



 If you need this information in another format or require a reasonable accommodation to attend this meeting, contact the City's ADA Coordinator at 785-229-3635. Please provide advance notice of at least two (2) working days. TTY users please call 711.

**101 S. Hickory**  
**PO Box 60**  
**Ottawa, KS 66067-0060**  
 Phone: 785-229-3600  
 Fax: 785-229-3639  
 www.ottawaks.gov  
 www.facebook.com/ottawaks

**TO:** Mayor and City Commissioners  
**RE:** Study Session Meeting Agenda  
**FROM:** Richard U. Nienstedt, City Manager

A Special Call Study Session is scheduled for **November 16, 2015 at 5:00 pm** in the conference room on the first floor of City Hall, 101 S. Hickory. The following items will be presented:

**I. Public Comments**

**II. Items to be Placed on the Regular City Commission Agenda**

- a. Minutes from the November 2, 2015 Study Session *Pgs 3-5*
- b. Request to Adopt Civil Rights / Fair Housing Policy - Wynndee Lee *Pgs 6-7*
- c. Proclamation for National Toilet Day - Dennis Tharp *Pg 8*
- d. Airport Advisory Board Opening

**III. Items for Presentation and Discussion**

- a. City Manager's Report
- b. Commissioner's Reports
- c. Mayor's Report

**IV. Announcements**

- November 16, 2015 Special Call Mtg to Continue Discussion of Placement of Bike Lanes on Prairie Spirit Trail on Walnut Street, 6:30 pm, Commission Room
- November 18, 2015 **Regular** Meeting, 9:30 am, City Hall (Commission Picture 9:15 am)
- November 23, 2015 Study Session, 4:00 pm, City Hall
- November 26-27, 2015 Thanksgiving Holiday, City Offices CLOSED
- November 28, 2015 Mayor's Tree Lighting, 5:00 pm, Haley Park

**V. Adjourn**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Time: \_\_\_\_\_

**VI. Items Already Placed**

- a. Minutes from the October 26, 2015 Study Session
- b. Request for Approval of Resolution Authorizing Completion of Application to Kansas Department of Health and Environment Regarding Loan for the Purpose of Constructing an Additional Raw Water Line
- c. Request for Approval of Resolution Finding the Advisability of and Ordering the Adoption of Applicable Rates, Charges, Rules and Regulations, Conditions and Availability of Services Rendered by the Water Department and Establishing a Date, Providing for the Enforcement, and Rescinding Prior Resolutions
- d. Request to Override State Historic Preservation Office Determination for 424 S. Hickory. Public Hearing Scheduled for November 18

**Study Session Minutes  
Ottawa, Kansas  
Minutes of November 2, 2015**

The Governing Body met at 4:00 pm this date with the following members present and participating to wit: Mayor Skidmore, Commissioner Dickinson, Commissioner Caylor, Commissioner Reed, and Commissioner Graves were all present. A quorum was present.

Mayor Skidmore called the meeting to order.

**Public Comments**

The Governing Body heard from David Clayton, 804 N Poplar, regarding the bike lane on Walnut Street as well as extending the bike lane from Forest Park to the trail.

The Governing Body heard from Charlie Adamson, 2209 Nevada Road, regarding the bike lane proposal on Walnut Street. Mr. Adamson proposed making Walnut Street one way from 1<sup>st</sup> to 5<sup>th</sup> Street from the north to the south. This would allow room for the bike path and not eliminate parking.

**Interviews—Airport Advisory Board**

The Governing Body interviewed Daryl Flager and Robert Bowers for the Airport Advisory Board. The Governing Body did not make a decision for the one open position and agreed to bring this discussion back to the next study session meeting.

**Minutes**

The Governing Body reviewed minutes from the October 21, 2015 Regular Meeting and with changes agreed to place this time on the next regular meeting agenda, November 4, 2015.

**Neighborhood Revitalization Program**

The Governing Body heard from Community Development Administrative Assistant Charlotte Newkirk regarding a recommendation for five properties to be added to the Neighborhood Revitalization Program. The five properties are within the established Neighborhood Revitalization District and are located at 730 S Cypress, 802 S Pecan, 708 N Locust, 731 S Oak, and 839 S Olive. It was agreed to place this item on the next regular meeting agenda.

**Bids for Automated Weather Observing Station (AWOS)**

The Governing Body heard from Public Works Director Michael Haeffele and Airport Board Chair Jack Miller regarding a request for approval of bids for an Automated Weather Observing Station at the Ottawa Municipal Airport. The AWOS system allows pilots to find out what the weather is doing at an airport which makes their flight planning easier. Many companies and corporations will not allow their pilots to fly into an airport without this type of system. Three bids were received from two different companies for the AWOS III. The best bid was at \$165,620 from Atlas Electric. It is recommended to approve the lowest bid from Atlas Electric to continue with this project. It was agreed to place this item on the next regular meeting agenda.

