

**Regular Meeting Minutes  
Commission Chambers  
101 S Hickory, Ottawa, Kansas  
Minutes of October 7, 2015**

The Governing Body met at 7:00 pm this date with the following members present and participating to wit: Mayor Skidmore, Commissioner Dickinson, Commissioner Caylor, and Commissioner Reed were all present. A quorum was present.

The Mayor called the meeting to order and welcomed the Chamber Audience and led the Pledge of Allegiance to the American flag. The invocation was given by Todd Miller with Cherry Street Wesleyan.

**Consent Agenda**

The Governing Body reviewed the consent agenda consisting of minutes from the August 26, 2015 Special Call Meeting for Commission Retreat #2; August 31, 2015 and September 28, 2015 Study Sessions; September 2, 2015 and September 16, 2015 Regular Meetings; September 14, 2015 Special Call Joint Meeting; September 21, 2015 Study Session; the regular meeting agenda; and an Application for a Cereal Malt Beverage License for the year 2015. Commissioner Dickinson made a motion, seconded by Commissioner Reed to approve the consent agenda. The motion was considered and upon being put, all present voted aye. The Mayor declared the consent agenda duly approved.

**Public Comments**

None offered at this time.

**Declaration**

The Mayor asked the City Commission for declarations of any conflicts or outside communications that might influence their ability to impartially consider today's issues impartially. None were given at this time.

**Appointment of a New City Commissioner**

Due to the resignation of Sharon Geiss from the Ottawa City Commission on September 2, 2015, Emily Graves has been nominated to fulfill Mrs. Geiss' unexpired term. Commissioner Caylor made a motion, seconded by Commissioner Reed to appoint Emily Graves as the New City Commissioner. The motion was considered and upon being put, all present voted aye. The Mayor declared Emily Graves as the new City Commissioner.

**Oath of Office for Commissioner**

City Clerk Carolyn Snethen administered the Oath of Office to Commissioner Graves.

**Comments from Commissioner Graves**

Commissioner Graves thanked the City Commission and stated she is honored to be serving on the City Commission for the City of Ottawa.

### **Proclamation—2015 Ottawa Arrows AAA American Legion Baseball Team**

Mayor Skidmore read a proclamation recognizing the 2015 Ottawa Arrows AAA American Legion Baseball Team. This proclamation is honoring the American Legion AAA as Ottawa's first American Legion AAA State Champions at the State Tournament in McPherson, Kansas. Head Coach Brian Long and team member Alex Stepp accepted the proclamation. Brian Long and Alex Stepp thanked the City of Ottawa for recognizing them on their State Championship.

### **Proclamation—Breast Cancer Awareness Month**

Commissioner Caylor read a proclamation recognizing October 2015 as Breast Cancer Awareness Month. National Breast Cancer Awareness Month is a partnership of national public service organizations, professional medical associations and government agencies working together to promote breast cancer awareness, share information on the disease and provide greater access to screening services. Kathy Niehoff accepted the proclamation on behalf of the Franklin County Breast Cancer Support Group. Kathy Niehoff thanked the Governing Body for all the support given by them and the rest of the community.

### **Proclamation—Community Planning Month**

Commissioner Dickinson read a proclamation recognizing October 2015 as Community Planning Month. Community Planning Month is an opportunity to publically recognize the dedication of Planning Commission members as well as highlight the importance of sound planning and plan implementation. The proclamation was accepted by Planning Commission Chairperson John Boyd and Community Development Director Wynndee Lee. They thanked the Commission for recognizing the efforts of the Planning Commission.

### **Municipal Code/City Code Review**

The Governing Body heard from City Attorney Blaine Finch regarding the review of updates to the City's Municipal Code.

### **Ordinance—Uniform Public Offense Code**

The Governing Body heard from City Attorney Blaine Finch regarding an ordinance to regulate public offense within the corporate limits of the City of Ottawa, Kansas. This ordinance incorporates the Uniform Public Offense Code. Commissioner Caylor made a motion, seconded by Commissioner Dickinson to adopt the ordinance. The motion was considered and upon being put, all present voted aye. The Mayor declared the ordinance duly adopted and the ordinance was numbered Ordinance No. 3898-15.

### **Ordinance—Codification 2015 Municipal Code**

The Governing Body heard from City Attorney Blaine Finch regarding an ordinance adopting the Codification of Ordinances. Commissioner Reed made a motion, seconded by Commissioner Dickinson to adopt the ordinance. The motion was considered and upon being put, all present voted aye. The Mayor declared the ordinance duly adopted and the ordinance was numbered Ordinance No. 3899-15.

