



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

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

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

A Study Session is scheduled for **September 28, 2015 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 September 16, 2015 Regular Meeting and September 21, 2015 Study Session *Pgs 3-7*
- b. Street Closing for October 11 Event - Richard U. Nienstedt *Pgs 8-9*
- c. Chamber Appreciation Event, Savor the Flavor - John Coen *Pgs 10-11*
- d. Ladies Night Out Event - John Coen
- e. A resolution authorizing the serving of complimentary alcoholic liquor and cereal malt beverages for the Ottawa Chamber of Commerce "Ladies Night Out" (LNO). City Attorney Blaine Finch respectfully request this resolution be considered for adoption at today's Study Session.- Blaine Finch *Pg 12*
- f. Franklin County Development Council 2016 Contract - Jeff Seymour *Pgs 13-14*
- g. Raw Water Line Update - Dennis Tharp *Pgs. 15-30*
- h. Municipal Code Chapter Review: 3 (Animals), 4 (Alcohol), 9 (Fire Prevention), 11 (Business Licenses and Regulations, 13 (Traffic and Motor Vehicles), 38 (Public Offense / Ordinance) - Staff *Pgs 31-43*
- i. Request to Amend Chapters 3 and 5 of Comprehensive Plan, Ordinance No 3470-04 - Wynndee Lee *Pgs 44-49*

III. Items for Presentation and Discussion

- a. Monthly Reports - Staff *Pgs 50-124*
- b. Downtown Visionary Process Master Plan - Wynndee Lee *Pgs 125-128*
- c. Walnut Bike Lane - Wynndee Lee, Michael Haeffele and Jack Maxwell *Pgs 129-133*
- d. City Manager's Report
 - 1. October 12 Study Session
- e. Commissioner's Reports
- f. Mayor's Report

IV. Announcements

- October 5, 2015 Study Session, 4:00 pm, City Hall
- October 7, 2015 **Regular** Meeting, 7:00 pm, City Hall
- October 10-12, 2015 LKM Annual Conference, Topeka Capitol Plaza Hotel & KS Expocentre
- November 4-7, 2015 National League of Cities, Nashville
- November 17, 2015 Legislative Dinner, 5:30 pm, NCCC

V. Adjourn

Motion: _____ Second: _____ Time: _____

VI. Items Already Placed

- a. Public Hearing for Airport Temporary Notes - October 7, 7:00 pm.
- b. Minutes from the August 14, 2015 Special Call Joint Meeting; the August 26, 2015 Special Call Meeting for Commission Retreat #2, August 31, 2015 Study Session, and September 2, 2015 Regular Meeting.
- c. Municipal Code Chapters 2, 5, 6, 7, 8, and 10.

**Regular Meeting Minutes
Commission Chambers
101 S Hickory, Ottawa, Kansas
Minutes of September 16, 2015**

The Governing Body met at 9:30 am this date with the following members present and participating to wit: Mayor Skidmore, Commissioner Caylor, and Commissioner Reed were all present. Commissioner Dickinson was absent. 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. The invocation was given by Charlie Adams with Faith Lutheran Church.

Consent Agenda

The Governing Body reviewed the consent agenda consisting of the current regular meeting agenda. Commissioner Reed made a motion, seconded by Commissioner Caylor, to approve the current regular meeting agenda. The motion was considered and upon being put, all present voted aye. The Mayor declared the regular meeting agenda duly approved.

Public Comments

None offered at this time.

Declaration

The Mayor asked the City Commission for declarations of any conflicts or outside communications that might influence their ability to impartially consider today's issues impartially. None were given at this time.

Proclamation—Constitution Week

Mayor Skidmore read a proclamation regarding Constitution Week on September 17-23, 2015. Constitution Week is an official week to commemorate the anniversary of the creation of the world's longest-lived written Constitution. Members of the General Edward Hand Chapter, Daughters of the American Revolution attended the meeting and Vice-Regent Nancy Machnicki accepted the proclamation. Nancy Machnicki commented on behalf of the General Edward Hand Chapter it is a privilege to accept this proclamation recognizing the Constitution of the United States of America. She stated they will be going over to the Depot to ring bells for the starting of Constitution Week.

Resolution—Authorizing the Sale of General Obligation Bonds

The Governing Body heard from Finance Director Scott Bird regarding a resolution authorizing the sale of General Obligation Temporary Renewal Notes. Finance Director Scott Bird stated it was suggested by the City of Ottawa's Financial Advisor to continue another year agreement with Kansas State Bank. Commissioner Caylor made a motion, seconded by Commissioner Reed, to adopt a resolution authorizing the sale of General Obligation Bonds. The motion was considered and upon being put, all present voted aye. The Mayor declared the Resolution duly adopted and the resolution was numbered Resolution No. 1677-15.

Resolution—Public Hearing for 412 W 1st

The Governing Body heard from Building Code Official Jim Sherman regarding a resolution to establish a public hearing to be held at 7:00 pm on Wednesday, November 4, 2015 for the consideration of the condemnation of the property located at 412 W 1st Street. Commissioner Caylor made a motion, seconded by Commissioner Reed, to adopt the resolution. The motion was considered and upon being put, all present voted aye. The Mayor declared the resolution duly adopted and the resolution was numbered Resolution No. 1678-15.

Report by Finance Director

In the absence of City Manager Richard U Nienstedt, Finance Director Scott Bird reported:

- There is a Joint Meeting today at the USD 290 Office at Noon.
- Municipal Code Change Request will be coming on the next three study session agendas. Information has been sent by email to Commissioners
- Recognized the Daughters of the American Revolution.

Report by City Commissioners

Commissioner Reed wanted to thank the Daughters of the American Revolution for their hard work. Commissioner Reed thanked the voters for passing the ½ cent sales tax and also thanked all involved in this process.

Commissioner Caylor thanked the voters for their trust and passing the ½ cent sales tax. Commissioner Caylor stated she carries the constitution on her phone and let all know it is also available in the Commission Chambers for viewing.

Report by City Attorney

City Attorney Blaine Finch thanked the County Attorney who assisted the City in getting some restitution in court this morning. This is the kind of cooperation citizens want to see in the different levels of government.

Report by Mayor

Mayor Skidmore reported:

- The City of Ottawa is looking great for all the events going on in Ottawa. Thank you to the Public Works Director Michael Haeffele and his staff for all of their hard work.
- Congratulations to his nephew who is watching and in the process of earning his Scout Badge.

Announcements

Mayor Skidmore announced:

- September 16, 2015: City/County/USD 290 Joint Meeting, USD 290, 12:00 pm
- September 21, 2015: Study Session, City Hall, 4:00 pm
- September 28, 2015: Study Session, City Hall, 4:00 pm
- October 10-12, 2015: LKM Annual Conference

Adjournment

There being no further business to come before the Governing Body, Commissioner Reed made a motion, seconded by Commissioner Caylor, to adjourn the meeting. The motion was considered and upon being put, all present voted aye. The meeting was adjourned at 9:58 am.

Carolyn S. Snethen, City Clerk

**Study Session Minutes
Ottawa, Kansas
Minutes of September 21, 2015**

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

Mayor Skidmore called the meeting to order.

Public Comments

The Governing Body heard from Becci Shisler who invited everyone to the Emporia Art Center at 2pm on Friday, October 18th. The Kansas Main Street Association will be announcing a major grant Kansas will be receiving.

Minutes to Review

The Governing Body reviewed minutes from August 26, 2015 Special Call Meeting for Commission Retreat #2, August 31, 2015 Study Session Meeting, September 2, 2015 Regular Meeting, and September 14, 2015 Special Call Meeting for Allies Day Follow-up. With changes to be made, it was agreed to place these items on the next regular meeting agenda, October 7, 2015.

Municipal Code Review

The Governing Body reviewed change request of Municipal Code for the following chapters with City Attorney Blaine Finch and City Staff:

- Chapter 2: Administration
- Chapter 5: Boards, Commissions, Authorities and Airport Management
- Chapter 6: Buildings and Building Regulations
- Chapter 7: Cemeteries
- Chapter 8: City Parks
- Chapter 10: Environment

These Chapter change request have been placed on the next regular meeting agenda.

Street Closing for Christmas in September

This item will be discussed at a later meeting.

Teen Park Fundraising and Naming Gift Levels

The Governing Body heard from Planning/Code/Inspection Director Wynndee Lee and Public Works Director Michael Haeffele regarding the Play Task Force's focus on the Teen Park. The current project is proposed in three phases: relocation of the skate park amenities, along with three basketball courts and a zip line; a pump track and a half pipe for skateboarding; and an agility course, a shelter house, and a graffiti wall. The task force is requesting a total of \$55,000 for this project. Toward the goal of finding donors, a naming schedule has been developed and as donors are found, they can be approved in phases.

September 21, 2015

Unofficial until Approved

Ottawa Municipal Auditorium Advisory Board Vacancy

The Governing Body heard from City Manager Richard U Nienstedt regarding the most recent vacancy on the Ottawa Municipal Auditorium Advisory Board. There was a consensus for the position to be advertised.

City Manager's Report

City Manager Richard U Nienstedt reported:

- Rock Creek Development Park
- Study Session Calendar
- Commission Interview Date

Environmental Officer—CDBG Grant

Commissioner Reed made a motion, seconded by Commissioner Dickinson, to nominate the City Manager or designee as the Environmental Officer for the CDBG grant of Old City Hall. The motion as considered and upon being put, all present voted aye. The Mayor declared the motion duly approved.

City Commissioners' Report

Commissioner Reed reported meeting on Friday regarding Healthy Community Assessment. Commissioner Reed stated the importance of being educated about the Clean Air Act and Electronic Cigarettes. Commissioner Reed stated she had a great time at the Car Show this last weekend.

Commissioner Dickinson stated the pictures from the Car Show he has seen are great pictures.

Mayor's Report

Mayor Skidmore reported:

- The Car Show had a great turn out and it shows that many people loving coming to Ottawa for the Car Show.

Adjournment

There being no further business to come before the Governing Body, Commissioner Dickinson made a motion, seconded by Commissioner Reed, to adjourn the meeting. The motion was considered and upon being put, all present voted aye. The meeting was adjourned at 5:06 pm.

Carolyn S. Snethen, City Clerk

September 4, 2015

To Whom It May Concern,

My name is Katie Wooge. I've grown up right here in Ottawa my entire eighteen years of life. Since I was two years old, my family has done foster care through KVC. In the last sixteen years, we have provided a home for over two-hundred-and-fifty children. One time of year that is hardest for the kids is Christmas. December is a very rough month for kids in the system, between being away from their families and being with people they "got stuck with." Because they're in the state's custody, the kids usually only receive a few presents, and what kid only wants a few presents? Even though the case workers ask the kids to write up a list for their Christmas wish-list, they don't often receive gifts they want. Sometimes, the gifts aren't anything they're interested in, and Christmas is even more of a disappointment. I've witnessed this first-hand. While gifts seem materialistic, these children get attached to objects, because those objects travel with them no matter how many homes they move to. Families in the community can participate in "Holiday Heroes" (previously known as "Adopt an Angel"), but not all children get "adopted" and receive gifts galore. The only way for the kids to get presents they like is by raising more money for gift-purchases.

After brainstorming ways to help the kids have a better Christmas, I contacted a team of KVC workers to figure out how to get more money for the children's gifts. Known as "Christmas in ~~September~~", we would love to hold an event ~~Saturday, September 26th~~ from 2:00pm until 8:00 pm in the form of a block party. We are asking local businesses to sponsor the event and set up a booth, providing a game or activity for the children to enjoy. The fundraiser is open to the public, and foster parents from surrounding Kansas counties have been extended an invitation. There will be bands playing throughout the day, interspersed between speakers. There will also be hourly contests.

We plan to have a large quantity of people. Because of the amount of attendees expected, we are asking to block off Haley Park and 2nd Street to South Hickory Street from approximately 12:00 noon until 10:00 pm in the evening to allow time for set-up and tear-down of the event. We will have a trailer blocking one end, and road blocks on the other. There will be people charging \$5 for adults, \$2 for kids at the door. Tickets will be sold for certain booths' - activities. As soon as we have confirmation of a location, we can begin advertisement and receiving sponsorships.

Our team is very excited about the event and we hope to enjoy our "Christmas in ~~September~~" as a block party fundraiser. Thank you for your time and consideration. We can't wait to hear what you think!

Katie Wooge

--Katie Wooge, event head-coordinator

K061w398@ku.edu
389



CITY OF OTTAWA, KANSAS

Special Event Checklist

Please submit for approval as soon as possible and at least 60 days prior to event

Approved confirmations will be addressed to the person listed on this form

Christmas in October

Event Name: _____

Expected Attendance: _____

APPLICANT INFORMATION

Organization Name: **KVC**

Contact Person: **Katie Wooge**

Email Address: **k061w398@ku.edu**

Contact Phone #: **785-248-3409**

Type of event: _____ Parade (Attach map showing routes, setup, barricades, etc)
_____ 5K Walk/Run (Attach map showing routes, setup, barricades, etc)
_____ Company Picnic (Attach park map showing setup, etc)
_____ Charity Event (Attach park map showing routes, setup, barricades, etc)
X Large Gathering-over 100 people (Attach park map showing setup, etc)
X Block Party
X Street Closure(s)
X Fundraiser Event (Attach park map showing routes, setup, barricades, etc)

Commission approval and license application must be completed by City Clerk for fundraiser events

City may require event insurance and name the City as insured on special events

DATE(S) AND LOCATION OF EVENT BELOW

Date(s) of event: **Sunday October 11, 2015**

Time of event: Start **2:00 pm** am/pm End **8:00 pm** am/pm

Location or Park Name: **Haley Park/ 2nd Street from Main St. to S. Hickory St.**

ADDITIONAL AMENITIES:

	Yes	No	
Barricades	<input checked="" type="checkbox"/>	<input type="checkbox"/>	How many? 4 (Must be manned during the event)
Picnic tables	<input type="checkbox"/>	<input type="checkbox"/>	How many? _____
Additional trash cans	<input checked="" type="checkbox"/>	<input type="checkbox"/>	How many? 3
Additional restroom facilities	<input type="checkbox"/>	<input type="checkbox"/>	
Overnight Security	<input type="checkbox"/>	<input type="checkbox"/>	To be provided by applicant with approval
VIPs	<input type="checkbox"/>	<input type="checkbox"/>	
Street closure(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Provide map or drawing with locations to be barricaded

Will any type of transportation be provided? If so, please describe: _____

OFFICE USE ONLY

Approval needed:

____ Police Department ____ Fire Department
____ Public Works (Streets) ____ Public Works (Parks)
____ Utilities ____ City Manager
____ Commission ____ Human Resources
____ Fr Co EMS (notified) ____ City Clerk

Approval received:

____ Police Department ____ Fire Department
____ Public Works (Streets) ____ Public Works (Parks)
____ Utilities ____ City Manager
____ Commission ____ Human Resources
____ City Clerk

Comments/Remarks: _____

Event Approved: Packet Pg #9

2015 Ottawa Chamber "Savor The Flavor" Event Map



RESOLUTION NO. _____

A RESOLUTION authorizing the serving of complimentary alcoholic liquor and cereal malt beverages for the Ottawa Chamber of Commerce “Ladies Night Out.”

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF OTTAWA, KANSAS:

Section 1. Pursuant to K.S.A. 41-104(i), authorization is given to serve complimentary alcoholic liquor and/or cereal malt beverage on the unlicensed premises of businesses by the business owner or agent at the “Ladies Night Out” event sponsored by the Ottawa Chamber of Commerce, a non-profit organization, which event promotes the community. This year’s event is to be held on the 2nd day of October, 2015 between the hours of 4:00 p.m. and 8:00 p.m.

Section 2. As required by K.S.A. 41-104 et seq., the Ottawa Chamber of Commerce shall notify the State Director of Alcoholic Beverage Control at least 10 days prior to the event and comply with all regulations promulgated by the ABC.

Section 3. This resolution shall take effect upon its approval by the governing body.

ADOPTED this ____ day of September, 2015, by the Governing Body of the city of Ottawa, Kansas.

Mike Skidmore, Mayor

ATTEST:

Carolyn S. Snethen, City Clerk

2015 AGREEMENT FOR ECONOMIC DEVELOPMENT SERVICES

THIS AGREEMENT is entered into by and between Franklin County, Kansas, hereinafter called “County,” the City of Ottawa, Kansas, hereinafter called “City,” and the Franklin County Development Council, hereinafter called “FCDC,” for the calendar year 2016.

PURPOSE: The City and County agree that in the interest of expanding the economic base of both the City of Ottawa and Franklin County, Kansas, they wish to employ the Franklin County Development Council; a third-party entity, to conduct the following economic development activities in their interest:

- a. Coordinate community resources to aid in the retention and expansion of existing industrial and commercial businesses in Franklin County.
- b. Actively recruit new industrial and commercial businesses to Franklin County and the City of Ottawa.
- c. Guide the development of commercial and industrial property within the County and City’s jurisdiction.
- d. Serve as an advisor to the County and City for their roles in economic development activity.
- e. Serve as a conduit for relevant economic data to the County, City and FCDC development partners.
- f. Participate, along with other County and City based organizations to promote retail and housing growth in the Franklin County region.
- g. Participate, along with other City and County organizations to conduct internal and external marketing campaigns for Franklin County and the City of Ottawa.
- h. Conduct other community development activities within Franklin County as appropriate.

ADDITIONAL RESPONSIBILITIES: The following additional duties are required by the County and City as a mechanism for maintaining a funding relationship with FCDC for economic development services:

- a. Provide reporting and tracking of FCDC’s activities consisting of the following:
 - 1.) Provide monthly electronic fiscal and activity reports to the County and City Commissions.
 - 2.) Provide a quarterly verbal report to the County and City Commissions including financial and activity summaries.
- b. Assist the County in the preparation and submittal of the Franklin County Strategic Plan as required.
- c. Conduct an annual planning session which shall include participation by appropriate County and City leadership.
- d. Conduct an annual financial review or audit that shall be submitted to the County and City Commissions. If FCDC does not conduct an annual financial audit in place of a financial review, it shall conduct a financial audit every three years which shall also be submitted to the County and City.
- e. Prepare and submit a detailed annual budget for the following fiscal year to the County and City before May 15th, 2016. This budget shall include line item comparisons for revenues and expenditures for the two preceding fiscal years.

TERM: The term of this agreement shall be from January 1, 2016 to December 31, 2016 and may be extended for additional annual terms upon mutual written consent by the parties hereto.

FUNDING: The County and City agree to pay \$63,875, per entity, annually, in equal monthly installments for economic and community development services as described above, provided that FCDC agrees that no less than 10% of the yearly contributions from the County and City be contributed to an economic development “Project Fund” to be used as a tool for funding for non-operational economic development projects. Projects may include, but are not limited to: incentive funding, land acquisition or other projects required to meet the economic development goals of the organization. Annual contributions to this fund shall be delineated as a line item in the FCDC annual budget and any remaining balances of the fund at the end of the year may be carried forward to accumulate a larger balance in the fund.

TERMINATION OF AGREEMENT AND RIGHT TO REMEDY: If the City or County desires to terminate this Agreement that entity must first give FCDC 60 day’s written notice. This notice shall include the specific

reasons why said entity desires to terminate this Agreement. FCDC shall have 30 days from the date it receives this notice to remedy any and all concerns brought forth by the entity desiring termination. If the concerns brought forth are not adequately remedied by FCDC and either the City or County choose to terminate this Agreement, that entity, in addition to discontinuing the funding called for under this Agreement, shall have the right to be repaid any funds remaining in FCDC accounts, including any reserve contributions, based on a pro-rated portion of those funds paid into the FCDC accounts during the fiscal year only.

CONFIDENTIALITY: All parties involved in this agreement understand and agree that information related to economic development activity is of a sensitive nature and should be treated with confidentiality where appropriate. All parties also agree that any confidential information discussed regarding economic development activity shall not be used for any personal or professional profit.

AMENDMENTS AND ADDENDUMS: This Agreement may be amended at any time upon mutual written agreement by all parties. The parties may also agree to contract for the provision of additional services such as marketing or grant writing as an addendum to this Agreement. Such additional agreements shall be in writing and appended to this document.

RELATIONSHIP: It is understood and agreed that FCDC, its officers, employees, agents and assigns are engaged and retained as independent contractors and not as officers, agents or employees of the City or County and that FCDC has no authority to bind the City or the County.

INDEMNIFICATION AND HOLD HARMLESS: FCDC agrees, as an independent contractor, to indemnify and hold harmless the County and City from any and all claims arising out of FCDC's or its agent(s) activities in the performance of this Agreement.

NOTICE: When any provision of this agreement requires a written notice, it shall be deemed to have been validly given if delivered in person, sent by facsimile or sent by registered or certified mail, postage prepaid, to the following:

FCDC

Attn: FCDC President
PO Box 580
Ottawa, KS 66067
(785) 242-1000

City of Ottawa

Attn: City Manager
101 S. Hickory
Ottawa, KS 66067
(758) 229-3637

Franklin County

Attn: County Administrator
1428 S. Main, Suite 2
Ottawa, KS 66067
(785) 229-3485

COMPLIANCE WITH FEDERAL, STATE AND LOCAL LAWS:

This Agreement is to be construed and enforced in accordance with the laws of the State of Kansas. The parties shall abide by all federal, state and local laws, ordinances and regulations, including compliance with applicable nondiscrimination provisions.

NOW, THEREFORE, the parties to this Agreement bind themselves, their heirs, successors and assigns to the performance of the terms set forth above and affix their signatures below:

City of Ottawa, Kansas

Franklin County, Kansas

Franklin County Development Council

Mayor

Chairperson

Chairperson

Date: _____

Date: _____

Date: _____

Attest:

Attest:

Attest:

1930's

The City of Ottawa's water supply has a rich and long history. What began as a private entity was converted to a municipal utility prior to 1910.

This photo believed to be from the 1930's, shows a group of dignitaries inside the newly constructed second clearwell.



CITY OF OTTAWA WATER TREATMENT PLANT 1980

CITY COMMISSION AUTHORIZING FACILITY

**MAYOR JOHN SHELDON AND COMMISSIONERS
VIOLA REUSCH ALLEN LOYD BEN PARK
AND FRED ZOOK**

CITY COMMISSION DURING CONSTRUCTION

**MAYOR PAUL GAYNOR AND COMMISSIONERS
GEORGE MARSTALL LEONARD LARSON
DOROTHY NICHOLS AND SHERWIN SNYDER**

**ROBERT W. MILLS
JACK DAVIS
CARL NUTT
LEO LOGAN**

STAFF

**CITY MANAGER
DIRECTOR OF UTILITIES
PLANT SUPERVISOR (1958-1979)
PLANT SUPERVISOR (1980)**

**CONSULTING ENGINEER
A. C. KIRKWOOD & ASSOCIATES
KANSAS CITY MISSOURI**

**GENERAL CONTRACTOR
CARROTHERS CONSTRUCTION COMPANY, INC.
PAOLA KANSAS**

After decades of operation out of the City's Power Plant, forward thinking city leaders embarked on construction of a new Water Treatment Plant that began operations in the summer of 1980



Many new regulations have been implemented since the Plant opened. Staff has maintained and amended the plant to meet these regulatory hurdles.

[Packaging Unit](#)



2011



Changes in technology

2012



Have altered the appearance

2012

And enhanced operations & continued reliability with each change.





At the same time the distribution system infrastructure is systematically updated on an ongoing basis, with an average of 1.2 miles of main replacement annually performed by City crews

2010



While we have maintained and added to our system through the decades, it hasn't been without vision and planning on the part of our predecessors.

Where We Are

- ▶ WTP engineered capacity 5.58 Million gallons/day
- ▶ Known capacity meeting current regs. 4.9 MGD
- ▶ Average annual day 1.67 MGD
- ▶ Peak Day 3.8 MGD (Fire & Flushing)
- ▶ Sufficient reserve production capacity
- ▶ Healthy, maintained distribution system

Future Needs



- ▶ Ongoing maintenance to preserve our valuable infrastructure
- ▶ Plant upgrades or replacement (driven by growth or future regulation)
- ▶ Second Clearwell and pump station at WTP
- ▶ Industrial Park Infrastructure

2nd Clearwell and pumping station

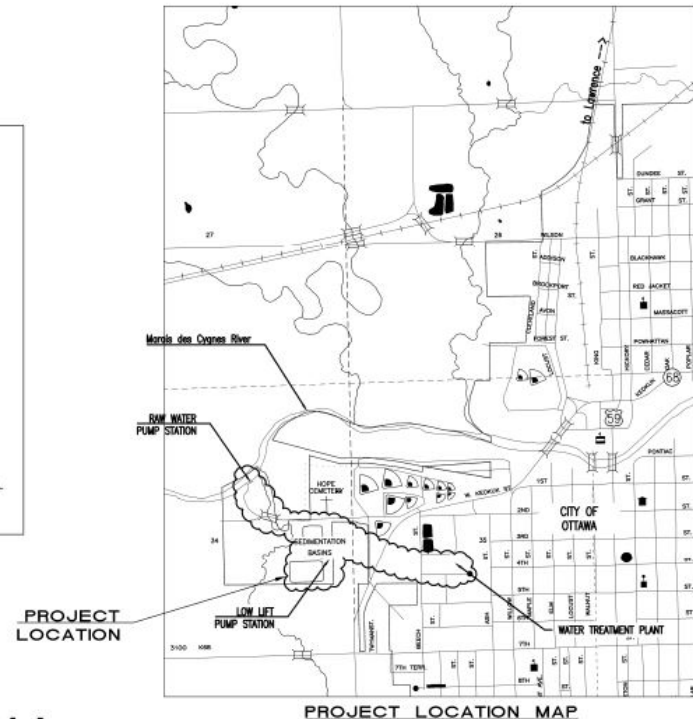
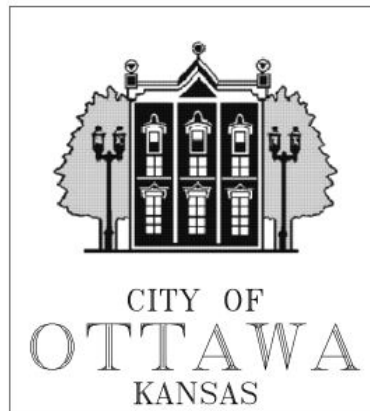
- ▶ Engineering and Design complete
- ▶ Bids received, but project did not move forward in 2010.
- ▶ Listed as a Capital Improvement Project (CIP)

CITY OF OTTAWA

RAW WATER LINE IMPROVEMENTS

INDEX OF SHEETS

SHEET NUMBER	SHEET TITLE
1	TITLE SHEET
2	GENERAL NOTES, QUANTITIES & UTILITY CONTACTS
3	GENERAL LAYOUT, PROJECT CONTROL & BORING LOCATIONS
4	PROJECT EASEMENTS, CONTRACTOR ACCESS, STAGING & STORAGE 1
5	PROJECT EASEMENTS, CONTRACTOR ACCESS, STAGING & STORAGE 2
6	PIPING & INSTRUMENTATION DIAGRAM
7	PLAN & PROFILE LINE A 1
8	PLAN & PROFILE LINE A 2
9	PLAN & PROFILE LINE A 3
10	PLAN & PROFILE LINE A 4
11	PLAN & PROFILE LINE A 5
12	PLAN & PROFILE LINE A 6
13	PLAN & PROFILE LINE A 7
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15	PLAN & PROFILE LINE A 9
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17	PLAN & PROFILE LINE A 11
18	PLAN & PROFILE LINE B
19	PLAN & PROFILE LINE C
20	EROSION CONTROL PLAN 1
21	EROSION CONTROL PLAN 2
22	EROSION CONTROL DETAILS
23	EROSION CONTROL BLANKET DETAILS 1
24	EROSION CONTROL BLANKET DETAILS 2
25	GENERAL NOTES - STRUCTURAL
26	STRUCTURAL MODIFICATION & CONNECTION AT WTP
27	EXIST. FLOW METER VAULT MODIFICATIONS
28	NEW FLOW METER VAULT LAYOUT & DETAILS
29	MISCELLANEOUS DETAILS
30	WATER LINE DETAILS
31	SANITARY SEWER DETAILS



NOT TO SCALE

NOVEMBER 2014

PLANS PREPARED BY



PROFESSIONAL ENGINEERING CONSULTANTS, P.A.
1263 SW TOPEKA BLVD. TOPEKA, KS 66612
785-233-8300 www.pec1.com

PEC Project No. 13A65-000-888



RELEASED FOR CONSTRUCTION:

DENNIS THARP
INTERIM DIRECTOR OF UTILITIES

DATE



Protect yourselves and your property against underground utility damage and liability.

