

**MINUTES
COUNCIL MEETING
CITY OF OVERBROOK, OVERBROOK CITY HALL
401 MAPLE STREET
January 11, 2017**

<p>CALL TO ORDER, ROLL CALL: (A)</p>	<p>Mayor Don Schultz called the January 11, 2017 Council Meeting to order at 7:00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas.</p> <p>Present: Mayor Don Schultz</p> <p>Council Members Present: Joanne Allen Carol Baughman Jon Brady David Penrod Tammy Metzger</p> <p>Others present: Jim Koger Terry Hollingsworth Don Bryant Cathy Sowers Kyle Maichel Tyler Torneden</p>
<p>APPROVAL OF AGENDA: (B)</p>	<p>Discussion: no changes Motion: Approve the agenda as written Moved: Tammy Metzger, Carol Baughman Motion carried (5-0)</p>
<p>CONSENT AGENDA: (C)</p>	<p>C.1. Minutes- 12/14/16 Regular Council Meeting Minutes. 1/4/17 Work Session Notes. C.2. Warrants C.3. Request to Shred City Documents C.4. Animal Control Report C.5. Planning Commission Report P&Z minutes C.6. Zoning Administrator Report C.7. Housing Authority Board Report C.8. Water Distribution System Report C.9. Emergency Planning Group Report C.10. Library Board Report C.11. Sign Additional 2017 Budget Cert Forms C.12. Re-approve Ord#393 Ks Gas Serv Fran</p> <p>Discussion: Did not receive Budget Certificate. Pre-emptive strike will be signed. Ks Gas Service Franchise probation period is complete Motion: Approve the Consent Agenda Moved: Carrol Baughman, Tammy Metzger Motion carried (5-0)</p>
<p>SPECIAL REPORTS: RICHARD AND MARY HOOKER PROCLAMATION BY MAYOR DON SCHULTZ: (D.1)</p>	<p>Discussion: Wednesday, January 11, 2017 is proclaimed as Sincere Appreciation Day to Richard and Mary Hooker</p>
<p>SPECIAL REPORTS: US ALLIANCE: BRYCE MCHENRY: (D.2)</p>	<p>Discussion: US Alliance Quote for supplemental Group Life Insurance and Supplemental Voluntary Life Insurance for city employees. Discuss with employees at Jan. 27, 2017 work session with department heads</p>

SPECIAL REPORTS: DEE WILEY -DOUBLE DEE'S CLOSING CELEBRATION- REQUEST FOR FIREWORKS (D.3)	Discussion: March 11, 2017 Fireworks Celebration by Double Dee's Motion: To allow fireworks as long as they are completed before 10:00 pm Moved: Jon Brady, David Penrod Motion carried (5-0)
SPECIAL REPORTS: SARAH PELKEY: REQUEST RECEIVED FOLLOWING TRAFFIC INCIDENT THIS AFTERNOON 1/11/17 (D.4)	Discussion: Sarah Pelkey concerned with speeding on Locust Street and by the fairgrounds. Request a school crossing sign.
PUBLIC COMMENTS: (E)	Discussion: Bill Ship representing the library board: financial structure regarding the community room: clarification requested
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES: (F.1)	Discussion: 1) Acct # 158000 2) Acct # 270100 3) Acct # 270300 4) Acct # 286000 5) Acct # 362000 6) Acct # 368000 7) Acct # 374000 8) Acct # 430000 9) Acct # 570000 10) Acct # 247000 11) Acct # 267000 12) Acct # 270400 13) Acct # 339000 14) Acct # 406000 15) Acct # 621000 Motion: Approve as listed Moved: Jon Brady, Joanne Allen Motion carried (4-1) Nay: David Penrod
COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT- CATHY SOWERS: (G.1)	Discussion: Treasurer Report: City Pool revenue loss, Levy received, cash on hand goal, water/sewer fund, general fund, time sheets, accountability, rates, water distribution improvement funds, water/sewer reserve fund Motion: Approve the treasurer's report as written Moved: Joanne Allen, Carol Baughman Motion carried (5-0)
COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH POLICE CHIEF TERRY HOLLINGSWORTH: (G.2)	Discussion: Police Report, Animal Control's use of old maintenance building
COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH CODE OFFICER TYLER TORNEDEN: (G.3A) COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH ZONING MANAGER KYLE MAICHEL: (G.3B)	Discussion: blight, nuisance ordinance Discussion: new metal building in town, Casey's sign and property, sidewalk repair

Minutes – Jan 11, 2017

MAINTENANCE DEPARTMENT REPORT: DON BRYANT : (G.4)	Discussion: Maintenance Report, Action List, bathroom winterization, eye washers, maintenance interview, accounting summary and tracking
Break	8:42 pm - 8:50 pm
CITY CLERK REPORT: JIM KOGER: (G.5)	Discussion: City Clerk Report, Local Government Day at the Capital, Action List and Department Reports, Overbrookks mail challenges
REVIEW OF DRAFT CODIFICATION/ADDRESS QUESTIONS FROM CITYCODE: JIM KOGER: (G:6)	Discussion: Sidewalks, Court wording
DISCUSSION WITH PARKS AND RECREATION: (G.7)	Discussion: Report next month from Melissa Jeanneret regarding the pool, good work session was held Motion: Moved: Motion carried (5-0)
SAFETY AUDIT DISCUSSION: JIM KOGER: (G.8)	Discussion: Finishing and paper work.
2017 WASTE TIRE GRANT APPLICATION: (G.9)	Discussion: Park and Recreation interest, PRIDE interest
ORI APPLICATION OVERBROOK MUNICIPAL COURT/CITY ATTORNEY: (G.10)	Discussion: Agency of Origination- move ahead with this
UNFINISHED BUSINESS: ECCHIC FOLLOW-UP ON INSURANCE REVIEW (H.1)	Discussion: Quote following additional underwriting, communication with employees
UNFINISHED BUSINESS: ADDITIONAL DISCUSSION REGARDING POSSIBLE SIDEWALK REPAIR NORTHERN PART OF 300 BLOCK OF EAST SIDE OF MAPLE STREET (H.2)	Discussion: Special Highway Funds for sidewalks, Who is responsible? Kyle and Jim are working on a review of existing sidewalk regulations along with the chapter that addresses sidewalks in the draft codification ordinance.
UPDATE PERSONNEL MANUAL OVERTIME SECTION: (H.3)	Discussion: Clothing allowance, overtime/comp-time pay Motion: Allow a \$600 inclement weather clothing allowance per maintenance employee Moved: David Penrod, Joanne Allen Motion carried (5-0)
OTHER UNFINISHED BUSINESS (H.4)	Discussion: none
NEW BUSINESS: KRWA ANNUAL MEETING DESIGNATION OF VOTING DELEGATE (I.1)	Discussion: Don will be the delegate, March 2017 in Wichita
OTHER NEW BUSINESS (I.2)	Discussion: none

<p>COUNCIL MEMBER COMMENTS: (J)</p>	<p>Joanne Allen: none Carol Baughman: none Jon Brady: PRIDE will meet Jan 28 – Star Community David Penrod: Move department head reports to the consensus agenda Tammy Metzger: none</p>
<p>MAYOR’S REPORT: (K)</p>	<p>Discussion: A review of City Property/Casualty coverage with Bolz Insurance will be held next month. Brown bag work session with Administrative, Law and Maintenance Department heads, noon to 1 on the Jan. 27, 2017. Complete Action Reports.</p>
<p>ADJOURNMENT: (L)</p>	<p>Mayor Don Schultz called for a motion to adjourn at 9:22 p.m Moved: Jon Brady, David Penrod Motion carried (5-0)</p>
<p>Respectfully submitted, LaVerna Gray: Overbrook Assistant City Clerk Approved Feb. 8, 2017</p>	

**MINUTES
COUNCIL MEETING
CITY OF OVERBROOK, OVERBROOK CITY HALL
401 MAPLE STREET
February 8, 2017**

<p>CALL TO ORDER, ROLL CALL: (A)</p>	<p>Mayor Don Schultz called the February 8, 2017 Council Meeting to order at 7:00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas.</p> <p>Present: Mayor Don Schultz</p> <p>Council Members: Carol Baughman - present Joanne Allen - present Jon Brady- present David Penrod – absent Tammy Metzger- present</p> <p>Others present: Jim Koger Cathy Sowers Kyle Maichel</p>
<p>APPROVAL OF AGENDA: (B)</p>	<p>Discussion: no changes Motion: Approve the agenda as written Moved: Carol Baughman, Tammy Metzger Motion carried (4-0)</p>
<p>CONSENT AGENDA: (C)</p>	<p>C.1. Minutes- 1/11/17 Regular Council Meeting Minutes. 1/27/17 Work Session Notes. C.2. Warrants C.3. Request to Shred City Documents C.4. Animal Control Report C.5. Planning Commission Report P&Z minutes C.6. Zoning Administrator Report C.7. Housing Authority Board Report C.8. Water Distribution System Report C.9. Emergency Planning Group Report C.10. Library Board Report C.11. Police Department Report C.12. Code Compliance Report C.13. Maintenance Department Report C.14. City Clerk Report C.15. OPR Director Report</p> <p>Discussion: Questions about Warrants: lease payments for the wells, utility bills under water/sewer, KPF liability Motion: Approve the Consent Agenda as written Moved: Joanne Allen, Carol Baughman Motion carried (4-0)</p>
<p>SPECIAL REPORTS: OVERBROOK SENIOR HOUSING TAX CREDIT: STEPHANIE WATSON OCED (D.1)</p>	<p>Discussion: Senior Housing: David Osborn (construction), Commissioner Anderson, Mr. Caton present. Financing for 26 duplexes for here and surrounding counties has been secured. Have not found a site in Overbrook yet. 2 property possibilities are being explored: Elm and Market, 5th and Walnut. Looking for one lot, but two lots could be considered. Does the City offer their support? City Council does not object and the mayor believes that the community will benefit.</p>

SPECIAL REPORTS: ECCHIC INSURANCE REVIEW FOLLOW-UP: JAN NISSEN (D.2)	Discussion: ECCHIC packets
PUBLIC COMMENTS: (E)	Discussion: None
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES: (F.1)	Discussion: 1) Acct # 32000 2) Acct # 229000 3) Acct # 267000 4) Acct # 270400 5) Acct # 570000 Motion: Approve payment arrangements as listed Moved: Jon Brady, Carol Baughman Motion carried (4-0)
COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT- CATHY SOWERS: (G.1)	Discussion: Treasurer Report, water/sewer salaries, trash expenses, cash available, levy fund, budget concerns, rates; No action taken. Motion: Approve the treasurer's report as written Moved: Joanne Allen, Carol Baughman Motion carried (4-0)
COUNCIL ACTION/DISCUSSION ITEMS: POLICE DEPARTMENT: (G.2)	Discussion: None
COUNCIL ACTION/DISCUSSION ITEMS: CODE COMPLIANCE: (G.3)	Discussion: None
COUNCIL ACTION/DISCUSSION ITEMS: ZONING: (G.4)	Discussion: ATF, someone is applying for a Federal Firearms License, residential greenhouse home business, Casey's sign permit; No action taken.
COUNCIL ACTION/DISCUSSION ITEMS: MAINTENANCE: (G.5)	Discussion: none
COUNCIL ACTION/DISCUSSION ITEMS: ADMINISTRATION (G.6)	Discussion: TEAP report, TEAP questionnaire, school crossings, Assistant City Clerk training; Upon consensus, the Council chose to have the Assistant City Clerk attend the CCMFOA's 67 th Annual Spring Conference.
COUNCIL ACTION/DISCUSSION ITEMS: PARKS AND RECREATION (G.7)	Discussion: Melissa Jeanneret presented Pool Report: fees, staff pay, open date May 20 th ; pool maintenance training for Melissa Jeanneret, Trent Moore, & Don Bryant; Sandy Woodruff will instruct water aerobics part-time. Looking for another instructor; Melissa Jeanneret's contract; Motion: Send two people to pool maintenance training to be paid out of general fund

