

**Oberlin City Council meeting**  
**5:00 pm**  
**May 16, 2019**



**AGENDA**  
**CITY COUNCIL MEETING**  
Gateway 1 & 2 – Oberlin, Kansas  
May 16, 2019  
5:00 PM

**Meeting Called to Order** – Mayor Ladd Wendelin

**ROLL CALL** of the Members of the City Council and determination of a quorum.  
Oien\_\_\_\_ Marchello \_\_\_\_\_ Lohofener\_\_\_\_ Gawith \_\_\_\_ McHugh \_\_\_\_\_

**PLEDGE OF ALLEGIANCE to the Flag**

**PUBLIC COMMENT**

**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 June 6, 2019
2. Electric Purchasing
3. Pool Update
4. Election Reminder
5. BOZA Blue Ridge Petroleum

**NEW BUSINESS**

1. Pay Request No. 4 BSB Construction 95,071.09 for consideration.
2. Pay Request No. 5 (final) BSB Construction \$126,619.18 and Certificate of Substantial Completion for consideration.
3. Land Lease

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

- Mayors Report
- Public Works Department – Foreman Sporn 5-13-19 Report
- Treasurers Report –Report
- Police Report – Chief Burmaster Police April 2019 Report
- Board Reports –  
    **Chamber** April 2019 Minutes and May 2019 Agenda,  
    **EDC** 3-18-19 Minutes, **EDC** 4-15-19 Minutes, April 2019 Financials
- Other Reports

**EXECUTIVE SESSION**

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

**ADJOURNMENT**

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

## **REGULAR COUNCIL MEETING –May 2, 2019 - GATEWAY- 5:00 p.m.**

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

**Roll Call of the Members of the City Council** – Brandon Oien, Deb Lohofener, Kristin McHugh. Majority of the Body Present.

Absent: Jim Marchello and Scott Gawith

**Others Present:** City Attorney Steve Hirsch, City Administrator Halley Roberson, City Foreman David Sporn, Treasurer Steve Zodrow, Cynthia Haynes with the Oberlin Herald, Marilyn Black, Troy Haas, Garrett, and Heather McDougal, Josh Williby, Police Chief Brad Burmaster at 5:15, and City Clerk Sandy Rush.

### **CONSENT AGENDA**

Approval of minutes – for April 18, 2019, regular Council meeting.

Appropriation Ordinance - Payment of Bills.

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

### **ADMINISTRATORS REPORT**

1. Next Council Meeting May 16, 2019
2. Treasurer Zodrow and Administrator Roberson attended the Kansas Municipal Energy Agency workshop. She said the information would help them understand the city's options when the city's energy contracts are up for renewal.
3. The land lease will be up for renewal on nine acres of property owned by the city located on U.S. 36, east of town at the end of May. Administrator Roberson told the council if they wanted to sell it, it would need to be put up for bid. The council decided to put it on the next agenda for discussion.
4. The Kansas Department of Commerce has issued the release of funds for the CDBG waterline improvement project.
5. Airport Project – Roberson presented the changes to the layout of the proposed apron and taxiway as suggested by the FAA.
6. Infrastructure Report – Roberson presented a list of the city's infrastructure needs, accomplishments, and goals from all departments to prepare for the future and prep for 2020 Budget.

### **NEW BUSINESS**

**Fiber Internet Committee** – Request for Fiber Internet Committee and possible Board Appointments of Halley Roberson, Cynthia Hadley, Diane Zodrow, Heather McDougal, Tyler McHugh, and Jude Walinder Oien moved, second by Lohofener to approve. **Motion carried.**

### **OLD BUSINESS**

**Hybrid Street Rehab** – Foreman David Sporn gave a presentation on the street rehab plan of the test strip on Grand Ave. Oien asked what the cost would be to replace the entire street. Sporn said the bid the city received from McCormick Excavation was approximately \$163,000 with curb replacement as needed using asphalt. After a discussion, Oien moved, second by Lohofener to approve no more than \$45,000 for equipment and four laborers to be hired for this year's project, to be reevaluated at the end of the project. **Motion carried.**

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

- Mayors Report – Mayor Wendelin reported for \$200 the city could purchase LED lights for the OBERLIN sign at the top of Penn Avenue. Also, he had submitted his resignation at the school but would be staying on as Mayor.
- Public Works Department –4-30-19 Report
- Treasurers Report – Sales and Use Tax History Report
- Chamber Report – 4-10-19 Minutes
- Other Reports – May 2019 Gateway Calendar EDC Report – 4-15-19 Agenda

## **ADJOURNMENT**

At 6:30 PM Lohofener moved, second by McHugh to adjourn. **Motion carried.**

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**Sandy Rush, City Clerk**

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**Ladd Wendelin, Mayor**

**APPLICATION FOR PAYMENT**

**PROJECT:** OBERLIN WASTE WATER TREATMENT FACILITY IMPROVEMENTS

**ENGINEER:** Miller & Associates, Consulting Engineers, P.C.

**ENGINEER'S PROJECT NO.** 246-D1-006

**TO: (OWNER)** CITY OF OBERLIN

**CONTRACTOR:** BSB Construction, Inc.

**CONTRACT FOR:** Wastewater Treatment Facility Improvements

**APPLICATION DATE:** 004/19/19

**APPLICATION NO.:** 4

**FOR WORK ACCOMPLISHED THROUGH THE DATE OF:** April 19, 2019

**ATTN:**

**CHANGE ORDER SUMMARY:**

Application is made for payment, as shown below in connection with the Contract.

Continuation sheets are attached.

Change orders approved in previous month by Owner.

