

# OTTAWA CITY COMMISSION

Wednesday, December 10, 2025 – 7:00 pm



# REGULAR MEETING AGENDA

Ottawa City Hall – 101 S. Hickory

In accordance with Kansas Open Meetings Act (KOMA), the meeting can be viewed live on Channel 23, via Facebook Live or listened to by dialing: 1-312-626-6799 and entering meeting ID 894 1188 4661 #. To view on YouTube: <https://www.youtube.com/@ottawaksgov>

If you need this information in another format or require a reasonable accommodation to attend this meeting, contact the City's ADA Coordinator at 785-229-3621. Please provide advance notice of at least two (2) working days. TTY users please call 711.

Citizens may in person, via Zoom or submit comments (300 words or less) for the City Commission to be read during public comment or during discussion on an agenda item.

To submit your comment or request the meeting Zoom link to give a public comment, email [publiccomments@ottawaks.gov](mailto:publiccomments@ottawaks.gov) no later than 4:00 pm on December 10, 2025; all emails must include your name and address. Participants who generate unwanted or distracting noises may be muted by the meeting host. If this happens, unmute yourself when you wish to speak.

## I. CALL TO ORDER

II. ROLL CALL \_\_\_\_\_ Allen \_\_\_\_\_ Clayton \_\_\_\_\_ Caylor \_\_\_\_\_ Crowley \_\_\_\_\_ Skidmore

## III. WELCOME

## IV. PLEDGE OF ALLEGIANCE

## V. INVOCATION – Pastor Dakota Smith, Ottawa Bible Church

## VI. PUBLIC COMMENTS

Subject to the above restrictions, persons who wish to address the City Commission regarding items on the agenda may do so as that agenda item is called. Persons who wish to address the City Commission regarding items not on the agenda and that are under the jurisdiction of the City Commission may do so at this time when called upon by the Mayor. Comments on personnel matters and matters pending in court or with other outside tribunals are not permitted. Speakers are limited to three minutes. Any presentation is for information purposes only. The Governing Body will take comments under advisement.

## VII. APPOINTMENTS, PROCLAMATIONS, RECOGNITIONS, AND NOMINATIONS

## VIII. CONSENT AGENDA

A. Minutes From December 3, 2025 Regular Meeting (Pp. 3-7)

B. Minutes From October 21, 2025 OMA Advisory Board Meeting (Pp. 8-9)

C. Approval of Contract with Asplundh Tree Expert LLC for Electric Line Clearance Tree Trimming in Zones 3 & 4 (Pp. 10-19)

D. Agenda Approval

Motion: \_\_\_\_\_

Second: \_\_\_\_\_

Vote: \_\_\_\_\_

## IX. DECLARATION

At this time, I'd like to give the Commissioners a chance to declare any conflict or communication they've had that might influence their ability to consider today's issues impartially.

## X. UNFINISHED BUSINESS

**XI. NEW BUSINESS**

**A. Recognition of Commissioner Caylor's Service—Mayor Allen**

**B. Oath of Office for Commissioner Elect Van Leiden**

**C. Comments by Mayor Emily Allen and Plaque Presentation**

**D. City Commission Nominations and Election of Mayor for the 2026 Term**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**E. Mayor's Oath of Office**

**F. Comments by Newly-Appointed Mayor**

**G. City Commission Nominations and Election of Mayor Pro Tem for the 2026 Term**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**H. Mayor Pro Tem's Oath of Office**

**I. Comments by Newly-Appointed Mayor Pro Tem**

**J. City Hall HVAC Project Update and Change Order Request—Director Sommer (Pp. 20-31)**

**Comment:** Staff will review the project timeline and impact of temporary office locations and present a change order to incorporate lighting and ceiling tile replacement.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**XII. COMMENTS BY CITY MANAGER**

**XIII. COMMENTS BY GOVERNING BODY**

**XIV. ANNOUNCEMENTS**

- |                             |  |
|-----------------------------|--|
| <b>A. December 17, 2025</b> | <b>City Commission Meeting – 10:00 am, City Hall</b>           |
| <b>B. December 24, 2025</b> | <b>City Commission Meeting – 4:00 pm, City Hall —Cancelled</b> |
| <b>C. December 31, 2025</b> | <b>City Commission Meeting – 4:00 pm, City Hall—Cancelled</b>  |

**XV. EXECUTIVE SESSION**

**Motion:** I move that the Commission recess into executive session to engage in privileged and confidential communication with the board's attorney, pursuant to the attorney client privilege exception, K.S.A. 75-4319(b)(2). The open meeting will resume in this room at \_\_\_\_\_ p.m.

**XVI. ADJOURN**

**Regular Meeting Minutes  
City Hall  
Minutes of December 3, 2025**

The Governing Body met at 7:00 p.m. on this date for the Regular City Commission Meeting, with the following members present and participating: Mayor Allen, Mayor Pro Tem Clayton, Commissioner Caylor, Commissioner Crowley and Commissioner Skidmore. Mayor Allen called the meeting to order.

Mayor Allen welcomed the audience and led the Pledge of Allegiance to the American flag. Pastor Aaron Nelson from Ottawa Bible Church gave the invocation.

**Public Comments**

No public comments were received.

**Appointments, Proclamations, Recognitions, Nominations, and Public Hearings**

**Consent Agenda**

Commissioner Crowley moved to approve the consent agenda, seconded by Mayor Pro Tem Clayton. The consent agenda included the minutes from the November 19, 2025 Regular Meeting, the 2026 Cereal Malt Beverage Licenses and approval of the Regular Meeting agenda. The motion was considered and upon being put, all present voted aye. The Mayor declared the consent agenda duly approved.

**Declaration**

No declarations were made.

**Unfinished Business**

**Review of the Transient Guest Tax Distribution Framework**

Director Landis provided a follow-up review of the Transient Guest Tax (TGT) Distribution Framework, originally presented at the November 19, 2025 Regular Meeting. She revisited the goals of the framework—supporting community attractions and tourism-driving events, reducing reliance on property tax revenues, and establishing a transparent and measurable allocation process—and summarized the two primary funding components: the Annual Sponsorship Program and Annual Community Partner Support/Reduction of Property Tax Reliance.

Director Landis reviewed the proposed application cycle for the Annual Sponsorship Program, including the January 15 opening date, February 15 deadline, and Commission consideration in March. She also discussed anticipated 2026 TGT revenue and clarified eligible uses under the broader Community Partner Support category, such as arts and recreation programming, tourism marketing, community events, plus infrastructure and beautification initiatives.

The Governing Body discussed implementation considerations for the first year of funding, including the need for flexibility as the program is launched. Following discussion, Mayor Pro Tem Clayton made a motion, seconded by Commissioner Caylor, to approve the Transient Guest Tax Distribution Framework with soft submission deadlines for the 2026 cycle. The motion was considered and upon being put, all present voted aye. The Mayor declared this item duly approved.

