

**City of Clearwater, Kansas**  
Sedgwick County  
City Council Meeting - **MINUTES**  
May 23, 2023  
Clearwater City Hall – Council Chambers  
129 E. Ross Avenue Clearwater, KS 67026

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**1. Call to Order/ Invocation and Flag Salute**

Mayor Burt Ussery called the meeting to order at 6:30 p.m. followed the invocation and flag salute.

**2. Roll Call**

The City Clerk called the roll to confirm the presence of a quorum. The following members were present: Mayor Burt Ussery, Councilmembers; Crystal Walter, Justin Shore, Tex Titterington, and Tim Robben. Chad Pike was absent. The following staff members were present: Courtney Zollinger, City Administrator, Jaye Poe, City Clerk, Amber Ives, Kirk Ives, Cole Hollis, Chadd Posch, and the City Attorney. Jared Dinwiddie was present via go to meetings.

Jessica Warren, Tanya Lange, Casey Blokzyl and Mallory Minor were all present from the library board.

**3. Approval of Agenda**

Mayor Ussery asked if there were any modifications to the agenda. Zollinger stated item 7c (American Tower Amendment proposal) needed to be removed and replaced with Irrigation by design for the Sports Complex.

**Motion:** *Robben* moved; *Walter* seconded to approve the agenda as modified. Voted and passed unanimously.

**4. Public Forum**

None.

**5. Consent Agenda**

Mayor Ussery asked if there was any question on the consent agenda and if not asked for a motion to approve.

Minutes  
Claims and Warrants  
Mayoral Appointments

**Motion:** *Shore* moved; *Robben* seconded to approve the consent agenda as submitted. Voted and passed unanimously.

**6. Staff Reports:**

- Administration Office – Courtney Zollinger – Sedgwick County will be closing the bridge that is located on 103<sup>rd</sup> street for 60 days. There will be no detours since they do not detour to dirt roads and those are the only options. This bridge is just east of the High school. BowerComm should have material to bring before Council the first part of June for the sales tax election question marketing. Amber and Carol recruited 7 families for the marketing campaign for Clearwater and have completed this project. Zollinger met with 2 members from the school to discuss a possible fee for the field usage for 2024 and it went well. There is no date for the painting of the water tower, nor the dedication for the Mikesell Hometree at the City Park.
- Fire Department – Jared Dinwiddie – None.
- Police Department – Kirk Ives – Council expressed appreciation for the items recovered for the cemetery. The Police department turn the fingerprint cards into KBI and the FBI. They do not keep the cards, usually these are done for school and daycare jobs.
- Park – Chadd Posch – Posch added the turf should have been completed tonight for the Hometree area. The small black rubber “filler” that is applied to the turf will contain little heat but will not burn or melt. The lifespan of the turn is 15 years, which is why the high traffic areas got the small cut out color areas. This will make replacing the turn as wear occurs much easier.

- Public Works – Cole Hollis – Council wanted to express appreciation since Cole and Chadd were absent last council meeting on the hard work during the water main break. The leak at City Park was not marked by the City, so this will be on the city to fix. It is on their list to get fixed.
- Senior Center –Amber Ives – Council discussed putting together a card to hand out for the services offered by the Center. Amber does keep available the SCOOP with all information and City Hall keeps some in the lobby as well.

**7. Business**

**a. Library Mill Levy**

At the last council meeting it was discussed that the Library Board should incorporate into their cost the utility bills and an administrative fee for the financial services the Clerk’s office conducts. Jessica Warren, the Library Director, and Casey Blokzyl were present for this discussion. Warren asked why the library will have to start paying for their bills and an administration fee if they are considered a City entity. Council discussed that the library gets their own mil levy through the City. The City charges the Cemetery district \$1,000 for the administrative services done for them. The administrative fee can be worked out between the City Administrator and the Library Director and can be brought before Council for consideration. Jessica asked about raising their mil to 7, this would need to be done by the council approving and adopting an ordinance. Currently the library can request up to 6 mils and had asked for around 4.5 last year. Warren stated she had the Mil written down wrong last year and there was miscommunication. When the library requests less than 6 mils, the remaining mils gets absorbed into the general fund. The City currently sends the financial reporting monthly to the Director, and takes care of the accounts payable, accounts receivable, auditing, payroll and taxes. The library board will need to discuss if they would like to continue to have the City do these services for them and what fee they would like to pay for these services and then present to Council. The MOU will need to be updated with the agreed upon fee’s and changes. This can be adjusted or changed annually if needed.