The present status of the account is as follows:

CO #	DATE	ADDITIONS	DEDUCTIONS
1	12/14/16	\$2,160.00	
2			
3			
4			
5			
<b>TOTAL</b>		2,160.00	0.00
<b>NET CHANGE</b>		2,160.00	

ORIGINAL CONTRACT PRICE.....	\$	703,274.00
Net Change by Change Orders & Written Amendments	\$	2,160.00
CURRENT CONTRACT PRICE.....	\$	705,434.00
TOTAL COMPLETED & STORED TO DATE.....	\$	643,127.58
LESS RETAINAGE : 10% .....	\$	(64,312.76)
TOTAL COMPLETED & STORED TO DATE LESS RETAINAGE	\$	578,814.82
LESS PREVIOUS APPLICATION FOR PAYMENT-----	\$	483,743.73
AMOUNT DUE THIS APPLICATION.....	\$	95,071.09

The undersigned CONTRACTOR certifies that: (1) all previous progress payments received from Owner on account of Work done under the Contract referred to above have been applied to discharge CONTRACTOR'S legitimate obligations incurred in connection with Work covered by prior Applications for Payment numbered \_\_\_\_\_, inclusive; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to OWNER at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to OWNER indemnifying OWNER against any such Lien, security interest or encumbrance); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and not defective.

The undersigned certifies that the work has been carefully inspected and to the best of their knowledge and belief, the quantities shown in this estimate are correct and the work has been performed in accordance with the contract.

**ENGINEER: MILLER & ASSOCIATES**

By: *Dark BL*

<input checked="" type="checkbox"/>	Owner
<input type="checkbox"/>	Contractor
<input type="checkbox"/>	Engineer
<input type="checkbox"/>	RDE

**OWNER: City of Oberlin**

BY: \_\_\_\_\_

**CONTRACTOR: BSB Construction, Inc.**

By: *[Signature]*

Date: 4/19/2019

Attested by: *[Signature]*

Date: 4/19/19

APPLICATION AND CERTIFICATE FOR PAYMENT-CONTINUATION SHEET

APPLICATION NUMBER: 4

APPLICATION DATE: 19-Apr-19

FOR WORK ACCOMPLISHED THROUGH : 19-Apr-19

ENGINEER'S PROJECT #: 246-D1-006

ITEM NO.	DESCRIPTION OF WORK	ESTIMATED QUANTITY	UNIT	UNIT PRICE	QUANTITY COMPLETED TO DATE	TOTAL COMPLETED	STORED TO DATE	TOTAL COMPLETED AND STORED TO DATE
1	Mobilization	1	L.S.	\$20,000.00	1	\$ 20,000.00		\$ 20,000.00
2	Demolition, Removal & Abandonment of Discharge Piping, Complete in Place	1	L.S.	\$1,050.00		\$ -		\$ -
3	Clearing & Grubbing (Trees, Shrubs, etc.)	1	L.S.	\$13,220.00	0.75	\$ 9,915.00		\$ 9,915.00
4	Common Excavation (E.Q.)	45850	C.Y.	\$2.44	45850	\$ 111,874.00		\$ 111,874.00
5	Modification to Control Structure, Weir Gate, Piping Modification Complete in Place	1	L.S.	\$7,750.00		\$ -	\$ 5,830.00	\$ 5,830.00
6	Furnish & Install Discharge Structure and Effluent Piping, and All Appurtenances, complete in place	1	L.S.	\$27,340.00	0.65	\$ 17,771.00	\$ 1,400.69	\$ 19,171.69
7	Furnish & Install Splash Pad, Type A	1	Each	\$2,480.00		\$ -		\$ -
8	Furnish & Install 8" DIP Lagoon Piping	960	L.F.	\$49.00	850	\$ 41,650.00	\$ 2,131.93	\$ 43,781.93
9	Furnish & Install 8" Standard Cleanouts	2	Each	\$1,175.00	1	\$ 1,175.00	\$ 163.42	\$ 1,338.42
10	Furnish & Install Fittings							
	a. 10 x 8 Reducing 90 Degree Bends	1	Each	\$1,075.00		\$ -	\$ 192.15	\$ 192.15
	b. 8" 90 Degree Bends	1	Each	\$575.00		\$ -	\$ 192.09	\$ 192.09
	c. 8" Tee	1	Each	\$675.00	1	\$ 675.00	\$ -	\$ 675.00
	d. 8" Wye	1	Each	\$850.00		\$ -	\$ 445.13	\$ 445.13
	e. 8" 45 Degree Bends	1	Each	\$550.00		\$ -	\$ 980.52	\$ 980.52
11	Remove Fencing	2810	L.F.	\$1.30	2810	\$ 3,653.00		\$ 3,653.00
12	Reinstall Salvaged Fencing and New Gates	2480	L.F.	\$6.75		\$ -		\$ -
13	Remove Existing and Furnish New Trespassing Signs	4	Each	\$240.00		\$ -		\$ -
14	Furnish & Install & Maintain Silt Fencing	2015	L.F.	\$2.20	2015	\$ 4,433.00		\$ 4,433.00
15	Temporary Erosion & Pollution Control Reporting, Maintenance and Compliance	1	L.S.	\$3,240.00	0.75	\$ 2,430.00		\$ 2,430.00
16	Furnish & Install Road Surfacing (1" Thick Gravel)	120	Tons	\$44.70		\$ -		\$ -
17	Furnish & Apply Seeding							
	a. Dryland Seeding on Outside of Dikes and Disturbed Areas	3	Acre	\$1,060.00		\$ -		\$ -
	b. Wetland Seeding, Lagoon Bottom (seed provided by Owner)	7	Acre	\$800.00		\$ -		\$ -
18	Construction Staking	1	L.S.	\$2,000.00	1	\$ 2,000.00		\$ 2,000.00
19	Construction Material Testing	1	L.S.	\$6,600.00	0.75	\$ 4,950.00		\$ 4,950.00
20A	Alternate Tied Concrete Block Mats w/Seeding, Anchoring for Cell #4, complete in Place, in lieu of Concrete Rock Riprap (E.Q.)	8730	S.Y.	\$47.50	8000	\$ 380,000.00	\$ 29,105.65	\$ 409,105.65
C001	Hauling & Decatur County Disposal Fees 10 loads of debris	1	L.S.	\$2,160.00	1	\$ 2,160.00		\$ 2,160.00
	<b>TOTALS</b>					<b>\$ 602,686.00</b>	<b>\$ 40,441.58</b>	<b>\$ 643,127.58</b>

