

**REGULAR COUNCIL MEETING
CITY OF OVERBROOK**

MINUTES – January 11, 2012

<p>CALL TO ORDER, ROLL CALL: (A.)</p>	<p>Mayor Don Schultz called the January 11, 2012, regular council meeting to order at 7.00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas. Roll call was taken and it was determined that a quorum was present. Council Members Carol Baughman, Jon Brady, Joanne Allen, Becky Quigley and Jim Gates were present. Others present included Jim Koger, Kit Bostrom, Ed Harmison, Patty Hylton, Terry Hollingsworth, Don Bryant, and Michael Coffman. Members of the public were also in attendance.</p>
<p>MOTION, APPROVE AMENDED AGENDA: (B)</p>	<p>Following discussion, Jim Gates (Joanne Allen) moved to accept the Amended Agenda. Motion carried 5-0. The Amendments were as follows:</p> <p>Add Item 1.4.a West Water Tower Maintenance Invoice from Utility Services, Inc. Move F in front of D Add G.5 Swimming Pool Management Add H.7.a Update on Cell Phones Add H.7.b Update on No Smoking Signs</p>
<p>MOTION, APPROVE CONSENT AGENDA: (C.1 through C.15)</p>	<p>Jon Brady (Carol Baughman) moved to approved the Consent Agenda with the following caveat: the Council chooses to discuss C.5 further as G.6 and to discuss the King Engineering invoice further later in the meeting.</p> <p>Motion carried 5-0.</p> <p>Consent Agenda Items were as follows:</p> <p>C.1.a Approve December 4, 2011 Regular Council Meeting Minutes C.2. Warrants C.3. Request to Shred City Documents C.4 Maintenance Department Report C.5 Animal Control Department Report C.6 City Clerk Department Report C.7 Law Department Report C.8 Code Compliance Report C.9 Pool Department Report C.10 Planning Commission Report C.11 Recreation Commission Report C.12 Library Board Report C.13 Housing Authority Board Report C.14 Request to attend KRWA Conference in Wichita, March 27-29th C.15 Approval to send KRWA support letter to EPA</p>
<p>SPECIAL REPORTS: JUNIOR GIRL SCOUT BRONZE AWARD PRESENTATION (F.1)</p>	<p>The Junior Girl Scouts addressed the Mayor and Council in regards to moving the Library bike rack to a different location. Following discussion, Jim Gates (Carol Baughman) moved to have City Maintenance take measurements and pick which of the presented options to go with. Maintenance will bring a summary to the February Meeting for approval. Motion carried 5-0.</p>
<p>SPECIAL REPORTS: JEFF GOOD CODE HEARING 501 LOCUST (F.2)</p>	<p>Following discussion, Joanne Allen (Carol Baughman) moved to allow 30 days to abate the nuisances on the property and to allow Mr. Good to utilize the repair provision on his cars. No fines yet. Motion carried 5-0. Code Enforcement Officer Hollingsworth will work with Michael Coffman on the extension and the vehicle permit(s).</p>
<p>SPECIAL REPORTS: NICOLE MALCOM NEIGHBORHOOD</p>	<p>Nicole Malcom addressed the Mayor and Council in regards to establishing a Neighborhood Watch Program in Overbrook. Osage County Sheriff Laurie</p>

WATCH PROGRAM (F.3)	Dunn was also present to answer questions regarding the program. Following discussion, the Mayor asked that Ms. Malcom meet with Officer Hollingsworth and come back to the Council with a possible plan.
STREET/WATER PROJECT: (D.1)	Nothing new to report. No action was taken.
CITY LAKE BRIDGE: (D.2)	Following discussion, remaining items include signage, work on a priority list with OPR, and review status of reimbursement items. Jon Brady will work with Jim Koger on the reimbursement items.
LIBRARY PROJECT: (D.3)	Following discussion, no action was taken.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: (E1)	No hearings were held. There was discussion regarding the split bill from the December Council Meeting. Clerk will follow-up and report next meeting.
COUNCIL ACTION/DISCUSSION ITEMS: REVIEW OF TREASURER REPORT: (G.1)	Patty Hylton presented her report to the Council. The Park/Lake Line will be addressed as discussed under D.2. Following discussion, Mayor Schultz described the employee accrued vacation sell-back process and requested that employees make those requests at the June and December Council Meetings. No further action was taken.
COUNCIL ACTION/DISCUSSION ITEMS: REQUEST TO PURCHASE ACH SOFTWARE FOR UTILITY BILLING PROGRAM: (G.2)	Following discussion, the consensus was to discuss further next meeting. No further action taken.
COUNCIL ACTION/DISCUSSION ITEMS: REQUEST FROM HOUSING AUTHORITY TO CLEAN NORTH WEST PARKING STALLS & POSSIBLY ADD GRAVEL: (G.3)	Following discussion, the consensus was for Don Bryant to follow-up with Bruce Smith regarding this item.
COUNCIL ACTION/DISCUSSION ITEMS: OLD HIGH SCHOOL ASBESTOS INSPECTION RESULTS: (G.4.)	Following discussion, consensus was to hold a walk-thru at the old high school at 10AM on Saturday, January 14 th . A Special Meeting with possible action will be called.
COUNCIL ACTION/DISCUSSION ITEMS: SWIMMING POOL MANAGEMENT: (G.5)	Following discussion, Jim Gates (Joanne Allen) moved to promote Sandy Harris to replace Tammy Luther as Pool Administrative Manager and Jackie Woodruff to replace Chelsea Luther as Pool Operations Manager. Shara Luther will return as Assistant Manager. Salaries will remain the same as last year. Motion carried 4-1 (Jon Brady).
COUNCIL ACTION/DISCUSSION ITEMS: ANIMAL CONTROL REPORT: (G.6)	Following discussion regarding the appearance of repeat offenders on the Animal Control Report, consensus was to discuss further with Karl Umscheid at the special meeting on Saturday, January 14 th . Officer Harmison will contact Karl regarding this. No further action was taken.
BREAK:	A 5 minute break was called at 9:00 pm. The Council Meeting was gavelled back in at 9:05 pm.

UNFINISHED BUSINESS: UPDATE ON REVIEW OF UTILITY BILLING RATE: (H.1)	Following discussion no further action was taken. Item will remain on the agenda. Jon Brady will be miss the February Council Meeting.
UNFINISHED BUSINESS: MAICHEL WELL LEASE AGREEMENT: (H.2)	Following discussion, Jon Brady will review Water Rights/Regulatory Information and we will discuss further at a future meeting. No further action was taken. At 9:30PM Becky Quigley left the meeting.
UNFINISHED BUSINESS: DISCUSSION OF REVIEW LKM SAMPLE ORDINANCE FOR #159 REGARDING PEDDLERS: (H.3)	There was discussion. Jim Gates (Jon Brady) moved to have Michael Coffman take the information from LKM and the working committee regarding the Peddler's Ordinance and the Ordinance for Fireworks to form updated Ordinances for both. Motion carried 4-0. Jim Koger is to fax the information to Michel Coffman.
UNFINISHED BUSINESS: DISCUSSION OF LKM SAMPLE ORDINANCE FOR FIREWORKS (H.4)	Following discussion, Joanne Allen and Carol Baughman were assigned to a working committee. This topic will continue to be on the agenda.
UNFINISHED BUSINESS: STATUS OF O&M MANUAL: (H.5)	Following discussion, Jim Koger is to compare the amount billed to date for the O&M Manual versus the budgeted amount. Consensus was that Don Schultz will call Bruce Rinkes and let him know that the invoice for the O&M Manual will not be paid until we have received the O&M Manual.
UNFINISHED BUSINESS: ROCKING OF JETTY'S- KARL UMSCHEID (H.6)	This item will be addressed further in the Spring.
UNFINISHED BUSINESS: UPDATE ON EMPLOYEE CELL PHONES (H.7.a)	Jim Koger addressed the Council to let them know that Officer Quigley's phone was received but was defective. It has been returned but not yet replaced. The phone for Code Enforcement Officer Hollingsworth has issues as well. Both items should be resolved soon. No further action was taken.
UNFINISHED BUSINESS: UPDATE ON NO SMOKING SIGNS (H.7.B)	Signs have been ordered and are ready to be picked up.
OTHER UNFINISHED BUSINESS: (H.7.c)	There was no other unfinished business.
NEW BUSINESS: UPDATE EMPLOYEE HANDBOOK: (I.1)	Following discussion, Mayor Schultz requested that both the Council and employees review the document and we will discuss it further at the February Council Meeting.
NEW BUSINESS: 2012 WASTE TIRE GRANT APPLICATION: (I.2)	Following discussion, consensus was to apply for the grant by the January 15 th deadline. Jim Koger will submit the application.

