

**Study Session Minutes
Ottawa, Kansas
Minutes of November 27, 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 Graves. Commissioner Skidmore 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 November 6, 2017 and November 13, 2017 Study Sessions and agreed by consensus to place these items on the next Regular Meeting agenda on December 6, 2017.

2018 Cereal Malt Beverage License Renewals

The Governing Body heard from Assistant City Clerk Laurel Gimzo who reviewed a list of applications received for 2018 Cereal Malt Beverage (CMB) License Renewals and the Governing Body agreed by consensus to place this item on the next Regular Meeting agenda.

Monthly Financial & Activity Reports—October

The Governing Body reviewed the October Monthly Financial and Activity reports with City Staff and community support organizations.

City Manager's Report

City Manager Richard U. Nienstedt reported on the following:

- Employee Appreciation Breakfast December 7, 2017 at Ottawa Memorial Auditorium from 7-9 am
- Citizen Appreciation Coffees at City Hall from 9-10:30 am on December 5, 12, and 19, 2017

The Governing Body heard from Community Development Director Wynndee Lee who provided an update on progress at the Teen Park and invited the Governing Body to the Teen Park on December 4, 2017 at 3:30 pm for a tour and a picture.

Commissioner's Reports

None

Mayor's Report

None

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Announcements

Mayor Caylor announced the following:

- December 4, 2017 Teen Park Tour, 3:30 pm, 202 W. 15th Street
- 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 4:13 pm.

/s/ Amy Finch

Amy Finch, City Clerk