

**Regular Meeting Minutes
Commission Chambers
101 S Hickory, Ottawa, Kansas
Minutes of February 3, 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.

Mayor Skidmore 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 minutes from the January 11, 2016 and January 25, 2016 Study Sessions; January 11, 2016 and January 12, 2016 Special Call Meetings for Commission Retreat; the January 20, 2016 Regular Meeting; and the current agenda approval. Commissioner Reed made a motion, seconded by Commissioner Graves 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.

Proclamation—Boy Scout Week

Commissioner Dickinson read a proclamation recognizing February 7-13, 2016 as Boy Scout Week. The Boy Scouts of America were incorporated on February 8, 1910. Each year this anniversary is commemorated with Scout Week. Boy Scouts provide an educational program for boys and young adults to build character, train in the responsibilities of participating citizenship, and develop personal fitness. The proclamation was accepted by members of Ottawa Cub Scout Packs and Boy Scout Troops.

Ordinance—Conditional Use 27 E Rockwood

The Governing Body heard from Community Development Director Wynndee Lee regarding a request to approve an ordinance for a conditional use permit to allow a group home with 10 residents on the property located at 27 E Rockwood Dr. This is in an R-1 Low Density Dwelling District. Mrs. Lee stated a public hearing was held, with no concerns expressed from the neighborhood. The Planning Commission recommends approval of this conditional use permit by a vote of 6-0. Commissioner Reed and Commissioner Caylor thanked the developer for his work to create a great facility. Commissioner Graves made a motion, seconded by Commissioner Reed 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. 3907-16.

Ordinance—Amending Chapter 18, Article II

The Governing Body heard from Community Development Director Wynndee Lee regarding a request to approve an ordinance amending Chapter 18, Article II of the Municipal Code. This amendment would refer all inquiries on vacation of rights-of-way, easements, dedication building setback lines, alleys, and subdivisions to Article 12 of the Subdivision Regulations. 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. 3908-16.

2016 Street Rehabilitation Plan

The Governing Body heard from Public Works Director Michael Haeffele regarding the 2016 Street Rehabilitation Plan. This plan is to maintain and improve street conditions in the City and includes a proposed list of streets targeted for rehabilitation from 2016-2019. Mr. Haeffele explained this plan focuses on getting rid of gravel streets by using chip and seal; as well as, doing mill and overlay on two streets and the east parking lot located in the 200 block of Walnut Street. The plan is available on the City website. Mr. Haeffele is requesting approval to start the bid process for this Street Plan not to exceed \$230,000. Commissioner Caylor made a motion, seconded by Commissioner Graves to approve the 2016 Street Rehabilitation Plan. The motion was considered and upon being put, all present voted aye. The Mayor declared the plan duly approved.

Rock Creek Business Development Park Engineering Service Recommendation

The Governing Body heard from Utilities Director Dennis Tharp regarding a recommendation for the Rock Creek Business Development Park Engineering Service. The Engineering Selection Committee comprised of five members selected by Franklin County and five selected by the City of Ottawa concluded their review of written proposals, interviews and a deliberation process to provide a final recommendation of PEC/Bartlett & West as the Engineers to the City and County Commissions. Commissioner Dickinson expressed his appreciation for the process and outcome, Commissioner Reed made a motion, seconded by Commissioner Dickinson to approve the engineering team of PEC/Bartlett & West to provide engineering services for the Rock Creek Business Development Park. The motion was considered and upon being put, all present voted aye. The Mayor declared the recommendation duly approved. Mr. David Lee with PEC and Mr. Darren Ammon with Bartlett & West thanked the Governing Body for allowing this joint venture to continue.

Kansas Electric Utilities Task Force Strategic Assistance Agreement

The Governing Body heard from Utilities Director Dennis Tharp regarding a request for approval of Kansas Electric Utilities Task Force Strategic Assistance Agreement. The Agreement is to allow both private and public electric utilities of Kansas to work in cooperation together in the event of an emergency or disaster has overwhelmed local and regional resources. This action will enhance currently existing mutual aid programs and efforts. Commissioner Caylor made a motion, seconded by Commissioner Graves to approve the agreement. The motion was considered and upon being put, all present voted aye. The Mayor declared the agreement duly approved.

Report by City Manager

City Manager Richard U. Nienstedt reported:

- The city received notification the state has funded a submittal for a jet fuel dispensing unit to be located at the Municipal Airport.
- Expressed his deep appreciation to Commissioner Dickinson for what he brought to the governing body, stating "I have appreciated your service to this community".

Report by City Commissioners

Commissioner Graves stated the CALEA presentation last Friday, which recognized the efforts of Chief Butler, Sgt. Hawkins and the City Police Department, was a great celebration.

Commissioner Graves thanked Commissioner Dickinson for his time on the commission.

Commissioner Caylor thanked Commissioner Dickinson for his service and recognized and thanked Commissioner Dickinson's family as well.

Commissioner Reed thanked Commissioner Dickinson for his commitment the Governing Body. Commissioner Reed stated the Governing Body is trying a new approach to move meetings out into the public, stating that upcoming meetings will be at the Carnegie Cultural Center and Keim Bakery. Commissioner Reed thanked Public Works Director Michael Haeffele for his efforts in getting rid of gravel streets in Ottawa.

Commissioner Dickinson expressed his thanks to fellow commissioners and former commissioners. This opportunity has been one of the most fulfilling experiences. Commissioner Dickinson challenges future commissioners to stay aggressive, respect the City of Ottawa's history, embrace the future, and find more ways to involve all members of the community. Commissioner Dickinson thanked the citizens of Ottawa for their insight, opinions, and support. He stated his goal is to create a community where he can raise his family. Mr. Dickinson thanked his wife, boys, and parents, stating it has taken all of them to allow him to serve as Commissioner. Commissioner Dickinson stated they will be staying in the community and they look forward to continuing to improve the community.

Report by Mayor

Mayor Skidmore thanked Meg Dickinson for her time as well as while Commissioner Dickinson has served on the Commission. Mayor Skidmore stated Commissioner Dickinson will be missed and appreciates him staying in and continuing to be involved in this community.

Commissioner Resignation

Commissioner Caylor made a motion, seconded by Commissioner Reed to approve Commissioner Dickinson's resignation, creating a vacancy on the Commission. The motion was considered and upon being put, all present voted aye. The Mayor declared Commissioner Dickinson's resignation duly approved. Mayor Skidmore presented Commissioner Dickinson with a plaque in honor of his service to the community and the Ottawa City Commission.

Executive Session

City Attorney Blaine Finch stated the need for an executive session for a period of 20 minutes for personal matters of non-elected personnel with himself present.

Recess

Commissioner Caylor made a motion, seconded by Commissioner Reed to recess into executive session with City Attorney Blaine Finch present for personal matters of non-elected personnel, (more specifically to discuss the City Manager's annual review), for a period of 20 minutes to reconvene at 8:05 pm. 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 Commissioner Reed to reconvene into the regular meeting at 8:05 pm. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly reconvened.

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 8:06 pm.

Carolyn S. Snethen, City Clerk