

City of Clearwater, Kansas
Sedgwick County
City Council Meeting - **MINUTES**
January 23, 2024
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, Samantha Warkins, Shirley Palmer-Witt and Tim Robben.

The following staff members were present:

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

Others Present:

Lynn Packer and Daniel Schrant with Sedgwick County Public Works, Jacob Baca with Kansas Curve and Lor Bower with BowerComm via GoTo,

3. Approval of Agenda

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

Motion: *Shore* moved; *Palmer-Witt* seconded to approve the agenda as submitted. 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.

Previous Council Meeting Minutes

Claims and Warrants

Farm Lease

Trash Cart Fee Resolution

Mayoral Appointment

Aging Project Lease Agreement

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

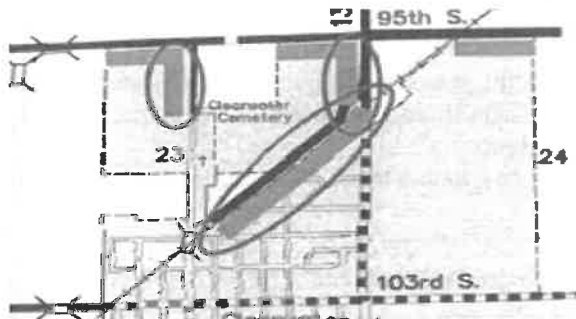
6. Staff Reports:

- Administration Office – Courtney Zollinger – There will be a Council Workshop next Tuesday from 6:30-8:30pm.
- Fire Department – Jared Dinwiddie – Congratulated the Mayor on his election. Council discussed the fleet evaluation that was completed early 2022. This process looks at the upkeep/deterioration of the current fleet and took about 4 weeks. Dinwiddie says it will not need to happen again until about 2050. The evaluation is recommendation only.
- Police Department – Kirk Ives – Police Clerk Nichols was thanked for her work on the grants she has been applying for.
- Public Works/Parks – Cole Hollis – Council discussed the sewer back up from Wednesday that occurred. Mayor was out Friday to clean the sewer mains, due to the freezing temperatures they had to finish on Monday. Discussion on this being a violation was had and will be looked into. A resident reached out to request that the snow not get plowed into the handicap parking spots. Hollis stated they try not to do this, however if there are no other spots available, they don't have a choice.
- Senior Center – Amber Ives – None.

7. Business

a. Tracy Ave and 135th Street Annexation

Daniel Schrant and Lynn Packer were present to discuss the city potentially annexing a portion of 135th street to 95th street as well as the north section of Tracy Avenue. They will be going to about 20 other cities to talk about the same thing. The portion of Tracy Ave is approximately 4300 square yards that the city would be responsible for maintaining. The portion of 135th street would be considered a connecting link for Sedgwick County and the County would keep the road on their maintenance schedule, it will be the City's responsibility to mow and care for the signage. By annexing these roads into the City, the City would have policing authority as well as access control for development.



Council briefly touched on annexing 95th east of 135th as well as east of the train tracks. Packer stated that the City cannot legally annex 95th as the adjacent properties are not owned by Clearwater. PCCA is annexed in, however the road is not, Sedgwick County will still maintain 95th. Diagonal is scheduled to have 3/4" surfacing/paving/stripping on the County maintenance plan for 2026 as it sits currently. They also have the bridge south diagonal in the works to be repaired/replaced and the road realigned for the Railroad for improved connection. Mayor asked if the County would be willing to communicate with the Railroad Company regarding the letters the City has sent regarding the other railroad crossing being in bad shape, Packer said they will try. Council discussed changing the speed limits from 45 to 30 MPH at the railroad and from 55 TO 45 MPH at 135th and 95th. Packer said they can try and accommodate that before the annexation happens. There are 2 entrance culverts that were recently replaced that will now be the City responsibility if the annexation does happen. Shore briefly mentioned a truck route option. County does have it on their radar to eventually finish paving 95th to 103rd, it is not currently on any schedule, but they are looking for grant opportunities. If the City agrees with the annexations, all three would happen at once and would be in an MOU. The County will maintain the mowing until the MOU takes effect.

