January 8, 2014 Minutes

The January 8, 2014 Overbrook city Council meeting was called to order at 7 PM in Overbrook City Hall.

Carol Baughman, Jon Brady, Joanne Allen, and Dorothy Chikly were in attendance. Jim Gates was absent.

Discussion in regards to the Agenda. Carol Baughman moved with the second from Joanne Allen to add two warrants, there will be no control report, code report, or housing report. Under special reports the Mayor had requested that item D.2 be moved to the end of special reports and we would hold a 10 min. break to celebrate Officer Harmison's retirement. Motion carried 4 to 0.

Following discussion Joanne Allen moved to approve the consent agenda. Carol Baughman seconded the motion. Motion carried 4 to 0.

Special reports Stephanie Watson, Bill Caton, Bob Bostrom, and Denise Hoback were present to discuss the senior housing project. Don Bryant gave input regards to the availability of sufficient utility options at the proposed location. Bill Caton gave a brief overview of the tax credit project. There was lengthy discussion. The application is due by February 1. Results should be known by May. If approved May through September would be dedicated to the change in zoning of the property with construction anticipated to begin in September October with a completion date of June or July 2015. There was discussion about how the multi-site/multicounty plan could help improve our chances of getting the tax credits. The proposal includes two buildings in Williamsburg, two in Melvern, four in Lyndon, six in Osage City, four in Burlingame, two in Harveyville, and either two or four here. A demographic study may be necessary for our portion. This may also include some LMI data. The rents will be in the $450-$550 range, they are required to accept section 8 vouchers so they believe it will have a limited overlap on our Overbrook Housing Authority clientele. These properties would be on the property tax roll. The building permit was discussed next. Don Bryant believes that the infrastructure is in place to support. There is no meter there now. The building permit would be approximately $300 per unit based off of $300,000 estimated per-unit cost. The proposed resolution was read with discussion following. Are the financial considerations of the permits part of the resolution? Mr. Caton believes that this is a figure that can be indicated at a point later in the process. Mr. Caton also indicated this is a very competitive program historically for every dollar that has been awarded, four dollars worth of applications were received. Jon Brady moved to accept signing of the resolution. Carol Baughman seconded the motion. Motion carried 4 to 0.

Marshall Madill was in attendance to discuss the April 1 renewal of the city's insurance policy. He'd like for his company, Integrity Insurance, to have an opportunity to bid on the renewal. Marshall discussed the unique customer portal that his company offers where you can find many useful risk management tools. Included with this bid he'd like to bid as well on the workers compensation policy. He would plan to have the quote no later than March Council meeting. The consensus of the Council was to allow Integrity Insurance to bid. The clerk is to get the information Mr. Madill would need to prepare the bid and to discuss with both our existing carrier and with Mr. Madill whether we should include the library contents as part of this policy.

Stephanie Watson was also here to talk to the Council about the Kansas Sampler coming up soon in Wamego. Following discussion no decision was made however if we want to be part of the Sampler we need to let Stephanie know our plans by the end of February. The Sampler will be held on May 3 and 4th, 2014. OCED has a program that may help split some of the brochure costs.

Police Chief Ed Harmison is retiring. His last day is January 15. Officer Harmison was present at the meeting and was presented a plaque from the City of Overbrook in recognition of his 37 years of service to our Overbrook community. Mayor Don Schultz thanked Officer Harmison as he presented him the plaque. At 7:45 PM Carol Baughman moved with the second from Joanne Allen to take a 10 min. break to take pictures, eat cake, and celebrate with Officer Harmison. Motion carried 4-0.

We came back from break at 7:55 PM.

There were no public comments so we moved on to discussion about the library project. The appliances have been purchased for the community room. The dishwasher was the wrong size but will be swapped for a model that does fit. Tables and chairs will be picked up soon. The installation of the double oven will occur once the cabinet is finished.

The Library Foundation is working on getting the push buttons done for the automatic doors. Joanne Allen will check to see how close these are to being installed.

In regards to the exterior siding, nine panels were not anodized and had to be returned. Once those panels are up, architect and contractor to establish an exterior punch list.

As far as the interior punch list goes only real issue is addressing the small leak(s). There was discussion about snow removal on the sidewalk and steps.

Next Jon Brady discussed the railings. This process will take some time. Final touches on the alley probably won't be completed until spring. Jon asked about placing the additional concrete behind the balusters perhaps could be a place to put the dumpster. Uses of special highway fund dollars were discussed next. We will be able to use 10% on the sidewalk. Jim Koger will send the Council an e-mail from Michael Coffman explaining how special highway dollars can be spent. There was discussion about the liquidated damages. There are no outstanding KDS pay applications. We have not yet received any additional change orders. Jon Brady asked whether we had heard whether all the subcontractors have been paid. It's important that before we sign off on the project that KES provides an affidavit with showing that the subs have been paid before we make that final payment. The cost of insurance for coverage until the renewal was discussed next. Jon Brady with the second from Joanne Allen moved to pay $1825 premium for coverage through the end of March. Motion carried 4 to 0.

Utility billing hearings were held next the first two requested to pay their outstanding bills on January 9th. Jon Brady moved with the second from Dorothy Chikly to accept the hearing requests. Motion carried 4 to 0. Following discussion Dorothy Chikly with the second from Jon Brady moved to accept payment arrangements for the last Utility billing hearing. Motion carried 4 to 0.

The Treas. report was next. Cathy Sowers discussed the bank rec with the Council. Special highway dollars were discussed. Cathy will also look at how we spent other special highway dollars to see if we can move them inside the project as well. There was discussion. Other items were we've seen increases in addition to insurance were in KPERS/KP F. The consensus was we really have to be cautious

how we spend dollars. Cash receipts were discussed next. After noticing the co-op building permit deposit question was asked if we knew when the co-op would be breaking ground. The clerk was asked to look into the impact the liquor store would have had on local liquor and/or sales taxes. Council would like to discuss this at the February meeting. Other items to follow-up on include delinquent property tax sale and the court costs/Kansas set off program.

Officer Harmison gave his report. Recent house fire on fifth Street was discussed. The clerk is to send code compliance letter asking for planning timetable for the tear down of the building. Crews from Overbrook, Carbondale and Lyndon responded to the fire. Officer Harmison discussed some of the terms used on his list of applicants for the police chief position. Mayor Schultz proposed that the committee set up a meeting so they can get the initial interviews scheduled. Carol Baughman, Don Schultz, Jon Brady, and Ed Harmison will be part of that meeting. It was tentatively scheduled for Friday, January 10 at 2:30 PM at City Hall. The Council then moved to the task of naming an interim chief. Following discussion, Joanne Allen moved to name Terry Hollingsworth as Interim Chief. Carol Baughman seconded the motion. Motion carried 4 to 0. The Mayor clarified that this is effective as of Chief Harmison's retirement on January 15, 2014. Was also noted that Officer Hollingsworth has completed his probation. There was discussion about what pay rate you receive as interim chief as well as whether he was due a raise following the completion of his probation period. The clerk was asked to check with the neighboring communities for comparative numbers. Consensus was we would discuss this further at an upcoming meeting.

Next the Council discussed the draft letter the clerk had written to the new owner of Lamb Roberts funeral home in regards to the location of a sewer service line cutting across funeral home property. Consensus was to send the letter is written.

Waste tire grant: there was discussion about applying for the 2014 waste tire grant. Dorothy Chikly with the second from Jon Brady moved to apply for the grant with input from Sandra Woodruff and Donnie Bryant for what was needed at the pool with our share not to exceed $1500. Motion carried 4 to 0. Jon Brady will discuss with pride the possibility sharing some of this expense.

Following discussion consensus was to participate in the planned hazard emergency management exercise to be put on during the fourth quarter by the County emergency management director Bryce Romine.

There were no other Council action items.

Unfinished business: Following discussion on recycling, the Council agreed we need more information. Jon Brady will discuss with the Pride group at their next meeting and we will work on this more at the February Council meeting.

Clerk Jim Koger that the Council know that we have received the final franchise fee payment from Zito Media.

Flow meter for the lagoon's this item was carried forward to the next meeting is more info was needed.

CMB licenses were delivered before the end of December. We did not have any additional applications.

Clerk Jim Koger will follow-up on the annexation of the property behind Grace Community Church, and will discuss this with planning and zoning at their next meeting.

There was no other unfinished business.

New business: City Hall day is February 5th. It's a Wednesday. Will head up there about 10:30 AM Don Schultz will get us all the details.

J.2.A the Appanoose PTO has made a request for family pool pass to be used in their fundraising efforts. There was discussion would be possible when others requested donation that we counter with the pool pass as a possibility. Joanne Allen with a second by Carol Baughman moved to approve a family pool pass be given to the happenings PTO. Motion carried 4 to 0.

There was discussion about adding Librarian Peggy Waldman to the list of full-time employees that the city issued bonuses to last month. Following discussion, the Mayor called for a motion but none was received.

New business Jon Brady indicated it was time to renew the Pride resolution as a Star community. Will need to update the 2013 with the current year information. Jon Brady moved to approve the resolution number 2014 – 02. Joanne Allen seconded. Motion carried 4 to 0.

Council member comments Joanne Allen stated that the foundation play will be held on January 24 and 25th. Tickets are available at the library. Joanne also mentioned the Veterans Memorial plans on working on landscaping this year. The lights are at shop. Don Schultz and Don Bryant will follow-up with getting the new flags put up. Jon Brady, Dorothy Chikly, Carol Baughman none

The Mayor indicated that he wanted everyone to know that he appreciates the work they do.

Ed Harmison indicated that he would not have the need for an executive session as he had earlier indicated.

Dorothy Chikly with the second from Joanne Allen moved to adjourn. Motion carried 4 to 0 and the meeting was adjourned at 10:10 PM.

Respectfully submitted,

Jim Koger

City Clerk

APPROVED: 2/12/14

CITY OF OVERBROOK OFFICIAL SEAL 1948 OSAGE COUNTY, KANSAS

SPECIAL COUNCIL MEETING
CITY OF OVERBROOK

SPECIAL MTG MINUTES – February 7, 2014

SPECIAL MEETING CALL: (A.)	A Special Meeting of the Overbrook City Council has been called for Friday, February 7th, 1PM at the New Library, 317 Maple St. in Overbrook. The purpose of the special meeting is to hold the exterior inspection of the Library, formulate the exterior punch list, and decide if it is appropriate to sign the certificate of substantial completion for the exterior of the Library.
CALL TO ORDER, ROLL CALL: (B.)	At 1PM there was consensus to do the walk-around of the structure first and then call the meeting to order once that was completed. Mayor Don Schultz called the February 7, 2014 special council meeting to order at 1:35 p.m. at the Conference Room at the New Library. Council Members Carol Baughman, Joanne Allen, and Jon Brady were present. Bob Von Stein, David Dunfield, Kyle Gwaltney (from Diamond Everly Roofing), Jeremy Gaston and Jim Koger were also in attendance.
DISCUSSION: (C.)	Following discussion where the following was noted: 1. The Council had concern that no one from KES was at the meeting, 2. Change Order #8R has been presented to the Library Board and will be addressed at the 2/12/14 regular City Council Meeting, 3. Concern that in signing the certificate of substantial completion without evidence from the contractor that subcontractors have been paid will make it more difficult to ensure that the subs have been paid per the contract. 4. Review of project expenses will continue so as to not further encumber the City. Carol Baughman (Joanne Allen) moved to sign the certificate of substantial completion for the exterior of the Library. There was no further discussion. Motion passed 3-0. The Mayor signed the certificates. Architect will ask KES to come to City Hall to sign the certificates. The clerk will distribute the certificates once they are signed by KES. David Dunfield will email the Exterior Punch list to KES and to the Mayor.
ADJOURNMENT: (D.)	Carol Baughman (Joanne Allen) moved to adjourn the meeting at 2:00 p.m. Motion passed, 3-0.

Respectfully submitted,

Jim Koger
City Clerk
Approved:2/12/14

March 12, 2014 Minutes

The March 12, 2014 Overbrook City Council meeting was called to order at 7 PM in Overbrook City Hall.

Jon Brady, Joanne Allen, and Dorothy Chikly were in attendance. Carol Baughman was absent.

Discussion in regards to the Agenda: Add Executive Session (to discuss candidates for Chief of Police) following J.3. Re-arrange guest as D.1, D.3, D.1. Add I.3 Property Insurance, I.4 Friesen family request, J.2.b Century Link bill. Joanne Allen (Dorthy Chikly) moved to accept as amended. Motion carried 3 to 0.

C.4 Dorthy Chikly asked when we would have the list of things that need to be fixed at the pool. Don Bryant said he would have it in his maintenance report for April meeting.

Following discussion, Joanne Allen (Jon Brady) moved to approve the consent agenda. Motion carried 3 to 0.

Special Reports:

D.2 KU Engineering in attendance -Group Children's Fishing Pond Bridge (sponsored by Pride), to present two concepts for consideration. President Bob Klingler of Parks and Rec had not be notified about the bridge. A special meeting is scheduled for March 25th for the KU Engineering team to present to Parks and Rec the two concepts. Dorthy Chikly (Jon Brady) moved to approve the steel bridge option if available, if not, go with the man core option pending parks and rec approval. Motion carried 3 to 0.

D.3 Dan Rukes *Osage County Herald-Chronicle* in attendance to present options on the ad for Overbrook in the "Guide to Osage County". City to produce calendar of local events to *Osage County Herald-Chronicle,* by April. Jon Brady (Dorthy Chikly) moved to place a 1 page spread ($695), with new editorial and pictures, with events page updated. Motion carried 3-0.

D.1 Ron Dean and Terry Hollingsworth in attendance. Candidates for Chief of Police, had 10 Minute question answer with the city council.

Police Chief of Scranton, Larry Alexander, in attendance to comment on his work Terry Hollingsworth.

E. Public Comments-None

F.1 Discussion regarding the library project: Does the contract say contractor can reduce retainer? Does the grant support the contractors ask to go from a 10% to 5% retainer? Dorthy Chikly (Joanne Allen) moved to approve Pay app 14 if the contract and grant are ok with the reduction of retainer form 10% to 5%. If not ok to reduce retainer pay App 14 less 10%. Motion carried 3 to 0.

F.2 Following Discussion, Dorthy Chikly (Joanne Allen) take care of the residence immediately and if bids come in at suggested amount or less for the slab and the residence go ahead and do together. Motion carried 3-0.

Discussion put process together on project and checklist. Discussion on a Thank you for your help on the library or a library proclamation day.

G. Utility Bill Hearing:

Following Discussion, Jon Brady (Dorthy Chikly) moved to approve Item #1 as requested. Motion carried 3 to 0.

Following Discussion, Jon Brady (Dorthy Chikly) moved to approve Item #2 and 4 as requested. Motion carried 3 to 0.

Following Discussion, Jon Brady (Joanne Allen) moved change item #3 to pay by the 14th, or shut off. Motion carried 3 to 0.

H.1 Cathy Sowers presented her Treasurer Report. Discussion was made about the report and inquire on street expenses. Clerk to put together how much we spent on the snow emergency this year. May 12-13 Accountant in city hall. Following discussion, on a Motion made by Dorthy Chikly (Jon Brady), Council Member Joanne Allen was added to our list of official check signers for City's checking account at Kansas State Bank. Motion carried 3-0 with J. Allen abstaining. As there were only 3 Council Members in Attendance, Mayor Schultz cast the majority vote. This list should now include the following 5 people:

Mayor Don Schultz
City Treasurer Cathy Sowers
City Council Member Carol Baughman
City Council Member Joanne Allen
City Clerk Jim Koger

H.2 Terry Hollingsworth presented Police activity report. Discussion on digital radios need for two patrol cars. Following discussion, Jon Brady (Joanne Allen) go with bundle bid with Scranton, Burlingame, if it does not delay the decision to get the radios on time. If delayed go with 2nd bid. Motion carried 3 to 0.

H.3 Health Insurance Renewal-Following discussion about Health Insurance, consensus was we need to look into more on cost to employee/city and coverage.

H.4 Ordinance 368-Discussion that the ordinance stands but will be reviewed at a future date. A letter will follow from the Mayor.

H.5 Following discussion, Jon Brady (Joanne Allen) nominates Carol Baughman as City Council President. Motion carried 3 to 0.

H.6 Following discussion, City is looking for a new member to fill the open spot on the Overbrook Housing Board. Will bring suggestions to the April Council Meeting.

H.7 Following discussion, Dorthy Chikly (Joanne Allen) moves to take Asst. Clerk off probation and give a $.50/hr pay increase. Motion carried 3 to 0.

At 9:40pm a 5 minute break was called. At 9:47pm the meeting resumed.

I.1. Following lengthy discussion, decision to call a town meeting in April to present the options.

I.3 Following discussion, Dorthy Chikly (Allen) moved to accept the EMC bid if comes within a suggested amount or less of other bids, with comparable deduction, coverage for the city. Motion carried 3 to 0.

I.4 Following discussion, Dorthy Chikly (Jon Brady) moved to change the name of the lake to "Friesen Family Fishing Lake" with the mention of the City of Overbrook, pending approval of Friesen family. Signs at the lake will be changed with funds provided by the Friesen family. Motion carried 3 to 0.

J.1 Following discussion, Jon Brady (Dorthy Chikly) moved to sign the Proclamation Celebrating 46 years of Fair Housing. Motion carried 3 to 0.

J.2.a Following discussion, approval was made for clerk to negotiate with KGS on refund.

J.2.b Discussion on Century link bill and proceed with changes after speaking with Century link to match any savings.

Council Members comments: None

Mayor Report: Brought up two opportunities to continue education with events held in Manhattan and Wichita.

At 10:30 Dorthy Chikly (Joanne Allen) moved to have an Executive session for 10 minutes to address the two candidates for Chief of Police. Motion carried 3 to 0.

10:43 back from Executive Session, No decision made, No action taken.

10:43 Dorthy Chikly (Joanne Allen) moved to return to Executive Session for an additional 15 minutes. Motion carried 3 to 0.

