



City of Clearwater Council Meeting Agenda  
Tuesday February 13, 2024, at 6:30pm  
129 E Ross Clearwater, KS 67026

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1. **Call to Order/ Invocation and Flag Salute**
2. **Roll Call**
3. **Approval of Agenda**
4. **Public Forum** - Members of the public can address the Mayor and City Council limited to not more than five minutes.
5. **Consent Agenda** - Items on the Consent Agenda are considered by staff to be routine business items. Approval of the items may be made by a single motion, seconded, and a majority vote with no separate discussion of any item listed.
  - a. [Previous Council Meeting Minutes](#)
  - b. [Claims and Warrants](#)
  - c. [KDWP Annual Operating & Maintenance Agreement](#)
  - d. [Approve Hire for Public Works](#)
  - e. [Prairie Meadows Consent for Annexation](#)
  - f. [Mayoral Appointment](#)
6. **Staff Reports**
7. **Business**
  - a. **Action:** [Park Vending Machine](#)
  - b. **Action:** [Sketch for Property N of Chisholm Ridge](#)
  - c. **Action:** [Streetlight Installation Policy](#)
  - d. **Action:** [2023 Year End Transfer](#)
  - e. **Discussion/ Action:** [Fire Apparatus](#)
  - f. **Action:** [Hammer's Prairie Park and Nature Center](#)
8. **Governing Body Comments**
9. **Executive Session**
10. **Adjournment**

Next Assignment Numbers

Charter Ordinance: 22

Ordinance: 1107

Resolution: 04-2024

**NOTICE: SUBJECT TO REVISIONS**

It is possible that sometime between 6:00 and 6:30 pm immediately prior to this meeting, during breaks, and directly after the meeting, a majority of the Governing Body may be present in the council chambers or lobby of City Hall. No one is excluded from these areas during those times.

**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

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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, 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.

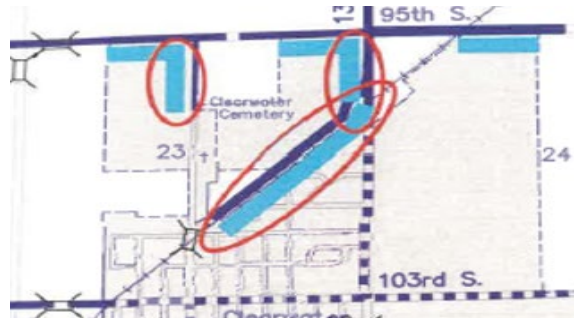
**6. Staff Reports:**

- 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 95<sup>th</sup> east of 135<sup>th</sup> as well as east of the train tracks. Packer stated that the City cannot legally annex 95<sup>th</sup> as the adjacent properties are not owned by Clearwater. PCCA is annexed in, however the road is not, Sedgwick County will still maintain 95<sup>th</sup>. 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 135<sup>th</sup> and 95<sup>th</sup>. 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 95<sup>th</sup> to 103<sup>rd</sup>, 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 135<sup>th</sup> 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<br>Existing Ads +<br>Additional Emails                                                                                                                                                                                                      | Option 2<br>A Few New Ads<br>(Existing Footage) + Additional Emails                                                                                                                                                                                  | Option 3<br>New Footage/Ads +<br>Additional Emails                                                                                                                                                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>\$10,500</b>                                                                                                                                                                                                                                      | <b>\$12,250</b>                                                                                                                                                                                                                                      | <b>\$14,800</b>                                                                                                                                                                                                                                      |
| <b>Generate Leads</b> <ul style="list-style-type: none"> <li>Turn on existing lead generation campaign (same audiences and ads)</li> <li>Run ads on Facebook and Google/YouTube (\$3,000/mo)</li> </ul>                                              | <b>Generate Leads</b> <ul style="list-style-type: none"> <li>Refresh/create new ads utilizing the images/videos we have or images/video provided by Clearwater</li> <li>Run ads on Facebook and Google/YouTube (\$3,000/mo)</li> </ul>               | <b>Generate Leads</b> <ul style="list-style-type: none"> <li>Augment campaign with new creative - this would include a video/photo shoot in Clearwater</li> <li>Run ads on Facebook and Google/YouTube (\$3,000/mo)</li> </ul>                       |
| <b>Nurture Leads</b> <ul style="list-style-type: none"> <li>Create email drip to continue nurturing the leads from the initial campaign (3 emails - sending 1 per month)</li> <li>Active Campaign Subscription - 6 months (\$52.50/month)</li> </ul> | <b>Nurture Leads</b> <ul style="list-style-type: none"> <li>Create email drip to continue nurturing the leads from the initial campaign (3 emails - sending 1 per month)</li> <li>Active Campaign Subscription - 6 months (\$52.50/month)</li> </ul> | <b>Nurture Leads</b> <ul style="list-style-type: none"> <li>Create email drip to continue nurturing the leads from the initial campaign (3 emails - sending 1 per month)</li> <li>Active Campaign Subscription - 6 months (\$52.50/month)</li> </ul> |
| <b>Coordination, Reporting</b>                                                                                                                                                                                                                       | <b>Coordination, Reporting</b>                                                                                                                                                                                                                       | <b>Coordination, Reporting</b>                                                                                                                                                                                                                       |

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 23<sup>rd</sup>, 2024, City Council meeting.

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

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Jaye Poe, City Clerk

**City of Clearwater, Kansas**  
Sedgwick County  
City Council Workshop - **MINUTES**  
January 30, 2024  
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.

**2. Discussion**

**a. Change Council Meeting Time**

The consensus of the governing body was not to change the meeting time from 6:30 to 6. Tim NO, Shirley Indifferent, Samantha YES, Mayor Indifferent, Shore NO, Walter NO.

**b. Streetlights**

Council discussed the different options on how to handle the streetlights with the new regulations. There has been one request in the last 15 years to place a streetlight on Salt Creek Ct. This was also requested in 2006 but it was a different resident. There are about 15 lights that would need to be brought in to meet the new regulations. Since this was just adopted it is not the liability or responsibility of the City to put all 15 in. It will be required for new developments. The Governing Body would like to have something brought to the next meeting with stipulations attached. 1. Request for streetlight submitted by resident (Case by case basis) 2. The streetlight placement request must be located on the map that shows where they would need to be placed to meet the new regulations that were created (See attached Map) 3. A petition process with consent from residents and 4. This will be limited to 3 lights per calendar year.

**c. Property North of Chisholm Ridge**

Council discussed the different options for the properties. Developing this property would need to have road extensions from Yvonne and Janet, the estimate for this is 1.7 million.

1. 1 acre lots for single family homes that will be able to hold a home plus a workshop or larger backyard structure.

There would be room for approximately 25-30 homes after roads are put in. Value of this property could be \$350,000 - \$550,000 and greater. Approximately an increase of \$1,552,500 to the assessed valuation (each home valued at \$450,000.

2..3 - .5 acre lots. This would be similar to Chisholm Ridge and Park Glen, Park Glen Estates. Double the number of homes could potentially go in. The value of the properties could be \$200,000 - \$400,000 or greater. Approximately an increase of \$2,070,000. (each home valued at \$300,000)

3. Less than .3 acres. This would be like Indian Ridge. The value of the properties could be \$170,000 to \$220,000. Approximate increase to valuation would be \$2,332,200 (each home valued at \$195,000)

4. Apartment complex(s) Each complex could be valued around \$11,000,000 or greater depending on the size. It's possible the land could hold possibly 3 complexes. Approximate increase to valuation would be \$3,795,000. (each complex valued at \$11,000,000)

Mayor has been in contact with a developer regarding apartments, this developer would be interested in coming to Clearwater. They would build and manage the property and rent would be approximately 1,200-1,800.

