

**Study Session Minutes
Ottawa, Kansas
Minutes of May 1, 2017**

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

Mayor Caylor called the meeting to order.

Public Comments

None offered at this time.

Proclamation—Law Day

Mayor Caylor read a proclamation recognizing May 1, 2017 as Law Day. The American Bar Association has designated the 2017 Law Day theme to be “The Fourteenth Amendment: Transforming American Democracy” to recognize the numerous contributions to American law and society the Fourteenth Amendment has served. Judge Taylor Wine accepted the proclamation on behalf of all judges in the 4th Judicial District and discussed the unmatched prosperity and freedoms the 14th Amendment provides to citizens.

Interviews—Boards and Commissions

The Governing Body conducted the following interviews for open positions:

Tree Board

Jane Creighton—4:00 pm

Library Board

Diane Caryl—4:10 pm

Accessibility Advisory Board

Lisa Rossman—4:20 pm

Construction Board of Appeals

Gregg Colbern—4:30 pm

During discussion, the Governing Body agreed these applicants will be assets to the Tree Board, Library Board, Accessibility Advisory Board, and Construction Board of Appeals and will be contacted by the City Manager’s office. It was agreed by consensus to place these appointments on the next Regular Meeting consent agenda on May 3, 2017.

Minutes to Review

The Governing Body reviewed minutes from the April 5, 2017 Regular Meeting, April 10, 2017 Study Session, and April 10, 2017 and April 11, 2017 Special Call Commission Retreats and agreed by consensus to place these items on the next Regular Meeting agenda on May 3, 2017.

May 1, 2017

Proclamation—National Bike Month

The Governing Body reviewed a proclamation recognizing the month of May 2017 as National Bike Month, May 10th as Bike to School Day, the week of May 15-19, 2017 as Bike to Work Week, and May 19, 2017 as National Bike to Work Day. The Governing Body agreed by consensus to place this item on the next Regular Meeting agenda.

Proclamation—Community Action Month

The Governing Body reviewed a proclamation recognizing the month of May 2017 as Community Action Month in recognition of the hard work and dedication of Kansas Community Action Agencies. The Governing Body agreed by consensus to place this item on the next Regular Meeting agenda.

Proclamation—Drinking Water Week

The Governing Body reviewed a proclamation recognizing the week of May 7-13, 2017 as Drinking Water Week to help protect our source waters from pollution, to practice water conservation, and to get involved in local water issues. The Governing Body agreed by consensus to place this item on the next Regular Meeting agenda.

Proclamation—Mental Health Month

The Governing Body reviewed a proclamation recognizing the month of May 2017 as Mental Health Month to recommit our community to increasing awareness and understanding of mental health, the steps our citizens can take to protect their mental health and the need for appropriate and accessible services for all people with mental health conditions before they reach stage 4. The Governing Body agreed by consensus to place this item on the next Regular Meeting agenda.

Proclamation—Summer Lunch Bunch Feeding Program

The Governing Body reviewed a proclamation recognizing May 15th through August 22nd, 2017 as ECKAN's Summer Lunch Bunch Feeding Program, urging every citizen to honor ECKAN's Summer Lunch Bunch Feeding program, the children they serve and the volunteers who care for them. The Governing Body agreed by consensus to place this item on the next Regular Meeting agenda.

Proclamation—Police Week

The Governing Body reviewed a proclamation recognizing the week of May 14-20, 2017 as Police Week that publicly salutes the service of law enforcement officers in our community and in communities across the nation. The Governing Body agreed by consensus to place this item on the next Regular Meeting agenda.

Proclamation—Public Service Recognition Week

The Governing Body reviewed a proclamation recognizing the week of May 7–13, 2017 as Public Service Recognition Week to recognize public servants at every level. The Governing Body agreed by consensus to place this item on the next Regular Meeting agenda.

Willow Domestic Violence Center 2017 Funding Agreement

The Governing Body heard from City Manager Richard U. Nienstedt who discussed the 2017 Agreement for \$2,500 in annual funding for the safety and advocacy of domestic violence victims and services the Willow Domestic Center provides the residents of the City of Ottawa and answered questions from the Governing Body. It was agreed by consensus to place this item on the next Regular Meeting agenda.

Ordinance—Conditional Use Permit to Allow Warehousing/Storage at 1640 S. Main Street

The Governing Body heard from Community Development Director Wynndee Lee who discussed a request from Rick Dietz, Old Skyhook LLC, for a conditional use permit to allow warehousing/storage located at 1640 S. Main Street and answered questions from the Governing Body.

