

**Study Session Minutes  
Ottawa, Kansas  
Minutes of November 13, 2017**

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

Mayor Caylor called the meeting to order.

**Public Comments**

None offered at this time.

**Interviews—Boards and Commissions**

The Governing Body conducted the following interview for an open position:

**Airport Advisory Board:** Christopher Marshall—4:00 pm

**Minutes to Review**

The Governing Body reviewed minutes from the October 30, 2017 Study Session and November 1, 2017 Regular Meeting and agreed by consensus to place these items on the next Regular Meeting agenda on November 15, 2017.

**Onward Ottawa Proposal / Request for Support**

The Governing Body heard from Ottawa Area Chamber of Commerce President/CEO John Coen who reviewed a proposal and request for support for the Onward Ottawa project resulting from two community charrettes and answered questions from the Governing Body. Mr. Coen described the project as the market pavilion named the Downtown River Plaza 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. Mr. Coen stated a public/private initiative is needed for this project to become a reality and asked the City Commission to publicly support the Downtown River Plaza and approve \$10,000 in funding to help offset initial design and charrettes costs.

The Governing Body then heard from Community Development Director Wynndee Lee who stated the Community Development department plans to utilize materials and design work created as a result of the charrettes to create an amendment to the City's Comprehensive Plan and feels it is appropriate for the Community Development department to contribute \$10,000 to the cost of the endeavor. Mrs. Lee explained the Community Development budget for 2017 had \$50,000 for comprehensive plan updates and none of the funds have been committed. Mrs. Lee also stated they can use the material gathered to create a strong amendment for a fraction of the cost to hire a consultant to create a downtown vision plan. Mayor Caylor and Commissioner Jorgensen stated their current and prior involvement on the Ottawa Community Partnership Initiative (OCPI) board. It was agreed by consensus to place this item on the next Regular Meeting agenda.

**2017 Budget Amendments**

The Governing Body heard from Finance Director Scott Bird who requested a Public Hearing on December 6, 2017 at 7 pm for the consideration of the following budget amendments:

- Special Parks Fund (1600)
- Library Fund (1800)

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Mr. Bird stated the Special Parks Fund received generous donations resulting in a need to increase the 2017 budget and the Library Fund had a larger than anticipated cash carryover from 2016 to 2017 resulting in a need to increase the 2017 budget in order to legally remit all available funds to the Library before the end of 2017.

Mr. Bird explained the public will have an opportunity to address these budget amendments at the Public Hearing and answered questions from the Governing Body. The Governing Body agreed by consensus to place this item on the next Regular Meeting agenda.

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

The Governing Body heard from Community Development Director Wynndee Lee and City Attorney Blaine Finch who reviewed a resolution fixing the time and place and providing for notice of a hearing on January 3, 2018 at 7 pm in the City Commission Chambers at which time the owners, their agents, lien holders of record of the structure located at 820 S. Lincoln may appear and show cause why said structures should not be condemned and ordered demolished and answered questions from the Governing Body. It was agreed by consensus to place this item on the next Regular Meeting agenda.

**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. It was agreed by consensus to place this item on the next Regular Meeting agenda.

**City Manager’s Report**

City Manager Richard U. Nienstedt reported on the following:

- Schedule City Commission Retreat with Leadership Consultant John Divine after an upcoming Study Session

The Governing Body agreed to hold the City Commission Retreat with Leadership Consultant John Divine on December 11, 2017.

The Governing Body heard from Community Development Director Wynndee Lee who stated the Prairie Fire Development Group, LLC Moderate Income Housing (MIH) application was approved for \$400,000 by the Kansas Housing Resources Corporation and the agreement for the project will be presented to the Commission in early December 2017.

**Commissioner’s Reports**

Commissioner Jorgensen and Commissioner Skidmore expressed appreciation to those who voted in the recent election.

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### **Mayor's Report**

Mayor Caylor stated the need to discuss the candidate for the Airport Advisory Board and it was agreed by consensus to place Christopher Marshall's appointment to the board on the next Regular Meeting agenda.

The Governing Body heard from Utilities Director Dennis Tharp who provided an update on the recent Boil Advisory.

### **Announcements**

Mayor Caylor announced the following:

- November 15, 2017 Regular Meeting, 9:30 am, City Hall (No City/County/USD 290 Joint Meeting)
- 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 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 5:09 pm.

/s/ Amy Finch

Amy Finch, City Clerk