

**Study Session Minutes
Ottawa, Kansas
Minutes of April 17, 2017**

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

Mayor Caylor called the meeting to order.

Public Comments

The Governing Body heard from Aviation Explorers Advisor Jen Sharp who provided an update on the Aviation Explorers youth involvement, activities, and training.

Aviation Explorers President Luke Douglas thanked the City for the support and explained the Aviation Explorers events help bring people together and provide amazing experiences for the youth and answered questions from the Governing Body.

Minutes to Review

The Governing Body reviewed minutes from the March 27, 2017 and April 3, 2017 Study Sessions and agreed by consensus to place these items on the next Regular Meeting agenda on April 19, 2017.

Proclamation—Arbor Day

The Governing Body reviewed a proclamation recognizing April 28, 2017 as Arbor Day. As a Tree City USA designee, the City of Ottawa takes special notice of Arbor Day with the planting of a tree. The Governing Body agreed by consensus to place this item on the next Regular Meeting agenda.

Proclamation—Volunteer Week

The Governing Body reviewed a proclamation recognizing April 23-29, 2017 as Volunteer Week. Volunteers provide much needed assistance and support to many local organizations and businesses. The Governing Body agreed by consensus to place this item on the next Regular Meeting agenda.

Resolution—Notice of Hearing for Condemnation on 908 N. Locust Street

The Governing Body heard from Chief Building Official Jim Sherman who reviewed a resolution establishing a public hearing to be held at 7:00 pm on Wednesday, June 7, 2017 for the consideration of the condemnation of the property located at 908 N. Locust Street.

Mr. Sherman also discussed the fire damage to the house, neighborhood complaints received, and the contact made with the owner of the building. Mr. Sherman explained there was no knowledge of insurance proceeds for the property and City staff had attempted contacting the property owner multiple times with little response. The Governing Body agreed by consensus to place this item on the next Regular Meeting agenda.

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Capital Improvement Plan 2017-2021

The Governing Body heard from Community Development Director Wynndee Lee and Finance Director Scott Bird who reviewed the 2017-2021 Capital Improvement Plan and answered questions from the Governing Body.

The Planning Commission recommends approval of the Capital Improvement Plan by a vote of 5-0. The Governing Body agreed by consensus to place this item on the next Regular Meeting agenda.

Ordinance—Vacating the Alley Right-of-Way for Kalmar

The Governing Body heard from Community Development Director Wynndee Lee who reviewed an ordinance vacating a platted alley on the north side of Dundee Street, just north of Main Street, and retaining as easement, to allow Kalmar to complete construction on a new “outbound facility” and answered questions from the Governing Body. The Governing Body agreed by consensus to place this item on the next Regular Meeting agenda.

Raw Water Line Project Update

The Governing Body heard from Assistant Utilities Director David Buehler who provided an update on the Raw Water Line Project and answered questions from the Governing Body.

Sanitary Sewer Pump Station Evaluation

The Governing Body heard from Assistant Utilities Director David Buehler and Professional Engineering Consultants Project Manager Alex Darby who provided a power point presentation on the recommended changes for the 10 lift stations evaluated in January 2017.

Mr. Darby explained in January 2017 Professional Engineering Consultants completed an evaluation of the ten lift stations for the sanitary sewer system and provided the following information and answered questions from the Governing Body:

- The evaluation looked at the sewersheds for each station with current and projected future flows. Conditional assessments and projected costs were also included.
- An implementation plan ranges from more pressing needs to development driven implementations.
- Four of the ten lift stations have relatively minor needs that will be addressed ongoing from departmental budget.
- One station is a monitor only recommendation. Two are development driven projects while the remaining three have risen to the top of the list and are funding source dependent.

City Manager’s Report

City Manager Richard U. Nienstedt reported on the following:

- Schedule City Commission Retreat with John Divine on April 24, 2017
- Schedule Joint Retreat with City Department Heads and City Commission for May 1 or 8, 2017
- Critical dates for City Elections

Commissioner's Reports

Mayor Caylor and the City Commission discussed the following:

- Commission Board/Committee Assignments will remain the same and Ottawa Main Street Association will be assigned as follows until a new Commissioner is appointed:
Commissioner Jorgensen, May; Commissioner Graves, June
- Appointment of Upcoming Commission Vacancy

Commissioner Skidmore explained he applied for a donation from the Goppert Foundation for the Teen Park and had a sealed envelope from the Goppert Foundation that he presented to Mayor Caylor. Mayor Caylor opened the envelope to find a donation to the Teen Park of \$50,000.00.

Mayor's Report

Mayor Caylor thanked the Goppert Foundation for the generous donation to the Teen Park.

Announcements

Mayor Caylor announced the following:

- April 19, 2017 Regular Meeting, 9:30 am, City Hall
- April 19, 2017 Joint City/County/USD 290 Luncheon, 12:00 pm, USD 290 District Office
- April 24, 2017 Study Session, 4:00 pm, City Hall
- April 27, 2017 Annual VIPS Appreciation Ceremony, 6:00 pm, Municipal Courtroom

Open Agenda

City Manager Richard U. Nienstedt stated Franklin County Development Council (FCDC) would be proposing new names for the Rock Creek Development Park at the Joint City/County/USD 290 Luncheon on April 19, 2017 at USD 290 District Office.

Adjournment

There being no further business to come before the Governing Body, Commissioner Reed made a motion, seconded by Commissioner Skidmore, to adjourn the meeting. The motion was considered and upon being put, all present voted aye. Mayor Caylor declared the meeting duly adjourned at 5:24 pm.

/s/ Laurel Gimzo

Laurel Gimzo, Assistant City Clerk