



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 Study Session is scheduled for **November 30, 2015 at 4:00 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. Interview for Accessibility Advisory Board

4:00 pm - Nabila Formusoh

III. Items to be Placed on the Regular City Commission Agenda

- a. Minutes from the November 4-7, 2015 Special Call Meeting for NLC Conference, November 4, 2015 and November 18, 2015 Regular Meetings, November 9, 2015 Study Session, November 10, 2015 Special Call for LKM Supper, November 16, 2015 Special Call Meeting for Time Change and November 16, 2015 Special Call Walnut Bike Lane Meeting
- b. Applications for Cereal Malt Beverage Licenses for 2016 - Hailey Luke
- c. Request to Approve Resolution Describing the City Limits Including Property Annexed in 2015 - Wynndee Lee
- d. Request to Approve an Ordinance for Conditional Use Permit to Allow an Elementary School, Public Education Facility on the Property Located at 1320 W. 19th St., in an R-1 Low Density Dwelling District - Wynndee Lee
- e. Request to Approve Resolution for Kansas Department of Transportation Mapping Changes - Wynndee Lee and Michael Haeffele

IV. Items for Presentation and Discussion

- a. Update from United Way of Franklin County - Meg Pearson, Rhonda Magee & Michael Jones
- b. Review / Comment OMA Director Position Profile - Michelle Stegman & Richard U. Nienstedt
- c. Review of October Monthly Reports - Staff
- d. City Manager's Report
- e. Commissioner's Reports
 - Report from National League of Cities Fall Conference (Commissioners Reed and Caylor)
- f. Mayor's Report

V. **Announcements**

- December 02, 2015
- December 07, 2015
- December 14, 2015
- December 18, 2015
- December 21, 2015
- December 25, 2015

Regular Meeting, 7:00 pm, City Hall
Study Session, 4:00 pm, City Hall
Study Session, 4:00 pm, City Hall
Regular Meeting, 9:30 am, City Hall
Study Session, 4:00 pm, City Hall
Christmas Holiday, City Offices CLOSED

VI. **Adjourn**

Motion: _____

Second: _____

Time: _____

VII. **Items Already Placed**



City of Ottawa, Kansas
Application to Serve on a Board or Commission

Name of Board(s) you wish to serve on Accessibility Advisory Board

Name Nabila Formusoh

Address [Redacted]

Do you live within the City limits? [] yes [x] no

Home phone number [Redacted] Cell phone number [Redacted]

Email address [Redacted]

Place of employment Independence Inc.

How long have you been a resident of Ottawa? I'm not a resident but Independence Inc. provides services to Ottawa.

How long have you been a resident of Franklin County? I'm not a resident but my position at Independence Inc. provides services to those in Franklin.

How much time can you devote to serving each month? A few hours in addition to quarterly meeting

Are you related to a Board/Commission member or a City employee? [] yes [x] no

Briefly describe why you are interested in serving on a Board for the City of Ottawa. This board's mission closely correlates with Independence Inc.'s, therefore, I believe it would be advantageous to collaborate and enhance our advocacy efforts for those that have disabilities in the Ottawa community.

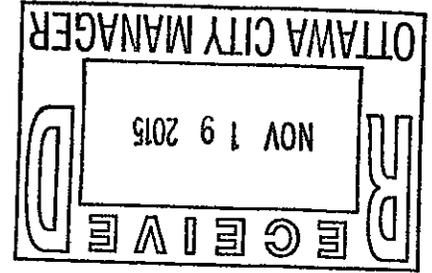
List any groups or activities to which you belong and which may demonstrate your involvement in the community.

I am the Independent Living Specialist at Independence Inc. My position involves me providing services to residents of Franklin County. I am currently involved in the community creating a resource directory for present and future Franklin County consumers.

Have you read the Functions of the Board/Commission you're applying for? [x] yes [] no

Signature Nabila Formusoh Date 11/16/2015

Thank you for your interest in serving on a City Board/Commission. Please complete this form and return it to the City Manager's Office, City Hall, PO Box 60, Ottawa, KS 66067; or bring to the Second Floor of City Hall at 101 S. Hickory. Receipt of applications will be acknowledged. If you have questions, please contact Giora Mathews at 785-229-3637, or by email at: gmathews@ottawaks.gov.



To Whom It May Concern,

I am the new Independent Living Specialist at Independence Inc. Our mission is to maximize the independence of people with disabilities through advocacy, peer support, training, transportation and community education. We strive to transform communities to be accomodating to people with disabilities in regards to living, learning, and employment. My job position includes assisting people with disabilities in learning skills of their choice that will enhance their independence.

I'm very interested in contributing to the City of Ottawa Accessibility Advisory Board. Joining this board would give me the opportunity to become more involved, as well as, contribute to efforts to improve accessibility and raise awareness of disability issues in the City of Ottawa. Independence Inc. serves people with disabilities and communities in Franklin, Douglas and Jefferson Counties.

Independence Inc. has a long history of advocacy, collaborating and providing technical assistance based on the spirit and requirements of the Americans with Disabilities Act. We look forward to serving more people and contributing more in the City of Ottawa and throughout Franklin County.

Sincerely,

Nabila Formusoh
Independent Living Specialist

Board Members

Board Members: Karen McGrath | *President* Bruce Passman | *Vice President* Athena Johnson | *Secretary*
Mary Chappell Susan Johnson Sandra London-Leib Seth Stillings Deb Young

Staff

Jill Enyart | *Co-Executive Director* Bob Mikesic | *Co-Executive Director*

Independence, Inc.
2001 Haskell Ave.
Lawrence, KS 66046

advocacy, peer support, training, transportation, community education

www.independenceinc.org

**CITY COMMISSION
Special Call
November 4, 2015 – November 7, 2015
National League of Cities Annual Conference
Music City Center
201 Fifth Avenue South, Nashville, Tennessee**

The Governing Body met to travel to the National League of Cities Annual Conference in Nashville, Tennessee on November 4, 2015 – November 7, 2015. Commissioner Reed and Commissioner Caylor attended.

Carolyn S. Snethen, City Clerk

November 4-7, 2015

Unofficial until Approved

**Regular Meeting Minutes
Commission Chambers
101 S Hickory, Ottawa, Kansas
Minutes of November 4, 2015**

The Governing Body met at 7:00 pm this date with the following members present and participating to wit: Mayor Skidmore, Commissioner Dickinson, and Commissioner Graves were all present. Commissioner Caylor and Commissioner Reed were absent due to attending the National League of Cities Conference in Nashville. A quorum was present.

The Mayor called the meeting to order and welcomed the Chamber Audience and led the Pledge of Allegiance to the American flag. The invocation was given by Community Development Director Wynndee Lee.

Consent Agenda

The Governing Body reviewed minutes from the October 19, 2015 Study Session, October 21, 2015 Regular Meeting, and the October 10-12, 2015 Special Call Meeting for the League of Kansas Municipalities Annual Meeting, and the Regular Meeting agenda. Commissioner Dickinson made a motion, seconded by Commissioner Graves to approve the consent agenda. The motion was considered and upon being put, all present voted aye. The Mayor declared the consent agenda duly approved.

Public Comments

None offered at this time.

Declaration

The Mayor asked the City Commission for declarations of any conflicts or outside communications that might influence their ability to impartially consider today's issues impartially. None were given at this time.

Public Hearing—412 W 1st

A public hearing was called for the consideration of the condemnation of a single-family structure located at 412 W 1st Street. The public hearing was opened at 7:05 pm.

Community Development Director Wynndee Lee gave an overview of the property.

No other public comments were made.

The public hearing was closed at 7:11 pm.

Resolution—Condemn 412 W 1st

The Governing Body reviewed a resolution authorizing the Governing Body to declare the residential structure located at 412 W 1st Street to be unsafe or dangerous, and to direct that such structure to be demolished or repaired and made safe and secure. Commissioner Graves made a motion, seconded by Commissioner Dickinson, to adopt the resolution. The motion was considered and upon being put, all present voted aye. The Mayor declared the resolution duly adopted and the resolution was numbered Resolution No. 1681-15.

November 4, 2015

Unofficial until Approved

Access Management Construction Project Application

The Governing Body heard from Franklin County Public Works Director James Haag regarding an application to construct a new intersection at US-59 and Kingman Road adding a left turn lane on US-59 southbound and a right turn lane on US-59 northbound and 750 feet of paving on Kingman East of US-59. Mr. Haag requested approval from the Governing Body to submit the Access Management Construction Project Application. Commissioner Dickinson made a motion, seconded by Commissioner Graves, to approve the submission of this application. The motion was considered and upon being put, all present voted aye. The Mayor declared the request duly approved.

Neighborhood Revitalization Program Review Committee

The Governing Body heard from Community Development Director Wynndee Lee regarding the Neighborhood Revitalization Program Review Committee's recommendation to include five residential structures in the Neighborhood Revitalization Program. The five structures are located at 730 S Cypress, 802 S Pecan, 708 N Locust, 731 S Oak, and 839 S Olive. Commissioner Graves made a motion, seconded by Commissioner Dickinson, to approve the addition of the five structures into the Neighborhood Revitalization Program. The motion was considered and upon being put, all present voted aye. The Mayor declared the motion duly approved.

Right of Way Dedication—KDOT

The Governing Body heard from Community Development Director Wynndee Lee and City Attorney Blaine Finch regarding a request from Kansas Department of Transportation for Right of Way Dedication. It is recommended to dedicate .05 acres of land for reconstruction of the bridge over I-35 on Montana Road. Commissioner Dickinson made a motion, seconded by Commissioner Graves, to approve the request for Right of Way Dedication. The motion was considered and upon being put, all present voted aye. The Mayor declared the motion duly approved.

Automated Weather Observing Station (AWOS)

The Governing Body heard from Public Works Director Michael Haeffele regarding the approval of a bid for the Automated Weather Observing System at the Ottawa Municipal Airport. Three bids were received for an AWOS system at the Ottawa Municipal Airport and staff recommended approval of the lowest bid which was received from Atlas Electric in the amount of \$165,620. Commissioner Graves made a motion, seconded by Commissioner Dickinson, to approve the bid for the AWOS system. The motion was considered and upon being put, all present voted aye. The Mayor declared the bid duly approved.

Ottawa Solar Photovoltaic Project

The Governing Body heard from Utilities Director Dennis Tharp regarding a project to install a solar photovoltaic system at the Power Plant/ Water Plant location which will generate electricity to the City's electric distribution system. Commissioner Dickinson made a motion, seconded by Commissioner Graves, to approve the project. The motion was considered and upon being put, all present voted aye. The Mayor declared the project duly approved.

2015 Audit Letter of Understanding

The Governing Body heard from City Manager Richard U Nienstedt regarding the 2015 Audit Letter of Understanding. The Letter from Mize Houser & Company confirms the agreement to audit the financial statements of the City for year ended December 31, 2015. Commissioner Graves made a motion, seconded by Commissioner Dickinson, to approve the Letter of Understanding. The motion was considered and upon being put, all present voted aye. The Mayor declared the motion duly approved.

Report by City Manager

City Manager Richard U Nienstedt reported:

- Veteran's Day Parade is this weekend, November 7, 2015
- Veteran's Day is Wednesday, November 11, 2015
- Below is a list of City Employees that are Veteran's
 - Richard U Nienstedt
 - Clancy Moore
 - Michael Haeffele
 - Mark Gibbs
 - Adam Weingartner
 - Shawn Dillon
 - Mark Goodwin
 - Keith Chambers
 - Bill Ferguson
 - Blaine Stewart
 - Joseph Carrier
 - James Hawkins
 - Chad Berg
 - Oscar Taylor
 - Ron Hughes
 - Tim Ahrens
 - Bob Crowell
 - Shane Gibbs
 - Tom Bryant
 - Ryan Rose

Reports by City Commissioners

Commissioner Dickinson congratulated the Kansas City Royals on the World Series win. Commissioner Dickinson announced tomorrow night from 6:00 pm to 7:30 pm, the Swan Arts Center will be opening a new gallery from Franklin County High School students.

Report by Mayor

Mayor Skidmore reported:

- Encouraged all to attend the Veteran's Day parade on Saturday, November 7th.

Open Agenda

City Manager Richard U Nienstedt reported that November is "No Shave Month" in support of Prostate Cancer and he would be participating. Mr. Nienstedt encouraged all men to be tested.

City Manager Richard U Nienstedt recognized the Scouts attending the meeting.

Announcements

Mayor Skidmore announced:

- November 4-7, 2015: Special Call Meeting, NLC Conference, Nashville
- November 9, 2015: Study Session, 4:00 pm, City Hall
- November 10, 2015: Special Call LKM Regional Supper, 5:30 pm, Olathe Community Center, 1205 E Kansas City Road
- November 11, 2015: Veteran's Day, City Offices CLOSED
- November 16, 2015: Special Call Time Change for Study Session, 5:00 pm, Study Session Room, City Hall
- November 16, 2015: Special Call Walnut Street Prairie Spirit Rail Trail Discussion, 6:30 pm, Commission Chambers, City Hall

Adjournment

There being no further business to come before the Governing Body, Commissioner Dickinson made a motion, seconded by Commissioner Graves, to adjourn the meeting. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly adjourned at 7:46 pm.

Carolyn S. Snethen, City Clerk

**Study Session Minutes
Ottawa, Kansas
Minutes of November 9, 2015**

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

Mayor Skidmore called the meeting to order.

Public Comments

The Governing Body heard from the Plaza Cinema owner Peach Madl who invited all to attend the airing of Sunflower Journey Program on November 12, 2015.

Minutes to Review

The Governing Body reviewed minutes from the October 26, 2015 Study Session and with the requested change agreed to place this item on the next regular meeting agenda, November 18, 2015.

Resolution—Raw Water Line

The Governing Body heard from Finance Director Scott Bird and Assistant Utilities Director David Buehler regarding a request for approval of a resolution authorizing completion of an application to the Kansas Department of Health and Environment regarding a loan for the purpose of constructing an additional raw water line in the amount of \$3,262,500. It was agreed to place this item on the next regular meeting agenda.

Resolution—Water Rate Increase

The Governing Body heard from Finance Director Scott Bird and Assistant Utilities Director David Buehler regarding a resolution authorizing water rate increases to provide funding for the raw water line project. It was agreed to place this item on the next regular meeting agenda.

State Historic Preservation—424 S Hickory

The Governing Body heard from Chief Building Official Jim Sherman regarding a request to override the State Historic Preservation Office Determination for 424 S Hickory. A letter was received from First Baptist Church stating the structure at 424 S Hickory, is beyond their ability to make the structure habitable. City staff concurred the structure is not safe to occupy and needs major investment. It is agreed to place the public hearing for November 18, 2015 regular meeting agenda.

Airport Advisory Board

The Governing Body heard from City Manager Richard U Nienstedt who stated there is one vacant position that needs to be filled and two applications were received. It was agreed to place this item for discussion on the next study session agenda, November 16, 2015.

Economic Development Presentation

The Governing Body heard from City Manager Richard U Nienstedt and Community Development Director Wynndee Lee regarding the Economic Development Process for the City of Ottawa.

November 9, 2015

Unofficial until Approved

City Manager's Report

City Manager Richard U Nienstedt reported:

- A suggested agenda for the Walnut Street Meeting Discussion, Monday, November 16th, 6:30 pm
- Commissioners will meet November 10th at City Hall to leave for the League of Kansas Municipalities Regional Supper at 4:45 pm.

Commissioners' Reports

Commissioner Caylor stated she enjoyed the National League of Cities Conference and will bring back information from the Conference at the next study session meeting.

Mayor's Report

Mayor Skidmore stated it was great to have Senator Moran in town for the Veteran's Day Parade. The Parade had a great turnout.

Announcements

Mayor Skidmore announced:

- November 10, 2015: Special Call Meeting, LKM Regional Supper, 5:30 pm, Olathe Community Center
- November 11, 2015: Veteran's Day, City Offices CLOSED
- November 16, 2015: Special Call Study Session for Time Change, 5:00 pm, City Hall
- November 16, 2015: Special Call Meeting to continue discussion of placement of bike lanes on Prairie Spirit Trail on Walnut Street, 6:30 pm, City Hall
- November 18, 2015: Regular Meeting, 9:30 am, City Hall (Commission Pictures will be taken)

Adjournment

There being no further business to come before the Governing Body, Commissioner Caylor made a motion, seconded by Commissioner Graves, to adjourn the meeting. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly adjourned at 4:54 pm.

Carolyn S. Snethen, City Clerk

**CITY COMMISSION
Special Call
November 10, 2015
League of Kansas Municipalities Regional Supper
Olathe Community Center
1205 EKC Road, Olathe, Kansas
5:30 pm**

The Governing Body met to travel to the Olathe Community Center, 1205 EKC Road, Olathe, Kansas to attend the League of Kansas Municipalities Region Supper at 5:30 pm. Mayor Skidmore, Commissioner Dickinson, Commissioner Reed, and Commissioner Graves attended the event. Also in attendance included City Manager Richard U Nienstedt and Utilities Director Dennis Tharp.

Carolyn S. Snethen, City Clerk

November 10, 2015

Unofficial until Approved

Special Call Study Session Minutes
Time Change to 5:00 pm
Ottawa, Kansas
Minutes of November 16, 2015

The Governing Body met at 5:00 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

None offered at this time.

Minutes to Review

The Governing Body reviewed minutes from the November 2, 2015 study session meeting. It was agreed to place this item on the next regular meeting agenda, November 18, 2015.

Civil Rights/Fair Housing Policy

The Governing Body heard from Community Development Director Wynndee Lee regarding a request to adopt the Civil Rights/Fair Housing Policy. It is required by the State of Kansas for the Governing Body to adopt this policy with every CDBG grant request. It was agreed to place this policy on the next regular meeting agenda.

Proclamation—National Toilet Day

The Governing Body heard from Assistant Utilities Director David Buehler regarding a proclamation recognizing November 19, 2015 as World Toilet Day to draw attention to the global sanitation challenges. In this community, we are blessed with infrastructure and professionals working to create better sanitation to improve health and quality of life. It was agreed to place this item on the next regular meeting agenda.

Airport Advisory Board Opening

The Governing Body discussed the two candidates, Robert Bowers and Daryl Flager, who interviewed for the Airport Advisory Board. The Governing Body agreed by consensus to recommend Robert Bowers as the new Airport Advisory Board member. It was agreed to place this item on the next regular meeting agenda.

Commissioners' Reports

Commissioner Reed would like to make a report on the National League Conference at the next study session meeting.

Commissioner Caylor would also like to make a report on the National League Conference at the next study session meeting.

Mayor's Report

Mayor Skidmore reported an executive session was needed.

Executive Session

Recess

Commissioner Caylor made a motion, seconded by Commissioner Graves to recess into executive session for a period of 20 minutes with no action to be taken after. The purpose of the executive session is attorney-client privilege with City Manager Richard U Nienstedt and City Attorney Blaine Finch in attendance. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly recessed at 5:20 pm.

Reconvene

Commissioner Reed made a motion, seconded by Commissioner Graves to reconvene. The motion was considered and upon being put, all present voted aye. The Mayor declared the work study session duly reconvened at 5:40 pm.

Recess

Commissioner Caylor made a motion, seconded by Commissioner Reed to recess into executive session for a period of 5 minutes for the purpose of attorney-client privilege with City Manager Richard U Nienstedt and City Attorney Blaine Finch present. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly recessed at 5:40 pm.

Reconvene

Commissioner Reed made a motion, seconded by Commissioner Dickinson to reconvene. The motion was considered and upon being put, all present voted aye. The Mayor declared the work study session duly reconvened at 5:45 pm.

Adjournment

There being no further business to go before the Governing Body, Commissioner Dickinson 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 5:45 pm.

Carolyn S. Snethen, City Clerk

**City Commission Special Call Meeting
Bike Lane Discussion—Walnut St
City Hall, 101 S Hickory St
November 16, 2015—6:30 pm**

The Governing Body met at 6:30 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.

Opening/Welcome

Mayor Skidmore stated the purpose of the meeting was to continue discussion regarding bike lanes to be painted, as well as drive lanes, on Walnut from 1st to 5th enhancing the safety of bicyclists.

Mayor Skidmore stated a group of citizens focused on issues downtown along with staff, who gave consideration to resolving the “trail gap” along Walnut. This committee recommended to the Governing Body to have the Prairie Spirit Rail Trail formally installed in the middle of Walnut Street. The Governing Body voted unanimously to approve this request at the Regular Commission Meeting on October 21, 2015.

Presentation by Downtown Development Team

The Governing Body heard from Jack Maxwell with the Downtown Development Team. Mr. Maxwell gave a background of how the team became developed and how they reached the optimal recommendation to place the bike lanes in the middle of Walnut Street to resolve the “trail gap”.

Community Development Director Wynndee Lee spoke that the final design for this project has not yet been created. This means the loss of all parking along the 100 and 200 block is not definite at this point in time.

Presentation by City Engineer

The Governing Body heard from City Engineer with BG Consultants & Engineer David Hamby regarding the bike lane installation on Walnut Street. Mr. Hamby stated the drawings that are currently available are not final drawings. These are done off of aerial photos. The surveying has not been completed at this time.

Public Comments

Community Development Director Wynndee Lee read comments from the following citizens provided by email to City Manager Richard U Nienstedt:

- Christopher Rech, Emporia, KS—For the bike lane installation
- Randy Rasa, Iola, KS—For the bike lane installation
- Susan Muro, Kansas City Area Cyclist—For the bike lane installation
- Eddie Davalos, Out of town Cyclist—For the bike lane installation
- Jason Puett, Topeka, KS—For the bike lane installation
- Elizabeth Stewart Burger, Lawrence, KS—For the bike lane installation
- Greg Burger, Lawrence, KS—For the bike lane installation

Kenny Suffron, 1713 S Ash Street, owns a business at 418 Walnut. Mr. Suffron spoke regarding eliminating parking in front of his business.

Garry Brown, 322 S Main, owns apartments between 3rd and 4th street on Walnut. Mr Brown stated parking on the east side of Walnut in the 300 block is critical for his tenants. Mr. Brown stated the lack of parking is the most frequent reasons he gets for declines from potential tenants.

Charlie Adamson, 2209 Nevada Road, owns a business in the 100 block of Walnut. Mr. Adamson spoke on the lack of communication he received regarding this project. Mr. Adamson does not want to lose parking in front of his business.

Becky Gregg, 416 Walnut, spoke not in favor of losing parking along Walnut.

Delbert Jamison, 225 S Walnut, spoke not in favor of losing parking along Walnut in fear of Drivers License Bureau not having sufficient parking.

Clayton Boyls, 603 N Mulberry, spoke in favor of the bike lanes project on Walnut.

Bo Killough, owner of the 424 S Walnut apartments, suggested others routes for parking if the bike lanes would eliminate parking on Walnut.

Louis Reed, member of the Downtown Committee, spoke in favor for the bike lane project on Walnut.

Richard Deitz, 4840 Nevada Rd, owns a building in the 400 block of Walnut. Mr. Deitz spoke in favor of the bike lane project on Walnut.

Randy Joust, 939 N Birch, would like to see a common ground met to meet parking needs and biking needs along Walnut.

Commissioner Discussion

The Governing Body had discussion with City Staff and Citizens regarding the bike lane project on Walnut. A decision was not made at this time, and it was agreed to place this item back on a study session agenda.

Adjournment

There being no further business to go before the Governing Body, Commissioner Caylor made a motion, seconded by Commissioner Dickinson to adjourn the meeting. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly adjourned at 7:59 pm.

Carolyn S. Snethen, City Clerk

**Regular Meeting Minutes
Commission Chambers
101 S Hickory, Ottawa, Kansas
Minutes of November 18, 2015**

The Governing Body met at 9:30 am 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.

The Mayor called the meeting to order and welcomed the Chamber Audience and led the Pledge of Allegiance to the American flag. The invocation was given by Finance Director Scott Bird.

Consent Agenda

The Governing Body reviewed the consent agenda consisting of the approval of Robert Bowers as a new member of the Airport Advisory Board, Minutes from the October 26, 2015 and November 2, 2015 study sessions, and the regular meeting agenda. Commissioner Caylor made a motion, seconded by Commissioner Graves to approve the consent agenda. The motion was considered and upon being put, all present voted aye. The Mayor declared the consent agenda duly approved.

Public Comments

None offered at this time.

Declaration

None given at this time.

Public Hearing—424 S Hickory St

The Governing Body called a public hearing for the consideration of the demolition of a single-family structure located at 424 S Hickory Street. Mayor Skidmore opened the public hearing at 9:32 am.

Community Development Building Official Jim Sherman spoke regarding the request for demolition of the single-family structure at 424 S Hickory. This structure is located in a Historical District and requires approval of a resolution to override the State Historic Preservation Office.

Cathy Brown, member of the council of First Baptist Church, spoke regarding the alternatives they have looked into. Because of the condition of the structure, it would not be able to be repaired due to cost associated, leaving the only option as demolition. There are some salvage finds that will be recouped from the structure during demolition.

Mayor Skidmore closed the public hearing at 9:40 am.

Resolution—Override the State Historic Preservation Office

Commissioner Caylor made a motion, seconded by Commissioner Dickinson to approve a resolution to override the State Historic Preservation Office Determination for 424 S Hickory Street. The motion was considered and upon being put, all present voted aye. The Mayor declared the resolution duly approved and the resolution was numbered Resolution No. 1682-15.

2015 Employee Service Awards

Each year the League of Kansas Municipalities recognizes “faithful, continuous service” to Kansas communities. This year the City of Ottawa is proud to recognize 27 employees with a combined total of 455 years of service to Kansas communities. The Governing Body recognized the following employees for their years of service.

10 years: Chuck Bigham, Steve Burkhart, Brian Demoret, and Zach Evans

15 years: Michael Haeffele, Leah Thomas, John Shepherd, David Buehler, Ed Thompson, Aaron Good, Casey Crane, Keith Chambers, David Hunsaker, Kirt Chapman, Steve Lemons, Dennis Tharp, and Steve Donahoo

20 years: Kathy Greiner, Deb Badders, Chris Campbell, Charles Johnson, Chad Bentley, and Adam Weingartner

25 years: Keith McAdoo, Tim Matthias, Steve Morton, and Troy Gavel

Proclamation—World Toilet Day

Mayor Skidmore read a proclamation recognizing November 19, 2015 as World Toilet Day. National Toilet Day was started in 2001 to draw attention to global sanitation. Waste Water Treatment Plant Superintendent Dan Riney accepted the proclamation. The City of Ottawa is a blessed community with infrastructure that conveys and treats our water streams.

Civil Rights/Fair Housing Policy

The Governing Body reviewed a request to adopt a Civil Rights/Fair Housing Policy. This policy was drafted by the State of Kansas and must be adopted for each CDBG grant received. Commissioner Reed made a motion, seconded by Commissioner Caylor to approve the Civil Rights/Fair Housing Policy. The motion was considered and upon being put, all present voted aye. The Mayor declared the policy duly approved.

Resolution—Raw Water Line Project

The Governing Body heard from Finance Director Scott Bird regarding a request for approval of a resolution authorizing the completion of the application to the Kansas Department of Health and Environment. This resolution authorizes the City Manager and his designee(s) to complete the application process for a Kansas Public Water Supply Loan in the amount of \$3,262,500. Commissioner Reed made a motion, seconded by Commissioner Caylor to adopt this resolution. The motion was considered and upon being put, all present voted aye. The Mayor declared the resolution duly approved and the resolution was numbered Resolution No. 1683-15.

Resolution—Water Rates

The Governing Body heard from Finance Director Scott Bird regarding a request for approval of a resolution finding the advisability of and ordering the adoption of applicable rates, charges, rules and regulations, conditions and availability of the services rendered by the Water Department and establishing an effective date, providing the enforcement and rescinding prior resolutions. This resolution provides for rate increases to provide funding for the raw water line project. Commissioner Dickinson made a motion, seconded by Commissioner Graves to adopt the resolution the Motion was considered and upon being put, all present voted aye. The Mayor declared the resolution duly adopted and the resolution was numbered Resolution No. 1684-15.

Report by City Manager

City Manager Richard U Nienstedt reported:

- Thank you to the City Employees. Success from the City of Ottawa happens because of the staff working every day.
- Fair Housing Policy is very important and it is important for our City to always recommit and reconfirm that our City treats all equally.
- Recommends cancelling the study session meeting on November 23, 2015.

City of Ottawa Award

Community Development Director Wynndee Lee and Public Works Director Michael Haeffele presented to the City Commission the Health Champion Organizational Honorable Mention Award received by the City of Ottawa. This award was given by the Governor's Fitness Council. The City of Ottawa was nominated by Tommy Sink for the work community of Ottawa does for healthy living. Some of the efforts recognized by the Governors Fitness Council included Tobacco Free Living Activities, Accessible Sidewalks, the City Wellness Program, Designation of Play City, and other partnership opportunities.

Mayor Skidmore read the plaque.

Report by Commissioners

Commissioner Caylor spoke on the importance of the City of Ottawa's infrastructure that provides the citizens with clean drinking water as well as taking care of the water after it goes down the sink. Commissioner Caylor appreciates all City Staff and challenges the audience to thank a City Employee for giving to the City and its citizens. Commissioner Caylor is very excited for the City on receiving the Governor's Fitness Council Award.

Commissioner Reed stated she represented the City of Ottawa at the National League of Cities National Conference and stated it is amazing how many contacts are made attending these events.

Commissioner Dickinson stated we are lucky as a city to be able to control our own utilities. Commissioner Dickinson wished everyone a Happy Thanksgiving.

Report by Mayor

Mayor Skidmore reported:

- Attended the ECKAN Annual Meeting and stated this was a wonderful evening honoring many volunteers in our community.

Announcements

Mayor Skidmore announced:

- November 23, 2015: Study Session CANCELLED
- November 26-27, 2015: Thanksgiving Holiday, City Offices CLOSED
- November 28, 2015: Mayor's Tree Lighting, 5:00 pm, Haley Park
- November 30, 2015: Study Session, 4:00 pm, City Hall

Adjournment

There being no further business to go before the Governing Body, Commissioner Caylor made a motion, seconded by Commissioner Dickinson to adjourn the meeting. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly adjourned at 10:19 am.

