

OTTAWA CITY COMMISSION

Wednesday, November 20, 2024 - 10:00 am



REGULAR MEETING AGENDA

Ottawa City Hall - 101 S. Hickory

In accordance with Kansas Open Meetings Act (KOMA), the meeting can be viewed live on Channel 23 and via Facebook Live or listened to by dialing: 1-312-626-6799 and entering meeting ID 958 8516 8215#. To view on YouTube: <https://www.youtube.com/@ottawaksgov>

If you need this information in another format or require a reasonable accommodation to attend this meeting, contact the City's ADA Coordinator at 785-229-3621. Please provide advance notice of at least two (2) working days. TTY users please call 711.

Citizens may in person, via Zoom or submit comments (300 words or less) for the City Commission to be read during public comment or during discussion on an agenda item.

To submit your comment or request the meeting Zoom link to give a public comment, email publiccomments@ottawaks.gov no later than **8:00 am on November 20, 2024**; all emails must include your name and address. Participants who generate unwanted or distracting noises may be muted by the meeting host. If this happens, unmute yourself when you wish to speak.

I. CALL TO ORDER

II. ROLL CALL ___ Skidmore ___ Allen ___ Caylor ___ Clayton ___ Crowley

III. WELCOME

IV. PLEDGE OF ALLEGIANCE

V. INVOCATION - Reverend Terrance Roberson, Bethany Chapel Baptist Church

VI. PUBLIC COMMENTS

Subject to the above restrictions, persons who wish to address the City Commission regarding items on the agenda may do so as that agenda item is called. Persons who wish to address the City Commission regarding items not on the agenda and that are under the jurisdiction of the City Commission may do so at this time when called upon by the Mayor. Comments on personnel matters and matters pending in court or with other outside tribunals are not permitted. Speakers are limited to three minutes. Any presentation is for information purposes only. The Governing Body will take comments under advisement.

VII. APPOINTMENTS, PROCLAMATIONS, RECOGNITIONS, NOMINATIONS, AND PUBLIC HEARINGS

A. 2024 Employee Service Awards—Mayor Michael Skidmore and City Manager Brian Silcott (Pp. 4 - 12)

Comments: Each year the League of Kansas Municipalities recognizes “faithful, continuous service” to Kansas Communities. This year the City of Ottawa is proud to recognize 14 employees with a combined total of 165 years of service to Kansas communities. Please join us as we take a moment to thank those who serve our community, today and throughout the years.

10 Years

- Dane Byerley, Fire
- Michael Dunlap, Police
- Aaron Hedrick, Fire
- Eric Heiserman, Electric Distribution
- Mark Higgs, Water Treatment
- Josh Hinderliter, Streets
- Ben Jones, Fire
- Jessica Luft, Municipal Court
- Greg Morrow, Parks
- Ryan Murphy, Police
- Clint Spears, Fire
- Taylor Zimmerman, Fire

20 Years

- Stuart Wolzen, Fire

25 Years

- Ed Thompson, Electric Distribution

VIII. CONSENT AGENDA

A. Minutes from the November 13, 2024 City Commission Meeting (Pp. 13 - 15)

B. Minutes from September 26, 2024 Planning Commission Meeting (Pp. 16 - 17)

C. **October 2024 Financial Report (Pp. 18 - 30)**

D. **Agenda Approval**

Motion: _____

Second: _____

Vote: _____

IX. DECLARATION

At this time, I'd like to give the Commissioners a chance to declare any conflict or communication they've had that might influence their ability to consider today's issues impartially.

X. UNFINISHED BUSINESS

A. Request for Approval of Ordinance Allowing the Licensing and Regulation of Massage Establishments and Massage Therapists – City Clerk Reed and City Attorney Finch (Pp. 31 - 49)

Comments: This ordinance establishes clear guidelines for the licensing and regulation of massage establishments and therapists, ensuring the safety, professionalism, and accountability of businesses within the City of Ottawa.

Motion: _____

Second: _____

Vote: _____

B. Request for Approval of Resolution Setting A License Fee for Massage Establishments and Massage Therapists – City Clerk Reed and City Attorney Finch (P. 50)

Comments: The proposed resolution sets a fair and structured fee for both massage establishments and therapists, balancing the costs of regulatory oversight with the need to support local businesses.

Motion: _____

Second: _____

Vote: _____

C. KDOT Urban Area Boundary Resolution - Director Neece (Pp. 51- 54)

Comment: Resolution to approve the Kansas Department of Transportation (KDOT) Urban Area Boundary, which describes the area around and including Ottawa as urban and affects urban planning, infrastructure and transportation projects.

Motion: _____

Second: _____

Vote: _____

D. KDOT Urban Functional Classification System Resolution - Director Neece (Pp. 55- 58)

Comment: Resolution to approve the Kansas Department of Transportation (KDOT) Functional Classification System, which classifies what streets within the urban boundary.

Motion: _____

Second: _____

Vote: _____

XI. NEW BUSINESS

A. Review of Monthly Reports for October 2024:

1. Franklin County Development Council - Executive Director Bean (Pp. 59 - 67)
2. Ottawa Library - Executive Director Chartier (Pp. 68 - 70)
3. Ottawa Main Street Association - Director Stauffer (Pp. 71 - 79)
4. Prairie Paws Animal Shelter - Director Cowie (Pp. 80 - 88)

B. Ordinance adopting International Existing Building Code - Director Neece (Pp. 89 - 98)

Comments: This ordinance formally adopts the International Existing Building Code, which would facilitate the renovation and rehabilitation of existing buildings.

Motion: _____

Second: _____

Vote: _____

C. Ordinance Regulating Camping and Storage of Personal Property in Public Space and Right of Way - City Attorney Finch and City Manager Silcott (Pp. 99 - 105)

Comments: City Attorney Finch and City Manager Silcott will present an ordinance addressing camping and storage of personal property in public space and right-of-way.

Motion: _____ **Second:** _____ **Vote:** _____

D. Migration to Tyler Technologies ERP Pro 10 and Municipal Justice Suite 10 - Director Landis (Pp. 106 -107)

Comment: Proposal for migration of the City's Financial Management and Municipal Justice software to the upgraded platform to enhance functionality, streamline processes and reporting, and improve overall integration and financial management capabilities.

Motion: _____ **Second:** _____ **Vote:** _____

E. Project Updates - City Manager Silcott (Pp. 108- 117)

Comments: Review of current projects and updates from last 30 days.

XII. COMMENTS BY CITY MANAGER

XIII. COMMENTS BY GOVERNING BODY

XIV. ANNOUNCEMENTS

- A. November 27, 2024 City Commission Meeting - 4:00 pm CANCELLED
- B. November 28-29, 2024 Thanksgiving Holiday (City Hall Closed)
- C. December 4, 2024 City Commission Meeting - 7:00 pm, City Hall

XV. ADJOURN

Agenda Item: VII.A

**City of Ottawa
City Commission Meeting
November 20, 2024**

TO: Mayor and City Commission
SUBJECT: 2024 Employee Service Awards
INITIATED BY: City Manager Silcott
AGENDA: Recognitions

Recommendation: It is recommended the City Commission recognize the fourteen employees listed below for their milestone service to Kansas communities.

Background: Each year the League of Kansas Municipalities (LKM) recognizes continuous service to Kansas communities. The practice began in 1925 as a way to recognize public employees with milestone service years.

Analysis: The City’s Human Resources Department sends information to LKM each year for those currently employed with the City who have milestone service awards.

Financial Considerations: Employees receive \$100 for 10 years of employment, \$125 for 15 years, \$150 for 20 years and \$175 for 25 years from the City.

Legal Considerations: No legal considerations.

Recommendation/Actions: It is recommended that the City Commission publicly recognize the dedicated service of those listed below:

25 years	Ed Thompson	Electrical Distribution
20 years	Stuart Wolzen	Fire
10 years	Dan Byerley	Fire
	Michael Dunlap	Police
	Aaron Hedrick	Fire
	Eric Heiserman	Electric Distribution
	Mark Higgs	Water Treatment
	Josh Hinderliter	Streets
	Ben Jones	Fire
	Jessica Luft	Municipal Court
	Greg Morrow	Parks
	Ryan Murphy	Police
	Clint Spears	Fire
	Taylor Zimmerman	Fire

Attachments: VII.A.1 2024 Employee Service Awards Booklet (8 pp)

2024 City of Ottawa Employee Service Recognition

Each year the League of Kansas Municipalities recognizes “faithful, continuous service” to Kansas communities.

Beginning in 1926, the League established a program to recognize milestone years of service in 10, 15, 20, 25, 30, 40, 45, and even 50 year increments. This year the City of Ottawa is proud to recognize fourteen

employees with a combined total of 165 years of service to Kansas communities. The Ottawa City Commission will publicly recognize these employees at their Wednesday, November 20, 2024, meeting.

Please join us as we take a moment to thank these honorees and all those who serve our community today and throughout the years.





Ed Thompson
25 years
Electrical
Distribution
Assistant
Superintendent

Ed began his electrical career in Pomona in 1999 before transferring to the City Ottawa in 2000 as a tree trimmer. In 2003, he was promoted to the line gang and in 2007, to Journeyman. He moved to working the service truck in 2009 then to crew leader in 2014. He currently serves as Assistant Superintendent of Electrical Distribution, a position he has held since 2016. He and his wife have two kids and four grandkids.



Stuart Wolzen
20 years
Assistant Fire
Chief

Stuart joined the Ottawa Fire Department in May 2008 after serving four years with the Garden City Fire Department. In 2016, Stuart was promoted to Lieutenant, in 2020 to Captain, and in April of 2024 to Assistant Fire Chief. Stuart has been married to his wife Jennie for 29 years. They have three children: Wyatt, Morgan, and Simon.



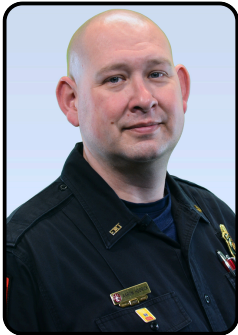
Dane Byerley
10 years
Fire Operator
Driver / EMT-A

Dane joined the Ottawa Fire Department in 2018. The following year, he earned his Advanced Emergency Medical Technician (AEMT) certification, and in 2021, he was promoted to Engineer. Dane is married to his wife, Holly, of 11 years, and they have two children: Noah, who is 8, and Finn, who is 6. Before joining the Ottawa Fire Department, Dane worked as a Firefighter/EMT for the City of Iola for two years and as a Power Plant Operator for the City of Garnett for two years.



Michael Dunlap
10 years
Police Sergeant

Mike joined the Ottawa Police Department in November of 2017 after serving three years with the Hays Police Department. He was selected as the department's K9 Handler in 2021 and later transferred to the newly developed COPS Division. Mike was promoted to the rank of Sergeant in 2024 and is currently assigned to the Patrol Division. He has served in roles including Field Training Officer, Bicycle Officer, and a member of the Special Tactics and Rescue (STAR) Team. Mike has been married to his wife Katelyn for 4 years. They have two children; Addison is 2 and Thomas is 7 months.



Aaron Hedrick
10 years
Fire Operator
Driver / EMT-A

Firefighting has been a passion of Aaron Hedrick's life since he began serving as a volunteer firefighter in high school. After high school Aaron attended Emporia State University, receiving a bachelor's degree in biology. Later, he took that passion to Garnett, KS as he served in their volunteer fire department where he was the coordinator of the Water Rescue Team and promoted up to Assistant Chief.

Aaron has been a dedicated member of the Ottawa Fire Department since 2014. In just a year, he was promoted to the position of Driver Operator/AEMT, showcasing his commitment to advancing his career and contributing to the safety of his community. He continues to lead the CPR program for the City of Ottawa with many hours dedicated to teaching life saving techniques.

Outside of work, Aaron will be celebrating 22 years happily married and is devoted to God and his family, raising three boys who undoubtedly keep him busy and fulfilled.



Mark Higgs
10 years
Utilities
Superintendent-
Water Production

Mark started with the City of Ottawa in 2024. He was Plant Operations Superintendent of nine years with the City of Olathe. He achieved his class IV Water Operations License, and an associate's degree in environmental water technology in 2022. His leadership and ability to lead has been an asset to the City of Ottawa. Mark as one daughter who is 16, and they enjoy going to the lake and spending time with family.



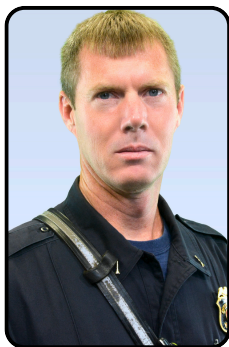
Eric Heiserman
10 years
Electric
Distribution
Crew Chief

Eric started his career in Osage City in May 2014 already a Journeyman Lineman with 8 years of experience. In 2019, he accepted a position for Electric Line Superintendent. Then in 2021, he accepted a position with the City of Ottawa where he was promoted to Crew Leader in 2022. He moved to Ottawa with his wife and daughter in 2022. He enjoys training apprentices for the City and at the KMU trainings schools.



Josh Hinderliter
10 years
Public Works
Crew Leader

Josh began his employment with the City of Ottawa in 2014 as an Equipment Operator for the Streets Department. He was promoted to Heavy Equipment Operator in May 2017 then progressed to Crew Leader in May of 2024 and is currently fulfilling the role of Interim Assistant Superintendent. Josh spends his spare time with his two children, RiLynn and Flint.



Ben Jones
10 years
Fire Lieutenant

Ben started with the Ottawa Fire Department in July 2014. After joining the OFD he earned his Advanced EMT certification and was promoted to the rank of Lieutenant. He works with two other Lieutenants to develop and deliver the department's annual training schedule, and he supervises, coordinates, and repairs apparatus for the department. In 2022, he brought Internationally known speakers Dennis Legear and Tony Carroll to Ottawa for a conference attended by 120 regional firefighters.

Lieutenant Jones has also served as a volunteer firefighter with the Baldwin City Fire Department since 2009, during which he obtained his EMT-B in 2011. He also works with Midwest Concrete Materials, Kansas Fire and Rescue Training Institute, and Response Systems Inc. In August 2021, Ben was deployed in response to Hurricane Ida and served as the Designated Regional Coordinator of EMS for Region 1. He regularly attends fire service training events across the nation and is a member of the Wheat State FOOLS where he serves on the executive board.

Ben is married and has one daughter, 26 years old, who works as a veterinary technician. He likes to participate in outdoor activities with his family and travel. Recently Ben and his wife spent 2 weeks traveling in Europe and visited the cities of Frankfurt, Prague, Vienna, Innsbruck and Venice.



Jessica Luft
10 years
Municipal Court
Clerk

Jessica joined the Ottawa Municipal Court in September 2014 after working at the Elizabeth Layton Center for 3 years. She started as a part-time employee, then moved to full-time status in 2019. Jessica is a Kansas State University graduate where she met and married Lt. Brian Luft in 2012. They have 2 children: Camden 10 and Emersyn 8. Sports are their passion and can be found at the ball fields or the dance studio.



Greg Morrow
10 years
Assistant
Superintendent-
Parks

Greg began his employment with the City of Ottawa in November of 2014 as a Mechanic in Fleet Management. In March of 2018, he transferred to the Parks Department where he was promoted to Assistant Superintendent and is currently fulfilling the role of Interim Superintendent. He and his wife Andrea live in Ottawa with their three children: Rilyn, Stella, and Foster.

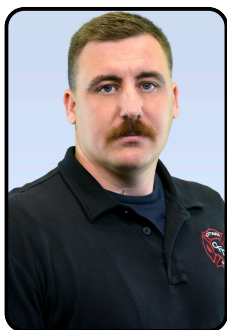


Ryan Murphy
10 years
Police Sergeant

Ryan began his law enforcement career with the Ottawa Police Department in 2007, following his service with Franklin County EMS. After a brief time away from the department, he rejoined in 2014, bringing his valuable EMS experience back to the team.

In 2019, Ryan was promoted to the rank of Police Sergeant and is currently assigned to the Patrol Division. In addition to his patrol duties, he serves as the department's Field Training Coordinator, overseeing the development and mentorship of new officers. He is also an active member of the Special Tactics and Rescue (STAR) Team, where he serves as both a team leader and a medic.

Outside of his professional responsibilities, Ryan is married to his wife Charli and has three children: Jackson, Delaney, and Tatum. His passion for service, leadership, and public safety continues to drive his commitment to the Ottawa community.

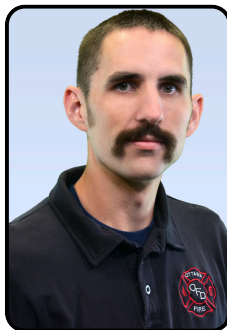


Clint Spears
10 years
Fire Lieutenant

Clint is a proud Ottawa native, and spent his formative years attending local schools, graduating from Ottawa High School. After which he pursued his passion for firefighting at Hutchinson Community College, where he earned an associate's degree in applied Fire Science.

Clint's journey in the fire service began when he volunteered with L.O.H. Fire Department from 2012-2022. He started as a firefighter and worked his way up to Captain, where he took charge of training the team. He also served as a volunteer firefighter at the South Hutchinson Fire Department from 2012-2014. In September 2014, Clint began his official career at the Ottawa Fire Department as a volunteer and moved to full-time a few months later. He advanced to Driver Operator in 2016 and then to Lieutenant in 2018. Throughout his career, Clint has continually honed his skills as a firefighter, EMT, and leader. He has a special knack for SCBA technology and has played a key role in developing the training outline for the department.

Outside of work, Clint shares his life with his wonderful wife Jessica and their two beautiful daughters, Sadie and Olivia. They make up a close-knit family who enjoys spending time together.



Taylor Zimmerman
10 years
Fire Operator
Driver / EMT-A

Taylor began serving with the Ottawa Fire Department in December of 2014. Taylor has taken numerous classes to better serve Ottawa, both on the fire ground, and at medical emergencies. Taylor enjoys flying drones for the city and has been a UAS pilot since 2020. Taylor is married to his wife Elaina of ten years. They have three children; Nathaniel is 7, Samuel is 4, and Daniel is 1 year old.

City of Ottawa [Back to Agenda](#)

Core Values

SERVICE

- We diligently maintain the highest professional standards and build public trust through our performance.
- We work as a team without regard to department or position to accomplish our goals.
- We collaborate with other departments, outside entities, and the public.
- We strive for excellence in communication and proficiency in our career performance.

INTEGRITY

- We hold ourselves to high standards of moral and ethical conduct.
- We demonstrate integrity in our actions and decisions; we celebrate our successes, acknowledge our mistakes and are open to constructive criticism.
- We strive to be positive role models within the community and in the workplace.
- We maintain honesty and fairness in all that we do.

TOLERANCE / DIGNITY

- We value our differences and strive to learn from them.
- We treat others as we wish to be treated.
- We are courteous and exhibit compassionate, caring attitudes.

STEWARDSHIP

- We are careful and responsible managers of all resources with which we are entrusted including tangible, financial, and environmental.
- We are diligent in pursuing personal and professional development, realizing that we are valuable resources.

FLEXIBILITY

- We are open to new ideas and innovations.
- We are proactive in our duties and responsibilities.
- We are open to change.

**Regular Meeting Minutes
City Hall
Minutes of November 13, 2024**

The Governing Body met at 4:00 pm on this date for the Regular City Commission Meeting with the following members present and participating to wit: Mayor Skidmore, Commissioner Caylor, Commissioner Clayton and Commissioner Crowley. Mayor Pro Tem Allen was absent. Mayor Skidmore called the meeting to order.

Mayor Skidmore welcomed the audience and led the Pledge of Allegiance to the American flag. Pastor Dakota Smith from Ottawa Bible Church gave the invocation.

Public Comments

None were received.

Appointments, Proclamations, Recognitions, Nominations and Public Hearings

Consent Agenda

Commissioner Crowley moved to approve the consent agenda, seconded by Commissioner Clayton. The agenda included the minutes from the November 6, 2024 Regular Meeting, the Service Line Warranty Notice, and the Regular Meeting agenda. The motion was put to a vote, and all present voted in favor. The Mayor declared the consent agenda duly approved.

Declaration

No declarations were made.

Unfinished Business

Resolution Setting Public Hearing for Fairway Vista Reinvestment Housing Incentive District (RHID)

Tyler Ellsworth of Kutak Rock, LLP, presented a resolution for the Governing Body's consideration, which would set a public hearing regarding the Fairway Vista RHID Development Plan and the creation of this RHID district. The resolution sets a public hearing date of December 18, 2024, at 10:00 am, during which the City Commission will hear public comments and consider adopting the RHID Development Plan for this district. The proposed Fairway Vista RHID aims to encourage the construction of 14 rental townhomes across seven lots with existing infrastructure. The housing plan aligns with Ottawa's Residential Demand Analysis, identifying a significant need for affordable, quality rental units to address local housing shortages.

Commissioner Clayton made a motion, seconded by Commissioner Crowley, to approve the resolution setting a public hearing for the RHID Development Plan and district creation. The motion was considered, and upon being put, all present voted aye. The Mayor declared the resolution duly approved and numbered 1967-24.

New Business

Interview for City of Ottawa Accessibility Advisory Board

The Governing Body interviewed Kelsie Kosko, an Ottawa resident interested in serving on the City's Accessibility Advisory Board.

KDOT Urban Area Boundary Resolution

Director Neece presented a resolution from the Kansas Department of Transportation (KDOT) to approve updates to the Urban Area Boundary (UAB) in Ottawa, which were prompted by the 2020 Census. The resolution and corresponding map, developed in consultation with Franklin County and reviewed by the City Engineer, outline areas classified as “urban” to guide future infrastructure, highway, and transportation planning. This resolution serves as an essential update, reflecting Ottawa’s growth patterns and setting a foundation for planning future transportation projects in coordination with KDOT.

The Governing Body agreed by consensus to place this item on the November 20, 2024 Regular Meeting.

KDOT Urban Functional Classification System Resolution

Director Neece also presented a separate resolution to approve the Functional Classification System for Ottawa’s urban area. This classification system categorizes streets within Ottawa’s urban boundaries, providing a framework for determining which streets receive priority in terms of upgrades, maintenance, and funding. The classifications influence future project eligibility and allow Ottawa to access additional resources for street improvements.

The Governing Body agreed by consensus to place this item on the November 20, 2024 Regular Meeting.

Backwash Motor and Pump Replacement

Assistant Director Snethen requested authorization to fund the replacement of a backwash motor and pump at the water treatment facility, which are essential to maintaining effective and efficient water treatment operations. The existing equipment is aging and has led to inconsistent performance. Replacement of this equipment is anticipated to improve water reliability, lower operational costs, and reduce the risk of future disruptions in water service to the Ottawa community.

Commissioner Crowley made a motion, seconded by Commissioner Caylor, to approve funding for the backwash motor and pump replacement. The motion was considered, and upon being put, all present voted aye. The Mayor declared the item approved.

Utility Payment Kiosk Update

Assistant Finance Director McCurdy provided an update on the utility payment kiosk, describing recent complications with the system. This kiosk allowed residents to make secure, convenient utility payments outside regular business hours. After discussion, the Governing Body agreed by consensus to explore kiosk options for inside the building with an option to access from outside.

Golf Course Transition Plan Update & Communication Plan to Members

Director Landis presented an update on the transition plan for the Ottawa Golf Course, along with a communication strategy for keeping members and patrons informed. The Ottawa Golf Course will change management on December 30, 2024. Current members will receive a mailed or emailed letter with information about the transition and a survey will be available on the city website to collect feedback and ideas from members and patrons. The City is working with the current management to target a smooth transition for members and patrons.

City Manager’s Comments

City Manager Silcott provided an overview of the tentative agenda items for the upcoming City Commission meeting and events happening in the community.

Governing Body Comments

Mayor Skidmore commented that the Veteran’s Day parade was a great event. He also shared that Prairie Paws Animal Shelter is holding a raffle, with the winner receiving the honor of lighting the Holiday Lights at the upcoming Mayor's Christmas Tree Ceremony.

Interview for City of Ottawa Accessibility Advisory Board

Mayor Skidmore made a motion to appoint Kelsie Kosko to the Ottawa Accessibility Advisory Board. The motion failed for a lack of a second.

Announcements

- | | |
|------------------------|---|
| A. November 20, 2024 | City Commission Meeting – 10:00 am, City Hall |
| B. November 27, 2024 | City Commission Meeting – 4:00 pm, City Hall |
| C. November 28-29 2024 | Thanksgiving Holiday (City Hall Closed) |

Adjournment

There was no further business before the Governing Body, the Mayor declared the meeting duly adjourned at 5:19 pm.

Melissa Reed, City Clerk

**City Planning Commission Meeting Minutes
Ottawa, Kansas
Minutes of September 26, 2024**

12:00 pm C-Lantis called the meeting to order.

The City Planning Commission met at noon on this date, with the following members present and participating: member Harris, member Staresinic-Deane, Chair Lantis, and Vice-chair Crowley. Member Maxwell and member Kane were absent.

Neighborhood Services staff Director Lucas Neece, Zack Martin, and Ashley Hird were present.

III. Consent Agenda:

Member Harris made a motion to approve the September 11, 2024, meeting minutes, followed by a second by Vice-chair Crowley. All present voted aye.

IV. Declaration:

Chair Lantis asked the Planning Commission members to declare any conflict of interest or of any Ex parte or outside communication that might influence their ability to hear all sides on any item on the agenda, so that they might come to a fair decision.

There were none.

V. Public Comments

Ken Cole, 110 Megan Lane, Ottawa, KS 66067

Louis Nunez, owns 104 S Mulberry, 116 S Mulberry, and 126 S Mulberry Ottawa, KS 66067 Jan Kromer, 115 S Mulberry St, Ottawa, KS 66067

Joe Caldron, 115 S Mulberry St, Ottawa, KS 66067 (signed in but not present)

VI. Public Hearings:

A. Rezone Application Located at 132 South Mulberry Street, Submitted by Vanknight Homes on behalf of the owner Billy Watts.

Chair Lantis opened the public hearing at 12:02pm.

Mr. Martin presented staff findings and staff recommendations to the Planning Commission.

Ken Cole, 110 Megan Lane, spoke to the commission and wanted to know if there will be any changes to his property.

Louis Nunez, 104 S Mulberry St, 116, S Mulberry, and 126 S Mulberry, had concerns with this possibly being spot zoning. Concerns with asbestos materials being buried on the lot due to the previous fire at the church and flooding.

Jan Kromer, 115 S. Mulberry St, had concerns with the possible rezoning of her property since she lives at 115 S Mulberry and would like it to stay industrial.

C-Lantis closed the public meeting at 12:28 pm.

Member Harris mentioned that when a demolition takes place materials are removed and sent to the landfill and should have been inspected.

Vice-chair Crowley made a motion to accept findings as presented followed by a second by Member Harris. All present voted aye.

Vice-chair Crowley made a motion to recommend approval of the application for rezone at 132 S. Mulberry Street to the City Commission, followed by a second by member Harris. All present voted aye.

VII. Old Business:

None

VII. Staff Comments:

Director Neece thanked the Planning Commission for making a quorum.

Ms. Hird announced that the upcoming meeting for November 28, 2024, falls on Thanksgiving, and December 26, 2024, falls on the day following Christmas.

The Commission agreed that cancellation of the meetings would be beneficial.

VII. Commissioner Comments:

None

X. Announcements:

Chair Lantis announced that the next planning commission meetings will be held on October 9, 2024, at 7 pm, and October 31, 2024, at noon.

XI. Adjournment:

Vice-chair Crowley made a motion to adjourn the meeting followed by a second by member Harris. All members present voted aye.

Respectfully submitted,

Ashley Hird
Planning Assistant

Finance Department Monthly Report

2024/10



Prepared By:
Rebekah McCurdy, City Treasurer

Memorandum

[Back to Agenda](#)

TO: City Manager and the Honorable City Commission

FROM: Melanie Landis, Finance Director

SUBJECT: October 2024 Monthly Report - Finance Department & City Clerk

The Finance Department conducts a variety of business daily including: utility billing, customer service and payment counter for utility payments, accounting functions including payroll, accounts payable, accounts receivable, financial reporting, annual operating budget, and debt management. The City Clerk maintains custody of official records, issues licenses, and serves as a central contact between citizens, the governing body and city departments.

October 2024 Activities of Note:

City Clerk:

4 licenses issued.
55 licenses issued YTD.
8 open record requests.
84 open record requests YTD

Utility Billing:

6694 bills produced.
374 service orders completed.

Project Updates:

Cereal Malt Beverage renewals were sent out to all licensees in advance of December deadline.

Included in this monthly report are independent reports on:



Revenues Report



Project/Grant Report



Budget Report



Investment Report



Treasurer's Reports



Debt Report



Revenues Report as of October 31, 2024

Sales and use taxes contribute approximately 44.3% of the general fund budget as well as fund special projects and purchases. The attached reports provide a summary and comparison look at this revenue source. Sales tax distributions are received two months after the sales occurred; for example March sales tax receipts for the City represent sales tax collected for January sales.

The various sources of sales tax impact a portion of the City of Ottawa's 2024 operating budget as follows:

SALES AND USE TAX

Budget Summary

GENERAL PURPOSE General Fund 001	% of General Fund Sales Tax Budget	2024 Budget	2024 Forecast	% of anticipated collection of Budget
City Sales Tax	55.7%	\$ 3,281,000	\$ 3,290,438	100.3%
City Compensating Use Tax	10.7%	\$ 630,000	\$ 724,004	114.9%
Franklin County Sales Tax	26.0%	\$ 1,531,000	\$ 1,628,814	106.4%
Franklin County Compensating Use Tax	7.6%	\$ 445,000	\$ 501,187	112.6%
	100.0%	\$ 5,887,000	\$ 6,144,443	104.4%

DESIGNATED PURPOSE

Special Sales Tax Funds 078 & 097

Special Sales Tax Funds 078 & 097	% of Special Sales Tax Budget	2024 Budget	2024 Forecast	% of anticipated collection of Budget
WWTP*				
City Sales Tax	86.1%	\$ 340,000	\$ 311,642	91.7%
City Compensating Use Tax	13.9%	\$ 55,000	\$ 68,300	124.2%
Proximity Park				
City Sales Tax	81.0%	\$ 1,600,000	\$ 1,700,705	106.3%
City Compensating Use Tax	19.0%	\$ 375,000	\$ 368,786	98.3%

Summary Report - This report shows all sales tax revenues received in this month. A breakdown of how much revenue is allocated into the General Fund and the two specific sales tax revenue funds for the waste water treatment plant debt fund and proximity park improvements fund.

Historical Summary Report - This report compares sales tax receipts and growth (decline) in receipts. Highlighted here are overall sales tax receipts and breakdowns by fund.

*Special Sales Tax for WWTP expires September 30, 2024.



Summary Sales Tax Report as of October 31, 2024

Monthly Sales Tax Summary 2024

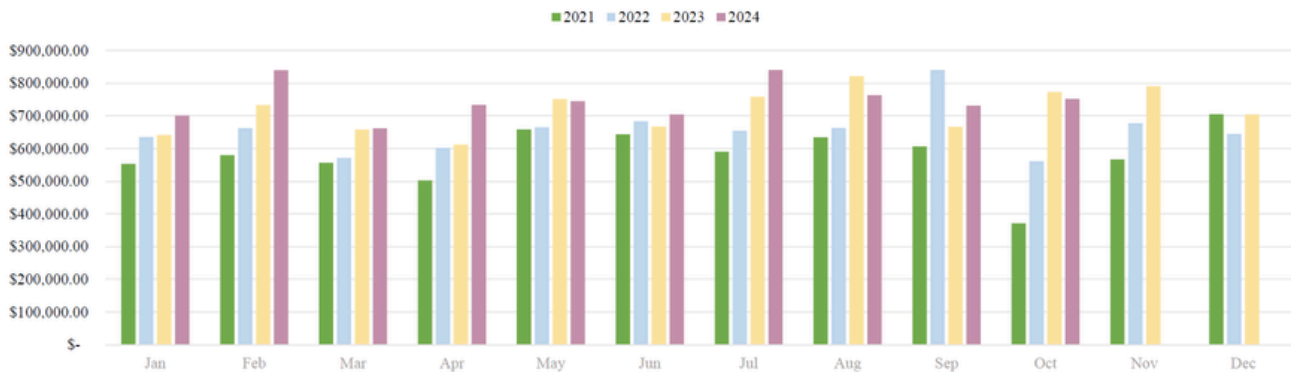
For the Month of October		growth over last year			
City Sales Tax	\$ 453,743.23	-5.5%		Tax Incentive Districts	
City Compensating Use Tax	\$ 95,494.50	16.0%		CID/TDD	
Franklin County Sales Tax	\$ 136,794.92	-8.0%		South Hwy59 (TDD)	\$ -
Franklin County Compensating Use Tax	\$ 43,938.47	18.7%		19th & Princeton (CID)	\$ 5,319.99
				21st & Princeton (CID)	\$ 7,674.86
				NW 35 & Princeton (CID)	\$ 9,189.97
				Total	\$ 22,184.82
Totals	\$ 729,971.12				
plus	\$ 22,184.82				
October State Distribution	\$ 752,155.94				

Total Sales Taxes Distributed to Funds in 2024 (January - December)

	City Sales Tax	City Compensating Use Tax	Franklin County Sales Tax	Franklin County Compensating Use Tax	Total-to-Date
General Fund	\$ 2,801,036.07	\$ 616,609.86	\$ 1,348,353.11	\$ 428,602.76	\$ 5,194,601.80
Sales Tax-WWTP	\$ 280,103.61	\$ 61,660.99	\$ -	\$ -	\$ 341,764.60
Sales Tax-Proximity Park	\$ 1,400,518.02	\$ 308,304.92	\$ -	\$ -	\$ 1,708,822.94
CID-Princeton & 19th	\$ 53,214.65	\$ -	\$ -	\$ -	\$ 53,214.65
CID-Princeton & 21st	\$ 87,572.49	\$ -	\$ -	\$ -	\$ 87,572.49
CID-NW 35 & Princeton	\$ 86,996.47	\$ -	\$ -	\$ -	\$ 86,996.47
TDD-South Hwy 59	\$ 645.06	\$ -	\$ -	\$ -	\$ 645.06
Total-to-Date	\$ 4,710,086.37	\$ 986,575.77	\$ 1,348,353.11	\$ 428,602.76	\$ 7,473,618.01

Historical Sales Tax Report as of October 31, 2024

	Sales and Use Taxes				CID Sales Taxes				Growth/(Decline) 2024 vs 2023 Sales Tax Revenues	Growth/(Decline) 2024 vs 2023 CID Sales Tax Revenues
	2021	2022	2023	2024	2021	2022	2023	2024		
Jan	\$ 553,283.31	\$ 635,125.37	\$ 641,297.75	\$ 700,779.59	\$ 17,929.17	\$ 20,811.71	\$ 21,574.38	\$ 22,154.93	\$ 59,481.84	\$ 580.55
Feb	\$ 580,289.65	\$ 662,915.41	\$ 733,550.86	\$ 839,738.80	\$ 15,712.47	\$ 14,979.65	\$ 21,703.82	\$ 24,303.51	\$ 106,187.94	\$ 2,599.69
Mar	\$ 556,966.86	\$ 571,497.37	\$ 658,066.19	\$ 662,422.59	\$ 16,735.04	\$ 14,436.54	\$ 18,067.70	\$ 21,408.50	\$ 4,356.40	\$ 3,340.80
Apr	\$ 502,681.13	\$ 601,846.52	\$ 612,076.86	\$ 733,792.46	\$ 16,264.68	\$ 16,110.10	\$ 18,463.66	\$ 23,132.99	\$ 121,715.60	\$ 4,669.33
May	\$ 658,929.70	\$ 664,669.48	\$ 751,306.57	\$ 745,138.64	\$ 20,423.44	\$ 18,369.30	\$ 22,021.29	\$ 23,332.53	\$ (6,167.93)	\$ 1,311.24
Jun	\$ 644,308.28	\$ 683,609.66	\$ 667,133.26	\$ 704,409.67	\$ 20,801.23	\$ 21,157.34	\$ 24,730.26	\$ 23,430.91	\$ 37,276.41	\$ (1,299.35)
Jul	\$ 590,444.63	\$ 654,154.92	\$ 758,906.14	\$ 839,853.93	\$ 20,085.16	\$ 21,831.55	\$ 26,397.80	\$ 21,777.91	\$ 80,947.79	\$ (4,619.89)
Aug	\$ 634,562.83	\$ 663,565.84	\$ 821,602.52	\$ 763,699.83	\$ 20,713.34	\$ 20,515.03	\$ 27,532.67	\$ 22,071.49	\$ (57,902.69)	\$ (5,461.18)
Sep	\$ 606,385.92	\$ 840,122.04	\$ 666,831.18	\$ 731,626.56	\$ 18,261.50	\$ 20,420.71	\$ 24,185.34	\$ 23,986.02	\$ 64,795.38	\$ (199.32)
Oct	\$ 371,831.00	\$ 560,919.54	\$ 773,292.32	\$ 752,155.94	\$ 18,312.51	\$ 18,906.65	\$ 25,165.43	\$ 22,184.82	\$ (21,136.38)	\$ (2,980.61)
Nov	\$ 566,927.33	\$ 677,613.85	\$ 791,189.28	\$ -	\$ 18,341.13	\$ 18,253.69	\$ 24,008.29	\$ -	\$ -	\$ -
Dec	\$ 704,898.05	\$ 644,809.15	\$ 704,246.16	\$ -	\$ 17,679.94	\$ 22,449.19	\$ 23,179.86	\$ -	\$ -	\$ -
TOTALS	\$ 6,971,508.69	\$ 7,860,849.15	\$ 8,579,499.09	\$ 7,473,618.01	\$ 221,259.61	\$ 228,241.46	\$ 277,030.50	\$ 227,783.61	\$ 389,554.36	\$ (2,058.74)





Ad Valorem Report as of October 31, 2024

Ad Valorem revenues are split between four specific funds within the City of Ottawa's annual budget: the General Fund, Ottawa Memorial Auditorium, the City Library (not operated by The City of Ottawa), and the General Obligation Debt Fund. The table below shows the year-to-date revenue receipts from the County's Ad Valorem Distributions. The City typically receives distributions in January, March, June, September, October, and December each year. The distributions are not equally distributed, but instead relate to payments received in both property taxes and motor vehicle taxes.

