

**Regular Meeting Minutes  
Commission Chambers  
101 S Hickory, Ottawa, Kansas  
Minutes of November 15, 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: Mayor Caylor, Commissioner Skidmore, Commissioner Graves, Commissioner Jorgensen, and Commissioner Crowley. A quorum was present.

Mayor Caylor called the meeting to order.

The Mayor welcomed the Chamber Audience and led the Pledge of Allegiance to the American flag. The invocation was given by Pastor Mark Hutton, Westminster Presbyterian Church.

**Consent Agenda**

Commissioner Graves made a motion, seconded by Commissioner Skidmore, to approve the consent agenda, to include this regular meeting agenda; minutes from the October 30, 2017 Study Session and the November 1, 2017 Regular Meeting; and approval of the appointment of Chris Marshall to the Airport Advisory Board. The motion was considered and upon being put, all present voted aye. The Mayor declared the consent agenda duly approved.

**Public Comments**

None

**Declaration**

None were given at this time.

**2017 Employee Service Awards**

The Mayor explained that each year the League of Kansas Municipalities recognizes “faithful, continuous service” to Kansas communities throughout the state. This year the City of Ottawa proudly recognizes eighteen employees with a combined total of 315 years of service to Kansas communities. The Governing Body recognized the following employees for their years of service:

**10 years:** Dustin Donovan, Rocky Evans, Shane Gibbs, Linda Hopkins, Paul Sommer

**15 years:** Mark Gibbs, Wallace Hines, Justin McCurdy, Jeff Oleson, Scott Snethen, Janet Stewart

**20 years:** Brent Macklin, Mark Seymour, Jared Shinkle

**25 years:** Wynndee Lee

**30 years:** Jim Sherman, Eric Soper, Dana Stephenson

**Request for Public Support of Downtown River Plaza Project**

The Governing Body heard from Chamber Director John Coen, Community Development Director Wynndee Lee and City Manager Richard U. Nienstedt who discussed the Onward Ottawa Board, formally OCPI, request for support for the Downtown River Plaza and \$10,000 toward the charettes and other citizen input costs for the purposes of use in the Comprehensive Plan.

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Mr. Coen explained the main idea resulting from the community charrettes was a market pavilion called Downtown River Plaza located at the city parking lot located in the 100 block of Walnut Street west of Main Street near the intersection of the Flint Hills and Prairie Spirit Trails and asked for public support of this initiative.

Mrs. Lee reminded that Governing Body that we've talked about goals and recommended a downtown plan, which calls for some changes to our comprehensive plan. Because of the survey, these ideas will be focused beyond the next five to ten years and funding is available to meet this request.

City Manager Richard U. Nienstedt stated that this is an exciting project for this area and these activities bring people to the downtown area, which is value being added to downtown for all citizens.

Mr. Coen invited everyone to the Mayor's Christmas Tree Lighting at Haley Park on November 25, 2017.

Mayor Caylor stated she is currently a member of OCPI. Commissioner Skidmore made a motion, seconded by Commissioner Graves, to approve this request. The motion was considered and upon being put, all present voted aye. The Mayor declared the request duly approved.

### **2017 Budget Amendments**

The Governing Body heard from Finance Director Scott Bird who reviewed a request to set a public hearing on December 6, 2017 at 7 pm to consider amendments to the Special Parks and Library budgets. Commissioner Crowley made a motion, seconded by Commissioner Skidmore, to approve this request. The motion was considered and upon being put, all present voted aye. The Mayor declared the request duly approved.

### **Resolution—Condemnation Hearing for 820 S. Lincoln**

The Governing Body heard from Chief Building Official Jim Sherman who explained this resolution sets a public hearing for January 3, 2018 at 7:00 pm to consider the condemnation of structures at 820 S. Lincoln. Mr. Sherman explained a public hearing had been held for this property, but additional information suggested that another hearing was in order. Commissioner Jorgensen made a motion, seconded by Commissioner Graves, to adopt the resolution. The motion was considered and upon being put, passed by the following vote: Commissioner Graves aye, Commissioner Jorgensen aye, Commissioner Crowley aye, Mayor Caylor aye, Commissioner Skidmore abstained. The Mayor declared the resolution duly adopted and the resolution was duly numbered Resolution No. 1754-17.

### **Ordinance—Annexing Non-Adjoining Land at 3182 K-68 Highway**

The Governing Body heard from Community Development Director Wynndee Lee who reviewed an ordinance annexing non-adjoining land located at 3182 K-68 Highway, formerly referred to as 3198 K-68 Highway, owned by Kansas Department of Transportation (KDOT) who signed a consent for annexation in order to connect to the City's water utility.

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Mrs. Lee further explained the Board of County Commissioners determined the annexation of land at 3182 K-68 Highway would not hinder or prevent proper growth and development of the area or that of any other incorporated city within Franklin County and answered questions from the Governing Body. Commissioner Skidmore made a motion, seconded by Commissioner Crowley, to approve this ordinance. The motion was considered and upon being put, all present voted aye. The Mayor declared the ordinance duly approved and the ordinance was duly numbered Ordinance No. 3962-17.

**Ordinance—Amending Cereal Malt Beverage & Alcoholic Liquor by the Drink Restrictions on Location in Municipal Code**

The Governing Body heard from City Attorney Blaine Finch who reviewed an ordinance amending Section 4-307 (Cereal Malt Beverages) and 4-503 (Alcoholic Liquor by the Drink), Restrictions on Location, in the Municipal Code to correct a scrivener’s error in 2003 ordinance number 3457-03 which duplicated the phrase “cereal malt beverage” in the section concerning “alcoholic liquors”, to combine the requirements dealing with not granting a license if the building or use is out of compliance into one subsection, and to update the term location restrictions to distance restrictions. Mr. Finch also stated the city has a current applicant who will continue under the prior set of codes and the new code, if adopted, will apply to future applicants. Commissioner Jorgensen made a motion, seconded by Commissioner Graves, to approve this ordinance. The motion was considered and upon being put, all present voted aye. The Mayor declared the ordinance duly approved and the ordinance was duly numbered Ordinance No. 3963-17.

**City Manager’s Report**

City Manager Richard U. Nienstedt reported on the following:

- Importance of employee recognition
- Our community is blessed to have excellent employees who think about how they can do their jobs better
- Thanked the community for their understanding of the technical difficulties experienced during the broadcasting of this meeting

**Commissioner’s Reports**

Commissioner Skidmore reported on the following:

- Community mourns the loss of Marguerite Gibson

Commissioner Jorgensen reported on the following:

- Thanked the public for voting
- Shared a story of his grandmother who was born before Women’s Suffrage and instilled in him the importance of voting

**Mayor’s Report**

Mayor Caylor reported on the following:

- Reminded listeners to give thanks
- Expressed appreciation of the citizens and the employees who make this community better

### **Announcements**

Mayor Caylor announced the following:

- November 20, 2017 Study Session CANCELED
- November 23-24, 2017 Thanksgiving Holiday, City Offices CLOSED
- November 27, 2017 Study Session, 4:00 pm, City Hall
- December 4, 2017 Study Session, 4:00 pm, City Hall
- December 6, 2017 Regular Meeting, 7:00 pm, City Hall
- December 7, 2017 Annual City Employee Appreciation Breakfast, 7:00-9:00 am, OMA

### **Adjournment**

There being no further business to come before the Governing Body, the Mayor declared the meeting duly adjourned at 10:18 am.

/s/ Amy Finch

Amy Finch, City Clerk