**APPLICATION FOR PAYMENT**

**PROJECT:** OBERLIN WASTE WATER TREATMENT FACILITY IMPROVEMENTS  
**TO: (OWNER)** CITY OF OBERLIN

**ENGINEER:** Miller & Associates, Consulting Engineers, P.C.  
**ENGINEER'S PROJECT NO.** 246-D1-006  
**CONTRACTOR:** BSB Construction, Inc.  
**CONTRACT FOR:** Wastewater Treatment Facility Improvements  
**APPLICATION DATE:** 05/08/19 **APPLICATION NO.:** 5 FINAL  
**FOR WORK ACCOMPLISHED THROUGH THE DATE OF:** May 8, 2019

**ATTN:**

**CHANGE ORDER SUMMARY:**

Continuation sheets are attached.

Change orders approved in previous month by Owner.

Application is made for payment, as shown below in connection with the Contract.

The present status of the account is as follows:

CO #	DATE	ADDITIONS	DEDUCTIONS
1	12/14/16	\$2,160.00	
2			
3			
4			
5			
<b>TOTAL</b>		2,160.00	0.00
<b>NET CHANGE</b>		2,160.00	

ORIGINAL CONTRACT PRICE.....	\$	703,274.00
Net Change by Change Orders & Written Amendments	\$	2,160.00
CURRENT CONTRACT PRICE.....	\$	705,434.00
TOTAL COMPLETED & STORED TO DATE.....	\$	705,434.00
LESS RETAINAGE : 0% .....	\$	-
TOTAL COMPLETED & STORED TO DATE LESS RETAINAGE	\$	705,434.00
LESS PREVIOUS APPLICATION FOR PAYMENT.....	\$	578,814.82
AMOUNT DUE THIS APPLICATION.....	\$	126,619.18

The undersigned CONTRACTOR certifies that: (1) all previous progress payments received from Owner on account of Work done under the Contract referred to above have been applied to discharge CONTRACTOR'S legitimate obligations incurred in connection with Work covered by prior Applications for Payment numbered 1-4, inclusive; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to OWNER at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to OWNER indemnifying OWNER against any such Lien, security interest or encumbrance); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and not defective.

The undersigned certifies that the work has been carefully inspected and to the best of their knowledge and belief, the quantities shown in this estimate are correct and the work has been performed in accordance with the contract.

**ENGINEER: MILLER & ASSOCIATES**

By: David K. Blum

<input checked="" type="checkbox"/>	Owner
<input type="checkbox"/>	Contractor
<input type="checkbox"/>	Engineer
<input type="checkbox"/>	KDHE

**OWNER: City of Oberlin**

BY: \_\_\_\_\_

**CONTRACTOR: BSB Construction, Inc.**

By: [Signature]

Date: 5/8/2019

Attested by: [Signature]

Date: 5/8/19

APPLICATION AND CERTIFICATE FOR PAYMENT-CONTINUATION SHEET

APPLICATION NUMBER: 5 FINAL  
 APPLICATION DATE: 08-May-19  
 FOR WORK ACCOMPLISHED THROUGH : 08-May-19  
 ENGINEER'S PROJECT #: 246-D1-006

