

**Regular Meeting Minutes
Commission Chambers
101 S Hickory, Ottawa, Kansas
Minutes of January 18, 2017**

The City Governing Body met at 9:30 am this date, for the Regular City Commission Meeting with the following members present and participating to wit: Commissioner Reed, Commissioner Jorgensen, and Commissioner Skidmore. Mayor Caylor and Commissioner Graves were absent. A quorum was present.

Mayor pro tem Reed called the meeting to order.

Mayor Caylor arrived at 9:31 am.

The Mayor pro tem welcomed the Chamber Audience and led the Pledge of Allegiance to the American flag. The invocation was given by Pastor Larry Carrier from Ottawa Bible Church.

Consent Agenda

Commissioner Jorgensen made a motion, seconded by Commissioner Skidmore, to move agenda item 13, Approval of City Manager Employment Agreement, to agenda item 10. The motion was considered and upon being put, all present voted aye. The Mayor declared the motion duly approved.

Commissioner Reed made a motion, seconded by Commissioner Skidmore, to approve the consent agenda, to include this amended regular meeting agenda and minutes from the January 4, 2017 Regular Meeting. 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.

City Manager Employment Agreement

The Governing Body heard from City Attorney Blaine Finch who reviewed the current employment agreement for the City Manager and explained this contract is extended through October 2019. Mr. Finch stated this contract reflects no change in base compensation at City Manager Richard U. Nienstedt's request, and slight changes to deferred compensation and car allowance. Commissioner Jorgensen made a motion, seconded by Commissioner Reed, to approve this agreement. The motion was considered and upon being put, all present voted aye. The Mayor declared the agreement duly approved.

Ordinance—Conditional Use Permit at 313 S Hickory St

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

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Mrs. Lee explained there were no comments from the public during the public hearing and the Planning Commission recommends approval by a 4-0 vote. Commissioner Skidmore made a motion, seconded by Commissioner Reed, to adopt the ordinance. The motion was considered and upon being put, passed by the following vote: Commissioner Reed aye, Commissioner Skidmore aye, Mayor Caylor aye, Commissioner Jorgensen abstained. The Mayor declared the ordinance duly adopted and the ordinance was duly numbered Ordinance No. 3943-17.

Resolution—Prairie Fire Development Group Affordable Housing Tax Credits

The Governing Body heard from Community Development Director Wynndee Lee who reviewed a resolution of support for Prairie Fire Development Group's application for affordable housing tax credits for a proposal to build at least 30 units of housing, two to three families attached structures, on land owned by the City of Ottawa near Lincoln Elementary School. It was explained this resolution is required by the State of Kansas for consideration to receive the tax credits. Mrs. Lee introduced Prairie Fire Development Group Principal Kelley Hrabec who provided a presentation and answered questions from the Governing Body.

City Attorney Blaine Finch excused himself from the meeting at 9:55 am.

Commissioner Skidmore made a motion, seconded by Commissioner Jorgensen, to adopt the resolution. The motion was considered and upon being put, all present voted aye. The Mayor declared the resolution duly adopted and the resolution was duly numbered Resolution No. 1709-17.

Ordinance—Vacation of Utility Easement

The Governing Body heard from Community Development Director Wynndee Lee who reviewed an ordinance requesting approval of a utility easement vacation request for property owned by Calvary Baptist Church Inc at 925 W 7th Street. Mrs. Lee explained Calvary Baptist Church Inc already dedicated a utility easement in exchange that has been filed with Franklin County. Mrs. Lee stated this request has been reviewed by the Development Review Committee and Utility Advisory Committee with no objections and recommends approval. Commissioner Jorgensen made a motion, seconded by Commissioner Reed, 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 duly numbered Ordinance No. 3944-17.

City Manager's Report

City Manager Richard U. Nienstedt reported on the following:

- Successful turnout at both Charrettes sessions hosted by the Ottawa Area Chamber of Commerce
- Many groups collaborated to prepare for the potential ice storm and were ready if inclement weather impacted the community
- Leaving for Kansas Municipal Utilities Legislative Day at Noon and will not be present at the Joint City/County meeting today
- Thanked the Governing Body and the community for the opportunity to serve as the City Manager

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Commissioner's Reports

Commissioners Jorgensen, Reed, and Skidmore expressed appreciation to City Manager Richard U. Nienstedt for his service to the City of Ottawa.

Commissioner Skidmore congratulated IT Director Chuck Bigham on his upcoming retirement.

Mayor's Report

Mayor Caylor reported on the following:

- This year's Ottawa Reads book is *Girl in Reverse* by Barbara Stuber
- February 28, 2017 Ottawa Reads Author Visit with Barbara Stuber, 7-8 pm, Ottawa University
- Thanked the Ottawa Area Chamber of Commerce for hosting the Charrettes sessions and upcoming Charrettes follow up report
- Thanked IT Director Chuck Bigham for his years of service to the City
- January 24, 2017 Ottawa Fire Dept 150th Anniversary Reception & Pinning Ceremony 1-3:30 pm, Station #1, 720 W 2nd Street

Fire Chief Tim Matthias thanked Congresswoman Lynn Jenkins and her staff for visiting the Fire Station yesterday and presenting the department with a flag and plaque congratulating them on 150 years. Chief Matthias also showed the Governing Body and the public the new dark blue uniforms that will be worn by the firefighters.

Announcements

Mayor Caylor announced the following:

- January 23, 2017 Study Session, 4:00 pm, City Hall
- January 25, 2017 Special Call Meeting for Local Government Day in Topeka, 2:00 pm, Departure Time TBD
- January 30, 2017 Study Session, 4:00 pm, City Hall
- February 1, 2017 Regular Commission Meeting, 7:00 pm, City Hall
- February 16, 2017 Special Call Joint City/County Meeting, 10:00 am–12:00 pm, City Hall Commission Chambers

Adjournment

There being no further business to come before the Governing Body, Commissioner Skidmore made a motion, seconded by Commissioner Reed, to adjourn the meeting. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly adjourned at 10:28 am.

Amy Finch, City Clerk

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