



City of Clearwater Council Meeting Agenda
Tuesday February 25, 2025, 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](#)
- 6. Staff Reports**
- 7. Citizen of the Year Award – 2024**
- 8. Business**
 - a. **Action:** [Software Upgrade ERP Pro 10](#)
 - b. **Action:** Park Glen Estates Median
- 9. Governing Body Comments**
- 10. Executive Session**
- 11. Adjournment**

Next Assignment Numbers

Charter Ordinance: 23

Ordinance: 1115

Resolution: 5-2025

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**
February 11, 2025
Clearwater City Hall – Council Chambers
129 E. Ross Avenue Clearwater, KS 67026

1. Call to Order/ Invocation and Flag Salute

Mayor Burt Ussery called the meeting to order at 6:30 p.m. followed the invocation and flag salute.

2. Roll Call

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

The following staff members were present:

City Administrator Zollinger, City Clerk Poe, Kirk Ives, Amber Ives, and City Attorney, Scott Ufford. Jared Dinwiddie and Kevin Cowan with Gilmore and Bell were present via GoTo Meetings.

Others present who spoke:

Lauren VanAllen, Anna McIntyre and Daphne Bullard.

3. Approval of Agenda

Mayor Ussery stated the citizen of the year needed to be taken off the agenda.

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

4. Public Forum

None.

5. Consent Agenda

Mayor Ussery asked if there was any question on the consent agenda and if not asked for a motion to approve.

Previous Council Meeting Minutes

Claims and Warrants

Accept Resignation – Fire Department

Approve Hire – Part Time Police Officer

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

6. Staff Reports:

- Administration Office – Courtney Zollinger – Zollinger reminded Council that Clearwater will have 3 open council seats in the November election. If interested in serving on Council, forms will need to be submitted to Sedgwick County Election Office by June 2, 2025, at 12:00 Noon.
- Fire Department – Jared Dinwiddie – Council asked if the Fire Department would be participating in the March 1st fire alarms check and replace event that is sponsored by the Red Cross, Dinwiddie stated he hasn't heard about this, but the department offer to check and replace them all year long, it just takes a call to the office.
- Police Department – Kirk Ives – None.
- Public Works/Parks – Courtney Zollinger – Zollinger said the intersections have been pretreated for the forecasted weather and will evaluate the roads at 4:45. The intersection of 4th and Ross will be cleared first if needed. Council pointed out that Businesses are responsible for clearing off their sidewalks.

- Senior Center – Amber Ives – The Valentine’s Day party is cancelled and will be held in the Spring.

8. FFA Presentation

Lauren VanAllen, Daphne Bullard, Anna McIntyre and another student with Future Farmers of America (FFA) presented to Council their request to use Hammer’s Prairie Park and Nature Center for the Earth Rangers. They would like to set up different stations for environmental education for K-5th grade Clearwater students to rotate between. The proposed date is March 12th starting at 8:30 am. The main goal is to get kids outdoors and have an interactive educational experience on the wildlife and history of the park. Council discussed the stations and asked what the notification to cancel due to weather would be, VanAllen said she was hoping it would be a 24-hr. notice. Council asked if this would be an annual event and open to the public, she said it is not open to the public currently but would like it to be possibly in the future as an annual event that brings people to Clearwater. Council asked if she had enough volunteers, she said they do but anyone wanting to help is welcome. The bus will be bringing the classes staggered throughout the day and will be covered under the school insurance.

9. Business

a. Engineering Contract with Garver for Indian Ridge Phase 2

Bryan Lagaly Homes, Indian Ridge Developer, has been working with Garver for the development of Indian Ridge. Garver was used for Phase 1 and will be used for Phase 2 as well and a new contract is needed. The City attorney looked over the contract and had modifications which were included in the packet that went out. Sections 9.2.3 and 9.2.4 were the main sections they wanted to point out. The original contract from 2022 had outlined 100% in section 9.2.3 whereas the new contract has 200%. Scott Ufford stated this is the limit on their total liability, which means they would only be liable for up to 100% of the total cost of the product/design side, which is \$81,815. Section 9.2.4 touches on warranties. Their concern is that some architect companies have copied and pasted design plans and didn’t meet the expectations of the clients, it is usually the construction portion where the problems arise though. Zollinger and Ufford stated that Garver is the one who recommended changing the liability to 200%. Council asked if something went wrong with the project, then Garver would pay the City up to 200%? Zollinger and Ufford stated yes, it would be on the design side only. Zollinger stated that Certified Engineering Design (CED) is the next item on the agenda for approval to review all the plans from Garver and will be inspecting the construction part of the project as well. Since they are the City Engineer, they know the specifications and needs of the City.

Motion: *Walter* moved; ***Shore*** seconded to authorize the Mayor to sign the agreement with Garver, LLC for Indian Ridge Phase 2. Voted and passed unanimously.

b. Certified Engineer Design, P.A for Indian Ridge Phase 2 Plan Review Proposal

Garver will design the Indian Ridge Phase 2 and CED will review the plans to make sure it follows City Code and specifications. CED services for Phase 2 of Indian Ridge is \$2,320, which will be rolled into the special assessments. Council asked if there were estimates for the specials, Zollinger stated there were not at this moment. Mayor Ussery asked if the Phase 2 specials will be tied to the property of Phase 2 and the Phase 1 specials have already been allocated out to the property of Phase 1? Zollinger stated that Phase 1 has not gone to final financing yet, but yes, that is the way specials will be allocated.