Zollinger will bring a cost on drawings for the 1 acre lots and a combination of apartments and single-family homes to see what the council would like to see.

**d. Other**

Council discussed the Tengine that was presented at last council meeting and if it was really needed or if it could be afforded. They would like to see other options brought, like used and want to get rid of the 1984 Tender since it cannot be used. This will go back to the Forestry. Zollinger has reached out to Cheney to see what they have and how much they have spent on their apparatus'. They have not bought new before and have 2 Tenders, 1 Engine, 3 Brush, 1 Medical and 1 Chief vehicle.

**3. Adjournment**

**Motion:** *Walter* moved; *Robben* seconded to adjourn the meeting. Voted and passed unanimously. The meeting adjourned at 8:33 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 30<sup>th</sup>, 2024, City Council Workshop.

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

---

Jaye Poe, City Clerk

# Check Register Report

Date: 01/30/2024

Time: 2:25 pm

Page: 1

City of Clearwater

BANK: EMPRISE BANK

| Check Number               | Check Date | Status  | Void/Stop Date | Reconcile Date | Vendor Number | Vendor Name                    | Check Description            | Amount    |
|----------------------------|------------|---------|----------------|----------------|---------------|--------------------------------|------------------------------|-----------|
| <b>EMPRISE BANK Checks</b> |            |         |                |                |               |                                |                              |           |
| 50388                      | 01/31/24   | Printed |                |                | AMAZ          | AMAZON BUSINESS                | OFFICE EXPANSION             | 328.10    |
| 50389                      | 01/31/24   | Printed |                |                | AMBER         | AMBER IVES                     | MILEAGE REIMBURSEMENT        | 101.84    |
| 50390                      | 01/31/24   | Printed |                |                | CLEARWATE     | CLEARWATER PUBLIC LIBRARY      | SG COUNTY TAX DISTRIBUTION   | 68,001.44 |
| 50391                      | 01/31/24   | Printed |                |                | GLENDA        | GLENDA GLADFELTER              | REIMBURSE EXPENSE            | 312.46    |
| 50392                      | 01/31/24   | Printed |                |                | IMA           | IMAGINE IT                     | OFF BOARDING FEE             | 2,507.50  |
| 50393                      | 01/31/24   | Printed |                |                | JHS1          | J & H STORAGE                  | FEBRUARY RENT                | 100.00    |
| 50394                      | 01/31/24   | Printed |                |                | JUSTIN J      | JUSTIN JACKS                   | REIMBURSE SHORT TERM DISAB   | 42.00     |
| 50395                      | 01/31/24   | Printed |                |                | KACM          | KANSAS ASSOC OF CITY & CO MGMT | 2024 KACM MEMBERSHIP         | 100.00    |
| 50396                      | 01/31/24   | Printed |                |                | KDR1          | KANSAS DEPARTMENT OF REVENUE   | 4 QUARTER WATER PROTECT FEE  | 911.33    |
| 50397                      | 01/31/24   | Printed |                |                | KAN           | KANSAS HIGHWAY PATROL          | 2022 DODGE POLICE CAR CHIEF  | 29,975.00 |
| 50398                      | 01/31/24   | Printed |                |                | KMA01         | KANSAS MAYORS ASSOCIATION      | KMA 2024 DUES                | 50.00     |
| 50399                      | 01/31/24   | Printed |                |                | KMA           | KANSAS MUSEUMS ASSOCIATION     | KMA MEMBERSHIP               | 25.00     |
| 50400                      | 01/31/24   | Printed |                |                | KHE1          | KS DEPT OF HEALTH & ENVIRON.   | FLOURIDE                     | 40.00     |
| 50401                      | 01/31/24   | Printed |                |                | LFP1          | LEASE FINANCE PARTNERS         | LEASE FOR COPIER             | 569.37    |
| 50402                      | 01/31/24   | Printed |                |                | MHF1          | MEL HAMBELTON FORD             | V #2 OIL CHANGE              | 107.31    |
| 50403                      | 01/31/24   | Printed |                |                | METRO         | METROPOLITAN AREA BUILD & CONS | B/E/M/P PERMITS FOR DEC 2023 | 1,320.97  |
| 50404                      | 01/31/24   | Printed |                |                | MIES          | MIES CONSTRUCTION              | PAYMENT #1 SEWER PGE 2ND     | 85,422.60 |
| 50405                      | 01/31/24   | Printed |                |                | PCA1          | PETTY CASH                     | CITY                         | 30.00     |
| 50406                      | 01/31/24   | Printed |                |                | RA01          | PITNEY BOWES                   | POSTAGE                      | 300.00    |
| 50407                      | 01/31/24   | Printed |                |                | PP,INC        | POSTALOCITY                    | MAIL WATER BILLS             | 900.00    |
| 50408                      | 01/31/24   | Printed |                |                | REAP          | REAP                           | MEMBERSHIP DUES              | 623.00    |
| 50409                      | 01/31/24   | Printed |                |                | RJ01          | ROASTER JOE'S                  | SENIOR CENTER                | 46.98     |
| 50410                      | 01/31/24   | Printed |                |                | SUPERIOR      | SUPERIOR EMERGENCEY RESP VEH   | 2023 FORD POLICE DEPT        | 64,583.40 |
| 50411                      | 01/31/24   | Printed |                |                | TSN1          | TIMES-SENTINEL NEWSPAPERS      | VOLLEYBALL SEND OFF          | 446.75    |
| 50412                      | 01/31/24   | Printed |                |                | T2UL          | TRUE2U AUTOMOTIVE, LLP         | VEHICLE #2 BATTERY           | 264.95    |
| 50413                      | 01/31/24   | Printed |                |                | UMO1          | ULTRA MODERN POOL & PATIO      | SHOCK, STABILIZER, BIO ALGAE | 3,756.52  |

Total Checks: 26

Checks Total (excluding void checks):

260,866.52

Total Payments: 26

Bank Total (excluding void checks):

260,866.52

# Check Register Report

Date: 01/30/2024

Time: 2:25 pm

Page: 2

City of Clearwater

BANK:

| Check Number  | Check Date | Status  | Void/Stop Date | Reconcile Date | Vendor Number | Vendor Name                  | Check Description        | Amount    |
|---------------|------------|---------|----------------|----------------|---------------|------------------------------|--------------------------|-----------|
| <b>Checks</b> |            |         |                |                |               |                              |                          |           |
| 2808          | 01/31/24   | Printed |                |                | CGSI          | CASEY'S                      | STATEMENT                | 2,363.06  |
| 2809          | 01/31/24   | Printed |                |                | KDR1          | KANSAS DEPARTMENT OF REVENUE | HISTORICAL SOCIETY SALES | 4.50      |
| 2810          | 01/31/24   | Printed |                |                | LIBERTY       | LIBERTY NATIONAL             | STATEMENT                | 227.78    |
| 2811          | 01/31/24   | Printed |                |                | SEHP          | STATE EMPLOYEE HEALTH PLAN   | FEB INSURANCE            | 26,220.00 |
| 2812          | 01/31/24   | Printed |                |                | TWIN          | TWIN VALLEY TELEPHONE        | FIRE                     | 472.53    |
| 2813          | 01/31/24   | Printed |                |                | TWIN          | TWIN VALLEY TELEPHONE        | CITY                     | 204.56    |
| 2814          | 01/31/24   | Printed |                |                | TWIN          | TWIN VALLEY TELEPHONE        | SENIOR CENTER            | 59.52     |
| 2815          | 01/31/24   | Printed |                |                | TWIN          | TWIN VALLEY TELEPHONE        | PUBLIC WORKS             | 103.63    |
| 2816          | 01/31/24   | Printed |                |                | TWIN          | TWIN VALLEY TELEPHONE        | HIST MUSEUM              | 100.01    |
| 2817          | 01/31/24   | Printed |                |                | TWIN          | TWIN VALLEY TELEPHONE        | POLICE                   | 249.41    |

