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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 **August 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 July 25, 2016, and August 1, 2016 Study Sessions; August 1, 2016 Special Call for Leadership Session; and August 3, 2016 Regular Meeting *Pgs. 3-10*
- b. Request for Approval of Ordinance Authorizing and Providing for Acquisition of Land or an Interest Therein by Condemnation for Sidewalk Improvements on East 15th Street - Blaine Finch *Pgs. 11-12*

III. Items for Presentation and Discussion

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

IV. Announcements

- August 8, 2016 Special Call Commission Leadership Session, 5:00 pm, City Hall
- August 9, 2016 DARE Camp Closing Ceremonies, 6:00 pm, Timber Lakes Camp
- August 15, 2016 Study Session, 4:00 pm, City Hall
- August 17, 2016 **Regular Meeting**, 9:30 am, City Hall
- August 17, 2016 Quarterly Image Award & new Education/Healthcare Welcome Luncheon REPLACES August Joint Meeting, 11:45 am, Garfield Elementary
- August 22, 2016 Study Session, 4:00 pm, City Hall
- August 22, 2016 Special Call Commission Leadership Session, 5:00 pm, City Hall
- August 23, 2016 Ottawa University Fusion, 6:00 - 8:00 pm, 300 Block of Main

V. Recess

- a. Tour of Water Reclamation / Utility Administration Offices, 703 E. 1st Street
- b. Ribbon Cutting at Solar Panel Field, 2nd & Beech Street

VI. Reconvene

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

#37. Be friendly and deal effectively with the news media. Make sure what you say is what you mean. Lack of good communication is one of the big problems of cities.

VII. Adjourn

Motion: _____ Second: _____ Time: _____

VIII. Items Already Placed

- a. Public Hearing for consideration of condemnation on structures at 322 S. Poplar and 112 S. Elm at 7:00 pm, September 7, 2016.

**Study Session Minutes
Ottawa, Kansas
Minutes of July 25, 2016**

The Governing Body met at 4:00 pm this date with the following members present and participating to wit: Mayor Caylor, Commissioner Reed, Commissioner Graves, and Commissioner Skidmore. Commissioner Jorgensen was absent. A quorum was present.

Mayor Caylor called the meeting to order.

Public Comments

The Governing Body heard from Gary Harris, 1801 S Princeton, regarding City Wide Clean Up Day and an update on the levee.

The Governing Body heard from Doug Loyd, 413 S Main, regarding undesignated parking stalls and parking tickets.

Minutes to Review

The Governing Body reviewed minutes from the July 6, 2016 and July 20, 2016 Regular Meetings and the July 18, 2016 Study Session Meeting. It was agreed to place these items on the next regular meeting agenda, August 3, 2016.

Authorization to Sign Federal Aviation Administration Grant Offer

The Governing Body heard from Public Works Director Michael Haeffele regarding a request for authorization to the City Manager to sign the Federal Aviation Administration Grant Offer. It was agreed to place this item on the next regular meeting agenda.

Sunday Liquor Sales Concern—Ministerial Alliance

The Governing Body heard from Reverend Dale Stratton and Pastor Jarod Yancey from the Ministerial Alliance regarding their concerns with the Sunday Liquor Sales. Mr. Stratton and Mr. Yancey asked questions of the Governing Body regarding Sunday Liquor Sales. It was requested to meet with the Governing Body again at a further date for more discussion.

June Monthly Reports

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

2017 Budget Review

The Governing Body reviewed the following budget with City Staff:

- Community Development (0130)

City Manager's Report

City Manager Richard U. Nienstedt reported:

- Parking is being enforced downtown as stated in the City of Ottawa's Municipal Code
- An Executive Session will be needed for 10 minutes with no action afterwards.

Mayor's Report

Mayor Caylor thanked Commissioner Reed for filling in as Mayor Pro Tem last week.

July 25, 2016

Unofficial until Approved

Announcements

Mayor Caylor announced the following:

- July 26, 2016: Army band Concert, 7:00 pm, Ottawa Municipal Auditorium
- August 1, 2016: Study Session, 4:00 pm, City Hall
- August 1, 2016: Special Call Commission Leadership Session, 5:00 pm, City Hall
- August 2, 2016: National Night Out, 5:30 pm
- August 3, 2016: Regular Meeting, 7:00 pm, City Hall
- August 23, 2016: Ottawa University Fusion, 6:00 – 8:00 pm

Executive Session

Recess

Commissioner Skidmore made a motion, seconded by Commissioner Graves to enter into executive session for Attorney-Client Privilege with City Manager and City Attorney present for a period of 10 minutes. The Governing Body will reconvene at 5:25 pm with no action to be taken afterwards. The motion was considered and upon being put, all present voted aye. The Mayor declared the motion duly approved and the executive session began at 5:15 pm.

