

City of Clearwater, Kansas
Sedgwick County
City Council Meeting - **MINUTES**
March 10, 2026
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, Jason Gordon, Samantha Warkins, Shirley Palmer-Witt and Dalton Chambers.

The following staff members were present:

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

3. Approval of Agenda

Mayor Ussery asked if there were any modifications to the agenda, there were none.

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

4. Public Forum

None.

5. Consent Agenda

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

Previous Council Meeting Minutes
Claims and Warrants
Accept Resignations – Fire
Brain Freeze 2026 Concession Agreement

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

6. Staff Reports:

- Administration Office – Courtney Zollinger – Council inquired about the traffic counting strips on 135th, Zollinger assumed it is due to the road maintenance that the County will be doing on 135th, Diagonal, Ross and Tracy this year. They asked if the traffic information would be shared with the City, Zollinger said not automatically but she could probably request it.

City Attorney Jennifer Hill entered at 6:32 pm.

- Fire Department – Jared Dinwiddie – None.
- Police Department – Kirk Ives – Council inquired about the Durango; Ives said the signage will be removed and it will be placed on Purple Wave to auction off. He added that pictures should be taken next week and uploaded within a month possibly.
- Public Works/Parks – Cole Hollis – Council inquired about the baseball nets, Hollis said they were repaired from last years usage. They then asked if the improvements were completed at the Sports Complex, Zollinger stated the nets were being delivered today, the turf needed to be stapled down, and permanent mounds needed to be added. Zollinger mentioned that the mounds were not at the expense of the City. They inquired about an area where water could collect, Zollinger and Hollis decided against putting concrete in that area but it will be backfilled with rock.
- Senior Center – Amber Ives – Council asked if frozen food was still being handed out for the congregate meals, Ives stated no and that the meals are going well. They are having the people rate the meals daily and the

ratings have been around 4 or 5 mostly. Council asked how many people were being served the meals at the Center, Ives answered it varies from week to week but anywhere from 7-15 without being able to add any new people and about 6 for homebound meals. Palmer-Witt noted the amount of people at the Center today, Ives said there were about 52 people.

7. Business

a. Notice of Award – Senior Center Expansion

In June 2025 the City Council hired PEC and SPT to create a design bid build on expanding the Senior Center to the South and West for a total of 1,400 sq ft. The additions to the South included a removable wall to open up the main room for larger events or have a separate room for smaller activities. The West addition would create a new entrance and a director office while turning the current directors’ office into a classroom. The project was bid out with both phase 1 and phase 2 and two alternatives. The contractors provided pricing for each phase. This will allow Council to award either or both phases. Phase 1 of the bid was for the 800 sq ft South addition, Phase 2 was for a 600 sq ft West addition. The two alternative bids included putting in new West entryway doors (Phase 2 base bid included using the existing doors at the center for the project). Alternate 2 was for a discount if both phases were done at the same time. Bids were opened on February 27th at City Hall. Three companies bid on the project.

<i>Company</i>	<i>Phase 1</i>	<i>Phase 2</i>	<i>Alternates</i>	<i>Total Base Bid</i>
Engineers Estimates	\$299,028	\$237,940	(\$6,000)	\$530,968
Keeler Construction	\$296,301	\$192,470	(\$13,175)	\$475,596
Multicon, INC	\$418,659	\$320,525.71	(\$4,200)	\$734,984.71
Vogts Construction	\$474,000	\$430,000	\$6,500	\$910,500

Staff figured the major difference in base bids were that Multicon and Vogts are commercial construction companies and Keeler is residential. After speaking with SPT, the design is more residential grade, staff was pleased with the residential company bidding on the project. In the Equipment Reserve fund under the New Building line there is \$200,000 in cash to start the project. If both phase 1 and phase 2 are awarded, then a Temporary General Obligation Bond will need to be obtained. Ranson Financial and Gilmore & Bell have been informed of this project. It is staff’s recommendation to move forward with both phases and accept and award the bid to Keeler Construction for Phase 1, Phase 2, and Alternatives for a total construction price of \$475,596. Palmer-Witt asked if a canopy should be put up with the new concrete pad on the Southwest corner, Zollinger and Warkins informed her that it was thought of and it could be put in later if the location gets used and funds are available. Mayor Ussey clarified that with the cash available, the City is looking at debt to be around \$276,000 for this project. Mayor Ussey asked if there were any concerns regarding warranty work with this being a residential company, Warkins said it would all be in the contract and they have no concerns and the specs have been changed to 2 years. Gordon stated that Keeler is a good company, Warkins stated that they were engaged and asked good questions at the pre-bid meeting. Warkins asked if depleting those funds in equipment reserves would put the Senior Center in a bind, Zollinger said the \$200,000 was put into Special Projects specifically for this project and have only had to use funds for paying PEC and SPT.