Carolyn S. Snethen, City Clerk

To: Richard U Nienstedt and the Honorable City Commission

From: Hailey Luke, Assistant City Clerk

Re: 2016 CMB License Renewals

Date: 11/30/2015



Attached is the list of applications for Cereal Malt Beverage (CMB) Licenses for the 2016 calendar year. A copy of each Kansas Department of Revenue Retailers' Sales Tax Certificate, as well as, the completed and signed Cereal Malt Beverage Application has been received for each applicant. The applications have been reviewed and approved by the Police Department and the City Attorney with no reason for denial. Upon approval, a report will be submitted to the Kansas Department of Revenue with appropriate fees. A State CMB stamp is attached to each CMB license. Without this stamp, the CMB license is not valid. The State CMB Stamp fee is in addition to the license fee and is collected by the City Clerk at the time of application.

CMB is defined in the CMB Act as having not more than 3.2 percent alcohol by weight produced by fermentation and not by distillation. There are two types of CMB licenses:

- A Cereal Malt Beverage license allows for the sale of cereal malt beverages in original and unopened containers and not for consumption on the licensed premises.
- A Cereal Malt Beverage license for the sale of any CMB for use or consumption on the licensed premise and not for resale in any form.

It is recommended with consensus from the Governing Body to place this item on the Next Regular Meeting Agenda, December 2, 2015 for approval.

The following is the list of CMB Applications received by the Finance Department. These applications have been reviewed by the City Attorney and Police Department with no reason for denial.

For Consumption on the Premises:

- Shari Bishop, Bishop's Brew: 120 E Dundee
- NPC International, Inc., Pizza Hut #4739: 2314 S Princeton Street
- John Duncan, Pizza Time Pub LLC: 208 S Main Street
- Pizza Village, Inc.: 330 S Main Street

Not for Consumption on the Premises:

- Casey's Store #2362: 940 N Main Street
- Casey's Store #2668: 1019 W 7th Street
- Casey's Store #2746: 334 N Main Street
- Heartland Petroleum, Mini Mart: 2120 S Princeton Street
- Leiszler Oil, Short Stop #23: 1621 S Main Street
- Love's Travel Stop #258: 203 E 27th Avenue
- Morani, Inc., Logan 66: 304 E Logan Street
- PBCB Acquisitions, Price Chopper: 2138 S Princeton Circle
- SM Trading Corp, Fuel Express 17: 2518 E Logan Street
- TA Operating LLC, Minit Mart: 2243 S Princeton Street
- Taylor Oil Inc., Ottawa Amoco: 2305 S Cedar Street
- Walgreen's Co.: 1445 S Main Street
- Walmart #382: 2101 S Princeton Street

STAFF MEMORANDUM

Target Meeting Date: December 2, 2015

TO: Richard Nienstedt, City Manager

FROM: Wynndee Lee, Community Development Director

DATE: November 9, 2015

SUBJECT: Resolution describing the city limits including property annexed in 2015.

Comments: Before the last day of December in any given year in which any property has been annexed into the city, the governing body shall declare by resolution the entire boundary of the city (K.S.A. 12-517).

In 2015, one 4.5 acre tract was annexed. The property is owned by Calvin Rosey. Once approved, the city clerk shall file a certified copy with the county clerk, the register of deeds, and the state transportation engineer.

Staff recommends adoption of the resolution.

RESOLUTION NO. _____

A RESOLUTION DEFINING AND DECLARING THE TERRITORIAL LIMITS AND BOUNDARIES OF THE CITY OF OTTAWA, KANSAS, AND RESCINDING RESOLUTION NO. 1653-14.

BE IT RESOLVED by the Governing Body of the City of Ottawa, Kansas:

Section 1: That the territorial limits and boundary of the City of Ottawa, Kansas, are hereby declared and defined to be as follows, to-wit:

Beginning at the Southeast corner of the of the Southwest Quarter of the Southwest Quarter of Section 19, Township 16 South, Range 20 East of the 6th P.M; thence North 944.71 feet; thence West 1,382.28 feet to a point on the East line of Section 24, Township 16 South, Range 19 East said point being 944.47 feet North of the Southeast corner of said section 24; thence North along the East line of said Section 24, a distance of 1,696.28 feet, to the East 1/4 corner of said Section 24; thence West along the ½ section line, a distance of 193.77 feet to its intersection with the south line of the Burlington Northern/ Santa Fe Railroad right-of-way line; thence in a Southwesterly direction to its intersection with the North line of Section 25, Township 16, Range 19; thence West along the North line of the N.W. 1/4 of said Section 25 to a point 75 feet East of the N.W. corner of said Section 25; thence South to a point 25 feet East and 300 feet North of the N.W. corner of Ottawa Steel Addition to the City of Ottawa, Kansas; thence West 25 feet; thence South to a point 1,419.1 feet South of the North line of the N.W. 1/4 of said Section 25, the same being the point of intersection of the South line of Junction Avenue, City of Ottawa, Kansas, produced; thence West 100 feet; thence North to a point 700 feet South of the North line of Section 26, Township 16, Range 19, Franklin County, Kansas; thence West 25 feet; thence North 700 feet to a point 75 feet West of the N.E. corner of said Section 26; thence West along the North line of said section 26 to the West line of the right-of-way of the Lawrence District branch line of the Atchison, Topeka & Santa Fe Railway Company to the point of intersection with the North line of the right-of-way of the Second District main line of the Atchison, Topeka & Santa Fe Railway Company; thence in a Southwesterly direction along the North line of the right-of-way of the Section District main line of the Atchison, Topeka & Santa Fe Railway Company to a point due North of the West line of the North terminus of Cleveland Avenue, City of Ottawa, Kansas; thence South to the center of Wilson Street, City of Ottawa, Kansas; thence West to the N.W. corner of the S.E. 1/4 of Section 26, Township 16, Range 19, Franklin County, Kansas; thence South 1,096 feet to the center of Wright Street, Kerr's Subdivision, a subdivision in Franklin County, Kansas; thence East in the center of said Wright Street to a point 150 feet West of the West line of Cleveland Avenue, City of Ottawa, Kansas; thence Southwesterly parallel to the West line of said Cleveland Avenue to the South line of Lot 1, Kerr's Subdivision, a subdivision in Franklin County, Kansas; thence West to the West line of the S.E. 1/4 of said Section 26; thence South the S.E. corner of the S.W. 1/4 of said Section 26; thence West to the center line of Wilson Creek; thence following the center line of Wilson Creek in a Southerly direction to a point where it crosses the West line of the N.W. 1/4 of Section 35, Township 16, Range 19, Franklin County, Kansas; thence South on said line to the center of the Marais des Cygnes River; thence in a Westerly and Southwesterly direction up the center of said River to a point on the North right-of-way line of the Missouri Pacific Railroad in the S.E. 1/4 of the N.W. 1/4 of the N.E. 1/4 of Section 34, Township 16, Range 19, Franklin County, Kansas; thence in an Easterly-Southeasterly direction along the North right-of-way line of said Railroad to the West line of the East ½ of the N.W. 1/4 of said Section 35; thence South 100 feet to the South right-of-way line of the abandoned Missouri Pacific Railroad; thence in a Westerly direction along the South right-of-way of the Missouri Pacific Railroad to a point 420 feet East of the West line of the West ½ of the S.E. 1/4 of the N.E. 1/4 of Section 34, Township 16 South, Range 19 East; thence South to the South line of the N.E. 1/4 of Section 34; thence West 420 feet to the West line of the N.E. 1/4 of Section 34; thence South to the center of Nugent Creek; thence in a Westerly and Northerly direction down the center of said creek to the center of the Marais des Cygnes River; thence in a West-Southwesterly direction up the center of said River to the West line of the S.W. 1/4 of the N.E. 1/4 of said Section 34; thence South to the S.W. corner of the N.W. 1/4 of the S.E. 1/4 of said section 34; thence East to a point 495 feet West of the S.E. corner of the N.E. 1/4 of the S.E. 1/4 of said Section 34; thence North to a point 495 feet West and 40 feet South of the N.E. corner of the S.E. 1/4 of said Section 34, thence East 495 feet to a point 40 feet South of the N.E. corner of the S.E. 1/4 of said Section 34, the same being 40 feet South of the N.W. corner of the N.W. 1/4 of the S.W. 1/4 of Section 35; thence South 20 feet; thence in an Easterly direction to a point 80 feet South and 207 ½ feet East of the

N.W. corner of the N.W. 1/4 of the S.W. 1/4 of said Section 35; thence in a Southerly direction to a point on the Westerly right-of-way line of Kansas Highway 68, said point being 1126 1/2 West and Northerly of the Southeast corner of the Northwest Quarter of the Southwest Quarter of said Section 35; thence Southwesterly along the Westerly right-of-way line of said Kansas Highway 68 to the South line of the Northwest Quarter of the Southwest Quarter of said Section 35; thence East along the South line of the Northwest Quarter of the Southwest Quarter of said Section 35 to a point 150 feet West of the West line of Beech Street, City of Ottawa, Kansas, produced; thence South on a line parallel to Beech Street to a point 880 feet North of the South line of Section 35, Township 16 South, Range 19 East; thence West 495 feet; thence South 880 feet to the South line of said Section 35; thence East along said South line of Section 35 to the N.W. corner of Twyman's Subdivision, a subdivision in Franklin County, Kansas; thence South 715 feet to the S.W. corner of Twyman-Sprigg Subdivision, a subdivision in Franklin County, Kansas; thence East 340 feet along the South line of Eighth Street, City of Ottawa, Kansas to the N.W. corner of the S.W. 1/4 of the N.W. 1/4 of Section 2, Township 17, Range 19; thence South 687.41 feet to the S.W. corner of the S.E. 1/4 of the N.W. 1/4 of Section 2, Township 17, Range 19; thence East 330 feet to the S.W. corner of Lathrop's Addition to the City of Ottawa, Kansas; thence South to a point approximately 1,310.0 feet more or less North of the N.W. corner of the N.E. 1/4 of the N.W. 1/4 of Section 11, Township 17, Range 19, Franklin County, Kansas; thence West 1,315.00 feet more or less to the Northeast corner of the Southeast Quarter of the Southeast Quarter of Section 3, Township 17 South, Range 19 East; thence West along the North line of the Southeast Quarter of the Southeast Quarter of said Section 3 to the West right of way line of Eisenhower Road; thence South along the West right of way line of said Eisenhower Road to the point of intersection with the North line of the Northeast Quarter of Section 10, Township 17 South, Range 19 East; thence South along the West right of way line of said Eisenhower Road to the point of intersection with the North line of the Northeast Quarter of Section 15, Township 17 South, Range 19 East; thence South along the West right of way line of said Eisenhower Road to the point of intersection with the North line of the Southeast Quarter of the Northeast Quarter of said Section 15; thence West along the North line of the Southeast Quarter of the Northeast Quarter of said Section 15 to the Northwest corner of the Southeast Quarter of the Northeast Quarter of said Section 15; thence South to the Southwest corner of the Southeast Quarter of the Northeast Quarter of said Section 15; thence South along the West line of the Northeast Quarter of the Southeast Quarter of said Section 15 to the Southwest corner of the North 10 acres of the East half of the Southeast Quarter of said section 15; thence East along the South line of the North 10 acres of the East Half of the Southeast Quarter of said Section 15 to the point of intersection with the North right of way line of U.S. I-35 Highway; thence Northeasterly and Easterly along the North right of way line of said I-35 to the West Quarter corner of Section 14, Township 17 South, Range 19 East; thence along the Northerly right of way line of said I-35 to the point of intersection with the Northerly right of way line of U.S. 50 Highway (Main Street); thence along the Northerly right of way line of said U.S. 50 to a point 24 rods West of the center of said Section 13; thence North 6 2/3 rods; thence East 24 rods to the East line of the Northwest Quarter of said Section 13; thence North along the East line of the Northwest Quarter of said Section 13 to the point of intersection with the Easterly right of way line of said I-35; thence Southwesterly along the Easterly right of way line of said I-35 to a point 1,570.4 feet, more or less, North and 1,247.5 feet, more or less, East of the S.W. corner of the N.W. 1/4 of said Section 13; thence in a North-Northwesterly direction across said Interstate Highway a distance of 301.7 feet, more or less, to a point on the North right-of-way line of said Interstate Highway 1,205.50 feet East of the West line of said Section 13, the same being the S.E. corner of Tract No. 44, County Clerk's Subdivision No. 1, being the Southwest corner of Lot 45 in said County Clerk's Subdivision No. 1; thence Northeast along the South line of said Lot 41 and the North right of way line of said I-35 to the point of intersection with the West line of the Northwest Quarter of said Section 13 being the Southeast corner of said Lot 45; thence North along the East line of the Northwest Quarter of said Section 13 to the South Quarter corner of said Section 12, Township 17 South, Range 19 East; thence N.2°11'40" (bearing based on annexation ordinance 3496-05) 60.00 feet along the West line of the Southeast Quarter of said Section 12 to the North right of way line of said I-35; thence along the North right of way line of said I-35 the following 8 courses: (1) N.87°54'57"E. 11.86 feet; thence (2) S.73°48'56"E. 71.81 feet; thence (3) ON A CURVE to the left with a radius of 917.43 feet an arc length of 410.72 feet (chord of said curve bears: N.74°58'51"E. 407.30 feet); thence (4) N.62°16'45"E. 1801.19 feet; thence (5) N.52°03'54"E. 611.33 feet; (6) N.19°28'33"E. 53.90 feet; thence (7) N.2°18'13"W. 144.39 feet; thence (8) N.62°18'37"E. 22.14 feet to a point on the East line of the Southeast Quarter of said Section 12; thence N.2°18'13"W. 1175.80 feet to the East Quarter corner of said Section 12 being a Northeast corner of said annexation Ordinance 3496-05; thence North to the N.E. corner of the S.E. 1/4 of the N.E. 1/4 of said Section 12; thence West to the West right-of-way line of the county road

along the East line of said Section 12, the same being a point 20 feet, more or less, West of the S.E. corner of the N.E. 1/4 of the N.E. 1/4 of said Section 12; thence North along the West right-of-way of said county road, the same being a point 20 feet, more or less, West of the N.E. corner of said Section 12; thence East 20 feet, more or less, to the N.E. corner of said Section 12, the same being the S.E. corner of Section 1, Township 17, Range 19, Franklin County, Kansas; thence North along the east line of said Section 1, a distance of 2,640 feet, more or less, to the N.E. corner of the S.E. 1/4 of said Section 1; thence West 1,329.38 feet, more or less, to the N.W. corner of the East 1/2 of the S.E. 1/4 of said Section 1; thence North to the S.W. corner of the N.E. 1/4 of the N.E. 1/4 of said Section 1; thence East 1,324 feet to the S.E. corner of Sunnyside Addition, Ottawa, Kansas; thence North to the Westerly line of the Missouri Pacific Railroad right-of-way; thence Northwesterly along said railroad right-of-way to a point on a line parallel to and 356 feet South of the North line of the S.E. 1/4 of the S.E. 1/4 said Section 36; thence West 123.4 feet, more or less, to a point 356 feet South of the N.W. corner of the S.E. 1/4 of the S.E. 1/4 of said Section 36; thence North to the center line of the Marais des Cygnes River; thence following the center line of the said River in a Northwesterly direction to the point of intersection with the North line of the South Half of the West Half of the Northeast Quarter of Section 36, Township 16 South, Range 19 East; thence East to the Northeast corner of the South Half of the West Half of the Northeast Quarter of said Section 36; thence North to the S.W. corner of the N.W. 1/4 of the N.E. 1/4 of the N.E. 1/4 of said Section 36; thence East along the South line of Durbin's Commercial Park, an addition to the City of Ottawa, Kansas, to the S.E. corner of the N.W. 1/4 of the N.E. 1/4 of the N.E. 1/4 of said Section 36; thence East to the S.E. corner of the West 1/2 of the N.E. 1/4 of the N.E. 1/4 of the N.E. 1/4 of said Section 36; thence North to a point 50 feet South of the North line of said Section 36; thence East 330 feet, more or less, to the east line of said Section 36; the same being the West line of the Northwest Quarter of Section 31, Township 16 South, Range 20 East; thence Southerly to the West Quarter Corner of said Section 31; thence along the South line of the Northwest Quarter of said Section 31 Easterly to the Southeast Corner of the West Half of the Northwest Quarter of said Section 31; thence along the East line of the West half of the Northwest Quarter of said Section 31 Northerly to the South right of way line of Kansas Highway 68 thence along the South right of way line of said Highway 68 Easterly to the Northwest Corner of Wildcat Two Addition, a subdivision in the Northeast Quarter of said Section 31; thence along the West, South and East lines, of the said Wildcat Two Addition the following four courses (1) S. 0°11'11"E. (bearing based on said Wildcat Two Addition) 608.44 feet; thence along the South line of said Wildcat Two Addition (2) S. 84°26'36" E. 1033.12 feet to the Southeast Corner of said Wildcat Two Addition and the West right of way line of U.S. Highway I-35; thence along the East line of said Wildcat Two Addition and the West right of way line of said I-35 (3) N. 10°16'29" W. 28.53 feet; thence (4) N. 18°21'43" W. 774.13 feet to the Northeast Corner of said Wildcat Two Addition being on the South right of way line of said Highway 68; thence along the Southerly right of way line of said Highway 68 Easterly to the East line of the Northeast Quarter of said Section 31; thence along the East line of the Northeast Quarter of said Section 31 Northerly to the Northeast Corner of said Section 31 and the Southeast Corner of said Section 30; thence along the East line of the Southeast Quarter of said Section 30 Northerly to the North right of way line of said Highway 68; thence along the North right of way line of said Highway 68 Westerly to the Southeast Corner of Lot 2 of the Amended Final Plat of Underwood Addition; thence along the North right of way line of said Highway 68 and the South line of Lot 2 in said Amended Underwood Addition Westerly to the Southwest Corner of said Lot 2, being a Southeasterly Corner of Wildcat One Addition a Replat of Lot 1 of the Amended Plat of said Underwood Addition; thence along the Easterly and Southerly lines of said Wildcat One Addition the following four courses (1) N. 1°27'38" W. (bearings based on said Wildcat One Addition) 648.10 feet; thence (2) N. 89°45'34" E. 802.95 feet to the West right of way line of U.S. Highway I-35; thence along the West right of way line of said I-35 (3) N. 16°22'37" E. 82.99 feet; thence (4) N. 1°13'33" W. 503.13 feet to the Northeast Corner of said Wildcat One Addition being on the West right of way line of said I-35; thence along the West right of way line of said I-35 and the East line of the City of Ottawa Annexation Ordinance No. 3558-06 N. 1°11'02"W. (bearing based on said ordinance No. 3558-06) to the present North right of way line of Wilson Street (Osborne Terrace); thence along the North right of way line of said Wilson Street (Osborne Terrace) Westerly to the point of intersection with the East line of the West Half of the Northwest Quarter of said Section 30; thence North along the West Half of the Northwest Quarter of said Section 30 to the point of beginning. Except, all that part of the S.E. 1/4 of the N.W. 1/4 of Section 35, Township 16, Range 19, described as follows: Beginning at the intersection of the East line of said S.E. 1/4 and the North right-of-way line of the Missouri Pacific Railroad; thence North 316 feet; thence in a West-Southwesterly direction to a point where the West line of said S.E. 1/4 intersects the North right-of-way line of said railroad; thence Easterly along the North right-of-way line of said railroad to the place of beginning, except

a strip off the West side, heretofore deeded to August Romstedt, as shown in Book 96, Page 407, Register of Deeds, Franklin County, Kansas, and containing after deducting the exception noted, 4.8 acres, more or less.

ALSO:

Beginning at the N.W. corner of Section 19, Township 16, Range 20; thence running east along the North side of Section 19, a distance of 2,135.2 feet; thence South a distance of 526.3 feet; thence East 248.3 feet to the North line of the Atchison, Topeka & Santa Fe Railroad right-of-way; thence Southwesterly along the North line of said right-of-way a distance of 1,357.3 feet; thence West a distance of 1,284.0 feet to the North 1/16 corner on the West line of said Section 19; thence North a distance of 1,321.9 feet to the point of beginning;

ALSO:

Beginning at the point of intersection of the East line of the N.E. 1/4 of Section 24, Township 16 South, Range 19 East, with the North right-of-way line, produced, of the Atchison, Topeka & Santa Fe Railroad, the same being a point 394 feet, more or less, North of the S.E. corner of said N.E. 1/4 of Section 24; thence North 227 feet; thence West 200 feet; thence South on the line parallel to and 200 feet West of the East line of said N.E. 1/4 to a point on the North right-of-way line of the Atchison, Topeka & Santa Fe Railroad; thence in a Northeasterly direction along said railroad right-of-way to the point of beginning.

ALSO:

Commencing at the Northeast corner of the Northeast 1/4 of Section 24, Township 16 South, Range 19 East, thence South 16 rods, thence West 10 rods, thence North 16 rods, thence East 10 rods to the place of beginning.

Except land taken for permanent easement to the Secretary of Transportation, State of Kansas, in Deed 222, Page 549. Containing 0.7 acres, more or less, Franklin County, Kansas. Commonly known as 3696 Montana Road.

ALSO:

The Southeast 1/4 of Section 25, Township 17 South, Range 19 East, and the North 1/2 of the Northeast 1/4 of Section 36, Township 17 South, Range 19 East, containing 240 acres, more or less, except the east thirty feet (30'), which is set aside for Montana Road.

ALSO:

The Southeast 1/4 of the Northeast 1/4 of Section 25, Township 17 South, Range 19 East, containing 40 acres, more or less, except the east thirty feet (30'), which is set aside for Montana Road.

ALSO:

Beginning at the point of intersection of the East line of the Northwest quarter of said Section 13 with the Southerly (or Southeasterly) right-of-way line of U.S. Highway I-35; thence along the Southerly right-of-way line of said I-35 Southwesterly to a point 1570.4 feet (more or less) North and 1247.5 (more or less) East of the Southwest corner of the Northwest quarter of said Section 13; thence North-northwesterly (across said I-35) 301.7 feet (more or less) to a point on the Northerly (or Northwesterly) right-of-way line of said I-35, said point being 1205.50 feet Easterly of the West line of said Section 13; thence along the Northerly (or Northwesterly) right-of-way line of said I-35 Northeasterly to the point of intersection with the East line of the Northwest quarter of said Section 13; thence along the East line of the Northwest quarter of said Section 13 Southerly to the point of beginning. Commonly known as I-35 right-of-way.

ALSO:

All of the Twenty-Third Street right-of-way located in the Southwest Quarter of Section 12 and the Northwest Quarter of Section 13 all in Township 17 South, Range 19 East of the 6th P.M. in Franklin County, Kansas, being 30.00 feet on the North side and 30.00 feet on the South side of the following described line.

Beginning at a point on the South line of the Southwest quarter of said Section 12, said point of beginning being 1205.50 East of the Southwest corner of said Section 12; thence along the South line of the Southwest quarter of said Section 12 and the North line of the Northwest quarter of said Section 13 East to the terminus of

the said line being South quarter corner of said Section 12 and the North quarter corner of said Section 13. Commonly known as 23rd Street right-of-way.

ALSO:

All of the Kingman Road right-of-way in the Northwest quarter of Section 24 Township 17 South, Range 19 East of the 6th P.M. Franklin County, Kansas. Commonly known as Kingman Road right-of-way.

ALSO:

A Tract of land in the North half of the North half of the Southwest Quarter of Section 13, Township 17 South, Range 19 East of the 6th P.M. Franklin County, Kansas, more particularly described as follows:

Beginning at the center (Northeast corner of the Southwest Quarter) of said Section 13; thence along the North line of the Southwest Quarter of said section 13 S.87°58'35"W. (Being an assumed bearing) 421.00 Feet; thence S.2°01'25"E. 25.00 feet; thence parallel to and 25.00 Feet Southerly of the North line of the Southwest Quarter of said Section 13 N.87°58'35"E. 271.01 Feet to a point 150.00 Feet Westerly of (measured perpendicular to) the East line of the Southwest Quarter of said Section 13; thence parallel to the East line of the Southwest Quarter of said Section 13 Southerly to a point on the South line of the North half of the North half of the Southwest Quarter of said Section 13; thence along the South line of the North half of the North half of the Southwest Quarter of said Section 13 Easterly 150 Feet more or less to the Southeast corner of the North half of the North half of the Southwest Quarter of said Section 13; thence along the East line of the Southwest Quarter of said Section 13 Northerly to the Point of Beginning, Containing 2.440 acres. Commonly known as 2597 US 59 Hwy.

ALSO:

The North 125.00 feet of the West 526.00 feet of the South 500.00 feet of the North Half (N. ½) of the Southwest Quarter (SW ¼) of Section 13, Township 17 South, Range 19 East of the Sixth Principal Meridian, Franklin County, Kansas, less existing highway right-of-way, being more particularly described as follows:

Commencing at the Southwest corner of the North Half (N ½) of said Southwest Quarter (SW ¼), thence North along the West line of said quarter section on an assumed bearing of North 00 degrees 00 minutes 00 seconds East, a distance of 375.00 feet, thence North 89 degrees 49 minutes 31 seconds East parallel to the South line of said North Half (N ½), a distance of 110.40 feet to a point on the East right-of-way line of U.S. 59 Highway, said point also being the true point of beginning of land to be described, thence continuing North 89 degrees 49 minutes 31 seconds East along said line a distance of 415.60 feet, thence North 00 degrees 00 minutes 00 seconds East on a line parallel to the West line of said quarter section a distance of 125.00 feet, thence South 89 degrees 49 minutes 31 seconds West on a line parallel to the South line of the North Half (N. ½) of said Southwest Quarter (SW ¼) a distance of 413.59 feet to a point on the East line of said U.S. 59 Highway right-of-way, thence South 44 degrees 56 minutes 45 seconds West along said East right-of-way line a distance of 3.01 feet, thence continuing along said East right-of-way line a bearing of South 00 degrees 03 minutes 15 seconds East, a distance of 122.88 feet to the point of beginning, containing 1.193 acres, more or less, all in Franklin County, Kansas, AND;

The South 40 acres of the North ½ of the Southwest ¼ of Section 13, Township 17 South, Range 19 East, except the West 526 feet thereof, and containing after deducting the exception noted 32 acres, more or less, Franklin County, Kansas, AND;

Also an easement for a road over and across the North 35 feet of the West 526 feet of the South 40 acres of the North ½ of the Southwest ¼ of said Section 13, with the right of ingress and egress and to maintain the same. Subject to easements, reservations, restrictions, and covenants of record, if any, AND;

Commencing at a point 526 feet East and 500 feet North of the Southwest corner of the North ½ of the Southwest ¼ of Section 13, Township 17, Range 19, thence North to the North line of the South 40 acres of the North ½ of said Southwest ¼, thence West to the section line, thence South to a point due West of the point of beginning, thence East to the point of beginning, Franklin County, Kansas, containing 2 acres, more or less. Commonly known as 2571 and 2573 US 59 Hwy., containing 34 acres more or less.

ALSO:

The South 375.00 feet of the West 526.00 feet of the South 500.00 feet of the North Half (N ½) of the Southwest Quarter (SW ¼) of Section 13, Township 17 South, Range 19 East of the Sixth Principal Meridian, Franklin County, Kansas, less the following described existing highway right-of-way.

Less the following described existing highway right-of-way. A tract of land in the North Half of the Southwest Quarter of Section 13, Township 17 South, Range 19 East of the 6th P.M., Franklin County, Kansas, described as follows: Beginning at the Southwest corner of said North Half; First Course, thence on an assumed bearing of North 01 degree 52 minutes 20 seconds West, 500.00 feet along the West line of said North half; Second Course, thence North 87 degrees 57 minutes 07 seconds East, 112.41 feet, parallel with the South line of said North Half; Third Course, thence South 43 degrees 04 minutes 25 seconds West, 3.01 feet; Fourth Course, thence South 01 degree 55 minutes 35 seconds East, 475.00 feet; Fifth Course, thence South 00 degrees 29 minutes 39 seconds East, 22.88 feet to a point on the South line of said North Half, 110.18 feet East of the point of beginning; Sixth Course, thence South 87 degrees 57 minutes 07 seconds West 110.18 feet along said South line to the point of beginning. The above contains 0.86 acres, more or less, exclusive of the existing highway.

This conveyance is made for the purpose of a controlled access highway and the grantor hereby releases and relinquishes to the grantee any and all abutter's rights of access to said highway, appurtenant to grantors remaining property; except and reserving however, to the grantor, his heirs and assigns, the right of access to said highway over and across the following describe course: Beginning at a point 217.00 feet South 01 degree 55 minutes 35 seconds East from the beginning of said "Fourth Course" and extending South 01 degree 55 minutes 35 seconds East, 60.00 feet. Commonly known as 2545 US 59 Hwy., containing 3.5 acres more or less.

ALSO:

The South ½ of the Southwest ¼ of Section 13, Township 17 South, Range 19 East, except land taken for Highway 59 and controlled access, Franklin County, Kansas. Commonly known as 2723 Kingman Road, containing 74.8 acres more or less.

ALSO:

Commencing at a 1" bolt at the Southwest corner of the Southwest Quarter of Section 35, Township 16 South, Range 19 East of the Sixth Principal Meridian; Thence N88°05'30"E for a distance of 399.03 feet along the South line of said Southwest Quarter; Thence N01°29'38"W for a distance of 30.00 feet along the East line of K-68 Highway right of way to a ½" rebar on the North line of 7th Street right of way; Thence N88°05'30"E for a distance of 104.87 feet along the North line of 7th Street right of way to a ½" rebar at the Point of Beginning; Thence N01°41'38"W for a distance of 222.41 feet to a ½" rebar; Thence N88°05'30"E for a distance of 141.00 feet to a ½" rebar; Thence S01°41'38"E for a distance of 222.41 feet to a ½" rebar on the North line of 7th Street right of way; Thence S88°05'30"W for a distance of 141.00 feet to the Point of Beginning; Subject to covenants, easements, and restrictions of record. Said property contains 0.72 acres, more or less, in Franklin County, Kansas, according to a survey by Taylor Design Group, P.A., dated April 2008. Commonly known as 1211 W. 7th Street.

