

**COUNCIL MEETING PACKET**  
**For**

**October 20, 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  
October 20, 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 CVB:** EDC – Mark Starr replacing Paul Shields for the city position to begin Jan 1, 2017 for 2 years.

**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\_\_\_\_\_

**OLD BUSINESS**

1. Centennial Park Christmas Tree Lighting (Shayla Williby)
2. 2015 Audit Report (Varney)
3. Open Bids on 706 E Commercial
4. Airport Runway Extension Drawdown for Smoky Hill & Olsson's (Zodrow)

**New Business**

**EXECUTIVE SESSION**

Executive Session on matters deemed privileged in attorney-client relationship. (Haas)

**REPORTS OF OTHER OFFICERS, BOARDS AND COMMITTEES**

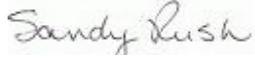
- Mayors Report
- Administrators Report
  - Next Council Meeting Wednesday, November 2
- Public Works Department
- Treasurers Report
- Other Reports

**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 **October 18, 2016** at 4:00 p.m. and remained so posted continuously preceding the scheduled time of said meeting.

A handwritten signature in cursive script that reads "Sandy Rush".

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.

**REGULAR COUNCIL MEETING –October 6, 2016 - GATEWAY- 5:00 p.m.**

**CALL TO ORDER** - Mayor Ladd Wendelin called the meeting to order at 5:10 pm and the Pledge of Allegiance to the Flag was recited.

**Roll Call of the Members of the City Council** - Josh Williby, Brandon Oien and Rusty Addleman. Majority of the Body Present.

Absent: Marilyn Horn and Jim Marchello.

**Others Present:** City Attorney Steve Hirsch, City Administrator Troy Haas, City Foreman David Sporn, Willard Perrin, Steve Zodrow, Cynthia Haynes with the Oberlin Herald, Marilyn Black, Heather McDougal, Frieda & Bernard Goetz, Alisha Oien, Deb Klima, Anthony Triplin and City Clerk Sandy Rush

**PUBLIC COMMENT** – Deb Klima and Alisha Oien with Decatur Health Systems asked for the Council’s support of a Community-Wide Pink Out to be held October 27, 2016 for National Breast Cancer Awareness Month.

**CONSENT AGENDA**

Approval of minutes - for September 15, 2016 regular Council meeting.

Appropriation Ordinance - Payment of Bills.

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

**OLD BUSINESS**

**Fence Ordinance** – City Attorney Steve Hirsch presented a proposed fence ordinance that is similar to a neighboring town and asked if there were any suggestions. After a discussion, utility access to city right of way was added and notice to be given to the city office instead of a permit was added to the proposed ordinance. Hirsch will draft a new one for the next meeting for review.

**Swim Pool Update** – City Administrator Haas reported that he, David Sporn and Willard Perrin had met with the pool contractors; Carruthers, for an onsite inspection of the pool. There were small cracks in the concrete needing repaired and it was decided to remove the tarps in the winter to extend the life of them. Haas said Jeremy Tally has received a bid for the sprinkler system that was damaged in the construction for \$5765. When asked if any of the contingency fund was kept for damages of the sprinkler, they were informed; only for reseeding and the PA system. Willard Perrin reported the panels for the Variable Frequency Drive (located in the boiler room) for the pool features were overheating and shutting down. The only way to cool them down was to open the doors to the boiler room and run fans. It was recommended to purchase an air conditioner for the boiler room for safety reasons.

**Airport Runway Extension Update and Drawdown for Smoky Hill & Olsson’s** – City Treasurer Steve Zodrow reported on the airport extension project and presented a pay request from Smoky Hill and Olsson’s for approval. Williby moved, second Oien to approve the pay requests. **Motion carried.**

**Bid Opening for 212 N Rodehaver and 706 E Commercial** – Administrator Haas presented the sealed bids to Mayor Wendelin. He opened the two bids for the 212 N Rodehaver and read aloud: \$250 from Diane Zodrow and \$203 from Frieda & Bernard Goetz. Williby moved, second by Addleman to accept the highest bid of \$250. **Motion carried.** No bids were received for 706 E Commercial and it was decided to wait until spring and discuss again the options.

