



City of Clearwater Council Meeting Agenda
Tuesday November 12, 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. [Designate Safety Zone – Christmas Comes to Clearwater](#)
 - d. [Fee Waiver Policy](#)
 - e. [Records Retention Resolution](#)
 - f. [Mayoral Appointment – Volunteer EMT](#)
6. **Staff Reports**
7. **Nuisance Hearing** – 200 S Grant
8. **Twin Valley Grant Presentation**
9. **Business**
 - a. **Action:** [Ordinance Annexation of Highways](#)
 - b. **Action:** [Repealing Ordinance 1057](#)
 - c. **Action:** [Cancel December 24th Council Meeting](#)
10. **Governing Body Comments**
11. **Executive Session**
12. **Adjournment**

Next Assignment Numbers

Charter Ordinance: 23

Ordinance: 1113

Resolution: 16-2024

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**
October 22, 2024
Clearwater City Hall – Council Chambers
129 E. Ross Avenue Clearwater, KS 67026

1. Call to Order/ Invocation and Flag Salute

Council President Justin Shore called the meeting to order at 6:30 p.m. followed a moment of silence and flag salute.

2. Roll Call

The City Clerk called the roll to confirm the presence of a quorum. The following members were present: Councilmembers; Crystal Walter, Justin Shore, Samantha Warkins, Shirley Palmer-Witt and Tim Robben.

The following staff members were present:

City Administrator Zollinger, City Clerk Poe, Amber Ives, Kirk Ives, and Jared Dinwiddie. City Attorney, Scott Ufford and Cole Hollis were present via GoTo Meetings.

3. Approval of Agenda

Council President Shore asked if there were any modifications to the agenda, there were none.

Motion: *Palmer-Witt* moved; ***Robben*** seconded to approve the agenda as submitted. Voted and passed unanimously.

4. Public Forum

None.

5. Consent Agenda

Council President Justin Shore 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

Accept Resignation – Part Time Police

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

• **Staff Reports:**

- Administration Office – Courtney Zollinger – Zollinger stated that Downtown Trick or Treat will be October 31st and the Police Department will be cooking hot dogs. Warkins asked why there were so many nuisances, Zollinger stated that the new Code Compliance started on October 1st. She will have more details when she gets the report on the 17th. Most of the violations were for grass and parking. The more serious violations will be addressed later per Councils request. City Hall has not received any complaints, PCC has had contact with some of the locations. The door hangers that were put on the locations with the violations contain what type of violation it was, how many days to get it taken care of and references which City Code has been violated.
- Fire Department – Jared Dinwiddie – Dinwiddie stated that Brush 72 was back in service as of Thursday. Palmer-Witt mentioned the children enjoyed the Fire truck rides for Fire Prevention week.
- Police Department – Kirk Ives – None.
- Public Works/Parks – Cole Hollis – Shore thanked Cole for the help from Public Works at the Fall Festival.
- Senior Center – Amber Ives – None.

6. Business

a. Rausch Addition Final Plat

In January 2014 the City of Clearwater approved a consent for annexation from Robert Campbell for a piece of property that is located at the end of S Prospect Ave. Per city code property must be platted before a building permit can be pulled. The annexed property was never platted prior to annexation. Jill Rausch, the current owner, wishes to build on the land now and has submitted a plat for review and approval to the Planning Commission. The plat and notice were mailed to all property owners within 200' of the lot and were asked to submit comment in writing. City Engineer, Logan Mills, reviewed the plat and made the following comments and sent them back to Garber (Rausch's Engineer) and the Rausch Family. 1. Recommend that a public access not be blocked off by extending public right-of-way through Lot 1 Block A. Otherwise the plat traps the extension of South Prospect St. – *This request was not met. The Planning Commission reviewed comments from neighbors and the Rausch family and determined that a right of way easement was not necessary. The Comprehensive Plan did not indicate the addition moving south since the land was annexed in as one lot and was okay with it being a cul-de-sac.* 2. Add a minimum pad table with appropriate freeboard above FEMA base flood elevations. – *This was added into the plat.* 3. Notate the new location for the existing streetlight. – *This was added to the plat.* 4. Add a water utility easement and show the water main extension. – *This was added to the plat.* The Planning Commission approved the Preliminary and Final plats at their October 1, 2024, meeting. Council asked Zollinger what her recommendation would be, she stated it would be to move forward with the Planning Commission's recommendation.

Motion: *Robben* moved; *Palmer-Witt* seconded to approve the Rausch Addition Final Plat as submitted. Voted and passed unanimously.

b. Region G Hazard Mitigation Plan Resolution

Earlier this year Sedgwick County Emergency Management reached out to all participating areas for input into the Regional Hazard Mitigation plan revision. Our inclusion in this plan allows our district to apply for hazard mitigation grant funding for projects such as safe rooms, hail resistant roofing, back-up generators, and more. The plan is complete and officially approved by FEMA. For the plan to be valid it must be adopted by all the taxing entities in the county. A link to the 794-page document was sent to Council where Clearwater had only a couple of pages in there. All taxing entities must formally adopt the plan by resolution before November 29, 2024. This is one of the boxes to have checked if Clearwater wants to apply for FEMA grants. Council asked if there were many entities included, Zollinger stated it seemed to be mainly cities and communities.

Motion: *Warkins* moved; *Walter* seconded to adopt Resolution 15-2024 Adopting the Kansas Homeland Security Region G Hazard Mitigation Plan. Voted and passed unanimously.

8. Governing Body

Walter – The Fall Festival was great and let Warkins know she did a good job with it this year.

Warkins – There were a lot of participants this year for the Festival. The Senior Center had the perfect amount of chili for the chili feed, there were about 6 people who participated in the chili cook-off. The committee will discuss changes for making it even better next year. Zollinger mentioned that volunteers are always needed.

Palmer-Witt – None.

Robben – None.

Shore – Reiterated that the festival was a success.

9. Executive Session

None.

10. Adjournment

Motion: *Walter* moved; *Palmer-Witt* seconded to adjourn the meeting. Voted and passed unanimously. The meeting adjourned at 6:42 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 October 22nd, 2024, City Council meeting.

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

Jaye Poe, City Clerk

City of Clearwater, Kansas
Sedgwick County
City Council Workshop - MINUTES
October 29, 2024
Clearwater City Hall – Council Chambers
129 E. Ross Avenue Clearwater, KS 67026

1. **Call to Order**
2. **Roll Call**
Mayor Burt Ussery called the meeting to order at 6:30 p.m. with Mayor Burt Ussery, Councilmembers; Crystal Walter, Justin Shore, Samantha Warkins, Shirley Palmer-Witt, and Tim Robben present.
3. **Records Retention** – Council reviewed a proposed records retention schedule
4. **Fee Waiver Policy** – Council reviewed a policy proposal for fee schedule waivers
5. **Fall Festival Parade Route/Car Show** – Council reviewed road closures for fall festival and the parade route.
6. **Parking Behind Library** – Council reviewed ordinance 1057
7. **December 24th Council Meeting** – Council reviewed the December meeting calendar
8. **Adjournment**

Motion: *Palmer-Witt* moved; *Warkins* seconded to adjourn the meeting. Voted and passed unanimously.
The meeting adjourned at 8:10 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 October 29th, 2024, City Council Workshop.

Given under my hand and official seal of the City of Clearwater, Kansas, this 11th day of November 2024.

Jaye Poe, City Clerk

Check Register Report

Date: 10/22/2024

Time: 1:26 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
EMPRISE BANK Checks								
51143	10/23/24	Printed			4KTRUCK	4K TRUCKING	FIRE TRUCK REPAIR	330.79
51144	10/23/24	Printed			AMAZ	AMAZON BUSINESS	TIRES FOR DEWEZE	1,410.00
51145	10/23/24	Printed			BET 1	BETTS PEST CONTROL	FIRE DEPT PEST CONTROL	214.00
51146	10/23/24	Printed			CASCO	CASCO INDUSTRIES, INC	NEW EQUIPMENT FOR FIRE TRUCK	46,288.40
51147	10/23/24	Printed			DOS1	DIGITAL OFFICE SYSTEMS	COPIER OVERAGE	34.54
51148	10/23/24	Printed			GAL1	GALL'S INC.	UNIFORM JOB SHIRTS/BELT	708.53
51149	10/23/24	Printed			GEQ1	GARRETSON EQUIPMENT	ROCK AND SAND	675.93
51150	10/23/24	Printed			IRRIGATION	IRRIGATION BY DESIGN	SOCCER TORO VALVE REPAIR	361.73
51151	10/23/24	Printed			JHS1	J & H STORAGE	STORAGE NOV RENT	100.00
51152	10/23/24	Printed			LFP1	LEASE FINANCE PARTNERS	COPIER LEASE	579.16
51153	10/23/24	Printed			MCDONALD	MCDONALD TINKER PA	SEPTEMBER ATTORNEY FEES	4,632.60
51154	10/23/24	Printed			NOP1	NAVRAT'S OFFICE PRODUCTS	COPY PAPER	242.50
51155	10/23/24	Printed			PCA1	PETTY CASH	POLICE DEPT CAR WASH	20.00
51156	10/23/24	Printed			JAYE	JAYE POE	KMU CITY CLERK FINANCE MILEAGE	62.44
51157	10/23/24	Printed			PEC	PROFESSIONAL ENGINEERING CONS	CTSC Master Ian Final Payment	2,875.00
51158	10/23/24	Printed			RJ01	ROASTER JOE'S	POLICE DEPT DRINKING WATER	31.32
51159	10/23/24	Printed			SWSC	SALINA WHOLESALE SUPPLY CO	FITTINGS	123.62
51160	10/23/24	Printed			SSC1	SALISBURY SUPPLY COMPANY	DRILL BITS	52.32
51161	10/23/24	Printed			SCDF	SEDGWICK COUNTY	PRISONER HOUSING	2.41
51162	10/23/24	Printed			SPE	SPECIALTY MECHANICAL INC	AC UNIT REPAIR	786.00
51163	10/23/24	Printed			TSN1	TIMES-SENTINEL NEWSPAPERS	ORDINANCE 1112	89.25
51164	10/23/24	Printed			T2UL	TRUE2U AUTOMOTIVE, LLP	BATTERY	224.95
51165	10/23/24	Printed			UNI	UNIFIRST CORPORATION	PD CH MATS	43.29
Total Checks: 23							Checks Total (excluding void checks):	59,888.78
Total Payments: 23							Bank Total (excluding void checks):	59,888.78

Check Register Report

Date: 10/22/2024

Time: 1:26 pm

Page: 2

City of Clearwater

BANK:

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
Checks								
3230	10/23/24	Printed			VISA	CARDMEMBER SERVICES	STATEMENT	1,643.92
3231	10/23/24	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	319 W. ROSS	658.93
3232	10/23/24	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	107 S. GRAIN	55.16
3233	10/23/24	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	129 E. ROSS	652.33
3234	10/23/24	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	400 W. ROSS	229.36
3235	10/23/24	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	604 E. ROSS	122.61
3236	10/23/24	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	650 E. ROSS ST LTS	166.44
3237	10/23/24	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	1001 E. ROSS	395.75
3238	10/23/24	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	11159 S. 135TH W	302.92
3239	10/23/24	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	149 N. FOURTH	371.83
3240	10/23/24	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	901 CLEARCREEK	121.30
3241	10/23/24	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	401 W. ROSS	26.55
3242	10/23/24	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	1001 E. ROSS MTR2	26.55
3243	10/23/24	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	1100 E. ROSS PUMP	26.55
3244	10/23/24	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	602 E. ROSS	53.70
3245	10/23/24	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	401 W. ROSS	41.45
3246	10/23/24	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	STREET LIGHTS	2,422.07
3247	10/23/24	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	100 E. ROSS	48.69
3248	10/23/24	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	9731 S. 135TH ST W SIGN	25.29
3249	10/23/24	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	1200 E. ROSS ST PUMP	26.55
3250	10/23/24	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	9801 S. 135TH W PUMP	109.87
3251	10/23/24	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	921 E. JANET	507.32
3252	10/23/24	Printed			MACPER	MACPER VENTURES	SOCIAL MEDIA MGMT	650.00

Total Checks: 23

Checks Total (excluding void checks):

8,685.14

Total Payments: 23

Bank Total (excluding void checks):

8,685.14

Total Payments: 46

Grand Total (excluding void checks):