	Moved: Jon Brady, Carol Baughman Motion carried (4-0)
Break	9:05-9:18
COUNCIL ACTION/DISCUSSION ITEMS: CITY GOVERNMENT DAY AT THE CAPITOL: JOANNE ALLEN, CAROL BAUGHMEN, DON SCHULTZ (G.8)	Discussion: Good experience, very informative, opportunity to talk to representative and senator, state taxes
COUNCIL ACTION/DISCUSSION ITEMS: COMMUNITY ROOM THERMOSTAT REPAIR BILL: JIM KOGER (G.9)	Discussion: \$1375.64 thermostat repair Motion: Reimburse the library for this cost Moved: Carol Baughman, Tammy Metzger Motion carried (0-4) motion failed Nays - Carol Baughman Joanne Allen, Jon Brady, Tammy Metzger
UNFINISHED BUSINESS: ECCHIC FOLLOW-UP ON INSURANCE REVIEW (H.1)	Discussion: Work in a time next month to ask questions from city and utility side, check on networking, get input from blue cross/blue shield, is it the same benefit, will the premium stay the same, what is our risk, how satisfied are the customers, negotiations effect on customers. Life insurance coverage; No motion to pursue at this time.
OTHER UNFINISHED BUSINESS (H.2)	Discussion: None
NEW BUSINESS: OSAGE COUNTY HIGHWAY DEPARTMENT CONNECTING LINKS MAINTENANCE AGREEMENT PROPOSAL (I.1)	Discussion. Motion: Continue Maintenance Agreement as is. Do not sign connecting links agreement. Moved: Jon Brady, Joanne Allen Motion carried (4-0)
NEW BUSINESS: LAND & WATER CONSERVATION FUND 2017 ANNUAL OPERATION AND MAINTENANCE ASSURANCE STATEMENT (I.2)	Motion: Approve Land Use agreement Moved: Jon Brady, Joanne Allen Motion carried (4-0)
NEW BUSINESS: APPANOOSE PTO CHILI SUPPER/CARNIVAL REQUEST FOR DONATION (I.3)	Motion: Donate a family pool pass Moved: Jon Brady, Carol Baughman Motion carried (4-0)
OTHER NEW BUSINESS (I.4)	Discussion: Motion: Approve the signing of the PRIDE resolution Moved: Joanne Allen, Carol Baughman Motion carried (4-0)
COUNCIL MEMBER COMMENTS: (J)	Carol Baughman: Need to get with Don Bryant about the old gym Joanne Allen: Veterans Memorial Bench may arrive this month Jon Brady: none David Penrod: absent Tammy Metzger: none Jim: none LaVerna: none

MAYOR'S REPORT: (K)	Don Schultz: none
ADJOURNMENT: (L)	Mayor Don Schultz called for a motion to adjourn at 9:59 p.m Moved: Joanne Allen, Carol Baughman Motion carried (4-0)
Respectfully submitted, LaVerna Gray: Overbrook Assistant City Clerk Approved March 8, 2017	

**MINUTES
COUNCIL MEETING
CITY OF OVERBROOK, OVERBROOK CITY HALL
401 MAPLE STREET
March 8, 2017**

<p>CALL TO ORDER, ROLL CALL: (A)</p>	<p>Mayor Don Schultz called the March 8, 2017 Council Meeting to order at 7:00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas.</p> <p>Present: Mayor Don Schultz</p> <p>Council Members: Carol Baughman - present Joanne Allen - present Jon Brady- present David Penrod – absent Tammy Metzger- present</p> <p>Others present: Jim Koger Cathy Sowers Kyle Maichel Terry Hollingsworth Don Bryant</p>
<p>APPROVAL OF AGENDA: (B)</p>	<p>Discussion: change sequence of special guests. Motion: Approve the agenda as amended Moved: Carol Baughman, Joanne Allen Motion carried (4-0)</p>
<p>CONSENT AGENDA: (C)</p>	<p>C.1. Minutes- 2/8/17 Regular Council Meeting Minutes. 2/24/17 Work Session Notes. C.2. Warrants C.3. Request to Shred City Documents C.4. Animal Control Report C.5. Planning Commission Report P&Z minutes C.6. Zoning Administrator Report C.7. Housing Authority Board Report C.8. Water Distribution System Report C.9. Emergency Planning Group Report C.10. Library Board Report C.11. Police Department Report C.12. Code Compliance Report C.13. Maintenance Department Report C.14. City Clerk Report C.15. OPR Director Report</p> <p>Discussion: Reviewed Consent Agenda Motion: Approve the Consent Agenda as listed Moved: Joanne, Tammy Motion carried (4-0)</p>
<p>SPECIAL REPORTS: GREGORY RICKEL DYNAMITE REVIVAL MINISTRIES, CARBONDALE (D.1)</p>	<p>Discussion: Reviewed request, two dates conflict with previous scheduled events Motion: Approve application for April 8, 2017 and two other dates if there is no conflict Moved: Carol Baughman, Tammy Metzger Motion carried (4-0)</p>
<p>SPECIAL REPORTS: BILL CATON: RURAL SENIOR APARTMENTS</p>	<p>Discussion: Property is under contract Motion: Adopt the Resolution of Support and sign Support Letter Moved: Carol Baughman , Tammy Metzger</p>

(D.2)	Motion carried (4-0)
SPECIAL REPORTS: JEREMY GERISCH CITIZEN CONCERN (D.3)	Jeremy Gerisch was not present. No action was taken.
PUBLIC COMMENTS: (E)	Discussion: Jon Brady presented the Overbrook Community Chest Check for Jones Park field maintenance. Requested donations to PRIDE for the new sidewalk.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES: (F.1)	<p>Discussion: Past Due Accounts</p> <p>1) Acct # 133000 2) Acct # 270300 3) Acct # 270400 4) Acct # 360000 5) Acct # 370000 6) Acct # 374000 7) Acct # 501000 8) Acct # 570000</p> <p>Motion: Approve payment arrangements as listed except for</p> <p>Moved: Jon Brady, Joanne Allen Motion carried (4-0)</p>
COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT- CATHY SOWERS: (G.1)	<p>Discussion: Reviewed the treasurer’s report, possible budget adjustments, trash contract</p> <p>Motion: Approve the treasurer’s report as written Moved: Joanne Allen, Carol Baughman Motion carried (4-0)</p>
COUNCIL ACTION/DISCUSSION ITEMS: POLICE DEPARTMENT: (G.2)	<p>Discussion: Shannon Rush, City Attorney’s associate, introduced; Drug Crime Ordinances, patrol car repairs and replacement; dog pound fees</p> <p>Motion: Approve Drug Crime Ordinances #394, #395, #396, #397 as presented for publication. Moved: Carol Baughman, Joanne Allen Motion carried (4-0)</p> <p>Motion: Purchase 2014 Dodge Durango Moved: Joanne Allen, Carol Baughman Motion carried (3-1)(Jon Brady nay)</p> <p>Motion: Allow Chief of Police and Treasurer to find the best financial way to pay for the 2014 Dodge Durango Moved: Carol Baughman, Tammy Metzger Motion carried (4-0)</p>
break	8:54 - 8:59
COUNCIL ACTION/DISCUSSION ITEMS: CODE COMPLIANCE: (G.3)	Discussion: none
COUNCIL ACTION/DISCUSSION ITEMS: ZONING: (G.4)	Discussion: none

<p>COUNCIL ACTION/DISCUSSION ITEMS: MAINTENANCE: (G.5)</p>	<p>Discussion: meter reader position; purchase of saw and pallet forks; Library maintenance; plumber and electrician; heating and cooling contract for maintenance (Maintenance Department Head will explore options); TEAP progress; Time Study progress; City Pool pump; Coop projects; Old Gym window replacement; check on lead paint in Old Gym bathrooms (Carol B);</p> <p>Motion: Approve the purchase of saw and pallet forks Moved: Jon Brady, Tammy Metzger Motion carried (4-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: ADMINISTRATION (G.6)</p>	<p>Discussion: renew Annual Lease/Software Assurance/ and Support Hours Contract with Jayhawk Software; Vendor Fee; Blue Cross Blue Shield Information; Health Savings;</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: PARKS AND RECREATION (G.7)</p>	<p>Discussion: Santa Fe Trail Band Booster 5K Run date; Melissa Jeanneret's contract – 999 hours yearly;</p>
<p>UNFINISHED BUSINESS: ECCHIC FOLLOW-UP ON INSURANCE REVIEW (H.1)</p>	<p>Discussion: Ron Bolz reviewed the policy and responded to questions. Motion: Accept this premium Moved: Jon Brady, Joanne Allen Motion carried (4-0)</p>
<p>OTHER UNFINISHED BUSINESS (H.2)</p>	<p>Discussion: None</p>
<p>NEW BUSINESS: REQUEST FOR DONATION SFT PTO CARNIVAL (I.1)</p>	<p>Discussion: Individual Pool Passes Motion: Donate an Individual Pool Pass to SFT PTO Carnival Moved: Jon Brady, Tammy Metzger Motion carried (4-0)</p>
<p>NEW BUSINESS: SFT YEARBOOK AD (I.2)</p>	<p>Discussion: No action taken.</p>
<p>NEW BUSINESS: OTHER NEW BUSINESS (I.3)</p> <p>WEST FRANKLIN MIDDLE SCHOOL PRO DONATION REQUEST (I.3A)</p> <p>BOARD TERMS (I.3B)</p>	<p>Discussion: No action taken</p> <p>Discussion: Board Terms. Mayor will discuss with Parks and Rec and Housing Authority.</p>
<p>COUNCIL MEMBER COMMENTS: (J)</p>	<p>Carol Baughman: none Joanne Allen: Veteran's Memorial received monetary award from Community Chest. Gratitude expressed. Jon Brady: Come to PRIDE, still fund raising for the sidewalk Tammy Metzger: none</p>
<p>MAYOR'S REPORT: DON SCHULTZ (K)</p>	<p>Mayor's League Conference – Carol Baughman and Joanne Allen are attending. PRIDE has paid for 4th of July fireworks Saturday is the last night for Double D's</p>

ADJOURNMENT: (L)	Mayor Don Schultz called for a motion to adjourn at 9:59 p.m Moved: Jon Brady, Tammy Metzger Motion carried (4-0)
Respectfully submitted, LaVerna Gray: Overbrook Assistant City Clerk APPROVED April 12, 2017	

**MINUTES
COUNCIL MEETING
CITY OF OVERBROOK, OVERBROOK CITY HALL
401 MAPLE STREET
April 12, 2017**

<p>CALL TO ORDER, ROLL CALL: (A)</p>	<p>Mayor Don Schultz called the April 12, 2017 Council Meeting to order at 7:00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas.</p> <p>Present: Mayor Don Schultz</p> <p>Council Members: Carol Baughman - present Joanne Allen - present Jon Brady- present David Penrod – absent Tammy Metzger- present</p> <p>Others present: Jim Koger Cathy Sowers Don Bryant</p>
<p>APPROVAL OF AGENDA: (B)</p>	<p>Discussion: Add I.1 porta potties for City Wide Garage Sale Motion: Approve the agenda as amended Moved: Tammy Metzger, Carol Baughman Motion carried (4-0)</p>
<p>CONSENT AGENDA: (C)</p>	<p>C.1. Minutes- 3/08/17 Regular Council Meeting Minutes. 3/24/17 Work Session Notes. C.2. Warrants C.3. Request to Shred City Documents C.4. Animal Control Report C.5. Planning Commission Report P&Z minutes C.6. Zoning Administrator Report C.7. Housing Authority Board Report C.8. Water Distribution System Report C.9. Emergency Planning Group Report C.10. Library Board Report C.11. Police Department Report C.12. Code Compliance Report C.13. Maintenance Department Report C.14. City Clerk Report C.15. OPR Director Report</p> <p>Discussion: Reviewed Consent Agenda Motion: Approve the Consent Agenda as listed Moved: Carol Baughman , Joanne Allen Motion carried (4-0)</p>
<p>SPECIAL REPORTS: CHELSEA MORRIS USDA RURAL DEVELOPMENT SEARCH GRANT (D.1)</p>	<p>Discussion: Grant for water system evaluation was approved. Grant was explained. Motion: Approve the signatures of USDA grant documents Moved: Carol Baughman, Joanne Allen Motion carried (4-0)</p>
<p>SPECIAL REPORTS: JOE GREENE: OSAGE WASTE RENEWAL OF SOLID WASTE AND RECYCLING CONTRACTS (D.2)</p>	<p>Discussion: Renewal of Contracts Motion: Renew Osage Waste Contracts for another two years Moved: Joanne Allen, Carol Baughman Motion carried (4-0)</p>