**Total Checks: 10**

**Checks Total (excluding void checks): 30,005.00**

**Total Payments: 10**

**Bank Total (excluding void checks): 30,005.00**

**Total Payments: 36**

**Grand Total (excluding void checks): 290,871.52**

Check Register Report

Date: 02/02/2024  
Time: 11:08 am  
Page: 1

City of Clearwater BANK: EMPRISE BANK

| Check Number        | Check Date | Status  | Void/Stop Date    | Reconcile Date | Vendor Number                         | Vendor Name          | Check Description             | Amount |
|---------------------|------------|---------|-------------------|----------------|---------------------------------------|----------------------|-------------------------------|--------|
| EMPRISE BANK Checks |            |         |                   |                |                                       |                      |                               |        |
| 50414               | 02/02/24   | Printed |                   |                | KINGS AUTO                            | KINGS AUTO DETAILING | Detail old veh #3 for PD Sale | 175.00 |
|                     |            |         | Total Checks: 1   |                | Checks Total (excluding void checks): |                      |                               | 175.00 |
|                     |            |         | Total Payments: 1 |                | Bank Total (excluding void checks):   |                      |                               | 175.00 |
|                     |            |         | Total Payments: 1 |                | Grand Total (excluding void checks):  |                      |                               | 175.00 |

**KANSAS DEPARTMENT OF WILDLIFE AND PARKS**  
**512 SE 25<sup>th</sup> AVENUE**  
**PRATT, KS 67124**

**2024 ANNUAL OPERATION AND MAINTENANCE ASSURANCE STATEMENT**  
***Land & Water Conservation Fund (LWCF)***

Whereas, **City of Clearwater** has received financial assistance from the Land & Water Conservation Fund for the following project(s):

**NPS Project No.**

20-00533

**Project Title**

City Recreation Area Acq.

The subgrantee does hereby assure that it:

1. will not convert any portion of a project area to other than public outdoor recreation use through sale, lease, easement, construction of non-outdoor recreation facilities or by any other means without prior approval and replacement of the converted property. (see Section 6(f)(3) of the LWCF act) A "project area" will generally include all or any outdoor recreation area which has received LWCF assistance;
2. will not install any overhead electric or telephone lines on project areas;
3. will maintain the project area and facilities in a safe, attractive, and inviting manner;
4. will maintain sanitary facilities in accordance with local/state health standards;
5. will make reasonable and prompt repairs on facilities funded with LWCF throughout their estimated lifetime to prevent undue or premature deterioration;
6. will keep facilities open for public use during reasonable hours of the day and times of the year;
7. will permanently display a LWCF sign (symbol) at all project areas;
8. will comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975;
9. will not change, by addition or deletion, any structural features of facilities without prior review and approval of the Kansas Department of Wildlife and Parks and the National Park Service.
10. will submit any new development plans for the project site to Kansas Department of Wildlife and Parks prior to development, and all required permitting from the State Historical Preservation Office and all environmental approvals must be sent to Kansas Department of Wildlife and Parks for their files.

City of Clearwater  
Project Sponsor

*\*\* I certify that I have the authority to sign for this project sponsor \*\**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**City of Clearwater  
City Council Meeting  
February 13, 2023**

**Hire of full-time Public Works Operator**

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**Context:** Public Works Director, Cole Hollis, requests approval to hire Michael Cowherd as a Public Works Operator. This will fill the full-time position that has vacated by Nicholas Schauf for the department. This will bring the department to 5 full-time operators including Hollis. Cowherd is scheduled to start on February 14<sup>th</sup> pending POET and council approval.

**Financial:** Starting pay for Cowherd will be \$18.00 per hour which is within the new pay range and falls in line with the current budget.

**Recommendations/Actions:** Hire Michael Cowherd for a Public Works Operator contingent upon the required Post Offer Employment Testing (POET) and Council approval.

**City of Clearwater  
City Council Meeting  
February 13, 2024**

**Consent for Annexation – 8240 Butterfly St**

---

**Context:** A consent for annexation and request to connect to city water was received on February 1, 2024, for the property legal description: Lot 5 Block 1 Prairie Meadows Estates Sedgwick County, Kansas, with a commonly known address of 8240 Butterfly Street, Clearwater, Kansas 67026

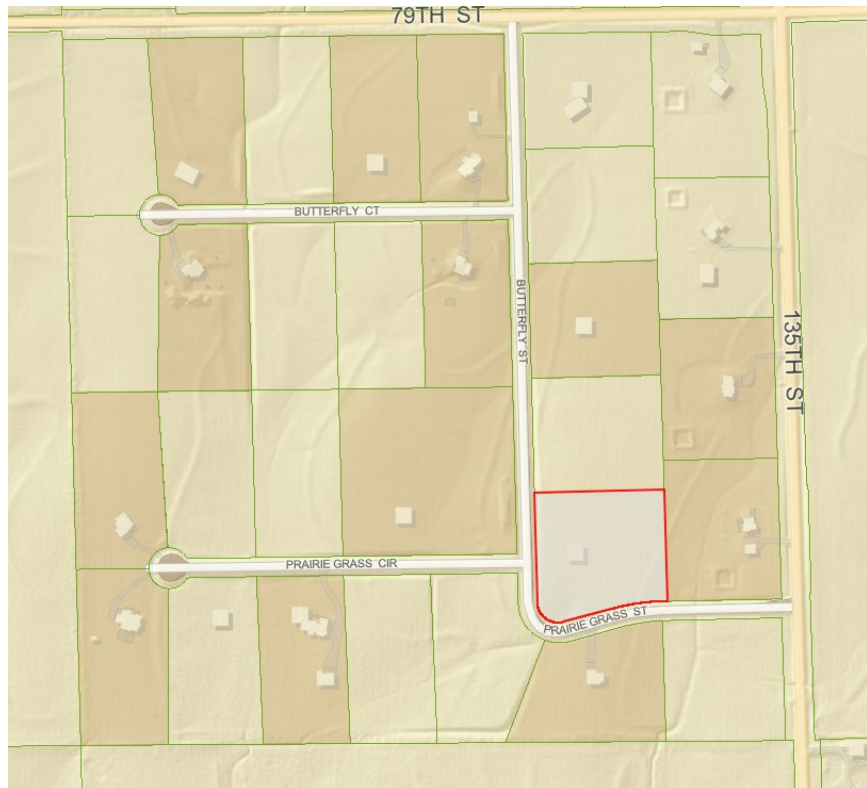
At this time, Council will need to adopt a resolution requesting Sedgwick County release the property for annexation.

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.

**Financial:** There are no financial considerations for this item. However, the property owner is required to pay a water tap fee of \$1,500 for the requested one-inch meter.