Motion: *Gordon* moved; *Palmer-Witt* seconded to approve and award the bid to Keeler Construction for Phase 1, Phase 2, and Alternatives for a total construction price of \$475,596. Voted and passed unanimously.

b. Notice of Award – Parking Lot Maintenance

The 2026 budget included parking lot maintenance on the city’s public parking lots, Senior Center and Aquatic Center. Proposals were sent out to six parking lot contractors and four sent back a proposal. The proposal asked the contractors to consider the repair needed for small crack, wide crack, surface seal, and striping.

<i>Company</i>	<i>Senior Center</i>	<i>Aquatic Center</i>	<i>Total</i>
Budgeted	16,000	\$13,000	\$29,000
Pave the Way	\$7,710	\$5,243	\$12,953
Encore Paving	\$7,985	8,310.12	\$16,295.12
South Central Sealing	\$9,001.60	\$7,423.50	\$16,425.10
Holland Paving	\$9,555.68	\$9,229.18	\$18,784.86

Because the proposals came in under budget, Cole Hollis would like to see the City Park parking lot sealed and striped.

The 2026 General Fund Budgeted \$29,000 for the Senior Center and Aquatic Center parking lots. After reviewing the proposals Public Works Director and City Administrator agreed with Encore Paving's proposal for maintenance over Pave the Way due to the patching methods offered. The Encore Paving proposal is under budget by \$12,700. The cost for the City Park parking lot to be sealed and striped is an additional \$4,195, bringing the total cost for the Senior Center, Aquatic Center, and City Park parking lots with Encore Paving to \$20,490.12 which is still under the 2026 budget. Council asked if the project that was just discussed in item a would interfere with the Senior Center parking lot especially the East side, Zollinger said there was one small area that could potentially be disturbed. It isn't recommended to wait to do the parking lot maintenance until after the expansion for safety reasons. Warkins mentioned it will be in the contract with Keeler to restore any disturbances back to existing conditions or better and that they have Pearson as their subcontractor. Warkins asked if the Museum's parking lot was going to be striped and some repairs, Zollinger stated that it wasn't requested in the proposal and that Public Works could stripe it when they work on the Fire Department's parking lot. Mayor Ussery suggested having the museum parking lot done when the Senior Center, Aquatic Center and City Park parking lots get done since the equipment would be in town if the cost stays under the budgeted amount. Consensus from Council was to add the Museum parking lot if the cost stays under \$29,000. Council asked when the work would be started, Zollinger will get with the company tomorrow and hopes to have it done before the pool opens, if not, it will be after the pool closes for the season.

Motion: Palmer-Witt moved; **Shore** seconded to authorize Encore Paving to do the parking lot maintenance, including the Museum Parking lot, not to exceed \$29,000. Voted and passed unanimously.

c. Notice of Award – Annual Street Maintenance

For 2026, Section 1 of the annual road maintenance was budgeted for. City staff sent out proposals for small and wide crack seal, surface seal, and full depth repair on Kansas at Tracy. There was a pothole between Shackleford and Webb Shinkle. Reclamite, Slurry Seal and Coal Tar were considered as possible options. In the past the City of Clearwater also used Chip Seal as a surface product on roads but was not received well by the community. Reclamite is better for newly paved roads. Since the newly paved roads are under warranty, Reclamite was not an option this year. Coal Tar is primarily used in parking lots and not roadways. Slurry Seal is the product the City of Clearwater has used in the past three years and has done well for our older roads. The only contractor in the Wichita area to offer slurry seal is South Central Sealing, who has done the annual maintenance for the past three years. The adopted 2026 budget included \$125,000 for the annual road maintenance project. The annual road maintenance project for section 1 was quoted from South Central Sealing at \$118,764. Along with the full depth repair patching at Kansas and Tracy, South Central Sealing proposed a repair on Hellar between Byers and Tracy where lamination of the asphalt has happened. The cost of the two additional repairs is \$19,215. Zollinger and Hollis both looked at Hellar and believe the repair is needed. Total cost of the proposal is \$139,977 which is \$12,977 over the 2026 budget. There is \$47,000 in Special Highway Equipment Reserve to cover the over budgeted amount. Staff has been pleased with the slurry seal product and agree with the repairs proposed by South Central Sealing and would recommend accepting their proposal for crack seal, mastic seal, slurry seal, and repair. Palmer-Witt asked if the repairs needed were due to water run-off, Zollinger said it was possible, but it could also be from nothing being done to the road before the overlay was put down. Palmer-Witt pointed out that it was not a heavy traffic area with only two houses there. Zollinger mentioned the Kansas repair being 191 sq yards and the Hellar repair being 74 sq yards, these areas will be milled and patched.

