



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  
Fax: 785-229-3639  
www.ottawaks.gov  
www.facebook.com/ottawaks

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

A Study Session is scheduled for **April 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 March 28, 2016 Study Session *Pgs. 3-4*
- b. Proclamation for Child Abuse Prevention and Awareness Month in April *Pg. 5*
- c. Proclamation for Fair Housing Month in April *Pg. 6*
- d. Utility Administration Office Build - Dennis Tharp *Pgs. 7-15*
- e. Appointment of Daryl Flager to Airport Advisory Board - Richard U. Nienstedt *Pg. 16*

**III. Items for Presentation and Discussion**

- a. City Manager's Report
- b. Commissioner's Reports  
-Reorganization
- c. Mayor's Report

**IV. Adjourn**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Time: \_\_\_\_\_

**V. Announcements**

- April 6, 2016 **Regular Meeting**, 7:00 pm, City Hall
- April 6, 2016 Pinning Ceremony for New Fire Chief & Reception for Outgoing Mayor Immediately Following Regular Meeting, City Hall
- April 11, 2016 Study Session, 4:00 pm, City Hall
- April 18, 2016 Study Session, 4:00 pm, City Hall
- April 22 & 23, 2016 Leadership Summit & Mayor's Conference, Junction City
- April 25, 2016 Study Session, 4:00 pm, City Hall
- May 2, 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

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

**#20. Don't be afraid to ask questions. It is one of the ways we learn.**

**VI. Items Already Placed**

- a. Minutes from the March 14, 2016 Special Call Study Session for Location Change, March 16, 2016 Special Call Regular Meeting for Location Change, March 16, 2016 Special Call Meeting for Update on Rock Creek Development Park and March 21, 2016 Study Session
- b. Request for Approval of Ordinance Authorizing a Loan to Fund a Public Water Supply Project
- c. An ordinance vacating all but the North 140 feet of the utility easement between the 100 blocks of North Cedar Street and North Oak Street.

**Study Session Minutes  
Ottawa, Kansas  
Minutes of March 28, 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, Commissioner Graves, and Commissioner Jorgensen. 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 March 16, 2016 Special Call Meeting for an Update on Rock Creek Development Park and the March 21, 2016 Study Session. It was agreed to place this item on the next regular meeting agenda, April 6, 2016.

**Ordinance—Loan to Fund Public Water Supply Project**

The Governing Body heard from Finance Director Scott Bird regarding a request for approval of an ordinance authorizing a loan to fund a Public Water Supply Project. The application is through the Kansas Department of Health and Environment (KDHE), which is a request for a loan from the Kansas Water Supply Loan Fund. This loan will be used to construct an additional raw water line for the purpose of providing redundancy to the City's aged water supply line from the river intake. KDHE has processed a request to loan the city \$3,262,500 for a period of 20 years at a total rate of 2.13%. Mr. Bird explained that steps were taken late 2015 to increase water rates over the next three years to finance this loan. It was agreed to place this item on the next regular meeting agenda.

**Child Abuse Prevention and Awareness Month**

The Governing Body heard from Shelly Lojka with CASA. The mission of CASA is to provide trained community volunteers to speak up for the needs of abused and neglected children. April is Child Abuse Prevention and Awareness Month. Ms Lojka encouraged all community members to get involved with this cause by wearing Blue and a Blue Ribbon on April 8<sup>th</sup> to visually show support for an abused child. CASA serves four counties; Anderson, Coffey, Franklin, and Osage. They are actively seeking volunteers.

**February Monthly Reports**

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

**City Manager's Report**

City Manager Richard U. Nienstedt reported:

- March 30, 2016: Public Meeting regarding Rock Creek Development Park. The event begins at 5:30 pm with a presentation at 6:00 pm.
- Discussion of the Mayor position will be on the next study session agenda.

**Mayor's Report**

Mayor Skidmore thanked all who helped make the Mayor's Prayer Breakfast possible stating that it was a wonderful turnout.

