

COUNCIL MEETING PACKET
For

December 17th 2015
7:00 P.M.

Council Meeting



City of Oberlin, Kansas
Gateway 1 & 2
Oberlin, Kansas

AGENDA
PUBLIC NOTICE OF CITY COUNCIL MEETING

City of Oberlin, Kansas
Gateway 1 & 2, Oberlin, Kansas
December 17, 2015
7:00 P.M.

A regular meeting of the City Council of the City of Oberlin will be held on December 17th, 2015 at 7:00 P.M. The Meeting will be called to order by Mayor Ladd Wendelin.

I. Meeting Called To Order — Mayor Wendelin

II. Roll Call of the Members of the City Council and determination of quorum.

Wendelin ____ Williby ____ Horn ____ Oien ____ Marchello ____ Addleman ____

III. Pledge of Allegiance to the Flag.

IV. Informal Workshop Discussion

- City (Bare) Essentials Guide

V. Proclamations

Seasonal Holiday Proclamation from the Mayor

VI. Public Comment

VII. Appointments

New City Tree Board Members

Jeremy Tally	209 S Marks
Mike Gawith	710 E Ash
Janice Shobe	201 N Wolf
Penny Fringer	309 E Hall
Council Member.....???	

Library Board

Jeannie Lavers as a new Board Member

VIII. Consent Agenda: Discussion and possible action by motion to approve the following items and or reports:

- Approval of the minutes of the previous meetings.
- Appropriation Ordinance – Payment of Bills
Motion _____ Second _____

IX. Board Reports

- 1) Sappa Park Committee – Jeremy Talley

X. The City Council may discuss and or take actions on the following agenda items:

New Business:

1. **Consider and accept the City Annual Financial Audit for 2014.** A presentation by April G. Swartz, CPA, of Varney and Associates, CPAs, LLC.
2. **Consider and approve** annual reviewed local Cereal Malt Beverage (CMB) and Liquor Licenses.
3. **Consider and accept a bid** for the Gateway Convention Center front entry roof repair.

XI. Reports

1. Mayor's Report
2. Administrator's Report
 - Next Council Meeting January 7
 - City offices Closed Friday, December 25 and January 1st
 - Gateway Facility Improvements – Front Roof Repair
 - U.S. HWY 36 Association Meeting January 28, 11:30am to 2:30 pm
 - The City conducted a successful bid for the purchase of 212 N. Rodehaver for \$30.00
3. Treasurer -
4. Electrical/Power Department
5. Water Department
6. Police Department
7. Code Enforcement – P. Kampfer
8. Other Reports

XII. Future Agenda Items

XIII. Miscellaneous (Informational Only)

XIV. Adjournment

A copy of this notice is posted on the front window of the Oberlin City Hall (Gateway) in a place convenient and readily accessible to the general public at all times, and said notice was posted on **December 14th, 2015** at 4:00 p.m. and remained so posted continuously preceding the scheduled time of said meeting.

Sandy Rush, City Clerk

The City Council for the City of Oberlin is committed to compliance with the Americans with Disabilities Act (ADA). Reasonable accommodations and equal access to communications will be provided to those who provide notice to the City Clerk, 785-475-2217; or go by 1 Morgan Drive, Oberlin, KS, during normal business hours at least forty-eight (48) hours in advance of the meeting.

IV. Informal Workshop

City Essentials Outline

Essentials	Disposition...
Building and Code Enforcement	
1. Standards used	
2. Membership in organization	
3. Certification of inspectors/reviewers	
4. Clear permit process	
5. Appeals process	
Finance	
1. Annual audit	
2. Finance reports available to public	
3. Inventory of fixed assets	
4. Off-site computer disaster recover policies	
5. Competitive bidding for banking services	
6. Clear budget summary available	
7. Policy for charges and fees by city	
Human Resource	
1. Personnel policy	
2. Job descriptions	
3. Performance appraisals	
4. Employee compensation plan	
5. Employee suggestion process	
6. Professional development	
7. Compliance with posting requirements	
EEO, MW, FMLA, OSHA, DOL,	
Park and Recreation	
1. Policy manual	
2. Tracking of usage activity	
3. Cash procedures	
4. Budget for capital improvements	
5. Written plan for maintenance and operation	
6. Security precautions	
Police Services	
1. Accreditation	
2. Community involvement	
3. Feedback from citizens and ees	
Public Works	
1. Set training goals for all job descriptions	
2. Capital improvement plan	
3. Written policy for emergencies	
4. Identify responsibilities for equipment inspection	
5. Define operations and maintenance procedures and standards	
Web Site	
1. City has a web site	
2. Web site is updated monthly	
3. Notices, agendas, and meetings are posted online	
4. A list of all departments, contacts and phone numbers	
5. Invite comments and concerns	



We hope this booklet has assisted you in learning more about the City Codes. For additional information or assistance, contact us at:

Municipal City Offices
1 Morgan Drive
Oberlin, Kansas 67749
Phone: 785-475-2217
Web: www.Oberlinkansas.gov
Monday - Friday: 8 a.m.-5 p.m.

The City of Oberlin Community Code Enforcement Guide



Your involvement and cooperation with the City is greatly appreciated and needed. Together we can improve the quality of life for all citizens of Oberlin.

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Water Restrictions – Chapter 17, Article 4

Water restrictions are subject to frequent changes depending on drought conditions. You can refer to the City's website for the most current water rules or call: 785-475-2217 for further assistance. Log on to www.Oberlinkansas.gov, go to Quick Links and then select watering restrictions from the drop down menu.

Trees Chapter 15 - 705

Permits may be required for removal of trees. Call the Administrative Department at 785-475-2217 for information on approvals before removing any trees.

Tree Trimming

By City ordinance, owners of residential properties may place tree trimmings by the curb for collection, provided the homeowners perform the tree removal themselves. Grass clippings, leaves and other related debris may not be blown into the street and/or down the sewer drain.



Note: Landscape and tree contractors must remove all tree trimmings and associated debris from the site and are not permitted to leave debris for collection.

For questions, or to report violations, call the city's _____ at _____.

Unsafe structures – Chapter 4, Article 5

Unsafe structures are buildings which are unsanitary, decayed, deteriorated, or dilapidated, a fire hazard, or remain in an unsecured condition. The city's Construction Inspectors will evaluate the matter, and if required, declare the building to be unsafe. To report unsafe non-secure structures or properties contact the Contact the Code Enforcement Officer at (785) _____, Monday through Friday from 9 a.m. to 5 p.m. Be prepared to give the street address and a brief description of the potential violation.

Vehicle Repair – Chapter _____

In residential zoning districts, no repair of any vehicle is permitted unless such repair is both confined within a completely enclosed building and limited to vehicle service involving vehicles owned by the person who resides at that residence. Under no circumstance shall such repair be conducted as a commercial activity in residential zoning districts.

An Introduction from the City Administrator

The City of Oberlin's Code Enforcement Officer is responsible for the enforcement of established standards as set forth in the City's Code of Ordinances.

The Code Enforcement Officer responds to both anonymous and citizen named complaints, as well as complaints from other City departments. The Code Enforcement Officer will perform routine patrols within the City to locate violations. This initiative is designed to be fair, consistent and impartial in its efforts. The initiative will not be used as a "selective enforcement" tool or be biased against any one citizen, group or business.

If a violation is verified, the Officer will attempt to contact the property owner or tenant. If no response is made in regard to this first notification, a Notice of Violation will be mailed via Certified Mail, giving the responsible party a reasonable amount of time to comply.

For those violators who do not comply, Officer has the option of taking a case to the City's Municipal Court System. Our goal is to achieve problem resolution through education, communication and cooperation. If this collaborative effort fails, we take further action, which may lead to fines and liens against the violators or their properties.

We enforce codes that help ensure a safe and pleasant environment and maintain the highest value for your property investment. Areas that become blighted with boarded up/abandoned buildings, debris, overgrowth and graffiti are more susceptible to crime than areas that remain free of code violations – One's environment is paramount to one's behavior. We actively enforce these regulations to ensure that your neighborhood remains a safe, healthy and economically viable place to live.

Some of the more common code violations that directly affect our neighborhoods are listed in this brochure.

Our success depends on you, the citizens. To increase your awareness and understanding of City Codes, please read the information contained in this any comments, concerns or questions you have will be most appreciated and welcome.

Thank you for your support and interest in monitoring and maintaining the quality of life within our community, as set by the City's Code of Ordinances. Together we make a positive difference.

Sincerely,
The City Administrator

Sign Permit – Chapter _____

In most cases, a sign may not be located, placed, erected, constructed, altered or extended without first obtaining a sign permit. Applications for sign permits are available online or in the city's Administrative Department.

Signs in the Right-of-Way – Chapter _____

Signs cannot be placed on publicly owned land or easements or inside street rights-of-way. This includes signs on utility poles, sidewalks, bridges, medians, etc. Signs placed in these locations are in violation of federal law, state law and local ordinances. Penalties may range from monetary fines to criminal arrest. Such signs may be removed and disposed of/destroyed by any city employee without prior notice to the violator.

Note: this includes political and garage sale signs if placed in violation of this ordinance.

Political Signs – Chapter _____

One temporary yard sign shall be allowed for each political candidate or issue for each frontage per parcel of land. Such signs shall be erected no sooner than 60 days prior to the election for which they are intended, and shall be removed within seven days after the election for which they were intended. The total sign face area of each sign shall not exceed six square feet in area on parcels of land designated or used for residential purposes and 32 square feet of total sign face area on parcels of land designated or used for nonresidential purposes.

Trash Collection

Chapter 17, Article 5

Trash collection follows a set schedule. This may be viewed at the City of Oberlin's Internet site www.Oberlinkansas.gov, then go to City Departments and select Solid Waste Collection. Bulk items intended for pick-up by the city may not be placed at the curb more than 24 hours prior to the scheduled pick-up.

grass or weeds which are not permanent parts of the buildings or functional elements of their mechanical or electrical systems.

Exterior Storage and Display for Residential Properties – Chapter _____

As provided in Chapter _____, outdoor storage is prohibited. For the purposes of this Chapter, carports are subject to the outdoor storage provisions.

Equipment, materials or furnishings not designed for use outdoors, such as automobile parts and tires, building materials, and interior furniture, may not be stored outdoors.

Construction materials, unless such materials are related to an active building permit related to the property on which the materials are located, shall not be stored outdoors on a residentially zoned property.

Bulk items intended for pick up by the city may not be placed at the curb more than 24 hours prior to the scheduled pick up.

Any motor vehicle that is lawfully parked and is covered in a manner to protect the motor vehicle shall allow at least the bottom six inches of each tire to be visible. The required license plate shall be clearly visible from the right-of-way or the license plate number shall be printed legibly on the cover with characters not less than two inches in height so that it is clearly visible from the right-of-way. Covers shall not be faded and shall be in good condition, without tears, rips or holes.



Signage

Garage Sale Signs – Chapter _____

The maximum area of garage sale signs is four square feet per sign. There may be one sign on site and two directional signs only on the sale dates. Signs must be placed on private property and may not be placed in city rights-of-way (i.e. utility poles, sidewalks, bridges, etc.).



Contents

Introduction	1
How do I report a violation?	3
Abandoned (Inoperative) Vehicles	3
Address Numbering	3
Animals	3
Debris	4
Fences	4
Grass and Overgrowth	5
Housing	5
Motorized Vehicles and Electric Mobility Devices	5
Outdoor Storage	5
Parking Restrictions in Residential Areas	6-8
Portable Storage Units	8
Property Maintenance Requirements	8
Signage	9
Trash Collection	10
Trees/Tree Trimming	11
Unsafe Structures	11
Vehicle Repair	11
Watering Restrictions	12

How do I report a possible violation?

There are two available options to report a violation:

C-TRACS - The City of Oberlin has a web-based application known as C-TRACS to report possible code violations via the Internet. To access this reporting system, go to www.Oberlinkansas.gov and select HOME. Click on the C-TRACS box on the screen to proceed. Complete and submit the C-TRACS form, and note your C-TRACS and PIN numbers that allow you to track the progress of your complaint/inquiry.

Code Compliance - Contact the Code Enforcement Officer at _____, Monday through Friday from 9 a.m. to 5 p.m. Be prepared to give the street address and a brief description of the potential violation.

Abandoned (Inoperative) Vehicles - Chapter 7, Article 4 / Kansas Statutes 7-402 (what constitutes an operable vehicle)

All vehicles must be mechanically operable and display current registration or must be kept in a garage. Operable means that the vehicle runs and all tires are inflated.



Address Numbering – Chapter 4, Article 609, 610

For public safety reasons, all developed properties must have their address numbers clearly visible from the streets that they face. Numbers must be Arabic numerals (script and numbers on the curb do not meet code requirements). Residential properties must have numbers at least three inches in height; nonresidential properties must have numbers at least six inches in height.

Animals – Chapter II

Family pets must be on the owner's property or shall not be allowed to wander on the streets or on the property of another. Owners must clean up after their animals on public property and on private property of others. Animals found wandering at large away from their owner's property



Exceptions - Parking Restrictions in Residential Areas -

Chapter 16-210

The temporary exceptions are as follows:

- Commercial vehicles, during the actual performance of a service at the premises where the vehicle is parked;
- Loading, unloading, or cleaning of vehicles, but not including semitrailer trucks or cabs, provided such activity is fully completed within 24 hours and provided such activity does not occur at the same location more than two times per month;
- Emergency vehicles.

Portable Storage Units – Chapter _____

A portable storage unit may be placed for no more than four days and no more than four times per year on residentially zoned property. On nonresidential property, portable storage units may be placed for 30 days, not more than four times a year or for the duration of an active construction permit. The unit may not be larger than eight feet high, eight feet wide and 16 feet long. A maximum of two signs, no more than 12 square feet in area each, may be located on parallel sides on a portable storage unit.

Property Maintenance Requirements - Exterior Surfaces / Door and Window Openings / Roofs – Chapter 4-5 ??

All building walls shall be maintained in a secure and attractive manner. All defective structural and decorative elements of any building wall shall be repaired or replaced in a workmanlike manner to match as closely as possible the original materials and construction. Exterior surfaces shall be free of mildew, rust, loose material including peeling paint. Patching, painting or resurfacing shall be accomplished to match the existing or adjacent surfaces as to materials, color, bond and joining. All exterior surfaces other than decay-resistant wood and other weather-durable finishes shall be protected from the elements by paint or other protective covering applied and maintained according to manufacturer's specifications and otherwise treated in a consistent manner.

All windows and doors shall be secured in a tight fitting and weathertight manner and have sashes of proper size and design. Roofs shall be maintained in a clean, mildew-free condition and kept free of trash, loose shingles, debris or any other substances including

Parking In the Side or Rear Setback – Chapter _____

The following vehicles may be parked or stored, in whole or in part, in a side or rear setback behind the front building line of the principal structure in a residential zoning district, provided such vehicles are screened with a six-foot-high solid fence, wall or hedge:

- Boats in excess of 20 feet;
- Boat trailers in excess of 25 feet;
- Hauling trailers;
- Recreational vehicles, travel trailers, motor homes and camping trailers;
- Any race car, dune buggy, farm equipment, go kart, ATV, or other similar vehicle not designated for street operation.

Large Vehicles – Chapter 16-210

The following vehicles shall not be parked or stored in any residential zoning districts:

- Commercial vehicles measuring in excess of 20 feet in total body length, seven feet in total width, or seven feet in total height, including appurtenances, equipment and cargo are prohibited, and
- Semi-tractor trailers, trucks or cabs or any garbage trucks, pump-out trucks, chemical trucks, gasoline trucks, fuel oil trucks or similar vehicles designed to transport wastes or hazardous or noxious materials are also prohibited.

Exception to prohibition of parking on unpaved areas on single family and duplex residential property – Chapter _____

One designated parking space may be located on the grass in a required front setback adjacent to and parallel to the driveway located on the property. Access to such designated parking space shall be by way of the property's driveway. If the designated parking space can be maintained as a grassy area and is either reported by neighboring residents as a detrimental property or is designated by any code inspector as in violation of this provision, such designated parking area shall be filled in, by the property owner, with pavers, concrete, turf block or asphalt. Materials not permitted include crushed shell, mulch, millings or similar material.



shall be impounded. City Code empowers police officers to handle animal complaints including barking dogs, animals running at large, etc. To report a violation involving animals, please call the Police Department at 785-475-2622.

Debris – Chapters 7, Article 2

To keep the City free from blight, no accumulation of debris is allowed on a property, including rear and side yards as follows:

Any accumulation of weeds, debris, trash, garden trash, junk, untended growth of vegetation, undergrowth of dead or living vegetation, hazardous swimming pools, hazardous trees upon any private property or on any public property without authorization to the extent and manner that such property contains or is likely to contain rodents, reptiles, or other vermin, or furnishes a breeding place for flies, mosquitoes, or weed-destroying insects, or otherwise threatens the public health, safety or welfare.

The placement of trash, debris and other items on public property without authorization is prohibited.



Fences Chapter _____

Fences require a building permit, which can be obtained from the _____ Department. For questions, call _____. The staff will address lot lines as well as height and material regulations. Bring along your property survey and information on the type of fencing you are requesting. In addition, fences must be maintained in a structurally sound and attractive manner.

Maintenance of Fences and Walls – Chapter _____

All fence or wall surfaces shall be painted, stained, treated or otherwise maintained so as to present a uniform appearance; however, this Section is not intended to prohibit the maintenance of fences in which a deteriorated portion of the fence is replaced with new material which will take some time to “age” or “weather” to replicate the appearance of the original fence.

Grass and Overgrowth – Chapter 7, Article 3

Grass, weeds and undergrowth must be maintained 12 inches high or less and must not extend more than four inches over the sidewalk, curb, and edge of the pavement. Rights-of-way and sidewalks shall be clear of refuse and vegetation, and a height clearance of less than eight feet from the pavement surface shall be maintained.

Housing – Chapter 7, Article 5

All residential properties must be in compliance with the State of Kansas's Minimum Standard Housing Code (hot/cold water, heating, sanitary facilities, etc). Several agencies are available to assist those persons whose properties may not be up to code. For more information, contact the Code Enforcement Officer at _____, Monday through Friday from 9 a.m. to 5 p.m.

Motorized Vehicles and Electric Mobility Devices – Kansas State Statutes 12/214

The use of motorized vehicles, all-terrain vehicles, motorcycles, mopeds, and electric personal assistance mobility devices, are regulated by Kansas State Statutes. Some vehicles described may require a license and registration in order to operate on the public streets. If you have questions, or you observe violations and wish to report them, call the Oberlin Police Department at 785-475-2622.

Outdoor Storage – Chapter _____

The outdoor storage of all or part of any dismantled, partially dismantled, inoperative or discarded vehicle, recreational vehicle, machinery, appliance, farm equipment, aircraft, construction equipment, boat, personal watercraft, trailer, truck, motorcycle, bicycle, or scrap metal, on any public or private property, or of any abandoned vehicle, recreational vehicle, farm equipment, aircraft, boat, personal watercraft, trailer, truck, or motorcycle on any private property, within the city limits is prohibited.

This provision shall not apply to any vehicle, recreational vehicle, machinery, farm equipment, aircraft, construction equipment, boat, personal watercraft, trailer, truck, motorcycle, or bicycle which is located on the premises of a lawfully established storage yard or which is on the premises of a lawfully established vehicle service establishment and is in the process of repair or maintenance by that establishment.

Parking Restrictions in Residential Areas – Chapter _____

Restrictions - For the dual purpose of preserving attractive residential areas within the city and promoting safe, unimpeded traffic circulation throughout such neighborhoods, the following parking restrictions shall apply except as provided in paragraph B of this Chapter (See Exceptions - Parking restrictions in residential areas on the next page of this booklet).

Within street right-of-way: The following vehicles shall not be parked or stored on any public right-of-way in a residential zoning district or on any right-of-way contiguous to a residentially zoned property:

- Any boat or boat trailer;
- Any hauling trailer;
- Any recreational vehicle;
- Any commercial vehicle;
- Any race car, dune buggy, farm equipment, go kart, ATV, or other similar vehicle not designated for street operation.



