

**COUNCIL MEETING PACKET**

**For**

**March 15, 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  
March 15, 2018  
5:00 PM

**Meeting Called to Order** – Mayor Ladd Wendelin

**ROLL CALL** of the Members of the City Council and determination of quorum.  
Oien\_\_\_\_ Lohofener\_\_\_\_ Marchello \_\_\_\_\_ Gawith \_\_\_\_\_ Garner \_\_\_\_\_

**PLEDGE OF ALLEGIANCE to the Flag**

**PROCLAMATIONS**

**BOARD APPOINTMENTS**

**PUBLIC COMMENT**

- Oral Communications from the Audience

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

- Approval of minutes of previous meetings
- Appropriation Ordinance (Payment of Bills)  
Motion\_\_\_\_\_ Second\_\_\_\_\_

**OLD BUSINESS**

1. Farmer's Market

**New Business**

1. Request from Up in Smoke – Heather McDougal
2. Auction Dump Truck - Gavel Roads

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

- **Mayors Report**
- **Administrators Report**
  - Next Council Meeting April 5, 2018
  - Zoning Update
    - Chickens
    - Mobile Home Update
  - Bucket Truck Update
  - Back hoe bids due by April 3rd
  - CVB Update
  - Event Update
- **Police Department**
  - Report Available for Discussion
- **Public Works Department**
  - Report Available for Discussion
- **Treasurers Report**
  - Cash Flow Statement
- **Other Reports**
  - EDC Minutes

**ADJOURNMENT**

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



## **REGULAR COUNCIL MEETING – March 1, 2018 – GATEWAY – 5:00 P.M. - UNAPPROVED**

**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** - Jim Marchello, Brandon Oien, Scott Gawith, Jim Garner

Absent: Deb Lohofener

**Others Present** - City Administrator Halley Roberson, City Attorney Steve Hirsch, City Treasurer Steve Zodrow, Police Chief Brad Burmaster, Water Superintendent Willard Perrin, Cynthia Haynes with the Oberlin Herald, Chris Miller with Miller & Associates, Heather & Garret McDougal, Ruth Miesner, Rusty Addleman, Brice Meitl, Marilyn Black, Troy Haas, Mike Neff, Amy Carman, Marcia Lohofener and Britton Scott.

**PROCLAMATIONS** - none

**PUBLIC COMMENT** - none

### **APPOINTMENTS**

Oien moved, second by Gawith to appoint Jim Wasson to replace David Olson on the Library Board for a term of 4 years, ending April 2022. **Motion carried.**

Gawith moved, second by Marchello to appoint Warren Bainter to replace David Olson on the Oberlin Housing Authority for a term of 4 years, ending April 2022. Also to approve Steve Nelson to replace David Olson as Board Chair. **Motion carried.**

### **CONSENT AGENDA**

Approval of minutes of February 15, 2018 regular Council meeting and the approval of bills.

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

### **OLD BUSINESS**

**KDHE Loan and Grant for Expansion of the Wastewater Treatment Lagoon System** – Chris Miller with Miller & Associates gave the Council an update on the Wastewater Treatment Lagoon System and the plan to incorporate wetlands with the project. He also explained that the project is going to be funded by amending the current loan the City has with KDHE to advance more funds under the loan agreement with KDHE doing a loan forgiveness grant in the amount of the cost of the project at the end of the project. He explained that the grant will cover all the cost of construction, engineering, administration and will even include the additional interest on the loan due to the loan advanced made for the project. Mr. Miller answered several questions from council members clarifying exactly what the project encompassed and the financing with KDHE. Mr. Miller confirmed that the project will be completely funded by KDHE and will cost the City nothing. He then informed the Council that if they were ready to proceed with the project that they would have to pass an ordinance authorizing the execution of the 6<sup>th</sup> Amendment to the loan agreement with KDHE

Oien moved, second by Marchello to approve Ordinance No. 901 An Ordinance Authorizing the Execution of the Sixth Amendment to the Loan Agreement between Oberlin, Kansas and the State of Kansas, Acting by and Through the Kansas Department of Health and Environment for the Purpose of Obtaining a Loan from the Kansas Water Pollution Control Revolving Fund for the Purpose of Financing a Wastewater Treatment Project; Establishing a Dedicated Source of Revenue for Repayment of Such