<p>SPECIAL REPORTS: ANIMAL CONTROL ITEMS:</p> <p>JESSICA SIMECKA CITIZEN REQUEST REVIEW OF NUMBER OF ALLOWABLE PETS IN HOUSEHOLD (D.3a)</p> <p>SHANDY VOLLRATH CITIZEN CONCERN DOG AT LARGE (D.3b)</p>	<p>Discussion: Allowable number of pets in household, what is the intent of the ordinance, Motion: Review ordinance at the next meeting, and allow leniency for Ms. Simecka’s 4th dog for 60 days (June 12) Moved: Carol Baughman, Tammy Metzger Motion carried (4-0)</p> <p>Discussion: Dog at large, Animal Control Officer’s role, consistent application of ordinance, City Council’s responsibility, job description for animal control officer; No action taken.</p>
<p>SPECIAL REPORTS: BOB KLINGLER: PARK AND REC BOARD: KDWLP FISHERIES REPORT (D.2)</p>	<p>Discussion: Kelli Fund-Coffman tendered her resignation; Cathy Sowers will help with OPR minutes and finances; Property and building improvements and needs discussed; Steve Cross Memorial; Lake Ecosystem recommendations (Goose population; possible changes to fishing ordinance; No action taken.</p>
<p>Break</p>	<p>8:40 pm – 8:50 pm</p>
<p>PUBLIC COMMENTS: (E)</p>	<p>None</p>
<p>UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES: (F.1)</p>	<p>Discussion: Past Due Accounts 1) Acct # 269700 2) Acct # 368000 3) Acct # 570000</p> <p>Motion: accept payment plan for Acct # 269700 and Acct # 570000 Moved: Carol Baughman and Joanne Allen Motion carried (4-0)</p> <p>Motion: Ask Acct # 368000 to attend next council meeting to discuss a payment plan in executive session. Moved: Joanne Allen, Jon Brady Motion carried (4-0)</p> <p>Discussion: Three shut-off notices have been delivered to these accounts during 2017 1) Acct # 032000 2) Acct# 161000 3) Acct# 267000 4) Acct# 270300 5) Acct# 368000 6) Acct# 570000 7) Acct# 621000 \$120.00 security deposits will be required in \$40.00 installments, per Ordinance #368.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT- CATHY SOWERS: (G.1)</p>	<p>Discussion: Treasurer’s Report, Law Budget</p> <p>Motion: Approve the treasurer’s report as written Moved: Joanne Allen, Carol Baughman Motion carried (4-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: POLICE DEPARTMENT: (G.2)</p>	<p>Discussion: Car ready to be put up for bids Motion: put the car up for sealed bid Moved: Carol Baughman, Tammy Metzger Motion carried (4-0)</p>

COUNCIL ACTION/DISCUSSION ITEMS: CODE COMPLIANCE: (G.3)	Discussion: none
COUNCIL ACTION/DISCUSSION ITEMS: ZONING: (G.4)	Discussion: property donated to the City Motion: Accept the terms of the donation Moved: Jon Brady, Tammy Metzger Motion carried (4-0) Motion: Approve Planning and Zoning’s recommendation for approval of Cheryl Miller’s Conditional Use Permit Moved: Jon Brady, Tammy Metzger Motion carried (4-0)
COUNCIL ACTION/DISCUSSION ITEMS: MAINTENANCE: (G.5)	Discussion: lift station repair, school zone light, library water leak and contractor’s responsibility dig to determine if membrane is on the wall, library, annual maintenance of HVAC, culvert at the Coop, windows for the old gym (Carol); No action taken.
COUNCIL ACTION/DISCUSSION ITEMS: ADMINISTRATION (G.6)	Discussion: concealing wire in city hall; No action taken.
COUNCIL ACTION/DISCUSSION ITEMS: PARKS AND RECREATION (G.7)	Discussion: painting the pool house and bathrooms, life guard training and opening date, underwater lights repair, speaker wire, concessions going well; No Action taken.
COUNCIL ACTION/DISCUSSION ITEMS: LIBRARY BOARD (G.8)	Discussion: Friends of the Library adding electrical outlets No action taken.
UNFINISHED BUSINESS: FOLLOW-UP ON HEALTH INSURANCE RENEWAL (H.1)	Discussion: Health Insurance Renewal Motion: Renew Blue Cross Blue Shield Grandfather Plan Moved: Jon Brady, Carol Baughman Motion carried (4-0)
UNFINISHED BUSINESS: REVIEW VENDOR PERMIT AND PEDDLER/SOLICITOR ORDINANCE, SPECIAL EVENTS (H.2)	Discussion: Permit to include Health Certif #, sales tax ID, permission to park, copy of driver license. LaVerna and Jim will present the form(s) to Council next month.
UNFINISHED BUSINESS: BOARD TERMS (H.3)	Discussion: Park and Rec Board, Library Board, Motion: Approve 2 new members to library board: Kit Bostrom, Julie Smith Moved: Jon Brady, Carol Baughman Motion carried (4-0)
OTHER UNFINISHED BUSINESS: (H.4)	Discussion: Water Sewer Budget, tracking maintenance hours No action taken.
NEW BUSINESS: OTHER NEW BUSINESS (I.1)	Discussion: Porta Potties for City Wide Garage Sale Motion: approve a half share with PRIDE for 2 Porta Potties Moved: Joanne Allen, Carol Baughman Motion carried (4-0)
COUNCIL MEMBER COMMENTS: (J)	Carol Baughman: none Joanne Allen: Fire Department Board Meeting Information shared Jon Brady: none Tammy Metzger: none Cathy Sowers: none Jim Koger: none LaVerna Gray: none

MAYOR'S REPORT: DON SCHULTZ (K)	Don Schultz will be absent next month. The Budget Workshop will be April's Work Session. Jon, Carol and Don's term on the council will be ending soon.
ADJOURNMENT: (L)	Mayor Don Schultz called for a motion to adjourn at 10:50 p.m Moved: Carol Baughman, Joanne Allen Motion carried (4-0)
Respectfully submitted, LaVerna Gray: Overbrook Assistant City Clerk APPROVED May 10, 2017	

**MINUTES
COUNCIL MEETING
CITY OF OVERBROOK, OVERBROOK CITY HALL
401 MAPLE STREET
May 10, 2017**

<p>CALL TO ORDER, ROLL CALL: (A)</p>	<p>Council President Carol Baughmen, called the May 10, 2017 Council Meeting to order at 7:00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas.</p> <p>Mayor Don Schultz – Absent</p> <p>Council Members: Carol Baughman - present Joanne Allen - present Jon Brady- present David Penrod – absent Tammy Metzger- present</p> <p>Others present: Jim Koger Kyle Maichel Don Bryant arrived 8:15 pm</p>
<p>CERTIFICATE PRESENTATION: CAROL BAUGHMAN</p>	<p>Jim was presented with a Level One Certificate from the Municipal Training Institute. Carol and Joanne have earned Level Two Certificates.</p>
<p>APPROVAL OF AGENDA: (B)</p>	<p>Discussion: Remove Cameron Davis from the agenda as he is satisfied with Drainage Repair. (D.1). Luke Lang has requested a conference call regarding Fair Board Fund Raiser (D.1)</p> <p>Motion: Approve the agenda as amended Moved: Carol Baughman, Tammy Metzger Motion carried (3-0)</p>
<p>CONSENT AGENDA: (C)</p>	<p>C.1. Minutes- 4/12/17 Regular Council Meeting Minutes. 4/28/17 Work Session Notes. C.2. Warrants C.3. Request to Shred City Documents C.4. Animal Control Report C.5. Planning Commission Report P&Z minutes C.6. Zoning Administrator Report C.7. Housing Authority Board Report C.8. Water Distribution System Report C.9. Emergency Planning Group Report C.10. Library Board Report C.11. Police Department Report C.12. Code Compliance Report C.13. Maintenance Department Report C.14. City Clerk Report C.15. OPR Director Report</p> <p>Discussion: Reviewed Council Packet, Reviewed Consent Agenda</p> <p>Motion: Approve the Consent Agenda as listed Moved: Tammy Metzger, Joanne Allen Motion carried (3-0)</p>
<p>SPECIAL REPORTS: FAIRBOARD FUND RAISER: LUKE LANG (D.1)</p>	<p>Discussion: Conference Call: Third Annual Car Show, Block off Main Street on June 3rd – 7-2 pm</p> <p>Motion: Allow the Fair Board to block Main Street on June 3, 2017 from approximately 7am – 2pm Moved: Tammy Metzger, Joanne Allen</p>

	<p>Motion carried (3-0)</p>
<p>SPECIAL REPORTS: NEW LIQUOR STORE OWNERS CITY LICENSE (D.2)</p>	<p>Discussion: State License obtained. Applied for City License. Non-transferable and non-refundable</p> <p>Motion: Approve an Alcoholic Liquor License (Overbrook Spirits), effective for 2 years, running from May 1, 2017 through Apr 30, 2019 Moved: Joanne Allen, Jon Brady Motion carried (3-0)</p>
<p>PUBLIC COMMENTS: (E)</p>	<p>Bob Klingler, Parks and Rec chairman, presented his report due to incoming storm:</p> <p>Kelli Fund-Kauffman replaced by Kylie Hastings on board. Asking for recommitment from board members. Weeds sprayed, repainting dug outs, dugout roof repairs, hats not bought, fishing regulations, goose management, ball participation up from 90 -130 kids, advertising on soccer field sign, Cross Memorial, boat dock pledge, Fishing Derby banner, mowing, dirt piles</p> <p>Library Board Report from Bill Shipp: – Wade Sisson took Bill Shipp’s position as Library Board President. Bill Shipp still serves on the board. Really concerned about the leak. Building Maintenance Inspection of the Library. Request that a city representative participate in the inspections. HVAC needs inspection and maintaining.</p>
<p>UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES: (F.1)</p>	<p>Discussion: Past Due Accounts</p> <ol style="list-style-type: none"> 1) Acct # 133000 2) Acct # 270300 3) Acct # 362000 4) Acct # 501000 5) Acct # 570000 6) Acct # 270100 – scheduled to be shut off due to non-response <p>In 2017, three shut off notices have been delivered to Accounts #374000 and #501000 and security deposit billings have been applied according to ordinance 368</p> <p>Motion: accept payment plans presented for accounts #133000, #270300, #362000, and #501000. Account #570000 needs to develop a plan to satisfy money owed. Moved: Jon Brady, Joanne Allen Motion carried (3-0)</p>
<p>break</p>	<p>8:17 pm to 8:22 pm</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT- CATHY SOWERS: (G.1)</p>	<p>Discussion: Treasurer’s Report discussed. Cathy Sowers absent. Water/Sewer and Parks/Rec budgets - must figure out how to handle budgets within departments; time sheets: record hours spent on categories; next month discuss water rates; Law Budget – part time employees on track to be working over 1000 hours - discuss at the next work session; No action taken.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: POLICE DEPARTMENT: (G.2)</p>	<p>Discussion: one bid on police car received</p> <p>Motion: Sell the police car for the sealed bid Moved: Jon Brady, Tammy Metzger Motion carried (3-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: CODE COMPLIANCE: (G.3)</p>	<p>Discussion: Property concerns; Complaints to Department Heads not workers;</p> <p>Motion: Draft a policy giving duties to Department Heads to be delegated at their discretion. Moved: Jon Brady, Tammy Metzger</p>

	Motion carried (3-0)
COUNCIL ACTION/DISCUSSION ITEMS: ZONING: (G.4)	Discussion: Zoning Administrator Kyle Maichel – Need to review City Ordinances, permits, set backs; Alley across from Fairgrounds - check on utility easement, bring up on next meeting, talk with neighbors, possibly other alleys to consider; Mis-treatment of animals observed on chains and in small kennels, piled up feces; No action taken.
COUNCIL ACTION/DISCUSSION ITEMS: MAINTENANCE: (G.5)	Discussion: Library Leak; COOP hole repair; Pool; Library Security Lights; No action taken
COUNCIL ACTION/DISCUSSION ITEMS: ADMINISTRATION (G.6)	Discussion: Additional table – look into costs; Library trash expense; Utility Billing Ordinance 368 update to include recycling – draft amendment was presented: ordinance #398. Motion: Approve Ordinance # 398 based on legal’s approval Moved: Jon Brady, Joanne Allen Motion carried (3-0) Discussion: Draft Election Ordinance #399 presented: Number of signatures required on nomination petitions Motion: Set the number of signatures required on nomination petitions at zero and if that is not acceptable, set to one qualified elector signature. Moved: Tammy Metzger, Joanne Allen Motion carried (2-1) (Nay Joanne Allen)
COUNCIL ACTION/DISCUSSION ITEMS: PARKS AND RECREATION (G.7)	Discussion: Request for Wysiwash denied; Red Cross Training material requested – need more information; Handicap lift chair - propose a wheelchair with zero entry instead, liability responsibilities, explore options; Dog Days – discuss later;
COUNCIL ACTION/DISCUSSION ITEMS: LIBRARY BOARD (G.8)	Discussion: foundation repair, HVAC annual maintenance – Jim get 2 or 3 bids; Library Inspection; Pest control needed (mice); No action taken.
UNFINISHED BUSINESS: REVIEW OF NUMBER OF ALLOWABLE PETS IN HOUSEHOLD	Discussion: Allowable number of pets per household- ask League for guidance, what counts as an animal?, continue to review and discuss at next meeting; No action taken.
UNFINISHED BUSINESS: REVIEW VENDOR PERMIT AND PEDDLER/SOLICITOR ORDINANCE, SPECIAL EVENTS (H.2)	Discussion: Draft Food Truck Permit Application presented - clarify insurance, special event versus food truck business considerations, have legal look at draft. No action taken.
UNFINISHED BUSINESS:BOARD TERMS (H.3)	Discussion: none
OTHER UNFINISHED BUSINESS: JONES PARK PROPERTY TRANSFER (H.4)	Discussion: Jones Park Property Transfer – some signatures obtained. No action taken.
OTHER UNFINISHED BUSINESS: APPRAISAL OF DONATED PROPERTY (H.5)	Discussion: Appraisal; Appraisal Warrant Motion: approve payment of the warrant for the appraisal Moved: Jon Brady, Joanne Allen Motion carried (3-0)

