

*from the desk of the Mayor*

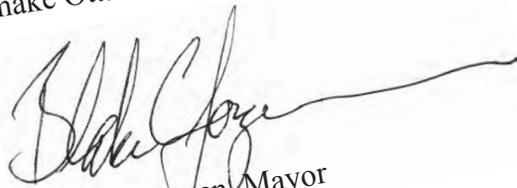
**Greetings!**

This annual report is intended to bring awareness to the many activities and accomplishments occurring in Ottawa in 2009. We produce this report as a way to inform you, our tax-paying citizens and business owners, about the activities of your local government and City staff. You have chosen to make Ottawa your home and/or place of business. It's our job to do our best to preserve the small, hometown atmosphere while fostering an environment for growth, opportunity and economic development.

With a population of nearly 13,000, Ottawa is the county seat and the largest city in Franklin County. Ottawa is a thriving city that has managed to grow, while maintaining its small-town culture. Ottawa respects diversity and tradition, and takes positive steps to protect both. Commissioners and employees of the City of Ottawa take great pride in providing services to the citizens of Ottawa, and we work to continue to improve the city that we call home. Here are some of the highlights of 2009:

- Enacted policies and practices to ensure good economic stewardship during difficult economic conditions.
- Received federal grant funding to continue School Resource Officer position at Ottawa Middle and High Schools.
- Received a \$300,000 federal HUD grant to complete improvements to Industrial Avenue.
- Received a \$153,500 federal grant to light sections of the Prairie Spirit Rail Trail.
- Received more than \$20,000 from a Sunflower Grant for sidewalks and trails.
- Laid groundwork for future retail and industrial growth; and
- 15 employees were recognized for their combined total of 295 years of municipal service.

2009 was a year of challenges and opportunities. Please review this annual report and learn more about the services the City provides and the ongoing community projects that make Ottawa a great place to live.



Blake Jorgensen, Mayor

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# ANNUAL REPORT CITY OF OTTAWA 2009





## City Manager's Office Richard U. Nienstedt City Manager

I am pleased and honored to be your City Manager. I can tell you the community has excellent elected officials, staff and employees that work every day to help ensure Ottawa is a community you can be proud to work, live and play in. As a direct result of the many things that the City Commission and the City employees do every day, we all benefit. This annual report is a brief "behind the scenes" look at some of those activities.



2009 was a year of economic uncertainty and declining revenues at the local, state and federal levels. The primary goals of 2009 centered around addressing decreases in funding while not adversely affecting the delivery of City services, and avoiding personnel furloughs and layoffs. As a result of careful planning and conservative financial management, the City of Ottawa stayed the course. Every employee of the City came together to practice good, economic stewardship of available funds; the pages of this annual report contain some of the details of staff solutions to the challenges of 2009. 2009 was a tough, but successful year because the City Commission and employees of this City pursued grant funding, realigned processes, and developed new, collaborative approaches to old problems. Now, more than ever, I am grateful for the contributions of the City Commission and the employees of the City of Ottawa, each of which adds significantly to the continued stability of our great community.

But it is you, the citizens and business owners of our community, that also add greatly to the strength and vitality of the City of Ottawa. You are aware of local and regional issues; many of you participate in community forums such as Legislative Coffees and regular City Commission meetings. You graciously welcome guests and visitors, including those who attend some of the great Ottawa events, such as the Over the Road Gang's Ol' Marais River Run and the Power of the Past's Antique Engine and Tractor Show. The combined efforts and attitudes of all components of the City of Ottawa (citizens, business owners, City employees and our elected officials) come together to create an atmosphere of sharing, participation and fellowship – a true sense of community.

Please remember the City has an informative website ([www.ottawaks.gov](http://www.ottawaks.gov)), as well as hosts the Government Access Channel (Allegiance Cable Channel 20) that broadcasts announcements and items of public interest, and rebroadcasts City meetings. This truly is your local government, and we appreciate your participation and encourage you to be an informed and active member of our community.

## Youth in Government Lisa Rivers, ECKAN Sponsor

ECKAN's Youth in Government (YIG) is a nationally-recognized program that encourages students in the 8th through 12th grades to become interested, informed, and most importantly, involved in the workings of their municipal government. This means attending meetings throughout the year, and giving a Youth Report at the evening monthly City Commission meeting to provide updates on the various service projects and youth initiatives. During the 2008-2009 YIG year, one YIG meeting each month was held in the actual City Commission Chambers. This change allowed youth to become more engaged in meetings and in their roles as YIG members. YIG Mayor Anna Stone even got to use Mayor Jorgensen's gavel as youth exercised proper parliamentary meeting procedure.

