COUNCIL MEETING
CITY OF OVERBROOK Item C.1.a

MINUTES – January 14, 2015

CALL TO ORDER, ROLL CALL: (A.)	Mayor Don Schultz called the January 14, 2015 Council Meeting to order at 7:00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas. Council Members Joanne Allen, Carol Baughman, Jon Brady, Dorthy Chikly and Tammy Metzger were present. Others present included Cathy Sowers, Jim Koger, Terry Hollingsworth, Russell Mitchell, Tyler Torneden, and Don Bryant.
MOTION, APPROVE AGENDA: (B)	Following discussion, please add the following item to the Agenda: Add Executive Session towards end of meeting to discuss non-elected personnel. Other changes: none Carol Baughman (Joanne Allen) moved to approve the Agenda as amended above. Motion carried 5-0.
MOTION, APPROVE CONSENT AGENDA: (C.1 through C.13)	C.1. 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 C.13 Donate old copier to the Fire Department Changes: none Additions: none Motion to approve by Carol Baughman (Tammy Metzger). Motion carried 5-0.
SPECIAL REPORTS: (D.1)	None.
PUBLIC COMMENTS: (E.1)	There were no public comments.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES 2015-01-32000-01: (F.1)	Following discussion, Jon Brady (Dorthy Chikly) moved to approve the request. Motion carried 5-0.
COUNCIL ACTION/DISCUSSION ITEMS:	Cathy Sowers gave her report. There was discussion. No action was taken.

TREASURER REPORT- CATHY SOWERS: (G.1)	
COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH POLICE CHIEF TERRY HOLLINGSWORTH: (G.2)	Police Chief Terry Hollingsworth gave his report. They are looking for local vendors for the April 18th Showcase. There was discussion. It was requested that we keep a follow-up on the Grocery Store Vandalism from two years ago on the Unfinished Business log. The file is with the County Attorney.
COUNCIL ACTION/DISCUSSION ITEMS: JONES PARK EASEMENT/MOWING DISCUSSION-JON BRADY: (G.3)	Jon Brady updated the Council on the status of the Jones Park easement discussion. Items are still being discussed. We will address this more next month. Next the Council discussed the Mowing Bid Summary prepared by Jon Brady. Following the discussion, Jon Brady (Tammy Metzger) moved to award the bid for the park mowing to Gloss Mowing and the bid for the dam mowing and general mowing to Nathan Averill. This is not to say they are under contract. There was additional discussion. Motion carried 5-0. Don Bryant is to contact both Gloss and Averill to let them know the decision. Depending upon his workload, Don Bryant may choose to have his staff mow the area or to have it mowed as bid. The Clerk will notify the third bidder. It was recommended that we track the mowing expenses as the year progresses.
COUNCIL ACTION/DISCUSSION ITEMS: DISCUSS ASSESSMENT AGAINST PROPERTY AT 114 E 5TH ST: (G.4)	The assessment has been submitted. The clerk will notify the council when the assessment has been verified by the County. The clerk will also add regular reporting of all special assessments to the Clerk report. Following discussion, the consensus was to remove this item from the agenda.
COUNCIL ACTION/DISCUSSION ITEMS: DISCUSS STATUS OF ROOF REPAIR 104 E 2ND ST : (G.5)	Tyler Torneden indicated that a metal roof is now on the shed at 104 E 2nd St. The property owner has met his commitment. The Council also discussed current Code Enforcement items with Tyler. No action was taken.
COUNCIL ACTION/DISCUSSION ITEMS: DANNY GAMBLIN CLASSIFICATION: (G.6)	Don Bryant requested that the Council bring Danny Gamblin on as a full-time maintenance worker. There was discussion. Tammy Metzger (Joanne Allen) moved to accept Donnie's recommendation and move Danny from part-time class 2 to full-time status as of 2/1/15. There will be a 3 month probation period. The pay will be $12/hr. during the probation period with $13/hr. to be paid following successful completion of the probation period. Motion carried 5-0.
COUNCIL ACTION/DISCUSSION ITEMS: SEWER GRINDER PUMP BILL: (G.7)	The Council reviewed a letter from Mike Fawl received 1/14/15 in which Mr. Fawl asked the Council to reconsider their decision to be reimbursed for the grinder pump bill for work done at the Overbrook BP. There was discussion. Jim Koger is to forward the matter to Michael Coffman and ask that an official letter be written asking for reimbursement.

COUNCIL ACTION/DISCUSSION ITEMS:	
UNFINISHED BUSINESS: DISCUSSION REGARDING WATER DISTRIBUTION SYSTEM: (H.1)	A map showing the locations of water complaint forms received during December and January was reviewed. We will continue to update the map as more information is gathered. The Council further discussed replacing the waterline along Sycamore initially addressed in December. We will continue to work on this item. Jim Koger is to follow-up with KRWA for their review of our system. Don Bryant will continue working on the super-chlorinating the wells as discussed as weather allows.
UNFINISHED BUSINESS: CONTINUED DISCUSSION OPR JOB DESCRIPTION: (H.2)	Following lengthy discussion, the consensus was to hold a joint meeting with Park and Rec prior to the next regular council meeting. The Mayor and Clerk will work on getting this set up.
UNFINISHED BUSINESS: FURTHER DISCUSSION EMERGENCY PLANNING: (H.3)	Carol Baughman led the discussion regarding emergency planning. Don Schultz was asked to include in the newsletter the March 12, 2015 Tornado Spotter Meeting at the Library Community Room. The committee will try to get a meeting set up soon.
UNFINISHED BUSINESS: OLD GYM DISCUSSION-CAROL BAUGHMAN: (H.4)	There was discussion but no action was taken. Carol Baughman will have more information on grant and funding options next month. We will also look at roofing alternatives for the two entrances. David Penrod is working on a report of the utility cost for the building.
UNFINISHED BUSINESS: CONTINUED DISCUSSION REGARDING RECYCLING: (H.5)	Don Schultz updated the Council on a discussion he had with Joe Greene about the possibility of doing curbside recycling for approximately 40-50 customers in Overbrook. Joe had reviewed the possibility and indicated to Don that it would not be feasible for him to do that at this time. Don had also put a call back in to Shawnee County but did not hear back from Mr. Vlach. Consensus was to remove the item from the current agenda until more alternatives were available.
UNFINISHED BUSINESS: OTHER UNFINISHED BUSINESS: UTILITY BILLING SOFTWARE: (H.6.a)	Following discussion, Carol Baughman (Tammy Metzger) moved to approve the switch in Utility Billing Software from Summit to the Jayhawk Utility Suite. Motion carried 5-0.
UNFINISHED BUSINESS: OTHER UNFINISHED BUSINESS: (H.6.b)	There was no other unfinished business.
NEW BUSINESS: CHICKENS AND OTHER FOWL: (I.1)	Following lengthy discussion, the consensus was that no action was necessary. The existing ordinance allows for chickens under certain circumstances.
OTHER NEW BUSINESS: KRWA DELEGATE/ALTERNATE:	Joanne Allen (Jon Brady) moved to name Don Bryant the Delegate and Jim Koger the Alternate for the upcoming KRWA Business Meeting. Motion carried 5-0.

(I.2)	
OTHER NEW BUSINESS: (I.3)	There was no other new business.
MAYOR NOTE:	Mayor Schultz asked the staff if anyone had any comments to share. There were none.
CALL FOR EXECUTIVE SESSION:	At 9:38PM Dorthy Chikly (Joanne Allen) called for a 15 minute Executive Session to discuss personnel matters of non-elected personnel. Only the Council and the Mayor were to be included. Motion carried 5-0. At 9:48PM Mayor Schultz invited Clerk Jim Koger to join the session. At 9:53PM the meeting returned to regular session. Mayor Schultz indicated that no actions were taken during the Executive Session nor were any decisions made.
COUNCIL MEMBER COMMENTS: (J)	Joanne Allen gave a Veteran's Memorial update. The Masonic Lodge had recently donated $2,000.00 to the Memorial. Carol Baughman, Jon Brady and Tammy Metzger: None Dorthy Chikly reminded everyone that the deadline to refile/file for City Council is noon on January 27th. Dorthy indicated that she would not be filing as she wanted to focus more time on her family and her work.
MAYOR'S REPORT: (K.)	Mayor Schultz discussed some upcoming Board openings and indicated that there was still time to sign up to go to City Hall Day at the Capital on February 4th.
ADJOURNMENT: (L.)	At 9:53 pm Dorthy Chikly (Joanne Allen) moved to adjourn. Motion carried 5-0.
Respectfully submitted Jim Koger Overbrook City Clerk: APPROVED: 2/11/15	

CITY OF OVERBROOK OFFICIAL SEAL 1948 OSAGE COUNTY, KANSAS

COUNCIL MEETING
CITY OF OVERBROOK Item C.1.a

MINUTES – February 11, 2015

CALL TO ORDER, ROLL CALL: (A.)	Mayor Don Schultz called the January 14, 2015 Council Meeting to order at 7:00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas. Council Members Joanne Allen, Carol Baughman, Jon Brady, Dorthy Chikly and Tammy Metzger were present. Others present included Cathy Sowers, Jim Koger, Terry Hollingsworth, Russell Mitchell, Tyler Torneden, and Don Bryant.
MOTION, APPROVE AGENDA: (B)	Following discussion, please add the following item to the Agenda: Add Executive Session towards end of meeting to discuss non-elected personnel. Other changes: none Carol Baughman (Joanne Allen) moved to approve the Agenda as amended above. Motion carried 5-0.
MOTION, APPROVE CONSENT AGENDA: (C.1 through C.13)	C.1. 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 C.13 Donate old copier to the Fire Department Changes: none Additions: none Motion to approve by Carol Baughman (Tammy Metzger). Motion carried 5-0.
SPECIAL REPORTS: (D.1)	None.
PUBLIC COMMENTS: (E.1)	There were no public comments.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES 2015-01-32000-01: (F.1)	Following discussion, Jon Brady (Dorthy Chikly) moved to approve the request. Motion carried 5-0.
COUNCIL ACTION/DISCUSSION ITEMS:	Cathy Sowers gave her report. There was discussion. No action was taken.

TREASURER REPORT- CATHY SOWERS: (G.1)	
COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH POLICE CHIEF TERRY HOLLINGSWORTH: (G.2)	Police Chief Terry Hollingsworth gave his report. They are looking for local vendors for the April 18th Showcase. There was discussion. It was requested that we keep a follow-up on the Grocery Store Vandalism from two years ago on the Unfinished Business log. The file is with the County Attorney.
COUNCIL ACTION/DISCUSSION ITEMS: JONES PARK EASEMENT/MOWING DISCUSSION-JON BRADY: (G.3)	Jon Brady updated the Council on the status of the Jones Park easement discussion. Items are still being discussed. We will address this more next month. Next the Council discussed the Mowing Bid Summary prepared by Jon Brady. Following the discussion, Jon Brady (Tammy Metzger) moved to award the bid for the park mowing to Gloss Mowing and the bid for the dam mowing and general mowing to Nathan Averill. This is not to say they are under contract. There was additional discussion. Motion carried 5-0. Don Bryant is to contact both Gloss and Averill to let them know the decision. Depending upon his workload, Don Bryant may choose to have his staff mow the area or to have it mowed as bid. The Clerk will notify the third bidder. It was recommended that we track the mowing expenses as the year progresses.
COUNCIL ACTION/DISCUSSION ITEMS: DISCUSS ASSESSMENT AGAINST PROPERTY AT 114 E 5TH ST: (G.4)	The assessment has been submitted. The clerk will notify the council when the assessment has been verified by the County. The clerk will also add regular reporting of all special assessments to the Clerk report. Following discussion, the consensus was to remove this item from the agenda.
COUNCIL ACTION/DISCUSSION ITEMS: DISCUSS STATUS OF ROOF REPAIR 104 E 2ND ST : (G.5)	Tyler Torneden indicated that a metal roof is now on the shed at 104 E 2nd St. The property owner has met his commitment. The Council also discussed current Code Enforcement items with Tyler. No action was taken.
COUNCIL ACTION/DISCUSSION ITEMS: DANNY GAMBLIN CLASSIFICATION: (G.6)	Don Bryant requested that the Council bring Danny Gamblin on as a full-time maintenance worker. There was discussion. Tammy Metzger (Joanne Allen) moved to accept Donnie's recommendation and move Danny from part-time class 2 to full-time status as of 2/1/15. There will be a 3 month probation period. The pay will be $12/hr. during the probation period with $13/hr. to be paid following successful completion of the probation period. Motion carried 5-0.
COUNCIL ACTION/DISCUSSION ITEMS: SEWER GRINDER PUMP BILL: (G.7)	The Council reviewed a letter from Mike Fawl received 1/14/15 in which Mr. Fawl asked the Council to reconsider their decision to be reimbursed for the grinder pump bill for work done at the Overbrook BP. There was discussion. Jim Koger is to forward the matter to Michael Coffman and ask that an official letter be written asking for reimbursement.

COUNCIL ACTION/DISCUSSION ITEMS:	
UNFINISHED BUSINESS: DISCUSSION REGARDING WATER DISTRIBUTION SYSTEM: (H.1)	A map showing the locations of water complaint forms received during December and January was reviewed. We will continue to update the map as more information is gathered. The Council further discussed replacing the waterline along Sycamore initially addressed in December. We will continue to work on this item. Jim Koger is to follow-up with KRWA for their review of our system. Don Bryant will continue working on the super-chlorinating the wells as discussed as weather allows.
UNFINISHED BUSINESS: CONTINUED DISCUSSION OPR JOB DESCRIPTION: (H.2)	Following lengthy discussion, the consensus was to hold a joint meeting with Park and Rec prior to the next regular council meeting. The Mayor and Clerk will work on getting this set up.
UNFINISHED BUSINESS: FURTHER DISCUSSION EMERGENCY PLANNING: (H.3)	Carol Baughman led the discussion regarding emergency planning. Don Schultz was asked to include in the newsletter the March 12, 2015 Tornado Spotter Meeting at the Library Community Room. The committee will try to get a meeting set up soon.
UNFINISHED BUSINESS: OLD GYM DISCUSSION-CAROL BAUGHMAN: (H.4)	There was discussion but no action was taken. Carol Baughman will have more information on grant and funding options next month. We will also look at roofing alternatives for the two entrances. David Penrod is working on a report of the utility cost for the building.
UNFINISHED BUSINESS: CONTINUED DISCUSSION REGARDING RECYCLING: (H.5)	Don Schultz updated the Council on a discussion he had with Joe Greene about the possibility of doing curbside recycling for approximately 40-50 customers in Overbrook. Joe had reviewed the possibility and indicated to Don that it would not be feasible for him to do that at this time. Don had also put a call back in to Shawnee County but did not hear back from Mr. Vlach. Consensus was to remove the item from the current agenda until more alternatives were available.
UNFINISHED BUSINESS: OTHER UNFINISHED BUSINESS: UTILITY BILLING SOFTWARE: (H.6.a)	Following discussion, Carol Baughman (Tammy Metzger) moved to approve the switch in Utility Billing Software from Summit to the Jayhawk Utility Suite. Motion carried 5-0.
UNFINISHED BUSINESS: OTHER UNFINISHED BUSINESS: (H.6.b)	There was no other unfinished business.
NEW BUSINESS: CHICKENS AND OTHER FOWL: (I.1)	Following lengthy discussion, the consensus was that no action was necessary. The existing ordinance allows for chickens under certain circumstances.
OTHER NEW BUSINESS: KRWA DELEGATE/ALTERNATE:	Joanne Allen (Jon Brady) moved to name Don Bryant the Delegate and Jim Koger the Alternate for the upcoming KRWA Business Meeting. Motion carried 5-0.

