

**Regular Meeting Minutes
City Hall
Minutes of January 17, 2024**

The Governing Body met at 10:00 a.m. on this date for the Regular City Commission Meeting with the following members present and participating to wit: Mayor Skidmore, Mayor Pro Tem Allen, Commissioner Caylor, Commissioner Clayton and Commissioner Crowley. Mayor Skidmore called the meeting to order.

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

Public Comments

No public comments were received.

Appointments, Proclamations, Recognitions, Nominations and Public Hearings

Proclamation Recognizing Kansas Day on January 29, 2024

Mayor Pro Tem Allen read a proclamation recognizing January 29, 2024 as Kansas Day. Kansas Day on January 29th marks the 163rd anniversary of Kansas becoming a state. Diana Staresinic-Deane accepted the proclamation, provided historical details related to Ottawa's infrastructure, and thanked the Governing Body for the recognition.

Recognition of Travis Reekie – Fleet Maintenance Jack-of-All-Makes Award

Michael Haeffele, Director of Public Works, honored Travis Reekie with the prestigious Jack-of-All-Makes Award. This award by Fleet Maintenance Magazine recognizes mechanics who excel in maintaining vehicles and equipment produced by multiple manufacturers.

Consent Agenda

Commissioner Caylor made a motion, seconded by Commissioner Crowley, to approve this consent agenda to include minutes from the January 10, 2024 Regular Meeting; appointment of Gary Harris to fill an open seat on the Planning Commission; and the Regular Meeting agenda. Financial Reports for December was moved to New Business. 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.

Kansas State Bank Application for Final Plat

The Governing Body heard from Zack Martin, City Planner, who stated Kansas State Bank has applied for a final plat to permit the replat and combination of three lots located at 2027, 2033, and 2103 S Princeton Street to allow for the redevelopment of the parcels into a branch location of Kansas State Bank. Mr. Martin reviewed the following items:

- Planning Commission considered the plat and staff findings on December 28, 2023, and unanimously (5-0) recommended approval of the Kansas State Bank plat

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- Staff has reviewed the application in accordance with the City's adopted zoning and subdivision code
- Site plan is currently in development and will proceed through the regular review process once the final plat has been approved and the applicant is able to finalize plans
- Subject site is an approximately 2.39-acre tract on the east side of Princeton Street, bounded on the north by a commercial parcel, on the south by 21st Street Terrace, and the east by a utility access road and agricultural land
- Partially developed with a drive-through ATM for Kansas State Bank located on-site
- Applicant intends to construct a branch location of Kansas State Bank on the newly formed parcel, with adequate access to the existing and proposed infrastructure and neighborhoods

Commissioner Caylor made a motion, seconded by Mayor Pro Tem Allen, to approve this final plat. The motion was considered and upon being put, all present voted aye. The Mayor declared this final plat duly approved.

Ordinance Amending Municipal Code Concerning Alcoholic Liquors and Enhanced Cereal Malt Beverage

The Governing Body heard from City Clerk Melissa Reed, who reviewed an ordinance amending the municipal code concerning alcoholic liquors and enhanced cereal malt beverages and reviewed the following:

- Proposed amendments align with Kansas State statutes
- Additionally, it includes the removal of the 30% food requirement as approved in the November 2023 election
- Section 4-308 – License, disqualification; removes reference to residency requirements and spouse limitations
- Section 4-316 – Business Regulations; removes 30% food requirement
- Section 4-606 – Restriction on location; adds a requirement to be in compliance with zoning ordinances and other building, fire and health codes

Commissioner Clayton made a motion, seconded by Commissioner Crowley, to approve this ordinance. The motion was considered and upon being put, all present voted aye. The Mayor declared this ordinance duly approved, and the ordinance was duly numbered Ordinance No. 4128-24.

