



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
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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 **September 10, 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 20 and August 27, 2012 Study Sessions, and the August 22, 2012 Special Call meeting. *pp. 2-7*
- b. A proclamation recognizing September 17-23, 2012 as Constitution Week. *p. 8*
- c. An application for a 2012 Cereal Malt Beverage License, not for consumption on the premises, for Logan 66. Staff requests action be taken on this item at the September 10, 2012 Study Session. *pp. 9-12*

III. Items for Presentation and Discussion

- a. Discussion regarding LKM Service Line Warranty program for water lines.
- b. Discussion regarding door-to-door solicitor fees survey, *p. 13*
- c. City Manager's Report
 - LKM meeting—identify Commissioners attending meeting, voting delegates and alternates
 - NLC Annual Conference—identify Commissioners attending
 - Review remaining 2012 Commission meeting dates and potential conflicts
 - Planning Commission candidate interviews scheduled for Sept. 17 study session
- d. Commissioners' Reports
- e. Mayor's Report

IV. Announcements

- September 10, 2012 ORC Facilities Tour, 5:30 pm
- September 17, 2012 Study Session, 4:00 pm
- September 19, 2012 **NEXT 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
- October 1, 2012 Study Session, 4:00 pm
- October 3, 2012 Regular Meeting, 7:00 pm

V. Adjourn

VI. Items Already Placed

- a. A public meeting to be held at 7:00 pm on October 3, 2012 for the consideration of adoption of the redevelopment plan for a redevelopment district.

2012 Priorities

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

**STUDY SESSION MINUTES
OTTAWA, KANSAS
Minutes of
August 20, 2012**

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

Mayor pro tem Caylor called the meeting to order.

Public Comments

The Governing Body heard from Barbara Stuart, 1121 W 17th #41, who provided an overview of a proposed recycling pick up service and answered questions from the Governing Body.

Review of Minutes

The Governing Body reviewed minutes from the August 1, 2012 Regular Meeting, and the August 6, 2012 Study Session and agreed to place these items on the next Regular Meeting Agenda on September 5, 2012.

City Manager's Report

City Manager Richard Nienstedt reported on the following:

- August 27, 2012: City Commission will have a table at Ottawa University Fusion on the Franklin County Courthouse lawn from 6-8 pm
- A TIF resolution for Advantage Ford dealership will be the next Study Session Agenda on August 27, 2012.
- He announced Monoflow International is a new business coming to Ottawa.

Commissioners' Reports

Commissioner Ramsey reported on the following:

- He reported on a recent conversation with Prairie Paws **Executive Director** Mi'Chielle Cooper regarding community dog parks.
- He will be attending a Legislative Policy meeting on Thursday, August 23, 2012.

Commissioner Richards reported on the following:

- He inquired on providing safety information on the CFL light bulbs to inform the public.
- He recently attended the Ottawa Recreation Commission board meeting.

Commissioner Reed reported on the following:

- She recently sat in for the Mayor at the annual Farm Bureau meeting.

Commissioner Ramsey reported the ethanol plant in Garnett, Kansas is closing.

August 20, 2012

Unofficial Until Approved

Announcements

Mayor pro tem Caylor announced the following:

- August 22, 2012: Strategic Planning Retreat at the Goppert Building, 705 W 15th Street, at 5 pm
- August 27, 2012: Study Session at 4 pm
- August 27, 2012: Ottawa University Fusion on the Franklin County Courthouse lawn from 6-8 pm
- September 3, 2012: Labor Day holiday – City offices closed
- September 3, 2012: Labor Day holiday – Study Session canceled
- September 5, 2012: Next Regular Meeting at 7 pm

Mayor pro tem Caylor asked Commissioner Reed to read the following 2012 Priorities:

- Streets and sidewalk improvements
- Economic development
- Parks
- Business development
- Citizen relations

Adjournment

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

Carolyn S. Snethen, City Clerk

City Commission
Special Call Minutes: Strategic Planning Retreat
August 22, 2012
Goppert Center Multipurpose Room
705 W 15th Street, Ottawa, Kansas

The Governing Body met at 5 pm this date with the following members present and participating to wit: Mayor Jorgensen, Commissioner Caylor, Commissioner Richards, Commissioner Reed, and Commissioner Ramsey. A quorum was present.

