

**Oberlin City Council meeting**  
**5:00 pm**  
**February 20, 2020**



**AGENDA**  
**CITY COUNCIL MEETING**  
Gateway 1 & 2 – Oberlin, Kansas  
February 20, 2020  
5:00 PM

**Meeting Called to Order** – Mayor Garret McDougal

**ROLL CALL** of the Members of the City Council and determination of a quorum.  
Dempewolf \_\_\_\_ Marchello \_\_\_\_ Lohofener \_\_\_\_ Gawith \_\_\_\_ McHugh \_\_\_\_

**PLEDGE OF ALLEGIANCE to the Flag**

**PUBLIC COMMENT**

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

- Approval of minutes of previous meetings and Special Meeting held February 13, 2020
- Appropriation Ordinance (Payment of Bills)  
Motion \_\_\_\_\_ Second \_\_\_\_\_

**ADMINISTRATORS REPORT**

1. Next Council Meeting March 6, 2020

**NEW BUSINESS**

1. Election of Council President
2. Up in Smoke Request – Heather McDougal
3. Bid Opening for Mowing
4. Nuisance Ordinance #915
5. Utility Deposit Ordinance #916

**OLD BUSINESS**

1. Police Car Purchase
2. Street Sweeper Purchase

**EXECUTIVE SESSION**

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

- Mayors Report –
- Public Works Department – Foreman Sporn 2-12-2020 Report
- Treasurer Report
- Police Report – Brad Burmaster January 2020 Report
- Board Reports – Chamber 1-8-20 Minutes, 2-12-20 Agenda  
EDC 1-13-20 Minutes, January Profit & Loss Report, 2-10-20 Agenda
- Other Reports

**ADJOURNMENT**

- Action – Motion to Adjourn  
Motion \_\_\_\_\_ Second \_\_\_\_\_

## **REGULAR COUNCIL MEETING – February 6, 2020 – GATEWAY – 5:00 P.M. - UNAPPROVED**

### **CALL TO ORDER**

Mayor Garret McDougal called the meeting to order at 5:04 pm, and the Pledge of Allegiance to the Flag was recited.

**Roll Call of the Members of the City Council** – Kristin McHugh, Mike Dempewolf, and Deb Lohofener. Majority of the Body Present.

Absent: Jim Marchello and Scott Gawith

**Others Present** - City Administrator Halley Roberson, City Attorney Steve Hirsch, City Treasurer Steve Zodrow, City Foreman Dave Sporn, Police Chief Brad Burmaster, Police Officer Troy Haas, Water Supervisor Jeremy Tally, Airport Manager Brice Meitl, Cynthia Haynes with the Oberlin Herald, Chris Miller with Miller & Associates, Heather McDougal, Ruth Miesner, Marilyn Black, and City Clerk Sandy Rush.

**PUBLIC COMMENT** - None

### **CONSENT AGENDA**

Approval of minutes of January 23, 2020, regular Council meeting.  
Appropriation Ordinance – Payment of Bills.

Lohofener moved, second by McHugh, to approve the Consent Agenda. **Motion carried.**

### **ADMINISTRATORS REPORT**

Administrator Roberson reminded everyone of the special meeting scheduled on February 13 at 5 pm to discuss the proposed presentation from Energy Solutions Professionals, and the next scheduled Council Meeting is February 20, 2020.

Administrator Roberson gave an update on the work to construct the apron and taxi lane at the airport, to future hangar areas. The start date is scheduled in mid-March or April, depending on the weather. The project will be done using a federal grant and required city matching funds of 10%.

Presented the council with a map of the electrical departments' line upgrade showing where the primary lines were switched out to help maintain consistency of electricity and to extend the life of transformers, appliances and reduce the line loss and outages. Bids for the city mowing contract will be advertised. The Gun Club has requested an extension of the lease of the property at the Sappa Park for 30 years, expiring February 28, 2050.

Administrator Roberson and Treasurer Zodrow went to Hays as required for Phase II of the water improvement project from the Community Development Block Grant (CDBG). McHugh moved, second by Lohofener, to accept the Phase 2 CDBG Water Improvement grant. **Motion carried.**

### **NEW BUSINESS**

#### **Award Bids for CDBG Water Improvement Project**

Chris Miller, with Miller & Associates, presented three bids received for Phase 1 Water Distribution Improvements Project. They were from:

1. BSB Construction, Curtis NE, \$733,182.50

2. Midlands Contracting, Kearney, NE, \$811,350.00
3. Myers Construction, Broken Bow, NE. \$946,830.44

His recommendation is to accept the lowest bid from BSB Construction of Curtis, Ne. for \$733,182.50 to replace the water mains. McHugh moved, second by Lohoefer, to accept the bid and award the contract to BSB Construction, Curtis NE. **Motion carried.**

### **CDBG Extra Funds**

The CDBG grant was for \$600,000, plus the city planned on using \$400,000 of its own. Since the bid was much lower than the engineers' estimate of \$922,275, Mr. Miller suggested putting in a request to do more blocks with the extra money from the CDBG. Administrator Roberson said the State Department of Commerce's policy only awards two phases of any project, and the city has a five-phase water main replacement project planned. With the lower bids, the city could try to push projects from the third phase into the first two phases, if allowed. Lohoefer moved, second by McHugh upon the State Department of Commerce's approval, to use the extra money to fix water mains under Hall Street from U.S. 83 to Cass Avenue, Adams Street from York Avenue to East Avenue and unpaved Jefferson Street from Neil to U.S. 83. **Motion carried.**

### **Reports of Other Officers, Boards, and Committees:**

**Mayors Report – None**

**Public Works Department:** Included in the packet is Foreman Sporn's 1-31-20 report.

**Treasurer Report:** Treasurer Zodrow transient Guest Tax and Sales Tax reports are included in the packet, stating the guest tax was the highest ever.

