

**COUNCIL MEETING PACKET**  
**For**

**April 19, 2018**  
**Monday**  
**5:00 P.M.**

**Council Meeting**

**City of Oberlin, Kansas**  
**Gateway 1 & 2**  
**Oberlin, Kansas**

## **REGULAR COUNCIL MEETING – April 5, 2018 - 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** – Scott Gawith, Deb Lohofener, and Jim Marchello. Majority of the Body Present.

**Absent:** Brandon Oien and Jim Garner

**Others Present:** City Attorney Steve Hirsch, City Administrator Halley Roberson, City Foreman David Sporn, Police Chief Brad Burmaster, Treasurer Steve Zodrow, Water Supervisor Willard Perrin, Logan Fortin, Faith Meitl with the Oberlin Herald, Brice Meitl, Ruth Miesner, Marilyn Black, Troy Haas, Rusty & Sharon Addleman, Bernard & Frieda Goetz, Mark Starr entered at 5:10 pm. and City Clerk Sandy Rush.

**PUBLIC COMMENT:** none

### **CONSENT AGENDA**

Approval of minutes – for March 15, 2018 regular Council meeting.

Appropriation Ordinance - Payment of Bills.

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

### **OLD BUSINESS**

1. **Backhoe Bid Presentation** – Administrator Roberson told the council the city had received four sealed proposals for the lease to purchase of a new tractor loader backhoe for the Water Department. They were from:

- CAT: \$98,420.00
- John Deere: \$89,677.15
- JCB: \$91,500.00
- Case: \$97,275.00

After reviewing the bids, Roberson said Water Supervisor Willard Perrin and City Foreman David Sporn had recommended awarding the bid to JCB for \$91,500. Since the city already owns a JCB and it has a proven customer service record, no training for operation would be needed and attachments are interchangeable. John Deere did not bring a demonstration model for the crew to try out. The design of the boom makes it harder to adjust and work on than the JCB model.

Marchello moved, seconded by Lohofener to approve the recommendation of lease purchasing the JCB Backhoe. **Motion carried.**

### **New Business**

1. **EDC Appropriation** – It was decided to table the EDC appropriation until it could be further discussed.
2. **CDBG Water Main Project** – Administrator Roberson told the council the city needs to select a water main project for the Community Development Block Grant (CDBG) application for council's approval. After several consultations with Water Supervisor Willard Perrin, Water Department, Street Department, Engineer Chris Miller, and City Foreman David Sporn; Roberson presented three scenarios of different areas in need of water main replacements. If awarded, the project would not start until 2019 and the plan is for the project to cost \$1 million. The project would be funded with 50 percent CDBG and 50 percent matching funds from the Water Reserve

account according to Treasurer Steve Zodrow. Roberson said if any of the streets within the areas needed replaced at the same time she would like to look into also scheduling repairs. Councilman Gawith commented he would like a long range 5-10 year plan in place for the city. After a discussion, Marchello moved, seconded by Lohofener to allow Roberson and the crew to pick which area to be submitted for a grant. **Motion carried.**

3. **IES Contract** – David Sporn presented a quote and contract from Integrated Electrical Services (IES), Holdrege, for man-hours for the on-going ten-year electrical infrastructure project. This would be year six for the project. Marchello moved, second by Scott to approve the contract as presented and to waive the procurement policy. **Motion carried.**
4. **Town Cleanup** – Marchello moved, seconded by Lohofener to approve the town cleanup to be held at the end of April or early May. This would be held in conjunction with the county's free dump week. **Motion carried.**

## REPORTS

- Administrators Report
  - Next Council Meeting April 19, 2018
  - **Preliminary Energy Analysis Report** – The preliminary energy analysis report had been received and was included in the packets. She will be presenting their suggestions of improvement later.
  - **Mobile Home Update** – The mobile home in violation of code, located at Griffith and Frontier Pkwy had been removed.
  - **Event Update** – Celtic Fire brought a lot of people to Oberlin and some of the restaurants had to turn customers away. Roberson said she was unsure yet how much the event was short. Marchello commented the economic impact and additional exposure had to have been good.
  - **Sound System Update** – A Dane G. Hansen Grant had been awarded for the sound system at The Gateway. Roberson thanked Rusty and Sharon Addleman for raising money for a flat-screen monitor in the lobby at The Gateway.
  - **Airport Terminal Update** – Terminal update will begin the end of May. Roberson reported the water heater does not need replaced so it will help keep the bid down to the awarded KDOT Grant of \$10,000.
  - **Pool Update** – Pool prep is being done by the water department. Pool Manager and lifeguard applications are being accepted.
- 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

At 6:10 pm Lohofener moved, second by Marchello to adjourn. **Motion carried.**

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**Sandy Rush, City Clerk**

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**Ladd Wendelin, Mayor**

**AGENDA**  
**CITY COUNCIL MEETING**  
Gateway 1 & 2 – Oberlin, Kansas  
April 19, 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 \_\_\_\_\_

**Absent: Mayor Wendelin, Hirsch**

**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. EDC Appropriation
2. Sound System

**New Business**

1. Swim Team Meet April 19 – Shannon Addleman
2. Dog Park – Jeremy Tally
3. Pool Pricing and Opening Date

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

- Mayors Report
- Administrators Report
  - CVB Structure
  - Next Council Meeting May 3, 2018
  - 2018 KMIT Assessment
  - Alternative Housing
  - Cattle Expo
- Public Works Department
  - Report Available for Discussion
  - Water Main Information
- Treasurers Report
  - Cash Flow Statement Available for Discussion
- Police Report
  - March 2018 Police Report
- Board Reports
  - Chamber Report
  - EDC Report: Shayla’s Accomplishments, Minutes & Revised Bylaws
- Other Reports

**ADJOURNMENT**

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

**Dog Park  
Committee  
Report**

**4/17/2018**

## **Introduction**

The Oberlin Dog Park Committee was formed on (DATE) and held its first meeting on January 15<sup>th</sup>, 2018. The committee is made up of Jeremy Tally, Jo Mason, Susan Nelson, Penny Fringer and Tammy Touslee. The group was formed based on multiple comments stating that dog owners had nowhere to take their dogs to run freely without the concern of ticks, stickers and unwanted attention from other individuals. It was decided at the time of forming that the intended dog park location would be Zodrow Park.

Zodrow Park was chosen for this project for multiple reasons. It is a well established lot with great grass cover, medium sized trees that will provide more and more shade as they age and has water sources already in place. It is suggested that dog parks be between 1 to 2 acres in size to accommodate pets of both small and large size. Zodrow Park is 1.75 acres total, and is located on the edge of town, with the least amount of residents nearby. It is also ideally located close to the intersection of both highways, meaning travelers will be more likely to use it. It is also an underutilized property of the cities, with no current use, and most residents not even realizing it is a park.

One of the first decisions by the committee was the idea of putting together a community survey to properly gauge the popularity of a dog park in the community and to find any concerns that one would bring. The survey was developed using Google Forms and released for to the public on January 29<sup>th</sup>. The survey was advertised on multiple Facebook pages, the Oberlin Herald and made available in paper copies at the City Office, High Plains Veterinary and Heartland Veterinary. It ran for one month, and received 97 responses.

## **Survey**

Of the 97 responses, 90% said they had a dog. The majority had between one and three dogs in their household, with 59% of those dogs being under 25 lbs. The respondents were split evenly between those that use an existing park for dog use and those that don't. Most of those that do use a park use them on a limited basis, with only 22 using them weekly. Sixty five people exercise their pets on a weekly basis, where as 32 people never or almost never. Seventy percent of people surveyed said they would be more likely to walk/exercise their dog(s) if there was a dog park, 16% would maybe, and six people would not. The majority said that they would use the park the most in the evening. When surveyed on what items would be the most important to a successful dog park, the number one answer was cleanliness/maintenance, next shade, size, dog amenities and lastly lighting. When surveyed on what issues concerned them the most, the number one answer was cleanliness, followed by dog conflicts, maintenance, dogs getting loose and location. Of the 97 people surveyed, 76% said they would support a dog park located at Zodrow Park, 17% said they would maybe, and 16 people said they would not. The majority said they would or maybe would be willing to help volunteer at the park. The exact results can be seen at the end of this report.

## **Forum**

A public forum meeting was held on April 2<sup>nd</sup>, to review the results of the survey with the public, and give the community the chance to express their concerns. Eight people attended, not including the dog

park committee. Two individuals were from the neighborhood of the proposed dog park, and expressed their concerns about the location of the park.

### **Concerns**

While the majority would support a dog park, there were some concerns voiced in the comments. The chief concern is the vaccination of the animals to prohibit the spread of diseases. Diseases such as rabies, distemper, parvovirus and kennel cough, along with worms, fleas, ticks, ringworm, mites and etc. are the biggest concerns with dogs being in close vicinity of each other and through the spread of fecal matter. Property owners in the neighborhood of Zodrow Park were concerned about dogs getting free/not on leash outside of dog park, the park becoming unkempt and excessive noise. Property values were also a concern. It was mentioned at the forum that the neighbors do not want the excessive traffic a dog park would bring and they didn't want to look out their window and see a chain link fence.

### **Suggested Rules and Regulations**

1. All dogs must be legally vaccinated and shall wear a visible vaccination tag. Tags may serve as proof and made available upon request. Distemper and kennel cough vaccines as well as flea, tick and intestinal parasite control are highly recommended.
2. Dogs must be licensed with the City of Oberlin and display a City Dog Tag.
3. All dogs declared to be dangerous are not permitted to use the dog park and shall not be allowed on the premises.
4. No dogs under four months of age or female dogs in heat are allowed in the areas.
5. Spayed/neutered dogs are recommended.
6. There is a three dog limit per person.
7. Dogs must be leashed when entering and exiting the designated off-leash areas. Leashes must remain with owner throughout the park.
8. Dogs must be under the control of their handler and in view of handler at all times.
9. Handlers must be 16 years-old or older. Children under 16 years old must be accompanied by an adult.
10. Handlers must pick up and properly dispose of their dogs' waste in the collection containers provided.
11. Leave the park better than you found it. Fix any damage left by dogs, and remove any waste left by someone else.
12. Handlers are responsible for any injuries caused by dog(s) under their control.
13. Patrons using facilities do so at their own risk. The City of Oberlin shall not be liable for any injury or damage caused by any dog or handlers in designated area.

## Response

On the subject of vaccinations, any owner with a dog in city limits is required to have their dogs vaccinated for rabies and license the dog with the city. While the majority of people do not license their dogs with the city, the dog park would help serve as an “enforcement location” where Animal Control could notify people when they are not in compliance and issue fines if necessary. However, the majority of dog owners do vaccinate their animals for rabies. I talked with a veterinarian in town, and she said that about 80% of her clients have their animals vaccinated for distemper, parvovirus and kennel cough along with their rabies vaccinations. It is likely that the 20% are probably not the type of people who would utilize the dog park. Those that use the park will have to take the initiative to vaccinate their animals to prevent them from getting sick, and to help reduce the spread of the disease. These concerns are addressed in rules #1, 2 and 4.

The idea of a dog park is to supply a place where a dog does not have to be leashed and can run freely. However, once the dog leaves the fenced area of the dog park, the leash laws again applies. The entrance to the park will face south, and will be located at the end of Ash St. The likeliness of a dog escaping their owner, and making it the 500 ft to the nearest homeowner is slim. Again, this will be a fineable offense. This is addressed in rule #7.

The maintenance and cleanliness of the park is one of the biggest concerns the dog park committee shares. The cleanliness relies heavily on the users of the park to pick up and remove any waste or trash. While the general maintenance of the park will not change much from its current setup, the installation of a concrete boarder along and under the chain link fence will help maintenance workers easily maintain the growth along the fence. If in the instance when waste becomes a problem, or grass needs a rejuvenation period, the gates can and will be locked until the problem is resolved. Noise, being another concern, is something we cannot control. Most dog parks report that excessive barking is not a problem, and the location of the main gate being one of the farthest points away from residents will help reduce noise pollution. At the forum, the concern of the chain link gate look was addressed with the idea of using landscaping to help hide the fence in the form of trees and shrubs along the Wolf Ave side. The current proposed location of the fence along Wolf Ave. places it 115 feet from the front of the adjacent house. A water service is close by, and would ensure the healthiness of the plants.

Dog parks have been shown to improve property values in neighborhoods and towns. I spoke with the County Appraisers Office about the possibility of a dog park negatively affecting adjacent property values. Neither one thought that a dog park would negatively affect those property values. However, I can understand that some buyers might be turned off by the presence of a dog park across the street.

As stated in rules # 13, the City of Oberlin shall not be liable for any injury or damage caused by any dog or handlers in the designated area. In the instances where a dog might bite another dog or person, the owner of the violent dog would be held responsible. Our current park insurance will also cover the dog park at no extra cost.

## **Budget**

The estimated budget includes everything that was deemed a necessity to the operations of a dog park.

