

City of Clearwater, Kansas
Sedgwick County
City Council Meeting - **MINUTES**
June 27, 2023
Clearwater City Hall – Council Chambers
129 E. Ross Avenue Clearwater, KS 67026

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; Justin Shore, Chad Pike, Shirley Palmer-Witt and Tim Robben. Crystal Walter was absent.

The following staff members were present:

Courtney Zollinger, City Administrator, Jaye Poe, City Clerk, Amber Ives, Cole Hollis, Jared Dinwiddie, Tricia Nichols and the City Attorney.

Library:

Jessica Warren, Doris Schulze and Tim Erwin as well as many other patron in support of the Library.

3. Approval of Agenda

Mayor Ussery asked if there were any modifications to the agenda, there were none.

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

4. Public Forum

Doris Shulze spoke in regard to the Library and all the activities it offers to not only the Clearwater Community, but to surrounding communities. The Library board has plans for renovating the library such as replacing the carpet, adding new shelves and drop down electrical for computers. This will cost approximately \$91912.45. There is \$98,000 in the Capital Improvement fund for these renovations.

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

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

6. Staff Reports:

- Administration Office – Courtney Zollinger – Public Works has placed signs for each field at the Sports Complex which is being closed due to maintenance. The sod going on the infield of field 1 will be good for July and the sprinklers will be on the correct schedule to keep the sod healthy. Whitney Landscaping will be keeping track of the watering.
- Fire Department – Jared Dinwiddie – Pictures of the new truck were passed around for council to view. The production is scheduled to start in December and end around early to mid-March. Jared was able to obtain a grant for the hoses to go on the new truck.
- Police Department – Courtney Zollinger – None.
- Public Works/Parks– Cole Hollis – Public Works will look into high water signs for the Wood and Tracy area. The dead trees out at the Sports Complex are on the list for Public Works to take out. When a storm passes through and it effects the whole city, Public Works will clear the limbs, but on a small storm which doesn't effect the whole city, it is the responsibility of the property owner to dispose of the items.
- Senior Center –Amber Ives – The Lunch and Learn is July 11th. Chief Kirk Ives will be cooking hamburgers for this event.

The Lunch Bunch will be in August, it is usually held on the 4th Wednesday's of the month.

7. Business

a. Resolution – Amending and Supplementing Resolution 12-2023

Context: At the March 14th council meeting the governing body adopted resolution 12-2023 authorizing a special question election for the purpose of submitting to the qualified electors of the city the question of imposing a 1% city wide sales tax for general purpose; and providing of the notice of said special question election. Council agreed to have the question be for special purpose and use it for roads and other infrastructure. The original question submitted on Resolution 12-2023 stated: *Shall the City of Clearwater, Kansas, be authorized to impose a one percent (1.0%) City-wide general purpose retailers' sales tax, the revenue from which will be applied to improvements to City streets, alleys or other transportation related needs, with collection of such sales tax to commence on January 1, 2024, all pursuant to the provisions of K.S.A. 12-187 et seq., as amended?* It was discovered that the wording that was going on the ballot is not the complete wording the council spoke about, and it didn't match the marketing campaign. The marketing campaign talks about city infrastructure and not just streets. To be transparent in the question going to the voters we have asked for an amendment to the resolution for the question that will be on the ballot to say: *Shall the City of Clearwater, Kansas, be authorized to impose a one percent (1.0%) City-wide general purpose retailers' sales tax, the revenue from which will be applied to improvements to City streets, alleys or other infrastructure, with collection of such sales tax to commence on January 1, 2024, all pursuant to the provisions of K.S.A. 12-187 et seq., as amended?* The election commission office has been contacted and is awaiting the documentation that Bond Council will take to them.

Motion: *Robben* moved; *Pike* seconded to adopt Resolution 18-2023 amending and supplementing resolution 12-2023. Voted and passed unanimously.

b. Accept Petitions for improvements to Park Glen Estates 2nd

In November 2022 the Governing Body approved the Final Plat for Park Glen Estates 2nd. The new addition consists of 36 lots. The next step in the process is to review and accept the petitions for improvements.

- Grading and Drainage Petition estimates costs at \$521,000 with the cost assessed evenly to each lot.
- Sanitary Sewer Petition estimates costs at \$282,000 with the cost assessed evenly to each lot.
- Street Petition estimates costs at \$638,000 with the cost assessed evenly to each lot.
- Water Petition estimates costs at \$283,000 with the cost assessed evenly to each lot.
- Total engineer estimated costs for Park Glen Estates 2nd is \$1,724,000

All improvements are proposed to be assessed equally to each lot (1/36 split) for special assessments. If the engineers' estimates are accurate this will be a split of approximately \$47,900 per lot before any fees and bond interest. If this turned into a 20-year General Obligation bond at \$47,900 per lot the price per month would be approximately \$199.50 per month. Logan Mills from Certified Engineering prepared the engineers estimates for the project.