**Legal Considerations:** Review and Comment as Necessary

**Recommendations/Actions:** Adopt a resolution 04-2024 requesting Sedgwick County release 8240 Butterfly Street for annexation into Clearwater City Limits.



CONSENT FOR ANNEXATION

TO: The Governing Body of the City of Clearwater, Kansas

The undersigned owners of record of the following described land hereby petition the Governing Body of the City of Clearwater, Kansas, to annex such land to the City. The land to be annexed is described as follows:

LOT 5 BLOCK 1 OF PRAIRIE MEADOWS ESTATES  
and commonly known as: 8240 Butterfly St, Clearwater, KS 67026

The undersigned further warrant and guarantee that they are the only owners of record of the land.

 2/1/2024  
Jessica Kimmel Date

 2/1/2024  
Joseph Kimmel Date

THE CITY OF CLEARWATER, KANSAS

RESOLUTION NO. 04-2024

A RESOLUTION FINDING IT ADVISABLE, DESIRABLE, BENEFICIAL AND IN THE INTERESTS OF THE PUBLIC TO ISLAND ANNEX CERTAIN LAND AND REQUESTING THE BOARD OF SEDGWICK COUNTY COMMISSIONERS TO FIND AND DETERMINE THAT THIS ANNEXATION WILL NOT HINDER OR PREVENT THE PROPER GROWTH AND DEVELOPMENT OF THE AREA OR THAT OF ANY OTHER INCORPORATED CITY LOCATED WITHIN SEDGWICK COUNTY, KANSAS PURSUANT TO K.S.A. 12-520c.

WHEREAS, on February 1, 2024, a written Consent to and Petition for Annexation was filed with the City Clerk of the City of Clearwater, Kansas, a copy of which is attached hereto; and

WHEREAS, the land described in said written Consent to and Petition for Annexation is legally described as Lot 5, Block 1 of the Prairie Meadow Estates Addition to Sedgwick County, Kansas, with a commonly known address of 8240 Butterfly St, Clearwater, Kansas 67026, and is located between 79<sup>th</sup> Street South on the north, 135<sup>th</sup> Street West on the east, 87<sup>th</sup> Street South on the south and 151<sup>st</sup> Street West on the west; and

WHEREAS, said tract does not currently adjoin the boundaries of the City of Clearwater, Kansas but is proximate to and within the natural growth area of the City of Clearwater, Kansas and may be served with potable water from an existing adjacent City of Clearwater, Kansas water main; and

WHEREAS, K.S.A. 12-520c (c) requires that the Board of County Commissioners of Sedgwick County, Kansas, by a 2/3 vote of the members thereof, find and determine that the annexation of such land will not hinder or prevent the proper growth and development of the area or that of any other incorporated city located within Sedgwick County, Kansas before the City of Clearwater, Kansas may annex such land.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CLEARWATER, KANSAS:

Section 1. Findings

The Governing Body of the City of Clearwater, Kansas finds it advisable, desirable, beneficial and in the interests of the public to annex into the corporate boundaries of the City of Clearwater, Kansas the following real property, to-wit:

Lot 5, Block 1 of the Prairie Meadow Estates Addition to Sedgwick County, Kansas, Clearwater, Kansas 67026.

Section 2. Request

The City of Clearwater, Kansas hereby respectfully requests that the Board of County

Commissioners of Sedgwick County, Kansas, by a 2/3 vote of the members thereof, find and determine that the annexation of said tract will not hinder or prevent the proper growth and development of the area or any other incorporated city located within Sedgwick County, as required under K.S.A. 12-520c (a)(3).

Section 3. Filing

The City Clerk of the City of Clearwater, Kansas, is hereby authorized to file a certified copy of this Resolution with the Board of County Commissioners of Sedgwick County, Kansas.

Adopted by the City Council this 13<sup>th</sup> day of February 2024.

Adopted by the City Council this 13<sup>th</sup> day of February 2024.

\_\_\_\_\_  
MAYOR, Burt Ussery

SEAL

ATTEST:

\_\_\_\_\_  
CITY CLERK, Jaye Poe

**City of Clearwater  
City Council Meeting  
February 13, 2024**

**Mayoral Appointment**

---

**Context:** Per City Code all volunteers are to be appointed by the Mayor upon approval of the City Council.

Chief Dinwiddie is requesting the following individuals to be appointed to the volunteer fire service:

Tim Vaughn – Volunteer Firefighter

**Financial:** There is no financial obligation for the City.

**Legal Considerations:** Review and comment as necessary.

**Recommendations/Actions:** Approve the mayor's appointment.

To: Mayor and City Council  
From: Courtney Zollinger, City Administrator  
Date: February 13, 2024  
Re: Administration Report

- Tax exemption applications were sent to the Board of Tax Appeals for Hammer's Prairie Park and the Property north of Chisholm Ridge and were accepted.
- We received a notice that EMC is raising the wind and hail deductible from \$5,000 per occurrence to \$25,000 per occurrence. Jaye Poe is researching other insurance companies to see if we can get better rates.
- We have started the preparations for the 2025 budget discussions.
- The auditors are scheduled to come to Clearwater the last week in March.
- Jaye and I are looking at different website options to see if we can get better rates.
- We are also reviewing municipal code hosting options for the same reason.
- Cole and I will be meeting with Brian Bowles from KRWA to discuss non-discharge options for our lagoon system.

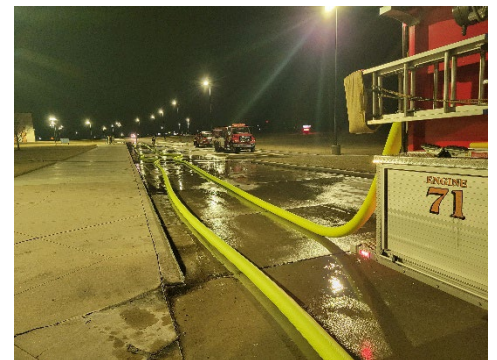
***Dates to Remember***

- February 19<sup>th</sup> – Fall Festival Meeting
- February 19<sup>th</sup> – City Offices Closed

***Active Nuisances/ Code Violations***

To: Mayor and City Council  
From: Jared Dinwiddie  
Clearwater Fire Chief  
Date: February 7<sup>th</sup>, 2024  
Re: Fire Department Staff Report

- Clearwater Fire responded to **21** medical calls and **5** fire calls since our last report.
- Average response time for SGCO EMS on medical calls has been around **17** minutes. Sedgwick County EMS Community Response Vehicle (CRV81) response time has averaged about 3 minutes.
- To Date: The department has been unable to respond to **0** emergency calls.
- To Date: The CRV has been unstaffed **2** times.
- Members conducted acceptance testing of our new hose at our meeting on the 6<sup>th</sup>.
- Refurb of Brush 71 is complete, and the apparatus was placed back in service on January 29<sup>th</sup>. Currently obtaining pricing for installation of storage boxes on it.
- The department submitted an AFG Grant request in the amount of \$163,219 for the purchase of new mobile and portable radios to replace and update our current inventory.
- Storm Spotter Class will be March 5<sup>th</sup> @ 6:30 P.M. at the fire station and is open to the public.
- The new engine began production the week of January 22<sup>nd</sup>. Pictures of the production process can be found on Conrad Fire's website (conradfire.com). Click on the "Apparatus in Production" tab at the top of the home page, and then click on "38400 Clearwater, KS" tab to view our truck. (<https://conradfire.com/apparatus/38400-clearwater-ks/>)
- The department has terminated the following members due to the lack of meeting the minimal requirements for both training and alarms: Kolby Lauterbach, Gabrielle Simon, and Clara Warren.



