

**Oberlin City Council meeting**  
**5:00 pm**  
**September 6, 2018**



**AGENDA**  
**CITY COUNCIL MEETING**  
Gateway 1 & 2 – Oberlin, Kansas  
September 6, 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 \_\_\_\_\_ Lohoefer\_\_\_\_ 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 September 20, 2018
2. Pool Update
3. Playground Update
4. Lagoon Construction Meeting
5. Repairs on Hail Damage
6. Summer Intern Applications
7. Event Updates
8. Special Event Request

**OLD BUSINESS**

1. Energy Study Bids
2. Shop Building Bids

**New Business**

1. Appoint Administrator Roberson Voting Delegate & Mayor Wendelin as Alternate for the League of Kansas Municipalities (LKM)
2. Oberlin Sign Options
3. Zoning & Planning Updates – Steve Hirsch

**EXECUTIVE Sessions**

#1 Executive Session for non-elected personnel.

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

- Mayors Report
- Public Works Department – 9-4-18 Report Available for Discussion
- Treasurers Report
- Board Reports – EDC 8-13-18 Minutes and Weekly Updates Aug 20-24 and 27-31, 2018
- Other Reports

**ADJOURNMENT**

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

## **REGULAR COUNCIL MEETING – August 16, 2018 – GATEWAY – 5:00 P.M. - UNAPPROVED**

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

**Roll Call of the Members of the City Council** - Jim Garner, Deb Lohofener and Jim Marchello by phone. Majority of the Body Present.

**Absent:** Brandon Oien and Scott Gawith.

**Others Present** – City Attorney Steve Hirsch, City Administrator Halley Roberson, City Foreman David Sporn, City Treasurer Steve Zodrow, Airport Manager Brice Meitl, Dayna Mannebach with the Oberlin Herald, Justine Benoit with NWKPDC, Ruth Miesner, Marilyn Black, Kris Mathews & Harper Mathews at 5:30 pm, Police Chief Brad Burmaster at 5:40 pm and City Clerk Sandy Rush.

### **BOARD APPOINTMENTS**

**Library Board:** Lohofener moved, second by Garner to appoint Warren Bainter to replace Sharyn Bodfield to finish her term ending April 2019. **Motion carried.**

**Arts & Humanities:** Lohofener moved, second by Garner to reappoint Joanne Wendelin, term ending July 2021 and appoint Susan Nelson to replace Amanda Grafel, term ending July 2021. **Motion carried.**

**Planning & Zoning:** Lohofener moved, second by Marchello to reappoint Chris Koerperich and Glen Stragey, term ending August 2021. Appoint Nikki Sauvage to replace Chris Mastin, term ending August 2021. **Motion carried.**

### **CONSENT AGENDA**

Approval of minutes of August 2, 2018 regular council meeting and the approval of bills. Lohofener moved, second by Garner to approve the Consent Agenda. **Motion carried.**

**CDBG WATER MAIN PROJECT PUBLIC HEARING - 5:05 pm** - Garner moved, second by Lohofener to close the regular meeting and open the Public Hearing for the Community Development block Grant (CDBG) Water Main Project. **Motion carried.**

Justine Benoit with The Northwest Kansas Planning and Development Commission (NWKP&DC), Hill City, outlined the services they provide in the proposal that are necessary to administer a CDBG Grant for the Water Main Project as Administrative Consultant. She explained they had been working with Chris Miller with Miller & Associates and the cost of the project would be \$1,075,045. CDBG Funds would be \$600,000 and city share would be \$475,045 which Treasurer Steve Zodrow assured council the funds had been set aside. The grant would be awarded in January 2019.

