

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

A Study Session is scheduled for **March 19, 2012 at 4:00 pm** in the conference room on the first floor of City Hall, 101 S. Hickory. The following items will be presented:

**I. Public Comments**

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

- a. Minutes from the February 13, 2012 Study Session and the February 15, 2012 Regular Meeting. *pp.1 - 6*
- b. A Memorandum of Understanding regarding the Urban Growth Area, as approved by Franklin County at their March 7, 2012 Regular Meeting. *pp.7 - 9*
- c. A request to complete the 2012 Annual Operation and Maintenance Assurance Statement for the Kansas Department of Wildlife and Parks. *p.10*
- d. Discussion continues regarding fee structures for the Stormwater Utility Fee. The attached resolution is revised to include the effective date of January 1, 2013 and leaves the amount of the monthly ERU fee blank. Following City Commission discussion, a final version of the resolution will be prepared for adoption at a regular meeting. Additional information addressing earlier Commissioners' questions is also included for your review. *pp.11 - 18*
- e. Reappointments and appointments to City Boards and Commissions. *p. 19*

**II. Items for Presentation and Discussion**

- a. Discussion of open positions on City Boards and Commissions. *p.20*
- b. Discussion of the 2012 Street Rehabilitation Recommendations. *p.21 - 23*
- c. City Manager's Report
- d. Commissioners' Reports
- e. Mayor's Report

**IV. Announcements**

- March 21, 2012 **NEXT REGULAR MEETING**, 9:30 am
- March 21, 2012 Joint City/County/USD 290 Luncheon Canceled
- March 26, 2012 Study Session, 4:00 pm
- March 27, 2012 Mayor's Prayer Breakfast, 7:30 am Westminster Presbyterian Church, 401 W. 13
- April 2, 2012 Study Session, 4:00 pm
- April 4, 2012 Regular Meeting, 7:00 pm
- April 9, 2012 Study Session, 4:00 pm
- April 9, 2012 Commission Retreat, immediately following Study Session

**V. Adjourn**

**VI. Items Already Placed**

- a. Minutes from the February 1, 2012 Regular Meeting and the February 6, 2012 Study Session.
- b. Quarterly recognition of City employees recently completing professional development programs and introduction of new employees.

**STUDY SESSION MINUTES  
OTTAWA, KANSAS  
Minutes of  
February 13, 2012**

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

Mayor Ramsey called the meeting to order.

**Public Comments**

The Governing Body heard from Larry Skeet, 120 S Main, who discussed turning the park benches in front of his store to face the street.

**Review of Minutes**

The Governing Body reviewed the minutes from the January 30, 2012 Study Session and the February 1, 2012 Special Call Meeting and agreed to place these items on the next Regular Meeting Agenda for February 15, 2012.

**Proclamation-Rodney White Day**

The Governing Body reviewed a proclamation recognizing Rodney White Day and agreed to place this item on the next Regular Meeting Agenda.

**Resolution-Sale of General Obligation Bonds**

The Governing Body reviewed a resolution authorizing the offering for sale of General Obligation Bonds for the City of Ottawa and agreed to place this item on the next Regular Meeting Agenda.

**Public Hearing-124 S Main**

The Governing Body heard a request for a public hearing at a Special Call Meeting at 7 pm on Wednesday, February 15, 2012 to consider further demolition of the commercial structure at 124 S Main and agreed to place this item on the next Regular Meeting Agenda.

**Goals Update-John Divine**

The Governing Body heard from Consultant John Divine who provided an update on the goals defined by the Governing Body during a previous "Retreat".

**Presentation-AT&T**

Michael Scott, AT&T, was unable to attend this Study Session due to weather. The Governing Body agreed to defer this item to the next Study Session Agenda for February 20, 2012.

**Municipal Auditorium-Request for Use**

The Governing Body reviewed a request from Shawn Dickinson; David Glavin, First Baptist Church of Ottawa; and Scott Dickinson, Cherry St. Wesleyan Church for the use of the Municipal Auditorium and directed staff to work out the details of the request.

February 13, 2012

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### **Neighborhood Stabilization Program**

The Governing Body heard from Director of Planning/Codes/Inspections Wynndee Lee who provided an overview of additional grant funds available in the Neighborhood Stabilization Program. The Governing Body agreed to move forward with the program and requested to continue discussion at the next Study Session.

### **City Boards & Commissions-Open Positions & Expiring Terms**

The Governing Body reviewed a report on open positions and expiring terms on City Boards and Commissions, deferred from the February 6, 2012 Study Session.

During discussion, Commissioner Jorgensen inquired if the Governing Body would consider appointing a member from the City Commission to serve a term on the Ottawa Recreation Commission Board as one of the City representatives.

### **Monthly Financial and Activity Report-December**

The Governing Body reviewed the Monthly Financial and Activity Reports for the month of December.

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

The City Manager reported on the following:

- Stormwater Utility discussion will continue at a future Study Session
- National League of Cities Conference, Washington, D.C.