ITEM NO.	DESCRIPTION OF WORK	ESTIMATED QUANTITY	UNIT	UNIT PRICE	QUANTITY COMPLETED TO DATE	TOTAL COMPLETED	STORED TO DATE	TOTAL COMPLETED AND STORED TO DATE
1	Mobilization	1	L.S.	\$20,000.00	1	\$ 20,000.00		\$ 20,000.00
2	Demolition, Removal & Abandonment of Discharge Piping, Complete in Place	1	L.S.	\$1,050.00	1	\$ 1,050.00		\$ 1,050.00
3	Clearing & Grubbing (Trees, Shrubs, etc.)	1	L.S.	\$13,220.00	1	\$ 13,220.00		\$ 13,220.00
4	Common Excavation (E.Q.)	45850	C.Y.	\$2.44	45850	\$ 111,874.00		\$ 111,874.00
5	Modification to Control Structure, Weir Gate, Piping Modification Complete in Place	1	L.S.	\$7,750.00	1	\$ 7,750.00		\$ 7,750.00
6	Furnish & Install Discharge Structure and Effluent Piping, and All Appurtenances, complete in place	1	L.S.	\$27,340.00	1	\$ 27,340.00		\$ 27,340.00
7	Furnish & Install Splash Pad, Type A	1	Each	\$2,480.00	1	\$ 2,480.00		\$ 2,480.00
8	Furnish & Install 8" DIP Lagoon Piping	960	L.F.	\$49.00	960	\$ 47,040.00		\$ 47,040.00
9	Furnish & Install 8" Standard Cleanouts	2	Each	\$1,175.00	2	\$ 2,350.00		\$ 2,350.00
10	Furnish & Install Fittings							
	a. 10 x 8 Reducing 90 Degree Bends	1	Each	\$1,075.00	1	\$ 1,075.00		\$ 1,075.00
	b. 8" 90 Degree Bends	1	Each	\$575.00	1	\$ 575.00		\$ 575.00
	c. 8" Tee	1	Each	\$675.00	1	\$ 675.00		\$ 675.00
	d. 8" Wye	1	Each	\$850.00	1	\$ 850.00		\$ 850.00
	e. 8" 45 Degree Bends	1	Each	\$550.00	1	\$ 550.00		\$ 550.00
11	Remove Fencing	2810	L.F.	\$1.30	2810	\$ 3,653.00		\$ 3,653.00
12	Reinstall Salvaged Fencing and New Gates	2480	L.F.	\$6.75	2480	\$ 16,740.00		\$ 16,740.00
13	Remove Existing and Furnish New Trespassing Signs	4	Each	\$240.00	4	\$ 960.00		\$ 960.00
14	Furnish & Install & Maintain Silt Fencing	2015	L.F.	\$2.20	2015	\$ 4,433.00		\$ 4,433.00
15	Temporary Erosion & Pollution Control Reporting, Maintenance and Compliance	1	L.S.	\$3,240.00	1	\$ 3,240.00		\$ 3,240.00
16	Furnish & Install Road Surfacing (1" Thick Gravel)	120	Tons	\$44.70	120	\$ 5,364.00		\$ 5,364.00
17	Furnish & Apply Seeding							
	a. Dryland Seeding on Outside of Dikes and Disturbed Areas	3	Acre	\$1,060.00	3	\$ 3,180.00		\$ 3,180.00
	b. Wetland Seeding, Lagoon Bottom (seed provided by Owner)	7	Acre	\$800.00	7	\$ 5,600.00		\$ 5,600.00
18	Construction Staking	1	L.S.	\$2,000.00	1	\$ 2,000.00		\$ 2,000.00
19	Construction Material Testing	1	L.S.	\$6,600.00	1	\$ 6,600.00		\$ 6,600.00
20A	Alternate Tied Concrete Block Mats w/Seeding, Anchoring for Cell #4, complete in Place, in lieu of Concrete Rock Riprap (E.Q.)	8730	S.Y.	\$47.50	8730	\$ 414,675.00		\$ 414,675.00
C001	Hauling & Decatur County Disposal Fees 10 loads of debris	1	L.S.	\$2,160.00	1	\$ 2,160.00		\$ 2,160.00
	<b>TOTALS</b>					<b>\$ 705,434.00</b>	<b>\$ -</b>	<b>\$ 705,434.00</b>

## CERTIFICATE OF SUBSTANTIAL COMPLETION

**ENGINEER'S PROJECT NO.:** 245-D1-006

**PROJECT NAME:** Waste Water Treatment Facility

**CONTRACTOR:** BSB Construction, Inc.

**CONTRACT FOR:** \$703,274.00

**AGREEMENT DATE:** 8/1/2018

This Certificate of Substantial Completion applies to all work under the Contract Documents or to the following specified parts thereof:

Item No.	Description	Quantity	Unit	Unit Price	Total Amount
1	Mobilization	1	L.S.	\$ 20,000.00	\$ 20,000.00
2	Demolition, Removal & Abandonment of Discharge Piping, Complete in Place	1	L.S.	\$ 1,050.00	\$ 1,050.00
3	Clearing & Grubbing (Trees, Shrubs, etc.)	1	L.S.	\$ 13,220.00	\$ 13,220.00
4	Common Excavation (E.Q.)	45850	C.Y.	\$ 2.44	\$ 111,874.00
5	Modification to Control Structure, Weir Gate, Piping Modification Complete in Place	1	L.S.	\$ 7,750.00	\$ 7,750.00
6	Furnish & Install Discharge Structure and Effluent Piping, and All Appurtenances, complete in place	1	L.S.	\$ 27,340.00	\$ 27,340.00
7	Furnish & Install Splash Pad, Type A	1	Each	\$ 2,480.00	\$ 2,480.00
8	Furnish & Install 8" DIP Lagoon Piping	960	L.F.	\$ 49.00	\$ 47,040.00
9	Furnish & Install 8" Standard Cleanouts	2	Each	\$ 1,175.00	\$ 2,350.00
10	Furnish & Install Fittings				
	a. 10x8 Reducing 90 Degree Bends	1	Each	\$ 1,075.00	\$ 1,075.00
	b. 8" 90 Degree Bends	1	Each	\$ 575.00	\$ 575.00
	c. 8" Tee	1	Each	\$ 675.00	\$ 675.00
	d. 8" Wye	1	Each	\$ 850.00	\$ 850.00
	e. 8" 45 Degree Bends	1	Each	\$ 550.00	\$ 550.00
11	Remove Fencing	2810	L.F.	\$ 1.30	\$ 3,653.00
12	Reinstall Salvaged Fencing and New Gates	2480	L.F.	\$ 6.75	\$ 16,740.00
13	Remove Existing and Furnish New Trespassing Signs	4	Each	\$ 240.00	\$ 960.00
14	Furnish & Install & Maintain Silt Fencing	2015	L.F.	\$ 2.20	\$ 4,433.00
15	Temporary Erosion & Pollution Control Reporting, Maintenance and Compliance	1	L.S.	\$ 3,240.00	\$ 3,240.00
16	Furnish & Install Road Surfacing (1" Thick Gravel)	120	Tons	\$ 44.70	\$ 5,364.00
17	Furnish & Apply Seeding				
	a. Dryland Seeding on Outside of Dikes and Disturbed Areas	3	Acre	\$ 1,060.00	\$ 3,180.00
	b. Wetland Seeding, Lagoon Bottom (seed provided by Owner)	7	Acre	\$ 800.00	\$ 5,600.00
18	Construction Staking	1	L.S.	\$ 2,000.00	\$ 2,000.00
19	Construction Material Testing	1	L.S.	\$ 6,600.00	\$ 6,600.00

Item No.	Description	Quantity	Unit	Unit Price	Total Amount
20A	Alternate Tied Concrete Block Mats w/Seeding, Anchoring for Cell #4, complete in Place, in lieu of Concrete Rock Riprap (E.Q.)	8730	S.Y.	\$ 47.50	\$ 414,675.00
A.	Hauling and Decatur County Disposal Fees, 10 Loads of Debris	1	L.S.	\$ 2,160.00	\$ 2,160.00
<b>TOTAL CONSTRUCTION COST</b>					<b>\$ 705,434.00</b>

TO: BSB Construction, Inc.

