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

A Study Session is scheduled for **August 20, 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 August 1, 2012 Regular Meeting, and the August 6, 2012 Study Session.

**III. Items for Presentation and Discussion**

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

**IV. Announcements**

August 22, 2012	Strategic Planning Retreat, 5:00 pm Goppert Building, 705 W. 15th Street
August 27, 2012	Study Session, 4:00 pm
August 27, 2012	Ottawa University Fusion, 6:00 - 8:00 pm, Franklin County Courthouse lawn
September 3, 2012	Labor Day holiday – City offices closed
September 3, 2012	Labor Day holiday – Study Session canceled
September 5, 2012	<b>NEXT REGULAR MEETING, 7:00 pm</b>
September 10, 2012	Study Session, 4:00 pm
September 10, 2012	ORC Facilities Tour, 5:30 pm
September 17, 2012	Study Session, 4:00 pm
September 19, 2012	Regular Meeting, 9:30 am
September 19, 2012	Joint City/County/USD 290 Luncheon, City Commission Chambers, City Hall, 101 S. Hickory, 12:00 Noon
September 24, 2012	Study Session, 4:00 pm

**V. Adjourn**

**2012 Priorities**

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

**CITY COMMISSION  
Regular Meeting Minutes  
Commission Chambers  
101 S. Hickory, Ottawa, Kansas  
Minutes of August 1, 2012**

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

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

**Consent Agenda**

Commissioner Caylor made a motion, seconded by Commissioner Ramsey, to approve the consent agenda. The consent agenda included the agenda and minutes from the July 9, 2012 Study Session; and the July 2 and July 11, 2012 Special Call Meetings. The motion was considered and upon being put, all present voted aye. The Mayor declared the Consent Agenda duly approved.

**Public Comments**

None offered at this time.

**Declaration**

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

**Presentation-Ottawa Optimists**

The Governing Body heard from incoming Ottawa Optimists President Dale Pearson and past President Trent Lancaster who presented a check to City Manager Richard Nienstedt for \$2,500 in support of City Parks improvements.

**FAA Grant-Ottawa Municipal Airport**

The Governing Body reviewed a request for approval of an FAA grant offer for the acquisition of additional land for the Ottawa Municipal Airport. Commissioner Ramsey made a motion, seconded by Commissioner Caylor, to approve the request and authorize staff and the City Attorney to proceed with necessary actions to comply with the FAA grant requirements.

During discussion it was explained this grant offer from the Federal Aviation Administration provides 90% of the cost, up to a maximum of \$181,575 (total anticipated purchase price \$201,750) to complete the acquisition of a 54(+) acre parcel of land at the south boundary of the Ottawa Municipal Airport property.

August 1, 2012

Unofficial Until Approved

The Governing Body heard from City Manager Richard Nienstedt who explained the FAA grant offer. The motion was considered and upon being put, all present voted aye. The Mayor declared the request duly approved.

### **Public Hearing-Proposed 2013 Budget**

The Mayor explained a public hearing on the proposed 2013 Budget is needed. The published mill levy cannot be increased, but it may be reduced.

Mayor Jorgensen opened the public hearing at 7:10 pm.

The Governing Body heard from Director of Finance Scott Bird who provided a presentation of the proposed 2013 budget.

There being no one else to speak to this issue Mayor Jorgensen closed the Public Hearing at 7:22 pm.

### **Adoption-2013 Budget**

The Governing Body considered the adoption of the 2013 Budget. Commissioner Caylor made a motion, seconded by Commissioner Richards, to adopt the 2013 Budget.

During discussion it was explained following public discussions and many weeks of study sessions as well as tonight's presentation and comments during the public hearing, adoption of the 2013 budget is required. The motion was considered and upon being put, all present voted aye. The Mayor declared the 2013 Budget duly adopted.

### **Ordinance-Increase in Tax Revenues for Budget Year 2013**

The Governing Body reviewed an ordinance attesting to an increase in tax revenues for Budget Year 2013 for the City of Ottawa, Kansas. Commissioner Ramsey made a motion, seconded by Commissioner Caylor, to adopt the ordinance.

During discussion it was explained this ordinance is required due to an increase in budgeted tax dollars for the 2013 budget.