Marchello moved, second by Lohofener to close the CDBG Hearing and open the regular meeting at 5:15 pm. **Motion carried.**

Lohofener moved, second by Garner to approve Resolution No. 708, certifying legal authority to apply for the 2019 Kansas Small Cities Community Development Block Grant Program from the Kansas Department of Commerce and authorizing the Mayor to sign and submit such an application. **Motion carried.** Marchello moved, second by Lohofener to approve Resolution No. 709, assuring the Kansas Department of Commerce that funds will be continually provided for the operation and maintenance of improvements to the Water Main System to be financed with Community Development Block Grant Funds. **Motion carried.** Marchello moved, second by Garner to approve engaging the services of NWKP&DC to act as Administrative Consultants for the City of Oberlin Water Main Improvements, contingent upon the City's receipt of CDBG funds, which will be awarded in January 2019. **Motion carried.** Mayor Wendelin asked if anyone in attendance had anything to say regarding the proposed project. No one came forward to speak. Marchello moved, second by Lohofener to close the regular meeting and open the Budget Hearing. **Motion carried.**

**2019 BUDGET PUBLIC HEARING – 5:20 pm** - Mayor Wendelin asked if there were any questions from the public regarding the budget and there were none. Councilman Marchello inquired if it was budgeted to add another employee to the payroll if they so choose. Treasurer Zodrow assured him it was.

Marchello moved, second by Lohofener to close the Budget Hearing and open the Regular meeting at 5:25 pm. **Motion carried.**

Lohofener moved, second by Garner to approve the proposed 2019 Budget as published. **Motion carried.**

**ADMINISTRATORS REPORT** - Administrator Roberson reported the next regular council meeting is scheduled for September 6, 2018. Roberson reported her and Zodrow along with Chris Miller had attended the required Kansas Interagency Advisory Committee (KAIC) meeting for the Board to review the city's CDBG application and plans for the Water Main Improvements Project. She informed them two requests for proposal's had been published for the Gateway; the roof and the air conditioning units that were damaged in the hail storm. Bids will be opened on August 23<sup>rd</sup> at 3:00 pm. Since it is necessary to get the roof repaired before anymore damages, she is authorized to approve it as an emergency unless the council should object. No objection was made. Artwork has been placed in the hallway of the Gateway from the Lunch Bunch group from a coloring day, attended by Mayor Wendelin.

## **NEW BUSINESS**

**Verizon Lease Options** – Treasurer Zodrow presented an analysis of three options American Tower had sent for Council to review to replace the June 24, 2011 Land Lease Agreement currently held. The current agreement pays monthly installments of \$460 with an increase of 15% every five years, contract ending in 2037. The tower is located in the northwest corner of the city's sewer property.

Option 1: Full Monetization with a lump cash payment of \$72,000 in exchange for a perpetual easement in lieu of rent.

Option 2: Installment Plan for 120 monthly payments of \$771 in exchange for a perpetual easement in lieu of rent.

Option 3: Lease Extension of five years beyond the current expiration date with a one-time signing bonus of \$25,000 with options to extend the lease for 6 additional five year terms with all current rental payments and escalations to remain in full force throughout the extended term.

Marchello asked if the city was being paid a fair market value for the rent and Hirsch said he had researched it and thought it was similar to like size towns. After a discussion, Marchello moved, second by Lohofener to continue with the current lease. **Motion carried.**

**EXECUTIVE SESSION:** Mayor called for a 5-minute Executive Session for Non-Elected Personnel to include mayor, city attorney, council and city clerk starting at 5:40 p.m. Lohofener moved, second by Garner. **Motion carried.** Resumed at 5:45 p.m. with no action being taken.

**Mayor Report** – Wendelin commented he and Halley would like to see the Oberlin sign located at the top of Penn rejuvenated and would like a formal presentation.

**Public Works Department** – Foreman report available for discussion.

**Treasurer Report** – July 2018 Cash Flow report available for discussion.

**Board Reports** – EDC Weekly Updates 7-9-18 to 8-3-18 and Strategic Planning

**Other Reports** – Marchello appreciated the report EDC had in the packet and Roberson said plans to get performance measures before January were in the works.

