

City of Clearwater, Kansas
Sedgwick County
City Council Meeting - **MINUTES**
July 22, 2025
Clearwater City Hall – Council Chambers
129 E. Ross Avenue Clearwater, KS 67026

1. Call to Order/ Invocation and Flag Salute

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

2. Roll Call

The City Clerk called the roll to confirm the presence of a quorum. The following members were present:

Councilmembers; Justin Shore, Samantha Warkins, Shirely Palmer-Witt and Tim Robben.

The following staff members were present:

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

Others present who spoke:

Eric Shaffer and Kyle Berger

3. Approval of Agenda

Council President Shore asked if there were any modifications to the agenda, Zollinger stated the Fundraising Committee Request was added to the agenda.

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

4. Public Forum

Eric Shaffer at 138 E. Wood wanted to voice his concerns regarding the current street project. He stated there is a house on Prospect and Ross that appears only 1 out of the 2 driveways was pre-excavated before the approaches go. He believes it would be beneficial if it was caught ahead of time. He mentioned that it was marked on the original plans for the project and the revised plans with the sidewalk exhibit. He stated the address was 323 Ross, Zollinger mentioned there was no work being done on Ross, he stated that the drive was off Prospect and there is an alley that T's off Prospect near the property. Zollinger will review the plans and contact the crew if there are issues. He then stated his concern with the 6" crushed rock base for the road base. He stated this street seems to have a lot of reground concrete, asphalt, brick, wood and trash and brought a bag of the material. He read Logan Mills referencing the strength of the road with the 6" crushed rock mix and is concerned with the material being used not being approved by the City Engineer. He mentioned the South side of town not having this material when it was being worked on. Mr. Shaffer has seen community concerns on-line and just wants to be sure the project is in line with the specs that was approved by City Council. Council President Shore thanked him and will have staff look into the concerns. Palmer-Witt asked if there was originally 2 approaches off Prospect, Shaffer stated there were, at least as far back 11 years ago from Google Maps. Zollinger said there is an inspector from CED who is on sight every day and will contact him.

5. Consent Agenda

Council President Shore asked if there was any question on the consent agenda and if not asked for a motion to approve.

Previous Council Meeting Minutes

Claims and Warrants

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

6. Staff Reports:

- Administration Office – Courtney Zollinger – Zollinger mentioned the Council Workshop next Tuesday the 29th. Tim will be gone and Shore asked if it could be recorded as he may not be able to attend either. The topics being discussed are 95th and 135th marketing, Hammers park improvements, gravel street improvements, Senior Center design costs, Yvonne and Janet and Sports Complex planning. Shore asked how the AMI worked, Zollinger said it went great, there were small hiccups and can see high readings to help determine if there is a leak or just high usage and saved time from Public Works having to go out and get readings for us. Palmer-Witt asked about the specials that were paid, Zollinger stated that he does not owe anything else since he prepaid before interest were to kick in. This was the only payment made and there are still 2 days to pre-pay. Robben asked about cutting done at Hammers Park, Zollinger stated it was an impromptu plan with Bill Hammers since there were trees growing so it was recommended to get it baled up, there is no plan to do more baling at this time. The plan is to work with the Fire Department for a quarter burn in February or March. Shore asked if residents could pay down specials but not in full, Zollinger stated she believes that would be an option, but she has never had that question.
- Fire Department – Jared Dinwiddie – None.

- Police Department – Kirk Ives – Ives mentioned the donation fund that is utilized for bullet proof vests. There have been a few groups that have donated a substantial amount this year. Zollinger stated Charles Engineering, Southern Star and Plains Cotton Cooperative have all donated. Ives mentioned the cost of the vests are \$1,500. They are sending out thank you letters as they receive donations. Warkins asked if they sent letters out for this request, Ives stated they did. Palmer-Witt asked if they got their car, Ives said they got it today and are finishing up paperwork.
- Public Works – Cole Hollis – Warkins asked for the bid date for the Tracy and Wood bridge project, Zollinger stated the pre-bid meeting was last Thursday, Hollis believes it is on the 28th. Zollinger stated that they went out to bid once already, those came back too high, so they changed some things and went out for another bid. Hollis stated there were only 2 contractors that showed up but did not recall the names.
- Senior Center – Amber Ives – Warkins asked if the 36 new participants is lower than last year, Ives stated she thinks it is lower, but they are busy all the time. Ives mentioned there were 28 who showed up to swim last night. Robben asked about the Maize buses at the pool, Zollinger stated Maize Fun Factory comes every Tuesday and schedules before the season starts so there is no overlapping with other large groups. Robben asked how long they have been coming, Zollinger said for about 6-7 years, Wichita rec and Benton Elementary used to come but no longer do. She stated that they pay full price to enter the pool. Shore asked where they park, Zollinger said they drop off in the pool parking lot and park the buses at the Museum.

7. Business

a. KORA Fee Resolution Update

There has been a KORA update starting July 1st, the City Fee Resolution needs to be updated. The statute basically says that we are required to charge the minimum amount of costs. The resolution that was in the packet has been changed to remove the additional items for copies, cost of flash drive and staff time plus photographs 50 cents a page, those have been removed and now has the lowest hourly rate for staff required to complete the request. Shore asked if a flash drive could be brought in for security reasons, Zollinger has never had that request before. Mr. Ufford mentioned that this can be revisited later as new guidance comes out if Council so chooses.