Reconvene

Commissioner Caylor made a motion, seconded by Commissioner Skidmore to reconvene into the regular study session at 5:25 pm. The motion was considered and upon being put, all present voted aye. The Mayor declared the motion duly approved and the regular study session was reconvened at 5:25 pm.

Adjournment

There being no further business to come before the Governing Body, Commissioner Skidmore made a motion, seconded by Commissioner Graves to adjourn the meeting. The meeting was adjourned at 5:26 pm.

Carolyn S. Snethen, City Clerk

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

The Governing Body met at 4:00 pm this date with the following members present and participating to wit: Mayor Caylor, Commissioner Reed, Commissioner Graves, and Commissioner Skidmore. Commissioner Jorgensen was absent. A quorum was present.

Mayor Caylor called the meeting to order.

Public Comments

None offered at this time.

K-68 and Main Improvement Project

The Governing Body heard from Public Works Director Michael Haeffele regarding a request for approval of an agreement with the Kansas Department of Transportation for a Geometric Improvement Project at K-68 and Main and for authorization for the Mayor and City Clerk to sign the agreement. This project will widen the turn radius on the west bound lane of K-68 and install new traffic signals and cross walks. The project estimate is \$469,571 with Kansas Department of Transportation's share not to exceed \$400,000. This leaves the City of Ottawa with the cost of \$69,571. It was agreed to place this item on the next regular meeting agenda, August 3, 2016.

Ordinance—Kansas Gas Service Natural Gas Franchise

The Governing Body heard from City Attorney Blaine Finch regarding a request for approval of an ordinance renewing the Kansas Gas Service Natural Gas Franchise. The term of this franchise is 10 years from the effective date of the ordinance. It was agreed to place this item on the next regular meeting agenda.

Meeting in Washington D.C.

Police Chief Dennis Butler gave an update on the meeting he attended at Washington D.C. on July 15, 2016. The topic of this meeting was 21st Century Policing.

Utility Office and KDHE Revolving Loan Fund

The Governing Body heard from Utilities Director Dennis Tharp and Assistant Utilities Director Dave Buehler regarding the completion update on the utility office building as well as the KDHE Revolving Loan Fund. It was proposed to use the KDHE Revolving Loan Funds for a project to replace water lines along Main Street from 1st to 5th. The lines that are currently in place need to be replaced due to multiple breaks and erosion of the lines. This project falls within the KDHE guidelines and the estimate for this project is \$1.3 Million. Consensus was given from the Governing Body to proceed with the engineering phase of this project.

Live Streaming of Study Session Meetings

The Governing Body heard from the Information Technology Department including Mat Simonson, Paul Sommer, and Chuck Bigham. Discussion was made regarding streaming the study session meetings and the equipment that would be involved with that. Consensus was given to proceed with the process of getting the Study Session's live streamed.

August 1, 2016

Unofficial until Approved

2017 Budget

Finance Director Scott Bird presented the final numbers of the 2017 budget as well as compared them to the 2016 budget.

National Night Out

The Governing Body and City Manager Richard U. Nienstedt reviewed a handout of the different stops being made at National Night Out as well as travel arrangements.

City Manager's Report

City Manager Richard U. Nienstedt invited the Governing Body to attend an event at the Police Department tonight at 8:00 pm with the American Arrows Baseball Team, who just won the State Title for the second year. The team plan to thank the Police Officers and Firefighters for all they do to protect our community before leaving for the Regional Tournament.

Mayor's Report

Mayor Caylor reported the Army Band Concert at the Ottawa Municipal Auditorium was a great success with a wonderful turnout. Mayor Caylor also thanked the Firefighters and Police Officers for all they have done for our community in the past couple weeks.

Announcements

Mayor Caylor announced the following:

- August 1, 2016: Special Call Commission Leadership Session, 5:00 pm, City Hall
- August 2, 2016: National Night Out, 5:30 pm
- August 3, 2016: Regular Meeting, 7:00 pm, City Hall
- August 8, 2016: Study Session, 4:00 pm, City Hall
- August 15, 2016: Study Session, 4:00 pm, City Hall
- August 17, 2016: Regular Meeting, 9:30 am, City Hall
- August 23, 2016: Ottawa University Fusion, 6:00 – 8:00 pm, 300 Block of Main

Adjournment

There being no further business to come before the Governing Body, Commissioner Skidmore made a motion, seconded by Commissioner Graves to adjourn the meeting. The meeting was adjourned at 5:04 pm.

Carolyn S. Snethen, City Clerk

**Special Call Commission Meeting
Leadership Session
City Hall
101 S Hickory St, Ottawa, Kansas
Monday, August 1, 2016—5:00 pm**

The Governing Body met at 5:00 pm this date with the following members present and participating to wit: Mayor Caylor, Commissioner Reed, Commissioner Graves, and Commissioner Skidmore. Commissioner Jorgensen was absent. A quorum was present.