(I.2)	
OTHER NEW BUSINESS: (I.3)	There was no other new business.
MAYOR NOTE:	Mayor Schultz asked the staff if anyone had any comments to share. There were none.
CALL FOR EXECUTIVE SESSION:	At 9:38PM Dorthy Chikly (Joanne Allen) called for a 15 minute Executive Session to discuss personnel matters of non-elected personnel. Only the Council and the Mayor were to be included. Motion carried 5-0. At 9:48PM Mayor Schultz invited Clerk Jim Koger to join the session. At 9:53PM the meeting returned to regular session. Mayor Schultz indicated that no actions were taken during the Executive Session nor were any decisions made.
COUNCIL MEMBER COMMENTS: (J)	Joanne Allen gave a Veteran's Memorial update. The Masonic Lodge had recently donated $2,000.00 to the Memorial. Carol Baughman, Jon Brady and Tammy Metzger: None Dorthy Chikly reminded everyone that the deadline to refile/file for City Council is noon on January 27th. Dorthy indicated that she would not be filing as she wanted to focus more time on her family and her work.
MAYOR'S REPORT: (K.)	Mayor Schultz discussed some upcoming Board openings and indicated that there was still time to sign up to go to City Hall Day at the Capital on February 4th.
ADJOURNMENT: (L.)	At 9:53 pm Dorthy Chikly (Joanne Allen) moved to adjourn. Motion carried 5-0.
Respectfully submitted Jim Koger Overbrook City Clerk: APPROVED: 3/11/15	

CITY OF OVERBROOK OFFICIAL SEAL 1948 OSAGE COUNTY, KANSAS

Minutes March 11, 2015

Call to order roll call: the mayor and the four councilmembers besides Jon Brady were in attendance. Cathy Sowers, Terry Hollingsworth, Russell Mitchell, Tyler Torneden, Jim Koger, and Susie Whalen were also in attendance.

Motion to approve agenda following discussion, please add the following items to the agenda: add pool discussion is item G.5 no other changes. Carol Baughman moved to approve with the second from Joanne Allen to approve the agenda as amended. Motion carried 4 to 0.

Motion to approve the consent agenda: there was brief discussion including a question whether we could get a report from the fair board. The clerk will check on that. Jon Brady arrived at 7:03 PM. There were no changes to the consent agenda. Dorthy Chikly with the second from Tammy Metzger moved to approve the consent agenda. Motion carried 5 to 0.

Joyce and Joe Greene were in attendance to discuss their contract with the city for solid waste. Their contract expires in early May and they brought two proposals the only difference between them was in one of the proposals in article 23 they moved for the city to keep $.25 per meter for billing purposes. Both are two year contracts; there was discussion about recycling options. There was additional discussion. The Greenes were invited to attend the April Council meeting.

The guests on the agenda for agenda item D.2 have not yet arrived. Animal Control Officer Russell Martin shared with the Council that we had received an email regarding barking dogs in the 900 Block of Maple. The email also indicated that the residence was home to five dogs. Russell had contacted the home owner and they have four dogs-two that are registered with the City and two that aren't yet registered but belong to their son (who will be in soon to register them). After discussion, consensus was to seriously consider implementing an ordinance to address animal noise. We need to also address the kennel definition. If the guests arrive before the meeting ends, we will return to this item to discuss further at that point. Otherwise, we will continue this item until the April Council Meeting.

We discussed the roof bids on the old gym next. Will also include agenda item H.4 in this discussion. Jon Brady met with Kevin Vollrath to look at the structure. Both roofs are held up with block walls with brick outer old-style construction; there's no gap between or layer between the veneer brick in the concrete blocks; the top is a 4 to 5 inch concrete poured roof; Southside definite issues structure rebar at bottom of concrete; rebar exposed in some areas; roof leaking underneath; block walls inside gym showing signs of degradation; John recommended removing the roofing and seeing what we have; there are wall concerns; there was further discussion. Drainage on the north roof was discussed next. Since the steps provide emergency egress for tenets of the apartment building, we may need a gate or additional signs in addition to the two door alarms that Jim Koger had discussed with Roger Harmon. There was discussion about whether we would pay this from the general fund. There was a question about whether a new roof would affect the insurance premium, or require an increase in our liability coverage once the gym gets further use. There was lengthy discussion about possible damage to the walls or floor by not heating the building or at least not providing a little heat. Jon Brady indicated that a lack of air conditioning would not present the same problems we face by not heating the structure. We also need

to address getting water away from the building whether it's replacing the guttering downspouts or combination of both. Three-phase power is not currently available in that area. There was discussion about whether the boiler would be able to provide sufficient heat. Carpet needs to be torn out of the two rooms on the south end. There were questions about whether the roofs would need a crown, or the addition of padding to direct the water off of the roof, as well as scupper repair. Following this discussion Jon Brady, with the second from Carol Baughman, moved to accept the bid for Midwest coatings and proceed with roofing the south entrance at a cost of $6569.04. Motion carried 4 to one (Chikly). The clerk will address the sales tax amount included in this bid.

Jon Brady told Carol that he can meet on Friday. Carol will set up the Friday meeting with Midwest Coatings.

There were no public comments.

The utility billing account hearings were held next. Following discussion Dorothy Chikly moved to approve the first hearing. Joanne Allen seconded that motion. Motion carried 5 to 0.

Jon Brady, with the second from Joanne Allen, moved to approve the second hearing. Motion carried 5 to 0.

Cathy Sowers gave her treasurer report. Cathy discussed the month's tax revenue. We had some large expenditures this month including a couple debt payments. Cathy will contact Jim Long regarding our upcoming audit.

Terry Hollingsworth gave his report. There was discussion regarding the May 2 emergency services showcase. The generators approved last month have been purchased. Two of the officers will soon be undergoing field sobriety certification training. On March 4 Terry had received a letter of appreciation in regards to work done recently by officer Torneden.

Code officer Tyler Torneden has been working on a couple properties. Citations have been issued. The special assessment at 104 E. fifth was discussed but no further action was taken.

Jon Brady led the discussion regarding the park easement. No action was taken we will discuss this further at the April Council meeting.

Following discussion, Jon Brady moved to approve a 2015 family pool pass for the Santa Fe Trail PTO carnival. The PTO will use it for their fundraising. Dorthy Chikly seconded the motion. Motion carried 5 to 0.

Item G.5 pool discussion was added to the agenda during item B. Dorthy Chikly indicated that Sandra Woodruff wants to be the pool manager and was also interested in working with the park and rec board. There was discussion about the sunshades and other maintenance items that need to be done before the pool opens for the season. The consensus was for Dorothy to ask Sandra to start lining up guards and to provide a report for the April Council meeting. The mayor indicated that the maintenance department will try to address the problem of the old swim lane lines showing through the new paint.

Item H.1 unfinished business: discussion regarding water distribution system: A map showing the locations of water complaints received during December, January, February, and the first part of March was reviewed. We will continue to update the map as more information is gathered. There was

discussion. Jon Brady mentioned there were a couple maintenance issues that he would like to see addressed as the temperatures warmed. In addition to working with routing the water away from the old gym building, Jon suggested that we might be able to clean up the parking lot south of the shop. He believed the use of the bins should be a priority. In addition he would like to see Main Street cleaned up the sand salt and leaves could be swept up and the storm sewer openings cleared out. Don Schultz will post information about the work Maguire iron will be doing on our water towers during the week of March 16.

Item H.2 continue discussion OPR job description: there was discussion- perhaps we could address this topic further during the assistant clerk discussion later in the meeting. There was indication that it's extremely dark at the southeast corner of the concession stand. Jon Brady recommended that we look at surface mount building lights with screens. The heating and air at the concession stand was discussed next. Jon Brady to allocate up to $300 to help get the heating and air installed at the concession stand. Dorthy Chikly seconded the motion which carried 5 to 0.

Item H.3 further discussion emergency planning: the packet included a sample NIMS 700 exam. It was discussed that this test can be taken online for free. It was recommended that the city Council take the exam. Jim Koger will send a link to the exam. There has been a lot of excitement about the May 2 emergency services showcase. A work session for April 16 at 7 PM at City Hall was scheduled for the Council to work with the emergency planning group. Roles for the Council will be discussed at the work session.

Item H.4 old gym discussion: this item was discussed earlier in the meeting no further action was taken.

Item H.5: status of tree ordinance: this is a follow-up to an amendment first proposed by former code compliance officer Kirby Wechsler. It's since been resolved that this is not something to be addressed by the new planning and zoning ordinance. Consensus was to review and address this amendment at the May Council meeting.

Following discussion Jon Brady (Tammy Metzger) moved to renew the city membership with Osage County economic development. Motion carried 4 to 1 (Dorthy Chikly). The Council discussed the possibility of Jim Koger attending OCED meetings when his schedule allowed.

Item H.7.a house numbers: this was also not found to be an item that planning and zoning will include in their new zoning ordinance. Consensus was that we will proceed in an informative manner and not look to adopt an ordinance for this matter at this time.

There was no other unfinished business.

Item I.1 new business: Assistant city clerk discussion: following discussion Tammy Metzger and Joanne Allen will join Jim Koger as a committee to help find the new assistant city clerk. Jim Koger will place an ad beginning March 19 in the Osage County Herald Chronicle.

I.2 board appointments: following discussion consensus was this would wait until April Council meeting as we need final word from the two candidates for the library board.

Item I.3 Blue Cross Blue Shield renewal following discussion Jon Brady with the second from Dorthy Chikly moved to approve the health insurance renewal as proposed. Motion carried 5 to 0.

A List of possible items to change in our existing property and liability insurance plan was given to the Council for their review. This list was compiled following an earlier meeting between Scott Thompson, J records, Don Schultz, Don Bryant, and Jim Koger. We should receive the updated renewal paperwork soon. It will be important to verify that the additional repairs and or uses of the gym for activities will be noted in the renewal.

Dorthy Chikly questioned whether anyone on the Council had spoken with members of the Burlingame Council following the recent resignation of their mayor. There was discussion but no action was taken.

There was no other new business.

J. Councilmember comments: Joanne Allen, Jon Brady, Tammy Metzger, and Carol Baughman all had no comments to add. Dorthy Chikly shared that this was her last Council meeting. Everyone shared in the expression of gratitude the mayor gave Dorthy for her service to the city.

Jim Koger indicated that he would be giving a speech on Thursday of the Kansas rural water conference in Wichita.

The mayor again thanked the Council for the great job that they all have done. Pride will be setting up a candidate forum soon.

At 9:56 PM Dorthy Chikly moved to adjourn. Joanne Allen seconded the motion. Motion carried 5 to 0. Meeting was adjourned.

Respectfully submitted,

Jim Koger

Jim Koger CMC

Overbrook City Clerk

Approved: 4/8/15

CITY OF OVERBROOK OFFICIAL SEAL 1948 OSAGE COUNTY, KANSAS

COUNCIL MEETING
CITY OF OVERBROOK Item C.1.a
MINUTES –February 11, 2015

CALL TO ORDER, ROLL CALL:
(A.)
Mayor Don Schultz called the February 11, 2015 Council Meeting to order at 7:00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas. Council Members Joanne Allen, Carol Baughman, Jon Brady, Dorthy Chikly and Tammy Metzger were present. Others present included Cathy Sowers, Jim Koger, Terry Hollingsworth, Russell Mitchell, Tyler Torneden, and Don Bryant.

MOTION, APPROVE AGENDA:
(B)
Following discussion, please add the following item to the Agenda:
Item D.3 JoEllen Criger will be in attendance to discuss holding a 5k to benefit the SFT Band.
Item D.4 Luke Lange will be in attendance to discuss the Fair Board holding a Street Cruise.
Item I.2.b JUS Data Conversion
Item I.2.c OCED Membership Renewal
Item I.2.d 4th of July fireworks

Carol Baughman (Joanne Allen) moved to approve the Agenda as amended above. Motion carried 5-0.

MOTION, APPROVE CONSENT AGENDA:
(C.1 through C.12)
C.1. Minutes 1/14/15 Council Meeting
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
There was brief discussion.
Changes: Pull out Maintenance request for clothing allowance as G.4.
Additions: none

Motion to approve by Carol Baughman (Tammy Metzger).
Motion carried 5-0.

SPECIAL REPORTS:
(D.1)
John Blessing from Deffenbaugh Industries was in attendance to ask about the process necessary to make a request to compete for a solid waste partnership with the City of Overbrook. There was lengthy discussion regarding the options that his company could offer the City. Glass is not currently accepted but with the merger with Waste Management it might be a possibility in the near future. Mr. Blessing left a packet for us to review and will send additional information to the clerk via email.
We will discuss further next month.

SPECIAL REPORTS:
(D.2)
Adam from Midwest Coatings was present to discuss his bids for the repair of the two entrance roofs at the old gym building. There was lengthy discussion. Consensus was to discuss this further. Adam updated the proposals to be effective for 30 days so we could possibly make a decision next month.

SPECIAL REPORTS:
(D.3)
JoEllen Criger was present to discuss the possibility of Overbrook hosting a 5K benefit run/walk for the SFT Band. Following discussion, Jon Brady (Dorthy Chikly) moved to give permission to hold the event. Motion carried 5-0. Police Chief Hollingsworth will work with the group on the route which tentatively is set to begin and end at the Fairgrounds.

