

**Study Session Minutes
Ottawa, Kansas
Minutes of January 9, 2017**

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

Mayor Caylor called the meeting to order.

Public Comments

The Governing Body heard from Ottawa Area Chamber of Commerce President/CEO John Coen who extended an invitation to the Commission and community members to attend one of the Ottawa Visioning Charrettes sessions:

- Friday, January 13, 2017 from 8:30 am-Noon at Ransom Memorial Conference Rooms, 1301 S Main St, refreshments provided
- Tuesday, January 17, 2017 from 5:30 -8 pm at First Baptist Church, Elliot Hall, 410 S Hickory St, light meal provided

The Governing Body also heard from Fire Chief Tim Matthias who invited everyone to attend the 150th Anniversary Ceremony at Fire Station No. 1, 720 W 2nd St, from 1-3:30 pm on Tuesday, January 24, 2017.

Mayor Caylor stated an item will be added to this agenda for review under Items to be Placed on the Regular City Commission Agenda: Item D, Vacation of Easement Request by Calvary Baptist Church Inc.

Minutes to Review

The Governing Body reviewed minutes from the January 4, 2017 Regular Meeting and agreed by consensus to place this item on the next Regular Meeting agenda on January 18, 2017.

Ordinance—Conditional Use Permit 313 S Hickory St

The Governing Body heard from Community Development Director Wynndee Lee who reviewed an ordinance granting a conditional use permit to allow two dwelling units without an associated commercial use, in a C-4 Central Business District, requested by Rick Dietz, Greenspace LLC and answered questions from the Governing Body.

Mrs. Lee explained the property was formerly a law office and the applicant proposed one unit upstairs and one unit downstairs with adequate parking in the rear. Mrs. Lee stated there were no public comments made during the Public Hearing and the Planning Commission recommends approval by a 4-0 vote. It was agreed by consensus to place this item on the next Regular Meeting agenda.

Resolution—Prairie Fire Development Group Affordable Housing Tax Credits

The Governing Body heard from Community Development Director Wynndee Lee who reviewed a resolution to support a housing tax credit application by Prairie Fire Development Group for development of rental housing located at approximately 810 E Enterprise, 1221 N Cherry, and 1213 N Cherry, and answered questions from the Governing Body.

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Mrs. Lee explained Prairie Fire Development Group would like to purchase land the City owns near Lincoln School to build at least 30 units of housing and City staff recommends adoption of the resolution. It was agreed by consensus to place this item on the next Regular Meeting agenda.

Vacation of Easement Request—Calvary Baptist Church Inc

The Governing Body heard from Community Development Director Wynndee Lee who reviewed a document provided for a vacation of easement request from Calvary Baptist Church Inc and answered questions from the Governing Body. Mrs. Lee explained Calvary Baptist Church plans an addition on the north side of their property, requiring the relocation of a sanitary line and dedication of a new easement.

Mrs. Lee stated the process to vacate an easement requires a Public Hearing called by the Planning Commission and approval by the Governing Body.

Mayor Caylor stated this document will be available on our website for review. The Governing Body agreed to place this item on the next Regular Meeting agenda.

Airport Master Plan Chapters 3 and 4

The Governing Body heard from Public Works Director Michael Haeffele who reviewed an overview of the Airport Master Plan and introduced Brad Waller with Alfred Benesch & Company.

Mr. Waller provided a presentation on the Airport Master Plan timeline, Chapter 3 Facility Requirements, Chapter 4 Alternative Development and Evaluation, and Runway and Land Side Concepts that were discussed at the Airport Board meeting January 9, 2017, and answered questions from the Governing Body.

Airport Capital Improvement Plan

The Governing Body heard from Public Works Director Michael Haeffele who reviewed the Airport Capital Improvement Plan and answered questions from the Governing Body.

City Manager's Report

Community Development Director Wynndee Lee reported on the following:

- February 16, 2017 Joint City/County meeting with Franklin County Development Council and Rock Creek Business Park engineers, 10 am-Noon, at City Hall, Commission Chambers
- January 18, 2017 City/County/USD 290 Joint Meeting, 12:00 pm, USD 290 Office, Bond Counsel will be present to provide a refresher on Tax Increment Financing (TIF) districts and Rural Housing Incentive Districts (RHID)
- January 25, 2017 League of Kansas Municipalities Local Government Day, 2-7 pm, Capitol Plaza Hotel, 1717 SW Topeka Blvd, Topeka KS; Mayor and Commissioners are planning to attend

Commissioner's Reports

None

Mayor's Report

Mayor Caylor reported on the following:

- Representing the City of Ottawa at the State of the State Address January 10, 2017 in Topeka KS
- Invited everyone to attend the Martin Luther King Jr. Day Community Program on Sunday, January 15, 2017, 2 pm, at Ottawa Municipal Auditorium, 301 S Hickory St

Announcements

Mayor Caylor announced the following:

- January 15, 2017 Martin Luther King Day Celebration, 2:00 pm, Auditorium
- January 16, 2017 Study Session, 4:00 pm, City Hall, CANCELED
- January 16, 2017 Martin Luther King Jr Day, City Offices CLOSED
- January 18, 2017 Regular Commission Meeting, 9:30 am, City Hall
- January 18, 2017 City/County/USD 290 Joint Meeting, 12:00 pm, USD 290 Office

Adjournment

There being no further business to come before the Governing Body, Commissioner Skidmore made a motion, seconded by Commissioner Jorgensen, to adjourn the meeting. The motion was considered and upon being put, all present voted aye. Mayor Caylor declared the meeting duly adjourned at 5:04 pm.

Amy Finch, City Clerk