

**MINUTES  
COUNCIL MEETING  
CITY OF OVERBROOK, OVERBROOK CITY HALL  
401 MAPLE STREET  
January 10, 2018**

<p>CALL TO ORDER, ROLL CALL: (A)</p>	<p>Mayor Jon Brady called the January 10, 2018 Council Meeting to order at 7:00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas.</p> <p><b>Mayor Jon Brady</b> – present</p> <p><b>Council Members:</b> Carol Baughman - present Joanne Allen - present Tammy Metzger- present David Penrod – present Cheryl Miller - present</p> <p><b>Others present:</b> Jim Koger Cathy Sowers Terry Hollingsworth Dan Gamblin Kyle Maichel</p>
<p>APPROVAL OF AGENDA: (B)</p>	<p>Discussion: agenda reviewed, add Special Report: Joint Representation Proposal with David Cooper</p> <p>Motion: Move to approve the agenda as amended Moved: Carol Baughman, Joanne Allen Motion carried (5-0)</p>
<p>CONSENT AGENDA: (C)</p>	<p>C.1. Minutes- 12013/17 Regular Council Meeting Minutes 12/22/17 Special Meeting</p> <p>C.2. Warrants</p> <p>C.3. Request to Shred City Documents</p> <p>C.4. Animal Control Report</p> <p>C.5. Planning Commission Report P&amp;Z minutes</p> <p>C.6. Zoning Administrator Report- none</p> <p>C.7. Housing Authority Board Report</p> <p>C.8. Water Distribution System Report</p> <p>C.9. Council Work Order List</p> <p>C.10. Library Board Report</p> <p>C.11. Police Department Report</p> <p>C.12. Code Compliance Report</p> <p>C.13. Maintenance Department Report</p> <p>C.14. City Clerk Report</p> <p>C.15. OPR Director Report</p> <p>Discussion: Consent agenda</p> <p>Motion: Move to approve the Consent Agenda as written Moved: Carol Baughman, Tammy Metzger Motion Carried (5-0)</p>
<p>SPECIAL REPORTS: AFLAC PRESENTATION (D.1)</p>	<p>Discussion: Bob Faught and Jim Furman presented and reviewed AFLAC brochure packet.</p>
<p>SPECIAL REPORTS: JOINT REPRESENTATION PROPOSAL: DAVID COOPER</p>	<p>Motion: I move that the city council recess into executive session to discuss pending litigation. The justification of such motion is for consultation with an attorney for the city which would be deemed privileged in an attorney-client relationship, K.S.A 75-4219(b)(2) The open meeting will resume in this room at 7:46 pm.</p>

	<p>Moved: Joanne Allen, Carol Baughman Motion Carried (5-0)</p> <p>Mayor called the meeting back to order at 7:46 pm.</p> <p>Motion: Move to give consent for joint representation between the city and the county. Moved: Joanne Allen, Carol Baughman Motion carried: (5-0)</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 #023000 Account #229000 Account #781000 Account #794000 Account #490000 Account #032000</p> <p>Motion: Move to approve the payment plans as written Moved: David Penrod, Joanne Allen Motion carried (5-0)</p>
<p>COUNCIL ACTION / DISCUSSION ITEMS: ZONING (G.1)</p>	<p>Discussion: Casey’s grease diverter tanks, fence at 311 Cedar: Bob Bostrom partipated in the discussion.</p> <p>Motion: Move to pursue the next step regarding the fence at 4<sup>th</sup> and Cedar up to \$3000.00 Moved: Tammy Metzger, Joanne Allen Motion Failed (0-5) Nays Joanne Allen, David Penrod, Cheryl Miller, Tammy Metzger, Carol Baughman</p> <p>Motion: Move to have the attorney proceed regarding the fence at 4<sup>th</sup> and Cedar not to exceed \$4000.00 without council approval. Moved Tammy Metzger, Joanne Allen Motion Carried (5-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: TREASURER (G.2)</p>	<p>Discussion: Treasurer’s Report was reviewed.</p> <p>Motion: Move to add Tammy Metzger and Jon Brady as authorized check signers and remove Don Schultz as an authorized check signer Moved: David, Joanne Motion Carried (5-0)</p> <p>Motion: Move to establish a police equipment reserve fund transferring \$500.00 monthly out of the law budget Moved: Carol Baughman, Tammy Metger Motion Carried (5-0)</p> <p>Motion: Move to approve the Treasurer’s Report as submitted Moved: Carol Baughman, Joanne Allen Motion carried (5-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: MAINTENANCE (G.3)</p>	<p>Discussion: bid on lights on east and west lift stations, council asked for more information on the lights; Jones Park tree removal; ready for possible bad weather; getting the shop organized; school lights up and working;</p>

<p>Break</p>	<p>Motion: move to take a 10 minute break                  Moved: Joanne Allen, Carol Baughman                  Motion carried (5-0)</p> <p>Back in session at 8:40 pm</p>
<p>COUNCIL                  ACTION/DISCUSSION ITEMS:                  ADMINISTRATION                  (G.4)</p>	<p>Discussion: Administration Report; David Penrod will e-mail Melissa Jeanneret, talk to Cathy Sowers about pool time sheets, and write a job description for the pool manager;</p> <p>Motion: Move to allow Jim Koger to donate 25 accrued sick pay hours to pay the outstanding bill on Don Bryant’s City Utility Account #148000.                  Moved: David Penrod, Tammy                  Motion carried (5-0)</p>
<p>COUNCIL                  ACTION/DISCUSSION ITEMS:                  LIBRARY BOARD                  (G.5)</p>	<p>Discussion: Library Report, fix light out front, water fountain repair;</p>
<p>UNFINISHED BUSINESS:                  CODIFICATION UPDATE                  (H.1)</p>	<p>Discussion: Next month will focus on Chapter 2 Animal Control</p>
<p>UNFINISHED BUSINESS:                  SURVEYING DISCUSSION                  (H.2)</p>	<p>Discussion: Easement Agreement regarding old Casey’s pedestrian walking path;</p> <p>Motion: Move to grant approval to Mayor Brady to sign the Easement Agreement                  Moved: David Penrod, Joanne Allen                  Motion Carried (5-0)</p> <p>The Easement Agreement will be sent to Casey’s for their approval.</p>
<p>UNFINISHED BUSINESS:                  UPDATE ON KWIKOM                  AGREEMENT                  (H.3)</p>	<p>Discussion: KWIKOM agreement is completed.</p>
<p>UNFINISHED BUSINESS: OLD                  GYM DISCUSSION                  (H.4)</p>	<p>Discussion: Plan for lower windows; Long term plans</p>
<p>UNFINISHED BUSINESS:                  REVIEW FOR APPROVAL                  UPDATED MUNICIPAL COURT                  SCHEDULE OF FINES                  (H.5)</p>	<p><del>Discussion: Changes to Municipal Court Schedule of Fines</del></p> <p><del>Motion: Move to approve the updated Municipal Court Schedule of Fines</del>  <del>Moved: David Penrod, Joanne Allen</del>  <del>Motion Carried (5-0)</del></p>
<p>UNFINISHED BUSINESS:                  EMPLOYEE REVIEWS                  (H.6)</p>	<p>Motion: I move that the city council recess into executive session to discuss an individual employee’s performance, conduct employee reviews, and review applications and resumes for the public work’s supervisor. The justification of such motion is for the non-elected personnel matter exception, K.S.A. 75-4219(b)(2). The open meeting will resume in this room at (9:30 pm)                  Moved: David Penrod, Joanne                  Motion Carried (5-0)</p> <p>9:30 returned to open meeting. No action was taken.</p> <p>Discussion: Employee history of wage increases; Raises for 2018</p> <p>Motion: Move to give all full time employees a \$.50 raise and a \$.25 to Assistant City Clerk retroactive to January 1, 2018                  Moved: David Penrod, Joanne Allen                  Motion Carried: (5-0)</p>

	Consensus to form a three person committee with Jon Brady, Todd Goodyear, and Jim Koger to review applications and conduct interviews for the Maintenance Superintendent position.
OTHER UNFINISHED BUSINESS (H.7)	None
NEW BUSINESS: PRIDE RESOLUTION 2018-01 (I.1)	Discussion: PRIDE  Motion: Accept the PRIDE Resolution 2018 Moved: David Penrod, Joanne Allen Motion Carried (5-0)
NEW BUSINESS: REVIEW PROPOSAL TO EXTEND 1% YEARLY INCREASE TO WATER AND SEWER RATES AN ADDITIONAL 5 YEARS (I.2)	Discussion: Water and Sewer Rates  Motion: Accept Draft Ordinance #402 to extend the 1% yearly increase to water and sewer rates for an additional 5 years Moved: David Penrod, Tammy Metzger Motion Failed (1-5) Nays: Joanne Allen, Cheryl Miller, Tammy Metzger, Carol Baughman  Motion: Change Draft Ordinance #402 to a 2% yearly increase to water and sewer rates for an additional 5 years on all usage above the 1000 gallon monthly minimum. Moved: David Penrod, Joanne Allen Motion Passed (5-0)
NEW BUSINESS: REVIEW PROPOSAL TO CHANGE LATE FEE STRUCTURE (I.3)	Discussion: Late Fee Structure – Draft Ordinance presented  Motion: Move to go back to the old system of a 10% late fee Moved: Joanne Allen, Carol Baughman Motion Carried (5-0)
NEW BUSINESS: OTHER NEW BUSINESS: (I.4)	Discussion: ipads for council members with common formatting, avoiding use of personal e-mails for City Business; Jim will explore options.
COUNCIL MEMBER COMMENTS: (J)	Joanne Allen: Veterans Memorial- Wreath of Honor; Look at Fire Department Facebook Page – they are doing a fantastic job. Jim Koger: finalizing City Hall Day with legislators
MAYOR’S COMMENTS: (K)	PRIDE is having a fund raiser on January 27 <sup>th</sup> : Chili Feed in the Community Room
ADJOURNMENT: (L)	Mayor Jon Brady called for a motion to adjourn.  Motion: Move to adjourn at 10:10 pm Moved: David Penrod, Joanne Allen Motion carried (5-0 )
Respectfully submitted, LaVerna Gray: Overbrook Assistant City Clerk APPROVED FEB 14, 2018	

**MINUTES  
COUNCIL MEETING  
CITY OF OVERBROOK, OVERBROOK CITY HALL  
401 MAPLE STREET  
February 14, 2018**

<p>CALL TO ORDER, ROLL CALL: (A)</p>	<p>Mayor Jon Brady called the February 14, 2018 Council Meeting to order at 7:00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas.</p> <p><b>Mayor Jon Brady</b> – present</p> <p><b>Council Members:</b> Carol Baughman - present Joanne Allen - present Tammy Metzger- present David Penrod – present Cheryl Miller - present</p> <p><b>Others present:</b> Jim Koger Terry Hollingsworth Dan Gamblin Kyle Maichel</p>
<p>PUBLIC HEARING: CLOSING ALLEY IN THE 400 BLOCK BETWEEN CEDAR AND ASH STREETS AND ESTABLISHING AN UTILITY EASEMENT</p>	<p>Mayor called the Public Hearing to order.</p> <p>Discussion: Input from the public</p> <p>Motion: Move to change from an alley easement to an utility easement Moved: Joanne Allen, Carol Baughman Motion Carried: (5-0)</p> <p>Motion: Move to close the public hearing at 7:11 pm Moved: Carol Baughman, Joanne Allen Motion Carried: (5-0)</p>
<p>APPROVAL OF AGENDA: (B)</p>	<p>Discussion: agenda reviewed Add H.6 – Update from Bill Caton</p> <p>Motion: Move to approve the agenda as amended Moved: Tammy Metzger, Joanne Allen Motion carried (5-0)</p>
<p>CONSENT AGENDA: (C)</p>	<p>C.1. Minutes- 1/10/18 Regular Council Meeting Minutes 1/8/18 Special Meeting Minutes</p> <p>C.2. Warrants</p> <p>C.3. Request to Shred City Documents</p> <p>C.4. Planning Commission Report P&amp;Z minutes</p> <p>C.5. Zoning Administrator Report- none</p> <p>C.6. Housing Authority Board Report</p> <p>C.7. Water Distribution System Report</p> <p>C.8. Council Work Order List</p>