Lohofener moved, second by Garner to adjourn the meeting at 5:55 p.m. **Motion carried.**

2018 CITY VOTING DELEGATE REGISTRATION  
League of Kansas Municipalities

*Please print*

The Governing Body of the City of Oberlin

has elected: Name Halley Roberson

Title City Administrator

Address 1 Morgan Drive, Oberlin KS 67749

E-Mail Address hroberson@oberlinkansas.gov

to be (check one)

voting delegate

alternate voting delegate

to represent the city in the conduct and management of the affairs of the League of Kansas Municipalities at the 2018 Annual Conference.

Signed: \_\_\_\_\_  
City Clerk

Date: 9/6/18

2018 CITY VOTING DELEGATE REGISTRATION  
League of Kansas Municipalities

*Please print*

The Governing Body of the City of Oberlin

has elected: Name Ladd Wendelin

Title Mayor

Address 1 Morgan Drive, Oberlin Ks 67749

E-Mail Address lwendelin@oberlinkansas.gov

to be (check one)

voting delegate

alternate voting delegate

to represent the city in the conduct and management of the affairs of the League of Kansas Municipalities at the 2018 Annual Conference.

Signed: \_\_\_\_\_  
City Clerk

Date: 9/6/18

# Oberlin Concrete ReadyMix

Attn: Hailey

8/31/18

## Construction Bid Oberlin Sign on N. Penn. Ave.

### Work to be quoted on:

- OPTION 1: New Stone on Walls & Sign (leaving brick)
- Replacing walls with a new 8 inch X 40 ft. long X approximately 4 ft. high concrete walls (per side) and facing them with stone ( examples included). Also stripping and adding new stone around Oberlin Sign but leaving existing brick as a border, as well as the brick around light poles.
- OPTION 2: New Stone on Walls & Sign (removing all brick)
- Replacing walls with a new 8 inch X 40 Ft. long X approximately 4 ft. high concrete walls (per side) and facing them with stone (examples included). Also stripping and adding new stone around Oberlin Sign, removing ALL brick on entire area around sign, installing new stone around light poles.
- Total cost for option 1: \$33,900.00/Cost for option 2: \$39,950.00
- These costs are based on measurements take from existing sign, any variation from these measurements could affect the amount of these quotes. Also, these quotes were based on the City of Oberlin removing existing sign in place, with the exception of stone / and or brick around light poles and the Oberlin Sign above lower walls. This quote is valid until Dec. 31st 2018.
- The existing sign (pics included) seems to leaning outward, some of this issue is due to excessive moisture retained inside the walls. Therefore, during the construction of new walls, small weep holes will be installed in the bottom of structure to alleviate this problem. We would also be installing tie-back anchors in East & West walls to ensure structures have adequate support against any dirt inside structure.

# **Oberlin Concrete ReadyMix**

Please note that the actual (white) part of the Oberlin Sign will not change in appearance. The walls and face of structure will change in appearance, with the size of the sign staying the same as it was when constructed. Oberlin Concrete ReadyMix will not be responsible for any electrical issues that may arise during demolition, or construction. Any kind of rewiring or new lights will be at the City of Oberlins discretion.

We would like to thank you for allowing us to be a part of quoting your project. Please contact me if you have any questions regarding this bid.

