

CITY OF OVERBROOK

MINUTES

REGULAR COUNCIL MEETING

FEBRUARY 11, 2004

MEMBERS PRESENT: Jim Gates, Ira Allen, David Gerisch, Bruce Smith, Rich Hamit (7:27 pm)
Mayor Jack Young.

OTHERS PRESENT: Charles Hamner, Doug Helmke, Brady Romine, Marian Massoth, Vic Robbins, Ed Harmison, Everette Dannar, Mark Tomlinson, Bob Call, Cheryl Brown

The meeting was called to order at 7:00 PM by Mayor Young. Roll call was taken.

MINUTES / WARRANTS: Bruce Smith made a motion to approve the minutes of the January 28, 2004 meeting with changes; Ira Allen seconded. Motion carried 4-0. Jim Gates made a motion, seconded by Bruce Smith to approve the minutes of the February 9, 2004 special meeting with changes. Motion carried 4-0.

After a brief discussion, Jim Gates moved to pay all warrants presented with Bruce Smith seconding. Motion carried 4-0.

OVERBROOK BALL ASSOCIATION: Brady Romine, member-at-large of the board, came before the council to discuss some improvements at Jones Park. These include the following:

1. New roof on concession stand
2. Hydrant between the diamonds
3. Checking scoreboards to make sure they're working
4. Checking all the field lighting
5. Poles to raise net for safety purposes
6. Stand for announcer; scorekeepers

Jim Gates said he was under the impression that the hydrant between the diamonds had already been approved. Mayor Young said he would check into it. There was discussion about the size of pole needed to hold the safety netting. Ed Harmison asked about the stakes that are on part of the future Trails project. Romine said that someone from the ball association is supposed to be visiting with the city about the location of the stakes which are being used to designate an additional diamond. Mayor Young told Romine that the council would discuss all the items mentioned and contact the ball association.

WELLHEAD PROTECTION PROGRAM: Doug Helmke, Kansas Rural Water Association, presented the council with the water rights program that has been established to assist small cities and rural water districts. He is also responsible for the Wellhead Protection Program that provides assistance and leadership in developing protection plans. The purpose of this program is to preserve the quality of the water supply, avoid costly well replacement and/or the installation of treatment equipment, all of which protects public health and boosts consumer confidence. Helmke reviewed the steps outlined for establishing a Wellhead Protection Plan. This plan is available for public inspection at City Hall. Helmke told the council that he would also ask Osage Rural Water District #5 to participate if Overbrook decides to participate. Ira Allen asked how this program is funded. Helmke said his salary is paid through an agreement the state association has with the National Rural Water Association who has an agreement with the Environmental Protection Agency. He has to complete 13 well protection programs completed annually to stay employed. There is no cost to the community for his services. There might be some cost for putting up signs, etc. There is a possible cost for researching geological surveys of the wells, but it should be minimal. Helmke said the plan would need to be reviewed annually, and updated only if changes were made in the water supply. Bruce Smith asked if participating is mandated by the state. Helmke said it is voluntary, although it's his understanding that joining may result in scoring more

points in future loan applications from the state and grants. Ira Allen made a motion, seconded by Bruce Smith, to participate in the proposed Wellhead Protection Program administered by Helmke. Motion carried 5-0. Helmke told the council that they need to form a committee to start the public education process as soon as possible.

WATER/SEWER REPORT: Marian Massoth reported that she will be talking to Donnie Bryant about getting the telemetry system working before she can sign off on the waterline project. She said that she will be turning in the manual on the waterline project and also the plans for the wastewater improvement to KDHE soon. There was discussion about training for the ones to be notified by the telemetry system. Massoth said that we will know more about the Community Development Block Grant requirements after tomorrow's presentation. The draft of the actual wastewater plan is still being put together, but Massoth reported that about 2,000 tons of rock for the riprap @\$20/ton will be needed. The foundation of geotextile to be put under the rock will add approximately \$5,000 to the cost, but is being used by most contractors. The council told Massoth that the dirt piled by the lagoons is available for building up the slopes where necessary. The council agreed that Massoth should pursue contacting the adjacent landowners to see if any would be willing to have the removed sludge applied to their property. She said this would have to be done in either the spring or fall. There was discussion about the time-frame for the project in relation to applying the sludge to farmland. This would reduce the cost of the project quite a bit compared to having the sludge hauled away. Massoth was hopeful that it wouldn't take KDHE too long to approve the final plan after it's submitted.

