

COUNCIL MEETING PACKET
For

April 5, 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
April 5, 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____ Marchello _____ Lohofener____ Garner _____ Gawith _____

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_____

OLD BUSINESS

1. Backhoe Bid Presentation

New Business

1. EDC Appropriation
2. CDBG Water Main Project
3. IES Contract – David Sporn
4. Town Cleanup – David Sporn

REPORTS OF OTHER OFFICERS, BOARDS AND COMMITTEES

- Mayors Report
- Administrators Report
 - Next Council Meeting April 19, 2018
 - Preliminary Energy Analysis Report
 - Mobile Home Update
 - Event Update
 - Sound System Update
 - Airport Terminal Update
 - Pool Update
- Public Works Department
 - Report Available for Discussion
- Treasurers Report
 - Sales and Use Tax History Report Available for Discussion
- Board Reports
 - Library Minutes
 - Tree Board Minutes
- Other Reports
 - Gateway Calendar

ADJOURNMENT

- Action – Motion to Adjourn
Motion_____ Second_____

REGULAR COUNCIL MEETING – March 15, 2018 - GATEWAY- 5:00 p.m.

CALL TO ORDER – Mayor Ladd Wendelin called the meeting to order at 5:15 pm and the Pledge of Allegiance to the Flag was recited.

Roll Call of the Members of the City Council – Brandon Oien, Deb Lohofener and Jim Garner. Jim Marchello entered at 5:20. Majority of the Body Present.

Absent: Scott Gawith

Others Present: City Attorney Steve Hirsch, City Administrator Halley Roberson, City Foreman David Sporn, Treasurer Steve Zodrow, Faith Meitl with the Oberlin Herald, Brice Meitl, Ruth Miesner, Marilyn Black, Garrett and Heather McDougal, Pam Scribner and City Clerk Sandy Rush.

PUBLIC COMMENT: Ruth Miesner commented she was proud of the city staff and many volunteers that helped at the MMA event.

CONSENT AGENDA

Approval of minutes – for March 1, 2018 regular Council meeting.

Appropriation Ordinance - Payment of Bills.

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

OLD BUSINESS

Farmer's Market – Administrator Halley Roberson reported the Farmer's Market committee had met and they would not need to use the Gateway restrooms. They will still have it on Friday evenings at 5 pm in the parking lot at the Gateway.

NEW BUSINESS

Request from Up in Smoke – Heather McDougal, speaking for the Up in Smoke committee asked permission to use the Sappa Park again for its annual Sappa Festival, to be held September 8, 2018. All councilmembers agreed that was satisfactory and reminded her to keep David and Jeremy up to date on needed set up and maintenance at the park for the event.

Auction Dump Truck – Gavel Roads – Oien moved, second by Lohofener to list the city dump truck on the auction website of Gavel Roads for public auction. **Motion carried.**

REPORTS

Mayor Report

- Wendelin expressed his concerns regarding the Oberlin sign at the top Penn Ave and need to address the retaining walls.

Administrators Report – Roberson reported

- Next Council meeting is April 5, 2018.
- Reported the zoning board had met regarding a request for chickens to be kept within city limits. No more than 20 chickens and no roosters on their property was approved. Each request is a case by case situation.
- The mobile home, owned by James Long and was ordered to have removed, has been delayed by

weather.

- Logan Fortin will be picking up the bucket truck on Monday after the repairs are made and to insure the right boom and bucket attachment was put on the truck.
- Reported the tractor loader backhoe bids are due April 3, 2018 for the water department.
- CVB money had been transferred to the city and discussion on the need to meet with the committee to decide about the allocation of money for them to use to continue giving small grants.
- MMA event saw over an estimated 700 people attending.

Public Works Report - Sporn reported

- Report available for review.
- Commented about the amount of people at the MMA event and hats off to Administrator Roberson for the great success.

Police Report - Police Chief Burmaster reported

- Police report available for review.

Treasurers Report - Zodrow reported

- Cash Flow for February 2018 was available for review.

Other Reports –

- Oien thanked Roberson and the crew for all the hard work for the events. Commented the EDC minutes said they were not open to annexation and wanted the city to pay for a feasibility study to determine benefits. He said perhaps the city should pay for a study on EDC. Councilmember Lohofener stated she was at the meeting and the annexation was put to a vote and voted down.
- Lohofener thanked the crew for moving the flag pole and light in front of the Gateway.

