



City of Clearwater Council Meeting Agenda
Tuesday July 8, 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](#)
 - c. [Mayoral Appointment](#)
6. **Staff Reports**
7. **Business**
 - a. **Action:** [Special Assessments Ordinance - Indian Ridge at Clearwater](#)
 - b. **Action:** [STO Ordinance](#)
 - c. **Action:** [UPOC Ordinance](#)
 - d. **Action:** [Accept the Clearwater Public Library Budget](#)
 - e. **Action:** [EMPAC Proposal](#)
8. **Governing Body Comments**
9. **Executive Session**
10. **Adjournment**

Next Assignment Numbers

Charter Ordinance: 25

Ordinance: 1118

Resolution: 12-2025

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**
June 24, 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; Justin Shore, Crystal Walter, Shirely Palmer-Witt and Tim Robben.

The following staff members were present:

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

Others present who spoke:

Hank Pate, Ron Flemming and Henry Schmidt

3. Approval of Agenda

Mayor Ussery stated an executive session and an extension for 130 N. Grant needed added to the agenda..

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

4. Public Forum

Hank Pate at 201 S. 2nd stated that his yard is holding water after the heavy rain. This started after the road was redone and the curb and guttering were put in. He stated that he spoke with Logan Mills about the issue and the City, but there has been no resolution. Mayor Ussery requested that Council be given time to get information on this issue from Mr. Mills and the City so they can be more informed since this is the first they are hearing of it. Mr. Pate agreed. Ron Fleming at 820 E. Ross stated that he had issues with his sewer line with it being clay and requested to hook up to the new main behind his house in the new development. He stated that he spoke with a developer who told him they hooked up to an existing sewer main for \$500 there was a riser put in that was approved by the City. Zollinger explained that Mr. Fleming was included in the benefit district, which is why the specials for the sewer are being assessed to his property. Council asked Mr. Fleming if he was made aware of the cost when he first asked to tap into the new sewer main, he stated that he received a letter and was told around \$9,000 which has increased to \$10,691.48 which can be paid in installments over 20 years. Mr. Fleming has been hooked on this line for about 2 years. He stated that he paid \$10,000 to rerun the service line to the back of his house to tap into the new main and does not believe he should have to pay another \$10,000. Zollinger stated that she spoke with Mr. Flemming a couple of years ago and an exact cost of the project was unknown. His old service line went to the South of his house and to 4th street to the City main. It was a long line and tapping into the one behind his house was much shorter. Mr. Fleming stated that his basement flooded at one point, and he installed 2 sump pumps. Robben asked if there were any policies on grandfathering a resident regarding this issue, Zollinger stated there were not any. Council discussed the difference in cost to hook up to an existing sewer main verse a new one. They asked if the funds could be reallocated to the other lots in the benefit district? Zollinger stated that the certified letters had already been mailed to each property owner and did not think it was possible and mentioned that the City would have to pick up the cost if that is the way Council chose to go. The specials are split up with the total cost divided by the parcels that benefit from the improvement, Zollinger believes the sewer improvements were split with 35 parcels. Hollis mentioned a tap and riser was installed at Mr. Flemings request. There will be a public hearing for these assessments in this meeting and Mr. Flemings concern will be addressed at that time.

5. Inserted Executive Session

Motion: *Shore* moved; *Walter* seconded to recess into executive session for consultation with an attorney on matters that would be deemed privileged in attorney-client relationship, to include Council, City Administrator and City Attorney. We will reconvene the open meeting in the City Council Chamber at 7:10p.m. Voted and passed unanimously.

Council reconvened at 7:10 with no action taken.

6. Consent Agenda

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

Previous Council Meeting Minutes
Claims and Warrants

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

7. Staff Reports:

- Administration Office – Courtney Zollinger – Zollinger added the Rec approved to move the director's office to City Hall in the old Cemetery office. The City will work on the rec's financials until the end of the year during the transition process. There will not be an added admin fee since they approved to pay up to \$75,000 in support of the City for 2025. Palmer-Witt stated this was done in hopes of regaining trust, workability and good faith. Zollinger has already been attending the Rec meetings this year, she mentioned that they did decide they will not be exceeding the RNR for 2026. She also pointed out that the assessed valuation came in and the MIL will decrease from 58.87 to 52.73. Palmer-Witt asked if the code compliance checks the alleys, Zollinger stated he should. She has received a complaint regarding the alley between 1st and Prospect and Park and Kansas. Staff will get this to them to look at. Shore asked if there would be a debris pick-up, Zollinger stated there would not. Walter asked about Brew'd Awakening having a hearing, Poe stated the date listed in the report is a deadline for anyone to submit their suggestions or concerns to ABC, but they have their Occupational Permit for their drinking establishment through the City already.
- Fire Department – Jared Dinwiddie – None.
- Police Department – Kirk Ives – Shore stated the SPV's seem lower this year as they had over 120 last year. Ives stated they are on track and expect more to register in fall for the festival and games. Shore asked if a reminder letter could be sent to the registrants annually, Nichols stated that they do send a reminder postcard out at the beginning of the year. Ives stated that the new officer was here with Officer Jacks, but they had to leave. Jacks wanted to introduce Council to Officer Corbett. He also mentioned that Jacks was Officer Corbett's SRO when he was younger.
- Public Works/Parks – Cole Hollis – Palmer-Witt mentioned 2 handicap signs missing, one from City Park and the other from the Sports Complex. Hollis was unaware of the one missing at the Sports Complex. Mayor Ussery asked about the dashed lines on 4th street by the school, Zollinger looked into that and it is not legally required to have the double yellow line there. Robben thought there was an ordinance about that, Zollinger stated there is not, but there is one for parking on 4th she believes.
- Senior Center – Amber Ives – None.

8. Business

a. Special Assessments - Indian Ridge at Clearwater

Motion: *Walter* moved; *Robben* seconded to open the Public Meeting at 7:19 pm for Indian Ridge Special Assessments. Voted and passed unanimously.

On May 27, 2025, Council approved documents initiating the special assessment process for improvements in Indian Ridge Phase 1. Council also established tonight as the public hearing date. Notices were mailed to property owners and the Notice of Public Hearing was published. Property owners may pre-pay their assessments by July 24, 2025. If not, the balance will be bonded, and special assessments will be collected in 20 annual installments to provide for the related debt service. Henry Schmidt with Ranson Financial is here to answer questions, he is contacting Bond Counsel to see if the money could be reallocated to the people at Indian Ridge. Palmer-Witt asked if they prepay, is it without interest, Zollinger said yes. The letters that went out did not have the interest rate included since the bonds have not been sold and the interest rates are not known yet. They have until July 24th to pay the flat amount before interest, in the past there has been a couple of prepayments made, many people roll it into the 20-year payment. After the 24th, the interest is assessed and it is amortized out, they could go to the county a pay it off there, but the interest would still be included since the interest is taken at the sale of the GO Bond then spread out evenly through the parcels and divided by the 20

years for the cost to each. Council asked what the cost would be per month and per year, Zollinger stated it would be around \$534.57 per year and \$44.55 per month without interest. Schmidt stated he just spoke with Gilmore and Bell, Kevin Cowen to get his input on the matter. If Mr. Flemings lot benefited from the improvement, then he should be assessed like all the other lots who benefited, if he did not benefit from it then he should not be assessed the specials. If there were discussions between Public Works, the City Engineer and Mr. Flemming then a partial assessment could be looked at. He stated the Ordinance can be moved to the July 8th meeting and still have time to mail notices of final assessments, take prepayments still until July 24th and still have a sale on August 12th to make sure all information will be correct. Zollinger mentioned the closing will need done before August 25th to be on the books for next year. Schmidt said the sale Resolution can still be passed without having the assessments finalized so they can hold a sale. That will give them time to have discussions regarding Mr. Flemings property as he is not confident with the information provided tonight to decide. The final letters will go out after the Ordinance gets adopted with the final amounts to be assessed. The only issue would be making sure the newspaper gets it published on the 10th, Zollinger stated we can notify them and ask them to hold it and send them an approval email after it gets adopted during the meeting. Mayor Ussery asked if anyone else wanted to speak during the public hearing, Robben asked Mr. Fleming if he had any other comments. Mr. Fleming stated that he though he was doing a favor of building the line to install instead of having to go back and do it later, if he knew then he would have waited.

Motion: *Shore* moved; *Palmer-Witt* seconded to close the Public Meeting at 7:32 pm for Indian Ridge Special Assessments. Voted and passed unanimously.

Motion: *Robben* moved; *Walter* seconded to adopt Resolution 11-2025 authorizing the offering for sale of General Obligation bonds, Series 2025, of the City of Clearwater, KS. Voted and passed unanimously with *Shore* voting no.

Motion: *Walter* moved; *Shore* seconded to table Ordinance to the July 8th meeting. Voted and passed unanimously.

b. Chisholm Ridge Lot Offer

The City Council has considered an offer on the Chisholm Ridge lots and at the last meeting approved the City Administrator to work on a contract with Klaumsmeier Construction to sell the 4 remaining lots for \$32,000, building 4 houses within 365 days, paying 0% in brokerage fees, and closing costs. There was also a liquidation clause to be worked out. The City received a 2nd offer for the same 4 lots for \$64,000, building 4 houses within 1 year with a 1% brokerage fee. Corey Sandy is the listing agent for these lots and is here to speak about the 2 offers. Corey mentioned he was not involved with the 1st offer until the counter from the City was sent. The counter included specific items to be done. The next day, the agent sent the counter back without signatures from the buyer or seller, it didn't include the specific building in 365 days but stated to build within the next year which is a little vague. He believes as a real estate broker that is not a valid finalized offer. When Zollinger let Mr. Sandy know about the offer, he told her that he had been working with an agent on these lots for a few weeks. He let them know about the offer that was received and asked if they would submit their offer, which was submitted the next day. It was then agreed that a multiple offer form to all who submitted an offer would be sent out. Mr. Sandy sent the multiple offer form to both agents, one agent returned it with their offer, the other agent has not. Mr. Sandy tried contacting the other agent by phone and emails multiple times with no response until Friday. The other agent told Mr. Sandy that he was under the impression that the City had accepted the offer. Mr. Sandy saw the counter and contract from him, but the contract had the closing date listed as June 6th when it was sent on (June 13th he believes) and the contract wasn't signed. Mr. Sandy sent a follow-up email with information regarding the lots, the other agent didn't realize they were listed in MLS, so Mr. Sandy explained when he came into this and information on what has been done so far then asked if the other agent had different information and has not heard back from him. Mayor Ussery stated that there are 2 offers for the 4 lots, 1 for \$32,000 with 4 houses and other stuff to be worked out and the 2nd offer for \$64,000 with 4 houses built within 365 days. Mr. Sandy stated that the offer is signed, the buyer is ready to bring in a cashier's check on Monday and for the City just to deed them the lots with no title fees. Mayor asked Lee Harp if he was the agent for the other offer, he stated yes, Mayor Ussery asked if he would like to address Council, he would if the agent would give him permission. Mr. Sandy had no issues with Mr. Harp speaking. Mr. Harp asked if anyone has ever thought they bought something which was in turn sold out from under them and that there is superfluous talk about the signatures and dates. Mr. Harp said that he had an email, which is writing and a legal document, that stated Council would like to accept the offer from Klaumsmeier Construction 4 lots for \$32,000, 4 houses within 365 days and no brokerage fees. He stated these lots were already sold since Council accepted the offer and pointed out there is tape from the meeting and doesn't believe there should be any questions. Mayor Ussery asked Mr. Ufford to address the legality of the email, Ufford stated that in Kansas for an offer to be accepted, the acceptance needs to be in writing and signed at this point, there is no signature, and the offer was not signed. Mr. Harp stated there were no signed agreements on the lots sold before, people came in and paid with a check, then received a quit claim deed.

