

# OTTAWA CITY COMMISSION

Wednesday, October 1, 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 and via Facebook Live or listened to by dialing: 1-312-626-6799 and entering meeting ID 979 6273 3505#. 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 October 1, 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 Terance Roberson, Bethany Chapel Baptist 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

### A. Proclamation Recognizing October 5-11, 2025 as Fire Prevention Week (P. 3)

**Comments:** Since 1922, fire departments have actively supported Fire Prevention Week, making it the longest running public health and safety observance on record. This year's campaign focus is "Charge into Fire Safety: Lithium-Ion Batteries in Your Home! Fire Chief Dillon will accept the proclamation.

## VIII. CONSENT AGENDA

### A. Minutes From September 17, 2025 Meeting (P. 4-6)

### B. 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. Consideration of Updated Municipality Agreement with the Kansas State Setoff Program—Assistant Director McCurdy (Pp. 7-12)

**Comment:** This item updates the City's agreement with the Kansas State Setoff Program to reflect current statutory and procedural requirements, ensuring continued participation and compliance.

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

**XI.B Consideration of proposals for Ottawa City Hall HVAC system—Director Sommer (P. 13)**

**Comment:** Consideration of proposals for providing improvements to the heating, ventilating, and air conditioning (HVAC) systems serving Ottawa City Hall following the RFP process.

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

**XI.C Consider a Resolution to amend the current Personnel Policy Handbook—Director Stegman-Jacobson (Pp. 14-18)**

**Comment:** Proposes a Resolution amending the current Personnel Policy Handbook with amendments to Section 6.8 Non-Owned Auto Policy.

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

**XII. COMMENTS BY CITY MANAGER**

**XIII. COMMENTS BY GOVERNING BODY**

**XIV. ANNOUNCEMENTS**

- A. October 8, 2025 City Commission Meeting - 4:00 pm, City Hall (Cancelled for LKM)
- B. October 15, 2025 City Commission Meeting - 10:00 am, City Hall
- C. October 22, 2025 City Commission Meeting - 4:00 pm, City Hall
- D. October 29, 2025 City Commission Meeting - 4:00 pm, City Hall

**XV. ADJOURN**



# PROCLAMATION



WHEREAS, the City of Ottawa, Kansas is committed to ensuring the safety and security of all those living in and visiting Ottawa; and

WHEREAS, fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire: and

WHEREAS, home fires caused 2,760 civilian deaths in the United States in 2022, according to the National Fire Protection Association, and fire departments in the United States responded to 360,000 home fires; and

WHEREAS, smoke alarms sense smoke well before you can, alerting you to danger in the event of a fire in which you may have as little as 2 minutes to escape safely; and

WHEREAS, working smoke alarms cut the risk of dying in reported home fires in half; and

WHEREAS, Ottawa's residents should be sure everyone in the home understands the sounds of smoke alarms and knows how to respond; and

WHEREAS, Ottawa's residents who have planned and practiced a home fire escape plan are more prepared and will therefore be more likely to survive a fire; and

WHEREAS, Ottawa's residents will make sure their smoke and carbon monoxide alarms meet the needs of all their family members, including those with sensory or physical disabilities; and

WHEREAS, Ottawa's first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and

WHEREAS, Ottawa's residents who are responsive to public education measures are better able to take personal steps to increase their safety from fire, especially in their homes; and

WHEREAS, the 2025 Fire Prevention Week theme, "Smoke alarms: Make Them Work for You" effectively serves to remind us it is important to have working smoke alarms in their homes.

THEREFORE, the Governing Body of City of Ottawa, does hereby proclaim the week of October 5-11, 2025, as

## FIRE PREVENTION WEEK

and urges the citizens of Ottawa to plan and practice a home fire escape for Fire Prevention Week and to support the many public safety activities and efforts of Ottawa's fire and emergency services.

SIGNED this 1<sup>st</sup> day of October 2025.