<p>NEW BUSINESS: REQUEST FOR DONATION TO OVERBROOK COMMUNITY WIDE EVENT: (I.3)</p>	<p>Following discussion, Jim Gates (Carol Baughman) moved to donate a 2012 Family Pool Pass (valued at \$160.00) to the Appanoose PTO for their fundraising activities. Motion carried 4-0. The Clerk will send a certificate.</p>
<p>NEW BUSINESS: WEST TOWER MAINTENANCE INVOICE UTILITY SERVICES: (I.4.a)</p>	<p>Following discussion, Carol Baughman (Joanne Allen) moved to pay the invoice and request that the scheduled work and maintenance report be completed by August 1, 2012. Motion carried 4-0. Jim Koger will contact Utility Services, Inc. to confirm the August 1 date.</p>
<p>OTHER NEW BUSINESS: (I.4.b)</p>	<p>There was no other new business.</p>
<p>PUBLIC COMMENTS: (J.)</p>	<p>Officer Harmison complemented the Maintenance Department on the cleanup they have done on 5th Street near the Park and in the area north of the dam to Overbrook City Lake.</p>
<p>COUNCIL MEMBER COMMENTS: (K.)</p>	<p>Joanne Allen indicated that the sign for the Veteran’s Memorial has been placed east of the Soccer Field. Be sure to check it out if you haven’t seen it. It looks like the Committee will be ordering the Memorial Stone soon.</p> <p>Jim Gates asked that we get the light by the recycling bins repaired.</p> <p>Carol Baughman stated that the new recycling trailer is pretty high and asked which bin should be used for office paper. Jim Koger will check to see which bin to use. Carol also gave an update on the SRTS grant.</p> <p>Jon Brady requested that we get two copies of the Library survey from CFS. Jim Koger will follow-up on this item.</p>
<p>MAYOR’S REPORT: (L.)</p>	<p>The Mayor indicated that there were still a couple of employee reviews to be completed. The Mayor also reminded the Council about the upcoming fundraiser for Sarah Graham, City Hall Day at the Capital, and the joint meeting with the Planning Commission on January 24th.</p>
<p>ADJOURNMENT: (M.)</p>	<p>Jim Gates (Joanne Allen) moved to adjourn the meeting at 10:56 p.m. Motion passed, 4-0.</p>
<p>Respectfully submitted,</p> <p>Jim Koger City Clerk Approved: February 8, 2012</p>	

**SPECIAL COUNCIL MEETING
CITY OF OVERBROOK**

MINUTES – January 14, 2012

<p>SPECIAL MEETING CALL: (A.)</p>	<p>A special meeting of the Overbrook City Council has been called for 10AM Saturday Morning, January 14th, 2012. The Special Meeting will be held at the Old Overbrook High School Building which is located on the east side of Ash in the 300 block.</p> <p>The purpose of the special meeting is as follows:</p> <ol style="list-style-type: none"> 1.) The Council and staff will do a walk-thru inspection of the old high school facility. 2.) Discussion about possible acquisition of the old high school property by the City with potential action taken by Council regarding the property. 3.) Discussion regarding the January Animal Control Report with possible action.
<p>CALL TO ORDER, ROLL CALL: (B.)</p>	<p>Mayor Don Schultz called the January 14, 2012 special council meeting to order at 10:05 a.m. in the old Boys and Girls Club room at the Old Overbrook High School Building. Roll call was taken and it was determined that a quorum was present. Council Members Carol Baughman, Jon Brady, Joanne Allen, Becky Quigley and Jim Gates were present. Others present included Jim Koger, Ed Harmison, Karl Umscheid, and Dale Fox.</p>
<p>Walk-Thru of Facility: (C.1)</p>	<p>The Council and staff will did a walk-thru inspection of the old high school facility.</p>
<p>Discussion about possible acquisition of the old high school property by the City with potential action taken by Council regarding the property: (C.2)</p>	<p>There was lengthy discussion regarding the things that the facility could be used for, what repairs would need to be made, insurance, grant opportunities and concerns.</p> <p>Following discussion, Carol Baughman (Joanne Allen) moved to purchase the property from the school district for the discussed \$1 consideration. Motion carried 5-0. We will look to begin use on the Maintenance side only.</p>
<p>Discussion regarding the January Animal Control Report with possible action: (C.3)</p>	<p>Karl Umscheid was present to discuss details of his Animal Control Report from the January 11, 2012 Council Meeting. Following discussion regarding the repeat offenders, consensus was for Karl to follow-up with the Police Department if a violation was in order.</p> <p>The recent dog bite on Maple Street was discussed next. One of the two dogs involved is still at large. Work continues on this item. No further action was taken.</p>
<p>ADJOURNMENT: (D.)</p>	<p>Jim Gates (Carol Baughman) moved to adjourn the meeting at 10:39 a.m. Motion passed, 5-0.</p>
<p>Respectfully submitted,</p> <p>Jim Koger City Clerk Approved: February 8, 2012</p>	

**REGULAR COUNCIL MEETING
CITY OF OVERBROOK**

MINUTES – February 8, 2012

<p>CALL TO ORDER, ROLL CALL: (A.)</p>	<p>Mayor Don Schultz called the February 8, 2012, regular council meeting to order at 7.00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas. Roll call was taken and it was determined that a quorum was present. Council Members Carol Baughman, Joanne Allen, Becky Quigley and Jim Gates were present. Jon Brady was absent. Others present included Jim Koger, Kit Bostrom, Ed Harmison, and Michael Coffman. Members of the public were also in attendance.</p>
<p>MOTION, APPROVE AMENDED AGENDA: (B)</p>	<p>Following discussion, Joanne Allen (Becky Quigley) moved to accept the Amended Agenda. Motion carried 4-0. The Amendments were as follows:</p> <p>Move F in front of D Add G.5 Board Appointees Add G.6 Pool Discussion</p>
<p>MOTION, APPROVE CONSENT AGENDA: (C.1 through C.13)</p>	<p>Jim Gates (Joanne Allen) moved to approved the Consent Agenda with the following caveat: the Council chooses to add a King Engineering invoice for \$1,200.00 to the list of warrants.</p> <p>Motion carried 4-0.</p> <p>Consent Agenda Items were as follows:</p> <p>C.1.a Approve January 11, 2012 Regular Council Meeting Minutes 1.b Approve January 14, 2012 Special Meeting Minutes C.2. Warrants C.3. Request to Shred City Documents C.4 Maintenance Department Report C.5 Animal Control Department Report C.6 City Clerk Department Report C.7 Law Department Report C.8 Code Compliance Report C.9 Pool Department Report C.10 Planning Commission Report C.11 Recreation Commission Report C.12 Library Board Report C.13 Housing Authority Board Report</p>
<p>SPECIAL REPORTS: (F.1)</p>	<p>Tammy McElhinney addressed the Council in regards to her concern over the living conditions of two dogs she has observed in the City of Overbrook. She read from her official complaint which she also submitted for review.</p> <p>Following discussion, the Mayor indicated that we would look in to this matter further and let her know what we found. Problems will be addressed. 2012 Dog Tags for the animals will be discussed with owners as well. Mayor Schultz also indicated that we would be discussing our animal control ordinance later in the meeting.</p>
<p>SPECIAL REPORTS: (F.2)</p>	<p>Santa Fe Trail High School Band Director Lance Quilling addressed the Council in regards to the upcoming band trip to the Heritage Festival in New York City. Mr. Quilling presented a request for donation to an Overbrook Community Wide Event on behalf of the Santa Fe Trail Band Boosters.</p> <p>Following discussion, Jim Gates (Becky Quigley) moved to contribute</p>

	\$250.00 to the Santa Fe Trail Band Boosters for trip transportation. Motion carried 4-0.
SPECIAL REPORTS: (F.3)	<p>Jan Ogleby from the Osage County Herald-Chronicle was present to let the Council know that Barb Probst had retired and she was replacing her as our advertising representative. Jan proceeded to discuss the upcoming Guide to Osage County that the newspaper was producing. The last guide, from 2 years ago, had us featured in the centerfold and the same positioning would be available if we were interested. If limited changes were necessary the paper would offer the ad at the 2010 price of \$1,240.00. If more significant changes are necessary, the price would be at the current rate of \$1,350.00. The paper would also ask that we consider contributing to the printing cost- no particular amount was obligated but we did contribute \$200 to printing last time.</p> <p>Following discussion, Jim Gates (Joanne Allen) moved to approve the ad at the 2010 cost of \$1,240.00. There was discussion about the printing cost. No amendment to the motion was made and it was approved by a 4-0 vote. Consensus was to discuss the printing cost with our Treasurer and let Jan know. The Mayor asked the Council and Staff to look over the old ad and to let the Clerk know about any changes promptly so he can discuss them when he meets with Jan next week.</p>
SPECIAL REPORTS: (F.4)	Jeff Good was present to discuss the status of the cleanup at his property. Following discussion, consensus was for Mr. Good to keep working and to discuss the matter further with Code Compliance Officer Hollingsworth next week.
CITY LAKE BRIDGE: (D.1)	There was discussion but no action taken.
LIBRARY PROJECT: (D.2)	The CDBG grant application was approved. The meeting with the Department of Commerce will be on February 17th. The Library Board has not yet heard from the Jones Trust.
SAFE ROUTES TO SCHOOLS: (D.3)	Following discussion, per recommendation from the SRTS Committee, Jim Gates (Becky Quigley) moved to use RMA Engineering for Phase 1 of our SRTS project. Motion carried 4-0.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: #2012-01-269501-01: (E.1.a)	Past due was paid prior to the meeting. No action was taken.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: #2012-02-48001-01: (E.1.b)	Following discussion of terms requested by customer in writing, Carol Baughman (Joanne Allen) moved to give until 2/16/12 to pay past due amount of \$129.57. If not received, service is to be shut off on 2/17/12. Motion carried 4-0. Customer was not at hearing so Clerk will notify in writing.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: #2012-03-287001-01: (E.1.c)	<p>No requested terms were received from customer and the customer was not in attendance at the hearing. Following discussion, Becky Quigley (Carol Baughman) moved to shut off service. Motion carried 4-0. Customer was not at hearing so Clerk will notify in writing.</p> <p>There was additional discussion about how the hearing process was working. No additional action was taken.</p>

