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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 **February 8, 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 February 1, 2016 Study Session *Pgs 2-3*

III. Items for Presentation and Discussion

- a. Department Focus Session on Utilities - Dennis Tharp
- b. Department Focus Session on Public Works - Michael Haeffele
- c. Discussion of February 17, 2016 Regular Commission Meeting - Richard U. Nienstedt
- d. City Manager's Report
- e. Commissioner's Reports
- f. Mayor's Report

IV. Announcements

- February 15, 2016 Special Call Study Session for Location Change, 4:00 pm, Carnegie Cultural Center, 501 S. Main
- February 17, 2016 Special Call **Regular** Meeting for Location Change, 9:30 am, Keim Bakery, 304 S. Main
- February 29, 2016 Special Call for Commission/Dept Director Retreat, 5:00 pm, City Hall

V. Adjourn

Motion: _____ Second: _____ Time: _____

VI. Items Already Placed

- a. Supermarket Industrial Revenue Bonds
- b. Agreement with Kansas City Power & Light

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

*#10. Focus your attention on ways to prevent problems, rather than trying to solve them as they occur.
Filling potholes is one approach; developing plans to prevent them is another.*

**Study Session Minutes
Ottawa, Kansas
Minutes of February 1, 2016**

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. A quorum was present.

Mayor Skidmore called the meeting to order.

Public Comments

None offered at this time.

Minutes to Review

The Governing Body reviewed minutes from the January 25, 2016 Study Session. It was agreed to place this item on the next regular meeting agenda, February 3, 2016.

2016 Street Improvement/Rehabilitation Plan

The Governing Body heard from Public Works Director Michael Haeffele regarding the 2016 Street Improvement/Rehabilitation Plan. As part of the initiative to improve gravel streets, the City's 2016 Street Plan includes replacing more gravel streets with chip and seal as well as a few selected streets/parking lots to be milled and overlaid. The list provided is a guide and can change based on the condition of the street. It was agreed to place this item on the next regular meeting agenda.

Rock Creek Business Development Park Engineering Recommendation

The Governing Body heard from Utilities Director Dennis Tharp regarding the Rock Creek Business Development Park Engineering Services Recommendation. An engineering selection committee, comprised of five members from the County and five members from the City, interviewed engineering firms for a final recommendation to the County Commission and the City Commission for the recently acquired industrial park property. The final recommendation from this committee was for the City and County to work with the combined team of PEC/Bartlett & West to perform the engineering and master planning services for the new industrial park. Mr. Tharp stated that while it was not part of the request for proposal, the selection committee unanimously recommended marketing services be included as part of the contract. It was agreed to place this item on the next regular meeting agenda.

Kansas Electric Utilities Task Force Strategic Assistance Agreement

The Governing Body heard from Utilities Director Dennis Tharp regarding a request for approval of a Kansas Electric Utilities Task Force Strategic Assistance Agreement. This agreement will allow both public and private electric utilities of Kansas to work together in the event of an emergency or disaster that has overwhelmed local and regional resources. This action will enhance currently existing mutual aid programs. It was agreed to place this item on the next regular meeting agenda.

Commissioner Dickinson Resignation

The Governing Body agreed to place Commissioner Dickinson's resignation on the next regular meeting agenda.

Trap Neuter Return (TNR) Program

The Governing Body heard from Melissa Reed and Tim Yeaglin with Prairie Paws Animal Shelter regarding the TNR Program. This program has become possible because of the partnership with K-State. The Trap Neuter Return Program involves humanely trapping stray and feral cats and having them vaccinated, spayed/neutered, and “eartipped” before returning them to their outdoor home. This approach has been proven to be an effective method in stabilizing cat colonies. Ms Reed stated that anyone interested in obtaining more information regarding this program can contact Prairie Paws Animal Shelter, or view a video regarding the TNR program on the Prairie Paws website.

Urban Growth Agreement Update

The Governing Body heard from City Manager Richard U. Nienstedt regarding the possible annexation of properties surrounding the City, to include, conversations regarding volunteer annexation. Mr. Nienstedt anticipates this item will be placed on a study session agenda in the near future.

City Manager’s Report

City Manager Richard U. Nienstedt reported:

- The February 15th Study Session meeting will be held at the Carnegie Cultural Center and the February 17th Regular Meeting will be held at Kiem Bakery.

Commissioners’ Report

Commissioners agreed to look at the Commissioner Stipend level while going through the 2017 budget. Commissioner Caylor stated it is important to take the budget into consideration when looking at this issue. There was a consensus to consider the amount of these stipends in the future.

Announcements

Mayor Skidmore announced:

- February 3, 2016: Regular Meeting, 7:00 pm, City Hall
- February 8, 2016: Study Session, 4:00 pm, City Hall
- February 15, 2016: Study Session, 4:00 pm, Carnegie Cultural Center, 501 S Main
- February 17, 2016: Regular Meeting, 9:30 am, Keim Bakery, 304 S Main

Adjournment

There being no further business to come before the Governing Body, Commissioner Dickinson made a motion, seconded by Commissioner Graves to adjourn the meeting. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly adjourned at 4:46 pm.

Carolyn S. Snethen, City Clerk