ALSO:

Commencing at a 1" bolt at the Southwest corner of the Southwest Quarter of Section 35, Township 16 South, Range 19 East of the Sixth Principal Meridian; Thence N88°05'30"E for a distance of 399.03 feet along the South line of said Southwest Quarter; Thence N01°29'38"W for a distance of 30.00 feet along the East line of K-68 Highway right of way to a ½" rebar on the North line of 7th Street right of way at the Point of Beginning; Thence N01°29'38"W for a distance of 29.70 feet along said K-68 Highway right of way to a ½" rebar; Thence N77°22'38"W for a distance of 300.00 feet along said right of way to a ½" rebar; Thence N02°01'38"W for a distance of 478.44 feet along said right of way to a ½" rebar; Thence N22°10'53"E for a distance of 296.06 feet along said right of way to a ½" rebar on the South line of the North third of the Southwest Quarter of said Southwest Quarter; Thence N28°03'04"E for a distance of 292.06 feet along said right of way to a ½" rebar; Thence S37°28'59"E for a distance of 200.96 feet to a ½" rebar; Thence S58°53'46"E for a distance of 165.59 feet to a ½" rebar on the South line of the North third of the Southwest Quarter of said Southwest Quarter;

Thence N88°10'53"E for a distance of 17.78 feet along said South line to a ½" rebar; Thence S01°41'38"E for a distance of 630.63 feet to a ½" rebar; Thence S88°05'30"W for a distance of 141.00 feet to a ½" rebar; Thence S01°41'38"E for a distance of 222.41 feet to a ½" rebar on the North line of 7th Street right of way; Thence S88°05'30"W for a distance of 104.87 feet to the Point of Beginning; Subject to covenants, easements, and restrictions of record. Said property contains 10.03 acres, more or less, in Franklin County, Kansas, according to a survey by Taylor Design Group, P.A., dated April 2008. Commonly known as 1215 W. 7th Street.

ALSO:

Commencing at the intersection of the East line of the Southeast ¼ of the Northwest ¼ of Section 35, Township 16, Range 19, and the North line of Missouri Pacific Railroad right-of-way, thence North 316 feet, thence Southwesterly to a point where the West line of the Southeast ¼ of the Northwest ¼ of said Section 35 intersects the North line of said Railroad right-of-way, thence Easterly along the North line of said Railroad right-of-way to the place of beginning, except a strip off the West side heretofore deeded to August Romstedt as shown in Deed recorded in Book 96 at Page 407 in the Register of Deeds office of said county, and containing after deducting the exception noted 4.8 acres, more or less, all in Franklin County, Kansas. Commonly known as 120 N. Willow.

ALSO:

Lots 5 and 6 in the Northeast 1/4 of Section 36, Township 17, Range 19, containing 54 acres more or less, according to Government Survey, Franklin County, Kansas. Commonly known as 2040 Montana Road.

ALSO:

Lot 2 of the amended Final Plat of Underwood Addition, (30-16-20) Franklin County, Kansas, containing 9.37 acres, more or less. Commonly known as 2515 E. Logan.

ALSO:

A tract in the Northeast ¼ of Section 31, Township 16, Range 20, beginning at a point 60 feet East and 115 feet South of the Northeast corner of said Quarter Section, thence 599.6 feet South, thence 330 feet East, thence 599.6 feet North, thence 330 feet West to place of beginning, Franklin County, Kansas. Containing 4.5 acres more or less. Located at 2220 E. Logan.

Section 2: That this Resolution shall take effect and be in force from and after its passage by the Governing Body of the City of Ottawa, Kansas.

Section 3: Resolution No. 1653-14 is hereby rescinded.

Section 4: A certified copy of this resolution needs to be filed with the County Clerk, Register of Deed, and The State Transportation Engineer.

PASSED BY THE GOVERNING BODY OF THE CITY OF OTTAWA, KANSAS, this _____ day of _____, 2015.

Attest:

Mayor

City Clerk

STAFF MEMORANDUM

Target Meeting Date: November 4, 2015

TO: Richard Nienstedt, City Manager

FROM: Wynndee S. Lee, AICP, Director of Planning & Codes Administration

DATE: October 15, 2015

SUBJECT: **An Ordinance** for a conditional use permit to allow an elementary school, public education facility on the property located at 1320 W. 19th St., in an R-1 Low Density Dwelling District.

USD 290 School District is seeking approval of a conditional use permit to allow for the construction of an elementary school, public education facility on the property they own at 1320 W. 19th St. The current zoning regulations require a conditional use permit for schools to be located in low and medium density residential districts.

The City of Ottawa's Planning Commission reviewed the conditional use permit request and held a public hearing. Attached is a copy of the findings. Dr. Jeanne Stroh, Superintendent, and members of their architectural and engineering firms were present at the meeting requesting approval and there were no other public comments during the hearing.

The recommendation of staff is to approve the conditional use permit with the following conditions:

1. A site plan shall be submitted for staff and planning commission review, including in addition to the typical details a completed traffic study, landscape plan, and storm water best management practices, with any changes needed to Floodplain designation identified.
2. Approved traffic plan including safety features for school zone flashers, and installing southbound left turn lane;
3. Pedestrian and bicycle plan identified with crossing on 19th Street.
4. Approved development agreement with specifics related to the public infrastructure installations, financing, and any infrastructure allowed to be installed at a later date.
5. Any use of the facility by outside groups or individuals shall be concluded by 10 p.m., unless it is a sponsored and supervised activity by USD 290.
6. The term of the conditional use permit is not limited in time provided the ownership does not change, nor the use as an elementary school by USD 290.

The Planning Commission recommends to the City Commission by a vote of 4-0 approval of the conditional use permit.

Attachments: Ordinance
Staff Findings
Location Map

ORDINANCE NO. _____

AN ORDINANCE GRANTING A CONDITIONAL USE PERMIT TO ALLOW AN ELEMENTARY SCHOOL, PUBLIC EDUCATION FACILITY ON THE PROPERTY LOCATED AT 1320 W. 19TH STREET, IN AN R-1 LOW DENSITY DWELLING DISTRICT REQUESTED BY USD 290 SCHOOL DISTRICT, IN THE CITY OF OTTAWA, KANSAS.

BE IT ORDAINED, By the Governing Body of the City of Ottawa, Kansas:

Section 1. Written findings have been made by the Planning Commission for the City of Ottawa that the application from USD 290 School District, dated September 11, 2015, for a conditional use permit is in compliance with Ordinance No. 3501-05, Article 6, Residential Zoned Districts (R-1; R-3), Table 6-1.

Section 2. A conditional use permit is hereby granted to allow the construction of an elementary school, public education facility on the property located at 1320 W. 19th St., in an R-1 Low Density Dwelling District with the following conditions:

1. A site plan shall be submitted for staff and planning commission review, including in addition to the typical details a completed traffic study, landscape plan, and storm water best management practices, with any changes needed to Floodplain designation identified;
2. Approved traffic plan including safety features for school zone flashers, and installing southbound left turn lane;
3. Pedestrian and bicycle plan identified with crossing on 19th Street;
4. Approved development agreement with specifics related to the public infrastructure installations, financing, and any infrastructure allowed to be installed at a later date;
5. Any use of the facility by outside groups or individuals shall be concluded by 10 p.m., unless it is a sponsored and supervised activity by USD 290;
6. The term of the conditional use permit is not limited in time provided the ownership does not change, nor the use as an elementary school by USD 290.

A tract of land in the Northwest Corner of the Southwest Quarter of Section 11, Township 17 South, Range 19 East of the Sixth Principal Meridian, in the City of Ottawa, Franklin County, Kansas, described as follows:

Thence south 89 degrees 47 minutes 09 seconds, East for a distance of 747.78 feet along the north line of said southwest quarter to a ½ inch iron pin, thence south 00 degrees 05 minutes 42 seconds, West for a distance of 1328.95 feet, to a ½ inch iron pin on the south line of the northwest quarter of said southwest quarter; thence north 89 degrees 49 minutes 39 seconds west for a distance of 622.73 feet along said south line to a ½ inch iron pin; thence north 00 degrees 05 minutes 35 seconds east for a distance of 75.00 feet parallel with the west line of said southwest quarter to a ½ inch iron pin; thence north 89 degrees 49 minutes 39 seconds west for a distance of 125.00 feet parallel with said south line to a ½ inch iron pin on said west line; thence north 00 degrees 05 minutes 35 seconds for a distance of 1254.50 feet along said

west line to the point of beginning, said property contains 22.60 acres more or less, in the City of Ottawa, Franklin County, Kansas.

Section 3. A certified copy of this ordinance signed by the City Clerk for the City of Ottawa, Kansas, shall be recorded in the Office of the Register of Deeds, Franklin County, Kansas.

Section 4. EFFECTIVE DATE; PUBLICATION. This Ordinance shall take effect and be in full force from and after its publication in the official city newspaper.

Section 5. PASSED AND ADOPTED by the Governing Body of the City of Ottawa, Kansas, this _____ day of _____, 2015.

Mayor

ATTEST:

City Clerk

STAFF & PLANNING COMMISSION REPORT

TO: City Commission

FROM: Staff & Planning Commission

MEETING DATE: October 14, 2015

SUBJECT: Hold a public hearing to consider a conditional use permit application to allow an elementary school, public education facility, in the R-1, Low Density Residential District, located at 1320 W. 19th Street.

The local public school district, USD 290, is seeking approval of a conditional use permit to allow construction of a new elementary school at 1320 W. 19th Street. The subject property is located on a tract zoned R-1, Low Density Residential. The surrounding area is either residential or vacant tracts. An area plan was created in 2006 that showed the area for Public/Semi-Public as the district owned it and has planned for a school for many years.

The current zoning regulations require a conditional use permit for schools to be located in low and medium density residential districts. The applicant proposes a school of 72,000 feet in size that “faces” Eisenhower Road. Site improvements include 100,000 square feet of grass play area, 13,500 square feet of asphalt play area, and 13,000 square feet of cushioned/pervious play area. In addition, parking is proposed in several lots for about 130 cars with the asphalt play area doing double duty for large events as overflow parking. Primary access is proposed off of a new street to be constructed, with limited bus and teacher access from 19th Street.

The conditional use is the first step in the development process for this elementary school. There will still be a formal site plan review, including traffic study results, as well as details worked out about the infrastructure development and design.

Findings

The Planning Commission may recommend approval of a conditional use that is expressly authorized to be permitted in a particular zoning district, and the Governing Body may approve such conditional use, using the following factors as guidelines:

1. Whether approval of the conditional use would be consistent with the intent and purpose of these regulations;

The proposed use will comply with the regulations, which indicate that residential districts are to provide for areas of residential development including certain public or private uses which are compatible with residential development. The conditional use process allows for early concept review to ensure the compatibility, particularly related to distances to residential development, management of impact to residential, etc.

STAFF & PLANNING COMMISSION FINDINGS:

With appropriate site planning and traffic management, the conditional use of an elementary school is consistent with the intent and purposes of the Zoning Regulations.

2. Whether the location of the proposed use is compatible to other land uses in the surrounding neighborhood;

Compatibility use is the primary question for a use such as this. Educational facilities serve the residents, so allowing them within or close proximity of residential districts is essential. Compatibility can be reviewed related to the structure and the use and their impact to the area. The structure is a one-story facility, with a height of 15'4" for most portions with some pop-up areas of 18'8", with the gym at 27'4". Given the play areas and distance from property lines, even the highest area would have no impact to the neighbors. Residential structures can go even higher in this district as the maximum height is 35 feet. While the traffic with schools has increased over the recent decades, the site demonstrates attention to this with a solid plan for pick-up and drop-off. The details of the traffic study will inform the detailed site plan as well. The play areas are clearly an enhancement to the area.

STAFF & PLANNING COMMISSION FINDINGS:

The location of the elementary school is compatible to residential zoning and uses in the area, provided the traffic study and resulting installations properly manage the high-traffic situations.

3. Whether the proposed use places an undue burden on the existing transportation, utility and service facilities in the area affected and, if so, whether such additional facilities can be provided;

The construction of the school will increase traffic on Eisenhower and on 19th Streets. Currently both streets are two-lane, ditch section roads. Utilities are available with sufficiency for the proposed building. Discussions are underway about the improvements necessary for this construction and staff is confident the necessary improvements to the roads, sidewalks, and utilities will be satisfactory. Improvements include turn lanes on Eisenhower (though only one shown now, it is anticipate a left turn will be needed as well) and 19th is likely to need more improvements as well. The new road will be essential to providing access at a slower speed for the turns, stacking, and leaving of drivers delivering or picking up children to and from school. More discussions will be necessary but a plan will be developed prior to the site plan submittal and platting including dedication of rights-of-ways and easements will also be required before development.

STAFF & PLANNING COMMISSION FINDINGS:

The needs for transportation, including bicycling/pedestrian are underway and consensus of much of that has been reached. More discussions will be necessary but a plan will be developed along with the site plan submittal.

4. Whether the proposed use is made necessary or desirable because of changed or changing conditions in the area affected;

This is not a proposal related to changes in the area, but in overall development of the school district delivery of education to meet the needs for increased classes.

STAFF & PLANNING COMMISSION FINDINGS:

Not a factor for the area affected, though it is necessary to the community overall.

5. The length of time the subject property has remained vacant or undeveloped as zoned;

The parcel has never been developed with buildings, though the land was used as a tree nursery for years.

STAFF & PLANNING COMMISSION FINDINGS:

This is not a factor impacting this development proposal.

6. Whether the applicant's property is suitable for the proposed conditional use;

The property has adequate size for the development including the transportation lanes necessary for good traffic management.

STAFF & PLANNING COMMISSION FINDINGS:

The site is suitable for the proposed conditional use.

7. Whether the proposed conditional use would be in conformance to and further enhance the implementation of the City's Comprehensive Plan;

The future land use map of the Comprehensive Plan identifies this area as public/semi-public, so this site is conforming to the land use plan. In addition, the narrative section of the future land use chapter also identifies the development on major corridors (such as Eisenhower) have good access control, enhanced landscaping, and good site design.

STAFF & PLANNING COMMISSION FINDINGS:

The site is conforming to the future land use plan and narrative sections. Providing multiple parking areas, distributed around the site, along with landscaping, good access management, enhanced connect ability for non-motorized transportation, and strong setbacks, ensures this use will be in conformance and further enhance the city's implementation of its vision.

8. Whether the proposed conditional use, if it complies with all the conditions upon which the approval is made contingent, will not adversely affect the property in the area affected;

Conditions that should be considered are the submittal of a traffic study; site accommodations per the need of the study; stormwater considerations including best management practices for clean water; sidewalks/bike paths and connections to the surrounding area; good site design and conformance with the city's Comprehensive Plan vision.

STAFF & PLANNING COMMISSION FINDINGS:

A condition that the site plan account for the infrastructure needs, particularly as it relates to the traffic study, and all other site plan details be submitted for approval.

9. Such other factors as the Planning Commission may deem relevant from the facts and evidence presented in the application.

10. The recommendations of professional staff;

Staff recommends approval with the **following** conditions:

- 1. A site plan shall be submitted for staff and planning commission review, including in addition to the typical details a completed traffic study, landscape plan, and storm water best management practices, with any changes needed to Floodplain designation identified.**
- 2. Approved traffic plan including safety features for school zone flashers, and installing southbound left turn lane;**
- 3. Pedestrian and bicycle plan identified with crossing on 19th Street.**
- 4. Approved development agreement with specifics related to the public infrastructure installations, financing, and any infrastructure allowed to be installed at a later date.**
- 5. Any use of the facility by outside groups or individuals shall be concluded by 10 p.m., unless it is a sponsored and supervised activity by USD 290.**
- 6. The term of the conditional use permit is not limited in time provided the ownership does not change, nor the use as an elementary school by USD 290.**

Location & Aerial Map

Address: 1320 W. 19th Street

Owner / Applicant: USD 290

Current Use: Vacant Ground

Current Zoning: R-1, Low Density Residential District

Proposed Use: Elementary School & Public Educational Facilities



STAFF MEMORANDUM

TO: Richard Nienstedt, City Manager

FROM: Wynndee S. Lee, AICP, Community Development Director; Michael Haeffele, Public Works Director

DATE: November 18, 2015

SUBJECT: KDOT Mapping Changes

KDOT has the responsibility to classify roads within the State of Kansas, which also includes roads within the city and county. Over the years, the Functional Classification Map, has been changed periodically, with city approval. Attached this year is both a mapping change related to designations, but also a change in our Urban Area Boundaries. Also attached are descriptions of the change and the National Highway System guidance for your information.

This topic has been under discussion, on and off, for a year or so. Due to changes in staff, it simply hasn't been resolved until the last month. Mike Haeffele and I met with KDOT officials here and worked out the questions and designations together. This resulted in a new awareness of the Urban Growth Area, the new Industrial Park, and changes locally that the state officials were not aware were occurring. Thus, the map has finally been developed that city staff is willing to recommend to you for action. To be clear, while these roads may be locally designated differently in our planning documents, when the state reviews across cities of all sizes, these designations are appropriate given that scale. Here is an excerpt from an email related to this:

The FHWA Functional Classification Guide defines the Arterial classes as major roads with higher speeds, limited driveway access, with connections to other Arterials, and serving a longer-distance travel pattern. Off-State Principal Arterials are roads like Metcalf in KC and Southeast Boulevard in Wichita. They have higher speeds, limited driveways, and a significant portion of the travel is to/from destinations that are not located on that road ("through" travel). Minor Arterials are roads like 6th Street in Lawrence or Gage in Topeka; roads with medium speeds, business and multi-unit driveways and more local travel. Collectors, like Michigan or Inverness in Lawrence or Indiana in Topeka, are roads with medium/low speed, with more residential driveways that serve a short-distance travel pattern to/from locations that are along or near the roadway. The lowest class, Local, are low speed roads that serve a nearly-entirely local pattern of travel to get travelers between residences/small businesses and higher classification roadways.

We do believe the designations related to the new Industrial Park will create opportunity for federal dollars if they become available, which is a great new opportunity that results from this updated classification. City staff recommends adoption of the resolutions.

RESOLUTION NO. _____

A RESOLUTION TO APPROVE URBAN CITY FUNCTIONAL CLASSIFICATION SYSTEMS FOR THE CITY OF OTTAWA, FRANKLIN COUNTY, KANSAS.

WHEREAS: The above stated city has reviewed the functional classification of streets located within the urban boundary, and

WHEREAS: Said city is aware that those streets classified as Minor Collectors and above are eligible for federal STP funding,

NOW THEREFORE BE IT RESOLVED: That the functional classification of streets inside the urban boundary is approved as indicated on the attached, signed map.

ADOPTED AND APPROVED by the Governing Body of the City of Ottawa, Franklin County, Kansas this _____ day of _____, 2015.

City Manager

Mayor

Attest:

City Clerk

Seal

RESOLUTION NO. _____

A RESOLUTION TO ESTABLISH URBAN AREA BOUNDARY LINES AROUND THE CITY OF OTTAWA, FRANKLIN COUNTY, KANSAS.

WHEREAS: The above stated city is required to determine and submit for approval the location of the urban area boundary lines for said city.

BE IT THEREFORE RESOLVED THAT: In compliance with this requirement and in cooperation with the local county officials, this signed document accompanied by a signed copy of the map of said city indicating the proposed location of the urban area boundary lines is hereby submitted for review and approval.

ADOPTED AND APPROVED by the Governing Body of the City of Ottawa, Franklin County, Kansas this _____ day of _____, 2015.

City Manager

Mayor

Attest:

City Clerk

Seal

Proposed Urban Area and Functional Classification changes - Ottawa and Franklin County

State System Changes approved in December 2012

Route	Urban/Rural	Location	Comment	Old FunClass	NEW FunClass
US-59	Rural	New US-59 north of Ottawa	Rural Freeway	Principal Arterial	Freeway/Express
K-68	Urban	West UAB to East UAB (I-35)	Consistent with K-68 outside of Ottawa	Principal Arterial	Minor Arterial

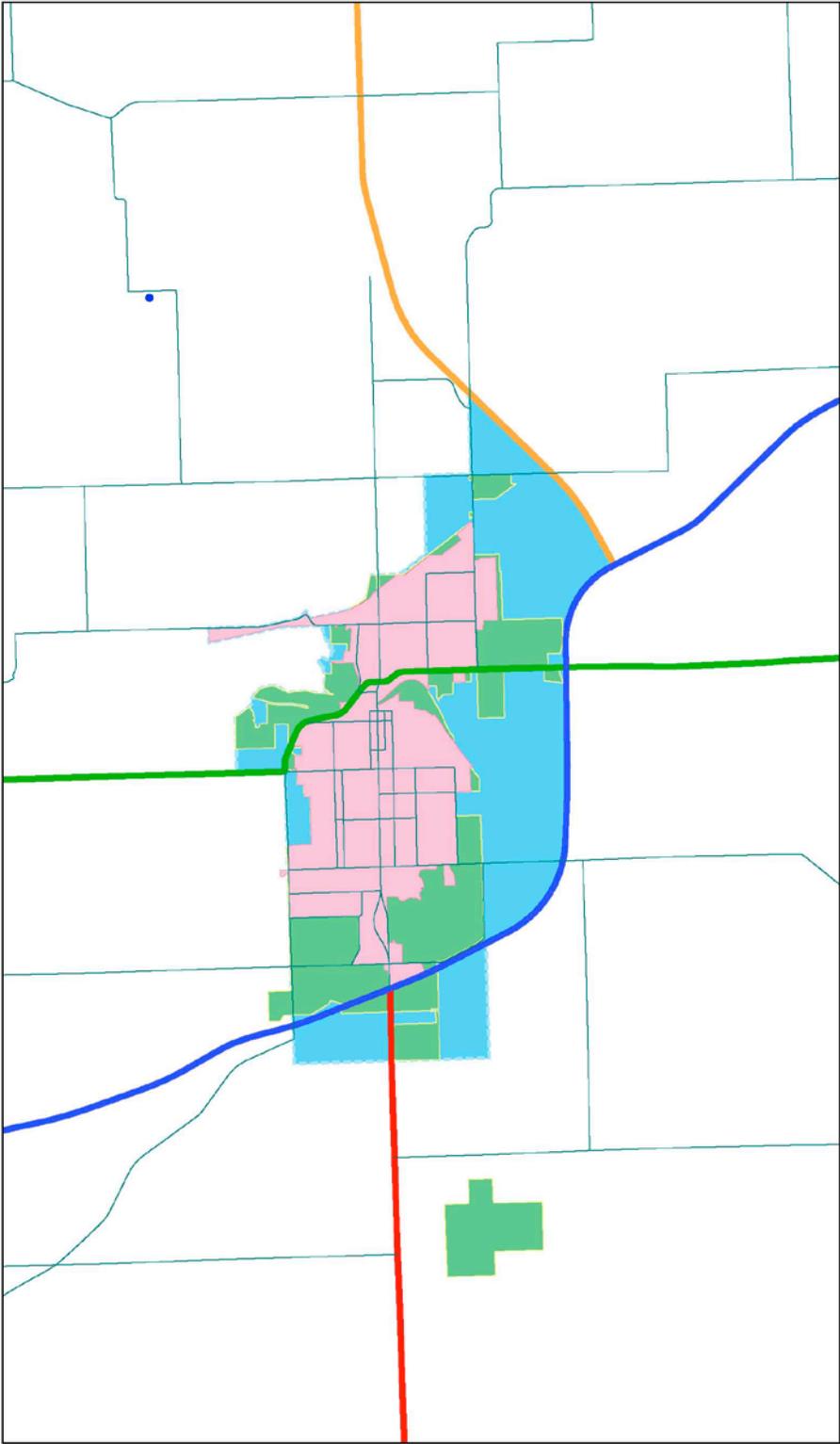
Proposed Franklin County Functional Classification changes

Route	From	To	Comment	Current FunClass	Proposed FunClass
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Proposed Urban Functional Classification changes

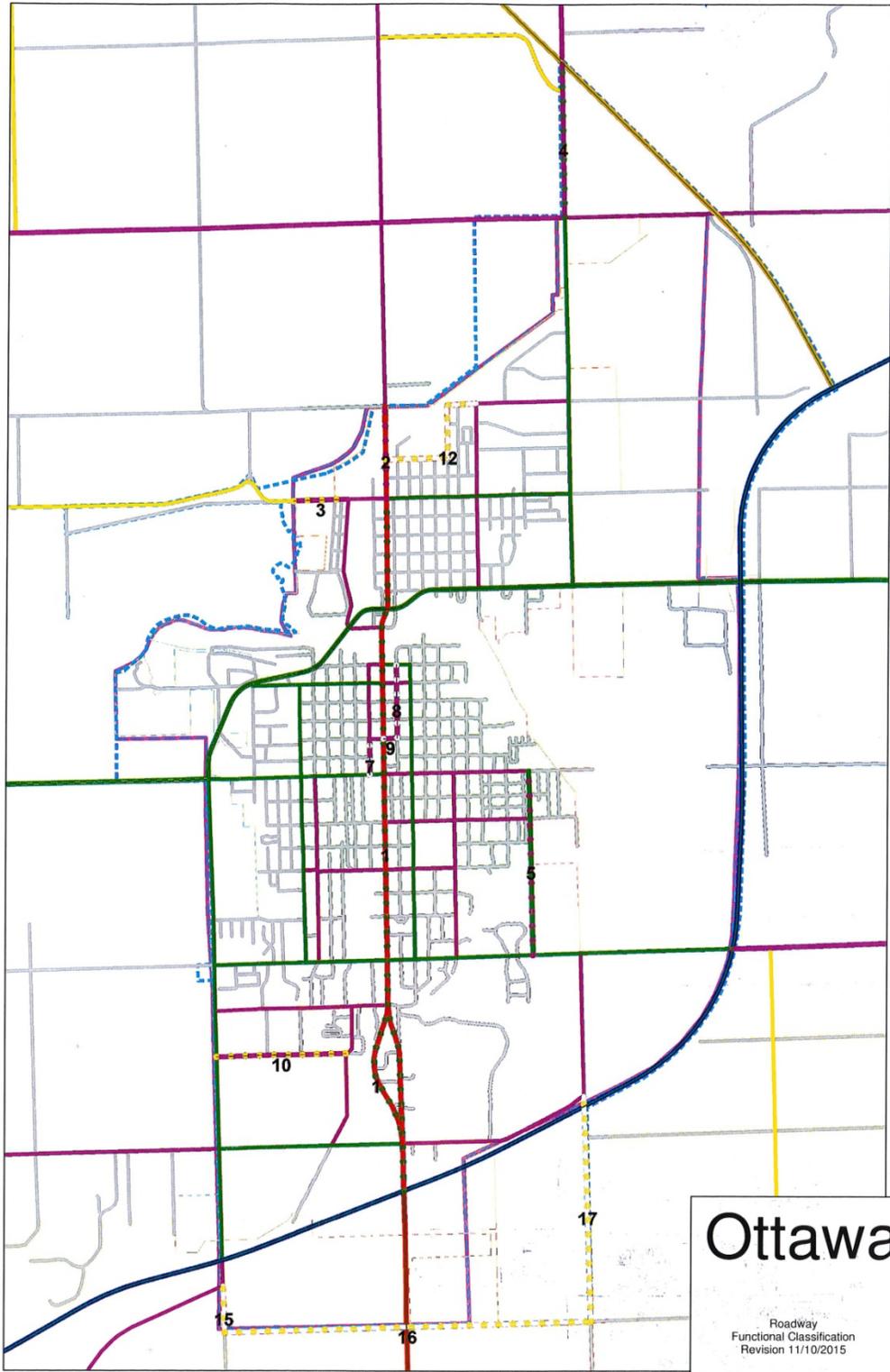
Route	From	To	Comment	Current FunClass	Proposed FunClass	Map ID
Princeton/Main	I-35	Wilson	C-4313	Principal Arterial	Minor Arterial	1
N Main	Wilson Street	NUAB	C-4313	Principal Arterial	Major Collector	2
Wilson Street	West UAB	Locust Street	C-4322	Major Collector	Minor Collector	3
Montana	Sand Creek E 15th Street	US-59	C-4323	Major Collector	Minor Arterial Major	4
Lincoln Street	Street	E 7th Street	C-4325	Minor Arterial	Collector	5
Lincoln Street	E 9th Street	E 7th Street	C-4325	Minor Arterial	Local	
Walnut Street	W 7th Street	W 5th Street	C-4309	Major Collector	Local	7
Hickory Street	E 5th Street	E 1st Street	C-4313	Major Collector	Local	8
E 5th Street	Main	Hickory	C-4314	Major Collector	Local	9
W 19th Street	Eisenhower	Elm	C-4300	Major Collector	Minor Collector	10

E 7th Street	Mulberry	Lincoln	C-4312	Major Collector	Local	
Dundee/Mulberry/North	N Main Street	Cherry Street		Local	Minor Collector	12
Eisenhower	Kingman	RS-2066 (Old 50)		Local	Minor Collector	15
Kingman	Eisenhower	Montana		Local	Minor Collector	16
Montana	Kingman	23rd		Local	Minor Collector	17



Ottawa
Proposed revision of Urban Area Boundary
11/10/2015





Ottawa
Roadway
Functional Classification
Revision 11/10/2015

Kansas Department of Transportation

Guidance on Additional Federal Requirements for Non-State System Roads on the National Highway System - 11/1/2013

On October 1, 2012 Section 1104 of MAP-21 added to the National Highway System (NHS) those roads that at that time were functionally classified as principal arterial but not yet part of the system. This increased Kansas' NHS system mileage by over 250 miles on the State Highway System (SHS) and over 450 miles on the local systems. All roadways on the NHS, including those added by MAP-21, must comply with applicable Federal regulations. These regulations include design standards, State-FHWA contracting oversight procedures, Highway Performance Monitoring System reporting, National Bridge Inventory inspections and reporting, national performance measures data collection, and outdoor advertisement/junkyard control.

Funding Impacts

Currently, KDOT shares approximately 20% of our Federal funds with local jurisdictions. We expect to continue this practice, and do not plan to increase the local share. We will continue to share Surface Transportation Program (STP) funds, as they are the most flexible. Although MAP-21 increased the mileage of the NHS, there was no additional funding provided. There will be no additional sub-allocated funds for Transportation Management Areas.

Design Standards

MAP-21 specifies that the design requirements of 23 CFR Part 625 apply to all projects on the NHS, **regardless of funding source**. This requirement applies to projects on the NHS, regardless of whether they are funded by the federal government or by State or local resources. The NHS standards adopted by FHWA (currently the 2004 AASHTO Green Book, 2004 ADA Accessibility Guidelines and PROWAG, etc.) apply to new and reconstruction projects. Design standards for resurfacing, restoration, and rehabilitation (3R) projects that have been agreed to by the State DOT and FHWA Division Administrator will apply to 3R projects on these routes. The applicable 3R standards are available via the KART service at <http://kart.ksdot.org>. **Exceptions to any design requirements or standards must be documented and maintained as part of the project file.**

Local jurisdictions are responsible for additional costs associated with design requirements for a project on the NHS.

