

**Regular Meeting Minutes
City Hall
Minutes of February 14, 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 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. City Manager Brian Silcott gave the invocation.

Public Comments

No public comments were received.

Consent Agenda

Commissioner Crowley made a motion, seconded by Commissioner Clayton, to approve this consent agenda to include minutes from the February 7, 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.
- Proposed revisions include Section 9, which introduces new language stating that alcoholic beverages purchased or obtained within the CCA pursuant to the CCA permit shall not be removed from the area.
- Section 14 expands the list of city properties where alcohol consumption is permitted to include Legacy Square.

Mayor Pro Tem Allen made a motion, seconded by Commissioner Caylor, 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. 4131-24.

New Business

Request for Ottawa Memorial Auditorium to Obtain a Kansas Caterers Liquor License

The Governing Body heard from OMA Director Tiffany Evans, who is seeking approval to apply for a license to sell alcoholic beverages during OMA-presented shows as well as rental events and included the following:

- The request entails applying for a Kansas Caterers Liquor License
- Historically, OMA has contracted with Prairie Star catering for such services
- All staff and volunteers responsible for serving and selling alcohol will undergo TIPS training
- The cost of a two-year license is \$1,000, with a \$40 per person fee for TIPS training
- Anticipated profits range from \$500 to \$6,000 per event, potentially bridging the gap between ticket sales and the costs associated with organizing shows

Commission Crowley made a motion, seconded by Commissioner Clayton, to approve OMA obtaining a Kansas Caterers Liquor License. The motion was considered and upon being put, all present voted aye. The Mayor declared this item duly approved.

Charter Ordinance Establishing a Transient Guest Tax

The Governing Body heard from City Manager Brian Silcott, who introduced a discussion on implementing a transient guest tax for the City of Ottawa, with a proposed cap not exceeding 9%. The presentation encompassed the following significant points:

- Franklin County began levying a six percent (6%) transient guest tax on January 1, 2004
- The proposed charter ordinance seeks authorization for a transient guest tax, capped at 9% of gross receipts from sleeping accommodations in hotels, motels, or tourist courts
- The precise percentage levied, if less than 9%, will be determined by an ordinary ordinance, effective upon publication
- Franklin County's 6% transient guest tax yielded \$277,778.23 in revenue for 2023
- Charter Ordinances necessitate a 2/3 vote for passage and will not be in effect until 61 days after publication

After a thorough deliberation, the Governing Body agreed to schedule further discussion at the upcoming regular meeting on February 21, 2024.

Property Oriented Service Activity (POSA)

City Manager Silcott provided an update on the Property Oriented Service Activities (POSA) program, highlighting the following key points:

- POSA encompasses geographical regions experiencing a surge in crime or other public service requirements.
- Staff coordinates the collaborative efforts of the Police, Public Works, Fire, Utilities, and Neighborhood & Community Services departments to address code enforcement issues, aiming to enhance the quality of life in areas affected by

escalating property crimes and deteriorating property conditions.

- Since May of 2023, City Departments have formally responded to eight POSA incidents.

This report underscores the commitment of the city administration to proactively address community concerns and enhance public safety and well-being.

City Manager's Comments

City Manager Brian Silcott provided insights into forthcoming agenda items during his comments.

Governing Body Comments

Commissioner Clayton extended his thoughts and prayers to the families affected by the tragic shooting incident at the KC Super Bowl Parade. Commissioner Caylor provided an update on the progress of the Kansas Fights Addiction initiative, highlighting forthcoming additional funding. She expressed interest in initiating discussions within the city to explore how these funds could be utilized to combat addiction in our community. Mayor Skidmore addressed the ongoing tree-trimming efforts within the city.

Announcements

- A. February 21, 2024 City Commission Meeting - 10:00 am, City Hall
- B. February 28, 2024 City Commission Meeting - 4:00 pm, City Hall
- C. March 6, 2024 City Commission Meeting – 7:00 pm, City Hall
- D. March 10-13, 2024 National League of Congressional City Conference, Washington D.C.

Adjournment

There being no further business to come before the Governing Body, the Mayor declared the meeting duly adjourned at 4:48 p.m.

/s/ Melissa Reed

Melissa Reed, City Clerk