March 28, 2016

Unofficial until Approved

### **Announcements**

Mayor Skidmore announced:

- March 30, 2016: Rock Creek Development Park Master Planning Meeting, 5:30 pm, Neosho County Community College
- April 4, 2016: Study Session, 4:00 pm, City Hall
- April 6, 2016: Regular Meeting, 7:00 pm, City Hall, Pinning Ceremony & Reception for New Fire Chief, Tim Matthias, Immediately Following

### **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 4:47 pm.

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Carolyn S. Snethen, City Clerk



# PROCLAMATION



WHEREAS, The City of Ottawa Kansas prides itself on giving back to the community contributing to the quality of life among our citizens; and

WHEREAS, CASA of the Fourth Judicial District and its volunteers represent the best interests of abused and neglected children who are involved in the juvenile courts; and

WHEREAS, There are many children in Ottawa, Kansas who suffer from some form of abuse or neglect each year; and

WHEREAS, Through a national effort, members of the Ottawa community are encouraged to join together in the month of April to raise awareness for these children who are victims of abuse and neglect; and

WHEREAS, Specifically, April 8, 2016 shall be recognized as "Blue Day" in our community, where individuals may give support to the aforementioned children by dressing in the signature color blue in recognition of Child Abuse Prevention and Awareness Month; and

WHEREAS, This effort and promoting awareness of the neglect and abuse will give abused and neglected children in our community, and around the country, a chance for a safe and positive future.

NOW, THEREFORE, the Governing Body of the City of Ottawa, Kansas, does hereby recognize April, 2016, as

## CHILD ABUSE PREVENTION AND AWARENESS MONTH

and April 8, 2016 as

## WEAR BLUE DAY

in the City of Ottawa and urges all citizens to join in a national effort to raise awareness and help prevent child abuse and neglect.

SIGNED this 6<sup>th</sup> day of April 2016.

\_\_\_\_\_  
Michael B. Skidmore, Mayor



# PROCLAMATION



Celebrating 48 Years of Fair Housing

WHEREAS, the Congress of the United States passed the Civil Rights Act of 1968, of which Title VIII declared that the law of the land would now guarantee the rights of equal housing opportunity; and

WHEREAS, the City of Ottawa is committed to the mission and intent of Congress to provide fair and equal housing opportunities for all; and

WHEREAS, the City of Ottawa passed a Fair Housing Ordinance in 1976 and updated the Ordinance in 1997 and 2000; and

WHEREAS, the Fair Housing Groups and the U.S. Department of Housing and Urban Development have, over the years, received thousands of complaints of alleged illegal housing discrimination and found too many that have proved upon investigation to be violations of the fair housing laws; and

WHEREAS, equal housing opportunity is a condition of life in Ottawa that can and should be achieved.

NOW, THEREFORE, the Governing Body of the City of Ottawa, Kansas, does hereby proclaim the Month of April 2016 as:

## FAIR HOUSING MONTH

And expresses the hope that this year's observance will promote fair housing practices throughout the City.

SIGNED this 6<sup>th</sup> day of April 2016.

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Michael B. Skidmore, Mayor



# Memorandum

**TO:** Richard U. Nienstedt, City Manager and the Governing Body  
**FROM:** Dennis Tharp, Director of Utilities  
**DATE:** April 1, 2016  
**SUBJECT:** Utility Administrative Office Space Construction

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City of Ottawa

101 S. Hickory  
Ottawa, KS 66067

785.229.3600

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

Following reorganization of the Public Utility Department in 2014, internal consideration was given to remodeling an existing building at the Wastewater Treatment Plant. This remodel will allow this group to be better centralized and address the needs internally and those of our citizens.

It has become increasingly apparent office space at City Hall is no longer palatable to provide for everyone. With that in mind we began looking at alternatives to move the Utility Administrative group to space within a reasonable proximity of City Hall. We have reviewed an existing structure at the Wastewater Reclamation Facility that was the Office/Laboratory for the prior treatment plant. It is a building that provides the square footage to accommodate what we are hoping to accomplish and saves the community around \$100,000.00 in relation to new construction. We have been working through the design process with Kyle Trendel and have what we believe is a viable alternative as you can see in the attached Power Point presentation. To accomplish this configuration, we have put out Requests for Proposal and received bids from 3 contractors, the lowest of those being Lloyd Builders at just over \$101,000.00.