### **Review of 2026 Community Partner Funding Agreements**

City Attorney Finch provided an update on the draft 2026 Community Partner Funding Agreements, continuing the Governing Body's discussion from the November 12, 2025 Regular Meeting. He explained that Prairie Paws Animal Shelter functions more as a contracted service provider rather than a traditional community partner, and therefore a revised agreement is being prepared to better reflect the nature of that relationship. City Attorney Finch stated that he anticipates bringing the revised agreement forward for consideration at the December 17, 2025 meeting.

The Governing Body reviewed the remaining partner agreements and discussed reporting expectations, funding levels adopted in the 2026 Budget, and opportunities to strengthen alignment between funded services and measurable community outcomes.

Commissioner Caylor made a motion, seconded by Commissioner Skidmore, to approve the 2026 funding agreement with the Elizabeth Layton Center. The motion was considered and upon being put, all present voted aye. The Mayor declared this item duly approved.

Commissioner Caylor made a motion, seconded by Commissioner Crowley, to approve the 2026 funding agreement with the Ottawa Main Street Association. The motion was considered and upon being put, all present voted aye. The Mayor declared this item duly approved.

The Governing Body held discussion regarding whether to continue contracting with the Franklin County Development Council (FCDC) or bring economic development services in-house. After discussion, Commissioner Skidmore made a motion to approve a three-month contract with FCDC, to be re-evaluated at the end of that period; however, the motion died for lack of a second.

Commissioner Crowley then made a motion, seconded by Commissioner Skidmore, to fund FCDC in the amount of \$33,500 for the 2026 calendar year. Upon being put, the vote was as follows: Commissioner Crowley—aye; Mayor Pro Tem Clayton—nay; Commissioner Skidmore—aye; Commissioner Caylor—nay; Mayor Allen—nay. The Mayor declared the motion failed.

Commissioner Caylor made a motion, seconded by Mayor Pro Tem Clayton, to move economic development services in-house. Upon being put, the vote was as follows: Commissioner Caylor—aye; Commissioner Crowley—nay; Mayor Pro Tem Clayton—aye; Commissioner Skidmore—nay; Mayor Allen—aye. The Mayor declared the motion duly approved.

### **New Business**

#### **Distribution of Donations to the Mayor's Christmas Tree Fund**

The Governing Body received a generous \$2,000 donation from the Cosentino family in support of the Mayor's Christmas Tree Fund. Commissioner Skidmore noted that Hope House would be receiving support through the community partner funding process and that the Mayor's Christmas Tree contribution could therefore be directed to another community organization.

Commissioner Skidmore made a motion, seconded by Commissioner Crowley, to approve allocating the full \$2,000 donation to ECKAN. The motion was considered and, upon being put, all present voted aye. The Mayor declared the item duly approved.

**Resolution Supporting Waiver of Statutory Requirement to Use Generally Accepted Accounting Principles (GAAP) Based Accounting for 2026 Financial Reporting**

Assistant Director McCurdy presented a resolution requesting authorization to waive the statutory requirement to use Generally Accepted Accounting Principles (GAAP) for Fiscal Year 2026, as permitted under K.S.A. 75-1120a. She explained that the City, like many Kansas municipalities, prepares its annual financial statements on a regulatory (non-GAAP) basis consistent with the Kansas Municipal Audit and Accounting Guide (KMAAG). This method aligns more closely with the State's budget and cash-basis laws, provides clear and accessible financial information to the public, and maintains continuity with previous years' reporting practices.

Assistant Director McCurdy reviewed the financial impacts included in the Commission's agenda materials, noting that adherence to GAAP would significantly increase annual audit and consulting expenses due to the conversion and reporting requirements. She also stated that the City Attorney had reviewed the resolution and approved it as to form.

Commissioner Caylor made a motion, seconded by Commissioner Skidmore, to approve the resolution supporting the waiver of GAAP for Fiscal Year 2026. The motion was considered and upon being put, all present voted aye. The Mayor declared the resolution duly adopted, and this resolution was duly numbered Resolution No. 1999-25.

**Resolution Accepting the Final Plat, "Woodridge Estates," located at 1001 E. Wilson St**

Planning Assistant Hird presented the final plat for "Woodridge Estates," a proposed 13-lot single-family residential development located at 1001 East Wilson Street. She noted that the Preliminary Plat was approved by the Planning Commission on August 28, 2025, and the Final Plat received unanimous recommendation for approval from the Planning Commission on November 12, 2025. The subdivision consists of 3.82 acres and conforms to the requirements outlined in the City's Subdivision Regulations.

Planning Assistant Hird highlighted key components of the plat, including the designation of Tract A as a non-buildable area reserved for stormwater management and drainage, the developer's obligation to pay a parkland fee in lieu of land dedication in accordance with Article 5, and the administrative variance granted for minimum lot area within the R-1 zoning district. She also noted that the developer will finance and install all required public improvements, and that the City Attorney has reviewed the resolution and approved it as to form.

Mayor Pro Tem Clayton made a motion, seconded by Commissioner Caylor, to approve the resolution accepting the Woodridge Estates Final Plat and authorizing execution and recording of the associated documents. Upon being put, all present voted aye. The Mayor declared this resolution duly adopted, and this resolution was duly numbered Resolution No. 2000-25.

**Resolution Determining Consideration of Establishing a Reinvestment Housing Incentive District (RHID), Setting a Public Hearing and Adopting a Development Plan for Woodridge Estates Reinvestment Housing Incentive District**

Assistant Director McCurdy presented a resolution to initiate the process for establishing a Reinvestment Housing Incentive District (RHID) for the proposed Woodridge Estates development located at 1001 East Wilson Street. She explained that the project consists of 13 single-family for-sale homes and qualifies as an eligible RHID project under the Kansas RHID Act and Senate Bill No. 17.

Assistant Director McCurdy noted that the City previously adopted Resolution No. 1986-25 on July 16, 2025, determining the need for additional housing within the City and identifying the legal description of the proposed district. The Kansas Department of Commerce subsequently issued its approval letter on August 14, 2025, authorizing the City to proceed. She stated that adoption of the resolution before the Governing Body would formally set a public hearing for Wednesday, January 7, 2026, at 7:00 p.m., and outline the City's intent to consider the proposed Development Plan following that hearing.

Commissioner Skidmore made a motion, seconded by Commissioner Caylor, to adopt the resolution determining consideration of establishing the Woodridge Estates RHID, setting the required public hearing, and adopting the Development Plan. Upon being put, all present voted aye. The Mayor declared this resolution duly adopted, and this resolution was duly numbered Resolution No. 2001-25.

### **City Manager Comments**

City Attorney Finch informed the Governing Body that the December 10, 2025 meeting would include the annual reorganization of the City Commission. He encouraged Commissioners to discuss their preferences in advance so staff could prepare accordingly. Following discussion, the consensus of the Governing Body was to select Commissioner Clayton as Mayor for 2026 and Commissioner Crowley as Mayor Pro Tem.