10:43 City Council entered Executive session to continue discussion on Chief of Police Candidates.

10:58pm City council returned from executive session, no decision made. No action taken.

Dorthy Chikly (Jon Brady) moved to adjourn. Motion Carried 3 to 0. And the meeting was adjourned at 10:59.

Respectfully submitted,

David Penrod
Asst. City Clerk
APPROVED: 4/9/14

SPECIAL COUNCIL MEETING
CITY OF OVERBROOK

MINUTES – June 16, 2014

CALL TO ORDER, ROLL CALL: (A.)	Mayor Don Schultz called the June 16, 2014, special council meeting to order at 6.30 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas. Mayor Don Schultz, Council Members Carol Baughman, Joanne Allen, Tammy Metzger and Dorthy Chikly were present. Jon Brady was absent. Others present included Cathy Sowers, Jim Koger, Marni Penrod, Bob Von Stein, Gerry Coffman, and Galen Worthington. The special meeting was called to discuss updated information pertaining to the finalization of the Library building project and the KES Construction final pay application.
DISCUSSION: (B.)	The discussion began with a review of potential Liquidated Damage amounts. No extra time allotment was requested originally by KES when we added the Community Room to the project and KES had indicated to the Mayor that they felt it was important that we were aware of that information. The Council next discussed how the project was bonded and the impact this had on our role in making sure the subcontractors were paid as the contract indicated. The roof was discussed next. Diamond Everley was on site earlier in the day to inspect. We did not have a report on what they found. There was also discussion regarding the heating and cooling. Our system is referred to as electric heat over heat pump. An appointment will be made soon with Brandon Livingston from BCI to review the programming of the thermostats and the set points for the inside temperature sensor.
MOTION: (C.)	Following discussion, Dorthy Chikly (Carol Baughman) moved to approve the payment application at the full amount requested, $72,712.85. There was additional discussion. Motion carried 4-0. The Clerk is to ask that KES verify that all subs are paid following the receipt of this payment.
ADJOURNMENT: (D.)	At 6:56PM Carol Baughman (Joanne Allen) moved to adjourn. Motion carried 4-0.
Respectfully submitted Jim Koger Overbrook City Clerk APPROVED: 7/9/14	Jim Koger

CITY OF OVERBROOK OFFICIAL SEAL 1948 KANSAS

REGULAR COUNCIL MEETING
CITY OF OVERBROOK

MINUTES – June 11, 2014

CALL TO ORDER, ROLL CALL: (A.)	Mayor Don Schultz called the June 11, 2014, regular council meeting to order at 7.00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas. Roll was taken by the City Clerk and it was determined that a quorum was present. Mayor Don Schultz, Council Members Carol Baughman, Joanne Allen, Tammy Metzger and Jon Brady were present. Dorthy Chikly was absent. Others present included Cathy Sowers, Terry Hollingsworth, Jim Koger, Marni Penrod and Don Bryant. Members of the public were also in attendance.
PUBLIC HEARING – 114 E 5th St.	The Hearing opened at 7:01PM with the Mayor reading the resolution. The property has recently been purchased by Clifton Sinclair. Mr. Sinclair was in attendance. There was lengthy discussion about the plans Mr. Sinclair had for the property. Following this discussion, Joanne Allen (Jon Brady) moved to allow time to secure the area within a week and that cleanup would be completed within 60 days. Motion carried 4-0. Mr. Sinclair showed a video on his phone to help illustrate his belief that the structure is sturdier than what it appears. The Hearing closed at 7:12PM.
MOTION, APPROVE AGENDA: (B)	Following discussion,. Carol Baughman (Joanne Allen) moved to approve the agenda. Motion carried 4-0.
MOTION, APPROVE CONSENT AGENDA: (C.1 through C.12)	Following a brief question about the Clerk Report, Jon Brady (Tammy Metzger) moved to approve the Consent Agenda as follows: C.1. Approve May 14, 2014 Regular Council Meeting Minutes C.2. Warrants C.3. Request to Shred City Documents C.4. Maintenance Department Report C.5. Animal Control Department Report C.6. City Clerk Department 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 There was no animal control report presented. Motion carried 4-0.
SPECIAL REPORTS: BRIAN KINGSLEY BG CONSULTANTS: KAN-STEP OLD GYM BUILDING: (D.1)	Brian Kingsley from BG Consulting was here to discuss options available for funding a Community Facility. Local resident Bill Shipp was also here to be part of the conversation. There was lengthy discussion but no action was taken. We need to check with our Grant Administrator to see if we would need to conduct another LMI survey to apply for Kan-Step or a Community Facilities grant. Discussion: What is the path we want to go down? Consensus was that at the very least we do need to address the leaky roof areas at the two entrance ways.

PUBLIC COMMENTS: (E.1)	Joe and Kenny Greene are here to hear recycling discussion and would like to be part of the discussion.
PROJECT UPDATE: LIBRARY PROJECT UPDATE: (F.1)	Marni Penrod was in attendance to introduce Galen Worthington as the new library director. Galen began his job on June 2nd and is in the process of finishing up his Master of Library Science. Welcome Galen! Discussion continued in regards to repair of the roof leaks. One remains in the office, the other is in the children's room. The pay application was discussed next. There was an update on the programming of the heating and cooling units. There was discussion regarding paying the subcontractors and their related lien releases. There is concern that the architect has signed off yet issues remain unresolved. Consensus was to set up a meeting with the architect and contractor before approving the pay application. Susie Whalen left the meeting.
PROJECT UPDATE: ALLEY/SIDEWALK PROJECT: (F.2)	Following discussion in regards to the recent excess water run-off, Jon Brady (Joanne Allen) moved to do concrete work at the south end of the west side of the Library to address the water runoff. The work is not to exceed $2,000. Motion carried 4-0.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES 2014-25-6202-01: (G)	Following discussion, Jon Brady (Joanne Allen) moved to approve the request. Motion carried 4-0. Clarification February 20th payment can be extended if sign hearing request.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES 2014-26-32000-06: (G)	Following discussion, Jon Brady (Tammy Metzger) moved to approve the request. Motion carried 4-0.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES 2014-27-75001-01: (G)	Following discussion, Jon Brady (Joanne Allen) moved to approve the request. Motion carried 4-0.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES 2014-28-133002-02: (G)	Following discussion, Jon Brady (Tammy Metzger) moved to approve the request. If the remainder of $148.97 is not paid by July 11th Clerk is to shut-off service. Motion carried 4-0.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES 2014-29-315006-02: (G)	Following discussion, Jon Brady (Joanne Allen) moved to approve the request. Motion carried 4-0.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES 2014-30-359000-01: (G)	Following discussion, Jon Brady (Joanne Allen) moved to approve the request. Motion carried 4-0.
8:55 5 MINUTE BREAK	At 8:55PM a five minute break was called. The meeting returned to order at 9:00PM.

UNFINISHED BUSINESS: RECYCLING PROGRAM: (I.1)	The Mayor requested an adjustment to the Agenda- Item I.1 was moved up to address next. There was discussion regarding the recent Topeka Capital-Journal article on our recycling. Joe and Kenny Greene were present to be part of the recycling discussion. Carol Baughman discussed the continued issue with not always having a trailer with a bin for glass. Mayor Schultz will follow-up on this matter with the County. There was lengthy discussion. The Greene's offered to place an overflow dumpster at no cost near the recycle trailer.
COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT- CATHY SOWERS: (H.1)	Cathy Sowers presented her report. There was discussion about the 2015 Budget Timeline. Council Members are to work with their department heads. Same assignments as last year, Tammy will work with Streets. We will hold our Budget Workshop at 2PM at City Hall on Friday, June 27th. Cathy Sowers will follow-up with Jim Long.
COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH POLICE CHIEF TERRY HOLLINGSWORTH: (H.2.)	Officer Hollingsworth gave his report. STO 175 regarding Mufflers was discussed in regards to Item J.4. There was discussion about ATV's (noticeable decrease in complaints), Adults fishing at the Kid's Pond/Creel Limits, and the status of the search for a second full-time officer. No action was taken. Following discussion about Animal Control, we will proceed with the Police Department manning Animal Control. Chief Hollingsworth will hire a part-time Animal Control Officer. Jon Brady shared some comments he had received regarding the police department. No action was taken.
COUNCIL ACTION/DISCUSSION ITEMS: EMERGENCY PREPAREDNESS PLANNING-CAROL BAUGHMAN & JOANNE ALLEN: (H.3)	There was discussion. Consensus was that the committee would meet again to go over the County form. We will keep this item on the agenda.
COUNCIL ACTION/DISCUSSION ITEMS: JONES PARK EASEMENT DISCUSSION-JON BRADY: (H.4)	Jon Brady led a brief discussion on this matter. He is working on the surveying and will continue discussions with the landowners. We will need to make sure the boundary ordinance is updated if any changes are made.
COUNCIL ACTION/DISCUSSION ITEMS: DISCUSS 2015 BUDGET TIMELINE: (H.5)	This item was discussed earlier in the meeting during H.1.
COUNCIL ACTION/DISCUSSION ITEMS:	Following discussion, the consensus was to approve the request.

REQUEST FOR SCHOLARSHIP TO PARTICIPATE ON SWIM TEAM: (H.6)	
COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION OF MAINTENANCE DEPARTMENT ITEMS: (H.7)	Don Bryant addressed the Council, Item I.3 was moved up to this part of the agenda. There was not any available negotiation room on the water tower repair bid. These were all items that the contractor felt needed to be addressed now. There was discussion. How do we finance the repairs? Out of pocket? Bond, loan, etc.? Don Bryant is to look at getting other bids. Jim Koger is to query the clerk listserv to see what other communities have done to repair water towers. We briefly discussed the water line configuration where the 4 inch and 6 inch lines come together on the east side of town. No action was taken. Don Bryant asked about a sewer maintenance program proposed recently by an area jet rodder/sewer vac company. They would clean ¼ of the city sewer mains each of the next four years for $20,000/yr. We had our sewer system rehabbed but eventually roots may make their way back in to the system. There was not a motion to pursue and no further action was taken on this matter. The company will also spend a day for $1,500 cleaning out debris from driveway tubes in town. Following discussion, Jon Brady (Carol Baughman) moved to approve the 1 day $1,500 option. Motion carried 4-0. Don Bryant will flag drains to address. We may have some cleanup to clear ditches following this procedure. There was discussion regarding the brown Maintenance truck. The Lifters are knocking. Consensus was to come back with more information and we will discuss further at the July Council Meeting. The pool looks good. There was discussion that with all the recent rains it was an option for the Maintenance Department to utilize Gloss Mowing to get caught up at Jones Park.
UNFINISHED BUSINESS: RECYCLING PROGRAM: (I.1)	This item was discussed earlier in the meeting.
UNFINISHED BUSINESS: ORDINANCE #368 REVIEW: (I.2)	Following discussion, Jon Brady (Joanne Allen) moved to approve Ordinance #373 as written; amending the fees charged by Ordinance #368 and defining "New Service Activation". Motion carried 4-0.
UNFINISHED BUSINESS: EAST TOWER ROOF REPAIR: (I.3)	This item was discussed during Agenda Item H.7.
OTHER UNFINISHED BUSINESS: (I.4)	There was no other Unfinished Business.
NEW BUSINESS: CITY/PRIDE FIREWORKS DISPLAY: (J.1.a)	Following discussion, Jon Brady (Joanne Allen) moved to approve the request for the City/PRIDE Fireworks Display upon proof of required insurance coverage. Motion carried 4-0.

NEW BUSINESS: REQUEST FOR CITY DONATION TO CITY/PRIDE FIREWORKS DISPLAY: (J.1.b)	Following discussion, Jon Brady (Joanne Allen) moved to approve a donation of $550.00 to the CITY/PRIDE FIREWORKS DISPLAY. Motion carried 4-0.
NEW BUSINESS: BROOKSIDE FIREWORKS DISPLAY: (J.2.)	Following discussion, Jon Brady (Joanne Allen) moved to approve Brookside's request for a fireworks display. Motion carried 4-0.
OTHER NEW BUSINESS: UPDATE DOG/CAT ORDINANCES: (J.3)	Following discussion, consensus was to review this further at our next Council Meeting. The review was assigned to the Police Department.
OTHER NEW BUSINESS: REVIEW OF ORDINANCE STO/UPOC LOUD NOISES: (J.4)	This item was addressed earlier in the meeting during Chief Hollingsworth's report.
OTHER NEW BUSINESS: (J.5.a)	Jon Brady asked Don Bryant to start making the ramps on both sides of the bridge at the Kid's Pond using the dirt that was already on site.
OTHER NEW BUSINESS: (J.5.b)	There was no other New Business.
COUNCIL MEMBER COMMENTS: (K)	Jon Brady, Carol Baughman, Joanne Allen, Tammy Metzger: None
MAYOR'S REPORT: (M.)	The Mayor asked Carol Baughman to follow-up with Donna Crawford as to whether we would need to conduct a LMI study for the old Middle School Project. The Mayor will schedule a meeting with Hans and Lonnie regarding the library project. A special meeting may need to be called.
ADJOURNMENT: (N.)	At 11:23 pm Carol Baughman (Joanne Allen) moved to adjourn. Motion carried 4-0.
Respectfully submitted Jim Koger Overbrook City Clerk APPROVED: 7/9/14	Jim Koger

CITY OF OVERBROOK OFFICIAL SEAL 1948 OSAGE COUNTY, KANSAS

May 14, 2014 Minutes

A. Call to Order and Roll Call: The May 14, 2014 Overbrook city Council meeting was called to order at 7 PM in Overbrook City Hall. Joanne Allen, Carol Baughman, and Dorthy Chikly were present. Jon Brady arrived at 7:20PM.

B. Approval of Agenda: Carol Baughman (Joanne Allen) moved to approve the amended Agenda. Motion carried 3-0. Changes are as follows: Add Oak Plaza Mgr Position Job Description as J.4; Banner discussion as J.5; Move H.4 to D.1; Add Sandra Woodruff under D.2.

C. Consent Agenda: Following discussion, Joanne Allen (Carol Baughman) moved to approve the Consent Agenda as amended below. Motion carried 3-0.

C.1 Minutes – 04/09/14 Regular Council Meeting Minutes these were not available for this meeting; we will have them ready for the June 11th Council Meeting.

C.5 Animal Control Report No report

C.7 Code Compliance Report No report

D. Special Reports:

D.1: The Mayor introduced Tammy Metzger as a candidate for our open Council Member seat. Following discussion, Dorthy Chikly (Carol Baughman) moved to appoint Tammy Metzger as Council Member. Motion carried 3-0. Thank you Tammy and Welcome Aboard!

D.2 Sandra Woodruff Pool Report Have home swim meet on June 28th. Discuss at the June Council Meeting how we can tie the event in locally. Teams arrive around 8AM and are here through 2PM. There was discussion regarding the daily activities, lifeguards, and payroll. Following this discussion, Carol Baughman (Joanne Allen) moved to approve the proposed pay rates and schedule. Motion carried 4-0. Sun Shades and Concessions were discussed next.

D.3 (moved from J.1) Rachael Strohm was in attendance to discuss with the Council her plans to open a pre-school in the portable building across from the Grade School in Overbrook. Her plan had been approved 4-2 by the School Board earlier in the evening at their Board Meeting. There was discussion but no action was taken.

E. Public Comments: There were none at this time.

F. Project Updates:

F.1 Library Project Update There was lengthy discussion. Mayor Schultz and Jim Koger had met with Marni Penrod to discuss the remaining amount the City is to be reimbursed for items from the library project. There was further discussion. The roof will need to be addressed under warranty. There was concern over the Architect's statement to KES regarding liquidated damages.

F.2 Alley/Sidewalk Update Jon Brady led the discussion. Everything is done, however, Jon asked that re-visit the plan to address rain coming off the gutter next to Heetco.

G. Utility Billing Account Hearings: Following discussion, Jon Brady (Joanne Allen) moved to approve the first hearing request . Motion carried 5-0. There was no action needed on the second item. No payment received as indicated on items 3&4 so clerk is to proceed with shutoff.

H. Council Action/Discussion Items:

H.1 Treasurer Report – Cathy Sowers presented her report. There was discussion. Cathy explained how the forecasted income sheet was calculated. At 8:25PM Susie Whalen left the meeting.

H.2 Discussion with Police Chief Terry Hollingsworth There was discussion regarding Chief Hollingsworth's report. The current ATV Ordinance was discussed. Dealing with the related loud noises during evening hours and weekends was also discussed. A request was made to add the discussion of related Ordinances/STO/UPOC to the Agenda for the June Council Meeting.

H.3 Discuss Maple Street and other Street Repairs Following discussion, Jon Brady (Dorthy Chikly) moved to spend up to $5,000 on fixing these street repairs.

H.4 Discussion of potential candidates for open City Council seat This item was covered under D.1.

H.5.a Discuss East Water Tower Roof Repair There was lengthy discussion. Consensus was to gather more information and discuss further at the June Council Meeting.

H.5.b Leaky Valve Repair -Don Bryant Following discussion, Jon Brady (Joanne Allen) moved to approve the repair of these two valves at an estimated $1,050 each to repair. Motion carried 5-0.

H.6 Carol Baughman and Joanne Allen lead a discussion on Emergency Preparedness Planning. Carol Baughman, Joanne Allen, Terry Hollingsworth and Jim Koger will work as a committee on this project.

A 5 minute break was taken at 9:57PM.

H.7 Permitting of Utility Vehicles and 4-Wheelers on City Streets- Dorthy Chikly This item was discussed under H.2. No further action was taken.

H.8 Re-appointment of Non-Elected Personnel:

By separate motion and vote the following re-appointments were confirmed:

Taylor Wine Municipal Court Judge
Michael Coffman City Attorney
Jim Koger Municipal Court Clerk, City Clerk, Freedom of Information Officer, Building Inspector
Cathy Sowers City Treasurer
Don Bryant Maintenance Superintendent
David Penrod Assistant City Clerk
Karl Umscheid Maintenance Worker, Animal Control
Bruce Haukenberry Full Time Maintenance Assistant
Terry Hollingsworth Chief of Police
Blake Reker Part-time Police Officer
Bryan Johnson Part-time Police Officer
William Nicholson Part-time Police Officer
Paul Strother Part-time Police Officer

There was not a re-appointment made for either Patrolman or Code Compliance Officer.