### **Commissioner's Reports**

Commissioner Jorgensen reported on the following:

- Discussed developing a program to make small loans available to downtown property owners for building inspections

### **Mayor's Report**

Mayor Ramsey requested an executive session for attorney-client privilege with the City Attorney and City Manager present

### **Executive Session**

#### **Recess**

Commissioner Richards made a motion, seconded by Commissioner Reed, to recess into Executive Session to discuss Attorney Client Privilege, with the City Attorney and City Manager present, for a period of 10 minutes. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly recessed at 5:22 pm.

### **Reconvene**

Commissioner Jorgensen made a motion, seconded by Commissioner Caylor, to reconvene into Regular Study Session. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly reconvened at 5:32 pm.

### **Announcements**

The Mayor announced the following:

- February 15, 2012: Special Call Meeting at 7 pm, Public Hearing to Consider Demolition of Commercial Structure at 124 S Main
- March 12, 2012: Study Session at 4 pm
- March 27, 2012: Mayor's Prayer Breakfast at 7:30 am at Westminster Presbyterian Church, 401 W 13<sup>th</sup> Street

### **Adjournment**

There being no further business to come before the Governing Body, Commissioner Richards made a motion, seconded by Commissioner Caylor, to adjourn the meeting. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly adjourned at 5:34 pm.

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Carolyn S. Snethen, City Clerk

**CITY COMMISSION  
Regular Meeting Minutes  
Commission Chambers  
101 S. Hickory, Ottawa, Kansas  
Minutes of February 15, 2012**

The City Governing Body met at 9:30 am this date for the Regular City Commission Meeting with the following members present and participating to wit: Mayor Ramsey, Commissioner Richards, Commissioner Caylor, Commissioner Jorgensen, and Commissioner Reed. A quorum was present.

The Mayor called the meeting to order and welcomed the Chamber Audience and led the Pledge of Allegiance to the American flag and the invocation was given by Pastor Leonard Cheasbro, New Life in Christ Church.

**Consent Agenda**

Commissioner Richards made a motion, seconded by Commissioner Caylor, to approve the consent agenda. The consent agenda included the agenda and the minutes from the January 30, 2012 Study Session and the February 1, 2012 Special Call Meeting.

**Public Comments**

None offered at this time.

**Declaration**

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

**Proclamation-Rodney White Day**

Commissioner Caylor read a proclamation recognizing the memory and legacy of Rodney White, a young boy who had the vision to help children in need, especially those fighting catastrophic illnesses. Dana White accepted the proclamation and announced an annual blood drive will be held on February 25, 2012, Rodney's birthday, from 9 am to 1 pm at Celebration Hall.

**Resolution-Kent Granger Subdivision Public Improvements**

The Governing Body reviewed a resolution accepting public improvements within the Kent Granger subdivision in the City of Ottawa, Kansas. Commissioner Caylor made a motion, seconded by Commissioner Reed, to adopt the resolution.

During discussion it was explained engineers report the infrastructure necessary for 27<sup>th</sup> Street, Granger Drive, storm drainage and sidewalks located on the two lots of the Granger subdivision is installed properly and is ready for acceptance by the City. The motion was considered and upon being put, all present voted aye. The Mayor declared the resolution duly adopted and the resolution was duly numbered Resolution No. 1567-12.

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### **Resolution-Kent Granger Subdivision Easements**

The Governing Body reviewed a resolution approving the final plat and accepting the dedication of all easements within the Kent Granger subdivision in the City of Ottawa, Kansas. Commissioner Reed made a motion, seconded by Commissioner Richards, to adopt the resolution.

During discussion it was explained the final plat dedicates new utility, storm water and pedestrian easements along with street right-of-way. The Planning Commission approved the final plat on January 25, 2012 by a 6-0 vote. The motion was considered and upon being put, all present voted aye. The Mayor declared the resolution duly adopted and the resolution was duly numbered Resolution No. 1568-12.

### **Resolution-Eastside Interceptor Project**

The Governing Body reviewed a resolution authorizing the filing of an application with the Kansas Department of Health and Environment for a loan under the Kansas Water Pollution Control Revolving Fund Act (K.S.A. 1988 Supp. 65-3321 through 65-3329). Commissioner Jorgensen made a motion, seconded by Commissioner Richards, to adopt the resolution.

During discussion it was explained this loan application is to fund the project known as the Eastside Interceptor to make improvements to the sanitary sewer system in the City of Ottawa. This procedural action is required by the KDHE, and allows staff to file the loan application. The motion was considered and upon being put, all present voted aye. The Mayor declared the resolution duly adopted and the resolution was duly numbered Resolution No. 1569-12.

### **Service Line Warranty Program**

The Governing Body reviewed a request to approve the implementation of the National League of Cities Service Line Warranties of America Program. Commissioner Caylor made a motion, seconded by Commissioner Reed, to approve the request.

During discussion it was explained this service line warranty program will be made available in the City of Ottawa to those interested in the program. This program is completely optional and provides insurance in the event replacement of water and/or sanitary sewer lines between a residence and the City main line is required. The motion was considered and upon being put, all present voted aye. The Mayor declared the request duly approved.

### **Resolution-Sale of General Obligation Bonds**

The Governing Body reviewed a resolution authorizing the offering for sale of certain general obligation bonds of the City of Ottawa, Kansas. Commissioner Richards made a motion, seconded by Commissioner Jorgensen, to adopt the resolution.