To: Mayor and City Council

From: Kirk Ives, Chief of Police

Date: February 7, 2023

Re: Police Department Staff Report

**Officers:**

All the officers are doing very well.

I am working with Superintendent Johnson and asking for a pay increase in the hourly wages of our off-duty officers. These officers work at special events and ball games. We are currently at \$30 per hour and have been at that for many years. Surrounding areas are around \$50.

I am also working with the school and Superintendent Johnson to make sure the staff will not give out Officer Jacks personal cell phone number to public. Staff and parents call Officer Jacks on and off duty for police needs. Officer Jacks has been contacted by the public through staff and students instead of calling 911 or the Police department.

**Police Clerk:**

We had our annual dog tag day a few weeks ago. We sold 31 permits and that is down from 47 last year.

**Building:**

Has no issues currently, but we are looking into having the carpets cleaned professionally.

**Vehicles:**

We have sold the 2013 Tahoe for \$4000 and the 2016 Explorer for \$9000 to the City of Oxford.

Our new Black 2023 Explorer will be at the council meeting if anyone would like to see it.

We received a call from the Kansas Highway Patrol and we were able to purchase the Dark Blue 2022 Charger. It is at the radio shop getting outfitted. We hope to have it back in about a week.

**Matters of interest since last meeting on Police Activity:**

We have had 78 dispatched/report calls with 8 arrests and 35 citations issued since my last report. (Does not always include self-initiated calls).



To: Mayor and City Council Members

From: Cole Hollis, Public Works Director

Date: February 13, 2024

Subject: Public Works Summary

Office Expansion:

1. Drywall finished hanging
2. Began mudding
3. Removed old office wall and small office wall.
4. Lights installed in new areas

Normal Operation:

1. Checked meters that hadn't changed readings and replaced broken meters.
2. Changed bad GFCI outlet at well 7
3. Cleaned element on water heater at the family restroom after it quit working.
4. Adjusted valve plans on Park glen Estates 3<sup>rd</sup> addition with CED and Mies Construction
5. On Wednesday (31<sup>st</sup>) power fluctuations at the little wet well kicked both pumps out. The telemeter functioned as it should and called the on-call phone. Pumps were reset and have run without issue since.



## Clearwater Senior Center

### Staff Report

February 7, 2024

To: Mayor & City Council

From: Amber Ives, Coordinator

On Friday, we started a new class and I think it is going to be a lot of fun. I had a few people suggest Line Dancing. I let them know that I would get it added. We had 17 people in the room for this class! Exercise classes are picking up more and more participants each week. We had a record number of 19 people for chair yoga on both Tuesday and Friday this past week.

Friday, we will be celebrating with a Valentine's Banquet. We have partnered with Advena Care Assisted Living to provide dinner and dancing for any senior in the city 55+.

Sunday is our 2<sup>nd</sup> Annual Super Bowl party, and we can't wait! This was the most favorite special event last year for several people and was highly requested to do it again.

Just a reminder about our February Lunch & Learn. Commissioner Sarah Lopez will be our guest speaker.

We would love to have you all join us as well if possible. This date is February 13<sup>th</sup> at 12:00 PM.

Respectfully,  
Amber Ives  
Senior Center Coordinator

Right: Jan, Jan & Jan playing a game of Fanagle.

Below: Chair Yoga on Tuesdays & Fridays. 19 people are pictured participating.



City of Clearwater  
City Council Meeting  
February 8, 2024

Park Vending Machine

---

**Context:** Nathan Bieler, a Clearwater resident, would like to propose installing a vending machine at city park.

*Dear Clearwater City Council Members,*

*I am writing to propose the installation of a vending machine in the park that would be owned, operated, and maintained by me. The vending machine would provide park-goers with access to light, healthy snack options, and a variety of drinks, including sports drinks, soda (if acceptable), and water.*

*The vending machine would be installed in a location that is easily accessible to park-goers, and would be stocked with a variety of healthy snack options, such as granola bars, trail mix, and fresh fruit. The vending machine would also offer a variety of drinks, including sports drinks, soda (if acceptable), and water.*

*I am willing to work with the city council to determine the percentage of profits that would be divided between myself and the city.*

*The price of the vending machine is estimated to be \$1,500 and the monthly insurance cost is estimated to be \$50. The prices of the products will be competitive to provide extra convenience to the park-goers.*

*During festivals and other local events, it will be a good spot to provide a closer option so that patrons can stay near the events to enjoy a refreshment. Parents will also enjoy the peace of mind of their children not crossing the street to get a drink or snack.*

*Please find the attached pictures for the preferred placement options.*

*Thank you for your time and consideration.*

*Sincerely,*

*Nathan Bieler.*

**Financial:** This is unknown, but there would be cost of electricity to power the machine

**Legal Considerations:** review and comment as necessary.

**Recommendations/Actions:** Consider Mr. Bieler's request.



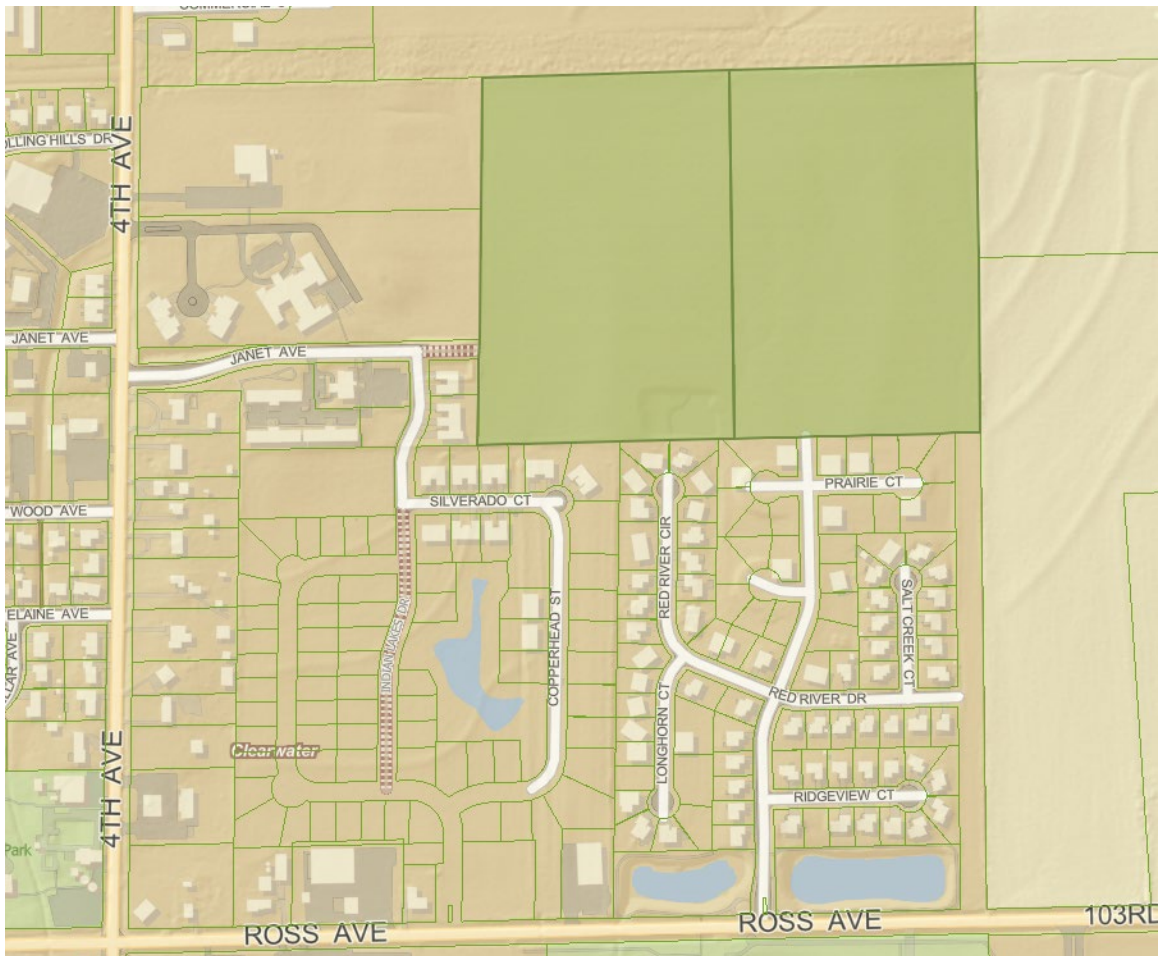
**City of Clearwater  
City Council Meeting  
February 8, 2024**