	<p>C.9. Library Board Report                  C.10. Law Department/Animal Control Report                  C.11. Code Compliance Report                  C.12. Maintenance Department Report                  C.13. City Clerk Report                  C.14. OPR Director Report</p> <p>Discussion: Consent agenda</p> <p>Motion: Move to approve the Consent Agenda as written                  Moved: Carol Baughman, Tammy Metzger                  Motion Carried (5-0)</p>
<p>SPECIAL REPORTS: LUKE LANG VIA PHONE: JUNE 1 &amp; 2 CAR SHOW (D)</p>	<p>Discussion: Street Dance, Car Show</p> <p>Motion: Approve the street dance for Friday, June 1 and the car show for Saturday, June 2                  Moved: Tammy Metzger, Carol Baughman                  Motion Carried: (5-0)</p> <p>Discussion: Fair Board wants to sell fireworks during the regular days before the 4<sup>th</sup> of July. A form will be mailed to Luke Lang.</p>
<p>PUBLIC COMMENTS (E)</p>	<p>Heather Kirby answered questions for Overbrook Park and Rec: bathroom cleaning</p>
<p>UTILITY BILLING ACCOUNT HEARINGS (F)</p>	<p>Discussion: Utility Billing Hearings Report -</p> <p>Past Due Payment Plans presented:                  Account #249000                  Account #362000                  Account #463000</p> <p>Motion: Move to approve the payment plans as present with a correction made to the amount on Account #362000                  Moved: David Penrod, Tammy Metzger                  Motion carried (5-0)</p>
<p>COUNCIL ACTION / DISCUSSION ITEMS: LAW (G.1)</p>	<p>Discussion: Law Report; Scam from out of country representing themselves as Westar; Officer hours: need for a full time officer</p> <p>Motion: Move to proceed to hire a full time officer                  Moved: Joanne Allen, Carol Baughman                  Motion Carried: (5-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS:</p>	<p>Discussion: Treasurer Report</p> <p>Motion: Move to approve the Treasurer Report</p>

TREASURER (G.2)	Moved: Joanne Allen, Carol Baughman Motion Carried: (5-0)
COUNCIL ACTION/DISCUSSION ITEMS: MAINTENANCE (G.3)	Discussion: Maintenance Report; Water main breaks, sidewalk ice options
COUNCIL ACTION/DISCUSSION ITEMS: ADMINISTRATION (G.4)	Discussion: Admin. Report, Chrome Books and Android Tablets for City Council, Library Trivia Team, Rural Water Conference- Dan Gamblin, Water Certification Exam- Jim Koger; Health Insurance bids: Jim will get Blue Cross/Blue Shield proposal and comparative information.  Motion: Move to send Dan Gamblin to the Rural Water Conference Moved: Tammy Metzger, David Penrod Motion Carried: (5-0)  Motion: Move to send Jim to Water University through National Rural Water Moved: David Penrod, Tammy Metzger Motion Carried: (5-0)
Break	8:55-9:05 pm
COUNCIL ACTION/DISCUSSION ITEMS: LIBRARY BOARD (G.5)	Discussion: Security lights in the back and front, water fountain
COUNCIL ACTION/ DISCUSSION ITEMS: ZONING (G.6)	Discussion: Property at 311 Cedar, put up a fence without applying for a building permit or an application for a variance. No fences are allowed in the front yard by City Ordinance. Mayor Jon Brady will contact City Attorney Michael Coffman.
UNFINISHED BUSINESS: CODIFICATION UPDATE (H.1)	Discussion: Codification changes
UNFINISHED BUSINESS: SURVEYING DISCUSSION (H.2)	Discussion: Casey's, Change of Alley Easement, First Street
UNFINISHED BUSINESS: UPDATE ON KWIKOM AGREEMENT (H.3)	Discussion: Schedule
UNFINISHED BUSINESS: OLD GYM DISCUSSION (H.4)	Discussion: Windows
UNFINISHED BUSINESS: BOARD MEMBER APPOINTMENTS: OHA, OPR (H.5)	Discussion: OPR & OHA board members – Jon Brady will talk to recommended candidates

<p>UNFINISHED BUSINESS: WINDY RIDGE: BILL CATON (H.6)</p>	<p>Discussion: Bill Caton – Windy Ridge: the property has been purchased</p>
<p>OTHER UNFINISHED BUSINESS (H.7)</p>	<p>None</p>
<p>NEW BUSINESS: REVIEW CONNECTING LINKS AGREEMENT WITH COUNTY (I.1)</p>	<p>Discussion: Connecting Links – caring for Shawnee Heights Road as it comes through downtown</p> <p>Motion: Move to not accept the Connecting Links Agreement Moved: Joanne Allen, Tammy Metzger Motion Carried: (5-0)</p>
<p>NEW BUSINESS: REVIEW FOR APPROVAL 2018 ANNUAL OPERATION AND MAINTENANCE ASSURANCE STATEMENT (LWCF) (I.2)</p>	<p>Discussion: 2018 Annual Operation and Maintenance Assurance Statement</p> <p>Motion: Move to allow the Mayor to sign the statement Moved: Joanne Allen, Carol Baughman Motion Carried: (5-0)</p>
<p>NEW BUSINESS: LIBRARY/COMMUNITY ROOM HVAC MAINTENANCE CONTRACT RENEWAL (I.3)</p>	<p>Discussion: HVAC Maintenance Contract Renewal</p> <p>Motion: Move to renew the HVAC Maintenance Contract Moved: David Penrod, Tammy Metzger Motion Carried: (5-0)</p>
<p>NEW BUSINESS: SELECT COUNCIL PRESIDENT AND DEPARTMENT LIAISONS (I.4)</p>	<p>Discussion: Council President, Department Liaisons</p> <p>Motion: Move to have Carol Baughman hold the office of Council President Moved: Tammy Metzger, David Penrod Motion Carried: (5-0)</p> <p>Department Liasons: Jon Brady – Water/ Sewer Carol Baughman - Law Tammy Metzger - Pool David Penrod – Parks &amp; Rec Joanne Allen – Administration &amp; Zoning Cheryl Miller – Writing / Web Site</p>
<p>NEW BUSINESS: NO SMOKING SIGNS FOR BALL FIELDS FROM DRUG FREE OSAGE COUNTY INC. (I.5)</p>	<p>Jim Koger will order five signs</p>



<p>NEW BUSINESS: OTHER NEW BUSINESS (I.6)</p>	<p>Work Session: Feb 23- 10:00 am ; Salary Schedule; Update on Maintenance Supervisor: an ad will be rerun;</p> <p>Motion: Give all part time workers except Assistant City Clerk and newly hired part time Maintenance Worker a \$.25 per hour raise, not retro active. Moved: David Penrod, Joanne Allen Motion Carried: (5-0)</p>
<p>COUNCIL MEMBER COMMENTS: (J)</p>	<p>Joanne Allen - Fire Department Facebook Cheryl Miller- Priorities for the city Tammy Metzger – Newsletter &amp; Value of City Employees</p>
<p>MAYOR’S COMMENTS: (K)</p>	<p>Fireworks will be discussed at PRIDE</p>
<p>ADJOURNMENT: (L)</p>	<p>Mayor Jon Brady called for a motion to adjourn.</p> <p>Motion: Move to adjourn at 10:20 pm Moved: Joanne Allen, Carol Baughman Motion carried (5-0 )</p>
<p>Respectfully submitted, LaVerna Gray: Overbrook Assistant City Clerk APPROVED March 14, 2018</p>	

**MINUTES  
COUNCIL MEETING  
CITY OF OVERBROOK, OVERBROOK CITY HALL  
401 MAPLE STREET  
March 14, 2018**

<p>CALL TO ORDER, ROLL CALL: (A)</p>	<p>Mayor Jon Brady called the March 14, 2018 Council Meeting to order at 7:00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas. <b>Mayor Jon Brady</b> – present <b>Council Members:</b> Carol Baughman - present Joanne Allen - present Tammy Metzger- present David Penrod - present Cheryl Miller - present <b>Others present:</b> Jim Koger Terry Hollingsworth Dan Gamblin Cathy Sowers</p>
<p>APPROVAL OF AGENDA: (B)</p>	<p>Discussion: agenda reviewed  Motion: Move to approve the agenda as written Moved: Tammy Metzger, Carol Baughman Motion carried (5-0)</p>
<p>CONSENT AGENDA: (C)</p>	<p>C.1. Minutes- 2/14/18 Regular Council Meeting Minutes 2/23/18 Work Session Notes C.2. Warrants C.3. Request to Shred City Documents C.4. Planning Commission Report P&amp;Z minutes C.5. Zoning Administrator Report C.6. Housing Authority Board Report C.7. Water Distribution System Report C.8. Council Work Order List C.9. Library Board Report C.10. Law Department/Animal Control Report C.11. Code Compliance Report C.12. Maintenance Department Report C.13. City Clerk Report C.14. OPR Director Report C.15 April Fair Housing Month C.16 Review for approval dates requested by Gregory Rickel for outdoor ministries at the Rotary Shelter at Jones Park  Discussion: Consent agenda  Motion: Move to approve the Consent Agenda as written</p>

	Moved: Carol Baughman, Tammy Metzger Motion Carried (5-0)
SPECIAL REPORTS: (D)	No special reports
PUBLIC COMMENTS (E)	Welcomed Tammy Schlingmann, Osage County Herald Chronicle reporter
UTILITY BILLING ACCOUNT HEARINGS (F)	Discussion: Utility Billing Hearings Report -  Past Due Payment Plans presented: Account #269700 Account #270500 Account #286000  Motion: Move to approve the payment plans as written Moved: Tammy Metzger, Carol Baughman Motion carried (5-0)
COUNCIL ACTION/DISCUSSION ITEMS: TREASURER (G.1)	Discussion: Treasurer Report  Motion: Move to approve the Treasurer Report Moved: Carol Baughman, David Penrod Motion Carried: (5-0)
COUNCIL ACTION/DISCUSSION ITEMS: MAINTENANCE: KDOT REQUEST RECONFIGURATION OF SCHOOL CROSSING LIGHTS (G.2.A)	Discussion: 3 bulbs too closely resemble a stoplight, while waiting for new lights we will reconfigure the old ones.  Motion: Replace 4 lights the same size we have now at an approximate cost of \$2,800.00-\$3,200.00 Moved: David Penrod, Joanne Allen Motion Carried (5-0)  Discussion: Crosswalk on Highway 56 – TEAP study
COUNCIL ACTION/DISCUSSION ITEMS: MAINTENANCE: POSSIBLE POOL SKIMMER LEAK (G.2.B)	Discussion: Possible pool skimmer leak: obtain a recommendation from Bruce McKee and one other company; Speaker wires;
COUNCIL ACTION/DISCUSSION ITEMS: MAINTENANCE: WELL DISCUSSION (G.2.C)	Discussion: Kramer Preliminary Engineering Report, condition of our wells and buildings, safety of chlorine building, fencing, ask Kramer Engineering to attend the April work session.  Motion: move to fix up the well houses Moved: Carol Baughman, Joanne Allen Motion Carried (5-0)

<p>COUNCIL ACTION/DISCUSSION ITEMS: ADMINISTRATION: APPLICATIONS FOR POOL MANAGER (G.3.A)</p>	<p>Discussion: Pool Manager position</p> <p>Motion: I move that the city council recess into executive session to review applications for pool manager. The justification of such motion is for the non-elected personnel matter exception, K.S.A. 75-4219(b)(1). The open meeting will resume in the council room at 8:20pm. Attending: Council Members and Mayor</p> <p>Moved: Tammy Metzger, Carol Baughman Motion Carried (5-0)</p> <p>Council returned to open session at 8:20pm. No decisions were made or actions were taken.</p> <p>Motion: Based on the committee’s recommendation, I move to hire Ann Fawl as pool manager at \$12.00 per hour. Moved: David Penrod, Tammy Metzger Motion Carried (5-0)</p>
<p>Break</p>	<p>8:25 pm -8:32 pm</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: ADMINISTRATION: DEPARTMENTAL STRUCTURE CONVERSATION INCLUDING 2<sup>ND</sup> FT OFFICER AND PUBLIC WORKS SUPERVISOR (G.3.B)</p>	<p>Motion: I move that the city council recess into executive session to discuss non-elected personnel: Second full time police officer and public works supervisor. The justification of such motion is for the non-elected personnel matter exception K.S.A. 75-4219(b)(1) The open meeting will resume in the council room at 8:48 pm</p> <p>Moved:Joanne Allen, David Penrod Motion Carried (5-0)</p> <p>Returned to open meeting at 8:48 pm, requesting an additional 15 minutes of discussion in Executive Session</p> <p>Returned to open meeting at 9:03 pm. No actions were taken or decisions made.</p>

