



If you need this information in another format or require a reasonable accommodation to attend this meeting, contact the City's ADA Coordinator at 785-229-3635. Please provide advance notice of at least two (2) working days. TTY users please call 711.

**101 S. Hickory
PO Box 60
Ottawa, KS 66067-0060**
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TO: Mayor and City Commissioners
RE: Study Session Meeting Agenda
FROM: Richard U. Nienstedt, City Manager

A Study Session is scheduled for **March 14, 2016 at 4:00 pm** in the Goppert Center at 705 W. 15th Street. The following items will be presented:

I. Public Comments

II. Items to be Placed on the Regular City Commission Agenda

- a. Minutes from the February 29, 2016 Study Session, February 29, 2016 Special Call Meeting for Commission/Department Director Retreat and the March 2, 2016 Regular Meeting *Pgs. 3-9*
- b. Master Planning Contract for Rock Creek Business Development Park - Wynndee Lee and Richard U. Nienstedt
- c. Appointment of Director #2 for the Kansas Municipal Energy Agency (KMEA) Board of Directors - Richard U. Nienstedt *Pgs. 10-11*
- d. Proclamation for Flood Safety Awareness Week, March 21-25, 2016 *Pg. 12*
- e. Proclamation for National Service Recognition Day, April 5, 2016 *Pg. 13*

III. Items for Presentation and Discussion

- a. Update on Radio Replacement Program - Chief of Police Dennis Butler
- b. City Manager's Report
- c. Commissioner's Reports
- d. Mayor's Report

IV. Interviews for Open Seat on City Commission

- 4:30 pm - Blake Jorgensen *Pg. 14*
- 5:00 pm - Kenneth Woods *Pgs. 15-19*

52 Tips for Successful Public Service by E.A. Mosher

#15. As an individual, even if you are the Mayor, do not make promises you cannot deliver! Most decisions and actions require approval of the governing body, and this takes a majority vote.

V. Announcements

- March 16, 2016 Special Call **Regular** Meeting for Location Change, 9:30 am, Courthouse Square Apartments, 235 S Main
- March 16, 2016 Special Call City/County Joint Meeting, 10:30 am, County Annex
- March 16, 2016 City/County/USD 290 Joint Luncheon, 12:00 pm, County Annex
- March 18, 2016 Retirement Reception for Chief Carner, 3:00-5:00 pm, Fire Station #1 720 W. 2nd St.
- March 24, 2016 Mayor's Prayer Breakfast, 8:00 am, Ottawa Bible Church, 1623 S. Poplar
- March 28, 2016 Study Session, 4:00 pm, City Hall
- April 4, 2016 Study Session, 4:00 pm, City Hall
- May 6, 2016 Special Call **Regular** Meeting for Date & Location Change, 10:00 am, Neosho County Community College, 900 E. Logan

VI. Adjourn

Motion: _____ Second: _____ Time: _____

VII. Items Already Placed

Study Session Minutes
Ottawa, Kansas
Minutes of February 29, 2016

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

Mayor Skidmore called the meeting to order.

Public Comments

None offered at this time.

Minutes to Review

The Governing Body reviewed minutes from the February 22, 2016 Study Session. It was agreed to place this item on the next regular meeting agenda, March 2, 2016.

Bid Recommendation—2016 Street Rehabilitation Program

The Governing Body heard from Public Works Director Michael Haeffele regarding a bid recommendation of Killough Construction for the Mill and Overlay Bid and Vance Brother's Inc for the Chip and Seal Bid. The Mill and Overlay Bid came in at \$101,512.24 and the Chip and Seal Bid came in at \$95,401.10. Both of these bids came in below the engineers estimate and under our budgeted amount of \$230,000. It was agreed to place this recommendation on the next regular meeting agenda.

Public Library Officials Bond for Treasurer

The Governing Body heard from Library Director Terry Chartier and City Clerk Carolyn Snethen regarding a requested for a public officials bond for the Library Treasurer in the amount of \$5,000. It was agreed to place this item on the next regular meeting agenda.