After discussion with the Finance Director, we have determined that by drawing on funds from a number of utility budget line items, we can finish this space using 2016 budget dollars and will have no need to draw on other resources. The need for this space exists now and costs to do what we are outlining will not get less expensive. This configuration provides not only office space but much needed conference meeting areas. It also opens up at least two, and possibly three, office spaces at City Hall. Please note that I will retain my office in City Hall as well. It is respectfully recommended the Governing Body approve the bid from Lloyd Builders.

We look forward to discussion of this project.

Respectfully Submitted,  
Dennis Tharp

# OFFICE SPACE – WHERE ARE WE?

- ✘ Current City Hall Space is maxed out
- ✘ Latest movement has relocated an employee offsite
- ✘ New IT employee is in a hallway cubicle
- ✘ Finances are always a concern
- ✘ CM has heart for leadership among the troops
- ✘ Circa 1983, 1800 SF building unused
- ✘ New 20 Yr roof in 2015
- ✘ Where to go from here?





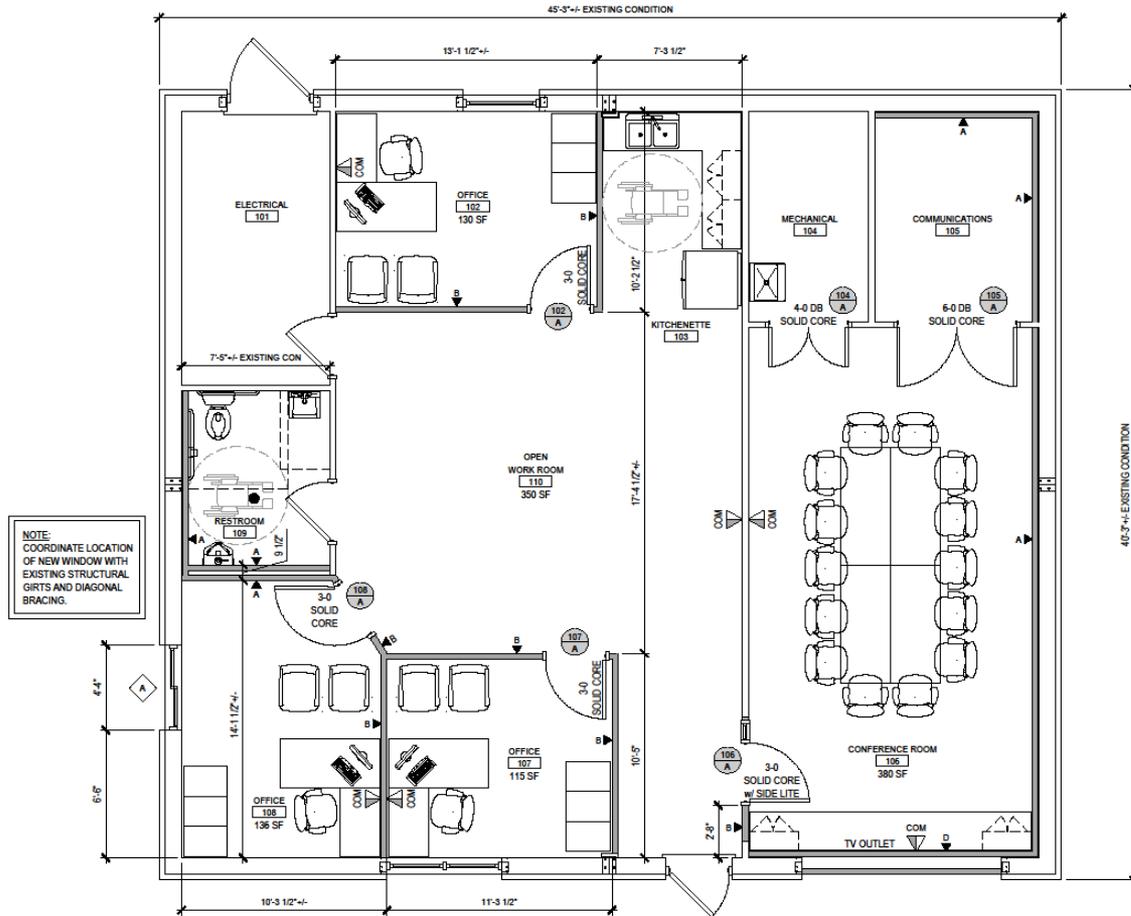


EXIT

Mechanical

Map & File  
Room

Conference Room



1. All work shall be done in accordance with governing laws, codes and ordinances of authorities having jurisdiction.
2. This drawing was developed based on available information. Verify actual conditions and dimensions prior to construction. Commencement of work constitutes verification and acceptance of existing conditions.
3. Calculate and measure required dimensions. DO NOT SCALE! the drawings unless otherwise indicated.
4. Application of a material or equipment to work installed by others constitutes acceptance of that work and assumption of responsibility for satisfactory installation.

**TITLE**  
**OFFICE RENOVATION**

**PROJECT**  
**WATER RECLAMATION FACILITY  
CITY OF OTTAWA, KS  
703 E 1ST STREET, OTTAWA, KS 66067**

**DATE**  
02.08.2016

**SCALE**

**PROJECT NO.**  
1516

**REV.**

**FLOOR PLAN  
DOOR & WINDOW TYPES**

**A101**  
DRAWING NO.

# PROJECT FUNDING

## Renovation Funding

**Bid price \$102,940.00/Furnished Total Estimate \$120,000.00**

Line	Description	Proposed Project Funds Available
3001-611	Chemicals	\$40,000.00
3001-629	Road Rock & Gravel	\$3,500.00
3601-519	Odor Control	\$10,000.00