Find out where the underground utility lines might be buried before you dig.

Anyone digging in Kansas must call before digging. The person who is doing the work is responsible for calling KOC. If the owner contracts with a professional excavator to do the excavation then the professional excavator is responsible for calling KOC.

You (the digger) will need to provide information about the work site when you call. This is a FREE service.

CALL BEFORE YOU DIG. IT'S THE LAW.

[Chapter 66.--PUBLIC UTILITIES, Article 18.--UTILITY DAMAGE PREVENTION]

Just as we now reap the benefits of what past generations have accomplished, we too must look to the future with a forward thinking vision for generations to come.

Packet Pg #26

McKenzie Model Assumptions

- ▶ General labor and material costs rise annually by 2%
- ▶ Health Care costs rise annually by 4%
- ▶ Water sales growth either flat or slowly rising by 1% annually
- ▶ Cost of Raw Water Line project at \$3.0 Million paid back over 20 years @ 3.2% interest rate
- ▶ Clearwell project in 2017 is included at \$4.1 Million
- ▶ Increases in Water line construction for maintaining the distribution system
- ▶ Maintains a healthy fund reserve and builds reserves up to the max of 30% over 10 years

Plans for New Raw Water line 100% complete

- ▶ Rate Study complete using McKenzie model driven by staff
- ▶ Complete line and maintain reserve will require approval of 5% increase in rates for 3 years
- ▶ This action will allow us to move forward with KDHE final approval of plans and acquisition of funds through State Revolving Fund loan program

New Raw Water Line

- ▶ Public Meeting/Hearing completed July 2014
- ▶ Open Request for Bids
- ▶ Approve rate increase to support the project
- ▶ With project approval, move to apply for SRF funding
- ▶ Submit loan application
- ▶ Upon approval submit final plan for review

Questions?

*Police Department
City of Ottawa, Kansas*

MEMORANDUM

DATE: SEPTEMBER 24, 2015
TO: RICHARD U NIENSTEDT AND THE HONORABLE CITY COMMISSION
FROM: CAPTAIN ADAM WEINGARTNER AND CHIEF DENNIS BUTLER
SUBJECT: CHAPTER 3: ANIMALS SUMMARY OF CHANGES

The purpose of this memorandum is to outline revisions in Chapter 3 (Animals) of the Ottawa Municipal Code (OMC). The outline, suggestions and revisions were made with concurrence and input by Melissa Reed, Prairie Paws Animal Shelter director.

- Section 3-101: Definitions
 - Add definition of “Enclosure-(dog)”
 - Add definition of “Owner-(dog)”.
- Section 3-201: Cruelty to animals; general
 - Add “or animal shelter” to Section 3-201 (C).
 - With the Trap, Neuter, and Release Program Prairie Paws Animal Shelter will need to be able to release back to their colony. In order to do so Prairie Paws Animal Shelter needs to have an exception to be able to “abandon”/release them.
- Section 3-201A: Traps prohibited; exception; penalty
 - Add text at the end of *Prohibition*: “, unless appointed by the City Manager.”
- Section 3-204: Authority to take certain animals into custody
 - Add “Animal Shelter” after Humane Society
- Section 3-209: Confinement of animals suspected of rabies
 - Add “at the owner’s expense” at the end of the first sentence in this article.
- Section 3-311: Disposition
 - It is recommended to reword this section to state that all fees are set by resolution.
- Section 3-322: Requirements for sale; penalty

- Sub section B: Change six months to four months. Veterinarians will administer the rabies vaccine at four months.
- Section 3-324: Maintenance requirements; penalty
 - Sub section A: add “feces” this section between from and excessive.
- Section 3-325: Cruelty to dog or pups; penalty
 - Change “dogs and pups” to “domestic animals”. This will allow enforcement if any domestic animal (dog, cat, etc.) to meet the criteria.

MEMORANDUM

DATE: September 28, 2015
TO: Richard U Nienstedt and the Honorable City Commission
FROM: Captain Adam Weingartner, Chief Dennis Butler and City Treasurer Betty Simpson
SUBJECT: Chapter 4: Alcoholic Beverages Summary of Changes

The purpose of this memorandum is to outline deletions, revisions and suggestions to Chapter 4 (Alcohol) to the Ottawa Municipal Code (OMC).

Below are recommended changes to Chapter 4:

- Replace all statue references that are no longer valid with current statue reference throughout chapter.
- Section 4-101: Definitions
 - Add accredited school to definitions
- Section 4-202: Sale of persons under legal age for consumption of alcohol prohibited; penalty
 - Delete this section; it is covered in UPOC Sections 5.2 and 5.8
- Section 4-203: Sale of persons under legal age; misrepresentation of age; penalty.
 - Delete this section; it is covered in UPOC Sections 5.2 and 5.8
- Section 4-205: Unlawful to transport alcoholic liquor in open containers; open container defined; penalty
 - Delete this section. It is covered in STO Section 106 (K.S.A 8-1599)
- Section 4- 302: License Fees
 - Section A, 1: Change License fee from \$125 to \$200 plus a \$25.00 state stamp fee for a total of \$225.00 per calendar year.
 - Section A, 2: Add language to explain \$75.00 fee “...\$50.00 license fee plus \$25.00 state stamp fee for a total of..”
- Section 4-309: Sale to not of legal age for consumption of cereal malt beverage- Prohibited; purchaser representation

- Delete this section; it is covered in UPOC Sections 5.2 and 5.8
- Section 4-313: Open containers, consumption in public prohibited.
 - Delete this section; it is covered in STO Section 106
- Section 4-315: Possession or consumption by person not of legal age for consumption; penalty
 - Delete this section; it is covered in UPOC Sections 5.2 and 5.8
- Section 4-504: Consumption on public property
 - Add wording at the end of the second sentence "... and public sidewalks when licensed and compliant with Chapter 11, Section 11-1106."
- Section 4-606 Restrictions on location
 - Remove definition of accredited school

City of Ottawa, Kansas

MEMORANDUM

DATE: September 28, 2015
TO: Richard U Nienstedt and the Honorable City Commission
FROM: Jeff Carner and Adam Weingartner
SUBJECT: Chapter 9: Fire Prevention and Protection Summary of Changes

The purpose of this memorandum is to outline revisions and suggestions to Chapter 9 (Fire Prevention) to the Ottawa Municipal Code (OMC).

- Section 9-202: Truck routs when transporting anhydrous ammonia
 - Section A: Change to state "...to the nearest point of unloading only on roadways, as follows: U.S. Highway 59 and 50, Interstate 35, and Kansas Highway 68 and Main Street"
 - Section B: Change to list the following streets "North Locust, West and East Wilson, U.S. Highway 59, Main Street, K-68, 23rd Street East and West, East 1st Street, 15th Street East and West, West Tecumseh and South Cedar from 15th Street to 1st Street"
- Section 9-203 Penalty for violation of article
Change penalties for violations from Class B Misdemeanors to a Class C.
- Section 9-404: Penalty for violation of article
 - Change penalties for violations from Class B Misdemeanors to a Class C. This will allow the court to establish a set fine and will no longer require a Kansas Standard Arrest Report and fingerprints (KBI regulations require an offense/arrest report and fingerprints for Class B Misdemeanors) This still states Class B in the Adopted Ottawa Municipal Code

MEMORANDUM

DATE: September 28, 2015
TO: Richard U. Nienstedt and the Honorable City Commission
FROM: Wynndee Lee, Betty Simpson, and Adam Weingartner
SUBJECT: Chapter 11: Business Licenses and Regulations Summary of Changes

Changes to be made to Chapter 11, Business Licenses and Regulations.

Article 3 Taxi Cabs

11-302 Change application fee of \$10 to \$25

11-306 Change Liability Coverage to not less than \$300,000 injury to or death of one person and not less than \$300,000 for injury to or death in any one accident and not less than \$50,000 for damage to property in any one accident. This is originally in codes as \$25,000; \$50,000; \$10,000.

Article 4 Solicitors, Peddlers, Itinerant Merchants:

11-402a2 License required, Letter C, number 6, changed City Inspector to Planner

Article 6 Junkyards:

11-603 To correct grammar errors and/or clarification of text.

Article 9 Prohibiting the Sale of Tobacco Products to Minors

11-902 Change Definition of Tobacco Product to the following:

A. Any product containing, made, or derived from tobacco or containing nicotine, whether synthetically produced or derived from other sources that is intended for human consumption (not marketed for cessation)

B. Any electronic device that delivers nicotine or other substances to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, pipe, or hookah (and not marketed for cessation)

C. Any component, part or accessory of A. or B., whether or not sold separately (and not marketed for cessation).

11-912 Remove this section as it will be cover in UPOC

Article 10 Adult Entertainment:

11-1001 To correct grammar errors and/or clarification of text.

Article 11 Sidewalk Dining:

Section 11-1101 section numbers have been changed.

Section 11-1101 was changed to "Purpose"

Section 11-1102 Definitions. Added definition of Sidewalk Dining.

Section 11-1106 Alcoholic Liquor; Cereal Malt Beverages was added.

Section 11-1107 Annual fee changed to \$100.00.

Section 11-1305 Planning & Codes changed to Community Development.

Article 14 Scrap Metal Dealers:

Section 11-1403, Same; registration; application; fees; penalty. Number 3, changed place to address

CITY OF OTTAWA, KANSAS
MEMORANDUM

TO: Richard Nienstedt and the Honorable City Commission

FROM: Michael Haeffele and Adam Weingartner

SUBJECT: Chapter 13: Traffic and Motor Vehicles

DATE: September 28, 2015

The suggested changes to Chapter 13 of the Municipal Code are as follows:

1. Section 13 – 103, Remove as this is covered in the STO that is adopted each year.
2. Section 13 – 203, Remove all references to US 59 as it no longer runs down Main St.
3. Section 13 – 208, Remove section and repeal Ordinance
4. Section 13 – 211, Remove section as proposed changes to Section 13 – 213 addresses all signage
5. Section 13 – 212, Remove as it is unnecessary
6. Section 13 – 213, Change title to “Obedience to and Required Traffic Control Devices; Presumption of Legality”
7. Section 13 – 213, complete rewording of section, basis of rewording is that any traffic sign or device placed that is legal height and size shall be presumed to have been installed by proper authority and shall be legal.
8. Section 13 – 213, Remove the rest of the section. Due to new wording, locations are not necessary. It would still require City Commission approval to install a new stop sign; we just would not need to update the municipal code every time.
9. Section 13 – 215, Remove as it is no longer needed due to new wording of Section 13 - 213.
10. Section 13 – 216, Remove as it is no longer needed due to new wording of Section 13 – 213.
11. Section 13 – 300, Remove the sentence “This includes...” it is clearly stated in the prior sentence that a vehicle needs to be parked within marked parking stall.
12. Section 13 – 305, Remove reference to US 50 Highway as it no longer runs through the city.
13. Section 13 – 311, Remove the 2 hour parking limit in the 100 block of S. Hickory.
14. Section 13 – 316, Capitalize “R” in Reserved, remove item B.

*Police Department
City of Ottawa, Kansas*

MEMORANDUM

DATE: September 28, 2015
TO: Richard Nienstedt and the Honorable City Commission
THROUGH: Chief Dennis Butler
FROM: Captain Adam Weingartner
SUBJECT: Chapter 38: Offenses Summary of Changes

The purpose of this memorandum is to outline deletions, revisions and suggestions to Chapter 38(Public Offense Code) to the Ottawa Municipal Code (OMC). Chapter 38 is used frequently by law enforcement to enforce city ordinances for violation of criminal law. In 2011 the State of Kansas updated Kansas Statutes Annotated (K.S.A.); this change renumbered many of the frequently used statutes by law enforcement which made state law references in OMC out of date.

To permanently fix this issue the police department and municipal court recommend adoption of the Uniform Public Offense Code for Kansas Cities (UPOC); it is similar to the Standard Traffic Ordinance (STO) in that after each legislative session the League of Kansas Municipalities updates the UPOC and STO with the most current state law and becomes effective July 1 of each year.

There will be a few sections of the OMC that are not covered in the UPOC and will require Chapter 38 sections-including loud music and drug violations.

- Articles I., II., III., IV., V., VI., VII., VIII., IX (except for section (A)(4), (B) and (C)., X., XI., XIV., and XV. can be removed from the OMC and replaced by adopting the 2015 UPOC.
- Article XIII (Breath of blood alcohol limit of .02 for anyone less than twenty-one years of age.
 - This section has no criminal penalty. It mirrors language on form DC-28 to administratively suspend the license of a person under age 21 whose BAC is above .02 and below .079.
 - It is unclear why this section was added but is not needed; consider deleting it.
- Section 38-901 (Disorderly conduct, noise).
 - UPOC 9.1 contains similar language to OMC 38-901 except for specific language about loud music/noise coming from vehicles

and property. The current loud music section of OMC 38-901 has a \$50 fine and \$10 court cost for a total of \$60.00 fine. Chapter 38-901 will need to stay in some capacity so the police have a method to deal with loud music complaints.

- Article XII-Prohibited substances and paraphernalia
 - The UPOC has no section for substance, paraphernalia and drug violations.
 - All of the K.S.A. references will need to be updated to current state references as the drug statutes have changed twice in the past five years.

ORDINANCE NO. _____

AN ORDINANCE REGULATING PUBLIC OFFENSE WITHIN THE CORPORATE LIMITS OF THE CITY OF OTTAWA, KANSAS; INCORPORATING BY REFERENCE THE UNIFORM PUBLIC OFFENSE CODE FOR KANSAS CITIES, EDITION 2015, WITH CERTAIN OMISSIONS, CHANGES AND ADDITIONS; PRESCRIBING ADDITIONAL REGULATIONS; PROVIDING CERTAIN PENALTIES, AND REPEALING CERTAIN SECTIONS OF CHAPTER 38 OF THE MUNICIPAL CODE OF THE CITY OF OTTAWA, KANSAS.

NOW THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF OTTAWA, KANSAS.

Section 1. INCORPORATING THE UNIFORM PUBLIC OFFENSE CODE:

There is hereby incorporated by reference for the purpose of regulating public offenses within the corporate limits of the City of Ottawa, Kansas, that certain code known as the *Uniform Public Offense Code*, Edition of 2015, prepared and published in book form by the League of Kansas Municipalities, Topeka, Kansas. No fewer than three copies of said *Uniform Public Offense Code* shall be marked or stamped "Official Copy as Adopted by Ordinance No. _____," and to which shall be attached a copy of this ordinance, and filed with the city clerk to be open to inspection and available to the public at all reasonable hours. The police department, municipal judge and all administrative departments of the City charged with enforcement of the ordinance shall be supplied with copies of such Uniform Public Offense Code and changes may be deemed expedient.

Section 2. REPEAL OF CERTAIN SECTIONS OF CHAPTER 38 OF THE CITY MUNICIPAL CODE

By the adoption of this ordinance Articles I, III, IV, V, VI, VII, VIII, X, XI, XIII, XIV, and XV of Chapter 38 of the 1997 Municipal Code shall be repealed and removed from the Municipal Code of the City of Ottawa, Kansas; except that the following sections shall be retained: 38-504, 38-608, 38-901(A)(4) and (B), (C) and (D). The City Clerk or her designee is directed to codify this Ordinance and the retained sections in Chapter 38 of the Municipal Code in the most efficient and understandable manner.

Section 3. NEW DEFINITIONS

The following definitions shall be adopted as part of Chapter 38 of the Municipal Code of the City of Ottawa, Kansas. The City Clerk or her designee is directed to codify these definitions in Chapter 38 of the Municipal Code in the most efficient and understandable manner.

The following words, terms and phrases, when used in this Chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning. In the event of a conflict between any definition below and that found in the Uniform Public Offense Code, the definition of the code under which the offense has been charged shall apply:

Another- means a person as defined in this Code, other than the person whose act is claimed to be an offense.

City or this City- means the City of Ottawa and all land and water either within or outside the boundary of the City over which the City has either exclusive or concurrent jurisdiction, and the air space above such land and water.

Conduct- means an act or series of acts, and the accompanying mental state.

Conviction- means a judgment of guilt entered upon a plea or finding of guilt.

Dwelling- means a building or portion thereof, a tent, a vehicle, or other enclosed space which is used or intended for use as a human habitation, home or residence.

Law enforcement officer- means any person who by virtue of his office or public employment is vested by law with a duty to maintain public order or to make arrests for offenses, whether that duty extends to all offenses or is limited to specific offenses.

Obtain- means to bring about a transfer of interest in or possession of property, whether to the offender or to another.

Owner- means a person who has any interest in property.

Person- means an individual, public or private corporation, government, partnership or unincorporated association.

Personal property- means goods, chattels, effects, evidences of rights in action and all written instruments by which any pecuniary obligation, or any right or title to property, real or personal, shall be created, acknowledged, assigned, transferred, increased, defeated, discharged or dismissed.

Property- means anything of value, tangible or intangible, real or personal.

Prosecution- means all legal proceedings by which a person's liability for an offense is determined.

Public employee- means a person employed by or acting for the City and who is not a public officer.

Public offense or offense- means an act or omission defined by this Chapter which, upon conviction, is punishable by fine, confinement, or both fine and confinement.

Public officer- means and includes the following, whether elected or appointed:

- A. An executive or administrative officer of the City.
- B. A member of the Board of Commissioners.
- C. A judicial officer, which shall include a judge, municipal judge, magistrate, juror, master or any other person appointed by a judge or court to hear or determine a cause of controversy.
- D. A hearing officer, which shall include any person authorized by law or private agreement to hear or determine a cause or controversy and who is not a judicial officer.
- E. A law enforcement officer or public safety officer.
- F. Any other person exercising the functions of a public officer under color of right.

Real property or real estate- means every estate, interest and right in lands, tenements and hereditaments.

Section 4. SEVERABILITY: If any provision of this code is declared unconstitutional, or the application thereof to any person or circumstance is held invalid, the constitutionality of the remainder of the code and the applicability thereof to other persons and circumstances shall not be affected.

Section 5.EFFECTIVE DATE: This ordinance shall take effect and be in force from and after its publication in the official city newspaper.

ADOPTED this 7th day of October, 2015.

Mayor

Attest

City Clerk
(SEAL)

STAFF MEMORANDUM

Target Meeting Date: October 7, 2015

TO: Richard U. Nienstedt, City Manager

FROM: Staff

DATE: September 23, 2015

SUBJECT: **Amendments to Chapter 3** Economic Development and Chapter 5 Adopt a New Downtown Neighborhood District, in the City of Ottawa's Comprehensive Plan.

Comments: The Planning Commission held a public hearing on September 9, 2015 and reviewed the proposed amendments. There were no public comments. Staff is recommending approval of the amendment.

The changes are a result of discussions by the Downtown Study Group. The group has been reviewing a number of documents and standards downtown, along with the existing built environment. Their goal is to re-envision downtown particularly focused on the areas other than Main Street. Below are the changes to Chapter 3 & Chapter 5 as recommended:

ECONOMIC DEVELOPMENT DOWNTOWN

Goal:

Promote retail and residential development downtown (Tecumseh to 7th/Cedar to Walnut).

Objective 1: Promote a vibrant Main Street.

Policies:

- a) Use Zoning to increase the vitality of the Main Street Business District.
 - * Identify and promote niche retail and new opportunities downtown.
 - * Consider bonus-zoning standards to achieve objectives.
 - * Create a Downtown Zoning Overlay District to build on accomplishments and address specifics, i.e: define boundaries; short-range action plans, and action committees/organizational structure
- b) Encourage broad mix of uses in Downtown, including retail, office, residential, entertainment, lodging, unique visitor attractions, governmental, cultural and social facilities and services, as well as recreation.**
- c) Continue existing and investigate new financial incentives.
- d) Create marketing materials containing a summary of financial assistance programs and a flow chart outlining the process for application and results.

Entity: EDOs, Planning Staff, Planning Commission

Timeline: Ongoing

Status: **Partially Complete**

Objective 2: Promote Vibrant Downtown on Side Streets (Hickory, Walnut and Cedar).

Policies:

- a) Provide opportunities for limited commercial development
- b) Allow flexible mixed-use zoning provisions for more residential uses and create healthier pedestrian-oriented communities through creative design.
- b) Consider redevelopment of existing side streets. Existing infrastructure should be improved and upgraded, including lighting, landscaping, signage and pedestrian access.
- c) Upgrade the image and appearance of existing public parking lots with landscaping and signage, etc.

Entity: EDO's, Planning Staff

Timeline:

Status:

Objective 3: Capitalize on trail Intersections, Bicycle, Pedestrians and Tourism amenities.

Policies:

- a) Define requirements for various streets and thoroughfare types, including consideration of multiple travel modes (auto, pedestrian, bicycle, transit).
- b) Identify opportunities for additional connectivity of existing/future rail trails and bicycle facilities and encourage shared use of roads.
- c) Provide well-designed public spaces (e.g. pocket parks and plazas)
- d) Offer appropriate incentives for desired tourism development (i.e. "destination driver")

Entity:

Timeline:

Status:

RESIDENTIAL/MIXED USE DOWNTOWN

Goal:

Promote housing downtown

Objective 1: Identify sites that could be developed/redeveloped for housing in and near downtown

Policies:

- a) Review housing within the downtown housing market area
- b) **Consider the latest housing trends affecting the regional housing market and develop Residential/Mixed Use Design Standards.**
- c) **Establish Mixed-Use Neighborhood Growth Areas**
- d) Assess downtown strengths and weaknesses in the housing stock, including:
 - * Affordability analysis of what is available and what is needed
 - * A demand analysis: type and cost of housing that is needed based on income needs, housing industry needs, and projected growth
 - * A comparison of information to other Kansas communities of comparable size

Entity: EDOs, Planning Staff

Timeline: Ongoing

Status: Partially Complete

Objective 2: Promote and use tax incentives, explore funding options.

Policies:

- a) Assign private sector groups to identify effective tax incentives that will be useful to downtown housing.
- b) Stay abreast of options created by state and federal agencies and organizations; especially programs that prioritize designated Main Street communities and Historic Districts listed on the National register of Historic Places
- c) Work to extend and enhance incentives of the Neighborhood Revitalization Act:
 - * Review and modify (if necessary) every **several** years.

Entity: EDOs and City Administration

Timeline: Ongoing

Status: **Not Begun**

Adopt a New Downtown Neighborhood District

Objective 4 - Identify and develop gateways to Downtown Ottawa. Distinguish between commercial and residential gateways to mark these areas as unique, transitional sections of Ottawa's Downtown. Make the residential gateway features compatible in scale and design with the residential portions of the neighborhoods.

Policy 1 - Gateways serve as focal points, and can consist of monument structures, distinctive building designs, or unique landscaping and lighting schemes. **The City should consider a variety of options, distinguishing between commercial and residential gateways, as well as gateway trail intersection.**

Policy 2 - New development or redevelopment applications before the City should be reviewed to determine if gateway identification would be appropriate on the project site.

The Planning Commission recommends to the City Commission by a vote of 5-0 approval of the amendments to Chapter 3 and Chapter 5 of the City of Ottawa's Comprehensive Plan.

Attachments: Ordinance

AN ORDINANCE AMENDING CHAPTER 3, ECONOMIC DEVELOPMENT AND CHAPTER 5, ADOPT A NEW DOWNTOWN NEIGHBORHOOD DISTRICT, OF THE COMPREHENSIVE PLAN, ORDINANCE NO. 3470-04, FOR THE CITY OF OTTAWA.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF OTTAWA, KANSAS:

Section 1. AMENDMENTS TO CHAPTER 3, Economic Development and Chapter 5, Adopt a New Downtown Neighborhood District, of the City of Ottawa Comprehensive Plan is hereby changed.

**ECONOMIC DEVELOPMENT
DOWNTOWN**

Goal:

Promote retail and residential development downtown (Tecumseh to 7th/Cedar to Walnut).

Objective 1: Promote a vibrant Main Street.

Policies:

- a) Use Zoning to increase the vitality of the Main Street Business District.
 - * Identify and promote niche retail and new opportunities downtown.
 - * Consider bonus-zoning standards to achieve objectives.
 - * Create a Downtown Zoning Overlay District to build on accomplishments and address specifics, i.e: define boundaries; short-range action plans, and action committees/organizational structure
- b) Encourage broad mix of uses in Downtown, including retail, office, residential, entertainment, lodging, unique visitor attractions, governmental, cultural and social facilities and services, as well as recreation.
- c) Continue existing and investigate new financial incentives.
- d) Create marketing materials containing a summary of financial assistance programs and a flow chart outlining the process for application and results.

Entity: EDOs, Planning Staff, Planning Commission

Timeline: Ongoing

Status: Partially Complete

Objective 2: Promote Vibrant Downtown on Side Streets (Hickory, Walnut and Cedar).

Policies:

- a) Provide opportunities for limited commercial development
- b) Allow flexible mixed-use zoning provisions for more residential uses and create healthier pedestrian-oriented communities through creative design.
- b) Consider redevelopment of existing side streets. Existing infrastructure should be improved and upgraded, including lighting, landscaping, signage and pedestrian access.
- c) Upgrade the image and appearance of existing public parking lots with landscaping and signage, etc.

Entity: EDO's, Planning Staff

Timeline:

Status:

Objective 3: Capitalize on trail Intersections, Bicycle, Pedestrians and Tourism amenities.**Policies:**

- a) Define requirements for various streets and thoroughfare types, including consideration of multiple travel modes (auto, pedestrian, bicycle, transit).
- b) Identify opportunities for additional connectivity of existing/future rail trails and bicycle facilities and encourage shared use of roads.
- c) Provide well-designed public spaces (e.g. pocket parks and plazas)
- d) Offer appropriate incentives for desired tourism development (i.e. "destination driver")

Entity:**Timeline:****Status:****RESIDENTIAL/MIXED USE DOWNTOWN****Goal:****Promote housing downtown****Objective 1:** Identify sites that could be developed/redeveloped for housing in and near downtown**Policies:**

- a) Review housing within the downtown housing market area
- b) Consider the latest housing trends affecting the regional housing market and develop Residential/Mixed Use Design Standards.
- c) Establish Mixed-Use Neighborhood Growth Areas
- d) Assess downtown strengths and weaknesses in the housing stock, including:
 - * Affordability analysis of what is available and what is needed
 - * A demand analysis: type and cost of housing that is needed based on income needs, housing industry needs, and projected growth
 - * A comparison of information to other Kansas communities of comparable size

Entity: EDOs, Planning Staff**Timeline:** Ongoing**Status:** **Partially Complete****Objective 2:** Promote and use tax incentives, explore funding options.**Policies:**

- a) Assign private sector groups to identify effective tax incentives that will be useful to downtown housing.
- b) Stay abreast of options created by state and federal agencies and organizations; especially programs that prioritize designated Main Street communities and Historic Districts listed on the National register of Historic Places
- c) Work to extend and enhance incentives of the Neighborhood Revitalization Act:
 - * Review and modify (if necessary) every several years.

Entity: EDOs and City Administration**Timeline:** Ongoing**Status:** **Not Begun****Adopt a New Downtown Neighborhood District**

Objective 4 - Identify and develop gateways to Downtown Ottawa. Distinguish between commercial and residential gateways to mark these areas as unique, transitional sections of Ottawa's Downtown. Make the residential gateway features compatible in scale and design with the residential portions of the neighborhoods.

Policy 1 - Gateways serve as focal points, and can consist of monument structures, distinctive building designs, or unique landscaping and lighting schemes. The City should

consider a variety of options, distinguishing between commercial and residential gateways, as well as gateway trail intersection.

Policy 2 - New development or redevelopment applications before the City should be reviewed to determine if gateway identification would be appropriate on the project site

Section 2. REPEALER. Previous ordinances and any parts of ordinances in conflict with this Ordinance are hereby repealed.

Section 4. EFFECTIVE DATE; PUBLICATION. This Ordinance shall take effect amending the Comprehensive Plan, Ordinance #3470-04 for the City of Ottawa, Kansas, and be in full force from and after its publication in the official city newspaper.