Loan; Authorizing and Approving Certain Documents in Connection Therewith; and Authorizing Certain Other Actions in Connection with the Sixth Amendment to the Loan Agreement. **Motion carried.**

## **NEW BUSINESS**

**Milco Environmental Services Remediation Agreement** – Chris Miller presented an agreement between Milco Environmental Services and the City of Oberlin for ground contamination monitoring at two sites the City currently has being monitored for contamination. He also presented a Limited Power of Attorney agreement that would allow Milco Environmental Services to take the City's place concerning matters related to KDHE on the two monitoring sites. After much discussion by the Council with Mr. Miller and the City Attorney, Steve Hirsch it was decided that the Council would not sign the Limited Power of Attorney at this time.

Oien moved, second by Marchello to approve signing the Remediation Agreement with Milco Environmental Services. **Motion carried.**

**Update of Projects at Sappa Park by Pheasants Forever** – Mike Neff representing Pheasants forever gave the Council an update on the projects that the group has been working on at Sappa Park and projects they want to start in the future. He reported on several projects that involved local youths that had them actively involved in learning about plant and wildlife and involving them in actions to preserve the natural habitat of Sappa Park. He also expressed the idea of planting trees to be harvested in the future for Christmas trees. The project could involve youth in the community and provide a source for Christmas trees for financially struggling households. The trees would also enhance the natural beauty of Sappa Park. The Council thanked Mr. Neff for the group's efforts at the park and for providing the update.

**Farmer's Market Request** – Amy Carman informed the Council that a regional sized group, the NWKS Farmer's Alliance, has been formed to promote local produce. They are looking at ways to make the Farmer's Market more visible to the public. They would like to have the Council consider letting the group use the Gateway parking lot as a venue and have the Gateway facility open for access to the restrooms. The Council liked the idea but felt that it wouldn't be fair to other groups who pay to use the Gateway facility.

Moved by Gawith, second by Garner to approve allowing representatives of the NWKS Farmer's Alliance to meet with the City Administrator to establish an agreed upon fee structure for use of the Gateway facility for Farmer's Markets. **Motion carried.**

## **REPORTS**

**Mayor** – Mayor Wendelin commented on his disagreement with the article printed in the Oberlin Herald pertaining to the Council going into executive session to get legal advice from the City Attorney regarding the Charter Ordinances pertaining to the Transient Guest Tax and the creation of the Tourism and Convention Fund and the creation of the Convention and Visitors Board. Council members Oien and Marchello both commented that they believe the Council properly followed the Open Meetings Act in this regard.

**Administrator** – Administrator Roberson reported to the Council that there is a situation with the new bucket truck that was purchased last year. Apparently the truck was not equipped with the style of bucket that the City had requested in the bid specifications. Upon further investigation the truck was equipped with the bucket that the company had included in its bid. This variance from the bid specifications was not detected by city personnel at the time the bid was accepted as the low bid. After much negotiating, the company has agreed to switch out the boom and bucket for the one specified by the City in the bid specs for an additional cost. Roberson reported that even with this additional cost, the total cost of the truck will still be under the other bids that were submitted.

She informed the Council that the next Regular Council meeting is scheduled for March 15, 2018.

She discussed the Economic Impact Study of Airports report that was included in the council packet. She encouraged the Herald to publish information contained in the report so that the general public can see the impact that the airport has on the community.

She updated the Council on the water situation for customers living outside the city limits south of town. After having two meetings with the group, the group has decided that they want to have meters installed at each residence and each will pay for the water they are actually using. The cost of purchasing and installing the meters will be the responsibility of each property owner. Much to the disappointment of the City Administrator, the property owners decided not to have an additional charge added for repair and replacement of the water line at this time. They are now fully aware that the City does not own the water main supplying those residences and that the cost of any repairs or replacements will have to be paid by the property owners.