After the youth-initiated Clean Air Ordinance banning smoking in public places went into effect in 2008, the youth knew they had set high expectations for future projects. The 2009 service project was a passion of each individual member. YIG members Kevin Tyner and Dalton Wadkins represented YIG at the November National League of Cities meeting in Orlando, Florida, and returned with ideas to make Ottawa a greener, more sustainable community. Thanks to their work and the work of YIG's service project manager, Zach George, the youth were able to launch the "You Can Make the Difference" campaign for sustainability.

These passionate youth introduced rain barrels to the Ottawa community hosting multiple workshops and distributing 50 Earth-friendly barrels. In addition, YIG members distributed 300 compact fluorescent light bulbs (CFLs) in various Ottawa neighborhoods, along with educational materials encouraging residents to save money and energy by utilizing these new light bulbs.

As the 2009-2010 YIG year began, more changes were made to continue providing a positive experience to local youth. Local board and commissions were asked to welcome a YIG member to be "at the table" during their meetings as a means of being intentional in pursuit of the youth voice in their respective areas. In November 2009, youth began sitting on the following boards and commissions: Ottawa City Commission, Ottawa Library Board, Ottawa Recreation Commission, Ottawa Area Chamber of Commerce Legislative Action Committee, Ottawa Main Street Association, and the USD 290 School Board. This is already proving to be a positive experience for the youth and adults.

**For information, please call**

**Lisa Rivers, ECKAN Volunteer Center Director,  
at 785-242-7450, ext. 205, or at [lrivers@eckan.org](mailto:lrivers@eckan.org).**



## Finance/City Clerk

Scott Bird, Director of Finance • Carolyn Snethen, City Clerk

The rapid and wide-ranging changes in the world economy influenced the City in a number of ways during 2009. The Kansas Legislature announced cuts in state funding, there were drastic reductions in interest earnings and declines in sales tax revenues. In support of the City Manager, the Finance Department helped meet those challenges. A great deal of time and effort was spent determining how to further address the economic challenges. The 2009 budget was reviewed in detail and the 2010 budget was started early in an effort to keep pace with the anticipated changes. The Police Department purchased one police cruiser instead of two. A hiring freeze was put into place for non-essential personnel. At the end of 2009, the City had seven unfilled positions, one of which was eliminated indefinitely; the number of seasonal employees was reduced and a temporary position was eliminated. In addition, 2010 cost of living salary increases and merit raises were frozen until further review in July 2010. These changes and others helped the City complete a difficult but successful 2009, allowing the City to finish the year in a relatively solid financial position, in spite of a \$300,000 decline in revenues.

The Finance Department was instrumental in assisting with a FEMA event in 2009, the fifth such event experienced by the City since 2001. The cooperative effort between the Human Resources, Public Works and Finance departments allowed the City to recapture almost \$50,000 of storm-related expenses. During the year, the Finance Department facilitated the sale of approximately \$3.8 million in municipal bonds for the new Northeast Water Tower project and for the completion of the Coves Phase I housing development. An additional \$3.5 million in financing was arranged through KDHE for a 16" water line extension to the existing north water tower. Public Works equipment and a new 100' Platform Fire apparatus were purchased with \$150,000 cash and lease/purchase arrangements. With the guidance of the City's bond council, the Finance Department was pleased to be part of – for the first time ever – applying for and receiving an A-1 Bond rating from Moody's rating agency.



Scott Bird, Director of Finance, reviews the city budget.

Members of the Finance Department participated in professional development programs including the Government Finance Officers Association, the City Clerk Municipal Finance Officers Association, and the League of Kansas Municipalities. It was a bittersweet celebration at City Hall when long-time City employee Judi Becker retired from the Finance Department in June. Her departure left a hole in our hearts and a position unfilled. In an effort to overcome this shortage the Department reevaluated most of its processes to become more efficient. Included in this effort was the partial electronic processing of utility fees and animal licensing, the restructuring of utility signups, using the utility billing system more effectively, and the introduction of online utility payments.

For additional information please call 785-229-3600  
or visit [www.ottawaks.gov](http://www.ottawaks.gov)



### Municipal Auditorium

Shonda Stitt, Administrative Manager

Construction began in 1919 on the Ottawa Municipal Auditorium to honor those who lost their lives in World War I. Its continuing mission is to serve the community as a cultural, entertainment and educational facility. Ongoing activities include country music artist Earl Thomas Conley, the Ottawa Police Department's McGruff Club events, local job training activities, private parties and receptions, school programs and more. Revenues to cover operational and maintenance expenses are predominantly derived from City property tax, supplemented by ticket sales and rental fees.

In 2009 the Auditorium was full of activity, hosting productions that included Ottawa High School's presentation of *Once Upon A Mattress*, as well as the OHS band and vocal concerts. Along with dance classes four nights a week, the Auditorium hosted the Ottawa Performing Arts annual dance recital, Ottawa Suzuki Strings Christmas concert, and Grace Gospel Church services twice a week all year long. In 2009 the auditorium hosted 56 rentals, up from a total of 48 in 2008. The Auditorium had a vigorous 246 days of usage in 2009, an increase of almost 70% compared to 146 days experienced in 2008.

