

OTTAWA CITY COMMISSION

Wednesday, November 13, 2024 - 4:00 pm



REGULAR MEETING AGENDA

REVISED - 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 860 5916 7188#. 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 **2:00 pm on November 13, 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 - Pastor Dakota Smith, Ottawa Bible 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, PRESENTATIONS, RECOGNITIONS, AND PUBLIC HEARINGS

VIII. CONSENT AGENDA

- A. Minutes from the November 6, 2024 City Commission Meeting (Pp. 3 - 5)
- B. Service Line Warranty Notice (Pp. 6 - 7) *(receive and file)*
- C. 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. Resolution Setting Public Hearing for Fairway Vista Reinvestment Housing Incentive District (RHID) -Tyler Ellsworth, Kutak Rock, LLP (Pp. 8-32)

Comments: This resolution sets a public hearing to consider the RHID Development Plan and to consider the creation of the District for the Fairway Vista RHID.

Motion: _____ Second: _____ Vote: _____

XI. NEW BUSINESS

- A. Interview for City of Ottawa Accessibility Advisory Board (P. 33)

1. Kelsie Kosko

B. KDOT Urban Area Boundary Resolution - Director Neece (Pp. 34 - 37)

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: _____

C. KDOT Urban Functional Classification System Resolution - Director Neece (Pp. 38 - 41)

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

Motion: _____ Second: _____ Vote: _____

D. Backwash Motor and Pump Replacement - Assistant Director Snethen (Pp. 42 - 43)

Comment: Request to approve funding for replacing the backwash motor and pump, essential for maintaining efficient water treatment operations and ensuring reliable service to the community

Motion: _____ Second: _____ Vote: _____

E. Utility Payment Kiosk Update - Assistant Finance Director McCurdy (Pp. 44 - 45)

Comment: An update on the utility payment kiosk.

F. Golf Course Transition Plan Update & Communication Plan to Members - Director Landis (Pp. 46 - 47)

Comment: Director Landis will provide an update on the Great Life Ottawa Golf Course transition plan and outline a communication strategy to keep members informed and engaged.

Motion: _____ Second: _____ Vote: _____

XII. COMMENTS BY CITY MANAGER

XIII. COMMENTS BY GOVERNING BODY

XIV. 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 *(if needed)*
- C. November 28-29, 2027 Thanksgiving Holiday *(City Hall Closed)*

XV. ADJOURN

**Regular Meeting Minutes
City Hall
Minutes of November 6, 2024**

The Governing Body met at 7:00 pm on this date for the Regular City Commission Meeting with the following members present and participating to wit: Mayor Skidmore, Mayor Pro Tem Allen, Commissioner Caylor, Commissioner Clayton and Commissioner Crowley. Mayor Skidmore called the meeting to order.

Mayor Skidmore welcomed the audience, led the Pledge of Allegiance to the American flag, and gave the invocation.

Public Comments

None were received.

Appointments, Proclamations, Recognitions, Nominations and Public Hearings
Proclamation Recognizing November 3 – 9, 2024 as Animal Shelter Appreciation Week

Commissioner Clayton read a proclamation recognizing November 3 – 9, 2024 as Animal Shelter Appreciation Week. The proclamation highlighted the valuable role animal shelters play in the community, from reuniting lost pets to facilitating adoptions and educating the public. Vanessa Cowie, Executive Director of Prairie Paws Animal Shelter, accepted the proclamation and expressed gratitude for the recognition.

Consent Agenda

Mayor Pro Tem Allen moved to approve the consent agenda, seconded by Commissioner Clayton. The agenda included the minutes from the October 21, 2024 Special Call Meeting, the October 23, 2024 Regular Meeting, and the Regular Meeting agenda, with the Fairway Vista item removed. 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)

This item was moved to the November 13, 2024 Regular Meeting.

New Business

Ordinance Allowing Licensing and Regulation of Massage Therapy Establishments and Therapists

The Governing Body heard from City Attorney Finch who introduced a new ordinance aimed at establishing a comprehensive licensing and regulatory framework for massage therapy establishments and individual therapists operating within the city. This ordinance addresses the need to distinguish legitimate therapeutic massage services from adult-oriented businesses, an area not previously defined in the city's code. By introducing clear licensing requirements, the ordinance seeks to enhance professionalism within the industry and ensure the health, safety, and well-being of the public. The ordinance sets forth specific guidelines for both establishments

and therapists, requiring that all applicants undergo background checks to verify their credentials and maintain ethical standards. Additionally, health inspections will be conducted to ensure that facilities meet hygiene and sanitation requirements. The ordinance is based on successful models from other Kansas cities, including Overland Park and Gardner, and includes provisions defining professional standards, mandatory CPR certification, and fees associated with obtaining and renewing licenses.

Existing massage therapists who have already been operating within the city will be "grandfathered" under the new ordinance, allowing them to continue practicing without meeting certain educational requirements that new applicants must fulfill. However, they are still required to maintain CPR certification and pay the associated licensing fees. This ordinance represents a proactive step by the city to formalize and professionalize the massage therapy industry, setting clear expectations for service quality and client safety while supporting the growth of legitimate businesses within the community.

Public comment was received from:

- Guy Silverson, 2040 W. Main St, Rapid City SD
- Becci Shisler, 520 S. Cedar St, Ottawa, KS
- Robert Bowers, 4392 Louisana Rd, Ottawa, KS

After deliberation, the Governing Body agreed by consensus to place this item for further review on the November 20, 2024 Regular Meeting agenda.

Resolution Setting License Fees for Massage Therapy Establishments and Therapists

The Governing Body heard from City Attorney Finch who discussed a resolution proposing fees for the licensing of massage establishments and therapists, aimed at covering administrative and regulatory costs. The fee structure includes \$200 for establishment licenses and \$50 for individual therapist licenses.

After deliberation, the Governing Body agreed by consensus to place this item for further review on the November 20, 2024 Regular Meeting agenda.

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

Commissioner Clayton noted the increasing number of Veterans Day banners displayed throughout the city, expressing pride in the expanded tribute and highlighting how impressive the flags look along Main Street. He also recognized the volunteers who have been repainting the corner blocks, commending their dedication to beautifying the community. Acknowledging Election Day, he congratulated the newly elected county officers. In honor of Animal Shelter Appreciation Week, Mayor Pro Tem Allen expressed her gratitude to Prairie Paws Animal Shelter for Bo Jackson, her beloved pet. Mayor Skidmore shared his excitement for the upcoming Christmas season, mentioning a unique opportunity for a nonprofit organization to auction off the chance to "flip the switch" on the holiday lights. He also expressed appreciation for the city's sign ordinance, emphasizing its role in maintaining the city's aesthetic appeal.

Announcements

- A. November 13, 2024 City Commission Meeting – 4:00 pm, City Hall
- B. November 20, 2024 City Commission Meeting – 10:00 am, City Hall

Adjournment

There was no further business before the Governing Body, the Mayor declared the meeting duly adjourned at 7:59 pm.

Melissa Reed, City Clerk

Agenda Item: VIII.B

**City of Ottawa
City Commission Regular Meeting
November 13, 2024**

TO: Mayor and City Commission
SUBJECT: Service Line Warranties of America
INITIATED BY: Director of Finance
AGENDA: Receive and File

Recommendation: Staff recommend the City Commission receive and file this report related to the Service Line Warranties of American partnership with the City of Ottawa.

Background: Service Line Warranties of America (SLWA) was in a contract with the City of Ottawa to offer homeowners a warranty coverage plan for both water lines and sewer lines. This program was first discussed at the December 21, 2011, study session, and the original agreement was passed at the February 15, 2012, regular meeting. This partnership established in 2012 has resulted in the following repair statistics for our shared customers:

	Water Lateral	Sewer Lateral	Total
Number of Policies	738	899	1,637*
Number of Repairs	118	2,314	2,432
Warranty repair value	\$198,550	\$1,957,930	\$2,156,480

*Total number of customers is 1,019 (many customers have multiple policies)

Additionally, SLWA dispatches a survey to customers and the survey score is 4.8/5 and they report a total of 20% of eligible homeowners are enrolled in the program.

Analysis: SLWA has been doing an internal audit of their current partnerships with municipalities and have decided the current partnership no longer fits into their long-term goals for their brand. They are terminating the partnership agreement with the City of Ottawa as of February 14, 2025. Criteria given for termination consideration were annual addition of new customers, number of new program lines/products enrolled per agreement, and if there is growth potential for their brand within the existing partnership. Partnerships across the country are being ended, not just the City of Ottawa agreement.

