

**Oberlin City Council meeting**  
**5:00 pm**  
**July 16, 2020**



**AGENDA  
CITY COUNCIL MEETING  
Gateway 1 & 2 - Oberlin, Kansas  
July 16, 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 \_\_\_\_ Lohoefener\_\_\_\_ 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 July 2, 2020
- Appropriation Ordinance (Payment of Bills)  
Motion\_\_\_\_\_ Second\_\_\_\_\_

**ADMINISTRATORS REPORT**

1. Next Council Meeting August 6, 2020
2. CDBG CARES Grant Update
3. Spark update
4. CDBG Water Main Update
5. CMB License at Sappa
6. Burn Pile
7. Ricochet Event

**GROW INTERN REPORT** – Raenee Patterson

**NEW BUSINESS**

1. Approve the CDBG Drawdown #2 for \$63,880.16 for the waterline phase I project
2. Approve BSB Pay Request #2 for \$103,032.52

**OLD BUSINESS**

1. Approve the revised 2020 Water Conservation Plan
2. Cemetery Ordinance
3. 2021 Budget

**CORRESPONDENCE** – Thank You from Overland Park

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

- Mayors Report – Mayor McDougal
- Public Works Department – Foreman Sporn 7-9-2020 Report
- Library Board June 2020 Minutes

**ADJOURNMENT**

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

## REGULAR COUNCIL MEETING – July 2, 2020 – GATEWAY, Room 1 & 2 - 5:00 pm

### CALL TO ORDER

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

**Roll Call** Mayor – Garret McDougal  
Councilmember – Deb Lohofener  
Councilmember – Kristin McHugh by phone  
Councilmember – Mike Dempewolf  
Councilmember – Jim Marchello

**Absent** Councilmember – Scott Gawith

**Others Present** - City Administrator Halley Roberson, City Attorney Steve Hirsch, Dan Hagedorn, Treasurer Steve Zodrow, Police Chief Brad Burmaster, Police Officer Troy Haas, Gateway Manager Chris Ward, Gateway Marketer Susan Unger, Ruth Miesner, Francy Miller, Carrie Morford, Cheryl Sauvage, and City Clerk Sandy Rush.

**PUBLIC COMMENT** – Francy Miller informed the council of a meeting she is organizing with the public and business owners to discuss ways to refresh the downtown. She will be looking for a grant to help fund the project.

### CONSENT AGENDA

Approval of minutes of June 18, 2020, regular Council meeting.  
Appropriation Ordinance – Payment of Bills.

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

### ADMINISTRATORS REPORT

**Next Council Meeting** – Will be July 16, 2020, at the regular meeting place of the Gateway. City offices will be closed on July 3 for Independence Day.

Guidelines to use the CDBG CARES funds are unclear, according to Administrator Roberson. Efforts made to implement the CARES Act to assist businesses and individuals in recovering and surviving COVID are in the process. Administrator Roberson updated the council on the county commissioners meeting she attended regarding the Strengthening People and Revitalizing Kansas (SPARK) funds made available to provide relief for counties based on population and impact. Administrator Roberson updated the council on the approximately one mile of water main replacement CDBG Project. A crew from IES Commercial of Holdrege, NE, and the city electrical crew has switched out a huge power pole located on East Adams Street, north of the Catholic Church without incident.

**Cemetery Update** – Concerning the cemetery ordinance, Administrator Roberson said the old ordinance was written well and just needed some policy changes. Council discussed options of adding policies instead of rewriting the ordinance. A councilmember commented it needed to be made as easy as possible to maintain and keep the cemetery looking nice that communicates the community's wishes to any sexton instead of writing more rules. Policies changes discussed were; distance from headstones, number of items at each site, and holidays.

Lohofener moved, second by McHugh.  
Approve changing the ordinance by adding a policy to keep decorations within four inches of the headstone, up to six items bordering the stone but not infringing on other plots, and allowing decorations on holidays. **The motion carried 4/0.**

**2021 Budget Highlights** – Treasurer Zodrow outlined the proposed budget, which increases the mill levy to 93.812, up from 91.355 in 2020. The state’s tax lid calculation would allow \$704,234 for the city to bring in, but was more than Mr. Zodrow thought would be good for the city. Instead, the tax levy will be only \$667,012. Plans in the budget include a JD mower for cemetery/parks, lights at the park playground, and a new pickup for the public works department. Administrator Roberson commented Chris Miller, with Miller and Associates, is looking into redoing the sewer manholes. She is hoping to apply for a CDBG grant to fund it. Mr. Zodrow said he budgeted for 12 to 15 days to run the power plant in case it is needed. Decreased interest rates on CD’s, reduced court fines, and inability to have concerts during COVID has significantly reduced the city’s revenue. Treasurer Zodrow commented the taxes were not affected as bad as he anticipated except the transient guest tax due to COVID. All council members thanked Treasurer Zodrow for his hard work and dedication to creating the budget.

**NEW BUSINESS** – None.

**Water Conservation Plan** – Decided to move the discussion to the next council meeting showing changes to made from the previous water conservation plan.

**OLD BUSINESS** - None.

**CORRESPONDENCE** – A thank-you card from OPTIONS was available.

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

Treasurer Report –Presentation of sales tax report by Treasurer Steve Zodrow.

Councilmember Marchello commented he liked the social media broadcasting of the meeting and would like to see it continue.

Councilmember Dempewolf thanked the dog park committee for all their hard work in building the dog park.

**ADJOURNMENT**

At 6:30 pm, Lohofener moved, second by McHugh.  
Adjourn meeting. **The motion carried 4/0.**

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Sandy Rush, City Clerk

Garret McDougal, Mayor

# GROW Summer Intern - Raenee



- Summer Activities
  - Marketing Materials
  - Database Set Up
  - Board Meetings
  - Legacy Society
  - Updated Logo
  - Website Creation
- Thank You

## REQUEST FOR PAYMENT OF CDBG FUNDS

CFDA 14.228

## PART I: REQUEST FOR PAYMENT INFORMATION

GRANTEE - NAME City of OberlinGRANT NO. 19-PF-016STREET ADDRESS 1 Morgan DriveREQUEST NO. 2PO BOX N/Asrush@oberlinkansas.govCITY, STATE, ZIP Oberlin, KS 677490Grantee's - E-mail address for notifying about ACH deposit  
nwkpdc@ruraltel.net

Administrator - E-mail address for notifying about ACH deposit

## PART II: STATUS OF CDBG FUNDS

## AMOUNT

1	PAYMENT DUE & AMOUNT OF THIS REQUEST	<u>63,880.16</u>
2	CDBG GRANT AWARD	<u>600,000.00</u>
3	PROGRAM INCOME AND OTHER RECEIPTS	<u>.</u>
4	<b>TOTAL FUNDS ( 2 + 3 )</b>	<u>600,000.00</u>
5	CDBG FUNDS RECEIVED TO DATE	<u>197,048.96</u>
6	<b>TOTAL ( 1 + 5 )</b>	<u>260,929.12</u>
7	<b>REMAINING CDBG FUNDS ( 4 - 6 )</b>	<u>339,070.88</u>

## PART III: CERTIFICATION

I HEREBY CERTIFY THAT THE DATA REPORTED ABOVE IS CORRECT AND THAT THE AMOUNT REQUESTED IS NOT IN EXCESS OF CURRENT NEEDS

DATE 7/9/2020 SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_DATE 7/9/2020 SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_

## PART IV: APPROVAL (FOR KANSAS DEPT. OF COMMERCE USE ONLY)

## CDBG APPROVAL:

1. CONTRACT TERMINATION DATE: \_\_\_\_\_

2. AUTHORIZED SIGNATURE: \_\_\_\_\_

3. MONITORING RESOLUTION: CURRENT / PAST DUE / NA

4. QUARTERLY PROGRESS REPORTS: CURRENT / PAST DUE

FIELD REPRESENTATIVE \_\_\_\_\_ DATE \_\_\_\_\_

ECONOMIC DEVELOPMENT SPECIALIST \_\_\_\_\_ DATE \_\_\_\_\_

ADMINISTRATIVE/ COMPLIANCE \_\_\_\_\_ DATE \_\_\_\_\_

FISCAL \_\_\_\_\_ DATE \_\_\_\_\_

Kansas Department of Commerce  
Small Cities Community Development Block Grant

**APPLICATION FOR PAYMENT**

**PROJECT:** Phase 1 Distribution Services

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

**ENGINEER'S PROJECT NO.** 245-C1-011

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

**CONTRACTOR:** BSB Construction, Inc.

**CONTRACT FOR:**

**APPLICATION DATE:** June 26, 2020 **APPLICATION NO.:** 2

**FOR WORK ACCOMPLISHED THROUGH THE DATE OF:** June 26, 2020

**ATTN:**

**CHANGE ORDER SUMMARY:**

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

Continuation sheets are attached.