The Governing Body worked with Leadership Consultant John Divine.

The meeting adjourned

Carolyn S. Snethen, City Clerk

**Regular Meeting Minutes
Commission Chambers
101 S Hickory, Ottawa, Kansas
Minutes of August 3, 2016 at 7:00 pm**

The Governing Body met at 7:00 pm this date with the following members present and participating to wit: Mayor Caylor, Commissioner Reed, Commissioner Skidmore, Commissioner Graves, and Commissioner Jorgensen. A quorum was present.

Mayor Caylor 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 Reverend Dale Stratton from Pilgrim Bible Church.

Consent Agenda

The Governing Body reviewed the consent agenda including minutes from the July 6, 2016 and July 20, 2016 Regular Meetings; July 18, 2016 Study Session; and the regular meeting agenda. Commissioner Graves made a motion, seconded by Commissioner Jorgensen to approve the consent agenda. 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

None were given at this time.

Public Hearing: City of Ottawa Proposed 2017 Budget

The public hearing regarding the City of Ottawa Proposed 2017 Budget was opened at 7:04pm.

Finance Director Scott Bird gave a brief presentation showing the 2017 budget numbers compared to the 2016 budget numbers. Mr. Bird reviewed the changes from the 2016 budget to the 2017 budget and showed the estimated mill levy number is the same as the 2016 mill levy.

The following spoke regarding their contribution from the City of Ottawa to their organization.

- Terry Chartier, Ottawa Library Director
- Steve Geiss, Ottawa Main Street Chair
- Melissa Reed, Prairie Paws Executive Director
- Cassie Myers, Willow Domestic Violence Center Franklin County Program Coordinator
- Perry Chapman, Elizabeth Layton Center CFO
- James Oltman, FCDC Executive Director
- Merle Mordy, City Band Chair and Mark Pickett, City Band Director

The public hearing was closed at 7:47 pm

Adoption of the 2017 Budget

Following public discussion during the public hearing, Commissioner Jorgensen made a motion, seconded by Commissioner Reed to adopt the 2017 budget. The motion was considered and upon being put, all present voted aye. The Mayor declared the 2017 budget duly adopted.

August 3, 2016

Unofficial until Approved

Authorization to Sign Federal Aviation Administration Grant- Airport Master Plan

The Governing Body heard from Public Works Director Michael Haeffele regarding a request for authorization to sign the Federal Aviation Administration Grant for the Airport Master Plan. The authorization is for City Manager, Richard U. Nienstedt, to sign the documents required for this grant on behalf of the City of Ottawa. Commissioner Skidmore made a motion, seconded by Commissioner Graves to give authorization to the City Manager to sign the Federal Aviation Administration Grant. The motion was considered and upon being put, all present voted aye. The Mayor declared the authorization duly approved.

Geometric Improvement Project—K-68 and Main

The Governing Body heard from Public Works Director Michael Haeffele regarding a request for approval of an agreement with Kansas Department of Transportation (KDOT) for the Geometric Improvement Project and authorization to sign the agreement. The Geometric Improvement Project is for the intersection at K-68 and Main. This project will add crosswalks, update signals, and improve turning at the intersection. Commissioner Reed made a motion, seconded by Commissioner Skidmore to approve the Geometric Improvement Project. The motion as considered and upon being put, all present voted aye. The Mayor declared the motion duly approved.

Ordinance—Kansas Gas Service Natural Gas Franchise

The Governing Body heard from City Attorney Blaine Finch regarding a request for approval of an ordinance renewal for the Kansas Gas Service Natural Gas Franchise. The last franchise agreement with Kansas Gas Service was established 20 years ago. This ordinance defines the new Kansas Gas Service Franchise with a ten year term and a five year reopener. Commissioner Reed made a motion, seconded by Commissioner Graves to adopt the Kansas Gas Service Franchise. The motion was considered and upon being put, all present voted aye. The Mayor declared the ordinance duly adopted and the ordinance was numbered Ordinance No. 3926-16.

Report by City Manager

City Manager Richard U. Nienstedt thanked the Governing Body for all their hard work on the budget. Mr. Nienstedt also thanked the Governing Body for their involvement in National Night Out. Chief Butler and his officers put a lot of effort into this event and it is one of the best public relations events in this community.

Reports by City Commissioners

Commissioner Reed thanked the volunteers that opened up their back yards for National Night Out.

Commissioner Skidmore stated it was great to get out and see all the people in the community for National Night Out. Commissioner Skidmore stated he is wearing a blue ribbon to support and give his appreciation for the men and women that serve in our community.