Ad Valorem Revenues				
		Received YTD	Budget 24	% of Budget Received
General				
Ad Valorem	\$	3,959,018	\$ 4,211,120	94%
Vehicle MW	\$	306,991	\$ 320,000	96%
Delinquent Personal	\$	883		
Delinquent Real	\$	83,482	\$ 70,000	119%
Vehicle RV	\$	4,653	\$ 4,520	103%
Heavy Weight MV	\$	833	\$ 1,000	83%
Watercraft	\$	1,368	\$ 1,065	128%
Gen: Comm MV T	\$	9,654	\$ 12,000	80%
	\$	4,366,882	\$ 4,619,705	95%
Auditorium				
Ad Valorem	\$	191,999	\$ 200,180	96%
Vehicle MW	\$	14,404	\$ 14,900	97%
Delinquent Personal	\$	41		
Delinquent Real	\$	3,994	\$ 5,000	80%
Vehicle RV	\$	218	\$ 200	109%
Heavy Weight MV	\$	40	\$ 45	88%
Watercraft	\$	64	\$ 50	128%
Gen: Comm MV T	\$	455	\$ 550	83%
	\$	211,216	\$ 220,925	96%
Library				
Ad Valorem	\$	1,078,673	\$ 1,152,379	94%
Vehicle MW	\$	81,860	\$ 84,100	97%
Delinquent Personal	\$	236		
Delinquent Real	\$	23,394	\$ 25,000	94%
Vehicle RV	\$	1,242	\$ 1,150	108%
Heavy Weight MV	\$	238	\$ 265	90%
Watercraft	\$	362	\$ 280	129%
Gen: Comm MV T	\$	2,621	\$ 3,115	84%
	\$	1,188,627	\$ 1,266,289	94%
GO Debt				
Ad Valorem	\$	428,781	\$ 443,320	97%
Vehicle MW	\$	31,893	\$ 33,000	97%
Delinquent Personal	\$	92		
Delinquent Real	\$	10,031	\$ 10,000	100%
Vehicle RV	\$	483	\$ 445	109%
Heavy Weight MV	\$	90	\$ 100	90%
Watercraft	\$	142	\$ 110	129%
Gen: Comm MV T	\$	1,007	\$ 1,225	82%
	\$	472,519	\$ 488,200	97%
Subtotal	\$	6,239,244	\$ 6,595,119	95%

Ad Valorem taxes support 34.7% of the General Fund budget. These taxes go to support all General Fund functions. Including: Parks, Streets, Sidewalk Repairs, Police and Fire Departments, and City Management.

Ad Valorem taxes support 58.5% of the Ottawa Memorial Auditorium (OMA) budget. Service charges for tickets, rentals, and concessions also support the OMA.

The Ottawa Library is an independently operating entity. They do receive their distribution of Ad Valorem from the City of Ottawa. The data to the left outlines the percentage of their budgeted appropriation they have received to date.

Ad Valorem taxes support 11.9% of the General Obligation Debt (GO Debt) budget. The City of Ottawa currently has a total of \$23,525,341 in GO Debt . Interest payments are due April 1st and a principal and interest payment is due October 1st each year. In 2024, there is one GO Bond in its final year of payment.



Budget Report as of October 31, 2024

83% of budget year

General Fund

Summary

Beginning Balance, 1/2024	\$ 3,101,650.57
Receipts	\$ 10,502,410.15
Expenditures	<u>\$ 10,089,212.45</u>
Current Balance, 10/2024	\$ 3,514,848.27

Expenditures by Dept

	Budget	Expenditures year-to-date	% of budget spent
Commission - City Manager	\$ 266,675	\$ 153,752.31	58%
Finance / City Clerk	\$ 360,100	\$ 264,095.75	73%
Building Maintenance	\$ 246,300	\$ 133,333.16	54%
Non-Operating	\$ 1,452,120	\$ 541,885.82	37%
Neighborhood Services	\$ 675,600	\$ 420,024.58	62%
Cemetery	\$ 210,050	\$ 92,280.36	44%
Streets	\$ 1,271,400	\$ 863,524.50	68%
Fleet Management	\$ 222,400	\$ 142,829.49	64%
Parks	\$ 594,350	\$ 447,766.95	75%
Police Department	\$ 3,404,830	\$ 2,438,109.56	72%
Municipal Court	\$ 206,275	\$ 122,476.16	59%
Fire Department	\$ 2,091,805	\$ 1,554,562.17	74%
Information Technology	\$ 413,750	\$ 323,478.12	78%
Human Resources	\$ 170,800	\$ 108,337.41	63%
Employee Benefits	\$ 3,362,500	\$ 2,313,656.11	69%
Transfers	\$ 354,100	\$ 169,100.00	48%
	\$ 15,303,055	\$ 10,089,212.45	66%

Water Fund

Summary

Beginning Balance, 1/2024	\$ 807,759.53
Receipts	\$ 2,896,933.74
Expenditures	<u>\$ 2,597,780.94</u>
Current Balance, 10/2024	\$ 1,106,912.33

Expenditures by Dept

	Budget	Expenditures year-to-date	% of budget spent
Production	\$ 1,485,980	\$ 1,034,416.14	70%
Distribution	\$ 1,035,000	\$ 788,975.73	76%
Special Project	\$ 500,000	\$ 32,800.00	7%
Non-Operating	\$ 8,500	\$ 37,844.07	445%
Transfers	\$ 1,103,745	\$ 703,745.00	64%
	\$ 4,133,225	\$ 2,597,780.94	63%



Budget Report as of October 31, 2024

83% of budget year

Wastewater Fund

Summary

Beginning Balance, 1/2024	\$ 2,484,868.83
Receipts	\$ 3,001,741.90
Expenditures	<u>\$ 2,145,087.86</u>
Current Balance, 10/2024	\$ 3,341,522.87

Expenditures by Dept

	Budget	Expenditures year-to-date	% of budget spent
Treatment	\$ 1,224,655	\$ 783,799.05	64%
Maintenance	\$ 1,193,500	\$ 471,031.03	39%
Non-Operating	\$ 430,940	\$ 58,067.78	13%
Transfers	\$ 1,289,690	\$ 832,190.00	65%
	\$ 4,138,785	\$ 2,145,087.86	52%

Electric Fund

Summary

Beginning Balance, 1/2024	\$ 6,891,333.26
Receipts	\$ 14,791,272.53
Expenditures	<u>\$ 13,227,848.31</u>
Current Balance, 10/2024	\$ 8,454,757.48

Expenditures by Dept

	Budget	Expenditures year-to-date	% of budget spent
Production	\$ 11,150,150	\$ 7,660,728.41	69%
Distribution	\$ 3,123,685	\$ 1,635,682.65	52%
Warehouse	\$ 789,500	\$ 422,272.00	53%
Special Project	\$ 150,000	\$ 46,085.38	31%
Administration	\$ 1,430,500	\$ 1,078,199.14	75%
Non-Operating	\$ 333,300	\$ 1,844.75	1%
Broadband	\$ 231,725	\$ 130,335.98	56%
Transfers	\$ 2,502,700	\$ 2,252,700.00	90%
	\$ 19,711,560	\$ 13,227,848.31	67%



Budget Report as of October 31, 2024

83% of budget year

Expenditure Budget Review

	Expenditure Budget	Expenditures year-to-date	% of budget spent
005 Debt Service Fund	\$ 4,290,065	\$ 4,172,059.77	97.2%
011 Community Service Fund	\$ 186,955	\$ 149,273.20	79.8%
013 Auditorium Fund	\$ 440,400	\$ 361,979.81	82.2%
014 Airport Fund	\$ 282,550	\$ 71,104.93	25.2%
016 Special Parks Fund	\$ 501,325	\$ 246,669.35	49.2%
017 Special Drug & Alcohol Fund	\$ 35,500	\$ -	0.0%
018 Library Fund (City)	\$ 1,261,380	\$ 1,188,626.53	94.2%
025 Economic Development Fund	\$ 567,000	\$ 155,704.39	27.5%
027 Golf Course Fund	\$ 283,445	\$ 137,432.46	48.5%
028 Special Streets Fund	\$ 759,600	\$ 207,122.79	27.3%
029 Stormwater Utility Fund	\$ 968,655	\$ 422,060.44	43.6%
046 Electric CIP	\$ 1,000,000	\$ 31,122.90	3.1%
050 Capital Projects Fund	\$ 50,000	\$ 37,695.95	75.4%
052 Capital Projects - Sidewalk	\$ 100,000	\$ 4,161.25	4.2%
053 Equipment Reserve	\$ 605,800	\$ 29,804.25	4.9%
056 Risk Management Fund	\$ 1,459,395	\$ 1,117,995.84	76.6%
078 WWTP Debt Fund	\$ 916,090	\$ 816,090.00	89.1%
097 Proximity Park Sales Tax Fund	\$ 2,592,750	\$ 1,072,853.90	41.4%
100 Land Bank Fund	\$ 10,000	\$ -	0.0%
102 Opioid Settlement Fund	\$ 31,630	\$ -	0.0%



Monthly Treasurer's Report as of October 31, 2024

The Monthly Treasurer's Report is a snapshot of fund activities. The table below shows how transactions that happened in the month of October impacted each fund.

CITY OF OTTAWA MONTHLY TREASURER'S REPORT OCTOBER 31, 2024									
FUND	ACCOUNT TITLE	BEGINNING CASH			NET CHANGE OTHER		NET CHANGE		UNENCUMBERED ENDING
		BALANCE	M-T-D REVENUES	M-T-D EXPENSES	CASH BASIS BALANCE	ASSETS	LIABILITIES	CASH BALANCE	
001	General Fund	\$ 3,428,619.41	\$ 1,133,435.96	\$ 1,023,975.87	\$ 3,538,079.50	\$ 148.72	\$ 9,212.85	\$ 3,547,143.63	
005	Debt Service Fund	\$ 103,423.83	\$ 1,251.20	\$ -	\$ 104,675.03	\$ -	\$ -	\$ 104,675.03	
011	Community Service Support	\$ 116,555.76	\$ -	\$ 14,090.82	\$ 102,464.94	\$ -	\$ -	\$ 102,464.94	
013	Auditorium Fund	\$ 105,943.29	\$ 51,689.07	\$ 67,957.45	\$ 89,674.91	\$ -	\$ 5,018.67	\$ 94,693.58	
014	Airport Fund	\$ 148,609.73	\$ 2,717.97	\$ 5,696.66	\$ 145,631.04	\$ -	\$ -	\$ 145,631.04	
016	Special Park & Rec Fund	\$ 245,761.91	\$ 617.27	\$ 2,909.74	\$ 243,469.44	\$ -	\$ 1,314.00	\$ 244,783.44	
017	Special Drug & Alcohol	\$ 44,471.17	\$ -	\$ -	\$ 44,471.17	\$ -	\$ -	\$ 44,471.17	
018	Library Fund	\$ -	\$ 4,304.08	\$ 4,304.08	\$ -	\$ -	\$ -	\$ -	
025	Economic Development Fund	\$ 548,097.38	\$ 54,720.77	\$ 28,494.84	\$ 574,323.31	\$ -	\$ -	\$ 574,323.31	
027	Golf Course Fund	\$ 140,237.86	\$ 2,000.00	\$ -	\$ 142,237.86	\$ -	\$ -	\$ 142,237.86	
028	Special Streets Fund	\$ 1,011,763.68	\$ 102,853.03	\$ 9,604.07	\$ 1,105,012.64	\$ -	\$ -	\$ 1,105,012.64	
029	Stormwater Utility	\$ 1,637,184.11	\$ 42,604.49	\$ 2,088.02	\$ 1,677,700.58	\$ -	\$ -	\$ 1,677,700.58	
030	Water Utility	\$ 931,759.40	\$ 315,647.01	\$ 135,792.80	\$ 1,111,613.61	\$ -	\$ 2,139.08	\$ 1,113,752.69	
036	Waste Water Utility	\$ 3,204,027.88	\$ 302,045.13	\$ 163,341.00	\$ 3,342,732.01	\$ -	\$ 4,141.92	\$ 3,346,873.93	
037	Electric Utility	\$ 8,193,954.13	\$ 1,527,810.92	\$ 1,139,577.44	\$ 8,582,187.61	\$ -	\$ (16,308.62)	\$ 8,565,878.99	
046	Electric CIP Fund	\$ 2,834,000.61	\$ 5,751.94	\$ -	\$ 2,839,752.55	\$ -	\$ -	\$ 2,839,752.55	
050	Capital Improvement	\$ 103,278.20	\$ 134.03	\$ -	\$ 103,412.23	\$ -	\$ -	\$ 103,412.23	
051	Utility Credits	\$ 165,237.26	\$ -	\$ -	\$ 165,237.26	\$ -	\$ (1,860.59)	\$ 163,376.67	
052	Capital Projects-Sidewalk	\$ 164,053.99	\$ -	\$ -	\$ 164,053.99	\$ -	\$ -	\$ 164,053.99	
053	Equipment Reserve	\$ 943,071.10	\$ 1,223.92	\$ -	\$ 944,295.02	\$ -	\$ -	\$ 944,295.02	
054	Law Enforcement Trust	\$ 13,385.71	\$ 223.48	\$ -	\$ 13,609.19	\$ -	\$ -	\$ 13,609.19	
056	Risk Management	\$ 968,048.09	\$ -	\$ 19,419.98	\$ 948,628.11	\$ -	\$ 3,485.75	\$ 952,113.86	
057	AEO Foundation Loan Fund	\$ 22,236.86	\$ -	\$ -	\$ 22,236.86	\$ -	\$ -	\$ 22,236.86	
076	TIF-South Hwy 59	\$ 1,875,589.82	\$ 2,434.14	\$ -	\$ 1,878,023.96	\$ -	\$ -	\$ 1,878,023.96	
077	TDD-South Hwy 59	\$ 291,417.96	\$ -	\$ -	\$ 291,417.96	\$ -	\$ -	\$ 291,417.96	
078	Sales Tax-WWTP Projects	\$ 485,889.97	\$ 68,357.04	\$ -	\$ 554,247.01	\$ -	\$ -	\$ 554,247.01	
079	TIF/CID-Princeton & 19th	\$ 480,097.99	\$ 10,620.12	\$ 16,300.72	\$ 474,417.39	\$ -	\$ -	\$ 474,417.39	
080	CID-Princeton & 21st	\$ 21,581.89	\$ 15,826.89	\$ 29,269.06	\$ 8,139.72	\$ -	\$ -	\$ 8,139.72	
081	TIF/CID-Holiday Inn	\$ 66,025.56	\$ 20,339.78	\$ 28,081.24	\$ 58,284.10	\$ -	\$ 5,815.60	\$ 64,099.70	
091	TIF-K-68 Hwy District	\$ 819,038.64	\$ 196,374.79	\$ -	\$ 1,015,413.43	\$ -	\$ -	\$ 1,015,413.43	
095	Grants-FAA Airport Imp.	\$ 35,025.80	\$ -	\$ -	\$ 35,025.80	\$ -	\$ -	\$ 35,025.80	
097	Sales Tax-Proximity Park	\$ 3,198,077.57	\$ 342,782.55	\$ 60.00	\$ 3,540,800.12	\$ -	\$ -	\$ 3,540,800.12	
098	Prox Park Infrastructure	\$ 149,477.76	\$ 694.43	\$ 167.00	\$ 150,005.19	\$ -	\$ -	\$ 150,005.19	
100	Land Bank	\$ 10,303.42	\$ -	\$ -	\$ 10,303.42	\$ -	\$ -	\$ 10,303.42	
102	Opioid Settlement	\$ 76,617.16	\$ -	\$ -	\$ 76,617.16	\$ -	\$ -	\$ 76,617.16	
103	GO 2022A	\$ 1,581,668.06	\$ 2,052.69	\$ -	\$ 1,583,720.75	\$ -	\$ -	\$ 1,583,720.75	
401	Grants-Fire	\$ 11,114.17	\$ 1,500.00	\$ 3,657.98	\$ 8,956.19	\$ -	\$ -	\$ 8,956.19	
402	Grants-Parks	\$ 78,985.35	\$ -	\$ -	\$ 78,985.35	\$ -	\$ -	\$ 78,985.35	
407	Grants-ARPA	\$ 319,948.53	\$ 415.22	\$ -	\$ 320,363.75	\$ -	\$ -	\$ 320,363.75	
408	Grants-Police	\$ 4,712.00	\$ -	\$ 4,712.00	\$ -	\$ -	\$ -	\$ -	
409*	Grants-BASE	\$ 444,859.60	\$ -	\$ 1,116,557.25	\$ (671,697.65)	\$ -	\$ -	\$ (671,697.65)	
800	Self-Insured Health	\$ 1,257,076.79	\$ 176,961.59	\$ 244,268.09	\$ 1,189,770.29	\$ 298.86	\$ -	\$ 1,189,471.43	
801	Flex Spending Account	\$ 9,083.82	\$ 4,309.46	\$ 2,664.78	\$ 10,728.50	\$ -	\$ -	\$ 10,728.50	
GRAND TOTAL		\$ 36,290,313.22	\$ 4,391,698.97	\$ 4,062,990.89	\$ 36,619,021.30	\$ 447.58	\$ 12,958.66	\$ 36,631,532.38	

*Fund 409 is a Reimbursement Grant Fund and will be reimbursed at a future date.



YTD Treasurer's Report as of October 31, 2024

The YTD (year-to-date) Treasurer's Report is a snapshot of fund activities.

The table below shows how transactions that happened from October 1st to 31st impacted each fund. This report updates each month to include the new month of transactions.

CITY OF OTTAWA YEAR-TO-DATE TREASURER'S REPORT OCTOBER 31, 2024									
FUND	ACCOUNT TITLE	BEGINNING CASH			CASH BASIS	NET CHANGE	NET CHANGE	UNENCUMBERED	ENDING
		BALANCE	Y-T-D REVENUES	Y-T-D EXPENSES					
001	General Fund	\$ 3,300,686.80	\$ 10,502,410.15	\$ 10,089,212.44	\$ 3,713,884.51	\$ 46.28	\$ (166,694.60)	\$	3,547,143.63
005	Debt Service Fund	\$ 199,585.14	\$ 4,077,149.66	\$ 4,172,059.77	\$ 104,675.03	\$ -	\$ -	\$	104,675.03
011	Community Service Support	\$ 69,738.14	\$ 182,000.00	\$ 149,273.20	\$ 102,464.94	\$ -	\$ -	\$	102,464.94
013	Auditorium Fund	\$ 68,428.52	\$ 389,531.94	\$ 361,979.81	\$ 95,980.65	\$ -	\$ (1,287.07)	\$	94,693.58
014	Airport Fund	\$ 189,090.23	\$ 30,417.54	\$ 71,104.93	\$ 148,402.84	\$ -	\$ (2,771.80)	\$	145,631.04
016	Special Park & Rec Fund	\$ 383,379.31	\$ 109,495.68	\$ 246,669.35	\$ 246,205.64	\$ -	\$ (1,422.20)	\$	244,783.44
017	Special Drug & Alcohol	\$ 14,417.62	\$ 30,053.55	\$ -	\$ 44,471.17	\$ -	\$ -	\$	44,471.17
018	Library Fund	\$ -	\$ 1,188,626.53	\$ 1,188,626.53	\$ -	\$ -	\$ -	\$	-
025	Economic Development Fund	\$ 611,387.94	\$ 149,216.26	\$ 155,704.39	\$ 604,899.81	\$ -	\$ (30,576.50)	\$	574,323.31
027	Golf Course Fund	\$ 21,361.64	\$ 258,352.58	\$ 137,432.46	\$ 142,281.76	\$ -	\$ (43.90)	\$	142,237.86
028	Special Streets Fund	\$ 884,268.91	\$ 434,052.27	\$ 207,122.79	\$ 1,111,198.39	\$ -	\$ (6,185.75)	\$	1,105,012.64
029	Stormwater Utility	\$ 1,645,746.24	\$ 469,359.92	\$ 422,060.44	\$ 1,693,045.72	\$ -	\$ (15,345.14)	\$	1,677,700.58
030	Water Utility	\$ 948,268.35	\$ 2,896,933.74	\$ 2,597,780.94	\$ 1,247,421.15	\$ -	\$ (133,668.46)	\$	1,113,752.69
036	Waste Water Utility	\$ 2,534,484.45	\$ 3,001,741.90	\$ 2,145,087.86	\$ 3,391,138.49	\$ -	\$ (44,264.56)	\$	3,346,873.93
037	Electric Utility	\$ 7,540,931.06	\$ 14,791,272.53	\$ 13,227,848.31	\$ 9,104,355.28	\$ -	\$ (538,476.29)	\$	8,565,878.99
046	Electric CIP Fund	\$ 2,013,587.18	\$ 857,288.27	\$ 31,122.90	\$ 2,839,752.55	\$ -	\$ -	\$	2,839,752.55
050	Capital Improvement	\$ 137,443.60	\$ 3,664.58	\$ 37,695.95	\$ 103,412.23	\$ -	\$ -	\$	103,412.23
051	Utility Credits	\$ 191,273.91	\$ 1,725.55	\$ -	\$ 192,999.46	\$ -	\$ (29,622.79)	\$	163,376.67
052	Capital Projects-Sidewalk	\$ 182,987.97	\$ 1,486.27	\$ 4,161.25	\$ 180,312.99	\$ -	\$ (16,259.00)	\$	164,053.99
053	Equipment Reserve	\$ 786,409.26	\$ 187,690.01	\$ 29,804.25	\$ 944,295.02	\$ -	\$ -	\$	944,295.02
054	Law Enforcement Trust	\$ 13,266.66	\$ 342.53	\$ -	\$ 13,609.19	\$ -	\$ -	\$	13,609.19
056	Risk Management	\$ 883,240.63	\$ 1,186,264.03	\$ 1,117,995.84	\$ 951,508.82	\$ -	\$ 605.04	\$	952,113.86
057	AEO Foundation Loan Fund	\$ 20,963.23	\$ 1,273.63	\$ -	\$ 22,236.86	\$ -	\$ -	\$	22,236.86
076	TIF-South Hwy 59	\$ 1,563,160.13	\$ 314,863.83	\$ -	\$ 1,878,023.96	\$ -	\$ -	\$	1,878,023.96
077	TDD-South Hwy 59	\$ 286,918.12	\$ 4,499.84	\$ -	\$ 291,417.96	\$ -	\$ -	\$	291,417.96
078	Sales Tax-WWTP Projects	\$ 617,782.78	\$ 752,554.23	\$ 816,090.00	\$ 554,247.01	\$ -	\$ -	\$	554,247.01
079	TIF/CID-Princeton & 19th	\$ 365,784.18	\$ 401,961.30	\$ 278,323.27	\$ 489,422.21	\$ -	\$ (15,004.82)	\$	474,417.39
080	CID-Princeton & 21st	\$ 24,759.23	\$ 87,783.54	\$ 79,897.63	\$ 32,645.14	\$ -	\$ (24,505.42)	\$	8,139.72
081	TIF/CID-Holiday Inn	\$ 52,726.00	\$ 278,532.59	\$ 242,998.67	\$ 88,259.92	\$ -	\$ (24,160.22)	\$	64,099.70
091	TIF-K-68 Hwy District	\$ 653,541.88	\$ 361,871.55	\$ -	\$ 1,015,413.43	\$ -	\$ -	\$	1,015,413.43
095	Grants-FAA Airport Imp.	\$ (112,231.58)	\$ 187,132.00	\$ 29,028.43	\$ 45,871.99	\$ -	\$ (10,846.19)	\$	35,025.80
097	Sales Tax-Proximity Park	\$ 2,786,953.66	\$ 1,826,700.36	\$ 1,072,853.90	\$ 3,540,800.12	\$ -	\$ -	\$	3,540,800.12
098	Prox Park Infrastructure	\$ 141,545.60	\$ 10,129.59	\$ 1,670.00	\$ 150,005.19	\$ -	\$ -	\$	150,005.19
100	Land Bank	\$ 10,303.42	\$ -	\$ -	\$ 10,303.42	\$ -	\$ -	\$	10,303.42
102	Opioid Settlement	\$ 37,782.78	\$ 38,834.38	\$ -	\$ 76,617.16	\$ -	\$ -	\$	76,617.16
103	GOBond 2022A	\$ 1,729,425.34	\$ 56,107.36	\$ 163,855.74	\$ 1,621,676.96	\$ -	\$ (37,956.21)	\$	1,583,720.75
401	Grants-Fire	\$ 10,926.61	\$ 8,515.04	\$ 9,599.29	\$ 9,842.36	\$ -	\$ (886.17)	\$	8,956.19
402	Grants-Parks	\$ 13,879.85	\$ 65,105.50	\$ -	\$ 78,985.35	\$ -	\$ -	\$	78,985.35
407	Grants-ARPA	\$ 552,421.31	\$ 12,230.03	\$ 177,929.59	\$ 386,721.75	\$ -	\$ (66,358.00)	\$	320,363.75
408	Grants-Police	\$ 12,356.00	\$ -	\$ 12,356.00	\$ -	\$ -	\$ -	\$	-
409*	Grants-BASE	\$ 1,397,460.26	\$ 28,238.70	\$ 1,949,449.28	\$ (523,750.32)	\$ -	\$ (147,947.33)	\$	(671,697.65)
800	Self-Insured Health	\$ 1,436,153.16	\$ 1,758,191.95	\$ 2,000,653.33	\$ 1,193,691.78	\$ 1,683.86	\$ (2,536.49)	\$	1,189,471.43
801	Flex Spending	\$ 18,648.66	\$ 46,915.46	\$ 54,835.62	\$ 10,728.50	\$ -	\$ -	\$	10,728.50
GRAND TOTAL		\$ 34,241,244.18	\$ 46,990,516.37	\$ 43,282,284.16	\$ 37,949,476.39	\$ 1,730.14	\$ (1,316,213.87)	\$	36,631,532.38

* Fund 409 is a Reimbursement Grant Fund and will be reimbursed at a future date.



Grant/Project Tracking Report as of October 31, 2024

There are a number of Projects or Grant Funds that City staff are working on at any one time. The table below outlines specific funds utilized to track Grants or specific projects. The focus below is tracking revenues as received and expenses as paid. Some projects/funds may have a negative balance. These relate to reimbursement grants or projects the City is currently seeking donations to help fund. All projects will at the end have either a positive or a zero balance. Additional details are available on each project upon request.

Grant/Project Tracking				
Grant Name	Fund Department	Revenues Amount	Expenses Amount	Current Balance Amount
American Rescue Plan Act (ARPA)	407			\$ 320,363.75
Overall Grant Receipts		\$ 1,935,094.53	\$ 1,614,730.78	
Interest Revenue		\$ 38,021.97		
OMA Sign	4071	\$ 27,000.00	\$ 58,246.00	\$ (31,246.00)
Water Plant Generator	4072		\$ 190,391.00	\$ (190,391.00)
FFCRA Transfer	4073		\$ 74,920.00	\$ (74,920.00)
UV Disinfection System	4074		\$ 565,280.00	\$ (565,280.00)
Utility Assistance	4075		\$ 4,872.75	\$ (4,872.75)
Fire Study	4076		\$ 69,581.92	\$ (69,581.92)
Land Purchase	4077		\$ 476,439.11	\$ (476,439.11)
Splash Pad	4078		\$ 175,000.00	\$ (175,000.00)
Building A Stronger Economy (BASE)	409			\$ (671,697.65)
Overall Receipts		\$ 5,368,997.36	\$ 6,040,695.01	
Interest Revenue		\$ 53,147.78		
Northeast Lift Station	4091	\$ 2,550,000.00	\$ 2,300,536.71	\$ 249,463.29
KGS Extension (Prox Park)	4092	\$ 690,849.58	\$ 1,463,398.33	\$ (772,548.75)
Water Tower & Water Pump Station (Prox Park)	4093	\$ 2,075,000.00	\$ 2,276,759.97	\$ (201,759.97)
FAA Airport Improvements	095			\$ 35,025.80
Overall Grant Receipts		\$ 1,946,227.67	\$ 1,911,201.87	
Match Funds Available		\$ 32,025.80		
Grants - Fire Department	401			\$ 8,956.19
Overall Memorial Donations		\$ 125.00	\$ -	\$ 125.00
Overall Grant Receipts		\$ 58,169.56	\$ 49,880.67	\$ 8,288.89
EMW-2021-FG-06883: Assistance to Firefighters	FY 2021	\$ 32,379.52	\$ 27,644.74	\$ 4,734.78
Other Grants		\$ 25,790.04	\$ 22,235.93	\$ 3,554.11
CPR Education		\$ 4,854.00	\$ 4,311.70	\$ 542.30
Grants - Parks Department	402			\$ 78,985.35
Overall Receipts		\$ 334,174.08	\$ 255,188.73	
Special Parks Match Funds		\$ 74,780.95	\$ 29,734.50	\$ 45,046.45
Donations		\$ 1,000.00		\$ 1,000.00
Waste Tire Grant	4023	\$ 43,232.90	\$ 10,294.00	\$ 32,938.90



Investment Report as of October 31, 2024

Kansas state statute (K.S.A. 12-1675 et seq.) allows the City of Ottawa to establish an investment policy to manage idle funds. The investment objectives for all investment activities are, in priority order, safety, liquidity, and return on investment. Staff are charged with ensuring all operating requirements are covered by liquid funds while maximizing return on investment for all funds held by the City of Ottawa.

The information below outlines the City's Pooled Investment Funds. The pooled fund consists of idle funds from a variety of funds and interest revenue is split across participating funds at the time the revenue is realized.

CITY OF OTTAWA, KANSAS INVESTMENT SCHEDULE October 2024										
ID NUMBER	TYPE	BANK	PURCHASE DATE	MATURITY	INITIAL INVESTMENT	CURRENT BALANCE	INTEREST RATE(%)	EARNINGS at MATURITY		
30516221	S	CD	GSSB	8/28/2024	11/28/2024	\$ 3,000,000.00	\$ 3,000,000.00	5.40%	\$	40,832.88
1029197721	S	CDAR	OAK	6/22/2023	12/19/2024	\$ 1,000,000.00	\$ 1,000,000.00	5.00%	\$	74,794.52
1029403801	S	CDAR	OAK	7/25/2024	1/23/2025	\$ 2,000,000.00	\$ 2,000,000.00	5.29%	\$	52,755.07
1027592003	S	CDAR	OAK	8/3/2023	1/30/2025	\$ 1,000,000.00	\$ 1,000,000.00	5.10%	\$	76,290.41
30593130	S	CD	GSSB	2/27/2024	2/27/2025	\$ 1,000,000.00	\$ 1,000,000.00	4.95%	\$	49,635.62
1029707584	S	CDAR	OAK	9/18/2024	9/18/2025	\$ 1,000,000.00	\$ 1,000,000.00	4.50%	\$	45,000.00
UNIQUE INVESTMENT - ELECTRIC FUND										
7082592	S	CDAR	OAK	10/1/2024	10/31/2024	\$ 1,062,857.09	\$ 1,067,153.14	4.75%		
								APY		
Total Fixed Investments						\$ 10,067,153.14		4.59%		
OVERNIGHT AND MONEY MARKET ACCOUNTS										
Overnight	S	MIP	KMIP	10/1/2024	10/31/2024	\$ 5,793,054.66	\$ 5,810,472.01	3.54%		
7082592	S	CDAR	OAK	10/1/2024	10/31/2024	\$ 5,926,671.66	\$ 5,951,044.84	4.75%		
7082592	S	MM	OAK	10/1/2024	10/31/2024	\$ 100,415.20	\$ 100,403.42	4.75%		
Total Pooled Investment Funds						\$ 21,929,073.41				
Total for period ending: 10/31/2024										
PREPARED BY: Rebekah McCurdy, Assistant Finance Director										
*Interest rate show on the oversight and money market accounts are the stated rate as of October 31, 2024. These rate can change daily.										

