

**Regular Meeting Minutes  
City Hall  
Minutes of January 31, 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. Mayor Skidmore gave the invocation.

**Public Comments**

No public comments were received.

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

**Proclamation Recognizing January as Human Trafficking Awareness Month**

Mayor Pro Tem Allen read a proclamation recognizing January 2024 as Human Trafficking Awareness Month. Human Trafficking Awareness Month focuses attention on victims of human trafficking, a form of modern-day slavery and its far-reaching effects. Zoe Barlow and Delano Thomas, Willow Domestic Violence Center, accepted the proclamation and thanked the Governing Body for their support.

**Proclamation Recognizing January 28 – February 3, 2024 as Catholic Schools Week**

Commissioner Crowley read a proclamation recognizing January 28-February 3, 2024 as Catholic Schools Week. Mayor Skidmore will present the proclamation at Sacred Heart School on February 1, 2024. Commissioner Caylor reported that the OHS Seniors who are Sacred Heart alumni had a delightful visit to the school, where they engaged in enriching activities such as sharing their life experiences, playing kickball, and enjoying lunch with the current students.

**Consent Agenda**

Mayor Pro Tem Allen made a motion, seconded by Commissioner Clayton, to approve this consent agenda to include minutes from the January 17, 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.

**Emergency Communications Center Year-End Report by 911 Director**

The Governing Body heard from Sarah Peffly, the Director of Emergency Communications from Franklin County, who presented a comprehensive overview of the Emergency Communications 911 data for 2023. Mrs. Peffley provided detailed insights and addressed inquiries regarding the following key points:

- In 2023, the Emergency Communications Center received 11,606 911 calls, alongside 58,345 administrative calls, and processed 142 texts to 911
- It was highlighted that all received calls surpassed the standards set by the

**National Emergency Number Associations**

- Notably, the Franklin County Emergency Communications Center is currently ACE-certified for handling medical calls, reflecting the commitment to excellence in emergency response
- The current staff level is at 12, although the center is presently staffed at 10 members, indicating potential considerations for optimizing operational capacity

The presentation provided valuable insights into the functioning and performance of the Emergency Communications Center, underscoring its vital role in ensuring public safety and effective emergency response within our community.

**Recommendation by Neighborhood Revitalization Program Review Committee to Add Properties to the Program**

The Governing Body heard from Ashley Hird, Planning Assistant, who reviewed the twenty-eight residential structures and one commercial property to add to the Neighborhood Revitalization Program:

- Neighborhood Revitalization Program Review Committee recommends that all twenty-eight residential structures and one commercial property be included in the NRP
- The City of Ottawa’s portion on the residential projects of the tax rebate amount per year for years one through five is \$18,678.52 and \$14,437.44 a year for years six through ten
- The difference is because the rehabilitation projects only benefit from a five-year rebate, while new residential projects benefit from a ten-year rebate
- Residential rebate from the City of Ottawa for this group of projects is expected to total \$165,579.80 over ten years; commercial total over ten years is \$11,888.09

<b>Residential New Address</b>	<b>Maximum Rebate Available (95% for 10 years)</b>
1016 E. 7 <sup>th</sup> (For Sale)	\$6,786.05
1022 E. 7 <sup>th</sup> (For Sale)	\$6,786.05
618 N. Cherry (For Sale)	\$5,025.70
809 S. Poplar (For Sale)	\$10,003.14
720 S. Funston (For Sale)	\$8,042.72
110 S. Poplar (For Sale)	\$6,534.71
937 S. Ash (For Sale)	\$8,897.20
722 N. Cedar (Rental)	\$5,969.21
726 N. Cedar (Rental)	\$7,163.05
923 E. 9 <sup>th</sup> (Rental)	\$7,037.38
832 S. Willow (Rental)	\$11,310.08
716 S. Ash (Rental)	\$4,182.22
809 S. Willow (Rental or For Sale)	\$8,947.53
820 N. Locust (Rental or For Sale)	\$6,469.37
927 E. 9 <sup>th</sup> (Homeowner occupied)	\$7,037.38
1003 N. Cherry (Duplex-Rental)	\$17,090.79
1009 N. Cherry (Duplex-Rental)	\$17,090.79

<b>Residential Remodel Address</b>	<b>Maximum Rebate Available (95% for 5 years)</b>
1004 S. Willow (For Sale)	\$2,136.35
522 E. 5 <sup>th</sup> (Rental)	\$1,759.35
319 E. 4 <sup>th</sup> (Rental)	\$2,531.20
526 S. Maple (Rental)	\$3,141.69
204 S. Elm (Rental)	\$1256.68
920 S. Locust (Rental)	\$703.74
933 S. Ash (Rental or For Sale)	\$1,256.68
833 S. Main (Rental or For Sale)	\$1,508.01
1133 N. Cedar (Rental or For Sale)	\$1,131.01
634 N. King (Rental)	\$4,524.03
508 S. Locust (Rental)	\$1,256.68

<b>Commercial Remodel Address</b>	<b>Maximum Rebate Amount</b>
222 E. Logan	\$11,888.09

Commissioner Caylor made a motion, seconded by Mayor Pro Tem Allen, to approve the recommendation to add all the properties except 1004 S. Willow to the Neighborhood Revitalization Program. The motion was considered and upon being put, all present voted aye. The Mayor declared these duly approved.

Commissioner Caylor made a motion, seconded by Commissioner Crowley, to approve the recommendation to add 1004 S. Willow to the Neighborhood Revitalization Program. Commissioner Clayton abstained. The motion was considered and upon being put, all present voted aye. The Mayor declared this duly approved.

**Review of Monthly Reports Submitted by Partner Agencies**

The Governing Body engaged in a comprehensive review of the December 2023 monthly financial and activity reports submitted by community partner agencies.

**FourthQuarter Report Review**

The Governing Body reviewed the 2023 Fourth Quarter Financial and Activity reports in collaboration with City Staff.

**City Manager’s Comments**

City Manager Brian Silcott expressed his gratitude to the Fire Chief and the Police Chief for the prompt and effective responses from their respective departments during the recent gas leak incident. Additionally, Mr. Silcott extended his appreciation to our dedicated City crews for their swift action in addressing a trash and debris complaint, preventing any potential spread to neighboring properties.

**Governing Body Comments**

Commissioner Caylor brought attention to the Local Ad Valorem Property Tax Reduction (LAVTR) program, established under KSA 79-2959, which is designed to allocate 3.63% of state sales and use taxes to cities and counties. Unfortunately, the State has not disbursed these funds since 2001, despite their critical role in alleviating

property taxes. Commissioner Caylor urged citizens to engage with their legislators, advocating for the distribution of these funds to support local communities.

Commissioner Clayton reviewed the Governing Body's participation in Local Government Day in Topeka, where they engaged in discussions with fellow local leaders on pertinent issues.

Mayor Skidmore shared his attendance at the Chamber banquet and extended congratulations to all the deserving award winners.

### **Announcements**

- A. February 7, 2024 City Commission Meeting - 7:00 pm, City Hall
- B. February 14, 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 5:08 p.m.

/s/ Melissa Reed \_\_\_\_\_  
Melissa Reed, City Clerk