

Study Session Minutes
Ottawa, Kansas
Minutes of September 11, 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 Crowley, and Commissioner Graves. Commissioner Jorgensen was absent. A quorum was present.

Mayor Caylor called the meeting to order.

Public Comments

None offered at this time.

Minutes to Review

The Governing Body reviewed minutes from the July 31, 2017, August 7, 2017 and August 14, 2017 Study Sessions as well as the August 2, 2017 Regular Meeting and agreed by consensus to place these items on the next Regular Meeting agenda on September 20, 2017.

2016 Financial Audit

The Governing Body heard from Finance Director Scott Bird and Audrey Odermann, Mize Houser & Company P.A., who reviewed the 2016 Financial Audit report. Ms. Odermann explained the City received an unmodified opinion, which is the highest opinion the city can receive. Mr. Bird praised City staff for a clean audit and answered questions from the Governing Body. The Governing Body agreed by consensus to place this item on the next Regular Meeting agenda.

Request to Set Public Hearing for Completion and Closeout of CDBG Old City Hall Grant

The Governing Body heard from Community Development Director Wynndee Lee who explained rehabilitation work planned for the CDBG Old City Hall Grant has been completed, the final documents have come in, and the public hearing notice needs published to close the grant. The Governing Body agreed by consensus to place this item on the next Regular Meeting agenda.

Resolution—Authorizing the Sale/Consumption of Alcohol for the Rush the Rails Event

The Governing Body heard from City Clerk Amy Finch regarding a resolution to approve a temporary/special event which is required with the State of Kansas application for an extension of premises into a special event area. This includes the sale, possession, and consumption of alcoholic liquor on public streets and sidewalks. The issuance of the City Temporary Permit is contingent upon the City Manager's approval of the completed application and a valid state issued permit. Ms. Finch explained O-Town was invited to host a temporary event to serve alcoholic liquor as part of the street dance during the Rush the Rails event and the proposed location of the temporary event is in front of O-Town's downtown building, extending out three lanes of Main Street in an enclosed area. Commissioner Graves made a motion, seconded by Commissioner Crowley, 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. 1736-17.

Proclamation—Constitution Week

The Governing Body reviewed a proclamation recognizing September 17-23, 2017 as Constitution Week to commemorate the anniversary of the creation of the world's longest-lived written Constitution. The Governing Body agreed by consensus to place this item on the next Regular Meeting agenda.
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Proclamation—Community Planning Month

The Governing Body reviewed a proclamation recognizing October 2017 as Community Planning Month to publically recognize the dedication of Planning Commission members as well as highlight the importance of sound planning and plan implementation. The Governing Body agreed by consensus to place this item on the next Regular Meeting agenda.

Quarterly Update—Franklin County Development Council

The Governing Body heard from Franklin County Development Council (FCDC) Executive Director James Oltman who provided a presentation on the FCDC quarterly report and answered questions from the Governing Body.

City Manager's Report

City Manager Richard U. Nienstedt asked Ottawa Memorial Auditorium (OMA) Director Tiffany Evans to provide an update on the recent activities at the OMA. Mrs. Evans explained nearly 500 tickets were sold for the Ned LeDoux concert, discussed the strategic marketing that was done, and thanked staff and volunteers for their help with the show.

Commissioner's Reports

Commissioner Skidmore reported on the following:

- The City looks great for the car show

Mayor Caylor and the Commission agreed that the September 18, 2017 Study Session will be cancelled due to several commissioners being at the League of Kansas Municipalities (LKM) Annual Conference that Monday.

Mayor's Report

None

Announcements

Mayor Caylor announced the following:

- September 18, 2017 Study Session, 4:00 pm, City Hall **CANCELLED**
- September 20, 2017 Regular Meeting, 9:30 am, City Hall
- September 20, 2017 Joint City/County/USD 290 Meeting, 12:00 pm, County Annex
- September 15-18, 2017 League of Kansas Municipalities Conference, Wichita
- September 25, 2017 Study Session, 4:00 pm, City Hall

Mayor Caylor stated the need to consult with the Board's attorney for an executive session to receive and have confidential communication for a period of 20 minutes.

Executive Session

Recess

Commissioner Skidmore made a motion, seconded by Commissioner Graves, to recess into executive session to discuss a matter of attorney-client privilege and for the purpose of receiving and having confidential communication with the board's attorney for a period of 20 minutes beginning at 4:50 pm. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly recessed.

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Reconvene

Commissioner Skidmore made a motion, seconded by Commissioner Crowley, to reconvene into open session. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly reconvened at 5:10 pm.

Adjournment

There being no further business to come before the Governing Body, Commissioner Skidmore made a motion, seconded by Commissioner Graves, to adjourn the meeting. The motion was considered and upon being put, all present voted aye. Mayor Caylor declared the meeting duly adjourned at 5:10 pm.

/s/ Laurel R. Gimzo

Laurel Gimzo, Assistant City Clerk