The Mayor called the meeting to order.

Purpose

City Commission Retreat

- 1) Share something you saw a City employee do that was remarkable.
- 2) Observations on City Staff
- 3) If you knew you were leaving your current position in six months, what would you like to see happen in the City and for the citizens?
- 4) What are challenges to making the above list happen?
- 5) Review 2012 goals:
 - Street and Sidewalk Improvements
 - Economic Development
 - Parks
 - Business Development
 - Citizen Relations

Adjournment

Upon motion and second the meeting was duly adjourned.

Carolyn S. Snethen, City Clerk

August 22, 2012

Unofficial Until Approved

**STUDY SESSION MINUTES
OTTAWA, KANSAS
Minutes of
August 27, 2012**

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

Mayor pro tem Caylor called the meeting to order.

Public Comments

The Governing Body heard from Fire Chief Jeff Carner who provided an overview of the temporary license permit applications from the Ottawa Fire Department and the Franklin County Firefighter Association requesting permission to solicit donations for the Muscular Dystrophy Association (MDA) Fill the Boot program in the intersections of 3rd Street and Main Street and 21st Terrace and 23rd Street on September 1, 2012.

During discussion it was explained the applications for soliciting in the intersections require approval from the Governing Body. Commissioner Reed made a motion, seconded by Commissioner Ramsey, to approve the applications. The motion was considered and upon being put, all present voted aye. Mayor pro tem Caylor declared the applications duly approved.

Commissioner Ramsey reported on citizen concerns about recent itinerant salesmen in the area. The Governing Body heard from Director of Finance Scott Bird who explained staff is conducting research on the itinerant salesperson permits and additional information will be brought back to the Governing Body.

Review of Minutes

The Governing Body reviewed minutes from the August 13, 2012 Study Session, and the August 15, 2012 Regular Meeting and agreed to place these items on the next Regular Meeting Agenda on September 5, 2012.

Proclamation-National Childhood Cancer Awareness Month

The Governing Body reviewed a proclamation recognizing September 2012 as National Childhood Cancer Awareness Month and agreed to place this item on the next Regular Meeting Agenda.

Proclamation-Ottawa High School Wall of Honor Days

The Governing Body reviewed a proclamation recognizing September 13 and 14, 2012 as Ottawa High School Wall of Honor Days and agreed by consensus to place this item on the next Regular Meeting Agenda.

August 27, 2012

Unofficial Until Approved

Recognition-Jen Wolzen

The Governing Body reviewed a Certificate of Appreciation recognizing Jen Wolzen for organizing the 2012 National Night Out and agreed by consensus to place this item on the next Regular Meeting Agenda.

Resolution-Public Hearing Redevelopment District

The Governing Body reviewed a resolution calling for a public hearing to be held at 7 pm on October 3, 2012 for the consideration of adoption of the redevelopment plan for a redevelopment district.

The Governing Body heard from Director of Planning/Codes/Inspections Wynndee Lee who provided an overview of the TIF project for Advantage Ford in the South 59 TIF District and answered questions from the Governing Body. Commissioner Richards made a motion, seconded by Commissioner Reed, to adopt the resolution calling for a public hearing at 7 pm on October 3, 2012. The motion was considered and upon being put, all present voted aye. Mayor pro tem Caylor declared the resolution duly adopted and the resolution was duly numbered Resolution No. 1589-12.