State-FHWA Contracting Oversight Procedures

Projects on the NHS must follow State-FHWA oversight procedures. MAP-21 defines a level of oversight called 'focused' (was 'full oversight'.) The Kansas FHWA Division determines these 'Projects of Division Interest' and requires that all contracting procedures and specifications be pre-approved by FHWA. Projects are selected for this higher level of scrutiny based on risk analysis strategies. Localities with administration authority will be responsible to fulfill requirements of the State/FHWA

Stewardship/Oversight agreement. Even where KDOT is the administrator, this additional oversight will require longer lead times and increased interaction with the local agency(s).

Local jurisdictions are responsible for additional costs associated with oversight procedures for a project on the NHS.

Highway Performance Monitoring System (HPMS) Reporting

Data for many assets and conditions are collected for the annual HPMS reporting, including traffic and truck counts, International Roughness Index (IRI), paving type and width, shoulder and median types, passing zones and many others. Much of this is collected for selected sample sections, and KDOT expects to continue existing collection and reporting on the sample data. Each local authority is responsible to meet data collecting and reporting requirements for all non-SHS NHS segments within its area of authority. At this time only the IRI pavement data collection must be expanded, but traffic data may also be insufficient as it is currently collected. The HPMS Field Manual at <http://www.fhwa.dot.gov/ohim/hpmsmanl/hpms.cfm> provides the requirements for HPMS data collection.

Local jurisdictions are responsible for additional costs associated with data requirements for NHS roadways.

National Bridge Inventory Reporting

Bridges on the NHS must be inspected using a method called element-level bridge inspection. Element-level inspection is more complex than standard inspection, and requires inspectors trained in this technique. The element-level inspection requirements are established in the AASHTO Guide Manual for Bridge Element Inspections (February 2011, superseding the CoRe Guide) and will be reflected in the upcoming NBI coding guide. (Please see <http://www.fhwa.dot.gov/bridge/inspection/> for more information.) The cost of the initial inspection will be about twice the cost of a standard inspection, but subsequent inspection is not likely to be significantly more costly.

The local jurisdictions are responsible for costs associated with element level bridge inspection for NHS bridges on roads under their jurisdiction. Currently, we are working under an extension of the original 2012 deadline for reporting element-level inspections; any bridges that are on the NHS as of December 31, 2013 will have to report element-level inspection results for the 2013 NBI in the Spring of 2014.

National Performance Measures Data Collection

We anticipate that in the Spring of 2014 that the Federal Highway Administration will release the required performance measures that must be reported on NHS routes. These measures will be established under the authority of 23 USC 150(c), the National Highway Performance Program, and the Highway Safety Improvement Program. We expect that data requirements will include additional traffic data to assess accident rate, mobility and freight movement; pavement rating or condition surveys, and inventory of roadside and roadway assets. Each local authority is responsible to meet data collecting and reporting requirements for non-SHS NHS segments within its area of responsibility.

The local jurisdictions are responsible for any costs to collect data for national performance measures and to submit it in a timely manner. Specific data collection requirements are not known at this time.

Outdoor Advertisement/Junkyard Control

U.S.C. 136, as amended by MAP-21 Section 1404(b), results in the State being responsible for effective Outdoor Advertising and junkyard control along roadways classified as part of the NHS. In Kansas, junkyards are already controlled on these additional roadways according to K.S.A. 68-2201 et seq. However, Outdoor Advertising regulations now apply to these additional roadways.

The penalty for not providing effective control of outdoor advertising is 10 percent of the funds that would otherwise be apportioned to the State under section 104. Penalties against KDOT from violations on non-SHS NHS will be assessed against all Federal transportation funds apportioned to the local jurisdiction with authority on those roads.

The local jurisdictions are responsible for providing control of outdoor advertising.



THE COMMUNITY

Ottawa is located near the intersections of I-35, US-59, and Kansas Highway 68. With Kansas City metropolitan area less than an hour away, Ottawa truly has small-town charm while offering big-city options.

Steeped in history and with all the quality and amenities of life of major metropolitan areas, Ottawa caters to a wide range of interests. Civic life is fun and engaging featuring annual events such as the KOFO Home & Garden Show, Mayhem on the Marais des Cygnes beer tasting festival, Suzuki Strings Sound Encounters, Old Mary River Run Antique car show, antique tractor show and the Franklin County Fair & Rodeo.

History and preservation societies are quite active, with multiple museums in the community along with a booming antique trade featuring many antique markets. Our downtown shopping district is a destination and has multiple restaurants.

From its inspired architecture to lively community, Ottawa, Kansas is where many choose to call home. Our Citizens and those relocating here select from a wide assortment of homes. Historic brick dwellings, two and three-story Victorians and recently constructed houses are among the many options.

Atmosphere and home-town feel is part of the investment when locating in Ottawa. Amenities and services are diverse and include choices from independent and assisted senior communities to many activities for youth and young adults.

In Ottawa, Kansas we foster development, opportunity, and knowledge. Our local school district, USD 290, maintains three neighborhood elementary schools, one middle school, and

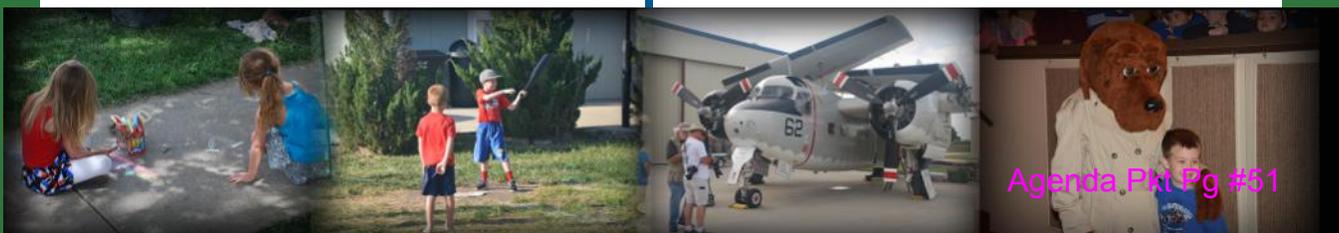
one high school. Students at the high school have course selections to guide them in either a vocational or a college preparatory educational pathway. Ottawa High School is consistently state-recognized for excellence in both math and reading. Additionally we have multiple K-12 private schools as well as a K-5 Parochial School.

Ottawa is also home to Ottawa University, a private 4-year liberal arts college with an MBA program and Neosho County Community College where a variety of vocational training is available.

In 2015, the community passed a \$63 million school bond for improvements to existing schools, a new grade school and a performance arts school and Ottawa high school. Also, a 1 cent sales tax for the continued funding of general operations and water/sewer/electric extensions to the recently purchased industrial park property.

Ransom Memorial Hospital cares for patients from throughout the area and features a new surgery suite and birthing unit. The hospital is fully staffed with a range of family physicians and specialists who provide state of the art care for our community.

Ottawa has been designated a Playful City USA Community because of our attention to wellness, life and recreation. In addition to our Goppert Recreation Center our community has multiple fitness centers, 8 city parks complete with child-play areas, a zero-entry aquatics center, disc-golf, tennis courts, horseshoe pits, ball diamonds and walking trails. In the Franklin County area there are golf courses, the 51-mile long Prairie Spirit Trail, proximity to 5 State lakes with boating, fishing and recreation.





Ottawa, Kansas: a great place to live, work and retire. A community where history, leisure, and nature come together.

GOVERNMENT

Ottawa was governed by a Mayor-Council system until 1913 when the City became a Commission form of government. In 1970 voters established the City Manager form of government with a five member Commission that annually selects a Mayor from its ranks. The citizens of Ottawa elect commissioners at-large. Three seats on the Commission are open every odd numbered year. Two Commissioners are elected to four-year terms and one is elected to a two-year term.

Ottawa Municipal Auditorium

Swept up in a surge of patriotism in early 1919, the City of Ottawa decided to build an auditorium dedicated to the memory of those who had died in World War I. George Washburn, designer and architect of many of Ottawa's historic structures, began work creating a versatile building similar in appearance to The Rohrbaugh and built like Kansas City's Convention Hall. After several design modifications, builder J.L. Zollars of Independence began work at this current site. The Memorial Auditorium had a large stage and fly gallery, over 1400 seats, and a spacious meeting hall downstairs. It was dedicated in 1921.

Throughout the years, this building saw the great and near-great perform on stage. Concerts, operas, religious revivals, conventions, and high school graduations filled the yearly calendar. The community theatre was active, the American Legion met upstairs, OU students built their drama sets there, and cartoons were shown on Saturday afternoons.

Today's Ottawa Municipal Auditorium is a reflection of the times. Programming has expanded for greater community outreach. Local talent and children's events receive more exposure. Financial support from area businesses, grants, and in-house fund raising helps offset increased operating and business costs. The facility remains a vital part of the community's activities, always striving to provide opportunities to enrich, to educate, and to entertain.

Besides various structural and cosmetic improvements, the most striking changes involved comfortable seating to 840, an enlarged orchestra pit, heightened acoustics, a lower level overhaul, and handicap-accessibility to the basement and main level.

Ottawa Municipal Auditorium Director

This position will report directly to the City Manager or his designee. The City of Ottawa has not had a Municipal Auditorium Director for thirteen years. The organization is looking for a Director to redevelop community relationships, a regional community presence, and support through increased programming/use of the auditorium.

The Ideal Candidate

The City is seeking an experienced Auditorium Director who will possess the following attributes:

- Skill in building relationships with the arts, business and community stakeholders.
- Strong and energetic work ethic.
- Excellent communications (verbal and written) and consensus building skills.
- Extensive experience with development and implementation of adult and area/community children programming and events.
- Experience directing the work of staff to





ensure consistent and satisfactory facility operations.

- Ability to develop and oversee an operating budget.
- Expertise in fundraising activities and grant proposals/applications .
- Proven ability to develop advertising and marketing for events.
- Knowledge of Microsoft Office and other applicable technology.

EDUCATION AND EXPERIENCE

The ideal candidate will have combination of education and/or experience as follows:

- Bachelor’s degree in Event Management, Business Management, Communications, Marketing, or Arts Administration or a combination of education and experience.
- Minimum of three years of progressive entertainment management experience; experience in municipal auditorium/theater management preferred.
- Technical abilities expected include thorough knowledge of theater operations and service, the entertainment industry, fund raising, grant writing and marketing.

COMPENSATION

The City of Ottawa offers a competitive benefits package. Salary DOQ.

- **Health Insurance:** The City provides a full family medical package that includes medical, prescription, dental and vision (optional) insurance. All employees pay a share of insurance premiums through payroll deduction. Presently that share varies based on the PPO or HDHP contribution tier the employee selects.
- **Retirement:** The City participates in the Kansas Police and Fire Retirement Program (KP&F).
- **Deferred Compensation:** In addition, the City offers deferred compensation pro-

gram to all employees on a voluntary basis for additional retirement savings. **Life Insurance:** The City provides life insurance plans through Lincoln Financial and KPERS. Additional coverage may be purchased through KPERS .

- **Holidays:** 9 holidays are granted annually.
- **Leave:** Vacation leave is accrued at the rate of 8 hours/month for 0-5 years, 10/ hours/month for 6-10 years, 12 hours/ month for 11-15 years, 14 hours/month for 16 –20 years and 16 hours/month for 20 plus years of service. Personal leave of 24 hours per year (Leave hours will be pro-rated depending on hire date). Sick leave accrues at a rate of 8 hours per month.
- **Professional Development:** The City Manager is committed to providing employees with exceptional training opportunities including regular attendance at State and National professional conferences within their relevant disciplines.
- **City Benefit Summary:** City Human Resources Staff can provide additional information regarding the Ottawa benefit package upon request.

How to Apply

Qualified candidates should complete On-Line Application at www.HRePartners.com.

Candidates must also submit a cover letter, resume, three personal references and three professional references to: City of Ottawa, Attention: Michelle Stegman, Human Resources Director, P.O. Box 60, Ottawa, KS 66067-0060 or via email to mstegman@ottawaks.gov. **Position closes December 31, 2015.** EOE



CITY OF OTTAWA

October Monthly Reports

Presented to the City Commission
November 30, 2015



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CITY OF OTTAWA
 MTD TREASURERS REPORT
 AS OF: OCTOBER 31ST, 2015

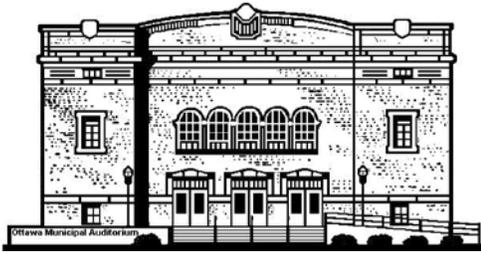
FUND	BEGINNING CASH BALANCE	M-T-D REVENUES	M-T-D EXPENSES	CASH BASIS BALANCE	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCRUAL ENDING CASH BALANCE
001-General Fund	2,574,717.88	644,566.02	1,123,711.26	2,095,572.64	(242.15)	(3,431.09)	2,092,383.70
005-Gen Obl Debt Service Fund	381,425.66	7,023.43	20,630.69	367,818.40	0.00	0.00	367,818.40
011-Community Service Support	130.84	12,800.00	12,884.26	46.58	0.00	0.00	46.58
013-Auditorium Fund	100,800.70	3,023.29	10,675.84	93,148.15	0.00	6.17	93,154.32
014-Airport Fund	163.27	5,922.00	5,926.87	158.40	0.00	0.00	158.40
016-Special Park & Rec Fund	74,452.35	0.00	0.00	74,452.35	0.00	0.00	74,452.35
017-Special Drug and Alcohol	43,351.99	0.00	0.00	43,351.99	0.00	0.00	43,351.99
018-Library Fund	0.00	9,331.49	9,331.49	0.00	0.00	0.00	0.00
025-Economic Development Fund	11,845.45	1,331.00	1,588.89	11,587.56	0.00	0.00	11,587.56
028-Special Streets Fund	692,709.46	86,352.76	145,017.73	634,044.49	0.00	0.00	634,044.49
029-Stormwater Utility	455,199.64	39,558.65	2,178.24	492,580.05	0.00	0.00	492,580.05
030-Water Utility	997,938.13	275,760.77	210,196.23	1,063,502.67	(682.14)	3,367.67	1,067,552.48
036-Waste Water Utility	724,134.67	223,613.11	280,258.41	667,489.37	0.00	0.00	667,489.37
037-Electric Utility	4,826,190.77	1,482,204.42	1,177,781.43	5,130,613.76	682.14	(53,605.37)	5,076,326.25
041-Electric Power Supply Fnd	531,407.12	34,220.00	0.00	565,627.12	0.00	0.00	565,627.12
045-Electric Sys Construction	856,247.62	0.00	0.00	856,247.62	0.00	0.00	856,247.62
046-Electric CIP Fund	300,000.00	0.00	0.00	300,000.00	0.00	0.00	300,000.00
051-Utility Credits	143,689.48	508.48	672.10	143,525.86	0.00	(1,061.03)	142,464.83
053-Equipment Reserve	179,858.84	0.00	15,456.12	164,402.72	0.00	0.00	164,402.72
054-LAW ENFORCEMENT TRUST	11,567.41	0.00	0.00	11,567.41	0.00	0.00	11,567.41
055-Revolving Loan Fund	212,531.84	193.12	0.00	212,724.96	0.00	0.00	212,724.96
056-Risk Management	123,402.29	54,673.99	144,694.44	33,381.84	0.00	0.00	33,381.84
058-Neighborhd Stabiliztn Grt	2,531.21	0.00	34,650.35	(32,119.14)	0.00	0.00	(32,119.14)
059-Trails Grant	0.00	0.00	3,428.85	(3,428.85)	0.00	0.00	(3,428.85)
062-US 59 Turnback	13,900.00	1,396.20	0.00	15,296.20	0.00	0.00	15,296.20
063-Airport Hangars 2009/2010	258.10	0.00	0.00	258.10	0.00	0.00	258.10
064-K68 & MAIN ST	(2,187.90)	0.00	171.60	(2,359.50)	0.00	0.00	(2,359.50)
066-AIRPORT AWOS	(4,700.00)	0.00	0.00	(4,700.00)	0.00	0.00	(4,700.00)
070-Sidewalk Grant 15th St	(3,842.00)	0.00	2,797.60	(6,639.60)	0.00	0.00	(6,639.60)
076-Loves Granger TIF	220,779.80	0.00	0.00	220,779.80	0.00	0.00	220,779.80
077-South Hwy 59 TDD	66,939.94	4,593.21	0.00	71,533.15	0.00	0.00	71,533.15
078-WWTP Funding	467,764.82	64,000.00	0.00	531,764.82	0.00	0.00	531,764.82
082-East Side Interceptor	61,901.11	0.00	0.00	61,901.11	0.00	0.00	61,901.11
086-Streets Construction	97,810.77	0.00	0.00	97,810.77	0.00	0.00	97,810.77
087-Water Construction Fund	(60.00)	60.00	0.00	0.00	0.00	0.00	0.00
090-Levee Improvement	0.00	5,068.08	5,068.08	0.00	0.00	0.00	0.00
091-TIF Program Fund	323,809.78	0.00	0.00	323,809.78	0.00	0.00	323,809.78
092-Advantage Ford TIF Project	403.75	0.00	0.00	403.75	0.00	0.00	403.75
093-SUPERMARKET PROJECT	(9,506.05)	0.00	4,380.50	(13,886.55)	0.00	0.00	(13,886.55)
095-Airport Improvements	10,067.03	0.00	0.00	10,067.03	0.00	0.00	10,067.03
096-Airport T-Hanger	(141,986.03)	530,000.00	530,000.00	(141,986.03)	0.00	0.00	(141,986.03)
099-Industrial Park	1,020,485.27	9,648.40	6,159.40	1,023,974.27	0.00	0.00	1,023,974.27
GRAND TOTAL	15,366,135.01	3,495,848.42	3,747,660.38	15,114,323.05	(242.15)	(54,723.65)	15,059,841.55

*** END OF REPORT ***

ANALYSIS OF COMBINED SALES AND COMPENSATING USE TAX

October-15

COUNTY (1.0%)	2011	2012	2013	2014	2015	12 Mo Running Total		Change Dollars	Change Percent
						2014	2015		
January	80,430	92,276	93,621	90,915	99,626	1,132,915	1,197,867	\$ 8,710.88	9.58%
February	95,342	88,325	96,068	104,501	117,666	1,141,348	1,211,033	\$ 13,165.50	12.60%
March	88,872	88,566	94,235	95,180	89,795	1,142,294	1,205,648	\$ (5,384.88)	-5.66%
April	69,281	87,092	83,104	90,992	99,242	1,150,182	1,213,897	\$ 8,249.17	9.07%
May	89,714	96,267	95,966	101,605	111,668	1,155,822	1,223,960	\$ 10,063.04	9.90%
June	102,444	89,141	95,257	100,701	101,717	1,161,266	1,224,976	\$ 1,015.98	1.01%
July	86,902	85,637	108,053	101,330	98,721	1,154,543	1,222,367	\$ (2,609.63)	-2.58%
August	89,754	93,734	96,875	99,329	104,245	1,156,998	1,227,282	\$ 4,915.40	4.95%
September	89,932	85,675	94,191	97,320	100,554	1,160,127	1,230,515	\$ 3,233.41	3.32%
October	94,804	91,359	98,107	104,316	95,308	1,166,336	1,221,507	\$ (9,008.11)	-8.64%
November	93,010	97,087	83,340	105,844	0	1,188,840			
December	99,175	91,424	96,805	97,122	0	1,189,156			
SAME MO. YTD	887,475	898,072	955,476	986,191	1,018,542			\$ 32,350.76	3.28%
ANNUAL TOTAL	1,079,659	1,086,583	1,135,620	1,189,156					
CITY (1.1%)	2011	2012	2013	2014	2015	2014	2015		
January	179,538	203,964	195,321	201,594	216,451	2,465,421	2,626,783	\$ 14,857.96	7.37%
February	209,172	179,606	206,821	233,316	264,504	2,491,916	2,657,971	\$ 31,187.81	13.37%
March	196,175	190,917	199,168	201,539	197,296	2,494,287	2,653,728	\$ (4,242.74)	-2.11%
April	147,293	197,369	186,766	198,680	225,185	2,506,201	2,680,233	\$ 26,505.25	13.34%
May	198,268	212,086	210,835	231,212	256,081	2,526,578	2,705,103	\$ 24,869.35	10.76%
June	235,300	196,629	212,680	214,012	227,445	2,527,910	2,718,536	\$ 13,433.07	6.28%
July	187,599	196,553	240,050	225,531	219,710	2,513,390	2,712,715	\$ (5,820.65)	-2.58%
August	183,443	207,473	208,249	223,117	228,074	2,528,258	2,717,672	\$ 4,956.87	2.22%
September	195,331	183,753	202,765	203,251	227,370	2,528,744	2,741,791	\$ 24,119.01	11.87%
October	203,309	201,037	214,822	227,666	221,151	2,541,589	2,735,276	\$ (6,515.00)	-2.86%
November	204,378	206,969	173,970	239,249	0	2,606,868			
December	223,063	195,390	207,702	212,759	0	2,611,925			
SAME MO. YTD	1,935,428	1,969,387	2,077,476	2,159,917	2,283,268			\$ 123,350.93	5.71%
ANNUAL TOTAL	2,362,868	2,371,746	2,459,148	2,611,925					
CITY/CO. TO DATE	2,822,902	2,867,459	3,032,952	3,146,108	3,301,810			\$ 155,701.69	4.95%
TOTAL	3,442,528	3,458,329	3,594,768	3,801,081	0	3,795,228		\$ 162,690.00	4.40%



MUNICIPAL AUDITORIUM PERFORMANCE & RENTAL FACILITY

P.O. Box 462 301 S. Hickory Ottawa, Kansas 66067
Box Office: 785/242-8810 Email: sstitt@ottawaks.gov
Website: www.ottawamunicipalauditorium.com
Shonda Stitt, Administrative Manager

Ottawa Municipal Auditorium Staff Report for October 2015

- ❖ Grace Gospel Church held services on October 4, 7, 11, 18, 21, 25, and 28 (attendance 379).
- ❖ Ottawa University students volunteered on October 1 and 2nd. They painted the lower lobby and the South side of the Exhibition Hall with the help of city staff.
- ❖ Edward Jones held a private reception and concert for clients on Sunday, October 4th. (attendance 215)
- ❖ Marais de Cygnes Jamboree was held on October 10th. (attendance 164)
- ❖ Impact World teamed up with local churches to offer two events at OMA. The first, X-Treme Team was held on October 14 and had 425 in attendance. The second was Island Breeze on October 15 with 325 in attendance. (total attendance 750)
- ❖ An Evening With Frank was held on October 23 and 24th with a rehearsal on Sunday, October 11th. (attendance 215)
- ❖ Grace Gospel Church held a special Saturday event to help strengthen marriages on October 23rd. (attendance 45)
- ❖ Ottawa Municipal Auditorium Advisory Board held their monthly meeting on September 15th in the mezzanine. (attendance 9)

October 2015 usage facts:

Attendance: 1,777
Rentals: 6
Days used 12 days out of 31 days

October 2014 usage facts:

Attendance for events/rentals: 902
Events/Rentals: 3
Days used 11 days out of 31 days

2015 Year to date totals for OMA:

Attendance: 15,854
Rentals: 41
Days used: 176 out of 304

2014 Year to date totals for OMA:

Attendance: 12,694
Rentals: 37
Days used: 123 out of 304

2015 Volunteers/Hours:

Volunteers: 29
Number of new volunteers: 24
Events: 4
Hours: 61.5

2015 Year to date Volunteers/Hours:

Number of individuals volunteering: 54
Events: 15
Hours: 147.5

Shonda Stitt

November – December 2015:

November 1, 4, 8, 15, 18, 22, 25, and 29 – Grace Gospel Church, rental
November 1, 8, 15, 22, and 29 – LifeMission Church, rental
November 8 – 14 – OHS Fall Musical, rental
November 21 – Private Party, rental
November 24 & December 1 – Ottawa Suzuki Strings rehearsal, rental
December 2, 6, 13, 16, 20, 23, 27, and 30 – Grace Gospel Church, rental
December 4 – Ottawa Suzuki Strings Christmas concert “Ribbons and Bows”, rental
December 6, 13, and 20 – LifeMission Church, rental
December 12 - Marais de Cygnes Jamboree, rental
December 13 – Ottawa City Band Christmas concert, rental

013-Auditorium Fund
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 83.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
<u>Auditorium Fund</u>						
TAXES	138,399	1,682.74	140,763.41	0.00 (2,364.41)	101.71
LEASE & RENTAL INCOME	12,000	1,155.40	12,626.20	0.00 (626.20)	105.22
CHARGES FOR SERVICES	17,579	185.15	4,368.82	0.00	13,210.18	24.85
INVESTMENT INCOME	30	0.00	36.18	0.00 (6.18)	120.60
OTHER REVENUE	2,700	0.00	2,250.00	0.00	450.00	83.33
MISCELLANEOUS	25	0.00	0.00	0.00	25.00	0.00
TOTAL Auditorium Fund	<u>170,733</u>	<u>3,023.29</u>	<u>160,044.61</u>	<u>0.00</u>	<u>10,688.39</u>	<u>93.74</u>
TOTAL REVENUE	<u>170,733</u>	<u>3,023.29</u>	<u>160,044.61</u>	<u>0.00</u>	<u>10,688.39</u>	<u>93.74</u>
<u>EXPENSE SUMMARY</u>						
<u>Auditorium Fund</u>						
PERSONNEL SERVICES	92,888	8,813.17	76,181.90	0.00	16,706.10	82.01
CONTRACTUAL SERVICES	62,960	950.31	32,578.94	0.00	30,381.06	51.75
COMMODITIES	4,700	458.54	5,012.30	0.00 (312.30)	106.64
CAPITAL EXPENSES	31,500	453.82	14,990.38	0.00	16,509.62	47.59
CAPITAL IMPROVEMENTS	0	0.00	0.00	0.00	0.00	0.00
DEBT SERVICE	33,677	0.00	0.00	0.00	33,677.00	0.00
TOTAL Auditorium Fund	<u>225,725</u>	<u>10,675.84</u>	<u>128,763.52</u>	<u>0.00</u>	<u>96,961.48</u>	<u>57.04</u>
TOTAL EXPENSES	<u>225,725</u>	<u>10,675.84</u>	<u>128,763.52</u>	<u>0.00</u>	<u>96,961.48</u>	<u>57.04</u>
REVENUE OVER/(UNDER) EXPENSES	(54,992)	(7,652.55)	31,281.09	0.00 (86,273.09)	56.88-
OTHER SOURCES	0	0.00	0.00	0.00	0.00	0.00
OTHER USES	8,000	0.00	2,000.00	0.00	6,000.00	25.00
NET OTHER SOURCES & USES	(8,000)	0.00	(2,000.00)	0.00 (6,000.00)	25.00
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	(62,992)	(7,652.55)	29,281.09	0.00 (92,273.09)	46.48-

Planning & Codes Department October 2015 Monthly Report

Planning Commission:

The Planning Commission made recommendation to the City Commission to approve amendments to Article 8 and a conditional use for USD 290 for a new elementary school located at 1320 W. 19th Street.

Play Task Force:

Play Task Force met September 9th and discussed the Teen Park and its fundraising plan and budget. They also discussed the Walton Park project with an installation day planned on Halloween from 9 a.m. to 2 p.m. Unfortunately the build had to be cancelled.

Projects:

East 15th Street Sidewalk Project: A meeting for property owners was held October 8, 2015. Only a few residents participated, but contact will be made for easement/right-of-way acquisition. The project is expected to be bid out by KDOT next summer.

Neighborhood Stabilization Program:

Construction of the new single-family structure at 727 N. Main is progressing well.

Condemnations:

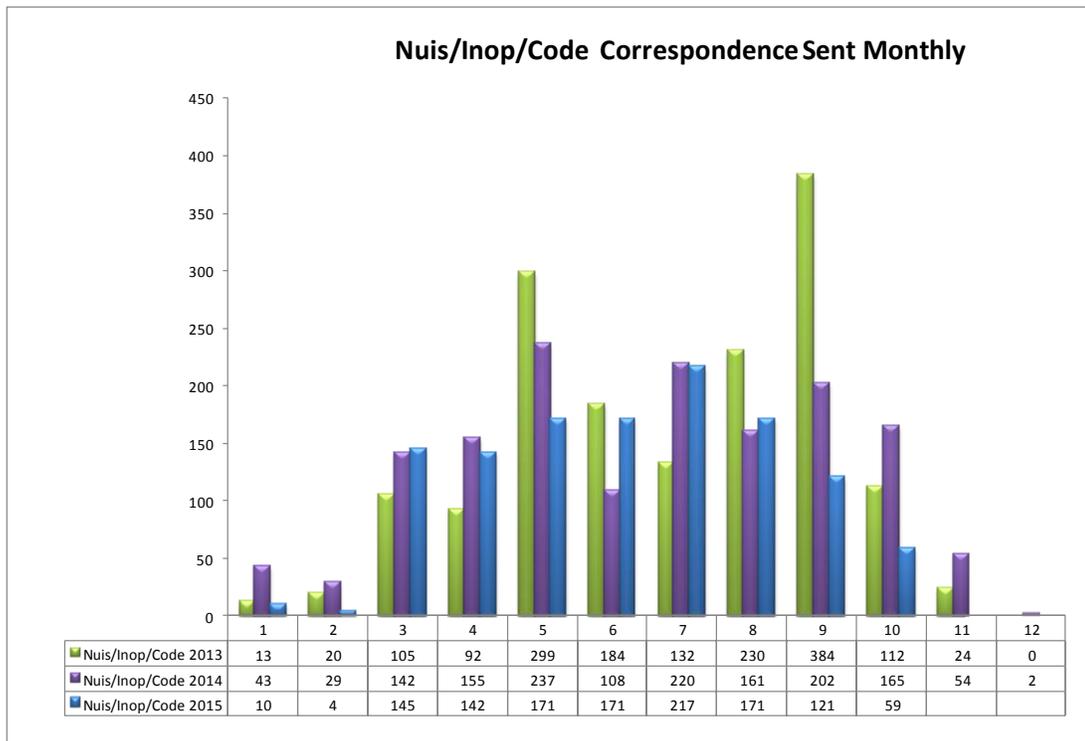
935 E. 9th a new roof has been installed and work is continuing to progress.