Motion: Warkins moved, **Chambers** seconded to accept South Central Sealings proposal for crack seal, mastic seal, slurry seal and repair for a cost of \$139,977. Voted and passed unanimously.

d. Engineering Services for Yvonne & Janet Extension

At the January 27th meeting, Council was in a consensus to move forward with the extension of Yvonne Dr to the North and Janet Ave to the East. This would create additional travel routes at the Northeast section of town for emergency vehicles as well as give access to the 40 acres the City owns for North of Chisholm Ridge. The goal is to sell the 40 acres for future residential development. CED is the City's engineering firm and has prepared a contract to conduct the plans, specifications, and inspection for the project. The design will be to curb and gutter on both Yvonne and Janet and a water extension off Chisholm Trail. The fees for these services are based on a percentage of the engineer's estimates. The engineers' estimate for the total project is \$2,138,331.68. CED services are proposed not to exceed \$399,891 for the project. A Temporary General Obligation bond will need to be sought after for this project. It might be possible to bid the project out in phases so Council will have the option to do one or both extensions. If this project moves forward and a temporary note received the first GO Bond payment will affect the budget in 2029. Just like the Senior Center project

that was just approved where \$275,000 will have to note. A temporary note will be taken out, and the City will have three years to complete the project. If the City is unable to pay the note back with cash at the end of the three years, then a GO bond will be needed, and the payment will be spread over a set amount of years. If the City has to get a GO bond, it will affect the 2029 budget. In 2029 the 2013 GO bond for the Business Park will come off. Counsel has reviewed the contract and did ask if a higher insurance fee should be requested since CED is insured for the project at \$2 million and the project is higher than that and asked if the engineer hires the contractors, the answer was no; the City hires the contractors and the contractors need to carry their own insurance for the project. Zollinger noted that if City Council does not move forward with any of the construction, the fees will still be due to CED. Palmer-Witt asked if the 2013 bond coming off would amount to what would be added, Zollinger said it would be around one and a half MILs. She further explained the City's debt service is around 4 MILs and when the bond falls off in 2029 and any new ones added with her best estimate would be closer to 5.5 MILs. Council discussed possibly making the entrance off of 103rd wider for people to park since people park on the East side of the pond for fishing. Mayor Ussery mentioned there was a discussion with the school and they didn't seem to be concerned with the current exit of the High School. Zollinger will let CED know what was discussed so they can plan accordingly when they bring plans forward for consideration. There are sidewalks and a plan for a turning lane so these factors will come into play along with rights-of-way as well.

Motion: *Warkins* moved, *Palmer-Witt* seconded to authorize the Mayor to sign the agreement with Certified Engineering Design, P.A. for professional services on Yvonne and Janet Ave. Voted and passed unanimously.

e. Approval of Expense Report

As part of the 2026 budget adoption, the Governing Body approved training and seminars and meals and meeting Expenses for Council attendance at the LKM City Leadership Academy and the LKM Annual Conference. Budgeted amounts include the LKM Leadership Academy at \$1,050, the Leadership Conference Hotel/Meals at \$1,500, and the LKM Annual Conference at \$500. Each year, LKM co-hosts Local Government Day in Topeka. Councilmember Justin Shore has attended in prior years. He submitted a reimbursement request for expenses related to this event; however, Local Government Day was not included in the 2026 approved conference budget. Therefore, reimbursement requires Governing Body approval. The reimbursement request totals \$492.12, with mileage being \$226.20, the hotel being \$252.70 and tolls being \$13.22. For reference, the LKM Leadership Academy on April 17, in Salina costs \$180 per person with only one currently registered. The LKM Annual Conference in Wichita costs \$250 per person. Shore stated that he has attended Local Government day for the last five years and didn't realize it was removed from the list. He asked if the 6 City forums from the League were on the list, Zollinger stated they were not. Mayor Ussery would recommend approving the reimbursement since the trip has been made and it falls within the budget. He suggested during the budget process that the opportunities be listed and recommended to be approved. He suggested it be a set budget amount that can be used for the year but once the budget is gone, it's gone. Palmer-Witt asked how much has been spent from that budget so far, Zollinger said so far only \$180 but that the LKM annual conference is in Wichita in October. Zollinger mentioned two people normally attend that. The Leadership Academy is out of town, so hotel and meals get budgeted. Palmer-Witt believes that Council needs to be careful and focus on what these events bring back to the City to which the Mayor agreed. During the budget process, knowing the purpose of each event listed will be beneficial.