During discussion it was explained these General Obligation Bonds provide permanent financing for the improvements made to the Ottawa Municipal Airport as well as provide for refinancing previous debt incurred to make improvements to the Marias des Cygnes River levee system. Combining these two actions into one allows for an estimated \$40,000 savings to the City of Ottawa.

The Governing Body heard from Director of Finance Scott Bird who explained combining these two actions does not extend the life of the debt. The motion was considered and upon being put, all present voted aye. The Mayor declared the resolution duly adopted and the resolution was duly numbered Resolution No. 1570-12.

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

The City Manager reported on the following:

- McGruff will be at Ottawa Municipal Auditorium Saturday, February 18, 2012
- Special Call Meeting this evening at 7 pm on the demolition of 124 S Main
- Joint City/County/USD 290 Luncheon today at Franklin County Commission Chambers

### **City Commissioner's Reports**

Commissioner Caylor reported on the following:

- CASA is hosting "A Chocolate Affair" fundraiser Saturday, February 25, 2012 at 6:30 pm at the Armory

Commissioner Richards reported on the following:

- He received calls from citizens regarding a non-Valentines or non-Love party held in the Ottawa Library and explained this issue is being addressed.

### **Announcements**

The Mayor announced the following:

- February 15, 2012: Joint City/County/USD 290 Luncheon at Franklin County Commission Chambers, 1428 S Main
- February 15, 2012: Special Call Meeting at 7 pm for a Public Hearing to consider demolition of remaining commercial structure at 124 S Main
- March 7, 2012: Next Regular meeting at 7 pm
- March 27, 2012: Mayor's Prayer Breakfast at 7:30 am at Westminster Presbyterian Church, 401 W 13<sup>th</sup> Street

### **Adjournment**

There being no further business to come before the Governing Body, Commissioner Caylor made a motion, seconded by Commissioner Reed, to adjourn the meeting. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly adjourned at 9:54 am.

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Carolyn S. Snethen, City Clerk  
February 15, 2012

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## MEMORANDUM OF UNDERSTANDING

### Operational Matters Involving the City and County Interlocal Agreement.

WHEREAS, the City of Ottawa (City) and Franklin County (County) have entered into an Interlocal Agreement providing joint regulation of land use and development within the Urban Growth Area ( UGA) in June, 2006 , ( the Interlocal); and

WHEREAS, the parties have determined that there are certain operational issues that need to be addressed to further the goals of the Interlocal agreement; and

WHEREAS, over the course of three years and with much effort and expense, the City has rezoned the area inside of the UGA, and in the course of such rezoning had become aware of certain questions in the application of the Zoning regulations to situations in the UGA; and

WHEREAS, the UGA outlines a process in which to address changes in the City's Zoning code, a process that has been followed numerous times in the past three years; and

WHEREAS, the City and County have different fee schedules for providing inspections and permits, each fee schedule reflecting a different application of involvement and regulation depending on the nature of the building or structure; and

WHEREAS, the City and the County, at the direction of their respective Governing bodies, have met at a staff level to resolve the issues and inconsistencies to the best of their abilities in order to fulfill the obligations and goals contained in the Interlocal Agreement;

NOW THEREFORE, the parties to this Memorandum of Understanding do hereby agree as follows:

1. The County will issue building permits for residential and agricultural building activity at the County established rate for permits. All other activity will obtain their permits from the City, at the established City fee structure for permits. All parties shall use the building code regulations as adopted by the permit issuing agency.
2. The definition of 'subdivision' for the purposes of this Memorandum shall be the definition used in the Ottawa Zoning and Subdivision regulations. This agreement shall only be for Subdivisions that have been platted since the Interlocal Agreement has been signed by both parties, and for the duration of the Interlocal Agreement.
3. The City and County agree that with respect to text amendments to the City's Zoning regulations, both parties will notify the other of the proposed changes and solicit comment on the application and implementation of such changes as it pertains to the UGA.

4. Both parties to this Memorandum wish to clarify the application of city and county road construction standards for subdivisions that are planned and built in the UGA and which are not annexed into the City. The clarification is that the roads may be planned for eventual incorporation into the City, and right of way and design for such incorporation will be required by the City in planning and review, but the actual construction of such roads shall be to county standards.
5. The parties to this Memorandum also wish to clarify the application of set-back requirements to fences built in the AG district. Fences in the AG and CS districts of the UGA shall have no setback requirement to adjoining property provided that the fence is for agricultural purposes.
6. The parties further agree that the City Commission and the County Commission shall meet annually to review, discuss and if necessary revise or create this or other documents with regard to concerns or activity with the UGA.
7. The City and the County agree that in the UGA the County will have jurisdiction and enforcement authority over property nuisance violations. As nuisance violations are part of the City Municipal Code, the City has no jurisdiction to enforce this code outside of city limits. To the extent the violation is one of the use of land, such as a violation of land use regulation (salvage operation in violation of Zoning Code), the City shall have jurisdiction and enforcement authority. The County also recognizes that the City has no authority over fireworks sales and storage within the UGA, for the same reason.
8. This Memorandum of Understanding is only effective and enforceable so long as the underlying Interlocal Agreement is in full force and effect ( adopted June,2006 for a ten year initial term). Should the Interlocal Agreement be terminated, this MOU shall also be terminated.

