

**Regular Meeting Minutes  
Commission Chambers  
101 S Hickory, Ottawa, Kansas  
Minutes of May 3, 2017**

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

Mayor Caylor called the meeting to order.

The Mayor welcomed the Chamber Audience and led the Pledge of Allegiance to the American flag. The invocation was given by Pastor Sam Renfro, Ottawa Community Church.

**Consent Agenda**

Commissioner Skidmore made a motion, seconded by Commissioner Graves, to approve the consent agenda, to include this regular meeting agenda and minutes for the April 5, 2017 Regular Meeting, April 10, 2017 Study Session, and April 10, 2017 and April 11, 2017 Special Call Commission Retreats, approval of new Ottawa Municipal Auditorium Advisory Board members Bob Reusch and Mark Paquette, new Tree Board member Jane Creighton, new Ottawa Library Board member Diane Caryl, new Accessibility Advisory Board member Lisa Rossman, new Construction Board of Appeals member Gregg Colbern, and the application for a new cereal malt beverage license for Sky LLC, d/b/a BluSky Liquor. 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.

**Proclamation—Community Action Month**

Commissioner Graves read 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. ECKAN is now celebrating a remarkable 50 year history of working towards the common good in the City of Ottawa. Teresia Templeton, ECKAN Human Services Coordinator, accepted the proclamation, thanked the city for their partnership with ECKAN, and invited the Commission to the May 12, 2017 Chamber Coffee at the Don Woodward Center from 8:00 – 9:00 am.

**Proclamation—ECKAN's Summer Lunch Bunch Feeding Program**

Mayor Caylor read a proclamation recognizing May 15-August 22, 2017 as ECKAN's Summer Lunch Bunch Feeding Program. The Summer Food Service Program provides free, nutritious meals and snacks to children ages 1 to 18 years throughout the summer when school is out. ECKAN Chief Executive Officer Richard Jackson accepted the proclamation, thanked the City for their support, and covered some of the activities planned for ECKAN's Summer Lunch Bunch Feeding Program.

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**Proclamation—Mental Health Month**

Commissioner Reed read 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. Elizabeth Layton Center Executive Integration Specialist Kiki Heck accepted the proclamation, thanked the City, and discussed the importance of mental health in our community.

**Proclamation—National Bike Month**

Commissioner Reed read a proclamation recognizing the month of May 2017 as National Bike Month, May 10th as Bike to School Day, the week of May 15th to May 19th as Bike to Work Week, and May 19th as National Bike to Work Day. Established in 1956, National Bike Month is a chance to showcase the many benefits of bicycling that include saving time and money, preserving your health and environment, and exploring your community. Active Transportation Committee member Louis Reed accepted the proclamation and expressed his appreciation for the efforts the city has put into maintaining the bike trails, creating bike lanes, and applying for grants. Mr. Reed invited the public to join in the bike rides and provided the dates and times the Active Transportation Committee would be meeting this month.

**Proclamation—Drinking Water Week**

Mayor Caylor read a proclamation recognizing the week of May 7-13, 2017 as Drinking Water Week. For more than 35 years, water professionals and the communities they serve have observed Drinking Water Week in recognition of the vital role water plays in our daily lives. Assistant Utilities Director David Buehler accepted the proclamation, thanked the City, announced the hiring of two interns, and discussed the Smithsonian traveling exhibit coming through Kansas.

**Proclamation—City Clerk’s Week**

Commissioner Jorgensen read a proclamation recognizing the week of May 7-13, 2017 as City Clerk Week. Since 1969, the International Institute of Municipal Clerks has sponsored Municipal Clerk’s Week to recognize the vital services Municipal Clerks perform for their community. City Clerk Amy Finch accepted the proclamation, thanked the City, and explained that it is an honor to be recognized as part of Public Service Recognition Week and to get to work for both the city and Commission.

**Proclamation—Police Week**

Commissioner Skidmore read a proclamation recognizing the week of May 14-20, 2017 as Police Week. Established in 1962 by President John F. Kennedy and a joint resolution of Congress, National Police Week pays special tribute to those law enforcement officers who have lost their lives in the line of duty for the safety and protection of others. Police Chief Dennis Butler accepted the proclamation, thanked the City, and announced the Dedication Ceremony of the “Deputy Samuel A. Smith Memorial Training Center” on Friday, May 19<sup>th</sup>, 2017 at the Franklin County Criminal Justice Center.

**Proclamation—Public Service Recognition Week**

Mayor Caylor read a proclamation recognizing the week of May 7-13, 2017 as Public Service Recognition Week. Since May 1985, Public Service Recognition Week is organized annually to honor the men and women who serve our nation as federal, state, county, and local government employees. Human Resources Director Michelle Stegman and Community Development Director Wynndee Lee accepted the proclamation. Ms. Stegman thanked the city employees for their service to the community, read the City's Core Values Statement, and announced some of the activities that will be occurring at the Ottawa Memorial Auditorium to celebrate Public Service Recognition Week. Mrs. Lee thanked the City, noted the start of Public Service Recognition Week in 1985, and handed out gifts to thank each of the City Commissioners.

**Resolution—Authorizing & Restoring the Name of the Public Auditorium**

The Governing Body reviewed a resolution authorizing and restoring the name of the public auditorium, located at 301 S. Hickory Street, back to the Ottawa Memorial Auditorium. The Governing Body heard from Ottawa Memorial Auditorium (OMA) Director Tiffany Evans who discussed the history behind the OMA and explained the OMA Advisory Board made the recommendation to change the Ottawa Municipal Auditorium name back to the Ottawa Memorial Auditorium in November 2016. Commissioner Jorgensen made a motion, seconded by Commissioner Graves, to adopt the resolution. The motion was considered and upon being put, all present voted aye. The Mayor declared the resolution duly adopted and the resolution was duly numbered Resolution No. 1716-17.

