

**Oberlin City Council meeting**  
**5:00 pm**  
**June 21, 2018**



**AGENDA**  
**CITY COUNCIL MEETING**  
Gateway 1 & 2 – Oberlin, Kansas  
June 21, 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\_\_\_\_\_

**ADMINISTRATORS REPORT**

1. Next Council Meeting July 5, 2018
2. Energy Study Update
3. Pool Update
4. Marks Street Update
5. Hail Storm Update
6. Bids out for Street Work
7. Lagoon
8. CDBG Water Main
9. CVB Update

**OLD BUSINESS**

1. EDC Discussion

**NEW BUSINESS**

1. Cropland Lease Discussion
2. Personnel Policy

**EXECUTIVE Sessions**

#1 Executive Session on matters deemed privileged in attorney-client relationship.  
#2 Executive Session on matters deemed privileged in attorney-client relationship.

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

- Mayors Report
- Public Works Department
- Treasurers Report
  - May 2018 Cash Flow Statement Available for Discussion
- Other Reports

**ADJOURNMENT**

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

## **REGULAR COUNCIL MEETING –June 7, 2017 - GATEWAY- 5:00 p.m.**

**CALL TO ORDER** – Mayor Ladd Wendelin called the meeting to order at 5:10 pm and the Pledge of Allegiance to the Flag was recited.

**Roll Call of the Members of the City Council** – Brandon Oien, Deb Lohofener, Jim Garner, Scott Gawith and Jim Marchello. Majority of the Body Present.

**Others Present:** City Attorney Steve Hirsch, City Administrator Halley Roberson, City Foreman David Sporn, Police Chief Brad Burmaster, Treasurer Steve Zodrow, Faith Meitl with the Oberlin Herald, Chris Miller with Miller & Associates, Francy Miller & friend, Brice Meitl, Marilyn Black, Troy Haas, Heather McDougal, Ruth & Jim Miesner, Jay Anderson, Intern Kenneth McBride and City Clerk Sandy Rush.

### **CONSENT AGENDA**

Approval of minutes – for May 24, 2018 regular Council meeting.

Appropriation Ordinance - Payment of Bills.

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

### **OLD BUSINESS**

CDBG Application and Engineering Agreements for Water Improvements – Chris Miller with Miller & Associates presented two agreements for the Replacement of Distribution Mains:

1. Engineering Service agreement for the Preliminary Water Distribution System Study at a lump sum fee of \$4,400. – Oien moved, second by Gawith to approve City Administrator signing the agreement.

**Motion carried.**

2. Scope of Services agreement for a fee of \$57,950 – Oien moved, second by Lohofener authorization for the engineer to proceed with the work, contingent upon the City's receipt of CDBG funds. **Motion carried.**

Mr. Miller also informed the council they had advertised for bids for the construction of the fourth wastewater treatment facility lagoon cell and bids would be opened in July.

### **NEW BUSINESS**

Approval of Ordinance #902 – City Attorney Hirsch presented a proposed ordinance to amend city code section 12-214 which allows golf carts, ATV's, etc. to be operated on city streets provided they meet certain qualifications. Ordinance #902 requires proof of sales tax and property tax paid before being issued a permit. Oien moved, second by Lohofener to approve Ordinance No. 902. **Motion carried.**

Legion Fireworks Request – Jim Miesner with the American Legion asks for continued support from the council of the fireworks. The Legion has elected to sponsor the fireworks and system due to the new laws required. Mr. Miesner said Todd & Quinton Cook will be in charge of conducting the show, which will be much safer and better. Gawith moved, second by Oien to approve the budgeted \$500 for the fireworks. **Motion carried.**

Bargain Box – Francy Miller with the Bargain Box explained they were in need of a larger facility and appealed to the council for guidance, suggestions, and perhaps city support in keeping the Bargain Box “alive” for the betterment of the community. She said the Bargain Box had generated an average of \$15,000 plus per year back in to the community and Decatur County.

EDC Brainstorm – City Administrator Roberson led a discussion to find out what the council would like to see from the Oberlin-Decatur County Economic Development Commission (EDC). Marchello said he wanted to be sure the money budgeted to the EDC is effective for Oberlin taxpayers. Also discussed was accountability, transparency, reports, performance measures and a clear vision of what the overall goals should be between the city, county and community. Lohofener wanted the public to be aware of all the things EDC has done for the community. Roberson

said she will be holding open discussions with the public for opinions and input.

