

Oberlin City Council meeting
5:00 pm
June 4, 2020



AGENDA
CITY COUNCIL MEETING
Gateway 1 & 2 - Oberlin, Kansas
June 4, 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 ____ Lohoefer ____ 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 the previous meeting held May 7, 2020
- Appropriation Ordinance (Payment of Bills)
Motion _____ Second _____

ADMINISTRATORS REPORT

1. Next Council Meeting June 18, 2020
2. CDBG Project Update
3. Airport Update
4. COVID Update
5. Pool Update

NEW BUSINESS

1. Bargain Box – Francy Miller
2. Dog Park – Susan Nelson
3. Pool liability waiver
4. Pay request for Phase 1 CDBG

OLD BUSINESS

REPORTS OF OTHER OFFICERS, BOARDS AND COMMITTEES

- Mayors Report
- Public Works Department – Foreman Sporn Report 5-28-20
- Treasurer Report – Treasurer Zodrow Sales and Use Tax History Report
- Other Reports

ADJOURNMENT

- Action – Motion to Adjourn
Motion _____ Second _____

REGULAR COUNCIL MEETING – May 21, 2020 – GATEWAY, Room 3 - 5:00 pm

CALL TO ORDER

Mayor Garret McDougal opened the meeting with the Pledge of Allegiance.

Roll Call Mayor – Garret McDougal
Councilmember – Deb Lohoefer
Councilmember – Kristin McHugh
Councilmember – Mike Dempewolf
Councilmember – Scott Gawith at 5:02 pm
Councilmember – Jim Marchello at 5:05 pm

Others Present - City Administrator Halley Roberson, City Attorney Steve Hirsch, and his Intern Dan Hagedorn, City Foreman David Sporn, City Treasurer Steve Zodrow, Susan Unger, Chris Ward, and City Clerk Sandy Rush. Via Zoom: Cynthia Haynes with the Oberlin Herald, Ruth Miesner, Dr. Craig Bartruff, medical director of Decatur Health, Chris Miller with Miller & Associates,

PUBLIC COMMENT – Ruth Miesner asked the council if they would consider increasing their donation from \$500 to \$600 this year for the Fourth of July fireworks.

Lohoefer moved, second by McHugh.
Approve donating \$600 for fireworks. **The motion carried 3/0**

CONSENT AGENDA

Approval of minutes of May 7, 2020, regular Council meeting.
Appropriation Ordinance – Payment of Bills.

Lohoefer moved, second by Dempewolf.
Accept the consent agenda, as presented. **The motion carried. 4/0**

ADMINISTRATORS REPORT

Next Council Meeting – Will be June 4, 2020, at the regular meeting place of the Gateway.

Airport Update – Smoky Hill, from Salina, KS, has completed the airport apron and taxiway.

CDBG Water Main Phase 1 Improvements Update – Project is going well as expected.

Pool Update – Administrator Roberson told the council the state is in COVID Phase 1.5 as of today, and hopefully, on June 8, the governor's plan of Phase 3 will go into effect, which will allow the pool to open. Her idea is to open the pool by mid-June and to have a framework in place and work within the state and county government's rules. Phase III would allow 45 people to gather at a time, she said. For the pool, it would be about 35 swimmers and ten lifeguards. Ms. Roberson noted to allow the maximum number of people to enjoy the pool with the 35-person limit; a timetable will be set up for swimming to include private lessons and two-hour swim times, with half an hour between each for cleaning. The pool's Facebook page will show how people can make reservations to swim, she said. Ms. Roberson suggested a lottery be held for those in the pool if there are open spaces for the next swim time. A new pricing system for this year would reduce all to half price, and since a full season cannot be guaranteed, there would be no pool passes. Ms. Roberson said staffing is another problem at the pool. The city still needs to hire a manager and assistant manager. She is working on getting more lifeguards certified. "Please be patient with these lifeguards," she said. Councilman Marchello suggested the city charge nothing this year, and Roberson said this would cost the city about \$15,000 and is needed to recover some of the costs of operation. All agreed it was an excellent framework to start with and requested Foreman Sporn to fill the pool up.

