

COUNCIL MEETING PACKET
For

September 1, 2016
5:00 P.M.

Council Meeting

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

AGENDA
CITY COUNCIL MEETING
Gateway 1 & 2 – Oberlin, Kansas
September 1, 2016
5:00 PM

Meeting Called to Order – Mayor Ladd Wendelin

ROLL CALL of the Members of the City Council and determination of quorum.
Williby_____ Addleman _____ Marchello _____Horn_____ Oien_____

PLEDGE OF ALLEGIANCE to the Flag
PROCLAMATIONS

BOARD APPOINTMENTS:

- Appoint John Gizzarilli for three years to the Convention Visitors Bureau. Term to end in 2019.
- Reappoint Jim Wesch, Lee Franklin and Sid Metcalf to the Airport Board for three years. Terms to end in 2019.

PUBLIC COMMENT

- Oral Communications from the Audience

CONSENT AGENDA: Discussion and possible action by motion to approve the following items and or reports:

- Approval of minutes of previous meetings
- Appropriation Ordinance (Payment of Bills)
Motion_____ Second_____

OPEN MEETINGS/OPEN RECORDS PRESENTATION (Hirsch)

OLD BUSINESS

1. Approval of renewed Northwest Kansas Housing Resolution (Hirsch)
2. Bid Opening for 212 N Rodehaver and 706 E Commercial
3. Airport Update (Zodrow, Addleman)

New Business

1. Appointment of City Administrator
2. League of Kansas Municipal (LKM) Voting delegate and Alternate delegate appointments.
3. Dane G. Hansen Foundation Offer for County Clean-up Grants (Kris Mathews)
4. Approval of Proposed Cemetery Fees (Jeremy Tally)

EXECUTIVE SESSION

#1 Executive Session on matters deemed privileged in attorney-client relationship.

REPORTS OF OTHER OFFICERS, BOARDS AND COMMITTEES

- Mayors Report
- Public Works Department – Foreman’s Report
- Treasurers Report
- Other Reports - CVB Minutes

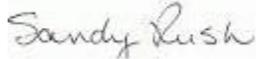
MISCELLANEOUS

- Gary Walter Thank You Letter

ADJOURNMENT

- Action – Motion to Adjourn
Motion _____ Second _____

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 **August 30, 2016** 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.

Aug 20, 2016

Mayor Ladd Wendelin
City of Oberlin
1 Morgan Drive
Oberlin, KS 67749

Dear Mayor Wendelin:

I wish to be considered for re-appointment to a three year term as a board member on The Airport Advisory Board.

In 2010 I proposed to the Oberlin City Council to consolidate the several ad hoc airport committees into one board that was already available within the city structure and is known as the Airport Advisory Board. The Advisory Board at that time had not met in years and the City Council agreed to resuscitate the board. I have served 6 years on that board and believe the Advisory Board has been instrumental in working for the city to provide numerous positive improvements to our airport.

Sincerely

Jim Wesch
2724 400th Road
Oberlin, KS 67749
785-475-2571
d4jim@ruraltel.net

REGULAR COUNCIL MEETING –August 18, 2016 - GATEWAY- 5:00 p.m.

CALL TO ORDER - Mayor Ladd Wendelin called the meeting to order at 5:00 pm and the Pledge of Allegiance to the Flag was recited.

Roll Call of the Members of the City Council - Brandon Oien, Jim Marchello and Rusty Addleman.
Majority of the Body Present.

Absent: Josh Williby, Marilyn Horn and City Attorney Steve Hirsch

Others Present: Police Chief Troy Haas and Amy, City Foreman David Sporn, Water Supervisor Willard Perrin, Marilyn Black, Shayla Williby, Heather McDougal, Cynthia Haynes with Oberlin Herald, Mike & Bernita Gawith, Frieda & Bernard Goetz and City Clerk Sandy Rush.

PROCLAMATIONS – none

APPOINTMENTS – none

PUBLIC COMMENT – none.

CONSENT AGENDA

Approval of minutes – for August 11, 2016 regular Council meeting.

Appropriation Ordinance - Payment of Bills.

Oien moved, second by Addleman, to approve the Consent Agenda. **Motion carried.**

OLD BUSINESS

Northwest Kansas Housing Resolution No. 687 Renewal Request and additional in-kind request. – Shayla Williby with the Economic Development Commission requested the Council review Ordinance No. 687 and possibly consider extending it. After a discussion, the council agreed to have City Attorney Hirsch draft a new resolution to extend the in-kind offer, expiring April 30, 2017. This is for a housing project on South Elk Ave with estimated city match was \$15,000 in value to include a sidewalk and (7) water meters. Ms. Williby asks if the city would also consider installing the sewer line and water line to the property. Council members said without knowing the cost, it would be difficult with the tight budget.