Fence Material: \$6,000.00 5' Chain link

Dog Park Essentials: \$8,000.00 Waste receptacles and bags, drinking fountain, rules and regulations sign, benches, picnic tables and street signs.

Pavilion: \$4,000.00 10x10 wood structure for shade.

Concrete: \$3,400 for sidewalks and fence base.

Landscaping: \$1,500 for trees, shrubs and drip system.

Labor: \$2,000 to \$5,000 is allotted for concrete and fence construction if volunteers cannot provide.

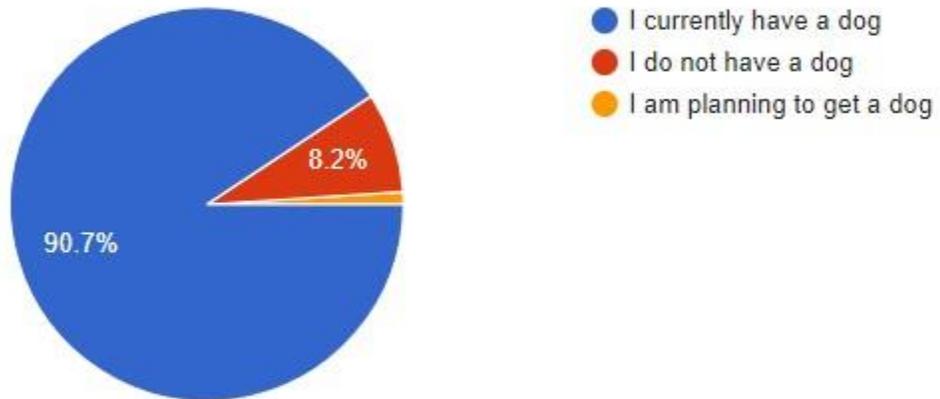
## **Conclusion**

The Dog Park Committee finds that the community has shown a positive interest in a dog park. With only 97 responses, it is nowhere near a majority of the population. The survey was advertised to all, and it is in my personal opinion that those that did not answer were indifferent. It is still believed that Zodrow Park is the best location within the city. It is believed that the neighbors concern is based off of their own self-interest in their neighborhood, and preserving what they currently already have. Urban sprawl, even in our little town, dictates that communities constantly are moving outward. Just because you bought a house on the edge of town does not mean that the town will eventually move past that area. However, it is in our best interest to continue working with the neighborhood to make them as comfortable as possible. The parks department has no quarries with locking the gates if the health of the park begins to degrade. The committee is seeking the approval of the city council to continue with grant application. Thank you.

## Survey Results

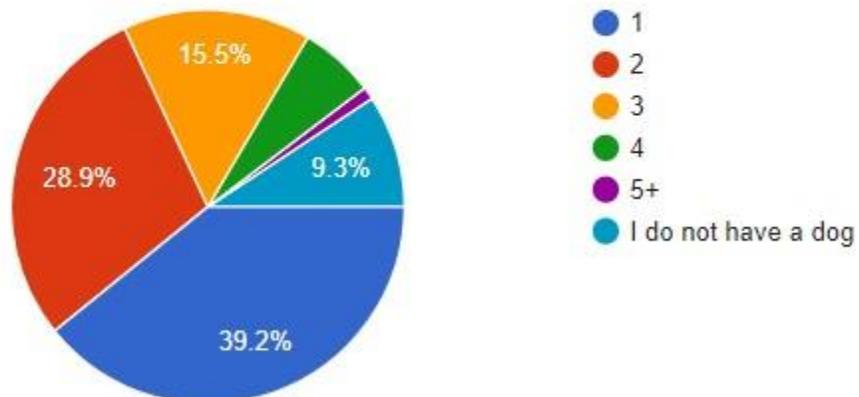
Do you currently have a dog?

97 responses



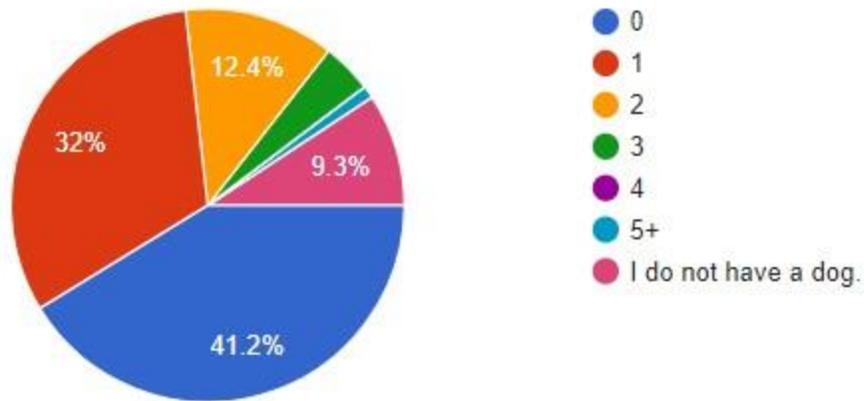
If yes, how many dogs do you own?

97 responses



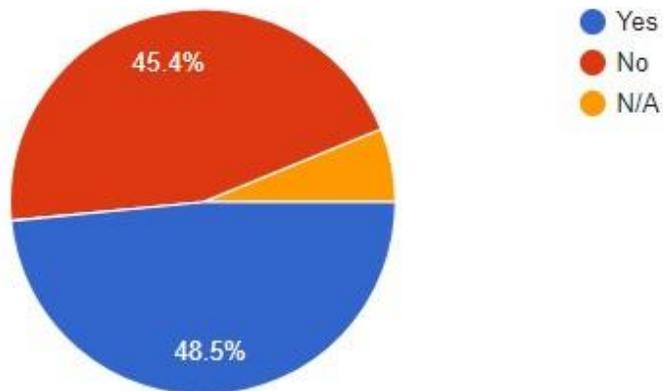
## How many of your dogs are below 25 lbs?

97 responses



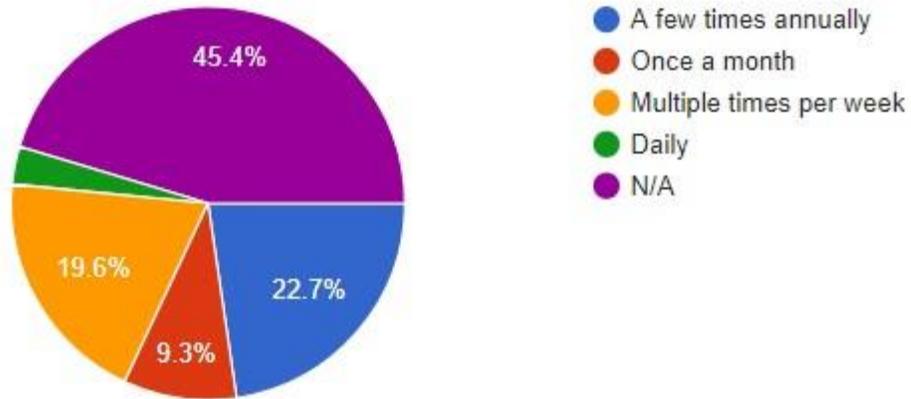
## Do you currently use an existing city park (not the City Park) for dog use? (Sappa park included)

97 responses



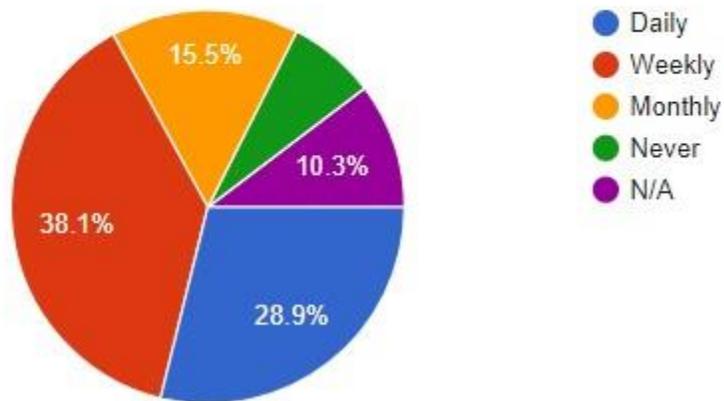
## How often do you use an existing city park (not the City Park) for dog use?

97 responses



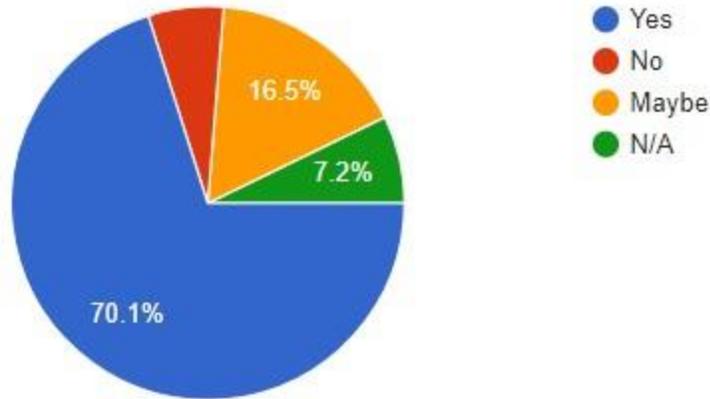
## How often do you take your dog on a walk/exercise?

97 responses



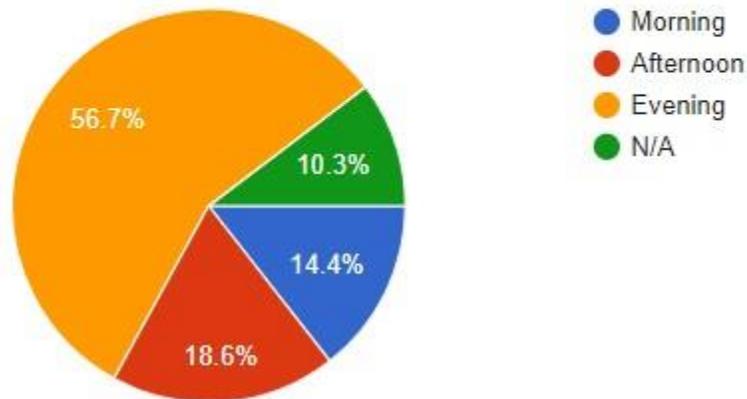
If there is a dog park, would you be more likely to walk/exercise your dog?

97 responses

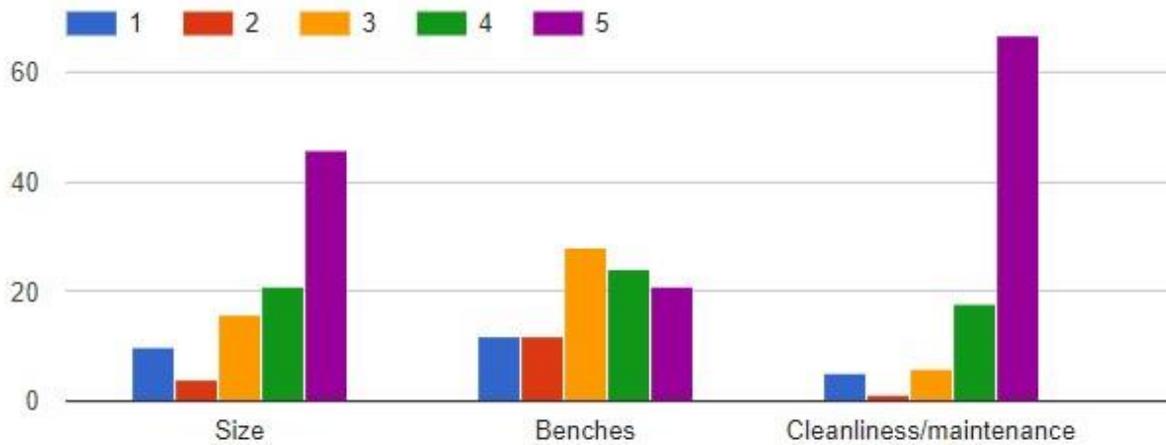


What times of the day do you or would you most likely use a dog park?

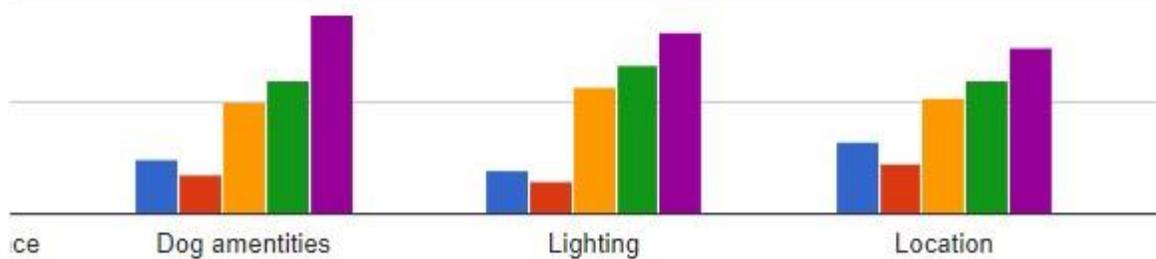
97 responses



How important are the following items to a successful dog park?