Director Landis provided updates on behalf of City Manager Silcott, beginning with recent community activities. She shared that the Mayor's Tree Lighting Ceremony was held on November 29 and noted strong community turnout. She also reported that City staff assisted ECKAN with holiday toy-sorting efforts, unloading a box truck and sorting 761 toys by age and gender in under two hours.

Director Landis then highlighted operational updates across departments. Public Works completed winterization of restrooms and public fountains, and distributed door hangers on the southwest side of town in preparation for winter tree-trimming activities. Utilities completed a Wye repair at 828 S. Olive, began removing Veteran banners, and repaired multiple streetlights along Highway 68 within city limits. She also noted current open positions in Parks & Cemetery and Neighborhood and Community Services.

She reported that the City Hall HVAC Project will begin December 15, 2025, and will require temporary relocation of staff for two six-week phases. A full relocation plan and request for Governing Body direction regarding meeting locations during the one- to two-week impact on the Commission Chambers will be presented at the December 10 meeting.

Director Landis also announced that Rian Harkins, AICP, joined the City as the new Neighborhood and Community Services Director on December 1, bringing 28 years of experience in community planning, neighborhood revitalization, long-range planning, homeless program leadership, grant administration, and capital improvement planning.

She concluded with a preview of tentative agenda items for the December 10, 2025 Commission Meeting, including the swearing-in of Commissioner-Elect Tim Van Leiden, City Commission reorganization, recognition of Commissioner Caylor's service, a City Hall HVAC Project change order, and related project-impact updates. Additional consent agenda items will include OMA Advisory Board minutes and a bid award for the annual utility easement and right-of-way tree

trimming program.

### **Governing Body Comments**

Commissioner Crowley thanked the Veterans Committee for their work throughout the community and noted their generosity in treating the utility crew to lunch in recognition of their assistance. He also thanked his fellow Commissioners for the thoughtful discussion held during the meeting, stating that the deliberation demonstrated how the Governing Body can work through differing perspectives to arrive at a decision.

Mayor Pro Tem Clayton welcomed Director Harkins to the City and stated he was pleased to have him join the leadership team. He also shared thoughts regarding future remote meeting options, noting that several locations throughout Ottawa could accommodate virtual or alternative meeting formats.

Mayor Pro Tem Clayton also recognized the local dance groups who performed during recent holiday events, acknowledging that they braved cold weather to participate. He expressed appreciation to the parents and children involved and commended the strong turnout for the community parade.

### **Announcements**

A. December 10, 2025 – City Commission Meeting – 7:00 p.m., City Hall

B. December 17, 2025 – City Commission Meeting – 10:00 a.m., City Hall

### **Executive Session**

#### **Recess**

Commissioner Crowley made a motion, seconded by Commissioner Caylor, to recess into executive session for a period of 15 minutes to engage in privileged and confidential communication with the City's attorney pursuant to the attorney-client privilege exception, K.S.A. 75-4319(b)(2). The open meeting will resume in this room at 9:05 p.m. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly recessed.

#### **Reconvene**

Commissioner Caylor made a motion, seconded by Mayor Pro Tem Clayton, 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 9:05 p.m.

#### **Adjournment**

There was no further business before the Governing Body, the Mayor declared the meeting duly adjourned at 9:06 p.m.

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Melissa Scherman, City Clerk





## Ottawa Memorial Auditorium (OMA)

### Advisory Board Meeting

Tuesday, October 21st, 2025

12:00 pm – OMA Mezzanine



**Call to Order:** Amy Carlson called the meeting to order.

**Attendance:**

- Board members present: Amy Carlson, Keith Shrimpton, Mark Mitchell, Pete Weber, Jessica Christopher, Nicole Smith, and Matt Parenti
- Staff/Guests present: Tiffany Evans, Michelle Stegman-Jacobson, and Danielle Mingle-Melick

**Public Comments:** No public comments.

**Declaration:** No declarations from the Board.

**Agenda Approval:** A motion was made by Pete Weber to approve the meeting agenda as presented. Second by Mark Mitchell. Motion carried.

**Approval of Meeting Minutes:** A motion was made by Jessica Christopher to approve August 18, 2025, meeting minutes as presented. Second by Pete Weber. Motion carried.

**Director Report – Tiffany Evans:**

- Revenue & Expense Report
- Event Report
  - Line Dance Lessons
  - Music Bingo
  - Jim Winters Classic Country Concerts
  - The Bop Daddies - Car Show Concert in the Park
  - A Tribute to the King: Featuring Rick Cook & Strait Country
  - Mike Arnett with Shoestrang and a couple of Fatt Rascals
  - Taps & Tunes Featuring: Paramount
- Task List/Projects
  - Grant opportunities for Commercial Community Kitchen
  - Grant Opportunities Levitt Foundation Grant
  - Boiler
  - 2 Part-time positions- Events Assistant & Sound and Light Technician
- Strategic Plan Next Steps
  - Branding and Awareness
  - Facility and Infrastructure
  - Revenue Growth-Alternative Revenue Streams
  - Community Engagement
  - Long Term Vision
- Upcoming events
  - Paranormal Investigation
  - The Instamatics



- R & B Sports: Sports Memorabilia and Card Show
- Dueling Pianos: Presented by Ottawa Main Street
- Music for Millie: Featuring Jeremy McComb's Honky Tonk Circus
- Duke Mason Band Gospel and Christmas Concert
- Christmas Cowboy Style with Jeremy McComb
- Grand Ottawa Opry Christmas with Lorena Prater
- City Band Christmas
- ORC - Murder Mystery Dinner
- Red Hot Chili Pipers

**Report by the Friends of OMA – Donna Ferguson:** Tiffany reported their next meeting is October 21<sup>st</sup>.

**Board Reports:** None

**Next Regular Meeting:** The next regular meeting will be November 18th, 12:00 pm at the auditorium.

Pete Weber made a motion to adjourn the meeting at 12:48 pm. Nicole Smith seconded. Motion carried

Danielle Mingle-Melick, Recorder

Approved by the board on November 18, 2025.

**Agenda Item: VIII.C**

**City of Ottawa  
City Commission Meeting  
August 20, 2025**

**TO:** City Commission  
**SUBJECT:** Approval of Contract with Asplundh Tree Expert LLC for  
Electric Line Clearance Tree Trimming in Zones 3 &4  
**INITIATED BY:** Utilities Director – Electric Distribution  
**AGENDA:** Consent Agenda

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**Recommendation:** Accept bid from Asplundh Tree Expert LLC for a multi-year line clearance tree trimming plan, and direct staff to engage in a contract.

**Background:** As part of its annual vegetation management program, the Electric Distribution Division issued a Request for Proposals (RFP) on November 5, 2025, seeking qualified contractors to provide tree trimming services within Zones 3 and 4 of the City's electric distribution system. This work is necessary to ensure compliance with ANSI A300 and OSHA line clearance standards and to minimize service interruptions caused by vegetation interference.

