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**101 S. Hickory**  
**PO Box 60**  
**Ottawa, KS 66067-0060**  
Phone: 785-229-3600  
Fax: 785-229-3639  
www.ottawaks.gov  
www.facebook.com/ottawaks

**TO:** Mayor and City Commissioners  
**RE:** **Study Session Agenda**  
**FROM:** Richard U. Nienstedt, City Manager

A Study Session is scheduled for **June 18, 2012 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 June 6, 2012 Regular Meeting. *pp. 3 - 5*
- b. Discussion continues regarding a proposed parking lot on the campus of Ottawa University. *pp. 6 - 42*

**III. Items for Presentation and Discussion**

- a. Discussion continues regarding suggested revisions to residency policy for City employees. *pp. 43 - 54*
- b. April Monthly Financial and Activity Report - deferred from the June 4, 2012 Study Session. *pp. 55 - 97 (upper page numbers are this packet's pagination; lower page numbers are from the initial presentation of this report in the June 4 agenda packet).*
- c. City Manager's Report
- d. Commissioners' Reports
- e. Mayor's Report

**IV. Announcements**

- June 20, 2012 **NEXT REGULAR MEETING, 9:30 am**
- June 20, 2012 Joint City/County/USD 290 Luncheon, City Commission Chambers, City Hall, 101 S. Hickory, 12:00 Noon
- June 25, 2012 Study Session, 4:00 pm
- July 2, 2012 Study Session **RESCHEDULED** to 5:30 pm
- July 2, 2012 Regular Meeting **RESCHEDULED** to 7:00 pm
- July 4, 2012 Independence Day holiday – City offices closed
- July 4, 2012 Independence Day holiday – City Commission meeting rescheduled to July 2, 2012
- July 9, 2012 Study Session, 4:00 pm
- July 16, 2012 Study Session, 4:00 pm
- July 18, 2012 Regular Meeting, 9:30 am
- July 18, 2012 Joint City/County/USD 290 Luncheon, USD 290 1404 S. Ash, 12:00 Noon
- July 23, 2012 Study Session, 4:00 pm
- July 30, 2012 Study Session, 4:00 pm

**2012 Priorities**

Streets & Sidewalk Improvements • Economic Development • Parks • Business Development • Citizen Relations

**V. Adjourn**

**VI. Items Already Placed**

- a. Quarterly recognition of City employees recently completing professional development programs and introduction of new employees. Staff is compiling the list of employees.
- b. A public hearing on July 2, 2012 at 7:00 pm for the consideration of the condemnation of the property located at 936 Hamblin.
- c. A public hearing on July 2, 2012 at 7:00 pm for the consideration of the condemnation of the property located at 830 S. Cherry.
- d. A resolution to establish a public hearing on July 2, 2012 at 7:00 pm for the consideration of the condemnation of the property located at 804 S. Cherry.

**CITY COMMISSION  
Regular Meeting Minutes  
Commission Chambers  
101 S. Hickory, Ottawa, Kansas  
Minutes of June 6, 2012**

The City Governing Body met at 7 pm this date for the Regular City Commission Meeting with the following members present and participating to wit: Mayor Jorgensen, Commissioner Richards, Commissioner Caylor, Commissioner Ramsey, and Commissioner Reed. A quorum was present.

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

**Consent Agenda**

Commissioner Ramsey made a motion, seconded by Commissioner Caylor, to approve the consent agenda. The consent agenda included the agenda, minutes from the May 14 and May 21, 2012 Study Sessions; and the May 16 (a.m.) and May 16, 2012 (p.m.) Special Call Meetings, and City staff recommendation to appoint Rocky Evans to the Construction Board of Appeals. 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**

The Mayor asked the City Commission for declarations of any conflict or outside communications that might influence their ability to impartially consider today's issues and come to a fair decision. None were declared.

**Amendment-Neighborhood Stabilization Program**

The Governing Body reviewed a request to approve the Second Amendment to the Agreement for Administrative Consulting Services and to amend the Neighborhood Stabilization Program Action Plan Agreement with the State of Kansas. Commissioner Reed made a motion, seconded by Commissioner Richards, to approve the request.

During discussion it was explained recently the City received additional funds to construct two new homes on land the City currently owns. This amendment updates the agreement that details the administration of the grant to oversee these new projects.

The Governing Body heard from Director of Planning/Codes/Inspections Wynndee Lee who provided an overview of the projects which will be located at 113 S Elm and 808 S Cherry. The motion was considered and upon being put, all present voted aye. The Mayor declared the request duly approved.

June 6, 2012

Unofficial Until Approved

### **Bid Recommendation-2012 Street Improvement Mill and Overlay**

The Governing Body reviewed a request to accept the 2012 street improvement mill and overlay bid recommendation. Commissioner Caylor made a motion, seconded by Commissioner Reed, to approve the request.

During discussion it was explained City staff requests approval of the bid of \$261,174.30 submitted by Killough Construction for 2012 mill and overlay street improvement projects.

The Governing Body heard from Director of Public Works Andy Haney who reported on the Killough Construction bid and project list. The motion was considered and upon being put, all present voted aye. The Mayor declared the request duly approved.

The Governing Body heard from Director of Public Works Andy Haney who reported City staff recommended going through staff priority project 10 (estimated at \$292,891.95) or to the budgetary limit. Commissioner Ramsey made a motion, seconded by Commissioner Richards, to approve the recommendation. The motion was considered and upon being put, all present voted aye. The Mayor declared the recommendation duly approved.

### **City Manager's Report**

City Manager Richard Nienstedt reported on the following:

- STAR van is outside City Hall for a tour after tonight's announcements
- Airport paving will start tomorrow, June 7, 2012 at 5:30 am
- Recently attended a ceremony in Arc City, Kansas displaying a first generation copy of the United States Declaration of Independence

### **Commissioners' Reports**

Commissioner Reed reported on the following:

- She recently attended a dignified Memorial Day ceremony and was pleased with local involvement.

Commissioner Richards reported on the following:

- He read a scripture from Galatians in honor of Memorial Day

### **Mayor's Report**

Mayor Jorgensen reported on the following;

- He recommended establishing a 911 Interlocal Agreement working committee with a member of the City Commission, the City Manager, a member of the County Commission, and the County Administrator. Mayor Jorgensen volunteered to represent the Governing Body on the working committee and the Governing Body agreed by consensus to this proposal.
- He recently attended an open house at the new Juvenile Detention Center.

June 6, 2012

Unofficial Until Approved

### **Announcements**

The Mayor made the following announcements:

- June 11, 2012: Study Session at 4 pm – Cemetery Facilities Tour
- June 18, 2012: Study Session at 4 pm
- June 20, 2012: Next Regular Meeting at 9:30 am

### **STAR Van Tour**

#### **Recess**

Commissioner Ramsey made a motion, seconded by Commissioner Caylor, to recess to the STAR van and come back to the Commission Chambers to adjourn with no additional action to be taken. The Mayor declared the meeting duly recessed at 7:24 pm.

#### **Reconvene**

Mayor Jorgensen reconvened the meeting in the Commission Chambers at 7:54 pm.

### **Adjournment**

There being no further business to come before the Governing Body, Commissioner Ramsey made a motion, seconded by Commissioner Reed, to adjourn the meeting. The motion was considered and upon being put, all present voted aye. Mayor Jorgensen declared the meeting duly adjourned at 7:54 pm.

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Carolyn S. Snethen, City Clerk

# Presentation to the City of Ottawa

## North Campus Parking Issue and Lot Proposal

# Summary of Issue:

**Ottawa University has submitted plans to the City of Ottawa for a parking lot to be built north of the Tauy Jones building.**

**Because Tauy Jones is registered with the State Historical Society, and the parking will be located within the historic district, the city submitted a request to the State Historic Preservation Office (SHPO) for approval.**

**SHPO denied the request, which is not uncommon.**

# Summary of Issue:

**The city has the authority to overturn SHPO's position and approve the parking lot.**

**In order to overturn SHPO's position, Ottawa University must provide evidence that it has 1) identified and explored feasible and prudent alternatives, and 2) that all possible planning has been undertaken to minimize harm to the historic property.**

# **Ottawa University Respects and Values its History and Heritage**

**Ottawa University is very sensitive to, and proud of, the historic nature of its campus.**

**Ottawa has spent millions of dollars on preserving the overall look and feel of its buildings.**

**Over \$500,000 has been spent on the Tauy Jones building alone (built in 1876 for \$45,000).**

# Ottawa University Respects and Values its History and Heritage

**Over \$4,000,000 was spent on renovating and preserving Martin Hall (built in 1947 for \$450,000).**

**Over \$660,000 has been spent on the Administration Building (built in 1907 for \$270,000).**

**Over \$2,600,000 has been spent on the Ward Science Building (built in 1921 for \$115,000).**

# Why does Ottawa University need a parking lot on the north side of campus?

# ***Ottawa University Parking Statistics***

## ***North Campus Parking Need***

### **Employees**

Employees working in Atkinson/Behan	28
Employees working in Bennett/Brown Halls	3
Employees working in Tauy Jones	34
Employees working in Union (excluding Sodexo Employees)	<u>3</u>
<b>Total North Campus Employees</b>	<b><u>68</u></b>

# *Ottawa University Parking Statistics*

## *North Campus Parking Need*

### **Students**

Students Residing in Brown Hall		185
Students Residing in Bennett Hall		162
Total Students Residing in North Dormitories		<hr/> 347 <hr/>
<b>Estimated Percentage with Vehicles</b>	<b>75%</b>	<hr/> <b>260</b> <hr/>

## ***Ottawa University Parking Statistics***

### **Visitors (Average Daily)**

Tauy Jones	5
Union	10
Off Campus Staff	2
Board Members/Alumni	3
<b>Total Average Daily Visitors to North Campus</b>	<b>20</b>
<b>Estimated Largest Visitor Parking Need (4X Daily)</b>	<b>80</b>

# ***Ottawa University Parking Statistics***

## ***Summary of Total North Campus Parking Need :***

Total North Campus Employees	68
Total North Campus Students	260
Total North Campus Visitors	80
<b><i>Total North Campus Parking Need</i></b>	<b><u>408</u></b>

## ***Ottawa University Parking Statistics***

### ***North Campus Parking Availability***

Atkinson/Behan building lot (along 9th street)	31
North Bennett/Brown Hall lot (along 9th street)	60
Otter Lane (north of football field, south of Bennett/Brown)	63
<b>Total Parking Spaces - North Campus</b>	<b>154</b>

## ***Ottawa University Parking Statistics***

### ***Summary of North Campus Parking Statistics:***

Total Spaces Available	154
Total Spaces Needed	408
<b><i>North Campus Parking Shortfall</i></b>	<b><u>254</u></b>

## ***Ottawa University Parking Statistics***

### **Plan to Alleviate Parking Shortfall**

Zoned Parking for North Students

(move certain student groups to remote parking lots)

150

North TJ Lot

41

***Total Parking Relief with these measures***

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***191***

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# Feasible and Prudent Locations for North Side Parking

**Northwest Campus**

**Northeast Campus**

**North of Tauy Jones**

# Northwest Campus

## Pros:

- Site would be large enough to accommodate a similar number of spaces
- Site location would alleviate some north side parking issues

# Northwest Campus

## Cons:

- **Additional access drive needed along Ninth Street**
- **Overhead utilities would have to be relocated**
- **Site is at low point of campus topographically which would require extensive site work**
- **Site does not allow appropriate access to Tauy Jones**
- **Site does not allow appropriate access to new Library**
- **Site does not allow appropriate access to current and new Student Union**

# Northwest Campus

## Cons:

- Campus master plan shows parking here in the future (when the housing is required) to handle the parking needs related to that building, but before it can be built the new Library/Student Center must be completed and the current Library must be demolished
- Construction of this lot at this time would be cost prohibitive, in excess of 2X the TJ Lot

# Northeast Campus

## Pros:

- Site location would alleviate some north side parking issues (15 spaces)

# Northeast Campus

## Cons:

- Site location would only accommodate approximately 15 spaces
- Site does not allow appropriate access to Tauy Jones for visitors
- Site does not allow appropriate access to new Library
- Site does not allow appropriate access to current and new Student Union
- Site would basically be on-street parking versus a lot on the OU campus
- Current street constructed of brick pavers

# North of Tauy Jones

## Pros:

- Site provides 41 additional parking spaces on north side of campus
- Provides easy and appropriate access for visitors to Tauy Jones
- Provides easy and appropriate access for visitors to the new Library
- Provides easy and appropriate access for visitors to the current and new Student Union
- Basically an extension of an existing lot, so no grade issues or extensive site work necessary
- Uses existing access point along Ninth Street

# North of Tauy Jones

## Pros:

- **No utility relocation necessary**
- **Water runoff can be handled efficiently with drainage located down center of Atkinson parking lot**
- **Will result in removal of multiple sidewalks on the Tauy Jones north lawn, allowing for larger and more aesthetically pleasing lawn area**

# North of Tauy Jones

## Cons:

- Requires removing concrete in existing Atkinson lot along Ninth Street for drainage

# North of Tauy Jones Cost Estimates

TJ Parking Lot \$255,000

Cost per parking space if:

48 spaces \$5,312

44 spaces \$5,795

41 spaces \$6,219

# **All Possible Planning Has Been Undertaken to Minimize Harm to the Historic Property**

- 1. The parking lot does not involve any work on the actual building at all. The building remains as is.**
- 2. The parking lot was originally planned to have 46 parking spaces, and be located within 32 feet of the north face of Tauy Jones.**
- 3. This plan was not approved by the city.**

# **All Possible Planning Has Been Undertaken to Minimize Harm to the Historic Property**

- 4. The parking lot was re-designed, eliminating 4 spaces, and adding more green space within the parking lot itself.**
- 5. This re-design was laid out on the actual lawn of Tauy Jones, and the city was invited to convene at the site to review this re-design.**

# **All Possible Planning Has Been Undertaken to Minimize Harm to the Historic Property**

- 6. The city expressed its opinion that while the re-design was an improvement, it was still concerned about the layout.**
- 7. Ottawa University agreed to work with its consultants to re-design the lot a third time, again further mitigating any potential damage to the historic district.**

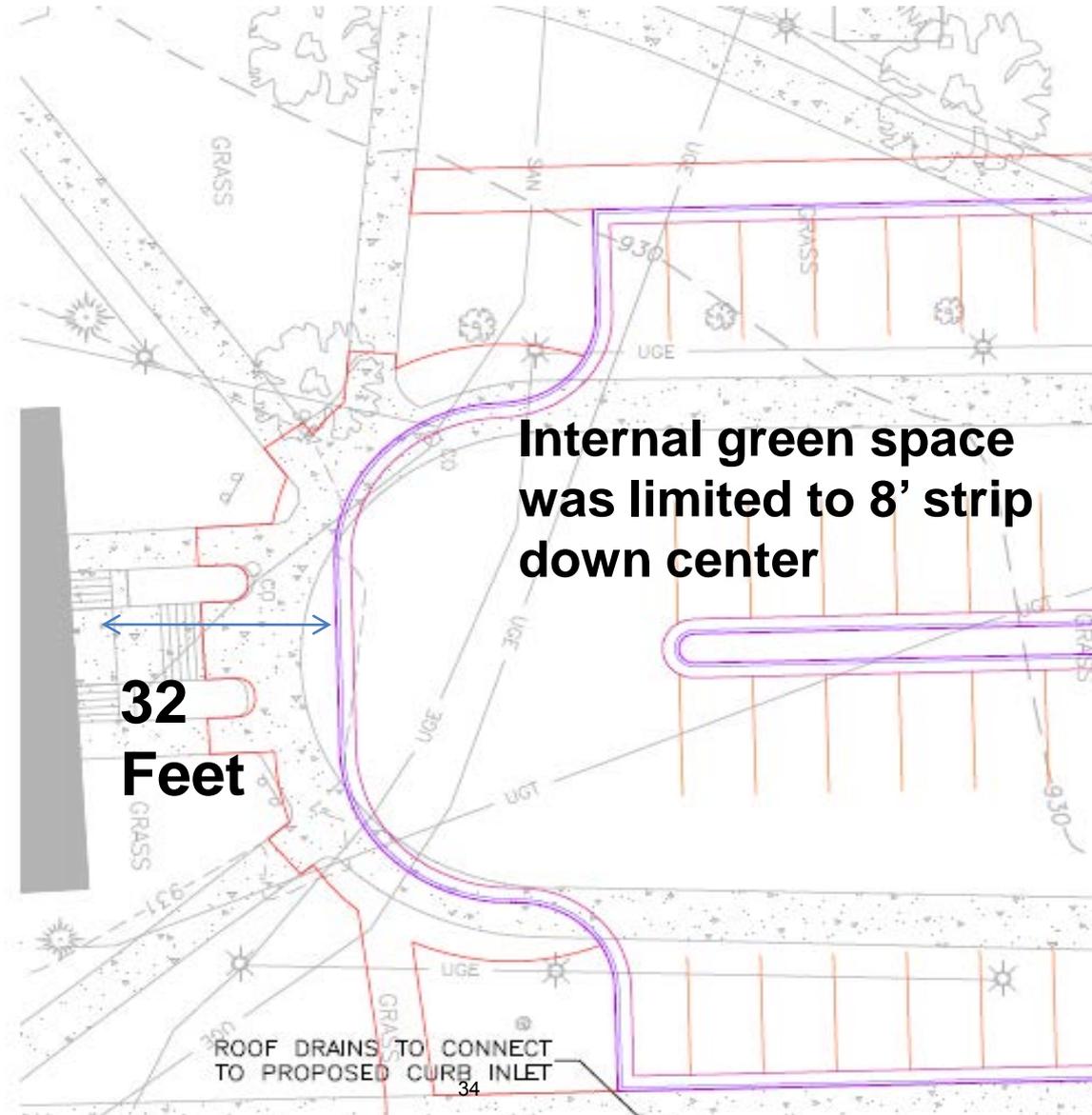
# **All Possible Planning Has Been Undertaken to Minimize Harm to the Historic Property**