Report by Mayor

Mayor Caylor stated she appreciates the citizen's involvement in the recent Army Band Concert at the Ottawa Municipal Auditorium and is hoping to see this event return in the future.

Mayor Caylor commends the Finance Department for all their work on the budget.

Mayor Caylor thanked the Fire Department and the Police Department for all they do for this community especially in the last couple of weeks.

Mayor Caylor thanked the Public Works Department for keeping our community looking great and the Utilities Department for providing the City of Ottawa with utilities.

Mayor Caylor stated that National Night out was a great success and invited all to join in this event next year.

Mayor Caylor encouraged all citizens to watch out for our kids in the community as school gets ready to start. More kids will be out walking, on bikes, etc.

Announcements

Mayor Caylor announced:

- August 8, 2016: Study Session, 4:00 pm, City Hall
City Manager Richard U. Nienstedt commented that new technology will be coming to live stream our study session meetings. The City will be using FaceBook Live to do this. We want to be able to engage our community that may not be able to make it to our meetings.
- August 8, 2016: Special Call Commission Leadership Session, 5:00 pm, City Hall
- August 15, 2016: Study Session, 4:00 pm, City Hall
- August 17, 2016: Regular Meeting, 9:30 am, City Hall
- August 17, 2016: Quarterly Image Award & New Education/Healthcare Welcome Luncheon REPLACED August Joint Meeting, 11:45 am, Garfield Elementary, 1213 College

Adjournment

There being no further business to come before the Governing Body, Commissioner Skidmore made a motion, seconded by Commissioner Graves to adjourn the meeting. The meeting was adjourned at 8:19 pm.

Carolyn S. Snethen, City Clerk

CITY OF OTTAWA
EAST 15TH STREET
SIDEWALK IMPROVEMENTS
PROJECT NO. 30TE-0413-01

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING AND PROVIDING FOR THE
ACQUISITION OF LAND OR AN INTEREST THEREIN BY CONDEMNATION
FOR THE PURPOSE OF SIDEWALK IMPROVEMENTS
IN THE VICINITY OF EAST 15TH STREET IN OTTAWA.

WHEREAS, the Governing Body of the City of Ottawa, Kansas, has by Resolution No. 1691-16 declared the necessity to appropriate private property for the completion of sidewalk improvements generally described as being in the vicinity of east 15th Street, including design and construction of new sidewalks, grading and related improvements, and all other work necessary and incidental thereto; and has authorized a description of the land or interest to be condemned to be made by a licensed land surveyor or a competent professional engineer and filed with the City Clerk; and

WHEREAS, such survey and description has been made and filed with the City Clerk.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF OTTAWA, KANSAS THAT:

SECTION ONE. It is hereby authorized and provided that the land or interest hereinafter set forth be acquired by condemnation for the completion of sidewalk improvements generally described as being in the vicinity of east 15th Street, including design and construction of new sidewalks, grading and related improvements, and all other work necessary and incidental thereto; to wit:

Robert L. & Winifred J. Baker & Elizabeth I. McGuire, 415 E. 15th Street and legally described as follows:

The West 9 2/5 feet of Lot 35, and all of Lots 37, 39, 41, & 43, Block 6, Garfield Addition, in the City of Ottawa, Franklin County, Kansas.

Temporary Construction Easement granted to the City of Ottawa, Kansas, for one (1) year after completion and acceptance of construction, the right of ingress and egress over and through the easement property on the following described real property:

The South 7.00 feet of Lot 43, Lot 41, Lot 39, Lot 37, and the West 9 2/5 feet of Lot 35, Block 6, in Garfield Addition, in the City of Ottawa, Franklin County, Kansas, containing 836 square feet including the 214 square feet of the pedestrian easements.

Permanent Pedestrian Easement granted to the City Ottawa, Kansas, its successors and assigns a perpetual easement as described:

The South 4.00 feet of Lot 43, and the South 4.00 feet of the West 12.00 feet of Lot 41, Block 6, in Garfield Addition, to the City of Ottawa, Franklin County, Kansas, containing 188 square feet.

And

The South 2.00 feet of the East 1.00 foot of Lot 39 and the South 2.00 feet of the West 12.00 feet of Lot 37, Block 6, Garfield Addition, in the City of Ottawa, Franklin County, Kansas, containing 26 square feet.

SECTION TWO. It is further authorized and provided that as soon as practical, after enactment of this Ordinance, action be initiated to exercise the power of eminent domain in accordance with K.S.A. 26-601, et seq., the Eminent Domain Procedure Act, to condemn all land hereinbefore described.

SECTION THREE. This Ordinance shall take effect and be in full force and effect from and after publication in an official City newspaper as provided by law.

PASSED by the Governing Body this _____ day of _____, 2016.

Mayor

ATTEST:

City Clerk