Monthly Financial and Activity Report-July

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

City Manager's Report

City Manager Richard Nienstedt reported on the following:

- October 7-8, 2012: League of Kansas Municipalities Conference in Topeka, KS
- November 28-December 1, 2012: National League of Cities Congress of Cities Conference in Boston, MA
- August 27, 2012: City Commission will have a table at the Ottawa University Fusion event on the Franklin County Courthouse lawn from 6-8 pm

Commissioners' Reports

Commissioner Richards reported on the following:

- September 8, 2012: OMA Benefit by Praise Fundraiser to benefit the Ottawa Municipal Auditorium at 301 S Hickory Street at 6 pm

Announcements

Mayor pro tem Caylor announced the following:

- August 27, 2012: Ottawa University Fusion from 6-8 pm at the 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: Next Regular Meeting at 7 pm

August 27, 2012

Unofficial Until Approved

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 pro tem Caylor declared the meeting duly adjourned.

Carolyn S. Snethen, City Clerk



PROCLAMATION



WHEREAS, September 17, 2011 marks the two hundred and twenty-fourth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention and

WHEREAS, it is fitting and proper to officially recognize this great document and the anniversary of its creation; and

WHEREAS, in 1955, National Society, Daughters of the American Revolution adopted a project to promote the observance of the U.S. Constitution with a memorial week beginning on the anniversary of the signing of this document on September 17 and asked local DAR chapters to study, teach, and promote discussion of the U.S. Constitution; and

WHEREAS, since 1956, Public Law 915 has guaranteed the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week;

NOW, THEREFORE, the governing body of the City of Ottawa, Kansas, does hereby proclaim September 17 through 23, 2012 to be:

CONSTITUTION WEEK

and asks our citizens to reflect on the privilege of being an American with all the rights and responsibilities which that privilege conveys.

SIGNED this 19th day of September 2012.

Blake Jorgensen, Mayor

MEMO

To: Richard Nienstedt, City Manager

From: Amy Finch, Assistant City Clerk

Re: Cereal Malt Beverage Application for License

Date: September 7, 2012

An application for a Cereal Malt Beverage License for the year 2012 is included from Morani Inc DBA Logan 66. This application is a result of an ownership change at an existing convenience store located at 304 E Logan Street. The application has been approved by the Police Department and the City Attorney.

Please include this item on the agenda for the September 10, 2012 Study Session. Staff requests action be taken on this item at the September 10, 2012 Study Session.

CORPORATE APPLICATION FOR LICENSE TO SELL CEREAL MALT BEVERAGES

(This form has been prepared by the Attorney General's Office)

City or County of OTTAWA

SECTION 1 – LICENSE TYPE	
Check One: <input checked="" type="checkbox"/> New License <input type="checkbox"/> Renew License <input type="checkbox"/> Special Event Permit	
Check One: <input type="checkbox"/> License to sell cereal malt beverages for consumption on the premises. <input checked="" type="checkbox"/> License to sell cereal malt beverages in original and unopened containers and not for consumption on the licensed premises.	

SECTION 2 – APPLICANT INFORMATION			
Kansas Sales Tax Registration Number (required): <u>004-46-0844475 F=01</u>			
Name of Corporation <u>MORANI INC.</u>		Principal Place of Business <u>304 EAST LOGAN ST OTTAWA KS 66067</u>	
Corporation Street Address <u>304 EAST LOGAN ST OTTAWA KS 66067</u>		Corporation City <u>OTTAWA</u>	State <u>KS</u>
Date of Incorporation <u>8/23/2012</u>		Articles of Incorporation are on file with the Secretary of State. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Resident Agent Name <u>BLAINE FINCH</u>		Phone No. <u>832-524-3307 / 785-242 6400</u>	
Residence Street Address <u>101 West Second OTTAWA KS 66067</u>		City <u>OTTAWA</u>	State <u>KS</u>
		Zip Code <u>66067</u>	

SECTION 3 – LICENSED PREMISE			
Licensed Premise (Business Location or Location of Special Event)		Mailing Address (If different from business address)	
DBA Name <u>LOGAN 66</u>		Name <u>SAME</u>	
Business Location Address <u>304 EAST LOGAN ST.</u>		Address	
City <u>OTTAWA</u>	State <u>KS</u>	City	State
Zip <u>66067</u>		Zip	
Business Phone No. <u>832-524-3307</u>		<input checked="" type="checkbox"/> Applicant owns the proposed business or special event location. <input type="checkbox"/> Applicant does not own the proposed business or event location.	
Business Location Owner Name(s) <u>GAYATRI KANTI</u>			