How this impacts Customers of SLWA:

- No plans are being cancelled in connection to this partnership ending.
- New customers can open policies with SLWA.
- All citizen data gathered by SLWA through the partnership will be scrubbed from their system per their normal organization protocols.

How this impacts the City of Ottawa:

- Royalty payments (outlined under Financial Considerations) will terminate with the partnership agreement.
- We will update our new service handout to scrub SLWA and discontinue promoting their products to utility customers.

Financial Considerations: The City of Ottawa annually receive a royalty from SLWA in the amount of 10% of the policy fees they have for Ottawa residents. The table below shows the historical receipts of this royalty.

2013	\$ 4,002.79
2014	\$ 5,953.15
2015	\$ 6,315.44
2016	\$ 6,447.88
2017	\$ 6,273.37
2018	\$ 8,196.46
2019	\$ 9,740.41
2020	\$ 10,335.86
2021	\$ 11,156.47
2022	\$ 12,259.91
2023	\$ 12,595.25
2024	\$ 13,620.46

This royalty payment will terminate when the partnership agreement terminates on February 14, 2025. These revenues have historically been receipted into the Special Parks Fund (Fund 016) and therefore this stream of support for park projects would end.

Legal Considerations: The requirement to provide a sixty day notice for termination of agreement has been met.

Recommendation/Actions: It is recommended the City Commission receive and file this report.

Attachments: None.

Agenda Item: X.A

**City of Ottawa
City Commission Regular Meeting
November 13, 2024**

TO: Mayor and City Commission
SUBJECT: Resolution Considering Adoption of Development Plan, Creation of, and Setting Public Hearing for RHID District: Fairway Vista
INITIATED BY: Tyler Ellsworth, Kutak Rock LLP
AGENDA: Unfinished Business

Recommendation: Consider a Resolution Determining that the City is Considering Establishing a Reinvestment Housing Incentive District (RHID) within the City and Adopting a Plan for the Development of Housing and Public Facilities in such Proposed District, Establishing the Date and Time of a Public Hearing on Such Matter, and Providing for Notice of such Public Hearing (Fairway Vista Reinvestment Housing Incentive District).

Background: The City of Ottawa received an Economic Incentive Application from Roc Em, LLC requesting establishment of a Reinvestment Housing Incentive District (RHID) for the seven lots located on East Diamond Head Rd. (addressed as 1022, 1028, 1102, 1108, 1114, 1120, and 1204). Roc Em, LLC currently owns and manages 42 rental units immediately adjacent to this proposed RHID district.

Through Senate Bill No. 17, the State of Kansas expanded the RHID eligibility requirements to include vertical construction on projects where the infrastructure (including streets, sewer, water, and utilities) has been in existence for at least 10 years, or the existing lot(s) have been subject to special assessments. This project is in an area where infrastructure has been in existence for at least 10 years.

On October 16, 2024, Resolution 1966-24 was adopted by the Commission setting the legal description for this RHID District and announcing the intention to enter negotiations between the City and the developer regarding incentives. The proposed project is for the development of 7 vacant lots to be developed into 14 townhomes, proposed as 3-bedroom and 2-bathroom rental homes. This subsection of rental homes falls within the parameters of housing needs as outlined in the 2023 Residential Demand Analysis commissioned by the Franklin County Development Council.

Analysis: Staff have prepared an RHID process timeline for reference of the steps necessary to activate the RHID District:

October 7, 2024	Economic Incentive Review Committee met to discuss request
October 16, 2024	Resolution Accepting Housing Needs Analysis Findings Approved by City Commission
October 23, 2024	Adopted Resolution 1966-24 published in Ottawa Herald Adopted Resolution 1966-24 submitted to Secretary of Commerce for approval

- November 4, 2024 Secretary of Commerce provides written agreement with City’s findings
- November 12, 2024 City and developer complete proposed Development Plan
- November 13, 2024 [Resolution proposing district, setting public hearing, and proposing Development Plan presented to City Commission for consideration](#)
- December 18, 2024* Public Hearing held regarding Development Plan and creation of district
- December 18, 2024* Upon conclusion of public hearing, Commission considers Ordinance adopting the Development Plan, establishing the district, and approving the Development Agreement
- December 24, 2024* Adopted Ordinance published in Ottawa Herald
- January 24, 2025* End of 30-day protest period for Board of Education and Board of County Commissioners

*Items notated with an * are subject to approval of Resolution. If Resolution is not approved these steps will not occur.*

The Resolution presented for consideration accomplishes three objectives:

1. Proposed Reinvestment Housing Incentive District: establishes the “Fairway Vista Reinvestment Housing Incentive District” as described in the Exhibit A of the proposed Resolution. The Resolution also states the parcels within the district, ownership of the parcels, and existing assessed valuation.
2. Proposed Plan: The planned construction and improvements planned for this district are outlined in the development plan including reference to the Feasibility Analysis completed by Ehlers, LLC.
3. Public Hearing: Notice is hereby given that a public hearing will be held by the Governing Body of the City of Ottawa to consider the establishment of the District and adopting of the Plan on Wednesday, December 18, 2024 at City Hall, 101 S. Hickory St., Ottawa, KS 66067; the public hearing is to commence at 10 am or as soon thereafter as the Governing Body can hear the matter. At the public hearing, the Governing Body will receive public comment on such matters, and may, after the conclusion of such public hearing, consider the establishment of the District and adoption of the Plan.

Financial Considerations: This Resolution establishes the Fairway Vista Reinvestment Housing Incentive District. The draft redevelopment agreement is supported by the Feasibility Analysis included in the Development Plan. The Feasibility Analysis supports incentives in the amount of a RHID District with 100% incremental property tax reimbursement for a full 10-years or a cap of reimbursement in the amount of \$425,000. A Redevelopment Agreement with a final incentive package complete with the financial impacts of those incentives will be provided for Commission review and consideration at a later meeting.

Legal Considerations: The proposed Resolution and Development Plan has been prepared by Bond Counsel and reviewed by the City Attorney and approved as to form.

Recommendation/Actions: It is recommended the City Commission consider:

1. Take action at the November 13, 2024 Regular Meeting to approve a Resolution Determining that the City is Considering Establishing a Reinvestment Housing Incentive

District (RHID) within the City and Adopting a Plan for the Development of Housing and Public Facilities in such Proposed District, Establishing the Date and Time of a Public Hearing on Such Matter, and Providing for Notice of such Public Hearing (Fairway Vista Reinvestment Housing Incentive District); or

2. Refer item X.A to the following regular meeting for continued deliberations. (*Note: Continuation of this item will result in delayed publication of the public hearing notice and process completion to 2025*)

Attachments:

- X.A.1 Resolution Determining that the City is Considering Establishing a Reinvestment Housing Incentive District within the City and Adopting a Plan for the Development of Housing and Public Facilities in such Proposed District, Establishing the Date and Time of a Public Hearing on Such Matter, and Providing for Notice of such Public Hearing (Fairway Vista Reinvestment Housing Incentive District).
- X.A.2 RHID Development Plan

RESOLUTION NO. ____-24

A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF OTTAWA, KANSAS, DETERMINING THAT THE CITY IS CONSIDERING ESTABLISHING A REINVESTMENT HOUSING INCENTIVE DISTRICT WITHIN THE CITY AND ADOPTING A PLAN FOR THE DEVELOPMENT OF HOUSING AND PUBLIC FACILITIES IN SUCH PROPOSED DISTRICT, ESTABLISHING THE DATE AND TIME OF A PUBLIC HEARING ON SUCH MATTER, AND PROVIDING FOR NOTICE OF SUCH PUBLIC HEARING (FAIRWAY VISTA REINVESTMENT HOUSING INCENTIVE DISTRICT).