NEW BUSINESS: GARRETT'S FIREWORKS STAND PERMIT (I.1)	Discussion: fireworks stand permit, location, inspection Motion: approve the firework stand permit Moved: Jon Brady, Tammy Metzger Motion carried (3-0)
NEW BUSINESS: OTHER NEW BUSINESS (I.2)	Discussion: Grant Funds match is due Motion: Approve payment of the financial match Moved: Jon Brady, Joanne Allen Motion carried (3-0)
COUNCIL MEMBER COMMENTS: (J)	Carol Baughman: Would like to hear about nomination form soon. Joanne Allen: Fire Department's Celebration of Excellence and challenges with communication. Carol and Joanne attended training in Dodge City. Jon Brady: Will continue to work on Jones Park property . Tammy Metzger: Paul Metzger has volunteered about 30 hours painting the pool area. Hopes to finish tomorrow. Jim Koger: Maintenance Department filed a Late Water Use Report – request approval to pay \$250 fine. Motion: Pay the Late Water Use Report Fine. Moved: Joanne Allen, Tammy Metzger Passed (3-0) LaVerna Gray: Police Department requested received a donation of gun locks that will be distributed to interested citizens.
MAYOR'S REPORT: DON SCHULTZ (K)	None due to absence
ADJOURNMENT: (L)	Council President Carol Baughman called for a motion to adjourn. Motion: Adjourn at 10:17 pm. Moved: Joanne Allen, Tammy Metzger Motion carried (3-0)
Respectfully submitted, LaVerna Gray: Overbrook Assistant City Clerk APPROVED June 14, 2017	

**MINUTES
COUNCIL MEETING
CITY OF OVERBROOK, OVERBROOK CITY HALL
401 MAPLE STREET
June 14, 2017**

<p>CALL TO ORDER, ROLL CALL: (A)</p>	<p>Mayor Don Schultz called the June 14, 2017 Council Meeting to order at 7:00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas.</p> <p>Mayor Don Schultz – present</p> <p>Council Members: Carol Baughman - present Joanne Allen - absent Jon Brady- present David Penrod – present Tammy Metzger- present</p> <p>Others present: Jim Koger Cathy Sowers Don Bryant arrived 8:15 pm</p>
<p>APPROVAL OF AGENDA: (B)</p>	<p>Discussion: agenda reviewed, Conrad and Mary Boos are unable to attend, add G.9 Council Action/Discussion Items: Housing Authority.</p> <p>Motion: Approve the agenda as amended Moved: Jon Brady, Tammy Metzger Motion carried (4-0)</p>
<p>CONSENT AGENDA: (C)</p>	<p>C.1. Minutes- 5/10/17 Regular Council Meeting Minutes. 5/26/17 Work Session Notes. C.2. Warrants C.3. Request to Shred City Documents C.4. Animal Control Report C.5. Planning Commission Report P&Z minutes C.6. Zoning Administrator Report C.7. Housing Authority Board Report C.8. Water Distribution System Report C.9. Emergency Planning Group Report C.10. Library Board Report C.11. Police Department Report C.12. Code Compliance Report C.13. Maintenance Department Report C.14. City Clerk Report C.15. OPR Director Report</p> <p>Discussion: Consent Agenda discussed</p> <p>Motion: Approve the Consent Agenda as listed Moved: Carol Baughman, David Penrod Motion carried (4-0)</p>
<p>SPECIAL REPORTS: CONRAD AND MARY BOOS: MAYOR'S PROCLAMATION (D.1)</p>	<p>Discussion: Conrad and Mary Boos have sold Conrad's Bar and Grill. A Mayor's Proclamation will be presented to them expressing sincere appreciation.</p>
<p>SPECIAL REPORTS: WADE SISSON AND KYLE SEDERSTROM 2018 LIBRARY BUDGET (D.2)</p>	<p>Discussion: Budget request submitted for 2018-will have more discussion. Council will need to amend the 2017 budgets for the Library and Parks and Rec due to delinquent property tax collection.</p>

<p>SPECIAL REPORTS: JIM LONG (D.3)</p>	<p>Discussion: Financial Statement (Audit), 2017 budget, 2018 budget</p> <p>Motion: Pay Jim Long for the Audit Moved: Carol Baughman, Tammy Metzger Motion Carried: (4-0)</p>
<p>PUBLIC COMMENTS: (E)</p>	<p>None</p>
<p>UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES: (F.1)</p>	<p>Discussion: Past Due Accounts, waiting on plans for 6 accounts, one plan submitted.</p> <p>1) Acct # 032000 2) Acct # 152000 3) Acct # 161000 4) Acct # 267000 5) Acct # 374000 6) Acct # 570000 7) Acct # 620000</p> <p>The following accounts have received 3 shut-off notices during 2017:</p> <p>Acct#270100 Acct#620000</p> <p>Motion: accept payment plan as presented for Acct #570000, follow policy on the other accounts. Moved: Jon Brady, David Penrod Motion carried (4-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT- CATHY SOWERS: (G.1)</p>	<p>Discussion: Treasurer Report Motion: Accept the Treasurer’s Report as submitted Moved: Carol Baughman, Tammy Metzger Motion carried (4-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: POLICE DEPARTMENT: (G.2)</p>	<p>Discussion: Police Report; draft Animal Control job description, Who can write citations regarding animal control? Documentation and Report Writing, discuss further next meeting;</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: CODE COMPLIANCE: (G.3)</p>	<p>Discussion: none</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: ZONING: (G.4)</p>	<p>Discussion: Closing of alley - the 500th block between Ash and Cedar, alleys’ purpose, State statute requirements, utility easements, city statement of policy, safety access, Ask Kyle to gather information about easements on the alley addressed and ask Donnie to gather information about utilities.</p> <p>Discussion: Donated Lot by post office appraisal, acceptance of property based on amount of lot purchase</p> <p>Motion: Rewrite the agreement of acceptance of the property by donation for the value of the purchase price Moved: Carol Baughman, Jon Brady Motion Carried: (4-0)</p>

<p>COUNCIL ACTION/DISCUSSION ITEMS: MAINTENANCE: (G.5)</p>	<p>Discussion: Library Leak, wall membrane, possible remedies, companies to do the work, bids, root cause. Don Bryant will investigate solutions.</p> <p>Discussion: library facility maintenance, library lights repair</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: ADMINISTRATION (G.6)</p>	<p>Discussion: Administration Report, City donation for fireworks</p> <p>Motion: Donate \$500 for this year's fireworks display Moved: Carol Baughman, Tammy Metzger Motion carried (3-1) (nay David Penrod)</p> <p>Motion: Approve expenses for Jim Koger and Dan Gamblin to attend the Annual Water and Wastewater School at KU on Aug 14, 2017 Moved: Carol Baughman, Tammy Metzger Motion carried (4-0)</p> <p>Motion: Seek bids for ceiling fan at City Hall. If under \$300.00 accept the bid. Moved: David Penrod, Carol Baughman Motion carried (4-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: PARKS AND RECREATION (G.7)</p>	<p>Discussion: Purchase of gloves for water aerobics approved, Water accessible wheelchair, ADA requirements</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: LIBRARY BOARD (G.8)</p>	<p>Discussion: Air conditioning filters and maintenance Motion: Accept Even Temp bid Moved: Jon Brady, David Penrod Motion carried (4-0)</p> <p>Discussion: maintenance commitment, Carol Baughman, Bill Shipp, and Don Bryant will meet and discuss.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: HOUSING AUTHORITY (G.9)</p>	<p>Discussion: Federal Home Loan Bank Community Housing Program application for \$300,000.00, City as co-signer, compliance issues, maintenance of buildings, long term plans, timelines, inspection policy</p> <p>Motion: Move forward with the application to the Federal Home Loan Bank Community Housing Program Moved: Carol Baughman, David Penrod Motion carried (4-0)</p>
<p>Break</p>	<p>9:43pm - 9:53pm</p>
<p>UNFINISHED BUSINESS: REVIEW OF NUMBER OF ALLOWABLE PETS IN HOUSEHOLD (H.1)</p>	<p>Discussion: response from community, reviewed ordinance, intent, how to enforce, kennels, update ordinance, humane treatment Humane Society sample ordinances, response to person making the request, discuss next time following further research.</p>
<p>UNFINISHED BUSINESS: REVIEW VENDOR PERMIT AND PEDDLER/SOLICITOR ORDINANCE, SPECIAL EVENTS (H.2)</p>	<p>Discussion: waiting on input from insurance and legal. Discuss next time.</p>
<p>UNFINISHED BUSINESS: REVIEW DRAFT ORDINANCE #398 UPDATED UTILITY BILLING ORDINANCE (H.3)</p>	<p>Discussion: Ordinance #398</p> <p>Motion: Move to adopt ordinance #398 Moved: Jon Brady, Carol Baughman Motion carried (4-0)</p>

OTHER UNFINISHED BUSINESS: (H.4)	Discussion: none
NEW BUSINESS: FIREWORK DISPLAY PERMITS (I.1)	Discussion: Motion: Accept permits from Grace Community Church and PRIDE Moved: David Penrod, Tammy Metzger Motion carried (4-0)
NEW BUSINESS: TJ'S MAINSTREET GRILL NEW OWNERS CITY LICENSE (I.2)	Discussion: city liquor permit Motion: approve city liquor permit Moved: Tammy Metzger, David Penrod Motion carried (4-0)
NEW BUSINESS: DISCUSS JUNE 23 RD WORK SESSION- MAINTENANCE DEPARTMENT EMPLOYEE TIMEKEEPING TRAINING (I.3)	Discussion: none
NEW BUSINESS: EXECUTIVE SESSION REQUESTED BY COUNCIL MEMBER JON BRADY TO DISCUSS PERSONNEL MATTERS OF NON-ELECTED PERSONNEL (I.4)	Motion: Go into executive session for the purpose of discussing matters that are related to non-elected personnel for 15 minutes. Moved: Jon Brady, Carol Baughman Motion carried (4-0) Council returned 15 minutes later at 10:40 pm. No decisions were made or actions taken.
OTHER NEW BUSINESS: (I.5)	None
COUNCIL MEMBER COMMENTS: (J)	Carol Baughman: none Joanne Allen: absent Jon Brady: none Tammy Metzger: none David Penrod: none Jim Koger: request discussion regarding tethering of animals included with updated animal control ordinance at next council meeting LaVerna Gray: request household hazardous waste added to the July Council Meeting agenda
MAYOR'S REPORT: DON SCHULTZ (K)	Trying to get an update from Casey's regarding new store opening date
ADJOURNMENT: (L)	Mayor Don Schultz called for a motion to adjourn. Motion: Adjourn at 10:45 pm. Moved: Carol Baughman, Tammy Metzger Motion carried (4-0)
Respectfully submitted, LaVerna Gray: Overbrook Assistant City Clerk APPROVED July 12, 2017	

**MINUTES
COUNCIL MEETING
CITY OF OVERBROOK, OVERBROOK CITY HALL
401 MAPLE STREET
July 12, 2017**

<p>CALL TO ORDER, ROLL CALL: (A)</p>	<p>Mayor Don Schultz called the July 12, 2017 Council Meeting to order at 7:00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas.</p> <p>Mayor Don Schultz – present</p> <p>Council Members: Carol Baughman - present Joanne Allen - present Jon Brady- present David Penrod – present Tammy Metzger- present</p> <p>Others present: Jim Koger Cathy Sowers Don Bryant Terry Hollingsworth</p>
<p>APPROVAL OF AGENDA: (B)</p>	<p>Discussion: agenda reviewed Motion: Approve the agenda Moved: Carol Baughman, Joanne Allen Motion carried (5-0)</p>
<p>CONSENT AGENDA: (C)</p>	<p>C.1. Minutes- 6/14/17 Regular Council Meeting Minutes. 6/23/17 Work Session notes are not ready.. C.2. Warrants C.3. Request to Shred City Documents C.4. Animal Control Report C.5. Planning Commission Report P&Z minutes C.6. Zoning Administrator Report C.7. Housing Authority Board Report C.8. Water Distribution System Report C.9. Emergency Planning Group Report C.10. Library Board Report C.11. Police Department Report C.12. Code Compliance Report C.13. Maintenance Department Report C.14. City Clerk Report C.15. OPR Director Report</p> <p>Discussion: Consent Agenda discussed</p> <p>Motion: Approve the Consent Agenda as listed Moved: TammyMetzger, Carol Baughman Motion carried (5-0)</p>
<p>SPECIAL REPORTS: CAMERON DAVIS</p>	<p>canceled</p>
<p>SPECIAL REPORTS: SENIOR HOUSING PROJECT UPDATE – BILL CATON /OCED (D.2)</p>	<p>Discussion: Bill Caton presented: tax credits awarded, moving forward, negotiating with investor and banks, hoping to start construction by the first of October, will hire professional property manager out of Topeka, Safe Rooms, zoning & variance needs, need to be on agenda of Planning and Zoning next Tuesday, requests name of civil engineer for the city, needs to know elevation of sewer lines, the project may include a future request to waive building permit fees and sewer and water tap fees and city inspection fees.</p>