Change orders approved in previous month by Owner.

The present status of the account is as follows:

CO #	DATE	ADDITIONS	DEDUCTIONS
1	4/21/20	\$155,802.50	
2			
3			
4			
5			
<b>TOTAL</b>		155,802.50	0.00
<b>NET CHANGE</b>		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.....	\$	446,480.86
LESS RETAINAGE : 10% .....	\$	(44,648.09)
TOTAL COMPLETED & STORED TO DATE LESS RETAINAGE	\$	401,832.77
LESS PREVIOUS APPLICATION FOR PAYMENT.....	\$	298,800.25
AMOUNT DUE THIS APPLICATION.....	\$	103,032.52

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.

**ENGINEER: MILLER & ASSOCIATES**

By: *Tyler Williams*

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

**OWNER: City of Oberlin**

BY: \_\_\_\_\_

**CONTRACTOR: BSB Construction, Inc.**

By: *[Signature]*

Date: 7/1/2020

Attested by: *[Signature]*

Date: 7/1/2020

APPLICATION AND CERTIFICATE FOR PAYMENT-CONTINUATION SHEET

APPLICATION NUMBER:

2

APPLICATION DATE:

26-Jun-20

FOR WORK ACCOMPLISHED THROUGH :

26-Jun-20

ENGINEER'S PROJECT #:

245-C1-011

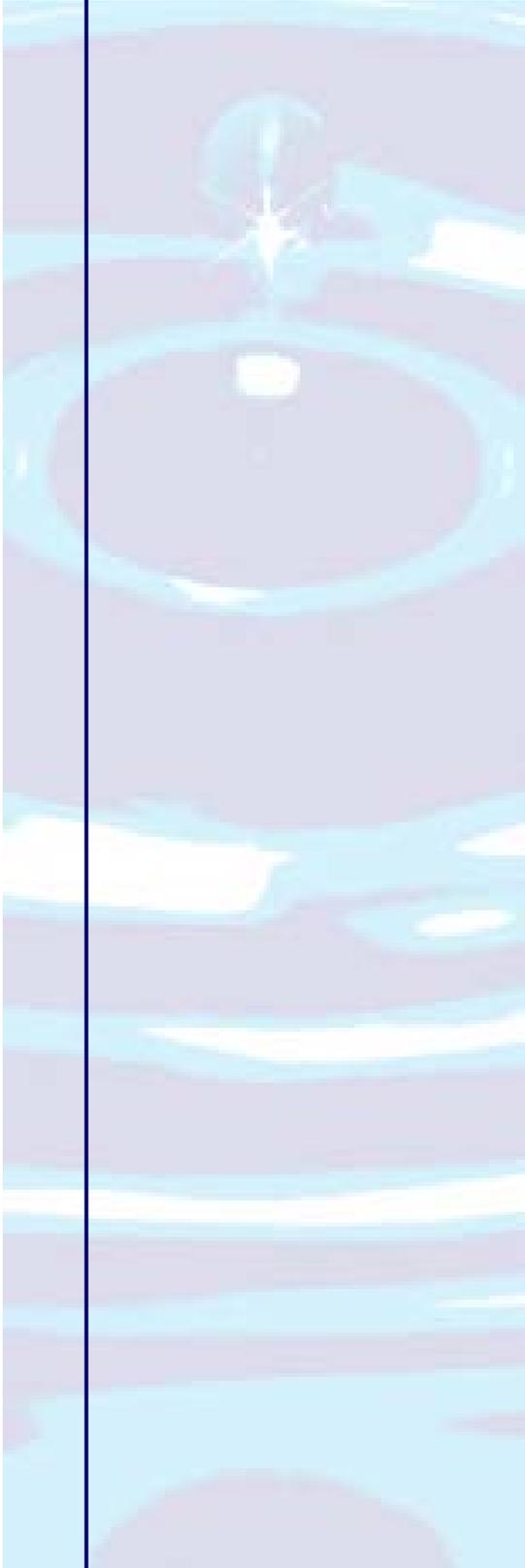
ITEM NO.	DESCRIPTION OF WORK	ESTIMATED QUANTITY	UNIT	UNIT PRICE	QUANTITY COMPLETED TO DATE	TOTAL COMPLETED	STORED TO DATE	TOTAL COMPLETED AND STORED TO DATE
1	Mobilization	1	L.S.	\$51,415.00	1	\$ 51,415.00		\$ 51,415.00
2	Furnish & Install C900 Water Main, including Tracer Wire and Locating Taper, per Specifications, complete in place							
	a. 4" Diameter	100	L.F.	\$24.50		\$ -	\$ 200.45	\$ 200.45
	b. 6" Diameter	1080	L.F.	\$27.30	203	\$ 5,541.90	\$ 4,754.98	\$ 10,286.88
	c. 8" Diameter	100	L.F.	\$30.75		\$ -	\$ 684.70	\$ 684.70
	d. 10" Diameter	160	L.F.	\$37.00	147	\$ 5,439.00	\$ -	\$ 5,439.00
3	Furnish & Install Horizontal Directional Drill WaterMain w/Tracer Wire							
	a. 6" Diameter	5560	L.F.	\$33.00	1741	\$ 57,453.00	\$ 36,015.84	\$ 93,468.84
	b. 8" Diameter	450	L.F.	\$43.00		\$ -	\$ 11,051.55	\$ 11,051.55
4	Furnish & Install Fire Hydrant							
	a. 4 1/2 Ft Bury	10	Each	\$2,924.00	3	\$ 8,772.00	\$ 13,592.79	\$ 22,364.79
	b. 6 1/2 Ft Bury	1	Each	\$3,415.00		\$ -	\$ 2,078.87	\$ 2,078.87
	c. .5 Ft Extension (To Establish Bid Price)	1	Each	\$908.00		\$ -	\$ -	\$ -
	d. 1.0 Ft Extension (To Establish Bid Price)	1	Each	\$981.00		\$ -	\$ -	\$ -
5	Furnish & Install Ductile Iron Pipe Fittings, complete in place							
	a. 4" M.J. Plug	2	Each	\$363.00		\$ -	\$ 119.59	\$ 119.59
	b. 4" 45 Degree Bend	8	Each	\$369.00		\$ -	\$ 877.86	\$ 877.86
	c. 6"x4" Wye	2	Each	\$582.00		\$ -	\$ 454.35	\$ 454.35
	d. 6" 45 Degree Bend	6	Each	\$477.00	2	\$ 954.00	\$ 850.77	\$ 1,804.77
	e. 6" 11.25 Degree Bend	2	Each	\$432.00		\$ -	\$ 158.99	\$ 158.99
	f. 6"x4" Reducer	4	Each	\$495.00		\$ -	\$ 572.56	\$ 572.56
	g. 6"x8" Tee	14	Each	\$555.00	1	\$ 555.00	\$ 2,212.05	\$ 2,767.05
	h. 6"x4" Tee	1	Each	\$520.00		\$ -	\$ 144.63	\$ 144.63
	i. 6"x6" Cross	3	Each	\$812.00	2	\$ 1,624.00	\$ 191.67	\$ 1,815.67
	j. 6" M.J. Plug	7	Each	\$376.00	4	\$ 1,504.00	\$ 141.13	\$ 1,645.13
	k. 8" 45 Degree Bend	2	Each	\$551.00		\$ -	\$ 358.72	\$ 358.72
	l. 8" 90 Degree Bend	1	Each	\$608.00		\$ -	\$ 194.98	\$ 194.98
	m. 8"x4" Reducer	0	Each	\$313.00		\$ -	\$ -	\$ -
	n. 8"x6" Reducer	3	Each	\$450.00	1	\$ 450.00	\$ 219.95	\$ 669.95
	o. 8"x8" Tee	2	Each	\$670.00		\$ -	\$ 367.37	\$ 367.37
	p. 10"x10" Tee	1	Each	\$837.00	1	\$ 837.00	\$ -	\$ 837.00
	q. 10"x8" Tee	1	Each	\$682.00	1	\$ 682.00	\$ -	\$ 682.00
	r. 10"x6" Reducer	1	Each	\$535.00	1	\$ 535.00	\$ -	\$ 535.00
	s. 10" 90 Degree Bend	1	Each	\$833.00	1	\$ 833.00	\$ -	\$ 833.00
	t. 10" 45 Degree Bend	2	Each	\$462.00	2	\$ 924.00	\$ -	\$ 924.00
	u. 10" M.J. Plug	1	Each	\$589.00	1	\$ 589.00	\$ -	\$ 589.00
6	Furnish & Install Valves and Box, complete in place							
	a. 4" Valve	1	Each	\$1,111.00		\$ -	\$ 480.40	\$ 480.40
	b. 6" Valve	25	Each	\$1,189.00	7	\$ 8,323.00	\$ 12,351.82	\$ 20,674.82
	c. 6" Valve Restrained	6	Each	\$1,182.00	1	\$ 1,182.00	\$ 3,083.27	\$ 4,265.27
	d. 8" Valve	4	Each	\$1,489.00		\$ -	\$ 3,888.52	\$ 3,888.52
	e. 10" Valve	2	Each	\$2,027.00	2	\$ 4,054.00	\$ -	\$ 4,054.00
7	Furnish & Install Concrete Plug	14	Each	\$223.00	1	\$ 223.00	\$ -	\$ 223.00
8	Furnish & Install Line Stop, Complete in Place (To Establish A Bid Price)							
	a. 4" Diameter	1	Each	\$3,360.00		\$ -	\$ -	\$ -
	b. 6" Diameter	1	Each	\$4,186.00		\$ -	\$ -	\$ -
	c. 8" Diameter	1	Each	\$4,680.00		\$ -	\$ -	\$ -
	d. 10" Diameter	1	Each	\$7,760.00		\$ -	\$ -	\$ -
9	Furnish & Install Connections							
	a. 4" Connection	7	Each	\$926.00		\$ -	\$ 453.06	\$ 453.06
	b. 6" Connection	3	Each	\$982.00		\$ -	\$ 524.88	\$ 524.88
	c. 8" Connection	2	Each	\$1,064.00	1	\$ 1,064.00	\$ 124.15	\$ 1,188.15
	d. 10" Connection	2	Each	\$1,138.00	2	\$ 2,276.00	\$ -	\$ 2,276.00
10	New Service Connection, Complete in place							
	a. New 3/4" Meter in New Pit	73	Each	\$2,103.00	19.5	\$ 41,008.50	\$ 51,972.25	\$ 92,980.75
	b. Existing 3/4" Meter in New Pit	22	Each	\$2,160.00		\$ -	\$ 17,437.34	\$ 17,437.34
	c. Existing 1" Meter in New Pit	2	Each	\$1,773.00		\$ -	\$ 1,585.22	\$ 1,585.22
	d. New 1" Meter in New Pit	3	Each	\$2,339.00		\$ -	\$ 3,121.81	\$ 3,121.81
11	Service Reconnections							
	a. 1" Diameter	8	Each	\$818.00		\$ -	\$ 662.54	\$ 662.54
12	Furnish & Install New Service Connection with New Meter in New Pit @ Sta. 3+76, Complete in place	1	L.S.	\$6,177.00		\$ -	\$ 1,126.68	\$ 1,126.68
13	Furnish & Install New Service Connection with New Meter in New Pit @ Sta. 15+36 78' RT, Complete in place	1	L.S.	\$3,213.00		\$ -	\$ 1,126.98	\$ 1,126.98