SPECIAL REPORTS:
(D.4)
Luke Lang was present to discuss the Street Cruise that the Fair Board would like to hold in conjunction with the car show and ATV race they will be holding on June 6th . Following discussion, Dorthy Chikly (Jon Brady) moved to approve the request to close 2 blocks downtown for the Street Cruise on June 6th for about an hour or so in the afternoon. Motion carried 5-0.

PUBLIC COMMENTS:
(E.1)
There were no public comments.

UTILITY BILLING ACCOUNT HEARING/PAYMENT:

(F.1)
Jim Koger indicated that we had received two pre-approved requests for payment arrangements and that the first 60% payment had been received for both. Additionally, the Clerk indicated that there had been a delay this month in the delivery of the shutoff notices. As a result, the deadline was not until the day after the Council Meeting. There was discussion. Jon Brady (Carol Baughman) moved for this month only to give the clerk latitude to accept the payment arrangement requests that come in this month(if any) as long as they are consistent with what we have approved in the past. Motion carried 5-0. The clerk will give the Council an update next month on the status of these requests.

COUNCIL ACTION/DISCUSSION ITEMS:
TREASURER REPORT- CATHY SOWERS:
(G.1)
Cathy Sowers gave her report. There was discussion. Cathy included a graph sheet with her report this month. We talked about the roof bids for the old gym. Consensus was for Jim Koger to contact Roger Harmon about the north roof. Jon Brady will contact Kevin Vollrath about looking at the condition of the structure housing the south entrance of the gym. We will address the roof bids further next month. No further action was taken.

COUNCIL ACTION/DISCUSSION ITEMS:
DISCUSSION WITH POLICE CHIEF TERRY HOLLINGSWORTH:
(G.2)
Police Chief Terry Hollingsworth gave his report. The Police Department has placed 5 "Stay off the Ice"signs at the City Lake. Police Chief Hollingsworth next shared with the Council his recent purchase of two AED units from State Surplus in Topeka. The cost was minimal. There was discussion about how the units will be used as well as the desire to have people certified in their use. It is our understanding that use of the AED's falls under the Kansas Good Samaritan Law. State Surplus also had 4 smaller generators (for $100 total) that he will try to get purchased next week.
Next the Council discussed reviewed the possibility of looking at a replacement for the blue police car. There was discussion. The Equipment Reserve in not currently sufficient to cover a vehicle purchase, however, the consensus was that we keep looking at this as it may need to be addressed in the near future.
Emergency Management will meet next Wednesday (2/1/15) at 7PM.

Susie Whalen left at 8:45pm.

COUNCIL ACTION/DISCUSSION ITEMS:

JONES PARK EASEMENT/MOWING DISCUSSION-JON BRADY:
(G.3)
Jon Brady indicated that there was nothing new to report on the park easement. He will keep working on it. Jon also indicated that PRIDE is looking at moving an old school house building to the park. The building is currently located near the Marshall's Automotive building. PRIDE is also looking at connecting the sidewalk to the west side of the bridge at the Children's Fishing Pond.

COUNCIL ACTION/DISCUSSION ITEMS:
MAINTENANCE DEPARTMENT CLOTHING ALLOWANCE:
(G.4)
Following discussion, Jon Brady (Joanne Allen) moved to approve a $250/person/year allowance for the Maintenance Department for clothing worn for work. There are also some items that should be purchased by the department for everyday use (boots, gloves, hats, rubber overboots, hip waders, rain gear). Motion carried 5-0.

UNFINISHED BUSINESS:
DISCUSSION REGARDING WATER DISTRIBUTION SYSTEM:
(H.1)
A map showing the locations of water complaint forms received during December, January and the first part of February was reviewed. We will continue to update the map as more information is gathered.
Jim Koger and Don Bryant will be meeting again soon with Jeff Lamfers from KRWA.
There was discussion about the condition of the water line along Santa Fe Trail between Oak and Elm. Don Bryant is to bring more information next month on a possible repair and the potential costs associated with it.

BREAK: A 5 minute break was called at 9:20PM. The meeting returned from break at 9:25PM.

UNFINISHED BUSINESS:
CONTINUED DISCUSSION OPR JOB DESCRIPTION:
(H.2)
Following lengthy discussion, the consensus was to keep as is for the current year. Clerk will work with OPR in the meantime to help them find someone to run the concession stand this summer (as well as for spring high school baseball if possible). In the coming year we can work with Park and Rec to budget and plan for a possible position of this type in the future.

UNFINISHED BUSINESS:

FURTHER DISCUSSION EMERGENCY PLANNING:
(H.3)
Carol Baughman led the discussion regarding emergency planning. The Emergency Services Showcase will be held on May 2nd . The committee is working on contracts for portable bathrooms and golf carts to be provided for use in the event of an Emergency.

UNFINISHED BUSINESS:
OLD GYM DISCUSSION-CAROL BAUGHMAN:
(H.4)
There was discussed earlier in the meeting. No further action was taken.

UNFINISHED BUSINESS:
OTHER UNFINISHED BUSINESS:
(H.5)
There was no other unfinished business.

NEW BUSINESS:
APPANOOSE PTO SUPPER/CARNIVAL REQUEST FOR DONATION:
(I.1)
Following discussion, Jon Brady (Dorthy Chikly) moved to approve a 2015 Season Family Pool Pass for the Appanoose PTO. Motion carried 5-0.

OTHER NEW BUSINESS:
RESOLUTION 2015-03 KANSAS PRIDE PROGRAM:
(I.2.a)
Joanne Allen (Dorthy Chikly) moved to approve the resolution. We are a STAR Community. Motion carried 5-0.

OTHER NEW BUSINESS:
JUS DATA CONVERSION:
(I.2.b)
Jim Koger asked the Council to pursue the data conversion plan from Jayhawk Software. This is an additional expense from the original quote. Jon Brady (Tammy Metzger) moved to approve. Motion carried 5-0.

OTHER NEW BUSINESS:
OCED MEMBERSHIP:
(I.2.c)
There was discussion. Consensus was to see if we could choose either a single membership or one for an organization. Jim Koger will check with Stephanie Watson.

OTHER NEW BUSINESS:

PRIDE FIREWORKS ORDER:
(I.2.d)
Aerial FX will be able to get a large discount if we place our fireworks order before the end of February. PRIDE has the money and will reimburse. Jon Brady (Dorthy Chikly) moved to pay the $4,000 to Aerial FX. Motion carried 5-0. Jim Koger will follow-up with PRIDE.

OTHER NEW BUSINESS:
(I.2.e)
There was no other new business.

COUNCIL MEMBER
COMMENTS:
(J)
Joanne Allen asked about whether David Penrod could remain as Assistant Clerk if he is elected as a Council Member in April. No he would not be able to continue as Assistant Clerk.

Carol Baughman, Jon Brady, Dorthy Chikly and Tammy Metzger: None

MAYOR'S REPORT:
(K.)
Mayor Schultz discussed the proposed election bill that the Kansas Legislature is debating. If it passes it won't take effect until July 1st . Look for information on the Governing Body Conference in Topeka May 15-16. We will need to look at some of the upcoming Board openings at the March Council Meeting.

ADJOURNMENT:
(L.)
At 10:45 a motion was made and approved to adjourn.

Respectfully submitted,

Jim Koger

Jim Koger
Overbrook City Clerk:
APPROVED: 3/11/15

CITY OF OVERBROOK OFFICIAL SEAL 1948 OSAGE COUNTY, KANSAS

Minutes March 11, 2015

Call to order roll call: the mayor and the four councilmembers besides Jon Brady were in attendance. Cathy Sowers, Terry Hollingsworth, Russell Mitchell, Tyler Torneden, Jim Koger, and Susie Whalen were also in attendance.

Motion to approve agenda following discussion, please add the following items to the agenda: add pool discussion is item G.5 no other changes. Carol Baughman moved to approve with the second from Joanne Allen to approve the agenda as amended. Motion carried 4 to 0.

Motion to approve the consent agenda: there was brief discussion including a question whether we could get a report from the fair board. The clerk will check on that. Jon Brady arrived at 7:03 PM. There were no changes to the consent agenda. Dorthy Chikly with the second from Tammy Metzger moved to approve the consent agenda. Motion carried 5 to 0.

Joyce and Joe Greene were in attendance to discuss their contract with the city for solid waste. Their contract expires in early May and they brought two proposals the only difference between them was in one of the proposals in article 23 they moved for the city to keep $.25 per meter for billing purposes. Both are two year contracts; there was discussion about recycling options. There was additional discussion. The Greenes were invited to attend the April Council meeting.

The guests on the agenda for agenda item D.2 have not yet arrived. Animal Control Officer Russell Martin shared with the Council that we had received an email regarding barking dogs in the 900 Block of Maple. The email also indicated that the residence was home to five dogs. Russell had contacted the home owner and they have four dogs-two that are registered with the City and two that aren't yet registered but belong to their son (who will be in soon to register them). After discussion, consensus was to seriously consider implementing an ordinance to address animal noise. We need to also address the kennel definition. If the guests arrive before the meeting ends, we will return to this item to discuss further at that point. Otherwise, we will continue this item until the April Council Meeting.

We discussed the roof bids on the old gym next. Will also include agenda item H.4 in this discussion. Jon Brady met with Kevin Vollrath to look at the structure. Both roofs are held up with block walls with brick outer old-style construction; there's no gap between or layer between the veneer brick in the concrete blocks; the top is a 4 to 5 inch concrete poured roof; Southside definite issues structure rebar at bottom of concrete; rebar exposed in some areas; roof leaking underneath; block walls inside gym showing signs of degradation; John recommended removing the roofing and seeing what we have; there are wall concerns; there was further discussion. Drainage on the north roof was discussed next. Since the steps provide emergency egress for tenets of the apartment building, we may need a gate or additional signs in addition to the two door alarms that Jim Koger had discussed with Roger Harmon. There was discussion about whether we would pay this from the general fund. There was a question about whether a new roof would affect the insurance premium, or require an increase in our liability coverage once the gym gets further use. There was lengthy discussion about possible damage to the walls or floor by not heating the building or at least not providing a little heat. Jon Brady indicated that a lack of air conditioning would not present the same problems we face by not heating the structure. We also need

to address getting water away from the building whether it's replacing the guttering downspouts or combination of both. Three-phase power is not currently available in that area. There was discussion about whether the boiler would be able to provide sufficient heat. Carpet needs to be torn out of the two rooms on the south end. There were questions about whether the roofs would need a crown, or the addition of padding to direct the water off of the roof, as well as scupper repair. Following this discussion Jon Brady, with the second from Carol Baughman, moved to accept the bid for Midwest coatings and proceed with roofing the south entrance at a cost of $6569.04. Motion carried 4 to one (Chikly). The clerk will address the sales tax amount included in this bid.

Jon Brady told Carol that he can meet on Friday. Carol will set up the Friday meeting with Midwest Coatings.

There were no public comments.

The utility billing account hearings were held next. Following discussion Dorothy Chikly moved to approve the first hearing. Joanne Allen seconded that motion. Motion carried 5 to 0.

Jon Brady, with the second from Joanne Allen, moved to approve the second hearing. Motion carried 5 to 0.

Cathy Sowers gave her treasurer report. Cathy discussed the month's tax revenue. We had some large expenditures this month including a couple debt payments. Cathy will contact Jim Long regarding our upcoming audit.

Terry Hollingsworth gave his report. There was discussion regarding the May 2 emergency services showcase. The generators approved last month have been purchased. Two of the officers will soon be undergoing field sobriety certification training. On March 4 Terry had received a letter of appreciation in regards to work done recently by officer Torneden.

Code officer Tyler Torneden has been working on a couple properties. Citations have been issued. The special assessment at 104 E. fifth was discussed but no further action was taken.

Jon Brady led the discussion regarding the park easement. No action was taken we will discuss this further at the April Council meeting.

Following discussion, Jon Brady moved to approve a 2015 family pool pass for the Santa Fe Trail PTO carnival. The PTO will use it for their fundraising. Dorthy Chikly seconded the motion. Motion carried 5 to 0.

Item G.5 pool discussion was added to the agenda during item B. Dorthy Chikly indicated that Sandra Woodruff wants to be the pool manager and was also interested in working with the park and rec board. There was discussion about the sunshades and other maintenance items that need to be done before the pool opens for the season. The consensus was for Dorothy to ask Sandra to start lining up guards and to provide a report for the April Council meeting. The mayor indicated that the maintenance department will try to address the problem of the old swim lane lines showing through the new paint.

Item H.1 unfinished business: discussion regarding water distribution system: A map showing the locations of water complaints received during December, January, February, and the first part of March was reviewed. We will continue to update the map as more information is gathered. There was

discussion. Jon Brady mentioned there were a couple maintenance issues that he would like to see addressed as the temperatures warmed. In addition to working with routing the water away from the old gym building, Jon suggested that we might be able to clean up the parking lot south of the shop. He believed the use of the bins should be a priority. In addition he would like to see Main Street cleaned up the sand salt and leaves could be swept up and the storm sewer openings cleared out. Don Schultz will post information about the work Maguire iron will be doing on our water towers during the week of March 16.

Item H.2 continue discussion OPR job description: there was discussion- perhaps we could address this topic further during the assistant clerk discussion later in the meeting. There was indication that it's extremely dark at the southeast corner of the concession stand. Jon Brady recommended that we look at surface mount building lights with screens. The heating and air at the concession stand was discussed next. Jon Brady to allocate up to $300 to help get the heating and air installed at the concession stand. Dorthy Chikly seconded the motion which carried 5 to 0.

Item H.3 further discussion emergency planning: the packet included a sample NIMS 700 exam. It was discussed that this test can be taken online for free. It was recommended that the city Council take the exam. Jim Koger will send a link to the exam. There has been a lot of excitement about the May 2 emergency services showcase. A work session for April 16 at 7 PM at City Hall was scheduled for the Council to work with the emergency planning group. Roles for the Council will be discussed at the work session.

Item H.4 old gym discussion: this item was discussed earlier in the meeting no further action was taken.

Item H.5: status of tree ordinance: this is a follow-up to an amendment first proposed by former code compliance officer Kirby Wechsler. It's since been resolved that this is not something to be addressed by the new planning and zoning ordinance. Consensus was to review and address this amendment at the May Council meeting.

Following discussion Jon Brady (Tammy Metzger) moved to renew the city membership with Osage County economic development. Motion carried 4 to 1 (Dorthy Chikly). The Council discussed the possibility of Jim Koger attending OCED meetings when his schedule allowed.

Item H.7.a house numbers: this was also not found to be an item that planning and zoning will include in their new zoning ordinance. Consensus was that we will proceed in an informative manner and not look to adopt an ordinance for this matter at this time.

There was no other unfinished business.