Jacob Fortin / Wayne Hackney

Oberlin Concrete ReadyMix

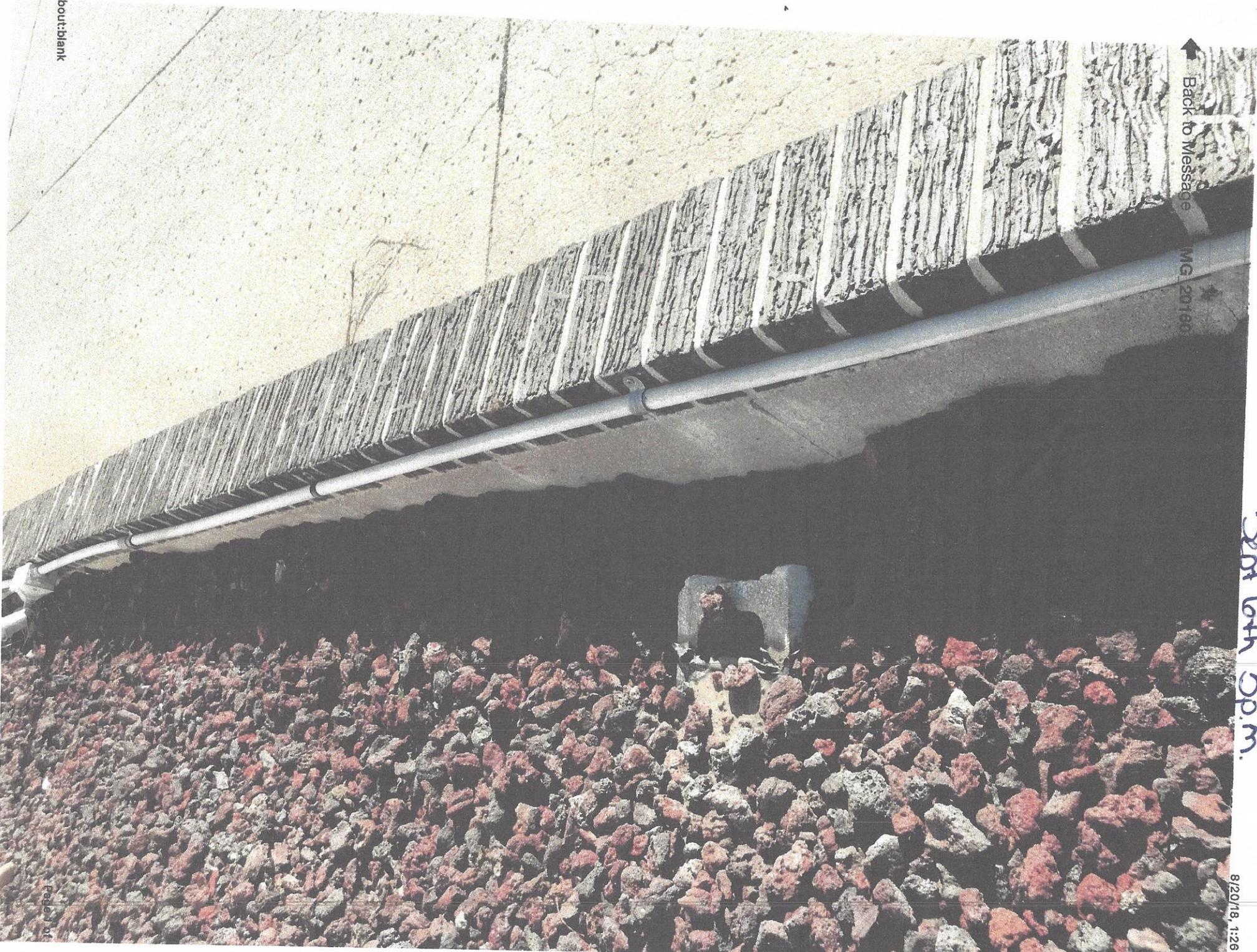
701 N. Penn Ave.