<p>BREAK:</p>	<p>A 4 minute break was called at 8:26 pm. The Council Meeting was gaveled back in at 8:32 pm.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: POOL DISCUSSION: (G.6)</p>	<p>Since Sandy Harris was in attendance, the Mayor requested that we address Item G.6 next.</p> <p>Following discussion, consensus was that, as an update to what was discussed last month, Jackie Woodruff and Shara Luther would be co-managers. Their salary would be adjusted to \$10.63 per hour (\$21.25/2). Sandy will work on getting WSI guard training on-site and will review the pool schedule/pricing next month. Jim Koger is to get the keys to Sandy. Painting of the pool will still need to be discussed.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: REVIEW OF TREASURER REPORT: (G.1)</p>	<p>Patty Hylton was not present. No further action was taken.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: ANIMAL CONTROL ORDINANCE REVIEW: (G.2)</p>	<p>Following discussion, the consensus was to have Michael Coffman draft a simple update (and combine previous versions) to our animal control ordinance. This update is to include information on who pays for impoundment, animals at large, vicious and/or rabid animals, recovering impoundment fees, and tag renewal specifics. The target date for the draft is the April Council Meeting.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: REQUEST TO PURCHASE ACH SOFTWARE FOR UTILITY BILLING PROGRAM: (G.3)</p>	<p>Following discussion, Jim Gates (Becky Quigley) moved to purchase the ACH Software from Data Technologies, Inc. Motion carried 4-0.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: P&Z REQUEST TO DISCUSS POSSIBLE INTER-LOCAL AGREEMENT WITH COUNTY: (G.4.)</p>	<p>Following discussion, Jim Gates (Carol Baughman) moved to proceed with a letter to the County Commissioners requesting our desire to enter in to an inter-local agreement that would require the County to notify the City of any and all changes in status of Land Use in an area size of 1 Mile from the current City Limits in all directions surrounding the City. Motion carried 4-0.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: BOARD APPOINTEES: (G.5)</p>	<p>Following discussion, Jim Gates (Joanne Allen) moved to re-appoint Marni Penrod to her position on the Library Board. Motion carried 4-0.</p> <p>Carol Baughman (Jim Gates) moved to re-appoint Cliff O’Bryhim to his position on the Housing Authority Board. Motion carried 4-0.</p> <p>Don Schultz will let both appointees know.</p> <p>Next month we will need to discuss one spot on Parks and Recreation as well as 3 positions on Planning and Zoning.</p>
<p>UNFINISHED BUSINESS: UPDATE ON REVIEW OF UTILITY BILLING RATE: (H.1)</p>	<p>Following discussion, committee will review further and bring back proposal at the March Council Meeting. Twenty years was recommended as the payback period for the Sewer Phase 1 overrun.</p>
<p>UNFINISHED BUSINESS: MAICHEL WELL LEASE AGREEMENT: (H.2)</p>	<p>Following discussion, consensus was to re-submit the last proposal without any further changes.</p>

<p>UNFINISHED BUSINESS: REVIEW OF DRAFT ORDINANCES FOR FIREWORKS AND FOR PEDDLERS: (H.3)</p>	<p>Following discussion regarding the Fireworks sample ordinance, Joanne Allen (Carol Baughman) moved to have Michael re-write with the following changes: Set the fee in Section 5 at \$50 per stand; Set the times in Section 3a as 8AM-10:30PM weeknights, 8AM-midnight on weekends and the 4th of July (if it falls on a weeknight); Section 5B Set inspector as Code Compliance or their appointee; Section 14 Authority of Police Chief; the insurance requirement should be in Section 5; Section 8 should be changed to indicate that the shooting of fireworks on Maple Street as well as at the park/or on other public property was prohibited; stands must be at least 100 feet from a gasoline station.</p> <p>Once the changes are made, we will then review the ordinance for approval. An application for the license will need to be created and reviewed as well. Motion carried 4-0.</p> <p>Following discussion on the draft Peddler’s Ordinance, consensus was to review further and discuss again at our April Council Meeting.</p> <p>Becky Quigley left the meeting at 10:08pm.</p>
<p>UNFINISHED BUSINESS: STATUS OF O&M MANUAL: (H.4)</p>	<p>Following discussion, all that appears to be left to be done is for Vic Robbins to meet with staff to review and advise and then present to the Council for their review. A copy of the draft manual is available at City Hall. The clerk will work to get the meeting scheduled. No further action was taken.</p>
<p>UNFINISHED BUSINESS: UPDATE/REVIEW EMPLOYEE HANDBOOK: (H.5)</p>	<p>Following discussion, consensus was for the city staff to bring their recommendations/thoughts to the next City Council meeting for review. The Mayor will contact LKM to see if they have a Human Resource staffer that can attend the meeting to help answer questions.</p>
<p>OTHER UNFINISHED BUSINESS: (H.6)</p>	<p>There was no other unfinished business.</p>
<p>NEW BUSINESS: REQUEST FROM OVERBROOK UNITED METHODIST CHURCH FOR STREET LIGHT: (I.1)</p>	<p>Following discussion, the clerk is to follow-up with Jan Simons at Westar.</p>
<p>NEW BUSINESS: REVIEW FOR APPROVAL CITY/COUNTY CONNECTING LINKS AGREEMENT: (I.2)</p>	<p>Following discussion, Carol Baughman (Jim Gates) moved to not sign the connecting links agreement. Motion carried 3-0.</p>
<p>NEW BUSINESS: ADDRESS UPCOMING OPENINGS ON CITY BOARDS: (I.3)</p>	<p>This topic was discussed under Item G.5. No further action was taken.</p>
<p>NEW BUSINESS: SELECT VOTING DELEGATES FOR KRWA ANNUAL BUSINESS MEETING: (I.4)</p>	<p>Following discussion, consensus was for Jim Koger to be the voting delegate with Don Bryant as the alternate.</p>

OTHER NEW BUSINESS: (I.5)	Joanne Allen updated the Council on the status of the Veteran’s Memorial. The contract has been signed for the memorial stone.
OTHER NEW BUSINESS: (I.6)	The tow bill from ARS Recovery was discussed. Consensus was that the tow company should follow state statute 8-1103. The clerk is to send the tow company a letter advising them of the council decision.
OTHER NEW BUSINESS: (I.7)	There was no other new business.
PUBLIC COMMENTS: (J.)	There were no public comments.
COUNCIL MEMBER COMMENTS: (K.)	Joanne Allen, Carol Baughman: none Jim Gates mentioned that Stephanie Watson had requested Overbrook related items for the Kansas Sampler Festival in Liberal the first weekend in May.
MAYOR’S REPORT: (L.)	The Mayor indicated that attended a recent meeting put on by Public Square Communities. If anyone was interested, an additional meeting will be held locally on February 27 th . The Mayor also indicated that several members of our Fire Department will be at our next Council Meeting to talk about how we can help them meet some of their obstacles. The Mayor finished by asking the Council to keep thinking about the possibility of adding a City Manager somewhere down the road.
ADJOURNMENT: (M.)	Carol Baughman (Jim Gates) moved to adjourn the meeting at 11:00 p.m. Motion passed, 3-0.
<p>Respectfully submitted,</p> <p>Jim Koger City Clerk Approved: March 14, 2012</p>	

**REGULAR COUNCIL MEETING
CITY OF OVERBROOK**

MINUTES – March 14, 2012

<p>CALL TO ORDER, ROLL CALL: (A.)</p>	<p>Mayor Don Schultz called the March 14, 2012, regular council meeting to order at 7.00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas. Roll call was taken and it was determined that a quorum was present. Council Members Carol Baughman, Joanne Allen, Jon Brady and Jim Gates were present. Becky Quigley was absent. Others present included Jim Koger, Kit Bostrom, Ed Harmison, and Don Bryant. Members of the public were also in attendance.</p>
<p>MOTION, APPROVE AMENDED AGENDA: (B)</p>	<p>Following discussion, Carol Baughman (Joanne Allen) moved to accept the Amended Agenda. Motion carried 4-0. The Amendments were as follows: Table H.4, add H.8 discuss moving library contents.</p>
<p>MOTION, APPROVE CONSENT AGENDA: (C.1 through C.15)</p>	<p>Jim Gates (Joanne Allen) moved to approve the Consent Agenda with the following caveats: 1. the Council chooses to move the King Engineering invoice for the O&M Manual to the O&M Discussion under Unfinished Business. 2. Discuss Cable items further in New Business.</p> <p>Motion carried 4-0.</p> <p>Consent Agenda Items were as follows:</p> <ul style="list-style-type: none"> C.1. Approve February 8, 2012 Regular Council Meeting Minutes C.2. Warrants C.3. Request to Shred City Documents C.4. Maintenance Department Report C.5. Animal Control Department Report C.6. City Clerk Department Report C.7. Law Department Report C.8. Code Compliance Report C.9. Pool Department Report C.10. Planning Commission Report C.11. Recreation Commission Report C.12. Library Board Report C.13. Housing Authority Board Report C.14. Approval of LWCF Statement C.15. Approval of Proclamation Declaring April 2012 as Fair Housing Month
<p>PROJECT UPDATE: CITY LAKE BRIDGE: (D.1)</p>	<p>Jon Brady gave an update on the City Lake Bridge Project. The Council discussed the dugout. Following discussion, Jon Brady (Jim Gates) moved to get the roof done on both dugouts on the baseball field. The motion and second was amended to limit the amount to \$1,500. Motion carried 4-0.</p> <p>There was additional discussion regarding rocking the piers. We will work on this during April.</p> <p>Jon Brady and Jim Koger will work on looking at the easements on the east and west side of the Children's Fishing Pond.</p>
<p>PROJECT UPDATE: LIBRARY REPORT (D.2)</p>	<p>Following discussion, Carol Baughman (Jon Brady) moved to proceed with Phase 1 of the Library Project. There was discussion in regards to having 18 months to utilize the funds from the Jones Trust. Motion carried 4-0.</p>
<p>PROJECT UPDATE: SAFE ROUTES TO SCHOOLS (D.3)</p>	<p>Carol Baughman gave the Council an update on the Safe Routes to School Project. Upcoming events include the 4th of July Bike Parade and a Bike Rodeo.</p>

