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**101 S. Hickory**  
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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 **April 11, 2016 at 4:00 pm** in the conference room on the first floor of City Hall, 101 S. Hickory. The following items will be presented:

**I. Public Comments**

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

- a. Minutes from the April 4, 2016 Study Session and April 6, 2016 Regular Meeting *Pgs. 2 - 7*
- b. Request from SWAN Arts Festival - Shawn & Meg Dickinson *Pg. 8*
- c. Cereal Malt Beverage License for Cosentino's Price Chopper - Hailey Luke *Pg. 9*

**III. Items for Presentation and Discussion**

- a. Department Focus Session on the Finance Department - Scott Bird
- b. City Manager's Report
- c. Commissioner's Reports
- d. Mayor's Report

**IV. Adjourn**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Time: \_\_\_\_\_

**V. Announcements**

- April 14, 2016 Volunteer Appreciation Ceremony, 6:00 pm, Municipal Courtroom
- April 18, 2016 Study Session, 4:00 pm, City Hall
- April 20, 2016 **Regular** Meeting, 9:30 am, City Hall
- April 20, 2016 City/County/USD 290 Joint Meeting, 12:00 pm, USD 290 District Office
- April 22 & 23, 2016 Leadership Summit & Mayor's Conference, Junction City
- April 25, 2016 Study Session, 4:00 pm, City Hall
- May 2, 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. Items Already Placed**

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

**#22. Once a majority decision of the governing body has been made, respect that official position, and defend it if needed, even if you personally disagree.**

**Study Session Minutes  
Ottawa, Kansas  
Minutes of April 4, 2016**

The Governing Body met at 4:00 pm this date with the following members present and participating to wit: Mayor Skidmore, Commissioner Caylor, Commissioner Reed, Commissioner Graves, and Commissioner Jorgensen. 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 March 28, 2016 Study Session meeting. It was agreed to place this item on the next regular meeting agenda, April 6, 2016.

**Proclamation—Child Abuse Prevention and Awareness**

The Governing Body reviewed a proclamation recognizing the month of April as Child Abuse Prevention and Awareness Month. It was agreed to place this item on the next regular meeting agenda.

**Proclamation—Fair Housing**

The Governing Body reviewed a proclamation recognizing the month of April as Fair Housing Month. It was agreed to place this item on the next regular meeting agenda.

**Utility Administration Office Build**

The Governing Body heard from Utilities Director Dennis Tharp regarding a request to remodel a building at the Water Reclamation Center as an Administration Building for Utilities. This building is an existing building that is not currently being used. The project is estimated to cost \$102,940.00. By doing this, it will free up needed space at City Hall and help the utility management team spend more time in the field. The completion of this project is within the utility budget funds and is not sacrificing other projects. It was agreed to place this item on the next regular meeting agenda.

**Airport Advisory Board Appointment**

The Governing Body reviewed an application from Daryl Flager to serve on the Airport Advisory Board. It was agreed to place this appointment on the next regular meeting agenda.

**City Manager's Report**

City Manager Richard U Nienstedt reported:

- Reminded the Governing Body to contact Glora if they wish to attend the Leadership Summit and Mayor Conference in Junction City on April 22<sup>nd</sup> & 23<sup>rd</sup>.
- The 2<sup>nd</sup> Street Water Line Project is underway. Main Street will be closed on April 18<sup>th</sup> & 19<sup>th</sup>.

### **Commissioners' Report**

The Governing Body discussed reorganization. The Mayor and Mayor Pro Tem appointments will be made at the next regular meeting, April 6, 2016.

Commissioner Caylor stated it was very nice to see the parks busy.

Commissioner Reed stated it was Square Root Day (4/4/16) and also stated she attended a conference at McPherson and was very impressed with their town.

### **Mayor's Report**

Mayor Skidmore reported:

- Reaching out to the public for the Housing Task Force.
- Noticed at Walton Park at basketball court is going in. This will be a half ball court.
- Glora will notify the Governing Body of when pictures will be taken.

### **Adjournment**

There being no further business to come before the Governing Body, Commissioner Caylor made a motion, seconded by Commissioner Reed to adjourn the meeting. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly adjourned at 4:23 pm.

