



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

A Study Session is scheduled for **January 4, 2016 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. Items to be Placed on the Regular City Commission Agenda**

- a. Minutes from the December 14, 2015 Study Session, December 21, 2015 Study Session and December 16, 2015 Regular Meeting. *Pgs. 3-10*
- b. Consideration of Draft Annexation Policy Resolution - Jim Kaup, Attorney *Pgs. 11-14*
- c. Request to Approve Use of Forest Park for Christian Rally in August - Richard U. Nienstedt *Pgs. 15-16*

**III. Items for Presentation and Discussion**

- a. Urban Growth Agreement Options - Richard U. Nienstedt and Jim Kaup
- b. Follow-up on Price Chopper CID District - Scott Bird *Pgs. 17-20*
- c. Review of 911 Agreement - Richard U. Nienstedt *Pgs. 21-24*
- d. November Monthly Report Review - Staff *Pgs. 25-95*
- e. City Manager's Report
- f. Commissioner's Reports
- g. Mayor's Report

***52 Tips for Successful Public Service by E.A. Mosher***

*#4. Don't act as a committee of one; governing a city requires a team effort practically and legally.*

**2015 Priorities**

(to be updated after retreat in January)

Auditorium • Income Stream for Economic Development • Parks • Downtown • Retail Growth

**IV. Announcements**

- January 6, 2016
- January 11, 2016
- January 12, 2016
- January 11, 2016
- January 18, 2016

**Regular Meeting, 7:00 pm, City Hall**  
Special Call Commission Retreat with John Divine, 5:00—9:00 pm,  
City Hall Commission Room (1st Session)  
Special Call Commission Retreat with John Divine, 5:00—9:00 pm,  
City Hall Commission Room (2nd Session)  
Study Session, 4:00 pm, City Hall  
Martin Luther King Day, City Offices CLOSED

**V. Adjourn**

Motion: \_\_\_\_\_

Second: \_\_\_\_\_

Time: \_\_\_\_\_

**VI. Items Already Placed**

**Study Session Minutes  
Ottawa, Kansas  
Minutes of December 14, 2015**

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

Mayor Skidmore called the meeting to order.

**Public Comments**

The Governing Body heard from Executive Director of the Chamber of Commerce John Coen regarding the Bike Lane Discussion generating discussion beyond the City of Ottawa.

**Minutes to Review**

The Governing Body reviewed minutes from the November 30, 2015 Study Session and agreed to place this item on the next regular meeting agenda, December 16, 2015.

**Cereal Malt Beverage License— Cosentino Group Inc.**

The Governing Body heard from Finance Director Scott Bird regarding a 2015 and 2016 Cereal Malt Beverage Application received by Cosentino Group Inc. They will be taking over Price Chopper as of December 27, 2015. It was agreed to place this item on the next regular meeting agenda.

**Wind Farm Energy Purchase**

The Governing Body heard from Utilities Director Dennis Tharp regarding an opportunity for the City of Ottawa to purchase energy from the Marshall Wind Farm. The amount of energy we would receive is 2.5 MW. The Nearman 10 MW of energy will be going away. Since Ottawa is currently able to cover its peak demand, there is no reason to have too much excess energy. This contract with the Marshall Wind Farm is the first real green energy for the City of Ottawa's portfolio. This is a 20 year contract starting in 2016. It was agreed to place this item on the next regular meeting agenda.

**Community Read Project and Wish List Fundraiser**

The Governing Body heard from Library Director Terry Chartier regarding the Community Read Project. All citizens are encouraged to read Out of My Mind by Sharon Draper. The First 250 books were ordered and gone in the first 4 days. More books have been ordered. The author will be here in Ottawa at Ottawa University on February 9<sup>th</sup> at 7:00 pm and will hold a book discussion. T-Shirts are available at the library for \$15.00 each. Ms. Chartier also mentioned that they annual Wish List Fundraiser is going on as well. You can participate online or in person at the Library.

**Urban Growth Agreement**

City Manager Richard U Nienstedt asked for an executive session after the already scheduled agenda items.

### **Snow Removal Policy Review**

The Governing Body heard from Public Works Director Michael Haeffele who explained the protocol followed by the City's Public Works Department for snow removal. If there are 2" of snow or less, some parking is restricted on the arterial and collector streets and there is no snow plowed in the Central Business District. If there are 2" – 6" of snow, the Central Business District will be plowed with snow moved to the center of the streets and hauled off. The priority streets include the State and Federal Highways, the Central Business District, Hospital Access, arterials and collectors, schools, commercial, and industrial. Private sidewalks are to be cleaned by the property owners.

### **Commissioners' Reports**

Commissioner Graves stated she graduated with her Master's from Baker University and the Mayor of Kansas City spoke at graduation.

Commissioner Caylor encouraged all city employees to participate in the blood drive on December 23<sup>rd</sup>. Commissioner Caylor reported she attended the first annual Christmas concert for the City Band. The event went very well.

Commissioner Reed reported there is an emergency blood drive at RMH on December 23<sup>rd</sup>.

Commissioner Dickinson congratulated Commissioner Graves on her graduation from Baker University.

### **Mayor's Report**

Mayor Skidmore reported the Christmas Parade on Saturday had a great turn out this year. The City Float got second place.

### **Announcements**

Mayor Skidmore read the following announcements:

- December 16, 2015: Regular Meeting, 9:30 am, City Hall
- December 21, 2015: Study Session, 4:00 pm, City Hall
- December 25, 2015: Christmas Holiday, City Offices Closed
- December 28, 2015: Study Session, 4:00 pm, City Hall

### **Executive Session**

#### **Recess**

Commissioner Caylor made a motion, seconded by Commissioner Reed to recess into executive session for a period of 20 minutes with a statement to follow the executive session related to the City/County Urban Growth Area Agreement. 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 4:40 pm.

### **Reconvene**

Commissioner Reed made a motion, seconded by Commissioner Dickinson to reconvene into regular study session. The motion was considered and upon being put, all present voted aye. The Mayor declared the study session duly reconvened at 5:00 pm.

### **Recess**

Commissioner Caylor made a motion, seconded by Commissioner Graves to return to executive session for a period of 5 minutes with a statement to follow the executive session related to the City/County Urban Growth Area Agreement. 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 5:00 pm.

### **Reconvene**

Commissioner Caylor made a motion, seconded by Commissioner Dickinson to reconvene into regular study session. The motion was considered and upon being put, all present voted aye. The Mayor declared the study session duly reconvened at 5:05 pm.

### **Urban Growth Agreement Statement**

Thereupon, Mayor Skidmore read the following statement: This agreement is important for the citizens of the city and the county, who for 13,000 of those citizens are residents of both (entities). The city extends an invitation to the county commission to sit down and discuss areas of concern or desired changes with the Urban Growth Agreement before canceling the underlying agreement.

We stand willing to work together in a spirit of cooperation and openness to find the best solutions for the people we all serve.

### **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 as considered and upon being put, all present voted aye. The Mayor declared the meeting duly adjourned at 5:35 pm.

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Carolyn S. Snethen, City Clerk

**Regular Meeting Minutes  
Commission Chambers  
101 S Hickory, Ottawa, Kansas  
Minutes of December 16, 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 Ron Galvin with Westminster Presbyterian Church.

**Consent Agenda**

The Governing Body reviewed the consent agenda consisting of minutes from the November 30, 2015 Study Session; applications for Cereal Malt Beverage License for the 2015 and 2016 year; 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 were given at this time.

**Presentation of 2<sup>nd</sup> Place Award—Christmas Parade**

Utilities Director Dennis Tharp recognized the City Employees who participated in the city float for the Christmas Parade. The City's float was designed with a city and utility themes, and the winnings from getting 2nd place, are going to the City of Ottawa's Christmas efforts to help Senior Citizens. Assistant Superintendant Jason Drayer presented the parade money to Executive Assistant Glora Mathews for the City's Senior Citizen Project.

**Presentation of CALEA Certification Award**

Police Chief Dennis Butler thanked the commission and all the city staff for their help in obtaining the CALEA Certification Award. Mr. Butler gave a special thanks to the police officers and Sergeant Bobbie Hawkins for keeping everyone together on this journey. This designation helps the Police Department operate in the best interest of the employees and the citizens. January 29<sup>th</sup> a Chamber Coffee will be held to recognize the Police Department for their efforts in gaining the CALEA Certification. There will be an official from CALEA attending this coffee. Mr. Butler also welcomed back Captain Adam Weingartner. He was attending a professional police development program. Mayor Skidmore read the letter received by the Ottawa Police Department from CALEA.

### **Resolution—Planned Capital Lease Purchase of Equipment**

The Governing Body heard from Finance Director Scott Bird regarding a lease purchase for a dump truck for the Public Works department. This resolution authorizes the City Manager and Director of Finance to execute an agreement or any other necessary documents to secure planned capital lease purchase of equipment for the Public Works Department. The lowest bid received came from Arvest Bank at 1.85%. Commissioner Graves 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 adopted and the resolution was numbered Resolution No. 1687-15 A.

### **Ordinance—Marshall Wind Farm Project**

The Governing Body heard from Utilities Director Dennis Tharp regarding a request for approval of an ordinance authorizing the execution of the Marshall Wind Farm Project Renewable Energy Power Sales Agreement. This agreement will bring in 2.5 MW from the Marshall Wind Farm in Northeast Kansas. This is a great opportunity for the City to create a more diverse portfolio and it also establishes some green initiatives. This 2.5 MW of wind energy makes up about 7% of the City of Ottawa's overall energy load. Commissioner Caylor made a motion, seconded by Commissioner Reed to adopt the ordinance. The motion was considered and upon being put, all present voted aye. The Mayor declared the ordinance duly adopted and the ordinance was numbered Ordinance No. 3905-15.

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

City Manager Richard U Nienstedt reported:

- This is the last regular commission meeting for this year. It has been a good year and the leadership from the commission is good for this community and the future.
- The City of Ottawa float turned out well and this was a great project to build relationships in the City.
- Congratulations to the Police Department for their CALEA designation. There was great support from the community on this.
- Congratulations to Commissioner Reed who was appointed to the Community of Economic Development Committee for the National League of Cities.
- There will be a Chamber Coffee at City Hall in the Commission Chambers on Friday for Willow Domestic Violence.
- Merry Christmas to all.

### **Reports by City Commissioners**

Commissioner Graves wished everyone a Merry Christmas.

Commissioner Caylor thanked Turner Flowers for the beautiful bouquets in the Commission Room. Commissioner Caylor thanked the Police Department for all their efforts on keeping the citizens safe at the highest standard in the nation. Commissioner Caylor attended the City Band Concert and appreciates all who volunteer for the City Band. Commissioner Caylor stated a benefit on New Year's Eve will be held at the Plaza Theatre for the OMA. Commissioner Caylor also encouraged all to get involved in the Libraries event for 2016 called O-Town Reads.

Commissioner Dickinson wished everyone a Merry Christmas and stated the parade and a great turnout this year.

Commissioner Reed congratulated the Ottawa Police Department on their CALEA Certification and wished everyone a Merry Christmas.

### **Mayor's Report**

Mayor Skidmore reported:

- There is a blood drive at Ransom Memorial Hospital on December 23<sup>rd</sup>.
- Wished everyone a Merry Christmas and encouraged all to invite someone in who may be alone on Christmas.

### **Announcements**

Mayor Skidmore announced:

- December 21, 2015: Study Session, 4:00 pm, City Hall
- December 25, 2015: Christmas Holiday, City Offices Closed
- December 28, 2015: Study Session, 4:00 pm, City Hall

### **Adjournment**

There being no further business to come before the Governing Body, Commissioner Dickinson made a motion, seconded by Commissioner Reed, to adjourn the meeting. The motion as considered and upon being put, all present voted aye. The Mayor declared the meeting duly adjourned at 10:08 am.

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Carolyn S. Snethen, City Clerk

**Study Session Minutes  
Ottawa, Kansas  
Minutes of December 21, 2015**

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

Mayor Skidmore called the meeting to order.

Commissioner Caylor joined the meeting at 4:02 pm.

**Public Comments**

The Governing Body heard from Ted Fogle, 1521 S Maple, regarding the industrial park on the south end of town.

The Governing Body heard from Gene Hirt, 107 Jefferson St in Pomona, regarding the industrial park on the south end of town and the Wind Farm Agreement added to the City of Ottawa's energy portfolio.

**Minutes to Review**

The Governing Body reviewed minutes from the December 2, 2015 Regular Meeting and the December 7, 2015 Study Session. It was agreed to place these items on the next regular meeting agenda, January 6, 2016.

**Neighborhood Stabilization Program Action Plan**

The Governing Body heard from Community Development Administrative Assistant Charlotte Newkirk and Planning & Development Consultant Susan Galemore regarding the Neighborhood Stabilization Program. The final piece of this program is to complete an action plan with every house that has been completed through the program. Overall this has been a very successful program for the City of Ottawa. The first set of Grant money received by Ottawa through this program allowed the City to rehabilitate two single-family and three duplex structures in 2009. In 2012 the city was able to construct two new single-family structures on city owned property. In 2015 the City was able to purchase property in Ottawa and build a single-family residence and is estimated to be finished by March 2016. The Governing Body agreed to place this item on the next regular meeting agenda.

Commissioner Dickinson joined the meeting at 4:12 pm.

**Major Lease/Interlocal Agreements**

The Governing Body reviewed the list of Major Lease/Interlocal Agreements for the City of Ottawa with City Attorney Blaine Finch and City Manager Richard U Nienstedt.

**Urban Growth Agreement**

The Governing Body heard from City Attorney Blaine Finch regarding an update of the Urban Growth Agreement as well as discussed options moving forward. City Attorney Blaine Finch and City Manager Richard U Nienstedt will get analysis on the areas around the city showing growth and will bring back findings to the Governing Body at a future study session meeting.

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

City Manager Richard U Nienstedt reported:

- Happy Holidays to everyone.
- The only item listed on the Study Session Agenda for December 28<sup>th</sup> is Monthly Reports.

### **Open Agenda**

The Governing Body agreed to cancel the study session meeting for December 28<sup>th</sup>, 2015.

### **Adjournment**

There being no further business to come before the Governing Body, Commissioner Reed 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 4:55 pm.

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Carolyn S. Snethen, City Clerk

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE OTTAWA CITY COMMISSION ADOPTING AN ANNEXATION POLICY  
FOR THE CITY OF OTTAWA, KANSAS**

**WHEREAS**, the City of Ottawa has adopted a Comprehensive Plan which sets forth the goals and objectives for the future growth and development of the City; and

**WHEREAS**, the City's Comprehensive Plan establishes a Planning Area lying outside the corporate limits of the City; and

**WHEREAS**, the City's Comprehensive Plan and other City-adopted planning documents address the role the City should play in the provision of municipal services within the Planning Area; and

**WHEREAS**, since 2006 the City and Franklin County have operated pursuant to an Interlocal Agreement which established an Urban Growth Area that overlays the Planning Area and provided for the regulation of development and use of land within that Urban Growth Area; and

**WHEREAS**, the existence of the Interlocal Agreement made it possible for the City to influence the growth and development of property within the Urban Growth Area without the necessity of annexing property which would have been annexed but for the Interlocal Agreement; and

**WHEREAS**, since 2006 the City has accommodated development within the Urban Growth Area in a number of ways, including by application of its planning services and its zoning and subdivision regulations and procedures, and by the investment of public funds by the extension of water and sewer lines and other municipal infrastructure; and

**WHEREAS**, on December 16, 2015, the Franklin County Board of County Commissioners adopted Resolution No. 15-35 giving notice to the City of its intent to withdraw from the Interlocal Agreement, effective on or about June 30, 2016; and

**WHEREAS**, the County's termination of the Interlocal Agreement will greatly lessen the City's ability to influence how property now within the Urban Growth Area will develop in ways that are not detrimental to private property rights and public interests; and

**WHEREAS**, the Kansas statutes provide the City with authority to annex land under several different procedures; and

**WHEREAS**, the City Commission of the City of Ottawa recognizes the necessity for an annexation policy applicable not only to land now within the Urban Growth Area, but other unincorporated land within the City's present and future Planning Area, that will: provide adequate incorporated land for the City's continued growth and development; maintain planning and other municipal services in accordance with the Comprehensive Plan; enable quality development in ways that minimize adverse impacts upon Ottawa citizens and property owners; and enable the equitable sharing of the costs of municipal government over the areas that benefit from such services.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF OTTAWA, KANSAS:**

**Section 1.** The City prefers annexation via petitions-for, or consents-to, of property owners, and, further encourages property owners to consent-to or petition-for annexation prior to the development of property located in the Urban Growth Area and/or Planning Area in order to best assure coordination of municipal services, compatibility of infrastructure, and development at City standards.

**Sec. 2.** In the absence of a petition-for, or consent-to, annexation the City will initiate annexation of unincorporated land within the Urban Growth Area and/or Planning Area upon the circulation of a petition for the (1) formation of a special benefit district, (2) upon the filing of an application for the subdivision and platting of land, or (3) upon a staff determination that

annexation should be considered by the City Commission as possibly being in the best interests of the City.

**Sec. 3.** Consistent with the City's Development Procedures Policy Manual and the City's Comprehensive Plan, annexation shall be required prior to extension of City utility services to property outside the corporate city limits unless the City Commission: (1) agrees to accept a consent-to annexation in lieu of actual annexation, or (2) authorizes a benefit district authorized by K.S.A. 12-693 and amendments thereto.

**Sec. 4.** The City will not require property to become part of an existing K.S.A. 12-6a04 benefit district upon annexation. In accordance with K.S.A. 12-6a19 annexed property will be subject to benefit fees for arterial streets, water, stormwater or sewer improvements at such time as the property owner petitions to be served by such improvements.

**Sec. 5.** The City will initiate annexations of unincorporated land that the City Commission determines will protect the health, safety or general welfare of the community. The City will annex in a manner to avoid creating unincorporated areas surrounded by incorporated land, and will attempt to avoid annexations resulting in irregular city limits disruptive to the provision of municipal services.

**Sec. 6.** As a general policy the City disfavors the use of incentives such as annexation agreements to gain consents-to or petitions-for annexation. If incentives are requested by a property owner and the City Commission determines such would provide a significant benefit to the City, and the incentives are in accordance with K.S.A. 12-534 and amendments thereto, the City Commission will direct the property owner to meet with City Staff. Staff will report on the reasonably foreseeable infrastructure needs of the land at issue, and other relevant subjects, prior to the City Commission considering the consented-to or petitioned- for annexation.

**Sec. 7.** All annexations considered by the City Commission will be compatible with this Policy, the Comprehensive Plan and Development Procedures Policy Manual unless the City

Commission adopts findings that an annexation should be considered because it provides an exceptional benefit to the City or that exceptional circumstances exist such that it is in the best interests of the City to consider the annexation.

**Sec. 8.** In cases of petitions-for annexation of land served by a rural water district, the City will require as a condition of annexation that the City be compensated for the costs and compensation it incurred under K.S.A. 12-527.

**Sec. 9.** The City Commission will annually review the policies set forth in this Resolution.

**Sec. 10.** This Resolution shall take effect on January \_\_\_\_\_, 2016.

**ADOPTED** by the Ottawa City Commission this \_\_\_\_\_ day of January, 2016.

\_\_\_\_\_  
Mayor

ATTEST

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Ottawa City Attorney



CITY OF OTTAWA, KANSAS
Special Event Checklist

Please submit for approval as soon as possible and at least 60 days prior to event
Approved confirmations will be addressed to the person listed on this form

Event Name: Christian Rally
Expected Attendance: 100+

APPLICANT INFORMATION

Organization Name: Christian Rally
Contact Person: SCOTT DAVIS
Email Address: [Redacted]
Contact Phone #: [Redacted]

- Type of event: [ ] Parade (Attach map showing routes, setup, barricades, etc)
[ ] 5K Walk/Run (Attach map showing routes, setup, barricades, etc)
[ ] Company Picnic (Attach park map showing setup, etc)
[x] Charity Event (Attach park map showing routes, setup, barricades, etc)
[x] Large Gathering-over 100 people (Attach park map showing setup, etc)
[ ] Block Party
[ ] Street Closure(s)
[ ] Fundraiser Event (Attach park map showing routes, setup, barricades, etc)

Commission approval and license application must be completed by City Clerk for fundraiser events

City may require event insurance and name the City as insured on special events

DATE(S) AND LOCATION OF EVENT BELOW

Date(s) of event: Saturday August 20, 2016
Time of event: Start 8:00 am/pm End 6:30 am/pm
Location or Park Name: Forest Park

ADDITIONAL AMENITIES:

Table with columns Yes/No and rows for amenities: Barricades, Picnic tables, Additional trash cans, Additional restroom facilities, Overnight Security, VIPs, Street closure(s). Includes handwritten notes like 'To be provided by applicant with approval - Fri Aug 19 setup'.

Will any type of transportation be provided? If so, please describe: No

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OFFICE USE ONLY

Approval needed and Approval received tables listing departments like Police, Fire, Public Works, Utilities, Commission, City Manager, Human Resources, City Clerk.

Comments/Remarks: No games at ORC - Need to be scheduled to be on Commission agenda.

Event Approved: \_\_\_\_\_

**CHRISTIAN RALLY  
PRESIDENT:SCOTT DAVIS**

**OTTAWA,KANSAS 66067**

**November 20, 2015**

**Request to use Forest Park for Christian Rally Event:**

**We would like to use Forest Park for our Christian Rally to be held on Saturday August 20 2016 from 8:00am until 6:30pm.**

**Numbers in attendance depend on people coming and going from the event throughout the day. They can be anywhere between 1-1,500 at any given time as was the case with our event last year at the airport. We would like to have full access this day to the park areas, as we are planning activities for entire families, church's and a motorcycle ride for a local charity. We will have breakfast being served by vendors, as well as lunch and misc other food/drinks by other vendors throughout the event and day.**

**No Admission will be charged and parking will be free. Free will offerings for a charity will be accepted throughout the event, raffle drawings will be done at the end of the event, as well as live music and a Christian Band at the end of the event, and only Christian music throughout the event. No alcohol will be permitted nor will be served at anytime of our event.**

**We would like to have a large tent put up north of the brick shelter for the Churches to use, testimonials to be done, music to be played at, and drawings items to be placed in. We would also have a moonwalk / bounce house for kids, games for kids/ families, face painting, cotton candy, popcorn for kids free of charge. We would also possibly be using a generator if needed for electricity to be at the tent location.**

**We would also request to erect this tent on Friday August. 19th 2016 and have someone supervise it overnight.**

**Special Requirements: We only ask that we can post signs outside and within the park area about our event, and that the park be utilized for our event only this day and during the above time, and no other event, birthday parties, ect be during this day and times ( as noted above) .**

**Thank you for your consideration and we look forward to hearing from you soon.**

**Sincerely,  
Scott Davis  
President Christian Rally**

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**INTEROFFICE MEMORANDUM**

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**TO:** RICHARD U. NIENSTEDT, CITY MANAGER AND THE HONORABLE CITY COMMISSION  
**FROM:** SCOTT D. BIRD, DIRECTOR OF FINANCE  
**SUBJECT:** INDUSTRIAL REVENUE BONDS - SUPERMARKET PROJECT  
**DATE:** DECEMBER 30, 2015

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At its October 20, 2014 Regular Meeting the Governing Body approved an ordinance which created the Ottawa Community Improvement District (CID), which was part of the effort to facilitate development in the area of 19th and Princeton. The developer recently contacted City Bond Council Dotty Riley to inform that they anticipate construction to be completed sometime in April, 2016. As a result, Bond Council has recommended an updated ordinance be adopted related to this project, which will clarify the anticipated start date and notify the Kansas Department of Revenue as to when the CID sales tax of 0.30% should commence.