SPECIAL REPORTS: FIRE DEPARTMENT: REQUEST TO CLOSE BLOCK FOR OPEN HOUSE (D.3)	Discussion: close block on Santa Fe Trail, Sat. Aug 12, 2017, 8am to 1pm Motion: to close block on Santa Fe Trail, Sat. Aug 12, 2017 from 8am to 1pm Moved: Joanne Allen, Carol Baughman Motion carried (5-0)
SPECIAL REPORTS: BUDDY ROGERS: HYDRANT FLUSHING PROGRAM (D.4)	Discussion: Proposal for water hydrant flushing and inspection, monthly service, \$750.00 fee per month, water sewer budget, tabled until after engineering report
SPECIAL REPORTS: JIM LONG: 2018 BUDGET PROPOSAL (D.5)	Discussion: Jim Long reviewed proposed budget for 2018, election requirements, consultations with Rico and/or County, OPR budget, debt, water/sewer budget, categorical allocations of wages, transfers from budget to reserves, city pool; Jim Long will contact Rico regarding the assessed valuation increase.
PUBLIC COMMENTS: (E)	none
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES: (F.1)	Discussion: Accounts: # 032000, # 269500, # 161000 Motion: accept payment plans as presented Moved: Jon Brady, Tammy Metzger Motion carried (5-0) Procedure will be followed for the following accounts: 206000, 133000, 197000, 161000, 194000, 267000, 463000 Three shut off notices have been delivered to the following accounts: 133000, 463000
COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT- CATHY SOWERS: (G.1)	Discussion: City Clerk will call County Clerk for cost of election Motion: Accept the Treasurer’s Report as submitted Moved: Carol Baughman, Joanne Allen Motion carried (5-0)
COUNCIL ACTION/DISCUSSION ITEMS: POLICE DEPARTMENT: (G.2)	Discussion: Deena Manning and Armonda Crist were introduced as new police officers in training. Armonda Crist will be the animal control officer. November academy attendance discussed.
COUNCIL ACTION/DISCUSSION ITEMS: CODE COMPLIANCE: (G.3)	Discussion: none
COUNCIL ACTION/DISCUSSION ITEMS: ZONING ADMINISTRATOR: (G.4)	Discussion: alley in 400 block between Ash and Cedar Streets, need to get an utility easement

<p>COUNCIL ACTION/DISCUSSION ITEMS: MAINTENANCE: (G.5)</p>	<p>Discussion: Maintenance report, library daylight drain, library water cooler, tree ordinance, Law department will talk to home owners where trees or bushes are a safety violation. Documentation will be kept. Mayor will talk to Law Department. - parking by pool, fire extinguisher requirements for the library, waste water samplings, water usage at Sale Barn</p> <p>Motion: approve up to \$2500.00 to put in a daylight drain Moved: David Penrod, Tammy Metzger Motion carried (5-0)</p> <p>Motion: approve purchase of a trimmer Moved: Jon Brady, David Penrod Motion carried (5-0)</p> <p>Motion: spend up to \$15,000.00 to repair streets Moved: Jon Brady, David Penrod Motion carried (5-0)</p> <p>Motion: move to rent a boom lift for a week Moved: David Penrod, Carol Baughman Motion carried (5-0)</p> <p>Motion: move to go with Pace for water samplings Moved: David Penrod, Joanne Allen Motion carried (5-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: ADMINISTRATION (G.6)</p>	<p>Discussion: Department Head Policy, Updated Standard Traffic Ordinance and Uniform Public Offense Cod</p> <p>Motion: Motion to approve the update of the Standard Traffic Ordinance for Kansas Cities and the Uniform Public Offense Code for Kansas Cities Moved: Jon Brady, David Penrod Motion carried (5-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: PARKS AND RECREATION (G.7)</p>	<p>Discussion: Pat Huizenga resigned, 4 people contacted about interest, David Gerisch interested in filling position</p> <p>Motion: Move to select David Gerisch to Parks and Recreation Board Moved: Joanne Allen, Carol Baughman Motion carried (5-0)</p> <p>Discussion: Dog Days at the pool, Brookside swimming activity, blue-green algae, Kids’ Fishing Clinic</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: LIBRARY BOARD (G.8)</p>	<p>Discussion: Service Level Requirements and costs, rodent control with Schendel, Library Maintenance Checklist</p>
<p>UNFINISHED BUSINESS: UPDATED ANIMAL CONTROL ORDINANCE (H.1)</p>	<p>Discussion: Sample ordinances will be given to the Animal Control Officer and she will develop a draft animal ordinance to present to the City Council.</p>
<p>UNFINISHED BUSINESS: REVIEW VENDOR PERMIT AND PEDDLER/SOLICITOR</p>	<p>Discussion: fee change to \$0 and get feedback from Wylie’s Weinie Wagon</p>

<p>ORDINANCE, SPECIAL EVENTS (H.2)</p>	
<p>UNFINISHED BUSINESS: OTHER UNFINISHED BUSINESS: (H.3a)</p>	<p>Discussion: Dead Trees, Ordinance 353 / tree trimming, review, zoning regulations, trimming of parade route</p>
<p>NEW BUSINESS: OTHER NEW BUSINESS: (I.1)</p>	<p>None</p>
<p>COUNCIL MEMBER COMMENTS: (J)</p>	<p>Carol Baughman: none Joanne Allen: none Jon Brady: none Tammy Metzger: none David Penrod: none</p>
<p>MAYOR’S REPORT: DON SCHULTZ (K)</p>	<p>Attended Legislative Recap Session. Discussed protocol for filling council seats. Check calendars about possible budget workshop on July 28.</p>
<p>ADJOURNMENT: (L)</p>	<p>Mayor Don Schultz called for a motion to adjourn. Motion: Adjourn at 10:53 pm. Moved: Joanne Allen, Tammy Metzger Motion carried (5-0)</p>
<p>Respectfully submitted, LaVerna Gray: Overbrook Assistant City Clerk APPROVED Aug 9, 2017</p>	

**MINUTES
COUNCIL MEETING
CITY OF OVERBROOK, OVERBROOK CITY HALL
401 MAPLE STREET
August 9, 2017**

<p>CALL TO ORDER, ROLL CALL: (A)</p>	<p>Mayor Don Schultz called the Aug 9, 2017 Council Meeting to order at 7:00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas.</p> <p>Mayor Don Schultz – present</p> <p>Council Members: Carol Baughman - present Joanne Allen - present Jon Brady- present via phone (left following planning and zoning vote) David Penrod – present Tammy Metzger- present</p> <p>Others present: Jim Koger Cathy Sowers Terry Hollingsworth Kyle Maichel</p>
<p>2018 BUDGET HEARING (B)</p>	<p>Discussion: 2018 Budget, no questions or comments</p> <p>Motion: to approve the 2018 Budget Moved: Carol Baughman, Joanne Allen Motion carried (4-1) Nay David Penrod</p>
<p>APPROVAL OF AGENDA: (C)</p>	<p>Discussion: agenda reviewed Motion: Approve the agenda as amended, move H-1 into E-2 space; move H-2 . Moved: Carol Baughman, Tammy Metzger Motion carried (5-0)</p>
<p>CONSENT AGENDA: (D)</p>	<p>D.1. Minutes- 7/12/17 Regular Council Meeting Minutes. 6/23/17, 7/28/17 Work Session notes D.2. Warrants D.3. Request to Shred City Documents D.4. Animal Control Report D.5. Planning Commission Report P&Z minutes D.6. Zoning Administrator Report D.7. Housing Authority Board Report D.8. Water Distribution System Report D.9. Emergency Planning Group Report D.10. Library Board Report D.11. Police Department Report D.12. Code Compliance Report D.13. Maintenance Department Report D.14. City Clerk Report D.15. OPR Director Report</p> <p>Discussion: Consent agenda</p> <p>Motion: Approve the Consent Agenda as written Moved: Tammy Metzger, Joanne Allen Motion carried (5-0)</p>
<p>SPECIAL REPORTS: SENIOR HOUSING PROJECT UPDATE – BILL CATON / OCED (E.1)</p>	<p>Discussion: Showed a rendering of the proposed duplexes, rezoning; Sept 5 public hearing, asking for variances on the set back, Duplex vs 4-plex options, property lines vs neighbor, waiving city fees. Waiving of fees will be presented at the next council meeting.</p>

<p>SPECIAL REPORTS: REQUESTED OPPORTUNITIES TO DISCUSS 303 E MARKET SPECIAL USE PERMIT APPLICATION</p> <p>SCOTT WARREN PROPERTY OWNER (E2a)</p> <p>CITIZEN GROUP (E2b)</p>	<p>Discussion: Special Use Application, zoning variance - Scott Warren presented: Limited inventory, special order only, secure residence, insurance, no ammunition sales or availability, by appointment only on Wed through Sunday, background checks on customers, guns kept in fireproof safe, deliveries will not be left on the door step.</p> <p>Discussion: Wally Pollack: concerned that values of properties will be adversely impacted, increased traffic, security, impact will be forever, resale of properties; Jean Terry: does not want guns, or a commercial zoning change, decreased property values, Wayne Kaff: Planning and Zoning voted that they are not in favor. Would like city council to endorse that decision. Dale Fox: Not opposed if it were located downtown.</p> <p>Motion: Follow the recommendations of planning and zoning to not allow the zoning change Moved: Tammy Metzger, Carol Baughman Motion carried (5-0)</p>
<p>PUBLIC COMMENTS: (F)</p>	<p>none</p>
<p>UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES: (G)</p>	<p>Discussion: 16 shut off notices delivered, two have paid</p> <p>Past Due Payment Plans presented: Account #368000 Account #794000</p> <p>Motion: accept payment plans as presented Moved: Carol Baughman, Tammy Metzger Motion carried (4-0)</p> <p>Motion: follow procedure for the 14 unpaid accounts Moved: Tammy Metzger, Carol Baughman Motion carried (4-0)</p>
<p>COUNCIL ACTION / DISCUSSION ITEMS: ZONING (H.1)</p>	<p>Discussion: Bible Church Expansion, Scott Averill 3 new duplexes,</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: POLICE DEPARTMENT: INCLUDES REQUEST FOR EXECUTIVE SESSION WITH CITY ATTORNEY MICHAEL COFFMAN (H.2)</p>	<p>Motion: To go into executive session to consult with the City Attorney for matters that are considered to be privileged between client/attorney for 15 minutes. Executive session participants: Police Chief, Council, Mayor, and Michael Coffman.</p> <p>Moved: Carol Baughman, Joanne Allen Motion: carried (4-0)</p>

	<p>Returned to general session 15 minutes later. During executive session, no decisions were made or action taken.</p> <p>Motion: Give City Attorney authorization to be our negotiator for the city regarding medical expenses in Bruce Jolly case. Moved: David Penrod, Tammy Metzger Motion Carried: (4-0)</p> <p>Discussion: Dead and dying trees safety, animal control ordinance, dog kennel, Helping Hands training, training on animal first aid</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT- CATHY SOWERS: (H.3)</p>	<p>Discussion: Treasurer Report: pool expenses, water sewer, budget categories, franchise fees, sales tax</p> <p>Motion: Accept the Treasurer’s Report as submitted Moved: Joanne Allen, Carol Baughman Motion carried (4-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: CODE COMPLIANCE: (H.4)</p>	<p>Discussion: tree trimming</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: MAINTENANCE: (H.5)</p>	<p>Discussion: Maintenance report, service orders, aqua-mag pump,</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: ADMINISTRATION (H.6)</p>	<p>Discussion: Service Action Items</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: PARKS AND RECREATION (H.7)</p>	<p>Discussion: Geese population – consensus was that Overbrook Park and Rec needs to look at alternatives for managing geese population.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: LIBRARY BOARD (H.8)</p>	<p>Discussion: none</p>
<p>UNFINISHED BUSINESS: UPDATED ANIMAL CONTROL ORDINANCE (I.1)</p>	<p>Discussion: See police report discussion</p>
<p>UNFINISHED BUSINESS: REVIEW VENDOR PERMIT AND PEDDLER/SOLICITOR ORDINANCE, SPECIAL EVENTS (I.2)</p>	<p>Discussion: Waiting on feedback from Sue Wiley: Wiley’s Weinie Wagon. Will discuss at next council meeting.</p>
<p>UNFINISHED BUSINESS: CODIFICATION UPDATE (I.3)</p>	<p>Discussion: Codification – will continue work on</p>
<p>UNFINISHED BUSINESS: REVISIT CONVERSATION ABOUT SIDEWALK UPDATE ON PROPERTY NORTH OF POST OFFICE (I.4)</p>	<p>Discussion: Mayor will ask Maintenance Administrator to obtain bids for sidewalk repair from Leo Lang.</p>

