

**Study Session Minutes
Ottawa, Kansas
Minutes of December 11, 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 Jorgensen, Commissioner Crowley, and Commissioner Graves. A quorum was present.

Mayor Caylor called the meeting to order.

Public Comments

None offered at this time.

Open Agenda

City Manager Richard U. Nienstedt introduced Danielle Buschkoetter, a recent Master of Public Administration graduate, who works as a Management Intern for the City of Lawrence City Manager's office.

Mr. Nienstedt also stated to the Governing Body if they are not ready to move an agenda item to a regular meeting for consideration, they should not feel obligated to do so.

Minutes to Review

The Governing Body reviewed minutes from the November 27, 2017 Study Session and December 4, 2017 Special Call for Goppert Teen Park Ribbon Cutting and agreed by consensus to place these items on the next Regular Meeting agenda on December 20, 2017.

2018 Funding Agreements

The Governing Body reviewed the following 2018 Funding Agreements and agreed by consensus to place these items on the next Regular Meeting agenda:

- Franklin County Development Council
- Willow Domestic Violence
- Elizabeth Layton Center
- Ottawa Main Street Association

City Manager Richard U. Nienstedt stated the Prairie Paws Animal Shelter 2018 Funding Agreement would be presented to the Governing Body at an upcoming Study Session.

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

The Governing Body heard from Chief Building Official Jim Sherman who reviewed an ordinance for the licensing and fee procedures for general, specialty, and trade contractors, repealing Ordinance No. 3834-12 and replacing Chapter 6, Article VIII of the Municipal Code in its entirety, and answered questions from the Governing Body.

The Governing Body requested staff revise language in certain sections and agreed to bring this item back for review at the next Study Session on December 18, 2017.

December 11, 2017

Resolution—Rural Housing Incentive District for Prairie Fire Housing Project

The Governing Body heard from Community Development Director Wynndee Lee who reviewed a resolution proposing the designation of a Rural Housing Incentive District (RHID) for the Prairie Fire housing project and answered questions from the Governing Body.

Mrs. Lee also reviewed the Market Study of Rental Housing to be used for the Housing Needs Analysis and answered questions from the Governing Body. It was agreed by consensus to place this item on the next Regular Meeting agenda.

Tobacco Policy for City Parks & Recreation Areas

The Governing Body heard from Midge Ransom, Franklin County Health Department Director, and Erin Laurie, Franklin County Health Department Health Educator, who reviewed a policy for tobacco-free city parks and recreation areas and answered questions from the Governing Body. The Governing Body agreed to bring this item back for discussion at the January 8, 2018 Study Session.

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 and explained this action is necessary at the end of any year the City annexed land. The Governing Body agreed by consensus to place this item on the next Regular Meeting agenda.

Rezone & Special Use Application from Franklin County

The Governing Body heard from Community Development Director Wynndee Lee who reviewed an application received by Franklin County Planning Commission regarding a rezone and special use application for the NW corner of I-35 and Marshall Road (15th Street) to rezone the area from I-1, Light Industrial, to A-2, Transitional Agricultural, and to approve a Special Use permit to operate a quarry and answered questions from the Governing Body.

The Governing Body agreed by consensus to send a letter to the Franklin County Planning Commission stating they have no objections to the application prior to the hearing on December 21, 2017.

City Manager's Report

None

Commissioner's Reports

None

Mayor's Report

Mayor Caylor stated the need for an executive session with the board's attorney to discuss a matter regarding non-elected personnel, to protect the privacy interests of the employee, for a period of 20 minutes.

December 11, 2017

Executive Session

Recess

Commissioner Skidmore made a motion, seconded by Commissioner Graves, to recess into executive session with the board's attorney to discuss a matter regarding non-elected personnel and for the purpose of protecting the privacy interests of the employee, for a period of 20 minutes, beginning at 5:32 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 Crowley, 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 5:52 pm.

Commission Goals for 2018

The Governing Body discussed City Commission goals and priorities for 2018 with Leadership Consultant John Divine.

Adjournment

There being no further business to come before the Governing Body, the Mayor declared the meeting duly adjourned at 7:01 pm.

/s/ Amy Finch
Amy Finch, City Clerk