Motion: *Chambers* moved, *Warkins* seconded to approve the reimbursement request submitted by Councilmember Shore for attendance at LKM Local Government Day. Voted and passed with *Shore* abstaining.

f. Hammers Prairie Park and Nature Center Shelter Plan

Mayor Ussery explained that the Hammers Prairie Park and Nature Center was gifted to the City by the Hammers family in 2022. Since that time, the natural grasses have been replanted, the area is mowed and baled each year, and a controlled burn is scheduled. Trails, a parking lot, fencing, and a monument have also been added to the park. The monument honors a member of the Hammers family who was killed in the line of duty. The next phase was to put in a structure much like the City Park shelters to serve as a type of education center. The utility services have all been located and the location for the building has been determined. There will have to be an ADA extension off the concrete to the parking lot to provide ADA access. Mayor Ussery has been working with the City engineer and others to obtain bids for the structure. The proposed building would include a utility room and restroom on one end and an open-air space that could potentially be enclosed in the future or serve as a secondary building if a larger education center is constructed later. The idea for the structure is to match the City Park shelters which look rustic and a part of nature. Mayor Ussery noted that alternative options, such as a metal building or pole barn, were considered; however, metal structures may

be more prone to rust, and both could have a shorter lifespan with greater long-term maintenance needs. There has been around \$108,000 in expenses with the City contributing \$25,000 and the rest coming from donations from the Hammer's Prairie Park Foundation that was created at the same time as the park was created. The foundation has two members of the family, two members of the City and one at large to do fundraising events. Mayor Ussery stated the point of the discussion tonight is for Council to consider approving the concept to move forward with funding available and if approved, they will go to the foundation requesting funding to support the concept. Mayor Ussery went over the financials for this project and noted that he broke it out in two phases for the Clydsdale Frames since it totaled over \$200,000. Looking at the costs of each building, that only includes roughing in plumbing, concrete with ADA access, electrical and drawings (if needed) each building costs vary. The Pole barn would be around \$103,000; all metal building would be around \$125,000 and the Clydsdale building would be around \$159,000. Mayor Ussery asked that the City consider budgeting \$25,000 for 2027 and 2028 for this project that would only be spent if all other funding was raised to move forward. The foundation asked to get approval from the City, he noted that they have received \$25,000 in donations specifically for a building only and grants are being sought. Shore, Warkins and Palmer-Witt wanted to recommend the building to match the City Park shelters be taken to the foundation. Mayor Ussery stated that the Foundation has around \$53,000. Mayor Ussery and Zollinger concluded that this project should be discussed further during the upcoming budget discussions so that the City is not committing an additional \$25,000 without first reviewing all other City needs. Zollinger noted several other major projects previously approved by the governing body, including improvements to the Sports Complex, the purchase of a fire truck, and updates to the Senior Center. She stated that it would be best for Council to consider these commitments alongside the project once more information is available regarding assessed valuation, potential tax law changes, and other budget variables.

Motion: *Shore* moved, *Warkins* seconded to authorize the structure at Hammers Prairie Park and Nature Center be built with the recommendation to match the City Park shelters. Voted and passed unanimously.

8. Governing Body

Gordon – None.

Shore – Would encourage those who have not attended the Leadership Academy to attend as it is beneficial.

Warkins – The next Fall Festival is next Monday.

Palmer-Witt – Zollinger mentioned that Carol Barrientez, the Recreation Director, had her baby on Monday. Palmer-Witt mentioned it was a girl and that Carol will be gone for eight weeks. She also mentioned the Rec is busy with baseball and softball season.

Chambers – He mentioned that his family has noticed metal showing through rubber on the playground equipment at City Park, Hollis will look into this.

Ussery – None.

9. Executive Session

None.

10. Adjournment

Motion: *Warkins* moved; *Palmer-Witt* seconded to adjourn the meeting. Voted and passed unanimously. The meeting adjourned at 7:29 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 March 10th, 2026, City Council meeting.

Given under my hand and official seal of the City of Clearwater, Kansas, this 24th day of March 2026.



Jaye Poe, City Clerk