She updated the Council on the upcoming MMA and Celtic Fire events at the Gateway. The promoter is selling most of the tickets for the MMA fight so we are not sure exactly how many tickets have been sold. We are selling some online, but the sales have been modest. \$3,000 worth of tickets has been sold for Celtic Fire. TV ads have been purchased and will begin airing on Thursday at news time slots , during the morning shows and during Wheel of Fortune.

She updated the Council on the Decatur Grows Grant Application for new sound equipment at the Gateway. She had initially applied for the grant using the wrong forms. Another application has been made using the correct forms.

She reported that the City had received the check from FEMA today for the 75% reimbursement for the \$139,000 claim made for the storm damage to the electric poles and power lines. She is still appealing the FEMA decision to disallow the \$213,000 claim for the power plant operation during the storm.

**Public Works Department** – City Foreman Sporn's report that was in the packet was available for discussion.

**Treasurer** – Treasurer Zodrow went over a new sales and use tax report he had created for the Council's use in tracking sales tax collection trends. The report also included a history of Transient Guest Tax collections.

## **EXECUTIVE SESSIONS**

**Executive Session #1** – Mayor called for a 5 minute Executive Session to discuss an item pursuant to the Attorney/Client privilege, K.S.A. 75-4319(b). To include the mayor, administrator, city attorney, city treasurer and the Council starting at 6:10 p.m. Oien moved, second by Marchello. **Motion carried.**

Council resumed regular session at 6:15 p.m. No action to be taken.

**Executive Session #2** – Mayor called for a 15 minute Executive Session to discuss an item pursuant to the Attorney/Client privilege, K.S.A. 75-4319(b). To include the mayor, administrator, city attorney and the Council starting at 6:15 p.m. Oien moved, second by Marchello. **Motion carried.**

At 6:30 pm the Council and the Mayor returned and the Mayor called for an additional 10 minutes of Executive Session for the same purpose with the same personnel present. Marchello moved, second by Garner. **Motion carried.**

Back in Regular Session at 6:40 p.m.

Oien moved, second by Marchello to have the Convention and Visitor's Board return the Transient Guest Tax monies still in their possession to the City to be placed in the Tourism & Convention Fund as directed by the Charter Ordinances pertaining to the Transient Guest Tax. **Motion carried.**

The Mayor then opened the floor for Council Members to comment as they wished. Councilman Marchello expressed his desire for the Herald to publish the Airport Economic Impact Study in the

newspaper to inform the public on the value of the airport to the community. He also expressed that he is excited about the MMA and Celtic Fire events scheduled at the Gateway and what they will do for the community. Councilman Oien clarified that asking for the transient guest tax from the CVB was in no way a message that the Council is displeased with the CVB. The Council is very appreciative of what the group does and what all of the volunteer groups, boards and committees do for the city. The decision to return the monies came down to complying with the way the Charter Ordinance is written.

Marchello moved, second by Gawith to adjourn. **Motion carried.**

Meeting adjourned at 7:00 p.m.

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City Clerk

Mayor



# OBERLIN POLICE DEPARTMENT

107 W. Commercial

P O Box 237

Oberlin KS. 67749-0237

oberlinpd3@ruraltel.net



## MONTHLY ACTIVITY REPORT TO COUNCIL MONTH OF FEBRUARY, 2018

**CITY COURT: FINES COLLECTED IN FEBRUARY, 2018 - \$5,211.00 – YTD \$9,069.00**

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### CITY COURT CASES FILED

- 1 – BATTERY
- 1 – ILLEGAL TAG
- 1 – LEFT OF CENTER
- 1 – CRIMINAL TRESPASS
- 4 – MAXIMUM SPEED LIMITS
- 2 – MISDEMEANOR WARRANT ARRESTS