14	Furnish & Install New Service Connection with New Meter in New Pit @ Sta. 15+51 140' RT, Complete in place	1	L.S.	\$4,608.00		\$ -	\$ 1,126.98	\$ 1,126.98
15	Furnish & Install New Service Connection with New Meter in New Pit @ Sta. 17+16, Complete in place	1	L.S.	\$4,270.00		\$ -	\$ 996.69	\$ 996.69
16	Furnish & Install New Service Connection with New Meter in New Pit @ Sta. 17+17, Complete in Place	1	L.S.	\$5,399.00		\$ -	\$ 792.60	\$ 792.60
17	Furnish & Install 2-New Service Connections with New Meters in New Pits @ Sta. 18+60 195' & 345' Lt, Complete in place	1	L.S.	\$9,160.00		\$ -	\$ 1,789.30	\$ 1,789.30
18	Furnish & Install New Service Connection with New Meter in New Pit @ Sta. 19+10 125' RT, Complete in Place	1	L.S.	\$13,015.00		\$ -	\$ 1,045.81	\$ 1,045.81
19	Furnish & Install 2-New Service Connections with New Meters in New Pits @ Sta. 19+13 175' & 260' LT, Complete in place	1	L.S.	\$7,865.00		\$ -	\$ 1,838.41	\$ 1,838.41
20	Furnish & Install New Service Connection with New Meter in New Pit @ Sta. 25+87, Complete in place	1	L.S.	\$3,335.00		\$ -	\$ 792.60	\$ 792.60
21	Furnish & Install New Service Connection with New Meter in New Pit @ Sta. 26+30, Complete in place	1	L.S.	\$6,175.00		\$ -	\$ 996.69	\$ 996.69
22	Furnish & Install New Service Connection with Existing Meter in New Pit @ Sta. 53+08, Complete in place	1	L.S.	\$5,980.00		\$ -	\$ 996.69	\$ 996.69
23	Furnish & Install New Service Line From Existing Pit @ Sta. 53+09, Complete in Place	1	L.S.	\$7,015.00		\$ -	\$ 996.69	\$ 996.69
24	Furnish & Install New Service Connection with Existing Meter in New Pit @ Sta. 55+08, Complete in place	1	L.S.	\$7,450.00		\$ -	\$ 996.69	\$ 996.69
25	Remove & Salvage							
	a. 8" Fitting	2	Each	\$305.00		\$ -		\$ -
	b. 6" Fitting	1	Each	\$285.00		\$ -		\$ -
	c. 4" Fitting	2	Each	\$230.00		\$ -		\$ -
	d. Fire Hydrant	5	Each	\$865.00		\$ -		\$ -
	e. Meter Pit	6	Each	\$615.00		\$ -		\$ -
26	Abandon Valve							
	a. In Place	12	Each	\$320.00		\$ -		\$ -
	b. With Plug	3	Each	\$305.00	1	\$ 305.00		\$ 305.00
27	Removal & Replacement							
	a. 4" Thick Concrete Sidewalk	560	S.F.	\$10.90	81	\$ 882.90		\$ 882.90
	b. 6" Thick Concrete Sidewalk	200	S.F.	\$12.25		\$ -		\$ -
	c. 6" Thick Concrete Pavement	460	S.Y.	\$56.00	87.85	\$ 4,919.60		\$ 4,919.60
	d. Brick Surfacing	100	S.Y.	\$160.00		\$ -		\$ -
28	Erosion Control							
	a. Install, Maintain and Remove Silt Fence	60	L.F.	\$4.95		\$ -		\$ -
	b. Sedimentation and Erosion Control, Recordkeeping and Inspections	1	L.S.	\$3,140.00		\$ -		\$ -
29	Furnish & Apply Seeding	0.34	Acres	\$11,850.00		\$ -		\$ -
30	Construction Staking	1	L.S.	\$7,500.00		\$ -		\$ -
A	Furnish & Install Restrained Joint Pipe							
	a. 6" Diameter	100	L.F.	\$68.00	70	\$ 4,760.00		\$ 4,760.00
B	Jack & Bore Steel Encasement							
	a. 12" Diameter Casing	70	L.F.	\$774.00	60	\$ 46,440.00		\$ 46,440.00
C	Furnish & Install 6" 90 Degree Bend	1	Each	\$495.00		\$ -	\$ 181.08	\$ 181.08
D	Furnish & Install 8" Plug	1	Each	\$480.00		\$ -		\$ -
E	Furnish & Install New Service Connection with New Meter in New Pit @ 217 S Cass Ave, Complete in place	1	L.S.	\$6,410.00	1	\$ 6,410.00	\$ -	\$ 6,410.00
F	Furnish & Install New Service Connection with Existing Meter in New Pit @ Sta. 80+64, Complete in Place	1	L.S.	\$6,745.00		\$ -	\$ 792.01	\$ 792.01
G	Remove & Rebuild Storm Sewer Inlet ( If Required)	2	Each	\$3,535.00		\$ -		\$ -
H	Furnish & Apply Gravel Surfacing	5	Tons	\$45.00		\$ -		\$ -
<b>TOTALS</b>						<b>\$ 259,955.90</b>	<b>\$ 186,524.96</b>	<b>\$ 446,480.86</b>