Bids were due on November 25, 2025. Asplundh Tree Expert LLC submitted the only bid and they met all required qualifications and insurance standards

**Analysis:** The scope of work includes trimming and clearing trees around power lines, debris removal, and hauling of chips to a City-designated site. All work will be completed by certified line clearance arborists using appropriate safety-certified equipment.

- **Zone 3 Cost:** \$118,352.81 (2025-2026)
- **Zone 4 Cost:** \$150,135.14 (2026)
- **Total Project Cost: \$268,487.95**

All work is to be completed by **December 31, 2026**, weather permitting

**Financial Considerations:** Funds for this work are budgeted within the 2025 Electric Distribution operations account under Vegetation Management. The combined contract total of \$268,487.95 is within budget expectations for scheduled maintenance of Zones 3 and 4.

**Legal Considerations:** Standard contract terms will apply. Asplundh will meet all City insurance requirements, including listing the City as an additional insured and providing proof of workers' compensation, commercial auto, and liability coverage. No performance bond was required for this scope but may be enforced if conditions warrant.

**Recommendation/Action:** Accept bid from Asplundh Tree Expert LLC for a multi-year line clearance tree trimming plan, and direct staff to engage in a contract.

**Attachments:**

- Asplundh Proposal (Zones 3 & 4 Tree Trimming RFP 2025)
- Zone 3 & 4 Maps
- Certificate of Insurance (to be provided prior to work start)

# City of Ottawa, Kansas

## **Request for Proposals (RFP)**

### **Zones 3 & 4 Electric Line Clearance Tree Trimming Program**

**Issue Date:** November 5, 2025

**Proposal Deadline:** November 25, 2025 at 1:00 p.m.

**Submitting Office:** City of Ottawa; City Clerk, PO Box 60, 101 S. Hickory St., Ottawa, KS 66067

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## **1. Introduction**

The City of Ottawa, Kansas, through its Electric Distribution Department, is seeking proposals from qualified contractors for tree trimming services to maintain safe clearance around power lines within designated service areas. Work shall conform to industry standards, the City's specifications, and applicable safety regulations.

The City intends to award a service contract for Zones 3 & 4 Electric Line Clearance Tree Trimming Program. Contractors must demonstrate experience, qualifications, and capacity to complete the work in a timely and professional manner.

## **2. Scope of Work**

- Trim trees and vegetation to maintain safe clearance from electric distribution lines, in accordance with ANSI A300 and OSHA line clearance requirements.
- Remove or chip brush and debris. Chipped material shall be delivered to the City-designated chip site.
- Provide necessary personnel, equipment (bucket trucks, chippers, etc.), and supervision to complete the work.
- All work must be completed no later than December 31, 2026, weather permitting.

Maps of Zone 3 and Zone 4 areas are attached for reference. Color coding on both maps symbolizes Electric circuits only and has no bearing on trimming specifics.

## **3. Contractor Requirements**

- Licensed arborist in the State of Kansas.
- Demonstrated experience in utility line clearance projects of similar size and scope.
- Proof of required certifications, including Line Clearance Qualification Standard (LCQS).
- Bucket trucks and equipment must meet ANSI, NESC, and OSHA standards.
- Maintain appropriate staffing levels with qualified line clearance tree trimmers.

## 4. Insurance & Bonding

Contractors must provide proof of insurance before work begins, including:

- **Workers' Compensation & Employers' Liability** – statutory coverage per Kansas law.
- **Commercial General Liability** – \$1,000,000 per occurrence / \$2,000,000 aggregate.
- **Commercial Automobile Liability** – \$1,000,000 each accident.
- **Products & Professional Liability Insurance** – \$500,000 minimum.
- **The City of Ottawa must be listed as Additional Insured.**

Performance and payment bonds may be required. See full insurance requirements in Appendix A.

## 5. Proposal Submission

Sealed proposals must be clearly marked:

**“Bid for: Zones 3 & 4 Electric Line Clearance Tree Trimming Program”**

Submit by one of the following methods no later than **November 25, 2025 at 1:00 p.m.:**

- **By Mail or Hand Delivery:**  
City of Ottawa – City Clerk  
Attn: Melissa Scherman, City Clerk  
PO Box 60, 101 S. Hickory St.  
Ottawa, KS 66067
- **By Email (PDF copy):**  
cityclerk@ottawaks.gov

Late submissions will not be considered.

## 6. Evaluation Criteria

Proposals will be evaluated based on:

- Contractor qualifications and references.
- Compliance with insurance, bonding, and safety requirements.
- Ability to meet schedule and staffing expectations.
- Competitive pricing and value.

The City reserves the right to reject any or all proposals, waive irregularities, and select the proposal deemed in the best interest of the City.

## 7. Contact Information

Questions may be directed to:

**Ed Thompson**

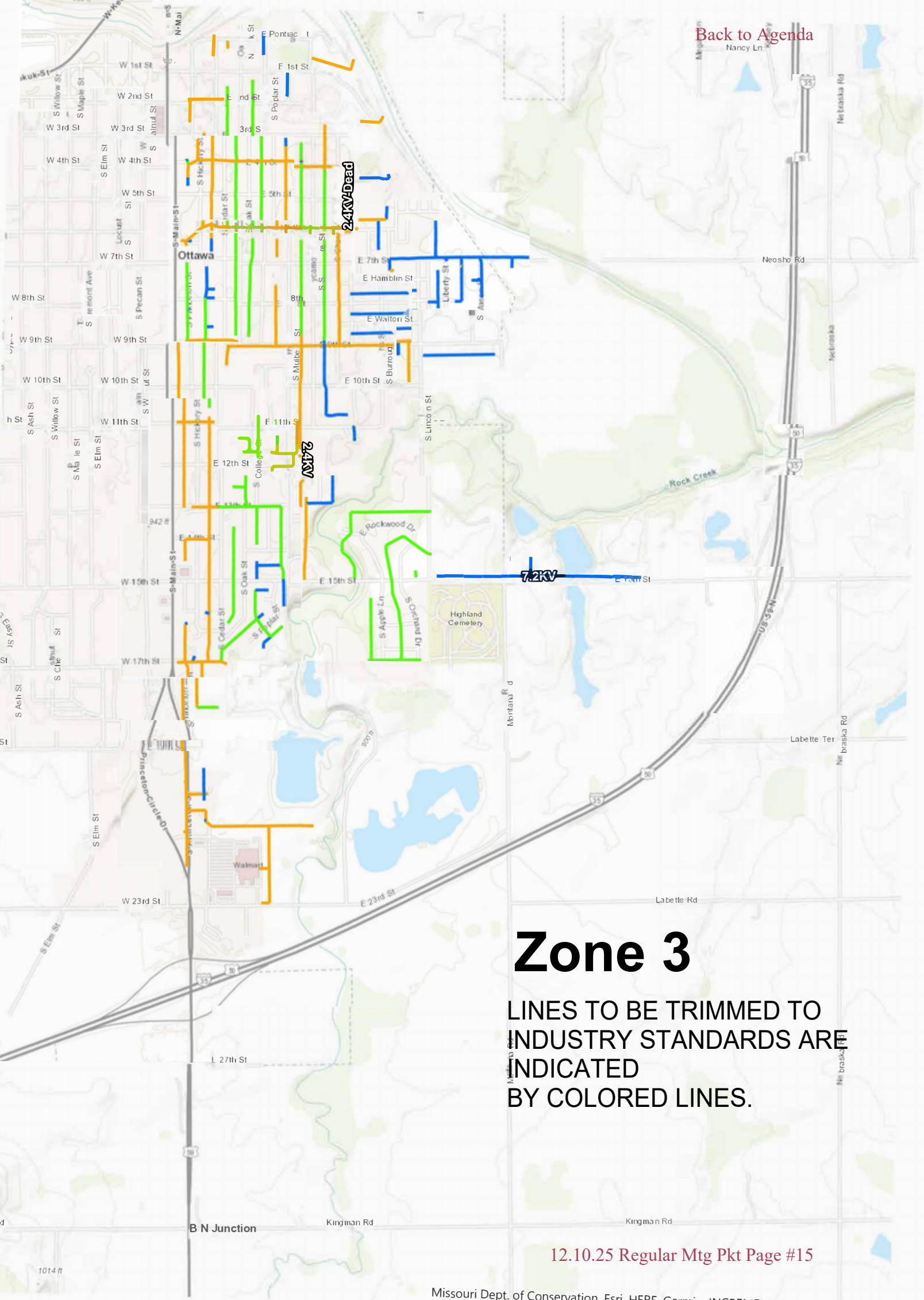
Electric Distribution Superintendent

Phone: 785-229-3711

Email: [ethompson@ottawaks.gov](mailto:ethompson@ottawaks.gov)

### Attachments

- Zones 3 & 4 Tree Trimming Maps
- Appendix A – Insurance Requirements
- Bid Form



## Zone 3

Lines to be trimmed to industry standards are indicated by colored lines.



Forest Park

LINES TO BE TRIMMED TO  
 INDUSTRY STANDARDS  
 ARE INDICATED BY  
 COLORED LINES.

Missouri Dept. of Conservation, Esri, HERE, Garmin, INCREMENT P, INC

## CONTRACTOR INSURANCE REQUIREMENTS

### CITY OF OTTAWA, KS MINIMUM INSURANCE REQUIREMENTS

Contractor shall acquire and maintain insurance as shown below for the duration of the contract, and the cost of such insurance shall be included in the rates charged by the Contractor.

- 1) **COMMERCIAL GENERAL LIABILITY:** A combined single limit of liability of \$1,000,000 Per Occurrence/\$2,000,000 aggregate including products and completed operations, written on ISO occurrence form CG 0001 or its equivalent. Endorsements limiting contractual liability are not acceptable. Policy shall contain a “per job/per project” aggregate endorsement.
- 2) **BUSINESS AUTOMOBILE LIABILITY:** A combined single limit of liability of \$1,000,000 Per Occurrence / Accident to apply all owned, hired, and/or non-owned autos used in the completion of the contract.
- 3) **WORKERS COMPENSATION & EMPLOYEES LIABILITY:** Workers Compensation coverage should be statutory for the State of Kansas and apply to all workers involved in the work, including the owner, sole proprietor, partners, members of an LLC, and officers of a corporation, regardless of whether such persons come under the statutory requirements to carry this coverage. Employers Liability limits must be at least \$100,000/\$500,000/\$100,000.
- 4) **OTHER INSURANCE REQUIREMENTS:**
  - a. Contractor agrees to name the City as additional insured on a primary basis, not contributing with any insurance carried by the additional insureds, for ongoing and completed operations in its Commercial General Liability policy with respect to the work performed under the contract. All policies shall also contain a waiver of subrogation in favor of the City. The Certificate of Insurance must reflect these requirements. If the Certificate states that an endorsement to the policy is required to make the designation of additional insured and/or the waiver of subrogation effective and binding on the insurance company, then the policy endorsement(s) shall be provided in addition to the Certificate.
  - b. Prior to commencing the work, Contractor’s insurance agent shall furnish the City with an acceptable Accord 25 (2010/05) Certificate of Insurance form containing the above required provisions and containing a provision that obligates the insurance company(ies) issuing such policies to notify the City in writing at least 30 days prior to an cancellation (10 days for non-payment of premium), non-renewal, or material alteration which would have an adverse effect on the coverage pertaining to this contract. This cancellation provision shall be indicated on the Certificate of Insurance. If the Certificate states that the provisions of the policy control over any notice requirement stated in the Certificate, then the policy provisions stating the notice that will be given must also be provided with the Certificate, confirming such notice will be given. The notice to the City as Certificate holder can be sent to the following:

City of Ottawa, KS  
Attn: Michelle Stegman  
P.O. Box 60  
Ottawa, KS 66067  
[mstegman@ottawaks.gov](mailto:mstegman@ottawaks.gov)

- c. All insurance policies shall be written by insurance company(ies) acceptable to City and with a current A.M. Best's Guide Rating of A- and Class VIII or better and authorized to do business in the state of Kansas.
- d. The fact that insurance is obtained by the Contractor shall not be deemed to release or diminish the liability of Contractor. Damages recoverable by City shall not be limited by the amount of the required insurance coverage.
- e. Contractor shall notify a City Department Manager as soon as possible after:
  - 1) Receiving notice of, or knowledge of, any demand, claim, lawsuit, or action arising out of the work performed, or
  - 2) Any bodily injury or property damage occurrence that could potentially lead to any claim or lawsuit.
- f. The City reserves the right, at any time, to require complete, certified copies of all required policies.
- g. The City reserves the right, at any time, to amend or modify the insurance to be acquired and maintained by Contractor.
- h. Subcontractors. The Contractor shall include all subcontractors as insured under its policies and shall furnish to the City separate Certificates for each subcontractor. All coverage for subcontractors shall be subject to the requirements stated herein.

**BID FORM**

**Company Name:** Asplundh Tree Expert LLC.

All Bid Pricing is to be in accordance with all General Conditions, Special Conditions, and Minimum Specifications as stated within this Request for Bid. Failure to complete the following form(s) shall result in your Bid being deemed non-responsive and rejected without any further evaluation.

**Bid Tabulation -**

Description	Unit	Quantity	Price
Tree Trimming	Time & Material	Zone 3 Trimming	\$118,352.81
Tree Trimming	Time & Material	Zone 4 Trimming	\$150,135.14

Authorized Signature: *John Lehmann* Date: 11/25/2025

Name and Title: Field Supervisor

Agenda Item: XI.J

City of Ottawa  
City Commission Meeting  
December 10, 2025

**TO:** City Commission  
**SUBJECT:** City Hall HVAC Project Change Order  
**INITIATED BY:** City Staff  
**PREPARED BY:** IT Director  
**AGENDA:** New Business

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**Recommendation:** Consider performing LED lighting and ceiling tile upgrades at City Hall during HVAC Renovation.