<p>PROJECT UPDATE: OLD HIGH SCHOOL (D.4)</p>	<p>The school maintenance staff will be working over spring break to remove items stored at the old high school. There was discussion regarding what else needed to be done to get the building ready for the maintenance department. Don Bryant will work on getting fencing bids for next month. Following the discussion, Joanne Allen (Carol Baughman) moved to allow up to \$7,000 for the work to be done for the new maintenance building. The fencing cost is excluded from this amount. Motion carried 4-0. Don Bryant will talk with the neighboring property owner in regards to the proposed layout.</p>
<p>SPECIAL REPORTS: FIRE DEPT. NEEDS (F.1)</p>	<p>Donovan Thornton and James Waller were present to discuss items in regards to the volunteer fire department. During the street project some of the no parking signs on the south side of Santa Fe Trail had been removed. Following discussion, the maintenance department will get the no parking signs replaced. A no parking sign will also be placed in the alley west of the fire department to allow for better access out of their west door.</p> <p>The possibility of the fire department doing some flushing for the City was discussed next. The maintenance department will coordinate with the fire department so that some of the flushing can be done while training exercises are being completed.</p> <p>Washing of the fire trucks outside the south bay doors was also discussed. The clerk was asked to note for the minutes that the water is supplied by the city for free. Following discussion, the consensus was to allow the trucks to be cleaned south of the door bays. The trucks can also be washed in the township parking lot and/or the car wash. It was requested that any leftover mud be cleaned up afterwards.</p> <p>The fire department is working on a cadet program for youth ages 16-18. They are also looking for a medic. If anyone knows someone that might be interested, please have them contact the department for more information.</p>
<p>UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASE 2012-04-48001-02 (E.1)</p>	<p>The hearing was dismissed as customer had paid in full.</p>
<p>BREAK:</p>	<p>A 5 minute break was called at 8:25 pm. The Council Meeting was gaveled back in at 8:32 pm.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT (G.1)</p>	<p>Patty Hylton was absent. She will give her report next month.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: CLEAN OUT 321 MAPLE (G.2)</p>	<p>Following discussion, the maintenance department will get the items they want from 321 Maple, particularly the stainless steel sink and some 2x4's. The consensus was to let James Waller remove what he could recycle from the building. He was urged to use caution in doing so. Jon Brady recommended that once the building has been demolished that we keep the two front iron pillars.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: PAINT CITY POOL (G.3)</p>	<p>The bids are up approximately 8-10% from last fall. Following discussion, the consensus was to table the issue until later this summer.</p> <p>The Council next discussed what needed to be done prior to the opening of</p>

	<p>the pool. The tile is a priority. Don Bryant will get a bid for the repair for the next meeting. One of the benches has rotted away. Shade possibilities were discussed as well.</p> <p>The new ADA Lift requirement was discussed next. Consensus was to get a legal opinion from Michael Coffman and discuss this matter further at the April Council Meeting.</p>
COUNCIL ACTION/DISCUSSION ITEMS: REQUEST TO MOVE BRUCE HAUKENBERRY TO FULL- TIME EMPLOYMENT (G.4)	Following discussion, Jon Brady (Jim Gates) moved to make Bruce Haukenberry a full-time employee of the City of Overbrook as of March 26, 2012, at the pay rate of \$13/hr. There was discussion about having Bruce review and sign his job description. Motion carried 4-0.
UNFINISHED BUSINESS: UPDATE ON REVIEW OF UTILITY BILLING RATE (H.1)	Following discussion, Jon Brady (Joanne Allen) moved to have Michael Coffman draft an ordinance allowing for the rate adjustment and annual adjustment opportunities for a set period of time. Motion carried 4-0.
UNFINISHED BUSINESS: REVIEW DRAFT ORDINANCE FOR FIREWORKS (H.2)	<p>Jon Brady (Jim Gates) moved to approve the draft firework ordinance. There was discussion about the recommendation to amend the ordinance to include the City as additional insured on all firework insurance certificates. Motion carried 4-0.</p> <p>There was also discussion about needing a special event policy for the 4th of July celebration. Jim Koger will work with Scott Thompson and JA Cordts on this matter. Jim Koger will also work with them on updating some of the property values used on the insurance renewal.</p> <p>The coverage for the new maintenance building was addressed next. Following discussion, Jon Brady (Jim Gates) moved to proceed with coverage for the structure only. Motion carried 4-0. Mayor Schultz will be in touch with Community Insurance to see if a competitive appraisal is available for comparison.</p>
UNFINISHED BUSINESS: STATUS OF O&M MANUAL (H.3)	Following discussion, consensus was to have the Mayor sign the affirmative certification for Phase 2 of the Sewer Project. Jim Gates (Joanne Allen) moved to pay the King Engineering warrant for the O&M Manual. Motion carried 4-0.
UNFINISHED BUSINESS: UPDATE/REVIEW EMPLOYEE HANDBOOK: (H4)	This item was tabled. No action was taken.
UNFINISHED BUSINESS: APPROVAL OF RESOLUTION 2012-01 STREET LIGHTS AT UNITED METHODIST CHURCH (H.5)	Jim Gates (Carol Baughman) moved to approve Resolution 2012-01. Motion carried 4-0.
UNFINISHED BUSINESS: APPOINTMENTS ON PLANNING AND RECREATION COMMISSION (H.6)	<p>Following discussion, Carol Baughman (Jim Gates) moved to re-appoint Bob Bostrom and Sheila Dale to the Planning Commission. Motion carried 4-0.</p> <p>The remaining Planning Commission seat as well as the seat on Parks and Recreation will be addressed at the April Council Meeting.</p>

<p>UNFINISHED BUSINESS: UPDATE ON GIRL SCOUT PROJECT TO RELOCATE BICYCLE RACKS AT LIBRARY (H.7)</p>	<p>The Girl Scouts will be at the April Council Meeting. No action was taken.</p>
<p>UNFINISHED BUSINESS: OTHER (H.8)</p>	<p>Following discussion, Jon Brady requested that the Clerk verify the Waste Water testing requirements of the O&M Manual are being addressed. There was no other unfinished business.</p>
<p>NEW BUSINESS: REQUEST TO PURCHASE RESQ DEVICES FOR CITY LAKE (I.1)</p>	<p>Following discussion, Carol Baughman (Joanne Allen) moved to purchase five of the ResQ disks. It was indicated that the items were probably not available locally. Motion carried 4-0.</p>
<p>NEW BUSINESS: REQUEST FOR DONATION TO WEST FRANKLIN SPRING FLING (I.2)</p>	<p>Following discussion, there was no action taken for a lack of a motion.</p>
<p>NEW BUSINESS: ADA COMPLIANT LIFT FOR POOL (I.3)</p>	<p>This item was discussed previously under item G.3.</p>
<p>OTHER NEW BUSINESS: BCBS INSURANCE RENEWAL (I.4a)</p>	<p>Following discussion, Jim Gates (Joanne Allen) moved to renew the health insurance policy. Motion carried 4-0. Jim Koger is to check with the Clerk Listserv to see what other cities do in regards to employee premiums.</p>
<p>OTHER NEW BUSINESS: REQUEST FOR FIREWORKS STAND (I.4b)</p>	<p>Following discussion, Jim Koger is to let Eric Garrett know that we are working on approving the fireworks ordinance and once it is in place, the Council will act on his request for a fireworks stand. Jim is also to forward the information to others who have had a stand in the past.</p>
<p>OTHER NEW BUSINESS: DAM SAFETY INSPECTION REPORT (I.4c)</p>	<p>Following discussion regarding the dam safety inspection report and the subsequent notice from DWR that we need to update our 1999 Emergency Action Plan for the lake, the consensus was to send out a RFP for doing the EAP. The RFP's will be reviewed at the May Council Meeting.</p>
<p>OTHER NEW BUSINESS: SERVICE ISSUES WITH ZITO MEDIA (I.4d)</p>	<p>There was discussion regarding recent service issues with the cable system in Overbrook. The consensus was for the Clerk to write a letter to Zito Media indicating that we expected better customer service and more timely response to channel outages.</p>
<p>PUBLIC COMMENTS: (J.)</p>	<p>Officer Harmison thanked Carol Baughman for her recent help with a project.</p>
<p>COUNCIL MEMBER COMMENTS: (K.)</p>	<p>Joanne Allen updated the Council on the status of the Veteran's Memorial Project. The response from the Community fundraising efforts has been phenomenal. The concrete has been poured and features sand that the late Dr. James Ruble brought back from Normandy Beach.</p> <p>Jim Gates and Carol Baughman: none.</p> <p>Jon Brady asked about the flag poles at the Veteran's Memorial. There was</p>

	also discussion about lighting at the Memorial.
MAYOR'S REPORT: (L.)	The Mayor reminded the Council about the work session with Planning and Zoning on Thursday, March 29 th . The City Clean-up is on Saturday, April 14 th , beginning at 9AM. The New U Plant Sale and the Flea Market are April 21 st . The City Wide Garage Sale is on April 28 th .
ADJOURNMENT: (M.)	At 11:06 PM Carol Baughman (Joanne Allen) moved to adjourn. Motion carried 4-0.
Respectfully submitted, Jim Koger City Clerk Approved: April 11, 2012	