**MUNICIPAL WATER  
CONSERVATION PLAN  
FOR THE  
CITY OF  
OBERLIN, KANSAS**

JULY 2015



# Municipal Water Conservation Plan For the City of Oberlin

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## INTRODUCTION

The primary objectives of the Water Conservation Plan for the City of Oberlin are to develop long-term water conservation plans (Long-Term Water Use Efficiency Section) and short-term water emergency plans (Drought Response Section) to assure the City customers of an adequate water supply to meet their needs. The efficient use of water also has the beneficial effect of limiting or postponing water distribution system expansion and thus limiting or postponing the resultant increases in costs, in addition to conserving the limited water resources of the State of Kansas.

The City of Oberlin has undertaken a number of steps to ensure a dependable water supply for our customers during the past several years. The City of Oberlin water supply consists of a total of 11 groundwater supply wells. There are three older wells located in the City limits commonly referred to as #10, #11 and #12. Well #11 currently meets all drinking water standards and can be pumped directly into the system. Wells #10 and #12 are in close proximity to each other and are not designed to pump together. These wells have historically had elevated levels of uranium and arsenic. Due to the elevated uranium and arsenic levels, the city installed 8 wells in 2014 south of town and take water from the Ogallala Aquifer.

The eight new wells (#14-#21) pump to a 150,000 gallons ground storage facility located south of the City. The ground storage south of town is connected to the City distribution system via a 14" diameter transmission main. Due to the elevation difference a pressure reducing valve and chlorine booster building is located along the route.

The City has a 500,000 gallon elevated storage tank which when the level lowers, it can call for any of the three local wells to pump or it can open the pressure reducing valve from the south well field to provide the city water. There is a blending line installed with the south water supply that limits the pumping capacity of #10 and #12 wells to meet MCL limits.

As part of the 2014 project the city has been replacing a large portion of the distribution system to provide ample capacity to meet current customer demands and future projected demands for several years, except during drought periods. The City of Oberlin believes that our Municipal Water Conservation Plan represents an additional major step in ensuring our customers of a dependable water supply in future years.

## LONG-TERM WATER USE EFFICIENCY

### Water Use Conservation Goals

The City of Oberlin used 186 gallons per person per day (GPCD) in 2013. This GPCD figure included:

Water sold to residential/commercial customers;  
Water distributed for free public services (parks, cemeteries, swimming pools etc.); and  
Water lost by leaks in the water distribution system.

However, the GPCD figure does not include municipally supplied water for industries that use over 200,000 gallons per year. According to Figure 1, shown in the 2012 Kansas Municipal Water Use Publication, our City is located in Region 3. From this publication it was determined

that our City GPCD water use was 229, which was 11 percent below the regional average of 256 GPCD among cities in Region 3 during 2012. The City desires to set a water use conservation goal for usage not to exceed 226 GPCD based on the regional average of the last five years (2008-2012). Our City anticipates not exceeding this goal by carrying out the specific actions that are outlined in our plan.

## **Water Conservation Practices**

This subsection of the plan summarizes the current education, management and regulation efforts that relate to the long-term conservation of water in the City. Specific practices that will be undertaken to conserve water are listed and a target date to begin each practice is also shown.

### **Education**

The City water bills show the total number of cubic feet of water used during the billing period and the amount of the bill. Water conservation tips are not normally provided with the water bills. The City has not provided information on water conservation to the local news media on a regular basis and has not encouraged the Board of Education and teachers to become involved in water conservation presentations in schools.

The City has chosen the following conservation practices and target dates for the Education Component of the Long-Term Water Use Efficiency Section of our Water Conservation Plan.

<b>Education Conservation Practices to be Taken</b>	<b>Target Date</b>
1. Water bills will show the amount of water used in gallons and the cost of the water.	Not feasible due to the cost to modify the billing program.
As an alternative, the City will add "1 cubic foot = 7.5 gallons" to the billing statement.	January 2016

### **Management**

The City of Oberlin has water meters on all water supplies and water pumped to the distribution system. Any new supply will have an individual meter on each source of supply. These meters are connected to the SCADA system and record the daily water use.

Water meters have been installed for all residential/commercial customers for several years; however, the amount of water provided free of charge to the Public Golf Course, to the city government buildings and grounds. Customer meters are scheduled for an accuracy check and possible repair or replacement upon receiving a request to do so from the customer.

The City of Oberlin reads each customer's water meter and mails a monthly water bill to each customer every month. Customer water meters are generally read approximately the 4<sup>th</sup> week of the month; however, the meter reader sometimes deviates from the scheduled time period.

Water leaks from the City public water distribution system are repaired when customers report significant leaks from the water mains or are located by City Personnel. Water pressure is not

checked unless customers complain that their water pressure is too low.

The water rate structure for the City was passed on March 7, 2013. Water users of the city shall pay for their use and consumption of water furnished or supplied by the city at the monthly rate of \$22.80 for the first 750 cubic feet or any part thereof; from 751 cubic feet to 2,000 cubic feet, the rate will be \$31.42 per thousand cubic feet; from 2,001 cubic feet and above, the rate will be \$34.23 per thousand cubic feet. Water provided outside the city limits of Oberlin shall be charged at a rate of 125% of the above rates. Additionally, the following charges for water furnished or supplied by the city and obtained through each meter, or obtained for each separate property:

- a) Through 5/8ths to 3/4 inch water meter \$10.20;
- b) Through 1 inch water meters \$17.00;
- c) Through 1 1/4 inch water meters \$23.80;
- d) Through 1 1/2 inch water meters \$30.60;
- e) Through 2 inch water meters \$44.20;
- f) Through 3 inch water meters \$57.80;
- g) Through 4 inch water meters \$71.40;

The City of Oberlin realizes that much greater emphasis must be placed on obtaining accurate measurement of water use at our source and at customer meters and that a water use records system must be developed that can be used to more effectively and efficiently manage the City public water distribution system. For that reason, the City of Oberlin has chosen the following conservation practices and target dates for the Management component of the Long-Term Water Use Efficiency Section of our Water Conservation Plan.

Management Conservation Practices to be Taken	Target Date
1. All source water will have meters installed and the meters will be repaired or replaced within two weeks when malfunctions occur.	Currently Provided
2. Meters for source water will be tested for accuracy at least once every three years. Each meter will be repaired or replaced if its test measurements are not within industry standards (such as AWWA standards).	2018
3. Meters will be installed at all residential service connections and at all other service connections whose annual water use may exceed 300,000 gallons, including separate meters for municipally operated irrigation systems which irrigate more than one acre of turf.	Currently Provided
4. All meters for source water will be read at least on a monthly basis and meters at individual service connections will be read at least once every two months.	Currently Provided
5. A reading will be taken at each source water meter at the same time that meters for individual service connections are read.	Currently Provided
6. A water utility will implement a water management review, which will result in a specified change in water management practices or implementation of a leak detection and repair program or plan, whenever the amount of unsold water (amount of water provided free for public service, used for treatment purposes, water loss, etc.) exceeds 20 percent of the total source water for a four month time period.	Currently Provided
7. Water sales will be based on the amount of water used.	Currently Provided
8. A water rate structure designed to curb excessive use of water will be evaluated.	Currently Provided

## **Regulation**

The City of Oberlin does not have any water conservation regulations in effect at the present time. Because of our ability to supply water during normal periods, regulatory controls on water use are included only in the Drought Response section of this plan and water drought/emergency ordinance where they constitute the primary means for conserving water during a supply shortage.

