

**Study Session Minutes
Ottawa, Kansas
Minutes of September 12, 2016**

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

Mayor pro tem Reed called the meeting to order.

Public Comments

The Governing Body heard from Meg Dickinson, 843 S Sycamore, regarding an Ottawa Library community survey to be used as a tool to gather information from patrons. Mrs. Dickinson explained the Ottawa Library is in its 144th year as a public library and the library has been tax supported since 1902. Mrs. Dickinson asked the Governing Body to consider completing the survey and invited the general public to visit Ottawa Library's website to complete the survey. Mayor pro tem Reed stated the deadline to complete the survey is Tuesday, October 25, 2016 and individuals who complete the survey will receive a coupon for 50% off library fines.

The Governing Body heard from Aaron Bien, 126 N Poplar, who presented questions regarding building and building and codes. Mr. Bien explained in 2005 he purchased his business, Bienie's Body Shop, from his brother and met with City representatives regarding requirements to build an addition and the requirement for a paved parking lot. Mr. Bien stated he followed the City's recommendations and has observed over the years other businesses not following the same guidelines. Mayor pro tem Reed explained the Governing Body will discuss the subject and no action would be taken at this time.

Minutes to Review

The Governing Body reviewed minutes from the August 22, 2016 Special Call Leadership Session, August 29, 2016 Study Session, August 31, 2016 Special Call Joint Meeting and August 31, 2016 Special Call Leadership Academy Luncheon/Project Presentation. The Governing Body agreed by consensus to place this item on the next Regular Meeting agenda on September 21, 2016.

2015 Financial Audit

The Governing Body heard from Finance Director Scott Bird and Jonathan Nibarger, Mize & Houser, who reviewed the 2015 Financial Audit report. Mr. Nibarger explained the city received an unmodified opinion, which is the highest opinion the city can receive. Mr. Bird stated there was one statutory violation in the audit due to actual expenditures exceeding budgeted expenditures in the Wastewater Treatment Plant Funding fund. City Manager Richard U. Nienstedt stated this was a budget violation not a cash violation and the city is reviewing the 2016 budget to avoid a subsequent violation.

During discussion, Mr. Bird explained there will likely be adjustments requested to avoid this issue in the 2016 budget. He also explained, like most Kansas cities, the City of Ottawa does not measure itself by the Generally Accepted Accounting Principles (GAAP).

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Commissioner Jorgensen inquired on a dual control issue regarding a lack of separation of physical control over cash and accounting control over cash in dealing with building permit receipts noted in the auditor's comments to management. Mr. Bird explained the issue is being addressed. The Governing Body agreed by consensus to place this item on the next Regular Meeting agenda.

July Monthly Reports

The Governing Body reviewed the July Monthly Financial and Activity reports with City Staff.

City Manager's Report

City Manager Richard U. Nienstedt invited Community Development Director Wynndee Lee to announce an anonymous \$50,000 donation for the first phase of the Ottawa Teen Park. Mrs. Lee explained this donation and the \$50,000 pledged by the City will enable completion of phase one of the Ottawa Teen Park project and answered questions from the Governing Body.

Mr. Nienstedt also announced the City reviewed the first special permit application and explained the applicant complied with everything the City asked for during the review process.

Commissioner's Report

Mayor pro tem Reed stated a successful protest petition was filed with the County Clerk's office to bring Ordinance No. 3924-16 to vote in the City of Ottawa, Kansas, regarding Sunday sales of alcoholic liquor in the original package and cereal malt beverage in the original package and sales of alcoholic liquor in the original package on certain holidays.

During discussion it was explained the ordinance will not go into effect until the public has voted on it and the results of the election would be effective the Monday following the election.

Announcements

Mayor pro tem Reed announced the following:

- September 12, 2016 Special Call Commission Leadership Session, 5:00 pm, City Hall
- September 19, 2016 Study Session, 4:00 pm, City Hall
- September 21, 2016 **Regular** Commission Meeting, 9:30 am, City Hall
- September 21, 2016 City/County/USD 290 Joint Meeting, 12:00 pm, County Admin Offices
- September 29, 2016 Special Call for Topeka's Kansas Avenue Tour, 8:00 am, City Hall Parking Lot

Recess

Mayor pro tem Reed called a 5 minute recess and stated the Governing Body would reconvene into open session at 4:31 pm.

Reconvene

The Mayor declared the meeting reconvened into open session at 4:31 pm.

Commission Leadership Session—John Divine

The Governing Body heard from John Divine who led a discussion on productivity.

Adjournment

There being no further business to come before the Governing Body, Commissioner Jorgensen made a motion, seconded by Commissioner Graves to adjourn the meeting. The motion was considered and upon being put, all present voted aye. Mayor pro tem Reed declared the meeting duly adjourned at 5:00 pm.

Amy Finch, City Clerk