NEW BUSINESS

CDBG/COVID Relief – Administrator Roberson informed the council she had submitted a grant application for CDBG-COVID relief funds through CDBG since we are already a participant. The grant request is for \$30,000 for food and \$100,000 for business development and recovery. It was a very fast time-line, and the public hearing notice is already in the paper. This will require a special meeting on May 26, to move forward, should the council decide to go ahead with the application process. It was agreed to have a special meeting for the public hearing.

Double-Bucks Local Shopping Incentive – Administrator Roberson told the council about a local initiative by local banks, GROW, and the Chamber to promote local shopping by providing funds to double purchases of a similar form of chamber buck. The maximum amount will be \$250, matched with an additional \$250. She asks the council to consider a \$1,000 investment to this local economic stimulus effort.

Lohoefener moved, second by McHugh,
Approve donating \$1,000. **The motion carried 5/0.**

OLD BUSINESS - None.

REPORTS OF OTHER OFFICERS, BOARDS AND COMMITTEES

Mayors Report – none

Public Works Department Report - Presentation of 5-14-20 report by Foreman Sporn.

Treasurer report – Presentation of 3-31-20 Cash Flow Report by Treasurer Steve Zodrow.

ADJOURNMENT

At 6:20 pm, Gawith moved, second by Lohoefener.
Adjourn meeting. **The motion carried 5/0.**

Sandy Rush, City Clerk

Garret McDougal, Mayor

Project Name: Construct Apron & Taxilane to Future Hangar Area	Site Location: Oberlin Municipal Airport, Oberlin, Kansas	Project No. AIP 3-20-0061-011 Olsson 018-3411
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Direction Photo
Taken: South

Description:
Installing Erosion Control
Blanket.



Direction Photo
Taken: Northwest

Description:
Placing Mulch in West
Ditch.



Project Name: Construct Apron & Taxilane to Future Hangar Area	Site Location: Oberlin Municipal Airport, Oberlin, Kansas	Project No. AIP 3-20-0061-011 Olsson 018-3411
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Direction Photo Taken: Northwest

Description:
Pavement preparation for Markings.



Direction Photo Taken: South

Description:
Installing Markings on the Taxilane.



DOG PARK RULES

1. Please be respectful of others and responsible while at this community resource DOG PARK.
2. All dogs must be current on their vaccination to use the DOG PARK. Tags may serve as proof and made available upon request.
3. No dogs under age 4 months or females in season may use the DOG PARK , or be in the area of the DOG PARK. Spayed / neutered dogs are recommended.
4. No dog shall be left unattended at the DOG PARK.
5. A maximum of 3 dogs permitted per handler.
6. Any dog deemed DANGEROUS are not permitted to use the DOG PARK or be in area of DOG PARK.
7. Any dog bites are the responsibility of the handler and must be reported to Law enforcement.
8. Patrons' using the facility do so AT THEIR OWN RISK.
THE CITY OF OBERLIN SHALL NOT BE LIABLE FOR ANY injury
or damage caused by dogs or handlers while in the area of the park.

HANDLERS RESPONSIBILITY

1. All handlers must be at least 14 years old or accompanied by an adult.
2. Dog must be leashed while entering and exiting gate area at all times.
Leashes must remain with handlers at all times while dogs are in off leash areas.
3. Handlers must PICK UP and dispose of their dogs' waste and deposit it in the designated receptacles provided.
4. PLEASE fill in any holes your dog may have dug before exiting the DOG PARK.

