

**Oberlin City Council meeting
5:00 pm
November 1, 2018**



AGENDA
CITY COUNCIL MEETING
Gateway 1 & 2 – Oberlin, Kansas
November 1, 2018
5:00 PM

Meeting Called to Order – Acting Mayor Brandon Oien

ROLL CALL of the Members of the City Council and determination of quorum.

Oien____ Marchello _____ Lohofener____ Garner _____ Gawith _____

Absent: Mayor Ladd Wendelin

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 November 15, 2018
2. Lagoon Update
3. Gateway Roof
4. Airport Terminal Before & After Pictures

NEW BUSINESS

1. Chamber Bucks

EXECUTIVE Sessions

1. Executive Session for non-elected personnel.
2. Executive Session on matters deemed privileged in attorney-client relationship.

REPORTS OF OTHER OFFICERS, BOARDS AND COMMITTEES

- Mayors Report
- Public Works Department – 10-29-18 Foreman Report Available for Discussion
- Treasurers Report – Sales and Use Tax Available for Discussion
- Police Report
- Board Reports
 - Library October Minutes Available
- Other Reports

ADJOURNMENT

- Action – Motion to Adjourn
Motion_____ Second_____

REGULAR COUNCIL MEETING – October 18, 2018 – GATEWAY THEATER – 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 - Brandon Oien, Scott Gawith and Deb Lohofener. Majority of the Body Present.

Absent: Jim Marchello

Others Present – City Attorney Steve Hirsch, City Administrator Halley Roberson, City Foreman David Sporn, City Treasurer Steve Zodrow, Police Chief Brad Burmaster, Cynthia Haynes with the Oberlin Herald, Marilyn Black, Heather McDougal, Ruth Miesner, Brice Meitl and City Clerk Sandy Rush.

CONSENT AGENDA

Approval of minutes of October 18, 2018 regular council meeting and the approval of bills.

Motion by Gawith, seconded by Oien to approve the Consent Agenda. **Motion carried.**

ADMINISTRATORS REPORT

Next Council Meeting - November 1, 2018.

Event Update – MMA will be held Saturday, with weigh-in at the Legion on Friday.

Airport Update – The airport terminal remodeling will be completed as soon as the painting is finished.

Project Genesis – Oberlin is still in the running to get the data-processing company that needs a new home.

Farmers Market – Oberlin Farmers Market has been selected for a pilot project for the state's Supplemental Nutrition Assistance Program, the new name for Food Stamps, next year.

OLD BUSINESS

Energy Study Project – Roberson recommended Energy Solutions Professionals (ESP) over Control Technology & Solutions (CTS) to do an energy audit of the city's buildings and electrical system since ESP had done projects in Kansas and was familiar with the regulations here. Also ESP was very clear on the cost.

Motion by Oien, seconded by Gawith to approve ESP to do the energy audit for the city. **Motion carried.**

NEW BUSINESS

Park Ground Cover – Sporn reported the park needed more mulch to comply with government safety regulations and the second delivery of mulch was much darker and was wood chips instead of cedar chips. He asked for and received their approval to use the wood chips.

Christmas Decorations – Heather McDougal, Decatur County Area Chamber of Commerce co-president, expressed the Chamber's desire to apply for Hansen grants to replace the Christmas decorations lining both highways 83 and 36. With the help of Parks Supervisor, Jeremy Tally, they had decided on lighted snowflakes with LED bulbs to replace the wreaths.

Motion by Oien, seconded by Lohofener to approve the Chamber applying for grants with the crew's approval of the decorations purchased. **Motion carried.**

Highway Signs – Laurie Wasson presented a five-foot tall, metal plate with a cutout of a windmill and the word Oberlin running down its side. She told the council, her son had designed several motifs and she would like to ask the DCHS metalworking class to make the banners. She wished to apply for a Hansen grant for help with the purchase of approximately 55 of the banners to fill the poles on both highways. They would be put up when the Christmas decorations came down by the City crew and stored by the City also. Administrator Roberson agreed to seek permission with Kansas Department of Transportation for the banners.