### **Condemnation—412 W 1<sup>st</sup>**

The Governing Body heard from Community Development Building Official Jim Sherman regarding a request for approval of a resolution to condemn a single family structure located at 412 W 1<sup>st</sup> Street. There is a public hearing scheduled for the next regular meeting agenda on November 4, 2015. This property is in blighted condition and it is the staff's opinion that this structure presents a hazardous condition to the neighborhood. It was agreed to place this item on the next regular meeting agenda.

### **Kansas Municipal Utilities Safety Program**

The Governing Body heard from Human Resources Director Michelle Stegman and Kansas Municipal Utilities (KMU) Job Training Safety Director Rick Aguilar relating to the City's Safety Program update. KMU has been providing safety training to help achieve safety goals for the City of Ottawa. The Ottawa management team is fully behind the efforts and initiative in providing a positive safety culture. Human Resources Director Michelle Stegman reported that claims are approximately \$30,000 this year compared to last year at approximately \$63,000.

### **City Manager's Report**

City Manager Richard U Nienstedt reported on:

- Monthly reports will be sent out and we will allow a week before they are placed for discussion on a study session agenda.
- Residential Building Permits
- Rock Creek Development Park
- Walnut Street Night Meeting—It was agreed to have a special meeting after the November 16<sup>th</sup> Study Session, from 6:30 pm to 7:30 pm
- November is "No Shave November" to raise awareness of prostate cancer

### **Commissioners' Reports**

Commissioner Dickinson shared when discussing the bike path project along Walnut Street we should make sure to discuss the whole project.

Commissioner Reed reported she will be attending the National League of Cities Conference in Nashville with Commissioner Caylor.

Commissioner Caylor stated she was excited to attend a mobile workshop and is looking forward to a tour of Nashville's water treatment facilities.

### **Mayor's Report**

Mayor Skidmore reported on the housing task force noting the sales tax initiative took precedence. The housing task force will be performing interviews of local businesses and reporting to the Commission in the spring.

**Adjournment**

There being no further business to come before the Governing Body, Commissioner Reed made a motion, seconded by Commissioner Caylor, to adjourn the meeting. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly adjourned at 5:09 pm.

---

Carolyn S. Snethen, City Clerk

## STAFF MEMORANDUM

**TO:** Richard U. Nienstedt, City Manager  
**FROM:** Wynndee Lee, Community Development Director  
**DATE:** November 2, 2015  
**SUBJECT:** Civil Rights/Fair Housing Policy

The City of Ottawa received a CDBG grant for the rehabilitation of 123 W. 4<sup>th</sup> Street. As part of the grant process the City needs to adopt a Civil Rights/Fair Housing Policy. The policy is drafted by the State of Kansas and must be adopted for each grant.

Staff recommends adoption of the attached policy for civil rights and housing.

## **CIVIL RIGHTS/FAIR HOUSING POLICY**

We, the City Commissioners of Ottawa, Kansas adopt the following procedures for handling a civil rights/fair housing complaint(s) within our City.

- 1) The City Clerk shall receive all complaints within his/her office and the complaint shall then be formally introduced to the Commissioners at the next regularly scheduled meeting.
- 2) We, the Commissioners shall try to assist in resolving the conflict between the parties involved. If a resolution of the problem cannot be reached, then we will forward the complaint to the proper authorities.
- 3) Fair housing discrimination complaints will be submitted to HUD by phone, letter, and/or a HUD-903 form. All such complaints will be submitted to HUD at:

Department of Housing and Urban Development  
Kansas City Regional Office  
Office of Fair Housing & Equal Opportunity  
Gateway Tower II - 400 State Avenue  
Kansas City, KS 66101

or by calling the Housing Discrimination Complaint HOTLINE 1-800-669-9777.

- 4) In the event of a civil rights complaint, we agree to also contact the following agencies:

Kansas Human Rights Commission  
900 Jackson Street - 8th Floor  
Topeka, KS 66612  
(785) 296-3206

Kansas Department of Commerce  
1000 S.W. Jackson Street, Suite 100  
Topeka, KS 66612-1354  
(785) 296-3004

We do hereby adopt these procedures in resolving any civil rights/fair housing complaints.

\_\_\_\_\_  
Mayor

(SEAL)

\_\_\_\_\_  
City Clerk



# PROCLAMATION



WHEREAS, since 2001, November 19<sup>th</sup> has been recognized as World Toilet Day to draw attention to the global sanitation challenge; and

WHEREAS, the invention of the toilet and public sanitation have arguably saved more lives than any other invention; and

WHEREAS, 1000 children die each day due to poor sanitation; and

WHEREAS, better sanitation supports improved health and quality of life; and

WHEREAS, we in our community are blessed with infrastructure that conveys and treats our waste streams; and

WHEREAS, these basic sanitation needs too often go unnoticed in our culture

NOW, THEREFORE, the governing body of the City of Ottawa, Kansas, does hereby proclaim November 19, 2015 as:

## WORLD TOILET DAY

and encourages our citizens to recognize the significant contribution that proper sanitation has brought to our community and the public health issues it has eliminated.

SIGNED this 18<sup>th</sup> day of November 2015.

---

Michael B. Skidmore, Mayor