THANK YOU

DOG PARK COMMITTEE MEMBERS

May 28, 2020
Kearney, Nebraska



1111 Central Ave. Kearney, NE 68847-6833

Tel: 308-234-6456
Fax: 308-234-1146
www.miller-engineers.com

Halley Roberson, City Administrator
City of Oberlin
1 Morgan Drive
Oberlin, KS 67749

Re: Phase 1 – Distribution Improvements
Oberlin, Kansas
Project No. 245-C1-011

Dear Halley,

Enclosed are four (4) copies of the following

- a) Application and Certificate for Payment No. 1 – \$298,800.25

Please place on the City Council Agenda for their consideration, once your CDBG Program Administrator (Justine) authorizes the processing. Following approval and processing, please sign all four copies and distribute as marked.

Please contact Justine or myself if you have any questions regarding this matter.

Very truly yours,
MILLER & ASSOCIATES
CONSULTING ENGINEERS, P.C.

A handwritten signature in black ink, appearing to read 'Jacquie S. Haupt', is written over a horizontal line. Below the signature, the name and title are printed in a standard font.

Jacquie S. Haupt
Administrative Assistant

Enclosures

cc: Justine Benoit, NWKPD, w/o enclosure

APPLICATION FOR PAYMENT

PROJECT: Phase 1 Distribution Services

ENGINEER: Miller & Associates, Consulting Engineers, P.C.

TO: (OWNER) CITY OF OBERLIN
1 Morgan Drive
Oberlin, KS 67749

ENGINEER'S PROJECT NO. 245-C1-011

CONTRACTOR: BSB Construction, Inc.

CONTRACT FOR:

APPLICATION DATE: June 4th, 2020

APPLICATION NO.: 1

ATTN:

FOR WORK ACCOMPLISHED THROUGH THE DATE OF: May 22, 2020

CHANGE ORDER SUMMARY:

Continuation sheets are attached.

Change orders approved in previous month by Owner.

Application is made for payment, as shown below in connection with the Contract.

The present status of the account is as follows:

CO #	DATE	ADDITIONS	DEDUCTIONS
1	4/21/20	\$155,802.50	
2			
3			
4			
5			
TOTAL		155,802.50	0.00
NET CHANGE		155,802.50	

ORIGINAL CONTRACT PRICE.....	\$	733,182.50
Net Change by Change Orders & Written Amendments	\$	155,802.50
CURRENT CONTRACT PRICE.....	\$	888,985.00
TOTAL COMPLETED & STORED TO DATE.....	\$	332,000.28
LESS RETAINAGE : 10%	\$	(33,200.03)
TOTAL COMPLETED & STORED TO DATE LESS RETAINAGE	\$	298,800.25
LESS PREVIOUS APPLICATION FOR PAYMENT-----		
AMOUNT DUE THIS APPLICATION.....	\$	298,800.25

The undersigned CONTRACTOR certifies that: (1) all previous progress payments received from Owner on account of Work done under the Contract referred to above have been applied to discharge CONTRACTOR'S legitimate obligations incurred in connection with Work covered by prior Applications for Payment numbered _____, inclusive; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to OWNER at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to OWNER indemnifying OWNER against any such Lien, security interest or encumbrance); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and not defective.

The undersigned certifies that the work has been carefully inspected and to the best of their knowledge and belief, the quantities shown in this estimate are correct and the work has been performed in accordance with the contract.

CONTRACTOR: BSB Construction, Inc.

By: [Signature]

Date: 5/22/2020

Attested by: [Signature]

Date: 5/22/2020

ENGINEER: MILLER & ASSOCIATES

By: [Signature]

<input type="checkbox"/>	Owner
<input type="checkbox"/>	Contractor
<input type="checkbox"/>	Engineer
<input type="checkbox"/>	