### **EXECUTIVE SESSION**

#1 Mayor Wendelin called for a 5-minute Executive Session to discuss matters deemed privileged in attorney-client relationship pursuant to the exception, K.S.A. 75-4319(b) (2). To include mayor, administrator, city attorney, council, Treasurer Steve Zodrow and City Clerk Sandy Rush starting at 5:40 p.m. Lohofener moved, second by Gawith. **Motion carried.** Resumed at 5:45 p.m. with no action being taken.

#2 Mayor Wendelin called for a 10-minute Executive Session to discuss matters relating to personnel matters of nonelected personnel pursuant to the exception, K.S.A. 75-4319(b) (1). To include mayor, administrator, city attorney, council, Foreman David Sporn and City Clerk Sandy Rush starting at 5:50 p.m. Oien moved, second by Lohofener. **Motion carried.** Resumed at 6:00 p.m. with no action being taken.

### **REPORTS**

#### Administrators Report – Roberson reported

- Next council meeting will be June 21, 2018.
- A request to close Garfield Street during baseball games was made. The city already puts up barricades, but will put up more to keep traffic away from children and spectators during summer games.
- Discussed reducing the speed to 15 mph on Marks Ave in front of the park and pool to ensure kids' safety during the summer. Hirsch stated an ordinance would not be needed at this time since Chief Burmaster has the flexibility to enforce it temporarily. The crew will install temporary signs with flags for a 90 day trial to give time for the council to decide if they'd like to make it an ordinance.

#### Public Works Report

- City Foreman report is attached.

#### Treasurers Report

- Sales Tax report is attached.

#### Police Report

- Police report is attached.

### **ADJOURNMENT**

At 6:55 PM Garner moved, second by Oien to adjourn. **Motion carried.**

---

**Sandy Rush, City Clerk**

---

**Ladd Wendelin, Mayor**

All Funds Cash Flow  
(Cash Basis)