Zollinger said that there were contracts for all lots. Harp stated he heard otherwise and asked who wrote the contracts. Zollinger replied the contract/agreement was approved by the city attorney between the buyer and the City. Mayor Ussery stated that Council has two offers before them to decide on. One that still as to be worked through and one with signatures ready to be accepted and executed. His interests are to be doing this legally and doing what is best for the taxpayers by getting as much as the City can for the lots which would return to the taxpayers the money that was used to invest in the property. Palmer-Witt stated her only concern was the lack of signature from the buyer. Zollinger stated that most of the other lots that sold were quit claimed to the buyer which saved on fees.

Motion: Palmer-Witt moved; **Walter** seconded to allow the Mayor to execute the contract for \$64,000, build 4 houses within 365 days, City to pay the 1% brokerage fee and Quit Claim deed to the buyer. Voted and passed unanimously.

c. Nuisance Abatement Extension 130 N Grant

There has been discussion on 130 N. Grant regarding the red and white pots for a couple of meetings. On May 27th Council granted an extension to August 1st to put up a fence and get the pots behind the fence and off of the Right-of-Way. Since that meeting there was a death in the family. Mr. Mishler has also lost many of the tools that have recently been purchased for this project. Zollinger is requesting an extension to October 1st. The city received a note requesting an additional 10 days. Council asked about the injuries, Zollinger stated his were minor. The doctor sent a letter releasing him after 10 days. Mr. Mishler did call the City right after the accident stating that he would get it done but needed another week, Zollinger told him not to worry about it and it would be addressed later. With the heat, he has lost some help.

Motion: Palmer-Witt moved; **Shore** seconded to extend the abatement for 130 N. Grant to October 14th. Voted and passed unanimously.

9. Governing Body

Walter – Appreciated the notice regarding the 4th of July going out.

Shore – Seconded Walter.

Palmer-Witt – Had the 1st rec meeting, which was lengthy, but they got a lot accomplished. The library will decided what to do with the office that the rec director is using.

Robben - None.

Ussery – There has been comments about a fireworks show, some would like one and others don't. The City made a financial decision that it wasn't worth the money for a 12 minute show.

10. Adjournment

Motion: Palmer-Witt moved; **Warkins** seconded to adjourn the meeting. Voted and passed unanimously. The meeting adjourned at 7:22 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 June 24th, 2025, City Council meeting.

Given under my hand and official seal of the City of Clearwater, Kansas, this 8th day of July 2025.

Jaye Poe, City Clerk

Check Register Report

Date: 07/01/2025

Time: 2:21 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								
51771	07/02/25	Printed			AIRGAS LLC	AIRGAS USA, LLC	4 GAS CALIBRATION GAS	355.00
51772	07/02/25	Printed			MONTE	MONTE ALEXANDER	Year 3 of 3 Incentives	809.25
51773	07/02/25	Printed			AMAZON BUS	AMAZON BUSINESS	REARVIEW WIPER BLAD SQ 72	147.25
51774	07/02/25	Printed			AMER FUN	AMERICAN FUN FOOD CO., INC.	CHIPS AND CHEESE CONCESSIONS POOL	205.19
51775	07/02/25	Printed			BB LUMBER	B & B LUMBER	Pex PIPE	201.52
51776	07/02/25	Printed			BOUND TREE	BOUND TREE MEDICAL	CPR FACE MASKS	161.73
51777	07/02/25	Printed			CED	CERTIFIED ENGINEERING DESIGN	Professional Services	650.00
51778	07/02/25	Printed			CLARK AARO	AARON CLARK	Year 3 of 3 Incentives	1,334.72
51779	07/02/25	Printed			CW FALLST	CLEARWATER FALL FESTIVAL	DUCKY DASH TENT	45.00
51780	07/02/25	Printed			CORE & MN	CORE & MAIN LP	METER BOXES	857.58
51781	07/02/25	Printed			DIG OF SYS	DIGITAL OFFICE SYSTEMS	COPIER OVERAGE	9.89
51782	07/02/25	Printed			DOUGLAS T	TAYLOR DOUGLAS	Year 2 of 3 Incentives	1,031.71
51783	07/02/25	Printed			EVERGY	EVERGY KANSAS CENTRAL	129 E. ROSS SAL	66.73
51784	07/02/25	Printed			FLAGG DOUG	DOUGLAS FLAGG	Year 3 of 3 Incentives	810.95
51785	07/02/25	Printed			GALLS	GALL'S INC.	UNIFORM FOR CORBETT JACKS ROSS	676.27
51786	07/02/25	Printed			GARRETSON	GARRETSON EQUIPMENT	HAULING ROCK	364.69
51787	07/02/25	Printed			GT DIST	GT DISTRIBUTORS, INC	VEST/PATCHES FOR CORBETT	1,157.00
51788	07/02/25	Printed			HIBBS JASO	JASON HIBBS	Year 3 of 3 Incentives	947.87
51789	07/02/25	Printed			HURTIG BEC	BECKY. C. HURTIG	Professional Services - Judge	1,100.00
51790	07/02/25	Printed			J & H STRG	J & H STORAGE	STORAGE UNIT RENTAL	65.00
51791	07/02/25	Printed			JOHNSN JAS	JASON JOHNSON	Year 1 of 3 Incentives	1,293.79
51792	07/02/25	Printed			KS ONE CAL	KANSAS ONE CALL SYSTEM, INC.	66 LOCATES	87.78
51793	07/02/25	Printed			KS ST TRES	KANSAS STATE TREASURER	JUNE 2025 TREASURER'S REPORT	745.00
51794	07/02/25	Printed			LEAS FIN P	LEASE FINANCE PARTNERS	COPIER LEASE CITY/POLICE DEPT	579.16
51795	07/02/25	Printed			LINN LARRY	J. LARRY LINN	PROSECUTION SERVICES	1,000.00
51796	07/02/25	Printed			LCS1	LOWE'S	Tile Supplies	1,242.27
51797	07/02/25	Printed			LYDEN JARE	JARED LYDEN	PATCHES & UNIFORM ALTERATIONS	151.90
51798	07/02/25	Printed			MCCOIN CHA	CHARLES MCCOIN	Year 3 of 3 Incentives	896.02
51799	07/02/25	Printed			MCDONALD	MCDONALD TINKER PA	MAY ATTORNEY FEES	1,821.11
51800	07/02/25	Printed			MERIDIAN	MERIDIAN ANALYTICAL LABS, LLC	SEWER TESTING SAMPLES	455.35
51801	07/02/25	Printed			NAVRATS	NAVRAT'S OFFICE PRODUCTS	METER CHANGE FORM	147.05
51802	07/02/25	Printed			PEARSON	PEARSON CONSTRUCTION LLC	PAY REQUEST #9	356,721.30
51803	07/02/25	Printed			PELZ DEB	DEBORAH PELZ	Senior Center Floor cleaning	130.00
51804	07/02/25	Printed			PETTY CASH	PETTY CASH	POLICE DEPT CAR WASH	20.00
51805	07/02/25	Printed			PB03	PITNEY BOWES	RED INK/MOISTENER REPLACEMENT	124.47
51806	07/02/25	Printed			RA01	PITNEY BOWES	POSTAGE	300.00
51807	07/02/25	Printed			POSTLOCITY	POSTALOCITY	MAIL JUNE WATER BILLS	850.00
51808	07/02/25	Printed			REDAX	REDAX BUSINESS SOLUTIONS LLC	SHREDDER MAINTENANCE CONTRACT	249.50
51809	07/02/25	Printed			RTBRGR CHU	CHARLES REITBERGER	MILEAGE REIMBURSEMENT	330.03
51810	07/02/25	Printed			ROASTER JO	ROASTER JOE'S	Police Drinking Water	937.09
51811	07/02/25	Printed			SPE	SPECIALTY MECHANICAL INC	SPRING AIR CONDITION CHECK	1,875.00
51812	07/02/25	Printed			STOWE	MICAH STOWE	Year 5 of 5 Incentives	1,006.66
51813	07/02/25	Printed			TSN1	TIMES-SENTINEL NEWSPAPERS	ADVERTISE SG CO FAIR GUIDE	110.00
51814	07/02/25	Printed			TRA	TRAVELERS	CYBERSECURITY	5,125.00
51815	07/02/25	Printed			T2UL	TRUE2U AUTOMOTIVE, LLP	BATTERY FOR MOWER	259.90
51816	07/02/25	Printed			UNI	UNIFIRST CORPORATION	CITY HALL AND PD MATS	43.58
51817	07/02/25	Printed			UIN1	UNITED INDUSTRIES, INC.	ROPE AND BUOYS	123.50
51818	07/02/25	Printed			RICHARD	RICHARD VOGEL	Year 1 of 3 Incentives	837.02

Total Checks: 48

Checks Total (excluding void checks):

388,459.83

Check Register Report

Date: 07/01/2025
Time: 2:21 pm
Page: 2

City of Clearwater

BANK: EMPRISE BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
Total Payments: 48							Bank Total (excluding void checks):	388,459.83

Check Register Report

Date: 07/01/2025

Time: 2:21 pm

Page: 3

City of Clearwater

BANK: EMPIRE BANK - EFT

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
EMPIRE BANK - EFT Checks								
3661	07/02/25	Printed			CASEYS	CASEY'S	STATEMENT	2,531.29
3662	07/02/25	Printed			FARMERS	FARMERS BANK	JULY FCMI RESERVE PAYMENT	6,721.47
3663	07/02/25	Printed			KDOL	KANSAS DEPARTMEN OF LABOR	Q2 SUTA City Payment	289.50
3664	07/02/25	Printed			KDOL	KANSAS DEPARTMEN OF LABOR	Q2 SUTA LIBRARY	20.51
3665	07/02/25	Printed			LIBERTY NA	LIBERTY NATIONAL	JULY LIBERTY PREMIUM	455.07
3666	07/02/25	Printed			TWIN	TWIN VALLEY TELEPHONE	149 N. FOURTH HIS MUSEUM	101.13
3667	07/02/25	Printed			TWIN	TWIN VALLEY TELEPHONE	921 JANET SENIOR CENTER	62.80
3668	07/02/25	Printed			TWIN	TWIN VALLEY TELEPHONE	CITY AND POOL PHONE	249.05
3669	07/02/25	Printed			TWIN	TWIN VALLEY TELEPHONE	400 W. ROSS CITY SHOP	110.03
3670	07/02/25	Printed			TWIN	TWIN VALLEY TELEPHONE	PARK BROADBAND	3.00
3671	07/02/25	Printed			TWIN	TWIN VALLEY TELEPHONE	319 W. ROSS FIRE DEPT	477.96
3672	07/02/25	Printed			TWIN	TWIN VALLEY TELEPHONE	109 S. LEE POLICE DEPT	245.39

Total Checks: 12 **Checks Total (excluding void checks): 11,267.20**

Total Payments: 12 **Bank Total (excluding void checks): 11,267.20**

Total Payments: 60 **Grand Total (excluding void checks): 399,727.03**

**City of Clearwater
City Council Meeting
June 10, 2025**

Mayoral Appointment

Context: Per City Code all Library Board members are to be appointed by the Mayor upon approval of the City Council.