Oberlin, KS 67749

Ph #: 785-475-3733



OBERLIN



about:blank

Back to Message

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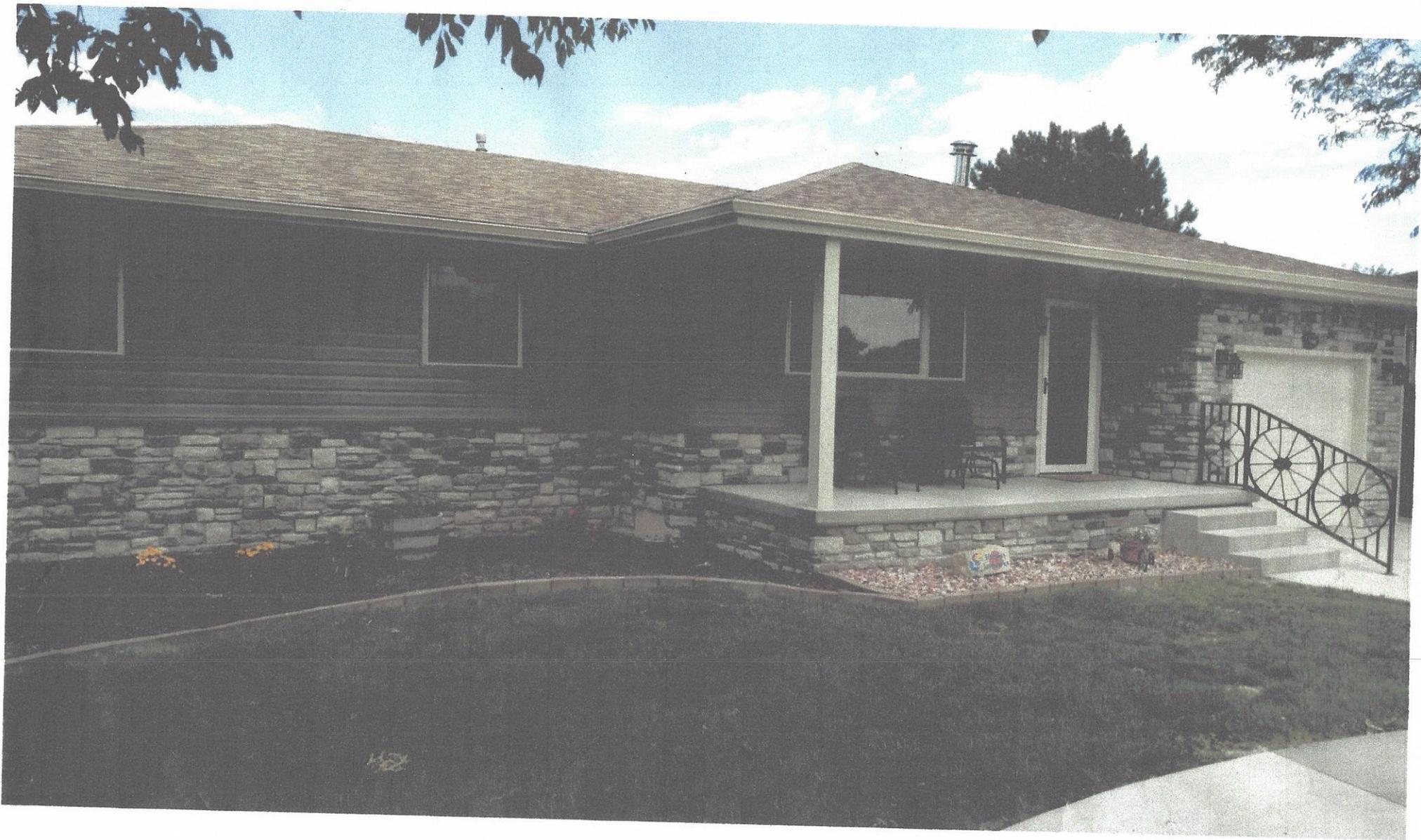
Sent 10th 5p.m.