The Planning Commission recommends approval by a vote of 5-0 of the conditional use permit with the following conditions:

1. All outdoor storage (if proposed) be screened from public view by at least ninety percent (90%) density screening.
2. Indoor storage be allowed, except for products of a highly explosive, combustible or volatile nature.
3. The term of the conditional use permit is not limited in time provided the use or ownership does not change. Should either condition change, a new hearing review will be required.

The Governing Body agreed by consensus to place this item on the next Regular Meeting agenda.

15th Street Bicycle/Pedestrian Project

The Governing Body heard from Public Works Director Michael Haeffele who reviewed a request to award the Kansas Department of Transportation (KDOT) Transportation Alternatives (TA) Project contract to the low bidder, Burlington Construction Inc, for \$231,669.

Mr. Haeffele provided the following project information and answered questions from the Governing Body:

- This project consists of installing sidewalks and bike lanes from Main Street east on 15th Street to Rock Creek.
- TA Projects are funded at 80% from Federal Funds and 20% from the City. The City's portion is \$57,000.
- Since this is a KDOT led project, they put the bids out and Burlington Construction, Inc. was the low bidder at \$231,669.
- The project total, including construction engineering (CE) of \$48,928, comes to \$280,596.

The Governing Body agreed by consensus to place this item on the next Regular Meeting agenda.

K-68 & Main Geometric Improvement Project

The Governing Body heard from Public Works Director Michael Haeffele who reviewed a request to award the Kansas Department of Transportation (KDOT) Geometric Improvement Project contract to the low bidder, Wildcat Construction Co. Inc. & Subsidiaries, for \$394,802.

Mr. Haeffele provided the following project information and answered questions from the Governing Body:

- This project consists of widening the turn radius on the north east corner of K-68 and Main, installing new traffic signals, and installing crosswalks through the medians with ADA accessible ramps on each corner.
- Since this is a KDOT led project, they put the bids out and Wildcat Construction was the low bidder at \$394,802.
- With Construction Engineering costs of \$66,315 added to the low bid, the total project cost is \$461,117.
- KDOT will fund 90% of the project leaving the city with 10% as their contributing portion. These percentages are based off of the estimated project cost when the project is submitted. If the low bid is over the project estimate, the city is responsible for the remaining amount.
- The low bid from Wildcat Construction is approximately \$20,000 over the estimate, which makes the City's remaining responsibility \$62,000. This is approximately 13.5% of the project total.

The Governing Body agreed by consensus to place this item on the next Regular Meeting agenda.

2017 Street Rehabilitation Bid Recommendations

The Governing Body heard from Public Works Director Michael Haeffele who asked for approval of the following bid recommendations for the 2017 Street Maintenance Plan conducted on April 27, 2017 and answered questions from the Governing Body.

Asphalt Milling and Overlay

Killough Construction Inc. submitted the low bid at \$70,419.70 and the engineer's estimate was \$76,707.50.

Chip Seal

Vance Brothers, Inc. submitted the low bid at \$70,510.90 and the engineer's estimate was \$72,995.20.

The Governing Body agreed by consensus to place these items on the next Regular Meeting agenda.

City Manager's Report

City Manager Richard U. Nienstedt requested the Governing Body place the naming of Rock Creek Business Park on the next Regular Meeting agenda. It was agreed by consensus to place this item on the next Regular Meeting agenda.

May 1, 2017

City Manager Richard U. Nienstedt reported on the exciting events scheduled for the Ottawa Memorial Auditorium.

Commissioner's Reports

None

Mayor's Report

Mayor Caylor reported on the following:

- Dedication Ceremony of the "Deputy Samuel A. Smith Memorial Training Center" on Friday, May 19th, 2017 at the Franklin County Criminal Justice Center at 8 am
- Sad to have Commissioner Reed's seat empty next Monday

Announcements

Mayor Caylor announced the following:

- May 03, 2017 Regular Meeting, 7:00 pm, City Hall
- May 08, 2017 Study Session, 4:00 pm, City Hall
- May 15, 2017 Study Session, 4:00 pm, City Hall
- May 17, 2017 Regular Meeting, 9:30 am, City Hall
- May 18, 2017 Police Memorial Service, 6:00 pm, Faith Lutheran Church

Recess

Mayor Caylor announced a 10 minute recess to reconvene into open session in the Commission Room to begin the Commission Retreat with Leadership Consultant John Divine.

Joint Commission/Department Head Retreat

The City Commission and City Department Heads discussed 2017 priorities with Leadership Consultant John Divine.

Adjournment

There being no further business to come before the Governing Body, Commissioner Reed made a motion, seconded by Commissioner Graves, to adjourn the meeting. The motion was considered and upon being put, all present voted aye. Mayor Caylor declared the meeting duly adjourned at 8:05 pm.

/s/ Laurel Gimzo

Laurel Gimzo, Assistant City Clerk