

COUNCIL MEETING PACKET

For

January 8, 2018

Monday

5:00 P.M.

Council Meeting

City of Oberlin, Kansas

Gateway 1 & 2

Oberlin, Kansas

AGENDA
CITY COUNCIL MEETING
Gateway 1 & 2 – Oberlin, Kansas
January 8, 2018 MONDAY
5:00 PM

Meeting Called to Order – Mayor Ladd Wendelin

ROLL CALL of the Members of the City Council and determination of quorum.
Williby____ Addleman ____ Marchello ____ Oien____ Lohofener____
Gawith ____ Garner ____

PLEDGE OF ALLEGIANCE to the Flag

PUBLIC COMMENT

- Oral Communications from the Audience

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

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

New Business

1. Credit Card Rebate
2. Gateway Strategic Doing – Ruth Miesner
3. Designation of The Bank, Farmer’s Bank & Trust and First National as Depository Banks for City of Oberlin Funds
4. Resolution Waiving Preparation of Financial Statements In Conformity With Generally Accepted Accounting Principles (GAAP)
5. Electric Subsidy for:
 - 2018 Sunflower Cinema (\$1,200/year)
 - Museum (3,500/year)
 - Golf Course (\$3,500/year)

REPORTS OF OTHER OFFICERS, BOARDS AND COMMITTEES

- Mayors Report
- Administrators Report
 - Next Council Meeting January 18, 2018
 - Lagoon Update
 - Airport Grading and Terminal Rehab Update
 - Re-loader
 - GIS Mapping
 - Gateway Event Update
- Public Works Department
- Treasurers Report
- Police Report
- Other Reports

ADJOURNMENT

- Action – Motion to Adjourn
Motion_____ Second_____

REGULAR COUNCIL MEETING –December 21, 2017 - GATEWAY- 5:00 p.m.

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

Roll Call of the Members of the City Council –, Brandon Oien, Jim Marchello and Josh Williby. Deb Lohofener and Rusty Addleman by phone. Majority of the Body Present.

Others Present: City Attorney Steve Hirsch, City Administrator Halley Roberson, City Foreman David Sporn, Treasurer Steve Zodrow, Dayna Mannebach with the Oberlin Herald, Brice Meitl, Marilyn Black, Troy Haas, and City Clerk Sandy Rush.

CONSENT AGENDA

Approval of minutes – for December 7, 2017 regular Council meeting.

Appropriation Ordinance - Payment of Bills.

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

OLD BUSINESS

Charter Ordinance No. 19 – Oien moved, second by Marchello to approve the amended Charter Ordinance No. 19 to increase the Transient Guest Tax Rate levied at not to exceed the rate of four percent (4%). **Motion carried** by a 2/3 vote with five yays, including Mayor Wendelin and no nays.

Lease Amendment for Carl Larson – Oien moved, second by Marchello to approve the modified farm lease with Carl Larson. The city is going to expand its sewer lagoons which will take approximate 12.16 acres of the land leased, to begin March1, 2018 and continuing throughout the remainder of the term of the lease. **Motion carried.** City Administrator informed the council that expenses for fertilizer spray had been reimbursed to Mr. Larson.

New Business

KDHE Lagoon Grant - Oien moved, second by Marchello to approve Resolution No. 705, authorizing City Administrator Halley Roberson filing of application with the KDHE for a Loan under the Kansas Water Pollution Control Revolving Fund Act for the aid in the construction of Total Retention Lagoon for Wastewater Treatment Facility Improvements as sent by Chris Miller with Miller and Associates. **Motion carried.**

CMB License Approvals - Oien moved, seconded by Marchello to approve Cobblestone Inn & Suites, Crossroads Express, Oberlin-Decatur EDC, The Re-Load and Rayes Grocery CMB licenses. **Motion carried.**

Approval of KMEA Board of Directors – Oien moved, second by Marchello to approve City Administrator Halley Roberson as Director #1, Mayor Ladd Wendelin as Director #2 and City Foreman David Sporn as permanent alternant. **Motion carried.**

2016 Audit – Treasurer Steve Zodrow – Treasurer Steve Zodrow presented the 2016 financial statement and independent auditor's report from Varney & Associates of Manhattan. Mr. Zodrow said their only recommendation was new software for the library. The single audit of the Airport Extension did not have any reportable findings.