AND TO: City of Oberlin

The Work to which this Certificate applies has been inspected by authorized representatives of OWNER, CONTRACTOR, and ENGINEER, and that Work is hereby declared to be substantially complete in accordance with the Contract Documents on:

Date of Completion: May 8, 2019

The following documents are attached to and made a part of this Certificate:  
FINAL PAY ESTIMATE

This certificate does not constitute an acceptance of Work not in accordance with the Contract Documents nor is it a release of CONTRACTOR's obligation to complete the Work in accordance with the Contract Documents.

Executed by ENGINEER on this 13<sup>TH</sup> day of May, in the year 2019.

MILLER & ASSOCIATES  
CONSULTING ENGINEERS, P.C.

By 

The CONTRACTOR accepts this Certificate of Substantial Completion on the 8<sup>th</sup> day of May, in the year 2019.

BSB CONSTRUCTION, INC.

By 

The OWNER accepts this Certificate of Substantial Completion on the \_\_\_\_ day of \_\_\_\_\_, in the year 2019.

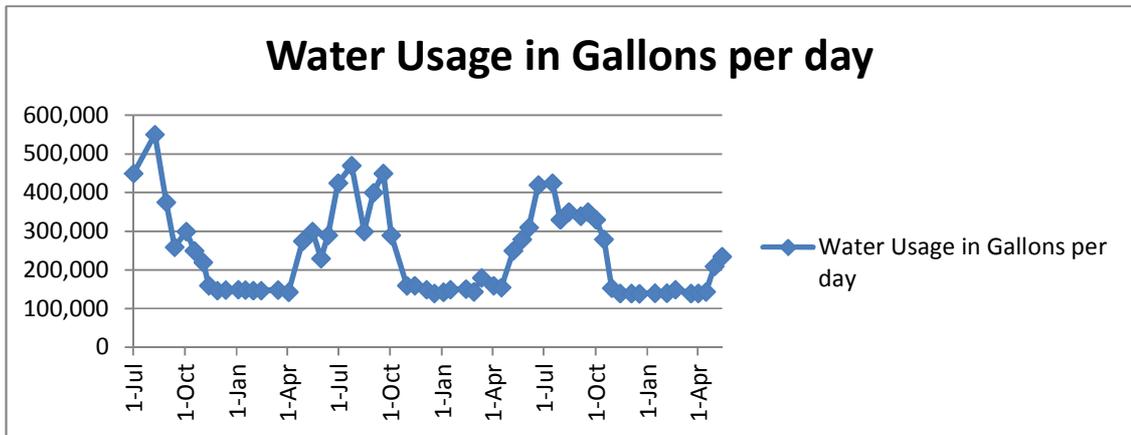
CITY OF OBERLIN

By \_\_\_\_\_

To: Mayor and Oberlin City Council

From: City Foreman David Sporn

1. City crews have been very busy preparing for Alumni/Memorial weekend. This is our most critical time of the year as far as beautification goes. Focus includes mowing abate properties, mowing city properties, grooming the parks and cemetery, street sweeping, street condition repair, and anything pertaining to aesthetics.
2. Our summer crew help will begin working shortly. Some regular duties they will perform include but are not limited to; painting curbs and parking lines, filling holes and trenches in alleys, clearing trees from drainage ditches, mowing, and an overall extra hand.
3. I have been preparing to begin the street rehab project. The city has reached out to some potential laborers and I feel that we will fill the 4 spaces that I anticipate are needed. I plan on renting different packers to ensure we get the right tool for the job before purchasing one. The soil packer is the biggest ticket item as far as the tools go. The project will ideally begin directly after Memorial Day and will kick off with employee orientation including basic how-to's, and direction.
4. We were able to pick one of the new work trucks from Wichita while we were at the KMU convention, saving a delivery fee. The truck is a 2019 F150 and will be operated by our cross-departmental operator. The other truck will likely be delivered after the first of June.
5. Water Usage:





# OBERLIN POLICE DEPARTMENT

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



## MONTHLY ACTIVITY REPORT TO COUNCIL MONTH OF APRIL, 2019

**CITY COURT: FINES COLLECTED IN APRIL, 2019 - \$1,783.00 -YTD \$17,536.80**  
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### CITY COURT CASES FILED

- 6 - MAXIMUM SPEED LIMITS
- 2 - MOTOR VEHICLE LIABILITY INSURANCE
- 1 - ILLEGAL TAG

### DISTRICT COURT CASES / OTHER FILED

- 1 - THEFT
- 1 - AGGRAVATED BATTERY

ANIMAL CONTROL: NONE

CODE ENFORCEMENT: NONE

## **Chamber minutes 4-10-2019**

**April 10, 2019**

Present: Cynthia Haynes, Dayna Mannebach, Shayla Williby, Carolyn Hackney, Ruth Miesner, Brad Marcuson, Chris Hackney, Joe Stanley and Keeley Wilson & daughters

Meeting was called to order by President Cynthia

No finances were available.