Between principal structure and right-of-way. Chapter _____

The following vehicles shall not be parked or stored, in whole or in part, in a front setback and/or forward of the building line of the principal structure and any right-of-way in a residential zoning district up to a maximum of two frontages:

- Boats in excess of 20 feet;
- Any boat trailer in excess of 25 feet total length or in excess of five feet longer than any boat occupying the trailer;
- Hauling trailers;
- Recreational vehicles, travel trailers, motor homes and camping trailers;
- Any commercial vehicle which measures in excess of 20 feet in total chassis and body length, seven feet in total width or seven feet in total height, including appurtenances, equipment and cargo;
- Any race car, dune buggy, farm equipment, go kart, ATV, or other similar vehicle not designed for street operation.

V. Proclamation



A Proclamation from the Office of Mayor Ladd N. Wendelin of the City of Oberlin, on this, the 14th day of December, Two-Thousand and Fifteen, in honor of the Christmas Season.

At times, it is difficult to see the Light.

Outside of our small, rural community, the world is awash in Darkness, in the form of pain, strife, turmoil and problems that are too big, too complex for any one person to solve on their own.

Then, we turn on our televisions or read the news on computer screens, and the Light emitted by these devices paints a startling, grim picture of our world, where terrorists and political turmoil, which pervert the purity of the Light, seek to dismantle the order and goodness of society. Syria, Iraq, Afghanistan, San Bernadino. The tragic list goes on and on and grows longer every day.

We attempt, in some small, meaningful way, to combat the Darkness during this festive season, as we unbox the decorations, strew lights along fences and trees, up under eaves of houses, and try to blot out the Darkness around us with glad tidings, great joy and good cheer.

For those still living in the Darkness, those for whom Christmas is non-existent and the holidays are spent in a loveless void, those expressions do not go unnoticed. Selfless acts are rewarded with gratitude and thankfulness, especially for our City Crews, who take time each year to remind us of the joys of the Season by decorating our community.

Yes, sometimes, it is difficult to see Light that truly illuminates – the Light of Christ and His words on the importance of human kindness, decency and charity, but we must not forget such inspired acts between total strangers exist and do occur at this time of year, and celebrate a message of redemption.

The 9th Chapter of the Book of Isaiah, the second verse, states, “The people walking in darkness have seen a great light; on those living in the land of deep darkness a light has dawned.”

We must remember that that Light shines brightest at this time of year, a burning ember in the midst of the Darkness that sometimes surrounds us and makes it difficult to perceive the resonance and glowing spirit of the Christmas season.

Signed,

Mayor Ladd N. Wendelin

VII. Appointments

New City Tree Board Members

Jeremy Tally 209 S Marks
Mike Gawith 710 E Ash
Janice Shobe 201 N Wolf
Penny Fringer 309 E Hall
Council Member.....????

Library Board

Jeannie Lavers as a new Board Member

VIII. Consent Agenda

REGULAR COUNCIL MEETING – December 3, 2015 - GATEWAY- 5:00 p.m. - UNAPPROVED

Council Present: Mayor Ladd Wendelin, Marilyn Horn, Brandon Oien, Jim Marchello and Rusty Addleman

Absent: Josh Williby and City Attorney Hirsch

Others Present: City Administrator Pete Kampfer, Steve Zodrow, Marilyn Black, Ruth Miesner, Shayla Williby, Jeannie Lavers, Rhonda Schroer, Marcia Lohofener, Dave Olson and City Clerk Sandy Rush.

Mayor Wendelin called the meeting to order and the pledge of allegiance was recited.

PROCLAMATIONS – none

APPOINTMENTS – none

PUBLIC COMMENT – none

CONSENT AGENDA

Motion by Oien, seconded by Addleman, to approve the Appropriation Ordinance (Payment of Bills) and the Minutes for the November 19, 2015 regular Council meeting. **Motion** carried.

Board Reports

- 1) Oberlin-Decatur Economic Development - Shayla Williby reviewed the report that was presented to the Council. She reminded all that there is still \$55,500 allocated for Decatur County available from the Greater Northwest Kansas Foundation Hansen Grant. Also discussed, was a location for a new Farm Service Agency to be constructed with the possibility of the Gateway being rented out for use. Mrs. Williby reported that to date \$1550 had been raised toward helping offset the expense the City has after purchasing a new Christmas Skyline, replacing the old one that is non-repairable. Total cost of the Skyline is \$2708.
- 2) Oberlin City Library – Jeannie Lavers reviewed her report, attached to the agenda. She indicated that the board would be presenting recommendations to the Mayor for replacements for one board member that would be resigning and also two members' terms that were up in April 2016. Mrs. Lavers informed the Council that as of January 2016, she would no longer be the Director and Rhonda Schroer would take her place. Also discussed was that a budget report and monthly minutes could be sent for the Councils review. Mrs. Lavers invited all to attend the Friends of the Library Drive to be held Monday, January 18, 2016 from 10 AM to 7 PM.

New Business:

Consider a Revised City Water Utility Rate Ordinance 881.

City Treasurer Steve Zodrow presented the Council for consideration, two different plans for a water rate ordinance. After hearing concerns from Council members and considering all viewpoints, he presented another proposal that lowers the rate increase to around 15% for average water users. In both, he combined the minimum fee with the customer service meter fee and renamed it “Base Service Fee per Meter”, which will not increase the rate from what customers are currently paying. After a discussion, Mr. Zodrow recommends Plan B, which overall is an increase of the usage fee depending on the customers use instead of a set increase across the board. He also recommends the ordinance be revisited annually. Oien moved, second by Marchello to adopt Ordinance 881 as presented in the handout and to be reviewed annually in January. **Motion carried.**

Consider a Revised City Sewer/Waste Water Utility Rate Ordinance 882.

City Treasurer Zodrow presented to the Council a revised City Sewer/Waste Water Rate Ordinance. He recommends the proposed 10% rate increase across the board. This would allow the operating fund to remain above the accepted minimum balance and also allows decent transfers to the reserve fund. Addleman moved, second by Oien to adopt Ordinance 882 as presented in the packet, subject to review annually per the bond company. This will take effect with the March 2016 sewer rate calculation. **Motion carried.**

Consider a Reduced City Electric Utility Rate Ordinance 883.

City Treasurer Zodrow presented an Ordinance to decrease the electric rate since both the water rate and sewer rates must be increased to finance the cost of operating those systems. Upon analysis, it was concluded that a \$0.0025 decrease in the electric rate would not currently put the electric fund in any financial peril. A rate reduction of this amount would reduce the electric fund revenue by about \$33,000 per year based off the current sales volume of electricity. Based on an average household bill, this rate reduction would yield a cost reduction for the customer of around \$2.25 per month. Marchello moved, second by Addleman to adopt Ordinance 883, to take effect after its publication. **Motion carried.**

Executive Session #1

At 6:30 pm Oien moved, second by Marchello to enter into executive session for 10 minutes to discuss personnel matters of non-elected personnel, to include the Mayor, Council , City Administrator and the City Attorney by phone. **Motion carried.**

Back in session at 6:40 pm. Horn moved, second by Oien to approve the 2016 Wage Compensation Schedule. **Motion carried.**

Executive Session #2

At 6:40 pm Oien moved, second by Marchello to enter into another executive session for 7 minutes for consultation with the City Attorney on matters that would be deemed privileged in an attorney-client relationship. **Motion carried.**

Back in session at 6:47 pm with no action being taken.

Executive Session #3

At 6:47 pm Oien moved, second by Addleman to enter into another executive session for 8 minutes for consultation with the City Attorney on matters that would be deemed privileged in an attorney-client relationship. **Motion carried.**

Back in session at 6:55 pm with no action being taken

ADJORNMENT

Motion by Marchello, second by Oien to adjourn the meeting at 6:55 pm. **Motion carried.**

City Clerk

Mayor

City of Oberlin
Council Approval Report for Operating Checking--100010189
(Council Approval Report)

InvoiceNumber	Vendor	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
1043	Amanda Ehrlick, , , ,									
121715		12/17/15	Deposit refund	12/17/15	\$100.54	\$100.54	72-00-6468	Deposit refund	\$0.00	(\$10,320.00)
					\$100.54					
687	American Electric Co - McCook, PO Box 978, Columbia, MO, 65205									
4439-572732		12/09/15	Maintenance Supplies	12/17/15	\$233.81	\$233.81	30-24-6418	Maintenance Supplies	\$1,250.00	(\$166.16)
4439-572733		12/09/15	Maintenance Supplies	12/17/15	\$261.12	\$261.12	30-24-6418	Maintenance Supplies	\$1,250.00	(\$166.16)
					\$494.93					
1042	Brian Sidebottom, , 10020 June Dr, Derby, KS, 67037									
121715		12/17/15	Deposit refund	12/17/15	\$180.92	\$180.92	72-00-6468	Deposit refund	\$0.00	(\$10,320.00)
					\$180.92					
99	City of Oberlin, 1 Morgan Drive, Oberlin, KS, 67749									
121715		12/14/15	Deposit Interest	12/17/15	\$1.32	\$1.32	70-30-6510	Deposit Interest	\$500.00	\$267.10
121715		12/14/15	Brian Sidebottom	12/17/15	\$19.08	\$19.08	72-00-6468	Deposit refund	\$0.00	(\$10,320.00)
121715		12/14/15	Amanda Ehrlick	12/17/15	\$99.46	\$99.46	72-00-6468	Deposit refund	\$0.00	(\$10,320.00)
121715		12/14/15	Jorge Rodriguez	12/17/15	\$89.73	\$89.73	72-00-6468	Deposit refund	\$0.00	(\$10,320.00)
					\$209.59					
99	City of Oberlin, 1 Morgan Drive, Oberlin, KS, 67749									
113015		12/11/15	Transfer Out	12/11/15	\$16,639.15	\$16,639.15	99-00-6999	Transfer Out	\$0.00	(\$165,978.36)
					\$16,639.15					
14	Clerk of the District Court, PO Box 89, Oberlin, KS, 67749									
121715		12/17/15	Municipal court expenses	12/17/15	\$56.00	\$56.00	20-40-6111	Municipal court expenses	\$12,500.00	\$3,538.36
					\$56.00					
564	Colorado Retail Ventures, Po Box 867, Sterling, CO, 80751									
121715		12/17/15	Fuel Diesel	12/17/15	\$126.99	\$126.99	70-30-6465	Fuel Diesel	\$20,000.00	\$9,934.70
					\$126.99					
123	Decatur Cooperative Association, PO Box 68, Oberlin, KS, 67749									
361359		12/17/15	Fuel	12/17/15	\$198.16	\$198.16	20-21-6401	Fuel	\$13,000.00	\$6,511.40
361359		12/17/15	Steel Posts	12/17/15	\$94.01	\$94.01	20-25-6418	Maintenance Supplies	\$2,750.00	\$361.21
361359		12/17/15	Fuel Diesel for Yard Tank	12/17/15	\$488.06	\$488.06	30-24-6465	Fuel Diesel	\$500.00	(\$512.72)
361359		12/17/15	Vehicle Maintenance 2001 Dodge Ram 1500	12/17/15	\$861.40	\$861.40	90-31-6451	Vehicle Maintenance	\$5,000.00	\$1,727.08
361359		12/17/15	Fuel Diesel for Yard Tank	12/17/15	\$488.06	\$488.06	90-31-6465	Fuel Diesel	\$0.00	(\$1,215.05)
					\$2,129.69					
21	Decatur County Landfill, Inc. (Cathcart), 203 N Marks, Oberlin, KS, 67749									
3600		12/01/15	Trash Service	12/17/15	\$16.20	\$16.20	20-29-6431	Trash Service	\$425.00	\$263.00
3600		12/01/15	Trash Service	12/17/15	\$16.20	\$16.20	35-27-6431	Trash Service	\$200.00	\$21.80
3600		12/01/15	Trash Service	12/17/15	\$32.40	\$32.40	53-33-6431	Trash Service	\$500.00	\$143.60
3600		12/01/15	Trash Service	12/17/15	\$32.40	\$32.40	70-30-6431	Trash Service	\$500.00	\$143.60

City of Oberlin
Council Approval Report for Operating Checking--100010189
(Council Approval Report)

InvoiceNumber	Vendor Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
					\$97.20				
593	Emblem Enterprises, Inc, PO Box 10033, Van Nuys, CA, 91410-0033								
507496	12/04/15	Uniforms	12/17/15	\$161.50	\$161.50	20-21-6435	Uniforms	\$500.00	(\$438.48)
					\$161.50				
25	First National Bank of Omaha, PO Box 2818, Omaha, NE, 68103								
121715	12/17/15	Training and Travel- KMEA & Clerks Academy	12/17/15	\$336.74	\$336.74	20-20-6410	Training and Travel	\$3,500.00	\$627.73
121715	12/17/15	Miscellaneous Expense Aplus Domain	12/17/15	\$1.99	\$1.99	20-20-6436	Miscellaneous Expense	\$1,500.00	(\$3,938.89)
121715	12/17/15	Mayor Meeting	12/17/15	\$55.60	\$55.60	20-20-6502	Mayor and Council	\$3,000.00	(\$4,434.85)
121715	12/17/15	Training and Travel- KMEA & Clerks Academy	12/17/15	\$158.24	\$158.24	70-30-6410	Training and Travel	\$6,000.00	\$2,169.96
121715	12/17/15	Training and Travel- KMEA & Clerks Academy	12/17/15	\$114.10	\$114.10	90-31-6410	Training and Travel	\$6,000.00	\$2,661.03
121715	12/17/15	Training and Travel	12/17/15	\$289.29	\$289.29	70-30-6410	Training and Travel	\$6,000.00	\$2,169.96
					\$955.96				
93	HD Supply Waterworks, Ltd, Po Box 28330, St Louis, MO, 63146								
E871420	12/09/15	Maintenance Supplies	12/17/15	\$128.00	\$128.00	90-31-6418	Maintenance Supplies	\$24,000.00	(\$4,716.87)
					\$128.00				
34	High Plains Vet Service, PA, 1811 Highway 83, Oberlin, KS, 67749								
121715	12/17/15	Professional Services	12/17/15	\$35.00	\$35.00	20-41-6423	Professional Services	\$100.00	(\$163.07)
					\$35.00				
80	Ideal Linen Supply, 506 S Beltline, Scottsbluff, NE, 69361								
0430973	12/04/15	Maintenance Supplies	12/04/15	\$4.71	\$4.71	70-30-6418	Maintenance Supplies	\$53,000.00	\$14,921.84
0434270	12/04/15	Maintenance Supplies	12/04/15	\$4.71	\$4.71	70-30-6418	Maintenance Supplies	\$53,000.00	\$14,921.84
0437242	12/04/15	Maintenance Supplies	12/04/15	\$4.71	\$4.71	70-30-6418	Maintenance Supplies	\$53,000.00	\$14,921.84
0440164	12/04/15	Maintenance Supplies	12/04/15	\$4.71	\$4.71	70-30-6418	Maintenance Supplies	\$53,000.00	\$14,921.84
0430973	12/04/15	Uniforms	12/04/15	\$14.33	\$14.33	70-30-6435	Uniforms	\$1,500.00	\$32.53
0434270	12/04/15	Uniforms	12/04/15	\$14.33	\$14.33	70-30-6435	Uniforms	\$1,500.00	\$32.53
0437242	12/04/15	Uniforms	12/04/15	\$14.33	\$14.33	70-30-6435	Uniforms	\$1,500.00	\$32.53
0440164	12/04/15	Uniforms	12/04/15	\$14.33	\$14.33	70-30-6435	Uniforms	\$1,500.00	\$32.53
					\$76.16				
904	IES Commercial Inc, 120 S Lincoln St, Po Box 27, Holdredge, NE, 68949								
554040004-103	12/17/15	Professional Services	12/17/15	\$4,208.63	\$4,208.63	70-30-6423	Professional Services	\$15,000.00	\$1,933.74
					\$4,208.63				
668	Jeremy Tally, 209 S Marks, Oberlin, KS, 67749								
121715	12/17/15	Flex Spending Reimbursement to Employees	12/17/15	\$531.00	\$531.00	60-00-9000	Flex Spending	\$0.00	(\$3,544.89)
					\$531.00				
1044	Jorge Rodriguez, , 206 N York, APT 3, Oberlin, KS, 67749								
121715	12/17/15	Deposit refund	12/17/15	\$110.27	\$110.27	72-00-6468	Deposit refund	\$0.00	(\$10,320.00)

City of Oberlin
Council Approval Report for Operating Checking--100010189
(Council Approval Report)

InvoiceNumber	Vendor Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
					\$110.27				
73	Kansas State Treasurer, 900 Jackson Suite 201, Topeka, KS, 66612								
28159	12/14/15	Municipal court expenses	12/17/15	\$168.00	\$168.00	20-40-6111	Municipal court expenses	\$12,500.00	\$3,538.36
					\$168.00				
40	K-C Motor & Electric, Inc, 1804 West O Street, McCook, NE, 69001								
1115073	12/04/15	Equipment Repair	12/04/15	\$243.87	\$243.87	44-28-6406	Equipment Repair	\$1,000.00	\$246.52
					\$243.87				
1045	Mary Pierson, , Po Box 64, Danbury, NE, 69026-0064								
121715	12/17/15	Deposit Interest	12/17/15	\$0.37	\$0.37	70-30-6510	Deposit Interest	\$500.00	\$267.10
121715	12/17/15	Deposit refund	12/17/15	\$200.00	\$200.00	72-00-6468	Deposit refund	\$0.00	(\$10,320.00)
					\$200.37				
51	Midwest Energy, Inc., 1330 Canterbury Drive, Hays, KS, 67601								
13017090	12/17/15	Natural Gas Utility	12/17/15	\$72.38	\$72.38	20-29-6403	Natural Gas Utility	\$2,400.00	\$896.80
13005392	12/17/15	Natural Gas Utility	12/17/15	\$113.26	\$113.26	31-23-6403	Natural Gas Utility	\$1,750.00	\$499.18
13015136	12/17/15	Natural Gas Utility	12/17/15	\$44.00	\$44.00	44-28-6403	Natural Gas Utility	\$7,500.00	\$5,963.50
13020375	12/17/15	Natural Gas Utility	12/17/15	\$433.21	\$433.21	53-33-6403	Natural Gas Utility	\$10,000.00	\$3,997.23
12937173	12/17/15	Natural Gas Utility	12/17/15	\$215.40	\$215.40	70-30-6403	Natural Gas Utility	\$40,000.00	\$20,047.99
13015169	12/17/15	Natural Gas Utility	12/17/15	\$237.11	\$237.11	70-30-6403	Natural Gas Utility	\$40,000.00	\$20,047.99
13015185	12/17/15	Natural Gas Utility	12/17/15	\$1,604.40	\$1,604.40	70-30-6403	Natural Gas Utility	\$40,000.00	\$20,047.99
					\$2,719.76				
629	Municipal Automation & Control, Po Box 393, Elm Creek, NE, 68836								
10272015	12/17/15	Equipment Repair	12/17/15	\$3,978.87	\$3,978.87	90-31-6406	Equipment Repair	\$30,000.00	\$22,140.12
					\$3,978.87				
417	Nex-Tech Rural Telephone, Po Box 98, Lenora, KS, 67645-0098								
113015	12/04/15	Telephone	12/04/15	\$94.78	\$94.78	20-20-6414	Telephone	\$3,000.00	\$596.44
113015	12/04/15	Telephone	12/04/15	\$207.76	\$207.76	20-21-6414	Telephone	\$3,000.00	(\$52.47)
113015	12/04/15	Telephone	12/04/15	\$99.99	\$99.99	20-29-6414	Telephone	\$700.00	\$172.13
113015	12/04/15	Telephone	12/04/15	\$30.34	\$30.34	44-28-6414	Telephone	\$300.00	\$131.93
113015	12/04/15	Telephone	12/04/15	\$72.83	\$72.83	53-33-6414	Telephone	\$1,200.00	\$526.06
113015	12/04/15	Telephone	12/04/15	\$96.18	\$96.18	70-30-6414	Telephone	\$3,500.00	\$135.27
113015	12/04/15	Telephone	12/04/15	\$83.56	\$83.56	80-32-6414	Telephone	\$2,000.00	\$170.23
113015	12/04/15	Telephone	12/04/15	\$83.56	\$83.56	90-31-6414	Telephone	\$3,500.00	\$1,034.49
					\$769.00				
83	Northwest Fire Extinguisher, 850 North Franklin Ave, PO Box 894, Colby, KS, 67701								
65976	12/17/15	Professional Services	12/17/15	\$11.00	\$11.00	31-23-6423	Professional Services	\$400.00	\$180.00
66282	12/04/15	Natural Gas Utility	12/17/15	\$94.50	\$94.50	70-30-6403	Natural Gas Utility	\$40,000.00	\$20,047.99
65974	12/17/15	Professional Services	12/17/15	\$106.00	\$106.00	70-30-6423	Professional Services	\$15,000.00	\$1,933.74