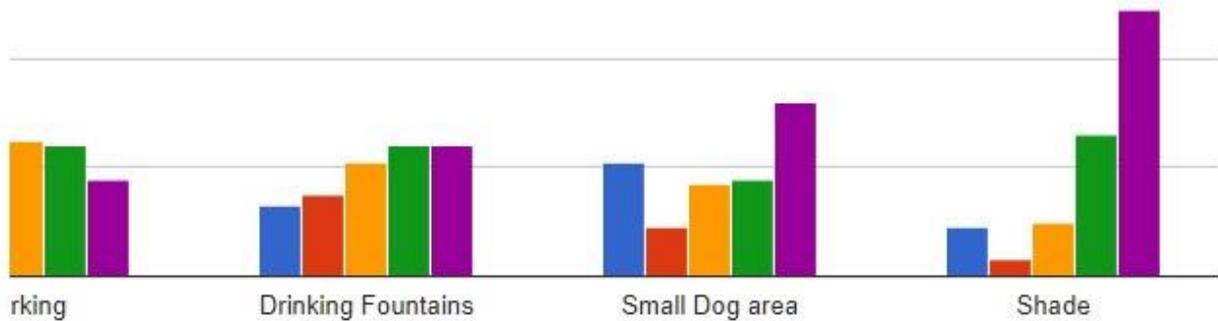
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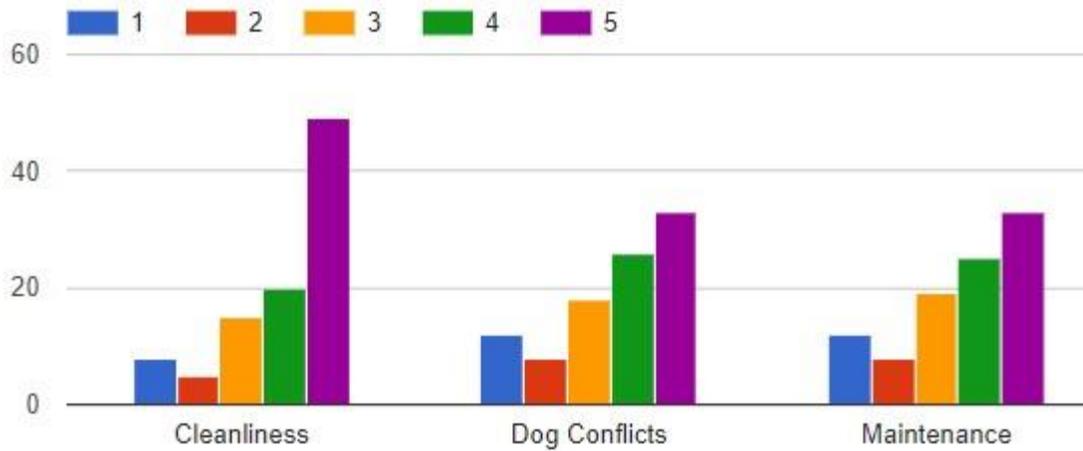
How important are the following items to a successful dog park?



How important are the following items to a successful dog park?



Are there issues related to dog parks that concern you?



Are there issues related to dog parks that concern you?

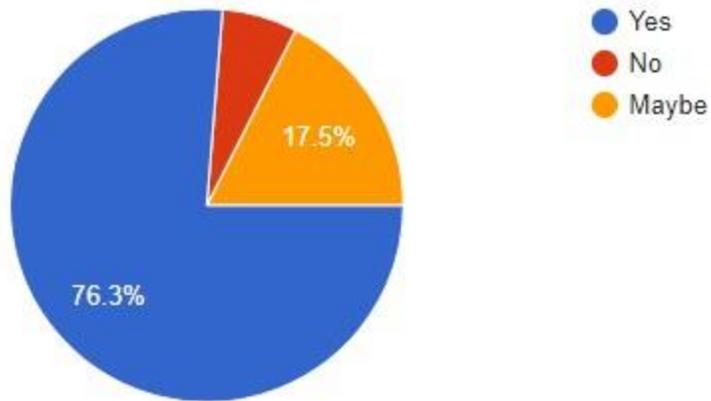


Are there issues related to dog parks that concern you?



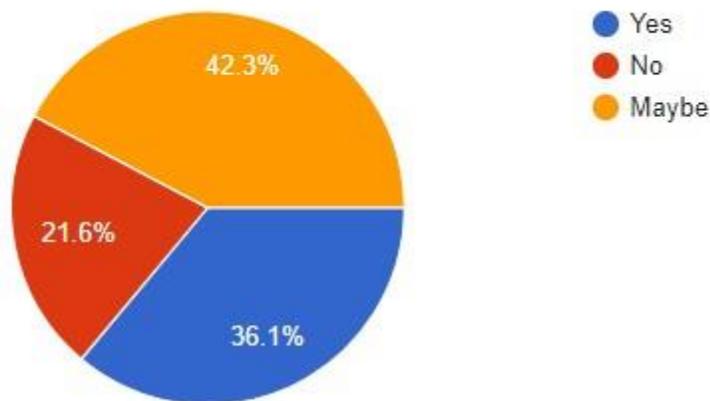
## Would you support a dog park being located at Zodrow Park?

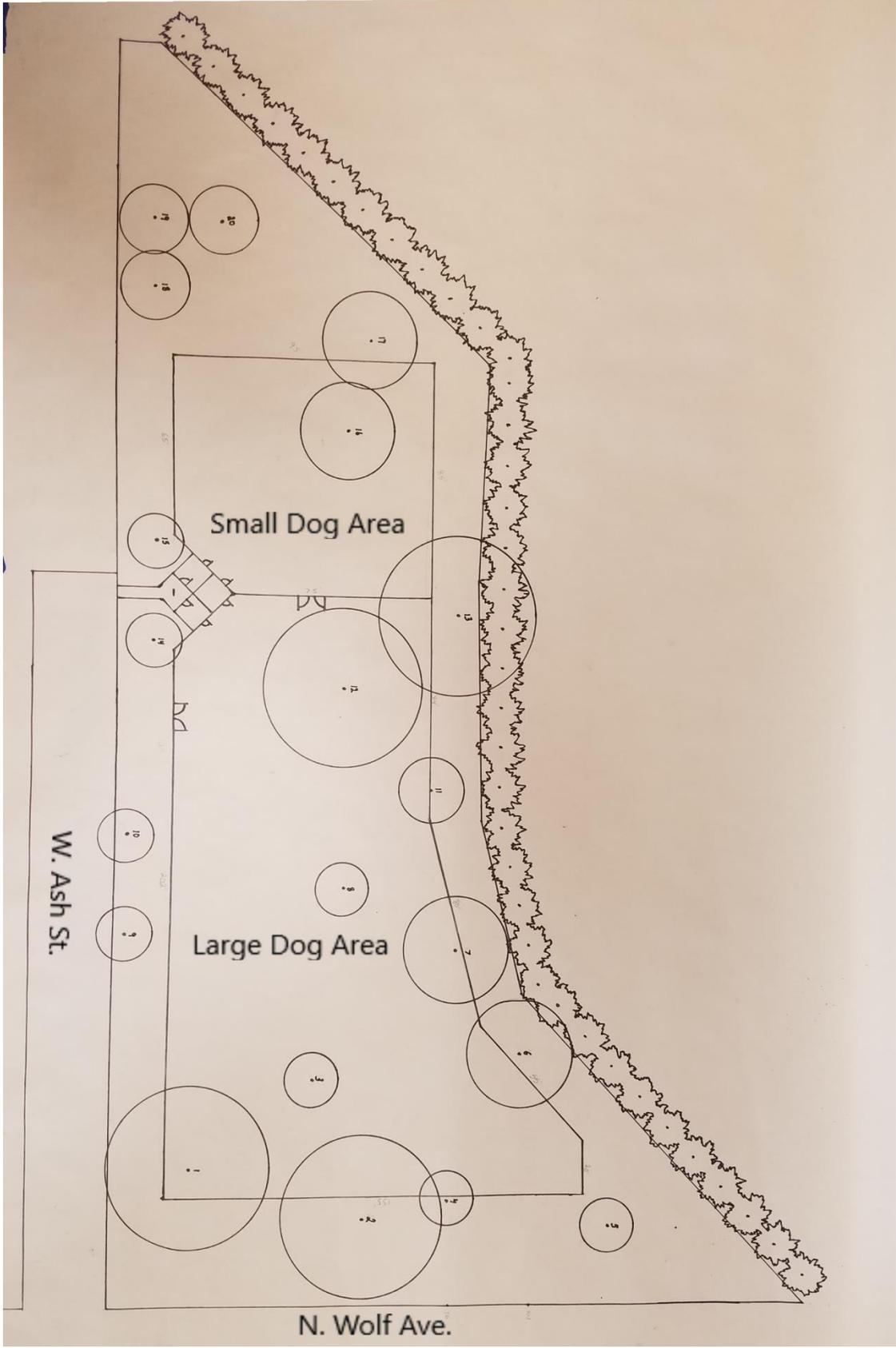
97 responses



## Would you be willing to volunteer at a dog park? Examples include cleaning, landscaping, organize or fundraising.

97 responses





## Pool Rules

1. All persons entering the swimming pool must sign in with the pool staff at the front desk before entering the dressing rooms or pool areas.
2. All children under 8 must be accompanied by a parent or responsible person. A signed letter from the child's legal guardian will need to be on file with the pool manager, indicating the child's responsible person. All youth not swimming are required to be safely seated away from the water.
3. No food, drink, chewing gum or glass will be to be brought into the facility.
4. No smoking is allowed in any part of the facility.
5. All swimmers or sunbathers, regardless of age, must wear a bathing suit to adequately cover his/her body. The pool manager in charge will make the decision whether a bathing suit is inappropriate.

### Proper Swim Attire:

- \* Lined swimsuits (no exposed metal buckles, rivets, buttons, etc.)
- \* Toddlers and infants must wear plastic pants

6. Admission to the pool may be denied for any of the following reasons but not limited to: when an individual is apparently unable to care for themselves, intoxication, presence of a contagious disease, open sores, or wounds, or any condition that will jeopardize the health and safety of the general public.
7. All swimmers are required to shower before entering the pool.
8. No flotation devices of any type are allowed in the pool during public swim. US Coast Guard approved life jackets are allowed only when a child is accompanied by a parent or responsible adult.
9. Kickboards may be used only by adults participating in adult lap.
10. No diving is allowed in shallow end.
11. Pool equipment/toys must be approved by pool staff before use in pool.
12. No running, pushing or horseplay Lifeguards will warn offenders and ask them to leave on the 2nd infraction. No refunds will be given to those who are asked to leave.
14. Profanity, improper language and behavior are prohibited and are grounds for immediate suspension from the pool. Suspension may be continued for a time period to be determined by the Pool Manager
15. Pets are prohibited throughout the entire facility.
16. No One allowed in the lifeguard chairs except city lifeguards.

# The City of Oberlin, Kansas



## Oberlin City Pool 2018

Pool Opens:  
May 26th

Pool Closes:  
Sept. 3rd

## Hours of Operation

<b>Monday Thru Friday</b>	<b>1:00 – 5:00</b>
	<b>6:30 – 8:00</b>
<b>(Ladies Morning Swim)</b>	<b>11am – 12:00</b>
<b>(Adult Evening Lap Swim)</b>	<b>6:00 – 6:30</b>
<b>Saturday and Holidays</b>	<b>1:00 – 6:00</b>
<b>Sunday Afternoon</b>	<b>1:00 – 5:00</b>
<b>Sunday Evening — (Family Night)</b>	
	<b>6:00 – 8:00</b>

## Pool Closing Policy

The pools will be closed when one of the following conditions exist:

1. Presence of lightning or thunder.
2. During home swim meets and special events.
3. Closed evenings of Fair Week.
4. As deemed necessary by the pool Management Staff.

For current pool/swimming conditions call the pool desk at 785-475-3112



## Pool Fees

<b>Membership</b>	<b>Seasonal</b>
<b>Passes</b>	
Individual	\$50.00
Family	\$100.00
Seniors (60 & over)	\$35.00
<b>Public Swim</b>	
Children (under 18)	\$2.00/day
Adult (18 and up)	\$3.00/day
Seniors (60 and over)	\$1.00/day

## **Activities**

Swim Lessons (2 week sessions) \$20.00

## Pool Rental

Throughout the summer season, the pool is available for rentals on Saturdays from 6 pm—10 pm and on Sundays from 8pm - 10 pm.

**Rental Includes:** pool, dressing facility, showers, restrooms and life-guard supervision. No power cables allowed. No oversized amplified music.

**Rate:** \$150 for 2 hours 1-75 guests  
\$200 for 2 hours 76-100 guests

All rentals require an Administrative Fee (non refundable) - \$25.00

The maximum pool rental capacity is 100 people. To make a pool reservation or if you have any questions or need more information about renting the pool, please call 785-475-3112.