### DISTRICT COURT CASES / OTHER FILED

- 1 – THEFT
- 2 – ILLEGAL TAGS
- 1 – IGNITION INTERLOCK DEVICE
- 1 – DRIVING WHILE LICENSE SUSPENDED
- 2 – POSSESSION OF A HALLUCINOGENIC DRUG
- 1 – TRAFFIC IN CONTRABAND IN A PENAL INSTITUTION
- 1 – INTERFERENCE WITH A LAW ENFORCEMENT OFFICER
- 2 – POSSESSION OF A NARCOTIC DRUG WITH INTENT TO DISTRIBUTE
- 2 – POSSESSION OF DRUG PARAPHERNALIA WITH INTENT TO DISTRIBUTE

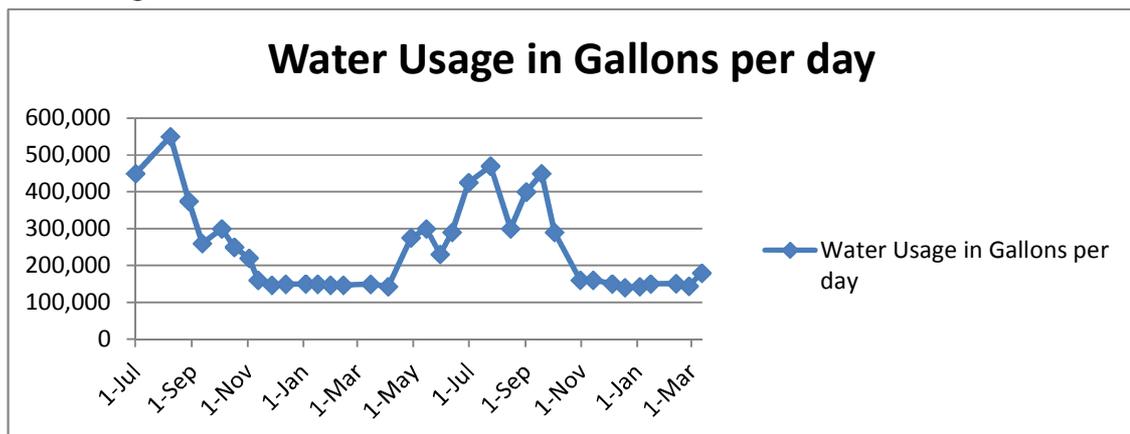
ANIMAL CONTROL: NONE

CODE ENFORCEMENT: 1 – HEALTH NUISANCES  
2 – HEALTH AND WELFARE  
1 – JUNKED VEHICLE CODE

To: Mayor and Oberlin City Council

From: City Foreman David Sporn

1. Residential water meters are scheduled to be read after March 15<sup>th</sup>. We stop reading most water meters after November 15<sup>th</sup>, prior to winter. We call this time "winter usage". Not only does this help figure sewer rates but it also prevents frost from entering water meter cans and speeds up meter reading due to snow covered (hidden) meters.
2. The Line Dept. has been constructing material bunks at the City Shop. These bunks will be used to store rock, sand, ect. and will help clean up the appearance of the cement lot located S.W. of the intersection of Hall and Rodehaver, where the piles currently are. This empty space is also a potential location for a proposed new City storage facility.
3. The KRWA water convention is scheduled for March 27<sup>th</sup>-29<sup>th</sup> in Wichita. This event is 3 days of schooling primarily for water/wastewater operators. We have sent at least two employees to this convention and have been attending for many years. Aside from gained knowledge and hearing of possible future regulation changes, those of us with water and/or wastewater certifications need 10hrs of operator certification credit for each certification every 2 years. This schooling is able to provide the necessary requirements. This year Willard Perrin, Curtis Richards, and I will be attending.
4. The 2017 bucket truck has been delivered to Kansas City for the modifications required for our utility. Custom Truck and Equipment will keep us informed of the progress so we can return it to service asap.
5. Backhoe bids are due by the end of the day of April 3<sup>rd</sup>. We should receive bids from 4 different manufactures. My hopes are that they can be reviewed at the April 5<sup>th</sup> council meeting.
6. Administrator Halley and I would like to put the old bent dump truck and some salvaged corrugated tin up for sale and are seeking council approval.
7. Water Usage:



8. Permits: none

Questions/Comments?