68,573.92

Check Register Report

Date: 11/05/2024

Time: 2:28 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
EMPRISE BANK Checks								
51166	11/06/24	Printed			APS1	AAA PORTABLE SERVICES, INC.	AYSO PORTA JOHN	241.50
51167	11/06/24	Printed			ALL S	ALL SEASONS SPORTSWEAR, INC	EMBROIDERY UNIFORMS	6.00
51168	11/06/24	Printed			AMAZ	AMAZON BUSINESS	REFUND WINTER BIB	947.38
51169	11/06/24	Printed			BBL1	B & B LUMBER	REPLACE TOILET PARTS	287.97
51170	11/06/24	Printed			BTM	BOUND TREE MEDICAL	ALBUTEROL	18.49
51171	11/06/24	Printed			BSWI	BRENNTAG SOUTHWEST, INC.	CHLORINE & HYDR ACID	1,803.50
51172	11/06/24	Printed			CED2	CERTIFIED ENGINEERING DESIGN	Monthly Engineering Svc Fee	650.00
51173	11/06/24	Printed			CHIS	CHISHOLM TRAIL ELECTRIC LLC	PARK POWER STATION SERV CALL	90.00
51174	11/06/24	Printed			CLEARWATE	CLEARWATER PUBLIC LIBRARY	LIBRARY APPROPRIATION	1,125.33
51175	11/06/24	Printed			CWC02	CLEARWATER WELLNESS CENTER	WELLNESS CENTER NOVEMBER	85.00
51176	11/06/24	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	129 E. ROSS SAL	69.06
51177	11/06/24	Printed			BH01	BECKY. C. HURTIG	Professional Services - Judge	1,100.00
51178	11/06/24	Printed			IVES/A	AMBER IVES	MILEAGE	274.70
51179	11/06/24	Printed			KST1	KANSAS STATE TREASURER	OCTOBER 2024 TREASURY	881.00
51180	11/06/24	Printed			KHE1	KS DEPT OF HEALTH & ENVIRON.	LAB TESTING	839.00
51181	11/06/24	Printed			LA LI	J. LARRY LINN	PROSECUTION SERVICES	1,000.00
51182	11/06/24	Printed			MHF1	MEL HAMBELTON FORD	OIL CHANGE VEH #5	73.47
51183	11/06/24	Printed			METRO	METROPOLITAN AREA BUILD & CONS	B/E/M/P PERMITS OCTOBER 2024	787.34
51184	11/06/24	Printed			RLM1	RUSSELL L. MILLS	COURT APP ATTY ACKLEY	300.00
51185	11/06/24	Printed			OR	O'REILLY AUTO PARTS	HEADLIGHT REPLACE BULBS	66.94
51186	11/06/24	Printed			ONE	ONESOURCE TECHNOLOGY, INC	MICROSOFT 365	3,645.00
51187	11/06/24	Printed			PEARSON	PEARSON CONSTRUCTION LLC	STREET REPAIR	46,601.10
51188	11/06/24	Printed			PCA1	PETTY CASH	MILEAGE CLERK CONFERENCE	77.00
51189	11/06/24	Printed			RA01	PITNEY BOWES	POSTAGE	300.00
51190	11/06/24	Printed			PP,INC	POSTALOCITY	MAIL NOVEMBER WATER BILLS	900.00
51191	11/06/24	Printed			PCC	PROFESSIONAL CODE COMPLIANCE		1,700.00
51192	11/06/24	Printed			RANSON	RANSON FINANCIAL GROUP LLC	2023 CONTINUING DISCLOSURE	750.00
51193	11/06/24	Printed			RJ01	ROASTER JOE'S	DRINKING WATER SR CENTER	54.81
51194	11/06/24	Printed			SPE	SPECIALTY MECHANICAL INC	MAINTENANCE HEATING & AIR	1,875.24
51195	11/06/24	Printed			TBC11	TRIPLE B CONSTRUCTION, INC.	SIDEWALK AND DRAINAGE REPAIR	36,519.00
51196	11/06/24	Printed			T2UL	TRUE2U AUTOMOTIVE, LLP	GEN BATTERY #7	464.90
51197	11/06/24	Printed			TWIN	TWIN VALLEY TELEPHONE	PARK BROADBAND	3.00
51198	11/06/24	Printed			WPF1	WATER PROTECTION FEE	3RD QUARTER PROTECTION FEE	1,099.64
51199	11/06/24	Printed			WL01	WHITNEY LANDSCAPING	TURF MGMT/CTSC SPRINKLERS	450.00
51200	11/06/24	Printed			WTC1	WICHITA TRACTOR CO.	IDLER PULLEY FOR MOWER	82.31
51201	11/06/24	Printed			WICH	WICHITA WINSUPPLY CO	SERVICE REPAIR SR CTR WTR LINE	203.18

Total Checks: 36

Checks Total (excluding void checks):

105,371.86

Total Payments: 36

Bank Total (excluding void checks):

105,371.86

Check Register Report

Date: 11/05/2024

Time: 2:28 pm

Page: 2

City of Clearwater

BANK:

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
Checks								
3253	11/06/24	Printed			AFL1	AFLAC	OCTOBER AFLAC PREMIUM	527.44
3254	11/06/24	Printed			CGSI	CASEY'S	STATEMENT	2,646.10
3255	11/06/24	Printed			CLA1	COLONIAL LIFE	NOV COLONIAL LIFE PREMIUM	56.96
3256	11/06/24	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	319 W. ROSS	442.04
3257	11/06/24	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	107 S. GRAIN	54.42
3258	11/06/24	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	129 E ROSS	466.57
3259	11/06/24	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	400 W ROSS	155.46
3260	11/06/24	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	604 E. ROSS	232.06
3261	11/06/24	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	650 E. ROSS	187.93
3262	11/06/24	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	1001 E. ROSS	363.93
3263	11/06/24	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	11159 S. 135TH W	307.45
3264	11/06/24	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	149 N. FOURTH	234.29
3265	11/06/24	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	LIFT STATION	134.12
3266	11/06/24	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	401 W. ROSS	26.55
3267	11/06/24	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	1001 E. ROSS METER 2	26.55
3268	11/06/24	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	1100 E. ROSS PUMP	26.55
3269	11/06/24	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	602 E. ROSS	227.60
3270	11/06/24	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	401 W. ROSS	29.24
3271	11/06/24	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	STREET LIGHTS	2,413.15
3272	11/06/24	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	100 E. ROSS	48.43
3273	11/06/24	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	9731 S. 135TH ST W SIGN	25.29
3274	11/06/24	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	1200 E. ROSS ST PUMP	26.55
3275	11/06/24	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	9801 S. 135TH W PUMP	99.60
3276	11/06/24	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	921 E. JANET	376.70
3277	11/06/24	Printed			KGS1	KANSAS GAS SERVICE	401 W. ROSS CITY SHOP	58.96
3278	11/06/24	Printed			KGS1	KANSAS GAS SERVICE	129 E. ROSS CITY HALL	47.63
3279	11/06/24	Printed			KGS1	KANSAS GAS SERVICE	149 N. 4TH HIS MUSEUM	43.86
3280	11/06/24	Printed			KGS1	KANSAS GAS SERVICE	319 W. ROSS FIRE DEPT	111.54
3281	11/06/24	Printed			KGS1	KANSAS GAS SERVICE	901 CLEARCREEK LIFT STATION	61.76
3282	11/06/24	Printed			KGS1	KANSAS GAS SERVICE	921 E. JANET SENIOR CENTER	53.30
3283	11/06/24	Printed			KST1	KANSAS STATE TREASURER	GO BOND 2017 A	46,300.00
3284	11/06/24	Printed			LIBERTY	LIBERTY NATIONAL	NOV LIBERTY PREMIUM	227.78
3285	11/06/24	Printed			MERCHANT	MERCHANT SERVICES	OCTOBER E COMMERCE CC FEES	581.47
3286	11/06/24	Printed			SEHP	STATE EMPLOYEE HEALTH PLAN	NOVEMBER PREMIUMS	26,416.16
3287	11/06/24	Printed			TWIN	TWIN VALLEY TELEPHONE	SENIOR CENTER PHONE	62.56
3288	11/06/24	Printed			TWIN	TWIN VALLEY TELEPHONE	HISTORICAL SOCIETY PHONE	100.24
3289	11/06/24	Printed			TWIN	TWIN VALLEY TELEPHONE	PUBLIC WORKS PHONE	109.69
3290	11/06/24	Printed			TWIN	TWIN VALLEY TELEPHONE	POLICE PHONE	244.70
3291	11/06/24	Printed			TWIN	TWIN VALLEY TELEPHONE	FIRE PHONE	476.59
3292	11/06/24	Printed			VER	VERIZON WIRELESS	FIRE DEPT BROADBAND	40.01
3293	11/06/24	Printed			VER	VERIZON WIRELESS	STATEMENT	478.32

Check Register Report

Date: 11/05/2024
Time: 2:28 pm
Page: 3

City of Clearwater

BANK:

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
Total Checks: 41							Checks Total (excluding void checks):	84,549.55
Total Payments: 41							Bank Total (excluding void checks):	84,549.55
Total Payments: 77							Grand Total (excluding void checks):	189,921.41

City of Clearwater
City Council Meeting
November 12, 2024

Christmas Comes to Clearwater – Safety Zone

Context: Christmas Comes to Clearwater is December 7th. The event starts at 8am with Breakfast with Santa at the Center. There are several downtown events from 1pm – 4pm including train rides in the road.

Chief Ives would like to designate Ross Ave between Byers and Gorin as a Safety Zone (K.S.A 8-1460). The City Clerk will mail letters to all businesses and residents between Byers and Gorin that will be affected by the road closure.



Financial: There is no financial obligation for the City.

Legal Considerations: Review and comment as necessary.

Recommendations/Actions: Approve the Ross Ave Safety zone from Byers to Gorin for the Christmas Comes to Clearwater.

POLICY



Waiving Scheduled Fees

DATE: 11/12/2024

NOTES: The City Council adopts a fee schedule each year per setting fees for services, permits, reservations, and penalties.

POLICY:

- City Staff are obligated to implement and follow the fee resolution set and approved by City Council on an annual basis.
- The City Staff must follow the fee schedule as approved by the City Council and is not authorized to waive fees except in the following circumstances.
 - Utility Bill hardship policy – if a utility customer experiences a water leak the city staff is authorized to work with the customer to set up a payment plan and has the authority to waive penalties while under the payment plan.
 - Utility Bill Penalty Waiver – City Staff is authorized to waive penalties one time per calendar year per customer.
- The City Council will not consider a request to waive fees if the amount is less than \$250.00.

**City of Clearwater
City Council
November 12, 2024**

Records Retention Schedule

Context: During the October 29th workshop the city council was introduced the records retention schedule for the City. By state statute the city should adopt, by resolution, a records retention schedule. According to our records the city does not currently have one.

City Clerk, Jaye Poe, has been working on this schedule for the past couple of years. She has reviewed current practices, the Kansas Historical Records recommendations, as well as other cities.

The Records Retention will be updated from time to time by resolution due to process changes or new technology.

The records retention schedule format was revised after the council workshop to make it easier to see the time frame for which a document is active, inactive, and what the disposition is. There were also several items that were added after some points were made about different departments.

There are only a few items with a mandated retention by state statute, all others are set by individual governing bodies.

Financial: There is no financial impact.

Legal Considerations: Review and comment as necessary.

Recommendations/Actions: Adopt Resolution 16-2024 Records Retention Schedule.