- 8. The third design has the parking lot reduced in size to 41 spaces.**
- 9. This re-design increases the space from the face of the building to the parking lot edge by 22 feet, bringing the total distance from the face of the building to the parking lot edge to 62 feet (which is further than the distance from the building to the Bennett Hall lot).**

# **All Possible Planning Has Been Undertaken to Minimize Harm to the Historic Property**

**10. This re-design removes many feet of sidewalk,  
resulting in a large, open lawn on the north side  
of Tauy Jones.**

# Original Design Submitted

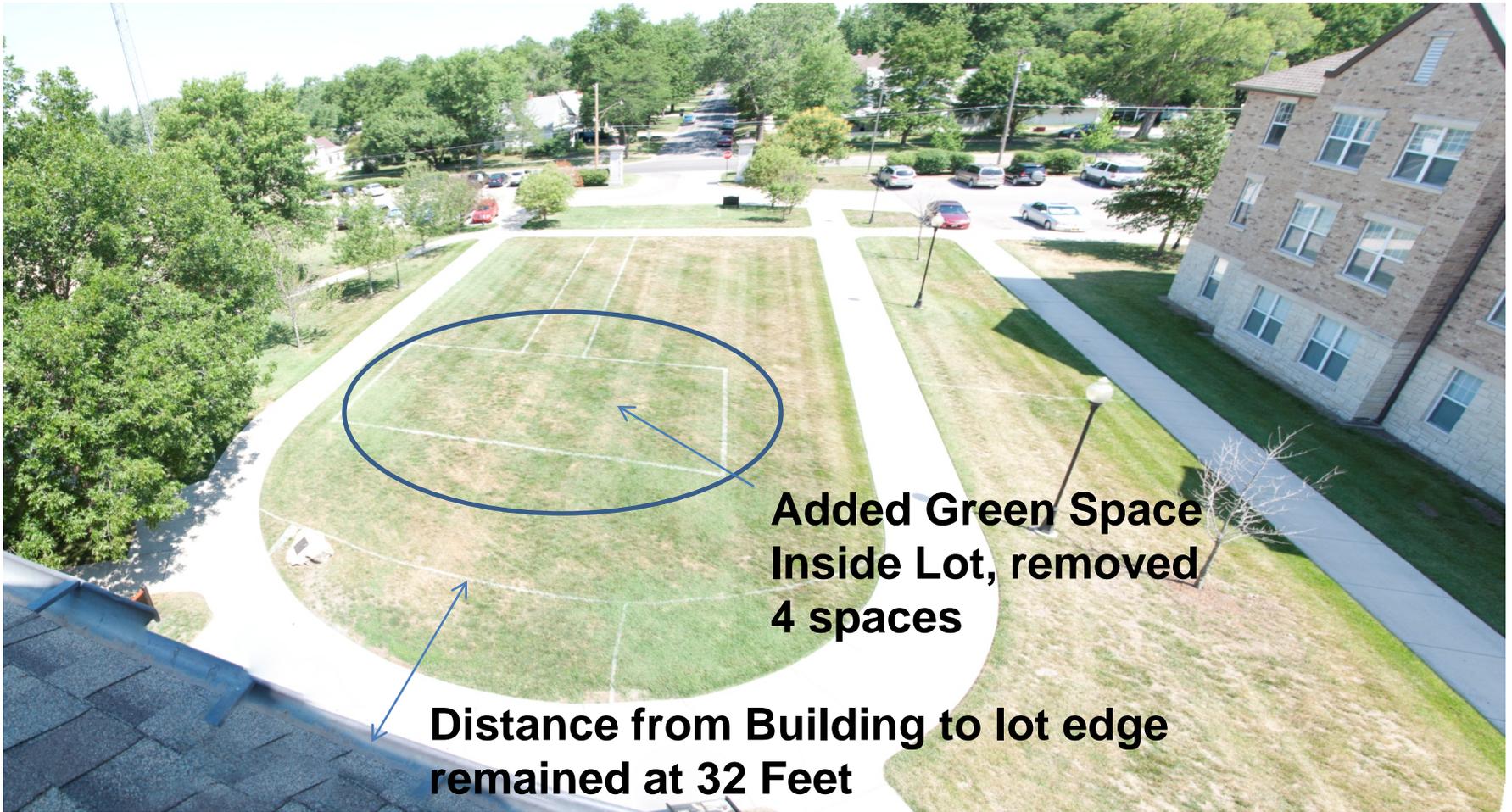


Internal green space was limited to 8' strip down center

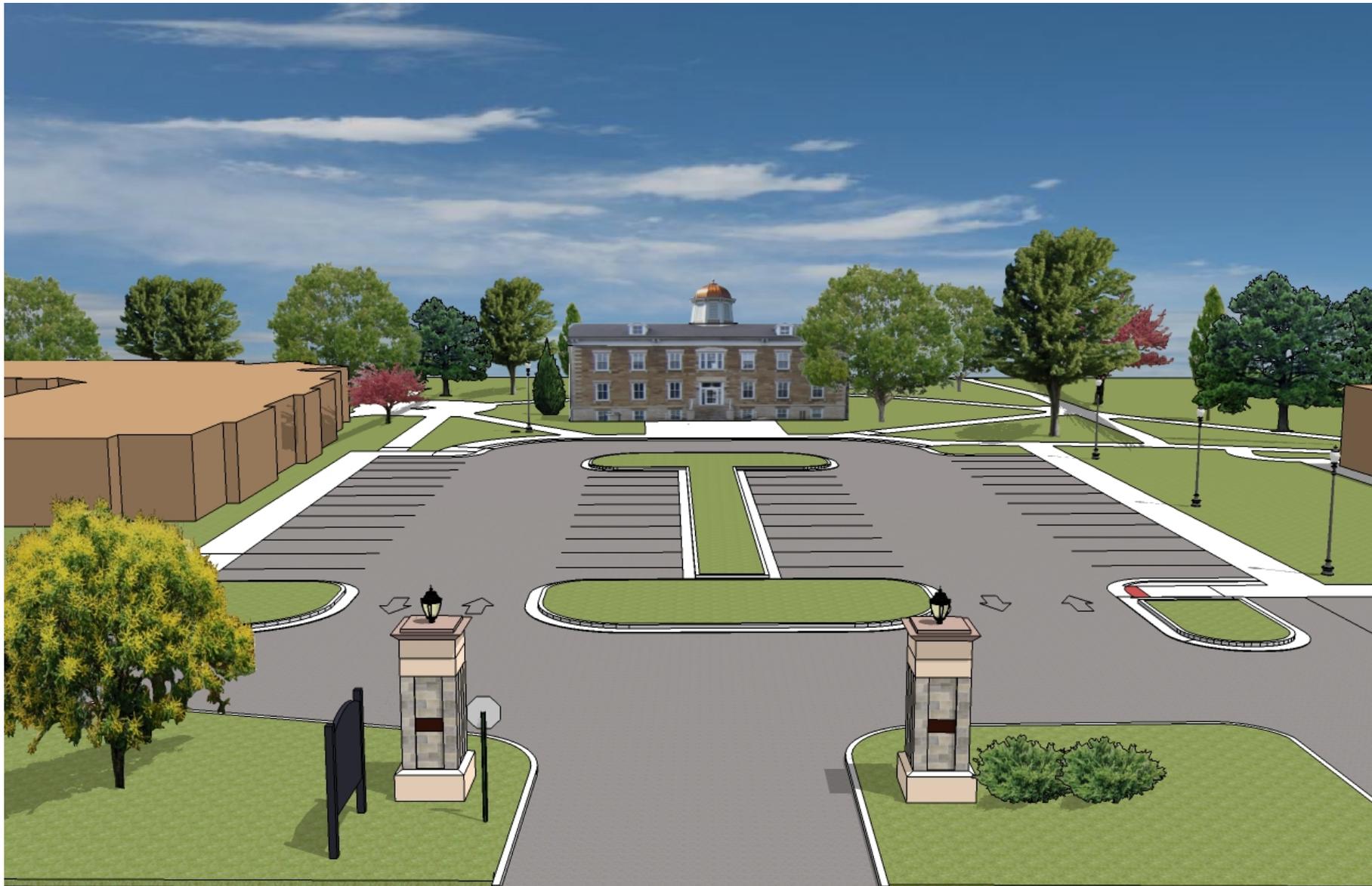
32 Feet

ROOF DRAINS TO CONNECT TO PROPOSED CURB INLET

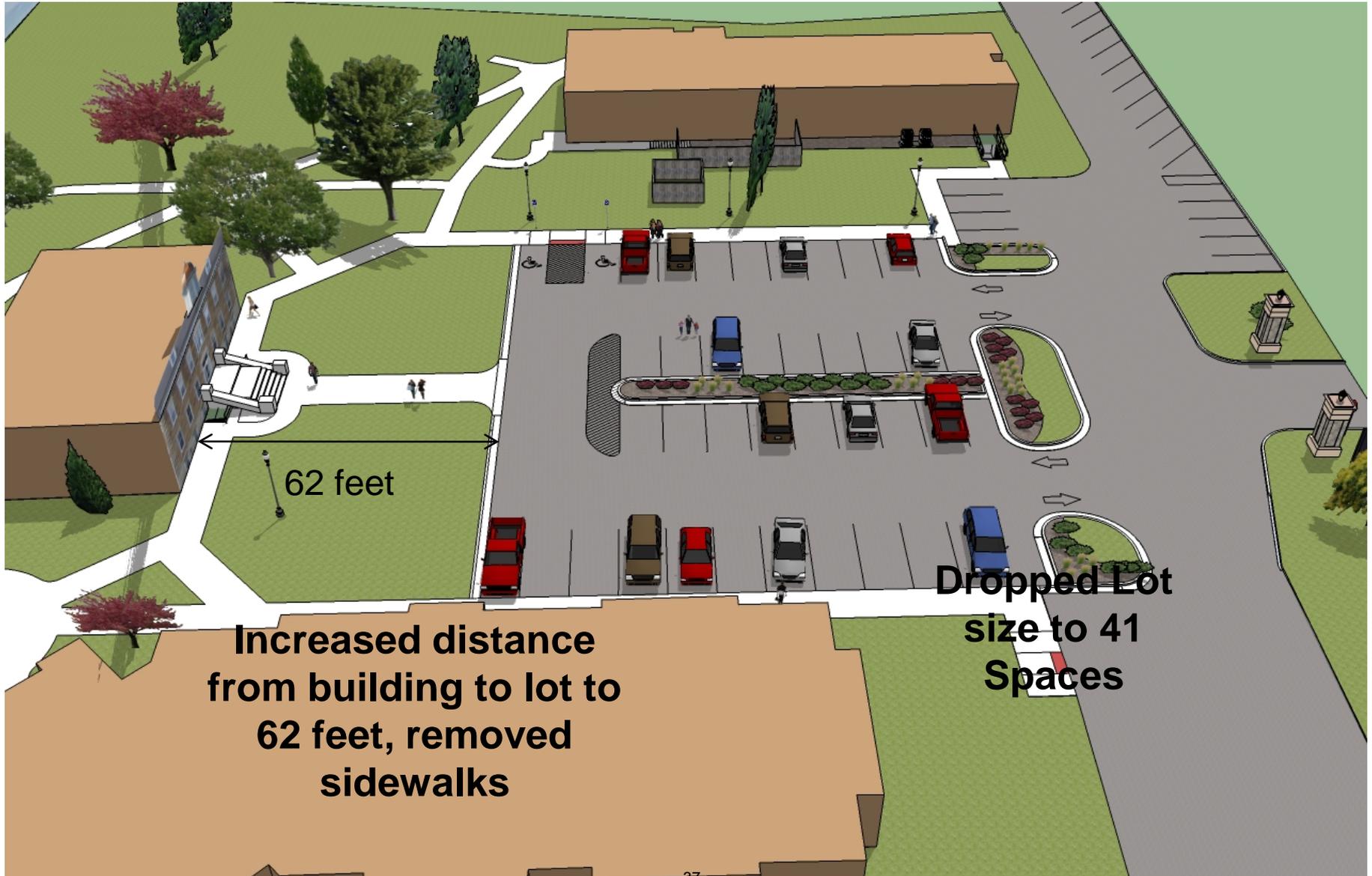
# Photo of Second Design Presented to City



# Rendering of Second Design Presented to City



# Third and Current Design



62 feet

**Increased distance  
from building to lot to  
62 feet, removed  
sidewalks**

**Dropped Lot  
size to 41  
Spaces**

# Third and Current Design



# Third and Current Design



# Summary

**Ottawa University (OU)**  
is very sensitive to,  
and proud of, the  
historic nature of its  
campus



# Summary

**OU has faithfully and seriously explored several alternatives for resolution of the north campus parking issue**



# Summary

**OU has designed the parking lot to not only minimize the impact on the north lawn of Tauy Jones, but actually enhance it**



5007

**TO:** Mayor and City Commission  
**RE:** Study Session Agenda  
**FROM:** Wynndee Lee, Interim City Manager and Director of Planning and Codes

A Study Session is scheduled for **September 24 at 4:00 pm** in the conference room on the first floor at 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. Selection of Voting Delegates for upcoming conferences. Ottawa voting delegates need to be selected for the League of Kansas Municipalities Annual Conference (3 primary and 3 alternate).
- b. Attached are ordinances to rezone property located at 609 Bennett Road and 2502 E. Wilson. The property at 609 Bennett Road is proposed to be rezoned from Franklin County C-2 (Highway Commercial Zoning District) to City MU/CI (Mixed Use Commercial/Industrial Zoning District) and the property at 2502 E. Wilson is proposed to be rezoned from Franklin County A-2 (Transitional Agriculture Zoning District) to City MU/CI (Mixed Use Commercial/Industrial Zoning District). The City annexed both properties in 2006 and submitted the request for rezone. Public hearings have been held at which time no comments were recorded. The Planning Commission recommends approval by a vote of 7-0, respectively.
- c. Attached is an ordinance for the request of a conditional use permit by Ransom Memorial Hospital (RMH) to allow temporary offices at 204 E. 14<sup>th</sup> Street. The property is owned by the Hospital's charitable foundation and will only hold offices during the time of RMH's basement remodel. Upon completion of the remodel, RMH's IT staff will return to the hospital. A public hearing has been held at which time one comment was recorded. The Planning Commission recommends approval by a vote of 7-0.
- d. Attached is a request and ordinance for a conditional use permit for 2961 Labette Road. The owner of the property, Kendra Titus, is currently running a dog kennel which is allowed by County Zoning Districts A-2 as a special use. As this property is in the Urban Growth Zone a conditional use permit is required. A public hearing has been held and no comments were recorded, however, a letter is attached from a neighbor. The Planning Commission recommends approval by a vote of 7-0.
- e. Minutes from the September 17 Special Call, September 10 Study Session and September 5 Regular Meeting.

**III. Items for Discussion**

- a. Attached is a request from ECKAN Volunteer Center for use of Haley Park for their Empty Bowls event. The event will benefit the Women's Transitional Crisis Center and Salvation Army, two local organizations who need funds to fight hunger. The event is part of "Make a Difference Day" and scheduled for October 27th from 9:30 am- 3 pm.
- b. Residency requirement discussion. Attached is a memo regarding the residency requirement for City employees. While the residency requirement has been a longstanding policy, Department Directors believe the policy has been inhibiting potential qualified candidates from applying. Research has been completed and is attached in a spreadsheet showing the City of Ottawa is one of the few cities near metro areas and only institution in Ottawa that has a residency requirement. Interim City Manager and Department Directors recommend that the requirement be changed.
- d. Attached is a memo regarding water rates and study.

**IV. Other Items From Staff or the City Commission**

Attached is a memo from Andy Haney, Public Works Director, regarding the plan to replace an arrow board trailer that has failed to function for a recent public event using funds from equipment reserve.

**V. Announcements**

01 October Study Session 4 pm

03 October Regular Meeting 7 pm

06-09 October LKM Annual Conference in Overland Park

08 October No Study Session, City Commission at LKM Annual Conference

**VII. Adjourn**

**STUDY SESSION MINUTES**  
**OTTAWA, KANSAS**  
Minutes of  
September 24, 2007

The Governing Body met at 4 pm this date with the following members present and participating to wit: Mayor Jorgensen, Commissioner Ramsey, Commissioner Fler, Commissioner Henningsen and Commissioner Humm. A quorum was present.

The Mayor called the meeting to order and asked for Public Comments.

**Public Comments**

Thereupon, the Governing Body heard from Mr. Gene Hirt, 1112 Augusta Lane, who stated he had attended the County Commission meeting held this date and that the County had indicated a desire to reclaim the sales tax which had been identified as having been miscalculated earlier in the year. He also reported the County expressed intent to use the funds for employee benefits.

**Voting Delegates for LKM and NLC**

Thereupon, Mayor Jorgensen asked for nominations for 3 voting delegates and 3 alternate delegates for the upcoming League of Kansas Municipalities meeting. After discussion it was decided Mayor Jorgensen, Commissioner Henningsen and Interim City Manager Wynndee Lee would serve as voting delegates and Assistant City Manager Nikki Spenser, Public Works Director Andy Haney and City Clerk Scott Bird would serve as alternate delegates.

Thereupon, the Mayor asked for one voting delegate and one alternate name for the National League of Municipalities meeting in New Orleans. Thereupon, it was decided that Mayor Jorgensen would serve as the voting delegate and Commissioner Fler would serve as alternate.