Item I.1 new business: Assistant city clerk discussion: following discussion Tammy Metzger and Joanne Allen will join Jim Koger as a committee to help find the new assistant city clerk. Jim Koger will place an ad beginning March 19 in the Osage County Herald Chronicle.

I.2 board appointments: following discussion consensus was this would wait until April Council meeting as we need final word from the two candidates for the library board.

Item I.3 Blue Cross Blue Shield renewal following discussion Jon Brady with the second from Dorthy Chikly moved to approve the health insurance renewal as proposed. Motion carried 5 to 0.

A List of possible items to change in our existing property and liability insurance plan was given to the Council for their review. This list was compiled following an earlier meeting between Scott Thompson, J records, Don Schultz, Don Bryant, and Jim Koger. We should receive the updated renewal paperwork soon. It will be important to verify that the additional repairs and or uses of the gym for activities will be noted in the renewal.

Dorthy Chikly questioned whether anyone on the Council had spoken with members of the Burlingame Council following the recent resignation of their mayor. There was discussion but no action was taken.

There was no other new business.

J. Councilmember comments: Joanne Allen, Jon Brady, Tammy Metzger, and Carol Baughman all had no comments to add. Dorthy Chikly shared that this was her last Council meeting. Everyone shared in the expression of gratitude the mayor gave Dorthy for her service to the city.

Jim Koger indicated that he would be giving a speech on Thursday of the Kansas rural water conference in Wichita.

The mayor again thanked the Council for the great job that they all have done. Pride will be setting up a candidate forum soon.

At 9:56 PM Dorthy Chikly moved to adjourn. Joanne Allen seconded the motion. Motion carried 5 to 0. Meeting was adjourned.

Respectfully submitted,

Jim Koger CMC

Overbrook City Clerk

Approved: 4/8/15

REGULAR COUNCIL MEETING
CITY OF OVERBROOK

MINUTES – April 8, 2015

CALL TO ORDER, ROLL CALL: (A.)	Mayor Don Schultz called the April 8, 2015, regular council meeting to order at 7.00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas. Roll call was taken and it was determined that a quorum was present. Council Members Carol Baughman, Joanne Allen, and Tammy Metzger were present. Council Members Dorthy Chikly and Jon Brady were absent. Others present included Jim Koger, Terry Hollingsworth, and Don Bryant. Members of the public were also in attendance.
MOTION, APPROVE AMENDED AGENDA: (B)	Following discussion, Carol Baughman (Joanne Allen) moved to remove G.1 from the Agenda as Cathy Sowers was ill. There were no other changes. Motion carried 3-0.
MOTION, APPROVE CONSENT AGENDA: (C.1 through C.12)	Joanne Allen (Carol Baughman) moved to approve the Consent Agenda. Motion carried 3-0. Consent Agenda Items were as follows: C.1. Minutes: 03/11/15 Regular Council Meeting Minutes C.2. Warrants C.3. Request to Shred City Documents C.4 Maintenance Department Report C.5 Animal Control 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 Pool Report will be discussed during D.3
SPECIAL REPORTS: PAT WALSH BP GRINDER PUMP: (D.1)	Attorney Pat Walsh was in attendance to discuss the BP grinder pump. Following discussion, Joanne Allen (Carol Baughman) moved to hold an executive session for 15 minutes to consult with our attorney (Pat Walsh) on matters that would be deemed privileged in attorney-client relationship. The City Clerk is to be included in the session. Motion carried 3-0. Jon Brady arrived at the meeting. At 7:04PM the Council entered executive session. At 7:19PM the Council returned from executive session. No actions were taken nor were any decisions made in the session. There was discussion. Carol Baughman (Joanne Allen) moved to write Mike Fawl a letter giving notice that from this date forward we (City) will assume no responsibility for the maintenance or repair on both the sewer pump and service line from it which are located on his property at 403 E. 8th Street, Overbrook, to the City's forced main sewer line. In addition, the City may continue to evaluate future action for repayment of the debt. Motion carried 4-0.
SPECIAL REPORTS: SOLID WASTE RFP: (D.2)	John Blessing from Deffenbaugh Inc. and Joe and Joyce Greene from Osage Waste were in attendance. Following lengthy discussion and review of the proposals from Deffenbaugh Inc. and Osage Waste, Jon Brady (Tammy Metzger) moved to award the solid waste bid to Osage Waste. Motion carried 4-0. There was additional discussion about the curbside recycling option.

	Carol Baughman (Tammy Metzger) moved to accept the 65 gallon curbside recycling option for residential customers ($4/mo). There was discussion- it was determined that like on the solid waste contract the city would receive $0.25 per customer for billing purposes. There was a question about whether implementation was a different discussion. The Mayor indicated that the motion on the table was to authorize biweekly curbside single stream residential recycling at the $4/mo ($3/mo for additional totes) rate increase for residential customers within the City Limits. Joe Greene verified that businesses can choose to opt-in at the rate of $5/mo ($4/mo for additional totes). The fee is mandatory for the residential customers if their water meter is on. Residential customers can request to have tote picked up but they will still be charged monthly. Motion carried 3-1 (Brady). Following discussion, a target begin date of June 1st was selected. We will continue to finalize the formal list of acceptable items. We need to add the dumpster at the pool to our bill. There was discussion about how we present the information to our residential customers and businesses.
SPECIAL REPORTS: SANDRA WOODRUFF POOL DISCUSSION: (D.3)	Pool Manager Sandra Woodruff was present to discuss the upcoming pool season. Following discussion, the pool will close a week earlier than last year. The tentative last day will be Sunday, August 16th. This will be a week before school starts. There will be fewer overall lifeguards hired this year. The possibility of establishing an On-call procedure was discussed. Tammy Metzger moved to approve having a lifeguard on-call for $2.00/hour. No second was received. Tammy rescinded her motion. Swim Team was discussed next. Proposed cost will be $70/child. There are approximately 45 members. Proposed hours will be from 1 to 8PM and 1-7PM on weekends. Fees will be the same as last year. A proposed salary list was reviewed. The maintenance of the pool were discussed next. The Scooby vacuum will be back and the sand issue from last year has been resolved. Donnie is working on the fence, skimmers, striping and sun shades. Sandra will bring concession pricing to the May meeting. There was discussion regarding the list of pool items that needed to be purchased. Sandra will contact community groups to see if they can help share the cost. A motion was made and seconded to approve the salaries as listed, provide a $2/hr on-call rate, swim team $75/person, and to set the earlier closing date. Motion carried 4-0. Jon Brady (Joanne Allen) moved for Donnie to get 3 panels for the pool from KS Fence spending up to $500. Motion carried 4-0.
PUBLIC COMMENTS: (E)	There were no public comments.

UTILITY BILLING ACCOUNT HEARING/PAYMENT: (F1)	Following discussion, Jon Brady (Carol Baughman) moved to approve all the requests. The clerk was asked if he was comfortable with the one extended plan and he indicated that he was. Motion carried 4-0.
COUNCIL ACTION/DISCUSSION ITEMS: REVIEW OF TREASURER REPORT: (G.1)	Cathy Sowers was ill. No further action was taken.
COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH POLICE CHIEF TERRY HOLLINGSWORTH: (G.2)	There was short discussion about door to door sales in the area from Kirby Vacuums and others. The Highway Patrol has confirmed that they will bring their roll car to the showcase. Staff AED training is coming up soon. There was discussion about getting an additional AED for City Hall. Consensus was to spend up to $100. The recent band 5K went well. There will be some Police Chief training in Manhattan during May. The department has purchased two new tires for the white police car and is getting estimates for repair of the odometer in that vehicle as well. Both Animal Control and Code Compliance will have cases at court on April 9th. Seven grass and weed letters have been sent. The fire department now has 41 people on the roster. Please remember that the Emergency Preparedness group will meet with the Council on April 16th at 7PM.
COUNCIL ACTION/DISCUSSION ITEMS: JONES PARK EASEMENT- JON BRADY: (G.3)	Jon looking at the possibility of incurring costs for surveying to establish easements. No actual figures available yet. Item will remain on the agenda.
COUNCIL ACTION/DISCUSSION ITEMS: REQUEST FOR DONATION FROM SFT RENAISSANCE COMMITTEE: (G.4.)	Following discussion Carol Baughman (Joanne Allen) moved to give one individual pool pass to the Renaissance Committee at SFT. Motion carried 4-0. There were no other Council Action/Discussion Items.
UNFINISHED BUSINESS: DISCUSSION REGARDING WATER DISTRIBUTION SYSTEM: (H.1)	Don Bryant has the information for the proposed 2 inch line repair but does not have all the cost information for the 6 inch line repair. Info has been requested but has not yet been received. Hope is to have the information, plus his project breakdown, at the May Council Meeting. We should also have the KRWA review letter next month as well. Don Bryant indicated that he feels the chlorination at the wells has really made a difference. If we can figure out how to do the other three (above ground pumps), he would recommend their chlorination as well. At 9PM a 5 minute break was called. The meeting returned to action at 9:05PM. Don Bryant will be working with Kevin Gloss as we get in to the mowing season. He will ask that they do not discharge the clippings towards the Veteran's Memorial. The Maintenance Department has been picking up trash at the park. They do not plan on burning the dam this year. PRIDE is working on a stone sign with the Jones Park wording for the entrance on Brady Parkway.

	A request was made to move the fittings/valves from the old shop to the new shop.
UNFINISHED BUSINESS: FURTHER DISCUSSION EMERGENCY PLANNING: (H.2)	As discussed earlier in the meeting, The Emergency Planning group will meet with the Council on Thursday, April 16th at 7PM at City Hall to discuss roles the Council Members will have in the event of a major disaster in Overbrook. We will need to get a badge for the new Council Member.
UNFINISHED BUSINESS: OLD GYM DISCUSSION- CAROL BAUGHMAN: (H.3)	The south entrance roof repair should be done the week of 4/20-4/24. Midwest Coatings estimated it would take about 2 ½ days for the job. A group has contacted Carol about the possibility of hosting volleyball games in the old gym. No details yet but it looks promising. In time we may need to discuss establishing a fee to use. Carol is working on getting a clean-up day scheduled. There was discussion about getting a big fan to use in the gym but no action was taken. Jim Koger is to follow-up with Roger Harmon about the outside door alarms for the apartment building. We also need to verify with Adam at Midwest Coatings that he is to make arrangements with Jon Brady so the south entrance roof deck can be inspected before the roof materials go on.
UNFINISHED BUSINESS: ASSISTANT CITY CLERK DISCUSSION: (H.4)	Joanne Allen and Tammy Metzger will meet with Jim Koger at 3:20PM on April 9th to begin setting up interviews.
UNFINISHED BUSINESS: BOARD APPOINTMENTS: (H.5)	There was discussion regarding the two candidates for the Library Board. Following discussion, Jon Brady (Joanne Allen) moved to appoint Amy Huizenga to the open position. Motion carried 4-0. It was noted that the Library Board has applied for $50,000 from the Jones Trust. The Planning and Zoning Board Seat will be discussed next month.
UNFINISHED BUSINESS: OTHER UNFINISHED BUSINESS: (H.6)	There was no other unfinished business.
NEW BUSINESS: PROPERTY INSURANCE RENEWAL: (I.1)	There was discussion regarding the cost of the renewal which is at an 80% replacement cost level. The coverage amount for the old gym went up $16,000 from the previous amount while the Community Room at the Library went up $29,000. Comp/Collision has been removed from the blue police car. Jim Koger will follow-up on the reasoning for the coverage amount increases. Jon Brady (Joanne Allen) moved to approve the renewal up to $31,845. Motion carried 4-0. We will cut the check once we have the updated figure.
NEW BUSINESS: OTHER NEW BUSINESS: (I.2)	There was no other new business.
COUNCIL MEMBER COMMENTS: (J)	Carol Baughman was recently notified that she has completed Level 1 of the Municipal Leadership Academy and will receive a plaque at the May 15th LKM Governing Body Conference. Way to go Carol! Tammy Metzger asked when the new Council Member will be inducted. David Penrod will be inducted at the May Council Meeting. Jon Brady and Joanne Allen: none

MAYOR'S REPORT: (K)	The Mayor indicated that we need to keep working on updating the animal control ordinance(s). In particular topics such as animal noise, the # of animals in a household, viscous pets, and feral cats need to be reviewed. Don will not be at the May Council Meeting. Tammy Metzger will be the new pool liaison.
ADJOURNMENT: (L)	Joanne Allen (Tammy Metzger) moved to adjourn the meeting at 9:43 p.m. Motion passed, 4-0.
Respectfully submitted, Jim Koger City Clerk APPROVED June 10, 2015	

DRAFT

REGULAR COUNCIL MEETING
CITY OF OVERBROOK

MINUTES – May 13, 2015

CALL TO ORDER, ROLL CALL: (A.1)	Council President Carol Baughman called the May 13, 2015, regular council meeting to order at 7.00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas. Roll call was taken and it was determined that a quorum was present. Council Members Carol Baughman, Joanne Allen, Jon Brady, and Tammy Metzger were present. Mayor Don Schultz was absent. Others present included Jim Koger, Cathy Sowers, David Penrod and Don Bryant. Members of the public were also in attendance.
INDUCTION OF COUNCIL MEMBERS: (A.2)	Council Members Joanne Allen and Tammy Metzger (appointed to fill un-expired term following the death of Jim Gates) were re-elected to their positions during the April election. New Council Member David Penrod took his Oath of Office and was sworn in by Clerk Jim Koger.
MOTION, APPROVE AMENDED AGENDA: (B)	Following discussion, a motion was made and seconded to add a discussion regarding mowing to the Action Items and to add Marcina Wall to the Special Reports. Marcina was here to talk to the Council about the services that Carl's Tire offers. Motion carried 4-0.
MOTION, APPROVE CONSENT AGENDA: (C.1 through C.12)	Joanne Allen (Tammy Metzger) moved to approve the Consent Agenda. Motion carried 4-0. Consent Agenda Items were as follows: C.1. Minutes: Minutes were 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 C.11 Housing Authority Board Report C.12 Pool Report
REAPPOINTMENT OF NON-ELECTED PERSONNEL: (D.1)	There was discussion. Joanne Allen (Tammy Metzger) moved to re-appoint Taylor Wine as Municipal Court Judge. Motion carried 4-0. Joanne Allen (Tammy Metzger) moved to re-appoint Michael Coffman as City Attorney. Motion carried 4-0. Tammy Metzger (Joanne Allen) moved to re-appoint Jim Koger as Municipal Court Clerk and as City Clerk. Motion carried 4-0. Jon Brady (Joanne Allen) moved to re-appoint Cathy Sowers as City Treasurer. Motion carried 4-0. Tammy Metzger (Joanne Allen) moved to re-appoint Terry Hollingsworth as Chief of Police. Motion carried 4-0. Joanne Allen (Tammy Metzger) moved to re-appoint Russell Mitchell as Part-Time Police Officer. Motion carried 4-0. Tammy Metzger (Joanne Allen) moved to re-appoint Tyler Torneden as Part-Time Police Officer. Motion carried 4-0.