**NEW BUSINESS**

**Uniform Public Offense Code (UPOC) No 890 and Standard Traffic Ordinance (STO) No. 891** – Addleman moved, second by Williby to approve UPOC Ordinance #890 and STO Ordinance #891 as recommended by Hirsch. **Motion carried.**

## **REPORTS**

### Administrators Report – Haas reported

- Shayla Williby said the Chamber was interested in lighting the tree at the Centennial Park for Christmas and would visit with the council later.
- The CVB marketing position had been offered to an individual.
- Discussions with the Chamber about the way finding signs and the community cleanup grant.
- First Impressions were given at a town hall meeting and there were good ideas for the city to work on.
- Follow up on property owned by Verl Sauvage and whether or not the city had received 15% of the insurance. Zodrow said the city had received approximately \$6800 from the insurance company and is holding it in the insurance trust fund.

Public Works Report – City Foreman Sporn reported the Ditch Witch Vac had been used three times in the past week cleaning storm drains and working on a water leak. His report is attached.

Treasurers Report – City Treasurer Zodrow told the council he was ready for a test run with the next billing cycle with the Itron radio reads. When asked the cost to convert, he said water meters were about \$165 per meter and electric meters ran about \$50 per meter.

Police Reports – Attached

## **ADJOURNMENT**

At 6:00 PM Addleman moved, second by Williby to adjourn. **Motion carried.**

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**Sandy Rush, City Clerk**

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**Ladd Wendelin, Mayor**



October 17, 2016

Honorable Mayor and City Council  
City of Oberlin, Kansas  
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, 2015, and have issued our report thereon dated October 17, 2016. 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 December 31, 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 prescribed by the State of Kansas in the *Kansas Municipal Audit and Accounting Guide (KMAAG)*. 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 statement is 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 City is included in Note 1 to the financial statement. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during 2015. 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**

### *Significant Accounting Estimates*

Accounting estimates are an integral part of the financial statement 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 statement 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 statement 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 statement taken as a whole and in relation to the applicable opinion unit.

### *Financial Statement Disclosures*

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the City's financial statement relate to the following:

Note 4 – Defined Benefit Pension Plan. Beginning in 2014, the KMAAG now requires disclosure of the City's net pension liability related to its participation in the IPERS defined benefit plan. We draw your attention to the following information that is particularly relevant in reviewing this note disclosure.

- (1) The balance of the net pension liability is reported as of June 30, 2015, which is a date prior to the current reporting date of December 31, 2015.
- (2) The net pension liability is an estimate which is determined by actuarial valuation. The actuarial valuation uses assumptions related to future return on plan assets and the cost of benefits which could be significantly different than the actual amounts.

## **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 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.

October 17, 2016  
City of Oberlin, Kansas  
Page three

### **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 statement 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 letter dated October 17, 2016.

### **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 processes. We recommend that this reconciliation to the general ledger is made monthly. In addition, the software being used by the library is not designed for nonprofit/governmental entities and is difficult to use. We would recommend evaluating software alternatives and changing to a software that is designed for nonprofit/governmental entities.

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

Sincerely,

*Vannoy & Associates, CPAs, LLC*

Certified Public Accountants

## INVOICE SUMMARY (Cumulative)

**GRANT RECIPIENT INFORMATION**

Name: City of Oberlin  
 Airport: Oberlin Municipal Airport  
 Address: #1 Morgan Drive  
 City/State: Oberlin, Kansas 67749

**PROJECT INFORMATION**

AIP Grant Number: 3-20-0061-010-2015 ~ \$736,200  
 Description: Extend Runway 17/35  
 Date: 10/12/2016  
 Reimbursement No. 5 Federal Share %: 90%