2023 INVESTMENT INTEREST REVENUE \$ 760,861

2024 INVESTMENT INTEREST REVENUE
 Realized Investment Interest YTD \$ 949,599
 Sweep and Operational Accounts Interest YTD \$ 324,263
 Unrealized 2024 Investment Interest Revenue* \$ 115,627
Projected Interest Revenue for 2024 \$ 1,389,489

2025 UNREALIZED INTEREST REVENUE \$ 223,681

**All unrealized revenues are not realized until maturity of investments.*





Debt Report as of October 31, 2024

The information below outlines the City's Debt as of October 31, 2024. Currently, the City of Ottawa has General Obligation Bond Debt (GO Debt) and lease purchase agreement debt.

Debt Summary City of Ottawa as of October 31, 2024

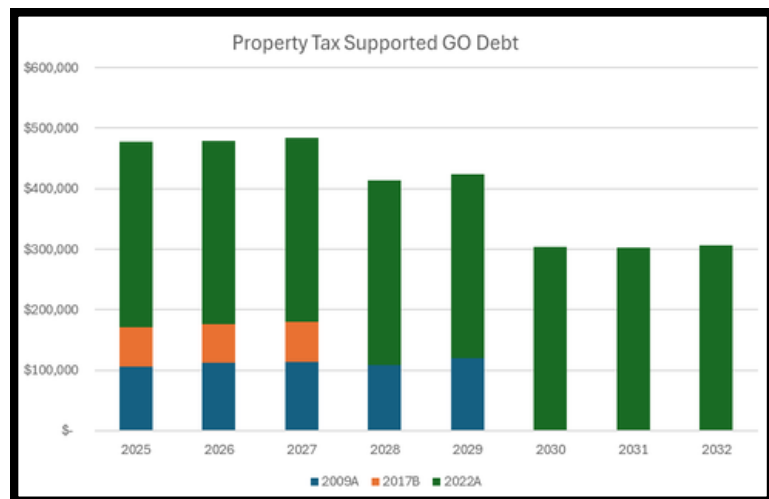
Bond Issuance	Org. Principal	Funding Source	Maturity Year	Interest Rate	Outstanding Balance
2009 - Coves	\$ 1,065,000	PT	2024	4.10%	\$ -
2009A - NE Water Tower	\$ 2,345,000	PT & WT	2029	3.00 - 4.20%	\$ 805,000
2014A - Water, Wastewater System, & Traffic Way Improvements	\$ 7,855,000	SS, WP, & WT	2030	2.00 - 3.50%	\$ 785,000
2017A - Proximity Park Improvements	\$ 5,000,000	PP	2026	2.00 - 2.50%	\$ 1,210,000
2017B - Airport Improvements	\$ 555,000	PT	2027	1.75 - 3.15 %	\$ 185,000
2018A - Stormwater Improvements	\$ 1,650,000	SW	2038	2.375 - 4.00%	\$ 1,255,000
2018B - Proximity Park Land Acquisition	\$ 1,050,000	PP	2026	2.75 - 3.375%	\$ 295,000
2019A - Refunding of Electric Infrastructure Improvements	\$ 1,105,000	EL	2027	3.00%	\$ 800,000
2020A - Proximity Park Sewer Improvements	\$ 1,617,000	PP	2050	2.125%	\$ 1,455,632
2021A - Refinance of Utility Infrastructure Improvements	\$ 6,952,500	WP, WT, & WW	2039	1.10 - 3.00%	\$ 4,440,000
2021B - Refunding Electric Debt & Cooling Tower	\$ 5,925,000	EL	2028	0.25 - 1.05%	\$ 3,095,000
2022A - Public Building & Stormwater Improvements	\$ 3,280,000	PT & SW	2032	4.00%	\$ 2,705,000

Lease Summary City of Ottawa as of October 31, 2024

Leased Property	Org. Principal	Funding Source	Maturity Year	Interest Rate	Outstanding Balance
2014 - Platform Fire Truck Refinance	\$ 539,165	PP	2024	3.23%	\$ -
2017 - 911 System Radio Equipmet	\$ 408,406	EL, PP, WT, & WW	2024	2.30%	\$ -
2017 - Pierce Fire Truck	\$ 633,650	PP	2028	3.46%	\$ 279,382
2018 - Sewer Van	\$ 201,559	WW	2028	3.83%	\$ 99,128
2022 - Police Patrol Unit	\$ 52,543	PP	2027	4.38%	\$ 31,850
2022 - Police Patrol Unit	\$ 54,373	PP	2027	4.38%	\$ 32,959
2022 - Bucket Truck	\$ 166,897	EL	2032	4.62%	\$ 134,723
2023 - Pierce Fire Truck	\$ 740,116	PP	2032	5.00%	\$ 592,692

Funding Source Key:
 EL: Electric Fund
 PP: Proximity Park Sales Tax Fund
 PT: Property Taxes
 SS: Special Streets Fund
 SW: Stormwater Fund
 WP: Wastewater Treatment Plant Sales Tax
 WT: Water Fund
 WW: Wastewater Fund

The graph to the right shows the repayment schedule for General Obligation Debt issuances that are supported by property taxes from 2025 moving forward to retirement of all issuances; which is scheduled for 2032.



Agenda Item: X.A
X.B

City of Ottawa
City Commission Meeting
November 20, 2024
REVISED

TO: City Commission
SUBJECT: Massage Therapy Licensing and Regulation
X.A Ordinance Regulating Massage Therapy
X.B Resolution Setting Fee Structure
INITIATED BY: City Clerk
AGENDA: Unfinished Business

Recommendation: It is recommended that the City Commission continue discussion and consider approving an updated ordinance regulating massage therapy establishments and therapists within the City of Ottawa, and a resolution that includes the fee structure:

- Massage Therapy Establishment License: \$200 for a two-year permit.
- Massage Therapist License: \$50 for a two-year permit.

Background: This item was initially presented by City Attorney Finch at the November 6, 2024 Regular Commission Meeting. Following additional consultations, the draft has been updated to reflect modifications that maintain essential public safety protections while easing some non-essential regulatory requirements. This update addresses feedback received from stakeholders.

Massage therapy, while widely recognized as a legitimate health and wellness service, requires oversight to protect both consumers and practitioners. This ordinance aims to mitigate risks associated with unregulated practices and illegal activities by mandating licensing for businesses and practitioners. Licensing requirements include background checks, proof of education and compliance with health and safety standards.

Summary of Key Changes in the Updated Ordinance:

1. License Duration and Fees: License duration for establishments and therapists has been extended from one to two years, with corresponding adjustments to the biennial application fees, reducing renewal frequency for business owners and staff burden at the City.
2. In-Office Massage Definition: The ordinance now specifies that “In-office massage” services are limited to areas above the client’s waist and below the knees to accommodate current practices for the large number of local workforce members who spend significant time on their feet as part of their jobs.
3. Continuing Education Requirements: The continuing education requirement has been reduced from 12 hours annually to 10 hours every two years. Additionally, therapists

may count CPR and first aid certification hours towards their continuing education requirements.

4. Underage Client Guidelines: Revised guidelines permit minors aged 14 and older to receive massage services without a parent or guardian present, provided they have written parental consent.
5. Reduces the fee for self-employed massage therapists where they are the only therapist on premises. They now will only have to pay for the Massage Therapy Establishment License. They still must obtain their Massage Therapist License but will not have to pay the additional fee.
6. Operational Requirements Adjustments: Locker room requirements for employees have been removed as most current establishments do not have locker rooms for employees.
7. Inspection and Identification Protocols: The ordinance removes the requirement for therapists to wear their City-issued identification during in-office sessions, but they still must keep their identification in their possession.

This revised ordinance promotes a structured, safe and transparent massage therapy industry within Ottawa. It supports legitimate businesses while ensuring public health and safety, responding to both public and practitioner input.

After inquiry and research, the following cities are some, but likely not all of the cities that have licensing requirements: Gardner, Lawrence, Leawood, Lenexa, Manhattan, Olathe, Overland Park, Shawnee, and Wichita.

Analysis: The updated ordinance offers a comprehensive regulatory framework that balances public health and safety with the needs of legitimate businesses. By defining clear licensing and operational requirements, Ottawa seeks to provide both consumers and practitioners with a safe environment. This ordinance addresses concerns such as unlicensed practice, health and safety standards and the potential for illegal activities like human trafficking, within unregulated establishments.

The financial structure is straightforward, designed to cover administrative costs without burdening the industry. Licensing fees are reasonable, particularly considering the added protections and structured operational framework, which benefits both practitioners and patrons. By aligning licensing requirements with industry standards (such as background checks and continuing education), Ottawa is promoting professionalism and quality in the local massage therapy industry.

The ordinance is adaptable, with mechanisms in place for future updates as industry practices evolve. Its provisions, such as ongoing education requirements and regular inspections, ensure that establishments operate within legal and ethical bounds, benefiting both public welfare and Ottawa's economic development goals by supporting a safe, transparent business environment.

Financial Considerations: The ordinance includes a structured fee system for the licensing of massage therapy establishments and therapists, with fees to be set by resolution. These fees are

intended to cover the administrative costs of application processing, enforcement, and compliance monitoring. The revised ordinance includes biennial filing fees that are non-refundable, and fines of up to \$500 per violation are outlined for non-compliance following conviction in the municipal court. The staff-recommended fee structure includes:

- Massage Therapy Establishment License: \$200 for a two-year permit.
- Massage Therapist License: \$50 for a two-year permit.

Legal Considerations: City Attorney Blaine Finch has reviewed the draft ordinance and confirmed that it complies with applicable Kansas Statutes, including K.S.A. 60-2101(d), which provides a judicial review process for license denials. The ordinance also includes provisions for revocation and suspension of licenses, ensuring legal oversight and consistency with existing municipal regulations.

Recommendation/Action:

X.A: It is recommended the City Commission deliberate and consider an ordinance allowing for the licensing and regulation of massage establishments and massage therapists.

- Take Final Action at the November 20, 2024, Regular Meeting:
 - “Approve the ordinance allowing for the licensing and regulation of massage establishments and massage therapists”
- Refer Item X.A to the Wednesday, December 4, 2024, Regular Meeting for continued deliberation and consideration.

XI.B: It is recommended the City Commission deliberate and consider a resolution setting a license fee for massage establishments and massage therapists.

- Take Final Action at the November 20, 2024, Regular Meeting:
 - “Approve the resolution setting a license fee for massage establishments and massage therapists”
- Refer Item X.B to the Wednesday, December 4, 2024, Regular Meeting for continued deliberation and consideration.

Attachments: X.A.1 Ordinance (16 pp); X.B.2 Resolution (1 p)

ORDINANCE NO. _____

AN ORDINANCE ALLOWING FOR THE LICENSING AND REGULATION OF MASSAGE ESTABLISHMENTS AND MASSAGE THERAPISTS WITHIN THE CITY OF OTTAWA, KANSAS.

WHEREAS, The Governing Body of the City of Ottawa, Kansas, finds that there is a need to regulate and set minimum standards regulating the maintenance, operation, and conduct of massage establishments within the corporate limits of the City to protect the public health, safety, and welfare of the residents of Ottawa.

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

Section 1: Definitions. Word and terms used in this ordinance shall have meanings as defined below unless the context otherwise requires:

- A. **Business premises.** Those premises where a private or public commercial enterprise is conducted.
- B. **In-home massage.** Massage that is conducted in a therapist's home or residence that is permitted as a home occupation and is licensed as a massage establishment.
- C. **In-office massage.** Massage that is conducted on the business premises of a massage client and is limited to massage therapy applied only above the massage client's waist and below the client's knees.
- D. **In-office massage establishment.** Any establishment having a place of business where any person, firm, partnership, association, or corporation engages in the activities mentioned in Section E for compensation.
- E. **Massage.** Any method of pressure on or friction against, or stroking, kneading, rubbing, tapping, pounding, vibrating, or stimulating of the external soft parts of the body with the hands or with the aid of any mechanical or electrical apparatus or appliance with or without such supplementary aids as rubbing alcohol, liniments, antiseptics, oils, powder, creams, lotions, ointments or other similar preparations commonly used in this practice. Massage as defined herein does not include the touching in any fashion of human genitalia.
- F. **Massage establishment.** Any establishment where any person, firm, partnership, association, or corporation engages in or carries on or permits to be engaged in or carried on any of the activities mentioned in Section E for compensation but does not include "in-office massage establishments."
- G. **Minor Traffic Violations** mean any violation classified as a traffic infraction or ordinance traffic infraction pursuant to K.S.A. 8-2118(c), and amendments thereto.
- H. **Massage therapist.** Any person who, for any consideration whatsoever, engages in the practice of massage as herein defined.
- I. **Patron** means any person over 18 years of age who utilizes or receives the services of any establishment subject to the provisions of this Chapter and under such circumstances that it is reasonably expected that he or she will pay money or give any other consideration therefor, provided a person under the age of 18 may utilize or receive massage therapy from a licensed massage therapist if accompanied by a parent or legal guardian and a parent or legal guardian has authorized such therapy in writing.
- J. **Table shower.** An activity in which a patron lies on a table and is washed by an attendant.

Section 2. References. Any reference in this Chapter to the Chief of Police, City Clerk, Community & Neighborhood Services Director, City Manager or Fire Inspector shall include those persons' designees and any individuals designated by the City Manager.

Section 3. Business License Required. No person, firm, partnership, association or corporation shall operate a massage establishment or an in-office massage business, as defined herein, without first having obtained a license therefor, issued by the City Clerk. It is unlawful to conduct such a business unless the license issued is current, unrevoked and not suspended. A separate license shall be required for each and every separate place of business conducted by any one licensee. Such license shall be valid for a period of twenty-four months from January 1 to December 31st of each two-year period.

Section 4. Limitations on In-office Massage Licenses. The authority granted to a licensee issued an in-office massage license is limited to the authority to conduct massage therapy on the non-permanent office premises of the licensee's clients and specifically does not include the authority to conduct massage therapy at a permanent premises operated by the licensee; provided the licensee must have a permanent business office located within the City.

Section 5. Application for Massage Establishment and In-office Massage License; Fees. Every applicant for a license to maintain, operate or conduct any establishment covered by this Chapter shall file an application with the City Clerk and pay a biennial filing fee to the City Clerk as set by the Governing Body by resolution. The fees shall not be refundable.

The application for a license to operate any such establishment shall set forth the exact nature of the services to be provided, the proposed place of business and facilities therefor, and the name, address, and telephone number of each applicant, including any stockholder holding more than 10% of the stock of the corporation, any partner, when a partnership is involved, and any manager. In addition to the foregoing, any applicant for an establishment license shall furnish the following information:

- A. Written proof that the applicant is at least 18 years old.
- B. Two passport photographs at least two inches by two inches, and fingerprints, provided once an applicant has submitted an application containing their fingerprints, they will not have to submit fingerprints in any subsequent renewal application for that person.
- C. The business, occupation, or employment of the applicant for the three years immediately preceding the date of application.
- D. The massage establishment and in-office massage business license history of the applicant; whether such person, in previously operating in this or another city or state under license, has had such license revoked or suspended, the reason therefor, and the business activity or occupation subsequent to such action of suspension or revocation.
- E. Any criminal convictions, except minor traffic violations, fully disclosing the jurisdiction in which convicted and the offense for which convicted and circumstances thereof.
- F. In the case of applicants who intend personally to provide in-office massage or massage

therapy, the applicant must also apply for and receive a massage therapist license as provided for in Section 21.

- G. Authorization for the City, its police department, and its agents and employees to seek information, including a background check, and conduct an investigation into the truth of the statements set forth in the application and the qualifications of the applicant for the license.

Section 6. Massage Establishment License Application Processing.

- A. Upon receipt of a complete application for a massage establishment license, the City Clerk shall immediately transmit one copy of the application to the Chief of Police for investigation of the application. In addition, the City Clerk shall transmit a copy of the application to the Community & Neighborhood Services Director, and the Fire Inspector.
- B. It shall be the duty of the Chief of Police to investigate such application to determine whether the information contained in the application is accurate and whether the applicant is qualified to be issued the license applied for. The Chief of Police shall report the results of the investigation to the City Clerk not later than 21 days from the date the application is received by the City Clerk.
- C. It shall be the duty of the Community & Neighborhood Services Director and the Fire Inspector to determine whether the structure where the massage therapy business will be conducted complies with the requirements and meets the standards of the applicable health, zoning, and fire ordinances of the City. All standards for premises set forth in Section 7 must be met prior to the first day the premises are open for business. The Community & Neighborhood Services Director and the Fire Inspector shall report the results of their investigation to the City Clerk not later than 21 days from the date the application is received by the City Clerk. The report may be later than 21 days but prior to the issuance of any certificate of occupancy if the premises is under construction or renovation when the application is received.
- D. Upon receipt of the reports from the Chief of Police, the Community & Neighborhood Services Director, and the Fire Inspector, or whenever 21 days have elapsed after the filing of the application, unless good cause is shown for the extension of the time period, whichever occurs first, the City Clerk shall grant or deny the license consistent with the notification requirements established by law, provided the license shall be issued or denied within 45 days from the date of filing of a completed application with the clerk's office. Any applicant aggrieved by denial of a license may seek judicial review in accordance with subsection E.
- E. Any person aggrieved by denial, suspension or revocation of a license application may seek judicial review pursuant to K.S.A. 60-2101(d), and amendments thereto.

Section 7. Inspection Necessary. No business shall be conducted on a licensed premises unless an inspection by the Community Planning & Services Manager or his authorized representative reveals that the establishment complies with each of the following minimum requirements:

- A. The walls shall be clean and painted with washable, mold-resistant paint in all rooms where water or steam baths are given. Floors shall be free from any accumulation of dust, dirt, or

refuse. All equipment used in the business's operation shall be maintained in a clean and sanitary condition. Towels, linen, and items for personal use of operators and patrons shall be clean and freshly laundered. Towels, cloths, and sheets shall not be used for more than one patron. Heavy, white paper may be substituted for sheets provided that such paper is changed for every patron. No service or practice shall be carried on within any cubicle, room, booth, or any area within any permitted establishment which is fitted with a door capable of being locked. These provisions are not applicable to an in-office massage business.

B. Toilet facilities shall be provided in convenient locations and in conformance with applicable City ordinance and building codes, and state and federal law and regulations.

C. Lavatories or wash basins provided with both hot and cold running water shall be installed in either the toilet room or a vestibule. Lavatories or wash basins shall be provided with soap in a dispenser and with sanitary towels. These provisions are not applicable to an in-office massage business.

The Community & Neighborhood Services Director shall certify that the proposed business establishment complies with all of the requirements of this Section and shall give or send such certification to the City Clerk and Chief of Police. Provided, however, that nothing contained herein shall be construed to eliminate other requirements of statute or ordinance concerning the maintenance of premises, nor to preclude authorized inspection thereof.

Section 8. Issuance of Massage Establishment License. After the filing of an application in the proper form, the City Clerk shall examine the application, and after such examination, shall approve the issuance of a license for an in-office massage establishment or a massage establishment, unless the City Clerk finds that:

A. The correct license fee has not been tendered to the City, and, in the case of a check or bank draft, honored with payment upon presentation.

B. The operation, as proposed by the applicant, if permitted, would not comply with all applicable laws including, but not limited to, the City's zoning, and health regulations.

C. The applicant, if an individual; or any of the stockholders holding more than 10% of the stock of the corporation, any of the officers and directors, if the applicant is a corporation; or any of the partners, including limited partners, if the applicant is a partnership; and the manager or other person principally in charge of the operation of the business, having been convicted of, or diverted on:

1. a felony in the 20 years immediately preceding the date of the application;
2. an offense involving sexual misconduct with children;
3. obscenity;
4. promoting prostitution as defined by K.S.A. 21-3513;
5. solicitation of a lewd or unlawful act;
6. prostitution;
7. pandering or other sexually related offense; or
8. any violation of this Chapter during the last five years.

- D. The applicant has knowingly made any false, misleading, or fraudulent statement of fact in the license application or in any document required by the City in conjunction therewith.
- E. The applicant has had a massage establishment or other similar permit or license denied, revoked, or suspended or has voluntarily surrendered the permit or license in lieu of revocation or suspension for any of the above causes by the City or any other state or local agency within five years prior to the date of the application.
- F. The applicant has previously been issued a license for an adult entertainment business (as defined in this Code) or escort service or has been employed by any such establishment.
- G. The applicant, if an individual, or any of the officers and directors, if the applicant is a corporation; or any of the partners, including limited partners, if the applicant is a partnership; and the manager or other person principally in charge of the operation of the business, has not attained the age of 18 years.
- H. The manager or other person principally in charge of the operation of the business would be ineligible to receive any license under the provisions of this Chapter.

The records of the City Clerk shall show the action taken on the application. The license shall state that it is not transferable or refundable. If an application is denied, the applicant shall be immediately notified by certified mail, return receipt requested, mailed to the last known mailing address of the applicant, and the notice shall state the basis for the denial. Any applicant aggrieved by the disapproval may seek judicial review as set forth in K.S.A. 60-2101(d).

Any license issued under the provisions of this Chapter shall at all times be displayed by the licensee in an open and conspicuous place on the premises where the licensed business is conducted.

Section 9. Business Identification Cards. All license applicants or managers issued a license pursuant to the provisions of this Chapter shall, at all times when working in an establishment have in their possession a valid identification card issued by the City. Such identification cards shall be laminated to prevent alteration. Licensees or managers shall produce their identification cards for inspection upon request of any person who by law may inspect same.

Section 10. Inspections, Immediate Right of Entry. The Police Department and Community Planning & Services may from time to time make an inspection of each licensed establishment in this City, to include those locations where an in-office massage business conducts its business, for the purposes of determining that the provisions of this Chapter are complied with. Such inspections shall be made at reasonable times and in a reasonable manner. It shall be unlawful for any licensee to fail to allow such inspection officer immediate access to the premises or to hinder such officer in any manner. Provided further, that any failure on the part of any licensee or employee to grant immediate access to such inspector shall be grounds for the revocation or suspension of any business or employee license.

Section 11. Operation Regulations. The operation of any massage establishment or in-office massage business shall be subject to the following regulations:

- A. **Hours.** Such business shall be closed, and operations shall cease between the hours of 10:00 p.m. and 6:00 a.m. each day provided the hours of operation for in-office massage may be

extended on premises having bona fide evening and night shifts.

B. **Danger to safety or health.** No service shall be given which is clearly dangerous or harmful in the opinion of the Deputy City Manager or Community & Neighborhood Services Director, to the safety or health of any person, and after such notice in writing has been delivered to the licensee from such director.

C. **Alcoholic beverages.** No alcoholic beverages or cereal malt beverages, nor the consumption thereof, shall be allowed, permitted, or suffered to be done in or upon any premises licensed under the provisions of this Chapter or during in-office massage. Provided this restriction shall not apply to businesses where the licensed massage therapy is accessory to the predominant business purpose of the establishment, provided further, no alcohol is permitted on that portion of such premises where massage therapy occurs. As used in this Section, "that portion" shall mean physical, visual and audible separation by permanently installed walls and doors between the area where massage therapy occurs and the area where alcoholic beverages or cereal malt beverages are sold or consumed. Any currently licensed establishments are exempt from the physical, visual and audible separation requirements as long as they remain validly licensed.

D. **Conduct of premises.** All licensees licensed under the provisions of this Chapter shall at all times be responsible for the conduct of business on their licensed premises and for any act or conduct of his or her employees which constitutes a violation of the provisions of this Chapter. Any violation of the city, state, or federal laws committed on the licensed premises by any such licensee or employee affecting the eligibility or suitability of such person to hold a license or may be grounds for suspension or revocation of same.

E. Every portion of a licensed establishment, including appliances, and personnel shall be kept clean and operated in a sanitary condition.

F. All employees shall be clean and wear clean outer garments.

G. All licensed employees and massage therapists must be modestly attired. Diaphanous or transparent clothing is prohibited. Clothing must cover the licensee's employees' or massage therapists' chests at all times.

H. The private parts of patrons must be covered by towels, cloths, or undergarments when in the presence of an employee or massage therapist. Any contact with a patron's genital area is strictly prohibited.

I. All licensed establishments, when applicable, shall be provided with clean, laundered sheets and towels in sufficient quantity and such items shall be laundered after each use thereof and stored in a sanitary manner.

J. Wet and dry heat rooms, shower compartments, and toilet rooms shall be thoroughly cleaned each day the business is in operation. Bathtubs shall be thoroughly cleaned after each use.

K. Table showers are strictly prohibited.

Section 12. Supervision. A licensee shall have the premises supervised at all times when open for

business. The licensee or a person employed as a Massage Therapist shall personally supervise the business, and shall not violate or permit others to violate, any applicable provision of this Chapter. The violation of any such provision by any agent or employee of the licensee shall constitute a violation by the licensee.

Section 13. Persons Under Age 18 Prohibited Services.

- A. No licensee shall perform or permit any massage therapy to be provided to a person under the age of 18, provided a person under the age of 18 may utilize or receive massage therapy from a licensed massage therapist if accompanied by a parent or legal guardian or without a parent when the child is 14 years of age or older and the parent or legal guardian has authorized such therapy in writing.
- B. Persons under the age of 18 years shall be prohibited from the premises of a massage establishment, subject to the provisions of this section. No person shall permit any person under the age of 18 years old to come to or remain on the premises of any licensed massage therapy establishment as a massage therapist, employee, or patron, unless such person is on the premises on lawful business, is a minor under the immediate supervision and control of their parent or legal guardian who is a patron, or as a patron subject to the provision of subsection A of this section; provided that, this restriction shall not apply to accessory home occupations

Section 14. Employee and Patron Registers.

- A. All operators licensed under the provisions of this Chapter shall keep and maintain on their premises a current register of all their employees, including massage therapists, showing such employee's and therapist's name, address and license number. Such register shall be open to inspection at all reasonable times by any authorized city official, including but not limited to officers of the Police Department, the Chief of Police, the Director of the Community & Neighborhood Services Department; the City Clerk, and the City Manager or any of their respective designees.
- B. Every person who engages in or conducts a licensed establishment shall keep a daily register of all patrons, with first and last names, addresses, hours of arrival and departure, the rooms or cubicles assigned, and the first and last name of the employee who performed the massage. Said daily register shall at all times during business hours be subject to inspection by at all reasonable times by any authorized city official, including but not limited to officers of the Police Department, the Chief of Police, the Director of the Community & Neighborhood Services Department; the City Clerk, and the City Manager or any of their respective designees, and shall be kept on file for one full year.

Section 15. Advertising. No person, firm, partnership, association or corporation, including but not limited to an establishment granted a license under provisions of this Chapter shall place, publish, or distribute or cause to be placed, published, or distributed any advertising that reasonably suggests to prospective patrons that any service is available other than those services as described in Section 1(E), or that employees or massage therapists are dressed in any manner other than described in Section 11, nor shall any establishment indicate in the text of such advertising that any service is available other than those services described in Section 1(E).

Section 16. Applicability to Existing Businesses. The operators of any existing massage

establishment or in-office massage business are required to comply with all provisions of this Chapter, subject to the educational and experience requirements set forth in Section 21.

Section 17. Exceptions. The provisions of this Chapter shall not apply to hospitals, nursing homes, sanitariums, or persons holding an unrevoked certificate to practice the healing arts, persons licensed to practice as a registered professional nurse under the laws of this state, persons licensed to practice as a physical therapist under the laws of this state, persons working under the direction and supervision of any licensed healing arts practitioner or in any such establishment, or barbers or cosmetologists lawfully carrying out their particular profession or business and holding a valid, unrevoked license or certificate of registration issued by this state.

Section 18. Further Regulations. The Deputy City Manager, City Clerk or the Chief of Police may, after a public hearing, make and enforce reasonable rules and regulations not in conflict with, but to carry out, the intent of this Chapter.

Section 19. Restriction of Business to Premises.

- A. All massage therapy (not to include in-office massage) provided for under this Chapter shall be conducted on the premises of a licensed massage establishment.
- B. Licensed massage therapists who own, operate, or are employed by a licensed massage therapy establishment within the corporate limits of the City, at the direction of a duly licensed physician, physical therapist, occupational therapist, kinesiologist, or chiropractor, may perform massage therapy services on behalf of a physically incapacitated patient in such patient's home, residence, or other designated place, or such licensed massage therapist may render such treatment to persons who are bedfast or are so physically incapacitated that it is impractical to provide same to such persons at a permitted location.
- C. Subject to subsection D, all licensed massage establishments shall be operated from a commercial business premise. Sole practitioners (therapists who work alone) are required to have both a massage therapist license and massage establishment license and to work from a commercial business premise.
- D. Licensed massage therapists may perform their services on behalf of clients in clients' homes or residences or other designated places, or in the therapist's home or residence provided that the therapist's home is licensed as a massage establishment and provided that any place where massage therapy is performed is subject to the inspection as set out in Sections 7 and 10, operated in accordance with the regulations set out in Section 11, and if conducted in a therapist's home or residence, subject to the home occupation requirements in Section 23-1 of the City of Ottawa Municipal Code.

Section 20. Revocation or Suspension of Massage Establishment License.

- A. Any license issued for a massage establishment or an in-office massage business may be revoked or suspended by the Municipal Judge, sitting as an administrative hearing officer, or by the Governing Body after notice and a hearing where the Municipal Judge or the Governing Body finds that any of the provisions of this Chapter are or were violated, or the provisions for issuance of any license are or were violated, or where the licensee or any employee of the licensee, including a massage therapist, has been convicted of or diverted on any offense found

in Sections 8 and 23 herein and the licensee has actual or constructive knowledge of the violation or conviction, or in any case where the licensee refused to permit any duly authorized police officer or employee of the City to inspect the premises or the operations of the licensee. Convictions or diversions for any offense found in Sections 8 and 23 shall result in revocation unless the Municipal Judge or Governing Body determines by clear and convincing evidence that such licensee or employee of the licensee will not pose a threat to the public in such person's capacity as a licensee or employee thereof and that such person has been sufficiently rehabilitated to warrant the public trust.

- B. Before revoking or suspending any license, the Municipal Judge or Governing Body through their designee, shall give the licensee at least ten days' written notice of the specific charges against the licensee and the opportunity for a public hearing before the Municipal Judge or Governing Body, at which time the licensee may present evidence bearing upon the question. A licensee aggrieved by the decision of the Municipal Judge or Governing Body may seek judicial review as set forth in Section K.S.A. 60-2101(d).

Section 21. Massage Therapist License Required, Examination Requirements, Restrictions.

No person shall perform massage therapy or in-office massage within the City, unless he or she has a valid massage therapist license issued by the City pursuant to the provisions of this Chapter, provided massage therapy may be performed by a student massage therapist subject to the provisions of Section 26.

- A. To be eligible for issuance of a Massage Therapist license, an applicant must:
 - 1. Submit an application on a form provided by the City Clerk;
 - 2. Submit acceptable proof that the applicant has successfully passed the 1992 or later National Certification Examination for Therapeutic Massage and Bodywork (NCBTMB), or the 2007 or later Massage & Bodywork Licensing Examination (MBLEx). The applicant must also have successfully completed a course of instruction, consisting of not less than 500 hours, in the theory, method or practice of massage. The required curriculum must include the subjects of anatomy, physiology, kinesiology, pathology, first aid and hygiene and practical instruction in massage technique. Proof of completion of educational and training requirements must be by certified transcripts. The educational and training requirements required by this Chapter may be received from more than one school. Training hours from a school that has had its NCBTMB Assigned School Code denied, suspended or revoked will not be accepted;
 - 3. The applicant must also have successfully completed an in-person certification program in American Red Cross first aid and American Heart Association CPR, or equivalent programs, and provide current certification, and;
 - 4. Pay the applicable license fee(s).

- B. All licensed massage therapists applying for a renewal license must show proof that they have received a minimum of ten hours (fifty minutes per hour) of professional massage continuing education during the preceding twenty-four month licensing period. One hour continuing education credit will be awarded for each hour attendance at programs relating to the theory or clinical application of theory pertaining to the practice of massage to include, but not limited to, clinical business practices, hygiene, record-keeping, medical terminology, professional ethics, business management, human behavior, client interaction, CPR training, and state and local laws that are sponsored by a university, junior college or otherwise found to be acceptable by the

City Clerk. The certificate for any on-line continuing education courses must clearly depict the time required to acquire such certificate. All licensed massage therapists applying for renewal license must show proof of current in-person certification in American Red Cross first aid and American Heart Association CPR, or equivalent programs which shall also count toward the ten hours of continuing education. Continuing education hours are required for all applicants seeking a license renewal except as set forth in subsection C below. This includes applicants whose license has lapsed or expired. Applicants seeking a new massage therapy license shall also be required to provide ten (10) continuing education hours from the past two years when the applicant's NCBTM or MBLEx certification is more than one year old.

- C. Individuals who were working in the City of Ottawa as massage therapists on the effective date of this ordinance may, within 90 days thereof, provide evidence of their work and upon presentation of evidence satisfactory to the City Clerk, may be granted a license and renew that license notwithstanding failure to satisfy the minimum education and testing provisions in Section 21(A)(1),(2) and continuing education provisions of 21(B) and may continue to renew such license so long as there are no lapses in active licensure status. If active licensure status lapses, the person will be required to apply for a new massage therapist license and meet the qualifications in Section 21(A), and continuing education hours meeting the requirements set forth in Section 21(B). Satisfactory evidence of active work as a massage therapist may include but shall not be limited to, pay stubs, advertisements in circulation at the time of this ordinance, business leases, insurance policies, or an affidavit.

Section 22. Application for Massage Therapist License; Fees.