	Each was done with an individual motion and vote. The Clerk administered the Oath of Office and swore in those that were in attendance. The Clerk will follow-up with those not here and complete the documents and place a copy in the employee file.
SPECIAL REPORTS: MARCINA WALL FROM CARL'S TIRE AND LUBE SHOP, LLC: (E)	Marcina Wall gave the Council Members each a packet of information regarding the services that Carl's Tire and Lube Shop, LLC offers. In the event that we needed service work done or new tires or repairs, Carl's Tire would like to be considered for the opportunity to perform that work for the City. There was discussion. The Council thanked Marcina for the information and for attending the meeting.
PUBLIC COMMENTS: (F)	There were no public comments.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: (G1)	Following discussion, Jon Brady moved to approve all the requests. Motion was seconded and then carried 4-0.
COUNCIL ACTION/DISCUSSION ITEMS: REVIEW OF TREASURER REPORT: (H.1)	Cathy Sowers gave her report which included information for both March and April. Jim Long had been here in early May to do the Audit. There was discussion but no further action was taken.
COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH POLICE CHIEF TERRY HOLLINGSWORTH: (H.2)	Chief Hollingsworth is attending an out-of-town training session and was unable to come to the Council Meeting. He prepared a written report that the Council received and reviewed. No further action was taken.
COUNCIL ACTION/DISCUSSION ITEMS: JONES PARK EASEMENT- JON BRADY: (H.3)	Nothing new to report. Still no actual figures available yet for the surveying. Item will remain on the agenda.
COUNCIL ACTION/DISCUSSION ITEMS: REVIEW OF ITEMS THAT CAN BE RECYCLED: (H.4)	There was lengthy discussion. Consensus was for Jim Koger to send an additional letter to the residents and businesses giving specifics on the curbside recycling program set to begin June 1st.
COUNCIL ACTION/DISCUSSION ITEMS: PROPOSED ZONING REGULATIONS PUBLIC HEARING IS MAY 19TH: (H.5)	The Public Hearing for the proposed zoning regulations is to be held on May 19, 2015 at 7PM at City Hall. There was discussion but no action was taken.
COUNCIL ACTION/DISCUSSION ITEMS:DISCUSSION REGARDING MOWING BILL RESPONSIBILITY: (H.6)	At the Park and Rec meeting on May 12th there was a question about responsibility this year for the payment of the Gloss Mowing bill. At that OPR Meeting Jon Brady agreed to bring the question back to the Council for review. Following discussion, consensus was that the Council agreed that the agreement for this year was that the City would pay the entire mowing bill allowing us to better track the mowing expense and giving Don Bryant the opportunity to direct how and when the mowing was done. The Council will use this information to help determine future budgets.

UNFINISHED BUSINESS: DISCUSSION REGARDING WATER DISTRIBUTION SYSTEM: (I.1)	The Council reviewed the KRWA letter of May 12, 2015 that summarized their evaluation of the long-term reliability of the city water supply with regard to both quality and quantity. There was discussion but no action was taken. This item will remain on the agenda for next month.
UNFINISHED BUSINESS: FURTHER DISCUSSION EMERGENCY PLANNING: (I.2)	The Emergency Services Showcase on May 2nd was a great success. Plans are already underway to make it even bigger and better in 2016. An article from the Governing Journal regarding how to navigate FEMA procedures to collect recovery costs was included in the packet for the council to peruse.
UNFINISHED BUSINESS: OLD GYM DISCUSSION- CAROL BAUGHMAN: (I.3)	The south entrance roof repair has been completed. Jon Brady updated the council on the inspection that was done before the roof work began. Jon also indicated that Midwest Coating would be coming back to do a little more work on the guttering.
UNFINISHED BUSINESS: ASSISTANT CITY CLERK DISCUSSION: (I.4)	Following the completion of two rounds of interviews over the course of the past month, the committee submitted the names of two applicants for the council to consider for the position of the Assistant City Clerk. When asked for a recommendation, the committee was unanimous in their choice for the selection of Meg Hawthorne as the Assistant City Clerk. A motion was made and seconded to follow the committee's recommendation and offer the part-time class 2 position to Meg Hawthorne at a pay rate of $9.75/hour with a 3 month probation period. Motion carried.
UNFINISHED BUSINESS: BOARD APPOINTMENTS: (I.5)	As noted in the Planning and Zoning Report, Sheila Dale will remain on the P&Z Board. No further action was taken.
UNFINISHED BUSINESS: OTHER UNFINISHED BUSINESS: (I.6)	There was no other unfinished business.
NEW BUSINESS: GARRETT'S FIREWORKS STAND APPLICATION: (J.1)	There was discussion regarding Garrett's Fireworks Stand application. Motion to approve was made and seconded. The motion carried 4-0.
NEW BUSINESS: DIRECT DEPOSIT DISCUSSION: (J.2)	There was discussion about the possibility of offering payroll via direct deposit. More information was requested by the Council. The clerk is to calculate how much the 2014 payroll would have cost using the Sage direct deposit fee schedule. We will address this further in June.
NEW BUSINESS: TANDEM THRU KPERS: (J.3)	Consensus was to review this item further and discuss more next month. The clerk is to check with LKM on their experience with the Tandem product.
NEW BUSINESS: OTHER NEW BUSINESS: (J.4)	There was no other new business.
COUNCIL MEMBER COMMENTS:	Joanne reminded the rest of the Council that Carol Baughman would be receiving a MLA Level 1 plaque at the May 15th LKM Conference.

(K)	Tammy Metzger welcomed David Penrod to the Council. Jon Brady and David Penrod: none
MAYOR'S REPORT: (L)	Council President Carol Baughman indicated that she will not be at the June Council Meeting.
ADJOURNMENT: (M)	Joanne Allen (Tammy Metzger) moved to adjourn the meeting at 9:21 p.m. Motion passed, 4-0.
Respectfully submitted, Jim Koger City Clerk APPROVED June 10, 2015	

DRAFT

COUNCIL MEETING
CITY OF OVERBROOK **Item C.1.a**

MINUTES – June 10, 2015

CALL TO ORDER, ROLL CALL: (A.)	Mayor Don Schultz called the June 10, 2015 Council Meeting to order at 7:00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas. Council Members Joanne Allen, Jon Brady, Tammy Metzger, and David Penrod were present. Others present included Cathy Sowers, Jim Koger, Terry Hollingsworth, Russell Mitchell, Don Bryant, and Meg Hawthorne.
MOTION, APPROVE AGENDA: (B)	Following discussion, please add the following item to the Agenda: Add Executive Session towards end of meeting to discuss non-elected personnel. Other changes: none Joanne Allen (Kathy Metzger) moved to approve the Agenda as amended above. Motion carried 4-0.
MOTION, APPROVE CONSENT AGENDA: (C.1 through C.12)	C.1. 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 Changes: none Additions: none Motion to approve: Joanne Allen (David Penrod) Motion carried 4-0.
SPECIAL REPORTS: JIM LONG AUDIT (D.1)	Discussion of 2014 Audit and 2015 Budget. Departments instructed to begin preparing 2016 budgets.
PUBLIC COMMENTS: (E.1)	Discussion drainage and speed limit issues in alley between Maple and Oak. Jon Brady to investigate, create action item, and report next month.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES 2015-: (F.1. a-i.)	F.1.a. #2015-18-79400-01 Pay May 20 bill by June 20. F.1.b. #2015-19-23000-01 Pay May 20 bill on June 12. F.1.c. #2015-20-57000-02 Pay some after 2:00 p.m. on June 9 then $25.00/week until able to catch up on July 1. F.1.d. #2015-21-266365-01 Pay May 20 bill on June 12. F.1.e. #2015-22-31000-01 Pay May 20 bill on June 11. F.1.f. #2015-23-32000-03 Pay May 20 bill on June 18. Will address June 20 bill within two weeks.

	F.1.g. #2015-24-269603-01 Pay May 20 bill on June 16. F.1.h. #2015-25-314004-01 Pay $50.38 (60%) on June 11 and $33.59 on June 16. F.1.i. #2015-26-322000-04 Pay $66.80 on June 12 and $72.07 on June 19. Following discussion, Jon Brady (Joanne Allen) moved to approve the request. Motion carried 5-0.
COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT- CATHY SOWERS: (G.1)	Cathy Sowers gave her report. There was discussion. No action was taken.
COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH POLICE CHIEF TERRY HOLLINGSWORTH: (G.2)	Police Chief Terry Hollingsworth gave his report. 10 new cases including 1 felony. Issued 8 citations. People feel safer with police presence at the lake. Chief Hollingsworth has exceeded his training requirements, most recently, incidents requiring notification of death.
COUNCIL ACTION/DISCUSSION ITEMS: JONES PARK EASEMENT/MOWING DISCUSSION-JON BRADY: (G.3)	Jon Brady updated the Council on the status of the Jones Park easement discussion and requested further guidance. Discussion will continue next month.
COUNCIL ACTION/DISCUSSION ITEMS: DISCUSS ZONING REGULATIONS REVIEW: (G.4)	Discussion of pending creation of new Ordinance 379 and the required position of Zoning Administrator. No motion was tendered, and a special council meeting for further discussion was scheduled for 23 June at 7:00 p.m. Questions and points are to be circulated by 19 June.
COUNCIL ACTION/DISCUSSION ITEMS:DISCUSS FIRST WEEK OF CURBSIDE RECYCLING: (G.5)	Discussion of allocation of totes to each address with water meter turned on. Further clarification of contract issues is needed, and a review of policy and the ordinance is due next month. No action was taken.
COUNCIL ACTION/DISCUSSION ITEMS:DISCUSSION OF BARKING DOG ORDINANCE: (G.6)	Russell Mitchell presented a draft ordinance to address the issue of barking dogs. Joanne Allen (Jon Brady) made the motion to approve the ordinance. Motion carried.

COUNCIL ACTION/DISCUSSION ITEMS: POOL: (G.7)	Discussion of fencing at City Pool. There was discussion of concession costs. More information will be available next month. No action taken.
COUNCIL ACTION/DISCUSSION ITEMS:	5 minute break: 9:18- 9:23.
UNFINISHED BUSINESS: DISCUSSION REGARDING WATER DISTRIBUTION SYSTEM: (H.1)	The Council further discussed replacing the waterline along Sycamore AND Market Streets. Don Bryant will seek recommendations from KDHE and approval for proposed work. Final decision postponed until next month. Don Bryant will research companies providing chip seal and submit a plan for widening First Street next month. Don Bryant proposed purchasing a bacteria supplement to mitigate odor from waste pond. Motion to purchase six-month supply by Jon Brady (Tammy Metzger) carried.
UNFINISHED BUSINESS: FURTHER DISCUSSION EMERGENCY PLANNING: (H.2)	Carol Baughman (absent). Discussion of additional storm siren NORTH. Committee Meeting, 19 June.
UNFINISHED BUSINESS: OLD GYM DISCUSSION-: (H.3)	Carol Baughman (absent). Open House scheduled 11 July. Alarms on doors need to be turned on. There was discussion of ongoing repairs and roof access. Roger will attend the July City Council meeting.
UNFINISHED BUSINESS: DIRECT DEPOSIT/KPERS TANDEM DISCUSSION: (H.4)	Presentation of cost of direct deposit of employee checks demonstrate that it is significantly more expensive than issuing paper checks. After discussion of voluntary employee participation in KPERS 457 retirement plan at no cost to the City, Jon Brady (Tammy Metzger) made the motion to resolve to approve. Motion carried.
UNFINISHED BUSINESS: OTHER UNFINISHED BUSINESS: (H.5)	None.

NEW BUSINESS: OVERBROOK HOUSING AUTHORITY PROPOSAL-SIDEWALK/PARKING LOT REPAIR: (I.1)	Don Bryant reported that the USDA recommends that sidewalks and parking lot be repaired. He proposed a reduction of the OHA's water rate to offset costs. After discussion, David Penrod (Tammy Metzger) made the motion to suspend the OHA's water service fees for 12 months. Motion carried 3-1.
OTHER NEW BUSINESS: GRACE COMMUNITY CHURCH FIREWORKSDISPLAY PERMIT APPLICATION: (I.2)	Date of display: 3 July 2015 Joanne Allen (Dave Penrod) made the motion for approval. Motion carried.
OTHER NEW BUSINESS: LAND BANK DISCUSSION (I.3)	Discussion of Land Bank presentation attended by Joanne Allen. The Council requested more information. (I.3)
OTHER NEW BUSINESS: JULY 4 ENTERTAINMENT: (I.4)	David Penrod (Joanne Allen) made the motion to allow Mayor Don Schultz to write a check for the entertainment. Carried.
MAYOR NOTE:	Mayor Schultz asked the staff if anyone had any comments to share. There were none.
CALL FOR EXECUTIVE SESSION: (J.)	At 10:40 PM Joanne Allen called for a 10- minute Executive Session to discuss personnel matters of non-elected personnel. Only the Council, the Mayor, and Jim Koger were to be included. Motion carried 4-0. At 11:00 PM the meeting returned to regular session. Mayor Schultz indicated that no actions were taken during the Executive Session, nor were any decisions made.
COUNCIL MEMBER COMMENTS: (K.)	Police Chief Terry Hollingsworth proposed hiring a full-time officer. The opening will be posted, and hiring procedures followed to fill the position. Russell Mitchell will attend the KLETC academy.
MAYOR'S REPORT: (L.)	None.
ADJOURNMENT: (M.)	At 11:00 PM Joanne Allen (Jon Brady) moved to adjourn. Motion carried 4-0.
Respectfully submitted Jim Koger Overbrook City Clerk: APPROVED: July 8, 2015	

MINUTES
COUNCIL MEETING
CITY OF OVERBROOK, OVERBROOK CITY HALL
401 MAPLE STREET
July 8, 2015 7:00 p.m.