Marchello moved, second by Oien to accept the audit report as presented. **Motion carried.**

Oien moved, second by Marchello to authorize the filing of the 2016 Audit. **Motion carried.**

REPORTS

Administrators Report – Roberson reported

- Decatur County Commissioners have put a Burn Ban on the county.
- The street signs have all been repainted.

Public Works Report

- City Foreman report is attached.
- Reported the sander had been out all day sanding the icy streets.
- Power Plant engine is back together and he will be running a test on Tuesday.

ADJOURNMENT

At 5:35 PM Oien moved, second by Marchello to adjourn. **Motion carried.**

Sandy Rush, City Clerk

Ladd Wendelin, Mayor



UMB Commercial Card

Coming in 2018: New platform. Enhanced Features. Improved Experience.



UMB has invested to deliver an intuitive, robust single solution platform that provides:

- Account management
- Reporting
- Expense management
- Improved Functionality and User Experience
- Modern Look and Feel

Look for more detailed communication after the first of the year.

Service Overview

In early 2018, a powerful solution built for UMB Commercial Card clients will be introduced. The online platform is a tool comprised of three core solution sets: Account Management, Reporting, and Expense Management. Together these fulfill the key information management needs of successful organizations. UMB Commercial Card provides timely, on-demand information through dashboards, alerts, and interactive reports. All capabilities are delivered through a modern and intuitive interface that allows for users at all levels to easily perform their tasks.

- Account Management provides real-time access to support cardholders
- Reporting with Statements, Expense Management, and key sourcing data.
- Expense Management gives a full suite of solutions for accounting and approving card transactions.

Key User Benefits

- Program Administrators are empowered through the extensive account management, integrated process components and insightful reporting turning data into intelligence.
- Finance Managers can maximize cash management options, increase spending oversight and enforce policy compliance with UMB Commercial Card's robust approval workflow options.
- Procurement can realize the benefits of sourcing tools across payment types and monitor preferred supplier compliance.
- Travel Managers gain insight with transaction details and intuitive travel pattern reporting.
- Cardholders enjoy easy to access statements and expense reports.

Account Management

- Request New Accounts: Administrators can request new card accounts and new virtual accounts through the platform.
- Manage Accounts: Administrators can assist cardholders with real-time changes to account name, account demographics and account limits.
- Real-Time Authorizations: Administrators will have access to view all authorization and decline activity on their programs accounts, in order to provide effective service to their cardholders.

Reporting

Built for accessibility, ease of use, and flexibility, UMB Commercial Card reporting features a user-friendly dashboard and interface, 24/7 availability of information and real-time access to expense management.

Report formats can be customized and scheduled for recurring delivery.

- Program Performance Reports:
 - Account Search
 - Card & Employee Departures
 - Account Delegation
 - Spending Pattern Exceptions
 - Transaction Limit Monitoring
 - Employee Defaults
 - Past Due Report
- Administrator Transaction Reports:
 - Transactions - Exceptions
 - Approval Status
 - Enhanced Data Analysis
 - Taxation Analysis
 - Approval Role Delegation
 - Audit Tracking
- Statement Manager
- Transaction Search
- Analysis - Company
- Expense Report Analysis
- Extract Reconciliation
- Administrator Supplier and Employee Reports:
 - Spend - Employee,
 - Suppliers,
 - Spend Analysis Reports – Management Reports
 - Data Download,
 - City Pairs Report,
 - Suppliers - Top Spend Report

Expense Management

UMB Commercial Card's expense management capabilities meet individual needs, whether a streamlined basic solution or a fully-featured, customized configuration built to accommodate an organization's specific policies, such as compliance triggers, receipt imaging or gathering additional information on certain spend from employees and their managers.