**REGULAR COUNCIL MEETING
CITY OF OVERBROOK**

MINUTES – April 11, 2012

<p>CALL TO ORDER, ROLL CALL: (A.)</p>	<p>Mayor Don Schultz called the April 11, 2012, regular council meeting to order at 7.00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas. Roll call was taken and it was determined that a quorum was present. Council Members Carol Baughman, Joanne Allen, Jon Brady Becky Quigley and Jim Gates were present. Others present included Jim Koger, Kit Bostrom, Ed Harmison, and Don Bryant. Members of the public were also in attendance.</p>
<p>MOTION, APPROVE AMENDED AGENDA: (B)</p>	<p>Following discussion, Jim Gates (Carol Baughman) moved to accept the Amended Agenda. Motion carried 5-0. The Amendments were as follows: Add F.2 Neighborhood Watch, G.2 Pool Discussion, and H.8 discuss moving library contents.</p>
<p>MOTION, APPROVE CONSENT AGENDA: (C.1 through C.13)</p>	<p>Following confirmation that the City will be reimbursed for the warrants for G.A.S (for the library project) and RMA Associates (SRTS Grant), Joanne Allen (Becky Quigley) moved to approve the Consent Agenda. Motion carried 5-0.</p> <p>Consent Agenda Items were as follows:</p> <ul style="list-style-type: none"> C.1. Approve February 8, 2012 Regular Council Meeting Minutes C.2. Warrants C.3. Request to Shred City Documents C.4. Maintenance Department Report C.5. Animal Control Department Report C.6. City Clerk Department Report C.7. Law Department Report C.8. Code Compliance Report C.9. Pool Department Report C.10. Planning Commission Report C.11. Recreation Commission Report C.12. Library Board Report C.13. Housing Authority Board Report
<p>SPECIAL REPORTS: NEIGHBORHOOD WATCH: (F.2)</p>	<p>Nicole Malcom updated the Council on the upcoming Neighborhood Watch Info Meeting on April 17th from 6-8PM at the library.</p>
<p>PROJECT UPDATE: LIBRARY PROJECT: (D.1)</p>	<p>Mayor Schultz updated the Council on the local fund campaign. Potential spots for the temporary library location (including the possibility of obtaining a portable facility) were discussed. Don Bryant was asked about the old gym as a possible temporary location for the library. Don Bryant is to contact Claron Yates at the school regarding operating the boiler. The SRTS committee will check on the possibility of adding access to the new library as part of the SRTS project.</p> <p>The Primary Communication Team for the Library Project was discussed next. Hans Fischer, Marni Penrod and Peggy Waldman have already been named part of that team. A representative from the Council needs to be selected. Following discussion, Carol Baughman was selected on a 4-0 Vote (Joanne Allen motion, Jim Gates second) with Baughman abstaining.</p>
<p>PROJECT UPDATE: SAFE ROUTES TO SCHOOLS GRANT: (D.2)</p>	<p>Following discussion, the consensus was that Jon Brady and Jim Gates would discuss easements related to the SRTS project in the ball field/Trail Drive cul-de-sac area with Max Friesen.</p>

	<p>The SRTS committee is requesting additional letters of support for the Phase 2 application. The Mayor and Chief of Police were asked to submit their letters of support.</p> <p>The Children’s Bike Parade will be on July 7th. Following discussion, the consensus was that the City would offer the participants a free swim day coupon. The drainage issue in front of the school will be discussed at the next Safe Routes meeting to see if addressing it can be part of the project.</p>
<p>PROJECT UPDATE: OLD HIGH SCHOOL: (D.3)</p>	<p>Following discussion, Don Bryant is to get a bid for using new fence around the proposed area. The height of the privacy fence as well as the possibility of using privacy fence in the front was also discussed. No action was taken on those two items. The asbestos removal work is well underway. Don Bryant will monitor how clean the surface of the gym floor becomes. Other items working on include changing the locks and getting items off the stage.</p> <p>Don Bryant also noted that the fire escape at City Hall has been painted.</p>
<p>PROJECT UPDATE: VETERAN’S MEMORIAL: (D.4)</p>	<p>Joanne Allen addressed the Council regarding the Veteran’s Memorial Project. We will be hosting the dedication on Memorial Weekend, Sunday, May 26th. Traffic control at the park will be needed that day. Handicapped parking signs will be installed soon. The stone is ready to be shipped and should be here no later than May 18th. The next phase will be the 6 flagpoles. They continue to work on fundraising. Approximately \$12,000 was raised in the last year and a half.</p>
<p>UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASE 2012-05-48001-03: (E.1.a)</p>	<p>Following discussion, as no contact or payment had been made following the hearing request, Becky Quigley (Joanne Allen) moved to shut-off the service as soon as possible. Motion carried 5-0.</p>
<p>UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASE 2012-06-269501- 01: (E.1.b)</p>	<p>Following discussion, Jim Gates (Jon Brady) moved to approve the payment arrangement as requested. Motion carried 5-0.</p>
<p>UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASE 2012-07-16505-01: (E.1.c)</p>	<p>Following discussion, Jim Gates (Jon Brady) moved to approve the payment arrangement as requested. Motion carried 5-0. The maintenance crew will work on replacing the meter as well.</p>
<p>UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASE 2012-08-374102-01: (E.1.d)</p>	<p>Following discussion, Jon Brady (Jim Gates) moved to approve the amended payment arrangement as requested. Motion carried 5-0.</p>
<p>SPECIAL REPORTS: DAM SAFETY INSPECTION REPORT/Review RFP for EAP Report: (F.1)</p>	<p>Brian Kingsley from BG Consultants reviewed the recent Dam Safety Inspection Report that his company prepared for the Overbrook City Lake Dam. Following discussion the action items are as follows:</p> <ol style="list-style-type: none"> 1. Need to re-seed the area along the pedestrian bridge 2. Need to keep an eye on any potential building/property changes that may occur downstream from the dam 3. Periodically operate the drawdown pipe 4. Update EAP phone numbers annually <p>Brian also discussed the need to get the updated EAP information to DWR. The Clerk will review and follow-up on this item.</p>

	We also need to make sure we have submitted the final as-built plans of the pedestrian bridge to DWR.
	Following discussion, Jon Brady (Becky Quigley) moved to add Agenda Item G.3 Discussion regarding complaint about lack of access to alley at 202 E. 5 th St.
BREAK:	A 5 minute break was called at 8:29 pm. The Council Meeting was gavelled back in at 8:37 pm.
COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION REGARDING COMPLAINT ABOUT LACK OF ACCESS TO ALLEY: (G.3)	Since neither Sandy Harris (Junior High Band Concert) or Patty Hylton were yet at the meeting, Item G.3 was addressed next. Following discussion, the clerk is to look up the sewer/utility easement for the area as well as get a legal opinion on the matter with Michael Coffman. No further action was taken.
COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT: (G.1)	Patty Hylton was absent. She will give her report next month. We also need to make sure that the audit is scheduled and get to work on the 2013 Budget.
COUNCIL ACTION/DISCUSSION ITEMS: POOL DISCUSSION: (G.2)	Sandy Harris arrived to update the Council on upcoming pool season. The swim lesson form will be distributed soon. Swimsuits were discussed. The consensus was that the City will pay for one swimsuit per employee (including adults). The lifeguards will pay for their own lifeguard training. Don Bryant let the Council know that the pool chemicals have been ordered and received. He has also met with 3 tile companies but doesn't yet have the bids to review. Jim Koger is to follow-up with Michael Coffman on the ADA Compliant Lift matter.
UNFINISHED BUSINESS: UPDATE ON REVIEW OF UTILITY BILLING RATE (H.1)	We will address further in May.
UNFINISHED BUSINESS: STATUS OF O&M MANUAL: (H.2)	Jim Koger and Patty Hylton will work on submitting the reimbursement form.
UNFINISHED BUSINESS: UPDATE/REVIEW EMPLOYEE HANDBOOK: (H3)	Following discussion, Joanne Allen (Becky Quigley) moved to have the employees review and discuss further at the May Meeting. Motion carried 5-0.
UNFINISHED BUSINESS: ADDRESS UPCOMING OPENINGS ON PLANNING AND RECREATION COMMISSION (H.4)	Jason Hielscher has elected to not continue on the Planning Commission Board. Following discussion, Jim Gates (Carol Baughman) moved to appoint Roberta Daniels to the Planning Commission. Motion carried 5-0. Noel Edwards has elected to not continue on the Park and Rec Commission Board. Following discussion, Jim Gates (Jon Brady) moved to appoint Glyn Day to the Park and Rec Commission. Motion carried 5-0.
UNFINISHED BUSINESS:	This will be discussed further next time.

UPDATE ON GIRL SCOUT PROJECT TO RELOCATE BICYCLE RACKS AT LIBRARY (H.5)	
UNFINISHED BUSINESS: ADA COMPLIANT LIFT FOR POOL: (H.6)	This was discussed earlier in the meeting under the pool report.
UNFINISHED BUSINESS: OTHER (H.7)	Don Bryant is to follow-up with James Waller regarding 321 Maple.
NEW BUSINESS: REQUEST AND POSSIBLE APPROVAL OF FIREWORK'S STAND PERMITS: (I.1)	Following discussion, Jon Brady (Jim Gates) moved to approve Garrett's firework stand request based on it complying with the new fireworks ordinance. Motion carried 5-0.
UNFINISHED BUSINESS: OTHER (H.7.a)	The options for updating the Mitigation Plan were discussed. The consensus was for Mayor Schultz to contact Jeanne Bunting, Mitigation Specialist at the Kansas Division of Emergency Management for more details and we will discuss this matter further at a future Council Meeting.
UNFINISHED BUSINESS: OTHER (H.7.b)	Following discussion, Carol Baughman (Jim Gates) moved to approve the proof for the upcoming Osage County Herald-Chronicle County Guide. Motion carried 5-0.
UNFINISHED BUSINESS: OTHER (H.8)	Following discussion regarding temporarily relocating the library to the gymnasium at the old high school, Don Bryant is to look further in to what it would take to do so.
NEW BUSINESS: REQUEST BY PRIDE TO CO-NAME MAPLE STREET THE "PAT MARTIN BLVD.": (I.2)	Following discussion, the consensus was that this is something the Council would like to consider but needed to know more about the logistics of such a proposal. Mayor Schultz is to discuss further with PRIDE.
NEW BUSINESS: REQUEST BY COF TRAINING SERVICES INC. TO WAIVE FISHING LICENSE TO SPECIAL EVENT: (I.3)	Following discussion, Jon Brady (Joanne Allen) moved to approve the request. Motion carried 5-0. Clerk Jim Koger is to verify with the State what is needed.
NEW BUSINESS: REQUEST FOR DONATION BY SANTA FE TRAIL RENAISSANCE COMMITTEE: (I.4)	Following discussion, Jim Gates (Becky Quigley) moved to donate \$100.00 to the Renaissance Committee at SFT. Motion carried 5-0. The Clerk is to get a copy of the promotional material once it has been published.
NEW BUSINESS: DISCUSSION ON SIDEWALK AND STREET IN FRONT OF SCHOOL: (I.5)	Following discussion, the Clerk is to pull the drawing from King's for review at the upcoming SRTS meeting.