Motion: *Shore* moved; ***Warkins*** seconded to authorize the Mayor to sign the Phase 2 – Indian Ridge Plan Review from Certified Engineering Design, P.A. Voted and passed unanimously.

c. Petitions for Improvements to Indian Ridge Phase 2

In March 2022 the Governing Body approved the Final Plat for Indian Ridge. Phase 1 of the project was completed at the end of 2023. Building permits have been issued for all lots in Phase 1. Phase 2 of the project will complete Indian Lakes Drive that includes Lots 9-14, Block 2 and Lots 1-4, Block 3. After looking at the plans, Zollinger believes Indian Lakes Dr. will not be connected. Paving Petition – Estimated cost is \$202,000 with the cost even spread evenly between the 10 lots. (Lots 9-14, Block 2 and Lots 1-4, Block 3). Sewer Petition – Estimated cost is \$267,000 with the cost evenly spread between 16 lots. (Lots 3-14, Block 2 and Lots 1-4, Block 3). Water Petition – Estimated cost is \$200,000 with the cost

evenly spread between 10 lots. (Lots 9-14, Block 2 and Lots 1-4, Block 3). Council asked if there was a reason why Indian Lakes Dr wouldn't be connected? Zollinger stated since it is their development, it's their decision. She has reached out to Eric Glover, the designer, to get confirmation to verify if they will or will not connect. The house that sits to the north of Block 3, Lot 1 is Indian Lakes owned, not Indian Ridge. The original plat that was approved cuts right at the top of Block 3, Lot 1 and straight up to Tomahawk. Council discussed getting a quote on what it would cost to pave that section while they are doing the rest of the work since it would probably be cheaper at that time. It was mentioned that having 2 entrances/exits to that area would be beneficial in the event of an emergency. Zollinger stated the paving contract will come before council and the cost of the square footage will be known then. Council asked what the empty lot would be used for, Zollinger believes it is for parking, mailbox station or a park. To her knowledge they will only be building along Indian Lakes Dr. for Phase 2. When the sewer gets installed, it will be assessed to the other houses since it is servicing them. Sidewalks will go on one side of the street.

Motion: *Warkins* moved; *Palmer-Witt* seconded to accept the Petitions for Phase 2 Indian Ridge. Voted and passed unanimously.

d. Resolutions for Improvements to Indian Ridge Phase 2

The petitions were accepted and within the petitions they asked the City to finance the improvements through Temporary Notes. Kevin Cowan with Gilmore and Bell has reviewed the petitions and prepared the Resolutions. There are Resolutions for Paving, Sanitary Sewer and Water Distribution. Kevin Cowan stated that this is the next step in the process, Statute requires to proceed once the petitions are accepted the Resolutions making findings of advisability. After adopted, the city will have authorized the projects and can proceed with financing.

Motion: *Shore* moved; *Walter* seconded to adopt Resolution 2-2025 -A RESOLUTION DETERMINING THE ADVISABILITY OF THE MAKING OF CERTAIN INTERNAL IMPROVEMENTS IN THE CITY OF CLEARWATER, KANSAS; MAKING CERTAIN FINDINGS WITH RESPECT THERETO; AND AUTHORIZING AND PROVIDING FOR THE MAKING OF THE IMPROVEMENTS IN ACCORDANCE WITH SUCH FINDINGS (PAVING IMPROVEMENTS/INDIAN RIDGE AT CLEARWATER - PHASE 2). Voted and passed unanimously.

Motion: *Warkins* moved; *Robben* seconded to adopt Resolution 3-2025 - A RESOLUTION DETERMINING THE ADVISABILITY OF THE MAKING OF CERTAIN INTERNAL IMPROVEMENTS IN THE CITY OF CLEARWATER, KANSAS; MAKING CERTAIN FINDINGS WITH RESPECT THERETO; AND AUTHORIZING AND PROVIDING FOR THE MAKING OF THE IMPROVEMENTS IN ACCORDANCE WITH SUCH FINDINGS (SANITARY SEWER IMPROVEMENTS/ INDIAN RIDGE AT CLEARWATER - PHASE 2). Voted and passed unanimously.

Motion: *Warkins* moved; *Palmer-Witt* seconded to adopt Resolution 4-2025 - A RESOLUTION DETERMINING THE ADVISABILITY OF THE MAKING OF CERTAIN INTERNAL IMPROVEMENTS IN THE CITY OF CLEARWATER, KANSAS; MAKING CERTAIN FINDINGS WITH RESPECT THERETO; AND AUTHORIZING AND PROVIDING FOR THE MAKING OF THE IMPROVEMENTS IN ACCORDANCE WITH SUCH FINDINGS (WATER DISTRIBUTION SYSTEM IMPROVEMENTS/INDIAN RIDGE AT CLEARWATER - PHASE 2). Voted and passed unanimously.

