AGENDA Regular Council Meeting CITY OF OVERBROOK January 14, 2015 7:00 PM Overbrook City Hall 401 Maple St.

- A. Call to Order and Roll Call
- B. Approval of Agenda
- C. Consent Agenda
 - C.1 Minutes <u>12/10/14 Regular Council Meeting Minutes</u>, <u>12/15/14 Special Council Meeting Minutes</u>
 - C.2 Warrants December 2014 January 2015
 - C.3 Request to Shred City Documents
 - C.4 Maintenance Department Report
 - C.5 <u>Animal Control Report</u> C.6 <u>City Clerk Report</u> C.7 <u>Code Compliance Report</u>
 - C.8 Planning Commission Report (did not meet) C.9 Recreation Commission Report (did not meet)
 - C.10 <u>Library Board Report</u> C.11 <u>Housing Authority Board Report</u> C.12 Pool Report (no report)
 - C.13 Donate old copier to the Fire Department
- D. Special Reports
- E. Public Comments
- F. Utility Billing Account Hearings
- G. Council Action/Discussion Items
 - G.1 Treasurer Report Cathy Sowers
 - G.2 <u>Discussion</u> with Police Chief Terry Hollingsworth
 - G.3 Jones Park easement/mowing discussion Jon Brady
 - G.4 Discuss Assessment against property at 114 E 5th St
 - G.5 Discuss status of roof repair 104 E 2^{nd} St
 - G.6 Danny Gamblin Classification
 - G.7 <u>Sewer Grinder Pump Bill</u>
- H. Unfinished Business
 - H.1 Discussion regarding Water Distribution System
 - H.2 Continued discussion OPR Job Description
 - H.3 Further Discussion Emergency Planning
 - H.4 Old Gym Discussion- Carol Baughman
 - H.5 Continued Discussion regarding Recycling
 - H.6 Other Unfinished Business
 - H.6.a Utility Billing Software
- I. New Business
 - I.1 Chickens and other Fowl
 - I.2 Other New Business
- J. Council Member Comments

K. Mayor's Report M. Adjournment

(Note: A break may be scheduled at the Council's Discretion.)

Tuesday, February 10, 2015 7PM at Overbrook City Hall

OPR and Overbrook City Council Joint Work Session

To discuss the possible creation of a Coordinator position to assist Park & Rec and the City with all summer activities and events including the over all management of the Pool.

It was decided that any decision regarding this position needs to be made with your Board. For that reason, Council would like to attend your monthly Board meeting on February 10 for a joint discussion on this.

There is an element of timing. The City needs to confirm a Pool Manager position soon - either as the position was last year or, as part of this newly created job.

Followed by regular OPR Board Meeting

Jim Koger

Overbrook City Clerk

DRAFT AGENDA Regular Council Meeting CITY OF OVERBROOK February 11, 2015 7:00 PM Overbrook City Hall 401 Maple St.

- A. Call to Order and Roll Call
- B. Approval of Agenda
- C. Consent Agenda
 - C.1 Minutes 01/14/15 Regular Council Meeting Minutes
 - C.2 Warrants January 2015 February 2015
 - C.3 Request to Shred City Documents
 - C.4 Maintenance Department Report
 - C.5 Animal Control Report C.6 City Clerk Report C.7 Code Compliance Report
 - C.8 Planning Commission Report C.9 Recreation Commission Report
 - C.10 Library Board Report C.11 Housing Authority Board Report C.12 Pool Report
 - C.11 Approve Conditional Use Permit 105 W 8th St
- **D.** Special Reports
 - D.1 John Blessing Deffenbaugh Industries request to address Council
 - D.2 Midwest Coatings Rep discuss Old Gym Roof
- E. Public Comments
- F. Utility Billing Account Hearings
- G. Council Action/Discussion Items
 - G.1 Treasurer Report Cathy Sowers
 - G.2 Discussion with Police Chief Terry Hollingsworth
 - G.3 Jones Park easement Jon Brady
- H. Unfinished Business
 - H.1 Discussion regarding Water Distribution System
 - H.2 Continued discussion OPR Job Description
 - H.3 Further Discussion Emergency Planning
 - H.4 Old Gym Discussion- Carol Baughman
 - H.5 Other Unfinished Business
- I. New Business
 - I.1 Appanoose PTO Supper/Carnival Request for Donation to a Community Wide Event
 - I.2 Other New Business
- J. Council Member Comments
- K. Mayor's Report M. Adjournment

(Note: A break may be scheduled at the Council's Discretion.)

