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**101 S. Hickory
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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 **March 21, 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 March 14, 2016 Special Call Study Session Minutes for Location Change and the March 16, 2016 Special Call Regular Meeting for Location Change. *Page 2-6*
- b. An ordinance vacating all but the North 140 feet of the utility easement between the 100 blocks of North Cedar Street and N. Oak Street— Wynndee Lee *Page 7-10*

III. Items for Presentation and Discussion

- a. Preliminary Plat – New USD 290 Elementary School— Wynndee Lee *Page 11-14*
- b. City Manager's Report
 - Discuss March 14th & March 16th offsite meetings
 - Update on Rock Creek Business Development Park Master Planning Process
 - Tim Matthias selected as next City of Ottawa Fire Chief
- c. Commissioner's Reports
- d. Mayor's Report

IV. Announcements

- March 24, 2016 Mayor's Prayer Breakfast, 8:00 am, Ottawa Bible Church, 1623 S. Poplar
- March 28, 2016 Study Session, 4:00 pm, City Hall
- April 4, 2016 Study Session, 4:00 pm, City Hall
- April 6, 2016 Regular Commission Meeting, 7:00 pm, City Hall
- May 6, 2016 Special Call Regular Meeting for Date & Location Change, 10:00 am, Neosho County Community College, 900 E. Logan

V. Adjourn

Motion: _____ Second: _____ Time: _____

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

#18. Participate in official meetings with the dignity and decorum fitting those who hold a public trust. Personal dress and courteous behavior at meetings help create an environment for making sound public decisions.

Special Call Study Session Meeting
Goppert Center
705 W 15th St., Ottawa, Kansas
Monday, March 14, 2016—4:00 pm

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 29, 2016 Study Session, February 29, 2016 Special Call Meeting for Commission/Department Director Retreat and the March 2, 2016 Regular Meeting. It was agreed to place these items on the next regular meeting agenda, March 16, 2016.

Master Planning Contract—Rock Creed Business Development Park

The Governing Body heard from Community Development Director Wynndee Lee and Planner Sarah Anzicek regarding a request for approval for the City to act on a Master Planning Contract when it is presented. Ms. Anzicek shared information from past experience as a planner. The Governing Body agreed to place this item on the next regular meeting agenda.

Appointment of Director #2—Kansas Municipal Energy Agency

The Governing Body heard from Utilities Director Dennis Tharp regarding a request to be nominated for the Director #2 position representing the City of Ottawa for the Kansas Municipal Energy Agency Board of Directors. It was agreed to place this item on the next regular meeting agenda.

Proclamation—Flood Safety Awareness Week

The Governing Body reviewed a proclamation recognizing March 21-25, 2016 as Flood Safety Awareness Week. It was agreed to place this item on the next regular meeting agenda.

Proclamation—National Service Recognition Day

The Governing Body reviewed a proclamation recognizing April 5, 2016 as National Service Recognition Day. It was agreed to place this item on the next regular meeting agenda.

Update on Radio Replacement Program

The Governing Body heard from Chief of Police Dennis Butler regarding an update on the Radio Replacement Program.

Interviews for the Vacant City Commission Position

The Governing Body interviewed Blake Jorgensen and Kenneth Woods for the vacant city commission position.

Commissioners' Reports

Commissioner Graves stated she had a great time at National League of Cities Conference.

Commissioner Caylor reported Senator Roberts will be in town on March 22nd to speak at Rotary from 12:00 pm to 1:00 pm. To be held at Smoked Creations.

Vacant City Commission Interview Discussion

The Governing Body discussed the interview candidates for the vacant City Commission position. It was a consensus of the Governing Body to nominate Blake Jorgensen for the vacant City Commission position.

Ottawa Recreationn Commission (ORC) Update

The Governing Body heard from the Director of the ORC Goppert Center Tommy Sink regarding events going on throughout the year. Mr. Sink handed out a snap shot of the 2015 attendance records.

Adjournment

There being no further business to come before the Governing Body Commissioner Reed made a motion, seconded by Commissioner Caylor to adjourn the meeting. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly adjourned at 5:29 pm.

Carolyn S. Snethen, City Clerk

**Special Call City Commission Meeting
Courthouse Square Apartments
235 S Main St., Ottawa, Kansas
Wednesday, March 16, 2016—9:30 am**

The Governing Body met at 9:30 am 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 and welcomed the Chamber Audience and led the Pledge of Allegiance to the American Flag. The invocation was given by Director of Finance Scott Bird.