## **DROUGHT RESPONSE**

The City of Oberlin addresses its short-term water shortage problems through a series of stages based on conditions of supply and demand with accompanying triggers, goals and actions. Each stage is more stringent in water use than the previous stage since water supply conditions are more deteriorated. The City Administrator is authorized by ordinance to implement the appropriate conservation measures.

### **Stage 1: Water Watch**

#### **Goals**

The goals of this stage are to heighten awareness of the public on water conditions and to maintain the integrity of the water supply system.

#### **Triggers**

This stage is triggered by any one of the following conditions:

1. Groundwater levels have fallen 5 feet below the normal seasonal level;
2. Demand for one day is in excess of 500,000 gallons per day

#### **Education Actions**

1. The City will make occasional news releases to the local media describing present conditions and indicating the water supply outlook for the upcoming season.
2. Previous months summaries of precipitation and water levels will be made public at the beginning of each month.
3. Water-saving tips will be included in billings to water utility customers.

#### **Management Actions**

1. Leaks will be repaired within 48 hours of detection.
2. The City will monitor its use of water and will curtail activities such as hydrant flushing and street cleaning.

#### **Regulation Actions**

The public will be asked to curtail some outdoor water use and to make efficient use of indoor water, i.e. wash full loads, take short showers, don't let faucets run, etc.

### **Stage 2: Water Warning**

#### **Goals**

The goals of this stage are to reduce peak demands by 20 percent and to reduce overall

weekly consumption by 10 percent.

### **Triggers**

This stage is triggered by any one of the following conditions:

1. Pumping lowers water level to within 5 feet of the top of the well screens;
2. Demand for one day is in excess of 700,000 gallons per day for two consecutive days;

### **Education Actions**

1. The City will make weekly news releases to the local media describing present conditions and indicating the water supply outlook for the upcoming week.
2. Previous week summaries of precipitation, and water levels will be made public each week.
3. Water conservation articles will be provided to the local newspaper.
4. Water-saving tips will be included in billings to water utility customers.

### **Management Actions**

1. The City water supplies will be monitored daily.
2. Leaks will be repaired within 24 hours of detection.
3. Pumpage at wells will be reduced to decrease drawdown and to maintain water levels over well screens.
4. The City will curtail its water usage, including operation of fountains, watering of City grounds and washing of vehicles.

### **Regulation Actions**

1. An odd/even lawn watering system will be imposed on City residents. Residents with odd-numbered addresses will water on odd days; even addresses will water on even days.
2. Outdoor water use, including lawn watering and car washing will be restricted to before 9:00 am and after 8:00 pm.
3. Golf courses will restrict watering to tees and greens after sunset.
4. Refilling of swimming pools will be allowed one day a week after sunset.
5. Waste of water will be prohibited.

### **Stage 3: Water Emergency**

#### **Goals**

The goals of this stage are to reduce peak demands by 50 percent and to reduce overall weekly consumption by 25 percent.

### **Triggers:**

This stage is triggered by any one of the following conditions:

1. Pumping lowers water level to within 3 feet of the top of the well screens;
2. Demand for three consecutive days is in excess of 900,000 gallons per day
3. Emergency conditions related to repairs or water quality.

### **Education Actions**

1. The City will make daily news releases to the local media describing present conditions and indicating the water supply outlook for the next day.
2. Previous days summaries of precipitation and water levels will be made public each day.
3. The City will hold public meetings to discuss the emergency, the status of the City water supply and further actions, which need to be taken.

### **Management Actions**

1. The City water supplies will be monitored daily.
2. Leaks will be repaired within 24 hours of detection.
3. Pumpage at wells will be reduced to decrease drawdown and to maintain water levels over well screens.

### **Regulation Actions**

1. Outdoor water use will be banned.
2. Waste of water will be prohibited.

## **PLAN REVISION, MONITORING & EVALUATION**

The City of Oberlin will establish a monthly management practice of reviewing monthly totals for water production, residential/commercial sales, water provided free-of-charge, and “unaccounted for water”. Problems noted during the monthly review will be solved as soon as possible.

The City of Oberlin Municipal Water Conservation Plan will be reviewed during the month of April each year and on a more frequent basis during drought or other water shortage conditions. If the water conservation GPCD goals for the previous year are not met, then the City will review the data collected from the previous year in relationship to the status and effectiveness of the conservation practices that are outlined in our plan and will provide a status report to the DWR which will also include any additional water conservation practices that may need to be taken in order for the city to achieve and maintain its water use conservation GPCD goals.



# MUNICIPAL WATER CONSERVATION PLAN FOR THE CITY OF OBERLIN, KANSAS

JULY 2020

# Municipal Water Conservation Plan For the City of Oberlin

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## INTRODUCTION

The primary objectives of the Water Conservation Plan for the City of Oberlin are to develop long-term water conservation plans (Long-Term Water Use Efficiency Section) and short-term water emergency plans (Drought Response Section) to assure the City customers of an adequate water supply to meet their needs. The efficient use of water also has the beneficial effect of limiting or postponing water distribution system expansion and thus limiting or postponing the resultant increases in costs, in addition to conserving the limited water resources of the State of Kansas.

The City of Oberlin has undertaken a number of steps to ensure a dependable water supply for our customers during the past several years. The City of Oberlin water supply consists of a total of 11 groundwater supply wells. There are three older wells located in the City limits commonly referred to as #10, #11 and #12. Well #11 currently meets all drinking water standards and can be pumped directly into the system. Wells #10 and #12 are in close proximity to each other and are not designed to pump together. These wells have historically had elevated levels of uranium and arsenic. Due to the elevated uranium and arsenic levels, the city installed 8 wells in 2014 south of town and take water from the Ogallala Aquifer.

The eight new wells (#14-#21) pump to a 150,000 gallons ground storage facility located south of the City. The ground storage south of town is connected to the City distribution system via a 14" diameter transmission main. Due to the elevation difference a pressure reducing valve and chlorine booster building is located along the route.

The City has a 500,000 gallon elevated storage tank which when the level lowers, it can call for any of the three local wells to pump or it can open the pressure reducing valve from the south well field to provide the city water. There is a blending line installed with the south water supply that limits the pumping capacity of #10 and #12 wells to meet MCL limits.

The city has been replacing a large portion of the distribution system to provide ample capacity to meet current customer demands and future projected demands for several years, except during drought periods. The City of Oberlin believes that our Municipal Water Conservation Plan represents an additional major step in ensuring our customers of a dependable water supply in future years.

## LONG-TERM WATER USE EFFICIENCY

### Water Use Conservation Goals

The City of Oberlin used 148 gallons per person per day (GPCD) in 2017. This GPCD figure included:

- Water sold to residential/commercial customers;
- Water distributed for free public services (parks, cemeteries, swimming pools etc.); and
- Water lost by leaks in the water distribution system.

However, the GPCD figure does not include municipally supplied water for industries that use over 200,000 gallons per year. According to Figure 1, shown in the 2017 Kansas Municipal Water Use Publication, our City is located in Region 3. From this publication it was determined

that our City GPCD water use was 186, which was 9 percent below the regional average of 202 GPCD among cities in Region 3 during 2017. The City desires to set a water use conservation goal for usage not to exceed 226 GPCD based on the regional average of the last five years (2008-2012). Our City anticipates not exceeding this goal by carrying out the specific actions that are outlined in our plan.

## **Water Conservation Practices**

This subsection of the plan summarizes the current education, management and regulation efforts that relate to the long-term conservation of water in the City. Specific practices that will be undertaken to conserve water are listed and a target date to begin each practice is also shown.

### **Education**

The City water bills show the total number of cubic feet of water used during the billing period and the amount of the bill. Water conservation tips are not normally provided with the water bills. The City has not provided information on water conservation to the local news media on a regular basis and has not encouraged the Board of Education and teachers to become involved in water conservation presentations in schools.