Motion: *Shore* moved; *Pike* seconded to accept the Petition for Grading and Drainage Park Glen Estates 2nd for \$521,000. Voted and passed unanimously.

Motion: *Robben* moved; *Shore* seconded to accept the Petition for Sanitary Sewer Park Glen Estates 2nd \$282,000. Voted and passed unanimously.

Motion: *Shore* moved; *Palmer-Witt* seconded to accept the Petition for Streets/Paving Park Glen Estates 2nd \$638,000 Voted and passed unanimously.

Motion: *Robben* moved; *Pike* seconded to accept Petition for Water Park Glen Estates 2nd \$283,000. Voted and passed unanimously.

c. Adopt Resolutions for Improvements to Park Glen Estates 2nd

The Final Plat has been approved and petitions submitted for internal improvements for Park Glen Estates 2nd Addition. The next step in the process is to adopt resolutions for the improvements and for the General Obligation Temporary Note Process. Total engineer costs for the internal improvements for Grading and Drainage, Sanitary Sewer, Street, and Water for Park Glen Estates 2nd is \$1,724,000.

Motion: *Shore* moved; *Pike* seconded to Adopt Resolution 19-2023 for Grading and Drainage Park Glen Estates 2nd. Voted and passed unanimously.

Motion: *Shore* moved; *Robben* seconded to Adopt Resolution 20-2023 for Sanitary Sewer Park Glen Estates 2nd. Voted and passed unanimously.

Motion: *Shore* moved; *Pike* seconded to Adopt Resolution 21-2023 for Paving Park Glen Estates 2nd. Voted and passed unanimously.

Motion: *Pike* moved; *Palmer-Witt* seconded to Adopt Resolution 22-2023 for Water Park Glen Estates 2nd. Voted and passed unanimously.

d. Library Budget

Jessica Warren was present for questions regarding the submitted Library budget for 2024. The Library can request up to 6 MILS per City Ordinance. Council discussed the salaries and Capital Improvement fund. SCKLS (South Central Kansas Library System) is the agency where grant funding comes from for out-of-town residents. A maximum of 10% of the library's budget is allowed to be transferred into the library capital improvement fund per SCKLS. Reporting on resident and non-resident attendance is done by the Director every January for this program. The library has around 17,000 patrons visit every year, Council would like to know how many families that number reflects. A majority of the material being used by patrons are paper books, although e-books usage is rising. The library adjusted wages so they could meet the level 2 requirements for libraries. The library would not lose funding if the goals did not get met, it is more of a guideline for libraries to follow according to their population size. Council discussed the grant opportunities from the Recreation that was done in the past and suggested to reach out for this opportunity for funding again, Warren is looking into other grant opportunities currently. The contract labor budgeted for 2024 is for the janitor and to reimburse the City for continuing to do the libraries payroll. Tim Erwin spoke on a portion of the townships taxes in the area goes to the SCKLS program to help funding surrounding libraries such as Clearwater Library. The building maintenance and renovations were discussed, Warren stated the roof issue had been repaired and there are no other issues at this time. The Library has not received any estimates for the bathroom remodeling, they have estimated the new shelving, carpet, moving the desk and electrical/internet drops to be \$92,000.

e. Resolution – Annexation 14000 W Prairie Grass Cir

A consent for annexation and request to connect to city water was received on June 23, 2023, for the property legal description: Lot 11 and 12 Block 2 Prairie Meadows Estates Sedgwick County, Kansas, with a commonly known address of 14000 W Prairie Grass Cir, Clearwater, Kansas 67026. At this time, Council will need to adopt a resolution requesting Sedgwick County release the property for annexation. Once the County has the consent and the resolution and the Board of County Commissioners approves releasing the property, the Governing Body will need to vote on an ordinance annexing the property into the City. There are no financial considerations for this item. However, the property owner is required to pay a water tap fee of \$1,450 for the requested one-inch meter. They are currently in the building process. There are no specials assessed to this area any specials there were assessed were paid off approximately 2 years ago.

Motion: *Pike* moved; *Palmer-Witt* seconded to Adopt resolution 23-2023 requesting Sedgwick County release 14000 W Prairie Grass Cir for annexation into Clearwater City Limits. Voted and passed unanimously.

8. Governing Body

Shore – There have been generous sponsor for the Fourth of July Fireworks Show.

Pike – Lyons Club approved a donation of \$250 to go towards the Fireworks show as well.

Palmer-Witt – None.

Robben – Supports the Library and does not want to see the MIL go down.

Ussery –

Executive Session

None.

9. Adjournment

Motion: *Shore* moved; *Robben* seconded to adjourn the meeting. Voted and passed unanimously. The meeting adjourned at 7:12 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 June 27th, 2023, City Council meeting.
Given under my hand and official seal of the City of Clearwater, Kansas, this 11th day of July 2023.



Jaye Poe, City Clerk