Motion by Oien, seconded by Gawith to approve Ms. Wasson applying for a grant with the crew's approval of banners and brackets to be made. **Motion carried.**

REPORTS OF OTHER OFFICERS, BOARDS AND COMMITTEES

- Mayors Report – Wendelin reported he had received one application to fill the council vacancy left by Jim Garner so far and will be making a recommendation soon.
- Public Works Department
 - IES Project Update – Sporn presented a slide show of the improvements and excellent work done by IES this year.
 - Storage Building Update – Sporn reported he had looked for a used building to fit the needs of a shop for the city equipment and found none. After checking with one of the bidders, he was told a building could be installed at the budgeted amount, with less doors, windows and using the concrete. Council agreed for him to get new bids of \$60,000 or less for a building.
 - Report Available for Discussion
- Treasurers Report – Sep18 Cash Flow Statement Available for Discussion
- Police Report – Sep18 Report Available for Discussion
 - Police Chief Brad Burmaster reported Officer Randy Brink graduated from the police academy.
- Board Reports
 - Chamber – Aug18 Minutes & Oct18 Agenda
 - EDC – Sep18 Agenda, Minutes & Balance Sheet

Motion by Gawith, seconded by Oien to adjourn the meeting at 5:40 p.m. **Motion carried.**

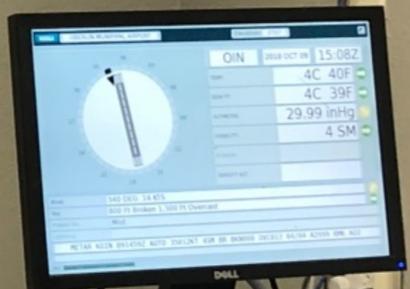
Sandy Rush, City Clerk

Ladd Wendelin, Mayor









VAISALA

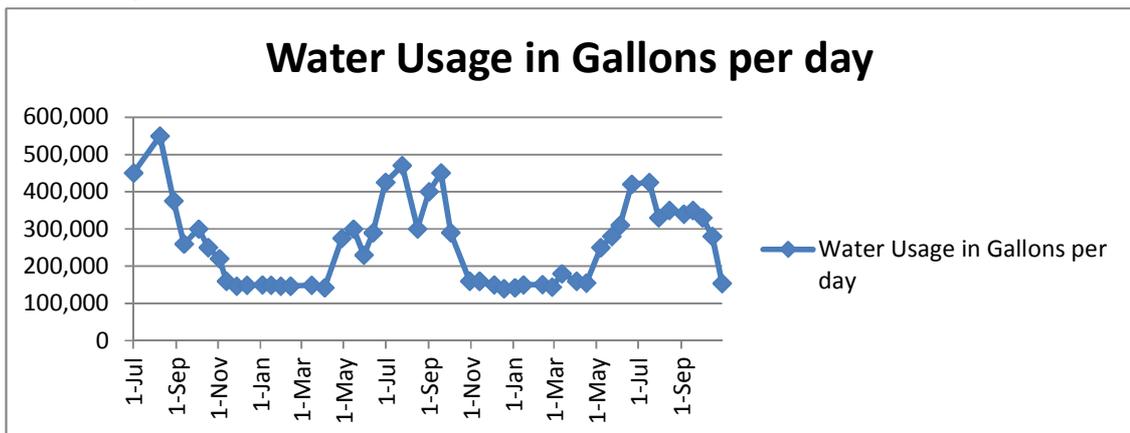




To: Mayor and Oberlin City Council

From: City Foreman David Sporn

1. City crews have been working on regular duties for this time of year:
 - street repairs
 - prepare for Christmas décor
 - sweeping up leaves
 - winterize sprinklers
 - replacing poles
 - setting end of the year goals
2. The street dept has also been preparing much of the dirt roads to be graveled. This is necessary for erosion and dust control.
3. The dirt portion of the lagoon project is set to begin this week. The fence has been removed and they will begin the process of the construction of the embankments.
4. I have been looking into options for written job descriptions for each entity within the City utility departments. I believe this would be beneficial for many reasons. As I learn more I will keep you posted.
5. Water Usage:



6. Permits;
 - a. Building permit, 408 N. Marks, Crystal Witt-Hayes, for an addition to their home

Questions/Comments?