CALL TO ORDER, ROLL CALL: (A.)	Mayor Don Schultz called the June 10, 2015 Council Meeting to order at 7:00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas. Council Members Jon Brady, Tammy Metzger, and Carol Baughman were present. Others present: Cathy Sowers, Jim Koger, Terry Hollingsworth, Russell Mitchell, Tyler Torneden, Don Bryant, and Meg Hawthorne.
MOTION, APPROVE AGENDA: (B)	Tammy Metzger (Carol Baughman) moved to approve the agenda as written. Motion carried 3-0.
MOTION, APPROVE CONSENT AGENDA: (C.1 through C.12)	C.1 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 Changes: none Additions: none Motion to approve: Tammy Metzger (Carol Baughman) Motion carried 3-0.
SPECIAL REPORTS: JIM LONG AUDIT (D.1)	Roger Harmon absent.
PUBLIC COMMENTS: (E.1)	Questions and comments from John Krewson and Rob Gloss regarding the effects of proposed zoning ordinance were addressed by Mayor Don Schultz and Bob Bostrom.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES 2015-: (F.1. a-c.)	F.1.a. #2015-27-25000-01 Asks to pay $38.97 on Friday, July 10, 2015. F.1.b. #2015-28-32000-01 Asks to pay $189.91 on July 17, 2015. F.1.c. #2015-29-57000-03 Asks to pay $40.00 on July 10, 2015 and $40.00 on July 15, 2015 Following discussion, Jon Brady (Tammy Metzger) moved to approve the request. Motion carried 3-0.

COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT- CATHY SOWERS: (G.1)	Cathy Sowers gave her report. Following discussion, no action was taken.
COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH POLICE CHIEF TERRY HOLLINGSWORTH: (G.2)	Police Chief Terry Hollingsworth reported five new cases. Chief Hollingsworth and Officer Terry Torneden participated in the Scranton Fourth of July Parade. Chief Hollingsworth requested approval to hire Russell Mitchel as a full-time police officer, effective Monday, 13 July, 2015. Carol Baughman (Tammy Metzger) 3-0 no discussion.
COUNCIL ACTION/DISCUSSION ITEMS: JONES PARK EASEMENT/MOWING DISCUSSION-JON BRADY: (G.3)	No updates.
COUNCIL ACTION/DISCUSSION ITEMS: DISCUSS ZONING REGULATIONS REVIEW FOR APPROVAL: (G.4)	Following a discussion of setback and variance issues and the requirement of a zoning administrator, ORDINANCE 379 was approved (2-1). Carol Baughman- YEA Tammy Metzger- YEA Jon Brady- NAY
FORMAL APPROVAL OF 2014 AUDIT: (G.5)	Dates for 2016 Budget Workshop: 22 or 23 July, 2015 7:00 PM Jon Bryant (Carol Baughman): 3-0
REVIEW BUDGET DOCUMENTS PROVIDED BY JIM LONG, CPA: (G.6)	Discussion of division of Sage 50 Accounting fees between City and Library. No action taken.
UPDATE ON STORM DAMAGE: (G.7)	Discussion of Disaster Relief Eligibility. Police Chief Terry Hollingsworth and Jim Koger are coordinating application procedures. The drop-off END date for tree limbs is 13 July, 2015. The City Council will meet after the Emergency Planning Committee meeting on 14 July 2015.
COUNCIL ACTION/DISCUSSION ITEMS:	8 minute break: 8:56- 9:04.
UNFINISHED BUSINESS: DISCUSSION REGARDING WATER DISTRIBUTION SYSTEM: (H.1)	Water line across Market Street approved. Jon Brady (Carol Baughman) 3-0. Alan Mitchell will assume maintenance for trail south of town.

UNFINISHED BUSINESS: FURTHER DISCUSSION EMERGENCY PLANNING: (H.2 a-b)	a. Review draft contract to supply porta-potty units during emergency b. Review draft contract to supply golf carts during emergency Both contracts: Carol Baughman (Tammy Metzger) 3-0.
UNFINISHED BUSINESS: OLD GYM DISCUSSION-CAROL BAUGHMAN: (H.3)	Discussion of need for enclosed cabinet for trophies. Suggestion that steering committee be formed to guide fundraising effort for gym. Cost-sharing option discussed with regard to NORTH roof. Roger Harmon absent. No action taken.
OTHER UNFINISHED BUSINESS: (H.4) DISCUSSION OF ALLEY BEHIND LIBRARY-JON BRADY	Jon Brady met with business owners. There was discussion of the process of providing access to drainage for all businesses along alley. Design of project will continue. No action taken.
NEW BUSINESS: SAGE BILL REVIEW: (I.1)	Gaylen Worthington will take bill share proposal before Library Board. No action.
OTHER NEW BUSINESS:REVIEW OF ORDINANCE #77 "RUNNING AT LARGE" FOR POSSIBLE CHANGES-RUSSELL MITCHELL: (I.2)	Russell Mitchell is reviewing old animal control ordinances. Discussion of combining all into one ordinance. No action.
OTHER NEW BUSINESS: FIRE DEPARTMENT OPEN HOUSE & BLOOD DRIVE (I.3)	DATE: 15 August 2015 Closing Santa Fe Trail approved by consensus.
COUNCIL MEMBER COMMENTS (J.)	None.
MAYOR'S REPORT (K.)	Mayor Schultz requested suggestions for use of Rotary Foundation Grant funds.
ADJOURNMENT (L.)	Carol Baughman (Tammy Metzger) 3-0, 10:00 PM.
Respectfully submitted Jim Koger Overbrook City Clerk:	None.

APPROVED:8/12/15

MINUTES
COUNCIL MEETING
CITY OF OVERBROOK, OVERBROOK CITY HALL
401 MAPLE STREET
August, 2015 7:00 p.m.

CALL TO ORDER, ROLL CALL: (A.)	Mayor Don Schultz called the August 12, 2015 Council Meeting to order at 7:00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas. Council Members Jon Brady, Tammy Metzger, Carol Baughman, and David Penrod were present. Others present: Cathy Sowers, Jim Koger, Tyler Torneden, and Meg Hawthorne.
BUDGET HEARING: (B)	The 2016 Budget was approved as written. Carol Baughman (Joanne Allen)
MOTION, APPROVE AGENDA: (C)	Sheila Dale was added to the agenda- Special Reports (E.2) Jon Brady was added to the agenda- Council Action/Discussion Items (H.7) Tammy Metzger (Carol Baughman) moved to approve the agenda as amended. Motion unanimous.
MOTION, APPROVE CONSENT AGENDA: (D.1 through D.12)	D.1 Minutes- 7/8/15 Regular Council Meeting Minutes D.2 Warrants D.3 Request to Shred City Documents D.4 Maintenance Department Report D.5 Animal Control Department Report D.6 City Clerk Department Report D.7 Code Compliance Report D.8 Planning Commission Report D.9 Recreation Commission Report D.10 Library Board Report Follow D.11 Housing Authority Board Report D.12 Pool Report Changes: none Additions: none Motion to approve: Carol Baughman (Joanne Allen) Motion carried 5-0.
SPECIAL REPORTS: Old Gym- North entry roof discussion (E.1)	Absent: Roger Harmon Signs and alarms have been installed on fire escape. After discussion, contract was signed with Midwest Coating to begin work on roof. Carol Baughman (Tammy Metzger) Motion carried: 5-0
SPECIAL REPORTS: American Heart Association, Heart Saver-First Aid-CPR-AED (E.2)	Sheila Dale presented certification to the following City Employees: Don Schultz, Carol Baughman, Tyler Torneden, Terry Hollingsworth, Jim Koger, Don Bryant, and Dan Gamblin.
PUBLIC COMMENTS: (F.1)	None.

UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES 2015-: (G.)	None.
COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT- CATHY SOWERS: (H.1)	Cathy Sowers gave her report. Following discussion, no action was taken.
COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH POLICE CHIEF TERRY HOLLINGSWORTH: (H.2)	Police Chief Terry Hollingsworth reported 21 new cases, three warrant arrests, and eight citations for moving violations. Officer Mitchell is at the Police Academy. A second first aid class will be scheduled for those who were unable to attend the August 1 class. Chief Hollingsworth attended a class on tactical trauma and is now certified in that area. Carol Baughman (Tammy Metzger) 3-0 no discussion.
COUNCIL ACTION/DISCUSSION ITEMS: JONES PARK EASEMENT/MOWING DISCUSSION: JON BRADY: (H.3)	No updates.
COUNCIL ACTION/DISCUSSION ITEMS: REVIEW CODE COMPLIANCE ORDINANCE: CODE OFFICER TYLER TORNEDEN (H.4)	Officer Tyler Torneden presented the following cases to the Council and members of the public in attendance: CE15- 013 CE15- 016 CE15- 017 CE15- 018 CE15- 019 CE15- 020 CE15- 021 CE15- 022 CE15- 023 CE15- 024 CE15- 025 All property owners were held to be in violation of City Ordinance 353 regarding weeds and/or junked vehicles. Property owners will have 10 days from receipt of notice of violation to either abate the matter or request a hearing before the governing body. Jon Brady (Carol Baughman) – unanimous approval of all cases as a slate.
OPR AUTHORIZATION TO HOLD OVERNIGHT FISHING TOURNAMENT AT OVERBROOK CITY LAKE: (H.6)	Ordinance 279 will be repealed from 11:00 p.m. September 12, 2015 until 5:00 a.m. September 13, 2015 in order to hold a fishing tournament (private event). The lake will be closed to the public during those hours, and the event management will be issued a Special Event Permit. Further information will be posted on Facebook the City web site.

	David Penrod (Tammy Metzger): unanimous
DISCUSSION OF CONCERNS ARISING FROM HIGH PLAINS SAND, INC. CHIP AND SEAL PROJECT: JON BRADY (H.7)	Jon Brady will provide City Clerk with a list of concerns to be presented to High Plains Sand, Inc. in the effort to avoid future problems.
BREAK	9:03 p.m.- 9:10 p.m.
UNFINISHED BUSINESS: DISCUSSION OF WATER DISTRIBUTION SYSTEM (I.1)	No action taken.
UNFINISHED BUSINESS: FURTHER DISCUSSION OF EMERGENCY PLANNING: (I.2)	There will be a work session on September 3 at 6:30 p.m. at City Hall. John Sweet will discuss emergency management and a land bank. No action was taken.
UNFINISHED BUSINESS: OLD GYM DISCUSSION: CAROL BAUGHMAN: (I.3)	Discussion of purchasing four book cases from the library for $50.00 each. No action taken.
UNFINISHED BUSINESS: DISCUSSION OF ALLEY BEHIND LIBRARY: JON BRADY (I.4)	No new cost information. No action taken.
UNFINISHED BUSINESS: ZONING ORDINANCE 379: (I.5)	There will be a work session on August 18 at 7:00 p.m. at City Hall.
OTHER UNFINISHED BUSINESS: UPDATE ON STORM DAMAGE REIMBURSEMENT: (I.6.a.)	The City will not receive Disaster Relief because the dollar amount of damage did not reach the $58,000.00 minimum. Mulch made from trees damaged during the storm will be removed within 10 days of this meeting.
OTHER UNFINISHED BUSINESS: UPDATE ON ANIMAL CONTROL ORDINANCES: (I.6.b.)	The ordinances are being updated. No action taken.
NEW BUSINESS: SPEED LIMIT ON EAST 1st STREET: (J.1)	Discussion to clarify speed limit within city limits where there is no posting. No action taken.
NEW BUSINESS: FOUR- YEAR EXEMPTION APPLICATION CONCEALED CARRY: (J.2)	Discussion. No action taken.

NEW BUSINESS: DRAFT ORDINANCES #381 AND #382 2015 STO AND UPOC: (J.3)	#381:Standard Traffic Ordinance #382: Public Offenses Jon Brady (Tammy Metzger): unanimous
OTHER NEW BUSINESS: COMPLAINT ABOUT RECYCLING FEES: (J.4)	The City will respond to a complaint from a citizen regarding charges for recycling services.
COUNCIL MEMBER COMMENTS: (K	David Penrod will be absent from the September City Council meeting.
MAYOR'S REPORT: (L	Mayor Don Schultz attended the Regional Mayors' in Altamont, KS on 12 August.
ADJOURNMENT: (M	Mayor Don Schultz made the motion to adjourn at 10:20 p.m. Jon Brady (Tammy Metzger) unanimous
Respectfully submitted Meg Hawthorne Overbrook Assistant City Clerk: APPROVED: 9/9/15	

DRAFT

MINUTES
COUNCIL MEETING
CITY OF OVERBROOK, OVERBROOK CITY HALL
401 MAPLE STREET
9 September, 2015 7:00 p.m.

CALL TO ORDER, ROLL CALL: (A.)	Mayor Don Schultz called the SEPTEMBER 9, 2015 Council Meeting to order at 7:00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas. Council Members Joanne Allen, Carol Baughman, Tammy Metzger were present. David Penrod was present for portions of the meeting. Others present: Jim Koger, Cathy Sowers, Terry Hollingsworth, Tyler Torneden, and Meg Hawthorne. Absent: Jon Brady
APPROVAL OF AGENDA: (B)	Don Schultz requested that (1 items G.2, G.3, and H.7 be moved to Section D (2 a discussion of city sales tax be added to I.4 Joanne Allen (Tammy Metzger) – Agenda approved as amended.
CONSENT AGENDA: (C)	
MOTION, APPROVE CONSENT AGENDA: (C.1 through C.12)	C.1 Minutes- 08/12/15 Regular Council Meeting Minutes C.2 Warrants C.3 Request to Shred City Documents C.4 Maintenance Department Report C.5 Animal Control 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 Changes: a. Joanne Allen was present at the August meeting and requested that the August Minutes be amended. Additions: none Motion to approve: Joanne Allen (Tammy Metzger) Motion carried 4-0.
SPECIAL REPORTS: (D.1)	(G.2) Discussion with Police Chief Terry Hollingsworth Five new cases were reported in August. Eleven moving-traffic violations were issued. (G.3) Discussion with Code Compliance Officer Tyler Torneden a.Kevin Welch requested a variance in order to have sufficient time to meet Code requirements. Joanne Allen (Carol Baughman) b. Two abatement resolutions (901 Maple & 205 Surrey) were requested and approved. Carol Baughman (Joanne Allen)

	After discussion, the speed limit was determined to be 20 mph on East 1st Street.
PUBLIC COMMENTS: (E	None.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES 2015-: (F	None.
COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT-CATHY SOWERS: (G.1)	Cathy Sowers gave her report. Following discussion, no action was taken.
COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH POLICE CHIEF TERRY HOLLINGSWORTH: (G.2)	See (D.1).
COUNCIL ACTION/DISCUSSION ITEMS: REVIEW CODE COMPLIANCE ORDINANCE: CODE OFFICER TYLER TORNEDEN (G.3)	See (D.1).
COUNCIL ACTION/DISCUSSION ITEMS: JONES PARK EASEMENT/MOWING DISCUSSION: JON BRADY: (G.4)	No updates.
REVIEW ELECTION ORDINANCES TO COMPLY WITH STATE CHANGES: JIM KOGER (G.5)	No action taken.
REVIEW ALLEY DRAINAGE ISSUE- 600 BLOCK BETWEEN CEDAR AND WALNUT: DON BRYANT/JIM KOGER (G.6)	No action taken.
UPDATE ON FAWL PROPERTY GRINDER PUMP: (G.7)	No action taken.
UNFINISHED BUSINESS: DISCUSSION OF WATER DISTRIBUTION SYSTEM (H.1)	No action taken.