The Auditorium is available for many types of private events as well as public performances.

For additional information, please call  
Shonda Stitt, Administrative Manager, at 785-242-8810.

# Public Works

## Andy Haney, Director



The Public Works Department has 24 employees and includes the Streets Division, the Parks and Cemeteries Division, and the Fleet Management Division. The Ottawa Municipal Airport and Flood Control are facilitated by the Public Works Department, but are not staffed City divisions. Andy Stauffer retired from his position as Street Superintendent in May 2009. Following that retirement, Larry Matile was promoted to Superintendent and Justin McCurdy was promoted to Assistant Superintendent. Jeremy Brockus was promoted to Heavy Equipment Operator; and the position of Equipment Operator was left vacant until the position is funded.

Many projects were completed by the Public Works Department in 2009. Lincoln Street from 7th Street to 15th Street and the remaining areas of Highland Cemetery were resurfaced. A section of South Cedar Street was repaired, and Industrial Avenue in the industrial park was improved using a \$300,000 HUD grant.

New construction on US 59 Highway between Ottawa and Lawrence is nearing completion. As a result of this project, the highway will bypass the City of Ottawa. What has been Main Street/US 59 will no longer be state highway and will be "turned back" to Ottawa. KDOT agreed to repair storm drainage structures and resurface parts of "old" 59 prior to the City becoming responsible for the upkeep of the road. As part of this process, a "road diet" will be implemented north of Logan Street to the north City limits. This will reduce the number of vehicle lanes to three, incorporating a center turn lane and adding bicycle lanes on either side. KDOT anticipates this project to begin in early 2010.

The parks of Ottawa continue to be a source of pride and recreation for our citizens and visitors to our city. Nearly 135 acres of green space contribute significantly to the quality of life in Ottawa. A complete inventory of the "urban forest" was completed; 1,755 trees and their type of tree, GPS location, date of planting (if known) and size of tree were recorded. In Forest Park, fourteen trees were planted and four shelters now have accessible sidewalk access. The 475,000 gallon municipal swimming pool was retrofitted with a main drain grate to comply with a new federal law. The Skate Park on Third Street was revitalized.

Flood control continues to be a priority. Significant rainfall in the Marais des Cygnes River valley resulted in high water during the last week of April, with a crest in Ottawa of approximately 31.3 feet April 27-28. During this period there were also localized rains that required activating and operating the pumps at all three plant locations. Similar but less significant events occurred May 1, May 16, and June 16-18. A US Army Corps of Engineers levee inspection was completed in June; no deficiencies were noted.

A microburst on July 8 significantly damaged the main hangar and the T-hangar buildings at the Airport. The T-hangar building was repaired and placed back in service by the end of November. The final determination was that the main hangar building could not be repaired; the City Commission agreed to replace that structure using insurance proceeds and other funds. A committee was appointed to determine the manner of replacing the main hangar and terminal facilities at the Airport, and an engineer familiar with airport improvements will guide the process. A "design-build" approach is being used to expedite the process and control costs.

For additional information, call 785-229-3630,  
or visit [www.ottawaks.gov](http://www.ottawaks.gov).

# Utilities

## Jim Bradley, Director

The Utilities Department provides wastewater collection and treatment, electric generation and distribution, and water treatment and distribution services to the City of Ottawa. The Department also operates a warehouse that supports these services. Benefits of the City-owned utilities include better and local control over rates, responsiveness to the public, quality control, coordinated planning efforts with other City functions, and subsidization of some public services and activities using utility revenues. Combined, the utilities have 48 employees.

### Wastewater Collection and Treatment

The wastewater plant, which began operating in 2004, continues to meet and exceed all State and Federal regulations. With a 2009 budget of \$1.56 million, the 2.6 Million Gallon per Day (MGD) plant averaged treating 1.16MGD. The Collection Division continued to make improvements to the collection system by replacing over 1,400 feet of gravity sanitary sewer lines, making various repairs and replacing existing manholes.

### Water Treatment and Distribution

The City of Ottawa provided over 468 million gallons of treated water in 2009 to residences, business, four Rural Water Districts and the City of Princeton. Staff is very proud of the fact there have been no violations of State or Federal regulations since the plant opened in 1980. The Distribution Division continued to make improvements to the system by replacing and upgrading water lines and preparing for growth by providing inspection services to new subdivisions to ensure proper installation of the water and sanitary sewer infrastructure.