ADJOURNMENT

At 5:50 pm Marchello moved, second by Lohofener to adjourn. **Motion carried.**

Sandy Rush, City Clerk

Ladd Wendelin, Mayor



IES Commercial, Inc.
120 S. Lincoln St.
P.O. Box 27
Holdrege, NE 68949
T: 308 995 4462
F: 308 995 8771
www.ies-co.com

March 14, 2018

Mr. Logan Fortin
City of Oberlin Kansas
#1 Morgan Drive
Oberlin, KS 67749

Re: Electric Utility Upgrades

IES is pleased to quote the following rates for replacing approximately 15-25 distribution tangent/junction poles, transformer banks, down guys and anchors as required, identified by Owner's personnel of not being structural sound as discussed with Mr. Fortin on March 13, 2018. These rates shall also apply to any type of construction on your system, transmission, distribution or substation. These rates will be in effect through December 31, 2018, (Not to exceed \$120,000.00)

A flat rate of \$98.50 per man hour will apply to all hours worked, billed semimonthly. This is an all-inclusive "blended" rate. This rate includes all equipment, tools, labor (up to a forty hour work week), and supervision to perform the work requested. New construction will be in accordance with the Owner's standard practice. The Owner will be responsible for establishing ROW, easements and staking line routes & anchors and arrange with outages. Note that 4-6 hour outages may be required in order to replace a few poles in a Safe & Timely manner which may require a Saturday or Sunday schedule in order to accommodate local businesses. Documentation of hours worked can be provided with the billings. Any applicable sales taxes will be added to the billings.

Typically, a 5 or 6 man crew will consist of the following:

- 1 - Superintendent (as needed)
- 1 - Foreman
- 3 - Linemen
- 1-2 - Groundman

All necessary digger/derrick(s), aerial basket(s), wire stringing equipment, wire reels, trailers, tools, and support vehicles.

Support personnel will be billed at reduced rates:

Superintendent - \$85.00 per hour.

Equipment transport driver - \$90.00 per hour



Any assistance provided by City personnel with pole hauling, retired material disposition, tree trimming, etc. will allow our crews to perform a greater amount of work and reduce the overall cost of the project. The City will provide all material and any necessary permits and utility locates needed for the project, due to the inability to accurately locate sewer lines IES will not be responsible for damage when installing poles/anchors. IES can provide assistance with the material takeoff and will provide a certificate of insurance prior to any work being performed. Work could commence this spring or mid-summer, pending on current project completions.

Feel free to contact us with any questions or concerns.

Please indicate your acceptance of this proposal by signing below and returning. A fully executed copy of the agreement will be returned to you for your records.

Acceptance:

By:
IES Commercial, Inc.

By:
City of Oberlin, Kansas

Title _____

Title _____

Dated: _____

Dated: _____

Payments shall be made semimonthly as the work progresses. The entire amount of the contract shall be paid within thirty days after completion.

Service and Finance Charges are applicable on past due accounts at the rate of 1 1/2 percent per month on amounts thirty (30) days past due, which is equal to an annual percentage rate of 18 percent. Such charges are shown as "service charge".

IES Commercial does not accept liability for consequential damages, indirect damages, or for economic loss of any kind.

Note: This Proposal may be withdrawn by us if not accepted within 30 days of proposal date.

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

Compensating Use Tax										Monthly
	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>Average</u>
Jan	2,162.10	1,928.89	2,392.53	2,707.47	2,002.94	3,155.46	2,012.71	2,408.53	3,492.17	2,085.63
Feb	1,586.04	1,701.94	5,510.95	3,844.13	2,456.52	3,716.75	3,359.24	2,609.32	2,651.06	2,753.88
Mar	1,378.28	3,196.88	2,972.13	3,127.11	2,849.19	2,784.87	1,864.45	690.91	2,424.20	2,095.98
Apr	1,443.17	2,815.25	1,883.10	2,305.04	2,343.70	1,887.34	1,734.48	2,937.15		2,168.65
May	1,688.05	2,114.40	2,312.55	3,272.42	3,699.88	4,053.90	2,818.76	2,781.28		2,842.66
Jun	1,689.68	1,985.61	2,219.02	3,086.82	2,950.93	3,022.07	2,154.28	2,438.86		2,443.41
Jul	1,627.12	1,622.84	810.36	1,716.47	5,424.82	2,431.50	2,952.70	2,086.98		2,334.10
Aug	1,745.17	2,338.23	1,223.59	3,036.72	10,391.85	2,628.84	1,969.53	3,548.13		3,360.26
Sep	1,032.55	1,657.63	3,235.03	2,034.62	2,222.39	2,468.43	3,753.76	1,644.49		2,578.41
Oct	1,633.45	3,086.81	4,550.85	2,484.72	2,652.33	2,024.88	2,107.17	3,145.15		3,097.91
Nov	1,788.18	5,262.71	3,121.62	2,739.65	3,781.95	3,056.61	2,960.89	3,120.74		3,690.34
Dec	1,929.73	4,283.98	2,338.04	2,772.63	2,068.52	3,461.62	3,257.06	2,033.23		3,163.54
	<u>19,703.52</u>	<u>31,995.17</u>	<u>32,569.77</u>	<u>33,127.80</u>	<u>42,845.02</u>	<u>34,692.27</u>	<u>30,945.03</u>	<u>29,444.77</u>	<u>8,567.43</u>	