AGENDA Regular Council Meeting CITY OF OVERBROOK March 11, 2015 7:00 PM Overbrook City Hall 401 Maple St.

- A. Call to Order and Roll Call
- B. Approval of Agenda
- C. Consent Agenda
 - C.1 Minutes 02/11/15 Regular Council Meeting Minutes
 - C.2 Warrants February 2015 March 2015
 - C.3 <u>Request to Shred City Documents</u>
 - C.4 Maintenance Department Report
 - C.5 Animal Control Report
 - C.6 City Clerk Report
 - C.7 Code Compliance Report
- **D. Special Reports**
 - D.1 Joe Greene Osage Waste
 - D.2 Rob and Amy Colvin Animal Control
- E. Public Comments
- F. Utility Billing Account Hearings
- G. Council Action/Discussion Items
 - G.1 <u>Treasurer Report</u> Cathy Sowers
 - G.2 Discussion with Police Chief Terry Hollingsworth
 - G.3 Jones Park easement Jon Brady
 - G.4 Family Pool Pass Request from SFT PTO
- H. Unfinished Business
 - H.1 Discussion regarding Water Distribution System
 - H.2 Continued discussion OPR Job Description
 - H.3 Further Discussion Emergency Planning
 - H.4 Old Gym Discussion- Carol Baughman
 - H.5 Status of Tree Ordinance Update
 - H.6 OCED Membership
 - H.7 Other Unfinished Business
- I. New Business
 - I.1 Assistant City Clerk Discussion
 - **<u>I.2</u>** Board Appointments
 - 1.3 BCBS Insurance Renewal
 - I.4 Other New Business

I.4.a Property Insurance Renewal

- J. Council Member Comments
- K. Mayor's Report
- M. Adjournment

(Note: A break may be scheduled at the Council's Discretion.)

- C.8 Planning Commission Report
- C.9 <u>Recreation Commission Report</u>
- C.10 Library Board Report
- C.11 Housing Authority Board Report
- C.12 Pool Report
- C.13 April Fair Housing Month Proclamation

AGENDA Regular Council Meeting CITY OF OVERBROOK April 8, 2015 7:00 PM Overbrook City Hall 401 Maple St.

- A. Call to Order and Roll Call *induction of Council Members
- B. Approval of Agenda
- C. Consent Agenda
 - C.1 Minutes 03/11/15 Regular Council Meeting Minutes
 - C.2 Warrants
 - C.3 Request to Shred City Documents
 - C.4 Maintenance Department Report
 - C.5 Animal Control Report
 - C.6 City Clerk Report
 - C.7 Code Compliance Report
- **D.** Special Reports
 - D.1 Attorney Pat Walsh
 - D.2 Solid Waste RFP
 - D.3 Sandra Woodruff 2015 Pool Manager Pool Report
- E. Public Comments
- F. Utility Billing Account Hearings
- G. Council Action/Discussion Items
 - G.1 Treasurer Report Cathy Sowers
 - G.2 Discussion with Police Chief Terry Hollingsworth
 - G.3 Jones Park easement Jon Brady
 - <u>G.4</u> Request for Donation from SFT Renaissance Committee
- H. Unfinished Business
 - H.1 Discussion regarding Water Distribution System
 - H.2 Further Discussion Emergency Planning
 - H.3 Old Gym Discussion- Carol Baughman
 - H.4 Assistant City Clerk Discussion
 - H.5 Board Appointments
 - H.6 Other Unfinished Business
- I. New Business
 - <u>I.1</u> Property Insurance Renewal
 - I.2 Other New Business
- J. Council Member Comments
- K. Mayor's Report
- M. Adjournment

(Note: A break may be scheduled at the Council's Discretion.)

- C.8 Planning Commission Report
- C.9 <u>Recreation Commission Report</u>
- C.10 Library Board Report
- C.11 Housing Authority Board Report
- Pool Report will be discussed during D.3

AGENDA Regular Council Meeting CITY OF OVERBROOK May 13, 2015 7:00 PM Overbrook City Hall 401 Maple St.