**Ordinances to rezone property at 609 Bennett Road and 2502 E. Wilson**

Thereupon, the Governing Body reviewed an ordinance to rezone property located at 609 Bennett Road and 2502 E. Wilson. Staff explained this proposal would move 609 Bennett from County C-2 (Highway Commercial Zoning District) to City MU/CI (Mixed Use Commercial/Industrial Zoning District) and the property at 2502 W. Wilson from County A-2 (Transitional Agriculture Zoning District) to City MU/CI (Mixed Use Commercial/Industrial Zoning District). Both properties were annexed in 2006 and the proposed rezones were requested by the owners. The Planning Commission held public hearings related to the rezones. No public comments were recorded and the Planning Commission unanimously recommended approved. Thereupon, the Governing Body agreed to place this item on the next Regular Meeting agenda scheduled October 3, 2007.

**Ordinance to consider a Conditional Use Permit**

Thereupon, the Governing Body reviewed an ordinance for a conditional use permit requested by Ransom Memorial Hospital (RMH) to allow temporary offices at 204 E. 14<sup>th</sup> Street. The property

September 24, 2007

is owned by the Hospital charitable foundation and will only be used for offices during a time of the RMH basement remodel. Upon completion, and the move of RMH IT staff, the conditional use permit will expire. After conducting a public hearing the Planning Commission recommended approval by a vote of 7-0. The Governing Body considered this issue and agreed to place it on the next Regular Meeting agenda scheduled October 3, 2007.

#### **Report -Over the Road Gang**

Thereupon, the Governing Body heard from Mr. John Wise, President of the Over the Road Car Club, who thanked the City Commission and City Staff for support before and during the River Run Car Show. Mr. Wise reported that the show was a considerable success with approximately 1,260 cars registered for the three day event. The Governing Body thanked Mr. Wise and congratulated the car club for bringing such a successful annual event to the community.

#### **Ordinance to consider a Conditional Use Permit**

Thereupon, the Governing Body reviewed an ordinance for a conditional use permit requested for 2961 Labette Road. The owner, Kendra Titus, is currently operating a dog kennel which is allowed by County Zoning Districts A-2 as a special use. As part of the Urban Growth Zone a conditional use permit is required by the City. After conducting a public hearing the Planning Commission recommended approval by a vote of 7-0. The Governing Body considered this issue and agreed to place it on the next Regular Meeting agenda scheduled October 3, 2007.

#### **Review of Minutes**

Thereupon, the Governing Body reviewed minutes from the September 17 Special Call, September 10 Study Session and the September 5 Regular Meetings and agreed to place them on the next Regular Meeting agenda with one correction.

#### **ECKAN Volunteer Center Request**

Thereupon, the Governing Body discussed and approved a request from the ECKAN Volunteer Center for the use of Haley Park for the Empty Bowls event scheduled for October 27<sup>th</sup> from 9 am to 3 pm.

#### **Residency Requirement Discussion**

Thereupon, the Governing Body heard a request and reviewed information from staff to consider relaxing a long standing policy requiring city employees to reside within Franklin County. It was explained that Department Directors believe the policy inhibits qualified candidates who live outside Franklin County from applying and/or accepting city positions. After discussion, it was requested this item be brought back to a future meeting. Commissioner Ramsey spoke in opposition to this proposal.

September 24, 2007

### **Water Rates and Study**

Thereupon, the Governing Body reviewed a memo related to the Water Rate Study and heard a recommendation from the Finance Director that in light of cash concerns in the Water Fund, a flat fee be considered for all water meters served by the utility until further study can be completed. After discussion, additional information was requested to be brought to the next study session.

### **Public Works Equipment**

Thereupon, the Governing Body heard from Public Works Director Andy Haney who informed that a 30 year old traffic control arrow board trailer had failed during the car show. Parts are not available and a replacement is estimated to cost approximately \$5,000, the same amount set aside in 2007 for Equipment Reserves. It was recommended these funds be used. The Governing Body agreed by consensus to move forward to replace this equipment as recommended.

### **Main Street Bridge Gates**

Thereupon, Public Works Director Andy Haney announced that the Main Street bridge gates would be closed for inspection between Midnight and 2 a.m. on October 4 and 5.

### **Clean Air Public Forum**

Thereupon, the Mayor asked if a date could be set for the Clean Air Public Forum. After discussion, it was decided that October 25 would be the first choice with October 18 the fall back date.

### **Adjournment**

There being no further business to come before the Governing Body Commissioner Humm made a motion, seconded by Commissioner Henningsen, to adjourn the meeting. The motion was considered and upon being put, all present voted aye. Thereupon, the Mayor declared the meeting duly adjourned.

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Scott D. Bird, City Clerk

September 24, 2007

9/24/07

# Memorandum

To: Mayor and City Commission  
From: Wynndee Lee, AICP, Interim City Manager and Department Directors  
Date: 8/08/07  
Re: Residency Requirement

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The recent, prolonged, vacancies of a few positions within the City prompted the Interim City Manager and Department Directors to identify possible factors preventing staff from filling the positions in a timely fashion. One common factor that appeared to be consistently identified is the residency requirement that accompanies all city employment opportunities. Current policy is such that a City Employee must live within Franklin County. New hires are given a reasonable time period to relocate if necessary.

During the past year, Department Directors have discussed this issue, and their concerns, at length with the former City Manager and me. The previous manager granted an employee an extension due to special conditions, at which time we began considering a recommendation to change the requirement. During the Interim period, two employees have been granted extensions until discussion with the Governing Body could occur. Each of the employees asking for an extension have been very dependable and report to work on time, even in the face of adverse weather. In these cases, it is either financially more feasible or family needs/conditions implore them to maintain their residence outside of Franklin County.

Attached is survey information listing Kansas cities located within and outside metro areas. While collecting responses from City Managers/Administrators concerning the topic of residency requirements, those located in a metro area frequently responded that a residency requirement would result in a smaller applicant pool. Also included in the survey is information from other local employers. It should be noted that USD 290, Ottawa University, Neosho County Community College and RMH do not require most of their staff to comply with a residency requirement. Franklin County has never instituted a residency requirement for any employee. In addition, Ottawa University and USD 290 eliminated their residency requirements more than 10 years ago. Several other local administrators shared their concern that a residency requirement would be detrimental to hiring and retaining the best available employees.

With Ottawa's close proximity to the Kansas City Metro Area, Lawrence, Topeka and Emporia, we have amazing access to a very trained and desirable workforce. There is, however, a challenge in attracting applicants that will relocate, especially when most other cities in metro areas do not require residency (excluding Department Directors and City Managers). Moreover, the majority of households involve dual career couples. When both partners are willing to commute and perhaps split the commuting distance between jobs, a residency requirement hampers the City's ability to hire applicants if the halfway point is outside of Franklin County. Finally, for starting positions,

Metro Area Municipalities					
City	Population	City Manager/Admin Requirement	Department Head Requirement	Emergency Responder Requirement	All Other Employees
Wichita	354,865	City Limits	City Limits Unless Waived by CM	30 Minute Legal Drive	30 Minute Legal Drive from City Limits
Overland Park	164,811	City Limits	None	Police Officers 45 Minute Response Time	None
Topeka	121,946	City Limits	Shawnee County	Shawnee County	Shawnee County
Olathe	111,334	City Limits (Also ACM's)	None	None	None
Lawrence	81,816	City Limits	City Limits	None	None
Derby	20,543	City Limits	Sedgwick County or County Bordering	30 minutes	Sedgwick County or County Bordering
Newton	18,229	City Limits	None	10 minutes from Assigned Station	None
Gardner	14,317	City Limits	City Limits for Public Safety Director Only	20 Minute Response Time	None
El Dorado	12,659	City Limits	None	Police and Fire 30 Minute Response Time	None
Merriam	10,769	City Limits	None	None	None
Andover	9,114	City Limits	None	None	None
Augusta	8,608	City Limits	No Written Requirement but CM Requires New DH's to live in City	Within the township that surrounds city	None, but prefer within Butler County
Bonner Springs	6,942	City Limits	None	None	None
Valley Center	6,200	City Limits	20 Minute Commute	20 Minute Commute	20 Minute Commute
Eudora	5,284	City Limits	City Limits	30 Minute Commute	30 Minute Commute

Non Metro Municipalities					
City	Population	City Manager/Admin Requirement	Department Head Requirement	Emergency Responder Requirement	All Other Employees
Manhattan	48,668	City Limits	Not Required, but Encouraged	Fire Union: Within 25 miles of Hdqt. Fire Station	None
Salina	45,956	City Limits	City Limits	40 Minutes Response Time	None
Pittsburg	19,214	City Limits	5 Mile Radius	None	None
Chanute	9,006	City Limits	None	None but can be required per Department Director	None
Concordia	5,371	6 Mile Radius	6 Mile Radius	6 Mile Radius	6 Mile Radius
Colby	5,030	City Limits	3 Mile Radius	3 Mile Radius	3 Mile Radius

Local Public Employers					
Franklin County	26,247	None	None	None	None
USD 290		Superintendent Required	Principals Recommended	N/A	No Requirement
Ransom Memorial Hospital		None	None	Response Time For Some Staff for Emergency Purposes	None
Ottawa University		None	None	None	None
NCCC		None	None	None	None

2007

**TO:** Mayor and City Commission  
**RE:** Study Session Agenda  
**FROM:** Wynndee Lee, Interim City Manager and Director of Planning and Codes

A Study Session is scheduled for **October 01 at 4:00 pm** in the conference room on the first floor at City Hall, 101 S. Hickory. The following items will be presented.

**I. Public Comments**

John Wise, President of the Over the Road Gang, will be present to discuss his requests for next year's Car Show.

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

- a. Attached is an ordinance that removes Hawthorne School from the listed school districts in Ottawa. The school zone areas establish a 20 mph speed limit in the designated areas.
- b. Attached is an ordinance that removes the one way designation for the alley adjacent to the old Hawthorne School. When the Streets Division went to remove "one-way" signs on Poplar Street, they noticed the alley adjacent to the old Hawthorne building was also marked as one-way. Consequently, they removed the alley signs also. The attached ordinance also corrects some "technical errors" related to the listing of the alley at Eugene Field School.
- c. Attached is a memo regarding the Water Fund. At the direction of the City Commission, staff has provided three options for a flat rate adjustment. It is suggested that a rate adjustment be made as soon as possible, until the proper rate study can be completed and a schedule can be produced that deals with the more comprehensive Water Fund needs. Also attached, as requested, is the schedule for rate changes in the wastewater and electric utility.
- d. Proclamations. Attached are proclamations for Fire Prevention Week, Breast Cancer Awareness Month, and Domestic Violence Awareness Month.

**III. Items for Discussion**

- a. **Residency Requirement Discussion.** Attached is a draft policy to be included in the City of Ottawa Personnel Policy Handbook regarding employee residency requirement. Staff would like acceptance of the proposed change.
- b. Attached is a request from the ECKAN Volunteer Center for permission to use two corners at 2<sup>nd</sup> and Main for collecting donations. This event would be in conjunction with the Empty Bowls event that has already gained approval in Haley Park on October 27<sup>th</sup>. Staff has some reservations about approving this type of request due to safety concerns, but can suggest some methods to address safety.
- c. Attached is a request from Crystal Camis, Franklin County Director of Women's Transitional Care Services, to affix purple ribbons to the light poles and trees on Main Street. The ribbons are to raise awareness of Domestic Violence Month.

**IV. Other Items From Staff or the City Commission**

- a. August Monthly Financial and Activity Report.
- b. Community Center Update.

**V. Announcements**

October 3 Regular Meeting 7 pm  
October 6-9 LKM Annual Conference, Commission to Attend  
October 8 No Study Session  
October 15 Study Session 4 pm

**VI. Items previously placed**

Ordinances to Rezone 609 Bennett Road and 2502 E. Wilson  
Conditional Use – 204 E. 14th and 2961 Labette Rd.  
Minutes from September 5, 10 and 17

**VII. Adjourn**

**STUDY SESSION MINUTES**  
**OTTAWA, KANSAS**  
Minutes of  
October 1, 2007

The Governing Body met at 4 pm this date with the following members present and participating to wit: Mayor Jorgensen, Commissioner Ramsey, Commissioner Fleer, Commissioner Henningsen and Commissioner Humm. A quorum was present.

The Mayor called the meeting to order and asked for Public Comments.

**Public Comments**

Thereupon, the Governing Body heard from John Wise, President of the Over the Road Gang, who requested use of the following facilities for the 2008 Ole' Marais River Run:

- Forest Park September 19, 20 and 21
- Haley Park September 20
- City Park September 20
- Road Closure – Main Street to Forest Park and Fifth and Hickory to 7<sup>th</sup> and Hickory
- Banner to be displayed at 17<sup>th</sup> and Main
- Barricades and Bleachers

The Governing Body agreed by consensus to these requests.

**Community Center Update**

Thereupon, the Governing Body heard from Ed York and Interim City Manager Wynndee who gave an update on the Community Center Task Force and reviewed a proposed footprint of the facility. Mr. York explained that so far about \$4,000,000 has been cut from the cost of the building, which is currently estimated at 130,000 square feet. He also mentioned that the School District and Ottawa University is showing interest in the project.

**Ordinance-School Zone**

Thereupon, the Governing Body considered an ordinance to remove old Hawthorne School from the listed schools and agreed to place this item on the agenda for October 3.

**Ordinance-One-Way Traffic**

Thereupon, the Governing Body considered an ordinance to remove one-way designation for the alley adjacent to the old Hawthorn School and to clean up minor language in the Eugene Field School alley listing. It was agreed to place the item on the October 3 agenda.

**Proclamations**

Thereupon, the Mayor stated that proclamations had been requested for Fire Prevention Week, Breast Cancer Awareness Month and Domestic Violence Awareness Month. The Governing Body agreed to place these items on the October 3 regular meeting agenda.

October 1, 2007

### **Employee Residency Requirements**

Thereupon, the Governing Body discussed a proposed change to the City's personnel policy, which requires full time employees to reside within the county limits within one year of hire. After considerable discussion it was decided that the policy should remain the same, but that the City Manager has the authority to grant an extension of the one year rule on a case-by-case basis.

### **ECKAN Volunteer Center**

Thereupon, the Governing Body heard from ECKAN Volunteer Coordinator Lisa Rivers who requested permission to use two corners at 2<sup>nd</sup> and Main for collection donations during the Empty Bowls event, which had been previously approved to be located at Haley Park. After discussion it was agreed that due to safety concerns the volunteers could solicit donations from north bound traffic only at the SE corner of Second and Main.

### **Domestic Violence Awareness Month**

Thereupon, Crystal Camis, Franklin County Director of Women's Transitional Care, requested permission to affix purple ribbons to the light poles and trees along Main Street in an effort to raise awareness of the social problem. The Governing Body agreed to this request.

### **Other Items**

Thereupon, the Governing Body reviewed the Financial and Activity Reports for the month of August.

Interim City Manager Wynndee Lee informed the Governing Body of a 2006 failure in the wall of Skunk Run between 9<sup>th</sup> and 10<sup>th</sup> Streets, which has been controlled, but will need to be corrected in the near future.

Ms Lee also reminded the Governing Body that there is a joint meeting scheduled with the Ottawa Recreation Commission at the Ottawa Middle School on October 10<sup>th</sup> at 6 p.m.

### **Adjournment**

There being no further business to come before the Governing Body Commissioner Henningsen made a motion, seconded by Commissioner Humm, to adjourn the meeting. The motion was considered and upon being put, all present voted aye. Thereupon, the Mayor declared the meeting duly adjourned at 5:36 p.m.

---

Scott D. Bird, City Clerk

October 1, 2007

**DRAFT LANGUAGE**

**6.1 Residency Requirement**

Employees, other than the positions designated below, are required to live within a one hour response time of their work location. New hires will be given one year from date of hire to satisfy the residency requirement.