COUNCIL ACTION/DISCUSSION ITEMS: ZONING (G.4)	Discussion: update regarding fencing at 311 Cedar
UNFINISHED BUSINESS: CODIFICATION UPDATE (H.1)	Discussion: Codification
UNFINISHED BUSINESS: SURVEYING DISCUSSION (H.2)	Discussion: Survey on First street; Casey's easement: look into the cost of condemnation of property.
UNFINISHED BUSINESS: OLD GYM DISCUSSION (H.3)	Discussion: Darin Jones' interest in doing something with the Old Gym for the theater: work with the Maintenance Department, permission granted to clean; Boards on windows in process; Housing Authority will clean up supplies they have stored there.
UNFINISHED BUSINESS: BOARD MEMBER APPOINTMENTS: OHA, OPR (H.4)	Discussion: Two people are interested in serving on the OPR board. No information on the OHA board opening. In April will have two library board positions open.
OTHER UNFINISHED BUSINESS (H.5)	No discussion.
NEW BUSINESS: EMC RENEWAL (I.1)	Discussion: EMC renewal due April 1 <sup>st</sup> .  Motion: move to approve the EMC proposal with pending changes Moved: David Penrod, Joanne Allen Motion Carried (5-0)
NEW BUSINESS: BCBS RENEWAL (I.2)	Discussion: Cost raise of 17%, renews May 1 <sup>st</sup> , will compare to other plans
NEW BUSINESS: OTHER NEW BUSINESS (I.3)	Discussion: Committee formed for Departmental Restructuring: Cheryl Miller , Joanne Allen, Jim Koger, and Jon Brady
COUNCIL MEMBER COMMENTS: (J)	Cheryl Miller: focus groups, Shepard's brick building;
MAYOR'S COMMENTS: (K)	Trimming of trees at Kevin Gloss's
ADJOURNMENT: (L)	Mayor Jon Brady called for a motion to adjourn.  Motion: Move to adjourn at 9:40 pm Moved: Tammy, David Motion carried (5-0 )
Respectfully submitted, LaVerna Gray:	

Overbrook Assistant City  
Clerk  
APPROVED 4/11/2018

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**MINUTES  
COUNCIL MEETING  
CITY OF OVERBROOK, OVERBROOK CITY HALL  
401 MAPLE STREET  
April 11, 2018**

<p>CALL TO ORDER, ROLL CALL, PROCLAMATION (A)</p>	<p>Mayor Jon Brady called the April 11, 2018 Council Meeting to order at 7:00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas. <b>Mayor Jon Brady</b> – present <b>Council Members:</b> Carol Baughman - present Joanne Allen - present Tammy Metzger- present David Penrod - present Cheryl Miller - present <b>Others present:</b> Jim Koger Terry Hollingsworth Dan Gamblin Cathy Sowers</p> <p>Proclamation: Celebrating 50 years of Fair Housing: The Mayor proclaims April as Fair Housing Month in the hope that this observance will promote fair housing practices throughout the City of Overbrook.</p>
<p>APPROVAL OF AGENDA: (B)</p>	<p>Discussion: agenda reviewed</p> <p>Motion: Move to approve the agenda as written Moved: Carol Baughman, Tammy Metzger Motion carried (5-0)</p>
<p>CONSENT AGENDA: (C)</p>	<p>C.1. Minutes- 3/14/18 Regular Council Meeting Minutes 3/23/18 Work Session Notes</p> <p>C.2. Warrants C.3. Request to Shred City Documents C.4. Planning Commission Report P&amp;Z minutes- none C.5. Zoning Administrator Report C.6. Housing Authority Board Report C.7. Water Distribution System Report C.8. Council Work Order List C.9. Library Board Report C.10. Law Department/Animal Control Report C.11. Code Compliance Report C.12. Maintenance Department Report C.13. City Clerk Report C.14. OPR Director Report C.15 Approve renting of two portable toilets City-Wide Garage Sale weekend</p>

	<p>Discussion: The following items were deleted from the Consent Agenda: 3/23/18 Work Session Notes, Zoning Administrator Report, and the Housing Authority Board Report.</p> <p>Motion: Move to approve the Consent Agenda as amended  Moved: Carol Baughman, Joanne Allen  Motion Carried (5-0)</p>
SPECIAL REPORTS: (D)	No special reports
PUBLIC COMMENTS (E)	Parks and Rec Report presented by Bob Klingler
UTILITY BILLING ACCOUNT HEARINGS (F)	<p>Discussion: Utility Billing Hearings Report -</p> <p>Past Due Payment Plans presented:  Account #362000  Account #621000  Account #270500</p> <p>Motion: Move to approve the payment plans as written  Moved: Tammy Metzger, Joanne Allen  Motion carried (5-0)</p>
COUNCIL ACTION/DISCUSSION ITEMS: TREASURER (G.1)	<p>Discussion: Treasurer Report</p> <p>Motion: Move to approve the Treasurer Report as written  Moved: Carol Baughman, David Penrod  Motion Carried: (5-0)</p>
COUNCIL ACTION/DISCUSSION ITEMS: MAINTENANCE: PROPOSED ASPHALT WORK LOCATIONS (G.2.A)	Discussion: potholes, asphalt work, obtain bid(s) for asphalt work, drainage at The Hair Shoppe;
COUNCIL ACTION/DISCUSSION ITEMS: MAINTENANCE: WELL DISCUSSION/UPDATE ON SEARCH GRANT (G.2.B)	Discussion: working on updates, Kramer testing, well production declining, assessment from well experts, well meters, chlorine building roof, painting, brush piles, storm drainage;



<p>COUNCIL ACTION/DISCUSSION ITEMS: MAINTENANCE: REQUEST FOR 10 MINUTE EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS OF NON-ELECTED PERSONNEL (G.2.C)</p>	<p>Motion: I move that the city council recess into executive session to discuss an individual employee’s performance. The justification of such motion is for the non-elected personnel matter exception, K.S.A 75-4219(b)(1). The open meeting will resume in the council room at 8:28 pm</p> <p>Moved: Carol Baughman, Tammy Metzger Motion Carried: (5-0)</p> <p>City Council resumed to an open meeting at 8:28 pm. During executive session no decisions were made and no action was taken.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: MAINTENANCE: REVIEW FOR APPROVAL BID FOR LIBRARY LIGHT REPAIRS (G.2.D)</p>	<p>Discussion: original wiring problems and covers, estimate from Gann Electric;</p> <p>Motion: Accept the bid and fix the lights Moved: David Penrod, Tammy Metzger Motion Carried (5-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: ADMINISTRATION: DEPARTMENTAL STRUCTURE CONVERSATION INCLUDING 2ND FULL TIME POLICE OFFICER AND PUBLIC WORKS SUPERVISOR (G.3.A)</p>	<p>Discussion: Departmental Structure Draft Plan presented by the committee, 5 year goal, salary comparisons, Department Heads input, job descriptions for Clerk/Administration and Assistant City Clerk, begin transition, Discuss further in May</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: ADMINISTRATION: REQUEST FOR 20 DAILY</p>	<p>Discussion: Last year gave 20 passes at a value of \$2 each.</p> <p>Motion: Approve donation of pool passes Moved: Carol Baughman, Joanne Allen</p>

<p>SWIMMING POOL PASSES TO BE GIVEN AS PRIZES AT OVERBROOK PUBLIC LIBRARY (G.3.B)</p>	<p>Motion Carried (4-1) (Nay- David Penrod)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: ADMINISTRATION: REVIEW UTILILITY BILLING SOFTWARE LEASE RENEWAL FOR APPROVAL (G.3.C)</p>	<p>Discussion: Utility Software Lease Renewal  Motion: Approve the renewal of the Utility Software Lease Moved: Joanne Allen, David Penrod Motion Carried (5-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: ZONING (G.4)</p>	<p>No action items presented</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: PARK AND REC (G.5)</p>	<p>Discussion: crappie creel and size limits  Motion: I move to pass the draft resolution #2018-02 Moved: Tammy Metzger, Carol Baughman Motion Carried (5-0)</p>
<p>UNFINISHED BUSINESS: CODIFICATION UPDATE (H.1)</p>	<p>No action items presented</p>
<p>UNFINISHED BUSINESS: SURVEYING DISCUSSION (H.2)</p>	<p>Discussion: 1<sup>st</sup> Street</p>
<p>UNFINISHED BUSINESS: OLD GYM DISCUSSION (H.3)</p>	<p>Discussion: window boards were cut, cleaning for plant sale</p>
<p>UNFINISHED BUSINESS: BOARD MEMBER APPOINTMENTS: OHA, OPR (H.4)</p>	<p>Discussion: John Fairchild- OHA, Perry Boyd- Parks and Rec, Summer Taylor – Library Board  Motion: Accept appointment of John Fairchild as an OHA board member and Perry Boyd as an OPR board member Moved: Tammy Metzger, David Penrod Motion Carried (5-0)</p>

	<p>Motion: Move to approve the appointment of Summer Taylor as a Library board member if she accepts the position .</p> <p>Moved: Joanne Allen, David Penrod</p> <p>Motion Carried (5-0)</p>
<p>UNFINISHED BUSINESS: BCBS RENEWAL (H.5)</p>	<p>Discussion: May 1, 2018 renewal date, health insurance options, health savings plan,</p> <p>Motion: Move to accept Blue Cross Blue Shield's Simple Silver SG Choice High Deductible Health Plan</p> <p>Moved: David Penrod, Joanne Allen</p> <p>Motion Carried (5-0)</p>
<p>OTHER UNFINISHED BUSINESS (H.5)</p>	<p>None</p>
<p>NEW BUSINESS: CULVERT DISCUSSION: CLEAN, WE REQUIRE VS THEY REQUEST (I.1)</p>	<p>Discussion: present policy, cleaning, city/owner responsibility, culvert program</p>
<p>NEW BUSINESS: SFTAC PTO CARNIVAL REQUEST A 2018 FAMILY POOL PASS DONATION TO OVERBROOK COMMUNITY EVENT (I.2)</p>	<p>Discussion: Pool Pass donations</p> <p>Motion: move to donate a Family Pool Pass to SFTAC PTO Carnival</p> <p>Moved: David Penrod, Joanne Allen</p> <p>Motion Carried (4-1) (Nay-David Penrod)</p>
<p>NEW BUSINESS: OTHER NEW BUSINESS (I.3)</p>	<p>Discussion: none</p>
<p>COUNCIL MEMBER COMMENTS: (J)</p>	<p>David: may need to move Unfinished Business up in the agenda, may be able to attend by phone next month</p> <p>Joanne: may be able to attend by phone next month</p>
<p>MAYOR'S COMMENTS: (K)</p>	<p>Thank you to everybody for their work. Big decisions concerning water, personnel, and budget coming up. Work Session will be on April 23 at 3:00 pm. Restructuring Committee meeting TBA</p>
<p>ADJOURNMENT:</p>	<p>Mayor Jon Brady called for a motion to adjourn.</p>

(L)	Motion: Move to adjourn at 9:51 pm Moved: David Penrod, Joanne Allen Motion carried (5-0 )
Respectfully submitted, LaVerna Gray: Overbrook Assistant City Clerk APPROVED 5/9/2018	

**MINUTES  
COUNCIL MEETING  
CITY OF OVERBROOK, OVERBROOK CITY HALL  
401 MAPLE STREET  
May 9, 2018**

<p>CALL TO ORDER, ROLL CALL, PROCLAMATION (A)</p>	<p>Mayor Jon Brady called the May 9, 2018 Council Meeting to order at 7:00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas. <b>Mayor Jon Brady</b> – present <b>Council Members:</b> Carol Baughman - present Joanne Allen - absent Tammy Metzger- absent David Penrod – present by telephone until 8:30 pm; in person 8:30pm to end of meeting Cheryl Miller - present <b>Others present:</b> Jim Koger Dan Gamblin Cathy Sowers</p>
<p>APPROVAL OF AGENDA: (B)</p>	<p>Discussion: agenda reviewed  Motion: Move to approve the agenda as written Moved: Carol Baughman, Cheryl Miller Motion carried (3-0)</p>
<p>CONSENT AGENDA: (C)</p>	<p>C.1. Minutes- 4/11/18 Regular Council Meeting Minutes 3/23/18 and 4/23/18 Work Session Notes C.2. Warrants C.3. Request to Shred City Documents C.4. Planning Commission Report P&amp;Z minutes C.5. Zoning Administrator Report C.6. Housing Authority Board Report C.7. Water Distribution System Report C.8. Council Work Order List C.9. Library Board Report C.10. Law Department/Animal Control Report C.11. Code Compliance Report C.12. Maintenance Department Report C.13. City Clerk Report C.14. OPR Director Report C.15. Resolution 2018-03 June Street Dance  Motion: Move to approve the Consent Agenda as written Moved: Carol Baughman, Cheryl Miller Motion Carried (3-0)</p>
<p>SPECIAL REPORTS: (D)</p>	<p>No special reports presented</p>