Motion: *Walter* moved; *Shore* seconded to agree with the proposed annexation from Sedgwick County for Tracy Ave and 135th Street with Sedgwick County's commitment to repair the bridge. Voted and passed unanimously.

b. Field Usage Agreement with Kansas Curve

Jacob Baca from Kansas Curve Baseball is interested in using the baseball field (field #1) at the sport complex. He coaches an 18U team that is made up of players that have just graduated. Kansas Curve Baseball is part of the Kansas Collegiate League, and they would like to call Clearwater home this season. They will have 21 home games starting May 24, 2024, through July 29, 2024. The field will be used for games only, no practice. There will not be a charge for spectators. The standard Field Usage Agreement has been shared for review. This does include usage of the concession stand, but Mr. Baca has stated they are not looking to sell concession currently, the school may want to utilize the concession for fundraising. The City Council will need to set a fee for use of the fields for their games. Kansas Curve will have access to the fields, lights, bathrooms, and trash service. Jacob has been in touch with Jess Tracy at the school to discuss preparations and care of the field. The only schedule conflict could potentially be the first few games in May, they will get this worked out if the High School team goes to State. When Kansas Curve was at Eisenhower, they had estimated 100 spectators. Jacob did not think the community support was there. Jacob keeps the social media pages and website up to date for advertising. Council asked if Host families would be needed, Jacob said they weren't looking, but potentially they may be needed. Zollinger spoke with Goddard, and they spoke highly of the team, they just couldn't offer them the use of the fields this year due to the other teams needing them. Kansas Curve would provide their own insurance and umpires and if the fields were unplayable due to weather, they would utilize other turf fields in the area so not to damage the grass fields in Clearwater. Council discussed the need for security, Jacob said they had no issues that would require that. They did not have tailgating/alcohol or people getting out of hand in the past. There will be an announcer if issues arise. There is no need for EMS to be present at the games, they would call if an injury occurred. Council discussed there being a \$100 or \$150 fee for each game to utilize the fields. The consensus from council was to allow them to use the field at \$150 per game.

Motion: *Robben* moved; *Palmer-Witt* seconded to approve the field usage agreement with Kansas Curve at \$150 per game. Voted and passed unanimously.

c. Marketing Campaign

Lori Bower with BowerComm was present via GoTo Meetings. When the campaign was started their goal was to generate 250 leads and the actual number was 241. The campaign ran from October 2-November 30. A majority of the leads were from Wichita. Others were Park City, Bel Aire, Derby, and Haysville. The open rate of the emails sent were an average of 30%. The email sequence weekly was 1. Here's your Guide 2. 5 Questions to Ask Yourself 3. Housing Incentives and Building Opportunities 4. Healthcare & Business 5. Education 6. Community Traditions 7. Why Live in Clearwater and 8. Come for a Day. It is typical for Cities to add to their "Utility Hook Up" a question about how they heard about the City. This was added a couple months ago to the Clearwater Application for City Services. Shore asked about more questions being added to the initial survey, Lori stated that too many questions may detour people from answering the survey.

Option 1 Existing Ads + Additional Emails	Option 2 A Few New Ads (Existing Footage) + Additional Emails	Option 3 New Footage/Ads + Additional Emails
\$10,500	\$12,250	\$14,800
Generate Leads - Turn on existing lead generation campaign (same audiences and ads) - Run ads on Facebook and Google/YouTube (\$3,000/mo)	Generate Leads - Refresh/create new ads utilizing the images/videos we have or images/video provided by Clearwater - Run ads on Facebook and Google/YouTube (\$3,000/mo)	Generate Leads - Augment campaign with new creative – this would include a video/photo shoot in Clearwater - Run ads on Facebook and Google/YouTube (\$3,000/mo)
Nurture Leads - Create email drip to continue nurturing the leads from the initial campaign (3 emails – sending 1 per month) - Active Campaign Subscription - 6 months (\$52.50/month)	Nurture Leads - Create email drip to continue nurturing the leads from the initial campaign (3 emails – sending 1 per month) - Active Campaign Subscription - 6 months (\$52.50/month)	Nurture Leads - Create email drip to continue nurturing the leads from the initial campaign (3 emails – sending 1 per month) - Active Campaign Subscription - 6 months (\$52.50/month)
Coordination, Reporting	Coordination, Reporting	Coordination, Reporting