By their signatures the Governing Bodies of the City of Ottawa and the County of Franklin so endorse and agree, as evidenced by the attached record of their respective Clerks demonstrating an affirmative vote in favor of, and their respective signatures as indicated below.

Dated this \_\_\_\_\_ day of March 2012.

By the City of Ottawa, Kansas:

Mayor Gene Ramsey

\_\_\_\_\_

Commissioner Blake Jorgensen

\_\_\_\_\_

Commission Linda Reed

\_\_\_\_\_

Commissioner Jeff Richards

\_\_\_\_\_

Commissioner Sara Caylor

\_\_\_\_\_

Attest:

\_\_\_\_\_  
Scott Bird, Director of Finance

By the County of Franklin, Kansas:

Chairman David Hood

\_\_\_\_\_

Commissioner Colton Waymire

*Colton Waymire*

Commissioner John "Ed" Taylor

*John Taylor*

Commissioner Steve Harris

*Steve Harris*

Commissioner Don Stottlemire

*Don Stottlemire*

Attest:

*Shari Perry*  
\_\_\_\_\_  
Shari Perry, County Clerk

**KANSAS DEPARTMENT OF WILDLIFE & PARKS**  
**512 SE 25<sup>th</sup> AVENUE**  
**PRATT, KS 67124**

**2012 ANNUAL OPERATION AND MAINTENANCE ASSURANCE STATEMENT**  
***Land & Water Conservation Fund (LWCF)***

Whereas, **City of Ottawa** has received financial assistance from the Land & Water Conservation Fund for the following project(s):

<u>NPS Project No.</u>	<u>Project Title</u>
20-00111	Forrest Park Pool & Rec. Facilities
20-00724	Forest Park Swimming Pool Renovations

The subgrantee does hereby assure that it:

1. will not convert any portion of a project area to other than public outdoor recreation use through sale, lease, easement, construction of non-outdoor recreation facilities or by any other means without prior approval and replacement of the converted property. (see Section 6(f)(3) of the LWCF act) A “project area” will generally include all or any outdoor recreation area which has received LWCF assistance;
2. will not install any overhead electric or telephone lines on project areas;
3. will maintain the project area and facilities in a safe, attractive, and inviting manner;
4. will maintain sanitary facilities in accordance with local/state health standards;
5. will make reasonable and prompt repairs on facilities funded with LWCF throughout their estimated lifetime to prevent undue or premature deterioration;
6. will keep facilities open for public use during reasonable hours of the day and times of the year;
7. will permanently display a LWCF sign (symbol) at all project areas;
8. will comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975;
9. will not change, by addition or deletion, any structural features of facilities without prior review and approval of the Kansas Department of Wildlife & Parks and the National Park Service.
10. will submit any new development plans for the project site to Kansas Department of Wildlife & Parks prior to development, and all required permitting from the State Historical Preservation Office and all environmental approvals must be sent to Kansas Department of Wildlife & Parks for their files.

City of Ottawa  
Project Sponsor

*\*\* I certify that I have the authority to sign for this project sponsor \*\**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION FINDING THE ADVISABILITY OF AND ORDERING THE ADOPTION AND ESTABLISHMENT OF A STORMWATER UTILITY FEE AND ESTABLISHMENT OF A STORMWATER UTILITY CREDIT SYSTEM, AND PROVIDING FOR THE ENFORCEMENT THEREOF AND ESTABLISHING AN EFFECTIVE DATE THEREFORE.**

**Whereas**, the Governing Body has previously adopted such rules a regulations deemed necessary to establish a Stormwater Utility; and

**Whereas**, Section 14-606 et seq., of the Municipal Code of the City of Ottawa, Kansas, 2012 provides for the establishment of rates, conditions of service, rules and regulations pertaining to the Stormwater Utility to be set by resolution of the Governing Body of the City of Ottawa; and

**Whereas**, Section 14-615 of the Municipal Code of the City of Ottawa, Kansas, 2012 provides for the establishment of a Stormwater Utility credit system, which may reduce the Stormwater Utility fee.

**Now, therefore, be it resolved by the Governing Body of the City of Ottawa:**

**Section 1:** For the purposes of calculating a Stormwater Utility Fee, the Equivalent Residential Unit (ERU) method shall be used. The ERU is established at 2,600 square feet (sqft) of impervious area. The ERU rate is hereby established at \$ \_\_\_\_\_ as a monthly service charge for each individual dwelling unit to become effective January 1, 2013.

**Section 2:** For the purpose of calculating Stormwater Utility Fees for non-residential property, the ERU rate shall be multiplied by the square footage for all impervious area of each non-residential property divided by the ERU.

Example:  $\$5.00 * (\text{Total sqft of impervious area} / 2600 \text{ sqft}) = \text{Non-residential monthly charge}$

**Section 3:** The Governing Body shall establish a system of credits as detailed and attached to this Resolution. Credits may reduce the assessed Stormwater Utility Fee and are applied to those who implement Best Management Practices (BMPs) that minimize site-specific stormwater runoff and/or reducing site pollutants in stormwater runoff or any other similar BMP measure.