PUBLIC COMMENTS (E)	Discussion: Concerns about the danger of bicycles and skateboards on the sidewalks downtown.
UTILITY BILLING ACCOUNT HEARINGS (F)	Discussion: Utility Billing Hearings Report -  Past Due Payment Plans presented: Account #322000 Account #362000 Account #161000 Account #107000  Motion: Move to approve the payment plans as proposed Moved: Carol Baughman, Cheryl Miller Motion carried (3-0)
COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT: CATHY SOWERS (G.1)	Discussion: Treasurer Report  Motion: Move to approve the Treasurer Report as written Moved: Carol Baughman, David Penrod Motion Carried: (3-0)
COUNCIL ACTION/DISCUSSION ITEMS: MAINTENANCE: PROPOSED ASPHALT WORK LOCATIONS (G.2.A)	Discussion: bid comparisons: tabled to get more clarification
COUNCIL ACTION/DISCUSSION ITEMS: MAINTENANCE: WELL DISCUSSION/UPDATE ON SEARCH GRANT (G.2.B)	Discussion: bids  Motion: Accept the Associated Drilling bid for one well Moved: David Penrod, Carol Baughman Motion Carried (3-0)
COUNCIL ACTION/DISCUSSION ITEMS:MAINTENANCE: GETTING POOL READY TO OPEN (G.2.C)	Discussion: trash dumpster needed, pool lights estimate, pump house fan switch, un-needed wall, pool skimmers  Motion: Move to fix the pool lights Moved: David Penrod, Carol Baughman Motion Carried (3-0)
COUNCIL ACTION/DISCUSSION ITEMS: ADMINISTRATION: DEPARTMENTAL STRUCTURE	Discussion: ad for full time police officer, departmental structure,  Motion: I move that the City Council recess into executive session to review applications and

<p>CONVERSATION INCLUDING 2ND FULL TIME POLICE OFFICER AND PUBLIC WORKS SUPERVISOR (G.3.A)</p>	<p>interviews. The justification of such motion is to discuss the non-elected personnel matter exception KSA 75-4219</p> <p>The open meeting will resume in the council room at 8:51 pm</p> <p>Moved: Carol Baughman, David Penrod Motion Carried (3-0)</p> <p>At 8:51 pm the City Council resumed to an open meeting. During executive session, no action was taken, and no decisions were made.</p> <p>Discussion: Departmental Structure</p> <p>Motion: I move that we change our departmental structure in that the City Clerk will take on more responsibility and will oversee the Law, City, and Maintenance Departments at a salary of \$53,000 per year. The hours of the Assistant City Clerk will increase to 24 hours per week at a wage of \$13.00 dollars per hour. These changes will become effective May 14, 2018.</p> <p>Moved: David Penrod, Carol Baughman Motion Carried (3-0)</p> <p>Discussion: 2<sup>nd</sup> Full Time Maintenance Position</p> <p>Motion: I move we hire Aaron Traphagan as the 2<sup>nd</sup> full time maintenance employee at \$13.00 per hour. When he passes the Class One Water or Class One Waste Water certification, the wage will increase to \$14.00 per hour</p> <p>Moved: David Penrod, Carol Baughman Motion Carried (3-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: ADMINISTRATION: HSA OPTIONS (G.3.B)</p>	<p>Discussion: Health Savings Plan</p> <p>Motion: I move we set up a Health Saving Account with First American Bank</p> <p>Moved: David Penrod, Carol Baughman Motion Carried (3-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: ADMINISTRATION: DONATE ACCRUED SICK LEAVE</p>	<p>Discussion: Sick leave donation</p> <p>Motion: I move to allow the donation of 15 hours of accrued sick leave from each of these employees: Terry Hollingsworth, Jim Koger, and</p>

(G.3.C)	Danny Gamblin. These donations will be applied to Devin Wilson’s utility bill. Moved: David Penrod, Cheryl Miller Motion Carried (3-0)
COUNCIL ACTION/DISCUSSION ITEMS: ZONING (G.4)	No action items were presented
COUNCIL ACTION/DISCUSSION ITEMS: PARK AND REC (G.5)	Discussion: Bob Klingler reported: income, expenses, drainage, restroom cleaning, park shelter, Work Day, egg oiling, aerator
UNFINISHED BUSINESS: CODIFICATION UPDATE (H.1)	No updates were presented.
UNFINISHED BUSINESS: SURVEYING DISCUSSION (H.2)	Discussion: Ordinance 403: vacating an alley and reserving utility easements  Motion: I move to approve Ordinance 403 Moved: David Penrod, Carol Baughman Motion Carried (3-0)
UNFINISHED BUSINESS: OLD GYM DISCUSSION (H.3)	Discussion: windows: boards are cut, some items in storage were sold at the City Wide Garage Sale
UNFINISHED BUSINESS: BOARD MEMBER APPOINTMENTS: LIBRARY (H.4)	Discussion: Summer Taylor accepted a position on the library board. The library board needs one more board member.
OTHER UNFINISHED BUSINESS (H.5)	None
NEW BUSINESS: PARKING ON 7 <sup>TH</sup> STREET NEAR POOL (I.1)	Discussion: Signs will be removed thus eliminating employee parking.
NEW BUSINESS: FIREWORKS STAND PERMIT APPLICATION GARRETT’S FIREWORKS 204 W 8TH (I.2)	Discussion: Garrett’s Fireworks Stand Permit Application  Motion: I move that we approve the Fireworks Stand Permit Application from Garrett’s Fireworks Moved: David Penrod, Carol Baughman Motion Carried (3-0)
NEW BUSINESS: OTHER NEW BUSINESS (I.3)	Discussion: Valuing our small town businesses



<p>COUNCIL MEMBER COMMENTS: (J)</p>	<p>Jim Koger – Christmas tree star David Penrod – task lists and project priorities Cheryl Miller – mowing the trail- Who is responsible?</p>
<p>MAYOR’S COMMENTS: (K)</p>	<p>Wants us to look at opportunities for efficiencies. Wants us to be cognizant of our policies and hiring policies to raise professionalism in our city. Wants to emphasize safety for our workers.</p>
<p>ADJOURNMENT: (L)</p>	<p>Mayor Jon Brady called for a motion to adjourn.  Motion: I move to adjourn at 9:28 pm Moved: Carl Baughman, David Penrod Motion carried (3-0 )</p>
<p>Respectfully submitted, LaVerna Gray: Overbrook Assistant City Clerk APPROVED June 13, 2018</p>	

**MINUTES  
COUNCIL MEETING  
CITY OF OVERBROOK, OVERBROOK CITY HALL  
401 MAPLE STREET  
June 13, 2018**

<p>CALL TO ORDER, ROLL CALL, PROCLAMATION (A)</p>	<p>Mayor Jon Brady called the June 13, 2018 Council Meeting to order at 7:00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas. <b>Mayor Jon Brady</b> – present <b>Council Members:</b> Carol Baughman - present Joanne Allen - absent Tammy Metzger- present David Penrod – absent Cheryl Miller - present <b>Others present:</b> Jim Koger Dan Gamblin Cathy Sowers</p>
<p>APPROVAL OF AGENDA: (B)</p>	<p>Discussion: agenda reviewed  Motion: Move to approve the agenda as written Moved: Carol Baughman, Tammy Metzger Motion carried (3-0)</p>
<p>CONSENT AGENDA: (C)</p>	<p>Minutes- 5/09/18 Regular Council Meeting Minutes C2. Warrants C3. Request to Shred City Documents C4. Planning Commission Report P&amp;Z minutes C5. Zoning Administrator Report C6. Housing Authority Board Report C7. Water Distribution System Report C8. Council Work Order List C9. Library Board Report C10. Law Department/Animal Control Report C11. Code Compliance Report C12. Maintenance Department Report C13. City Clerk Report C14. OPR Director Report C15. Resolutions 2018-04 and 2018-05 C16. Fireworks Display Permits 2018-01, 2018-02  Motion: Move to approve the Consent Agenda as written Moved: Carol Baughman, Tammy Metzger Motion Carried (3-0)</p>
<p>SPECIAL REPORTS: (D)</p>	<p>Re-Appointments of Non-Elected Personnel: The Mayor read the individual list of re-appointments of non-elected personnel. There was no discussion. Tammy Metzger (Carol Baughman) moved to re-appoint each non-elected employee as listed. Motion carried 3-0.</p>

<p>PUBLIC COMMENTS (E)</p>	<p>Discussion: Tammy Schlingmann from the Osage County Herald-Chronicle had a brief discussion with the Council about coverage for the upcoming 4<sup>th</sup> of July Celebrations in the County as well as the County Fairs.</p>
<p>UTILITY BILLING ACCOUNT HEARINGS (F)</p>	<p>Discussion: Utility Billing Hearings Report -  Past Due Payment Plans presented: Account #256101 Account #256102 Account #570000 Account #781000  Discussion: perhaps present outliers only-if so, would it require change to ordinance? Will review and discuss in future. Motion: Move to approve the payment plans as proposed. Moved: Tammy Metzger, Carol Baughman Motion carried (3-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT: CATHY SOWERS (G.1)</p>	<p>Discussion: Treasurer Report Consensus was that if the OPR Board approved an expenditure it was to come out of Fund 6.  Motion: Move to approve the Treasurer Report as written Moved: Tammy Metzger, Carol Baughman Motion Carried: (3-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: MAINTENANCE: PROPOSED ASPHALT WORK LOCATIONS (G.2.A)</p>	<p>Discussion: bid comparisons: Will review bids for possible approval at special meeting to be held the same day as work session, time to be determined.  Jon Brady discussed setting a strategy for street work and ditch work.  Jim Koger will be forwarding the video from Well #2 to Kramer Engineering for them to review.  Discussion regarding possible repair to the backhoe downriggers: Murphy Tractor priced the cylinder repairs at roughly \$500-\$1,000 per side, saving on labor by removing here.  Motion: Have Murphy Tractor do repair Moved: Carol Baughman, Tammy Metzger Discussion: Any less expensive options?  Motion failed 0-3.</p>

	<p>Motion: Move to approve up to a \$2,000 repair; compare couple of companies and go with the best deal.                  Moved: Tammy Metzger, Carol Baughman                  Motion Carried: (3-0)</p> <p>Update on pool leak: leak detection company will be back at the pool on June 14<sup>th</sup>.</p> <p>Aaron Traphagan has started work and is doing well.</p> <p>Working with the contractor doing Kansas Gas Service Line replacements has taken more time than expected.</p>
<p>COUNCIL                  ACTION/DISCUSSION                  ITEMS:                  ADMINISTRATION:                  DEPARTMENTAL                  STRUCTURE                  CONVERSATION                  (G.3.A)</p>	<p>Discussion: We will review the LKM Personnel Policy template and address further next month.</p>
<p>COUNCIL                  ACTION/DISCUSSION                  ITEMS: DONATE                  ACCRUED SICK LEAVE                  (G.3.B)</p>	<p>Discussion: Employee requests to donate unused accrued sick leave to apply to fellow employee City Utility Bill.</p> <p>Motion: Move to approve 15 hours donation from Jim Koger.                  Moved: Tammy Metzger, Carol Baughman                  Motion Carried (3-0)</p>
<p>COUNCIL                  ACTION/DISCUSSION                  ITEMS:                  ADMINISTRATION:                  CITIZEN COMPLAINT                  (G.3.C)</p>	<p>Discussion: Since the complaint relates to an open, ongoing police case, recommendation was that the Council take the complaint under advisement and allow the City Attorney to review and make recommendation for action. Jim Koger is to advise the complaintee.</p>
<p>COUNCIL                  ACTION/DISCUSSION                  ITEMS: REVIEW RIDE-                  ALONG POLICY                  (G.3.D)</p>	<p>Discussion: Michael Coffman is reviewing policy</p> <p>Motion: Move to suspend Ride-Alongs until legal review is completed.                  Moved: Tammy Metzger, Carol Baughman                  Motion carried: 3-0.</p>
<p>COUNCIL                  ACTION/DISCUSSION                  ITEMS:                  ADMINISTRATION:</p>	<p>Discussion: Michael Coffman is reviewing policy</p> <p>Motion: Move to suspend adding any new Reserve Officers until legal review is completed. Limit use</p>

<p>REVIEW RESERVE PROGRAM (G.3.e)</p>	<p>of existing Reserve Officers until legal review is completed. Moved: Tammy Metzger, Carol Baughman Motion carried: 3-0.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: ADMINISTRATION: REVIEW PROPOSED PAY MATRIX (G.3.f)</p>	<p>Discussion: Will continue to work on the pay matrix.</p> <p>Police Chief Terry Hollingsworth gave his report. Chief Hollingsworth asked the Council to consider hiring Dena Manning as the second Full-Time Officer. There was discussion.</p> <p>Motion: Request a 10-minute Executive Session to discuss personnel matters of non-elected personnel. Session would include the Police Chief and City Clerk. Moved: Tammy Metzger, Carol Baughman Approved: 3-0</p> <p>At 8:54PM the Council entered Executive Session.</p> <p>At 9:04 the Council returned from Executive Session. No decisions were made.</p> <p>There was further discussion.</p> <p>Motion: Move to hire Dena Manning as our second full-time officer.</p> <p>There was discussion regarding the budget.</p> <p>Moved: Carol Baughman, Tammy Metzger Approved: 3-0</p> <p>Police Chief Terry Hollingsworth and Clerk Jim Koger will discuss when to start Dena full-time (August was discussed).</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: ZONING (G.4)</p>	<p>No action items were presented.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: PARK AND REC (G.5)</p>	<p>No action Items were presented.</p>
<p>NEW BUSINESS: CHEMICAL LOCKERS FOR THE POOL: (I.2)</p>	<p>Moved up I.2 to discuss while Dan Gamblin was still here.</p> <p>Discussion:</p>