Attached you will find an ordinance prepared by Bond Council that amends the previously adopted ordinance, which created the CID. A commencement date for the CID sales tax will be inserted when a final determination is made with the developer. Following the adoption and publication of the amending ordinance a certified copy, along with a certified copy of the original ordinance will be sent to Bond Council, and to the Department of Revenue. Staff will follow up to ensure all pieces are in place for the Department of Revenue to ensure the sales tax commences on the date specified.

Staff respectfully recommends the attached ordinance be placed and approved at the regular City Commission Meeting scheduled for January 6, 2016.

**AN ORDINANCE AMENDING ORDINANCE NO. 3880-14 OF THE CITY OF OTTAWA, KANSAS, RELATING TO THE IMPOSITION OF A COMMUNITY IMPROVEMENT DISTRICT SALES TAX WITHIN THE OTTAWA CENTER COMMUNITY IMPROVEMENT DISTRICT.**

**WHEREAS**, the city of Ottawa, Kansas (the “City”), has previously passed Ordinance No. 3880-14 on October 20, 2014 (“Ordinance No. 3880-14”), which created the Ottawa Community Improvement District (aka 19<sup>th</sup> and Princeton Marketplace CID) in the area described on *Exhibit A* to this Ordinance, all pursuant to K.S.A. 12-6a26 *et seq.*, as amended (the “Act”); and

**WHEREAS**, Ordinance No. 3880-14 authorized the imposition of a community improvement sales tax in the amount of .30% (the “CID Sales Tax”) within the Ottawa Community Improvement District and the use of the CID Sales Tax to pay the cost of a project described therein (the “Project”); however, Ordinance No. 3880-14 omitted the date that the CID Sales Tax was to commence; and

**WHEREAS**, the Governing Body of the City finds it desirable to amend Ordinance No. 3880-14 to provide for the date the CID Sales Tax is to commence; and

**NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF OTTAWA, KANSAS, AS FOLLOWS:**

**Section 1.** Section 4 of Ordinance No. 3880-14 is hereby repealed and replaced by the following:

**Section 4. Levy of Sales Tax.** In accordance with the Act and to provide funds to pay costs of the Project, the Governing Body of the City hereby levies a community improvement district sales tax on the selling of tangible personal property at retail or rendering or furnishing services within the Ottawa Center CID in the amount of .30%, *i.e.*, the “CID Sales Tax.” The collection of the CID Sales Tax shall commence on \_\_\_\_\_, 2015, or the earliest date thereafter on which the Kansas Department of Revenue agrees to begin the imposition of the CID Sales Tax and shall expire on the earlier of (a) 15 years from the date the Department of Revenue begins the collection of the CID Sales Tax or (b) the date on which reimbursement of pay-as-you-go costs of the Project not to exceed \$755,000 (exclusive of any City administrative fee or City expenses) have been paid. The CID Sales Tax shall be administered, collected and subject to the provisions of K.S.A. 12-187 *et seq.*

**Section 2.** This Ordinance shall be in force and take effect from and after publication of the Ordinance once in the official City newspaper. When this Ordinance becomes effective in accordance with this Section, the City Clerk shall provide a certified copy of the same, along with a certified copy of Ordinance No. 3880-14, to the State Director of Taxation pursuant to K.S.A. 12-189.

PASSED by the Commission of the City and signed by the Mayor on January 6, 2016.

CITY OF OTTAWA, KANSAS

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Mayor

ATTEST:

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City Clerk

***EXHIBIT A***

**Legal Description of 19<sup>th</sup> & Princeton Market Place CID**

A tract beginning at the Northwest corner of Lot 3, County Clerks Subdivision No. 1, thence Southwesterly 403.7 feet, thence Northeasterly 720 feet, thence Easterly 30 feet, thence Southwesterly 135.6 feet, thence East 436.2 feet, thence Northwesterly 389 feet, thence Easterly 45.9 feet, thence Southeasterly 629.1 feet, thence West 456 feet, to point of beginning, less right-of-way. Located at 1816 S. Princeton.

Lot 5, in County Clerk's Subdivision No. 1, in the City of Ottawa, Franklin County, Kansas, according to the recorded plat, thereof. Located at 1906 S. Princeton.

Lot 6, less right-of-way, in County Clerk's Subdivision No. 1 in the City of Ottawa, Franklin County, Kansas. Located at 1914 S. Princeton.

Lot 7, less right-of-way, in County Clerk's Subdivision No. 1, in the City of Ottawa, Franklin County, Kansas. Located at 1920 S. Princeton.

Lot 7A, less right-of-way, in County Clerk's Subdivision No. 1, in the City of Ottawa, Franklin County, Kansas. Located at 1926 S. Princeton.

Lot 8, less right-of-way, in County Clerk's Subdivision No. 1, in the City of Ottawa, Franklin County, Kansas. Located at 1932 S. Princeton.

The East 285 feet of Lot 9, less right-of-way, in County Clerk's Subdivision No. 1, in the City of Ottawa, Franklin County, Kansas. Located at 1940 S. Princeton.

Lot 3, less right-of-way, in County Clerk's Subdivision No. 1, in the City of Ottawa, Franklin County, Kansas. Located at 1951 S. Princeton Circle Dr.

Lot 9, except the East 285 feet, less right-of-way, County Clerk's Subdivision No. 1, in the City of Ottawa, Franklin County, Kansas. Located at 2001 S. Princeton Circle Dr.

Lot 4, County Clerk's Subdivision No. 1, in the City of Ottawa, Franklin County, Kansas. Located at 120 E. 19th Street.

## INTERLOCAL COOPERATION AGREEMENT

THIS AGREEMENT is made and entered into this <sup>February</sup> 28<sup>th</sup> day of November, 201~~8~~ by and between The Board of County Commissioners of Franklin County, Kansas (hereinafter referred to as COUNTY) and the City of Ottawa, Kansas (hereinafter referred to as CITY).

### RECITALS

**WHEREAS**, the County and City currently have a joint emergency communications centers that is staffed by County personnel and located at the County Adult Detention Center; and

**WHEREAS**, the County and City formed the joint emergency communications center because emergency communications may be more efficiently and effectively carried out through one entity; and

**WHEREAS** the original interlocal agreement between the County and the City for the joint emergency communications center was executed on February 23, 1994; and

**WHEREAS**, the agreement has not been modified since it was adopted and it is advisable and necessary to review and update the agreement to reflect the current operations and to make changes to the original agreement.

## AGREEMENT

NOW THEREFORE, in consideration of the mutual promises and covenants hereinafter contained, the parties agree as follows:

1. **Purposes.** The purposes for which the parties have entered into the Agreement are to provide for the continued orderly operation of a county-wide emergency communications system. This agreement does not establish a separate legal entity as provided in K.S.A. 12-2904a.
2. **Operations of the Emergency Communications Center.**
  - a. The County shall operate as a County function an emergency communications center (hereinafter referred to as the CENTER). The Center shall be staffed and operated by County employees.
  - b. An Advisory Committee composed of the Chief of Police of the City of Ottawa, the Sheriff of Franklin County, the Franklin County Ambulance Director, the Franklin County Emergency Manager, and the City of Ottawa Fire Chief and shall provide advice and consultation to the County and shall review and make recommendations to the Sheriff/County concerning all Center staff training programs.
  - c. All employees of the Center shall be employees of the County and shall be entitled to the benefits of the County personnel system.
  - d. Each year the County shall submit to the City a budget for the operation of the Center. The budget shall be for personnel costs for the center and shall not include funds for equipment or infrastructure costs for the center. The budget shall be submitted to the City for review and the City and County shall meet to discuss the budget on an annual basis. Upon approval by each governmental body, the budget shall be adopted and the cost of the operation of the Center shared by the parties according to the following percentages:
    - County: 50%
    - City: 50%

The City and County agree for the 2014 fiscal year the City's contribution, as identified in the approved budget is \$284,739.00. The City shall pay to the County its proportionate share of the operating expenses no less frequently than quarterly. The County shall pay directly all operating expenses of the Center.

3. **Liability.** To the extent authorized by the law the County agrees to hold the City harmless for any and all claims of liability arising from the operation of the emergency communications systems authorized by this agreement.
4. **Termination.** This agreement may be terminated by either party upon the giving of ninety (90) days written notice to the other party. In the event of termination, all property acquired pursuant to this agreement shall be transferred to the City or the County in proportion to the City and County funds used to acquire the property.
5. **Approval and Authorization.** Each of the parties warrant and represents by the execution of this Agreement that this Agreement has been approved by its governing body and by its legal counsel, that the execution, delivery and performance of this

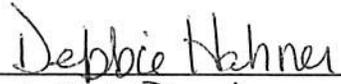
Agreement by such party has been authorized by resolution or ordinance duly adopted by its governing body, and that this Agreement constitutes a legal, valid and binding obligation of such party enforceable in accordance with its terms.

6. **Duration**. The agreement shall be for one (1) year increments that shall automatically renew for an additional one (1) year increments in the absence of termination by either of the parties. Termination shall be given in writing to the other party with ninety (90) days notice.
7. **Survival of Representations and Warranties**. All representations, warranties, covenants and agreements contained herein shall survive the termination of this Agreement.
8. **Binding Effect**. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, representatives, successors and assigns.
9. **Applicable Law**. This Agreement shall be governed and interpreted in accordance with the laws of the State of Kansas.
10. **Venue**. It is agreed by and between the parties that, should any dispute arise concerning the validity and affect of this Agreement, or of any breach of the agreement herein, venue of an action concerning such dispute shall be in the District Court of Franklin County, Kansas.
11. **Severability**. If any section, subsection, paragraph, sentence, clause or phrase of this Agreement should be determined by a court of competent jurisdiction to be invalid for any reason whatsoever, such decision shall not affect the remaining provisions of this Agreement, which shall remain in full force and effect; and to this end the provisions of this Agreement, declared to be severable shall be presumed to have been agreed upon knowing that the various provisions of this agreement are severable.
12. **Effective Date**. This Agreement shall take effect upon its approval by the Attorney General of the State of Kansas, upon the filing of the Agreement with the Register of Deeds of each of Franklin County and with the Kansas Secretary of State.
13. **Prior Agreements**. This Agreement constitutes the entire understanding and agreement between the parties hereto with respect to the subject matter contained herein and supersedes all prior agreements, negotiations, and discussions concerning any matter contained herein.

IN WITNESS THEREOF, the parties hereto have caused this Agreement to be executed and made effective as of the day and year first set out.

The Board of Commissioners of Franklin  
County, Kansas

By:   
Chairman

Attest:   
County Clerk Deputy

The City of Ottawa, Kansas

By: Jana Taylor  
Mayor

Attest: Carolyn Schmecken  
City Clerk

APPROVED:

Derek Schmidt

Attorney General of the State of Kansas

by Lisa Amendt  
Assistant Attorney General

# CITY OF OTTAWA

## November Monthly Reports

Presented to the City Commission  
January 4, 2016



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CITY OF OTTAWA  
MTD TREASURERS REPORT  
AS OF: NOVEMBER 30TH, 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	2,092,320.70	568,311.91	790,901.41	1,869,731.20	20.80	30.03	1,869,740.43
005-Gen Obl Debt Service Fund	367,818.40	81.23	0.00	367,899.63	0.00	0.00	367,899.63
011-Community Service Support	46.58	11,840.00	11,884.26	2.32	0.00	0.00	2.32
013-Auditorium Fund	93,154.32	1,726.30	9,344.97	85,535.65	0.00	28.17	85,563.82
014-Airport Fund	158.40	5,555.50	5,353.46	360.44	0.00	0.00	360.44
016-Special Park & Rec Fund	74,452.35	17.86	4,243.66	70,226.55	0.00	0.00	70,226.55
017-Special Drug and Alcohol	43,351.99	0.00	0.00	43,351.99	0.00	0.00	43,351.99
025-Economic Development Fund	11,587.56	1,333.52	189.56	12,731.52	0.00	0.00	12,731.52
028-Special Streets Fund	634,044.49	86,263.20	3,298.01	717,009.68	0.00	0.00	717,009.68
029-Stormwater Utility	492,581.34	34,680.10	428.16	526,833.28	0.00	0.00	526,833.28
030-Water Utility	1,067,569.80	183,662.45	196,160.01	1,055,072.24	0.00	241.41	1,055,313.65
036-Waste Water Utility	667,503.66	190,542.76	165,084.78	692,961.64	0.00	0.00	692,961.64
037-Electric Utility	5,076,726.29	946,732.95	977,209.56	5,046,249.68	0.00	( 113,623.71)	4,932,625.97
041-Electric Power Supply Fnd	565,627.12	34,333.17	0.00	599,960.29	0.00	0.00	599,960.29
045-Electric Sys Construction	856,247.62	182.35	0.00	856,429.97	0.00	0.00	856,429.97
046-Electric CIP Fund	300,000.00	0.00	0.00	300,000.00	0.00	0.00	300,000.00
051-Utility Credits	142,548.89	86.13	237.18	142,397.84	0.00	4,336.39	146,734.23
053-Equipment Reserve	164,402.72	38.30	11,456.12	152,984.90	0.00	0.00	152,984.90
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	212,724.96	45.27	0.00	212,770.23	0.00	0.00	212,770.23
056-Risk Management	32,678.19	47,482.48	12,220.90	67,939.77	0.00	0.00	67,939.77
058-Neighborhood Stabiliztn Grt	( 32,119.14)	62,535.58	27,062.28	3,354.16	0.00	0.00	3,354.16
059-Trails Grant	( 3,428.85)	0.00	1,359.95	( 4,788.80)	0.00	0.00	( 4,788.80)
062-US 59 Turnback	15,296.20	1,243.65	0.00	16,539.85	0.00	0.00	16,539.85
063-Airport Hangars 2009/2010	258.10	0.00	0.00	258.10	0.00	0.00	258.10
064-K68 & MAIN ST	( 2,359.50)	0.00	6,220.50	( 8,580.00)	0.00	0.00	( 8,580.00)
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	( 6,639.60)	0.00	1,398.80	( 8,038.40)	0.00	0.00	( 8,038.40)
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	71,533.15	289.28	0.00	71,822.43	0.00	0.00	71,822.43
078-WWTP Funding	531,764.82	64,099.61	0.00	595,864.43	0.00	0.00	595,864.43
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
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	( 13,886.55)	0.00	0.00	( 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)	5,314.72	5,478.80	( 142,150.11)	0.00	0.00	( 142,150.11)
099-Industrial Park	1,023,974.27	217.33	9,081.00	1,015,110.60	0.00	0.00	1,015,110.60
<b>GRAND TOTAL</b>	<b>15,059,591.90</b>	<b>2,246,615.65</b>	<b>2,238,613.37</b>	<b>15,067,594.18</b>	<b>20.80</b>	<b>( 108,987.71)</b>	<b>14,958,585.67</b>

\*\*\* END OF REPORT \*\*\*

**CITY OF OTTAWA, KANSAS  
INVESTMENT SCHEDULE  
NOVEMBER 2015**

ID NUMBER	TP	BANK	PURCHASE		CURRENT PRINCIPAL	INTEREST RATE(%)	EARNINGS at MATURITY
			DATE	MATURITY			
62841	S	CD KSB	11/5/2015	02/05/16	\$ 500,000	0.21%	\$ 264.66
2393018	S	CD KSB	2/26/2015	02/25/16	\$ 900,000	0.21%	\$ 1,884.82
140000278626	S	CD ARVEST	3/19/2015	03/18/16	\$ 500,000	0.20%	\$ 1,000.00
4200107910	S	CD ARVEST	4/2/2015	03/31/16	\$ 600,000	0.20%	\$ 1,196.71
7182	S	CD KS MIP	11/5/2015	05/03/16	\$ 500,000	0.27%	\$ 665.75
806272507	S	CD ARVEST	6/4/2015	06/02/16	\$ 1,100,000	0.20%	\$ 2,193.97
2156996	S	CD ARVEST	6/11/2015	06/09/16	\$ 200,000	0.20%	\$ 398.90
62840	S	CD KSB	11/5/2015	07/05/16	\$ 500,000	0.21%	\$ 699.04
62752	S	CD KSB	8/6/2015	08/04/16	\$ 500,000	0.21%	\$ 1,047.12
7142	S	CD KS MIP	9/9/2015	09/09/16	\$ 500,000	0.25%	\$ 1,253.42
7149	S	CD KS MIP	9/17/2015	09/16/16	\$ 500,000	0.27%	\$ 1,350.00
62834	S	CD KSB	10/14/15	10/13/16	\$ 500,000	0.21%	\$ 1,050.00
7183	S	CD KS MIP	11/05/15	11/04/16	\$ 500,000	0.27%	\$ 1,350.00

Total for period ending: 11/30/2013 APY  
\$ 7,300,000 0.22%

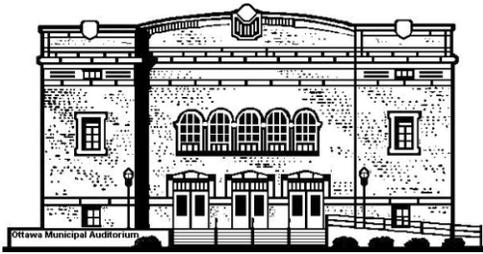
PREPARED BY: Betty K. Simpson, City Treasurer

Note: The overall APY is based on annualized interest for all investments

## ANALYSIS OF COMBINED SALES AND COMPENSATING USE TAX

**November-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	99,780	1,188,840	1,215,443	\$ (6,064.16)	-5.73%
December	99,175	91,424	96,805	97,122	0	1,189,156			
<b>SAME MO. YTD</b>	<b>980,485</b>	<b>995,159</b>	<b>1,038,816</b>	<b>1,092,035</b>	<b>1,118,321</b>			\$ 26,286.60	2.41%
<b>ANNUAL TOTAL</b>	<b>1,079,659</b>	<b>1,086,583</b>	<b>1,135,620</b>	<b>1,189,156</b>					
<b>CITY (1.1%)</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2014</b>	<b>2015</b>		
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	229,831	2,606,868	2,725,858	\$ (9,418.11)	-3.94%
December	223,063	195,390	207,702	212,759	0	2,611,925			
<b>SAME MO. YTD</b>	<b>2,139,805</b>	<b>2,176,356</b>	<b>2,251,446</b>	<b>2,399,166</b>	<b>2,513,099</b>			\$ 113,932.82	4.75%
<b>ANNUAL TOTAL</b>	<b>2,362,868</b>	<b>2,371,746</b>	<b>2,459,148</b>	<b>2,611,925</b>					
<b>CITY/CO. TO DATE</b>	<b>3,120,290</b>	<b>3,171,514</b>	<b>3,290,262</b>	<b>3,491,201</b>	<b>3,631,420</b>			\$ 140,219.42	4.02%
<b>TOTAL</b>	<b>3,442,528</b>	<b>3,458,329</b>	<b>3,594,768</b>	<b>3,801,081</b>	<b>0</b>	<b>3,795,228</b>		\$ 3,479,959.00	4.38%



# 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 November 2015

- ❖ Grace Gospel Church held services on November 1, 4, 8, 15, 18, 22, 25, and 29. (attendance 409)
- ❖ LifeMission Church held youth services on November 1, 8, 15, 22, and 29. (attendance 100)
- ❖ Ottawa High School held rehearsals for “High School Musical” on November 8 – 11<sup>th</sup> with performances the 12<sup>th</sup> – 14<sup>th</sup>. (attendance 750)
- ❖ Ottawa Municipal Auditorium Advisory Board held their monthly meeting on September 17<sup>th</sup> in the mezzanine. (attendance 10)
- ❖ A private birthday celebration was held on November 21<sup>st</sup>. (attendance 64)
- ❖ Ottawa Suzuki Strings held their first rehearsal for their annual Ribbons and Bows Christmas concert on November 24<sup>th</sup>. (attendance 45)

### November 2015 usage facts:

Attendance: 1,376  
 Rentals: 5  
 Days used 16 days out of 30 days

### November 2014 usage facts:

Attendance for events/rentals: 1,556  
 Events/Rentals: 4  
 Days used 18 days out of 30 days

### 2015 Year to date totals for OMA:

Attendance: 17,130  
 Rentals: 46  
 Days used: 192 out of 334

### 2014 Year to date totals for OMA:

Attendance: 14,260  
 Rentals: 41  
 Days used: 141 out of 334

### November 2015 Volunteers/Hours:

Volunteers: 35  
 Number of new volunteers: 6  
 Events: 1  
 Hours: 16

### 2015 Year to date Volunteers/Hours:

Number of individuals volunteering: 62  
 Events: 16  
 Hours: 163.5

Shonda Stitt

### December 2015 - February 2016:

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 9 – City Employee breakfast  
 December 12 - Marais de Cygnes Jamboree, rental  
 December 13 – Ottawa City Band Christmas concert, rental  
 January 4, 7, 8, 11, 14, 15, 18, 21, 22, 25, 28, 29 – ACT Ottawa, rental  
 January 5 & 6 – Franklin County Court, rental  
 January 17 – Martin Luther King Jr. celebration, rental  
 February 1 – 20 – ACT Ottawa, rental  
 February 2 & 3 – Hawkeye Helicopter, rental  
 February 27 – Cub Scouts Blue and Gold ceremony, rental

013-Auditorium Fund  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 91.67

	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	0.00	140,763.41	0.00 (	2,364.41)	101.71
LEASE & RENTAL INCOME	12,000	1,210.00	13,836.20	0.00 (	1,836.20)	115.30
CHARGES FOR SERVICES	17,579	494.83	4,863.65	0.00	12,715.35	27.67
INVESTMENT INCOME	30	21.47	57.65	0.00 (	27.65)	192.17
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>1,726.30</u>	<u>161,770.91</u>	<u>0.00</u>	<u>8,962.09</u>	<u>94.75</u>
TOTAL REVENUE	<u>170,733</u>	<u>1,726.30</u>	<u>161,770.91</u>	<u>0.00</u>	<u>8,962.09</u>	<u>94.75</u>
<u>EXPENSE SUMMARY</u>						
<u>Auditorium Fund</u>						
PERSONNEL SERVICES	92,888	6,744.34	82,926.24	0.00	9,961.76	89.28
CONTRACTUAL SERVICES	62,960	2,193.51	34,772.45	0.00	28,187.55	55.23
COMMODITIES	4,700	407.12	5,419.42	0.00 (	719.42)	115.31
CAPITAL EXPENSES	31,500	0.00	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>9,344.97</u>	<u>138,108.49</u>	<u>0.00</u>	<u>87,616.51</u>	<u>61.18</u>
TOTAL EXPENSES	<u>225,725</u>	<u>9,344.97</u>	<u>138,108.49</u>	<u>0.00</u>	<u>87,616.51</u>	<u>61.18</u>
REVENUE OVER/(UNDER) EXPENSES	( 54,992)	( 7,618.67)	23,662.42	0.00 (	78,654.42)	43.03-
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)	( 7,618.67)	21,662.42	0.00 (	84,654.42)	34.39-

## Planning & Codes Department November 2015 Monthly Report

### **Planning Commission:**

The Planning Commission made changes to the conditions for the USD 290 conditional use and made recommendation to the City Commission for approval for the new elementary school located at 1320 W. 19<sup>th</sup> Street.