Commissioner Caylor arrived at 4:11 pm.

Department Focus Session—Community Development

The Governing Body heard from Community Development Director Wynndee Lee regarding the department. Some of the topics covered included the shared objectives of the department reaching the goal of supporting and enforcing public safety in the community, the number of employees in the department as well as the certifications held by each employee, and the varies duties and projects assigned to the department. There are many behind the scene activities going on in the Community Development department. The Community Development Department sends out newsletters every other month, issues a variety of permits, supports several boards, and it currently managing more projects than they have in several years. Some projects currently in progress include sign regulation changes, Teen Park Fundraising, 15th Street and sidewalk grant, Let's Move, Annexation Plan, Rock Creek Development Park, Mayor's Housing Project, Old City Hall Grant, and a variety of building projects.

Department Focus Session—Police Department

The Governing Body heard from Chief of Police Dennis Butler regarding the police department. Some of the key topics discussed include the mission and vision statement of the department, the organizational chart, activities involving the community outreach and education, crime rate decreases, and current employees. The police department hired 7 new employees in 2015. Some of the activities the police department participates or organizes include but not limited to D.A.R.E Camp and D.A.R.E program, National Night Out, Day on the Job, Active Shooter Training, and McGruff Club.

City Manager's Report

City Manager Richard U. Nienstedt reported:

- March 16, 2016: Joint update session on Rock Creek Business Development Park (City/County), 10:30 am
- May 4, 2016 Commission Meeting will be held on May 6, 2016 at the First Friday Forum, 10:00 am

Announcements

Mayor Skidmore announced:

- February 29, 2016: Special Call Meeting for Commission/Dept Director Retreat, 5:00 pm, City Hall
- March 2, 2016: Regular Commission Meeting, 7:00 pm, City Hall
- March 5-9, 2016: Special Call Meeting, National League of Cities Congressional City Conference, Washington DC
- March 7, 2016: Study Session CANCELED

Adjournment

There being no further business to come before the Governing Body, Commissioner Reed made a motion, seconded by Commissioner Caylor to adjourn the meeting. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly adjourned at 5:01 pm.

Carolyn S. Snethen, City Clerk

**Special Call Commission Meeting
Commission/Director Retreat
Commission Chambers
101 S Hickory St, Ottawa, Kansas
Monday, February 29, 2016—5:00 pm**

The Governing Body met at 5:00 pm this date with the following members present and participating to wit: Mayor Skidmore, Commissioner Caylor, Commissioner Reed and Commissioner Graves. A quorum was present.

Mayor Skidmore called the meeting to order.

The following topics were discussed with John Divine as the facilitator.

- Importance of the Rock Creek Development Park
- Capital Improvement Plan (CIP)
- Communications
- Quality of Life
- Relationships

The meeting was adjourned at 8:05 pm.

Carolyn S. Snethen, City Clerk

**Regular Meeting Minutes
Commission Chambers
101 S Hickory, Ottawa, Kansas
Minutes of March 2, 2016**

The Governing Body met at 7:00 pm this date with the following members present and participating to wit: Mayor Skidmore, Commissioner Caylor, Commissioner Reed and Commissioner Graves were all present. A quorum was present.

Mayor Skidmore called the meeting to order and welcomed the Chamber Audience and led the Pledge of Allegiance to the American Flag. The invocation was given by Finance Director Scott Bird.

Consent Agenda

The Governing Body reviewed the consent agenda consisting of Minutes from the February 15, 2016 Special Call Study Session, February 17, 2016 Special Call Regular Meeting, February 22, 2016 Study Session, and the Regular Meeting Agenda. Commissioner Reed made a motion, seconded by Commission Caylor to approve the consent agenda. The motion was considered and upon being put, all present voted aye. The Mayor declared the consent agenda duly approved.

Public Comments

None offered at this time.

Declaration

None were given at this time.

Proclamation—Girl Scout Week

The Governing Body reviewed a proclamation recognizing March 6-12, 2016 as Girl Scout Week. This proclamation commemorates the 104th Anniversary of Girl Scouting in the United States and the valiant service Ottawa girls have brought to this community. The proclamation was accepted by Marcela Rodriguez-Hill. Local girl scouts shared with the City Commission what they like about being a part of Girl Scouts.