Director Jessica Warren has submitted Jessica Phipps to be appointed to the Library Board

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: July 03, 2025
Re: Administration Report

- The Police Department partnered with Sedgwick County Traffic Engineers to conduct a traffic study on Park Glen Street between June 24, 2025 and June 30, 2025. The traffic engineer reviews the number of cars and speeds throughout that time and figures the 85th percentile to recommend as a speed limit. During this time the 85th percentile was right around 30 MPH which is the current speed limit for that road. There is no recommendations to adjust the speed limit on Park Glen street. (study is included with my report)
- Quarterly reports have been filed for the Cemetery, Library and City.
- City Hall staff has set up a training day to implement the new AMI system this month.
- Year to Date (June 2025): 1% Sales Tax Collected: **\$177,679.98**
- Total Sales Tax Collected since January 2024: **\$467,101.29**

Dates to Remember

- July 4th – City Office Closed – Pool Party at Aquatic Center
- July 8th – Finalize Budget
- August 26th – Budget Hearing and Adoption

Active Nuisances/ Code Violations

205 S Tracy	317 E Ross	150 N Tracy	139 N Gorin	249 N Grant
130 N Grant	148 S 3 rd	131 S Prospect	310 E Wood	148 N Lee
116 S Gorin	201 S 2nd	130 S Byers	150 S Byers	808 E Streamside Ln
235 S 1 st	Grant/Hellar	427 N 1 st St Ct	139 N Gorin	218 Chisholm Trail
250 S 1 st	204 S 1 st	151 S Tracy	450 S 3 rd	140 S 2 nd
201 S Tracy	239 N Grant	146 S 3 rd		

MetroCount Traffic Executive SedgwickHourlyByDirectionMean85th

CustomList-532 -- English (ENU)

Datasets:

Site: [645-18] Park Glen
Attribute:
Direction: 8 - East bound A>B, West bound B>A. **Lane:** 0
Survey Duration: 7:07 Tuesday, June 24, 2025 => 14:29 Monday, June 30, 2025,
Zone:
File: 645-18 0 2025-06-30 1429.EC0 (Plus B)
Identifier: GN108WKG MC56-L5 [MC55] (c)Microcom 19Oct04
Algorithm: Factory default axle (v5.07)
Data type: Axle sensors - Paired (Class/Speed/Count)

Profile:

Filter time: 7:08 Tuesday, June 24, 2025 => 14:29 Monday, June 30, 2025 (6.3066)
Included classes: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13
Speed range: 6 - 99 mph.
Direction: North, East, South, West (bound), P = East, Lane = 0-16
Separation: Headway > 0 sec, Span 0 - 328.084 ft
Name: Default Profile
Scheme: Vehicle classification (Scheme F3)
Units: Non metric (ft, mi, ft/s, mph, lb, ton)

Column Legend:

0 [Time]	24-hour time (0000 - 2359)
1 [Total]	Number in time step
2 [Mean]	Average speed
3 [Vpp]	Percentile speed
4 [Total]	Number in time step (AB)
5 [Total]	Number in time step (BA)

*** Tuesday, June 24, 2025**

Time	Total	Mean	Vpp	Total	Total
<--			85	AB	BA
0700	0	-	-	0	0
0800	11	25.1	31.9	9	2
0900	17	24.8	30.7	7	10
1000	19	21.2	27.5	8	11
1100	15	22.7	29.5	3	12
1200	13	27.5	34.8	4	9
1300	27	25.9	32.9	16	11
1400	13	23.8	30.3	7	6
1500	10	24.0	-	2	8
1600	28	25.0	32.1	8	20
1700	21	28.0	31.9	15	6
1800	16	25.4	31.5	10	6
1900	18	27.4	31.2	5	13
2000	21	25.0	30.5	8	13
2100	13	24.7	32.4	4	9
2200	4	24.2	-	1	3
2300	3	29.5	-	1	2
07-19	190	24.9	31.0	89	101
06-22	242	25.1	31.0	106	136
06-00	249	25.2	31.0	108	141
00-00	249	25.2	31.0	108	141

*** Wednesday, June 25, 2025**

Time	Total	Mean	Vpp	Total	Total
<--			85	AB	BA
0000	5	23.4	-	2	3
0100	0	-	-	0	0
0200	2	19.2	-	1	1
0300	0	-	-	0	0
0400	3	33.4	-	3	0
0500	3	24.3	-	3	0
0600	14	27.8	32.7	11	3
0700	18	28.3	31.7	14	4
0800	22	26.0	31.7	13	9
0900	9	22.2	-	6	3
1000	13	22.4	27.1	7	6
1100	14	23.4	33.2	7	7
1200	11	26.5	29.8	5	6
1300	8	25.0	-	4	4
1400	21	26.4	32.4	10	11
1500	19	22.8	29.4	8	11
1600	25	26.0	32.4	8	17
1700	24	26.9	31.8	8	16
1800	18	27.5	33.1	8	10
1900	25	27.6	33.1	12	13
2000	25	26.2	31.2	9	16
2100	12	25.5	30.3	6	6
2200	8	27.9	-	1	7
2300	4	24.0	-	1	3
07-19	202	25.6	31.2	98	104
06-22	278	25.9	31.4	136	142
06-00	290	26.0	31.3	138	152
00-00	303	25.9	31.4	147	156

*** Thursday, June 26, 2025**

Time	Total	Mean	Vpp	Total	Total
<--			85	AB	BA
0000	5	25.7	-	2	3
0100	1	29.9	-	0	1
0200	0	-	-	0	0
0300	2	15.7	-	1	1
0400	2	31.4	-	2	0
0500	6	23.3	-	4	2
0600	19	27.7	32.8	15	4
0700	13	27.7	33.6	9	4
0800	15	26.3	30.1	9	6
0900	15	25.0	30.8	9	6
1000	19	23.3	28.6	7	12
1100	18	26.1	30.8	9	9
1200	15	25.2	30.8	3	12
1300	10	24.7	-	5	5
1400	9	28.8	-	4	5
1500	16	24.6	31.7	7	9
1600	37	28.3	33.3	18	19
1700	26	29.3	34.9	12	14
1800	24	26.7	32.5	12	12
1900	15	26.3	32.5	7	8
2000	14	25.5	33.6	4	10
2100	11	26.0	29.9	5	6
2200	8	26.6	-	2	6
2300	5	29.6	-	1	4
07-19	217	26.6	32.4	104	113
06-22	276	26.6	32.3	135	141
06-00	289	26.6	32.3	138	151
00-00	305	26.5	32.3	147	158

*** Friday, June 27, 2025**

Time	Total	Mean	Vpp	Total	Total
<--			85	AB	BA
0000	3	24.0	-	2	1
0100	1	21.4	-	0	1
0200	1	25.0	-	0	1
0300	0	-	-	0	0
0400	2	31.6	-	2	0
0500	3	24.3	-	2	1
0600	16	27.4	32.6	12	4
0700	7	26.9	-	5	2
0800	6	26.8	-	4	2
0900	17	26.3	33.3	9	8
1000	21	25.1	31.6	13	8
1100	18	23.3	28.5	7	11
1200	19	24.4	31.9	8	11
1300	20	24.8	32.6	11	9
1400	21	26.2	29.1	14	7
1500	22	25.2	30.0	6	16
1600	27	25.3	30.2	9	18
1700	24	25.1	29.8	8	16
1800	19	25.6	31.5	12	7
1900	15	23.9	32.3	8	7
2000	17	23.8	29.2	9	8
2100	11	25.7	28.1	3	8
2200	6	30.0	-	1	5
2300	8	29.0	-	2	6
07-19	221	25.3	30.9	106	115
06-22	280	25.2	30.9	138	142
06-00	294	25.4	31.4	141	153
00-00	304	25.4	31.3	147	157

*** Saturday, June 28, 2025**

Time	Total	Mean	Vpp	Total	Total
<--			85	AB	BA
0000	2	28.5	-	0	2
0100	1	24.3	-	0	1
0200	1	16.7	-	0	1
0300	0	-	-	0	0
0400	2	29.3	-	2	0
0500	0	-	-	0	0
0600	1	16.2	-	0	1
0700	14	25.4	31.4	7	7
0800	8	23.0	-	4	4
0900	14	27.5	32.4	10	4
1000	24	22.9	29.1	13	11
1100	18	24.3	28.7	10	8
1200	18	20.2	26.7	6	12
1300	13	23.5	30.2	8	5
1400	19	24.4	30.9	9	10
1500	19	25.2	32.9	10	9
1600	16	24.3	29.0	9	7
1700	14	27.9	34.6	8	6
1800	15	24.2	29.3	3	12
1900	13	27.5	31.6	5	8
2000	14	25.5	30.4	7	7
2100	20	23.3	28.4	12	8
2200	9	25.5	-	3	6
2300	6	28.6	-	3	3
07-19	192	24.3	30.2	97	95
06-22	240	24.4	30.1	121	119
06-00	255	24.6	30.2	127	128
00-00	261	24.6	30.2	129	132

*** Sunday, June 29, 2025**

Time	Total	Mean	Vpp	Total	Total
<--			85	AB	BA
0000	3	27.3	-	2	1
0100	4	28.7	-	2	2
0200	0	-	-	0	0
0300	2	26.8	-	0	2
0400	1	37.2	-	1	0
0500	2	25.7	-	1	1
0600	0	-	-	0	0
0700	4	21.5	-	3	1
0800	2	28.7	-	2	0
0900	10	26.1	-	5	5
1000	9	29.0	-	5	4
1100	13	25.4	30.6	6	7
1200	11	28.3	33.4	6	5
1300	23	26.7	33.9	9	14
1400	16	22.8	32.6	8	8
1500	25	24.7	31.1	15	10
1600	19	26.7	33.7	9	10
1700	15	28.5	35.1	8	7
1800	15	24.3	28.6	8	7
1900	15	26.7	30.6	7	8
2000	18	25.2	32.4	8	10
2100	6	28.3	-	2	4
2200	4	27.6	-	0	4
2300	4	29.1	-	1	3
07-19	162	26.0	32.8	84	78
06-22	201	26.0	32.6	101	100
06-00	209	26.1	32.4	102	107
00-00	221	26.2	32.5	108	113

