

**CITY COMMISSION  
Regular Meeting Minutes  
Commission Chambers  
101 S. Hickory, Ottawa, Kansas  
Minutes of December 21, 2011**

The City Governing Body met at 9:30 am this date for the Regular City Commission Meeting with the following members present and participating to wit: Mayor Ramsey, Commissioner Richards, Commissioner Caylor, Commissioner Jorgensen, and Commissioner Reed. A quorum was present.

The Mayor called the meeting to order and welcomed the Chamber Audience and led the Pledge of Allegiance to the American flag and the invocation was given by Pastor Michael Schooley, Crosspointe Community Church.

**Consent Agenda**

Thereupon, Commissioner Richards made a motion, seconded by Commissioner Jorgensen, to approve the consent agenda. The consent agenda included the agenda and minutes from the November 16, 2011 Regular Meeting. 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**

Thereupon, the Mayor asked the City Commission for declarations of any conflict or outside communications that might influence their ability to impartially consider today's issues and come to a fair decision. None were declared.

**Fourth Quarter Recognition of City Employees**

Thereupon, the Governing Body recognized the fourth quarter City employees who have been promoted or have recently completed educational and professional development programs, and those new to the City. The following employees were recognized:

**Tony Hurtado, Police Department**

Tony recently completed the Glock Armorer's Certification Course.

**David Buehler, Utilities/Water Production**

David has completed the Utility Management Certification program by passing the UMC Certification exam administered by Water University, a program supported by the National Rural Water Association and the state rural water association.

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**Wynndee Lee, Director, Planning and Codes**

Wynndee was presented the Ottawa University Distinguished Service Award in October at the Ottawa University Alumni Banquet. This award honors alumni for exceptional service to their church and community. Wynndee was recognized for her service through Rotary, Habitat for Humanity, United Way, First Baptist Church, and her service on the OU Board of Trustees and its committees.

**Jim Bradley, Director, Utilities**

Jim was awarded the Max Embree Award, named after the highly regarded Max Embree. Employees of KMEA member Cities who has been active in the Agency for at least 5 years are eligible. Nominees must possess skills in administration, public relations, accounting; human resources; and community leadership, and possess a strong desire to increase the positive image of Public Power in the state of Kansas.

**Richard U. Nienstedt, City Manager**

Richard was awarded the Buford Watson, Jr. Award for Excellence in Public Management/ City Manager of the Year Award. This award is given each year by the Kansas Association of City Managers to a local government manager who has displayed the attributes of the late Buford M. Watson, Jr. (former City Manager of Lawrence, KS) which includes serving as a role model in dealing with constituents, valuing customer satisfaction and encouraging new members of the profession.

**Clancy Moore, Public Works/Streets Department**

Clancy joined the City on October 10 as an Equipment Operator I.

**Applications-Neighborhood Revitalization Program**

Thereupon, the Governing Body reviewed applications for the Neighborhood Revitalization Program. Commissioner Caylor made a motion, seconded by Commissioner Richards, to approve the applications.

During discussion it was explained two commercial structures (126 N Poplar and 412 S Main) and two residential structures (528 S Oak and 733 Liberty) have been recommended for inclusion in the program by the Review Committee. The motion was considered and upon being put, all present voted aye. Thereupon, the Mayor declared the applications duly approved.

**Ordinance-Zoning Regulations**

Thereupon, the Governing Body reviewed an ordinance amending Article 8, Country Side District, Section 8-201, Permitted Uses; and Article 24, Supplemental District Regulations, Section 24-6, Accessory Uses, and Section 24-705 for Certain Fences Prohibited, of the Zoning Regulations, Ordinance No. 3501-05 for the City of Ottawa, Kansas. Commissioner Reed made a motion, seconded by Commissioner Richards, to adopt the ordinance.

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During discussion it was explained the proposed amendments to the City's regulations are related to farm animals and fences. The Planning Commission recommended this amendment with a 6-0 vote. The motion was considered and upon being put, all present voted aye. Thereupon, the Mayor declared the ordinance duly adopted and the ordinance was duly numbered Ordinance No. 3807-11.

### **Resolution-Depository Institutions**

Thereupon, the Governing Body reviewed a resolution defining depository institutions for and funds held by the City of Ottawa, Kansas. Commissioner Caylor made a motion, seconded by Commissioner Reed, to adopt the resolution.

During discussion it was explained this is an administrative update of those persons in the organization who have the authority to act on behalf of the City concerning bank accounts and other business transactions. The change is necessary due to a change in Finance personnel. The motion was considered and upon being put, all present voted aye. Thereupon, the Mayor declared the resolution duly adopted and the resolution was numbered Resolution No. 1562-11.

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

The City Manager reported on the following:

- Labor Shed luncheon meeting at Great Life Fitness, 1001 E Logan Street, December 21, 2011 from Noon-1:30
- Wished everyone a Merry Christmas.
- Thanked the Commission and Staff for all of the hard work done on behalf of our community.

### **Commissioner's Reports**

Commissioner Caylor reported on the following:

- Thanked the City Manager for all he does for the community and congratulated him on his recent award.
- Watch for more children to be out during Winter Break.

Commissioner Reed wished everyone a Merry Christmas.

Commissioner Richards reported on the following:

- Winter Adventures program starts this evening for children.
- Wished everyone a Merry Christmas and a Happy New Year.

Commissioner Jorgensen reported on the following:

- He attended the ATC Truck Covers reception last night with City Manager Richard Nienstedt and Director of Planning/Codes/Inspections Wynndee Lee.
- Welcomed ATC Truck Covers to our Industrial Park as a nice addition.
- Wished everyone a Merry Christmas.

### **Mayor's Report**

The Mayor reported on the following:

- Wished everyone a Merry Christmas and a Happy New Year.
- Congratulated the City Manager on his recent honor.

### **Announcements**

The Mayor announced the following:

- December 21, 2011: Special Call Meeting – Labor Shed luncheon meeting at Great Life Fitness, 1001 E Logan Street, from Noon-1:30 pm
- December 26, 2011: Christmas Holiday (observed) – City offices closed
- December 26, 2011: Study Session canceled
- January 2, 2012: New Year's Day (observed) – City offices closed
- January 2, 2012: Study Session canceled
- January 4, 2012: Regular Meeting at 7 pm

### **Adjournment**

There being no further business to come before the Governing Body Commissioner Caylor made a motion, seconded by Commissioner Reed, to adjourn the meeting at 9:56 am.

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Carolyn S. Snethen, City Clerk