- **Default Coding:** Automatic transaction coding for accounting segments based on company rules configurable by Account Hierarchy Node, Company Unit, MCG, MCC, Employee, Individual Account, Transaction Type, and Supplier. Basic Package includes 8 accounting segments max, 5 Tax Codes.
- **Expense Submissions:** Account holders may annotate multiple transactions in bulk or one by one, record out of pocket cash expenses, create expense reports and submit expenses to their manager for approval. Approval threshold can be customized.
- **Coding Reviews and Data Extracts:** The company administrator may review GL coding on behalf of account holders. A financial extract helps to identify and prevent duplicate extracts of transactions.
- **ERP and GL Integration:** General ledger structure may be defined to complement the ERP or GL system, including dependency rules between segments.
- **Cash Expense Processing:** Capture out of pocket expenses and allocate to the required accounting codes.
- **Receipt Images:** Enable cardholders to submit copies of their receipts when coding transactions in order to enhance the visibility into the transactions.

Administration

- **Employee Setup Assistant:** Create employee/user records individually or in bulk, assign default coding rules, approval rules, and report groups. Core reference data (i.e. employee details, accounting segment and code values, default coding rules).
- **Home Page messaging:** Program administrators can post messages on the application home page.
- **Email configuration:** Create/send auto emails/alerts & manual emails in support of expense management processes.
- **Audit trail report:** Key system events are logged and may be reported on for audit purposes.

Data Integration

The ability to integrate UMB Commercial Card data seamlessly with other internal or external business applications helps to minimize processing time and helps to maximize productivity.

UMB Commercial Card enables the user to rely on the ERP system as the system of record and configure the platform through Interface Files.

- **Interface Files** are designed to work in concert with existing ERP solutions to configure UMB Commercial Card to meet an organization's unique needs. UMB will assist an organization with the completion of these files during the Implementation process.

UMB Commercial Card also provides options for extracting financial data for re-integration into the accounting system.

- **Data Extract Management** allows the user to self-select the fields for the extract and can be exported into a variety of formats, including CSV, delimited, and XLSX. Offers the capability to filter based on criteria, such as approved or non-approved transactions. Administrators may select from a variety of date parameters, including cycle dates, monthly, quarterly, annually, etc. Extract enhanced data details, such as airline data, hotel folio data, and any receipt details that may have been received from the merchant.
- **Drip extracts** enable program administrators to export throughout the month as transactions are coded and approved. The transaction data and cash expenses are generated into separate extracts for reconciliation with accounting systems and/or payroll systems. This standard financial extract will pull all transactions that are coded and approved within the statement cycle. The results export to CSV. This feature locks all approved transactions upon extract so that users cannot modify the transaction coding and/or approval status.
- **Flush extracts** can also be used for data extracts.

Fees and Prompt Payment Rebate Program

Cost - Pricing Pages

LINE	SERVICE	PRICE	COMMENTS
1	IMPLEMENTATION & TESTING	\$0.00	Waived
2	TRAINING & DOCUMENTATION	\$0.00	Waived
3	ONE TIME FEES / SETUP FEES	\$0.00	Waived
4	ON-GOING FEES /ANNUAL FEES	\$0.00	Waived
5	CUSTOMER SERVICE - INTERNET	\$0.00	Waived
6	CUSTOMER SERVICE - PHONE	\$0.00	Waived
7	CUSTOMER SERVICE - LIVE REP.	\$0.00	Waived
8	INITIAL CARD ISSUANCE	\$0.00	Waived
9	REPLACEMENT CARD FEES	\$0.00	Waived
10	GHOST CARD ISSUANCE / PURCHASES	\$0.00	Waived
11	CUSTOM CARD DESIGN-Face	\$0.00	Waived
12	EMV CHIP ENABLED CARD	\$0.00	Waived
13	OPTIONAL ONLINE RECONCILIATION	\$0.00	Waived
14	CHOICE OF VERSATILE TECHNOLOGIES	\$0.00	Waived
15	MONTHLY ACCOUNT MAINTENANCE	\$0.00	Waived
16	CASH ADVANCE FEES	\$0.00	Waived
17	LATE PAYMENT FEES	\$0.00	Waived
18	E-MAIL ALERTS	\$0.00	Waived
19	MOBILE ALERTS – PER ALERT	\$0.00	Waived
20	MOBILE RECONCILIATION	\$0.00	Waived
2A	VENDOR PAYMENT MATCH	\$0.00	Waived
3A	ELECTRONIC PAYMENT CAMPAIGN	\$0.00	Waived
4B	VISA INTELLILINK COMPLIANCE AUDITOR	\$400.00	Monthly– Cooperatives