e. Purchase of Police Vehicle

The Police Department has been successful in purchasing vehicles with cash, due to funds set aside in the Equipment Reserve. The sale of the Humvee and prior-year budget savings have helped build the reserve. This has allowed the department to avoid paying interest and purchase the last three vehicles outright. With current funding, the department can buy the next 4 vehicles with cash, meaning the next time financing may be necessary is in 2030. During the budget discussion the police department has scheduled to purchase a new vehicle to replace one of the 2 Durango's in the fleet. However, Chief Ives would like to keep the Durango for a couple more years. The plan would be to increase the patrol fleet from 5 to 6 vehicles. This will help extend the life of the vehicles and allow for a longer service period (up to 7 years instead of the previous 3-5 years). This extension is achieved by assigning specific officers to specific cars to reduce wear and tear, which was an issue in the past when vehicles were used by different officers frequently. Clearwater purchases police vehicles from the State Contract Pricing. The State has negotiated pricing for the Ford Police Interceptor for \$48,920 as well as all the lighting and wiring accessories for a Police vehicle. The total price for a 2025 equipped Ford Explorer will be around \$62,000. The total available balance in equipment reserve is \$151,800. Council raised concerns about housing the new vehicle. Zollinger mentioned there is room at the Fire Department, and Sergeant Jacks may start taking a vehicle home. The timeline for the purchase for the next 4 vehicles is '26, '27, '28 & '29. Chief Ives wants to keep the two Durango's in service longer, having made several repairs. Council discussed not having budgeted for the 6th

vehicle for 2025 but budgeted to get rid of the D.A.R.E. vehicle by dropping the insurance and upkeep. Zollinger stated that the interceptor will not be here until May and the insurance would probably be about \$1,200 for half of the year. The current fleet consists of two 2020 Durango's, a 2022 Charger, a 2021 Explorer, a 2023 Explorer, and potentially a 2025 Explorer if approved. The department usually sells a vehicle when a new one is purchased to maintain the fleet size. Mayor Ussery asked if maintaining a 6-vehicle fleet is necessary going forward. Chief Ives confirmed he would like to keep it at six, as it helps extend the life of the fleet. Insurance covers the vehicles in case they're totaled, with payment based on the vehicle's current value. Palmer-Witt sees this as a want verses a need, Ives said it would be extending the life of the vehicles and fleet. Council asked how often the vehicle would be used, Ives stated it would normally be every other day normally. When a vehicle from the fleet gets sold, the funds go back into Equipment Reserve for future police vehicle purchases. The resale value has improved due to better maintenance practices. Mayor Ussery asked if the mission could be met with only five vehicles. Chief Ives confirmed that five vehicles would be sufficient to meet operational needs.

Motion: Shore moved; **Walter** seconded to approve purchasing police vehicle off the state contract for \$62,000 utilizing equipment reserve funds. Voted and passed unanimously.

Council consensus was to table keeping the Durango and maintaining a 6 vehicle fleet until Budget discussions start.

f. Median Removal

In 2024 the Clearwater Planning Commission and City Council approved to create a plat for the median that was installed in Park Glen Estates after the original Park Glen Estates plat was adopted. The plat for the Park Glen Estates median created its own parcel for the island to sit on but the City of Clearwater maintained ownership of the parcel which is Reserve A. There have been 2 accidents involving the median since Park Glen Street became a through street happening almost a year apart. Despite the road width meeting engineering standards, city staff believe removing the median would improve safety, especially for eastbound traffic due to the street's curve. In late January, a new developer took ownership of Park Glen Estates. The developer is indifferent to the median issue but does not know how residents feel. The developer currently holds the HOA position as no formal HOA has been established yet. After speaking with him and the Mayor, It was suggested that the City gather feedback from Park Glen Estates residents by sending out a letter. The responses will be reported to the City Council at the next meeting. Council questioned why letters would only be sent to Park Glen Estates residents and not to Park Glen residents. Zollinger explained that Park Glen Estates is where the sign is located, and that the general opinion of Park Glen residents had already been expressed. Speaking with the HOA, they didn't want to give their opinion on removal of the sign. The old HOA for Park Glen Estates did give their opinion on keeping the sign, since then, they are no longer the HOA. Public Works made sure the lights were solar power and would be able to remove the island. Public Works made sure the lights were solar power and would be able to remove the island.

g. 2024 Carryover Reserve

City Auditor suggested the Governing Body consider transferring funds that finished the year under budgeted to maximize the spending authority adopted with the prior year budget and moving to Equipment Reserve for unplanned future purchases or emergencies such as police vehicles or water line repairs. This approach would help prevent cuts to the general fund and avoid removing anything that had been previously budgeted. After completing the 2024 budget year, some departments came in under their budgeted expenditures. Staff suggests the following transfer schedule to the Equipment Reserve Fund:

GENERAL							
	2024 Budgeted Expenditures	Starting Cash Needed for 2025	2024 Actuals	% of Budget	Over/ Under Budgeted	EQ RES XFER	Notes
CASH		\$ 862,162.00	\$ 1,131,255.19		\$ 269,093.19		
Admin	\$ 803,151.50		\$ 780,428.05	97%	\$ 22,723.45	\$ 22,000.00	Accounting Software upgrade (\$22,000) Underbudget in Attorney fees by \$11k
Sr Ctr	\$ 69,740.00		\$ 63,795.09	91%	\$ 5,944.91	\$ 5,000.00	Future Building Needs More donations than expected so utilized Dept on Aging funds for salary
PD	\$ 913,825.00		\$ 838,913.45	92%	\$ 74,911.55	\$ 70,000.00	Court Software (\$8,000)/ Car Replacement Underbudget due to open position not filled
Court	\$ 86,017.52		\$ 72,957.15	85%	\$ 13,060.37	\$ 13,000.00	Court Software (\$13,000)
PW	\$ 242,540.00		\$ 208,283.65	86%	\$ 34,256.35	\$ 34,000.00	Road Project/ Emergency Repair Underbudget due to open position not filled and removed in 2026.
Fire	\$ 268,235.00		\$ 267,727.66	100%	\$ 507.34		
Park	\$ 267,396.50		\$ 235,461.15	88%	\$ 31,935.35	\$ 23,000.00	Park Repairs Underbudget due to open position not filled and removed in 2026.
Pool	\$ 98,617.00		\$ 96,817.26	98%	\$ 1,799.74	\$ 1,000.00	Pool Surface Paint
Museum	\$ 11,610.00		\$ 10,175.32	88%	\$ 1,434.68	\$ 1,000.00	Repairs
Library	\$ 3,600.00		\$ 4,838.38	134%	\$ (1,238.38)		
Special Project	\$ 635,621.31		\$ 531,232.89	84%	\$ 104,388.42	\$ 100,000.00	Road Project Underbudget due to annual road maintenance being lower and gas tax and the Park Glen Incentives
Reserve	\$ 81,235.00		\$ 81,235.00	100%	\$ -		
TOTAL	\$ 3,481,588.83		\$ 3,191,865.05		\$ 289,723.78	\$ 269,000.00	
GENERAL FUND CASH BALANCE AFTER TRANSFER INTO EQ RESERVE						\$ 862,255.19	Worked into budget for starting cash for 2025
Ending Cash Above/Below Budgeted 2025						\$ 93.19	