- A. Call to Order and Roll Call *induction of Council Members
- B. Approval of Agenda
- C. Consent Agenda
 - C.1 Minutes 04/08/15 Regular Council Meeting Minutes
 - C.2 Warrants
 - C.3 Request to Shred City Documents
 - C.4 Maintenance Department Report
 - C.5 Animal Control Report
 - C.6 City Clerk Report
 - C.7 Code Compliance Report
- D. Reappointment of Non-Elected Personnel
- E. Special Reports
- F. Public Comments
- G. Utility Billing Account Hearings
- H. Council Action/Discussion Items
 - H.1 Treasurer Report Cathy Sowers
 - H.2 Discussion with Police Chief Terry Hollingsworth will not be at the mtg (training in Manhattan)
 - H.3 Jones Park easement Jon Brady
 - H.4 Review of items that can be recycled
 - H.5 Proposed Zoning Regulations Public Hearing is May 19th
- I. Unfinished Business
 - I.1 Discussion regarding Water Distribution System
 - I.2 Further Discussion Emergency Planning
 - I.3 Old Gym Discussion- Carol Baughman
 - I.4 Assistant City Clerk Discussion
 - I.5 Board Appointments
 - I.6 Other Unfinished Business

J. New Business

- J.1 Garrett's Fireworks Stand Application
- J.2 Direct Deposit discussion
- J.3 Tandem thru KPERS
- J.4 Other New Business
- K. Council Member Comments
- L. Mayor's Report
- M. Adjournment

(Note: A break may be scheduled at the Council's Discretion.)

- C.8 Planning Commission Report
- C.9 Recreation Commission Report
- C.10 Library Board Report
- C.11 Housing Authority Board Report
- C.12 Pool Report

AGENDA Regular Council Meeting CITY OF OVERBROOK June 10, 2015 7:00 PM Overbrook City Hall 401 Maple St.

A. Call to Order and Roll Call

- B. Approval of Agenda
- C. Consent Agenda
 - C.1 Minutes 04/08/15, 5/13/15 Regular Council Meeting Minutes

C.2 Warrants

C.3 Request to Shred City Documents

C.4 Maintenance Department Report

C.5 Animal Control Report

C.6 City Clerk Report

C.7 Code Compliance Report

C.8 Planning Commission Report

C.9 Recreation Commission Report

C.10 Library Board Report

C.11 Housing Authority Board Report

C.12 Pool Report

D. Special Reports

D.1 Jim Long Audit

E. Public Comments

F. Utility Billing Account Hearings

G. Council Action/Discussion Items

G.1 Treasurer Report – Cathy Sowers

G.2 Discussion with Police Chief Terry Hollingsworth

G.3 Jones Park easement – Jon Brady

G.4 Proposed Zoning Regulations review for approval

G.5 Review of first week of curbside recycling

G.6 Barking Dog Ordinance Discussion

H. Unfinished Business

H.1 Discussion regarding Water Distribution System

H.2 Further Discussion Emergency Planning

H.3 Old Gym Discussion- Carol Baughman

H.4 Direct Deposit/KPERS Tandem Discussion

H.5 Other Unfinished Business

I. New Business

I.1 Overbrook Housing Authority Proposal Sidewalk/Parking Lot Repair

I.2 Grace Community Church Application for Fireworks Display Permit

I.3 Land Bank Discussion

I.4 Other New Business

J. Request for Executive Session- Joanne Allen

Brief session to discuss personal matters of non-elected personnel

K. Council Member Comments

L. Mayor's Report

M. Adjournment

(Note: A break may be scheduled at the Council's Discretion.)

AGENDA Regular Council Meeting CITY OF OVERBROOK July 8, 2015 7:00 PM Overbrook City Hall 401 Maple St.