Date: 5/31/2018  
FY remaining: 59%

Fund	Description	Type	2018 Beginning Cash Balance	2018 YTD Actual Revenue	2018 Budget Revenue	Percent of Budget Remaining	2018 YTD Actual Expenses	2018 Budget Expenses	Percent of Budget Remaining	Current Cash Balance
20	General	B	\$ 79,183	\$ 486,190	\$ 872,175	44.3%	\$ 368,149	\$ 945,885	61.1%	\$ 197,224
21	Police Special	N	\$ 34,123	\$ 37			\$ 1,528			\$ 32,632
22	Airport Project	N	\$ 26,507	\$ 11,585			\$ 7,000			\$ 31,092
23	Airport Operating	B	\$ 6,292	\$ 27,609	\$ 76,548	63.9%	\$ 24,178	\$ 81,718	70.4%	\$ 9,723
24	Cemetery & Parks	B	\$ 56,679	\$ 59,098	\$ 120,593	51.0%	\$ 53,912	\$ 125,742	57.1%	\$ 61,865
25	Playground Equipment	N	\$ 35,010	\$ 22,111			\$ 47,411			\$ 9,710
29	Consolidated Streets	B	\$ 163,249	\$ 29,605	\$ 307,741	90.4%	\$ 69,715	\$ 457,300	84.8%	\$ 123,139
31	Library	B	\$ 1,628	\$ 61,376	\$ 72,808	15.7%	\$ 61,320	\$ 73,003	16.0%	\$ 1,684
33	Hansen Community Grant	N	\$ -	\$ 36,800			\$ -			\$ 36,800
34	Risk Management	N	\$ 100,033	\$ -			\$ 500			\$ 99,533
36	Memorials	N	\$ 5,944	\$ 100			\$ -			\$ 6,044
37	Tourism	B	\$ -	\$ 23,900	\$ 25,000	4.4%	\$ 1,814	\$ 25,000	92.7%	\$ 22,086
42	Airport Memorials	N	\$ 1,385	\$ -			\$ -			\$ 1,385
43	Community Development	B	\$ 11,326	\$ -	\$ -	0.0%	\$ 11,326	\$ 11,326	0.0%	\$ -
44	Pool Operating	B	\$ 291,061	\$ 139,676	\$ 385,700	63.8%	\$ 48,048	\$ 398,980	88.0%	\$ 382,689
45	Pool Donations	N	\$ 8,081	\$ -			\$ -			\$ 8,081
46	Pool Equipment Reserve	N	\$ 125,000	\$ -			\$ -			\$ 125,000
47	Pool Debt Reserve	N	\$ 234,507	\$ -			\$ -			\$ 234,507
51	Multi Yr Capital Outlay	N	\$ 25,098	\$ 1,000			\$ 15,967			\$ 10,131
52	Equipment Fund	N	\$ -	\$ -			\$ -			\$ -
53	Gateway Civic Center	B	\$ 48,248	\$ 39,850	\$ 157,600	74.7%	\$ 76,978	\$ 166,703	53.8%	\$ 11,120
54	Gateway Donation	N	\$ 77,276	\$ 88			\$ -			\$ 77,364
55	Gateway Advance Receipts	N	\$ 1,000	\$ 24,787			\$ 24,737			\$ 1,050
56	Gateway Events	B	\$ -	\$ 46,756			\$ 43,783			\$ 2,973
60 & 61	Payroll Agency Funds	N	\$ 10,443	\$ 13,665			\$ 23,539			\$ 569
65	Insurance Proceeds Trust	N	\$ 6,807	\$ -			\$ -			\$ 6,807
69	Refuse Collection	B	\$ 13,922	\$ 72,051	\$ 170,000	57.6%	\$ 71,384	\$ 170,000	58.0%	\$ 14,589
70	Electric Utility	B	\$ 632,147	\$ 1,008,201	\$ 2,440,150	58.7%	\$ 728,905	\$ 2,269,001	67.9%	\$ 911,443
71	Electric Reserve	N	\$ 951,245	\$ -			\$ -			\$ 951,245
72-74 & 98	Customer Agency Accounts	N	\$ 73,102	\$ 13,039			\$ 5,722			\$ 80,419
80	Sewer Utility	B	\$ 136,398	\$ 126,381	\$ 322,692	60.8%	\$ 106,367	\$ 361,876	70.6%	\$ 156,412
81	Sewer Reserve	N	\$ 973,602	\$ -			\$ -			\$ 973,602
82	Sewer Project	N	\$ -	\$ -			\$ 27,944			\$ (27,944)
90	Water Utility	B	\$ 806,917	\$ 257,083	\$ 818,500	68.6%	\$ 186,120	\$ 919,511	79.8%	\$ 877,880
91	Water Reserve	N	\$ 578,579	\$ -			\$ -			\$ 578,579
			<b>\$ 5,514,792</b>	<b>\$ 2,500,988</b>	<b>\$ 5,769,507</b>		<b>\$ 2,006,347</b>	<b>\$ 6,006,045</b>		<b>\$ 6,009,433</b>

DEBT

Year		Description	Rate	Beginning Balance	Loan Proceeds	Principal Payments	Ending Balance	Interest Paid
Issued	Matures							
2004	2026	KDHE Water Pollution	2.770%	\$ 738,868	\$ -	\$ 38,846	\$ 700,022	\$ 10,233
2012	2052	GO Water System Impr	2.125%	\$ 989,280	\$ -	\$ -	\$ 989,280	\$ -
2014	2028	Pool Lease - PBC	0.5% - 3.9%	\$ 1,630,000	\$ -	\$ -	\$ 1,630,000	\$ 24,770
2015	2055	GO Water System Impr A	2.125%	\$ 5,080,198	\$ -	\$ -	\$ 5,080,198	\$ -
2015	2055	Go Water System Impr B	2.750%	\$ 631,539	\$ -	\$ -	\$ 631,539	\$ -
				<b>\$ 9,069,885</b>	<b>\$ -</b>	<b>\$ 38,846</b>	<b>\$ 9,031,039</b>	<b>\$ 35,003</b>

All Funds Cash Flow  
(Cash Basis)