**Background:** Following a competitive bidding process, on October 1, 2025 the Ottawa City Commission selected BCI Mechanical, Inc. to provide improvements to the heating, ventilating, and air conditioning (HVAC) systems serving the Ottawa City Hall.

Recognizing the extensive ceiling access and organizational disruptions inherent in the HVAC work, city staff recommend that, should budget and scheduling resources permit, this represents an optimal window to concurrently upgrade the outdated 1980s-era ceiling tiles and replace existing lighting with energy-efficient LEDs, thereby consolidating efforts to minimize long-term operational interruptions to employees and the public.

**Analysis:** This recommendation proposes integrating LED lighting and ceiling tile replacements with the ongoing HVAC project to capitalize on shared access and minimize disruptions.

LED upgrades reduce energy usage on lighting, plus additional indirect HVAC efficiencies from lower heat output. Replacing 1980s-era tiles enhances insulation, acoustics, and air quality while improving overall energy retention.

The project consultant from BG Consultants reviewed the proposed change order for the lighting and tile and deemed it fair and appropriate in terms of pricing, materials, and integration.

**Financial Considerations:** Total cost to include LED lighting and ceiling tile replacement as a change order of the HVAC replacement is \$171,058.

LED Lighting Replacement: \$78,626  
Ceiling Tile Replacement: \$92,432  
Total Cost: \$171,058

**Legal Considerations:** Approve as to form. All contracts and agreements will be reviewed and approved by the City Attorney, ensuring compliance with pertinent Kansas Statutes.

**Possible Actions:**

- Approve LED lighting and ceiling tile replacement. \$171,058
- Approve LED lighting only. \$78,626
- Approve ceiling tile replacement only. \$92,432
- Decline both replacements and HVAC project will continue as planned.

December 2, 2025

City of Ottawa City Commission  
Ottawa City Hall  
101 S. Hickory  
Ottawa, KS 66067

RE: 24-1373 Ottawa City Hall HVAC Improvements  
Proposed Change Order for Acoustical Ceiling Tile and Light Fixture Replacements

Through project discussions between the design-build contactor (BCI Mechanical, Inc.), City staff, and the City's Owner Representative (BG Consultants, Inc.), it was determined that it would be beneficial to the City to consider replacement of the existing acoustical ceiling tiles (ACT's) and light fixtures throughout the building while the HVAC Improvements project is being executed, due to the ability to leverage the ceiling work already needing to be performed for the HVAC Improvements to reduce the cost of these added work scopes compared to if they were completed as stand-alone projects. Accordingly, at the City's request, BCI Mechanical has prepared proposed change order pricing for each of these scopes of work.

#### **Acoustical Ceiling Tile Replacement**

The HVAC Improvements project will involve the temporary removal and reinstallation of various portions of the ACT ceilings throughout the building to access the plenum space above for the replacement of HVAC equipment, ductwork, and piping. The recent improvements in the Commission Chambers have demonstrated measurable acoustical benefits, and at least a portion of those benefits have been attributed to the replacement of the ACT's with a new high-quality product. Because of the extensive ceiling work needing to be done for the HVAC Improvement project, the incremental cost to replace the ACT's throughout the building will be less than it would otherwise be as a stand-alone project, because a portion of the labor cost to remove and reinstall tiles is already included in the project.

BG Consultants has reviewed the proposed change order from BCI for the replacement of all the ACT's throughout the building, with the exception of the Commission Chambers. The proposed replacement ACT is the same tile as what was recently installed in the Commission Chambers. The design-builder has estimated the quantity of 2'x2' tiles to be used in the replacement at 7,500, which includes a large number requiring trimming for ceiling edges or cutting for items like speakers or other ceiling-mounted devices, and an industry standard allowance for breakage and waste. Based on our review, BG Consultants believes that the proposed change order cost of **\$92,532.00** is reasonable for the scope of work being added.



### Light Fixture Replacement

While the existing light fixtures are not directly affected by the current HVAC Improvement project, the HVAC project is being designed to facilitate future light fixture replacement by installing new return air pathways through the ceilings, making the air handling function of the existing light fixtures obsolete. The replacement of light fixtures in the building, which are mostly installed in ACT ceilings, as a stand-alone project would involve the temporary removal and reinstallation of adjacent ceiling tiles to facilitate wiring connections and attachment of safety supports to the fixtures. The HVAC Improvement project presents a cost-effective opportunity to complete lighting upgrades concurrently because it can avoid a duplication of labor and time involved related to ceiling removal and reinstallation.

As an additional benefit, replacing the lighting throughout the building would allow for an upgrade from dated fluorescent lighting technology to native LED fixtures. Although there are LED retrofit solutions available for older fluorescent light fixtures, the longest life and highest gains in efficiency are realized through full fixture replacements with fixtures designed specifically around LED light sources. On average, older in-place fluorescent lighting has an efficacy of around 65 lumens of light produced per watt of power consumed (lumens per watt, or LPW). Modern native LED fixtures such as those proposed have a efficacy of 125 LPW, meaning that for the same amount of lighting delivered, they use just over one half of the power, resulting in significant reductions in energy usage over time as well as reducing the need for maintenance for replacing lamps and eliminating the hazardous waste disposal concerns of mercury in fluorescent lamps.

BG Consultants has reviewed the proposed change order from BCI for the replacement of the lighting throughout the building with new LED fixtures. The proposed replacement fixtures are UL Listed and Design Lighting Consortium (DLC) Listed. They include field-selectable lumen output and color temperature, meaning that the lights can be somewhat customized for each room to meet individual lighting needs and preferences. The design-builder has quoted a total of 393 fixtures of various sizes and types to replace existing fixtures. The replacement will be a one-for-one replacement. Based on our review, BG Consultants believes that the proposed change order cost of **\$78,626.00** is reasonable for the scope of work being added.

### **Recommendations**

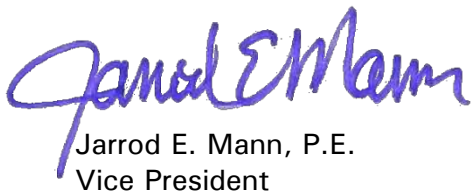
In conclusion, we see the following options as being reasonably available to the Ottawa City Commission in relation to these proposed change orders. Note that either of the proposed changes may be accepted independently of each other, or both may be accepted together.

- Accept the proposed change order from BCI Mechanical for the replacement of Acoustical Ceiling Tiles throughout the City Hall building for \$92,532.00 and direct the Owner's Representative to prepare appropriate change order documentation for signatures.
- Accept the proposed change order from BCI Mechanical for the replacement of light fixtures throughout the City Hall building for \$78,626.00 and direct the Owner's Representative to prepare appropriate change order documentation for signatures.
- Decline the proposed change order scopes of work.

Please let us know if you have any additional questions or concerns.