Proclamation—National Quilter's Day

The Governing Body reviewed a proclamation recognizing March 19, 2016 as National Quilter's Day. In 1989 the Kentucky Heritage Quilt Society organized a "Quilters Day Out" on the third Saturday of March to celebrate the rich tradition of quilt making. To commemorate this day, the quilters proclaim March 19, 2016 as Quilters Day in the City of Ottawa. The proclamation was accepted by Gloria Musick. Ms. Musick thanked the Governing Body for recognizing National Quilter's Day on behalf of the Sunflower Peacemakers. Ms. Musick shared the various activities the Sunflower Peacemakers partake in throughout the year including National Quilters Day and the Miniature Quilt Auction.

Ordinance—Public Library Treasurer’s Bond

The Governing Body heard from Library Director Terry Chartier regarding an ordinance to amend the Municipal Code for the Public Library Treasurer’s Bond. This ordinance amends Chapter 5, Article 3, Section 5-305, Treasurer of Board; duties in the Municipal Code. The bond amount that is being requested is a minimum of \$5,000. Commissioner Caylor made a motion, seconded by Commissioner Reed, to adopt this ordinance. The motion was considered and upon being put, all present voted aye. The Mayor declared the ordinance duly adopted and the ordinance was numbered Ordinance No. 3910-16.

Flood Insurance Coverage Recommendation

The Governing Body heard from Human Resources Director Michelle Stegman regarding the flood insurance coverage recommendation. City staff recommends maintaining flood insurance in place on recommended buildings, eliminate certain coverage’s and add NFIP coverage’s to previously uninsured buildings. Commissioner Graves made a motion, seconded by Commissioner Reed, to approve the recommendation. The motion was considered and upon being put all presented voted aye. The Mayor declared the recommendation duly approved and thanked City staff for all the hard work put into this project.

Ordinance—Annexing Land

The Governing Body heard from Community Development Director Wynndee Lee regarding a request to approve two ordinances annexing land to the City of Ottawa. The first ordinance is to annex the city-owned property in the Rock Creek Business Development Park (2542, 2580, 2620, 2690, and 2710 Montana Road as well as 2655 Kingman Road). The second ordinance is to annex the City’s water tower at 2129 E Wilson Street, which is city-owned property. Commissioner Caylor made a motion, seconded by Commissioner Graves, to adopt the ordinances annexing land into the City of Ottawa. The motion was considered and upon being put, all present voted aye. The Mayor declared the ordinances duly adopted and the ordinances was numbered Ordinance No. 3911-16 and Ordinance No. 3912-16 respectively.

2016 Street Rehabilitation Program Bid Recommendation

The Governing Body heard from Public Works Director Michael Haeffele regarding the 2015 Street Rehabilitation Program bid recommendation. City Staff recommends acceptance of the bid from Vance Brothers, Inc. in the amount of \$95,401.10 for chip and seal and the bid from Killough Construction Inc. in the amount of \$129,702.00 for mill and overlay. Both bids combined are below the budgeted amount of \$230,000 for this year. Commissioner Reed made a motion, seconded by Commissioner Caylor, to approve the bid recommendation. The motion was considered and upon being put, all present voted aye. The Mayor declared the bid recommendation duly approved.

City Manager Employment Agreement

The Governing Body heard from City Attorney Blaine Finch regarding consideration for the City Manager Employment Agreement. This agreement extends the City Manager's contract for an additional year to October 15, 2018. Commissioner Caylor made a motion, seconded by Commissioner Reed to approve the City Manager Employment Agreement. The motion was considered and upon being put, all present voted aye. The Mayor declared the agreement duly approved and thanked City Manager Richard U Nienstedt for all the work he does for the city and community.

Report by City Manager

City Manager Richard U. Nienstedt thanked the Governing Body for the approval of the agreement. Mr. Nienstedt stated this is a great community to serve. The City Manager and Governing Body are successful because of the city staff that work very hard each and every day.