**City Manager:** The City Manager shall be required to live within the city limits of the City of Ottawa.

**Department Heads:** Department Heads will be required to live within Franklin County.



# **CITY OF OTTAWA**

## **April Monthly Financial and Activity Report**

Presented to the City Commission  
June 4, 2012

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**COMBINED STATEMENT OF REVENUE, EXPENDITURES, AND CASH BALANCE**

April-12 FUNDS	Beginning	Beginning	Revenue		Transfers		Disbursements				Ending Cash
	Balance 1/1/2011	Balance 4/1/2012	Current Mo.	Year To Date	Current Mo.	Year To Date	Current Mo.	Year To Date	Cur. Mo.	YTD	Balance 04/30/12
GENERAL FUND	1,205,942	1,988,372	372,628	2,721,872	58,385	434,371	668,901	2,611,701	(237,887)	544,542	1,750,484.11
Community Services	5,252	43			10,650	47,056	10,678	52,293	(28)	(5,237)	14.98
Auditorium	25,358	63,760	747	81,797			9,742	52,390	(8,995)	29,407	54,765.26
Airport	4,865				6,720	17,976	6,720	22,841		(4,865)	
Special Park & Recreation	88,383	88,762		6,241			10,887	16,748	(10,887)	(10,508)	77,874.88
Special Alcohol Program	(0)	6,227		6,227						6,227	6,226.82
Library	(0)	(0)		371,935				371,935			(0.00)
Economic Development	130,334	128,531	1,880	10,533			4,649	15,105	(2,769)	(4,572)	125,762.51
Special Streets	91,339	155,831	205,585	290,513			458	20,894	205,127	269,619	360,958.03
Equipment Reserve	1,175,842	1,009,490	34	12,640			51,780	230,738	(51,746)	(218,098)	957,743.80
Revolving Loan Fund	146,886	147,490	198	802					198	802	147,687.72
Risk Management	290,773	174,897	6	32,204	420,000	420,000	375,729	523,803	44,276	(71,599)	219,173.65
Trails Grant	3,000	3,000									3,000.00
G.O. DEBT	533,193	771,885	25	347,823				109,106	25	238,716	771,909.74
Stormwater Utility		(4,485)					1,144	5,629	(1,144)	(5,629)	(5,629.44)
Water	773,284	839,393	195,253	808,964	(183,207)	(231,008)	156,443	656,243	(144,396)	(78,286)	694,997.44
Wastewater Operating	678,935	835,776	190,954	757,475	(148,914)	(289,211)	113,286	382,669	(71,247)	85,595	764,529.77
Electric Operating	4,127,412	4,399,122	1,147,196	4,693,298	(322,420)	(468,317)	1,006,309	4,134,805	(181,533)	90,177	4,217,588.55
Power Supply Fund	929,833	985,994	30	102,856				46,666	30	56,190	986,023.49
Electric Construction	2,569,011	2,354,905	383	2,134				215,856	383	(213,723)	2,355,287.91
Utility Credits	139,983	118,430	2,252	(18,900)			223	624	2,029	(19,524)	120,458.89
US 59 Turnback	(1,639)	(0)		1,639						1,639	(0.00)
Airport Hangars 2009-2010	20,318	(0)		840,990	26,839	72,438	26,839	933,746		(20,318)	(0.00)
Sidewalk Grant 15th Street	0	(77,700)	25,137	141,278			29,123	222,964	(3,986)	(81,686)	(81,685.66)
Love's Grainger TIF	0	17,552		349,491		(324,000)	62	8,001	(62)	17,490	17,490.03
South HWY 59 TDD	(0)	904	483	1,388					483	1,388	1,387.51
East Side Interceptor	(0)	(96,252)					59,648	155,900	(59,648)	(155,900)	(155,899.85)
Levee Improvement	0	(35,127)			45,125	45,125	9,998	45,125	35,127		0.00
TIF PROJECT FUND	2,901	13,210	0	10,309					0	10,309	13,210.31
Airport Improvements		(5,000)					(5,000)		5,000		
Sidewalk Improvements	0	(19,323)			23,906	23,906	4,584	23,906	19,323		0.00
Airport Improvements Grant	(8,471)	(23,795)					18,207	33,530	(18,207)	(33,530)	(42,001.03)
Health Insurance	1,713,703	1,785,608	199,164	827,173			160,239	716,343	38,926	110,830	1,824,533.41
WWTP Funding	552,034	379,860	20	126	62,916	251,664		361,027	62,936	(109,238)	442,795.92
<b>Total</b>	<b>15,198,470</b>	<b>16,007,361</b>	<b>2,341,975</b>	<b>12,400,805</b>			<b>2,720,647</b>	<b>11,970,587</b>	<b>(378,672)</b>	<b>430,218</b>	<b>15,628,688.75</b>

# ANALYSIS OF COMBINED SALES AND COMPENSATING USE TAX

**April-12**

COUNTY (1.0%)	2007	2008	2009	2010	2011	2012	12 Mo. Running Total		Change	Change
							2011	2012	Dollars	Percent
January	93,708	89,315	99,330	86,536	80,430	92,276	1,035,471	1,091,506	\$ 11,846.25	14.73%
February	92,769	92,872	78,086	76,809	95,342	88,325	1,054,005	1,084,488	\$ (7,017.67)	-7.36%
March	75,378	91,131	91,862	98,077	88,872	88,566	1,044,800	1,084,183	\$ (305.14)	-0.34%
April	81,443	80,668	77,113	70,085	69,281	87,092	1,043,996	1,101,994	\$ 17,810.85	25.71%
May	103,746	98,901	76,061	91,428	89,714		1,042,281			
June	82,034	92,921	81,165	93,497	102,444		1,051,228			
July	85,376	86,070	95,918	81,315	86,902		1,056,815			
August	98,135	96,731	75,528	91,366	89,754		1,055,203			
September	53,294	88,029	86,768	81,664	89,932		1,063,471			
October	101,391	92,318	82,931	91,504	94,804		1,066,771			
November	89,654	94,877	85,370	91,476	93,010		1,068,306			
December	90,664	92,200	94,603	87,821	99,175		1,079,659			
<b>SAME MO. YTD</b>	<b>343,298</b>	<b>353,985</b>	<b>346,390</b>	<b>331,507</b>	<b>333,924</b>	<b>356,259</b>			<b>\$ 22,334.29</b>	<b>6.69%</b>
<b>ANNUAL TOTAL</b>	<b>1,047,592</b>	<b>1,096,032</b>	<b>1,024,734</b>	<b>1,041,578</b>	<b>1,079,659</b>					
CITY (1.1%)	2007	2008	2009	2010	2011	2012	2011	2012		
January	202,613	212,934	236,376	204,441	179,538	203,964	2,233,860	2,387,294	\$ 24,425.89	13.60%
February	218,533	217,822	172,012	162,122	209,172	179,606	2,280,911	2,357,728	\$ (29,566.14)	-14.13%
March	176,137	217,785	206,993	210,746	196,175	190,917	2,266,339	2,352,470	\$ (5,257.72)	-2.68%
April	190,033	181,986	177,587	145,922	147,293	197,369	2,267,710	2,198,583	\$ 50,076.07	34.00%
May	246,560	230,197	171,836	201,864	198,268		2,264,114			
June	192,106	205,400	186,228	194,427	235,300		2,304,987			
July	201,426	201,828	232,192	172,342	187,599		2,140,706			
August	229,212	225,479	143,616	190,976	183,443		2,312,711			
September	191,932	203,613	195,227	186,893	195,331		2,321,149			
October	227,123	198,464	186,409	197,011	203,309		2,327,447			
November	199,027	205,837	189,281	198,170	204,378		2,333,655			
December	205,672	199,825	218,712	193,849	223,063		2,362,868			
<b>SAME MO. YTD</b>	<b>787,316</b>	<b>830,528</b>	<b>792,968</b>	<b>723,231</b>	<b>732,177</b>	<b>771,855</b>			<b>\$ 39,678.10</b>	<b>5.42%</b>
<b>ANNUAL TOTAL</b>	<b>2,480,374</b>	<b>2,501,171</b>	<b>2,316,469</b>	<b>2,258,763</b>	<b>2,362,868</b>					
<b>CITY/CO. TO DATE</b>	<b>1,130,614</b>	<b>1,184,513</b>	<b>1,139,358</b>	<b>1,054,737</b>	<b>1,066,102</b>	<b>1,128,114</b>	<b>Tot YTD</b>	<b>Budget</b>		<b>5.82%</b>
<b>TOTAL</b>	<b>3,527,966</b>	<b>3,597,203</b>	<b>3,341,202</b>	<b>3,300,341</b>	<b>3,442,528</b>			<b>3,320,486</b>	<b>\$ 1,106,828.67</b>	<b>1.92%</b>

CITY OF OTTAWA

April 2012

ELECTRIC CONSUMPTION REPORT

		METERS	CURRENT KWH	YTD KWH	CURRENT \$	YTD \$	UNIT COST	
SMALL BUS, URBAN	THIS YR	561	824,518	3,399,436	\$97,736.02	\$402,978.62	.118537	.118542
	LAST YR	564	828,225	3,808,809	\$89,555.85	\$412,212.36	.108129	.108226
SMALL BUS, RURAL	THIS YR	7	3,719	20,804	\$552.44	\$2,868.38	.148545	.137876
	LAST YR	8	7,035	34,973	\$867.21	\$4,207.43	.123270	.120305
LARGE POWER	THIS YR	108	4,734,935	17,944,069	\$485,117.17	\$1,847,595.18	.102454	.102964
	LAST YR	106	4,907,285	18,306,558	\$446,574.23	\$1,726,287.43	.091002	.094298
RES URBAN	THIS YR	5,098	2,946,638	14,069,020	\$354,968.94	\$1,672,672.51	.120465	.118890
	LAST YR	5,120	3,161,765	16,269,698	\$345,413.30	\$1,767,400.04	.109246	.108631
RES RURAL	THIS YR	10	5,573	30,275	\$746.38	\$3,887.28	.133927	.128399
	LAST YR	9	7,616	34,828	\$886.81	\$4,038.26	.116440	.115948
SCHOOL/CITY	THIS YR	114	1,186,118	4,735,823	\$97,344.21	\$366,314.81	.082069	.077349
	LAST YR	123	1,154,452	4,719,545	\$83,026.69	\$326,053.58	.071918	.069085
AREA LIGHTS	THIS YR	304	22,800	91,125	\$5,342.69	\$21,384.01	.234328	.234666
	LAST YR	301	22,575	90,825	\$5,053.19	\$20,478.58	.223840	.225472
STREET LIGHTS	THIS YR	14	38,579	177,598				
	LAST YR	14	43,192	184,025				
CURRENT TOTALS		6,216	9,762,880	40,468,150	\$1,041,807.85	\$4,317,700.79	.106711	.106693
LAST YEAR TOTALS		6,245	10,132,145	43,449,261	\$971,377.28	\$4,260,677.68	.095870	.098060
PERCENT CHANGE		1.00 %	.96 %	.93 %	1.07 %	1.01 %		
CONSUMER SALES KWH			9,762,880	40,468,150				
NET ENERGY/LOAD			10,501,634	43,226,414				
ENERGY ACCOUNTED FOR			9,762,880	40,468,150				
KWH LOSS			738,754	2,758,264				

CITY OF OTTAWA

April 2012

WATER CONSUMPTION REPORT

		METERS	CURRENT CCF	YTD CCF	CURRENT \$	YTD \$	UNIT COST	
RURAL SMALL BUS	THIS YR	4	32	124	\$238.92	\$939.16	7.466250	7.573870
	LAST YR	4	45	205	\$258.57	\$1,156.21	5.746000	5.640048
LARGE BUSINESS	THIS YR	99	6,312	23,737	\$32,033.72	\$123,666.53	5.075050	5.209863
	LAST YR	97	6,015	21,981	\$29,689.07	\$111,378.58	4.935838	5.067038
SCHOOLS	THIS YR	31	1,434	4,735	\$7,207.50	\$25,197.27	5.026150	5.321493
	LAST YR	32	1,436	4,478	\$7,007.31	\$23,232.76	4.879742	5.188200
WHOLESALE	THIS YR	4	10,776	42,055	\$22,228.43	\$87,057.00	2.062771	2.070074
	LAST YR	4	15,649	49,485	\$30,063.39	\$96,381.23	1.921106	1.947685
STATE FEE	THIS YR				\$852.75	\$3,291.55		
	LAST YR				\$840.91	\$3,384.69		
RURAL LARGE BUS	THIS YR	2	837	2,877	\$3,725.63	\$13,607.27	4.451170	4.729673
	LAST YR	2	784	2,776	\$3,409.96	\$12,696.64	4.349438	4.573717
CITY	THIS YR	42	1,247	5,278	\$2,456.11	\$10,383.39	1.969615	1.967296
	LAST YR	41	1,281	5,843	\$2,476.97	\$10,715.44	1.933622	1.833893
RESIDENCE	THIS YR	4,442	22,284	87,326	\$98,734.45	\$389,973.42	4.430732	4.465719
	LAST YR	4,434	21,485	90,222	\$92,306.93	\$373,829.19	4.296343	4.143437
RURAL RES	THIS YR	3	10	42	\$103.31	\$418.74	.331000	9.970000
	LAST YR	3	10	52	\$98.39	\$425.00	9.839000	8.173076
BULK	THIS YR	1	169	632	\$1,024.48	\$4,315.65	6.062011	6.828560
	LAST YR	1	130	587	\$609.00	\$2,972.93	4.684615	5.064616
SMALL BUSINESS	THIS YR	477	3,740	14,404	\$17,101.47	\$66,665.99	4.572585	4.628297
	LAST YR	483	4,280	16,709	\$17,404.44	\$68,346.62	4.066457	4.090407
CURRENT TOTALS		5,105	46,841	181,210	\$185,706.77	\$725,515.97	3.964620	4.003730
LAST YEAR TOTALS		5,101	51,115	192,338	\$184,164.94	\$704,519.29	3.602952	3.662923
PERCENT CHANGE		1.00 %	.92 %	.94 %	1.01 %	1.03 %		
CONSUMER SALES CCF			46,841	181,210				
TREATED WATER GAL			45,410,000	172,102,000				
WATER ACCOUNTED FOR-GAL			35,037,068	135,545,080				
WATER LOSS			10,372,932	36,556,920				

# OTTAWA FIRE DEPARTMENT OTTAWA, KANSAS



Jeff Carner  
Fire Chief

## Monthly Report April, 2012

**Calls for Service:** The department responded to 121 calls for service and experienced an estimated \$600 in fire loss.

**Inspections:** A total of 75 business and residential inspections were completed.

**Training:** Shift personnel conducted 513 hours of training with most of these hours associated with vehicle collisions and techniques of stabilization and extrication. We hosted a regional class dealing with this topic and had a total of 49 participants from several surrounding states.

**Public Education:** During the month we delivered seven public education programs.

Respectfully submitted,

Jeff H. Carner

720 West Second Street  
Ottawa, Kansas 66067  
Phone 785-229-3700 Fax 785-229-3705 Emergency - 911

Ottawa Fire Department

Incident Type Report (Summary)

Alarm Date Between {04/01/2012} And {04/30/2012}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
<b>1 Fire</b>				
100 Fire, Other	1	0.82%	\$100	16.66%
113 Cooking fire, confined to container	1	0.82%	\$0	0.00%
118 Trash or rubbish fire, contained	1	0.82%	\$0	0.00%
131 Passenger vehicle fire	1	0.82%	\$500	83.33%
140 Natural vegetation fire, Other	1	0.82%	\$0	0.00%
	<b>5</b>	<b>4.13%</b>	<b>\$600</b>	<b>100.00%</b>
<b>3 Rescue &amp; Emergency Medical Service Incident</b>				
311 Medical assist, assist EMS crew	72	59.50%	\$0	0.00%
	<b>72</b>	<b>59.50%</b>	<b>\$0</b>	<b>0.00%</b>
<b>4 Hazardous Condition (No Fire)</b>				
412 Gas leak (natural gas or LPG)	2	1.65%	\$0	0.00%
461 Building or structure weakened or collapsed	1	0.82%	\$0	0.00%
462 Aircraft standby	2	1.65%	\$0	0.00%
	<b>5</b>	<b>4.13%</b>	<b>\$0</b>	<b>0.00%</b>
<b>5 Service Call</b>				
500 Service Call, other	1	0.82%	\$0	0.00%
551 Assist police or other governmental agency	1	0.82%	\$0	0.00%
553 Public service	1	0.82%	\$0	0.00%
561 Unauthorized burning	1	0.82%	\$0	0.00%
	<b>4</b>	<b>3.30%</b>	<b>\$0</b>	<b>0.00%</b>
<b>6 Good Intent Call</b>				
611 Dispatched & cancelled en route	1	0.82%	\$0	0.00%
6112 Medical Call - Dispatched & cancelled en	5	4.13%	\$0	0.00%
622 No Incident found on arrival at dispatch	2	1.65%	\$0	0.00%
631 Authorized controlled burning	17	14.04%	\$0	0.00%
	<b>25</b>	<b>20.66%</b>	<b>\$0</b>	<b>0.00%</b>
<b>7 False Alarm &amp; False Call</b>				
700 False alarm or false call, Other	1	0.82%	\$0	0.00%
733 Smoke detector activation due to	3	2.47%	\$0	0.00%
743 Smoke detector activation, no fire -	4	3.30%	\$0	0.00%
744 Detector activation, no fire -	1	0.82%	\$0	0.00%
745 Alarm system activation, no fire -	1	0.82%	\$0	0.00%

Ottawa Fire Department

Incident Type Report (Summary)

Alarm Date Between {04/01/2012} And {04/30/2012}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
	10	8.26%	\$0	0.00%

Total Incident Count: 121

Total Est Loss:

\$600

**City of Ottawa Human Resources Department  
Monthly Report for April 2012**

**TRAINING/EDUCATION:**

4/4 - 4/5/2012 Competent Person for Trench and Confined Space training was conducted by Midwest Fire Training Associates in Ottawa; 12 employees attended Competent Person training and 18 employees attended Confined Space training.

4/13/2012 HR Director attended 1-day seminar in Kansas City, sponsored by International Public Management Association for Human Resources (IPMA-HR)

4/26/2012 Supervisor Training was held on "Avoiding Discrimination and Harassment in the Workplace", presented by Joanna Wright of Cretcher Heartland, via webinar

**PERSONNEL MANAGEMENT:**

4/12/2012 Employee Benefits Committee heard results of first 6-months utilization of the Tria Health program (formerly WellTrak). This is a medication management program offered through our prescription benefits plan in which pharmacists provide confidential care to ensure patient's medications are safe, affordable, and effective. A number of drug therapy problems were identified and eliminated, and cost-saving alternatives were recommended for others.

HR Director continues to assist the Ottawa Public Library with Library Director recruitment and screening process.

**EMPLOYEE RECRUITMENT/SELECTION:**

Assistant Municipal Court Clerk, Part-Time: Position posted 4/5/2012, closed 4/22/2012; 58 applications received; interviews will be scheduled in May.

Clerk I: Position posted 4/30/2012, closes 5/13/2012.

Police Officer: Position posted 3/21/2012, closed 4/22/2012; 79 applications received; written entrance exam and physical agility testing conducted for 21 applicants 4/27/2012; 13 applicants will be scheduled for interviews in May.

Seasonal Worker: Position posted 4/30/2012, closes 5/6/2012.

Service Technician: Position posted 4/30/2012, closes 5/6/2012.

Hiring Freeze: Five full-time positions have remained vacant since 2009 due to the hiring freeze; two are funded from the General Fund (Plans Examiner in Planning & Codes Dept. and Equipment Operator in Public Works Dept./Streets Division) and three are funded from Utility Funds (Account Clerk in Finance Dept, Maintenance Worker in Utilities Dept./Water Distribution/Wastewater Maintenance Division, and CAD Operator in Utilities Dept.)

