

**STUDY SESSION MINUTES
OTTAWA, KANSAS
Minutes of
September 17, 2012**

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

Mayor Jorgensen called the meeting to order.

Public Comments

None offered at this time.

Review of Minutes

The Governing Body reviewed minutes from the September 5, 2012 Regular Meeting and the September 10, 2012 Study Session and agreed by consensus to place these items on the next Regular Meeting Agenda on September 19, 2012.

Proclamation-National Community Planning Month

The Governing Body reviewed a proclamation recognizing October 2012 as National Community Planning Month and agreed to place this item on the next Regular Meeting Agenda.

Quarterly Recognition

The Governing Body reviewed a request to place the quarterly recognition of City employees recently completing professional development programs and introduction of new employees on the next Regular Meeting Agenda. The Governing Body agreed to place this item on the next Regular Meeting Agenda.

Ordinance-License Fees for Itinerant Businesses

The Governing Body reviewed an ordinance establishing the license fees for itinerant businesses and heard from Director of Finance Scott Bird who provided an overview of the proposed change in fees from \$25 annually per individual to \$100 daily per individual. Mr. Bird explained City Attorney Bob Bezek reviewed the proposed ordinance and will be involved in future discussions. Mr. Bird will bring additional information back to the Governing Body. The Governing Body agreed by consensus to place this item on the next Regular Meeting Agenda.

Commissioner Reed arrived at 4:03 pm.

Neighborhood Revitalization Program-603 S Hickory & 504 N Mulberry

The Governing Body reviewed a request for consideration of two properties for the Neighborhood Revitalization Program located at 603 S Hickory and 504 N Mulberry.

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The Governing Body heard from Director of Planning/Codes/Inspections Wynndee Lee who provided an overview of the Neighborhood Revitalization Program and explained the Neighborhood Revitalization Committee is conducting research to present suggested program changes to the Governing Body. The Governing Body agreed to place these items on the next Regular Meeting Agenda.

Proposed Project-Fiber Optic Broadband Network

The Governing Body reviewed financial information for a proposed Fiber Optic Broadband Network utility and heard from Franklin County Development Council Interim Director Blaine Finch who provided a brief overview of the proposed project.

City Manager Richard Nienstedt asked for approval from the Governing Body to move forward with the utility and allow staff to begin talking to potential partners. The Governing Body agreed by consensus to place this item on the next Regular Meeting Agenda.

City Manager's Report

City Manager Richard Nienstedt reported on the following:

- Mayor Jorgensen and Commissioner Richards are registered for the upcoming League of Kansas Municipalities meeting.

Director of Planning/Codes/Inspections Wynndee Lee reported on the following:

- Letters are being mailed notifying citizens and businesses that the Stormwater Utility fees begin January 2013.
- Saturday, September 22, 2012: City of Ottawa and Middle Marais Des Cygnes WRAPS "Introduction to Rain Barrels and Rain Gardens" workshop by Sam Davis and Ryan Neises at Franklin County Annex building from 10 am – noon.
- Saturday, September 29, 2012: City of Ottawa and Middle Marais Des Cygnes WRAPS "Rain Barrel Construction Demonstration" workshop by Sam Davis, Ryan Neises, and Zach George at Franklin County Annex building from 10 am – noon.

Commissioners' Reports

Commissioner Ramsey reported on the following:

- He recently attended the Ottawa Recreation Commission (ORC) board meeting and reported the ORC board is holding a retreat on October 24, 2012 to discuss bylaws.

Commissioner Reed reported on the following:

- She attended a recent Ottawa Main Street emergency preparedness workshop and had hoped for better attendance from the business community.

Commissioner Richards reported on the following:

- The City Commission received emails regarding City employees being very cordial and fostering a great environment at the recent Ol' Marais River Run car show.

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Commissioner Caylor reported on the following:

- She asked Director of Planning/Codes/Inspections Wynndee Lee for clarification on the rebates for Neighborhood Revitalization Program.

Interviews-Open Position on Planning Commission

The Governing Body conducted the following interviews for the open position on the Planning Commission expiring in May 2012:

1. Jason Berve
2. Rick Nunez

After discussion, the Governing Body agreed by a unanimous vote to appoint Rick Nunez to the Planning Commission. The Mayor declared the appointment unanimous.

Executive Session

Recess

Commissioner Richards made a motion, seconded by Commissioner Caylor, to recess into executive session to discuss attorney-client privilege with City Manager Richard Nienstedt and City Attorney Bob Bezek present for a period of 5 minutes and to reconvene into open session at 5:21 pm. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly recessed.

Reconvene

Commissioner Caylor made a motion, seconded by Commissioner Reed, 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 5:21 pm.

Adjournment

There being no further business to come before the Governing Body, Commissioner Richards made a motion, seconded by Commissioner Caylor, to adjourn the meeting. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly adjourned at 5:25 pm.

Carolyn S. Snethen, City Clerk

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