Massoth said she needs to give KDHE an update on the inspection of sewer hook-ups. She was told the letter has been approved, and will be mailed within the next couple of weeks. She also said that KDHE has approved the city getting some proposals for inspecting and cleaning sewers and have the work done if the cost is under \$50,000 without taking bids. Massoth said that after meeting with Shane Holthaus of Kansas Rural Water, she would recommend the city have the sewer lines, manholes, and water lines mapped. The cost would be approximately \$5,000. There was discussion about the need for buying extra software to make updates in the future. Massoth told the council that there is no charge for the basic "reading" program, and extra software would only be needed if future changes in the system were made. She said that the cost for mapping just the sewer lines and manholes would be included in the project cost. Ira Allen asked about using the remaining funds from the waterline project could be used for part of the expense of mapping water lines. Massoth said that she would check into that, but since existing water lines in town were not part of the original project, KDHE would probably not approve the funding from that source. She did say that mapping the new water line might be approved. Cheryl Brown said that there's approximately \$30,000 balance in the original loan funds. Rich Hamit agreed that the mapping would be a good thing, but was concerned about the cost of keeping the mapping updated. Bruce Smith said that he didn't see any major changes to the basic system in the near future that would require updating. Ira Allen made a motion, seconded by Bruce Smith, to approve having the sewer lines and manholes mapped provided the cost can be included in the wastewater improvement plans. Motion carried 5-0.

Bruce Smith asked when more testing of sewer samples will be done for the purpose of comparing "loads" in different sections of town. Massoth said she will get together with Bob Call and get the sampling done.

MISC: The mayor asked for verification that the bill for repairs on Francis Lemberger's car had been paid by the city. The repairs were the result of damage from a meter pit lid. The clerk said that the bill from WrenchBenders had been paid.

SEWER HOOK-UP'S: The clerk reminded the council that Michael Coffman, City Attorney, had recommended that the council decide who they were going to approve as inspectors for sewer hook-up's. Mayor Young recommended that someone from outside the city do the inspecting, and that the job be put out for bid. There was discussion about qualifications for the inspector. Vic Robbins, of King &

Associates Engineering, recommended that the person be a licensed plumber. There was more discussion about how a plumber is licensed. Mayor Young said he would check with one of the local plumbers about how the licensing is done. The first mailing will be for informational purposes, with more details in the next letter as to how the actual inspections will be done. Marian Massoth said she would check with KDHE for more information on the licensing. The matter was tabled until the next meeting.

PERSONNEL POLICIES & GUIDELINES: Mayor Young said that Michael Coffman had recommended that the city adapt the one published by the League of Municipalities. The mayor asked the council to review the manual for discussion at the next meeting.

SALARY REVIEW: Jim Gates made a motion, seconded by Bruce Smith, to go into executive session for 10 minutes with Everette Dannar present for the first five minutes. Motion carried. Mayor Young called the meeting back to order at 7:52 pm. Bruce Smith moved to go into executive session for 20 minutes at 7:52 pm; David Gerisch seconded. Motion carried. The meeting was opened by the mayor at 8:15 pm. At that time Jim Gates made a motion to raise Bob Call's salary by 6%, and all other full-time employees by 3% effective next pay period. Ira Allen seconded. The vote was 2 in favor; 3 against so the motion failed. Jim Gates made a motion, seconded by Rich Hamit, to raise Bob Call's salary by 8%, and all other full-time employees 3% effective next pay period. Motion carried 4-1 with Smith voting no.

LAW REPORT: Chief Ed Harmison reviewed his written report for the council. Harmison stated that he was concerned about the 2004 budget figures and mentioned the fact that the payment on the patrolcar is not a monthly expense, but quarterly. He also said that the previous month's cell phone bill was high due to having to replace a phone.

MAINTENANCE REPORT: Bob Call said that he would be more careful with his cell phone as he didn't realize how expensive they were. The mayor asked Everette Dannar to check into the cost of replacement insurance.