# Oberlin Convention and Visitors Bureau (CVB)

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## Mission

Foster a diverse tourism industry for the economic growth of Oberlin.

## Initiatives

- Financially partner with organizations or individuals hosting events geared toward bringing people to Oberlin
- Bring quality events to Oberlin
- Design and distribute quality marketing material to attract people to Oberlin

## Proposed budget

Percentage	Budget Item	Projected Dollar Amount
5%	Photographers	\$1,250
65%	Events	\$16,250
25%	Advertising	\$6,250
5%	Memberships	\$1,250
<b>Estimated annual budget</b>		<b>\$25,000</b>

## Process

- CVB will have a discretionary budget of \$5,000 annually, to manage photographers, memberships, and event grants.
- CVB will manage the effort to design annual marketing campaigns with the administrator for recommendation to the city council.
- CVB already has a grant application process already in place to assist organizations sponsoring events and it is recommended this remain.
- The gap – with CVB being entirely volunteer supported and meeting once a month there is a gap of services; simply a logistical obstacle to make decisions fast enough to meet marketing needs of Oberlin. Please read further under methodology for a *recommendation* on how to overcome this gap.

## Replenishment

Any organization receiving \$1,000 or more for an event is with the expectation that after the event 75% of the CVB be returned from the event proceeds. This ensures an event budget is always available, and to reduce any lull in tourism revenue. This can be handled on a case-by-case basis.

## Methodology

### Initiatives

All of the initiatives directly drive the mission, in order to maximize tourism dollars. These efforts are best focused to attract people to Oberlin so they spend the night; this drives the idea of quality behind everything CVB sponsors. Over-night stays increase revenue potential throughout Oberlin. Additionally, over-night stays increases the CVB budget through bed-tax revenue. The long-term impact is to expose more people to Oberlin, making Oberlin a consideration of where people live and conduct business.

### Budget

This budget proposal is similar to the one already submitted and approved by council. The difference is there was a line item for graphic design. This line item was folded into the line item of events and advertising. Typically, graphic design will occur when either an event or advertising is taken place and seems more seamless with this task being incorporated with events and advertising. Additionally, the line item for advertising is decreased from 30% - 25%. The reasoning for this is to capture actual advertising costs for Oberlin. It is anticipated with the grant initiative designed by CVB, a significant portion of grants will go toward advertising as well. The idea behind Oberlin advertising is to market Oberlin 'institutions', such as but not limited to; Sappa Park, the Museum, movie theater (especially when a 3D movie is available), the Fair, the Gateway and Golden Age. By incorporating this focus CVB's initiative of directing funds directly to Sappa Park, the movie theater and the museum will be met and hopefully exceeded.

### Process

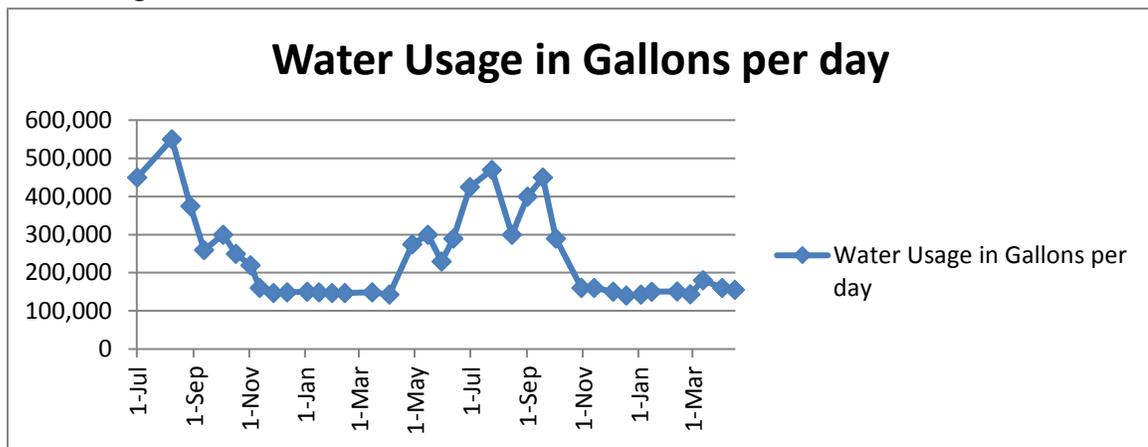
The process and the concepts the CVB has implemented are founded in the best of intentions for the City of Oberlin. The effectiveness of these initiatives has yet to be fully understood, but are incredibly encouraging and a path the council will hopefully continue to support. CVB already has a strong network of photographers, and a solid understanding of what memberships garnish the largest results. The thought is keeping these tasks with the CVB will help expedite, improve, and reduce workload for the City.

The gap is caused by a lack of resources. It is common for CVB's to have full-time staff members, and have the board function as clearing house, or think tank. Oberlin is not in this position, at least not yet. This is an increase of workload for Oberlin staff; primarily the administrator. The suggestion is for the administrator to be able to conduct what has been assigned CVB board business in the past. In the eyes of the state, the CVB funds are the same as Oberlin's general funds. Laying this groundwork now will help define the role of marketing staff member and how that position can move among different Oberlin 'institutions' and event planning entities for overall betterment of Oberlin. And why the concept of replenishment is important. Policy assigns the administrator with a \$5,000 spending authority. During this transition it recommended the spending authority be reduced to \$3,000 for CVB funds. Anything over this amount would require council approval. This will eliminate the need to bring the smaller grant requests to the council, overcome the gap in services, and generate more tourism revenue for Oberlin. In the spirit of working together, to create a seamless relationship, it is imperative the administrator communicate any expenditure with CVB. The intent is to have CVB and the City working together toward the same goal laid out in the mission statement.

To: Mayor and Oberlin City Council

From: City Foreman David Sporn

1. We have scheduled our City Curb Cleanup for April 30<sup>th</sup>. The details will be available in the Oberlin Herald April 17<sup>th</sup> and 24<sup>th</sup>. There are no changes made to the procedure or process.
2. Dalton Dolan of the line/water dept. and I will be attending the KMU convention in Wichita from May 1<sup>st</sup> to May 4<sup>th</sup>. The convention consists of elect, water, and wastewater training and is a portal for the KMEA board meeting.
3. Weather has not been cooperative for a number of regular duties/projects for this time of year. The result of this is going to be a busy and full summer. For instance, last year at this time we were painting stripes, spraying streets and properties, replacing “bumps” in brick streets, etc., all of which would be normally done at this time of season. Water usage is currently averaging 155,000 gallons per day and last year on April 23<sup>rd</sup> the average was 275,000 gallons per day.
4. Water Usage:



# City of Oberlin Water System



Old vs New Comparison and Future Outlook  
for City Council and Mayor  
Within City Limits  
2018

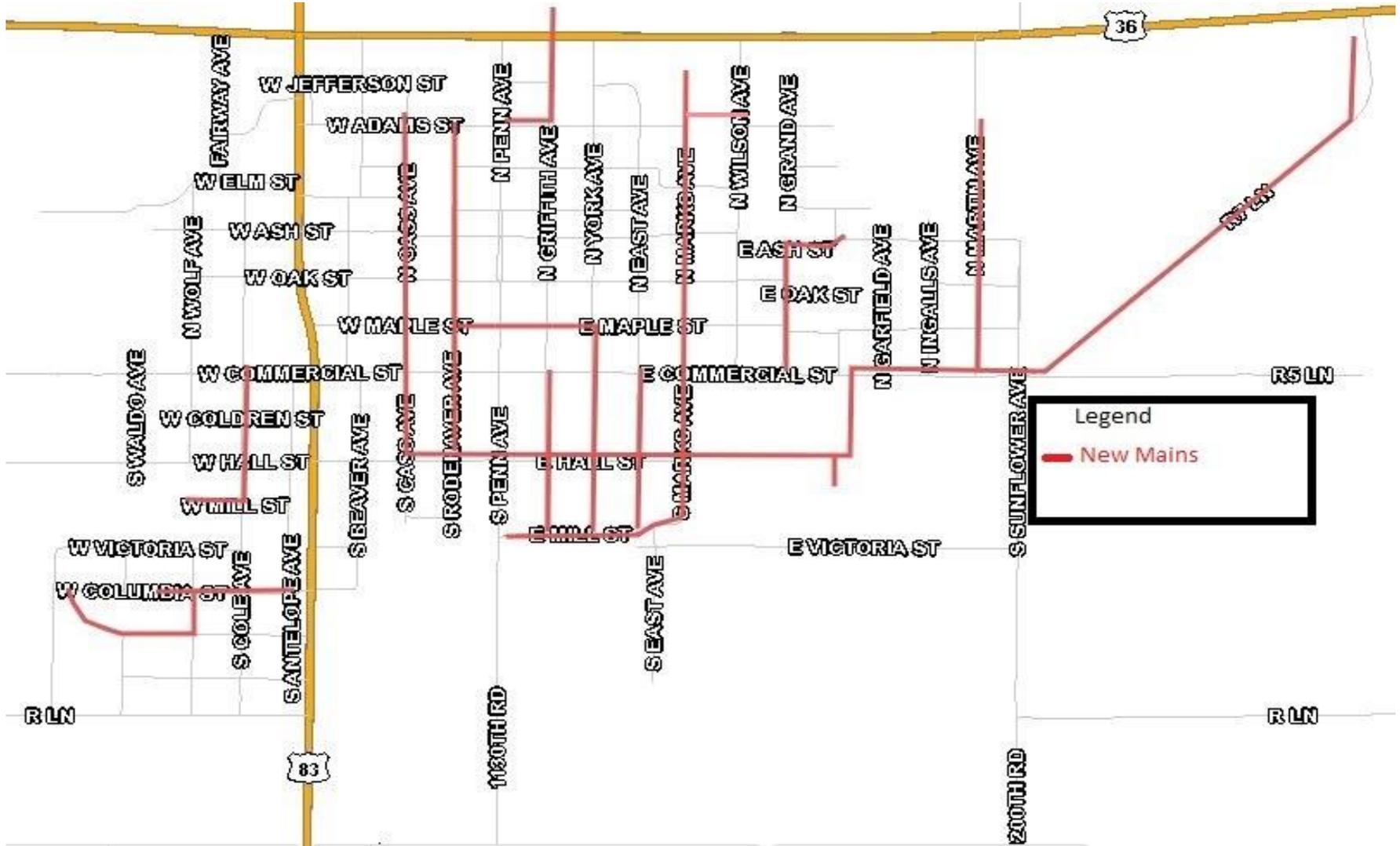


# Length of Water Main

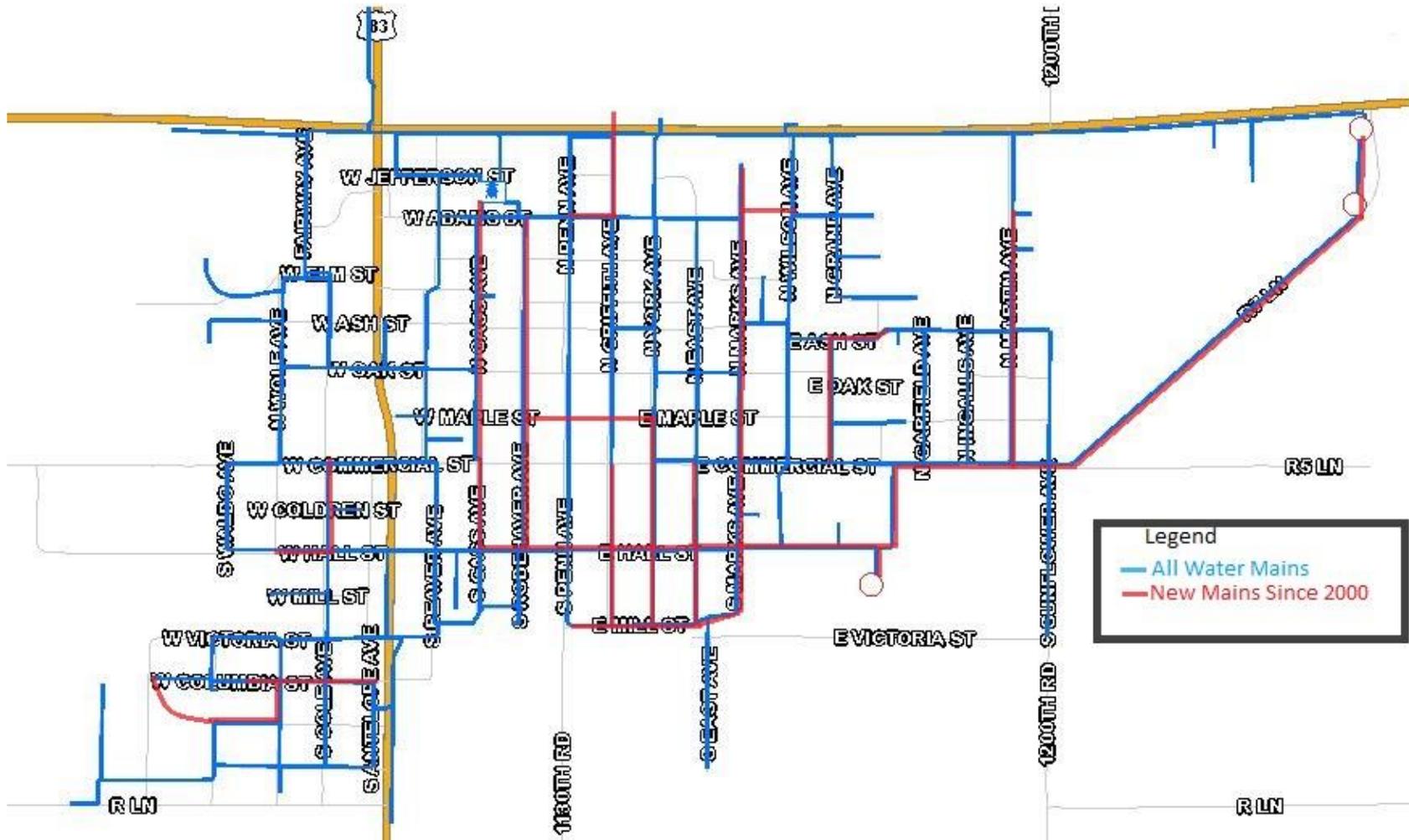
- 1" = 0.05 miles
- 2" = 1.7 miles
- 4" = 9 miles
- 6" = 3.6 miles
- 8" = 2.5 miles
- 10" = 3 miles
- 12" = 1.4 miles
- New since 2000 = 3.5 miles, 17% of Total
- Total = 21 miles