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Emily Allen, Mayor

**Regular Meeting Minutes  
City Hall  
Minutes of September 17, 2025**

The Governing Body met at 10:00 a.m. on this date for the Regular City Commission Meeting, with the following members present and participating: Mayor Allen, Mayor Pro Tem Clayton, Commissioner Crowley, and Commissioner Skidmore. Commissioner Caylor was absent. Mayor Allen called the meeting to order.

Mayor Allen welcomed the audience and led the Pledge of Allegiance to the American flag. Pastor Darron Story from Westminster Presbyterian Church gave the invocation.

**Public Comments**

George Ogle, 1305 S. Elm St., addressed the Commission regarding delays in his proposed residential development project.

**Appointments, Proclamations, Recognitions, Nominations, and Public Hearings**  
**Proclamation Recognizing September 17-23, 2025 as Constitution Week**

Mayor Pro Tem Clayton read a proclamation officially commemorating the anniversary of the creation of the world's longest living written Constitution and recognizing September 17–23, 2025 as Constitution Week. Linda Frederick, with the Daughters of the American Revolution, accepted the proclamation and thanked the Governing Body for this recognition.

**Consent Agenda**

Commissioner Crowley moved to approve the consent agenda, seconded by Mayor Pro Tem Clayton. The agenda included the minutes from the September 10, 2025 Regular Meeting, August 2025 Finance Monthly Report, minutes from the August 13, 2025 Planning Commission Meeting, Partner Agency Reports from August 2025 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**

**New Business**

**Ol' Marais River Run Car Show Review**

The Governing Body received an update from Police Chief Weingartner regarding public safety preparations for the 2025 Ol' Marais River Run Car Show, scheduled for September 19–21, 2025, in Forest Park and the Central Business District. The event, which includes a large car show in Forest Park, Cruise Night downtown on Saturday evening, and a Friday night Cruise-In and concert, is expected to draw thousands of visitors to Ottawa.

Chief Weingartner emphasized that the event requires extensive coordination among the Ottawa Police Department, Ottawa Fire Department, Franklin County Emergency Management, EMS, Emergency Communications, and multiple regional law enforcement agencies. Additional City departments, including Streets, Parks, Electric, IT, and Communications and Outreach, are engaged in planning and

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Unofficial Until Approved

operations. Approximately 100 volunteers will assist with Cruise Night to ensure public safety and support post-event clean-up.

The City's commitment to safety and coordinated planning is central to the event's success. A formal After-Action Review will be conducted following the car show to evaluate outcomes and identify improvements for future planning.

### **Consider the 2025 Third Quarter NRP Rebate Applications for Eight Properties**

Planning Assistant Hird presented the recommendation from the Neighborhood Revitalization Program (NRP) Review Committee to approve six residential properties and one commercial property for inclusion in the program. She noted the property at 1021 W. 4<sup>th</sup> St. has been removed as it is not located within the established NRP district.

The residential projects consist of five new single-family homes and one residential remodel. New construction projects are eligible for a 95% property tax rebate for ten years, while residential rehabilitation projects receive the rebate for five years.

The commercial project at 205 S. Main Street involves the remodel of the second and third floors of a downtown commercial building to add new apartments. Under the NRP, commercial projects are eligible for a graduated rebate, with 100% for years one through five, then reducing incrementally from 50% in year six to 10% in year ten.

Following presentation and brief discussion, Mayor Pro Tem Clayton made a motion, seconded by Commissioner Crowley, to approve the 2025 Third Quarter NRP rebate applications as recommended by the NRP Review Committee, removing 1021 W. 4th St. The motion was considered and upon being put, all present voted aye. The Mayor declared the applications duly approved.