**RISK MANAGEMENT/LOSS CONTROL:**

4/24/2012 Safety Committee held meeting at Streets Barn; reviewed one accident since last meeting; heard update on Safety & Wellness Day being planned for September;

**INSURANCE CLAIMS:**

2/21/2012 Utilities Warehouse Fire: Overhead electric heater malfunctioned, causing spark and catching materials stored on metal rack below to catch fire; claim filed 2/21/2012; B&B Professional Cleaning hired to perform clean up/restoration; Loyd Builders hired for roof repair; partial payment received from EMC Insurance 3/23/2012; all work completed 3/28/2012; Total Loss: \$43,037.20 (\$5,000 deductible); awaiting final payment from EMC

4/17/2012 Fire Department conducting training, Self-Contained Breathing Apparatus (SCBA) was on bumper of fire engine when engine was being moved, fell off and was run over, damaging unit beyond repair; estimate to replace: \$5,129.00; insurance claim filed 4/27/2012

**TORT CLAIMS:**

4/12/2012 Homeowner in 800 block S. Mulberry claims sewer backed up into basement; requesting reimbursement for cost of plumber after it was determined that tree roots in the city main caused the backup; line was last cleaned March 2008; reimbursement of \$181.38 was approved/processed for payment 4/20/2012.

**DAMAGE TO CITY PROPERTY:**

3/17/2012 Driver was northbound in 1800 block South Princeton when car missed curve, ran off road and stuck utility pole; damage estimate \$2,263.25; request for payment letter mailed 4/17/2012.

**CITY VEHICLE ACCIDENTS:**

3/27/2012 City-owned vehicle was legally parked when unknown vehicle struck left front fender and left scene without reporting; damage estimate \$936.80; repairs completed, costs paid from Risk Management; FILE CLOSED.

4/17/2012 Utility vehicle driving over wooden bridge in alley between Cedar and Hickory, north of Logan; driver side rear wheel broke through bridge; while attempting to raise truck, rear light bar was damaged; damage estimate \$400.

**WORK INJURIES:**

No injuries to report in April.

# Ottawa Information Technology (IT) Department

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**Date:** May 14, 2012

**To:** Richard Nienstedt, City Manager and City Commission

**From:** Chuck Bigham, IT Director

**Subject:** April Monthly Report

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## **IT Trouble Tickets & Other-**

27 new calls for Service logged, 22 closed (*examples- can't send mail, locked up, error conditions, won't power-on, Blackberry not syncing, possible virus, can't find folder, print problems, won't boot, battery backup beeping etc.*)

## **Government Access Channel (GAC)**

New Programs- Quarterly Image Award, Legislative Coffee, Eggs and Issues, City and County Commission, NASA news and information, Pentagon Recon, OHS Prom Walk.

# of different programs played- 14 (*examples- City and County meetings, Coffee, NASA news, White House Chronicles*)

## **Web Site**

Began to edit and organize the new website.

7 News articles posted, Upcoming events continually updated.

Videos posted include, 2 City Commission, 1 Legislative Coffee.

## **FaceBook-**

Updates Provided- Videos Posted (same as website). 7 News Articles Linked. 3 new Photo Albums of Power Plant Equipment, City Park Bridge dedication and Ottawa Municipal Airport reconstruction . All questions and comments have been distributed and resolved.

Total Likes: 602 See attached graphs

## **Other Activities-**

Created press release and sent to KOFO and Herald regarding the Live Streaming channel now available on our website and on u-stream. Filmed 4 interviews at the Chamber. Those have been edited and are going to air periodically throughout the next month or two. Filmed and took photos at OHS prom.

**Show: Ottawa Kansas Government Access Channel Live**  
**Period: April 1, 2012 - May 2, 2012**

**Breakdown**

Days	Unique viewers	Viewer hours
April 3, 2012-	4	0.63
April 4, 2012-	9	3.58
April 10, 2012-	15	6.57
April 16, 2012-	3	0.84
April 18, 2012-	19	2.71
April 24, 2012-	13	7.48
April 26, 2012-	9	1.05
<b>Total</b>		
Days	Unique viewers	Viewer hours
	72	22.85



City of Ottawa Kansas

Timeline

Liked

04/01/2012 - 05/01/2012

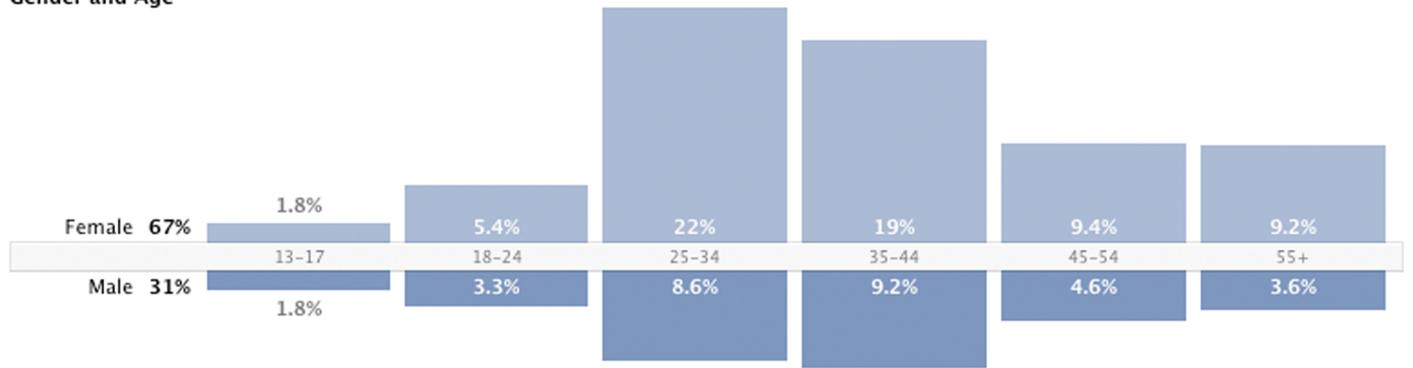
Export Data



People Who Like Your Page (Demographics and Location)

See Likes

Gender and Age?



Countries?

- 597 United States of America
- 1 United Kingdom
- 1 India
- 1 Japan
- 1 Canada
- 1 Afghanistan

Cities?

- 348 Ottawa, KS
- 16 Topeka, KS
- 15 Wellsville, KS
- 14 Lawrence, KS
- 10 Kansas City, MO
- 9 Princeton, KS
- 8 Pomona, KS
- 7 Richmond, KS
- 7 Rantoul, KS
- 6 Olathe, KS
- 6 Baldwin City, KS
- 5 Overland Park, KS
- 5 Kansas City, KS
- 4 Garnett, KS
- 4 Gardner, KS
- 4 Osawatomie, KS
- 4 Wichita, KS
- 4 Saint Paul, MN
- 2 Williamsburg, KS
- 2 Mustang, OK

Less

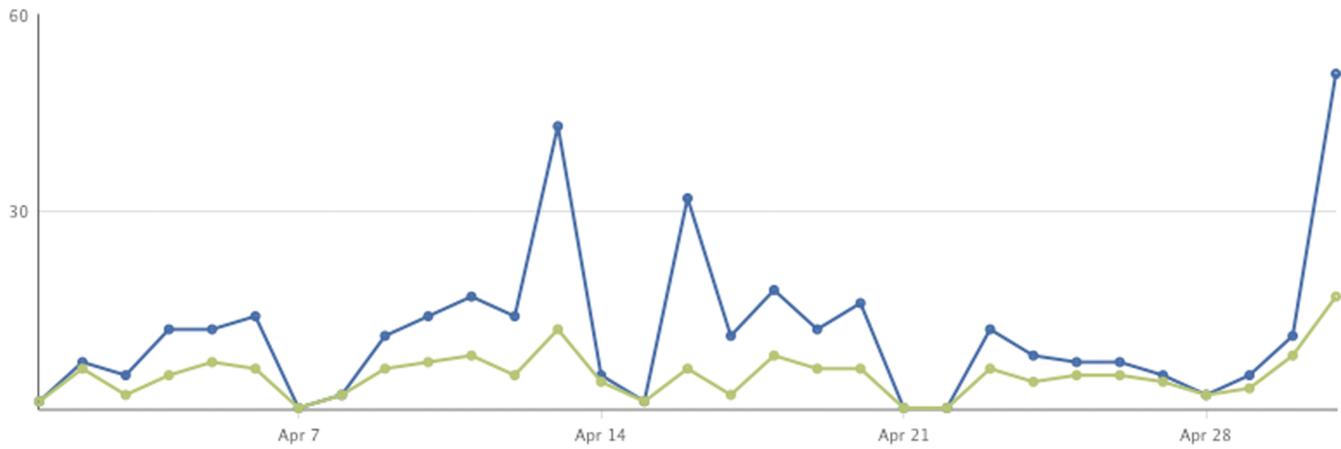
Languages?

- 587 English (US)
- 18 English (UK)
- 3 Spanish

### Visits to Your Page

#### Page Views

Page Views?  Unique Visitors?



#### Total Tab Views?

301 timeline

13 Photos

3 Events

3 Information

2 likes

1 page\_map

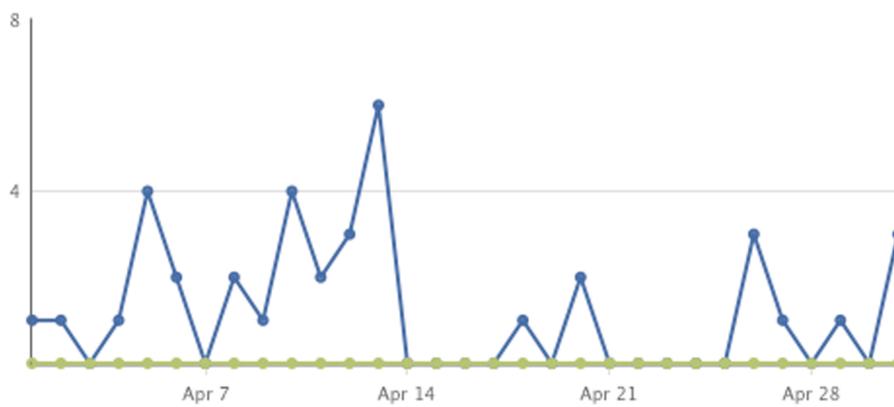
1 allactivity

#### External Referrers?

4 google.com

### Where Your Likes Came From

New Likes?  Unlikes?



#### Like Sources?

20 Facebook Recommendations?

8 On Page?

4 Mobile?

2 Third-Party Apps?

1 On Hover?

1 Timeline?

1 Search Results?

## PLANNING & CODES DEPARTMENT April 2012 MONTHLY REPORT

### Planning Commission:

Reviewed and made recommendations on a rezone at 9th & Main. Began discussions of modifications to the sign regulations.

### Projects:

**15<sup>th</sup> Street Sidewalk:** This project is completed. In May we will have a ribbon cutting.

**Safe Routes to School:** Anticipate a June bid letting by KDOT.

**Deck Workshop:** Staff presented a deck workshop for the public, had 8 attendees, who were given certificates for a free deck permit for participating.

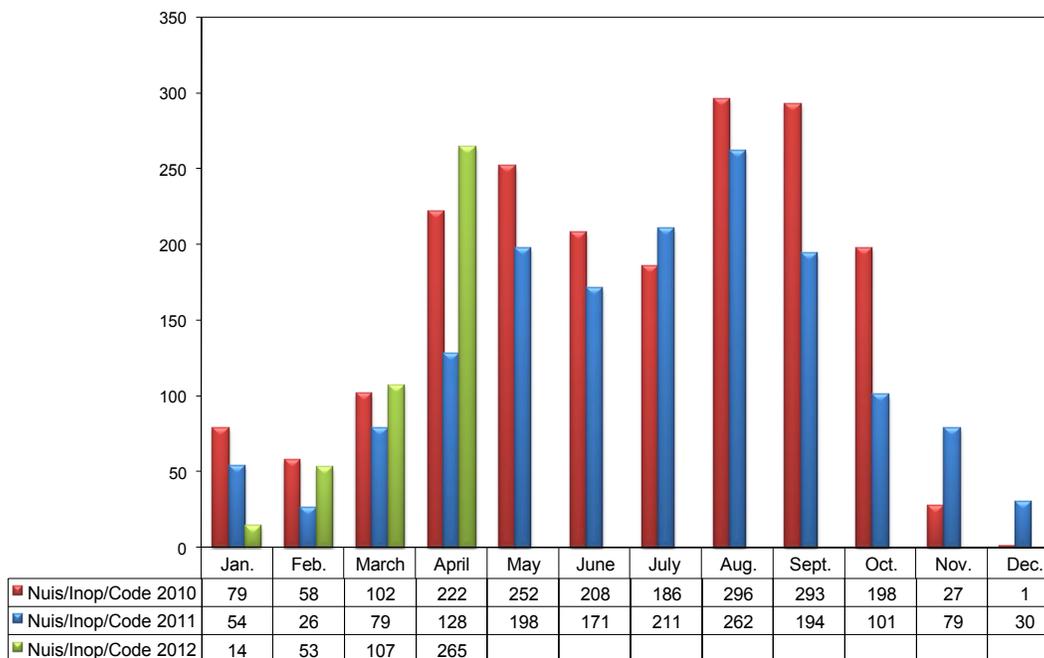
### Condemnations:

The contractor has begun demolition of the structure with an anticipated completion in June.

### Code Enforcement:

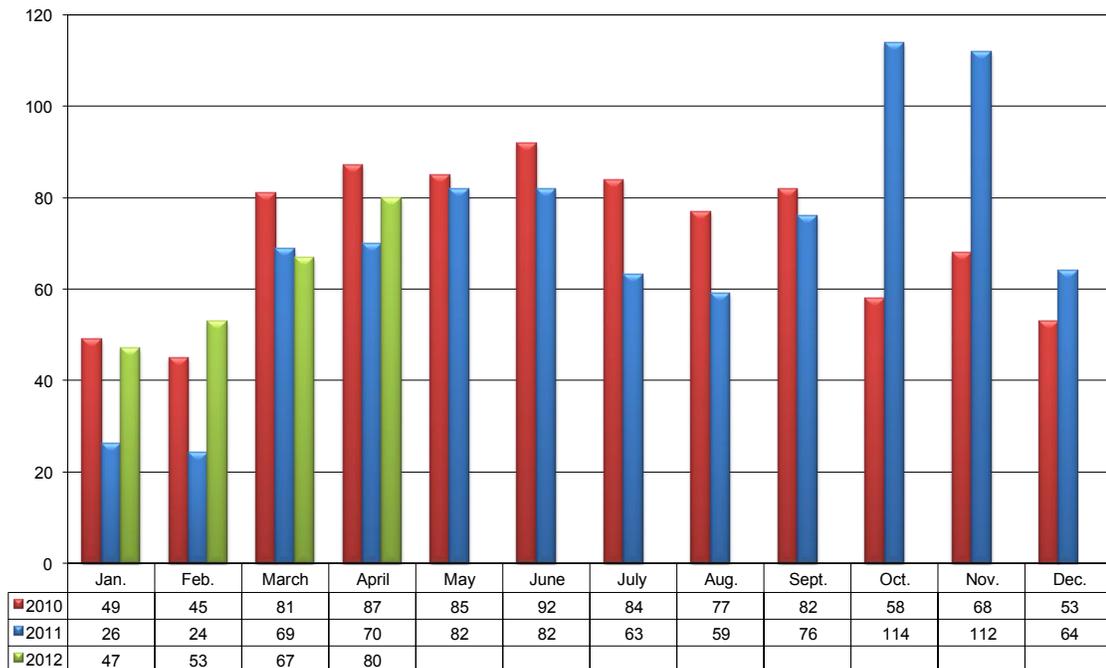
The Codes Officer worked three days a week in April checking complaints and has completed his annual survey of the community. He will begin working 4 days a week in May.