8/20/18, 1:26 P

Page 1 of 1



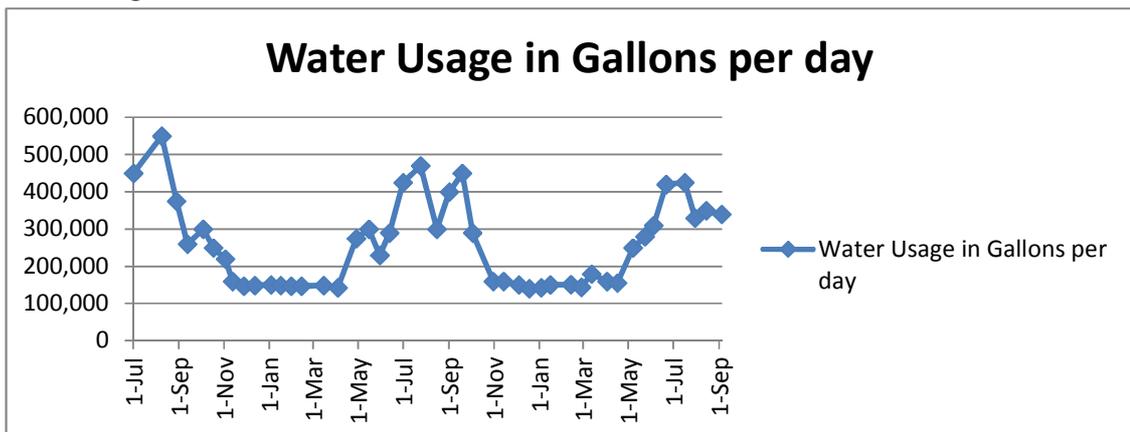




To: Mayor and Oberlin City Council

From: City Foreman David Sporn

1. The city park equipment project is underway. The old equipment has been removed and is currently stored at the farm property by the lagoons. We are ahead of schedule and will have the ground leveled and prepared for the arrival of the engineer on Sept 10th. We started early due to the high possibility of rain during this week.
2. The new backhoe should arrive in 2 to 3 weeks. When it does we will transfer the old one to the cemetery for primary usage with the expectation of usage from other departments. When the change has been made we will advertise and sell the small cemetery loader as previously discussed.
3. There is a higher possibility of greater amounts of snow this year due to the abnormal amounts of rain. I have been keeping this in close mind as we may be out moving a lot of snow several times more than in recent years and may be dealing with more utility outages . This will in turn wear on our equipment and our crew. All of our equipment will be prepped including the Power Plant for a possible snowy winter.
4. Water Usage:



As you can see by this graph, water usage is down as in comparison to the last 2 years because of rainfall. This will directly affect the Water Dept. budget.

Questions/Comments?

**Oberlin-Decatur County Economic Development  
Meeting Minutes  
August 13, 2018**

<b>Members Present</b>	Mark Starr, Chairman; Ken Badsky, Vice-Chairman; Danielle Wasson, Secretary; Jackie Neff, Treasurer; Matt Ostmeyer; John Sater
<b>Members Absent</b>	Lisa Votapka
<b>Guests Present</b>	Shayla Williby, EDC Marketing Director; Brad Marcuson, Decatur Co. Commissioner
<b>Call to Order</b>	Meeting called to order at 5:30 pm.
<b>Consent Agenda</b>	<p>Ken moved to approve items noted on the consent agenda; Matt seconded the motion. Motion carried by unanimous vote.</p> <p>Mark shared copies with the board of the due diligence he completed on Copperhead Contractors, who signed a three-month contract on the south office and paid for two months in advance. AT this point, they have not occupied the office. Mark asked Shayla to send a letter to let them now the contract would terminate after the third month.</p>
<b>Storm Damage Repair Updates</b>	<p>Mark had contact with the EDC's insurance adjuster. He informed Mark that the insurance coverage the EDC maintains on the BEE Building, bowling alley, movie theater, and dentist office is insufficient, and a \$10,000 deductible will be put in place for the facilities. The EDC's premium will go up over \$5,000/year. Mark spoke with Fredrickson's and asked for quotes, as the policy is up for renewal in September. Brad mentioned K-CAN as well, and said that Shayla could get more information from Nora Urban at the Clerk's office if she is interested. Shayla said should would contact Nora for more information.</p> <p>The adjuster did say that the repairs currently being completed will stay at the current deductible level of \$2,500.</p>
<b>EDC Goals &amp; Strategies</b>	Mark asked all members to review the attached proposed goals and strategies. He wants each member to evaluate each goal listed and get back to him in the next few days. He used a template which is utilized for the Community Health Needs Assessment, as the format would fit well with what the EDC plans to do.
<b>Bowling Alley Part-time Help</b>	Anne Harvey will work two to three nights a week at the bowling alley in place of Tasha. Mark anticipates that Anne will work more nights per week once school gets going. The question of amount of pay Tasha is to receive, while working less hours, was discussed. The board decided that this will be discussed during contract renewal with Tasha in December.
<b>NWKS Innovation Planning Seminar</b>	Mark reported to the board that he sat in on a teleconference with the NWKS Innovation Planning group out of Norton. This group offers other financing options that most banks would not consider. Mark is aware of a project they are funding in Goodland for phone app development in conjunction with the NWKS Technical College. The board should keep this in mind for future projects in Oberlin.
<b>EDC County Funding Mill Levy</b>	Shayla reported that \$4,600-5,600 are taken annually out of the 0.5 percent mill levy the county provides for economic development, to go to the Northwest Kansas Planning and Development Commission and Pioneer Country Development out of Hill City. She has spoken with Steve Zodrow; he said he would ask other communities if they pay type of fee as well.
<b>NWKPD Annual Fee Request</b>	Shayla received an email from Randy Hrabe, asking that the EDC pay an annual \$240 fee for their services. No board member ever remembers having to pay this fee before. The board opted at this time to not pay the fee.
<b>Theater Lock Box for Mail</b>	Mail that does to the street address for the movie theater sometimes gets "lost" in the mail; specifically noted was a bill for a movie that was received 8 months after it was due. Tasha has researched solutions, and a lock box on the outside of the movie theater for mail would cost about \$70. Ken moved to purchase and install the lock box for the movie theater; John seconded the motion. Motion carried by unanimous board approval. Mark said contact will be made with the post office concerning the lock box.