Month: May 2018

Fund	Description	Type	Month Beginning Cash Balance	Monthly Revenue	Monthly Expenses	Month Ending Cash Balance
20	General	B	\$ 210,471	\$ 35,996	\$ 49,243	\$ 197,224
21	Police Special	N	\$ 32,624	\$ 8	\$ -	\$ 32,632
22	Airport Project	N	\$ 31,092	\$ -	\$ -	\$ 31,092
23	Airport Operating	B	\$ 8,726	\$ 3,527	\$ 2,530	\$ 9,723
24	Cemetery & Parks	B	\$ 74,519	\$ 1,423	\$ 14,077	\$ 61,865
25	Playground Equipment	N	\$ 57,121	\$ -	\$ 47,411	\$ 9,710
29	Consolidated Streets	B	\$ 140,167	\$ -	\$ 17,028	\$ 123,139
31	Library	B	\$ 2,152	\$ 4,321	\$ 4,789	\$ 1,684
33	Hansen Community Grant	N	\$ 36,800	\$ -	\$ -	\$ 36,800
34	Risk Management	N	\$ 99,533	\$ -	\$ -	\$ 99,533
36	Memorials	N	\$ 6,044	\$ -	\$ -	\$ 6,044
37	Tourism	B	\$ 23,845	\$ -	\$ 1,759	\$ 22,086
42	Airport Memorials	N	\$ 1,385	\$ -	\$ -	\$ 1,385
43	Community Development	B	\$ -	\$ -	\$ -	\$ -
44	Pool Operating	B	\$ 378,089	\$ 35,568	\$ 30,968	\$ 382,689
45	Pool Donations	N	\$ 8,081	\$ -	\$ -	\$ 8,081
46	Pool Equipment Reserve	N	\$ 125,000	\$ -	\$ -	\$ 125,000
47	Pool Debt Reserve	N	\$ 234,507	\$ -	\$ -	\$ 234,507
51	Multi Yr Capital Outlay	N	\$ 10,310	\$ -	\$ 179	\$ 10,131
52	Equipment Fund	N	\$ -	\$ -	\$ -	\$ -
53	Gateway Civic Center	B	\$ 15,156	\$ 7,316	\$ 11,352	\$ 11,120
54	Gateway Donation	N	\$ 77,344	\$ 20	\$ -	\$ 77,364
55	Gateway Advance Receipts	N	\$ 2,230	\$ 150	\$ 1,330	\$ 1,050
56	Gateway Events	B	\$ 2,972	\$ 1	\$ -	\$ 2,973
60 & 61	Payroll Agency Funds	N	\$ 10,069	\$ 819	\$ 10,319	\$ 569
65	Insurance Proceeds Trust	N	\$ 6,807	\$ -	\$ -	\$ 6,807
69	Refuse Collection	B	\$ 13,631	\$ 14,588	\$ 13,630	\$ 14,589
70	Electric Utility	B	\$ 857,573	\$ 164,792	\$ 110,922	\$ 911,443
71	Electric Reserve	N	\$ 951,245	\$ -	\$ -	\$ 951,245
72-74 & 98	Customer Agency Accounts	N	\$ 79,527	\$ 2,292	\$ 1,400	\$ 80,419
80	Sewer Utility	B	\$ 141,467	\$ 23,778	\$ 8,833	\$ 156,412
81	Sewer Reserve	N	\$ 973,602	\$ -	\$ -	\$ 973,602
82	Sewer Project	N	\$ (1,116)	\$ -	\$ 26,828	\$ (27,944)
90	Water Utility	B	\$ 851,891	\$ 53,574	\$ 27,585	\$ 877,880
91	Water Reserve	N	\$ 578,579	\$ -	\$ -	\$ 578,579
			<b>\$ 6,041,443</b>	<b>\$ 348,173</b>	<b>\$ 380,183</b>	<b>\$ 6,009,433</b>

DEBT

Year		Description	Rate	Month Beginning Balance	Monthly Loan Proceeds	Monthly Principal Payments	Month Ending Balance	Monthly Interest Paid
Issued	Matures							
2004	2026	KDHE Water Pollution	2.770%	\$ 700,022	\$ -	\$ -	\$ 700,022	\$ -
2012	2052	GO Water System Impr	2.125%	\$ 989,280	\$ -	\$ -	\$ 989,280	\$ -
2014	2028	Pool Lease - PBC	0.5% - 3.9%	\$ 1,630,000	\$ -	\$ -	\$ 1,630,000	\$ 24,770
2015	2055	GO Water System Impr A	2.125%	\$ 5,080,198	\$ -	\$ -	\$ 5,080,198	\$ -
2015	2055	Go Water System Impr B	2.750%	\$ 631,539	\$ -	\$ -	\$ 631,539	\$ -
				<b>\$ 9,031,039</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,031,039</b>	<b>\$ 24,770</b>