

**City of Clearwater, Kansas**  
Sedgwick County  
City Council Meeting - **MINUTES**  
August 22, 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; 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 and Jared Dinwiddie. The City Attorney, Jennifer Hill came in at 6:33 pm.

**3. Approval of Agenda**

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

**Motion: *Shore* moved; *Pike* 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, Shore requested Item 5a, Previous Council minutes be pulled off for discussion.

Minutes – Item moved to Business 8a.  
Claims and Warrants

**Motion: *Walter* moved; *Palmer-Witt* seconded to approve the consent agenda as modified. Voted and passed unanimously.**

**6. Proclamation: Senior Center Month**

Mayor Ussery read the proclamation recognizing September as national senior center month:

WHEREAS National Senior Center Month originated as National Senior Center Week in May or 1979, was proclaimed by President Ronald Reagan 1985, and was extended to the full month of September in 2007: and WHEREAS, the concept of celebrating senior centers nationally gained wide support through organizations like the National Council on Aging, the U.S. Conference of Mayors Aging Task Force, and the full Senate and House Select Committee on Aging; and WHEREAS, the 2023 theme of National Senior Center Month is Strengthening Community Connections, because senior centers provide countless hours of support and encouragement to older adults: and WHEREAS, innovative programs hosted at senior centers can change the perception of aging and create community resources for aging expertise: and WHEREAS, The Clearwater Senior Center offers 55+ programming including education, exercise classes, book clubs, outings, parties, meals, and cooking classes to create an engaging and valuable culture of health for local seniors. NOW, THEREFORE I, Burt Ussery, Mayor of the City of Clearwater, Kansas, do hereby proclaim the month of September as National Senior Center Month in Clearwater and encourage citizens to visit the Senior Center or take a step further by volunteering to help with the events they'll be throwing this month and beyond.

**7. Staff Reports:**

- Administration Office – Courtney Zollinger – Council discussed concerns for painting the water tower in the heat. Public Works will drain part of the tower due to condensation, but the heat should not be an issue. There was discussion on adding lines for the council members with the new phone system, staff will get the costs for this feature. Zollinger will get in touch with the superintendent for a possible joint cost to repair/replace the sign at 4<sup>th</sup> and Ross. The Clearwater Foundation meeting was held with the Wellness Center, Rec, Library and Senior Center to discuss future possibilities for a building to house these different agencies. Currently the Foundation only manages the Wellness Center, the next meeting will be September 21<sup>st</sup> that the Mayor will attend.
- Fire Department – Jared Dinwiddie – Council congratulated Dinwiddie on getting grants awarded to the department. Dinwiddie discussed concerns on the Indian Ridge entrance not accommodating the fire apparatus’ size with the developer. They will be moving the median back an additional 21 feet and will keep Dinwiddie informed on any other entrances in the future to prevent these issues.
- Police Department – Kirk Ives – The department has not had any luck with the applications for grants. Council discussed the office hours for the Police Department. The hours of operation are 9-3 unless the Police Clerk is on vacation. She has been on vacation since last week. Residents are encouraged to dial 911 for all police needs if staff is not in the building. If it is an emergency the call gets routed to a different dispatcher. The two new officers will complete their training soon and this will help with staffing.
- Public Works/Parks– Cole Hollis – Hollis added that Mayer Sewer Specialties will be cleaning out the sewers starting on Wednesday and ending on Monday. This will be done from 1<sup>st</sup> to 4<sup>th</sup> from Janet South. Well 6 flow keeps reducing, there was a hole in the casing, and it will be televised to find any other issues. This well is located 103<sup>rd</sup>. Council discussed the utility work going on and it being their responsibility to repair any streets or sidewalks damaged during the process. Council also discussed if permits are required for closing roads due to the maintenance. Zollinger stated it is not required for the kind of work they are doing, Mayor suggested that the company be in communication with the City if they plan to close both lanes. Council discussed who should maintain the ditch East of Chisholm Ridge, it is County and Privately owned. There is a strip east of the houses that the City owns that may need mowed, Public Works will look at this tomorrow. 4<sup>th</sup> and Ross are City streets but maintained by the County since it is a connecting link. Homeowners are responsible for behind their fences that should be 5 feet in. There is a pothole on Lee and Hellar, this will be looked at by public works. There are some sidewalks that need to be cleared of overgrowth.
- Senior Center –Amber Ives – There were around 104 attendees for the Bluegrass event. Since September is National Senior Center month, they have partnered with multiple businesses for multiple events. The calendar will be out soon. The Senior Center is always looking for volunteers, intergenerational activities are very well received by the Seniors.

## 8. Business

### a. 2024 Budget Hearing

**Motion:** *Shore* moved, *Robben* seconded to open the public hearing at 7:56 pm. Voted and passed unanimously.

The City of Clearwater’s Revenue Neutral Rate (RNR) for the 2024 Budget is 67.215 Mills (\$1,503,053). Even though the assessed valuation decreased, the City Council elected to not exceed the RNR but lower the taxes for the City of Clearwater. The City has prepared a budget with a Mill Levy of 64.131 (\$1,434,153)

**2023 Budget:** 2022 Assessed Valuation: \$23,477, 2023 Proposed Mill Levy: 64.022, 2023 Taxes

Budgeted \$1,503,053.

**Proposed 2024 Budget:** 2023 Assessed Valuation: \$22,362, 2024 Proposed Mill Levy: 64.131, 2024 Taxes Budgeted \$1,434,153. There has been no changes or updates to the budget since the budget hearing was set. Total Mill Levy will remain 64.131 for 2024 Budget. There was no further discussion.