Mr. Nienstedt informed the Governing Body of happenings at the state level and what that means for the City of Ottawa.

Mr. Nienstedt reported that they City is trying something new on Facebook to get information out to the public. There will be a variety of new videos on Facebook. Keep a look out for those.

Finally, Mr. Nienstedt informed the Governing Body that it is Dr. Seuss's Birthday.

Report by City Commissioners

Commissioner Reed stated the Governing Body would be traveling to Washington D.C. for the National League of Cities Conference. Commissioner Reed is excited to attend the new meetings there and looks forward to bringing back new ideas for our community.

Commissioner Caylor thanked the Girl Scouts for attending the meeting this evening. Commissioner Caylor also stated she is looking forward to the National League of Cities Conference in Washington D.C.

Report by Mayor

Mayor Skidmore gave his condolences to the people from the Hesston, Kansas community. Mayor Skidmore also stated there is a need for volunteers for the Walton Park Workday on March 17th and 18th from 1pm – 6pm.

Announcements

Mayor Skidmore announced:

- March 7, 2016: Study Session Canceled
- March 14, 2016: Special Call Study Session, 4:00 pm, Goppert Building, 705 W 15th St.
- March 16, 2016: Special Call Regular Meeting, 9:30 am, Courthouse Square Apartments, 235 S Main St.
- March 18, 2016: Retirement Reception for Chief Carner, 3:00 – 5:00 pm, Fire Station 1, 720 W 2nd St.

Adjournment

There being no further business to come before the Governing Body, Commissioner Caylor made a motion, seconded by Commissioner Graves to adjourn the meeting. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly adjourned at 7:53 pm.

Carolyn S. Snethen, City Clerk

MEMO

TO: City Manager and Honorable City Commission

FROM: Carolyn Snethen, City Clerk

CC: Director of Finance

SUBJECT: KMEA Appointment

DATE: February 26, 2016

Director of Utilities Dennis Tharp is currently serving as Director # 2 on the KMEA Board. His current term ends April 30, 2016.

The Governing Body will need to appointment someone to serve as Director #2.

Staff respectfully request a nomination for Director #2, at the March 14 Study Session with final approval at the March 16, 2016 Regular Commission Meeting.

Thank you!



CERTIFICATE

DIRECTOR # 2

KANSAS MUNICIPAL ENERGY AGENCY BOARD OF DIRECTORS

This Certificate duly documents the appointment of a *Director #2* to serve on the Board of Directors of the Kansas Municipal Energy Agency (KMEA) as provided for in Section 5.1 of the Agency's Bylaws.

I, the undersigned City Clerk of the City of _____, Kansas, a member of KMEA, do hereby certify that at a meeting of the City Governing Body duly held on the ____ day of _____, 2016;

Name: _____

Title (if applicable): _____

who resides within the territory served by the City's electric utility, was appointed to serve on the KMEA Board of Directors for a two (2) year term beginning May 01, 2016 and expiring on April 30, 2018.

I further certify that the foregoing appointment is reflected in the official Minutes of the Governing Body of the City for the meeting on the date indicated above.

This certificate is given this ____ day of _____, 2016.

City Clerk

_____, Kansas



PROCLAMATION



WHEREAS, Flood Awareness Week is an opportunity to raise awareness about the importance of preparing for and understanding flooding in Kansas, and to encourage all citizens to better prepare their homes, businesses and communities for the upcoming flood season; and

WHEREAS, the Kansas Hazard Mitigation Plan identifies flooding as one of the costliest types of natural disaster in Kansas, in terms of lives lost, injuries and property damage; and

WHEREAS, floods threaten people, homes and other property in every county in Kansas; and

WHEREAS, floods can happen anytime, anywhere and without warning; and

WHEREAS, damage from a flood is not normally covered under a standard homeowners policy; and

WHEREAS, spring and summer flooding in 2013 saw three flood deaths in Kansas and widespread flooding across the State; and

WHEREAS, this winter has already seen flooding in Cherokee County and this spring will bring seasonal rainfall, which can bring the potential for flooding; and

WHEREAS, the National Oceanic and Atmospheric Administration's National Weather Service will initiate Spring Seasonal Weather Awareness on March 1, 2016:

NOW, THEREFORE, the Governing Body of the City of Ottawa, Kansas, does hereby recognize March 21-25, 2016, as

FLOOD SAFETY AWARENESS WEEK

in the City of Ottawa and urges all citizens to recognize this observance.