**OBERLIN-DECATUR AREA ECONOMIC  
DEVELOPMENT CORPORATION**

**Meeting Minutes**

*January 08, 2018*

***Meeting Called to Order***

President Mark Starr called the monthly meeting of the Oberlin-Decatur Area EDC to order on January 08, 2018 at 5:35 pm in the lobby of the Business Enhancement-Entrepreneurial Center (BEE Building). Other board members present were Jackie Neff, John Sater, Amy Haas, Lisa Votapka, Ken Badsy, and EDC Director Shayla Williby. Guests present were Stan McEvoy (county representative). Mark asks for patience with him, as this is his first meeting as Board President and leading a meeting.

***Previous Minutes Approved***

After review, John made a motion to approve the December 11, 2017 meeting minutes. Lisa seconded that motion. Motion carried.

***Treasurer's Report***

Jackie presented financials from December 31, 2017. This included bank balances, balance sheets, income statements, and yearly comparisons for the theater, bowling alley, EDC, and all 3 combined. She also presented a list of all checks written in December of 2017. Further discussion included that the RC&D loan match amount of \$7'500 still needs to be removed from assets. Loan #1 is 5.5 months behind and Jackie is still sending letters every 15 days. Mark requested that Shayla pull the file on loan #1 for him to review as soon as she is able. The land sale is 1 month behind (they were 2 months behind but brought in 1 month's payment today). Jackie will notify Tasha that due to bankruptcy all future correspondence on loan #8 should be sent to the EDC. Jackie will also talk to Tasha about writing off that amount on loan #8. The bowling alley manager bonus was also discussed. After discussion, Ken motioned that the bowling alley manager bonus be figured after the principle is taken out. Lisa seconded that motion. Motion carried. Ken then motioned to approve the treasurer's report as presented. John seconded that motion. Motion carried.

**NEW BUSINESS**

***EDC Bylaws***

Mark requests for everyone review the EDC Bylaws and bring their thoughts and/or changes to the next meeting.

### ***Signature Cards***

Signature cards at The Bank, Farmer's Bank & Trust, and First National Bank will be updated by removing Mike McKenna and adding Mark Starr.

### ***Banking Accounts & Signatures***

Following discussion, Ken motioned to require two signatures on all checking, savings, and revolving loan accounts. Lisa seconded that motion. Motion carried.

### ***XM Radio***

Jackie motioned to pay \$131.80 for the yearly XM radio cost that EDC shares with Chamber and CVB. Ken seconded that motion. Motion carried.

### ***Start-Up Kansas for Mechanic Shop***

Shayla reports a gentleman is working on this and she will have more information in February. Shayla will email if we need to meet sooner.

### ***Decatur County Implement with Steve Hanson***

Shayla reports a couple from out of town is looking into this. She is unsure what help financially they may need as of right now.

### ***After Hours Theater Use***

The board discussed after hour's theater use and the cost for this right now is \$50. The board further discussed utilization of this service as well as questioning if this cost should be increased. Mark is going to discuss this further with Tasha. A community member is organizing a Star Wars Night on January 27<sup>th</sup>.

### ***Shayla's Request for 8% Salary Increase & Additional Week of Vacation***

Shayla is requesting an 8% salary increase as well as an additional week of vacation. No action was taken at this time.

### ***KCAMP***

This was a suggestion from Stan at the Commissioner's meeting for the EDC to get a bid. Shayla will contact the Clerk's office to find out whom to speak to for further information about this.

## **OLD BUSINESS**

### ***County Micro Loan Program***

Mark did some research on this as well as met with the Commissioners and has suggested keeping this program for now. He would like to give it a shot for another year. Shayla and Mark will look at this more in depth.

### ***Dental Office***

The appraiser has been scheduled to come do the appraisal on the dental office. Gary and Sarah Fredrickson are planning to be in town on January 15<sup>th</sup> to officially hand over the dental office to the EDC. Shayla did check on the insurance costs on the dental office and they are around **\$1'100 a year** per EMC. Further discussion included concerns with monthly utility costs and what to offer a potential dentist. Shayla will prepare an agreement for the dental office that will be similar to what has been done with land sales. The board was in agreement to entertain any offers.

