**DRAFT MINUTES**

**COUNCIL MEETING**

**CITY OF OVERBROOK, OVERBROOK CITY HALL**

**401 MAPLE STREET**

**Oct 10, 2018**

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| CALL TO ORDER,  ROLL CALL  (A) | Mayor Jon Brady called the October 10, 2018 Council Meeting to order at 7:00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas.  **Mayor Jon Brady** – present  **Council Members:**  Carol Baughman - present  Joanne Allen - present  Tammy Metzger- absent  David Penrod – present  Cheryl Miller - present  **Others present:**  Jim Koger  Cathy Sower  Trent Moore |
| APPROVAL OF AGENDA:  (B) | Discussion: agenda reviewed - Add executive session under G4  Motion: Move to approve the agenda as amended  Moved: Carol Baughman, Joanne Allen  Motion carried (4-0) |
| CONSENT AGENDA:  (C) | C.1. Minutes- 9/12/18 Regular Council Meeting Minutes, 9/28/18 Work Session Notes  C.2. Warrants  C.3. Request to Shred City Documents  C.4. Planning Commission Report No Report  C.5. Zoning Administrator No Report  C.6. Housing Authority Board Report  C.7. Water Distribution System Report  C.8. Council Work Order List  C.9. Library Board Report  C.10. Law Department/Animal Control Report  C.11. Code Compliance No Report  C.12. Maintenance Department No Report  C.13. City Clerk Report  C.14. OPR Director Report  C.15 Pool Report    Motion: I move to approve the Consent Agenda as written  Moved: Joanne Allen, Carol Baughman  Motion Carried (4-0) |
| SPECIAL REPORTS:  (D.1) | No special reports |
| PUBLIC COMMENTS  (E) | None |
| UTILITY BILLING ACCOUNT HEARINGS  (F) | Discussion: Utility Billing Hearings Report  Past Due Payment Plans presented:  Account #107000  Account #165000  Account #270500  Account #307000  Account #750000  Motion: I move to approve the payment plans as written  Moved: David Penrod, Joanne Allen  Motion carried (4-0) |
| COUNCIL ACTION/DISCUSSION ITEMS:  TREASURER REPORT INCLUDES ACTION ITEM: CATHY SOWERS  (G.1) | Discussion: Treasurer’s Report  Motion: I move to give the treasurer authority to invest $350,000.00 in 3 month cds using the MIP  matching rate.  Moved: David Penrod, Joanne Allen  Motion Carried: (4-0)  Motion: I move to approve the treasurer’s report  Moved: Joanne Allen, David Penrod  Motion Carried: (4-0) |
| COUNCIL ACTION/DISCUSSION ITEMS: POLICE DEPARTMENT ACTION ITEM  (G.2) | No Action Items |
| COUNCIL ACTION/DISCUSSION ITEMS: MAINTENANCE DEPARTMENT ACTION ITEMS  G.3) | Discussion: Replacing Utility Truck, Equipment Reserve Budget, Downpayment  Motion: Grant the Clerk, Treasurer and Maintenance Department authority to purchase a vehicle for under $30,000.00 with the directive to have a mechanic check it out prior to purchase.  Moved: David Penrod, Joanne Allen  Motion Carried: (4-0) |
| COUNCIL ACTION/DISCUSSION ITEMS: ADMINISTRATION DEPARTMENT ACTION ITEMS  (G.4) | |  | | --- | | Discussion: Work Session date set for Nov 2, 2018.  The topic will be the pool and the City Christmas  event.  Motion: I move that the city council recess into  executive session to discuss the candidates for  Overbrook Municipal Court Judge. The  justification for such motion is for the non-elected  personnel matter. The open meeting will resume  in the council room in ten minutes at 8:00 pm.  Moved: Carol Baughman, Joanne Allen  Motion Carried (4-0)  The City Council returned to open session at  8:00pm. No action was taken and no decisions  were made.  Discussion: Overbrook Municipal Court Judge  Candidate interviews  Motion: I move that Jon Brady, Joanne Allen and  Cheryl Miller interview the Municipal Court Judge  Candidates and report back to the City Council.  Moved: David Penrod, Cheryl Miller  Motion Carried 4-0 | |
| COUNCIL ACTION/DISCUSSION ITEMS: PARK & REC ACTION ITEMS  (G.5) | No Action Items |