WHEREAS, the Kansas Reinvestment Housing Incentive District Act, K.S.A. 12-5241 *et seq.*, as amended or supplemented (the “Act”), authorizes any city incorporated in accordance with the laws of the State of Kansas (the “State”) to designate reinvestment housing incentive districts (“RHIDs”) within such city;

WHEREAS, prior to such designation the governing body of such city shall conduct a housing needs analysis to determine what, if any, housing needs exist within its community;

WHEREAS, after conducting such analysis, the governing body may adopt a resolution making certain findings regarding the establishment of an RHID and containing a legal description of property to be contained therein, a map of the existing parcels of real estate in the proposed district, and a statement of findings and determinations set forth in K.S.A. 12-5244(a);

WHEREAS, after publishing such resolution at least once in the official newspaper of the city, the governing body of such city shall send a certified copy thereof to the Secretary of Commerce of the State (the “Secretary”) requesting that the Secretary review the resolution and advise the governing body whether the Secretary agrees with the finding contained therein;

WHEREAS, if the Secretary agrees with such findings, the governing body may proceed with the establishment of an RHID within such city, and adopt a plan for the development or redevelopment of housing and public facilities in the proposed district;

WHEREAS, the City of Ottawa, Kansas (the “City”), constitutes a “city” as defined in the Act;

WHEREAS, the Governing Body of the City previously adopted the Residential Demand Analysis dated July 25, 2023, for Franklin County (the “County Analysis”) and the City Manager’s Summary of the Residential Demand Analysis (the “City Summary,” and, together with the County Analysis, the “Analysis”), as a housing needs analysis pursuant to K.S.A. 12-5244;

WHEREAS, the Governing Body of the City adopted Resolution No. 1966-24 on October 16, 2024, which made certain findings relating to the need for financial incentives for the construction of quality housing within the City, declared it advisable to establish an RHID pursuant to the Act, and authorized the submission of such Resolution and the Analysis to the Secretary in accordance with the provisions of the Act;

WHEREAS, the Secretary, pursuant to a letter dated November 4, 2024, authorized the City to proceed with the establishment of an RHID pursuant to the Act (as more particularly described herein, the “District”);

WHEREAS, the City has caused to be prepared a plan for the development or redevelopment of housing and public facilities in the proposed District in accordance with the provisions of the Act (the “Plan”);

WHEREAS, the Plan includes:

1. The legal description and map required by subsection (a) of K.S.A. 12-5245, and amendments thereto;
2. The existing assessed valuation of the real estate in the proposed District listing the land and improvement values separately;
3. A list of the names and addresses of the owners of record of all real estate parcels within the proposed District;
4. A description of the housing and public facilities project or projects that are proposed to be constructed or improved in the District, and the location thereof;
5. A listing of the names, addresses and specific interests in real estate in the proposed District of the developers responsible for development of the housing and public facilities in the proposed District;
6. The contractual assurances, if any, the Governing Body has received from such developer or developers, guaranteeing the financial feasibility of specific housing tax incentive projects in the proposed District; and
7. A comprehensive analysis of the feasibility of providing housing tax incentives in the proposed District as provided in the Act, which shows that the public benefits derived from such District will exceed the costs and that the income therefrom, together with all public and private sources of funding, will be sufficient to pay for the public improvements that may be undertaken in such District which identifies any other sources of public or private funds are to be used to finance the improvements; and

WHEREAS, the Governing Body of the City proposes to continue proceedings necessary to create the District, in accordance with the provisions of the Act, and adopt the Plan, by the calling of a public hearing on such matters.

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

Section 1. Proposed Reinvestment Housing Incentive District. The Governing Body hereby declares its intent to establish within the City an RHID to be known as the “Fairway Vista Reinvestment Housing Incentive District” (the “District”). The District is proposed to be formed within the boundaries of the real estate legally described in *Exhibit A* attached hereto, and shown on the map depicting the existing parcels of land attached hereto as *Exhibit B*. A list of the names and addresses of the owners of record of all real estate parcels within the proposed District and the existing assessed valuation of said real estate, listing the land and improvement values separately, is attached hereto as *Exhibit C*.

Section 2. Proposed Plan. The Governing Body hereby further declares its intent to adopt the Plan in substantially the form presented to the Governing Body on this date. A copy of the Plan shall be filed in the office of the City Clerk and be available for public inspection during normal business hours. A description of the housing and public facilities projects that are proposed to be constructed or improved in the proposed District, and the location thereof, are described in *Exhibit D* attached hereto. A summary of the contractual assurances by the developer and the comprehensive feasibility analysis is contained in *Exhibit E* attached hereto.

Section 3. Public Hearing. Notice is hereby given that a public hearing will be held by the Governing Body of the City to consider the establishment of the District and adoption of the Plan on Wednesday, December 18, 2024, at City Hall, 101 S. Hickory, Ottawa, Kansas 66067; the public hearing to commence at 10:00 a.m. or as soon thereafter as the Governing Body can hear the matter. At the public hearing, the Governing Body will receive public comment on such matters, and may, after the conclusion of such public hearing, consider the establishment of the District and adoption of the Plan, all pursuant to the Act.

Section 4. Notice of Public Hearing. The City Clerk is hereby authorized and directed to provide for notice of the public hearing by taking the following actions.

- A. A certified copy of this resolution shall be delivered to:
 - i. The Board of Commissioners of Franklin County, Kansas;
 - ii. The Board of Education of U.S.D. 290; and
 - iii. The Planning Commission of the City.
- B. This Resolution, specifically including *Exhibits A* thru *E* attached hereto, shall be published at least once in the official newspaper of the City not less than one week or more than two weeks preceding the date of the public hearing.
- C. This Resolution, including *Exhibits A* thru *E* attached hereto, are available for inspection at the office of the City Clerk during normal business hours.

Members of the public are invited to review this Resolution and the Plan and attend the public hearing on the date announced in this Resolution.

Section 5. Further Action. The Mayor, City Manager, City Clerk, and other officials and employees of the City, including the City Attorney, are hereby further authorized and directed to take such other actions as may be appropriate or desirable to accomplish the purposes of this Resolution.

Section 6. Effective Date. This Resolution shall take effect upon its adoption by the Governing Body.

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ADOPTED by the Governing Body of the City of Ottawa, Kansas, on November 13, 2024.

CITY OF OTTAWA, KANSAS

Mayor

(Seal)

ATTEST:

City Clerk

CERTIFICATE

I hereby certify that the above and foregoing is a true and correct copy of the Resolution No. ____-24 adopted by the Governing Body of the City on this 13th day of November, 2024, as the same appear of record in my office.

DATED: _____

Melissa Reed, City Clerk

EXHIBIT A

**LEGAL DESCRIPTION OF PROPOSED RHID BOUNDARIES FOR THE
FAIRWAY VISTA REINVESTMENT HOUSING INCENTIVE DISTRICT**

Lot Two (2), Block Four (4) in Fairway Vista Subdivision to the City of Ottawa, Franklin County, Kansas.

AND

Lot Three (3), Block Four (4) in Fairway Vista Subdivision to the City of Ottawa, Franklin County, Kansas.

AND

Lot Four (4), Block Four (4) in Fairway Vista Subdivision to the City of Ottawa, Franklin County, Kansas.

AND

Lot Five (5), Block Four (4) in Fairway Vista Subdivision to the City of Ottawa, Franklin County, Kansas.

AND

Lot Six (6), Block Four (4) in Fairway Vista Subdivision to the City of Ottawa, Franklin County, Kansas.

AND

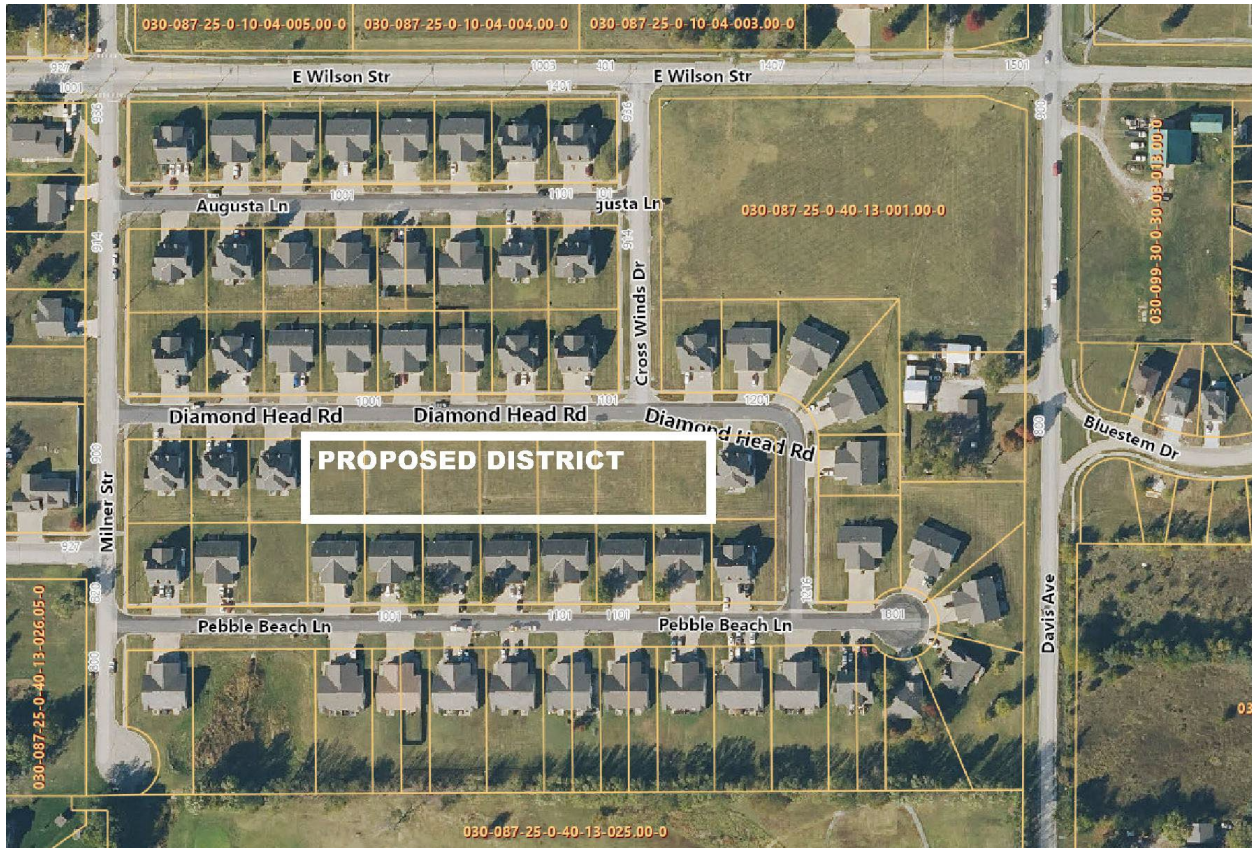
Lot Seven (7), Block Four (4) in Fairway Vista Subdivision to the City of Ottawa, Franklin County, Kansas.

