



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 Agenda**
FROM: Richard U. Nienstedt, City Manager

A Study Session is scheduled for **July 30, 2012 at 4:00 pm** in the Commission Chambers 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 July 9, 2012 Study Session and the July 11, 2012 Special Call Meeting. *pp. 3-6*
- b. A presentation from Ottawa Optimists of a donation in support of City parks improvement.
- c. Approval of an FAA grant offer for the acquisition of additional land for the Ottawa Municipal Airport. *pp. 7-9*
- d. Approval of the State Budget Forms. The attached certificate page is signature page for the State Budget Forms. Upon adoption of the City's 2013 Budget, it will be presented for execution. The entire 2013 Draft Budget will be made available on the City's Web Page. *p. 10*
- e. An ordinance attesting to an increase in tax revenues for Budget Year 2013. While the mill levy for the 2013 budget is projected to see a slight decrease, the overall dollars have increased due to the increase to assessed value; therefore, the attached ordinance is required. *p. 11*

III. Items for Presentation and Discussion

- a. City Manager's Report
- b. Commissioners' Reports
- c. Mayor's Report

IV. Announcements

- July 30, 2012 Study Session, 4:00 pm
- July 31, 2012 National Night Out, 6:00 pm City Park & neighborhoods throughout Ottawa
- August 1, 2012 **NEXT REGULAR MEETING and Budget Public Hearing, 7:00 pm**
- August 6, 2012 Study Session, 4:00 pm
- August 13, 2012 Study Session, 4:00 pm
- August 15, 2012 Regular Meeting, 9:30 am
- August 20, 2012 Study Session, 4:00 pm
- August 27, 2012 Study Session, 4:00 pm
- September 3, 2012 Labor Day holiday - City offices closed
- September 3, 2012 Labor Day holiday - Study Session canceled
- September 5, 2012 Regular Meeting, 7:00 pm

2012 Priorities

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

V. Adjourn

VI. Items Already Placed

- a. A public hearing for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds and the amount of ad valorem tax on August 1, 2012 at 7:00 pm.

**STUDY SESSION MINUTES
OTTAWA, KANSAS
Minutes of
July 9, 2012**

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

Mayor Jorgensen called the meeting to order.

Public Comments

None offered at this time.

Dave Sellens Retirement

The Governing Body reviewed a recognition of Dave Sellens upon his retirement after 34 years of service to the City of Ottawa and agreed to place this item on the next Regular Meeting Agenda on July 18, 2012.

Capital Improvement Plan (CIP)

The Governing Body reviewed a request to approve the Capital Improvement Plan (CIP) for 2012-2017.

The Governing Body heard from Director of Finance Scott Bird who provided an overview of the CIP for 2012-2017 and answered questions from the Governing Body. The Governing Body agreed to place this item with the addition of a cemetery building discussed at a previous Study Session on the next Regular Meeting Agenda.

Contract-Tyler Technologies

The Governing Body reviewed a request to approve a contract with Tyler Technologies for a financial/accounting software system.

The Governing Body heard from Director of Finance Scott Bird who provided an overview of the contract and answered questions from the Governing Body. The Governing Body agreed by consensus to place this item on the next Regular Meeting Agenda.

Reappointment-KMEA Board of Directors

The Governing Body reviewed a request for the reappointment of Jim Bradley to the KMEA Board of Directors and agreed by consensus to place this item on the next Regular Meeting Agenda.

2013 Budget Discussion-Jaycees Fireworks

The Governing Body heard from Rex Carswell who discussed the Jaycees Fireworks proposed 2013 budget and answered questions from the Governing Body.

July 9, 2012

Unofficial Until Approved

Charter Ordinance-Library

The Governing Body heard from City Attorney Bob Bezek who provided an overview of the Library Charter Ordinance and related state statute and answered questions from the Governing Body.

The Governing Body agreed to bring this issue back for further discussion at a later date.

2013 Budget Discussion-Utility Billing

The Governing Body discussed the following 2013 proposed budget:
Utility Billing 3710

The Governing Body agreed to defer the following 2013 proposed budget to a later Study Session:

Franklin County Development Council 1100-572

The Governing Body heard from Director of Finance Scott Bird who explained he will present the Notice of Budget Hearing at the next Study Session on July 16, 2012.

Monthly Financial and Activity Report-May

The Governing Body reviewed the Monthly Financial and Activity Reports for the month of May, deferred from the July 2, Study Session.

City Manager's Report

City Manager Richard Nienstedt reported on the following:

- July 11, 2012: City/County Budget Open House from 7-8 pm at Ottawa High School Cyclone Room
- He is working with the Ottawa Recreation Commission (ORC) on sub-lease language for the Don Woodward Center.
- He asked the Governing Body to have discussions with interested parties regarding a dog park.