*** Monday, June 30, 2025**

Time <--	Total	Mean	Vpp 85	Total AB	Total BA
0000	4	29.4	-	1	3
0100	0	-	-	0	0
0200	2	13.7	-	1	1
0300	0	-	-	0	0
0400	2	30.7	-	2	0
0500	3	28.2	-	3	0
0600	9	27.0	-	7	2
0700	12	27.8	32.1	9	3
0800	5	23.9	-	3	2
0900	10	24.8	-	8	2
1000	15	26.8	31.3	9	6
1100	11	25.4	32.5	6	5
1200	20	26.8	31.3	12	8
1300	7	21.6	-	4	3
07-19	80	25.9	31.4	51	29
06-22	89	26.0	31.3	58	31
06-00	89	26.0	31.3	58	31
00-00	100	26.0	31.4	65	35

In profile: Vehicles = 1743 / 1744 (99.94%)

To: Mayor and City Council
From: Jared Dinwiddie
Clearwater Fire Chief
Date: July 3, 2025
Re: Fire Department Staff Report



- Clearwater Fire responded to **11** medical calls and **3** fire calls since our last report.
- Average response time for SGC0 EMS on medical calls has been around **19** 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 **18** times.
- The department recognized Kurtis Lauterbach for his 49 years of service with the Clearwater Fire Department at our last meeting on the 1st. Kurtis will remain an “Honorary, Inactive” member with the service.
- Clearwater Fire responded to the report of a drowning in the 1000 block of E Park Glen on June 20th. Despite resuscitation efforts, the child did not survive from their injuries. A debriefing meeting was conducted on the 23rd with Derby Fire’s Peer Support Team.
- Clearwater Fire assisted Conway Springs fire with a wheat field fire southwest of town on June 22nd. Viola and SGC0 FD #1 also assisted with this fast-moving fire, with 20’ flames, due to the wind and weather conditions that day.
- The department had its ISO Rating review on the 30th. Results from this review should be in within the next 6-8 weeks.
- FF Tim Vaughn completed his EMT class and passed his state boards. He is now a FF/EMT with the CFD. Congratulations Tim!
- FF McElroy and FF Grizzle recently took their state boards for EMT certification, and their results should be in here in the near future.



To: Mayor and City Council

From: Kirk Ives, Chief of Police

Date: July 02, 2025

Re: Police Department Staff Report

Officers:

Officers have been working on cases with a lot of emotion involved. DV cases still up for the summer. A few cases with juveniles involved.

DUI/Drug arrests are still up.

Officer Corbett, our new officer, is doing well.

Police Clerk:

SPV permits this year to date is 87.

Building:

Nothing to report.

Vehicles:

Our new vehicle should be completed on the 21st of July.

Matters of interest since the last meeting on Police Activity:

We have had 61 dispatched/reported calls with 11 arrests and 21 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: July 8, 2025
Subject: Public Works Summary

1. Rebalance pool chemicals after all the rain
2. Graded roads
3. Filled vacuum excavator holes on N Tracy post valve install
4. Replaced a fuse on light pole at city park ball field
5. Replaced broken sink drain at sports complex concession
6. Trash cans and barricades put out for swim meet
7. Tightened clamp on diving board at swimming pool
8. Repaired leak at 560 N 4th the city service line was hit by a fiber bore
9. Replace service line at 560 N 4th from Commercial Rd encasement to meter. After fixing the leak and inspecting the service line it was determined that replacement was necessary. The service line had been repaired twice from being bent by storm drain install and now repaired after bore hit.
10. Received our water rights for the irrigation wells at the sports complex. The city applied for 49.10 acre feet but has been granted 25 acre feet (8,147,000 gallons). This is because we only used a maximum of 25 acre feet in 10 years.
11. Burnt brush dump
12. Cut out and replace broken asphalt with hot mix at 125 and 127 N Tracy Ave (22 tons)
13. Put hot mix in water repair cuts at Ross & 3rd, 134 S 3rd, and Park & 2nd (18 tons)
14. Replace burnt out lights in EMS bay
15. Fruit pick-up for Senior Center
16. Closed discharge at cell 4 on June 30th
17. Collected Lead & Copper samples
18. Collected Fluoride samples



Clearwater Senior Center
Staff Report

July 2, 2025

To: Mayor & City Council

From: Amber Ives, Coordinator

July is here! We are eager to have you join us for our monthly Lunch and Learn on Tuesday, July 12th. Lunch will start right at 12:00 PM.

The last part of June ended with a large craft project, speakers, snacks, bingo and more!

July 1-3 is packed with education, games and all things red, white and blue. Thanks to a few people who have graciously said they would drive their golf carts for rides to Brain Freeze for our Thursday afternoon snack break. On Saturday, July 5th, we will be heading to Wellington to learn about the Orphan Train and then taking in a baseball game.

The following week is also full of new activities, new speakers and all the fellowship we can possibly have at the Center! Please know that you are always welcome to join us anytime!

Respectfully,

Amber Ives
Senior Center Coordinator

**City of Clearwater
City Council Meeting
July 3, 2025**

Indian Ridge Ph 2 Assessments

Context: On May 27, 2025, Council approved documents initiation the special assessment process for improvements in Indian Ridge Phase 1. On June 24, 2025 the public hearing was held with one oral objection from Ron Fleming at 820 E Ross. Mr. Fleming didn't agree with being part of the benefit district. Bond Counsel and City Staff reviewed correspondences from February and March of 2023 and determined that Mr. Fleming requested to connect to the new sewer installation and signed a petition, agreeing to pay 1/25 of the project. Therefore he is responsible for his 1/25th portion of the project. All owners will have until July 24, 2025 to pay their balance in full or it will be amortized out over 20 years with interest. A follow-up letter was mailed to Mr. Fleming and Mayor Ussery phoned him to inform him of our findings.

Financial: Property owners may pre-pay their assessments by July 24, 2025. If not, the balance will be bonded, and special assessments will be collected in 20 annual installments to provide for the related debt service.

Staff Recommendation:

- Adopt the Special Assessment Ordinance

**EXCERPT OF MINUTES OF A MEETING
OF THE GOVERNING BODY OF
THE CITY OF CLEARWATER, KANSAS
HELD ON JULY 8, 2025**

The governing body met in regular session at the usual meeting place in the City at 6:30 p.m., the following members being present and participating, to-wit:

Absent:

The Mayor declared that a quorum was present and called the meeting to order.

* * * * *

(Other Proceedings)

The Mayor opened a public hearing on June 24, 2025, for the purpose of receiving written or oral objections and considering proposed assessments for the costs of certain internal improvements previously authorized by the governing body of the City. It was determined by the governing body that notice of the public hearing was duly published and mailed in accordance with K.S.A. 12-6a01 *et seq.* Thereafter, the Mayor adjourned the public hearing.

An Ordinance was presented entitled:

**AN ORDINANCE LEVYING SPECIAL ASSESSMENTS ON CERTAIN
PROPERTY TO PAY THE COSTS OF INTERNAL IMPROVEMENTS IN THE
CITY OF CLEARWATER, KANSAS, AS PREVIOUSLY AUTHORIZED BY
RESOLUTION NOS. 10-2022, 06-2023, 07-2023, AND 08-2023 OF THE CITY;
AND PROVIDING FOR THE COLLECTION OF SUCH SPECIAL
ASSESSMENTS.**

The Ordinance was considered and discussed, and on motion of Councilmember _____,
seconded by Councilmember _____, the Ordinance was passed by the following vote:

Yea: _____.

Nay: _____.

The Mayor declared the Ordinance duly passed and the Ordinance was then numbered Ordinance No. 1118, was signed and approved by the Mayor and attested by the City Clerk and the Ordinance or a summary thereof was directed to be published one time in the official newspaper of the City. The City Clerk was further directed to cause a Notice of Assessment to be mailed to each and all of the known property owners affected thereby on the same date that the Ordinance or a summary thereof is published.

[BALANCE OF THIS PAGE INTENTIONALLY LEFT BLANK]

CERTIFICATE

I hereby certify that the foregoing Excerpt of Minutes is a true and correct excerpt of the proceedings of the governing body of the City of Clearwater, Kansas, held on the date stated therein, and that the official minutes of such proceedings are on file in my office.

(SEAL)

City Clerk

(Published in *The Times-Sentinel* on July 10, 2025)

ORDINANCE NO. 1118

AN ORDINANCE LEVYING SPECIAL ASSESSMENTS ON CERTAIN PROPERTY TO PAY THE COSTS OF INTERNAL IMPROVEMENTS IN THE CITY OF CLEARWATER, KANSAS, AS PREVIOUSLY AUTHORIZED BY RESOLUTION NOS. 10-2022, 06-2023, 07-2023, AND 08-2023 OF THE CITY; AND PROVIDING FOR THE COLLECTION OF SUCH SPECIAL ASSESSMENTS.

WHEREAS, the governing body of the City of Clearwater, Kansas (the “City”) has previously authorized certain internal improvements (the “Improvements”) to be constructed pursuant to K.S.A. 12-6a01 *et seq.* (the “Act”); and

WHEREAS, the governing body has conducted a public hearing in accordance with the Act and desires to levy assessments on certain property benefited by the construction of the Improvements.

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

Section 1. Levy of Assessments. For the purpose of paying the costs of the following described Improvements:

Project No. 1 - Indian Ridge at Clearwater – Paving Improvements

Resolution No. 10-2022

Construction of pavement on ARROWHEAD/TOMAHAWK ST. from the north line of Ross Ave. including cul-de-sac to the north line of Lot 11, Block 1; COPPERHEAD ST., from the east line of Arrowhead St. to the east line of Lot 9, Block 3; INDIAN LAKES DR. from the north line of Arrowhead St. to the north line of Lot 15, Block 2, with plans and specifications to be furnished by the City Engineer of the City of Clearwater, Kansas. Storm Sewer to be installed as necessary. Sidewalk to be installed as approved by the City of Clearwater.

Project No. 2 – Indian Ridge at Clearwater - Sanitary Sewer Improvements

Resolution No. 08-2023

Construction of a lateral sanitary sewer

Project No. 3 – Indian Ridge at Clearwater - Water Distribution Improvements

Resolution No. 07-2023

Construction of a water distribution system, including necessary water mains, pipes, valves, hydrants, meters and appurtenances

Project No. 4 – Indian Ridge at Clearwater - Storm Water Drain Improvements

Resolution No. 06-2023

Construction of storm sewer pipe and grading

there are hereby levied and assessed the amounts (with such clerical or administrative amendments thereto as may be approved by the City Attorney) against the property described on ***Exhibit A*** attached hereto.

Section 2. Payment of Assessments. The amounts so levied and assessed in ***Section 1*** hereof shall be due and payable from and after the date of publication of this Ordinance. Such amounts may be paid in whole or in part by July 24, 2025.