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Carolyn S. Snethen, City Clerk

**Regular Meeting Minutes  
Commission Chambers  
101 S Hickory, Ottawa, Kansas  
Minutes of April 6, 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, Commissioner Graves, and Commissioner Jorgensen 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 Sheriff's Chaplain Scott Dickinson.

**Consent Agenda**

The Governing Body reviewed the consent agenda consisting of minutes from the March 14, 2016 Special Call Study Session for Location change; March 16, 2016 Special Call Regular Meeting for Location Change; March 16, 2016 Special Call Meeting for update on Rock Creek Business Development Park; March 21, 2016 Study Session; March 28, 2016 Study Session; and the Regular Meeting Agenda. Commissioner Jorgensen made a motion, seconded by Commissioner 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.

Commissioner Graves made a motion, seconded by Commissioner Reed to approve Daryl Flager as a new member of the Airport Advisory Board. The motion was considered and upon being put, all present voted aye. The Mayor declared the motion duly approved.

**Public Comments**

None offered at this time.

**Declaration**

None given at this time.

**Proclamation—Child Abuse Prevention and Awareness Month**

Commissioner Graves read a proclamation recognizing April as Child Abuse Prevention and Awareness Month and April 8, 2016 as Wear Blue Day. This proclamation is intended to raise awareness for children who are victims of child abuse as well as help prevent child abuse and neglect. The proclamation was accepted by Shelly Lojka with CASA (Court Appointed Special Advocates for Children). Ms. Lojka thanked the Governing Body for the proclamation and taking the time to recognize our most precious and vulnerable citizens in our community. Ms. Lojka encouraged all to wear blue on April 8, 2016.

**Proclamation—Fair Housing Month**

Commissioner Jorgensen read a proclamation recognizing April 2016 as Fair Housing Month. April is National Fair Housing Month. Richard Jackson, Chief Executive Officer of East Central Kansas Economic Opportunity Corporation (ECKAN) accepted the proclamation. Mr. Jackson thanked the Commission for the proclamation stating it is important to be proactive and remind the public of the Fair Housing Discrimination Laws.

April 6, 2016

Unofficial until Approved

### **Ordinance—Public Water Supply Project**

The Governing Body heard from Finance Director Scott Bird regarding a request for approval of an ordinance authorizing a loan to fund the Public Water Supply Project. This ordinance authorizes the execution of a loan agreement between the City of Ottawa and the State of Kansas for the purpose of obtaining a loan from the Kansas Public Water Supply Loan Fund. The purpose of this loan is to finance a public water supply project, which is to install a new raw water line. The current raw water line is dated and currently the only source of water from the river. This ordinance establishes a dedicated source of revenue for repayment of such loan, authorizes and approves certain documents in connection therewith, and authorizes certain other actions in connection with the loan agreement. Commissioner Reed made a motion, seconded by Commissioner Graves to adopt the ordinance for the Public Water Supply Project. The motion was considered and upon being put, all present voted aye. The Mayor declared the ordinance duly approved and the ordinance was numbered Ordinance No. 3913-16.

### **Ordinance—Vacating Utility Easement**

The Governing Body heard from Community Development Director Wynndee Lee regarding a request for approval of an ordinance vacating all but the north 140 feet of the utility easement between the 100 block of North Cedar Street and the 100 block of North Oak Street. This vacation is being requested due to Ottawa Co-op wanting to build another building. This does not effect any other residence except for Ottawa Co-op. Ottawa Co-op will be paying for the cost of relocation of the line. Commissioner Caylor made a motion, seconded by Commissioner Jorgensen to adopt the Ordinance vacating the utility easement. 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. 3914-16.