- A. Call to Order and Roll Call
- B. Approval of Agenda
- C. Consent Agenda
 - C.1 Minutes 06/10/15 Regular Council Meeting Minutes
 - C.2 Warrants
 - C.3 Request to Shred City Documents
 - C.4 Maintenance Department Report
 - C.5 Animal Control Report
 - C.6 City Clerk Report
 - C.7 Code Compliance Report
- D. Special Reports
- E. Public Comments
- F. Utility Billing Account Hearings
- G. Council Action/Discussion Items
 - G.1 Treasurer Report Cathy Sowers
 - G.2 Discussion with Police Chief Terry Hollingsworth
 - G.3 Jones Park easement Jon Brady
 - G.4 Proposed Zoning Regulations Review for Approval
 - G.5 Formal Approval of 2014 Audit
 - G.6 Review Budget Documents provided by Jim Long CPA
 - G.7 Update on Storm Damage

H. Unfinished Business

- H.1 Discussion regarding Water Distribution System
- H.2 Further Discussion Emergency Planning
 - H.2.a Review draft contract to supply porta-potty units during Emergency
 - H.2.b Review draft contract to supply golf carts during Emergency
- H.3 Old Gym Discussion- Carol Baughman
 - H.3.a Update on planned July 11th work day
 - H.3.b North entrance roof discussion
- H.4 Other Unfinished Business
 - H.4.a Discussion Alley Behind Library
- I. New Business
 - I.1 Sage bill review
 - I.2 Review Ordinance #77 "Running at Large" for possible changes
 - I.3 Other New Business
- J. Council Member Comments
- K. Mayor's Report
- L. Adjournment

(Note: A break may be scheduled at the Council's Discretion.)

- C.8 Planning Commission Report
- C.9 Recreation Commission Report
- C.10 Library Board Report
- C.11 Housing Authority Board Report
- C.12 Pool Report

AGENDA Regular Council Meeting CITY OF OVERBROOK August 12, 2015 Overbrook City Hall 401 Maple St.

- A. Call to Order and Roll Call
- B. 2016 Budget Hearing
- C. Approval of Agenda
- D. Consent Agenda
 - D.1 Minutes 07/8/15 Regular Council Meeting Minutes
 - D.2 Warrants
 - D.3 Request to Shred City Documents
 - D.4 Maintenance Department Report
 - D.5 Animal Control Report
 - D.6 City Clerk Report
 - D.7 Code Compliance Report
- E. Special Reports
 - E.1 Old Gym north entry roof discussion
- F. Public Comments
- G. Utility Billing Account Hearings
- H. Council Action/Discussion Items
 - H.1 Treasurer Report Cathy Sowers
 - H.2 Discussion with Police Chief Terry Hollingsworth
 - H.3 Jones Park easement Jon Brady
 - H.4 Review Code Compliance Ordinance Code Officer Tyler Torneden
 - H.5 Review Election Ordinances to comply with State changes Mayor Don Schultz
 - H.6 OPR authorization to hold overnight Fishing Tournament at Overbrook City Lake
- I. Unfinished Business
 - I.1 Discussion regarding Water Distribution System
 - I.2 Further Discussion Emergency Planning
 - I.3 Old Gym Discussion- Carol Baughman
 - I.4. Discussion Alley Behind Library
 - I.5 Zoning Ordinance #379 bullet points
 - I.6 Other Unfinished Business
 - I.6.a Update on Storm Damage Reimbursement
 - I.6.b Update on Animal Control Ordinances
- J. New Business
 - J.1 Speed Limit on east 1st Street 30MPH or 20MPH
 - J.2 4 year Exemption application Concealed Carry
 - J.3 Draft Ordinances #381 and #382 2015 STO and UPOC
 - J.4 Other New Business
- K. Council Member Comments
- L. Mayor's Report
- M. Adjournment

(Note: A break may be scheduled at the Council's Discretion.)

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- D.8 Planning Commission Report
- D.9 Recreation Commission Report
- D.10 Library Board Report
- D.11 Housing Authority Board Report
- D.12 Pool Report

AGENDA Regular Council Meeting CITY OF OVERBROOK September 9, 2015 Overbrook City Hall 401 Maple St.