- A. Any person who desires to perform or provide massage or in-office massage or to perform any massage services in a massage establishment, as defined herein, shall file a written application with the City Clerk and pay an annual filing fee to the City Clerk as set by resolution of the Governing Body for a new or renewal application, neither of which shall be refundable. No privilege to provide massage therapy shall exist until an application for renewal has been approved. After a license has expired, a "new" application under the current education and testing standards is required. A massage therapist license shall be valid for a period of 24 months from the date of issuance. This application fee shall cover the cost of processing the application to include the current KBI fingerprint fee. Only one massage therapy license shall be required for a massage therapist regardless of the activity or activities the therapist engages in that are permitted by this Chapter. Identification cards as provided in Section 24 are required for each massage establishment in which the therapist works.
- B. The application for a massage therapist license shall contain the following:
1. Name, address, and telephone number.
 2. Two passport photographs at least two inches by two inches.
 3. Applicant's weight, height, color of hair and eyes, and fingerprints, provided once an applicant has submitted fingerprints, they shall not be required to submit new fingerprints for any renewal application for that person.
 4. Written evidence that the applicant is at least 18 years old.
 5. Business, occupation, or employment of the applicant for the three years immediately preceding the date of application.
 6. Whether such person has ever been convicted of any crime except minor traffic violations. If any person mentioned in this subsection has been so convicted, a statement must be made

giving the place and court in which the conviction was obtained and the sentence imposed as a result of such conviction.

7. The position or function the applicant is being hired to perform within such establishment. (If applicable).
8. Authorization for the City, its police department, and its agents and employees to seek information, including a background check, and conduct an investigation into the truth of the statements set forth in the application and the qualifications of the applicant for the license.
9. Proof of the education requirements set forth at Section 21 herein.
10. Verification of employment by signature of the manager of the licensed massage establishment.

Section 23. Application Processing and Issuance of Massage Therapist License. The City Clerk shall issue a massage therapist license within 21 days following application, unless he/she finds that:

- A. The applicant for the massage therapist license has been convicted of, or diverted on:
 1. a felony within the 20 years immediately preceding the date of the application;
 2. an offense involving sexual misconduct with children;
 3. obscenity;
 4. promoting prostitution as defined by K.S.A. 21-3513;
 5. solicitation of a lewd or unlawful act;
 6. prostitution;
 7. pandering or other sexually related offense; or
 8. any violation of this Chapter in the last year, or any revocation of their therapist license within the last year.
- B. The applicant has knowingly made any false, misleading, or fraudulent statement of fact in the license application or in any document required by the City in conjunction therewith.
- C. That the correct license fee has not been tendered to the City, and in the case of a check or bank draft, honored with payment upon presentation.
- D. That the applicant has not successfully completed the examination or education standards required under the provisions of this Chapter.
- E. That the applicant is not legally present in the United States.

Any applicant for a Massage Therapist license who concurrently applies for a Massage Therapy Establishment license, meets all of the qualifications for that license, and affirms that they are self-employed and the only person providing massage therapy at their Massage Therapy Establishment shall have the fee for their Massage Therapist License waived.

Any applicant aggrieved by denial of a license may seek judicial review in accordance with K.S.A. 60-2101(d).

Section 24. Identification Cards.

- A. Upon issuance of a massage therapist license, the City Clerk shall issue the massage therapist an identification card bearing the massage therapist's license number, physical description, and a

photograph. Such identification cards shall be laminated to prevent alteration.

- B. All massage therapists issued a license pursuant to the provisions of this Chapter shall have their City-issued identification card in their possession at all times when working in an establishment, and shall produce such identification for inspection upon request of any person who by law may inspect same.

Section 25. Revocation or Suspension of Massage Therapist License.

- A. The City Clerk, sitting as an administrative hearing officer, may, after notice and a hearing, revoke or suspend a massage therapist license where it appears that the therapist has been convicted of or diverted on any offense enumerated in Section 23(A) or for violation of any of the provisions of this ordinance to include the application standards. Convictions or diversions for any offense found in Section 23 shall result in revocation unless the City Clerk determines by clear and convincing evidence that such licensee will not pose a threat to the public in such person's capacity as a licensee and that such person has been sufficiently rehabilitated to warrant the public trust.
- B. Before revoking or suspending any massage therapist license, the City Clerk shall give the massage therapist at least ten days' written notice of the hearing and specify the alleged violation of this code warranting suspension or revocation.
- C. Any massage therapist aggrieved by a revocation or suspension of their license may seek judicial review as set forth in K.S.A. 60-2101(d)

Section 26. Student Massage Therapy. An individual actively enrolled in and currently attending classes in a course of instruction, consisting of not less than 300 hours, in the theory, method or practice of massage, may conduct massage therapy as a practicum component of the training program under the supervision of the massage school instructor, provided the following conditions are met:

- A. All advertisements for massage therapy that will be performed by a student will clearly inform the customer that the massage therapy will be performed by a student under the supervision of the massage school instructor.
- B. Prior to conducting any massage therapy, the student massage therapist will require the customer sign and acknowledge he/she has been informed the massage therapy will be conducted by a student under the supervision of the massage school instructor. These acknowledgment documents will be maintained by the school for a period of one year and will be produced at the request of any law enforcement officer or City official.

Section 27. Transfer of Licenses; Other License and Fees.

- A. No massage establishment or in-office massage business, or massage therapist licenses are transferable and such authority as a license confers shall be conferred only on the licensee named therein.
- B. Any applications made, fees paid, and licenses obtained under the provisions of this Chapter shall be in addition to and not in lieu of any other fees, permits, or licenses required to be paid or obtained under any other ordinances of this City.

Section 28. Penalty. Any person, firm, partnership, association or corporation convicted of violating any of the provisions of this Chapter shall be deemed guilty of a public offense and subject to a fine not to exceed \$500 per violation.

Section 29. Amendment to Section 2-301. Section 2-301 defining “Adult Business” of the Municipal Code of the City of Ottawa is hereby amended as follows:

Adult Business. Any of the businesses defined as an “Adult Business” at Chapter 11, Article X, Section 11-1002 of the Ottawa City Code, including but not limited to the following: adult bookstore, adult video store, adult news rack, adult retail establishment, adult motion picture theater, adult live entertainment business, adult modeling studio, adult motel, bathhouse, body painting studio.

Section 30. Amendment to Section 11-1002. Section 11-1002 defining “Adult Business” of the Municipal Code of the City of Ottawa is hereby amended as follows:

Adult Business means any business:

A. That has as a substantial or significant purpose the sale or rental of merchandise that is intended for use in connection with “Specified Sexual Activities,” or that emphasizes matters depicting, describing or relating to “Specified Sexual Activities” or “Specified Anatomical Areas”; or

B. That has as one of its regular and substantial business purposes:

1. The providing of entertainment where the emphasis is on performances, live or otherwise, that depict, portray, exhibit or display “Specified Anatomical Areas” or “Specified Sexual Activities”; or

2. The providing of services that are intended to provide sexual arousal or excitement or that allow observation of “Specified Sexual Activities” or “Specified Anatomical Areas” ancillary to other pursuits, or allow participation in “Specified Sexual Activities” ancillary to other pursuits.

The definition of “Adult Business” also includes but is not limited to any and all of the following specific Adult Businesses: adult bookstore, adult video store or adult retail establishment; adult motion picture theater; adult live entertainment business; adult modeling studio; adult motel; bathhouse; body painting studio. The definition of “Adult Business” does not include, and this Article shall not apply to, a theater, concert hall, art center, museum, or similar establishment which is primarily devoted to the arts or theatrical performances and in which any of the circumstances covered by the definition of “Adult Business” were permitted or allowed as part of such art exhibits or performances.

Section 31. Amendment to Section 11-1014. Section 11-1014 of the Municipal Code of the City of Ottawa is hereby amended as follows:

11-1014. Responsibilities of the operator.

A. The operator shall maintain a register of all employees or entertainers showing the name, including aliases used, home address, birth date, sex, height, weight, color of hair and eyes, date of employment and termination, job duties of the party and such other information as may be required by the Police Department. The above information shall be maintained in the register on the premises for a period of two years following termination.

B. The operator shall make the register of employees or entertainers available immediately upon demand of law enforcement officers or any other person designated by the City Manager, during hours of operation.

C. Every act or omission of an employee constituting a violation of the provisions of this Article shall be deemed the act or omission of the operator, if such act or omission occurs either with the authority, knowledge, or approval of the operator, and the operator shall be punishable for such act or omission in the same manner as if the operator committed the act or caused the omission.

D. An operator shall be responsible for the conduct of all persons on the licensed premises and any act or omission of any person constituting a violation of the provisions of this Article shall be deemed the act or omission of the operator for purposes of determining whether the operator's license shall be revoked, suspended, or renewed if the operator has knowledge of the violation and fails to take action to cause such person to discontinue the unlawful conduct.

E. The premises of all adult businesses shall be physically arranged in such a manner that the entire interior portion of any booths, cubicles, rooms, or stalls wherein entertainment is provided is visible from a common area of the premises. Visibility shall not be blocked or obscured by doors, curtains, drapes, or any other obstruction whatsoever.

F. The premises of all adult businesses will be so constructed as to include an anteroom, foyer, partition, or other physical barrier on all customer entrances that will insure observation of the interior of the premises is not observable from the exterior of the building. In addition, all windows will be covered to prevent viewing of the interior of the building from the outside and all doorways not constructed with an anteroom or foyer will be covered so as to prevent observation of the interior of the premises from the exterior of the building.

G. The operator shall be responsible for and shall provide that any room or area used for the purpose of adult shall be readily accessible at all times and shall be opened to view in its entirety for inspection by law enforcement officers at all reasonable times.

H. No operator, entertainer or employee of an adult business shall demand or collect all or any portion of a fee for entertainment before its completion.

I. A sign shall be provided to the operator by the City Clerk and shall be conspicuously displayed by the operator in the common area of the premises of an adult business. Such sign shall read as follows: "THIS ADULT BUSINESS IS REGULATED BY THE CITY OF OTTAWA IN ACCORDANCE WITH CHAPTER 11, ARTICLE X OF THE CITY OTTAWA MUNICIPAL CODE.

1. Engaging in any type of unlawful sexual conduct is not permitted.
2. Exposing sex organs is not permitted;
3. Demanding or collecting all or any portion of a fee for entertainment before completion is not permitted."

J. The operation of any bathhouse shall be subject to the following regulations:

1. Separation of sexes. It shall be unlawful for customers of opposite sex to receive treatment in the same room or the same quarters at the same time.
2. Danger to safety, health. No service shall be given which is clearly dangerous or harmful to the safety or health of any person in the opinion of the Franklin County Health Department and after such notice is given in writing to the licensee.
3. Cleanliness of establishment. Every portion of a licensed establishment, including appliances and personnel, shall be kept clean and operated in a sanitary condition.
4. Personnel cleanliness, clothing, dressing rooms. All employees or entertainers, shall be clean and wear clean outer garments, which use is restricted to the licensed establishment. Provisions for a separate dressing room for each sex must be available on the premises with individual lockers for each employee. Doors to such dressing rooms shall open inward and shall be self-closing.
5. Personnel clothing. All employees or entertainers must be modestly attired. Diaphanous, flimsy, or transparent clothing is prohibited. Clothing must not be skin tight and must cover the employees' or entertainers' chests and torso at all times and extend below the genitals, pubic region, and buttocks.
6. Coverage of patrons, prohibition of genital contact. The private parts of patrons must be covered by towels, cloths, or undergarments when in the presence of an employee or entertainer. Any contact with a patron's genital area, either directly or indirectly, is strictly prohibited.
7. Sheets and towels cleanliness. All licenses establishments, when applicable, shall be provided with clean, laundered sheets and towels in sufficient quantity and shall be laundered after each use thereof and stored in approved, sanitary manner.
8. Cleanliness of heat rooms, showers, toilets, baths. Wet and dry heat rooms, shower compartments, and toilet rooms shall be thoroughly cleaned each day the business is in operation. Bathtubs shall be thoroughly cleaned after each use.

K. A licensee of an adult business shall have the premises supervised by a manager at all times when open for business. An adult manager shall be on duty at an adult business at all times when the premises are open for business. The name of the manager on duty shall be prominently posted during working hours. The manager designated or appointed by its licensee shall personally supervise the business and shall not violate, or permit others to violate, any applicable provision of this Article.

L. No establishment granted a license under provisions of this Article shall place, publish, distribute, or cause to be placed, published, or distributed any advertising matter that depicts any specified anatomical area that would reasonably suggest to prospective patrons that any service is available other than those services as described herein or that employees or entertainers are dressed in any manner described herein, nor shall any establishment indicate in the text of such advertising that any service is available other than those services described herein.

Section 32. Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase

in this Chapter or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Chapter or any part thereof.

Section 33. Effective Date. This ordinance shall be effective from and after its passage, approval, and publication in the official city newspaper.

PASSED AND ADOPTED by the governing body of the City of Ottawa, Kansas, this _____ day of _____, 2024.

Mayor

Attest:

City Clerk

RESOLUTION NO. _____

A RESOLUTION SETTING A LICENSE FEE FOR MASSAGE ESTABLISHMENTS AND MASSAGE THERAPISTS IN THE CITY OF OTTAWA, KANSAS.

WHEREAS, the Governing Body of City of Ottawa, Kansas (the "City") has adopted an ordinance allowing for the licensing and regulation of massage therapy establishments and massage therapists, and

WHEREAS, the Governing Body requires a license for massage therapy establishments and massage therapists; and

WHEREAS, the Governing Body has reserved to itself the authority set such fee by resolution and now desires to do so; and

THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF OTTAWA, KANSAS, AS FOLLOWS:

Section 1. Fee for Massage Therapy Establishments. The fee for a license to operate a massage therapy establishment in the City of Ottawa shall be \$200 for a two-year permit.

Section 2. Fee for Massage Therapists. The fee for a license to work as a massage therapist in the City of Ottawa shall be \$50 for a two-year permit.

Section 3. Effective Date. This resolution shall take effect and be in full force and effect upon adoption by the Governing Body.

Section 4. Prior Resolutions. Prior resolutions on this subject are hereby rescinded when in conflict with this resolution.

Adopted by the Governing Body of the City of Ottawa, Kansas ___ day of _____ 2024.

Mayor

(SEAL)

ATTEST:

City Clerk

Agenda Item: X.C

**City of Ottawa
City Commission Meeting
November 20, 2024**

TO: Mayor and City Commission
SUBJECT: Urban Area Boundary Resolution
INITIATED BY: Neighborhood and Community Services
AGENDA: New Business

Recommendation: It is recommended by Staff that the City Commission consider the approval of a resolution to establish urban area boundary lines as identified by the Kansas Department of Transportation.

Background: The City received a request from the Kansas Department of Transportation to adopt a resolution (X.C.1) to establish urban area boundary lines (X.C.2) that reflect the 2020 census.

The Census has recently updated urban definitions, prompting a review and update of Urban Area Boundaries (UAB) and the 5-10 year future Functional Classification (FC) System within your county. The review begins with the enclosed maps, showing the 2020 U.S. Census Urban Cluster Boundary (UZA) in heavy gray lines, which must be extended to define the UAB for highway purposes. The UAB should include all of the UZA, city limits, and unincorporated areas with urban traffic characteristics.

The City Commission heard a presentation of this item at the November 13th City Commission meeting and deferred action to a future meeting.

Analysis: Public Works, Neighborhood and Community Services, and the City Engineer have reviewed the recommendation from KDOT. Director of Neighborhood and Community Services worked with our counterparts at Franklin County, and the resolution includes the signature of Pat Toth, Director of Planning and Building for the County.

In our review, consideration was given to the possibility of recommending changes to the map. Based on the recommendation of the City Engineer, and as a result of the conversation with County staff, the recommendation is to accept the map provided by the Kansas Department of Transportation. This does not preclude the City from pursuing annexation of land outside the boundary or from taking other actions to further our community's growth.

Financial Considerations: By defining and leveraging the UAB to ensure alignment with federal and state funding priorities, promotes economic development, and fosters efficient and sustainable urban growth, the UAB can be a powerful financial tool that directly impacts our ability to secure funding, manage growth, and attract investment. The UBA provides access to KDOT funding and FHA pass through funding programs to make roadway improvements within the UAB as design standards and costs are higher than improvements outside of the UAB.

Legal Considerations: Approve as to form.

Recommendation/Actions: It is recommended that the City Commission deliberate approval of the recommended resolution to establish urban area boundary lines as identified by the Kansas Department of Transportation:

- Take action at the November 20, 2024, Regular Meeting:
“Recommend approval of the resolution to establish urban area boundary lines as identified by the Kansas Department of Transportation.”
- Recommend the item be moved to a future City Commission meeting for further discussion and consideration.

Attachments:

X.C.1 Urban Area Boundary Resolution

X.C.2 Urban Area Boundary Map

**Urban Area Boundary Approval
Resolution to Establish Urban Area Boundary Lines**

City: _____

WHEREAS: The above stated city is required to determine and submit for approval the location of the urban area boundary lines for said city.

BE IT THEREFORE RESOLVED THAT: In compliance with this requirement and in cooperation with the local county officials, this signed document accompanied by a signed copy of the map of said city indicating the proposed location of the urban area boundary lines is hereby submitted for review and approval.

Adopted this _____ day of _____, 20____, in _____, Kansas.

County Concurrence:

Appropriate City Officials:

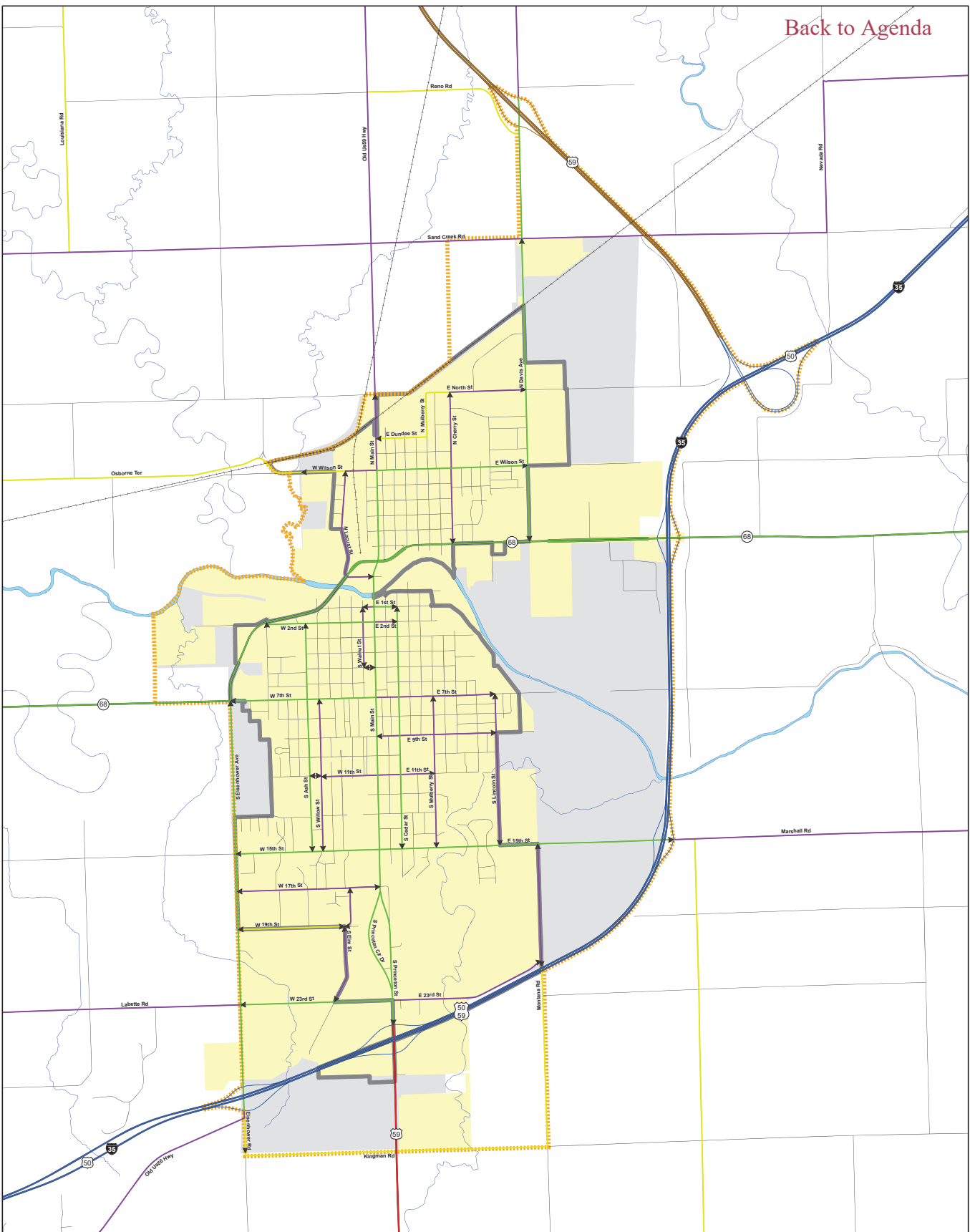


Appropriate County Official

Attest:

Seal

City Clerk



- HIGHWAY MARKERS**
- Interstate Numbered Highway
 - Kansas Turnpike Authority
 - U.S. Numbered Highway
 - State Numbered Highway

- BOUNDARIES**
- 2020 Census Urbanized Area
 - Proposed Urban Boundary
 - Urban Boundary
 - City Limit

FUNCTIONAL CLASSIFICATION APPROVAL
 CITY APPROVAL:
 F.H.W.A. APPROVAL:
F.H.W.A. URBAN AREA BOUNDARY APPROVAL
 CITY APPROVAL:
 F.H.W.A. APPROVAL: 8/30/2006



**CITY OF
Ottawa**

PREPARED BY THE
KANSAS DEPARTMENT OF TRANSPORTATION
 BUREAU OF TRANSPORTATION PLANNING
 IN COOPERATION WITH THE
 U.S. DEPARTMENT OF TRANSPORTATION
 FEDERAL HIGHWAY ADMINISTRATION

12/6/2023

- FUNCTIONAL CLASSIFICATION
5 - 10 YEAR FUTURE**
- | Present State Functional Classification | Functional Classification Resolutions |
|---|---|
| Interstate | Interstate |
| Principal Arterial Other Freeways and Expressways | Principal Arterial Other Freeways and Expressways |
| Principal Arterial Other | Principal Arterial Other |
| Minor Arterial | Minor Arterial |
| Major Collector | Major Collector |
| Minor Collector | Minor Collector |
| Local | |



KDOT makes no warranties, guarantees, or representations for accuracy of this information and assumes no liability for errors or omissions.



Agenda Item: X.D

**City of Ottawa
City Commission Meeting
November 20, 2024**

TO: Mayor and City Commission
SUBJECT: Functional Classification System Resolution
INITIATED BY: Neighborhood and Community Services
AGENDA: New Business

Recommendation: It is recommended by Staff that the City Commission consider the approval of a resolution to approve the urban functional classification system as identified by the Kansas Department of Transportation.

Background: The City received a request from the Kansas Department of Transportation to adopt a resolution (X.D.1) to approve the Urban Functional Classification System (X.D.2) within the established Urban Area Boundary for Ottawa that reflects the 2020 census.

The Census has recently updated urban definitions, prompting a review and update of Urban Area Boundaries (UAB) and the 5-10 year future Functional Classification (FC) System within our county. The review begins with the enclosed maps, showing the 2020 U.S. Census Urban Cluster Boundary (UZA) in heavy gray lines, which must be extended to define the UAB for highway purposes. The UAB should include all of the UZA, city limits, and unincorporated areas with urban traffic characteristics.

The City Commission heard a presentation of this item at the November 13th City Commission meeting and deferred action to a future meeting.

Analysis: Public Works, Neighborhood and Community Services, and the City Engineer have reviewed the recommendation from KDOT. Director of Neighborhood and Community Services worked with our counterparts at Franklin County, and the resolution includes the signature of David Hamby, City Engineer.

In our review, consideration was given to the possibility of recommending changes to the map. Based on the recommendation of the City Engineer, and as a result of the conversation with County staff, the recommendation is to accept the map provided by the Kansas Department of Transportation. This does not preclude the City from pursuing annexation of land outside the boundary or from taking other actions to further our community's growth.

Financial Considerations: The Urban Functional Classification System is a vital financial and planning tool that enables the City of Ottawa to strategically leverage funding, attract growth, and manage resources effectively. However, poor or incorrect alignment of the UFCS with actual needs can have adverse financial impacts if roadways are misclassified. Incorrect classification may result in overbuilt roadways that cause financial stress from increased maintenance costs. Incorrect classification of roadways may also lead to missed funding opportunities as needed/qualifying projects may be excluded from KDOT & FHA pass through funding programs.

Legal Considerations: Approve as to form.

Recommendation/Actions: It is recommended that the City Commission deliberate approval of the recommended resolution to establish urban area boundary lines as identified by the Kansas Department of Transportation:

- Take action at the November 20, 2024, Regular Meeting:
“Recommend approval of the resolution to approve Urban Functional Classification System as identified by the Kansas Department of Transportation.”
- Recommend the item be moved to a future City Commission meeting for further discussion and consideration.

Attachments:

X.D.1 Urban Functional Classification System Resolution

X.D.2 Urban Functional Classification System Map

**Urban City Functional Classification Approval
Resolution to Approve Urban Functional Classification System**

City: Ottawa, Kansas

WHEREAS: The above stated city has reviewed the functional classification of streets located within the urban boundary, and

WHEREAS: Said city is aware that those streets classified as Minor Collectors and above are eligible for federal STP funding,

NOW THEREFORE BE IT RESOLVED: That the functional classification of streets inside the urban boundary is approved as indicated on the attached, signed map.

Adopted this _____ day of _____, 20____, in _____, Kansas.

Recommended for Approval:

Appropriate City Officials:

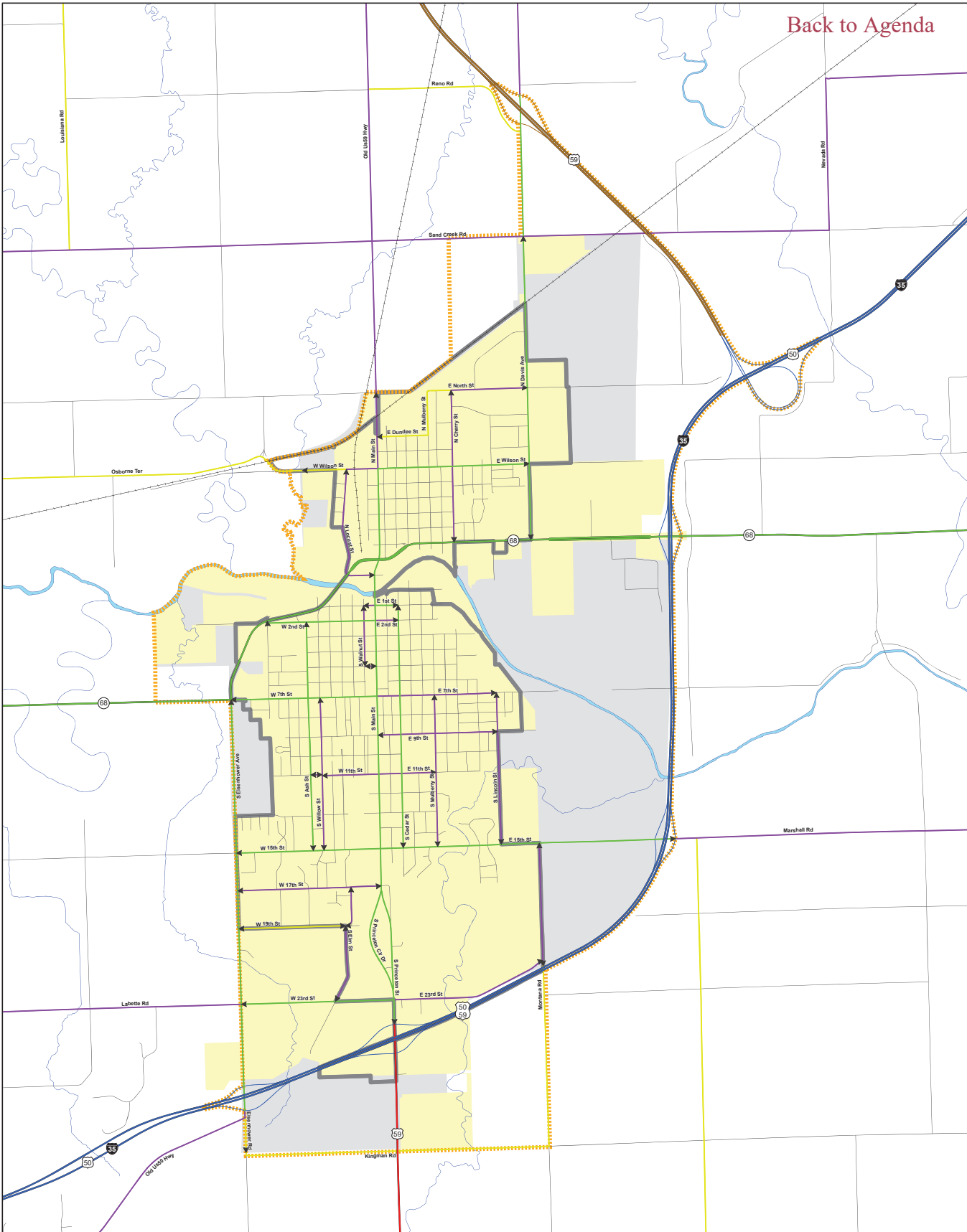


City Engineer

Attest:

Seal

City Clerk



- HIGHWAY MARKERS**
- Interstate Numbered Highway
 - Kansas Turnpike Authority
 - U.S. Numbered Highway
 - State Numbered Highway

- BOUNDARIES**
- 2020 Census Urbanized Area
 - Proposed Urban Boundary
 - Urban Boundary
 - City Limit

FUNCTIONAL CLASSIFICATION APPROVAL
 CITY APPROVAL:
 F.H.W.A. APPROVAL:

F.H.W.A. URBAN AREA BOUNDARY APPROVAL
 CITY APPROVAL:
 F.H.W.A. APPROVAL: 8/30/2006



**CITY OF
Ottawa**

PREPARED BY THE
**KANSAS DEPARTMENT OF TRANSPORTATION
 BUREAU OF TRANSPORTATION PLANNING**

IN COOPERATION WITH THE
**U.S. DEPARTMENT OF TRANSPORTATION
 FEDERAL HIGHWAY ADMINISTRATION**

0 2,540 5,280
 Feet

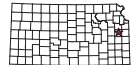
12/6/2023

**FUNCTIONAL CLASSIFICATION
5 - 10 YEAR FUTURE**

- | Present State Functional Classification | Proposed Functional Classification | Functional Classification Resolutions |
|---|---|---|
| Interstate | Interstate | Interstate |
| Principal Arterial Other Freeways and Expressways | Principal Arterial Other Freeways and Expressways | Principal Arterial Other Freeways and Expressways |
| Principal Arterial Other | Principal Arterial Other | Principal Arterial Other |
| Minor Arterial | Minor Arterial | Minor Arterial |
| Major Collector | Major Collector | Major Collector |
| Minor Collector | Minor Collector | Minor Collector |
| Local | Local | Local |



KDOT makes no warranties, guarantees, or representations for accuracy of this information and assumes no liability for errors or omissions.



Franklin County Development Council

"It's A Great Day to Live In Franklin County!"

Monthly Report to Ottawa, Franklin County, and Membership

November 2024

Respectfully Submitted by Paul Bean, Executive Director

Industrial Development

We had four inquiries for Proximity Park in October. All four chose to move in another direction. The inquiries were all basic request about the park and our location. We still have one active lead in our pipeline.

Panasonic

I have meetings set up with Ottawa, Wellsville & Central Heights as well as Ottawa University and NCCC. They will be having one on one meetings to discover what opportunities there might be to build workforce pipelines from our local education partners to Panasonic.

Workforce

We had another successful Franklin County Career Day. Strong support from the community and a great experience for the high school juniors throughout the county.

Sister City

I am working on a meeting of our leadership team for the Sister City Program. Hope to have a meeting soon.

Executive Director Comments

This report is brief, and I apologize. I have been out of the office for an extended time due to a medical emergency for my wife.

We will bring forth our new board slate for 2025 and our budget to our annual gathering which will be held at the Ottawa High School on December 11th, 11:30 – 1:00. We will also recognize our outgoing board members.

Franklin County
Development
Council







DAVIDSON & BROWN, CHARTERED

Jay E. Davidson, CPA
Michael D. Brown, CPA

Certified Public Accountants

Accountants' Compilation Report

To the Board of Directors
Franklin County Development Council, Inc.

Management is responsible for the accompanying financial statements of Franklin County Development Council, Inc. (a nonprofit organization), which comprises the statements of assets, liabilities, and net assets—modified cash basis as of October 31, 2024 and the related statements of revenue and expenses—modified cash basis for the current month and the ten months then ended in accordance with the modified cash basis of accounting, and for determining that the modified cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

The financial statements are prepared in accordance with the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

Management has elected to omit substantially all the disclosures ordinarily included in financial statements prepared in accordance with the modified cash basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the company's assets, liabilities, net assets, revenue, and expenses. Accordingly, the financial statements are not designed for those who are not informed about such matters.

The supplementary information appearing is presented for purposes of additional analysis and is not a required part of the basic financial statements. The supplementary information has been compiled from information that is the representation of management. We have not audited or reviewed the supplementary information and, accordingly, do not express an opinion or provide any assurance on such supplementary information.

We are not independent with respect to Franklin County Development Council, Inc.

A handwritten signature in blue ink, appearing to be 'JD' or similar initials.