PASSED AND ADOPTED by the governing body of the City of Ottawa, Kansas, this _____ day of _____, 2015.

Mayor

Attest:

City Clerk

CITY OF OTTAWA

August Monthly Reports

Presented to the City Commission
September 28, 2015



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ANALYSIS OF COMBINED SALES AND COMPENSATING USE TAX

August-15

COUNTY (1.0%)	2006	2011	2012	2013	2014	2015	12 Mo Running Total		Change	Change
							2014	2015	Dollars	Percent
January	91,963	80,430	92,276	93,621	90,915	99,626	1,132,915	1,197,867	\$ 8,710.88	9.58%
February	106,211	95,342	88,325	96,068	104,501	117,666	1,141,348	1,211,033	\$ 13,165.50	12.60%
March	90,074	88,872	88,566	94,235	95,180	89,795	1,142,294	1,205,648	\$ (5,384.88)	-5.66%
April	87,825	69,281	87,092	83,104	90,992	99,242	1,150,182	1,213,897	\$ 8,249.17	9.07%
May	105,874	89,714	96,267	95,966	101,605	111,668	1,155,822	1,223,960	\$ 10,063.04	9.90%
June	97,040	102,444	89,141	95,257	100,701	101,717	1,161,266	1,224,976	\$ 1,015.98	1.01%
July	95,011	86,902	85,637	108,053	101,330	98,721	1,154,543	1,222,367	\$ (2,609.63)	-2.58%
August	120,048	89,754	93,734	96,875	99,329	104,245	1,156,998	1,227,282	\$ 4,915.40	4.95%
September	91,338	89,932	85,675	94,191	97,320	0	1,160,127			
October	97,344	94,804	91,359	98,107	104,316	0	1,166,336			
November	98,996	93,010	97,087	83,340	105,844	0	1,188,840			
December	95,245	99,175	91,424	96,805	97,122	0	1,189,156			
SAME MO. YTD	198,174	702,739	721,037	763,177	784,555	822,680			\$ 38,125.46	4.86%
ANNUAL TOTAL	1,176,968	1,079,659	1,086,583	1,135,620	1,189,156					
CITY (1.1%)	2006	2011	2012	2013	2014	2015	2014	2015		
January	108,215	179,538	203,964	195,321	201,594	216,451	2,465,421	2,626,783	\$ 14,857.96	7.37%
February	119,932	209,172	179,606	206,821	233,316	264,504	2,491,916	2,657,971	\$ 31,187.81	13.37%
March	104,722	196,175	190,917	199,168	201,539	197,296	2,494,287	2,653,728	\$ (4,242.74)	-2.11%
April	105,392	147,293	197,369	186,766	198,680	225,185	2,506,201	2,680,233	\$ 26,505.25	13.34%
May	119,845	198,268	212,086	210,835	231,212	256,081	2,526,578	2,705,103	\$ 24,869.35	10.76%
June	111,030	235,300	196,629	212,680	214,012	227,445	2,527,910	2,718,536	\$ 13,433.07	6.28%
July	109,644	187,599	196,553	240,050	225,531	219,710	2,513,390	2,712,715	\$ (5,820.65)	-2.58%
August	144,335	183,443	207,473	208,249	223,117	228,074	2,528,258	2,717,672	\$ 4,956.87	2.22%
September	187,598	195,331	183,753	202,765	203,251	0	2,528,744			
October	201,952	203,309	201,037	214,822	227,666	0	2,541,589			
November	201,377	204,378	206,969	173,970	239,249	0	2,606,868			
December	200,897	223,063	195,390	207,702	212,759	0	2,611,925			
SAME MO. YTD	332,869	1,536,788	1,584,597	1,659,889	1,729,000	1,834,746			\$ 105,746.92	6.12%
ANNUAL TOTAL	1,714,938	2,362,868	2,371,746	2,459,148	2,611,925					
CITY/CO. TO DATE	531,043	2,239,526	2,305,634	2,423,067	2,513,555	2,657,427			\$ 143,872.38	5.72%
TOTAL	2,891,906	3,442,528	3,458,329	3,594,768	3,801,081	0	3,795,228		\$ 2,530,152.00	5.03%

CITY OF OTTAWA
MTD TREASURERS REPORT
AS OF: AUGUST 31ST, 2015

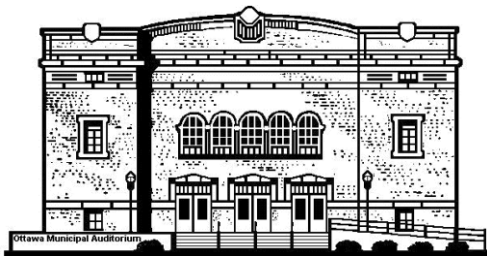
FUND	BEGINNING CASH BALANCE	M-T-D REVENUES	M-T-D EXPENSES	CASH BASIS BALANCE	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCRUAL ENDING CASH BALANCE
001-General Fund	2,702,371.01	528,149.13	737,938.00	2,492,582.14	(225.94)	2,541.03	2,495,349.11
005-Gen Obl Debt Service Fund	632,330.33	44.72	0.00	632,375.05	0.00	0.00	632,375.05
011-Community Service Support	11.86	12,210.00	11,906.76	315.10	0.00	0.00	315.10
013-Auditorium Fund	100,926.40	1,534.35	8,479.58	93,981.17	0.00	8.06	93,989.23
014-Airport Fund	378.00	7,604.05	7,911.85	70.20	0.00	0.00	70.20
016-Special Park & Rec Fund	81,171.76	5.74	499.77	80,677.73	0.00	0.00	80,677.73
017-Special Drug and Alcohol	36,192.49	0.00	0.00	36,192.49	0.00	0.00	36,192.49
025-Economic Development Fund	60,500.69	1,967.18	10,641.09	51,826.78	0.00	0.00	51,826.78
028-Special Streets Fund	707,660.52	50.06	3,525.62	704,184.96	0.00	0.00	704,184.96
029-Stormwater Utility	406,384.14	36,971.88	27,662.92	415,693.10	0.00	0.00	415,693.10
030-Water Utility	1,045,097.82	208,530.28	170,454.05	1,083,174.05	12.54	2,297.08	1,085,458.59
036-Waste Water Utility	772,380.40	201,472.90	315,972.78	657,880.52	0.00	0.00	657,880.52
037-Electric Utility	3,786,648.25	1,663,102.70	1,210,542.66	4,239,208.29	(12.54)	480,347.44	4,719,568.27
041-Electric Power Supply Fnd	886,270.06	34,282.69	0.00	920,552.75	0.00	0.00	920,552.75
045-Electric Sys Construction	856,187.05	60.57	0.00	856,247.62	0.00	0.00	856,247.62
046-Electric CIP Fund	300,000.00	0.00	0.00	300,000.00	0.00	0.00	300,000.00
051-Utility Credits	163,326.43	0.00	0.00	163,326.43	0.00	(13,225.73)	150,100.70
053-Equipment Reserve	246,208.64	25,794.92	25,854.95	246,148.61	0.00	0.00	246,148.61
054-LAW ENFORCEMENT TRUST	11,567.41	0.00	0.00	11,567.41	0.00	0.00	11,567.41
055-Revolving Loan Fund	212,130.59	208.13	0.00	212,338.72	0.00	0.00	212,338.72
056-Risk Management	127,921.25	63.10	2,405.77	125,578.58	0.00	0.00	125,578.58
058-Neighborhd Stabiliztn Grt	2,701.26	0.19	170.24	2,531.21	0.00	0.00	2,531.21
062-US 59 Turnback	11,650.00	1,125.00	0.00	12,775.00	0.00	0.00	12,775.00
063-Airport Hangars 2009/2010	258.10	0.00	0.00	258.10	0.00	0.00	258.10
070-Sidewalk Grant 15th St	139.20	0.00	1,129.80	(990.60)	0.00	0.00	(990.60)
076-Loves Granger TIF	220,779.80	0.00	0.00	220,779.80	0.00	0.00	220,779.80
077-South Hwy 59 TDD	97,486.57	4,869.35	95,000.00	7,355.92	0.00	0.00	7,355.92
078-WWTP Funding	1,140,511.72	64,176.15	73,813.05	1,130,874.82	0.00	0.00	1,130,874.82
082-East Side Interceptor	61,901.11	0.00	0.00	61,901.11	0.00	0.00	61,901.11
086-Streets Construction	97,810.77	0.00	0.00	97,810.77	0.00	0.00	97,810.77
087-Water Construction Fund	(5,231.98)	5,231.98	0.00	0.00	0.00	0.00	0.00
090-Levee Improvement	(21,193.33)	21,193.33	0.00	0.00	0.00	0.00	0.00
091-TIF Program Fund	318,337.91	0.00	0.00	318,337.91	0.00	0.00	318,337.91
092-Advantage Ford TIF Projct	403.75	0.00	0.00	403.75	0.00	0.00	403.75
093-SUPERMARKET PROJECT	(5,614.05)	0.00	0.00	(5,614.05)	0.00	0.00	(5,614.05)
095-Airport Improvements	10,067.03	0.00	0.00	10,067.03	0.00	0.00	10,067.03
096-Airport T-Hanger	(63,206.94)	150,020.00	214,754.34	(127,941.28)	0.00	0.00	(127,941.28)
099-Industrial Park	1,013,395.98	71.69	0.00	1,013,467.67	0.00	0.00	1,013,467.67
GRAND TOTAL	16,015,862.00	2,968,740.09	2,918,663.23	16,065,938.86	(225.94)	471,967.88	16,538,132.68
	=====	=====	=====	=====	=====	=====	=====

*** END OF REPORT ***

ID NUMBER	TP	BANK	PURCHASE		current	INTEREST	EARNINGS
			DATE	MATURITY	PRINCIPAL	RATE(%)	@MATURITY
62809	S	CD KSB	08/06/15	11/05/15	\$ 500,000	0.19%	236.85
14000024144	S	CD ARVEST	11/06/14	11/05/15	\$ 1,400,000	0.20%	2,792.33
2393018	S	CD KSB	02/26/15	02/25/16	\$ 900,000	0.21%	1,884.82
140000278626	S	CD ARVEST	03/19/15	03/18/16	\$ 500,000	0.20%	1,000.00
4200107910	S	CD ARVEST	04/02/15	03/31/16	\$ 600,000	0.20%	1,196.71
806272507	S	CD ARVEST	06/04/15	06/02/16	\$ 1,100,000	0.20%	2,193.97
2156996	S	CD ARVEST	06/11/15	06/09/16	\$ 200,000	0.20%	398.90
62752	S	CD KSB	08/06/15	08/04/16	\$ 500,000	0.21%	1,047.12

PREPARED BY: Betty K. Simpson, City Treasurer

Packet Pg #53



MUNICIPAL AUDITORIUM PERFORMANCE & RENTAL FACILITY

P.O. Box 462 301 S. Hickory Ottawa, Kansas 66067
Box Office: 785/242-8810 Email: sstitt@ottawaks.gov
Website: www.ottawamunicipalauditorium.com
Shonda Stitt, Administrative Manager

Ottawa Municipal Auditorium Staff Report for August 2015

- ❖ Grace Gospel Church held services on August 2, 5, 9, 16, 19, 23, 26, and 30 (attendance 435).
- ❖ David Wooge held the Marais des Cygnes Jamboree on August 15 (attendance 209)
- ❖ A.C.T! Ottawa held rehearsals for the upcoming "The Dixie Swim Club" dinner theatre on August 4, 5, 6, 10, 11, 13, 17, 18, 20, 21, 24, 25, 26 and 31. (attendance 98)
- ❖ The Bread of Stone Youth concert was held on August 22nd. (attendance 385)
- ❖ Ottawa Municipal Auditorium Advisory Board held their monthly meeting on August 18 in the mezzanine. (attendance 11)

August 2015 usage facts:

Attendance: 1,138
Rentals: 4
Days used 23 days out of 31 days

July 2014 usage facts:

Attendance for events/rentals: 1,146
Events/Rentals: 3
Days used 10 days out of 31 days

2015 Year to date totals for OMA:

Attendance: 11,829
Rentals: 35
Days used: 145 out of 243

2014 Year to date totals for OMA:

Attendance: 10,775
Rentals: 31
Days used: 100 out of 243

2015 Volunteers/Hours:

Volunteers: 7
Events: 2
Hours: 15

2015 Year to date Volunteers/Hours:

Volunteers: 40
Events: 10
Hours: 78

Shonda Stitt

September – December 2015:

September 2, 6, 13, 16, 20, 23, 27, and 30 – Grace Gospel Church, rental
September 5 – Cowboy Days, rental
September 1, 3, 6 – 13 – ACT Ottawa presents "The Dixie Swim Club", rental
September 15 & 16 – FFA Greenhand conference, rental
October 4, 7, 12, 18, 21, 25, and 28 – Grace Gospel Church, rental
October 4 – Edward Jones, private dinner/concert, rental
October 10 – David Wooge – Marais de Cygnes Jamboree, rental
October 11 – Ken Frank rehearsal, rental
October 12 & 13 – OHS Vocal rehearsal and concert, rental
October 14 & 15 – Impact World, rental
October 23 & 24 – Ken Frank concert, rental
October 24 – Grace Gospel Church, rental
November 1, 4, 8, 15, 18, 22, 25, and 29 – Grace Gospel Church, rental
November 8 – 14 – OHS Fall Musical, rental
November 21 – Private Party, rental
November 24 & December 1 – Ottawa Suzuki Strings rehearsal, rental
December 2, 6, 13, 16, 20, 23, 27, and 30 – Grace Gospel Church, rental
December 4 – Ottawa Suzuki Strings Christmas concert "Ribbons and Bows", rental
December 13 – Ottawa City Band Christmas concert, rental

CITY OF OTTAWA
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2015

013-Auditorium Fund
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 66.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
<u>Auditorium Fund</u>						
TAXES	138,399	0.00	126,794.69	0.00	11,604.31	91.62
LEASE & RENTAL INCOME	12,000	700.00	9,805.50	0.00	2,194.50	81.71
CHARGES FOR SERVICES	17,579	677.21	4,066.35	0.00	13,512.65	23.13
INVESTMENT INCOME	30	7.14	36.18	0.00	(6.18)	120.60
OTHER REVENUE	2,700	150.00	2,250.00	0.00	450.00	83.33
MISCELLANEOUS	25	0.00	0.00	0.00	25.00	0.00
TOTAL Auditorium Fund	<u>170,733</u>	<u>1,534.35</u>	<u>142,952.72</u>	<u>0.00</u>	<u>27,780.28</u>	<u>83.73</u>
TOTAL REVENUE	170,733	1,534.35	142,952.72	0.00	27,780.28	83.73
	=====	=====	=====	=====	=====	=====
<u>EXPENSE SUMMARY</u>						
<u>Auditorium Fund</u>						
PERSONNEL SERVICES	92,888	5,860.39	61,241.07	0.00	31,646.93	65.93
CONTRACTUAL SERVICES	62,960	2,281.17	30,969.38	0.00	31,990.62	49.19
COMMODITIES	4,700	338.02	4,387.60	0.00	312.40	93.35
CAPITAL EXPENSES	31,500	0.00	14,458.45	0.00	17,041.55	45.90
CAPITAL IMPROVEMENTS	0	0.00	0.00	0.00	0.00	0.00
DEBT SERVICE	33,677	0.00	0.00	0.00	33,677.00	0.00
TOTAL Auditorium Fund	<u>225,725</u>	<u>8,479.58</u>	<u>111,056.50</u>	<u>0.00</u>	<u>114,668.50</u>	<u>49.20</u>
TOTAL EXPENSES	225,725	8,479.58	111,056.50	0.00	114,668.50	49.20
	=====	=====	=====	=====	=====	=====
REVENUE OVER/(UNDER) EXPENSES	(54,992)	(6,945.23)	31,896.22	0.00	(86,888.22)	58.00-
OTHER SOURCES	0	0.00	0.00	0.00	0.00	0.00
OTHER USES	8,000	0.00	2,000.00	0.00	6,000.00	25.00
NET OTHER SOURCES & USES	<u>(8,000)</u>	<u>0.00</u>	<u>(2,000.00)</u>	<u>0.00</u>	<u>(6,000.00)</u>	<u>25.00</u>
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	(62,992)	(6,945.23)	29,896.22	0.00	(92,888.22)	47.46-



Jeff H. Carner
Fire Chief

OTTAWA FIRE DEPARTMENT OTTAWA, KANSAS

Monthly Report August, 2015

Calls for Service: The department responded to 169 calls for service and experienced an estimated \$31,150 in fire loss. Included in that loss were three building fires located at: 1229 S Cedar, 421 W 4th St, and 831 E 9th St.

Inspections: A total of 83 business and residential inspections were completed.

Training: Shift personnel conducted 632 hours of training with most of these hours dedicated to sprinkler systems, confined space, pipeline emergencies, and Advanced EMT.

Public Education: During the month we provided three public education programs.

Respectfully submitted,

Jeff H. Carner

OTTAWA

Incident Type Report (Summary)

Alarm Date Between {08/01/2015} And
{08/31/2015}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
111 Building fire	3	1.78%	\$30,150	96.78%
131 Passenger vehicle fire	1	0.59%	\$1,000	3.21%
	4	2.37%	\$31,150	100.00%
3 Rescue & Emergency Medical Service Incident				
300 Rescue, EMS incident, other	2	1.18%	\$0	0.00%
311 Medical assist, assist EMS crew	105	62.13%	\$0	0.00%
321 EMS call, excluding vehicle accident with injury	5	2.96%	\$0	0.00%
322 Motor vehicle accident with injuries	2	1.18%	\$0	0.00%
	114	67.46%	\$0	0.00%
4 Hazardous Condition (No Fire)				
412 Gas leak (natural gas or LPG)	1	0.59%	\$0	0.00%
413 Oil or other combustible liquid spill	1	0.59%	\$0	0.00%
462 Aircraft standby	1	0.59%	\$0	0.00%
	3	1.78%	\$0	0.00%
5 Service Call				
551 Assist police or other governmental agency	2	1.18%	\$0	0.00%
552 Police matter	1	0.59%	\$0	0.00%
	3	1.78%	\$0	0.00%
6 Good Intent Call				
6111 Fire Alarm - Dispatched & cancelled en route	2	1.18%	\$0	0.00%
6112 Medical Call - Dispatched & cancelled en route	4	2.37%	\$0	0.00%
622 No Incident found on arrival at dispatch address	3	1.78%	\$0	0.00%
631 Authorized controlled burning	12	7.10%	\$0	0.00%
661 EMS call, party transported by non-fire agency	15	8.88%	\$0	0.00%
	36	21.30%	\$0	0.00%
7 False Alarm & False Call				
730 System malfunction, Other	1	0.59%	\$0	0.00%
733 Smoke detector activation due to malfunction	1	0.59%	\$0	0.00%
735 Alarm system sounded due to malfunction	2	1.18%	\$0	0.00%
743 Smoke detector activation, no fire - unintentional	2	1.18%	\$0	0.00%
745 Alarm system activation, no fire - unintentional	2	1.18%	\$0	0.00%

OTTAWA

Incident Type Report (Summary)

Alarm Date Between {08/01/2015} And
{08/31/2015}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
7 False Alarm & False Call	8	4.73%	\$0	0.00%
9 Special Incident Type				
911 Citizen complaint	1	0.59%	\$0	0.00%
	1	0.59%	\$0	0.00%
Total Incident Count:	169		Total Est Loss:	\$31,150

City of Ottawa Human Resources Department Monthly Report - August 2015

Human Resource Management

The following recaps the various HR activities and accomplishments that occurred during August 2015.

- Michelle Stegman, HR Director received a tour of DARE Camp by Ottawa Police Department Staff Larabe Alexander, Community Services Officer and Dennis Butler, Police Chief and attended graduation on August 4, 2015 participated in a City of Ottawa benefit orientation overview via conference call with Cretcher Heartland.
- Michelle met with Shonda Stitt, Ottawa Municipal Auditorium Administrative Manager on several occasions.
- Michelle attended First Friday Forum and NCCC on August 7, 2015.
- Michelle, Dennis Tharp, Public Utilities Director and Mike Haeffle, Public Works Director participated in the Kansas Leadership Center, Project 17 Training in Osawatomie on August 10, 2015.
- Michelle attended the quarterly KERIT Trustee meeting in Shawnee on August 11, 2015.
- Michelle and Wellness Committee representatives met again to discuss enhancements to overhaul the program. Cretcher Heartland Representatives and Brenda Pfizenmaier, Ransom Memorial Hospital provided input to Staff and the Committee during the meetings.
- Michelle and Jami Michael, HR Assistant assisted with recruitment processes for Finance, Police and Utilities Departments.
- New hire orientation(s) was conducted for regular full time employees by Jami
- Michelle, City Staff have continued to work with Cretcher Heartland City Staff to get flood insurance deductible quotes. HR is waiting on the final quotes for a recommendation to Richard Nienstedt, City Manager.
- Jami worked with Travis Bennett, Thomas McGee Loss Control Specialist to finalize the MSDS Online project with KERIT, our workers' compensation provider.

Recruitment

Utility Clerk I

6 candidates were interviewed. An offer was extended and accepted.

WD/WC Maintenance Worker I

Panel interviewed 4 candidates. 2 offers extended and accepted.

Police Officer

Panel interviewed 19 candidates. Six were selected to move to the next steps of the process.

Police Services Officer

Panel interviewed 5 candidates. One offer was extended and accepted.

City of Ottawa Human Resources Department
Monthly Report for August 2015
Page 2

Promotions

Sam Leach, WD/WW Collection Maintenance Worker I

New Hires

8/7/15 – Clayton Neel, Volunteer Fire Fighter

8/10/15 – Paola Alarcon, Police Officer

8/219/15 – Joseph Carrier, Police Officer

Departures

8/5/15 – Jennifer McCay, Special Services Officer

Risk Management/Safety/Loss Control:

Training:

Rick Aguilar, Kansas Municipal Utilities Director of Job Training & Safety conducted sessions on Bloodborne Pathogens on August 4, 2015.

Safety Committee Meeting

The Safety Committee meeting was held August 5, 2015 at the Waste Water Treatment Plant. Staff is conferring further with Rick to discuss additional enhancements to the City of Ottawa Safety Programs and Committees as per the agreement with Kansas Municipal Utilities.

Workers' Compensation Injuries/Illnesses

1. 7/15/15 – A Police Officer sustained an animal bite to their calf.
2. 7/20/15 – A Police Officer injured their ankle during bicycle training in Emporia.
3. 7/28/15 – A Power Plant employee was loading boxes into a truck and stepped off the curb and rolled their right ankle

Vehicle Accidents

n/a

Tort Claims

6/16/15 – Haley Park, 201 S. Main – Patron of the park sustains an injury to their leg while taking a photo. Claim filed with EMC. Adjuster is currently investigating claim.

Open

7/22/15 – Patron of the Ottawa Library falls down stairs and sustains ankle sprain. Claim filed with EMC. \$5,000 exists for medical coverage. The adjuster has assigned an independent appraiser to inspect the insured location and is waiting on a response from the claimant. To date, the claimant has not responded to any of the adjuster's letters or calls. A medical authorization was also sent but has not yet been returned. **Open**

City of Ottawa Human Resources responsibility
Monthly Report for August 2015
Page 3

Damage to City Property

5/21/15 – OMA Roof Leak. Claim submitted to EMC. \$5,000 deductible. Roof will be replaced. Clancy Moore, Building Maintenance Supervisor, has gathered bids and a contractor has been selected to conduct the repair. City will be reimbursed the remaining replacement cost of the roof when the work is completed. *Staff has received a check in the amount of \$13,416.32 with a remainder of \$25,282.53 when work is completed.* **Open**

6/19/15 - 841 S. Poplar – Damage to City service cable - \$973.20. City Attorney has submitted an additional final notice to the Ottawa resident. **Open**

8/21/15 – Police Department Roof - City Building Maintenance Supervisor was on the roof trying to repair leaks and discovered fairly significant hail damage from the past. Staff is working with an adjuster and has received quotes from a roofing company. \$10,000 Deductible. Total cost of the repair is \$86,469.00. *Staff will receive a check in the amount of \$46,488.02 from EMC and the City will be responsible for the \$39,980.88. When the job is complete the completed the City will receive \$1,691.20.* **Open**

Commercial Automobile

5/8/15 – After picking up a City vehicle from a repair shop, en route back the Ottawa the front left tire blew out causing the vehicle to hit the guardrail on I-29. DOT filed a claim due to damage. The claim was investigated, paid and closed \$3,698.15

Inland Marine

8/9/15 Lightning struck the Fuel Master Card reader at the Airport and the circuit board inside was damaged beyond repair. Adjuster is waiting on repair invoice from City to determine payment. \$500 deductible.

Accidents on City Property

5/30/15 – While attending the Pam Tebow event, a patron tripped down the steps of the lower balcony and sustained injuries to her face. Claim submitted to EMC. Under the City's General Liability Policy, \$5,000 exists for medical coverage. While this does not constitute negligence, the medical payments coverage was offered up to a limit of \$5,000.00 to help pay for out of pocket expenses. Adjuster is still waiting for medical bills. Handrails have been installed. **Open**

Claim to Local Employer's Property

7/20/15 - Local firm has filed a claim with their insurance carrier that a lightning strike caused damage to computer equipment. Claim being investigated and submitted to carrier. The adjuster is working on what claim exactly is being brought against the city. The claimant's carrier has assumed the rights to any recovery, however has not advised of their subrogation intentions or theory of liability. Liability has not been accepted to

City of Ottawa Human Resources responsibility
Monthly Report for August 2015
Page 4

date. \$5,000 deductible. **Open**

Public Official Liability and Employment Practices Liability

6/26/15 - Garrison v. City of Ottawa Planning and Codes Department – Petition for Writ and Mandamus and Prohibition – 1223 S. Main structural repair. This has been turned over to insurance and in litigation. \$3,000 deductible. **Open**

Ottawa Information Technology (IT) Department

Date: September 18, 2015

To: Richard Nienstedt, City Manager and City Commission

From: Chuck Bigham, IT Director

Subject: August IT Monthly Report

IT Trouble Tickets & Other-

85 new calls for Service logged, 5 still open(*examples- can't send mail, locked up, error conditions, won't power-on, Smart Phone not syncing, possible virus, can't find folder, print problems, won't boot, battery backup beeping etc.*)

Government Access Channel (GAC)

New Programs- City and County Commission, ECO News, Road to Recovery, Power of the Past promo & Quarterly Image Award Luncheon.

of different programs played- 11 (*examples- City and County meetings, Coffee, Special Call Meeting, Road To Recovery*)

Web Site

14 News articles posted. Upcoming events on new community calendar and Facebook continually updated, Crime of the Week and found property list updated. City job announcements added.

Videos posted include, 2 City Commission, 1 Power of the Past promo, 1 Quarterly Image Luncheon.

FaceBook-

Updates Provided- Videos Posted (same as website). News Articles Linked. Promotion of Upcoming Tractor and Car Shows. Crime of the week added for Crime Stoppers. Updated Found Property List added. Instagram account linked to twitter and FaceBook feeds providing announcements and photos. Photos added from Ottawa Play Day.