SECTION 4 – OFFICERS, DIRECTORS, STOCKHOLDERS OWNING 25% OR MORE OF STOCK			
List each person and their spouse, if applicable. Attach additional pages if necessary.			
Name <u>GAYATRI KANTI</u>		Position <u>DIRECTOR</u>	
Residence Street Address <u>13909 BRADLEY ST #4505</u>		City <u>OVERLAND PARK</u>	State <u>KS</u>
		Zip Code <u>66227</u>	Date of Birth <u>4/11/1966</u>
Spouse Name <u>VINEETH KANTI</u>		Position <u>MANAGER</u>	
Residence Street Address <u>13909 BRADLEY ST #4505</u>		City <u>OVERLAND PARK</u>	State <u>KS</u>
		Zip Code <u>66227</u>	Date of Birth <u>12/1/1966</u>
Name		Position	
Residence Street Address		City	State
		Zip Code	Date of Birth
Spouse Name		Position	
Residence Street Address		City	State
		Zip Code	Age
Name		Position	
Residence Street Address		City	State
		Zip Code	Date of Birth
Spouse Name		Position	
Residence Street Address		City	State
		Zip Code	Age

SECTION 5 – MANAGER OR AGENT INFORMATION		
My place of business or special event will be conducted by a manager or agent.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, provide the following:		
Manager/Agent Name	Phone No.	Date of Birth
Residence Street Address	City	Zip Code
Manager or Agent Spousal Information		
Spouse Name	Phone No.	Date of Birth
Residence Street Address	City	Zip Code

SECTION 6 – QUALIFICATIONS FOR LICENSURE	
<p>Within two years immediately preceding the date of this application, have any of the individuals identified in Sections 4 & 5 been convicted of, released from incarceration for or released from probation or parole for any of the following crimes: (1) Any felony; (2) a crime involving moral turpitude; (3) drunkenness; (4) driving a motor vehicle while under the influence of alcohol (DUI); or (5) violation of any state or federal intoxicating liquor law.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>Have any of the individuals identified in Sections 4 and 5 been managers, officers, directors or stockholders owning more than 25% of the stock of a corporation which: (1) had a cereal malt beverage license revoked; or (2) was convicted of violating the Club and Drinking Establishment Act or the CMB laws of Kansas.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
All of the individuals identified in Sections 4 & 5 are at least 21 years of age ¹ .	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No

SECTION 7 – DURATION OF SPECIAL EVENT		
Start Date	Time	<input type="checkbox"/> AM <input type="checkbox"/> PM
End Date	Time	<input type="checkbox"/> AM <input type="checkbox"/> PM

I declare under penalty of perjury under the laws of the State of Kansas that the foregoing is true and correct and that I am authorized by the corporation to complete this application. (K.S.A. 53-601)

SIGNATURE *[Signature]* DATE 8/30/12

FOR CITY/COUNTY OFFICE USE ONLY:	
<input checked="" type="checkbox"/> License Fee Received Amount \$ <u>50.00</u> Date <u>9-4-12</u> (\$25 - \$50 for Off-Premise license or \$25-200 for On-Premise license)	
<input checked="" type="checkbox"/> \$25 CMB Stamp Fee Received Date <u>9-4-12</u>	
<input type="checkbox"/> Background Investigation <input type="checkbox"/> Completed Date _____ <input type="checkbox"/> Qualified <input type="checkbox"/> Disqualified	
<input type="checkbox"/> New License Approved Valid From Date _____ to _____ By: _____	
<input type="checkbox"/> License Renewed Valid From Date _____ to _____ By: _____	
<input type="checkbox"/> Special Event Permit Approved Valid From Date _____ to _____ By: _____	

A PHOTOCOPY OF THE COMPLETED FORM, TOGETHER WITH THE STAMP FEE REQUIRED BY K.S.A. 41-2702(e), MUST BE SUBMITTED WITH YOUR QUARTERLY REPORT (ABC-301) TO THE ALCOHOLIC BEVERAGE CONTROL, 915 SW HARRISON STREET ROOM 214, TOPEKA, KS. 66625-3512.