In 2009, the Water Distribution Division and Water Treatment Plant personnel were involved in the design of a new booster pump station, 16" water main, and new water tower on the northeast side of Ottawa. These improvements will provide additional service to this area along with improved reliability and fire service. Both Divisions have also been involved in the design of the new 16" line from the Water Treatment Plant to the north tower. This improvement will provide additional reliability for the north side of the community, as well as help provide for growth.



### Electric Generation and Distribution and Utilities Warehouse

The Distribution Division has provided for growth by extending services and undertaking an aggressive line-clearing program to help eliminate outages during storms; the addition of a backyard easement bucket will help facilitate the program. The Electric Distribution Division also completed an upgrade to Circuit #7 and began conversion of Circuit #8 from 2,400kv to 12,400kv. Nearly 143 million kilowatt hours were provided to our consumers, with over 99.9% reliability during 2009. The Power Plant operated units over 1,070 hours during 2009. The Distribution Division and Power Plant were also involved in the design and construction of a \$9 million dollar substation and transmission line. Major projects completed by Power Plant personnel have been reconstruction of the north side diesel cooling tower, replacement of two 12.47kv breakers, the 34.5-12.47kv breaker and all 12.47kv protective relays. The Electric Utility continues to investigate the possible addition of joint generation with other municipal electric utilities.

**For additional information, please call 785-229-3710,  
or visit [www.ottawaks.gov](http://www.ottawaks.gov).**



## 2009 HIGHLIGHTS

- Enacted policies and practices to ensure good economic stewardship during difficult economic conditions
- Received federal grant funding to continue School Resource Officer position at Ottawa Middle and High Schools
- Received a \$300,000 federal HUD grant to complete improvements to Industrial Avenue
- Received a \$153,500 federal grant to light sections of the Prairie Spirit Rail Trail
- Received more than \$20,000 from a Sunflower Grant for sidewalks and trails
- 15 employees were recognized for their combined total of 295 years of municipal service
- Implemented general contractor licensing
- Partnered with ECKAN on the Neighborhood Stabilization Program
- Created four accessible shelters in Forest Park
- Continued street rehabilitation program, including the purchase of a crack sealing machine
- Approved a Tax Increment Financing (TIF) program for development of property south of I-35 on 59 Highway, including a Love's Travel Plaza
- Improvements made to utility services on the north side of town to accommodate growth in both industrial and residential areas
- Completed joint-funded sidewalk projects
- The Police Department sponsored the 24th annual award-winning D.A.R.E. Camp.

2009 HIGHLIGHTS





# Police Department

## Dennis Butler, Chief



During 2009, the Ottawa Police Department operated with 31 employees and a budget of \$2.07 million. Major services include 24-hour police patrol, criminal investigations, a school resource officer, D.A.R.E. program, animal control and crime prevention. Due to economic conditions of 2009, the Police Department was asked to reduce expenditures by 3%. Police employees exceeded this goal by reducing expenditures by 8%. In an effort to develop alternate sources of funding, the Police Department was awarded more than \$561,000 in multi-year grants. Since 2005, the Police Department has applied for \$2.4 million in grant funding and received awards totaling more than \$1.2 million.

Serious crime rates (Part I crime as measured by the FBI) in Ottawa increased slightly compared with 2008; this was the first increase of serious crime in the past five years. Much of this increase was due to increased reports of theft. We are disappointed by the increase, but it is worth noting that since 2004, overall serious crime in Ottawa has declined by 52%. Compared with 2008, other less serious crime also increased: this increase is largely due to criminal damage to property (vandalism).

The Domestic Violence Unit of the Ottawa Police Department continues its efforts toward reducing family and intimate partner violence. The Police Department received another two-year federal grant from the Department of Justice to fund a police detective and a part-time administrative assistant, as well as to create a Batterer's Intervention Program (BIP) at the Elizabeth Layton Center. This \$319,440 grant will also provide training for law enforcement and community education to citizens and students in our schools. Kansas Attorney General Stephen Six appointed Chief Butler to his BIP advisory board. This board is tasked with implementing standards for service providers in Kansas who wish to operate BIPs.

When state revenue cuts to USD 290 and the City threatened to eliminate the School Resource Officer at Ottawa High School and Middle School, the Police Department applied for a grant through the Federal Recovery Act. As a result, the Police Department was awarded a two-year grant for \$163,622, and was able to continue this valuable position. Other mini-grants allowed the department to purchase new equipment such as ballistic vests and traffic equipment without using City funds. The Ottawa Police Department, Franklin County Sheriff's office and the Wellsville Police Department continued their collaboration with the multi-jurisdictional Records Management System (RMS). The Police Department received \$78,020 in supplemental funding for this project through the Federal Recovery Act. The third and final phase of implementation is scheduled for Spring 2010.