Council asked when house buying is busiest. Palmer said it was March, typically during Spring Break. Consensus from Council was to bring the discussion of growth to the next Workshop to discuss further. Item was tabled.

d. Art Walk Special Event Permit

The annual Art Walk will be held April 5, 2024 from 6 to 9pm utilizing businesses and store fronts on Ross from Gorin to Byers. The event has requested the use of City Hall, 100 E Ross (empty lot), and the Library. Chief Ives has recommended the road closures on Ross Avenue between Prospect and Byers between 5:00pm to 9:30pm to allow for safe set up, attendance and tear down. This event is supported by the Clearwater Community Foundation and sponsored by various Clearwater organizations and businesses. In addition to the road closure, the Art Walk Committee is requesting city council to waive the food vendor permit fee for food trucks attending that evening. Tricia Nichols was asked how many people usually attend the Art Walk; she stated around 500. Council asked about the wine tasting needing certain permits, since the companies who do the tasting are registered as caterer's and are doing the tastings in private businesses, they do not have to have any other permits. If it were on City property, then they would need a special permit. All businesses are allowed to participate, and letters are sent to each business for the opportunity as well as notifying them of the road closures. Council then discussed the fee's for the mobile food vendor permit, Robben does not think the fee's should be waived since other businesses pay taxes to the City and these events are for supporting the downtown businesses. Council discussed the support the event brings to the City and how the Fall Festival gets the fee's waived but charges their own fee for Food Trucks.

Motion: *Shore* moved; *Warkins* seconded to approve the Mayor to issue the Special Event Permit for use of public property for the 2024 Art Walk event. Voted and passed unanimously.

Motion: *Palmer-Witt* moved; *Robben* seconded to approve the road closures/Safety Zone for the 2024 Art Walk event. Voted and passed unanimously.

Motion: *Warkins* moved; *Palmer-Witt* seconded to approve waiving the food vendor permit fee for the vendors attending the Art Walk. Voted and passed unanimously 4-1 Robben voted No.

e. Clearwater Fall Festival Special Event Permit

Samantha Warkins with the Clearwater Fall Festival Committee has booked the carnival for October 4-6, 2024. They would like permission to use City Park and Chisholm Trail Sports Complex for the 2024 Fall Festival from October 2nd through October 6th. October 2nd will begin set up and October 6th will be Ministerial Alliance church service and tear down. The parade is scheduled for October 5th. The parade route will be a little different than last year because the car show will be moving back to Ross Avenue between 2nd and Prospect. Street closures will be on Ross Ave between 4th and 1st from Friday around 4pm to Saturday at 11pm for the festival. Street closure request for the car show on Saturday morning will extend from 4th to Prospect. After the car show the road closure will go back to Ross from 4th to 1st until the event is over on Saturday evening. The parade will be at 10am on Saturday and the route will need to be closed for the length of the parade. The Car show attendance has declined to the 30's when it was in the 70's previous years as well as there not being electrical behind the school for them to utilize. They do not want to park on Ross with the parade and people who throw the candy as this could damage the vehicles as well as the Shriner's spraying the water. They stated that the pool parking lot was too far from the events. The Carnival utilizes the Sports Complex to park their vehicles that will not be needed during the festival weekend, they do not bring campers anymore. The trucks that are left at City Park are for their supplies needed to run the Carnival.

Motion: *Walter* moved; *Shore* seconded to approve the special event permit for the Clearwater Fall Festival. Voted and passed unanimously.