Section 3. Notification. The City Clerk shall notify the owners of the properties described in ***Exhibit A*** attached hereto (insofar as known to the City Clerk) of the amounts of their respective assessments. The notice shall also state that unless such assessments are paid by July 24, 2025, bonds will be issued therefor, and the amount of such assessment will be collected in installments with interest.

Section 4. Certification. Any amount of special assessments not paid within the time prescribed in ***Section 2*** hereof shall be certified by the City Clerk to the Clerk of Sedgwick County, Kansas, in the same manner and at the same time as other taxes are certified and will be collected in 20 annual installments, together with interest on such amounts at a rate not exceeding the maximum rate therefor as prescribed by the Act. Interest on the assessed amount remaining unpaid between the effective date of this Ordinance and the date the first installment is payable, but not less than the amount of interest due during the coming year on any outstanding bonds issued to finance the Improvements, shall be added to the first installment. The interest for one year on all unpaid installments shall be added to each subsequent installment until paid.

Section 5. Effective Date. This Ordinance shall take effect and be in force from and after its passage, approval and publication of the Ordinance or a summary thereof once in the official City newspaper.

[BALANCE OF THIS PAGE INTENTIONALLY LEFT BLANK]

PASSED by the governing body of the City on July 8, 2025 and **APPROVED** by the Mayor.

(SEAL)

Mayor

ATTEST:

City Clerk

CERTIFICATE

I hereby certify that the foregoing is a true and correct copy of the original Ordinance; that the Ordinance was passed on July 8, 2025; that the record of the final vote on its passage is found on page ____ of journal ____; and that the Ordinance or a summary thereof was published in ***The Times-Sentinel*** on July ____, 2025.

DATED: July 8, 2025.

City Clerk

EXHIBIT A-1**INDIAN RIDGE AT CLEARWATER IMPROVEMENTS**

Legal Description (Indian Ridge at Clearwater)	PIN Number	Paving	Sewer	Water	Stormwater
Lot 1, Block 1		\$32,976.70	\$10,691.48	\$13,363.06	\$11,138.90
Lot 2, Block 1		\$18,686.80	\$10,691.48	\$13,363.06	\$11,138.90
Pt. of Lot 3, Block 1	30026196	\$8,406.95	\$5,451.29	\$6,813.45	\$5,679.41
Pt. of Lot 3, Block 1	30020127	\$8,081.40	\$5,240.20	\$6,549.61	\$5,459.49
Pt. of Lot 4, Block 1	30026216	\$8,652.62	\$5,610.59	\$7,012.55	\$5,845.38
Pt. of Lot 4, Block 1	30020128	\$7,835.73	\$5,080.90	\$6,350.50	\$5,293.52
Pt. of Lot 5, Block 1	30026214	\$8,300.55	\$5,382.29	\$6,727.21	\$5,607.53
Pt. of Lot 5, Block 1	30020129	\$8,187.81	\$5,309.19	\$6,635.84	\$5,531.37
Pt. of Lot 6, Block 1	30026212	\$8,125.81	\$5,268.99	\$6,585.60	\$5,489.49
Pt. of Lot 6, Block 1	30020130	\$8,362.54	\$5,422.49	\$6,777.46	\$5,649.41
Lot 7, Block 1		\$16,488.35	\$10,691.48	\$13,363.06	\$11,138.90
Lot 8, Block 1		\$16,488.35	\$10,691.48	\$13,363.06	\$11,138.90
Lot 9, Block 1		\$16,488.35	\$10,691.48	\$13,363.06	\$11,138.90
Lot 10, Block 1		\$16,488.35	\$10,691.48	\$13,363.06	\$11,138.90
Lot 11, Block 1		\$16,488.35	\$10,691.48	\$13,363.06	\$11,138.90
Lot 12, Block 1					\$11,138.90
Lot 13, Block 1					\$11,138.90
Lot 14, Block 1					\$11,138.90
Lot 15, Block 1					\$11,138.90
Lot 16, Block 1					\$11,138.90
Lot 17, Block 1					\$11,138.90
Lot 18, Block 1					\$11,138.90
Lot 19, Block 1					\$11,138.90
Lot 20, Block 1					\$11,138.90
Lot 21, Block 1					\$11,138.90
Lot 22, Block 1					\$11,138.90
Lot 23, Block 1					\$11,138.90
Pt. of Lot 1, Block 2	30020148	\$6,802.75	\$4,411.09	\$5,513.32	\$4,595.68
Pt. of Lot 1, Block 2	30030021	\$9,685.60	\$6,280.40	\$7,849.73	\$6,543.22
Pt. of Lot 2, Block 2	30020149	\$7,771.97	\$5,039.55	\$6,298.82	\$5,250.44
Pt. of Lot 2, Block 2	30030022	\$8,716.38	\$5,651.93	\$7,064.23	\$5,888.45
Lot 3, Block 2					\$11,138.90
Lot 4, Block 2					\$11,138.90
Lot 5, Block 2					\$11,138.90

Lot 6, Block 2					\$11,138.90
Lot 7, Block 2					\$11,138.90
Lot 8, Block 2					\$11,138.90
Lot 9, Block 2					\$11,138.90
Lot 10, Block 2					\$11,138.90
Lot 11, Block 2					\$11,138.90
Lot 12, Block 2					\$11,138.90
Lot 13, Block 2					\$11,138.90
Lot 14, Block 2					\$11,138.90
Pt. of Lot 15, Block 2	30020162	\$7,807.51	\$5,062.60	\$6,327.63	\$5,274.45
Pt. of Lot 15, Block 2	30030023	\$8,680.84	\$5,628.89	\$7,035.43	\$5,864.44
Pt. of Lot 16, Block 2	30020163	\$8,160.34	\$5,291.38	\$6,613.58	\$5,512.81
Pt. of Lot 16, Block	30030024	\$8,328.01	\$5,400.10	\$6,749.47	\$5,626.08
Lot 1, Block 3					\$11,138.90
Lot 2, Block 3					\$11,138.90
Lot 3, Block 3			\$10,691.48		\$11,138.90
Lot 4, Block 3			\$10,691.48		\$11,138.90
Pt. of Lot 5, Block 3	30020168	\$14,752.38	\$4,782.92	\$5,978.07	\$4,983.07
Pt. of Lot 5, Block 3	30030026	\$18,224.32	\$5,908.57	\$7,384.99	\$6,155.82
Pt. of Lot 6, Block 3	30020169	\$7,377.68	\$4,783.88	\$5,979.27	\$4,984.08
Pt. of Lot 6, Block 3	30030025	\$9,110.67	\$5,907.60	\$7,383.78	\$6,154.82
Lot 7, Block 3		\$32,976.70	\$10,691.48	\$13,363.06	\$11,138.90
Lot 8, Block 3		\$32,976.70	\$10,691.48	\$13,363.06	\$11,138.90
Lot 9, Block 3		\$32,976.70	\$10,691.48	\$13,363.06	\$11,138.90
Lot 1, Block 4		\$18,686.80	\$10,691.48	\$13,363.06	\$11,138.90
Lot 2, Block 4		\$18,686.80	\$10,691.48	\$13,363.06	\$11,138.90
Parcel One*			\$10,691.48		

*Parcel One is legally described as: Beginning at a point on the South line and 360.00 feet east of the Southwest corner of the Southwest Quarter of Section 24, Township 29 South, Range 2 West of the Sixth Principal Meridian, Sedgwick County, Kansas, thence north parallel with the West line of said Southwest Quarter, 282.45 feet, thence east parallel with the South line of said Southwest Quarter, 179.43 feet, thence south parallel with the West line of said Southwest Quarter 282.45 feet, thence west along the South line of said Southwest Quarter, 179.43 feet to the point of beginning.

NOTICE OF ASSESSMENT

July 2, 2025
City of Clearwater, Kansas

Property Owner:

You are hereby notified, as owner of record of the property described on ***Schedule I*** attached hereto, that pursuant to Ordinance No. 1118 (the “Ordinance”) of the City of Clearwater, Kansas (the “City”) there has been assessed against the property the costs of certain internal improvements previously authorized by the governing body of the City (the “Improvements”). The description of the Improvements, the resolution number authorizing the same and the amount of assessment are set forth on ***Schedule I*** attached hereto.

You may pay this assessment in whole or in part to the City Treasurer of the City by July 24, 2025; and if the amount is not paid within the time period, bonds will be issued therefor, and the balance of such assessment will be collected in 20 annual installments, together with interest on such amounts remaining unpaid at a rate not exceeding the maximum rate therefor as prescribed by K.S.A. 12-6a01 *et seq.* Interest accruing between the date set forth above and the date the first installment is payable, but not less than the amount of interest due during the coming year on any outstanding bonds issued to finance the Improvements, shall be added to the first installment. The interest for one year on all unpaid installments shall be added to each subsequent installment until paid.

Jaye Poe, City Clerk

SCHEDULE I

INDIAN RIDGE AT CLEARWATER IMPROVEMENTS

Legal Description (Indian Ridge at Clearwater)	PIN Number	Paving	Sewer	Water	Stormwater
Lot 1, Block 1		\$32,976.70	\$10,691.48	\$13,363.06	\$11,138.90
Lot 2, Block 1		\$18,686.80	\$10,691.48	\$13,363.06	\$11,138.90
Pt. of Lot 3, Block 1	30026196	\$8,406.95	\$5,451.29	\$6,813.45	\$5,679.41
Pt. of Lot 3, Block 1	30020127	\$8,081.40	\$5,240.20	\$6,549.61	\$5,459.49
Pt. of Lot 4, Block 1	30026216	\$8,652.62	\$5,610.59	\$7,012.55	\$5,845.38
Pt. of Lot 4, Block 1	30020128	\$7,835.73	\$5,080.90	\$6,350.50	\$5,293.52
Pt. of Lot 5, Block 1	30026214	\$8,300.55	\$5,382.29	\$6,727.21	\$5,607.53
Pt. of Lot 5, Block 1	30020129	\$8,187.81	\$5,309.19	\$6,635.84	\$5,531.37
Pt. of Lot 6, Block 1	30026212	\$8,125.81	\$5,268.99	\$6,585.60	\$5,489.49
Pt. of Lot 6, Block 1	30020130	\$8,362.54	\$5,422.49	\$6,777.46	\$5,649.41
Lot 7, Block 1		\$16,488.35	\$10,691.48	\$13,363.06	\$11,138.90
Lot 8, Block 1		\$16,488.35	\$10,691.48	\$13,363.06	\$11,138.90
Lot 9, Block 1		\$16,488.35	\$10,691.48	\$13,363.06	\$11,138.90
Lot 10, Block 1		\$16,488.35	\$10,691.48	\$13,363.06	\$11,138.90
Lot 11, Block 1		\$16,488.35	\$10,691.48	\$13,363.06	\$11,138.90
Lot 12, Block 1					\$11,138.90
Lot 13, Block 1					\$11,138.90
Lot 14, Block 1					\$11,138.90
Lot 15, Block 1					\$11,138.90
Lot 16, Block 1					\$11,138.90
Lot 17, Block 1					\$11,138.90
Lot 18, Block 1					\$11,138.90
Lot 19, Block 1					\$11,138.90
Lot 20, Block 1					\$11,138.90
Lot 21, Block 1					\$11,138.90
Lot 22, Block 1					\$11,138.90
Lot 23, Block 1					\$11,138.90
Pt. of Lot 1, Block 2	30020148	\$6,802.75	\$4,411.09	\$5,513.32	\$4,595.68
Pt. of Lot 1, Block 2	30030021	\$9,685.60	\$6,280.40	\$7,849.73	\$6,543.22
Pt. of Lot 2, Block 2	30020149	\$7,771.97	\$5,039.55	\$6,298.82	\$5,250.44
Pt. of Lot 2, Block 2	30030022	\$8,716.38	\$5,651.93	\$7,064.23	\$5,888.45
Lot 3, Block 2					\$11,138.90
Lot 4, Block 2					\$11,138.90
Lot 5, Block 2					\$11,138.90