128 N. Locust has been demolished and clean up is complete.

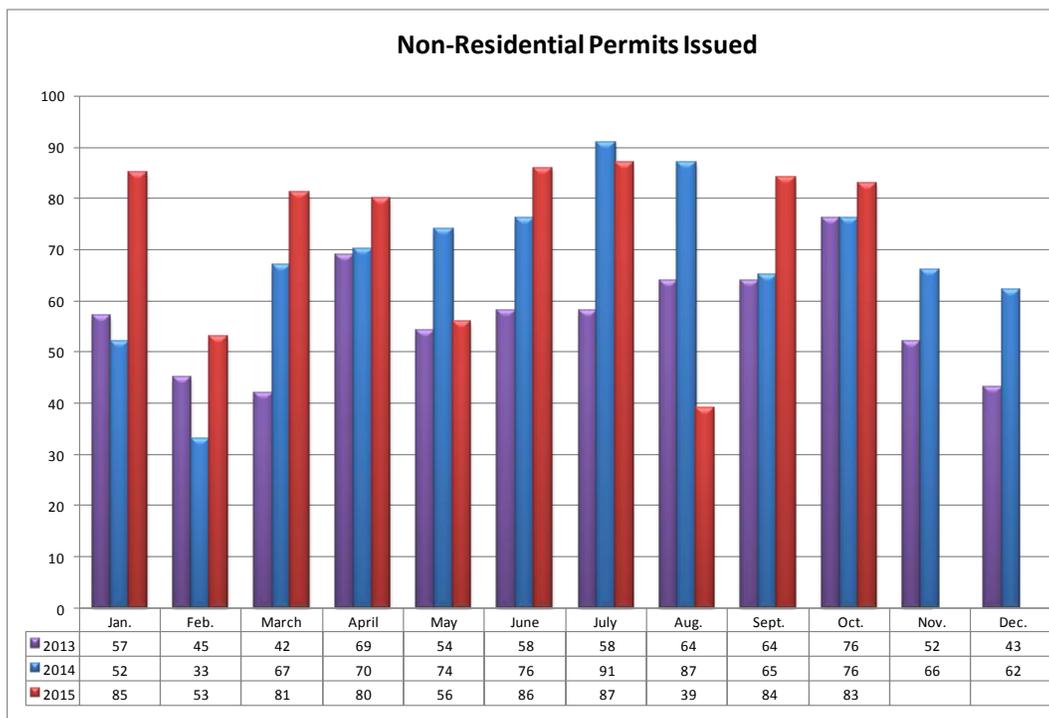
716 S. Ash, contract should be signed in November to start demolition, hopefully removed in November too.

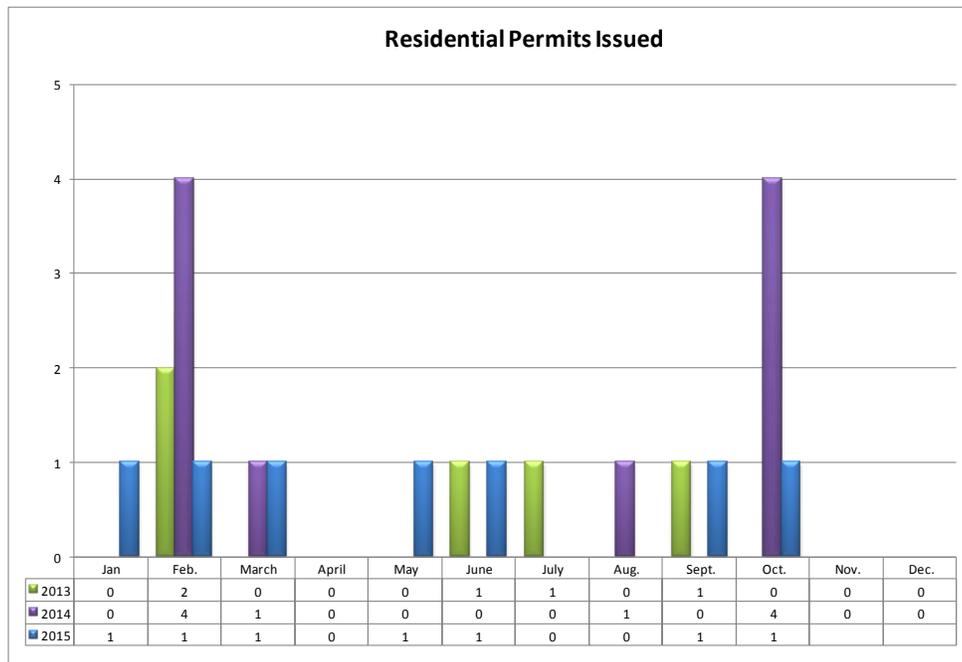
Code Enforcement:

The code enforcement officer continues to complaints and surveying the town.



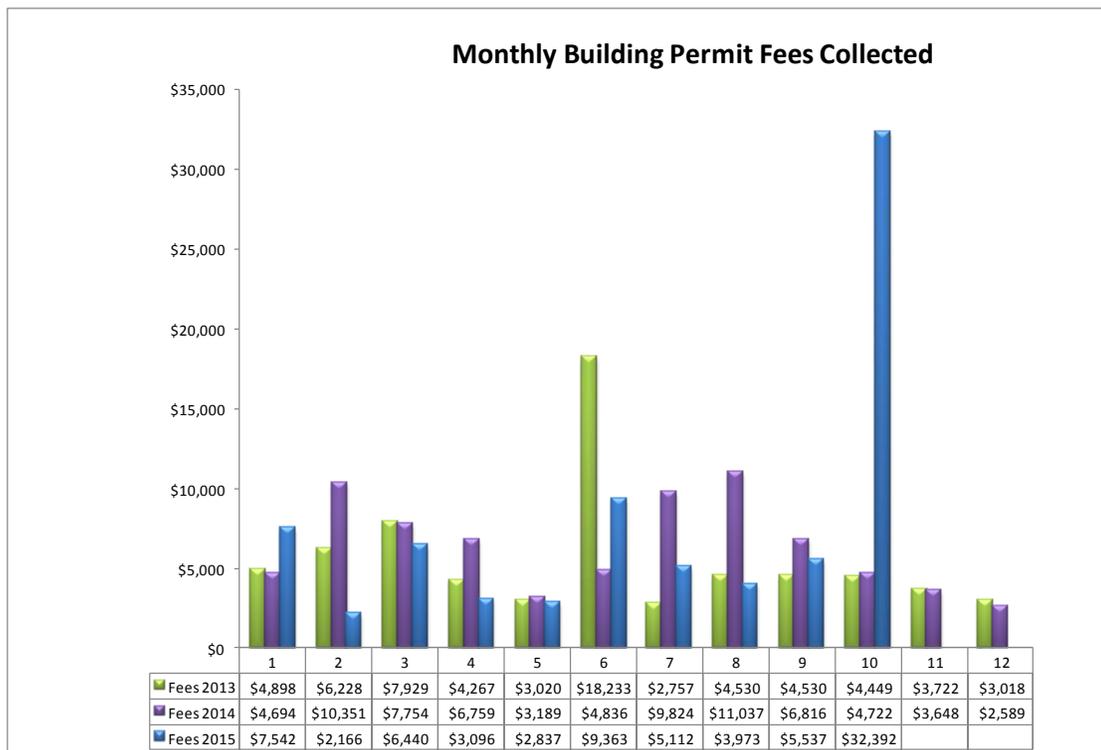
Permits:





The above chart includes single-family, multi-family, and manufactured home permits issued for the year.

Fees:



The chart above does not include planning fees.

Revenues for 2015:

Permit fees to date: \$ 74,446.48
 Planning fees to date: \$ 1,950.00
 Total received to date: \$ 76,396.48



Jeff H. Carner
Fire Chief

OTTAWA FIRE DEPARTMENT OTTAWA, KANSAS

Monthly Report October, 2015

Calls for Service: The department responded to 159 calls for service and experienced an estimated \$5,350 in fire loss

Inspections: A total of 44 business and residential inspections were completed.

Training: Shift personnel conducted 279 hours of training with most of these hours dedicated to conducting fire inspections and code enforcement.

Public Education: During the month we provided 89 public education programs, with a total of 1745 children contacted and 175 adults.

Respectfully submitted,

Jeff H. Carner

720 West Second Street
Ottawa, Kansas 66067
Phone 785-229-3700 / Fax 785-229-3705

OTTAWA

Incident Type Report (Summary)

Alarm Date Between {10/01/2015} And
{10/31/2015}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
100 Fire, Other	1	0.63%	\$2,000	37.38%
111 Building fire	1	0.63%	\$250	4.67%
112 Fires in structure other than in a building	1	0.63%	\$2,000	37.38%
113 Cooking fire, confined to container	2	1.26%	\$600	11.21%
131 Passenger vehicle fire	1	0.63%	\$500	9.34%
140 Natural vegetation fire, Other	1	0.63%	\$0	0.00%
	7	4.40%	\$5,350	100.00%
3 Rescue & Emergency Medical Service Incident				
300 Rescue, EMS incident, other	2	1.26%	\$0	0.00%
311 Medical assist, assist EMS crew	107	67.30%	\$0	0.00%
321 EMS call, excluding vehicle accident with injury	1	6.92%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	1	0.63%	\$0	0.00%
	121	76.10%	\$0	0.00%
4 Hazardous Condition (No Fire)				
462 Aircraft standby	1	0.63%	\$0	0.00%
	1	0.63%	\$0	0.00%
5 Service Call				
500 Service Call, other	1	0.63%	\$0	0.00%
	1	0.63%	\$0	0.00%
6 Good Intent Call				
600 Good intent call, Other	1	0.63%	\$0	0.00%
6111 Fire Alarm - Dispatched & cancelled en route	1	0.63%	\$0	0.00%
6112 Medical Call - Dispatched & cancelled en route	4	2.52%	\$0	0.00%
622 No Incident found on arrival at dispatch address	4	2.52%	\$0	0.00%
631 Authorized controlled burning	5	3.14%	\$0	0.00%
651 Smoke scare, odor of smoke	2	1.26%	\$0	0.00%
661 EMS call, party transported by non-fire agency	3	1.89%	\$0	0.00%
	20	12.58%	\$0	0.00%
7 False Alarm & False Call				
700 False alarm or false call, Other	1	0.63%	\$0	0.00%
730 System malfunction, Other	1	0.63%	\$0	0.00%

OTTAWA

Incident Type Report (Summary)

Alarm Date Between {10/01/2015} And
{10/31/2015}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
7 False Alarm & False Call				
733 Smoke detector activation due to malfunction	2	1.26%	\$0	0.00%
736 CO detector activation due to malfunction	1	0.63%	\$0	0.00%
740 Unintentional transmission of alarm, Other	1	0.63%	\$0	0.00%
745 Alarm system activation, no fire - unintentional	3	1.89%	\$0	0.00%
	<u>9</u>	<u>5.66%</u>	<u>\$0</u>	<u>0.00%</u>

Total Incident Count: 159

Total Est Loss:

\$5,350



City of Ottawa Human Resources Department Monthly Report - October 2015

The following highlights Human Resource Department activities that occurred during October 2015.

- After a meeting with Richard Nienstedt, City Manager on October 20, 2015, Michelle Stegman, Human Resources Director and City Staff continue to work on the flood insurance review. EMC is obtaining additional quotes on buildings. One building is undergoing mapping with NFIP as it is adjacent to the levy (1801 W. 2nd). A presentation and recommendation will be made during a City Commission Study Session Meeting once the work is finalized.
- Michelle, Jami Michael, HR Assistant; Glora Mathews, Executive Assistant; Brenda Pfizenmaier, Ransom Memorial Hospital; Wellness Committee members and other City Staff spent a large majority of the month preparing for the 2016 Open Enrollment and rollout of the enhanced wellness program.
- Because of our efforts to reduce claims and accidents, the City of Ottawa received a dividend check from KERIT in the amount of \$45,765.00.

Recruitment

Promotions

None

New Hires

10/5/15 – Christopher Forsberg, Police Officer

10/6/15 – Tylor Wyatt, Police Officer

10/19/15 – Kyle Rossman, Parks Laborer Maintenance Worker

Departures

10/27/15 – Joshua Wilson, WC/WD Maintenance Worker I

10/29/15 – John Reyes, Streets Laborer Maintenance Worker

Risk Management/Safety/Loss Control:

Training:

Rick Aguilar, Kansas Municipal Utilities Director of Job Training & Safety conducted sessions on Corrosive Materials Safety on October 6, 2015.

Safety Committee Meeting

The Safety Committee meeting was held October 5, 2015 at the Power Plant. Staff discussed the following: KERIT Loss Control Incentive Program, Stretching and Back Safety Program, Department Audits and Inspections and Results of the September 30, 2015 KERIT Audit

Workers' Compensation Injuries/Illnesses

1. 10/27/15 – A Police Department employee sustained a scrape from a hypodermic needle while placing into a Sharp's container.

Tort Claims

City of Ottawa

101 S. Hickory
Ottawa, KS 66067

785.229.3600

www.ottawaks.gov



City of Ottawa

101 S. Hickory
Ottawa, KS 66067

785.229.3600

www.ottawaks.gov

6/16/15 – Haley Park, 201 S. Main – Patron of the park sustains an injury to their leg while taking a photo. Claim filed with EMC. Adjuster has determined that the City is not responsible for the injuries and was not negligent but has offered to pay for the medical bills through med pay. \$5000 exists for medical coverage. **Open**

8/29/15 - 1224 Lincoln – Home owner filed a claim for dirt/dirty water in 2 hot water tanks possibly related to the City draining the fire hydrant in front of his house and broken water lines on the same street. \$500 deductible. **Open**

7/22/15 – Patron of the Ottawa Library fell down stairs and sustains ankle sprain. Claim filed with EMC. The adjuster has assigned an independent appraiser to inspect the insured location and is waiting on a response from the claimant. EMC declined liability and found no negligence on behalf of the City. Received medical authorization form and is awaiting bills. \$5,000 exists for medical coverage. **Open**

Damage to City Property

5/21/15 – OMA Roof Leak. Work completed. **Closed**

6/19/15 - 841 S. Poplar – Damage to City service cable – Staff negotiated a settlement amount of \$756.89 and anticipates receipt on November 7, 2015. **Open**

8/21/15 – Police Department Roof –Work completed. **Closed**

Commercial Automobile

n/a

Inland Marine

8/9/15 Lightning struck the Fuel Master Card reader at the Airport. **Closed**

Accidents on City Property

5/30/15 – While attending the Pam Tebow event, a patron tripped down the steps of the lower balcony and sustained injuries to her face. Under the City's General Liability Policy, \$5,000 exists for medical coverage. While this does not constitute negligence, the medical payments coverage was offered to a limit of \$5,000.00 to help pay for out of pocket expenses. Adjuster is still waiting for medical bills from Medicare. The adjuster sent a letter to Medicare along with consent to release form and is awaiting a Conditional Payment Letter so EMC can reimburse Medicare. EMC is holding the claim open for a short period of time in the event she elects to pursue a bodily injury claim against the City. **Open**

Claim to Local Employer's Property

7/20/15 - Local firm has filed a claim with their insurance carrier, United Fire that a lightning strike caused damage to computer equipment. The claimant's carrier has assumed the rights to any recovery, however has not advised of their subrogation intentions or theory of liability. EMC has denied liability on the part of the City. The adjuster is keeping the file open until December 11, 2015 to see if the carrier makes a claim of liability. **Open**

Public Official Liability and Employment Practices Liability

6/26/15 - Garrison v. City of Ottawa Planning and Codes Department – Petition for Writ and Mandamus and Prohibition – 1223 S. Main structural repair. This has been turned over to insurance and is in litigation. \$3,000 deductible. **Open**

Ottawa Information Technology (IT) Department

Date: November 16, 2015

To: Richard Nienstedt, City Manager and City Commission

From: Chuck Bigham, IT Director

Subject: October IT Monthly Report

IT Trouble Tickets & Other-

62 new calls for Service logged, 4 still open(*examples- can't send mail, locked up, error conditions, won't power-on, Smart Phone not syncing, possible virus, can't find folder, print problems, won't boot, battery backup beeping etc.*)

Government Access Channel (GAC)

New Programs- City and County Commission, Road to Recovery, Quarterly Image Award Luncheon Americana and White House Chronicle.

of different programs played- 15 (*examples- City and County meetings, Coffee, Special Call Meeting, Road To Recovery*)

Web Site

13 News articles posted. Upcoming events on new community calendar and Facebook continually updated, Crime of the Week and found property list updated. City job announcements added.

Videos posted include, 2 City Commission Meetings, 1 Quarterly Image Award Luncheon.

FaceBook-

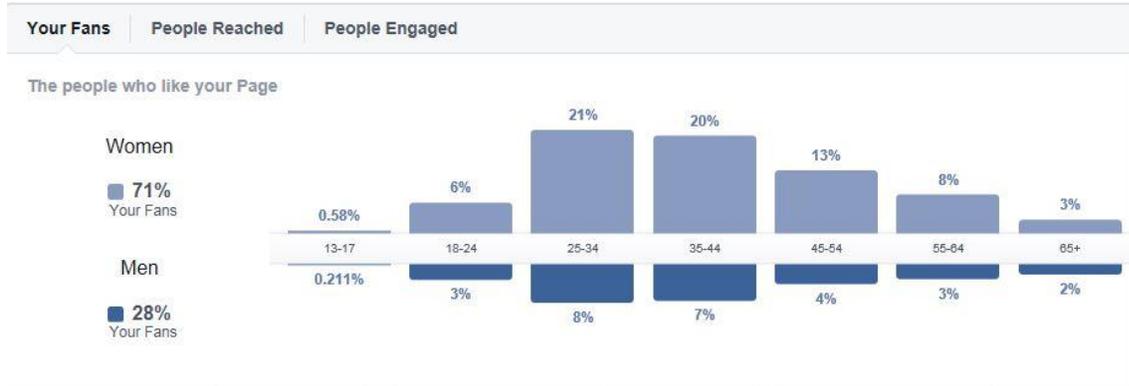
Updates Provided- Videos Posted (same as website). News Articles Linked. Promotion of upcoming events. Crime of the week added for Crime Stoppers. Updated Found Property List added. Photos and videos taken at Day on The Job 2015 and posted to social media.

Total Likes: 1,881 See attached graphs

Other Activities-

Twitter account maintained currently at **438 followers**. Instagram followers are at **38**. Promotion of city wide events. Posted all media releases to public on Facebook, channel, website, Twitter, Instagram, Flickr & Tumblr. All job postings added to media outlets.

Facebook October 2015
Demographics and Location of people who like the City of Ottawa Facebook page.
Total Likes for October 2015 were: 1,881



Country	Your Fans	City	Your Fans	Language	Your Fans
United States of America	1,866	Ottawa, KS	905	English (US)	1,843
Iraq	3	Chicago, IL	115	English (UK)	37
India	3	Kansas City, MO	97	Arabic	4
Pakistan	2	Lawrence, KS	77	Spanish	3
Ghana	2	Topeka, KS	33	English (Pirate)	1
Canada	2	Wichita, KS	33	French (France)	1
Japan	2	Garnett, KS	27	Portuguese (Brazil)	1
Turkey	2	Princeton, KS	26	Portuguese (Portugal)	1
Nigeria	1	Overland Park, KS	24	Traditional Chinese (Taiwan)	1
Taiwan	1	Wellsville, KS	23	Italian	1
United Arab Emirates	1	Pomona, KS	23	Czech	1
Jordan	1	Olathe, KS	22	Japanese	1



Daily data is recorded in the Pacific time zone.

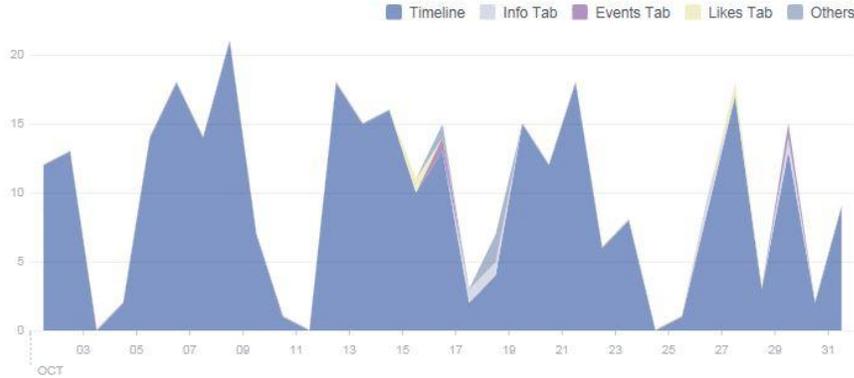
1W 1M 1Q



Start: 10/1/2015
End: 10/31/2015

Page and Tab Visits

The number of times each of your Page tabs was viewed.



BENCHMARK

Compare your average performance over time.

Timeline

Info Tab

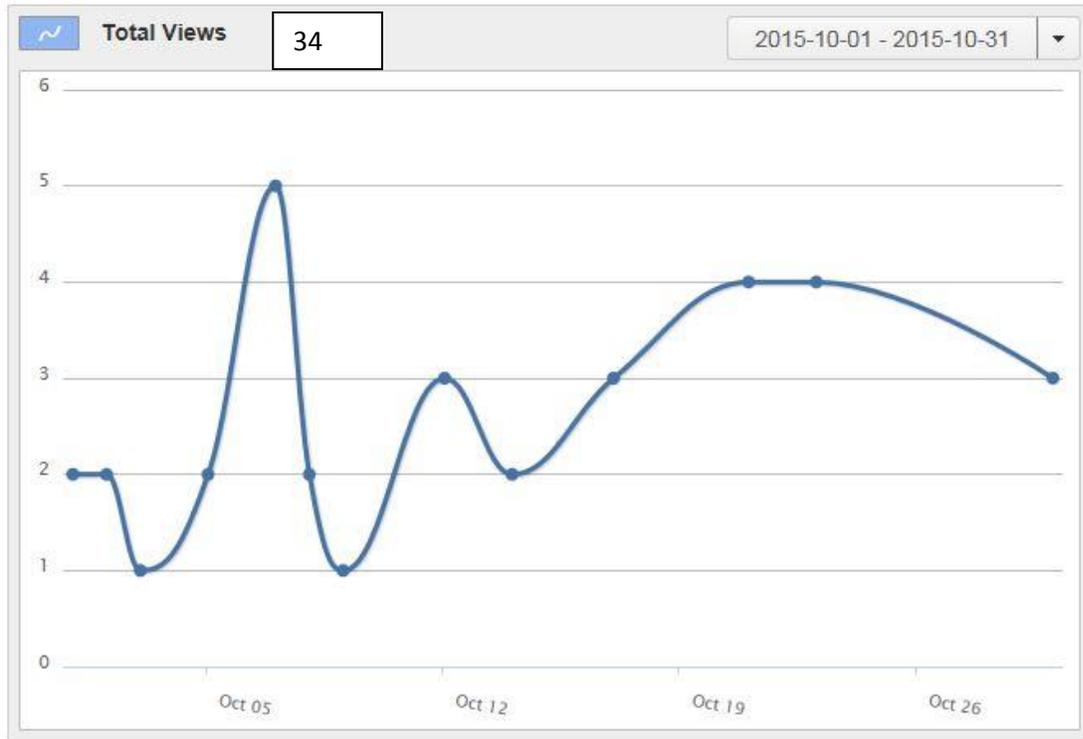
Events Tab

Likes Tab

Others

Page views are the number of times any given site page is looked at (visited) by all users. On the other hand, unique visitors numbers report how many different visitors visited your site pages. For example, if your aunt checks out your Website 13 times in one day, she will only show as one unique visitor but she would contribute 13 page views to your reports.

Ustream July 2015



[Export this period in CSV](#)

Datetime	Views
Oct 01	2
Oct 02	2
Oct 03	1
Oct 05	2
Oct 07	5
Oct 08	2
Oct 09	1
Oct 12	3

Oct 14	2
Oct 17	3
Oct 21	4
Oct 23	4
Oct 30	3

Police Department City of Ottawa, Kansas

MEMORANDUM

DATE: NOVEMBER 2, 2015
TO: RICHARD U. NIENSTEDT, CITY MANAGER
FROM: DENNIS P. BUTLER, CHIEF OF POLICE
SUBJECT: OCTOBER 2015 MONTHLY REPORT

The purpose of this memorandum is to report activities involving various police department personnel during October 2015. Employees and volunteers participated in or attended the following activities:

- Volunteers in Police Service (VIPS) provided 146 hours of service
- Active Shooter presentation to the Council on Aging
- Tyler RMS Implementation and initial training completed before going live on October 26
- Normal challenges occurred with the new RMS but our officers feel it is going better than expected
- Monthly supervisors' meeting, Johnson County Chief's Meeting, various Chamber events, Rotary, and other various meetings
- Police officer Tracie Weege graduated from KLETC on October 23 and is in field training. Paola Alarcon and Joe Carrier continue their training at KLETC. Tylor Wyatt and Chris Forsberg started work in early October, and will attend KLETC in November. Sarah Frazee is in field training. Officer Jared Russell was released from field training to solo patrol
- Hosted the Franklin County Crisis Intervention Team (CIT) meeting
- Captain Weingartner is attending the FBI National Academy
- Participated in "Day on the Job" and two students followed up with ride-alongs
- Participated in the first RMH Trauma Outreach Program
- Attended a Planning Commission Meeting regarding the new elementary school
- Attended the Franklin County Domestic Violence Response Team Meeting
- Offered workshop to OU students on Stalking through Technology
- Continued participation on KBI Work Group regarding untested Sexual Assault Kits
- Wellness Committee meetings; and
- Participated in OHS "Choices Matter" Program.

I am happy to answer any questions.
Thank you.

**ADULT AND JUVENILE
CRIMINAL ARRESTS
PART ONE ARRESTS**

	Oct 2015		Oct 2014	
	ADULT	JUVENILE	ADULT	JUVENILE
Arson	0	0	0	0
Assault: Aggravated (Agg Battery)	0	0	4	0
Burglary	0	0	1	0
Murder	0	0	0	0
Rape	1	0	0	0
Robbery	0	0	0	0
Theft	8	2	15	1
Theft: Auto	0	0	1	0
Sub Total Part One Arrests	9	2	21	1

OTHER ARRESTS

Assault	0	0	0	0
Assault: LEO	0	0	0	0
Battery	4	4	2	2
Battery: Domestic	5	0	5	1
Battery: LEO	0	0	0	0
Criminal Damage Property	3	0	5	1
Criminal Threats	0	0	0	0
Disorderly Conduct	6	4	2	0
Driving Under Influence	6	0	9	0
Drug Offense Arrests	33	3	6	2
Forgery	0	0	0	0
Homicide	0	0	0	0
Juvenile Offense Arrests	8	0	0	4
Kidnapping	0	0	0	0
Kidnapping: Aggravated	0	0	0	0
Liquor Related Offense Arrests	4	1	3	0
Phone Harassment	0	0	0	0
Sexual Offense Arrests	5	0	1	0
Suicide	0	0	0	0
Vehicle Related Arrests	37	2	25	0
All Other Arrests	29	6	37	0
Sub Total	140	20	95	10

TOTAL ARRESTS

171

127

**REPORTED CRIMES
PART ONE OFFENSES**

	Oct 2015		Oct 2014	
	REPORTED	INACTIVE	REPORTED	INACTIVE
Arson	0	0	0	0
Assault: Aggravated (Agg Battery)	1	0	4	4
Burglary	1	0	11	5
Murder	0	0	0	0
Rape	1	1	1	0
Robbery	0	0	0	0
Theft	31	18	31	24
Theft: Auto	1	0	6	2
Sub Total Part One Crimes	35	19	53	35

OTHER CRIMES

Assault	0	0	0	0
Assault: LEO	0	0	0	0
Battery	8	7	7	6
Battery: Domestic	8	6	7	6
Battery: LEO	0	0	0	0
Criminal Damage Property	11	6	11	8
Criminal Threats	0	0	1	0
Disorderly Conduct	6	6	2	2
Driving Under Influence	9	9	9	9
Drug Offenses	30	29	10	9
Forgery	1	1	1	1
Homicide	0	0	0	0
Juvenile Offenses	9	9	4	4
Kidnapping	0	0	0	0
Kidnapping: Aggravated	0	0	0	0
Liquor Related Offenses	6	6	3	3
Phone harassment	0	0	1	0
Sex Offenses	3	3	3	1
Suicide	1	1	3	3
Vehicle Related Offenses	43	38	32	30
All Other Offenses	40	36	48	44
TOTAL CRIMES	175	157	142	126

OTHER ACTIVITIES

Calls for Service	981	1379
Traffic Accidents	15	19
Warrants Served	15	20

TOTAL INCIDENTS / CALLS FOR SERVICE **1221**

1613

ANIMAL CONTROL OCTOBER 2015			
ACTIVITY	Oct-15	Oct-14	Yr to Date
Domestic animals taken to shelter (CSO)	10	5	166
Dead animals (wild) collected	8	7	48
Dead animals (domestic) collected	0	2	17
Wild animals trapped	27	19	135
Trap usage (days)	63	45	442
Dog ordinance violation citation	0	0	25
Cruelty to animal violation	1	0	2
Calls for service (non-trap)	42	47	384

Police Department
City of Ottawa, Kansas
 MEMORANDUM

DATE: November 10th, 2015
TO: RICHARD U. NIENSTEDT, CITY MANAGER
FROM: DENNIS P. BUTLER, CHIEF OF POLICE
SUBJECT: OCTOBER 2015 ENFORCEMENT STATISTICS

257 CHARGES WERE ISSUED THROUGH THE MUNICIPAL COURT. SOME OF THESE ARE MULTIPLE CHARGES ON SINGLE TICKETS.

The breakdown is as follows:

012 OBEDIENCE TO AND REQUIRED TRAFFIC-CONTRO	1	192 NO OPERATOR LICENSE	3
013 DISOBEY TRAFFIC SIGNAL	2	194 SUSPENDEED OPERATORS LICENSE	15
015 FLASHING CONTROL SIGNAL	3	198 ILLEGAL TAG	8
026 DUTY UPON STRIKING UNATT VEH	1	200 KNOWINGLY OPER W/O INSURANCE	24
029 RECKLESS DRIVING	1	3.1 BATTERY	3
030 DUI	2	5.6 PURCHASE OR POSSESSION OF TOBACCO PRODUC	3
031 FLEE & ELUDE	1	5.8 PURCHASE, COMSUMPTION, OR POSSESSION OFA	1
033 SPEEDING	89	6.1 THEFT/THEFT OF SERVICES	8
037 DRAG RACING	2	7.2 INTERFERENCE WITH LAW ENFORCEMENT	1
040 IMPROPER PASSING	1	9.1 DISORDERLY CONDUCT	4
047 FOLLOWING TOO CLOSE	2	30.2 REFUSAL PRELIMINARY BREATH TEST	1
054 UNSAFE TURNING/STOPPING ETC	12	CH10 INOPERABLE VEHICLE	2
058 FAIL TO YIELD VEH TURNING LEFT	1	126.2 USE OF WIRELESS COMMUNICATION DEVICES	1
059 FAIL TO YIELD STOP/YIELD SIGN	4	182.1 SEATBELT	2
061 FAIL TO YIELD EMERGENCY VEHICLE	1	3-208 DOG DISTURBING THE PEACE	1
069 SOLICITING RIDE OR BUSINESS	1	3-213 KEEPING VICIOUS ANIMAL	2
085 PARKING/STANDING/STOPPING	1	3-302 DOG VACCINATION REQUIREMENTS	4
087 HANDICAPPED PARKING	1	3-303 DOG CITY REGISTRATION FEES	4
096 PARKING IN NO PARKING ZONE	6	3-309 DOG RUNNING AT LARGE	3
104 INATTENTIVE DRIVING	4	4-206 OPEN CONTAINER LAW - MALT BEVERAGE	1
106 TRANSPORT OPEN CONTAINER (KSA 8-1599)	1	12-209 SPEEDING SCHOOL ZONE	1
146 DEFECTIVE HEADLAMPS	2	16-302 UNLAWFUL USE OF DRUG PARAPHERNALIA	6
147 DEFECTIVE TAIL LAMP	3	16-307 POSSESSION OF PROHIBITED SUBSTANCE-MARIJ	5
149 IMPROPER STOP LAMP/TURN SIGNAL	2	38-901 DISORDERLY CONDUCT	1
153 IMPROPER MOUNTING LAMPS/REFECT	1	381008 UNLAWFUL USE OF PROJECTILES	1
176 DEFECTIVE MIRROR	1	381202 UNLAWFUL USE OF DRUG PARAPHERNALIA	2
177 OBSTRUCTED WINDOWS / DEFECTIVE WIPERS	1	381208 POSSESSION OF PROHIBITED SUBSTANCE-MARIJ	1
182 CHILD PASSENGER SEATS	1	CH10-6 NUISANCE	1

** Report Total: 257 **

73 Charges were filed through County Attorney's office:

6 Domestic Battery	0 Agg Assault / Battery	4 Battery	
0 Burglary	3 Criminal Damage	2 D.U.I.	
1 Theft	10 Traffic	1 Endangering Child	
3 Liquor Violations	0 Prescription Drugs	29 Misc. Charges	14 Possession Drugs/Paraphenalia

CITY OF OTTAWA, KANSAS
PUBLIC WORKS DEPARTMENT
MEMORANDUM

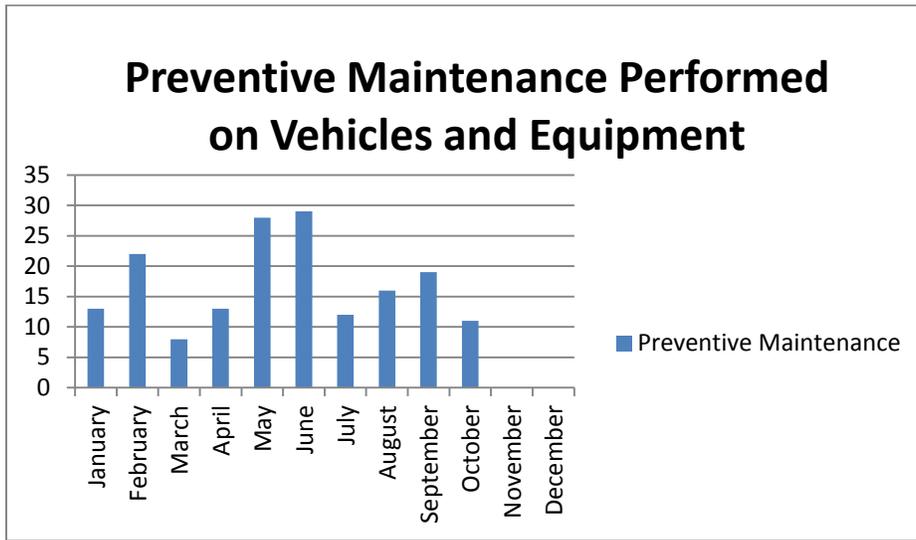
TO: City Commission
FROM: Michael Haeffele - Director of Public Works
COPY TO: Justin McCurdy, Chris Raby, DJ Welsh, Debbie Badders, Lisa Borjas, Glora Mathews, Richard Nienstedt
SUBJECT: October 2015 Monthly Activity Report/Public Works Projects Update
DATE: November 10, 2015

Project descriptions will only be included when a project first appears. Subsequent reports will only list significant activity related to an ongoing project or changes that occur during the reporting period. Ongoing projects for which there is no significant activity during the month are not listed.

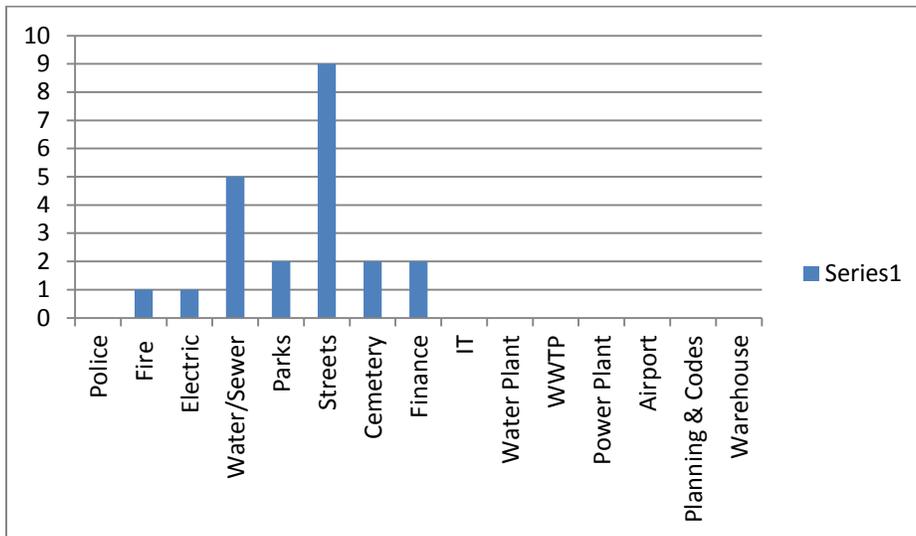
Streets: During October, Street Crews sprayed weeds along the river between the Main St. bridge and the trail bridge. They completed construction of new ADA ramps at 6th & S. Mulberry and 13th & Elm, and replaced a section of sidewalk in the 500 block of S. Hickory. Other construction type projects that were started include curb replacements in the 400 block of West 9th St.; they helped the Parks Crew place a new sidewalk in Forest Park from the large restroom to the new playground area; and began construction on the Flint Hills Nature Trail along 1st Street. Routine maintenance such as painting street markings and parking stalls at various locations around town was completed. Crews patched utility cuts at a few locations for the water distribution crew, installed 20 MPH signs on Walnut St, and mowed the levee and rights of way along the highways, and installed driveway tubes in the 700 block of Funston and the 900 block of S. Sycamore. One employee attended the Arborist Training.

Parks: This month the Parks Crew planted 7 new trees, 5 in City Park and 2 in Hope Cemetery. They also planted a new Norway Spruce at Haley Park for the Mayors Christmas Tree. A weed control program was implemented in Forest Park and the first run went without any problems. The park was shut down for a day as a precaution and we were able to complete the process, with the help of the ORC staff, in just less than 8 hours. The ORC has also been helping us plant new grass in Forest Park, and their help has been appreciated. With help from the Street Department, a new sidewalk was installed from the large restrooms to the new playground area in Forest Park. Two new picnic tables were added to Haley Park and repairs were made to picnic tables in Forest Park. The Parks Crew was also busy trimming trees in Kanza Park and repairs were made to the gazebo in City Park after it was damaged by vandals. One new employee was hired on the Parks Crew and one attended Arborist Training.

City Garage: The Garage routinely services vehicles and equipment for all City departments. The most typical service is a periodic oil change with associated checks and services (preventive maintenance). The chart below shows the number of PM's performed this month compared to previous months this year.

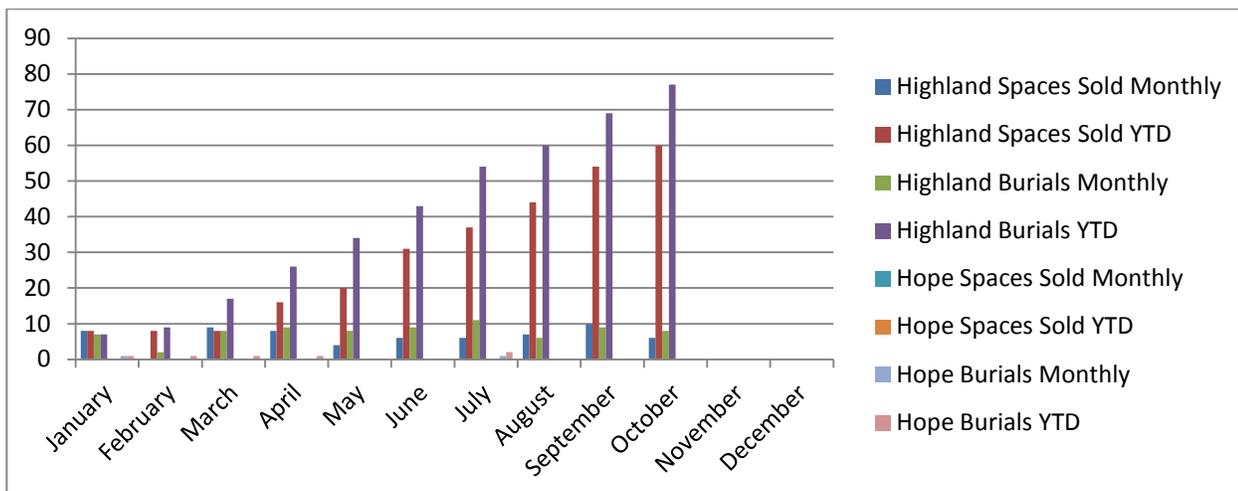


This chart shows the amount of repairs performed by the Fleet Maintenance Department, separated by department. These repairs vary from brake replacements to electrical problems.

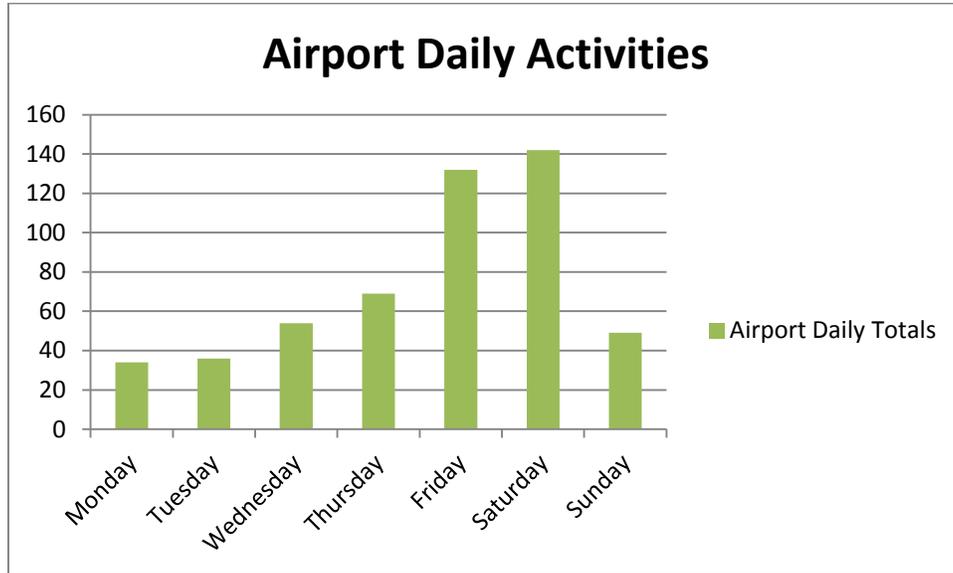


During the month of October, all repairs were performed by the city garage and one vehicle was sent to an outside vendor to be repaired under warranty.

Cemeteries: Following are excerpts from the monthly Sextons' Reports: October graph is shown below.



Airport Activities Report. Shown below are the daily operations reported by the Airport Manager. These are the operations witnessed by the FBO during normal operating hours. An “operation” is either a landing or a take-off (e.g. a landing to fuel and then leave is two operations, as is a touch-and-go landing). You can see in the chart below that Friday and Saturday were the busiest days this month.



Airport fuel sales for Aviation Gas (100LL) during October 2015 amounted to 663 gallons (CY 2015 to date = 6,971 gal) and 92 gallons of Jet-A fuel (CY 2015 to date = 1,580 gal) were sold during the month of October. The “Courtesy Car” was used 4 times this month.

To: City Manager
From: Dennis Tharp
Date: October, 2015
Subject: Utilities Project Activities

KMEA POWER SUPPLY COMMITTEE

The Power Supply Committee focus has shifted to joint generation possibilities that may exist within the KMEA footprint. Ottawa is one the municipals being considered as a site for a possible project and we will provide information as this endeavor moves forward. Purchase Power agreement for Marshall wind farm project has been presented and moved to City Attorney and City Manager for review. Will be presented to the commission for final approval in November. Load Following agreement is approaching final draft and will also provide details when complete.

WATER TREATMENT PLANT RAW WATER SUPPLY LINE

Professional Engineering Consultants (PEC) presented the results of their study of the raw water supply line, water treatment plant, regulatory and disinfection review to the City Commission on September 30, 2013. PEC established priorities and recommended, as the top two priorities, construction of a parallel raw water supply line and construction of a second clear well.

Presentation of projects scope and rate study before the commissioners at October 19, 2015 study session. Final vote scheduled for November 18, 2015 allowing time for review and questions from interested parties.

Electric Projects

Contracted with SEGA to begin study of electric extension into the Rock Creek Development park will provide updates as they become available. Appears a new transformer at SE substation is inevitable to support addition.

We have done all primary work necessary for the new Price Chopper. We are waiting for them at this point.

Still working on converting north of the river from 4kv to 7200kv.

New Water Services This Year

3

**Repair / replacement of Sewer lines;
9th-10th Mulberry Sycamore 621' of 8" line**

Water Line Repairs:

703 E. 1st 2-4x7 wraps 4' of pipe

8th Willow 6x7 wrap 3' of pipe

2310 S. Cedar 10x10 wrap

Replacement of Water Main Lines;

5th to 7th on Beech 890' of 6"

7th Across Beech st 65' of 6"

Fire Hydrants:

6th Beech pumper

7th Beech replaced pumper

WASTEWATER TREATMENT PLANT REPORT

Oct-15

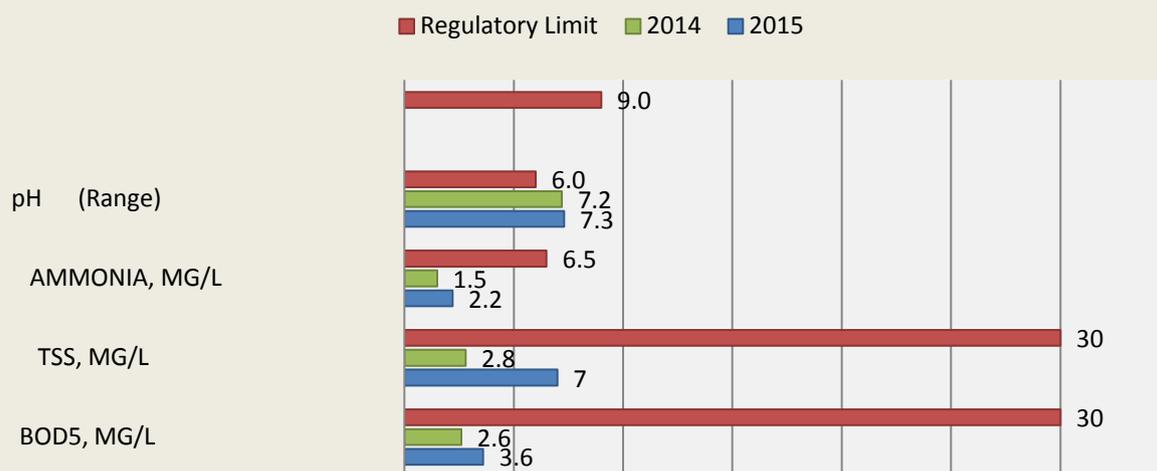
	2015		2014	
	This	Year	Same	Year
	Month	To Date	Month	To Date
TOTAL FLOW, MG	8.7	191.95	13.64	133.13
PEAK DEMAND DAY, MG	0.442	5.202	1.549	3.006
AVERAGE DAILY FLOW, MGD	0.282	0.63	0.44	0.437

AVERAGE PLANT INFLUENT

BOD5, MG/L	326	233
TSS, MG/L	255	192
TKN MG/L	54.1	26.4
pH, SU	7.5	7.2

AVERAGE PLANT EFFLUENT	Regulatory Limit			
BOD5, MG/L	3.6	30	MG/L	2.6
TSS, MG/L	7	30	MG/L	2.8
AMMONIA, MG/L	2.2	6.5	MG/L	1.5
pH (Range)	7.3	6.0	9.0	7.2
PERCENT REDUCTION BOD5	99%	85%		99%
PERCENT REDUCTION TSS	97%	85%		99%
TOTAL PHOSPHOROUS	4.2	1.5 yr/ave	MG/L	3

Ottawa WWTP October 2015



	High	Low		High	Low	
10/1/2014	67	50	10/1/2014	82	68	75
10/2/2014	63	48	10/2/2014	70	58	64
10/3/2014	63	46	10/3/2014	57	46	51.5
10/4/2014	63	44	10/4/2014	60	40	50
10/5/2014	60	53	10/5/2014	74	43	58.5
10/6/2014	69	57	10/6/2014	72	52	62
10/7/2014	76	52	10/7/2014	78	57	67.5
10/8/2014	84	58	10/8/2014	74	52	63
10/9/2014	66	51	10/9/2014	68	56	62
10/10/2014	72	44	10/10/2014	56	50	53
10/11/2014	83	58	10/11/2014	62	43	52.5
10/12/2014	77	61	10/12/2014	58	52	55
10/13/2014	76	48	10/13/2014	56	52	54
10/14/2014	75	51	10/14/2014	65	50	57.5
10/15/2014	76	47	10/15/2014	68	45	56.5
10/16/2014	65	44	10/16/2014	76	45	60.5
10/17/2014	60	46	10/17/2014	66	50	58
10/18/2014	74	52	10/18/2014	62	44	53
10/19/2014	75	55	10/19/2014	67	42	54.5
10/20/2014	80	60	10/20/2014	72	50	61
10/21/2014	81	62	10/21/2014	73	44	58.5
10/22/2014	78	60	10/22/2014	74	54	64
10/23/2014	76	61	10/23/2014	67	57	62
10/24/2014	64	48	10/24/2014	76	56	66
10/25/2014	64	40	10/25/2014	79	54	66.5
10/26/2014	64	38	10/26/2014	82	58	70
10/27/2014	58	49	10/27/2014	73	58	65.5
10/28/2014	62	50	10/28/2014	64	47	55.5
10/29/2014	54	37	10/29/2014	62	41	51.5
10/30/2014	50	32	10/30/2014	67	48	57.5
10/31/2014	58	45	10/31/2014	52	32	42
Average	68.80645	49.90323	Average	68.12903	49.80645	

#	NAME(S):	DATE	HOURS ACCRUED	TIME IN	TIME OUT
1	Pat McComb	10/2/2015	2	7pm	9pm
2	Andrew Nitcher	10/2/2015	2	7pm	9pm
3	Pat McComb	10/3/2015	2	8am	10am
4	Andrew Nitcher	10/3/2015	2	8am	10am
5	Pat McComb	10/4/2015	2	10am	12pm
6	Andrew Nitcher	10/4/2015	2	10am	12pm
7	Pat McComb	10/4/2015	2	2pm	4pm
8	Andrew Nitcher	10/4/2015	2	2pm	4pm
9	Mike Garrett	10/7/2015	2	730pm	930pm
10	Bryan Frick	10/7/2015	2	730pm	930pm
11	Bill Ferguson	10/11/2015	2	7am	11am
12	John Shepard	10/11/2015	2	7am	11am
13	Bill Ferguson	10/11/2015	2	230pm	430pm
14	John Shepard	10/11/2015	2	230pm	430pm
15	Bill Ferguson	10/13/2015	2	4pm	6pm
16	John Shepard	10/13/2015	2	4pm	6pm
17	Mike Garrett	10/14/2015	2	5pm	7pm
18	Bran Frick	10/14/2015	2	5pm	7pm
19	Bill Ferguson	10/18/2015	2	7pm	9pm
20	Ed Thompson	10/18/2015	2	7pm	9pm
21	Bill Ferguson	10/19/2015	2	5am	7am
22	Ed Thompson	10/19/2015	2	5am	7am
23	Bill Ferguson	10/20/2015	2	7pm	9pm
24	Ed Thompson	10/20/2015	2	7pm	9pm
25	Bill Ferguson- Ed Thompson	10/21/2015	2	4pm	6pm
26	Mike Garrettand Bryan Frick	10/24/2015	2.5	12/pm	230pm
27	Mike Garrett and Bryan Frick	10/25/2015	2	630pm	830pm
28	Mike Garrett and Bryan Frick	10/26/2015	2	11pm	1pm
29	Bill Ferguson and Ed Thompson	10/28/2015	0.5	12pm	1230pm
30	Mike garrettand Bryan Frick	10/29/2015	0.5	12pm	1230pm
31	Bryan Frick and Ed Thompson	10/31/2015	2	2pm	4pm

REASON FOR OVERTIME:

1and2	Emergency locate
3and4	Emergency locate
5and6	Blown fuseon transformer
7and8	Check broken pole[customer pole]
9and10	blown fuse at garfield school
11and12	blown fuse at 11th and college
13and14	Blown fuse at ORV plaza
15and16	replaced burned service connector
17and18	Replaced blown fuse at 7th st. terr.
19and 20	replaced cnnector at weatherhead
21and 22	Fuse blown by squirrel[High School]
23and 24	Fuse blown at ORV[squirrel]
25	Emergency locate

26 replace food

27 Replace fuse[squirrel

28 Main st. lights out[Bad Photo cell]

29Took truck to Olathe Ford for recall

30 2Fuses outat high school[2 squirrels]

31,Wire wrapped together on circuit 12

Ottawa Municipal Power Plant

MONTHLY POWER REPORT October-15

	2015		2014	
	This Month	Year to Date	This Month	Year to Date
KILOWATT HOURS				
NET SELF GENERATION	-4,569.000	178,381.000	-39,403.000	121,226.000
PURCHASED POWER:				
SWPA	210,500	2,455,500	134,500	1,220,400
KMEA	7,128,956	77,072,162	9,191,800	102,175,860
KCPL	3,638,044	32,927,063	2,300,215	24,758,473
SUB-TOTAL ENERGY	10,972,931	112,633,106	11,587,112	128,275,959
TOTAL ENERGY (after sales) ¹	10,972,931	112,633,106	11,587,112	128,275,959
INCREASE / DECREASE ² (2015 VS. 2014)	-5.30%	-12.19%		
KILOWATT LOAD				
PEAK DEMAND	22.9	37.700	22.9	37.4
TIME OF PEAK	3:00 PM	5:00 PM	5:00 PM	3:00 PM
DAY OF PEAK	10/8/2015	7/13/2015	10/1/2014	8/25/2014
ENERGY SALES				
KCPL (supplemental) KWh	0		0	
WRI / Other (supplemental) KWh	0		0	
Nearman Sales KWh ³	0			150,000
TOTAL SALES (KWh)	0		0	

¹Total energy demand of city

²After Generated Sales

³Non-Generated Sales

*negative net generation = station power exceeded gross generation.

FRANKLIN COUNTY
DEVELOPMENT COUNCIL
#people #place #proximity

Monthly Report
Franklin County Economic Development Council
11/18/15

Projects

Project Horizon: This is a Kansas Department of Commerce (KDOC) manufacturing client. Initial information was submitted and further information was requested. KDOC has informed us that we will not be in the next round for consideration.

Project Sesame 2: This is a KDOC and KCADC manufacturing client. A second round request for information was submitted in early October.

Project Green: We were contacted by a business with several locations in Kansas, looking to consolidate operations.

Executive Director Selection:

Two meetings of the Selection Committee have been held. The committee members have set a timetable, reviewed the job description, outlined the process and reviewed the total compensation package. Job announcements have been placed with professional economic development groups in Kansas, Oklahoma, Missouri, Iowa and Texas. Information has also been distributed with the League of Kansas Municipalities, Kansas Department of Commerce, KCADC, the regional utilities and some regional economic development contacts. Michelle Stegman, Human Resources Director for the City of Ottawa will be the contact point for the initial submittal by applicants.

Other Activities:

Contacted allied economic development groups (KCADC, KDOC, SmartPort) and utilities to provide interim contact information.

Met with staff and elected officials in Ottawa, Wellsville and Franklin County.

Attended KCADC Economic Developers monthly meeting and attended the KCADC Annual Meeting with Ottawa Mayor Mike Skidmore.

Attended Ottawa City Commission and Franklin County Commission meetings to introduce myself

The videos for Wellsville, Ottawa and Rock Creek Development Park have been received.

Regional Economic Development:

KCADC: Bob Marcusse, president and CEO of the Kansas City Area Development Council will be retiring January 31, 2016. Bob has been in that position for 25 years. The KCADC Board has announced that Tim Cowden, Senior Vice President of Business Development has been confirmed as president immediately and will assume the role as CEO February 1, 2016. Martin Mini has also been named Chief Marketing Officer for KCADC.

Kansas Department of Commerce: Sam Brownback has named Antonio J. Soave of Overland Park as the next Secretary for the Department of Commerce. He will assume his new duties on Dec. 1.

Antonio currently serves as the chairman and CEO of Capistrano Global Advisory Services in Overland Park.

Please contact me if you have questions or comments regarding this report or others economic development issues.

Tom Riederer
Interim Director
Franklin County Development Council
(785) 242-1000
tom@ThinkFranklinCo.org

OTTAWA LIBRARY						
General Fund						
Receipts & Expenditures						
10/31/2015						
Budget Code	Budget Amount	Current Month	Yr to Date Actual	Encumb. paid in	YTD % of Budget 10/12=83.33%	Budget Balance
Beginning Cash Balance	27,601.00	287,796.56	27,601.38			
Receipts:						
301.00	City Appropriations	818,858.00	9,331.49	811,251.17	99.07%	-7,606.83
303.00	Interest	400.00	24.38	232.22	58.06%	-167.78
304.00	State Aid	4,513.00	0.00	4,160.40	92.19%	-352.60
305.00	NEKLS Grants	27,815.00	0.00	20,861.25	75.00%	-6,953.75
306.00	Fines and Fees	14,000.00	1,317.41	13,106.45	93.62%	-893.55
307.00	Copiers & Computers Income	7,000.00	581.22	6,467.07	92.39%	-532.93
308.00	Endowment Interest	8,400.00	0.00	0.00	0.00%	-8,400.00
313.00	Gift	200.00	0.00	0.00	0.00%	-200.00
316.00	Programs Income	0.00	0.00	57.00	0.00%	57.00
321.00	General Fund Reserve	0.00	0.00	0.00	0.00%	0.00
328.00	Erate Reimb	1,152.00	0.00	0.00	0.00%	-1,152.00
333.00	Transfers In (Capital, FOL, & Endowment)	0.00	0.00	0.00	0.00%	0.00
334.00	Donations	0.00	0.00	10.00	0.00%	10.00
341.00	Grant/Fundraising	500.00	825.00	11,644.62	2328.92%	11,144.62
343.00	KS Humanities Council TalkGrant	0.00	0.00	0.00	0.00%	0.00
345.00	Snack Machine Income	0.00	196.19	2,862.42	0.00%	2,862.42
351.00	Community Reads	0.00	1,079.50	1,689.50	0.00%	1,689.50
	Total Income	910,439.00	13,355.19	872,342.10	95.82%	-38,096.90
Beginning Balances Restricted Funds:						
	Starkey (Children's)	45.00				
	Asa Albert Smith Memorial	33.80				
	Clarence W. Koch	50.00				
	Asher Leonard	100.00				
	Wish List Fundraiser	2,066.67				
	Webber (Children's)	400.00				
	BBBS	3,701.64				
	Patry	25.00				
EXPENDITURES:						
Salaries, etc.						
401.00	Staff Salaries	519,329.00	36,622.93	390,600.95	75.21%	128,728.05
402.00	Social Security	39,730.00	2,499.66	27,098.53	68.21%	12,631.47
403.00	KPERS	42,381.00	2,957.11	33,036.63	77.95%	9,344.37
404.00	Employee Insurance	57,229.00	4,342.22	40,598.41	70.94%	16,630.59
405.00	Unemployment	519.00	36.59	379.79	73.18%	139.21
407.00	Workers Comp Ins	3,300.00	1,959.00	3,643.00	110.39%	-343.00
410.00	Off. & Dir/Emp Prac Insurance	2,000.00	0.00	1,618.00	80.90%	382.00
	Subtotal Salaries, etc.	664,488.00	48,417.51	496,975.31	74.79%	167,512.69
Materials and Programs						
501.00	Juvenile Books	25,000.00	631.59	16,801.42	67.21%	8,198.58
502.00	Adult Books	51,560.00	3,018.50	38,136.75	73.97%	13,423.25
503.00	Periodicals	6,600.00	303.13	5,335.09	80.83%	1,264.91
506.00	A.V. Materials	18,840.00	1,329.44	14,273.26	75.76%	4,566.74
507.00	Programs	3,000.00	151.80	1,916.65	63.89%	1,083.35
513.00	Gift	0.00	0.00	400.60	0.00%	-400.60
518.00	Electronic Access Expenditures	1,200.00	1,006.94	1,821.55	151.80%	-621.55
520.00	A.V. Materials-Children	6,000.00	321.48	2,671.29	44.52%	3,328.71
533.00	Transfers Out	0.00	0.00	0.00	0.00%	0.00
541.00	Grant Expenditures	950.00	22.36	843.03	0.00%	106.97
544.00	6X6 Early Lit Grt Exp-materials	0.00	218.16	218.16	0.00%	-218.16
546.00	Wish List Fund Expenses	0.00	46.40	654.28	0.00%	0.00
549.00	Furn & Eq-Walmart Career Grant	0.00	0.00	2,159.97	0.00%	0.00
550.00	Furn&Equip Fr Cty Community Foundation	0.00	0.00	4,983.45	0.00%	0.00
551.00	Community Reads Expense	0.00	0.00	1,497.00	0.00%	0.00
	Subtotal Materials and Programs	113,150.00	7,049.80	91,712.50	81.05%	21,437.50

**Ottawa Recreation Commission
Minutes of the Regular Meeting
Wednesday, October 14, 2015**

I. Call to Order:

Chairperson Rick Burgoon called the meeting to order at 6:00 pm. Commissioners Present: Dennis Tharp, Russ Wilson, Crystal Anderson and Mike Finch. Staff Present: Tommy Sink, Josh Blanco and Glenda Guge. Guests: Brittani Potter

II. Pledge of Allegiance

III. Moment of Silence

IV. Declarations: None

V. Additions to Agenda: None

VI. Public and/or Organizational Requests or Presentations

VII. Consent Agenda (Minutes, Financial Statements, Bills & Reports)

Commissioner Wilson moves to approve the Consent Agenda A-C for October 14, 2015. Commissioner Finch seconded the motion. All in favor 5-0.