November 6, 2024
Ottawa, Kansas

www.davidsonbrowncpa.com

227 S. Main Street • Ottawa, Kansas 66067 • (785) 242-6200

601 N. Mur-Len Road • Suite 18 • Olathe, Kansas 66062 • (913) 780-0788

Franklin County Development Council Inc.
Statement of Assets, Liabilities & Net Assets--Modified Cash Basis
 As of October 31, 2024

	Total
ASSETS	
Current Assets	
Bank Accounts	
1042 Patriots Bank CD #161590	59,949.86
1060 3560 OAK STAR	53,444.73
1081 Mid America Bank CD #40005811	22,462.43
1084 Kansas State Bank CD#62718	20,429.81
1087 Oak Star CD	28,176.77
1088 Edward Jones CD Schwab	25,000.00
1089 Edward Jones CD Truist	25,000.00
1090 Patriots Bank Cd #165986	19,802.85
1091 Bank Midwest CD	15,360.72
Total Bank Accounts	\$ 269,627.17
Total Current Assets	\$ 269,627.17
TOTAL ASSETS	\$ 269,627.17
LIABILITIES AND NET ASSETS	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 Payroll Liabilities	6,598.52
Total Other Current Liabilities	\$ 6,598.52
Total Current Liabilities	\$ 6,598.52
Total Liabilities	\$ 6,598.52
Net Assets	
3900 Unrestricted Net Assets	259,760.73
Net Income	3,267.92
Total Net Assets	\$ 263,028.65
TOTAL LIABILITIES AND NET ASSETS	\$ 269,627.17

Franklin County Development Council Inc.
Statement of Revenues & Expenses--Modified Cash Basis
 October 2024

	Total	
	Oct 2024	Jan - Oct, 2024 (YTD)
Income		
3001 County Contribution	5,632.75	56,327.50
3002 City of Ottawa	5,632.75	56,327.50
3003 Wellsville Contribution		5,000.00
3026 2024 Dues		48,250.00
3810 Interest Income	2,362.15	17,185.85
3890 Other Income	1,150.00	6,672.00
3965 E Community Revenue	21,250.00	25,685.28
Total Income	\$ 36,027.65	\$ 215,448.13
Gross Profit	\$ 36,027.65	\$ 215,448.13
Expenses		
4100 Auto/Travel/Conference	573.15	3,043.66
5000 Administration		180.98
5010 Contract with Chamber		1,380.00
5030 Advertising Expenses	180.92	2,709.48
5040 Website	3,847.03	3,847.03
5050 Accounting Fees	1,738.95	7,094.44
5150 Postage		357.83
5160 Operating Supplies	219.68	2,126.34
5300 Insurance	552.00	1,673.00
5310 Annual Meeting Expense	208.02	208.02
5315 Special Meeting Expense	177.19	1,840.52
5326 Membership Retention		4,000.16
5330 Other expense		0.00
5335 Prospect Costs/mktg		4,918.71
5400 KCADC Membership		2,500.00
5405 Team Kansas		1,000.00
5410 KEDA Membership		330.00
5430 KCADC SmartPort		3,500.00
5550 Software	169.99	4,056.81
5600 Workforce Program Expenses		585.47
5650 Day on the Job Expenses	2,049.52	3,049.52
5965 E-Community Expense	21,250.00	24,124.59
6550 Executive Director Salary	11,716.66	117,166.60
6555 Executive Director Benefits	992.06	9,920.60
Payroll Expenses	896.33	9,051.45
Company Contributions		
Retirement	351.50	3,515.00
Total Company Contributions	\$ 351.50	\$ 3,515.00
Total Payroll Expenses	\$ 1,247.83	\$ 12,566.45
Total Expenses	\$ 44,923.00	\$ 212,180.21
Net Operating Income	\$ (8,895.35)	\$ 3,267.92
Change in Unrestricted Net Assets	\$ (8,895.35)	\$ 3,267.92

SUPPLEMENTARY INFORMATION

**Franklin County Development Council Inc.
Budget vs. Actuals: 2024 Budget - FY24 P&L
January - October, 2024**

	Total			
	Actual	Budget	Over Budget	% of Budget
Income				
3001 County Contribution	56,327.50	67,593.00	(11,265.50)	83.33%
3002 City of Ottawa	56,327.50	67,594.00	(11,266.50)	83.33%
3003 Wellsville Contribution	5,000.00	5,000.00	0.00	100.00%
3026 2024 Dues	48,250.00	50,000.00	(1,750.00)	96.50%
3810 Interest Income	17,185.85	3,000.00	14,185.85	572.86%
3850 Annual Meeting		500.00	(500.00)	0.00%
3890 Other Income	6,672.00	6,000.00	672.00	111.20%
3910 Transfers from Reserves		12,998.00	(12,998.00)	0.00%
3965 E Community Revenue	25,685.28	4,500.00	21,185.28	570.78%
Total Income	\$ 215,448.13	\$ 217,185.00	\$ (1,736.87)	99.20%
Gross Profit	\$ 215,448.13	\$ 217,185.00	\$ (1,736.87)	99.20%
Expenses				
4100 Auto/Travel/Conference	3,043.66	4,000.00	(956.34)	76.09%
5000 Administration	180.98	100.00	80.98	180.98%
5010 Contract with Chamber	1,380.00	0.00	1,380.00	
5030 Advertising Expenses	2,709.48	2,500.00	209.48	108.38%
5040 Website	3,847.03	3,000.00	847.03	128.23%
5050 Accounting Fees	7,094.44	9,000.00	(1,905.56)	78.83%
5051 Bank Service Charges		250.00	(250.00)	0.00%
5150 Postage	357.83	350.00	7.83	102.24%
5160 Operating Supplies	2,126.34	1,000.00	1,126.34	212.63%
5250 Attorney Fees		500.00	(500.00)	0.00%
5300 Insurance	1,673.00	1,500.00	173.00	111.53%
5310 Annual Meeting Expense	208.02	1,000.00	(791.98)	20.80%
5315 Special Meeting Expense	1,840.52	1,500.00	340.52	122.70%
5326 Membership Retention	4,000.16	1,500.00	2,500.16	266.68%
5335 Prospect Costs/mktg	4,918.71	4,000.00	918.71	122.97%
5400 KCADC Membership	2,500.00	2,500.00	0.00	100.00%
5405 Team Kansas	1,000.00	2,000.00	(1,000.00)	50.00%
5410 KEDA Membership	330.00	330.00	0.00	100.00%
5430 KCADC SmartPort	3,500.00	3,500.00	0.00	100.00%
5500 Equipment		500.00	(500.00)	0.00%
5550 Software	4,056.81	6,000.00	(1,943.19)	67.61%
5600 Workforce Program Expenses	585.47	4,000.00	(3,414.53)	14.64%
5650 Day on the Job Expenses	3,049.52	1,000.00	2,049.52	304.95%
5965 E-Community Expense	24,124.59	3,000.00	21,124.59	804.15%
6550 Executive Director Salary	117,166.60	140,000.00	(22,833.40)	83.69%
6555 Executive Director Benefits	9,920.60	16,582.00	(6,661.40)	59.83%
Payroll Expenses	12,566.45	10,573.00	1,993.45	118.85%
Total Expenses	\$ 212,180.21	\$ 220,185.00	\$ (8,004.79)	96.36%
Net Operating Income	\$ 3,267.92	\$ (3,000.00)	\$ 6,267.92	-108.93%
Change in Unrestricted Net Assets	\$ 3,267.92	\$ (3,000.00)	\$ 6,267.92	-108.93%

Franklin County Development Council Inc.
Statement of Revenues & Expenses--Modified Cash Basis
 January - October, 2024

	Total			
	Jan - Oct, 2024	Jan - Oct, 2023 (PY)	Change	% Change
Income				
3001 County Contribution	56,327.50	53,645.80	2,681.70	5.00%
3002 City of Ottawa	56,327.50	53,645.84	2,681.66	5.00%
3003 Wellsville Contribution	5,000.00		5,000.00	
3025 2023 Dues		51,825.00	(51,825.00)	-100.00%
3026 2024 Dues	48,250.00		48,250.00	
3700 Abatement (PILOT) Funding		10,932.58	(10,932.58)	-100.00%
3810 Interest Income	17,185.85	3,162.59	14,023.26	443.41%
3850 Annual Meeting		700.00	(700.00)	-100.00%
3890 Other Income	6,672.00	16,409.76	(9,737.76)	-59.34%
3965 E Community Revenue	25,685.28	8,800.00	16,885.28	191.88%
Total Income	\$ 215,448.13	\$ 199,121.57	\$ 16,326.56	8.20%
Gross Profit	\$ 215,448.13	\$ 199,121.57	\$ 16,326.56	8.20%
Expenses				
4100 Auto/Travel/Conference	3,043.66	4,441.07	(1,397.41)	-31.47%
5000 Administration	180.98	45.00	135.98	302.18%
5010 Contract with Chamber	1,380.00		1,380.00	
5030 Advertising Expenses	2,709.48	1,953.68	755.80	38.69%
5040 Website	3,847.03		3,847.03	
5050 Accounting Fees	7,094.44	8,420.00	(1,325.56)	-15.74%
5051 Bank Service Charges		470.14	(470.14)	-100.00%
5150 Postage	357.83	243.92	113.91	46.70%
5160 Operating Supplies	2,126.34	898.02	1,228.32	136.78%
5300 Insurance	1,673.00	1,412.00	261.00	18.48%
5310 Annual Meeting Expense	208.02	208.02	0.00	0.00%
5315 Special Meeting Expense	1,840.52	1,665.50	175.02	10.51%
5321 Rail Repair Expense		100.00	(100.00)	-100.00%
5326 Membership Retention	4,000.16	1,163.73	2,836.43	243.74%
5330 Other expense	0.00		0.00	
5335 Prospect Costs/mktg	4,918.71	34,970.14	(30,051.43)	-85.93%
5400 KCADC Membership	2,500.00	2,500.00	0.00	0.00%
5405 Team Kansas	1,000.00	1,000.00	0.00	0.00%
5410 KEDA Membership	330.00	330.00	0.00	0.00%
5430 KCADC SmartPort	3,500.00	3,500.00	0.00	0.00%
5550 Software	4,056.81	10,505.03	(6,448.22)	-61.38%
5600 Workforce Program Expenses	585.47		585.47	
5650 Day on the Job Expenses	3,049.52	1,000.00	2,049.52	204.95%
5965 E-Community Expense	24,124.59	2,548.59	21,576.00	846.59%
6550 Executive Director Salary	117,166.60	113,256.85	3,909.75	3.45%
6555 Executive Director Benefits	9,920.60	9,383.20	537.40	5.73%
Payroll Expenses	9,051.45	8,749.49	301.96	3.45%
Company Contributions			0.00	
Retirement	3,515.00	849.55	2,665.45	313.75%
Total Company Contributions	\$ 3,515.00	\$ 849.55	\$ 2,665.45	313.75%
Total Payroll Expenses	\$ 12,566.45	\$ 9,599.04	\$ 2,967.41	30.91%
Unapplied Cash Bill Payment Expense		0.00	0.00	
Total Expenses	\$ 212,180.21	\$ 209,613.93	\$ 2,566.28	1.22%
Net Operating Income	\$ 3,267.92	\$ (10,492.36)	\$ 13,760.28	131.15%
Change in Unrestricted Net Assets	\$ 3,267.92	\$ (10,492.36)	\$ 13,760.28	131.15%

Franklin County Development Council Inc.
Statement of Revenues & Expenses--Modified Cash Basis
October 2024

	Total			
	Oct 2024	Oct 2023 (PY)	Change	% Change
Income				
3001 County Contribution	5,632.75	5,364.58	268.17	5.00%
3002 City of Ottawa	5,632.75	5,364.58	268.17	5.00%
3810 Interest Income	2,362.15	1,091.78	1,270.37	116.36%
3890 Other Income	1,150.00	4,265.00	(3,115.00)	-73.04%
3965 E Community Revenue	21,250.00		21,250.00	
Total Income	\$ 36,027.65	\$ 16,085.94	\$ 19,941.71	123.97%
Gross Profit	\$ 36,027.65	\$ 16,085.94	\$ 19,941.71	123.97%
Expenses				
4100 Auto/Travel/Conference	573.15	280.86	292.29	104.07%
5030 Advertising Expenses	180.92	125.00	55.92	44.74%
5040 Website	3,847.03		3,847.03	
5050 Accounting Fees	1,738.95	710.00	1,028.95	144.92%
5160 Operating Supplies	219.68	185.20	34.48	18.62%
5300 Insurance	552.00	552.00	0.00	0.00%
5310 Annual Meeting Expense	208.02		208.02	
5315 Special Meeting Expense	177.19	189.49	(12.30)	-6.49%
5326 Membership Retention		405.65	(405.65)	-100.00%
5335 Prospect Costs/mktg		8,340.42	(8,340.42)	-100.00%
5550 Software	169.99	155.99	14.00	8.97%
5650 Day on the Job Expenses	2,049.52		2,049.52	
5965 E-Community Expense	21,250.00		21,250.00	
6550 Executive Director Salary	11,716.66	11,327.50	389.16	3.44%
6555 Executive Director Benefits	992.06	698.55	293.51	42.02%
Payroll Expenses	896.33	866.55	29.78	3.44%
Company Contributions			0.00	
Retirement	351.50	339.82	11.68	3.44%
Total Company Contributions	\$ 351.50	\$ 339.82	\$ 11.68	3.44%
Total Payroll Expenses	\$ 1,247.83	\$ 1,206.37	\$ 41.46	3.44%
Total Expenses	\$ 44,923.00	\$ 24,177.03	\$ 20,745.97	85.81%
Net Operating Income	\$ (8,895.35)	\$ (8,091.09)	\$ (804.26)	-9.94%
Change in Unrestricted Net Assets	\$ (8,895.35)	\$ (8,091.09)	\$ (804.26)	-9.94%

		OTTAWA LIBRARY					
		General Fund					
		Receipts & Expenditures					
		10/31/2024					
		Budget Amount	Current Month	Yr to Date Actual	Encumb. paid in	YTD % of Budget	Budget Balance
Budget Code							
	Beginning Cash Balance	145,163.79	495,038.46	145,163.79			
	Receipts:						
301.00	City Appropriations	1,261,380.00	4,304.08	1,188,626.53		94.23%	-72,753.47
303.00	Interest	750.00	63.23	611.75		81.57%	-138.25
304.00	State Aid	3,500.00	0.00	3,817.62		109.07%	317.62
305.00	NEKLS Grants	44,211.00	0.00	38,921.25		88.04%	-5,289.75
306.00	Fines and Fees	5,940.00	502.22	5,597.21		94.23%	-342.79
307.00	Copiers & Computers Income	5,060.00	828.70	6,963.09		137.61%	1,903.09
308.00	Endowment Interest	8,400.00	0.00	0.00		0.00%	-8,400.00
313.00	Gift	200.00	0.00	632.26		316.13%	432.26
316.00	Programs Income	100.00	0.00	1.64		0.00%	-98.36
321.00	General Fund Reserve	0.00	0.00	0.00		0.00%	0.00
328.00	Erate Reimb	0.00	0.00	0.00		0.00%	0.00
333.00	Transfers In (Capital, FOL, & Endowment)	0.00	0.00	0.00		0.00%	0.00
334.00	Donations	0.00	20.00	206.25		0.00%	206.25
341.00	Grant/Fundraising	0.00	18,760.00	22,024.93		0.00%	22,024.93
345.00	Snack Machine Income	0.00	0.00	2,121.86		0.00%	2,121.86
351.00	Community Reads	0.00	476.22	505.48		0.00%	505.48
	Total Income	1,474,704.79	24,954.45	1,270,029.87	0.00	86.12%	-204,674.92
	Beginning Balances Restricted Funds:						
	Clarence W. Koch	50.00		Dorothy Brockus Memorial	175.00		
	Wish List Fundraiser	4,572.28		DAR memorials	50.00		
	BBBS	1,070.84		Myron Welton Memorial	310.00		
	Community Read (O-Town Reads)	26,545.94		Mary Evelyn Bundy Memorial	325.00		
	Wasser (6X6)	398.71		Betty Wittmeyer Mem (Gen)	125.00		
	Barbara Dew Memorial	2,075.00		Due Endowment	970.70		
	Teen Snack Machine	4,147.56		Read & Feed (WMPC&Optimist)	543.46		
	Peg Carr (Large Print)	274.65		John Reedy Memorial	96.80		
	Leadership Franklin County (health materials)	220.00		Patricia Nelson	50.00		
	Pomona Friends	1,400.00		Ruth Wasko Memorial	96.80		
	Linda Knight Memorial	200.00		Marilyn Nordeen Memorial	50.00		
	Bill Bennett (art/arch)	250.00		Celeste Campbell Memorial	25.00		
	Hal Bundy Memorial	660.00		Children's Donated Funds	14,559.80		
	B. Dew Local Hist & Gen	9,597.97		NEKLS Accessibility Grant	2,450.00		
	GV Donation	5,000.00					
	Gary Vathauer Mem. (ref)	1,180.00					
		77,470.51					
	EXPENDITURES:						
	Salaries, etc.						
401.00	Staff Salaries	747,441.00	53,910.84	591,797.37		79.18%	155,643.63
402.00	Social Security	57,179.00	3,892.48	42,900.99		75.03%	14,278.01
403.00	KPERS	54,630.00	4,880.86	53,247.72		97.47%	1,382.28
404.00	Employee Insurance	87,803.00	6,898.85	66,897.47		76.19%	20,905.53
405.00	Unemployment	748.00	32.39	568.37		75.99%	179.63
407.00	Workers Comp Ins	2,600.00	0.00	742.00		28.54%	1,858.00
410.00	Off. & Dir/Emp Prac Insurance	3,250.00	0.00	2,839.71		87.38%	410.29
	Subtotal Salaries,etc.	953,651.00	69,615.42	758,993.63	0.00	79.59%	194,657.37
	Materials and Programs						
501.00	Juvenile Books	37,958.12	8,249.36	27,926.72		73.57%	10,031.40
502.00	Adult Books	52,341.77	3,861.91	36,164.58		69.09%	16,177.19
503.00	Periodicals	8,518.68	1,421.43	7,340.79		86.17%	1,177.89
506.00	A.V. Materials	43,389.25	2,783.59	34,875.81		80.38%	8,513.44
507.00	Programs	9,000.00	157.77	2,165.14		24.06%	6,834.86
513.00	Gift	0.00	0.00	56.54		0.00%	-56.54
518.00	Electronic Access Expenditures	900.00	0.00	608.55		67.62%	291.45
520.00	A.V. Materials-Children	6,800.75	1,085.89	3,860.19		56.76%	2,940.56
533.00	Transfers Out	0.00	0.00	0.00		0.00%	0.00
541.00	Grant Expenditures	0.00	0.00	2,941.79		0.00%	-2,941.79
544.00	6X6 Early Lit Grt Exp-materials	0.00	0.00	0.00		0.00%	0.00
546.00	Wish List Fund Expenses	0.00	0.00	214.78		0.00%	0.00
551.00	Community Reads Expense	0.00	2,845.00	11,083.41		0.00%	0.00
	Subtotal Materials and Programs	158,908.57	20,404.95	127,238.30	0.00	80.07%	31,670.27

		OTTAWA LIBRARY			Back to Agenda		
		General Fund					
		Receipts & Expenditures					
		10/31/2024					
		Budget Amount	Current Month	Yr to Date Actual	Encumb. paid in	YTD % of Budget	Budget Balance
Budget Code							
Operating							
601.00	Building Insurance & Treas. Bond	7,030.00	0.00	6,412.00		91.21%	618.00
602.00	Audit	5,100.00	0.00	4,961.80		97.29%	138.20
603.00	Gas	5,787.00	726.67	7,266.70		125.57%	-1,479.70
604.00	Water and Electric	24,213.00	1,948.17	19,481.70		80.46%	4,731.30
605.00	Telephone	5,100.00	339.87	3,879.34		76.07%	1,220.66
606.00	Postage	3,000.00	800.00	2,592.84		86.43%	407.16
607.00	Public Relations	5,000.00	1,297.05	4,187.70		83.75%	812.30
608.00	Custodial Supplies & Bldg. Maint.	10,000.00	242.90	4,137.63		41.38%	5,862.37
610.00	Office Supplies	16,080.00	2,868.81	10,346.33		64.34%	5,733.67
611.00	Copiers & Computers Expenses	5,920.00	103.20	3,178.08		53.68%	2,741.92
612.00	Prof.Mtgs.& Membrshp & Mileage Expenses	18,000.00	-459.88	9,201.58		51.12%	8,798.42
612.00	Prof Mtgs & Memb & mile Grant funds expenditures	0.00	750.00	3,000.00		0.00%	-3,000.00
614.00	Equipment Purchase	7,000.00	9.99	6,463.78		92.34%	536.22
615.00	Equip. rental and repair	9,000.00	822.61	7,930.69		88.12%	1,069.31
616.00	Miscellaneous	500.00	48.67	413.70		82.74%	86.30
617.00	Automation Support	6,800.00	208.00	7,424.75		109.19%	-624.75
618.00	Collection Agency	600.00	34.95	524.25		87.38%	75.75
619.00	Computer Software	6,700.00	0.00	4,737.18		70.70%	1,962.82
625.00	Cash S/O	0.00	-7.17	-48.58		0.00%	48.58
627.00	Snack Machine Expense	0.00	287.04	2,918.60		0.00%	-2,918.60
725.00	Reserve	148,258.15	0.00	0.00		0.00%	148,258.15
727.00	Transfer to CIF	57,069.00	0.00	0.00		0.00%	57,069.00
Subtotal Operating		341,157.15	10,020.88	109,010.07	0.00	31.95%	232,147.08
Total Expenditures		1,453,716.72	100,041.25	995,242.00	0.00	68.46%	458,474.72
Ending Cash Balance			419,951.66	419,951.66			
Less Restricted Receipts Balances:							
	Clarence W. Koch	50.00		Dorothy Brockus Memorial		175.00	
	Wish List Fundraiser	4,357.50		DAR memorials		50.00	
	BBBS	820.84		Myron Welton Memorial		310.00	
	Community Read (O-Town Reads)	18,307.53		Mary Evelyn Bundy Memorial		325.00	
	Wasser (6X6)	398.71		Betty Wittmeyer Mem (Gen)		125.00	
	Barbara Dew Memorial	2,075.00		Due Endowment		970.70	
	Teen Snack Machine	3,646.23		Read & Feed (WMPC&Optimist)		486.92	
	Peg Carr (Large Print)	274.65		John Reedy Memorial		96.80	
	Leadership Franklin County (health materials)	220.00		Patricia Nelson		50.00	
	Pomona Friends	1,400.00		Ruth Wasko Memorial		96.80	
	Linda Knight Memorial	200.00		Marilyn Nordeen Memorial		50.00	
	Bill Bennett (art/arch)	250.00		Celeste Campbell Memorial		25.00	
	Hal Bundy Memorial	660.00		Children's Donated Funds		13,119.80	
	B. Dew Local Hist & Gen	9,597.97		NEKLS Accessibility Grant		0.00	
	GV Donation	5,000.00					
	Gary Vathauer Mem. (ref)	1,180.00					
		64,319.45					
Available Cash Balance			372,693.23				
COMPOSITION, ENDING CASH BALANCE							
		Interest Rate					
	BMO MM	0.08%	168,032.00				
	BMW MM	0.25%	231,810.06				
	KSB NOW	0.03%	19,907.25				
	Petty Cash on Hand		140.00				
	A/R Pass Through		2.46				
	Accounts Payable		92.28				
	Payroll Liabilities		0.00				
	Direct Deposit Liabilities		0.00				
	State Unemployment Tax accrued		-32.39				
	Accrued Salaries		0.00				
			419,951.66				
CAPITAL IMPROVEMENT							
FUND ACTIVITY							
	OakStar Bank 6/2022	3.29%	332,736.96				
	Interest		794.77				
	Checks/Deposits net		-4,500.00				
	(Fundraising exp, Rent, Donations & Fundraisers included)		329,031.73				
TOTALS: General Fund			41,951.61				
Capital Improvement Fund			329,031.73				
			370,983.34				

Month At A Glance

Ottawa Library

Ottawa Library
where books are just the beginning
October 2024

Ushering in a new era

The NorthEast Kansas Library System (NEKLS) is excited to announce the launch of the Aspen Discovery Layer which is designed to significantly enhance patrons' library experiences in our online library catalog, NEXTKansas.org. This upgrade brings a wealth of improvements, including:

- **Integrated Online Resources:** Access to ebooks and audiobooks directly through the catalog and connected to your Hoopla or cloudLibrary accounts for seamless checkout.

Sort by Best Match | Hide Covers | Covers | List | Search Tools

1) **The handmaid's tale**

Author: Atwood, Margaret
Series: Handmaid's Tale volume 1
Accelerated Reader: The Handmaid's Tale
Language: IL US - BL: S4 - AR Pts 14
English

Book **On Shelf** **Place Hold**
Ottawa Library - Fiction - Adult
F ATWOOD, MARGARET
2 available
Where is it?

Audiobook **On Shelf** **Place Hold**
Ottawa Library - Audiobook (CD) - Adult
CDBOOK F ATWOOD, MARGARET
1 available
Where is it?

Audiobook **Available Online** **Check Out Hoopla**
Show Editions

eBook **Available Online** **Check Out Hoopla**
Hoopla
Show Editions

cloudLibrary **Checked Out** **Place Hold cloudLibrary**
Show Editions

Large Print **Available from another library** **Place Hold**
Show Editions
Where is it?

Ottawa Library
where books are just the beginning

BROWSE | EVENTS | KIDS | TEENS | ADULTS | RESOURCES | SIGN IN

New Fiction | New Non-Fiction | New York Times Bestsellers | Up Next

New Adult Fiction | New Young Adult Fiction | New Middle Grade Fiction | New Picture Books

Q New Fiction » New Adult Fiction

Book covers: FAMILY RESERVATIONS, THE BEST AMERICAN Short Stories 2014, LIPS, WE OVE THE NIGHTLIFE, LOST LETTERS TO A SERIAL KILLER, CURDLE CREEK, KILLER, MYSTIC MOUNTAIN, THE MORE YOU KNOW, THE MOST UNUSUAL, BLUE CHRISTMAS BONES, CHRISTMAS TREE

- **Improved Search Results:** Searching for a title will display all available formats: book, audiobook, eAudiobook, eBook, and large print. In a single entry, patrons will be able to easily find the specific item they want.
- **Multiple Account Management:** Maintain all your library accounts (yours and others for whom you are responsible) in one place for hassle-free account management.

Explore the new Aspen Discovery Layer today and discover a world of resources at your fingertips! For questions or to learn more about other exciting improvements, please ask a friendly staff member.

Checkouts

Adult	2,846
Youth	3,570
Hoopla Digital	1,089
Kanopy	85
Total Checkouts	7,590

Visitors

In person	9,278
On website	2,254
Total Visitors	11,532

Volunteer Hours

Community Service	5
Friends of the Library	64
FOL Board	7
Library Board	7
Volunteers	92
Total Hours	175

Happy Halloween

Staff & storytime friends had a blast dressing up for Halloween.

A special shout out to the Queen of Hearts who subbed for Sarah.



Ottawa Main Street Association

PO Box 1061, Ottawa, KS 66067

Regular Meeting of the Board of Directors

Mon. Oct 7th 6:30pm – Chamber Board Room or via ZOOM



Agenda

<p>Roll Call of Board Members, Ex-Officio Members, & Guests: <i>(All Present Unless Otherwise Noted, L for Live & In Person, Z for Zoom, EA for Excused Absence, A for Unexcused Absence)</i></p> <p><i>Executive Committee:</i> President –Dawnua Dawson Vice President – Dea Visitacion Secretary – Nicole Burkdoll Treasurer Wynndee Lee</p>	<p>Board Members Cathy Skeet- Riley Browning- Veronda Mourning- Dea Visitacion- Wynndee Lee- Brett Chartier- Dawnua Dawson Nicole Burkdoll Jeff Carroll Zachary Clayton Greg Crum Clarence Anderson Jennifer Cramer Eric Duderstadt Brett Schneller</p>	<p>GUESTS:</p>	<p>Ex-Officio Members: Zachary Clayton <i>City of Ottawa</i> - Brian Silcott, <i>City of Ottawa</i> - Ryland Miller, <i>Ottawa Area Chamber of Commerce</i> -</p> <p>DIRECTOR: Sara Stauffer -</p>
<p>Call to Order / Introduction of Guests:</p>			
<p>Public Comments</p>	<p><i>Blaine has recommended that we state at the beginning they have 3 min to talk and we can answer then or at the next meeting. So putting this here but will delete this text just wanted you aware.</i></p>		
<p>Guest</p>	<p><i>Nicole Alexander-From Placer to give us a report and presentation, Jon Jacobsen-Kofo to review our contract</i></p>		
<p>Approval of Minutes</p>			
<p>Director Report</p>	<p>E3 update Transformational Strategy Workshop</p>		
<p>Treasurer’s Report & Approval of Financials</p>	<p>Account Balances Operating Account: IWW: City</p>		

	Bills to be paid Rotary Dues-\$200 Scavenger Hunt Printing-\$175.19
<i>Old Business</i>	
New Business	Audit/Review-Harold is willing to do this normal cost is \$2500 he is willing to do some trade I am waiting to hear back what that exact amount is. Combination of bank accounts-We have a account with \$3900 in it that I would like to combine into the operations as in the past I think it was corners. Secretary position---Do we want this here????
Design Chair: Zachary Clayton	
Promotion Chair: Veronda Mouring Co Chair Jennifer Cramer	
President's Report	
Board Committee Discussion, if needed	
Executive Session	
Adjournment	

Upcoming Dates to calendars:

Oct 17th- Third Thursday

Oct 26th- Boo Bash 10am-12pm

Nov 30th- Whoville for the Holidays Christmas Parade

Dec 20th- Grinches Night Out

May 4th – Piccadilly

MINUTES

Ottawa Main Street Association

Meeting Date: October 7th, 2024

ATTENDANCE:

Director: Sara Stauffer

Board Members Present: Riley Browning, Veronda Mourning, Wynndee Lee, Dawnua Dawson, Cathy Skeet, Jeff Carroll, Zachary Clayton, Eric Duderstadt, Brett Chartier, Jennifer Cramer

Board Members Absent: Dea Visitacion, Clarence Anderson, Greg Crum, Brett Schneller

Guests: Nicole Alexander (Placer), Jon Jacobsen (KOFO)

Ex-Officio Members Present: Zachary Clayton (City of Ottawa), Brian Silcott (City of Ottawa)

CALL TO ORDER:

The regular monthly meeting of the OMSA Board was called to order at 6:35 pm by Dawnua.

AGENDA:

1. Public Comments: No members of the public were in attendance and no public comments were submitted for consideration.
2. Guest Presentations: Nicole Alexander, Placer, made a presentation to the board on the data generating capabilities of Placer AI technology. The presentation highlighted the features of the software and abilities to track traffic in the Downtown district. An annual subscription is available at a reduced cost of \$6,000 for year 1, \$7,000 for year 2, and \$8,000 for year three IF a three year commitment is made.

Jon Jacobsen presented a review of OMSA's current advertising agreement with KOFO. The agreement includes a total of 42, 30 second length ads per month at a monthly cost of \$250 (\$5.95 per ad). Ads have the ability to be customized and feature members of the OMSA and OMSA board. The timing of the ads being broadcast is determined by an algorithm that aims to evenly distribute ads throughout the day/week. Jon also fielded questions regarding the size and makeup of the KOFO audience, which he estimated to be around 10,000 listeners and indicated was a diverse audience due to the variety of programming offered by the station.

3. Approval of Minutes: Zach moved to approve the minutes from September's meeting as submitted. Eric seconded. Motion carried.
4. Director's Report: Sara provided E3 update with several zoom meetings being held in the prior month via zoom covering varying topics. Sara announced an upcoming zoom call scheduled for November 21 at 5 pm. Sara also discussed attending the upcoming Transformation Strategy Workshop held in Iowa later this month. Sara was successful in securing financial assistance to offset costs of attending, including \$500 reimbursement from Nationals.

5. Treasurer's Report: Financials were presented and reviewed by members of the board. Bills to be paid included: Rotary Dues (\$200), Scavenger Hunt Printing (\$175.19), Quarterly Printing (\$36.90), and Harris Kelsey (\$75). Wynndee motioned to accept the financials. Veronda seconded the motion. Motion carried.
6. Old Business: NONE
7. New Business:
 - a. Audit: Sara and Wynndee provided update on upcoming audit. Audit will be conducted by Agler and Gaddert. A discounted rate of \$1500 was negotiated (originally \$2500) in exchanged for \$250 credit towards A&G's annual Affiliate dues. Eric motioned to accept A&G's bid for the Audit. Jennifer seconded the motion. Motion carried.
 - b. Combine Bank Accounts: In an effort to simplify financials and reduce redundancy a discussion was had to combine 2 existing bank accounts held at Bank Midwest. With no advantage had in keeping both accounts, Jennifer moved to combine the 2 existing bank accounts at Bank Midwest. Cathy seconded the motion. Motioned carried.
 - c. Secretary Position. Eric was nominated to assume the open board position of Secretary. Wynndee motioned to accept Eric's nomination for the Secretary position. Zach seconded the motion. Motion carried.
 - d. KOFO: Further discussion was had following Jon's earlier presentation. The board decided to temporarily suspend the current agreement and request additional quotes offering a variety of ad packages from KOFO.
8. Organization: NONE
9. Sub Committee Reports
 - a. Design Committee. Zach provided an update of ongoing Design Committee business. Main Street corners are actively being decorated for Fall and upcoming Holidays. Zach is reviewing strategic plans with the City of Ottawa on future design guides for Main Street/Downtown district. The committee is also considering moving their meeting time to avoid conflicts with the monthly board, and other, meetings.
 - b. Promotions Committee. A presentation was made on upcoming events that include a Sidewalk Sale (10/12), Third Thursday Pumpkin Crawl (10/17), and Boo Bash (10/26). The board expressed support for the event. Multiple volunteers are needed for the upcoming events. Sara also added that Common Consumption has been gaining popularity and that she has fielded multiple requests to open it up for recent downtown events.
 - c. Economic Vitality: The group reviewed recent business developments within the downtown district and noted that 4 businesses have recently closed (Zelda's, Hometown Market, Salon 101, and a CBD business). Additionally, 4 new businesses have opened or are soon to open (a unnamed Nail Salon, an 80's arcade, John's Joint-CBD, and Amore-Italian restaurant).
10. President's Report: Dawnua announced that new welcome packets for affiliates have been created and are now available. Much time has been spent doing social media and a volunteer from OU to assist with social media marketing is being looked into. Updates to the website are ongoing and moving forward.

11. Executive Session

- a. Zach moved to enter into Executive Session for 10 minutes for the purpose of discussing personnel matters. Wynndee seconded. Motion carried. Executive Session was entered into at 8:04 pm. No Action was taken within Executive Session. Zach moved to come out of Executive Session ending at 8:14 pm and re-enter regular session. Eric Seconded. Motion carried.

12. Other Discussion

- a. Discussion on creating an addendum to the Director's Agreement to reflect work performance took place between all members of the board. A proposal to compensate Sara for a 30-hour work week (an increase from the current 20-hour work week she is currently operating in) beginning from this date and continuing through December 31, 2024, was discussed, noting that this was a goal the organization had been working towards throughout the year. Plans to revisit updates to the budget and Director's compensation in 2025 were made for November's regularly scheduled Board meeting. Wynndee motioned to create the addendum to the Director's Agreement to reflect compensation for a 30-hour work week. Zach seconded the motion. Motion carried.
- b. Zach obtained pricing to purchase a subscription for Zoom Workplace Pro for future board meetings. Zach motioned to purchase the subscription, with costs not to exceed \$200. Eric seconded the motion. Motion carried.

ADJOURNMENT:

There was no further action taken. With no other business, the meeting was adjourned by Dawnua at 8:22 pm.

