

Study Session Minutes
Ottawa, Kansas
Minutes of February 29, 2016

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. Commissioner Caylor was absent. 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 22, 2016 Study Session. It was agreed to place this item on the next regular meeting agenda, March 2, 2016.

Bid Recommendation—2016 Street Rehabilitation Program

The Governing Body heard from Public Works Director Michael Haeffele regarding a bid recommendation of Killough Construction for the Mill and Overlay Bid and Vance Brother's Inc for the Chip and Seal Bid. The Mill and Overlay Bid came in at \$101,512.24 and the Chip and Seal Bid came in at \$95,401.10. Both of these bids came in below the engineers estimate and under our budgeted amount of \$230,000. It was agreed to place this recommendation on the next regular meeting agenda.

Public Library Officials Bond for Treasurer

The Governing Body heard from Library Director Terry Chartier and City Clerk Carolyn Snethen regarding a requested for a public officials bond for the Library Treasurer in the amount of \$5,000. It was agreed to place this item on the next regular meeting agenda.

Commissioner Caylor arrived at 4:11 pm.

Department Focus Session—Community Development

The Governing Body heard from Community Development Director Wynndee Lee regarding the department. Some of the topics covered included the shared objectives of the department reaching the goal of supporting and enforcing public safety in the community, the number of employees in the department as well as the certifications held by each employee, and the varies duties and projects assigned to the department. There are many behind the scene activities going on in the Community Development department. The Community Development Department sends out newsletters every other month, issues a variety of permits, supports several boards, and it currently managing more projects than they have in several years. Some projects currently in progress include sign regulation changes, Teen Park Fundraising, 15th Street and sidewalk grant, Let's Move, Annexation Plan, Rock Creek Development Park, Mayor's Housing Project, Old City Hall Grant, and a variety of building projects.

Department Focus Session—Police Department

The Governing Body heard from Chief of Police Dennis Butler regarding the police department. Some of the key topics discussed include the mission and vision statement of the department, the organizational chart, activities involving the community outreach and education, crime rate decreases, and current employees. The police department hired 7 new employees in 2015. Some of the activities the police department participates or organizes include but not limited to D.A.R.E Camp and D.A.R.E program, National Night Out, Day on the Job, Active Shooter Training, and McGruff Club.

City Manager's Report

City Manager Richard U. Nienstedt reported:

- March 16, 2016: Joint update session on Rock Creek Business Development Park (City/County), 10:30 am
- May 4, 2016 Commission Meeting will be held on May 6, 2016 at the First Friday Forum, 10:00 am

Announcements

Mayor Skidmore announced:

- February 29, 2016: Special Call Meeting 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 CANCELED

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 5:01 pm.

Carolyn S. Snethen, City Clerk