Commissioners' Reports

Commissioner Richards reported on the following:

- He asked Director of Planning/Codes/Inspections Wynndee Lee for the status of 633 N Cherry. Ms. Lee explained City staff is pursuing the issue.

Commissioner Ramsey reported on the following:

- He discussed citizen concerns regarding dust on gravel streets.

Commissioner Caylor reported on the following:

- Saturday, July 14, 2012: Play Day at Forest Park from 10 am-1pm
- The Play Task Force met today, July 9, 2012.
- Commissioner Richards volunteered to serve lunch at Play Day.

Mayor's Report

Mayor Jorgensen reported on the following:

- He discussed a recent road tour and the dry land and fires he encountered.

Adjournment

There being no further business to come before the Governing Body, Commissioner Ramsey 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.

Carolyn S. Snethen, City Clerk

City Commission
Special Call Minutes: 2013 City/County Budget Open House
July 11, 2012
Ottawa High School Cyclone Room
1120 South Ash Street, Ottawa, Kansas

The Governing Body attended the meeting beginning at 7 pm this date with the following members present and participating to wit: Mayor Jorgensen, Commissioner Reed, Commissioner Caylor, Commissioner Richards, and Commissioner Ramsey.

The Governing Body was in attendance at this Special Call meeting in order to attend the City/County "Budget Open House" from 7-8 pm at the Ottawa High School Cyclone Room, 1120 South Ash Street, Ottawa, KS 66067.

Carolyn S. Snethen, City Clerk

July 11, 2012

Unofficial Until Approved

CITY OF OTTAWA, KANSAS
MEMORANDUM

TO: City Commissioners
FROM: Andy Haney
SUBJECT: Land Acquisition – Ottawa Municipal Airport
COPY TO: Richard U. Nienstedt, City Manager
DATE: July 25, 2012

During May the City Commission authorized submittal of a formal application to the FAA for a future grant to assist in the acquisition of a 54(+) acre parcel at the south boundary of the Ottawa Municipal Airport property. This is a voluntary sale of the property by the owner(s), and the City has retained Lochner as an outside consultant to ensure compliance with FAA requirements and procedures.

- The FAA has formally offered a grant to the City of Ottawa for 90% of the cost to acquire the subject property and for reimbursement of the associated consultant fees, up to a total cost of \$201,750 (FAA share no more than \$181,575).
- Formal acceptance of this offer by the City of Ottawa must be received at the FAA no later than August 17, 2012.

Attached is a copy of the 2-page cover memo from the FAA for AIP No. 3-20-0066-11.

RECOMMENDATION:

That the City Commission authorize staff and the City Attorney to proceed with necessary actions to comply with the FAA grant requirements and execute the subject Grant Offer, resulting in ownership of the parcel by the City of Ottawa.



U.S. Department
of Transportation

**Federal Aviation
Administration**

Central Region
Iowa, Kansas,
Missouri, Nebraska

901 Locust
Kansas City, Missouri 64106
(816) 329-2600

July 20, 2012

Mr. Andy Haney
Director of Public Works
City of Ottawa
P.O. Box 60
Ottawa, KS 66067

Dear Mr. Haney:

Ottawa Municipal Airport
AIP No. 3-20-0066-11
Grant Offer
Acquire Tract 10

Grant Amount

Enclosed is the Grant Offer, in duplicate, issued by the authority of the Administrator of the Federal Aviation Administration on behalf of the United States to pay the Government's share of the allowable project costs up to a maximum of \$181,575 for airport development as set forth in the Grant Offer. This grant offer may be funded all or in part from the Small Airport Fund.

Grant Execution Date

Your attention is invited to the terms and conditions set forth in the Grant Offer. Please note special condition number 17, this condition restricts reimbursement to 90%, until a Certificate of Title is received and accepted that corresponds to the Exhibit A property map dated April 25, 2011. If the terms of the Grant are satisfactory, **it must be accepted on or before August 17, 2012**, and returned to me immediately.

Steps to successfully execute a Grant:

To successfully execute the Grant Offer, follow these steps in the order listed:

1. After appropriate action has been taken by the sponsor's governing body, the Sponsor's authorized representative signs each copy of the Grant Offer.
2. Authorized representative's signature is duly attested or notarized.
3. Sponsor's seal is impressed or affixed. If sponsor does not have a seal, a notary stamp or seal should be affixed in accordance with state law.
4. The sponsor's attorney must certify that the sponsor's acceptance of the Grant Offer complies with state and local law, and constitutes a legal and binding obligation of the Sponsor.

The Certificate of Sponsor's Attorney must be signed and dated **on or after the date of execution.**

5. Immediately following execution of the documents, email a pdf or fax a copy of the Grant Agreement, first page through the signature page and the first page of the Project Application. Send the email with pdf to gayla.rich@faa.gov, or send the fax to my attention at (816) 329-2610, then return an original of the entire Grant Agreement to me. The remaining copy of the Grant Agreement is for your records.