Total Likes: 1,831 See attached graphs

Other Activities-

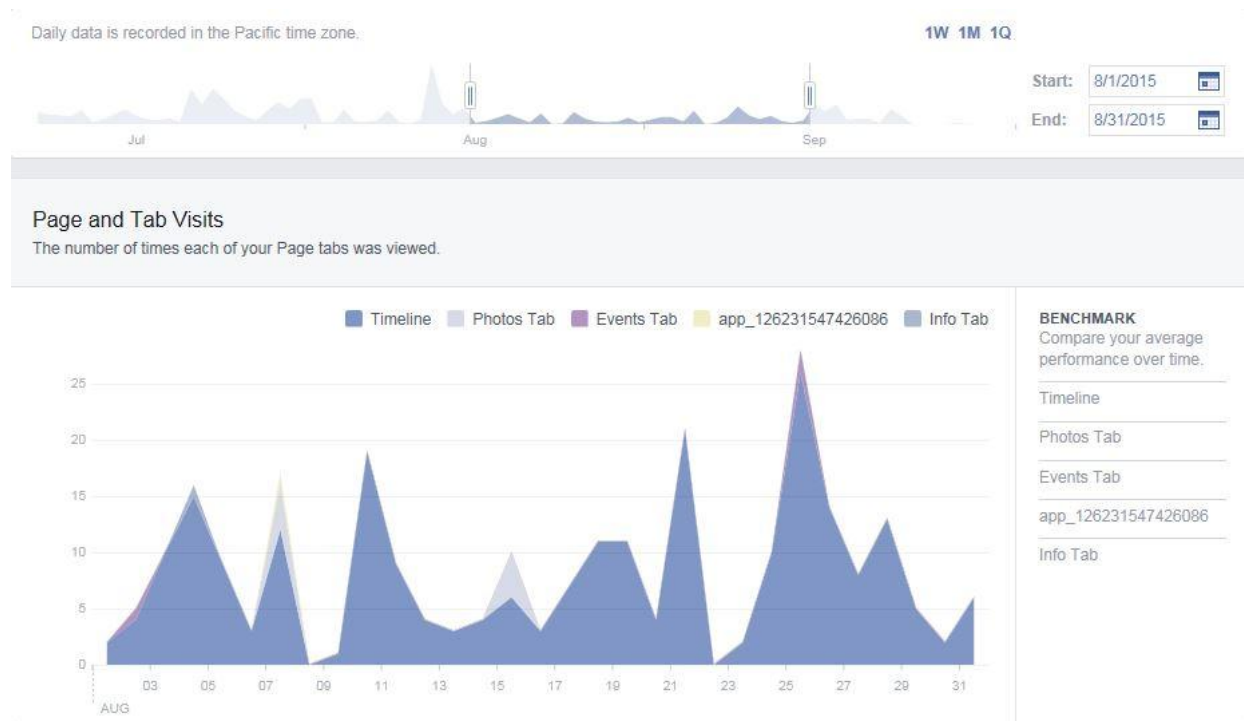
Twitter account maintained currently at **377 followers**. Promotion of city wide events. Posted all media releases to public on Facebook, channel, website, Twitter, Instagram, Flickr & Tumblr. All job postings added to media outlets. DARE camp photos and video taken, ready to edit video.

Facebook August 2015

Demographics and Location of people who like the City of Ottawa Facebook page.

Total Likes for August 2015 were: 1,831





Page views are the number of times any given site page is looked at (visited) by all users. On the other hand, unique visitors numbers report how many different visitors visited your site pages. For example, if your aunt checks out your Website 13 times in one day, she will only show as one unique visitor but she would contribute 13 page views to your reports.

Ustream July 2015



[Export this period in CSV](#)

Day

Month

Search...

Datetime	Views
Aug 05	6
Aug 06	1
Aug 07	3
Aug 08	2
Aug 09	1
Aug 15	2
Aug 16	2
Aug 17	2
Aug 18	1
Aug 19	10
Aug 20	2
Aug 24	2
Aug 25	1
Aug 28	3

Planning & Codes Department August 2015 Monthly Report

Planning Commission:

The Planning Commission approved a site plan for Freddy's Frozen Custard, 2121 S. Princeton Street and made recommendation to the City Commission to approve amendments to Article 6. The two public hearings for a proposed rezone and uses at 1229 S. Lincoln were withdrawn by the applicants.

Play Task Force:

Play Day was held on August 1st from 10:00 a.m. to 1:00 p.m. at Kanza Park. There was strong support by the volunteers and the City Parks Department. The turnout was good, about 100 but not as good as in years past. Play Passport winners received prizes in August too.

Downtown Design Group

The group made recommendations on the comprehensive plan changes and bike lanes on Walnut, discussed bike lanes. Future discussion includes possible areas to rezone to mixed use rather than C-4 Zoning District.

Projects:

East 15th Street Sidewalk Project: A meeting for field check plans was held on August 13, 2015. Project next steps include plan revisions, neighborhood meeting and easement/right-of-way acquisition. The project is expected to be by KDOT next summer.

Neighborhood Stabilization Program:

Bid was awarded and dirt work has begun for the structure at 727 N. Main

Condemnations:

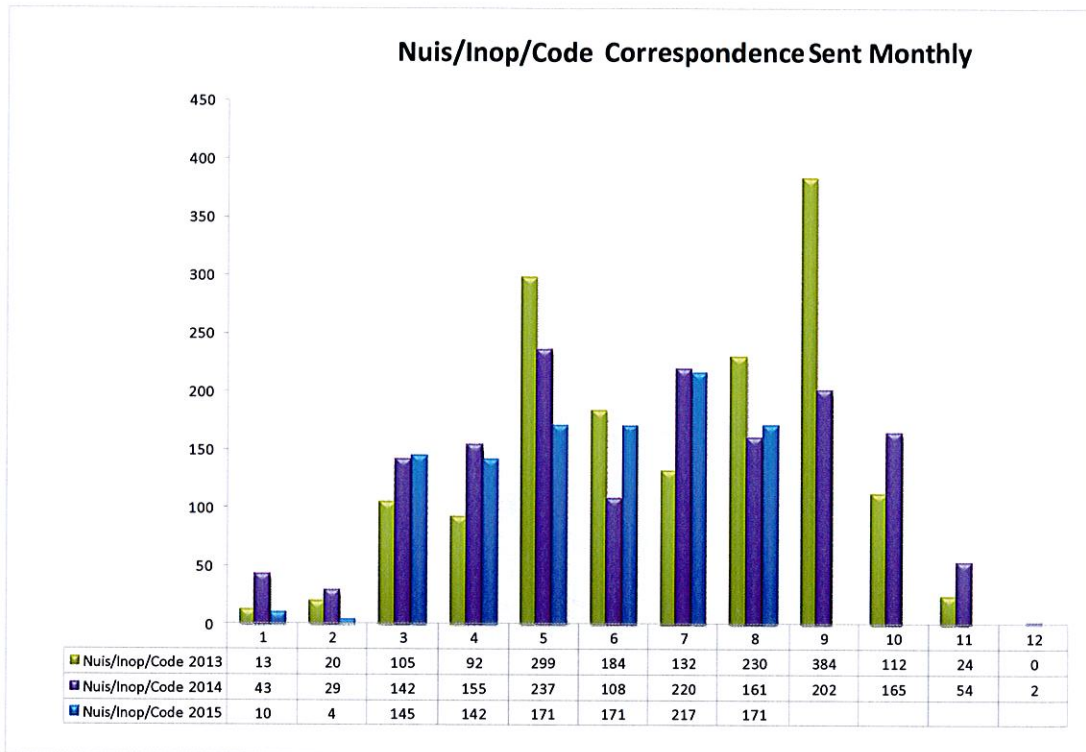
916 N. Main, repairs are just about done.

935 E. 9th the new owner submitted a plan work in progress.

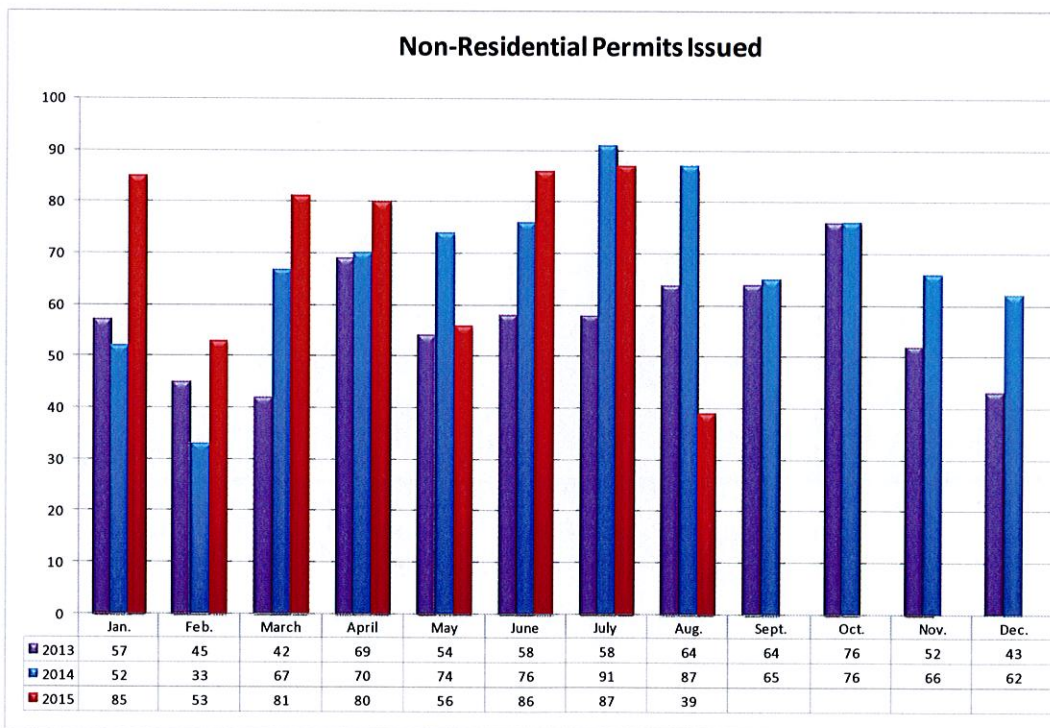
Contract has been signed to demolish 128 N. Locust.

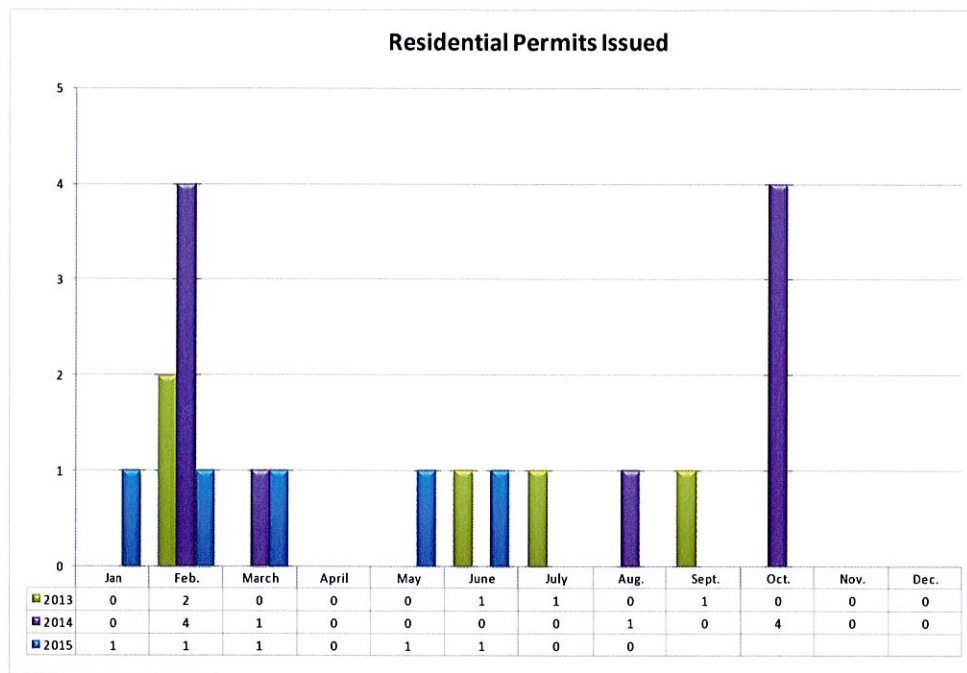
Code Enforcement:

The code enforcement officer has been working on making sure sidewalks did not have obstructions since school was about to begin.



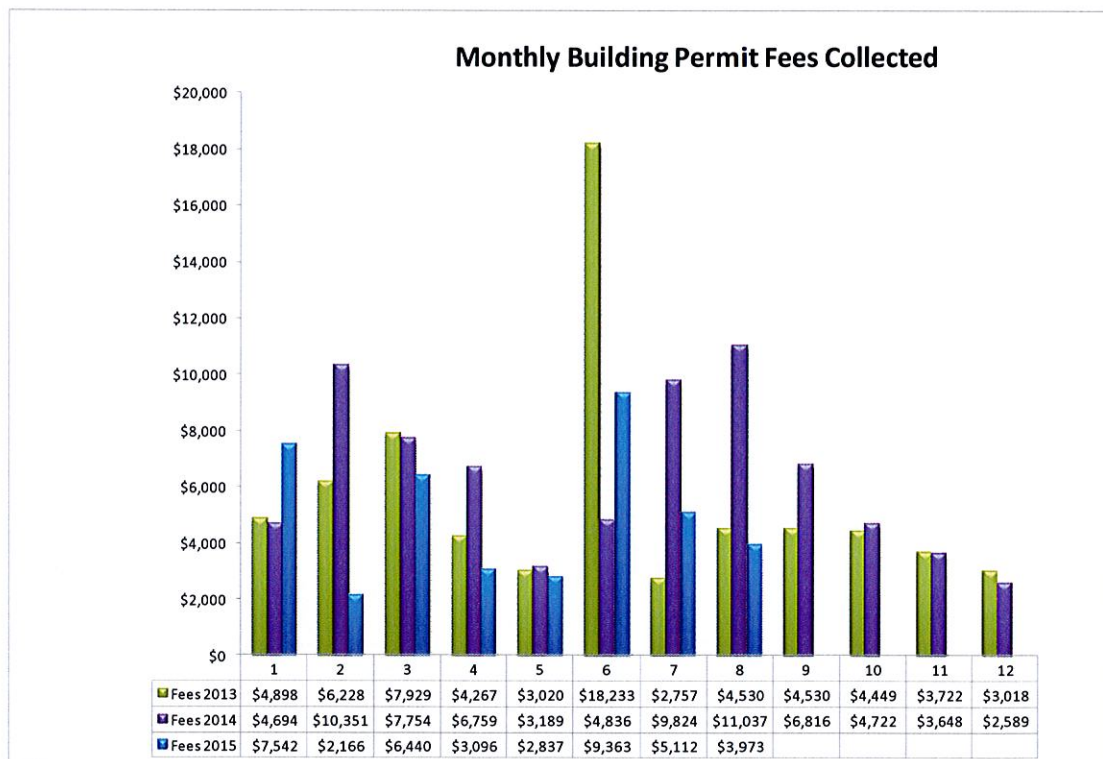
Permits:





The above chart includes single-family, multi-family, and manufactured home permits issued for the year.

Fees:



The chart above does not include planning fees.

Revenues for 2015:

Permit fees to date:	\$ 36,557.20
Planning fees to date:	\$ 1,725.00
Total received to date:	\$ 38,282.20

Police Department City of Ottawa, Kansas

MEMORANDUM

DATE: SEPTEMBER 2, 2015
TO: RICHARD U. NIENSTEDT, CITY MANAGER
FROM: DENNIS P. BUTLER, CHIEF OF POLICE
SUBJECT: AUGUST 2015 MONTHLY REPORT

The purpose of this memorandum is to report activities involving various police department personnel during August 2015. Employees and volunteers participated in or attended the following activities:

- Volunteers in Police Service (VIPS) provided 206 hours of service
- RMS Implementation planning meetings continue for October roll out
- Monthly supervisors' meeting, Johnson County Chief's Meeting, various Chamber events, Rotary, and other various meetings
- Police officer applicants Paola Alarcon was hired on August 17 and Joe Carrier started on August 19. Both are scheduled to attend KLETC
- Testing was held on August 21 to fill remaining police officer vacancies and the early results were very promising
- "Choices Matter" planning with the Franklin County Sheriff's Office, and Communities in Schools for October event
- Wellness Committee meeting
- Annual Car Show Planning
- 911 Advisory Board Meeting
- Downtown Parking Meeting;
- Attended graduation on August 21 of Officer Jared Russell from KLETC. He is now in field training.

I am happy to answer any questions.
Thank you.

**ADULT AND JUVENILE
CRIMINAL ARRESTS
PART ONE ARRESTS**

	AUG 2015		AUG 2014	
	ADULT	JUVENILE	ADULT	JUVENILE
Arson	1	0	0	0
Assault: Aggravated (Agg Battery)	2	0	0	0
Burglary	0	0	0	0
Murder	0	0	0	0
Rape	1	0	0	0
Robbery	0	0	0	0
Theft	11	2	5	1
Theft: Auto	0	0	0	0
Total Part One Arrests	15	2	5	1

OTHER ARRESTS

Assault	1	0	0	0
Assault: LEO	0	0	0	0
Battery	2	1	1	1
Battery: Domestic	4	0	4	0
Battery: LEO	0	0	0	0
Criminal Damage Property	6	0	3	0
Criminal Threats	0	0	0	0
Disorderly Conduct	3	2	0	3
Driving Under Influence	10	0	11	1
Drug Offense Arrests	14	14	16	3
Forgery	2	0	0	0
Homicide	0	0	0	0
Juvenile Offense Arrests	0	8	1	1
Kidnapping	0	0	0	0
Kidnapping: Aggravated	0	0	0	0
Liquor Related Offense Arrests	5	0	3	0
Phone Harassment	0	0	0	0
Sexual Offense Arrests	2	0	0	0
Suicide	0	0	0	0
Vehicle Related Arrests	24	0	8	2
All Other Arrests	35	5	27	1
Total Part Two Arrests	108	30	74	12

TOTAL ARRESTS

155

92

**REPORTED CRIMES
PART ONE OFFENSES**

	AUG 2015		AUG 2014	
	REPORTED	INACTIVE	REPORTED	INACTIVE
Arson	1	0	0	0
Assault: Aggravated (Agg Battery)	2	2	1	0
Burglary	4	2	11	4
Murder	0	0	0	0
Rape	1	1	0	0
Robbery	0	0	0	0
Theft	28	12	32	16
Theft: Auto	1	0	2	1
Total Part One Crimes	37	17	46	21

OTHER CRIMES

Assault	1	1	0	0
Assault: LEO	0	0	0	0
Battery	5	4	3	2
Battery: Domestic	8	6	8	4
Battery: LEO	0	0	0	0
Criminal Damage Property	13	8	14	6
Criminal Threats	1	0	2	0
Disorderly Conduct	4	4	2	2
Driving Under Influence	10	10	11	11
Drug Offenses	22	22	14	14
Forgery	3	1	0	0
Homicide	0	0	1	0
Juvenile Offenses	8	8	5	5
Kidnapping	0	0	0	0
Kidnapping: Aggravated	0	0	0	0
Liquor Related Offenses	5	5	3	3
Phone harassment	0	0	0	0
Sex Offenses	4	0	0	0
Suicide	1	1	0	0
Vehicle Related Offenses	28	28	27	21
All Other Offenses	44	38	35	30
Total Part Two Crimes	157	136	125	98

OTHER ACTIVITIES

CALLS FOR SERVICE	982
Traffic Accidents	12
Warrants Served	16

1563

9

20

TOTAL INCIDENTS / CALLS FOR SERVICE

1204

1763

ANIMAL CONTROL AUGUST 2015			
ACTIVITY	Aug-15	Aug-14	Yr to Date
Domestic animals taken to shelter	17	23	138
Dead animals (wild) collected	2	3	37
Dead animals (domestic) collected	0	1	15
Wild animals trapped	16	14	84
Trap usage (days)	21	54	316
Dog ordinance violation citation	0	0	25
Cruelty to animal violation	1	0	1
Calls for service (non-trap)	0	46	302

Court Fees August 2015

[illegible]

Police Department
City of Ottawa, Kansas
MEMORANDUM

DATE: September 9, 2015
TO: RICHARD U. NIENSTEDT, CITY MANAGER
FROM: DENNIS P. BUTLER, CHIEF OF POLICE
SUBJECT: AUGUST 2015 ENFORCEMENT STATISTICS

183 CHARGES WERE ISSUED THROUGH THE MUNICIPAL COURT. SOME OF THESE ARE MULTIPLE CHARGES ON SINGLE TICKETS.

The breakdown is as follows:

013 DISOBEY TRAFFIC SIGNAL	3	200 KNOWINGLY OPER W/O INSURANCE	13
023 LEAVING SCENE INJURY ACCIDENT	1	11912 MINOR IN POSSESSION OF TOBACCO PRODUCTS	1
025 DUTY TO GIVE AID	1	126.2 USE OF WIRELESS COMMUNICATION DEVICES	1
029 RECKLESS DRIVING	3	13310 PARKING OVER 72 HOURS	1
030 DUI	8	182.1 SEATBELT	19
032 UNSAFE SPEED FOR CONDITIONS	1	3-201 CRUELTY TO ANIMALS	2
033 SPEEDING	35	3-213 KEEPING VICIOUS ANIMAL	1
037 DRAG RACING	2	4-313 OPEN CONTAINER - CMB	2
046 IMPROPER DRIVING LANED ROAD	3	4-315 POSSESSION/CONS	2
047 FOLLOWING TOO CLOSE	1	CH6-1 BUILDING CODE - NO PERMITS	1
054 UNSAFE TURNING/STOPPING ETC	11	38-301 BATTERY	2
058 FAIL TO YIELD VEH TURNING LEFT	1	38-304 ASSAULT	1
059 FAIL TO YIELD STOP/YIELD SIGN	7	38-601 THEFT	5
074 PEDESTRIAN UNDER INFLUENCE	1	38-606 CRIMINAL DAMAGE TO PROPERTY	1
085 PARKING/STANDING/STOPPING	1	38-607 CRIMINAL TRESPASS	10
087 HANDICAPPED PARKING	1	38-702 OBSTRUCTING LEGAL PROCESS	1
096 PARKING IN NO PARKING ZONE	1	38-714 RESISTING ARREST	1
104 INATTENTIVE DRIVING	4	38-901 DISORDERLY CONDUCT	3
177 OBSTRUCTED WINDOWS / DEFECTIVE WIPERS	1	381007 UNLAWFUL DISCHARGE OF BB/PELLET GUN	1
192 NO OPERATOR LICENSE	7	381202 UNLAWFUL USE OF DRUG PARAPHERNALIA	2
194 SUSPENDED OPERATORS LICENSE	5	381203 USE OF ITEMS PROHIBITED	1
198 ILLEGAL TAG	10	381208 POSSESSION OF PROHIBITED SUBSTANCE-MARIJ	3
		CH10-6 NUISANCE	1

** Report Total: 183 **

72 Charges were filed through County Attorney's office:

6 Domestic Battery	2 Agg Assault / Battery	2 Battery	
0 Burglary	5 Criminal Damage	3 D.U.I.	
7 Theft	9 Traffic	1 Endangering Child	
0 Liquor Violations	0 Prescription Drugs	21 Misc. Charges	16 Possession Drugs/Paraphenalia

CITY OF OTTAWA, KANSAS
PUBLIC WORKS DEPARTMENT
MEMORANDUM

TO: City Commission
FROM: Michael Haeffele - Director of Public Works
COPY TO: Justin McCurdy, Chris Raby, DJ Welsh, Debbie Badders, Lisa Borjas, Glora Mathews, Richard Nienstedt
SUBJECT: August 2015 Monthly Activity Report/Public Works Projects Update
DATE: September 10, 2015

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.

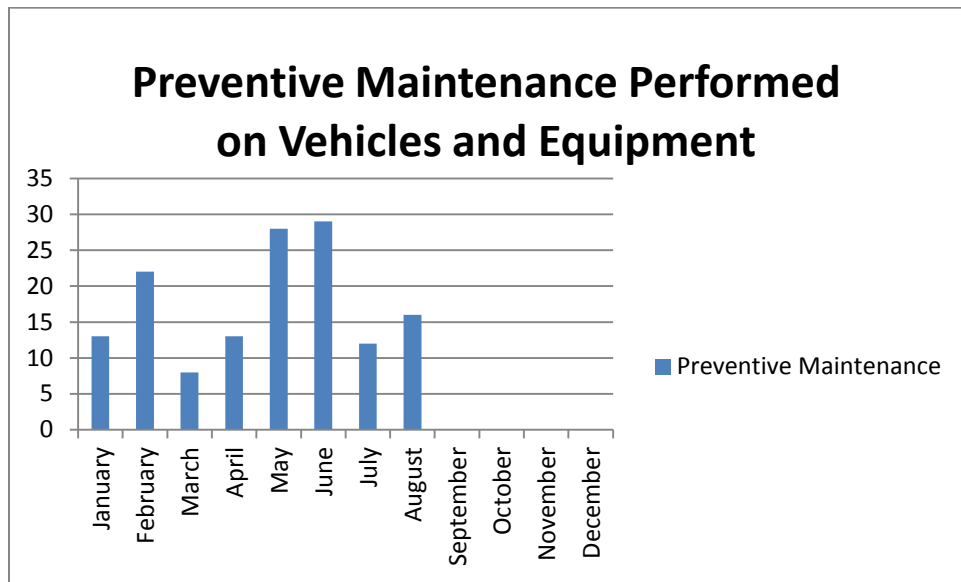
Streets Division Projects: This month Street Crews finished picking up brush and limbs from the last storm. In preparation for the chip/seal project, crews were busy cleaning out ditches to ensure good stormwater drainage in these areas. Grass and weeds were also sprayed in the areas to be chip/sealed. In order to help with drainage at the Price Chopper project, they cleaned the ditch on Princeton Circle Drive. As normal for this time of year, pothole patching also kept them busy. Two catch basins were repaired on K-68 in addition to a curb repair at Tecumseh and N. Main. Towards the end of the month crews started weed-eating in ditches and around town to help beautify Ottawa for Labor Day and other activities in September.

Parks: The month of August started out with the annual City Play Day taking place in Kanza Park. Since then the parks division has spent numerous hours trimming and removing trees. They also removed and ground out the stumps of the remaining dead trees that were still standing in the park.

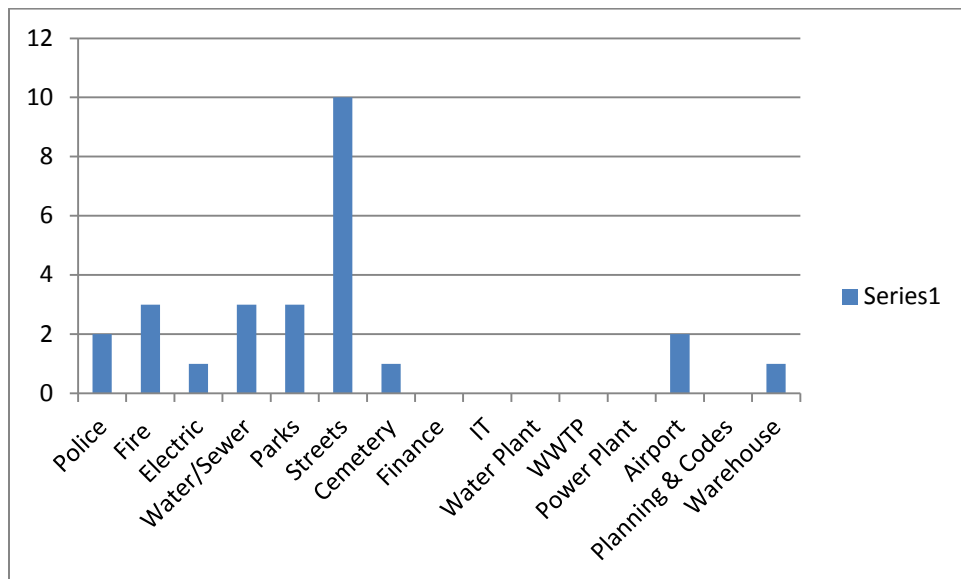
Mowing and weed eating continued in preparation of Labor Day Weekend festivities. Edging sidewalks and curbs in Forest and City Park in preparation for the annual car show and tractor show was also started this month. Crews installed a new expression swing and a set of regular swings in Forest Park.

Ottawa University had their annual work day this month. Students completed several projects in the parks such as: painted the gazebo and cannon in City Park, painted the isometric station in Kanza Park, and painted over 100 tires for another play pod that will be installed in the near future.

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). The chart below shows the number of PM's performed this month compared to previous months this year.