### **City Manager Comments**

City Manager Silcott highlighted several operational updates. He announced that the Police Department will launch its Community Public Safety Academy in October, with 19 of the 20 available spots already filled. He congratulated Lieutenant Luft and Sergeant Murphy on their recent graduation from the FBI-LEEDA Command Leadership Institute and noted the department's receipt of the 2026 STEP Contract, which will reimburse an estimated \$5,000 in overtime. Silcott also shared that the Communications and Outreach team is collaborating with community partners to create a "welcome packet" for new residents moving into Ottawa. He reviewed upcoming events including the Ol' Marais River Run Car Show on September 19–21, the 20th Annual Ladies Night Out at Legacy Square on September 26, and the first Annual City Golf Championship on October 11–12. Finally, he provided an update on recruitment, reporting that applications for the Director of Neighborhood and Community Services position close September 25, with candidate interviews scheduled for early October.

### **Governing Body Comments**

Commissioner Skidmore thanked all of the volunteers who dedicate their time to the Ol' Marais River Run Car Show, noting the extensive planning that goes into the event and expressing appreciation to everyone involved. He also commended the Finance Department for its management of idle funds.. Mayor Pro Tem Clayton asked Chief Weingartner for confirmation that no major public safety incidents occurred during last year's show and received reassurance that only a minor medical

emergency had been handled. He also praised the approval of the NRP applications, calling them a testament to developers and their continued commitment to the community. Finally, he highlighted the upcoming September 22nd event at AdventHealth Ottawa, marking the opening of its OB and birthing center from 5:00–7:00 p.m.

**Announcements**

- A. September 24, 2025      City Commission Meeting – 4:00 pm, City Hall
- B. October 1, 2025        City Commission Meeting – 7:00 pm, City Hall
- C. October 8, 2025        City Commission Meeting- 4:00 pm, City Hall
- D. October 9-11, 2025    League of Kansas Municipalities Annual Conference

**Adjournment**

There was no further business before the Governing Body, the Mayor declared the meeting duly adjourned at 10:44 am.

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Melissa Reed, City Clerk

**Agenda Item: XI.A**

**City of Ottawa  
City Commission Regular Meeting  
October 1, 2025**

**TO:** Mayor and City Commission  
**SUBJECT:** Updated Municipality Agreement with the Kansas State Setoff Program  
**INITIATED BY:** Assistant Finance Director  
**AGENDA:** New Business

**Recommendation:** Consider authorizing staff to execute the updated Municipality Agreement with the State of Kansas Department of Administration's Accounts Receivable Setoff Program.

**Background:** The City of Ottawa has a long-standing partnership with the State of Kansas Department of Administration's Accounts Receivable Setoff Program. The original agreement was entered into on October 24, 1994. This program is utilized by the City as a collection measure for outstanding receivables, such as utility bills, court fines and fees, property damage claims, etc.

**Collection Data:**

	<b>2025</b>	<b>2024</b>	<b>2023</b>	<b>2022</b>
<b>CITY STAFF</b>	\$9,475.95	\$4,015.26	\$ 150.00	\$856.01
<b>SETOFF PROGRAM</b>	\$49,470.96	\$25,080.00	\$10,286.15	\$12,144.35
<b>TOTAL</b>	<b>\$58,946.91</b>	<b>\$29,095.26</b>	<b>\$10,436.15</b>	<b>\$13,000.36</b>

The State can collect from debtors through a few avenues:

- State payroll (began May 1981)
- Individual income tax refunds (began July 1981)
- Miscellaneous state payments (including lottery payments) (began December 1982)
- Homestead tax refunds (began January 1983)
- Unclaimed property (began August 1987)
- Kansas public employee retirement (began July 1990)
- Prize-winning payments from state-owned casinos (began November 2020)

**New Outstanding Receivables Added into the Kansas Debt Recovery System:**

	<b>2025</b>	<b>2024</b>	<b>2023</b>	<b>2022</b>
<b>ELECTRIC</b>	\$824,513.42	\$792,525.67	\$755,679.09	\$673,282.98
<b>SEWER</b>	\$163,422.09	\$157,389.77	\$149,325.61	\$135,336.79
<b>STORMWATER</b>	\$7,060.19	\$6,681.59	\$6,046.02	\$4,799.99
<b>WATER</b>	\$149,829.90	\$143,565.50	\$136,489.89	\$124,922.79
<b>TOTAL</b>	<b>\$1,144,825.60</b>	<b>\$1,100,162.53</b>	<b>\$1,047,540.61</b>	<b>\$938,342.55</b>