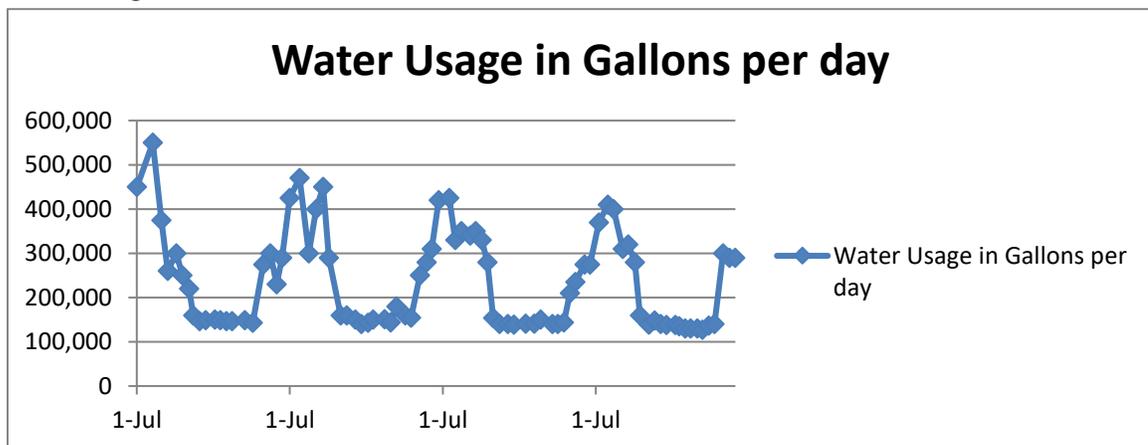
OWNER: City of Oberlin

BY: _____

To: Mayor and Oberlin City Council

From: City Foreman David Sporn

1. City preparations for Memorial Day weekend went well. The cemetery looked very nice. I have not heard any negative criticism pertaining to our Memorial Day prep. and that always makes me happy.
2. The water project has been moving along. Today we are assisting the crew with 2 big "cut-ins" which is where they cut into our existing pipe to make connections. After this is done, the first section (200 block of South Beaver) will be pressure tested and then cleared for any possible bacteria contamination. Lastly will be cleanup of properties. Seeding usually comes after there is an abundance of yards to seed.
3. The swimming pool is now full. The boiler building has been painted and the wood fence has been altered to where it can be stained. We have started to dose the pool with chlorine and have the circulators running. I plan on firing up the boiler today. After a few days we will begin adding other chemicals necessary for good swimming water.
4. I have been gathering bids for the pickup which is budgeted this year. I hope to have those 3 bids available for council to look over at this meeting.
5. Short current dept duties;
 - a. Line- rebuilding line on east Commercial
 - b. Street- replace curbing, street spraying, stripe painting
 - c. Water- pool prep, CDGB project assist
 - d. C/P- mowing, spraying
 - e. Foreman- pool prep, CDGB project supervise, truck bids
6. Water usage;



7. Permits;
 - a. Sewer, Coryell Maintenance, for the installation of a sewer line
 - b. Sewer, MiDe Connections, for the reinstallation of a sewer line
 - c. Sewer, Plumb Simple, for the reinstallation of a sewer line

Questions/Comments?