AND

Lot Eight (8), Block Four (4) in Fairway Vista Subdivision to the City of Ottawa, Franklin County, Kansas.

EXHIBIT B

**MAP OF PROPOSED RHID BOUNDARIES FOR THE
FAIRWAY VISTA REINVESTMENT HOUSING INCENTIVE DISTRICT**



The proposed District contains tax parcel ID numbers R4009, R4008, R4007, R4006, R4005, R4004, and R4003.

EXHIBIT C

LIST OF NAMES AND ADDRESSES OF THE OWNERS OF RECORD OF ALL REAL ESTATE PARCELS WITHIN THE PROPOSED DISTRICT AND THE ASSESSED VALUATION OF THOSE PARCELS

Owners of Record

Roc Em, LLC
259 W Park Rd
Garnett, KS 66032-1080

Assessed Valuation

Land:	\$44,671
Improvements:	\$0
TOTAL:	\$44,671

EXHIBIT D

DESCRIPTION OF THE HOUSING AND PUBLIC FACILITIES PROJECT OR PROJECTS THAT ARE PROPOSED TO BE CONSTRUCTED OR IMPROVED IN THE PROPOSED REINVESTMENT HOUSING INCENTIVE DISTRICT

Housing Facilities

The housing facilities include the development of fourteen (14) duplex units on seven (7) existing lots, consisting of 3-bedroom, 2-bath units.

Public Facilities

The public facilities to be constructed or improved in the District are limited because the infrastructure, including streets, sewer, water, and utilities, already exists to serve the District.

Pursuant to K.S.A. 12 5249(a)(12)(A), it is intended that revenues from the District will be used, primarily or exclusively, to reimburse the costs of the housing facilities rather than the public facilities because:

- The proposed housing facilities financed with District revenues will be exclusively for residential use;
- The District is comprised of seven (7) “existing lots” to the extent that they are comprised of seven (7) separate platted lots and seven (7) separate tax parcels; and
- The infrastructure, including streets, sewer, water, and utilities, has been in existence for at least 10 years.

EXHIBIT E

SUMMARY OF THE CONTRACTUAL ASSURANCES BY THE DEVELOPER AND OF THE COMPREHENSIVE FEASIBILITY ANALYSIS

Contractual Assurances

The Governing Body of the City is in the process of entering into a Development Agreement (the “Development Agreement”) with Roc Em, LLC, a Kansas limited liability company (the “Developer”). The Development Agreement, as supplemented and amended from time to time, is expected to include the project construction schedule, a description of the project to be constructed, financial obligations of the Developer, and financial and administrative support from the City. The Development Agreement will specify the obligations the Developer must meet in order to be eligible for reimbursement from District revenues for a portion of the costs of the improvements; provided, however, there will be no contractual assurances guaranteeing the financial feasibility of the project.

Feasibility Study

Ehlers, Inc. has conducted a study to determine whether the public benefits derived from the District will exceed the costs and whether the income from the District, together with other sources of funds, will be sufficient to pay for the public improvements to be undertaken in the District. The analysis estimates the property tax revenues that will be generated from the District, less existing property taxes, to determine the revenue stream available to reimburse the Developer for a portion of the costs of the improvements advanced by the Developer. The estimates indicate that the revenue realized from the District, together with other available sources of funds, will be adequate to pay the costs of the improvements described in ***Exhibit D*** above. No special obligation bonds of the City will be issued to finance the improvements described in the Plan; instead, the improvements will be financed on a pay-as-you-go basis as described in the Development Agreement.

DEVELOPMENT PLAN

**FAIRWAY VISTA
REINVESTMENT HOUSING INCENTIVE DISTRICT**

**CITY OF OTTAWA, KANSAS
2024**

INTRODUCTION

On October 16, 2024, the Governing Body of the City of Ottawa, Kansas (the “City”), adopted Resolution No. 1966-24 that found and determined, based on the Residential Demand Analysis dated July 25, 2023, for Franklin County, Kansas (the “County Analysis”), and the City Manager’s summary of the County Analysis (the “City Summary,” and, together with the County Analysis, the “Analysis”), the following:

1. There is a shortage of quality housing of various price ranges in the City despite the best efforts of public and private housing developers;
2. The shortage of quality housing can be expected to persist and additional financial incentives are necessary in order to encourage the private sector to construct or renovate housing in the City;
3. The shortage of quality housing is a substantial deterrent to the future economic growth and development of the City; and
4. The future economic wellbeing of the City depends on the Governing Body providing additional incentives for the construction or renovation of quality housing in the City.

Based on these findings and determinations, the Governing Body proposed the establishment of a reinvestment housing incentive district within the City pursuant to the Kansas Reinvestment Housing Incentive District Act, K.S.A. 12-5241 *et seq.*, as amended or supplemented (the “Act”).

Following the adoption of Resolution No. 1966-24, and the publication of such Resolution in the official newspaper of the City, a certified copy of such Resolution was submitted to the Secretary of Commerce for the State of Kansas (the “Secretary”) for approval of the establishment of the reinvestment housing incentive district in the City, as required by K.S.A. 12-5244(c).

On November 4, 2024, the Secretary provided written confirmation, approving the establishment of the Fairway Vista Reinvestment Housing Incentive District (the “District”).

DEVELOPMENT PLAN ADOPTION

K.S.A. 12-5245 states that once a city receives approval from the Secretary for the development of a reinvestment housing incentive district, the governing body may adopt a plan for the development of housing and public facilities within the proposed district.

DEVELOPMENT PLAN

Based on the Analysis and the findings of the Governing Body set forth above, the City proposes this Development Plan (this “Plan”) to assist in the development of quality housing within the City.

1. The legal description of the District is as set forth on the attached **Exhibit A**, and a map depicting the existing parcels of real estate in the District is attached as **Exhibit B**.

2. The existing assessed valuation of all real estate within the District is as follows:

Parcel Number	Assessed Land	Assessed Improvements	Assessed Total
R4009	\$6,382	\$0	\$6,382
R4008	\$6,382	\$0	\$6,382
R4007	\$6,382	\$0	\$6,382
R4006	\$6,382	\$0	\$6,382
R4005	\$6,382	\$0	\$6,382
R4004	\$6,382	\$0	\$6,382
R4003	\$6,382	\$0	\$6,382
Totals	\$44,671	\$0	\$44,671

Note: assessed values are rounded to the nearest dollar.

3. The name and address of the owner of record for all real estate within the District is:

Roc Em, LLC
 259 W Park Rd
 Garnett, KS 66032-1080

4. The housing and public facility projects that are proposed to be constructed or improved in the District are described and located as follows:

Housing Facilities

The housing facilities include the development of fourteen (14) duplex units on seven (7) existing lots, consisting of 3-bedroom, 2-bath units.

Public Facilities

The public facilities to be constructed or improved in the District are limited because the infrastructure, including streets, sewer, water, and utilities, already exists to serve the District.