**Nuis/Inop/Code Correspondence Sent Monthly**

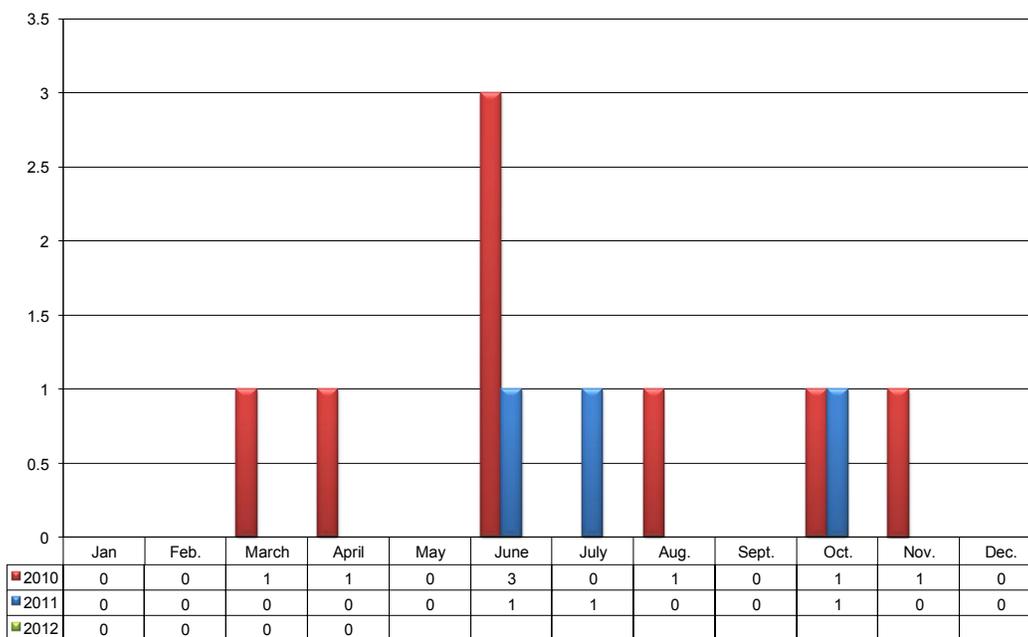


**Permits:**

**Non-Residential Permits Issued**

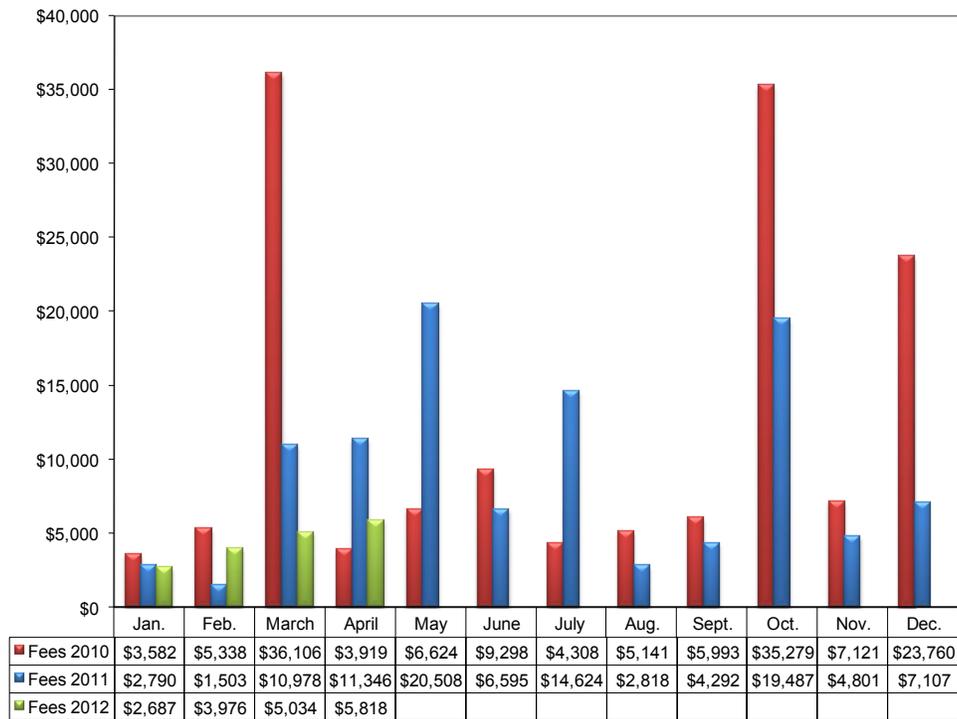


**Residential Permits Issued**



**Fees:**

**Monthly Building Permit Fees Collected**



The chart above does not include planning fees.

**Fees Budgeted for 2012:**

Budgeted amount is	\$117,045
Permit fees to date:	\$ 17,515
Planning fees to date:	<u>\$ 875</u>
Total received to date:	\$ 18,390

*Police Department  
City of Ottawa, Kansas*

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**MEMORANDUM**

DATE: MAY 3, 2012

TO: RICHARD U. NIENSTEDT, CITY MANAGER

FROM: DENNIS P. BUTLER, CHIEF OF POLICE

SUBJECT: APRIL MONTHLY REPORT

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The purpose of this memorandum is to report activities involving various police department personnel during the month of April 2012. Sworn and civilian members of the police department participated in or attended the following activities:

- Officer Allsbrooks released to solo patrol
- Records Management System Users' meeting
- DUI Presentation at OHS
- Seatbelts Are For Everyone (SAFE) final survey at OHS—Usage increased from 60% to 80%!
- 2013 Budget Preparation
- Accreditation work ongoing
- Records Management System Users' Meeting
- Silent Siren Advisory Board Meeting
- 7<sup>th</sup> Annual Volunteer Appreciation Ceremony
- Franklin County Safety Awareness Day
- Batterer's Intervention Program Advisory Board Meeting
- Volunteers in Police Service (VIPS) and Reserve Police Officers provided 84 hours of service
- Attended several Chamber events
- Monthly supervisors', VIPS, Ottawa Police Foundation, Johnson County Chief's and Sheriff, Franklin County Domestic Violence Response Team (FCDVRT) meetings
- First Friday Forum
- Health Benefits Committee meeting; and
- Police officer written test and agility course

I will be happy to answer any questions.

Thank you.

*Police Department*  
*City of Ottawa, Kansas*  
MEMORANDUM

**DATE:** MAY 8, 2012  
**TO:** RICHARD U. NIENSTEDT, CITY MANAGER  
**FROM:** DENNIS P. BUTLER, CHIEF OF POLICE  
**SUBJECT:** APRIL 2012 ENFORCEMENT STATISTICS

**171 CHARGES WERE ISSUED THROUGH THE MUNICIPAL COURT. SOME OF THESE ARE MULTIPLE CHARGES ON SINGLE TICKETS.**  
**The breakdown is as follows:**

000 VOIDED TICKET	2	195 DRIVE IN VIOLATION OF RESTRICTIONS	1
013 DISOBEY TRAFFIC SIGNAL	1	198 ILLEGAL TAG	4
024 ACCIDENT INVOLVING DAMAGE	1	200 KNOWINGLY OPER W/O INSURANCE	21
026 DUTY UPON STRIKING UNATT VEH	1	182A NO SEAT BELT	1
029 RECKLESS DRIVING	1	CH10 INOPERABLE VEHICLE	2
030 DUI	1	13210 SPEEDING SCHOOL ZONE	2
031 FLEE & ELUDE	1	13311 2 HOUR PARKING	18
033 SPEEDING	23	182.1 SEATBELT	25
042 PASSING ON LEFT W/O CLEARANCE	1	3-213 KEEPING VICIOUS ANIMAL	2
046 IMPROPER DRIVING LANED ROAD	1	3-302 DOG VACCINATION REQUIREMENTS	4
059 FAIL TO YIELD STOP/YIELD SIGN	3	3-303 DOG CITY REGISTRATION FEES	4
085 PARKING/STANDING/STOPPING	1	3-309 DOG RUNNING AT LARGE	4
089 ILLEGAL PARKING	1	38202 POSSESSION OF PARAPHERNALIA	1
096 PARKING IN NO PARKING ZONE	1	4-315 POSSESSION CMB UNDERAGE	2
104 INATTENTIVE DRIVING	7	38-601 THEFT	6
106 TRANSPORT OPEN CONTAINER (KSA 8-1599)	1	38-606 CRIMINAL DAMAGE TO PROPERTY	2
125 DRIVE ACROSS LAWN	1	38-702 OBSTRUCTING LEGAL PROCESS	2
146 DEFECTIVE HEADLAMPS	1	38-901 DISORDERLY CONDUCT	1
182 CHILD PASSENGER SEATS	1	381202 UNLAWFUL USE OF DRUG PARAPHERNALIA	1
192 NO OPERATOR LICENSE	1	381208 UNLAWFUL POSSESSION OF PROHIBITED SUBSTA	2
193 NO LICENSE IN POSSESSION	1	CH10-6 NUISANCE	3
194 SUSPENDED OPERATORS LICENSE	10		

Report Total: \*\* 171

**41 Charges were filed through County Attorney's office:**

4 Domestic Battery	2 Agg Assault/Battery	4 Battery	
0 Burglary	3 Criminal Damage	1 D.U.I.	
4 Theft	2 Traffic	1 Endangering Child	
1 Liquor Violations	0 Prescription Drugs	11 Misc. Charges	8 Possession Drugs/Paraphenalia

ADULT AND JUVENILE CRIMINAL ARRESTS PART ONE ARRESTS	APR 2012		APR 2011	
	ADULT	JUVENILE	ADULT	JUVENILE
Arson	0	0	0	0
Assault: Aggravated (Agg Battery)	1	0	0	0
Burglary	0	0	1	0
Murder	0	0	0	0
Rape	0	0	0	0
Robbery	0	0	0	0
Theft	9	0	4	0
Theft: Auto	0	0	0	0
<b>Sub Total Part One Arrests</b>	<b>10</b>	<b>0</b>	<b>5</b>	<b>0</b>

REPORTED CRIMES PART ONE OFFENSES	APR 2012		APR 2011	
	REPORTED	INACTIVE	REPORTED	INACTIVE
Arson	1	1	0	0
Assault: Aggravated (Agg Battery)	4	2	0	0
Burglary	4	3	12	9
Murder	0	0	0	0
Rape	1	1	0	0
Robbery	0	0	0	0
Theft	34	26	34	24
Theft: Auto	0	0	1	1
<b>Sub Total Part One Crimes</b>	<b>44</b>	<b>33</b>	<b>47</b>	<b>34</b>

OTHER ARRESTS	ADULT	JUVENILE	ADULT	JUVENILE
Assault	0	0	0	0
Assault: LEO	0	0	0	0
Battery	1	2	2	0
Battery: Domestic	3	0	2	0
Battery: LEO	1	0	1	0
Criminal Damage Property	5	0	1	0
Criminal Threats	0	0	1	0
Disorderly Conduct	2	0	2	0
Driving Under Influence	2	0	11	0
Drug Offense Arrests	10	2	14	1
Forgery	0	0	1	0
Homicide	0	0	0	0
Juvenile Offense Arrests	0	0	1	0
Kidnapping	0	0	0	0
Kidnapping: Aggravated	0	0	0	0
Liquor Related Offense Arrests	3	1	1	0
Phone Harassment	0	0	0	0
Sexual Offense Arrests	0	0	0	0
Suicide	0	0	0	0
Vehicle Related Arrests	30	1	34	3
All Other Arrests	32	1	39	0
<b>Sub Total</b>	<b>89</b>	<b>7</b>	<b>110</b>	<b>4</b>

OTHER CRIMES	REPORTED	INACTIVE	REPORTED	INACTIVE
Assault	0	0	0	0
Assault: LEO	0	0	0	0
Battery	8	5	4	4
Battery: Domestic	8	7	7	6
Battery: LEO	1	1	1	1
Criminal Damage Property	10	8	8	6
Criminal Threats	0	0	1	1
Disorderly Conduct	3	2	2	2
Driving Under Influence	2	2	11	11
Drug Offenses	12	12	12	12
Forgery	0	0	6	2
Homicide	0	0	0	0
Juvenile Offenses	4	4	4	4
Kidnapping	0	0	0	0
Kidnapping: Aggravated	0	0	0	0
Liquor Related Offenses	4	4	1	1
Phone harassment	0	2	0	0
Sex Offenses	1	1	1	0
Suicide	5	5	7	7
Vehicle Related Offenses	33	33	41	41
All Other Offenses	45	42	48	44
<b>TOTAL CRIMES</b>	<b>136</b>	<b>128</b>	<b>154</b>	<b>142</b>

**TOTAL ARRESTS**      **106**      **119**

OTHER ACTIVITIES			
Calls for Service	1048		953
Traffic Accidents	13		16
Warrants Served	22		30
<b>TOTAL INCIDENTS / CALLS FOR SERVICE</b>	<b>1263</b>		<b>1200</b>

### ANIMAL CONTROL

<b>ACTIVITY</b>	<b>Apr-12</b>	<b>Apr-11</b>	<b>Yr to Date</b>
Domestic animals taken to shelter	3	3	24
Animals taken to the Shelter (OTHER OFFICER)	12		49
Dead animals (wild) collected	5	21	21
Dead animals (domestic) collected	6	0	13
Wild animals trapped	10	15	36
Trap usage (days)	9	47	67
Dog ordinance violation citation	0	6	3
Cruelty to animal violation	0	0	0
Calls for service (non-trap)	48	84	218

**FINES**

**COURT FEES**

2012	Violation
January-12	\$23,392.00
February-12	\$28,817.40
March-11	\$23,791.54
March-12	\$29,594.20
April -11	19,210.81
April-12	\$26,118.00

Misc.	Ct. Costs [\$75.00]	LET Fee [\$20.00]	Ct. Trng. [\$.50]	Fee Totals	Combined Total
\$2,780.30	\$6,097.50	\$1,272.12	\$48.38	\$10,198.30	\$33,590.30
\$930.00	\$6,701.00	\$1,412.12	\$53.88	\$9,097.00	\$37,914.40
\$485.50	\$7,389.75	\$1,565.47	\$59.28	\$9,500.00	\$33,291.54
\$1,347.98	\$9,548.50	\$1,977.49	\$74.01	\$12,947.98	\$42,542.18
\$254.50	\$6,344.00	\$1,856.00	\$55.00	\$8,509.50	\$27,720.31
\$162.00	\$5,408.50	\$1,157.00	\$42.50	\$6,770.00	\$32,888.00

MUNICIPAL COURT	
<b>CASES FILED</b>	<b>March, 2012</b>
Crimes against persons	1
Crimes against property	8
Driving Under The Influence	1
Fleeing a Police Officer	0
Other Crimes	18
Reckless Driving	1
Traffic Violations	75
<b>TOTAL CASES FILED</b>	<b>104</b>
<b>COURT REVENUES</b>	
(fines & court costs)	<b>\$31,526.50</b>
<b>CASE DISPOSITIONS</b>	
Bond forfeitures	0
Dismissals	8
Diversion agreements	3
Guilty pleas	112
Trials (on pleas of not guilty)	4
<b>TOTAL CASES CLOSED</b>	<b>127</b>

~~ Violation Fines-- Fine paid for violating the law.  
 ~~ADSAP-- Includes payments for all alcohol/ drug evaluation services.  
 ~~Court Costs-- Costs deposited general fund of city (salaries, computers, overhead, etc.).  
 ~~Law Enforcement Training Fee-- Helps fund State training for Police Officers.  
 ~~Juvenile Detention Facility Fund-- Helps fund juvenile detention centers.  
 ~~Trauma Fund-- Submitted to state for trauma fund  
 ~~CVA-- Crime Victims Assistance Fund submitted to state for victims of crime.  
 ~~PFA-- Protection from Abuse-- submitted to state to aid in abuse victims.  
 ~~KCPOST-- Kansas Commission on Peace Officers Standards and Training Fund-- submitted to state.  
 ~~CT. Training Fund-- submitted to the state for education of the court personnel.  
 ~~Misc.-- Restitution paid to victims, Witness fees, overpayments and reinstatement fees.

ADSAP no longer exist.  
 The above LET Fee includes:  
 JDFF \$2.00  
 Trauma \$1.00  
 CVA \$0.50  
 PFA \$0.50  
 KPOST \$2.50

**From:** Jessica Lemons [mailto:jlemons@ottawapd.org]  
**Sent:** Thursday, May 10, 2012 4:34 PM  
**To:** Leslie Quillen  
**Cc:** Randy Allan  
**Subject:** Correction / Animal Control totals

Leslie,

We have made some minor corrections to the Animal Control Activity. Enclosed you will find January, February, March & April 2012 corrected version of the PD Monthly report for the City Commissioners. Thank you.

**ANIMAL CONTROL**

<b>ACTIVITY</b>	<b>Jan-12</b>	<b>Jan-11</b>	<b>Yr to Date</b>
Domestic animals taken to shelter	6	2	6
Dead animals (wild) collected	13	12	13
Dead animals (domestic) collected	2	1	2
Wild animals trapped	4	6	4
Trap usage (days)	13	30	13
Dog ordinance violation citation	3	0	3
Cruelty to animal violation	0	0	0
Calls for service (non-trap)	66	73	66

**ANIMAL CONTROL**

<b>ACTIVITY</b>	<b>Feb-12</b>	<b>Feb-11</b>	<b>Yr to Date</b>
Domestic animals taken to shelter	9	2	15
Dead animals (wild) collected	6	5	19
Dead animals (domestic) collected	1	2	3
Wild animals trapped	16	7	20
Trap usage (days)	21	22	34
Dog ordinance violation citation	0	0	3
Cruelty to animal violation	0	0	0
Calls for service (non-trap)	49	25	115

### ANIMAL CONTROL

<b>ACTIVITY</b>	<b>Mar-12</b>	<b>Mar-11</b>	<b>Yr to Date</b>
Domestic animals taken to shelter	23	13	38
Dead animals (wild) collected	3	12	22
Dead animals (domestic) collected	4	1	7
Wild animals trapped	6	26	26
Trap usage (days)	24	69	58
Dog ordinance violation citation	0	3	3
Cruelty to animal violation	0	1	0
Calls for service (non-trap)	55	81	170

### ANIMAL CONTROL

<b>ACTIVITY</b>	<b>Apr-12</b>	<b>Apr-11</b>	<b>Yr to Date</b>
Domestic animals taken to shelter	12	3	50
Dead animals (wild) collected	5	21	27
Dead animals (domestic) collected	6	0	13
Wild animals trapped	10	15	36
Trap usage (days)	9	47	67
Dog ordinance violation citation	0	6	3
Cruelty to animal violation	0	0	0
Calls for service (non-trap)	48	84	218

CITY OF OTTAWA, KANSAS  
PUBLIC WORKS DEPARTMENT  
MEMORANDUM

TO: City Commission  
FROM: Andy Haney, Public Works Director  
COPY TO: Larry Matile, Doug Reinert, Lyle Posey, Debbie Badders, Lisa Borjas  
SUBJECT: (April 2012) Monthly Activity Report/Public Works Projects Update  
DATE: May 3, 2012

Project descriptions will only be included when a project first appears. Subsequent reports will only list significant activity related to an ongoing project or changes that occur during the reporting period. Ongoing projects for which there is no significant activity during the month are not listed.

**K-68 & Davis Intersection Improvement.** The City Commission authorized application to KDOT for completion of the project, and the project was awarded. Staff completed a conference call with KDOT related to project administration. The intent is to schedule the construction for calendar year 2013. Necessary work has commenced to:

- acquire necessary property for right-of-way and easements;
- begin the necessary utility adjustments; and
- finalize plans and contract documents for bidding and construction.

**Davis Road Improvements.** Staff continues to evaluate the possible funding alternatives for this improvement while considering how the project should be phased in the event the entire project (K-68 to Sand Creek Road) cannot be completed at the same time.