### **Play Task Force:**

Play Task Force met November 4<sup>th</sup> and discussed the Teen Park and its fundraising plan and budget. They also discussed the Walton Park project that had to be cancelled. New members are being sought particularly interested in helping fundraise for the teen park.

### **Projects:**

**East 15th Street Sidewalk Project:** No update for November

### **Neighborhood Stabilization Program:**

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

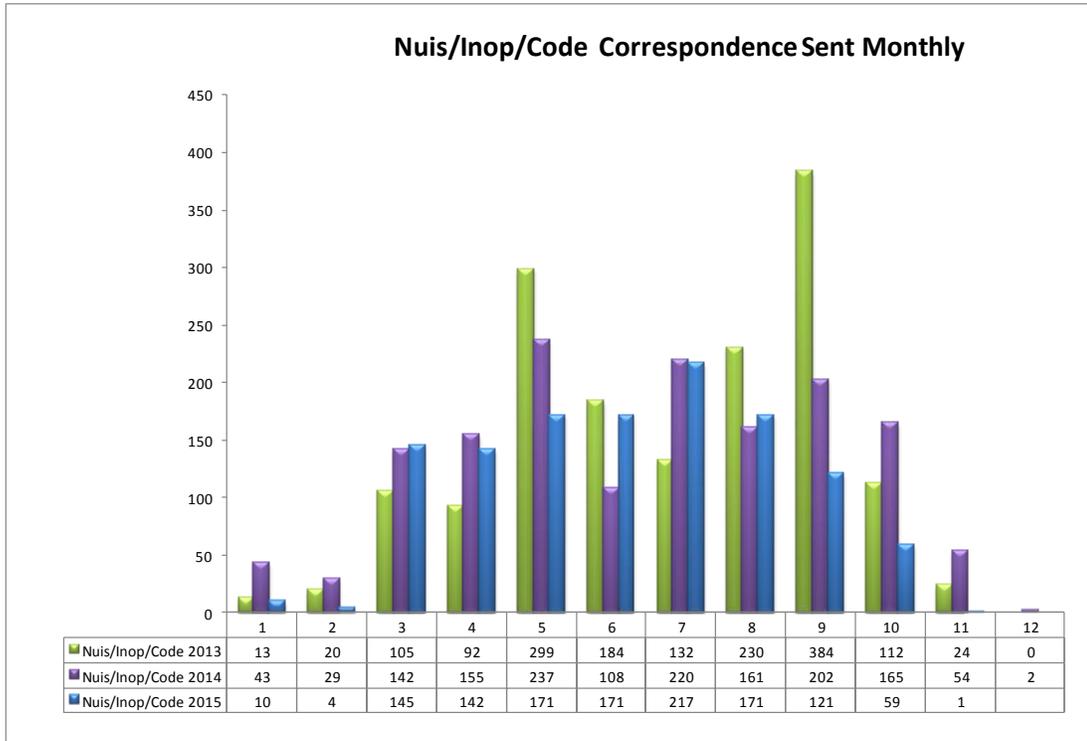
### **Condemnations:**

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

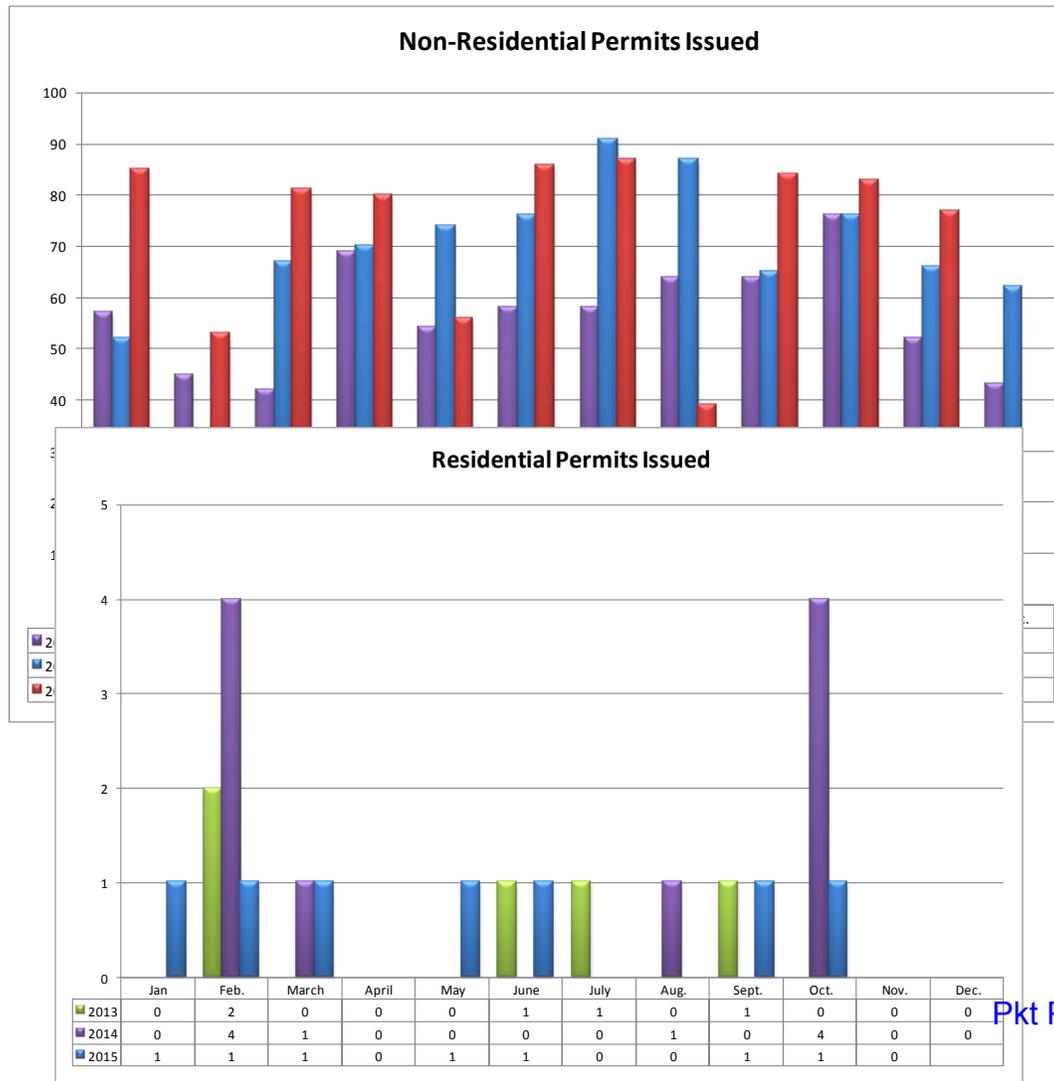
716 S. Ash had been demolished and clean up is completed.

### **Code Enforcement:**

The code enforcement officer went to the KACE (Kansas Association of Code Enforcement) Conference in Wichita.

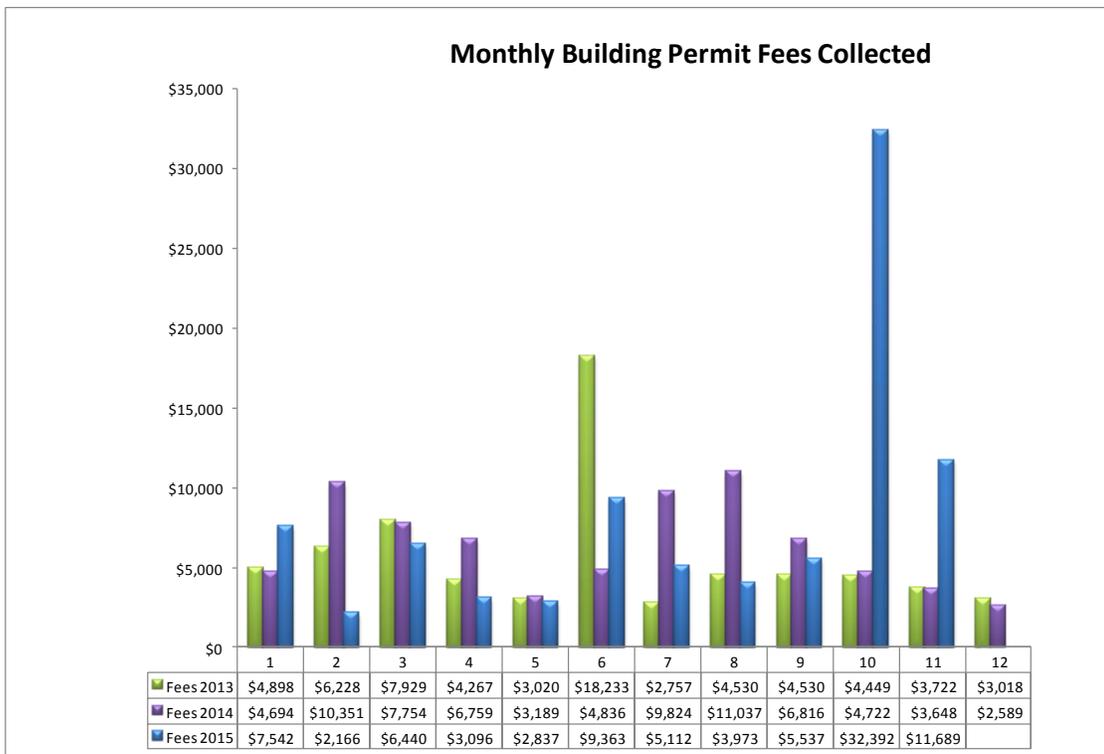


**Permits:**



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: \$ 86,135.81  
 Planning fees to date: \$ 1,975.00  
 Total received to date: \$ 88,110.81



Jeff H. Carner  
Fire Chief

## OTTAWA FIRE DEPARTMENT OTTAWA, KANSAS

### Monthly Report November, 2015

**Calls for Service:** The department responded to 138 calls for service and had no fire loss for the month.

**Inspections:** A total of 35 business and residential inspections were completed.

**Training:** Shift personnel conducted 348 hours of training with most of these hours dedicated to conducting fire inspections and vehicle extrication.

**Public Education:** During the month we provided seven public education programs.

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 {11/01/2015} And  
{11/30/2015}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
<b>1 Fire</b>				
143 Grass fire	3	2.17%	\$0	0.00%
151 Outside rubbish, trash or waste fire	1	0.72%	\$0	0.00%
	<b>4</b>	<b>2.90%</b>	<b>\$0</b>	<b>0.00%</b>
<b>3 Rescue &amp; Emergency Medical Service Incident</b>				
300 Rescue, EMS incident, other	1	0.72%	\$0	0.00%
311 Medical assist, assist EMS crew	90	65.22%	\$0	0.00%
321 EMS call, excluding vehicle accident with injury	7	5.07%	\$0	0.00%
322 Motor vehicle accident with injuries	4	2.90%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	2	1.45%	\$0	0.00%
352 Extrication of victim(s) from vehicle	2	1.45%	\$0	0.00%
353 Removal of victim(s) from stalled elevator	1	0.72%	\$0	0.00%
	<b>107</b>	<b>77.54%</b>	<b>\$0</b>	<b>0.00%</b>
<b>4 Hazardous Condition (No Fire)</b>				
444 Power line down	5	3.62%	\$0	0.00%
462 Aircraft standby	1	0.72%	\$0	0.00%
	<b>6</b>	<b>4.35%</b>	<b>\$0</b>	<b>0.00%</b>
<b>5 Service Call</b>				
520 Water problem, Other	1	0.72%	\$0	0.00%
551 Assist police or other governmental agency	2	1.45%	\$0	0.00%
	<b>3</b>	<b>2.17%</b>	<b>\$0</b>	<b>0.00%</b>
<b>6 Good Intent Call</b>				
6112 Medical Call - Dispatched & cancelled en route	1	0.72%	\$0	0.00%
622 No Incident found on arrival at dispatch address	3	2.17%	\$0	0.00%
631 Authorized controlled burning	3	2.17%	\$0	0.00%
651 Smoke scare, odor of smoke	1	0.72%	\$0	0.00%
661 EMS call, party transported by non-fire agency	4	2.90%	\$0	0.00%
	<b>12</b>	<b>8.70%</b>	<b>\$0</b>	<b>0.00%</b>
<b>7 False Alarm &amp; False Call</b>				
733 Smoke detector activation due to malfunction	3	2.17%	\$0	0.00%
736 CO detector activation due to malfunction	1	0.72%	\$0	0.00%
740 Unintentional transmission of alarm, Other	1	0.72%	\$0	0.00%

OTTAWA

Incident Type Report (Summary)

Alarm Date Between {11/01/2015} And  
{11/30/2015}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
<b>7 False Alarm &amp; False Call</b>				
745 Alarm system activation, no fire - unintentional	1	0.72%	\$0	0.00%
	6	4.35%	\$0	0.00%

Total Incident Count: 138

Total Est Loss: \$0



## City of Ottawa Human Resources Department Monthly Report - November 2015

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

- Michelle Stegman, Human Resources Director and City Staff have been waiting on one last flood insurance quote. One building is undergoing mapping with NFIP as it is adjacent to the levy (1801 W. 2<sup>nd</sup>). As of December 16, 2015 Staff still has not received that quote. City Staff has decided to move forward with a presentation and recommendation during the 1<sup>st</sup> or 2<sup>nd</sup> January City Commission Study Session Meeting. Our broker from Truss, Linda Minson will be present for questions.
- City HR Staff conducted the 2016 Open Enrollment meetings November 9th, 10th and 12<sup>th</sup>. In addition, other City Staff including Glora Mathews, Executive Assistant continued the finalization and rollout of the enhanced wellness program which has incorporated the use of Fitbits.

City of Ottawa

101 S. Hickory  
Ottawa, KS 66067

785.229.3600

[www.ottawaks.gov](http://www.ottawaks.gov)

### **Recruitment**

#### Promotions

Scott Snethen, Water Plant Mechanical Building Coordinator

#### New Hires

None

#### Departures

None

### **Risk Management/Safety/Loss Control:**

#### Training

Rick Aguilar, CUSP, PHR with Kansas Municipal Utilities conducted *Workplace Harassment Prevention (Sexual Harassment)* training sessions for all City employees November 3, 2015.

#### Safety Committee Meeting

The Safety Committee meeting was held November 2, 2015 at the Police Department. Staff discussed the following: Safety Recognition Program, 2016 training recommendations and goals/objectives.

#### Workers' Compensation Injuries/Illnesses

1. 11/2/15 – An Electric Distribution employee was bit by a dog on their left knee while checking a house meter for power. The dog was chained in the yard next door.
2. 11/18/15 - A Police Department employee sustained a strain to the left foot due to a foot pursuit of a fleeing subject.
3. 11/29/15 – Two Fire Department employees were sent to the ER for treatment as it was believed they were exposed to bacterial meningitis on a medical call. RMH determined that they had not been exposed.



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#### Tort Claims

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. EMC found City responsible. Since the claim was less than the deductible (\$226.65), the City paid the plumbing invoice. **Closed**

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

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. Payment received. **Closed**

#### Commercial Automobile

n/a

#### Inland Marine

n/a

#### 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 it is in litigation. \$3,000 deductible. **Open**

# Ottawa Information Technology (IT) Department

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**Date:** December 15, 2015

**To:** Richard Nienstedt, City Manager and City Commission

**From:** Chuck Bigham, IT Director

**Subject:** November IT Monthly Report

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## IT Trouble Tickets & Other-

44 new calls for Service logged, 6 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, Veteran's Parade, Downtown lighting ceremony, Americana and White House Chronicle.

# of different programs played- 17 (*examples- City and County meetings, Coffee, Special Call Meeting, Road To Recovery*)

## Web Site

18 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 Veteran's Day Parade.

## FaceBook-

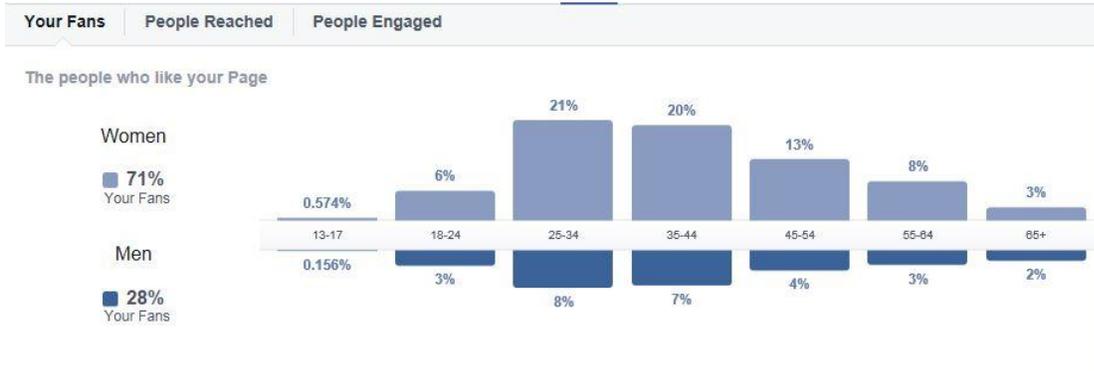
Updates Provided- Videos Posted (same as website). News Articles Linked. Promotion of upcoming events. Crime of the week added for Crime Stoppers. Updated Found Property List added. Photos and videos taken at Veteran's Day Parade. Live streaming events on U-stream include Veteran's Day Parade and Downtown Lighting.

Total Likes: 1,903      See attached graphs

## Other Activities-

Twitter account maintained currently at **449 followers**. Instagram followers are at **41**. 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 November 2015**  
**Demographics and Location of people who like the City of Ottawa Facebook page.**  
**Total Likes for November were: 1,903**



Country	Your Fans	City	Your Fans	Language	Your Fans
United States of America	1,887	Ottawa, KS	929	English (US)	1,863
India	3	Chicago, IL	90	English (UK)	37
Iraq	3	Lawrence, KS	80	Arabic	4
Ghana	2	Kansas City, MO	80	Spanish	3
Canada	2	Topeka, KS	37	Italian	1
Pakistan	2	Princeton, KS	31	Turkish	1
Turkey	2	Overland Park, KS	31	Portuguese (Brazil)	1
Japan	2	Pomona, KS	30	Japanese	1
South Africa	1	Garnett, KS	26	French (France)	1
Jordan	1	Olathe, KS	26	English (Pirate)	1
Italy	1	Wellsville, KS	20	Czech	1
Puerto Rico	1	Baldwin City, KS	16	German	1
Brazil	1	Wichita, KS	15	Traditional Chinese (Taiwan)	1





### Page and Tab Visits

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



**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 November 2015



Export this period in CSV Day Month

Datetime	Views
Nov 01	2
Nov 04	9
Nov 06	2
Nov 07	1
Nov 08	1
Nov 09	2
Nov 11	2
Nov 17	4

Nov 18	18
Nov 20	2
Nov 21	2
Nov 22	1
Nov 23	1

# *Police Department City of Ottawa, Kansas*

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## **MEMORANDUM**

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

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

- Attended the Commission on Accreditation for law Enforcement Agencies (CALEA) conference for the formal review of our application to gain international law enforcement accreditation. On November 21, The Commission voted in favor of our application and we were awarded our very first accredited status for the next four years. We are the 8<sup>th</sup> law enforcement agency in Kansas to earn this distinction
- Volunteers in Police Service (VIPS) provided 123 hours of service
- Monthly supervisors' meeting, Johnson County Chief's Meeting, various Chamber events, Rotary, and other various meetings
- Conducted firearms and use of force training
- Held annual Top STAR competition for the joint City/County tactical team. Police Lieutenant Doug Waterman placed 1<sup>st</sup>
- Police officer Tracie Weege graduated from KLETC on October but during field training realized this was not the career path she envisioned and has submitted her resignation. We have started the process to fill her upcoming vacancy. Paola Alarcon and Joe Carrier continue their training at KLETC. Tylor Wyatt and Chris Forsberg reported to KLETC on November 30 for basic training. Sarah Frazee continues field training
- Captain Weingartner is attending the FBI National Academy
- Attended Planning and Codes meetings regarding the new elementary school
- Willow and The Sexual Trauma & Abuse Care Center (formerly GaDuGi) provided roll call training
- Continued participation on KBI Work Group regarding untested Sexual Assault Kits
- Wellness Committee meetings; and
- Participated in annual Veteran's Day Parade.

I am happy to answer any questions.  
Thank you.

