

City of Clearwater, Kansas
Sedgwick County
City Council Meeting - **MINUTES**
February 27, 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, Samantha Warkins, Shirley Palmer-Witt and Tim Robben. Crystal Walter was absent.

The following staff members were present:

City Administrator Zollinger, City Clerk Poe, Amber Ives, Cole Hollis, Kirk Ives, Jared Dinwiddie, and City Attorney Scott Ufford.

Others Present:

Tricia Nichols, Garrett Weidman, Justin Patrick, Paul Zier, Jared Hagar, Michael Cowherd, Don Schauf and Cameron Stein.

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

Mayor Ussery stated that he will allow public comments for Property N. of Chisholm Ridge as well as the Fire Apparatus discussions.

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

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

6. Staff Reports:

- Administration Office – Courtney Zollinger – Council asked about sitting in on the budget discussions with staff, Zollinger stated it would be during the day if they wanted to sit in.
- Fire Department – Jared Dinwiddie – Council has looked on the website to see the production of the new apparatus. The Fire Department will go inspect the new apparatus towards the end of March.
- Police Department – Kirk Ives – Council asked how the Police Department handles new residents not having the SPV permit, Ives stated that they will inform them of the rules and give them time to get it taken care of, no citations are usually issued.
- Public Works/Parks – Cole Hollis – Council asked if it was too soon to start DE winterizing with the weather, Hollis said this is about the same time they do it every year and is not concerned. There is a pothole at Nancy, Michelle & Lee, Public Works has already received a report on this issue.
- Senior Center – Amber Ives – Council asked about Commodities, Ives stated there were additional boxes of fruit to go along with it. Biscuits and Gravy will be served on Saturday from 7:30-10:30.

7. Business

a. Field Usage Agreement USD 264

USD264 will need use of the sports complex for their upcoming ball season. Through the 2024 budget discussion it was determined that it would be necessary to seek assistance from the school to continue the desired maintenance of the fields. The city anticipated, in the budget, to receive \$7,500 from the school in support of the maintenance. After a conversation with Superintendent Johnson, he agreed this was a reasonable price. The amount received from the school will help offset the annual costs to maintain the grass for the school's baseball/softball season. The City Attorney has drafted the agreement and has approved the modifications amending 4.1. Council discussed damages and if the school's liability insurance would cover these instances, it should depending on the circumstance. This agreement is renewed annually. Council asked if Concessions was covered in this agreement, Zollinger stated it was as well as when the collegiate comes to town.

Motion: *Palmer-Witt* moved; *Shore* seconded to Authorize the mayor to sign the agreement between the city and USD 264. Voted and passed unanimously.

b. Sketch for Property N of Chisholm Ridge

Mayor Ussery stated there were 8 letters received for this topic and Public Comment will be allowed. Tonight is only an action to hire a company to provide rough sketches on what the 40-acre property could potentially look like, it is conceptual only. During the Council Workshop on January 30, 2024, the Governing Body discussed apartments, ½ acre lots, 1 acre lots, or a combination. The mayor also put out an update asking for input from the community. We have heard from 8 community members that are in favor of single-family homes only. Council wanted to get pricing from other agencies for these sketches. 3 agencies were contacted, and all prices are per sketch.

BHC Engineering	\$2,500 - \$3,000
Professional Engineering Consultants	\$2,000
Garver, LLC	\$4,000

If approved this would be paid for 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. There was also \$5,000 put into equipment reserve as miscellaneous. There is a total of \$12,200 available to use. PEC would give a scope of services, with 2 review meetings. The other 2 companies only gave a verbal and no scope of services. The conceptual drawings would include the extension of Yvonne and Janet, the road names cannot change per the agreement with the Cemetery when the City obtained the property from them. These sketches would potentially be used to help stipulate in advance what the City would like to see when the property gets sold and or developed. Garrett Weidman stated that he had a petition in opposition to apartments going in and had 157 people sign it, about 120 of them were from Clearwater after Garrett verified. A petition in favor of apartments went out and only 10 signatures were gathered. Jared Hager spoke in opposition to apartments going in. Jared suggested not limiting the property to only residential, he would like to see a new wellness center. The retention pond could be made bigger. The Engineer would have to do the work to see if the pond needed to be bigger and if it was residential, Mayor said there could potentially be a park incorporated. Council discussed the many options for the property and the available current lots in town. Indian Ridge, Park Glen, Chisholm Ridge (City owned and individually owned), Park Glen, Park Glen Estates all have lots ranging from .3-.7 acres. Council discussed the Comprehensive plan suggesting affordable housing. Ultimately the City does not want to be in Real Estate and would like to sell the whole piece of property to a developer with the stipulations of how it can be developed. The platting process would then go through the Planning Commission to approve and then the City Council. During the platting process neighbors are notified and have the opportunity to speak. The action tonight is just for a conceptual sketch to help market the property, not platting or developing.