Consent Agenda

Commissioner Caylor made a motion, seconded by Commissioner Graves to approve the consent agenda, to include this regular meeting agenda, minutes from the February 29, 2016 Study Session, February 29, 2016 Special Call Meeting for Commission/Department Director Retreat, and the March 2, 2016 Regular Meeting, The motion was considered and upon being put, all present voted aye. The Mayor declared the consent agenda duly approved.

Public Comments

None offered at this time.

Declaration

The Mayor asked the City Commission for declarations of any conflict or outside communications that might influence their ability to impartially consider today's issues and come to a fair decision. None were declared.

Proclamation—Flood Safety Awareness Week

The Mayor read a proclamation recognizing March 21-25, 2016 as Flood Safety Awareness Week. This proclamation is intended to raise awareness of the importance of preparing for and understanding floods in Kansas. Public Works Director Michael Haeffele accepted this proclamation on behalf of the Public Works Department and the City of Ottawa.

Proclamation- National Service Recognition Day

Commissioner Reed read a proclamation recognizing April 5, 2016 as National Service Recognition Day. This proclamation recognizes the volunteer services in the City of Ottawa and thanks those who offer service in a way to give back to the community. The proclamation was accepted by Crystal Anderson with ECKAN. Ms. Anderson thanked the city for making time to recognize the volunteers in the community.

Appointment to Kansas Municipal Energy Agency (KMEA) Board of Directors

The Governing Body heard from City Manager Richard U. Nienstedt regarding the need for an appointment of Director #2 to serve on the Board of Directors of the KMEA. It was recommended to appoint Utilities Director Dennis Tharp for this position. Commissioner Graves made a motion, seconded by Commission Caylor to appoint Utilities Director Dennis Tharp for the Director #2 position on the KMEA Board of Directors. The motion was considered and upon being put, all present voted aye. The Mayor declared the motion duly approved.

Master Planning Contract for Rock Creek Business Development Park

The Governing Body heard from Community Development Director Wynndee Lee and City Manager Richard U. Nienstedt regarding the master planning for the Rock Creek Business Development Park. Both explained the significance of the new industrial park master plan contract that involves not only the city and county elected officials, but other stakeholders, property around the area, and community members. The master planning contract will enable a strong vision, good land-use planning, and ultimately appropriate engineering design. It was explained that this action would give authority by the City Manager to execute this contract. Commissioner Reed made a motion, seconded by Commissioner Caylor to give authority to the City Manager to execute the master planning contract. The motion was considered and upon being put, all present voted aye. The Mayor declared the motion duly approved.

Appointment to Vacant City Commissioner Position

Due to the resignation of Shawn Dickinson from the Ottawa City Commission on February 3, 2016, Blake Jorgensen has been nominated to fulfill Mr. Dickinson's' unexpired term. Commissioner Caylor made a motion, seconded by Commissioner Graves to appoint Blake Jorgensen as the new City Commissioner. The motion was considered and upon being put, all present voted aye. The Mayor declared Blake Jorgensen the new City Commissioner.

Oath of Office for Commissioner

Finance Director Scott Bird administered the Oath of Office to Commissioner Jorgensen.

Comments from Commissioner Jorgensen

Commissioner Jorgensen thanked the Governing Body for their confidence and stated his readiness to move the community forward.

Report by City Manager

City Manager Richard U Nienstedt reminded the Governing Body that they have a 10:30 am Special Call meeting with the County Commission at the County Annex.

Reports by City Commissioners

Commissioner Caylor thanked Chief Carner for his service to the community.

Commissioner Reed expressed her appreciation to Chief Carner and welcomed Commissioner Jorgensen back to the City Commission.

Report by Mayor

Mayor Skidmore reported the following:

- Thanked Chief Carner for his service
- Welcomed Commissioner Jorgensen back to the City Commission
- Reported on the trip to the National League of Cities Conference in Washington D.C.

Fire Chief Carner Retirement Recognition

Mayor Skidmore presented Chief Carner with a retirement plaque in recognition of his service and thanked him for his service to the City of Ottawa from 1983-2016. Chief Carner spoke of how he came to Ottawa and found it as a nice community. Chief Carner stated “Ottawa has a bright future”. Chief Carner thanked the Governing Body and the public for their support, congratulated Chief Matthias and expressed his pleasure for his selection. Chief Carner recognized his staff and his wife in attendance. The gallery gave Chief Carner a standing ovation.

