

**Regular Meeting Minutes  
City Hall  
Minutes of January 10, 2024**

The Governing Body met at 4:00 p.m. on this date for the Regular City Commission Meeting with the following members present and participating to wit: Mayor Crowley, Mayor Pro Tem Skidmore, Commissioner Clayton, and Commissioner Graves. Commissioner Caylor was absent. Mayor Crowley called the meeting to order.

The Mayor welcomed the audience and led the Pledge of Allegiance to the American flag. Mayor Pro Tem Skidmore gave the invocation.

**Public Comments**

No public comments were received.

**Appointments, Proclamations, Recognitions, Nominations and Public Hearings**

**Proclamation—Martin Luther King Jr. Day**

Mayor Crowley read a proclamation recognizing January 15, 2024, as Dr. Martin Luther King Jr. Day. Since 2002, the City of Ottawa has officially recognized Martin Luther King Jr. Day as a City holiday. Richard Jackson accepted the proclamation and thanked the City for their support.

**Consent Agenda**

Mayor Pro Tem Skidmore made a motion, seconded by Commissioner Clayton, to approve this consent agenda to include minutes from the January 3, 2024 Regular Meeting and the Regular Meeting agenda. The motion was considered, and upon being put, all present voted aye. The Mayor declared the consent agenda duly approved.

**Declaration**

No declaration was made.

**Resolution Amending City of Ottawa Personnel Policy to Eliminate Section 5.12**

The Governing Body heard from Human Resources Director Michelle Stegman, who reviewed a resolution amending the personnel policy and included the following:

- Staff recommends adoption of the resolution eliminating Section 5.12 related to additional compensation for achieving higher education
- Staff will further evaluate the existing education program and policy for attaining higher education degrees while employed by the City of Ottawa
- The recommended benefits policy amendment would become effective upon the adoption of the resolution
- City Attorney has reviewed the proposed policy and determined that these changes comply with all applicable Federal and State employment laws

Mayor Pro Tem Skidmore made a motion to adopt the Resolution eliminating Section 5.12 of the City of Ottawa Personnel Policy related to additional compensation for achieving higher education and direct the City Manager, or his designee, to ensure the distribution of these changes to all city employees in a timely manner, seconded by Commissioner Graves, to adopt this resolution, and upon being put, all present voted

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aye. The Mayor declared this resolution duly adopted, and this resolution was duly numbered Resolution No. 1951-24.

### **Purchase of Single Phase Advanced Metering Infrastructure (AMI)**

The Governing Body heard from Utilities Director Dan Riney, who requested approval to purchase 2,600 single-phase electric AMI meters at approximately \$468,000.

- The project began in the fall of 2016 with an expectation that a full conversion program would be completed over a four to five-year timeline
- Electric utility fund balance, budget restrictions, and supply chain issues, causing a delivery delay of more than twelve months, have lengthened that timeline
- Upon receipt, city crews will begin installation and conversion, which is estimated to be complete over six to eight months
- Additional actions are necessary for full conversion, including the analysis of existing 3-phase meters and A-base meters, which are varied, and the conversion will be complex
- Upon full conversion, additional purchase of technology platforms will allow customers and city staff to complete utilization of this AMI System
- Annually, the purchase of electric meters toward completion of the conversion program has been budgeted within the electric fund (037) at \$100,000 per year
- Fund 046-Electric Capital Project Fund has expenditure authority and a fund balance of \$2,010,000 to cashflow 100% of this expenditure with no projects or purchases being delayed

Commissioner Clayton made a motion to approve the purchase of 2,600 single-phase electric AMI meters at the approximate purchase price of \$468,000 from Fund 046 – Electric Capital Project Fund, seconded by Commissioner Graves, and upon being put, all present voted aye. The Mayor declared this item approved.

### **Comments by Mayor Eric Crowley and Plaque Presentation**

Mayor Crowley spoke of his term as Mayor and thanked the community for their support.

### **City Commission Nominations and Election of Mayor for the 2024 Term**

Mayor Crowley made a motion, seconded by Commissioner Graves, to nominate Mike Skidmore as Mayor for the 2024 term. The motion was considered and upon being put, all present voted aye. The Mayor declared the nomination duly approved.

### **Mayor's Oath of Office**

City Clerk Melissa Reed administered the Oath of Office to Mayor Skidmore.

### **Comments by Newly-Appointed Mayor**

Mayor Skidmore reviewed the past and hopes the City will continue that growth. He is looking forward to working with the Governing Body.

### **City Commission Nomination and Election of Mayor Pro Tem for the 2024 Term**

Mayor Skidmore made a motion, seconded by Commissioner Crowley, to nominate Emily Graves as Mayor Pro Tem for the 2024 term. The motion was considered and upon being put, all present voted aye. The Mayor declared the nomination duly approved.

**Mayor Pro Tem's Oath of Office**

City Clerk Melissa Reed administered the Oath of Office to Mayor Pro Tem Graves.

**Comments by Newly-Appointed Mayor Pro Tem**

Mayor Pro Tem Graves expressed gratitude to her fellow commissioners, acknowledging each member's diverse strengths.

**City Manager's Comments**

City Manager Brian Silcott conveyed appreciation to City employees for their exemplary response during the recent storm, expressing honor in collaborating with such dedicated individuals.

**Governing Body Comments**

Commissioner Clayton sought an update on the power restoration efforts, expressing gratitude for the support received. Commissioner Crowley also conveyed thanks to everyone involved. Mayor Pro Tem Graves appreciated collective efforts during the storm, suggesting the need for communication staff. Mayor Skidmore emphasized the importance of reflecting on events to identify areas for improvement.

**Adjournment**

There being no further business to come before the Governing Body, the Mayor declared the meeting duly adjourned at 5:04 p.m.

/s/ Melissa Reed  
Melissa Reed, City Clerk