Lot 6, Block 2					\$11,138.90
Lot 7, Block 2					\$11,138.90
Lot 8, Block 2					\$11,138.90
Lot 9, Block 2					\$11,138.90
Lot 10, Block 2					\$11,138.90
Lot 11, Block 2					\$11,138.90
Lot 12, Block 2					\$11,138.90
Lot 13, Block 2					\$11,138.90
Lot 14, Block 2					\$11,138.90
Pt. of Lot 15, Block 2	30020162	\$7,807.51	\$5,062.60	\$6,327.63	\$5,274.45
Pt. of Lot 15, Block 2	30030023	\$8,680.84	\$5,628.89	\$7,035.43	\$5,864.44
Pt. of Lot 16, Block 2	30020163	\$8,160.34	\$5,291.38	\$6,613.58	\$5,512.81
Pt. of Lot 16, Block	30030024	\$8,328.01	\$5,400.10	\$6,749.47	\$5,626.08
Lot 1, Block 3					\$11,138.90
Lot 2, Block 3					\$11,138.90
Lot 3, Block 3			\$10,691.48		\$11,138.90
Lot 4, Block 3			\$10,691.48		\$11,138.90
Pt. of Lot 5, Block 3	30020168	\$14,752.38	\$4,782.92	\$5,978.07	\$4,983.07
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Lot 1, Block 4		\$18,686.80	\$10,691.48	\$13,363.06	\$11,138.90
Lot 2, Block 4		\$18,686.80	\$10,691.48	\$13,363.06	\$11,138.90
Parcel One*			\$10,691.48		

*Parcel One is legally described as: Beginning at a point on the South line and 360.00 feet east of the Southwest corner of the Southwest Quarter of Section 24, Township 29 South, Range 2 West of the Sixth Principal Meridian, Sedgwick County, Kansas, thence north parallel with the West line of said Southwest Quarter, 282.45 feet, thence east parallel with the South line of said Southwest Quarter, 179.43 feet, thence south parallel with the West line of said Southwest Quarter 282.45 feet, thence west along the South line of said Southwest Quarter, 179.43 feet to the point of beginning.

CERTIFICATE OF MAILING

STATE OF KANSAS)
) ss:
COUNTY OF SEDGWICK)

The undersigned, City Clerk of the City of Clearwater, Kansas, does hereby certify that on July ___, 2025, the date on which Ordinance No. 1118 (the "Ordinance") of the City was published, I caused to be mailed to the owners of the properties liable for the assessments set out in the Ordinance, at their last known post office addresses, a Notice of Assessment showing the respective assessments levied against their properties and stating the manner in which the assessments will be collected.

A sample copy of the form of such Notice of Assessment is attached hereto.

WITNESS my hand and seal as of _____, 2025.

(Seal)

Jaye Poe, City Clerk

[attach sample copy of form]

CERTIFICATE OF CITY TREASURER

STATE OF KANSAS)
) ss:
COUNTY OF SEDGWICK)

The undersigned, City Treasurer of the City of Clearwater, Kansas (the “City”), does hereby certify that within the time allowed by Ordinance No. 1118 of the City for the payment of special assessments in cash, property owners specially assessed for the costs of certain internal improvements previously authorized by the governing body of the City, paid in cash the amounts set forth below:

Resolution No.	Amount
10-2022	
06-2023	
07-2023	
08-2023	
<i>TOTAL</i>	\$ _____

WITNESS my hand on _____, 2025.

City Treasurer

(Published in *The Times-Sentinel* on July 10, 2025)

SUMMARY OF ORDINANCE NO. 1118

On July 8, 2025, the governing body of the City of Clearwater, Kansas, passed an ordinance entitled:

AN ORDINANCE LEVYING SPECIAL ASSESSMENTS ON CERTAIN PROPERTY TO PAY THE COSTS OF INTERNAL IMPROVEMENTS IN THE CITY OF CLEARWATER, KANSAS, AS PREVIOUSLY AUTHORIZED BY RESOLUTION NOS. 10-2022, 06-2023, 07-2023, AND 08-2023 OF THE CITY; AND PROVIDING FOR THE COLLECTION OF SUCH SPECIAL ASSESSMENTS.

The Ordinance levies special assessments on certain property located in Indian Ridge at Clearwater which have been benefitted from certain internal improvements constructed pursuant to K.S.A. 12-6a01 *et seq.* and provides an opportunity for prepayment, in whole or in part, of the special assessments. A schedule of the amounts of the special assessments and the property benefitted are attached to the Ordinance. Any amount of special assessments not paid within the time prescribed in the Ordinance shall be certified by the City Clerk to the Clerk of Sedgwick County, Kansas, in the same manner and at the same time as other taxes are certified and will be collected in annual installments, together with interest on such amounts at a rate not exceeding the maximum rate therefor as prescribed by law. A complete text of the Ordinance may be obtained or viewed free of charge at the office of the City Clerk, 129 E. Ross Avenue, Clearwater, Kansas 67026. A reproduction of the Ordinance is available for not less than 7 days following the publication date of this Summary at www.clearwaterks.org.

This Summary is hereby certified to be legally accurate and sufficient pursuant to the laws of the State of Kansas.

DATED: July 8, 2025.

City Attorney

**City of Clearwater
City Council Meeting
July 3, 2025**

STO and UPOC Updated Ordinances

Context:

2025 Standard Traffic Ordinance (STO) Update includes

Section 40.3 Passing a Stationary Vehicle Displaying Hazard or Caution Signals

Section 114.5 Unlawful Operation of a Work-Site Utility Vehicle

Section 201.1 Failure to Comply with a Traffic Citation

2025 Uniform Public Offense Code (UPOC) updates include

Section 6.7.2 Trespassing on a Critical Infrastructure Facility

Financial:

The new STO and UPOC books have been ordered from LKM. The cost is around \$320 out of the police budget.

Legal Considerations: review and comment as necessary.

Recommendations/Actions: Adopt the updated STO and UPOC ordinances.

(Summary First Published in the Times Sentinel
on the ____ day of July 2025.)

THE CITY OF CLEARWATER, KANSAS

ORDINANCE NO. 1119

AN ORDINANCE REGULATING TRAFFIC WITHIN THE CORPORATE LIMITS OF THE CITY OF CLEARWATER, KANSAS; INCORPORATING BY REFERENCE THE "STANDARD TRAFFIC ORDINANCE FOR KANSAS CITIES," 52nd EDITION OF 2025, WITH CERTAIN CHANGES AND ADDITIONS; AND REPEALING ALL OTHER CONFLICTING ORDINANCES.

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

Section 1. Amending Section 34-1(a) through (c) of the Code

Section 34-1(a) through (c) of the Code of the City of Clearwater, Kansas is hereby amended to read as follows:

"Section 34-1. INCORPORATING STANDARD TRAFFIC ORDINANCE

- (a) *Adopted.* There is hereby incorporated by reference for the purpose of regulating traffic within the corporate limits of the City of Clearwater, Kansas, that certain standard traffic ordinance known as the "Standard Traffic Ordinance for Kansas Cities," Edition of 2024, prepared and published in book form by the League of Kansas Municipalities, Topeka, Kansas, save and except certain articles, sections, parts or portions as are hereafter omitted, deleted, modified or changed.
- (b) *Copies to be maintained by Clerk.* No fewer than three (3) copies of said Standard Traffic Ordinance shall be marked "Official Copy as adopted by Ordinance No. 1119," with all sections or portions thereof intended to be omitted or changed clearly marked to show any such omission or change and to which shall be attached a copy of this Ordinance and filed with the City Clerk to be open to inspection and available to the public at all reasonable hours.
- (c) *Copies to be provided to City staff.* The Police Department, Municipal Judge and all administrative departments of the City charged with enforcement of the Ordinance shall be supplied, at the cost of the City, such number of official

copies of such Standard Traffic Ordinance similarly marked, as may be deemed expedient."

Section 2. Repeal

All ordinances or parts of other ordinances in conflict herewith are repealed. However, any section of an existing ordinance not in conflict herewith is not repealed and remains in full force and effect.

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 this 8th day of July 2025.

Approved by the Mayor this 8th day of July 2025.

Mayor, Burt Ussery

SEAL

ATTEST:

City Clerk, Jaye Poe

(Summary First Published in the Times-Sentinel
on the ____ day of July, 2025.)

THE CITY OF CLEARWATER, KANSAS

ORDINANCE NO. 1120

AN ORDINANCE REGULATING PUBLIC OFFENSES WITHIN
THE CORPORATE LIMITS OF THE CITY OF CLEARWATER,
KANSAS; INCORPORATING BY REFERENCE THE
"UNIFORM PUBLIC OFFENSE CODE FOR KANSAS CITIES,"
41st EDITION OF 2025, WITH CERTAIN CHANGES AND
ADDITIONS; AND REPEALING SECTION 1 OF ORDINANCE
1110 AND ALL OTHER CONFLICTING ORDINANCES.

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

Section 1. Amending Section 26-1 of the Code

Section 26-1(a) through (c) of the Code of the City of Clearwater, Kansas are hereby
amended to read as follows:

"Section 26-1. - INCORPORATING UNIFORM PUBLIC OFFENSE CODE

- (a) *Adopted.* There is hereby incorporated by reference for the purpose of regulating public offenses within the corporate limits of the City of Clearwater, Kansas, that certain uniform public offense code known as the "Uniform Public Offense Code for Kansas Cities," 41st Edition of 2025, prepared and published in book form by the League of Kansas Municipalities, Topeka, Kansas, save and except certain articles, sections, parts, or portions as are hereafter omitted, deleted, modified or changed.
- (b) *Copies to be maintained by clerk.* No fewer than three (3) copies of said Uniform Public Offense Code shall be marked "Official Copy as adopted by Ordinance No. 1120," with all sections or portions thereof intended to be omitted or changed clearly marked to show any such omission or change and to which shall be attached a copy of this Ordinance and filed with the City Clerk to be open to inspection and available to the public at all reasonable hours.
- (c) *Copies to be provided to City staff.* The Police Department, Municipal Judge and all administrative departments of the City charged with enforcement of the Code shall be supplied, at the cost of the City, such number of official copies of such Uniform Public Offense Code similarly marked, as may be deemed expedient.