- A. Call to Order and Roll Call
- B. Approval of Agenda
- C. Consent Agenda
 - C.1 Minutes 08/12/15 Regular Council Meeting Minutes
 - C.2 Warrants
 - C.3 Request to Shred City Documents
 - C.4 Maintenance Department Report
 - C.5 Animal Control Report
 - C.6 City Clerk Report
 - C.7 Code Compliance Report
- D. Special Reports
- E. Public Comments
- F. Utility Billing Account Hearings
- G. Council Action/Discussion Items
 - G.1 Treasurer Report Cathy Sowers
 - G.2 Discussion with Police Chief Terry Hollingsworth
 - G.3 Discussion with Code Compliance Officer Tyler Torneden
 - G.4 Jones Park Easement Discussion Jon Brady
 - G.5 Review Election Ordinances to comply with State changes Jim Koger
 - G.6 Review Alley Drainage Issue 600 block between Cedar and Walnut Don Bryant/Jim Koger
 - G.7 Update on Fawl Property Grinder Pump
 - G.8 IRS Guidance on tax treatment of provided clothing worn by on-duty police and firefighters
- H. Unfinished Business
 - H.1 Discussion regarding Water Distribution System
 - H.2 Further Discussion Emergency Planning
 - H.3 Old Gym Discussion- Carol Baughman
 - H.4. Discussion Alley Behind Library
 - H.5 Zoning Administrator Job Description, review Zoning Administrator ad wording, and review fee amounts
 - H.6 Review Updated Animal Control Ordinance #383 for approval
 - H.7 Speed Limit on east 1st Street 30MPH or 20MPH
 - H.8 Other Unfinished Business
- I. New Business
 - I.1 Review Citycode Codification Proposal for approval
 - I.2 Clerk request to attend CCMFOA Academy November 5th&6th in Wichita
 - I.3 LKM Annual Conference Voting Delegate and Alternate
 - I.4 Other New Business
- J. Council Member Comments
- K. Mayor's Report
- L. Adjournment

(Note: A break may be scheduled at the Council's Discretion.)

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- C.8 Planning Commission Report
- C.9 Recreation Commission Report
- C.10 Library Board Report
- C.11 Housing Authority Board Report
- C.12 Pool Report

AGENDA Regular Council Meeting CITY OF OVERBROOK October 14, 2015 Overbrook City Hall 401 Maple St.

A. Call to Order and Roll Call

- B. Approval of Agenda
- C. Consent Agenda
 - C.1 Minutes 09/9/15 Regular Council Meeting Minutes
 - C.2 Warrants
 - C.3 Request to Shred City Documents
 - C.4 Maintenance Department Report
 - C.5 Animal Control Report
 - C.6 City Clerk Report
 - C.7 Code Compliance Report

- C.8 Planning Commission Report
- C.9 Recreation Commission Report
- C.10 Library Board Report
- C.11 Housing Authority Board Report
- C.12 Pool Report
- C.13 Sign Codification Agreement
- C.14 Request for 2 individual pool passes from 2016 SFT After Prom

7:00 PM

- **D. Special Reports**
 - D.1 Zac Anshutz discuss the speeding issue on 1st Street and Sunflower Drive
- E. Public Comments
- F. Utility Billing Account Hearings
- G. Council Action/Discussion Items
 - G.1 Treasurer Report Cathy Sowers
 - G.2 Discussion with Police Chief Terry Hollingsworth
 - G.3 Discussion with Code Compliance Officer Tyler Torneden
 - G.4 Jones Park Easement Discussion Jon Brady
 - G.5 Review Election Ordinances to comply with State changes Jim Koger
 - G.6 Request for Discussion with possible Executive Session- Carol Baughman
 - G.7 Request to get updated bid for south windows at City Hall
 - G.8 Request to investigate improving air flow in the back offices at City Hall

H. Unfinished Business

- H.1 Discussion regarding Water Distribution System
- H.2 Further Discussion Emergency Planning
- H.3 Old Gym Discussion- Carol Baughman
- H.4. Discussion Alley Behind Library
- H.5 Revisit Fish Food Expenses
- H.6 Other Unfinished Business

I. New Business

- I.1 Overbrook Land Bank Proposal
- I.2 Corrected Ordinance #382
- I.3 Other New Business
- J. Council Member Comments
- K. Mayor's Report
- L. Adjournment

(Note: A break may be scheduled at the Council's Discretion.)

AGENDA Regular Council Meeting CITY OF OVERBROOK November 11, 2015 Overbrook City Hall 401 Maple St.