- A. Residential and Non-Residential properties may apply for a Stormwater Utility credit that may reduce the assessed stormwater utility fee.
- B. In order to qualify for a credit, the applicant must provide proper documentation that demonstrates proper installation and/or maintenance has taken place on an annual basis.
- C. Applicants must renew any credit they receive on an annual basis per the date as recommended by the Director of Finance.
- D. The City of Ottawa offers the following stormwater utility credits, not to exceed a total of 15%, except where an engineer designed system detaining 1% rainfall events is in use. In the case of such detention system, a maximum of 25% may be allowed. (See Table 1 below)

**Table 1: Stormwater Utility Credit, Outline**

<b>% Credit</b>	<b>Credit Type</b>	<b>Applicability</b>
5%	Residential Rain Barrel	Residential properties
10%	Residential Rain Garden (Bioretention)	Residential properties
10%	Stormwater Detention	Any
10%	Stormwater Education	Primary/secondary/post-secondary; public/private institutions only
10%	SW Quality Improvements	Any
25%**	SW Detention (1% Storm)	Engineered/designed system that can detain a 1% rainfall event

**Section 4:** The Stormwater Utility Fee for each active water account shall be imposed for the purpose of collecting sufficient fees to adequately finance new stormwater infrastructure and maintenance activities which reduce flooding hazards and reduce pollution in stormwater outfalls.

**Section 5:** The City Manager or his/her designee is charged with the enforcement of the stormwater utility fee.

**Section 6:** The imposed Stormwater Utility fee remain at the rate as defined in Section 1 for a minimum of three (3) years after adoption of this Resolution. After such time, the City Manager may make an annual recommendation to the Governing Body as to the monthly charge necessary to fulfill the proposed purpose of the Stormwater Management Program as established in City of Ottawa Municipal Code Sec. 14-606.

**Section 7:** The imposed Stormwater Utility fee shall remain in full force and effect until rescinded or modified by subsequent resolution(s) of the Governing Body of the City of Ottawa.

PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

Attest:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor

**Other KS Municipalities and SWU Fees**

**Table 1, Kansas Municipalities and Stormwater Utilities**

<b>Municipality</b>	<b>Phase</b>	<b>Fee</b>	<b>Year Implemented</b>
Abilene*		\$1.25+	1999
Andover	II	-	2005
Arkansas City	II	\$3.00	1993
Bonner Springs	II	\$2.50/\$5.00+	2007
Coffeyville	II	\$2.50+	2006
El Dorado	II	\$3.00	2008
Eudora*		\$2.25+	2007
Fairway	II	\$5.00	-
Fort Scott*		tier	1992
Hays	II	\$3.62	2011
Hiawatha*		\$4.00+	2009
Hutchinson	II	\$1.00	2007
Lawrence	II	\$4.00	1997
Lenexa	II	\$7.50	2000
Manhattan	II	\$1.10	1992
Mission	II	\$4.00	2004
Olathe	II	\$3.75	-
Overland Park	II	\$2.00	2001
Parsons	II	\$1.00+	2008
Pittsburg	II	\$3.56	2003
Prairie Village	II	\$9.50+	2008
Shawnee	II	\$4.00	2004
Topeka	I	\$4.25	1996
Valley Center	II	\$1.00+	2008
Wichita	I	\$2.00	-
Winfield	II	\$2.00	1991

*\*These municipalities are not covered by the NPDES program*

*+ Indicates a flat fee*

**Stormwater Task Force Representation**

The SWTF was comprised of residents, business owners, and non-profit interests. In addition, several of the task force members had multiple interests at stake (other than their primary role). Below is a list of the members who best represent small-mid business owners and non-profits.

- Jim Trendel – Trendel Lumber
- Stan Zaremba – Zarco
- Tony Keim – Keim Bakery
- Richard Jackson – ECKAN/non-profits
- Jim Grogan – Rental properties/non-profits

**Participating SWTF Members**

<b>Name</b>	<b>Organization</b>
Stan Duggan	American Eagle
Jim Grogan	Resident/Rental owner/non-profits
Jim Haag	Franklin County
Tony Keim	Keim Bakery
Richard Jackson	ECKAN/non-profits
Linda Reed	City Commission/non-profits
Mike Schneiders	Wal-Mart
Jim Trendel	Trendel Lumber
Dennis Tyner	Ottawa University
Ruthanne Wasko	Resident/non-profits
Stan Zaremba	Zarco 66 Inc.

**Breakdown of Parcels**

<b>Type</b>	<b>Count</b>
Residential	4,455
Commercial	417
Tax-Exempt	78

<b>Square Feet</b>	
0 – 20,000	258
20,001 – 40,000	40
40,001 – 60,000	9
60,001 – 80,000	6
80,001+	14

\*Data in Table 3 is from a different source and consequently does not match data presented in Table 2

- Data is still being compiled regarding non-profit or tax-exempt properties. However, attached are a few examples of non-profit properties and their estimated impervious area.