Pursuant to K.S.A. 12-5249(a)(12)(A), it is intended that revenues from the District will be used, primarily or exclusively, to reimburse the costs of the housing facilities rather than the public facilities because:

- The proposed housing facilities financed with District revenues will be exclusively for residential use;

- The District is comprised of seven (7) “existing lots” to the extent that they are comprised of seven (7) separate platted lots consisting of seven (7) separate tax parcels as referenced in Section 2 above; and
 - The infrastructure, including streets, sewer, water, and utilities, has been in existence for at least 10 years.
5. Fee title to all real estate in the District is held by, and the developer (“Developer”) responsible for development of the housing and public facilities is:

Roc Em, LLC
259 W Park Rd
Garnett, KS 66032-1080

6. The Governing Body of the City does not expect to receive any contractual assurances from the Developer guaranteeing the financial feasibility of specific projects within the District; provided, however, that the City and the Developer expect to enter into a Development Agreement (the “Development Agreement”) which, as supplemented and amended from time to time, is expected to include the project construction schedule, a description of the project to be constructed, financial and other obligations of the Developer, and financial and administrative obligations of the City.
7. Ehlers, Inc. has conducted an analysis to determine whether the public benefits derived from the District will exceed the costs and whether the income from the District, together with other sources of funds, will be sufficient to pay for the improvements to be undertaken in the District. A copy of the analysis is attached hereto as *Exhibit C*. The analysis estimates the property tax revenues that will be generated from the District, less existing property taxes, to determine the revenue stream available to reimburse the Developer for a portion of the costs of the improvements advanced by the Developer. The estimates indicate that the revenue realized from the District, together with other available sources of funds, will be adequate to pay the costs of the improvements described in Section 4 above. No special obligation bonds of the City will be issued to finance the improvements described in this Plan; instead, the improvements will be financed on a pay-as-you-go basis as described in the Development Agreement.

DEVELOPMENT PLAN – EXHIBIT A

**LEGAL DESCRIPTION OF FAIRWAY VISTA
REINVESTMENT HOUSING INCENTIVE DISTRICT**

Lot Two (2), Block Four (4) in Fairway Vista Subdivision to the City of Ottawa, Franklin County, Kansas.

AND

Lot Three (3), Block Four (4) in Fairway Vista Subdivision to the City of Ottawa, Franklin County, Kansas.

AND

Lot Four (4), Block Four (4) in Fairway Vista Subdivision to the City of Ottawa, Franklin County, Kansas.

AND

Lot Five (5), Block Four (4) in Fairway Vista Subdivision to the City of Ottawa, Franklin County, Kansas.

AND

Lot Six (6), Block Four (4) in Fairway Vista Subdivision to the City of Ottawa, Franklin County, Kansas.

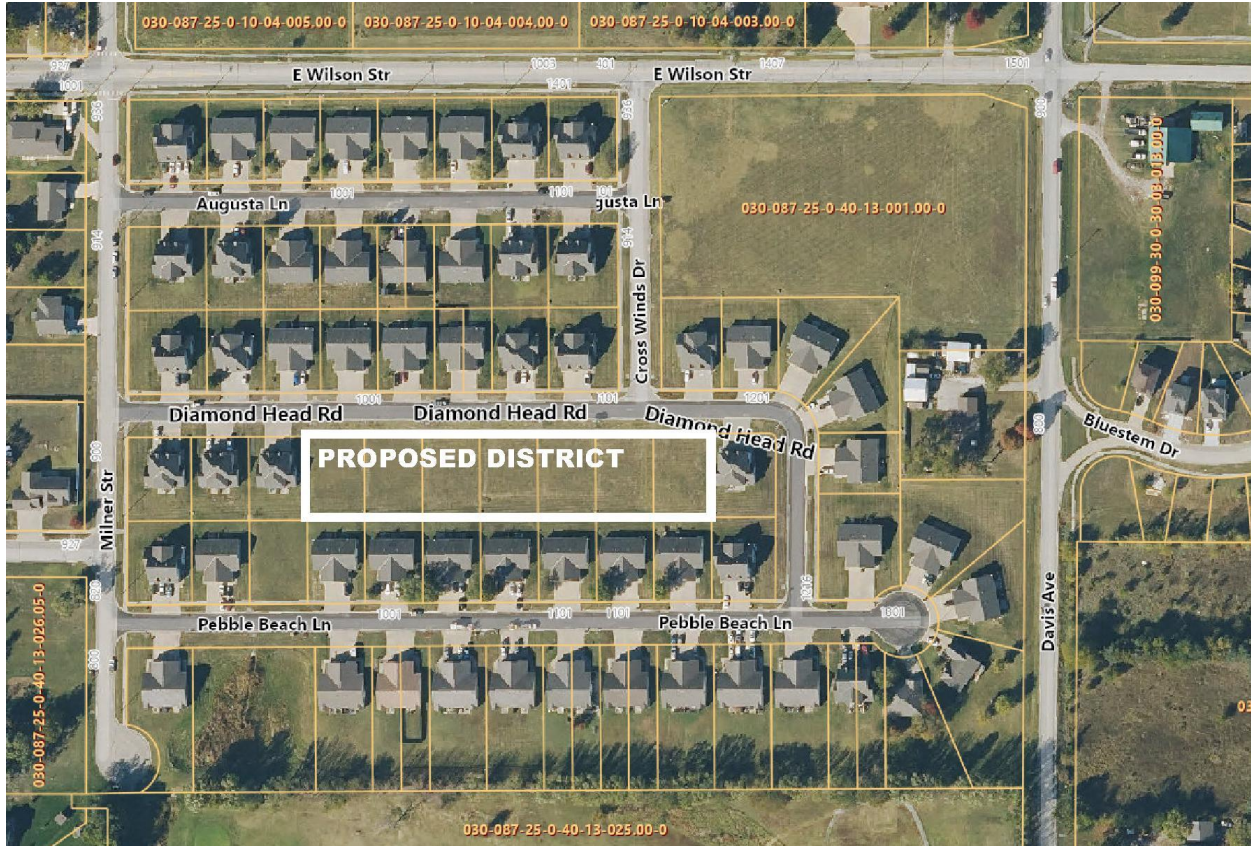
AND

Lot Seven (7), Block Four (4) in Fairway Vista Subdivision to the City of Ottawa, Franklin County, Kansas.

AND

Lot Eight (8), Block Four (4) in Fairway Vista Subdivision to the City of Ottawa, Franklin County, Kansas.

DEVELOPMENT PLAN – EXHIBIT B
MAP OF FAIRWAY VISTA
REINVESTMENT HOUSING INCENTIVE DISTRICT



The proposed District contains tax parcel ID numbers R4009, R4008, R4007, R4006, R4005, R4004, and R4003.

**DEVELOPMENT PLAN – EXHIBIT C
COMPREHENSIVE FEASIBILITY ANALYSIS**

MEMORANDUM

TO: City of Ottawa, Kansas
FROM: Bruce Kimmel, Senior Municipal Advisor
DATE: October 31, 2024
SUBJECT: Feasibility Study for Fairway Vista Reinvestment Housing Incentive District

The City of Ottawa (the City) has requested that Ehlers prepare the statutorily required feasibility study for the proposed Fairway Vista Reinvestment Housing Incentive District (RHID). This report provides the analysis that Kansas law requires to be summarized in the RHID Plan (the Plan) that will be considered for adoption by the City Commission.

Introduction

Roc Em LLC (the Developer) proposes to build 7 new duplex structures (14 units) on 7 currently vacant parcels located on Diamond Head Road within the City (the Project). Each new rental unit will have 3 bedrooms and 2 bathrooms, among other standard townhouse features.

Kansas law (K.S.A. 12-5245 et seq.) requires a feasibility study to be completed as part of the process of establishing the RHID. Specifically, the feasibility study must include:

A comprehensive analysis of the feasibility of providing housing tax incentives in the district as provided in this act, which shows the public benefits derived from such district will exceed the costs and that the income therefrom, together with other sources of funding, will be sufficient to pay for the public improvements that may be undertaken in such district.

Description of District and Developer Request

The Developer has applied to the State of Kansas and received Kansas Housing Investor Tax Credits (KHITC) in the amount of \$420,000 (\$30,000 per unit).

The proposed RHID, if approved, will provide the remainder of the public sector assistance that the Developer is requesting to be able to (1) accept the target \$1,400 monthly unit rents that are intended to be attainable for working families, and (2) fund its reasonably anticipated operating, debt repayment, and repair reserve costs.