OTHER NEW BUSINESS: (I.6.a)	The Library Board and Hans Fischer are considering an Overbrook resident's request to be the local construction manager for the Library project. Following discussion, it was noted that, if approved, the cost would need to be addressed by the Library Board. No action was taken.
	At 10:02PM Council Member Becky Quigley had to leave the meeting.
OTHER NEW BUSINESS: (I.6.b)	There was discussion in regards to PRIDE holding a "Day at the Park" sometime in June. No action was taken.
PUBLIC COMMENTS: (J.)	There were no public comments.
COUNCIL MEMBER COMMENTS: (K.)	Joanne Allen and Jim Gates: none. Jon Brady discussed the completion of the lighting along the sidewalk around the lake. The status of the sidewalk between the two ball fields was discussed next. Jim Gates (Joanne Allen) moved to approve that PRIDE (based on approval from our Treasurer, Patty Hylton) pay for the sidewalk between the two ball fields. Motion carried 3-0 with Brady abstaining. Carol Baughman: none.
MAYOR'S REPORT: (L.)	The Mayor reminded everyone that Saturday, April 14 th was Citywide Cleanup day. We needed to be sure that the tree dump was open. The Mayor also discussed the upcoming Annual LKM Leadership Conference in Wichita. We will need to make reservations soon if anyone is interested.
ADJOURNMENT: (M.)	At 10:21 PM Jim Gates (Joanne Allen) moved to adjourn. Motion carried 4-0.
Respectfully submitted, Jim Koger City Clerk Approved: May 9, 2012	

**REGULAR COUNCIL MEETING
CITY OF OVERBROOK**

MINUTES – May 9, 2012

<p>CALL TO ORDER, ROLL CALL: (A.)</p>	<p>Mayor Don Schultz called the May 9, 2012, regular council meeting to order at 7.00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas. Roll call was taken and it was determined that a quorum was present. Council Members Carol Baughman, Joanne Allen, Jon Brady Becky Quigley and Jim Gates were present. Others present included Jim Koger, Kit Bostrom, Ed Harmison, Patty Hylton, Don Bryant and SRTS Engineer JP Metzler. Members of the public were also in attendance.</p>
<p>MOTION, APPROVE AMENDED AGENDA: (B)</p>	<p>Following discussion, Jim Gates (Joanne Allen) moved to accept the Amended Agenda. Motion carried 5-0. The Amendments were as follows: Move H.2 to F.1.a as Chuck Trautman was present to discuss the recent Flea Market, Add G.6 Property Insurance Renewal as a Council Action Item. Add H.9 Executive Session to discuss personnel matters of non-elected personnel.</p>
<p>MOTION, APPROVE CONSENT AGENDA: (C.1 through C.14)</p>	<p>Following discussion, Jim Gates (Carol Baughman) moved to approve items 1 through 13 of the Consent Agenda. Motion carried 5-0.</p> <p>Consent Agenda Items were as follows:</p> <ul style="list-style-type: none"> C.1. Approve April 11, 2012 Regular Council Meeting Minutes C.2. Warrants C.3. Request to Shred City Documents C.4. Maintenance Department Report C.5. Animal Control Department Report C.6. City Clerk Department Report C.7. Law Department Report C.8. Code Compliance Report C.9. Pool Department Report C.10. Planning Commission Report C.11. Recreation Commission Report C.12. Library Board Report C.13. Housing Authority Board Report <p>C.14 Re-Appointment of Non-Elected Personnel</p> <p>The Mayor read the written list of requested reappointments. Following discussion, Jim Gates (Joanne Allen) moved to re-appoint as written. Motion carried 5-0. Clerk will have each re-appointed employee sign their oath of office and keep record on file.</p>
<p>PROJECT UPDATE: LIBRARY PROJECT: (D.1)</p>	<p>Following discussion, the consensus was to set a special joint meeting with the Library Advisory Team shortly following the May 22nd LAT Design Plan meeting. The Mayor will finalize the date and the agenda.</p>
<p>PROJECT UPDATE: SAFE ROUTES TO SCHOOLS GRANT- CAROL BAUGHMAN: (D.2)</p>	<p>Carol Baughman and JP Metzler addressed the Council in regards to the SRTS Project. Following discussion, Becky Quigley (Jim Gates) moved to approve the resolution of support for the Phase 2 Application. Motion carried 5-0. The Phase 2 Application will be submitted later this month.</p>
<p>PROJECT UPDATE: OLD HIGH SCHOOL- DON BRYANT: (D.3)</p>	<p>Following discussion, Don Bryant is to address the minimal roof repair. The Maintenance crew is also continuing to move items from the old shop to the new one.</p>
<p>PROJECT UPDATE:</p>	<p>Joanne Allen addressed the Council regarding the Veteran's Memorial</p>

<p>VETERAN'S MEMORIAL- JOANNE ALLEN: (D.4)</p>	<p>Project. The dedication is set for Sunday, May 27th at approximately 1:15PM at the Memorial Stone.</p>
<p>PROJECT UPDATE: PARK UPDATE- JON BRADY: (D.5)</p>	<p>We have submitted a request for reimbursement on the CFAP grant. June 2nd is the state PRIDE Organization DAY OF PRIDE. A bus tour will view 4 Osage County Communities that day with two busses visiting Overbrook at approximately 2:30PM. Our PRIDE group is working on a video to be shown on the busses.</p> <p>Jon Brady, Patty Hylton, and Jim Koger will work on finalizing the PARK grant expense reimbursement data and report back to the council.</p>
<p>UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASE 2012-05-48001-03: (E.1.a)</p>	<p>Following discussion, consensus was next month to change the order of the agenda so that the Utility Billing Hearings took place after the SPECIAL REPORTS.</p> <p>Following discussion, Jon Brady (Carol Baughman) moved to approve the request. Motion carried 5-0.</p>
<p>UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASE 2012-06-269501- 01: (E.1.b)</p>	<p>Following discussion, Jon Brady (Becky Quigley) moved to approve the request. Motion carried 5-0.</p>
<p>SPECIAL REPORTS: UPDATE ON FLEA MARKET- CHUCK TRAUTMAN: (F.1.a)</p>	<p>Chuck Trautman thanked the Council and the Police Department for their help at the recent Flea Market held in Overbrook. They had 31 vendors, with 400-500 attendees and 5,000 hits on their website.</p> <p>Seven sites have already been sold for the next Flea Market which is scheduled for August 31 thru September 2nd. Mr. Trautman requested the use of the pool showers during that time for the Flea Market Vendors. There was no objection. No further action was taken.</p>
<p>SPECIAL REPORTS: OCED UPDATE- STEPHANIE WATSON: (F.1)</p>	<p>Stephanie Watson and Mike Pruitt were in attendance to give the Council an update on Osage County Economic Development activities. There is a \$10 increase this year in the ad for the Kansas Travel Recreation Magazine. The rep will be contacting the clerk in the near future to discuss. There is still funding available for E Community projects in Osage County. There was additional discussion but no action was taken.</p> <p>County Commissioner Mike Pruitt then updated the Council on County news. The new Ambulance Service company is offering CPR and other training that the City might be interested in. There was discussion about our recycling trailers. Mike Pruitt will discuss with Glen Tyson the possibility of having the trailer emptied an additional time each week or to add an additional trailer. County Commissioner Meetings are at 8:30 on Monday mornings.</p>
<p>SPECIAL REPORTS: ZONING MAP REVIEW- BOB BOSTROM: (F.2)</p>	<p>Bob Bostrom discussed the updates to the zoning map and informed the Council about the upcoming public hearing for the changes. The Planning Commission has requested that the Clerk submit the hearing notice to the paper in time for hearing to be set at their next regularly scheduled meeting on June 19th.</p> <p>There was also discussion about what is not currently within the city boundaries and the possibility of a future recommendation regarding boundary change.</p>
<p>SPECIAL REPORTS:</p>	<p>Laurie Costlow addressed the Council with a request to consider a possible</p>

<p>SWIM TEAM/POOL PASS- LAURIE COSTLOW: (F.3)</p>	<p>reduction in pool pass fees for the children on the Overbrook Swim Team. Following discussion, Jim Gates (Joanne Allen) moved that kids who pay to be on the Overbrook Swim Team should receive an annual individual pool pass for free (Subject to final approval from the pool administrator). Motion carried 5-0. The Mayor will present the idea to Sandy Harris for her approval.</p>
<p>SPECIAL REPORTS: REQUEST TO SPEAK TO COUNCIL- KRISTINE STANGIS: (F.4)</p>	<p>Kristine was not in attendance. The Mayor indicated that Kristine had submitted a formal complaint to the City and it is currently being reviewed by City Attorney Michael Coffman.</p>
<p>BREAK:</p>	<p>A 5 minute break was called at 8:48 pm. The Council Meeting was gaveled back in at 8:53 pm.</p>
<p>REQUEST TO ALLOW PUBLIC COMMENT:</p>	<p>Mayor Schultz requested permission to allow public comment at this point in the meeting as Walt Martin was present to discuss a concern. The consensus was to allow the comment at this point in the meeting.</p> <p>Walt Martin discussed the possibility of giving a reward for the arrest and conviction of those responsible for the vandalism at the City Lake and Park on April 15, 2012. Following discussion regarding how to start a reward and how to manage it, Joanne Allen (Jon Brady) moved to match the community contribution up to \$1,000.</p> <p>There was further discussion. This is for this incident only and Pat Martin will organize the community donation efforts and Police Chief Harmison will work to coordinate the effort with Osage County Crime stoppers. Motion carried 5-0.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT: (G.1)</p>	<p>Patty Hylton gave her report. The auditor will be here on May 14th and 15th. There was discussion regarding the special highway dollars. Jim Koger and Jon Brady will work with Patty on the City Lake/Trail Project reimbursement as discussed previously in the meeting. Work will need to begin soon on the 2013 Budget. No further action was taken.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: SPECIAL EVENT REQUEST- OPERATION ROLL-OUT: (G.2)</p>	<p>Following discussion, Jim Gates (Becky Quigley) moved to approve the request. Motion carried 5-0.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: TILING AT THE POOL- DON BRYANT: (G.3)</p>	<p>Following discussion, this item will need to be addressed later this year after the pool season closes.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: REQUEST TO AUTHORIZE INSPECTION- JIM KOGER: (G.4.a) AND (G.4.b)</p>	<p>Following discussion, Jim Gates (Joanne Allen) moved to authorize both inspection requests. Motion carried 5-0.</p> <p>There was discussion regarding the mowing bids for yards out of compliance. No further action was taken.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS:</p>	<p>Following discussion, Jon Brady (Jim Gates) moved to approve as written with additional details to be requested from Citizen's regarding the price</p>