**Analysis:**

The updated agreement certifies that the City of Ottawa qualifies as a Municipality under the definition provided for in K.S.A. 75-6202(h). The agreement outlines the terms of the State Setoff Program under which the City would operate. The updates to this agreement compared to the previous agreement are:

- Setting termination policies – either party may terminate the contract without cause, with 30 days written notice. The money held by either party must be transferred to the relevant party.
- Fees – The original agreement has an 18.4% collection fee. The updated agreement increases this to 19% for debts submitted with social security numbers or employer identification numbers. For debts without those identifiers, the collection fee is 24%.
- Funds Transfer – the State will transfer funds on the 1<sup>st</sup> and 15<sup>th</sup> of each month, net collection fees.
- Account Adjustments – the municipality was previously required to notify the Setoff Program within 10 days after receiving a notice that a match had been made. The new agreement outlines that when an electronic notice is sent showing a match has been made, City staff have until 1 pm that day to email a response if the amount is incorrect and until 1 pm the following day to make an adjustment within the Kansas Debt Recovery System (KDRS) database.
- Bankruptcy Proceedings – the municipality must immediately update the KDRS when it receives notice of any bankruptcy proceedings related to any debts within the KDRS database.
- Collection Agencies – If the municipality chooses to utilize a third-party to manage debt collections through the KDRS system, the municipality must supply the State with written consent and contact information for this third party.
- Setoff Appeal Process – all debtors may request a hearing to determine whether the debt claim is valid as provided for in K.S.A. 75-6207. The State utilizes the Office of Administrative Hearings (OAH) to conduct the hearings. If the municipality fails to appear at the OAH hearing, the municipality will be charged the formal hearing fees.

**Financial Considerations:** Currently, this is the only mechanism the City is utilizing to collect outstanding receivables. Without this partnership, outstanding receivables will only be collected when staff check an individual's social security number when starting new utility service.

**Legal Considerations:** The updated agreement was reviewed and approved as to form by the City Attorney.

**Recommendation/Actions:** It is recommended that the City Commission consider:

1. Take action at the October 1, 2025, Regular Meeting to authorize the execution of the updated agreement with the State of Kansas Department of Administration's Accounts Receivable Setoff Program; or
2. Refer item XI.A to a following regular meeting for continued deliberations.

**Attachments:**

XI.A.1            Municipality Agreement with the State of Kansas Department of Administration Accounts Receivable Setoff Program.



**MUNICIPAL QUALIFICATION CERTIFICATION**

I certify that my organization qualifies as a Municipality under the definition provided for in K.S.A. 75-6202(h), and amendments thereto:

“‘Municipality’ means any municipality as defined by K.S.A. 75-1117, and amendments thereto, or any community mental health center organized pursuant to the provisions of K.S.A. 19-4001 et seq., and amendments thereto, and licensed pursuant to K.S.A. 39-2001 et seq., and amendments thereto, or any mental health clinic organized pursuant to the provisions of K.S.A. 65-211 et seq., and amendments thereto, and licensed pursuant to K.S.A. 39-2001 et seq., and amendments thereto.”

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Title

**MUNICIPAL AGREEMENT**  
**STATE OF KANSAS SETOFF PROGRAM**

NOW on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, this agreement (“Agreement”) is entered into by the Accounts Receivable Setoff Program, Department of Administration, State of Kansas (“State”) and \_\_\_\_\_ (“Municipality”).

The Municipality desires to enter into this Agreement for the purpose of utilizing the debt setoff procedures provided for in K.S.A. 75-6201, *et. seq.* Upon execution of this Agreement by both parties, and upon compliance with the terms stated in this Agreement, the State agrees to allow the Municipality to begin utilizing the State of Kansas Debt Recovery System database (“KDRS”).

**TERM OF AGREEMENT**

This Agreement shall be in effect beginning \_\_\_\_\_, 20\_\_\_\_ until termination.