**Motion:** *Walter* moved; *Robben* seconded to authorize staff to update the library MOU and bring back to council. Voted and passed unanimously.

**b. Moderate Income Housing Program – Indian Ridge**

Bryan Lagaly Home, LLC has hired Equitable Advisors to help apply for applicable grant programs for the Indian Ridge Development. Equitable Advisors contacted the city to ask for our assistance in applying for the Moderate-Income Housing Program through the Kansas Housing Resource Corporation. The deadline to inform KHRC that an application would be filed was Friday May 12th and the application due date is June 2nd. Zollinger let Equitable Advisors know the city would be willing to assist with the program as needed. The Moderate-Income Housing (MIH) program serves the needs of moderate-income households that typically don’t qualify for federal housing assistance. MIH grants and/or loans are awarded to cities and counties with populations fewer than 60,000 to develop single or multi-family properties for homeownership or rentals. Projects can be for new construction, rehabilitation, or conversion from another use. Equitable Advisors will submit the application but since the funds are awarded to a city and not a contractor the city must adopt a resolution stating specifically what the funds will be used for. Much like the CDBG grant. There is no amount known for how much this grant would be. It is for the development of Indian Ridge only. They will need letters of support to aide in this application process.

Based upon HUD’s State Income Limits for 2022 the income range is:

	<b>1 Person</b>	<b>2 Persons</b>	<b>3 Persons</b>	<b>4 Persons</b>	<b>5 Persons</b>	<b>6 Persons</b>	<b>7 Persons</b>	<b>8 Persons</b>
<b>150%</b>	\$ 90,900	\$ 103,950	\$ 116,850	\$ 129,900	\$ 140,250	\$ 150,750	\$ 161,100	\$ 171,450
<b>100%</b>	\$ 60,600	\$ 69,300	\$ 77,900	\$ 86,600	\$ 93,500	\$ 100,500	\$ 107,400	\$ 114,300
<b>60%</b>	\$ 36,360	\$ 41,580	\$ 46,740	\$ 51,960	\$ 56,100	\$ 60,300	\$ 64,440	\$ 68,580

The first phase for Indian Ridge will be around 20 houses. There will be no cost/financial burden to the City if council decides to adopt this resolution, it is strictly showing support for the Moderate-income housing program.

**Motion:** *Shore* moved; *Titterington* seconded to adopt resolution 17-2023 for Moderate Income Housing Program Application. Voted and passed unanimously.

**c. Irrigation at Sports Complex**

The city approved \$28k to repair the infield and outfield of all three fields at the sports complex at the last council meeting. Jeremy Whitney has been checking the sprinkler system for any repairs that may be needed. There are currently 4 sprinkler heads on the infield of field #1 and it is recommended to place 4 more to the infield. With the sod

going in, it will need to be watered properly. There are also sprinkler heads throughout the complex that are not rotating properly and need to be repaired or replaced. This will cost \$4658. On the JV field, there are sprinkler heads that will need to be moved, as the water is spraying onto the dirt infield instead of the grass. This will cost \$2,500 to fix or Jeremy did say that rather than moving the sprinkler head on the JV field, he could plant grass there and it would cost \$1,500. The grass placement would be a good option as this is where the grass used to be until the dirt took over. The City has invested around 50k-60k that was unbudgeted towards the Sports Complex this year and does not want to see the efforts wasted by not fixing the irrigation. The cost will be coming from the operations of the park. Council asked if their budget could handle this cost. Zollinger stated with the restructure with Public Works and Parks, it would be able to handle it, but it would be very tight this year.

**Motion:** *Walter* moved; *Titterington* seconded to approve \$4,658 for the sprinklers and \$1,500 for the grass on the JV field, totaling \$6,158 to Whitney Landscaping from Parks Operation. Voted and passed unanimously.

**d. Discussion 2024 Budget**

**CivicPlus Pay** – An integrated online payment solution on the city’s website to take digital payments for reservations, donations, and pay fees 24/7. This would be an annual addition to the services offered. The annual amount is \$1785 with a 5% increase each year. There may be processing fees associated with this.