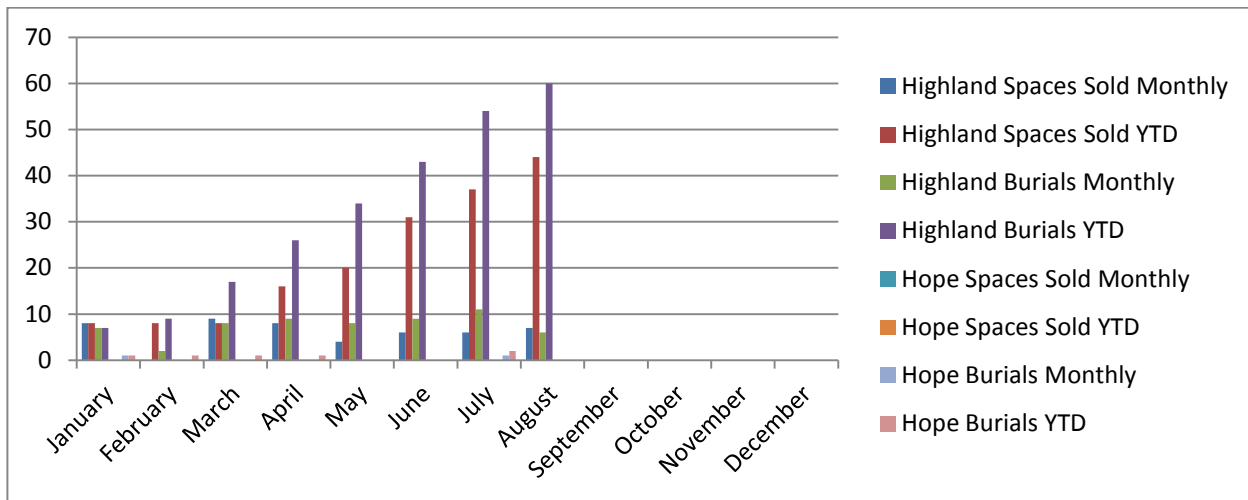


This chart shows the amount of repairs performed by the Fleet Maintenance Department, separated by department. These repairs vary from brake replacements to electrical problems.

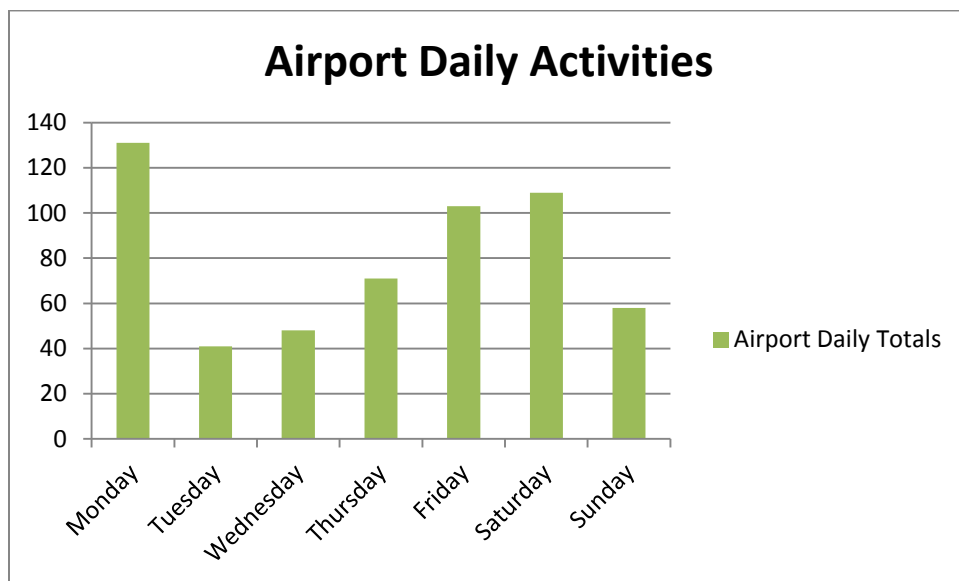


During the month of August, all repairs were performed by the city garage and nothing was sent to an outside vendor to be repaired.

Cemeteries: Following are excerpts from the monthly Sextons' Reports: August graph is shown below.



Airport Activities Report. Shown below are the daily operations reported by the Airport Manager. These are the operations witnessed by the FBO during normal operating hours. An “operation” is either a landing or a take-off (e.g. a landing to fuel and then leave is two operations, as is a touch-and-go landing). You can see in the chart below that Monday and Saturday were the busiest days this month.



Airport fuel sales for Aviation Gas (100LL) during August 2015 amounted to 922 gallons (CY 2015 to date = 4,565 gal) and 350 gallons of Jet-A fuel (CY 2015 to date = 1,386 gal) were sold during the month of August. The “Courtesy Car” was used six times this month.

To: City Manager
From: Dennis Tharp
Date: June, 2015
Subject: Utilities Project Activities

KMEA POWER SUPPLY COMMITTEE

The Power Supply Committee focus has shifted to joint generation possibilities that may exist within the KMEA footprint. Ottawa is one the municipalities being considered as a site for a possible project and we will provide information as this endeavor moves forward. Researching possible wind farm contract with company in NE Kansas that may prove to be a competitive source of green energy.

Load Following agreement is approaching final draft and will also provide details when complete.

WATER TREATMENT PLANT RAW WATER SUPPLY LINE

Professional Engineering Consultants (PEC) presented the results of their study of the raw water supply line, water treatment plant, regulatory and disinfection review to the City Commission on September 30, 2013. PEC established priorities and recommended, as the top two priorities, construction of a parallel raw water supply line and construction of a second clear well.

PEC incorporated staff's comments into final Raw water line plans. Received all final permits from outside entities. Must present completed rate study review to KDHE before final plan review. Recommendations from rate review are moving forward and will be provided to the City Commission at September 28th Study Session.

Electric Projects

Contracted with SEGA to begin study of electric extension into the Rock Creek Development park will provide updates as they become available. Appears a new transformer at SE substation is inevitable to support addition.

We have done all primary work necessary for the new Price Chopper. We are waiting for them at this point.

Still working on converting north of the river from 4kv to 7200kv.

Water/Sewer system Improvements as of 8/31/15

New Water Services This Year

3

Cut Offs:

804 S. Olive

711 N. King

Replacement of Water Main Lines;

Wilson and Cherry south 538' of 6"

320 Forest Shop building 200' of 2"

Abandoned 1098' of 6" in Forest park

Fire Hydrants:

515 N. Locust took out

Forest and Locust Took out

Water Line Repairs:

1027 S. Olive 6x7 wrap

6th Beech 6x7 wrap

23rd and Cedar 10x15 wrap

1200 S. Lincoln 8x15 and 8x7 wraps

**1200 S. Lincoln 2- 8x7 wraps 6' of
pipe**

2310 S. Cedar 10 x 15 wrap

520 N. Poplar clean out corp stop

AUGUST WEATHER 2015

DATE	HIGH	LOW	7 A.M.	RAIN	SNOW	REMARKS
1	90	61	70			
2	92	70	70			
3	93	68	68			
4	93	68	70			
5	84	69	70	0.19		
6	79	65	67			
7	84	67	71			
8	90	71	71	0.21		
9	91	71	77	0.06		
10	90	74	74	0.01		
11	89	66	66			
12	84	62	62			
13	86	61	61			
14	87	61	65			
15	87	62	62			
16	90	62	65			
17	89	65	68			
18	90	68	73			
19	80	57	57	0.87		
20	73	52	52			
21	83	52	56			
22	82	56	67			
23	85	56	64	1.00		
24	85	51	51	0.01		
25	81	51	53			
26	83	53	56			
27	82	56	64	0.24		
28	76	63	68	0.06		
29	78	64	64	0.04		
30	76	63	64			
31	82	64	66			
Aug. 14	Average Temps.			Total Inches of		RAIN & TEMPERATURES Recorded at 7 AM
	HIGH	LOW		RAIN	SNOW	
	85	62		2.69	0.00	
Year to Date						
	Average Temps.			Total Inches of		OBSERVER <i>Keith MacAdoo</i>
	HIGH	LOW		RAIN	SNOW	
	67	45		32.29	4.75	
Historical August Average						
Precipitation				4.20		
Historical year to Date Average						
Precipitation				27.81		

AUGUST 2015
MONTHLY WATER TREATMENT REPORT

Date	Raw Water	Tap Water	Hours Ran	Lime	Alum	Chlorine	Fluoride	Carbon	Ammonia	Copper Sul.	Polymer
1	2,270,000	1,801,000	16.9	473	0	127	46	0	17	0	277.1
2	2,199,000	1,863,000	16.3	456	0	122	44	0	16	0	267.3
3	2,255,000	2,021,000	17.0	476	0	128	46	0	17	0	278.8
4	1,968,000	1,601,000	15.5	434	0	118	42	0	16	0	291.7
5	1,735,000	1,562,000	14.0	392	0	107	38	0	14	0	271.6
6	1,993,000	1,947,000	15.7	440	0	120	42	45	16	0	304.5
7	2,041,000	1,574,000	15.4	431	0	117	42	0	15	0	298.7
8	1,835,000	1,616,000	13.8	386	0	105	37	45	14	0	267.7
9	2,089,000	1,775,000	15.7	440	0	120	42	0	16	0	304.5
10	2,242,000	1,900,000	16.6	465	0	240	45	0	0	0	239.0
11	2,872,000	2,424,000	17.0	476	0	346	46	0	0	0	363.8
12	2,980,000	2,509,000	17.0	544	0	345	46	0	0	100	278.8
13	3,217,000	2,850,000	18.4	589	0	268	50	0	0	0	301.7
14	3,461,000	2,904,000	20.3	690	0	389	55	0	0	0	332.9
15	1,893,000	1,699,000	11.4	388	0	218	31	0	0	0	186.9
16	2,128,000	1,886,000	12.9	490	0	247	35	0	0	0	211.5
17	2,718,000	2,383,000	17.7	673	0	355	48	0	0	0	290.2
18	1,821,000	1,670,000	10.9	436	0	185	29	0	0	0	178.7
19	2,614,000	2,463,000	16.0	704	0	280	43	0	0	0	262.4
20	2,165,000	1,960,000	17.7	779	0	310	48	0	0	0	290.2
21	2,176,000	1,916,000	13.9	612	0	243	38	0	0	0	227.9
22	1,797,000	1,554,000	11.7	515	0	205	32	44	0	0	191.8
23	2,021,000	1,539,000	12.9	568	0	226	35	0	0	0	211.5
24	1,990,000	1,967,000	13.4	590	0	192	36	0	0	0	219.7
25	2,258,000	1,939,000	16.0	704	0	227	43	0	0	0	311.1
26	2,033,000	1,808,000	16.6	684	0	148	45	0	0	0	272.2
27	2,003,000	1,731,000	16.5	660	0	142	45	0	0	0	270.6
28	1,824,000	1,727,000	15.5	620	0	132	42	0	0	0	254.2
29	1,472,000	1,312,000	12.5	500	0	113	34	0	0	0	205
30	1,824,000	1,502,000	14.7	588	0	135	40	0	0	0	241
31	1,677,000	1,567,000	14.0	560	0	128	38	0	0	0	229.6

MONTHLY TOTALS

Raw Water	Tap Water	Hours Ran	Lime	Alum	Chlorine	Fluoride	Carbon	Ammonia	Copper Sul.	Polymer
67,571,000	58,970,000	473.9	16,763	0	6,138	1,283	134	141	100	8,133
Gallons	Gallons	Hours	Pounds	Pounds	Pounds	Pounds	Pounds	Pounds	Pounds	Pounds

DAILY AVERAGE

2,179,710	1,902,258	15.3	541	0	198	41	4	5	3	262
Gallons	Gallons	Hours	Pounds	Pounds	Pounds	Pounds	Pounds	Pounds	Pounds	Pounds

YEAR to DATE TOTALS

397,438,000	333,929,000	3,072.9	100,140	0	21,475	8,303	2,695	2,725	500	50,747
Gallons	Gallons	Hours	Pounds	Pounds	Pounds	Pounds	Pounds	Pounds	Pounds	Pounds

AUGUST 2015

PUMP HOURS									
	#1 HIGH SERVICE	#2 HIGH SERVICE	#3 HIGH SERVICE	#4 HIGH SERVICE	#1 K68 BOOST	#2 K68 BOOST	#3 K68 BOOST		
PRESENT	20710.7	20837.8	21072.0	21095.7	32527.7	49479.5			51277.6
PREVIOUS	20536.7	20663.4	20911.9	20936.2	32527.5	49479.3			51277.4
HOURS ON	174.0	174.4	160.1	159.5	0.2	0.2			0.2

	#1 RIVER	#2 RIVER	#3 RIVER	#4 RIVER	#1 SLUDGE	#2 SLUDGE	BW Pump
PRESENT	20127.1	19718.0	20149.8	20134.7	51918.5	51919.2	562.2
PREVIOUS	19959.9	19590.8	19950.8	19963.8	51533.1	51538.3	558.2
HOURS ON	167.2	127.2	199.0	170.9	385.4	380.9	4.0

	#1 LOW LIFT	#2 LOW LIFT	#3 LOW LIFT	#4 LOW LIFT	#1 N.E BOOST	#2 N.E BOOST	#3 N.E. BOOST
PRESENT	10581.7	10581.4	10590.8	10593.0	708.6	664.8	716.9
PREVIOUS	10423.9	10410.6	10420.4	10423.1	695.5	648.4	705.4
HOURS ON	157.8	170.8	170.4	169.9	13.1	16.4	11.5

POUNDS OF CHEMICALS USED		
	THIS MONTH	THIS YEAR
CHLORINE	6,138	21,475
LIME	16,763	100,140
ALUM	0	0
AMMONIA	141	2,725
CARBON	134	2,695
FLUORIDE	1,283	8,303
POLYMER	8,133	50,747
CUSO4	100	500

GALLONS PUMPED					
	K-68 BOOSTER x 1,000	SLUDGE x100	RAW WATER x 1,000	H.S. WATER x 1,000	N.E. BOOSTER x 1,000
PRESENT	31097.3	7187100	397438	333929	133112
PREVIOUS	31096.1	7157100	329849	274941	130633.0
DIFFERENCE	1.2	30000	67589	58988	2479
GALLONS	1,200	3,000,000	67,589,000	58,988,000	2,479,000

TOTAL KWH		ELECTRIC METER READINGS							
80478		Plant M. X120	River M. X 40	Low Lift M. X 40	Sludge M. X 0	Clearwell M. X 40	Shop X0	K-68 Booster X0	N.E. Booster X0
Present		71019	24805	65650	90629	3001	89947	76051	83308
Previous		70837	24535	65421	89526	1765	89669	75802	95700
Difference		182	270	229	1103	1236	278	249	-12392
KWH		21840	10800	9160	1103	49440	278	249	-12392
Demand		0.405	0.82	0.802	2.4	5.09		11.17	26.488
KW Dem.		48.6	32.8	32.08	2.4	203.6	0	11.17	26.488

WATER TREATMENT PLANT PRODUCTION REPORT

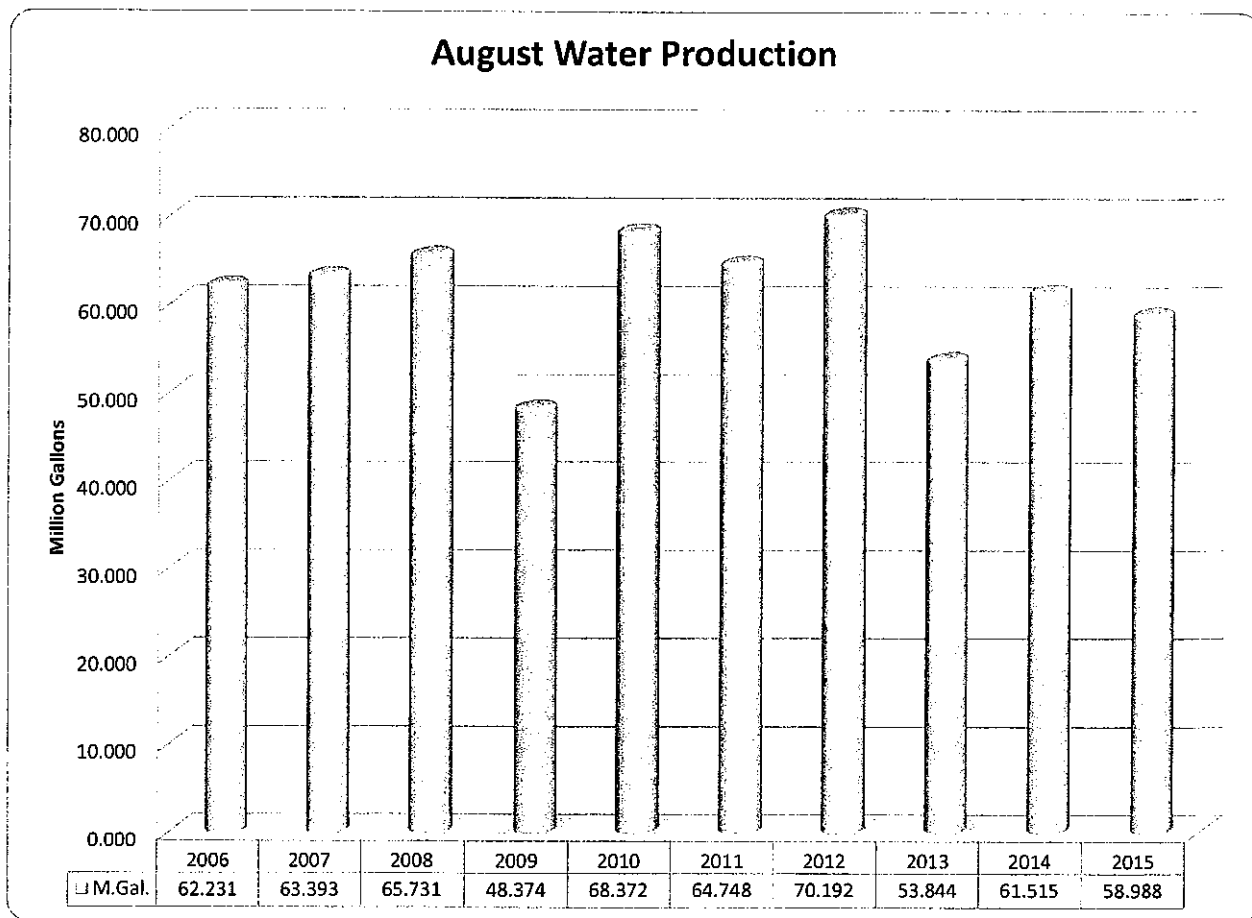
August-2015

Gallons of Water Produced

	2015		2014		Year to Date
	This Month	Year to Date	This Month	Year to Date	Percentage of Increase / Decrease
Monthly Plant Influent	67,589,000	397,438,000	68,998,000	420,494,000	-6%
Monthly Plant Effluent	58,988,000	333,929,000	61,515,000	369,440,000	-11%
Sludge Water Reused	3,000,000	22,668,700	2,942,900	20,633,000	9%
Average Daily Influent	2,180,290	1,622,196	2,225,742	1,716,302	-6%
Average Daily Effluent	1,902,839	1,362,976	1,984,355	1,507,918	-11%

Weather Information

Total Precipitation	2.69	32.29	1.81	17.93	44%
Average High Temperature	85	67	90	66	1%
Average Low Temperature	62	45	66	42	6%



Ottawa Municipal Power Plant

MONTHLY POWER REPORT August-15

KILOWATT HOURS
NET SELF GENERATION
PURCHASED POWER:
SWPA
KMEA
KCPL
SUB-TOTAL ENERGY

TOTAL ENERGY (after sales)¹

INCREASE / DECREASE²
(2015 VS. 2014)

KILOWATT LOAD
PEAK DEMAND
TIME OF PEAK
DAY OF PEAK

ENERGY SALES

KCPL (supplemental) KWh
WRI / Other (supplemental) KWh
Nearman Sales KWh³
TOTAL SALES (KWh)

	2015			2014	
This Month		Year to Date		This Month	Year to Date
	-51,600.000	209,211.000 *		119,496.000	254,704.000
	514,500	1,968,000		189,500	994,400
	11,853,500	60,474,206		12,682,000	82,531,064
	3,384,100	25,231,919		3,564,300	20,610,958
	15,700,500	87,883,336		16,555,296	104,391,126
	15,700,500	87,883,336		16,555,296	104,391,126
	-5.16%	-15.81%			
	34.4	37.700		37.4	37.4
	4:00 PM	5:00 PM		3:00 PM	3:00 PM
	8/3/2015	7/13/2015		8/25/2014	8/25/2014
	0			0	
	0			0	
	0			0	150,000
	0			0	

¹Total energy demand of city

²After Generated Sales

³Non-Generated Sales

*negative net generation = station power exceeded gross generation.

	High	Low
8/1/2015	93	72
8/2/2015	93	72
8/3/2015	94	73
8/4/2015	86	72
8/5/2015	79	70
8/6/2015	83	68
8/7/2015	91	73
8/8/2015	91	71
8/9/2015	91	78
8/10/2015	89	74
8/11/2015	83	68
8/12/2015	86	66
8/13/2015	88	65
8/14/2015	87	66
8/15/2015	89	66
8/16/2015	90	68
8/17/2015	90	70
8/18/2015	80	67
8/19/2015	73	60
8/20/2015	82	55
8/21/2015	82	59
8/22/2015	85	69
8/23/2015	76	62
8/24/2015	80	56
8/25/2015	83	57
8/26/2015	82	60
8/27/2015	76	65
8/28/2015	78	66
8/29/2015	80	68
8/30/2015	84	66
8/31/2015	89	68
Average	84.93548	66.77419

	High	Low
8/1/2014	88	66
8/2/2014	90	65
8/3/2014	88	66
8/4/2014	93	70
8/5/2014	93	73
8/6/2014	95	71
8/7/2014	82	69
8/8/2014	83	69
8/9/2014	84	68
8/10/2014	85	67
8/11/2014	82	67
8/12/2014	79	60
8/13/2014	83	58
8/14/2014	86	60
8/15/2014	88	70
8/16/2014	86	72
8/17/2014	85	67
8/18/2014	91	69
8/19/2014	93	74
8/20/2014	94	75
8/21/2014	96	77
8/22/2014	95	79
8/23/2014	98	78
8/24/2014	98	77
8/25/2014	99	77
8/26/2014	93	73
8/27/2014	90	74
8/28/2014	93	75
8/29/2014	86	71
8/30/2014	90	68
8/31/2014	96	67
Average	89.74194	70.06452

WASTEWATER TREATMENT PLANT REPORT

Aug-15

	2015		2014	
	This Month	Year To Date	Same Month	Year To Date
TOTAL FLOW, MG	15.811	168.1	10.633	100.803
PEAK DEMAND DAY, MG	1.254	5.202	0.691	3.006
AVERAGE DAILY FLOW, MGD	0.565	0.7	0.343	0.414

AVERAGE PLANT INFLUENT

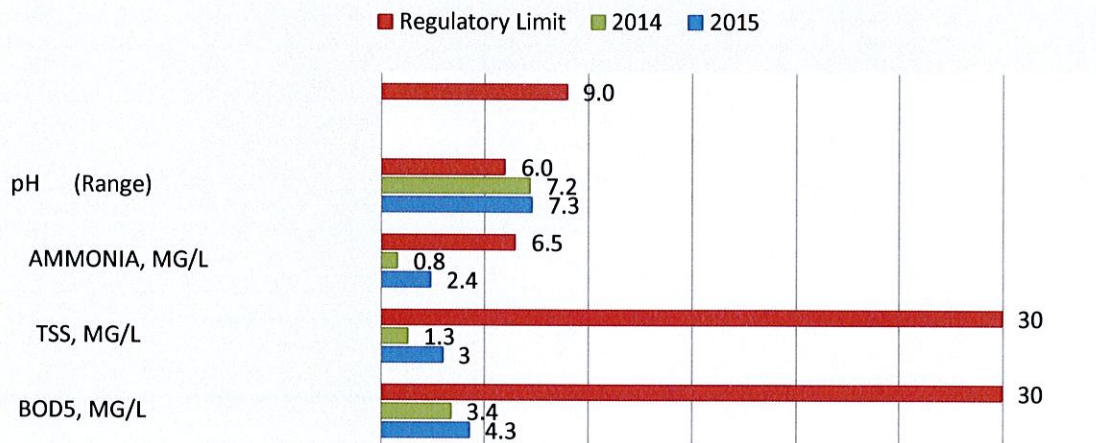
BOD5, MG/L	171.5	266
TSS, MG/L	255	272
TKN MG/L	47.5	30.8
pH, SU	7.3	7.2

AVERAGE PLANT EFFLUENT

Regulatory Limit

BOD5, MG/L	4.3	30	MG/L	3.4
TSS, MG/L	3	30	MG/L	1.3
AMMONIA, MG/L	2.4	6.5	MG/L	0.8
pH (Range)	7.3	6.0	9.0	7.2
PERCENT REDUCTION BOD5	98%	85%		99%
PERCENT REDUCTION TSS	99%	85%		99%
TOTAL PHOSPHOROUS	1.6	1.5 yr/ave	MG/L	4.4

Ottawa WWTP August 2015



CITY OF OTTAWA: CALL OUT

DEPARTMENT: ELECTRIC

START: AUG 1ST END: AUG 31ST

#	NAME(S):	DATE	HOURS ACCRUED	TIME IN	TIME OUT
1	JOHN SHEPHERD	8/15/2015	2	12PM	2AM
2	BRYAN FRICK	8/15/2015	2	12PM	2AM
3	ED THOMPSON	8/19/2015	3	5PM	8PM
4	BRYAN FRICK	8/19/2015	3	5PM	8PM
5	ED THOMPSON	8/23/2015	2	130AM	330AM
6	BRYAN FRICK	8/23/2015	2	130AM	330AM
7	ED THOMPSON	8/23/2015	2	330PM	530PM
8	BRYAN FRICK	8/23/2015	2	330PM	530PM
9	BILL FERGUSON	8/4/2015	0.5	12PM	1230PM
10	MIKE GARRETT	8/4/2015	0.5	12PM	1230PM
11	MIKE GARRETT	8/4/2015	2	4PM	6PM
12	BRYAN FRICK	8/4/2015	2	4PM	6PM
13	BILL FERGUSON	8/8/2015	2.5	930AM	12PM
14	ANDREW NITCHER	8/8/2015	2.5	930AM	12PM
15	BILL FERGUSON	8/9/2015	2	1230PM	230PM
16	ANDREW NITCHER	8/9/2015	2	1230PM	230PM
17	BILL FERGUSON	8/9/2015	2.5	230PM	5PM
18	ANDREW NITCHER	8/9/2015	2.5	230PM	5PM
19	BILL FERGUSON	8/10/2015	2	530PM	730PM
20	MIKE GARRETT	8/10/2015	2	530PM	730PM
21	ANDREW NITCHER	8/10/2015	2	530PM	730PM
22	BILL FERGUSON	8/11/2015	2	4PM	6PM
23	ANDREW NITCHER	8/11/2015	2	4PM	6PM
24					
25					

REASON FOR OVERTIME:

1and2	POLE HIT BY CAR
3and4	BLOWN FUSE
5and6	BLOWN LINE FUSE
7and8	EMERGENCY LOCATE
9and10	HOUSE SERVICE TORN DOWN BY TREE LIMB NEEDS ELECTRICIAN
11and12	PUT SERVICE BACK UP AFTER ELECTRICIAN FIXED
13and14	HALF POWER AT HOUSE
15and16	FIXED GREEN TRAFFIC LIGHT
17and18	REPAIRED BLOWN ARRESTOR
19-21	REPAIRED NEUTRAL PRIMARY WIRE
22and23	EMERGENCY LOCATE

CITY OF OTTAWA: CALL OUT

DEPARTMENT: ELECTRIC

September

#	NAME(S):	DATE	HOURS ACCRUED	TIME IN	TIME OUT
1	Bill Ferguson	9/5/2015	2	12am	2am
2	Andrew Snitcher	9/5/2015	2	12am	2am
3	Bill Ferguson	9/5/2015	2.5	5pm	730pm
4	Andrew Snitcher	9/5/2015	2.5	5pm	730pm
5	Bill Ferguson	9/6/2015	2	830pm	1030pm
6	Andrew Snitcher	9/6/2015	2	830pm	1030pm
7	John Shepard	9/11/2015	2	330pm	530pm
8	Bryan Frick	9/11/2015	2	330pm	530pm
9	Bill Ferguson	9/12/2015	2	6pm	8pm
10	John Shepard	9/12/2015	2	6pm	8pm
11	Bill Ferguson	9/13/2015	2	730am	930pm
12	John Shepard	9/13/2015	2	730am	930pm
13	Bill Ferguson	9/14/2015	2	5pm	7pm
14	Ed Thompson	9/14/2015	2	5pm	7pm
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

REASON FOR OVERTIME:

1and2	1107 w. 17th [breaker]
3and4	fuse down ORV
5and6	emergency locate
7and8	rehook service
9and10	Blown fuse at ORV
11and12	936 e 15th blown fuse
13and14	emergency locate
15and16	
17and18	
19-21	
22and23	

August FCDC Summary Report to Ottawa/Franklin County Commissions September 24, 2015

Franklin County Development Council Staff responded to 4 leads for new project expansions/relocations into Franklin County during the month of August. The breakdown of the projects by type is listed below:

Bioscience Projects: 0
Customer Service Center Projects: 2
Distribution Projects: 0
Headquarters Projects: 0
Information/Technology Projects: 0
Manufacturing Projects: 0
Other (Office Project, Commercial Project): 2

In total, in 2015, Franklin County Development Council Staff has responded to 49 new prospect leads. The breakdown of projects by type is listed below:

Bioscience Projects: 0
Customer Service Center Projects: 8
Distribution Projects: 4
Headquarters Projects: 1
Information/Technology Projects: 0
Manufacturing Projects: 19
Other (Office Project, Commercial Project): 17

FCDC staff would note that activity during the month of August was largely focused on educating the citizens of the City of Ottawa regarding the reasons behind and expected future use of the new Rock Creek Development Park property. That education included discussions regarding how the passage of a new 1/2 cent sales tax is interrelated to the construction of utilities at that property.