**TERMINATION**

Either party may terminate this Agreement, without cause, upon 30 days written notice to the other party. Upon termination pursuant to this paragraph, the State shall pay the Municipality any monies held by the State for the Municipality pursuant to the terms of this Agreement. Upon termination of this Agreement pursuant to this paragraph, the Municipality agrees to pay the State any fees owed to the State as of the date of termination.

## **COLLECTION FEES**

The State shall be entitled to a 19% collection fee for all monies collected on Municipality debts submitted by interface or other electronic medium acceptable to the State, with accompanying social security numbers (“SSNs”) or employer identification numbers (“EINs”). The State shall be entitled to a 24% collection fee for all monies collected on Municipality debts without accompanying SSNs or EINs, regardless of any subsequent re-entries of the same debt into the KDRS database. The State shall place the collection fee on top of the uploaded debt balance and net out its collection fee from collections made through the Setoff Program.

The State will transfer funds collected on debts to the Municipality on the 1<sup>st</sup> and 15<sup>th</sup> of each month net the collection fee retained by the State.

## **DEBT SUBMISSION REQUIREMENTS**

When submitting a debt to the State, the Municipality shall submit to the State such data as the State may prescribe, in a form acceptable to the State. The Municipality shall provide, at a minimum, first and last name of the debtor or full name of the business, agency account number, a 25 character description of debt (e.g., parking fine, library book fine, property tax debt), and the current dollar amount of the debt (including late fees, interest, etc, but **excluding Setoff collection fees which will be added automatically once the debt is uploaded to KDRS**). Municipalities are strongly encouraged to also include the SSN or the EIN of the debtor. In the event a municipality submits a debt without an SSN or an EIN, the municipality must include additional information such as last known address, date of birth, driver’s license number and/or spouse’s name to enable the State to research and identify the SSN or EIN for the debtor. In addition, the Municipality shall certify that the debt is past due, in an amount equal to or greater than \$25, and at least three documented attempts have been made to collect the debt prior to its submission to KDRS.

## **ACCOUNT ADJUSTMENTS**

The Municipality agrees to update the debt balance in KDRS immediately when a debt has been settled through payment in full or compromise, or when there has been a change to the debt balance (including, but not limited to, when a payment has been made directly to the Municipality or debt interest accumulations). The Municipality agrees to review all debt balances each calendar year. Upon notification via Creditor Agency Notice of Intent (“CANOI”) email that a match has been made against a debt owed to a Municipality, the Municipality has until 1 pm the same business day to verify the validity and accuracy of the debt in KDRS so that the notice mailed to the debtor is accurately reflecting the current debt balance. If the debt is valid and accurate, no action needs to be taken by the Municipality in KDRS. If the debt is invalid or inaccurate, debt balance adjustments shall be made in KDRS. In the event the 1 pm deadline on the first business day is missed, the Municipality has until 1pm the following business day to make necessary debt balance adjustments in KDRS. In this event, while KDRS will collect the correct amount, the notice mailed to the debtor will be inaccurate. For a detailed guide on how to complete these actions, see user manual in KDRS.

## **DECERTIFICATION OF DEBT**

The Municipality may, at any time, decertify any debt previously submitted to the State. The Municipality shall decertify immediately any debt which has been compromised or paid in full. When debts are decertified subsequent to a match being made by the State against a payment in process, the Municipality shall provide a brief explanation as to the reason for the decertification in the ‘request adjustment notes’ box on the debt balance adjustment request page. The Municipality is not required to explain the reason for decertifying a

debt which is unmatched. If the municipality is unable to decertify a debt before the NOI is sent to the debtor, the Municipality has until 1 pm the following day to decertify the debt balance before the setoff order is complete which will prevent the final setoff from occurring.

### **BANKRUPTCY PROCEEDINGS**

The Municipality agrees to immediately update the KDRS system upon receiving notice of any bankruptcy proceedings related to any of its debts that are in the KDRS system. If the State is made aware of any pending setoff collection that is subject to an automatic stay under bankruptcy procedures, the State will reverse the pending setoff collection and update KDRS to note the bankruptcy.