SIGNED this 16th day of March 2016.

Michael B. Skidmore, Mayor



PROCLAMATION



WHEREAS, service to others is a hallmark of the American character, and central to how we meet our challenges; and

WHEREAS, the nation's mayors are increasingly turning to national service and volunteerism as a cost-effective strategy to meet city needs; and

WHEREAS, AmeriCorps and Senior Corps address the most pressing challenges facing our cities and nation, from educating students for the jobs of the 21st century and supporting veterans and military families to preserving the environment and helping communities recover from natural disasters; and

WHEREAS, national service expands economic opportunity by creating more sustainable, resilient communities and providing education, career skills, and leadership abilities for those who serve; and

WHEREAS, national service participants serve in more than 70,000 locations across the country, bolstering the civic, neighborhood, and faith-based organizations that are so vital to our economic and social well-being; and

WHEREAS, national service participants increase the impact of the organizations they serve with, both through their direct service and by recruiting and managing millions of additional volunteers; and

WHEREAS, national service represents a unique public-private partnership that invests in community solutions and leverages non-federal resources to strengthen community impact and increase the return on taxpayer dollars; and

WHEREAS, AmeriCorps members and Senior Corps volunteers demonstrate commitment, dedication, and patriotism by making an intensive commitment to service, a commitment that remains with them in their future endeavors; and

WHEREAS, the Corporation for National and Community Service shares a priority with mayors nationwide to engage citizens, improve lives, and strengthen communities; and is joining with the National League of Cities, City of Service, and mayors across the country to recognize the impact of service on the Mayors Day of Recognition for National Service on April 5, 2016.

NOW, THEREFORE, the Governing Body of the City of Ottawa, Kansas, does hereby proclaim April 5, 2016, as

NATIONAL SERVICE RECOGNITION DAY

in the City of Ottawa and encourages residents to recognize the positive impact of national service in our City and thank those who serve; and to find ways to give back to their communities.

SIGNED this March 16, 2016.

Michael B. Skidmore, Mayor

**City of Ottawa, Kansas
City Commission Application**



The Constitution of the State of Kansas requires this office be held by a qualified elector: someone who is at least 18 years old, is a U.S. Citizen, is a resident of the City of Ottawa, and is an eligible voter. Are you a qualified elector? yes no

Meetings of the City Commission vary in length and are scheduled for every Monday at 4:00 pm, the first Wednesday of each month at 7:00 pm, and the third Wednesday of each month at 9:30 am. Does your schedule permit you to regularly attend these meeting? yes no

Name Blake C. Jorgensen

Address 432 E. 11th St.
Ottawa, KS 66067

Home phone number 785-242-3631 Cell phone number 785-242-1787

Email address blake.jorg@yahoo.com

Place of employment The Kansas State Bank

How long have you been a resident of Ottawa? 27 years

How long have you been a resident of Franklin County? 27 years

How much time can you devote to serving each month? as much as needed

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

Briefly describe why you are interested in serving as a City Commissioner for the City of Ottawa.

10 months ago I "retired" from elected public office after serving 10 years on the Ottawa City Commission. I discovered that I really missed serving in that capacity and being involved in the developing the future of the community. There are presently several large projects in various stages in the area that may have a large impact on the future of our community. I think that with my training and experience, I may be in a unique position to help in nudging these to beneficial outcomes for both the businesses and the community as a whole. We have taken large steps in improving the community's infrastructure and it is now time to capitalize on those investments by growing. As a community, we have great opportunity. I'd like to be a part of the team that ensures we continue to grow and improve.