# Faith Lutheran Church



IMPERVIOUS AREA ESTIMATE:

Building: 20,441  
Impervious Area: 32,000  
  
TOTAL: 52,441 sqft  
  
ERU: 20.1

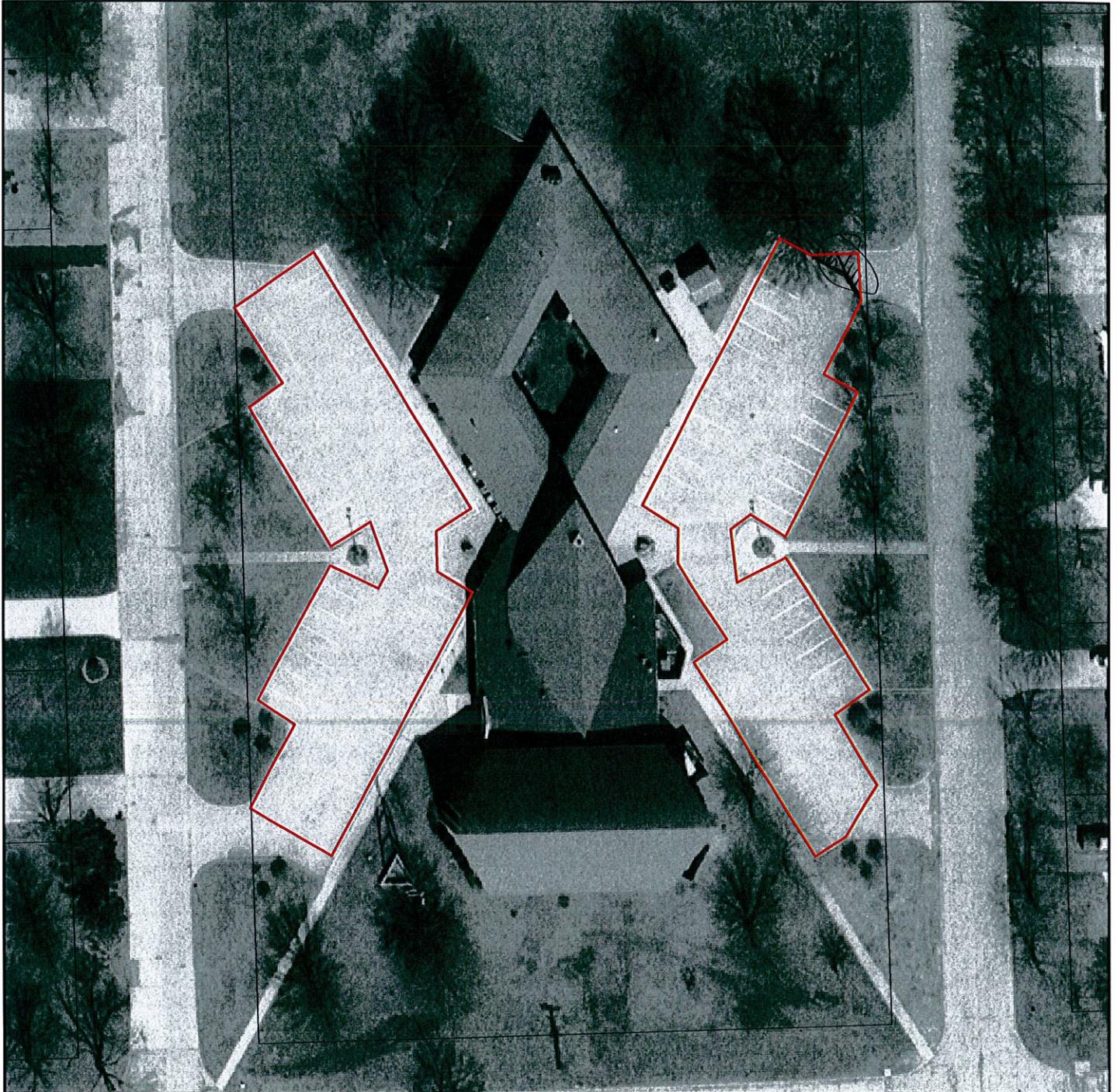
# Nazarene Church



IMPERVIOUS AREA ESTIMATE:

Building: 10,952  
Impervious Area: 12,000  
  
TOTAL: 22,952 sqft  
  
ERU: 8.8

# Westminster Church



## IMPERVIOUS AREA ESTIMATE:

Building: 24,478  
Impervious Area: 27,000

TOTAL: 51,478 sqft

ERU: 19.4

**SWU Fee Comparison and Project List**

**Table 4, SWU Fee and Annual Revenues Comparison**

Rate	Estimated Annual Revenues
\$3.00	\$400,000
\$3.50	\$470,000
\$4.00	\$530,000
\$4.50	\$600,000
\$5.00	\$670,000

- Based on the SWU model, maintenance and NPDES compliance activities average **\$300,000** a year for the 10 year plan.

\$3.00 – This rate will essentially only allow us to conduct maintenance on a yearly basis. A single capital project might be possible later in the lifespan of the utility. However, less expensive projects (like the pump station replacements or culverts) might be possible during different years.

\$4.00 – This rate would allow for at least 2 capital projects in the 10 year plan. Other smaller projects might be able to be worked in between capital projects.

\$4.50 – This rate would almost allow 2 capital projects and most of the smaller projects to be completed in the 10 year plan.

\$5.00 – This rate would allow the top four capital projects to be completed. Smaller projects would not be included.