(1a) Vendor/Class/Description	(1b) Contract / Budget	(1c) Previous Payments	N e w	(2) Invoice Number	(3) Invoice Date	(4) Due Date	(5) Invoice Amount	(6) AIP Eligible Costs	(7) Non-Participating Costs	(8) AIP Share
<b>Administrative</b>										
	\$5,400.15	3,685.15								
Rood & Associates - Independent Fee Estimate				OIN-004	10/20/14	11/19/14	\$ 3,000.00	\$ 3,000.00	\$ -	\$ 2,700.00
The Oberlin Herald - Newspaper Ad - bidding				307359	4/22/15	5/22/15	\$ 305.15	\$ 305.15	\$ -	\$ 274.64
Hirsch & Mahoney, LLP - Legal review of agreements				1	11/25/15	12/25/15	\$ 285.00	\$ 285.00	\$ -	\$ 256.50
Hirsch & Mahoney, LLP - Legal review of agreements				2	5/26/15	6/25/15	\$ 95.00	\$ 95.00	\$ -	\$ 85.50
<b>Engineering - Design, Geotechnical &amp; Bidding</b>										
Olsson Associates (November 19, 2014)	\$64,560.00	\$63,817.30								
Design Services				221623	12/10/14	1/9/15	\$ 5,670.00	\$ 5,670.00	\$ -	\$ 5,103.00
Design & Geotechnical Services				223178	1/7/15	2/6/15	\$ 10,091.35	\$ 10,091.35	\$ -	\$ 9,082.22
Design Services				224714	2/10/15	3/12/15	\$ 36,855.00	\$ 36,855.00	\$ -	\$ 33,169.50
Design & Geotechnical Services				228765	4/16/15	5/16/15	\$ 5,800.95	\$ 5,800.95	\$ -	\$ 5,220.86
Bidding Services				230593	5/18/15	6/17/15	\$ 5,400.00	\$ 5,400.00	\$ -	\$ 4,860.00
<b>Engineering - Construction &amp; Close Out Services</b>										
Olsson Associates (November 19, 2014)	\$71,611.00	\$23,719.86								
Construction Services through 12/14/15				243136	12/14/15	1/13/16	\$ 1,703.23	\$ 1,703.23	\$ -	\$ 1,532.91
Construction Services through 7/19/16				256560	7/19/16	8/18/16	\$ 2,283.39	\$ 2,283.39	\$ -	\$ 2,055.05
Construction Services through 8/17/16				258578	8/17/16	9/16/16	\$ 19,733.24	\$ 19,733.24	\$ -	\$ 17,759.92
<b>Construction Services through 9/10/16</b>				<b>261351</b>	<b>9/10/16</b>	<b>10/10/16</b>	<b>\$ 29,229.84</b>	<b>\$ 29,229.84</b>	<b>\$ -</b>	<b>\$ 26,306.86</b>
<b>Construction</b>										
Smoky Hill	\$676,428.85	\$324,060.71								
Extend Runway 17/35				1		9/1/16	\$ 324,060.71	\$ 324,060.71	\$ -	\$ 291,654.64
<b>Extend Runway 17/36</b>				<b>2</b>			<b>\$ 276,561.36</b>	<b>\$ 276,561.36</b>	<b>\$ -</b>	<b>\$ 248,905.22</b>
Total:	\$818,000.00	\$415,283.02					\$ 721,074.22		<b>TOTAL</b>	<b>\$ 648,966.00</b>
									<b>PREVIOUS REIMBURSEMENTS</b>	\$373,754.00
									<b>AMOUNT OF THIS REIMBURSEMENT</b>	\$ 275,212.00

I certify that to the best of my knowledge and belief the billed costs or disbursements are in accordance with the terms of the project and that the reimbursement represents the Federal share due, which has not been previously requested and that all work is in accordance with the terms of the award.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# PROGRESS ESTIMATE