**2017 Willow Domestic Violence Center 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. The Willow Domestic Violence Center's Franklin County Program Coordinator Cassie Myers thanked the City for considering this funding and explained the multiple ways the Willow Domestic Violence Center assists residents in need. Commissioner Graves made a motion, seconded by Commissioner Skidmore, to approve this funding agreement. The motion was considered and upon being put, all present voted aye. The Mayor declared this funding agreement duly approved.

**Ordinance—Conditional Use Permit at 1640 S. Main Street**

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

Mrs. Lee stated the Planning Commission recommends to the City Commission by a vote of 5-0 approval of the ordinance granting the conditional use permit with the following conditions:

1. That all outdoor storage (if proposed) be screened from public view by at least ninety percent (90%) density screening.
2. That the 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.

Commissioner Skidmore made a motion, seconded by Commissioner Graves, to adopt this ordinance. The motion was considered and upon being put, passed by the following vote: Commissioner Graves aye, Commissioner Reed aye, Commissioner Skidmore aye, Mayor Caylor aye, Commissioner Jorgensen abstained. The Mayor declared the ordinance duly adopted and the ordinance was duly numbered Ordinance No. 3954-17.

### **Approval of Agreement with Kansas Department of Transportation (KDOT) for 15th Street Bicycle/Pedestrian Project and Authorization to Sign Agreement**

The Governing Body heard from Public Works Director Michael Haeffele who reviewed a request to approve the agreement for the KDOT Transportation Alternatives (TA) Project to award the 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.

Commissioner Jorgensen made a motion, seconded by Commissioner Reed, to approve the agreement. The motion was considered and upon being put, all present voted aye. The Mayor declared the agreement duly approved.

### **Approval of Agreement with Kansas Department of Transportation (KDOT) for Geometric Improvement Project and Authorization to Sign Agreement**

The Governing Body heard from Public Works Director Michael Haeffele who reviewed a request to approve the agreement for the KDOT Geometric Improvement Project to award the 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.

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- 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, to be paid from the Special Streets fund. This is approximately 13.5% of the project total.

Commissioner Skidmore made a motion, seconded by Commissioner Graves, to approve the agreement. The motion was considered and upon being put, all present voted aye. The Mayor declared the agreement duly approved.

#### **Acceptance of Bid for 2017 Street Rehabilitation - Asphalt Milling and Overlay**

The Governing Body heard from Public Works Director Michael Haeffele who reviewed a request for acceptance of the bid for the 2017 mill and overlay project. It was explained the engineer's estimate was \$76,707.50 and Killough Construction Inc. submitted the low bid at \$70,419.70. Commissioner Reed made a motion, seconded by Commissioner Jorgensen, to accept the bid for the 2017 mill and overlay program. The motion was considered and upon being put, all present voted aye. The Mayor declared the bid duly accepted.

#### **Acceptance of Bid for 2017 Street Rehabilitation - Chip Seal**

The Governing Body heard from Public Works Director Michael Haeffele who reviewed a request for acceptance of the bid for the 2017 chip and seal project and answered questions from the Governing Body. It was explained the engineer's estimate was \$72,995.20 and Vance Brothers Inc. submitted the low bid at \$70,510.90. Commissioner Graves made a motion, seconded by Commissioner Skidmore, to accept the bid for the 2017 Chip Seal program. The motion was considered and upon being put, all present voted aye. The Mayor declared the bid duly accepted.

Mr. Haeffele addressed a question from Mr. Larry Evans regarding the August 2017 start date for the chip seal project.

#### **Approval of Naming Rock Creek Business Park "Proximity Park"**

The Governing Body heard from City Manager Richard U. Nienstedt who discussed the County Commission approving the naming of Rock Creek Business Development Park as Proximity Park. Mr. Nienstedt explained that three possible names had been created and Proximity Park had been the most popular. Commissioner Skidmore voiced his approval for Proximity Park, stating that the x in the name looking like a highway was important and that he hoped the unique name would draw attention. Commissioner Skidmore made a motion, seconded by Commissioner Jorgensen, to approve the naming of the Rock Creek Business Development Park as Proximity Park. The motion was considered and upon being put, all present voted aye. The Mayor declared the Rock Creek Business Development Park duly named Proximity Park.

### **Commissioner Resignation**

Linda Reed has announced her resignation from the Ottawa City Commission. Mayor Caylor presented Commissioner Reed with a retirement plaque and stated that she has been a great public citizen. Commissioner Reed thanked her husband and the Commission, explained that much of her life had been enriched from the City Commission, and stated that she had great examples to follow.

### **City Manager's Report**

City Manager Richard U. Nienstedt expressed his gratitude for Commissioner Reed's service and explained that each commissioner brings something to the bench with their dedication to the community.

### **Commissioner's Reports**

Commissioner Graves thanked Commissioner Reed for her service.

Commissioner Skidmore stated he appreciated Commissioner Reed's pragmatic thinking and her laughing at his jokes.

Commissioner Jorgensen stated he has spent many years on the City Commission and Planning Commission with Commissioner Reed and that Ottawa is a better place for her serving.

### **Mayor's Report**

Mayor Caylor reported on the following:

- Public Service Week
- Her Father's birthday
- Her appreciation for Commissioner Reed's assistance through difficulties and guidance when Mayor Caylor had just started on the Commission
- Thanked Commissioner Reed for being a good leader

### **Announcements**

Mayor Caylor announced the following:

- 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
- May 22, 2017 Study Session, 4:00 pm, City Hall

### **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 8:23 pm.

/s/ Laurel Gimzo

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Laurel Gimzo, Assistant City Clerk

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