	<p>Pool has needs for two cabinets, need plan for Maintenance Shop</p> <p>Motion: Spend up to \$1,000 for two cabinets for the pool.                  Moved: Tammy Metzger, Carol Baughman                  Approved: 3-0</p> <p>We will have a plan for the shop next month.</p>
<p>UNFINISHED BUSINESS:                  CODIFICATION UPDATE                  (H.1)</p>	<p>Discussion: Consider Liz Cordts for Library Board</p> <p>Motion: Approve Liz Cordts for Library Board                  Moved: Carol Baughman, Cheryl Miller                  Approved: 3-0</p> <p>Planning and Zoning: No candidates at this time, consensus was that neither Zoning Admin or City Clerk should be on the board.</p>
<p>UNFINISHED BUSINESS:                  UPDATING ORDINANCE                  #101 DEFINITION OF A                  KENNEL:                  (H.2)</p>	<p>Discussion: Not ready to define a Kennel and believe that there are Nuisance items that need to be better defined.                  Tammy Metzger and Cheryl Miller will work on this for next time.</p>
<p>UNFINISHED BUSINESS:                  APPROVE ANIMAL                  CONTROL JOB                  DESCRIPTION                  (H.3)</p>	<p>Discussion: No longer an independent position- this should be in the general job description.</p>
<p>UNFINISHED BUSINESS:                  REVIEW FOR APPROVAL                  12” BEACONS WITH                  TIMERS FOR SCHOOL                  CROSSING LIGHTS:                  (H.4)</p>	<p>Discussion: Need to get these installed before school starts back up</p> <p>Motion: Approve purchase as presented                  Moved: Carol Baughman, Tammy Metzger                  Approved: 3-0</p>
<p>OTHER UNFINISHED                  BUSINESS                  (H.5)</p>	<p>None</p>
<p>NEW BUSINESS: FIRE                  DEPARTMENT REQUEST                  TO CLOSE W SFT                  BETWEEN MAPLE AND                  OAK:                  (I.1)</p>	<p>Discussion: Request to close street the Saturday morning of fair week for Fire Department Open House.</p> <p>Consensus was that it was okay to do as in the past but to be sure to coordinate event with the Police Chief.</p>

<p>NEW BUSINESS: CHEMICAL LOCKERS FOR THE POOL (I.2)</p>	<p>Item was handled earlier in the meeting</p>
<p>NEW BUSINESS: OTHER NEW BUSINESS (I.3)</p>	<p>Discussion: Valuing our small town businesses Cheryl Miller would like to work on this topic.</p>
<p>COUNCIL MEMBER COMMENTS: (J)</p>	<p>None</p>
<p>MAYOR’S COMMENTS: (K)</p>	<p>Budgeting discussion coming up.</p>
<p>ADJOURNMENT: (L)</p>	<p>Mayor Jon Brady called for a motion to adjourn.  Motion: I move to adjourn at 10:03 pm Moved: Carl Baughman, Tammy Metzger Motion carried (3-0 )</p>
<p>Respectfully submitted, Jim Koger: Overbrook City Clerk APPROVED JULY 11, 2018</p>	

**MINUTES  
COUNCIL MEETING  
CITY OF OVERBROOK, OVERBROOK CITY HALL  
401 MAPLE STREET  
July 11, 2018**

<p>CALL TO ORDER, ROLL CALL, PROCLAMATION (A)</p>	<p>Mayor Jon Brady called the July 11, 2018 Council Meeting to order at 7:00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas. <b>Mayor Jon Brady</b> – present <b>Council Members:</b> Carol Baughman - present Joanne Allen - present Tammy Metzger- absent David Penrod – absent Cheryl Miller - present <b>Others present:</b> Jim Koger Dan Gamblin Kyle Maichel Terry Hollingsworth Michael Coffman Jim Long</p>
<p>APPROVAL OF AGENDA: (B)</p>	<p>Discussion: agenda reviewed, Move item H2 to next month.  Motion: Move to approve the agenda as amended Moved: Carol Baughman , Joanne Allen Motion carried (3-0)</p>
<p>CONSENT AGENDA: (C)</p>	<p>C.1. Minutes- 6/13/18 Regular Council Meeting Minutes; 6/22/18 Special Mtg Minutes; 6/22/18 Work Session Notes C.2. Warrants C.3. Request to Shred City Documents C.4. Planning Commission Report P&amp;Z minutes C.5. Zoning Administrator Report C.6. Housing Authority Board Report C.7. Water Distribution System Report C.8. Council Work Order List C.9. Library Board Report C.10. Law Department/Animal Control Report C.11. Code Compliance Report C.12. Maintenance Department Report C.13. City Clerk Report C.14. OPR Director Report C.15 Pool Report  Motion: Move to approve the Consent Agenda as written Moved: Joanne Allen, Carol Baughman Motion Carried (3-0)</p>



<p>SPECIAL REPORTS: KYLE MAICHEL: ANIMAL CONTROL CONCERN (D.1)</p>	<p>Discussion: Kyle Maichel spoke on behalf of citizens present and petitioners. Citizens also asked questions or expressed concerns: Animal concerns aren't about one particular incident, tethering for entirety of life, inadequate shelter, inadequate water, inadequate food, continued warnings is inhumane, citizens need protocol to follow, ordinances need a clear directive and clear consequences, why and when is tethering bad, when are dogs taken away regarding animal cruelty and vicious animals? neighbors should not be in trouble for caring for an animal being abused, enforcement and consequences are important; Online petition received, accepted, taken under advisement; Names were collected of volunteers willing to work with animal ordinance committee.</p>
<p>SPECIAL REPORTS: DONOVAN THORNTON: SEWER BACKUP</p>	<p>Discussion: Letter presented to council, lift light, possible false alarm, sewer backed up, Omni system phone calls, clean up costs</p> <p>Motion: Pay \$500.00 to Donovan Thornton for clean up costs                  Moved: Carol Baughman, Joanne Allen                  Motion Carried: (3-0)</p>
<p>Break</p>	<p>7:55 pm – 8:00 pm</p>
<p>SPECIAL REPORTS: JIM LONG CPA 2017 AUDIT, 2019 BUDGET</p>	<p>Discussion: 2017 Audit: no significant deficiencies were found; 2019 Budget presented; Recommend budget workshop July 20, 2018 at 3:00 pm followed by special meeting to finalize budget proposal and submit to newspaper for publication; Recommend budget hearing Aug. 8, 2018 at 7:00 pm;</p> <p>Motion: Approve the 2017 Audit Report                  Moved: Joanne Allen, Carol Baughman                  Motion Carried: (3-0)</p>
<p>PUBLIC COMMENTS (E)</p>	<p>Discussion: None</p>
<p>UTILITY BILLING ACCOUNT HEARINGS (F)</p>	<p>Discussion: Utility Billing Hearings Report -</p> <p>Past Due Payment Plans presented:                  Account #212000                  Account #256102                  Account #315000                  Account #362000</p>

	<p>Motion: Move to approve the payment plans as proposed  Moved: Carol Baughman, Joanne Allen  Motion carried (3-0)</p>
<p>COUNCIL  ACTION/DISCUSSION  ITEMS:  TREASURER REPORT:  CATHY SOWERS  (G.1)</p>	<p>Discussion: Treasurer Report</p> <p>Motion: Move to approve the Treasurer Report as written  Moved: Joanne Allen, Carol Baughman  Motion Carried: (3-0)</p>
<p>COUNCIL  ACTION/DISCUSSION  ITEMS: MAINTENANCE  (G.2)</p>	<p>Discussion: Maintenance Report, production of wells, no water leaks this month, service agreement on skid steer, short term and long term plan for equipment replacement, get info for improvements or replacement of utility bed or truck for next work session, get front cylinders on back hoe repaired, spraying thistle, sweeping goose droppings, steps at library painted, backflow preventer at ball field installed;</p>
<p>COUNCIL  ACTION/DISCUSSION  ITEMS:  ADMINISTRATION  (G.3)</p>	<p>No Action Items</p>
<p>COUNCIL  ACTION/DISCUSSION  ITEMS: ZONING  (G.4)</p>	<p>No Action Items</p>
<p>COUNCIL  ACTION/DISCUSSION  ITEMS: PARK AND REC  (G.5)</p>	<p>Geese information presented by Cheryl Miller: birth control, nest location, commitment, volunteers, federally regulated, writing plan;</p>
<p>COUNCIL  ACTION/DISCUSSION  ITEMS: LAW  (G.6)</p>	<p>Discussion: Law Report: Officer Manning's first full time day is July 23, 2018; pool break in; recall on Dodge; Law Budget; animal ordinance</p>
<p>UNFINISHED BUSINESS:  BOARD MEMBER  APPOINTMENT  PLANNING &amp; ZONING  (H.1)</p>	<p>Discussion: Candidate options; board of appeals; Jim will research structure in other cities.</p>
<p>UNFINISHED BUSINESS:  PERSONNEL MANUAL  UPDATE  (H.2)</p>	<p>Discussion: sexual harassment video for employees, more discussion to take place next month</p>

OTHER UNFINISHED BUSINESS (H.3)	None
NEW BUSINESS: (I.1)	Discussion: yearly calendar of topics
NEW BUSINESS: OTHER NEW BUSINESS (I.2)	Discussion: City Contribution for fireworks Motion: Donate \$600.00 to PRIDE for City Fireworks  Moved: Joanne Allen, Carol Baughman Motion Carried: (3-0)
COUNCIL MEMBER COMMENTS: (J)	Cheryl: Enforcing animal ordinances Joanne: Veteran’s Memorial and Jon’s questions with the children.
MAYOR’S COMMENTS: (K)	Wants us to continue our work and be a more positive community. Asks us to think about what our steps are to grow and build business.
ADJOURNMENT: (L)	Mayor Jon Brady called for a motion to adjourn.  Motion: I move to adjourn at 10:08 pm Moved: Joanne Allen, Carol Baughman Motion carried (3-0 )
Respectfully submitted, LaVerna Gray: Overbrook Assistant City Clerk Approved 08/08/18	

**MINUTES COUNCIL  
MEETING  
CITY OF OVERBROOK, OVERBROOK CITY HALL  
401 MAPLE STREET  
August 8, 2018**

<p>CALL TO ORDER, ROLL CALL, PROCLAMATION (A)</p>	<p>Mayor Jon Brady called the August 8, 2018 Council Meeting to order at 7:00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas. <b>Mayor Jon Brady</b> – present <b>Council Members:</b> Carol Baughman - present Joanne Allen - present Tammy Metzger- present David Penrod – present Cheryl Miller - present <b>Others present:</b> Jim Koger Bob Klingler Quinton Randel GIS Impact</p>
<p>2019 BUDGET HEARING:</p>	<p>Mayor Jon Brady called the 2019 Budget Public Hearing to order at 7:03PM. There weren't any questions from the public. Following discussion, Carol Baughman (Joanne Allen) moved to approve the 2019 Budget as presented. There was no further discussion. Motion carried 5-0.</p> <p>Mayor Jon Brady closed the 2019 Budget Public Hearing at 7:18PM.</p>
<p>APPROVAL OF AGENDA: (B)</p>	<p>Discussion: agenda reviewed, list also add Kylie Hastings as D1.</p> <p>Motion: Move to approve the agenda as amended Moved: Tammy Metzger , Joanne Allen Motion carried (5-0)</p>
<p>CONSENT AGENDA: (C)</p>	<p>Minutes- 7/11/18 Regular Council Meeting Minutes C2. Warrants C3. Request to Shred City Documents C4. Planning Commission Report P&amp;Z minutes C5. Zoning Administrator Report C6. Housing Authority Board Report C7. Water Distribution System Report C8. Council Work Order List C9. Library Board Report C10. Law Department/Animal Control Report C11. Code Compliance Report C12. Maintenance Department Report C13. City Clerk Report C14. OPR Director Report C.15 Pool Report</p>