Runway 17/35 Extension

Sponsor: City of Oberlin  
 #1 Morgan Drive  
 Oberlin, KS 67749

Estimate No. 2  
 Date: 10/4/2016

Contractor: Smoky Hill, LLC  
 645 E. Crawford, #E8  
 Salina, KS 67401

AIP Project: 3-20-0061-010  
 OA Project No.: 014-2588

Date of Contract: 7/23/2015

Item No.	Spec No.	Item Description	Contract Quantities	Unit	Estimated Quantities To Date	Unit Price	Amount
<b>BASE BID</b>							
1	GP-105	Mobilization	1	LS	100%	\$114,275.00	\$114,275.00
2	P-101	Asphalt Pavement Removal	67	SY	67	\$14.50	\$971.50
3	P-152	Unclassified Excavation	13,492	CY	13,492	\$5.40	\$72,856.80
4	P-154	4" Subbase Course	5,581	SY	5,581	\$15.05	\$83,994.05
5	P-156	Temporary Seeding	5	AC	0	\$106.75	\$0.00
6	P-156	Silt Fence Installation and Removal	300	LF	300	\$5.40	\$1,620.00
7	P-156	Wattle Barrier Installation and Removal	90	LF	90	\$10.65	\$958.50
8	P-501	6" Portland Cement Concrete Pavement	5,400	SY	5,400	\$47.95	\$258,930.00
9	P-620	Permanent Pavement Marking w/o reflective media	1,695	SF	1,695	\$1.45	\$2,457.75
10	P-620	Permanent Pavement Marking with reflective media	7,233	SF	7,233	\$1.50	\$10,849.50
11	P-620	Temporary Pavement Marking	7,233	SF	0	\$1.40	\$0.00
12	L-108	Solid Counterpoise Wire	1,774	LF	1,774	\$3.50	\$6,209.00
13	L-108	1/c #8 5kV Type C Cable	1,994	LF	1,994	\$1.55	\$3,090.70
14	L-125	Stake-Mounted Light Removal	1	EA	1	\$64.00	\$64.00
15	L-125	(L-861) Stake-Mounted Runway Light	6	EA	6	\$433.25	\$2,599.50
16	L-125	(L-861E) Stake-Mounted Threshold Light	16	EA	16	\$422.25	\$6,756.00
17	L-125	Temporary Relocated Threshold	1	LS	1.0	\$16,475.00	\$16,475.00
18	T-901	Seeding	5	AC	5	\$1,602.00	\$8,010.00
19	T-908	Mulching	5	AC	5	\$525.00	\$2,625.00
<b>ALTERNATE BID 1</b>							
100	L-101	Airport Rotating Beacon Removal	1	LS	1	\$2,125.00	\$2,125.00
101	L-101	Airport Rotating Beacon	1	LS	1	\$11,200.00	\$11,200.00
102	L-103	Airport Beacon Pole Removal	1	LS	1	\$5,325.00	\$5,325.00
103	L-103	Tip-Down Airport Beacon Pole	1	LS	1	\$28,900.00	\$28,900.00
104	L-108	2/c #8 600V Cables with #10 Ground	90	LF	90	\$5.80	\$522.00
105	L-110	2" SCH 40 PVC Duct	40	LF	40	\$4.70	\$188.00
<b>ALTERNATE BID 2</b>							
200	P-620	Permanent Pavement Marking w/o reflective media	2,237	SF	2,879	\$1.45	\$4,174.55
201	P-620	Permanent Pavement Marking with reflective media	10,499	SF	10,820	\$2.05	\$22,181.00

Original Contract Amount: \$676,428.85  
 Approved Change Orders: \$0.00  
 Total Contract Cost: \$676,428.85

Value of Work Completed	\$667,357.85
Less 10% Retained	\$66,735.79
Less Previous Estimates	-\$324,060.71
<b>Total Due Contractor</b>	<b>\$276,561.36</b>

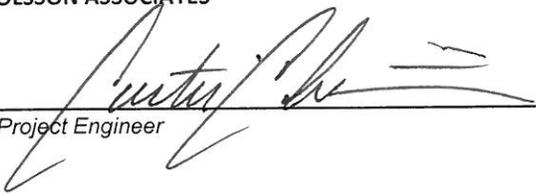
Previous Estimates:

No. 1	\$324,060.71
No. 2	\$0.00
No. 3	\$0.00
No. 4	<u>\$0.00</u>
<b>Total</b>	<b>\$324,060.71</b>

**Please Remit Payment to: Smoky Hill, LLC**

The undersigned hereby certifies that the work done and materials delivered have been checked as to quantity and conformance with the plans and specifications and the Contractor, in accordance with the contract, is entitled to payment as indicated above.

**OLSSON ASSOCIATES**

  
Project Engineer

**Invoice**



601 P St Suite 200  
 PO Box 84608  
 Lincoln, NE 68501-4608  
 Tel 402.474.6311, Fax 402.474.5063

September 23, 2016  
 Invoice No: 261351  
**Invoice Total \$29,229.84**

Troy Haas  
 City Administrator  
 City of Oberlin KS  
 #1 Morgan Dr  
 Oberlin, KS 67749

OA Project No. 014-2588 Oberlin, KS Runway Extension  
 AIP Project No. 3-20-0061-10

Professional services rendered through September 10, 2016 for work completed in accordance with agreement dated November 19, 2014.