Section 2. Repeal

All other ordinances or parts of other ordinances in conflict herewith are repealed. However, any section of an existing ordinance not in conflict herewith is not repealed and remains in full force and effect.

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 this 8th day of July 2025.

Approved by the Mayor this 8th day of July 2025.

Mayor, Burt Ussery

SEAL

ATTEST:

City Clerk, Jaye Poe

**City of Clearwater
City Council Meeting
July 8, 2025**

Clearwater Public Library Budget 2025

Context: The Library Board has submitted their budget to the City Council for approval. The Board can levy up to 6 mills each year by ordinance 1046.

Financial: In 2026 1 mill is equivalent to \$27,198.
The Board is requesting \$163,188.84 (which is within their authority) to carry their 2026 budget.

Legal Considerations: review and comment as necessary.

Recommendations/Actions: Accept the Library Board 2026 Budget

LIBRARY BOARD OPERATING SUBMITTED TO COUNCIL

Revenues		YTD Actual						BUDGET		Variance	
Dept: 000.000	2019	2020	2021	2022	2023	2024	2025	2026	2025/2026	% Difference	
415.001 CLEARWATER REC GRANT	\$ -						\$ -		\$ -		
416.100 STATE LIBRARY OF KANSAS	\$ 965.78	\$ 949.32	\$ 2,137.02	\$ 980.58	\$ 740.37	\$ 709.00	\$ 700.00	\$ 700.00	\$ -		
417.000 SO CENTRAL KS LIBRARY SYSTEM	\$ 13,455.00	\$ 16,035.05	\$ 3,569.00	\$ 12,771.00	\$ 15,904.00	\$ 16,376.00	\$ 15,000.00	\$ 15,000.00	\$ -		
Intergovernmental	\$ 14,420.78	\$ 16,984.37	\$ 5,706.02	\$ 13,751.58	\$ 16,644.37	\$ 17,085.00	\$ 15,700.00	\$ 15,700.00	\$ -	0.00%	
418.000 LIBRARY FINES & FEES	\$ 993.58	\$ 480.91	\$ 5,404.85	\$ 412.91	\$ 344.08	\$ 306.25	\$ 300.00	\$ 300.00	\$ -		
Fines & Forfeitures	\$ 993.58	\$ 480.91	\$ 5,404.85	\$ 412.91	\$ 344.08	\$ 306.25	\$ 300.00	\$ 300.00	\$ -	0.00%	
462.000 INTEREST ON IDLE MONEY	\$ 499.55	\$ 284.58	\$ 44.81	\$ 30.35	\$ 106.14		\$ 30.00	\$ 30.00	\$ -		
Use of Money & Property	\$ 499.55	\$ 284.58	\$ 44.81	\$ 30.35	\$ 106.14	\$ -	\$ 30.00	\$ 30.00	\$ -	0.00%	
474.000 REIMBURSED EXPENSES	\$ -	\$ -	\$ -						\$ -		
475.000 TRANSFER IN FROM CITY	\$ 106,746.40	\$ 109,598.24	\$ 118,555.00	\$ 110,010.81	\$ 112,195.04	\$ 132,235.92	\$ 148,024.34	\$ 163,188.84	\$ 15,164.50		
476.000 OTHER	\$ 1,525.39	\$ 302.74	\$ -		\$ 53.90				\$ -		
Miscellaneous	\$ 108,271.79	\$ 109,900.98	\$ 118,555.00	\$ 110,010.81	\$ 112,248.94	\$ 132,235.92	\$ 148,024.34	\$ 163,188.84	\$ 15,164.50	9.29%	
Revenues	\$ 124,185.70	\$ 127,650.84	\$ 129,710.68	\$ 124,205.65	\$ 129,343.53	\$ 149,627.17	\$ 164,054.34	\$ 179,188.84	\$ 15,134.50	8.45%	
BUDGETED	\$ 104,901.00	\$ 123,428.15	\$ 113,651.00	\$ 115,651.00	\$ 128,209.84	\$ 148,002.00					
VARIANCE	\$ 19,284.70	\$ 4,222.69	\$ 16,059.68	\$ 8,554.65	\$ 1,133.69	\$ 1,625.17					

Expenditures		YTD Actual							BUDGET			Variance							
Dept: 000.000		2019	2020	2021	2022	2023	2024	2025		2026	2024/2025	% Difference							
711.001 SALARIES	\$	66,261.18	\$	64,640.77	\$	64,576.07	\$	63,688.83	\$	36,744.06	\$	37,379.84	\$	40,936.32	\$	48,489.06	\$	7,552.74	
711.003 OVERTIME 1.5								128.25		-									
711.004 PART TIME SALARIES								31,007.99		62,126.74		62,168.74		68,825.98		6,657.24			
711.010 STIPEND	\$	3,546.19	\$	3,599.96	\$	3,599.96	\$	6,507.62	\$	7,199.92	\$	7,416.00	\$	7,416.00	\$	7,416.00	\$	-	
712.000 SOCIAL SECURITY	\$	4,328.19	\$	4,231.05	\$	4,226.74	\$	4,352.31	\$	4,655.11	\$	5,753.71	\$	6,852.31	\$	7,733.32	\$	881.01	
712.100 MEDICARE	\$	1,012.11	\$	989.63	\$	988.69	\$	1,017.79	\$	1,088.76	\$	1,345.66	\$	1,602.56	\$	1,808.60	\$	206.04	
713.000 KPERS	\$	5,598.71	\$	4,810.35	\$	3,920.93	\$	3,266.31	\$	5,523.59	\$	6,900.68	\$	3,860.29	\$	4,572.52	\$	712.23	
715.000 WORKMEN'S COMPENSATION	\$	54.42	\$	33.05	\$	31.55	\$	82.28	\$	164.63	\$	170.01	\$	276.03	\$	311.83	\$	35.80	
716.000 UNEMPLOYMENT TAXES	\$	82.82	\$	68.35	\$	67.66	\$	70.33	\$	75.09	\$	89.76	\$	110.52	\$	124.73	\$	14.21	
Personnel Services	\$	80,883.62	\$	78,373.16	\$	77,411.60	\$	78,985.47	\$	86,587.40	\$	121,182.40	\$	123,222.77	\$	139,282.04	\$	16,059.27	11.53%
720.016 COMPUTER SOFT/HARDWARE	\$	364.00	\$	325.98	\$	150.00	\$	247.23	\$	4,381.06	\$	4,699.99	\$	1,000.00	\$	4,000.00			
723.004 MEALS & MEETING EXPENSES	\$	498.77	\$	216.27	\$	214.04	\$	12.87	\$	331.86	\$	277.25	\$	200.00	\$	500.00	\$	300.00	
724.001 TRAINING & SEMINARS								495.00		1,548.15		500.00		1,000.00		500.00			
730.010 OFFICE SUPPLIES	\$	1,026.50	\$	1,068.37	\$	3,673.21	\$	3,375.38	\$	5,942.55	\$	3,239.58	\$	3,000.00	\$	3,000.00	\$	-	
Supplies & Materials	\$	1,889.27	\$	1,610.62	\$	4,037.25	\$	3,635.48	\$	11,150.47	\$	9,764.97	\$	4,700.00	\$	8,500.00	\$	3,800.00	44.71%
720.007 OFFICE EQUIPMENT-LEASE/RENTAL	\$	(138.60)	\$	1,920.09	\$	2,143.99	\$	3,166.43	\$	3,270.55	\$	2,477.84	\$	2,200.00	\$	2,600.00	\$	400.00	
720.014 CONTRACT LABOR	\$	1,812.61	\$	3,837.87	\$	3,005.31	\$	2,624.10	\$	35,336.84	\$	4,864.16	\$	2,000.00	\$	2,000.00	\$	-	
721.003 TELEPHONE	\$	1,545.93	\$	2,503.35	\$	1,795.87	\$	1,700.46	\$	1,611.30	\$	1,681.32	\$	1,700.00	\$	1,800.00	\$	100.00	
721.006 INSURANCE										600.00		600.00		600.00		600.00		-	
722.001 EVERGY										2,614.44		4,000.00		3,000.00		3,000.00		(1,000.00)	
722.003 KANSAS GAS SERVICE										1,637.26		3,500.00		2,000.00		2,000.00		(1,500.00)	
725.000 SUBSCRIPTIONS, DUES, REG. ETC.	\$	2,936.50	\$	1,125.34	\$	1,682.45	\$	3,627.56	\$	5,116.61	\$	5,667.29	\$	3,500.00	\$	5,000.00	\$	1,500.00	
725.001 CONSORTIUM MAINT FEE	\$	5,286.64	\$	1,400.00	\$	1,400.00	\$	-	\$	-			\$	1,500.00	\$	-	\$	(1,500.00)	
730.005 BUILDING REPAIRS													\$	1,500.00	\$	1,500.00	\$	-	
Contractual	\$	11,443.08	\$	10,786.65	\$	10,027.62	\$	11,118.55	\$	45,335.30	\$	19,542.31	\$	20,500.00	\$	18,500.00	\$	(2,000.00)	-10.81%
771.000 TRANSFER OUT (CAPITAL IMPROVEMENTS)	\$	35,000.00	\$	40,000.00	\$	20,000.00	\$	11,700.00	\$	11,000.00	\$	13,000.00	\$	1,000.00	\$	2,000.00	\$	1,000.00	
Transfers Out	\$	35,000.00	\$	40,000.00	\$	20,000.00	\$	11,700.00	\$	11,000.00	\$	13,000.00	\$	1,000.00	\$	2,000.00	\$	1,000.00	0.00%
Dept: 000.000	\$	129,215.97	\$	130,770.43	\$	111,476.47	\$	105,439.50	\$	154,073.17	\$	163,489.68	\$	149,422.77	\$	168,282.04	\$	18,859.27	11.21%