PW DEPT PRIORITY	PROJECT DESCRIPTION	ESTIMATED COST (2010)
1	Rehabilitate Underground Storm Drain Pipes, Inlets, etc. (10 years)	\$2,900,000
2	System Enhancement/Addition - 15th & Poplar to Rock Creek	\$2,320,000
3	Oak & Poplar Street, System Replacement	\$3,532,200
4	10th Street, System Addition (East from OU)	\$2,320,000
5	Hickory & Poplar Streets, System Improvements	\$2,816,480
6	Possum Run, Pumping Station Pump Replacement	\$104,400
7	Skunk Run, Pumping Station Pump Replacement	\$139,200
8	Willow Street, Pumping Station Pump Replacement	\$104,400
9	23rd Street Culverts	\$70,760
	Eisenhower Improvements (23rd Street Intersection to Nugent Creek)	\$870,000

**Total Cost: \$15,177,440**

To: Mayor and City Commissioners  
Richard U. Nienstedt, City Manager  
From: Leslie Quillen  
Date: March 16, 2012  
Re: City Boards and Commissions – Reappointments and Appointments

The following board members have requested reappointment to the terms they currently hold in service to the City of Ottawa.

**Band Board**

Steve Baker  
Dan Doolittle  
Murle Mordy, Chair  
Tom Shrimplin

**Board of Zoning Appeals**

Bill Crowley

**Construction Board of Appeals**

Eric Crowley  
Alan Wright

**KMEA Board of Directors**

Jim Bradley

**Library Board**

Sharon Geiss

**Planning Commission**

Brandon Livingston  
Jack Maxwell

City staff recommends these candidates be appointed to fill expiring terms that cannot be reappointed:

**Construction Board of Appeals**

Jason Maxwell (General Contractor)  
Brad Jackson (Electrician)

To: Mayor and City Commissioners  
Richard U. Nienstedt, City Manager  
From: Leslie Quillen  
Date: March 16, 2012  
Re: City Boards and Commissions

The following board and commission positions, identified by the current appointee, cannot be filled by reappointment. Staff requests direction as to how to proceed.

**Board of Zoning Appeals**  
Almeda Edwards

**Ottawa Recreation Commission**  
Brian Sharp

**Tree Board**  
Sean Powell

CITY OF OTTAWA, KANSAS  
MEMORANDUM

TO: Richard U. Nienstedt, City Manager  
 FROM: Andy Haney  
 COPY TO: Scott Bird, Larry Matile  
 SUBJECT: 2012 Street Rehabilitation Recommendation  
 DATE: March 15, 2012

Attached is a summary of information related to street improvements for this year. Our intent is to present this for City Commission review and direction relative to how much of the attached list of projects (and which specific projects) meets with their approval.

Attached is a listing of projects for discussion by the City Commission. Staff recommends completing the entire Slurry Seal list this year, then allocating available funds to complete Mill and Overlay projects according to Commission priorities. Following the Commission's consideration, we request authority to proceed as necessary to solicit proposals and retain a contractor to complete the SLURRY SEAL and/or OVERLAY projects. Staff will prepare a final recommendation for commission approval at a future meeting.

Attached are:

- a list of 2012 (Potential) Slurry Seal projects; and
- a list of 2012 (Potential) Street Overlay projects; and

We have yet to receive information from KDOT concerning the Request to Exchange Federal Funds. We anticipate submitting the entire list of potential projects to be included, as we did last year.

The slurry and overlay lists were initially developed using the Pavement Condition Index (PCI) that was an element of the Transportation Master Plan. Streets personnel reviewed those evaluations in the field, modifying the list as they determined appropriate to most effectively allocate available funds.

**Slurry Seal Projects:** The attached list is prioritized using a "worst-first" approach. We believe it would be best to work the list from top to bottom, but any project on the list merits completion. We recommend completing this entire list during 2012, as that will make the application somewhat cost-effective.

Aside from this proposal, we have been in contact with the contractor who completed slurry seal last year, and their stated intent is to complete a "repair" to the rough surface on 17<sup>th</sup> Street on a trip through Ottawa to another job location (tentatively this spring). We do not anticipate any expense associated with that repair.

An estimate for each project is attached. The last column represents the cumulative estimated cost should the priority list be used to schedule projects.

**Overlay Projects:** This list is also prioritized using a "worst-first" approach, to be worked from top to bottom, and also includes estimates. Those streets on the north side of the river are highlighted in yellow.

**Crack Sealing:** Street crews continue to work through the crack sealing program, generally working on streets that were evaluated to be in better condition than the ones on these lists. Using a competitive quote process, we have already purchased a truckload of crack sealing materials for this year.