### **OLD BUSINESS**

Discussion on meeting time whether to return to noon meetings or have at 5. Carolyn made a motion to return to the Noon time, Seconded by Chris, motion carried.

Cynthia reported that the EDC would just like to be paid monthly instead of a lump sum for Shayla's pay.

Cynthia gave an update on the Administrative Assistance Luncheon. Discussed door prizes.

Chris made a motion to give out 2-\$10 Chamber bucks, seconded by Carolyn, motion carried.

Chris gave an update on the Ladies Shopping Day set for May 4 from 10-1. Carrie is making the flyer for this and as soon as it's done Chris will advertise on FB. So far have 8-10 home based businesses to set up on Main. Chris has contacted over 20 individuals. Inno Native will set up in the drive through area and sell food. Checking to see if the bowling alley will sell food downtown or just at their place. It was suggested to check with Tim Gish to see if he would be interested in making food on the Treager & selling.

Planters were discussed- Each business will be responsible for planting their own planters this year. Star Valley 4-H club (Keeley Wilson's daughters) would like to plant the planters that aren't planted by the business owners. They will provide the plants, plant them & water them. Board ok'd the 4-H club to do this and thanked them for providing this service.

Ribbon Cuttings- Carolyn has set the date for Friday, April 19th beginning at 1:30. She is hoping to have 3 businesses set up. The BEE businesses will have Coffee Hour that day from 9-11.

Bylaws- Nothing to report on this

### **NEW BUSINESS**

The Farmers Market committee is looking for clubs to serve meals on Friday evenings at the Farmers Market. This would be a fund raiser for that club. Chris made a motion that Carolyn see what dates are available and we do at least 2 meals, seconded by Carolyn, motion carried.

Cynthia wants us to set up the events for the rest of the year. Hwy 36 sales, garage sales, craft fair & etc. Table till next meeting.

Kurt & Becky Vollertson & Shayla Williby are working on a grant for a new sound system downtown. The sound system is going to cost \$28,000.00 they would like to go through the DAD account to get this set up. Carolyn made a motion that the DAD account be used for this, seconded by Chris motion carried.

Christmas Decorations replacements were discussed. Heather McDougal is working on this.

It was decided that since the city houses these and puts them up that this should fall under the City & not the Chamber. However, the Chamber will help with fund raisers when needed. Chris suggested

that one of our meals at the Farmers Market be for Christmas decorations. It was decided to have a Christmas in July meal.

Ruth Miesner gave a monthly report on the DAD account.

Shayla will be on vacation from May 20-24.

EDC will be responsible for finding her fill in help.

**Car Show- Discussion** – Chris will see if Ken Badsky will help again with this and will try to get a car show committee together.

Cynthia has changed names on the accounts at the bank. Cynthia, Chris, Shayla & Jill are now on the accounts.

Discussion on Chamber Bucks account. Cynthia is going to check in to this more.

### **OTHER BUSINESS**

The Library is having their book sale in April & May.

The Legion will be having BINGO on Monday nights again soon, they are having a comedian on May 18th & also their 100th Anniversary is in Aug of 2020.

Cattle Expo at the Gateway is Dec 3 & 4.

Celtic Fire at the Gateway is Dec 7.

The next meeting is set for May 8th at Noon.

Meeting Adjourned

# Chamber Board Meeting

May 8, 2019

## **1. Attendance**

## **2. Financials**

Treasurer's report

## **3. Past Events**

Professional Assistants Lunch-Cynthia Haynes

Cinco de Mayo-Chris Hackney

Ribbon cuttings - Carolyn Hackney

## **4. Future Events**

Ribbon cuttings for May

Farmers Mkt June 7 and July 5.

Citywide yard sale, Saturday, June 8 (map, list)

US 36 meeting Thurs-Fri., June 13-14 in Oberlin

List of upcoming events

Get Farmers Ranchers dinner - need on calendar

Car show - need on calendar

Up in Smoke BBQ-DAD money

Memorial Day - Alumni Weekend - anything we need to do?

Fourth of July (a Thursday) - anything we need to do?

Fair - Do we want a booth??

## **5. Old/New Business under Chamber**

DAD Acct.

Planter boxes, Star Valley 4H

Speaker system under canopies grant

Christmas decorations - Heather McDougal

Shayla gone from May 20-24 for vacation

Bylaws - Cynthia and Carolyn Hackney

Other business???