Zollinger stated that council does have the authority to move the remaining funds wherever they choose, this is just a recommendation from staff. Council inquired about software mentioned in the schedule. Zollinger informed them that the current court software will reach its end of life in December 2025, and the accounting software will be obsolete by December 2026. The current accounting software used is from Tyler Technologies, and staff is exploring a new application, ERP Pro from the same company, which will be presented to the Council at the next meeting. This software has a one-time implementation cost and an ongoing annual cost. Council also discussed the need for an increased budget for Fire Department radios. Council asked how the Cash Carryover is calculated. Zollinger explained that it's an estimate based on expected revenues and expenditures for the year. Departments cannot go back and spend funds allocated for 2024, as the budget year is now closed. If the funds are left in the general fund, it could create a deficit elsewhere in the budget, affecting other projects and budget items that need to be completed.

Motion: Warkins moved; **Palmer-Witt** seconded to approve the transfer schedule recommended by staff. Voted and Opposed by City Administrator Zollinger.

Special Highway spent 100% of expenditures. Special Parks fund has a large carryover balance because there was not a set plan to utilize the funds. The only project that utilized the funds was the Master Plan concept for the Sports Complex. There is only an \$11,000 spending authority in the 2025 Budget for Special Parks. By moving the funds to equipment reserve the Council will have more flexibility to use the cash on hand for any park projects that might come up in 2025. Debt Service is Debt Service and the City must pay it. Generally there is a \$40,000 transfer into Social Parks, in 2025 it was decreased to \$10,000.

SPECIAL PARKS							
	2024 Budgeted Expenditures	Starting Cash Needed for 2025	2024 Actuals	% of Budget	Over/ Under Budgeted	EQ RES XFER	Notes
CASH		\$ 1,630.00	\$ 35,822.68		\$ 34,192.68		
Expenditures	\$ 40,000.00		\$ 10,350.00	26%	\$ 29,650.00	\$ 29,650.00	Park Improvements
SPECIAL PARKS FUND CASH BALANCE AFTER TRANSFER INTO EQ RESERVE						\$ 6,172.68	
Ending Cash Above/Below Budgeted 2025						\$ 4,542.68	

Water and Sewer were under budget due to not hiring the 5th position that was budgeted and coming in underbudget for some projects. It is recommended in both funds to utilize \$16,000 from each fund to help pay for the one time cost of transferring financial software and the remaining to go towards repairs and upgrades. All the funds would be transferred into equipment reserve fund for future use. Zollinger is still waiting/working on plans for sewer upgrades to go to non discharge.

WATER OPERATING							
	2024 Budgeted Expenditures	Starting Cash Needed for 2025	2024 Actuals	% of Budget	Remaining	EQ RES XFER	Notes
CASH		\$129,993.00	\$ 181,453.27		\$ 51,460.27		
Expenditures	\$ 419,503.00		\$ 374,406.92	89%	\$ 45,096.08	\$ 45,000.00	Water Line Improvement/ Acct Upgrade (\$16,000)
WATER FUND CASH BALANCE AFTER TRANSFER INTO EQ RESERVE						\$ 136,453.27	
Ending Cash Above/Below Budgeted 2025						\$ 6,460.27	

SEWER OPERATING							
	2024 Budgeted Expenditures	Starting Cash Needed for 2025	2024 Actuals	% of Budget	Over/ Under Budgeted	EQ RES XFER	Notes
CASH		\$214,890.00	\$ 310,734.58		\$ 95,844.58		
Expenditures	\$ 479,180.00		\$ 398,339.74	83%	\$ 80,840.26	\$ 80,000.00	Sewer Impr/ Acct Upgrade (\$16,000)
SEWER FUND CASH BALANCE AFTER TRANSFER INTO EQ RESERVE						\$ 230,734.58	
Ending Cash Above/Below Budgeted 2025						\$ 15,844.58	

Motion: Walter moved; **Shore** seconded to approve the transfer schedule. Voted and passed unanimously.

h. Field Usage Agreement – USD 264

USD264 will need use of the sports complex for their upcoming ball season. In 2024 the City set the rate for the school

district at \$6,000. Superintendent Johnson reviewed the maintenance cost and the school usage and thought \$7,500 was more accurate. It was agreed that the school would like to pay \$7,500 again for 2025 to help cover the maintenance costs. The City has a signed contract with the school district for the use of the sports complex, and this contract has been ongoing since 1992. Council asked if a detailed breakdown of the sports complex usage and maintenance costs was available. Zollinger did not have the specific figures on hand but provided some context. The City is contributing \$75,000 into the parks, with a significant portion allocated to the sports complex from March to November. The school is interested in showing their support for the maintenance and upgrades of the ball parks. The Rec will be discussing the Sports Complex Master plan at their meeting tomorrow. Zollinger believes that \$16,000 was the cost in 2024 for the school with the breakdown of the usage vs the maintenance cost was figured, but thought it was too high. The school does take care of the infields of the ball fields during their season, the City maintains the commons and soccer areas at that time.