| COUNCIL ACTION/DISCUSSION ITEMS: SWIMMING POOL ACTION ITEMS: TRENT MOORE  (G.6) | Discussion: Underwater Vacuums & skimmers; The two Scoobies we have now don’t function.  Motion: Buy one Scooby for up to $3500.00 during the end of the year sale when that occurs.  Moved: David Penrod, Joanne Allen  Motion Carried: (4-0)  Discussion: Midwest Custom Pool will instruct maintenance crew on winterizing the pool and look at skimmers. |
| UNFINISHED BUSINESS: STREET PROJECT UPDATE AND WIDENING OF 1ST STREET  (H.1) | Discussion: Street Project update, 1st Street, Oak Street drainage  Motion: I move to pay Bettis the retainage.  Moved: David Penrod, Joanne Allen  Motion Carried: (4-0) |
| UNFINISHED BUSINESS: PERSONNEL MANUAL UPDATE  (H.2) | Discussion: holiday pay, overnight travel  Motion: Accept the two changes presented to the Personnel Manual  Moved: David Penrod, Joanne Allen  Motion Carried (4-0)  Discussion: on-call and/or standby time |
| UNFINISHED BUSINESS: GOOSE PROBLEM UPDATE  (H.3) | Discussion: Cheryl presented additional information: turning aerators off and allowing the pond to freeze, discontinue feeding the fish.  Information will be presented to OPR |
| UNFINISHED BUSINESS: CROSSING LIGHT REVIEW  (H.4) | Discussion: Returned 4 solar LED lights with 25% restocking fees. Were able to use old lights to meet KDOT standards. Need a push button mechanism and case to make a crossing light work at Maple  and 7th Street. There is a crosswalk, but no sidewalk.  Motion: Move that we purchase what is needed for the crossing light at Maple street.  Moved: Joanne Allen, Carol Baughman  Motion Carried: (4-0) |
| UNFINISHED BUSINESS: POSSIBLE RE-LOCATION OF WATER LINE SPLITTING LOTS 15 7 16 IN THE MEADOWBROOK SUBDIVISION  (H.5) | Discussion: Jim will communicate options to the party interested in purchasing the lots. |
| UNFINISHED BUSINESS: DRAFT CITY OF OVERBROOK EMERGENCY WASTEWATER PLAN  (H.6) | Discussion: Busy Bee, stand by generators  Motion: I move to approve the Emergency Wastewater Plan  Moved: Carol Baughman, David Penrod  Motion Carried (4-0) |
| UNFINISHED BUSINESS: OFFICE PHONE REVIEW  (H.7) | Discussion: proposal from Kwikom; will get the  Fax switched over and talk more at the November  Council Meeting |
| UNFINISHED BUSINESS: LIBRARY LIGHT FOLLOW UP  (H.8) | Discussion: Library lights update |
| UNFINISHED BUSINESS: UPDATE ON THE REVIEW OF THE ANIMAL CONTROL ORDINANCES  (H.9) | Discussion: Animal Ordinances progress and plans |
| OTHER UNFINISHED BUSINESS  (H.10) | None |
| NEW BUSINESS: CASEY’S: RENEW CMB  I.1 | Discussion: CMB renewal  Motion: I move to approve the renewal of Casey’s CMB license  Moved: David Penrod, Joanne Allen  Motion Passed: (4-0) |
| NEW BUSINESS: SECURITY CAMERA SYSTEMS FOR CITY HALL/POLOICE DEPARTMENT, POOL, AND SHOP/CONCESSION STAND  (I.2) | Discussion: Bids presented. Review for discussion next month. |
| NEW BUSINESS: PLAN FOR MOWING CITY LAND SOUTH OF THE WEST LIFT STATION  (I.3) | Discussion: KDOT: hump of ground affecting water drainage. Get an estimate for mowing. |
| NEW BUSINESS: REVIEW OF THE CODIFICATION ORDINANCE  (I.4) | Discussion: Review the draft of the Overbrook City Code. Will discuss at the next work session. |
| NEW BUSINESS: OTHER NEW BUSINESS  (I.5) | PRIDE meeting 8:00 am, Oct 19 at Community Room: Speaker Barbara Anderson |
| COUNCIL MEMBER COMMENTS:  (J) | Cheryl: Ben Trotter did a super job on the Business Spotlight.  Joanne: Attended Conference last weekend with Carol. Nov. 11 Veteran’s Day – Catered Breakfast Nov 10th at the Legion.  Jim: Dept meeting on Fri with Police Dept. Will walk through the filing of reports and exploring the process of documentation using the new computers. |
| MAYOR’S COMMENTS:  (K) | none |
| ADJOURNMENT:  (L) | Mayor Jon Brady called for a motion to adjourn.  Motion: I move to adjourn at 9:52 pm  Moved: Joanne Allen, David Penrod  Motion carried (4-0 ) |
| Respectfully submitted,  LaVerna Gray:  Overbrook Assistant City Clerk  DRAFT |  |