The Police Department's volunteer unit, Volunteers in Police Service (VIPS) continued to provide outstanding service to our community. VIPS and reserve police officers gave more than 1,900 hours of unpaid service in 2009, valued at \$38,475. VIPS members volunteer in

the Municipal Court, police administrative office, parades and special events like the drive-by flu shot clinic at Ransom Memorial Hospital, uniformed patrol, crime prevention and traffic control. VIPS stenciled "Walk your Bike" at the corners of each downtown intersection to help reduce the illegal operation of bicycles on sidewalks in the downtown business district.

Focus on community outreach remains strong. The 24th Annual D.A.R.E. camp was attended by 94 sixth graders from USD 290. The 29th Annual McGruff Club focused on safety programs through live entertainment; about 325 children and parents attend each of these events. Finally, the Police Department held its 5th Annual "Cops on Top" fundraiser for Special Olympics, with police officers stationed at a local doughnut shop to raise money for Kansas Special Olympics. This marks the 24th straight year that the department has participated in a Special Olympics fundraiser.



Larabe Alexander, the Animal Control Officer (ACO), attended the Kansas Law Enforcement Training Academy to receive certification as a law enforcement officer. The ACO will return to work in 2010 as a Community Service Officer. He will continue to handle animal control duties, but will now assist police officers with other law enforcement matters. This was done to create efficiencies within the agency, and ultimately provide better service to our citizens.

In May, members of our community formed the Ottawa Police Foundation. This is a private non-profit corporation 501(c)(3) created to support the mission of the Police Department. Go to [www.ottawapolicfoundation.org](http://www.ottawapolicfoundation.org) to learn more about how this organization plans to enhance police services for our City.

**For additional information, please call 785-242-2561,  
or visit [www.ottawaks.gov](http://www.ottawaks.gov).**



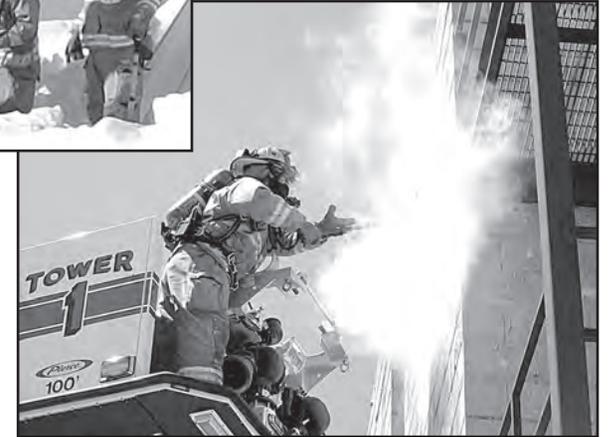
## Fire Department Jeff Carner, Chief



For the first time in over a decade, the Ottawa Fire Department (OFD) did not experience an increase in calls over the previous year. We also saw a reduction in the number of building fires; from 19 in 2008 to 14 in 2009. These fires accounted for an estimated fire loss of \$266,050 and an estimated value saved of \$2,359,675 which equates to 89.87% of involved property saved. To provide a complete review and analysis of the year, the OFD uses Firehouse software and the National Fire Incident Reporting System (NFIRS), which is the largest and most detailed fire incident database in the world. This database provides detailed information so that we are able to track trends, gauge the effectiveness of fire prevention and fire suppression measures currently in practice, evaluate the impact of new methods, and indicate those areas that may require further attention.

A key to a successful fire service is the level and type of training received by the members. Firefighters receive training and education in many ways and from a variety of sources. During 2009, OFD members participated in 4,304 total staff hours of training. Considerable resources are dedicated to training our staff while remaining conscious of the fact that fire prevention is our best defense against fire. The OFD continues to be very active with fire safety and education programs to help with not only preventing fires, but reducing their impact when they do occur. Not only do we train ourselves, but the community as well. We conducted 120 educational programs throughout the year. Many of these presentations were within the school system, allowing us to speak effectively to much larger groups.

The OFD was a recipient of a federal grant for approximately \$23,000. This funding allowed us to transition to a new radio frequency and has improved communications for the department. The OFD also conducts annual fire safety inspections of all facilities within



our jurisdiction. By observing, making recommendations, and controlling or eliminating hazardous conditions, these inspections can significantly reduce fire occurrences and/or damage caused by a fire-related incident. Our primary goal in conducting inspections is not only code compliance, but—more importantly—to increase public awareness about the steps everyone can take to help make our community safer from the impacts of fire. During the year, OFD members conducted 850 fire and life safety inspections.

We would like to remind the public of the importance of having an adequate number of properly installed and working smoke detectors.

