

City of Clearwater, Kansas
Sedgwick County
City Council Meeting - **MINUTES**
August 8, 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, Crystal Walter, Chad Pike, Shirley Palmer-Witt and Tim Robben.

The following staff members were present:

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

The following residents who spoke:

Samantha Warkins

3. Approval of Agenda

Mayor Ussery asked if there were any modifications to the agenda, Zollinger stated Item 9, executive session needed to be removed.

Motion: *Shore* 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

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

6. Staff Reports:

- Administration Office – Courtney Zollinger – Indian Ridge has an expected substantial completion schedule by the end of August. There have been 4 building permits submitted, they will not be issued until completion has been met. Section 1 and 2 will get small crack and wide seal the 3rd or 4th week of August. This is part of the annual road maintenance plan. Reminder that there will be another Town Hall meeting on August 17th at 6:30 p.m. at the Senior Center.
- Fire Department – Jared Dinwiddie – Sedgwick County Emergency brought a CRV on Thursday or Friday to help with the 12 hours of staffing. The CRV that was brought is an ambulance that has had the hardware taken out for the cot and is non transport only. It will have med bags like any other CRV. Chief Dinwiddie has not received a definite answer on whether this vehicle will be temporary.
- Police Department – Kirk Ives – Officer Jacks has been handling the parking violations on boats and

trailers from a complaint received. It is best if one officer handles this situation to avoid any confusion between officers. The Police vehicle that backed into a pole is at the shop for repair.

- Public Works/Parks– Cole Hollis – There is a gas line going in around south Byers to Ross. The City does not get notified of these events since it is in a utility easement they have the right to repair any of their lines. The tree outside of City Hall needs to be replaced since it has died, this will be put on Public Works to do list. Cox has not completed laying the fiberoptics that the City is aware of, they have been in to City Hall to apply for Solicitors permits this week.
- Senior Center –Amber Ives – The senior swim has been well received, Amber can check into doing this at the Y or similar places if there is interest from the attendees.

7. **Business**

a. **Annexing 14000 W Prairie Grass Cir into Clearwater**

In June 2023 the city received a Consent for and Petition to Annex into the corporate limits of the City of Clearwater from the property owners at 14000 W Prairie Grass Circle. Annexation is required in this development to receive city water service. At the June 27, 2023 meeting the Governing Body adopted Resolution 23-2023 finding it advisable to annex the referenced property. Per state statute, that resolution was sent to the Sedgwick County Board of County Commissioners and at their July 19, 2023 meeting the Sedgwick County BOCC adopted a resolution releasing the property for the City to annex. The Governing Body needs to adopt a separate ordinance officially annexing the property into the city. Once finished the new residential home would generate approximately \$1,500 in city property taxes based on similarly constructed homes in the area. These properties request annexation individually.

Motion: *Walter* moved; *Pike* seconded to adopt Ordinance 1097 annexing 14000 W Prairie Grass Circle into Clearwater city limits. *Walter*, yea; *Shore*, yea; *Pike*, yea; *Palmer-Witt*, yea; *Robben*, yea. Voted and passed unanimously.

b. **Park Advisory Board - Sports Complex Master Plan**

Samantha Warkins with the Park Advisory Board was present for the Sports Complex Master Plan discussion. With the increase in activities at The Chisholm Trail Sports Complex and the community growing, the park's features, present and future, need to be evaluated. With the help of the Park Advisory Board, Professional Engineering Consultants, PA (PEC) has provided a proposal that will provide a Master Plan Document to refine and create renderings, concepts, and conceptual opinion of cost of future improvements. The Master Plan will include features such as a new concession stand building, dog park, basketball court, and a 4th ball field. This would not be awarding the project. This would be creating a plan to understand the costs and plan for the future. PEC projects the project to take 3 months and include:

1. General Scope Items for Landscape Architecture Services:
 - a) Conduct one pre-design site visit to assess existing conditions.
 - b) Attend up to two design meetings with CLIENT.
2. Landscape Architecture Services Including:
 - a) Master Planning:
 - 1) Meet with stakeholder group to identify priorities, constraints and expectations and coalesce those into up to three design concepts.
 - 2) Facilitate a workshop meeting to review the design concepts and to start narrowing down into one concept.
 - 3) Refine and create a final master plan package including colored rendering in Plan View and up to 6 perspective/cross section views of

selected areas of interest.

4) Prepare conceptual level opinion of cost for the final Master Plan layout.

PEC's fee for scope of services is \$11,500. Council discussed many different ideas for this plan as well as a community outreach and asked if the costs would increase with these changes. Warkins will check with PEC. Council will send any ideas to Zollinger on what they would like to see added or improved at the complex and the Mayor will reach out to the School and Recreation Commission to get ideas they would like to see. These ideas will be communicated to PEC to see if the fee changes with additional ideas being added. With the sports complex being used by the school and rec, council may discuss cost sharing. Samantha also mentioned sponsorships from community businesses and fundraising to help fund any of the improvements that may be decided upon. This item has been tabled so a meeting can be arranged to discuss exact ideas to be included in the Master Plan.

2. Governing Body

Walter – There will be another Town Hall meeting on August, 17th at 6:30 p.m.

Shore – None.

Pike - None

Palmer-Witt – None.

Robben – None.

Ussery – There has been another Mayor update released on the City Website and scheduled for the City Facebook page regarding the 1% Sales Tax. The presentation at the Senior Center for the sales tax was held this afternoon with 30 plus attendees and good discussions. This audience had a different view than the meeting on the 3rd. The people are getting involved in discussions, getting them out to vote will be a task. Debating on the City Facebook page is counterproductive. As questions come in regarding this sales tax that have not been answered, send them to Mayor or Zollinger and they can respond accordingly. Zollinger has met with a few different people that have had questions about the sales tax and will continue to do so if anybody would like to visit with her.

Executive Session

Removed.

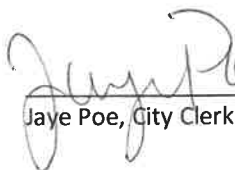
3. Adjournment

Motion: *Palmer-Witt* moved; *Shore* seconded to adjourn the meeting. Voted and passed unanimously. The meeting adjourned at 7:23 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 August 8th, 2023, City Council meeting. Given under my hand and official seal of the City of Clearwater, Kansas, this 22nd day of August 2023.


Jaye Poe, City Clerk