The Developer has asked the City to use the RHID mechanism to reimburse on an annual, pay-as-you-go basis, 97.5% of the eligible new property taxes generated by the District for up to 10 years at full valuation (Assess 2026 / Fiscal 2027 through Assess 2035 / Fiscal 2036). The Developer has requested City reimbursement of up to \$425,000 of its RHID-eligible expenses during this 10-year RHID period.

City of Ottawa, Kansas
 Fairway Vista RHID Feasibility Study
 October 31, 2024
 Page 2

Estimated RHID Increment

The District will generate *ad valorem* property tax increment from the difference between the subject parcels’ current assessed values (as of Assess 2024 / Fiscal 2025) and the parcels’ future values – including Assess 2026 / Fiscal 2027, the year in which the full value of the District is expected to be recorded for property taxation purposes.

The existing “base” value of the District parcels is as follows:

<i>District Parcels - Base Values</i>		
<u>PID</u>	<u>Appraised Value</u>	<u>Assessed Value</u>
030-087-25-0-40-14-002.00-0	53,180	6,382
030-087-25-0-40-14-003.00-0	53,180	6,382
030-087-25-0-40-14-004.00-0	53,180	6,382
030-087-25-0-40-14-005.00-0	53,180	6,382
030-087-25-0-40-14-006.00-0	53,180	6,382
030-087-25-0-40-14-007.00-0	53,180	6,382
030-087-25-0-40-14-008.00-0	53,180	6,382
Total	372,260	44,671

The estimated completed values of the District, assumed appraised values of \$425,000 per duplex (\$212,500 per unit), are as follows:

<i>District Development - Estimated Values</i>		
	<u>Appraised Value</u>	<u>Assessed Value</u>
Fairway Vista Duplexes	2,975,000	342,125
Total Estimated Value	2,975,000	342,125
RHID-Captured Assessed Value		297,454

The Pay 2024 property tax mills – in total and TIF-eligible (excluding 28 mills for USD 290 and the State’s 1.5 mills) – that are currently applicable to the District are as follows:

<i>Property Tax Mill Rates</i>		
	<u>All Mill Rates</u>	<u>RHID-Eligible</u>
City of Ottawa	44.844	44.844
Unified School District 290	60.013	32.013
Franklin County	49.431	49.431
Other	7.153	7.153
State	1.500	-
Total	162.941	133.441

City of Ottawa, Kansas
 Fairway Vista RHID Feasibility Study
 October 31, 2024
 Page 3

The estimated annual tax increment to be generated by the District upon full valuation, therefore, is calculated:

RHID Increment Calculation			
Captured Assessed Value			297,454
times RHID-Eligible Mill Rate		×	133.441
divided by 1,000		÷	1,000
Gross RHID Increment		=	39,693
times Pay-Go Distribution Rate		×	97.5%
Net RHID Increment		=	38,700

Ehlers believes it is reasonable to estimate that the Captured Assessed Value of the District and therefore the RHID increment will increase by an average of 1.5% annually. Meanwhile, we assume no future changes in the current 133.441 RHID-Eligible Mill Rate. With these assumptions, the City’s net cost reimbursement during the proposed 10-year RHID collection term (Assess 2026 / Fiscal 2027 through Assess 2035 / Fiscal 2036) is estimated at \$414,198 – as shown below:

Estimated Pay-Go Note Reimbursement				
	Assessment Year		Est. Annual	Est. Cumulative
RHID Year	and Est. Valuation	Fiscal Year	Payments	Payments
1	2024 - Nominal	2025	-	-
2	2025- Nominal	2026	-	-
3	2026 - Est. Full	2027	38,700	38,700
4	2027 - 1.5% Inflate	2028	39,281	77,981
5	2028 - 1.5% Inflate	2029	39,870	117,851
6	2029 - 1.5% Inflate	2030	40,468	158,319
7	2030 - 1.5% Inflate	2031	41,075	199,394
8	2031 - 1.5% Inflate	2032	41,691	241,085
9	2032 - 1.5% Inflate	2033	42,316	283,401
10	2033 - 1.5% Inflate	2034	42,951	326,353
11	2034 - 1.5% Inflate	2035	43,596	369,948
12	2035 - 1.5% Inflate	2036	44,249	414,198

The potential net RHID reimbursement will differ from the estimated \$414,198 if one of more of these events occur: (a) the District’s actual completed appraised value is higher or lower than the Developer’s estimated \$2,975,000, (b) appraised values inflate at a higher or lower rate than the estimated 1.5% average, and (c) City and other RHID-eligible mill rates increase or decrease from the current total of 133.441 mills.

City of Ottawa, Kansas
Fairway Vista RHID Feasibility Study
October 31, 2024
Page 4

Nevertheless, the maximum cumulative RHID reimbursement will be \$425,000. The District will terminate upon reaching this \$425,000 maximum or after the second-half 2036 (Assess 2035 / Fiscal 2036) RHID distribution to the Developer, whichever occurs first.

Other than property tax increment, the Redevelopment Project will have no other public revenues available to pay Project expenses.

Summary of Expenses and Revenues

Based on the Developer's estimated Project cost of approximately \$3 million and this study's estimated RHID increment revenue as described in the preceding sections, the estimated net RHID payments of \$414,198 will not be sufficient to pay the maximum amount of District costs as contemplated under State law.

However, given the several other funding sources identified by the Developer (including mortgage financing, Developer equity, and proceeds from selling the aforementioned Kansas Housing Investor Tax Credits), Ehlers concludes that the overall funding program will be sufficient.

Estimated Principal and Interest Schedule

The City expects to make net annual RHID payments, using a 97.5% pay-as-you-go distribution rate, over a RHID collection term of 10 years (i.e. ending Assess 2035 / Fiscal 2036), up to a maximum cost reimbursement of \$425,000.

Supplementation with Minutes

Upon City approval of the District Plan, the City Clerk will attach the minutes of all City meetings in which the District was discussed as an exhibit to this feasibility study.

Conclusion

The proposed Reinvestment Housing Incentive District, as described within this feasibility study, will generate benefits to the District and community more than its costs.



City of Ottawa, Kansas
Application to Serve on a Board or Commission

Name of Board(s) you wish to serve on Accessibility Advisory Board

Name Kelsie Kosko

Address [Redacted]
Ottawa, KS 66067

Do you live within the City limits? yes no

Home phone number [Redacted] Cell phone number [Redacted]

Email address [Redacted]

Place of employment Real Estate Agent - The Joe Kosko Team RE/MAX Connections

How long have you been a resident of Ottawa? 26 years (whole life)

How long have you been a resident of Franklin County? 26 years (whole life)

How much time can you devote to serving each month? As much is needed - flexible schedule

Are you related to a Board/Commission member or a City employee? yes no

Briefly describe why you are interested in serving on a Board for the City of Ottawa.

My younger brother was born with Spina Bifida + is wheelchair bound.

Growing up together taught me a lot about how there are different worlds when it comes to accessibility from a young age. I am the primary caregiver for my Grandma. I feel through helping my family, I've gained multiple perspectives on how to advocate for the disabled populations. As well as advocating for fair housing.

List any groups or activities to which you belong and which may demonstrate your involvement in the community.

I've owned an art studio since I was 15 + teach all ages. I am on Lincoln Elementary Site Council. Former Ottawa Main Street Executive Director. I was the Field Supervisor at Phoenix Home Care + Hospice + also an in-home aid. My time was spent helping elderly make their day-to-day easier. As a licensed Real Estate Agent, I am trained in Fair Housing laws + I am required to continue Fair Housing / ADA training regularly. My husband + I own several apartments in town + also have to stay up to date with ADA tenant regulations

Have you read the Functions of the Board/Commission you're applying for? yes no
(Found on City's Website at www.ottawaks.gov / Government / Boards and Commissions)

Signature Kelsie Kosko Date 10/23/24

Thank you for your interest in serving on a City Board/Commission. Please complete this form and return it to the City Manager's Office, City Hall, PO Box 60, Ottawa, KS 66067; or bring to the Second Floor of City Hall at 101 S. Hickory. Receipt of applications will be acknowledged. If you have questions, please contact Glora Mathews at 785-229-3637, or by email at: gmathews@ottawaks.gov.

Agenda Item: XI.B

City of Ottawa
City Commission Meeting
November 13, 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 (XI.B.1) to establish urban area boundary lines (XI.B.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.

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: N/A

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 13, 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 the November 20, 2024, City Commission hearing for further discussion and consideration.