UNFINISHED BUSINESS: FURTHER DISCUSSION OF EMERGENCY PLANNING: (H.2)	No action taken.
UNFINISHED BUSINESS: OLD GYM DISCUSSION: CAROL BAUGHMAN: (H.3)	Carol Baughman will apply for a grant from the Jones Trust to continue repairs on the Old Gym. Joanne Allen (Tammy Metzger)
UNFINISHED BUSINESS: DISCUSSION OF ALLEY BEHIND LIBRARY: JON BRADY (H.4)	No action taken.
UNFINISHED BUSINESS: ZONING ADMINISTRATOR JOB DESCRIPTION: (H.5)	Planning and Zoning meeting at City Hall on Tuesday, September 15 at 7:00 p.m. Tyler Torneden will be "on call" as interim Zoning Administrator until the position is filled. Carol Baughman (Joanne Allen)
UNFINISHED BUSINESS:REVIEW OF UPDATEDANIMAL CONTROL ORDINANCE #383 FOR APPROVAL: (H.6)	There will be a minimum impoundment fee of $25.00. Tammy Metzger (Joanne Allen) Ordinance #383 approved as amended. Carol Baughman (Tammy Metzger)
UNFINISHED BUSINESS:SPEED LIMIT ON EAST 1st STREET: (H.7)	No action taken.
OTHER UNFINISHED BUSINESS: (H.8)	None.
NEW BUSINESS: REVIEW CITY CODE CODIFICATION FOR APPROVAL: (I.1)	Discussion. Joanne Allen (Tammy Metzger) Absent: David Penrod
NEW BUSINESS: CITY CLERK REQUEST TO ATTEND CCMFOA ACADEMY-NOVEMBER 5 & 6 IN WICHITA: (I.2)	Joanne Allen (Carol Baughman)
NEW BUSINESS:LKM ANNUAL CONFERENCE VOTING DELEGATE AND ALTERNATE: (I.3)	Carol Baughman was designated as the voting delegate. Joanne Allen was designated as the alternate voting member.
OTHER NEW BUSINESS: (I.4)	Discussion regarding hiring a meter reader.

COUNCIL MEMBER COMMENTS: (J	Discussion regarding end of Meg Hawthorne's probationary period and a raise in wage. No action taken.
MAYOR'S REPORT: (K	Discussion of City sales tax.
ADJOURNMENT: (M.)	Mayor Don Schultz made the motion to adjourn at 9:40 p.m. Joanne Allen (9:40 p.m.)
Respectfully submitted, Meg Hawthorne Overbrook Assistant City Clerk: APPROVED: 10/12/15	

MINUTES
COUNCIL MEETING
CITY OF OVERBROOK, OVERBROOK CITY HALL
401 MAPLE STREET
12 October 2015 7:00 p.m.

CALL TO ORDER, ROLL CALL: (A.)	Mayor Don Schultz called the OCTOBER 14, 2015 Council Meeting to order at 7:00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas. Present: Mayor Don Schultz, Council Members Joanne Allen, Carol Baughman, Jon Brady, and Tammy Metzger. Others present: Jim Koger, Cathy Sowers, Terry Hollingsworth, and Meg Hawthorne. Absent: David Penrod
APPROVAL OF AGENDA: (B)	Don Schultz requested: D.2. Roy Young- Discussion of alley in 600 block between Cedar and Walnut Streets. G.2. Chief Terry Hollingsworth request for Executive Session. G.3. Tyler Torneden- Discuss proposed Use Agreement. G.9. Discussion of Don Bryant's pay rate for water line project. Joanne Allen (Carol Baughman) – Agenda approved as amended.
CONSENT AGENDA: (C)	
MOTION, APPROVE CONSENT AGENDA: (C.1 through C.14)	C.1. Minutes- 09/9/15 Regular Council Meeting Minutes C.2. Warrants C.3. Request to Shred City Documents C.4. Maintenance Department Report C.5. Animal Control Report C.6. City Clerk Report C.7. Code Compliance Report C.8. Planning Commission Report C.9. Recreation Commission Report C.10. Library Board Report C.11. Housing Authority Board Report C.12. Pool Report C. 13 Sign Codification Agreement C. 14 Request for two individual pool passes from 2016 SFT After Prom (moved to I.3) Additions: Following discussion, item H.6. was added: Pay increase for Assistant City Clerk from $9.75/hr. to $10.50/hr. Clarification: The one-year extension granted regarding a tractor in a yard applies only to that vehicle. Motion to approve: Carol Baughman (Joanne Allen) Approved as amended.
SPECIAL REPORTS: (D.1- D.2)	(D.1)Zach Anschutz discuss speeding on 1st Street and Sunflower Drive (D.2) Roy Young discuss digging in alley between ___ and ___. After discussion, motion was made to investigate installation of three speed humps. Carol Baughman (Tammy Metzger)

	The motion was amended to allow a budget for a maximum of $1500 per speed hump. Carol Baughman (Tammy Metzger)
PUBLIC COMMENTS: (E.)	None.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES 2015-: (F.)	13 cases (total) 4 hearing requests granted and payment plans accepted Jon Bryant (Carol Baughman) 9 cases: Jim Koger granted authority to proceed as appropriate regarding payment or cancellation of services Tammy Metzger (Carol Baughman)
COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT- CATHY SOWERS: (G.1)	Following discussion, no action was taken.
COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH POLICE CHIEF TERRY HOLLINGSWORTH: (G.2)	At 7:45 p.m. Police Chief Terry Hollingsworth requested a 10- minute executive session to discuss a security issue. Present: City Council, City Clerk, and Chief Hollingsworth Carol Baughman (Joanne Allen) No decisions were made nor actions taken. At 8:56 p.m. Council returned to regular session. After discussion, decision was made to investigate cost of portable toilet(s) from A-1 Rentals. Jon Brady (Joanne Allen)
COUNCIL ACTION/DISCUSSION ITEMS: REVIEW CODE COMPLIANCE ORDINANCE: CODE OFFICER TYLER TORNEDEN (G.3)	Police Chief Terry Hollingsworth gave the report. After discussion, it was decided that the Planning and Zoning Board will provide a recommendation on the ROW request made by Petrous Development Group. Jon Brady (Tammy Metzger)
COUNCIL ACTION/DISCUSSION ITEMS: JONES PARK EASEMENT: JON BRADY (G.4)	No updates.
REVIEW ELECTION ORDINANCES TO COMPLY WITH STATE CHANGES: JIM KOGER (G.5)	No action taken.
REQUEST FOR DISCUSSION WITH POSSIBLE EXECUTIVE SESSION: CAROL BAUGHMAN:	No action taken.

(G.6)	
REQUEST TO GET UPDATED BID FOR SOUTH WINDOWS AT CITY HALL: JIM KOGER (G.7)	No action taken.
REQUEST TO INVESTIGATE IMPROVING AIR FLOW IN BACK OFFICES AT CITY HALL: (G.8)	No action taken.
DISCUSSION OF DON BRYANT'S PAY RATE FOR WATER LINE PROJECT: (G.9)	See H.1.
UNFINISHED BUSINESS: DISCUSSION OF WATER DISTRIBUTION SYSTEM (H.1)	After discussion, motion was made to approve the project as outlined. Jon Brady (Joanne Allen)
BREAK	9:05 p.m.- 9:13 p.m.
UNFINISHED BUSINESS: FURTHER DISCUSSION OF EMERGENCY PLANNING: (H.2)	No action taken.
UNFINISHED BUSINESS: OLD GYM DISCUSSION: CAROL BAUGHMAN: (H.3)	No action taken.
UNFINISHED BUSINESS: DISCUSSION OF ALLEY BEHIND LIBRARY: JON BRADY (H.4)	No action taken.
UNFINISHED BUSINESS:REVISIT FISH FOOD EXPENSES: (H.5)	No action taken. Bottom of the 8th: 4-2, Royals
OTHER UNFINISHED BUSINESS: (H.6)	Discussion. Motion to raise the hourly wage of the Assistant City Clerk from $9.75/hr. to $10.50/hr. Jon Brady (Joanne Allen)
NEW BUSINESS:OVERBROOK LAND BANK PROPOSAL: (I.1)	Royals 7-2 No action taken.
NEW BUSINESS: CORRECTED ORDINANCE #382: (I.2)	Correction will be published to reflect the repeal of #377 (not #378). Jon Brady (Joanne Allen)
OTHER NEW BUSINESS: REQUEST FOR TWO	Approved.

INDIVIDUAL POOL PASSES FROM 2016 SFT AFTER PROM: (I.3)	Jon Brady (Tammy Metzger)
COUNCIL MEMBER COMMENTS: (J.)	No action taken.
MAYOR'S REPORT: (K.)	Discussion of importance of hope in a community.
ADJOURNMENT: (M.)	Mayor Don Schultz called for a motion to adjourn at 9:55 p.m. Jon Brady (Joanne Allen)
Respectfully submitted, Meg Hawthorne Overbrook Assistant City Clerk: APPROVED 11/11/15	

REGULAR COUNCIL MEETING
CITY OF OVERBROOK

MINUTES – November 11, 2015

CALL TO ORDER, ROLL CALL: (A.)	Mayor Don Schultz called the November 11, 2015, regular council meeting to order at 7.00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas. Roll call was taken and it was determined that a quorum was present. Council Members Carol Baughman, Joanne Allen, Jon Brady, David Penrod and Tammy Metzger were present. Others present included Jim Koger, Terry Hollingsworth, Cathy Sowers, Tyler Torneden and Don Bryant. Members of the public were also in attendance.
MOTION, APPROVE AMENDED AGENDA: (B)	Following discussion, Carol Baughman (Joanne Allen) moved to combine G.8 with the discussion schedule with H.1 regarding emergency planning. There is nothing to report for item G.4. We will pull item C.13 for discussion. Motion carried 5-0.
MOTION, APPROVE CONSENT AGENDA: (C.1 through C.15)	Consent Agenda Items were as follows: C.1. Minutes: 10/14/15 Regular Council Meeting Minutes and the 10/28/15 Special Council Meeting C.2. Warrants C.3. Request to Shred City Documents C.4 Maintenance Department Report C.5 Animal Control 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 C.13 Water Distribution System Report C.14 Emergency Planning Group Report C.15 Report regarding the Alley Project Following discussion, Carol Baughman (Joanne Baughman) moved to approved the Consent Agenda with the following changes: Pull the pest control discussion from C.6 to discuss as G.10; Discuss the code procedure update as part of G.3; There is no Alley Report. Motion carried 5-0. We will discuss Petrous at G.3.
SPECIAL REPORTS: (D.1)	There were no special reports.
PUBLIC COMMENTS: (E)	There were no public comments.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: (F1)	Following discussion, David Penrod (Jon Brady) moved to extend the shutoff/hearing deadline for this month to 9AM on 11/16/15. If hearing requested, will not extend any past due beyond 12/1/15. Motion carried 5-0.
COUNCIL ACTION/DISCUSSION ITEMS: REVIEW OF TREASURER REPORT: (G.1)	Cathy Sowers presented her report to the Council. Following discussion regarding the expiration of a current CD, Tammy Metzger (Joanne Allen) moved to renew the 2yr CD at First Security Bank locking in at a rate of .9%. Motion carried 5-0. Upcoming expenditures were discussed.

	Jim Koger will work on getting trash and recycling breakeven figures to the Council.
COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH POLICE CHIEF TERRY HOLLINGSWORTH: (G.2)	Police Chief Terry Hollingsworth gave his report. It was noted that Russell Mitchell finished 4th in his class of 46 at the full-time academy. Russell's salary will now increase to $14.50/hour. Necessary graduation documents have been submitted to CPOST for Officer Mitchell. New Reserve Officer Bryan Thompson from Carbondale has added to the department. Police Chief Hollingsworth discussed the Reserve Program. Joanne Allen shared a compliment she had received regarding the Police Department.
COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH CODE COMPLIANCE OFFICER/ZONING ADMINISTRATOR TYLER TORNEDEN: (G.3)	Tyler Torneden discussed his report with the Council. Building Permits were issued this month for two porches. A question was asked regarding whether a building permit had been applied for a property that was doing some exterior work. Tyler will look in to this further. There was additional discussion regarding the code procedures that had been worked on with Michael Coffman. There were no other code questions. There was discussion regarding the Zoning Administrator. No action was taken. The subject turned next to the Wright Property. There was discussion. The developer thought they were purchasing an area 200 feet wide, turns out it is only 190 feet. The waterline is 20 feet into the property and is outside the 10 foot easement. There was discussion regarding the cost of relocating the water line. The belief is that Petrous will be willing to discuss assuming the cost of moving the water line in that section of the property. There was discussion regarding the road easement. Maple Street is platted at 100 feet south of 56 Highway. Review of the plat showed that Maple Street narrows to 60 feet north of 56 Highway. Will we ever need for the road to be wider to the north? David Penrod discussed how little room there was between the fire hydrant and the edge of the road. The Mayor noted that we will need to also at some point address the water line in the northern part of this property. The proposed relocation of the water line would also affect three taps for patrons on the east side of Maple Street. Following discussion, Carol Baughman (Joanne Allen) moved to sign the Right of Way Perpetual Use Agreement (see attached) as written. There was discussion. This would be for as long as the facility is there. Approving this ROW use agreement is not an assurance the property will be built. We will still have the opportunity to review the building plan as well as water runoff and the street surface width. Motion carried 3-2 (Brady, Penrod). The Mayor asked for the Council to reiterate their vote by a Roll Call Vote. The Clerk read the names to which Joanne Allen, Tammy Metzger and Carol Baughman replied "Yea" and David Penrod and Jon Brady said "Nay". No further action taken.
COUNCIL ACTION/DISCUSSION ITEMS: JONES PARK EASEMENT DISCUSSION: (G.4)	There was nothing new to report.
COUNCIL ACTION/DISCUSSION ITEMS: SETUP APPLICATION REVIEW COMMITTEES: (G.5)	Following discussion, the consensus was for Bob Bostrom, Joanne Allen, Tyler Torneden and Jim Koger to form the committee to review the Zoning Administrator applications.