City of Oberlin
Council Approval Report for Operating Checking--100010189
(Council Approval Report)

InvoiceNumber	Vendor	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
65975		12/17/15	Professional Services	12/17/15	\$43.00	\$43.00	70-30-6423	Professional Services	\$15,000.00	\$1,933.74
						\$254.50				
137	Oberlin Automotive, 102 E Frontier Parkway, Oberlin, KS, 67749									
261052		12/11/15	Maintenance Supplies	12/17/15	\$49.99	\$49.99	20-27-6418	Maintenance Supplies	\$2,500.00	\$301.52
260772		12/03/15	Maintenance Supplies	12/17/15	\$78.40	\$78.40	30-24-6418	Maintenance Supplies	\$1,250.00	(\$166.16)
261038		12/17/15	Maintenance Supplies	12/17/15	\$7.68	\$7.68	30-24-6418	Maintenance Supplies	\$1,250.00	(\$166.16)
260981		12/10/15	Vehicle Maintenance	12/17/15	\$248.60	\$248.60	30-24-6451	Vehicle Maintenance	\$0.00	(\$293.02)
259494		12/17/15	Maintenance Supplies	12/17/15	\$13.49	\$13.49	70-30-6418	Maintenance Supplies	\$53,000.00	\$14,921.84
260479		12/17/15	Maintenance Supplies	12/17/15	\$51.94	\$51.94	70-30-6418	Maintenance Supplies	\$53,000.00	\$14,921.84
260774		12/03/15	Maintenance Supplies	12/17/15	\$135.28	\$135.28	70-30-6418	Maintenance Supplies	\$53,000.00	\$14,921.84
260876		12/07/15	Vehicle Maintenance	12/17/15	\$89.30	\$89.30	70-30-6451	Vehicle Maintenance	\$7,500.00	\$6,386.61
260785		12/04/15	Vehicle Maintenance	12/17/15	\$29.99	\$29.99	80-32-6451	Vehicle Maintenance	\$1,500.00	(\$18.75)
						\$704.67				
1041	Oberlin Inn, 402 W FRONTIER PARKWAY, OBERLIN, KS, 67749									
113015		12/04/15	Miscellaneous Expense	12/04/15	\$319.20	\$319.20	70-30-6436	Miscellaneous Expense	\$0.00	(\$1,653.51)
						\$319.20				
161	Office Works, 960 S Range, PO Box 706, Colby, KS, 67701									
224968		12/04/15	Office Supplies	12/17/15	\$10.34	\$10.34	20-20-6402	Office Supplies	\$2,000.00	(\$578.32)
225566		12/07/15	Office Supplies	12/17/15	\$17.40	\$17.40	20-20-6402	Office Supplies	\$2,000.00	(\$578.32)
224968		12/04/15	Office Supplies	12/17/15	\$10.34	\$10.34	70-30-6402	Office Supplies	\$7,000.00	\$443.45
225566		12/07/15	Office Supplies	12/17/15	\$17.41	\$17.41	70-30-6402	Office Supplies	\$7,000.00	\$443.45
224968		12/04/15	Office Supplies	12/17/15	\$10.33	\$10.33	80-32-6402	Office Supplies	\$5,500.00	(\$164.94)
225566		12/07/15	Office Supplies	12/17/15	\$17.40	\$17.40	80-32-6402	Office Supplies	\$5,500.00	(\$164.94)
224968		12/04/15	Office Supplies	12/17/15	\$10.34	\$10.34	90-31-6402	Office Supplies	\$5,500.00	(\$381.34)
225566		12/07/15	Office Supplies	12/17/15	\$17.40	\$17.40	90-31-6402	Office Supplies	\$5,500.00	(\$381.34)
						\$110.96				
659	Phillips 66 Fleet, PO Box 6293, Carol Stream, IL, 60197-6293									
43184055		11/30/15	Administration	12/22/15	\$9.21	\$9.21	20-20-6401	Fuel	\$0.00	(\$50.84)
43184055		11/30/15	Police	12/22/15	\$316.67	\$316.67	20-21-6401	Fuel	\$13,000.00	\$6,511.40
43184055		11/30/15	Street	12/22/15	\$206.15	\$206.15	20-24-6401	Fuel	\$0.00	(\$206.15)
43184055		11/30/15	Cemetery	12/22/15	\$120.81	\$120.81	20-25-6401	Fuel	\$3,000.00	\$927.71
43184055		11/30/15	Electric	12/22/15	\$109.84	\$109.84	70-30-6401	Fuel Gas	\$6,000.00	\$4,142.81
43184055		11/30/15	Sewer	12/22/15	\$123.54	\$123.54	80-32-6401	Fuel Gas	\$2,500.00	\$1,128.22
43184055		11/30/15	Water	12/22/15	\$632.91	\$632.91	90-31-6401	Fuel Gas	\$6,700.00	\$1,715.25
						\$1,519.13				
153	Plains Equipment Group, PO Box 406, Seward, NE, 68434									
1512720		12/04/15	Maintenance Supplies	12/17/15	\$45.40	\$45.40	30-24-6418	Maintenance Supplies	\$1,250.00	(\$166.16)
						\$45.40				

City of Oberlin
Council Approval Report for Operating Checking--100010189
(Council Approval Report)

InvoiceNumber	Vendor	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
163	Prairie Fire, 10821 E 26th St N, Wichita, KS, 67226									
798478		12/17/15	Office Supplies	12/17/15	\$50.41	\$50.41	70-30-6402	Office Supplies	\$7,000.00	\$443.45
						\$50.41				
206	Prairie Land Electric Cooperative, Inc., Po Box 360, Norton, KS, 67654									
121715		12/07/15	Electric Utility	12/17/15	\$68.50	\$68.50	20-29-6416	Electric Utility	\$2,000.00	\$580.16
3598		12/09/15	Sunflower power	12/17/15	\$62,239.22	\$62,239.22	70-30-6501	Sunflower power	\$1,200,000.00	\$299,981.96
121715		12/07/15	Electric Utility	12/17/15	\$86.16	\$86.16	90-31-6416	Electric Utility	\$42,000.00	\$11,335.62
121715-2		12/07/15	Electric Utility	12/17/15	\$1,975.28	\$1,975.28	90-31-6416	Electric Utility	\$42,000.00	\$11,335.62
						\$64,369.16				
87	Raye's Grocery, Inc., 119 W Commercial, Oberlin, KS, 67749									
113015		12/04/15	Office Supplies	12/04/15	\$2.35	\$2.35	20-20-6402	Office Supplies	\$2,000.00	(\$578.32)
113015		12/04/15	Miscellaneous Expense	12/04/15	\$1.56	\$1.56	20-20-6436	Miscellaneous Expense	\$1,500.00	(\$3,938.89)
113015		12/04/15	Kitchen Supplies	12/04/15	\$11.64	\$11.64	53-33-6422	Kitchen Supplies	\$3,000.00	\$177.44
113015		12/04/15	Food	12/04/15	\$339.32	\$339.32	53-33-6448	Food	\$22,000.00	\$2,822.35
113015		12/04/15	Maintenance Supplies	12/04/15	\$10.29	\$10.29	90-31-6418	Maintenance Supplies	\$24,000.00	(\$4,716.87)
						\$365.16				
148	Salina Supply Company, 302 N Santa Fe, PO Box 5100, Salina, KS, 67402									
S100038652.001		12/17/15	Maintenance Supplies	12/17/15	\$325.55	\$325.55	90-31-6418	Maintenance Supplies	\$24,000.00	(\$4,716.87)
						\$325.55				
177	Servi-tech Inc, PO Box 1397, Dodge City, KS, 67801									
D-364919		12/03/15	Water Testing	12/17/15	\$180.10	\$180.10	80-32-6405	Water Testing	\$0.00	\$0.00
						\$180.10				
209	Stanion Wholesale Electric, PO Box 876438, Kansas City, MO, 64187-6438									
3992017-00		12/01/15	Maintenance Supplies	12/17/15	\$511.45	\$511.45	70-30-6418	Maintenance Supplies	\$53,000.00	\$14,921.84
3995085-00		12/02/15	Maintenance Supplies	12/17/15	\$188.46	\$188.46	70-30-6418	Maintenance Supplies	\$53,000.00	\$14,921.84
						\$699.91				
147	The Thompson Company, 3636 W Stolley Park Rd, PO Box 1466, Grand Island, NE, 68802									
1680184		12/03/15	Kitchen Supplies	12/17/15	\$25.95	\$25.95	53-33-6422	Kitchen Supplies	\$3,000.00	\$177.44
1680184		12/03/15	Food	12/17/15	\$895.52	\$895.52	53-33-6448	Food	\$22,000.00	\$2,822.35
						\$921.47				
212	USTI-United Systems Technology, Inc, Po Box 204814, Dallas, TX, 75320-4814									
85778		12/17/15	Mayor and Council Miscellaneous	12/17/15	\$90.51	\$90.51	20-20-6502	Mayor and Council	\$3,000.00	(\$4,434.85)
85698		12/17/15	Office Supplies	12/17/15	\$8.35	\$8.35	70-30-6402	Office Supplies	\$7,000.00	\$443.45
85778		12/17/15	Office Supplies	12/17/15	\$302.04	\$302.04	70-30-6402	Office Supplies	\$7,000.00	\$443.45
85779		12/17/15	Office Supplies	12/17/15	\$35.28	\$35.28	70-30-6402	Office Supplies	\$7,000.00	\$443.45
85698		12/17/15	Office Supplies	12/17/15	\$8.34	\$8.34	80-32-6402	Office Supplies	\$5,500.00	(\$164.94)
85778		12/17/15	Office Supplies	12/17/15	\$302.03	\$302.03	80-32-6402	Office Supplies	\$5,500.00	(\$164.94)

City of Oberlin
Council Approval Report for Operating Checking--100010189
(Council Approval Report)

InvoiceNumber	Vendor	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
85779		12/17/15	Office Supplies	12/17/15	\$35.28	\$35.28	80-32-6402	Office Supplies	\$5,500.00	(\$164.94)
85698		12/17/15	Office Supplies	12/17/15	\$8.35	\$8.35	90-31-6402	Office Supplies	\$5,500.00	(\$381.34)
85778		12/17/15	Office Supplies	12/17/15	\$302.03	\$302.03	90-31-6402	Office Supplies	\$5,500.00	(\$381.34)
85779		12/17/15	Office Supplies	12/17/15	\$35.28	\$35.28	90-31-6402	Office Supplies	\$5,500.00	(\$381.34)
						\$1,127.49				
960	Vincent Petrocco, 404 N Elk, Oberlin, KS, 67749									
121715		12/14/15	Flex Spending Reimbursement to Employees	12/18/15	\$30.00	\$30.00	60-00-9000	Flex Spending	\$0.00	(\$3,544.89)
						\$30.00				
Total Bills To Pay:						\$105,344.51				

City of Oberlin
Council Approval Report for Bremer Trust Acct--100288381
(Council Approval Report)

InvoiceNumber	Vendor	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
99	City of Oberlin, 1 Morgan Drive, Oberlin, KS, 67749									
120115		12/11/15	Transfers to Gateway	12/11/15	\$50,000.00	\$50,000.00	54-00-6455	Transfers to Gateway	\$50,000.00	\$0.00
						\$50,000.00				
Total Bills To Pay:						\$50,000.00				

All Funds Cash Flow

Date: 11/30/2015
 FY remaining: 9%

Fund	Description	Type	2015 Beginning Cash Balance	2015 YTD Actual Revenue	2015 Budget Revenue	Percent of Budget Remaining	2015 YTD Actual Expenses	2015 Budget Expenses	Percent of Budget Remaining	Current Cash Balance
20	General	B	\$ 311,291	\$ 1,059,860	\$ 1,071,014	1.0%	\$ 1,090,929	\$ 1,273,312	14.3%	\$ 280,222
21	Police Special	N	\$ 47,512	\$ 38			\$ 7,237			\$ 40,313
22	Airport Project	N	\$ -	\$ 165,702			\$ 77,817			\$ 87,885
30	Special Highway	B	\$ 198,691	\$ 121,098	\$ 119,520	-1.3%	\$ 166,260	\$ 215,500	22.8%	\$ 153,529
31	Library	B	\$ 10,440	\$ 67,157	\$ 67,243	0.1%	\$ 59,946	\$ 73,775	18.7%	\$ 17,651
34	Risk Management	N	\$ 101,255	\$ -			\$ 500			\$ 100,755
35	Special Parks	B	\$ 19,184	\$ 4,384	\$ 5,054	13.3%	\$ 178	\$ 21,000	99.2%	\$ 23,390
36	Memorials	N	\$ 5,618	\$ 1,160			\$ 1,053			\$ 5,725
37	Tourism	B	\$ -	\$ 13,695	\$ 11,500	-19.1%	\$ 11,500	\$ 11,500	0.0%	\$ 2,195
39	Centennial Trust	N	\$ 401	\$ 100			\$ 100			\$ 401
40	Cemetery Directory	N	\$ 10	\$ -			\$ 10			\$ -
41	Sappa Ranch	B	\$ 22,302	\$ -	\$ -	100.0%	\$ 22,302	\$ 22,302	0.0%	\$ -
42	Airport Memorials	N	\$ -	\$ 2,775			\$ 896			\$ 1,879
43	Community Development	B	\$ 29,169	\$ 3,500	\$ 3,500	0.0%	\$ 3,137	\$ 29,500	89.4%	\$ 29,532
44	Swimming Pool	B	\$ 260,809	\$ 338,295	\$ 343,000	1.4%	\$ 295,403	\$ 319,598	7.6%	\$ 303,701
45	Swimming Pool Donations	N	\$ 65,600	\$ 25,012			\$ 34,637			\$ 55,975
47	Swimming Pool Reserve	N	\$ 25,000	\$ 25,000			\$ -			\$ 50,000
50	Street CDBG	N	\$ 131,577	\$ 258,902			\$ 390,479			\$ -
52	Equipment Fund	N	\$ 159,059	\$ 25,000			\$ 21,148			\$ 162,911
53	Gateway	B	\$ 114,257	\$ 43,354	\$ 115,000	62.3%	\$ 127,436	\$ 150,200	15.2%	\$ 30,175
54	Gateway Donation	N	\$ 253,332	\$ 144			\$ 31,554			\$ 221,922
60	Agency Funds	N	\$ 1,079	\$ 13,926			\$ 12,024			\$ 2,981
65	Fire Insurance Proceeds	N	\$ 5,386	\$ -			\$ 5,386			\$ -
70	Electric	B	\$ 260,482	\$ 1,965,744	\$ 2,220,500	11.5%	\$ 1,786,089	\$ 2,342,600	23.8%	\$ 440,137
71	Electric Reserve	N	\$ 726,245	\$ 75,000			\$ -			\$ 801,245
72	Customer Deposit	N	\$ 69,377	\$ 19,050			\$ 10,320			\$ 78,107
80	Sewer	B	\$ 149,033	\$ 274,272	\$ 320,560	14.4%	\$ 307,873	\$ 370,049	16.8%	\$ 115,432
81	Sewer Reserve	N	\$ 907,977	\$ 50,000			\$ -			\$ 957,977
90	Water	B	\$ 849,663	\$ 619,849	\$ 662,860	6.5%	\$ 619,675	\$ 957,165	35.3%	\$ 849,837
91	Water Reserve	N	\$ 187,548	\$ 150,000			\$ -			\$ 337,548
92	Water Project	N	\$ -	\$ 7,772,249			\$ 6,944,633			\$ 827,616
			\$ 4,912,297	\$ 13,095,266	\$ 4,939,751		\$ 12,028,522	\$ 5,786,501		\$ 5,979,041

DEBT

Year		Description	Rate	Beginning Balance	Loan Proceeds	Principal Payments	Ending Balance	Interest Paid
Issued	Matures							
2003	2037	GO Water System Impr	4.250%	\$ 619,000	\$ -	\$ 619,000	\$ -	\$ 25,587
2004	2026	KDHE Water Pollution	2.770%	\$ 961,048	\$ -	\$ 72,032	\$ 889,016	\$ 26,126
2012	2052	GO Water System Impr	2.125%	\$ 1,044,828	\$ -	\$ 18,148	\$ 1,026,680	\$ 22,203
2012	2017	Street Sweeper Lease	2.860%	\$ 82,838	\$ -	\$ 32,431	\$ 50,407	\$ 2,139
2012	2017	Loader Lease	3.200%	\$ 81,924	\$ -	\$ 26,452	\$ 55,472	\$ 2,622
2014	LOC	KDHE Water Supply RLF	2.370%	\$ 4,177,996	\$ 580,518	\$ 4,758,514	\$ -	\$ 114,031
2014	2028	Pool Lease - PBC	0.5% - 3.9%	\$ 2,015,000	\$ -	\$ 125,000	\$ 1,890,000	\$ 53,598
2015	2055	GO Water System Impr A	2.125%	\$ -	\$ 5,251,000	\$ -	\$ 5,251,000	\$ -
2015	2055	Go Water System Impr B	2.750%	\$ -	\$ 650,000	\$ -	\$ 650,000	\$ -
				\$ 8,982,634	\$ 6,481,518	\$ 5,651,577	\$ 9,812,575	\$ 246,306

All Funds Cash Flow

Month: November 2015

Fund	Description	Type	Month Beginning Cash Balance	Monthly Revenue	Monthly Expenses	Month Ending Cash Balance
20	General	B	\$ 313,288	\$ 33,511	\$ 66,577	\$ 280,222
21	Police Special	N	\$ 40,309	\$ 4	\$ -	\$ 40,313
22	Airport Project	N	\$ 81,235	\$ 6,650	\$ -	\$ 87,885
30	Special Highway	B	\$ 182,578	\$ -	\$ 29,049	\$ 153,529
31	Library	B	\$ 17,904	\$ -	\$ 253	\$ 17,651
34	Risk Management	N	\$ 100,755	\$ -	\$ -	\$ 100,755
35	Special Parks	B	\$ 23,406	\$ -	\$ 16	\$ 23,390
36	Memorials	N	\$ 6,682	\$ -	\$ 957	\$ 5,725
37	Tourism	B	\$ 4,436	\$ -	\$ 2,241	\$ 2,195
39	Centennial Trust	N	\$ 401	\$ -	\$ -	\$ 401
40	Cemetery Directory	N	\$ -	\$ -	\$ -	\$ -
41	Sappa Ranch	B	\$ -	\$ -	\$ -	\$ -
42	Airport Memorials	N	\$ 1,879	\$ -	\$ -	\$ 1,879
43	Community Development	B	\$ 29,532	\$ -	\$ -	\$ 29,532
44	Swimming Pool	B	\$ 270,650	\$ 33,488	\$ 437	\$ 303,701
45	Swimming Pool Donations	N	\$ 55,971	\$ 4	\$ -	\$ 55,975
47	Swimming Pool Reserve	N	\$ 50,000	\$ -	\$ -	\$ 50,000
50	Street CDBG	N	\$ 200,750	\$ 186,239	\$ 386,989	\$ -
52	Equip Fund	N	\$ 162,911	\$ -	\$ -	\$ 162,911
53	Gateway	B	\$ 40,955	\$ 3,466	\$ 14,246	\$ 30,175
54	Gateway Donation	N	\$ 221,908	\$ 14	\$ -	\$ 221,922
60	Agency Funds	N	\$ 2,737	\$ 8,741	\$ 8,497	\$ 2,981
65	Fire Insurance Proceeds	N	\$ -	\$ -	\$ -	\$ -
70	Electric	B	\$ 411,247	\$ 151,117	\$ 122,227	\$ 440,137
71	Electric Reserve	N	\$ 801,245	\$ -	\$ -	\$ 801,245
72	Customer Deposit	N	\$ 78,457	\$ 1,550	\$ 1,900	\$ 78,107
80	Sewer	B	\$ 103,594	\$ 22,376	\$ 10,538	\$ 115,432
81	Sewer Reserve	N	\$ 957,977	\$ -	\$ -	\$ 957,977
90	Water	B	\$ 823,570	\$ 61,011	\$ 34,744	\$ 849,837
91	Water Reserve	N	\$ 337,548	\$ -	\$ -	\$ 337,548
93	Water Project	N	\$ 827,616	\$ -	\$ -	\$ 827,616
			\$ 6,149,541	\$ 508,171	\$ 678,671	\$ 5,979,041

DEBT

Year		Description	Rate	Month Beginning Balance	Monthly Loan Proceeds	Monthly Principal Payments	Month Ending Balance	Monthly Interest Paid
Issued	Matures							
2003	2037	GO Water System Impr	4.250%	\$ -	\$ -	\$ -	\$ -	\$ -
2004	2026	KDHE Water Pollution	2.770%	\$ 889,016	\$ -	\$ -	\$ 889,016	\$ -
2012	2052	GO Water System Impr	2.125%	\$ 1,026,680	\$ -	\$ -	\$ 1,026,680	\$ -
2012	2017	Street Sweeper Lease	2.860%	\$ 50,407	\$ -	\$ -	\$ 50,407	\$ -
2012	2017	Loader Lease	3.200%	\$ 55,472	\$ -	\$ -	\$ 55,472	\$ -
2014	LOC	KDHE Water Supply RLF	2.370%	\$ -	\$ -	\$ -	\$ -	\$ -
2014	2028	Pool Lease - PBC	0.5% - 3.9%	\$ 1,890,000	\$ -	\$ -	\$ 1,890,000	\$ -
2015	2055	GO Water System Impr A	2.125%	\$ 5,251,000	\$ -	\$ -	\$ 5,251,000	\$ -
2015	2055	Go Water System Impr B	2.750%	\$ 650,000	\$ -	\$ -	\$ 650,000	\$ -
				\$ 9,812,575	\$ -	\$ -	\$ 9,812,575	\$ -

IX. Board Reports

Sappa Park Committee

X. Action Agenda Items

New Business/Old Business

- **Consider and accept the City Annual Financial Audit for 2014.** A presentation by April G. Swartz, CPA, of Varney and Associates, CPAs, LLC.
- **Consider and approve** annual reviewed local Cereal Malt Beverage (CMB) and Liquor Licenses.
- **Consider and accept a bid** for the Gateway Convention Center front entry roof repair.