Discuss EDC Property located at 211 W Commercial – Ms. Williby requested the Council consider leveling property torn down by the City that now belongs to Shelly Macfee. After discussing with City Foreman Sporn, it was decided they would have the city crew level it and Ms. Macfee would be responsible for seeding it.

NEW BUSINESS

Update on Pride Committee Reorganization – Heather McDougal explained the process to set up a new Pride group for the town. It starts with a program called First Impressions which pairs towns to evaluate strengths and weaknesses of each other. Oberlin has been paired with Plainville and their results will be presented at a town hall meeting at 7 pm Wednesday September 28, at the Sunflower Cinema.

#1 Executive Session - At 5:15 pm, Addleman moved, second by Oien to enter into executive session for 15 minutes to discuss non-elected personnel. To include Mayor, Council, City Clerk and Police Chief Troy Haas. **Motion carried.** Back in session at 5:30 pm. Mayor Wendelin said the Council would like to extend an offer of the position of City Administrator to Haas. An agreement would need to be negotiated

and then drafted by City Attorney Hirsch.

OTHER REPORTS

Councilman Oien said hats off to the city crew's water department for their work on a water line.

ADJOURNMENT

At 5:45 pm Addleman moved, second by Oien to adjourn. **Motion carried.**

Sandy Rush, City Clerk

Ladd Wendelin, Mayor

City Of Oberlin, Kansas

Resolution No. #687

WHEREAS, the City of Oberlin, Kansas has been informed by Northwest Kansas Housing, Inc. that a housing tax credit application has been filed with the Kansas Housing Resources Corporation for the development of affordable rental housing to be located within the city limits of Oberlin, Kansas with a legal description as follows:

Summit Addition Oberlin, Block 24, Lot 1-2-3-4-5-6, Lots 1-6

WHEREAS, this housing development will contain 2 single-family homes and 2 duplexes (4 units) and will be targeted to families;

WHEREAS, the development will be new construction;

WHEREAS, the property will have the following amenities: refrigerator, range, microwave, dishwasher, garbage disposal, washer & dryer, garage door opener, air conditioning, lawn care, snow and trash removal;

WHEREAS, Northwest Kansas Housing, Inc. has requested local assistance through in-kind contributions for a Sidewalk and (7) meters;

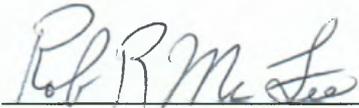
NOW, THEREFORE, BE IT RESOLVED by the City of Oberlin that we support and approve the development of the aforesaid housing in our community, subject to city ordinances and the building permit process. In the event that any of the characteristics mentioned above should change prior to the issuance of a building permit, this resolution is null and void. The City of Oberlin agrees to contribute the following items to be used as matching funds towards the project costs should tax credit funding be received:

In-kind contributions for Sidewalks and (7) meters

Total estimated city match is \$15,000 in value. Should the actual cost of improvements be less than the estimated amount, the City will not contribute the difference in cash.

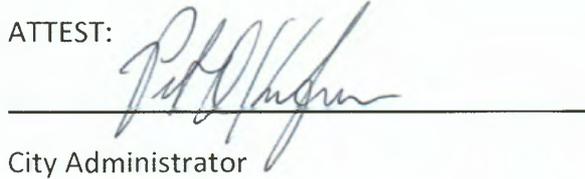
This resolution is effective until December 31, 2015.

ADOPTED BY THE GOVERNING BODY AND APPROVED BY THE MAYOR, on this second day of April, 2015.



Mayor Rob McFee

ATTEST:



City Administrator



Sandy Rush <srush@oberlinkansas.gov>

KAIP Sealcoat Cost OIN.pdf

Diane Hofer <dhofer@olssonassociates.com>

Wed, Aug 24, 2016 at 10:50 AM

To: Britton Scott <scottaeroap@yahoo.com>, Sandy Rush <srush@oberlinkansas.gov>

Britton & Sandy –

KDOT airport grant applications are due Sept. 30. I know that there is interest in a seal coat on the runway. This type of project is high priority for KDOT, so it's likely to get funded.

The advantage of a KDOT grant is lower costs, because all of the federal requirements & specifications are gone.

We recently bid a seal coat project at Jetmore. Based on those prices, I've prepared an estimate for Oberlin. Total is \$200,000 (versus \$340,000 for FAA estimate).

KDOT grants are awarded in Jan.-Mar. 2017. Funds are available on July 1, 2017. Work is typically completed by summer 2018, so you could delay the work until 2018 fiscal year.

KDOT grants are not the answer to every project, because their program is more competitive and their priority system is different than FAA's. For instance, your turnaround and taxiway are not likely to be funded by KDOT.

KDOT contact is Greg Chenoweth, gchenoweth@ksdot.org (785) 296-2553.

