

**Study Session Minutes  
Ottawa, Kansas  
Minutes of November 30, 2015**

The Governing Body met at 4:00 pm this date with the following members present and participating to wit: Commissioner Dickinson, Commissioner Caylor, Commissioner Reed, and Commissioner Graves were all present. Mayor Skidmore was absent. A quorum was present.

Mayor pro tem Dickinson called the meeting to order.

**Public Comments**

None given at this time.

**Interview for Accessibility Advisory Board**

The Governing Body interviewed Nabila Formusoh for the Accessibility Advisory Board.

**Minutes to Review**

The Governing Body reviewed minutes from the November 4-7, 2015 Special Call Meeting for NLC Conference, November 4, 2015 and November 18, 2015 Regular Meetings, November 9, 2015 Study Session, November 10, 2015 Special Call for LKM Supper, November 16, 2015 Special Call Meeting for Time Change and November 16, 2015 Special Call Walnut Bike Lane Meeting. With the requested changes, it was agreed to place this item on the next regular meeting agenda.

**2016 Cereal Malt Beverage License Renewals**

The Governing Body heard from Finance Director Scott Bird regarding the 2015 Cereal Malt Beverage License Renewal Applications. It was agreed to place this item on the next regular meeting agenda.

**Resolution—Property Annexed in 2015**

The Governing Body heard from Community Development Director Wynndee Lee regarding a resolution to declare the entire boundary of the city. In 2015, one 4.5 acre tract was annexed. It was agreed by the Governing Body to place this item on the next regular meeting agenda.

**Ordinance—Conditional Use Permit 1320 W 19<sup>th</sup>**

The Governing Body heard from Community Development Director Wynndee Lee regarding USD 290 seeking a conditional use permit to allow for construction of an elementary school at 1320 W 19<sup>th</sup> Street. The current zoning regulations at this address require a conditional use permit. The Governing Body agreed to place this item on the next regular meeting agenda.

**Resolution—Kansas Department of Transportation Mapping Changes**

The Governing Body heard from Community Development Director Wynndee Lee regarding two resolutions for the Kansas Department of Transportation Mapping Changes. The first resolution is to approve urban city functional classification systems for the City of Ottawa. The second resolution is to establish urban area boundary lines around the City of Ottawa. It was agreed to place these items on the next regular meeting agenda.

### **United Way of Franklin County**

The Governing Body heard from Meg Pearson, Rhonda Magee, and Michael Jones regarding an update from the United Way of Franklin County.

### **Ottawa Municipal Auditorium Director Position Profile**

The Governing Body heard from Human Resources Director Michelle Stegman and City Manager Richard U Nienstedt regarding the OMA Director Position Profile. The Governing Body discussed targeted dates for interviews as well as advertising for the position.

### **Monthly Reports**

The Governing Body reviewed the October monthly reports with City Staff.

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

City Manager Richard U Nienstedt reported:

- Will not be at the Meeting on December 2, 2015
- Need an executive session for a period of 20 minutes with the City Attorney present.

### **Commissioners' Reports**

Commissioner Reed reported on the National League of Cities Conference.

Commissioner Graves reported on the lighting of the Mayor's Christmas Tree.

### **Mayor's Report**

Mayor pro tem Dickinson reported:

- Was glad to be a part the acceptance of the accreditation for the Police Department. Congratulations to Chief Butler.

### **Review—Accessibility Advisory Board Interview**

The Governing Body discussed and agreed to place the nomination of Nabila Formusoh to the Accessibility Advisory Board on the next regular meeting agenda.

### **Announcements**

Mayor pro tem announced:

- December 2, 2015: Regular Meeting, 7:00 pm, City Hall
- December 7, 2015: Study Session, 4:00 pm, City Hall

### **Executive Session**

#### **Recess**

Commissioner Caylor made a motion, seconded by Commissioner Reed to recess into executive session for a period of 20 minutes with no action to be taken after. The purpose of the executive session is attorney-client privilege with City Manager Richard U Nienstedt and City Attorney Blaine Finch in attendance. The motion was considered and upon being put, all present voted aye. The Mayor pro tem declared the meeting duly recessed at 5:20 pm.

### **Reconvene**

Commissioner Reed made a motion, seconded by Commissioner Caylor to reconvene into regular study session. The motion was considered and upon being put, all present voted aye. The Mayor pro tem declared the study session duly reconvened at 5:40 pm.

### **Adjournment**

There being no further business to go before the Governing Body, Commissioner Caylor made a motion, seconded by Commissioner Graves to adjourn the meeting. The motion was considered and upon being put, all present voted aye. The Mayor pro tem declared the meeting duly adjourned at 5:40 pm.

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Carolyn S. Snethen, City Clerk