December 14, 2015

Honorable Mayor and City Council
City of Oberlin
Oberlin, KS 67749

We have audited the financial statement of the City of Oberlin, Kansas (the City) as of and for the year ended December 31, 2014, and have issued our report thereon dated December 14, 2015. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated March 9, 2015, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statement that has been prepared by management with your oversight are presented fairly, in all material respects, in accordance with the regulatory basis of accounting promulgated by the State of Kansas in the *Kansas Municipal Audit and Accounting Guide*. Our audit of the financial statement does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the City solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, and our firm, have complied with all relevant ethical requirements regarding independence.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the City is included in Note 1 to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during 2014. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Qualitative Aspects of the Entity's Significant Accounting Practices (Continued)

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are the encumbrances.

Management's estimate of the encumbrances is based on the review of commitments and their inclusion based on Kansas law regarding encumbrances. We evaluated the key factors and assumptions used to develop the encumbrance estimate and determined that it is reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. There are no particularly sensitive disclosures affecting the City's financial statement.

Identified or Suspected Fraud

We have not identified or obtained information that indicates fraud may have occurred.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. There were no uncorrected financial statement misstatements.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. There were no material misstatements that we identified as a result of our audit procedures.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the City's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management, which are included in a separate letter dated December 14, 2015.

December 14, 2015
City of Oberlin, Kansas
Page three

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with the City, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating and regulatory conditions affecting the City, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the City's auditors.

Other

In the normal course of the audit, we attempt to make recommendations that may strengthen the City's processes. During our review of the library bank reconciliation process, we noted that the balance per reconciliation is not being matched to the general ledger balance at the end of each month. Although the variance is immaterial, this reconciliation to the general ledger is an integral part of the library's internal control process. We recommend that this reconciliation to the general ledger is made monthly.

This report is intended solely for the information and use of the governing body and management of City of Oberlin, Kansas and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

Vainey & Associates CPAs, LLC

Certified Public Accountants

CITY OF OBERLIN, KANSAS

FINANCIAL STATEMENT

WITH REGULATORY-REQUIRED SUPPLEMENTARY INFORMATION

AND

INDEPENDENT AUDITOR'S REPORT

December 31, 2014

CITY OF OBERLIN, KANSAS
TABLE OF CONTENTS
December 31, 2014

	<u>Page Number</u>
Independent Auditor's Report	1 - 2
Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statement Performed in Accordance with <i>Government Auditing Standards</i>	3 - 4
Independent Auditor's Report on Compliance for Each Major Federal Program and Report on Internal Control Over Compliance Required by OMB Circular A-133	5 - 6
Financial Section	
Statement 1	
Summary Statement of Cash Receipts, Expenditures and Unencumbered Cash	7 - 9
Notes to Financial Statement	10 - 18
Regulatory-Required Supplementary Information	
Schedule 1	
Summary of Expenditures - Actual and Budget	20
Schedule 2	
Schedule of Cash Receipts and Expenditures - Actual and Budget	
<i>General Fund</i>	21 - 24
<i>Special Street Fund</i>	25
<i>Library Fund</i>	26
<i>Special Parks and Recreation Fund</i>	27
<i>Tourism and Convention Promotion Fund</i>	28
<i>Gateway Civic Center Fund</i>	29
<i>Community Development Fund</i>	30
<i>Swimming Pool Fund</i>	31
<i>Electric Utility Fund</i>	32
<i>Sewer Utility Fund</i>	33
<i>Water Utility Fund</i>	34
<i>Sappa Valley Youth Ranch Fund</i>	35
Schedule of Cash Receipts and Expenditures - Actual	
<i>Centennial Trust</i>	36
<i>Memorials</i>	36
<i>Airport Project</i>	36
<i>CDBG Street Grant</i>	36
<i>Risk Management Reserve</i>	37
<i>Special Law Enforcement Trust</i>	37
<i>Special Equipment</i>	37
<i>Swimming Pool Donations</i>	37
<i>Sewer Reserve</i>	38
<i>Electric Reserve</i>	38
<i>Water Reserve</i>	38
<i>Customer Deposits</i>	38
<i>Gateway Donation</i>	39
<i>Cemetery Directory</i>	39
<i>Water Project</i>	39
<i>Swimming Pool Reserve</i>	39

CITY OF OBERLIN, KANSAS
TABLE OF CONTENTS
December 31, 2014

	<u>Page Number</u>
Schedule 3	
Summary of Cash Receipts and Expenditures - Agency Funds	40
Single Audit Section	
Schedule 4	
<i>Schedule of Expenditures of Federal Awards</i>	42
<i>Notes to Schedule of Expenditures of Federal Awards</i>	43
Schedule 5	
<i>Schedule of Findings and Questioned Costs</i>	44



December 14, 2015

Mayor and Council Members
City of Oberlin, Kansas

Independent Auditor's Report

We have audited the accompanying summary statement of cash receipts, expenditures, and unencumbered cash of the City of Oberlin, Kansas (the City), as of and for the year ended December 31, 2014, and the related notes to the financial statement.

Management's Responsibility for the Financial Statement

Management is responsible for the preparation and fair presentation of this financial statement in accordance with the *Kansas Municipal Audit and Accounting Guide* as described in Note 1 to meet the financial reporting requirements of the State of Kansas; this includes determining that the regulatory basis of accounting is an acceptable basis for the preparation of the financial statement in the circumstances. Management is also responsible for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of the financial statement that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial statement based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the *Kansas Municipal Audit and Accounting Guide*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. The procedures selected depend on auditor's judgment, including the assessment of the risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statement in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statement.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles

As described in Note 1 to the financial statement, the financial statement is prepared by the City to meet the requirements of the State of Kansas on the basis of the financial reporting provisions of the *Kansas Municipal Audit and Accounting Guide*, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

The effects on the financial statement of the variances between the regulatory basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

December 14, 2015
City of Oberlin, Kansas
(Continued)

Adverse Opinion on U.S. Generally Accepted Accounting Principles

In our opinion, because of the significance of the matter discussed in the "Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles" paragraph, the financial statement referred to above does not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the City as of December 31, 2014, or changes in financial position and cash flows thereof for the year then ended.

Opinion on Regulatory Basis of Accounting

In our opinion, the financial statement referred to above presents fairly, in all material respects, the aggregate cash and unencumbered cash balance of the City as of December 31, 2014, and the aggregate receipts and expenditures for the year then ended in accordance with the financial reporting provisions of the *Kansas Municipal Audit and Accounting Guide* described in Note 1.

Report on Regulatory-Required Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the summary statement of cash receipts, expenditures, and unencumbered cash (basic financial statement) as a whole. The summary of regulatory basis expenditures - actual and budget, individual fund schedules of regulatory basis receipts and expenditures - actual and budget and regulatory basis summary of receipts and disbursements - agency funds (Schedules 1, 2 and 3 as listed in the table of contents) are presented for purposes of additional analysis and are not a required part of the basic financial statement, however are required to be presented under the provisions of the *Kansas Municipal Audit and Accounting Guide*. The schedule of expenditures of federal awards (Schedule 4 as listed in the table of contents) is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is also not a required part of the basic financial statement. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the 2014 basic financial statement. The information has been subjected to the auditing procedures applied in the audit of the basic financial statement and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statement or to the basic financial statement itself, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the basic financial statement as a whole, on the basis of accounting described in Note 1.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 14, 2015, on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

Vannoy & Associates, CPAs, LLC

Certified Public Accountants
Manhattan, Kansas



December 14, 2015

Mayor and Council Members
City of Oberlin, Kansas

**Independent Auditor's Report on Internal Control Over Financial Reporting
and on Compliance and Other Matters Based on an Audit of Financial Statement
Performed in Accordance with *Government Auditing Standards***

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the *Kansas Municipal Audit and Accounting Guide*, the financial statement of the City as of and for the year ended December 31, 2014, and the related notes to the financial statement, which collectively comprises the City's basic financial statement, and have issued our report thereon dated December 14, 2015.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statement, we considered the City's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statement, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the City's financial statements will be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

December 14, 2015
City of Oberlin, Kansas
(Continued)

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statement is free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Varney & Associates, CPAs, LLC

Certified Public Accountants
Manhattan, Kansas



December 14, 2015

Mayor and Council Members
City of Oberlin, Kansas

**Report on Compliance for Each Major Federal Program and Report
on Internal Control Over Compliance In Accordance with OMB Circular A-133**

We have audited the City's compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of the City's major federal programs for the year ended December 31, 2014. The City's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the City's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and *OMB Circular A-133* require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program have occurred. An audit includes examining, on a test basis, evidence about the City's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination on the City's compliance.

Opinion on Each Major Federal Program

In our opinion, the City complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2014.

December 14, 2015
City of Oberlin, Kansas
(Continued)

Report on Internal Control Over Compliance

Management of the City is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the City's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion of the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and correct, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in integral control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of the internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

Vaney & Associates, CPAs, LLC

Certified Public Accountants
Manhattan, Kansas

CITY OF OBERLIN, KANSAS
SUMMARY STATEMENT OF CASH RECEIPTS, EXPENDITURES AND UNENCUMBERED CASH
Regulatory Basis
For the Year Ended December 31, 2014

Fund	Beginning Unencumbered Cash Balance	Prior Year Cancelled Encumbrances	Cash Receipts	Expenditures	Ending Unencumbered Cash Balance	Add: Outstanding Encumbrances and Accounts Payable	Ending Cash Balance
Governmental Funds							
General Funds	\$ 291,596	\$ -	\$ 1,096,513	\$ 1,104,670	\$ 283,439	\$ 27,852	\$ 311,291
Special Purpose Funds							
Special Street	268,012	-	120,203	189,523	198,692	-	198,692
Library	8,761	-	68,138	66,710	10,189	250	10,439
Special Parks and Recreation	14,961	-	5,572	1,365	19,168	16	19,184
Tourism and Convention Promotion	-	-	11,162	11,162	-	-	-
Gateway Civic Center	85,774	-	157,966	132,653	111,087	3,172	114,259
Community Development	4,488	-	25,000	319	29,169	-	29,169
Centennial Trust	545	-	-	144	401	-	401
Memorials	7,983	-	2,864	5,229	5,618	-	5,618
Risk Management Reserve	101,255	-	-	-	101,255	-	101,255
Special Law Enforcement Trust	54,432	-	30	6,950	47,512	-	47,512
Special Equipment	134,059	-	25,000	-	159,059	-	159,059
Gateway Donation	333,561	-	286	80,515	253,332	-	253,332
Cemetery Directory	10	-	-	-	10	-	10
Swimming Pool	162,835	-	357,251	259,319	260,767	42	260,809
Swimming Pool Donations	13,550	-	52,050	1,512	64,088	1,512	65,600
Swimming Pool Reserve	-	-	25,000	-	25,000	-	25,000
Capital Project Funds							
Airport Project	(12,893)	-	12,893	-	-	-	-
CDBG Street Grant	-	-	150,000	18,507	131,493	84	131,577
Water Project	(1,380,653)	-	4,240,029	3,414,523	(555,147)	555,147	-
Business Funds							
Electric Utility	130,190	-	2,051,188	2,046,653	134,725	125,757	260,482
Electric Reserve	689,932	-	75,000	38,687	726,245	-	726,245
Customer Deposits	-	-	23,586	23,586	-	69,377	69,377
Sewer Utility	176,366	-	311,186	339,408	148,144	889	149,033
Sewer Reserve	867,976	-	40,000	-	907,976	-	907,976
Water Utility	646,802	-	659,502	463,091	843,213	6,449	849,662
Water Reserve	105,000	-	82,548	-	187,548	-	187,548
Sappa Valley Youth Ranch	22,302	-	-	-	22,302	-	22,302
Total Primary Government	<u>\$ 2,726,844</u>	<u>\$ -</u>	<u>\$ 9,592,967</u>	<u>\$ 8,204,526</u>	<u>\$ 4,115,285</u>	<u>\$ 790,547</u>	<u>\$ 4,905,832</u>

(continued)

The accompanying notes are an integral part of this financial statement.
See Independent Auditor's Report.

Financial Statement

CITY OF OBERLIN, KANSAS
SUMMARY STATEMENT OF RECEIPTS, EXPENDITURES AND UNENCUMBERED CASH (CONTINUED)
Regulatory Basis
For the Year Ended December 31, 2014

Fund	Beginning Unencumbered Cash Balance	Prior Year Cancelled Encumbrances	Cash Receipts	Expenditures	Ending Unencumbered Cash Balance	Add: Outstanding Encumbrances and Accounts Payable	Ending Cash Balance
Related Municipal Entities							
Oberlin Public Library	\$ 57,216	\$ -	\$ 67,941	\$ 59,382	\$ 65,775	\$ -	\$ 65,775
Public Building Commission	-	-	2,152,775	355,979	1,796,796	-	1,796,796
Total Related Municipal Entities	\$ 57,216	\$ -	\$ 2,220,716	\$ 415,361	\$ 1,862,571	\$ -	\$ 1,862,571
Total Reporting Entity (Excluding Agency Funds)	\$ 2,784,060	\$ -	\$ 11,813,683	\$ 8,619,887	\$ 5,977,856	\$ 790,547	\$ 6,768,403

The accompanying notes are an integral part of this financial statement.
See Independent Auditor's Report.

Financial Statement

CITY OF OBERLIN, KANSAS
SUMMARY STATEMENT OF RECEIPTS, EXPENDITURES AND UNENCUMBERED CASH (CONTINUED)
Regulatory Basis
For the Year Ended December 31, 2014

	<u>Ending Cash Balance</u>
Composition of Cash	
Primary Government	
Cash on hand	\$ 750
The Bank, Oberlin, Kansas	
Checking accounts	4,656,559
Savings accounts	154,988
First National Bank, Oberlin, Kansas	
Certificates of deposit	100,000
Total Cash and Investments	<u>\$ 4,912,297</u>
Less: Agency funds - Schedule 3	<u>(6,465)</u>
Total Primary Government	<u>\$ 4,905,832</u>
Related Municipal Entities	
Oberlin Public Library Board	
Cash on hand	\$ -
The Bank, Oberlin, Kansas	
NOW account	14,278
Certificates of deposit	19,054
First National Bank, Oberlin, Kansas	
NOW account	4,465
Certificates of deposit	27,978
Total Oberlin Public Library Board	<u>\$ 65,775</u>
Public Building Commission	
The Bank, Oberlin, Kansas	
NOW account	<u>\$ 1,796,796</u>
Total Related Municipal Entities	<u>\$ 1,862,571</u>
Total Reporting Entity (Excluding Agency Funds)	<u><u>\$ 6,768,403</u></u>

STATEMENT 1
(continued)

The accompanying notes are an integral part of this financial statement.
See Independent Auditor's Report.

Financial Statement

CITY OF OBERLIN, KANSAS
NOTES TO FINANCIAL STATEMENT
December 31, 2014

Note 1: Summary of Significant Accounting Policies

Municipal Financial Reporting Entity

The City of Oberlin, Kansas (the City) operates as a third class city in accordance with the laws of the State of Kansas. The City operates under a mayor-council form of government and provides the following services: public safety (police and fire protection), highways and streets, electricity, water, sewer, sanitation, social, culture and recreation, planning and zoning, public improvements and general administrative services. The financial statement presents the City (the municipality) and two related municipal entities. The following related municipal entities were established to benefit the City and/or its constituents.

Oberlin Public Library

The Oberlin Public Library operates a municipal public library for the City. A seven-member board of trustees is appointed by the City Council to oversee the operation. The City annually levies a tax for the operation of the Library and also provides the facilities. The City can also issue bonded debt for the benefit of the Library. The Library Board must obtain the approval for the acquisition or disposal of real property from the City Council.

Public Building Commission

The City of Oberlin Public Building Commission Board operates the Public Building Commission for the purpose of providing additional and alternative methods for financing certain public buildings. The City levies taxes for the Public Building Commission. Bond issuances must be approved by the City. Complete financial records for the Public Building Commission may be reviewed at the city offices.

Regulatory Basis Fund Types

The following types of funds comprise the financial activities of the City for the year 2014:

General Fund – The chief operating fund. Used to account for all resources except those required to be accounted for in another fund.

Special Purpose Fund – Used to account for the proceeds of specific tax levies and other specific revenue sources (other than Capital Project and tax levies for long-term debt) that are intended for specified purposes.

Capital Project Fund – Used to account for the debt proceeds and other financial resources to be used for acquisition or construction of major capital facilities or equipment.

Business Fund – Funds financed in whole or in part by fees charged to users of the goods or services (i.e. enterprise and internal service fund etc.).

Agency Fund - Used to report assets held by the municipal reporting entity in purely custodial capacity.

Regulatory Basis of Accounting and Departure from Accounting Principles Generally Accepted in the United States of America

The *Kansas Municipal Audit and Accounting Guide* (KMAAG) regulatory basis of accounting involves the recognition of cash, cash equivalents, marketable investments, and certain accounts payable and encumbrance obligations to arrive at a net unencumbered cash and investments balance on a regulatory basis for each fund, and the reporting of changes in unencumbered cash and investments of a fund resulting from the difference in regulatory basis revenues and regulatory basis expenditures for the fiscal year. All recognized assets and liabilities are measured and reported at cost, unless they have been permanently impaired and have no future cash value or represent no future obligation against cash. The KMAAG regulatory basis does not recognize capital assets, long-term debt, accrued receivables and payables, or any other assets, liabilities or deferred inflows or outflows, other than those mentioned above.