Attachments:

XI.B.1 Urban Area Boundary Resolution

XI.B.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:

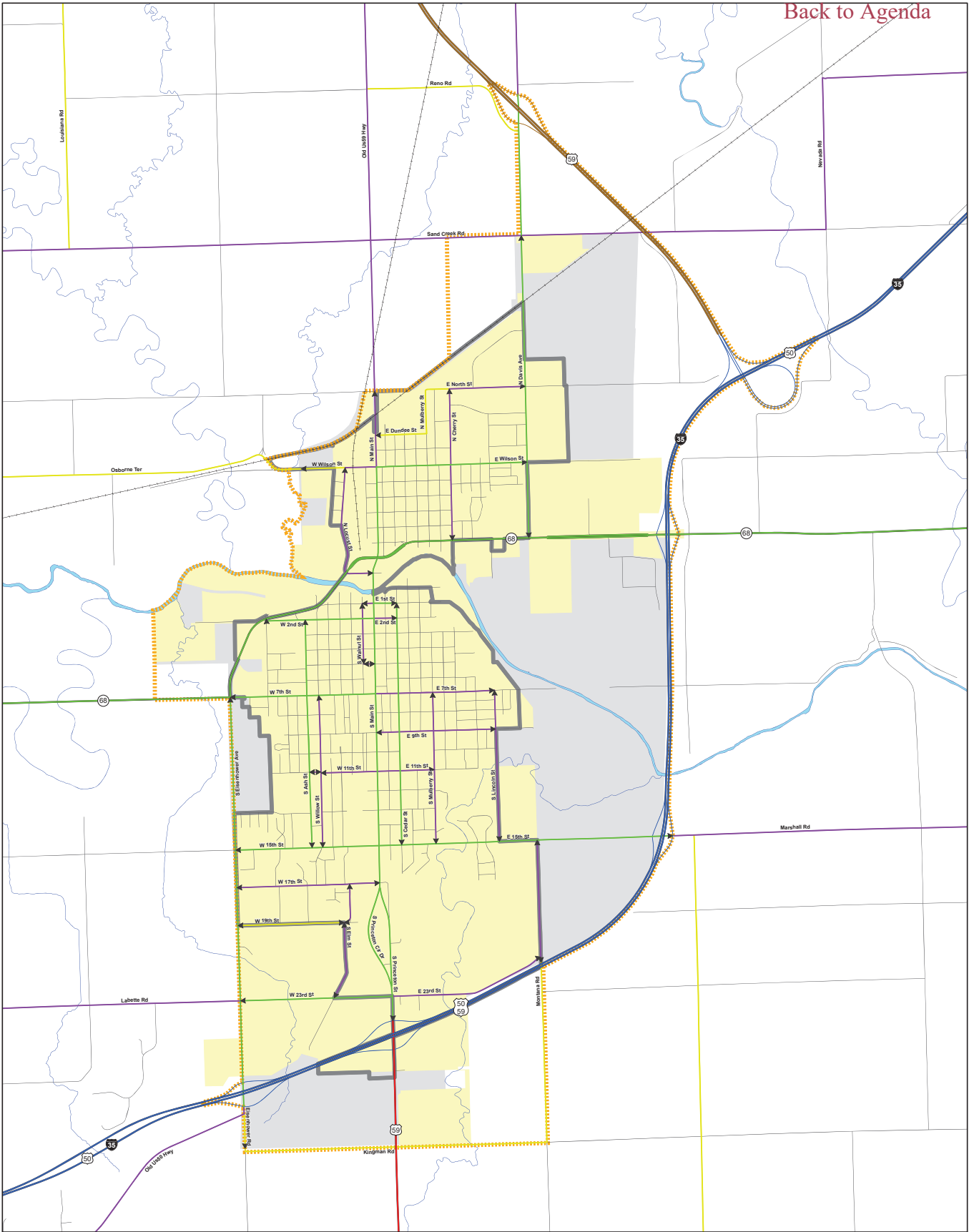


Appropriate County Official

Attest:

Seal

City Clerk



Kansas
Ottawa
UAB
PROPOSED

- 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: XI.C

City of Ottawa
City Commission Meeting
November 13, 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 (XI.C.1) to approve the Urban Functional Classification System (XI.C.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.

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: N/A

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 13, 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 the November 20, 2024, City Commission hearing for further discussion and consideration.

Attachments:

XI.C.1 Urban Functional Classification System Resolution

XI.C.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:

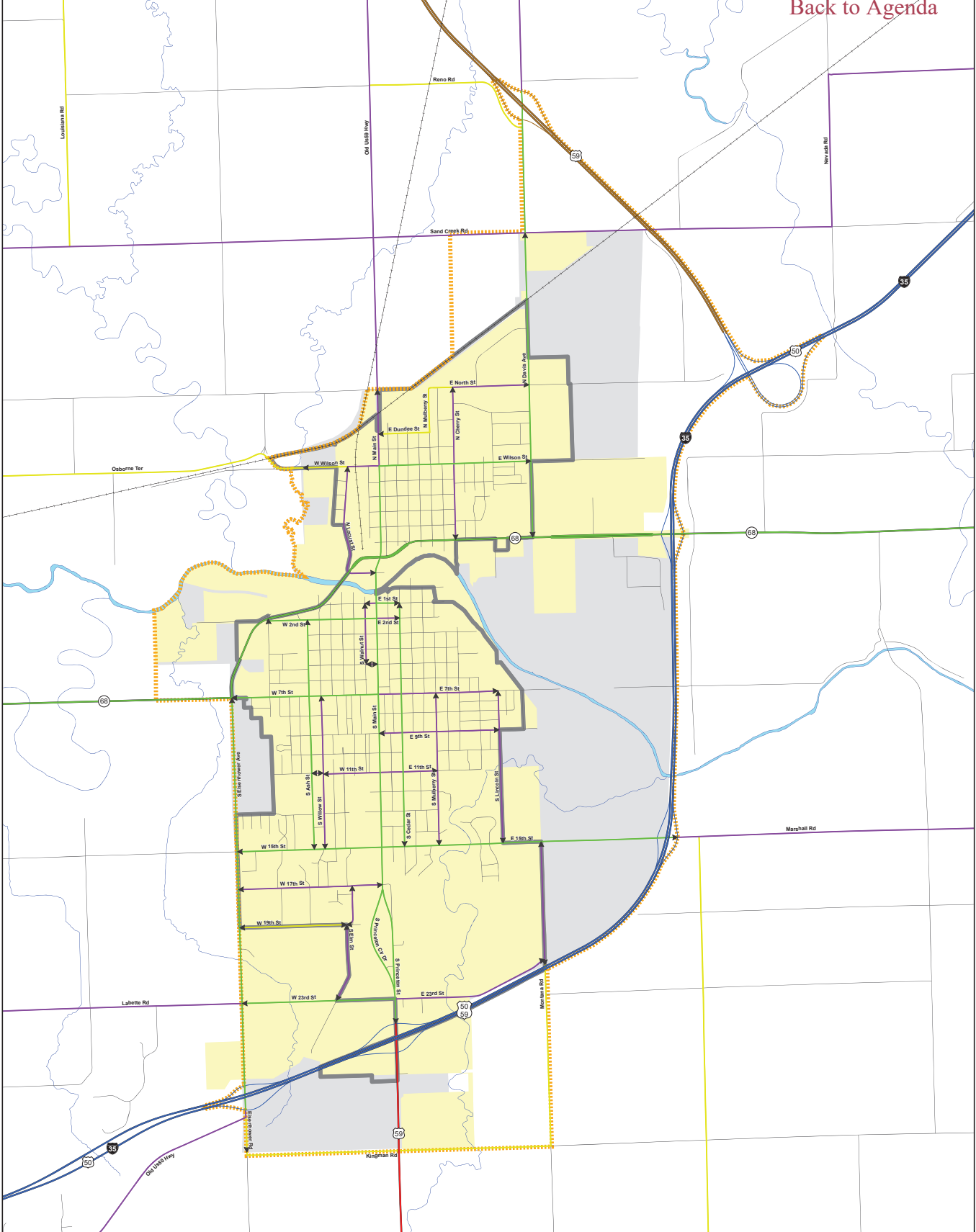


City Engineer

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.



Agenda Item: X1.D

City of Ottawa
City Commission Meeting
November 13, 2024

TO: Mayor and City Commission
SUBJECT: Request to authorize the purchase of a Backwash Pump/Motor Assembly
INITIATED BY: Utility Staff
AGENDA: New Business

Recommendation: Staff recommends authorizing the purchase of a Flowserve Vertical Turbin (VT) Backwash pump from Letts Van Kirk as well as a 100HP Motor provided by Independent Electric for a total project price of \$126,051.69 (less freight).