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

	Nov 2015		Nov 2014	
	ADULT	JUVENILE	ADULT	JUVENILE
Arson	0	0	0	0
Assault: Aggravated (Agg Battery)	2	0	1	0
Burglary	0	0	0	0
Murder	0	0	0	0
Rape	0	0	0	0
Robbery	0	0	0	0
Theft	1	3	13	0
Theft: Auto	1	0	0	0
<b>Total Part One Arrests</b>	<b>4</b>	<b>3</b>	<b>14</b>	<b>0</b>

**OTHER ARRESTS**

Assault	0	3	0	0
Assault: LEO	0	0	1	0
Battery	1	4	2	0
Battery: Domestic	7	0	6	0
Battery: LEO	0	0	2	0
Criminal Damage Property	6	2	8	0
Criminal Threats	0	0	2	0
Disorderly Conduct	4	3	1	0
Driving Under Influence	10	0	9	0
Drug Offense Arrests	7	0	10	0
Forgery	0	0	1	0
Homicide	0	0	0	0
Juvenile Offense Arrests	2	8	0	0
Kidnapping	0	0	0	0
Kidnapping: Aggravated	0	0	0	0
Liquor Related Offense Arrests	1	0	3	1
Phone Harassment	1	0	0	0
Sexual Offense Arrests	0	0	0	0
Suicide	0	0	0	0
Vehicle Related Arrests	37	0	22	1
All Other Arrests	34	3	52	1
<b>Total Part Two Arrests</b>	<b>110</b>	<b>23</b>	<b>119</b>	<b>3</b>

**TOTAL ARRESTS**

**140**

**136**

**REPORTED CRIMES  
PART ONE OFFENSES**

	Nov 2015		Nov 2014	
	REPORTED	INACTIVE	REPORTED	INACTIVE
Arson	0	0	0	0
Assault: Aggravated (Agg. Battery)	1	1	2	0
Burglary	2	1	13	4
Murder	0	0	0	0
Rape	0	0	1	1
Robbery	0	0	0	0
Theft	28	18	43	21
Theft: Auto	1	1	3	2
<b>Total Part One Crimes</b>	<b>32</b>	<b>21</b>	<b>62</b>	<b>28</b>

**OTHER CRIMES**

Assault	1	0	0	0
Assault: LEO	0	0	1	1
Battery	6	6	4	4
Battery: Domestic	8	8	9	7
Battery: LEO	0	0	2	2
Criminal Damage Property	12	9	15	10
Criminal Threats	0	0	2	2
Disorderly Conduct	6	6	1	1
Driving Under Influence	9	9	9	9
Drug Offenses	13	13	10	7
Forgery	4	4	3	2
Homicide	0	0	0	0
Juvenile Offenses	7	7	2	2
Kidnapping	0	0	0	0
Kidnapping: Aggravated	0	0	0	0
Liquor Related Offenses	1	1	3	3
Phone harassment	1	1	0	0
Sex Offenses	1	0	0	0
Suicide	1	1	1	1
Vehicle Related Offenses	41	41	41	39
All Other Offenses	51	46	56	52
<b>Total Part Two Crimes</b>	<b>162</b>	<b>152</b>	<b>159</b>	<b>142</b>

**OTHER ACTIVITIES**

<b>Calls for Service</b>	1108	1184
<b>Traffic Accidents</b>	22	19
<b>Warrants Served</b>	18	26

**TOTAL INCIDENTS / Calls for service** **1342**

**1450**

<b>ANIMAL CONTROL NOVEMBER 2015</b>			
<b>ACTIVITY</b>	<b>Nov-15</b>	<b>Nov-14</b>	<b>Yr to Date</b>
Domestic animals taken to shelter	14	14	180
Dead animals (wild) collected	9	7	57
Dead animals (domestic) collected	1	22	18
Wild animals trapped	21	19	156
Trap usage (days)	34	45	476
Dog ordinance violation citation	0	0	25
Cruelty to animal violation	0	0	2
Calls for service (non-trap)	37	49	421

**COURT FEES NOVEMBER 2015**

A	B	C	D	F	G	H	I	O	Q	S	T		
	Violation	COURT FEES Misc.	Ct. Costs [\$75.00]	STATE FEES [20.00]	CCSFF [250.00]	Ct Training [\$.50]	Fee Totals	Combined Total	2015				
										<b>MUNICIPAL COURT</b>			
Jan-14	\$19,456.93	\$1,039.57	\$6,293.26	\$1,589.41	\$92.59	\$51.74	\$9,066.57	\$28,523.50	<b>CASES FILED</b>	<b>NOV</b>			
Jan-15	\$21,807.94	\$940.06	\$6,143.71	\$1,535.93	\$1,449.07	\$51.29	\$10,120.06	\$31,928.00	Crimes against persons	4			
Feb-14	\$23,469.50	\$565.10	\$7,310.20	\$1,655.92	\$199.08	\$57.30	\$9,787.60	\$33,257.10	Crimes against property	4			
Feb-15	\$21,187.88	\$724.00	\$6,339.07	\$1,828.25	\$865.75	\$55.05	\$9,812.12	\$31,000.00	Driving Under The Influence	10			
Mar-14	\$33,998.98	\$1,853.02	\$9,025.59	\$2,363.08	\$1,800.92	\$75.41	\$15,118.02	\$47,117.00	Fleeing a Police Officer	0			
Mar-15	\$29,610.27	\$1,122.58	\$9,411.81	\$2,691.48	\$1,643.52	\$80.84	\$14,950.23	\$44,560.50	Other Crimes	9			
Apr-14	\$24,063.00	\$756.80	\$8,223.90	\$2,044.26	\$115.74	\$66.10	\$11,206.80	\$35,269.80	Reckless Driving	0			
Apr-15	\$22,621.77	\$848.00	\$5,651.38	\$1,446.97	\$662.03	\$47.85	\$8,656.23	\$31,278.00	Traffic Violations	76			
May-14	\$21,546.00	\$896.00	\$7,769.04	\$2,185.00	\$250.00	\$66.09	\$11,166.13	\$32,712.13	Tobacco Infrancions	2			
May-15	\$23,495.00	\$577.00	\$7,703.94	\$1,968.89	\$361.11	\$66.06	\$10,677.00	\$34,172.00					
Jun-14	\$19,915.00	\$1,404.15	\$5,974.50	\$1,460.00	\$0.00	\$50.50	\$8,889.15	\$28,804.15					
Jun-15	\$19,630.44	\$698.50	\$6,078.38	\$1,524.62	\$995.38	\$51.62	\$9,348.50	\$28,978.94					
Jul-14	\$20,661.00	\$640.63	\$6,564.24	\$1,438.00	\$250.00	\$52.76	\$8,945.63	\$29,606.63					
Jul-15	\$24,067.00	\$587.00	\$5,933.85	\$1,568.15	\$1,351.85	\$50.15	\$9,491.00	\$33,558.00					
Aug-14	\$16,550.00	\$1,997.60	\$4,012.17	\$899.00	\$500.00	\$33.83	\$7,442.60	\$23,992.60					
Aug-15	\$17,195.67	\$2,526.85	\$5,050.27	\$1,349.99	\$1,125.01	\$43.15	\$10,095.27	\$27,290.94					
Sep-14	\$19,561.58	\$605.00	\$6,551.38	\$1,761.33	\$291.67	\$55.62	\$9,265.00	\$28,826.58					
Sep-15	\$19,150.41	\$1,127.92	\$6,180.38	\$1,606.42	\$842.58	\$51.62	\$9,808.92	\$28,959.33					
Oct-14	\$20,922.50	\$629.10	\$6,244.02	\$1,651.59	\$1,257.41	\$52.48	\$9,834.60	\$30,757.10					
Oct-15	\$34,123.85	\$397.00	\$10,566.82	\$3,049.38	\$1,962.95	\$90.85	\$16,067.00	\$50,190.85					
Nov-14	\$16,107.50	\$904.00	\$4,615.89	1,140.00	\$600.00	\$39.11	\$7,299.00	\$23,406.50					
Nov-15	\$20,949.50	\$483.90	\$6,881.66	\$1,961.47	\$268.53	\$58.34	\$9,653.90	\$30,603.40					
NOV-14YTD	\$236,251.99	\$11,290.97	\$72,584.19	\$18,187.59	\$5,357.41	\$600.85	\$108,021.10	\$426,887.69					
NOV-15YTD	\$253,839.73	\$10,032.81	\$75,941.27	\$20,531.82	\$11,527.78	\$646.82	\$118,770.21	\$460,686.51					
~~Violation Fines-- Fine paid for violating the law. ~~Court Costs-- Costs deposited general fund of city (salaries, computers, overhead, etc.). ~~State Fees -Municipal court assessments listed and authorized by K.S.A. 12-4117 ~~Misc.-- Restitution paid to victims, Witness fees, overpayments and reinstatement fees. ~~CCSFF--Community Corrections Supervision Fee Fund-\$250 from each D.U.I. as of 7/1/12										<b>TOTAL CASES FILED</b>		<b>105</b>	
										<b>Court Revenues (fines &amp; court costs)</b>		\$27,831.16	
										Dismissals		35	
										Diversion agreements		4	
										Guilty pleas		100	
										Trials (on pleas of not guilty)		1	
										<b>TOTAL CASES CLOSED</b>		<b>140</b>	

*Police Department*  
*City of Ottawa, Kansas*  
 MEMORANDUM

**DATE:** December 9th, 2015  
**TO:** RICHARD U. NIENSTEDT, CITY MANAGER  
**FROM:** DENNIS P. BUTLER, CHIEF OF POLICE  
**SUBJECT:** November 2015 ENFORCEMENT STATISTICS

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

**The breakdown is as follows:**

013 DISOBEY TRAFFIC SIGNAL	1	192 NO OPERATOR LICENSE	2
023 LEAVING SCENE INJURY ACCIDENT	1	194 SUSPENDED OPERATORS LICENSE	11
030 DUI	9	198 ILLEGAL TAG	11
033 SPEEDING	37	200 KNOWINGLY OPER W/O INSURANCE	20
037 DRAG RACING	1	3.1 BATTERY	1
042 PASSING ON LEFT W/O CLEARANCE	2	5.6 PURCHASE OR POSSESSION OF TOBACCO PRODUC	2
047 FOLLOWING TOO CLOSE	1	5.8 PURCHASE, COMSUMPTION, OR POSSESSION OFA	1
054 UNSAFE TURNING/STOPPING ETC	5	6.1 THEFT/THEFT OF SERVICES	1
055 IMPROPER TURN SIGNAL	1	6.6 CRIMINAL DAMAGE TO PROPERTY	1
058 FAIL TO YIELD VEH TURNING LEFT	1	6.7 CRIMINAL TRESPASS	3
059 FAIL TO YIELD STOP/YIELD SIGN	15	7.2 INTERFERENCE WITH LAW ENFORCEMENT	2
061 FAIL TO YIELD EMERGENCY VEHICLE	1	9.1 DISORDERLY CONDUCT	3
074 PEDESTRIAN UNDER INFLUENCE	1	030/2 DUI - 2ND OFFENSE	1
085 PARKING/STANDING/STOPPING	1	11.11 CRUELTY TO ANIMALS	1
086 IMPROPER PARKING	1	195.1 OPER LICENSE RESTRICTIONS - HABITUAL VIO	1
089 ILLEGAL PARKING	1	3-213 KEEPING VICIOUS ANIMAL	2
093 PARKING DISABLED AND OTHER VEHICLE	1	3-302 DOG VACCINATION REQUIREMENTS	1
096 PARKING IN NO PARKING ZONE	5	3-309 DOG RUNNING AT LARGE	2
104 INATTENTIVE DRIVING	2	12-311 PARKING - TWO HOUR LIMIT	64
106 TRANSPORT OPEN CONTAINER (KSA 8-1599)	2	16-302 UNLAWFUL USE OF DRUG PARAPHERNALIA	2
165 FAILURE TO DIM LIGHTS	1	16-307 POSSESSION OF PROHIBITED SUBSTANCE-MARIJ	2
182 CHILD PASSENGER SEATS	1	16-403 DISORDERLY CONDUCT-NOISE	1

\*\* Report Total: 226 \*\*

**17 Charges were filed through County Attorney's office:**

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

# Arrests - By Violation

11\01\2015  
 thru 11\30\2015  
 Agency is: OTTAWA PD

Violation	# of Offenses
AGG BATTER LEO;BODY HARM TO OFFICER WTIH MOTOR VEHICLE	1
ANIMAL, CRUELTY TO ANIMALS, ABANDON W/O PROVISIONS FOR CARE	1
ANIMALS: KEEPING VICIOUS ANIMALS	2
ANIMALS: REGISTRATION REQUIREMENTS	1
ANIMALS: RUNNING AT LARGE	2
ANIMALS: VACCINATION REQUIREMENTS	1
ASSAULT	3
BATTERY	4
BATTERY,DOMESTIC, KNOWING RUDE PHYSICAL CONTACT W/FAMILY MEMBER	5
BATTERY,DOMESTIC,KNOWING OR RECKLESS BODILY HARM FAMILY MEMBER	3
BATTERY;PHYSICAL CONTACT IN RUDE/INSULTING MANNER	1
CINC; IS WITHOUT ADEQUATE PARENTAL CARE, CONTROL OR SUBSISTENCE	3
CINC; PHYSICAL MENTAL OR EMOTIONAL ABUSE, OR NEGLECT, OR SEXUAL ABUSE	2
CINC; RUNAWAY FROM COURT PLACEMENT	1
CINC; RUNAWAY FROM HOME	2
CRIMINAL DAMAGE TO PROPERTY, MISDEMEANOR	9
CRIMINAL RESTRAINT	3
DEPRIVATION OF PROPERTY, MOTOR VEHICLE	1
DISORDERLY CONDUCT	7
DRUGS: POSS DRUG PARAPHERNALIA (M)	2
DRUGS:DISTRIBUTE MARIJUANA 25-450 GR	1
DRUGS:DISTRIBUTE METH/CERTAIN STIMULANTS <3.5 GR	1
DRUGS:PRESCRIPTION,POSSESSION PRESCRIPTION ONLY DRUG	2
DRUGS; POSSESSION OF DEPRESSANTS	1
DRUGS; POSSESSION OF MARIJUANA/HALLUCINOGENS	1
DRUGS; POSSESSION OF METH/STIMULANTS	2
DRUGS; POSSESSION OF PARAPHERNALIA (F)	1
DRUGS; POSSESSION OF PARAPHERNALIA (M)	2
DUI: COMBINATION OF DRUGS/ALCOHOL/2ND CONV	1
DUI:DRIVING UNDER INFLUENCE	2
DUI; 1ST CONV; DRUGS OR COMBINATION OF DRUGS	1
DUI; 1ST, CONV, BLOOD OR BREATH .08 OR HIGHER	6
DUI;2ND CONV, BLOOD OR BREATH HIGHER THAN .08	2
ENDANGERING A CHILD	2
FAILURE TO APPEAR	4
FTA	3
HARASSMENT BY TELECOM DEVICE, THREATENING PHONE CALL OR FAX	1
LIQUOR;POSSESSION/CONSUMPTION MINOR	1
PEDESTRIAN UNDER THE INFLUENCE	1
PROBATION VIOLATION	1
RESISTING ARREST/OBSTRUCTION LEO	2
RESISTING ARREST/OBSTRUCTION OF LEO	3
STALKING (MISD)	1
THEFT < \$1000 OF PROPERTY OR SERVICES	4
THEFT, POSSESSION OF STOLEN PROPERTY, VALUE UNKNOWN	1
THEFT; POSSESSION OF STOLEN PROPERTY \$1000 TO 25.000	1
TRAFFIC: DRIVE WHILE HABITUAL VIOLATOR	1
TRAFFIC: DRIVING WHILE SUSPENDED OR REVOKED	9
TRAFFIC: EXPIRED TAGS	2

<b>Violation</b>	<b># of Offenses</b>
TRAFFIC: FAIL TO STOP AT INTERSECTION	1
TRAFFIC: FAIL TO YIELD AT STOP SIGN	1
TRAFFIC: FAILURE TO STOP AT ACCIDENT; INJURY OR DAMAGE OVER \$1000	1
TRAFFIC: FLEE & ELUDE COMMISSION OF FELONY	2
TRAFFIC: LEAVING THE SCENE OF ACCIDENT	1
TRAFFIC: NO PROOF OF LIABILITY INSURANCE	6
TRAFFIC: OPERATE MV WITHOUT VALID LICENSE	2
TRAFFIC: PASS ON LEFT W/O CLEARANCE	1
TRAFFIC: RACING OR DRAG RACING	2
TRAFFIC: RECKLESS DRIVING	2
TRAFFIC: SPEEDING	2
TRAFFIC: TRANSPORTING OPEN CONTAINER	1
TRAFFIC: UNLAWFUL REGISTRATION	1
TRAFFIC: UNLAWFUL USE OF TURN SIGNALS	1
TRAFFIC; IMPROPER STOP OR TURN SIGNAL	1
TRAFFIC; OPERATE VEHICLE W/O LIABILITY INSURANCE	1
TRESPASS, REMAIN IN DEFIANCE OF ORDER BY OWNER	2
TRESPASS, UNKNOWN CRICUMSTANCE	1
WARRANT ARREST	5
WARRANT ARREST FOR OTHER JURISDICTION	3
WARRANT ARREST; FOR ANOTHER JURISDICTION	3
<b>Total Violations</b>	<b>154</b>
<b>Total Arrests</b>	<b>82</b>

# Incidents - By Violation

11\01\2015  
 thru 11\30\2015  
 Agency is: OTTAWA PD

Violation	Incidents
AGG BATTERY LEO;PHYSICAL CONTACT WTO STATE/COUNTY/CITY OFFICER	1
ANIMAL, CRUELTY TO ANIMALS, ABANDON W/O PROVISIONS FOR CARE	1
ANIMALS: CRUELTY TO ANIMALS	1
ANIMALS: KEEPING VICIOUS ANIMALS	3
ANIMALS: REGISTRATION REQUIREMENTS	2
ANIMALS: RUNNING AT LARGE	2
ANIMALS: RUNNING AT LARGE PROHIBITED	1
ANIMALS: VACCINATION REQUIREMENTS	2
ASSAULT	1
BATTERY	4
BATTERY,DOMESTIC, KNOWING RUDE PHYSICAL CONTACT W/FAMILY MEMBER	6
BATTERY,DOMESTIC,KNOWING OR RECKLESS BODILY HARM FAMILY MEMBER	2
BATTERY;PHYSICAL CONTACT IN RUDE/INSULTING MANNER	2
BURGLARY; DWELLING TO COMMIT FELONY,THEFT OR SEXUALLY MOTIVATED CRIME	1
BURGLARY;NON-DWELLING FELONY	1
CINC; IS WITHOUT ADEQUATE PARENTAL CARE, CONTROL OR SUBSISTENCE	1
CINC; PHYSICAL MENTAL OR EMOTIONAL ABUSE, OR NEGLECT, OR SEXUAL ABUSE	1
CINC; RUNAWAY FROM COURT PLACEMENT	1
CINC; RUNAWAY FROM HOME	4
CRIMINAL DAMAGE TO PROPERTY, MISDEMEANOR	12
CRIMINAL RESTRAINT	2
DEPRIVATION OF PROPERTY, MOTOR VEHICLE	1
DISORDERLY CONDUCT	6
DRUGS: POSS DRUG PARAPHERNALIA (M)	2
DRUGS: POSS OPIATES/NARCOTICS	1
DRUGS:DISTRIBUTE MARIJUANA/CERTAIN HALLUCINOGENICS <3.5 GR 1000 FT SCHOOL	1
DRUGS:DISTRIBUTE METH/CERTAIN STIMULANTS <3.5 GR	1
DRUGS:PRESCRIPTION,POSSESSION PRESCRIPTION ONLY DRUG	1
DRUGS; POSSESSION OF DEPRESSANTS	1
DRUGS; POSSESSION OF MARIJUANA/HALLUCINOGENS	1
DRUGS; POSSESSION OF METH/STIMULANTS	2
DRUGS; POSSESSION OF PARAPHERNALIA (F)	1
DRUGS; POSSESSION OF PARAPHERNALIA (M)	2
DUI: COMBINATION OF DRUGS/ALCOHOL/2ND CONV	1
DUI:DRIVING UNDER INFLUENCE	2
DUI; 1ST CONV; DRUGS OR COMBINATION OF DRUGS	1
DUI; 1ST, CONV, BLOOD OR BREATH .08 OR HIGHER	4
DUI;2ND CONV, BLOOD OR BREATH HIGHER THAN .08	1
ENDANGERING A CHILD	2
FAILURE TO APPEAR	4
FINANCIAL CARD, CRIMINAL USE OF	3
FINANCIAL CARD,CRIMINAL USE W/O CONSENT OF OWNER \$ 1,000 TO \$ 25,000	1

<b>Violation</b>	<b>Incidents</b>
FTA	2
HARASSMENT BY TELECOM DEVICE, THREATENING PHONE CALL OR FAX	1
IDENTITY THEFT;DEFRAUD TO RECEIVE BENEFITS<\$100,000	1
INDECENT LIBERTIES WITH A CHILD, AGG,UNKNOWN CIRCUMSTANCE	1
ORDER PROTECTIVE CUSTODY	4
PEDESTRIAN UNDER THE INFLUENCE	1
PFA VIOLATION; VIOLATES CONDITIONS OF RELEASE	1
PROBATION VIOLATION	1
RESISTING ARREST/OBSTRUCTION LEO	2
RESISTING ARREST/OBSTRUCTION OF LEO	3
STALKING (MISD)	1
SUICIDE ATTEMPT	1
THEFT \$1000 TO \$25,000 OF PROPERTY OR SERVICES	1
THEFT < \$1000 OF PROPERTY OR SERVICES	20
THEFT BY DECEPTION, VALUE LESS THAN \$ 1,000	2
THEFT, LOST OR MISLAID PROPERTY	2
THEFT, POSSESSION OF STOLEN PROPERTY, VALUE UNKNOWN	1
THEFT; < \$1000	1
THEFT; 3 ACTIONS IN 72 HOURS < \$1000 PROPERTY OR SERVICES	1
THEFT; POSSESSION OF STOLEN PROPERTY \$1000 TO 25.000	1
TRAFFIC: DRIVE WHILE HABITUAL VIOLATOR	1
TRAFFIC: DRIVING WHILE SUSPENDED OR REVOKED	9
TRAFFIC: EXPIRED TAGS	2
TRAFFIC: FAIL TO STOP AT INTERSECTION	1
TRAFFIC: FAIL TO YIELD AT STOP SIGN	1
TRAFFIC: FAILURE OF DRIVER REPORT UNATTENDED VEHICLE/PROPERTY	1
TRAFFIC: FAILURE TO REPORT ACCIDENT	1
TRAFFIC: FAILURE TO STOP AT ACCIDENT; INJURY OR DAMAGE OVER \$1000	1
TRAFFIC: FLEE & ELUDE COMMISSION OF FELONY	2
TRAFFIC: LEAVING THE SCENE OF ACCIDENT	4
TRAFFIC: NO PROOF OF LIABILITY INSURANCE	6
TRAFFIC: OPERATE MV WITHOUT VALID LICENSE	1
TRAFFIC: PASS ON LEFT W/O CLEARANCE	1
TRAFFIC: RACING OR DRAG RACING	1
TRAFFIC: RECKLESS DRIVING	2
TRAFFIC: SPEEDING	1
TRAFFIC: TRANSPORTING OPEN CONTAINER	1
TRAFFIC: UNLAWFUL REGISTRATION	2
TRAFFIC: UNLAWFUL USE OF TURN SIGNALS	1
TRAFFIC; IMPROPER STOP OR TURN SIGNAL	1
TRAFFIC;OPERATE VEHICLE W/O LIABILITY INSURANCE	1
TRESPASS, REMAIN IN DEFIANCE OF ORDER BY OWNER	3
TRESPASS; PRIVATE PROPERTY	1
WARRANT ARREST	8
WARRANT ARREST; FOR ANOTHER JURISDICTION	2
<b>Total Violations</b>	<b>193</b>
<b>Total Incidents</b>	<b>150</b>

# Calls Report - By Call Disposition

11\01\2015  
thru 11\30\2015  
Agency is: OTTAWA PD

<b>Disposition</b>	<b># Of Calls</b>
ARREST	17
BACKUP	22
FALSE ALARM	2
GENERAL INFORMATION	2
HBO-NO REPORT	751
NO CONTACT	42
OTHER	7
RE-ASSIGNED TO NEW CALL	2
REPORT	135
UNFOUNDED	125
WARNING	3
<b>Total</b>	<b>1,108</b>

