



approved 9-24-03

CITY OF OVERBROOK

MINUTES

REGULAR COUNCIL MEETING

SEPTEMBER 10, 2003

**MEMBERS PRESENT:** Bruce Smith, Rich Hamit, Jim Gates, Ira Allen, David Gerisch (7:15 pm), Mayor Jack Young.

**OTHERS PRESENT:** Marian Massoth, Charles Hamner, Bob Call, Ed Harmison, Everette Dannar, Mark Tomlinson, Patty Hylton, Cheryl Brown

The meeting was called to order by Mayor Young; there was a quorum present.

**MINUTES/ WARRANTS:** Jim Gates made a motion, seconded by Bruce Smith, to approve the minutes of the August 27th meeting with a change referring to the equipment for sale at Pomona. Motion carried 4-0.

Jim Gates made a motion, seconded by Rich Hamit, to pay all warrants presented. Motion carried 4-0.

**COMPREHENSIVE PLAN:** There was discussion about the upcoming League of Municipalities convention with sessions related to zoning and comprehensive plans.

**EXECUTIVE SESSION:** Ira Allen made a motion, seconded by Bruce Smith, to recess the meeting for 10 minutes with Ed Harmison present to discuss personnel policy matters. Motion carried. Meeting recessed from 7:15 to 7:25 pm. The mayor opened the meeting at 7:25 pm. Ira Allen recommended that the city consider requiring all employees who have access to firearms, city-owned vehicles and equipment, and the water/sewer systems have a federal-state-local criminal background check as allowed by law, and also have an annual random drug-screening. The mayor said that the Federal law grants require the city staff to be drug-free. The clerk was asked to check with the city attorney and the League about existing policies related to these matters. The mayor also asked that room be made available for personnel files where they can be locked. The clerk was asked to make copies of the existing personnel policy for each member.

**LAW REPORT:** Chief Ed Harmison reviewed his written report for the mayor and council. Harmison told the council that the October court docket will be very full. Harmison said that the total police hours for fair coverage were down this year, but he will be scheduling more officers next year due to some critical events this year. Harmison said he will be attending an EMT class at the end of the month in Wichita. Judge Jones has increased the court cost to \$30 which is an increase of \$20.50. Chief Harmison said that he has received grant application forms and they are different this year.

Harmison requested permission for Dannar and himself to attend classes in Wichita the first of October. For 24 credit hours per officer, the cost is \$20 per officer, plus motel expenses as it's a three-day course. Ira Allen made a motion, seconded by Jim Gates, to approve Harmison and Dannar to attend the school October 1, 2, and 3rd. Motion carried.

Harmison reported that the court software used by Shayne Coursen needs to be updated for approximately \$250. Coursen thinks that his laptop will probably need to be replaced sometime next year. Ira Allen says that if the court program uses Windows 98 to operate, they

may need to look for something else as Microsoft is no longer supporting Windows 98. The council asked Harmison to have Coursen check into all these possibilities before doing any upgrading to the current software.

There was discussion about changing plans for the Cingular Wireless phones used by the police department and maintenance. Danner said that the new plan would provide for new phones, more minutes, and a better coverage area. After comparing the plans, Jim Gates made a motion, seconded by Ira Allen, to approve changing the plan if there's no penalty for cancelling the extra phone that had been used by maintenance. Motion carried 5-0.

**MAINTENANCE REPORT:** Bob Call reported that he's fixed four water leaks, with G & G's help. They've also installed a new service in Meadowbrook II. Call also said that he's drained the pool and has done some cleaning. Bruce Smith asked about the condition of the pool. Call said that the pool bottom and the sides appear to need some repair and painting. He recommended trying to get it done this fall so it would be ready next spring. Call also said that the underwater lights need some repairs or replacement.

Call said that he will be taking the Water Operator test on September 19th.

Jim Gates asked about the street problems by the grade school. Call said that Goodyear had done some more work, and hopefully the drainage problem is fixed, but he won't know until it rains again.

Call told the council that he needs to have McKee winterize the pool again this year as he's never done it himself, or even been there when it was being done. The council said if Call has McKee winterize the pool, he should also get estimates from them for repairing cracks, and other needed repairs. Call was also told to get estimates from any other pool technicians he could find. There was discussion about the pool still leaking, and possible causes.

Mayor Young brought up the possibility of fencing an area around the maintenance building to enclose all the city equipment, and adding another small storage shed for fish food, etc. The mayor said he was thinking of a 6' chain-link fence, but more measuring needs to be done before we get estimates.