VIII. Public Discussion – None

Public Discussion was closed.

IX. Departmental Reports –

Directors Report – Tommy Sink shared his report. New board member Crystal Anderson was introduced as the new representative for USD 290. She will complete the term of Brandon Riffle. Central RV has contacted ORC regarding a fundraising raffle they are holding for the ORC Foundations benefit. Ideas were shared regarding new revenue sources during next year's car show. A new board picture will be set up for the next board meeting.

Recreation Manager Report –Brandy Shoemaker provided her report.

Facility Manager Report – Josh Blanco provided his report. Kansas State Bank purchased and donated a metal bench which has been placed by the playground at Orlis Cox .

Office Manager Report – Glenda shared the new staffing changes at the front desk are going very well.

Brittani Potter brought up a proposal that she is working on regarding competitive soccer. Discussion was held.

VIII. Action Items

A. Old Business – None

B. New Business –

1. Fees for Franklin County Employees – The HR Director contacted Tommy to see what could be worked out for Franklin County Employees using the Goppert Building. Discussion was held. Staff will report back with additional information.

IX Adjourn

Commissioner Wilson moved to adjourn the regular meeting. Commissioner Finch seconded the motion. 5-0 in favor. Adjourned at 6:57 pm.

Action Items

Board photos, November 11, 2015, 5:45 pm at the Goppert Building in the meeting room. Please wear your blue polo shirts.

Regular Meeting, November 11, 2015, 6 pm at the Goppert Building in the meeting room.

Current Budget

	<u>Jul - Oct 15</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
100 - Ad Valorem	24,088.74	533,939.00	4.51%
1000 - Teens/Youth Programs			
1001 - Afternoon Playground	1,835.28		
1009 - United Way	2,000.00		
1017 - Entertainment U	2,050.00		
1000 - Teens/Youth Programs - Other	0.00	7,500.00	0.0%
Total 1000 - Teens/Youth Programs	5,885.28	7,500.00	78.47%
1050 - Special Events			
1051 - Pooch Plunge	0.00		
1059 - Basic Pottery	651.00		
1050 - Special Events - Other	0.00	2,000.00	0.0%
Total 1050 - Special Events	651.00	2,000.00	32.55%
1100 - Tournaments	0.00	1,000.00	0.0%
1200 - Adult Programs			
1201 - Softball	2,600.00		
1202 - Volleyball	3,911.95		
1200 - Adult Programs - Other	0.00	22,500.00	0.0%
Total 1200 - Adult Programs	6,511.95	22,500.00	28.94%
1250 - Pre-K Programs			
1256 - Little Kickers	693.86		
1260 - Micro Soccer	512.82		
1250 - Pre-K Programs - Other	0.00	5,500.00	0.0%
Total 1250 - Pre-K Programs	1,206.68	5,500.00	21.94%
1300 - Youth Programs			
1306 - Softball	55.00		
1307 - Volleyball	498.83		
1308 - Flag Football	2,005.92		
1309 - Basketball	1,434.38		
1310 - Soccer	8,494.34		
1311 - Tennis	-520.00		
1324 - Picture Rebate	791.00		
1300 - Youth Programs - Other	0.00	58,000.00	0.0%
Total 1300 - Youth Programs	12,759.47	58,000.00	22.0%
1400 - Miscellaneous Income			
1402 - Scrap Metal	125.00		
1404 - Equipment	400.00		
1412 - Tax Refund	3,773.74		
1400 - Miscellaneous Income - Other	0.00	2,500.00	0.0%

Current Budget

	<u>Jul - Oct 15</u>	<u>Budget</u>	<u>% of Budget</u>
Total 1400 - Miscellaneous Income	4,298.74	2,500.00	171.95%
1600 - Adlt/Yth Fitness/Sr Prog			
1601 - Zumba	419.82		
1602 - Yoga	927.13		
1603 - Martial Arts	1,379.90		
1607 - Guitar Class	191.00		
1608 - Outdoor & Nature	20.00		
1613 - Pickleball	147.00		
1614 - PATH donation	842.80		
1600 - Adlt/Yth Fitness/Sr Prog - Other	20.00	8,250.00	0.24%
Total 1600 - Adlt/Yth Fitness/Sr Prog	<u>3,947.65</u>	<u>8,250.00</u>	<u>47.85%</u>
1800 - Outdoor & Nature			
1802 - Hunting School	19.12		
1800 - Outdoor & Nature - Other	0.00	500.00	0.0%
Total 1800 - Outdoor & Nature	<u>19.12</u>	<u>500.00</u>	<u>3.82%</u>
200 - Motor Vehicle	25,411.83	55,305.00	45.95%
300 - Delinquent Tax	6,273.39	13,363.00	46.95%
3100 - Employee Benefits Fund			
3101 - Ad Valorem	4,818.71	106,837.00	4.51%
3102 - Delinquent Taxes	1,067.88	2,683.00	39.8%
3103 - Motor Vehicle	5,091.58	11,088.00	45.92%
Total 3100 - Employee Benefits Fund	<u>10,978.17</u>	<u>120,608.00</u>	<u>9.1%</u>
500 - Interest on Idle Funds	17.16	60.00	28.6%
600 - Facility Rentals			
601 - DWCC	225.00		
603 - Orlis Cox	1,655.00		
604 - Goppert	1,690.00		
605 - Rent	2,400.00		
606 - User Fees	2,636.32		
607 - Pass Cards	1,818.50		
600 - Facility Rentals - Other	0.00	35,000.00	0.0%
Total 600 - Facility Rentals	<u>10,424.82</u>	<u>35,000.00</u>	<u>29.79%</u>
700 - Concession			
701 - Pool	4,447.12		
703 - Orlis Cox Main	438.68		
709 - Sales Tax	-1.68		
711 - Goppert Soda Machine	172.51		
700 - Concession - Other	0.00	20,000.00	0.0%
Total 700 - Concession	<u>5,056.63</u>	<u>20,000.00</u>	<u>25.28%</u>

Current Budget

	<u>Jul - Oct 15</u>	<u>Budget</u>	<u>% of Budget</u>
800 - Forest Park Pool			
801 - Pool Admission	11,416.95		
802 - Pool Pass	120.00		
803 - Swim Lessons	630.00		
804 - Pool Parties	402.00		
800 - Forest Park Pool - Other	0.00	40,000.00	0.0%
Total 800 - Forest Park Pool	<u>12,568.95</u>	<u>40,000.00</u>	<u>31.42%</u>
Total Income	<u>130,099.58</u>	<u>926,025.00</u>	<u>14.05%</u>
Gross Profit	130,099.58	926,025.00	14.05%
Expense			
2000 - Administration			
2001 - Advertising/Promotion			
2001-1 - KOFO Radio	1,800.00		
2001-11 - KRPA	20.00		
2001-14 - Fr Co Ag Society	250.00		
2001-2 - Ottawa Herald	1,607.24		
2001 - Advertising/Promotion - Other	0.00	15,000.00	0.0%
Total 2001 - Advertising/Promotion	<u>3,677.24</u>	<u>15,000.00</u>	<u>24.52%</u>
2002 - Audit Services	0.00	4,200.00	0.0%
2003 - Bank Fees	75.75	500.00	15.15%
2004 - Board	0.00	200.00	0.0%
2005 - Directors & Officer Ins	0.00	3,200.00	0.0%
2006 - Equipment			
2006-1 - Copier Lease	2,347.11		
2006 - Equipment - Other	0.00	7,500.00	0.0%
Total 2006 - Equipment	<u>2,347.11</u>	<u>7,500.00</u>	<u>31.3%</u>
2007 - Incentives	60.94	1,600.00	3.81%
2008 - Insurance -Gen Liability			
2008-1 - Deductibles Paid	75.00		
2008-2 - Property Liability	9,608.00		
2008-6 - Workers Compensation	2,712.50		
2008 - Insurance -Gen Liability - Other	0.00	30,000.00	0.0%
Total 2008 - Insurance -Gen Liability	<u>12,395.50</u>	<u>30,000.00</u>	<u>41.32%</u>
2009 - Internet/Web Services	1,200.00	3,000.00	40.0%
2010 - Miscellaneous			
2010-8 Tax Liability	58.23		
2010 - Miscellaneous - Other	379.49	1,500.00	25.3%

Current Budget

	Jul - Oct 15	Budget	% of Budget
Total 2010 - Miscellaneous	437.72	1,500.00	29.18%
2011 - Office Supplies			
2011-10 - Visa	147.16		
2011-3 - Wal-Mart	109.21		
2011-4 - Office Depot	67.96		
2011-5 - Ramsey Printing	45.00		
2011 - Office Supplies - Other	0.00	4,500.00	0.0%
Total 2011 - Office Supplies	369.33	4,500.00	8.21%
2012 - Postage	511.96	1,200.00	42.66%
2013 - Printing & Publishing			
2013-2 - Ottawa Herald	94.08		
2013 - Printing & Publishing - Other	0.00	750.00	0.0%
Total 2013 - Printing & Publishing	94.08	750.00	12.54%
2014 - Salaries	123,040.05	372,000.00	33.08%
2015 - Scholarships			
2015-1 - Soccer	353.75		
2015-10 - Flag Football	43.75		
2015-17 - Volleyball	22.50		
2015-19 - ORC/OU Scholarship	500.00		
2015-4 - Instructional Sports	22.50		
2015-5 - Swim Lessons	26.25		
2015-8 - Basketball	30.00		
2015 - Scholarships - Other	0.00	4,500.00	0.0%
Total 2015 - Scholarships	998.75	4,500.00	22.19%
2016 - Transportation & Tags			
2016-1 - Fuel	355.20		
2016-2 - Tags	67.50		
2016 - Transportation & Tags - Other	0.00	2,500.00	0.0%
Total 2016 - Transportation & Tags	422.70	2,500.00	16.91%
2017 - Professional Development	36.00	3,500.00	1.03%
2018 - Uniforms			
2018-5 - Seasonal	76.50		
2018 - Uniforms - Other	0.00	1,200.00	0.0%
Total 2018 - Uniforms	76.50	1,200.00	6.38%
2020 - Planning & Research	102.00	750.00	13.6%
2021 - Professional Dues & Pub	0.00	1,200.00	0.0%
Total 2000 - Administration	145,845.63	458,800.00	31.79%

Current Budget

	<u>Jul - Oct 15</u>	<u>Budget</u>	<u>% of Budget</u>
2100 - Adult Programs			
2101 - Seasonal/Part Time Labor	3,230.00	11,500.00	28.09%
2103 - Equipment	0.00	100.00	0.0%
2104 - Supplies	313.74	1,500.00	20.92%
Total 2100 - Adult Programs	<u>3,543.74</u>	<u>13,100.00</u>	<u>27.05%</u>
2200 - Capital Projects			
2201 - DWCC	0.00	5,000.00	0.0%
2202 - Orlis Cox	0.00	5,000.00	0.0%
2203 - Forest Park Projects	2,528.08	5,000.00	50.56%
2204 - Recreation Facility	87,393.69	111,888.00	78.11%
2212 - Portable Mounds	0.00	1,000.00	0.0%
2225 - Staff Vehicle	20,450.00	20,000.00	102.25%
2227 - Gator	0.00	3,500.00	0.0%
2240 - Cardio Machines	0.00	7,500.00	0.0%
2243 - Goppert Bldg	1,040.76	10,000.00	10.41%
2245 - Registration Software	0.00	15,000.00	0.0%
2249 - Ball field renovations	0.00	12,000.00	0.0%
Total 2200 - Capital Projects	<u>111,412.53</u>	<u>195,888.00</u>	<u>56.88%</u>
2300 - Concessions			
2301 - Licenses	0.00	400.00	0.0%
2302 - Sales Tax	0.00	0.00	0.0%
2303 - Seasonal Labor			
2303-2 - Pool	1,810.68		
2303 - Seasonal Labor - Other	0.00	8,000.00	0.0%
Total 2303 - Seasonal Labor	<u>1,810.68</u>	<u>8,000.00</u>	<u>22.63%</u>
2304 - Equipment	0.00	1,000.00	0.0%
2305 - Inventory			
2305-1 - EVCO	554.30		
2305-2 - C & G	212.56		
2305-3 - Wal-Mart	15.96		
2305-4 - Pepsi (Pool)	302.02		
2305 - Inventory - Other	0.00	7,500.00	0.0%
Total 2305 - Inventory	<u>1,084.84</u>	<u>7,500.00</u>	<u>14.47%</u>
2306 - Supplies	56.62	300.00	18.87%
Total 2300 - Concessions	<u>2,952.14</u>	<u>17,200.00</u>	<u>17.16%</u>
2400 - Facility Maintenance			
2401 - Equipment	0.00	1,250.00	0.0%
2404 - Grounds	5,526.42	9,000.00	61.41%

Current Budget

	<u>Jul - Oct 15</u>	<u>Budget</u>	<u>% of Budget</u>
2405 - Janitorial Supplies			
2405-1 DWCC	122.15		
2405-2 Orlis Cox	122.15		
2405-3 Pool	248.53		
2405-4 Goppert	985.44		
2405 - Janitorial Supplies - Other	0.00	5,500.00	0.0%
Total 2405 - Janitorial Supplies	1,478.27	5,500.00	26.88%
2406 - Maintenance Salaries	15,689.91	28,000.00	56.04%
2407 - Repairs and Services			
2407-2 Orlis Cox	594.76		
2407-6 Goppert	3,926.78		
2407 - Repairs and Services - Other	0.00	15,000.00	0.0%
Total 2407 - Repairs and Services	4,521.54	15,000.00	30.14%
2408 - Maintenance Supplies			
2408-1 DWCC	136.00		
2408-2 Orlis Cox	2,309.86		
2408-5 Fuel	1,496.08		
2408-6 Goppert	176.88		
2408 - Maintenance Supplies - Other	0.00	9,000.00	0.0%
Total 2408 - Maintenance Supplies	4,118.82	9,000.00	45.77%
Total 2400 - Facility Maintenance	31,334.96	67,750.00	46.25%
2500 - Forest Park Pool			
2501 - Equipment	0.00	1,000.00	0.0%
2502 - Pool Salaries - Lessons	5,337.39	11,000.00	48.52%
2503 - Pool Salaries - Staff	21,022.73	50,000.00	42.05%
2504 - Supplies	140.02	1,000.00	14.0%
2505 - Uniforms	0.00	1,500.00	0.0%
2506 - Training & Certification	0.00	2,000.00	0.0%
Total 2500 - Forest Park Pool	26,500.14	66,500.00	39.85%
2600 - Ottawa Teens/Yth Program			
2601 - Seasonal/Part Time Labor	4,970.50	18,000.00	27.61%
2603 - Supplies	279.73	6,000.00	4.66%
2604 - Transportation	0.00	1,000.00	0.0%
2605 - Equipment	0.00	1,300.00	0.0%
2606 - Training & Certification	0.00	500.00	0.0%
Total 2600 - Ottawa Teens/Yth Program	5,250.23	26,800.00	19.59%
2700 - Tournaments			
2705 - Seasonal/Part Time Labor	20.00		

Current Budget

	<u>Jul - Oct 15</u>	<u>Budget</u>	<u>% of Budget</u>
2700 - Tournaments - Other	0.00	1,000.00	0.0%
Total 2700 - Tournaments	20.00	1,000.00	2.0%
2800 - Utilities & Services			
2801 - Gas Service			
2801-1 - DWCC	811.00		
2801-3 Goppert	160.27		
2801 - Gas Service - Other	0.00	8,000.00	0.0%
Total 2801 - Gas Service	971.27	8,000.00	12.14%
2802 - Phone Service			
2802-1 DWCC	159.11		
2802-2 Shop	105.00		
2802-3 Pool	733.38		
2802-4 Cell	395.74		
2802-6 Goppert Building	1,455.96		
2802 - Phone Service - Other	0.00	7,500.00	0.0%
Total 2802 - Phone Service	2,849.19	7,500.00	37.99%
2803 - Water & Electric			
2803-1 - Orlis Cox			
2803-1a - Infield Legion	657.31		
2803-1c - Orlis Cox Snack Bar	977.06		
2803-1d - West Concession Stand	154.21		
2803-1e - Batting Cages	119.05		
2803-1f - West Field Diamond	147.34		
2803-1g - Orlis Cox Restrooms	83.25		
Total 2803-1 - Orlis Cox	2,138.22		
2803-2 - DWCC	3,306.22		
2803-3 - FP Mens Diamond	82.45		
2803-4 - FP Womans Diamond	55.49		
2803-5 - Goppert	13,664.85		
2803 - Water & Electric - Other	0.00	50,000.00	0.0%
Total 2803 - Water & Electric	19,247.23	50,000.00	38.49%
Total 2800 - Utilities & Services	23,067.69	65,500.00	35.22%
2804 - Trash Service			
2804-1 - Goppert	143.10		
2804 - Trash Service - Other	0.00	600.00	0.0%
Total 2804 - Trash Service	143.10	600.00	23.85%
2900 -Special Events			

Current Budget

	<u>Jul - Oct 15</u>	<u>Budget</u>	<u>% of Budget</u>
2902 - Equipment	0.00	250.00	0.0%
2903 - Supplies	24.00	2,000.00	1.2%
2904 - Seasonal/Part Time Labor	0.00	600.00	0.0%
2906 - transportation	0.00	1,000.00	0.0%
Total 2900 -Special Events	24.00	3,850.00	0.62%
3000 - Youth Programs			
3002 - Equipment	953.17	4,000.00	23.83%
3003 - Supplies	3,293.78	17,000.00	19.38%
3004 - Seasonal/Part Time Labor	3,539.50	15,000.00	23.6%
3005 - Portable Restrooms			
3005-1 - Soccer Fields	514.08		
3005 - Portable Restrooms - Other	0.00	1,500.00	0.0%
Total 3005 - Portable Restrooms	514.08	1,500.00	34.27%
3006 - Background Checks	0.00	1,000.00	0.0%
Total 3000 - Youth Programs	8,300.53	38,500.00	21.56%
3200 - Employee Benefits			
3201 - FICA	13,692.80	36,173.00	37.85%
3202 - Medical Insurance	29,509.51	64,951.00	45.43%
3203 - Retirement Allowance	11,377.72	32,000.00	35.56%
3204 - Unemployment Insurance	70.43	1,800.00	3.91%
Total 3200 - Employee Benefits	54,650.46	134,924.00	40.51%
3300 - Pre-K Programs ages 2-5			
3302 - Equipment	0.00	500.00	0.0%
3303 - Supplies	384.00	3,000.00	12.8%
3304 - Seasonal/Part Time Labor	92.00	2,000.00	4.6%
Total 3300 - Pre-K Programs ages 2-5	476.00	5,500.00	8.66%
3500 - Adlt/Yth Fitness/Sr Prog			
3501 - Equipment	0.00	200.00	0.0%
3502 - Supplies	31.81	300.00	10.6%
3503 - Labor	864.00	1,750.00	49.37%
Total 3500 - Adlt/Yth Fitness/Sr Prog	895.81	2,250.00	39.81%
3600 - Outdoor & Nature	0.00	500.00	0.0%
Total Expense	414,416.96	1,098,662.00	37.72%
Net Income	-284,317.38	-172,637.00	164.69%

Prairie Paws Animal Shelter, Inc.

End of Month – October 2015 RECAP

October adoptions increased in 2015 (60) compared to 2014 (45). 60 animals found their forever home with 12 being returned to their owner. We are very excited to announce that 13 long termers (over 100 days at the shelter) were adopted in October.

October was a very busy month for fundraising for PPAS. We held our largest annual signature event – Bow Meow – on October 10th. We had more than 175 guests in attendance and were able to raise \$45,000 for the homeless animals in our community. While we were a little disappointed with the night of fundraising we are already strategically planning changes for 2016 to address these concerns. PPAS was selected to be a recipient of the first fundraiser called Pets for Vets. We were awarded a \$2,500 grant from the ASPCA for their Subaru Share the Love event. PPAS will be at the Subaru dealerships in Topeka and Lawrence in November for a Name Your Price Microchip event.

Operationally we continue to make great progress with our animal enrichment and behavior program. Our focus is not only on providing healthy, safe and adequate housing for these homeless and abandoned animals but enriching their stay while they are at the shelter and working on problem behaviors that may make them seem less appealing to potential adopters. Animals that have been neglected or abused need extra attention and we are now able to provide that level of care they so desperately need. Our goal is to rehabilitate these animals and reestablish trust with humans once again. Our Enrichment & Behavior Program for dogs is designed to support their social & sensory needs to help reduce, boredom, stress, and undesired behaviors. We have partnered with Dog Behaviorist and Trainer Nick Clark to empower our behavior team and staff to provide the best enrichment strategies for each animal. Nick has helped us incorporate behavior training in some of our daily tasks like establishing structured feeding and threshold training where we are teaching dogs to wait and be calm before they are fed or get to leave their kennels. We are expanding our Behavior Training to include clicker training to start establishing basic obedience training that can be continued through our Dog Training Classes after adoption, dog playgroups for socialization, and treadmill training so they are both physically and mentally stimulated. And let's not forget the cats. The social butterflies get to hang out in the Community Cat room, they get to free feed, climb on cat trees and snuggle and play with their cat buddies. All the cat shelter residents are provided with fun toys, daily exercise out of their kennels, socialization with our staff and wonderful volunteers, and there is even a bird feeder outside the cat adoptable room window. Our extreme focus on really enriching these animals' lives goes hand and hand with our goal of being a state of the art animal shelter that provides the best care and gives these adorable animals another chance at life. The change in what we have already seen in these animals is amazing.

Total revenue for October was \$58,202. Fundraising was \$29,481. Program revenue including adoptions, microchips, grooming and other fees totaled \$8,048. Merchandise revenue was \$1,458 and Dog License revenue was \$104. Total expenses (operating plus interest expense) for the month was \$56,852, which related primarily to fixed and quasi-fixed expenses of payroll, utilities, insurance, depreciation and animal expense. Overall for the month of October, we had cash operating loss of \$3,130. Year to date we have a cash operating income of \$69,757.

We continue to have a facility free of major disease and that is pleasing to customers that visit the shelter.

Prairie Paws Animal Shelter, Inc.

End of Month – October 2015 RECAP

Volunteer Hours:

October 2015 Total Volunteer Hours Worked = 667

Total YTD volunteer hours worked = 5,246

Total registered and active volunteers = 312

Organizations supporting PPAS through volunteerism and partnerships:

- COF/LakeMary
- Vintage Park/ Ottawa Retirement Village
- USD #290 Work Study Program
- Franklin County Court System – community service hours
- Communities In School
- Ottawa University
- OHS Honor Society
- Foreign Exchange Students

Community Outreach:

1. We are continuing to work with the community to provide food when we can to help them through the month if they need assistance feeding their pet.
2. Continue to take animals to Petco for the purpose of adopting more animals in the community.
3. Partnering with COF to provide job and volunteer opportunities for their clients
4. We partner with Community in Schools to provide a bi-monthly program to teach children about pet care and responsibility.

October Shelter Intake Numbers:

- Total YTD Intakes: 739
- City of Ottawa (not counting Ottawa ACO) is 9% of the YTD Intake Total
- Ottawa ACO is 29% of the YTD Total
- Franklin County is 19% of the YTD Intake Total
- Primary Intake Area in October was the City of Ottawa/Ottawa ACO.
- Total Intake for the Month of October: 81
- City of Ottawa/Ottawa ACO was 26% of total intakes for the month of October
- Franklin County was 24% of total intakes for the month of October.

ADOPTIONS for the month of October 2015–

- Total Adoptions Month of October = 60
- Returned to Owner = 12
- YTD Transferred other Shelters or Rescues =2
- End of Month Headcount in Shelter =98

Thank you for the opportunity to share this report with the commission. Please let us know if you have any questions.

Respectfully submitted,

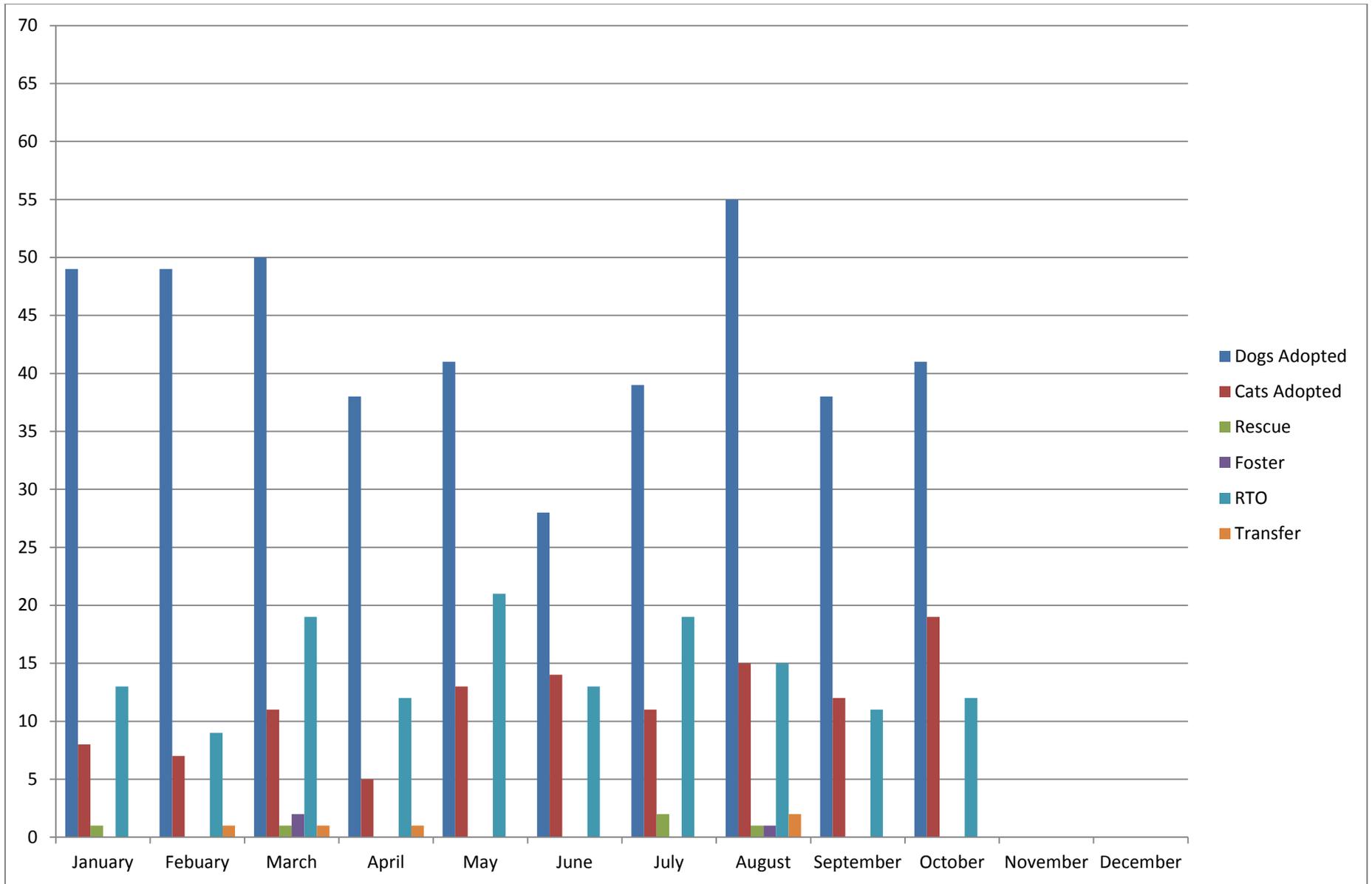
Melissa Reed

Executive Director

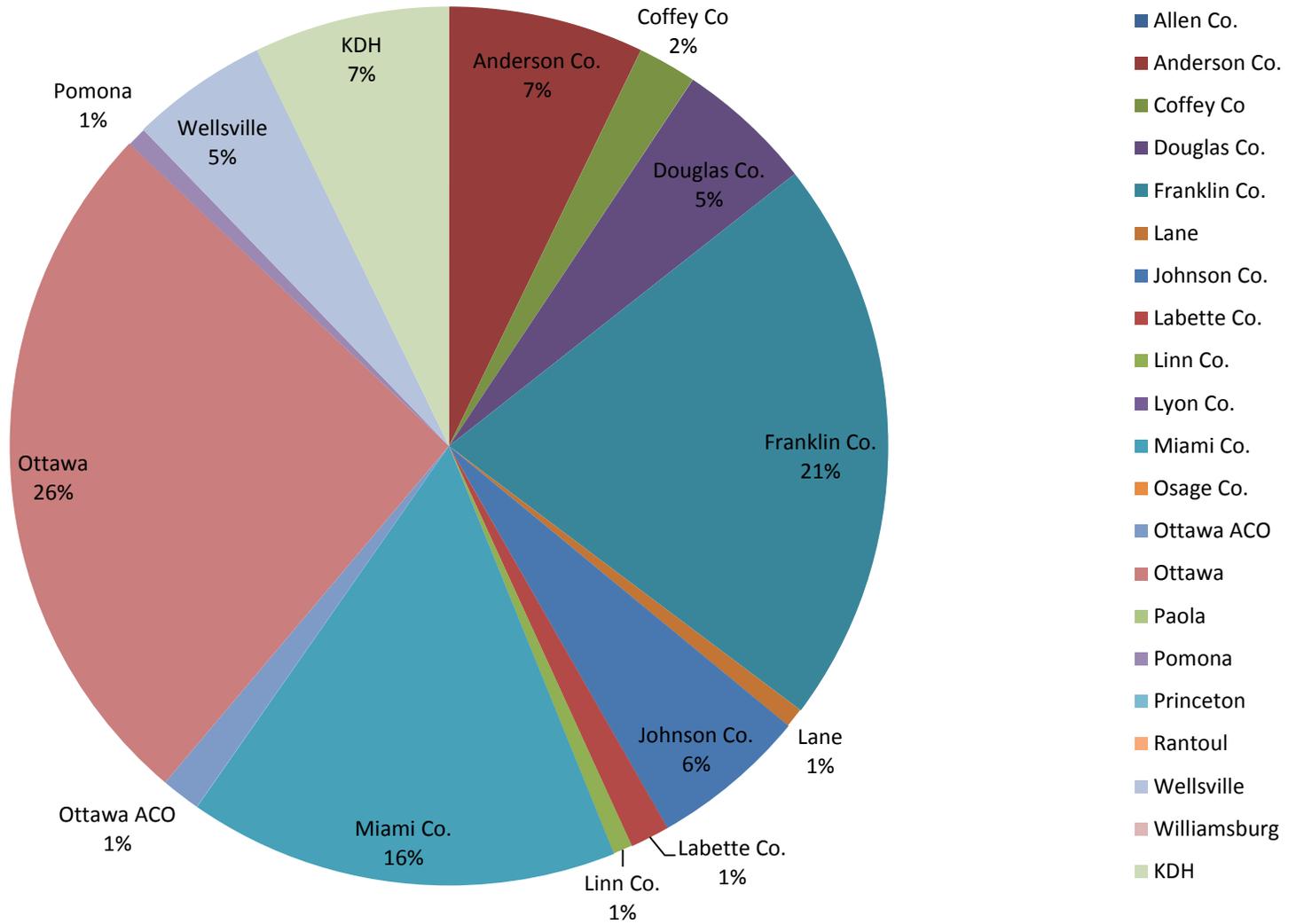
Prairie Paws Animal Shelter, Inc. - www.prairiepaws.org

melissa.reed@prairiepaws.org

OFC: (785) 242-2967/Cell: (785) 248-3454



Cat Intake YTD 2015



Prairie Paws Animal Shelter Inc
Profit Loss Budget Comparison
 January 2011 through October 2015