Lohoefer moved, second by McHugh, to adjourn. **Motion carried.**

McDougal adjourned the meeting at 5:25 pm.

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City Clerk, Sandy Rush

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Mayor, Garret McDougal

REQUEST FOR A SPECIAL COUNCIL MEETING

Oberlin, Kansas

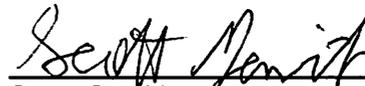
Date 2/13/2020

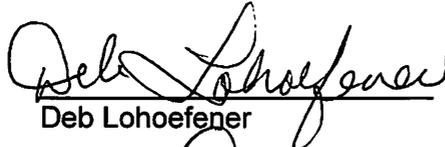
TO: Mayor of Oberlin, Kansas

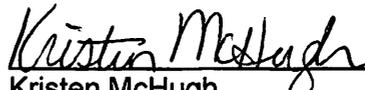
We, the undersigned council members of the City of Oberlin, Kansas, hereby respectfully request you to call a special meeting of the City Council to be held February 13, at 5:00 o'clock p.m. at the Gateway, room 3 for the object and purpose of discussing the proposed presentation from Energy Solutions Professionals.

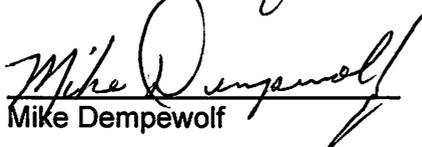
Signed:

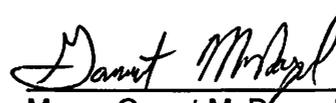
\_\_\_\_\_  
Jim Marchello

  
\_\_\_\_\_  
Scott Gawith

  
\_\_\_\_\_  
Deb Lohofener

  
\_\_\_\_\_  
Kristen McHugh

  
\_\_\_\_\_  
Mike Dempewolf

  
\_\_\_\_\_  
Mayor Garret McDougal

**SPECIAL COUNCIL MEETING – February 13, 2020 – GATEWAY, Room 3 - 5:00 P.M.**

**Call to Order** – Mayor Garret McDougal called the special meeting to order at 5:00 pm. He announced the purpose was to discuss the proposed presentation from Energy Solutions Professionals.

**Roll Call of the Members of the City Council:** Scott Gawith, Mike Dempewolf, Kristin McHugh, and Deb Lohofener. **Majority of the Body Present.**

**Absent:** Jim Marchello

**Others Present:** Administrator Halley Roberson, Foreman David Sporn, Treasurer Steve Zodrow, Cynthia Haynes with the Oberlin Herald, Rose Kane, and Chris Salzman with Energy Solutions Professionals (ESP), and City Clerk Sandy Rush.

Mr. Salzman explained the proposed Energy Project for Oberlin after evaluating measures to conserve energy and provide a tool for funding energy and facility improvements. The Energy Project selected by the City of Oberlin has a total project cost of \$124,276, which included the cost of the investment-grade audit of \$17,363. The project is to be financed over 15 years, with 100% of the cost to be funded by the \$11,710 annual energy savings. ESP guarantees 95% of the projected energy savings. If the actual savings are less than the guarantee, ESP writes a check to the City for the difference. The next step for the city is to enter Phase 2 which includes engineers coordinating contractors to perform the improvements. Gawith moved, second by Lohofener to move ahead with Phase 2 of the project. **Motion carried.**

Dempewolf moved, second by Lohofener, to adjourn the meeting. **Motion carried.**

McDougal Adjourned the meeting at 5:40 p.m.

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Sandy Rush, City Clerk

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Mayor Garret McDougal

# Who is excited to talk about code enforcement



In my experience the majority of code enforcement complaint I deal with are from individual who do not have code enforcement violations

How can we fix this so code enforcement can become more of resource to the community

Communication, like in most situations seems to be the key

In upcoming slides council will see the changes I have helped implement with code enforcement and some additional changes for council's consideration to ordinances

# Oops Communication



- This post card will go out if a letter has been sent error.
- The back will explain no action is being taken
- Improves overall communication
- Intent is to see code enforcement as a resource, with a more customer service oriented approach

# Acknowledgement of hard work

**Thank you for  
doing your part to  
make Oberlin  
beautiful in 2019!**



- Pretty straight forward – thanking the people who's properties do not receive a code violation or courtesy letter for the entire year
- Post card goes out annually

# Communication now

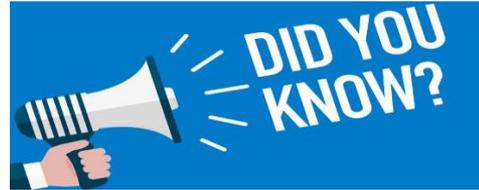
1. **Courtesy letter**
  1. This letter identifies the nuisance/code violation
  2. Starts “the clock” for municipal court action
2. **Notice of Violation**

# New Communication Process

- Hey Did You Know
  - ▣ Letter is eligible for a property without a courtesy/code violation in 6 months
  - ▣ Does NOT start any clock
  - ▣ Typically going to be sent to properties regularly NOT receiving code a violation, genuinely friendly reminder
  - ▣ Item outside of code will be checked at next city visit
  - ▣ Provides more time for people to respond to an issue
- Courtesy letter
- Notice of violation

