



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 **February 29, 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 22, 2016 Study Session *Pgs. 3-4*
- b. Bid Recommendations for 2016 Street Rehabilitation Program - Michael Haeffele *Pg. 5*
- c. Public Library Officials Bond for Treasurer - Carolyn Snethen and Terry Chartier *Pgs. 6-9*

III. Items for Presentation and Discussion

- a. Department Focus Session on Community Development - Wynndee Lee
- b. Department Focus Session on Police Department - Dennis Butler
- c. City Manager's Report
 - Joint update Session on Rock Creek Business Development Park (City/County)-March 16th at 10:30
 - May 4th Meeting Held on May 6th at First Friday Forum
- d. Commissioner's Reports
- e. Mayor's Report

IV. Announcements

- February 29, 2016 Special Call Mtg for Commission/Dept Director Retreat, 5:00 pm, City Hall
- March 2, 2016 **Regular** Commission Meeting, 7:00 pm, City Hall
- March 5-9, 2016 Special Call Meeting, National League of Cities Congressional City Conference, Washington DC
- March 7, 2016 Study Session, 4:00 pm, City Hall CANCELED

V. Adjourn

Motion: _____ Second: _____ Time: _____

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

#14. Don't give quick answers when you are not sure of the real answer. It may be embarrassing to appear ignorant, but it can be more embarrassing, and damaging, to tell a person something that is wrong.

VI. Items Already Placed

- a. Minutes from February 15, 2016 Special Call Study Session and February 17, 2016 Special Call Regular Meeting
- b. Flood Insurance Recommendation
- c. Request for Approval of Ordinances Annexing Land (Rock Creek Development Park & Water Tower)
- d. Proclamation for Girl Scout Week March 6-12, 2016
- e. Proclamation for National Quilter's Day on March 19

**Study Session Minutes
Ottawa, Kansas
Minutes of February 22, 2016**

The Governing Body met at 4:00 pm this date with the following members present and participating to wit: Mayor Skidmore, 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 February 15, 2016 Special Call Study Session and the February 17, 2016 Special Call Regular Meeting. It was agreed to place this item on the next regular meeting agenda, March 2, 2016.

Flood Insurance Recommendation

The Governing Body heard from Human Resources Director Michelle Stegman and Finance Director Scott Bird who requested flood insurance recommendation for city owned property. After extensive review of the current flood insurance policies and review of city buildings not covered, a recommendation was provided to the Governing Body. A recommendation was given to maintain flood insurance that is currently in place on recommended buildings, eliminate certain coverage, and add National Flood Insurance Program (NFIP) coverage to previously uninsured buildings. The Governing Body agreed to place this item on the next regular meeting agenda.

Ordinances—Annexing Land to the City of Ottawa

The Governing Body heard from Community Development Director Wynndee Lee regarding a request to annex city owned property into the city limits. The first property is the city's water tower at 2129 E Wilson Street. The other properties to be annexed include 2542, 2580, 2620, 2690, 2710 Montana Road and 2655 Kingman Road. These properties were purchased by the City of Ottawa for the new Rock Creek Industrial Park. It was agreed to place these items on the next regular meeting agenda.

Proclamation—Girl Scout Week & Girl Scout Day

The Governing Body reviewed a proclamation recognizing March 6-12, 2016 as Girl Scout Week and March 12, 2016 as Girl Scout Day. It was agreed to place this item on the next regular meeting agenda.

Proclamation—National Quilters' Day

The Governing Body reviewed a proclamation recognizing March 19, 2016 as National Quilters' Day. It was agreed to place this item on the next regular meeting agenda.

Monthly Reports

The Governing Body reviewed the January Monthly Financial and Activity reports with City Staff.

City Manager's Report

City Manager Richard U. Nienstedt reported:

- Study Session on March 7, 2016 is cancelled.
- The planning process has begun on the Rock Creek Business Development Park. Handed out questionnaire for commissioner to complete.

Keim Bakery Meeting Debriefing Discussion

The Governing Body collectively discussed the discussion that took place at the Keim Bakery Meeting with citizens. It was agreed to continue to reach out the public and have meetings at various locations within the community.

Commissioners' Reports

Commissioner Graves stated she enjoyed having meetings at different locations in the community and had some great conversations from them with citizens.

Commissioner Caylor reported there will be a St. Patrick's Day celebration at the Ottawa Municipal Auditorium on March 19th. This will be a free event featuring an Irish band. There will be a meal provided for a \$7 donation. The event is from 5pm to 7pm and tickets are available at the Ottawa Main Street Office and the Ottawa Municipal Auditorium.

Commissioner Reed introduced and welcomed Reagan Perry who the secretary of her 4H group. Reagan is shadowing Assistant City Clerk Hailey Luke as she takes minutes for the Study Session Meeting.

Mayor's Report

Mayor Skidmore reported:

- February 24th is the ground breaking for the new Elementary School at 19th and Eisenhower.
- March 17th and 18th are the Walton Park Work Days

Announcements

Mayor Skidmore announced:

- February 29, 2016: Study Session, 4:00 pm, City Hall
- February 29, 2016: Special Call for Commission/Dept Director Retreat, 5:00 pm, City Hall
- March 2, 2016: Regular Commission Meeting, 7:00 pm, City Hall
- March 7, 2016: Study Session CANCELLED

Adjournment

There being no further business to come before the Governing Body, Commissioner Caylor made a motion, seconded by Commissioner Graves to adjourn the meeting. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly adjourned at 4:37 pm.