Ordinance Amending Municipal Code Concerning Tobacco Products Age Restriction

The Governing Body heard from City Clerk Melissa Reed, who reviewed an ordinance amending the municipal code to adjust the legal age for purchasing tobacco from 18 to 21 and reviewed the following:

- Proposed amendments align with Kansas State statutes
- Increases the minimum age for the purchase of tobacco products from 18 to 21

Mayor Pro Tem Allen made a motion, seconded by Commissioner Clayton, to approve this ordinance. The motion was considered and upon being put, all present voted aye.

The Mayor declared this ordinance duly approved, and the ordinance was duly numbered Ordinance No. 4129-24.

Resolution to Waive the Statutory Requirement to use Generally Accepted Accounting Principles (GAAP) Based Accounting for Fiscal Year 2024

The Governing Body heard from Assistant Finance Director Rebekah McCurdy who reviewed a resolution authorizing the City to request the Director of Accounts and Reports to waive the statutory requirement to use GAAP based accounting for the reporting fiscal year 2024.

Commissioner Caylor made a motion, seconded by Commissioner Clayton, to adopt this resolution. The motion was considered and upon being put, all present voted aye. The Mayor declared this resolution duly adopted and this resolution was duly numbered Resolution No. 1952-24.

Resolution Defining Depository Institutions for Idle Funds

The Governing Body heard from Assistant Finance Director Rebekah McCurdy, who reviewed a resolution that defines depository institutions for funds held by the City and authorizes City staff to manage the funds. Mrs. McCurdy stated this resolution is reviewed annually, defines depository institutions, designates City staff members as signers, and is necessary to update our designated signers due to a legal name change for one authorized signer.

Commissioner Crowley made a motion, seconded by Mayor Pro Tem Allen, to adopt this resolution. The motion was considered and upon being put, all present voted aye. The Mayor declared this resolution duly adopted and this resolution was duly numbered Resolution No. 1953-24.

Financial Reports for December 2023

The Governing Body reviewed the financial reports for December 2023.

Third Quarter Report Review

This item was moved to the January 31, 2024 Regular Meeting for review.

City Manager's Comments

City Manager Brian Silcott stated Lt. Governor Toland would be attending the FCDC board meeting and encouraged attendance.

Governing Body Comments

Commissioner Caylor congratulated Paul Bean with FCDC for the recent recognition for Proximity Park by the KS Department of Commerce. Commissioner Clayton stated the quarterly reports provide valuable information and provide transparency. Mayor Pro Tem Allen announced her official last name change from Graves to Allen.

Announcements

- A. January 21, 2024 Martin Luther King Day Celebration - 2:00 pm, OMA
(Corrected)

- B. January 24, 2024 City Commission Meeting - 4:00 pm, City Hall CANCELLED
- C. January 24, 2024 League of Kansas Municipalities Local Government Day - 2:30 pm, Topeka
- D. January 25, 2024 Chamber Annual Awards and Banquet - 5:15 pm, Ottawa University Schendel Conference Center
- E. January 31, 2024 City Commission Meeting - 4:00 pm, City Hall

Executive Session

Recess

Mayor Skidmore made a motion, seconded by Commissioner Caylor, to recess into executive session for a period of 15 minutes, resuming at 11:15 am with City Attorney Blaine Finch and City Manager Brian Silcott present for the purpose of attorney/client consultation. The justification for the closed session is to engage in confidential and privileged communication with the board's attorney by K.S.A. 75-4319(b)(12). 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 Clayton, 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 11:15 a.m.

Recess

Mayor Pro Tem Allen made a motion, seconded by Commissioner Crowley, to recess into executive session for a period of 10 minutes, resuming at 11:25 am with City Attorney Blaine Finch and City Manager Brian Silcott present for the purpose of attorney/client consultation. The justification for the closed session is to engage in confidential and privileged communication with the board's attorney by K.S.A. 75-4319(b)(12). The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly recessed.

Reconvene

Mayor Pro Tem Allen made a motion, seconded by Commissioner Crowley, 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 11:25 am.

Adjournment

There being no further business to come before the Governing Body, the Mayor declared the meeting duly adjourned at 11:25 a.m.

/s/ Melissa Reed

Melissa Reed, City Clerk