UNFINISHED BUSINESS: OTHER UNFINISHED BUSINESS (I.5)	Discussion: none
NEW BUSINESS: LKM VOTING DELEGATES (J.1)	Discussion: League Conference is in September. Carol Baughman will be the voting delegate. Joanne Allen will be the alternate.
NEW BUSINESS: MENARD'S CREDIT APPLICATION (J.2)	Discussion: Obtaining a Menard's credit account Motion: Sign the Menard credit application with the same limit as Home Depot Moved: David Penrod, Tammy Metzger Motion carried (4-0)
NEW BUSINESS: OTHER NEW BUSINESS: (J.3)	Discussion: Walking path on and near Casey's property, Motion: Research easement and spend money to apply gravel after talking with Casey's Moved: Joanne Allen, Carol Baughman Motion carried (4-0) Discussion: City Clerk will contact surveyor(s) for the school path easement and alley between 5 th and Market, and 1 st street. Discussion: Important that Maintenance Administrator complete state HAA5 water sampling as scheduled.
COUNCIL MEMBER COMMENTS: (K)	Carol Baughman: Library Fire Extinguishers, Carbon Monoxide Detectors, Smoke Detectors need to be assessed and brought to standards. Joanne Allen: none Jon Brady: absent Tammy Metzger: none David Penrod: none
MAYOR'S REPORT: DON SCHULTZ (L)	Write in candidates for election, Cheryl Miller has asked to be a write in candidate.
ADJOURNMENT: (M)	Mayor Don Schultz called for a motion to adjourn. Motion: Adjourn at 9:10 pm. Moved: Joanne Allen, David Penrod Motion carried (4-0)
Respectfully submitted, LaVerna Gray: Overbrook Assistant City Clerk APPROVED September 13, 2017	

**MINUTES
COUNCIL MEETING
CITY OF OVERBROOK, OVERBROOK CITY HALL
401 MAPLE STREET
September 13, 2017**

<p>CALL TO ORDER, ROLL CALL: (A)</p>	<p>Mayor Don Schultz called the September 13, 2017 Council Meeting to order at 7:00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas.</p> <p>Mayor Don Schultz – present</p> <p>Council Members: Carol Baughman - present Joanne Allen - present Jon Brady- present David Penrod – absent Tammy Metzger- present</p> <p>Others present: Jim Koger Cathy Sowers Terry Hollingsworth Don Bryant arrived 7:40 pm</p>
<p>APPROVAL OF AGENDA: (B)</p>	<p>Discussion: agenda reviewed</p> <p>Motion: Approve the agenda as amended Move G1 up following approval of the Agenda and Move G4 up to Police Department discussion. Moved: Carol Baughman, Joanne Allen Motion carried (4-0)</p>
<p>CONSENT AGENDA: (C)</p>	<p>C.1. Minutes- 8/09/17 Regular Council Meeting Minutes. 8/25/17 Work Session notes. 8/27/17 Special Meeting Minutes C.2. Warrants – discussion will follow during treasurer’s report C.3. Request to Shred City Documents C.4. Animal Control Report C.5. Planning Commission Report P&Z minutes C.6. Zoning Administrator Report – no report C.7. Housing Authority Board Report C.8. Water Distribution System Report C.9. Emergency Planning Group Report C.10. Library Board Report C.11. Police Department Report C.12. Code Compliance Report- no report C.13. Maintenance Department Report C.14. City Clerk Report C.15. OPR Director Report C.16. Review for approval error in previously approved November 12, 2014 City Council Minutes</p> <p>Discussion: Consent agenda</p> <p>Motion: Approve the Consent Agenda as noted Moved: Joanne Allen, Carol Baughman Motion Carried (4-0)</p>
<p>SPECIAL REPORTS: PROCLAMATION MAKING SEPTEMBER 13 OVERBROOK FLORAL APPRECIATION DAY (D.1)</p>	<p>Mayor Don Schultz declared Wednesday, September 13, 2017 as Overbrook Floral Appreciation Day. A certificate of recognition was presented to Ilo Downs and Linda Downs Kennison.</p>

SPECIAL REPORTS: SEWER BACKUP – DONOVAN THORNTON (D.2)	Discussion: Donovan Thornton presented a letter to the council regarding a sewer backup situation. City will speak to insurance about filing a claim.
SPECIAL REPORTS: BG CONSULTANTS SURVEYING PROPOSAL: JASON HOSKINSON (D.3)	Discussion: Jason Hoskinson presented surveying proposals to the council. A handout was given to council members: Walking path east at Old Casey's, alley between Cedar and Ash from 5 th St South to Market, right-of-way of 1 st street between Cedar and Overbrook Cemetery. A possible hourly contract was presented. Council will research further, and will discuss at the next Council Meeting.
PUBLIC COMMENTS: (E)	Frank Hess: Establishing a walking path is a priority for our children. Important to widen 1 st Street. Cheryl Miller: The hourly fee presented by surveyor was too high
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES: (F)	Discussion: Four accounts are scheduled for shut off. Past Due Payment Plans presented: Account #269700 Account #362000 Account #368000 Account #620000 Motion: accept payment plans as presented Moved: Carol Baughman, Jon Brady Motion carried (4-0)
COUNCIL ACTION / DISCUSSION ITEMS: ZONING ADMINISTRATOR: INCLUDES REVIEW OF SURVEYOR ITEMS (G.1)	Discussion: Zoning and fees for Senior Housing Project Motion: Set up Special Council Meeting for the purpose of deciding fees and zoning for the Senior Housing Project at 11:30 on Friday, Sept 22, 2017 Moved: Joanne Allen, Carol Baughman Motion Carried: (4-0) Discussion: Jerry Meng is leaving, opening up a position on the Overbrook Zoning Board. Armon D. Pollack is interested in serving in that position. Motion: Accept "Wally" Armon D. Pollack as a Candidate for the open zoning position ending in 2018 Moved: Jon Brady, Carol Baughman Motion Carried: (4-0)
COUNCIL ACTION/DISCUSSION ITEMS: POLICE DEPARTMENT (G.2)	Discussion: Code Compliance Officer, Tyler Torneden, has resigned. Officer Dena Manning has been selected as the new Code Compliance Officer. Law Storage will be moved from City Hall to a secure room at the Old Gym.
COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT- CATHY SOWERS: (G.3)	Discussion: Treasurer Report presented Motion: Accept the Treasurer's Report as submitted Moved: Carol Baughman, Tammy Metzger Motion carried (4-0)
Break	8:46pm to 8:54pm

<p>COUNCIL ACTION/DISCUSSION ITEMS: CODE COMPLIANCE: INCLUDES REVIEW FOR APPROVAL ORDINANCE #387 ABATEMENT INFORMATION (G.4)</p>	<p>Discussion: Ordinance #387 Abatement, City Attorney’s suggestions, 10 day time frame, 30 day time frame,</p> <p>Motion: 10 days will be changed to 30 days with the extensions of 10 days still included Moved: Joanne Arnold, Carol Baughman Motion Carried: (3-1) John Brady nay</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: MAINTENANCE: (G.5)</p>	<p>Discussion: lift station - rotating red light, asphalt patching needs, road improvement for new addition, Dan Gamblin \$.50 hourly wage raise as passed water certification, crosswalks, meters, finish up with Coop, tree dump, tree trimming and downed limbs on city property, plan to clean up area around sewer ponds, long term plans for Maintenance Shop, library leak, salt and sand piles; west lift station repair; concrete and fences around wells</p> <p>Motion: Allow an increase from \$15,000 to \$20,000 for continued street repairs with Sunflower Moved: Jon Brady, Joanne Arnold Motion Carried: (4-0)</p> <p>Motion: Move that Dan Gamblin receive a \$.50 per hour raise as of August 18, 2017 Moved: Jon Brady, Tammy Metzger Motion Carried: (4-0)</p> <p>Motion: Repair west lift station at approximately \$600.00 Moved: Jon Brady, Joanne Allen Motion Carried: (4-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: ADMINISTRATION (G.6)</p>	<p>Discussion: Updated Fee Schedule for wastewater sampling; CFAP Lease Agreement update; MunicipalImpact.com Website Proposal; In next 30 days obtain feedback from other cities using MunicipalImpact.com and possibly research at conference - Discuss at next Council Meeting.</p> <p>Motion: Move that Pace Analytical Services do our water sampling Moved: Jon Brady, Tammy Metzger Motion Carried: (4-0)</p> <p>Motion: Renew CFAP Moved: Jon Brady, Joanne Allen Motion Carried: (4-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: PARKS AND RECREATION (G.7)</p>	<p>Discussion: none</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: LIBRARY BOARD (G.8)</p>	<p>Discussion: none</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: END OF YEAR POOL REPORT AND ACTION ITEMS</p>	<p>Discussion: Pool Report – no action taken</p>
<p>UNFINISHED BUSINESS: UPDATED ANIMAL CONTROL ORDINANCE (H.1)</p>	<p>Discussion: Reviewed Animal Control Proposals , City’s kenneling of dogs,</p>

UNFINISHED BUSINESS: REVIEW VENDOR PERMIT AND PEDDLER/SOLICITOR ORDINANCE, SPECIAL EVENTS (H.2)	Discussion: Feedback from Wylie's Weenie Wagon, Council will study application and make decision next Council Meeting.
UNFINISHED BUSINESS: CODIFICATION UPDATE (H.3)	Discussion: Will discuss at the next work session
UNFINISHED BUSINESS: SIDEWALK UPDATE ON PROPERTY NORTH OF POST OFFICE (H.4)	Discussion: Bid is \$4200.00 Motion: Replace the sidewalk on property north of post office Moved: Carol Baughman, Tammy Metzger Motion Carried: (3-1) Jon Brady nay
UNFINISHED BUSINESS: CITY LAKE GEESE RELOCATION OPTIONS (H.5)	Discussion: Goose control devices, removal, oiling eggs, check at conference
OTHER UNFINISHED BUSINESS (H.6)	Discussion: blue green algae
NEW BUSINESS: 2020 CENSUS REVIEW LUCA PARTICIPATION (I.1)	Discussion: Shall we participate? Motion: Move forward with census participation Moved: Jon Brady, Carol Baughman Motion Carried: (4-0)
NEW BUSINESS: KWIKCOM PROPOSAL TO ADD ANTENNA (I.2)	Discussion: Kwikcom antennae placement on water towers. Invite them to come to next council meeting.
NEW BUSINESS: MARGO DAY PAINTING (I.3)	Discussion: Painting Projects: back of Maintenance Building to welcome people to our park, paint the façade of City Hall, see if she has ideas, redo the sign at the soccer field, east wall of pool house. Asked for proposal(s) to be reviewed September 22, 2017. Jon will talk to her and give her a decision on September 22 nd .
OTHER NEW BUSINESS: (I.4)	Discussion: none
COUNCIL MEMBER , STAFF COMMENTS: (J)	Carol Baughman: none Joanne Allen: none Jon Brady: none Tammy Metzger: none David Penrod: none Jim Koger: received many calls about vagueness of tree letters, and concern of motorcycle riders in parade. LaVerna Gray: Thanks to PRIDE for contribution to Steve Cross Fishing Derby
MAYOR'S REPORT: DON SCHULTZ (K)	Discussion: Jon Brady will check on surveys Two Special Meetings and Work Session on September 22, 2017
ADJOURNMENT: (L)	Mayor Don Schultz called for a motion to adjourn. Motion: Adjourn at 10:35 pm. Moved: Carol Baughman, Joanne Allen Motion carried (4-0)
Respectfully submitted, LaVerna Gray: Overbrook Assistant City Clerk APPROVED Oct. 11, 2017	

**MINUTES
COUNCIL MEETING
CITY OF OVERBROOK, OVERBROOK CITY HALL
401 MAPLE STREET
October 11, 2017**

<p>CALL TO ORDER, ROLL CALL: (A)</p>	<p>Mayor Don Schultz called the October 11, 2017 Council Meeting to order at 7:00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas.</p> <p>Mayor Don Schultz – present</p> <p>Council Members: Carol Baughman - present Joanne Allen - present Jon Brady- present David Penrod – absent Tammy Metzger- present</p> <p>Others present: Jim Koger Cathy Sowers Kyle Maichel</p>
<p>APPROVAL OF AGENDA: (B)</p>	<p>Discussion: agenda reviewed- move H4 to G7</p> <p>Motion: Approve the agenda as amended Moved: Carol Baughman, Tammy Metzger Motion carried (4-0)</p>
<p>CONSENT AGENDA: (C)</p>	<p>C.1. Minutes- 9/13/17 Regular Council Meeting Minutes. Both 9/22/17 Special Meeting Notes, 9/22/17 Work Session Notes C.2. Warrants C.3. Request to Shred City Documents C.4. Animal Control Report- none C.5. Planning Commission Report P&Z minutes C.6. Zoning Administrator Report C.7. Housing Authority Board Report C.8. Water Distribution System Report C.9. Emergency Planning Group Report C.10. Library Board Report C.11. Police Department Report C.12. Code Compliance Report C.13. Maintenance Department Report C.14. City Clerk Report C.15. OPR Director Report</p> <p>Discussion: Consent agenda</p> <p>Motion: Approve the Consent Agenda as written Moved: Carol Baughman, Joanne Allen Motion Carried (4-0)</p>
<p>SPECIAL REPORTS: (D.1)</p>	<p>none</p>
<p>PUBLIC COMMENTS: (E)</p>	<p>none</p>
<p>UTILITY BILLING ACCOUNT HEARINGS (F)</p>	<p>Discussion: Utility Billing Hearings Report -</p> <p>Past Due Payment Plans presented: Account #161000 Account #267000 Account #322000</p>

