

**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 104<sup>th</sup> 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 17<sup>th</sup> and 18<sup>th</sup> 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 15<sup>th</sup> 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 2<sup>nd</sup> 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.

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Carolyn S. Snethen, City Clerk