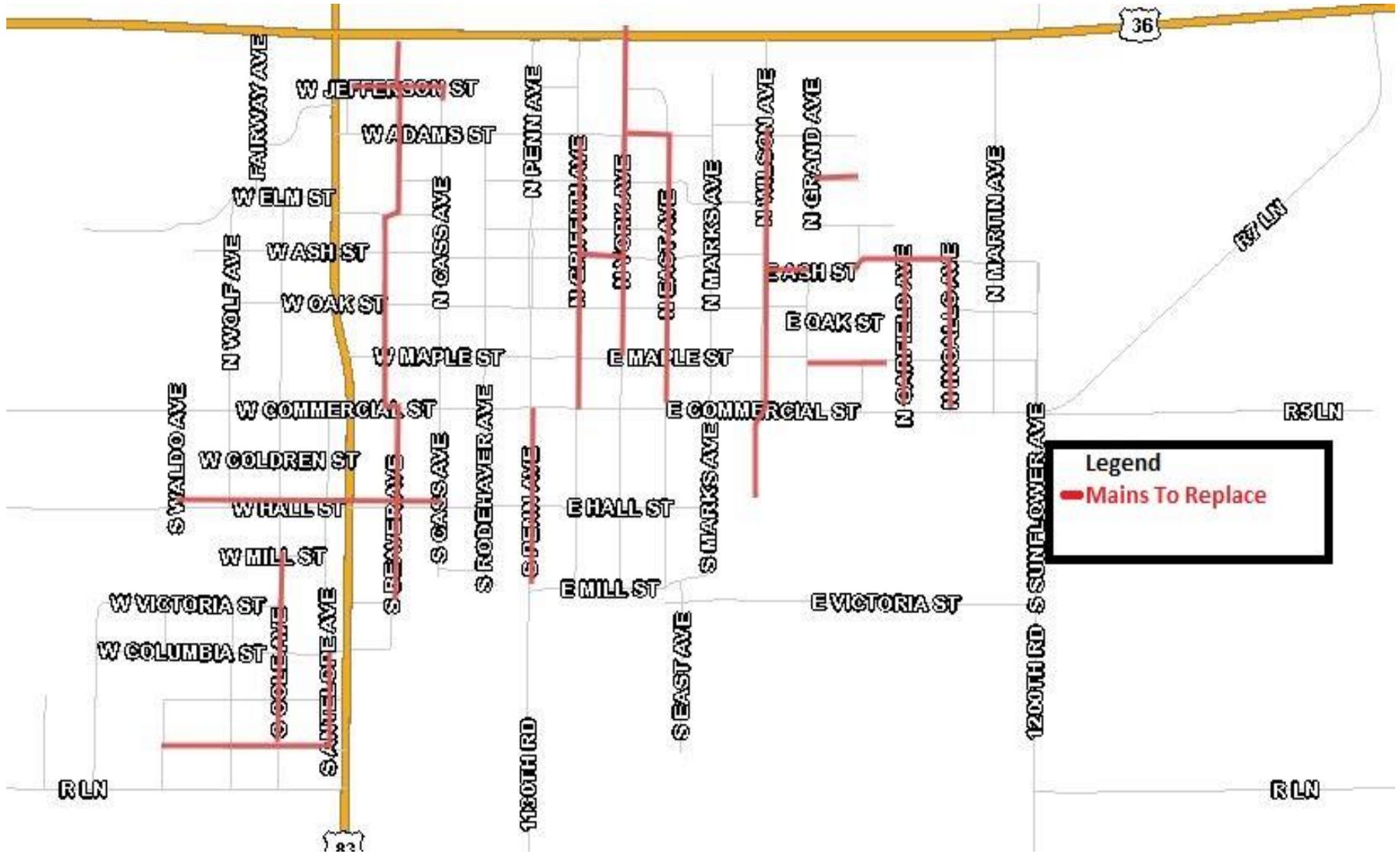
# Replaced Mains After 2000



# All Mains Plus Mains Replaced After 2000



# Recommended Mains To Replace

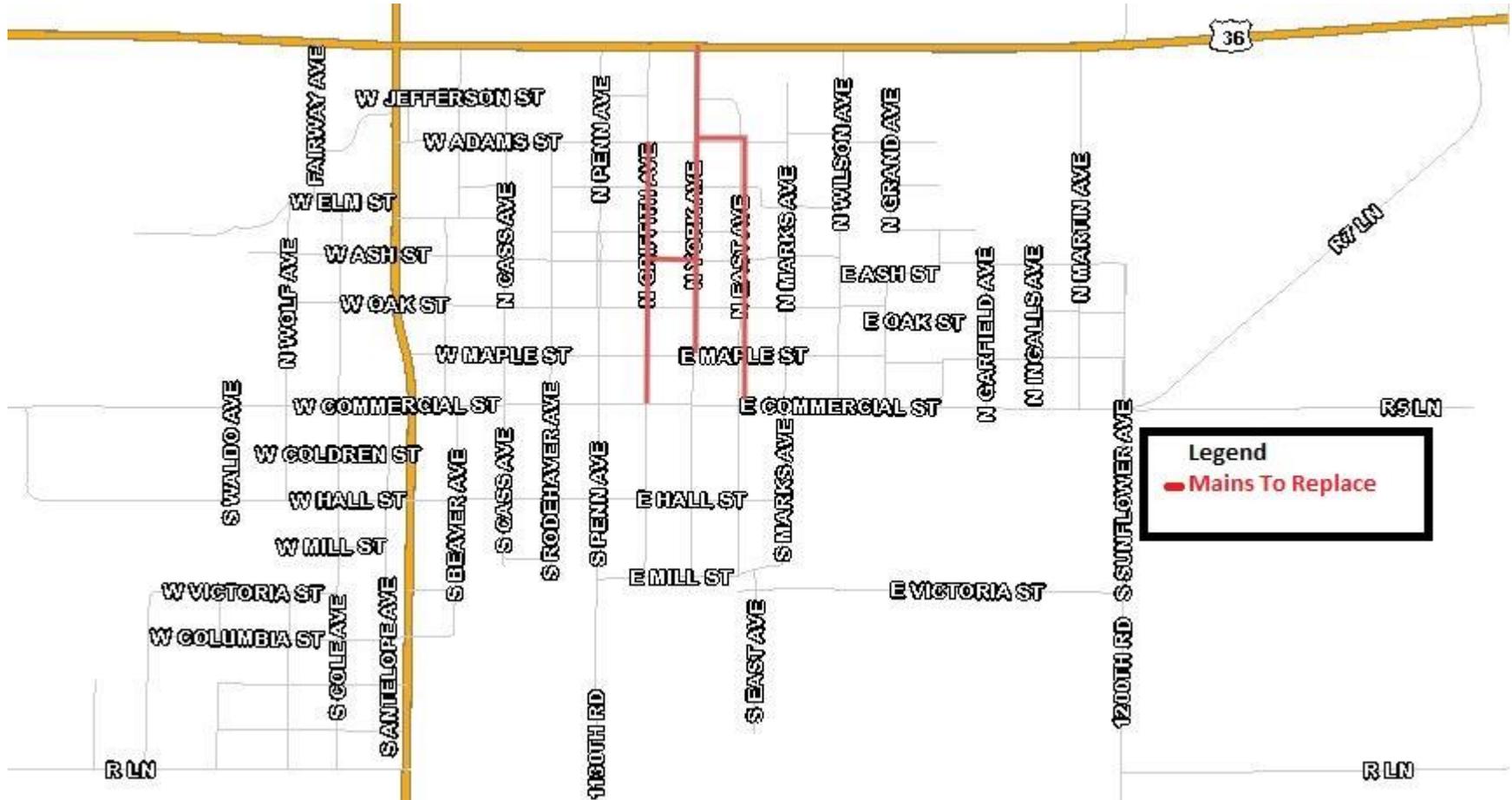


The next few slides define how a replacement plan utilizing yearly matching CDBG funds and \$500,000 of city funds could look like at approx. 17 blocks per \$1,000,000 per project year



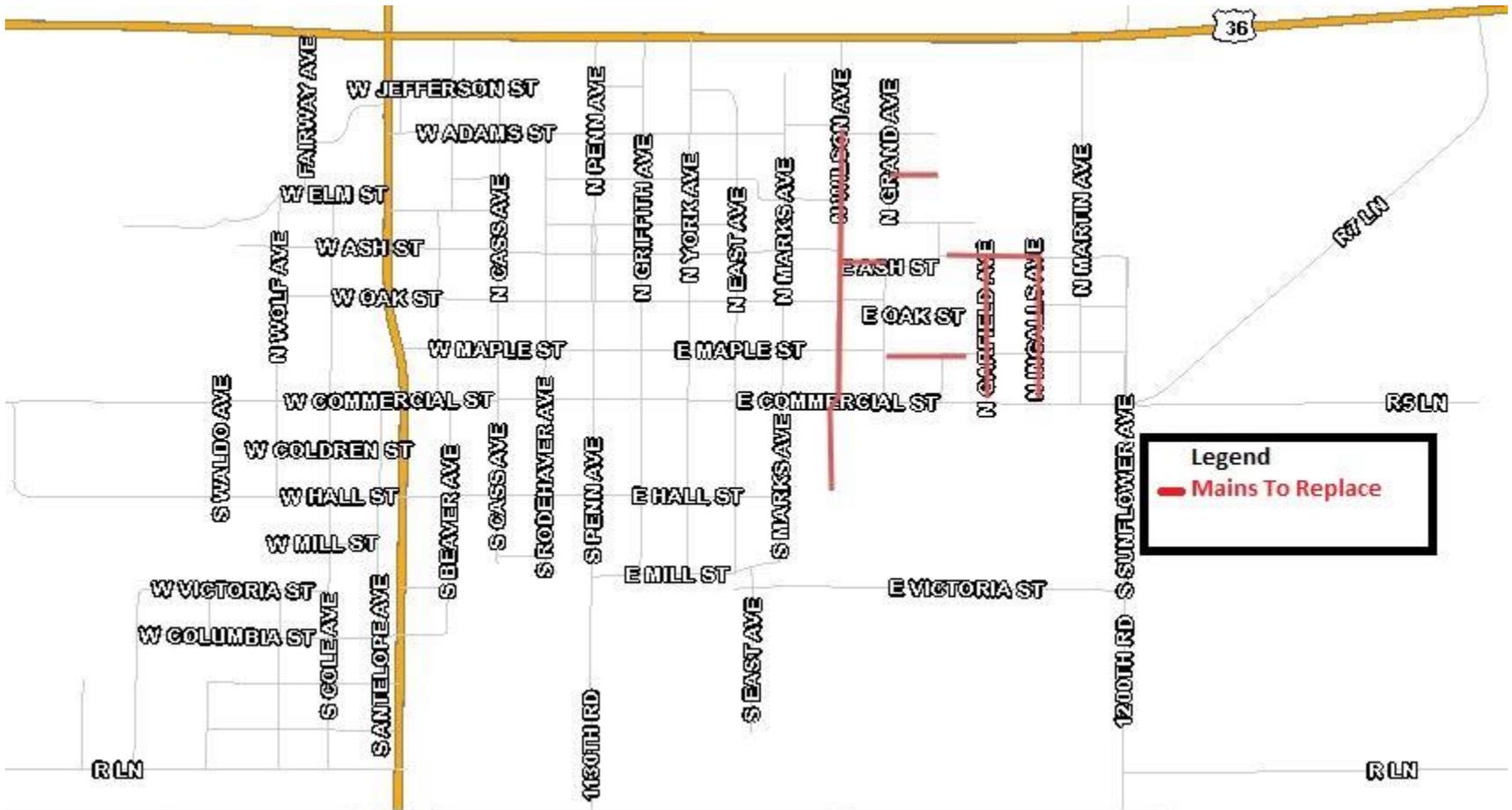
# Year #2

6906' / 17.2 blocks



# Year #3

## 7223'/18 blocks





# Summary

- Each section was chosen by our staff with over 44 years of combined experience.
- All mains recommended for replacement are aged, full of iron and manganese (from our old wells), and would help connect prior replacement projects and increase flow.
- Each individual section has its own set of benefits for replacement.
- Some projects could be in conjunction with street projects.