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

8. Governing Body

Walter – None.

Shore – Was glad the Seniors go to see the City expand while attending this meeting.

Warkins- The museum is working with the Middle School to implement QR codes to go with each exhibit. The QR code can be scanned, and a student will appear with a story to go with the exhibit.

Palmer-Witt – None.

Robben – None.

Ussery – WAMPO had an annual report with the number of people who live and work within and outside of Clearwater. There are 533 who live outside of Clearwater, but work in Clearwater, 168 who live and work in town and 1,100 who live in town but work outside of Clearwater. There is a big push for a bypass out North rather than 95th. Clearwater is a strong bedroom community for Wichita. If 95th got developed and went North, the growth would increase. The state tried taking away the 3mile radius influence, but did not go anywhere as of now. The numbers reported were from traffic patterns.

9. Executive Session

None.

10. Adjournment

Motion: Warkins moved; **Palmer-Witt** seconded to adjourn the meeting. Voted and passed unanimously. The meeting adjourned at 8:17 PM

CERTIFICATE

State of Kansas }
County of Sedgwick }
City of Clearwater }

I, Jaye Poe, City Clerk of the City of Clearwater, Sedgwick County, Kansas, hereby certify that the foregoing is a true and correct copy of the approved minutes of the February 11th, 2025, City Council meeting.

Given under my hand and official seal of the City of Clearwater, Kansas, this 25th day of February 2025.

Jaye Poe, City Clerk

Check Register Report

Date: 02/11/2025

Time: 2:45 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								
51389	02/12/25	Printed			AMAZ	AMAZON BUSINESS	RETURN WHITE BOARD TAPE	1,176.71
51390	02/12/25	Printed			ARC	ARC PHYSICAL THERAPY PLUS	DRUG SCREEN LYDEN	35.00
51391	02/12/25	Printed			BBL1	B & B LUMBER	PARTS FOR AIR HOSE REEL	114.01
51392	02/12/25	Printed			BERAN	BERAN CONCRETE, INC	PARKING BLOCKS FOR PD-LIBRARY	560.00
51393	02/12/25	Printed			BOWER	BOWERCOMM INC	ACTIVE CAMPAIGN 12-20 - 1-19	52.50
51394	02/12/25	Printed			CED2	CERTIFIED ENGINEERING DESIGN	Professional Services	5,150.00
51395	02/12/25	Printed			JARED D	JARED DINWIDDIE	REIMBURSE FOR DEPT SUPPER	33.14
51396	02/12/25	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	129 E. ROSS SAL	69.72
51397	02/12/25	Printed			BH01	BECKY. C. HURTIG	Professional Services - Judge	1,100.00
51398	02/12/25	Printed			KIRK	KIRK IVES	DRIVER SEAT #2 REIMBURSE	322.50
51399	02/12/25	Printed			KMA	KANSAS MUSEUMS ASSOCIATION	MEMBERSHIP	40.00
51400	02/12/25	Printed			KOC1	KANSAS ONE CALL SYSTEM, INC.	31 LOCATES	41.23
51401	02/12/25	Printed			KST1	KANSAS STATE TREASURER	JAN TREASURERS REPORT	1,435.00
51402	02/12/25	Printed			LA LI	J. LARRY LINN	PROSECUTION SERVICES	1,000.00
51403	02/12/25	Printed			LCS1	LOWE'S	NOZZLE/HOSE	182.73
51404	02/12/25	Printed			MCDONALD	MCDONALD TINKER PA	JANUARY ATTORNEY FEES	1,580.24
51405	02/12/25	Printed			MHF1	MEL HAMBELTON FORD	VEH #4 OIL AND FILETERS CHANGE	151.77
51406	02/12/25	Printed			METRO	METROPOLITAN AREA BUILD & CONS	B/E/M/P PERMITS JANUARY 2025	760.59
51407	02/12/25	Printed			MW SS	MIDWEST SINGLE SOURCE	BUSINESS CARDS - JACKS	45.00
51408	02/12/25	Printed			MIG1	MIZE'S THRIFTWAY	TAPE/ALCOHOL/WATER	155.45
51409	02/12/25	Printed			MC05	MULVANE COOP	PROPANE	1,420.40
51410	02/12/25	Printed			NOP1	NAVRAT'S OFFICE PRODUCTS	COPY PAPER	97.00
51411	02/12/25	Printed			OR	O'REILLY AUTO PARTS	SPARTAN MOWERS OIL FILTERS	1,126.98
51412	02/12/25	Printed			ONE	ONESOURCE TECHNOLOGY, INC	FEBRUARY IT SERVICES	4,167.00
51413	02/12/25	Printed			PCA1	PETTY CASH	POLICE CAR WASH	20.00
51414	02/12/25	Printed			PCC	PROFESSIONAL CODE COMPLIANCE		1,700.00
51415	02/12/25	Printed			RJ01	ROASTER JOE'S	POLICE DEPT DRINKING WATER	46.98
51416	02/12/25	Printed			SOS	SECRETARY OF STATE	DOC 51905 GO BOND	21.00
51417	02/12/25	Printed			SCDF	SEDGWICK COUNTY	1-2025 PRISONER HOUSING COURT	11.40
51418	02/12/25	Printed			0004	SEDGWICK COUNTY ELECTRIC COOP	WELL #7	1,968.75
51419	02/12/25	Printed			SMA	SYMBOL ARTS	BADGE FOR CHIEF	190.00
51420	02/12/25	Printed			TSN1	TIMES-SENTINEL NEWSPAPERS	HONOR ROLL	65.00
51421	02/12/25	Printed			TSC1	TRACTOR SUPPLY COMPANY	OIL FOR EQUIPMENT	309.94
51422	02/12/25	Printed			UNI	UNIFIRST CORPORATION	CITY HALL & POLICE DEPT MATS	43.29
51423	02/12/25	Printed			WCI1	WASTE CONNECTIONS, INC.	JANUARY 2025	17,533.94