### **Remodel of Existing Building—Wastewater Treatment Plant**

The Governing Body heard from Utilities Director Dennis Tharp regarding a request for approval of a bid to remodel an existing building at the Wastewater Treatment Plant. This remodel will address the need for additional office and meeting space as well as make the utility group more centralized. The lowest bid came back for this project as \$102,940. With this taking place, it will free up two office spaces at City Hall needed for an IT employee and an HR employee. Mr. Tharp expressed the City of Ottawa is a growing organization and stated this project is needed for the utility group to be able to continue to function and do their jobs with reasonable work space. There will be no long term debt for this project. Commissioner Caylor made a motion, seconded by Commissioner Graves to approve the remodel. The motion was considered and upon being put, Commissioner Graves, Commissioner Caylor, Commissioner Reed, and Commission Jorgensen voted aye. Mayor Skidmore voted no. The Mayor declared the motion duly approved with a 4-1 vote.

### **Comments from Mayor Mike Skidmore**

Mayor Skidmore addressed the community regarding his year as Mayor. He appreciates all the time and commitment from the other Commissioners to make this community great. Mayor Skidmore stated he was looking forward to the future for Ottawa and all the exciting projects happening. Mayor Skidmore thanked his wife for all her support during this last year as well as the entire community.

April 6, 2016

Unofficial until Approved

### **Nomination for Mayor for the 2016-2017 Term**

Commissioner Reed made a motion, seconded by Commissioner Jorgensen to nominate Commissioner Caylor as Mayor for the 2016-2017 Term. The motion was considered and upon being put, all present voted aye. Mayor Skidmore declared Commissioner Caylor as the Mayor for the 2016-2017 Term.

### **Mayor's Oath of Office**

Assistant City Clerk Hailey Luke administered the oath of office to Mayor Caylor.

### **Comments from Newly-Appointed Mayor**

Mayor Caylor thanked Commissioner Skidmore for his service to the City of Ottawa and presented him with a gavel plaque for his time as Mayor. Mayor Caylor stated she is please the entire commission is using technology. Technology changes the way we look at the world and our ability to communicate with others. Mayor Caylor is pleased that people call the City of Ottawa home and believes this is due to the Quality of Life that Ottawa has to offer. Mayor Caylor stated Ottawa has a great history and a great future.

### **Nominations for Mayor Pro Tem for the 2016-2017 Term**

Commissioner Skidmore made a motion, seconded by Commissioner Jorgensen to nominate Commissioner Reed as Mayor Pro Tem for the 2016-2017 Term. The motion was considered and upon being put, all present voted aye. The Mayor declared Commissioner Reed as the Mayor Pro Tem for the 2016-2017 Term.

### **Mayor Pro Tem's Oath of Office**

Assistant City Clerk Hailey Luke administered the oath of office to Mayor Pro Tem Reed.

### **Comments from Newly-Appointed Mayor Pro Tem**

Commissioner Reed stated she is very committed to support the Mayor and help in any way needed.

### **Report by City Manager**

City Manager Richard U. Nienstedt thanked the Governing Body for their service to this community. Mr. Nienstedt congratulated Mayor Caylor and Mayor Pro Tem Reed as well as thanked former Mayor Skidmore.

### **Report by Mayor**

Mayor Caylor thanked Commissioner Jorgensen for stepping forward to serve on the Commission again. Mayor Caylor thanked Commissioner Skidmore for his service to this community. Mayor Caylor also thanked her family in the audience for all their support as well.

### **Oath of Office for New Fire Chief, Tim Matthias**

Assistant City Clerk Hailey Luke administered the oath of office for Fire Chief Tim Matthias.

Chief Matthias thanked the Commissioners and stated he is truly honored and privileged to stand before you as the City of Ottawa Fire Chief. Chief Matthias stated it is about his men and women of the fire department and all of their hard work in projecting this community. Chief Matthias stated Former Chief Carner left the department in a good position, and he will continue to help the department grow to improve for the future. Chief Matthias stated his goal is to make sure to keep the community safe and get each one of his firefighters home safely after each shift. Chief Matthias stated he wants to start a tradition of bringing firefighters before the Commission and the Community for promotions and new members. It is important for the public to see and get to know who is out there helping to protect the community. Chief Matthias introduced his parents as well as his wife and two children. He is proud to have them here and have their support.

### **Pinning Ceremony for Fire Chief Matthias**

Chief Matthias stood before the Commission as his family pinned his badges on. Chief Matthias received a standing ovation.