	<p>Account #570000</p> <p>Motion: accept payment plans as presented Moved: Jon Brady, Joanne Allen Motion carried (4-0)</p>
COUNCIL ACTION / DISCUSSION ITEMS: ZONING (G.1)	<p>Discussion: Casey’s; 311 Cedar’s fence – Kyle Maichel will consult with the city attorney to determine next steps</p>
COUNCIL ACTION/DISCUSSION ITEMS: POLICE DEPARTMENT (G.2)	<p>Discussion: Reviewed the Law Report</p>
COUNCIL ACTION/DISCUSSION ITEMS: TREASURER (G.3)	<p>Discussion: Treasurer Report presented</p> <p>Motion: Accept the Treasurer’s Report as submitted Moved: Joanne Allen, Carol Baughman Motion carried (4-0)</p>
COUNCIL ACTION/DISCUSSION ITEMS: CODE COMPLIANCE (G.4)	<p>Discussion: Case #17 – make sure ownership is accurate</p>
COUNCIL ACTION/DISCUSSION ITEMS: MAINTENANCE (G.5)	<p>Discussion: City Limit Signs – public input; new school light is flashing at 6:30 pm; old gym windows - Carol Baughman will check on removing and replacement of windows by the same company;</p>
COUNCIL ACTION/DISCUSSION ITEMS: ADMINISTRATION (G.6)	<p>Discussion: Administration Report reviewed: permission granted for purchase of Halloween Candy for Children’s Parade; employee handbook changes – Jim will communicate changes to department heads; service orders</p> <p>Motion: Motion to accept the employment year definition changes Moved: Joanne Allen, Carol Baughman Motion Carried: (4-0)</p>
COUNCIL ACTION/DISCUSSION ITEMS: PARKS AND RECREATION (G.7)	<p>Discussion: Reported by Bob Klingler: Hired Heather Kirby as the new Parks and Recs Coordinator; Concession Stand Operators interviews; Kid’s Fishing Derby; Score board controllers; Communications with Rotary Club; musk rats; blue green algae; wash room cleaning & trash pick up – who is responsible; fish; Geese - Controlled Shoots - Bob Klingler will consult with Terry Hollingsworth about plans for a safe hunt, inform public in the city newsletter when plans are finalized;</p>
COUNCIL ACTION/DISCUSSION ITEMS: LIBRARY BOARD (G.8)	<p>none</p>
COUNCIL ACTION/DISCUSSION ITEMS: POOL (G.9)	<p>Discussion: Reviewed work requests</p>
UNFINISHED BUSINESS: UPDATED ANIMAL CONTROL ORDINANCE (H.1)	<p>none</p>

UNFINISHED BUSINESS: REVIEW VENDOR PERMIT AND PEDDLER/SOLICITOR ORDINANCE, SPECIAL EVENTS (H.2)	Discussion: Reviewed Permit Motion: Approve Permit as amended Moved: Tammy Metzger, Carol Baughman Motion Carried: (4-0)
UNFINISHED BUSINESS: CODIFICATION UPDATE (H.3)	Discussion: Work Session topics: codification for 40 minutes and 20 minutes for projects 12 pm- 1pm on October 27th
UNFINISHED BUSINESS: CITY LAKE GEESE RELOCATION OPTIONS (H.4)	Discussion: See G.7
UNFINISHED BUSINESS: REVIEW MUNICIPAL IMPACT WEBSITE PROPOSAL (H.5)	Discussion: Feedback from other usage sites Motion: Enroll for one year Moved: Jon Brady, Tammy Metzger Motion Carried: (4-0)
UNFINISHED BUSINESS: REVIEW KWIKOM PROPOSAL TO ADD ANTENNAS TO OUR WATER TOWERS (H.6)	Discussion: City benefits, phone service, internet, work with city attorney to establish a contract that meets our needs. City Council will review next month.
UNFINISHED BUSINESS: THORNTON SEWER DAMAGE CLAIM (H.7)	Discussion: Call list, time delay, insurance, written request for addition or removal of name from call list, prevention suggestions Motion: Pay \$500 with the limit to claim of this incident and written request required for adding or deleting name from the call list Moved: Jon Brady, Carol Baughman Motion Carried: (4-0)
UNFINISHED BUSINESS: UPDATE ON SURVEY DISCUSSION HELD AT THE SEPTEMBER COUNCIL MEETING (H.8)	Discussion: Casey Easement, First Street expansion-development of road base along south side; alley through the 400 block between Ash and Cedar- letter to property owners- locate utilities- file it; Motion: Send initial letters to appropriate property owners regarding potential of alley abandonment with utility easement established Moved: Jon Brady, Joanne Arnold Motion Carried: (4-0)
OTHER UNFINISHED BUSINESS (H.9)	Service Orders: School Zone Signs, discuss work orders lists at work session
NEW BUSINESS: RENEW KRWA MEMBERSHIP (I.1)	Discussion: Renewal of KRWA Motion: Renew KRWA Moved: Joanne Allen, Carol Baughman Motion Carried: (4-0)
NEW BUSINESS: OTHER NEW BUSINESS: (I.2)	none
COUNCIL MEMBER , STAFF COMMENTS: (J)	Carol Baughman: Met new people at conference Joanne Allen: Conference was good. Veteran's Day Breakfast Jon Brady: none Tammy Metzger: Awesome main speaker at conference, presentations on-line Jim: none LaVerna: none
MAYOR'S REPORT: DON SCHULTZ (K)	OHA Management; three write-in candidates for City Council; Community Foundations: PRIDE sidewalk, mural, many opportunities;

<p>ADJOURNMENT: (L)</p>	<p>Mayor Don Schultz called for a motion to adjourn. Motion: Adjourn at 10:27 pm Moved: Carol Baughman, Tammy Metzger Motion carried (4-0)</p>
<p>Respectfully submitted, LaVerna Gray: Overbrook Assistant City Clerk APPROVED November 8, 2017</p>	

**MINUTES
COUNCIL MEETING
CITY OF OVERBROOK, OVERBROOK CITY HALL
401 MAPLE STREET
November 8, 2017**

<p>CALL TO ORDER, ROLL CALL: (A)</p>	<p>Mayor Don Schultz called the November 8, 2017 Council Meeting to order at 7:00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas.</p> <p><i>A moment of silence was observed in remembrance of Don Bryant, our Maintenance Supervisor, who was lost recently in an automobile accident. He will be deeply missed and fondly remembered.</i></p> <p>Mayor Don Schultz – present</p> <p>Council Members: Carol Baughman - present Joanne Allen - present Jon Brady- present David Penrod – present via telephone Tammy Metzger- present</p> <p>Others present: Jim Koger Cathy Sowers Terry Hollingsworth Dan Gamblin Karl Umschied</p>
<p>APPROVAL OF AGENDA: (B)</p>	<p>Discussion: agenda reviewed - Executive session will be called during the Maintenance Department Discuss (I.5) . Under new business add year end salary bonuses and COLA update</p> <p>Motion: Approve the agenda as amended Moved: Carol Baughman, Joanne Allen Motion carried (5-0)</p>
<p>CONSENT AGENDA: (C)</p>	<p>C.1. Minutes- 10/11/17 Regular Council Meeting Minutes 10/27/17 Work Session Notes</p> <p>C.2. Warrants C.3. Request to Shred City Documents C.4. Animal Control Report C.5. Planning Commission Report P&Z minutes C.6. Zoning Administrator Report C.7. Housing Authority Board Report C.8. Water Distribution System Report C.9. Emergency Planning Group Report C.10. Library Board Report C.11. Police Department Report C.12. Code Compliance Report C.13. Maintenance Department Report C.14. City Clerk Report C.15. OPR Director Report</p> <p>Discussion: Consent agenda</p> <p>Motion: Approve the Consent Agenda as written Moved: Tammy Metzger, Joanne Allen Motion Carried (5-0)</p>
<p>SPECIAL REPORTS: STEVE SAMUELSON PRESENTING THE COUNCIL WITH A CRS</p>	<p>Discussion: Steve Samuelson presented the Council with the CRS Award. Thanks to Jim Koger & LaVerna Gray for their work.</p>

<p>AWARD KANSAS DEPARTMENT OF AGRICULTURE DIVISION OF WATER RESOURCES/FLOODPLAIN MANAGEMENT (D.1)</p>	
<p>SPECIAL REPORTS: LYNN KOCH: AREA GAME WARDEN TO DISCUSS GEESE AT OVERBROOK CITY LAKE (D.2)</p>	<p>Discussion: Geese population: Bob Klinger reported that The Lake Committee has recommended a geese shoot. Requests the city amend the ordinance regarding shooting within the city limits. The Game Wardens asked if we tried oiling eggs, propane cans set up on a timer, blank rounds, youth only shoot. They also discussed shot trajectory and shutting off the walking trail. Wardens responded to questions and stated this is a long term project.</p> <p>Motion: Buy a propane goose cannon for less than 400 dollars. City police will manage the use. Moved: David Penrod, Joanne Allen Motion Carried (5-0)</p>
<p>SPECIAL REPORTS: : KRAMER ENGINEERING TO DISCUSS SEARCH GRANT/WATER SYSTEM ENGINEERING REPORT (D.3)</p>	<p>Discussion: Ben and Josh Kramer presented an overview of the water report and discussed the process. Recommendations will meet the requirements for Rural Development and KDHE. Two handouts were given: an overview and flow chart. Jon Brady will contact RWD 5. We are one of only four cities who received the search grant.</p>
<p>PUBLIC COMMENTS (E)</p>	<p>Discussion: Aaron Ambrose – Midwest Public Risks has been offering training for law enforcement officers and left information packets about further services offered.</p>
<p>UTILITY BILLING ACCOUNT HEARINGS (F)</p>	<p>Discussion: Utility Billing Hearings Report -</p> <p>Past Due Payment Plans presented: Account #368000 Account #2697000 Account #620000 Account #781000</p> <p>Motion: Approve the payment plan as presented and an additional payment plan to take care of the Nov. bill for account #368000. Moved: Jon Brady, Carol Baughman Motion carried (5-0)</p> <p>Motion: Approve payment plans as presented for accounts #2697000, #620000, #781000 Moved: Jon Brady, Carol Baughman Motion Carried (5-0)</p>
<p>BREAK</p>	<p>Break 8:26 to 8:36</p>
<p>COUNCIL ACTION / DISCUSSION ITEMS: ZONING (G.1)</p>	<p>Discussion: Casey’s Site Plan: drainage, and drive</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: POLICE DEPARTMENT (G.2)</p>	<p>Discussion: On Monday WIBW will feature a salute to our Chief of Police</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: TREASURER</p>	<p>Discussion: Treasurer Report presented. Special meeting set to discuss budget amendments at 11:30 am on Friday, Nov 24th.</p>

(G.3)	Motion: Approve the Treasurer's Report as submitted Moved: Carol Baughman, Joanne Allen Motion carried (5-0)
COUNCIL ACTION/DISCUSSION ITEMS: CODE COMPLIANCE (G.4)	Discussion: none
COUNCIL ACTION/DISCUSSION ITEMS: MAINTENANCE (G.5)	Discussion: Dan Gamblin presented the maintenance report: winterizing, Christmas lights, tree trimming, ready dump truck for winter, salt sand mix, tree leaves at the tree dump
COUNCIL ACTION/DISCUSSION ITEMS: ADMINISTRATION (G.6)	Discussion: Selling back vacation hours Motion: Approve the sell back Moved: Tammy Metzger, Joanne Allen Motion Carried (5-0) Discussion: Pool Mural and Soccer Field Sign completed. A consensus allows payment of the completed work.
COUNCIL ACTION/DISCUSSION ITEMS: PARKS AND RECREATION (G.7)	Discussion: Heather Kirby has been hired as the Parks and Rec Coordinator. She introduced herself to the group. - No feeding the geese signs -request for a written goose management plan.
COUNCIL ACTION/DISCUSSION ITEMS: LIBRARY BOARD (G.8)	Discussion: Elevator repairs – Kyle Sederstrom should verify if company is an authorized dealer; Bill Shipp weatherproofing inside east wall
UNFINISHED BUSINESS: UPDATED ANIMAL CONTROL ORDINANCE (H.1)	Discussion: An Animal Control Ordinance needs to be put in a rough draft soon. Mayor requests LaVerna's help.
UNFINISHED BUSINESS: CODIFICATION UPDATE (H.2)	Discussion: Codifications – continue with assignments
UNFINISHED BUSINESS: UPDATE ON SURVEY DISCUSSION HELD AT THE SEPTEMBER COUNCIL MEETING (H.3)	Discussion: Easement on east side of Casey's - finalize the legal descripton; Alley in 400 block between Ash Steet and Cedar letter. Jim will mail the letters; Widening of First Street – pin location has been re-established.
UNFINISHED BUSINESS: REVIEW KWIKOM PROPOSAL TO ADD ANTENNAS TO OUR WATER TOWERS (H.4)	Discussion: Michael Coffman's response – send a counter offer of \$600 for one \$1000 for two, electricity, phone services, call Lyndon about their experience
UNFINISHED BUSINESS: OLD GYM DISCUSSION (H.5)	Discussion: donations and volunteers
OTHER UNFINISHED BUSINESS (H.6)	Discussion: none
NEW BUSINESS: RENEW CASEY'S GENERAL STORE CMB (I.1)	Discussion: Casey's General Store - Cereal Malt Beverage License Motion: Approve CMB license for the current location Moved: Jon Brady, Tammy Metzger Motion Carried (5-0)