Total Checks: 35

Checks Total (excluding void checks):

42,727.27

Total Payments: 35

Bank Total (excluding void checks):

42,727.27

Check Register Report

Date: 02/11/2025

Time: 2:45 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								
3411	02/12/25	Printed			AFL1	AFLAC	JANUARY AFLAC PREMIUM	642.88
3412	02/12/25	Printed			CGSI	CASEY'S	STATEMENT	2,029.87
3413	02/12/25	Printed			CLA1	COLONIAL LIFE	FEBRUARY COLONIAL PREMIUMS	87.30
3414	02/12/25	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	319 W. ROSS	362.36
3415	02/12/25	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	107 S. GRAIN	50.76
3416	02/12/25	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	129 E. ROSS	344.07
3417	02/12/25	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	400 W. ROSS	441.57
3418	02/12/25	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	604 E. ROSS	329.00
3419	02/12/25	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	650 E. ROSS	538.29
3420	02/12/25	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	1001 E. ROSS	133.33
3421	02/12/25	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	11159 S. 135TH W	381.19
3422	02/12/25	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	149 N. FOURTH	163.47
3423	02/12/25	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	901 CLEARCREEK	179.10
3424	02/12/25	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	401 W. ROSS	26.69
3425	02/12/25	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	1001 E. ROSS METER #2	26.55
3426	02/12/25	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	1100 E. ROSS PUMP	26.55
3427	02/12/25	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	602 E. ROSS	162.32
3428	02/12/25	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	401 W. ROSS	151.01
3429	02/12/25	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	STREET LIGHTS	2,424.40
3430	02/12/25	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	100 E. ROSS	50.81
3431	02/12/25	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	9731 S. 135TH ST W SIGN	25.29
3432	02/12/25	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	1200 E ROSS PUMP	26.55
3433	02/12/25	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	9801 S. 135TH W PUMP	202.76
3434	02/12/25	Printed			EVERGY	EVERGY KANSAS CENTRAL INC	921 E. JANET	335.38
3435	02/12/25	Printed			KDR1	KANSAS DEPARTMENT OF REVENUE	4TH QUARTER HIS SOC SALES TAX	2.19
3436	02/12/25	Printed			KDR1	KANSAS DEPARTMENT OF REVENUE	JANUARY 25 WATER SALES	434.53
3437	02/12/25	Printed			KGS1	KANSAS GAS SERVICE	921 E. JANET SR CTR	427.15
3438	02/12/25	Printed			KGS1	KANSAS GAS SERVICE	901 CLEARCREEK LIFT STATION	58.35
3439	02/12/25	Printed			KGS1	KANSAS GAS SERVICE	149 N. FOURTH HIST MUSEUM	438.71
3440	02/12/25	Printed			KGS1	KANSAS GAS SERVICE	401 W. ROSS PUBLIC WORKS	437.64
3441	02/12/25	Printed			KGS1	KANSAS GAS SERVICE	319 W. ROSS	991.81
3442	02/12/25	Printed			KGS1	KANSAS GAS SERVICE	129 E. ROSS CITY HALL	521.68
3443	02/12/25	Printed			MERCHANT	MERCHANT SERVICES	CREDIT CARD FEES & COMMERCE	562.07
3446	02/12/25	Printed			SAM1	SAM'S CLUB	HOT COCOA DAY	455.66
3447	02/12/25	Printed			VER	VERIZON WIRELESS	FIRE DEPT BROADBAND	40.01
3448	02/12/25	Printed			VER	VERIZON WIRELESS	STATEMENT	478.35

Total Checks: 36

Checks Total (excluding void checks):

13,989.65

Total Payments: 36

Bank Total (excluding void checks):

13,989.65

Check Register Report

Date: 02/11/2025
Time: 2:45 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 Payments: 71							Grand Total (excluding void checks):	56,716.92

To: Mayor and City Council
From: Courtney Zollinger, City Administrator
Date: February 21, 2025
Re: Administration Report

- Letters were sent to Park Glen Estates property owners asking for their input on the median. All responses must be in by February 25th at 5pm. I will have the responses for the discussion on Tuesday.
- We have scheduled the annual audit for the week of March 17th.
- Southern Star followed up again asking about timelines for installation and requirements. They have not made a decision yet whether to move forward with the annexation, but they are still considering.
- Staff have started brainstorming for the 2026 budget. If the council would like a topic covered during the workshop, please let me know so I can help prepare for the discussion.
- Municipal court was cancelled for February 19th, 2025, due to extreme cold.
- The League of Kansas Municipalities is holding their City Leaders Academy April 11-12 in Lawrence. If you would like to attend, please let Jaye know.
- I have completed the City Manager & Administrator Management Academy through KMU.
- Jaye completed the City Clerk & Finance Professional Management Academy through KMU.
- As of January: 1% Sales Tax Collected: **\$34,264.85**