Motion: *Warkins* moved; *Robben* seconded to approve the road closures/Safety Zone for the 2024 Fall Festival. Voted and passed unanimously.

f. Police Vehicle Purchase

In the 2023 police fleet rotation we have scheduled for a patrol vehicle replacement. Due to the strikes at the vehicle plants, we were unable to replace a vehicle last year but were put on a list to receive one in early 2024. This year we will retire the 2013 Chevy Tahoe (current chief vehicle) and replace it with a 2023 Ford Explorer that will be delivered next week. The cost for the 2023 Explorer on state contract is \$64,600.65. This will be paid with equipment reserve funds. The new Explorer will go to Lt. Gearhardt. In the fleet rotation Chief would get the 2016 Explorer since it is the oldest vehicle. The Explorer has many issues and will cost up to \$7,000 in repairs with 120,000 miles on it. Most plants are now going to a pre-order only patrol sales. We are currently on a list to receive a car in 2025 but we are not guaranteed we will receive one. **Option #1** – Make the repairs on the 2016 Ford and hope to get a car replacement in 2025. **Option #2** –the Kansas Highway Patrol has cheaper and slightly used patrol vehicles. It would not need all the equipment the others have in them since the Chief will be driving it. The KHP has some vehicles with less than 50,000 miles, but there is also a waiting list. Chief has been in touch with KHP and received an estimate for a 2022 charger with 50,000 miles for \$31,900 plus the cost to install radio and camera for about \$1,500 with a limited warranty. **Option #3** –Davis Moore has a 2023 charger non-police package new with 0 miles. Full Warranty for \$38,215. This is not a police package vehicle. The structure of the car is not police rated. (bigger brakes, stronger suspension, rated wheels and tires and different interior). This vehicle would be only for the chief to drive. We would have to add lights and sirens for about \$4,900. Decals would be optional. Decals will cost around \$1200-\$1400. Most chiefs' vehicles in Sedgwick County do not have decals anymore. There is enough money in equipment reserve to replace the 2016 Explorer with a Newer Dodge Charger. The 2013 Chevy Tahoe and 2016 Ford Explorer would go up for sale/auction. The money from the sales of these two vehicles would go back into our equipment reserve to help offset the purchases of future patrol cars. The next oldest vehicles in the fleet are the two 2020 Dodge Durango. the engine had to be replaced in one already and the other has had engine cooling issues, all have been addressed and covered under warranty. The Durango's are no longer under warranty. They will be next up for replacement. The current balance in the equipment reserve for PD Vehicles is \$43,220.33. We have scheduled to transfer \$8,000 each year to equipment reserve for vehicle replacement. As it looks today, we were under budget in 2023 by about \$59,000 due to staffing changes. If approved, we would like to transfer the funds to equipment reserve for future police vehicles. This would bring the balance to \$102,220 for vehicle replacement. With the options provided we would be able to stretch our fleet more evenly if we took the KHP offer to purchase one of their 2022 Chargers. This would allow the 2016 Ford to be removed from the fleet and keep our department on the list for a 2025 vehicle to replace one of the 2020 Durango's. The next time we would replace a vehicle would be 2027/ 2028. Council asked about the mileage put on the vehicles, Chief puts around 7k/year and patrol puts about 17k.

Motion: *Warkins* moved; *Palmer-Witt* seconded to approve the Police Department to purchase option 2, 2022 Charger from KHP. Voted and passed unanimously.