**Motion:** *Walter* moved, *Palmer-Witt* seconded to close the public hearing at 6:57pm. Voted and passed unanimously.

**b. 2024 Budget Adoption**

**Motion:** *Robben* moved; *Pike* seconded to adopt the 2024 budget as presented. Voted and passed unanimously.

**c. Ordinance 1098 – 2023 Edition Uniform Public Offense Code**

Council asked if there were any modifications needed to be made, there were none and typically there are no modifications to the UPOC.

**Motion:** *Shore* moved; *Walter* seconded to adopt Ordinance 1098-2023 Edition Uniform Public Offense Code. Voted and passed unanimously.

**d. Ordinance 1099 – 2023 Edition Standard Traffic Ordinance**

**Motion:** *Robben* moved; *Palmer-Witt* seconded to adopt Ordinance 1099-2023 Edition Standard Traffic Ordinance. Voted and passed unanimously.

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

At the last council meeting the Park Advisory Chair, Samantha Warkins presented the idea to hire an engineer for a Sports Complex Master Plan. The Governing Body felt it was necessary to have community involvement added to the original scope. PEC suggests For Clearwater, the best method(s) would be based on the initial meeting with staff and stakeholders. Their typical public engagement process consists of an initial public meeting where they attend a public event already scheduled such as a fall festival or football game as they would reach a larger population rather than an open house. PEC would release an online survey at the same time as the public outreach session to last one week. PEC would then take the results and compile and analyze them. The results will influence the preliminary master plan. PEC will then meet with staff and stakeholders to review the preliminary master plan and the public outreach results. PEC would then do a second public outreach session in a more formal setting where they would present the results to the public and receive feedback. They would release a second online poll at this same time. PEC will take the results along with feedback from the staff and stakeholders and create a final master plan. 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) Community Involvement: detailed above 3) Facilitate a workshop meeting to review the design concepts and to start narrowing down into one concept. 4) 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. 5) Prepare conceptual level opinion of cost for the final Master Plan layout. PEC's fee for scope of services is \$16,000. There is \$11,400 set aside in the Special Park Equipment Reserve for Park Improvements and \$11,800 in the Special Park Equipment Reserve designated for Concession/Restrooms. This would be the most appropriate place to use funds from. This would be the same fund, just different line items. Council discussed the additional \$4,500 cost for the community involvement as well as the FEMA shelter cost and if past surveys have been successful. The Comprehensive plans survey had 49 PDF and paper copies turned in. The google form was

created and around 400 were turned in. Other surveys in the past have not been very successful, such as the streetscape, park shelters and walkability plans. The City will own the plans once the scope of services are complete rather than PEC owning them. Council came to a consensus to do the original agreement without the community involvement, but with an option to add it later if they feel it is necessary.

**Motion:** *Walter* moved; *Pike* seconded to sign the original PEC agreement at \$11,500 revised to add optional community engagement not to exceed \$4,500. Voted and passed unanimously.

**f. Previous Council Minutes 8/8/2023**

At the last meeting policy regarding an RFP for the Master Plan from PEC was not recorded in the minutes. Should the essence of discussion or the raw mechanical motions be recorded in the minutes? City Attorney Hill stated amendments to the minutes are always an option, but it is personal preference. If Council would like a specific item notated in the minutes, the option of stating that to the Clerk is available. The videos of the Council meetings are kept for 12 months for minute taking purposes. City Clerk takes minutes based on her training from the Institute and Academy for City Clerks. In the training, the requirements for minutes are recording the actions taken. Signing in is required for residents speaking at the meeting. The item being discussed was typed up to summarize the council consensus regarding the PEC Master Plan. The videos of the Council meetings are not uploaded on the website nor published. Times Sentinel has requested the video be sent to them after each meeting. If someone wants to watch a video of the meetings, they can submit a request to the City Clerk. This information will be added to the website. These videos are not kept forever since the minutes are the record of the Council. Council discussed uploading the videos for archival purposes. There was no action taken on this, but research can be done.

**Motion:** *Shore* moved; *Robben* seconded to approve the August 8<sup>th</sup>, 2023, Council Meeting Minutes as submitted. Voted and passed unanimously.

**9. Governing Body**

Walter – Asked if there would be any more Sales Tax information going out in the mail, Mayor stated no but there will be 1 or 2 more Facebook post next week and he will put out another Mayor update. The vote is next week, or you can vote early now until Monday at noon.

Shore – The League Annual Conference is October 7-9 in Wichita this year with Vendor and training sessions. This is a good opportunity for everyone.

Pike – The Baseball fields look amazing, if you haven't been down to see them, you should.

Palmer-Witt – Salt Creek does not have a streetlight and there are 3 families and multiple kids that live in that area, Zollinger will look into this.

Robben – Is concerned with the Ambulance that has been brought in to act as the CRV. Robben would like to see the City be proactive and request the CRV instead of the Ambulance. He feels the perception of having an ambulance will confuse residents as it cannot transport. There have been no complaints yet, but the Mayor will reach out to the County, they are providing a vehicle to the City and is unsure of how it will be received by the County.

Ussery – Nothing more to add.

Zollinger – The Fall Festival is October 6-7. They will need volunteers who are 18 or older. Help is needed to check wristband/buttons for the Bouncy House, Mechanical Bull and Axe Throwing on Saturday the 7<sup>th</sup>. These shifts would be split into 2-hour shifts.

**10. Executive Session**

None.

**11. Adjournment**

**Motion:** *Palmer-Witt* moved; *Pike* seconded to adjourn the meeting. Voted and passed unanimously. The meeting adjourned at 7:38 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 22<sup>nd</sup>, 2023, City Council meeting.  
Given under my hand and official seal of the City of Clearwater, Kansas, this 12<sup>TH</sup> day of September 2023.

  
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Jaye Poe, City Clerk