Dates to Remember

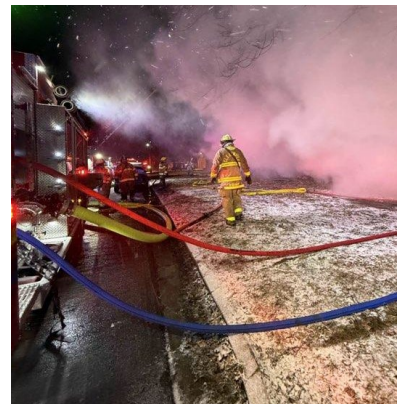
- April 4th – Annual Art Walk
- April 11 – 12th – LKM Leadership Academy
- April 19th – City Wide Clean-up
- April 29th – Council Workshop 6:30PM – 8:30PM

Active Nuisances/ Code Violations

205 S Tracy	209 S Lee	213 S Lee	321 E Nancy	317 E Ross
139 N Lee	150 N Tracy	441 N 4 th	121 S Prospect	249 N Grant
130 N Grant	139 N Gorin	700 N Rolling Hills Dr	235 S First	114 S Byers
150 S Byers				

To: Mayor and City Council
From: Jared Dinwiddie
Clearwater Fire Chief
Date: February 20th, 2025
Re: Fire Department Staff Report

- Clearwater Fire responded to **8** medical calls and **4** fire calls since our last report.
- Average response time for SGC0 EMS on medical calls has been around **20** 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 **2** emergency calls.
- To Date: The CRV has been unstaffed **2** times.
- Our last fire training night was cancelled on the 18th due to inclement weather. Next training will be on March 4th.
- Medical training was held on the 20th.
- Public works installed a new, suspended air hose reel for E72.
- Sever Weather Class is scheduled for March 18th at 6:30 P.M. and will be held at the fire station.
- The department had a significant house fire on the 11th in the 100 blk. of south Byers. Unfortunately, due to the extreme progress of the fire, by the time the first apparatus arrived on scene, personnel had to conduct defensive operations. Fortunately, no personnel (or the occupants) were injured. The State Fire Marshall's office assisted in investigation and the cause of the fire was "undetermined".



To: Mayor and City Council
From: Kirk Ives, Chief of Police
Date: February 20, 2025

Re: Police Department Staff Report

Officers:

Officer Jared Lyden will fill the part-time officer position. He is starting a 3-week course of field training.

Police Clerk:

Regular office duties

Building:

It has no issues currently.

Vehicles:

The new vehicle has been ordered, and we should see it in a few months. This will be a Ford SUV.

Matters of interest since the last meeting on Police Activity:

We have had 46 dispatched/report calls with 9 arrests and 12 citations issued since my last report. (Does not always include self-initiated calls).

To: Mayor and City Council Members
From: Cole Hollis, Public Works Director
Date: February 25, 2025
Subject: Public Works Summary

1. Repair towel dispenser at City Hall
2. Removed steering cylinder from motor grader to be rebuilt
3. Rehung chain link fence at Ball field 1
4. Repair backstop boards at Field 1
5. Unloaded pool chemicals for 2025 season
6. Rehang gate at field 1
7. Commodities (fruit) picked up and delivered
8. Installed air reel at fire station
9. Repair backstop boards at field 2
10. Remove parking stop for new shed at library
11. Snow Removal X3
12. Continuing the office remodel



Clearwater Senior Center
Staff Report

February 19, 2025

To: Mayor & City Council

From: Amber Ives, Coordinator

We had a great time celebrating Valentines this past week, but the weather has kept several people at home. We are ready for warmer temps so we can get back to our regular schedule and being with friends.

Fall Prevention and Stability with Carol of the Clearwater Recreation Commission has been going for a couple weeks now. I would like to see a few more people join this educational class and we are currently looking at a possible different time to accommodate more people.

Meals on Wheels/Friendship Meals are changing their lunch time to 12:00 PM instead of 11:30 AM. The food has been arriving late with their recent changes in their kitchen, so this time will better suit their needs. This will not affect anything at the Center.

CPAAA asked for the Centers to submit comments from Seniors who attend. I will be sharing 1 statement per staff report until I run out. We were only given 2 days to accomplish this task as we received the email late Thursday, and they needed them Tuesday morning. Being closed on Monday did not help, but I was very pleased to submit 8 of these comments. I will continue to ask others if they would like to participate so I have some available if this comes up again. CPAAA shared these statements with Deputy County Manager, Tim Kaufman.

Statement 1

The Senior Center has been a godsend. I retired not long ago and told everyone I was going to go home and crawl in bed and never come out. WRONG! The Senior Center offers so much. Exercise, meals, parties, games, puzzles, camaraderie, informative classes and so much more. Just come and try it and you will be hooked. You can find something that will warm your heart open your eyes and get your heart pumping or just make you feel a part of something.

"Try it, You'll Like (LOVE) it"!

Anonymous

Respectfully,
Amber Ives
Senior Center Coordinator

**City of Clearwater
City Council
February 25, 2025**

Software Change/ Upgrade

Context: Late last year the city was informed that the court software, gWorks, was getting an end-of-life as of December 31, 2025, and they were switching their platform and moving the cloud on all the current applications they offer except Court and Cemetery. gWorks purchased the software “Summit” which was the software the city signed on to use in the beginning. This was the platform that was getting end-of-life.