RESOLUTION NO. 16-2024

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CLEARWATER, KANSAS, THAT THE Retention Schedule is as follows

Adopted: November 12th, 2024

Record Retention Schedule

RECORD	ACTIVE	INACTIVE	DISPOSITION	DEPARTMENT
BOARD OF ZONING APPEALS CASES Appeals, variances and exceptions. File contains applications, staff reports, agendas, minutes and some may have back-up material from the applicant with the application. The agendas and minutes are kept electronically.			Permanent	City Administrator
CAPITAL IMPROVEMENT PLAN			Permanent	City Administrator
CAPITAL IMPROVEMENT PLAN PREP FILES	Until CIP is completed	1 Year	Destroy	City Administrator
CITIZEN COMPLAINT FILE Correspondence and notes regarding individual citizen issues.	Retain routine problems 5 Years		Destroy	City Administrator
PROJECT FILES - MAJOR STRUCTURES Comprehensive records and plans of all major structure projects. Includes buildings, bridges, parks, treatment plants and other major structures	While structure exists	5 Years	Destroy	City Administrator
PROJECT MANAGEMENT FILES On-going correspondence on status of projects	Until project is completed	5 Years	Destroy	City Administrator
VACATION PETITION FILES			Permanent	City Administrator
ZONING PETITION FILES			Permanent	City Administrator
ACCIDENT REPORTS Documentation of accidents occurring in current division's facilities including volunteer accident reports to include Incident reports.	5 Years		Destroy	City Clerk
ACCOUNTS PAYABLE CHECK REGISTERS	5 Years		Destroy	City Clerk
ACCOUNTS PAYABLE SUPPORTING JOURNALS Includes Revenue Receipt Journal and Appropriations-Expenditure Journals	Retain while useful		Destroy	City Clerk
ACCOUNTS RECEIVABLE Includes amounts owed to the City for services provided such as permits, Court or Code Compliance violations.	1 Year after paid in full.		Destroy	City Clerk
ADA GRIEVANCE FILES Documents relating to the ADA Coordinator's investigations of complaints or grievances filed by employees or other individuals regarding possible violations of the ADA requirements.	3 Years		Destroy	City Clerk
AGREEMENTS, CONTRACTS, MEMORANDUM OF UNDERSTANDING All contracts including labor contracts signed by City including change orders, accept for maintenance and addendums	Life of contract or agreement		Permanent	City Clerk
ANNEXATION FILES - FOUND WITH ORDINANCE Includes consents, petitions, and other related documents			Permanent	City Clerk
ANNUAL BUDGET Includes operating and annual budgets for City			Permanent	City Clerk
APPOINTMENT BOOKS/CALENDARS/FACILITY RESERVATION/ RESERVATION BOOK Internal forms, appointment books, paper and electronic calendars used to schedule employees, office activities, vehicles, meeting rooms, etc.	Retain until no longer useful		Destroy	City Clerk
ASSESSMENTS Includes public improvement, code enforcement, and other assessments	Until all accounts paid or written off	3 Years	Destroy	City Clerk
ASSET RECORDS Inventory, maintenance records and other related documents for equipment	until Equipment sold or surplusd		Destroy	City Clerk
AUDIT REPORTS Results of audits conducted by local, state, federal and/or non-governmental auditing agencies	3 Years		Permanent	City Clerk
BANKING RECORDS Includes bank statements, bank reconciliation, deposit books and slips, and cancelled checks in any format	5 Years		Destroy	City Clerk
BIDS AND REQUEST FOR PROPOSALS (successful)	Life of contract	5 Years	Destroy	City Clerk
BIDS AND REQUEST FOR PROPOSALS (unsuccessful)	5 Years		Destroy	City Clerk

BOND DOCUMENTS Includes coupons and other related documents. See also Bond Transcripts	Until all obligations are paid	5 Years	Destroy; retain 1 bond of each series permanently	City Clerk
BOND TRANSCRIPTS OF PROCEEDINGS Includes industrial revenue bonds, no-fund warrants, and general obligation bonds			Permanent	City Clerk
BONDS OF OFFICERS OR EMPLOYEES	10 Years		Destroy	City Clerk
BUDGET PREPARATION FILE	Close of Subsequent budget process		Destroy	City Clerk
CERTIFICATES OF DEPOSIT	Until maturity		Return to Bank	City Clerk
CERTIFIED MAIL RECEIPTS	1 Year		Destroy	City Clerk
CHARTER ORDINANCES			Permanent	City Clerk
CHECKS AND WARRANTS; UNCLAIMED - Accounts Payable Unclaimed checks and warrants, vendor, and other checks/warrants	2 Years from date of issuance back to original Fund		Destroy	City Clerk
CHECKS; UNCLAIMED - Payroll Unclaimed Payroll checks	1 Year from date of issuance send to unclaimed property		Destroy	City Clerk
CITY CODE BOOK Includes supplements			Permanent - 1 Copy	City Clerk
CLAIM FILES INCLUDING INSURANCE CLAIMS Includes real and personal property for which insurance has been purchased	5 years or until all statute of limitations have expired, whichever is longer		Destroy	City Clerk
CLAIMS Claims filed against the City	10 Years		Destroy	City Clerk
COMMITTEE FILES - Miscellaneous File Includes minutes, agendas, correspondence, rosters and other related documents from committees.	3 Years		Destroy	City Clerk
COMPLAINT FILES - Personnel Correspondence and documentation of action taken, if any. Retain complaints that are directly related to policy change permanently. Retain others as follows:	Retain while useful; but not more than 5 years		Destroy	City Clerk
COMPREHENSIVE PLAN			Permanent	City Clerk
CONDEMNATIONS			Permanent	City Clerk
CONFIDENTIAL FILES - Personnel Includes: physician records of examination, diagnostic records, laboratory test records, drug screening records, health plan application forms, KPERS, FMLA, accident reports, workers' compensation reports, detailed background checks, etc.	Tenure plus 2 Years	65 Years	Shred	City Clerk
CONTRACTORS' LIABILITY INSURANCE/ BOND RECORDS	5 Years		Destroy	City Clerk
CORRESPONDENCE (Routine) Includes inquiries, memos, copies, telephone records, emails, etc.	Until no longer useful		Destroy	City Clerk
COURT-ORDERED PAYMENTS - Personnel Includes child support, garnishments, and bankruptcy orders, answers, and receipts	5 Years after release of wages		Destroy	City Clerk
DEEDS Original deeds for all property owned by City			Permanent	City Clerk
DIRECT DEPOSIT AUTHORIZATION RECORDS	Until superseded or no longer in effect	2 Years	Destroy	City Clerk
EASEMENTS Original easement agreements			Permanent	City Clerk
ELECTRONIC RECORDS Includes microfilmed or imaged documents. Use the retention schedule of the record series listed herein. The hard copy of a document can be destroyed after a document has been scanned, provided the image has been verified for accuracy. Any exception to this rule will be listed with that record series.				City Clerk
FINAL PLATS			Permanent	City Clerk
FORMS (Blank)	Until superseded or obsolete		Destroy	City Clerk
FRANCHISE FILE Includes Cable TV, telephone, gas, electricity internet	Life of agreement		Destroy	City Clerk

GENERAL LEDGER General records of financial receipts and expenditure normally used to monitor, manage, and verify office budget.	5 Years		Destroy	City Clerk
GOVERNING BODY MINUTES Record of all governing body actions			Permanent	City Clerk
GOVERNING BODY PACKETS Record of all governing body actions including agendas, handouts, zoning cases, project budgets, and other related documents			Permanent	City Clerk
GOVERNING BODY RECORDINGS Includes DVDs of governing body meetings	6 Months		Destroy	City Clerk
GRANT APPLICATIONS - Unfunded	Until no longer useful		Destroy	City Clerk
GRANT ADMINISTRATIVE AND FINANCIAL FILES - Funded Includes application, award notice, public hearing notices, RFP's, purchase orders, banking records, accounting ledgers, correspondence, certified mail receipts, reports, and other documents; maintained by project year. See also Grant Performance Report.	Until project year is closed and audit is completed	5 years or until completion of any action, whichever is later	Destroy	City Clerk
GRIEVANCE FILES	5 Years		Permanent	City Clerk
INCIDENT REPORTS Documents related to incidents occurring between the office and any individual, group, corporation or government.	5 Years		Destroy	City Clerk
INDUSTRIAL REVENUE BONDS - Related Documents	Until all bonds sold	5 Years	Destroy	City Clerk
INDUSTRIAL REVENUE BONDS - Transcripts			Permanent	City Clerk
INSURANCE POLICIES Policies which the City of Topeka has purchased	Until expired or cancelled	5 Years	Destroy	City Clerk
JOB DESCRIPTIONS	Until superseded or obsolete		Destroy	City Clerk
KEY FILES - PERSONNEL NOT HIRED Includes applications, background checks (not hired), interview questions and employment testing (excludes medical testing (not hired)). Examples: requisition request form, advertisements and notes.	5 Years		Destroy	City Clerk
LEASES Documents related to the leasing of real estate and/ or equipment	Until superseded	5 Years	Destroy	City Clerk
LICENSING FILES Includes application and other related documents	Until license is expired or obsolete	5 Years	Destroy	City Clerk
OPEN RECORD REQUESTS Includes original written request, research records, applicable billing & payments and final response	3 Years		Destroy	City Clerk
ORDINANCES			Permanent	City Clerk
PERSONNEL DOCUMENTS Includes time cards/sheets, leave requests, time away from work requests, payroll adjustment records, and payroll warrants registers.	5 Years		Destroy	City Clerk
PERMITS - Building, Electrical, Mechanical, Plumbing, Zoning			Permanent	City Clerk
PERMITS - Other To include but limited to Occupational, CMB, Fireworks, Special Use, etc	5 Years		Destroy	City Clerk
PERSONNEL FILES Includes: employment application, background check, policy signatures, payroll actions, discipline actions, awards, training, performance appraisals, exit interview form, etc.	Tenure plus 2 Years	65 Years	Shred	City Clerk
PETITIONS - Miscellaneous	5 Years		Destroy	City Clerk
PLANNING COMMISSION PACKETS Record of all actions including agendas, handouts, zoning cases, and other related documents			Permanent	City Clerk
PLAT MAPS Includes drainage reports, analyses, staff reports, plats of survey, and other documents			Permanent	City Clerk
PROCEDURE/ POLICY MANUALS	Until superseded or long in effect		1 Copy - Permanent	City Clerk
PROCLAMATIONS			1 Copy - Permanent	City Clerk
PROOF OF PUBLICATION / LEGAL NOTICES	5 Years		Destroy	City Clerk
RECEIPTS Includes daily reconciliation report as well as deposit records from all departments	5 Year		Destroy	City Clerk

RECEIPTS/TICKET STUBS/DEPOSIT SLIPS/RESTITUTION Daily listing of monies received and accounts credited.	3 Years		Destroy	City Clerk
RECORDS MANAGEMENT Includes completed survey forms, inventories, destruction lists, transfer records, and other related documents			Permanent	City Clerk
RESOLUTIONS			Permanent	City Clerk
SAFETY DATA SHEETS Documents relating to the precaution taken for the safe handling of various hazard used in the routine operation of the facility	Until superseded or hazardous chemical is no longer on site		Destroy	City Clerk
SAFETY INSPECTION FILES -- CITY Conducted by Safety Director. Includes all correspondence and follow-up	5 Years		Destroy	City Clerk
SAFETY INSPECTION FILES -- STATE Conducted by Kansas Department of Human Resources	Until completion of subsequent inspection		Destroy	City Clerk
SURVEYS AND STUDIES - FINAL REPORT Includes surveys and studies done by city agencies or paid for by city agencies			Permanent	City Clerk
TAX REPORTS Includes but is not limited to, 1099 Forms, W-2 Forms, 941 Forms, K-4 Forms, undelivered W-2 Forms and Unemployment Insurance Quarterly Reports	5 Years		Destroy	City Clerk
TEMPORARY NOTES REGISTERS			Permanent	City Clerk
TITLE CERTIFICATES Includes titles for all City-owned vehicles/Equipment	While vehicle is owned		Transfer to new owner	City Clerk
UTILITY WORK ORDERS	3 Years		Destroy	City Clerk
UTILITY BILL PAYMENT STUBS	3 Years		Destroy	City Clerk
WATER RATE STUDY Study completed by outside consulting firm	15 Years		Destroy	City Clerk
WATER RIGHTS FILES Includes annual water use reports			Permanent	City Clerk
WORK ORDERS Record of work completed	5 Years		Destroy	City Clerk
WORKERS COMPENSATION CLAIM FILES Retain computerized history 30 years. Retain hard copy files as follows:	5 years or until all statute of limitations have expired, whichever is longer		Destroy	City Clerk
YEAR-END CLOSEOUT REPORT	Retain copy until close of city audit: 5 Years		Destroy	City Clerk
YEAR-END YEAR-TO-DATE CUMULATIVE PAYROLL REGISTER			Permanent	City Clerk
UTILITY ACCOUNTS ADJUSTMENT AUTHORIZATIONS	5 Years		Destroy	City Clerk
SAFETY DATA SHEETS Documents relating to the precaution taken for the safe handling of various hazard used in the routine operation of the facility	Until superseded or hazardous chemical is no longer on site		Destroy	Fire Department
VEHICLE AND EQUIPMENT OPERATION RECORDS Includes documents related to the use of City-owned vehicles and equipment	3 Years	2 Years	Destroy	Fire Department
VEHICLE AND EQUIPMENT REPAIR RECORDS Includes preventative and emergency repairs. Also called Work Order Report	Ownership of vehicle and equipment		Transfer to new owner or Destroy	Fire Department
VIDEO SURVEILLANCE AND SECURITY CAMERA SYSTEMS Device memory, hardware storage devices, tape and optical media (does not include traffic detection video systems, sewer camera inspection video systems, process and control camera systems, law enforcement video systems, court video systems and still frames captured from digital cameras.)	30 Days		Erase, Override, or Destroy	Fire Department
EQUIPMENT TESTS Records of pump checks, ladder tests, hose tests, aerial apparatus tests and self-contained breathing apparatus tests	Life of equipment		Destroy	Fire Department
FIRE HYDRANT MAPS Displays locations of all hydrants	Until superseded		Destroy	Fire Department
FIRE STATION LOG Daily journal of activity at a fire station			Permanent	Fire Department
FIREFIGHTER'S RELIEF ASSOCIATION STATEMENTS/FORMS	5 Years		Destroy	Fire Department