Sincerely,

BG Consultants, Inc.



Jarrod E. Mann, P.E.  
Vice President

### **Attachments:**

- Proposed Change Order Document from BCI Mechanical
- Product Information for Proposed Replacement Light Fixtures

PROPOSAL DATE: DECEMBER 2<sup>ND</sup>, 2025

PROJECT: OTTAWA CITY HALL & LIBRARY CEILING TILE REPLACEMENT  
LOCATION: 1001 S. HICKORY ST. OTTAWA, KS 66067

TO: PAUL SOMMER

ADDENDA: (0)  
PROPOSAL VALID 30 DAYS

### **MECHANICAL-HVAC PROPOSAL**

BCI MECHANICAL, INC. IS PLEASED TO PROVIDE THE FOLLOWING HVAC SCOPE OF WORK BASED ON SITE VISITS AND REQUEST MADE BY JARROD MANN ON 11/11/2025.

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#### **CEILING TILE REPLACEMENT**

1. REMOVE ALL EXISTING CEILING TILE IN THE OTTAWA CITY HALL & LIBRARY BUILDING
  - a) CEILING TILE IN COUNCIL CHAMBERS TO REMAIN
2. EXISTING CEILING GRID IS TO REMAIN
  - a) ALLOWANCES HAVE BEEN MADE FOR MINOR REPAIRS TO EXISTING GRID SYSTEM
3. REPLACE ALL EXISTING CEILING TILE
  - a) **USG ASTRO 8221**
  - b) 2'X2' TILE WITH NO REVEAL EDGE
  - c) NO BATT INSULATION ABOVE THE CEILING TILE

**TOTAL CEILING TILE BID PRICE.....\$92,432.00** (no tax included)

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#### **LIGHTING REPLACEMENT**

1. PROVIDE AND INSTALL (326) 2'X4' LED FLAT PANEL FIXTURES IN PLACE OF EXISTING
2. PROVIDE AND INSTALL (11) 2'X2' LED FLAT PANEL FIXTURES IN PLACE OF EXISTING
3. PROVIDE AND INSTALL (32) 1'X4' LED FLAT PANEL FIXTURES IN PLACE OF EXISTING
4. PROVIDE AND INSTALL (24) 4' LED WRAPAROUND FIXTURES IN PLACE OF EXISTING
5. ALL NEW FIXTURES ARE WATTAGE AND COLOR SELECTABLE
6. PROVIDE AND INSTALL SUPPORT WIRES AS NECESSARY

**TOTAL LIGHTING BID PRICE.....\$78,626.00** (no tax included)

#### **THE FOLLOWING ITEMS ARE NOT PROVIDED:**

- REPLACEMENT OF CEILING GRID
- PAINTING OF EXISTING CEILING GRID
- REMOVAL OF EXISTING AUDIO VISUAL & DATA WIRING

ESTIMATOR: TREVOR CARPENTER\_\_\_\_\_

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## Wattage & Color Selectable LED Sensor Ready Panels

### DESCRIPTION

Replace existing 1x4, 2x2, or 2x4 fluorescent fixtures in drop ceilings with these more efficient and longer lasting wattage and color selectable LED panels.

### FEATURES

- Light output varies depending on wattage and color temperature selected; see Selectable Table for full breakdown
- Sensor ready; see Accessories section for a list of compatible sensors and remotes
- IC Rated for direct contact with insulation
- Wattage and color temperature are adjusted via dip switches on the driver; see installation instructions for more details

### LISTINGS

- UL rated for damp locations
- IC Rated

### PERFORMANCE

- CRI: 80
- CCT: 3500K, 4000K, & 5000K
- LED L70 Life Hours: 50,000

### THERMAL

- 1.4°F to 113°F (-17°C to 45°C) operating temperature

### ELECTRICAL

- THD: <20%
- Power Factor: >0.9
- Input Voltage: 120-277V
- Surge Protection: 1kV

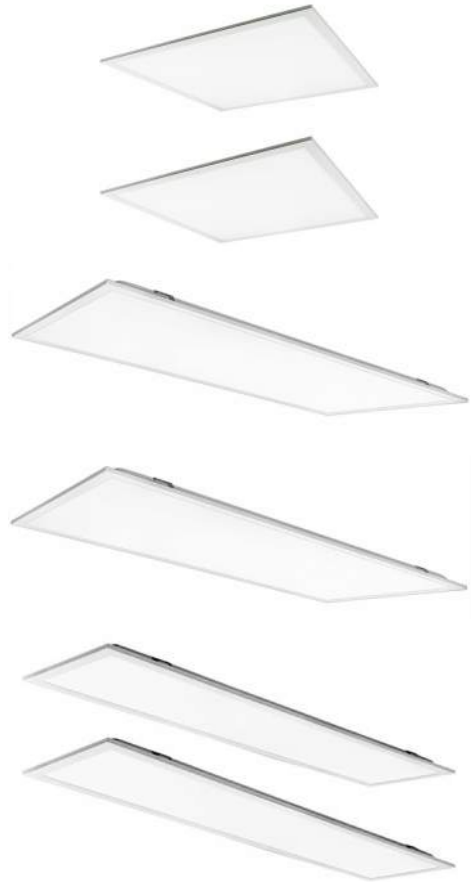
### INSTALLATION

- Designed for recessed mounting into a T-grid (T-bar clips attached); See installation instructions for more information on how to install these fixtures.

### CONSTRUCTION

- SPCC (cold rolled steel) with white finish
- PMMA lens protects LEDs while evenly distributing light

Project name	Type
Catalog number	
Comments	Voltage
Approved by	Date



### WARRANTY

- 5-year limited warranty; see [pltsolutions.com](http://pltsolutions.com) for warranty details

### APPLICATIONS

- Offices
- Hallways
- Classrooms
- Multipurpose Areas
- Conference Rooms

Item #	Size	Watts*	CCT*	CRI	Dimming	Voltage
PLT-50422	2x4	30/ 40/ 50	3500K/ 4000K/ 5000K	80	No	120-277V
PLT-50423	2x2	20/ 30/ 40	3500K/ 4000K/ 5000K	80	No	120-277V
PLT-50424	1x4	20/ 30/ 40	3500K/ 4000K/ 5000K	80	No	120-277V