The City has chosen the following conservation practices and target dates for the Education Component of the Long-Term Water Use Efficiency Section of our Water Conservation Plan.

Education Conservation Practices to be Taken	Target Date
<p>1. Water bills will show the amount of water used in gallons and the cost of the water.</p> <p>The City has added "1 cubic foot = 7.5 gallons" to the billing statement.</p>	<p>Not feasible due to the cost to modify the billing program.</p> <p>Completed January 2016</p>

### **Management**

The City of Oberlin has water meters on all water supplies and water pumped to the distribution system. Any new supply will have an individual meter on each source of supply. These meters are connected to the SCADA system and record the daily water use.

Water meters have been installed for all residential/commercial customers for several years; however, the amount of water provided free of charge to the Public Golf Course, to the city government buildings and grounds. Customer meters are scheduled for an accuracy check and possible repair or replacement upon receiving a request to do so from the customer.

The City of Oberlin reads each customer's water meter and mails a monthly water bill to each customer every month. Customer water meters are generally read approximately the 4<sup>th</sup> week of the month; however, the meter reader sometimes deviates from the scheduled time period.

Water leaks from the City public water distribution system are repaired when customers report significant leaks from the water mains or are located by City Personnel. Water pressure is not

checked unless customers complain that their water pressure is too low.

The water rate structure for the City was passed on March 7, 2013. Water users of the city shall pay for their use and consumption of water furnished or supplied by the city at the monthly rate of \$22.80 for the first 750 cubic feet or any part thereof; from 751 cubic feet to 2,000 cubic feet, the rate will be \$31.42 per thousand cubic feet; from 2,001 cubic feet and above, the rate will be \$34.23 per thousand cubic feet. Water provided outside the city limits of Oberlin shall be charged at a rate of 125% of the above rates. Additionally, the following charges for water furnished or supplied by the city and obtained through each meter, or obtained for each separate property:

- a) Through 5/8ths to 3/4 inch water meter \$33.00;
- b) Through 1 inch water meters \$39.80;
- c) Through 1 1/4 inch water meters \$46.60;
- d) Through 1 1/2 inch water meters \$53.40;
- e) Through 2 inch water meters \$67.00;
- f) Through 3 inch water meters \$80.60;
- g) Through 4 inch water meters \$94.20;
- h) Fire Hydrant \$39.80

Updated

The City of Oberlin realizes that emphasis must always be placed on obtaining accurate measurement of water use at our source and at customer meters and that a water use records system must be in place so that it can be used to more effectively and efficiently manage the City public water distribution system. For that reason, the City of Oberlin has chosen the following conservation practices and target dates for the Management component of the Long-Term Water Use Efficiency Section of our Water Conservation Plan.

Management Conservation Practices to be Taken	Target Date
1. All source water will have meters installed and the meters will be repaired or replaced within two weeks when malfunctions occur.	Currently Provided
2. Meters for source water will be tested for accuracy at least once every three years. Each meter will be repaired or replaced if its test measurements are not within industry standards (such as AWWA standards).	Currently Provided
3. Meters will be installed at all residential service connections and at all other service connections whose annual water use may exceed 300,000 gallons, including separate meters for municipally operated irrigation systems which irrigate more than one acre of turf.	Currently Provided
4. All meters for source water will be read at least on a monthly basis and meters at individual service connections will be read at least once every two months.	Currently Provided
5. A reading will be taken at each source water meter at the same time that meters for individual service connections are read.	Currently Provided
6. A water utility will implement a water management review, which will result in a specified change in water management practices or implementation of a leak detection and repair program or plan, whenever the amount of unsold water (amount of water provided free for public service, used for treatment purposes, water loss, etc.) exceeds 20 percent of the total source water for a four month time period.	Currently Provided
7. Water sales will be based on the amount of water used.	Currently Provided
8. A water rate structure designed to curb excessive use of water will be evaluated.	Currently Provided

## **Regulation**

The City of Oberlin does not have any water conservation regulations in effect at the present time. Because of our ability to supply water during normal periods, regulatory controls on water use are included only in the Drought Response section of this plan and water drought/emergency ordinance where they constitute the primary means for conserving water during a supply shortage.

## **DROUGHT RESPONSE**

The City of Oberlin addresses its short-term water shortage problems through a series of stages based on conditions of supply and demand with accompanying triggers, goals and actions. Each stage is more stringent in water use than the previous stage since water supply conditions are more deteriorated. The City Administrator is authorized by ordinance to implement the appropriate conservation measures.

### **Stage 1: Water Watch**

#### **Goals**

The goals of this stage are to heighten awareness of the public on water conditions and to maintain the integrity of the water supply system.

#### **Triggers**

This stage is triggered by any one of the following conditions:

1. Groundwater levels have fallen 5 feet below the normal seasonal level;
2. Demand for one day is in excess of 500,000 gallons per day

#### **Education Actions**

1. The City will make occasional news releases to the local media describing present conditions and indicating the water supply outlook for the upcoming season.
2. Previous months summaries of precipitation and water levels will be made public at the beginning of each month.
3. Water-saving tips will be included in billings to water utility customers.

#### **Management Actions**

1. Leaks will be repaired within 48 hours of detection.
2. The City will monitor its use of water and will curtail activities such as hydrant flushing and street cleaning.

#### **Regulation Actions**

The public will be asked to curtail some outdoor water use and to make efficient use of indoor water, i.e. wash full loads, take short showers, don't let faucets run, etc.

### **Stage 2: Water Warning**

#### **Goals**

The goals of this stage are to reduce peak demands by 20 percent and to reduce overall

weekly consumption by 10 percent.

### **Triggers**

This stage is triggered by any one of the following conditions:

1. Pumping lowers water level to within 5 feet of the top of the well screens;
2. Demand for one day is in excess of 700,000 gallons per day for two consecutive days;

### **Education Actions**

1. The City will make weekly news releases to the local media describing present conditions and indicating the water supply outlook for the upcoming week.
2. Previous week summaries of precipitation, and water levels will be made public each week.
3. Water conservation articles will be provided to the local newspaper.
4. Water-saving tips will be included in billings to water utility customers.

### **Management Actions**

1. The City water supplies will be monitored daily.
2. Leaks will be repaired within 24 hours of detection.
3. Pumpage at wells will be reduced to decrease drawdown and to maintain water levels over well screens.
4. The City will curtail its water usage, including operation of fountains, watering of City grounds and washing of vehicles.

### **Regulation Actions**

1. An odd/even lawn watering system will be imposed on City residents. Residents with odd-numbered addresses will water on odd days; even addresses will water on even days.
2. Outdoor water use, including lawn watering and car washing will be restricted to before 9:00 am and after 8:00 pm.
3. Golf courses will restrict watering to tees and greens after sunset.
4. Refilling of swimming pools will be allowed one day a week after sunset.
5. Waste of water will be prohibited.

### **Stage 3: Water Emergency**

#### **Goals**

The goals of this stage are to reduce peak demands by 50 percent and to reduce overall weekly consumption by 25 percent.

### **Triggers:**

This stage is triggered by any one of the following conditions:

1. Pumping lowers water level to within 3 feet of the top of the well screens;
2. Demand for three consecutive days is in excess of 900,000 gallons per day
3. Emergency conditions related to repairs or water quality.

### **Education Actions**

1. The City will make daily news releases to the local media describing present conditions and indicating the water supply outlook for the next day.
2. Previous days summaries of precipitation and water levels will be made public each day.
3. The City will hold public meetings to discuss the emergency, the status of the City water supply and further actions, which need to be taken.

### **Management Actions**

1. The City water supplies will be monitored daily.
2. Leaks will be repaired within 24 hours of detection.
3. Pumpage at wells will be reduced to decrease drawdown and to maintain water levels over well screens.

### **Regulation Actions**

1. Outdoor water use will be banned.
2. Waste of water will be prohibited.

## **PLAN REVISION, MONITORING & EVALUATION**

The City of Oberlin will establish a monthly management practice of reviewing monthly totals for water production, residential/commercial sales, water provided free-of-charge, and “unaccounted for water”. Problems noted during the monthly review will be solved as soon as possible.