Let me know if we can be of further assistance. We can help with the grant application, if you decide to pursue this.

FYI, Diane



KAIP Sealcoat Cost OIN.pdf

27K

KAIP Cost Estimate

Project Description: Sealcoat Runway 17/35 with KAIP Grant

Oberlin Municipal Airport
Oberlin, KS

Date: August 2016

Item No.	Description	Estimated Quantity	Unit	Unit Price	Amount
1	Mobilization	1	LS	\$15,000.00	\$15,000.00
2	Pavement Marking Removal	25,000	SF	\$1.15	\$28,750.00
3	Crack Sealant	12,500	LF	\$1.00	\$12,500.00
4	Crack Repair	6,250	LF	\$6.00	\$37,500.00
5	Pavement Markings	25,000	SF	\$0.90	\$22,500.00
6	Emulsfied Asphalt Slurry Seal (Spec P-623)	23,500	SY	\$1.00	\$23,500.00
	Contingencies				\$10,250.00
	Engineering and Administration				\$50,000.00
Total					\$200,000.00

State (90%) \$180,000.00

State (0%) \$0.00

Local (10%) \$20,000.00

**CITY VOTING DELEGATE REGISTRATION
League of Kansas Municipalities**

The Governing Body of the City of _____

has elected: Name _____

Title _____

Address _____

E-Mail Address _____

to be (check one)

voting delegate

alternate voting delegate

to represent the city in the conduct and management of the affairs of the League of Kansas Municipalities.

Signed: _____

City Clerk

Date: _____

INSTRUCTIONS

Two voting delegate registration forms are enclosed. Based on its current population, your city may have one voting delegate. A separate form should be filed for your voting delegate and for any alternate delegate you elect.

Actions taken at the League’s annual business session are taken by vote of the individual voting delegates present unless the weighted voting system is triggered by the request of ten or more delegates.

If the weighted voting system is used, a roll call vote of member cities will be held. Under a roll call by city, your city will have one vote.

State Law Authorizing City Delegates

K.S.A. Supp. 12-1601f. “The governing body of each member city may elect city delegates from among the city’s officers to represent the city in the conduct and management of the affairs of the League of Kansas Municipalities.”

League Bylaw on Election and Qualifying of Delegates

Article 2, Section 2. “When a city is a member of the League, any elected or appointed officers of such city may be elected by the city governing body as voting delegates and alternate voting delegates in accordance with the provisions of Article 4 of these bylaws, to represent the city in any meeting of the voting delegates and in the conduct of any other affairs of the instrumentality requiring action of the member cities. Alternate voting delegates may vote on matters before a meeting of the voting delegates in the absence of the regular delegate. A voting delegate or alternate shall qualify by having his or her name, city, title and address registered with the executive director and shall hold such position while qualified and until a successor is elected and qualified.”



August 26, 2016

For Immediate Release:

Dane G. Hansen Foundation to Offer County Clean-up Grants

The Dane G. Hansen Foundation is pleased to announce a new grant opportunity for 26 counties in Northwest Kansas. The Foundation is offering up to \$20,000 per county in the Hansen service area for county clean-up initiatives.

The grants are designed to assist with efforts to beautify communities for current residents and to help with recruitment of new residents; to eliminate the financial barrier to clean-up projects such as land fill fees and equipment rental; and to promote community pride and encourage volunteerism.

The Hansen Foundation is partnering with the Greater Salina Community Foundation (GSCF) and the Greater Northwest Kansas Community Foundation (GNWKCF) to administer the grants. Applications will be made directly to GSCF or GNWKCF on their websites. A local advisory committee in each county will determine grant recipients.

The Hansen Foundation encourages a one-day event for all communities within a county. Local community foundations or grant advisory boards may elect to offer individual grants to communities instead, however the opportunity to host a community clean-up event with support from the Hansen grant *must* be offered to *every* community within a county.

Grants can be used for: equipment rental, dumpster rental, landfill fees, paint or other consumable supplies, and for support of volunteers. Grants are not intended for the removal of unsafe structures or landscaping projects.

Grants will be paid to the county or a sponsoring qualified organization in the form of reimbursement following the event.

Applications are available for Cheyenne, Decatur, Gove, Logan, Norton, Rawlins Sheridan, Sherman, Thomas and Wallace Counties through the Greater Northwest Kansas Community Foundation at www.gnwkcfc.org, 785-734-2556.

Applications are available for Cloud, Ellis, Ellsworth, Graham, Jewell, Lincoln, Mitchell, Osborne, Ottawa, Phillips, Republic, Rooks, Russell, Saline, Smith and Trego Counties through the Greater Salina Community Foundation at www.gscf.org, 785-823-1800.

###

For more information, contact Betsy Wearing, Coordinator of Programs, Communications and New Initiatives, 785-452-8888.

