

**Study Session Minutes
Ottawa, Kansas
Minutes of October 9, 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 Crowley. 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 September 6, 2017 Regular Meeting and September 11, 2017 Study Session and agreed by consensus to place these items on the next Regular Meeting agenda on October 18, 2017.

Proclamation—Ottawa Business Women’s Week

The Governing Body reviewed a proclamation recognizing October 15-21, 2017 as Ottawa Business Women’s Week and agreed by consensus to place this item on the next Regular Meeting agenda.

Quarterly Report—Ottawa Main Street Association

The Governing Body heard from Ottawa Main Street Association (OMSA) Director Lenni Giacini who provided the OMSA quarterly report and answered questions from the Governing Body.

Discussion—Board of Zoning Appeals Candidates

Mayor Caylor stated a commissioner was absent from the last study session when candidates Ben Evans and Dana Coopey were interviewed for the opening on the Board of Zoning Appeals and the discussion of candidates would take place at this meeting. The Governing Body heard Community Development Director Wynndee Lee who provided an overview of the Board of Zoning Appeals and its role and answered questions from the Governing Body. After discussion, the Governing Body agreed by consensus to place Ben Evans’ appointment to the Board of Zoning Appeals on the next Regular Meeting agenda.

City Manager’s Report

City Manager Richard U. Nienstedt reported on the following:

- Wednesday, October 11, 2016 League of Kansas Municipalities (LKM) Regional Supper in Lawrence, KS at 5:30 pm
- City Manager, Mayor, Commissioners and City Attorney are registered to attend the LKM Regional Supper and will depart from City Hall at 5 pm

Mr. Nienstedt invited Finance Director Scott Bird to make a request regarding the USDA loan for Proximity Park.

Mr. Bird requested approval to authorize the City Manager to execute the documents for a USDA loan application for potentially \$8.66 million to continue the infrastructure in Proximity Park and answered questions from the Governing Body.

October 9, 2017

Commissioner Skidmore made a motion, seconded by Commissioner Graves, to grant the City Manager authorization to execute the loan application documents. The motion was considered and upon being put, all present voted aye. The Mayor declared the request duly approved.

Commissioner's Reports

None

Mayor's Report

None

Announcements

Mayor Caylor announced the following:

- October 11, 2017 LKM Regional Supper, 5:30 pm, Lawrence Carnegie Bldg, Heritage Room 1, 200 W. 9th St
- October 16, 2017 Study Session, 4:00 pm, City Hall
- October 18, 2017 Regular Meeting, 9:30 am, City Hall
- October 18, 2017 Joint City/County/USD 290 Meeting, 12:00 pm, USD 290 District Office
- October 23, 2017 Study Session CANCELED

Executive Session

Recess

Commissioner Jorgensen made a motion, seconded by Commissioner Crowley, to recess into executive session with City Attorney Blaine Finch and City Manager Richard U. Nienstedt present 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 10 minutes beginning at 4:26 pm. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly recessed.

Reconvene

Commissioner Jorgensen made a motion, seconded by Commissioner Graves, 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 4:36 pm.

Adjournment

There being no further business to come before the Governing Body, Mayor Caylor declared the meeting duly adjourned at 4:36 pm.

/s/ Amy Finch

Amy Finch, City Clerk

October 9, 2017