The City of Oberlin Municipal Water Conservation Plan will be reviewed during the month of April each year and on a more frequent basis during drought or other water shortage conditions. If the water conservation GPCD goals for the previous year are not met, then the City will review the data collected from the previous year in relationship to the status and effectiveness of the conservation practices that are outlined in our plan and will provide a status report to the DWR which will also include any additional water conservation practices that may need to be taken in order for the city to achieve and maintain its water use conservation GPCD goals.

# Municipal water conservation plan for the city of Oberlin, Kansas

From	To
186 gallons (pg.2)	148 gallons
229 (pg. 3)	186
11 (pg. 3)	9
256 GPCD (pg. 3)	202 GPCD

## Water rate changes

- a) Through 5/8ths to 3/4 inch water meter \$10.20
- b) Through 1 inch water meters \$17.00
- c) Through 1 1/4 inch water meters \$23.80
- d) Through 1 1/2 inch water meters \$30.60
- e) Through 2 inch water meters \$44.20
- f) Through 3 inch water meters \$57.80
- g) Through 4 inch water meters \$71.40

- a) Through 5/8ths to 3/4 inch water meter \$33.00;
- b) Through 1 inch water meters \$39.80;
- c) Through 1 1/4 inch water meters \$46.60;
- d) Through 1 1/2 inch water meters \$53.40;
- e) Through 2 inch water meters \$67.00;
- f) Through 3 inch water meters \$80.60;
- g) Through 4 inch water meters \$94.20;
- h) Fire Hydrant \$39.80

ORDINANCE NO. \_\_\_\_\_

An Ordinance Regarding the Oberlin Cemetery

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

Section 1. PLANTING AND ADORNMENT. It shall be unlawful to erect or construct any fences, coping or curbing of wood, stone, brick, cement or other material on or around any lot or part of lot or any grave. Flowers and shrubs shall only be permitted when planted on the north and south sides of the headstone only. Decorations can be placed up to four inches from the mounting foundation for the headstone. The number of decorations is not to exceed six items. Any veteran's grave designated with a military marker does not count as one of the allowed six items. During nationally recognized holidays additional decorations exceeding the six decorations limit are allowed. The sexton of the cemetery shall at all times have the right to remove all natural or artificial flowers, plants, wreaths, baskets, receptacles, decoration, trees, shrubs and plantings whenever in his/her judgment shall become wilted, dead or unsightly or are of such type, kind or nature as to obstruct or hinder the proper maintenance of the cemetery or are not approved by the City Council. Any glass objects are not permitted for decoration. The cemetery will not be held responsible for any article left on cemetery property or for any stones or anything on any lot damaged or destroyed by fires, vandalism, acts of God, or other damages accruing to private property.

Section 2. REPEAL. All ordinances or city code sections in conflict herewith are hereby repealed.

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

Passed by the City Council this 16<sup>th</sup> day of July, 2020.

Approved by the Mayor this 16<sup>th</sup> day of July, 2020.

\_\_\_\_\_  
Mayor

ATTEST:

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

ORDINANCE NO.843

An Ordinance Regarding the Oberlin Cemetery

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

Section 1. NAME. The cemetery grounds shall hereafter be known as the Oberlin Cemetery, and when the word "cemetery" is hereafter used in this article, it shall mean the Oberlin Cemetery.

Section 2. SEXTON. The City Administrator shall hire a sexton for the cemetery. The sexton, under the supervision and direction of the mayor and city council, shall have charge of the care, upkeep and maintenance of the cemetery and all work in connection therewith. The cemetery sexton shall have general and immediate control and supervision of all digging and excavating for graves or removal of bodies made in the cemetery, shall locate all lots and graves when requested by any person.

Section 3. CEMETERY SECRETARY. The City Clerk shall, by virtue of the office, be the custodian of the cemetery records and transactions respecting the sale of any lots. All money received from the sale of cemetery lots and burials permits shall be paid into the City treasury and deposited in the Cemetery Fund.

Section 4. GRAVES; DIGGING, EXCAVATING (a) No person shall do any digging or excavating for graves unless the same shall be with knowledge and consent and under the supervision of the Sexton.

(b) Any burials which shall occur in the Oberlin City Cemetery from January 10, 1996, shall be interred in at minimum a two-piece concrete box or steel grave container. The only exceptions to this article shall be (i) funeral which have been prepaid prior to passage of Ordinance No. 703, (ii) burials of indigent persons, or (iii) burials of cremains.

(c) Only human bodies shall be interred in said cemetery. All burial vaults must be at least three feet (3') below the surface of the ground, except in the use of an individual surface mausoleum which shall be so constructed as to have a sealed joint which is no less than six inches (6") below the natural surface of the ground and shall be covered with a four inch (4") thick single piece of stone which shall be flush with the natural level of the ground. No grave shall hereafter be covered with anything except marble or granite or soil and sod.

Section 5 PURCHASE OF LOTS. The purchase price of lots for residents and nonresidents of the City of Oberlin shall be determined and properly set by policy of the City Council. Payment shall be settled or made at time of purchase. The City Clerk shall issue a certificate of purchase to the purchaser. If in the event a burial space or spaces is purchased by a resident and thereafter a nonresident other than the original purchaser is in fact buried in said space then in that event an additional \$50.00 cost will be charged to the estate of the nonresident and/or his proper legal representative.

Section 6. GRAVE OPENING AND CLOSING CHARGE. Fees for the opening and closing of any grave shall be set by policy of the City Council and shall be paid in the office of the city clerk.

- (a) If the service is held on Saturday, Sunday or a holiday an additional fee may be charged.
- (b) If the City Clerk's office does not receive notice of a Monday morning funeral by 10:00 a.m. of the previous Friday, an additional fee may be charged.

Section 7. LOT REGULATIONS. Each lot shall contain two (2) full burial spaces. There shall not be more than two (2) full burials per lot. Each lot shall also be used for cremation burials. Up to four (4) cremations can be placed on one half (1/2) of a lot, if there is no headstone and footstone present. If a headstone or footstone are present, only three (3) cremations are allowed per one half (1/2) of a lot. A cremation may also be placed at the foot of any one (1) full burial, if no footstone is present. Cremations shall not be placed on top of a full burial. Lots will not be broken into two (2) burial spaces.

Section 8. PLANTING AND ADORNMENT. It shall be unlawful to erect or construct any fences, coping or curbing of wood, stone, brick, cement or other material on or around any lot or part of lot or any grave. Flowers and shrubs shall only be permitted when planted on the north and south sides of the headstone only. **Decorations can be placed up to four inches from the mounting foundation for the headstone. The number of decorations is not to exceed six items. Any veteran's grave designated with a military marker does not count as one of the allowed six items. During nationally recognized holidays additional decorations exceeding the six decorations limit are allowed.** The sexton of the cemetery shall at all times have the right to remove all natural or artificial flowers, plants, wreaths, baskets, receptacles, decoration, trees, shrubs and plantings whenever in his/her judgment shall become wilted, dead or unsightly or are of such type, kind or nature as to obstruct or hinder the proper maintenance of the cemetery or are not approved by the City Council. Any glass objects are not permitted for decoration. The cemetery will not be held responsible for any article left on cemetery property or for any stones or anything on any lot damaged or destroyed by fires, vandalism, acts of God, or other damages accruing to private property.

Section 9. TREES. All trees must have the approval of the sexton before any planting may occur. Trees may be planted on individual lots if the following criteria are met:

- (a) Owner shall receive written permission from all lot owners within a 20 foot radius of proposed tree location. If said lot owners are deceased, permission must be received from all family members within two degrees of consanguinity.
- (b) All lots within said 20 foot radius must either have all burials completed and/or have no intention of any burials.
- (c) City owned trees are exempt from aforementioned rule.