The City has approved a resolution that is in compliance with K.S.A. 75-1120a(c), waiving the requirement for application of generally accepted accounting principles and allowing the City to use the regulatory basis of accounting.

CITY OF OBERLIN, KANSAS
NOTES TO FINANCIAL STATEMENT (CONTINUED)
 December 31, 2014

Note 1: Summary of Significant Accounting Policies (Continued)

Budgetary Information

Kansas statutes require that an annual operating budget be legally adopted for the general fund, special purpose funds (unless specifically exempted by statute), bond and interest funds and business funds. Although directory rather than mandatory, the statutes provide for the following sequence and timetable in the adoption of the legal annual operating budget:

1. Preparation of the budget for the succeeding calendar year on or before August 1st.
2. Publication in local newspaper on or before August 5th of the proposed budget and notice of public hearing on the budget.
3. Public hearing on or before August 15th, but at least ten days after publication of notice of hearing.
4. Adoption of the final budget on or before August 25th.

The statutes allow for the governing body to increase the originally adopted budget for previously unbudgeted increases in revenue other than ad valorem property taxes. To do this, a notice of public hearing to amend the budget must be published in the local newspaper. At least ten days after publication, the hearing may be held and the governing body may amend the budget at that time. There were no such budget amendments for this year.

The statutes permit transferring budgeted amounts between line items within an individual fund. However, such statutes prohibit expenditures in excess of the total amount of the adopted budget of expenditures of individual funds. Budget comparison statements are presented for each fund showing actual receipts and expenditures compared to legally budgeted receipts and expenditures.

All legal annual operating budgets are prepared using the regulatory basis of accounting, in which revenues are recognized when cash is received and expenditures include disbursements, accounts payable, and encumbrances, with disbursements being adjusted for prior year's accounts payable and encumbrances. Encumbrances are commitments by the municipality for future payments and are supported by a document evidencing the commitment, such as a purchase order or contract. Any unused budgeted expenditure authority lapses at year end.

A legal operating budget is not required for capital project funds, trust funds, and the following funds:

	<u>Statutory Authority for Exemption</u>
Special Purpose Funds	K.S.A. 79-2925
Centennial Trust	K.S.A. 79-2925
Memorials	K.S.A. 79-2925
Cemetery Directory	K.S.A. 79-2925
Swimming Pool Donations	K.S.A. 79-2925
Risk Management Reserve	K.S.A. 12-2615
Special Law Enforcement Trust	K.S.A. 60-4117
Special Equipment	K.S.A. 12-1117
Gateway Donation	K.S.A. 79-2925
Swimming Pool Reserve	K.S.A. 12-6a16
Business Funds	
Electric Reserve	K.S.A. 12-825d
Customer Deposits	K.S.A. 12-822
Sewer Reserve	K.S.A. 12-631p
Water Project	K.S.A. 12-6a16
Water Reserve	K.S.A. 12-825d

Spending in funds which are not subject to the legal annual operating budget requirement is controlled by federal regulations, other statutes, or by the use of internal spending limits established by the governing body.

CITY OF OBERLIN, KANSAS
NOTES TO FINANCIAL STATEMENT (CONTINUED)
December 31, 2014

Note 2: Stewardship, Compliance and Accountability

Funds with a Deficit Unencumbered Cash Balance - Generally, municipalities are required by K.S.A. 10-1113 to limit fund expenditures to the available monies in that fund. K.S.A. 12-1664, however, provides an exception for those funds which are to be financed by government sources. This exception allows these funds to expend in excess of currently available resources with the expectation that the City will be reimbursed for qualifying grant or project expenditures. The following fund had a deficit of unencumbered cash as of December 31, 2014: Water Project. This deficit will be financed by Kansas Department of Health & Environment Public Water Supply Loan Fund.

Note 3: Deposits and Investments

K.S.A. 9-1401 establishes the depositories which may be used by the City, Library and Public Building Commission. The statute requires banks eligible to hold the City's, Library's and Public Building Commission's funds have a main or branch bank in the county in which the City is located, or in an adjoining county if such institution has been designated as an official depository, and the banks provide an acceptable rate of return on funds. In addition, K.S.A. 9-1402 requires the banks to pledge securities for deposits in excess of FDIC coverage. Neither the City nor the Library or Public Building Commission have other policies that would further limit interest rate risk.

K.S.A. 12-1675 limits the City's, Library's and Public Building Commission's investment of idle funds to time deposits, open accounts, and certificates of deposits with allowable financial institutions; U.S. government securities; temporary notes; no-fund warrants; repurchase agreements; and the Kansas Municipal Investment Pool. Neither the City nor the Library or Public Building Commission have investment policies that would further limit its investment choices.

Concentration of Credit Risk. State statutes place no limit on the amount the City, Library and Public Building Commission may invest in any one issuer as long as the investments are adequately secured under K.S.A. 9-1402 and 9-1405.

Custodial credit risk - deposits. Custodial credit risk is the risk that in the event of a bank failure, the City's, Library's and Public Building Commission's deposits may not be returned to it. State statutes require the City's, Library's and Public Building Commission's deposits in financial institutions to be entirely covered by federal depository insurance or by collateral held under a joint custody receipts issued by a bank within the State of Kansas, the Federal Reserve Bank of Kansas City, or the Federal Home Loan Bank of Topeka, except during "peak periods" when required coverage is 50%. The City, Library or Public Building Commission did not designate any "peak periods" in 2014. All deposits were legally secured at December 31, 2014.

As of December 31, 2014, the City's carrying amount of deposits, including certificates of deposit, was \$4,911,547 and the bank balance was \$4,988,960. The bank balance was held by two banks resulting in a concentration of credit risk. Of the bank balances, \$350,000 was covered by federal depository insurance (FDIC) and \$4,638,960 was collateralized with securities held by the pledging financial institutions' agents in the City's name.

At December 31, 2014, the Library's carrying amount of deposits was \$65,775 and the bank balance was \$67,262. The bank balance was held by one bank resulting in a concentration of credit risk. All of the bank balance was covered by federal depository insurance.

At December 31, 2014, the Public Building Commission's carrying amount of deposits was \$1,796,796 and the bank balance was the same. The bank balance was held by one bank resulting in a concentration of credit risk. Of the total, \$250,000 was covered by FDIC, with the balance collateralized with securities held by the pledging financial institutions' agents in the Public Building Commission's name.

Custodial Credit Risk - Investments. For an investment, this is the risk that, in the event of the failure of the issuer or counterparty, the City, Library or Public Building Commission will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. State statutes require investments to be adequately secured. At December 31, 2014, the City, Library and Public Building Commission held no investments except for certificates of deposit which are considered as a component of deposits.

CITY OF OBERLIN, KANSAS
NOTES TO FINANCIAL STATEMENT (CONTINUED)
December 31, 2014

Note 4: Defined Benefit Pension Plan

The City and Library participates in the Kansas Public Employees Retirement System (KPERs), a cost-sharing multiple-employer defined benefit pension plan as provided by Kansas law. KPERs provides retirement benefits, life insurance, disability income benefits, and death benefits. Kansas law establishes and amends benefit provisions. KPERs issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to KPERs (611 S. Kansas Avenue, Suite 100, Topeka, KS 66503-3803) or by calling 1-888-275-5737.

KSA 74-4919 establishes the KPERs member-employee contribution rate. Effective July 1, 2009, KPERs has two benefit structures and funding depends on whether the employee is a Tier 1 or Tier 2 member. Tier 1 members are active and contributing members hired before July 1, 2009. Tier 2 members were first employed in a covered position on or after July 1, 2009. Kansas law establishes the KPERs member-employee contribution rate at 4% of covered salary for Tier 1 members and at 6% of covered salary for Tier 2 members. The employer collects and remits member-employee contributions according to the provisions of Section 414(h) of the Internal Revenue Code. Kansas law provides that employer contribution rates be determined annually based on the results of an annual actuarial valuation. KPERs is funded on an actuarial reserve basis. Kansas law sets a limitation on annual increases in the employer contribution rates.

Not 5: Other Long-Term Obligations from Operations

Other Post Employment Benefits

As provided by K.S.A. 12-5040, the City allows retirees to participate in the group health insurance plan. While each retiree pays the full amount of the applicable premium, conceptually, the City is subsidizing the retirees because each participant is charged a level premium regardless of age. However, the cost of this subsidy has not been quantified in this financial statement.

Under the Consolidated Omnibus Budget Reconciliation Act (COBRA), the City makes health care benefits available to eligible former employees and eligible dependents. Certain requirements are outlined by the federal government for this coverage. The premium is paid in full by the insured. There is no cost to the City under this program.

Compensated Absences

City of Oberlin

Vacation Pay. Full-time city employees earn one day of vacation for each month worked. Employees who have been employed by the City for more than ten years, but less than fifteen years earn one and one quarter (1 1/4) vacation days per month. Employees who have been employed by the City for more than fifteen years but less than twenty years earn one and one half (1 1/2) vacation days per month. Employees who have been employed by the City for more than twenty years earn one and three quarters (1 3/4) vacation days per month. Vacation can be accumulated up to thirty days.

Sick Pay. Sick leave is granted to employees at a rate of one day per calendar month and may be accumulated to 120 days. The cost of accumulated sick leave is not payable upon termination.

Oberlin Public Library

Vacation Pay. The head librarian earns seven days of vacation in the first year of employment. After the first year of service, the head librarian earns fourteen days of vacation per year. Assistants working fifteen hours or more per week earn three days of vacation in the first year of employment. After the first year of service, assistants working fifteen hours or more per week earn seven days of vacation per year. Assistants with two or more years of service who fall below the fifteen-hour per week may retain the seven days vacation per year benefit at the Board's discretion. Vacation time is not allowed to accumulate and any unused time is forfeited.

Sick Pay. The head librarian earns sick leave at the rate of one day per calendar month and may be accumulated to 120 days. The cost of accumulated sick leave is not payable upon termination.

CITY OF OBERLIN, KANSAS
NOTES TO FINANCIAL STATEMENT (CONTINUED)
December 31, 2014

Note 6: Capital Projects

At year end, capital project authorizations with approved change orders compared with cash disbursements and accounts payable from inception are as follows:

<u>Current Projects</u>	<u>Project Authorization</u>	<u>Expenditures to Date</u>
CDBG Street Project - 2014	\$ 393,856	\$ 18,507
Water Project - New Well Field & Distribution Improvements	6,568,000	4,780,877

Note 7: Interfund Transfers

Operating transfers were as follows:

<u>From</u>	<u>To</u>	<u>Statutory Authority</u>	<u>Amount</u>
General Fund	Special Equipment	K.S.A. 12-1, 117	\$ 25,000
General Fund	Special Street	K.S.A. 12-1, 119	75,000
General Fund	Community Development	K.S.A. 12-1, 118	25,000
Electric Utility	Electric Reserve	K.S.A. 12-825d	75,000
Special Street	CDBG Street	K.S.A. 12-6a16	150,000
Swimming Pool	Swimming Pool Reserve	K.S.A. 12-6a16	25,000
Sewer Utility	Sewer Reserve	K.S.A. 12-631o	40,000
Sewer Utility	Gateway Civic Center	K.S.A. 12-631o	25,000
Water Project	Water Reserve	K.S.A. 12-825d	82,548
Water Utility	Water Project	K.S.A. 12-825d	62,033
Gateway Donation	Gateway Civic Center	K.S.A. 79-2925	75,000
Total Transfers			<u><u>\$ 659,581</u></u>

Note 8: Risk Management

The City is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The City has been unable to obtain worker's compensation insurance at a cost it considered to be economically justifiable. For this reason, the City joined together with other cities in the State to participate in the Kansas Municipal Insurance Trust (KMIT), a municipal group funded pool currently operating as a common risk management and insurance program for 155 members.

The City pays an annual premium to KMIT for its worker's compensation insurance coverage. The agreement to participate provides that KMIT will be self-sustaining through member premiums and will reinsure through commercial companies for claims in excess of \$500,000 for each insured event. Additional premiums may be due if total claims for the pool are different than what has been anticipated by KMIT's management.

The City continues to carry commercial insurance for all other risks of loss, including property, general liability, inland marine, law enforcement liability, underground storage tank liability, airport owners and operators general liability and automobile. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

CITY OF OBERLIN, KANSAS
NOTES TO FINANCIAL STATEMENT (CONTINUED)
December 31, 2014

Note 9: Claims and Judgments

The City participates in federal, state and county programs that are fully or partially funded by grants received from other governmental units. Expenditures financed by grants are subject to audit by the appropriate grantor government. If expenditures are disallowed due to noncompliance with grant program regulations, the City may be required to reimburse the grantor government. As of the date of this report, the grant expenditures have not been audited, but the City believes that disallowed expenditures, if any, based on subsequent audits will not have a material effect of any of the individual government funds or the overall financial position of the City.

During the ordinary course of its operations the City is a party to various claims, legal actions, and complaints. It is the opinion of the City's management and legal counsel that these matters are not anticipated to have a material financial impact on the City.

Note 10: Subsequent Events

Management has evaluated the effects on the financial statement of subsequent events occurring through December 14, 2015, which is the date at which the financial statement was available to be issued.

CITY OF OBERLIN, KANSAS
NOTES TO FINANCIAL STATEMENT (CONTINUED)
December 31, 2014

Note 11: Long-Term Debt Schedule

ISSUE	Interest Rates	Date of Issue	Amount of Issue	Date of Final Maturity	Balance Beginning of Year	Additions	Reductions/ Payments	Net Change	Balance End of Year	Interest Paid
General Obligation Bonds										
Series 2003 Water System Improvements	4.25%	8/15/03	\$ 1,047,800	8/15/37	\$ 635,100	\$ -	\$ 16,100	\$ (16,100)	\$ 619,000	\$ 26,992
Series 2012 Water Treatment System Improvements	2.13%	12/17/12	1,080,000	12/20/52	1,062,599	-	17,771	(17,771)	1,044,828	22,580
Total General Obligation Bonds					<u>\$ 1,697,699</u>	<u>\$ -</u>	<u>\$ 33,871</u>	<u>\$ (33,871)</u>	<u>\$ 1,663,828</u>	<u>\$ 49,572</u>
Capital Leases										
Global MX3 Street Sweeper	2.86%	1/13/12	\$ 160,000	1/17/17	\$ 114,362	\$ -	\$ 31,523	\$ (31,523)	\$ 82,839	\$ 3,047
Caterpillar Wheel Loader	3.20%	12/27/12	135,546	3/12/17	107,557	-	25,632	(25,632)	81,925	3,442
Total Capital Leases					<u>\$ 221,919</u>	<u>\$ -</u>	<u>\$ 57,155</u>	<u>\$ (57,155)</u>	<u>\$ 164,764</u>	<u>\$ 6,489</u>
KDHE Loans										
Water Improvement	2.37%	7/18/13	\$ 7,400,000	2/1/35	\$ -	\$ 4,177,996	\$ -	\$ 4,177,996	\$ 4,177,996	\$ 26,147
Water Pollution	2.77%	5/25/04	1,580,175	3/1/26	1,031,126	-	70,078	(70,078)	961,048	28,080
Total Contractual Indebtedness					<u>\$ 1,031,126</u>	<u>\$ 4,177,996</u>	<u>\$ 70,078</u>	<u>\$ 4,107,918</u>	<u>\$ 5,139,044</u>	<u>\$ 54,227</u>
TOTAL LONG-TERM DEBT - CITY OF OBERLIN					<u>\$ 2,950,744</u>	<u>\$ 4,177,996</u>	<u>\$ 161,104</u>	<u>\$ 4,016,892</u>	<u>\$ 6,967,636</u>	<u>\$ 110,288</u>
Public Building Commission Revenue Bonds										
Series 2014 Revenue Bonds	0.5 - 3.9%	6/1/14	\$ 2,150,000	12/1/28	\$ -	\$ 2,150,000	\$ 135,000	\$ 2,015,000	\$ 2,015,000	\$ 43,116
TOTAL LONG-TERM DEBT - TOTAL REPORTING ENTITY					<u>\$ 2,950,744</u>	<u>\$ 6,327,996</u>	<u>\$ 296,104</u>	<u>\$ 6,031,892</u>	<u>\$ 8,982,636</u>	<u>\$ 153,404</u>

Notes to Financial Statement

CITY OF OBERLIN, KANSAS
NOTES TO FINANCIAL STATEMENT (CONTINUED)
December 31, 2014

Note 12: Maturity of Long-Term Debt

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020-2024</u>	<u>2025-2029</u>	<u>Thereafter</u>	<u>Total</u>
PRINCIPAL									
General obligation bonds									
Series 2003 Water Sewer Improvements	\$ 16,800	\$ 17,500	\$ 18,200	\$ 19,000	\$ 19,800	\$ 112,400	\$ 138,300	\$ 277,000	\$ 619,000
Series 2012 Water Treatment System Improvements	18,148	18,474	18,926	19,329	19,739	105,058	116,770	728,384	1,044,828
Total General Obligation Bonds	<u>\$ 34,948</u>	<u>\$ 35,974</u>	<u>\$ 37,126</u>	<u>\$ 38,329</u>	<u>\$ 39,539</u>	<u>\$ 217,458</u>	<u>\$ 255,070</u>	<u>\$ 1,005,384</u>	<u>\$ 1,663,828</u>
Capital Leases									
Global MX 3 Street Sweeper	\$ 32,431	\$ 33,366	\$ 17,042	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 82,839
Caterpillar Wheel Loader	26,452	27,299	28,174	-	-	-	-	-	81,925
Total Capital Leases	<u>\$ 58,883</u>	<u>\$ 60,665</u>	<u>\$ 45,216</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 164,764</u>
KDHE Loans									
Water Improvement	\$ 116,150	\$ 236,446	\$ 242,082	\$ 247,854	\$ 253,763	\$ 1,362,497	\$ 1,532,840	\$ 1,908,368	\$ 5,900,000 *
Water Pollution	72,032	75,067	76,107	78,230	80,411	436,977	142,224	-	961,048
Total KDHE Loans	<u>\$ 188,182</u>	<u>\$ 311,513</u>	<u>\$ 318,189</u>	<u>\$ 326,084</u>	<u>\$ 334,174</u>	<u>\$ 1,799,474</u>	<u>\$ 1,675,064</u>	<u>\$ 1,908,368</u>	<u>\$ 6,861,048</u>
Revenue Bonds									
Public Building Commission	<u>\$ 125,000</u>	<u>\$ 130,000</u>	<u>\$ 130,000</u>	<u>\$ 130,000</u>	<u>\$ 135,000</u>	<u>\$ 710,000</u>	<u>\$ 655,000</u>	<u>\$ -</u>	<u>\$ 2,015,000</u>
Total Principal - Reporting Entity	<u>\$ 407,013</u>	<u>\$ 538,152</u>	<u>\$ 530,531</u>	<u>\$ 494,413</u>	<u>\$ 508,713</u>	<u>\$ 2,726,932</u>	<u>\$ 2,585,134</u>	<u>\$ 2,913,752</u>	<u>\$ 10,704,640</u>

* This is based on the preliminary amortization schedule. Approximately \$1,500,000 will be forgiven in 2015.