	<p>Motion: Move to approve the Consent Agenda as written.</p> <p>Moved: Carol Baughman, Joanne Allen</p> <p>Motion Carried (5-0)</p>
<p>SPECIAL REPORTS: KYLIE HASTINGS: OLD GYM USE (D.1)</p>	<p>Kylie Hastings spoke with the Council about the possibility of working on the Old Gym so it could be used by softball and baseball teams for practice. Following discussion, the consensus was for Kylie to come back with a plan and go over it at the September Council Meeting.</p>
<p>PUBLIC COMMENTS (E)</p>	<p>Discussion: None</p>
<p>UTILITY BILLING ACCOUNT HEARINGS (F)</p>	<p>Discussion: Utility Billing Hearings Report -</p> <p>Past Due Payment Plans presented: 270500 307000 560000 781000</p> <p>Motion: Move to approve the payment plans as proposed. Cure other accounts. Moved: David Penrod, Tammy Metzger Motion carried (5-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT: CATHY SOWERS (G.1)</p>	<p>Discussion: Treasurer Report</p> <p>Motion: Move to approve the Treasurer Report as written. Moved: Tammy Metzger, Carol Baughman Motion Carried: (5-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: MAINTENANCE (G.2)</p>	<p>Discussion: Maintenance Report, Safety Equipment, White truck repair/replacement.</p> <p>No action taken.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: ADMINISTRATION (G.3)</p>	<p>Quinton Randel from GIS Impact was in attendance to further discuss the SimpleCity product from GIS Impact. Quinton had attended a work session a couple of months back.</p> <p>Following discussion, Quinton will get demo access set-up for Jim Koger. We will discuss further at the September Council Meeting.</p>

COUNCIL ACTION/DISCUSSION ITEMS: ZONING (G.4)	No Action Items
COUNCIL ACTION/DISCUSSION ITEMS: PARK AND REC (G.5)	Bob Klingler was in attendance to update the Council on Park and Rec items. OPR will be working on a concession stand update plan.
COUNCIL ACTION/DISCUSSION ITEMS: LAW (G.6)	No Action Items
UNFINISHED BUSINESS: BOARD MEMBER APPOINTMENT PLANNING & ZONING (H.1)	Discussion: two Candidates- Joyce Dillon and John Krewson.  Motion: Move to approve Joyce Dillon for the open Planning and Zoning Board position. Moved: David Penrod, Tammy Metzger Motion Carried: 3-2 (Cheryl Miller, David Penrod)  Jim Koger reported that all but one of the 15 responses from the clerk list serv indicated that their Planning Commission also served as their Board of Appeals.
UNFINISHED BUSINESS: PERSONNEL MANUAL UPDATE (H.2)	Nothing new to report. Will discuss further in September.
OTHER UNFINISHED BUSINESS (H.3)	None
NEW BUSINESS: 2018 Standard Traffic Ordinance #407/UPOC #408 (I.1.a)	Following discussion, David Penrod (Joanne Allen) moved to approve Ordinances 407 and 408. Motion carried 5-0.
NEW BUSINESS: 2018 Standard Traffic Ordinance/UPOC Licensing Agreement (I.1.b)	Following discussion, Joanne Allen (David Penrod) moved to approve the licensing agreements with LKM. Motion carried 5-0.
NEW BUSINESS: 2018 City LKM Voting Delegate/Alternate (I.2)	Following discussion, the consensus was that Carol Baughman would be the Voting Delegate and Joanne Allen would be the Alternate.
NEW BUSINESS: Request to allow beer at a fundraising	There was discussion which included concern about having alcohol at school fundraisers, it was

<p>event at Jones Park (I.3)</p>	<p>indicated that in the district golf tournament and volleyball game fundraisers were examples of where it was already being done.</p> <p>Motion: Move to approve approve the request to allow beer at the fundraising event at Jones Park. Moved: David Penrod, Cheryl Miller Further discussion: No sales, just limited to the players involved at the ball fields only. Motion Carried: 3-0 (Carol Baughman and Tammy Metzger abstained).</p>
<p>NEW BUSINESS: OTHER NEW BUSINESS (I.4)</p>	<p>I.4.a Hanson Sports Purchase Order Following discussion, Tammy Metzger (Joanne Allen) moved to pay the Hanson Sports order. Motion carried 5-0.</p> <p>I.4.b American Leak Detection Invoice This was determined to be a past due invoice for work already completed. Consensus was that this should be handled through the warrants.</p> <p>There was no other new business.</p>
<p>COUNCIL MEMBER COMMENTS: (J)</p>	<p>Carol, Tammy: none.</p> <p>Cheryl: Animal ordinance meeting went well. We will hold it on the 4<sup>th</sup> Wednesday of each month. Discussed keeping ahead of the curve, focusing on the process so the group can keep moving forward.</p> <p>David: UTV Race and the Derby Theatre coming up during the fair.</p> <p>Joanne: The Fire Department will hold their annual Open House on Saturday of the fair 10AM to 2PM.</p>
<p>MAYOR’S COMMENTS: (K)</p>	<p>Keep working on the Agenda- if not an actionable item put it in department/board report. Keep working on Vision- where we want to go/grow. Work Session will be on the 31<sup>st</sup> and we will discuss Vision for the City. 3PM at City Hall.</p>
<p>ADJOURNMENT: (L)</p>	<p>Mayor Jon Brady called for a motion to adjourn.</p> <p>Motion: I move to adjourn at 9:17 pm Moved: David Penrod, Joanne Allen Motion carried (5-0 )</p>

Respectfully submitted, Jim Koger: Overbrook City Clerk APPROVED:SEPT 12, 2018	



**MINUTES  
COUNCIL MEETING  
CITY OF OVERBROOK, OVERBROOK CITY HALL  
401 MAPLE STREET  
SEPTEMBER 12, 2018**

<p>CALL TO ORDER, ROLL CALL (A)</p>	<p>Mayor Jon Brady called the September 12, 2018 Council Meeting to order at 7:00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas. <b>Mayor Jon Brady</b> – present <b>Council Members:</b> Carol Baughman - present Joanne Allen - present Tammy Metzger- present David Penrod – absent Cheryl Miller - present <b>Others present:</b> Jim Koger Dan Gamblin Cathy Sower Terry Hollingsworth</p>
<p>APPROVAL OF AGENDA: (B)</p>	<p>Discussion: agenda reviewed  Motion: Move to approve the agenda as written Moved: Carol Baughman, Joanne Allen Motion carried (4-0)</p>
<p>CONSENT AGENDA: (C)</p>	<p>C.1. Minutes- 8/8/18 Regular Council Meeting Minutes, 7/20/18 &amp; 8/31/18 Work Session Notes, Spec Mtg Minutes 7/20/18 &amp; 8/31/18 C.2. Warrants C.3. Request to Shred City Documents C.4. Planning Commission Report P&amp;Z minutes C.5. Zoning Administrator No Report C.6. Housing Authority Board Report C.7. Water Distribution System Report C.8. Council Work Order List C.9. Library Board Report C.10. Law Department/Animal Control Report C.11. Code Compliance No Report C.12. Maintenance Department Report C.13. City Clerk Report C.14. OPR Director Report C.15 Pool Report C.16 Renew KRWA Membership  Motion: I move to approve the Consent Agenda as written Moved: Tammy Metzger, Joanne Allen Motion Carried (4-0)</p>
<p>SPECIAL REPORTS: (D.1)</p>	<p>No special guests tonight.</p>

<p>PUBLIC COMMENTS (E)</p>	<p>None</p>
<p>UTILITY BILLING ACCOUNT HEARINGS (F)</p>	<p>Discussion: Utility Billing Hearings Report -                       Past Due Payment Plans presented:                      Account #270100                      Account #307000                      Account #362000                      Account #620000                       Motion: I move to approve the payment plans as proposed                      Moved: Joanne Allen, Carol Baughman                      Motion carried (4-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT INCLUDES ACTION ITEM: CATHY SOWERS (G.1)</p>	<p>Discussion: Treasurer’s Report, State of Kansas Municipal Investment Pool                       Motion: I move to accept State of Kansas Municipal Investment Pool Resolution 2018-03 to establish an account                      Moved: Joanne Allen, Carol Baughman                      Motion Carried: (4-0)                       Motion: I move that the Overbrook City Treasurer transfer the \$50,561.83 CD that comes due Sept 27<sup>th</sup> into the best rate available                      Moved: Tammy Metzger, Joanne Allen                      Motion Carried: (4-0)                       Motion: I move to approve Treasurer’s Report as written                      Moved: Joanne Allen, Carol Baughman                      Motion Carried: (4-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: POLICE DEPARTMENT ACTION ITEM (G.2)</p>	<p>Discussion: Pay Matrix                       Motion: I move to accept the new proposal for starting salaries and pay raises for the Law Department.                      Moved: Joanne Allen, Tammy Metzger                      Motion Carried: (4-0)                       Discussion: purchase of laptop computers                       Motion: I move that we purchase 2 laptop computers at specs recommended, budget of \$840.00.                      Moved: Carol Baughman, Tammy Metzger                      Motion Carried: (4-0)</p>

<p>COUNCIL ACTION/DISCUSSION ITEMS: MAINTENANCE DEPARTMENT ACTION ITEM G.3)</p>	<p>Discussion: Equipment requests: trailer, barricades, air compressor, trash pump, chain saw, pole saw</p> <p>Motion: I move to approve the expenditures for the items listed at a cost of \$7500.00 Moved: Tammy Metzger, Joanne Allen Motion Carried: (4-0)</p> <p>Request 10 minute executive session</p> <p>Motion: I move that the city council recess into executive session to discuss an individual employee’s performance. The justification of such motion is for the non-elected personnel matter exception. Including Jim Koger and Dan Gamblin.</p> <p>Moved: Carol Baughman, Tammy Metzger Motion Carried (4-0)</p> <p>The open meeting will resume in the council room at 8:41 pm</p> <p>Open meeting resumed at 8:41 pm. No decisions were made and no actions were taken during executive session.</p> <p>Motion: I move, based on Aaron Traphagan’s performance, to increase his salary by \$1.00 an hour and to remove him from probationary status. Moved: Carol Baughman, Tammy Metzger Motion Carried: (4-0)</p>
<p>Break</p>	<p>8:45-8:52 pm</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: ADMINISTRATION DEPARTMENT ACTION ITEMS (G.4)</p>	<p>Discussion: 9/28/18 work session topics, library lights repair;</p> <p>Motion: Obtain another bid to fix the library lights and accept the lowest bid to be paid by the city if the library board determines it is the city’s responsibility. Moved: Cheryl Miller, Tammy Metzger Motion Carried: (4-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: PARK &amp; REC ACTION ITEMS (G.5)</p>	<p>Discussion: Aleviating the amount of overflow from the east tower to the south ball diamond. Request the authorization of dirt work to reform the ditch and re-establish berms.</p> <p>The city will work on reducing the amount of over flow and the consensus is that OPR may do the dirt work at OPR’s cost.</p>

	<p>Discussion: Park &amp; Rec needs a new board member that resides in town. Requests the city mention this need in the next city newsletter and place this as Unfinished Business on the October City Council Meeting Agenda</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: SWIMMING POOL ACTION ITEMS: TRENT MOORE (G.6)</p>	<p>Discussion: Replacing SCOOPY unit for the pool, bids presented; Will gather more information regarding when the sale starts, servicing, warranty for the October Council Meeting.</p> <p>Discussion: Request formation of a committee to develop a plan for repairing the skimmers and presenting the plan to the City Council in October. The committee will include the pool manager, the maintenance team, Tammy Metzger, the city clerk, and the mayor.</p>
<p>UNFINISHED BUSINESS: STREET PROJECT UPDATE AND WIDENING OF 1<sup>ST</sup> STREET (H.1)</p>	<p>Discussion: Street Project</p> <p>Motion: I move that we pay Bettis \$90,290.16 for asphalt work retaining 10%</p> <p>Moved: Joanne Allen, Carol Baughman</p> <p>Motion Carried (4-0)</p>
<p>UNFINISHED BUSINESS: PERSONNEL MANUAL UPDATE (H.2)</p>	<p>Discussion: Working on <i>on call/call out</i> policy for the Maintenance Department and policy for working on a holiday for all departments. Will report to the council in October.</p>
<p>UNFINISHED BUSINESS: GOOSE PROBLEM UPDATE (H.3)</p>	<p>Discussion: Cheryl Miller presented a “Comprehensive Plan for Goose Control”. Must be a consistent effort for 4-6 years.</p> <p>Narrow plan to one page by seasons, present to Park and Rec, and then have a community meeting to review.</p>
<p>UNFINISHED BUSINESS: OTHER UNFINISHED BUSINESS (H.4)</p>	<p>Discussion: Old Gym use for ball and theater</p>
<p>NEW BUSINESS: CROSSING LIGHT REVIEW (I.1)</p>	<p>Discussion: New crossing lights are too dim. Consensus is to send crossing lights back to get a refund and use old lights, covering the middle light provided the flash requirements are met per KDOT standards</p>
<p>NEW BUSINESS: POSSIBLE RE-LOCATION OF WATER LINE SPLITTING LOTS 15 &amp; 16</p>	<p>Discussion: Water line splitting lots 15 &amp; 16 in the Meadowbrook Subdivision; current sidewalk easement; Will consult engineer and obtain an estimate of cost from contractor. There is a possibility of cost share.</p>