Mayor Skidmore announced there will be a Retirement Reception for Chief Carner on Friday, March 18th from 3:00 pm – 5:00 pm.

Announcements

- March 16, 2016 Special Call City/County Joint Meeting, 10:30 am, County Annex
- March 16, 2016 City/County/USD 290 Joint Luncheon, 12:00 pm, County Annex
- March 18, 2016 Retirement Reception for Chief Carner, 3:00 – 5:00 pm, Fire Station #1
720 W 2nd
- March 21, 2016 Study Session, 4:00 pm, City Hall
- March 24, 2016 Mayor’s Prayer Breakfast, 8:00 am, Ottawa Bible Church, 1623 S Poplar
- March 28, 2016 Study Session, 4:00 pm, City Hall
- April 4, 2016 Study Session, 4:00 pm, City Hall
- May 6, 2016 Special Call Regular Meeting for Date & Location Change, 10:00 am,
Neosho County Community College, 900 E Logan

Adjournment

There being no further business to come before the Governing Body, Commissioner Jorgensen made a motion, seconded by Commissioner Reed to adjourn the meeting. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly adjourned at 10:28 am.

Carolyn S. Snethen, City Clerk

STAFF MEMORANDUM

TO: Richard Nienstedt, City Manager

FROM: Wynndee S. Lee, AICP, Community Development Director

DATE: March 10, 2016

SUBJECT: **An ordinance** vacating all but the North 140 feet of the utility easement between the 100 blocks of North Cedar Street and N. Oak Street.

Comments: The City of Ottawa's Planning Commission reviewed the vacation for the utility easement and held a public hearing. The Ottawa Co-op Association, requested the vacation of the utility easement between N. Cedar Street and N. Oak Street, did so in order to allow construction of a building addition on the property for the Co-op. There are owners on both sides of the proposed vacation. There were no public comments.

This request was submitted to the Development Review Committee and Utility Advisory Committee for review. There were no comments received in objection to the vacation request. The only condition is that the Co-op continues to work with the City to relocate the electrical lines currently serving the area.

The subdivision regulations require that, before making a recommendation to the City Commission, the Planning Commission determine

- (a) Due and legal notice has been given;
Staff called the required public hearing and notified the affected property owners.
- (b) No private rights will be injured or endangered; and
None of the adjacent property owners will experience loss of access from the vacation, and the vacated property will be redistributed appropriately.
- (c) The public will suffer no loss or inconvenience;
The right-of-way has not been developed for travel by the public and, as a result, there will be no inconvenience to the general public.

The Planning Commission recommends to the City Commission to approve the vacation of the utility easement except the North 140 feet request by a 5-0 vote.

Attachments: Ordinance
Application for Vacation
Location Map

ORDINANCE NO. _____

AN ORDINANCE VACATING A PORTION OF THE NORTH/SOUTH UTILITY EASEMENT EAST OF NORTH CEDAR STREET AND NORTH OF EAST FIRST STREET, BLOCK 48, OTTAWA ORIGINAL TOWN.

BE IT ORDAINED by the Governing Body of the City of Ottawa, Kansas, as follows:

Section 1: The described real estate generally located on adjacent lots to 120 N. Cedar, in the City of Ottawa Franklin County, Kansas, more particularly described as follows:

The north/south utility easement from the south ten (10) feet of Lots 11 and 12, Block 48 of the Ottawa Original Town Subdivision of Ottawa south to its terminus, said terminus being the south property lines of Lots 35 and 36, Block 48 of the Ottawa Original Town Subdivision of Ottawa, all in Section 36, Township 16, Range 19 East, Ottawa, Franklin County, Kansas.

Section 2: From and after the effective date of this ordinance the ownership of the portion of the utility easement described above, vacated herein, shall revert to the owners of the real estate adjacent thereto, according to law.

Section 3: The City Clerk is authorized to certify a copy of the order and directed to record this ordinance in the office of the Register of Deeds of Franklin County, Kansas.

Section 4: This ordinance shall take effect and be in force after is passage and publication in the official city newspaper.