G.5.a ZONING ADMINISTRATOR AND G.5.b METER READER	Following discussion, David Penrod (Tammy Metzger) moved to have committee members (Don Bryant, Jon Brady, Jim Koger and Dan Gamblin) meet, review and hire a meter reader at the rate of $0.50/meter read during the reading period. Motion carried 5-0.
COUNCIL ACTION/DISCUSSION ITEMS: REVIEW UPDATED BID FOR SOUTH WINDOWS AT CITY HALL: (G.6)	Following discussion, Carol Baughman (Tammy Metzger) moved to approve the $3,700.00 bid from Santa Fe Siding Company. Motion carried 5-0.
COUNCIL ACTION/DISCUSSION ITEMS: REVIEW BIDS TO IMPROVE AIR FLOW IN THE BACK OFFICES AT CITY HALL: (G.7)	There was discussion. David Penrod (Jon Brady) moved to ask the two companies to re-bid doing just the registers. The Council would allow the clerk to decide on an amount up to $700.00. Motion carried 5-0.
COUNCIL ACTION/DISCUSSION ITEMS: SET DATE FOR NIMS IS-100 EXAM: (G.8)	This item will be discussed during item H.1.
COUNCIL ACTION/DISCUSSION ITEMS: REQUEST FROM THE LIBRARY BOARD POSSIBILITY OF ADDING LIBRARIAN TO CITY HEALTH INSURANCE PLAN: (G.9)	There was discussion regarding the request. Our individual premium now is $520/month. Consensus was that as long as it did not cost the City, the Council was not opposed to the Library Board investigating the possibility of offering and paying the Librarian's premium if qualified under the City Health Insurance Plan.
COUNCIL ACTION/DISCUSSION ITEMS: TERMITE/PEST INSPECTION: (G.10)	Consensus was to get a bid for City Hall from Schendel for pest control and from Paragon for both termite and pest control at City Hall. Clerk will report back next month. There were no other discussion items.
UNFINISHED BUSINESS: FURTHER DISCUSSION EMERGENCY PLANNING-CRS APPLICATION: (H.1)	Jon Brady (Joanne Allen) moved to approve the CRS Application. Motion carried 5-0.
UNFINISHED BUSINESS: OLD GYM DISCUSSION- CAROL BAUGHMAN: (H.2)	We should have the results of the Brownsfield inspections by December 2nd. There is a letter of approval in the packet which illustrates the Brownsfield process. The inspection will include the Maintenance Building as well.
UNFINISHED BUSINESS: FURTHER DISCUSSION REGARDING FISH FOOD EXPENSES: (H.3)	There was discussion regarding the amount spent this year for fish food at the City Park. Jim Koger is to discuss this with Park and Rec with the thought that we shouldn't spend more on feed than what we receive from CFAP. Labor would be separate.
UNFINISHED BUSINESS: FURTHER DISCUSSION OVERBROOK LAND BANK PROPOSAL: (H.4)	There was discussion. We need to gather more information continue work on this. No action taken.

UNFINISHED BUSINESS: 20 MPH LIMITS SIGNS/SPEED BUMP FOLLOW-UP: (H.5)	Don Bryant indicated that he had found some rubber composite removable speed bumps for about $650 each. Don also mentioned that the 20 MPH Speed Limit signs would cost approximately $30 each. Posts and hardware would be extra. There was discussion. Following discussion, Jon Brady (Joanne Allen) moved to get 10 (ten) 20 MPH Speed Limit signs, 10 posts (with hardware) to put up on 1st Street, Sunflower Drive, and Trail Drive. Police Chief Hollingsworth is to make sure the information regarding the speed change is published in the Osage County Herald-Chronicle. Motion carried 5-0. We will address additional locations for speed limit changes in the future. Don Bryant will get a written bid regarding the speed bumps for the December Council Meeting. Don Schultz will update the citizen group that had met with the Council during the November Council Meeting. Terry Hollingsworth will flag the areas so Don Bryant can get Dig Safe called. Information regarding the speed limit changes will be included in the December Water Bill mailing.
UNFINISHED BUSINESS: OPR ADMIN/POOL MGR/BUDGET DISCUSSION: (H.6)	There was lengthy discussion. A new Pool Manager will be needed next year. Last year job descriptions were developed but not approved. We will review these job descriptions again at the December Council Meeting. Budget wise it would be helpful to have the mowing figures available at that time too.
WATER DISTRIBUTION SYSTEM REPORT: DON BRYANT: (C.13)	Don Bryant updated the Council following the completion of the water line replacement off of Sycamore Street. They did not meet many surprises. A good number of the saddles were bad. The wells are producing consistent results. We may want to consider super-chlorinating one of the wells in the near future. He has been flushing hydrants regularly; each one gets exercised and flushed at least 2 times per year.
OTHER UNFINISHED BUSINESS: (H.7)	There was no other unfinished business.
NEW BUSINESS: REVIEW FOR APPROVAL CASEY'S GENERAL STORE 2016 CMB REQUEST: (I.1)	Jon Brady (Joanne Allen) moved to approve the 2016 CMB for the Casey's General Store in Overbrook. Motion carried 5-0.
NEW BUSINESS: REVIEW CITY EMPLOYEE REQUESTS TO SELL BACK UNUSED VACATION HOURS: (I.2)	Jon Brady (David Penrod) moved to approve the requests (as listed below) to sell back unused vacation hours. Motion carried 5-0. Police Chief Hollingsworth requests to sell back half of his accrued hours (42.5 of 85); Police Officer Russell Mitchell requests to sell back half of his accrued hours (14 of 28);Maintenance Superintendent Don Bryant requests to sell back half of his accrued hours (46.77 of 93.54); Maintenance Worker Dan Gamblin requests to sell back half of his accrued hours (30.84 of 61.69); City Clerk Jim Koger requests to sell back half of his accrued hours (51 of 102).
NEW BUSINESS: REVIEW PROPOSED UPDATES TO EMPLOYEE MANUAL REGARDING COMP TIME/OVERTIME: (I.3)	There was discussion. Don Bryant was clarified to be a non-exempt employee. There was discussion regarding receiving compensatory time off. Consensus was that we needed to have a document in writing for each full-time or Class 1 part-time employee indicating whether they chose to be paid for overtime (at a rate of 1.5X) or chose to be given compensatory time off (at the rate of 1.5X). This choice can be reviewed quarterly. We need to discuss further with legal whether unused accrued compensatory time off can be sold back similar to unused accrued vacation hours. Legal will also need to clarify whether compensation at termination is required for unused accrued compensatory time off.

	Consensus was that Don Bryant can continue to use his compensatory time off to apply to his water bill.
NEW BUSINESS: LIBRARY BOARD OPENING: (I.4)	Donna Swisher has decided to step down from her position on the Library Board. Her term runs through April of 2018. We will work on finding candidates.
OTHER NEW BUSINESS: (I.5)	Jim Koger presented a review of the two utility bills for the Overbrook Livestock Commission. They have one meter for the restaurant and one for the cattle pens. From December of 2014 through November of 2015 we billed them for sewer usage on the Cattle Pen Meter but not on the Restaurant Meter. It should have been the other way around. When we learned of this mistake, Overbrook Livestock requested a refund of their $1,239.40 overpayment. Following discussion, Jon Brady (Carol Baughman) moved to review the figures one more time, correct the account set-up in our billing software, and pay the overpayment. Motion carried 5-0. There was no other new business.
COUNCIL MEMBER COMMENTS: (J)	David Penrod indicated that he had been asked why the Christmas Lights went up so early this year. There was brief discussion but no action was taken. Joanne Allen, Tammy Metzger, Jon Brady and Carol Baughman all had nothing further to add.
MAYOR'S REPORT: (K)	Mayor Don Schultz would like for the Department Heads to review their employees in time for the December Council Meeting. Department Liaisons will need to review the Department Heads by that time as well. The recent presentation by Paula Downs from Wichita State's Hugo Wall School was very enjoyable. A lot of pertinent information was discussed by those in attendance.
ADJOURNMENT: (L)	At 9:48PM Carol Baughman (Joanne Allen) moved to adjourn. Motion carried 5-0.
Respectfully submitted, Jim Koger City Clerk APPROVED: 12/9/15	

MINUTES
COUNCIL MEETING
CITY OF OVERBROOK, OVERBROOK CITY HALL
401 MAPLE STREET
9 December 2015 7:00 p.m.

CALL TO ORDER, ROLL CALL: (A.)	Mayor Don Schultz called the DECEMBER 9, 2015 Council Meeting to order at 7:00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas. Present: Mayor Don Schultz, Council Members Joanne Allen, Carol Baughman, Jon Brady, and Tammy Metzger. Others present: Cathy Sowers, Terry Hollingsworth, Russell Mitchell, Tyler Torneden, Don Bryant, Meg Hawthorne. Absent: David Penrod
APPROVAL OF AGENDA: (B)	Don Schultz requested: An Executive Session between items G.6 and G.7 to discuss personnel matters of non-elected personnel. A discussion of Ordinance 353 added to G.3 H.7.c. Questions about Dollar General Carol Baughman (Joanne Allen) – Agenda approved as amended.
CONSENT AGENDA: (C)	Carol Baughman (Tammy Metzger)
MOTION, APPROVE CONSENT AGENDA: (C.1 through C.14)	Consent Agenda Items as follows: C.1. Minutes- 11/11/15 Regular Council Meeting Minutes C.2. Warrants C.3. Request to Shred City Documents C.4. Maintenance Department Report C.5. Animal Control Report C.6. City Clerk Report C.7. Code Compliance Report C.8. Planning Commission Report C.9. Recreation Commission Report C.10. Library Board Report C.11. Housing Authority Board Report C.12. Pool Report C. 13 Water Distribution System Report C. 14 Emergency Planning Report C.15 Report regarding Alley Project Additions: Following discussion and correction (Joanne Baughman to Carol Baughman in November Minutes) the Consent Agenda was approved. Carol Baughman (Tammy Metzger)
SPECIAL REPORTS: (D.1- D.2)	None.
PUBLIC COMMENTS: (E.)	Letter from a citizen regarding Dollar General.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES 2015-: (F.)	No action required.

COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT- CATHY SOWERS: (G.1)	Following discussion, no action was taken.
COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH POLICE CHIEF TERRY HOLLINGSWORTH: (G.2)	Tyler Torneden's status will change to Part Time-Class 1. Following discussion: Carol Baughman (Joanne Allen)
COUNCIL ACTION/DISCUSSION ITEMS: REVIEW CODE COMPLIANCE ORDINANCE: CODE OFFICER TYLER TORNEDEN (G.3)	There was discussion. No action taken.
COUNCIL ACTION/DISCUSSION ITEMS: JONES PARK EASEMENT: JON BRADY (G.4)	No updates.
PRESENTATION OF CANDIDATE FOR ZONING ADMINISTRATOR: JOANNE ALLEN (G.5)	After discussion, the position will be offered to Herb Warren at the rate of $10.00 and the choice of being classifies as either a City Employee or a 1099 Contractor. Joanne Allen (Carol Baughman)
STUDENT WORKER AT CITY HALL: (G.6)	No action taken.
EXECUTIVE SESSION (12 minutes)	At 8:35 p.m. Mayor Don Schultz requested an Executive Session to discuss personnel matters of non-elected personnel. Joanne Allen (Carol Baughman) No decisions made. No actions taken.
EMPLOYEE REVIEWS (G.7)	All but one are complete.
YEAR-END BONUSES (G.8)	As follow: Koger, James H. $200.00 — Sowers, Cathy $100.00 Bryant, Donald C. 200.00 — Torneden, Tyler J. 100.00 Hollingsworth, Terry L. 200.00 — Woodruff, Sandra 50.00 Gamblin, Danny C. 150.00 — Hooker, Richard 50.00 Mitchell, Russell D. 150.00 — Nicholson, William 50.00 Hawthorne, Margaret R. 100.00 — Schneider, Paul 50.00 Carol Baughman (Joanne Allen)

	Mayor Don Schultz proposed the following wage increases for City employees: Jim Koger: $ .25 $18.98 Donnie Bryant .25 18.98 Terry Hollingsworth 1.00 17.83 Russell Mitchell .25 14.75 Danny Gamblin .50 13.50 Meg Hawthorne .25 10.75 Cathy Sowers .25 18.61 Tyler Torneden .25 Carol Baughman (Tammy Metzger)
UNFINISHED BUSINESS: DISCUSSION OF WATER DISTRIBUTION SYSTEM (H.1)	After discussion, motion was made to approve the project as outlined. Jon Brady (Joanne Allen)
UNFINISHED BUSINESS: FOLLOW-UP PN 20 MPH LIMIT SIGNS/SPEED BUMPS: (H.2)	No action taken.
UNFINISHED BUSINESS: OPR ADMIN/POOL MGR/BUDGET DISCUSSION: (H.3)	No action taken.
UNFINISHED BUSINESS: REVIEW PROPOSED UPDATES TO EMPLOYEE MANUAL: (H.4)	No action taken.
UNFINISHED BUSINESS:LIBRARY BOARD OPENINGS: (H.5)	No action taken.
UNFINISHED BUSINESS: OVERBROOK PARK AND REC OPENING: (H.6)	No action taken.
OTHER UNFINISHED BUSINESS: DISCUSSION OF AIR FLOW IN CITY HALL (H.7.a.)	Motion to increase the amount allowed to address the issue from $700.00 to $1000.00. Jon Brady (Carol Baughman)
OTHER UNFINSHED BUSINESS: UPDATE ON DELINQUENT PROPERTY TAXES: (H.7.b.)	Discussion. No action taken.
NEW BUSINESS: REVIEW FOR APPROVAL-CMB/LIQUOR	Motion to approve Conrad's CMB/Liquor license. Carol Baughman (Tammy Metzger)

LICENSE RENEWAL REQUESTS: (I.1)	
NEW BUSINESS:EXECUTIVE SESSION: (I.2)	See above.
OTHER NEW BUSINESS:: (I.3)	None.
COUNCIL MEMBER COMMENTS: (J.)	None.
MAYOR'S REPORT: (K.)	None.
ADJOURNMENT: (L.)	Mayor Don Schultz called for a motion to adjourn at 9:45 p.m. Joanne Allen (Carol Baughman)
Respectfully submitted, Meg Hawthorne Overbrook Assistant City Clerk: APPROVED: 1/13/16	