Total Compensating Use Tax Received 263,890.78
Overall Monthly Average 99 Months 2,665.56

Sales Tax										Monthly
	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>Average</u>
Jan	6,898.40	8,056.73	7,895.44	9,705.66	8,715.07	8,802.89	7,449.68	7,728.77	7,204.60	7,250.29
Feb	8,853.85	7,563.12	9,806.50	8,910.41	8,026.28	10,467.31	10,852.16	7,425.74	7,777.25	7,989.49
Mar	8,175.61	8,025.64	9,039.17	9,740.19	9,921.30	8,586.58	10,654.30	8,135.63	8,873.91	8,030.94
Apr	5,566.57	7,868.51	7,334.29	7,052.35	8,248.39	8,043.10	6,099.57	8,101.92		7,289.34
May	8,428.02	7,849.85	7,747.17	8,925.45	16,125.51	8,313.16	9,017.49	7,528.82		9,241.93
Jun	7,031.11	7,338.35	8,742.74	8,371.29	9,444.98	10,594.33	6,453.21	7,325.01		8,162.63
Jul	6,221.77	6,740.09	8,168.76	9,177.94	9,552.90	7,783.04	8,286.20	9,574.70		8,188.18
Aug	9,208.47	9,027.57	9,165.68	9,269.31	9,578.27	9,385.60	8,742.22	9,643.26		9,252.55
Sep	7,143.11	8,258.66	8,582.63	8,742.66	12,166.72	8,729.10	7,535.60	7,276.80		9,776.47
Oct	7,194.20	9,120.12	9,241.01	9,468.34	10,086.17	9,475.65	9,912.94	8,949.90		10,492.62
Nov	8,309.46	8,763.37	7,867.79	9,035.33	12,054.47	9,953.30	8,225.62	8,548.72		10,394.01
Dec	7,330.68	8,064.92	7,383.97	9,046.04	8,402.04	8,144.67	9,498.09	7,446.89		9,331.04
	<u>90,361.25</u>	<u>96,676.93</u>	<u>100,975.15</u>	<u>107,444.97</u>	<u>122,322.10</u>	<u>108,278.73</u>	<u>102,727.08</u>	<u>97,686.16</u>	<u>23,855.76</u>	

Total Sales Tax Received 850,328.13
Overall Monthly Average 99 Months 8,589.17

Combined Total Compensating Use and Sale Tax										Monthly
	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>Average</u>
Jan	9,060.50	9,985.62	10,287.97	12,413.13	10,718.01	11,958.35	9,462.39	10,137.30	10,696.77	9,335.92
Feb	10,439.89	9,265.06	15,317.45	12,754.54	10,482.80	14,184.06	14,211.40	10,035.06	10,428.31	10,743.36
Mar	9,553.89	11,222.52	12,011.30	12,867.30	12,770.49	11,371.45	12,518.75	8,826.54	11,298.11	10,126.92
Apr	7,009.74	10,683.76	9,217.39	9,357.39	10,592.09	9,930.44	7,834.05	11,039.07	-	9,457.99
May	10,116.07	9,964.25	10,059.72	12,197.87	19,825.39	12,367.06	11,836.25	10,310.10	-	12,084.59
Jun	8,720.79	9,323.96	10,961.76	11,458.11	12,395.91	13,616.40	8,607.49	9,763.87	-	10,606.04
Jul	7,848.89	8,362.93	8,979.12	10,894.41	14,977.72	10,214.54	11,238.90	11,661.68	-	10,522.27
Aug	10,953.64	11,365.80	10,389.27	12,306.03	19,970.12	12,014.44	10,711.75	13,191.39	-	12,612.81
Sep	8,175.66	9,916.29	11,817.66	10,777.28	14,389.11	11,197.53	11,289.36	8,921.29	-	12,354.88
Oct	8,827.65	12,206.93	13,791.86	11,953.06	12,738.50	11,500.53	12,020.11	12,095.05	-	13,590.53
Nov	10,097.64	14,026.08	10,989.41	11,774.98	15,836.42	13,009.91	11,186.51	11,669.46	-	14,084.34
Dec	9,260.41	12,348.90	9,722.01	11,818.67	10,470.56	11,606.29	12,755.15	9,480.12	-	12,494.59
	<u>110,064.77</u>	<u>128,672.10</u>	<u>133,544.92</u>	<u>140,572.77</u>	<u>165,167.12</u>	<u>142,971.00</u>	<u>133,672.11</u>	<u>127,130.93</u>	<u>32,423.19</u>	