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

Mayor

ATTEST:

City Clerk

City of Ottawa Community Development Department

101 S. Hickory, P.O. Box 60
Ottawa, KS 66067
Phone (785) 229-3620 Fax (785) 229-3625
www.ottawaks.gov

Application to Vacate Streets, Alley's, and Easements

Applicant: The Ottawa Cooperative Association

Address: PO Box 680, 302 N. Main Ottawa, KS 66067

Phone Number: 785-242-5170

Fax Number: 785-242-0585

E-mail: Ottawacoop@ottawacoop.com

Application to vacate:

Fee: \$25.00

Street Alley Setbacks Utility Easement Subdivision

Approximate location of the area to be vacated: Near 120 N. Cedar - Map Attached,

Describe location (nearest street, landmarks, etc.): Map attached - easement which is located by fertilizer building

Reason for vacating: Future expansion to existing building. We have shared cost with City to move elec. lines.

Names and mailing address of all property owners abutting the area requested to be vacated:

The following non-conformities exist on this property: _____


Applicant's signature

2-2-2016
Date

STAFF REPORT

DATE: March 14, 2016
TO: Ottawa City Commission
FROM: Staff

FOR INFORMATION ONLY

SUBJECT: Preliminary Plat – New USD 290 Elementary School

DLR Group and Wilson & Co., on behalf of USD 290, has submitted a preliminary plat for the development of property at 19th & Eisenhower for the new elementary school. The plat is associated with a site plan, which was considered by the Planning Commission earlier this month. The property is located along the east side of Eisenhower Road, and south of 19th Street. The primary tract to be developed is 13.9 acres in size, along with secondary tract 4.31 acres in size, which is floodplain and will have a drainage easement. In addition, a new road is proposed, thus new right of way as the primary access to the site, from Eisenhower Road, with secondary access from 19th St. A public hearing has been called for consideration of the preliminary plat.

A final plat for the property will also be submitted for review and approval by the Planning Commission, and construction documents for proposed infrastructure have already been submitted for staff review.

Land Use

The proposed development consists of a single lot, which is consistent with the P, Public District, zoning on the property.

Lots and Blocks

This area is currently unplatted, but results in the primary lot, with the associated tract on the other side of the road.

Right-of-way and Easements

The preliminary plat and subsequent final plat will dedicate new utility and storm water easements will be dedicated, consistent with the proposed improvements, along with necessary right of way for Eisenhower, 19th, and the new roadway.

Transportation and Circulation

Nineteenth Street is proposed to be re-constructed along the north side of the project, likely through a benefit district. Planned improvements for the turn lane on Eisenhower and the new road

infrastructure plans are in review. In addition, within the right of way is planned improvements for pedestrian transportation as well.

Land Planning and Site Design Principles

The plat, a result of discussions between the designers, USD 290 and City staff, exhibits good land planning and site design principles. The details of the proposed development were illustrated on the site plan, which has been approved by the Planning Commission.

Conformance with Comprehensive Plan and Planning Policies

The proposal confirms the commercial land use pattern proposed by the Future Land Use map. This project has begun the compliance in particular with the area plan that will enable good connectability with adjoining parcels while limiting access points to Eisenhower for traffic safety reasons.

Recommendation:

It is the recommendation of staff that the preliminary plat for USD 290,19th & Eisenhower Elementary School be **approved**. There are a few corrections the designers are working on that will be submitted prior to the hearing.

Attachments:
Aerial Photo
Preliminary Plat

Aerial Photo

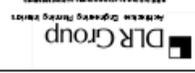




OTTAWA USD 290
NEW OTTAWA ELEMENTARY SCHOOL

PROPOSED PLAT
NEW OTTAWA ELEMENTARY SCHOOL
OTTAWA USD 290

C1.1
PRELIMINARY PLAT



WILSON & COMPANY
ENGINEERS ARCHITECTS
1000 BROADVIEW AVENUE
OTTAWA, K1K 1R2
TEL: 453-1111
WWW.WILSON-AND-COMPANY.COM

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TEL: 453-1111
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PROJECT NAME
PRELIMINARY PLAT
1320 WEST 19TH STREET
ELEMENTARY SCHOOL
OTTAWA, KANSAS 68087

DATE	2018.08.15
SCALE	AS SHOWN
PROJECT NO.	1320 WEST 19TH STREET
DESIGNED BY	WILSON & COMPANY
CHECKED BY	WILSON & COMPANY
APPROVED BY	WILSON & COMPANY

PRELIMINARY PLAT
SHEET NO. V-101
1 of 1