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

Compensating Use Tax										Monthly
	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>Average</u>
Jan	2,162.10	1,928.89	2,392.53	2,707.47	2,002.94	3,155.46	2,012.71	2,408.53	3,492.17	2,085.63
Feb	1,586.04	1,701.94	5,510.95	3,844.13	2,456.52	3,716.75	3,359.24	2,609.32	2,651.06	2,753.88
Mar	1,378.28	3,196.88	2,972.13	3,127.11	2,849.19	2,784.87	1,864.45	690.91	2,424.20	2,095.98
Apr	1,443.17	2,815.25	1,883.10	2,305.04	2,343.70	1,887.34	1,734.48	2,937.15	2,348.93	1,927.69
May	1,688.05	2,114.40	2,312.55	3,272.42	3,699.88	4,053.90	2,818.76	2,781.28	2,734.02	2,526.80
Jun	1,689.68	1,985.61	2,219.02	3,086.82	2,950.93	3,022.07	2,154.28	2,438.86	2,256.97	2,171.92
Jul	1,627.12	1,622.84	810.36	1,716.47	5,424.82	2,431.50	2,952.70	2,086.98	3,106.39	2,074.75
Aug	1,745.17	2,338.23	1,223.59	3,036.72	10,391.85	2,628.84	1,969.53	3,548.13	2,873.95	2,986.90
Sep	1,032.55	1,657.63	3,235.03	2,034.62	2,222.39	2,468.43	3,753.76	1,644.49	4,095.12	2,005.43
Oct	1,633.45	3,086.81	4,550.85	2,484.72	2,652.33	2,024.88	2,107.17	3,145.15	3,155.83	2,409.48
Nov	1,788.18	5,262.71	3,121.62	2,739.65	3,781.95	3,056.61	2,960.89	3,120.74		3,229.04
Dec	1,929.73	4,283.98	2,338.04	2,772.63	2,068.52	3,461.62	3,257.06	2,033.23		2,768.10
	<u>19,703.52</u>	<u>31,995.17</u>	<u>32,569.77</u>	<u>33,127.80</u>	<u>42,845.02</u>	<u>34,692.27</u>	<u>30,945.03</u>	<u>29,444.77</u>	<u>29,138.64</u>	

Total Compensating Use Tax Received 284,461.99
Overall Monthly Average 106 Months 2,683.60

Sales Tax										Monthly
	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>Average</u>
Jan	6,898.40	8,056.73	7,895.44	9,705.66	8,715.07	8,802.89	7,449.68	7,728.77	7,204.60	7,250.29
Feb	8,853.85	7,563.12	9,806.50	8,910.41	8,026.28	10,467.31	10,852.16	7,425.74	7,777.25	7,989.49
Mar	8,175.61	8,025.64	9,039.17	9,740.19	9,921.30	8,586.58	10,654.30	8,135.63	8,873.91	8,030.94
Apr	5,566.57	7,868.51	7,334.29	7,052.35	8,248.39	8,043.10	6,099.57	8,101.92	7,370.69	6,479.41
May	8,428.02	7,849.85	7,747.17	8,925.45	16,125.51	8,313.16	9,017.49	7,528.82	8,099.84	8,215.05
Jun	7,031.11	7,338.35	8,742.74	8,371.29	9,444.98	10,594.33	6,453.21	7,325.01	7,085.21	7,255.67
Jul	6,221.77	6,740.09	8,168.76	9,177.94	9,552.90	7,783.04	8,286.20	9,574.70	8,266.62	7,278.38
Aug	9,208.47	9,027.57	9,165.68	9,269.31	9,578.27	9,385.60	8,742.22	9,643.26	9,970.76	8,224.49
Sep	7,143.11	8,258.66	8,582.63	8,742.66	12,166.72	8,729.10	7,535.60	7,276.80	9,916.53	7,603.92
Oct	7,194.20	9,120.12	9,241.01	9,468.34	10,086.17	9,475.65	9,912.94	8,949.90	10,814.89	8,160.93
Nov	8,309.46	8,763.37	7,867.79	9,035.33	12,054.47	9,953.30	8,225.62	8,548.72		9,094.76
Dec	7,330.68	8,064.92	7,383.97	9,046.04	8,402.04	8,144.67	9,498.09	7,446.89		8,164.66
	<u>90,361.25</u>	<u>96,676.93</u>	<u>100,975.15</u>	<u>107,444.97</u>	<u>122,322.10</u>	<u>108,278.73</u>	<u>102,727.08</u>	<u>97,686.16</u>	<u>85,380.30</u>	

