

**Regular Meeting Minutes  
Commission Chambers  
101 S Hickory, Ottawa, Kansas  
Minutes of December 20, 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 Todd Miller with Cherry Street Wesleyan Church.

**Consent Agenda**

Commissioner Graves made a motion, seconded by Commissioner Skidmore, to approve the consent agenda, to include this regular meeting agenda and minutes from the November 27, 2017 Study Session and December 4, 2017 Special Call Meeting for Goppert Teen Park Ribbon Cutting. The motion was considered and upon being put, all present voted aye. The Mayor declared the consent agenda duly approved.

**Public Comments**

The Governing Body heard from Levi Trenary, 1341 Osborne Road, Pomona, KS, owner of Trenary Tree Care, who expressed his concern that the City does not require tree trimming services to be licensed through the city and the potential risk to citizens. Mayor Caylor suggested Mr. Trenary visit with the Community Development Department regarding his concern.

**Declaration**

None were given at this time.

**Retirement Recognition—Susan Hughes, Finance Department**

The Governing Body heard from Finance Director Scott Bird who recognized Susan Hughes, Accounts Payable Clerk II, for her years of service and contributions to the City of Ottawa. Mr. Bird presented Mrs. Hughes with a plaque in honor of her retirement.

**Public Hearing—2017 Budget Amendments to Special Parks & Library Funds**

The Governing Body heard from Finance Director Scott Bird who explained budget amendments are needed for the Special Parks fund and the Library fund due to more than anticipated donations and activities in the Special Parks fund and more cash carryover and taxes received for the Library fund.

Mayor Caylor opened the public hearing at 9:45 am.

No public comments were made during this public hearing.

Mayor Caylor closed the public hearing at 9:46 am.

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### **Acceptance of 2017 Budget Amendments**

Commissioner Crowley made a motion, seconded by Commissioner Jorgensen, to accept the 2017 budget amendments to the Special Parks and Library funds. Finance Director Scott Bird explained the increase in Special Parks fund was attributed to increase in spending at the Teen Park due to completing more work than anticipated and receiving more donations than anticipated.

The motion was considered and upon being put, all present voted aye. The Mayor declared the 2017 budget amendments duly accepted.

### **2018 Funding Agreements**

City Manager Richard U. Nienstedt reviewed funding agreements with the following community service organizations that the City allocates funding: Franklin County Development Council, Willow Domestic Violence Center, Elizabeth Layton Center, and Ottawa Main Street Association. Commissioner Graves made a motion, seconded by Commissioner Skidmore, to approve these 2018 funding agreements. The motion was considered and upon being put, all present voted aye. The Mayor declared these 2018 funding agreements duly approved.

Mr. Nienstedt stated the Prairie Paws Animal Shelter 2018 funding agreement would be brought before the Commission at their first study session in 2018.

### **Resolution—Proposing Housing Market Study for Rural Housing Incentive District**

The Governing Body heard from Community Development Director Wynndee Lee who reviewed a resolution finding there are housing needs in Ottawa and the City's intent to establish a Rural Housing Incentive District (RHID) for the Prairie Fire housing project. Commissioner Skidmore made a motion, seconded by Commissioner Graves, to adopt this resolution. The motion was considered and upon being put, passed by the following vote: Commissioner Skidmore aye, Commissioner Graves aye, Commissioner Jorgensen aye, Mayor Caylor aye, and Commissioner Crowley abstained. The Mayor declared this resolution duly adopted and this resolution was duly numbered Resolution No. 1756-17.

### **Resolution—Defining and Declaring City Limits**

The Governing Body heard from Community Development Director Wynndee Lee who reviewed a resolution defining and declaring the territorial limits and boundaries of the City of Ottawa, including land annexed in 2017 and answered questions from the Governing Body. Commissioner Jorgensen made a motion, seconded by Commissioner Crowley, 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. 1757-17.