**Streets Division Projects.** Significant crew time was spent in preparing for the “periodic inspection” of the levee by the US Army Corps of Engineers, and accompanying the USACE team during the inspection. These “significant” inspections are intended to occur every 5 years, but this was the first one conducted since the 1970’s. The final report of the inspection is anticipated to be received late in the summer. The annual crack sealing effort was commenced late in March, and will continue as weather permits through the summer. Construction of a sidewalk and associated ramps fronting city properties along Beech Street commenced late in the month, and are scheduled to be completed by early July. Other routine maintenance activities were completed during the month, with particular emphasis on mowing during the early season growth spurt.

**Street Rehabilitation.** Efforts are under way to initiate the annual program. The City Commission considered bids received for the Slurry Seal program, approving the low bid at their meeting on May 2<sup>nd</sup>. The contractor submitting the low bid was Vance Brothers (Kansas City, MO). The Commission continues to evaluate the list of potential street sections being considered for Mill & Overlay.

**Stormwater Utility.** The Commission authorized the final elements of the Stormwater Utility during the month. Staff is working to complete the detailed work necessary such that all is prepared for the first billing in January 2013.

**City Garage.** The Garage routinely services vehicles and equipment for all City departments. The most typical service is a periodic oil change with associated checks and services (preventive maintenance). During the month of April 2012 there were 21 equipment repairs and 13 preventive maintenance services completed by Garage personnel. One warranty repair was completed by an outside vendor.

MEMORANDUM: Public Works Projects Update (p. 2)

May 3, 2012

**Cemeteries.** Following are excerpts from the monthly Sextons' Reports:

	SPACES SOLD		BURIALS	
	(mo)	(YTD)	(mo)	(YTD)
Highland Cemetery	3	19	5	28
Hope Cemetery	0	0	2	2

**Parks.** The new Mayor's Christmas tree was planted late in March at Haley Park, and crews are continually monitoring the condition of the tree. The overgrown shrubs in the bed had been removed from that planting bed, and other shrubs and plants will be planted in cooperation with the Main Street Association upon their completing a plan/design. Necessary action to put the swimming pool into operation continues. The pool has been patched and is being painted as this report is prepared. Grounds maintenance activities (mowing) has begun to consume a large portion of the crew's time.

Arbor Day was proclaimed at the first Commission meeting in the month; 5th grade students in Ottawa were recognized for their efforts to compete in the poster contest. Tucker Mace was judged by the Tree Board to have made the best poster, and a tree was planted on April 26<sup>th</sup> near Sacred Heart School to commemorate Arbor Day and recognize Tucker's winning effort.

**Airport Activities Report.** There were no "operations" during the month, as the Airport was closed for construction. Year-to-date remains the same as the end of March, as follows:

WEEK OF	M	T	W	Th	F	S	S	TOTAL
<b>CY 2012 TOTAL</b>	98	118	92	140	136	242	207	1033

Airport fuel sales (100LL) during April 2012 amounted to 38 gallons (CY 2012 to date = 383 gal). The Airport Manager reported that the "Courtesy Car" was not used during the month.

**Runway 17-35 Design/Construction.** The contractor commenced on March 26<sup>th</sup>, and plans to complete the project in approximately 4 months. The project is ahead of schedule, to date. The weekly Inspector's Report dated April 27<sup>th</sup> states that the project is approximately 40% complete (cost) and that approximately 27% (days) of the allotted time has been used. As of this report, all of the grading and drainage work has been completed, and the base materials for the concrete runway are in place. The contractor intends to commence the concrete paving on May 14<sup>th</sup>.

**Airspace Protection.** The Kansas Department of Transportation made the formal grant offer, which was authorized by the City Commission at their meeting on 7 March. Staff signed submitted the application to KDOT for a total project cost of \$18,865. Of that total amount, the obligation for the City of Ottawa would be \$943.25. The grant documents have been reviewed by KDOT Legal, and have been submitted for signature by the Secretary of Transportation. For the time being the Secretary of Transportation has determined not to sign the documents, which would provide for completing the project.

**To: City Manager**  
**From: Jim Bradley**  
**Date: May 2, 2012**  
**Subject: Utilities Project Activities**

**NORTHEAST SANITARY SEWER PROJECT**

This project will consist of two new gravity sanitary sewer lines, a new river lift station and force main across the Marais des Cygnes River to the treatment plant. The project when completed will serve a portion of the existing system and provide for growth in the northeast portion of the City. BG Consultants have completed the design and verbal approval has been given by the Corps of Engineers. A presentation and recommendation was given to the City Commission in February 2010.

Estimated costs are approximately \$1,055,000. This amount may change as we intend to add a crossing on K-68. KDHE has been contacted to begin the revolving loan fund process. KDHE has also advised that a 15% principal forgiveness may be available. Environmental clearance letters have been mailed to the appropriate agencies. The current loan with KDHE is currently being modified to include this project. Plans have been modified to include the K-68 crossing the project. We are now in the process of completing the change to the KDHE loan and submitting information for environmental clearance. Proposed to City Commissioners as a priority project at the May 23<sup>rd</sup> 2011 study session. This project cost may be rolled into the new loan agreement now being considered for the Eastside Interceptor Project. Currently awaiting funding before proceeding to bid letting. No change to this project in April.

**EASTSIDE INTERCEPTOR SANITARY SEWER PROJECT**

This project was recommended for completion in the recently completed Professional Engineering Consultants (PEC) Eastside Interceptor Sewer Assessment. The project consists of replacement, repair and upgrade of the sanitary sewer eastside interceptor from near 15<sup>th</sup> St. and Rockwood Acres north to near the sanitary sewer treatment plant. This project will help eliminate wet weather overflows and provide the needed capacity for growth to south of I-35. The project is estimated to cost \$4,707,513 at this time. The City Commission has authorized staff to proceed with the engineering phase of the project and authorized the necessary rate increase to fund the project on February 1, 2012

All appraisals for the required easements have been received and ten of the seventeen have been signed. Two additional easements are apparently being approved, signed and mailed to the Utility Department. Final plans are still being modified. We were advised in March the principal forgiveness is no longer available but will be put on the list for any principal forgiveness that is not used if another project is cancelled. As these funds are

not currently available we are preparing bids to be made in a fashion that we can complete the project in phases in order to remain within budget.

### **POWER PLANT RICE NESHAP PROJECT**

The Environmental Protection Agency published an update on May 3, 2010 of the National Emission Standards for Hazardous Air Pollutants (NESHAP), 40 CFR part 63. This mandate will require nationwide design, testing and installation of emission controls equipment on all large stationary Reciprocating Internal Combustion Engines (RICE), including those at our power plant.

The RICE/NESHAP retro-fit has been completed on three of our four units with only final testing remaining on these three units.. The final testing will be completed once the remaining unit is completed..

### **ELECTRIC MASTER PLAN UPDATE**

The Utility Department has contracted with Sawvel and Associates to update the existing Electric Master Plan. Sawvel will coordinate with SEGA, Inc. and Kansas Municipal Energy Agency and City Staff for existing information necessary to complete the study.

Sawvel presented the Electric Master Plan update on April 16th including recommendations for future power supplies for the City. The Utility Department is now pursuing the best avenues of reaching/completing these recommendations. We are currently working with Kansas Municipal Energy Agency on power supplies for KMEA member cities. This work is in conjunction with our Master Plan for power supplies. The Director of Utilities is now serving on a KMEA Power Supply Committee and the Finance Director, Scott Bird will be serving on the KMEA Finance Committee. All avenues of future power supply, including self owned generation or jointly owned generation is being carefully studied. The above item, Electric Master Plan Update, will be removed in the next monthly report and replaced by a Power Supply Committee item. Updates to this will be provided as information becomes available.

### **SANITARY SEWER MAINTENANCE**

Televised 4,370 feet of sanitary sewer lines. Cleaned 2,294 feet of sewer line. Completed six repairs of sanitary sewer line, replaced one manhole ring and lid.

### **WATER DISTRIBUTION MAINTENANCE**

Replaced 186 feet of 6" waterline and 43 feet of 4" waterline.

# Ottawa Municipal Power Plant

## MONTHLY POWER REPORT April-12

	2012		2011	
	This Month	Year to Date	This Month	Year to Date
<b>KILOWATT HOURS</b>				
NET SELF GENERATION	-80.812	282.334	-89,597	-331,035
PURCHASED POWER:				
SWPA	351,000	853,000	68,500	2,904,500
KMEA	7,178,400	35,287,400	9,332,000	40,430,000
KCPL	2,639,000	7,597,400	536,800	2,273,700
SUB-TOTAL ENERGY	10,168,319	43,738,082	9,847,703	45,277,165
TOTAL ENERGY (after sales) <sup>1</sup>	10,168,319	43,738,082	9,847,703	45,277,165
INCREASE / DECREASE <sup>2</sup> (2012 VS. 2011)	3.26%	-3.40%		
 <b>KILOWATT LOAD</b>				
PEAK DEMAND	24.100	24.100	18.500	24.400
TIME OF PEAK	3:00 PM	3:00 PM	3:00 PM	6:00 PM
DAY OF PEAK	4/2/2012	4/2/2012	4/13/2011	2/8/2011
 <b>ENERGY SALES</b>				
KCPL (supplemental) KWh	0	0	0	0
WRI / Other (supplemental) KWh	0	0	0	0
Nearman Sales KWh <sup>3</sup>	0	0	0	0
<b>TOTAL SALES (KWh)</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

<sup>1</sup>Total energy demand of city

<sup>2</sup>After Generated Sales

<sup>3</sup>Non-Generated Sales

\*negative net generation = station power exceeded gross generation.

**WASTEWATER TREATMENT PLANT REPORT**

**APRIL 2012**

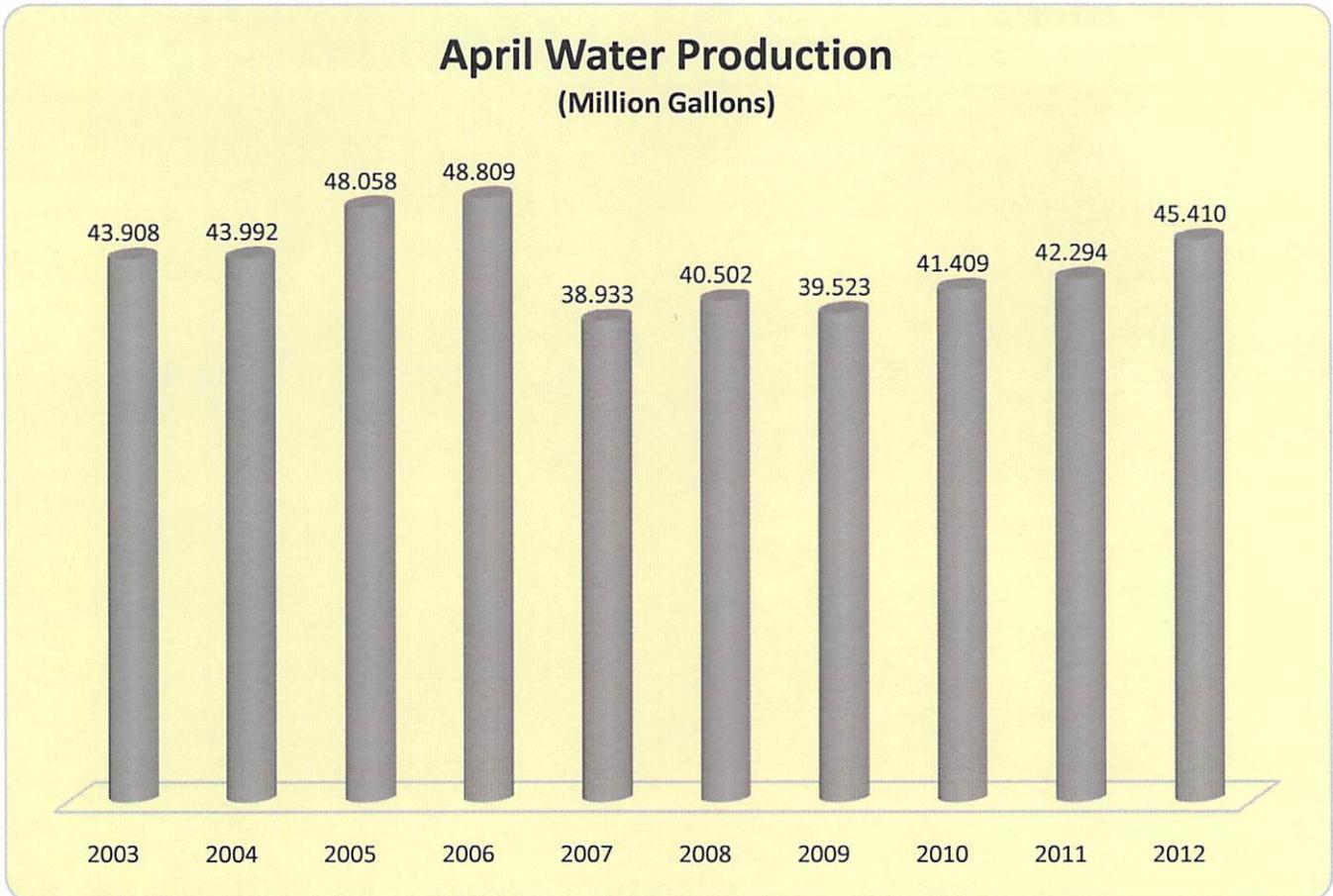
	<b>2012</b>	<b>2011</b>
	This Month	Year To Date
	Same Month	Year To Date
<b>TOTAL FLOW, MG</b>	<b>11.9</b>	<b>78</b>
<b>PEAK DEMAND DAY, MG</b>	<b>0.762</b>	<b>4.564</b>
<b>AVERAGE DAILY FLOW, MGD</b>	<b>0.397</b>	<b>0.643</b>
 <b>AVERAGE PLANT INFLUENT</b>		
BOD5, MG/L	111	106
TSS, MG/L	252.2	192.9
AMMONIA, MG/L	28	18.6
pH, SU	7.53	7.72
 <b>AVERAGE PLANT EFFLUENT</b>		
	(KDHE STD.)	
BOD5, MG/L	(30 MG/L) 2.9	4.6
TSS, MG/L	(30 MG/L) 3.1	3
AMMONIA, MG/L	(8.7 MG/L) 0.42	0.16
pH, SU	(6.0 - 9.0) 7.41	7.58
PERCENT REDUCTION BOD5	91.4	93.9
PERCENT REDUCTION TSS	98.1	98.1
 <b>KWH OF ELECTRIC USED</b>		
Wastewater Plant	125,340	136,460
River Lift Station	3,842	4,541
Logan Lift Station	3,817	5,010
Mulberry Lift Station	3,697	4,514
Princeton Lift Station	1,434	2,419
Rockwood Lift Station	418	382
Pin Oak Lift Station	206	423
Diamond A Lift Station	35	26
Fairway Lift Station	139	431
Rock Creek Lift Station	355	327
<b>TOTAL KWH</b>	<b>139,283</b>	<b>154,533</b>

# WATER TREATMENT PLANT PRODUCTION REPORT APRIL 2012

<i>Gallons of Water Produced</i>	<i>2012</i>		<i>2011</i>		<i>Year to Date</i>
	<i>This Month</i>	<i>Year to Date</i>	<i>This Month</i>	<i>Year to Date</i>	<i>Percentage of Increase / Decrease</i>
Monthly Plant Influent	48,583,000	177,467,000	44,181,000	175,632,000	1%
Monthly Plant Effluent	45,410,000	172,102,000	42,294,000	166,160,000	3%
Sludge Water Reused	3,566,600	10,298,500	3,134,100	11,248,500	-9%
Average Daily Influent	1,619,433	1,466,669	1,472,700	1,451,504	
Average Daily Effluent	1,513,667	1,422,331	1,409,800	1,373,223	

## *Weather Information*

Total Precipitation	1.77	8.57	2.6	9.56	-12%
Average High Temperature	72	60	67	49	18%
Average Low Temperature	47	35	43	26	26%