**For additional information, please call 785-229-3700  
or visit [www.ottawaks.gov](http://www.ottawaks.gov).**



## Municipal Court James Campbell, Judge • Joyce Hendrix, Prosecutor



The City of Ottawa operates a court system using a Municipal Judge, City Prosecutor, Court Clerk, and Assistant Court Clerk, and is aided by volunteers from the VIPS (Volunteers in Police Service). The Municipal Court adjudicates misdemeanor crimes and traffic cases. The Municipal Court is located in the Law Enforcement Center and operated with a 2009 annual budget of \$196,000. In 2009, the court was asked to reduce their approved budget by 3%. Instead, the court reduced expenditures by 25%. The 2010 approved budget is \$150,000.

With approved funding, the Municipal Court initiated efforts to improve services during 2009 by installing a new court management software system. Although full implementation was delayed, we expect it to be completed in early 2010. The new software is in use by the majority of municipal courts in suburban Kansas City, and can print

dockets, forms, receipts, and efficiently track court cases. The software provides electronic submission of case convictions, and is planned to eventually link with the local multi-jurisdictional law enforcement Records Management System (RMS) to eliminate manual entry of traffic citations. During 2009, long-time Court Clerk Connie Sams retired and was succeeded by (then) Assistant Court Clerk Barb Nelson. Barb's former position was intentionally left vacant in anticipation of new efficiencies provided by the court management software. Successful implementation of this RMS should result in the permanent reduction of current paid court staff from two employees to one.

**For additional information, please call 785-242-5333,  
or visit [www.ottawaks.gov](http://www.ottawaks.gov).**



## Information Technology Chuck Bigham, Director



The Information Technology (IT) Department consists of the Director, an IT Specialist, and a Multimedia Specialist. With this staff, the department was able to fully support all City departments and buildings. The IT Department supports well over one hundred fifty network-attached devices including all PC workstations, notebooks, servers and printers. City databases support and manage storm/event trouble tickets and dispatch, cemetery records, storm water management, pavement management, fire calls and administrative records, building permits, and more. The department continued to assist and work with the Franklin County IT department, including support for the new Records Management System (RMS) used by the Ottawa Police Department and the Franklin County Sheriff's department.

The City move to using its new domain: [ottawaks.gov](http://ottawaks.gov). This has improved our image as a government entity. Because data is valuable and losing it can be costly, we continue to add disaster recovery processes and backup capabilities.

The Department assisted with on-line utility bill paying through the City website ([www.ottawaks.gov](http://www.ottawaks.gov)), providing convenience and time savings to the public. A new firewall was added to protect data used in Police Department Mobile Computing via the new RMS System, which also allows secure remote connections (VPNs) of police employees into the network.

The multimedia Government Access Channel (GAC) continued to expand programming throughout the year. Film footage of community events continued to be a big part of the GAC, and the DVD collection of area events continued to grow. Community events such as the 2009 Ol' Marais River Run and Antique Engine and Tractor shows are captured with in-house production services, producing professional quality DVDs for event sponsors and public purchase.



Website enhancements included further expanding the reach of the GAC to the Web using streaming video; anyone with an Internet connection can view Commission Meetings, Legislative Coffees and area events. A Citizen Support Center was added to provide answers to frequently asked questions, and provide a process to make a request or ask a question. This added efficiency and convenience for citizens, and allowed City staff to work more productively.

2010 will bring further, cost-effective enhancements for the City and its productive use of technology. Improved efficiency will come from remote troubleshooting and management of workstations. Employees will be able to work remotely and access office files from home or

alternate locations, an ability especially important during emergencies. Web enhancements expected in 2010 are additional video production capabilities, enhanced streaming video capacity and an expanded Citizen Support Center to assist the public to quickly get services and answers to questions.

**For additional information, please call 785-229-3641  
or visit: [www.ottawaks.gov](http://www.ottawaks.gov).**



**Ottawa  
Library**

where books are just the beginning

**Robin Flory, Director**

Ottawa Library is committed to providing quality library services to our citizens. Our new slogan, "Where books are just the beginning" rings true through the many services we offer. The Library strives to inform and enrich the community by providing access to information and opportunities to the public through use of our materials and our programs. NExpress, the online shared circulation system, is increasing the availability and speed of requested material from the other libraries, as well as allowing patrons to check account status and renew books online. The NExpress Shared Catalog includes a network of 31 libraries; more are being added each year. As a result, general circulation increased 14 percent and total circulation was 131,569.

The Library continually upgrades and improves our technology to provide the best service possible. New T1 lines were added in 2009 to improve the speed and capacity of our servers. A color copier was added to allow patrons to print documents from our 14 public access computers. The Library continues to provide access to the Ancestry database, an online genealogy resource, as well as several other on-line research tools. Available for use only in the Library, A to Z Maps Online was recently added, providing access to geological, political, climate, population maps and more – an invaluable resource available to our patrons.

