

**Study Session Minutes
Ottawa, Kansas
Minutes of August 29, 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 Amanda Keller, 519 W 4th, regarding her concerns over recent and future mosquito fogging.

The Governing Body heard from Donielle Dodson, Box 775, regarding her concerns over recent and future mosquito fogging.

The Governing Body heard from Chamber of Commerce Executive Director John Coen regarding Ladies Night Out, which is to take place on September 30, 2016 from 4 pm to 8 pm. Mr. Coen explained the event is used to promote art in downtown Ottawa and due to some businesses providing alcoholic beverages the event must be registered with the Kansas Department of Revenue Alcoholic Beverage Control. It was explained this event requires the adoption of a resolution authorizing the serving of complimentary alcoholic liquor and cereal malt beverages. The Governing Body agreed by consensus to place this resolution on the next Regular Meeting agenda for September 7, 2016.

The Mayor explained the review of the 2015 Financial Audit Report has been moved to the next Study Session agenda on September 12, 2016

The Mayor announced the Special Event Application for Riverside Diner will be discussed at a later time.

Minutes to Review

The Governing Body reviewed meeting minutes from the August 22, 2016 Study Session and agreed by consensus to place this item on the next Regular Meeting agenda.

Ordinances—Annexing Land to the City of Ottawa

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 2598 US-59 Hwy, 430 S Beech Street, and 2660 Montana Road. Mrs. Lee explained all of the property owners have signed the consent to annex into the city limits. It was explained reasons for voluntary annexation include utility services and emergency services by the police and fire department. The Governing Body agreed by consensus to place these items on the next Regular Meeting agenda.

Condemnations—112 S Elm and 322 Poplar

The Governing Body heard from Community Development Director Wynndee Lee regarding an update on 112 S Elm and 322 Poplar. There is a Public Hearing scheduled for the next Regular

August 29, 2016

Meeting on September 7, 2016. Mrs. Lee explained there is no change regarding a request for approval to condemn the single-family structure located at 112 S Elm. It was explained the owners of the single-family structure located at 322 Poplar indicated plans for removal.

Advanced Metering Infrastructure (AMI)

The Governing Body heard an update from Utility Director Dennis Tharp related to a proposed Advanced Metering Infrastructure Test Deployment.

Mr. Tharp explained staff is prepared for test deployment of AMI with a test group including 200 electric and 200 water meters for 200 households and answered questions from the Governing Body. City Manager Richard U. Nienstedt explained AMI is part of the technological revolution and can help with personal conservation by allowing citizens to monitor the usage at their homes. The Governing Body agreed by consensus to place this item on the next Regular Meeting agenda.

League of Kansas Municipalities Annual Conference Voting Delegates

The Governing Body heard from City Manager Richard U. Nienstedt regarding the need to elect three voting delegates and three alternate voting delegates for the League of Kansas Municipalities (LKM) Conference. The Governing Body discussed the following voting delegates: Commissioner Graves, Commissioner Skidmore, and Mayor Caylor. City Manager Richard U. Nienstedt discussed the following alternate delegates: City Attorney Blaine Finch, City Manager Richard U. Nienstedt, and Commissioner Jorgensen. The Governing Body agreed by consensus to place this item on the next Regular Meeting agenda.

Ordinance—Parking in Courthouse Area

The Governing Body heard from City Attorney Blaine Finch who provided a presentation on the proposed changes to parking in the Courthouse area and answered questions from the Governing Body. The Governing Body agreed by consensus to place this item on the next Regular Meeting agenda.

Report by City Manager

City Manager Richard U. Nienstedt reported on the Rock Creek Business Design contract.

The Governing Body heard from Bartlett & West Inc representative Darron Ammann and PEC representatives Bob Koopman and David Lee who reviewed the Rock Creek Business Design contract and answered questions from the Governing Body. Mr. Nienstedt reminded the City Commission they will be taking action during the Special Call City/County Joint meeting on August 31, 2016 at 10 am.

Open Agenda

The Governing Body heard from Utilities Director Dennis Tharp regarding the recent water main break near the City of Ottawa Power Plant resulting in a boil order placed by the Kansas Department of Health and Environment (KDHE) due to loss of water pressure. Mr. Tharp explained staff worked through the night to replace the broken piece of pipe and they quickly

created a plan to distribute clean water to citizens. Mr. Tharp praised the multiple organizations who worked together to distribute information. It was explained a water sample was sent to KDHE and the results can take 24 hours to be processed. Mr. Tharp explained communication regarding the lifted boil order would be distributed in the same way as the boil order and answered questions from the Governing Body.

City Manager Richard U. Nienstedt announced a question on Facebook Live regarding bike lanes and explained before he provides an answer he would like clarification from Public Works Director Michael Haeffele.

Report by Commissioners

Commissioner Skidmore stated the management of the recent water main break and boil order is a test of our ability and we should be thankful for good water systems.

Commissioner Graves also mentioned the Facebook Live question regarding bike lanes and reminded citizens to get check on neighbors and help spread the word about the boil order.

Report by Mayor

Mayor Caylor asked to keep Commissioner Jorgensen in our thoughts while he is out sick.

Mayor Caylor thanked utility crews, Utilities Director Dennis Tharp and Assistant Utilities Director David Buehler for their tireless work during the water main break. Mr. Tharp commented that water distribution would continue in the City Hall west parking lot until 6 pm or citizens are no longer arriving for water.

Mayor Caylor announced she was pleased to participate in the grand opening of Bethany Baptist Church along with Fire Chief Tim Matthias.

Mayor Caylor announced the City Commission would not be attending the Special Call for Commission Leadership Session at 5 pm so the Governing Body can go out and visit with citizens.

Announcements

The Mayor announced:

1. August 31, 2016 Special Call City/County Joint Meeting, 10:00 am, Annex Commission Chambers
2. August 31, 2016 Special Call Meeting for Leadership Academy Luncheon/Project Presentations, 11:30 am –1:30 pm, NCCC
3. September 5, 2016 Labor Day, Study Session CANCELED
4. September 5, 2016 City Offices CLOSED

Adjournment

There being no further business to come before the Governing Body, Commissioner Skidmore 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 5:23 pm.

Amy Finch, City Clerk