**FLOCK** – The police department currently has two FLOCK cameras. The FLOCK system is linked throughout Sedgwick County and surrounding areas. All departments that have the FLOCK system can “utilize” the system to help solve cases. The two cameras in Clearwater are currently at Diagonal and 135th and Ross and Chisholm Ridge Ponds. The camera on Ross will be relocated while the bridge construction is happening. The Police Department would like to add two more cameras to the system and place them on West Ross heading out of town and one near the Cemetery. This would be an annual increase of \$5,000. There is already \$5,000 in the operating budget for the current two cameras.

**Commercial Power Washer** – Public Works/ Parks would like to purchase a commercial power washer because the one they have isn’t big enough for the jobs such as the pool and other buildings.

**EMT Training Program** – The Fire Department is looking for ways to recruit medical help in the volunteer service. They are proposing a training reimbursement program for EMT training. An EMT training program is around \$1500. It is proposed upon certification of EMT, the volunteer must complete a year of service before they receive 50% reimbursement and two years to receive the remaining 50%. The “year of service” would have parameters of how many trainings and calls were required in the year to be considered “completed”. This program would be for a maximum of 2 people per year. \$1,500 for the first year and \$3,000 for each year after for the remainder the program is available. The 1<sup>st</sup> year is for two people and the following years would be for 2 NEW people.

**Tengine Appartus**– The next apparatus to purchase in the Fire Department is a Tender/Engine unit called a Tengine. This would replace a 1999 Engine and a 1984 Tender. The cost of this apparatus is around \$1,000,000. This would be a \$62,000 annual payment for 15 years starting in 2025. The truck that was just purchased was \$750k with an annual payment of \$31k. Jared is always looking into grants and his crew is currently working on a packet to present to Council that could be used for grant purposes.

**Baby Pool Water Toy Replacements** – The frog fountains that are in the baby pool were installed in 2003 or 2001 when the pool was built. After years of play they no longer work properly. Public Works must repair them every year and mid-season they stop working due to overuse. It has been suggested to replace the toys. Each toy is approximately \$3,250 and there are two toys for a total one-time cost around \$6,500. This is an amenity.

**Vacuum Excavator** – Uses water and suction to dig holes. It is also referred to as a “potholer”. This equipment is used to aid in repairing lines, exploratory reasons (to identify pipe materials), boring, and digging holes. By October 16, 2024, all public water systems must inventory both water system and private service lines with the new Lead and Copper Rule Revisions. While this equipment is useful for the public works department for many reasons, now with the extensive inventory that must be taken, it has pushed this demand higher on the list. The budgeted one-time cost for an excavator is \$85,000. If the type of lines are not provided by the homeowner and they will not allow Public Works to identify the line, it will be listed as lead per the LCRR. If the private line is lead, it will need to be replaced. How this is done, is still in the works with KDHE. Ground penetrating radar will not work in our area so that can not be an option. The City has inventoried a majority of our lines when the GIS was done.

**CITY AT-LARGE Requests for Purchases**

**Annual Road Maintenance** – Section 3 on the road maintenance is on the schedule for 2024. This will be all asphalt roads north of Ross Avenue and East of 1st Avenue. This section will receive wide crack sealant and a surface seal. Special Highway (Gas Tax) will spend \$150,000 and the General Fund is budgeting \$100,000. This is scheduled to be an annual commitment to the roads. Public Works will be doing small crack sealing to get section 3 ready for the maintenance for 2024.

**4-Way Informational Sign** – The sign at the 4-way has not worked for several months. The electrical to the sign needs repaired but city and school did not want to invest in the fix since it was not guaranteed if the current sign would continue to work. The current sign cannot be repaired. We have not received a quote for a single sided sign due to being backed up on pricing but in 2020 the city did receive a quote for a double-sided digital monument sign prices around \$65,000. With price increases and this only being one sided we have best guess penciled in a total price of \$65,000. By the end of 2023 there will be \$35,000 in equipment reserve for a new sign. The budgeted number for 2024 is \$30,000 to cover the remainder of the cost of a sign. We are waiting for the new Superintendent to arrive before we approach the school for a cost share. The City would request to use the existing poles already in place.

**Hammer’s Prairie Park and Nature Center** – Since the park has been donated to the city, the city is responsible for this park. We are placing \$10,000 in the budget as a place holder for trails. The board will need to have ADA come out and give information for the compliance of the trails. The City will get with the board for financial assistance on the trails if needed.