Call said that there's been 2 water breaks this month, the week he was on vacation. There was also a sewer blockage in the 9th & Oak area. He had the line cleaned and doesn't think the problem is in the city main line.

He told the council that he's working on the annual water report due March 1st. Call said that he has a room reserved for the annual Kansas Rural Water convention in Wichita. He asked for permission for Joann Call to attend as there are several sessions that are of interest to her. Ira Allen said that giving her permission would be setting a precedent for the future. There was discussion about her being contract labor as a maintenance helper from time to time. Matter was tabled until later in the meeting.

Call said that he's going to start locating manholes as soon as possible in preparation for the mapping that's to be done.

TREASURER'S REPORT: Patty Hylton briefly reviewed her fund reports, and also the updated budget figures discussed at the special meeting the previous Monday. She also presented a sample budget for the Law fund as that's the one that presents a problem with the tax levy revenue. Each of the revenue and expense lines have been broken down into monthly amounts to use as a guideline. She pointed how close the revenues and expenses were in January, 2004. Ira Allen said that more adjusting may be necessary after the first quarter's numbers are known. Mayor Young asked if the KPF's retirement costs were indicated on this sample. He asked if this extra amount had been included in the current budget. Allen said it hadn't been. Young then said that he was concerned about taking the extra expense for the retirement fund from the Law fund if it hadn't been included in the 2004 budget preparation. The council agreed that the goal should be to stay within this budget if at all possible. Mayor Young said that while this is the goal, they can't expect the Police Department to just quit working if the budgeted funds are depleted before the end of the year. This extra expense will be considered in the 2005 budget. The clerk said that the extra expense for the Police retirement fund was not figured into the

General Fund for 2004 either.

Harmison brought up the miscellaneous income line for his department. He told the council that a person can keep a speeding violation off their record, providing they don't get a ticket for the next 6 months, by paying an extra \$50 to get a diversion. The county does the same thing but earmarks the \$50 for Law Enforcement. He's researching the possibility of keeping the \$50 diversion fee in the city's fund.

Jim Gates stated that due to Hylton's extra work, he has a better understanding of the finances. Ira Allen asked how often the city receives the tax levy from the county. The clerk told him that the disbursements are made in January, March, June, September, and October. There will not be any levy received in December as in the past.

CLERK'S REPORT: Cheryl Brown reminded the council of the meeting at the Department of Commerce tomorrow morning to receive the grant documents. She reminded them of the hearing before the Planning Commission scheduled for Thursday night, and also the Town Hall meeting on the 14th.

Brown presented a preliminary bid from Ron Zeckser for a new council table. The table would be 3 1/2' by 9' with a base on each end and a connecting piece between the ends at a cost of \$785. Zeckser said he would present a more detailed bid and drawing if the council is interested.

COUNCILMEMBER COMMENTS: David Gerisch said that he would like to discuss salaries again at a future meeting.

Jim Gates said that we need to get the "Trails" project back in action this spring.

Rich Hamit suggested that the council get to the Town Hall Meeting early to set up chairs and a table. Jim Gates made a motion, seconded by Rich Hamit, to pay the registration fees for the part-time maintenance employee, Joann Call, to attend the KRWA convention in March. Motion carried 5-0.

MAYOR'S REPORT: The mayor wanted to discuss the request from the ball association. Mayor Young said that he feels like the general maintenance items such as the concession stand roof, field lights, and scoreboards should be handled by the city. He said that he thinks that they should consider having fund-raisers for extra items such as an announcer's stand. The clerk suggested that we check into the possibility of using Jones Fund money for improvements. Mayor Young said he would talk to Bob VonStein and Dennis McPhail.

As Everette Dannar didn't have the digital camera with him, council I.D. pictures will be taken at the next meeting.

The mayor read a letter of commendation for Dannar, and asked that it be published in the local papers.

The clerk asked for confirmation on amounts of raises and the starting date. Harmison asked if anything is to be done for the part-time employees. The mayor said no.

There being no further business before the council, Jim Gates made a motion, seconded by Rich Hamit, to adjourn. Motion carried; meeting adjourned at 10:10 pm.

Respectfully submitted,
Cheryl L. Brown, City Clerk

APPROVED: 2-25-04