Phase 500 Design

**Fee**

Billing Phase	Fee	Percent Complete	Billed To Date	Previous Fee Billing	Current Fee Billing
Design	51,000.00	100.00	51,000.00	51,000.00	0.00
Design	0.00	100.00	0.00	0.00	0.00
Design	5,700.00	100.00	5,700.00	5,700.00	0.00
<b>Total Fee</b>	<b>56,700.00</b>		<b>56,700.00</b>	<b>56,700.00</b>	<b>0.00</b>
<b>Subtotal</b>					<b>0.00</b>
<b>Total this Phase</b>					<b>0.00</b>

Phase 600 Bidding

**Fee**

Billing Phase	Fee	Percent Complete	Billed To Date	Previous Fee Billing	Current Fee Billing
Bidding	5,400.00	100.00	5,400.00	5,400.00	0.00
<b>Total Fee</b>	<b>5,400.00</b>		<b>5,400.00</b>	<b>5,400.00</b>	<b>0.00</b>
<b>Subtotal</b>					<b>0.00</b>

INVOICE PAYMENT IS REQUESTED WITHIN 30 DAYS



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Project

014-2588

Oberlin, KS Runway Extension

Invoice

261351

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Authorized By: Curtis Christianson

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INVOICE PAYMENT IS REQUESTED WITHIN 30 DAYS

# OLSSON ASSOCIATES INVOICE SUMMARY

Date: 9/23/2016

**Sponsor:**

City of Oberlin, KS  
#1 Morgan Dr  
Oberlin, KS 67749

Invoice: 261351

Project: 3-20-0061-10

**Consultant:**

Olsson Associates  
PO Box 84608  
Lincoln, NE 68501

OA Project No.: 014-2588

Date of Contract: 11/19/2014

Item No.	Description	Contract Quantities	Percent Complete	Billed to Date	Previous Billing	Current Billing
1	<b>Design</b>	\$56,700.00	100%	\$56,700.00	\$56,700.00	\$0.00
2	<b>Geotechnical Services</b>	\$2,460.00	TMNTE	\$1,717.30	\$1,717.30	\$0.00
3	<b>Bidding Phase</b>	\$5,400.00	100%	\$5,400.00	\$5,400.00	\$0.00
4	<b>Construction Observation Phase</b>		TMNTE			
	Professional Personnel - Direct Labor	<i>See Attached Invoice</i>		\$14,257.83	\$6,474.84	\$7,782.99
	Overhead			\$25,213.56	\$11,450.12	\$13,763.44
	Reimbursable Expenses	<i>See Attached Invoice</i>		\$6,589.55	\$2,701.01	\$3,888.54
	Not-To-Exceed / Subtotal to Date	\$52,311.24		\$46,060.94	\$20,625.97	\$25,434.97
	Fixed Fee	\$6,888.76		\$6,888.76	\$3,093.89	\$3,794.87
	<b>Total: Construction Observation</b>	\$59,200.00		\$52,949.70	\$23,719.86	\$29,229.84
5	<b>Construction Testing</b>	\$6,611.00	TMNTE	\$0.00	\$0.00	\$0.00
6	<b>Close Out Phase</b>		TMNTE	\$0.00	\$0.00	\$0.00
	Professional Personnel - Direct Labor	<i>See Attached Invoice</i>		\$0.00	\$0.00	\$0.00
	Overhead			\$0.00	\$0.00	\$0.00
	Reimbursable Expenses	<i>See Attached Invoice</i>		\$0.00	\$0.00	\$0.00
	Not-To-Exceed / Subtotal to Date	\$5,151.16		\$0.00	\$0.00	\$0.00
	Fixed Fee	\$648.84		\$0.00	\$0.00	\$0.00
	<b>Total: Close Out Phase</b>	\$5,800.00		\$0.00	\$0.00	\$0.00
	<b>TOTALS</b>	\$136,171.00		\$116,767.00	\$87,537.16	\$29,229.84
Total Due Olsson Associates						\$29,229.84

To: Mayor and Oberlin City Council

From: City Foreman David Sporn

1. The Street Dept. has been repairing broken road edges, crack sealing, and maintaining dirt roads.
2. The line Dept. has been replacing poles around town.
3. The Water Dept. has been finishing a dig where there was a leak and getting ready to winterize sprinklers, ect.
4. The Cemetery/Parks Dept. has been mowing, tending to funerals, and has also been getting ready to winterize equipment.
5. Water usage has been near 250,000 gallons per day
6. Permits:
  - a. Sewer Permit/Inspection, Garrets Plumbing, 608 W. Columbia
  - b. Sewer Permit/Inspection, C&C Mechanical, Library
  - c. Right of Way, Krob Trenching, 311 N. Martin, Bury Tele. drop
  - d. Right of Way, Krob Trenching, 605 N. East, Bury Tele. drop
  - e. Right of Way, Krob Trenching, 817 W. Sappa, replace water service
  - f. Right of Way, Krob Trenching, 103 S. Waldo, replace water service

Questions/Comments