NEW BUSINESS: NEW KDHE SOLID WASTE GRANT DISCUSSION (I.2)	Discussion: Recycling programs or projects
NEW BUSINESS: DISCUSSION REGARDING THE CONCEALED CARRY EXEMPTION EXPIRING 12/31/17 PER LKM ARTICLE (I.3)	Discussion: Signage – No action was taken
NEW BUSINESS: SFT AFTER PROM REQUEST FOR SUPPORT (I.4)	Motion: Donate pool passes to SFT After Prom Moved: Jon Brady, Tammy Motion Carried (4-1) (Nay- David Penrod)
NEW BUSINESS: MAINTENANCE DEPARTMENT DISCUSSION (I.5)	<p>Discussion: none</p> <p>Motion: Move the city council recess into executive session for the purpose of discussing matters that are related to non-elected personnel for 20 minutes. The mayor, city council and city clerk will participate. (10:17pm to 10:37pm) Moved: Tammy Metzger, Joanne Allen Motion Carried (5-0)</p> <p>The open meeting resumed at 10:37 pm. No actions were taken or decisions made during the executive session.</p> <p>A motion was made to return to executive session.</p> <p>Motion: Move the city council recess into executive session for the purpose of discussing matters that are related to non-elected personnel for an additional minutes. The mayor, city council and city clerk will participate. (10:38pm to 10:53pm) Moved: Carol Baughman, Joanne Allen Motion Carried (5-0)</p> <p>The open meeting resumed at 10:53 pm. No actions were taken or decisions made during the executive session.</p> <p>Discussion: Interim Maintenance Supervisor and part-time worker</p> <p>Motion: Move that Dan Gamblin be the Interim Maintenance Supervisor and give him a raise of \$1.50 per hour as of 11/8/2017 Moved: David Penrod, Carol Baughman Motion carried (5-0)</p> <p>Motion: Post a help wanted ad for a part-time maintenance worker to work 20-30 hours per week at \$12- \$13 per hour Moved: Carol Baughman, David Penrod Motion carried: (5-0)</p> <p>Further Discussion: David Penrod will help Jim Koger place the ad. Jon Brady will talk to Danny Gamblin and Karl Umschied on Friday, Nov. 10, 2017 about the transition.</p>
NEW BUSINESS: YEAR END EMPLOYEE BONUS	<p>Discussion: Year End Employee Bonus</p> <p>Motion: Approve Employee Year End Bonuses as presented with the exception that seasonal and part-time employees will receive a \$25.00 bonus. Moved: Tammy Metzger, Joanne Allen Motion Carried (5-0)</p>

NEW BUSINESS: COLA UPDATE	Discussion: Employee reviews and raises No action was taken
NEW BUSINESS: OTHER NEW BUSINESS: (I.5)	Discussion: none
COUNCIL MEMBERS , STAFF COMMENTS: (J)	Carol Baughman: none Joanne Allen: Veteran’s Breakfast, Excellent Police Training, public input always appreciated Jon Brady: PRIDE meeting on Nov. 18th Tammy Metzger: none David Penrod: none
MAYOR’S REPORT: DON SCHULTZ (K)	The identity of the new City Council member is unknown at this time, but we should know the result of the election soon.
ADJOURNMENT: (L)	Mayor Don Schultz called for a motion to adjourn. Motion: Adjourn at 11:12 pm Moved: Joanne Arnold, Jon Brady Motion carried (5-0)
Respectfully submitted, LaVerna Gray: Overbrook Assistant City Clerk APPROVED Dec. 13, 2017	

**MINUTES
COUNCIL MEETING
CITY OF OVERBROOK, OVERBROOK CITY HALL
401 MAPLE STREET
December 13, 2017**

<p>CALL TO ORDER, ROLL CALL: (A)</p>	<p>Mayor Don Schultz called the December 13, 2017 Council Meeting to order at 7:00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas.</p> <p>Mayor Don Schultz – present</p> <p>Council Members: Carol Baughman - present Joanne Allen - present Jon Brady- present David Penrod – absent Tammy Metzger- present</p> <p>Others present: Jim Koger Cathy Sowers Terry Hollingsworth Dan Gamblin Cheryl Miller</p>
<p>BUDGET HEARING AMENDED 2017 BUDGET (B)</p>	<p>Mayor opened the public hearing regarding the 2017 Amended Budget</p> <p>Discussion: No questions from the public.</p> <p>Motion: Move to approve the amended budget as presented Moved: Joanne Allen, Carol Baughman Motion Carried (4-0)</p> <p>Mayor closed the public hearing.</p>
<p>APPROVAL OF AGENDA: (C)</p>	<p>Discussion: agenda reviewed add J.3 Housing Authority Board Member resignation</p> <p>Motion: Move to approve the agenda as amended Moved: Carol Baughman, Joanne Allen Motion carried (4-0)</p>
<p>CONSENT AGENDA: (D)</p>	<p>D.1. Minutes- 11/08/17 Regular Council Meeting Minutes 11/24/17 Special Meeting 11/24/17 Work Session Notes</p> <p>D.2. Warrants D.3. Request to Shred City Documents D.4. Animal Control Report - none D.5. Planning Commission Report P&Z minutes D.6. Zoning Administrator Report- none D.7. Housing Authority Board Report D.8. Water Distribution System Report D.9. Emergency Planning Group Report D.10. Library Board Report D.11. Police Department Report D.12. Code Compliance Report D.13. Maintenance Department Report D.14. City Clerk Report D.15. OPR Director Report</p> <p>Discussion: Consent agenda</p> <p>Motion: Move to approve the Consent Agenda as written Moved: Tammy Metzger, Carol Baughman Motion Carried (4-0)</p>

SPECIAL REPORTS: MIKE LEE RESIDENT CONCERN GEESE CONTROL (E.1)	Discussion: Questions were asked about the goose cannon: schedule, effectiveness, ear protection, algae, fish feeding
SPECIAL REPORTS: KRAMER ENGINEERING TO DISCUSS SEARCH GRANT/WATER SYSTEM ENGINEERING REPORT (E.2)	Discussion: Kramer Engineering was not present. Received first invoice. Work is 30% complete. Requesting partial payment - Consult with Rural Development before payment. Clarify meaning of 30% work completion. Discuss KDHE Bacteriological Sample Map with Kramer and actual quality of water.
PUBLIC COMMENTS (F)	Discussion: Recognition of Mayor Don Schultz for his years of service as a City Council member and Mayor.
UTILITY BILLING ACCOUNT HEARINGS G	Discussion: Utility Billing Hearings Report - Past Due Payment Plans presented: Account #247000 Account #286000 Account #362000 Account #740000 Account #463000 Account #570000 Motion: Move to approve the payment plans as presented with the stipulation that the 6 month payment plans will have late fees added if payments aren't made by the 20 th , allow Jim the leeway on Account #570000 to establish a payment plan. Moved: Jon Brady, Joanne Allen Motion carried (4-0)
COUNCIL ACTION / DISCUSSION ITEMS: ZONING (H.1)	No report presented. No action taken. Discussion: Service Orders
COUNCIL ACTION/DISCUSSION ITEMS: POLICE DEPARTMENT (H.2)	Discussion: No action items, code compliance, muskrats
COUNCIL ACTION/DISCUSSION ITEMS: TREASURER (H.3)	Discussion: Treasurer's Report Motion: Move to pay off the Dodge police vehicle Moved: Joanne Allen, Carol Baughman Motion carried (4-0) Discussion: Salaries: discuss later after seeing all employee reviews Motion: Move to approve the Treasurer's Report as submitted Moved: Joanne Allen, Carol Baughman Motion carried (4-0)
COUNCIL ACTION/DISCUSSION ITEMS: CODE COMPLIANCE (H.4)	No action taken
COUNCIL ACTION/DISCUSSION ITEMS: MAINTENANCE	Discussion: Needed equipment: trailer, pole saw, hedge trimmer, leaf blower, trash water pump

(H.5)	<p>Motion: Move to spend up to \$750.00 on miscellaneous tools out of equipment reserve fund Moved: Jon Brady, Carol Baughman Motion Carried (4-0)</p> <p>Discussion: Maintenance Report, possibly obtaining sand/salt from county, lining up contractors for additional winter weather help, part time applications</p> <p>Motion: Move to have Gann Electric replace emergency lights on back of library. Moved: Jon Brady, Tammy Metzger Motion Carried (4-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: ADMINISTRATION (H.6)</p>	<p>Discussion: Administration Report</p> <p>Motion: Move to file for the property tax exemption on the Children’s Pond, pay the first half of the taxes on the Children’s Pond now. Moved: Jon Brady, Carol Baughman Motion Carried (4-0)</p> <p>Motion: Move to accept Municipal Court Fine and Bond Schedule as listed Moved: Tammy Metzger, Joanne Allen Motion Carried (4-0)</p> <p>Motion: Move to purchase a Star Receipt Printer Moved: Jon Brady, Tammy Metzger Motion Carried (4-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: PARKS AND RECREATION (H.7)</p>	<p>No report presented. No action taken</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: LIBRARY BOARD (H.8)</p>	<p>Discussion: Library Report: invoice for repair of library lift coming</p>
<p>UNFINISHED BUSINESS: UPDATED ANIMAL CONTROL ORDINANCE (I.1)</p>	<p>Discussion: Assistant City Clerk reported draft progress. Draft has been given to Law Department for review. Law will present to City Council after their review.</p>
<p>UNFINISHED BUSINESS: CODIFICATION UPDATE (I.2)</p>	<p>Discussion: Codification Review Summary</p>
<p>UNFINISHED BUSINESS: UPDATE ON SURVEY DISCUSSION HELD AT THE SEPTEMBER COUNCIL MEETING (I.3)</p>	<p>Discussion: Widening 1st St, Casey’s walkway easement, alley between Ash and Cedar in the 400 block- set up a public hearing in Feb 2018</p>
<p>UNFINISHED BUSINESS: REVIEW KWIKOM PROPOSAL TO ADD ANTENNAS TO OUR WATER TOWERS (I.4)</p>	<p>Discussion: Kwikom Proposal</p> <p>Motion: Move to accept the Kwikom contract as proposed Moved: Tammy Metzger, Joanne Allen Motion Carried (4-0)</p>
<p>UNFINISHED BUSINESS: OLD GYM DISCUSSION (I.5)</p>	<p>Discussion: Options for panels to cover lower windows presented by Carol Baughman</p>
<p>UNFINISHED BUSINESS: KDHE SOLID WASTE GRANT APPLICATION</p>	<p>Discussion: Deadline is day after tomorrow. Apply next time around.</p>

(I.6)	
OTHER UNFINISHED BUSINESS (I.7)	Discussion: none
NEW BUSINESS: CMB RENEWALS (J.1)	Discussion: New Casey's CMB application Motion: Move to approve the application for Casey's CMB license Moved: Jon Brady, Joanne Allen Motion Carried (4-0)
NEW BUSINESS: EMPLOYEE REVIEWS (J.2)	Discussion: Waiting on Police Department and Maintenance reviews, Administration Department is completed.
NEW BUSINESS: OTHER NEW BUSINESS: (J.3)	Discussion: Carol Anno resigning from OHA board - looking for a replacement, future of city newsletter, Facebook, no work session on Dec. 22
COUNCIL MEMBERS , STAFF COMMENTS: (J)	Carol Baughman: Thank you to Don. Joanne Allen: Share the love with your families this Christmas Jon Brady: Thanks to Don for his service, Merry Christmas to all Tammy Metzger: Bank open house is Friday Cheryl Miller: Looking forward to more understanding and opportunities to attend training.
MAYOR'S REPORT: DON SCHULTZ (K)	Reflection on the positive tone of our City. Encouragement to our City Council. Thanks to Jim for his stability and good manner.
ADJOURNMENT: (L)	Mayor Don Schultz called for a motion to adjourn. Motion: Move to adjourn at 10:21 pm Moved: Carol Baughman, Joanne Allen Motion carried (4-0)
Respectfully submitted, LaVerna Gray: Overbrook Assistant City Clerk APPROVED January 10, 2018	