Total Combined Compensating Use and Sales Tax Received 1,114,218.91
Overall Monthly Average 99 Months 11,254.74

2018 Board Meeting Notes for Month of March

Attending: Vicky Ray Ruth Wolfram Ronda Schroer Matt Barnes

Violet Shaw Guest: Gordon Pettibone, Chair of Friends of Oberlin Library

Minutes from previous month approval:

Motioned by: Ruth

Seconded by: Matt

Passed or Opposed: Passes

Financial Statement Approval:

Motioned by: Matt

Seconded by: Violet

Passed or Opposed: Passes

Donations:

\$1500 grant from Kansas Humanities Council. This will pay for discussion leaders in the talk series.

Personnel:

No report.

Facility and Maintenance:

We received a letter from the city, stating that the structure of the foundation is sound. It will need to be monitored to see if the cracks on the south and east side separate further. A contractor did the inspection.

The time line for the basement project is as follows:

March – Paint the walls in kitchen and east room (delayed to April) colors same as stairwell.

April- Painting; electrical updated by Chris Wilson; Installation of kitchen sink, stove and microwave
Robert Groneweg will do the appliances.

May- Flooring laid by Davis Flooring- Samples were shared.

June- Electronics, tables and chairs assembled and installed by NWKLS.

Financials:

Sherry Bergling has completed March financials and reconciliation and checks are ready to be signed. Ruth and Vicky took care of signing this month's checks.

Miscellaneous:

Jim Wasson was approved by the Oberlin City Council to replace Dave Olson on the library board.

We have a sympathy card for Sharyn for her grandson that was killed in auto accident.

Megan Zampieri from NWKLS will meet with both the library board and FoOLs on Monday April 23 at 6 pm at the library. The library board will have their meeting immediately following her presentation.

Book sale will start April 2 and go all of April and May. Books will be brought up from the basement and displayed in the library proper for sale.

TALK series begins April 3rd with a discussion to be held at the Golden Age Center at 6:30pm. The series topic is Urban Indians: Native American Writers of the 1900's. Discussion leaders are paid with the KS Humanities grant.

Gordon reported the FoOLs are working on the mystery theater production. No date set.

Elections will be held at the April meeting.

The May board meeting will be May 21 due to Labor Day.

Violet motioned for adjournment and Matt seconded. Meeting was adjourned.

Next meeting is March 23, 2018 at 6 p.m. with the NWKLS presentation.

Agenda
Tree Board
Gateway – Oberlin, Kansas
March 30th, 2018
6:00 PM

Meeting Called to Order: President Jeremy Tally

Roll Call of the Members of the Tree Board and determination of quorum.

Tally____ Olson____ Shobe____ Fringer____ Gawith____

PROCLAMATIONS:

PUBLIC COMMENT:

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

- Approval of minutes of previous meetings
Motion__ _____ Second__ _____

OLD BUSINESS:

1. Arbor Day 2018 – May 3rd
 - a. Change of schedule, see attachment
 - b. School Handouts
 - i. Bracelets - \$9.95 per 10
 - ii. Buttons - \$5.95 per 10
 - iii. Stickers - \$6.95 per 50
 - iv. Pencils - \$16.95 per 50
 - v. Trees for America Brochure – Free
 1. Put in paper for teachers to read about Arbor Day?
 - c. Choose Tree to Plant – Autumn Gold Ginkgo
 - d. Tree Giveaways
 - i. Kansas Forestry Service Container Per 25: \$50
 1. Baldcypress, Ponderosa Pine, Southwestern White Pine
 - ii. Kansas Forestry Service Bareroot per 25: \$20
 1. Baldcypress, Bur Oak, Chinkapin Oak, Eastern White Pine, Hackberry, Lacebark Elm, Redbud
 - iii. Arbor Day Bareroot per 50: \$39
 1. Black Hills Spruce, Blue Spruce, Bur Oak, Red Bud, White Pine
 - e. Snacks – Ask Rotary or other group to help sponsor snacks
 - f. Public Invitation – Need to talk to paper to get article and advertise on Facebook