g. Fire Apparatus Purchase

Dinwiddie was presenting the Fire Apparatus. It is important for the department to have dependable apparatuses to meet the needs of the community and the surrounding townships. The department has interlocal agreements with Ninnescah Township and Sumner County's Illinois Township. Each township contributes to the fire department for coverage. Ninnescah \$69,030 annually and Illinois \$7,472. During the 2024 Budget discussion/Fleet Evaluation it was brought up that the next apparatus in line to purchase for the department is a Tengine. This will replace a 1984 Tender 72 and a 1998 Engine 71 so it will serve dual purposes. Currently the lead time on orders is 3 years. If ordered in 2024 the delivery wouldn't be until 2027. In January 2022 the Governing Body approved the purchase of new Engine that will be delivered 1st quarter of this year. The cost of the apparatus was \$674,025.83. The city put a down payment of \$200,000 down and is currently making payments on the loan. The loan was granted from Volunteer Fire Financing @ 2.88% interest rate for 15 years. We just made the 2nd year payment of that commitment. Clearwater Fire has researched different manufacturers of trucks and decided to go with Pierce. Pierce offers all the options that the fire department is seeking in a new custom apparatus. In addition, several members are already familiar with Pierce apparatus and are aware of its capabilities and performance. Pierce has local certified techs that won't require a delay in any maintenance issues with the apparatus. The Pierce Enforcer Tanker with options on a government contract is \$1,113,290.81. A prepay discount is available that will reduce the purchase price to \$983,954.09. Conrad Fire has informed us there will be a 1% increase in February which will increase this truck price by \$11,000. With equipment reserves the City would be able to put \$130,000 cash towards the purchase of the truck. The City would then finance \$983,290.81 @ 4.441% for 15 years. Annual payment is \$91,186.96. First payment will be due 1 year after closing. Council discussed the number of personnel growing in the department and the number of calls during 2023. With a new Tengine, it would allow more room for personnel to respond to calls. Dinwiddie will apply for grants for equipment such as hoses, but there aren't grants available for the actual apparatus itself. The new Pumper being delivered will hold 1,000 gallons of water whereas the proposed Tengine would hold 2,500 gallons. Tender 72 has some major issues and is on "loan" from the Forestry and will be returned to them when the Department is able to replace it. Dinwiddie has looked into used apparatuses, however Tengines are not available as often and you could pay more to fix any issues with a used apparatus as you could with buying new in some cases. The fleet evaluation that was done took about 4 weeks to complete and is recommendations only. Zollinger reminded Council that Sedgwick County would charge 18 MILS to provide emergency services to Clearwater. Council discussed the various topics and growth of the community. They would like to table this and have Dinwiddie bring comparisons of what was just ordered and what he is proposing to order to the next Council meeting.

8. Governing Body

Walter – None.

Shore – Shore asked about residents parking in grass, Zollinger let him know there is an Officer assigned to parking violations and if an issue has been noticed, to please report it to them. Shore will be going to Topeka tomorrow if anyone had any topics for him to discuss.

Warkins– Warkins reported on the Museum meeting. There were a lot of donations/memorials totaling about \$10,000 added. The Fall Festival had 13 people show up to their last meeting with lots of different ideas. They meet on the third Monday of each month at 6 pm at the Masonic Lodge.

Palmer-Witt – Mentioned the streetlights, Zollinger stated that would be gone over at the workshop to see what Council would like to see happen with the new regulations put into place with the current streetlights.

Robben – The Mobile Food vendor fees are an added revenue that he would like to see brought to the City since it was mentioned during the budget process. His brother owns a food truck and pays the fee's for all events he attends. Now that Robben is working in Wellington, he has met Stacy Davis, and she said that she would work with Clearwater for grant writing if ever needed.

Ussery – Mayor wanted to update Council on the field usage discussion with the Rec and School. They are continuing to work out the details of how this will work, there will be a short-term decision for the current year and are working on a long-term plan for the future. They have 2 who are appointed by the school, 2 appointed by the City and 1 that those 4 people pick. Mayor would like to see a member of Council sit on the Rec Commission for the second part of their term totaling 2 years. There would not be a conflict of interest. Mayor wanted to remind Council of the Workshop next Tuesday from 6:30 – 8:30 pm.

9. Executive Session

None.

10. Adjournment

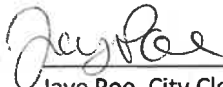
Motion: *Walter* moved; *Pike* seconded to adjourn the meeting. Voted and passed unanimously. The meeting adjourned at 9:08 PM

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 January 23rd, 2024, City Council meeting.

Given under my hand and official seal of the City of Clearwater, Kansas, this 13th day of February 2024.


Jaye Poe, City Clerk