# Hey Did You Know Letter

**Hey**



Hey did you know your property qualifies for this code reminder. Since you have not received a code violation in over 6 months, code enforcement can just send you a simple reminder. We know it is out of the norm for you and chances are you have already taken care of the issue. It was reported you have:

- Weeds: grass and/or weeds either taller than 12", wingy or seedy creating an unsightly appearance to the community and creates a danger of spreading obnoxious weeds. NOTE: Merely spraying does not constitute compliance; Dandelions & Henbit Needs Sprayed; Alleys Need Maintained.
- Nuisance: Items on property needing cleaned up so they do not create an unsightly appearance to the neighborhood and community, including but not limited to: overstuffed furniture and items on front/East porch creating site for rodents, vermin, insects and feral cats. Municipal Code: Section 7-201 (nuisances)

Because your past property condition has been so good we want to save you some time. While the above is a code violation this letter does not start a timeline of when you have to comply, which means no need to call and report it is completed. Code enforcement is confident your property will be up to code by the next city inspection date in approximately 2 weeks. This is our simple way of saying thank you for doing a great job!

# Code updates

- 7-203. COMPLAINTS; INQUIRY AND INSPECTION. The public officer shall make inquiry and inspection of premises upon receiving a complaint or complaints in writing that specify the precise conditions alleged to be in violation of the health nuisance provision, signed by two or more persons who are residents of the city or whom own real property in the city and who are over the age of eighteen (18) stating that a nuisance exists and describing the same and where located or is informed that a nuisance may exist by the board of health, chief of police or the fire chief. The public officer may make such inquiry and inspection when complaints are made in accordance with this section. Upon making any inquiry and inspection the public officer shall make a written report of findings. (Code 1989, Ordinance 846, Ordinance 849, Ord.857)

**While this stipulation was well intended at the time it is creating a “feud” type mentality among neighbors and in the community.**

- **People ‘afraid’ to make a complaint and frustrated nothing is improving**
- **People unjustifiably making complaints**
- **Communication method is antiquated**

# Present code

- 7-203. COMPLAINTS; INQUIRY AND INSPECTION. The public officer shall make inquiry and inspection of premises upon receiving a complaint or complaints in writing that specify the precise conditions alleged to be in violation of the health nuisance provision, signed by two or more persons who are residents of the city or whom own real property in the city and who are over the age of eighteen (18) stating that a nuisance exists and describing the same and where located or is informed that a nuisance may exist by the board of health, chief of police or the fire chief. The public officer may make such inquiry and inspection when complaints are made in accordance with this section. Upon making any inquiry and inspection the public officer shall make a written report of findings. (Code 1989, Ordinance 846, Ordinance 849, Ord.857)

# Proposed updated ordinance

BE IT ORDAINED by the Governing Body of the City of Oberlin, Kansas,

Section 1. That Section 7-203 of the City Code of the City of Oberlin, Kansas, is hereby amended to read as follows:

7-203 COMPLAINTS; INQUIRY AND INSPECTION. The public officer shall make inquiry and inspection of premises and a finding of the precise conditions alleged to be in violation of the health nuisance provision, or is informed that a nuisance may exist by the board of health, chief of police or the fire chief. The public officer may make such inquiry and inspection when he or she observes conditions which appear to constitute a nuisance. Upon making any inquiry and inspection the public officer shall make a written report of findings.

Section 2. Any ordinances that are in conflict herewith are hereby repealed.

Section 3. This ordinance shall take effect and be in full force from and after its publication in the official city newspaper.

# Rehab incentives

Create value based incentives for individuals improving properties.

- Dump truck can be parked at property for demo
- Waive building permit charge
- Waive electrical deposit for 6 months
- 10% electrical discount for 6 months
- Paint rebate program
- Tree rebate program
- Plaque acknowledging improvement
- Potted flowers

# Application for rehab incentives

- Incentives apply for external improvements (we anticipate being able to use the dump truck for interior rehabs as well depending on availability)
- Provide very brief (bulleted) ideas of improvements
- Provide a timeline of improvements
- If improvements are not started by xx time incentives are frozen...ex. Utility waivers and discounts??

ORDINANCE NO.

AN ORDINANCE DEALING WITH HEALTH NUISANCES

BE IT ORDAINED by the Governing Body of the City of Oberlin, Kansas,

Section 1. That Section 7-203 of the City Code of the City of Oberlin, Kansas, is hereby amended to read as follows:

7-203 COMPLAINTS; INQUIRY AND INSPECTION. The public officer shall make inquiry and inspection of premises and a finding of the precise conditions alleged to be in violation of the health nuisance provision, or is informed that a nuisance may exist by the board of health, chief of police or the fire chief. The public officer may make such inquiry and inspection when he or she observes conditions which appear to constitute a nuisance. Upon making any inquiry and inspection the public officer shall make a written report of findings.

Section 2. Any ordinances that are in conflict herewith are hereby repealed.

Section 3. This ordinance shall take effect and be in full force from and after its publication in the official city newspaper.