IN THE MEADOWBROOK SUBDIVISION (I.2)	
NEW BUSINESS: DRAFT CITY OF OVERBROOK EMERGENCY WASTEWATER PLAN (I.3)	Discussion: City of Overbrook Emergency Wastewater Plan distributed for review. Will be presented for approval at the October City Council Meeting. Question to contemplate: Does the city want to continue with Honey-Bee as the back up plan or do we want to consider standby generators?
NEW BUSINESS: OFFICE PHONE REVIEW (I.4)	Discussion: KWIKOM proposal for moving our phones to their digital system
NEW BUSINESS: OTHER NEW BUSINESS (I.5)	None
COUNCIL MEMBER COMMENTS: (J)	-Cheryl thanks the council for working well together and invites everyone to her house for an outdoor concert Oct 7 <sup>th</sup> a 5pm -Joanne reminds council of Fidelis Club next Wed. with Sheriff Dunn as a speaker -Jim has met several goals in his new position And is moving to a new set of goals
MAYOR'S COMMENTS: (K)	
ADJOURNMENT: (L)	Mayor Jon Brady called for a motion to adjourn.  Motion: I move to adjourn at 10:29 pm Moved: Carol Baughman, Tammy Metzger Motion carried (4-0 )
Respectfully submitted, LaVerna Gray: Overbrook Assistant City Clerk APPROVED Oct 10, 2018	

**MINUTES  
COUNCIL MEETING  
CITY OF OVERBROOK, OVERBROOK CITY HALL  
401 MAPLE STREET  
Oct 10, 2018**

<p>CALL TO ORDER, ROLL CALL (A)</p>	<p>Mayor Jon Brady called the October 10, 2018 Council Meeting to order at 7:00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas. <b>Mayor Jon Brady</b> – present <b>Council Members:</b> Carol Baughman - present Joanne Allen - present Tammy Metzger- absent David Penrod – present Cheryl Miller - present <b>Others present:</b> Jim Koger Cathy Sower Trent Moore</p>
<p>APPROVAL OF AGENDA: (B)</p>	<p>Discussion: agenda reviewed - Add executive session under G4  Motion: Move to approve the agenda as amended Moved: Carol Baughman, Joanne Allen Motion carried (4-0)</p>
<p>CONSENT AGENDA: (C)</p>	<p>C.1. Minutes- 9/12/18 Regular Council Meeting Minutes, 9/28/18 Work Session Notes C.2. Warrants C.3. Request to Shred City Documents C.4. Planning Commission Report No Report C.5. Zoning Administrator No Report C.6. Housing Authority Board Report C.7. Water Distribution System Report C.8. Council Work Order List C.9. Library Board Report C.10. Law Department/Animal Control Report C.11. Code Compliance No Report C.12. Maintenance Department No Report C.13. City Clerk Report C.14. OPR Director Report C.15 Pool Report  Motion: I move to approve the Consent Agenda as written Moved: Joanne Allen, Carol Baughman Motion Carried (4-0)</p>
<p>SPECIAL REPORTS: (D.1)</p>	<p>No special reports</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 #107000 Account #165000 Account #270500 Account #307000 Account #750000</p> <p>Motion: I move to approve the payment plans as written Moved: David Penrod, Joanne Allen Motion carried (4-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT INCLUDES ACTION ITEM: CATHY SOWERS (G.1)</p>	<p>Discussion: Treasurer’s Report</p> <p>Motion: I move to give the treasurer authority to invest \$350,000.00 in 3 month cds using the MIP matching rate. Moved: David Penrod, Joanne Allen Motion Carried: (4-0)</p> <p>Motion: I move to approve the treasurer’s report Moved: Joanne Allen, David Penrod Motion Carried: (4-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: POLICE DEPARTMENT ACTION ITEM (G.2)</p>	<p>No Action Items</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: MAINTENANCE DEPARTMENT ACTION ITEMS G.3)</p>	<p>Discussion: Replacing Utility Truck, Equipment Reserve Budget, Downpayment</p> <p>Motion: Grant the Clerk, Treasurer and Maintenance Department authority to purchase a vehicle for under \$30,000.00 with the directive to have a mechanic check it out prior to purchase. Moved: David Penrod, Joanne Allen Motion Carried: (4-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: ADMINISTRATION DEPARTMENT ACTION ITEMS (G.4)</p>	<p>Discussion: Work Session date set for Nov 2, 2018. The topic will be the pool and the City Christmas event.</p> <p>Motion: I move that the city council recess into executive session to discuss the candidates for Overbrook Municipal Court Judge. The justification for such motion is for the non-elected</p>

	<p>personnel matter. The open meeting will resume in the council room in ten minutes at 8:00 pm.</p> <p>Moved: Carol Baughman, Joanne Allen Motion Carried (4-0)</p> <p>The City Council returned to open session at 8:00pm. No action was taken and no decisions were made.</p> <p>Discussion: Overbrook Municipal Court Judge Candidate interviews</p> <p>Motion: I move that Jon Brady, Joanne Allen and Cheryl Miller interview the Municipal Court Judge Candidates and report back to the City Council. Moved: David Penrod, Cheryl Miller Motion Carried 4-0</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: PARK &amp; REC ACTION ITEMS (G.5)</p>	<p>No Action Items</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: SWIMMING POOL ACTION ITEMS: TRENT MOORE (G.6)</p>	<p>Discussion: Underwater Vacuums &amp; skimmers; The two Scoobies we have now don't function.</p> <p>Motion: Buy one Scooby for up to \$3500.00 during the end of the year sale when that occurs. Moved: David Penrod, Joanne Allen Motion Carried: (4-0)</p> <p>Discussion: Midwest Custom Pool will instruct maintenance crew on winterizing the pool and look at skimmers.</p>
<p>UNFINISHED BUSINESS: STREET PROJECT UPDATE AND WIDENING OF 1<sup>ST</sup> STREET (H.1)</p>	<p>Discussion: Street Project update, 1<sup>st</sup> Street, Oak Street drainage</p> <p>Motion: I move to pay Bettis the retainage. Moved: David Penrod, Joanne Allen Motion Carried: (4-0)</p>
<p>UNFINISHED BUSINESS: PERSONNEL MANUAL UPDATE (H.2)</p>	<p>Discussion: holiday pay, overnight travel Motion: Accept the two changes presented to the Personnel Manual Moved: David Penrod, Joanne Allen Motion Carried (4-0)</p> <p>Discussion: on-call and/or standby time</p>



UNFINISHED BUSINESS: GOOSE PROBLEM UPDATE (H.3)	Discussion: Cheryl presented additional information: turning aerators off and allowing the pond to freeze, discontinue feeding the fish. Information will be presented to OPR
UNFINISHED BUSINESS: CROSSING LIGHT REVIEW (H.4)	Discussion: Returned 4 solar LED lights with 25% restocking fees. Were able to use old lights to meet KDOT standards. Need a push button mechanism and case to make a crossing light work at Maple and 7 <sup>th</sup> Street. There is a crosswalk, but no sidewalk.  Motion: Move that we purchase what is needed for the crossing light at Maple street. Moved: Joanne Allen, Carol Baughman Motion Carried: (4-0)
UNFINISHED BUSINESS: POSSIBLE RE-LOCATION OF WATER LINE SPLITTING LOTS 15 7 16 IN THE MEADOWBROOK SUBDIVISION (H.5)	Discussion: Jim will communicate options to the party interested in purchasing the lots.
UNFINISHED BUSINESS: DRAFT CITY OF OVERBROOK EMERGENCY WASTEWATER PLAN (H.6)	Discussion: Busy Bee, stand by generators  Motion: I move to approve the Emergency Wastewater Plan Moved: Carol Baughman, David Penrod Motion Carried (4-0)
UNFINISHED BUSINESS: OFFICE PHONE REVIEW (H.7)	Discussion: proposal from Kwikom; will get the Fax switched over and talk more at the November Council Meeting
UNFINISHED BUSINESS: LIBRARY LIGHT FOLLOW UP (H.8)	Discussion: Library lights update
UNFINISHED BUSINESS: UPDATE ON THE REVIEW OF THE ANIMAL CONTROL ORDINANCES (H.9)	Discussion: Animal Ordinances progress and plans
OTHER UNFINISHED BUSINESS (H.10)	None
NEW BUSINESS: CASEY’S: RENEW CMB I.1	Discussion: CMB renewal Motion: I move to approve the renewal of Casey’s CMB license Moved: David Penrod, Joanne Allen Motion Passed: (4-0)

<p>NEW BUSINESS: SECURITY CAMERA SYSTEMS FOR CITY HALL/POLOICE DEPARTMENT, POOL, AND SHOP/CONCESSION STAND (I.2)</p>	<p>Discussion: Bids presented. Review for discussion next month.</p>
<p>NEW BUSINESS: PLAN FOR MOWING CITY LAND SOUTH OF THE WEST LIFT STATION (I.3)</p>	<p>Discussion: KDOT: hump of ground affecting water drainage. Get an estimate for mowing.</p>
<p>NEW BUSINESS: REVIEW OF THE CODIFICATION ORDINANCE (I.4)</p>	<p>Discussion: Review the draft of the Overbrook City Code. Will discuss at the next work session.</p>
<p>NEW BUSINESS: OTHER NEW BUSINESS (I.5)</p>	<p>PRIDE meeting 8:00 am, Oct 19 at Community Room: Speaker Barbara Anderson</p>
<p>COUNCIL MEMBER COMMENTS: (J)</p>	<p>Cheryl: Ben Trotter did a super job on the Business Spotlight. Joanne: Attended Conference last weekend with Carol. Nov. 11 Veteran’s Day – Catered Breakfast Nov 10<sup>th</sup> at the Legion. Jim: Dept meeting on Fri with Police Dept. Will walk through the filing of reports and exploring the process of documentation using the new computers.</p>
<p>MAYOR’S COMMENTS: (K)</p>	<p>none</p>
<p>ADJOURNMENT: (L)</p>	<p>Mayor Jon Brady called for a motion to adjourn.  Motion: I move to adjourn at 9:52 pm Moved: Joanne Allen, David Penrod Motion carried (4-0 )</p>
<p>Respectfully submitted, LaVerna Gray: Overbrook Assistant City Clerk APPROVED: NOV. 14, 2018</p>	

**MINUTES  
COUNCIL MEETING  
CITY OF OVERBROOK, OVERBROOK CITY HALL  
401 MAPLE STREET  
NOV. 14, 2018**

<p>CALL TO ORDER, ROLL CALL (A)</p>	<p>Mayor Jon Brady called the November 14, 2018 Council Meeting to order at 7:00 pm in Overbrook City Hall, 401 Maple, Overbrook, Kansas. <b>Mayor Jon Brady</b> – present <b>Council Members:</b> Carol Baughman – present Joanne Allen – present Tammy Metzger – present David Penrod – absent Cheryl Miller – present <b>Others present:</b> Jim Koger Cathy Sower Dan Gamblin</p>
<p>APPROVAL OF AGENDA: (B)</p>	<p>Discussion: Agenda reviewed, Add executive session under H.5, under H.6 add further discussion Support Local Business, removing G.4 item A until the next meeting, move H.2 up to between G.1 and G.2, G.5 Park and Rec Action Items will be part of H.1 Goose Problem Update. Item H.3 will be continued to the December Council Meeting.</p> <p>Motion: I move to approve the agenda as amended Moved: Carol Baughman, Tammy Metzger Motion Carried (4-0)</p>
<p>CONSENT AGENDA: (C)</p>	<p>C.1. Minutes – 10/9/18 Regular Council Meeting Minutes, 11/02/18 Work Session Notes C.2. Warrants C.3. Request to Shred City Documents C.4. Planning Commission Report – no report, did not meet C.5. Zoning Administrator Report - none C.6. Housing Authority Board Report C.7. Water Distribution System Report C.8. Council Work Order List C.9. Library Board Report – no report, did not meet C.10. Law Department/Animal Control Report C.11. Code Compliance Report C.12. Maintenance Department Report C.13. City Clerk Report C.14. OPR Director Report C.15. Pool Report</p>

	<p>Motion: I move to approve the Consent Agenda as written.  Moved: Tammy Metzger, Carol Baughman  Motion Carried (4-0)</p>
<p>SPECIAL REPORTS: Pre-Engineering Report Overbrook Water System: Josh &amp; Ben Kramer  (D.1)</p>	<p>Discussion: Pre-Engineering Report Overbrook Water System – Reports were passed out to Council Members: presentation, questions, and responses. Council will study the report and will be prepared to make decisions in December.</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 #216000  Account #570000  Account #620000  Account #891000</p> <p>Motion: I move to approve the payment plans as written  Moved: Joanne Allen, Tammy Metzger  Motion Carried (4-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT: CATHY SOWERS  (G.1)</p>	<p>Discussion: Treasurer’s Report</p> <p>Motion: I move to approve the treasurer’s report as written.  Moved: Joanne Allen, Carol Baughman  Motion Carried: (4-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: POLICE DEPARTMENT ACTION ITEM(s)  (G.2)</p>	<p>No action items.</p>
<p>Break</p>	<p>9:22 pm – 9:30pm</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: MAINTENANCE DEPARTMENT ACTION ITEM(s)  (G.3)</p>	<p>Discussion: truck bed cover</p> <p>Motion: I move that we purchase a truck bed cover at a cost of \$1,650.00.  Moved: Tammy Metzger, Joanne Allen  Motion Carried: (4-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: ADMINISTRATION DEPARTMENT ACTION ITEM(s)  (G.4)</p>	<p>Discussion: Call-out policy, accrued vacation sell back requests, storm water utility fee,</p> <p>Motion: I move to approve the vacation sell back requests.  Moved: Tammy Metzger, Carol Baughman  Motion Carried: (4-0)</p>