Frequency of billing preference	Monthly
Payment preference	Electronic ACH or Check
Reporting requirements and/or types of reports needed to manage program	Reports are included at no additional cost
Expense reporting integration and automated expense reporting tools	Optional expense reporting integration is included at no additional cost
Capability to attach scanned receipts with a statement or other types of reports-Visa IntelliLink	Cooperatives - Waived
Number of internal staff managing program	A total of 60 individuals stand ready to assist with the program. A client advisor and a team of 6 are assigned to your specific program

b. Other Fee Schedule

Training Fee:	\$ 0.00 Waived
Late Payment Fee	\$ 0.00 Waived
Account Late Payment Fee	\$ 0.00 Waived
Account Annual Fee	\$ 0.00 Waived
Emergency Card Replacement Fee	\$ 0.00 Waived
Licensing Fee	\$ 0.00 Waived
Technology Fee for web solutions	\$ 0.00 Waived
Implementation and Conversion Fee	\$ 0.00 Waived
Custom EMV chip card design	\$ 0.00 Waived
Interface and Report Development Fee	\$ 0.00* Waived

*subject to mutual agreement and reasonable requirements

Cash Advance Fee per Transaction	\$ 0.00 Waived
Other Fees (specify)	\$ 0.00 Waived

REBATE PROPOSALS

State of Kansas Cooperative Rebate Table 2016B

Kansas Cooperative Participants -Political Subdivisions			
Volume		Rebate Level	
\$0	to	\$499,999	0.85%
\$500,000	to	\$749,999	0.90%
\$750,000	to	\$999,999	1.10%
\$1,000,000	to	\$2,999,999	1.12%
\$3,000,000	to	\$5,999,999	1.15%
\$6,000,000	to	\$9,999,999	1.18%
\$10,000,000	to	\$14,999,999	1.20%
\$15,000,000	and above		1.25%

State of Kansas – Large Ticket and Visa Partner Pricing Rebates*

<u>Large Ticket Interchange</u>	
All Volume levels	0.60%
Visa Partner Pricing	0.30%

*State agencies, Universities and Cooperative Participants

Rebate terms and conditions

Option A Cooperative Terms and Conditions

- UMB Bank is offering a rebate to the State of Kansas Cooperative Participants for standard qualified sales volume (sales, less refunds), payable on a quarterly, semi-annual, or annual (negotiable) basis without reserves or minimum volume guarantees for prompt payments at the rates listed in the tables provided.
- This rebate is effective immediately at the beginning of this program contract implementation without minimums or qualifiers.
- The rebate to be paid to the State of Kansas Cooperative Participants is based on the individual volume of each respective Cooperative Participant on the contract for purposes of determining the applicable rebate rate from the State of Kansas Cooperative Rebate Table 2016B.
- Rebates in the proposed Cooperative Rebate Table 2016B are firm, fixed percentages and will apply to the sum of purchases less any refunds.
- Cooperative Participants that are political subdivisions or quasi government entities may purchase cooperatively on the terms in this contract by a separate agreement with UMB Bank. Each political subdivision which desires to be a Cooperative Participant participating on the terms of the Kansas agreement through a separate agreement will be eligible to receive a rebate at the rates established for qualified annual sales volume for the program participant at the appropriate rebate level based on the State of Kansas Cooperative Rebate Table 2016B

Option B Participant may elect to negotiate and enter into its' own negotiated rebate and pricing agreement with UMB.

UMB Visa Payables Automation

UMB has partnered with Visa to provide an E-payables solution focused on virtual payments. Visa's Payables Automation (VPA) is a fully integrated payments solution for clients who want the benefits and rebate opportunity of a Card Program and the control of their Accounts Payable system. Merchants are only paid after invoices have been processed and distribution is approved for payment. The application is flexible enough to meet the payment requirements of any Visa accepting merchant. Payments can either be directly pushed to the merchants acquiring account or payment instructions can be pulled by the merchant to process on their existing POS solution. VPA allows companies to continue to use current business practices, including processing purchase orders, receipts, coding and workflow. Once approved payments are ready for processing. Rexel USA will have multiple file format options to submit payment instructions.