**Oberlin-Decatur County Economic Development  
Meeting Minutes  
March 18, 2019**

<b>Members Present</b>	Mark Starr, Chairman; Matt Ostmeyer, Vice-Chairman; Danielle Wasson, Secretary; John Sater, Treasurer; Ken Badsky; Lisa Votapka
<b>Members Absent</b>	Jack Kanak
<b>Guests Present</b>	Shayla Williby, EDC Marketing Director; Stan McEvoy Decatur Co. Commissioner; Cynthia Haynes, Chamber of Commerce; Tasha Carman, Sunflower Recreation Manager; Keith Jurey, Community Member
<b>Call to Order</b>	Meeting called to order at 5:33 pm.
<b>Cynthia Haynes</b>	Cynthia is the current president of the Chamber of Commerce. The Chamber has a contract with the EDC which provides payment for a small storage room in the BEE Building as well as payment for Shayla to answer the phones on behalf of the Chamber to answer questions that may come in. The contract states the Chamber will pay \$6,000 annually, usually running April 1 <sup>st</sup> through March 31 <sup>st</sup> . The Chamber would like to request that the contract only go through December 31 <sup>st</sup> with a fee of \$4,500, as the EDC is still uncertain with the reduction of City funding what it will “look” like for 2020. The EDC and Chamber can revisit the subject this December to evaluate what will be done after December 31 <sup>st</sup> . Ken moved to revise the contract as stated; John seconded the motion. Motion passed by unanimous board approval.
<b>Tasha Carman</b>	Tasha has requested that the bowling alley order some plastic gift cards. Currently paper gift cards are given out and the process to redeem them and track them is cumbersome at best. The gift cards are reloadable and could be used multiple times, so while they are priced higher “per card,” they will be more economical if they are reused. Cost is \$0.49 per card. Matt moved to purchase 1,000 gift cards; Ken seconded the motion. Motion carried by unanimous board approval.  Also, Sunflower Recreation usually donates to the American Legion Easter Egg hunt. This year the Legion is doing things a little differently and would like some gift cards to be donated to be put in the eggs. Tasha thought a few \$5 gift cards would be a good donation.
<b>Keith Jurey</b>	Keith moved to Oberlin 5 ½ years ago and began working on a housing project for veterans. The project was dropped several years ago and he would like to get it going again. He has been working with Rick Austin in Colby with the State of Kansas, and Mike Helms with the American Legion. Both think that while there are most likely not enough veterans currently in Decatur County, veterans in other areas of Kansas are looking for affordable housing; this would be an excellent opportunity to bring new residents to town and provide a service to those who have served the United States.  After much discussion, Mark appointed a committee consisting of Keith, John and Shayla to work on funding avenues for this project to report back in April.
<b>Consent Agenda</b>	Danielle moved to approve the consent agenda; Ken seconded the motion. Motion carried by unanimous board approval. Tasha said there is a new program she has implemented for the monthly financials; it looks a little different but it will be better in the long run.
<b>Expenditure Approval – Oberlin Youth Shooting Sports</b>	There are two planters in front of the BEE Building. The EDC and Chamber are going to split the expense for a flag for one of the planters (\$25 each). Shayla is requesting \$5 from each of the businesses in the BEE Building to fund a flag for the second planter.
<b>Dental Update</b>	Dr. Bohmsted is still interested in the dental office here but does not have a time yet to come and tour the facility. Shayla has provided advertisements for the business at the dental schools at UMKC, Creighton, and UNO. She will do some research on Colorado dental schools and send ads there as well.
<b>Business Update</b>	The potential diesel mechanic has acquired funding, Shayla forwarded him the agreement for tracts 3 & 4. HE will attend the April board meeting to provide an update to the board.

**Oberlin-Decatur County Economic Development  
Meeting Minutes  
March 18, 2019**

<b>Sunflower Recreation/ BEE Building Taxes</b>	John said he had no new information on this but hopes to meet with Alan Hale soon.
<b>County Funding Request Scenarios</b>	<p>Stan reported that since the EDC was developed by a county wide vote, a funding increase from the county cannot occur without a countywide vote. And according to the county attorney, the vote would have to be “all or nothing”, either the EDC is to receive a 1% mill levy or it will receive no mill levy. There is not an option to either maintain current funding at ½% mill or increase to 1%. Danielle suggested that it was time to join W-KREDA for some professional advice on funding avenues. Ken moved that the EDC join W-KREDA; Matt seconded the motion. Motion carried by unanimous board approval.</p> <p>Mark appointed a committee of himself, Ken and Shayla to work on funding issues. They will report in April.</p>
<b>USDA Grant Progress</b>	Shayla has been working on the USDA grant for renovations to the BEE Building. She said if there is a 10% in-kind match, it possibly could include board time volunteered to work on the project, such as painting. Ken moved to pursue the USDA grant; John seconded the motion. Motion carried by unanimous board approval.
<b>Signs</b>	The housekeeping staff found several old road signs in the building. Shayla is going to sell them for \$10 each.
<b>Other Business</b>	The furnace for the portion of the building where the Good Samaritan nurses have their office has issues with the pilot light going out. Tim from R&M Service Center said a re-igniter costs approximately \$50. Shayla will get one ordered for that furnace.
<b>Adjournment</b>	Meeting adjourned at 7:20 pm. The next meeting is scheduled for Monday, April 15 <sup>th</sup> at 5:30 pm at the BEE Building.