For more information on the Dane G. Hansen Foundation, visit our website at www.danehansenfoundation.org

City of Oberlin Fee Schedule

(Current)

Proposed Feb. 3, 2012

Type	Description	Amount	Code
Cemetery	Resident Lot	\$150.00	13-104
Cemetery	Non-Resident Lot	\$200.00	13-104
Cemetery	Resident to Non-Resident Transfer (Non-Resident buried in Resident Lot)	\$50.00	843 Section 5
Cemetery	Weekday Open/Close	\$200.00	13-104
Cemetery	Weekend/Holiday Open/Close	\$250.00	13-104
Cemetery	Notification Fee Receive notice of Monday morning funeral after 10:00 a.m. on previous Friday	\$50.00	843 Section 6
Cemetery	Cremation Weekday	\$150.00	13-104
Cemetery	Cremation Weekend	\$200.00	13-104
Cemetery	Monument Permit	\$15.00	13-104
Cemetery	Grave Digging Adult	\$200.00	13-104
Cemetery	Grave Digging Infant	\$200.00	13-104

Oberlin Cemetery Fees:

(Proposed)

Lots: (Two adult spaces per lot)

Resident: \$150.00

Non-Resident: \$200.00

Open and Closing Fees – Monday through Friday

Adult: \$400.00

Infant: \$200.00

Cremation: \$150.00

\$100.00 surcharge on all services arriving at cemetery after 4:00pm.

Open and Closing Fees – Saturday

Adult: \$500.00

Infant: \$300.00

Cremation: \$250.00

Open and Closing Fees – Sunday and Holidays (Upon the discretion of the Sexton)

Adult: \$600.00

Infant: \$400.00

Cremation: \$350.00

Disinterment – Monday through Friday

Adult: \$800.00

Infant: \$400.00

Cremation: \$300.00

Disinterment- Saturday

Adult: \$900.00

Infant: \$500.00

Cremation: \$400.00

Other Fees:

Monument Setting Fee: \$15.00

Notification Fee: \$100.00 (Failure to notify the city of a Monday funeral by the previous Friday at 10:00 am.)

To: Mayor and Oberlin City Council

From: City Foreman David Sporn

1. Last Friday the power in all of town went out. The cause was due to our electricity supplier losing power in our area. We did not have to fire up the Power Plant because our supplier had us back on line in an acceptable amount of time. I am unsure of any details as to what exactly happened.
2. Our line Dept. has been setting new poles and rebuilding the power lines in the alley N. of Maple - S. of Oak and W. of Wilson – E. of Marks.
3. The Water Dept. has rebuilt two service lines. One on N. Wilson and one on S. Beaver. Both of these had leaks.
4. Water usage has been near 375,000 Gallons per day
5. Permits:
 - a. Building Permit, 613 W. Columbia, Dan Schissler, for garage installation
 - b. Building Permit, 405 E. Hall, Wade Lockhart, for garage installation
 - c. 3 Right-of-Way Permits filled out for AT+T, for phone drop installation

Questions/Comments?

Oberlin Convention and Visitors Bureau Meeting

July 28, 2016

Called to Order: President Gary Anderson called the meeting to order at 12:00.

Attending: Gary A, Sharleen W, Angie W. Steve Z and Lisa Votapka

Minutes: Motion made to approve the minutes as presented and seconded. Motion passed unanimously.

Treasurer Report presented by Sharleen. Motion to approve the treasurer report was made and seconded. Motion Passed

Old Business

- Marketing Job description. Lisa reported that City Council was for the position, but didn't feel we could make it a contract job. They suggested maybe running the position thru the EDC.
- Gary and Sharleen said that Sharleen was going to go to her board to see if the Museum would host this employee and CVB would provide the pay. In exchange this employee would need to work some hours down at the museum.
- It was agreed by everyone attending that this would be the way to go.
- Steve said he would report back to City Council and get their blessings.
- As soon as City Council approves we would start advertising.

New Business

- Received the Grant for \$3500 for the Smokey Hills Documentary on Oberlin.
- Lisa presented an option for a name tags for member and will do some checking on them.

Meeting Adjourned @ 1:00 p.m.

Lisa Votapka

Gary Walter
Janelle Walter
705 N. East
Oberlin, KS 67749

August 18, 2016

City of Oberlin
1 Morgan Drive
Oberlin, KS 67749

RE: Thank you for the help

To the Oberlin City Council and Management of the City

We wanted to write a thank you for the help provided us in the replacement of our home water line.

The Water Crew went above and beyond what might be considered necessary to help us with connections and piping we unexpectedly needed. Through their help the project was able to be completed in one day whereas without that help a trip out of town to obtain the necessary parts would have been required and it would have been at least a two day project.

We appreciate living in a community that shares the willingness to help when it is needed.

Sincerely,



Gary Walter



Janelle Walter