KANSAS FIRE INCIDENT REPORT Electronic reports sent to the State Fire Marshal. Includes fire, civilian casualty and firefighter casualty reports includes KFIRs daily check sheet	10 Years		Destroy	Fire Department
KNOX BOX INDEX Listing of all key boxes and the holders of the keys	Until superseded		Destroy	Fire Department
TRAINING RECORDS Training Records	5 Years		Destroy	Fire Department
COMPUTER BACKUPS Tapes and disks which hold backups for AS400 and networks. Retain the annual backup while city owns the computer system that reads the information. Retain all others as follows:	1 Year		Destroy	Information Technology
USER ACCESS RECORDS Including but not limited to user account records, password files, and firewall logs	Until no longer useful		Destroy	Information Technology
COMMUNITY SERVICE RECORDS Retain a summary of community service performed by an individual permanently. Retain all supporting documents as follows:	Until service is completed and case is closed	5 Years	Destroy	Municipal Court
DOCKETS Retain any dockets that could be used to establish criminal history on all offenses equivalent to an A or B misdemeanor for 50 years.	All others - 5 Years		Destroy	Municipal Court
EXPUNGED RECORDS	50 Years		Destroy	Municipal Court
MUNICIPAL COURT BOND DOCUMENTS	Until expired or paid	5 Years	Cash Bond List: Permanent All Others: Destroy	Municipal Court
PROBATION RECORDS Includes client files, intoxication reports, shoplifting reports, house arrest reports and other related documents. Retain Waivers of Right to Counsel for 50 years. Retain all others as follows:	Until individual has completed program	5 Years	Destroy	Municipal Court
TICKETS -- Dismissed or Void Retained to show identity of individual who dismissed or voided the ticket	2 Years		Destroy	Municipal Court
TICKETS -- Offense Equivalent to an A or B Misdemeanor	50 Years		Destroy	Municipal Court
TICKETS -- Traffic or Parking	5 Years		Destroy	Municipal Court
WARRANT RECORDS	Until served or expired	5 Years	Destroy	Municipal Court
INCIDENT AND CASE FILES Which can include criminal traffic cases			Permanent	Police
SAFETY DATA SHEETS Documents relating to the precaution taken for the safe handling of various hazard used in the routine operation of the facility	Until superseded or hazardous chemical is no longer on site		Destroy	Police
TRAINING RECORDS Training Records	Tenure of employment combine with City Clerk Personnel Files			Police
VEHICLE AND EQUIPMENT REPAIR RECORDS Includes preventative and emergency repairs.	Ownership of vehicle and equipment		Transfer to new owner or Destroy	Police
VIDEO SURVEILLANCE AND SECURITY CAMERA SYSTEMS Used in a police incident report, criminal or traffic case; If used in a Misdemeanor or Felony case Active 2 years; if used in a Homicide or Suicide case - Permanent; all others	90 Days		Destroy	Police
VIDEO SURVEILLANCE AND SECURITY CAMERA SYSTEMS Device memory, hardware storage devices, tape and optical media (does not include traffic detection video systems, sewer camera inspection video systems, process and control camera systems, law enforcement video systems, court video systems and still frames captured from digital cameras.)	30 Days		Erase, Override, or Destroy	Police
VEHICLE AND EQUIPMENT REPAIR RECORDS Includes preventative and emergency repairs. Also called Work Order Report	Ownership of vehicle and equipment		Transfer to new owner or Destroy	Public Work
VEHICLE OPERATION RECORDS (Utilities) Includes vehicle inspection reports and other documents related to the use of City-owned vehicles.	3 Years		Destroy	Public Work
ABANDONED WATER SERVICE INFORMATION Includes address, index, etc., to old water services			Permanent	Public Works

AS-BUILT DRAWINGS (FINAL) Drawings of a final project.	2 Years		Permanent	Public Works
DAILY OPERATIONS LOG Includes readings on flow, pumpage, chemicals, and special notes as well as identity of employee doing the reading	10 Years		Destroy	Public Works
LABORATORY RECORDS Includes analyst data and lab reports; also used in conjunction with reports to Kansas Department of Health and Environment which are retained permanently	10 Years		Destroy	Public Works
LABORATORY/OPERATIONS REPORT Includes daily readings on flow, pumpage, chemicals, etc.			Permanent	Public Works
SAFETY DATA SHEETS Documents relating to the precaution taken for the safe handling of various hazard used in the routine operation of the facility	Until superseded or hazardous chemical is no longer on site		Destroy	Public Works
SANITARY SEWER PLANS			Permanent	Public Works
STORM SEWER PLANS			Permanent	Public Works
WATER DISTRIBUTION SYSTEM REPORT			Permanent	Public Works
WATER DIVISION EASEMENTS Includes property descriptions	Life of easement		Permanent	Public Works
CPAAA (Central Plains Area Agency on Aging) Reports Reports submitted to CPAAA through Sedgwick County Department on Aging to meet and report for funding obligations and measurements	7 Years		Destroy	Senior Center
CENTER RESERVATIONS To include name and date of reservation details for renting the Center	2 Years		Destroy	Senior Center
SAFETY DATA SHEETS Documents relating to the precaution taken for the safe handling of various hazard used in the routine operation of the facility	Until superseded or hazardous chemical is no longer on site		Destroy	Senior Center
SCOOP Newsletter Monthly newsletter from the Center	3 Years		Destroy	Senior Center
TFAP (The Emergency Food Assistance Program) Signature page of how many people/ families were assisted with TFAP through the Center	7 Years		Destroy	Senior Center

Passed and approved by the Governing Body this 12th day of November 2024.

Burt Ussery, Mayor

Attest:

Jaye Poe, City Clerk

**City of Clearwater
City Council Meeting
November 12, 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 and an EMT:

Kailey Powell – EMT

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: November 8, 2024
Re: Administration Report

- Jeremy Whitney and I discussed moving the soccer field seeding from the Fall to the Spring. While it is better in the fall for germination, AYSO only uses two fields in the Spring and uses all three in the Fall. This change will occur starting 2025. AYSO is thankful for the change.
- Whitney and I discussed other improvements needed at the sports complex.
 - The baseball field needs sprinklers installed. It is noticeable that there isn't enough irrigation because the grass is browning in that area.
 - East soccer field has circle sprinkler heads, and it would be more efficient use of water if they were half circle since. No need to water a parking lot.
 - Baseball and soccer field sprinkler control needs to be replaced. It has been malfunctioning this year and needs constant care.

We will get a quote for all three but the first one to accomplish will be the controller. The other two needs can be addressed when funding is available.

- Decker Electric was sent an invoice for Reimbursement for the damage done at the Sports Complex. Total damage was \$9,700.00.
- Jaye completed year 3 of the International Institute for Municipal Clerks.
- Carol and I participated in Future Finance at High School.
- Jaye will be attending the second session out of 5 of the KMU City Clerk & Finance Professional Management Academy on November 19th in McPherson.
- I will be attending the second session out of 5 of the KMU City Manager / Administrator Management Academy on November 21st in McPherson.

Dates to Remember

- November 11th – City Offices Closed for Veterans Day
- November 28th & 29th – City Office Closed for Thanksgiving
- December 7th - Christmas Comes to Clearwater
- December 24th & 25th – City Offices Closed for Christmas

Active Nuisances/ Code Violations

200 S Grant	148 N Lee	229 N Gorin	304 E Wood	200 N Prospect
208 W ross	200 S Lee	213 S Lee	121 S Prospect	317 E Ross
148 S First	251 S 2 nd	721 SE Dr	321 E Nancy	330 S Tracy
350 E Janet	115 N Tracy			

To: Mayor and City Council
From: Jared Dinwiddie
Clearwater Fire Chief
Date: November 7th, 2024
Re: Fire Department Staff Report

- Clearwater Fire responded to **12** medical calls and **6** fire calls since our last report.
- Average response time for SGCO EMS on medical calls has been around **22** 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 **7** emergency calls.
- To Date: The CRV has been unstaffed **37** times.
- The department conducted acceptance testing of supply hose at our last meeting on the 5th.
- The department trained over airway management and new medical protocols at our last medical training on the 7th.
- E71 had its rear camera fixed, and additional handrails and steps were installed on the 5th.
- The department will have its annual association meeting on November 19th.

To: Mayor and City Council
From: Kirk Ives, Chief of Police
Date: Nov 07, 2024
Re: Police Department Staff Report

Officers:

Officers have been very busy with citations.

We had another great year for Halloween, and we gave out 500 hotdogs this year. It is always great to see all the parents and children.

I had a great time this last week with the Senior Center and visited with them to avoid scams.

Officer Jacks, SGT Pickens and I all went to the open house for Southern Star last week.

Police Clerk:

Trish has been working on selling the Humvee on Purple Wave and the auction will end on November 19th.

Finishing paperwork to the state for the grant we received.

She preps all the police items for Fall Fest, Halloween, and Christmas Comes to Clearwater. The end of the year is always very busy for her.

We have used all 100 SPV stickers and will have to order 125 next year.

Building:

Has no issues currently.

Vehicles:

Regular routine maintenance.

Matters of interest since last meeting on Police Activity:

We have had 78 dispatched/report calls with 19 arrests and 28 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: November 12, 2024

Subject: Public Works Summary

1. Graded dirt roads
2. Repair a leak on city service line at 223 N 4th Ave
3. Install Downtown trunk or treat signs
4. Repair the chain and post at multiple spots at sports complex
5. Replace faulty float at big wet well
6. Generator at the EMS building refueled and fuel lines bled
7. Replaced battery in generator at city hall
8. Grill and barricades delivered for Halloween/road closer
9. Replaced broken light on west bound stop sign at 4th & Ross
10. Repaired bridge at park due to vandalism (twice) – Police were notified and handled the vandal
11. Winterized swimming pool
12. Repaired water main at 400 W Ross Ave
13. Replace aviation light bulb on water tower
14. Replace battery on Generator at well 7
15. Raised pond level on cell one from 5ft to 6ft
16. Replace doorknob on rec office door at the library and fixed the shutters on the window.
17. Parapet installation for Christmas lights is done on the South side of Ross Ave
18. Sewer door knockers put out in preparation for Mayer sewer specialties. Mayer will be in town from 11/11/24 to 11/21/24. They will be cleaning the North side of town from Grain to First including Janet, Rolling Hills, & Chisholm Ridge additions.
19. Regarding the Bridge project at Tracy, Wood, & Diagonal. We have now found the East/West water main on both sides of the railroad. We are now attempting to find where the main running North on Tracy connects.



Clearwater Senior Center

Staff Report

November 6, 2024

To: Mayor & City Council

From: Amber Ives, Coordinator

November Biscuits and Gravy had a great turnout. We were a little worried with the rain we were receiving, but we had a steady stream of people in the door all morning.

We had our first collaborative meeting with the Recreation Commission, and we had a great turnout! They provided donuts and we provided coffee, cider and some fruit. We had around 20 people in attendance.

Thursday we will learn about current scams with Police Chief Ives and celebrate our November birthdays.

Tuesday, November 12 will be our Thanksgiving Lunch. This week we will attend our second Empowered Seniors Seminar at Botanica followed by a Ladies Night Out with our Line Dancing Crew. We really do have a great time here at the Center!

Christmas Comes to Clearwater December 7th. We have started working on the days activities. Breakfast with Santa will be held in the morning and tickets are currently for sale. The craft and vendor fair will be at CIMS this year. Downtown events to include Santa will start at 1PM and end at 4PM. The Ministerial Alliance will pick up the evening events starting around 5PM. Look for more details as they roll out on social media.

Attendance Update:
252 Regular Attendees
72 New in 2024

Respectfully,
Amber Ives
Senior Center Coordinator

Coffee & Community
Session 1
11/6/2024





Help Bring Faster, More Reliable Internet to Your Area

Broadband Equity, Access, and Deployment (BEAD) Program Overview

The Opportunity

The **BEAD Program**, established under the Bipartisan Infrastructure Law, is aimed at closing the digital divide across America. Kansas is set to receive \$450 million in federal grants for broadband expansion, and Twin Valley is actively preparing applications for BEAD funding. **With our matching private investment, we're prepared to expand our cutting-edge broadband to more rural Kansans**, fostering equitable internet access and driving community growth.

How You Can Help

As a local, family-owned broadband and communications provider serving rural Kansas for over 80 years, Twin Valley has the expertise and community commitment to maximize this funding opportunity. Through the Twin Valley Pledge, we're working to bring affordable and reliable high-speed internet access to rural Kansans, closing the digital equity gap in our state. **Your support is crucial in making this vision a reality.** Help us by attending a community event or visiting twinvalley.com/grantsupport to complete the support form online.