CITY OF OTTAWA, KANSAS
PUBLIC WORKS DEPARTMENT
MEMORANDUM

TO: Richard U. Nienstedt
CC: City Commission
FROM: Michael Haeffele
COPY TO: City Commission
SUBJECT: 2016 Street Rehabilitation Plan
DATE: February 24, 2016

On February 23rd we opened bids for the 2016 Street Rehabilitation Plan that was approved at the regular City Commission meeting on February 3rd. This year we received 4 bids for the Mill and Overlay portion of the plan and 4 bids for the Chip and Seal program.

The Mill and Overlay bids ranged from \$101,512.24 to \$155,044.44. Killough Construction, Inc. submitted the lowest and best bid. The engineers estimate for this project was \$129,702.00. As you can see, Killough Construction's bid was well under the estimate.

The Chip and Seal bids ranged from \$95,401.10 to \$158,591.76. Vance Brother's, Inc. submitted the lowest and best bid. The engineers estimate for this project was \$114,363.54. As you can see, Vance Brother's bid was well under the estimate as well.

Both projects combined are under our budgeted amount of \$230,000 for this year.

I would like to recommend that we accept the bid from Vance Bros., Inc. in the amount of \$95,401.10 and the bid from Killough Construction, Inc. in the amount of \$101,512.24. Both firms did supply a copy of the bond and they do meet the specifications set forth in the bid package.

Respectfully submitted,

Michael W. Haeffele
Public Works Director

MEMO

TO: City Manager and Honorable City Commission

CC: City Attorney
Director of Finance
Library Director
Assistant City Clerk

FROM:  Carolyn Snethen, City Clerk

SUBJECT: Library- Public Officials Bond for Treasurer

DATE: February 23, 2016

During the codification of the Municipal Code it was discovered the City Clerk is required to have on file a Public Officials Bond for the Library Treasurer, which has been approved by the Library Board and the Governing Body. In addition, it was recommended code state the bond be in an amount not less than \$5,000. The attached ordinance includes the bond amount recommended.

The City Clerk worked with both the City Attorney and Library Director to provide an official bond. The Library Board approved the attached bond for the Treasurer in the amount of \$5,000 at their February 1, 2016 Board Meeting.

Therefore, City staff respectfully requests this ordinance be placed on the next Regular Commission meeting for approval.

ORDINANCE NO. _____

**AN ORDINANCE AMENDING CHAPTER 5, ARTICLE 3, SECTION 5-305,
TREASURER OF BOARD; DUTIES IN THE MUNICIPAL CODE OF THE CITY OF
OTTAWA, KANSAS, 2015.**

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF OTTAWA, KANSAS.

Section 1. Section 5-305 of the Municipal Code of the City of Ottawa, Kansas, 2015, is hereby amended as follows:

**ARTICLE III
Treasurer of board; duties**

Section 5-305 will be amended to read as follows:

The Treasurer of the Library Board shall give bond in an amount fixed by said board and approved by the Governing Body of the City in an amount not less than \$5,000 for the safekeeping and due disbursement of all funds that may come into the hands of the Treasurer. Such bonds shall be filed with the Clerk of the City. Except where otherwise provided by law, the Treasurer of the City shall pay over to the Treasurer of the Library Board all funds collected for the maintenance of the Library and Treasurer of the Library Board shall payout said funds on orders of the Board signed by the Secretary and Chairman thereof. Such Treasurer shall keep an accurate record of all moneys received and disbursed by he/she and make a report thereof to the Library Board monthly, or as often as said Board shall require.

Section 2. Section 5-305, Article III of the Municipal Code of the City of Ottawa, Kansas, is hereby repealed.

Section 3. EFFECTIVE DATE; PUBLICATION. This Ordinance shall be in full force and effect after its publication in the official city newspaper.

PASSED AND ADOPTED BY THE Governing Body of the City of Ottawa, Kansas, this _____ day of _____, 2016.

Mayor

City Clerk



Kansas City
 8700 Indian Creek Parkway
 Suite 350
 Overland Park, KS 66210
 800-255-0286 Fax: 866-547-9222

Report of Renewal

Registered: October 6, 2015
 Market Segment: LSF Commercial
 Producer Name:
 Agency Code: 971500

Principal:
 OTTAWA LIBRARY BOARD OF TRUSTEES
 5TH & MAIN STREETS
 OTTAWA, KS 66067

Account:
 PORTER-SPEARS BUNDY INS AGCY INC (non-accl bus)
 Kansas City
 310 S MAIN ST
 OTTAWA, KS 66067-2332

Agency:
 PORTER-SPEARS BUNDY INS AGCY INC
 PO BOX 635
 OTTAWA, KS 66067-0635

Invoiced to:
 PORTER-SPEARS BUNDY INS AGCY INC
 PO BOX 635
 OTTAWA, KS 660670635

LMS Bond Number: LSF028084

Cross Reference: 1597047

Obligee:
 OTTAWA LIBRARY BOARD OF TRUSTEES
 5TH & MAIN STREETS
 OTTAWA, KS 66067

Additional Obligees:

Bond Period: 12/31/2015 to 12/31/2018
Cancellation Provision: Other
Company: The Ohio Casualty Insurance Company
Bond Amount: 5,000.00 USD

Transaction Eff. Date: 12/31/2015
Premium Period: 12/31/2015 to 12/31/2018
Renewal Type: Continuous Until Canceled
Class Code: 108
Co-surety:

Bond Description:
 PUBLIC OFFICIAL BOND - TREASURERS

Transaction Comments:
 System auto renewal transaction

Amt in USD
Bond Premium:
 250.00

Net Premium:

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