<p>PROPERTY INSURANCE RENEWAL: (G.5)</p>	<p>increase. Motion carried 5-0. The clerk will set-up the meeting as soon as possible.</p>
<p>UNFINISHED BUSINESS: UPDATE ON REVIEW OF UTILITY BILLING RATE: (H.1)</p>	<p>Jon Brady indicated that the committee is in the process of working with Michael Coffman on the wording for the new ordinance. Consensus was to have something for the June Council Meeting.</p>
<p>UNFINISHED BUSINESS: FLEA MARKET UPDATE: (H.2)</p>	<p>This item was addressed earlier in the meeting. No further action was taken.</p>
<p>UNFINISHED BUSINESS: UPDATE/REVIEW EMPLOYEE HANDBOOK: (H3)</p>	<p>Following discussion, the employees will keep working on the update and address further next meeting.</p>
<p>UNFINISHED BUSINESS: UPDATE ON GIRL SCOUT PROJECT TO RELOCATE BIKE RACKS: (H.4)</p>	<p>The bike rack has been re-painted and moved to the SW corner of the Maple St/Santa Fe Trail intersection. Following discussion, Mayor Schultz will send a thank you card to the Girl Scouts for all their hard work.</p>
<p>UNFINISHED BUSINESS: ADA COMPLIANT LIFT FOR POOL: (H.5)</p>	<p>Following discussion, no further action was taken. We have bids for the different options once a final decision has been made by the federal government regarding implementation of the proposed law.</p>
<p>UNFINISHED BUSINESS: DISCUSSION ON SIDEWALK AND STREET IN FRONT OF SCHOOL: (H.6)</p>	<p>Following discussion, no action was taken at this time.</p>
<p>UNFINISHED BUSINESS: REVIEW FOR RFP FOR EAP REPORT: (H.7)</p>	<p>Following discussion, consensus was to complete the EAP in-house.</p>
<p>UNFINISHED BUSINESS: REQUEST BY PRIDE TO CO-NAME MAPLE STREET THE "PAT MARTIN BLVD": (H.8)</p>	<p>Following discussion, Becky Quigley (Jim Gates) moved to allow for a submission of a plan from PRIDE to co-name Maple Street as "Pat Martin Boulevard". Motion carried 5-0.</p>
<p>UNFINISHED BUSINESS: OTHER (H.9)</p>	<p>The Executive Session will be held later in the meeting. There was no other unfinished business. Becky Quigley had to leave the meeting.</p>
<p>NEW BUSINESS: REVIEW AND POSSIBLE APPROVAL OF FIREWORK'S STAND PERMITS: (I.1)</p>	<p>Following discussion, Jon Brady (Jim Gates) moved to approve the permit form with one change: Remove the line for checking whether the applicant has a certificate or not. Without a certificate there should not be a permit issued. Motion carried 4-0.</p>

	There was discussion regarding the Colvin firework stand application. Jim Gates (Joanne Allen) moved to approve the application pending the receipt of the proper insurance paperwork. Motion carried 4-0.
NEW BUSINESS: KANSAS ONE-CALL ANNUAL MEETING VOTING PROXY: (I.2)	Following discussion, Jim Gates (Joanne Allen) moved to accept all the candidates. Motion carried 4-0.
OTHER NEW BUSINESS: (I.3)	Following discussion, the consensus was to proceed with asking for a minimum access road on the east side of City Lake. We will follow-up on this item at the next council meeting. Mayor Schultz will send a thank you to the Bach family for their generous donation of items for the flower bed at the SW corner of Maple St and SFT. A thank you will also be sent to Pat Martin and her granddaughter for all their hard work in getting the flower bed put together.
PUBLIC COMMENTS: (J.)	There were no public comments.
REQUEST FOR EXECUTIVE SESSION:	At 10:43PM Jon Brady (Carol Baughman) moved to hold a 10 minute Executive Session with Council, Mayor, Police Chief and Clerk, to discuss personnel matters of non-elected personnel. Motion carried 4-0.
RETURN FROM EXECUTIVE SESSION:	At 10:53 PM the Council returned from Executive Session and requested an additional 15 minutes to further discuss personnel matters of non-elected personnel.
RETURN TO EXECUTIVE SESSION:	At 10:53 PM the Council returned to Executive Session.
RETURN FROM EXECUTIVE SESSION:	At 11:10 PM the Council returned from Executive Session. No action was taken nor was any decisions made during the Executive Session.
COUNCIL MEMBER COMMENTS: (K.)	Joanne Allen: discussed protecting the Veteran's Memorial from vandalism. Jim Gates: the Lodge Members thanked Don Bryant for painting the fire escape. Jon Brady and Carol Baughman: none.
MAYOR'S REPORT: (L.)	Don and Carol will attend the LKM Conference in Wichita this weekend.
ADJOURNMENT: (M.)	At 11:15 PM Jim Gates (Carol Baughman) moved to adjourn. Motion carried 4-0.
Respectfully submitted, Jim Koger City Clerk Approved: June 13, 2012	

**SPECIAL COUNCIL MEETING
CITY OF OVERBROOK**

SPECIAL MTG MINUTES – May 23, 2012

<p>SPECIAL MEETING CALL: (A.)</p>	<p>A special meeting/joint meeting of the governing body and Library Advisory Team (LAT) is hereby called to be held at the Overbrook Public Library on May 23, 2012, at 7:00 o'clock, p.m., the object of said meeting being to discuss and take possible action on these agenda items:</p> <p style="text-align: center;">AGENDA ITEMS:</p> <p>A. Design Plans of new Library project including exterior elements, i.e. Sidewalks, Parking, & Landscaping</p> <p>B. Value / Cost of hiring an independent Job Site Inspector for the construction project</p> <p>C. Financial responsibilities of City and Library Board including a local fund raising effort</p> <p>D. Determining a temporary location for Library during project construction</p> <p>Decisions may be made and actions taken. It will be open to the public however, anyone wanting to speak other than those on Council, LAT, and invited guests will need to contact the City Clerk prior to the meeting.</p> <p>Invited guests will include Hans Fischer, David Dunsfield, and Donna Crawford or their representatives. Upon request by the Council or LAT, or other guests may also be included.</p>
<p>CALL TO ORDER, ROLL CALL: (B.)</p>	<p>Mayor Don Schultz called the May 23, 2012 special joint council meeting to order at 7:00 p.m. at the Overbrook City Library. Roll call was taken and it was determined that a quorum was present. Council Members Carol Baughman, Joanne Allen, and Jim Gates were present. Council Members Jon Brady and Becky Quigley were absent. Derrick Dahl, Marilyn Anderson, Hans Fischer, Hurst Coffman, Marni Penrod, David Dunsfield, Donna Swisher, Don Bryant, Jim Koger, Laurie Costlow, and Peggy Waldman and members of the public were also in attendance.</p>
<p>MOTION, APPROVE AGENDA: (C.)</p>	<p>Joanne Allen (Carol Baughman) moved to approve the Agenda. Motion carried 3-0.</p>
<p>DESIGN PLANS OF NEW LIBRARY PROJECT INCLUDING EXTERIOR ELEMENTS, I.E. SIDEWALKS, PARKING, & LANDSCAPING: (D.1)</p>	<p>Following discussion, Jim Gates (Joanne Allen) moved to approve Project Design 2a subject to final approval from the Library Board. There was further discussion. The motion included approval for the cost of the entire engineering design for 2b. Motion carried 3-0. The contract will be amended to reflect the above. Hans Fischer will prepare the amendment and then Mayor Schultz will have Michael Coffman review. Hans Fischer indicated that it will take approximately two additional weeks to complete the design but it should not affect the overall length of the project.</p>
<p>VALUE / COST OF HIRING AN INDEPENDENT JOB SITE INSPECTOR FOR THE CONSTRUCTION PROJECT: (D.2)</p>	<p>Following discussion, Joanne Allen (Carol Baughman) moved to not hire an independent job site inspector for this project. Motion carried 3-0.</p>
<p>FINANCIAL RESPONSIBILITIES OF CITY</p>	<p>Following discussion, no further action was taken. These items will continue to be discussed as the project continues.</p>

<p>AND LIBRARY BOARD INCLUDING A LOCAL FUND RAISING EFFORT: (D.3)</p>	
<p>DETERMINING A TEMPORARY LOCATION FOR LIBRARY DURING PROJECT CONSTRUCTION: (D.4)</p>	<p>Following discussion, no further action was taken. More information will be gathered about the options and the topic will be discussed further at a later date.</p>
<p>ADJOURNMENT: (E.)</p>	<p>Jim Gates (Carol Baughman) moved to adjourn the meeting at 8:05 p.m. Motion passed, 3-0.</p>
<p>Respectfully submitted,</p> <p>Jim Koger City Clerk Approved: June 13, 2012</p>	