**City Property North of Chisholm Ridge**

**Context:** During the Council Workshop on January 30, 2024, the Governing Body discussed residential growth options for the city owned property north of Chisholm Ridge. It is recommended that the Governing Body consider what type of development they believe would be good for Clearwater. Options discussed were apartments, ½ acre lots, 1 acre lots, or a combination.

There was no consensus on which one would be better. The direction was to get a price on what it would cost to have two rough sketches drawn up for this property so they could better visualize how a layout would look.

I contacted Mark Savoy at BHC to see what they would charge for a rough sketch of a potential development. Each sketch would be \$2,500 to \$3,000. This would not include any platting, surveys, boundaries, or topography.



**Financial:** With two sketches the cost will be approximately \$6,000. If approved this would be paid out of the General Fund Special Projects. \$7,200 was earmarked for unknown incentives that could carry over from 2023. There were 0 incentives to carry over so the \$7,200 is no longer needed for that purpose.

**Legal Considerations:** review and comment as necessary.

**Recommendations/Actions:** Approve to have two sketches drawn for potential developments for the property north of Chisholm Ridge.

**City of Clearwater  
City Council Meeting  
February 8, 2024**

**Streetlight Policy**

---

**Context:** During the Council Workshop on January 30<sup>th</sup>, the Governing Body discussed streetlight locations. The city has received an informal request to install a streetlight on Salt Creek Ct in Chisholm Ridge last year. When the request came in the subdivision regulations were reviewed and it was noted that there were no specific regulations on the number of streetlights nor placement for any new developments. With the recommendation of the Planning Commission the Governing Body adopted an amendment to the subdivision regulation on streetlight placement for all new developments.

The new ordinance does not enforce placement in existing neighborhoods, so the governing body reviewed how to handle requests for streetlight placement. It was suggested creating a policy that would address such requests.

The policy states when a request comes in that the distance between existing streetlights are considered; if the requested location has a distance greater than 600', is on a non-lit curvilinear street, or non-lit cul-de-sac, then the installation may be paid for by the city with no more than 3 installations per year.

*NOTE: In Evergy's Subdivision Policy they give a \$40,000 allowance for new subdivisions. If the installation exceeds that, the extra cost goes to the developer. This current allowance has been in place since 2015.*

**Financial:** The cost to install any light will vary based on location. When Salt Creek Ct was reviewed last year the city's portion from Evergy would be around \$5,000

**Legal Considerations:** review and comment as necessary.

**Recommendations/Actions:** Approve the Streetlight Policy

## Petition for Streetlight Installation

**DATE:** 02/01/2024

**PURPOSE:** How to proceed with a petition for a streetlight installation.

**PROCEDURE:**

**When a resident requests for a streetlight to be installed near their property.**

1. Review the City Subdivision Regulations on Streetlights and determine if by the new subdivision regulations, a streetlight would be within the new parameters for placement.
  - a. If it is the Governing Body has agreed to pay for the installation of the new streetlight. (Evergy has agreed to pay for the pole and the light as of 2024. The City would be responsible for other costs such as boring or new pedestal installation)
    - i. Due to budget constraints, there will only be a maximum of 3 streetlights installed per year.
  - b. If the streetlight request is outside of the new parameters, the City will not fund the installation.
2. Give the requesters a blank streetlight petition form found in Forms on the Shared Drive. The petition should only be signed by people who live within 200' of the requested location.
  - a. The number of signatures will not determine whether a light will be installed or not. This is a formal document for the city to have on file for a request.
3. Once the petition is received, staff must contact Evergy to see where a viable location for a streetlight can be placed.
4. Once Evergy has identified suitable locations. Determine if the city must obtain an easement for the installation of the streetlight.
  - a. If they do, there is a minimum of 10' needed for an easement.
    - i. A formal Utility Easement must be granted from property owners.
    - ii. One property owner must grant the city 10' or two property owners, side-by-side, must each grant 5'.
    - iii. If an easement cannot be obtained the streetlight cannot be installed.
5. Both the petition and easements are brought before the Governing Body for their acceptance.

**City of Clearwater  
City Council Meeting  
February 8, 2024**

**2023 Equipment Reserve Transfer Request**

**Context:** City Auditor suggested the Governing Body consider transferring funds that finished the year under budgeted expenditures to the equipment reserve to help offset future purchases that otherwise may have an impact on future mill levies.

After wrapping up the 2023 budget year some departments were under their budgeted expenditures, and staff is suggesting the following transfer schedule to the Equipment Reserve Fund:

| GENERAL                                                         |                            |                      |                        |             |                      |                      |                                     |
|-----------------------------------------------------------------|----------------------------|----------------------|------------------------|-------------|----------------------|----------------------|-------------------------------------|
|                                                                 | 2023 Budgeted Expenditures | Needed for 2024      | 2023 Actuals           | % of Budget | Over/ Under Budgeted | EQ RES XFER          | Notes                               |
| <b>CASH</b>                                                     |                            | <b>\$ 877,272.91</b> | <b>\$ 1,154,354.29</b> |             | <b>\$ 277,081.38</b> |                      |                                     |
| Admin                                                           | \$ 1,041,207.80            |                      | \$ 1,035,037.32        | 99%         | \$ 6,170.48          | \$ 4,000.00          | Miscellaneous                       |
| Sr Ctr                                                          | \$ 57,360.76               |                      | \$ 56,423.68           | 98%         | \$ 937.08            |                      |                                     |
| PD                                                              | \$ 899,746.80              |                      | \$ 841,900.80          | 94%         | \$ 57,846.00         | \$ 57,000.00         | Vehicles                            |
| Court                                                           | \$ 77,138.84               |                      | \$ 75,794.64           | 98%         | \$ 1,344.20          | \$ 1,000.00          |                                     |
| PW                                                              | \$ 245,892.65              |                      | \$ 209,920.39          | 85%         | \$ 35,972.26         | \$ 35,000.00         | Emergency Repair                    |
| Fire                                                            | \$ 289,500.00              |                      | \$ 277,272.28          | 96%         | \$ 12,227.72         | \$ 12,000.00         | Vehicles                            |
| Park                                                            | \$ 301,849.45              |                      | \$ 269,817.08          | 89%         | \$ 32,032.37         | \$ 32,000.00         | Capital Projects                    |
| Pool                                                            | \$ 110,920.00              |                      | \$ 100,538.80          | 91%         | \$ 10,381.20         | \$ 10,000.00         | Repairs                             |
| Museum                                                          | \$ 9,700.00                |                      | \$ 9,231.93            | 95%         | \$ 468.07            |                      |                                     |
| Library                                                         | \$ 9,000.00                |                      | \$ 8,999.36            | 100%        | \$ 0.64              |                      |                                     |
| Special Projects                                                | \$ 192,100.00              |                      | \$ 192,150.00          | 100%        | \$ (50.00)           |                      |                                     |
| Reserve                                                         | \$ 800,000.00              |                      | \$ 800,000.00          | 100%        | \$ -                 | \$ 120,000.00        | Infrastructure (roads/ sidewalk/wat |
| <b>TOTAL</b>                                                    | <b>\$ 4,034,416.30</b>     |                      | <b>\$ 3,077,086.28</b> |             | <b>\$ 157,330.02</b> | <b>\$ 271,000.00</b> |                                     |
| <b>GENERAL FUND CASH BALANCE AFTER TRANSFER INTO EQ RESERVE</b> |                            |                      |                        |             |                      | <b>\$ 883,354.29</b> |                                     |
| Ending Cash Above/Below Budgeted 2024                           |                            |                      |                        |             |                      | \$6,081.38           |                                     |