NEW BUSINESS: No new business

ADJOURNMENT:

- Action – Motion to Adjourn
Motion_____ Second_____

Minutes
Tree Board
Gateway – Oberlin, Kansas
January 29th, 2018
6:00 PM

Meeting Called to Order: President Jeremy Tally

Roll Call of the Members of the Tree Board and determination of quorum.

Tally__X__ Olson__X__ Shobe__X__ Fringer__X__ Gawith_____

PROCLAMATIONS: None

PUBLIC COMMENT: None

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

- Approval of minutes of previous meetings
Motion__Dave_____ Second__Penny_____

OLD BUSINESS:

1. Arbor Day Poster Contest
 - a. Choose A Winner – 23 entries, Weston Barnes chosen as winner
 - b. Choose Prizes – Rulers for all, water bottles for winner

NEW BUSINESS:

1. Tree Rebates:
 - Kirk Brown – One Tree @702 E. Commercial – No Receipt, Not Licensed
 - i. **Did not qualify. Application for rebate denied. Jeremy will send letter.**
 - Jack Fortin – Two Elms @ 109 & 113 S. Beaver - \$400.00
 - i. **\$885 total. \$400 approved.**
 - Michele Luttrell – Two Elms @ 306 E. Adams - \$400.00
 - i. **From 2017. \$1,340 total. \$400 approved.**
2. Tree City USA Application
 - **Submitted. Award ceremony in March.**
3. Tree City Growth Award
 - **Reviewed criteria. Already qualify.**
4. Arbor Day 2018 – May 3rd
 - Poster Contest Award Presentation by District Forester
 - Tree City USA Recognition
 - 2 – 2:00 p.m. Tree Walk with 4th Graders in City Park
 - 2:20 – 3:15 p.m. Plant Tree with 4th Graders, Community Celebration w/ Ice Cream
 - 3:30 – 4:30 p.m. Community Tree Walk in City Park

- 4:30 – 5:30 p.m. Extension Open House with Refreshments in the City Park

ADJOURNMENT:

- Action – Motion to Adjourn

Motion ___ Penny _____ Second ___ Dave _____



Oberlin, Kansas Arbor Day Celebration, 2018

Hosted by the City of Oberlin Tree Board
and Twin Creeks Extension Board

May 3rd, 2018

Begins 1:30 p.m. at City Park

Ceremony Schedule

1:30 – 2:00 p.m.: Welcome to 4th graders. Tree Walk with District Forester, Jami Seirer

2:00 – 3:00 p.m.: Planting of Tree – Autumn Gold Ginkgo – Donated by the Bargain Box
Proclamation of Arbor Day – Mayor Ladd Wendelin
Presentation of Seedlings to 4th Grade Class
Refreshments – Donated by Rotary

3:00 – 3:30 p.m.: Tree City USA Recognition to the City of Oberlin

3:30 – 4:30 p.m.: Community Tree Walk, Open to the Public, with District Forester, Jami Seirer

4:30 – 5:30 p.m.: Twin Creeks Extension Open House with Refreshments in the Park

All events are open to the public. Come help us celebrate Arbor Day and learn about trees and what the Tree Board and Extension Office are currently working on.

Gateway

Apr 2018 (Central Time)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 12pm - Rotary	4	5 5pm - Council	6	7 Offutt Family
8	9 9am - Glassman Bird	10 9am - Glassman Bird 12pm - Rotary	11 (Tentative) Sappa	12 (Tentative) Sappa 3pm - Extension	13 8am - Prom Setup,	14 12pm - Prom, Arena
15 Prom, Arena	16	17 12pm - Rotary	18 9am - Safety	19 5pm - Council	20 12pm - Witt	21 10am - Witt
22 Witt Wedding	23	24 12pm - Rotary	25 8am - Adminstative	26 COOP, Arena	27 Baseball Fundraiser,	28 Baseball Fundraiser,
29	30 Smith Family	1 Smith Family 12pm - Rotary	2 Smith Family	3 Smith Family 5pm - Council	4 Smith Family	5 Smith Family