### **Ordinance—Licensing & Fee Procedures for General, Specialty & Trade Contractors**

The Governing Body heard from Chief Building Official Jim Sherman who reviewed an ordinance repealing and replacing Ordinance No. 3834-12 and Chapter 6, Article VIII of Municipal Code and answered questions from the Governing Body. Mr. Sherman explained staff held public meetings and had personal contact with contractors and the most significant change is in the landlord provision that allows them to perform maintenance but not work requiring a permit.

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During discussion, Commissioner Skidmore stated he agrees with most proposed changes but is still trying to rationalize an owner of multiple rentals being able to perform work on their own home but not on the rentals they own. Commissioner Jorgensen discussed the current priority of housing and affordable housing and stated he would like to review this item further.

Commissioner Jorgensen made a motion, seconded by Commissioner Skidmore, to refer this item back to study session for review and discussion. The motion was considered and upon being put, all present voted aye. The Mayor declared the motion duly approved.

### **Request for Approval of City Manager Employment Agreement**

The Governing Body heard from City Attorney Blaine Finch who stated the following areas were highlighted by the Commission as areas in which the City Manager excels during City Manager Richard U. Nienstedt's employment evaluation:

- He is a leader in our community and active on boards and commissions
- He brings expertise and relationship building to those areas
- He is committed to openness and transparency
- He has a heart for service and never forgets it is the people of the community we serve
- He is a recognized leader across the state of Kansas and looked to for advice on pressing matters

Mr. Finch reviewed the following terms of the City Manager Employment Agreement:

- Receive the same Cost of Living Adjustment (COLA) and merit increase available to all city employees, moving his base compensation from \$115,000 to \$117,000, a 1.7% increase to his base compensation
- Pre-retirement catch-up with the International City Management Association accelerated to be complete by the end of this year
- Slight increase to car allowance
- Contract extended one additional year, through the end of 2020

Mr. Finch stated based on market studies, the City of Ottawa continues to get an excellent value with City Manager Richard U. Nienstedt and is below market if we had to try to replace the expertise and experience we have in a City Manager. Commissioner Jorgensen made a motion, seconded by Commissioner Crowley, to approve this agreement. The motion was considered and upon being put, all present voted aye. The Mayor declared the agreement duly approved.

### **City Manager's Report**

City Manager Richard U. Nienstedt reported on the following:

- Thanked Commissioners for the opportunity to come to Ottawa and work as the City Manager
- Commissioners and employees make him successful due to their continued efforts to promote the community
- January 8, 2018, swearing in of elected officials at Study Session held in Commission Chambers
- January 2, 2018, Special Call Study Session, discuss reorganization of Commission

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### **Commissioner's Reports**

Commissioner Skidmore wished everyone a Merry Christmas.

Commissioner Jorgensen wished everyone a Merry Christmas and thanked City Manager Richard U. Nienstedt for a decade of service to our community and stated he was part of the board that hired him.

### **Mayor's Report**

Mayor Caylor reported on the following:

- Appreciates City Manager Richard U. Nienstedt's leadership and his work to make our community wonderful
- Danny, a citizen who used to live near the middle and high schools, recently moved to another part of town and would appreciate hearing from citizens that miss seeing him

### **Announcements**

Mayor Caylor announced the following:

- December 25, 2017 Christmas Holiday, Study Session CANCELED, CITY OFFICES CLOSED
- January 1, 2018 New Year's Day Holiday, Study Session CANCELED, CITY OFFICES CLOSED
- January 2, 2018 Special Call Study Session, 4:00 pm, City Hall
- January 3, 2018 Regular Meeting, 7:00 pm, City Hall

### **Open Agenda**

City Manager Richard U. Nienstedt and staff were led by Finance Director Scott Bird in a verse of "We Wish You a Merry Christmas".

### **Adjournment**

There being no further business to come before the Governing Body, the Mayor declared the meeting duly adjourned at 10:20 am.

/s/ Amy Finch  
Amy Finch, City Clerk

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