Bringing Fiber-Fast Internet to Your Community Means:

-  Supporting Education & Remote Work
-  Promoting Economic Development & Resilience
-  Increasing Access to Healthcare
-  Establishing Future-Ready Infrastructure

Go to twinvalley.com/grantsupport to advocate for high speeds for your community.

View our terms, conditions and service commitments at twinvalley.com/policies.



Scan Here



Your Local Internet Provider

Fiber Internet

Up to 8 Gbps — the Fastest in Kansas.

twinvalley.com/internet
800.515.3311



Pricing Applies to BEAD Program Grant-Funded Areas Only

MOST POPULAR			
8 GIG	2 GIG	1 GIG	100 Mbps
UNPARALLELED SPEED	ULTIMATE EXPERIENCE	MOST HOUSEHOLDS	BASIC+
\$249.99*	\$129.99*	\$89.99*	\$59.99*+
Up to 8,000 Mbps Download/Upload	Up to 2,000 Mbps Download/Upload	Up to 1,000 Mbps Download/Upload	Up to 100 Mbps Download/Upload

+Affordable Connectivity: We plan to offer our 100 Mbps internet service at \$29.99 per month for qualifying low-income households. Additional government subsidies may be available. Details will be provided at a later date at twinvalley.com/assistance.

Active Military: Get 10% off your Twin Valley Internet bill through our military discount. Submit your active orders to have the discount applied to your account.

Why Twin Valley?

Twin Valley is a fourth-generation, family-owned broadband partner rooted right here in small-town Kansas. With a legacy of over 80 years of innovation and commitment to rural communities, we're poised to unlock new opportunities for families, businesses, and generations to come.

- Symmetrical Speeds
- No Throttling
- Unlimited Data Included
- No Contracts
- WiFi Router & App (\$11.99/mo.)
- Free Professional Installation
- Local Technicians & Customer Service

*Residential rate, including unlimited data. Router lease available at \$11.99 per month. No residential contracts or installation fees. Internet speed represents maximum wired network service capability to the home with recommended setup.



Your Local Internet Provider

Fiber-Fast Internet

Air Fiber Now Available in Your Area

Pricing Applies to BEAD Program Grant-Funded Areas Only

twinvalley.com/airfiber | 800.515.3311



Twin Valley is bringing you reliable, **fiber-fast speeds with Air Fiber** next-generation hybrid technology. Replace your current DSL connection with speeds **more than 25-times faster!** Do all the things you've dreamed of without the buffer – work from home, stream your favorite shows and sports, and crush the competition in online gaming. Use all your devices, all at once. It's all possible with Twin Valley.

FIBER-FAST	500 Mbps	300 Mbps	100 Mbps
	\$99.99*	\$79.99*	\$59.99*+
	Up to 500/125 Mbps	Up to 300/75 Mbps	Up to 100/25 Mbps

+Affordable Connectivity: We plan to offer our 100 Mbps internet service at \$29.99 per month for qualifying low-income households. Additional government subsidies may be available. Details will be provided at a later date at twinvalley.com/assistance.

Active Military: Get 10% off your Twin Valley Internet bill through our military discount. Submit your active orders to have the discount applied to your account.

Local & Reliable

- ✓ 100% Kansas Employees
- ✓ 80+ Years Serving Kansas
- ✓ 4th Generation KS Family-Owned
- ✓ Local Techs & Customer Service
- ✓ Most Robust & Reliable Network

Best Value

- ✓ Simple & Affordable Pricing
- ✓ Free Pro Installation
- ✓ No Residential Contracts
- ✓ Fast Speeds & No Data Caps or Throttling
- ✓ Top Rated Customer Service

*Residential rate, including unlimited data. No residential contracts or installation fees. WiFi router equipment available for an additional fee of \$11.99 per month or bring your own. Internet speed represents maximum service capability to the home with recommended setup.



TWIN VALLEY

80+ Years of Innovation

Twin Valley is the largest independently-owned broadband and communications company in Kansas. As a **fourth-generation, family-owned company**, we have maintained our local, small town roots even as we've achieved exponential growth. With a legacy of over 80 years of innovation and commitment to rural communities, we're poised to unlock new opportunities for families, businesses, and generations to come.



[WATCH PLEDGE VIDEO >>](#)



Our Pledge: A Commitment to Rural Kansas



Reliable Broadband Network

Featuring the **state's first deployment of multiple 400 Gig fiber rings**, we are creating the most reliable broadband network in Kansas, rivaling any network in the country. Featuring fiber internet with up to **8 Gbps symmetrical speeds**, we are committed to maintaining a robust and **future-ready** network to support economic development, education, businesses and families.



Best Value for Internet

Internet is no longer a 'nice to have.' It is a necessity in today's digital world. We strive to provide the best value for internet service, offering **affordable options for families and businesses**. In addition, hundreds of low-income families benefit from the **Twin Valley Financial Assistance Program**.



Local, Hometown Customer Service

Our founders, Joe, Mildred, Jack and Lulu, started a telephone company in their small Kansas town. Through booms, recessions, and new technologies, they kept their neighbors connected to each other and the world. We operate in their image today, building upon their legacy to serve our rural neighbors while bringing our **hometown values and work ethic** to every customer interaction.



Supporting Community Outreach Initiatives

From the annual **Holiday Ham Giveaway** to **community project grants**, Twin Valley provides **more than \$100,000 in support** annually for local community outreach and digital inclusion initiatives. Donations and sponsorships are made throughout the year to support **youth scholarships** and **enrichment, tech education, community events, Veterans' programs**, and other local initiatives. The company provides **free internet to community organizations**, and **free community WiFi** at gathering places such as parks, sports facilities and rodeo grounds. Additionally, the Twin Valley board and employees are community-oriented and give of their own time, from involvement in local schools, churches or charitable organizations to regional, state and national industry associations.



Awards & Recognition

Innovation Award - Digital Inclusion, Network Development & Affordability

Economic Development Award - Junction City Fiber Expansion Project

Kansas Business of the Year · **Regional Business of the Year** · **Best Places to Work**

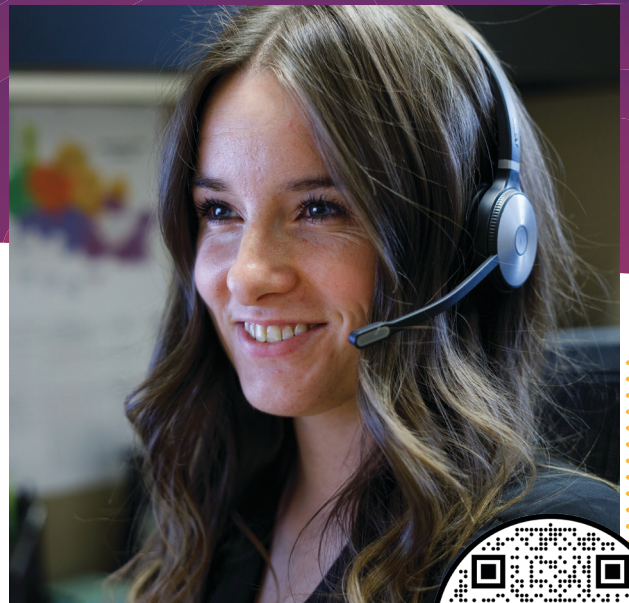


TWIN VALLEY

What Community Leaders Are Saying

At Twin Valley, we've been building relationships within our rural Kansas service area for generations. Our dynamic team is made of experts in their field with decades of industry experience. We're continuously improving to bring the most cutting-edge technology to rural Kansas and backing it with a superior level of customer care you won't find with any other broadband and communications company. We live, work, and play in the communities we serve, and we're invested in giving our neighbors the infrastructure to thrive in a digital world.

But you don't have to take our word for it. Watch our video and read feedback from our partners.



WATCH VIDEO >>>



"We have been proud to partner with Twin Valley to bring needed communication infrastructure and technology to Junction City. This fiber optic network is a **dream come true** as we look at the most effective ways to support local economic development. **Our relationship with Twin Valley will continue to expand and be a long-term benefit to the community.**"

*Allen Dinkel
City Manager, Junction City*

"Twin Valley has worked hard to provide quality broadband to all the rural communities it serves. They have **invested in the technology** that brings a high level of service both to their household consumers and industries in their service area. They are heavily involved with Junction City/Geary County Chamber of Commerce and Economic Development Commission and continue to show their **support and enthusiasm for the area's growth and continued success.**"

*Mickey Fornaro-Dean
Director of Economic Development, Junction City*

"Twin Valley has been a big supporter of the **community and economic development activities** of Clay County and other areas through sponsorships, volunteer efforts, and by ensuring that our area has high-speed internet access. Having a provider that **guarantees speeds above the national average** makes **business and talent attraction** to our rural area possible. Twin Valley's dedication to **customer service and innovation** in the telecommunications industry is bar-none."

*Natalie Murato
Executive Director, Grow Clay County*

"What sets Twin Valley apart 100 percent is customer service. **They have the same offerings and the same expertise as the big companies, but they anticipate and respond to your needs.**"

*Michael Doud
Director of Technology, Clearwater USD 264*

INDUSTRY LEADER

8 Gig Fiber to the Premises (FTTP) Infrastructure
AMONG THE FIRST 5%, U.S. COMMUNICATIONS COMPANIES

Total Private Broadband Investment Dollars
AMONG THE TOP 10%, U.S. COMMUNICATIONS COMPANIES

Companies with 400 Gig Backbone Investment
AMONG THE TOP 1%, U.S. COMMUNICATIONS COMPANIES

Best in Class Net Promoter Score
EXCEEDING INDUSTRY BENCHMARKS BY 12 POINTS

"We are thrilled for Minneapolis to be the next Twin Valley fiber community. We have seen Twin Valley's impact in our region, not only through **affordable and reliable broadband** but also through their **commitment to hometown customer service and community outreach**. Their investment in our community will help families access remote work opportunities, online education resources, telehealth and more. Fiber also helps **boost economic development** through retaining and attracting residents and businesses to our area."

*Barry Hodges
City Administrator, Minneapolis*

ANNUAL COMMUNITY SUPPORT

\$100,000+



TWIN VALLEY

twinvalley.com/outreach



Our Pledge: Supporting Community Outreach Initiatives

A local company supporting local people, events and initiatives.

Community Grants

Scholarships for Seniors

Youth Sports & Enrichment Programs

Teacher Scholarships & Tech Education

Career Fairs & Internships

Community Events & Festivals

Free Community WiFi

Veterans' Programs

Financial Assistance Programs

Annual Holiday Ham Giveaway

Employee Volunteerism & Community Leadership

FEATURED PROGRAMS



Tech Education

Twin Valley has awarded scholarships to more than 100 Kansas educators representing over 50 districts to receive tech education training, equipping them with the tools to integrate computational thinking and digital skills development in their classrooms.



Wounded Warriors

Twin Valley provides an opportunity for veterans with disabilities to tackle personal challenges, stretch physical and emotional boundaries, and overcome barriers, creating a catalyst for positive change through the No Barriers Warriors Program.



Scholarships

Twin Valley annually awards scholarships to graduating high school students for their first year of college or vocational school. Scholarships are awarded up to \$2,500 each. Applicants must express an interest to return to a rural community following graduation.

Rural Kansas Communities Receive Nearly \$17k in Grants

The Community Grant Program focuses on filling local needs with an emphasis on digital inclusion efforts, expanding on the company's statewide contributions to creating digital equity in Kansas.

Bluestem Elementary School & Community Garden **Leon, Kan. | \$1,660**

High schoolers are building new raised garden beds to more than double the size of their garden. Elementary students will plant the seeds, tend the garden, and harvest and sell vegetables and flowers. They also make salsa from the produce and sell it at the local grocery store. Students gain real-world experience tracking expenses and income. The expanded garden will allow the school to offer free vegetables to the community.

"We are so happy to receive this grant for our gardening program," said Barbara McCaffree, Bluestem Elementary agriculture teacher. "It is important to teach children how to raise their own food, and the program teaches great life skills. Now that we are going to have a bigger raised-bed garden, we can produce even more salsa to sell! This will impact many kids for several years to come!"

Bramlage Public Library Adult Learning Program **Junction City, Kan. | \$5,000**

The Dorothy Bramlage Public Library in Junction City is purchasing laptops with cameras to support adult students in online college curriculums. The patrons will use them to participate in classes in real time as they pursue their degrees. With updated computers, students can complete online coursework, video conference, and connect with teachers.

"We're so excited and thankful to Twin Valley for this grant," said Susan Moyer, Dorothy Bramlage Public Library director. "Computer literacy is essential to modern living, and this will help move individuals and ultimately the community forward with a more educated population."

