

**Regular Meeting Minutes
City Hall
Minutes of February 7, 2024**

The Governing Body met at 7:00 p.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—Black History Month**

Commissioner Caylor read a proclamation recognizing February 2024 as Black History Month. February has been set aside nationally for Black History Month to allow an opportunity for citizens to become aware of the contributions African Americans have made. Richard Jackson accepted the proclamation and thanked the Governing Body for this recognition.

Consent Agenda

Mayor Pro Tem Allen made a motion, seconded by Commissioner Crowley, to approve this consent agenda to include minutes from the January 31, 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.

Unfinished Business

Ordinance Establishing a Permitting Process for Temporary Events Where Alcoholic Beverages will be sold or served

The Governing Body heard from City Attorney Blaine Finch, who presented an ordinance establishing a permitting process for temporary events where alcoholic beverages will be sold or served. Mr. Finch provided a comprehensive overview of the proposed ordinance and addressed various inquiries, focusing on the following key points:

- Proposed amendment of Section 4.101 of the Municipal Code to introduce a new Article IX within Chapter 4, titled Common Consumption.
- The article delineates the requirements for establishing a Common Consumption Area (CCA) in the downtown district.
- Under this framework, the City would be responsible for issuing CCA permits.
- Businesses interested in participating would need to apply for a permit from the City.
- The ordinance includes amendments to existing definitions, incorporating the

term "Director" and clarifying the definition of "Licensees."

- The ordinance aligns with existing regulations governing the times during which alcohol can be sold within the City.
- It stipulates that participating businesses must utilize authorized containers during CCA events.
- External alcohol consumption and the removal of alcoholic beverages from the designated CCA area are strictly prohibited.
- The City Manager or his designated representative would be empowered to approve or restrict events under this ordinance's purview.

After discussion, the Governing Body agreed by consensus to place this item on the next Regular meeting agenda for February 14, 2024.

New Business

Ordinance Amending Section 12-317 of Municipal Code Regarding No Parking Zones

The Governing Body heard from Director of Neighborhood Services Lucas Neece, who a proposed ordinance that would amend Section 12-317 of the Municipal Code and included the following:

- Wilson Street east of North Davis Ave is a narrow road that is unimproved in front of Pinnacle Component Systems
- Not the width necessary to support both on-street parking and the truck traffic generated by businesses in the area
- Prohibiting parking on East Wilson Street would help meet the needs of local businesses for better traffic flow as well as help the Street department in their efforts to maintain the gravel road

Commission Caylor 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. 4130-24.

Commission Board/Commission Assignments for 2024

The Governing Body discussed the Commission Board and Commission Assignments for 2024. Mayor Skidmore will join the Franklin County Development Council and the Library Board. Mayor Pro Tem Allen will join the Chamber of Commerce Board and continue on the Ottawa Memorial Auditorium Board. Commissioner Crowley will join the Airport Advisory Board. Commissioner Caylor will continue with the Kansas Municipal Energy Agency Board and Neighborhood Revitalization Board. Commissioner Clayton will continue with the Ottawa Main Street Board and Prairie Paws Animal Shelter.

City Manager's Comments

City Manager Brian Silcott expressed gratitude to Mrs. Campbell's high school class for attending the meeting. He announced that the staff would present a proposal to the Governing Body concerning an application for a liquor license for the Ottawa Memorial Auditorium. Additionally, Mr. Silcott raised the topic of investigating a transient guest tax

for the City of Ottawa, highlighting that the generated funds would support the enhancement of amenities within the City.

Following the discussion, the Governing Body reached a consensus to pursue further exploration of this potential additional revenue stream.

Governing Body Comments

Commissioner Caylor thanked Richard Jackson for his dedicated service to our community. In addition, Mayor Skidmore announced the introduction of E15 fuel at Love's Travel Stop in Ottawa. This initiative, part of a national effort, marks Ottawa as one of ten municipalities awarded a grant to offer this alternative fuel option to our community.

Announcements

- A. February 14, 2024 City Commission Meeting - 4:00 pm, City Hall
- B. February 21, 2024 City Commission Meeting - 10:00 am, City Hall
- C. February 28, 2024 City Commission Meeting - 4:00 pm, City Hall

Adjournment

There being no further business to come before the Governing Body, the Mayor declared the meeting duly adjourned at 7:44 p.m.

/s/ Melissa Reed

Melissa Reed, City Clerk