Visa VPA Benefits:

Buyer

- Precise payment timing
- Increased controls
- Security
- Improved reconciliation
- No loss of float
- Better visibility into transaction and spend history

Supplier

- Guaranteed payment and faster settlement
- Chargeback reduction
- No declined transactions
- Clear remittance information
- Eliminate check handling and related clerical tasks

Operational efficiency

- Utilize existing infrastructure and processes.
- Minimized business disruption.

]

Consultative Approach

UMB will work directly with you to identify the most appropriate payment options based upon the vendors processing capabilities and transaction dynamics. Once the target vendors are identified, UMB will work directly with Rexel to manage a vendor enrollment campaign. The campaign is designed to educate and enroll merchants in the new payment process. UMB will work with the merchants to determine the best payment option and collect the necessary information for processing.

Process & File Specifications

The UMB Visa Payables Automation Tool is designed to work with your current payables financial system. The process begins with the creation of a payment file within your current financial. VPA will take your payables output file and turn it into payment instructions for the vendors to process. At the same time as these payment instructions are generated, the VPA will load the appropriate account limits into the processing mainframe so that the dedicated UMB card accounts will have just enough credit limit available to process the payments designated in the original output file.

Once a payables output file is received by UMB, VPA will take your vendor information and match it with the vendors currently enrolled in the tool. UMB Bank will work with you on vendor enrollment and the notification process to determine which vendors will be loaded into VPA. This process only requires that vendors are verified as acceptors of Visa and that they have agreed to take a credit card as a form of payment from your company.

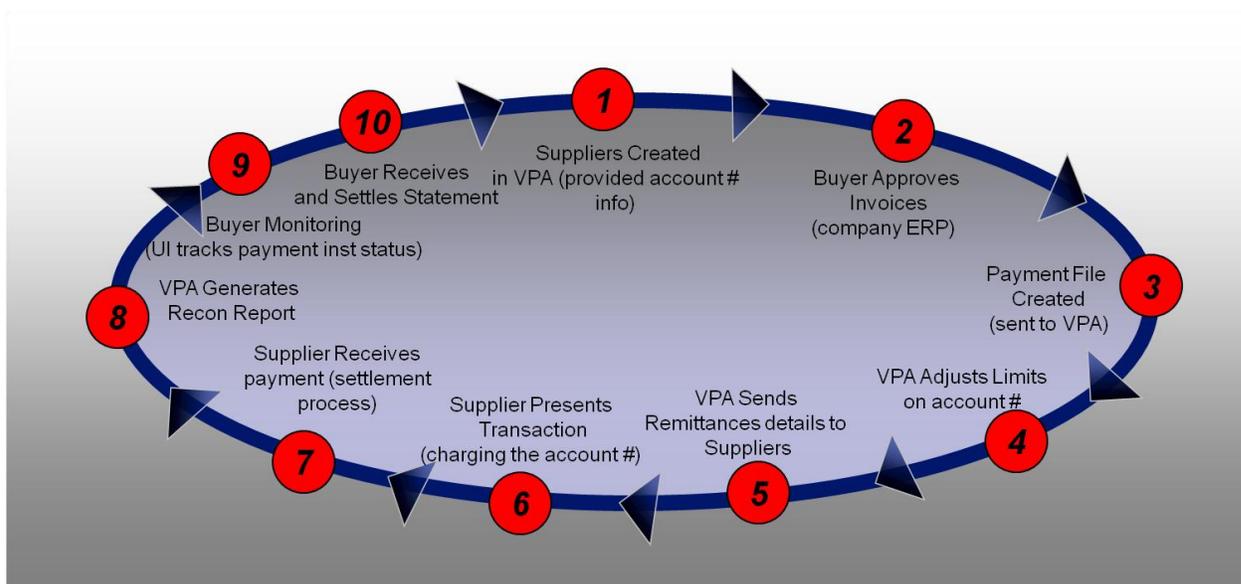
Payment notification remittance emails are sent to each supplier detailing the gross amount, individual invoice amounts, and invoice or purchase order numbers, the card number, 3 digit CVV code, and the expiration date. Suppliers will charge the virtual UMB/Visa card account established by the buyer as indicated in the payment notification. When the transaction clears it will post to the account like a normal transaction and will be available for reconciliation. Suppliers also have the option to have payments made directly to their merchant accounts for straight through processing.