# Citations - By Violation

11\01\2015  
thru 11\30\2015  
Agency is: OTTAWA PD

Violation	Citation#
ANIMAL, CRUELTY TO ANIMALS, ABANDON W/O PROVISIONS FOR CARE	1
ANIMALS: KEEPING VICIOUS ANIMALS	2
ANIMALS: REGISTRATION REQUIREMENTS	1
ANIMALS: RUNNING AT LARGE PROHIBITED	1
ANIMALS: VACCINATION REQUIREMENTS	2
BATTERY	1
CRIMINAL DAMAGE TO PROPERTY, MISDEMEANOR	1
DISORDERLY CONDUCT	3
DOG DISTURBING THE PEACE	2
DOG LICENSE (TAGS)	1
DOGS RUNNING AT LARGE	5
DRUGS: POSS DRUG PARAPHERNALIA (M)	1
DRUGS; POSSESSION OF MARIJUANA/HALLUCINOGENS	2
DRUGS; POSSESSION OF PARAPHERNALIA (M)	1
DUI: BAC .08 OR MORE W/IN 2 HRS	1
DUI:DRIVING UNDER INFLUENCE	6
DUI; 1ST, CONV, BLOOD OR BREATH .08 OR HIGHER	1
INTERFERENCE W/EMERGENCY MEDICAL SERVICES WHILE PERFORMANCE OF DUTY	1
LIQUOR;POSSESSION/CONSUMPTIO N MINOR	1
PARKING: NO PARKING ZONES	1
PARKING; 72 HR LIMIT ON STREET	1
PARKING; INOPERABLE VEHICLES	1
PARKING; TWO HOUR PARKING VIOL	63
PEDESTRIAN UNDER THE INFLUENCE	1
RESISTING ARREST/OBSTRUCTION OF LEO	1
THEFT < \$1000 OF PROPERTY OR SERVICES	1
TOBACCO: POSSESS TOBACCO BY MINOR	1
TOBACCO:POSS BY MINOR	1
TRAFFIC: ADDITIONAL LIGHTING EQUIPMENT	1
TRAFFIC: CHILD RESTRAINT	1
TRAFFIC: DEFECTIVE TAIL LAMP	1
TRAFFIC: DISOBEY TRAFFIC SIGNAL	1
TRAFFIC: DRIVING WHILE SUSPENDED OR REVOKED	11
TRAFFIC: FAIL TO DIM HEADLIGHTS	1

<b>Violation</b>	<b>Citation#</b>
TRAFFIC: FAIL TO YIELD AT STOP SIGN	14
TRAFFIC: FAIL TO YIELD RIGHT OF WAY	1
TRAFFIC: FAIL TO YIELD TO EMERGENCY VEHICLE	1
TRAFFIC: FOLLOW VEHICLE TOO CLOSELY	1
TRAFFIC: IMPROPER PARKING	2
TRAFFIC: IMPROPER TURN OR APPROACH	1
TRAFFIC: INATTENTIVE DRIVING	2
TRAFFIC: LEAVING THE SCENE OF ACCIDENT	1
TRAFFIC: MAXIMUM SPEED LIMITS	1
TRAFFIC: NO PROOF OF LIABILITY INSURANCE	17
TRAFFIC: NON DRIVER ID; UNLAWFUL USE	1
TRAFFIC: PASS ON LEFT W/O CLEARANCE	1
TRAFFIC: RENEWAL REGISTRATION	4
TRAFFIC: SPEEDING	35
TRAFFIC: TRANSPORTING OPEN CONTAINER	1
TRAFFIC: UNLAWFUL REGISTRATION	6
TRAFFIC: UNLAWFUL USE OF TURN SIGNALS	2
TRAFFIC: PARKING PROHIBITED	3
TRAFFIC; DRIVING WHILE HAB VIOLATOR	1
TRAFFIC; IMPROPER STOP OR TURN SIGNAL	4
TRESPASS, DEFIANCE OF RESTRAINING ORDER	1
TRESPASS; PRIVATE PROPERTY	3
WARRANT ARREST	1
<b>Total Violations</b>	<b>225</b>
<b>Total Citations</b>	<b>183</b>

CITY OF OTTAWA, KANSAS  
PUBLIC WORKS DEPARTMENT  
MEMORANDUM

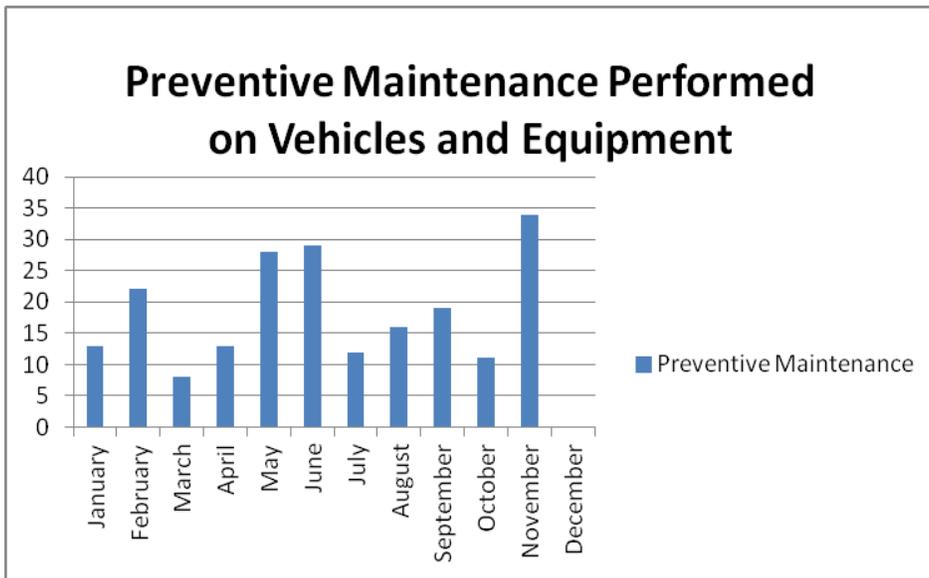
TO: City Commission  
FROM: Michael Haeffele - Director of Public Works  
COPY TO: Justin McCurdy, Chris Raby, DJ Welsh, Debbie Badders, Lisa Borjas, Glora Mathews, Richard Nienstedt  
SUBJECT: November 2015 Monthly Activity Report/Public Works Projects Update  
DATE: December 2, 2015

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.

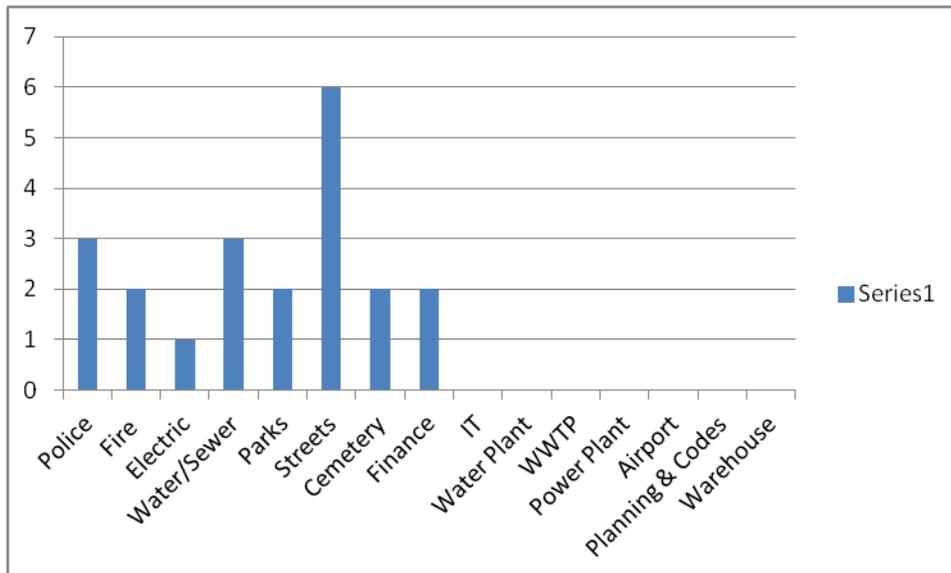
**Streets:** This month the Street Division replaced approximately 300 feet of curbs and gutters in the 400 block of W. 9<sup>th</sup> Street and repaired a section of curb in the 900 block of Hemlock. As a part of levee maintenance they painted most of the levee structures with the exception of the gate out behind the ball fields and half of the gate on the north side of the river at the rail trail bridge. To improve some drainage issues, they cleaned the ditches at 602 N Sycamore, alley ditches in the 1000 block between South Main and South Walnut, and milled some asphalt on Princeton at the Ottawa Mini Mart. In preparation of winter snow storms, snow fences were put up at various locations. Time was spent picking up brush and tree limbs that fell during the windstorm on November 11<sup>th</sup>. In order to help facilitate some Geo-Tech work at Rock Creek Development, a crew went out and cleared trees so that drilling equipment could be brought in.

**Parks:** With the windstorm on November 11<sup>th</sup>, Parks Crews spent a lot of time trimming trees and picking up brush in the parks. Along with the storm, they have also spent a lot of time trimming trees in the parks and along the Prairie Spirit Rail Trail. After the tree trimming was completed, they started focusing on removing dead trees in Forest Park. In celebration of Veteran's Day, they put the flags up throughout the downtown. All of the bathrooms in the parks and the swimming pool have been closed and prepared for winter.

**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.

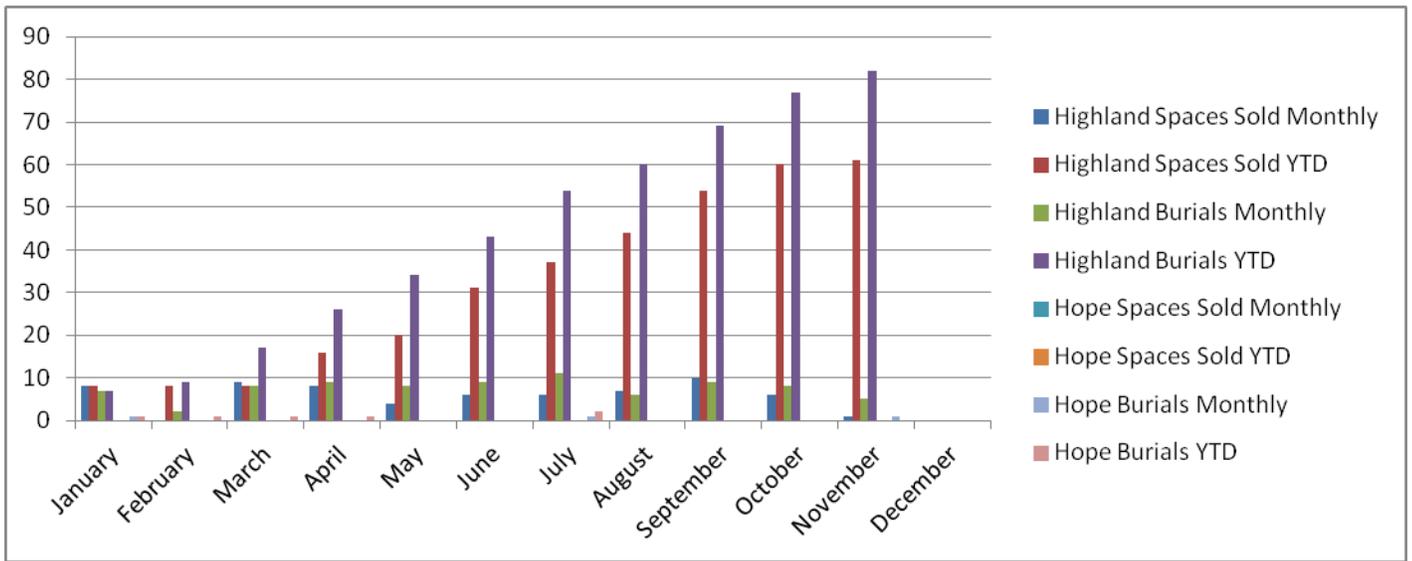


This chart shows the amount of repairs performed by the Fleet Maintenance Department, separated by department. These repairs vary from brake replacements to electrical problems.

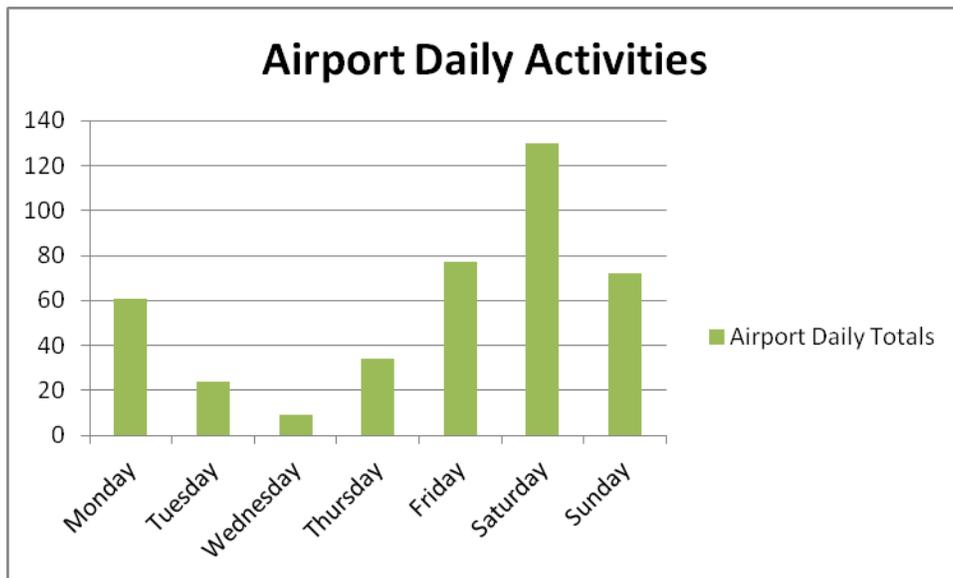


During the month of November, two (2) vehicles were sent to an outside vendor for repairs. Truck #12 in the electric distribution division had a plugged exhaust and we do not have the tooling to make that type of repair. The other one sent out was a Case backhoe that needed to have codes cleared. Case has not yet made their electronic diagnosing program available to the public yet, but due to new laws, it will be available in the near future.

**Cemeteries:** Following are excerpts from the monthly Sextons' Reports: November 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 November 2015 amounted to 355 gallons (CY 2015 to date = 7,326 gal) and 0 gallons of Jet-A fuel (CY 2015 to date = 1,580 gal) were sold during the month of November. The “Courtesy Car” was used 1 time this month.

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

**KMEA POWER SUPPLY COMMITTEE**

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 December.

**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.

Final paperwork submitted to KDHE waiting for approval to move forward with RFP process.

**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.

This month we have been working on getting the Christmas trees up along with changing out a lot of the bulbs downtown. We have started to work on getting fiber in to south part of town. We also have been replacing street lights on second St. and Beech St. for L.E.D lighting project.

**Miscellaneous**

- A) Solar project moving forward with contract signing and preliminary design
- B) Contracted with Elster to develop test group of Smart Meters and are hoping to deploy by March 1<sup>st</sup>
- C) Winter is coming quickly, crews have begun seasonal maintenance projects

## WASTEWATER TREATMENT PLANT REPORT

Nov-15

	2015		2014	
	This Month	Year To Date	Same Month	Year To Date
<b>TOTAL FLOW, MG</b>	17.7	200.95	9.75	129.24
<b>PEAK DEMAND DAY, MG</b>	1.89	5.202	0.569	3.006
<b>AVERAGE DAILY FLOW, MGD</b>	0.59	0.605	0.228	0.389

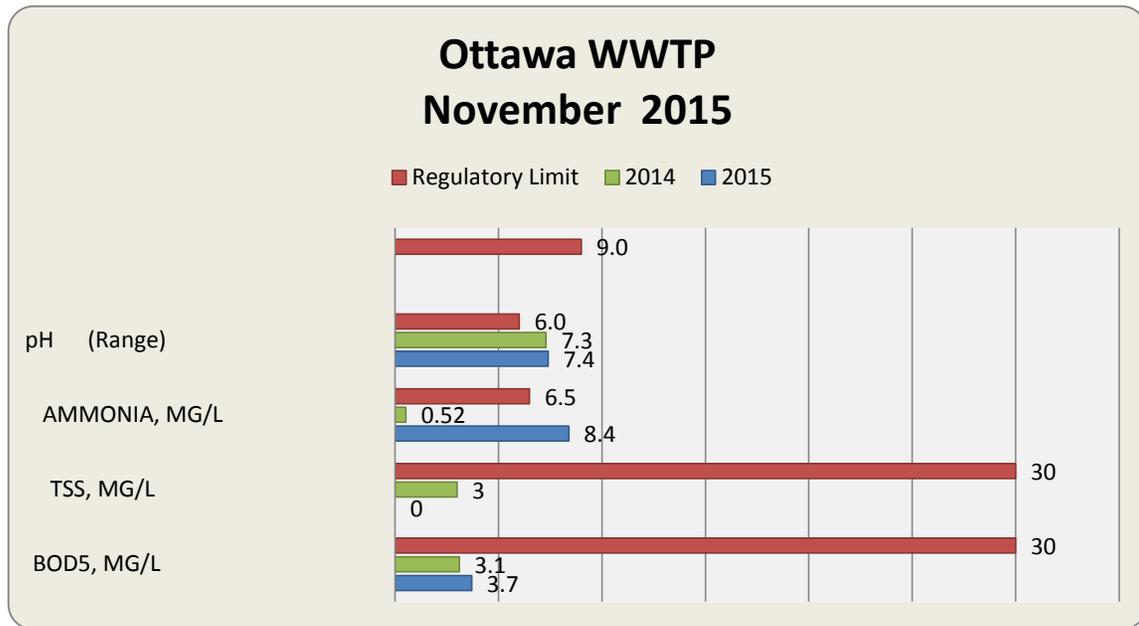
### AVERAGE PLANT INFLUENT

BOD5, MG/L	274	295
TSS, MG/L	276	351
TKN MG/L	51.6	31.5
pH, SU	7.4	7.3

### Regulatory Limit

### AVERAGE PLANT EFFLUENT

BOD5, MG/L	3.7	30	MG/L	3.1
TSS, MG/L	ND	30	MG/L	3
AMMONIA, MG/L	8.4	6.5	MG/L	0.52
pH (Range)	7.4	6.0	9.0	7.3
PERCENT REDUCTION BOD5	99%	85%		99%
PERCENT REDUCTION TSS	99%	85%		98%
TOTAL PHOSPHOROUS	1.9	1.5 yr/ave	MG/L	1.3



## October 2015 Report

This month we have been working on getting the Christmas trees up along with changing out a lot of the bulbs downtown. We have started to work on getting fiber in to south part of town. We also have been replacing street lights on second St. and Beech St. for L.E.D lighting project.

Steve Greiner

START: END:

#	NAME(S):	DATE	HOURS ACCRUED	TIME IN	TIME OUT
1	Pat McComb	11/1/2015	1.5	330pm	500pm
2	Pat McComb & john shephard	11/7/2015	2	830am	1030am
3	Pat mccomb& john shephard	11/8/2015	2	10am	12am
4	ed thompson & John shephard	11/10/2015	2	430pm	630pm
5	pat & john	11/11/2015	2	11am	1pm
6	pat, john, bill & ed	11/11/2015	6.5	130pm	8pm
7	bill ,andrew, pat& john	11/14/2015	4	2pm	6pm
8	bill & andrew	11/15/2015	2	1pm	3pm
9	bill &andrew	11/17/2015	2	2am	4am
10	Ed, john &pat	11/19/2015	0.5	12pm	1230pm
11	bill& mike	11/21/2015	2	8am	1030am
12	bill and mike	11/21/2015	4	330pm	730pm
13	bill and mike	11/22/2015	2	10am	12pm
14	mike,bryan,bill &john	11/27/2015	3	10am	1pm
15	andrew&bryan	11/28/2015	4	630am	1030am
16	andrew&bryan	11/28/2015	2.5	11am	130pm
17	andrew&bryan	11/28/2015	2	5pm	7pm
18	andrew and bryan	11/29/2015	4	10am	2pm
19					
20					
21					
22					
23					
24					
25					

REASON FOR OVERTIME:

1	At hospital for dog bite
2	2 blown fuses at CO Op
3	squirrel at sienna south
4	pole hit at 15th and main
5	cable line blowing in wind
6	primary down due to wind storm
7	Pole hit at milner and enterprise. Primary down
8	814 n.main.Tree limb on primary and neutral
9	blown fuses at 624 s. cedar[lightning]
10	blown fuse[ 400 thru 800 block n.sycamore.[squirrel]
11	burned up pot leg[710 to714 w. 7th st.
12	car hit pole and emergency locate
13	blown transformer fuse[1620 s cedar
14	worked on 23rd st.traffic lights
15	adjust Christmas lights
16	tree on service line
17	turn on Christmas lights
18	adjust timers on Christmas lights

	2015			2014		
	High	Low		High	Low	
11/1/2015	73	40	11/1/2014	52	24	38
11/2/2015	71	45	11/2/2014	60	43	51.5
11/3/2015	67	50	11/3/2014	64	50	57
11/4/2015	67	58	11/4/2014	52	44	48
11/5/2015	71	50	11/5/2014	65	38	51.5
11/6/2015	62	42	11/6/2014	52	35	43.5
11/7/2015	59	38	11/7/2014	62	33	47.5
11/8/2015	59	34	11/8/2014	56	36	46
11/9/2015	67	34	11/9/2014	62	35	48.5
11/10/2015	69	42	11/10/2014	69	34	51.5
11/11/2015	73	44	11/11/2014	35	25	30
11/12/2015	60	41	11/12/2014	28	20	24
11/13/2015	61	34	11/13/2014	30	16	23
11/14/2015	66	42	11/14/2014	35	16	25.5
11/15/2015	59	47	11/15/2014	34	25	29.5
11/16/2015	60	48	11/16/2014	32	20	26
11/17/2015	60	50	11/17/2014	26	16	21
11/18/2015	53	46	11/18/2014	39	13	26
11/19/2015	50	35	11/19/2014	43	24	33.5
11/20/2015	55	32	11/20/2014	41	19	30
11/21/2015	40	28	11/21/2014	51	25	38
11/22/2015	50	29	11/22/2014	59	51	55
11/23/2015	61	32	11/23/2014	57	42	49.5
11/24/2015	60	41	11/24/2014	43	32	37.5
11/25/2015	60	53	11/25/2014	44	25	34.5
11/26/2015	60	34	11/26/2014	44	29	36.5
11/27/2015	34	29	11/27/2014	39	24	31.5
11/28/2015	33	30	11/28/2014	58	32	45
11/29/2015	37	33	11/29/2014	66	48	57
11/30/2015	42	34	11/30/2014	54	22	38
<b>Average</b>	<b>57.96667</b>	<b>39.83333</b>	<b>Average</b>	<b>48.4</b>	<b>29.86667</b>	