Total Sales Tax Received 911,852.67
Overall Monthly Average 106 Months 8,602.38

Combined Total Compensating Use and Sale Tax										Monthly
	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>Average</u>
Jan	9,060.50	9,985.62	10,287.97	12,413.13	10,718.01	11,958.35	9,462.39	10,137.30	10,696.77	9,335.92
Feb	10,439.89	9,265.06	15,317.45	12,754.54	10,482.80	14,184.06	14,211.40	10,035.06	10,428.31	10,743.36
Mar	9,553.89	11,222.52	12,011.30	12,867.30	12,770.49	11,371.45	12,518.75	8,826.54	11,298.11	10,126.92
Apr	7,009.74	10,683.76	9,217.39	9,357.39	10,592.09	9,930.44	7,834.05	11,039.07	9,719.62	8,407.10
May	10,116.07	9,964.25	10,059.72	12,197.87	19,825.39	12,367.06	11,836.25	10,310.10	10,833.86	10,741.86
Jun	8,720.79	9,323.96	10,961.76	11,458.11	12,395.91	13,616.40	8,607.49	9,763.87	9,342.18	9,427.59
Jul	7,848.89	8,362.93	8,979.12	10,894.41	14,977.72	10,214.54	11,238.90	11,661.68	11,373.01	9,353.13
Aug	10,953.64	11,365.80	10,389.27	12,306.03	19,970.12	12,014.44	10,711.75	13,191.39	12,844.71	11,211.38
Sep	8,175.66	9,916.29	11,817.66	10,777.28	14,389.11	11,197.53	11,289.36	8,921.29	14,011.65	9,609.35
Oct	8,827.65	12,206.93	13,791.86	11,953.06	12,738.50	11,500.53	12,020.11	12,095.05	13,970.72	10,570.41
Nov	10,097.64	14,026.08	10,989.41	11,774.98	15,836.42	13,009.91	11,186.51	11,669.46	-	12,323.80
Dec	9,260.41	12,348.90	9,722.01	11,818.67	10,470.56	11,606.29	12,755.15	9,480.12	-	10,932.76
	<u>110,064.77</u>	<u>128,672.10</u>	<u>133,544.92</u>	<u>140,572.77</u>	<u>165,167.12</u>	<u>142,971.00</u>	<u>133,672.11</u>	<u>127,130.93</u>	<u>114,518.94</u>	

Total Combined Compensating Use and Sales Tax Received 1,196,314.66
Overall Monthly Average 106 Months 11,285.99

2018 Board Meeting Notes for Month of October

Attending:

Jim Wasson Vicky Ray Warren Bainter Ronda Schroer
 Linda Dixon Matt Barnes Lisa Votapka

Minutes from previous month approval:

Motioned by: Jim

Seconded by: Warren

Passed or Opposed: Passed

Financial Statement Approval:

Motioned by: Vicky

Seconded by: Linda

Passed or Opposed: Passed

Donations:

- **\$17.86 from FoOLs for basement items**
- **\$102.81 from FoOLs for After School Program**

Personnel:

- **Nothing new to report**

Facility and Maintenance:

- **Tim Bowen changed light bulbs upstairs and said 3rd and 4th lights from the desk on north side need new ballasts and the one in the skylight needs a tombstone.**

Vicky made a motion and it was seconded by Jim that the lights should be replaced and Chris Wilson should do the work.

Financials:

- **Sherry has finished the billing and checks are ready to be signed.**

Miscellaneous:

- **Lisa Votapka would like to visit with the Board.**

Lisa is trying to get a grant for Bike Share program. She said there could be 2 one-speed bikes available for use at the library and 1 at each motel. There would also be a bike stand at the museum and the bikes would be stored at the museum during the winter. There would be a limit on hours of use (3 hrs) and kids under 12 would need an adult with them. Bike helmets would be kept inside the library. The bikes could be returned at any of the places that are making them available. They would be brightly colored and would have labels on to identify them as Bike Share bikes. She said she would also like them to have baskets on for carrying items. The Pheasants Forever group would like to fix up the trails in Sappa Park. And Rails to Trails, a federal program in which trails are made where railroad tracks have been removed, is a possibility in the future. Lisa requested a letter from the Library Board to use for the grant. The board agreed and Matt agreed to write it and send it to Lisa.

- **We will be closing at 1pm the day before Thanksgiving and will be closed Thanksgiving day.**
- **We would like to purchase a vacuum cleaner for the basement, so we won't have to carry the one we have up and down the stairs.**

Jim made a motion to get a good one from R & M but to keep it under \$500.00. Linda seconded the motion.

Not on the Agenda:

Jim asked when the camera would be installed in the basement. Ronda informed everyone that Dave Fischer would install it at the beginning of November.

Vicky recommended that the library should be on the Business to Business Tour to show all the changes we have made. Ronda will call to have the library put on the list.

Jim motioned for Adjournment and Warren seconded. Meeting was adjourned.

Next meeting is November 26th