Glasco City Library Technology Lab **Glasco, Kan. | \$4,239**

The Glasco City Library is upgrading and expanding the library's technology lab with new computers,

workstations, software, charging stations and power strip towers. The library will be a resource for rural residents in Glasco and the surrounding area, with access to use the new computers, software and internet.

"We are so excited to receive this grant. It will enable us to purchase new computers and software so we can continue to encourage the growth of our patrons and enrich their lives through lifelong learning," said Ashley Davis, Glasco City Library board president.

Longton Fire Department Radios **Longton, Kan. | \$5,000**

The Longton Fire Department upgraded their radio communication equipment from its two analog radios. From structural fires to wildland fires and working with other agencies, Longton's Fire Chief says limited or no communication can put personnel in danger.

"My top priority is the safety of our volunteer firefighters. In a fire or other emergency, communication is vital," said Longton Fire Chief Ervin Davis. "Our previous radios were obsolete, with dead batteries and faulty microphones. We have made do with two donated radios amongst a dozen firefighters, putting them at risk. This grant will improve safety and communication with our department and other agencies, and ultimately contribute to saving lives and property in our area."

The project added five digital handheld radios to the Longton Fire Department, allowing volunteers to safely participate in emergency response situations.

Miltonvale Chamber of Commerce Community Signs **Miltonvale, Kan. | \$1,000**

The Miltonvale Chamber added signage for events and activities in the community, such as TootleFest, the Farmers Market, and others.

"Without Twin Valley's help, the display signs would have not been a reality," said Lowell Marsh, Miltonvale Chamber of Commerce president.

"As a family-owned company founded and operated in rural Kansas for four generations, we are proud of the work our neighbors and communities take on. Our Community Donations program is just one way we give to the causes and events that are meaningful to our rural communities. We also take the extra step to support our neighbors through the unique challenges that are faced by rural areas through our Community Grants Program. We aim to be a part of addressing these challenges and improving the quality of life for those impacted."

Ben Foster, Twin Valley President & CEO

Fast Fiber Internet is Here.

Construction is underway. Here's what to expect.

We partner with premier local contractors and set high industry standards to build a quality broadband network that will last for generations to come. But there's no way around it... construction is messy. We will work as quickly as possible and make every effort to minimize the disruption to your neighborhood and yard. We appreciate your patience as we complete this work to support local families and businesses through cutting-edge connectivity.

Learn more about the fiber construction process below. Visit our website to contact our fiber project leadership team with any questions or concerns related to construction.

twinvalley.com/construction | 800.515.3311

Fiber Construction Process

Mainline Construction & Splicing

Our construction crews will bury duct and mainline fiber-optic cable in your neighborhood. They'll also place remote serving cabinets, handholes and pedestals to provide service to homes and businesses and allow technicians easier access to the cables once the project is complete. These are placed in the city, county and state right-of-ways or easements, which are approved for utilities. Once you see utility locate flags, work will typically begin within two weeks. Work may be done in your yard even if you have not signed up for service. Crews will also complete splicing, fusing together thin strands of glass, to connect the sections of cable and serving cabinets.

Drop Construction, Splicing & Testing*

A "drop" is a fiber line from our main line to your home or business. Before our construction crew buries the drop on your property, a technician will install an Optical Network Terminal (ONT) on the side of your home or business. If you have concerns about drop or ONT placement, please let us know. You will also receive a call to let you know we are coming to place the drop and ask about any private utilities we need to work around.

It's time to schedule your installation!*

Our Customer Service team will contact you to schedule a technician to complete the installation, help connect devices, and test your WiFi signal. Once installation is complete, you can cancel your other internet service.

What if there's a problem with my yard?

Our goal is always to treat your property as if it were our own. We always strive to promptly restore your property to a condition as close to original as possible. If you are not satisfied, please contact us! Occasionally ground can settle after rain or something may be unintentionally missed. We are happy to come back out and reassess your yard.

**The fiber drop and installation steps only apply to those who have signed up for service or have otherwise given us permission.*



Welcome to the Family!

As a local, family-owned business with small-town values, we're personally invested in creating a better quality of life for rural Kansans while providing the latest tech and hometown service.

We Pledge to Provide You:

- ✓ The Most Reliable Network
- ✓ The Best Value
- ✓ Hometown Customer Service
- ✓ Community Outreach Initiatives

Thank you for trusting us with your connectivity.

How are we doing?

At Twin Valley, customers are our top priority. When you're happy, we're happy. Please take a moment to scan the QR code with your phone and leave us a review!



Earn Free Internet!

For every friend you refer to Twin Valley, we'll give you and your friend a FREE month of internet service. Just be sure to have them mention your name at the time of sign-up or when registering online, and the free month will be applied to each of your accounts.

Sharing Has Its Perks

- ✓ Free internet for you and a friend.
- ✓ \$250 bonus Visa gift card for every 10 referrals in a calendar month.
- ✓ Feeling like a superfan? Earn cash with our Advocate Program!

Access Your Account Online & Auto Pay



Logging into your account is quick and simple! Once you log in, you can pay your bill, view your invoices and payment history, update your payment information, submit support tickets and more.

1. Visit <https://ebill.twinvalley.com/ebpp> or download the eBill app on your device.
2. Click on the Register here button. You'll need your most recent invoice number and amount due. These numbers are located at the top of your Twin Valley bill or available by calling Twin Valley Customer Service.
3. Once registered and your email is confirmed, view the Invoice Overview page for the current billing month.
4. The Dashboard will direct you to the different areas of the eBill program.
5. To set up Auto Pay, simply select this item in the dashboard. Link your preferred payment method. Select it and hit "Continue" where you can review your selections, agree and enroll in Auto Pay.



Helpful Payment Information

Your First Bill is Likely to Be Larger

Your first bill reflects charges in advance for the current month. Since this is your first bill, you may also have pro-rated charges for services received last month, as well as any one-time charges.

Charge Detail

Residential Broadband Fiber

Recurring Charges (Dec 01 - Dec 31)

Fiber Internet up to 300 Mbps	49.99
Managed WiFi	11.99

Non-Recurring Charges

Fiber Internet up to 300 Mbps	59.67
Managed WiFi (Oct 26 - Nov 30)	14.31

Taxes, Fees, and Surcharges

Geary County Tax	0.33
Junction City City Tax	0.53
Kansas State Sales Tax	1.71

Total for Residential Broadband Fiber	\$138.53
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Due Dates

We distribute all billings by the 1st of each month and payment is due upon receipt. Payments that are not received by the 15th of the month are considered delinquent.

If for some reason you are not able to make your payment by the 15th of the month, contact us and we would be happy to work out a payment arrangement with you.

Basic Internet Troubleshooting

Trouble with your internet connection? Check these tips on how to troubleshoot internet issues.

Check Our Website

Our website's Status of Services page is the most up-to-date place to check for known outages: twinvalley.com/status

Check Your Cords

Ensure all cords are undamaged and securely connected to your equipment – router, modem, ONT (on the exterior of your home), etc.

Try a Different Website/App

If another website/app is loading, the issue is likely not with your internet, rather the website/app you're trying to access.

Run a Speed Test

You can do this within the Twin Valley Connect App, or by visiting speedtest.net. A few things to remember when running speed tests:

- ✔ Some speeds are faster than many devices can handle. Just like all technology, computers and equipment advance at a rapid pace. Your laptop or PC will typically be able to handle much more speed than a tablet, smartphone or gaming console.
- ✔ If you can, run the speed test over a wired connection directly to your modem. Performance over a WiFi network is greatly impacted by a number of things not within our control.
- ✔ Multiple devices on the same connection in your household could affect the reading. Try to run the test at a time when the only running device is the computer you are using to run the test. Disconnect devices so they are not using up bandwidth.

Consider Your Bandwidth

You may have more connected devices in your household than you think! While users on gigabit or faster plans have fewer support calls and higher customer satisfaction ratings, our customer service team can help you evaluate your current subscription and determine the best speed for you and your family or business.



Further Support

Evaluate Your Equipment

Make sure you have the latest updates installed on your device(s). Is your router older than five years, or not placed in an optimal spot in your home? We can help. Our Managed WiFi ensures you always have the best and most up-to-date router equipment, plus free maintenance and upgrades. Call us to add this service to your account.

Reboot Your Router

Unplug your router's power cord. Wait two minutes, then plug your router back in. Wait a few more minutes for it to re-establish a connection. Launch a browser and wait to see if the page comes up.

24/7 Support



My Account | twinvalley.com/account

Online account management, pay your bill, submit a help ticket and more.

Status of Services | twinvalley.com/status

Review scheduled maintenance and known outages.
Report a service issue without logging in.

Support | twinvalley.com/contact • 800.515.3311

Contact our local customer service team.

Meet the Twin Valley WiFi App



Your personal WiFi assistant is here to help you take control of your network.

With our app, you can:

- ✓ Easily manage everything from basic parental controls to WiFi name and password.
- ✓ Set up and share a guest network for friends and family.
- ✓ View all devices connected to your network and their usage.
- ✓ Create profiles for people and places in your home.
- ✓ Optimize your experience by running bandwidth tests to monitor network performance.

Visit the app store and download it today! Simply download and launch the app, connect to your network, and let Twin Valley Connect do the rest. Our app will detect all devices and give you a snapshot view of your network. From there, you can easily set up parental controls, create a guest network, change your SSID and password, and more.







Quick Reference Guide & Passwords

Website/Device	Username/SSID	Password

View this guide online at twinvalley.com/guide



TWIN VALLEY

Message Center



Want Free Internet?

Start Earning Referral Rewards Today!

Tell your friends and family about Twin Valley and you both receive one month of free internet when they sign up!

There's no limit on referrals, so start racking up the savings!

Billing Inquiries: 800.515.3311

Account Summary

Account Number	00002527-0
Invoice Number	10166916
Bill Date	Oct 01, 2024
Due Date	Oct 15, 2024
Previous Balance	\$ 0.00
Adjustments	\$ 0.00
Payments Received	\$ 0.00
Current Charges	\$ 201.74

Amount Due \$ 201.74

Balance Forward

Previous Bill	\$ 0.00
Total payments through Sep 20	\$ 0.00

Balance Before Current Charges \$ 0.00

Service Summary

	Adj	Charges	Taxes Surcharges Fees	Subtotal
Residential Broadband Fiber				
Residential Broadband Fiber	98.33	99.99	3.42	201.74
	98.33	99.99	3.42	201.74

Subtotal Current Charges \$ 201.74

Payment must be received in our office no later than Oct 15, 2024, to avoid being disconnected. If service is disconnected, reconnection fees will apply.

Thank you for your business!

Visit ebill.twinvalley.com/ebpp to view and pay your bill online.

Twin Valley • 618 6th St, Clay Center KS 67432 • 112 S Lee, Clearwater, KS 67026

Account or billing questions? Contact us:
Call 800.515.3311 or Text 620.584.5555 (M-F 8a-5p) • twinvalley.com/contact

KEEP THIS PORTION FOR YOUR RECORDS. To ensure proper credit, please return the bottom portion of this page with your payment.


TWIN VALLEY
PO Box 515
Clay Center, KS 67432
ADDRESS SERVICE REQUESTED

Remittance Information

Account Number	00002527-0
Invoice Number	10166916
Bill Date	Oct 01, 2024
Due Date	Oct 15, 2024
Amount Due	\$ 201.74

Amount Enclosed:

\$

Please include account number on your check and make payable to Twin Valley Telephone. Payments received after Sep 20, 2024, are not included.

TEST ACCOUNT
1509 HICKORY LN
JUNCTION CITY, KS 66441-2055



TWIN VALLEY TELEPHONE
PO BOX 1937
SALINA, KS 67402-1937

99- 00002527- 00010166916000020174



Total Amount Due

\$ 201.74

Financial Assistance Programs Available

Twin Valley partners with federal and state entities to provide financial assistance that can help you get discounted internet and phone service. Restrictions may apply.

Visit twinvalley.com/assistance to review eligibility guidelines and apply. Call 800.515.3311 for details.

Charge Detail

Residential Broadband Fiber

Recurring Charges (Oct 01 - Oct 31)

Fiber Internet up to 1 Gbps 99.99

Non-Recurring Charges

Fiber Internet up to 1 Gbps 63.33

Internet Reconnection Charge (Sep 12) 35.00

Taxes, Fees, and Surcharges

Geary County Tax 0.44

Junction City City Tax 0.70

Kansas State Sales Tax 2.28

Total for Residential Broadband Fiber

\$ 201.74

Payments

Your bill is due when rendered and becomes delinquent on the 16th of the month. To avoid a late charge of 3%, have your account paid before the 16th of the month. When mailing your payment, allow extra days for delivery. Additional options to pay your bill are ACH, Credit/Debit cards or online using E-bill or our quick pay option. A charge of \$30.00 will be assessed on all insufficient funds. For customer service contact our office at 1-800-515-3311 or visit our website at www.twinvalley.com.