**TREASURER'S REPORT:** Patty Hylton told the council that she has given them two bank reconciliation reports, and that the second one shows balances after all the WaterLine Project revenues and expenses have been pulled from the Water/Sewer fund. This gives the Water/Sewer fund a positive balance as of August 31, 2003. Hylton also reviewed the other accounting reports. She told the council that she would work on different reports for their benefit as necessary. The mayor said that he would like for her to start working on budgets for 2005 and 2006.

The possibility of putting a set amount of money into a separate account at the bank for the purpose of payment of the Waterline project loan was discussed. Hylton was asked to check into what type of account would be the most beneficial.

Hylton told the council that she recommends buying tech support for the Peachtree Accounting program for \$300 which would give us unlimited support for one year. The library might be willing to share the cost as they use the same program. The council agreed by consensus to buy the support.

Hylton also said that we need to do some checking into Microsoft not supporting Windows 98 anymore, as that's the operating system for the Utility Billing computer. She's contacted Ramy Morris about costs for necessary changes and also networking the two computers. Jim Gates said that upgrading to Windows XP will probably be expensive. Gates said that he has the XP program that he's not using, but isn't sure if it's the professional edition or the one for home use. The council thanked Hylton for the extra reports.

**WATER/SEWER REPORT:** Marian Massoth, King Engineering, reported that she had discussed the results of the lagoon testing done by Fort Scott Community College with Pat Flynn, the Director of Environmental Technology at the college. She noticed some discrepancies in the wording of the report, so Flynn will review the report at the September 24th council meeting. They may do some more testing to include in the final report.

Massoth said that she has been working with KDHE and Donna Crawford regarding the grant application. A meeting has been scheduled with the Dept of Commerce for October 14th, which gives us favorable points. KDHE has indicated that they will cooperate in any way possible to help us obtain the grant. Crawford did say that there are lots of applications for grants this year due to state-wide budget problems.

She reported that the waterline project is almost done, but the telemetry system is not in service as yet, and there are still some checkvalves to be installed at the wells.

**CLERK'S REPORT:** Cheryl Brown reported that the city attorney, Michael Coffman has stated that the city's position regarding Bob Sisson's eligibility for unemployment benefits has been entered on the record without sending any additional statements. Coffman is of the opinion that the matter is closed since the city didn't want to appeal the judge's decision to allow Sisson to receive unemployment benefits.

Brown reminded the council that the public hearing regarding the grant application is set for September 22nd at 7 PM. Donna Crawford and Marian Massoth will both be present to answer questions from the public. A quorum will not be required, but all are encouraged to attend.

The clerk said that as far as she can tell from previous minutes that Max Friesen served on the council from 1957-1963. He was appointed City Treasurer immediately after leaving the council, where he served until August 13, 2003. There was discussion about the best way to recognize the many years of service to the community.

Brown asked the council to consider hiring someone to clean the front office, the old courtroom area and the bathroom. She did not include the police department at this time as she isn't sure who Chief Harmison would permit to have access to his offices. Brown has been doing the cleaning since Bob Call assumed Maintenance Supervisor duties in May, but doesn't have time either during regular office hours, or when the office is closed. She told the council that Diana Hylton is interested in the job. After discussing Hylton's references, Rich Hamit made a motion, seconded by David Gerisch, to hire Diana Hylton to clean the above-mentioned areas for \$70/month, with hours worked to vary with the jobs to be done. Motion carried 5-0.

**COUNCILMEMBER COMMENTS:** Bruce Smith said he is concerned about the funding for the rest of the year after seeing the estimated revenues and expenses presented by the treasurer on one of the reports. He mentioned that was the main reason that he had recommended employees using compensation hours off rather than be paid overtime. Bob Call stated that he is taking comp time rather than being paid for overtime hours. There was more discussion regarding the matter, but no action was taken.

Discussion was held about limiting the business during the second meeting of the month. Several members stated that they would like to use the second meeting as more of a working session, and to set the agenda as such. However, the council did encourage the clerk to present less time-consuming matters as necessary.

Rich Hamit told the clerk to have the ceiling lights over the council table fixed as they constantly flicker. She said she would call Martin Service this week.

There being no further business before the council, Jim Gates moved to close the meeting. David Gerisch seconded; motion carried 5-0. Meeting adjourned at 9:20 PM.

Respectfully submitted,

Cheryl L. Brown  
City Clerk

APPROVED: 9-24-2003