The starting cash needed to start the 2024 budget year is \$877,272.91. The ending cash in 2023 was \$1,154,354.29. The city received more from Franchise Tax, Delinquent Tax, and County Share than was anticipated in the budget.

With the suggested equipment reserve transfers the starting cash for 2024 will be \$883,354.29 which is \$6,081.38 more than estimated for the 2024 budget.

| SPECIAL HIGHWAY                                                  |                            |                               |               |             |                      |                |                                       |
|------------------------------------------------------------------|----------------------------|-------------------------------|---------------|-------------|----------------------|----------------|---------------------------------------|
|                                                                  | 2023 Budgeted Expenditures | Starting Cash Needed for 2024 | 2023 Actuals  | % of Budget | Over/ Under Budgeted | EQ RES XFER    | Notes                                 |
| CASH                                                             |                            | \$ 122,778.10                 | \$ 154,570.12 |             | \$ 31,792.02         |                |                                       |
| Expenditures                                                     | \$ 138,000.00              |                               | \$ 109,017.49 | 79%         | \$ 28,982.51         | \$ 28,000.00   | Road Maintenance                      |
| SPECIAL HIGHWAY FUND CASH BALANCE AFTER TRANSFER INTO EQ RESERVE |                            |                               |               |             |                      | \$ 126,570.12  |                                       |
| Ending Cash Above/Below Budgeted 2024                            |                            |                               |               |             |                      | \$ 3,792.02    |                                       |
| SPECIAL PARKS                                                    |                            |                               |               |             |                      |                |                                       |
|                                                                  | 2023 Budgeted Expenditures | Starting Cash Needed for 2024 | 2023 Actuals  | % of Budget | Over/ Under Budgeted | EQ RES XFER    | Notes                                 |
| CASH                                                             |                            | \$ 4,393.48                   | \$ 5,129.87   |             | \$ 736.39            |                |                                       |
| Expenditures                                                     | \$ 195,000.00              |                               | \$ 188,727.93 | 97%         | \$ 6,272.07          | \$ -           |                                       |
| SPECIAL PARKS FUND CASH BALANCE AFTER TRANSFER INTO EQ RESERVE   |                            |                               |               |             |                      | \$ 5,129.87    |                                       |
| Ending Cash Above/Below Budgeted 2024                            |                            |                               |               |             |                      | \$ 736.39      |                                       |
| DEBT SERVICE                                                     |                            |                               |               |             |                      |                |                                       |
|                                                                  | 2023 Budgeted Expenditures | Starting Cash Needed for 2024 | 2023 Actuals  | % of Budget | Over/ Under Budgeted | EQ RES XFER    | Notes                                 |
| CASH                                                             |                            | \$ 227,661.21                 | \$ 200,932.88 |             | \$ (26,728.33)       |                | Special Assessments Payments were low |
| Expenditures                                                     | \$ 497,000.00              |                               | \$ 496,197.50 | 100%        | \$ 802.50            | \$ -           |                                       |
| DEBT SERVICE FUND CASH BALANCE AFTER TRANSFER INTO EQ RESERVE    |                            |                               |               |             |                      | \$ 200,932.88  |                                       |
| Ending Cash Above/Below Budgeted 2024                            |                            |                               |               |             |                      | \$ (26,728.33) |                                       |
| WATER OPERATING                                                  |                            |                               |               |             |                      |                |                                       |
|                                                                  | 2023 Budgeted Expenditures | Starting Cash Needed for 2024 | 2023 Actuals  | % of Budget | Remaining            | EQ RES XFER    | Notes                                 |
| CASH                                                             |                            | \$ 52,188.10                  | \$ 107,469.78 |             | \$ 55,281.68         |                |                                       |
| Expenditures                                                     | \$ 488,712.90              |                               | \$ 431,763.18 | 88%         | \$ 56,949.72         | \$ 52,500.00   | Emergency Water Repair                |
| WATER FUND CASH BALANCE AFTER TRANSFER INTO EQ RESERVE           |                            |                               |               |             |                      | \$ 54,969.78   |                                       |
| Ending Cash Above/Below Budgeted 2024                            |                            |                               |               |             |                      | \$ 2,781.68    |                                       |
| SEWER OPERATING                                                  |                            |                               |               |             |                      |                |                                       |
|                                                                  | 2023 Budgeted Expenditures | Starting Cash Needed for 2024 | 2023 Actuals  | % of Budget | Over/ Under Budgeted | EQ RES XFER    | Notes                                 |
| CASH                                                             |                            | \$ 151,378.90                 | \$ 219,162.10 |             | \$ 67,783.20         |                |                                       |
| Expenditures                                                     | \$ 576,483.10              |                               | \$ 522,493.75 | 91%         | \$ 53,989.35         | \$ 52,000.00   | Sewer Pond Upgrade                    |
| SEWER FUND CASH BALANCE AFTER TRANSFER INTO EQ RESERVE           |                            |                               |               |             |                      | \$ 167,162.10  |                                       |
| Ending Cash Above/Below Budgeted 2024                            |                            |                               |               |             |                      | \$ 15,783.20   |                                       |

For Special Highway the road project came in under the budgeted amount. Suggest moving the allowable budgeted authority to equipment reserve for future annual road maintenance.

Water and Sewer were under budget primarily due to personnel changes and not being able to fill positions within the year. It is suggested to transfer the remaining budgeted authority into equipment reserve for future needed repairs or upgrades.

**Financial:** All the funds would be transferred into the respective equipment reserve fund for future use. This has no impact on the mil levy.

**Legal Considerations:** Review and comment, as necessary.

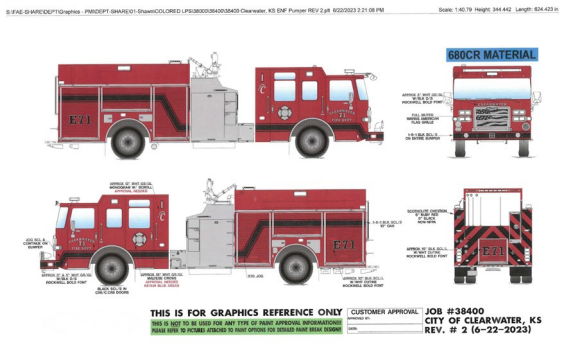
**Recommendations/Actions:** Discuss and review. If desired, approve the transfer schedule.