I. Unfinished Business:

I.1 Recycling Program There was discussion about the survey responses to date. Will either proposal allow us to recycle additional types of items? Will the dumpster be big enough to handle it all? We will discuss this item further at the next Council Meeting.

I.2 KS Gas Invoice status following discussion, Jim Koger will call for an update.

I.3 Ordinance #368 Review following discussion, Dorthy Chikly will work with Jim Koger on this item. Plan is to review further at the June Council Meeting.

I.4 Osage County Herald-Chronicle Guide to Osage County 2014-2016 The Council discussed the ad proof. Consensus was to remove the Mayor and Council names from the proof. We will work on this more for next time.

I.5 Other Unfinished Business There was no other unfinished business.

J. New Business:

J.1 Overbrook Preschool Learning Center This item was discussed earlier in the meeting under D.3.

J.2 Application for Fireworks Display Permit Grace Community Church Following discussion, Carol Baughman (Joanne Allen) moved to approve the application. Motion carried 5-0.

J.3 Other New Business There was discussion regarding Carol Baughman (Tammy Metzger) moved to allow Don Bryant to accept the Housing Authority Manager Position if he is offered by the Housing Authority Board. There was discussion regarding what say the Council had. Motion carried 5-0.

J.4 Following discussion, the consensus was to allow Park and Rec to pursue banners for the chain link fences at Jones Park from all area businesses. There was also discussion regarding a request by Hidden Springs Golf Course to hang a banner on the lagoon fence. The consensus was that it was okay to hang the banner. Jon Brady suggested looking in to a business and services sign for the area north of the lake dam.

K. Council Member Comments: Joanne Allen indicated that the Veteran's Memorial will be working on landscaping this fall. The Girl Scout Troops put in two new pots with marigolds. Dorthy Chikly discussed a KOMA/KORA session on Social Media held at the recent LKM Conference she attended.

L. Mayor's Report: The Mayor also discussed some topics from the recent LKM Conference, handing out a checklist of items that were addressed during the conference sessions. There was discussion but no action taken.

M. Adjournment:

Dorothy Chikly seconded the Joanne Allen motion to adjourn. Motion carried 5 to 0 and the meeting was adjourned at 11:24 PM.

Respectfully submitted,

Jim Koger
City Clerk
APPROVED: 6/11/14

CITY OF OVERBROOK OFFICIAL SEAL 1948 OSAGE COUNTY, KANSAS

April 9, 2014 Minutes

The April 9, 2014 Overbrook city Council meeting was called to order at 7 PM in Overbrook City Hall.

Roll Call all four Council Members here.

Agenda was approved.

Consent Agenda was approved. Items with questions: Warrant 2711 @ $686.95- was computer and office supplies. Animal Control expense of $40- was a ticket issued? No ticket issued.

Donna Crawford was here to conduct the CDBG Grant Public Hearing to close out the grant for the library. One comment from the public- "Like the Library." There was discussion. With the rain coming, if there are items that need fixed- submit letter or email to KES with 7-day allowance to fix.

Motion and second to allow signing of paperwork as soon as it ready. Clarification- will hold 72k until roof fixed and all lien releases are turned in. Motion carried.

Ray Young, 607 Cedar, was here to talk to the Council about his alley.
His alley is now higher than year before.
Water backs up into residence yard.
Gas Company put new tap in across back and created high ground.
Asked us to evaluate what grading needs to be done.
Consensus to create a work order and involve Ray!

OCED Project:
Stephanie Watson and Bill Caton were in attendance to further discuss their project. Need community involvement. There was discussion. They need for the Council to vote to finalize the paperwork they need to make the application. Approximately $3,640 total Cost to City. There was a motion to waive fees for the water and sewer connections and the Building Permit fee. The motion was seconded. The initial vote was 2 for and 2 against. The Mayor was asked to break the tie and subsequently voted in favor of the motion. Motion passed 3-2. There was concern about whether the City can afford to allow this to be done.

Kent Morrison was present to provide testimony/recommendation for the hiring of Terry Hollingsworth as Police Chief. Kent expressed his support to the Council.

Pool Report- Sandra Harris:
Opening day is May 24th. We need to purchase lifeguard suits. They need 3 more guards. The plan on having 4 guards at a time working. Salary discussion: recommend a $0.25/hr raise for each year return, move minimum to $7.25/hr. Overall: wages up but hours worked down.
There are some general maintenance items that need to be done. Next month we will see the exact request for all.

Police Chief Recommendation:
Jon Brady spoke for the Committee. Their recommendation was to offer the position to Ron Dean. An executive session was called for 15 minutes to discuss the personnel matters of a non-elected employee. No decisions were made nor were any actions taken during the executive session. Following the return

from executive session a request for a motion was made by the Mayor. None was received. Council Member Jon Brady indicated that the public input was most important. A motion was then received and seconded to recommend Terry Hollingsworth be hired as Police Chief at $16.00 per hour with a 6 month probation period. Motion carried. Questions="Experience" enhanced by training-> Officer Hollingsworth appreciates that the City allows and supports employee training opportunities. The offer was made to Officer Hollingsworth. Officer Hollingsworth said yes and was then sworn in as our new Police Chief effective immediately.

Library Update:
We received manuals and drawings. Necessary paperwork from Donna Crawford was signed.

Alley/Sidewalk:
Following discussion, the previously approved $5,000 was not enough to complete the concrete work (total is $6,300 as it is already). If we were to pave the area at the SW corner and make a parking slab at the south end it would be an additional $1,740.00 to complete. Motion was made and seconded to spend the additional $3,100 ($1,300 already done plus the $1,740 proposed). Vote was tied 2-2. Mayor cast deciding vote against approving the motion. There was further discussion. The warrant for $1,300 for work already done will be paid. We are to finalize work on the alley as is.

Utility Bill Hearings:
There were 5 cases. Following discussion, #1 is to be shut off, #2 shut off if not paid as indicated, #3 is to be shut off, #4 & #5 are okay. Clerk is to proceed as indicated.

Treasurer Report:
General info = all ok! Audit will be held May 13&14. Discussion on pool expenses= gotta pay to get quality! Concessions must be a profit center.

Police Report:
General = all ok. Discussion regarding House at 5th and Walnut. Motion made and seconded to take immediate action- approved 4-0. Jim Koger will follow-up with Michael Coffman. Open wells/pits/septic/underground propane tanks were discussed next. We need to get them closed. Chief Hollingsworth discussed his desire to address consistency of speed limits across town.

Insurance Review:
Obama Care versus BCBS. Following discussion motion was made to renew the current BCBS policy. Motion carried 4-0.

Ordinance #368:
There was discussion but no action was taken.

Street Repairs:
Consensus was to discuss this further in the May meeting.

Housing Authority Board Appointment:

The Council approved the appointment of Carol Anno to the Housing Authority Board.

Council Seat Opening:
The Mayor indicated that he was getting closer to making a recommendation for appointment to fill the open Council seat.

Water Tower Repairs:
Following discussion, consensus was for Don Bryant to get more information from Maguire Iron regarding the proposed repairs to the east water tower. Maguire had indicated work was needed on the lid, ladder and the vent/light. We should also check for funding assistance or other grant opportunities.

Recycle Town Hall Meeting:
The Town Hall Meeting went well. There were a number of worthwhile items discussed at that meeting and the Council will continue to work on the recycling issue.

KS Gas Refund:
Following discussion, the consensus was to ask for a 2/3rds refund. The clerk will submit the request.

Annexation of the area north of the Grace Community parking lot:
Motion made and seconded to approve the resolution. Motion approved 4-0. Clerk will submit document for publication.

Garrett's Firework Stand:
Motion was made and seconded to approve the request from Garrett's Fireworks for a fireworks stand west of Casey's. Motion carried 4-0.

Council Member Comments: None.

Mayor Comments: Please be sure to read the proposed Planning and Zoning Regulations recently submitted by the Planning Commission. At this point they are early in the draft process but any input is greatly appreciated. There was discussion about needing to set the boundary pins near the lake for points of reference.

Adjournment:
The meeting was adjourned at 11:10PM.

Respectfully submitted,

Jim Koger

City Clerk

APPROVED:7/9/14

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City Clerk

APPROVED:7/9/14

May 14, 2014 Minutes

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C. Consent Agenda: Following discussion, Joanne Allen (Carol Baughman) moved to approve the Consent Agenda as amended below. Motion carried 3-0.

C.1 Minutes – 04/09/14 Regular Council Meeting Minutes these were not available for this meeting; we will have them ready for the June 11th Council Meeting.

C.5 Animal Control Report No report

C.7 Code Compliance Report No report

D. Special Reports:

D.1: The Mayor introduced Tammy Metzger as a candidate for our open Council Member seat. Following discussion, Dorthy Chikly (Carol Baughman) moved to appoint Tammy Metzger as Council Member. Motion carried 3-0. Thank you Tammy and Welcome Aboard!

D.2 Sandra Woodruff Pool Report Have home swim meet on June 28th. Discuss at the June Council Meeting how we can tie the event in locally. Teams arrive around 8AM and are here through 2PM. There was discussion regarding the daily activities, lifeguards, and payroll. Following this discussion, Carol Baughman (Joanne Allen) moved to approve the proposed pay rates and schedule. Motion carried 4-0. Sun Shades and Concessions were discussed next.

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E. Public Comments: There were none at this time.

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May 14, 2014 Minutes

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J. New Business:

J.1 Overbrook Preschool Learning Center This item was discussed earlier in the meeting under D.3.

J.2 Application for Fireworks Display Permit Grace Community Church Following discussion, Carol Baughman (Joanne Allen) moved to approve the application. Motion carried 5-0.

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M. Adjournment:

Dorothy Chikly seconded the Joanne Allen motion to adjourn. Motion carried 5 to 0 and the meeting was adjourned at 11:24 PM.

Respectfully submitted,

Jim Koger
City Clerk
APPROVED: 6/11/14

REGULAR COUNCIL MEETING
CITY OF OVERBROOK

MINUTES – June 11, 2014

CALL TO ORDER, ROLL CALL: (A.)	Mayor Don Schultz called the June 11, 2014, regular council meeting to order at 7.00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas. Roll was taken by the City Clerk and it was determined that a quorum was present. Mayor Don Schultz, Council Members Carol Baughman, Joanne Allen, Tammy Metzger and Jon Brady were present. Dorthy Chikly was absent. Others present included Cathy Sowers, Terry Hollingsworth, Jim Koger, Marni Penrod and Don Bryant. Members of the public were also in attendance.
PUBLIC HEARING – 114 E 5th St.	The Hearing opened at 7:01PM with the Mayor reading the resolution. The property has recently been purchased by Clifton Sinclair. Mr. Sinclair was in attendance. There was lengthy discussion about the plans Mr. Sinclair had for the property. Following this discussion, Joanne Allen (Jon Brady) moved to allow time to secure the area within a week and that cleanup would be completed within 60 days. Motion carried 4-0. Mr. Sinclair showed a video on his phone to help illustrate his belief that the structure is sturdier than what it appears. The Hearing closed at 7:12PM.
MOTION, APPROVE AGENDA: (B)	Following discussion,. Carol Baughman (Joanne Allen) moved to approve the agenda. Motion carried 4-0.
MOTION, APPROVE CONSENT AGENDA: (C.1 through C.12)	Following a brief question about the Clerk Report, Jon Brady (Tammy Metzger) moved to approve the Consent Agenda as follows: C.1. Approve May 14, 2014 Regular Council Meeting Minutes C.2. Warrants C.3. Request to Shred City Documents C.4. Maintenance Department Report C.5. Animal Control Department Report C.6. City Clerk Department 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 There was no animal control report presented. Motion carried 4-0.
SPECIAL REPORTS: BRIAN KINGSLEY BG CONSULTANTS: KAN-STEP OLD GYM BUILDING: (D.1)	Brian Kingsley from BG Consulting was here to discuss options available for funding a Community Facility. Local resident Bill Shipp was also here to be part of the conversation. There was lengthy discussion but no action was taken. We need to check with our Grant Administrator to see if we would need to conduct another LMI survey to apply for Kan-Step or a Community Facilities grant. Discussion: What is the path we want to go down? Consensus was that at the very least we do need to address the leaky roof areas at the two entrance ways.

PUBLIC COMMENTS: (E.1)	Joe and Kenny Greene are here to hear recycling discussion and would like to be part of the discussion.
PROJECT UPDATE: LIBRARY PROJECT UPDATE: (F.1)	Marni Penrod was in attendance to introduce Galen Worthington as the new library director. Galen began his job on June 2nd and is in the process of finishing up his Master of Library Science. Welcome Galen! Discussion continued in regards to repair of the roof leaks. One remains in the office, the other is in the children's room. The pay application was discussed next. There was an update on the programming of the heating and cooling units. There was discussion regarding paying the subcontractors and their related lien releases. There is concern that the architect has signed off yet issues remain unresolved. Consensus was to set up a meeting with the architect and contractor before approving the pay application. Susie Whalen left the meeting.
PROJECT UPDATE: ALLEY/SIDEWALK PROJECT: (F.2)	Following discussion in regards to the recent excess water run-off, Jon Brady (Joanne Allen) moved to do concrete work at the south end of the west side of the Library to address the water runoff. The work is not to exceed $2,000. Motion carried 4-0.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES 2014-25-6202-01: (G)	Following discussion, Jon Brady (Joanne Allen) moved to approve the request. Motion carried 4-0. Clarification February 20th payment can be extended if sign hearing request.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES 2014-26-32000-06: (G)	Following discussion, Jon Brady (Tammy Metzger) moved to approve the request. Motion carried 4-0.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES 2014-27-75001-01: (G)	Following discussion, Jon Brady (Joanne Allen) moved to approve the request. Motion carried 4-0.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES 2014-28-133002-02: (G)	Following discussion, Jon Brady (Tammy Metzger) moved to approve the request. If the remainder of $148.97 is not paid by July 11th Clerk is to shut-off service. Motion carried 4-0.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES 2014-29-315006-02: (G)	Following discussion, Jon Brady (Joanne Allen) moved to approve the request. Motion carried 4-0.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES 2014-30-359000-01: (G)	Following discussion, Jon Brady (Joanne Allen) moved to approve the request. Motion carried 4-0.
8:55 5 MINUTE BREAK	At 8:55PM a five minute break was called. The meeting returned to order at 9:00PM.

UNFINISHED BUSINESS: RECYCLING PROGRAM: (I.1)	The Mayor requested an adjustment to the Agenda- Item I.1 was moved up to address next. There was discussion regarding the recent Topeka Capital-Journal article on our recycling. Joe and Kenny Greene were present to be part of the recycling discussion. Carol Baughman discussed the continued issue with not always having a trailer with a bin for glass. Mayor Schultz will follow-up on this matter with the County. There was lengthy discussion. The Greene's offered to place an overflow dumpster at no cost near the recycle trailer.
COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT- CATHY SOWERS: (H.1)	Cathy Sowers presented her report. There was discussion about the 2015 Budget Timeline. Council Members are to work with their department heads. Same assignments as last year, Tammy will work with Streets. We will hold our Budget Workshop at 2PM at City Hall on Friday, June 27th. Cathy Sowers will follow-up with Jim Long.
COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH POLICE CHIEF TERRY HOLLINGSWORTH: (H.2.)	Officer Hollingsworth gave his report. STO 175 regarding Mufflers was discussed in regards to Item J.4. There was discussion about ATV's (noticeable decrease in complaints), Adults fishing at the Kid's Pond/Creel Limits, and the status of the search for a second full-time officer. No action was taken. Following discussion about Animal Control, we will proceed with the Police Department manning Animal Control. Chief Hollingsworth will hire a part-time Animal Control Officer. Jon Brady shared some comments he had received regarding the police department. No action was taken.
COUNCIL ACTION/DISCUSSION ITEMS: EMERGENCY PREPAREDNESS PLANNING-CAROL BAUGHMAN & JOANNE ALLEN: (H.3)	There was discussion. Consensus was that the committee would meet again to go over the County form. We will keep this item on the agenda.
COUNCIL ACTION/DISCUSSION ITEMS: JONES PARK EASEMENT DISCUSSION-JON BRADY: (H.4)	Jon Brady led a brief discussion on this matter. He is working on the surveying and will continue discussions with the landowners. We will need to make sure the boundary ordinance is updated if any changes are made.
COUNCIL ACTION/DISCUSSION ITEMS: DISCUSS 2015 BUDGET TIMELINE: (H.5)	This item was discussed earlier in the meeting during H.1.
COUNCIL ACTION/DISCUSSION ITEMS:	Following discussion, the consensus was to approve the request.