**Oberlin-Decatur County Economic Development  
Meeting Minutes  
August 13, 2018**

<b>Other Business</b>	<p>Shayla said she would like to have a Culligan water cooler placed in the BEE Building. Matt had provided a quote to her a couple of months ago. Ken moved to install the water cooler; Danielle seconded the motion. Motion passed by unanimous vote, with Matt abstaining from the discussion and vote.</p> <p>Matt asked Shayla whether his neighbor wanting to start a bakery has spoken with her. Shayla said that she had been in, she is interested in purchasing the old Coffee, Tea and Me store but they could not close for 4-6 months. The Addleman building was also discussed as an option. Shayla will continue the conversation with the potential borrower.</p> <p>The luncheon with Dr. Teel and his family on Friday the 10<sup>th</sup> went well. Dr. Teel told Shayla that Oberlin is at the top of his list of potential locations to settle on. The dentist building will be a good start for the practice, he however indicated that they would eventually like a larger location to be built. Shayla anticipates hearing from the Hansen Foundation on the grants she wrote in the very near future.</p>
<b>Adjournment</b>	<p>Jackie moved to adjourn the meeting; John seconded the motion. Motion passed by unanimous vote, with adjournment at 6:24 pm. The next meeting is scheduled for Monday, September 10<sup>th</sup> at 6:00 pm at the BEE Building.</p>

Respectfully Submitted,

Danielle Wasson  
Secretary

## **EDC Weekly Update Aug. 20-24 and Aug 27-31, 2018**

Re-sent information on housing, medical facilities, shopping and churches to a couple from Topeka who wish to move here. If they cannot find the type of home they want, they may choose to build one.

Met with city manager Halley Roberson and Talia Brown of Brown Promotionals, to choose and order items that can be used in welcome packets, for events in Oberlin. The items will be paid for with Convention and Visitor Bureau (CVB) funds. It is hoped they will arrive in time for the county's highway conference on September 5<sup>th</sup>.

Worked with Leta Meitl, a new tenant in the BEE, to make sure the building was ready for her state inspection. Passed with flying colors. She is opening on September 1<sup>st</sup> and will be open from 9-noon, giving demonstrations and having a gift sign-up.

Contacted multiple commercial insurance companies, shopping around for more affordable prices. We were with KCAMP at one time, but we do not fit the municipality bylaws/qualifications now as a non-profit corporation. If we were inter-local, we possibly would. I have asked Nora to see if there are any options available via county and KCAMP. Our premiums have jumped \$6,000 per year and the deductible has increased from \$2,500 to \$10,000. It may be possible to have the Tri-Plex through the county or a lease deed of the Golden Age. Options need explored.