*Thank you*



# OBERLIN POLICE DEPARTMENT

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



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

**CITY COURT: FINES COLLECTED IN MARCH, 2018 - \$6,841.00 – YTD \$15,910.00**  
.....

### CITY COURT CASES FILED

- 1 – STOP SIGN
- 1 - SEATBELT
- 3 – ILLEGAL TAGS
- 1 – NO TAILLIGHTS
- 1 – LEFT OF CENTER
- 1 – VIOLATION OF BURN BAN
- 10 – MAXIMUM SPEED LIMITS
- 2 – MISDEMEANOR WARRANT ARRESTS

### DISTRICT COURT CASES / OTHER FILED

- 1 – NO DRIVER'S LICENSE
- 1 – DRIVING WHILE LICENSE REVOKED
- 3 – MISDEMEANOR WARRANT ARRESTS
- 1 – POSSESSION OF DRUG PARAPHERNALIA
- 2 – POSSESSION OF A HALLUCINOGENIC DRUG
- 3 – POSSESSION OF A CONTROLLED SUBSTANCE
- 2 – TRANSMIT VISUAL DEPICTION OF A CHILD
- 2 – UNLAWFUL POSSESSION OF A VISUAL DEPICTION OF A CHILD

**ANIMAL CONTROL: 3 – DOGS AT LARGE**

**CODE ENFORCEMENT: 3 – HEALTH AND WELFARE  
1 – JUNKED VEHICLE CODE**

## Decatur County Chamber of Commerce

Wednesday, February 14<sup>th</sup>, 2018

### **Members Present:**

Carrie Morford, Heather McDougal, Shayla Williby, Marcia Lohofener, Halley Roberson, Abby Hissong, Lisa Votapka

### **Minutes:**

The minutes of the January 10<sup>th</sup> meeting were read. Shayla made a motion to approve the minutes as presented, and Marcia seconded.

### **Financials:**

Balance is \$15,916.12. Shayla made the motion to approve the report and Marcia gave the second.

### **Unfinished Business:**

**MMA fight tickets for sponsorship** – Marcia made a motion that we put our members name in a drawing and give them back to our members. Shayla seconded the motion.

### **New Business:**

**Membership** – Heather passed around the business member list that showed the status of the business as to where they were with getting their photo on the Facebook album. There is a list that showed those that had had their photo taken and had received their membership decal. Total collected for 2018 memberships this year is \$7368.50. It was suggested that Dayna write an article in the paper about the various ways Chamber bucks can be used. It may promote membership.

**Up In Smoke Plans** – Heather has contacted last year's band to see if they are interested in playing again this year. Gage is checking with the guys and will get back to us. We know there is a need to have music in the afternoon also. There will be a change to serving of the meal. This year, the public will go to the teams and get served at the campsites. Each team will need to have a sign / banner that is visible to the public.

**Annual Meeting** – Shayla said that McCook had the Peterson brothers. Carrie said she would check on possibly getting them.

**City of Oberlin Website** – Halley showed those present how the City's website has been revamped. There are links at the bottom of the page to go to USD 294 and Decatur Health, among a couple others. Under the OUR COMMUNITY tab, there are lots of helpful links to showcase what Oberlin has to offer. Halley also pointed out that under doing business; they have a link that would show what jobs are available in Oberlin. Businesses in town can notify the city, and they will post job opportunities on that link. Halley said new pictures are needed of Oberlin, and it was suggested to see if the journalism students could take some for a donation. Halley also noted that there is still more to come – information on the Golf Course, Disc Golf, Shooting Sports, & Gymnastics.

**Special announcement** – If your business is having a sale/special or a special event, send a flyer or the information to the Chamber and we will get it put on Facebook and help spread the word.

**Fund Requests** – Post prom has sent us a letter requesting a donation. Shayla made a motion that we donate \$100.00 in Chamber Bucks Abby gave the second.

- Rusty & Sharon Addleman are raising funds for a flat screen television to be hung in the foyer of the Gateway. Lisa made a motion to donate \$100.00, and Marcia seconded.

- Highway 36 membership for 2018 was presented. It is \$36.00. Carrie made the motion to pay it and Marcia gave a second.

Shayla made a motion for adjournment and Marcia seconded.

**Next meeting will be March 14<sup>th</sup>  
@ the BEE building.  
Grab some lunch and join us!!!**

## **Shayla Williby Accomplishment and Responsibilities plus EDC Accomplishments past to present**

Swimming Pool—finished up as coming on as EDC Director; Project Manager; organized the committee that worked together to get the project accomplished, gathered funding to start the project from previous groups, pool design with the engineer, committee and a county rep, designed the campaign for sales tax vote and the subsequent vote for the PBC, worked to set up the Public Building Commission (PBC), that could be used for the pool or any other city agreed upon projects in the future, sales tax to the city, which generates approximately **\$350,000 per year**. \$2.1m

**Prior EDC projects:** Shred Fitness, Davis Floor Covering, The Re-Load, Stallman Construction, JW Knife Shop, Tri-Plex (Golden Age, Theater and Bowling Alley). I think Wheat Ridge, but need to verify with Connie Grafel.

**Note—I have not put money amounts that stayed or were invested in our city/county below so as to honor privacy. The pool amount is publicly known.**

Assisted Myers Construction (City water lines project), in finding a potential house/realtor for their crews as opposed to paying for multiple motel rooms over a long period. They purchased the former Phil and Connie Cramer home and have since sold it.

Dick and Donna Kelly lot sale to Northwest Kansas Housing, for future housing development on South Elk.

Dale's Fish 'n' Fun 'n' Gun—funding sources and worked to keep the business local.

Stallman Construction—expansion

Crosscut Manufacturing--Cabinet Factory/Creative Dimensions—new build and expansion

Schooner Eco Homes—ongoing project seeking funding

Bella Rustique Spa—Location and funding avenues

Steals & Deals—Business and tax guidance.

Gorman Tarp—Business guidance, later building sale to James and Natawnya Garner

Laundromat—he has all machines, still looking for the right location inside city limits

Lot donation to the city for expanded ball field. Presented idea to the home owner and private investor, and worked with all parties involved to make it happen. Including penning the grant to assist with the cost of clean-up for the county.

Lot purchase for EDC next to a daycare, with city Manager Pete Kampfer (Shelly MacFee). Removed a blighted property that was previously used for suspected illegal activities.

Trophy Shop—potential buyers moved but funding was in place to purchase.

3 coffee shops—two couples and one single, business plans, KSBDC—no follow through as of yet. Initial investor withdrew due to personal reasons.

Bakery/luncheon—building bought and may be a future retail shop.

Bargain Box expansion—looking for a new build location and funding etc.

Mexican restaurant—investors on board for highway property only when business can be secured

4 diesel repair shops. One small one opened. Funding sources, business plan guidance and locations

9 Line Paramedic—have sent all possible locations over the last year+, working with realtors

Lumber—possibly regional—showed available locations or possible build sites and incentives available

Decatur County Imp x 2—past and present—purchase contract signed mid-March 2018.

Mechanic Shop x 2—business plan, available locations and funding sources.

Salon—locations and financing options for 4 women--beginning phases

Dr. Gary Fredrickson's dental office for recruitment—Dentist family visiting on March 29, 2018. Raising funds to get them here.

Theater—weekly Box Office Reporting (BOR) closes out registers and sends report to Tasha

Sell gift certificates for the theater and bowling alley

Post new movies weekly

Send new month movie notify to multiple sources

Deal with film companies on bills and/or credits or BOR issues via phone or email

Schedule fire and food inspection for the theater and alley

Annually apply for the Rec Center's Cereal Malt Beverage license with the city

Collect donations for the theater throughout the year. Thankfully some CVB funds may be helping—shared 1%.

Maintain EDC social media on Facebook

Webinars for rural and funding opportunities

**BEE BUILDING Responsibilities:**

9 Businesses/18 Tenants to keep happy

Responsible to keep building maintenance in check; plumbing, electrical, furnaces, air conditioning, keep sidewalks safe and clear of ice/snow. Hire and retain housekeeping employee.

Collect rents

Requested and received handicap parking in front of the building (when Pete Kampfer was here), for a tenant and to be fully ADA for our RBEG loan program.

RBEG Inspection of the building/restrooms for the loan program

Schedule the monthly meetings held in the BEE; EDC Board, Chamber of Commerce, Food Coop, Pheasants Forever, Twin Creeks Extension, 4-H Council, Heart to Heart and any of the tenants special meeting needs. Alumni class meetings, prior to and during alumni weekend in May.

### **CHAMBER OF COMMERCE DUTIES**

Attend monthly and special meetings

Daily directional calls and walk-ins seeking information

Guidance to all resources; schools, medical, motels, camping spots, city, county, phone numbers etc.

Rental Landlord lists kept up-to date

Mailing or giving tourism packets and maps

Ribbon cuttings and coffee hours when possible

#### **Collect funds for:**

Highway 36 Treasure Hunt

Annual Community garage sales

Up in Smoke Cook-Off

Membership Forms and Dues

Decatur Area Development Fund (D.A.D.) forms and funds

#### **Solicited all funding for:**

Christmas Sky Banner that hangs above the street by the theater

Downtown Winter Banners

Community Christmas Tree and Star Topper

### **HANSEN COMMUNITY GRANT BOARD:**

Worked with the Hansen Foundation to organize our local grant board from the ground floor, choosing people from all areas of the county for equal representation.

Attend monthly and special meetings

Consulting grantees on how to apply for the grants and what documentation is necessary.

Penned many grants with the groups that were submitting, well over \$100k in awards in the ones I assisted with.

Work with both the entities in Logan and Bird City, and with the main Hansen Foundation for close to 10 years for grant writing.

#### **GROW FOUNDATION:**

Consulting

Designed the name of GROW for Growing Rural Opportunities Within

Solicit and gather funds during match month

#### **CONVENTION AND VISITOR'S BUREAU (CVB)**

Attend monthly meetings when possible (during the noon hour)

Penned the \$8,000 grant for wayfinding signs. Project that began when Pete Kamfer was here.

Working with Eric at KDOT, Selden Lumber and Bob Gaines with the City to get installed. Updates to Hansen.

Crossover calls with the Chamber, regarding lodging, events and tourism packets

#### **MAIL:**

The office receives mail for these entities that I am responsible for, as well as funds that come in for each; EDC, Theater and Bowling Alley, Chamber of Commerce, Decatur Area Development Fund (D.A.D.), CVB, Hansen Community Grants, GROW Foundation and the Decatur County Barn Quilt.

