

**Study Session Minutes
Ottawa, Kansas
Minutes of October 26, 2015**

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

Mayor Skidmore called the meeting to order.

Public Comments

The Governing Body heard from Charlie Adamson, 2209 Nevada, regarding his concern with losing parking in front of his business located in the 100 Block of Walnut Street. Mr. Adamson does not want any parking eliminated along Walnut Street.

The Governing Body heard from Kenny Suffron, 423 S Walnut, regarding losing parking in front of his business on the east side of Walnut Street.

The Governing Body heard from Delbert Jamison, 225 S Walnut, regarding losing parking in the 200 block of Walnut Street.

The Governing Body heard from Gary Brann, 308 & 310 S Walnut, regarding losing parking along the east side of Walnut Street for his tenants because the parking on Third Street is two hour parking only.

The Governing Body heard from Becky Gregg at 416 Walnut regarding losing parking along Walnut Street.

Interviews for Ottawa Municipal Auditorium Advisory Board

The interviews with Kim Hodge and Richard Warren did not take place. Interviews may be rescheduled at a later date.

Minutes to Review

The Governing Body reviewed minutes from the October 10-12, 2015 Special Call Meeting for the League of Kansas Municipalities Annual Meeting and the October 19, 2015 Study Session. It was agreed to place the minutes with a change on the next regular meeting agenda, November 4, 2015.

Access Management Construction Project

The Governing Body heard from Franklin County Public Works Director James Haag regarding an Access Management Construction Project Application. This application to the Kansas Department of Transportation is to construct a new intersection at US-59 and Kingman Rd, adding a left turn lane on US-59 Southbound, a right turn lane on US-59 Northbound, and 750 feet of paving on Kingman Rd East of US-59. Mr. Haag is seeking endorsement by the City of Ottawa on the submission of this project application. It was agreed to place this item on the next regular meeting agenda.

Conditional Use Permit—1320 W 19th Street

The Governing Body heard from Community Development Director Wynndee Lee regarding a conditional use permit for 1320 W 19th Street. It was stated this item will be brought back to a Study Session meeting at a later date. More discussion needs to take place before this item moves forward.

KDOT—Right of Way Dedication

The Governing Body heard from Community Development Director Wynndee Lee regarding a KDOT request for Right of Way Dedication. This request has been made due to a need from KDOT for additional right of way for the reconstruction of the bridge over I-35 on Montana Road. It was agreed to place this item on the next regular meeting agenda.

Solar Project Update

The Governing Body heard from Utilities Director Dennis Tharp and Assistant Utilities Director Jeff Oleson regarding the Solar Project. This project is being planned for 2015-2016 to install a 15.6kW Solar Photovoltaic system at the Power Plant/Water Plant Location. This installation will generate electricity and send it to the City electric distribution system. This project will involve Cromwell Solar of Lawrence, KS and City staff jointly working together on the system installation. As part of the long-term plan associated with this installation, educational materials will be made available to the citizens of Ottawa and Franklin County. It was agreed to place this item on the next regular meeting agenda.

2015 Audit Letter of Understanding

The Governing Body heard from Finance Director Scott Bird regarding the 2015 Audit. Mr. Bird recommended a letter of understanding to be executed with Mize Houser & Company P.A. who have conducted the City's audit for the last three years. Mr. Bird explained that he would anticipate sending a request for proposals (RFP) to qualified Certified Public Accountants for the 2016 Audit. Mr. Bird was complimentary of the work that has been done by Mize Houser & Company P.A. and looks forward to working with them for one more year, but it is in the best interest for the City of Ottawa to have a fresh look after 2015. It was agreed to place this item on the next regular meeting agenda.

Monthly Reports

The Governing Body reviewed the September monthly reports with city staff.

Commissioners' Reports

Commissioner Graves announced on November 18th, the pop up stores will open. They will be located in the old Skywalkers building at 2rd and Main Street. They will be open in the evenings and on Saturdays.

Commissioner Dickinson stated the Veteran's Day Parade will be on November 7th at 10 or 10:30 am with judging being done before the parade.

There was discussion among the Governing Body regarding receiving the Monthly Reports more in advance to when they are being discussed so they have more time to review them.

There was discussion among the Governing Body regarding public comments on the Bike Lane on Walnut Street. It was agreed to have this item placed back on the Study Session Agenda for November 9, 2015.

Announcements

Mayor Skidmore announced:

- November 4, 2015: Regular Meeting, 7:00 pm, City Hall
- November 4-7, 2015: Special Call Meeting, National League of Cities Conference, Nashville
- November 11, 2015: Veteran's Day, City Offices CLOSED

Adjournment

There being no further business to come before the Governing Body, Commissioner Caylor made a motion, seconded by Commissioner Reed, to adjourn the meeting. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly adjourned at 5:28 pm.

Carolyn S. Snethen, City Clerk