Background: Backwashing is the process of reversing the flow of water through the filter media to remove accumulated particles and debris. During this process, water is pumped in the opposite direction, dislodging and flushing out impurities from the filter bed. Regular backwashing is essential to maintaining the efficiency of the filter, preventing blockages, and ensuring optimal performance in the water treatment process.

The filter backwash pump represents a critical single point of failure in our treatment process. Recently, this pump malfunctioned, and while we were able to conduct emergency repairs to maintain limited functionality, the repair cost totaled \$5,147.50. Upon removal, we discovered significant pitting and corrosion on both the impeller and pump housing, requiring further attention. Procuring a new pump will enable us to install it promptly, allowing the current pump to be repaired and held as a backup. This spare pump will significantly enhance system reliability by eliminating downtime and creating necessary redundancy in our treatment process.

Analysis: Pump – Quantity One (1) – Flowserve Model 20EPM 1-Stage Vertical Turbine Pump

- Specifications: This pump includes a complete bowl assembly with 316 stainless steel bolting, a 16” flanged column with 316 stainless steel bolting, and a 416 stainless steel open line shafting. It also features an above-ground fabricated discharge head with a 16” 150# flanged discharge and a packed stuffing box.
- Additional Features:
 - The pump complies with NSF 61 construction standards, as required by Kansas Department of Health and Environment (KDHE).
 - A Reed Frequency Analysis is included to help predict and prevent critical pump failures.
 - NSF-approved Potapox by Tnemec is applied to the exterior of the bowl assembly, and both the inside and outside of the column and discharge head.
 - The design allows for compatibility with many existing discharge head dimensions, reducing installation costs.

- Purchase Price: \$101,664
- Lead Time: 24 weeks after release.

Motor – Quantity One (1) – US Motors DI-78622

- Specifications: 100 HP, 1200 RPM, 460V, H444TP frame, WPI enclosure.
- Purchase Price: \$24,387.69
- Availability: Currently has a 10-week lead time once the order is placed.

Financial Considerations: This purchase is not currently included in the approved 2024 or 2025 budget. However, funding for this acquisition will come from the Water Fund, specifically expense line 030-5-3001-730 (Capital Improvements). While the current budget does not allocate funds for this particular purchase, the Undesignated Stability Outlay Fund has a surplus that significantly exceeds the cost of this project, ensuring sufficient financial resources are available to proceed.

Legal Considerations: There are no contracts or legal liabilities associated with this project.

Recommendation/Action: It is recommended that the City Commission take one of the following actions:

- Take final action at the November 13, 2024, Regular Meeting with a recommended motion of:
“Authorize City Staff to proceed with the purchase of one Flowserve 120EPM Single Stage VT pump from Letts, Van Kirk & Associates along with US Motors 100HP DI-78622 from Independent Electric Machinery Company”
- Continue discussion and deliberation to an upcoming meeting.

**City of Ottawa
City Commission Regular Meeting
November 13, 2024**

TO: Mayor and City Commission
SUBJECT: Utility Payment KIOSK Update
INITIATED BY: Assistant Director of Finance
AGENDA: New Business

Recommendation: It is recommended that the City Commission receive information regarding KIOSK utilization history and discuss the benefits of replacement or removal the existing KIOSK unit.

Background: In December 2014, the City’s 2014 Employee Leadership Academy brought to the City Commission a request for the purchase of a KIOSK unit. The unit was placed in the parking lot at City Hall for utility customers. The overall costs for the purchase and installation of the original KIOSK machine totaled \$48,312.81. The KIOSK was active for customers on July 26, 2016 – and stopped functioning in June of 2024. Accepted forms of payments included: cash, credit card, and check payments. The benefits of the KIOSK included real-time payment posting to utility accounts, 24/7 access to make cash payments, and a reduction in foot traffic at the Utility Window.

Analysis: Staff compiled usage data for the KIOSK from June 2016 – June 2024; during which 14,288 utility payments were made for a total dollar amount of \$2,388,635.37.

The table below outlines all utility payments made during 2023, by payment method:

2023		
Cash	2,785	4.3%
Check	19,739	30.3%
Credit Card (In-House)	10,865	16.7%
Credit Card (Online)	31,071	47.6%
KIOSK	771	1.2%
TOTAL	65,231	100.1%

*the subsection labeled Credit Card (In-House) are cards ran by staff – both in person and over the phone.

While the total percentage of payments made at the KIOSK is small compared to the overall payment methods, staff hear from customers daily inquiring about when the KIOSK will be operational again. The KIOSK was a preferred option for citizens who prefer to pay by cash, who work during our operational hours, or who just wish perhaps to avoid a line inside.

Some challenges that were faced with the previous KIOSK include:

- Inability to give change to customers when cash payments were made.

- Rainy weather caused the KIOSK unit to malfunction due to insufficient weather protection requiring manual reboot.
- Check payments were originally applied to accounts, but eventually that function broke and staff had to manually deposit check.
- In the last few years of life significant time was invested by the IT Department trying to maintain KIOSK functionality.

Financial Considerations: Estimates were gathered from KIOSK providers for replacement options and are outlined in the table below:

Replacement	
AdComp (current provider)	\$ 30,863*
Howard	\$ 21,752**
Upgrade	
Keep current model, but upgrade computer and credit card reader in the machine	\$7,400
*\$7,000 for additional receivable type **would require purchase of separate card reader.	

Some KIOSK providers can integrate additional account receivables into their machines such as potentially including Municipal Court payments or outstanding permit invoices from Neighborhood and Community Services. Additional fees would apply.

Annual expenses incurred with our current KIOSK Model were approximately \$7,100 + monthly credit card processing fees. Costs that have not been estimated at this time are costs for removal. Removal would be necessary if replacement is not authorized.

Legal Considerations: No legal considerations relate to this report.

Recommendation/Actions: It is recommended the City Commission receive information regarding the KIOSK and direct staff to:

1. Pursue replacement of the unit; or
2. Move forward with removal of the unit.

Attachments: None.

Agenda Item: XI.F

City of Ottawa
City Commission Meeting
November 06, 2024

TO: City Commission
SUBJECT: Golf course management transition and communication plan
INITIATED BY: Finance Director
AGENDA: New Business (Receive and File)

Recommendation: Receive and file report on the golf course management transition and communication plan.

Background: The governing body authorized the termination of the lease agreement with JPM Enterprises, LLC on September 25, 2024. The City will transition to course management effective December 30, 2024.

Analysis: Staff are working diligently to ensure a smooth management transition for golf course members and patrons. Work will continue over the coming months through coordination with internal departments and current course management. A general outline and information update is provided.

November 2024

- **Communication Letter to Members** – The City, in coordination with Great Life, will be emailing and mailing a letter to our current members and patrons of the course over the next week.
- **Member Survey** – A survey will be made available to members and patrons of the course in November. The timing for a course survey is in line with the end of the 2024 season and will seek feedback that will assist with management transition, 2025 season scheduling, and future capital planning for the course.
- **Storage of Golf Carts** – There are some members currently storing personal carts onsite at the course. City staff are working through consideration of personal cart storage and separate communication will be sent to those currently storing golf carts at the course.
- **Hiring of Golf Course Manager** – The City is in the process of hiring a golf course manager and anticipate that the manager will be on board in early December. Interviews are scheduled for Wednesday, November 13.
- **Clubhouse and buildings** – City staff are reviewing the condition of the clubhouse and other buildings on the property and will develop a plan for needed improvements.
- **Property maintenance/improvements** – The City has assigned a team to assess and develop a plan for needed property maintenance including the pond, pool, trees, and cart path bridges. Once a superintendent is hired, many of these items will be addressed; however, immediate needs can be addressed by city staff prior to the opening of the course under City management in January.

December 2024

- **Personnel** – Hiring of a course Superintendent and additional personnel will occur
- **Course Fees** – Development and communication of course fees for the 2025 season will occur once the Manager is on board.
- **2025 Season Schedule** – The 2025 season schedule will be developed and communicated once the golf course manager is on board.

January 2025

- **Course Re-opening** – A two-week period of course closure between December 31st to January 15th will allow the transition onsite to occur. Anticipated transition includes technology and security changes, cart and vendor deliveries, and property maintenance. A more detailed plan will be provided at a later date.

Inquiries on golf course transition can be made with an email to golf@ottawaks.gov or by visiting the City website at www.ottawaks.gov/golf (webpage available beginning November 18th).

Financial Considerations: No financial considerations necessary for this report.

Legal Considerations: No legal considerations necessary for this report.

Recommendation/Action: Receive and file report on the golf course management transition and communication plan.

Attachments: None