\*See Selectable Table for full breakdown

SELECTABLE TABLE

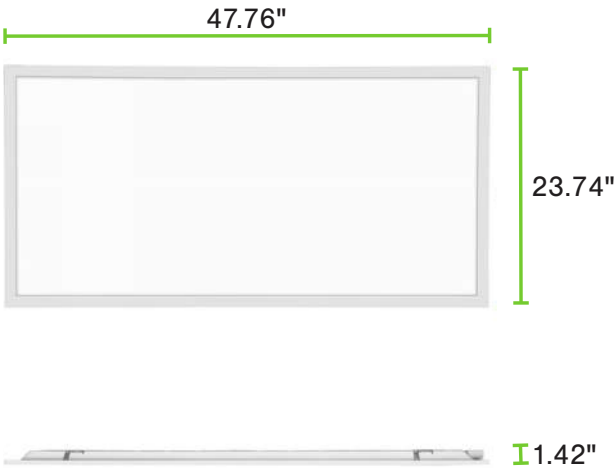
SKU	Wattage	CCT	Lumens	LPW
PLT-50422	30	3500K	3750	125
		4000K		
		5000K		
	40	3500K	5000	125
		4000K		
		5000K		
	50	3500K	6250	125
		4000K		
		5000K		
PLT-50423 PLT-50424	20	3500K	2500	125
		4000K		
		5000K		
	30	3500K	3750	125
		4000K		
		5000K		
	40	3500K	5000	125
		4000K		
		5000K		

ACCESSORIES

SKU	Description
PLT-50425	Panel Occupancy Sensor and Photocell - Passive Infrared (PIR) - White - Compatible with Select PLT Panel Fixtures - Plug-In Connector - 12-24 Volt
PLT-13137	Occupancy Sensor and Photocell Remote Control

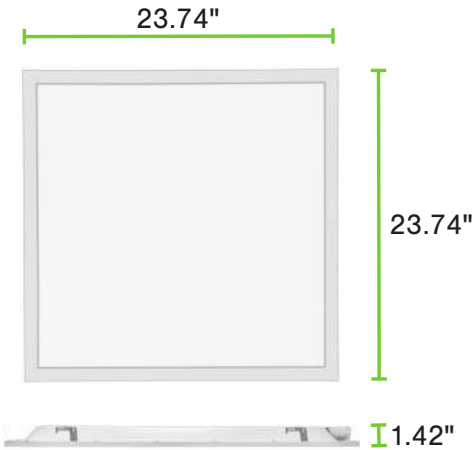
**PLT-50422**

Length: 47.76"  
Height: 1.42"  
Width: 23.74"  
Weight: 8.03 lbs



**PLT-50423**

Length: 23.74"  
Height: 1.42"  
Width: 23.74"  
Weight: 3.7 lbs



**PLT-50424**

Length: 47.76"  
Height: 1.42"  
Width: 11.93"  
Weight: 3.83 lbs





## Static and Selectable LED WRAPAROUNDS





## Product Features

These wrap fixtures are designed to save energy and meet low light egress requirements. They are ideal for use in stairways, bathrooms, and other lower traffic areas. They are designed with high efficacy LED engines to get the most energy savings compared to fluorescent fixtures.

### Mounting

- Surface Mounting

### Warranty

- 5-year warranty

### Applications

- Offices
- Hallways
- Multipurpose Rooms
- Conference Rooms

### Ratings

- UL 1598 suitable for damp locations
- UL 8750 LED equipment in Lighting Products
- DLC 5.1 Standard
- Temperature Rated at(-20°C to +50°C)(-4°F to 122°F)

### Additional Features

- 0-10V dimming
- 80 CRI
- Frosted PMMA lens
- Steel housing with white finish
- 2kV surge protection

## Ordering Information

PLT-80049 -- 16/20/24W, Up to 2808 Lumens, 3500/4000/5000K, 2'

PLT-80050 -- 32/40/48W, Up to 5616 Lumens, 3500/4000/5000K, 4'

PLT-80051 -- 55/60/65W, Up to 7605 Lumens, 3500/4000/5000K, 4'

PLT-80052 - 40W, 4640 Lumens, 4000K, 4'

PLT-80053 - 40W, 4680 Lumens, 5000K, 4'



## DLC Listings

PLT-80049 -- 5.1 Standard - PLTM828142

PLT-80050 -- 5.1 Standard - PLTM849142

PLT-80051 -- 5.1 Standard - PLTM840142

PLT-80052 -- 5.1 Standard - PLTM844122

PLT-80053 -- 5.1 Standard - PLTM844132

## Dimensions:MM

### Specifications

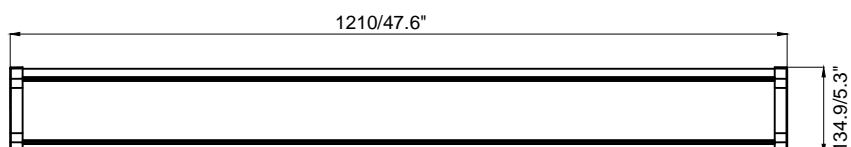
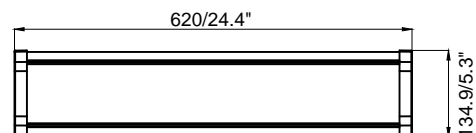
#### PLT WRAP - 2FT/4FT

Length:620/1210(24.4"/47.6")

Width: 134.9(5.3")

Depth:54.4(2.1")

Weight:1.20/1.70(kg)



## Photometric Test List

Catalog No.	Lumens Rated	Watts Rated	Efficacy Rated
NPS-00273*	2300	20	115
NPS-00274*	2320	20	116
NPS-00275*	2340	20	117
NPS-00276*	2300	20	115
NPS-00277*	2320	20	116
NPS-00278*	2340	20	117
NPS-00279*	3680	32	115
NPS-00280*	3712	32	116
NPS-00281*	3744	32	117
NPS-00282*	3680	32	115
NPS-00283*	3712	32	116
NPS-00284*	3744	32	117
NPS-00285*	4600	40	115
NPS-00286*	4640	40	116
NPS-00287*	4680	40	117
NPS-00288*	4600	40	115
PLT-80052	4640	40	116
PLT-80053	4680	40	117
NPS-00291*	5520	48	115
NPS-00292*	5568	48	116
NPS-00293*	5616	48	117
NPS-00294*	5520	48	115
NPS-00295*	5568	48	116
NPS-00296*	5616	48	117

Catalog No.	Lumens Rated	Watts Rated	Efficacy Rated	CCT Range
NPS-00297*	4025	35	115	835-850
	4060	35	116	
	4095	35	117	
	3540	30	118	835-850
	3570	30	119	
	3600	30	120	
	3025	25	121	835-850
	3050	25	122	
	3075	25	123	
PLT-80050	5520	48	115	835-850
	5568	48	116	
	5616	48	117	
	4720	40	118	835-850
	4760	40	119	
	4800	40	120	
	3872	32	121	835-850
	3904	32	122	
	3936	32	123	
PLT-80051	7475	65	115	835-850
	7540	65	116	
	7605	65	117	
	7080	60	118	835-850
	7140	60	119	
	7200	60	120	
	6655	55	121	835-850
	6710	55	122	
	6765	55	123	

SKU	Wattage	CCT	Lumens	Efficacy
PLT-80049	16	3500K	1936	121
		4000K	1952	122
		5000K	1968	123
	20	3500K	2360	118
		4000K	2380	119
		5000K	2400	120
	24	3500K	2760	115
		4000K	2784	116
		5000K	2808	117

Note: Subject to change without notice .Errors and omission excepted. Always make sure to use the most recent release.

