

**Regular Meeting Minutes
Commission Chambers
101 S Hickory, Ottawa, Kansas
Minutes of January 6, 2016**

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, Commissioner Reed and Commissioner Graves 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 Finance Director Scott Bird.

Consent Agenda

The Governing Body reviewed the consent agenda consisting of minutes from the December 7, 2015, December 14, 2015 and December 21, 2015 Study Session and the December 2, 2015 and December 16, 2015 Regular Meetings; and the Regular Meeting Agenda. Commissioner Caylor made a motion, seconded by Commissioner Grave, 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

None were given at this time.

Resolution—Annexation Policy

The Governing Body heard from Community Development Director Wynndee Lee regarding the annexation policy that was drafted by Attorney at Law Jim Kaup. This policy spells out how the city does annexations as well as states their preferred method is consent annexations. Copies of the Annexation Policy are available on the website as well as at City Hall. Commissioner Reed made a motion, seconded by Commissioner Dickinson to adopt the resolution of the annexation policy. 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. 1688-16.

Ordinance-- CID District: Amending Ordinance No. 3880-14

The Governing Body heard from Finance Director Scott Bird regarding an ordinance amending Ordinance No. 3880-14 relating to the imposition of a community improvement district (CID) sales tax within the Ottawa Center Community Improvement District. In October, the original ordinance was created authorizing the CID District. This included a 3/10 of a cent being applied to the retail sales for this building. This revenue shall not exceed \$755,000 or 15 years, whichever comes first. Because the date of commencement was not known at the time of the original ordinance, this new ordinance is being created with the commencement date of April 1, 2016. Commissioner Graves made a motion, seconded by Commissioner Caylor to adopt this 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. 3906-16.

Neighborhood Stabilization Program

The Governing Body heard from Community Development Director Wynndee Lee regarding a request for approval of the Neighborhood Stabilization Program Action Plan. This is an updated action plan to reflect where the City has spend the grant money as well as what money has been spent. The City has performed several projects over the last few years creating additional housing in Ottawa and utilizing empty lots in our community that would otherwise be left empty. Ms. Lee stated this is the tail end of this program unless additional funds are released. This project was a true benefit to the community, local contractors, and the city. Commissioner Caylor made a motion, seconded by Commissioner Reed to approve the updated action plan for the Neighborhood Stabilization Program. The motion was considered and upon being put, all present voted aye. The Mayor declared the action plan duly approved.

Report by City Manager

City Manager Richard U Nienstedt reported:

- There is a need for an executive session at the end of the meeting for a period of 15 minutes with no action to be taken after the executive session.

Report by City Commissioners

Commissioner Graves asked City Manager Richard U Nienstedt about the power outages on New Year's Eve as well as last night. Richard U Nienstedt stated the problem has been corrected and asked Utilities Director Dennis Tharp to provide additional information.

Utilities Director Dennis Tharp stated the issue has been resolved. There was a bad switch on one of the transformers at the 2nd Street substation that was discovered last night. Mr. Tharp would like to thank his crew for all their hard work in trying to find the problem as well as apologize to the citizens for any inconveniences this caused. Mr. Tharp stated as a community we should be very blessed to have the resources and the people to be able to find these types of issues.

Commissioner Reed stated she received several comments from her church community regarding the power outage and how it made for a wonderful New Year's Eve service in the candlelight. Commissioner Reed appreciates all the work the City Staff put in to making sure the electrical problem was fixed.

Report by Mayor

Mayor Skidmore reported:

- Condolences to the Bob Hill Family during this time. Bob Hill was a wonderful man. The visitation is tonight and the funeral is tomorrow.

Announcements

Mayor Skidmore read the following announcements:

- January 11, 2016: Study Session, 4:00 pm, City Hall
- January 11, 2016: Special Call Commission Retreat with John Divine, 5:00 – 9:00 pm, City Hall, Commission Room (1st Session)
- January 12, 2016: Special Call Commission Retreat with John Divine, 5:00 – 9:00 pm, City Hall, Commission Room (2nd Session)
- January 18, 2016: Martin Luther King Day, City Offices CLOSED
- January 20, 2016: Regular Meeting, 9:30 am, City Hall

Executive Session

Recess

Commissioner Caylor made a motion, seconded by Commissioner Graves, to recess into Executive Session with the City Attorney and City Manager present to discuss Attorney-Client Privilege for a period of 15 minutes to reconvene at 7:45 pm. The motion as considered and upon being put, all present voted aye. The Mayor declared the meeting duly recessed at 7:30 pm.

Reconvene

Commissioner Reed made a motion, seconded by Commissioner Caylor to reconvene into the Regular Commission Meeting. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly reconvened at 7:45 pm.

Adjournment

There being no further business to come 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 declared the meeting duly adjourned at 7:46 pm.

Carolyn S. Snethen, City Clerk