**NOVEMBER 2015**  
**MONTHLY WATER TREATMENT REPORT**

Date	Raw Water	Tap Water	Hours Ran	Lime	Alum	Chlorine	Fluoride	Carbon	Ammonia	Copper Sul.	Polymer
1	1,625,000	1,486,000	13.5	486	0	74	36	0	14	0	221.4
2	1,464,000	1,237,000	12.0	432	0	66	32	0	12	0	196.8
3	1,548,000	1,474,000	12.5	450	0	68	34	44	13	0	205
4	1,494,000	1,274,000	12.3	443	0	67	33	0	12	0	201.7
5	1,286,000	1,242,000	11.2	403	0	60	30	0	11	0	183.6
6	1,543,000	1,292,000	11.9	428	0	64	32	44	12	0	195.1
7	1,323,000	1,243,000	11.0	396	0	60	30	0	11	0	180.4
8	1,449,000	1,283,000	11.8	425	0	64	32	44	12	0	169.9
9	1,584,000	1,479,000	12.9	464	0	70	35	0	13	0	185.7
10	1,450,000	1,290,000	11.5	414	0	62	31	0	12	100	165.6
11	1,295,000	1,302,000	10.5	378	0	57	28	0	11	0	151.2
12	1,481,000	1,321,000	11.7	421	0	63	32	0	12	0	168.4
13	1,706,000	1,462,000	14.0	504	0	76	38	0	14	0	201.6
14	1,253,000	1,172,000	10.3	371	0	56	28	0	10	0	148
15	1,513,000	1,358,000	12.4	446	0	67	33	0	12	0	178.5
16	1,249,000	1,233,000	10.5	378	0	57	28	0	11	0	151.2
17	1,546,000	1,404,000	13.0	468	0	70	35	0	13	0	187.2
18	1,502,000	1,385,000	12.3	443	0	67	33	0	12	0	177.1
19	1,323,000	1,241,000	11.2	403	0	61	30	0	11	0	161.2
20	1,415,000	1,290,000	11.0	396	0	60	30	44	11	0	158.4
21	1,426,000	1,247,000	11.7	421	0	63	32	0	12	0	168.4
22	1,470,000	1,403,000	11.7	421	0	64	32	0	12	0	168.4
23	1,402,000	1,369,000	11.3	407	0	60	31	0	11	0	162.7
24	1,556,000	1,539,000	13.2	475	0	70	36	0	13	0	190
25	1,303,000	1,256,000	11.1	400	0	59	30	0	11	0	159.8
26	1,259,000	1,113,000	10.3	371	0	55	28	0	10	0	148.3
27	1,307,000	1,309,000	11.1	400	0	59	30	0	11	0	159.8
28	1,270,000	1,187,000	11.1	400	0	59	30	0	11	0	159.8
29	1,436,000	1,424,000	11.8	425	0	63	32	0	12	0	169.9
30	1,473,000	1,234,000	12.1	436	0	65	33	0	12	0	174.2

**MONTHLY TOTALS**

Raw Water	Tap Water	Hours Ran	Lime	Alum	Chlorine	Fluoride	Carbon	Ammonia	Copper Sul.	Polymer
42,951,000	39,549,000	352.9	12,705	0	1,906	954	176	354	100	5,249
Gallons	Gallons	Hours	Pounds	Pounds	Pounds	Pounds	Pounds	Pounds	Pounds	Pounds

**DAILY AVERAGE**

1,431,700	1,318,300	11.8	424	0	64	32	6	12	3	175
Gallons	Gallons	Hours	Pounds							

**YEAR to DATE TOTALS**

545,268,000	469,306,000	4,280.5	143,663	0	28,997	11,564	3,091	3,745	800	69,749
Gallons	Gallons	Hours	Pounds	Pounds	Pounds	Pounds	Pounds	Pounds	Pounds	Pounds

## NOVEMBER WEATHER 2015

DATE	HIGH	LOW	7 A.M.	RAIN	SNOW	REMARKS
1	58	36	36	0.02		
2	76	36	43			
3	76	43	52	0.02		
4	69	52	59			
5	66	56	61			
6	73	36	37	0.09		
7	63	36	38			
8	60	30	30			
9	60	28	28			
10	63	28	42			
11	71	42	64			
12	75	40	41			
13	61	29	29			
14	64	29	39			
15	69	38	51			
16	59	47	47	0.18		
17	61	47	57	0.71		
18	60	43	44	0.17		
19	54	36	36			
20	51	28	41			
21	57	33	33	0.03		
22	39	24	27			
23	51	27	28			
24	64	28	40			
25	64	28	54			
26	61	53	61	0.01		
27	62	30	30	2.25		
28	30	28	30	0.27		
29	32	30	32	0.13		
30	36	30	36	0.80		

<b>Nov. 14</b>	Average Temps.		Total Inches of	
	HIGH	LOW	RAIN	SNOW
	60	36	4.68	0.00
<b>Year to Date</b>				
	Average Temps.		Total Inches of	
	HIGH	LOW	RAIN	SNOW
	<b>69</b>	<b>46</b>	<b>40.88</b>	<b>4.75</b>
Historical November Average				
Precipitation			<b>2.23</b>	
Historical year to Date Average				
Precipitation			<b>37.00</b>	

RAIN & TEMPERATURES  
Recorded at 7 AM

OBSERVER  
*Keith MacAdoo*

# WATER PRODUCTION

NOVEMBER 2015

PUMP HOURS							
	#1 HIGH SERVICE	#2 HIGH SERVICE	#3 HIGH SERVICE	#4 HIGH SERVICE	#1 K68 BOOST	#2 K68 BOOST	#3 K68 BOOST
PRESENT	21113.9	21221.2	21429.4	21459.1	32527.8	49479.6	51277.7
PREVIOUS	21020.7	21083.3	21305.4	21370.3	32527.7	49479.6	51277.6
HOURS ON	93.2	137.9	124.0	88.8	0.1	0.0	0.1

	#1 RIVER	#2 RIVER	#3 RIVER	#4 RIVER	# 1 SLUDGE	# 2 SLUDGE	BW Pump
PRESENT	20361.5	20333.5	20342.0	20352.6	52706.3	52714.2	569.8
PREVIOUS	20279.8	20238.4	20270.4	20263.8	52419.3	52428.8	567.1
HOURS ON	81.7	95.1	71.6	88.8	287.0	285.4	2.7

	#1 LOW LIFT	#2 LOW LIFT	#3 LOW LIFT	#4 LOW LIFT	#1 N.E BOOST	#2 N.E BOOST	#3 N.E. BOOST
PRESENT	10892.4	10893.8	10894.9	10884.8	741.5	698.1	749.6
PREVIOUS	10797.2	10803.7	10808.4	10803.1	728.6	688.0	742.0
HOURS ON	95.2	90.1	86.5	81.7	12.9	10.1	7.6

GALLONS PUMPED					
	K-68 BOOSTER	SLUDGE	RAW WATER	H.S. WATER	N.E. BOOSTER
	x 1,000	x100	x 1,000	x 1,000	x 1,000
PRESENT	31099.6	7253299	545268	469306	139088
PREVIOUS	31098.2	7227682	502317	429757	137241.0
DIFFERENCE	1.4	25617	42951	39549	1847
GALLONS	1,400	2,561,700	42,951,000	39,549,000	1,847,000

POUNDS OF CHEMICALS USED		
	THIS MONTH	THIS YEAR
CHLORINE	1,906	28,997
LIME	12,705	143,663
ALUM	0	0
AMMONIA	354	3,745
CARBON	176	3,091
FLUORIDE	954	11,564
POLYMER	5,249	69,749
CUSO4	100	800

TOTAL KWH	ELECTRIC METER READINGS							
	Plant M.	River M.	Low Lift M.	Sludge M.	Clearwell M.	Shop	K-68 Booster	N.E. Booster
73616	X120	X 40	X 40	X 0	X 40	X0	X0	X0
Present	71486	25423	66164	93438	5775	92253	76686	1918
Previous	71302	25250	65997	92077	4933	90591	76515	856
Difference	184	173	167	1361	842	1662	171	1062
KWH	22080	6920	6680	1361	33680	1662	171	1062
Demand	0.56	0.8	0.607	5.8	4.19		0.23	22.766
KW Dem.	67.2	32	24.28	5.8	167.6	0	0.23	22.766

# WATER TREATMENT PLANT PRODUCTION REPORT

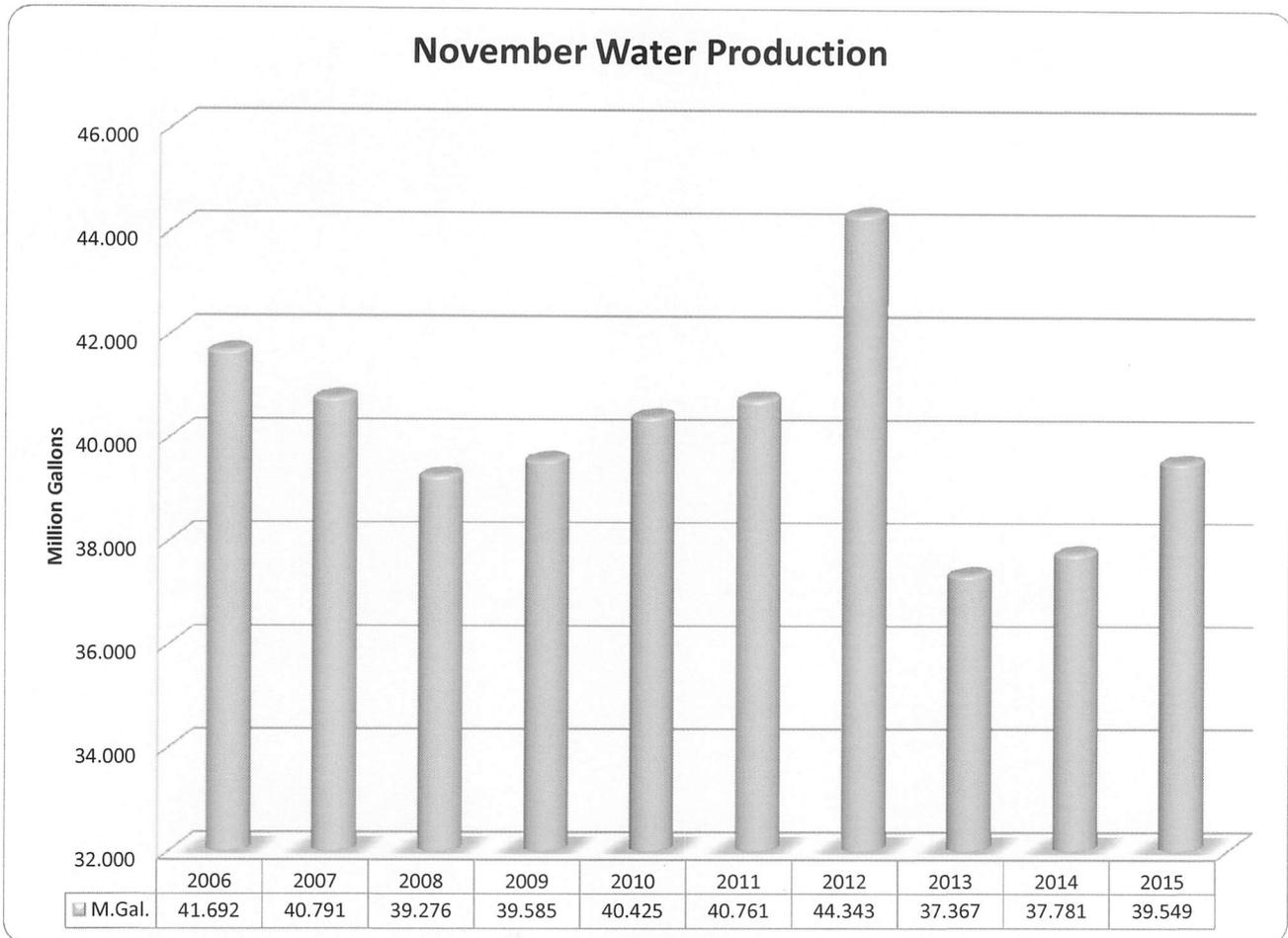
## November-2015

### Gallons of Water Produced

	2015		2014		Year to Date Percentage of Increase / Decrease
	This Month	Year to Date	This Month	Year to Date	
Monthly Plant Influent	42,951,000	545,268,000	42,539,000	569,684,000	-4%
Monthly Plant Effluent	39,549,000	469,306,000	37,781,000	502,079,000	-7%
Sludge Water Reused	2,561,700	29,288,600	2,234,900	27,973,900	4%
Average Daily Influent	1,431,700	1,632,539	1,417,967	1,705,641	-4%
Average Daily Effluent	1,318,300	1,405,108	1,259,367	1,503,231	-7%

### Weather Information

Total Precipitation	4.68	40.88	0.44	30.08	26%
Average High Temperature	60	69	48	67	3%
Average Low Temperature	36	46	25	42	9%



OTTAWA LIBRARY						
General Fund						
Receipts & Expenditures						
11/30/2015						
Budget Code	Budget Amount	Current Month	Yr to Date Actual	Encumb. paid in	YTD % of Budget 11/12=91.67%	Budget Balance
	<b>Beginning Cash Balance</b>	<b>27,601.00</b>	<b>235,774.74</b>	<b>27,601.38</b>		
	<b>Receipts:</b>					
301.00	City Appropriations	818,858.00	0.00	811,251.17	99.07%	-7,606.83
303.00	Interest	400.00	19.26	251.48	62.87%	-148.52
304.00	State Aid	4,513.00	0.00	4,160.40	92.19%	-352.60
305.00	NEKLS Grants	27,815.00	6,953.75	27,815.00	100.00%	0.00
306.00	Fines and Fees	14,000.00	1,518.52	14,624.97	104.46%	624.97
307.00	Copiers & Computers Income	7,000.00	446.52	6,913.59	98.77%	-86.41
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	1,466.27	1,466.27	127.28%	314.27
333.00	Transfers In (Capital, FOL, & Endowment)	0.00	0.00	0.00	0.00%	0.00
334.00	Donations	0.00	15.00	25.00	0.00%	25.00
341.00	Grant/Fundraising	500.00	0.00	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	0.00	2,862.42	0.00%	2,862.42
351.00	Community Reads	0.00	0.00	1,689.50	0.00%	1,689.50
	<b>Total Income</b>	<b>910,439.00</b>	<b>10,419.32</b>	<b>882,761.42</b>	<b>96.96%</b>	<b>-27,677.58</b>
	<b>Beginning Balances Restricted Funds:</b>					
	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				
	<b>EXPENDITURES:</b>					
	<b>Salaries, etc.</b>					
401.00	Staff Salaries	519,329.00	36,477.83	427,078.78	82.24%	92,250.22
402.00	Social Security	39,730.00	2,469.44	29,567.97	74.42%	10,162.03
403.00	KPERS	42,381.00	2,958.19	35,994.82	84.93%	6,386.18
404.00	Employee Insurance	57,229.00	3,964.82	44,563.23	77.87%	12,665.77
405.00	Unemployment	519.00	36.23	416.02	80.16%	102.98
407.00	Workers Comp Ins	3,300.00	0.00	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
	<b>Subtotal Salaries,etc.</b>	<b>664,488.00</b>	<b>45,906.51</b>	<b>542,881.82</b>	<b>81.70%</b>	<b>121,606.18</b>
	<b>Materials and Programs</b>					
501.00	Juvenile Books	25,000.00	3,465.84	20,267.26	81.07%	4,732.74
502.00	Adult Books	51,560.00	4,313.21	42,449.96	82.33%	9,110.04
503.00	Periodicals	6,600.00	0.00	5,335.09	80.83%	1,264.91
506.00	A.V. Materials	18,840.00	999.61	15,272.87	81.07%	3,567.13
507.00	Programs	3,000.00	280.13	2,196.78	73.23%	803.22
513.00	Gift	0.00	0.00	400.60	0.00%	-400.60
518.00	Electronic Access Expenditures	1,200.00	28.69	1,850.24	154.19%	-650.24
520.00	A.V. Materials-Children	6,000.00	828.28	3,499.57	58.33%	2,500.43
533.00	Transfers Out	0.00	0.00	0.00	0.00%	0.00
541.00	Grant Expenditures	950.00	0.00	843.03	0.00%	106.97
544.00	6X6 Early Lit Grt Exp-materials	0.00	438.19	656.35	0.00%	-656.35
546.00	Wish List Fund Expenses	0.00	107.96	762.24	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	-55.79	1,441.21	0.00%	0.00
	<b>Subtotal Materials and Programs</b>	<b>113,150.00</b>	<b>10,406.12</b>	<b>102,118.62</b>	<b>90.25%</b>	<b>11,031.38</b>



Ottawa Recreation Commission  
Minutes of the Regular Meeting  
Wednesday, November 11, 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, Brandy Shoemaker and Glenda Guge. Guests: Clint Dick.

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 November 11, 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. Veterans clothing donations are going well. They will be delivered to the VA this month. We are no longer apart of the RV raffle. We may receive a donation if they so choose.

Recreation Manager Report –Brandy Shoemaker provided her report.

Facility Manager Report – Josh Blanco provided his report. Staff are staying busy. Josh and Lanny helped to seed and spray Forest Park. There was damage to the soccer golf and Kanza Park. All soccer golf cups and flags have been removed.

Office Manager Report – Glenda Guge shared that she is beginning to work on the audit.

## VIII. Action Items

### A. Old Business –

1. Fees for Franklin County Employees - Tommy visited with staff at Franklin County HR office. Discussion held on pricing options for County participation. ORC staff recommends to not participate.

Commissioner Tharp moves to not accept the pricing offer for Franklin County Employees to utilize the Goppert Building. Commissioner Anderson seconds the motion. All in favor 5-0.

2. Competitive Soccer – Staff contacted Lawrence and Kaw Valley regarding competitive soccer. Blue Valley didn't return calls. Discussion held. Table till December.

### B. New Business –

1. Storage Shed/ Shelter at Forest Park - Staff would like to increase storage space at Orli Cox. Staff recommends to enclose the shelter immediately next to the OC shop just inside the drive. Board was asked if they preferred it to stay a shelter or storage shed. Discussion held. Staff will bring recommendations regarding shelter usage during the summer.
2. Bus – To help with transportation needs with Entertainment U, staff are looking into purchasing a small 10-15 passenger bus/van. Several leads have not panned out. Staff shared a local vehicle that may be an option. Discussion held. If another vehicle is purchased in the future the bylaws would need to be updated.

Commissioner Wilson moves to change the current bylaws from 5 vehicles to 7 vehicles. Commissioner Finch seconds the motion. All in favor 5-0.

Staff will continue to pursue vehicle options.

### C. Executive Session –

Chairperson Burgoon moved to enter Executive Session to discuss non elected personnel for a time frame no longer than 15 minutes. Commissioner Finch seconds the motion. To include Board and Tommy. All in favor 5-0. In at 7 pm. Out at 7:15 pm.

Chairperson Burgoon called the meeting back to order. Commissioner Wilson seconded the motion. All in favor 5-0.

Chairperson Burgoon moved to go back into Executive Session to discuss non elected personnel for a time frame no longer than 10 minutes. Commissioner Finch seconds the motion. To include Board and Tommy. All in favor 5-0. In at 7:15 pm out at 7:25 pm.

Chairperson Burgoon called the meeting back to order. Commissioner Finch seconds the motion. All in favor 5-0.

Commissioner Tharp moves to increase the Director's, Tommy Sink, salary 2 steps retroactive to July 1, 2015. Commissioner Finch seconds the motion. All in favor 5-0.

IX Adjourn

Commissioner Wilson moved to adjourn the regular meeting. Commissioner Finch seconded the motion. 5-0 in favor. Adjourned at 7:30 pm.

**Action Items**

**Board photos, December 9, 2015, 5:45 pm** at the Goppert Building in the meeting room. Please wear your blue polo shirts.

**Regular Meeting, December 9, 2015, 6 pm** at the Goppert Building in the meeting room.

Current Budget

	<u>Jul - Nov 15</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Income</b>			
100 - Ad Valorem	24,088.74	533,939.00	4.51%
<b>1000 - Teens/Youth Programs</b>			
1001 - Afternoon Playground	1,835.28		
1009 - United Way	2,000.00		
1017 - Entertainment U	2,753.00		
1000 - Teens/Youth Programs - Other	0.00	7,500.00	0.0%
<b>Total 1000 - Teens/Youth Programs</b>	<u>6,588.28</u>	<u>7,500.00</u>	<u>87.84%</u>
<b>1050 - Special Events</b>			
1051 - Pooch Plunge	0.00		
1059 - Basic Pottery	651.00		
1050 - Special Events - Other	0.00	2,000.00	0.0%
<b>Total 1050 - Special Events</b>	<u>651.00</u>	<u>2,000.00</u>	<u>32.55%</u>
1100 - Tournaments	0.00	1,000.00	0.0%
<b>1200 - Adult Programs</b>			
1201 - Softball	2,600.00		
1202 - Volleyball	5,776.63		
1200 - Adult Programs - Other	0.00	22,500.00	0.0%
<b>Total 1200 - Adult Programs</b>	<u>8,376.63</u>	<u>22,500.00</u>	<u>37.23%</u>
<b>1250 - Pre-K Programs</b>			
1256 - Little Kickers	693.86		
1260 - Micro Soccer	512.82		
1250 - Pre-K Programs - Other	0.00	5,500.00	0.0%
<b>Total 1250 - Pre-K Programs</b>	<u>1,206.68</u>	<u>5,500.00</u>	<u>21.94%</u>
<b>1300 - Youth Programs</b>			
1306 - Softball	55.00		
1307 - Volleyball	556.49		
1308 - Flag Football	2,005.92		
1309 - Basketball	8,804.99		
1310 - Soccer	8,494.34		
1311 - Tennis	-520.00		
1324 - Picture Rebate	994.90		
1300 - Youth Programs - Other	0.00	58,000.00	0.0%
<b>Total 1300 - Youth Programs</b>	<u>20,391.64</u>	<u>58,000.00</u>	<u>35.16%</u>
<b>1400 - Miscellaneous Income</b>			
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 - Nov 15</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Total 1400 - Miscellaneous Income</b>	4,298.74	2,500.00	171.95%
<b>1600 - Adlt/Yth Fitness/Sr Prog</b>			
1601 - Zumba	554.82		
1602 - Yoga	1,529.24		
1603 - Martial Arts	1,857.28		
1607 - Guitar Class	191.00		
1613 - Pickleball	289.00		
1614 - PATH donation	1,000.80		
1600 - Adlt/Yth Fitness/Sr Prog - Other	0.00	8,250.00	0.0%
<b>Total 1600 - Adlt/Yth Fitness/Sr Prog</b>	5,422.14	8,250.00	65.72%
<b>1800 - Outdoor &amp; Nature</b>			
1802 - Hunting School	59.12		
1800 - Outdoor & Nature - Other	0.00	500.00	0.0%
<b>Total 1800 - Outdoor &amp; Nature</b>	59.12	500.00	11.82%
<b>200 - Motor Vehicle</b>	25,411.83	55,305.00	45.95%
<b>300 - Delinquent Tax</b>	6,273.39	13,363.00	46.95%
<b>3100 - Employee Benefits Fund</b>			
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%
<b>Total 3100 - Employee Benefits Fund</b>	10,978.17	120,608.00	9.1%
<b>500 - Interest on Idle Funds</b>	17.16	60.00	28.6%
<b>600 - Facility Rentals</b>			
601 - DWCC	435.00		
603 - Orlis Cox	1,655.00		
604 - Goppert	2,095.00		
605 - Rent	2,400.00		
606 - User Fees	4,014.32		
607 - Pass Cards	2,731.00		
600 - Facility Rentals - Other	0.00	35,000.00	0.0%
<b>Total 600 - Facility Rentals</b>	13,330.32	35,000.00	38.09%
<b>700 - Concession</b>			
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%
<b>Total 700 - Concession</b>	5,056.63	20,000.00	25.28%