Ottawa Main Street Association

Statement of Activity

January - October, 2024

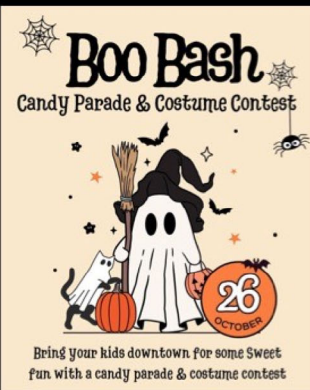
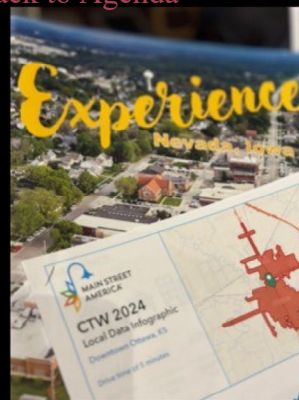
	JAN 2024	FEB 2024	MAR 2024	APR 2024	MAY 2024	JUN 2024	JUL 2024	AUG 2024	SEP 2024	OCT 2024	TOTAL
Revenue											
Block Party Event							40.00		175.00		\$215.00
Brews Beats Boutique Event								200.00	400.00		\$600.00
Car Show Event								240.00			\$240.00
City of Ottawa Funding	2,666.66	2,666.66	2,666.66	2,666.66	2,666.66		5,333.32	2,666.66	2,666.66	2,666.66	\$26,666.60
Community Volunteer Event								1,000.00			\$1,000.00
Cup Fundraiser Event								39.50			\$39.50
Donation					2,000.00						\$2,000.00
Main Street Madness Event						160.00					\$160.00
Membership Income	100.00	250.00	-25.00		70.00	1,735.00	7,960.00	6,562.17	7,720.00	305.00	\$24,677.17
Mum Fundraiser Event								175.00	1,140.00		\$1,315.00
Piccadilly Event			1,850.00	3,725.00	10,987.08	20.00		1,000.00			\$17,582.08
Poker Run Car Show Event									360.00		\$360.00
Scavenger Hunts Event										275.00	\$275.00
Uncategorized Income	496.26		107.86	5.53	6.00						\$615.65
Total Revenue	\$3,262.92	\$2,916.66	\$4,599.52	\$6,397.19	\$15,729.74	\$1,915.00	\$13,333.32	\$11,883.33	\$12,461.66	\$3,246.66	\$75,746.00
Cost of Goods Sold											
Event Expenses					363.03	2,520.00	300.00	88.91	5,490.62	197.99	\$8,960.55
Total Cost of Goods Sold	\$0.00	\$0.00	\$0.00	\$0.00	\$363.03	\$2,520.00	\$300.00	\$88.91	\$5,490.62	\$197.99	\$8,960.55
GROSS PROFIT	\$3,262.92	\$2,916.66	\$4,599.52	\$6,397.19	\$15,366.71	\$ -605.00	\$13,033.32	\$11,794.42	\$6,971.04	\$3,048.67	\$66,785.45
Expenditures											
Advertising/Promotional	-725.56		500.00	250.00	250.00			499.90		399.90	\$1,174.24
Bank Charges and Fees	0.00									10.00	\$10.00
Dues & subscriptions	60.00				200.00		60.00			200.00	\$520.00
Fuel		52.99			46.60				57.15	31.11	\$187.85
Legal & Professional Fees						75.00		250.00		75.00	\$400.00
Meals	110.27	128.03			402.80				182.36	279.55	\$1,103.01
Office Supplies & Software	57.34	32.91	391.11	89.60	422.79	469.25	181.04	1,109.54	733.49	285.98	\$3,773.05
Payroll Expenses											\$0.00
Processing Fees			16.00	45.63	26.00	26.00	26.00		55.93	1.32	\$196.88
Taxes	1,927.50	303.97	63.58	1,309.62	2,073.47	910.14	343.98	393.80	128.52	160.65	\$7,615.23
Wages							2,520.00	2,520.00	1,680.00	2,100.00	\$8,820.00
Total Payroll Expenses	1,927.50	303.97	79.58	1,355.25	2,099.47	936.14	2,889.98	2,913.80	1,864.45	2,261.97	\$16,632.11
Processing Fees and Charges			52.62	102.90	51.40	52.71	106.21	59.54	53.86		\$479.24
Rent or Lease of Buildings	650.00	650.00	650.00		1,300.00	650.00		1,200.00		650.00	\$5,750.00

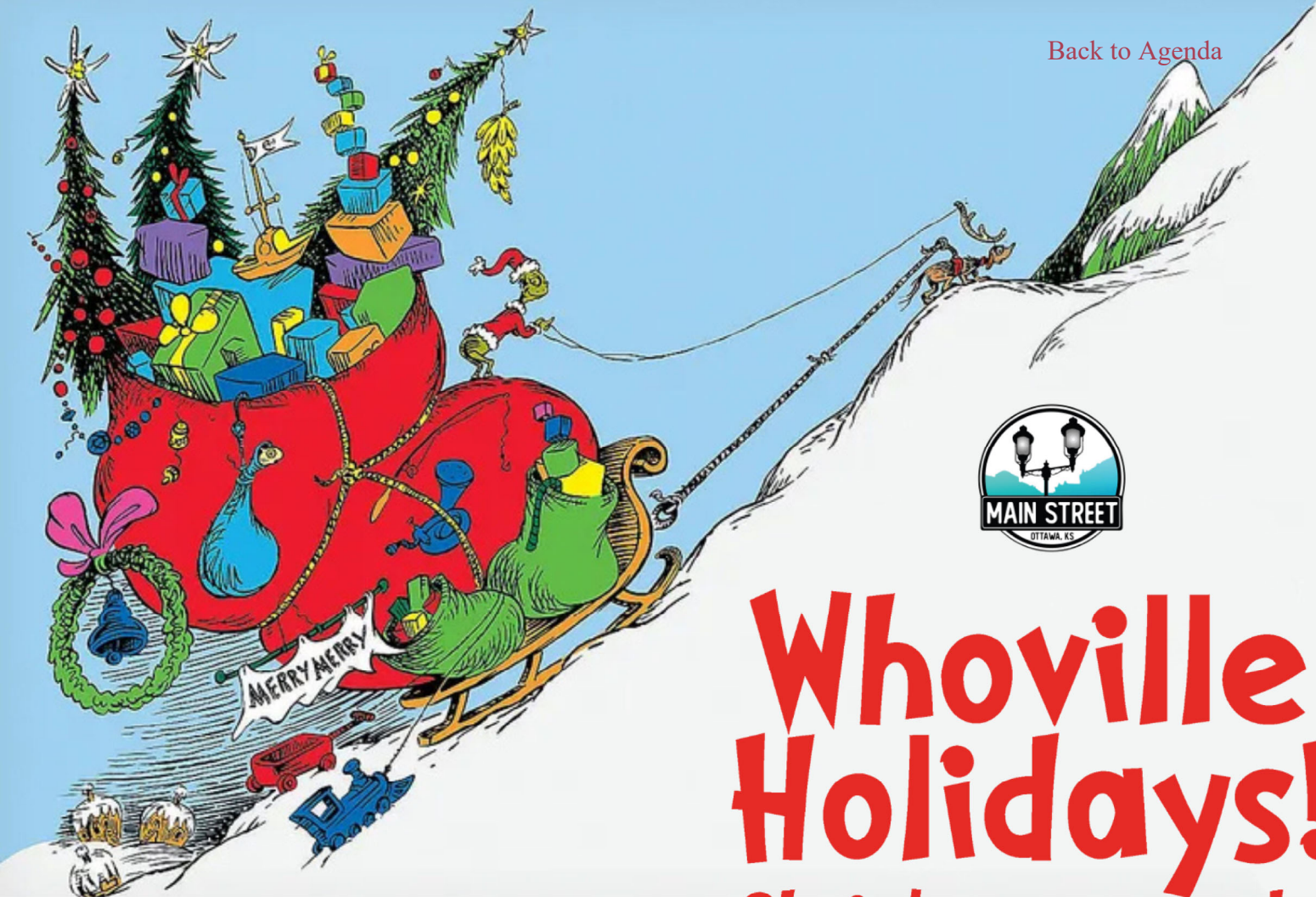
Ottawa Main Street Association

Statement of Activity

January - October, 2024

	JAN 2024	FEB 2024	MAR 2024	APR 2024	MAY 2024	JUN 2024	JUL 2024	AUG 2024	SEP 2024	OCT 2024	TOTAL
Salaries & Wages	2,262.27	1,490.94	2,210.58	1,473.72	1,473.72	736.86					\$9,648.09
Travel		-547.00	395.85		196.30		723.00		416.82	409.53	\$1,594.50
Utilities	78.15										\$78.15
Total Expenditures	\$4,419.97	\$2,111.84	\$4,279.74	\$3,271.47	\$6,443.08	\$2,919.96	\$3,960.23	\$6,032.78	\$3,308.13	\$4,603.04	\$41,350.24
NET OPERATING REVENUE	\$ -1,157.05	\$804.82	\$319.78	\$3,125.72	\$8,923.63	\$ -3,524.96	\$9,073.09	\$5,761.64	\$3,662.91	\$ -1,554.37	\$25,435.21
NET REVENUE	\$ -1,157.05	\$804.82	\$319.78	\$3,125.72	\$8,923.63	\$ -3,524.96	\$9,073.09	\$5,761.64	\$3,662.91	\$ -1,554.37	\$25,435.21





Whoville Holidays! Christmas parade

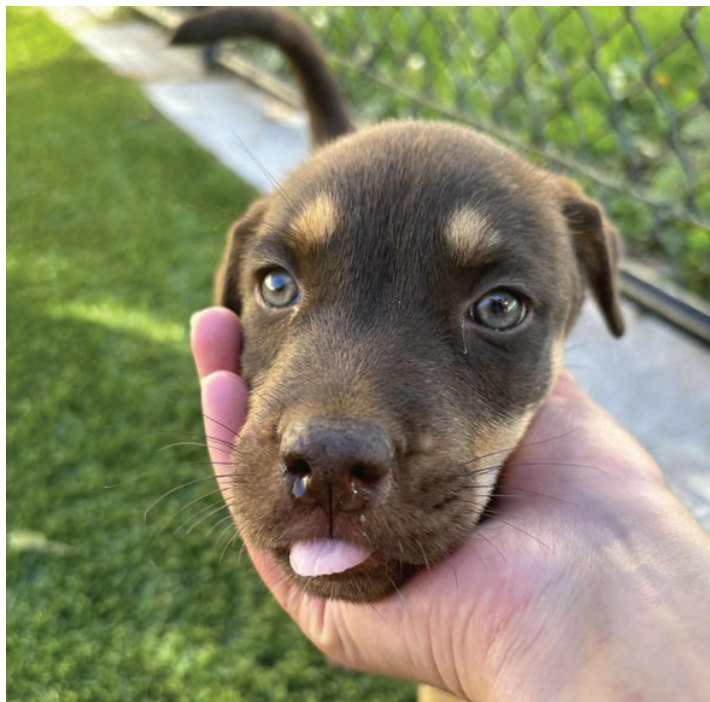
Join us November 30th

(after the Mayor's Tree Lighting Ceremony at 5:30 p.m.)



Scan the QR Code to sign up for the Christmas Parade. All floats need to be at Legacy Square between 2:30-3:45 p.m. Your placement in the parade is based on when you arrive and get in line at Legacy Square.

Floats will be judged at 4:15 PM. Parade floats will leave Legacy Square at 5:15 PM for a start time of 5:30.



HIGHLIGHTS:

10/5 5TH ANNUAL BARKTOBERFEST RAISED \$18,428

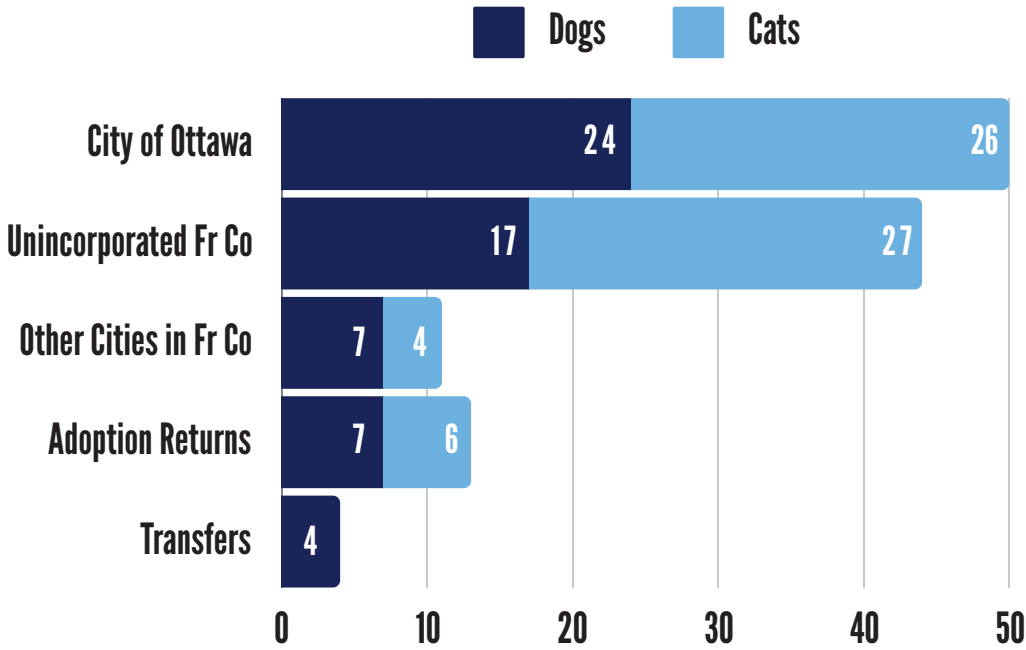
10/11 SATISFIED THE MORTGAGE

10/18 RECEIVED A \$2,845 GRANT FROM NEKAWF

10/25 HOSTED REPRESENTATIVE SHARICE DAVIDS

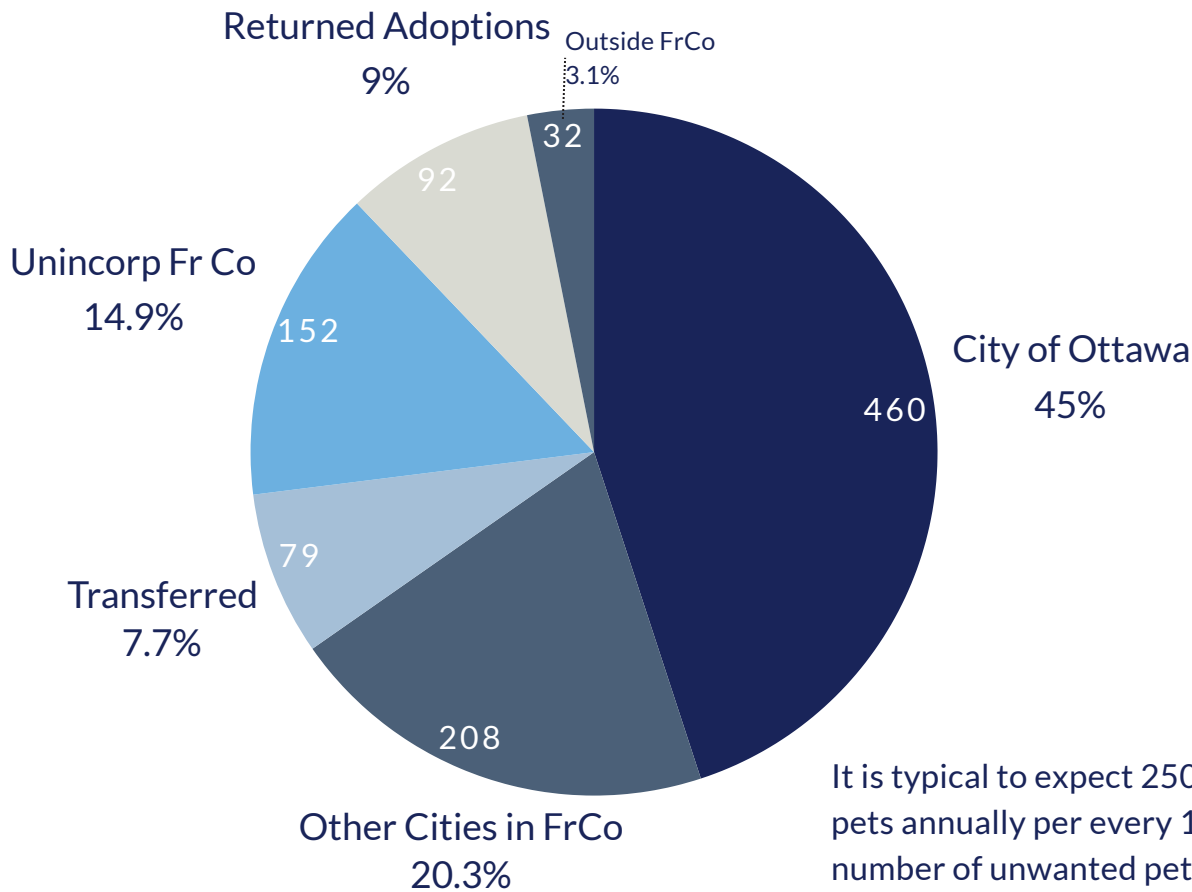
OCTOBER INTAKES

[Back to Agenda](#)



	Oct 2024	YTD 2024
Dogs	59	467
Cats	63	556
Total	122	1,023

YTD INTAKES

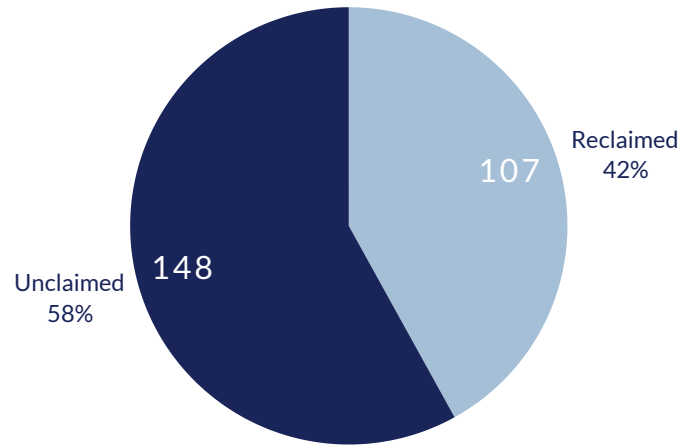


It is typical to expect 250 stray and unwanted pets annually per every 10,000 people. The number of unwanted pets found in this community consistently exceeds that projection.

- Franklin County Inclusive: 26% Higher than projected
- City of Ottawa: 45% Higher than projected

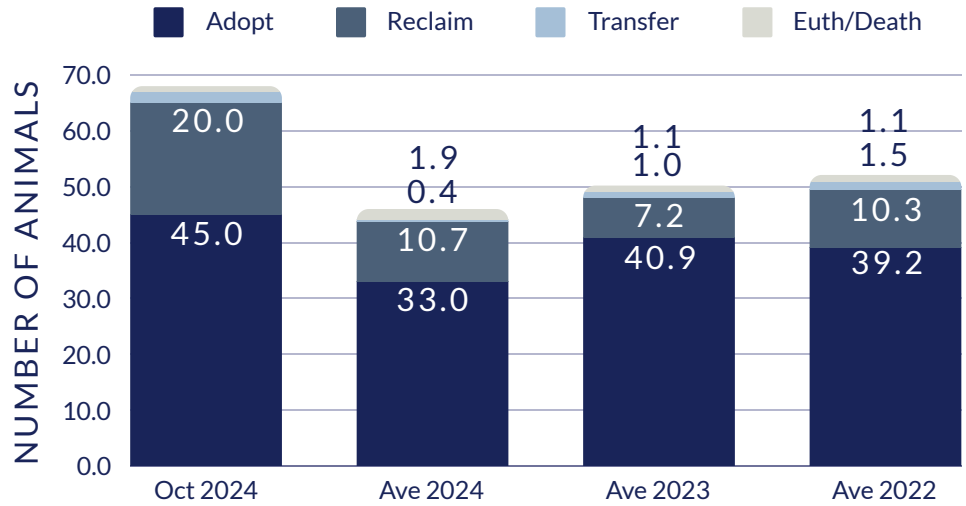
YTD 2024 STRAY DOG RECLAIM RATE

The last 3 months of data indicate the highest number of stray dogs are currently being reclaimed. High reclaim rates reduce the pressure on the adoption program, allow for more relinquishments to be accepted, and are crucial to keeping the average length of stay for dogs as low as possible.



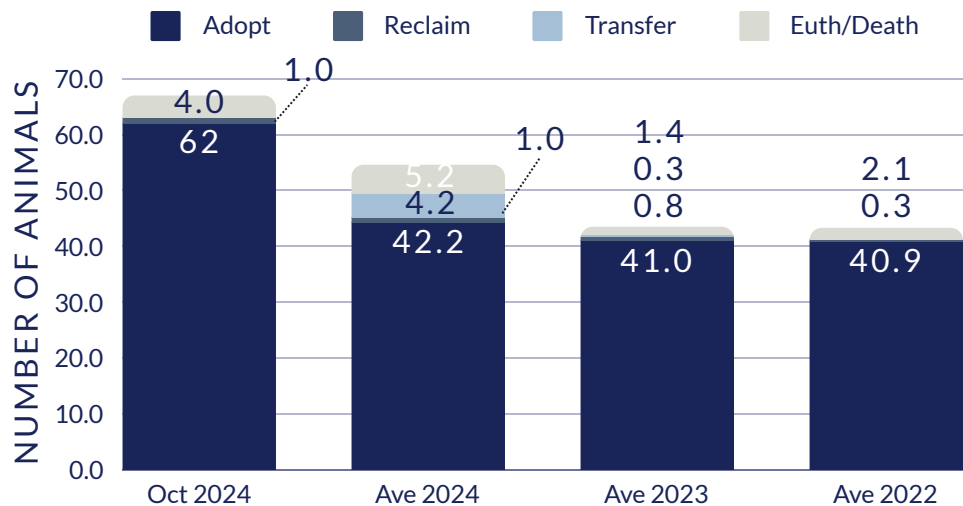
DOG OUTCOMES

45 dog adoptions is the most dogs adopted in a single month in 2024. The monthly number of dog adoptions processed in 2024 is 16% lower than 2022 and 19% lower than 2023. This aligns closely with national data, which theorizes financial causes.



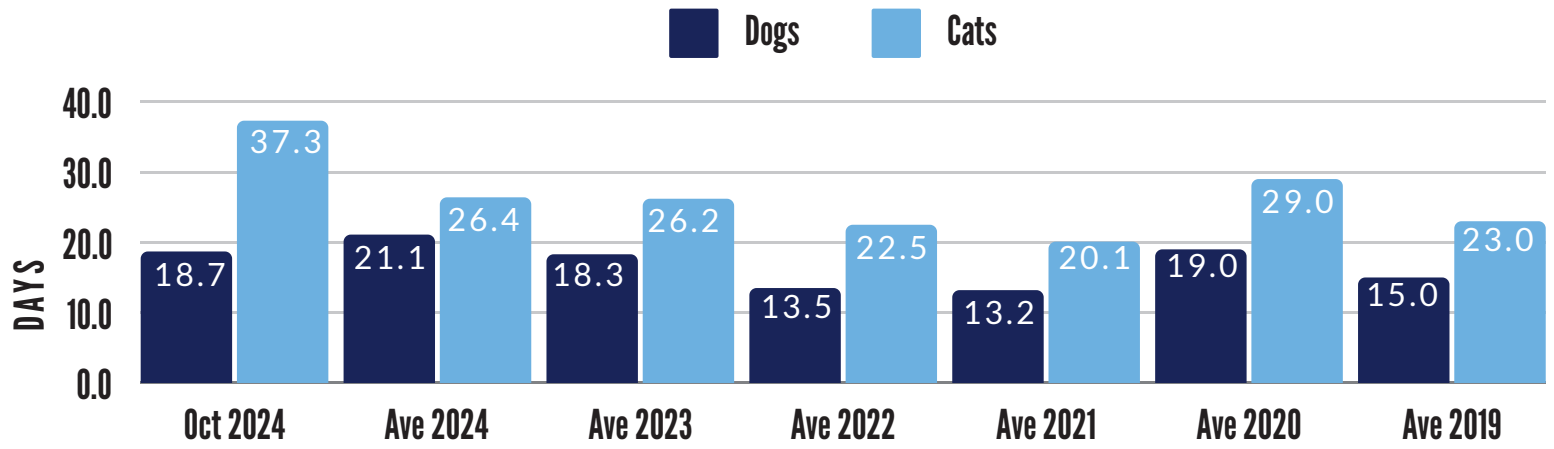
CAT OUTCOMES

October was the month with the second highest number of cat adoptions, coming in second place to May which saw 71 cats find new homes in one month. National data shows cat outcomes improving tremendously and theorizes the cause to be connected to recent surges in popularity for cats as pets. Additionally three long-stay cats (over 100 days) were adopted in October which increased the average length of stay for cats.



LENGTH OF STAY

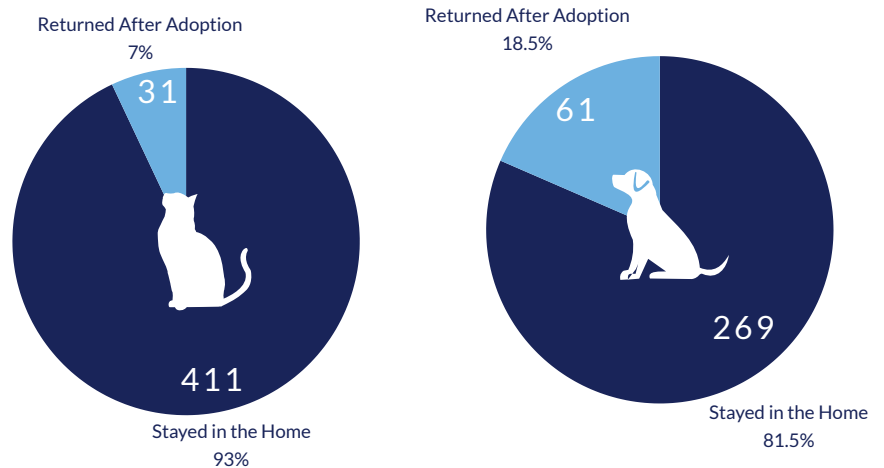
[Back to Agenda](#)



The average LOS across both species YTD is 24.0 days (over 3 weeks)

YEAR TO DATE ADOPTION RETURN RATE

Generally a low return rate is positive and currently the return rate across both species is 11.9%.



OTHER MEASURABLES

KPI	YTD 2024	2023	2022
Live Release Rate	91.6%	97.3%	97.2%
Volunteer Program	5,271Hrs 155 Active Volunteers	5,218 Hrs	3,549 Hrs
Public Pets served with free vaccines/microchips	386	56	230
Public Pets served with low-cost spay/neuter	748	1,155	82
Cats spayed/neutered through TNR	188 cats, 606 Prevented Kittens	332 Cats 1,038 Prevented Kittens	434 Cats 1,302 Prevented Kittens

UPCOMING EVENTS

 <p>Holiday Match Campaign</p>	
<p>Holiday Match Campaign</p> <p>Give online or through the mail</p> <p>Nov 18 - Dec 31</p>	<p>Comedy Night Ottawa</p> <p>Ottawa Memorial Auditorium 301 S Hickory, Ottawa</p> <p>November 15</p>

Visit our website www.prairiepaws.org or contact Sydney for more details sydney.shrimpton@prairiepaws.org

Prairie Paws Animal Shelter Inc
Profit Loss Budget Comparison
 January 2022 through October 2024

[Back to Agenda](#)

Ordinary Income/Expense	Jan- Dec 22	Jan - Dec 23	Jan - Oct 24	2024 Budget YTD
Income				
4 - Contributed support				
40 - Unrestricted				
4010 - Indiv/business cont. (unrest)				
4015 - Contributions - unrestricted				
4015A - Contributions - Ottawa	148,002.53	126,038.67	77,990.45	108,330.00
4015B - Contributions - Manhattan	0.00	0.00	20,719.06	20,000.00
4015C - Contributions - Emporia	0.00	0.00	1,213.85	2,160.00
4020 - Contributions-direct mail				
4020A - Direct Mail - Ottawa	55,467.00	54,992.00	30,345.98	33,000.00
4020B - Direct Mail - Manhattan	0.00	0.00	435.70	12,000.00
4020C - Direct Mail - Emporia	0.00	0.00	0.00	400.00
4030 - Memorials & bequests	48,359.32	24,589.35	13,943.00	25,000.00
4040 - Gifts in kind				
4041 - Gifts in Kind - Goods	43,498.70	53,568.59	62,235.00	40,000.00
4042 - Gifts in Kind - Services	49,195.00	75,145.00	66,288.00	50,000.00
Total 4040 - Gifts in kind	92,693.70	128,713.59	128,523.00	90,000.00
4050 - Foundations/trusts	33,132.84	31,026.00	40,356.61	29,000.00
4060 - Grants	288,450.00	396,900.00	45,845.00	50,000.00
4070 - Training Contributions	0.00	0.00	12,360.00	0.00
Total 4010 - Indiv/business cont. (unrest)	666,105.39	762,259.61	371,732.65	369,890.00
4100 - Fundraising(unrestricted)				
4120 - Golf Tournament				
4120A - Golf Tournament - Ottawa	8,408.75	16,410.37	14,596.28	15,000.00
4120B - Golf Tournament - Manhattan	0.00	0.00	4,699.44	12,000.00
4130 - TNR	357.30	0.00	0.00	0.00
4155 - Galas				
4155A - Bow Meow Gala - Ottawa	50,961.66	70,874.67	67,964.20	75,000.00
4155B - Gala - Manhattan	0.00	0.00	17,827.92	25,000.00
4175 - Miscellaneous fundraising	61,109.07	44,152.99	43,969.50	35,000.00
Total 4100 - Fundraising(unrestricted)	120,836.78	131,438.03	149,057.34	162,000.00
Total 40 - Unrestricted	786,942.17	893,697.64	520,789.99	531,890.00
Total 4 - Contributed support	786,942.17	893,697.64	520,789.99	531,890.00
4540 - Local government support				
4551 - Anderson County	7,600.00	7,752.00	7,752.00	7,752.00
4553 - City of Ottawa	60,342.50	62,400.00	52,000.00	52,000.00
4559 - City of Wellsville	1,000.00	1,790.00	1,122.36	1,000.00
4563 - Franklin County	42,791.00	46,213.00	36,666.70	36,668.00
4565 - Miami County	5,500.00	5,500.00	5,500.00	5,500.00
4570 - City of Manhattan	0.00	0.00	304,452.97	302,350.03
4571 - Riley County	0.00	0.00	25,000.00	25,000.00
4573 - Pottawatomie County	0.00	0.00	25,340.00	22,500.00
4574 - City of Emporia	0.00	0.00	42,776.93	42,233.30
4780 - Other Cities/Counties	66.01	2,400.00	8,075.00	6,250.00
Total 4540 - Local government support	117,299.51	126,055.00	508,685.96	501,253.33
5 - Earned revenues				
5180 - Program service fees				
5181 - Adoption PPAS				
5181A- Adoption - Ottawa	74,983.84	88,550.25	58,787.29	70,000.00
5181B - Adoption - Manhattan	0.00	0.00	66,501.53	67,500.00
5181C - Adoption - Emporia	0.00	0.00	5,274.01	7,500.00

Prairie Paws Animal Shelter Inc
Profit Loss Budget Comparison
 January 2022 through October 2024

[Back to Agenda](#)

	Jan- Dec 22	Jan - Dec 23	Jan - Oct 24	2024 Budget YTD
5182 · Microchip contribution				
5182A - Microchip - Ottawa	664.67	546.33	236.87	600.00
5182B - Microchip - Manhattan	0.00	0.00	173.33	600.00
5182C - Microchip - Emporia	0.00	0.00	0.00	90.00
5185 · Surrender Contributions				
5185A - Surrender - Ottawa	1,530.00	75.00	0.00	500.00
5185B - Surrender - Manhattan	0.00	0.00	3,397.50	500.00
5185C - Surrender - Emporia	0.00	0.00	0.00	0.00
5187 · S/N Contributions - Community				
5187A - Community S/N - Ottawa	12,840.00	91,330.01	67,688.88	70,000.00
5187B - Community S/N - Manhattan	0.00	0.00	24,979.03	16,200.00
5187C - Community S/N - Emporia	0.00	0.00	0.00	0.00
5188 · Cremation & disposal fees	2,898.12	4,031.40	3,691.60	2,000.00
5189 · Reclaim fees				
5189A Reclaim - Ottawa	4,188.24	3,895.00	3,420.80	3,660.00
5189B - Reclaim - Manhattan	0.00	0.00	4,030.00	6,000.00
5189C - Reclaim - Emporia	0.00	0.00	1,475.00	600.00
Total 5180 · Program service fees	97,104.87	188,427.99	239,655.84	245,750.00
5820 · Merchandise Sales				
5820A - Merch Sales - Ottawa	2,778.56	2,907.38	4,542.77	2,200.00
5820B - Merch Sales - Manhattan	0.00	0.00	2,952.19	1,000.00
5820C - Merch Sales - Emporia	0.00	0.00	0.00	300.00
5830 · Pet Licence Contributions				
5830A Pet License - Ottawa	6,190.00	3,941.00	5,128.00	3,550.00
5830B - Pet License - Manhattan	0.00	0.00	9,252.67	12,500.00
5830C - Pet License - Emporia	0.00	0.00	0.00	0.00
Total 5 · Earned revenues	106,073.43	195,276.37	261,531.47	265,300.00
6710 · Interest income				
6721 · Interest Income (Unrestricted)	17.48	5.45	0.00	0.00
Total 6710 · Interest income	17.48	5.45	0.00	0.00
6810 · Unrealized gain(loss) - invest	-517.29	4,082.21	17,541.70	3,000.00
6900 · Miscellaneous Income	1,000.00	540.00	0.00	0.00
Total Income	1,010,815.30	1,219,656.67	1,308,549.12	1,301,443.33
Gross Profit	1,010,815.30	1,219,656.67	1,308,549.12	1,301,443.33
Expense				
7200 · Payroll expenses (all locations)				
7250 · Wages & salary				
7251 · Wages	159,442.17	132,218.99	184,423.07	201,557.72
7252 · Hourly wages	143,846.25	178,879.07	352,665.79	364,940.00
7253 · Simple IRA Expense	7,384.30	7,495.49	10,782.39	16,994.95
7254 · Authorized time off	5,764.24	7,621.54	10,434.88	10,948.20
7256 · Health Insurance	0.00	7,800.00	15,462.53	22,200.00
7257 · Overtime Wages	1,133.20	1,074.88	7,713.76	2,150.00
Total 7250 · Wages & salary	317,570.16	335,089.97	581,482.42	618,790.87
7260 · Payroll Taxes				
7261 · FICA taxes	23,566.19	23,204.54	40,537.33	45,790.52
7262 · State unemployment	1,412.37	516.05	455.97	1,233.94
7263 · Workers compensation	3,482.00	3,383.00	4,870.00	6,200.00
Total 7260 · Payroll Taxes	28,460.56	27,103.59	45,863.30	53,224.46
Total 7200 · Payroll expenses (all locations)	346,030.72	362,193.56	627,345.72	672,015.33
7500 · Other Personnel Expenses				
7510 · Accounting fees	5,465.00	6,030.00	8,780.00	9,000.00
7511 · Professional fees - other	2,858.50	24,107.46	28,000.00	40,500.00