	Jan - Dec 11	Jan - Dec 12	Jan - Dec 13	Jan - Dec 14	Jan - Oct 15	2015 Budget YTD
Ordinary Income/Expense						
Income						
4 - Contributed support						
40 - Unrestricted						
4010 - Indiv/business cont. (unrest)						
4015 - Contributions - unrestricted	27,395.26	92,127.26	215,868.99	175,441.80	187,266.99	123,000.00
4020 - Contributions-direct mail	0.00	0.00	0.00	22,355.05	21,419.27	40,000.00
4030 - Memorials & bequests	6,148.00	6,992.50	5,523.30	10,917.01	10,321.00	10,000.00
4040 - Gifts in kind						
4041 - Gifts in Kind - Goods	4,713.00	7,420.29	2,000.55	0.00	0.00	100,000.00
4042 - Gifts in Kind - Services	0.00	2,190.00	110.00	0.00	0.00	42,000.00
4044 - Gifts in Kind - Bow Meow	0.00	75.00	22,242.00	0.00	0.00	0.00
4045 - Gifts in Kind - Run For Ben	0.00	476.80	0.00	0.00	0.00	0.00
Total 4040 - Gifts in kind	4,713.00	10,162.09	24,352.55	0.00	219,007.26	142,000.00
4050 - Foundations/trusts	11,692.91	8,852.40	9,080.08	9,391.96	9,382.06	7,500.00
4060 - Grants	0.00	0.00	317.44	0.00	35,500.00	15,000.00
4010 - Indiv/business cont. (unrest) - Other	-49.88	0.00	0.00	0.00	0.00	0.00
Total 4010 - Indiv/business cont. (unrest)	49,899.29	118,134.25	255,142.36	218,105.82	263,889.32	337,500.00
4100 - Fundraising(unrestricted)						
4105 - Spayghetti dinner	7,126.25	7,113.00	6,259.53	0.00	0.00	0.00
4110 - T-shirt donations	1,157.00	0.00	0.00	0.00	0.00	0.00
4115 - Tails on trails	9,132.34	5,428.69	5,769.06	0.00	0.00	0.00
4120 - Shelter Birthday	0.00	0.00	0.00	5,514.99	6,350.40	12,500.00
4125 - Circle of Compassion	0.00	0.00	2,000.00	0.00	0.00	0.00
4150 - Recycling	533.09	1,245.35	162.50	0.00	0.00	0.00
4155 - Bow Meow	27,266.00	37,516.70	46,312.88	51,119.95	42,501.00	75,000.00
4165 - Toenail Clipping	1,325.50	1,241.11	65.00	103.57	0.00	0.00
4166 - Pooch Plunge	0.00	1,094.46	1,008.00	425.00	771.00	850.00
4167 - Run For Ben	0.00	2,737.40	1,876.45	1,949.00	2,327.00	5,000.00
4168 - Calendar	0.00	2,329.53	457.10	0.00	0.00	0.00
4169 - Cookbook	0.00	1,051.20	120.31	7.50	0.00	0.00
4175 - Miscellaneous fundraising	5,650.28	6,872.92	2,738.85	4,329.09	1,857.35	12,700.00
Total 4100 - Fundraising(unrestricted)	52,190.46	66,630.36	66,769.68	63,449.10	53,806.75	106,050.00

Prairie Paws Animal Shelter Inc
Profit Loss Budget Comparison
January 2011 through October 2015

	Jan - Dec 11	Jan - Dec 12	Jan - Dec 13	Jan - Dec 14	Jan - Oct 15	2015 Budget YTD
Total 40 - Unrestricted	102,089.75	184,764.61	321,912.04	281,554.92	317,696.07	443,550.00
42 - Restricted funds						
4205 - Contributions - building	32,381.90	341.37	300.00	300.00	250.00	250.00
4210 - Contributions S&N	2,700.95	9,612.50	6,003.09	2,410.20	500.00	2,000.00
4250 - Fundraising (restricted)						
4270 - Gerbil	1,807.21	432.02	599.26	0.00	0.00	0.00
4280 - Miscellaneous fundraising (res)	0.00	57,394.69	0.00	0.00	0.00	0.00
Total 4250 - Fundraising (restricted)	1,807.21	57,826.71	599.26	0.00	750.00	0.00
4285 - WAGS	0.00	300.00	0.00	0.00	0.00	0.00
Total 42 - Restricted funds	36,890.06	68,080.58	6,902.35	2,710.20	750.00	2,250.00
Total 4 - Contributed support	138,979.81	252,845.19	328,814.39	284,265.12	318,446.07	445,800.00
4540 - Local government support						
4551 - Anderson County	4,852.00	3,312.00	2,196.00	6,552.00	6,749.00	6,749.00
4553 - City of Ottawa	45,540.00	45,540.00	45,540.00	48,748.37	41,969.92	42,093.00
4554 - City of Pomona	3,500.00	0.00	3,500.00	3,000.00	0.00	3,600.00
4557 - City of Richmond	0.00	0.00	0.00	500.00	100.00	100.00
4559 - City of Wellsville	1,296.00	0.00	3,024.00	0.00	1,000.00	0.00
4560 - City of Williamsburg	720.00	976.00	945.00	0.00	0.00	0.00
4561 - City of Baldwin	0.00	50.00	0.00	0.00	0.00	0.00
4563 - Franklin County	37,584.88	37,585.00	37,585.00	39,798.75	33,333.34	33,334.00
4565 - Miami County	4,500.00	4,500.00	4,500.00	0.00	0.00	3,855.00
4780 - Other Cities/Counties	0.00	150.00	0.00	0.00	135.00	0.00
Total 4540 - Local government support	97,992.88	92,113.00	97,290.00	98,599.12	83,287.26	89,731.00
5 - Earned revenues						
5180 - Program service fees						
5181 - Adoption PPAS	83,071.56	112,686.29	59,134.51	73,959.77	69,412.25	64,855.00
5182 - Microchip contribution	0.00	3,350.25	1,042.13	2,085.36	4,106.93	1,374.00
5183 - Adoption HAHS	3,853.00	3,253.82	4,216.00	2,428.16	0.00	0.00
5184 - Grooming	994.00	2,485.66	501.26	505.58	10,006.64	0.00
5185 - Drop-off contribution	11,943.00	18,211.50	8,185.01	4,419.00	4,279.00	27,000.00
5186 - Training	20.00	0.00	0.00	0.00	1,340.00	0.00

Prairie Paws Animal Shelter Inc
Profit Loss Budget Comparison
 January 2011 through October 2015

	Jan - Dec 11	Jan - Dec 12	Jan - Dec 13	Jan - Dec 14	Jan - Oct 15	2015 Budget YTD
5187 · S/N Contributions - Community	0.00	0.00	225.00	0.00	0.00	0.00
5188 · Cremation & disposal fees	0.00	0.00	374.99	423.68	1,439.92	0.00
5189 · Reclaim fees	2,517.00	3,602.90	1,465.00	835.00	4,640.47	4,800.00
Total 5180 · Program service fees	102,398.56	143,590.42	75,143.90	84,656.55	95,225.21	98,029.00
5820 · Merchandise Sales	677.14	2,077.67	2,137.86	830.15	18,581.55	500.00
5830 · Dog Licence Contributions	0.00	0.00	64.00	10,452.00	10,239.00	9,000.00
Total 5 · Earned revenues	103,075.70	145,668.09	77,345.76	95,938.70	124,045.76	643,060.00
6710 · Interest income						
6720 · Interest income (Restricted)	363.71	20.10	9.75	0.00	0.00	0.00
6721 · Interest Income (Unrestricted)	61.09	351.08	67.17	2.81	6.40	0.00
Total 6710 · Interest income	424.80	371.18	76.92	2.81	6.40	0.00
6810 · Unrealized gain(loss) - invest	297.01	437.38	593.26	535.72	-475.56	0.00
6902 · Proceed from the sale of Land	45,000.00	0.00	0.00	0.00	0.00	0.00
6905 · Proceeds from Investments	0.00	0.00	167.59	0.00	0.00	0.00
Total Income	385,770.20	491,434.84	504,287.92	479,341.47	525,309.93	643,060.00
Gross Profit	385,770.20	491,434.84	504,287.92	479,341.47	525,309.93	643,060.00
Expense						
7200 · Payroll expenses						
7250 · Wages & salary						
7251 · Wages	21,000.00	62,916.01	80,606.22	108,641.59	111,755.53	110,396.00
7252 · Hourly wages	109,348.55	137,810.81	161,312.52	155,283.50	127,131.14	124,488.00
7253 · Insurance stipend	1,800.24	1,869.48	1,800.24	1,800.24	1,454.04	0.00
7254 · Authorized time off	1,658.63	1,197.50	2,956.51	3,065.79	1,287.07	0.00
7256 · Insurance	0.00	0.00	0.00	0.00	0.00	0.00
7255 · Wages - Employment Service	0.00	0.00	47,525.25	0.00	0.00	0.00
7257 · Overtime Wages	2,435.69	1,415.94	582.00	113.65	8.09	0.00
7256 · Insurance				0.00	0.00	0.00
7258 · Sunday Bonus Wages	1,996.03	3,027.38	1,400.87	0.00	0.00	0.00
7259 · Grooming Commission	518.55	1,456.95	98.45	0.00	5,206.39	0.00
Total 7250 · Wages & salary	138,757.69	209,694.07	296,282.06	268,904.77	246,842.26	234,884.00
7260 · Payroll Taxes						

Prairie Paws Animal Shelter Inc
Profit Loss Budget Comparison
 January 2011 through October 2015

	Jan - Dec 11	Jan - Dec 12	Jan - Dec 13	Jan - Dec 14	Jan - Oct 15	2015 Budget YTD
7261 · FICA taxes	10,614.95	15,752.90	18,413.35	20,431.98	18,795.33	18,322.00
7262 · State unemployment	3,147.26	1,772.60	7,114.94	6,414.57	8,253.64	8,221.00
7263 · Workers compensation	1,522.50	3,505.00	6,185.50	11,396.25	6,394.25	7,010.00
Total 7260 · Payroll Taxes	15,284.71	21,030.50	31,713.79	38,242.80	33,443.22	33,553.00
7200 · Payroll expenses - Other	0.00	0.00	0.00	0.00	0.00	0.00
Total 7200 · Payroll expenses	154,042.40	230,724.57	327,995.85	307,147.57	280,285.48	268,437.00
7500 · Other Personnel Expenses						
7510 · Accounting fees	4,172.50	4,110.00	4,337.50	4,330.00	3,725.00	9,000.00
7511 · Professional fees - other	0.00	385.00	2,580.00	350.00	1,738.58	42,000.00
Total 7500 · Other Personnel Expenses	4,172.50	4,495.00	6,917.50	4,680.00	5,463.58	51,000.00
8100 · Non-personnel expenses						
8110 · Office supplies	1,150.87	6,527.09	5,207.57	2,448.25	1,625.46	5,000.00
8115 · Telephone						
8118 · Internet related	1,129.61	1,118.59	791.19	1,438.07	1,317.76	1,500.00
8115 · Telephone - Other	1,759.47	2,032.54	2,746.17	2,665.89	2,697.23	2,400.00
Total 8115 · Telephone	2,889.08	3,151.13	3,537.36	4,103.96	5,640.45	3,900.00
8120 · Postage and delivery	184.80	256.89	383.88	1,816.93	1,103.10	1,300.00
8130 · Printing and reproduction	7.52	567.89	0.00	1,264.98	1,242.71	250.00
8135 · Direct Mail Expenses	0.00	0.00	0.00	4,640.83	10,560.11	18,400.00
8140 · Equipment rental	0.00	0.00	0.00	907.15	3,123.55	4,029.00
8150 · Computer and IT Related	0.00	0.00	6,994.99	9,722.22	12,469.27	3,300.00
Total 8100 · Non-personnel expenses	4,232.27	10,503.00	16,123.80	24,904.32	28,498.74	36,179.00
8200 · Occupancy Expenses						
8205 · Repairs & maintenance	2,994.13	23,617.52	19,068.58	11,378.44	13,303.67	9,480.00
8210 · Utilities	25,907.45	25,244.80	30,371.95	30,247.02	24,973.22	27,000.00
8220 · Insurance - non employee	9,044.50	9,492.00	9,643.50	11,506.50	7,714.50	7,715.00
Total 8200 · Occupancy Expenses	37,946.08	58,354.32	59,084.03	53,131.96	45,991.39	44,195.00
8300 · Travel & meeting expenses						
8310 · Training	0.00	0.00	0.00	29.26	72.57	0.00
8315 · Staff development/meetings	230.85	2,580.88	487.74	225.74	3,651.13	580.00
8320 · Automobile expense	794.11	1,625.19	1,594.56	974.46	912.98	1,000.00

Prairie Paws Animal Shelter Inc
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	Jan - Dec 11	Jan - Dec 12	Jan - Dec 13	Jan - Dec 14	Jan - Oct 15	2015 Budget YTD
Total 8300 · Travel & meeting expenses	1,024.96	4,206.07	2,082.30	1,229.46	4,636.68	1,580.00
8400 · Depreciation & amortization exp						
8450 · Depreciation & amortization exp	53,012.00	53,783.00	49,492.00	53,772.00	0.00	0.00
Total 8400 · Depreciation & amortization exp	53,012.00	53,783.00	49,492.00	53,772.00	0.00	0.00
8500 · Animal expenses						
8510 · Animal expenses	3,198.17	7,830.09	4,092.81	3,816.86	16,805.31	20,000.00
8511 · Euthanasia expense	499.93	905.68	682.75	165.55	672.98	1,500.00
8512 · Food expense	6,435.60	4,803.50	94.71	85.82	276.70	75,000.00
8513 · Vet expense	11,109.35	23,388.14	18,916.99	12,795.52	4,655.32	5,000.00
8514 · Spay/neuter expense	27,891.56	38,726.69	39,904.35	27,298.41	13,779.00	22,000.00
8515 · Supplies	6,496.60	4,453.12	3,402.59	835.47	274.81	25,250.00
8516 · Cleaning supplies	4,183.84	4,153.64	8,712.12	811.20	2,015.51	2,500.00
8517 · Microchip Supplies	0.00	2,247.75	749.25	1,018.98	6,057.96	624.00
8518 · Grooming Supplies	0.00	9.13	216.06	0.00	292.99	0.00
8519 · Training Expense	0.00	0.00	0.00	0.00	915.00	0.00
8520 · Cremation Expense	0.00	0.00	0.00	0.00	1,388.53	0.00
Total 8500 · Animal expenses	59,815.05	86,517.74	76,771.63	46,827.81	47,134.11	151,874.00
8530 · Fundraising expenses						
8531 · Fundraisng - general	2,204.23	2,473.63	1,899.79	1,442.30	4,425.29	1,000.00
8532 · Spaygetti dinner	1,041.58	1,479.85	1,416.90	0.00	0.00	0.00
8534 · Fundraing TOT	3,282.17	1,579.35	3,243.80	0.00	0.00	0.00
8535 · Fundraing - Bow Meow	5,698.09	10,313.32	31,114.42	6,749.13	11,120.24	10,000.00
8538 · Gerbil Fund	1,929.25	0.00	0.00	0.00	0.00	0.00
8539 · Fundraising - Run For Ben	0.00	966.33	606.03	600.00	839.19	1,000.00
8540 · Fundraising - Pooch Plunge	0.00	11.99	123.93	0.00	0.00	0.00
8541 · Fundraising-Calendar	0.00	1,712.95	0.00	0.00	0.00	0.00
8542 · Fundraising-Cookbook	0.00	898.50	0.00	0.00	0.00	0.00
8544 · Fundraising-Shelter Birthday	0.00	0.00	0.00	2,049.27	1,598.82	2,500.00
Total 8530 · Fundraising expenses	14,155.32	19,435.92	38,404.87	10,840.70	17,983.54	14,500.00
8600 · Miscellaneous						
8605 · Advertising	1,869.50	2,253.17	1,622.11	368.02	118.26	55.00
8610 · Bank service charges	2,595.36	4,821.76	4,677.12	2,806.99	3,486.05	2,000.00
8615 · Dues and subscriptions	195.00	565.00	356.00	481.20	755.05	1,000.00

Prairie Paws Animal Shelter Inc
Profit Loss Budget Comparison
 January 2011 through October 2015

	Jan - Dec 11	Jan - Dec 12	Jan - Dec 13	Jan - Dec 14	Jan - Oct 15	2015 Budget YTD
8650 · Licenses and permits	325.00	285.00	415.00	485.00	590.00	1,000.00
8660 · Miscellaneous	102.90	2,304.92	162.46	1,200.48	0.00	500.00
8675 · Taxes	-524.18	73.00	95.17	49.00	49.00	50.00
8600 · Miscellaneous - Other	0.00	0.00	25.00	0.00	0.00	0.00
Total 8600 · Miscellaneous	4,563.58	10,302.85	7,352.86	5,390.69	4,998.36	4,605.00
Total Expense	332,964.16	478,322.47	584,224.84	507,924.51	440,632.33	572,370.00
Net Ordinary Income	52,806.04	13,112.37	-79,936.92	-28,583.04	84,677.60	70,690.00
Other Income/Expense						
Other Income						
6700 · Other Income	0.00	0.00	0.00	3,575.87	0.00	0.00
Total Other Income	0.00	0.00	0.00	3,575.87	0.00	0.00
Other Expense						
9700 · Other Expenses						
9800 · Fixed asset purchases						
9805 · Capital purchases - building	0.00	1,600.00	0.00	0.00	0.00	13,000.00
9810 · Capital purchases - equipment	0.00	0.00	10,338.93	6,118.78	152.12	0.00
9800 · Fixed asset purchases - Other	911.88	1,692.15	0.00	0.00	0.00	0.00
Total 9800 · Fixed asset purchases	911.88	3,292.15	10,338.93	6,118.78	152.12	13,000.00
9910 · Interest expense	16,351.62	14,347.00	14,302.55	13,757.98	14,138.42	12,000.00
Total 9700 · Other Expenses	17,263.50	17,639.15	24,641.48	19,876.76	14,290.54	25,000.00
Total Other Expense	17,263.50	17,639.15	24,641.48	19,876.76	14,290.54	25,000.00
Net Other Income	-17,263.50	-17,639.15	-24,641.48	-16,300.89	-14,290.54	-25,000.00
Net Income	35,542.54	-4,526.78	-104,578.40	-44,883.93	70,387.06	45,690.00



**City of Ottawa
Accessibility Advisory Board
Regular Meeting Minutes
CITY HALL, 101 S. HICKORY**

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Ottawa, KS 66067-0060**
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September 10, 2015 – 3:00 pm



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

1. **Call to Order**

Rick Oglesby

2. **Roll Call/Introduction**

Attendance: Rick Oglesby, Judy Hasty, Ruthanne Wasko, Tina Oelke and Angie Arnett

Absent: Kaci Brady, Kyle Trendel and Angie Arnett

City Staff / Guests: Michelle Stegman, HR Director; Mike Haeffele, Public Works Director and Wynndee Lee, Planning and Codes Director

3. **Approve Minutes** from the July 9, 2015 Meeting: Approved/Seconded: Tina Oelke 1st/
Ruthanne Wasko, 2nd, Motion Passed.

4. **New Business**

A. **Accessibility Board Ordinance Draft**

Michelle Stegman, Human Resources Director presented an AAB Ordinance that was prepared by City Attorney Blaine Finch. The Board and Staff members present made recommendations for additional changes as they relate to the recent City ordinance codification process.

Approved/Seconded: Judy Hasty 1st/Tina Oelke 2nd, Motion passed.

5. **Old Business**

A. **Accessibility Advisory Board 2015 and 2016 Goals**

Michelle Stegman, HR Director and Staff Liaison presented the board goals draft to the AAB Members. The AAB recommended changes under the sections of Policy, Activity and Advocacy:

Policy: The City will bring back consultant to review comprehensive plan in the spring of 2016. Staff will bring Chief Building Official, Jim Sherman to the next meeting to educate members on how the City reviews building plans.

Activity: Correct the spelling error with the word activities under the ongoing public relations goal. Tina suggested the language be tightened up on the 2016 Activity Goal to: Education event on accessibility, awareness and adaption partnering with entities such as the Chamber, Neosho County Community College, Mainstreet or COF. Activities suggested were using wheelchairs to simulate challenges for the disabled or partner with NCCC OTA students on using crutches.

Advocacy: The education bullet will be removed as it was addressed under activity. Revise the promotion goal: Promote, partner or serves as a liaison to support individuals and/or families with disabilities.

6. **Open Agenda**

A. **AAB Member Opening**

The board was asked to assist with the promotion of the one opening. A member suggested seeking a member that has experience with or is visually impaired. Dr. Frank's name was recommended.

B. **ADA Wheelchair Ramps**

Mike Haeffele, Public Works Director provided an update on the ADA ramps being installed at 10th and Main.

C. **November Agenda**

The following were suggested to be added to the November agenda: Invite Jim Sherman, Chief Building Official to the November meeting to present on site and plan reviews. Share the approved AAB Ordinance and revised goals.

D. **January 2016 Agenda**

The AAB will review the ADA Long Range Comprehensive Plan in January 2016.

E. **March 2016 Agenda**

The consultant that developed the Comprehensive Plan will be invited to the March 2016 meeting.

Next meeting: January 14, 2015, 3:00 pm-4:30 pm.

7. **Adjournment** Patton/Oelke – 4:30 pm.

AIRPORT ADVISORY BOARD MEETING
Meeting Minutes
October 13, 2015
Ottawa Municipal Airport (KOWI)

Chairman Jack Miller called the meeting to order.

Board Members Present: Jack Miller, Gene Ramsey, Jen Sharp, Chad Caylor and Bud Gollier.

Others Present: Michael Haeffele, City of Ottawa; Robin Flager, Hawkeye Helicopter.

There were no public comments.

On a motion by Bud Gollier and second by Jen Sharp, the agenda was approved as presented.

On a motion by Gene Ramsey and second by Jen Sharp, the September 8, 2015 Meeting minutes were approved as presented.

Explorer Post Subcommittee Update - Jen Sharp

- Continue to have speakers, three or four guest speakers. Going to fly with eAA Chapter but still working on the details
- Bad weather first try, only two kids available 2nd so working details
- Gene Ramsey asked if the number of kids is staying constant?
- Jen Sharp responded incentives (points) for bringing other kids

FBO Update – Robin Flager

- Big helicopter coming and will rent main hangar (Sikorsky). Been fighting fires is the reason for not being here yet.
- Gave fuel sales, take offs & landings and hangar rental information for September

Airport Day 2016 - Chairman Miller

- Michael Haeffele brought up the discussion about the campout.
- Gene Ramsey stated the American Legion is willing to do breakfast.
- Chad Caylor said Women in Aviation Day is September 24th.
- Jack Miller talked to Mickey Setterly and he thinks the date will work and possibly do a practice run this year but not to advertise as an aerobatic show.
- Discussion continued about the aerobatics show and whether we want a show or not. There was much discussion about having a show versus a demonstration.
- Airplane display discussion as to whether to keep it the same as previous years or different.
- Chad Caylor suggested more planes for rides.
- Jack Miller said Bob Dodson offered planes for display at no cost.

LeMaster Memorial Update

- Michael Haeffele reported the cost of \$1,400 and the order was approved for a new windsock pole.
- Gene Ramsey suggested Hasty Awards for the plaque.
- Chad Caylor will look into the price of the plaque.

Master Plan – Chairman Miller

- Bypass

Pending items from previous meetings

- No items pending

Open Discussion - Board

- Robin Flager spoke of a Christmas program and presents for the needy.
- Chad Caylor suggested the possibility of tying the Explorers into the program. Santa could fly into the airport and pick up presents or even have an Airport Toy Drive.

The next regularly scheduled meeting will be held November 10, 2015 – 5:00 pm.

The meeting adjourned at 6:05 pm on a motion by Jen Sharp, second by Chad Caylor and approval by the Board.

Michael Haeffele, Recorder

Approved by the Board November 10, 2015.

Ottawa Municipal Auditorium (OMA)
Advisory Board Meeting
Tuesday, October 20, 2015
11:30 am – Ottawa Municipal Auditorium



Board Chairman Allen Campbell called the meeting to order at 11:36 am.

Board Members Present – Allen Campbell, Blake Jorgensen, Tony Brown, and Jenny Obrecht.

Others Present – Shonda Stitt, Richard U. Nienstedt, Becci Shisler, Kristi Lee and Glora Mathews.

Public Comments – Chairman Campbell asked for Public Comments. There were none.

Agenda Approval – The agenda was revised to add “Chairman Comments” as item number 12. A motion was made by Blake Jorgensen to approve the revised agenda with second by Tony Brown. Motion carried.

Meeting Minutes – Chairman Campbell asked for any changes to the minutes from the September 15, 2015 meeting. The first sentence in the paragraph on “Meeting Minutes” was corrected to read Chairman Campbell instead of Chairman Brown. A motion was made by Tony Brown to approve the corrected minutes with a second by Blake Jorgensen. Motion carried.

OMA Administrative Report – Shonda Stitt reviewed the usage and financial reports and answered questions from the Board. She also reported:

- Roof has been repaired.
- 30 different volunteers used for 8 events.

Volunteer Program – Shonda Stitt reported that on October 2nd and 3rd, volunteers from Ottawa University painted the downstairs lobby and some of the basement. There were some issues during the volunteer time and she will discuss those with the volunteer coordinator at the university.

Staff Report – Richard U. Nienstedt reported the following:

- City Commission is scheduled to interview two candidates during their study session on Oct 26. He asked Chairman Campbell to send any questions he’d like to add to the interview before Oct 25.
- OMA Director profile is being developed.
- The cost of getting a regional band for St Patrick’s Day will be around \$3,300 which will require the same fund raising as what was done for Victor & Penny which took a lot of time. Discussed options for other bands. Richard noted that the date is negotiable. Allen will contact someone he knows about another option for a band. This event will be on the November agenda so it can be discussed.
- Meeting with state representative next week regarding possible grant funds for OMA.

Goals for OMA in 2016 – Chairman Campbell asked each board member to review plans for the 2016 goals they stated at the September meeting.

- Blake suggested a sub-committee be formed to work on updates to the main floor and basement lobbies. Blake and Tony both volunteered for the sub-committee.
- Richard has a list of projects already identified for OMA. Glora will send to the board.
- Shonda would like to start replacing the carpet, at least in the main isles and possibly use carpet tiles so they can be replaced as needed.
- Nori would like to get name tags for this board and the volunteers. Glora will work on these.
- Need to update signs out front. Right now they are just generic.
- Need to add priorities to monthly agenda.
- Tony Brown added that 2016 is a good year to figure out where the revenue streams are.
- Chairman Campbell stated compliance issues will need to be reviewed next year as well.

Veterans Day Event – After some discussion and updates on event details, the board decided not to pursue a Veterans Day event this year since the time frame is so short.

Other Events – Blake suggested a USO type talent show. Shonda Stitt added that ACT Ottawa has a USO group. Glora will bring a 2016 calendar to the November meeting so a date can be reserved. Other ideas for the USO event included: someone from VFW to help plan the event, may have a Bob Hope and Phyllis Diller impressionists in town, play old war movies during the day. Shonda will book Saturday, November 5, 2016 for a Veterans Day event at OMA.

The next meeting will be held on Tuesday, November 17, 11:30 am.

On a motion by Tony Brown and second by Jenny Obrecht, the meeting adjourned at 12:43 pm.

Glora Mathews, Recorder

Approved by the Board on November 17, 2015