The financial software the city uses is Tyler Technologies software called Fund Balance. We were notified that Fund Balance would have an end-of-life as of December 31, 2026. Tyler Technologies has many other applications to offer that will cover the city’s needs.

Staff reached out to different vendors for demonstrations and contacted other cities to see what they use or who they were switching to because they received the same notifications.

The applications reviewed were Tyler Technologies, gWorks, and Jayhawk for billing and financials. And Tyler Technologies, Cardinal Tracking, and Jayhawk for Municipal Court.

Billing and Financials –

Compared to our current software Fund Balance:

gWorks and Jayhawk do not offer the same functionality as Fund Balance. gWorks is not user friendly and automation and manual processes would increase, primarily on the utility billing and payroll side. Jayhawk would create more manual processes for customer service billing and reporting and does not offer a Payroll application and would require a separate account with QuickBooks for payroll. Jayhawk also requires additional add-on applications to get the same level of billing service that Fund Balance already offers. gWorks and Jayhawk will not transfer any historical data from any application. They will just have the chart of accounts and any unpaid balances transfer to the their databases.

When asking what other cities use or will use most, they switched from gWorks to Jayhawk or Tyler Technologies (ERP Pro 10) because gWorks was not user friendly, they had a significant price increase, and customer service was not good. There were a couple that switched to gWorks but are looking to switch again because of the reasons stated above. Those that use Jayhawk or switched to Jayhawk from gWorks said it was ok but a payroll application is not available. Those who switched or currently use Tyler Technologies stated the like the ease of the program, the updates they release make it easier and easier to use, and customer service is responsive. ERP Pro 10 would convert 3 historical years plus the current year in the conversion. They will also convert and store all other historical information in a database for easy access if we need to get to it.

Court Management –

Compared to gWorks:

Cardinal and Jayhawk were like gWorks but created a little more manual functions for reporting, case records, form letters, and ease. Cardinal is primarily used in Texas and a lot formatting would need to be implemented for Kansas reporting. Tyler Technologies (Municipal Justice 10)

would be an increase in all the above. Jayhawk has a lot more manual steps when entering court cases than gWorks offered. Sedgwick County and Wichita and other municipal courts in Sedgwick County are using or will use Municipal Justice 10 platform, including the Clearwater Police Department for CAD communication with Sedgwick County Dispatch. Being able to send reports to the state and county will become easier as Tyler has a larger presence in Kansas courts.

Conclusion -

When reviewing the new software, we tried to focus on customer service abilities and determine if this would increase, decrease, or keep our customer service and processes the same. Not only for external use but also city staff's ability to access information to assist the customers. Through the demonstrations and input from other cities in Kansas, Tyler Technologies is the best fit for City of Clearwater for both Court and Financials.

Switching to Tyler Technologies platform ERP Pro 10 and Municipal Justice 10, the city will receive the same functionality but many of the manual functions staff currently experience with Fund Balance (financials) and gWorks (court), Tyler Technologies will automate, or it offers easier reporting. This will also connect our payments with our cashiering platform to our municipal court platform for more accurate tracking. We have never had the ability to merge both together.

Financial:

Billing and Financial Software – Currently Clearwater has an annual cost of \$8,882 for Fund Balance.

The annual cost for ERP Pro 10 is \$25,574. This is a \$17,000 increase to the annual budget. If approved the annual cost can be budgeted for 2026 implementation. The cost of the financial software is 2/3, covered by the Water and Sewer funds and will not have 100% impact on the ad valorem taxes. Since Clearwater is currently using a Tyler product, they are already offering a 25% discount on the annual price for 3 years. Regular price is \$33,409.

The one-time implementation cost will be around \$54,000 that can be paid with equipment reserve funds from Administration, Water and Sewer. The annual price will be \$25,574.

<i>Company</i>	<i>Implementation</i>	<i>Annual Price</i>
Tyler Technologies	\$54,000	\$25,394
Jayhawk	\$23,000	\$21,495
gWorks	\$5,000	\$18,000

Court Management Software – Currently the annual cost budgeted for gWorks is \$1,800.

The annual cost for Municipal Justice 10 is \$4,598, which is an increase of \$2,798 to the annual budget. Court expenses are paid by fines incurred through the municipal court as well as Ad Valorem taxes. All of which is recorded in the General Fund. Since the end-of-life for gWorks is this year, the city will need to use equipment reserve funds to pay for the first annual payment difference (\$2,798). Administration has a discretionary balance of \$17,000. After that the annual cost can be worked into the budget starting in 2026. If Clearwater signs up with both ERP 10 and Municipal Justice 10, they will offer a 20% discount on the annual Municipal Justice 10 price for 3 years. 20% off would be an annual price of \$3,678.

<i>Company</i>	<i>Implementation</i>	<i>Annual Price</i>
Cardinal	\$31,219	\$10,406
Tyler Technologies	\$21,850	\$3,678
Jayhawk	\$5,800	\$750

The one-time implementation cost will be around \$23,000 that can be paid with equipment reserve funds from Court and Police.

Legal Considerations: Review and comment as necessary.

Recommendations/Actions: Authorize staff to move forward with Tyler Technologies applications for Court and Financials.

Billing and Financials – One Time Cost \$54,000 (using equipment reserves) annual cost \$25,574.

Court – One Time Cost \$23,000 (using equipment reserves) annual cost \$3,678