2/12/2018  
12:19

**OBERLIN DECATUR AREA ECONOMIC DEV**  
Working Trial Balance

Company: EDC  
Page: 1

<u>Account #</u>	<u>T</u>	<u>Description</u>	<u>Comparative Jan 31, 2017</u>	<u>1 Month Ended Jan 31, 2018</u>	<u>Adjusting Debits</u>	<u>Adjusting Credits</u>	<u>Adjusted Balance</u>
101	A	CKG, THE BANK 110100811 - EDC	46,338.11	85,747.24			
101.5	A	CKG, FB&T 2102007 - REV LOAN	46,919.62	63,263.33			
101.6	A	CKG, FNB 700018779 - SUNFLOWER	22,163.82	30,201.16			
101.7	A	FNB SVGS 793221 - SUNFLOWER	1,401.24	6,802.60			
102	A	SAVINGS, THE BANK - EDC	22,302.39	22,365.90			
106	A	WESTERN PR RC&D LOAN MATCH	7,500.00	7,500.00			
109	A	N/R REVOLVING LOAN #1	11,577.52	9,013.34			
110	A	N/R REVOLVING LOAN #2	5,670.09	3,898.69			
110.1	A	N/R REVOLVING LOAN #3	27,191.80	25,716.39			
110.2	A	N/R REVOLVING LOAN #4	2,834.76	544.95			
111	A	N/R REVOLVING LOAN #5	13,702.10	11,258.11			
112	A	N/R REVOLVING LOAN #6	4,178.81	2,114.73			
113	A	N/R REVOLVING LOAN #7	16,808.90	13,895.88			
114	A	N/R REVOLVING LOAN #8	20,000.00	20,000.00			
115	A	N/R LAND SALE	1,354.06	298.98			
117	A	LAND & BLDGS	94,937.75	94,937.75			
118	A	BLDG, 104 S PENN	50,000.00	50,000.00			
120	A	BLDG, SENIOR CTR/CINEMA/BOWLIN	544,242.49	544,242.49			
122	A	EQUIPMENT	209,690.79	209,690.79			
240	L	N/P, FB&T - GORMAN BUILDING	-22,101.92	-20,284.53			
241	L	N/P, THE BANK - SUNFLOWER	-113,636.50	-107,225.56			
242	L	N/P, RC & D LOAN - SUNFLOWER	-3,383.21	-1,015.07			
243	L	N/P KS CENT FOR ENT #1	-3,859.59	-2,958.52			
244	L	N/P KS CENTER FOR ENT #2	-16,315.09	-15,440.86			
342	L	NET WORTH	-967,389.26	-1,025,405.92			

2/12/2018  
12:19

**OBERLIN DECATUR AREA ECONOMIC DEV**  
Working Trial Balance

Company: EDC  
Page: 2

<u>Account #</u>	<u>T</u>	<u>Description</u>	<u>Comparative Jan 31, 2017</u>	<u>1 Month Ended Jan 31, 2018</u>	<u>Adjusting Debits</u>	<u>Adjusting Credits</u>	<u>Adjusted Balance</u>
1453	R	DECATUR CO TAX DRAW	-10,732.49	-15,057.00			
1454	R	CITY OF OBERLIN	-10,650.00	-10,650.00			
1456	R	RENTAL INCOME	-1,425.00	-1,575.00			
1460	R	INTEREST INCOME	-235.33	-254.21			
1660	E	ACCOUNTING & LEGAL	100.00	546.59			
1664	E	CONTRACT LABOR	0.00	75.00			
1666	E	DUES FEES SUBS	295.00	159.04			
1671	E	INSURANCE	459.14	358.20			
1675	E	REPAIRS	180.07	0.00			
1678	E	WAGES	1,331.49	2,486.25			
1680	E	PAYROLL TAXES	938.67	1,168.09			
1681	E	PHONE	94.00	92.00			
1691	E	SUPPLIES	141.51	40.09			
1692	E	UTILITIES	1,349.08	1,422.75			
1693	E	OTHER, MISC	734.00	0.00			
2450	R	CONTRIBUTIONS, GIFTS, GRANTS	-50.00	0.00			
2451	R	SALES	-10,922.95	-9,451.85			
2452	R	CREDIT CARD SALES	-4,365.75	-5,683.65			
2459	R	ADVERTISING REVENUE	-250.00	0.00			
2460	R	INTEREST INCOME	-0.18	-1.03			
2467	R	GIFT CERTIFICATES	-227.90	0.00			
2557	E	PURCHASES	4,967.58	5,405.08			
2664	E	CONTRACT LABOR	137.50	125.00			
2671	E	INSURANCE	514.52	-810.47			
2672	E	INTEREST/BANK CHGS	334.91	290.70			
2673	E	PROPERTY TAXES	1,374.44	0.00			
2675	E	REPAIRS	19.59	239.80			
2676	E	SALES TAX	1,330.50	1,234.09			
2678	E	WAGES	990.02	1,367.02			

2/12/2018  
12:19

**OBERLIN DECATUR AREA ECONOMIC DEV**  
Working Trial Balance

Company: EDC  
Page: 3

<u>Account #</u>	<u>T</u>	<u>Description</u>	<u>Comparative Jan 31, 2017</u>	<u>1 Month Ended Jan 31, 2018</u>	<u>Adjusting Debits</u>	<u>Adjusting Credits</u>	<u>Adjusted Balance</u>
2680	E	PAYROLL TAXES	242.04	404.75			
2681	E	PHONE	94.00	91.00			
2683	E	CREDIT CARD FEES	274.79	281.30			
2691	E	SUPPLIES	32.89	381.98			
2692	E	UTILITIES	515.88	593.11			
3450	R	CONTRIBUTIONS, GIFTS, GRANTS	-250.00	-585.00			
3451	R	SALES	-5,496.81	-4,528.50			
3456	R	RENT INCOME	-50.00	0.00			
3459	R	ADVERTISING REVENUE	-538.50	-537.50			
3460	R	INTEREST INCOME	-0.18	-1.02			
3467	R	GIFT CERTIFICATES	-220.10	0.00			
3557	E	PURCHASES	2,159.73	2,761.08			
3664	E	CONTRACT LABOR	137.50	125.00			
3671	E	INSURANCE	458.70	-810.47			
3672	E	INTEREST/BANK CHGS	334.90	290.72			
3673	E	PROPERTY TAXES	1,426.02	0.00			
3675	E	REPAIRS	1,783.03	0.00			
3676	E	SALES TAX	47.27	335.58			
3678	E	WAGES	145.16	41.56			
3680	E	PAYROLL TAXES	32.67	12.97			
3691	E	SUPPLIES	28.53	33.98			
3692	E	UTILITIES	281.38	421.10			
		General Ledger Balances	0.00	0.00			
		Profit/-Loss	22,128.68	29,161.87			

**Oberlin-Decatur County Economic Development  
Meeting Minutes  
April 9, 2018**

<b>Members Present</b>	Mark Starr, Chairman; Ken Badsky, Vice-Chairman, Danielle Wasson, Secretary; Jackie Neff, Treasurer; Matt Ostmeyer; John Sater; Lisa Votapka
<b>Guests Present</b>	Brad Marcuson, County Commissioner; Halley Roberson; City Administrator
<b>Call to Order</b>	Meeting called to order at 5:32 pm.
<b>Approval of Minutes</b>	Ken moved to approve the minutes as written; John seconded the motion. Motion passed by unanimous vote.
<b>Treasurer's Report</b>	<p>Tasha was unable to provide financials owing to work overload with the end of tax season. April Financials/Treasurer's report was tabled until the May meeting.</p> <p>Jackie reported that Loan #1 was behind 8 payments as of the meeting. A payoff on Loan #4 was received today. The last payment on Land Loan #15 was also received but was \$1.19 shy of the complete payoff. Borrower will bring the balance into Shayla.</p> <p>Mark has spoken with Tasha about charging off Loan #8 and adding the dental office to our assets. The same should be reflected on our financials for the next meeting.</p> <p>Shayla purchased with her own funds (\$55) a welcome basket from Prairie Petals for Dr. Teel and his family when they visited Oberlin the end of March. Ken moved to reimburse Shayla \$55 for this purchase; Matt seconded the motion. Motion passed by unanimous vote.</p>
<b>Advertisements</b>	The Oberlin Herald publishes a Highway 36 guide every spring, highlighting the towns along the highway. The guide is placed as an insert in all papers owned by the Haynes' as well as left at gas stations and businesses in other towns along the highway. Last year, the EDC purchased an ad along with the Chamber, CVB and City of Oberlin that included a community calendar of events going on in Decatur County. The total cost of the ad is \$350, which was split between the entities last year. Shayla would like to place a similar ad this year and recruit other groups in town to help sponsor the ad. Jackie moved to place the advertisement in the guide as long as the cost to the EDC was no more than \$225; Ken seconded the motion. Motion carried by unanimous vote.
<b>City Funding to the EDC</b>	<p>The City Council will meet April 19<sup>th</sup> at 5:00 pm to discuss funding to the EDC. The Council has requested information from the EDC concerning the use of funds and outcomes of EDC activities/use of tax funds, as they do not feel they have an understanding of present EDC projects. Ken asked if a representative from the City Council could be present at monthly EDC meeting, to gather information about EDC projects and pass it along to the Council. Halley said they have not completed assignments of representatives to applicable community groups but doing so is possible.</p> <p>Halley also said that the Council specifically wants to know how the community is improved by EDC activities/projects. She doesn't think they necessarily want to know how every tax dollar is spent, but more information concerning new jobs created, families brought into town or kept in town owing to EDC funding and/or technical assistance, and other positive outcomes for the community.</p> <p>Brad indicated that, when he attends EDC meetings, he then brings information concerning projects back to the other county commissioners so they are aware. Shayla will provide quarterly reports to the Council, indicating outcomes of EDC activities. Ken, Mark, John, Danielle, and Shayla plan to attend the meeting on the 19<sup>th</sup>.</p>
<b>Updates on Dentist</b>	Shayla announced the Dr. Teel and his family have chosen Oberlin as the site for their dental practice. Nikki has already designed the new logo for the Oberlin office, the family really liked Oberlin as a community and is excited to move here.

**Oberlin-Decatur County Economic Development  
Meeting Minutes  
April 9, 2018**

	<p>The Teel's are working with Kris and Melissa Mathews and Pastor Gordon Pettibone with the Oberlin United Methodist Church on some potential funding avenues. They approximate needing \$55,000 to get started. They received a quote from Brent Stallman for cabinets and countertops of \$12,000; the remaining \$33,000 would fund duplicate equipment for the Oberlin location. Dr. Teel will continue operating his practice in Illinois for a time, spending a couple of days a week there so that their income stream can continue as they building their clientele in Oberlin. Once they are able to close the Illinois location and operate solely in Oberlin, the "duplicate equipment: will be sold as the equipment from Illinois will be moved here.</p> <p>The Teel's hope to be in Oberlin in May or June, exact timing will depending upon his receipt of his Kansas dental license. John asked how Dr. Teel plans to interface with other communities and let area dentists know of all service he offers, as his services surpass those available from most area dentists. Shayla said that she will assist them with a marketing campaign, to not only bring in patients but to also get referrals from other area dentists for specialized services.</p>
<b>EDC By-laws</b>	Danielle emailed the EDC By-laws to all members with all revisions complete. She did ask if the Board would want to move the annual meeting time from December to a month in the spring, so that annual financials from the previous year could be presented at the meeting, it was agreed by the committee the second Monday or March would work well. Matt moved to approve the amendments to the by-laws; Ken seconded the motion. Motion carried by unanimous vote.
<b>Office Computer</b>	Shayla has received the new office computer, it is set up and functioning.
<b>Signature Cards</b>	In order for signature cards to be revised with new signers, the By-laws had to be updated. The updated By-laws will be given to the banks so new signature cards can be prepared; Mark would like this on the May meeting agenda.
<b>Strategic Plan</b>	Mark discussed the creation of a strategic plan for the EDC, setting short-, intermediate-, and long-term goals and potential cash-flow scenarios for the organization. Matt suggested that the committee speak with local businesses to get their finger on perceived upcoming needs by the businesses from the EDC. Mark said this was a great idea and should help to shape the strategic plan. Lisa and Matt volunteered to serve on the planning committee with Mark and Shayla.
<b>Home Health Rental Agreement</b>	Shayla has signed the new rental agreement with the home health agency; the signed copy has been sent to their headquarters in St. Francis for their signature.
<b>Website</b>	Shayla said the website is back up and running. Until the City has finalized their website, she will wait to discuss moving the EDC site to the City's site.
<b>Other Business</b>	<p>The EDC will host an open house for the Teel's once they are moved to town, possibly at Sappa Park or the Cobblestone Hotel.</p> <p>John said Jillian Springer has been hired as a new teacher in the school system, her husband works for John Deere Industrial. John Deere has considered opening an office in McCook to accommodate her husband. John suggested Shayla speak with them, to possible change the office location from McCook to Oberlin.</p>
<b>Adjournment</b>	Ken moved to adjourn the meeting; Lisa seconded the motion. Motion passed by unanimous vote. The next meeting is scheduled for Monday, May 14 <sup>th</sup> at 5:30 pm at the BEE Building.

Respectfully Submitted,

Danielle Wasson  
Secretary

## **By-Laws**

### **ARTICLE I**

#### **Name and Location**

SECTION 1: The name of this corporation shall be Oberlin-Decatur Area Economic Development Corporation.

SECTION 2: Its principal and registered office shall be located at 104 South Penn, Oberlin, Kansas 67749.

SECTION 3: Other offices for the transaction of business shall be located either within or outside of the State of Kansas and at such places as the Board of Directors may from time to time determine.

### **ARTICLE II**

#### **Purposes and Capital Structure**

SECTION 1: The purposes for the corporation shall be charitable, educational, and eleemosynary, as set forth in the Articles of Incorporation, and shall be conducted solely and wholly upon a NOT FOR PROFIT basis in accordance with the laws of the State of Kansas relating to Not for profit corporations, the laws of the United States relating to tax-exempt organizations, and the Articles of Incorporation.

SECTION 2: The corporation shall not have power to issue stock.