### **COLLECTION AGENCIES**

If the Municipality chooses to utilize a third-party to manage debt collections through the KDRS system, the Municipality must supply the State with written consent and contact information for the third-party entity.

### **SUBMISSION AND RETURN OF ACCOUNTS**

For accounts which are submitted by the Municipality without a SSN or EIN, the State will use its resources to determine the debtor's SSN or EIN. In cases where such an identifying number is not found, the account will be returned to the Municipality by deletion from KDRS. The State reserves the right to refuse or return accounts at any time, without cause. The State will not accept from the Municipality debts of the State or any State agencies or of other municipalities, except as may be specifically allowed by law.

### **SETOFF APPEAL PROCESS**

The Municipality acknowledges that the debtor may request a hearing to determine whether the debt claim is valid as provided for in K.S.A. 75-6207. The State utilizes the Office of Administrative Hearings to conduct the hearings. If the Municipality fails to appear at an OAH hearing, the Municipality will be charged the formal hearing fees.

### **CONTACT INFORMATION**

The Municipality agrees to keep all contacts and user profiles current with the State. This includes the addition of users for new hires or new setoff responsibilities and deletions when users are terminated or no longer have setoff responsibilities.

For purposes of communication between the State and the Municipality in regard to debts submitted by the Municipality, the respective contact people are as follows:

Municipality Contact Information:

**General Contact** (Internal State use only for escalations): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Notification Contact** (Given to public for debt questions): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Fund Transfer Contact** (Internal State use only for questions about fund transfers):

\_\_\_\_\_  
Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

State Contact Information:

**Setoff Program Contact** (For all inquiries related to the Setoff Program):

Telephone Number: (785) 296-4628

Email Address: [KSSetoff@ks.gov](mailto:KSSetoff@ks.gov)

Fax Number: (785) 296-1477

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

Accounts Receivable Setoff Program, Kansas Department of Administration,  
State of Kansas

By: \_\_\_\_\_

Title: \_\_\_\_\_

Municipality: \_\_\_\_\_

By: \_\_\_\_\_

Employer's Identification Number (FEIN): \_\_\_\_\_

**Agenda Item: XI.B**

**City of Ottawa  
City Commission Meeting  
October 1, 2025**

**TO:** City Commission  
**SUBJECT:** Selection of provider for City Hall HVAC Improvements  
**INITIATED BY:** City Staff  
**PREPARED BY:** IT Director  
**AGENDA:** New Business

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**Recommendation:** Select BCI Mechanical, Inc. to provide improvements to the heating, ventilating, and air conditioning (HVAC) systems serving the Ottawa City Hall following the RFP process.

**Background:** The Ottawa City Hall building was originally constructed in 1984 as a private banking business, and was subsequently purchased and occupied by the City of Ottawa. The basement and portions of the main floor currently serve as the City Library. The remainder of the main floor includes the city offices, meeting rooms, and the City Commission Room. The second-floor houses additional offices and conference rooms. The building includes a total of approximately 25,800 square feet.

The HVAC equipment serving the building is largely original to the building's construction and is past the end of expected service life. Systems have had some modifications over time to improve operations and efficiency, but they do not meet modern standards for space conditioning, control, or air quality. The refrigerant used is obsolete, and the existing pneumatic control system is limited in capabilities.

Since the building was constructed, larger spaces have been subdivided into smaller spaces without adding additional control zones, resulting in multiple spaces of varying occupancies sharing common thermostat control.

The RFP was issued on August 4<sup>th</sup> 2025, a preproposal meeting and building walk-through was held on August 21, 2025 and the proposal deadline was September 11, 2025 at 2:00 p.m.

**Analysis:** BCI Mechanical, Inc. was the sole respondent to the RFP. Despite being the only participant, a thorough review was conducted to ensure their qualifications and capability to deliver the proposed project plans.