**Sidewalk at Chisholm Ridge Ponds** – The path around both Chisholm Ridge ponds is currently asphalt and deteriorating. A budget number was given to create a concrete walking path around the ponds. The price is \$150,000.

**Concession Stand at Sports Complex** – The Park Advisory Board has been asked to work on a proposal for tear down and new build of the Sports Complex concession stand. They are reaching out to the community members. The 2024 budget for Special Parks has an amount for architectural drawings and we have placed an estimated cost of \$300,000 for a 2025 expense.

**100 E Ross Plan (Empty Lot)** – Council was presented with an idea to turn the empty lot at Ross and Tracy into a downtown green space with seating, art, and extra parking. During the presentation the council also requested pricing for a parking lot. A budget, not to exceed \$5,000 was given to get engineer estimates and drawings. To turn the area into a parking lot, the engineer estimate is \$243,486. This would add 21 parking places in the downtown area. This project would be done at one time. To turn the area into a park with parking, the engineer estimate is \$360,585.40. This would add 12 additional parking spaces to the downtown area. This project could be done in many phases with the first phase around \$100,000. The first phase would be the parking spaces and all the concrete sidewalks. There are also grants available for parks and art spaces such as Reimagine Spaces and Our Town grants. There was discussion about the need for parking downtown so an unofficial parking survey was done at 3 different times per day from May 1st – May 11th. There are currently 53 available parking spaces on Ross between Tracy and Lee.

Day/Date	8:30am Used/Empty	Noon Used/Empty	6:00pm Used/Empty
Monday/May 1	11/42	1/52	3/50
Tuesday/May 2	13/40	11/42	35/18
Wednesday/May 3	9/44	10/43	19/34
Thursday/ May 4	5/48	11/42	28/25
Friday/ May 5	10/43	10/43	*
Saturday/ May 6	6/47	26/27	4/49
Sunday/ May 7	5/48	3/50	2/51
Monday/ May 8	11/42	2/51	17/36
Tuesday/May 9	10/43	11/42	23/30
Wednesday/ May 10	9/44	**	30/23
Thursday/May 11	8/45	17/36	20/33

While there isn’t usually a problem with parking downtown more parking is always helpful. With both options there would be adequate parking. With the Park possibility this would be helping with more interest in our downtown area and extend the beautification the city invested in the downtown streetscape.

**New Police Garage and Station** – The PD and Fire Department share the garage for their vehicle storage. With the new engine coming, the space in the shop is limited and a new building for police vehicles or a new station with a garage needs to be considered. Triple B gave an estimate of a whole station with a garage for \$601,000. This price does not include land, parking lot, or equipment for a garage or moving to the station. In the budget we have added a line for both 2024 and 2025. First year \$600,000 for the garage, land, and parking area. Then in 2025 \$400,000 for offices and other items. Council discussed the current tornado shelter being filled in and adding shelter under a new building.

**Park Glen Estates 2nd Builder Incentives** – Shaun Weaver asked the council to consider offering builder incentives to Park Glen Estates 2nd Addition. This would include a reduction in permitting and a flat cash payment of \$9,500 for each certificate of occupancy. I have added to the line items for both 2024 and 2025 \$95,000 for consideration for builder incentives. This would cover 10 Certificate of Occupancies in each year.

**Ross Avenue Sidewalks from 4th to Chisholm Ridge** – After the accident earlier this year council wanted to consider putting in sidewalks on Ross Avenue east of 4th. CED has given drawings and we will have pricing at the workshop for consideration.

**Senior Center Add on for Commodities** – As the Senior Center is growing in attendance, so are the commodities. The city receives food from the Kansas Food Bank to help supplement families in need in the Clearwater area. The Center is the best

place for this community outreach. However, the space is limited and affecting the events that the Center can have. We have discussed adding on the Center. Amber and Zollinger will be meeting with an architect and Professional Engineer Consultants to discuss the scope of the project and put some figures together for council to consider. This is an immediate need. There has not been an approval for the increase asked for from the Department on Aging.