The Summer Reading Programs for children as well as adults had record-breaking numbers in participation and program attendance in 2009. The Friends of the Ottawa Library netted over \$5,458 in used book sales and memberships added over \$1,480 in benefits to the Library. In 2009, several areas including the reference room walls, circulation and children's areas were freshened with new coats of paint. New furniture has been making its way into areas of the library to make our patrons more comfortable. A new Young Adult Section is planned and will be partially funded through grants received in 2009.

Please visit the library to check out our new books, movie DVDs, music CDs, books on tape or to participate in an adult or children's program. Our schedules and resources are posted on our website.

**For additional information, please call the Library  
at 785-242-3080 or visit: [www.ottawalibrary.org](http://www.ottawalibrary.org).**



# Planning & Codes Administration

## Wynndee S. Lee, Director



The staff of the Planning, Zoning and Codes Department administers the City's Comprehensive Plan; Zoning and Subdivision Regulations; provides support to the Planning Commission and Appeals Boards; enforces building codes and local laws dealing with nuisances (such as weeds, junk and debris, and inoperable vehicles); and participates in other community development issues as they arise.

The department regularly oversees the process of development, including platting, site plans, construction and public infrastructure design. Economic conditions allowed for noticeably fewer projects in 2009, but there were still a few significant developments. Hasty Enterprises and Select Steel completed their new facilities, Bea Martin Peck Animal Shelter and Ottawa Community Church began their projects, and Franklin County built a salt storage building. Ransom Memorial Hospital began an addition and several areas of remodeling, the year's largest new construction project. Seven Neighborhood Revitalization applications were received and approved. New single-family home building permits were low in 2009; we hope for increased growth in 2010. Total permits issued for new construction or remodeling were valued at \$7,085,719. Plans for future projects include Love's Travel Center and a new campus for Neosho County Community College.

One of the most significant tasks accomplished in 2009 was the adoption of updated licensing requirements. The City, once again, requires General Contractors to be licensed to do work in Ottawa. This project was successful due to the involvement of the contractors themselves. The absence of large projects created an opportunity to complete internal department projects, including the update of department policies and procedures and the consideration and selection of new software to manage permits, codes and development processes. This software will be installed with field applications in 2010, enabling mobile computing and facilitating better service for homeowners and contractors.

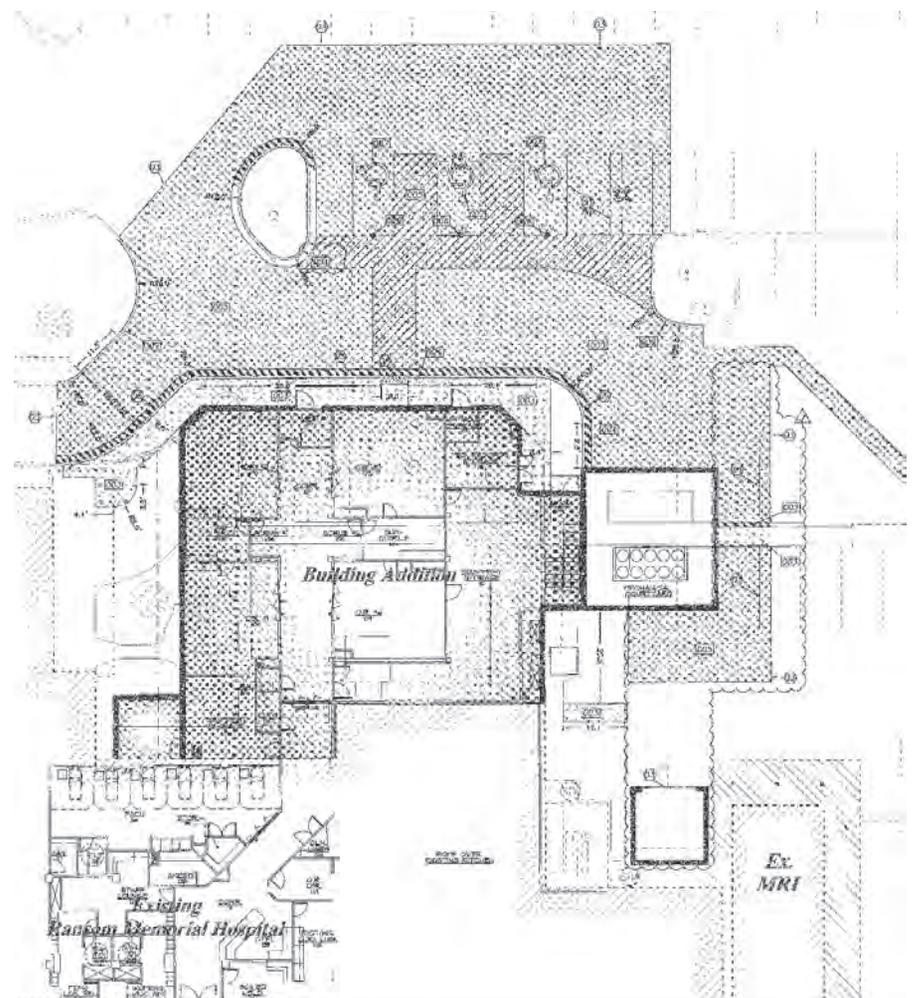
Rezoning property in the Urban Growth Area (UGA) resulted in the largest number of rezonings by the City Planning Commission in any single year. These rezones are of properties that are regulated by the City through an interlocal agreement with Franklin County, and include several hundred parcels. In 2009, 57 properties were rezoned, with more to come in 2010.