3601-731	Buildings & Structures	\$10,000.00
3703-533	Equipment Repair	\$50,000.00
3703-558	Other Contractual	\$50,000.00
3703-710	Equipment	\$100,000.00
3704-745	Street Light Construction	\$50,000.00
3704-749	Electric Line Construction	\$50,000.00
<b>Total</b>		<b>\$313,500.00</b>

# WHAT THIS PROJECT ACCOMPLISHES

- ✘ Frees up needed space at City Hall
- ✘ Utility management team is out among the troops but within a short walk to City Hall
- ✘ Maximizes and repurposes an existing facility (Green initiative)
- ✘ Provides an opportunity for enhanced team building
- ✘ Completion within utility budget funds without sacrificing other projects.

**City of Ottawa, Kansas**  
**Application to Serve on a Board or Commission**



Name of Board(s) you wish to serve on Airport Advisory Board

Name Daryl Flager

Address [REDACTED]

Ottawa, Kansas 66067

Do you live within the City limits?  yes  no

Home phone number [REDACTED] Cell phone number [REDACTED]

Email address [REDACTED]

Place of employment The Kansas State Bank, Ottawa, Kansas

How long have you been a resident of Ottawa? 1 1/2 years

How long have you been a resident of Franklin County? 4 years/prior 1948-1987

How much time can you devote to serving each month? as needed

Are you related to a Board/Commission member or a City employee?  yes  no

Briefly describe why you are interested in serving on a Board for the City of Ottawa.  
I want to be more involved in Franklin County in general and the  
airport in particular. I am also a pilot.

List any groups or activities to which you belong and which may demonstrate your involvement in the community.

Ottawa Lions Club.

Have you read the Functions of the Board/Commission you're applying for?  yes  no  
(Found on City's Website at [www.ottawaks.gov](http://www.ottawaks.gov) / Government / Boards and Commissions)

Signature [Signature] Date 10/08/15

**Thank you for your interest in serving on a City Board/Commission. Please complete this form and return it to the City Manager's Office, City Hall, PO Box 60, Ottawa, KS 66067; or bring to the Second Floor of City Hall at 101 S. Hickory. Receipt of applications will be acknowledged. If you have questions, please contact Glora Mathews at 785-229-3637, or by email at: [gmathews@ottawaks.gov](mailto:gmathews@ottawaks.gov).**