

**Study Session Minutes**  
**Ottawa, Kansas**  
**Minutes of April 18, 2016**

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

Mayor Caylor called the meeting to order.

**Public Comments**

John Coen, Executive Director for the Chamber of Commerce, introduced James Oltman, the new Franklin County Development Council Executive Director. Mr. Coen also stated the chamber will be sending out a survey to Chamber members regarding alcohol at events on city property.

**Executive Session**

**Recess**

Commissioner Jorgensen made a motion, seconded by Commissioner Reed to enter into executive session for a period of 15 minutes and reconvene at 4:25 pm for Attorney-Client Privilege with the City Manager and City Attorney present. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly recessed at 4:10 pm.

**Reconvene**

Commissioner Reed made a motion, seconded by Commissioner Graves to reconvene from executive session at 4:25 pm. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly reconvened.

**Minutes to Review**

The Governing Body reviewed minutes from the April 11, 2016 Study Session. It was agreed to place this item on the next regular meeting agenda, April 20, 2016.

**Proclamation—National Arbor Day**

The Governing Body reviewed a proclamation recognizing April 29, 2016 as National Arbor Day. It was agreed to place this item on the next regular meeting agenda.

**Rezone Request—624 & 822 E 11<sup>th</sup> Street**

The Governing Body heard from Community Development Director Wynndee Lee regarding a rezone request by Ottawa University to rezone the properties located at 624 & 822 E 11<sup>th</sup> Street from R-1 Low Density Residential District to R-3 High Density Residential District. A public hearing was held by the Planning Commission on March 9, 2016. The planning commission recommended approval of this rezone request. It was agreed to place this item on the next regular meeting agenda.

### **Ordinance—Annexing Land**

The Governing Body heard from Community Development Director Wynndee Lee regarding a request to approve ordinances annexing land to the City of Ottawa generally located at 415, 513, 618, 619, and 701 W Wilson Street. All of these properties are currently receiving city utilities and other city services. It was agreed to place these items on the next regular meeting agenda.

Community Development Director Wynndee Lee stated there are other properties that are being considered and asked for consensus to begin the notification process. Consensus was given by the Governing Body.

### **Airport Master Plan Agreement**

The Governing Body heard from Public Works Director Michael Haeffele regarding a request to approve the Airport Master Plan Agreement for the amount of \$165,410. It was agreed to place this item on the next regular meeting agenda.

### **Alcohol for Events on City Property**

The Governing Body discussed research on surrounding areas that allow special alcohol permits as well as state requirements for temporary events. City Attorney Blaine Finch will work with City Staff to get a sample ordinance drafted. City Manager Richard U Nienstedt advised the Governing Body to take the opportunity to visit with the community and get their feedback.

### **Commission Board/Committee Assignments**

The Governing Body discussed boards and committees and assigned each commissioner to the following Boards/Committees.

- Mayor Caylor: Franklin County Development Council, Ottawa Library Board
- Mayor Pro Tem Reed: Chamber of Commerce, Kansas Municipal Energy Agency
- Commissioner Graves: OMA Advisory Board, Play Task Force
- Commissioner Jorgensen: Airport Advisory Board
- Commissioner Skidmore: Neighborhood Revitalization Committee, Prairie Paws Animal Shelter

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

City Manager Richard U. Nienstedt reported:

- May 18, 2016: Joint Meeting between the City and County Commission, Commission Chambers, City Hall, 10:15 a.m.

Community Development Director Wynndee Lee spoke regarding a structure damaged by a vehicle. Mrs. Lee stated this structure will need immediate action in getting the structure safe.

### **Commissioners' Reports**

Commissioner Skidmore reminded all it was Tax Day.

Commissioner Jorgensen stated he would be attending the School Board meeting tonight.

### **Announcements**

Mayor Caylor announced:

- April 20, 2016: Regular Meeting, 9:30 am, City Hall
- April 20, 2016: City/County/USD 290 Joint Meeting, 12:00 pm, USD 290 District Office
- April 25, 2016: Study Session, 4:00 pm, City Hall
- May 2, 2016: Study Session, 4:00 pm, City Hall

### **Adjournment**

There being no further business to come before the Governing Body, Commissioner Skdimore made a motion, seconded by Commissioner Graves to adjourn the meeting. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly adjourned at 5:22 pm.

---

Carolyn S. Snethen, City Clerk