Prairie Paws Animal Shelter Inc
Profit Loss Budget Comparison
 January 2022 through October 2024

[Back to Agenda](#)

	Jan- Dec 22	Jan - Dec 23	Jan - Oct 24	2024 Budget YTD
7515 · Uniform Expense	2,191.29	2,768.17	2,948.41	2,000.00
Total 7500 · Other Personnel Expenses	10,514.79	32,905.63	39,728.41	51,500.00
8100 · Non-personnel expenses				
8110 · Office supplies & Postage	3,104.20	3,068.02	5,800.49	4,675.00
8115 · Telephone & Internet				
8115A · Telephone and Internet - Ottawa	4,840.24	7,946.23	6,740.56	6,800.00
8115B · Telephone and Internet - Manhattan	0.00	0.00	3,099.29	5,000.00
8135 · Direct Mail Expenses	4,670.96	4,628.29	381.67	6,000.00
8140 · Equipment rental	3,726.64	3,074.75	6,410.89	5,340.00
8150 · Computer and IT Related	6,469.65	6,339.38	6,532.82	7,500.00
Total 8100 · Non-personnel expenses	22,811.69	25,056.67	28,965.72	35,315.00
8200 · Occupancy Expenses				
8205 · Repairs & maintenance				
8205A - Repairs & Maint - Ottawa	70,814.56	45,141.86	34,532.02	37,500.00
8205B - Repairs & Maint - Manhattan	0.00	0.00	37,311.90	20,000.00
8205C - Repairs & Maint - Emporia	0.00	0.00	2,720.48	525.00
8210 · Utilities				
8210A - Utilites - Ottawa	38,011.81	39,718.11	31,857.20	35,000.00
8210B - Utilities - Manhattan	0.00	0.00	20,448.62	20,000.00
8210C - Utilities -Emporia	0.00	0.00	1,911.09	3,600.00
8220 - Insurance - nonemployee	12,549.16	10,823.34	15,371.40	13,300.00
Total 8200 · Occupancy Expenses	121,375.53	95,683.31	144,152.71	129,925.00
8300 · Travel & meeting expenses				
8310 · Training	699.20	1,085.92	0.00	0.00
8315 · Staff development/meetings	8,024.80	7,558.26	4,529.17	4,600.00
8320 · Automobile expense	4,150.09	5,173.98	9,501.18	10,300.00
Total 8300 · Travel & meeting expenses	12,874.09	13,818.16	14,030.35	14,900.00
8400 · Depreciation & amortization exp				
8450 · Depreciation & amortization exp	0.00	0.00	0.00	0.00
Total 8400 · Depreciation & amortization exp	0.00	0.00	0.00	0.00
8500 · Animal expenses				
8510 · Animal expenses				
8510A - Animal expenses - Ottawa	29,091.72	50,069.78	40,306.28	40,000.00
8510B - Animal expenses - Manhattan	0.00	0.00	24,153.69	25,000.00
8510C - Animal expenses - Emporia	0.00	0.00	2,121.23	2,475.00
8512 · Food expense				
8512A - Food expense - Ottawa	9,283.00	12,348.56	12,467.46	10,000.00
8512B - Food expense - Manhattan	0.00	0.00	2,838.04	7,500.00
8513 · Vet expense				
8513A - Vet expense - Ottawa	9,706.49	7,954.43	14,726.16	7,500.00
8513B - Vet expense - Manhattan	0.00	0.00	3,404.14	11,250.00
8513C - Vet expense - Emporia	0.00	0.00	1,618.13	900.00
8514 · Spay/neuter expense				
8514A - Spay/neuter expense - Ottawa	16,005.07	87,367.65	56,867.39	72,000.00
8514B - Spay/neuter expense - Manhattan	0.00	0.00	18,864.39	16,200.00
8514C - Spay/neuter expense - Emporia	0.00	0.00	302.12	3,000.00
8516 · Cleaning supplies				
8516A - Cleaning supplies - Ottawa	4,677.22	6,102.56	5,968.57	4,000.00
8516B - Cleaning supplies - Manhattan	0.00	0.00	3,060.02	3,500.00
8516C - Cleaning supplies - Emporia	0.00	0.00	654.15	450.00
8517 · Microchip Supplies	2,955.65	0.00	0.00	1,000.00
8519 · Training Expense				
8519A - Training Expense - Ottawa	0.00	0.00	850.00	0.00
8519B - Sorenson Training Expense	0.00	0.00	604.00	0.00

Prairie Paws Animal Shelter Inc
Profit Loss Budget Comparison
 January 2022 through October 2024

[Back to Agenda](#)

	Jan- Dec 22	Jan - Dec 23	Jan - Oct 24	2024 Budget YTD
8520 · Cremation Expense				
8520A - Cremation Expense - Ottawa	2,652.27	4,561.00	3,653.56	3,500.00
8520B - Cremation Expense - Manhattan	0.00	0.00	1,509.03	1,000.00
Total 8500 · Animal expenses	74,636.36	168,403.98	193,968.36	209,275.00
8530 · Fundraising expenses				
8531 · Fundraisng - general	11,200.85	11,732.32	6,801.74	10,600.00
8535 · Fundraing - Galas				
8535A - Bow Meow Gala Expense - Ottawa	14,201.92	14,440.21	11,247.90	12,500.00
8535B - Gala Expense - Manhattan	0.00	0.00	8,826.59	7,500.00
8544 · Fundraising- Golf Tournament				
8544A - Golf Tournament - Ottawa	3,586.03	5,028.93	4,545.65	6,000.00
8544B - Golf Tournament - Manhattan	0.00	0.00	951.10	5,500.00
Total 8530 · Fundraising expenses	28,988.80	31,201.46	32,372.98	42,100.00
8600 · Miscellaneous				
8605 · Marketing				
8605A - Marketing - Ottawa	1,081.52	5,456.21	6,427.50	6,000.00
8605B - Marketing - Manhattan	0.00	0.00	0.00	1,000.00
8605C - Marketing - Emporia	0.00	0.00	0.00	300.00
8610 · Bank service charges	3,240.52	5,824.56	9,204.74	7,900.00
8615 · Dues and subscriptions	135.00	138.00	1,136.83	575.00
8650 · Licenses and permits	375.00	1,118.31	1,457.92	1,295.00
8660 · Miscellaneous	731.24	1,134.81	1,103.40	2,000.00
8676 · Volunteer Expenses	464.63	405.71	872.96	1,000.00
Total 8600 · Miscellaneous	6,009.70	14,077.60	20,203.35	20,070.00
Total Expense	623,241.68	743,340.37	1,100,767.60	1,175,100.33
Net Ordinary Income	387,573.62	476,316.30	207,781.52	126,343.00
Other Income/Expense				
Other Income				
6700 · Other Income	0.00	636.00	151,283.14	0.00
Total Other Income	0.00	636.00	151,283.14	0.00
Other Expense				
9700 · Other Expenses				
9701 · In Kind Goods Expense	42,557.70	53,568.59	62,235.00	40,000.00
9701 · In Kind Services Expense	49,195.00	75,145.00	66,288.00	50,000.00
Total 9700 Other Expenses	91,752.70	128,713.59	128,523.00	90,000.00
9800 · Fixed asset purchases				
9805 · Capital purchases - building	0.00	0.00	0.00	0.00
9810 · Capital purchases - equipment	0.00	0.00	0.00	0.00
9800 · Fixed asset purchases - Other	-3,000.00	0.00	0.00	0.00
Total 9800 · Fixed asset purchases	-3,000.00	0.00	0.00	0.00
9910 · Interest expense	4,561.04	4,683.23	3,653.97	3,500.00
Total 9700 · Other Expenses	93,313.74	132,760.82	-19,106.17	93,500.00
Total Other Expense	93,313.74	132,760.82	-19,106.17	93,500.00
Net Other Income	-93,313.74	-132,760.82	19,106.17	-93,500.00
Net Income	294,259.88	343,555.48	226,887.69	32,843.00

Agenda Item: XI.B

**City of Ottawa
City Commission Meeting
November 20, 2024**

TO: Mayor and City Commission
SUBJECT: Adoption of the 2018 IEBC into the City Code by ordinance
INITIATED BY: Director of Neighborhood and Community Services
AGENDA: New Business

Recommendation: Consider the proposed adoption of the 2018 International Existing Building Code (IEBC) by ordinance (XI.B.1).

Background: Through 2012, the IEBC was contained within Chapter 34 of the International Building Code (IBC). Starting in the 2015 code cycle, the IEBC was moved outside the IBC. After review by the City Attorney, it has been determined that the vestigial references to Chapter 34 in our current code do not constitute adoption of the IEBC.

Preparation for this presentation included sending out notice of the intended adoption of the IEBC, together with several amendments (XI.B.2). A meeting of the Construction Board of Appeals was held on November 12th. The amendments were intended, first, to exempt the installation of siding from permit, and secondly, to provide for the requirement of sprinklers in residential units in mixed-use buildings. Based on feedback received in writing (XI.B.3) and at the Construction Board of Appeals meeting (XI.B.4) and discussions between staff and GBA, the ordinance before you includes no substantive amendments to the IEBC.

Analysis: The International Existing Building Code (IEBC) serves as a critical framework for the renovation and adaptive reuse of existing structures, promoting safety, sustainability, and community resilience. By providing clear guidelines tailored for older buildings, the IEBC encourages compliance with modern safety standards while recognizing the unique challenges posed by existing infrastructure. This balance not only enhances the safety of occupants but also facilitates the preservation of historical and cultural assets within communities. Moreover, the code's flexible approach allows for innovation in design and construction practices, fostering a more dynamic architectural landscape.

Adopting the IEBC can also have significant economic benefits. It streamlines the regulatory process, reducing the time and costs associated with building renovations. The IEBC can enhance property values by revitalizing older neighborhoods, attracting businesses and residents alike, ultimately leading to economic growth and stability. In this way, the IEBC not only supports safe and sustainable building practices but can also strengthen the fabric of our community.

The attached Ordinance Adopts the 2018 IEBC in section 1; in Section 2 it identifies the IEBC as the Existing Building Code of the City of Ottawa and identifies the code official as a position appointed by the City Manager. Finally, in section 3, it repeals language that accompanies the International Building Code in Chapter VI Article II that references the Chapter 34 which had contained the existing building code through the 2012 cycle.

While staff is recommending an adoption of the IEBC without substantive amendment, this in no way prevents the City Commission from making any amendments they may consider prudent or necessary in the future.

Financial Considerations: There is no anticipated cost to the City for this application. Staff does note the associated cost of publishing notice for the item.

Legal Considerations: Approved as to form by City Attorney.

Recommendation/Action: It is recommended the City Commission deliberate approval of the proposed ordinance and adopt the 2018 IEBC:

- Take action at the November 20, 2024, Regular Meeting:
“Recommend adopting the ordinance amending chapter VI of the municipal code of the City of Ottawa, Kansas, and adopting by reference the IEBC, 2018 edition, under the authority of 12-3010 and providing for deletions, amendments, and corrections to said IEBC, 2018 Edition, and amending Chapter VI Article II.”
- Recommend the item be moved to a future City Commission hearing for further discussion and consideration.

Alternative Actions:

- Decline the adoption of the 2018 IEBC.
- Direct staff to amend the ordinance to incorporate or exclude amendments and exclusions desired for future discussion and consideration.

Attachments:

XI.B.1 Ordinance

XI.B.2 Considered Amendments

XI.B.3 Written Comments Received

XI.B.4 Minutes of the November 12th Construction Board of Appeals Meeting

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 6 OF THE MUNICIPAL CODE OF THE CITY OF OTTAWA, KANSAS, AND ADOPTING BY REFERENCE THE INTERNATIONAL EXISTING BUILDING CODE, 2018 EDITION, UNDER THE AUTHORITY OF K.S.A. 12-3010 AND PROVIDING FOR DELETIONS, AMENDMENTS AND CORRECTIONS TO SAID INTERNATIONAL EXISTING BUILDING CODE, 2018 EDITION, AND AMENDING CHAPTER 6 ARTICLE II.

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

Section 1. NEW ARTICLE OF MUNICIPAL CODE. The Municipal Code of the City of Ottawa, Kansas, is hereby amended by adding a new ARTICLE XVII in CHAPTER VI which shall be titled: International Existing Building Code and which shall contain the following sections of this ordinance.

Article XVII. International Existing Building Code

6-1701 International Existing Building Code - Adopted.

The International Existing Building Code, 2018 Edition, published by the International Code Council, Inc., is hereby incorporated by reference and made a part hereof as if fully set out herein save and except certain parts, sections or portions thereof specifically referred to and omitted there from or as amended or modified herein. The "Standard Code" or "Building Code" hereinafter referred to in this section is the "International Existing Building Code, 2018 Edition", of the International Code Council Inc., 500 New Jersey Avenue NW 6th Floor Washington DC 20001, and is hereby incorporated by reference as the Existing Building Code of the City of Ottawa, Kansas.

6-1702 Amendments and supplements:

The following are the revisions to the International Existing Building Code adopted in Section 6-1701 of the Municipal Code.

101.1 Title. These regulations shall be known as the International Existing Building Code of the City of Ottawa hereinafter referred to as "this code."

Section 103 Department of Neighborhood and Community Services.

103.1 Creation of enforcement agency. The official in charge of enforcement of this code shall be known as the Chief Building Official.

103.2 Appointment. The Chief Building Official shall be appointed by the City Manager.

Section 112 Board of Appeals. Delete this section in its entirety

Section 2. Amendment of Section 6-210 of the Municipal Code of the City of Ottawa to remove prior reference to Sections 3401.3 and 3412.2 of the International Building Code.

Section 6-210 of the Municipal Code of the City of Ottawa is hereby amended as follows:

The following are the revisions to the International Building Code adopted in Section 6-202 of the Municipal Code.

Section 101.1 Title.

These regulations shall be known as the International Building Code of the City of Ottawa, hereinafter referred to as “this code.”

Section 101.4.3 Plumbing.

The provisions of the International Plumbing Code shall apply to the installation, alteration, repair and replacement of plumbing systems, including equipment, appliances, fixtures, fittings and appurtenances, and where connected to a water or sewage systems and all aspects of a medical gas systems. The provisions of the City of Ottawa's Private Sewage Disposal Code Article VII shall apply to private sewage disposal systems.

Section 103 Community Development Department.

Section 103.1 Creation of enforcement agency. The official in charge of enforcement of this code shall be known as the Chief Building Official.

Section 105.2 Work exempt from permit. Exemptions from permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction. Permits shall not be required for the following:

1. One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area is not greater than 120 square feet (11mm2). **Delete this exemption.**
2. Fences not over 7 feet (2134 mm) high. **Delete this exemption.**
3. Oil derricks. **Delete this exemption.**
4. Retaining walls that are not over 4 feet (1219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II or IIIA liquids.
5. Water tanks supported directly upon grade if the capacity is not greater than 5,000 gallons (18,925 L) and the ratio of height to diameter or width is not greater than 2;1.
6. Sidewalks and driveways, (wholly constructed on private property), not more than 30 inches (762 mm) above adjacent grade, and not over any basement or story below and are not part of an accessible route.
7. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.

8. Temporary motion picture, television and theater stage sets and scenery.
9. Prefabricated swimming pools accessory to a Group R-3 occupancy that are less than 24 inches (610 mm) deep, are not greater than 5,000 gallons (18,925 L) and are installed entirely above ground.
10. Shade cloth structures constructed for nursery or agricultural purposes, not including service systems. **Delete this exemption.**
11. Swings and any other playground equipment.
12. Window awnings in Group R-3 and U occupancies, supported by an exterior wall that do not project more than 54 inches (1372 mm) from the exterior wall and do not require additional support.
13. Nonfixed and movable fixtures, cases, racks, counters and partitions not over 5 feet 9 inches (1753 mm) in height.
14. Decks not exceeding 200 square feet (18.58 m²) in area, that are not more than 30 inches (762 mm) above grade at any point, are not attached to a dwelling and do not serve the exit door required by Section R311.4. **Delete this exemption.**
15. Any building or structure used exclusively as an agricultural building within the City limits of Ottawa shall meet provisions of the 2018 International Building Code and other applicable codes as adopted and require permits. **Add this item to work exempt from permit.**
16. Fences used exclusively for an agricultural use including the use of barbwire. **Add this item to work exempt from permit.**

Section 105.3 Application for permit. To obtain a permit, the applicant shall first file an application therefore in writing on a form furnished by the Community Development Department for that purpose. Such application shall:

1. Identify and describe the work to be covered by the permit for which application is made.
2. Describe the land on which the proposed work is to be done by legal description, street address or similar description that will readily identify and definitely locate the proposed building or work.
3. Indicate the use and occupancy for which the proposed work is intended.
4. Be accompanied by construction documents and other information as required in Section 107.
5. State the valuation of the proposed work.
6. Be signed by the owner or the owner's authorized agent.
7. Give such other data and information as required by the Chief Building Official.

Section 113 Means of Appeal. Delete this section in its entirety.

Chapter 11 – Accessibility – Add the following:

Accessibility shall be based on the 2010 ADA Standards issued by the US Department of Justice, also regulated by IBC and reference standards.

Appendix A, Employee Qualifications. **Delete this appendix in its entirety.**

Appendix B, Board of Appeals. **Delete this appendix in its entirety.**

Appendix D, Fire Districts. **Delete this appendix in its entirety.**

Appendix M, Tsunami-Generated Flood Hazard. **Delete this appendix in its entirety.**

Section 3: All prior ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 4: EFFECTIVE DATE; PUBLICATION. This ordinance shall take effect upon publication of the ordinance in the official city newspaper.

PASSED AND ADOPTED by the Governing Body of the City of Ottawa, Kansas, this _____ day of _____ 2024.

Michael Skidmore, Mayor

Attest:

Melissa Reed, City Clerk

The below substantive amendments were proposed for consideration by the Construction Board of Appeals:

105.2 Work exempt from permit:

Building:

7. *Installation of exterior siding on buildings not included in the historical district.* **Add this exemption.**

Section 803.2.2 Groups A, B, E, F-1, H, I, M, ~~R-1, R-2, R-4~~, S-1 and S-2

In buildings with occupancies in Groups A, B, E, F-1, H, I, M, ~~R-1, R-2, R-4~~, S-1 and S-2, work areas that have exits or corridors shared by more than one tenant or that have exits or corridors serving an occupant load greater than 30 shall be provided with automatic sprinkler protection where both of the following conditions occur:

1. The work area is required to be provided with automatic sprinkler protection in accordance with the International Building Code as applicable to new construction.
2. The work area exceeds 50 percent of the floor area.

Exception: If the building does not have sufficient municipal water supply for design of a fire sprinkler system available to the floor without installation of a new fire pump, work areas shall be protected by an automatic smoke detection system throughout all occupiable spaces other than sleeping units or individual dwelling units that activates the occupant notification system in accordance with Sections 907.4, 907.5 and 907.6 of the International Building Code. **Amend this section to remove R-1, R-2, and R-4.**

Section 803.2.2.2. Group R

In buildings with occupancies in Group R, work areas shall be provided with automatic sprinkler protection.

Exception: If the building does not have sufficient municipal water supply for design of a fire sprinkler system available to the floor without installation of a new fire pump, work areas shall be protected by an automatic smoke detection system throughout all occupiable spaces other than sleeping units or individual dwelling units that activates the occupant notification system in accordance with Sections 907.4, 907.5 and 907.6 of the International Building Code. **Add this section.**

IEBC Written Feedback Received

2024.10.16

Lucas,

I'm glad to see you're looking to adopt the Existing Building Code. It provides some reasonable relief from the IBC when working on existing buildings. Not only do existing buildings sometimes present unique challenges, but allowing incremental improvements encourages investment and reuse of existing architecture. I've discussed this with a couple Architects who have extensive experience in renovating existing buildings in communities varied in size and demographics. They both felt adoption of the IEBC without amendment was reasonable, mainly because it lessens the requirements of the IBC.

That said, of the amendments considered I think the first and third are reasonable. I am curious why you're considering removing the R occupancies from the second section though. If working on an R occupancy automatically requires the entire structure have a fire suppression system, many projects will become cost prohibitive. That's why they set the 50% floor area threshold.

This would seem particularly important for residential opportunities in the upper floors of downtown buildings. As many of them were at one time residential, they wouldn't meet the change of occupancy requirement for fire suppression. But requiring fire suppression would likely be cost prohibitive, especially when they're generally only 2-3 units.

Happy to discuss further if you'd like.



Josh Walker

President & Owner

Office: 785.242.1213

Mobile: 785.418.9102

Email: Josh@LoydBuildsBetter.com

2126 South Elm | Ottawa, Kansas 66067



2024.10.09

What is the definition of a work area? Has something happened to consider this change? Instead of going to the trouble and expense of determining "sufficient water supply" why not just adopt the exemption as the code? If it is OK without good water supply then it should be OK with good water supply.

--Charlie Adamson

DRAFT – UNOFFICIAL UNTIL APPROVED
Construction Board of Appeals Meeting Minutes
Ottawa, Kansas
Minutes of November 12, 2024

Construction Board of Appeals Members: Marconette[] Mille[] Nowatzke[] North[] Thomas[]

Director Neece thanked those present at 4:00 pm and introduced Joe Kmetz with GBA for his presentation.

Construction Board Members present and participating at 4 pm include member North, member Mille, and Nowatzke. Member Thomas arrived at 4:10pm providing quorum. Member Marconette arrived at 4:40 pm.

City of Ottawa Neighborhood Services staff present were Director Lucas Neece and Ashley Hird. Joe Kmetz with George Butler and Associates, contracted with the City of Ottawa, was present as well.

New Business:

1. Presentation on the proposed adoption of the 2018 International Existing Building Codes (IEBC) with amendments (Attachment 1) – Joe Kmetz, PE - GBA

Mr. Kmetz presented the 2018 International Existing Building Code (IEBC) before the Construction Board of Appeals members. Mr. Kmetz advised that the City of Ottawa is taking a look at adopting the IEBC with the following amendments and requested input from the board and audience.

105.2 Work exempt from permit:

Building:

7. Installation of exterior siding on buildings not included in the historical district.

Section 803.2.2 Groups A, B, E, F-1, H, I, M, ~~R-1, R-2, R-4~~, S-1 and S-2

In buildings with occupancies in Groups A, B, E, F-1, H, I, M, ~~R-1, R-2, R-4~~, S-1 and S-2, work areas that have exits or corridors shared by more than one tenant or that have exits or corridors serving an occupant load greater than 30 shall be provided with automatic sprinkler protection where both of the following conditions occur:

1. The work area is required to be provided with automatic sprinkler protection in accordance with the International Building Code as applicable to new construction.
2. The work area exceeds 50 percent of the floor area.

Exception: If the building does not have sufficient municipal water supply for design of a fire sprinkler system available to the floor without installation of a new fire pump, work areas shall be protected by an automatic smoke detection system throughout all occupiable spaces other than sleeping units or individual dwelling units that activates the occupant notification system in accordance with Sections 907.4, 907.5 and 907.6 of the International Building Code. **Amend this section to remove R-1, R-2, and R-4.**

Section 803.2.2.2. Group R

In buildings with occupancies in Group R, work areas shall be provided with automatic sprinkler protection.

Exception: If the building does not have sufficient municipal water supply for design of a fire sprinkler system available to the floor without installation of a new fire pump, work areas shall be protected by an automatic smoke detection system throughout all occupiable spaces other than sleeping units or individual dwelling units that activates the occupant notification system in accordance with Sections 907.4, 907.5 and 907.6 of the International Building Code. **Add this section.**

Questions that were raised by members of the board and members of the audience were as follows:

Will there be requirements for fire detection, if the bottom floor catches on fire will that mean that the top floor will have to wait for fire to reach it before the occupant is notified or sprinklers come on?

Are the existing water lines sufficient in size to be running a sprinkler system?

The cost of adding an additional water line to the City's water supply will be too costly if supplying the upstairs residential address.

Sufficient water supply would need to be defined.

Adoption of the IEBC would be a good idea, but the amendments as written wouldn't be.

Suggestions for adding linked fire detection being required instead of suppression.

The permitting of siding should remain as it is currently to make sure that the integrity of the building is intact.

Action: No action was requested; no action was taken.

Member North made a motion to adjourn the meeting at 4:53 pm followed by a second by Member Mille. All members voted aye.

Respectfully submitted,

Ashley Hird
Planning Assistant

Agenda Item: XI.C

City of Ottawa
City Commission Meeting
November 20, 2024

TO: City Commission
SUBJECT: Ordinance Regulating Camping and Storage of Personal Property in Public Space and Right-of-Way
PREPARED BY: City Manager
AGENDA: New Business

Recommendation: Review and comment the attached ordinance on restricting camping in the public right-of-way and direct staff accordingly for consideration at a future meeting.

Background: This is the first of two presentations for the proposed ordinance with a second presentation planned for the Wednesday, December 4, 2024, 7:00 PM City Commission meeting.

Analysis: The ordinance regulates camping and the storage of personal property within the public right-of-way to protect public infrastructure and support economic development. It prohibits camping in public infrastructure, parks, public right-of-way, and within 10 feet of a dangerous and unsafe structure. Storing personal property in these areas is prohibited unless removed within 24 hours of receiving notice.

Enforcement includes issuing pre-removal notices specifying removal details and post-removal notices outlining retrieval procedures. Immediate removal without notice is allowed for items posing health or safety risks, such as contraband or evidence of a crime. Impounded property is stored for 90 days, after which unclaimed items may be discarded. Owners can reclaim property by proving ownership and paying a fee, \$25 first violation, \$50 second violation, and \$100 for all subsequent violations during a three-year period.

The ordinance also includes provisions for record-keeping, fee schedules, and a severability clause to ensure enforceability. Addressing camping-related concerns aims to preserve public spaces and support economic and community well-being.

Financial Considerations: There is a small publication fee associated with the adoption of this ordinance.

Legal Considerations: The City Attorney drafted this ordinance. Approve as to form. The ordinance becomes effective upon publication in the paper of record.

Recommendation/Action: Review and comment the attached ordinance on restricting camping in the public right-of-way and direct staff accordingly for consideration at a future meeting, currently planned for the December 4, 2024, 7:00 PM regular City Commission meeting.

Attachments: XI.C.1 Ordinance (6 pp)

ORDINANCE NO. _____

AN ORDINANCE CONCERNING CAMPING WITHIN THE CITY LIMITS OF OTTAWA, KANSAS.

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

Section 1. Purpose. Camping on or under public infrastructure such as bus shelters, trails, public parks, bathrooms, bridges, overpasses and flood control works endangers such infrastructure because of fires, obstructions and the accumulation of personal property. Camping in areas that include retail businesses, restaurants, hotels, private residences and event spaces developed to attract residents and tourists adversely affects such areas and impedes economic development. Accordingly, the purpose of this chapter is to protect public infrastructure and designated areas by regulating camping and the storage of personal property.

Section 2. Definitions. Unless the particular provisions or the context otherwise requires, the definitions contained in this section shall govern the construction, meaning, and application of words and phrases used in this section.

“Camp” means to use property for living accommodation purposes, such as sleeping activities or making preparations to sleep (including the laying down of bedding for the purpose of sleeping); or storing personal property (including, but not limited to, clothing, sleeping bags, bedrolls, blankets, sheets, luggage, backpacks, kitchen utensils, cookware, and similar material); or making any fire, regularly cooking meals, using any tents, or living in a parked vehicle. These activities constitute camping when it reasonably appears, in light of all the circumstances, that a person(s) is using such property as a living accommodation.

“Flood control works” means the system comprised of levees, flood walls, relief wells, closure structures, pump stations and ponding areas that serve to protect the City from flooding.

“Personal property” means any and all tangible property, and includes, but is not limited to, goods, materials, merchandise, tents, tarpaulins, bedding, sleeping bags, hammocks, personal items

such as luggage, backpacks, clothing, documents and medication, and household items.

“Public infrastructure” means bus shelters, bridges, overpasses and flood control works.

“Public parks” means any named public park in the city limits of the City of Ottawa, Kansas.

“Store, stored or storing” means to put aside or accumulate for use when needed, to keep for safekeeping, and/or to place or leave in a location.

“Tent” includes any tarp, cover, structure or shelter, made of any material that is not open on all sides and which hinders an unobstructed view behind or into the area surrounded by the tarp, cover, structure or shelter.

Section 3. Unlawful camping. It is unlawful and a public nuisance for any person to camp in the following areas:

- (a) Public infrastructure;
- (b) Public parks;
- (c) Within ten (10) feet of any doorway, loading dock, stairway, fire escape or public restroom;
- (d) Any property zoned commercial or industrial;
- (e) Any property zoned residential that contains a structure that has been declared a nuisance, been condemned, lacks a certificate of occupancy; or is without current operable utility service whether water, sewer, electric or gas; or
- (f) Any vacant lot.

Section 4. Storage of personal property.

(a) It shall be unlawful to fail to remove stored personal property under this ordinance within 24 hours of receiving written notice pursuant to this section.

(b) All stored personal property in an area covered by this chapter may be impounded by the city in accordance with this section.

(c) Personal property placed in an area covered by this chapter shall be deemed to be stored personal property if it has not been removed within 24 hours of service of written notice, requiring such removal. Moving personal property to another area covered by this chapter or returning personal property to the same area on a daily or regular basis shall not be considered to be removing the personal property. A law enforcement officer may remove and impound such stored personal property after providing 24 hours' written notice.

(d) Personal property placed in an area covered by this chapter that has a clearly posted closure time may be removed and impounded after the closure time, without prior notice. Post-removal notice shall be provided as set forth below.

(e) In the event personal property placed in an area covered by this chapter poses an immediate threat to the health or safety of the public, it may be removed without prior notice and discarded. For purposes of this Section, "immediate threat" shall include, but is not necessarily limited to, personal property that has been tainted with blood or other bodily fluids, feces, urine, bed bug, fleas or other pests, and trash.

(f) Evidence of a crime or contraband may be removed from any area covered by this chapter without prior notice.

Section 5. Notice.

(a) Pre-removal notice. The written notice required by this ordinance shall be deemed to have been served if a written notice is served on the person storing the personal property or is posted conspicuously on or near the personal property. The written notice shall contain the following:

- (1) A general description of the personal property to be removed.
- (2) The location from which the personal property will be removed.
- (3) The date and time the notice was posted.
- (4) A statement that the personal property will be impounded if not removed

within 24 hours.

(5) A statement that moving stored personal property to another area covered by this chapter shall not be considered to be removing personal property.

(6) The location where the removed personal property will be stored, including a telephone number and the internet website of the city through which a person may receive information as to impounded personal property.

(7) A statement that impounded personal property may be discarded or otherwise disposed of if not claimed within 90 days after impoundment.

(b) Post-removal notice. Upon removal of stored personal property, written notice shall be conspicuously placed in the area from which the personal property was removed. The written notice shall contain the following:

(1) A general description of the personal property removed.

(2) The date and approximate time the personal property was removed.

(3) A statement that the personal property was stored in violation of this ordinance.

(4) The location where the removed personal property will be located, including a telephone number and internet website of the city through which a person may receive information as to impounded personal property.

(5) A statement that impounded personal property may be discarded or otherwise disposed of if not claimed within 90 days after impoundment.

Section 6. Storage and disposal.

(a) Except as specified herein, impounded personal property shall be moved to a place of storage.

(b) Except as specified herein, impounded personal property shall be stored by the city

for 90 days after which time, if not claimed, it may be discarded or otherwise disposed of. The city shall not be required to undertake any search for, or return, any impounded personal property stored for longer than 90 days.

(c) The city shall maintain a record of the date any impounded personal property was received and discarded or disposed of.

(d) The owner or any other person entitled to the impounded personal property may repossess the personal property prior to its disposal upon submitting satisfactory proof of ownership and paying the applicable redemption fee. A person may establish proof of ownership by, among other methods, describing the location and date when the personal property was impounded and providing a reasonably specific and detailed description of the personal property.

Section 7. Redemption Fee. The Judge of the Municipal Court shall set a schedule of fees for the redemption of property under this ordinance. In no event shall the fee exceed \$499.00. The redemption fee must be paid prior to the redemption of any impounded property.

Section 8. Effective Date. This ordinance shall take effect and be in force from and after its passage, approval and publication in the official City newspaper.

Section 9. Supremacy. This ordinance shall supersede all ordinances, resolutions or rules, or portions thereof, which are in conflict with the provisions of this ordinance.

Section 10. Severability. Should any section, clause or phrase of this ordinance be declared invalid by a court of competent jurisdiction, the same shall not affect the validity of this ordinance as a whole, or any part thereof, other than the part so declared to be invalid.

PASSED AND APPROVED by the Governing Body on _____.