**Financial Considerations:** This project was funded by the 2022A GO-Bond. The 2021 estimate for this project was \$1,001,000, the BCI Mechanical, Inc. proposal totals \$1,204,578—exceeding expectations. However, with built-in contingency, cost savings from other bond initiatives, and accumulated interest earnings the project is able to proceed.

**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.

**Agenda Item: XI.C**

**City of Ottawa  
City Commission Study Session  
October 1, 2025**

**TO:** Mayor and City Commission

**SUBJECT:** Resolution Approving Amendments to the City of Ottawa, Kansas  
Personnel Policy

**INITIATED BY:** Human Resources Director

**PRESENTED BY:** Human Resources Director

**AGENDA:** Items for Presentation and Discussion

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**Recommendation:** It is recommended the City Commission adopt the resolution approving amendments to the City of Ottawa Personnel Policy and direct the City Manager, or his designee, to ensure distribution of these changes to all city employees in a timely manner.

**Background:** Update of policy related to non-owned auto require amendment in the existing Personnel Policy Handbook.

**Analysis:**

Policy amendments include:

Amendment of Section 6.8 Non-Owned Auto Policy

The amended policy removes the sentence, “Employees must provide proof that they have declared the use of their vehicles for work-related business to their insurers.” After policy implementation, and upon conferring with HUB International, our Property and Casualty broker, it was determined that this section applies only to employees who are required to maintain commercial auto insurance coverage for work purposes. The policy was developed for employees who may run errands or attend training using their vehicle on behalf of the City of Ottawa and required by Travelers, our auto carrier.

**Financial Considerations:** There is no financial impact on the organization.

**Legal Considerations:** Blaine Finch, City Attorney, has reviewed the recommendations to amend the Personnel Policies, and these changes comply with all applicable Federal and State employment laws.

**Recommendation/Action:** It is recommended the City Commission adopt the resolution approving the amended City of Ottawa Personnel Policy.

**Attachments:**

XI.C.1 Resolution Approving amendments to the City of Ottawa, KS Personnel Policy  
XI.C.2 Summary of Personnel Policy Handbook Changes

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION APPROVING AMENDMENTS TO THE CITY OF OTTAWA, KANSAS  
PERSONNEL POLICY.**

WHEREAS, the City of Ottawa, Kansas (the "City") is a duly incorporated city of the second class organized under the laws of the state of Kansas (the "State") which recognizes that its employees are its greatest strength.

WHEREAS, the City has undertaken a review of a personnel policies and incorporated herein are the update of Section 6.8 Non- Owned Auto Policy.

**THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF OTTAWA, KANSAS, AS  
FOLLOWS:**

**Section 1. Temporary Guidelines.** The Governing Body hereby adopts the attached amendments to the City of Ottawa's Personnel Policy and directs the City Manager or his designee to ensure distribution of these changes to all city employees in a timely manner.

**Section 2. At Will Employment.** Nothing in these changes shall be construed to change the nature of at will employment for all City employees.

**Section 3. Repeal.** All prior sections in conflict with these amendments are hereby repealed.

**Section 4. Effective Time.** These guidelines shall take effect upon adoption of this resolution.

Adopted by the Governing Body of the City of Ottawa, Kansas \_\_\_\_day of \_\_\_\_\_2025

\_\_\_\_\_  
Mayor

(SEAL)

ATTEST:

\_\_\_\_\_  
City Clerk

## **Summary of Personnel Handbook Changes Proposed October 2025**

### **Amended Sections from Handbook**

#### **6.8 City of Ottawa Non-Owned Auto Policy**

##### **General**

The scope of this policy is to establish rules pertaining to the use of an employee-owned vehicle for work-related business. This policy applies to all City of Ottawa employees using their personal vehicles for work-related business.

##### **Definitions**

Employee-owned vehicle: A vehicle for which the employee is the owner or signatory of a vehicle-lease agreement.

Work-related business: Any activities carried out in connection with the interests of the City of Ottawa.