The month of August also saw the implementation of the 2015 Allies Day trip for City of Ottawa officials, Franklin County officials and other Franklin County economic development stakeholders to view recently developed industrial parks in and around the Kansas City metro region. That tour included visits to Topeka, Kansas to view the Kanza Fire Business Park, Lawrence, Kansas to visit and discuss the construction of VenturePark (Lawrence's newest industrial and business park) and Riverside Missouri to view Horizon's Business Park (a public-private joint development between the City of Riverside Missouri and NorthPoint Development).

In addition to the above listed information, Development Council staff had the following contacts with other economic development stakeholders during the month of August:

Existing Business Contacts: 5
Local/Regional Partners Contacts: 18
State/Federal Government Contacts: 0
Media Contacts: 3

Respectfully Submitted:
Jeffrey N. Seymour
Executive Director
Franklin County Development Council

Franklin County Development Council Inc.

BALANCE SHEET

As of August 31, 2015

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1010 Peoples Checking # 134066	50,417.66
1020 People MM #050806	16,676.20
1041 Patriots CD #153450	52,097.30
1050 Great Southern CD#7355004107	13,851.32
1082 Great Souther CD #7355001248	26,434.66
1084 Kansas State Bank CD#62718	20,642.35
1085 Patriots Bank Reserve #153558	20,093.73
1086 Mid America Bank CD#40002708	20,525.10
1700 Petty Cash	100.00
Total Bank Accounts	\$220,838.32
Total Current Assets	\$220,838.32
TOTAL ASSETS	\$220,838.32
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 Payroll Liabilities	0.00
Federal Taxes (941/944)	976.85
Health Insurance	98.82
KS Income Tax	357.91
KS Unemployment Tax	105.65
SIMPLE IRA	270.52
Total 2100 Payroll Liabilities	1,809.75
Total Other Current Liabilities	\$1,809.75
Total Current Liabilities	\$1,809.75
Total Liabilities	\$1,809.75
Equity	
3900 Net Assets	202,277.27
Net Income	16,751.30
Total Equity	\$219,028.57
TOTAL LIABILITIES AND EQUITY	\$220,838.32

Monday, Aug 31, 2015 09:49:32 AM PDT GMT-5 - Cash Basis

Franklin County Development Council Inc.

PROFIT AND LOSS

January - August, 2015

	TOTAL
Income	
3001 County Contribution	36,458.35
3002 City Contribution	41,458.38
3017 2015 Dues	45,600.00
3810 Interest Income	919.45
3850 Annual Meeting	60.00
3860 Special Meetings	412.50
3870 Allies Day - Receipts	-669.00
3890 Other Income	94.97
3960 Next Level Campaign	11,750.00
Total Income	\$136,084.65
Expenses	
4100 Auto/Travel/Conference	5,041.69
5000 Administration	1,052.79
5030 Advertising Expenses	258.07
5040 Website	598.33
5050 Accounting Fees	6,815.64
5051 Bank Service Charges	337.89
5060 Rent Expense	2,400.00
5070 Utilities	2,515.33
5150 Postage	1.20
5160 Operating Supplies	519.82
5170 Photocopy Charges	403.88
5200 Allies Day	281.58
5250 Attorney Fees	-2,180.00
5300 Insurance	1,628.00
5310 Annual Meeting Expense	51.55
5315 Special Meeting Expense	1,160.58
5324 Strategic Planning	1,598.90
5328 Hospitality	333.42
5330 Other expense	1,307.60
5335 Prospect Costs/mktg	1,663.63
5400 KCADC Membership	7,500.00
5405 Team Kansas	1,000.00
5410 KEDA Membership	200.00
5430 KCADC SmartPort	3,500.00
5550 Software	958.38
5600 Workforce Development Expenses	53.57
5950 Labor Shed Survey	2,821.04
6500 Contract Labor	550.76
6550 Executive Director Salary	59,872.04
6555 Executive Director Benefits	1,840.97
6560 Staff Payroll & Benefits	12,311.50
6570 Janitorial Services	285.00

Total Expenses	\$116,683.16
Net Operating Income	\$19,401.49
Other Income	
3350 Day of the Job	-2,650.19
Total Other Income	\$ -2,650.19
Net Other Income	\$ -2,650.19
Net Income	\$16,751.30

Monday, Aug 31, 2015 08:52:45 AM PDT GMT-5 - Cash Basis

Franklin County Development Council Inc.

STATEMENT OF REVENUES & EXPENSES BUDGET VS. ACTUALS

January - August, 2015

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
3001 County Contribution	36,458.35	62,500.00	-26,041.65	58.33 %
3002 City Contribution	41,458.38	62,500.00	-21,041.62	66.33 %
3016 2014 Dues		0.00	0.00	
3017 2015 Dues	45,600.00	50,000.00	-4,400.00	91.20 %
3700 Abatement (PILOT) Funding		15,300.00	-15,300.00	
3810 Interest Income	919.45	2,000.00	-1,080.55	45.97 %
3850 Annual Meeting	60.00	1,800.00	-1,740.00	3.33 %
3860 Special Meetings	412.50		412.50	
3870 Allies Day - Receipts	-669.00	2,800.00	-3,469.00	-23.89 %
3890 Other Income	94.97	250.00	-155.03	37.99 %
3960 Next Level Campaign	11,750.00	18,000.00	-6,250.00	65.28 %
Total Income	\$136,084.65	\$215,150.00	\$ -79,065.35	63.25 %
Expenses				
4100 Auto/Travel/Conference	5,041.69	5,000.00	41.69	100.83 %
5000 Administration	1,052.79	1,000.00	52.79	105.28 %
5030 Advertising Expenses	258.07	750.00	-491.93	34.41 %
5040 Website	598.33	2,500.00	-1,901.67	23.93 %
5050 Accounting Fees	6,815.64	9,700.00	-2,884.36	70.26 %
5051 Bank Service Charges	337.89	20.00	317.89	1,689.45 %
5060 Rent Expense	2,400.00	4,800.00	-2,400.00	50.00 %
5070 Utilities	2,515.33	4,100.00	-1,584.67	61.35 %
5150 Postage	1.20	250.00	-248.80	0.48 %
5160 Operating Supplies	519.82	550.00	-30.18	94.51 %
5170 Photocopy Charges	403.88	725.00	-321.12	55.71 %
5200 Allies Day	281.58	2,800.00	-2,518.42	10.06 %
5250 Attorney Fees	-2,180.00	5,000.00	-7,180.00	-43.60 %
5300 Insurance	1,628.00	1,300.00	328.00	125.23 %
5310 Annual Meeting Expense	51.55	1,800.00	-1,748.45	2.86 %
5315 Special Meeting Expense	1,160.58	1,750.00	-589.42	66.32 %
5324 Strategic Planning	1,598.90	1,750.00	-151.10	91.37 %
5328 Hospitality	333.42	1,000.00	-666.58	33.34 %
5330 Other expense	1,307.60	400.00	907.60	326.90 %
5335 Prospect Costs/mktg	1,663.63	10,000.00	-8,336.37	16.64 %
5400 KCADC Membership	7,500.00	6,000.00	1,500.00	125.00 %
5405 Team Kansas	1,000.00	1,000.00	0.00	100.00 %
5410 KEDA Membership	200.00	200.00	0.00	100.00 %
5430 KCADC SmartPort	3,500.00	3,750.00	-250.00	93.33 %
5500 Equipment		500.00	-500.00	
5550 Software	958.38		958.38	
5600 Workforce Development Expenses	53.57	1,750.00	-1,696.43	3.06 %
5950 Labor Shed Survey	2,821.04	7,500.00	-4,678.96	37.61 %
6500 Contract Labor	550.76	2,500.00	-1,949.24	22.03 %

6550 Executive Director Salary	59,872.04	88,300.00	-28,427.96	67.81 %
6555 Executive Director Benefits	1,840.97	600.00	1,240.97	306.83 %
6560 Staff Payroll & Benefits	12,311.50	18,500.00	-6,188.50	66.55 %
6570 Janitorial Services	285.00	450.00	-165.00	63.33 %
7800 Building Carrying Costs		0.00	0.00	
Total Expenses	\$116,683.16	\$186,245.00	\$ -69,561.84	62.65 %
Net Operating Income	\$19,401.49	\$28,905.00	\$ -9,503.51	67.12 %
Other Income				
3350 Day of the Job	-2,650.19	14,000.00	-16,650.19	-18.93 %
Total Other Income	\$ -2,650.19	\$14,000.00	\$ -16,650.19	-18.93 %
Other Expenses				
5650 Day on the Job Expenses		12,000.00	-12,000.00	
5901 Transfers to Reserves		0.00	0.00	
Total Other Expenses	\$0.00	\$12,000.00	\$ -12,000.00	0.00%
Net Other Income	\$ -2,650.19	\$2,000.00	\$ -4,650.19	-132.51 %
Net Income	\$16,751.30	\$30,905.00	\$ -14,153.70	54.20 %

OTTAWA LIBRARY						
General Fund						
Receipts & Expenditures						
8/31/2015						
Budget Code	Budget Amount	Current Month	Yr to Date Actual	Encumb. paid in	YTD % of Budget 8/12=66.67%	Budget Balance
Beginning Cash Balance	27,601.00	336,213.62	27,601.38			
Receipts:						
301.00 City Appropriations	818,858.00	0.00	731,718.22		89.36%	-87,139.78
303.00 Interest	400.00	29.57	183.05		45.76%	-216.95
304.00 State Aid	4,513.00	0.00	4,160.40		92.19%	-352.60
305.00 NEKLS Grants	27,815.00	0.00	13,907.50		50.00%	-13,907.50
306.00 Fines and Fees	14,000.00	1,232.01	10,685.74		76.33%	-3,314.26
307.00 Copiers & Computers Income	7,000.00	550.13	5,240.30		74.86%	-1,759.70
308.00 Endowment Interest	8,400.00	0.00	0.00		0.00%	-8,400.00
313.00 Gift	200.00	0.00	0.00		0.00%	-200.00
316.00 Programs Income	0.00	1.00	57.00		0.00%	57.00
321.00 General Fund Reserve	0.00	0.00	0.00		0.00%	0.00
328.00 Erate Reimb	1,152.00	0.00	0.00		0.00%	-1,152.00
333.00 Transfers In (Capital, FOL, & Endowment)	0.00	0.00	0.00		0.00%	0.00
334.00 Donations	0.00	3.00	3.00		0.00%	3.00
341.00 Grant/Fundraising	500.00	965.00	10,628.60		2125.72%	10,128.60
343.00 KS Humanities Council TalkGrant	0.00	0.00	0.00		0.00%	0.00
345.00 Snack Machine Income	0.00	484.35	2,451.23		0.00%	2,451.23
Total Income	910,439.00	3,265.06	779,035.04	0.00	85.57%	-131,403.96
Beginning Balances Restricted Funds:						
Starkey (Children's)	45.00					
Asa Albert Smith Memorial	33.80					
Clarence W. Koch	50.00					
Asher Leonard	100.00					
Wish List Fundraiser	2,066.67					
Webber (Children's)	400.00					
BBBS	3,701.64					
Patry	25.00					
EXPENDITURES:						
Salaries, etc.						
401.00 Staff Salaries	519,329.00	37,032.34	317,679.23		61.17%	201,649.77
402.00 Social Security	39,730.00	2,530.97	22,133.56		55.71%	17,596.44
403.00 KPERs	42,381.00	2,948.75	27,139.95		64.04%	15,241.05
404.00 Employee Insurance	57,229.00	4,153.52	31,977.67		55.88%	25,251.33
405.00 Unemployment	519.00	37.02	318.82		61.43%	200.18
407.00 Workers Comp Ins	3,300.00	0.00	1,684.00		51.03%	1,616.00
410.00 Off. & Dir/Emp Prac Insurance	2,000.00	0.00	1,618.00		80.90%	382.00
Subtotal Salaries,etc.	664,488.00	46,702.60	402,551.23	0.00	60.58%	261,936.77
Materials and Programs						
501.00 Juvenile Books	25,000.00	1,359.16	12,572.54		50.29%	12,427.46
502.00 Adult Books	51,560.00	3,972.83	31,190.33		60.49%	20,369.67
503.00 Periodicals	6,600.00	234.60	5,031.96		76.24%	1,568.04
506.00 A.V. Materials	18,840.00	2,962.15	11,257.87		59.76%	7,582.13
507.00 Programs	3,000.00	41.92	1,583.90		52.80%	1,416.10
513.00 Gift	0.00	0.00	400.60		0.00%	-400.60
518.00 Electronic Access Expenditures	1,200.00	590.97	785.92		65.49%	414.08
520.00 A.V. Materials-Children	6,000.00	274.22	2,016.72		33.61%	3,983.28
533.00 Transfers Out	0.00	0.00	0.00		0.00%	0.00
541.00 Grant Expenditures	950.00	0.00	820.67		0.00%	129.33
546.00 Wish List Fund Expenses	0.00	0.00	52.54		0.00%	0.00
549.00 Furn & Eq-Walmart Career Grant	0.00	0.00	2,159.97		0.00%	0.00
550.00 Furn&Equip Fr Cty Community Foundation	0.00	679.89	679.89		0.00%	0.00
Subtotal Materials and Programs	113,150.00	10,115.74	68,552.91	0.00	60.59%	44,597.09

**Ottawa Recreation Commission
Minutes of the Regular Meeting
Wednesday, August 12, 2015**

I. Call to Order:

Chairperson Rick Burgoon called the meeting to order at 6:00 pm. Commissioners Present: Dennis Tharp, Russ Wilson and Mike Finch. Staff Present: Tommy Sink, Josh Blanco, Brandy Shoemaker and Glenda Guge. Guests: Clint Dick and Elizabeth Seimears.

II. Pledge of Allegiance

III. Moment of Silence

IV. Declarations: None

V. Additions to Agenda: None

VI. Public and/or Organizational Requests or Presentations

Grounds crew employee recognition: Josh Blanco recognized Elizabeth Seimears and Wyatt Peters for grounds crew employees of the year.

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

Commissioner Wilson moves to approve the Consent Agenda A-C for August 12, 2015. Commissioner Finch seconded the motion. All in favor 4-0.

VIII. Public Discussion – None

Public Discussion was closed.

IX. Departmental Reports –

Directors Report – Tommy Sink shared his report. Staff has been very busy. Several community events to be held in October in the gym and staff are working on insurance items. A sign will be placed at the ball park in recognition of the Legions championship season.

Recreation Manager Report –Brandy Shoemaker provided her report. Programming staff are busy gearing up for Fall sports.

Facility Manager Report – Josh Blanco provided his report. There has been no interest on the batting cages. Will be looking into Purple Wave. Ad went out to KRPA directors on the cages and the extra spin bikes.

Office Manager Report – Glenda shared she has been very busy finishing up the budget reporting requirements for the new fiscal year.

VIII. Action Items

A. Old Business –

1. Election of officers – Chairperson & Vice Chairperson

Commissioner Tharp moves to keep the same individuals in the same positions. Rick as Chairperson and Russ as Vice Chairperson.

Commissioner Finch seconded the motion. 4-0 in favor.

2. Declare Board Attorney –

Commissioner Wilson moves to appoint Blaine Finch as the board attorney.

Commissioner Tharp seconded the motion. 4-0 in favor.

B. New Business – None

C. Executive Session –

Commissioner Tharp moves to hold an Executive Session for no longer than 20 minutes to discuss non elected personnel to include board members only.

Commissioner Wilson seconded the motion. 4-0 in favor. Session begins at 6:18 pm - Session ended at 6:36 pm.

Chairperson Burgoon called the meeting back to order. Commissioner Wilson seconded the motion. 4-0 in favor.

Commissioner Finch moves to return to Executive Session for no longer than 20 minutes to discuss non elected personnel to include Tommy Sink and board members only. Commissioner Wilson seconded the motion. 4-0 in favor.

Session begins at 6:37 pm – Session ended at 6:57 pm.

Chairperson Burgoon called the meeting back to order. Commissioner Tharp seconded the motion. 4-0 in favor.

IX Adjourn

Commissioner Tharp moved to adjourn the regular meeting. Commissioner Finch seconded the motion. 4-0 in favor. Adjourned at 6:59 pm.

****short break then proceed to Study Session****

Action Items

Regular Meeting, September 9, 2015, 6 pm at the Goppert Building in the meeting room.

Ottawa Recreation Commission
Minutes of the Study Session Meeting
Wednesday, August 12, 2015
7:03 pm

I Call to Order:

Chairman Rick Burgoon called the meeting to order at 7:03 pm. Commissioners Present: Dennis Tharp, Russ Wilson, and Mike Finch. Staff Present: Tommy Sink and Glenda Guge. Guests: Clint Dick.

II Purpose of the meeting –

Commissioner Tharp opened the discussion regarding the process an annual evaluation of the Director. The Board discussed developing a standing written procedure. A mutual decision was decided to do the annual evaluation at the September meeting.

A retreat later in the year was also discussed.

V. Adjourn:

Commissioner Tharp moves to adjourn at 7:30 pm. Commissioner Wilson seconded the motion. All in favor 4-0.

Current Budget

	<u>Jul - Aug 15</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
100 - Ad Valorem	0.00	533,939.00	0.0%
1000 - Teens/Youth Programs			
1001 - Afternoon Playground	2,051.28		
1009 - United Way	2,000.00		
1017 - Entertainment U	-16.00		
1000 - Teens/Youth Programs - Other	0.00	7,500.00	0.0%
Total 1000 - Teens/Youth Programs	4,035.28	7,500.00	53.8%
1050 - Special Events			
1051 - Pooch Plunge	0.00		
1050 - Special Events - Other	0.00	2,000.00	0.0%
Total 1050 - Special Events	0.00	2,000.00	0.0%
1100 - Tournaments	0.00	1,000.00	0.0%
1200 - Adult Programs			
1201 - Softball	1,625.00		
1202 - Volleyball	3,774.95		
1200 - Adult Programs - Other	0.00	22,500.00	0.0%
Total 1200 - Adult Programs	5,399.95	22,500.00	24.0%
1250 - Pre-K Programs			
1256 - Little Kickers	693.86		
1260 - Micro Soccer	522.82		
1250 - Pre-K Programs - Other	0.00	5,500.00	0.0%
Total 1250 - Pre-K Programs	1,216.68	5,500.00	22.12%
1300 - Youth Programs			
1306 - Softball	55.00		
1308 - Flag Football	1,920.92		
1310 - Soccer	8,494.34		
1311 - Tennis	-520.00		
1324 - Picture Rebate	555.00		
1300 - Youth Programs - Other	0.00	58,000.00	0.0%
Total 1300 - Youth Programs	10,505.26	58,000.00	18.11%
1400 - Miscellaneous Income			
1402 - Scrap Metal	125.00		
1400 - Miscellaneous Income - Other	0.00	2,500.00	0.0%
Total 1400 - Miscellaneous Income	125.00	2,500.00	5.0%
1600 - Adlt/Yth Fitness/Sr Prog			
1601 - Zumba	267.66		
1602 - Yoga	964.45		

Current Budget

	Jul - Aug 15	Budget	% of Budget
1603 - Martial Arts	525.45		
1613 - Pickleball	147.00		
1614 - PATH donation	473.00		
1600 - Adlt/Yth Fitness/Sr Prog - Other	0.00	8,250.00	0.0%
Total 1600 - Adlt/Yth Fitness/Sr Prog	2,377.56	8,250.00	28.82%
1800 - Outdoor & Nature	0.00	500.00	0.0%
200 - Motor Vehicle	0.00	55,305.00	0.0%
300 - Delinquent Tax	0.00	13,363.00	0.0%
3100 - Employee Benefits Fund			
3101 - Ad Valorem	0.00	106,837.00	0.0%
3102 - Delinquent Taxes	0.00	2,683.00	0.0%
3103 - Motor Vehicle	0.00	11,088.00	0.0%
Total 3100 - Employee Benefits Fund	0.00	120,608.00	0.0%
500 - Interest on Idle Funds	5.78	60.00	9.63%
600 - Facility Rentals			
601 - DWCC	125.00		
603 - Orlis Cox	415.00		
604 - Goppert	335.00		
605 - Rent	600.00		
606 - User Fees	1,567.20		
607 - Pass Cards	1,023.50		
600 - Facility Rentals - Other	0.00	35,000.00	0.0%
Total 600 - Facility Rentals	4,065.70	35,000.00	11.62%
700 - Concession			
701 - Pool	4,447.12		
703 - Orlis Cox Main	438.68		
709 - Sales Tax	70.76		
711 - Goppert Soda Machine	171.00		
700 - Concession - Other	0.00	20,000.00	0.0%
Total 700 - Concession	5,127.56	20,000.00	25.64%
800 - Forest Park Pool			
801 - Pool Admission	11,272.95		
802 - Pool Pass	120.00		
803 - Swim Lessons	630.00		
804 - Pool Parties	402.00		
800 - Forest Park Pool - Other	0.00	40,000.00	0.0%
Total 800 - Forest Park Pool	12,424.95	40,000.00	31.06%
Total Income	45,283.72	926,025.00	4.89%

Current Budget

	Jul - Aug 15	Budget	% of Budget
Gross Profit	45,283.72	926,025.00	4.89%
Expense			
2000 - Administration			
2001 - Advertising/Promotion			
2001-1 - KOFO Radio	900.00		
2001-14 - Fr Co Ag Society	250.00		
2001-2 - Ottawa Herald	947.10		
2001 - Advertising/Promotion - Other	0.00	15,000.00	0.0%
Total 2001 - Advertising/Promotion	2,097.10	15,000.00	13.98%
2002 - Audit Services	0.00	4,200.00	0.0%
2003 - Bank Fees	31.85	500.00	6.37%
2004 - Board	0.00	200.00	0.0%
2005 - Directors & Officer Ins	0.00	3,200.00	0.0%
2006 - Equipment			
2006-1 - Copier Lease	1,154.74		
2006 - Equipment - Other	0.00	7,500.00	0.0%
Total 2006 - Equipment	1,154.74	7,500.00	15.4%
2007 - Incentives	0.00	1,600.00	0.0%
2008 - Insurance -Gen Liability			
2008-1 - Deductibles Paid	75.00		
2008-2 - Property Liability	4,665.50		
2008 - Insurance -Gen Liability - Other	0.00	30,000.00	0.0%
Total 2008 - Insurance -Gen Liability	4,740.50	30,000.00	15.8%
2009 - Internet/Web Services	1,200.00	3,000.00	40.0%
2010 - Miscellaneous			
2010-8 Tax Liability	58.23		
2010 - Miscellaneous - Other	379.49	1,500.00	25.3%
Total 2010 - Miscellaneous	437.72	1,500.00	29.18%
2011 - Office Supplies			
2011-10 - Visa	147.16		
2011-3 - Wal-Mart	9.79		
2011-5 - Ramsey Printing	45.00		
2011 - Office Supplies - Other	0.00	4,500.00	0.0%
Total 2011 - Office Supplies	201.95	4,500.00	4.49%
2012 - Postage	221.48	1,200.00	18.46%
2013 - Printing & Publishing			
2013-2 - Ottawa Herald	94.08		
2013 - Printing & Publishing - Other	0.00	750.00	0.0%

Current Budget

	Jul - Aug 15	Budget	% of Budget
Total 2013 - Printing & Publishing	94.08	750.00	12.54%
2014 - Salaries	53,341.15	372,000.00	14.34%
2015 - Scholarships			
2015-1 - Soccer	353.75		
2015-10 - Flag Football	43.75		
2015-4 - Instructional Sports	22.50		
2015-5 - Swim Lessons	26.25		
2015 - Scholarships - Other	0.00	4,500.00	0.0%
Total 2015 - Scholarships	446.25	4,500.00	9.92%
2016 - Transportation & Tags			
2016-1 - Fuel	139.64		
2016-2 - Tags	67.50		
2016 - Transportation & Tags - Other	0.00	2,500.00	0.0%
Total 2016 - Transportation & Tags	207.14	2,500.00	8.29%
2017 - Professional Development	0.00	3,500.00	0.0%
2018 - Uniforms	0.00	1,200.00	0.0%
2020 - Planning & Research	102.00	750.00	13.6%
2021 - Professional Dues & Pub	0.00	1,200.00	0.0%
Total 2000 - Administration	64,275.96	458,800.00	14.01%
2100 - Adult Programs			
2101 - Seasonal/Part Time Labor	880.00	11,500.00	7.65%
2103 - Equipment	0.00	100.00	0.0%
2104 - Supplies	313.74	1,500.00	20.92%
Total 2100 - Adult Programs	1,193.74	13,100.00	9.11%
2200 - Capital Projects			
2201 - DWCC	0.00	5,000.00	0.0%
2202 - Orlis Cox	0.00	5,000.00	0.0%
2203 - Forest Park Projects	2,528.08	5,000.00	50.56%
2204 - Recreation Facility	87,393.69	111,888.00	78.11%
2212 - Portable Mounds	0.00	1,000.00	0.0%
2225 - Staff Vehicle	20,450.00	20,000.00	102.25%
2227 - Gator	0.00	3,500.00	0.0%
2240 - Cardio Machines	0.00	7,500.00	0.0%
2243 - Goppert Bldg	1,040.76	10,000.00	10.41%
2245 - Registration Software	0.00	15,000.00	0.0%
2249 - Ball field renovations	0.00	12,000.00	0.0%
Total 2200 - Capital Projects	111,412.53	195,888.00	56.88%
2300 - Concessions			
2301 - Licenses	0.00	400.00	0.0%

Current Budget			
	Jul - Aug 15	Budget	% of Budget
2302 - Sales Tax	0.00	0.00	0.0%
2303 - Seasonal Labor			
2303-2 - Pool	1,810.68		
2303 - Seasonal Labor - Other	0.00	8,000.00	0.0%
Total 2303 - Seasonal Labor	1,810.68	8,000.00	22.63%
2304 - Equipment	0.00	1,000.00	0.0%
2305 - Inventory			
2305-1 - EVCO	554.30		
2305-2 - C & G	212.56		
2305-4 - Pepsi (Pool)	302.02		
2305 - Inventory - Other	0.00	7,500.00	0.0%
Total 2305 - Inventory	1,068.88	7,500.00	14.25%
2306 - Supplies	56.62	300.00	18.87%
Total 2300 - Concessions	2,936.18	17,200.00	17.07%
2400 - Facility Maintenance			
2401 - Equipment	0.00	1,250.00	0.0%
2404 - Grounds	95.04	9,000.00	1.06%
2405 - Janitorial Supplies			
2405-3 Pool	126.38		
2405-4 Goppert	17.94		
2405 - Janitorial Supplies - Other	0.00	5,500.00	0.0%
Total 2405 - Janitorial Supplies	144.32	5,500.00	2.62%
2406 - Maintenance Salaries	14,103.38	28,000.00	50.37%
2407 - Repairs and Services			
2407-2 Orlis Cox	370.81		
2407-6 Goppert	656.10		
2407 - Repairs and Services - Other	0.00	15,000.00	0.0%
Total 2407 - Repairs and Services	1,026.91	15,000.00	6.85%
2408 - Maintenance Supplies			
2408-2 Orlis Cox	152.39		
2408-5 Fuel	737.41		
2408 - Maintenance Supplies - Other	0.00	9,000.00	0.0%
Total 2408 - Maintenance Supplies	889.80	9,000.00	9.89%
Total 2400 - Facility Maintenance	16,259.45	67,750.00	24.0%
2500 - Forest Park Pool			
2501 - Equipment	0.00	1,000.00	0.0%
2502 - Pool Salaries - Lessons	5,337.39	11,000.00	48.52%
2503 - Pool Salaries - Staff	21,022.73	50,000.00	42.05%