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

I presently serve as a member of the Ottawa Municipal Auditorium advisory board. I also serve on the board of directors for The Kansas State Bank, am treasurer and a member of the board of the non-profit business, LifeCare Center for Women and am also a member of the finance council of Sacred Heart Church. I was recently elected to a term as a board member of the Franklin County Development Council. In the past, I have served on many volunteer board and committees including Ottawa Growth, Inc.

Signature Blake C. Jorgensen Date 1-28-16

Thank you for your interest in serving the City of Ottawa. 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. Applications will be acknowledged. If you have questions, please contact Glora Mathews at 785-229-3637, or gmathews@ottawaks.gov.

**City of Ottawa, Kansas
City Commission Application**



The Constitution of the State of Kansas requires this office be held by a qualified elector: someone who is at least 18 years old, is a U.S. Citizen, is a resident of the City of Ottawa, and is an eligible voter. Are you a qualified elector? yes no

Meetings of the City Commission vary in length and are scheduled for every Monday at 4:00 pm, the first Wednesday of each month at 7:00 pm, and the third Wednesday of each month at 9:30 am. Does your schedule permit you to regularly attend these meeting? yes no

Name Kenneth W. Woods

Address 1650 S Poplar
Ottawa, KS 66067

Home phone number [REDACTED] Cell phone number [REDACTED]

Email address [REDACTED]

Place of employment retired

How long have you been a resident of Ottawa? 20 years

How long have you been a resident of Franklin County? 20 years

How much time can you devote to serving each month? as needed

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

Briefly describe why you are interested in serving as a City Commissioner for the City of Ottawa.

I have been on other boards and would like to give back to the city. There are no topics that have caused me distress but my experience should allow me to contribute to the city as a whole.

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

*Chair of Franklin County Community Foundation, 15 years
Library Board 8 years Interim director 6 months
Chamber of Commerce President 12 yrs.*

Signature Kenneth W. Woods Date 29 Feb 2016

Thank you for your interest in serving the City of Ottawa. 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. Applications must be received no later than 5:00 pm on Friday, September 25, 2015 and will be acknowledged. If you have questions, please contact Glora Mathews at 785-229-3637, or gmathews@ottawaks.gov.

Kenneth W. Woods, Ed. D.

[REDACTED]
Ottawa, Kansas 66067
[REDACTED]

EDUCATION: **Educational Doctorate**
Educational Policy and Administration
December, 1995
University of Kansas, Lawrence, Kansas
Masters of Science
Educational Administration August, 1968
Bachelors of Science
Social Science and Science May, 1964
Emporia State University, Emporia, Kansas

EXPERIENCE:

2005 – Present Retired

February, 2000 - November, 2005 **Deputy Director of ECKAN**

July, 1999 – February 2000 **Independent Targeted Case Manager for Developmentally Disabled Persons**

March 1998 – July, 1999 **Facilitator**
Fourth Judicial District Ottawa, Kansas

July 1997 - March 1998 **Account Executive**
Alexander Open Systems 13313 W. 98th St. Lenexa, Kansas 66215

July 1991 - July 1997 **Superintendent of Schools**
Unified School district #365 Garnett, Kansas 66032

- Prepared and administered \$5.5 million budget
- Personnel responsibilities
- Community relations
- 1,100 students
- Supervised construction of new facility
- Advised Board of Education during negotiations
- Transportation responsibilities
- Evaluated building principals

July 1989 - July 1991 **Assistant Superintendent of Schools**
Unified School district #379 Clay Center, Kansas

- Bond election campaign
- Curriculum development
- Certified personnel
- Federal programs

Kenneth W. Woods

- Professional Development Council

Instructor

Cloud County Community College - Concordia, Kansas

- General Psychology
- Human Growth and Development

August 1988 - July 1989 **Instructor/Supervisor of Student Teachers**
Northwest Missouri State University - Maryville, Missouri

- Supervised 30 student teachers
- Coordinated Seminar for first year teachers
- Coordinated seminar "Ethics in School Administration"
- "School and Society"