Notes to Financial Statement

CITY OF OBERLIN, KANSAS
NOTES TO FINANCIAL STATEMENT (CONTINUED)
December 31, 2014

Note 12: Maturity of Long-Term Debt (Continued)

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020-2024</u>	<u>2025-2029</u>	<u>Thereafter</u>	<u>Total</u>
INTEREST									
General obligation bonds									
Series 2003 Water Sewer Improvements	\$ 26,308	\$ 25,594	\$ 24,850	\$ 24,076	\$ 23,269	\$ 102,978	\$ 76,986	\$ 53,594	\$ 357,655
Series 2012 Water Treatment System Improvements	22,203	21,817	21,424	21,022	20,611	96,589	84,940	200,136	488,742
Total General Obligation Bonds	<u>\$ 48,511</u>	<u>\$ 47,411</u>	<u>\$ 46,274</u>	<u>\$ 45,098</u>	<u>\$ 43,880</u>	<u>\$ 199,567</u>	<u>\$ 161,926</u>	<u>\$ 253,730</u>	<u>\$ 846,397</u>
Capital Leases									
Global MX 3 Street Sweeper	\$ 2,139	\$ 1,205	\$ 244	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,588
Caterpillar Wheel Loader	2,622	1,775	902	-	-	-	-	-	5,299
Total Capital Leases	<u>\$ 4,761</u>	<u>\$ 2,980</u>	<u>\$ 1,146</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 8,887</u>
KDHE Loans									
Water Improvement	\$ 59,590	\$ 115,647	\$ 110,842	\$ 105,923	\$ 100,887	\$ 424,586	\$ 279,399	\$ 117,917	\$ 1,314,791
Water Pollution	26,126	24,117	22,051	19,929	17,747	53,813	3,986	-	167,769
Total KDHE Loans	<u>\$ 85,716</u>	<u>\$ 139,764</u>	<u>\$ 132,893</u>	<u>\$ 125,852</u>	<u>\$ 118,634</u>	<u>\$ 478,399</u>	<u>\$ 283,385</u>	<u>\$ 117,917</u>	<u>\$ 1,482,560</u>
Revenue Bonds									
Public Building Commission	\$ 53,598	\$ 52,660	\$ 51,360	\$ 49,540	\$ 47,200	\$ 186,855	\$ 64,030	\$ -	\$ 505,243
Total Interest - Reporting Entity	<u>\$ 192,586</u>	<u>\$ 242,815</u>	<u>\$ 231,673</u>	<u>\$ 220,490</u>	<u>\$ 209,714</u>	<u>\$ 864,821</u>	<u>\$ 509,341</u>	<u>\$ 371,647</u>	<u>\$ 2,843,087</u>
TOTAL PRINCIPAL AND INTEREST	<u>\$ 599,599</u>	<u>\$ 780,967</u>	<u>\$ 762,204</u>	<u>\$ 714,903</u>	<u>\$ 718,427</u>	<u>\$ 3,591,753</u>	<u>\$ 3,094,475</u>	<u>\$ 3,285,399</u>	<u>\$ 13,547,727</u>

REGULATORY-REQUIRED SUPPLEMENTAL INFORMATION

CITY OF OBERLIN, KANSAS
SUMMARY OF EXPENDITURES - ACTUAL AND BUDGET
Regulatory Basis

For the Year Ended December 31, 2014

<u>Fund</u>	<u>Certified Budget</u>	<u>Expenditures Chargeable to Current Year</u>	<u>Variance Over (Under)</u>
General Fund	\$ 1,338,722	\$ 1,104,670	\$ (234,052)
Special Purpose Funds:			
Special Street	203,000	189,523	(13,477)
Library	69,100	66,710	(2,390)
Special Parks and Recreation	15,200	1,365	(13,835)
Tourism and Convention Promotion	12,000	11,162	(838)
Gateway Civic Center	166,200	132,653	(33,547)
Community Development	26,288	319	(25,969)
Swimming Pool	2,265,473	259,319	(2,006,154)
Business Funds:			
Electric Utility	2,199,825	2,046,653	(153,172)
Sewer Utility	361,049	339,408	(21,641)
Water Utility	1,037,834	463,091	(574,743)
Sappa Valley Youth Ranch	22,000	-	(22,000)
TOTAL	<u>\$ 7,716,691</u>	<u>\$ 4,614,873</u>	<u>\$ (3,101,818)</u>

CITY OF OBERLIN, KANSAS
GENERAL FUND
SCHEDULE OF CASH RECEIPTS AND EXPENDITURES - ACTUAL AND BUDGET
Regulatory Basis
For the Year Ended December 31, 2014

	<u>Actual</u>	<u>Budget</u>	<u>Variance Over (Under)</u>
CASH RECEIPTS			
Taxes			
Ad Valorem property	\$ 481,008	\$ 503,090	\$ (22,082)
Delinquent	15,363	16,500	(1,137)
Motor vehicle	112,369	114,478	(2,109)
16/20M vehicle	4,835	4,203	632
Recreational vehicle	2,566	2,029	537
Commercial vehicle	4804	-	4,804
Excise	-	37	(37)
Local sales	165,167	149,200	15,967
Intergovernmental			
Local alcoholic liquor	4,866	5,281	(415)
Licenses, Fees, Fines and Permits			
Franchise fees	29,690	40,000	(10,310)
Licenses, permits and cemetery fees	15,122	21,400	(6,278)
Court fines	46,497	32,800	13,697
Use of Money and Property			
Interest on idle funds	4,969	4,000	969
Other			
Swimming pool	-	22,000	(22,000)
Miscellaneous	10,206	-	10,206
Cemetery lots	1,300	2,400	(1,100)
Rentals	7,688	9,530	(1,842)
Insurance reimbursement	3,593	-	3,593
Reimbursed expense - Other	277	-	277
Trash service	164,098	162,000	2,098
Airport fuel sales	21,095	24,150	(3,055)
Donations	1,000	-	1,000
Total Cash Receipts	<u>\$ 1,096,513</u>	<u>\$ 1,113,098</u>	<u>\$ (16,585)</u>

(continued)

CITY OF OBERLIN, KANSAS
GENERAL FUND
SCHEDULE OF CASH RECEIPTS AND EXPENDITURES - ACTUAL AND BUDGET (CONTINUED)
Regulatory Basis
For the Year Ended December 31, 2014

	<u>Actual</u>	<u>Budget</u>	<u>Variance Over (Under)</u>
EXPENDITURES			
General Government			
Personnel services	\$ 76,190	\$ 76,200	\$ (10)
Contractual services	49,711	51,100	(1,389)
Commodities	2,417	4,000	(1,583)
Capital outlay	23	-	23
Miscellaneous	7,516	500	7,016
Total General Government	<u>\$ 135,857</u>	<u>\$ 131,800</u>	<u>\$ 4,057</u>
Police Department			
Personnel services	\$ 220,912	\$ 233,200	\$ (12,288)
Contractual services	79,283	83,600	(4,317)
Commodities	12,710	15,750	(3,040)
Capital outlay	12,748	10,000	2,748
Miscellaneous	380	1,000	(620)
Total Police Department	<u>\$ 326,033</u>	<u>\$ 343,550</u>	<u>\$ (17,517)</u>
Street Department			
Contractual services	\$ 10,088	\$ 21,950	\$ (11,862)
Commodities	22,724	26,775	(4,051)
Capital lease payments	44,262	44,262	-
Miscellaneous	283	-	283
Total Street Department	<u>\$ 77,357</u>	<u>\$ 92,987</u>	<u>\$ (15,630)</u>
Cemetery			
Personnel services	\$ 50,375	\$ 54,600	\$ (4,225)
Contractual services	7,506	11,000	(3,494)
Commodities	8,271	10,000	(1,729)
Miscellaneous	2,793	-	2,793
Total Cemetery	<u>\$ 68,945</u>	<u>\$ 75,600</u>	<u>\$ (6,655)</u>

(continued)

CITY OF OBERLIN, KANSAS
GENERAL FUND
SCHEDULE OF CASH RECEIPTS AND EXPENDITURES - ACTUAL AND BUDGET (CONTINUED)
Regulatory Basis
For the Year Ended December 31, 2014

	<u>Actual</u>	<u>Budget</u>	<u>Variance Over (Under)</u>
EXPENDITURES			
Fire Department			
Personnel services	\$ 9,344	\$ 9,000	\$ 344
Contractual services	1,946	2,100	(154)
Commodities	1,867	1,000	867
Total Fire Department	<u>\$ 13,157</u>	<u>\$ 12,100</u>	<u>\$ 1,057</u>
Park			
Personnel services	\$ 2,726	\$ 4,650	\$ (1,924)
Contractual services	26,280	32,500	(6,220)
Commodities	6,051	10,500	(4,449)
Capital outlay	614	1,000	(386)
Total Park	<u>\$ 35,671</u>	<u>\$ 48,650</u>	<u>\$ (12,979)</u>
Pool			
Personnel services	\$ -	\$ 42,600	\$ (42,600)
Contractual services	-	7,150	(7,150)
Commodities	-	16,900	(16,900)
Miscellaneous	-	100	(100)
Total Pool	<u>\$ -</u>	<u>\$ 66,750</u>	<u>\$ (66,750)</u>
Airport			
Personnel services	\$ 3,153	\$ 3,500	\$ (347)
Contractual services	38,753	11,025	27,728
Commodities	22,405	23,625	(1,220)
Capital outlay	3,402	10,000	(6,598)
Miscellaneous	51	50	1
Total Airport	<u>\$ 67,764</u>	<u>\$ 48,200</u>	<u>\$ 19,564</u>

(continued)

CITY OF OBERLIN, KANSAS
GENERAL FUND
SCHEDULE OF CASH RECEIPTS AND EXPENDITURES - ACTUAL AND BUDGET (CONTINUED)
Regulatory Basis
For the Year Ended December 31, 2014

	<u>Actual</u>	<u>Budget</u>	<u>Variance Over (Under)</u>
EXPENDITURES			
Municipal Court			
Personnel services	\$ 8,292	\$ 7,200	\$ 1,092
Contractual services	11,673	7,100	4,573
Total Municipal	<u>\$ 19,965</u>	<u>\$ 14,300</u>	<u>\$ 5,665</u>
Animal Control			
Personnel services	\$ 13,699	\$ 14,000	\$ (301)
Contractual services	2,924	3,360	(436)
Commodities	571	450	121
Miscellaneous	89	-	89
Total Animal Control	<u>\$ 17,283</u>	<u>\$ 17,810</u>	<u>\$ (527)</u>
Other			
Trash	\$ 161,901	\$ 159,375	\$ 2,526
Appropriations to EDC	42,600	42,600	-
Code enforcement	4,793	6,500	(1,707)
Miscellaneous	119	124,500	(124,381)
Building demolition	225	21,000	(20,775)
Appropriations to Arts and Humanities Commission	8,000	8,000	-
Transfer to Equipment Reserve Fund	25,000	25,000	-
Transfer to Special Street Fund	75,000	75,000	-
Transfer to Community Development Fund	25,000	25,000	-
Total Other	<u>\$ 342,638</u>	<u>\$ 486,975</u>	<u>\$ (144,337)</u>
Adjustment for qualifying budget credits			
Excess reimbursed expense	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ 1,104,670</u>	<u>\$ 1,338,722</u>	<u>\$ (234,052)</u>
RECEIPTS OVER (UNDER) EXPENDITURES	\$ (8,157)		
UNENCUMBERED CASH - JANUARY 1	<u>291,596</u>		
UNENCUMBERED CASH - DECEMBER 31	<u>\$ 283,439</u>		

CITY OF OBERLIN, KANSAS
SPECIAL STREET FUND
SCHEDULE OF CASH RECEIPTS AND EXPENDITURES - ACTUAL AND BUDGET
Regulatory Basis
For the Year Ended December 31, 2014

	<u>Actual</u>	<u>Budget</u>	<u>Variance Over (Under)</u>
CASH RECEIPTS			
State of Kansas	\$ 45,203	\$ 45,850	\$ (647)
Transfer from General Fund	75,000	75,000	-
Total Cash Receipts	<u>\$ 120,203</u>	<u>\$ 120,850</u>	<u>\$ (647)</u>
EXPENDITURES			
Personnel services	\$ 39,523	\$ 43,000	\$ (3,477)
Capital outlay	-	160,000	(160,000)
Transfer to CDBG Street Fund	150,000	-	150,000
Total Expenditures	<u>\$ 189,523</u>	<u>\$ 203,000</u>	<u>\$ (13,477)</u>
RECEIPTS OVER (UNDER) EXPENDITURES	\$ (69,320)		
UNENCUMBERED CASH - JANUARY 1	<u>268,012</u>		
UNENCUMBERED CASH - DECEMBER 31	<u>\$ 198,692</u>		

CITY OF OBERLIN, KANSAS
LIBRARY FUND
SCHEDULE OF CASH RECEIPTS AND EXPENDITURES - ACTUAL AND BUDGET
Regulatory Basis
For the Year Ended December 31, 2014

	Actual	Budget	Variance Over (Under)
CASH RECEIPTS			
Taxes			
Ad Valorem property	\$ 51,285	\$ 53,641	\$ (2,356)
Delinquent	1,481	1,000	481
Motor vehicle	14,190	14,538	(348)
16/20M vehicle	246	534	(288)
Recreational vehicle	326	258	68
Commercial vehicle	610	-	610
Total Cash Receipts	\$ 68,138	\$ 69,971	\$ (1,833)
 EXPENDITURES			
Personnel services	\$ 41,389	\$ 46,000	\$ (4,611)
Contractual services	4,438	4,000	438
Commodities	1,612	2,100	(488)
Capital outlay	558	2,500	(1,942)
Appropriations to Library Board	57,000	57,000	-
Less reimbursed expense	(38,287)	(42,500)	4,213
Total Expenditures	\$ 66,710	\$ 69,100	\$ (2,390)
 RECEIPTS OVER (UNDER) EXPENDITURES	 \$ 1,428		
 UNENCUMBERED CASH - JANUARY 1	 8,761		
 UNENCUMBERED CASH - DECEMBER 31	 \$ 10,189		

CITY OF OBERLIN, KANSAS
SPECIAL PARKS AND RECREATION FUND
SCHEDULE OF CASH RECEIPTS AND EXPENDITURES - ACTUAL AND BUDGET
Regulatory Basis
For the Year Ended December 31, 2014

	Actual	Budget	Variance Over (Under)
CASH RECEIPTS			
Local Alcoholic Liquor Tax	\$ 4,866	\$ 5,281	\$ (415)
Donations	706	-	706
Total Cash Receipts	\$ 5,572	\$ 5,281	\$ 291
 EXPENDITURES			
Contractual services	\$ 1,242	\$ 8,200	\$ (6,958)
Commodities	-	1,500	(1,500)
Capital outlay	-	5,500	(5,500)
Miscellaneous	123	-	123
Total Expenditures	\$ 1,365	\$ 15,200	\$ (13,835)
 RECEIPTS OVER (UNDER) EXPENDITURES	 \$ 4,207		
 UNENCUMBERED CASH - JANUARY 1	 <u>14,961</u>		
 UNENCUMBERED CASH - DECEMBER 31	 <u><u>\$ 19,168</u></u>		

CITY OF OBERLIN, KANSAS
TOURISM AND CONVENTION PROMOTION FUND
SCHEDULE OF CASH RECEIPTS AND EXPENDITURES - ACTUAL AND BUDGET
Regulatory Basis
For the Year Ended December 31, 2014

	Actual	Budget	Variance Over (Under)
CASH RECEIPTS			
Transient Guest Tax	\$ 11,162	\$ 12,000	\$ (838)
EXPENDITURES			
Appropriations to Convention and Visitors Bureau	\$ 11,162	\$ 12,000	\$ (838)
RECEIPTS OVER (UNDER) EXPENDITURES	\$ -		
UNENCUMBERED CASH - JANUARY 1	-		
UNENCUMBERED CASH - DECEMBER 31	\$ -		

CITY OF OBERLIN, KANSAS
GATEWAY CIVIC CENTER FUND
SCHEDULE OF RECEIPTS AND EXPENDITURES - ACTUAL AND BUDGET
Regulatory Basis
For the Year Ended December 31, 2014

	Actual	Budget	Variance Over (Under)
CASH RECEIPTS			
Catering	\$ 36,993	\$ 52,000	\$ (15,007)
Rentals	15,904	15,500	404
Transfer in from Gateway Donation Fund	75,000	75,000	-
Transfer in from Sewer Fund	25,000	25,000	-
Miscellaneous	5,069	4,500	569
Total Cash Receipts	\$ 157,966	\$ 172,000	\$ (14,034)
 EXPENDITURES			
Personnel services	\$ 80,441	\$ 86,200	\$ (5,759)
Commodities	30,505	44,000	(13,495)
Contractual	21,699	35,500	(13,801)
Capital outlay	8	-	8
Miscellaneous	-	500	(500)
Total Expenditures	\$ 132,653	\$ 166,200	\$ (33,547)
 RECEIPTS OVER (UNDER) EXPENDITURES	 \$ 25,313		
 UNENCUMBERED CASH - JANUARY 1	 85,774		
 UNENCUMBERED CASH - DECEMBER 31	 \$ 111,087		

CITY OF OBERLIN, KANSAS
COMMUNITY DEVELOPMENT FUND
SCHEDULE OF CASH RECEIPTS AND EXPENDITURES - ACTUAL AND BUDGET
Regulatory Basis
For the Year Ended December 31, 2014

	<u>Actual</u>	<u>Budget</u>	<u>Variance Over (Under)</u>
CASH RECEIPTS			
Transfer from General Fund	\$ 25,000	\$ 25,000	\$ -
EXPENDITURES			
Contractual	\$ -	\$ 1,288	\$ (1,288)
Capital outlay	319	25,000	(24,681)
Total Expenditures	<u>\$ 319</u>	<u>\$ 26,288</u>	<u>\$ (25,969)</u>
 RECEIPTS OVER (UNDER) EXPENDITURES	 \$ 24,681		
 UNENCUMBERED CASH - JANUARY 1	 <u>4,488</u>		
 UNENCUMBERED CASH - DECEMBER 31	 <u>\$ 29,169</u>		

CITY OF OBERLIN, KANSAS
SWIMMING POOL FUND
SCHEDULE OF CASH RECEIPTS AND EXPENDITURES - ACTUAL AND BUDGET
Regulatory Basis
For the Year Ended December 31, 2014

	Actual	Budget	Variance Over (Under)
CASH RECEIPTS			
Local sales tax	\$ 344,059	\$ 225,000	\$ 119,059
Admissions	8,560	-	8,560
Concessions	4,632	-	4,632
Interest on idle funds	-	2,200	(2,200)
Total Cash Receipts	\$ 357,251	\$ 227,200	\$ 130,051
 EXPENDITURES			
Personnel services	\$ 30,336	\$ -	\$ 30,336
Commodities	13,722	-	13,722
Contractual	10,435	-	10,435
Capital outlay	1,483	2,120,000	(2,118,517)
Miscellaneous	227	-	227
Note interest	43,116	55,473	(12,357)
Note principal	135,000	90,000	45,000
Transfer to Swimming Pool Reserve Fund	25,000	-	25,000
Total Expenditures	\$ 259,319	\$ 2,265,473	\$ (2,006,154)
 RECEIPTS OVER (UNDER) EXPENDITURES	 \$ 97,932		
 UNENCUMBERED CASH - JANUARY 1	 162,835		
 UNENCUMBERED CASH - DECEMBER 31	 \$ 260,767		

CITY OF OBERLIN, KANSAS
ELECTRIC UTILITY FUND
SCHEDULE OF CASH RECEIPTS AND EXPENDITURES - ACTUAL AND BUDGET
Regulatory Basis
For the Year Ended December 31, 2014

	Actual	Budget	Variance Over (Under)
CASH RECEIPTS			
Electric sales	\$ 2,027,576	\$ 2,160,000	\$ (132,424)
Hookup charges and rentals	3,150	500	2,650
Miscellaneous	9,280	-	9,280
Reimbursed expense	11,182	-	11,182
Total Cash Receipts	\$ 2,051,188	\$ 2,160,500	\$ (109,312)
EXPENDITURES			
Personnel services	\$ 271,775	\$ 292,600	\$ (20,825)
Commodities	1,375,026	1,530,000	(154,974)
Contractual	165,060	151,725	13,335
Capital outlay	159,092	150,000	9,092
Miscellaneous	700	500	200
Transfer to Electric Reserve Fund	75,000	75,000	-
Total Expenditures	\$ 2,046,653	\$ 2,199,825	\$ (153,172)
RECEIPTS OVER (UNDER) EXPENDITURES	\$ 4,535		
UNENCUMBERED CASH - JANUARY 1	130,190		
UNENCUMBERED CASH - DECEMBER 31	\$ 134,725		