CITY OF OTTAWA, KANSAS

Eric Crowley, Mayor

ATTEST:

Melissa Reed, City Clerk

Agenda Item: X1.D

City of Ottawa
City Commission Meeting
November 20, 2024

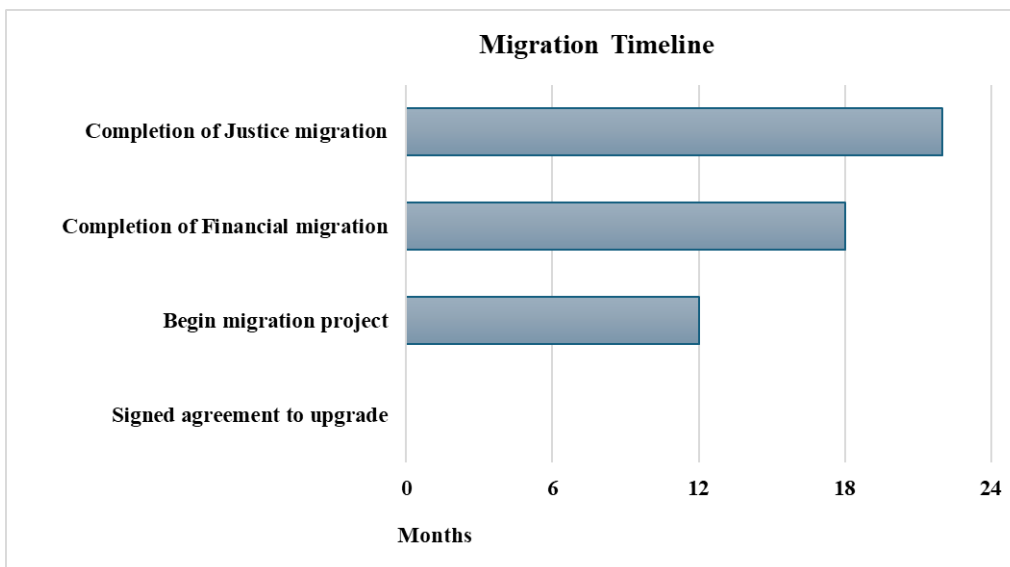
TO: City Commission
SUBJECT: Tyler Technologies – Migration to Financial Management ERP Pro 10 and Municipal Justice 10 Suite
INITIATED BY: Finance Director, Police Chief, IT Director
AGENDA: New Business

Recommendation: Authorize staff to proceed with the migration to Tyler Technologies ERP Pro 10 and Municipal Justice 10 Suite.

Background: The City’s ERP (Enterprise Resource Planning) system and Municipal Justice software provided through Tyler Technologies have been in place for more than twelve years. Often these packages are referred to as Incode 9. These systems include core financials, project accounting, purchasing, human resource management, customer relations, cashiering, utility billing, criminal case manager, and court services and other related modules.

New platforms for both systems have been available for nearly five years and provide an opportunity for more efficient day-to-day operations, better reporting, updated user experience for staff and the public, and integration between Financial Management, Municipal Justice, and EnerGov.

Analysis: Staff have worked with representatives from Tyler Technologies to develop quotes for a business process review and the upgrade migration to the new platforms. The timeline for an upgrade migration includes beginning the project approximately 12 months after the agreement is signed, 6 months for the Financials migration process, and then another 4 months for the Municipal Justice migration process.



Included in the proposal is a CFSA (Current Future State Analysis) which is a business process review. It is anticipated that the results of this review will reveal the need for an updated chart of accounts and other processing changes to better streamline day-to-day operations.

Additionally, the Municipal Justice Suite 9 currently operates through an on-premise server and will be moved to a cloud-based server over the next few months. The on-premise server has exceeded its useful life and moving to the virtual server will bring the Municipal Justice system in line with the other cloud-based servers for Financials and EnerGov.

Financial Considerations: The current quote for the CFSA and migrations are as follows:

CFSA (Business Process Review)	\$ 8,370
Municipal Justice 10 migration	\$16,440
ERP Pro 10 Finance Management	\$57,480

This item is included in the 2024 and 2025 budgets. It is anticipated that the actual cost of migration may change once the business process review is complete, and a determination is made for the addition or elimination of current modules. Funds within the Equipment Reserve fund (053) have been budgeted for the upgrade migration and are available as part of the current fund balance of \$944,295.

Legal Considerations: Agreements with Tyler Technologies for migration and future support will be reviewed and approved by the City Attorney.

Recommendation/Action: It is recommended that the City Commission authorize staff to proceed with the migration to Tyler Technologies ERP Pro 10 and Municipal Justice 10 Suite through one of the following actions.

- Take final action at the November 20, 2024 meeting:
“Authorize staff to proceed with the migration to Tyler Technologies ERP Pro 10 and Municipal Justice 10 Suite.”
- Refer item XI.D to the Wednesday, December 4, 2024 meeting for continued deliberation and consideration.

City Park Playground Improvements

Total Expenditure Budget - \$250,000
Remaining - \$75,899

Status
Completed



Accomplishments in last 30 days

Surfacing installed, backfilling and dirtwork completed

Audit is complete

30 Day Outlook

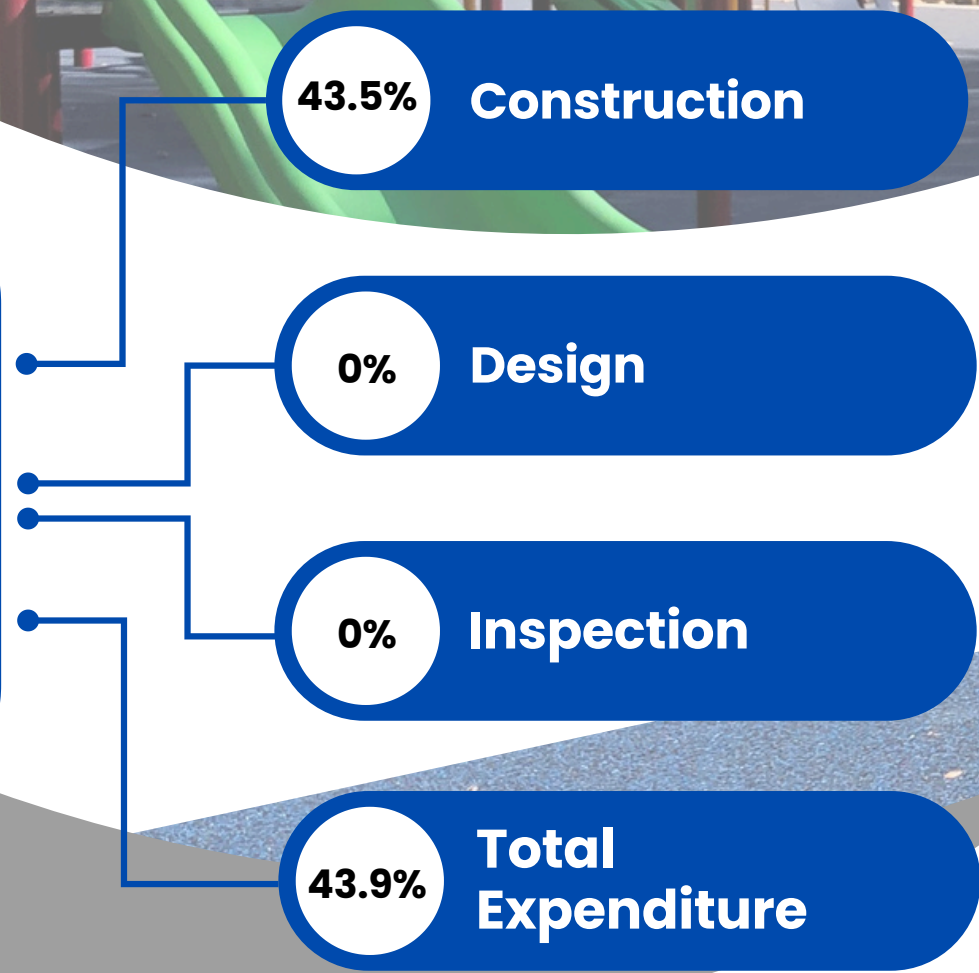
Project Complete

Final Payment anticipated Early November, 2024

Current Challenges

None at this time.

FINANCIAL OVERVIEW



Funding Source
Special Parks Grants

Design Consultant
None

100%
Complete

Estimated Project Completion - Q4 2024

Total Expenditure Budget - \$3,969,000

Remaining - \$1,732,419

Proximity Park Water Tower

Status
Waiting



Accomplishments in last 30 days

Fencing Complete

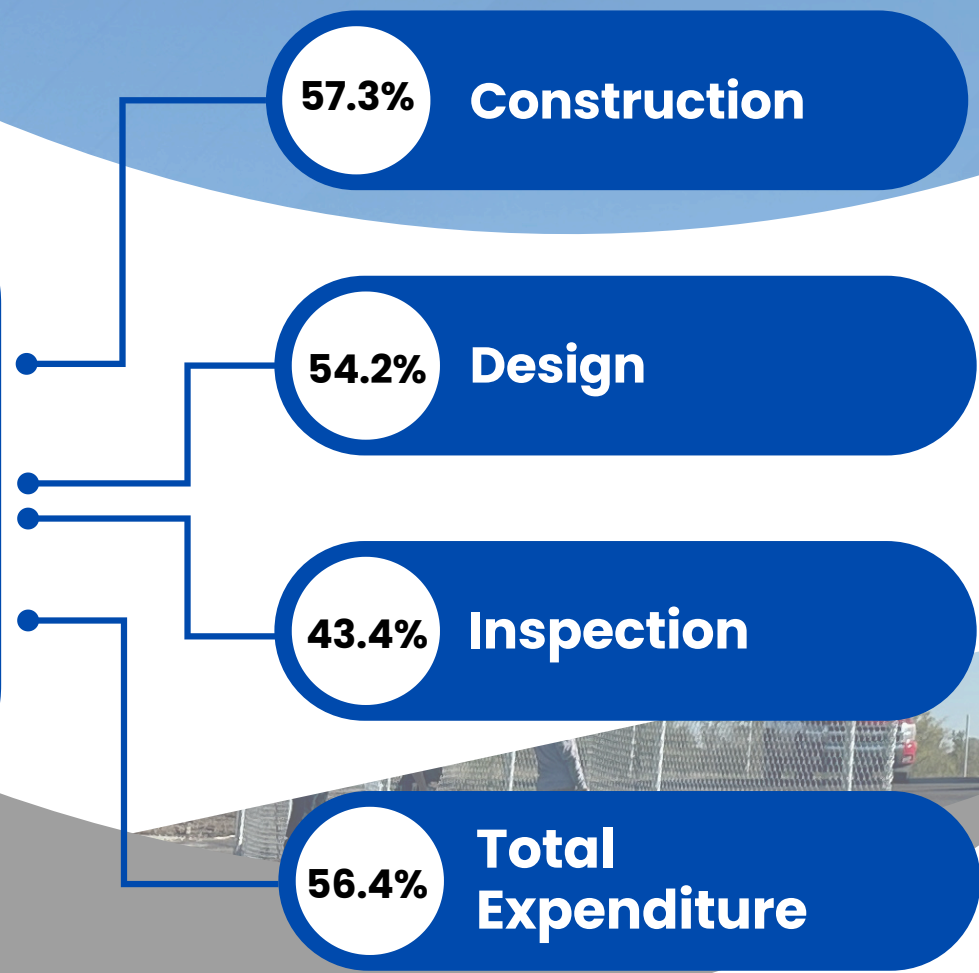
30 Day Outlook

Ground restoration and seeding.

Current Challenges

HSPS upgrade portion of project has delayed completion and filling of the water tower.

FINANCIAL OVERVIEW



Funding Source

BASE Grant
Proximity Park Sales Tax



Design Consultant

Professional Engineering Consultants, PEC

56%
complete

Estimated Project Completion - Q1 2026

Water Plant Generator

Back to Agenda
Total Expenditure Budget - \$212,935
Remaining - \$22,544



Status
Waiting

Accomplishments in last 30 days

None at this time.

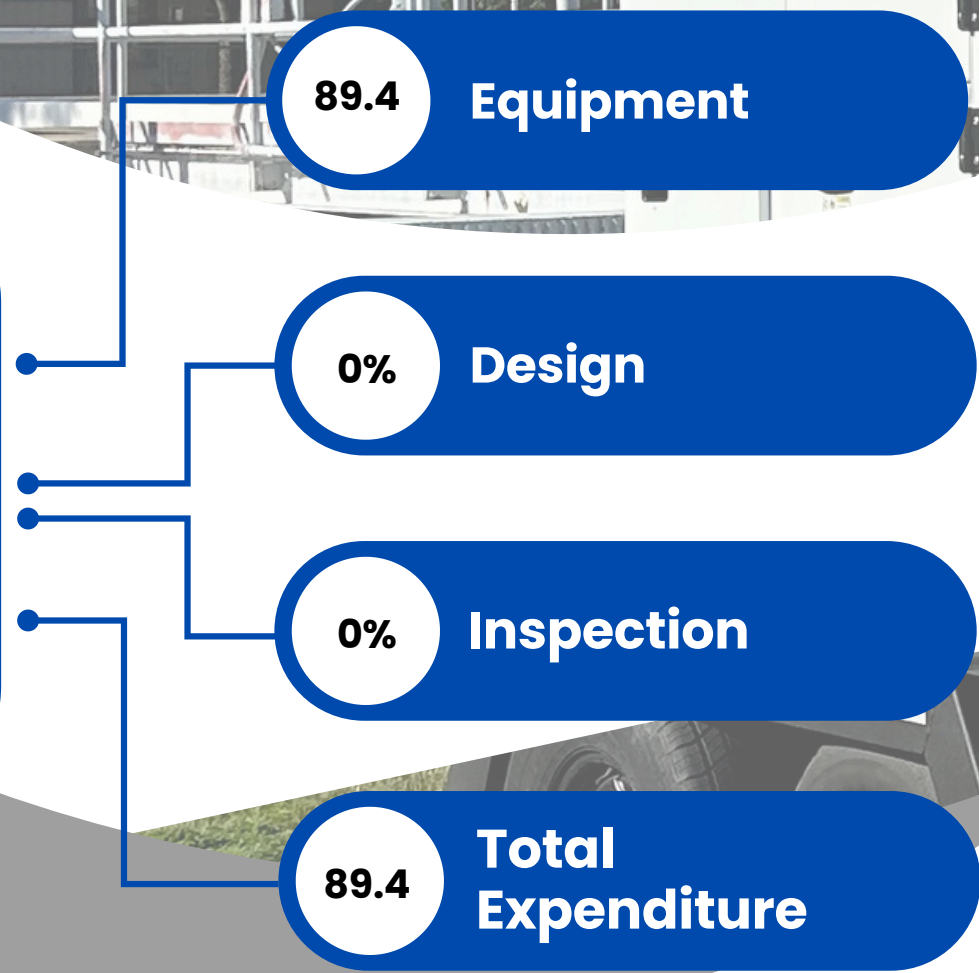
30 Day Outlook

None at this time.

Current Challenges

Long lead times for HSPS upgrade equipment.

FINANCIAL OVERVIEW



Funding Source
American Rescue Plan Act (ARPA)



Design Consultant
None

59%
complete

Estimated Project Completion - Q1 2026

Total Expenditure Budget - \$468,000

Remaining - \$468,000

Residential Electric Meter Replacement

AMI

Status
Waiting



Accomplishments in last 30 days

None at this time.

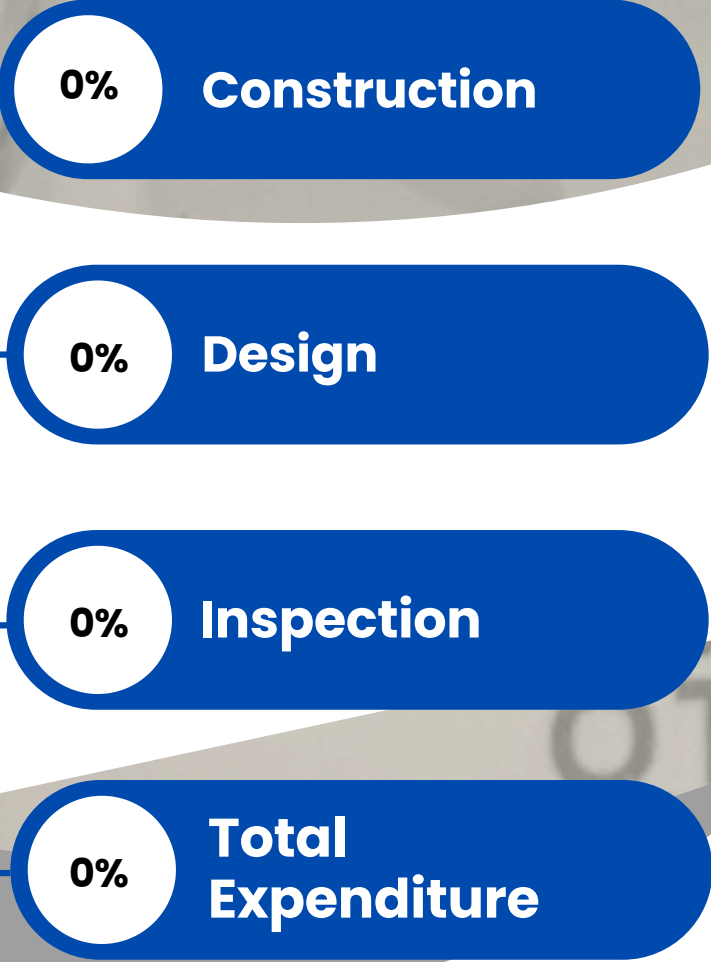
30 Day Outlook

None at this time.

Current Challenges

Supply chain and funding issues have plagued this project

FINANCIAL OVERVIEW



Funding Source

Electric Capital Improvement Fund



Design Consultant

None

53%

complete

Total Expenditure Budget - \$102,741
Remaining - \$102,741

3 Phase Electric Meter Replacement

Status
Waiting



Accomplishments in last 30 days

Meters ordered October 17th, 2024

30 Day Outlook

Estimated Shipping 52 weeks

Current Challenges

Programming issues at Honeywell

FINANCIAL OVERVIEW

- 0% Construction
- 0% Design
- 0% Inspection
- 0% Total Expenditure



Funding Source
Electric Capital Improvement Fund



Design Consultant
None


7%
complete

Estimated Project Completion - Q4 2025

Water Treatment Plant Evaluation

Back to Agenda
Total Expenditure Budget – \$90,000
Remaining – \$9,000

Status
Behind Schedule



Accomplishments in last 30 days

Staff notes on final draft sent to PEC for review/update.

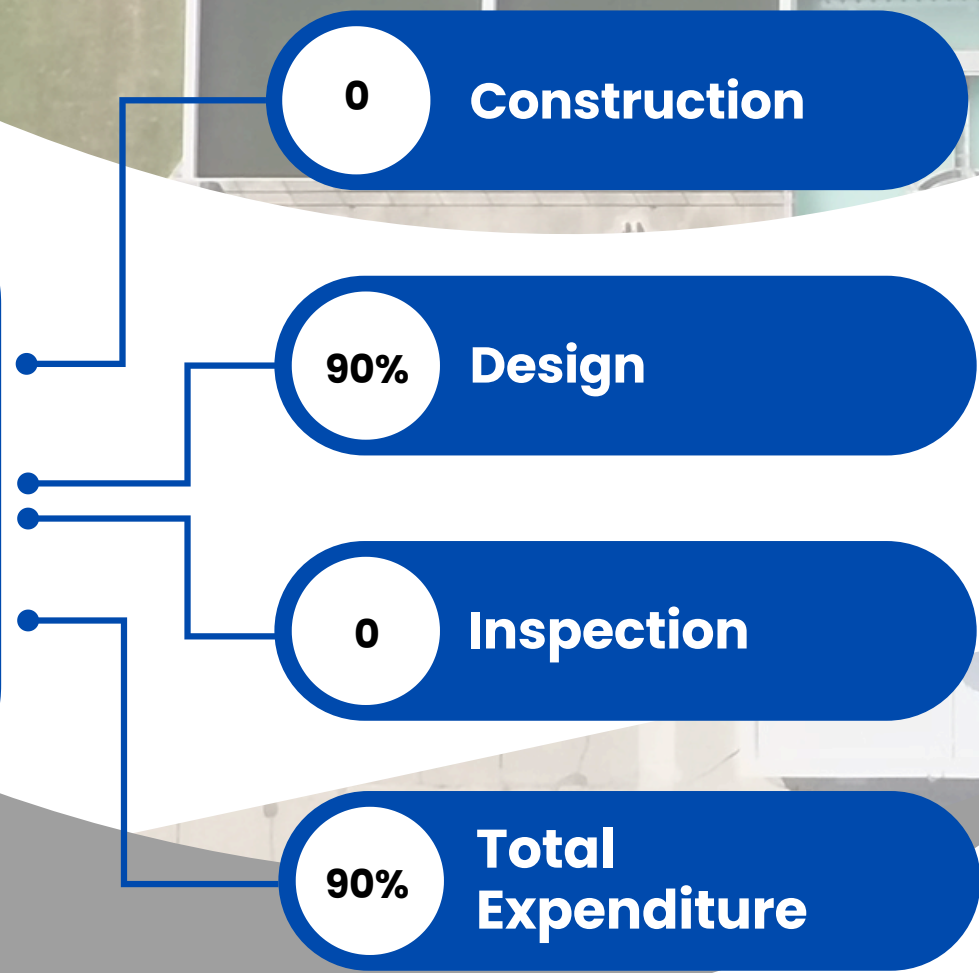
30 Day Outlook

Final draft approval. PEC Planning for presentation to City Manager.

Current Challenges

None at this time.

FINANCIAL OVERVIEW



 **Funding Source**
Water Fund

 **Design Consultant**
Professional Engineering Consultants, PEC

95%
complete

Pin Oak Sanitary Sewer Lift Station

Total Expenditure Budget - \$122,915
Remaining - \$122,915



Status
Waiting

Accomplishments in last 30 days

Estimated completion letter sent over October 18, 2024. Project completion is late Q1 2025

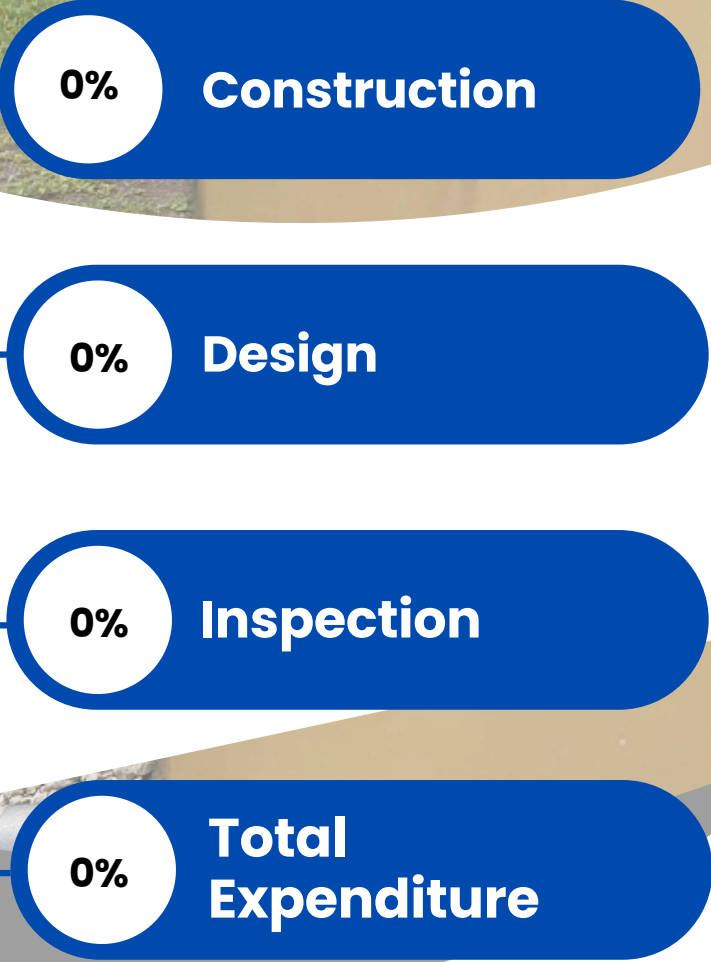
30 Day Outlook

Manufacturing of pump station.

Current Challenges

None at this time.

FINANCIAL OVERVIEW



Funding Source
Water Reclamation Fund

Design Consultant
None

50%
complete

Estimated Project Completion - Q1 2025

Total Expenditure Budget - \$250,000
Remaining - \$250,000

Commission Room Upgrades

Status
On Schedule



Accomplishments in last 30 days

Design firm meet with commission on October 7th & October 21st for conceptual design feedback

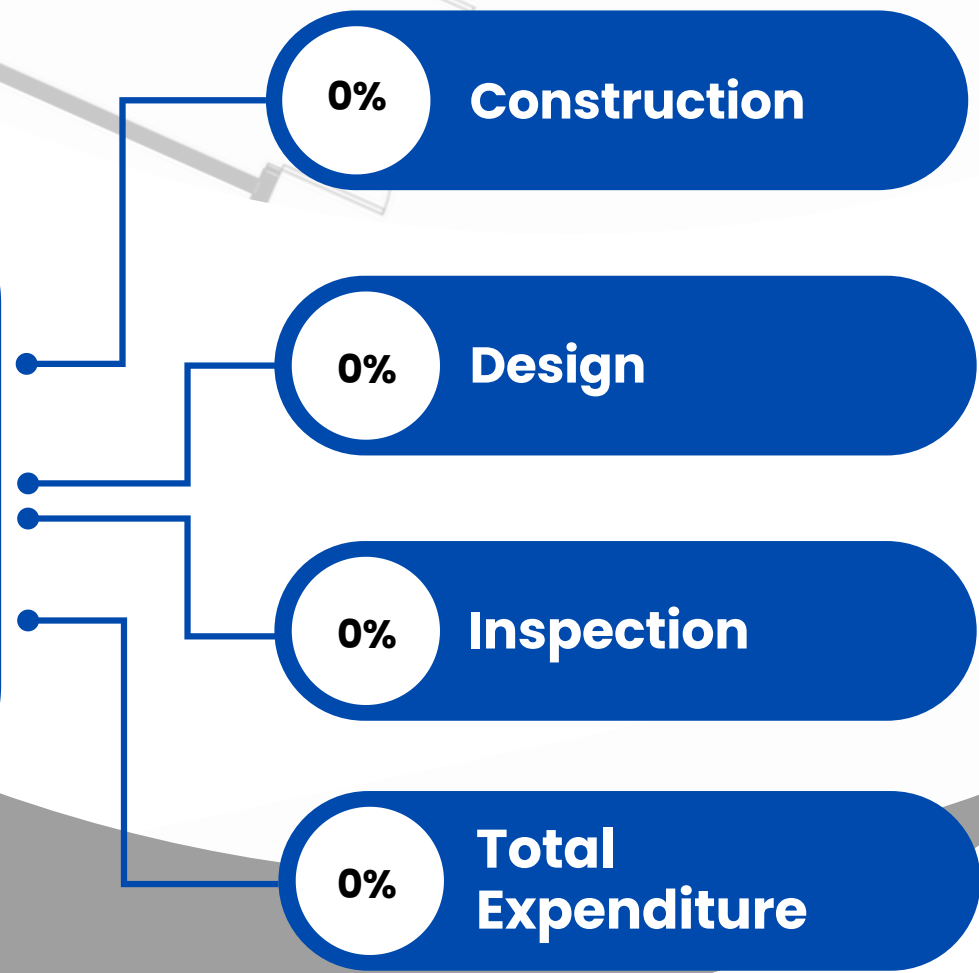
30 Day Outlook

Design firm working on drawings and construction RFP.

Current Challenges

None at this time.

FINANCIAL OVERVIEW



Funding Source
American Rescue Plan Act (ARPA)



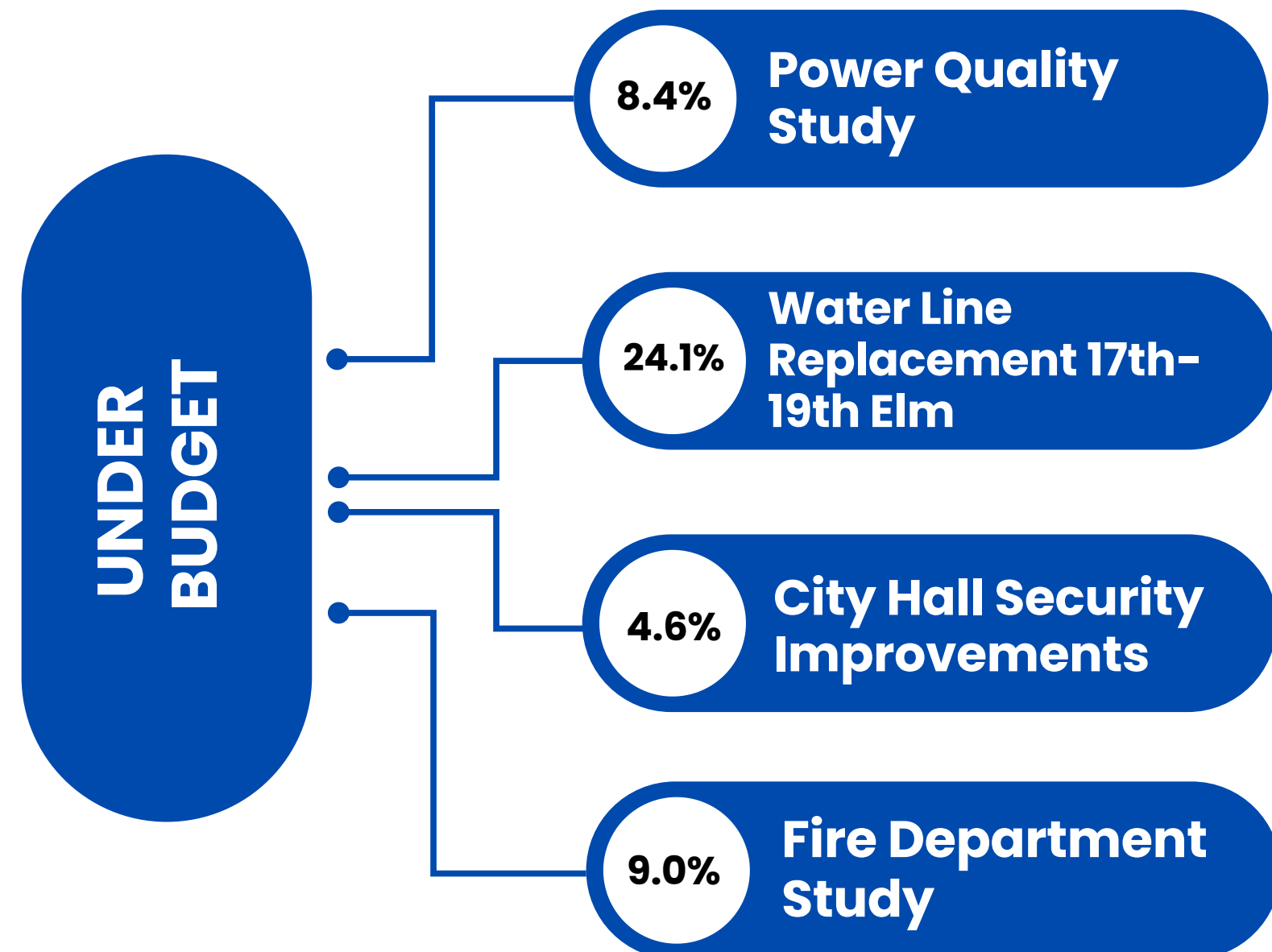
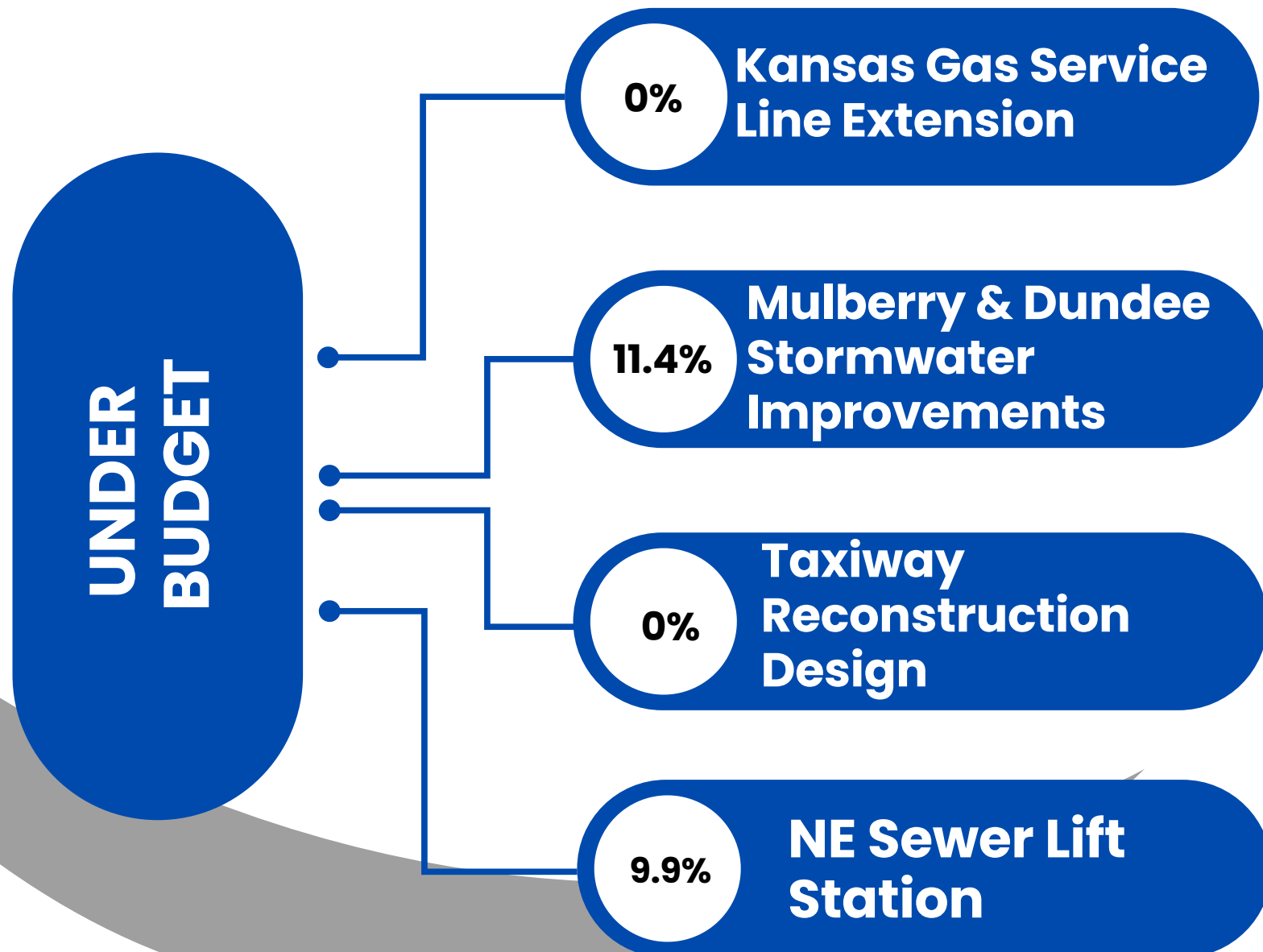
Design Consultant
GOLDBERG GROUP ARCHITECTS
520 Francis Street, Suite 200C, St. Joseph, MO, 64501, 816-233-9300

43%
complete

2024 Completed Projects

Under Budget

Status
Completed



2024 Completed Projects

Over Budget

Status
Completed