¹ Spouse not required to be over 21 years of age. K.S.A. 41-2703(b)(9)

Print Form

DEPARTMENT OF REVENUE

915 SW Harrison St.
Topeka, KS 66625-2007
Internet Address:
www.ksrevenue.org



STATE OF KANSAS

PHONE: (785) 368-8222
FAX: (785) 291-3614
Hearing Impaired TTY: (785) 296-6461

08/28/2012 15:00:09

**MORANI INC
LOGAN 66
304 E LOGAN STREET
OTTAWA, KS 66067**

Attached is your Kansas retailers' sales tax registration certificate. This must be displayed in your place of business. If you need forms and publications they can be obtained from our web site at <http://www.ksrevenue.org/forms.html> or by calling 785-296-4937.

If you are interested in filing returns or making payments electronically, visit our web site at <http://www.ksrevenue.org/eservices.html>.

Please see page 2 of this letter for details on how to use and display your certificate.

KANSAS DEPARTMENT OF REVENUE		www.ksrevenue.org
<i>Division of Taxation</i>		
RETAILERS' SALES TAX REGISTRATION CERTIFICATE		
		
MORANI INC LOGAN 66 304 E LOGAN STREET OTTAWA, KS 66067	Tax Account Number: 004-460844475F-01 Inception Date: 09/10/2012 Filing Frequency: Monthly	
This Registration Certificate is valid until canceled and is not transferable.		

DOOR TO DOOR SOLICITOR FEES

	City		Cost	Term	Other specific details
1	Garden City-NonLocal		\$ 300.00	1 Day(s)	or \$900/mo. For 1 and up.
2	Liberal	\$20 plus	\$ 100.00	1 Day(s)	or \$500/month with other limitations
3	Mulvane		\$ 100.00	1 Day(s)	or \$500/year
4	Bennington		\$ 50.00	1 Day(s)	
5	Johnson City		\$ 50.00	1 Day(s)	
6	El Dorado		\$ 50.00	1 Day(s)	or \$500/year
7	Park City (Group)	\$25 plus	\$ 50.00	1 Day(s)	or \$250/mo. or \$400/6 months or \$600/year
8	Harper		\$ 50.00	1 Day(s)	not to exceed \$500.00 in a 6 month period.
9	Arkansas City	\$10 Badge+	\$ 40.00	1 Day(s)	or \$80/mo., \$160/6 months, \$260/year
10	Louisburg	\$25 plus	\$ 10.00	1 Day(s)	Up to \$150, which then allows for up to 6 months
11	Mission		\$ 10.00	1 Day(s)	Background check
12	Andover		\$ 10.00	1 Day(s)	or \$100/year
13	Cheney	\$25 plus	\$ 10.00	1 Day(s)	
14	Osage City	\$25 plus	\$ 10.00	1 Day(s)	or \$100/year
15	Park City (Individual)	\$25 plus	\$ 10.00	1 Day(s)	or \$50/mo or \$150/6 months or \$250/year
16	Augusta		\$ 10.00	1 Day(s)	or \$100/year
17	Wellington		\$ 10.00	1 Day(s)	or \$250/year
18	Blue Rapids	\$20 plus	\$ 5.00	1 Day(s)	
19	Gardner		\$ 5.00	1 Day(s)	or \$25.00/year. HOWEVER: This is a group rate
20	Topeka		\$ 140.00	30 Day(s)	
21	Garden City-Local		\$ 365.00	365 Day(s)	
22	Chanute		\$ 55.00	90 Day(s)	Plus a \$2 photo fee
23	Paola		\$ 100.00	182 Day(s)	
24	Hoxie		\$ 100.00	365 Day(s)	for 4 or less sales people, \$500 for 5 or more
25	Fort Scott		\$ 25.00	182 Day(s)	
26	Derby		\$ 25.00	182 Day(s)	
27	Lawrence		\$ 50.00	365 Day(s)	