**2009 Photo Contest Winners with the Planning Commission**

A continuing department project was a photo contest celebrating National Community Planning Month in October. This year 17 contributors submitted 65 photos. This is an annual event, so start taking photos now of favorite places, seasons and locations in Ottawa!

**For additional information, please call 785-229-3620, or visit [www.ottawaks.gov](http://www.ottawaks.gov).**





## Governing Body Blake Jorgensen, Mayor



The City Commission is the legislative and policy-making body of the City of Ottawa. All meetings are held at City Hall, 101 S. Hickory. Regular City Commission meetings are held on the first Wednesday of each month at 7:00 pm, and on the third Wednesday at 9:30 am. The City Commission also meets on Monday afternoons at 4:00 pm for a work/study session. All meetings are open to the public.

Five commissioners are elected at-large by the citizens of Ottawa. The Mayor, chosen by the Commissioners each year, serves as “the first, among equals.” The Mayor presides at Commission meetings, serves as the spokesperson for the community, as an ambassador and defender of the community, and as a representative in intergovernmental relations.

The City Manager is hired by the City Commission to oversee the day-to-day operations of the City and serves as the CEO of the City. The Manager supervises all daily activities of the City and reviews and oversees the department operations.

Richard U. Nienstedt, City Manager, and City staff work to ensure the City’s needs are met in an efficient and effective manner. In partnership with the department directors, the City Manager prepares a budget for the City Commission’s consideration; recruits, hires, supervises and disciplines all of the organization’s employees; serves as the Commission’s

chief advisor and carries out the Commission’s policies. Together, the Mayor, Commissioners and City Manager form a policy development and management team.



**2009-2010 Ottawa City Commission: Commissioner Gene Ramsey, Commissioner Rocky Fleer, Mayor Blake Jorgensen, Commissioner Linda Reed, and Commissioner Sara Humm.**

## Human Resources/Risk Management Melissa Fairbanks, Director

The City of Ottawa believes our employees are our most valuable resource in providing services to citizens, property owners and visitors. The Human Resources Department provides the following services: recruitment; compensation and classification; personnel policy development and administration; employee evaluation procedures; regulatory compliance; employee benefits and activities; employee training; administrative projects; and provides various support services. The department also handles Risk Management functions including loss control, tort claims, safety and workers’ compensation.

In 2009, 21 vacancies occurred. 15 positions were filled, 2 remain opened, and 4 will remain vacant due to the hiring freeze. Ten seasonal/summer workers were hired. Five employees retired from the City of Ottawa in 2009. Captain Ron Puterbaugh retired in January after 24 years of service; Municipal Court Clerk Connie Sams retired in May after 32 years of service; Street Superintendent Andy Stauffer retired in May after 29 years of service; Data Specialist Judi Becker retired in June after 24 years of service; and CAD Operator Darlene Lister retired in December after 31 years of service. These employees represented over 140 years of combined service to municipalities in Kansas.

The Wellness Program for employees continued in 2009. We recognize that healthy employees not only help reduce health care costs in our

self-insured health plan, but can also help reduce workers’ compensation claims and costs. A total of 74 employees, retirees, and spouses participated in the health screenings, which included a blood pressure check, body fat analysis, cholesterol and glucose screening, PSA tests for males over 40, and (optional) fitness testing. Several employees and spouses went on to participate throughout the year in the wellness program which gave them points for exercise, annual preventive exams, attending educational seminars, completing a tobacco cessation program, and other healthy lifestyle choices. At the end of the last six-month measuring period, over 60 employees had met the required points to earn them a health insurance premium reduction.

Ottawa is a member of the Kansas Eastern Regional Insurance Trust (KERIT), a workers’ compensation insurance pool. Each year, the City participates in the Preventing Loss Utilizing Safety (PLUS ) program, which was developed for members of KERIT. This program sets goals and objectives for the organization to help maintain a safe working environment for employees. Due to the success of this program, the City received a payment in 2009 of \$106,570, representing dividends earned in years 2006-2008. The City received a 5% reduction in premiums for 2009 due to the insurance pool’s continued good performance.

**For additional information, please call 785-229-3634,  
or visit [www.ottawaks.gov](http://www.ottawaks.gov).**