PASSED by the City Council and approved by the Mayor on this \_\_\_\_ day of \_\_\_\_\_, 2020.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

# Code updates

- 17-101. UTILITY DEPOSIT.
- (a) Each new customer making application for utility service shall make a cash deposit to the city in the amount as specified in subsection (b), the deposits serve as a guaranty for the payment of service thereafter furnished to the customer's premises.
  - (b) Cash deposit for utility service shall be \$200.
  - (c) In the event that utility service shall be disconnected or discontinued for failure to pay any bill due the city for such utility, such cash deposit shall be applied as a credit against all amounts due from the customer to the city, and if there shall remain any surplus of such deposit, the same shall be returned to the customer.
  - (d) Deposits collected pursuant to this section shall be governed by the provisions of K.S.A. 12-822 as amended. (Ord 838)

**Utility deposits are necessary – having a process to return security deposits to accounts in good standing is necessary. Typically after 1 year regular payment and an account in good standing the deposit is credited to account. Recommendation is to add language to allow for utility deposits to be credited back to an account. Additionally the ordinance states checking credit scores, it is recommended this is struck as well.**

# Present code

- 17-101.            UTILITY DEPOSIT.
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# Proposed ordinance updates

## Section One. UTILITY DEPOSIT.

- (a) Each new customer making application for utility service shall make a cash deposit to the city in the amount as specified in subsection (b), the deposits serve as a guaranty for the payment of service thereafter furnished to the customer's premises.
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- (d) Deposits collected pursuant to this section shall be governed by the provisions of K.S.A. 12-822 as amended.
- (e) Deposits will be returned upon a showing that there are \_\_\_\_\_ consecutive months of good pay history which is defined as having been paid in full each month with no returned checks or payments and no late payments.
- (f) No policy shall be enforced that allows the use of a credit score to benefit or penalize an individual based upon that score.
- (g) Electrical demand, water, sewer and trash charges may be prorated to reflect the timeframe these services are being used.

AN ORDINANCE ESTABLISHING UTILITY DEPOSITS

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF OBERLIN, KANSAS, that:

Section One. UTILITY DEPOSIT.

- (a) Each new customer making application for utility service shall make a cash deposit to the city in the amount as specified in subsection (b), the deposits serve as a guaranty for the payment of service thereafter furnished to the customer's premises.
- (b) Cash deposit for utility service shall be \$200.
- (c) In the event that utility service shall be disconnected or discontinued for failure to pay any bill due the city for such utility, such cash deposit shall be applied as a credit against all amounts due from the customer to the city, and if there shall remain any surplus of such deposit, the same shall be returned to the customer.
- (d) Deposits collected pursuant to this section shall be governed by the provisions of K.S.A. 12-822 as amended.
- (e) Deposits will be returned upon a showing that there are \_\_\_\_\_ consecutive months of good pay history which is defined as having been paid in full each month with no returned checks or payments and no late payments.
- (f) No policy shall be enforced that allows the use of a credit score to benefit or penalize an individual based upon that score.
- (g) Electrical demand, water, sewer and trash charges may be prorated to reflect the timeframe these services are being used.

Section Two. All ordinances in conflict herewith are hereby repealed.

Section Three. This ordinance shall take effect and be in full force from and after its publication in the official city newspaper.

PASSED by the City Council and approved by the Mayor on this \_\_\_ day of \_\_\_\_\_, 2020.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

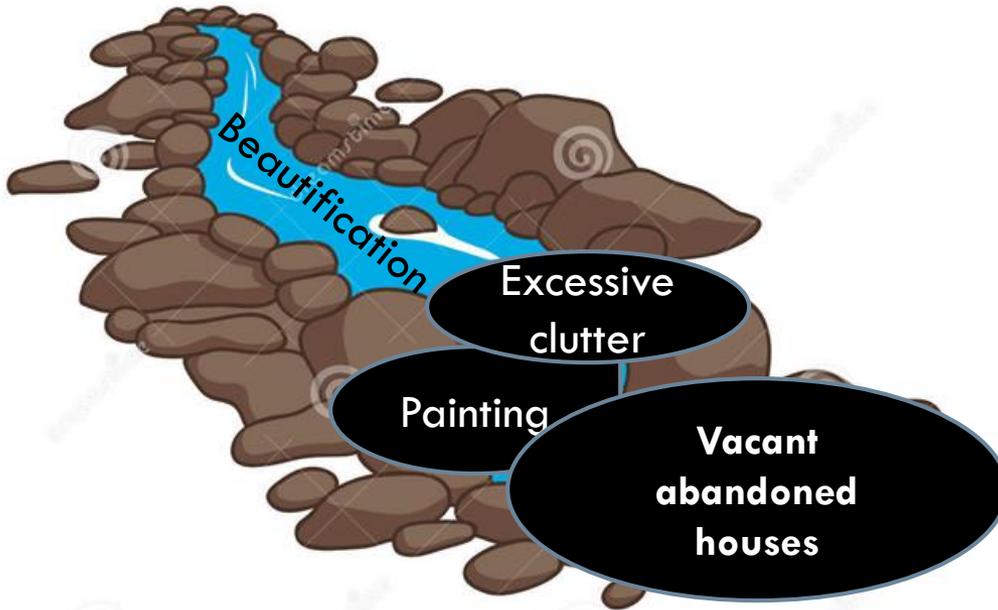
# Oberlin Beautification



What we are really talking about when we discuss beautification

- Improving public health
- Helping to reduce crime
- Helping to control rodent and feral cat populations
- Increasing property values
- Positive impressions for tourists
- Attracting business