Section 10. MONUMENT PERMITS, CONSTRUCTION AND REGULATIONS. It shall be unlawful for any person, firm or corporation to place, construct or set any grave marker or monument, or the foundation therefore, in said cemetery without first having obtained a foundation permit from the City Clerk and having such foundation approved by the caretaker before any monument or marker or other structure is placed thereon. All materials and monuments must be unloaded from the nearest street and the lots properly planked and protected from injury. All dirt and refuse of the job shall be immediately removed from the lot and the cemetery by the parties erecting any structure or memorial. All monuments and markers must be set inside the lot line and true to the line, also level and plumb, and if not so placed,

the governing body shall have the power to have such stones and work changed so as to conform to this regulation, and the costs and expense thereof shall be charged to and collected from the dealer erecting the work; and any person, firm or corporation who fails, neglects or refuses to comply with this or any other provision of this article may be refused permission by the City Council to place any more work in said cemetery. Any person, firm or corporation failing or refusing to correct any defective work done by any such person, firm or corporation in said cemetery, or who shall refuse to pay the expense incurred by the City of Oberlin in correcting defective work, shall be debarred from doing any work or placing any stones in said cemetery until all of the regulations of this article shall have been complied with and all expenses paid.

Specifications for monument construction and installation of same shall be as follows:

- A. All foundations for monuments and markers must be a minimum of five inches (5") longer and five inches (5") wider than the base of the monument or marker and shall be constructed of concrete.
- B. All foundations shall be built no higher than the level of ground on the high side. All memorials shall be set in the center of such foundations.
- C. All foundation work shall be done when the ground is free from frost and not during freezing weather.
- D. Temporary markers placed on graves shall not be the responsibility of the cemetery to maintain.
- E. All monument locations will be staked by the cemetery caretaker. A fee of \$15.00 per monument location will be paid to the City of Oberlin before a permit to set a stone or monument shall be issued.

Section 11. PUBLIC OFFENSES. It shall be unlawful for any person willfully to make any unnecessary noise or disturbance, or to cut down, deface, mutilate or injure any lot, tomb, monument, marker, railing, tree, shrub, flower, decoration or grave in said cemetery, No person shall drive any vehicle faster than 10 miles per hour or obstruct any drive or path therein. No person shall enter or leave the cemetery except at the gates thereof. The police power of the City is hereby extended to, and over, said cemetery.

Section 12. SEXTON; POWERS. The sexton shall have police power to enforce the provisions of this article.

Section 13. PENALTY. Any person violating any of the provisions of this article shall, upon conviction thereof, be fined no less than \$100 nor more than \$500, and may be confined and imprisoned for up to 1 year.

Section 14. RULES, REGULATIONS. The city council shall have power to prescribe suitable and necessary rules and regulations for the sexton and cemetery in accordance with the terms of this article.

Section 15. REPEAL. All ordinances or city code sections in conflict herewith are hereby repealed.

Section 16. EFFECTIVE DATE. This ordinance shall take effect and be in force from and after its publication in the official city newspaper.

Passed by the City Council this 6<sup>th</sup> day of October 2011.

Approved by the Mayor this 6<sup>th</sup> day of October 2011.

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William Reidel, Mayor

ATTEST:

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Karen Larson, City Administrator

THANKS!



SCHULZ

This is how your Wonderful  
Pool made Doug + I feel June  
~~27th~~ 26th

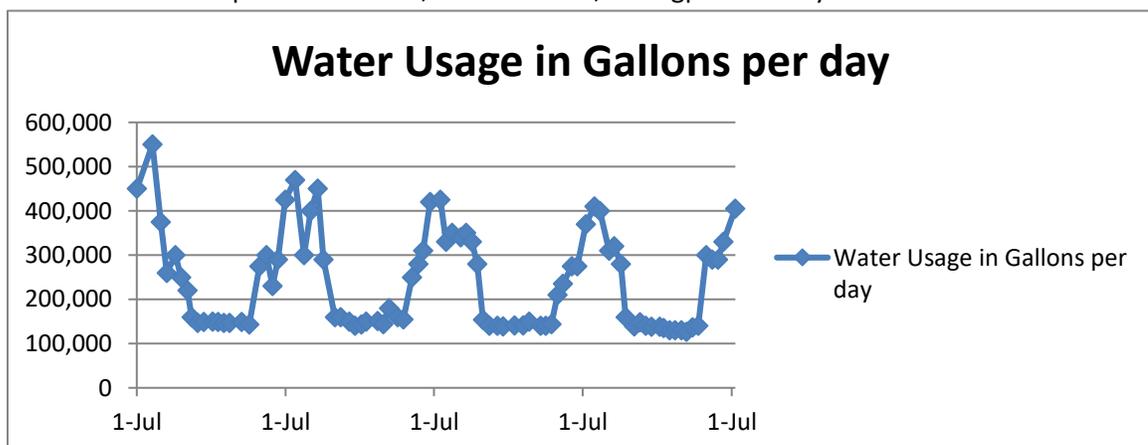
Blessings To  
All ♡

Doug + Colleen Hall

To: Mayor and Oberlin City Council

From: City Foreman David Sporn

1. The “help wanted” add has been reposted in several areas in an attempt to recruit street project specific employees. We have been advertising for help since the early in June and have not had enough replies to begin the project. A few qualifications each employee must have are 17 years of age, valid drivers license, and must be insurable with the city. I can not start the project until we have enough employees because each road must be done in a timely manner. It is my belief that Covid-19 relief funds may be part of the cause of the lack of applicants. I plan to keep attempting to accrue help to begin this year, but if I am unable to start or get both streets done, we may have to consider moving the funds to project year 2021.
2. The water project has been progressing. There was an incorrect but vital part ordered before the project had begun. The correct part has since been ordered and received which will move the project smoother and the crew should be able to put dirt back into holes much sooner.
3. The IES project has been moving along as planned. They are about half done and it is anticipated that the remaining project will go smoothly.
4. Short current dept duties;
  - a. Line- assist with the IES project
  - b. Street- brick replacement, street sweeping
  - c. Water- CDGB project assist, assist with sewer jetting, locates
  - d. C/P- mowing, weed eating, spraying
  - e. Foreman- CDGB project supervision, assist water dept, street project planning
5. Water Usage has been in the 400,000’s and 500,000’s gpd (gallons per day) except after the rain storm came which put it in the 200,000’s and 300,000’s gpd for 2 days



Questions/Comments?

# 2020 Board Meeting Notes for Month of June

**Attending:** Ruth Wolfram Ronda Schroer Warren Bainter Vicky Ray Linda Dixon  
Sally Henningson Jim Wasson Marlene Moxter

Minutes from previous month approval:  
Motioned by: Warren  
Seconded by: Vicky  
Passed or Opposed: Passes

Financial Statement Approval:  
Motioned by: Ruth  
Seconded by: Warren  
Passed or Opposed: Passes

## Donations:

\$3000 city appropriation  
\$250 from Bargain Box for Summer Reading. T-shirts were purchased to award young readers who complete the summer reading program  
\$50 from Monday Evening Club  
\$600 from Elaine Bryan Memorial  
\$495 from Audrey Pavlicek Memorial

## Personnel:

Nothing new to report

## Facility and Maintenance:

Nothing new to report

## Financials:

Financials are completed and checks are ready to be signed.

## Miscellaneous:

\*The 2021 budget was presented by Ronda. \$1000 was added for salaries. Sally moved and Warren seconded And the budget passed.

\* The policy for being open was discussed. The hours will remain 930 to 7 Monday through Thursday, 930 to 5 on Friday, Closed Saturday and Sunday. Kids can come with parents only. Limit patrons to 10 and 30 minutes per visit. Group meetings will be allowed. Youth center will remain closed. Classes at the Golden Age center can Resume. The age will be lowered to 16 for admittance. Jim moved and Warren seconded to adopt the above Items. Motion passed.

\*Sally has talked to Haley about the landscaping project for the library. Several years ago, she and some others had a landscaping plan developed. She still has the names of the plants that were recommended. She volunteered to be in charge. She has left a copy of the plan at the library. She knows some other gardeners who can help. We hope to get some donations or money from FoOLS to help. She didn't think it would be very expensive. The project will not start until fall.

\* Jim wanted to know if he should resume the stocking of books at GSC and Wheatridge. It was recommended that he stock only 30 or less books. When they are returned to the library, they will go through the 48 hour disinfection period.

\*Marlene reported that the FoOLs have not had a meeting. She will ask about money for the landscaping project and what they are doing with the other lending libraries. She is not sure but thinks they will do the book sale later this year.

Warren motioned for adjournment and Sally seconded. Meeting was adjourned.

Next meeting Monday July 27th, 2020 at 5 p.m.