Motion: *Shore* moved; *Palmer-Witt* seconded to hire PEC to complete one sketch with combination of 1 acre on the east side and .5 acre lots on the west side for Clearwater. Voted and passed unanimously. *Warkins* abstained.

a. Section 3 Annual Road Maintenance

To kick off the annual road maintenance plan when it started, the Governing Body hired South Central Sealing who uses a product called Slurry Seal. The project last year went very smoothly. The crews with South Central Sealing were great to work with and very responsive to any concerns or questions the public or staff had. The Slurry Seal application worked well for Clearwater. For 2024, Section 3 of the city is scheduled to receive crack fill and slurry seal per the approved budget. Since South Central Sealing is the company to offer Slurry Seal, staff recommend continuing that service for the remainder of the sections. Two other companies were contacted for quotes on crack fill pricing for comparison, Encore Pavement and Circle C Paving. Encore does not do wide crack. **South Central Sealing** total crack fill \$23,272.62 and **Circle C Paving** total crack fill \$25,600. The total proposal submitted by South Central Sealing for Mastic Seal, Slurry Seal and Crack Seal for 2024

is \$109,173.85. The proposal submitted for Mastic Seal and Crack Seal are best estimate they could provide until they start the project. The Mastic Seal is bid with 4 pallets of material. If the pallets don't complete the designated area, they will submit a change order. The Crack Seal is bid the same way. They will keep the city updated daily on the amount of linear feet they are filling. For the 2024 budget in the Special Highway Fund, we budgeted \$100,000 for annual road maintenance as well as in the General Fund Public Works \$75,000 for a total of \$175,000 for the annual project. Last year sections 1 and 2 cost the city roughly \$270,000. Since we will be using South Central Sealing for the Slurry Seal and the other pricing is comparable, it is recommended to hire South Central Sealing for the entire section 3 annual road maintenance project. Since section 3 is in a newer section of town, the roads are not quite as deteriorating like the others. If any roads in section 3 are marked for the reconstruction, they will not be included in this project. Circle C did the chip seal a few years ago that didn't work out. This project will be done in either the spring or fall, it is not recommended to do this work in the summer with the heat. In 2023, sections 1 and 2 were completed and did not exceed the budget. Mayor Ussery suggested that a percentage over for the City Administrator to approve be added to the motion.

Motion: *Palmer-Witt* moved; *Warkins* seconded to hire South Central Sealing for the entire section 3 annual road maintenance project bid at 109,173.85 using Special Highway Funds with a 10% roll over City Administrator approval. Voted and passed unanimously.

b. Street Closure Survey

In February 2023 the Governing Body elected to hire Certified Engineering Design (CED) to design the reconstruction street project. The design includes the entire bid packet for all the roads the city needs to repair. As part of the bid packet the city can determine how the closures of roads will be handled. There are two options: **Half Closure:** Maintain access and shortest path of travel to people's homes (Likely the most expensive) and the community will be impacted for a longer period of time; however, the severity of impact is minimized. **Full Closure:** Less complexity in traffic control and the contractor won't have to sawcut half the lane, construct half, and then move to the other side, blocks would be closed for up to 4 weeks. (potential cost savings) (Halstead had 1700 linear feet and there was a cost savings of around \$25K. Clearwater has a project of 6500 linear feet), time savings with the length of impact to the community, community may need to access their house from the alley or an adjacent block (longer path of travel). CED wanted to get Council's and the community's input on how to approach traffic control for the Clearwater Streets project. Initially, they intended to plan on closing half the street at a time to attempt to maintain access into people's homes; however, recent projects such as Halstead, have indicated a cost and time savings if we are able to close the entire street. CED thought it may be a good idea to poll the community to ensure no one needs special accommodation. For the bid packet we can have half closure as the base bid and an alternative that would have full closure. Council discussed asking CED if they could give a quote for concrete vs. the asphalt that is in the plan. Concrete could last longer and potentially have a shorter amount of dry time. If the half road closure is done, it will not affect the integrity of the roads. CED took plug samples from the locations to determine what needed to be done. If a street has no base, it will get full reconstruction. After discussion, it was decided to take no action and continue with the current price for partial closure with a bid alternative to include full road closures and poll per block.

