

**Study Session Minutes
Ottawa, Kansas
Minutes of September 25, 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, Commissioner Graves, and Commissioner Jorgensen. A quorum was present.

Mayor Caylor called the meeting to order.

Public Comments

None offered at this time.

Interview—Ottawa Memorial Auditorium Advisory Board

The Governing Body conducted the following interview for an open position on the Ottawa Memorial Auditorium Advisory Board:

1. Randy Hinderliter—4:00 pm

Minutes to Review

The Governing Body reviewed minutes from the August 16, 2017 Regular Meeting, August 21, 2017 Study Session and August 31, 2017 Special Call Holiday Inn CID II and agreed by consensus to place these items on the next Regular Meeting agenda on October 4, 2017.

Report—Power of the Past

The Governing Body heard from David Reeves with Power of the Past who provided a report on the 23rd Annual Power of the Past Antique Engine and Tractor Show, held September 8-10, 2017 at Forest Park. Mr. Reeves thanked the city for their support and assistance with the show.

Presentation of Plaque—Over the Road Gang

The Governing Body heard from board member Ed Clark who presented a plaque to the Governing Body, thanking them for their support. Mr. Clark provided a report on the 31st Annual Ol' Marais River Run held September 16-17, 2017 at Forest Park.

Resolution—Ladies Night Out

The Governing Body heard from Ottawa Area Chamber of Commerce President/CEO John Coen who reviewed a resolution authorizing the serving of complimentary alcoholic liquor and cereal malt beverages during Ladies Night Out on October 13, 2017 from 4-8 pm. Mr. Coen respectfully requested action at this meeting due to the deadline to submit the State of Kansas application requiring a copy of this resolution. Commissioner Jorgensen made a motion, seconded by Commissioner Graves, to adopt this resolution. The motion was considered and upon being put, all present voted aye. The Mayor declared this resolution duly adopted and this resolution was duly numbered Resolution No. 1738-17.

Ordinance—Amending Municipal Code Section on Retail Tobacco Sales

The Governing Body heard from City Clerk Amy Finch who reviewed an ordinance amending Chapter 11, Article IX, Section 11-904 and 11-905 of the Municipal Code and answered questions from the Governing Body.

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Ms. Finch explained this change would make the term of city-issued retail tobacco licenses run concurrently with a state of Kansas tobacco retailer's license and the fee for application with the city would not change. The Governing Body agreed by consensus to place this item on the next Regular Meeting agenda.

Resolution—Kansas Department of Health & Environment Application

The Governing Body heard from Assistant Utilities Director David Buehler who reviewed a resolution authorizing the completion of an application to the Kansas Department of Health and Environment (KDHE) regarding a loan from the Kansas Public "Water Supply Fund" to replace water lines from the Marais Des Cygnes River Bridge south the Fifth Street in the City of Ottawa. Mr. Buehler provided a brief overview of the Main Street Water Line project. The Governing Body agreed by consensus to place this item on the Regular Meeting agenda on November 1, 2017.

Request to Call Public Hearing—Loan Request to KDHE for Water Line Replacement

The Governing Body agreed by consensus to approve the request to call a public hearing on November 1, 2017 at 7 pm at City Hall to consider a loan request to the Kansas Department of Health and Environment for the Main Street Water Line project.

2017 Cereal Malt Beverage Application—Haag Inc DBA Kicks 66 of Ottawa

The Governing Body heard from Assistant City Clerk Laurel Gimzo who reviewed a 2017 application for a Cereal Malt Beverage License from Haag Inc DBA Kicks 66 of Ottawa and answered questions from the Governing Body. Mrs. Gimzo explained Haag Inc DBA Kicks 66 of Ottawa bought the former Short Stop at 1621 S. Main Street. The Governing Body agreed by consensus to place this item on the next Regular Meeting agenda.

Proclamation—Fire Prevention Week

The Governing Body reviewed a proclamation recognizing Fire Prevention Week on October 8-14, 2017 and agreed by consensus to place this item on the next Regular Meeting agenda.

Resolution—Accepting Public Improvements for Sunflower Elementary School

The Governing Body heard from Planner Sarah Anzicek who reviewed a resolution accepting public improvements within the Sunflower Elementary School USD 290 in the City of Ottawa and answered questions from the Governing Body. It was agreed by consensus to place this item on the next Regular Meeting agenda.

Resolution—Final Plat, Easements, Right-of-Ways for Sunflower Elementary School

The Governing Body reviewed a resolution approving the final plat and accepting the dedication of all easements and rights-of-way within the Sunflower Elementary School USD 290 in the City of Ottawa and agreed by consensus to place this item on the next Regular Meeting agenda.

Resolution—Pre-Application to USDA for Proximity Park Improvements

The Governing Body heard from Finance Director Scott Bird who reviewed a resolution to provide long term financing for the development of improvements to industrial park property, known as Proximity Park and answered questions from the Governing Body.

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Commissioner Jorgensen requested clarification on sections one and three of the resolution and Mr. Bird stated he will get clarification and bring it to the next Study Session on October 2, 2017.. The Governing Body agreed by consensus to place this item on the next Regular Meeting agenda.

Monthly Financial & Activity Report—August

The Governing Body reviewed the August Monthly Financial and Activity Reports with City Staff and community service organizations.

City Manager's Report

None

Commissioner's Reports

Commissioner Skidmore reported on the following:

- Proud of the City Manager and Staff for Ottawa's successes

Commissioner Jorgensen reported on the following:

- Commended the City Commission for the efficiently run meeting

Commissioner Graves reported on the following:

- Ottawa Area Young Professionals meet up this evening at Smoked Creations from 5-7 pm

Mayor's Report

Mayor Caylor reported on the following:

- Thanked everyone involved with Senior Day on the Job on September 21, 2017
- Will bring a report on League of Kansas Municipalities Annual Conference to a future meeting
- Discussed Census 2020 with City Clerk Amy Finch

Announcements

Mayor Caylor announced the following:

- October 2, 2017 Study Session, 4:00 pm, City Hall
- October 4, 2017 Regular Meeting, 7:00 pm, City Hall
- October 6, 2017 Employee Fall Festival, 5:00 pm, Streets Barn

Adjournment

There being no further business to come before the Governing Body, Commissioner Jorgensen 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 5:04 pm.

Commissioner Jorgensen rescinded his motion to adjourn, seconded by Commissioner Skidmore, to discuss the candidate for the Ottawa Memorial Auditorium (OMA) Advisory Board opening. The Mayor reconvened the meeting and the Governing Body agreed by consensus to approve Randy Hinderliter as the new member to the OMA Advisory Board.

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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 Caylor declared the meeting duly adjourned at 5:06 pm.

/s/ Amy Finch
Amy Finch, City Clerk