Thank you for being a valued customer.

Policies

As a broadband and communications company with services regulated by the government, there are policies and agreements that you should be aware of as a Twin Valley customer. Review this information at any time at twinvalley.com/policies. It includes privacy and usage policies, service agreements, and more. You can also find information on customer assistance programs, including financial assistance for phone or internet service and the Kansas Relay Center. If you're planting any trees or completing home improvements, be sure to check out what to do before you dig in your yard to avoid cutting a utility line.

Most policies and agreements are uploaded PDFs, so you can download and print anytime. If you would like us to provide a printed copy for you or otherwise need assistance, contact us online at twinvalley.com or by phone at 800.515.3311. You can also contact us to opt out of receiving marketing messages for Twin Valley services unrelated to those which you already subscribe.

KS 811

Building a deck? Planting a tree? Installing a fence? Contact Kansas 811 before starting any digging project so utility lines can be marked. Every year, Twin Valley and other utility company lines are accidentally cut, which can lead to unexpected expenses for homeowners and businesses.

Call Kansas 811 or go online to learn more and submit a ticket: dial 811 or 800.DIG.SAFE (800.344.7233) or visit kansas811.com.

Our Pledge

Our goal is to be your lifelong broadband and communications provider, and we are committed to serving rural Kansas families and communities. We pledge to provide:



Reliable Broadband
Network



Best Value
for Internet



Local, Hometown
Customer Service



Community
Outreach

**City of Clearwater
City Council
November 12, 2024**

Annexing Roads from Sedgwick County

Context: In October 2023 Sedgwick County Public Works presented the Governing Body with the option to annex the remaining northern section of Tracy, Diagonal Road, and 135th south of 95th. This would give Clearwater maintenance and police jurisdiction on those sections of roads.

There was a Memorandum of Understanding signed by the City and County that states they will have one more round of maintenance on Diagonal Road in either 2025 or 2026 that they will proceed with. After they finish that maintenance cycle then Diagonal will become part of the city's maintenance responsibilities. 135th will continue to be a connecting link and it will continue to be part of the county maintenance, Tracy will immediately become a maintenance responsibility for the city.

Once the ordinance is adopted, published, and filed with the Register of Deeds, the city will take ownership of right of way maintenance and police monitoring.

Financial: Tracy and Diagonal Roads will need to be worked into the annual maintenance plan of the city.

Legal Considerations: The ordinance has been prepared by the city attorney.

Recommendations/Actions: Adopt Ordinance 1113 AN ORDINANCE ANNEXING AND INCORPORATING CERTAIN HIGHWAYS INTO THE CITY OF CLEARWATER, KANSAS, AS IDENTIFIED FOR ANNEXATION BY RESOLUTION OF THE GOVERNING BODY OF SEDGWICK COUNTY, KANSAS, RESOLUTION NO. 225-2024.

THE CITY OF CLEARWATER, KANSAS

ORDINANCE NO. 1113

**AN ORDINANCE ANNEXING AND INCORPORATING CERTAIN HIGHWAYS INTO
THE CITY OF CLEARWATER, KANSAS, AS IDENTIFIED FOR ANNEXATION BY
RESOLUTION OF THE GOVERNING BODY OF SEDGWICK COUNTY, KANSAS,
RESOLUTION NO. 225-2024.**

WHEREAS, under K.S.A. 12-520(e) the Board of County Commissioners of Sedgwick County, Kansas, (the “Board”) may notify a city of the existence of the right-of-way of any highway which has not become part of the city by annexation and which has a common boundary with the city.

WHEREAS, under K.S.A. 77-201 *Fifth* the term “highway” includes public bridges and county roads.

WHEREAS, on October 23, 2024, the Board adopted Resolution No. 225-2024 certifying and notifying the City that the highways described below, and as further shown on the attached maps, are not currently part of the City by annexation but share a common boundary with the City.

WHEREAS, the Board’s Resolution No. 225-2024 further directs the City to declare by ordinance the highways described below annexed to the City.

WHEREAS, the City wishes to complete the annexation process by adopting an ordinance formally annexing the hereinafter described highways into the City of Clearwater, Kansas.

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

SECTION 1: The Governing Body of the City of Clearwater, Kansas, hereby certifies the highways described below, and as further shown on the attached maps, are not currently part of the City by annexation and have a common boundary with the city.

SECTION 2: The highways are legally described as follows:

1. The West 35 feet of the West Half of the Northeast Quarter of Section 23, Township 29 South, Range 2 West of the 6th P.M., Sedgwick County, Kansas, lying North of the following described line:
Commencing at the Northeast Corner of the West Half of the Northeast Quarter of Section 23, Township 29 South, Range 2 West of the 6th P.M., Sedgwick County, Kansas; thence S 0°29’11” E along the East line of the West Half of said Northeast Quarter a distance of 1327.28 feet to the point of Beginning; thence S 86°56’15” W parallel with the North line of said Northeast Quarter to a point on the West Boundary of the Northeast Quarter of said Section 23.

2. The West 60 feet of a parcel of land described as Beginning at the Northwest corner of Section 24, Township 29 South, Range 2 West of the Sixth Principal Meridian, Sedgwick County, Kansas; thence east to the Railroad right-of-way; thence Southwesterly along said right-of-way to the West line of said Section 24; thence North along the West line of said Section 24 to the place of Beginning. EXCEPT the North 40 feet thereof for road. AND Beginning at a point on the West line of said Section 24 and the Northwesterly line of the Missouri and Pacific Railroad Right-of-Way; thence Northeasterly along the Northwesterly line of the Missouri and Pacific Railroad Right-of-Way, to a point 40 feet East of the West line of said Section 24; thence South parallel with the West line of said Section 24 to Southeasterly line of the Missouri and Pacific Railroad Right-of-Way; thence Southwesterly along the Southeasterly line of the Missouri and Pacific Railroad Right-of-Way, to a point on the West line of said Section 24; thence North along said West line to the point of Beginning.
3. A tract of land in the East Half of Section 23, Township 29 South, Range 2 West of the 6th P.M., Sedgwick County, Kansas, described as follows:
Beginning at the Northeast Corner of the Northeast Quarter of said Section 23; thence West along the North line of said Northeast Quarter, to a point 40 feet West of the East line of said Northeast Quarter; thence S 00°00'00" E, along a line parallel with the East line of said Northeast Quarter, a distance of 520.89 feet; thence S 90°00'00" W, a distance of 20 feet; thence S 00°00'00" E, along a line parallel with the East line of said Northeast Quarter, a distance of 369.95 feet; thence S 15°11'23" W, a distance of 118.36 feet; thence S 38°19'58" W, a distance of 398.95 feet; thence S 16°00'00" W, a distance of 337.89 feet, to a point 80 feet Normally Distant from the Northwesterly line of the Missouri and Pacific Railroad Right-of-Way; thence Southwesterly along the Northwesterly line of Diagonal Road Right-of-Way, 80 feet Northwesterly and parallel with the Missouri and Pacific Railroad Right-of-Way, to the point of intersection of the North line of the City of Clearwater City Limits; thence East along said City Limits, to a point on the Southeasterly line of the Missouri and Pacific Railroad Right-of-Way; thence Northeasterly along the Southeasterly line of the Missouri and Pacific Railroad Right-of-Way, to a point on the East line of said Section 23; thence North along the East line of said Section 23 to the point of Beginning. EXCEPT the North 40 feet thereof for road.

SECTION 3: The aforementioned highways, meeting one or more of the conditions for annexation prescribed in K.S.A. 12-520, are hereby annexed and incorporated within the corporate limits of the City of Clearwater, Kansas, by this Ordinance.

SECTION 4: The officers, employees, and agents of the City of Clearwater, Kansas, are hereby authorized and directed to take such action, expend such funds, and execute such other documents, certificates, and instruments as may be necessary or desirable to carry out and comply with the intent of this Ordinance.

SECTION 5: That if any section, clause, sentence or phrase of this ordinance is found to be unconstitutional or is otherwise held invalid by any court of competent jurisdiction, it shall not affect the validity of the remaining parts of this ordinance.

SECTION 6: This ordinance shall take effect and be in force on the ____ day of _____, 2024, and after such publication in the official City newspaper.

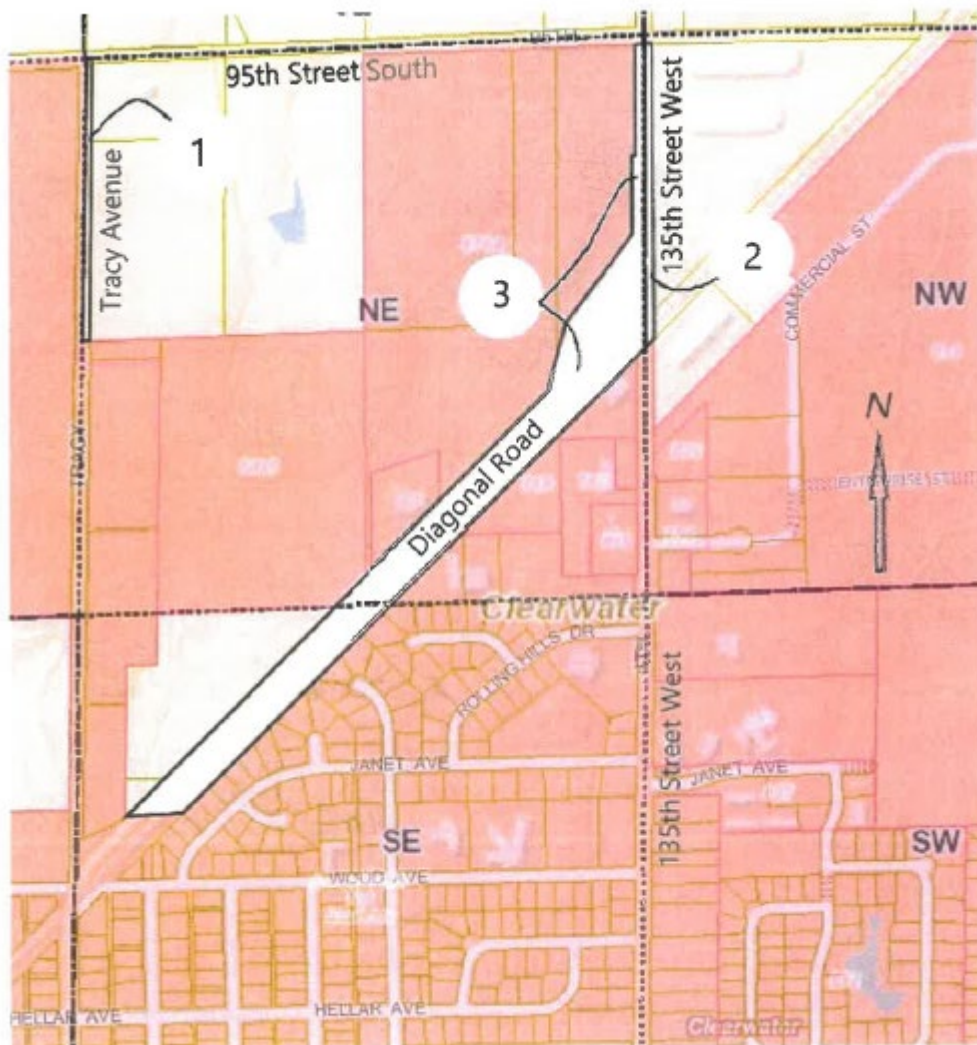
ADOPTED by the Governing body of the City of Clearwater, Kansas, on this 12th day of November, 2024.

Approved:

Mayor

Attest:

City Clerk



RESOLUTION NO. 225-2024

A RESOLUTION OF THE GOVERNING BODY OF SEDGWICK COUNTY, KANSAS NOTIFYING THE CITY OF CLEARWATER OF THE EXISTENCE OF HIGHWAYS WHICH HAVE NOT BECOME PART OF THE CITY BY ANNEXATION AND WHICH HAS A COMMON BOUNDARY WITH THE CITY.

WHEREAS, under K.S.A. 12-520(e), the Board of County Commissioners of Sedgwick County, Kansas (the "Board") may notify a city of the existence of the right-of-way of any highway which has not become part of the city by annexation and which has a common boundary with the city.

WHEREAS, under K.S.A. 77-201 *Fifth* the term "highway" includes public bridges and county roads.

WHEREAS, the Board has determined the highways described below are not part of the City of Clearwater (the "City") but share a common boundary with the City.

NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF SEDGWICK COUNTY, KANSAS:

SECTION 1. The Board hereby certifies and notifies the City that the highways described below and as further shown on the attached maps are not currently part of the City by annexation and has a common boundary with the City.

SECTION 2. The highways' legal descriptions are:

1. The West 35 feet of the West Half of the Northeast Quarter of Section 23, Township 29 South, Range 2 West of the 6th P.M., Sedgwick County, Kansas lying North of the following described line:
Commencing at the Northeast Corner of the West Half of the Northeast Quarter of Section 23, Township 29 South, Range 2 West of the 6th P.M., Sedgwick County, Kansas; thence S 0°29'11" E along the East line of the West Half of said Northeast Quarter a distance of 1327.28 feet to the point of Beginning; thence S 86°56'15" W parallel with the North line of said Northeast Quarter to a point on the West Boundary of the Northeast Quarter of said Section 23.
2. The West 60 feet of a parcel of land described as Beginning at the Northwest corner of Section 24, Township 29 South, Range 2 West of the Sixth Principal Meridian, Sedgwick County, Kansas; thence east to the Railroad right-of-way; thence Southwesterly along said right-of-way to the West line of said Section 24; thence North along the West line of said Section 24 to the place of Beginning. EXCEPT the North 40 feet thereof for road. AND Beginning at a point on the West line of said Section 24 and the Northwesterly line of the Missouri and Pacific Railroad Right-of-Way; thence Northeasterly along the

Northwesterly line of the Missouri and Pacific Railroad Right-of-Way, to a point 40 feet East of the West line of said Section 24; thence South parallel with the West line of said Section 24 to Southeasterly line of the Missouri and Pacific Railroad Right-of-Way; thence Southwesterly along the Southeasterly line of the Missouri and Pacific Railroad Right-of-Way, to a point on the West line of said Section 24; thence North along said West line to the point of Beginning.

3. A tract of land in the East Half of Section 23, Township 29 South, Range 2 West of the 6th P.M., Sedgwick County, Kansas described as follows: Beginning at the Northeast Corner of the Northeast Quarter of said Section 23; thence West along the North line of said Northeast Quarter, to a point 40 feet West of the East line of said Northeast Quarter; thence S 00°00'00" E, along a line parallel with the East line of said Northeast Quarter, a distance of 520.89 feet; thence S 90°00'00" W, a distance of 20 feet; thence S 00°00'00" E, along a line parallel with the East line of said Northeast Quarter, a distance of 369.95 feet; thence S 15°11'23" W, a distance of 118.36 feet; thence S 38°19'58" W, a distance of 398.95 feet; thence S 16°00'00" W, a distance of 337.89 feet, to a point 80 feet Normally Distant from the Northwesterly line of the Missouri and Pacific Railroad Right-of-Way; thence Southwesterly along the Northwesterly line of Diagonal Road Right-of-Way, 80 feet Northwesterly and parallel with the Missouri and Pacific Railroad Right-of-Way, to the point of intersection of the North line of the City of Clearwater City Limits; thence East along said City Limits, to a point on the Southeasterly line of the Missouri and Pacific Railroad Right-of-Way; thence Northeasterly along the Southeasterly line of the Missouri and Pacific Railroad Right-of-Way, to a point on the East line of said Section 23; thence North along the East line of said Section 23 to the point of Beginning. EXCEPT the North 40 feet thereof for road.

SECTION 3. This Resolution shall become effective upon its approval and passage by the Board. The Director of Public Works is authorized to send this Resolution to the City following its approval and passage. Following receipt of this Resolution, the governing body of the City is requested to certify by ordinance that the facts stated in Section 1 are correct and declare the highways described in Section 2 annexed to the City as of the date of the publication of the ordinance.

[balance of this page intentionally left blank, signature page follows]

Commissioners present and voting were:

PETER F. MEITZNER
SARAH LOPEZ
DAVID T. DENNIS
RYAN K. BATY
JAMES M. HOWELL

Absent
aye
aye
aye
aye

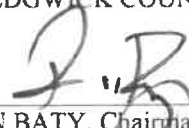
Dated this 23 day of October, 2024.

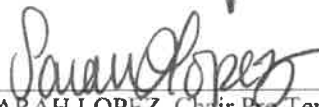
ATTEST:


KELLY B. ARNOLD, County Clerk



BOARD OF COUNTY COMMISSIONERS
OF SEDGWICK COUNTY, KANSAS


• RYAN BATY, Chairman
Commissioner, Fourth District

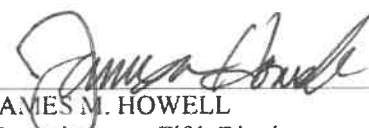

SARAH LOPEZ, Chair Pro Tem
Commissioner, Second District

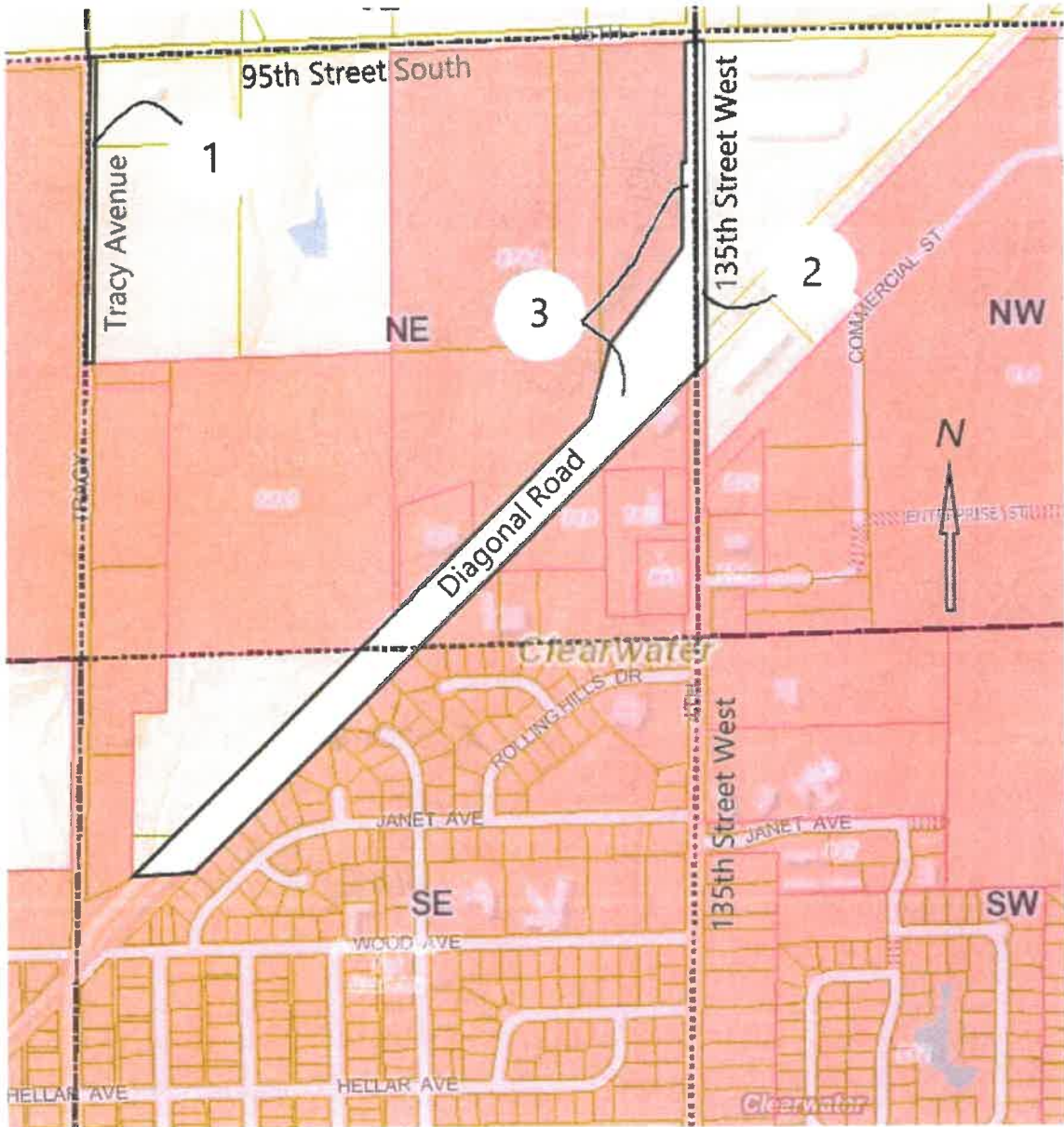
APPROVED AS TO FORM:


SAMANTHA SEANG
Assistant County Counselor

Absent
PETER F. MEITZNER
Commissioner, First District


DAVID T. DENNIS
Commissioner, Third District


JAMES M. HOWELL
Commissioner, Fifth District



**City of Clearwater
City Council
November 12, 2024**

Repeal Ordinance 1057

Context: Ordinance 1057 was adopted in February 2020 which regulated parking behind the library from 8am to 8pm to two hours parking only. This was brought about because the librarian at the time reported that Shackelford Machine employees were using the library lot for parking and not leaving any room for employees or patrons throughout the day.

Chief Ives identified enforcement issues with this for the following reasons

1. All library staff park in the back parking lot for longer than 2 hours. Ordinance 1057 did not call out staff parking.
2. Library staff gave permission to another business employee to park in the back parking lot during the day which is in violation of ordinance 1057.
3. The police department does not have the resources to monitor 2-hour parking in any lot of the city. If a car backs up and pulls back in that is “technically” moving.

Chief Ives and Cole Hollis reviewed the parking lot available parking spaces and found that Grace Med has their large trash can in the library parking lot taking up one stall, the Wellness Center parks both of their 95-gallon carts in another library parking stall, and there was an employee that was taking up two spaces to avoid door dings. The employee taking up two spaces has been taken care of. Hollis will work on getting quotes for parking stops in the stalls to prevent the trash cans from the other businesses rolling into one of the available library stalls, he will also create a new handicap parking stall along the fence. Shackelford Machine is being remodeled and will be creating more parking spaces for their employees. The construction should be completed in December or January so their employees shouldn't need the library parking lot for overflow.

The council has reviewed these issues and agreed. The council further identified that no other city lot or building has limited parking, nor do they have staff parking.

Financial: Once Hollis has a price on parking stops, we will update the council.

Legal Considerations: The ordinance has been reviewed by the city attorney.

Recommendations/Actions: Adopt Ordinance 1114 Repealing ORDINANCE 1057 REGULATING PARKING BY LIMITING THE PARKING OF VEHICLES ON A CERTAIN PUBLIC LOT WITHIN THE CITY OF CLEARWATER, KANSAS

(Summary First Published in the Times-Sentinel
on the ____ day of November 2024.)

THE CITY OF CLEARWATER, KANSAS

ORDINANCE NO. 1114

AN ORDINANCE REPEALING CHAPTER 34 ARTICLE II
SECTION 34-37 OF THE CODE OF THE CITY OF
CLEARWATER, KANSAS, REGULATING PARKING BY
LIMITING THE PARKING OF VEHICLES ON A CERTAIN
PUBLIC LOT WITHIN THE CITY OF CLEARWATER, KANSAS

WHEREAS, the Governing Body of the City of Clearwater, Kansas, had previously adopted Ordinance No. 1057, amending Chapter 34 Article II Section 34-37 of the Code of the City of Clearwater, Kansas, regulating parking by limiting the parking of vehicles on a certain public lot within the city of Clearwater, Kansas.

WHEREAS, the City has determined it advisable to repeal Chapter 34, Article II Section 34-37 of the Code of the City of Clearwater, Kansas, regulating limited time parking zones.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF CLEARWATER, KANSAS:

Section 1. Repeal Chapter 34 Article II Section 34-37 of the Code

Chapter 34 Article II Section 34-37 of the Code of the City of Clearwater, Kansas, regulating Limited time parking zones, is hereby repealed.

Section 2. Fines, Penalties, Forfeitures, or Liabilities After Repeal

The repeal of the ordinance as provided in Section 1 hereof shall not effect any fines, penalties, forfeitures or liabilities incurred thereunder, or pending actions involving any of the provisions of said ordinance or parts thereof incurred prior to the passage of this ordinance. The above repealed ordinance is hereby continued in force and effect after the passage, approval and publication of this ordinance for the purpose of such fines, penalties, forfeitures, liabilities and pending actions incurred prior to the passage, approval and publication of this ordinance.

Section 3. Effective Date

This Ordinance shall take effect and be in force from and after publication in the official city newspaper.

Passed by the City Council on this 12th day of November 2024.

Approved by the Mayor this 12th day of November 2024.

Mayor, Burt Ussery

SEAL
ATTEST:

City Clerk, Jaye Poe