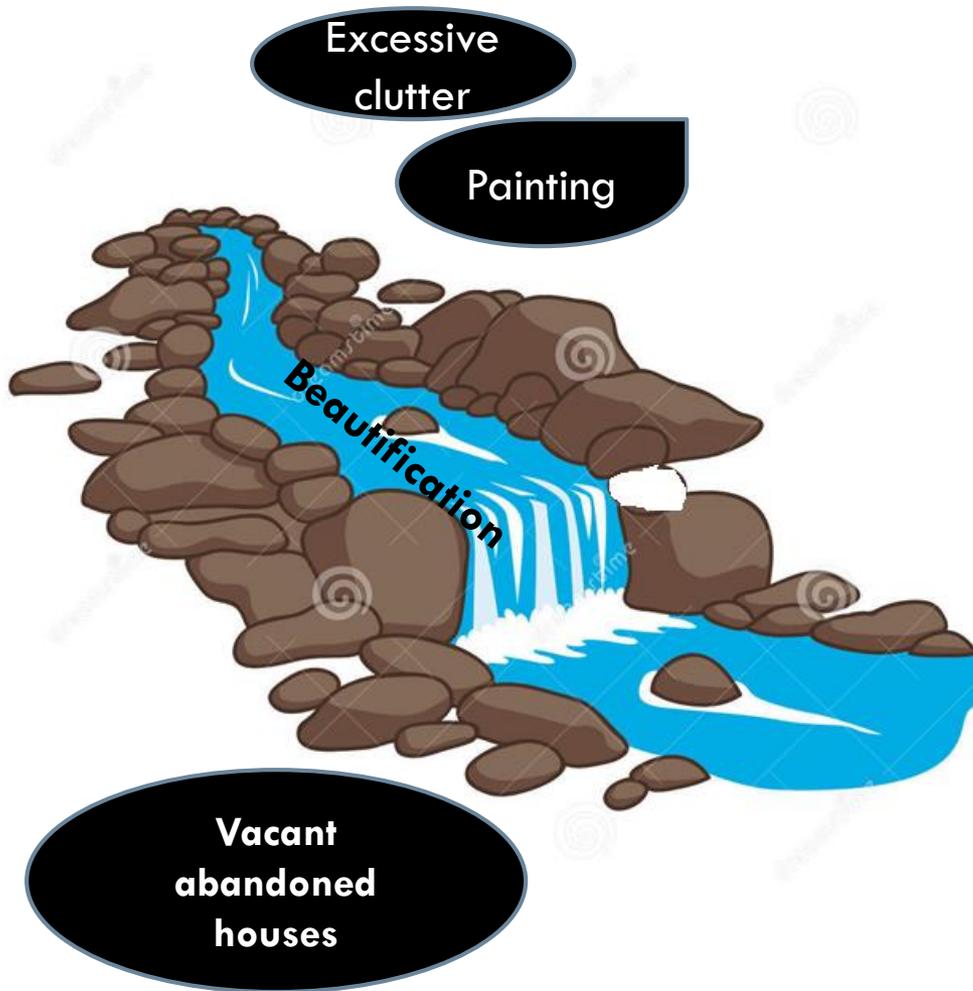
# Big rocks blocking beautification



What we are really talking about when we discuss beautification

- Improving public health
- Helping to reduce crime
- Helping to control rodent and feral cat populations
- Increasing property values
- Positive impressions for tourists
- Attracting business

# Big rocks to beautification



Code enforcement can help remove barriers:

- **Vacant abandoned houses** – research properties to determine if a property is a candidate for the connections program.
- **Excessive clutter** – the dump truck could also be requested for this need as well
- **Painting** – conversations with the Neighbor helping Neighbor to be more geared toward painting to assist people with this need who do not have the means physically or financially. (Voluntary)

# Problems with police car purchase



# Hello Dodge, our department would like to buy a vehicle



Dodge manufacturing  
communication strategy

Law enforcement  
situation

# Hello Dodge, what happened?



- Dodge manufacturing stopped production of 2020 vehicles months prior to what is a normal production schedule
- Dodge did not communicate the early production stop to anyone, even dealers



Dodge manufacturing  
communication strategy

Law enforcement  
situation

# Hello Dodge, now what?



- Law enforcement nationwide are scrambling for vehicles
- Causing a rush on used vehicles
- Causing used vehicle prices to over inflate



Dodge manufacturing  
communication strategy



Law enforcement  
situation

# Now what? Below are options

Stay with original budgeted purchase plan to trade-in a vehicle in 2020



## 2019 purchase recovery plan options

### Scenario #1

Purchase a 2021 later this year when manufacturing has them available

### Scenario #2

Purchase used vehicle now (there is a waiting list)

Both options would require a council vote to appropriate funds budgeted in 2019 for a vehicle to 2020 for a vehicle purchase

\*result would be purchasing 2 vehicles in 2020

Scenario #1 is the original plan budgeted for the timing would be delayed due to manufacturer production

# Street sweeper

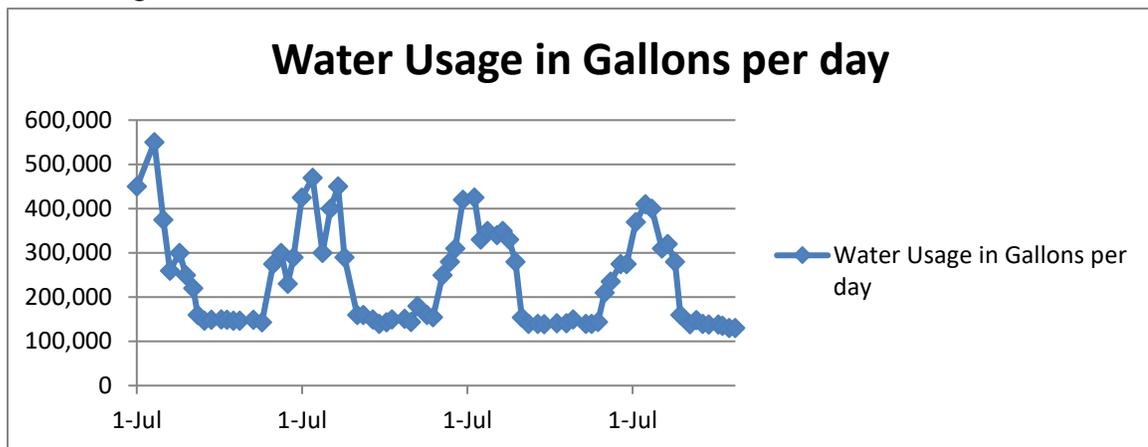


Street sweeper bids have come in over budget – we had a demo come out this week and quickly realized only 1 sweeper will work with our streets – it is over budget....when our server is back up we will have supporting slides for you – this is just a place holder note but a topic we will discuss in council