Current Budget			
	Jul - Aug 15	Budget	% of Budget
2504 - Supplies	116.98	1,000.00	11.7%
2505 - Uniforms	0.00	1,500.00	0.0%
2506 - Training & Certification	0.00	2,000.00	0.0%
Total 2500 - Forest Park Pool	26,477.10	66,500.00	39.82%
2600 - Ottawa Teens/Yth Program			
2601 - Seasonal/Part Time Labor	4,950.50	18,000.00	27.5%
2603 - Supplies	72.06	6,000.00	1.2%
2604 - Transportation	0.00	1,000.00	0.0%
2605 - Equipment	0.00	1,300.00	0.0%
2606 - Training & Certification	0.00	500.00	0.0%
Total 2600 - Ottawa Teens/Yth Program	5,022.56	26,800.00	18.74%
2700 - Tournaments			
2705 - Seasonal/Part Time Labor	20.00		
2700 - Tournaments - Other	0.00	1,000.00	0.0%
Total 2700 - Tournaments	20.00	1,000.00	2.0%
2800 - Utilities & Services			
2801 - Gas Service			
2801-1 - DWCC	434.00		
2801-3 Goppert	79.48		
2801 - Gas Service - Other	0.00	8,000.00	0.0%
Total 2801 - Gas Service	513.48	8,000.00	6.42%
2802 - Phone Service			
2802-1 DWCC	159.11		
2802-2 Shop	70.00		
2802-3 Pool	270.90		
2802-4 Cell	199.36		
2802-6 Goppert Building	722.14		
2802 - Phone Service - Other	0.00	7,500.00	0.0%
Total 2802 - Phone Service	1,421.51	7,500.00	18.95%
2803 - Water & Electric			
2803-1 - Orlis Cox			
2803-1a - Infield Legion	412.84		
2803-1c - Orlis Cox Snack Bar	555.27		
2803-1d - West Concession Stand	125.41		
2803-1e - Batting Cages	61.11		
2803-1f - West Field Diamond	124.64		
2803-1g - Orlis Cox Restrooms	49.05		
Total 2803-1 - Orlis Cox	1,328.32		

Current Budget

	<u>Jul - Aug 15</u>	<u>Budget</u>	<u>% of Budget</u>
2803-2 - DWCC	1,232.14		
2803-3 - FP Mens Diamond	22.70		
2803-4 - FP Womans Diamond	22.70		
2803-5 - Goppert	6,163.65		
2803 - Water & Electric - Other	0.00	50,000.00	0.0%
Total 2803 - Water & Electric	8,769.51	50,000.00	17.54%
Total 2800 - Utilities & Services	10,704.50	65,500.00	16.34%
2804 - Trash Service			
2804-1 - Goppert	95.40		
2804 - Trash Service - Other	0.00	600.00	0.0%
Total 2804 - Trash Service	95.40	600.00	15.9%
2900 -Special Events			
2902 - Equipment	0.00	250.00	0.0%
2903 - Supplies	0.00	2,000.00	0.0%
2904 - Seasonal/Part Time Labor	0.00	600.00	0.0%
2906 - transportation	0.00	1,000.00	0.0%
Total 2900 -Special Events	0.00	3,850.00	0.0%
3000 - Youth Programs			
3002 - Equipment	0.00	4,000.00	0.0%
3003 - Supplies	813.21	17,000.00	4.78%
3004 - Seasonal/Part Time Labor	1,959.50	15,000.00	13.06%
3005 - Portable Restrooms	0.00	1,500.00	0.0%
3006 - Background Checks	0.00	1,000.00	0.0%
Total 3000 - Youth Programs	2,772.71	38,500.00	7.2%
3200 - Employee Benefits			
3201 - FICA	7,929.94	36,173.00	21.92%
3202 - Medical Insurance	15,056.77	64,951.00	23.18%
3203 - Retirement Allowance	4,986.10	32,000.00	15.58%
3204 - Unemployment Insurance	56.07	1,800.00	3.12%
Total 3200 - Employee Benefits	28,028.88	134,924.00	20.77%
3300 - Pre-K Programs ages 2-5			
3302 - Equipment	0.00	500.00	0.0%
3303 - Supplies	108.00	3,000.00	3.6%
3304 - Seasonal/Part Time Labor	0.00	2,000.00	0.0%
Total 3300 - Pre-K Programs ages 2-5	108.00	5,500.00	1.96%
3500 - Adlt/Yth Fitness/Sr Prog			
3501 - Equipment	0.00	200.00	0.0%

Current Budget

	Jul - Aug 15	Budget	% of Budget
3502 - Supplies	0.00	300.00	0.0%
3503 - Labor	384.00	1,750.00	21.94%
Total 3500 - Adlt/Yth Fitness/Sr Prog	384.00	2,250.00	17.07%
3600 - Outdoor & Nature	0.00	500.00	0.0%
Total Expense	269,691.01	1,098,662.00	24.55%
Net Income	-224,407.29	-172,637.00	129.99%

Prairie Paws Animal Shelter, Inc.

End of Month – August 2015 RECAP

August adoptions were significantly higher in 2015 (70) compared to 2014 (47). 70 animals found their forever home with 15 being returned to their owner. We are very excited to announce that 12 long terms (over 100 days at the shelter) were adopted in August.

August was a very busy month for adoptions at the shelter. We participated in national adoption week and 12 furry friends found their forever home. We extended our cat special of all cats over 6 months for the adoption fee of \$20. We incorporated treadmill training in our enrichment training for shelter dogs. This has proven to be very beneficial for our high energy and behavior challenged dogs. We also began another round of our behavioral dog training classes for members of the community.

We had two fundraisers during the month of August. Pooch Plunge was held August 10th and we raised \$700 for the homeless animals in our community. We also held the 5th annual Run for Ben motorcycle event on August 15th. We had over 43 bikes and raised over \$2,000 from this event. We also mailed out letters for our match campaign which runs September 1st – 30th where all monetary general donations are matched by a very gracious donor. We were honored to have a very special visit from Congresswoman Lynn Jenkins who stopped by to help out staff with their job responsibilities.

Total revenue for August was \$56,501. Fundraising was \$7,089. Program revenue including adoptions, microchips, grooming and other fees totaled \$10,138. Merchandise revenue was \$2,065 and Dog License revenue was \$492. Total expenses (operating plus interest expense) for the month was \$55,014, which related primarily to fixed and quasi-fixed expenses of payroll, utilities, insurance, depreciation and animal expense. Overall for the month of August, we had cash operating income of \$5,943. Year to date we have a cash operating income of \$41,089.

We continue to have a facility free of major disease and that is pleasing to customers that visit the shelter.

Volunteer Hours:

August 2015 Total Volunteer Hours Worked = 625

Total YTD volunteer hours worked = 4051

Total registered and active volunteers = 287

Organizations supporting PPAS through volunteerism and partnerships:

- COF
- LakeMary
- Vintage Park
- USD #290 Work Study Program
- Franklin County Court System – community service hours
- Ottawa Retirement Village
- Communities In School
- Ottawa University
- Option 4 Animals

Community Outreach:

1. We are continuing to work with the community to provide food when we can to help them through the month if they need assistance feeding their pet.

Prairie Paws Animal Shelter, Inc.

End of Month – August 2015 RECAP

2. We are working with the City of Pomona on a community food program for their citizens.
3. Continue to take animals to Petco for the purpose of adopting more animals in the community.
4. Partnering with COF to provide job and volunteer opportunities for their clients
5. We partner with Community in Schools to provide a weekly program to teach children about pet care and responsibility.

August Shelter Intake Numbers:

- Total YTD Intakes: 595
- City of Ottawa (not counting Ottawa ACO) is 9% of the YTD Intake Total
- Ottawa ACO is 30% of the YTD Total
- Franklin County is 20% of the YTD Intake Total
- Primary Intake Area in August was the City of Ottawa/Ottawa ACO.
- Total Intake for the Month of August: 81
- City of Ottawa/Ottawa ACO was 31% of total intakes for the month of August.
- Franklin County was 13.5% of total intakes for the month of August.

ADOPTIONS for the month of August 2015–

- Total Adoptions Month of August = 70
- Returned to Owner = 15
- YTD Transferred other Shelters or Rescues =5
- End of Month Headcount in Shelter = 93

Fundraising Events:

- 9th annual Bow Meow Event – October 10, 2015 at 5:00 pm. The Bow Meow is a fabulous, unique event and a wonderful fundraiser for PPAS' programs. The evening includes a delicious banquet dinner, a silent and live auction.

Thank you for the opportunity to share this report with the commission. Please let us know if you have any questions.

Respectfully submitted,

Melissa Reed

Director

Prairie Paws Animal Shelter, Inc.

melissa.reed@prairiepaws.org

OFC: (785) 242-2967

Cell: (785) 248-3454

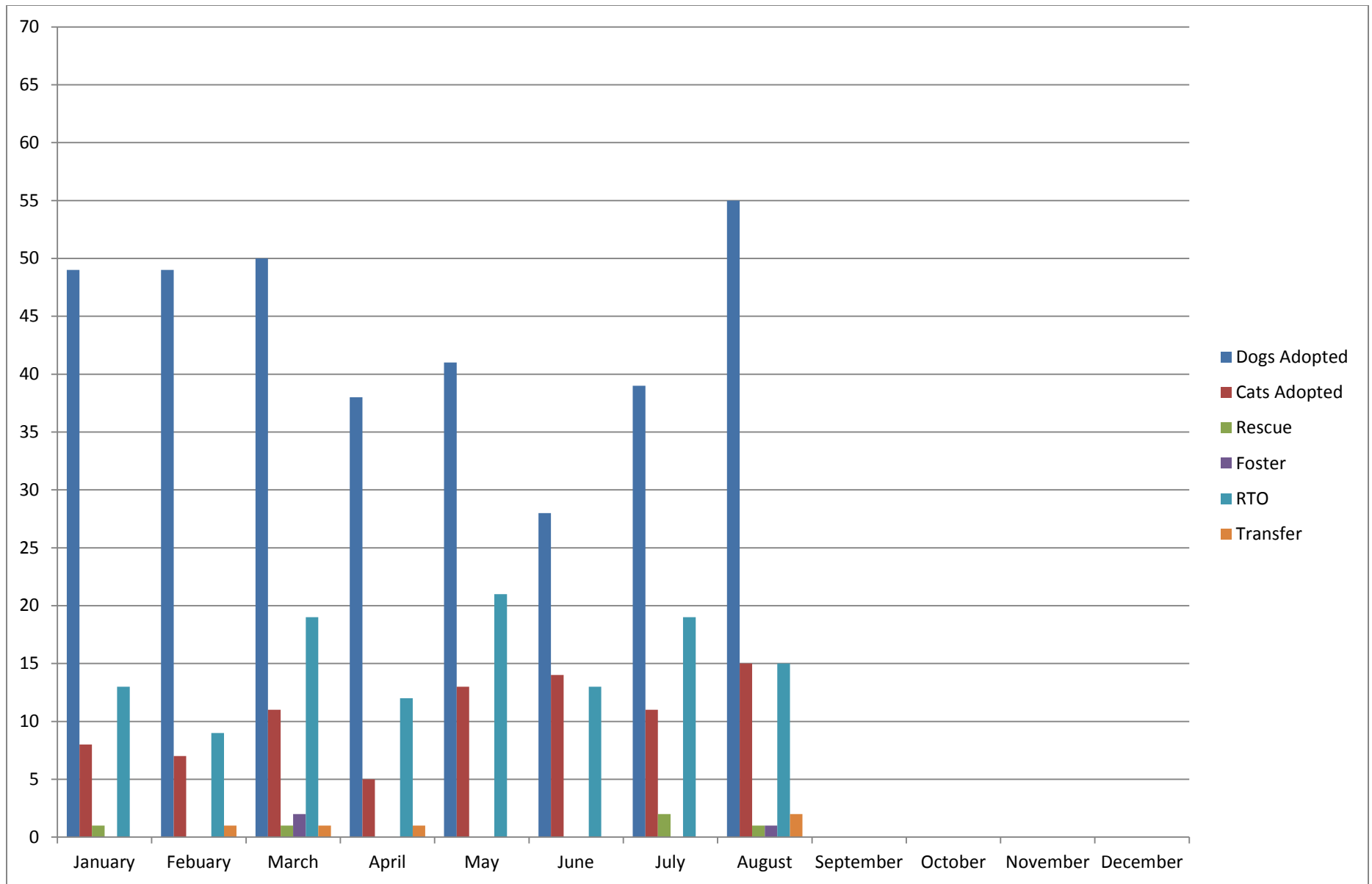
www.prairiepaws.org

August Shelter Intake Numbers:

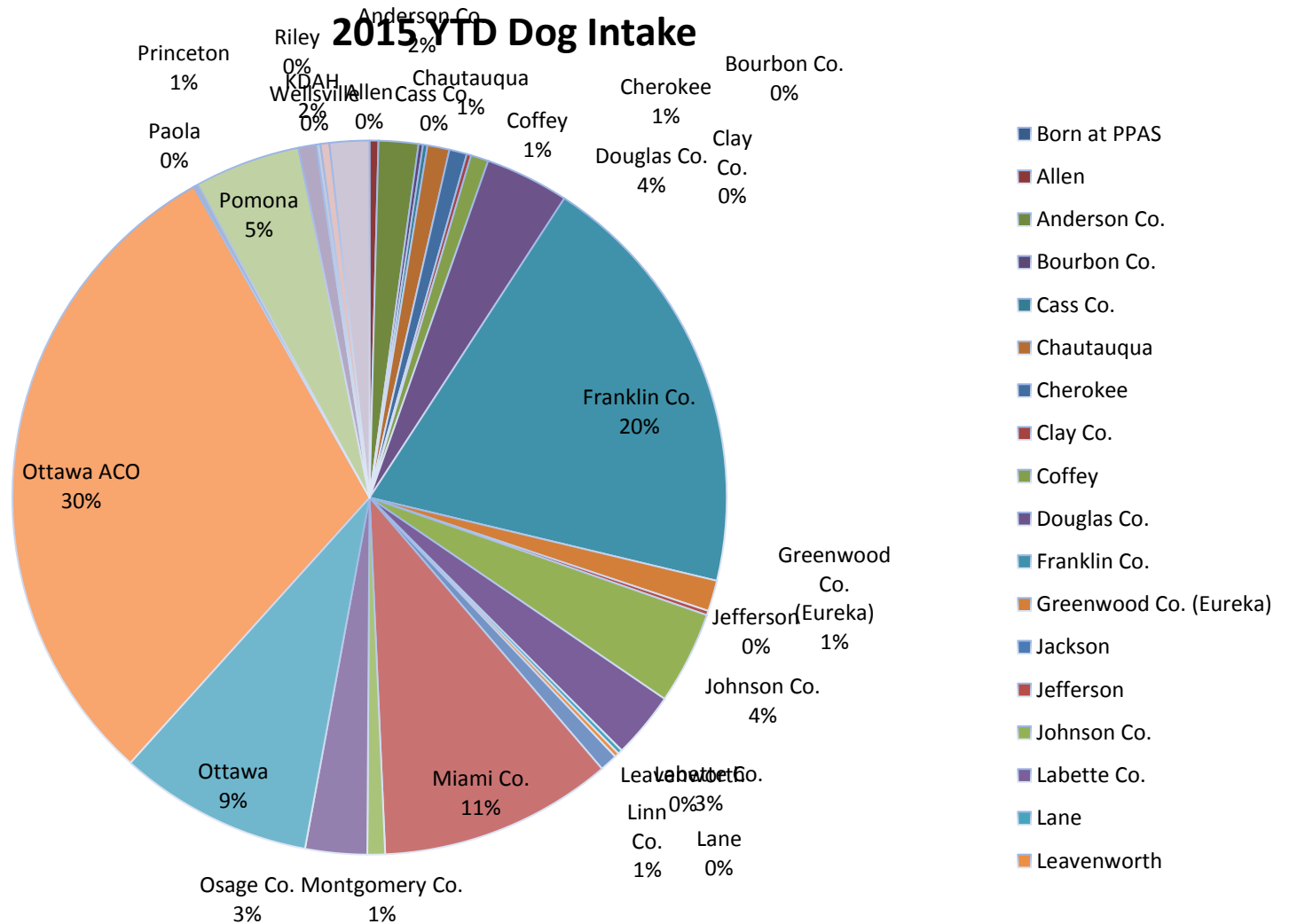
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ADOPTIONS for the month of August 2015–

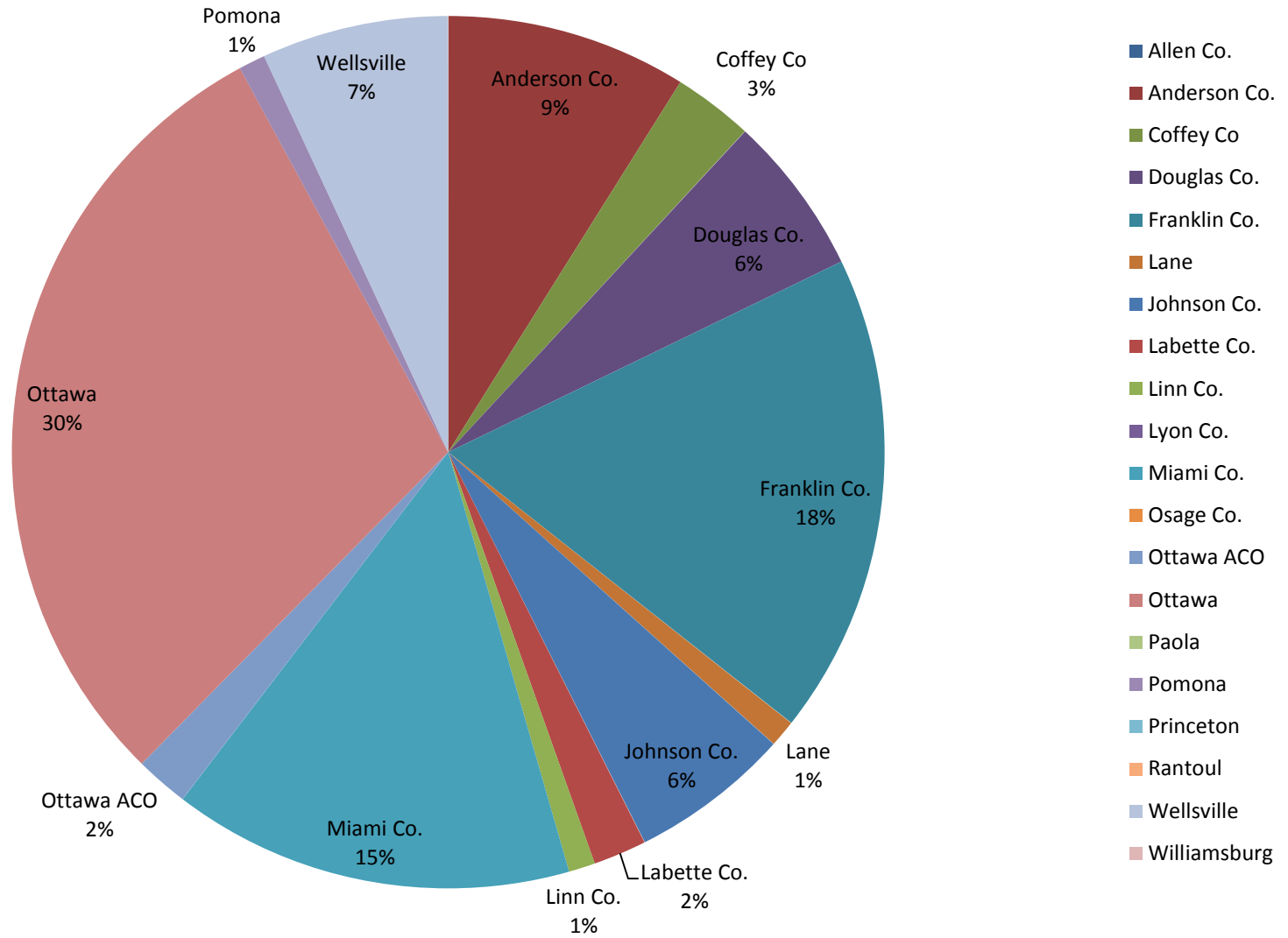
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2015 YTD Dog Intake



Cat Intake YTD 2015



Prairie Paws Animal Shelter Inc
Profit Loss Budget Comparison
January 2011 through August 2015

	Jan - Dec 11	Jan - Dec 12	Jan - Dec 13	Jan - Dec 14	Jan - August 15	2015 Budget YTD
Ordinary Income/Expense						
Income						
4 - Contributed support						
40 - Unrestricted						
4010 - Indiv/business cont. (unrest)						
4015 - Contributions - unrestricted	27,395.26	92,127.26	215,868.99	175,441.80	161,469.50	97,000.00
4020 - Contributions-direct mail	0.00	0.00	0.00	22,355.05	6,250.16	20,000.00
4030 - Memorials & bequests	6,148.00	6,992.50	5,523.30	10,917.01	9,316.00	8,000.00
4040 - Gifts in kind						
4041 - Gifts in Kind - Goods	4,713.00	7,420.29	2,000.55	0.00	0.00	80,000.00
4042 - Gifts in Kind - Services	0.00	2,190.00	110.00	0.00	0.00	33,600.00
4044 - Gifts in Kind - Bow Meow	0.00	75.00	22,242.00	0.00	0.00	0.00
4045 - Gifts in Kind - Run For Ben	0.00	476.80	0.00	0.00	0.00	0.00
Total 4040 - Gifts in kind	4,713.00	10,162.09	24,352.55	0.00	177,035.66	113,600.00
4050 - Foundations/trusts	11,692.91	8,852.40	9,080.08	9,391.96	7,088.04	5,000.00
4060 - Grants	0.00	0.00	317.44	0.00	33,000.00	10,000.00
4010 - Indiv/business cont. (unrest) - Other	-49.88	0.00	0.00	0.00	0.00	0.00
Total 4010 - Indiv/business cont. (unrest)	49,899.29	118,134.25	255,142.36	218,105.82	217,123.70	253,600.00
4100 - Fundraising(unrestricted)						
4105 - Spayghetti dinner	7,126.25	7,113.00	6,259.53	0.00	0.00	0.00
4110 - T-shirt donations	1,157.00	0.00	0.00	0.00	0.00	0.00
4115 - Tails on trails	9,132.34	5,428.69	5,769.06	0.00	0.00	0.00
4120 - Shelter Birthday	0.00	0.00	0.00	5,514.99	6,350.40	12,500.00
4125 - Circle of Compassion	0.00	0.00	2,000.00	0.00	0.00	0.00
4150 - Recycling	533.09	1,245.35	162.50	0.00	0.00	0.00
4155 - Bow Meow	27,266.00	37,516.70	46,312.88	51,119.95	7,075.00	5,000.00
4165 - Toenail Clipping	1,325.50	1,241.11	65.00	103.57	0.00	0.00
4166 - Pooch Plunge	0.00	1,094.46	1,008.00	425.00	771.00	850.00
4167 - Run For Ben	0.00	2,737.40	1,876.45	1,949.00	2,077.00	5,000.00
4168 - Calendar	0.00	2,329.53	457.10	0.00	0.00	0.00
4169 - Cookbook	0.00	1,051.20	120.31	7.50	0.00	0.00
4175 - Miscellaneous fundraising	5,650.28	6,872.92	2,738.85	4,329.09	1,857.35	9,700.00
Total 4100 - Fundraising(unrestricted)	52,190.46	66,630.36	66,769.68	63,449.10	18,130.75	33,050.00

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Total 40 · Unrestricted	102,089.75	184,764.61	321,912.04	281,554.92	235,254.45	286,650.00
42 · Restricted funds						
4205 · Contributions - building	32,381.90	341.37	300.00	300.00	200.00	200.00
4210 · Contributions S&N	2,700.95	9,612.50	6,003.09	2,410.20	500.00	1,600.00
4250 · Fundraising (restricted)						
4270 · Gerbil	1,807.21	432.02	599.26	0.00	0.00	0.00
4280 · Miscellaneous fundraising (res)	0.00	57,394.69	0.00	0.00	0.00	0.00
Total 4250 · Fundraising (restricted)	1,807.21	57,826.71	599.26	0.00	700.00	0.00
4285 · WAGS	0.00	300.00	0.00	0.00	0.00	0.00
Total 42 · Restricted funds	36,890.06	68,080.58	6,902.35	2,710.20	700.00	1,800.00
Total 4 · Contributed support	138,979.81	252,845.19	328,814.39	284,265.12	235,954.45	288,450.00
4540 · Local government support						
4551 · Anderson County	4,852.00	3,312.00	2,196.00	6,552.00	6,749.00	6,749.00
4553 · City of Ottawa	45,540.00	45,540.00	45,540.00	48,748.37	33,551.42	33,675.00
4554 · City of Pomona	3,500.00	0.00	3,500.00	3,000.00	0.00	0.00
4557 · City of Richmond	0.00	0.00	0.00	500.00	100.00	100.00
4559 · City of Wellsville	1,296.00	0.00	3,024.00	0.00	1,000.00	0.00
4560 · City of Williamsburg	720.00	976.00	945.00	0.00	0.00	0.00
4561 · City of Baldwin	0.00	50.00	0.00	0.00	0.00	0.00
4563 · Franklin County	37,584.88	37,585.00	37,585.00	39,798.75	26,666.68	26,668.00
4565 · Miami County	4,500.00	4,500.00	4,500.00	0.00	0.00	3,085.00
4780 · Other Cities/Counties	0.00	150.00	0.00	0.00	135.00	0.00
Total 4540 · Local government support	97,992.88	92,113.00	97,290.00	98,599.12	68,202.10	70,277.00
5 · Earned revenues						
5180 · Program service fees						
5181 · Adoption PPAS	83,071.56	112,686.29	59,134.51	73,959.77	56,742.25	52,290.00
5182 · Microchip contribution	0.00	3,350.25	1,042.13	2,085.36	3,971.93	1,098.00
5183 · Adoption HAHS	3,853.00	3,253.82	4,216.00	2,428.16	0.00	0.00
5184 · Grooming	994.00	2,485.66	501.26	505.58	8,058.32	0.00
5185 · Drop-off contribution	11,943.00	18,211.50	8,185.01	4,419.00	3,724.00	22,500.00
5186 · Training	20.00	0.00	0.00	0.00	1,115.00	0.00