Chamber monthly meeting-- to work out the details of the Up in Smoke cook-off and Sappa Fest, September 8th, followed the next week by the Highway 36 Treasure Hunt, September 14-16. Like many organizations, few volunteers exist to help with these annual events. Carrie Morford and Heather McDougal have indicated they will stay on through the end of the year. It is an awesome organization—but it needs new faces and volunteers if it is to continue. The events they put on are the above, plus the Christmas Light Parade, the annual craft fair after Thanksgiving, Santa visits, annual community garage sale, new business ribbon cuttings, coffee hours, business to business tour prior to the holidays, tailgate, downtown banners and I know I am forgetting some. Many, many people come into or call the office as the Chamber is a town's hub of information. I hope we do not lose it.

CVB monthly meeting—1,000 brochures were ordered for newcomers, events and to place at the travel shop in Goodland. The brochures were designed by Anita Hirsch. The upcoming events at the Gateway were discussed; the 2<sup>nd</sup> MMA fights and the Cattle Symposium. Those events are being organized by the Gateway committee. CVB may be asked to help with advertising costs.

We were notified that both of the submitted grants to the Hansen Foundation in Logan—not to be confused with our local Hansen Community Grants, were awarded. They were \$12,000 for the south parking lot at the Golden Age Center and \$27,000 for dental equipment. In almost any direction in our town and county, one can see the footprints of this wonderful organization. I am still old school and believe in thank you notes—so if any of you feel inclined, please drop them a line thanking them for all they have done to help better our community. The address is Dane G. Hansen Foundation, P.O. Box 187, Logan, Kansas 67646.

I viewed webinars sponsored by PRIDE on recruiting and retaining volunteers, and the Small Business Administration (SBA) on Surety Bonds. The latter I will have to re-watch when they get it posted. Too many distractions and a lot of information was presented.

Two of the five new air conditioners have been installed. The rest will be done hopefully late next week.

The RBEG reports are all completed and submitted, and it will be time to do it again soon. Thanks Jackie!!

Trying to find someone available to repair the speakers on the main street canopies prior to the Veteran's Day Parade in November.

Brent Stallman stopped in and has looked at the north windows. I could not get Chris to come in; he is just too busy right now. Brent is coming up with a plan for coping and I hope we can get it done before it rains much more. I am not groovin' on the mold it causes in my office or the sills in the foyer.

GROW and Hansen Community monthly meeting. One partial grant was awarded for \$15,000 to the Sappa TLC patio project, at the Oberlin golf course. There were no GROW grant applications this month. Please encourage groups and organizations to apply for these. The award limit is \$500 and there are several remaining to give before the end of 2018. If you know of someone, please have them give me a call or stop in if they need guidance on the process.

Researched into USDA funding that may assist the bargain box in their relocation plans. The women who run it are organized amazingly well, and have already completed many of the steps.

Assisted the Hoxie LTC to set up a tour of our local museum.

Received the updated Rural Opportunity Zones (ROZ) for our county. For those not familiar, the county matches \$1,500 to the states \$1,500 for a total of \$3,000 annually toward an individual's student loans and the program period is 5 years. We have approximately 17 using the program in Decatur County with some on the waiting list. The hospital and city can both take part in this program if they choose to. It is a nice incentive to get younger professionals into our rural Kansas counties. Most on the list at present reside and work in Oberlin proper.

Continued work with potential business owners and to document available lots; both for business and housing development.

Please feel free to stop in any time. I work for all of you and we are all in this together! 😊

Have a great Labor Day weekend.

45-47 hour week average

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28 12pm - Rotary	29	30	31	1
2 10am - Wurm	3	4 12pm - Rotary	5 9am - Regional	6 5pm - Council	7 12pm - Farr	8 10am - Farr
9 Farr Wedding	10	11 12pm - Rotary	12 Farm and Ranch 11:30am - CHS	13	14	15
16	17	18 12pm - Rotary	19 9am - Safety	20 9am - Police 5pm - Council	21	22
23	24	25 12pm - Rotary	26	27	28 12pm - Shields	29 10am - Shield
30 Shield Wedding	1	2 12pm - Rotary	3	4 7am - KRWA 5pm - Council	5	6 10am - Fortin