VPA allows users to:

- Send a VPA file for processing using the following file formats.
 - EDI820 (flat file)
 - CSV (Comma-Separated Value)
 - TAB (Tab-delimited)
 - Excel (XLS only)
- Push Payment – suppliers have the option to have payments made directly to their merchant account.
- Pull Payment – suppliers have the option to keep a card number on file or to retrieve the card information with payment notification to manually charge the card for the approved invoice amount.
- Pay a supplier online.
 - Upload file directly into VPA website or send EDI820 file.
- Automatically and electronically notify the suppliers about payment information.
 - Supplier can keep card information on file or once the payment has been approved for processing the payment information will be emailed with the invoice approval. Buyers can resend payment instructions if the link expires.
- Specify how the account limit should be adjusted for the supplier by using the appropriate account type. There are two types of accounts supported by the VPA Service:
 - Supplier-specific virtual account with a fixed limit.
 - Supplier-specific virtual account with a reset to zero.
- Create and update supplier account information through the VPA file.
- Review supplier list and card-accepting status.
- Approve a new account for a supplier.
- Reconcile the payables data to transaction data.
- Monitor payment status, account summary, and generate Audit Reports.

- **Reminder Notification Days** – this field will be available when the Send Reminder Notification check box is selected. The value in this field determines the number of days before which a reminder notification will be sent prior to the expiration of the payment instruction.
- **Payment Expiration Days** – This field determines how many days from the date of processing the payment instruction will expire.
- **Email Notifications** – More than one individual can be copied on payment notifications.
- **Buyer Notes** – Buyers can add notes to email notifications to vendors.
- **Conversions and Referrals** - Buyers can identify potential new vendors within VPA.
- **Reconciliation files** are automatically delivered the buyer can choose daily, weekly (Mondays) or monthly.

VPA Workflow Example



Vendor Enrollment

UMB will dedicate a team to handle the initial implementation of your Automated Payables program. There will be one Project Manager leading the implementation and maintaining the ongoing relationship of the program. The Project Manager will bring on Technical Support and other team members as needed. The Project Manager will also lead the enrollment of vendors and maintain ongoing enrollment.

Supplier Payment Notification

The payment instruction notices are sent out via secure email to the vendors. Emails will contain payment information including invoice amount, invoice numbers, and references the 16 digit UMB Visa card account to be used. The vendor has anywhere from 7 to 30 days (as determined by the Customer) to process the payment. The vendor will need to input the last 4 digits of the card number which are listed in the body of the email and the zip code that was put on file for the vendor in order to access the full 16 digit account number and the expiration date. It will not be necessary for the vendor to keep card information on file it will be provided with each payment notification.

Reconciliation

A reconciliation file is automatically delivered to the Program Coordinators' mailbox within the VPA website daily, weekly (Monday's) or monthly. This reconciliation file will include all of the details for transactions processed through the Payable Automation Tool. The file will include fields such as: transaction status, invoice number, purchase order number, transaction date, and invoice amount.

Online Dashboard

Rexel will have access to the Payables Automation website to view and manage supplier payments.