Instructor

Fort Scott Community College Fort Scott, Kansas

General Psychology

August 1987 - July 1988 **Graduate Assistant/Full Time Student**
University of Kansas - Lawrence, Kansas
Office of Field Experiences

- Placed student teachers and observers
- Assisted Dean of Undergraduate Studies

Jan. 1985 - July 1987 **Assistant Vice President/Branch Manager**
First Kansas Federal Savings - Paola, Kansas

- Supervised Branch Office staff
- Public Relations for the Association
- Managed Paola Office
- Loan Officer

June 1981 Jan. 1985 **Senior Vice President**
Federal Land Bank Association - Ottawa, Kansas

- Trained loan officers
- Coordinated secretarial staff
- Counseled distressed borrowers
- Managed office operations
- Developed public relations program

June 1979 - Jan. 1981 **Superintendent of Schools**
U.S.D. #290 Ottawa - Ottawa, Kansas

- Directed operations of 2500 student school system
- Advised Board of Education
- Supervised 7 building principals

Kenneth W. Woods

- Assisted in negotiations
- Managed a \$3.75 million budget
- Curriculum coordinator

June 1973 - June 1979 **Assistant Superintendent of Schools**
U.S.D. 3290 Ottawa - Ottawa, Kansas

- Directed curriculum development
- Coordinated federal programs
- Assisted with implementation of Middle School concept
- Developed inservice program
- Edited district wide newsletter

June 1971-July 1973 **Assistant Superintendent of School**
U.S.D. #366 Winfield - Winfield, Kansas

- Directed development of K-12 Curriculum
- Assisted with textbook selection
- Assisted with teacher negotiations
- Advised principals

June 1969-June 1971 **High School Principal**
U.S.D. #361 Anthony - Harper - Harper, Kansas

- Supervised 275 student high school
- Assistant Principal at Chaparral High School
- Athletic Director

June 1964-June 1969 **Principal and Teacher**
U.S.D. #488 - Axtell, Kansas

- Taught Social Science and Science
- Coached athletics
- K-12 Principal

PROFESSIONAL MEMBERSHIPS

- United School Administrators
- Phi Delta Kappa
- National Rural and Small School Consortium
- Association of Supervision and Curriculum Development
- Kansas Association of Supervision and Curriculum Development
- Kansas Staff Development Council

PROFESSIONAL ACTIVITIES

- Ethics in School Administration Seminar(Presenter)
- Outcome Based Education Conference, Greeley, Colorado
- Mastery Learning Conference

- Outcome Based Education Conference, Topeka, Kansas
- Outcome based Accreditation Workshop - Junction City, Kansas
- Managing Multiple Priorities Workshop - Manhattan, Kansas
- Learning Styles Conference - Manhattan, Kansas
- Professional development Experience for Educators - K. S. U. (Participant)
- “Mock Interviews” - Haskell Indian Junior College
- Graduate Student Council - University of Kansas
- Student Representative to Educational Policy and Administration Council - University of Kansas
- Presenter at Kansas Association of School Administrators, June, 1996 - “Critical Incidents Between Superintendents and Boards of Education”
- Attended workshop on “Conflict Management”
- Seminar on Grant Writing - Salina, Kansas
- Workshop on Grant Writing for Philanthropic Foundations - Ottawa, Kansas
- Served as team member or chair for 15 Quality Performance Accreditation site visits
- Assisted in reorganization of Anderson County Children’s Coalition
- Trained as Chair for Title I School Team Planning
- Mediator Approved by the State of Kansas

CIVIC ACTIVITIES

- Past Chairman of the Ottawa Area Chamber of Commerce
- Member and past-chair of Franklin County Children’s Coalition
- Board of Directors of COF Rehabilitation Facility - 14 years
- Blood donor
- Board of Directors of Kansas Association of Community Action Agencies
- Ottawa Library Board of Trustees
- Northeast Kansas Library System Board of Trustees
- Northeast Kansas Library System Foundation Board of Trustees
- Chair of the Franklin County Community Foundation
- Member of National Community Action Foundation
- Member of Community Action Promise

References available upon request.