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5187 · S/N Contributions - Community	0.00	0.00	225.00	0.00	0.00	0.00
5188 · Cremation & disposal fees	0.00	0.00	374.99	423.68	1,171.42	0.00
5189 · Reclaim fees	2,517.00	3,602.90	1,465.00	835.00	3,960.47	3,750.00
Total 5180 · Program service fees	102,398.56	143,590.42	75,143.90	84,656.55	78,743.39	79,638.00
5820 · Merchandise Sales	677.14	2,077.67	2,137.86	830.15	14,963.82	400.00
5830 · Dog Licence Contributions	0.00	0.00	64.00	10,452.00	9,519.00	8,000.00
Total 5 · Earned revenues	103,075.70	145,668.09	77,345.76	95,938.70	103,226.21	446,765.00
6710 · Interest income						
6720 · Interest income (Restricted)	363.71	20.10	9.75	0.00	0.00	0.00
6721 · Interest Income (Unrestricted)	61.09	351.08	67.17	2.81	5.07	0.00
Total 6710 · Interest income	424.80	371.18	76.92	2.81	5.07	0.00
6810 · Unrealized gain(loss) - invest	297.01	437.38	593.26	535.72	-124.90	0.00
6902 · Proceed from the sale of Land	45,000.00	0.00	0.00	0.00	0.00	0.00
6905 · Proceeds from Investments	0.00	0.00	167.59	0.00	0.00	0.00
Total Income	385,770.20	491,434.84	504,287.92	479,341.47	407,262.93	446,765.00
Gross Profit	385,770.20	491,434.84	504,287.92	479,341.47	407,262.93	446,765.00
Expense						
7200 · Payroll expenses						
7250 · Wages & salary						
7251 · Wages	21,000.00	62,916.01	80,606.22	108,641.59	90,407.81	89,368.00
7252 · Hourly wages	109,348.55	137,810.81	161,312.52	155,283.50	102,137.38	100,776.00
7253 · Insurance stipend	1,800.24	1,869.48	1,800.24	1,800.24	1,177.08	0.00
7254 · Authorized time off	1,658.63	1,197.50	2,956.51	3,065.79	1,201.03	0.00
7256 · Insurance	0.00	0.00	0.00	0.00	0.00	0.00
7255 · Wages - Employment Service	0.00	0.00	47,525.25	0.00	0.00	0.00
7257 · Overtime Wages	2,435.69	1,415.94	582.00	113.65	8.09	0.00
7256 · Insurance				0.00	0.00	0.00
7258 · Sunday Bonus Wages	1,996.03	3,027.38	1,400.87	0.00	0.00	0.00
7259 · Grooming Commission	518.55	1,456.95	98.45	0.00	4,285.72	0.00
Total 7250 · Wages & salary	138,757.69	209,694.07	296,282.06	268,904.77	199,217.11	190,144.00
7260 · Payroll Taxes						

Prairie Paws Animal Shelter Inc
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7261 · FICA taxes	10,614.95	15,752.90	18,413.35	20,431.98	15,168.87	14,832.00
7262 · State unemployment	3,147.26	1,772.60	7,114.94	6,414.57	7,503.49	6,655.00
7263 · Workers compensation	1,522.50	3,505.00	6,185.50	11,396.25	4,602.50	4,673.00
Total 7260 · Payroll Taxes	15,284.71	21,030.50	31,713.79	38,242.80	27,274.86	26,160.00
7200 · Payroll expenses - Other	0.00	0.00	0.00	0.00	0.00	0.00
Total 7200 · Payroll expenses	154,042.40	230,724.57	327,995.85	307,147.57	226,491.97	216,304.00
7500 · Other Personnel Expenses						
7510 · Accounting fees	4,172.50	4,110.00	4,337.50	4,330.00	3,065.00	8,300.00
7511 · Professional fees - other	0.00	385.00	2,580.00	350.00	0.00	33,600.00
Total 7500 · Other Personnel Expenses	4,172.50	4,495.00	6,917.50	4,680.00	3,065.00	41,900.00
8100 · Non-personnel expenses						
8110 · Office supplies	1,150.87	6,527.09	5,207.57	2,448.25	1,178.70	4,000.00
8115 · Telephone						
8118 · Internet related	1,129.61	1,118.59	791.19	1,438.07	1,035.98	1,200.00
8115 · Telephone - Other	1,759.47	2,032.54	2,746.17	2,665.89	2,270.32	1,920.00
Total 8115 · Telephone	2,889.08	3,151.13	3,537.36	4,103.96	4,485.00	3,120.00
8120 · Postage and delivery	184.80	256.89	383.88	1,816.93	899.08	1,000.00
8130 · Printing and reproduction	7.52	567.89	0.00	1,264.98	1,242.71	200.00
8135 · Direct Mail Expenses	0.00	0.00	0.00	4,640.83	10,467.37	12,200.00
8140 · Equipment rental	0.00	0.00	0.00	907.15	2,175.41	3,042.00
8150 · Computer and IT Related	0.00	0.00	6,994.99	9,722.22	9,691.56	2,700.00
Total 8100 · Non-personnel expenses	4,232.27	10,503.00	16,123.80	24,904.32	24,476.13	26,262.00
8200 · Occupancy Expenses						
8205 · Repairs & maintenance	2,994.13	23,617.52	19,068.58	11,378.44	10,602.01	7,980.00
8210 · Utilities	25,907.45	25,244.80	30,371.95	30,247.02	20,104.74	21,600.00
8220 · Insurance - non employee	9,044.50	9,492.00	9,643.50	11,506.50	5,564.00	5,563.00
Total 8200 · Occupancy Expenses	37,946.08	58,354.32	59,084.03	53,131.96	36,270.75	35,143.00
8300 · Travel & meeting expenses						
8315 · Training	0.00	0.00	0.00	29.26	0.00	0.00
8315 · Staff development/meetings	230.85	2,580.88	487.74	225.74	2,824.71	540.00
8320 · Automobile expense	794.11	1,625.19	1,594.56	974.46	537.08	800.00

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Total 8300 · Travel & meeting expenses	1,024.96	4,206.07	2,082.30	1,229.46	3,361.79	1,340.00
8400 · Depreciation & amortization exp						
8450 · Depreciation & amortization exp	53,012.00	53,783.00	49,492.00	53,772.00	0.00	0.00
Total 8400 · Depreciation & amortization exp	53,012.00	53,783.00	49,492.00	53,772.00	0.00	0.00
8500 · Animal expenses						
8510 · Animal expenses	3,198.17	7,830.09	4,092.81	3,816.86	15,330.80	16,000.00
8511 · Euthanasia expense	499.93	905.68	682.75	165.55	1,394.09	1,200.00
8512 · Food expense	6,435.60	4,803.50	94.71	85.82	276.70	60,000.00
8513 · Vet expense	11,109.35	23,388.14	18,916.99	12,795.52	4,001.71	4,000.00
8514 · Spay/neuter expense	27,891.56	38,726.69	39,904.35	27,298.41	13,709.00	17,600.00
8515 · Supplies	6,496.60	4,453.12	3,402.59	835.47	255.82	20,200.00
8516 · Cleaning supplies	4,183.84	4,153.64	8,712.12	811.20	1,659.62	2,000.00
8517 · Microchip Supplies	0.00	2,247.75	749.25	1,018.98	5,547.81	498.00
8518 · Grooming Supplies	0.00	9.13	216.06	0.00	292.99	0.00
8519 · Training Expense	0.00	0.00	0.00	0.00	915.00	0.00
Total 8500 · Animal expenses	59,815.05	86,517.74	76,771.63	46,827.81	43,383.54	121,498.00
8530 · Fundraising expenses						
8531 · Fundraisng - general	2,204.23	2,473.63	1,899.79	1,442.30	3,985.31	800.00
8532 · Spaygetti dinner	1,041.58	1,479.85	1,416.90	0.00	0.00	0.00
8534 · Fundraing TOT	3,282.17	1,579.35	3,243.80	0.00	0.00	0.00
8535 · Fundraing - Bow Meow	5,698.09	10,313.32	31,114.42	6,749.13	1,538.43	0.00
8538 · Gerbil Fund	1,929.25	0.00	0.00	0.00	0.00	0.00
8539 · Fundraising - Run For Ben	0.00	966.33	606.03	600.00	839.19	1,000.00
8540 · Fundraising - Pooch Plunge	0.00	11.99	123.93	0.00	0.00	0.00
8541 · Fundraising-Calendar	0.00	1,712.95	0.00	0.00	0.00	0.00
8542 · Fundraising-Cookbook	0.00	898.50	0.00	0.00	0.00	0.00
8544 · Fundraising-Shelter Birthday	0.00	0.00	0.00	2,049.27	1,598.82	2,500.00
Total 8530 · Fundraising expenses	14,155.32	19,435.92	38,404.87	10,840.70	7,961.75	4,300.00
8600 · Miscellaneous						
8605 · Advertising	1,869.50	2,253.17	1,622.11	368.02	0.00	55.00
8610 · Bank service charges	2,595.36	4,821.76	4,677.12	2,806.99	2,553.74	1,600.00
8615 · Dues and subscriptions	195.00	565.00	356.00	481.20	649.53	800.00
8650 · Licenses and permits	325.00	285.00	415.00	485.00	590.00	800.00

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8660 · Miscellaneous	102.90	2,304.92	162.46	1,200.48	0.00	400.00
8675 · Taxes	-524.18	73.00	95.17	49.00	0.00	50.00
8600 · Miscellaneous - Other	0.00	0.00	25.00	0.00	0.00	0.00
Total 8600 · Miscellaneous	4,563.58	10,302.85	7,352.86	5,390.69	3,793.27	3,705.00
Total Expense	332,964.16	478,322.47	584,224.84	507,924.51	353,289.20	450,452.00
Net Ordinary Income	52,806.04	13,112.37	-79,936.92	-28,583.04	53,973.73	-3,687.00
Other Income/Expense						
Other Income						
6700 · Other Income	0.00	0.00	0.00	3,575.87	0.00	0.00
Total Other Income	0.00	0.00	0.00	3,575.87	0.00	0.00
Other Expense						
9700 · Other Expenses						
9800 · Fixed asset purchases						
9805 · Capital purchases - building	0.00	1,600.00	0.00	0.00	0.00	10,400.00
9810 · Capital purchases - equipment	0.00	0.00	10,338.93	6,118.78	152.12	0.00
9800 · Fixed asset purchases - Other	911.88	1,692.15	0.00	0.00	0.00	0.00
Total 9800 · Fixed asset purchases	911.88	3,292.15	10,338.93	6,118.78	152.12	10,400.00
9910 · Interest expense	16,351.62	14,347.00	14,302.55	13,757.98	12,152.39	9,600.00
Total 9700 · Other Expenses	17,263.50	17,639.15	24,641.48	19,876.76	12,304.51	20,000.00
Total Other Expense	17,263.50	17,639.15	24,641.48	19,876.76	12,304.51	20,000.00
Net Other Income	-17,263.50	-17,639.15	-24,641.48	-16,300.89	-12,304.51	-20,000.00
Net Income	35,542.54	-4,526.78	-104,578.40	-44,883.93	41,669.22	-23,687.00

AIRPORT ADVISORY BOARD MEETING
Meeting Minutes
August 11, 2015
Ottawa Municipal Airport (KOWI)

Chairman Jack Miller called the meeting to order at 5:00 pm.

Board Members Present: Jack Miller, Gene Ramsey, Bud Gollier, and Chad Caylor.

Others Present: Robin Flager, Hawkeye Helicopter; Michael Haeffele and Glora Mathews, City of Ottawa; guests Chuck LeMaster and Larson Johnson.

There were no public comments.

On a motion by Gene Ramsey and second by Chad Caylor, the agenda was approved as presented.

On a motion by Chad Caylor and second by Bud Gollier, the June 9, 2015 meeting minutes were approved as presented.

T-Hangar Update, Michael Haeffele:

- Hangars are complete and all but one is rented
- Concrete is poured but still need to level out the dirt

Explorer Post Subcommittee Update, Chad Caylor & Larson Johnson:

- Took a three-week break during the summer but will meet this Thursday
- Work continues on the plane
- Ground school will be held next week
- Good participation from parents

FBO Update, Robin Flager:

- Gave fuel sales, take offs & landings and hangar rental information for June and July
- Christian Rally to be held at the airport on August 29. Scott Davis is organizing the event and it will be held outside
- Researching the possibility of hosting an aviation camp in the fall

Airport Day, Chairman Miller:

- Good turnout from public, but not many planes flew in
- Need to think about what we want the event to be next year
- Number of airplane flights: 12-14
- Number of helicopter rides: 3-4

- 425 fed
- 500 plus attended
- For 2017 event:
 - Need another plane giving rides
 - Need a canopy or some type of shade for those waiting for airplane rides
 - Could tie in aviation camp with this event
 - Public Works has \$1,000 budgeted for this event next year

Pending Items, Chairman Miller:

- Tony LeMaster Memorial Fund (\$1,707.61). Chuck LeMaster suggested the money be used for a new wind sock. One that's better quality and larger, with a concrete base and memorial (granite?) plaque at the bottom. Location to be determined by Board. He is open to other suggestions from the Board. Discussion included using any extra funds for maintenance of memorial and/or a park bench with engraved plaque on the back. Michael Haeffele will check on prices and this will be on the September agenda
- Sam Smith Memorial. Chad Caylor reported he's tried to find out more about the memorial and what they would like this Board to do, but hasn't gotten a response
- AWOS contract received from KDOT but it was for Washington County instead of the City of Ottawa. We should have the correct one this week

Open Discussion, Board:

- Bud Gollier asked where we are on the Master Plan. Michael Haeffele will bring to the September meeting
- Robin Flager asked the Board to think about events they'd like to see at the airport. She mentioned a drive-in / fly-in movie night and or dinner & dancing, etc

Officer Elections, Staff:

- Michael Haeffele stated the elections for officers of this Board will be held in September and asked the Board to be thinking about who they want as officers for the upcoming year

Board Opening, Staff:

- Board briefly discussed the opening and the possibility of having a young person fill the position

The next regularly scheduled meeting will be held September 8, 2015 - 5:00 pm.

The meeting adjourned on a motion by Chad Caylor, second by Gene Ramsey and approval by the Board.

Gloria Mathews, Recorder

Approved by the Board on September 8, 2015.

Ottawa Municipal Airport Advisory Board

Date: September 28, 2015
To: City Commission and City Manager
From: Jack Miller, Chairman
Re: September 19, 2015 Airport Fly-In Report

Number of people fed: 16

Number of aircraft fly-ins: 2

Number of gallons of fuel sold: 107

Amount of donations: \$60.00

Ottawa Municipal Auditorium (OMA)
Advisory Board Meeting
Tuesday, August 18, 2015
11:30 am – Ottawa Municipal Auditorium



Board Chairman Tony Brown called the meeting to order at 11:38 am.

Board Members Present: Tony Brown, Tiffany Evans, Allen Campbell, John White and Blake Jorgensen.

Others Present: Shonda Stitt, Kristi Lee, Richard U. Nienstedt, Becci Shisler, Sara Caylor and Glora Mathews.

Chairman Brown asked for Public Comments. There were none.

Agenda Approval – Victor & Penny Request was added under the Staff Report. A motion was made by Tiffany Evans to approve the revised agenda with a second by Allen Campbell. Motion carried.

Chairman Brown asked for any changes to the minutes from the July 21, 2015 meeting. A motion was made by Allen Campbell to approve the minutes as presented with a second by Tiffany Evans. Motion carried.

OMA Administrative Report - Shonda Stitt gave the report and answered questions from the Board.

- Guttering put on back stage area
- Need ushers for event this weekend
- 210 was the attended the Travis Marvin concert on June 26
- Currently selling tickets for Cowboy Days
- Reviewed financials

Chairman Brown added the Board may look at rental structure for next year.

Volunteer Program - Allen Campbell asked if volunteer hours could be tracked. Shonda will do that going forward. Shonda stated she has a list of items volunteers could do at OMA such as painting. Chairman Brown added he will be giving a presentation about OMA at Friday Forum on September 4. Anyone wanting to add anything specific should contact him.

Staff Report – Richard U Nienstedt reported the Victor & Penny Show contacted him recently about performing in Ottawa again before the end of the year. After some discussion, it was decided it was too soon and next spring or summer would be a better time. The Board also discussed ideas for events & shows in 2016. Ideas included events centered around holidays such as St Patrick's Day and Cinco De Mayo. Shonda will also check on the cost of bringing in a production of The Nutcracker.

Board Vacancies – Chairman Brown welcomed new Board member, Blake Jorgensen to his first official meeting. Richard U. Nienstedt reported three individuals were interviewed for the other two openings by the Commissioners last night. John White reminded the Board that he will be resigning soon because he's moved to Lawrence, but has agreed to stay on the Board through the September meeting.

Officer Elections – John White nominated Allen Campbell as Chairman and Tiffany Evans as Secretary for the upcoming term. Both accepted. John White made a motion with second by Blake Jorgensen to approve Allen Campbell as Chairman and Tiffany Evans as Secretary. Motion carried.

Chairman Brown reviewed the Advisory Board Expectations with the Board.

On a motion by Tiffany Evans and second by Allen Campbell, the meeting adjourned at 12:30 pm.

Glora Mathews, Recorder

Approved by the Board on September 15, 2015

STAFF MEMORANDUM

TO: Richard U. Nienstedt, City Manager/Governing Body

FROM: Wynndee S. Lee, AICP, Director of Planning & Codes Administration

DATE: September 14, 2015

SUBJECT: **Downtown Master Plan – Process Review**

Earlier this summer, by request of the Planning Commission, staff recruited some interested citizens committed to ensuring a sustainable downtown. They generated ideas and solutions for some issues, particularly in developing areas other than Main Street. It was hoped that the group could update provide discussion and brainstorming for new goals and ideas for the planning commission for applications before the planning commission. The specific issue was related to an application for amending the regulations to be more flexible for residential uses. The group has provided that feedback and some action items to be taken in the short-run. However, during the meetings, it became apparent that more vision work needed to be done, with greater public input and community discussion. At this time, developing a true Downtown Master Plan is our recommended to develop a strong goals and a cohesive long-term vision document. Attached is a memo from Pearl Suphakarn, our intern, giving some background on other planning efforts in Kansas related to downtowns for your review.

The real meat of the project is the community outreach and participation in survey's and meetings. However, even before reaching out to the public, a steering committee should be identified, with a mix of interests and backgrounds. The steering committee can help develop key concepts, prioritize or clarify, and help in the development of the final product (language, presentation, and format). Several members of the current downtown development committee have agreed that they would be interested in serving if the city commission wanted to select them, along with additional citizens or stakeholders. Members of the committee willing to serve as a steering committee member are: Haley Anderson, Casey Colbern, Rick Deitz, Meg Dickinson, Tiffany Griffin, Jack Maxwell, Louis Reed, and Becci Shisler.

It would also be appropriate to identify several broad topic categories. Members of the committee suggested: Trails/Connectedness; Wayfinding/Signage; Special Features/Art; Buildings & Uses; Infrastructure/Parking; Housing/Land-Use; and Beautification Projects; some of these could be combined or renamed as the city commission or steering committee determines. In addition, the city will need to select a firm to facilitate the meetings and develop summaries. It is possible city staff can help develop the final product, or if funds allow, the consultant can do that as well.

Ultimately, this plan will be incorporated into the City's Comprehensive Plan and into the City's Capital Improvements Plan (CIP). The concerns about funding the specific goals will likely incorporated in the CIP document as well. In addition, opportunities for grants could be explored that aligned with the vision and goals.

Memorandum

TO: Wynndee Lee, Director of Planning & Codes
FROM: Pearl Suphakarn, Management Intern
DATE: September 21, 2015
RE: Examples of Downtown Projects in Kansas

As requested, this memorandum provides examples of some recent downtown master plan projects that others in Kansas have done, or are currently under construction. Below are examples from Wichita, Topeka, Olathe, Louisburg, and Newton.

Wichita, KS – Project Downtown, The Master Plan for Wichita

Project Downtown Master Plan is a blueprint for the future that charts a 20-year vision for Downtown Wichita. The document contains a wide variety of material addressing different perspectives, from the motivation for the plan in the first place, to what can materialize downtown, to how to go about making it happen. The plan focuses on key areas of Wichita downtown, illustrating the potential as a community to grow.

Example Projects: Douglas Avenue Streetscape Development and the Mosley Ave. Streetscape Project. Transit and streetscape improvements, ornamental lighting, landscaping, benches, trash receptacles and bicycle racks will all be installed as part of the project, as well as significantly improve the walkability for these corridors. Estimated total cost for Douglas Avenue Streetscape is \$6 million and \$1.6 million for Mosley Ave. Funding sources include City general obligation bond funds approximately 60% and non-city funds approximately 40% (such as special assessments, federal CDBG funds, Douglas Design District funds, Westar Energy, etc.)

Topeka, KS – Redevelopment: Kansas Avenue Project (2014 – 2015)

The Kansas Avenue Project is at the intersection of a street planning project and downtown revitalization. The project provides improvements on South Kansas Avenue between Southwest 6th Street and Southwest 10th Street. Enhancement include: infrastructure & utility upgrades, winding sidewalks, street improvements & lighting, multiple privately funded pocket parks & midblock crossings, and landscaping. Estimated cost: \$7.5 million.

Public infrastructure improvements funding breakdown:

- \$3.76 million – General Obligation bonds
- \$1.05 million – Citywide Half-Cents Sales Tax funds
- \$158,000 – Utility Revenue bonds

- More than \$2 million in private investment (such as Westar Energy, Security Benefit and Capitol Federal Savings) has also been raised for amenities, pocket parks, and aesthetics.

Olathe, KS – Envision Olathe Downtown Plan

The goal of the Master Plan is to provide short and long term recommendations for revitalization which include implementation strategies focused to help transform downtown Olathe from a 9 to 5 business center to a multifunctional business district that is active day and night and on weekends.

Example Project: Santa Fe Streetscape project Phase I of the Downtown Master Plan along Santa Fe from Kansas City Road to Kansas Avenue improvements include wider pedestrian sidewalks, landscaping, medians, intersection buildouts and enhanced crosswalks using special pavement/materials, utility burial and/or relocation, enhanced street lighting, street furniture in key locations and improved way finding signs where appropriate. The project goal is to enhance the entry into downtown, lower traffic speeds and improve safety at pedestrian crossings. Phase I completed in 2013. Estimated costs: \$2.25 million. Total Project Cost for period of 2014 – 2018 is estimated to be \$8.1 million. Funding Sources include \$6.7 million general obligation bonds and developer carried the project costs until 2014

Louisburg, KS – Downtown Louisburg Revitalization Plan (2013)

The Downtown Louisburg Revitalization Plan establishes a community-based vision, plan and implementation strategy that will serve as a foundation for the incremental and sustainable improvement of Downtown Louisburg. The plan identifies a community vision for improving downtown along with goals and action steps, thus providing a framework for an implementation strategy or “roadmap” that helps to define projects, phasing, and responsibilities for pursuing the vision of the plan. The City received a \$4.25 million planning grant from the U.S. Department of Housing and Urban Development to advance the implementation of the Regional Plan for Sustainable Development, Creating Sustainable places. With this grant and a local match provided by the City, a budget of approximately \$67,000 was established for this study. The five-phase plan (I. Project Initiation, II. Existing Conditions Analysis, III. Visioning/Public Engagement, IV. Plan Development, V. Implementation Strategy/Final Plan) was completed in five months.

Newton, KS – ReNewton Project 2030

The ReNewton Project reinforces the vision of the 2009 Master Plan for Newton Downtown Redevelopment District. This vision preserves core historic buildings, allowing for strategic new development of mixed uses and housing. It also strengthens the area’s visual character with improvements in walkability, streetscapes, parking, and green spaces. Ideas in the 2009 plan for enhancing downtown includes capitalizing on the Historic Tax Fox Theatre, adding a downtown farmers market, creating housing on upper floors of commercial properties, incorporating more green spaces and parking, and adding free wireless internet throughout the area.

Sources:

Project Downtown – The Master Plan for Wichita:

http://www.downtownwichita.org/development-master_city_plan.php

Topeka – Kansas Avenue Project:

<http://www.topeka.org/kansasavenueproject/>

Envision Olathe Downtown Plan:

<http://www.olatheks.org/Development/Downtown/Envision>

Downtown Louisburg Revitalization Plan:

http://www.marc.org/Regional-Planning/Creating-Sustainable-Places/Planning-sustainable-Places/2012-Grantees-and-Projects/Assets/DowntownLouisburgRevitPlan_Jan2014.aspx

ReNewton 2030:

<http://renewtonkansas.com/29/revitalized-downtown>

Memorandum

To: Richard U. Nienstedt, City Manager
From: Wynndee Lee and Michael Haeffele, Directors
Date: September 23, 2015
Re: Prairie Spirit Rail Trail – Walnut section of trail for cyclists

Over the years when we have surveyed residents and visitors about bike/pedestrian needs, one of the regular comments is asking for better delineation of the bike trail on Walnut. Staff had been discussing solutions over the last year as well. Some people feel like the trail just disappears, and visitors often aren't sure where to be riding. Neighbors have shared they see bicyclists are on both sides and also in the middle, where the former railroad line actually was installed.

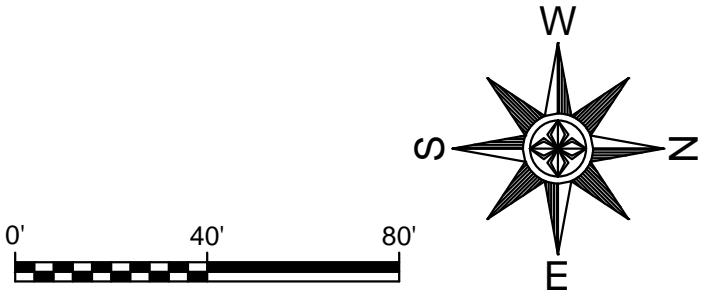
Earlier this summer, at the request of the City of Ottawa's planning commission; a development group was formed of local residents to generate ideas and solutions for downtown, particularly as they relate to adding interest in developing areas other than Main Street. This group walked the area, discussed ways to enhance it and was willing to review possible solutions. They ultimately recommended the solution that is proposed now, the bike lanes in the center of the road.

A meeting was held and neighbors invited to see the proposed new lines and delineators, as shown on the attached page. In addition, some neighbors visited with staff. This plan does result in parking on the 100 and 200 blocks parallel to the curb being removed, to make room for the bicycle lanes. The staff and citizen advisory group agreed that in those two blocks with three public parking lots, this was not a significant impact. However, given the width of the street in the 300 and 400 block, the parking on the west side can remain, which is also where there are more residential structures and fewer public parking areas. Safety was the primary consideration of the discussions. The city engineer has drafted the solution as shown attached. Public Works crews can do the installations/painting later this fall, if the commission is supportive of this solution.

We are pleased with the breadth of discussion and all of these efforts to improve cyclist's experience, improve safety, and still allow for good traffic flow.

Walnut Street Bike Lane Options

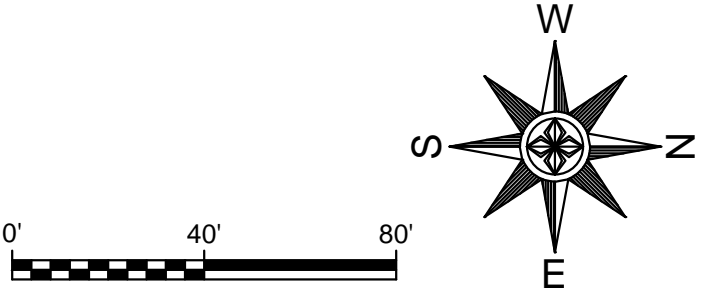
Option 2 - Bike lanes in center of street



Scale: 1" = 40'

Walnut Street Bike Lane Options

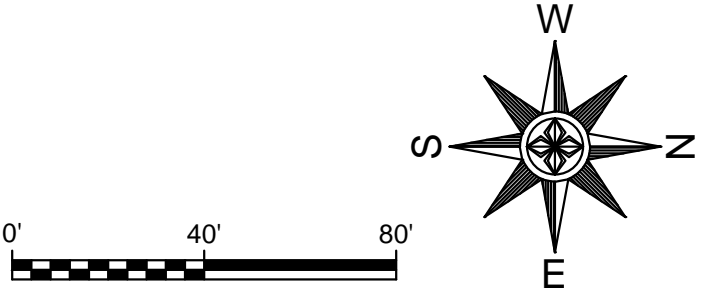
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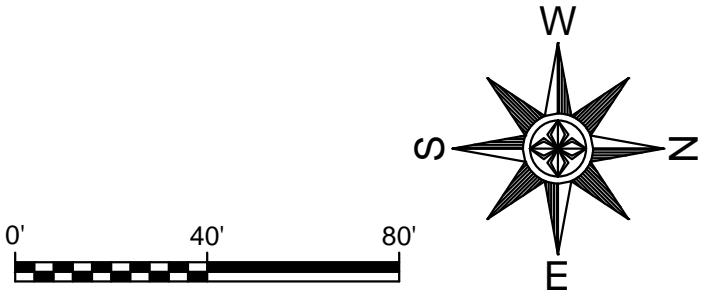
Walnut Street Bike Lane Options

Option 2 - Bike lanes in center of street



Walnut Street Bike Lane Options

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