REQUEST FOR SCHOLARSHIP TO PARTICIPATE ON SWIM TEAM: (H.6)	
COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION OF MAINTENANCE DEPARTMENT ITEMS: (H.7)	Don Bryant addressed the Council, Item I.3 was moved up to this part of the agenda. There was not any available negotiation room on the water tower repair bid. These were all items that the contractor felt needed to be addressed now. There was discussion. How do we finance the repairs? Out of pocket? Bond, loan, etc.? Don Bryant is to look at getting other bids. Jim Koger is to query the clerk listserv to see what other communities have done to repair water towers. We briefly discussed the water line configuration where the 4 inch and 6 inch lines come together on the east side of town. No action was taken. Don Bryant asked about a sewer maintenance program proposed recently by an area jet rodder/sewer vac company. They would clean ¼ of the city sewer mains each of the next four years for $20,000/yr. We had our sewer system rehabbed but eventually roots may make their way back in to the system. There was not a motion to pursue and no further action was taken on this matter. The company will also spend a day for $1,500 cleaning out debris from driveway tubes in town. Following discussion, Jon Brady (Carol Baughman) moved to approve the 1 day $1,500 option. Motion carried 4-0. Don Bryant will flag drains to address. We may have some cleanup to clear ditches following this procedure. There was discussion regarding the brown Maintenance truck. The Lifters are knocking. Consensus was to come back with more information and we will discuss further at the July Council Meeting. The pool looks good. There was discussion that with all the recent rains it was an option for the Maintenance Department to utilize Gloss Mowing to get caught up at Jones Park.
UNFINISHED BUSINESS: RECYCLING PROGRAM: (I.1)	This item was discussed earlier in the meeting.
UNFINISHED BUSINESS: ORDINANCE #368 REVIEW: (I.2)	Following discussion, Jon Brady (Joanne Allen) moved to approve Ordinance #373 as written; amending the fees charged by Ordinance #368 and defining “New Service Activation”. Motion carried 4-0.
UNFINISHED BUSINESS: EAST TOWER ROOF REPAIR: (I.3)	This item was discussed during Agenda Item H.7.
OTHER UNFINISHED BUSINESS: (I.4)	There was no other Unfinished Business.
NEW BUSINESS: CITY/PRIDE FIREWORKS DISPLAY: (J.1.a)	Following discussion, Jon Brady (Joanne Allen) moved to approve the request for the City/PRIDE Fireworks Display upon proof of required insurance coverage. Motion carried 4-0.

NEW BUSINESS: REQUEST FOR CITY DONATION TO CITY/PRIDE FIREWORKS DISPLAY: (J.1.b)	Following discussion, Jon Brady (Joanne Allen) moved to approve a donation of $550.00 to the CITY/PRIDE FIREWORKS DISPLAY. Motion carried 4-0.
NEW BUSINESS: BROOKSIDE FIREWORKS DISPLAY: (J.2.)	Following discussion, Jon Brady (Joanne Allen) moved to approve Brookside's request for a fireworks display. Motion carried 4-0.
OTHER NEW BUSINESS: UPDATE DOG/CAT ORDINANCES: (J.3)	Following discussion, consensus was to review this further at our next Council Meeting. The review was assigned to the Police Department.
OTHER NEW BUSINESS: REVIEW OF ORDINANCE STO/UPOC LOUD NOISES: (J.4)	This item was addressed earlier in the meeting during Chief Hollingsworth's report.
OTHER NEW BUSINESS: (J.5.a)	Jon Brady asked Don Bryant to start making the ramps on both sides of the bridge at the Kid's Pond using the dirt that was already on site.
OTHER NEW BUSINESS: (J.5.b)	There was no other New Business.
COUNCIL MEMBER COMMENTS: (K)	Jon Brady, Carol Baughman, Joanne Allen, Tammy Metzger: None
MAYOR'S REPORT: (M.)	The Mayor asked Carol Baughman to follow-up with Donna Crawford as to whether we would need to conduct a LMI study for the old Middle School Project. The Mayor will schedule a meeting with Hans and Lonnie regarding the library project. A special meeting may need to be called.
ADJOURNMENT: (N.)	At 11:23 pm Carol Baughman (Joanne Allen) moved to adjourn. Motion carried 4-0.
Respectfully submitted Jim Koger Overbrook City Clerk APPROVED: 7/9/14	

SPECIAL COUNCIL MEETING
CITY OF OVERBROOK

MINUTES – July 11, 2014

CALL TO ORDER, ROLL CALL: (A.)	Mayor Don Schultz called the July 11, 2014, Special Council Meeting to order at 9.04 a.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas. Mayor Don Schultz, Council Members Carol Baughman, Joanne Allen, Jon Brady and Dorthy Chikly were present. Tammy Metzger was absent. Others present included Cathy Sowers, Jim Koger, Marni Penrod, and Susie Whalen. The special meeting was called to discuss and finalize the 2015 budget in preparation for the August 2014 Budget Hearing.
DISCUSSION: (B.)	There was lengthy discussion regarding to the preliminary budget proposed by CPA Jim Long at the July 9th Overbrook City Council Meeting and what might need to be done to meet the budget increase request from the Library. Additional discussion was also held in regards to the police department budget. Emergency Planning has not been a line item in past police department budgets. Possible cuts to expenses were discussed next. There wasn't any action taken but the consensus was that this is something the departments can work on.
MOTION: (C.)	Joanne Allen (Carol Baughman) moved to raise the total mill levy by 1.57 mills. There was discussion- this goes to the library and the rest remains the same. There was clarification that perhaps the mill amount needed to meet the library request could vary somewhat from our calculations. As a result, the motion was amended and seconded (again by Allen(Baughman)) to read to raise the mill levy to the amount needed to meet the library budget increase. The motion carried 3-1 with Joanne Allen, Carol Baughman, and Dorthy Chikly voting in favor; Jon Brady opposed. At the budget hearing the Council can adjust the mill levy down if so desired.
ADJOURNMENT: (D.)	At 10:34AM Dorthy Chikly (Carol Baughman) moved to adjourn. Motion carried 4-0.
Respectfully submitted Jim Koger Jim Koger Overbrook City Clerk APPROVED: 8/13/14	

CITY OF OVERBROOK OFFICIAL SEAL 1948 OSAGE COUNTY, KANSAS

COUNCIL MEETING
CITY OF OVERBROOK

MINUTES – August 13, 2014

CALL TO ORDER, ROLL CALL: (A.)	Mayor Don Schultz called the August 13, 2014, council meeting to order at 7:00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas. Mayor Don Schultz, Council Members Carol Baughman, Joanne Allen, Jon Brady and Dorthy Chikly were present. Tammy Metzger arrived at 7:02PM. Others present included Cathy Sowers, Jim Koger, Don Bryant, Terry Hollingsworth, Marni Penrod, Kirby Wechsler, and Russell Mitchell.
2015 BUDGET HEARING	The Mayor opened the 2015 Budget Hearing at 7:02 PM. The Mayor read the details of the proposed budget and opened the hearing to public comment. There was no public comment. There was lengthy discussion by the Council regarding the increase from 55.618 to 57.246 mills. Following discussion, Carol Baughman (Dorthy Chikly) moved to approve the 2015 Budget as written. A Roll Call Vote was taken by the Mayor with the following results: Allen, Chikly, Metzger and Baughman: Yeah Brady: No Motion carried 4-1. The Mayor Closed the Budget Hearing at 7:17PM.
MOTION, APPROVE AGENDA: (B)	Following discussion, please add the following items to new business: 2 additional warrants as J.3 Joanne Allen (Tammy Metzger) moved to approve. Motion carried 5-0.
MOTION, APPROVE CONSENT AGENDA: (C.1 through C.12)	C.1. Approve July 9, 2014 Regular Council Meeting Minutes;7/11/14 Special Meeting Minutes C.2. Warrants C.3. Request to Shred City Documents C.4. Maintenance Department Report Follow-up on East Water Tower repair; Let public know when work is done. C.5. Animal Control Department Report C.6. City Clerk Department Report C.7. Code Compliance Report C.8. Planning Commission Report C.9. Recreation Commission Report C.10. Library Board Report Follow-up on the updated policies to make sure they are posted where needed. Make it an agenda item for September. C.11. Housing Authority Board Report C.12. Pool Report follow-up on work order for screens for the pool so they can be ready to go for next year. Following discussion of the above, Carol Baughman (Dorthy Chikly) moved to approve the Consent Agenda as amended. Motion carried 5-0.
SPECIAL REPORTS: BRYCE ROMINE:EMERGENCY PREPAREDNESS: (D.1)	Bryce Romine discussed Emergency Preparedness matters with the Council. Bryce recommended adopting the Osage County Emergency Preparedness Plan as well as stressing the importance of NIMS training. Bryce invited the City to participate in the county-wide exercise on October 11th.

SPECIAL REPORTS: MOVED POLICE REPORT (H.2): (D.2)	Police Chief Hollingsworth gave his report. All four part-time officers have been accepted for the upcoming part-time academy. All passed the necessary evaluations to attend the September session. National Night out was discussed. Animal Control has worked several pit bull cases. Code Officer Kirby Wechsler also addressed the Council. At the 114 E. 5th location he had received complaints about an odd smell. Upon closer review he found that 4 vehicles had been brought in which did not meet the requirements of Ordinance #353. Mr. Cliffton Sinclair joined the conversation. He had been busy taking care of his hospitalized mother and had also recently dislocated his shoulder. Mr. Sinclair indicated that two of the vehicles were properly tagged and that there was still some wood he wanted to save from the burnt down home. Ordinance #96 was discussed. Mr. Sinclair indicated he had difficulty in getting Westar to re-establish power. Council suggested he contact Jan Simons. What is Cliftfon's plan now? There was discussion. He needs a trailer here- he has a place to haul the wood (Mayor Schultz stressed the importance of proper disposal- particularly if any hazardous materials were involved. Mr. Sinclair said he was not aware of any asbestos but thought there might possibly be some lead paint. He has been separating shingles and other roofing material. August 15th is the end of the period that the Council had given him to complete. There was additional discussion. The Council went over the minutes regarding was was required- Mr. Sinclair acknowledged receiving the packed- fencing had to be ordered- he has erected additional fence since the last meeting. Mr. Sinclair asked for more time. His intent was to have a clan and clear lot, besides the garage. The question was asked whether he had the wherewithal to load a trailer to haul items off. Mr. Sinclair thought he did. The Council also asked if he was living there. Mr. Sinclair's answer was no. There could be considerable expense left- if the Council went ahead to vote to abate- Mr. Sinclair said he appreciated that offer but declined. Given the information uncovered, Dorthy Chikly (Jon Brady) moved to grant a 30 day extension to September 15th to complete the levelling of the building and clearing the lot of building materials. All the vehicles on the property must be tagged, insured or removed within 10 days. If not cleared after 30 days council can take action without further notice. There was discussion. Motion failed by a vote of 2-3(Metzger, Allen, Baughman). There was further discussion. Need to take action to see what we do next. August 20th is the deadline for compliance with the notices Code Enforcement placed on the 4 vehicles. There was additional discussion. Carol Baughman (Tammy Metzger) moved to grant a 30 day extension to September 15th to complete the levelling of the building and clearing the lot of building materials. The Vehicle compliance must be made by August 20th per notice by Code Officer. Motion carried 4-1 (Allen). There was discussion about extensions available for autos under Ordinance #353 and Mr. Sinclair is welcome to pursue those avenues. The Mayor reminded Mr. Sinclair that we will take action next month. Jon Brady recommended that Mr. Sinclair contact KDHE regarding proper disposal of the building materials.
SPECIAL REPORTS: ANN MAH: (D.3)	Ann Mah addressed the Council about highlights from the last Legislative Session. No action was taken.
SPECIAL REPORTS: WALT AND PAT MARTIN: (D.4)	Walt and Pat Martin were in attendance to discuss their water bill at the Laundry mat and asked for a credit to their account for the recent extra flushing that they have had to do as a result of discolored water at their facility. Following lengthy discussion, Jon Brady (Joanne Allen) moved to make the same 2,600 gallon adjustment to their water bill that had

	previously been made to the sewer portion of their bill. There was additional discussion. Motion carried 5-0. Susie Whalen left at 9:08PM.
5 MINUTE BREAK	A 5 minute break was called by the Mayor.
SPECIAL REPORTS: BRIAN KINGSLEY BG CONSULTANTS: WATER DISTRIBUTION SYSTEM: (D.5)	Brian Kingsley of BG Consultants was in attendance to discuss services his company could provide to help us improve our water distribution system. His company has recently done similar work in Richmond and La Cygne Kansas. Brian also recommended involving the Kansas Rural Water Association as they offer many useful services. After lengthy discussion, it was noted that we needed to get input from the community and to get a meeting set up with KRWA. The Clerk is to work on setting up the meeting.
PUBLIC COMMENTS: (E.1)	None
PROJECT UPDATE: LIBRARY PROJECT UPDATE: (F.1)	There was discussion. The Mayor is to follow-up on receiving an affidavit from KES indicating that subcontractors have been paid. No further action was taken.
PROJECT UPDATE: ALLEY/SIDEWALK PROJECT: (F.2)	Following discussion, we can remove this from upcoming agendas as the project has been completed and the contractor paid in full.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES 2014-38-6202-03: (G.1)	Following discussion, Jon Brady (Joanne Allen) moved to approve the request. Motion carried 5-0.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES 2014-39-50101-04: (G.2)	Following discussion, Jon Brady (Tammy Metzger) moved to approve the request. Motion carried 4-1 (Chikly).
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES 2014-40-133002-03: (G.3)	Following discussion, Jon Brady (Carol Baughman) moved to approve the request with the stipulation that the bill has to be caught up by the end of September 2014. Motion carried 5-0.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES 2014-41-307000-02: (G.4)	Following discussion, Dorthy Chikly (Jon Brady) moved to approve the request. Motion carried 5-0.
COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT- CATHY SOWERS: (H.1)	Cathy Sowers presented her report. Discussion items included the desire to follow-up on the delinquent property tax with the County, whether we are charging enough in fees for activities at the pool, and whether it is possible (or makes sense) for staff to prepare the annual budget. No further action was taken.
COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH POLICE CHIEF TERRY HOLLINGSWORTH:	Item held earlier in the meeting.

(H.2)	
COUNCIL ACTION/DISCUSSION ITEMS: EMERGENCY PREPAREDNESS PLANNING-CAROL BAUGHMAN & JOANNE ALLEN: (H.3)	Carol Baughman and Joanne Allen will be taking the Emergency Management class at the League Meeting in Wichita. (Note: Dorthy Chikly has subsequently signed up for this class as well). The Clerk is to follow-up with Bryce Romine regarding the update of emergency information for our city website.
COUNCIL ACTION/DISCUSSION ITEMS: JONES PARK EASEMENT DISCUSSION-JON BRADY: (H.4)	Continued until next meeting. The Friesen Fishing Lake Signs were discussed as well. Jim Koger, Don Bryant, and Don Schultz will discuss status.
COUNCIL ACTION/DISCUSSION ITEMS: PLANNING AND ZONING COMMISSION ACTION ITEMS: SECOND STREET VACATION DRAFT ORDINANCE #374 (H.5.A)	Following discussion regarding the existing easements remaining in place, Jon Brady (Joanne Allen) moved to approve Ordinance #374 as written. Motion carried 5-0.
COUNCIL ACTION/DISCUSSION ITEMS: PLANNING AND ZONING COMMISSION ACTION ITEMS: RECOMMENDATION FOR FORMING AN INFRASTRUCTURE PLANNING GROUP (H.5.b)	Consensus was to discuss the formation of the infrastructure planning group at the September 16th join meeting with Planning and Zoning.
COUNCIL ACTION/DISCUSSION ITEMS: OLD GYM SURVEY RESULTS: CAROL BAUGHMAN: (H.6)	Carol Baughman discussed the results received through August 11th with the Council. Carol will work on an announcement summarizing the results to include with the newsletter in an upcoming water bill mailing.
COUNCIL ACTION/DISCUSSION ITEMS: UPDATE ON 114 E 5TH: (H.7)	This item was discussed earlier in the meeting.
COUNCIL ACTION/DISCUSSION ITEMS: TREE ORDINANCE: (H.8)	Following discussion about the proposed amendment received from Code Compliance Officer Kirby Wechsler, consensus was to discuss this further at an upcoming Council Meeting.
UNFINISHED BUSINESS: REVIEW PET TAG ORDINANCES: (I.1)	Following discussion, Dorthy Chikly (Tammy Metzger) moved to approve Ordinance 375 as written. Motion carried 5-0.
OTHER UNFINISHED BUSINESS: (I.2)	There was discussion regarding re-instatement of the cap on the Library Mill Levy. Input from the Library Board is needed. The Clerk will with the Library Board as well as with the Clerk Listserv. We will address this further next month.

	There was no further unfinished business.
NEW BUSINESS: REVIEW PROPOSAL TO INCREASE OVERBROOK MUNICIPAL COURT COST FEE: (J.1)	Following discussion, Jon Brady (Dorthy Chikly) moved to approve the proposed increase. There was discussion. Motion carried 5-0.
OTHER NEW BUSINESS: (J.2)	The Overbrook Park and Recreation Board has asked the Council to approve an increase in the number of Board Members to 7. This will allow the Board to have a broader platform of strength for the programs they offer. Consensus was to get input from Mike Coffman and possibly hold a joint meeting with OPR. Following discussion regarding the two additional warrants, Jon Brady (Joanne Allen) moved to pay both. Motion carried 5-0. Other new business: there was discussion about painting the top façade outside of City Hall and/or replacing windows on this level. More information is needed. We will discuss further next month. There was discussion regarding the sidewalk on the west side of the 300 block of Maple. Consensus was for Jon Brady to get a bid on replacement. Jon Brady asked about the blue Police Car being out of town parked at a house. He would like to discuss this further at an upcoming meeting. There was no other new business.
COUNCIL MEMBER COMMENTS: (K)	Dorthy Chikly, Jon Brady, and Tammy Metzger: None Joanne Allen: Landscape work around the Veteran's Memorial will be done in November. Carol Baughman: We discussed the two neat books we got from the writer out east who once worked at the newspaper when it was in Overbrook. We sent her a 100th Birthday card and she sent us back a thank you along with the two books. Carol also spoke about the success of the recent book sale for the Library.
MAYOR'S REPORT: (M.)	The Mayor reminded the Council to attend the League Conference in Wichita if it was possible.
ADJOURNMENT: (N.)	At 11:23 pm Carol Baughman (Joanne Allen) moved to adjourn. Motion carried 5-0.
Respectfully submitted Jim Koger Overbrook City Clerk: APPROVED 09/10/14	

MINUTES Regular Council Meeting

CITY OF OVERBROOK

September 10, 2014 7:00 PM

A. Call to Order and Roll Call all Council Members are here but Jon. Others include Cathy Sowers, Kirby Wechsler, Terry Hollingsworth, Donnie Bryant, and Russell Mitchell.