Motion: *Warkins* moved; *Robben* seconded to adopt Resolution 12-2025 KORA Updated fees. Voted and passed unanimously.

b. Zoning Ordinances Amend Art 8 Sec 4 & Art 23 Sec 1

The Planning Commission held a hearing to amend Article 8 Section 4 of the zoning ordinance on July 1st. The Planning Commission is recommending changing the Intensity of use and yard regulations for R-2 residential zones to better fit the community needs as follows: Lots in this district shall be subject to the following minimum size requirements: Single-family dwellings - A lot on which there is erected a single-family dwelling shall contain an area of not less than 4,500 square feet with a minimum lot width of 50 feet, which is reduced from 6,000 feet. Two- and three-family dwellings - A lot on which there is erected a two or three-family dwelling shall contain an area of not less than 4,500 square feet which is reduced from 5,000 feet. This regulation shall be applicable to such structures being converted to individually owned units. Also see Article 23 in Additional Height. Zollinger pointed out that the lot sizes for duplexes are large. The Planning Commission had a hearing for a lot split on West Wood for a duplex where it would have dropped one side to 5,500 and the other to 4,800 which is below the 6,000 minimum. They wanted to keep the integrity of sizes, and lots compared to other communities and thought 4,500 was large enough compared to 3,000. The other change would be shared lots side setbacks, individual lots are 12 ½ and with twin homes you can't have 12 ½ feet. This is just correcting the particular side where it says a single family attached in two family dwelling where the common wall is also the common lot line shall have a setback of zero feet to eliminate the need for variances in this case. This is for R2 only.

Motion: *Warkins* moved; *Robben* seconded to adopt Ordinance 1121 Amending Article 8 Of Appendix C – Zoning Regulations Of The Code Of The City Of Clearwater, Kansas. Voted and passed unanimously.

The Planning Commission held a hearing regarding Article 23 Section 1 of the zoning ordinance recognizing accessory structures. They recognized that there are larger lots, specifically along the East side of 4th St. The current zoning ordinance says anything that's R1 or R2 cannot have any accessory structure exceeding 900 sq. ft. There was a particular instance where a resident wanted to add another shed to their large lot. The Planning Commission and Board of Zoning Appeals thought there was plenty of space to keep within the open space of Clearwater and reviewed larger lots such as ¾ acre and up to accommodate these properties. The recommendation is to add in the following language: Total area of all detached accessory structures in all residential districts with lots that are less than .75 acres shall not exceed 900 square feet which is the standard for all other city lots. Total area of all detached accessory structures and principal building with lot sizes .75 acres or more except for R-L shall not exceed 30% coverage of total lot area. And finally, the size of accessory structures may not exceed the lot coverage of the principal building size. They wanted to make sure somebody wouldn't build a tiny home with a large shed, still only taking up 30% and were thinking about the integrity of the community, the size of the lots, and are aware of the open lots north of Chisholm Ridge and future growth. Robben asked about neighborhoods with HOA's and how the restrictions would apply, Mr. Ufford believes that the HOA can become more restrictive but cannot lessen the restrictions of City code. Palmer-Witt asked how many variances requests have been applied for in the last 2-3 years, Zollinger replied there have been several but not all for accessory structures, those are probably 7. She then asked about accessory structures in front of the houses, Zollinger stated that they are not allowed in front of the house, this change is for the size.

Motion: *Palmer-Witt* moved; *Robben* seconded to adopt Ordinance 1122 Amending Article 23-1 Of Appendix C – Zoning Regulations Of The Code Of The City Of Clearwater, Kansas. Voted and passed unanimously.

c. Fundraising Committee Request

The fire department would like to raffle off a firearm again this year to raise money for the department radios. The rules for raffles in Kansas have not changed since last year and the proceeds cannot exceed \$25,000 in a fiscal year. Last year they raised \$3,070. The fundraising committee stated the winners would have to go through a background and are teaming up with KG Gunworks. If the winner doesn't want the firearm that is raffled the winner would then get a gift card for the same value as the firearm. The fundraising committee has picked out 3 guns; a Ruger gen 2 6.5 Creedmoor, Henry Golden Boy 22 Rifle and a Glock 43x 9mm. The winners will be drawn at the Fall Festival. Council discussed how successful it was last year, Berger reiterated \$3,070 was raised and they spent \$1,200.

Motion: *Warkins* moved; *Palmer-Witt* seconded to approve the request from the Clearwater Fire Department Fundraising Committee. Voted and passed unanimously.

9. Governing Body

Warkins – None.

Palmer-Witt – Asked about the Alleys, Poe stated Professional Code Compliance sent around 50 letters regarding limbs and tall grass in the alleyways. She then asked if 2nd and Park had been addressed, Zollinger stated they went out before the 4th of July. There was a flume in the original plans, but it was decided not to put one in since it wasn't guaranteed water deterring. A quote from CED and Pearson for a possible berm along the alley will be brought to Council. Zollinger stated there is a severe drop off to that corner lot where 1st St. and Prospect drain into that property. Public Works is currently working on cleaning out the ditches and Kansas is still on that list. Palmer-Witt asked about Grant, Zollinger said she followed up with them this week.

Robben – Robben asked if there has been requests or complaints regarding the limbs in town to leave the brush dump open, Zollinger stated there has not been but that the pass is \$25 for a year and \$8 for a single dump.

Shore – Shore mentioned the League's annual conference that is to take place in Overland Park on October 9th-11th. He recommended Council to consider going.

8. Executive Session

10. Adjournment

Motion: *Palmer-Witt* moved; *Robben* seconded to adjourn the meeting. Voted and passed unanimously. The meeting adjourned at 7:42 PM

CERTIFICATE

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

I, Jaye Poe, City Clerk of the City of Clearwater, Sedgwick County, Kansas, hereby certify that the foregoing is a true and correct copy of the approved minutes of the July 22nd, 2025, City Council meeting.

Given under my hand and official seal of the City of Clearwater, Kansas, this 12th day of August 2025.


Jaye Poe, City Clerk