Shayla will be reaching out to Steve Hirsh for legal guidance and paperwork related to insurance and equitable interest on the dental office. Board members approved this via email on 01-19-18.

### ***Website***

Shayla reported that the city is continuing to work on the new-shared website. Shayla will be checking on concerns with the domain name. Further discussion included dues on the current website. Shayla and Jackie will be checking further into this. Ken motioned to pay the yearly fee for current website. Lisa seconded that motion. Motion carried.

### ***Sunflower Recreation Gift Certificates***

The board discussed ways to better maintain and track gift certificates for Sunflower Recreation. Following discussion, Ken motioned to order numbered carbon copy gift certificates. Lisa seconded that motion. Motion carried. Shayla will contact Tasha to let her know and work out all the details on this.

## **OPEN INPUT/COMMENTS**

### ***Housing Project***

Amy asked if there was any update on this project as last we heard it was on hold till 2018 due to funding. Shayla reports there are no plans as of right now.

### ***Diesel Shop***

Amy asked if there had been any further update on the couple who was looking to open a diesel shop here. Shayla reports she has not heard anything further from them.

***Access Road***

Amy asked if the access road had been established yet. Shayla reported that it was built but the culvert is not completed yet. The utilities are in.

***Executive Session***

Mark motioned to move into executive session for 20 minutes to discuss concerns related to, and requests from non-elected personnel to include board members. Ken seconded that motion. Motion carried.

Into executive session at 1922

Out of executive session at 1942

Following executive session and entered back into regular meeting, Ken motioned to give Shayla a 5% raise that will be paid monthly. Motion also includes allowing 10 vacation days and 5 sick days total per calendar year. Those days will be a use it or lose it and will not carry over. Lisa seconded this motion. Motion carried.

***Meeting Adjournment***

With no other business, Ken motioned to adjourn the meeting. John seconded that motion. Motion carried. Meeting adjourned at 7:45 pm.

Respectively submitted,  
Amy Haas, EDC Secretary

***Next meeting February 12, 2018 @ 5:30 pm.  
Reminder that we are meeting at the dental office!***

**OBERLIN-DECATUR AREA ECONOMIC  
DEVELOPMENT CORPORATION**

**Meeting Minutes**

*February 12, 2018*

***Meeting Called to Order***

After touring the dental office, President Mark Starr called the monthly meeting of the Oberlin-Decatur Area EDC to order on February 12, 2018 at 5:47 pm in the lobby of the Business Enhancement-Entrepreneurial Center (BEE Building). Other board members present were Jackie Neff, Danielle Wasson, John Sater, Amy Haas, Lisa Votapka, Ken Badsy, and EDC Director Shayla Williby. Guests present were Brad Marcuson (county representative), Deb Lohofener (city representative), Kurt Vollertson (doctor procurement representative), Duane Dorshorst (doctor procurement representative), and Matt Ostmeyer (guest & potential new EDC board member).

***Previous Minutes Approved***

After review and amending the January 8, 2018 meeting minutes to read that the insurance amount on the dental building is "\$1'100 a year and not \$11'000 a year", Ken made a motion to approve the meeting minutes. John seconded that motion. Motion passed.

***Treasurer's Report***

Jackie presented financials from January 31, 2018. This included bank balances, balance sheets, income statements, and yearly comparisons for the theater, bowling alley, EDC, and all 3 combined. She also presented a list of all checks written in January of 2018. Further discussion included that another \$500 payment was received on loan #1. That payment was again short and they remain 5 months behind. On loan #8, Jackie still needs to contact the USDA on this related to the bankruptcy. All address information for further communications on this loan has changed to go to the EDC office. After discussion, Ken motioned to approve the treasurer's report as presented. Danielle seconded that motion. Motion passed.

**NEW BUSINESS**

***Dental Office Tour***

Prior to meeting at the BEE building, board members and others stopped and toured the dental office.