OTTAWA LIBRARY							
General Fund							
Receipts & Expenditures							
4/30/2012							
Budget Code	Budget Amount	Current Month	Yr to Date Actual	Encumb. paid in	YTD % of Budget	Budget Balance	
					4/12=33.33%		
	<b>Beginning Cash Balance</b>	<b>3,624.00</b>	<b>213,418.25</b>	<b>3,623.83</b>			
	<b>Receipts:</b>						
301.00	City Appropriations	756,582.00	0.00	371,934.72	49.16%	-384,647.28	
302.00	KAN-ED	1,000.00	0.00	2,759.55	275.96%	1,759.55	
303.00	Interest	1,000.00	46.94	171.44	17.14%	-828.56	
304.00	State Aid	6,000.00	5,387.00	5,387.00	89.78%	-613.00	
305.00	NEKLS Grants	25,455.00	0.00	6,363.75	25.00%	-19,091.25	
306.00	Fines and Fees	13,000.00	847.86	4,416.86	33.98%	-8,583.14	
307.00	Copiers & Computers Income	7,000.00	549.90	2,165.50	30.94%	-4,834.50	
308.00	Endowment Interest	8,400.00	0.00	0.00	0.00%	-8,400.00	
313.00	Gift	325.00	50.00	50.00	15.38%	-275.00	
316.00	Programs Income	0.00	0.00	0.00	0.00%	0.00	
321.00	General Fund Reserve	0.00	0.00	0.00	0.00%	0.00	
328.00	Erate Reimb	0.00	0.00	0.00	0.00%	0.00	
333.00	Transfers In (Capital, FOL, & Endowment)	0.00	0.00	0.00	0.00%	0.00	
334.00	Donations	0.00	0.00	0.00	0.00%	0.00	
338.00	Vangent, Inc Gift- FOL	0.00	0.00	0.00	0.00%	0.00	
339.00	Prime Time Family Reading Grant	0.00	0.00	0.00	0.00%	0.00	
340.00	FOL Grant (Programming)	0.00	0.00	0.00	0.00%	0.00	
341.00	Grant/Fundraising	3,545.00	3.05	35.10	0.00%	-3,509.90	
342.00	Allen Loyd Memorial	0.00	250.00	250.00	0.00%	250.00	
	<b>Total Income</b>	<b>825,931.00</b>	<b>7,134.75</b>	<b>393,533.92</b>	<b>0.00</b>	<b>47.65%</b>	<b>-432,397.08</b>
	<b>Beginning Balances Restricted Funds:</b>						
	Weber/Sinclair Gift (Children's)	310.79					
	Starkey (Children's)	29.39					
	Bill Bennett (Art/Arch Memorial)	5.34					
	Asa Albert Smith Memorial	33.80					
	<b>EXPENDITURES:</b>						
	<b>Salaries, etc.</b>						
401.00	Staff Salaries	485,007.00	33,962.07	136,161.27	28.07%	348,845.73	
402.00	Social Security	36,552.00	2,484.64	10,018.51	27.41%	26,533.49	
403.00	KPERS	30,100.00	1,731.45	8,587.81	28.53%	21,512.19	
404.00	Employee Insurance	48,955.00	3,481.21	13,400.05	27.37%	35,554.95	
405.00	Unemployment	493.00	33.42	147.04	29.83%	345.96	
407.00	Worker's Comp	2,700.00	867.00	867.00	32.11%	1,833.00	
410.00	Off. & Dir/Emp Prac Insurance	0.00	0.00	1,489.00	0.00%	-1,489.00	
	<b>Subtotal Salaries,etc.</b>	<b>603,807.00</b>	<b>42,559.79</b>	<b>170,670.68</b>	<b>0.00</b>	<b>28.27%</b>	<b>433,136.32</b>
	<b>Materials and Programs</b>						
501.00	Juvenile Books	21,350.00	31.22	3,998.52	18.73%	17,351.48	
502.00	Adult Books	47,898.00	3,841.71	15,195.96	31.73%	32,702.04	
503.00	Periodicals	7,000.00	250.43	5,422.92	77.47%	1,577.08	
506.00	A.V. Materials	20,000.00	860.59	7,062.45	35.31%	12,937.55	
507.00	Programs	3,000.00	141.82	438.20	14.61%	2,561.80	
513.00	Gift	0.00	37.85	381.17	0.00%	-381.17	
518.00	Electronic Access Expenditures	1,000.00	25.61	131.19	13.12%	868.81	
520.00	A.V. Materials-Children	4,000.00	577.10	673.55	16.84%	3,326.45	
	<b>Subtotal Materials and Programs</b>	<b>104,248.00</b>	<b>5,766.33</b>	<b>33,303.96</b>	<b>0.00</b>	<b>31.95%</b>	<b>70,944.04</b>



**OTTAWA CHAMBER OF COMMERCE**  
**Statement of Receipts & Expenses-Modified Cash**  
January 1 through May 3, 2012

	<u>Jan 1 - May 3, 12</u>	<u>Jan 1 - May 3, 11</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
3330 · OFCED income	34,416.66	30,750.00
3335 · Administrative Income	6,000.00	6,000.00
3810 · Interest Income	69.50	0.00
<b>Total Income</b>	<u>40,486.16</u>	<u>36,750.00</u>
<b>Expense</b>		
4100 · Auto/travel/conference	361.98	325.03
5110 · Advertising	1,092.30	1,357.61
5150 · Dues & publications	249.00	265.50
5250 · Hospitality	58.32	0.00
5300 · Insurance/other	0.00	407.00
5325 · Legal & accounting	3,620.84	0.00
5350 · Operating supplies	166.59	0.00
5351 · Printing	891.15	561.22
5355 · Bank Charges	7.18	0.00
5400 · Postage	118.55	315.80
5450 · Property tax	817.98	0.00
5500 · Repair and maintenance	325.27	384.06
5551 · Payroll taxes/Employee Benefits	2,922.04	3,155.51
5600 · Salaries	18,041.55	20,029.01
5650 · Telephone	478.81	470.42
5700 · Utility	628.16	404.16
<b>Total Expense</b>	<u>29,779.72</u>	<u>27,675.32</u>
<b>Net Ordinary Income</b>	<u>10,706.44</u>	<u>9,074.68</u>
<b>Net Income</b>	<u><b>10,706.44</b></u>	<u><b>9,074.68</b></u>

**Ottawa Main Street Association, Inc.**  
**Statement of Financial Position**  
As of April 30, 2012 and 2011

	<u>Apr 30, 12</u>	<u>Apr 30, 11</u>
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
1010 · Cash - Checking Account -136425	10,309.84	556.81
1020 · Cash - Loan Fund - IWW -1165925	30,810.27	20,077.53
<b>Total Checking/Savings</b>	<u>41,120.11</u>	<u>20,634.34</u>
<b>Other Current Assets</b>		
1200 · Accounts Receivable - other	97.50	97.50
<b>Total Other Current Assets</b>	<u>97.50</u>	<u>97.50</u>
<b>Total Current Assets</b>	41,217.61	20,731.84
<b>Fixed Assets</b>		
1370 · Flags	0.00	910.83
<b>Total Fixed Assets</b>	<u>0.00</u>	<u>910.83</u>
<b>Other Assets</b>		
1510 · Notes Receivable	70,381.72	80,742.15
1520 · Organizational Costs	1,600.95	1,600.95
<b>Total Other Assets</b>	<u>71,982.67</u>	<u>82,343.10</u>
<b>TOTAL ASSETS</b>	<b><u>113,200.28</u></b>	<b><u>103,985.77</u></b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Other Current Liabilities</b>		
2100 · Payroll Liabilities	649.01	630.57
<b>Total Other Current Liabilities</b>	<u>649.01</u>	<u>630.57</u>
<b>Total Current Liabilities</b>	649.01	630.57
<b>Long Term Liabilities</b>		
2500 · Incentives Without Walls	100,992.46	100,992.46
<b>Total Long Term Liabilities</b>	<u>100,992.46</u>	<u>100,992.46</u>
<b>Total Liabilities</b>	101,641.47	101,623.03
<b>Equity</b>		
3900 · Unrestricted	6,093.20	6,803.86
Net Income	5,465.61	-4,441.12
<b>Total Equity</b>	<u>11,558.81</u>	<u>2,362.74</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>113,200.28</u></b>	<b><u>103,985.77</u></b>

**Ottawa Main Street Association, Inc.**  
**Statement of Activities**  
For the One Month Ended April 30, 2012 and 2011

	<u>Apr 12</u>	<u>Apr 11</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
4000 · Dues	1,925.00	0.00
4110 · Contributions - City of Ottawa	2,300.00	2,300.00
4121 · Coupons	20.00	0.00
<b>Total Income</b>	<u>4,245.00</u>	<u>2,300.00</u>
<b>Expense</b>		
6000 · Accounting	100.00	100.00
6020 · Annual Report	135.00	0.00
6030 · Consumable Supplies	-235.00	0.00
6032 · Bank Charges	4.64	4.85
6090 · Phone	65.71	461.55
6100 · Printing/Copying/Postage	22.30	41.25
6110 · Rent	125.00	125.00
6130 · Travel/Hotel/Meals/Training	72.15	0.00
6140 · Wages	1,923.08	2,083.34
6080 · Payroll Tax	323.73	294.87
6151 · City Beautification Expenses	973.57	0.00
<b>Total Expense</b>	<u>3,510.18</u>	<u>3,110.86</u>
<b>Net Ordinary Income</b>	734.82	-810.86
<b>Other Income/Expense</b>		
<b>Other Income</b>		
8000 · Interest Income	41.58	39.10
<b>Total Other Income</b>	<u>41.58</u>	<u>39.10</u>
<b>Net Other Income</b>	<u>41.58</u>	<u>39.10</u>
<b>Net Income</b>	<u><u>776.40</u></u>	<u><u>-771.76</u></u>

**Ottawa Main Street Association, Inc.**  
**Statement of Activities**  
For the Ten Months Ended April 30, 2012 and 2011

	<u>Jul '11 - Apr 12</u>	<u>Jul '10 - Apr 11</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
4000 · Dues	7,252.50	3,260.00
4110 · Contributions - City of Ottawa	23,000.00	23,000.00
4115 · Historical Plaques	0.00	300.00
4118 · WineTasting	4,691.00	0.00
4120 · City Beautification	392.04	0.00
4121 · Coupons	240.00	0.00
4200 · Grant	315.00	0.00
4300 · Fund Raising	0.00	160.00
<b>Total Income</b>	<u>35,890.54</u>	<u>26,720.00</u>
<b>Expense</b>		
6000 · Accounting	550.00	500.00
6010 · Advertising	0.00	80.00
6020 · Annual Report	325.00	40.00
6021 · Annual Meeting	225.00	0.00
6030 · Consumable Supplies	115.01	185.61
6032 · Bank Charges	78.59	45.77
6040 · Depreciation	910.83	1,644.29
6060 · Memberships/Subscriptions	355.00	550.00
6090 · Phone	515.82	831.74
6095 · Meet & Minge	137.10	0.00
6100 · Printing/Copying/Postage	344.45	338.37
6110 · Rent	1,250.00	1,250.00
6130 · Travel/Hotel/Meals/Training	989.34	1,597.07
6131 · National and state convention	184.23	0.00
6135 · Sales Tax	307.00	0.00
6140 · Wages	15,464.78	20,833.40
6080 · Payroll Tax	1,940.44	1,674.77
6145 · Fund raising expenses	280.00	53.96
6147 · Wine tasting expenses	774.49	0.00
6148 · Building Plaques	0.00	1,896.90
6150 · Beer Tasting expenses	1,484.14	0.00
6151 · City Beautification Expenses	3,605.15	0.00
6152 · Fusion expenses	731.29	0.00
6153 · Ottawa Victorian Christmas	100.00	0.00
6154 · Home and Garden Show	45.00	0.00
<b>Total Expense</b>	<u>30,712.66</u>	<u>31,521.88</u>
<b>Net Ordinary Income</b>	5,177.88	-4,801.88
<b>Other Income/Expense</b>		
<b>Other Income</b>		
8000 · Interest Income	287.73	360.76
<b>Total Other Income</b>	<u>287.73</u>	<u>360.76</u>
<b>Net Other Income</b>	287.73	360.76
<b>Net Income</b>	<u><u>5,465.61</u></u>	<u><u>-4,441.12</u></u>

**Ottawa Main Street Association, Inc.**  
**Profit & Loss Budget vs. Actual**  
For the Year Ended June 30, 2012

	Jul '11 - Apr 12	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 · Dues	7,252.50	4,385.00	2,867.50	165.4%
4110 · Contributions - City of Ottawa	23,000.00	27,600.00	-4,600.00	83.3%
4115 · Historical Plaques	0.00	300.00	-300.00	0.0%
4118 · Wine Tasting	4,691.00	4,000.00	691.00	117.3%
4119 · Beer Tasting	0.00	8,750.00	-8,750.00	0.0%
4120 · City Beautification	392.04	200.00	192.04	196.0%
4121 · Coupons	240.00			
4200 · Grant	315.00	500.00	-185.00	63.0%
4300 · Fund Raising	0.00	160.00	-160.00	0.0%
<b>Total Income</b>	<b>35,890.54</b>	<b>45,895.00</b>	<b>-10,004.46</b>	<b>78.2%</b>
<b>Expense</b>				
6000 · Accounting	550.00	600.00	-50.00	91.7%
6010 · Advertising	0.00	80.00	-80.00	0.0%
6020 · Annual Report	325.00	40.00	285.00	812.5%
6021 · Annual Meeting	225.00	150.00	75.00	150.0%
6030 · Consumable Supplies	115.01	190.00	-74.99	60.5%
6031 · Copy charges	0.00	200.00	-200.00	0.0%
6032 · Bank Charges	78.59	60.00	18.59	131.0%
6040 · Depreciation	910.83			
6050 · Grant Expense	0.00	300.00	-300.00	0.0%
6060 · Memberships/Subscriptions	355.00	550.00	-195.00	64.5%
6070 · Newsletter & Internet	0.00	200.00	-200.00	0.0%
6090 · Phone	515.82	780.00	-264.18	66.1%
6095 · Meet & Minge	137.10	150.00	-12.90	91.4%
6100 · Printing/Copying/Postage	344.45	486.00	-141.55	70.9%
6110 · Rent	1,250.00	1,500.00	-250.00	83.3%
6130 · Travel/Hotel/Meals/Training	989.34	2,950.00	-1,960.66	33.5%
6131 · National and state convention	184.23	1,200.00	-1,015.77	15.4%
6135 · Sales Tax	307.00	200.00	107.00	153.5%
6140 · Wages	15,464.78	25,000.00	-9,535.22	61.9%
6080 · Payroll Tax	1,940.44	1,995.00	-54.56	97.3%
6145 · Fund raising expenses	280.00	300.00	-20.00	93.3%
6147 · Wine tasting expenses	774.49	500.00	274.49	154.9%
6150 · Beer Tasting expenses	1,484.14	5,600.00	-4,115.86	26.5%
6151 · City Beautification Expenses	3,605.15	875.00	2,730.15	412.0%
6152 · Fusion expenses	731.29	800.00	-68.71	91.4%
6153 · Ottawa Victorian Christmas	100.00			
6154 · Home and Garden Show	45.00			
<b>Total Expense</b>	<b>30,712.66</b>	<b>44,706.00</b>	<b>-13,993.34</b>	<b>68.7%</b>
<b>Net Ordinary Income</b>	<b>5,177.88</b>	<b>1,189.00</b>	<b>3,988.88</b>	<b>435.5%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
8000 · Interest Income	287.73	440.00	-152.27	65.4%
<b>Total Other Income</b>	<b>287.73</b>	<b>440.00</b>	<b>-152.27</b>	<b>65.4%</b>
<b>Net Other Income</b>	<b>287.73</b>	<b>440.00</b>	<b>-152.27</b>	<b>65.4%</b>
<b>Net Income</b>	<b>5,465.61</b>	<b>1,629.00</b>	<b>3,836.61</b>	<b>335.5%</b>

**Ottawa Recreation Commission  
Minutes of the Regular Meeting  
Wednesday, April 11, 2012**

I. Call to Order:

Chairperson Linda Spencer called the meeting to order at 6:00 pm. Commissioners Present Brian Sharp, Tony DeLaTorre, Linda Spencer and Jeff Curry (Dan Stepp absent). Staff Present: Josh Blanco, Jessica Walters, Tommy Sink, Brandy Shoemaker and Glenda Guge. Guests – Marge Stevens, Bryan Nyp, Jonathan Nieberger & YIG representative Abigail.

II. Pledge of Allegiance

III. Declarations: None

IV. Additions to Agenda: Old Business #3- Special Presentation  
New Business #4 – New Board Candidates

V. Consent Agenda (Minutes, Financial Statements, Bills & Reports)

Commissioner Sharp moved to approve the Consent Agenda A - D for April 11, 2012. Commissioner Sharp Curry seconded the motion. All in favor 4-0.

VI. Public Discussion – None

VII. Departmental Reports –

Directors Report – Tommy Sink shared his report. Commissioner Sharp commended Tommy on keeping on top of the floor issues at the Goppert Building. As an update on the American Eagle equipment donation include an elliptical, 2 treadmills and a weight machine. Chairperson Spencer raised the question of having a scale upstairs. Staff will look into this option.

Recreation Manager Report –Brandy Shoemaker shared her report. The programmers are busy with current and new programs. The Internet Safety class had 15 participants. The Bike Safety class will be June 2. Health Monsters is a new class for 10-13 year olds. The Easter Egg Hunt went well but may see about using a loud speaker next year.

Facility Manager Report – Josh Blanco shared his report. Commissioner DeLaTorre commented on how the public feels very positive on the field conditions.

Youth in Government – Abigail shared that several YIG went to DC for the National League of Cities. They attended many workshops and enjoyed some sightseeing. Their survey went well and they will be sharing the information gathered.

## VIII. Action Items

### A. Old Business –

1. Board as Coaches - Discussion was held on whether board members should be coaches for ORC leagues. Commissioner Sharp presented a draft of a possible policy. Discussion was held on the draft.

Commissioner Curry moves to move forward with the new policy limiting ORC board members acting as coaches pending policy wording from Blaine. Commissioner Sharp seconded the motion. All in favor 4-0.

2. 501(3) (c) – No updates at this time.
3. Special Presentation – Chairperson Spencer presented Commissioner Sharp with a plaque to commemorate his 8 years of service on the ORC Board. During his tenure he has served as Vice President twice and President twice. This is Commissioner Sharps last meeting. The Board expressed their appreciation for his years of service.

### B. New Business –

1. Audit – Bryan Nyp and Jonathan Nieberger presented the completed audit report for the fiscal year ending June 30, 2011. Discussion was held.
2. Church Softball – Tommy shared details on church softball and that the league does not pay for prepping the field or for lights. The league typically runs for 8 weeks.

Commissioner Curry moves if a league uses ORC resources they need to pay for those resources. Commissioner DeLaTorre seconded the motion. All in favor 4-0.

Tommy will contact the church softball league.

3. New ORC Slogan – Discussion was held on whether to begin the process of developing a new ORC slogan. Staff will gather ideas and bring back to the Board for further discussion.
4. New Board Candidates – Commissioner DeLaTorre shared that at the time of the meeting four citizens had applied for the upcoming vacancy on the Board. This representative will be chosen by the City Commission through an interview process in the next week.

## IX Adjourn

Commissioner Sharp moved to adjourn the regular meeting. Commissioner DeLaTorre seconded the motion. 4-0 in favor. Adjourned at 6:51 pm.

## **Action Items**

*Regular meeting* , **Wednesday, May 9, 2012**. Meeting time 6 pm at Goppert Building, 705 W. 15th.