Quarterly Reports

As a result of an audit finding, the FAA is requiring sponsors to submit a Sponsor Quarterly Performance Report for each active grant. The report shall be mailed or e-mailed (e-mail is preferred) to your respective FAA engineer or planner no later than 30 days after the quarter ending March 31, June 30, September 30, and December 31. The report shall consist of the following elements:

- Comparison of actual accomplishments to the goals established for the period
- Reasons for slippage in those cases where established goals are not met
- Impact on other airport projects (e.g. AIP, PFC, F&E, airport-initiated, etc.)
- Analysis and explanation of cost overruns

The sponsor may use their own format provided the four elements are adequately addressed. For the Sponsor's convenience, we have also prepared a suggested format for the Sponsor Quarterly Report, copy available at our web site at http://www.faa.gov/airports/central/airports_resources/media/performance.pdf.

Project Payments - Grant Fiscal Records

The official project files must contain original documentation supporting all requests for reimbursement under this grant agreement. Reimbursement can not be made prior to work being completed in accordance with the project specifications. See AIP Sponsor Guide – 1500 Grant Payments and AIP Sponsor Guide 1510 – Drawdown Submittal Information.

Questions

If you have any questions, please contact me at (816) 329-2603.

Sincerely,



Gayla J. Rich
Airports Program Specialist (Land)

Enclosure

CERTIFICATE

To the Clerk of Franklin, State of Kansas

We, the undersigned, officers of

City of Ottawa, Kansas

- certify that: (1) the hearing mentioned in the attached publication was held;
 (2) after the Budget Hearing this budget was duly approved and adopted as the maximum expenditures for the various funds for the year 2013; and
 (3) the Amounts(s) of 2012 Ad Valorem Tax are within statutory limitations.

			2013 Adopted Budget		
		Page No.	Budget Authority for Expenditures	Amount of 2012 Ad Valorem Tax	County Clerk's Use Only
Table of Contents:					
Computation to Determine Limit for 2013		2			
Allocation of MVT, RVT, 16/20M Veh Tax		3			
Schedule of Transfers		4			
Statement of Indebtedness		5			
Statement of Lease-Purchases		6			
Computation to Determine State Library Grant		7			
Fund	K.S.A.				
General	12-101a	8	10,581,976	2,364,105	
Debt Service	10-113	9	1,995,184	535,300	
Library	12-1220	9	764,410	690,084	
Auditorium	C Ord 13	10	237,370	157,512	
Special Highway		11	471,994		
Economic Development		11	139,674		
Community Services		12	146,042		
Special Parks & Recreation		12	169,496		
Special Alcohol		13	27,000		
Equipment Reserve		13	2,015,786		
Revolving Loan Fund		14	266,879		
Risk Mgt Reserve		14	1,039,558		
Stormwater Utility		15	400,000		
Water Fund		15	3,379,837		
Wastewater Fund		16	3,153,464		
Electric Fund		16	20,127,134		
Airport Fund		17	87,040		
WWT Plant Debt Fund		17	1,355,562		
KMEA Power Supply Fund		18	1,303,632		
		18			
Totals		xxxxxx	47,662,035	3,747,002	
Is an Ordinance required to be passed, published, and attached to the budget			Yes		County Clerk's Use Only
Budget Summary		18			
Neighborhood Revitalization Rebate					Nov 1, 2012 Total Assessed Valuation

Assisted by:

 Scott D. Bird

 Director of Finance

 Address:

 PO 60, 101 S. Hickory

 Ottawa, KS 66067-0060

 Email:

 sbird@ottawaks.gov

 Attest: _____, 2012

 County Clerk

 Governing Body

ORDINANCE NO. _____

AN ORDINANCE ATTESTING TO AN INCREASE IN TAX REVENUES FOR BUDGET YEAR 2013 FOR THE CITY OF OTTAWA, KANSAS.

WHEREAS, the City of Ottawa must continue to provide services to protect the health, safety, and welfare of the citizens of this community; and

WHEREAS, the cost of providing essential services to the citizens of this city continue to increase;

NOW THEREFORE, be it ordained by the governing body of the City of Ottawa, Kansas, that:

Section 1. In accordance with state law, the City of Ottawa, Kansas scheduled a public hearing and has prepared the proposed budget necessary to fund city services from January 1, 2013 until December 31, 2013.

Section 2. After careful public deliberations, the governing body has determined that in order to maintain the public services that are essential for the citizens of this city, it will be necessary to budget property tax revenues in an amount exceeding the level in the 2012 budget.

Section 3. This ordinance shall take effect after publication once in the official city newspaper.

Adopted by the governing body of the City of Ottawa, Kansas, this 1st day of August 2012.

Mayor

ATTEST:

City Clerk

(Seal)