CITY OF OBERLIN, KANSAS
SEWER UTILITY FUND
SCHEDULE OF CASH RECEIPTS AND EXPENDITURES - ACTUAL AND BUDGET
Regulatory Basis
For the Year Ended December 31, 2014

	Actual	Budget	Variance Over (Under)
CASH RECEIPTS			
Sewer service charges	\$ 289,681	\$ 300,000	\$ (10,319)
Crop share income	14,275	7,880	6,395
Rent	6,900	-	6,900
Reimbursements	330	-	330
Total Cash Receipts	\$ 311,186	\$ 307,880	\$ 3,306
 EXPENDITURES			
Personnel services	\$ 101,118	\$ 118,200	\$ (17,082)
Commodities	11,206	20,000	(8,794)
Contractual	53,053	40,000	13,053
Capital outlay	10,629	9,691	938
Interest	28,080	28,080	-
Principal	70,078	70,078	-
Miscellaneous	244	-	244
Transfer to Sewer Reserve Fund	40,000	50,000	(10,000)
Transfer to Gateway Civic Center Fund	25,000	25,000	-
Total Expenditures	\$ 339,408	\$ 361,049	\$ (21,641)
 RECEIPTS OVER (UNDER) EXPENDITURES			\$ (28,222)
 UNENCUMBERED CASH - JANUARY 1	176,366		
 UNENCUMBERED CASH - DECEMBER 31			\$ 148,144

CITY OF OBERLIN, KANSAS
WATER UTILITY FUND
SCHEDULE OF CASH RECEIPTS AND EXPENDITURES - ACTUAL AND BUDGET
Regulatory Basis
For the Year Ended December 31, 2014

	Actual	Budget	Variance Over (Under)
CASH RECEIPTS			
Water sales	\$ 638,850	\$ 562,235	\$ 76,615
Water dock sales	1,952	1,000	952
Rent	3,385	-	3,385
Miscellaneous	1,625	-	1,625
Reimbursed expense	13,690	-	13,690
Total Cash Receipts	\$ 659,502	\$ 563,235	\$ 96,267
 EXPENDITURES			
Personnel services	\$ 158,932	\$ 139,700	\$ 19,232
Commodities	85,599	93,000	(7,401)
Contractual	37,530	150,000	(112,470)
Capital outlay	25,529	12,000	13,529
Miscellaneous	334	-	334
Capital lease payments	9,691	9,691	-
Loan principal	33,871	33,871	-
Loan interest	49,572	49,572	-
Water project expenses	-	550,000	(550,000)
Transfer to Water Project Fund	62,033	-	62,033
Total Expenditures	\$ 463,091	\$ 1,037,834	\$ (574,743)
 RECEIPTS OVER (UNDER) EXPENDITURES	 \$ 196,411		
 UNENCUMBERED CASH - JANUARY 1	 646,802		
 UNENCUMBERED CASH - DECEMBER 31	 \$ 843,213		

CITY OF OBERLIN, KANSAS
SAPPA VALLEY YOUTH RANCH FUND
SCHEDULE OF CASH RECEIPTS AND EXPENDITURES - ACTUAL AND BUDGET
Regulatory Basis
For the Year Ended December 31, 2014

	Actual	Budget	Variance Over (Under)
CASH RECEIPTS			
Sale of fixed assets	\$ -	\$ -	\$ -
EXPENDITURES			
Contractual	\$ -	\$ 3,000	\$ (3,000)
Commodities	-	1,000	(1,000)
Capital outlay	-	18,000	(18,000)
Total Expenditures	\$ -	\$ 22,000	\$ (22,000)
RECEIPTS OVER (UNDER) EXPENDITURES	\$ -		
UNENCUMBERED CASH - JANUARY 1	22,302		
UNENCUMBERED CASH - DECEMBER 31	\$ 22,302		

CITY OF OBERLIN, KANSAS
ANY NON-BUDGETED FUND
SCHEDULE OF CASH RECEIPTS AND EXPENDITURES
Regulatory Basis
For the Year Ended December 31, 2014

	<u>Centennial Trust</u>	<u>Memorials</u>	<u>Airport Project</u>	<u>CDBG Street Grant</u>
CASH RECEIPTS				
Donations	\$ -	\$ 2,864	\$ -	\$ -
Federal grants	-	-	12,893	-
Transfer from Special Street Fund	-	-	-	150,000
Total Cash Receipts	<u>\$ -</u>	<u>\$ 2,864</u>	<u>\$ 12,893</u>	<u>\$ 150,000</u>
EXPENDITURES				
Contractual services - Local funds	\$ -	\$ -	\$ -	\$ 18,507
Capital outlay	144	5,229	-	-
Total Expenditures	<u>\$ 144</u>	<u>\$ 5,229</u>	<u>\$ -</u>	<u>\$ 18,507</u>
RECEIPTS OVER (UNDER) EXPENDITURES	\$ (144)	\$ (2,365)	\$ 12,893	\$ 131,493
UNENCUMBERED CASH - JANUARY 1	<u>545</u>	<u>7,983</u>	<u>(12,893)</u>	<u>-</u>
UNENCUMBERED CASH - DECEMBER 31	<u>\$ 401</u>	<u>\$ 5,618</u>	<u>\$ -</u>	<u>\$ 131,493</u>

CITY OF OBERLIN, KANSAS
ANY NON-BUDGETED FUND
SCHEDULE OF CASH RECEIPTS AND EXPENDITURES
Regulatory Basis
For the Year Ended December 31, 2014

	<u>Risk Management Reserve</u>	<u>Special Law Enforcement Trust</u>	<u>Special Equipment</u>	<u>Swimming Pool Donations</u>
CASH RECEIPTS				
Interest on idle funds	\$ -	\$ 30	\$ -	\$ 23
Donations	-	-	-	52,027
Transfer from General Fund	-	-	25,000	-
Total Cash Receipts	<u>\$ -</u>	<u>\$ 30</u>	<u>\$ 25,000</u>	<u>\$ 52,050</u>
EXPENDITURES				
Capital outlay	\$ -	\$ 6,950	\$ -	\$ 1,512
Total Expenditures	<u>\$ -</u>	<u>\$ 6,950</u>	<u>\$ -</u>	<u>\$ 1,512</u>
RECEIPTS OVER (UNDER) EXPENDITURES	\$ -	\$ (6,920)	\$ 25,000	\$ 50,538
UNENCUMBERED CASH - JANUARY 1	<u>101,255</u>	<u>54,432</u>	<u>134,059</u>	<u>13,550</u>
UNENCUMBERED CASH - DECEMBER 31	<u><u>\$ 101,255</u></u>	<u><u>\$ 47,512</u></u>	<u><u>\$ 159,059</u></u>	<u><u>\$ 64,088</u></u>

CITY OF OBERLIN, KANSAS
ANY NON-BUDGETED FUND
SCHEDULE OF CASH RECEIPTS AND EXPENDITURES
Regulatory Basis
For the Year Ended December 31, 2014

	<u>Sewer Reserve</u>	<u>Electric Reserve</u>	<u>Water Reserve</u>	<u>Customer Deposits</u>
CASH RECEIPTS				
Deposits	\$ -	\$ -	\$ -	\$ 23,586
Transfer from Sewer Utility Fund	40,000	-	-	-
Transfer from Electric Utility Fund	-	75,000	-	-
Transfer from Water Project Fund	-	-	82,548	-
Total Cash Receipts	<u>\$ 40,000</u>	<u>\$ 75,000</u>	<u>\$ 82,548</u>	<u>\$ 23,586</u>
EXPENDITURES				
Capital outlay	\$ -	\$ 38,687	\$ -	\$ -
Deposit refunds	-	-	-	23,586
Total Expenditures	<u>\$ -</u>	<u>\$ 38,687</u>	<u>\$ -</u>	<u>\$ 23,586</u>
RECEIPTS OVER (UNDER) EXPENDITURES	\$ 40,000	\$ 36,313	\$ 82,548	\$ -
UNENCUMBERED CASH - JANUARY 1	<u>867,976</u>	<u>689,932</u>	<u>105,000</u>	<u>-</u>
UNENCUMBERED CASH - DECEMBER 31	<u>\$ 907,976</u>	<u>\$ 726,245</u>	<u>\$ 187,548</u>	<u>\$ -</u>

CITY OF OBERLIN, KANSAS
ANY NON-BUDGETED FUND
SCHEDULE OF CASH RECEIPTS AND EXPENDITURES
Regulatory Basis
For the Year Ended December 31, 2014

	<u>Gateway Donation</u>	<u>Cemetery Directory</u>	<u>Water Project</u>	<u>Swimming Pool Reserve</u>
CASH RECEIPTS				
Interest on idle funds	\$ 286	\$ -	\$ -	\$ -
Loan proceeds	-	-	4,177,996	-
Transfer from Water Utility Fund	-	-	62,033	-
Transfer from Swimming Pool Fund	-	-	-	25,000
Total Cash Receipts	<u>\$ 286</u>	<u>\$ -</u>	<u>\$ 4,240,029</u>	<u>\$ 25,000</u>
NON-FEDERAL EXPENDITURES				
Contractual	\$ 2,591	\$ -	\$ 2,529	\$ -
Capital outlay	2,924	-	-	-
Loan interest	-	-	26,147	-
Transfer to Gateway Civic Center Fund	75,000	-	-	-
Transfer to Water Reserve Fund	-	-	82,548	-
Total Non-Federal Expenditures	<u>\$ 80,515</u>	<u>\$ -</u>	<u>\$ 111,224</u>	<u>\$ -</u>
FEDERAL EXPENDITURES				
Contractual	\$ -	\$ -	\$ 229,933	-
Land easement	-	-	13,500	-
Bond issue costs	-	-	18,500	-
Administration	-	-	127	-
Capital outlay	-	-	3,041,239	-
Total Federal Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,303,299</u>	<u>\$ -</u>
Total Expenditures	\$ 80,515	\$ -	\$ 3,414,523	\$ -
RECEIPTS OVER (UNDER) EXPENDITURES	\$ (80,229)	\$ -	\$ 825,506	\$ 25,000
UNENCUMBERED CASH - JANUARY 1	<u>333,561</u>	<u>10</u>	<u>(1,380,653)</u>	<u>-</u>
UNENCUMBERED CASH - DECEMBER 31	<u>\$ 253,332</u>	<u>\$ 10</u>	<u>\$ (555,147)</u>	<u>\$ 25,000</u>

CITY OF OBERLIN, KANSAS
AGENCY FUNDS
SCHEDULE OF CASH RECEIPTS AND EXPENDITURES
Regulatory Basis
For the Year Ended December 31, 2014

<u>Fund</u>	<u>Beginning Cash Balance</u>	<u>Cash Receipts</u>	<u>Cash Disbursements</u>	<u>Ending Cash Balance</u>
Flexible spending account	\$ 45	\$ 6,981	\$ 6,854	\$ 172
Payroll clearing	10,237	36,543	45,873	907
Fire insurance proceeds	5,386	-	-	5,386
Total	<u>\$ 15,668</u>	<u>\$ 43,524</u>	<u>\$ 52,727</u>	<u>\$ 6,465</u>

SINGLE AUDIT SECTION

CITY OF OBERLIN, KANSAS
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
 For the Year Ended December 31, 2014

<u>Federal Grantor/Pass-Through Grantor/Program Title</u>	<u>Federal CFDA Number</u>	<u>Federal Expenditures</u>
U.S. Department of Agriculture Water and Waste Disposal Loans and Grants	66.468	\$ 3,303,299 *
Total Expenditures of Federal Awards		\$ 3,303,299

* Federal expenditures for the water project were paid from the Water Project Fund.

CITY OF OBERLIN, KANSAS
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
December 31, 2014

Note A - Basis of Presentation

The accompanying Schedule of Expenditures of Federal Awards includes the federal grant activity of the City under programs of the federal government for the year ended December 31, 2014. The information in this schedule is presented in accordance with the requirements of the Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

Note B - Summary of Significant Accounting Policies

Expenditures reported on the Schedule of Expenditures of Federal Awards is prepared using the regulatory basis of accounting to comply with the cash basis laws of the State of Kansas. Expenditures include disbursements, accounts payable, and encumbrances, with disbursements being adjusted for prior year's accounts payable and encumbrances.

Note C - Local Government Contributions

Local cost sharing, as defined by the OMB Circular A-102, Attachment F, is required by certain federal grants. The amount of cost sharing varies with each program. Only the federal share of expenditures is presented in the Schedule of Expenditures of Federal Awards.

CITY OF OBERLIN, KANSAS
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
 For the Year Ended December 31, 2014

Section I - Summary of Auditor's Results

Financial Statements

In accordance with the statutory basis of accounting described in Note 1 to the financial statement.

Internal control over financial reporting:

- Material weaknesses identified? Yes No
- Significant deficiencies identified that are not considered to be material weaknesses? Yes None reported
- Noncompliance material to financial statements noted? Yes No

Federal Awards

Internal controls over major programs:

- Material weaknesses identified? Yes No
- Significant deficiencies identified that are not considered to be material weaknesses? Yes None reported

Type of auditor's report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with OMB Circular A-133, Section 510(a)? Yes No

Identification of major programs:

Name of Federal program or Cluster	CFDA Number
Water and Waste Disposal Loans and Grants	66.468

Dollar threshold used to distinguish between Type A and Type B programs: \$ 300,000

Auditee qualified as a low-risk auditee? Yes No

Section II - Federal Award Findings and Questioned Costs

No matters were reported.

Section III - Summary Schedule of Prior Year Findings

Not applicable.

New Agenda Item Number 2

Consider and approve annual reviewed local Cereal Malt Beverage (CMB) and Liquor Licenses.

KEEP THIS POSTED CONSPICUOUSLY AT ALL TIMES

2016 CLASS "A" LICENSE

FEE \$100

TO ALL WHOM IT MAY CONCERN:

Occupation or License is hereby granted to AMERICAN LEGION POST #70 holder of CLASS "A" Club Licenses No. 05074010104 for the year beginning January 1, 2016.

Located at **114 S Rodehaver**, in the **City of OBERLIN** at Decatur County, Kansas.

Same having been approved by the governing body of said City as provided by the Laws of Kansas, K.S.A. 41-2622, and the rules, regulations and ordinances pertaining thereto.

This License will expire **December 31, 2016**, unless sooner revoked, is not transferable, nor will any refund of the fee be allowed thereon.

Give under our hands and the corporate seal of said City, this _____

Day of **December, 2015**.

Mayor

(Seal)

License Collector - Clerk

Treasurer

RECEIPT – OCCUPATION TAX

FEE \$300

Received of

Fine Spirits

Holder of Retail Liquor License No. 01074000404

Occupation Tax for year beginning **January 1, 2016** and ending **December 31, 2016.**

Located at 800 N Penn, in the **City of OBERLIN** at Decatur County, Kansas

APPROVED

License Collector - Clerk

Treasurer

RECEIPT – OCCUPATION TAX

FEE \$300

Received of

Kuhlman Retail Liquor

Holder of Retail Liquor License No. 01074000204

Occupation Tax for year beginning **January 1, 2016** and ending **December 31, 2016.**

Located at 141 E Commercial, in the **City of OBERLIN** at Decatur County, Kansas

APPROVED

License Collector - Clerk

Treasurer

New Business

Agenda Item No. 3

Consider and accept a bid for the Gateway Convention Center front entry
roof repair.



Memo

To: Mayor Wendelin, Councilmembers, City Attorney Steve Hirsch and City Administrator Pete Kampfer

From: Sandy Rush, Clerk

Date: December 4, 2015

Time: 2:30 pm

Regarding: Front Entry-way Gateway Convention Center Roof Repair, RFP No. 2 for the City of Oberlin

Present: City Administrator Pete Kampfer, Steve Zodrow and Sandy Rush

Bidder: Roofmasters Roofing Co., Inc., Colby KS

Bid Amount: \$12,718.00

Comments: We only received one bid and it is an acceptable proposal.

Sandy Rush

City Clerk
City of Oberlin
1 Morgan Drive
Oberlin, KS 67749
[785-475-2217](tel:785-475-2217)



Date: 12-15-2015

To: Oberlin City Mayor, Council

From: Pete Kampfer, CPM

Subject: Use of Bremer Trust Fund to Repair the Gateway Front Cupola Roof as the sole source service provider.

This is a request to utilize \$12,718.00 from the Bremer (Gateway) Trust Fund to repair the Oberlin Gateway Front Cupola Roof: Provide the labor, equipment, and material to repair the leak. We propose that Roofmaster Roof Repair (Colby) conduct the repair.

Due to the geographical proximity of Roofmaster Roof Repair (Colby), as it relates to Oberlin, and their service history concerning the referenced roof, please confirm the designation of Roofmaster Roof Repair as the Sole Source Maintenance Provider in this matter.

An auditor's explanation for the use of Trust Funds:

(Trust funds are used to make sure that monies collected for specific purposes are used for that purpose. They are held at the municipal level so that the receipts and expenditures are accounted for using the same procedures as any other municipal receipt or expenditure. It also assures that the governing body approves of anything that affects municipal property. It also provides accountability of those funds and includes them in the audited financial activity of the municipality.)

**City of Oberlin
1 Morgan Drive
Oberlin, Kansas 67749
785-447-2217**

REQUEST FOR PROPOSAL

The City of Oberlin, will be accepting bid proposals for the front entry way Gateway Convention Center roof repair. All proposals must be submitted in a sealed envelope plainly marked:

“Front Entry-way Gateway Convention Center Roof Repair, RFP No. 2”
City of Oberlin
1 Morgan Drive
Oberlin, Kansas 67749
Attn: Pete Kampfer

All bid proposals must be received no later than **December 4, 2015 at 2:30 PM**

All bid proposals must be made on the proposal form supplied, and the proposal form must be completed fully when submitted.

**City of Oberlin
RFP No. 2**

**REQUEST FOR PROPOSAL
Front Gateway
Roof Replacement**

City of Oberlin

I. INTRODUCTION

The City of Oberlin is soliciting Statements of Qualifications and Requests for Proposals for the front Gateway Roof Replacement at the Gateway Convention Center.

II. SCOPE OF SERVICES

1. The City of Oberlin will engage the services of one contractor for the following:

- Remove existing roofing panels from cupola roof.
- Install shim boards to build out roof edge to match lower walls.
- Install new insulation between windows and new wall panels.
- Install new bridged s-deck wall panels to match existing panels.
- Manufacture and install new standing seam roof panels.
- Manufacture and install all necessary trim components for a watertight seal.
- Clean and haul debris to landfill.

A. General Notes

1. Contractor to field verify existing conditions.
2. Coordinate schedule with facility manager.
3. Contractor responsible for daily removal of all construction debris. If applicable, contractor is to separate debris and recycle all demolition metals and piping materials as directed by the owner.
4. Contractor is responsible for all OSHA safe work practices.

B. Quality of Work

1. Contractor shall verify all existing conditions as there may be various conditions at the site which do not show. It is important that each contractor visit the site to become acquainted with the existing conditions, and to take these conditions into consideration when preparing their proposal. Each contractor shall obtain any information or make any measurement desired. Lack of knowledge relative to the existing site conditions will not be allowed as a basis for extra compensation.
2. Where two or more items of the same type of equipment are required, the product of one manufacturer shall be used.
3. All workmanship, materials, and equipment shall be guaranteed for a period of one year after acceptance by the owner.

C. Codes/Permits

1. Work shall be performed in strict accordance with the underwriter's laboratory standards and all municipal, state and other authorities' regulations. Public and private having jurisdiction.
2. All necessary fees, permits, and approvals as required by the work specifications, shall be obtained and paid for by the Contractor.
3. Nothing contained in the specifications shall be construed to conflict with applicable portions of any laws, ordinances, regulations, or codes.

D. Coordination of Work

1. Take all necessary measurements at the building.

III. EXPERIENCE, REFERENCES, and EQUIPMENT

If applicable, the contractor shall provide a summary of experience that pertains to the disciplines described in section II. The contractor shall provide brief summaries of the location and scope of similar projects performed elsewhere for state, municipal, and/or private clients.