Dept: 411.000 LIBRARY SYSTEM	YTD Actual						BUDGET	2026	Variance	
	2019	2020	2021	2022	2023	2024	2025		2024/2025	% Difference
730.011 CHILDREN'S PROGRAM	\$ 155.70	\$ 204.50	\$ 75.41	\$ 76.78	\$ 1,068.77	\$ 929.43	\$ 500.00	\$ 1,000.00	\$ 500.00	
730.015 ADULT PROGRAMS LIBRARY	\$ -	\$ -	\$ 125.04	\$ 509.91	\$ 212.48	\$ 1,142.27	\$ 300.00	\$ 1,000.00	\$ 700.00	
731.901 MATERIALS-Print	\$ 3,749.42	\$ 4,662.53	\$ 4,663.84	\$ 3,982.11	\$ 4,169.24	\$ 5,083.33	\$ 3,800.00	\$ 4,500.00	\$ 700.00	
731.902 MATERIALS-Nonprint	\$ 2,325.77	\$ 637.80	\$ 2,284.86	\$ 393.17	\$ 393.85	\$ 1,638.20	\$ 700.00	\$ 1,000.00	\$ 300.00	
731.903 MATERIALS-Subscriptions	\$ -	\$ 592.80	\$ 25.00	\$ 1,106.30	\$ 3,194.20		\$ 2,000.00	\$ 2,500.00	\$ 500.00	
731.904 MATERIALS-eBooks	\$ -	\$ 911.96	\$ 900.00	\$ -	\$ 50.00	\$ 900.00	\$ 900.00	\$ 900.00	\$ -	
731.905 MATERIALS-Audiobooks	\$ 845.96	\$ 885.34	\$ 763.46	\$ 1,203.31	\$ 275.58				\$ -	
Library Programs & Materials	\$ 7,076.85	\$ 7,894.93	\$ 8,837.61	\$ 7,271.58	\$ 9,364.12	\$ 9,693.23	\$ 8,200.00	\$ 10,900.00	\$ 2,700.00	24.77%
LIBRARY SYSTEM	\$ 7,076.85	\$ 7,894.93	\$ 8,837.61	\$ 7,271.58	\$ 9,364.12	\$ 9,693.23	\$ 8,200.00	\$ 10,900.00	\$ 2,700.00	24.77%
TOTAL EXPENDITURES	\$ 136,292.82	\$ 138,665.36	\$ 120,314.08	\$ 112,711.08	\$ 163,437.29	\$ 173,182.91	\$ 157,622.77	\$ 179,182.04	\$ 21,559.27	12.03%
TOTAL BUDGETED	\$ 116,768.40	\$ 131,578.15	\$ 133,583.58	\$ 130,881.66	\$ 123,803.81	\$ 146,227.92				
TOTAL VARIANCE	\$ (19,524.42)	\$ (7,087.21)	\$ 13,269.50	\$ 18,170.58	\$ (39,633.48)	\$ (26,954.99)		\$ 6.80		

PERSONNEL SERVICES:

SUPPLIES & MATERIALS:

725.000 \$ 650.00 Cisco
\$ 315.00 AVG

CONTRACTUAL:

720.007 Split Lease on copier with Donation Fund since patrons use it as well

LIBRARY PROGRAMS AND SUPPLIES

Materials - Subscriptions \$ 110.00 Times Sentinal News
\$ 1,293.30 Wichita Eagle
\$2,000 Adventure Passes
\$ 1,910.00 Courier Service for ILL
Materials - Ebooks \$ 900.00 Overdrive E Book Subscription

**City of Clearwater
City Council Meeting
July 8, 2025**

EMPAC Proposal

Context: EMPAC is an employee assistance program that provides services designed for personal, family, substance, financial and legal issues that may arise for employees. The group started in 1977 and has grown significantly from the three initial companies it was created to help serve. In discussion with department heads it was identified that a gap in services existed in such services. These services will also extend to our part-time and volunteers that don't receive any medical benefits through the city's medical insurance plan.

Financial: There are two tiers to consider. One plan that offers 6 sessions per employee household and one with 12 sessions. The total cost for the agreement based on 53 employees with 6 sessions is \$3.75 per employee or \$198.75 per month (\$2,385 annually) and 12 sessions is \$4.75 per employee or \$251.75 per month (\$3,021.00 annually). The cost for the program will be split between General Administration, Police, Fire, Public Works, and Senior Center.

Department	Members	6 SESSIONS		12 SESSIONS	
		Monthly	Annually	Monthly	Annually
Fire	30	\$ 112.50	\$ 1,350.00	\$ 142.50	\$ 1,710.00
Police	13	\$ 48.75	\$ 585.00	\$ 61.75	\$ 741.00
Sen Center	1	\$ 3.75	\$ 45.00	\$ 4.75	\$ 57.00
Admin	4	\$ 15.00	\$ 180.00	\$ 19.00	\$ 228.00
Public Works	5	\$ 18.75	\$ 225.00	\$ 23.75	\$ 285.00
		\$ 198.75	\$ 2,385.00	\$ 251.75	\$ 3,021.00

Legal Considerations: review and comment as necessary.

Recommendations/Actions: Staff recommends implementing the 12 sessions per employee household at the cost of \$3,021 to start in October 2025.



EMPLOYEE ASSISTANCE PROGRAM (EAP) PROPOSAL

City of Clearwater

June 25, 2025

(Proposal will be honored for 6 months from the above date)

EMPAC CONTACT

Heather Wiley, MBA, CCP
Director of Business Development



A THRIVING TRADITION

We believe healthy, well-balanced people make thriving companies and strong communities, which is why it is our mission at *empac*.

Our vision remains the same as it did forty years ago: to provide every organization with quality counseling, coaching, and training so your employees thrive in their personal and professional lives. You'll see this carried out by our team through our core values of service, compassion, and partnership.

What EAP members value

- We are a non-profit Employee Assistance Program with a board of directors made up of the businesses and organizations we serve.
- We only hire talented, competent counselors, coaches, and trainers who are licensed and certified.
- We become an extension of the companies we serve, building trust among employees.



Our personalized, caring approach addresses your employees' mental, emotional, and relational health, resulting in a positive impact on your organization and the bottom line.

YOUR SCOPE OF SERVICES

- **Short-term Counseling and Coaching**

Our caring licensed and certified counselors and coaches provide short-term solution-focused assistance to support employees and their family members through life's challenges. Such challenges may include depression, anxiety, relationship stress, grief/loss, school or job performance, leadership skills, or other life events. Our intake specialists will help you determine the type of assistance that will best meet your needs.

- **Help with Drug and Alcohol Treatment for employees**

The cost of substance abuse to an employer's bottom line can be high by causing lower productivity, increased risk of accidents, and reduced profits. We assist by working with employees to assess their treatment needs and connect them with the appropriate resources in their communities. Assessment and case management follow-up



are available for employees who fail testing protocols. **DOT regulated services are included.**

- **Legal Assistance for your employees**

As part of the EAP, participants can receive a free legal consultation of up to 30 minutes. This face-to-face or telephone consultation allows the participant to speak with a professional experienced with the laws in their geographical area. If the participant decides to retain the attorney, those services are discounted by 25%. Any issues involving the EAP or employer are excluded.

- **Financial Assistance for your employees**

Participants can receive a free telephonic financial consultation of up to 30 minutes with a CPA, financial planner, budget specialist, or certified credit counselor. The consultation is for personal financial issues such as wage garnishments, college savings, retirement planning, and tax preparation. Further support is available beyond the initial consultation for additional fees.

- **Member-only and Web Portal Resources your employees can utilize**

Participants have access to the member-only portal of our company website. Within the portal, participants can access our Member Learning Library featuring hundreds of white papers available for download. They can search by topic of interest such as addiction, financial, health & wellness, legal, mental health, parenting, relationships, stress management, or workplace. Also available here are the monthly newsletters, *empac* forms, and links to further legal and financial resources.

- **Critical Incident Stress Debriefing assistance for your employees**

Whether it is an assault, bank robbery, or the death of a coworker, workplace incidents such as these are shocking and incredibly stressful for all involved. We are ready to assist you, and your employees in dealing with such crises by providing an informal group session where the employees impacted are encouraged to participate.

- **Orientation, Wellness, and Leadership training**

We offer a catalog of dynamic, high-quality training seminars for both employees and leadership teams. Training and orientations can be conducted virtually or on-site at your facility. Training hours are a part of your service contract with additional training hours available for purchase at a reasonable hourly rate.

Among the topics covered are:

- *Effective Communication*
- *Stress Management*
- *Finding Balance*
- *Gratitude*



- *Managing Change*
- *Professionalism*
- *Thriving Work Cultures*
- *Essentials of Supervision*
- *Organizational Skills*
- *Time Management*

We also offer, at no additional cost, employee, and supervisor orientations. These are valuable presentations that create awareness of EAP services and familiarize employees with the benefit.

- **Help with Employee Mandatory Referrals**

We want to help your employees thrive at work and at home. When an employee displays observable and measurable work performance issues or policy violations, a Mandated EAP Referral can be initiated by a manager or Human Resources representative. We provide coaching and a recommended course of action for the employee. The signed referral serves as a release of information, allowing the *empac* counselor to share information with the referring party. Mandatory referral sessions do not count against an employee's personal benefit.

You can expect to receive reports on the following:

- *Attendance at scheduled appointments*
- *Counselor or coach recommendations*
- *Whether the employee has agreed to follow through on recommendations*
- *On-going progress or termination of services*

- **Management Consultation for your team**

Every day, our team assists managers and supervisors with the problems related to employee concerns in the workplace. *Empac* recognizes that these issues can be complicated and difficult to manage. We hope to become your first point of contact for consultation and support during these stressful situations.



COMMUNICATIONS

FOR YOU AND YOUR EMPLOYEES

Communication Materials and Reporting

Our goal is to establish ongoing communication to keep employees, and their families informed about their EAP services.

Employers will receive annual utilization reports detailing data about how the program was used by participants while still protecting the confidentiality of their employees.

Communication materials are provided at no additional cost and Include:

- *EAP brochures and wallet cards*
- *EAP posters*
- *EAP benefit guide*
- *Monthly electronic newsletters for both employees and employers*
- *Invitation to **empac** sponsored training on issues relevant to the needs of our members.*
- *Orientation video*

Your Access to *Empac* Services

As a participant, all members have access to telephonic support from **empac** staff 24-hours a day, 7 days a week. Our team can provide participants with emotional support and resources during difficult times in their lives.

To access any of the services offered (counseling, coaching, legal, financial, etc.), participants may call our office at 1-800-234-0630 or 316-265-9922 and speak



to an intake specialist. Services may also be initiated by emailing us at empac-eap.com or through the contact link on the member-only website portal.

Participants who reside in Kansas may schedule with an *empac* counselor (in-person, phone, or video) or be given the option of receiving services from an affiliate counselor in their area. Participants outside of Kansas will be given affiliate network options for their situation.

OUR MODEL OF CARE

- **Getting started with *empac***

Empac offers short-term counseling and coaching to meet the needs of your organization. That model includes a set number of sessions per employee household per calendar year, regardless of how many issues are addressed or how many household members want to utilize the service. These may be conducted in person or via a virtual platform. Mandatory referral sessions from the employer do not count towards the employee household individual benefit. If the employee or any member of the household requires services beyond the scope of the EAP, *empac* will assist with referral resources.

- **What does payment look like?**

Empac will invoice the member company quarterly, the month before the upcoming quarter of service. If a different billing frequency is needed, you may make that request from your account manager. *Empac* accepts payments electronically or by check but does not accept credit card payments.

- **Next steps after contract**

Upon acceptance of the proposal, a contract and account set-up form will be sent to you for approval and completion. Both the contract and new account forms will need to be returned before services can begin.

Empac's contracts renew yearly and can be canceled at any time with a 60-day written notice.

YOUR PROPOSAL QUOTE

For 53 employees

COACHING/COUNSELING SESSION INCLUDED (per employee household per calendar year)	6	12
TRAINING or CISD TRAINING HOURS INCLUDED (per calendar year)	4	4
PER EMPLOYEE PER MONTH COST	\$3.75	\$4.75
TOTAL MONTHLY COST	\$198.75	\$251.75