City of Clearwater  
City Council Meeting  
February 8, 2024

Fire Department Apparatus

Context:

|                                                                                    |                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | <p><b>1999<br/>Freightliner<br/>Pumper (Engine)</b></p> <p><b>E71</b><br/>(will become E72<br/>after new engine<br/>arrives)</p>                                            | <p>The main function of this apparatus is for structural fire suppression missions. It is equipped with a 1250 gpm pump and carries 1,000-gallons of water. This apparatus is equipped with 400' of 1 ¾" attack lines, 1,000' of 5" supply line, and 1,200' of 2 ½" supply/attack hose. It has a maximum seating capacity of 3 personnel. It is also equipped with extrication equipment and firefighting hand tools.</p>                                                                                                                                                                                                                                    |
|   | <p><b>1984<br/>F-700 Ford<br/>(Engine –<br/>Replacing with<br/>2024 Engine)</b></p> <p><b>E72</b><br/>(will be removed<br/>from fleet after<br/>new engine<br/>arrives)</p> | <p>The main function of this apparatus is currently for supplying manpower, equipment, and assisting with grass fires (it used to be a structural suppression apparatus until it was unable to fulfill pump test certification in 2020). It is equipped with a 750 gpm pump and carries 1,000-gallons of water. This apparatus is equipped with 600' of 1 ¾" attack lines, 1,600' of 2½" supply/attack hose, and 100' of 1" booster hose. It has a maximum seating capacity of 3 personnel.<br/><b><i>This unit is being replaced with the 2024 Engine that will be delivered this spring. When the new unit is delivered this one will be sold.</i></b></p> |
|  | <p><b>2007<br/>International<br/>(Tender)</b></p> <p><b>T71</b></p>                                                                                                         | <p>The main function of this apparatus is to supply water for rural firefighting operations. It is equipped with a 750 gpm pump and carries 2,500-gallons of water. This apparatus is equipped with 400' of 1 ¾" attack hose, 300' of 3" supply hose, and 600' of 2 ½" supply/attack hose. It has a maximum seating capacity of 3 personnel.</p>                                                                                                                                                                                                                                                                                                             |

|                                                                                                                                                                                                                  |                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                  | <p><b>1984<br/>AM General<br/>(Tender –<br/>Forestry Vehicle<br/>– OUT OF<br/>SERVICE)</b></p> <p><b>T72</b></p> | <p>The main function of this apparatus is to supply water for rural firefighting operations and grass/wildland fires. It is equipped with a 500 gpm portable pump and carries 2,000-gallons of water. It is equipped with 2-6' 1" whip lines and 400' of 1 ¾" attack hose. It has a maximum seating capacity of 2 personnel. (This is currently out of service unless there is a dire need for more water)</p>                       |
|                                                                                                                                 | <p><b>1999<br/>Ford F-350<br/>(Brush Truck)</b></p> <p><b>BRUSH 71</b></p>                                       | <p>The main function of this apparatus is fire suppression of grass/wildland fires. It is equipped with a 300 gpm portable pump and carries 350-gallons of water. It is equipped with 1-10' 1" whip line, 100' 1" booster line, and 100' 1 ¾" attack line. It has a maximum seating capacity of 2 personnel.</p>                                                                                                                     |
|                                                                                                                                 | <p><b>2003<br/>International<br/>7300 (Brush<br/>Truck)</b></p> <p><b>BRUSH 72</b></p>                           | <p>The main function of this apparatus is fire suppression of grass/wildland fires. It is equipped with a 300 gpm portable pump and carries 700-gallons of water. It is equipped with 2-6' 1" whip lines, 100' 1" booster line, and 100' 1 ¾" attack line. It has a maximum seating capacity of 3 personnel.</p>                                                                                                                     |
|  <p>THIS IS FOR GRAPHICS REFERENCE ONLY. CUSTOMER APPROVAL: JOB #38400<br/>CITY OF CLEARWATER, KS<br/>REV. # 2 (6-22-2023)</p> | <p><b>2024<br/>Custom Pierce<br/>Enforcer Pumper<br/>(Engine)</b></p> <p><b>“NEW” E71</b></p>                    | <p>The department has recently purchased a new, custom pierce enforcer pumper (Engine) from pierce manufacturing. This apparatus will replace our 1984 F-700 pumper (Engine). The new pumper will have the same amount of water on it (1,000-gallons), but it will provide more pumping capabilities (1500 gpm instead of 750 gpm), more personnel to the scene (4 instead of 3), larger hose capacity, and NFPA 1901 compliant.</p> |



## **Proposed Tengine**

**To Replace 1999  
Engine & 1984  
Tender**

Clearwater Fire is proposing the acceptance of purchasing a new, custom pierce tengine (Tender/ Engine Combo). This new apparatus would replace the 1999 Freightliner (Engine) and 1984 AM General (Tender – Forestry Vehicle).

The new tengine will have a 2,500-gallon tank vs 3,000-gallon combined capacity of the two just in one apparatus. It will provide more pumping capabilities (2000 gpm instead of 1250 gpm), more personnel to the scene in one vehicle (4 instead of 3), larger hose compacity, and NFPA 1901 compliant.

**City of Clearwater  
City Council Meeting  
February 8, 2024**

**Hammers Prairie Park & Nature Center**

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**Context:** In 2022 the city received a gift of land from the Hammer LLC to be used as a park. Based on an MOU with Hammers, LLC and the City of Clearwater, specific rules were established regarding the use of the park. The park was named the Hammers Prairie Park & Nature Center in honor of Robert Hammers, a police officer who was killed in the line of duty serving the City of Clearwater.

The park will be operated and maintained by the city in accordance with the MOU.

Design and future improvements to the park will be directed by the city. The agreement stated the pace of those improvements would be based on the city's ability to budget for them or acquire financial assistance through other means.

At the same time the Hammers Prairie Park & Nature Center Foundation was formed specifically to support the development and maintenance of the park and increase its awareness to the community. The foundation is a 501(c)3 organization and organized and operated exclusively for charitable purposes.

The Foundation has set forth a development proposal for councils' consideration.

The first phase consists of:

- A parking area (gravel) estimated at \$34,000 (Jason Martin)
- Trails that will be mowed.
- A fence at the park area with a park entrance estimated at \$7,300. (Reddi Fence)
- Placement of the already purchased memorial with gravel around it – No estimate for gravel yet.
- Signage for the park and walking trails are estimated between \$1,500 - \$3,000.

The long-term plans would be:

- Over-seeding of natural grass as needed.
- Build an open-air park shelter/education center – estimated around \$35,000 (estimate based on park buildings)
- Enclose the park with fencing.
- Signage for park and walking trails.

**Financial:** The governing body, through the 2024 budget, has dedicated \$10,000 for improvements to the Hammers Prairie Park & Nature Center. Any additional funds needed for the proposed improvements would be through grants or may be requested from the Foundation.

**Legal Considerations:** review and comment as necessary.

**Recommendations/Actions:** Approve the initial development plans of the Hammers Prairie Park & Nature Center as submitted. Authorize the spending of the 2024 budgeted \$10,000 to the project. Submit a request for additional funding from the Foundation. Complete works as funds are available.