To: Mayor and Oberlin City Council

From: City Foreman David Sporn

1. My Power Point on 2020 Street Location will be postponed until the next council meeting due to my absence.
2. City crews have moved snow only one time to-date this season and it was at the end of November.
3. Short current Dept duties:
  - a. Line- installing and inspecting power lines
  - b. Street- storage building improvements, pothole repair
  - c. Water- map updates, shed cleaning
  - d. P/C- city park sidewalk construction, cemetery marker construction
  - e. Foreman- Street Sweeper purchase information, Paycom usage
4. Water Usage:



5. Permits:
  - a. Building permit, Terry Stienmetz, 608 E. Adams, for the installation of a carport

Questions/Comments?

# **OBERLIN POLICE DEPARTMENT**

## **ACTIVITY REPORT FOR CITY COUNCIL JANUARY, 2020**

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**Municipal Court fines: \$2,498.00**

**Municipal Court fines to date: \$2,498.00**

### **Traffic citations filed in Oberlin Municipal Court**

- **1 Driving While License Suspended**
- **1 Illegal Tag**
- **3 Maximum Speed Limits**
- **1 Motor Vehicle Liability Insurance**
- **1 Child Safety Restraint**

### **The following cases were filed in Decatur County District Court**

- **1 Criminal Damage to Property**

### **Additional Oberlin Police Department activity**

- **Received 4 Criminal Reports**
- **Enacted 1 Arrest**
- **Issued 7 Traffic Citations**
- **Provided 15 EMS Ambulance Assists**
- **Provided 18 Other Agency or Public Assists**

Jan. 8, 2020

Present: Brad Marcuson, Pastor Gordon Pettibone, Shayla Williby, Jill Reichert, Cynthia Haynes, Carolyn Hackney, Abby Hissong, Lisa Votapka & Chris Hackney

Meeting was called to order by President Cynthia Haynes

Jill provided financial report. Minutes & financial report were approved

DAD Account Financials were presented-Discussion

#### OLD BUSINESS:

Jill reported that Up In Smoke brought in \$4,011.83 last year - Discussion on possibly splitting this event with the Sappa Park Committee. Table till next meeting when more info is available.

Craft Fair- Income- \$2143.00 Expenses \$500.00  
CVB did pay the rent for the use of Gateway.

#### EVENT UPDATES:

Jingle Mingle went well & was well attended. Owe the Sunflower Cinema \$360.25 for the cost of the movie & drinks.(donations were received to cover this cost) Approx 55 people attended the free movie. Businesses were busy after the drawing. Constant crowd for the carriage rides-they gave rides till 1:00.

Abby Hissong from the Decatur County Grow foundation reported that they exceeded their \$50,000 match goal for December. They had 105 donors that donated \$61,499.00. Having the light parade on the same night as their BBQ helped! They normally cook 220 pork burgers and this year they cooked 360.

Stanley Hardware Food pantry drive was a success. Their goal every year is 2000 items and they brought in 2153 items. Pastor Gordon also said the UMC had a reverse advent and the UMC donated 20 food boxes to food pantry as well.

#### FUTURE EVENTS:

Annual Meeting/election of officers will be held February 19 @5:30 at the Cobblestone Inn & Suites. Everyone is asked to bring finger foods.

Prom Fair will be March 4 @ the BEE building.  
Lisa & Chris will organize this event.

#### NEW BUSINESS:

Cynthia printed out the Membership forms that need sent out. Chris suggested that we send out to home based businesses as well. Put in there that for any event that we have them at, if they are a member they can set up for free, if not they will be charged a fee. Carolyn will get these sent out within the next week if the Chamber will buy the stamps/envelopes. Approved

Spring banners are shot and we need new ones. 27 banners are needed and last time we ordered they were \$25 a piece. Chris will check on prices of these. Laurie Wasson gets them hemmed and organizes them to be put up. Carolyn made a motion to see if the CVB will help pay for the new banners and if not then have the Chamber purchase them spending no more than \$700, motion seconded by Jill. Motion carried

Downtown Music- Jill had Chris Wilson check out the speakers before Christmas because some speakers weren't working. Discussion on getting a grant for new outdoor speakers & new receiver. Shayla will start working on this. Rotary & Bargain Box said they would help with donations for this.

The renewal for XM radio was paid \$395.40 & will be split 3 ways Chamber/CVB/EDC \$131.67 each

May 2nd will be Spring Ladies shopping from 10-2. Chris will organize this event again

Hayley Roberson with the City of Oberlin talked to several members about the City possibly putting out a welcome bag for all new residents when they come to sign up for utilities. Discussion. Cynthia said we will help in anyway.

Pastor Gordon said the UMC is putting on a Cantata on Palm Sunday. Rehearsals will start on Jan 19th @ 1:15. Susan Nelson/Jenny Tally are in charge of this again this year.