**DEPARTMENTAL REQUESTS FOR PURCHASES**

ADMIN	\$ 1,785	\$ 1,874	Civic Pay	PARKS/SENIOR CENTER/POOL/ADMINISTRATION
PD	\$ 3,000	\$ 3,000	FLOCK	Adding 2 more Cameras to the FLOCK System POLICE
PARKS/PUBLIC WORKS	\$ 2,500		Commercial Power Washer	- PARKS/ PUBLIC WORKS
FIRE	\$ 1,500	3,000	EMT Training Reimbursement (30% 1st year, 30% 2nd year - 2people)	- FIRE
FIRE		62,000	Trampoline Payment (\$1,000,000 15 yr Loan)	
POOL	\$ 6,500		Kiddie Pool Water Toy Replacements	- POOL
WATER	\$ 83,000		Vacuum Excavator	- WATER
	\$ 102,285	\$ 71,874		

Property N. of Chisholm Ridge and property at 135<sup>th</sup> & 95<sup>th</sup>

**CITY AT LARGE CAPITAL PROJECTS**

**	\$ 100,000	100,000	Section 3 and 4 Annual Road Maintenance Split with Sp Hwy
**	\$ 30,000		4-Way Information Sign Split with Eq Res (\$60,000 for total project)
**	\$ 10,000	10,000	Hammer's Prairie Park and Nature Center
**	\$ 150,000		Sidewalk around Chisholm Ridge Ponds
**		300,000	Concession Stand at Sports Complex
**	\$ 100,000	100,000	100 E Ross Plan (3 yr project)
**	\$ 600,000	400,000	New Police Garage and Station
**	\$ 95,000	95,000	PGE 2nd Builder Incentives (10 builds ea/yr \$9300 ea)
**			Ross Ave Sidewalk from 4th to Chisholm Ridge Ponds
**			Senior Center add-on for Commodities
	\$ 1,083,000	\$ 1,003,000	

Lease Purchase	\$ 31,000	\$ 31,000	Real Estate Lease Payment Emprise (2022 - 2036)
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**CONTINUED TRANSFERS TO EQUIPMENT RESERVE AND SPECIAL PARKS**

Equip Reserve	\$ 20,000	\$ 20,000	Walkability
	\$ 10,000	\$ 10,000	Empty Lot Ross/ Tracy
	\$ 5,000	\$ 5,000	Electronic Sign Replacement
	\$ 5,000	\$ 5,000	ARC 99
	\$ 40,000	\$ 40,000	

**ALREADY COMMITTED**

Can not change what is already committed.

Economic Development	\$ 4,800	\$ 4,800	Chisholm Ridge Specials (Unsold City Owned Lots)
	\$ 7,200	\$ 7,200	PGE Incentives Not Committed
	\$ 20,000	\$ 12,000	Annual Incentive Payout Commitment (PGE/ IL/ CR)
	\$ 32,000	\$ 24,000	

Council discussed the equipment reserve balances:

Admin - \$124,827.80, Senior Center - \$10,511, Police \$171,006.77, Court - \$26121.91, Public Works \$7,463.73, Fire - \$84198.97, Park - \$49091.86, Pool -\$55639.53, Historical Museum - \$1001.96, Library building - 0, Special Highway - \$38672.25, Special Parks - \$35502.16, Special Projects \$171538.25, Water - \$100689.93, Sewer - \$614308.58. There are many projects already earmarked for each department. Putting these funds into a CD would not be ideal as it would tie up the funds if they were needed.

**8. Governing Body**

Walter – Asked about the purple streetlights. Zollinger stated Every is working on replacing them slowly There was only one person logging these lights in the whole state last she knew.  
 Shore – Shore submitted his 2050 WAMPO transportation idea directing the transportation towards Clearwater.  
 Titterington – June 3<sup>rd</sup> at 10 a.m. there will be a dedication for Hammer's Prairie Park and Nature.  
 Robben – Mentioned the purchasing policy for emergency spending. Mayor Ussery stated for emergency spending, a special meeting could be called.  
 Ussery – The Governing Body agreed to raise funds for the remaining \$5,000 for the fireworks show.

**Executive Session**

None.

**9. Adjournment**

**Motion:** *Walter* moved; *Robben* seconded to adjourn the meeting. Voted and passed unanimously. The meeting adjourned at 7:49 PM

**CERTIFICATE**

State of Kansas }  
 County of Sedgwick }  
 City of Clearwater }

I, Jaye Poe, City Clerk of the City of Clearwater, Sedgwick County, Kansas, hereby certify that the foregoing is a true and correct copy of the approved minutes of the May 23<sup>rd</sup>, 2023, City Council meeting.

Given under my hand and official seal of the City of Clearwater, Kansas, this 13th day of June 2023.

Jaye Poe, City Clerk