c. Fire Apparatus

Chief Dinwiddie went over all apparatus' that are currently in fleet and the functions of each one, Cameron Stein, Michael Cowherd, Justin Patrick, Don Schauf were here for the presentation given. **1999 Freightliner Pumper E71** (Engine- will become E72 after new engine arrives) - The main function is for structural fire suppression missions. It has a 1250-gpm pump and carries 1,000-gallons of water as well as 400' of 1 ¾" attack lines, 1,000' of 5" supply line, and 1,200' of 2 ½" supply/attack hose. It holds up to 3 personnel. It is also equipped with extrication equipment and firefighting hand tools. It passes the pump test, is serviceable and mechanically sound. This is usually the 1st vehicle out. It is not NFPA certified but is grandfathered in. **1984 F-700 Ford E72** (Engine - Selling when new engine arrives) - The main function currently is for supplying manpower, equipment, and assisting with grass/field fires (it used to be a structural suppression apparatus until it was unable to fulfill pump test certification in 2020). It has a 750-gpm pump and carries 1,000-gallons of water as well as 600' of 1 ¾" attack lines, 1,600' of 2½" supply/attack hose, and 100' of 1" booster hose. It holds up to 3 personnel. **2007 International T71** (Tender) - The main function is to supply water for rural firefighting operations. It has a 750-gpm pump and carries 2,500-gallons of water as well as 400' of 1 ¾" attack hose, 300' of 3" supply hose, and 600' of 2 ½" supply/attack hose. It holds up to 3 personnel. Basically, it is a "hydrant on wheels." **1984 AM General T72** (Tender - Forestry Vehicle) - The main function is to supply water for rural firefighting operations and grass/wildland fires. It has a 500-gpm portable pump and carries 2,000-gallons of water as well as 2-6' 1" whip lines and 400' of 1 ¾" attack hose. It holds up to 2 personnel. It is currently out of service (due to being overweight by 3 tons) unless there is a dire need for more water. Veteran personnel are the only ones allowed to operate this vehicle. It is stationary when it is taken out to calls and 99% of the time, all the water is used on scene. Last year it was used once for a field fire. Council would like to see it

sent back to the Forestry and taken out of the City fleet. The City did put the tank on the truck. **1999 Ford F-350 Brush 71** - The main function is fire suppression of grass/wildland fires. It has a 300-gpm portable pump and carries 350-gallons of water as well as 1-10' 1" whip line, 100' 1" booster line, and 100' 1 ¾" attack line. It holds up to 2 personnel. There are no problems with it since it just had a rehab to get underweight. **2003 International 7300 Brush 72** - The main function is fire suppression of grass/wildland fires. It has a 300-gpm portable pump and carries 700-gallons of water as well as 2-6' 1" whip lines, 100' 1" booster line, and 100' 1 ¾" attack line. It holds up to 3 personnel. **2024 Custom Pierce Enforcer Pumper E71 (Engine)** - The department has recently purchased a new, custom pierce enforcer pumper. This will replace the 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 compacity, and NFPA 1901 compliant. The payments are \$40k annually and the City has made 2 payments. **Proposed Tengine (To Replace 1999 Engine & 1984 Tender)** - Clearwater Fire is proposing to purchase 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.

Insurance Services Office (ISO) requires a minimal fire flow of 2250-gpm between 2-engines and 1-tender. ISO Rating affects homeowners' insurance rates for fire coverage. Based on the quantity and type of fleet that is available as well as the water availability in the area. CFD currently has a fire flow of 2750-gpm with our current fleet. With the addition of the 2024 Engine the fire flow will increase to 3,500. By adding a new tengine, CFD would increase its fire flow from 3,500-gpm to 4,250-gpm and still meet the ISO requirements of 2-engines and 1-tender. Council discussed the payments for both apparatuses. The 2024 Pumper is 40k annually and the proposed Tengine would be around 92k annually for 15 years, but has around a 49 month wait for production. The cost for the proposed Tengine has increased about 54k since the original quote from January. It was stated that the apparatuses' lifespan are usually 10-15 years, but with volunteer it is up to 25 years with good maintenance. Council discussed the different calls and response times for City and rural areas as well as any mutual aid from other counties/ townships. Sedgwick County automatically comes if there is a structure fire but nothing else unless requested. The average response time is around 7-8 minutes for medical and fire, add 4-8 minutes if it is out in county/rural. 85-90% of the time, the calls are Clearwater responding only. Chief Dinwiddie has implemented a policy that if there is a fire, the volunteers are to meet at the Fire station first not the scene. The City receives about 79k annually from Illinois and Ninnescah townships (based on Mil Levy) for rural fire contracts. Council would like to see quotes on used apparatuses as well as a report that has the number of fire calls only that are inside and outside of the City limits and how many personnel respond to each call.

2. Governing Body

Shore – None.

Warkins– There will be a Fall Festival meeting in March.

Palmer-Witt – Asked if Shackleford will have angled parking with the work going on, Zollinger stated that it was their parking lot on their private property. Palmer-Witt would like to see a report from the Wellness Center on who uses the membership through the City.

Robben – None.

Ussery – None.

3. Executive Session

None.

4. Adjournment

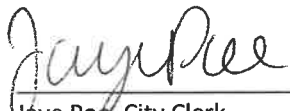
Motion: *Warkins* moved; *Robben* seconded to adjourn the meeting. Voted and passed unanimously. The meeting adjourned at 8:45 PM

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 February 27th, 2024, City Council meeting.

Given under my hand and official seal of the City of Clearwater, Kansas, this 12th day of March 2024.



Jaye Poe, City Clerk