Shayla reported that Prairie Land puts out a magazine called Kansas Country Living. In the back of there is an event calendar for the area. If we have any future events we should get the info to them as it is free. The magazine comes out every 2 months.

Meeting Adjourned – Next Meeting is February 12<sup>th</sup> @ Noon!

# Chamber Board Meeting

February 12, 2020

1. Attendance
2. Financials
  - a. Treasurer's report - Jill Reichert
3. How did it go?
4. Future Events
  - a. Annual meeting & election of board and officers  
what can everyone bring??? - posters around town???
  - b. Prom Fair
5. Old/New Business under Chamber
  - a. Membership Drive for 2020
  - b. number of members signed up so far
  - c. Spring Banners - Laurie Wasson
  - d. Music under the canopies - Shayla
  - e. Welcome bags at City office - Shayla

**Oberlin-Decatur County Economic Development  
Meeting Minutes  
January 14, 2020**

<b>Members Present</b>	Mark Starr, Chairman; Matt Ostmeyer, Vice-Chairman; Danielle Wasson, Secretary; John Sater, Treasurer; Ken Badsky; Lisa Votapka
<b>Guests Present</b>	Shayla Williby, EDC Marketing Director; Halley Roberson, Oberlin City Administrator; Wayne Hackney; Jacob Fortin
<b>Call to Order</b>	Meeting called to order at 5:30 pm.
<b>Consent Agenda</b>	Ken moved to approve the minutes as presented; Lisa seconded the motion. Motion carried by unanimous board approval.
<b>Hackney/Fortin Presentation</b>	<p>Wayne and Jacob presented a business plan for ProForm Precast, LLC. The business would utilize the leftover concrete from Oberlin Concrete jobs to cast such items as cattle feed bunks, concrete block forms, and eventually spread into such items as burial vaults and others. They would like the lot north of town to build their business, as they could create, store, and sell the products from a site with highway frontage. They would like to build a 50' X 60' building within a couple of years so that the pouring could be continued through winter months and the concrete would be able to cure faster. The closest competition for their business would be Finley's in Atwood, but the current owners are about to retire, opening the market. There is already electric and water services on site, a septic system would need to be installed but that isn't necessarily immediately. If the land is acquired, Wayne and Jacob intend to have the approach and a concrete slab to work on poured within a few weeks.</p> <p>Ken moved to offer the following options to Wayne and Jacob: 1.) sign a seven-year contract with prorated repayment if the business closes or moves prior to the seven years; or 2.) offer the ground with an asking price of \$21,000 for an immediate sale. Danielle seconded the motion. Motion carried by unanimous board approval.</p>
<b>General Business Update</b>	Rick Feltenburger is working on a large purchase. Shayla is dealing with another transaction which she may have a conflict of interest; she would like the assistance of a couple of board members to remove herself from the situation. She is still working on the corner lot business prospect.
<b>BEE Building</b>	Kerry Dunker has moved into the former barn art office area. The prospective interior designer is interested in the basement but would like to have a wall built for a separate lockable office area. Shayla will get some bids for this project. She has also had requests from businesses for use of the back door. At this point the door should be replaced. Shayla will get a bid on that as well. Matt will call Jeff Davis at Davis Floor Covering to measure Jill's office, as there are holes in the carpet and the flooring should be replaced.
<b>USDA Grant Update</b>	The USDA grant is due February 28 <sup>th</sup> for office incubators, Shayla will apply. She has also found a grant that could provide renovations and add \$20,000 to the operating budget for three years. That application is open ended and has no specific deadline.
<b>Election of Officers</b>	<p>Chairman: Lisa nominated Matt Ostmeyer for the position of chairman; Ken moved that nominations cease and Matt be appointed as board chairman. Motion carried by unanimous approval.</p> <p>Vice Chairman: Danielle nominated Ken Badsky for the position of vice chairman; John moved that nominations cease and Ken be appointed as board vice chairman. Motion carried by unanimous approval.</p> <p>Secretary: Mark nominated Danielle Wasson for the position of secretary; Lisa moved that nominations cease and Danielle be appointed as board secretary. Motion carried by unanimous approval.</p>

**Oberlin-Decatur County Economic Development  
Meeting Minutes  
January 14, 2020**

	Treasurer: Matt nominated Mark Starr for the position of treasurer; Danielle moved that nominations cease and Mark be appointed as board treasurer. Motion carried by unanimous approval.
<b>Insurance for Rec Center</b>	The board agreed to not ask for repayment on the rec center's insurance from the bowling alley and movie theater for any months in 2019. Tasha will begin to pay the monthly insurance premium on those properties beginning this month. Mark will speak with Karen Larson regarding the insurance payments for the Golden Age Center.
<b>Rental Agreements</b>	Shayla has collected all but three of the updated rental agreements.
<b>Prairie Sky Day Spa Rent Increase</b>	With the rent increase that was agreed upon beginning in January 2020, the rent for Prairie Sky Day Spa is now \$350 and that may be difficult for Cindy. Danielle suggested following the proposed rent assistance proposal and rebating \$50 in rent monthly if Cindy agrees to assistance with her business plan and marketing and quarterly review of profit and loss statements. Shayla will approach Cindy with the suggestion.
<b>Other Business</b>	None.
<b>Adjournment</b>	Meeting adjourned at 7:12 pm. The next meeting is scheduled for Monday, February 10, 2020 at 5:30 pm at the BEE Building.