SECTION 3: No dividends shall ever be declared or paid for any purpose for any reason, EXCEPT by way of a liquidating dividend of all, or a part of, the assets of the corporation, which shall be distributed to, and ONLY to, a NOT FOR PROFIT federal income tax exempt organization devoted to education, religious, charitable or scientific purposes similar to those of this corporation which shall, at the time, qualify as an exempt corporation under Section 501 (c)(3) of the Internal Revenue Code of 1954 (or the controlling provisions of any future United State Internal Revenue law), if controlling law permits.

### **ARTICLE III**

#### **Member and Voting Powers**

SECTION 1: Members will be selected at the annual meeting. Membership shall be of two classes, Class A and Class B, to be selected as follows:

Class A:

- (a) Two members shall be appointed by the Board of County Commissioners of Decatur County, Kansas;
- (b) Two members shall be appointed by the City Council of the City of Oberlin, Kansas; and
- (c) One member shall be appointed by the Board of Directors of the Decatur County Area Chamber of Commerce.

Class B:

- (a) Two members selected and appointed by the Board of Directors.

All voting rights hereunder shall be personal to the holder thereof and may not be sold or transferred. All voting rights shall terminate upon the death of the holder, except in the case of joint tenants and then shall terminate upon the death of the surviving joint tenants. Voting by proxy shall not be allowed.

SECTION 2: The members of the corporation shall consist of seven (7) persons.

SECTION 3: The term of membership of each member shall be two (2) years. After the initial selection of members, they shall proceed to classify themselves into two (2) groups: Group a, consisting of four (4) members shall serve an initial term of one (1) year; Group b, consisting of three (3) members shall serve an initial term of two (2) years. The members may use whatever manner they deem reasonable to determine the classifications, except that each group shall consist of one (1) members chosen by the City of Oberlin and one (1) member chosen by the County of Decatur. Thereafter, all members shall serve two (2) year terms. Vacancies shall be filled by the entity which initially chose such member of the contributors, as the case may be, and such member shall serve the balance of the term remaining.

SECTION 4: Each member may be reappointed or re-elected, having served a full term of office, but shall not be eligible for reappointment after serving two (2) full consecutive terms of two (2) years each. A member can be re-elected to serve on the board after a four (4) year absence from the board AND with a positive vote from the Board of Directors.

SECTION 5: The voting powers shall be fixed in the members of the corporation.

SECTION 6: Each member shall have one (1) vote which may be exercised in person or by electronic means.

SECTION 7: The entity which appointed a member may remove that member from the membership at any time, with or without cause, and the removal of a member from the membership shall further and concurrently therewith constitute a removal of said member from the Board of Directors or from any office or position held by the corporation.

## **ARTICLE IV**

### **Membership Meetings**

SECTION 1: The annual meeting of the members of the corporation shall be held at 104 South Penn, Oberlin, Kansas, on the second Monday of December in each year, or such other date as may be determined by the Board of Directors, at the principal office of the corporation. Such annual meetings shall be general meetings, i.e., open for the transaction of any business within the powers of the corporation, without special notice of such business, EXCEPT in any case in which special notice is required by law or the Articles of Incorporation.

SECTION 2: A special meeting of the members of the corporation may be held at any place designated. It shall be the duty of the Board of Directors to call such a meeting whenever so required by two (2) or more of the members of the corporation.

SECTION 3: Notice of the time and place of all meetings shall be mailed by the secretary to each member, either physically or electronically, not less than five (5) business days before the date thereof.

SECTION 4: The Chairman of the Board or, in his absence, the Vice-Chairman, shall preside at all such meetings.

SECTION 5: A quorum for the transaction of business at any meeting of the members of the corporation shall consist of the presence, in person or via telephone, of at least fifty (50) percent of the total membership of the corporation; but the members present at any meeting, though less than a quorum, may adjourn the meeting to a future date.

SECTION 6: A majority of the members present in person or via telephone shall determine any matters submitted, except when a larger percentage is required by the Articles of Incorporation or the laws of the State of Kansas.

## **ARTICLE V**

### **Board of Directors**

SECTION 1: The property, affairs and business of the corporation shall be managed by the Board of Directors, which may exercise all of the powers of the corporation, except so far as are by law, by the Articles of Incorporation, or by these By-laws expressly conferred upon or reserved to the members. The Board of Directors, except the Marketing Director, shall serve without compensation.

SECTION 2: The Board of Directors shall consist of such number as the members shall from time to time determine by resolution; PROVIDED, HOWEVER, the Board shall always consist of not less than six (6) nor more than twelve (12) persons; and PROVIDED FURTHER, that the Board of Directors shall at this time consist of seven (7) persons selected as set out herein and the Marketing Director as an ex-officio member. PROVIDED, HOWEVER, the Marketing Director shall have no vote.

SECTION 3: The Board Members of the corporation shall be the members of the corporation chosen pursuant to Article III, Section 1.

SECTION 4: After the selection and qualification of seven (7) directors, they shall proceed to classify themselves into two (2) groups: Group a, consisting of four (4) members shall serve an initial term of one (1) year; Group b, consisting of three (3) members shall serve an initial term of two (2) years. The members may use whatever manner they deem reasonable to determine the classifications, except that each group shall consist of one (1) members chosen by the City of Oberlin and one (1) member chosen by the County of Decatur. Thereafter, all members shall serve two (2) year terms.

SECTION 5: Each member may be reappointed on having served a full term of office, but shall not be eligible for reappointment after serving two (2) full consecutive terms of two (2) years each. However, nothing provided herein shall prevent the appointment of any person to the Board who has not served on the Board during the term immediately previous to his appointment.

SECTION 6: Any director of the corporation may resign at any time by giving written notice to the Chairman of the Board or Secretary of the corporation. Such resignation shall take effect at the time specified therein, and the acceptance of such resignation shall not be necessary to make it effective.

SECTION 7: If any vacancy shall occur among the directors by death, resignation, disqualification, removal, decrease in number or otherwise, the remaining directors shall continue to act; and such vacancy may be filled by the entity which initially chose such director or the contributors, as the case may be; and such director shall serve the balance of the term remaining.

SECTION 8: The Board of Directors shall meet regularly and immediately after the adjournment of each annual membership meeting. Such meeting shall be held at the principal office of the corporation, unless a different place shall be agreed upon by a majority of the directors.

SECTION 9: Special meetings of the Board of Directors may be called by the Marketing Director, Chairman or by any two (2) members of the Board, at such place within or outside the State of Kansas as may be specified in the call therefor. By unanimous consent of the directors, special meetings of the Board may be held without notice at any time and place.

SECTION 10: Notice of all special meetings, except those held by unanimous consent, shall be delivered personally or mailed, physically or electronically, to each director at his address as it appears on the records of

the corporation, at least five (5) business days previous to the time fixed for such meeting. Notice shall not be required of any regular meeting.

SECTION 11: A quorum for the transaction of business at any regular or special meeting of the directors shall consist of a majority of the total number of directors; but in the absence of a quorum, a majority of those present at any regular or special meeting shall have the power to adjourn the meeting to a future date.

SECTION 12: The directors shall elect the officers of the corporation and fix the salary for the Marketing Director. Any officer may be removed at any time, with or without cause, by a two-thirds (2/3rds) vote of the full Board of Directors.

SECTION 13: The Board of Directors shall have the power to appoint an Executive Committee and to refer to it such matters and delegate to it such duties as the Board sees fit so long as such referral or designation is not in conflict with these By-laws or the Articles of Incorporation.

SECTION 14: Should a conflict of interest arise between a member of the Board of Directors and a project being considered/discussed by the Board of Directors, the member shall abstain from any discussion or voting on the matter. Direct or indirect profit from the business in question or relation to someone who profits directly or indirectly from the business in question is considered a conflict of interest.

## **ARTICLE VI**

### **Officers**

SECTION 1: The officers of this corporation shall consist of a Marketing Director, a Chairman of the Board, a Vice-Chairman of the Board, a Secretary and a Treasurer, and such Assistant Secretaries and Assistant Treasurers as may from time to time be appointed. All officers, except the Marketing Director, Assistant Secretaries and Assistant Treasurers, shall be elected and hold office for a term of one (1) year and until their successors are duly elected and qualified, or until removed as provided in Article V or until death or resignation. The Marketing Director shall serve at the will of the Board or for such fixed term as the Board shall provide. The resignation of any officer shall be effected by the filing of such resignation, in writing, in the office with the Chairman or the Secretary of the Corporation.

SECTION 2: The Marketing Director shall attend all director's meetings (but shall have no vote) and meetings of the members and perform such other duties as the Board of Directors shall from time to time authorize; be the general manager of the corporation; and shall perform all such other duties as are incident to the office.

SECTION 2: The Chairman shall preside at all membership meetings and all Board meetings.

SECTION 4: The Vice-Chairman shall preside at the membership meetings and Board meetings in the Chairman's absence.

SECTION 5: The Secretary shall issue notices of all meetings and shall attend and keep the minutes of the same; have charge of all corporate books, records, and papers; shall be custodian of the corporate seal; and shall perform all such other duties as are incident to the office.

SECTION 6: The Treasurer shall have custody of all money and securities of the corporation and shall give bond in such amount as the Board of Directors shall from time to time determine, with a corporation authorized to do a surety business in the State of Kansas as surety. The Treasurer shall keep regular books of account and submit them, together with all vouchers, receipts, records and other papers, to the Directors for their examination and approval as often as they may require; and shall perform all other duties as are incident to the

office. Nothing herein shall prevent the Treasurer from delegating the performance of the duties to such qualified staff personnel as may be hired by the corporation and, in such case, the performance of such delegated duties shall be under the general supervision of the Board.

## **ARTICLE VII**

### **Committees**

SECTION 1: Committees of Directors. The Board of Directors, by resolution adopted by a majority of the Directors in office, may designate one (1) or more committees, each of which shall consist of two (2) or more Directors, which committees, to the extent provided in said resolution, shall have and exercise the authority of the Board of Directors in the management of the corporation; but the designation of such committees and the delegation thereto of authority shall not operate to relieve the Board of Directors, or any individual Director, of any responsibility imposed upon it or by him by law.

SECTION 2: Other Committees. Other committees not having and exercising the authority of the Board of Directors in the management of the corporation may be designated by a resolution adopted by a majority of the Directors present at a meeting at which a quorum is present. Except as otherwise provided in such resolution, members of each such committee shall be members of the corporation, and the Marketing Director of the corporation shall appoint the members thereof. Any members thereof may be removed by the person or persons authorized to appoint such member whenever in their judgment the best interests of the corporation shall be served by such removal.

SECTION III: Term of Office. Each member of a committee shall continue as such until the next annual meeting of the members of the corporation and until his successor is appointed, unless the committee shall be sooner terminated, or unless such member be removed from such committee, or unless such member shall cease to qualify as a member thereof.

SECTION 4: Chairman. One (1) member of each committee shall be appointed chairman.

SECTION 5: Vacancies. Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointment.

SECTION 6: Quorum. Unless otherwise provided in the resolution of the Board of Directors designated a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

SECTION 7: Rules. Each committee may adopt rules for its own government not inconsistent with these By-laws or with rules adopted by the Board of Directors.

## **ARTICLE VIII**

### **Execution of Instruments**

SECTION 1: Any and all bills of exchange, acceptances, bills of sale, endorsements, assignments of chattel mortgages or conditional sales contracts, and contracts, agreements or other instruments necessary to be executed in the usual course of business of the corporation may and shall be executed by Marketing Director and/or Treasurer officers of the corporation and by such other persons as may be designated, in writing, by the Marketing Director of the corporation.

SECTION 2: Any checks, drafts, bonds, notes or other obligations or evidences of indebtedness of the corporation; and also all deeds, mortgages, indentures, leases, stock powers or other instruments of transfer, contracts, agreements, dividends and other orders, powers of attorney, waivers, consents, returns, reports and any other instrument necessary to be executed by or for the corporation but not in the usual course of business, shall be executed, verified, acknowledged and delivered by the Marketing Director and shall be attested by the Treasurer of the corporation, or by such officers, agents or employees of the corporation, or any of them, in such manner as from time to time may be determined by the Board of Directors.

## **ARTICLE IX**

### **Finance**

SECTION 1: The funds of the corporation shall be deposited in such bank or trust company as the Directors shall designate, and shall be withdrawn only upon the check or order of one of the officers of the corporation or such other persons as may from time to time be designated by the Board of Directors.

## **ARTICLE X**

### **Corporate Seal**

SECTION 1: The corporation may have a seal which shall have inscribed thereon the name of the corporation and the words "Corporate Seal, Kansas". The use of the seal shall not be a requirement for any document to be binding upon the corporation.

## **ARTICLE XI**

### **Fiscal Year**

SECTION 1: The fiscal year of the corporation shall end on the 31<sup>st</sup> day of December.

## **ARTICLE XII**

### **Amendments**

SECTION 1: The Board of Directors shall have the power to adopt, amend, alter or repeal By-laws not inconsistent with the Constitution or laws of the United States or of the State of Kansas and of the Articles of Incorporation, for the management of the corporation's property, the regulation and government of its affairs, and all things incidental thereto.