Respectfully Submitted,

Danielle Wasson  
Secretary

**Oberlin-Decatur County Economic Development  
Meeting Minutes  
April 15, 2019**

<b>Members Present</b>	Mark Starr, Chairman; Matt Ostmeyer, Vice-Chairman; Danielle Wasson, Secretary; John Sater, Treasurer; Ken Badsky; Lisa Votapka
<b>Guests Present</b>	Shayla Williby, EDC Marketing Director; Stan McEvoy Decatur Co. Commissioner; Halley Roberson, City Administrator; Keith Jurey, Community Member
<b>Call to Order</b>	Meeting called to order at 5:31 pm.
<b>Keith Jurey</b>	Keith had meeting with Rick Austin from the KS Commission for Veterans Affairs on April 2 <sup>nd</sup> . The closest town with facilities specifically for veterans is Salina. Oberlin has a many positives for veterans, such as a public transportation bus, a hospital that is already set up to work with veterans, many housing options, and an EDC that is already in place. Mark asked Keith to continue to work with John and Shayla to prepare a list of housing options of potential funding sources.
<b>Quinton Cook</b>	Quinton brought his building plans, which includes a 60ft. X 80ft. shop with 24ft. X 24ft. external office, 18ft. X 16ft. doors and 24ft. rafters. He getting together with Kevin Brown to finalize plans. He also plans to meet with Jeremy Tally with the City to get numbers together for city utilities. He plans to use the EDC land survey in his business plan, which should be complete and ready to submit to the bank by the end of next week. Quinton will complete all of the dirt work with uncle and he already has all of the needed tools for the shop. Some project expenses have dropped since initial bid including concrete. Everything with finances needs to be in place before anything on the site is prepared. He also has the paperwork for the neighborhood revitalization program, it is complete and will be turned in once the financing is approved.
<b>Consent Agenda</b>	Ken moved to approve the consent agenda; Matt seconded the motion. Motion carried by unanimous board approval.
<b>Dental Update</b>	Ads have been placed with the dental schools in Nebraska, Missouri and Kansas. Last week they also went to Wyoming and Oklahoma. Shayla has spoken with Teel's again, they do plan to be in Oberlin during fair week in August. The dentist from McCook says they are still interested but at this point they have yet to come to Oberlin for a tour of the facility. At this point, the board was actively pursued a dentist to fill the office donated by Fredrickson's for a year and three months. Mark suggested that the board continue the search for another three months, then look to sell the building. If there is no positive movement by the May or June meeting, the building we be listed for sale.
<b>USDA Grant Update</b>	The grant has been submitted, additional documentation has been requested and submitted back. Shayla does not look for any kind of answer until July or August at the earliest.
<b>Bankruptcy Update</b>	Mark said there is nothing new to report on the pending bankruptcy. Shayla did receive a bill from Pat Reeder for representation in this bankruptcy case. Ken moved to pay the bill to Ms. Reeder, Matt seconded the motion. Motion carried by unanimous board approval.
<b>Zoning for Downtown Businesses</b>	A couple from Nebraska is seriously looking at purchasing a building downtown, specifically they are looking at the Addleman building. They would like to live in the building until they find a house to purchase and they asked if the building was zoned correctly for such. Halley has been unable to look at the issue but will do so and let Shayla know. Since there are other businesses downtown that currently house people, she feels that this shouldn't be a problem.
<b>Contract for Property Acquisition</b>	The contract was sent to all board members for review. Shayla asked Mark if he had estimates on demolition, taxes and insurance. Questions also came up concerning an environmental study, since the site used to be a gas station. Ken moved to proceed with the purchase contract contingent upon a positive environmental study; Lisa seconded the motion. Motion carried by unanimous board approval.
<b>Garman Tarp Building</b>	Considering the approved contract for the old pawn shop and storage units, the EDC will not pursue a re-purchase on the Gorman Tarp Building from Jim Garner, who is moving to Nebraska.

**Oberlin-Decatur County Economic Development  
Meeting Minutes  
April 15, 2019**

<b>BEE Building Rental Rates/Agreement</b>	Currently, all businesses housed in the BEE Building pay \$150 per month for rent with the exception of: Farm Credit of Western Kansas (\$125); Good Samaritan Society nurses (\$250); and Prairie Sky Day Spa (\$300). Should the USDA grant be funded, rental rates will be re-evaluated after completion of the project.
<b>Ken Badsky Continuation of Membership</b>	Ken filled the unexpired term of Doc Franklin when he was appointed to the board. He has the option to serve one more year on the board. Matt moved to maintain Ken's board membership; Danielle seconded the motion. Motion carried by unanimous approval.
<b>Other Business</b>	<p>Jack Kanak submitted his resignation from the board to Shayla today. He feels he does not have the appropriate time to give this commitment.</p> <p>Ken reminded the board that the county tax sale would be May 28<sup>th</sup> at 9:00 am.</p> <p>The south bathroom associated with the Prairie Sky Day Spa needs a hot water heater. Shayla will research the cost of the purchase and let the board know.</p>
<b>Executive Session</b>	Mark called the board into executive session at 6:45 pm to discuss non-elect personnel. Meeting resumed at 6:55 pm.
<b>Adjournment</b>	Meeting adjourned at 6:57 pm. The next meeting is scheduled for Monday, May 13 <sup>th</sup> at 5:30 pm at the BEE Building.

Respectfully Submitted,

Danielle Wasson  
Secretary

**OBERLIN DECATUR AREA ECONOMIC**  
**104 S PENN AVE**  
**OBERLIN, KS 67749**  
**Year to Date Balance Sheet**  
**For the period ending 05/03/2019**

05/03/2019

<b>ASSETS</b>	
<b>Current Asset</b>	
CKG - THE BANK - 110100811 - EDC	47,691.99
SVGS - THE BANK - EDC	84,515.09
CKG - FB&T - 2102007 - REV LOAN	82,848.12
CKG - FNB - 700018779 - SUNFLOWER	25,109.99
SVGS - FNB - SUNFLOWER	6,804.82
Total Current Asset	246,970.01
<b>Fixed Asset</b>	
LAND & BLDGS	50,437.75
BLDG - 104 S PENN	50,000.00
BLDG - SENIOR CTR/CINEMA/BOWLING	544,242.49
EQUIPMENT	209,690.79
Total Fixed Asset	854,371.03
<b>Other Asset</b>	
N/R REVOLVING LOAN #2	2,679.86
N/R REVOLVING LOAN #3	24,605.27
N/R REVOLVING LOAN #5	8,055.22
N/R REVOLVING LOAN #7	10,076.92
INSURANCE ON R/E	(6,771.83)
GRANT INCOME PENDING	(27,000.00)
Total Other Asset	11,645.44
Total ASSETS	1,112,986.48
<b>LIABILITIES</b>	
<b>Current Liability</b>	
N/P FB&T - SUNFLOWER REC	(17,869.45)
N/P - THE BANK - SUNFLOWER REC	(98,730.44)
N/P KS CENTER FOR ENT #2	(14,829.66)
Total Current Liability	(131,429.55)
<b>Long Term Liability</b>	
GIFT CARD BALANCE	(518.97)
Total Long Term Liability	(518.97)
Total LIABILITIES	(131,948.52)
<b>CAPITAL</b>	
NET WORTH	(981,037.96)
Total CAPITAL	(981,037.96)
<b>Total Liabilities and Capital</b>	(1,112,986.48)