City of Oberlin
City Share of County 1% Local Sales Tax Receipts

	Combined Total Compensating Use and Sale Tax										Monthly
	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>Average</u>
Jan	9,985.62	10,287.97	12,413.13	10,718.01	11,958.35	9,462.39	10,137.30	10,696.77	10,595.60	11,643.20	10,632.62
Feb	9,265.06	15,317.45	12,754.54	10,482.80	14,184.06	14,211.40	10,035.06	10,428.31	11,730.02	12,770.76	11,965.40
Mar	11,222.52	12,011.30	12,867.30	12,770.49	11,371.45	12,518.75	8,826.54	11,298.11	9,730.12	11,506.90	11,243.40
Apr	10,683.76	9,217.39	9,357.39	10,592.09	9,930.44	7,834.05	11,039.07	9,719.62	12,365.25	13,671.01	10,129.07
May	9,964.25	10,059.72	12,197.87	19,825.39	12,367.06	11,836.25	10,310.10	10,833.86	10,770.72	10,546.40	11,711.61
Jun	9,323.96	10,961.76	11,458.11	12,395.91	13,616.40	8,607.49	9,763.87	9,342.18	11,154.81	-	10,534.53
Jul	8,362.93	8,979.12	10,894.41	14,977.72	10,214.54	11,238.90	11,661.68	11,373.01	10,551.30	-	10,610.25
Aug	11,365.80	10,389.27	12,306.03	19,970.12	12,014.44	10,711.75	13,191.39	12,844.71	9,785.39	-	12,353.25
Sep	9,916.29	11,817.66	10,777.28	14,389.11	11,197.53	11,289.36	8,921.29	14,011.65	12,595.25	-	11,309.11
Oct	12,206.93	13,791.86	11,953.06	12,738.50	11,500.53	12,020.11	12,095.05	13,970.72	11,539.88	-	12,064.43
Nov	14,026.08	10,989.41	11,774.98	15,836.42	13,009.91	11,186.51	11,669.46	12,589.73	12,157.65	-	12,333.78
Dec	12,348.90	9,722.01	11,818.67	10,470.56	11,606.29	12,755.15	9,480.12	10,766.48	12,010.79	-	11,023.94
	<u>128,672.10</u>	<u>133,544.92</u>	<u>140,572.77</u>	<u>165,167.12</u>	<u>142,971.00</u>	<u>133,672.11</u>	<u>127,130.93</u>	<u>137,875.15</u>	<u>134,986.78</u>	<u>60,138.27</u>	
	Total Combined Compensating Use and Sales Tax Received									1,414,795.92	
	Overall Monthly Average									125 Months	11,318.37

City of Oberlin
Pool Sales Tax 1.5%

	Combined Compensating Use and Sales Taxes										Monthly
	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>Average</u>
Jan	-	-	-	25,113.79	27,878.94	25,071.42	28,050.89	27,304.57	28,654.58	28,080.94	27,165.02
Feb	-	-	-	25,812.17	35,654.30	38,949.35	27,276.00	26,193.54	30,136.30	33,989.44	31,144.44
Mar	-	-	-	26,557.20	29,240.90	33,459.39	23,601.06	26,250.03	26,330.45	24,910.52	27,192.79
Apr	-	-	-	25,361.14	25,126.89	21,767.04	29,859.93	24,359.68	27,703.58	30,227.49	26,343.68
May	-	-	1,467.26	29,197.14	27,105.35	32,218.75	27,549.71	29,431.59	27,379.99	27,964.00	28,901.97
Jun	-	-	24,886.18	29,873.34	33,842.30	24,013.85	26,235.58	26,581.55	32,222.62	-	28,236.49
Jul	-	-	24,921.71	29,566.17	29,120.74	29,477.11	31,657.01	29,115.06	29,251.07	-	29,015.55
Aug	-	-	28,367.49	31,204.89	29,646.03	27,381.82	29,792.86	36,510.06	24,932.23	-	29,690.77
Sep	-	-	27,807.99	32,435.03	29,933.21	29,188.82	26,014.42	38,172.28	39,089.85	-	31,805.94
Oct	-	-	27,843.89	32,038.99	26,786.35	29,454.74	31,921.94	38,432.74	27,747.26	-	30,603.70
Nov	-	-	28,875.57	30,695.26	33,486.32	31,226.26	29,419.79	31,966.63	30,879.89	-	30,935.67
Dec	-	-	28,890.71	26,204.31	27,669.43	34,929.73	26,304.10	30,714.92	31,619.17	-	29,476.05
	-	-	193,060.80	344,059.43	355,490.76	357,138.28	337,683.29	365,032.65	355,946.99	145,172.39	
										Total Combined Compensating Use and Sales Tax Received	2,453,584.59
										Overall Monthly Average	84 Months 29,209.34