The Governing Body heard from Director of Finance Scott Bird who explained the purpose of the required ordinance. The motion was considered and upon being put, all present voted aye. The Mayor declared the ordinance duly adopted and the ordinance was duly numbered Ordinance No. 3823-12.

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

City Manager Richard Nienstedt reported on the following:

- He thanked the Governing Body for their exceptional work as commissioners during the budget process.
- He thanked everyone for their participation in National Night Out on July 31, 2012.
- August 22, 2012: John Divine will be here to host the City Commissioners' Retreat
- September 10, 2012: City Commission will meet at Goppert Center at 5:30 pm to start tour of Ottawa Recreation Commission facilities

### **City Commissioners' Reports**

Commissioner Ramsey reported on the following:

- He encouraged everyone to study the issues and candidates and vote in the election on Tuesday, August 7, 2012.

Commissioner Richards reported on the following:

- He encouraged everyone to register to vote.
- He thanked Lieutenant Adam Weingartner for providing National Night Out updates through Facebook and Twitter and engaging the community in a positive way.

Commissioner Caylor reported on the following:

- Courthouse is open every day through Tuesday, August 7, 2012 for voting.
- She encouraged everyone to appreciate the Optimists making a donation to our local parks.

### **Mayor's Report**

Mayor Jorgensen reported on the following:

- Voting is an opportunity to express your thoughts on current events.
- The City Commission reached out to visit with citizens at their homes during National Night Out.
- The City Commission is planning to hold several future meetings in area schools and churches to reach and communicate with more citizens.

### **Announcements**

The Mayor announced the following:

- August 6, 2012: Study Session at 4 pm
- August 13, 2012: Study Session at 4 pm
- August 15, 2012: Next Regular Meeting at 9:30 am

**Adjournment**

There being no further business to come before the Governing Body, Commissioner Ramsey made a motion, seconded by Commissioner Richards, to adjourn the meeting. The motion was considered and upon being put, all present voted aye. Mayor Jorgensen declared the meeting duly adjourned at 7:39 pm.

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Carolyn S. Snethen, City Clerk

**STUDY SESSION MINUTES  
OTTAWA, KANSAS  
Minutes of  
August 6, 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.

**City Manager's Report**

City Manager Richard Nienstedt reported on the following:

- He reported that there is citizen interest in a community dog park. City staff is reviewing several potential locations.
- Prairie Paws Animal Shelter is building a dog park on their property.
- September 6, 2012: Ottawa Municipal Airport "Open House" at the Ottawa Municipal Airport from 5-7 pm.

**Commissioners' Reports**

Commissioner Ramsey reported on the following:

- He asked for an update on the 124 S Main demolition. Director of Planning/Codes/Inspections Wynndee Lee provided an update.

Commissioner Reed reported on the following:

- The Phelps family of Westboro Baptist Church will be coming to Ottawa in the future.

Commissioner Caylor reported on the following:

- She expressed how great Ash Street looks after the recent street improvements.

**Mayor's Report**

Mayor Jorgensen announced an executive session is needed to discuss attorney-client privilege.

**Executive Session**

**Recess**

Commissioner Caylor made a motion, seconded by Commissioner Ramsey, to recess into executive session to discuss attorney-client privilege with City Manager Richard Nienstedt and City Attorney Bob Bezek present for a period of 15 minutes and to reconvene into open session at 4:33 pm. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly recessed.

August 6, 2012

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**Reconvene**

Commissioner Richards made a motion, seconded by Commissioner Reed, to reconvene into open session. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly reconvened at 4:33 pm.

**Recess**

Commissioner Richards made a motion, seconded by Commissioner Ramsey, to recess back into executive session to discuss attorney-client privilege with the City Manager and City Attorney present for a period of 10 minutes and to reconvene into open session at 4:47 pm. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly recessed.

**Reconvene**

Commissioner Reed made a motion, seconded by Commissioner Caylor, to reconvene into open session. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly reconvened at 4:47 pm.

**Open Agenda**

The Governing Body discussed liability insurance coverage with entities funded by the City.

**Adjournment**

There being no further business to come before the Governing Body, Commissioner Reed made a motion, seconded by Commissioner Richards, to adjourn the meeting. The motion was considered and upon being put, all present voted aye. Mayor Jorgensen declared the meeting duly adjourned at 4:52 pm.

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Carolyn S. Snethen, City Clerk