##### **Personal Vehicle Use**

Our organization recognizes that certain employees, because of their job requirements, will have to operate their personally owned vehicles while conducting City business. Use of a personal vehicle for work-related business is strictly prohibited without prior written permission from their Department Director. In emergency situations, such as serious illness or a medical emergency, the authorized employee may designate an unauthorized operator to use their personal vehicle strictly on an emergency-only basis.

##### **Driver Criteria**

Motor vehicle records (MVRs) will be required at least once per year. The City reserves the right to use its discretion in determining an unsatisfactory MVR. As a guideline, a combination of 3 or more minor, moving or non-moving violations and 1 or more major violation(s) in the past three years will have an unsatisfactory MVR. Employees will be subject to further disciplinary action if they are required to drive as a part of their job duties.

Driving an employee-owned vehicle for work-related business under the influence of alcohol or any other illegal substance is strictly prohibited and will be subject to further disciplinary action. Additionally, employees are not to be under the influence of prescription drugs that cause drowsiness and/or other forms of impairment that prevent the safe usage of motorized vehicles.

##### **Drug and Alcohol Testing**

The City reserves the right to conduct initial and/or periodic random drug and alcohol testing for safety sensitive positions, post-accident for reasonable suspicion. Testing will be conducted by a licensed medical facility designated by the City. Positive results will be subject to further disciplinary action for violating the City Substance Abuse Policy.



### **Safe Driving Requirements**

All employee-owned vehicle operators are responsible for using their vehicles in a safe and responsible manner while conducting work-related business and are to abide by all applicable traffic laws while operating the vehicles.

It is recognized that cell phones will be used during the conduct of business in emergency and non-emergency situations. All employees need to use them in accordance with safe driving practices that protect the public at all times as well as in conformance with any written Departmental regulations. When possible, employees should pull to the side of the roadway, into a parking lot or other safe location to conduct their call.

### **Licensing Requirements**

Employees operating an employee-owned vehicle for work-related business are required to possess a valid Kansas driver's license in good standing, and the license held must be valid for the type of motor vehicle being used. Any operator who has their driver's license revoked or suspended shall notify their supervisor immediately. In this event, the operator shall immediately cease any usage of employee-owned vehicles for work-related business.

Employees approved to drive on work-related business are required to inform their supervisor of any changes that may affect either their legal or physical ability to drive, or their continued insurability.

### **Insurance Requirements**

Prior to using their vehicle for work, employees will properly register, license and insure their vehicle. Employees must carry:

- Bodily Injury & Damage Liability: \$100,000 each person I \$300,000 each accident I \$100,000 Property Damage.
- Uninsured/Underinsured Motorist: \$100,000.
- Personal Injury Protection (PIP): \$4,500 or more, or
- Med Pay: At least \$5,000

Each employee must have, maintain and renew the insurance coverage while the vehicle is used to conduct work-related business. Employees must also provide the Human Resources Department with proof of insurance before using the vehicle for work-related business and at any point in which the policy is renewed or changed. ~~Employees must provide proof that they have declared the use of their vehicles for work-related business to their insurers.~~

### **Vehicle Standards**

City of Ottawa will apply the following criteria before approving any employee-owned vehicle for work use. The vehicle must:

- The vehicle should meet all applicable federal, and state safety regulations.
- Be in sound mechanical condition.

### **Employee-owned Vehicle Maintenance**

To retain the safety and integrity of the employee's vehicle, the employee must conduct routine motor vehicle maintenance according to the manufacturer's specifications. Maintenance includes conducting a visual pre-trip vehicle inspection, including a review of tires, windshield wipers, brakes, mirrors and lights.

### **Accidents and Traffic Violations**

Employees must report all accidents immediately to their supervisor. A completed damage to property form will include the following: vehicle damage, road conditions, witness statements, and photos of the incident. Law enforcement must be notified. Employees are personally responsible for any fines, tickets, or citations incurred while driving for work. Failure to report accidents or unsafe driving may result in disciplinary action.