Respectfully Submitted,

Danielle Wasson  
Secretary

**Oberlin-Decatur County Economic Development  
Meeting Agenda  
February 10, 2020**

**Attending** Matt Ostmeyer, Chairman \_\_\_\_\_; Ken Badsky, Vice-Chairman \_\_\_\_\_; Danielle Wasson, Secretary \_\_\_\_\_; Mark Starr, Treasurer \_\_\_\_\_; John Sater \_\_\_\_\_; Lisa Votapka \_\_\_\_\_; Shayla Williby, Marketing Director \_\_\_\_\_

**Consent  
Agenda** 1.) Minutes January 13, 2020 Meeting  
2.) January Treasurer Report & Financials

**Old Business** 1.) General Business Update  
2.) Floor in Jill's Office  
3.) BEE Building Back Door

**New  
Business** 1.) Wall in Mike's Former Office  
2.) Hallway Safe/Room  
3.) Back Counter Ideas  
4.) Downtown Sound System Project

**Executive  
Session** Non-Elect Personnel

**Next  
Meeting** March 9, 2020 at 5:30 p.m.

**OBERLIN DECATUR AREA ECONOMIC**  
**104 S PENN AVE**  
**OBERLIN, KS 67749**  
**Date Range Balance Sheet**  
**For the period ending 01/01/2020 - 01/31/2020**

01/01/2020 - 01/31/2020

<b>ASSETS</b>	
<b>Current Asset</b>	
CKG - THE BANK - 110100811 - EDC	24,918.03
SVGS - THE BANK - EDC	42,780.57
CKG - FB&T - 2102007 - REV LOAN	100,905.26
CKG - FNB - 700018779 - SUNFLOWER	31,372.55
SVGS - FNB - SUNFLOWER	6,859.06
Total Current Asset	206,835.47
<b>Fixed Asset</b>	
LAND & BLDGS	50,437.75
BLDG - 104 S PENN	50,000.00
HWY 36 PROPERTY	19,888.07
BLDG - SENIOR CTR/CINEMA/BOWLING	544,242.49
EQUIPMENT	209,690.79
Total Fixed Asset	874,259.10
<b>Other Asset</b>	
N/R REVOLVING LOAN #5	6,050.42
N/R REVOLVING LOAN #7	7,686.07
INSURANCE ON R/E	(6,771.83)
Total Other Asset	6,964.66
Total ASSETS	1,088,059.23
<b>LIABILITIES</b>	
<b>Current Liability</b>	
N/P FB&T - SUNFLOWER REC	(16,346.44)
N/P - THE BANK - SUNFLOWER REC	(93,400.14)
Total Current Liability	(109,746.58)
<b>Long Term Liability</b>	
SUSPENSE	65.98
GIFT CARD BALANCE	(2,707.91)
Total Long Term Liability	(2,641.93)
Total LIABILITIES	(112,388.51)
<b>CAPITAL</b>	
<b>Capital</b>	
NET WORTH	(975,670.72)
Total CAPITAL	(975,670.72)
<b>Total Liabilities and Capital</b>	(1,088,059.23)

**OBERLIN DECATUR AREA ECONOMIC**  
**104 S PENN AVE**  
**OBERLIN, KS 67749**  
**Multi Column Divisional Profit and Loss**  
**For the period January 01, 2020 To January 31, 2020**

	<b>BOWLING ALLEY</b>	<b>SUNFLOWER CINEMA</b>	<b>ECONOMIC DEVELOPMENT</b>
<b>Income</b>			
CONTRIBUTIONS - GIFTS	\$0.00	\$1,537.25	\$0.00
SALES	14,961.61	2,884.08	0.00
DECATUR CO TAX DRAW	0.00	0.00	10,730.01
CITY OF OBERLIN	0.00	0.00	2,460.00
RENTAL INCOME	0.00	50.00	2,118.18
INTEREST INCOME	6.87	0.00	87.30
GIFT CERTIFICATE SALES	481.05	197.00	0.00
<b>Total Income</b>	<b>15,449.53</b>	<b>4,668.33</b>	<b>15,395.49</b>
<b>Net Income</b>	<b>15,449.53</b>	<b>4,668.33</b>	<b>15,395.49</b>
<b>Expense</b>			
ACCOUNTING & LEGAL	\$0.00	\$0.00	\$100.00
ADVERTISING	25.00	25.00	0.00
CONTRACT LABOR	125.00	125.00	100.00
DUES FEES SUBS	0.00	209.96	24.99
INSURANCE	502.92	453.00	643.61
INTEREST	272.81	272.81	0.00
REPAIRS	0.00	108.47	0.00
SALES TAX	2,339.90	621.69	0.00
WAGES	1,901.64	20.78	2,649.15
PAYROLL TAXES	460.32	8.03	831.97
TELEPHONE	92.00	0.00	94.00
SUPPLIES	41.71	4.09	130.63
UTILITIES	304.57	102.44	966.59
<b>Total Expense</b>	<b>6,065.87</b>	<b>1,951.27</b>	<b>5,540.94</b>
<b>Cost of Goods</b>			
PURCHASES	\$7,340.60	\$913.93	\$0.00
<b>Total Cost of Goods</b>	<b>7,340.60</b>	<b>913.93</b>	<b>0.00</b>
<b>Net Profit/(Loss)</b>	<b>2,043.06</b>	<b>1,803.13</b>	<b>9,854.55</b>
<b>PRINCIPAL LOAN</b>	<b>(360.73)</b>	<b>(360.72)</b>	
<b>TOTAL</b>	<b>1,682.33</b>	<b>1,442.41</b>	