<p>COUNCIL ACTION/DISCUSSION ITEMS: PARK AND RECREATION ACTION ITEM(s) AND GOOSE UPDATE (G.5)</p>	<p>Discussion: Park and Recreation Report, organized goose hunt</p> <p>Motion: I move that we approve the goose control plan  Moved: Joanne Allen, Cheryl Miller  Motion Carried: (4-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: SWIMMING POOL ACTION ITEM(s) (G.6)</p>	<p>Discussion: Cutting out and replacing skimmers and replacing one light. Will address in the maintenance department meeting.  Consult with Parks and Rec regarding seasonal position applications.</p>
<p>UNFINISHED BUSINESS: GOOSE PROBLEM UPDATE (H.1)</p>	<p>Discussed in G.5</p>
<p>UNFINISHED BUSINESS: UPDATE ON THE REVIEW OF THE ANIMAL CONTROL ORDINANCES (H.2)</p>	<p>Discussion: Update on the review of the animal control ordinances. Work with Michael Coffman on format and wording.</p> <p>Motion: I move we accept changes to ordinance 383 but it will not take effect until the old animal ordinances are repealed.  Moved: Joanne Allen, Cheryl Miller  Motion Carried: (4-0)</p>
<p>UNFINISHED BUSINESS: SECURITY CAMERA SYSTEMS FOR CITY HALL/POLICE DEPARTMENT, POOL, AND SHOP/CONCESSION STAND (H.3)</p>	<p>Discussion: to be continued at the December Council Meeting</p>
<p>UNFINISHED BUSINESS: REVIEW FOR APPROVAL THE CODIFICATION ORDINANCE (H.4)</p>	<p>Consensus was to continue to December, make Animal Control part of final copy for approval.</p>
<p>UNFINISHED BUSINESS: MUNICIPAL JUDGE SELECTION (H.5)</p>	<p>Motion: I move that the City Council recess into executive session to discuss non-elected personnel. The justification of such motion is to discuss the selection of a municipal judge. The open meeting will resume in the council room at 10:00 pm. The executive session will include the Mayor, the City Council, the City Clerk and the Assistant City Clerk.  Moved: Joanne Allen, Carol Baughman  Motion Carried: (4-0)</p>

	<p>The City Council returned to an open session at 10:00 pm. No decisions were made, and no action was taken during executive session.</p> <p>Following Discussion-</p> <p>Motion: I move that we select Shannon Rush to be our Municipal Judge.  Moved: Cheryl Miller, Carol Baughman  Motion Carried: (4-0)</p>
OTHER UNFINISHED BUSINESS: FURTHER DISCUSSION: SUPPORT LOCAL BUSINESS (H.6)	Discussion: Baking for businesses, bring in receipts to pay out of petty cash.
NEW BUSINESS: RESERVE OFFICER POLICY (I.1)	Discussion: Reserve Officer Policy will be presented with notes and final policy for approval next month
NEW BUSINESS: RIDE-ALONG POLICY (I.2)	Discussion: Ride Along Policy will be presented with notes and final policy for approval next month
NEW BUSINESS: INDIVIDUAL POOL PASS REQUEST SFT AFTER PROM 2019 (4/13/19) (I.3)	<p>Discussion: Santa Fe Trail High School's request for an individual pool pass as a prize for the After-Prom Party</p> <p>Motion: I move that we donate an individual pool pass to Santa Fe Trail High School's After Prom Party  Moved: Tammy Metzger, Joanne Allen  Motion Carried: (4-0)</p>
NEW BUSINESS: OTHER NEW BUSINESS (I.4)	None
COUNCIL MEMBER COMMENTS: (J)	None
MAYOR'S COMMENTS: (K)	None
ADJOURNMENT: (L)	<p>Mayor Jon Brady called for a motion to adjourn.</p> <p>Motion: I move to adjourn at 10:16 pm  Moved: Tammy Metzger, Carol Baughman  Motion Carried (4-0)</p>
Respectfully submitted, LaVerna Gray Overbrook Assistant City Clerk Approved: December 12, 2018	

**MINUTES  
COUNCIL MEETING  
CITY OF OVERBROOK, OVERBROOK CITY HALL  
401 MAPLE STREET  
Dec. 12, 2018**

<p>CALL TO ORDER, ROLL CALL (A)</p>	<p>Mayor Jon Brady called the December 12, 2018 Council Meeting to order at 7:00 pm in Overbrook City Hall, 401 Maple, Overbrook, Kansas. <b>Mayor Jon Brady</b> – present <b>Council Members:</b> Carol Baughman – present Joanne Allen – present Tammy Metzger – present David Penrod – present Cheryl Miller – present <b>Others present:</b> Jim Koger Cathy Sower Dan Gamblin Terry Hollingsworth</p>
<p>APPROVAL OF AGENDA: (B)</p>	<p>Discussion: Agenda reviewed  Motion: I move to approve the agenda as written Moved: Carol Baughman, Joanne Allen Motion Carried (5-0)</p>
<p>CONSENT AGENDA: (C)</p>	<p>C.1. Minutes – 11/14/18 Regular Council Meeting Minutes, 11/23/18 Work Session Notes C.2. Warrants C.3. Request to Shred City Documents C.4. Planning Commission Report - P &amp; Z minutes C.5. Zoning Administrator Report – no report C.6. Housing Authority Board Report C.7. Water Distribution System Report C.8. Council Work Order List C.9. Library Board Report C.10. Law Department/Animal Control Report C.11. Code Compliance Report C.12. Maintenance Department Report C.13. City Clerk Report C.14. OPR Director Report C.15. LKM Dues Renewal  Motion: I move to approve the Consent Agenda as written. Moved: Joanne Allen, Tammy Metzger Motion Carried (5-0)</p>

<p>SPECIAL REPORTS: GEESE AT CITY LAKE: WADE SISSON (D.1)</p>	<p>Discussion: Reviewed document submitted by Wade Sisson, overall safety plan, Concern is safety for the public and the shooters, still haven't received answers for boots on the ground for the safety of the plan. Outline for safety plan was written. Goose hunts are scheduled for Jan. 5, 19 and Feb 2, 16.</p> <p>Motion: I move to approve the safety plan as developed tonight. Moved: Tammy Metzger, Carol Baughman Motion Carried: (4-1) (Nay – David Penrod)</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 #206000 Account #256103 Account #269700 Account #270500 Account #307000 Account #620000</p> <p>Motion: I move to approve the payment plans as presented Moved: Tammy Metzger, Cheryl Miller Motion Carried (3-2)(nays Carol Baughman, Joanne Allen)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT: INCLUDES ACTION ITEMS: CATHY SOWERS (G.1)</p>	<p>Discussion: Treasurer's Report</p> <p>Motion: I move to approve the treasurer's report as written. Moved: David Penrod, Joanne Allen Motion Carried: (5-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: POLICE DEPARTMENT ACTION ITEM(S) (G.2)</p>	<p>Discussion: Ride Along Policy: Police Chief approval each time or with a specific time frame, the purpose needs to be written, limited number of times; Will review again next council meeting.</p> <p>Discussion: Draft Reserve Officer Policy</p> <p>Motion: I move to approve the Reserve Officer Program Moved: Joanne Allen, Carol Baughman Motion Carried: (5-0)</p>



	<p>Discussion: Residency requirement for full time officer                  Motion: Motion to waive the residency requirement for Dena Manning</p> <p>Moved: Tammy Metzger, Joanne Allen                  Motion Carried: (5-0)</p>
<p>COUNCIL                  ACTION/DISCUSSION                  ITEMS: MAINTENANCE                  DEPARTMENT ACTION                  ITEM(s)                  (G.3)</p>	<p>Discussion: Request to purchase a self-leveling laser: \$800-\$900 range                  Motion: I move that we purchase a self-leveling laser for \$800-\$900.                  Moved: David Penrod, Joanne Allen                  Motion Carried: (5-0)</p> <p>Discussion: Maintenance Stand By Policy                  Motion: I move that we approve the Stand By Policy retroactively to Dec 10                  Moved: Tammy Metzger, Cheryl Miller                  Motion Carried: (4-1)(David Penrod- Nay)</p>
<p>COUNCIL                  ACTION/DISCUSSION                  ITEMS: ADMINISTRATION                  DEPARTMENT ACTION                  ITEM(s)                  (G.4)</p>	<p>Discussion: Request to purchase additional license for Court Software from Jayhawk Software for \$650 plus installation cost.</p> <p>Motion: I move to approve the \$650 purchase of an additional license for Court Software                  Moved: David Penrod, Joanne Allen                  Motion Carried: (5-0)</p>
<p>COUNCIL                  ACTION/DISCUSSION                  ITEMS: PARK AND RECREATION                  ACTION                  ITEM(s)                  (G.5)</p>	<p>No Action Items</p>
<p>COUNCIL                  ACTION/DISCUSSION                  ITEMS: SWIMMING POOL                  ACTION ITEM(s)                  (G.6)</p>	<p>Discussion: Scooby, concrete cutting, skimmer repairs, pool manager position</p> <p>Motion: I move we post an ad for the pool manager position                  Moved: Tammy Metzger, Joanne Allen                  Motion Carried: (5-0)</p> <p>Motion: I move we repair/replace the 3 skimmers on the north side of the pool                  Moved: Tammy Metzger, Carol Baughman                  Motion Carried: (5-0)</p>

<p>UNFINISHED BUSINESS: UPDATE ON THE REVIEW OF THE ANIMAL CONTROL ORDINANCES (H.1)</p>	<p>Discussion: Draft Animal Ordinance #408, place on website and highlight in newsletter. Mayor wants to thank the community for their extensive involvement as well as police, administration, and council members.</p> <p>Motion: I move to approve Animal Ordinance #408 Moved: Cheryl Miller, Tammy Metzger Motion Carried: (5-0)</p>
<p>UNFINISHED BUSINESS: SECURITY CAMERA SYSTEMS FOR CITY HALL/POLICE DEPARTMENT, POOL, AND SHOP/CONCESSION STAND (H.2)</p>	<p>Discussion: Security Camera Systems, Alarm, Network Video Recorder. David will do more research</p>
<p>UNFINISHED BUSINESS: REVIEW FOR APPROVAL THE CODIFICATION ORDINANCE (H.3)</p>	<p>Discussion: Code of the City of Overbrook Ordinance</p> <p>Motion: I move to approve the Code of the City of Overbrook Ordinance Moved: Carol Baughman, Joanne Allen Motion Carried: (5-0)</p>
<p>UNFINISHED BUSINESS: MUNICIPAL JUDGE SELECTION FINALIZATION (H.4)</p>	<p>Discussion: Shannon Rush accepted the offer to be Overbrook's new Municipal Judge.</p>
<p>UNFINISHED BUSINESS: GOOSE PROBLEM UPDATE (H.5)</p>	<p>Discussed in D.1</p>
<p>OTHER UNFINISHED BUSINESS: (H.6)</p>	<p>None</p>
<p>NEW BUSINESS: LODGE DISCUSSION (I.1)</p>	<p>Discussion: Masonic Lodge upstairs is for sale. Motion: I move we give the mayor the authority to purchase the Masonic Lodge for under \$3000.00 Moved: David Penrod, Joanne Allen Motion Carried: (5-0)</p>
<p>NEW BUSINESS: OTHER NEW BUSINESS (I.2)</p>	<p>Discussion: Bonuses to staff.</p> <p>Motion: I move we give bonuses to staff the same amounts as last year. Moved: David Penrod, Cheryl Miller Motion Carried: (5-0)</p> <p>Discussion: KDHE Funding for water project, maintenance costs, agreement with rural development as to what their commitment is, iron as a secondary contaminant may not be</p>

	a strong enough case for a grant amount, costs to customers: those are the things we are weighing: Dec 28 Work Session Topic
COUNCIL MEMBER COMMENTS: (J)	Happy Holidays Small Town Entrepreneurship
MAYOR'S COMMENTS: (K)	Thanks for your hard work and Merry Christmas!
ADJOURNMENT: (L)	Mayor Jon Brady called for a motion to adjourn. Motion: I move to adjourn at 9:39 pm Moved: Carol Baughman, Joanne Allen Motion Carried (5-0)
Respectfully submitted, LaVerna Gray Overbrook Assistant City Clerk APPROVED Jan 9, 2019	