IV. TIMEFRAME

The City will specify when work will begin and an authorization to proceed will be issued. When work begins, the City expects the Contractor to work diligently to complete all tasks without delay. If applicable, the Contractor shall work closely with any representatives authorized by the City to ensure all work is done in conformance to the City's specifications. The roof replacement project is the City's decision in its sole discretion to proceed with the project.

V. INSURANCE

The Contractor shall include evidence of insurance including but not limited to general liability, property and casualty, errors and omissions, and worker's compensation insurance. This evidence shall be shown on a certificate of insurance issued by the Contractor's insurance carrier(s). (See Sample Insurance Certificate Attached.)

VI. SUBMISSION INFORMATION

Proposals must be received by the City Clerk's Office, City of Oberlin, 1 Morgan Drive, Oberlin, KS 67749 **no later than December 4, 2015 at 2:30 PM.**

PROPOSAL FORM

VENDOR: _____

CONTACT PERSON: _____

SIGNATURE: _____

ADDRESS: _____

Area
Code

TELEPHONE: () _____ FAX: _____

Multipurpose Room Roof Replacement

Item	Proposed Bid in Words	Proposed Bid in Figures
a. materials		
b. equipment fees (if applicable)		
c. labor		
d. trucking (if applicable)		
e. others		

Total Amount in Figures: _____

(Sum items a-e)

Total Amount in Words: _____

Work must be performed and completed prior to and no later than thirty (30) days following the start of the job unless permission for an extension is granted, in writing, by the City Council.

INSTRUCTIONS TO CONTRACTORS

PREPARATION OF PROPOSAL

1. The Contractor shall submit her/his proposal upon the Proposal Form included in this RFP packet. The Contractor shall specify a unit price, both in words and figures if requested, for each pay item for which a quantity is given. All words and figures shall be in ink or typed.
2. If a unit price or lump sum amount already entered by the Contractor on the proposal form is to be altered, it should be crossed out with ink, the new unit price or lump sum amount entered above or below it, and initialed by the Contractor, also with ink. In case of discrepancy between the prices written in words and those written in figures, the prices written in words shall govern.
3. The Contractor's proposal must be signed with ink by the individual, by one or more members of the partnership, by one or more members or officers of each firm representing a joint venture, by one or more officers of a corporation, or by an agent of the contractor legally qualified and acceptable to the owner. If the proposal is made by an individual, his name and post office address must be shown; by a partnership, the name and post office address of each partnership member must be shown; as a joint venture, the name and post office address of each must be shown; by a corporation, the name of the corporation and its business address must be shown, together with the name of the state in which it is incorporated, and the names, titles, and business addresses of the President, Secretary, and Treasurer.
4. All questions shall be submitted in writing to the City Administrator. The City will then forward both the question and the City's response to the question to all prospective contractors.

IRREGULAR PROPOSALS

Proposals will be considered irregular and may be rejected for any of the following reasons:

1. If the proposal is on a form other than that furnished by the Owner or if the form is altered or any thereof is detached.
2. If there are unauthorized additions, conditional or alternate bids, or irregularities of any kind which may tend to make the proposal incomplete, indefinite or ambiguous as to its meaning.
3. If the Contractor adds any provisions reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.
4. If the proposal does not contain a unit price for each pay item listed, except in the case of authorized, alternate pay items.

DELIVERY OF PROPOSALS

When sent by mail, the sealed proposal shall be addressed to the owner at the address and in the care of the official in whose office the proposals are to be received. All proposals shall be filed prior to the time and at the place specified in the invitation for proposals. Proposals received after the time for opening will be returned to the Contractor, unopened. Faxed and emailed proposals are not acceptable.

WITHDRAWAL OF PROPOSALS

A Contractor will be permitted to withdraw his/her proposal unopened after it has been deposited if such request is received in writing prior to the time specified for opening the proposals.

PUBLIC OPENING OF PROPOSALS

Proposals will be read publicly at the first available City Council Meeting following the closing date of the Request for Proposal. Contractors, their authorized agents, and other interested parties are invited to be present.

DISQUALIFICATION OF CONTRACTORS

Either of the following reasons may be considered as being sufficient for the disqualification of a contractor and the rejection of his proposal or proposals:

1. Evidence of collusion among contractors.
2. Failure to supply complete information as requested by the specifications.

AWARD AND EXECUTION OF CONTRACT

CONSIDERATION OF PROPOSALS

1. Proposals will be made public at the time of opening and may be reviewed only after they have been properly recorded. In case of discrepancy between the prices written in words and those written in figures, the prices written in words shall govern. In case of a discrepancy between the total shown in the proposal and that obtained by adding the products of the quantities of items and unit bid prices, the latter shall govern.
2. The City reserves the right to accept or reject any or all proposals, to negotiate with any or all qualified Contractors, and to waive any informalities in the Request for Proposals process, and to enter into a contract with the Contractor whom the City in its sole discretion determines is in the best interests of the City even though the Contractor may not submit the lowest bid or proposal. The City further reserves the right to award the contract on a split order basis, lump sum, or individual item basis, or such combination as shall best serve the interests of the City. Under no circumstances shall the City be responsible for the cost of preparing any bid or proposal.

AWARD OF CONTRACT

The project and the City's decision is at its sole discretion to proceed with the project. If a contract is to be awarded, the award will be made to a responsible and qualified contractor whose proposal complies with all the requirements prescribed as soon as practical after the proposal opening. No proposal shall be withdrawn for a period of sixty (60) days subsequent to the opening without the consent of the City Council. The successful contractor will be notified, by the form mailed to the address on his proposal, that his/her proposal has been accepted and that he/she has been awarded the contract.

CANCELLATION OF AWARD

The City reserves the right to cancel the award of any contract at any time before the execution of such contract by all parties without any liability against the City.

PROPOSAL EVALUATION

In addition to the proposal amount, additional factors will be considered as an integral part of the evaluation process, including, but not limited to:

1. The contractor's ability, capacity, and skill to perform within the specified time limits.
2. The contractor's experience, reputation, efficiency, judgment, and integrity.
3. The quality, availability and adaptability of the supplies and materials sold.
4. Contractor's last performance.
5. Sufficiency of contractor's financial resources to fulfill the contract.
6. Contractor's ability to provide future maintenance and/or services.
7. Other applicable factors as the City determines necessary and/or appropriate (such as compatibility with existing equipment).

CONDITIONS AT SITE

Contractors must visit the site and shall be responsible for having ascertained pertinent local conditions, such as: location, accessibility and general character of the site. The character and extent of existing work within or adjacent to the site, and any other work being performed thereon at the time of the submission of his/her proposal.

LAWS, PERMITS AND REGULATIONS

1. The Contractor shall obtain and pay for all licenses and permits as may be required of him by law, and shall pay for all fees and charges for connection to outside services, and use of property other than the site of the work for storage of materials or other purposes.
2. The Contractor shall comply with all State and local laws, ordinances, regulations and

requirements applicable to work hereunder, including building code requirements. If the Contractor ascertains at any time that any requirement of this Contract is at variance with applicable laws, ordinances, regulations or building code requirements, he/she shall promptly notify the City of Oberlin in writing.

CONTRACTOR'S AND SUBCONTRACTOR'S INSURANCE

1. The Contractor shall deliver at the time of execution of the Contract, certificates of all insurance required hereunder and shall be reviewed prior to approval by the City of Oberlin. The certificates of insurance shall contain the description of the Project, and shall state that the companies issuing insurance will endeavor to mail to the City of Oberlin ten (10) days notice of cancellation, alteration or material change of any listed policies. The Contractor shall keep in force the insurance required herein for the period of the Contract. At the request of the City of Oberlin, the Contractor shall promptly make available a copy of any and all listed insurance policies. The requested insurance must be written by a Company licensed to do business in Kansas at the time the policy is issued.
2. The City of Oberlin, Kansas, shall be listed as additional insured on all the Certificates of Insurance.
3. The Contractor shall require each Subcontractor employed on the Project to maintain the coverage listed below unless the Contractor's insurance covers activities of the Subcontractor on the Project.
4. No operations under this Contract shall commence until certificates of insurance attesting to the below-listed requirements have been filed with and approved by a member of the Council. (See attached sample insurance certificate.)
 - a. Workmen's Compensation Insurance
Limit of Liability (as required by statute) - \$100,000/\$500,000/\$100,000 per accident
 - b. Commercial General Liability
Limits of Liability
Commercial General Liability: \$1,000,000 per occurrence, \$2,000,000 aggregate
 - c. Automobile Liability
Limits of Liability - \$1,000,000 per accident (all owned, hired, scheduled or non-owned)
5. The Contractor shall indemnify, defend, and save harmless the City of Oberlin and its agents and employees from and against any suit, action or claim of loss or expenses because of bodily injury. Including death at any time resulting there from, sustained by any person or persons or on account of damage to property, including loss of use thereof, whether caused by or contributed to by said City of Oberlin, its agents, employees or others.

ACCIDENT PROTECTIONS

It is a condition of this Contract, and shall be made a condition of each subcontract entered into pursuant to the Contract: that a Contractor and any Subcontractors shall not require any laborer

or mechanic employed in the performance of the Contract to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous to health or safety as determined by construction safety and health standards of the Occupational Safety and Health Administration, United States Department of Labor, which standards include, by reference, the established Federal Safety and Health regulations for Construction. These standards and regulations comprise Part 1910 and Part 1926, respectively of Title 29 of the Code of Federal Regulations and are set forth in the Federal Register. In the event any revisions in the Code of Federal Regulations are published, such revisions will be deemed to supersede the appropriate Part 1910 and Part 1926, and will be effective as of the date set forth in the revised regulation.

SUBCONTRACTS

1. Nothing contained in the Specifications shall be construed as creating any contractual relationship between any Subcontractor and the City of Oberlin. The Division or Sections of the Specifications are not intended to control the Contractor in dividing the work among Subcontractors or to limit the work performed by any trade.
2. The Contractor shall be as fully responsible to the City of Oberlin for the acts and omissions of Subcontractors and of persons employed by him, as he is responsible for the acts and omissions of persons directly employed by him.

PROTECTION OF WORK AND PROPERTY

The Contractor shall, at all times, safely guard the City's property from injury or loss in connection with this Contract. He shall, at all times, safely guard and protect his own work and that of adjacent property from damage. All passageways, guard fences, lights and other facilities required for protection by State or Municipal laws, regulations and local conditions must be provided and maintained.

USE OF PREMISES AND REMOVAL OF DEBRIS

The Contractor expressly undertakes at his own expense:

1. To take every precaution against injuries to persons or damage to property;
2. To comply with the regulations governing the operations of premises which are occupied and to perform his Contract in such a manner as not to interrupt or interfere with the operation of the Institution;
3. To perform any work necessary to be performed after working hours or on Sunday or legal holidays without additional expense to the City, but only when requested to do so by the City;
4. To store his apparatus, materials, supplies and equipment in such orderly fashion at the site of the work as will not unduly interfere with the progress of his work or the work of any other Contractors;
5. Daily to clean up and legally dispose of (away from the site), all refuse, rubbish, scrap materials and debris caused by this operation. This includes milk cartons, paper cups and food wrappings left by his employees, to the end that at all times the site of the work shall present a neat, orderly and workmanlike appearance;
6. All work shall be executed in a workmanlike manner by experienced mechanics in accordance with the most modern mechanical practice and shall represent a neat appearance when completed.

MATERIALS AND WORKMANSHIP

Unless otherwise specified, all materials and equipment incorporated into the work under the Contract shall be new. All workmanship shall be first class and by persons qualified in their respective trades.

Where the use of optional materials or construction method is approved, the requirements for workmanship, fabrication and installation indicated for the prime material or construction method shall apply wherever applicable. Required and necessary modifications and adjustments resulting from the substitution or use of an optional material or construction method shall be made at no additional cost to the City.

STANDARDS

1. Materials specified by reference to the number, symbol or title of a specific standard, such as a Commercial Standard, a Federal Specification, Department's Standard Specifications, a trade association standard or other similar standard shall comply with requirements in the latest revision thereof and any amendment or supplement thereto in effect on the date of advertisement, except as limited to type, class or grade or modified in such reference.
2. Reference in the Specifications to any article, device, product, material, fixture, form or type of construction by name, make or catalog number shall be interpreted as establishing a standard of quality and shall not be construed as limiting competition. In such cases, the Contractor may, at his option, use any articles, device, product, material fixture, form or type of construction which in the judgment of the City expressed in writing to all Contractors before opening of proposals as an addendum, is an acceptable substitute to the specified.
3. Substitution During Proposal Time: Whenever any particular brand or make of material or apparatus is called for in the Specifications, a Contractor's Proposal must be based upon such material or apparatus, or upon a brand or make of equal or greater value proven by the submitting contractor and specifically approved as a substitution by the City of Oberlin, Council, or in an Addendum issued to all Contractors during the proposal time.
4. The intent is that the brand or make of material or apparatus, which is called for herein, establishes a standard of excellence.
5. Substitution After Proposal Opening: No substitutions will be considered after proposals have been opened unless necessary due to strikes, lockouts, bankruptcy or discontinuance of manufacture, etceteras. In such cases, the Contractor shall apply to the City, in writing within ten (10) days of his/her realizing his/her inability to furnish the article specified, describing completely the substitution he/she desires to make.

EXTRAS

Except as otherwise herein provided, no charge for any extra work or material will be allowed unless the Oberlin Council has ordered the same, in writing.

GUARANTEE OF WORK

1. Except as otherwise specified, all work shall be guaranteed by the Contractor against defects resulting from the use of inferior materials, equipment or workmanship for one (1) year from the Date of Final Acceptance.
2. Make good any work or material, or the equipment and contents of said building or site disturbed in fulfilling any such guarantee.

3. In any case, wherein fulfilling the requirements of the Contract or of any guarantee, should the Contractor disturb any work guaranteed under another contract, the Contractor shall restore such disturbed work to a condition satisfactory to the City. And the Contractor shall guarantee such restored work to the same extent as it was guaranteed under such other contracts.
4. If the Contractor, after notice, fails to proceed promptly to comply with the terms of the guarantee, the City of Oberlin may have the defects corrected and the Contractor shall be liable for all expenses incurred.

All special guarantees applicable to definite parts of the work that may be stipulated in the Specifications or other papers forming a part of the Contract shall be subject to the terms of this paragraph during the first year of the life of such special guarantee.

DEFAULT AND TERMINATION OF CONTRACT

If the Contractor:

1. Fails to begin work under Contract within the time specified in the notice to proceed; or
2. Fails to perform the work with sufficient workmen and equipment, or with sufficient materials to assume prompt completion of said work; or
3. Performs the work unsuitably or neglects or refuses to remove materials or to perform such work as may be rejected as unacceptable and unsuitable; or
4. Discontinues the prosecution of the work; or
5. Fails to resume work, which has been discontinued, within a reasonable time after notice to do so; or
6. Becomes insolvent or has declared bankruptcy, or commits any act of bankruptcy or insolvency; or
7. Makes an assignment for the benefit of creditors; or
8. For any other causes whatsoever, fails to carry on the work in an acceptable manner, the City of Oberlin will give notice, in writing, to the Contractor for such delay, neglect, and default.

If the Contractor does not proceed in accordance with the Notice, then the City of Oberlin will have full power and authority without violating the Contract to take the prosecution of the work out of the hands of the Contractor. The City of Oberlin may enter into an agreement for the completion of said Contract according to the terms and conditions thereof, or use such other methods as in his opinion will be required for the completion of said Contract in an acceptable manner.

All extra costs and charges incurred by the City of Oberlin as a result of such delay, neglect or default, together with the cost of completing the work under the Contract will be deducted from any monies due or which may become due to said Contractor. If such expenses exceed the sum which would have been payable under the contract, then the Contractor shall be liable and shall pay to the City of Oberlin the amount of such excess.

ACORD	CERTIFICATE OF LIABILITY INSURANCE	DATE (MM/DD/YY) 06/12/11
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PRODUCER Some Insurance Agency Name 100 Main Street City or City, NH Zip	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. INSUREERS AFFORDING COVERAGE
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INSURED Name of Contractor or Vendor 111 Some Street or Drive City or City, NH Zip	INSURER A: USA INSURANCE COMPANY INSURER B: AMERICAN INSURANCE INCORPORATED INSURER C: NH WORKERS' COMPENSATION INSURANCE INSURER D: INSURER E:
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COVERAGES
 THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INS R	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE(MM/DD/YY)	POLICY EXPIRATION DATE(MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <u>Additional</u> <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-AI1 (Example #)	01/01/13	01/01/14	EACH OCCURENCE	\$1,000,000
	FIRE DAMAGE (Any one)				\$	
	MEDEXP (Any one person)				\$	
	PERSONAL & ADV INJURY				\$	
	GENERAL AGGRREGATE				\$2,000,000	
	PRODUCTS-COMP/OP				\$	
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> <u>Additional</u> <input type="checkbox"/> _____	SKLS-029499S (Example #)	01/01/13	01/01/14	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
	BODILY INJURY (Per person)				\$	
	BODILY INJURY (Per accident)				\$	
	PROPERTY DAMAGE (Per accident)				\$	
	AUTO ONLY-EA ACCIDENT				\$	
<input type="checkbox"/> OTHER THAN EA ACC <input type="checkbox"/> AUTO ONLY: ACC AGG					\$	
					\$	
					\$	
C	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURENCE	\$
	AGGREGATE				\$	
					\$	
					\$	
					\$	
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37 (Example #)	01/01/13	01/01/14	<input type="checkbox"/> WC STATUTORY <input type="checkbox"/> OTH-ER	
					E.L. EACH ACCIDENT	\$100,000
					E.L. DISEASE-EA EMPLOYEE	\$500,000
					E.L. DISEASE - POLICY	\$100,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

CITY OF OBERLIN LISTED AS ADDITIONAL INSURED, WAIVER OF SUBROGATION APPLICABLE TO POLICIES LISTED ABOVE

CERTIFICATE HOLDER	<input checked="" type="checkbox"/>	ADDITIONAL INSURED; INSURER LETTER: A & B	CANCELLATION
City of Oberlin ATTN: Council 84 Oberlin Street Oberlin, NH 03036		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS AUTHORIZED REPRESENTATIVE John Smith, CIC (EXAMPLE)	

X. Reports

Mayor's Report

Administrator's Report

Next Council Meeting January 7

City offices Closed Friday, December 25 and January 1st

U.S. HWY 36 Association Meeting January 28, 11:30am to 2:30 pm

The City conducted a successful bid for the purchase of 212 N.

Rodehaver for \$30.00

Treasurer -

Electrical/Power Department

Water Department

Police Department

Code Enforcement – P. Kampfer

Other Reports



OBERLIN POLICE DEPARTMENT

107 W. Commercial
P O Box 237
Oberlin KS. 67749-0237
oberlinpd4@ruraltel.net



MONTHLY ACTIVITY REPORT TO COUNCIL MONTH OF NOVEMBER 2015

CITY COURT: FINES COLLECTED FOR: NOV. 2015, \$4630.00 Y.T.D.: \$46802.00

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CITY COURT CASES FILED

- 8 – SPEEDING
- 2 - NO MOTOR VEHICLE LIABILITY INSURANCE
- 1 – SEAT BELT
- 4 – ILLEGAL TAGS
- 1 – INATTENTIVE DRIVING
- 1 – MECHANICAL EXHAUST DEVICE
- 1 – STOP SIGN
- 1 – DRIVING UNDER THE INFLUENCE
- 1 – TRANSPORTING OPEN CONTAINERS
- 1 – NO DRIVER’S LICENSE IN POSSESSION

DISTRICT COURT CASES / OTHER FILED

- 1 – BATTERY
- 1 – CRIMINAL TRESPASS
- 1 – MISDEMEANOR THEFT
- 1 – NO KANSAS DRIVER’S LICENSE
- 1 – NO PROOF OF INSURANCE
- 1 – CRIMINAL DAMAGE TO PROPERTY
- 3 – MISDEMEANOR WARRANT ARREST

- ANIMAL CONTROL:**
- 1 – DOG AT LARGE
 - 1 – NO DOG TAGS

- CODE ENFORCEMENT:** 1 – HEALTH & WELFARE