B. Approval of Agenda

Any additions: Item J.1 and J.3 Bryce Romine

Any Changes: H.5 will be discussed at the Joint Planning Meeting, Pull Pool report to do under special reports. Pull Maintenance Report to discuss further. Pull D.1 to discuss next time.

Motion: Carol Baughman

Second: Joanne Allen

Vote: 4-0 to approve

C. Consent Agenda

C.1 Minutes – 8/13/14 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

Any changes or additions?

Work on Burn ban next month. Pool Report to Special Reports and would like to have part follow-up as part of February Agenda. OPR decisions requested by end of December.

Motion: to approve by Joanne Allen

Second: Dorthy Chikly

Vote: 4-0 in favor.

D. Special Reports

Housing Authority discussion with Denise Hoback was continued until later.

Pool Report

Cathy Sowers gave breakdown of monies from 2013-2014. There was discussion about where/when the pool will fall under Park and Recreation. Sunshades need to be on work order for installation. Winterize and other maintenance followed-up as well. In August we lost Scuba fees, we need to discuss where the chemicals are stored; There was discussion regarding keeping a water chemistry log. Red Cross Cooperation was discussed and the hope was we could improve the relationship in the future. Recommend setting goal for a February/March committee to address staffing and other issues for the 2015 Pool Season.

E. Public Comments None

F.1 Library Project Update Following Discussion we can close this off the agenda unless items come up. Great job everyone!

G. Utility Billing Account Hearings

There were no Utility Billing Hearings due to delay in processing shutoffs. If a special meeting is needed, Tuesday before the Joint Meeting with P&Z would be a possibility.

H. Council Action/Discussion Items

H.1 Treasurer Report – Cathy Sowers gave her report. The Mayor indicated that he had further conversation with the County regarding the property tax sale. Currently some are at least 5 years in arrears. No action was taken.

H.2 Discussion with Police Chief Terry Hollingsworth. Police Chief Terry Hollingsworth gave his report.

There was discussion in regards to the recent mailbox cases, as well as the need for snow tires on the two police cars. No questions regarding Animal control. We will discuss 114 E. 5th later in the meeting.

H.3 Carol Baughman and Joanne Allen discuss Emergency Preparedness Planning NIMS KS-MAP

We are continuing to work on getting items discussed regarding this planning. We need to take photos of our properties. We will look to have a best practices/lessons learned discussion with Bryce Romine since the County Exercise conflicts with the Annual League Meeting.

H.4 Jones Park easement discussion – Jon Brady will discuss next month.

H.5 Planning and Zoning Commission Action Items

Consensus was to discuss these items at the September Joint Meeting with P&Z.

H.6 Update on 114 E. 5th

The Inman shed was discussed first. Following discussion, Dorthy Chikly (Joanne Allen) moved to abate the property. Motion carried 4-0. This will occur after the PT. Officers return from training.

Discussion on 114 E. 5th was next. Carol Baughman (Joanne Allen) moved to abate once the deadline has passed. There was discussion whether the disconnect of water/sewer was included in the cost. Motion carried 4-0.

We will work on the dead tree ordinance next month.

H.7 Building Inspector

This item will be discussed at the joint meeting with P&Z as well.

I. Unfinished Business

Don Bryant is getting a meeting set up with Dianne Patton to discuss the Aqua Mag settings. Greg Metz from KRWA will also be down to use a sounder to verify well depths.

We will discuss the library mill cap next month.

Friesen Fishing Lake Signs- following discussion, Don Schultz will talk with the Friesen Family.

There was discussion about meeting the 2017 deadline for replacing our street signs.

There was discussion about the possibility of re-visiting discussion about fencing the north end of the new Co-op elevators.

There was no other unfinished business.

J. New Business

The new ordinance for OPR was discussed. Currently the City appoints 3 of the 5 and would like to appoint 4 of the proposed 7. Dorthy Chikly (Joanne Allen) moved that with OPR approval we could have Mike write the new charter ordinance #14. Motion carried.

Updates on the City Hall Building were discussed next. Jim Koger will work on a request for proposal.

Concrete for 7th street near the pool was discussed next. Carol Baughman (Tammy Metzger) moved to approve the bid from Leo Lang Concrete. Motion carried 4-0. Donnie will let Leo know.

J.3 Other New Business

There was no other new business.

K. Council Member Comments

Joanne Allen, Carol Baughman, and Tammy Metzger none

Dorthy Chikly It was an all-female Council tonight!

L. Mayor's Report Mayor Schultz let everyone know that the Star-Spangled Banner was written 200 years ago!

The Mayor will be gone next month.

M. Adjournment Motion: Dorthy Chikly to adjourn

Second: Joanne Allen

Vote: 4-0 Time: 9:08PM

Respectfully submitted,

Jim Koger

Jim Koger CMC

Overbrook City Clerk

APPROVED:10/8/14

CITY OF OVERBROOK OFFICIAL SEAL 1948 OSAGE COUNTY KANSAS

COUNCIL MEETING
CITY OF OVERBROOK

MINUTES – August 13, 2014

CALL TO ORDER, ROLL CALL: (A.)	Mayor Don Schultz called the August 13, 2014, council meeting to order at 7:00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas. Mayor Don Schultz, Council Members Carol Baughman, Joanne Allen, Jon Brady and Dorthy Chikly were present. Tammy Metzger arrived at 7:02PM. Others present included Cathy Sowers, Jim Koger, Don Bryant, Terry Hollingsworth, Marni Penrod, Kirby Wechsler, and Russell Mitchell.
2015 BUDGET HEARING	The Mayor opened the 2015 Budget Hearing at 7:02 PM. The Mayor read the details of the proposed budget and opened the hearing to public comment. There was no public comment. There was lengthy discussion by the Council regarding the increase from 55.618 to 57.246 mills. Following discussion, Carol Baughman (Dorthy Chikly) moved to approve the 2015 Budget as written. A Roll Call Vote was taken by the Mayor with the following results: Allen, Chikly, Metzger and Baughman: Yeah Brady: No Motion carried 4-1. The Mayor Closed the Budget Hearing at 7:17PM.
MOTION, APPROVE AGENDA: (B)	Following discussion, please add the following items to new business: 2 additional warrants as J.3 Joanne Allen (Tammy Metzger) moved to approve. Motion carried 5-0.
MOTION, APPROVE CONSENT AGENDA: (C.1 through C.12)	C.1. Approve July 9, 2014 Regular Council Meeting Minutes;7/11/14 Special Meeting Minutes C.2. Warrants C.3. Request to Shred City Documents C.4. Maintenance Department Report Follow-up on East Water Tower repair; Let public know when work is done. C.5. Animal Control Department Report C.6. City Clerk Department Report C.7. Code Compliance Report C.8. Planning Commission Report C.9. Recreation Commission Report C.10. Library Board Report Follow-up on the updated policies to make sure they are posted where needed. Make it an agenda item for September. C.11. Housing Authority Board Report C.12. Pool Report follow-up on work order for screens for the pool so they can be ready to go for next year. Following discussion of the above, Carol Baughman (Dorthy Chikly) moved to approve the Consent Agenda as amended. Motion carried 5-0.
SPECIAL REPORTS: BRYCE ROMINE:EMERGENCY PREPAREDNESS: (D.1)	Bryce Romine discussed Emergency Preparedness matters with the Council. Bryce recommended adopting the Osage County Emergency Preparedness Plan as well as stressing the importance of NIMS training. Bryce invited the City to participate in the county-wide exercise on October 11th.

SPECIAL REPORTS: MOVED POLICE REPORT (H.2): (D.2)	Police Chief Hollingsworth gave his report. All four part-time officers have been accepted for the upcoming part-time academy. All passed the necessary evaluations to attend the September session. National Night out was discussed. Animal Control has worked several pit bull cases. Code Officer Kirby Wechsler also addressed the Council. At the 114 E. 5th location he had received complaints about an odd smell. Upon closer review he found that 4 vehicles had been brought in which did not meet the requirements of Ordinance #353. Mr. Cliffton Sinclair joined the conversation. He had been busy taking care of his hospitalized mother and had also recently dislocated his shoulder. Mr. Sinclair indicated that two of the vehicles were properly tagged and that there was still some wood he wanted to save from the burnt down home. Ordinance #96 was discussed. Mr. Sinclair indicated he had difficulty in getting Westar to re-establish power. Council suggested he contact Jan Simons. What is Cliftfon's plan now? There was discussion. He needs a trailer here- he has a place to haul the wood (Mayor Schultz stressed the importance of proper disposal- particularly if any hazardous materials were involved. Mr. Sinclair said he was not aware of any asbestos but thought there might possibly be some lead paint. He has been separating shingles and other roofing material. August 15th is the end of the period that the Council had given him to complete. There was additional discussion. The Council went over the minutes regarding was was required- Mr. Sinclair acknowledged receiving the packed- fencing had to be ordered- he has erected additional fence since the last meeting. Mr. Sinclair asked for more time. His intent was to have a clan and clear lot, besides the garage. The question was asked whether he had the wherewithal to load a trailer to haul items off. Mr. Sinclair thought he did. The Council also asked if he was living there. Mr. Sinclair's answer was no. There could be considerable expense left- if the Council went ahead to vote to abate- Mr. Sinclair said he appreciated that offer but declined. Given the information uncovered, Dorthy Chikly (Jon Brady) moved to grant a 30 day extension to September 15th to complete the levelling of the building and clearing the lot of building materials. All the vehicles on the property must be tagged, insured or removed within 10 days. If not cleared after 30 days council can take action without further notice. There was discussion. Motion failed by a vote of 2-3(Metzger, Allen, Baughman). There was further discussion. Need to take action to see what we do next. August 20th is the deadline for compliance with the notices Code Enforcement placed on the 4 vehicles. There was additional discussion. Carol Baughman (Tammy Metzger) moved to grant a 30 day extension to September 15th to complete the levelling of the building and clearing the lot of building materials. The Vehicle compliance must be made by August 20th per notice by Code Officer. Motion carried 4-1 (Allen). There was discussion about extensions available for autos under Ordinance #353 and Mr. Sinclair is welcome to pursue those avenues. The Mayor reminded Mr. Sinclair that we will take action next month. Jon Brady recommended that Mr. Sinclair contact KDHE regarding proper disposal of the building materials.
SPECIAL REPORTS: ANN MAH: (D.3)	Ann Mah addressed the Council about highlights from the last Legislative Session. No action was taken.
SPECIAL REPORTS: WALT AND PAT MARTIN: (D.4)	Walt and Pat Martin were in attendance to discuss their water bill at the Laundry mat and asked for a credit to their account for the recent extra flushing that they have had to do as a result of discolored water at their facility. Following lengthy discussion, Jon Brady (Joanne Allen) moved to make the same 2,600 gallon adjustment to their water bill that had

	previously been made to the sewer portion of their bill. There was additional discussion. Motion carried 5-0. Susie Whalen left at 9:08PM.
5 MINUTE BREAK	A 5 minute break was called by the Mayor.
SPECIAL REPORTS: BRIAN KINGSLEY BG CONSULTANTS: WATER DISTRIBUTION SYSTEM: (D.5)	Brian Kingsley of BG Consultants was in attendance to discuss services his company could provide to help us improve our water distribution system. His company has recently done similar work in Richmond and La Cygne Kansas. Brian also recommended involving the Kansas Rural Water Association as they offer many useful services. After lengthy discussion, it was noted that we needed to get input from the community and to get a meeting set up with KRWA. The Clerk is to work on setting up the meeting.
PUBLIC COMMENTS: (E.1)	None
PROJECT UPDATE: LIBRARY PROJECT UPDATE: (F.1)	There was discussion. The Mayor is to follow-up on receiving an affidavit from KES indicating that subcontractors have been paid. No further action was taken.
PROJECT UPDATE: ALLEY/SIDEWALK PROJECT: (F.2)	Following discussion, we can remove this from upcoming agendas as the project has been completed and the contractor paid in full.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES 2014-38-6202-03: (G.1)	Following discussion, Jon Brady (Joanne Allen) moved to approve the request. Motion carried 5-0.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES 2014-39-50101-04: (G.2)	Following discussion, Jon Brady (Tammy Metzger) moved to approve the request. Motion carried 4-1 (Chikly).
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES 2014-40-133002-03: (G.3)	Following discussion, Jon Brady (Carol Baughman) moved to approve the request with the stipulation that the bill has to be caught up by the end of September 2014. Motion carried 5-0.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES 2014-41-307000-02: (G.4)	Following discussion, Dorthy Chikly (Jon Brady) moved to approve the request. Motion carried 5-0.
COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT- CATHY SOWERS: (H.1)	Cathy Sowers presented her report. Discussion items included the desire to follow-up on the delinquent property tax with the County, whether we are charging enough in fees for activities at the pool, and whether it is possible (or makes sense) for staff to prepare the annual budget. No further action was taken.
COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH POLICE CHIEF TERRY HOLLINGSWORTH:	Item held earlier in the meeting.

(H.2)	
COUNCIL ACTION/DISCUSSION ITEMS: EMERGENCY PREPAREDNESS PLANNING-CAROL BAUGHMAN & JOANNE ALLEN: (H.3)	Carol Baughman and Joanne Allen will be taking the Emergency Management class at the League Meeting in Wichita. (Note: Dorthy Chikly has subsequently signed up for this class as well). The Clerk is to follow-up with Bryce Romine regarding the update of emergency information for our city website.
COUNCIL ACTION/DISCUSSION ITEMS: JONES PARK EASEMENT DISCUSSION-JON BRADY: (H.4)	Continued until next meeting. The Friesen Fishing Lake Signs were discussed as well. Jim Koger, Don Bryant, and Don Schultz will discuss status.
COUNCIL ACTION/DISCUSSION ITEMS: PLANNING AND ZONING COMMISSION ACTION ITEMS: SECOND STREET VACATION DRAFT ORDINANCE #374 (H.5.A)	Following discussion regarding the existing easements remaining in place, Jon Brady (Joanne Allen) moved to approve Ordinance #374 as written. Motion carried 5-0.
COUNCIL ACTION/DISCUSSION ITEMS: PLANNING AND ZONING COMMISSION ACTION ITEMS: RECOMMENDATION FOR FORMING AN INFRASTRUCTURE PLANNING GROUP (H.5.b)	Consensus was to discuss the formation of the infrastructure planning group at the September 16th join meeting with Planning and Zoning.
COUNCIL ACTION/DISCUSSION ITEMS: OLD GYM SURVEY RESULTS: CAROL BAUGHMAN: (H.6)	Carol Baughman discussed the results received through August 11th with the Council. Carol will work on an announcement summarizing the results to include with the newsletter in an upcoming water bill mailing.
COUNCIL ACTION/DISCUSSION ITEMS: UPDATE ON 114 E 5TH: (H.7)	This item was discussed earlier in the meeting.
COUNCIL ACTION/DISCUSSION ITEMS: TREE ORDINANCE: (H.8)	Following discussion about the proposed amendment received from Code Compliance Officer Kirby Wechsler, consensus was to discuss this further at an upcoming Council Meeting.
UNFINISHED BUSINESS: REVIEW PET TAG ORDINANCES: (I.1)	Following discussion, Dorthy Chikly (Tammy Metzger) moved to approve Ordinance 375 as written. Motion carried 5-0.
OTHER UNFINISHED BUSINESS: (I.2)	There was discussion regarding re-instatement of the cap on the Library Mill Levy. Input from the Library Board is needed. The Clerk will with the Library Board as well as with the Clerk Listserv. We will address this further next month.

	There was no further unfinished business.
NEW BUSINESS: REVIEW PROPOSAL TO INCREASE OVERBROOK MUNICIPAL COURT COST FEE: (J.1)	Following discussion, Jon Brady (Dorthy Chikly) moved to approve the proposed increase. There was discussion. Motion carried 5-0.
OTHER NEW BUSINESS: (J.2)	The Overbrook Park and Recreation Board has asked the Council to approve an increase in the number of Board Members to 7. This will allow the Board to have a broader platform of strength for the programs they offer. Consensus was to get input from Mike Coffman and possibly hold a joint meeting with OPR. Following discussion regarding the two additional warrants, Jon Brady (Joanne Allen) moved to pay both. Motion carried 5-0. Other new business: there was discussion about painting the top façade outside of City Hall and/or replacing windows on this level. More information is needed. We will discuss further next month. There was discussion regarding the sidewalk on the west side of the 300 block of Maple. Consensus was for Jon Brady to get a bid on replacement. Jon Brady asked about the blue Police Car being out of town parked at a house. He would like to discuss this further at an upcoming meeting. There was no other new business.
COUNCIL MEMBER COMMENTS: (K)	Dorthy Chikly, Jon Brady, and Tammy Metzger: None Joanne Allen: Landscape work around the Veteran's Memorial will be done in November. Carol Baughman: We discussed the two neat books we got from the writer out east who once worked at the newspaper when it was in Overbrook. We sent her a 100th Birthday card and she sent us back a thank you along with the two books. Carol also spoke about the success of the recent book sale for the Library.
MAYOR'S REPORT: (M.)	The Mayor reminded the Council to attend the League Conference in Wichita if it was possible.
ADJOURNMENT: (N.)	At 11:23 pm Carol Baughman (Joanne Allen) moved to adjourn. Motion carried 5-0.
Respectfully submitted Jim Koger Overbrook City Clerk: APPROVED 09/10/14	Jim Koger CITY OF OVERBROOK OFFICIAL SEAL 1948 OSAGE COUNTY KANSAS

COUNCIL MEETING
CITY OF OVERBROOK Item C.1.a

MINUTES – October 08, 2014

CALL TO ORDER, ROLL CALL: (A.)	Council President Carol Baughman called the October 8, 2014Council Meeting to order at 7:14 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas. Council Members Carol Baughman, Joanne Allen, Jon Brady and Dorthy Chikly were present. Mayor Don Schultz and Council Member Tammy Metzger were absent. Others present included Cathy Sowers, Jim Koger, Don Bryant, Terry Hollingsworth, and Kirby Wechsler.
MOTION, APPROVE AGENDA: (B)	Following discussion, please add the following item to Council Action/Discussion Items: Maintenance Truck Discussion as G.8 Jon Brady asked for Executive Session towards end of meeting to discuss personal matters of non-elected personnel. Dorthy Chikly (Jon Brady) moved to approve. Motion carried 3-0.
MOTION, APPROVE CONSENT AGENDA: (C.1 through C.12)	C.1. Approve September 10, 2014 Regular Council Meeting Minutes C.2. Warrants C.3. Request to Shred City Documents C.4. Maintenance Department Report C.5. Animal Control Department Report C.6. City Clerk Department Report C.7. Code Compliance Report C.8. Planning Commission Report C.9. Recreation Commission Report C.10. Library Board Report Follow C.11. Housing Authority Board Report C.12. Pool Report Following discussion of the above, Joanne Allen (Dorthy Chikly) moved to approve the Consent Agenda. Motion carried 3-0.
SPECIAL REPORTS: HOWARD WITH TO DISCUSS DOG ORDINANCE: (D.1)	Mr. With did not wind up attending the Council Meeting. No action was taken.
PUBLIC COMMENTS: (E.1)	There were no public comments.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES 2014-42-32000-08: (F.1)	Following discussion, Jon Brady (Joanne Allen) moved to approve the request. Motion carried 2-1 (Chikly).
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES 2014-43-201001-01: (F.2)	Following discussion, Jon Brady (Dorthy Chikly) moved to approve the request. Motion carried 3-0.

UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES 2014-44-270303-01: (F.3)	Following discussion, Dorthy Chikly (Jon Brady) moved to approve the request. Motion carried 3-0.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES 2014-44-271001-01: (F.4)	Following discussion, Dorthy Chikly (Joanne Allen) moved to approve the request. Motion carried 3-0.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES 2014-45-307000-03: (F.5)	Following discussion, Jon Brady (Dorthy Chikly) moved to approve the request. Motion carried 3-0.
COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT- CATHY SOWERS: (G.1)	Cathy Sowers presented her report. Discussion items included the following up on the repayment schedule with the library, and review of year-to-date tax levy and sales tax receipts as compared to last year. The invoices from the grinder pump repair were discussed next. Following discussion, Joanne Allen (Dorthy Chikly) moved to seek reimbursement from the private business for the grinder pump repair. Motion carried 3-0. Clerk is to send a letter to the property owner. No further action was taken.
COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH POLICE CHIEF TERRY HOLLINGSWORTH: (G.2)	Terry Hollingsworth presented his report. There was discussion but no action taken. Item G.6 was moved up to discuss with Police Chief Hollingworth. On residential streets were no speed limit is posted, the speed limit defaults back to the State of Kansas Law as 30MPH. Police Chief Hollingsworth would like to reduce the speed limit in some of those unmarked areas to 20MPH. More information is needed as to how to proceed. Crosswalk Discussion: Following discussion it was recommended that the Police Chief check with the County for input on placing crosswalks on Maple Street by the pool, the intersection of Maple and Santa Fe, and the intersection of Maple and Market. Jon Brady also mentioned the possibility of adding security cameras outside City Hall.
COUNCIL ACTION/DISCUSSION ITEMS: JONES PARK EASEMENT DISCUSSION-JON BRADY: (G.3)	Jon Brady told the Council that he is still working on details for the east side. We will discuss this further next month.
COUNCIL ACTION/DISCUSSION ITEMS: UPDATE ON 114 E 5TH AND VEHICLES AT THIS LOCATION: (G.4)	There was lengthy discussion. Consensus was to wait on further action since citations had been issued and would be addressed at Court Thursday, October 9th. The Inman shed was discussed next. Mr. Allan Inman was in attendance to request that the Council not abate. He felt the shed is sturdy and the roof was made of a rubberized vinyl that has allowed him to store things in the shed. Following discussion where it was noted the rubberized vinyl does not meet the Planning and Zoning Ordinance for structures with roofs, Mr. Inman

	Requested that he be given until January 1st to fix the roof. There was additional discussion. Jon Brady (Dorthy Chikly) moved to give until December 10th, 2014, to abate the roof. Motion carried 3-0.
COUNCIL ACTION/DISCUSSION ITEMS: REQUEST TO DONATE ACCRUED SICK HOURS TO FELLOW EMPLOYEE-JIM KOGER, DON BRYANT: (G.5)	Following discussion, Dorthy Chikly (Joanne Allen) moved to allow Jim Koger and Don Bryant to each donate 80 accrued sick hours to fellow employee Bruce Haukenberry. We will need to document the donation on both sides of the equation. Motion carried 3-0. We will discuss an update to the minimum accrued sick hours at the next Council Meeting.
COUNCIL ACTION/DISCUSSION ITEMS: 20 MPH SPEED LIMIT DISCUSSION/CROSS WALKS: POLICE CHIEF HOLLINGSWORTH: (G.6)	This item was discussed earlier in the meeting.
COUNCIL ACTION/DISCUSSION ITEMS: ITEMS FROM CODE COMPLIANCE REPORT: (G.7)	This item was discussed earlier in the meeting.
COUNCIL ACTION/DISCUSSION ITEMS: MAINTENANCE TRUCK DISCUSSION: (G.8)	The motor is shot in the Brown Maintenance Truck. Council discussed the possibility of getting a different truck. Following discussion, Jon Brady (Joanne Allen) moved to approve the purchase of a truck up to $15,000. Motion carried 3-0. Don Bryant will check on financing options. Consensus was for Jim Koger to send out the request for sealed bids for the brown truck.
UNFINISHED BUSINESS: DISCUSSION REGARDING WATER DISTRIBUTION SYSTEM: (H.1)	Don Bryant discussed the 5 raw water well samples he took for Diane Patton of Waterwise Enterprises. Once they get the results he will meet with them to discuss the Aquamag dosage. He still wants to follow-up with Greg Metz regarding using the KRWA sounder to measure well depths.
UNFINISHED BUSINESS: PARK AND RECREATION ORDINANCE UPDATE: (H.2)	There was discussion whether the additional OPR seats should be city residents. Following discussion, Dorthy Chikly (Jon Brady) moved to approve the Charter Ordinance as written. Motion carried 3-0.
UNFINISHED BUSINESS: RFP FOR PAINTING FAÇADE AT CITY HALL: (H.3.a)	There was lengthy discussion about both RFP requests. Consensus was that more information was needed and we would also need to consider addressing the air flow in the Police Department ductwork. We will discuss this further next month.
UNFINISHED BUSINESS: RFP FOR CITY HALL WINDOWS: (H.3.b)	See H.3.a
UNFINISHED BUSINESS: OLD GYM DISCUSSION-CAROL BAUGHMAN: (H.4)	There was lengthy discussion. We need to know more about whether we can apply for KanStep. February 2015 is the next deadline. Perhaps we can hold a public meeting as well as go talk to the other civic groups. We will address this further at the November Council Meeting.

UNFINISHED BUSINESS: FRIESEN FISHING LAKE SIGNS UPDATE: (H.5)	The signs are now up at the lake. We will discuss this further next month.
UNFINISHED BUSINESS: TREE ORDINANCE FOLLOW-UP: (H.6)	Following discussion, it was recommended that we review this further with the Planning and Zoning Committee. No further action was taken.
UNFINISHED BUSINESS: RESOLUTION FOR LIMITED OPEN BURNING: (H.7)	Following discussion, Jim Koger will work on drafting a survey on Survey Monkey. We will hope to include a link to it in the next newsletter.
UNFINISHED BUSINESS: FURTHER DISCUSSION EMERGENCY PLANNING: (H.8)	There was discussion. Jim Koger has a list of Online NIMS Courses if anyone wants to take one.
UNFINISHED BUSINESS: OTHER UNFINISHED BUSINESS: (H.9)	There was discussion regarding the Library Levy Cap. We will discuss this further at an upcoming meeting. There was no further unfinished business.
NEW BUSINESS: CONSIDER ADOPTING AN ORDINANCE OPPOSING HYDRAULIC FRACTURING AND HORIZONTAL DRILLING FOR NATURAL GAS WITHIN OVERBROOK: (I.1)	Following discussion, the consensus was to discuss this further at upcoming Council Meeting. Jim Koger is to forward the information Dorthy Chikly gathered to the rest of the Council.
OTHER NEW BUSINESS: ADDITIONAL WARRANTS: (I.2.a)	Following discussion, Jon Brady (Dorthy Chikly) moved to pay the additional warrant. Motion carried 3-0.
OTHER NEW BUSINESS: INTRODUCE 2014 UPOC AND STO FOR REVIEW; will ask for approval at November Council Mtg: (I.2.b)	There was discussion. It was recommended that we have the LKM review from last month available next month. No further action was taken.
COUNCIL MEMBER COMMENT:	Dorthy Chikly asked about when the next Hazardous Waste Pickup date would be and if we could get that information in to the newsletter. The clerk will work on this.
EXECUTIVE SESSION: TO DISCUSS PERSONAL MATTERS OF NON-ELECTED PERSONNEL:	Jon Brady (Joanne Allen) called for a 10 minutes Executive Session to discuss personal matters of non-elected personnel. Police Chief Terry Hollingsworth and City Clerk Jim Koger were invited to be part of the Executive Session. Motion carried 3-0. At 10:12PM the meeting went in to Executive Session.

	At 10:25PM the meeting returned from Executive Session. Jon Brady (Joanne Allen) asked for an additional 10 minutes and at 10:25PM the meeting went to Executive Session. At 10:37PM the meeting returned from Executive Session. No action was taken nor were any decisions made.
COUNCIL MEMBER COMMENTS: (J)	Dorthy Chikly reminded the Council to look over the email Jim Koger would be sending them regarding Fracking. Jon Brady: None Joanne Allen thanked Jon Brady for getting the lights installed at the Veteran's Memorial. Jon indicated that the day sensors would be installed soon. Joanne also indicated that the Emergency Planning Committee will try to meet again soon.
MAYOR'S REPORT: (K.)	Council President Carol Baughman asked to revisit the curbside recycling matter at the November Council Meeting. She had received some input that the trailers were still getting full.
ADJOURNMENT: (L.)	At 10:42 pm Dorthy Chikly (Joanne Allen) moved to adjourn. Motion carried 3-0.
Respectfully submitted Jim Koger Overbrook City Clerk: APPROVED: 11/12/14	

CITY OF OVERBROOK OFFICIAL SEAL 1948 OSAGE COUNTY, KANSAS

COUNCIL MEETING
CITY OF OVERBROOK Item C.1.b

MINUTES – November 12, 2014

CALL TO ORDER, ROLL CALL: (A.)	Mayor Don Schultz called the November 12, 2014 Council Meeting to order at 7:00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas. Council Members Carol Baughman, Joanne Allen, Jon Brady and Tammy Metzger were present. Dorthy Chikly was absent. Others present included Cathy Sowers, Jim Koger, Don Bryant, Terry Hollingsworth, and Kirby Wechsler.
MOTION, APPROVE AGENDA: (B)	Following discussion, please add the following changes to the Agenda: No minutes, Pulled 4 items off Department Reports to be discussed under Council Action/Discussion Items. G.3 becomes Jones Park Maintenance discussion. Motion by Carol Baughman, second by Tammy Metzger. Motion carried 4-0.
MOTION, APPROVE CONSENT AGENDA: (C.1 through C.13)	C.1. Minutes- 10/8/14 Minutes are not ready C.2. Warrants C.3. Request to Shred City Documents C.4. Maintenance Department Report C.5. Animal Control Department Report C.6. City Clerk Department Report C.7. Code Compliance Report C.8. Planning Commission Report C.9. Recreation Commission Report C.10. Library Board Report Follow C.11. Housing Authority Board Report C.12. Pool Report C.13 Approve 401 Oak Street Conditional Use Permit Following discussion of the above, Carol Baughman (Joanne Allen) moved to approve the Consent Agenda. Motion carried 4-0.
SPECIAL REPORTS: MIKE FAWL GRINDER PUMP REPAIR: (D.1)	Mike Fawl was in attendance to discuss the recent grinder pump repair at Overbrook BP Gas and Convenience. There was lengthy discussion. We need to find if there was a bill for repair work done shortly after Don Bryant began employment with the City of Overbrook. We will also review the signed easements to see if an easement was given for the grinder pump and the service line. The Minutes from October 11, 2006 were discussed as well as a talk about what could be done to prevent a mop head or fork from making its' way in to the grinder pump in the future. Mr. Fawl indicated that he thought the grinder pump was part of the forced main system. Consensus was to review this further and discuss more at the December Council Meeting. Mr. Fawl also mentioned that in 2000 when his apartments were being built, he had an agreement with the City to plow the snow from the portion of the alley behind his apartments because tenants parked there. Don Bryant explained the order in which he plows. The alley in question is plowed but is somewhat down the line in order of what is plowed first.
SPECIAL REPORTS: CASEY EVANS CANON SOLUTIONS AMERICA, INC.: (D.2)	Casey Evans from Canon made a Canon Color Copier presentation to the Council. There was lengthy discussion but no action was taken. We will discuss this further at the December Council Meeting.

PUBLIC COMMENTS: (E.1)	There were no public comments.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES 2014-47-270303-02: (F.1)	Following discussion, Jon Brady (Joanne Allen) moved to approve both the requests. Motion carried 4-0.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES 2014-48-315006-03: (F.2)	See F.1
COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT- CATHY SOWERS: (G.1)	Cathy Sowers presented her report. There was discussion but no further action was taken.
COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH POLICE CHIEF TERRY HOLLINGSWORTH: (G.2)	Terry Hollingsworth presented his report. There was discussion about the planned Emergency Services Showcase on Saturday, April 18th. There was discussion regarding the 20MPH signs. The consensus was for Chief Hollingsworth to map out the current signage so we can discuss this further.
COUNCIL ACTION/DISCUSSION ITEMS: JONES PARK EASEMENT DISCUSSION-JON BRADY: (G.3)	Jon Brady led the discussion. We discussed current costs. Jon will work with Jim Koger to release a bid request for mowing at the park. We will discuss this further next month.
COUNCIL ACTION/DISCUSSION ITEMS: JONES PARK EASEMENT DISCUSSION-JON BRADY: (G.4)	Kansas HB 2597 regarding Municipal Recycling was discussed. We will research further and discuss again at the December Council Meeting.
COUNCIL ACTION/DISCUSSION ITEMS: BRUCE HAUKENBERRY'S STATUS: (G.5)	There was discussion about Bruce Haukenberry's status. It was recommended that Don Bryant and/or Jim Koger check our options with Michael Coffman. If necessary, we can schedule a special meeting.
UNFINISHED BUSINESS: DISCUSSION REGARDING WATER DISTRIBUTION SYSTEM: (H.1)	Don Bryant discussed the 5 raw water well samples he took for Diane Patton of Waterwise Enterprises. We got the results back and the minimum number of days it took (which was on wells 1&2) to see the bonded iron drop out was 8 days. Diane recommended to Don Bryant that we super chlorinate the wells every 6 months, beginning with 1&2. He will get the instructions from KRWA. Don was asked about possible problem area. Following discussion, consensus was to include a colored card with our December newsletter asking for input on water quality experiences from the community so we can better pinpoint potential problem areas. It was also recommended that we forward a copy of the hydrant flushing program to dropbox for review.

5 MINUTE BREAK AT 10pm	There was a 5 minute break at 10pm.
OTHER NEW BUSINESS: SEALED BID BROWN TRUCK: (I.4)	This item was moved up on the Agenda to discuss while Don Bryant was at the meeting. We received two bids for the brown truck. The Mayor opened the bids and read them to the Council. One, from Don Bryant, was for $200. The second, from Rich Hamit, was for $278.00. The consensus was to approve the $278 bid from Mr. Hamit. Jim Koger will take care of the paperwork and notify Mr. Hamit.
UNFINISHED BUSINESS: REVIEW STANDARD TRAFFIC ORDINANCE #376 AND UPDATE #378 FOR APPROVAL: (H.2)	Following discussion, Jon Brady (Tammy Metzger) moved to approve Ordinances 376, 377 and 378. Motion carried 4-0.
UNFINISHED BUSINESS: REVIEW UPOC ORDINANCE #377 FOR APPROVAL: (H.3)	See H.2.
UNFINISHED BUSINESS: OLD GYM DISCUSSION-CAROL BAUGHMAN: (H.4)	Carol Baughman indicated that the scheduled work day at the gym had been postponed due to the weather. February 15th, 2015 is the Kan Step Deadline. We will discuss more next month.
UNFINISHED BUSINESS: TREE ORDINANCE FOLLOW-UP: (H.5)	Following discussion, Carol Baughman (Tammy Metzger) moved to approve the tree ordinance as written as an amendment to Ordinance #353. There was further discussion. Carol Baughman (Tammy Metzger) moved to amend the motion to read that the amendment to Ordinance #353 is approved if following review by Michael Coffman it is found that the abatement section matches the rest of the ordinance. Motion carried 4-0. Item H.9.a was moved up on the agenda so that Code Officer Kirby Wechsler could be part of the discussion. Following discussion it was determined that more information was necessary before a decision could be made. Does the County assign the property #? Is this addressed by 911 Emergency Service Laws? Consensus was that it should be separate from Ordinance #353. We will discuss this further at an upcoming meeting. This was the last meeting for Code Officer Wechsler as he has accepted a position elsewhere. Officer Wechsler was thanked for his service and the Council wished him well at Ellis. Other code cases were discussed. Tyler Torneden will be taking over as Code Compliance Officer. Russell Mitchell was named the new Fire Chief. No further action was taken.
UNFINISHED BUSINESS: RESOLUTION FOR LIMITED OPEN BURNING: (H.6)	Following discussion, the consensus was to take no action.
UNFINISHED BUSINESS:	There was discussion. We will discuss further at an upcoming meeting.

