

**Study Session Minutes
Ottawa, Kansas
Minutes of May 16, 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, and Commissioner Skidmore. Commissioner Jorgensen was absent. A quorum was present.

Mayor Caylor called the meeting to order.

Public Comments

The Governing Body heard from Bill Schleiter reporting on the Arts Council events on June 3, 2016. The Ottawa Arts Council will host Chinese Delegate, David Cheng of the Kansas Chinese Coalition.

Minutes to Review

The Governing Body reviewed minutes from the May 6, 2016 Regular Meeting and the May 9, 2016 Study Session Meeting. With one change to be made, it was agreed to place this item on the next regular meeting agenda, May 18, 2016.

Private Education Short-term Loan Program

The Governing Body heard from Finance Director Scott Bird who introduced Clark Ribordy, Vice President for Administration from Ottawa University. Mr. Bird spoke regarding a certificate of approval letter for the issuance of the Kansas Independent College Finance Authority's revenue anticipation notes in an amount not to exceed \$4,500,000, to provide funds to make working capital loans to Ottawa University. It was agreed to place this item on the next regular meeting agenda.

Cereal Malt Beverage License—Poncho's

The Governing Body heard from City Clerk Carolyn Snethen regarding a request for approval of a Cereal Malt Beverage for consumption on the licensed premises from Poncho's. The City Clerk's Office has received a sales tax certificate from Poncho's and the application has been reviewed by the City Attorney and Police Department with no reason for denial. It was agreed to place this item on the next regular meeting agenda.

Proclamation—Kids to Parks Day

The Governing Body reviewed a proclamation for Kids to Parks Day. Community Development Director Wynndee Lee explained that there are several events coming up including a competition with a Pizza gift certificate as an award and asked citizens to watch the City's Facebook page for more details. It was agreed to place this item on the next regular meeting agenda.

Resolutions—Final Plat and Public Improvements, 19th & Princeton Market Center

The Governing Body heard from Community Development Director Wynndee Lee regarding a request for approval of 2 resolutions for the final plat and public improvements for the 19th & Princeton Market Center. One resolution is for the acceptance of the public improvements and the other is for the acceptance of the dedication of easements and rights of way for the plat. It was agreed to place these two resolutions on the next regular meeting agenda.

May 16, 2016

Ottawa Main Street Update

The Governing Body heard from Becci Shisler and Steve Geiss from the Ottawa Main Street Association (OMSA). They provided a report on the activities of Main Street. Ms. Shisler reported that OMSA is in good standing and the budget is put together. Other activities reported on included Cowboy Days, the Wine Tasting, and the flower planting around the Main Street Area. Mr. Geiss reported on the OMSA board and the work being put toward the finance structure. Commissioner Reed expressed her appreciation of the OMSA.

Chamber of Commerce—Survey Results, Alcohol Permit at Special Events

The Governing Body heard from Chamber of Commerce Executive Director John Coen regarding the results from public policy for consideration of alcohol permits at special events. Mr. Coen presented the survey questions and responses from 171 citizens. The results were heavily in favor of allowing alcohol at special events in the City of Ottawa. There were concerns expressed on the survey regarding safety. The Governing Body thanked Mr. Coen for the information.

Cereal Malt Beverage Temporary Permit Ordinances

The Governing Body heard from City Attorney Blaine Finch who explained the drafts of the Cereal Malt Beverage Temporary Permit Ordinances. Mr. Finch and the Governing Body reviewed the ordinances as well as the process and types of permits that should be allowed. Restrictions and rules that should be followed regarding restrictions, barriers, and insurance conditions were all discussed. This item will return to the study session agenda at a later date.

City Manager's Report

City Manager Richard U. Nienstedt reported the need for an executive session for a period of 20 minutes for attorney-client privilege with no action to be taken after.

Commissioner's Reports

Commissioner Reed announced she is trying out for the City Band this year.

Commissioner Skidmore announced the first weekend in June is City Cleanup.

Announcements

Mayor Caylor announced the following:

- May 18, 2016: Commission Photo, 9:15 am, City Hall
- May 18, 2016: Regular Meeting, 9:30 am, City Hall
- May 18, 2016: Special Call City/County Commission Joint Meeting, 10:15 am, Study Session Room
- May 18, 2016: Joint City/County/USD 290 Luncheon, 12:00 pm, Commission Room, City Hall
- May 18, 2016: Special Call City/County Public Meeting for Rock Creek Development Park, 5:30 pm, NCCC
- May 18, 2016: Ransom Memorial Hospital Ground Breaking, 1:30 pm
- May 20, 2016: National Bike Month, 12:00 pm, Kanza Park

Executive Session

Recess

Commissioner Skidmore made a motion, seconded by Commissioner Reed to recess into executive session for a period of 20 minutes with the City Attorney and City Manager present for attorney-client privilege with no action to be taken after and to reconvene at 5:50 pm. The motion was considered and upon being put, all present voted aye. The Mayor declared the study session meeting duly recessed.

Reconvene

Commissioner Graves made a motion, seconded by Commissioner Reed to reconvene from executive session at 5:50 pm. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly reconvened.

Adjournment

There being no further business to come before the Governing Body, Commissioner Skidmore 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 5:51 pm.

Carolyn S. Snethen, City Clerk