- A. Call to Order and Roll Call
- B. Approval of Agenda
- C. Consent Agenda
 - C.1 Minutes 10/14/15 Regular Council Meeting Minutes And 10/28/15 Special Council Meeting
 - C.2 Warrants
 - C.3 Request to Shred City Documents
 - C.4 Maintenance Department Report
 - C.5 Animal Control Report
 - C.6 City Clerk Report
 - C.7 Code Compliance Report
- D. Special Reports
- E. Public Comments
- F. Utility Billing Account Hearings
- G. Council Action/Discussion Items
 - G.1 Treasurer Report Cathy Sowers
 - G.2 Discussion with Police Chief Terry Hollingsworth
 - G.3 Discussion with Code Compliance Officer Tyler Torneden
 - G.4 Jones Park Easement Discussion Jon Brady
 - G.5.a Set up Committee to review applications for Zoning Administrator
 - G.5.b Set up Committee to review applications for Meter Reader
 - G.6 Review updated bid for south windows at City Hall
 - G.7 Review bids to improve air flow in the back offices at City Hall
 - G.8 Set date for NIMS IS-100 exam
 - G.9 Request from Library Board possibility of adding Librarian to City Health Ins Plan

H. Unfinished Business

- H.1 Further Discussion Emergency Planning-CRS Application
- H.2 Old Gym Discussion- Carol Baughman
- H.3 Further discussion regarding Fish Food Expenses
- H.4 Further discussion Overbrook Land Bank proposal
- H.5 20 MPH Limits Signs/Speed Bump follow-up
- H.6 OPR Admin/Pool Mgr/Budget discussion
- H.7 Other Unfinished Business
- I. New Business
 - I.1 Review for approval Casey's General Store 2016 CMB request
 - I.2 Review City Employee request(s) to sell back unused vacation hours
 - I.3 Review proposed updates to Employee manual regarding Comp time/Overtime
 - I.4 Library Board opening
 - I.5 Other New Business
- J. Council Member Comments
- K. Mayor's Report
- L. Adjournment

(Note: A break may be scheduled at the Council's Discretion.)

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- C.8 Planning Commission Report
- C.9 Recreation Commission Report
- C.10 Library Board Report
- C.11 Housing Authority Board Report
- C.12 Pool Report
- C.13 Water Distribution System Report
- C.14 Emergency Planning Group Report
- C.15 Report regarding Alley Project

AGENDA Regular Council Meeting CITY OF OVERBROOK December 9, 2015 Overbrook City Hall 401 Maple St.

- A. Call to Order and Roll Call
- B. Approval of Agenda
- C. Consent Agenda
 - C.1 Minutes 11/11/15 Regular Council Meeting Minutes
 - C.2 Warrants
 - C.3 Request to Shred City Documents
 - C.4 Maintenance Department Report
 - C.5 Animal Control Report
 - C.6 City Clerk Report
 - C.7 Code Compliance Report
- D. Special Reports
- E. Public Comments
- F. Utility Billing Account Hearings
- G. Council Action/Discussion Items
 - G.1.a Treasurer Report Cathy Sowers
 - G.1.b discuss Cell Phone Data Plan
 - G.1.c discuss KS Gas bill at old gym
 - G.2 Discussion with Police Chief Terry Hollingsworth
 - G.3 Discussion with Code Compliance Officer Tyler Torneden
 - G.4 Jones Park Easement Discussion Jon Brady
 - G.5 Presentation of Candidate for Zoning Administrator
 - G.6 Student Worker at City Hall
 - G.7 Employee Reviews
 - G.8 Year-End Bonus and Salary Adjustment

H. Unfinished Business

- H.1 Old Gym Discussion- Carol Baughman
- H.2 20 MPH Limits Signs/Speed Bump follow-up
- H.3 OPR Admin/Pool Mgr/Budget discussion
- H.4 Review proposed updates to Employee manual
- H.5 Library Board opening
- H.6 Overbrook Park and Rec Board opening
- H.7 Other Unfinished Business
 - H.7.a further discussion air flow back part of City Hall
 - H.7.b Update on Delinquent Property Taxes
- I. New Business
 - I.1 Review for approval CMB/Liquor Licenses renewal requests
 - I.2 Request for Executive Session to discuss personnel matters of non-elected personnel
 - I.3 Other New Business
- J. Council Member Comments
- K. Mayor's Report
- L. Adjournment

(Note: A break may be scheduled at the Council's Discretion.)

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C.8 Planning Commission Report

- C.9 Recreation Commission Report
- C.10 Library Board Report
- C.11 Housing Authority Board Report
- C.12 Pool Report
- C.13 Water Distribution System Report
- C.14 Emergency Planning Group Report
- C.15 Report regarding Alley Project