FURTHER DISCUSSION EMERGENCY PLANNING: (H.7)	
UNFINISHED BUSINESS: EMPLOYEE MANUAL REVIEW- review Donation of Sick Hours section: (H.8)	Following discussion, Carol Baughman (Joanne Allen) moved to approve Terry Hollingsworth's request to donate 40 accrued sick hours to fellow employee Bruce Haukenberry. Motion carried 4-0. There was further discussion regarding what could be donated. Consensus was that an employee could request to donate up to 40% of their accrued sick hours. A comment was made that you never know when you might get sick.
UNFINISHED BUSINESS: OTHER UNFINISHED BUSINESS: NUMERIC LOTS AND PARTS OF LOTS: (H.9.a)	This was discussed earlier in the meeting.
UNFINISHED BUSINESS: OTHER UNFINISHED BUSINESS: (H.9.b)	Jim Koger asked to re-address the Utility Billing/Fund Accounting Software at the December Council Meeting.
UNFINISHED BUSINESS: OTHER UNFINISHED BUSINESS: KS-SETOFF NEW FEE STRUCTURE: (H.9.c)	Sending out RFP denial letters from the 2 outstanding RFP's was discussed. Consensus was to send them out as more discussion was needed.
UNFINISHED BUSINESS: OTHER UNFINISHED BUSINESS: (H.9.d)	There was no further unfinished business.
NEW BUSINESS: CASEY'S CMB RENEWAL: (I.1)	Following discussion, Jon Brady (Joanne Allen) moved to approve Casey's CMB renewal. Motion carried 4-0.
OTHER NEW BUSINESS: REQUEST TO SELL BACK VACATION TIME: (I.2)	Following discussion, Jon Brady (Joanne Allen) moved to approve the requests. Checks will be cut in December. Motion carried 4-0.
OTHER NEW BUSINESS: REVIEW KS-SETOFF ADDENDUM TO FEES: (I.3)	Following discussion, Jon Brady (Joanne Allen) moved to approve Resolution 2014-06 as written. Motion carried 4-0.
OTHER NEW BUSINESS: SEALED BID BROWN TRUCK: (I.4)	This was discussed earlier in the meeting.
OTHER NEW BUSINESS: (I.3)	There was no other new business.

COUNCIL MEMBER COMMENTS: (J)	Jon Brady mentioned that he was excited about the Planning and Zoning Ordinance discussion but was concerned with setting a tone that might perceive an image of the city being too restrictive. He just wanted everyone to keep that in mind when we were discussing the changes. Tammy Metzger, Carol Baughman: None Joanne Allen indicated that the landscaping was complete at the Overbrook Veteran's Memorial. Please be sure to check it out if you haven't already.
MAYOR'S REPORT: (K.)	Mayor Schultz discussed completing employee reviews for next meeting. He had the COLA information. Mayor Schultz also indicated that the Library Board had informed him that they were not in favor of placing Lettering on the Community Room at an approximate cost of $1,000.00. We will need to have a Park and Rec Coordinator discussion in the near future. More info is needed regarding the potential fence at the new Co-op elevators. Drainage and how trucks maneuver may come in to play as well.
ADJOURNMENT: (L.)	At 11:33pm Jon Brady (Carol Baughman) moved to adjourn. Motion carried 4-0.
Respectfully submitted Jim Koger Overbrook City Clerk: APPROVED:12/10/14	

CITY OF OVERBROOK OFFICIAL SEAL 1948 OSAGE COUNTY, KANSAS

COUNCIL MEETING
CITY OF OVERBROOK

MINUTES – December 10, 2014

CALL TO ORDER, ROLL CALL: (A.)	Mayor Don Schultz called the December 10, 2014 Council Meeting to order at 7:00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas. Council Members Carol Baughman, Jon Brady and Tammy Metzger were present. Council Members Joanne Allen and Dorthy Chikly were absent. Others present included Cathy Sowers, Jim Koger, and Don Bryant.
MOTION, APPROVE AGENDA: (B)	Following discussion, please make the following changes to the Agenda: Add G.6 Council Action Inman Shed deadline December 10th, Add G.7 Council Action Police Department request for deposit, Add G.8 Council Action Police Department request to update storage, Add H.6.a OPR Job Description Move C.13 to G.9 to Special Reports as Clark Wenger is in attendance.
MOTION, APPROVE CONSENT AGENDA: (C.1 through C.13)	C.1. Minutes- 10/8/14 and 11/12/14 C.2. Warrants C.3. Request to Shred City Documents C.4. Maintenance Department Report C.5. Animal Control Department Report C.6. City Clerk Department Report C.7. Code Compliance Report C.8. Planning Commission Report C.9. Recreation Commission Report C.10. Library Board Report Follow C.11. Housing Authority Board Report C.12. Pool Report C.13 Approve Ottawa Co-op Conditional Use Permit It was requested that items C.6 and C.13 be pulled from the Consent Agenda to be discussed further later in the meeting. Following discussion of the above, Carol Baughman (Tammy Metzger) moved to approve the Consent Agenda with those changes. Motion carried 3-0.
DISCUSSION: OTTAWA CO-OP CONDITIONAL USE PERMIT: (C.13)	Clark Wenger was in attendance to discuss the Ottawa Co-op Conditional Use Permit Application. There was input from Mr. Wenger that the phone line would not need to be moved based on information he had received from Centurylink. Following discussion, Jon Brady (Carol Baughman) moved to approve the Conditional Use Permit. Motion carried 3-0. Jim Koger will work on the building permit. There was additional discussion about whether a fence is still as consideration near the new grain elevators. There was discussion but no action was taken.
SPECIAL REPORTS: MIKE FAWL GRINDER PUMP REPAIR: (D.1)	Mr. Fawl was out of town and was unable to attend.
PUBLIC COMMENTS:	There were no public comments.

(E.1)	
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES 2014-49-32000-09: (F.1)	See next item.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES 2014-50-269603-01: (F.2)	Following discussion, Jon Brady (Tammy Metzger) moved to approve both the requests. Motion carried 3-0.
COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT- CATHY SOWERS: (G.1)	Cathy Sowers presented her report. Discussion items included the bank reconciliation and cash receipts. It looks like we are in line with our published budget. Notes were made that Court Fines were higher this month while the tax levy and water receipts were about the same. No further action was taken.
COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH POLICE CHIEF TERRY HOLLINGSWORTH: (G.2)	Terry Hollingsworth was ill so the Council reviewed his written report. There was discussion but no action taken. Jon Brady discussed the possibility of having Chief Hollingsworth contact the individual in Topeka with WWII tanks recently highlighted by the Topeka Capital-Journal.
COUNCIL ACTION/DISCUSSION ITEMS: POLICE DEPARTMENT REQUEST FOR DEPOSIT: (G.7)	Following discussion, the clerk will arrange to have a check cut for the deposit for the Police Department Party at the Community Room.
COUNCIL ACTION/DISCUSSION ITEMS: STORAGE AREA POLICE DEPARTMENT: (G.8)	Following discussion, consensus was that it was okay to proceed with adding the storage.
COUNCIL ACTION/DISCUSSION ITEMS: JONES PARK EASEMENT DISCUSSION-JON BRADY: (G.3)	Three bids were received and opened for mowing at Jones Park and the City Lake. Following discussion which included input from Don Bryant, Carol Baughman (Jon Brady) moved to have the City move to a contract for mowing based on the numbers being agreeable. Motion carried 3-0. For next month Jon Brady is to make a recommendation on the 3 bids for approval. He will clarify whether Ben Fawl has an insurance certificate. There was no further action taken.
COUNCIL ACTION/DISCUSSION ITEMS: BRUCE HAUKENBERRY : (G.5.a)	Consensus was to discuss both of these items in executive session towards the end of the meeting.
COUNCIL ACTION/DISCUSSION ITEMS: DANNY GAMBLIN CLASSIFICATION: (G.5.b)	See previous item.

COUNCIL ACTION/DISCUSSION ITEMS: 104 E 2nd: (G.6)	There was discussion. It appears the storage shed has been re-roofed. Need a report next month from the Code Compliance Officer to close this out.
UNFINISHED BUSINESS: DISCUSSION REGARDING WATER DISTRIBUTION SYSTEM: (H.1)	Don Bryant indicated that they hope to super-chlorinate wells 1 &2 beginning in the next day or so. It looks like a priority area would be the line on Sycamore between Santa Fe Trail and Market. Guess is it would be in the $5,000-$7,000 range if we do the work ourselves. Don Bryant will bring price information to next meeting.
UNFINISHED BUSINESS: CONTINUED DISCUSSION HOUSE NUMBERS: (H.2)	Following discussion consensus was to discuss further with Planning and Zoning. Jim Koger will follow-up with P&Z.
UNFINISHED BUSINESS: FURTHER DISCUSSION EMERGENCY PLANNING: (H.3)	Carol Baughman had attended the recent County Meeting. Another meeting is scheduled for January. We will discuss this further in January with the goal of putting information in the April newsletter. Discussion items will include getting information out (and what would the info be?) as well as items that we need.
UNFINISHED BUSINESS: OLD GYM DISCUSSION-CAROL BAUGHMAN: (H.4)	Carol Baughman will look further in to the KS Health Foundation grants.
UNFINISHED BUSINESS: CONTINUED DISCUSSION REGARDING RECYCLING: (H.5)	Following discussion, consensus was for Don Schultz to contact Shawnee County again to see if they can provide individual curbside pickup. We will discuss this further in January.
UNFINISHED BUSINESS: OTHER UNFINISHED BUSINESS: OPR JOB DESCRIPTION: (H.6.a)	The Council looked over the first draft of the OPR job description. No action was taken. We will review further next month.
UNFINISHED BUSINESS: OTHER UNFINISHED BUSINESS: (H.9.b)	There was no further unfinished business.
NEW BUSINESS: CMB RENEWALS: (I.1)	Renewal forms from BP, Conrad's and Double D's had not yet been received. Following discussion, Carol Baughman (Jon Brady) moved to renew upon receipt of applications if no material changes from the previous year. Motion carried 3-0.
OTHER NEW BUSINESS: INTRODUCING ENVISION: (I.2)	There was discussion about the products available through Envision. We will try to use if we can.

OTHER NEW BUSINESS: UTILITY BILLING/FUND ACCOUNTING/DOCUMENT IMAGING: (I.3)	There was discussion. We will continue to look at the billing/accounting software. We will stay with what we are currently using for the document imaging. Following additional discussion regarding Modpay. Jon Brady (Tammy Metzger) moved to make the switch from Modpay to KanPay for our credit card payments. Motion carried 3-0.
OTHER NEW BUSINESS: EMPLOYEE PAY: (I.4)	Following discussion regarding Police Chief Hollingsworth completing his probation period as of October 1st, Carol Baughman (Tammy Metzger) moved to give Officer Hollingsworth a $0.50/hr raise as of 10/1/14, going from $16 to $16.50/hr. Motion carried 3-0. The possibility of giving the employees a Cost-of-Living-Adjustment was discussed next. Following discussion, Tammy Metzger (Carol Baughman) moved to give a 2% COLA, as of January 1, 2015, to the Clerk, Maintenance Superintendent, Police Chief, Assistant City Clerk, Treasurer, and 2 of the part-time Police Officers. Motion carried 3-0.
OTHER NEW BUSINESS: AFTER PROM COMMITTEE REQUEST: (I.5)	Following discussion, Jon Brady (Tammy Metzger) moved to give two individual pool 2015 passes to the After Prom Committee. Motion carried 3-0.
OTHER NEW BUSINESS: (I.6)	There was no other new business.
COUNCIL MEMBER COMMENTS: (J)	None
MAYOR'S REPORT: (K.)	Mayor Schultz reported that he had a conversation with Caleb Crook about a tax property sale. Items related to it were discussed. On January 10th Rotary will hold an event at the Community Room to honor the O'Bryhim Family. Consensus was for Don Schultz to write a proclamation.
EXECUTIVE SESSION: TO DISCUSS PERSONAL MATTERS OF NON-ELECTED PERSONNEL: (G.5.a) and (G.5.b)	Carol Baughman (Jon Brady) called for a 10 minute Executive Session to discuss personal matters of non-elected personnel. Treasurer Cathy Sowers, Maintenance Superintendent Don Bryant and City Clerk Jim Koger were invited to be part of the Executive Session. Motion carried 3-0. At 10:20PM the meeting went in to Executive Session.
	At 10:29PM the Council returned from Executive Session. At 10:30PM we returned to the Open Meeting and Mayor Schultz indicated that no decisions were made nor were any actions taken during the Executive Session. There was discussion. Following discussion, Carol Baughman (Tammy Metzger) moved to release Bruce Haukenberry from his employment with the City of Overbrook. Motion carried 3-0. The Clerk will let Bruce know. There was no further action taken on G.5.b.
ADJOURNMENT: (L.)	At 10:30 pm Jon Brady (Carol Baughman) moved to adjourn. Motion carried 3-0.

Respectfully submitted

Jim Koger
Overbrook City Clerk:
APPROVED: 01/14/15

Jim Koger

CITY OF OVERBROOK OFFICIAL SEAL 1948 OSAGE COUNTY, KANSAS

SPECIAL COUNCIL MEETING
CITY OF OVERBROOK

SPECIAL MTG MINUTES – December 15, 2014

SPECIAL MEETING CALL: (A.)	A Special Meeting of the Overbrook City Council has been called for December 15th, 6:30PM at Overbrook City Hall. The purpose of the special meeting is to discuss/approve annual bonuses for employees. Cathy Sowers and Jim Koger were also present.
CALL TO ORDER, ROLL CALL: (B.)	Mayor Don Schultz called the December 15, 2014 special council meeting to order at 6:30 p.m. at Overbrook City Hall. Council Members Carol Baughman, Tammy Metzger, Dorthy Chikly, and Jon Brady were present. Council Member Joanne Allen was absent.
DISCUSSION: (C.)	There was discussion as to whether this was a budget item. Mayor Schultz presented a list and indicated that it is not a line item but has been done in the past and he has reviewed the list with Cathy Sowers. There was a consensus that consideration should include the part-time employees. Is a bonus taxed at a different rate? Following discussion, Dorthy Chikly (Tammy Metzger) moved to approve the payment of a year-end stipend in the total amount of $1,175 as detailed. Motion carried 4-0.
ADJOURNMENT: (D.)	Dorthy Chikly (Tammy Metzger) moved to adjourn the meeting at 6:37 p.m. Motion passed, 4-0.

Respectfully submitted,

Jim Koger
City Clerk
APPROVED:1/14/15

CITY OF OVERBROOK OFFICIAL SEAL 1948 OSAGE COUNTY, KANSAS

COUNCIL MEETING
CITY OF OVERBROOK Item C.1.a

MINUTES – October 08, 2014

CALL TO ORDER, ROLL CALL: (A.)	Council President Carol Baughman called the October 8, 2014Council Meeting to order at 7:14 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas. Council Members Carol Baughman, Joanne Allen, Jon Brady and Dorthy Chikly were present. Mayor Don Schultz and Council Member Tammy Metzger were absent. Others present included Cathy Sowers, Jim Koger, Don Bryant, Terry Hollingsworth, and Kirby Wechsler.
MOTION, APPROVE AGENDA: (B)	Following discussion, please add the following item to Council Action/Discussion Items: Maintenance Truck Discussion as G.8 Jon Brady asked for Executive Session towards end of meeting to discuss personal matters of non-elected personnel. Dorthy Chikly (Jon Brady) moved to approve. Motion carried 3-0.
MOTION, APPROVE CONSENT AGENDA: (C.1 through C.12)	C.1. Approve September 10, 2014 Regular Council Meeting Minutes C.2. Warrants C.3. Request to Shred City Documents C.4. Maintenance Department Report C.5. Animal Control Department Report C.6. City Clerk Department Report C.7. Code Compliance Report C.8. Planning Commission Report C.9. Recreation Commission Report C.10. Library Board Report Follow C.11. Housing Authority Board Report C.12. Pool Report Following discussion of the above, Joanne Allen (Dorthy Chikly) moved to approve the Consent Agenda. Motion carried 3-0.
SPECIAL REPORTS: HOWARD WITH TO DISCUSS DOG ORDINANCE: (D.1)	Mr. With did not wind up attending the Council Meeting. No action was taken.
PUBLIC COMMENTS: (E.1)	There were no public comments.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES 2014-42-32000-08: (F.1)	Following discussion, Jon Brady (Joanne Allen) moved to approve the request. Motion carried 2-1 (Chikly).
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES 2014-43-201001-01: (F.2)	Following discussion, Jon Brady (Dorthy Chikly) moved to approve the request. Motion carried 3-0.

UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES 2014-44-270303-01: (F.3)	Following discussion, Dorthy Chikly (Jon Brady) moved to approve the request. Motion carried 3-0.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES 2014-44-271001-01: (F.4)	Following discussion, Dorthy Chikly (Joanne Allen) moved to approve the request. Motion carried 3-0.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES 2014-45-307000-03: (F.5)	Following discussion, Jon Brady (Dorthy Chikly) moved to approve the request. Motion carried 3-0.
COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT- CATHY SOWERS: (G.1)	Cathy Sowers presented her report. Discussion items included the following up on the repayment schedule with the library, and review of year-to-date tax levy and sales tax receipts as compared to last year. The invoices from the grinder pump repair were discussed next. Following discussion, Joanne Allen (Dorthy Chikly) moved to seek reimbursement from the private business for the grinder pump repair. Motion carried 3-0. Clerk is to send a letter to the property owner. No further action was taken.
COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH POLICE CHIEF TERRY HOLLINGSWORTH: (G.2)	Terry Hollingsworth presented his report. There was discussion but no action taken. Item G.6 was moved up to discuss with Police Chief Hollingworth. On residential streets were no speed limit is posted, the speed limit defaults back to the State of Kansas Law as 30MPH. Police Chief Hollingsworth would like to reduce the speed limit in some of those unmarked areas to 20MPH. More information is needed as to how to proceed. Crosswalk Discussion: Following discussion it was recommended that the Police Chief check with the County for input on placing crosswalks on Maple Street by the pool, the intersection of Maple and Santa Fe, and the intersection of Maple and Market. Jon Brady also mentioned the possibility of adding security cameras outside City Hall.
COUNCIL ACTION/DISCUSSION ITEMS: JONES PARK EASEMENT DISCUSSION-JON BRADY: (G.3)	Jon Brady told the Council that he is still working on details for the east side. We will discuss this further next month.
COUNCIL ACTION/DISCUSSION ITEMS: UPDATE ON 114 E 5TH AND VEHICLES AT THIS LOCATION: (G.4)	There was lengthy discussion. Consensus was to wait on further action since citations had been issued and would be addressed at Court Thursday, October 9th. The Inman shed was discussed next. Mr. Allan Inman was in attendance to request that the Council not abate. He felt the shed is sturdy and the roof was made of a rubberized vinyl that has allowed him to store things in the shed. Following discussion where it was noted the rubberized vinyl does not meet the Planning and Zoning Ordinance for structures with roofs, Mr. Inman

	Requested that he be given until January 1st to fix the roof. There was additional discussion. Jon Brady (Dorthy Chikly) moved to give until December 10th, 2014, to abate the roof. Motion carried 3-0.
COUNCIL ACTION/DISCUSSION ITEMS: REQUEST TO DONATE ACCRUED SICK HOURS TO FELLOW EMPLOYEE-JIM KOGER, DON BRYANT: (G.5)	Following discussion, Dorthy Chikly (Joanne Allen) moved to allow Jim Koger and Don Bryant to each donate 80 accrued sick hours to fellow employee Bruce Haukenberry. We will need to document the donation on both sides of the equation. Motion carried 3-0. We will discuss an update to the minimum accrued sick hours at the next Council Meeting.
COUNCIL ACTION/DISCUSSION ITEMS: 20 MPH SPEED LIMIT DISCUSSION/CROSS WALKS: POLICE CHIEF HOLLINGSWORTH: (G.6)	This item was discussed earlier in the meeting.
COUNCIL ACTION/DISCUSSION ITEMS: ITEMS FROM CODE COMPLIANCE REPORT: (G.7)	This item was discussed earlier in the meeting.
COUNCIL ACTION/DISCUSSION ITEMS: MAINTENANCE TRUCK DISCUSSION: (G.8)	The motor is shot in the Brown Maintenance Truck. Council discussed the possibility of getting a different truck. Following discussion, Jon Brady (Joanne Allen) moved to approve the purchase of a truck up to $15,000. Motion carried 3-0. Don Bryant will check on financing options. Consensus was for Jim Koger to send out the request for sealed bids for the brown truck.
UNFINISHED BUSINESS: DISCUSSION REGARDING WATER DISTRIBUTION SYSTEM: (H.1)	Don Bryant discussed the 5 raw water well samples he took for Diane Patton of Waterwise Enterprises. Once they get the results he will meet with them to discuss the Aquamag dosage. He still wants to follow-up with Greg Metz regarding using the KRWA sounder to measure well depths.
UNFINISHED BUSINESS: PARK AND RECREATION ORDINANCE UPDATE: (H.2)	There was discussion whether the additional OPR seats should be city residents. Following discussion, Dorthy Chikly (Jon Brady) moved to approve the Charter Ordinance as written. Motion carried 3-0.
UNFINISHED BUSINESS: RFP FOR PAINTING FAÇADE AT CITY HALL: (H.3.a)	There was lengthy discussion about both RFP requests. Consensus was that more information was needed and we would also need to consider addressing the air flow in the Police Department ductwork. We will discuss this further next month.
UNFINISHED BUSINESS: RFP FOR CITY HALL WINDOWS: (H.3.b)	See H.3.a
UNFINISHED BUSINESS: OLD GYM DISCUSSION-CAROL BAUGHMAN: (H.4)	There was lengthy discussion. We need to know more about whether we can apply for KanStep. February 2015 is the next deadline. Perhaps we can hold a public meeting as well as go talk to the other civic groups. We will address this further at the November Council Meeting.

UNFINISHED BUSINESS: FRIESEN FISHING LAKE SIGNS UPDATE: (H.5)	The signs are now up at the lake. We will discuss this further next month.
UNFINISHED BUSINESS: TREE ORDINANCE FOLLOW-UP: (H.6)	Following discussion, it was recommended that we review this further with the Planning and Zoning Committee. No further action was taken.
UNFINISHED BUSINESS: RESOLUTION FOR LIMITED OPEN BURNING: (H.7)	Following discussion, Jim Koger will work on drafting a survey on Survey Monkey. We will hope to include a link to it in the next newsletter.
UNFINISHED BUSINESS: FURTHER DISCUSSION EMERGENCY PLANNING: (H.8)	There was discussion. Jim Koger has a list of Online NIMS Courses if anyone wants to take one.
UNFINISHED BUSINESS: OTHER UNFINISHED BUSINESS: (H.9)	There was discussion regarding the Library Levy Cap. We will discuss this further at an upcoming meeting. There was no further unfinished business.
NEW BUSINESS: CONSIDER ADOPTING AN ORDINANCE OPPOSING HYDRAULIC FRACTURING AND HORIZONTAL DRILLING FOR NATURAL GAS WITHIN OVERBROOK: (I.1)	Following discussion, the consensus was to discuss this further at upcoming Council Meeting. Jim Koger is to forward the information Dorthy Chikly gathered to the rest of the Council.
OTHER NEW BUSINESS: ADDITIONAL WARRANTS: (I.2.a)	Following discussion, Jon Brady (Dorthy Chikly) moved to pay the additional warrant. Motion carried 3-0.
OTHER NEW BUSINESS: INTRODUCE 2014 UPOC AND STO FOR REVIEW; will ask for approval at November Council Mtg: (I.2.b)	There was discussion. It was recommended that we have the LKM review from last month available next month. No further action was taken.
COUNCIL MEMBER COMMENT:	Dorthy Chikly asked about when the next Hazardous Waste Pickup date would be and if we could get that information in to the newsletter. The clerk will work on this.
EXECUTIVE SESSION: TO DISCUSS PERSONAL MATTERS OF NON-ELECTED PERSONNEL:	Jon Brady (Joanne Allen) called for a 10 minutes Executive Session to discuss personal matters of non-elected personnel. Police Chief Terry Hollingsworth and City Clerk Jim Koger were invited to be part of the Executive Session. Motion carried 3-0. At 10:12PM the meeting went in to Executive Session.

	At 10:25PM the meeting returned from Executive Session. Jon Brady (Joanne Allen) asked for an additional 10 minutes and at 10:25PM the meeting went to Executive Session. At 10:37PM the meeting returned from Executive Session. No action was taken nor were any decisions made.
COUNCIL MEMBER COMMENTS: (J)	Dorthy Chikly reminded the Council to look over the email Jim Koger would be sending them regarding Fracking. Jon Brady: None Joanne Allen thanked Jon Brady for getting the lights installed at the Veteran's Memorial. Jon indicated that the day sensors would be installed soon. Joanne also indicated that the Emergency Planning Committee will try to meet again soon.
MAYOR'S REPORT: (K.)	Council President Carol Baughman asked to revisit the curbside recycling matter at the November Council Meeting. She had received some input that the trailers were still getting full.
ADJOURNMENT: (L.)	At 10:42 pm Dorthy Chikly (Joanne Allen) moved to adjourn. Motion carried 3-0.
Respectfully submitted Jim Koger Overbrook City Clerk: APPROVED: 11/12/14	

COUNCIL MEETING
CITY OF OVERBROOK Item C.1.b

MINUTES – November 12, 2014

CALL TO ORDER, ROLL CALL: (A.)	Mayor Don Schultz called the November 12, 2014 Council Meeting to order at 7:00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas. Council Members Carol Baughman, Joanne Allen, Jon Brady and Tammy Metzger were present. Dorthy Chikly was absent. Others present included Cathy Sowers, Jim Koger, Don Bryant, Terry Hollingsworth, and Kirby Wechsler.
MOTION, APPROVE AGENDA: (B)	Following discussion, please add the following changes to the Agenda: No minutes, Pulled 4 items off Department Reports to be discussed under Council Action/Discussion Items. G.3 becomes Jones Park Maintenance discussion. Motion by Carol Baughman, second by Tammy Metzger. Motion carried 4-0.
MOTION, APPROVE CONSENT AGENDA: (C.1 through C.13)	C.1. Minutes- 10/8/14 Minutes are not ready C.2. Warrants C.3. Request to Shred City Documents C.4. Maintenance Department Report C.5. Animal Control Department Report C.6. City Clerk Department Report C.7. Code Compliance Report C.8. Planning Commission Report C.9. Recreation Commission Report C.10. Library Board Report Follow C.11. Housing Authority Board Report C.12. Pool Report C.13 Approve 401 Oak Street Conditional Use Permit Following discussion of the above, Carol Baughman (Joanne Allen) moved to approve the Consent Agenda. Motion carried 4-0.
SPECIAL REPORTS: MIKE FAWL GRINDER PUMP REPAIR: (D.1)	Mike Fawl was in attendance to discuss the recent grinder pump repair at Overbrook BP Gas and Convenience. There was lengthy discussion. We need to find if there was a bill for repair work done shortly after Don Bryant began employment with the City of Overbrook. We will also review the signed easements to see if an easement was given for the grinder pump and the service line. The Minutes from October 11, 2006 were discussed as well as a talk about what could be done to prevent a mop head or fork from making its' way in to the grinder pump in the future. Mr. Fawl indicated that he thought the grinder pump was part of the forced main system. Consensus was to review this further and discuss more at the December Council Meeting. Mr. Fawl also mentioned that in 2000 when his apartments were being built, he had an agreement with the City to plow the snow from the portion of the alley behind his apartments because tenants parked there. Don Bryant explained the order in which he plows. The alley in question is plowed but is somewhat down the line in order of what is plowed first.
SPECIAL REPORTS: CASEY EVANS CANON SOLUTIONS AMERICA, INC.: (D.2)	Casey Evans from Canon made a Canon Color Copier presentation to the Council. There was lengthy discussion but no action was taken. We will discuss this further at the December Council Meeting.

PUBLIC COMMENTS: (E.1)	There were no public comments.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES 2014-47-270303-02: (F.1)	Following discussion, Jon Brady (Joanne Allen) moved to approve both the requests. Motion carried 4-0.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES 2014-48-315006-03: (F.2)	See F.1
COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT- CATHY SOWERS: (G.1)	Cathy Sowers presented her report. There was discussion but no further action was taken.
COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH POLICE CHIEF TERRY HOLLINGSWORTH: (G.2)	Terry Hollingsworth presented his report. There was discussion about the planned Emergency Services Showcase on Saturday, April 18th. There was discussion regarding the 20MPH signs. The consensus was for Chief Hollingsworth to map out the current signage so we can discuss this further.
COUNCIL ACTION/DISCUSSION ITEMS: JONES PARK EASEMENT DISCUSSION-JON BRADY: (G.3)	Jon Brady led the discussion. We discussed current costs. Jon will work with Jim Koger to release a bid request for mowing at the park. We will discuss this further next month.
COUNCIL ACTION/DISCUSSION ITEMS: JONES PARK EASEMENT DISCUSSION-JON BRADY: (G.4)	Kansas HB 2597 regarding Municipal Recycling was discussed. We will research further and discuss again at the December Council Meeting.
COUNCIL ACTION/DISCUSSION ITEMS: BRUCE HAUKENBERRY'S STATUS: (G.5)	There was discussion about Bruce Haukenberry's status. It was recommended that Don Bryant and/or Jim Koger check our options with Michael Coffman. If necessary, we can schedule a special meeting.
UNFINISHED BUSINESS: DISCUSSION REGARDING WATER DISTRIBUTION SYSTEM: (H.1)	Don Bryant discussed the 5 raw water well samples he took for Diane Patton of Waterwise Enterprises. We got the results back and the minimum number of days it took (which was on wells 1&2) to see the bonded iron drop out was 8 days. Diane recommended to Don Bryant that we super chlorinate the wells every 6 months, beginning with 1&2. He will get the instructions from KRWA. Don was asked about possible problem area. Following discussion, consensus was to include a colored card with our December newsletter asking for input on water quality experiences from the community so we can better pinpoint potential problem areas. It was also recommended that we forward a copy of the hydrant flushing program to dropbox for review.

5 MINUTE BREAK AT 10pm	There was a 5 minute break at 10pm.
OTHER NEW BUSINESS: SEALED BID BROWN TRUCK: (I.4)	This item was moved up on the Agenda to discuss while Don Bryant was at the meeting. We received two bids for the brown truck. The Mayor opened the bids and read them to the Council. One, from Don Bryant, was for $200. The second, from Rich Hamit, was for $278.00. The consensus was to approve the $278 bid from Mr. Hamit. Jim Koger will take care of the paperwork and notify Mr. Hamit.
UNFINISHED BUSINESS: REVIEW STANDARD TRAFFIC ORDINANCE #376 AND UPDATE #378 FOR APPROVAL: (H.2)	Following discussion, Jon Brady (Tammy Metzger) moved to approve Ordinances 376, 377 and 378. Motion carried 4-0.
UNFINISHED BUSINESS: REVIEW UPOC ORDINANCE #377 FOR APPROVAL: (H.3)	See H.2.
UNFINISHED BUSINESS: OLD GYM DISCUSSION-CAROL BAUGHMAN: (H.4)	Carol Baughman indicated that the scheduled work day at the gym had been postponed due to the weather. February 15th, 2015 is the Kan Step Deadline. We will discuss more next month.
UNFINISHED BUSINESS: TREE ORDINANCE FOLLOW-UP: (H.5)	Following discussion, Carol Baughman (Tammy Metzger) moved to approve the tree ordinance as written as an amendment to Ordinance #353. There was further discussion. Carol Baughman (Tammy Metzger) moved to amend the motion to read that the amendment to Ordinance #353 is approved if following review by Michael Coffman it is found that the abatement section matches the rest of the ordinance. Motion carried 4-0. Correction final vote was 3-1 (Brady)JHK. Item H.9.a was moved up on the agenda so that Code Officer Kirby Wechsler could be part of the discussion. Following discussion it was determined that more information was necessary before a decision could be made. Does the County assign the property #? Is this addressed by 911 Emergency Service Laws? Consensus was that it should be separate from Ordinance #353. We will discuss this further at an upcoming meeting. This was the last meeting for Code Officer Wechsler as he has accepted a position elsewhere. Officer Wechsler was thanked for his service and the Council wished him well at Ellis. Other code cases were discussed. Tyler Torneden will be taking over as Code Compliance Officer. Russell Mitchell was named the new Fire Chief. No further action was taken.
UNFINISHED BUSINESS: RESOLUTION FOR LIMITED OPEN BURNING: (H.6)	Following discussion, the consensus was to take no action.
UNFINISHED BUSINESS:	There was discussion. We will discuss further at an upcoming meeting.

FURTHER DISCUSSION EMERGENCY PLANNING: (H.7)	
UNFINISHED BUSINESS: EMPLOYEE MANUAL REVIEW- review Donation of Sick Hours section: (H.8)	Following discussion, Carol Baughman (Joanne Allen) moved to approve Terry Hollingsworth's request to donate 40 accrued sick hours to fellow employee Bruce Haukenberry. Motion carried 4-0. There was further discussion regarding what could be donated. Consensus was that an employee could request to donate up to 40% of their accrued sick hours. A comment was made that you never know when you might get sick.
UNFINISHED BUSINESS: OTHER UNFINISHED BUSINESS: NUMERIC LOTS AND PARTS OF LOTS: (H.9.a)	This was discussed earlier in the meeting.
UNFINISHED BUSINESS: OTHER UNFINISHED BUSINESS: (H.9.b)	Jim Koger asked to re-address the Utility Billing/Fund Accounting Software at the December Council Meeting.
UNFINISHED BUSINESS: OTHER UNFINISHED BUSINESS: KS-SETOFF NEW FEE STRUCTURE: (H.9.c)	Sending out RFP denial letters from the 2 outstanding RFP's was discussed. Consensus was to send them out as more discussion was needed.
UNFINISHED BUSINESS: OTHER UNFINISHED BUSINESS: (H.9.d)	There was no further unfinished business.
NEW BUSINESS: CASEY'S CMB RENEWAL: (I.1)	Following discussion, Jon Brady (Joanne Allen) moved to approve Casey's CMB renewal. Motion carried 4-0.
OTHER NEW BUSINESS: REQUEST TO SELL BACK VACATION TIME: (I.2)	Following discussion, Jon Brady (Joanne Allen) moved to approve the requests. Checks will be cut in December. Motion carried 4-0.
OTHER NEW BUSINESS: REVIEW KS-SETOFF ADDENDUM TO FEES: (I.3)	Following discussion, Jon Brady (Joanne Allen) moved to approve Resolution 2014-06 as written. Motion carried 4-0.
OTHER NEW BUSINESS: SEALED BID BROWN TRUCK: (I.4)	This was discussed earlier in the meeting.
OTHER NEW BUSINESS: (I.3)	There was no other new business.

COUNCIL MEMBER COMMENTS: (J)	Jon Brady mentioned that he was excited about the Planning and Zoning Ordinance discussion but was concerned with setting a tone that might perceive an image of the city being too restrictive. He just wanted everyone to keep that in mind when we were discussing the changes. Tammy Metzger, Carol Baughman: None Joanne Allen indicated that the landscaping was complete at the Overbrook Veteran's Memorial. Please be sure to check it out if you haven't already.
MAYOR'S REPORT: (K.)	Mayor Schultz discussed completing employee reviews for next meeting. He had the COLA information. Mayor Schultz also indicated that the Library Board had informed him that they were not in favor of placing Lettering on the Community Room at an approximate cost of $1,000.00. We will need to have a Park and Rec Coordinator discussion in the near future. More info is needed regarding the potential fence at the new Co-op elevators. Drainage and how trucks maneuver may come in to play as well.
ADJOURNMENT: (L.)	At 11:33pm Jon Brady (Carol Baughman) moved to adjourn. Motion carried 4-0.
Respectfully submitted Jim Koger Overbrook City Clerk: APPROVED:12/10/14	