Current Budget

	<u>Jul - Nov 15</u>	<u>Budget</u>	<u>% of Budget</u>
<b>800 - Forest Park Pool</b>			
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%
<b>Total 800 - Forest Park Pool</b>	<u>12,568.95</u>	<u>40,000.00</u>	<u>31.42%</u>
<b>Total Income</b>	<u>144,719.42</u>	<u>926,025.00</u>	<u>15.63%</u>
<b>Gross Profit</b>	144,719.42	926,025.00	15.63%
<b>Expense</b>			
<b>2000 - Administration</b>			
<b>2001 - Advertising/Promotion</b>			
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%
<b>Total 2001 - Advertising/Promotion</b>	<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%
<b>2006 - Equipment</b>			
2006-1 - Copier Lease	2,347.11		
2006 - Equipment - Other	0.00	7,500.00	0.0%
<b>Total 2006 - Equipment</b>	<u>2,347.11</u>	<u>7,500.00</u>	<u>31.3%</u>
2007 - Incentives	60.94	1,600.00	3.81%
<b>2008 - Insurance -Gen Liability</b>			
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%
<b>Total 2008 - Insurance -Gen Liability</b>	<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%
<b>2010 - Miscellaneous</b>			
2010-8 Tax Liability	58.23		
2010 - Miscellaneous - Other	379.49	1,500.00	25.3%

Current Budget

	<u>Jul - Nov 15</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Total 2010 - Miscellaneous</b>	437.72	1,500.00	29.18%
<b>2011 - Office Supplies</b>			
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%
<b>Total 2011 - Office Supplies</b>	369.33	4,500.00	8.21%
<b>2012 - Postage</b>	511.96	1,200.00	42.66%
<b>2013 - Printing &amp; Publishing</b>			
2013-2 - Ottawa Herald	94.08		
2013 - Printing & Publishing - Other	0.00	750.00	0.0%
<b>Total 2013 - Printing &amp; Publishing</b>	94.08	750.00	12.54%
<b>2014 - Salaries</b>	151,257.45	372,000.00	40.66%
<b>2015 - Scholarships</b>			
2015-1 - Soccer	383.75		
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	345.00		
2015 - Scholarships - Other	0.00	4,500.00	0.0%
<b>Total 2015 - Scholarships</b>	1,343.75	4,500.00	29.86%
<b>2016 - Transportation &amp; Tags</b>			
2016-1 - Fuel	355.20		
2016-2 - Tags	67.50		
2016 - Transportation & Tags - Other	0.00	2,500.00	0.0%
<b>Total 2016 - Transportation &amp; Tags</b>	422.70	2,500.00	16.91%
<b>2017 - Professional Development</b>	36.00	3,500.00	1.03%
<b>2018 - Uniforms</b>			
2018-5 - Seasonal	76.50		
2018 - Uniforms - Other	0.00	1,200.00	0.0%
<b>Total 2018 - Uniforms</b>	76.50	1,200.00	6.38%
<b>2020 - Planning &amp; Research</b>	102.00	750.00	13.6%
<b>2021 - Professional Dues &amp; Pub</b>	0.00	1,200.00	0.0%
<b>Total 2000 - Administration</b>	174,408.03	458,800.00	38.01%

Current Budget

	<u>Jul - Nov 15</u>	<u>Budget</u>	<u>% of Budget</u>
<b>2100 - Adult Programs</b>			
2101 - Seasonal/Part Time Labor	3,620.00	11,500.00	31.48%
2103 - Equipment	0.00	100.00	0.0%
2104 - Supplies	313.74	1,500.00	20.92%
<b>Total 2100 - Adult Programs</b>	<u>3,933.74</u>	<u>13,100.00</u>	<u>30.03%</u>
<b>2200 - Capital Projects</b>			
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%
<b>Total 2200 - Capital Projects</b>	<u>111,412.53</u>	<u>195,888.00</u>	<u>56.88%</u>
<b>2300 - Concessions</b>			
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%
<b>Total 2303 - Seasonal Labor</b>	<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%
<b>Total 2305 - Inventory</b>	<u>1,084.84</u>	<u>7,500.00</u>	<u>14.47%</u>
2306 - Supplies	56.62	300.00	18.87%
<b>Total 2300 - Concessions</b>	<u>2,952.14</u>	<u>17,200.00</u>	<u>17.16%</u>
<b>2400 - Facility Maintenance</b>			
2401 - Equipment	0.00	1,250.00	0.0%
2404 - Grounds	5,526.42	9,000.00	61.41%

Current Budget

	<u>Jul - Nov 15</u>	<u>Budget</u>	<u>% of Budget</u>
<b>2405 - Janitorial Supplies</b>			
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%
<b>Total 2405 - Janitorial Supplies</b>	<b>1,478.27</b>	<b>5,500.00</b>	<b>26.88%</b>
<b>2406 - Maintenance Salaries</b>	<b>16,033.86</b>	<b>28,000.00</b>	<b>57.26%</b>
<b>2407 - Repairs and Services</b>			
2407-2 Orlis Cox	594.76		
2407-6 Goppert	3,926.78		
2407 - Repairs and Services - Other	0.00	15,000.00	0.0%
<b>Total 2407 - Repairs and Services</b>	<b>4,521.54</b>	<b>15,000.00</b>	<b>30.14%</b>
<b>2408 - Maintenance Supplies</b>			
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%
<b>Total 2408 - Maintenance Supplies</b>	<b>4,118.82</b>	<b>9,000.00</b>	<b>45.77%</b>
<b>Total 2400 - Facility Maintenance</b>	<b>31,678.91</b>	<b>67,750.00</b>	<b>46.76%</b>
<b>2500 - Forest Park Pool</b>			
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%
<b>Total 2500 - Forest Park Pool</b>	<b>26,500.14</b>	<b>66,500.00</b>	<b>39.85%</b>
<b>2600 - Ottawa Teens/Yth Program</b>			
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%
<b>Total 2600 - Ottawa Teens/Yth Program</b>	<b>5,250.23</b>	<b>26,800.00</b>	<b>19.59%</b>
<b>2700 - Tournaments</b>			
2705 - Seasonal/Part Time Labor	20.00		

Current Budget

	<u>Jul - Nov 15</u>	<u>Budget</u>	<u>% of Budget</u>
2700 - Tournaments - Other	0.00	1,000.00	0.0%
<b>Total 2700 - Tournaments</b>	<b>20.00</b>	<b>1,000.00</b>	<b>2.0%</b>
<b>2800 - Utilities &amp; Services</b>			
2801 - Gas Service			
2801-1 - DWCC	811.00		
2801-3 Goppert	160.27		
2801 - Gas Service - Other	0.00	8,000.00	0.0%
<b>Total 2801 - Gas Service</b>	<b>971.27</b>	<b>8,000.00</b>	<b>12.14%</b>
2802 - Phone Service			
2802-1 DWCC	159.11		
2802-2 Shop	105.00		
2802-3 Pool	733.38		
2802-4 Cell	494.26		
2802-6 Goppert Building	1,771.87		
2802 - Phone Service - Other	0.00	7,500.00	0.0%
<b>Total 2802 - Phone Service</b>	<b>3,263.62</b>	<b>7,500.00</b>	<b>43.52%</b>
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		
<b>Total 2803-1 - Orlis Cox</b>	<b>2,138.22</b>		
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%
<b>Total 2803 - Water &amp; Electric</b>	<b>19,247.23</b>	<b>50,000.00</b>	<b>38.49%</b>
<b>Total 2800 - Utilities &amp; Services</b>	<b>23,482.12</b>	<b>65,500.00</b>	<b>35.85%</b>
2804 - Trash Service			
2804-1 - Goppert	143.10		
2804 - Trash Service - Other	0.00	600.00	0.0%
<b>Total 2804 - Trash Service</b>	<b>143.10</b>	<b>600.00</b>	<b>23.85%</b>
2900 -Special Events			

Current Budget

	<u>Jul - Nov 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%
<b>Total 2900 -Special Events</b>	<b>24.00</b>	<b>3,850.00</b>	<b>0.62%</b>
<b>3000 - Youth Programs</b>			
3002 - Equipment	953.17	4,000.00	23.83%
3003 - Supplies	3,293.78	17,000.00	19.38%
3004 - Seasonal/Part Time Labor	3,654.50	15,000.00	24.36%
3005 - Portable Restrooms			
3005-1 - Soccer Fields	514.08		
3005 - Portable Restrooms - Other	0.00	1,500.00	0.0%
<b>Total 3005 - Portable Restrooms</b>	<b>514.08</b>	<b>1,500.00</b>	<b>34.27%</b>
3006 - Background Checks	0.00	1,000.00	0.0%
<b>Total 3000 - Youth Programs</b>	<b>8,415.53</b>	<b>38,500.00</b>	<b>21.86%</b>
<b>3200 - Employee Benefits</b>			
3201 - FICA	15,927.58	36,173.00	44.03%
3202 - Medical Insurance	29,509.51	64,951.00	45.43%
3203 - Retirement Allowance	13,976.51	32,000.00	43.68%
3204 - Unemployment Insurance	74.84	1,800.00	4.16%
<b>Total 3200 - Employee Benefits</b>	<b>59,488.44</b>	<b>134,924.00</b>	<b>44.09%</b>
<b>3300 - Pre-K Programs ages 2-5</b>			
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%
<b>Total 3300 - Pre-K Programs ages 2-5</b>	<b>476.00</b>	<b>5,500.00</b>	<b>8.66%</b>
<b>3500 - Adlt/Yth Fitness/Sr Prog</b>			
3501 - Equipment	0.00	200.00	0.0%
3502 - Supplies	31.81	300.00	10.6%
3503 - Labor	1,110.00	1,750.00	63.43%
<b>Total 3500 - Adlt/Yth Fitness/Sr Prog</b>	<b>1,141.81</b>	<b>2,250.00</b>	<b>50.75%</b>
3600 - Outdoor & Nature	0.00	500.00	0.0%
<b>Total Expense</b>	<b>449,326.72</b>	<b>1,098,662.00</b>	<b>40.9%</b>
<b>Net Income</b>	<b>-304,607.30</b>	<b>-172,637.00</b>	<b>176.44%</b>

# Prairie Paws Animal Shelter, Inc.

## End of Month – November 2015 RECAP

November adoptions increased in 2015 (57) compared to 2014 (50). 57 animals found their forever home with 17 being returned to their owner. We are very excited to announce that 9 long termers (over 100 days at the shelter) were adopted in November.

November was a busy month for grant submissions for PPAS. We applied for the 9 lives grant, KCP&L, ASPCA partnership grant, and the JL Simmons Non Profit PR grant. We were awarded the Bissel Grant for 5,000 microchips for our shelter pets for 2016. We were also awarded Bark Box Welcome Home kits that provided Bark Boxes for 50 of our adopters. We partnered with Best Friends to offer a senior pet discount for the month of November. We also were awarded an Orvis/Petfinder grant that sponsored 8 dogs' adoption fees. We appreciate the support of the community in helping us to complete our shoe drive campaign. We collected 2,205 pounds of shoes which resulted in \$800 donation for the homeless pets in our community!

We held a name your price microchip event at Subaru in Topeka through a grant with the ASPCA. Due to some scheduling conflicts we had to cancel the Lawrence Subaru event but are offering Name Your Price microchip special at the shelter for the month of December. We took in 12 cats, 5 dogs and 8 puppies from the State of Kansas that was saved from hoarding situations. We continued our work with Nick Clark our behavior training on our food and dog aggressive dogs. We have seen significant improvement in their behaviors and our staff has learned critical skills in dealing with these types of behavior. We also hosted Baker University for a tour with their students.

Total revenue for November was \$36,164. Fundraising was \$9,973. Program revenue including adoptions, microchips, grooming and other fees totaled \$8,938. Merchandise revenue was \$1,562 and Dog License revenue was \$64. Total expenses (operating plus interest expense) for the month was \$42,501, which related primarily to fixed and quasi-fixed expenses of payroll, utilities, insurance, depreciation and animal expense. Overall for the month of November, we had cash operating loss of \$1,880. Year to date we have a cash operating income of \$67,876.

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

### **Volunteer Hours:**

November 2015 Total Volunteer Hours Worked = 462

Total YTD volunteer hours worked = 5,708

Total registered and active volunteers = 334

### **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

# Prairie Paws Animal Shelter, Inc.

## End of Month – November 2015 RECAP

### 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.

### December Shelter Intake Numbers:

- Total YTD Intakes: 807
- City of Ottawa (not counting Ottawa ACO) is 10% of the YTD Intake Total
- Ottawa ACO is 29% of the YTD Total
- Franklin County is 20% of the YTD Intake Total
- Primary Intake Area in November was the City of Ottawa/Ottawa ACO.
- Total Intake for the Month of November: 68
- City of Ottawa/Ottawa ACO was 23% of total intakes for the month of November
- Franklin County was 5% of total intakes for the month of November.

### ADOPTIONS for the month of November 2015–

- Total Adoptions Month of November = 57
- Returned to Owner = 17
- YTD Transferred other Shelters or Rescues =4
- End of Month Headcount in Shelter = 87

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

Respectfully submitted,

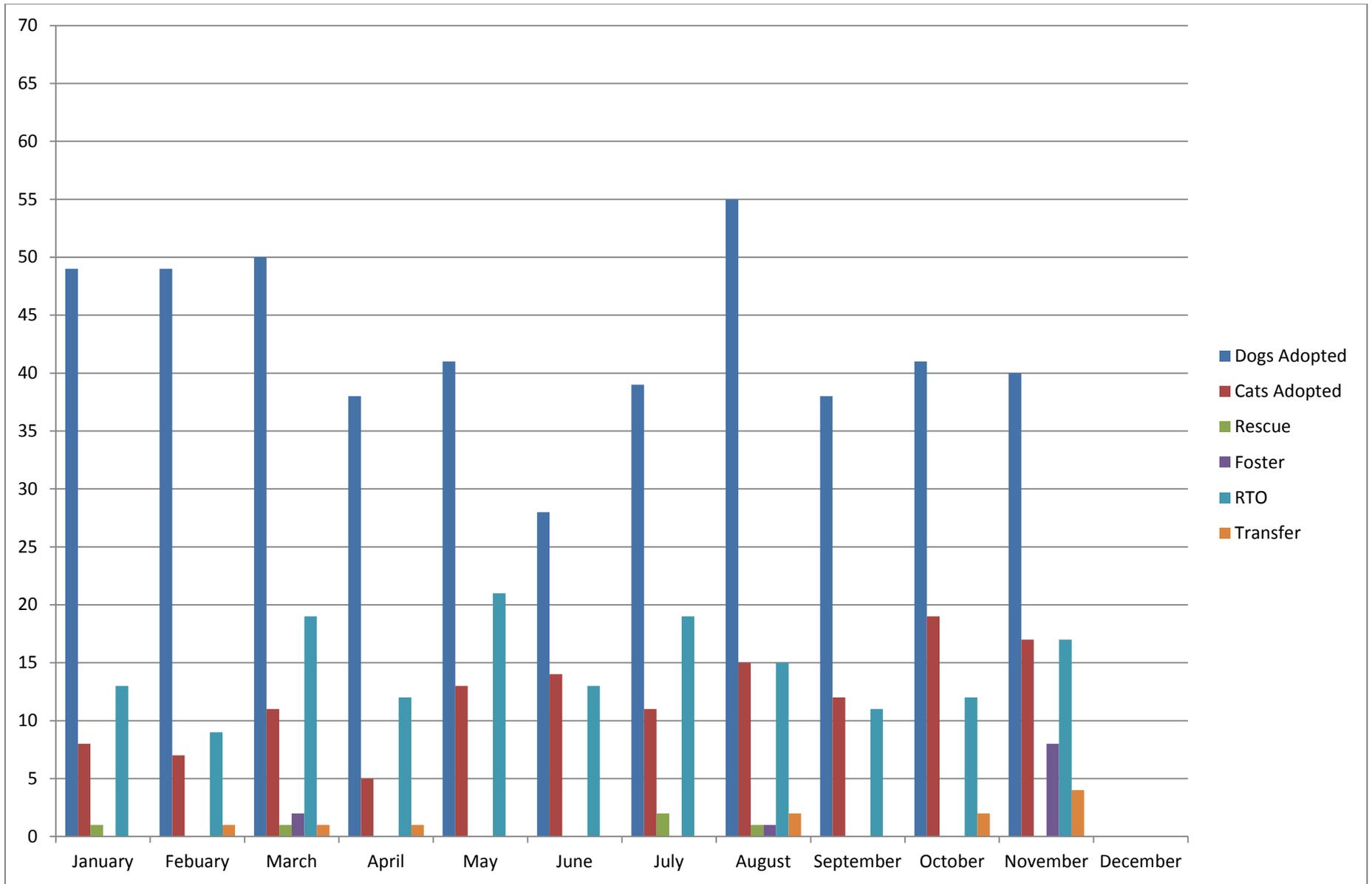
*Melissa Reed*

Executive Director

Prairie Paws Animal Shelter, Inc. - [www.prairiepaws.org](http://www.prairiepaws.org)

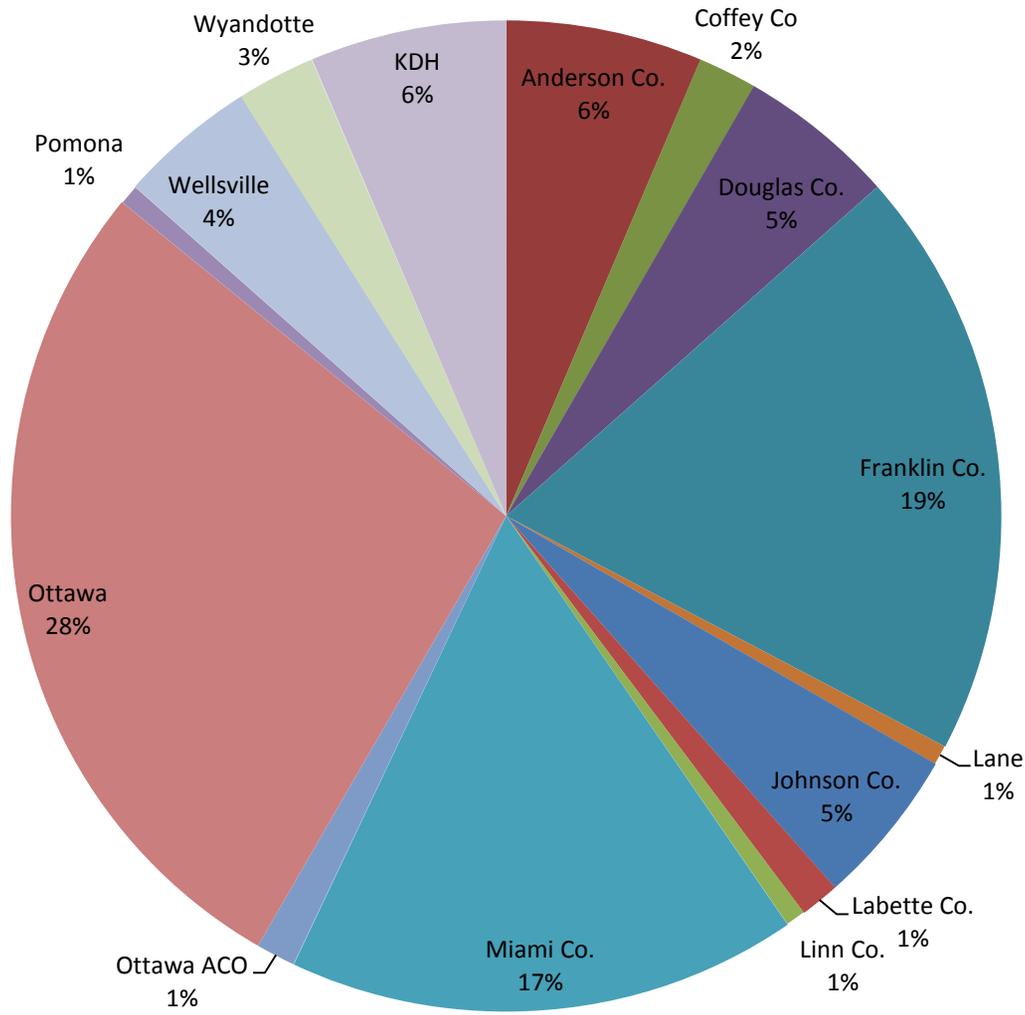
melissa.reed@prairiepaws.org

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





# Cat Intake YTD 2015



- Allen Co.
- Anderson Co.
- Coffey Co
- Douglas Co.
- Franklin Co.
- Lane
- Johnson Co.
- Labette Co.
- Linn Co.
- Lyon Co.
- Miami Co.
- Osage Co.
- Ottawa ACO
- Ottawa
- Paola
- Pomona
- Princeton
- Rantoul
- Wellsville
- Williamsburg
- Wyandotte
- KDH