***Dentist and Dental Office***

Discussion was held about plans for a dentist and dental office. Mark stated he would like to give it 6-9 months to procure a dentist to town and sell the office to them, longer if any leads during that time. If there

is no luck finding a dentist during that time, then there is a possibility of selling the dental building for another business. Kurt and Duane were present representing the doctor procurement committee to discuss what they are able to offer as far as recruiting a dentist. They explained that they have limited funds available, but would be able to support what they could. Shayla will be checking into loan repayment options for dentists, Hanson and GROW options for us and/or a dentist, as well as checking into satellite clinic interest with surrounding dental offices. Other discussion included looking into if there are any kids from northwest Kansas in dental school and checking into history of a dentist in Leoti.

### ***Land Annexation***

Halley Roberson, Oberlin City Manager, is requesting a decision from the EDC on this matter. It has been discussed in previous meetings and tabled due to lack of positive reasons that support making the decision to do so. Motion by Ken to say no to land annexation at this time pending a feasibility study paid for by the city to determine benefits, and then discussion will be opened back up at that time. Motion seconded by Jackie. Motion passed.

### ***EDC Secretary***

Amy's term ends in March 2018 and Danielle has volunteered to take on the secretary role. Jackie motions to accept unanimous vote for Danielle filling Amy's position as secretary. Ken seconded that motion. Motion passed.

### ***Signature Cards***

Signature cards will be updated at all banks minus First National Bank, which will be taken care of next month.

### ***Potential Business Sale-Potential New Business***

Mark reported that he had a gentleman reach out to him who is looking at buying a local business. Further discussion revealed that the gentleman is also a diesel mechanic and has a roofing business. Mark will follow up with this gentleman about coming to talk to board.

### ***Computer***

Shayla is going to get quotes for a new EDC computer to present to the EDC board for approval.

### ***Bulletin Board in Foyer***

Shayla requests a new bulletin board for the foyer because she is unable to find any letters for current bulletin board. Amy will check to see if hospital still has any some of these letters to give or sell.

***BEE Building-South Bathroom Toilet***

Shayla reports the toilet in the south bathroom at the BEE building needs to be replaced. Danielle motioned to replace the toilet as requested. Ken seconded that motion. Motion passed.

***Shayla-Vacation Day***

Shayla reports that she will be taking a vacation day on February 13<sup>th</sup>.

***City Appointed EDC Board Member***

Matt Ostmeyer is a guest at tonight's meeting and states he would be interested in the city appointed EDC board member seat that will be opening up when Amy's term ends in March of 2018. This appointment will be made at the upcoming city council meeting.

**OLD BUSINESS**

***Dental Office-Paperwork & Appraisal***

Steve Hirsh has been asked to draw up paperwork on the dental office similar to what has previously been done with the other EDC land. Shayla will further check on affidavit of equitable interest with Steve Hirsh. The appraisal of the dental office building was done and came in at \$30'000. The cost to have the appraisal done was less than expected. Jackie will get the dental office added to the financial statement. Ken will be taking some of the signage at the dental office to Gary and Sarah Fredrickson next time he makes a trip their way.

***Local Business Sale***

Shayla reported that a local business that was originally going to be sold and relocated appears now that those plans may have changed. They are now looking at keeping the business here, cleaning it up, and having employees here. Shayla will report more information as it is available.

***Sunflower Recreation Gift Certificates***

Shayla reported that the gift certificates have arrived. This will improve the tracking of all gift certificates.

***EDC Office Door Sign***

Jackie motioned to pay \$18.95 to Custom Trophy for new EDC office door signage in the BEE building. Lisa seconded that motion. Motion passed.

***EDC Bylaws***

Danielle motioned to appoint a committee to consist of Danielle, John, and Matt, to review, amend, and present the EDC bylaws at the next meeting. Motion seconded by Ken. Motion passed.

**OPEN INPUT/COMMENTS**

***No Open Input/Comments***

***Meeting Adjournment***

With no other business, Ken motioned to adjourn the meeting. John seconded that motion. Motion carried. Meeting adjourned at 7:14 pm.

Respectively submitted,  
Amy Haas, EDC Secretary

Next meeting is March 12<sup>th</sup>, 2018 @ 5:30 pm