### **Announcements**

Mayor Caylor announced:

- April 11 2016: Study Session, 4:00 pm, City Hall
- April 18, 2016: Study Session, 4:00 pm, City Hall
- April 20, 2016: Regular Meeting, 9:30 am, City Hall
- April 22 & 23, 3026 Leadership Summit & Mayor's Conference, Junction City

### **Adjournment**

There being no further business to come before the Governing Body, Commissioner Skidmore made a motion, seconded by Commissioner Reed to adjourn the meeting. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly adjourned at 8:06 pm.

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Carolyn S. Snethen, City Clerk

Dear City of Ottawa,

We'd like to take this opportunity to thank you for your support of the **SWAN Arts Festival**.

In our planning of the festival, we've tried to minimize the impact to the surrounding neighborhoods, but we do feel that a couple street and/or parking considerations would be helpful in solving some logistical problems and helping with safety.

1. **We would like to temporarily divert traffic from the east lane of northbound traffic on Main St. on Saturday, June 18th (6:00 a.m. to 10:30 p.m.) from Park Street to 5<sup>th</sup> Street.** This would allow our art and artisan craft vendors a chance to unload and load their product and supplies and allow for other deliveries throughout the day. We learned that last year it worked well, but would be better to have available all day, not just short periods. (We do not plan to shut down Park St. as we have in previous years.)

2. **We would like to limit parking on the west side of Hickory St** from approximately where 6<sup>th</sup> Street intersects to the corner of Hickory and Park streets. **The duration of this restricted parking would be Saturday morning through Saturday evening.** This reserved parking will be utilized by food trucks and food vendors, as well as, volunteer parking. We'd appreciate any help with prior notifications that may need to occur.

3. **We plan to add handicapped parking signs along 5<sup>th</sup> Street** as we did last year with the city's assistance. This provides a few more accessible parking spots closer to the festival.

We will continue to work with City Staff to keep them updated on issues that arise. Please feel free to contact us if you have questions about these requests or other thoughts on the festival.

**Additional request:**

1. We have one additional request this year. We would like for the City Commission to consider allowing for festival attendees to be allowed to bring their own alcoholic beverages to the festival. We have surveyed other area festival and this is common among them (including Paola and Gardner). Each year we take feedback from attendees and it is always the number one request.

Thank you again for your support of the festival. We've enjoyed our partnership between the City of Ottawa and SWAN Arts Foundation and look to continue for years to come.

Sincerely,  
Meg Dickinson  
meg@SWANartscenter.com

CC: Richard Nienstedt, Chief Dennis Butler, Chief Tim Matthias

**To:** Richard U. Nienstedt and the Honorable City Commission

**From:** Hailey Luke, Assistant City Clerk

**Re:** Cosentino's (Ottawa Price Chopper) CMB License

**Date:** 4/11/2016



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The City Clerk's office has received an application for a new CMB license (not for consumption on the license premises) from Cosentino's DBA Ottawa Price Chopper due to a change in business location. The state requires a new application to be completed for a change in business location. A copy of the applicant's Kansas Department of Revenue Retailers' Sales Tax Certificate, as well as, the completed and signed Cereal Malt Beverage Application has been received from the applicant. The application has been reviewed and approved by the Police Department and the City Attorney with no reason for denial. Upon approval, a report will be submitted to the Kansas Department of Revenue with appropriate fees. A State CMB stamp is attached to each CMB license. Without this stamp, the CMB license is not valid. The State CMB Stamp fee is in addition to the license fee and is collected by the City Clerk at the time of application.

CMB is defined in the CMB Act as having not more than 3.2 percent alcohol by weight produced by fermentation and not by distillation. There are two types of CMB licenses:

- A Cereal Malt Beverage license allows for the sale of cereal malt beverages in original and unopened containers and not for consumption on the licensed premises.
- A Cereal Malt Beverage license for the sale of any CMB for use or consumption on the licensed premise and not for resale in any form.

It is recommended with consensus from the Governing Body to place this item on the Next Regular Meeting Agenda, April 20, 2016 for approval.