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

	Jan - Dec 11	Jan - Dec 12	Jan - Dec 13	Jan - Dec 14	Jan - Nov 15	2015 Budget YTD
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
<b>4 - Contributed support</b>						
<b>40 - Unrestricted</b>						
<b>4010 - Indiv/business cont. (unrest)</b>						
<b>4015 - Contributions - unrestricted</b>	27,395.26	92,127.26	215,868.99	175,441.80	197,025.08	126,500.00
<b>4020 - Contributions-direct mail</b>	0.00	0.00	0.00	22,355.05	21,634.27	50,000.00
<b>4030 - Memorials &amp; bequests</b>	6,148.00	6,992.50	5,523.30	10,917.01	10,746.00	11,000.00
<b>4040 - Gifts in kind</b>						
<b>4041 - Gifts in Kind - Goods</b>	4,713.00	7,420.29	2,000.55	0.00	0.00	110,000.00
<b>4042 - Gifts in Kind - Services</b>	0.00	2,190.00	110.00	0.00	0.00	46,200.00
<b>4044 - Gifts in Kind - Bow Meow</b>	0.00	75.00	22,242.00	0.00	0.00	0.00
<b>4045 - Gifts in Kind - Run For Ben</b>	0.00	476.80	0.00	0.00	0.00	0.00
<b>Total 4040 - Gifts in kind</b>	4,713.00	10,162.09	24,352.55	0.00	229,405.35	156,200.00
<b>4050 - Foundations/trusts</b>	11,692.91	8,852.40	9,080.08	9,391.96	9,382.06	7,500.00
<b>4060 - Grants</b>	0.00	0.00	317.44	0.00	38,500.00	15,000.00
<b>4010 - Indiv/business cont. (unrest) - Other</b>	-49.88	0.00	0.00	0.00	0.00	0.00
<b>Total 4010 - Indiv/business cont. (unrest)</b>	49,899.29	118,134.25	255,142.36	218,105.82	277,287.41	366,200.00
<b>4100 - Fundraising(unrestricted)</b>						
<b>4105 - Spayghetti dinner</b>	7,126.25	7,113.00	6,259.53	0.00	0.00	0.00
<b>4110 - T-shirt donations</b>	1,157.00	0.00	0.00	0.00	0.00	0.00
<b>4115 - Tails on trails</b>	9,132.34	5,428.69	5,769.06	0.00	0.00	0.00
<b>4120 - Shelter Birthday</b>	0.00	0.00	0.00	5,514.99	6,350.40	12,500.00
<b>4125 - Circle of Compassion</b>	0.00	0.00	2,000.00	0.00	0.00	0.00
<b>4150 - Recycling</b>	533.09	1,245.35	162.50	0.00	0.00	0.00
<b>4155 - Bow Meow</b>	27,266.00	37,516.70	46,312.88	51,119.95	42,501.00	75,000.00
<b>4165 - Toenail Clipping</b>	1,325.50	1,241.11	65.00	103.57	0.00	0.00
<b>4166 - Pooch Plunge</b>	0.00	1,094.46	1,008.00	425.00	771.00	850.00
<b>4167 - Run For Ben</b>	0.00	2,737.40	1,876.45	1,949.00	2,327.00	5,000.00
<b>4168 - Calendar</b>	0.00	2,329.53	457.10	0.00	0.00	0.00
<b>4169 - Cookbook</b>	0.00	1,051.20	120.31	7.50	0.00	0.00
<b>4175 - Miscellaneous fundraising</b>	5,650.28	6,872.92	2,738.85	4,329.09	1,857.35	13,700.00
<b>Total 4100 - Fundraising(unrestricted)</b>	52,190.46	66,630.36	66,769.68	63,449.10	53,806.75	107,050.00

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

	Jan - Dec 11	Jan - Dec 12	Jan - Dec 13	Jan - Dec 14	Jan - Nov 15	2015 Budget YTD
<b>Total 40 - Unrestricted</b>	102,089.75	184,764.61	321,912.04	281,554.92	331,094.16	473,250.00
<b>42 - Restricted funds</b>						
<b>4205 - Contributions - building</b>	32,381.90	341.37	300.00	300.00	275.00	275.00
<b>4210 - Contributions S&amp;N</b>	2,700.95	9,612.50	6,003.09	2,410.20	500.00	2,200.00
<b>4250 - Fundraising (restricted)</b>						
<b>4270 - Gerbil</b>	1,807.21	432.02	599.26	0.00	0.00	0.00
<b>4280 - Miscellaneous fundraising (res)</b>	0.00	57,394.69	0.00	0.00	0.00	0.00
<b>Total 4250 - Fundraising (restricted)</b>	1,807.21	57,826.71	599.26	0.00	775.00	0.00
<b>4285 - WAGS</b>	0.00	300.00	0.00	0.00	0.00	0.00
<b>Total 42 - Restricted funds</b>	36,890.06	68,080.58	6,902.35	2,710.20	775.00	2,475.00
<b>Total 4 - Contributed support</b>	138,979.81	252,845.19	328,814.39	284,265.12	331,869.16	475,725.00
<b>4540 - Local government support</b>						
<b>4551 - Anderson County</b>	4,852.00	3,312.00	2,196.00	6,552.00	6,749.00	6,749.00
<b>4553 - City of Ottawa</b>	45,540.00	45,540.00	45,540.00	48,748.37	46,179.17	46,302.00
<b>4554 - City of Pomona</b>	3,500.00	0.00	3,500.00	3,000.00	0.00	3,600.00
<b>4557 - City of Richmond</b>	0.00	0.00	0.00	500.00	100.00	100.00
<b>4559 - City of Wellsville</b>	1,296.00	0.00	3,024.00	0.00	1,000.00	0.00
<b>4560 - City of Williamsburg</b>	720.00	976.00	945.00	0.00	0.00	0.00
<b>4561 - City of Baldwin</b>	0.00	50.00	0.00	0.00	0.00	0.00
<b>4563 - Franklin County</b>	37,584.88	37,585.00	37,585.00	39,798.75	36,666.67	36,667.00
<b>4565 - Miami County</b>	4,500.00	4,500.00	4,500.00	0.00	4,635.00	4,240.00
<b>4780 - Other Cities/Counties</b>	0.00	150.00	0.00	0.00	135.00	0.00
<b>Total 4540 - Local government support</b>	97,992.88	92,113.00	97,290.00	98,599.12	95,464.84	97,658.00
<b>5 - Earned revenues</b>						
<b>5180 - Program service fees</b>						
<b>5181 - Adoption PPAS</b>	83,071.56	112,686.29	59,134.51	73,959.77	76,242.25	70,100.00
<b>5182 - Microchip contribution</b>	0.00	3,350.25	1,042.13	2,085.36	4,166.93	1,512.00
<b>5183 - Adoption HAHS</b>	3,853.00	3,253.82	4,216.00	2,428.16	0.00	0.00
<b>5184 - Grooming</b>	994.00	2,485.66	501.26	505.58	10,959.44	0.00
<b>5185 - Drop-off contribution</b>	11,943.00	18,211.50	8,185.01	4,419.00	4,679.00	29,500.00
<b>5186 - Training</b>	20.00	0.00	0.00	0.00	1,630.00	0.00

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

	Jan - Dec 11	Jan - Dec 12	Jan - Dec 13	Jan - Dec 14	Jan - Nov 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	5,045.47	5,100.00
<b>Total 5180 · Program service fees</b>	<b>102,398.56</b>	<b>143,590.42</b>	<b>75,143.90</b>	<b>84,656.55</b>	<b>104,163.01</b>	<b>106,212.00</b>
5820 · Merchandise Sales	677.14	2,077.67	2,137.86	830.15	20,143.17	550.00
5830 · Dog Licence Contributions	0.00	0.00	64.00	10,452.00	10,303.00	9,500.00
<b>Total 5 · Earned revenues</b>	<b>103,075.70</b>	<b>145,668.09</b>	<b>77,345.76</b>	<b>95,938.70</b>	<b>134,609.18</b>	<b>689,645.00</b>
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	7.02	0.00
<b>Total 6710 · Interest income</b>	<b>424.80</b>	<b>371.18</b>	<b>76.92</b>	<b>2.81</b>	<b>7.02</b>	<b>0.00</b>
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
<b>Total Income</b>	<b>385,770.20</b>	<b>491,434.84</b>	<b>504,287.92</b>	<b>479,341.47</b>	<b>561,474.64</b>	<b>689,645.00</b>
<b>Gross Profit</b>	<b>385,770.20</b>	<b>491,434.84</b>	<b>504,287.92</b>	<b>479,341.47</b>	<b>561,474.64</b>	<b>689,645.00</b>
<b>Expense</b>						
7200 · Payroll expenses						
7250 · Wages & salary						
7251 · Wages	21,000.00	62,916.01	80,606.22	108,641.59	122,429.39	120,910.00
7252 · Hourly wages	109,348.55	137,810.81	161,312.52	155,283.50	139,501.59	136,344.00
7253 · Insurance stipend	1,800.24	1,869.48	1,800.24	1,800.24	1,592.52	0.00
7254 · Authorized time off	1,658.63	1,197.50	2,956.51	3,065.79	1,435.57	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	5,781.29	0.00
<b>Total 7250 · Wages &amp; salary</b>	<b>138,757.69</b>	<b>209,694.07</b>	<b>296,282.06</b>	<b>268,904.77</b>	<b>270,748.45</b>	<b>257,254.00</b>
7260 · Payroll Taxes						

**Prairie Paws Animal Shelter Inc**  
**Profit Loss Budget Comparison**  
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7261 · FICA taxes	10,614.95	15,752.90	18,413.35	20,431.98	20,615.70	20,067.00
7262 · State unemployment	3,147.26	1,772.60	7,114.94	6,414.57	8,473.42	9,004.00
7263 · Workers compensation	1,522.50	3,505.00	6,185.50	11,396.25	6,394.25	7,010.00
<b>Total 7260 · Payroll Taxes</b>	<b>15,284.71</b>	<b>21,030.50</b>	<b>31,713.79</b>	<b>38,242.80</b>	<b>35,483.37</b>	<b>36,081.00</b>
7200 · Payroll expenses - Other	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 7200 · Payroll expenses</b>	<b>154,042.40</b>	<b>230,724.57</b>	<b>327,995.85</b>	<b>307,147.57</b>	<b>306,231.82</b>	<b>293,335.00</b>
<b>7500 · Other Personnel Expenses</b>						
7510 · Accounting fees	4,172.50	4,110.00	4,337.50	4,330.00	4,055.00	9,350.00
7511 · Professional fees - other	0.00	385.00	2,580.00	350.00	1,738.58	46,200.00
<b>Total 7500 · Other Personnel Expenses</b>	<b>4,172.50</b>	<b>4,495.00</b>	<b>6,917.50</b>	<b>4,680.00</b>	<b>5,793.58</b>	<b>55,550.00</b>
<b>8100 · Non-personnel expenses</b>						
8110 · Office supplies	1,150.87	6,527.09	5,207.57	2,448.25	1,765.41	5,500.00
8115 · Telephone						
8118 · Internet related	1,129.61	1,118.59	791.19	1,438.07	1,478.63	1,650.00
8115 · Telephone - Other	1,759.47	2,032.54	2,746.17	2,665.89	2,697.23	2,640.00
<b>Total 8115 · Telephone</b>	<b>2,889.08</b>	<b>3,151.13</b>	<b>3,537.36</b>	<b>4,103.96</b>	<b>5,941.27</b>	<b>4,290.00</b>
8120 · Postage and delivery	184.80	256.89	383.88	1,816.93	1,201.10	1,500.00
8130 · Printing and reproduction	7.52	567.89	0.00	1,264.98	1,242.71	275.00
8135 · Direct Mail Expenses	0.00	0.00	0.00	4,640.83	10,560.11	19,500.00
8140 · Equipment rental	0.00	0.00	0.00	907.15	3,829.86	4,069.00
8150 · Computer and IT Related	0.00	0.00	6,994.99	9,722.22	12,651.81	3,600.00
<b>Total 8100 · Non-personnel expenses</b>	<b>4,232.27</b>	<b>10,503.00</b>	<b>16,123.80</b>	<b>24,904.32</b>	<b>29,485.59</b>	<b>38,734.00</b>
<b>8200 · Occupancy Expenses</b>						
8205 · Repairs & maintenance	2,994.13	23,617.52	19,068.58	11,378.44	14,893.84	10,230.00
8210 · Utilities	25,907.45	25,244.80	30,371.95	30,247.02	27,098.15	29,700.00
8220 · Insurance - non employee	9,044.50	9,492.00	9,643.50	11,506.50	7,714.50	9,867.00
<b>Total 8200 · Occupancy Expenses</b>	<b>37,946.08</b>	<b>58,354.32</b>	<b>59,084.03</b>	<b>53,131.96</b>	<b>49,706.49</b>	<b>49,797.00</b>
<b>8300 · Travel &amp; meeting expenses</b>						
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	3,836.94	600.00
8320 · Automobile expense	794.11	1,625.19	1,594.56	974.46	959.63	1,100.00

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

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<b>Total 8300 · Travel &amp; meeting expenses</b>	1,024.96	4,206.07	2,082.30	1,229.46	4,869.14	1,700.00
<b>8400 · Depreciation &amp; amortization exp</b>						
8450 · Depreciation & amortization exp	53,012.00	53,783.00	49,492.00	53,772.00	0.00	0.00
<b>Total 8400 · Depreciation &amp; amortization exp</b>	53,012.00	53,783.00	49,492.00	53,772.00	0.00	0.00
<b>8500 · Animal expenses</b>						
8510 · Animal expenses	3,198.17	7,830.09	4,092.81	3,816.86	19,430.76	22,000.00
8511 · Euthanasia expense	499.93	905.68	682.75	165.55	717.98	1,650.00
8512 · Food expense	6,435.60	4,803.50	94.71	85.82	276.70	82,500.00
8513 · Vet expense	11,109.35	23,388.14	18,916.99	12,795.52	4,655.32	5,500.00
8514 · Spay/neuter expense	27,891.56	38,726.69	39,904.35	27,298.41	13,779.00	24,200.00
8515 · Supplies	6,496.60	4,453.12	3,402.59	835.47	274.81	27,775.00
8516 · Cleaning supplies	4,183.84	4,153.64	8,712.12	811.20	2,257.71	2,750.00
8517 · Microchip Supplies	0.00	2,247.75	749.25	1,018.98	7,269.53	687.00
8518 · Grooming Supplies	0.00	9.13	216.06	0.00	439.08	0.00
8519 · Training Expense	0.00	0.00	0.00	0.00	1,035.00	0.00
8520 · Cremation Expense	0.00	0.00	0.00	0.00	1,388.53	0.00
<b>Total 8500 · Animal expenses</b>	59,815.05	86,517.74	76,771.63	46,827.81	51,524.42	167,062.00
<b>8530 · Fundraising expenses</b>						
8531 · Fundraisng - general	2,204.23	2,473.63	1,899.79	1,442.30	4,425.29	1,100.00
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	11,343.26	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
<b>Total 8530 · Fundraising expenses</b>	14,155.32	19,435.92	38,404.87	10,840.70	18,206.56	14,600.00
<b>8600 · Miscellaneous</b>						
8605 · Advertising	1,869.50	2,253.17	1,622.11	368.02	158.64	55.00
8610 · Bank service charges	2,595.36	4,821.76	4,677.12	2,806.99	4,305.76	2,200.00
8615 · Dues and subscriptions	195.00	565.00	356.00	481.20	793.20	1,100.00

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8650 · Licenses and permits	325.00	285.00	415.00	485.00	590.00	1,100.00
8660 · Miscellaneous	102.90	2,304.92	162.46	1,200.48	0.00	550.00
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
<b>Total 8600 · Miscellaneous</b>	<b>4,563.58</b>	<b>10,302.85</b>	<b>7,352.86</b>	<b>5,390.69</b>	<b>5,896.60</b>	<b>5,055.00</b>
<b>Total Expense</b>	<b>332,964.16</b>	<b>478,322.47</b>	<b>584,224.84</b>	<b>507,924.51</b>	<b>477,655.47</b>	<b>625,833.00</b>
<b>Net Ordinary Income</b>	<b>52,806.04</b>	<b>13,112.37</b>	<b>-79,936.92</b>	<b>-28,583.04</b>	<b>83,819.17</b>	<b>63,812.00</b>
<b>Other Income/Expense</b>						
<b>Other Income</b>						
6700 · Other Income	0.00	0.00	0.00	3,575.87	0.00	0.00
<b>Total Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,575.87</b>	<b>0.00</b>	<b>0.00</b>
<b>Other Expense</b>						
<b>9700 · Other Expenses</b>						
<b>9800 · Fixed asset purchases</b>						
9805 · Capital purchases - building	0.00	1,600.00	0.00	0.00	0.00	14,300.00
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
<b>Total 9800 · Fixed asset purchases</b>	<b>911.88</b>	<b>3,292.15</b>	<b>10,338.93</b>	<b>6,118.78</b>	<b>152.12</b>	<b>14,300.00</b>
9910 · Interest expense	16,351.62	14,347.00	14,302.55	13,757.98	15,135.70	13,200.00
<b>Total 9700 · Other Expenses</b>	<b>17,263.50</b>	<b>17,639.15</b>	<b>24,641.48</b>	<b>19,876.76</b>	<b>15,287.82</b>	<b>27,500.00</b>
<b>Total Other Expense</b>	<b>17,263.50</b>	<b>17,639.15</b>	<b>24,641.48</b>	<b>19,876.76</b>	<b>15,287.82</b>	<b>27,500.00</b>
<b>Net Other Income</b>	<b>-17,263.50</b>	<b>-17,639.15</b>	<b>-24,641.48</b>	<b>-16,300.89</b>	<b>-15,287.82</b>	<b>-27,500.00</b>
<b>Net Income</b>	<b>35,542.54</b>	<b>-4,526.78</b>	<b>-104,578.40</b>	<b>-44,883.93</b>	<b>68,531.35</b>	<b>36,312.00</b>

**AIRPORT ADVISORY BOARD MEETING**  
**Meeting Minutes**  
November 10, 2015  
Ottawa Municipal Airport (KOWI)

Chairman Jack Miller called the meeting to order.

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

Others Present: Robin Flager, Hawkeye Helicopter; Michael Haeffele, Donyell Wolfe and Glora Mathews, City of Ottawa

There were no public comments.

On a motion by Gene Ramsey and second by Chad Caylor, the agenda was approved as presented.

On a motion by Chad Caylor and second by Jen Sharp, the October 13, 2015 Meeting minutes were approved as presented.

Explorer Post Subcommittee Update - Jen Sharp & Chad Caylor

- Post president moved out of area so will be electing a new one.

FBO Update – Robin Flager

- Reviewed monthly report: Fuel sales down from this time last year, take-offs/landings and hangar rentals are up.
- T-hangars are now fully rented.

Airport Day 2016 - Chairman Miller

- Chairman Miller reported shared details of hosting an acrobatic event.
- Michael Haeffele reported insurance has approved an overnight campout.
- Jack Miller stated he would use his plane for rides, but would need assistance with getting the release signed before the flight. More discussion is needed on a staging area for the rides and something to shade those waiting.
- Bob Dodson has agreed to bring some of his planes in for display. The board decided this will replace the car display.
- Jen Sharp agreed to skydive in again this year.
- Jack will contact the commemorative air force in Gardner regarding their availability.
- Hawkeye Helicopter will also have a couple more planes at next year's event.
- Chad Caylor stated that the local 99 Club should be invited and since it's Women in Aviation Day also, need to make that part of the plan.

### LeMaster Memorial Update

- Chad Caylor checked with Hasty Awards regarding a plaque. He shared several options with the Board and will visit with Hasty about adding a picture. The cost should be less than \$100.
- Michael Haeffele will verify how long Mr. LeMaster was manager at the airport.
- Michael Haeffele reported he has the pole and windsock frame ordered – the Board just needs to decide where to put it. The cost was approximately \$1,200 plus shipping.
- Chad Caylor suggested it could be dedicated during the Airport Open House.

### Master Plan – Michael Haeffele

- The RFQ (Request for Qualifications) was sent to the FAA for their approval approximately 10 days ago. He will follow-up.
- He explained the process for updating the plan (approval by FAA, interviews, etc)

### Open Board Position – Michael Haeffele

- Daryl Flager and Robert Bowers have both applied and will be interviewed by the City Commission on November 16. There is currently only one open position.

### Open Discussion – Board

- Robin Flager asked if there was interest in doing a toy drive. The Board discussed and decided if they could partner with one already setup, it might be doable this year, otherwise there wasn't enough time. Glora will contact United Way, Community in Schools and ECKAN to see what they have scheduled and if it's an option to partner with them. She will email the Board with the information so a special meeting can be scheduled if there is an interest in pursuing.

The next regularly scheduled meeting will be held December 8, 2015 – 5:00 pm.

The meeting adjourned on a motion by Chad Caylor, second by Jen Sharp and approval by the Board.

*Glora Mathews, Recorder*

*Approved by the Board on December 8, 2015*

**Ottawa Municipal Auditorium (OMA)**  
**Advisory Board Meeting**  
Tuesday, November 17, 2015  
11:30 am – Ottawa Municipal Auditorium



Board Chairman Allen Campbell called the meeting to order.

Board Members Present –Blake Jorgensen, Tiffany Evans, Allen Campbell, Jenny Obrecht, Tony Brown, and Nori Hale.

Others Present – Shonda Stitt, Richard U. Nienstedt, Clancy Moore, and Glora Mathews.

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

There were no declarations from the Board.

Agenda Approval – The agenda was revised to add “New Year’s Eve Benefit Concert” as item number 10a. A motion was made by Jenny Obrecht to approve the revised agenda with second by Blake Jorgensen. Motion carried.

Update on Restroom Remodel – Clancy Moore stated he would like to take the Board to tour the women’s restroom on the main floor to explain the planned updates. This will be conducted at the end of the meeting.

Meeting Minutes – Chairman Campbell asked for any changes to the minutes from the October 20, 2015 meeting. A motion was made by Jenny Obrecht to approve the minutes as presented with a second by Tiffany Evans. Motion carried.

Volunteer Program – No new volunteers added recently. Chairman Campbell will call the Franklin County Convention & Visitors Bureau to see if they know of anyone who might be interested.

OMA Administrative Report – Shonda Stitt reviewed the usage and financial reports and answered questions from the Board. Scott Bird noted the OMA budget is on track.

Board Vacancy – There have been no applications received for the current open position.

Goals for OMA in 2016 –Blake Jorgensen reported from the sub-committee formed to update the main and basement lobbies. He passed around historical pictures from OMA as well as examples of other facilities. The committee is also doing research for appropriate colors and design. They will have additional information for the Board at the December meeting.

Discussion followed on the priority of the 2016 goals discussed at the October meeting.

- Wish list put together several years ago was distributed to the Board last week.
- Work will begin on women’s main floor restroom soon.
- Blake Jorgensen suggested a chamber coffee could be held to introduce the new director.

- The Board decided the four main priorities would be:
  1. Physical improvements such as remodeling men's main floor restroom, installing new carpeting and refinishing the stage floor. Shonda Stitt will get with Clancy Moore about issues with the electrical outlets and stage lights.
  2. Raise auditorium visibility
  3. Review rental schedule
  4. Volunteer Program

New Year's Eve – Tiffany Evans reported Jeremy McComb and fellow Nashville artist, Rick Huckabee, approached her about doing a New Year's Eve concert. The fee would be \$2,000. The Crystal Plaza Theatre has agreed to host at no charge and will have a bar and concession stand. The Board discussed other locations for the event. Tiffany is working on fundraising. The expectation for the Board would be to help to get sponsorships. After some discussion, the Board decided the ticket price would be \$15 in advance and \$20 at the door. Doors would open at 8:00 pm with the show to begin at 9:00 pm. Chairman Campbell suggested a note should be put on the flyer stating seating is limited. A motion was made by Jenny Obrecht to hold the event at the Crystal Plaza Theater with a second by Nori Hale. Motion carried. Tiffany Evans and Nori Hale will serve on the sub-committee to plan the event.

Cinco De Mayo – Tiffany Evans reported she spoke to Sam Paccheo and he is getting her information on mariachi bands.

St Patrick's Day – Shonda Stitt is working with the Ottawa Main Street Association on this event and will bring suggestions back to the Board. This will be held the 3<sup>rd</sup> Saturday in March to coincide with events already scheduled.

The next meeting will be held on Tuesday, December 15<sup>th</sup> at 11:30 am.

On a motion by Jenny Obrecht and second by Nori Hale, the meeting adjourned at 12:26 pm.

*Gloria Mathews, Recorder*