### **Fiscal 2014 Financial Audit**

The Governing Body heard from Finance Director Scott Bird regarding the 2014 Financial Audit prepared by Mize Houser & Company P.A. Finance Director Scott Bird thanked the Financial Staff for all their hard work and stated the Audit is available on the City of Ottawa website. City Manager Richard U Nienstedt stated this is a clean audit with no statutory violations. Mayor Skidmore stated these audits are very important for the City's future endeavors. Commissioner Caylor made a motion, seconded by Commissioner Reed to accept the 2014 Financial Audit. The motion was considered and upon being put, all present voted aye. The Mayor declared the 2014 Financial Audit duly accepted.

### **Public Hearing—General Obligation Bonds**

Mayor Skidmore declared a public hearing to consider issuance of approximately \$540,000 principal amount of General Obligation Bonds for Ottawa Municipal Airport T-hanger project. The Mayor declared the public hearing open at 7:38 pm. Finance Director Scott Bird introduced Kutok Rock Bond Attorney Representative Tyler Ellsworth. Tyler stated federal tax code requires a public hearing to be held for specific General Obligation Bonds.

Mayor Skidmore declared the public hearing closed at 7:40 pm.

### **Resolution—General Obligation Renewal Temporary Notes**

The Governing Body heard from Finance Director Scott Bird regarding a resolution authorizing the issuance and delivery of \$530,000 principal amount of General Obligation Renewal Temporary Notes, Series 2015-1, of the City of Ottawa, Kansas, for the purpose of renewing the city's existing General Obligation Temporary Notes, Series 2014-1.A. Commissioner Reed made a motion, seconded by Commissioner Caylor to adopt the resolution. The motion was considered and upon being put, all present voted aye. The Mayor declared the resolution duly adopted and the resolution was numbered Resolution No. 1680-15.

### **Ordinance—Amending Ordinance No. 3470-04**

The Governing Body heard from Community Development Director Wynndee Lee regarding an ordinance amending several sections of the Comprehensive Plan, in particular Chapter 3, Goals Section, and Chapter 5, Planning Implementation, Downtown Neighborhood District. Commissioner Dickinson made a motion, seconded by Commissioner Reed to adopt the ordinance. The motion was considered and upon being put, all present voted aye. The Mayor declared the ordinance duly adopted and the ordinance was numbered Ordinance No. 3900-15.

### **Ordinance—Conditional Use Permit**

The Governing Body heard from Community Development Director Wynndee Lee regarding an ordinance for a conditional use permit for chickens/guineas/fowl at 1207 S Lincoln St. Commissioner Caylor made a motion, seconded by Commissioner Dickinson to adopt the ordinance. The motion was considered and upon being put, all present voted aye. The Mayor declared the ordinance duly adopted and the ordinance was numbered Ordinance No. 3901-15.

### **2016 Contract—Franklin County Development Council**

The Governing Body heard from Franklin County Development Council (FCDC) Interim Director Tom Reiderer regarding the 2016 Economic Development Services contract between FCDC/Franklin County and the City of Ottawa. Annually the City reviews the agreement and contracts for economic development services with FCDC. Commissioner Reed made a motion, seconded by Commissioner Caylor to accept the 2016 Contract with FCDC. The motion was considered and upon being put, all present voted aye. The Mayor declared the 2016 contract duly approved.

### **Report by City Manager**

City Manager Richard U Nienstedt reported:

- Welcomed Commissioner Graves to the City Commission.
- Stated he is very proud of this commission. This commission is devoted to the community and knows how important it is to choose the right representative to sit on the City Commission.

### **Report by City Commissioners**

Commissioner Reed is proud of all the activities that have taken place over the past month in Ottawa. We have so many activities that take place in the City of Ottawa compared to other Cities our size. Commissioner Reed participated in the Walk to School Event

Commissioner Dickinson welcomed Commissioner Graves to the Governing Body. Commissioner Dickinson stated many of the Commissioners will be attending the League of Kansas Municipalities Conference over the weekend to learn from other commissions and experts of local government.

Commissioner Caylor welcomed Commissioner Graves. Commissioner Caylor stated it is exciting and powerful to hear the young children at the meeting reciting the Pledge of Allegiance. Commissioner Caylor is proud of the local baseball team and all their accomplishments.

Commissioner Graves thanked everyone for welcoming her to the City Commission for the City of Ottawa.

### **Report by Mayor**

Mayor Skidmore reported:

- Enjoyed participating in the Walk to School Event

### **Announcements**

Mayor Skidmore announced:

- October 10-12, 2015: Special Call LKM Annual Conference, Topeka Capitol Plaza Hotel & KS Expocentre
- October 12, 2015: Study Session CANCELED
- October 21, 2015: Joint City/County/USD 290 Meeting, 12:00 pm, Franklin County Commission Chambers, 1428 S Main

**Adjournment**

There being no further business to go before the Governing Body, Commissioner Reed made a motion, seconded by Commissioner Caylor to adjourn the meeting. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly adjourned at 8:05 pm.

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Carolyn S. Snethen, City Clerk

October 7, 2015