- Create and update supplier account information
- Reconcile the payables data to transaction data
- Monitor Payment Status



Payables Automation

Home Suppliers Conversions Referrals Activity Search

Visa Payables Automation Home

Welcome zion cmp admin, to Visa Payables Automation. You are logged in as COMPANY admin

Visa Paid - [More](#)

Name	ID	Address
ANYSUPPLIER	12345	123 MAIN STREET
ANYSUPPLIER	12345	123 MAIN STREET
ANYSUPPLIER	12345	123 MAIN STREET
ANYSUPPLIER	12345	123 MAIN STREET
ANYSUPPLIER	12345	123 MAIN STREET

Recent Activity - [More](#)

Name	ID	Action Type
ANYSUPPLIER	12345	Entered Card Account Number
ANYSUPPLIER	12345	Entered Card Account Number
ANYSUPPLIER	12345	Entered Card Account Number
ANYSUPPLIER	12345	Entered Card Account Number
ANYSUPPLIER	12345	Entered Card Account Number

Conversions - [More](#)

Name	ID	Address
SUPPLIERNAME	SUPPLIER_1234	123 MAIN STREET
SUPPLIERNAME	SUPPLIER_1234	123 MAIN STREET
SUPPLIERNAME	SUPPLIER_1234	123 MAIN STREET
SUPPLIERNAME	SUPPLIER_1234	123 MAIN STREET
SUPPLIERNAME	SUPPLIER_1234	123 MAIN STREET



Closing Remarks

Whether it is people or processes, day-to-day business practices or technology solutions, the world and the business of government is changing quickly. UMB has the payment and technology solutions to keep the City of Oberlin card programs on the road to efficiency. UMB proposes a program to continue building a successful program after implementation and to assist with continued program development, optimization, implementation, modification, and enhancement of the purchasing card programs that will be essential to grow.

UMB has had a lengthy partnership with the State of Kansas, and many cities, counties, school districts and higher education organization in Missouri. We appreciate the existing opportunity we have had to work with the City of Oberlin and look forward to a partnership to provide the program that provides with the level of personal attention that will continue to be essential as the program grows.

CITY OF OBERLIN KANSAS

RESOLUTION NO. 706

A RESOLUTION WAIVING PREPARATION OF FINANCIAL STATEMENTS IN CONFORMITY WITH GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP)

WHEREAS the City of Oberlin, Kansas, has determined that the financial statements and financial reports for the year ended December 31, 2018, to be prepared in conformity with the requirements of K.S.A. 75-1120a (a) are not relevant to the requirements of the cash basis and budget laws of this state and are of no significant value to the City Council or the members of the general public of the City of Oberlin, Kansas and

WHEREAS there are no revenue bond ordinances or other ordinances or resolutions of the municipality which require financial statements and financial reports to be prepared in conformity with K.S.A. 75-1120a (a) for the year ended.

NOW, THEREFORE BE IT RESOLVED, by the Governing Body of the City of Oberlin, Kansas, in regular meeting duly assembled this 8th day of January, 2018 that the City Council waives the requirements of K.S.A. 75-1120a(a) as they apply to the City of Oberlin, Kansas for the year ended December 31, 2018.

BE IT FURTHER RESOLVED that the City Council shall cause the financial statements and financial reports of the City of Oberlin, Kansas to be prepared on the basis of cash receipts and disbursements as adjusted to show compliance with the cash basis and budget laws of this State.

APPROVED this 21st day of January 2018.

Mayor Ladd Wendelin

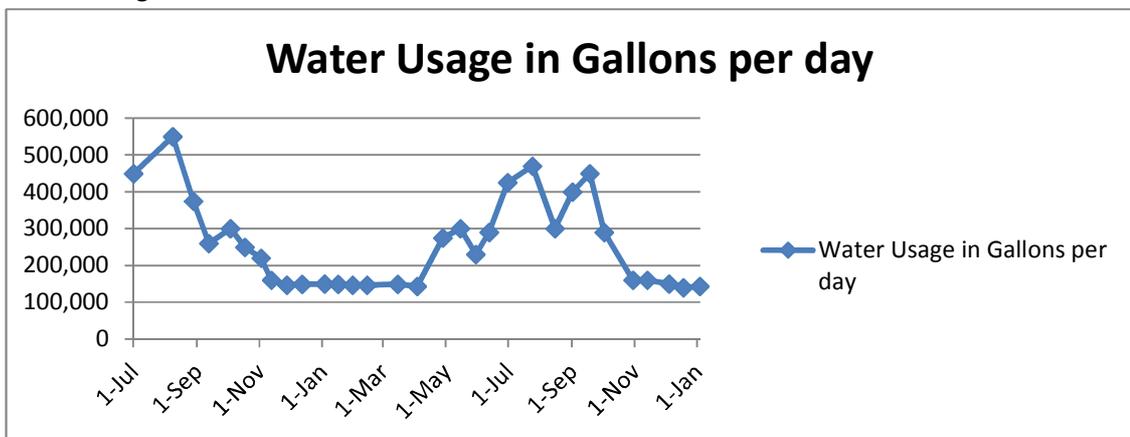
ATTEST:

City Clerk Sandy Rush

To: Mayor and Oberlin City Council

From: City Foreman David Sporn

1. The Christmas decorations are scheduled to be taken down and put away. At this time last year we had a windstorm with winds in excess of 70 mph which tore up all decorations. Fortunately we are looking to be in good shape as for as our Christmas décor goes. However, this is a good time to look at replacing some of the decorations before next holiday season.
2. We have cleaned the snow off the roads twice so far this season. If snow is not removed as much as possible this time of year, it freezes and stays for a very long time, creating road hazards for drivers and emergency operations.
3. The Power Plant engine has been started and ran good. There are a few more tests that will need to be conducted before everything is checked off for good condition. I plan on starting it again, putting several different load values upon it, and monitor the firing pressures. It will probably be running for at least one day to complete these tasks. If all goes well, this job will be complete and we will be back up to full operating capacity and ready for the next power outage. In working with the Power Plant, I noticed several things that need to be addressed. There are 5 operational engines/generators in the plant. They all need filters changed, crankshaft deflection readings taken, several minor repairs, and cleaned. I will continue to work on these items as time allows. At am more than willing to give Power Plant tours to anyone who has any interest.
4. Water Usage:



Questions/Comments?

City of Oberlin
Local Sales Tax Receipts (1.5%)
Swimming Pool

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Jan	-	25,113.79	27,878.94	25,071.42	28,050.89
Feb	-	25,812.17	35,654.30	38,949.35	27,276.00
Mar	-	26,557.20	29,240.90	33,459.39	23,601.06
Apr	-	25,361.14	25,126.89	21,767.04	29,859.93
May	1,467.26	29,197.14	27,105.35	32,218.75	27,549.71
Jun	24,886.18	29,873.34	33,842.30	24,013.85	26,235.58
Jul	24,921.71	29,566.17	29,120.74	29,477.11	31,657.01
Aug	28,367.49	31,204.89	29,646.03	27,381.82	29,792.86
Sep	27,807.99	32,435.03	29,933.21	29,188.82	26,014.42
Oct	27,843.89	32,038.99	26,786.35	29,454.74	31,921.94
Nov	28,875.57	30,695.26	33,486.32	31,226.26	29,419.79
Dec	28,890.71	26,204.31	27,669.43	34,929.73	26,304.10
	<u>193,060.80</u>	<u>344,059.43</u>	<u>355,490.76</u>	<u>357,138.28</u>	<u>337,683.29</u>

Grand Total Received				1,587,432.56
Monthly Average		55 Months		28,862.41

* Note: This is the total of the 1.5% sales tax that has been remitted to the City. Expenses are being paid out these funds. For the current balance of funds available please refer to the current cash flow report on the "Swimming Pool Operating" line.



OBERLIN POLICE DEPARTMENT

107 W. Commercial
P O Box 237
Oberlin KS. 67749-0237
oberlinpd3@ruraltel.net



MONTHLY ACTIVITY REPORT TO COUNCIL MONTH OF DECEMBER, 2017

CITY COURT: FINES COLLECTED FOR DECEMBER, 2017 - \$4,522 – YTD \$49,913

CITY COURT CASES FILED

3 – ILLEGAL TAGS
3 – MAXIMUM SPEED LIMITS
1 – CRIMINAL DAMAGE TO PROPERTY
3 – MISDEMEANOR WARRANT ARRESTS
3 – MOTOR VEHICLE LIABILITY INSURANCE

DISTRICT COURT CASES / OTHER FILED

1 – ILLEGAL TAG
1 – DRIVING WHILE LICENSE REVOKED

ANIMAL CONTROL: 2 – DOGS AT LARGE

CODE ENFORCEMENT: NONE