<b>2012 (POTENTIAL) SLURRY SEAL PROJECTS LIST</b>						
<b>CITY COMMISSION PRIORITY</b>	<b>PW STAFF PRIORITY</b>	<b>STREET</b>	<b>From</b>	<b>To</b>	<b>ESTIMATED PROJECT COST</b>	<b>ESTIMATED CUMULATIVE COST</b>
	1	10th St.	Main St.	Cedar St.	\$ 4,200	\$ 4,200
	2	Locust St.	1st St.	N to dead end	\$ 2,553	\$ 6,753
	3	6th St.	Willow St.	Ash St.	\$ 2,507	\$ 9,260
	4	6th St.	Pine St.	Beech St.	\$ 1,840	\$ 11,100
	5	Locust St.	7th St.	8th St.	\$ 4,427	\$ 15,527
	6	Poplar St.	4th St.	5th St.	\$ 3,553	\$ 19,080
	7	4th St.	Elm St.	Maple St.	\$ 2,147	\$ 21,227
	8	4th St.	Walnut St.	Elm St.	\$ 4,107	\$ 25,333
	9	Locust St.	7th St.	9th St.	\$ 7,040	\$ 32,373
	10	3rd St.	Locust St.	Elm St.	\$ 2,100	\$ 34,473
	11	5th St.	Cherry St.	Sycamore St.	\$ 3,000	\$ 37,473
	12	Walton St.	Lincoln St.	Burrough St.	\$ 2,898	\$ 40,371
	13	5th St.	Ash St.	Pine St.	\$ 4,779	\$ 45,150
	14	Mulberry St.	3rd St.	4th St.	\$ 2,601	\$ 47,751
	15	8th St.	Burrough St.	Cherry St.	\$ 2,951	\$ 50,702
	16	8th St.	Lincoln St.	Burrough St.	\$ 2,778	\$ 53,480
	17	5th St.	Sycamore St.	Mulberry St.	\$ 3,400	\$ 56,880
	18	Willow Street	2nd St.	3rd St.	\$ 3,553	\$ 60,434

## 2012 (POTENTIAL) STREET OVERLAY PROJECTS LIST

CITY COMMISSION PRIORITY	PW STAFF PRIORITY	STREET	From	To	ACTION	ESTIMATED PROJECT COST	ESTIMATED CUMULATIVE COST
	1	9th St.	Mulberry St.	Poplar St.	Mill & 1.5" OL	\$ 26,088	\$ 26,088
	2	Locust St.	1st St.	7th St.	Mill & 1.5" OL	\$ 98,721	\$ 124,809
	3	Hickory St.	9th St.	12th St.	Mill & 1.5" OL	\$ 52,671	\$ 177,480
	4	14th St.	Main St.	Cedar St.	Mill & 1.5" OL	\$ 24,013	\$ 201,493
	5	13th St.	Main St.	Cedar St.	Mill & 1.5" OL	\$ 24,310	\$ 225,802
	6	11th St.	Willow St.	Pine St.	Edge Mill & 1.5" OL	\$ 43,590	\$ 269,392
	7	Ash St.	10th St.	15th St.	Edge Mill & 2" OL	\$ 103,730	\$ 373,122
	8	4th St.	Cedar St.	Hickory St.	Mill & 1.5" OL	\$ 12,748	\$ 385,870
	9	6th St.	Maple St.	Willow St.	Mill & 1.5" OL	\$ 9,487	\$ 395,356
	10	Logan St.	Main St.	Oak St.	Edge Mill & 1.5" OL	\$ 21,646	\$ 417,002
	11	Sycamore St.	Wilson St.	Blackhawk St.	Edge Mill & 1.5" OL	\$ 23,810	\$ 718,739
	12	Powhattan St.	Main St.	Oak St.	Mill & 1.5" OL	\$ 26,958	\$ 443,960
	13	Poplar St.	4th St.	3rd St.	Level Course & 1.5" OL	\$ 9,679	\$ 453,639
	14	Spruce St.	K-68 (Logan)	Fairway Dr.	Edge Mill & 1.5" OL	\$ 29,985	\$ 483,624
	15	Sycamore St.	3rd St.	4th St.	Level Course & 1.5" OL	\$ 9,751	\$ 493,375
	16	Powhattan St.	Hemlock St.	Spruce St.	Edge Mill & 1.5" OL	\$ 3,823	\$ 497,198
	17	5th St.	Hickory St.	Main St.	Edge Mill & 1.5" OL	\$ 15,117	\$ 512,315
	18	Blackhawk St.	Main St.	King St.	Mill & 1.5" OL	\$ 6,087	\$ 518,402
	19a	3rd St.	Elm St.	Maple St.	Edge Mill & 1.5" OL	\$ 7,036	\$ 525,438
	19b	3rd St.	Walnut St.	Locust St.	Mill & 1.5" OL	\$ 8,342	\$ 533,781
	20	7th St.	Burrough St.	Linwood St.	Edge Mill & 1.5" OL	\$ 7,170	\$ 540,950
	21	Elm St.	11th St.	15th St.	Edge Mill & 1.5" OL	\$ 37,968	\$ 578,918
	22	19th St.	Ash St.	Eisenhower	Level Course & 1.5" OL	\$ 54,375	\$ 633,293
	23	5th St.	Poplar St.	Oak St.	Edge Mill & 1.5" OL	\$ 9,741	\$ 643,034
	24	5th St.	Mulberry St.	Poplar St.	Edge Mill & 1.5" OL	\$ 10,282	\$ 653,316
	25	5th St.	Walnut St.	Locust St.	Edge Mill & 1.5" OL	\$ 7,646	\$ 660,961
	26	Cypress St.	8th St.	9th St.	Level Course & 1.5" OL	\$ 14,953	\$ 675,914
	27	Sycamore St.	Grant St.	Garfield St.	Edge Mill & 1.5" OL	\$ 19,014	\$ 694,928