**REGULAR COUNCIL MEETING
CITY OF OVERBROOK**

MINUTES – July 11, 2012

<p>CALL TO ORDER, ROLL CALL: (A.)</p>	<p>Mayor Don Schultz called the July 11, 2012, regular council meeting to order at 7.00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas. Roll call was taken and it was determined that a quorum was present. Council Members Carol Baughman, Joanne Allen, Jon Brady Becky Quigley and Jim Gates were present. Others present included Jim Koger, Kit Bostrom, Ed Harmison, Don Bryant, and Terry Hollingsworth. Members of the public were also in attendance.</p>
<p>MOTION, APPROVE AMENDED AGENDA: (B)</p>	<p>Following discussion, Carol Baughman (Jim Gates) moved to accept the Amended Agenda. Motion carried 5-0. The Amendments were as follows: Add D.1 proposal from Jim Heinecke, Move Sections G.1,G.2, and G.3 to D.2 as Jim Long, CPA, was here to discuss the budget and audits. Add pool repairs under G.</p>
<p>MOTION, APPROVE CONSENT AGENDA: (C.1 through C.15)</p>	<p>Following discussion, Jim Gates (Joanne Allen) moved to approve the Consent Agenda. Motion carried 5-0.</p> <p>Consent Agenda Items were as follows:</p> <ul style="list-style-type: none"> C.1.a. Approve May 9, 2012 Regular Council Meeting Minutes C.1.b. Approve May 23, 2012 Special Meeting Minutes C.2. Warrants C.3. Request to Shred City Documents C.4. Maintenance Department Report C.5. Animal Control Department Report C.6. City Clerk Department Report C.7. Law Department Report C.8. Code Compliance Report C.9. Pool Department Report C.10. Planning Commission Report C.11. Recreation Commission Report C.12. Library Board Report C.13. Housing Authority Board Report C.14 Request by Overbrook Betterment Committee to Store Christmas Decorations at City Maintenance Building C.15 Approval for Mayor to sign Amendment #3 to Loan Agreement for the Kansas Water Pollution Control Revolving Fund loan to the City of Overbrook for the Wastewater treatment improvements project #C20158701
<p>SPECIAL REPORTS: PROPOSAL FROM JIM HEINECKE: (D.1)</p>	<p>Following discussion, no immediate action was taken. Information may be re-addressed at a future meeting.</p>
<p>SPECIAL REPORTS: JIM LONG, CPA, BUDGET AND AUDITS: (D.2)</p>	<p>Jim Long, CPA, was present to discuss the audits for the City of Overbrook and for the Overbrook Public Library. Following discussion, including noting the need to publish Jim Gates (Joanne Allen) moved to approve the audits as presented. Motion carried 5-0.</p> <p>The 2013 Budget was discussed next. Due to the budget increase, an ordinance will need to be passed and published/attached to the budget. After extensive discussion, Jim Gates (Becky Quigley) moved to approve the budget as written, with the Budget Hearing to be held at 7PM on August 8th (prior to the regular Council Meeting). The budget notice will need to be published by July 23rd. Motion carried by roll call vote 5-0. Jim Long will send the updated notice to Jim Koger for publication.</p>

	Becky Quigley (Carol Baughman) moved to approve Ordinance #365 for the budget increase. Motion carried 5-0. Jim Koger will submit Ordinance #365 for publication.
PROJECT UPDATE: LIBRARY PROJECT: (E.1)	Marni Penrod was absent so Carol Baughman led the discussion. The library will be able to begin accessing the temporary location at Rustic Trails on August 1 st . The library has also gotten permission to store books in the KSB basement during the renovation. The Book Sale will be held on August 9-11 th and 13-15 th at the library. Carol Baughman (Joanne Allen) moved to allow the library to store things without environmental concerns at the old gym during the renovation. Motion carried 5-0. The issue of who will do the moving is still being discussed by the Library Board. There was additional discussion about checking on the demolition date for the old building.
PROJECT UPDATE: SAFE ROUTES TO SCHOOLS GRANT- CAROL BAUGHMAN: (E.2)	Carol Baughman addressed the Council in regards to the SRTS Project. KDOT will be at City Hall on July 26 th from 8:30 to 10AM to discuss our Phase 2 application. The public is invited to attend. Our bike rodeo will be held during Santa Fe Trail Days on September 15 th from 8-10AM.
	The Mayor asked if we needed to discuss anything in regards to the park project. Jon Brady said no but he had a question about the alley behind the library and the surrounding sidewalk. Following discussion, the consensus was for Jon to type up the RFP to include the sidewalk going down to the south end of the west side of the 300 block of Maple Street.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASE 2012-12-48001- 05: (F.1)	Payment had been received so no further action was taken.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASE 2012-13-269501- 03: (F.2)	Following discussion, motion to approve request passed 5-0.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASE 2012-14-270300- 01: (F.3)	Payment had been received so no further action was taken.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASE 2012-15-356011- 02: (F.4)	Following discussion, motion to approve request passed 5-0.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASE 2012-16-370000- 01: (F.5)	Payment had been received so no further action was taken.
BREAK:	A 10 minute break was called at 8:32 pm. The Council Meeting was gavelled back in at 8:42 pm.
COUNCIL ACTION/DISCUSSION ITEMS:	Patty Hylton was absent but had submitted a written report. No further action was taken.

<p>TREASURER REPORT: (G.1)</p>	
<p>COUNCIL ACTION/DISCUSSION ITEMS: REVIEW FOR POSSIBLE APPROVAL CITY OF OVERBROOK AUDIT: (G.2)</p>	<p>This item was discussed earlier in the Council Meeting under item D.2. No further action was taken.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: REVIEW FOR POSSIBLE APPROVAL OVERBROOK LIBRARY AUDIT: (G.3)</p>	<p>This item was discussed earlier in the Council Meeting under item D.2. No further action was taken.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: REQUEST TO PURCHASE TRASH PUMP-DON BRYANT: (G.4)</p>	<p>Consensus was to discuss this further during Agenda Item H.1.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: REVIEW & POSSIBLE APPROVAL OF SKID STEER MAINTENANCE PLAN- DON BRYANT: (G.5)</p>	<p>Don Bryant had to leave the meeting temporarily. We will discuss this item upon his return.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: REVIEW & POSSIBLE APPROVAL OF WASTE TIRE GRANT PICNIC TABLE DELIVERY – JIM KOGER: (G.6)</p>	<p>Following discussion, Jim Gates (Joanne Allen) moved to have the picnic tables delivered when the company was in our area in July. Motion carried 5-0. Jim Koger will keep the Council updated on the status.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: REVIEW THE POSSIBILITY OF APPLYING FOR 2013 CDBG HOUSING PROGRAM– JIM KOGER: (G.7)</p>	<p>Following discussion, Jon Brady (Joanne Allen) moved to allow the Housing Authority to pursue application to the 2013 CDBG Housing Program. Motion carried 5-0. Jon Brady suggested that we look at the Kan-Step program for next year for the City Maintenance Building.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: REVIEW & POSSIBLE APPROVAL OF SKID STEER MAINTENANCE PLAN- DON BRYANT: (G.5)</p>	<p>Following discussion, Jim Gates (Joanne Allen) moved to approve the maintenance plan that allowed us to pay on a yearly basis. Motion carried 5-0.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: REVIEW & POSSIBLE APPROVAL BRINGING POWER TO SW PIER FOR INSTALLATION OF FLOATING AERATOR – JIM KOGER: (G.8)</p>	<p>Following discussion, the consensus was to address when we do the lights for the Veteran’s Memorial. Jim Koger to check with Richard Sanders for the preferred location of the floating aerator.</p>

COUNCIL ACTION/DISCUSSION ITEMS: POOL REPAIRS – DON BRYANT: (G.9)	Following discussion regarding the need to paint the pool and replacing the pool tiles, Joanne Allen (Becky Quigley) moved to get one more bid on the tile and bids on having the pool pressure washed (for if we choose to do the painting). Motion carried 5-0.
COUNCIL ACTION/DISCUSSION ITEMS: FENCING – DON BRYANT: (G.9)	Following discussion Don Bryant is to make sure that the shop has the services needed for this winter, There was additional discuss regarding fencing around the new shop. Joanne Allen (Becky Quigley) moved to approve the \$8,080 bid to install the fencing and proceed with having it installed. There was discussion regarding whether we had the money to do the project. Joanne and Becky amended their motion and second to include upon approval of necessary funds from Treasurer Patty Hylton. Motion carried 5-0. Don Schultz will follow-up with Patty Hylton.
UNFINISHED BUSINESS: UPDATE/POSSIBLE ACTION ON SEWER BACKUP AT 110 E. 8TH: (H.1)	Following discussion including whether the described trash pump was powerful enough and/or whether a contracted pump truck was an option, Jim Gates (Joanne Allen) moved to approve the agreement with point #5 being changed to read that the City will either decide on either a trash pump or contracting with a suitable service at our regular August 2012 Council Meeting. Motion carried 4-1 (Brady). Michael Coffman will write the agreement.
UNFINISHED BUSINESS: UPDATE/REVIEW EMPLOYEE HANDBOOK: (H.2)	The employees will keep working on the update and address further next meeting.
UNFINISHED BUSINESS: REPORT ON BUILDING INSPECTIONS: (H.3)	Following discussion, Jon Brady (Jim Gates) moved to approve Resolutions 2012-02 and 2012-03 with the hearings to be held at the September 12, 2012 Council Meeting. Motion carried 5-0. The property at 205 W. Market was discussed next. Following the discussion, Jim Gates (Becky Quigley) moved to proceed with a hearing upon the receipt of the certificate of title for the property. Motion carried 5-0. The clerk will prepare the resolution. The property at 313 Elm was discussed next. Jim Gates (Carol Baughman) move to have Code Enforcement Officer Hollingsworth send a written list of things to be done to the property owner, giving the owner 90 days to get the work done. Motion carried 5-0.
UNFINISHED BUSINESS: UPDATE ON WATER TOWER MAINTENANCE RFP: (H.4)	Becky Quigley had to leave the meeting. Consensus was to not renew the maintenance contract with Utility Service but to invite them to submit a proposal along with the three other companies that indicated interest in providing the maintenance for our water towers. The clerk will send written notice to Utility Service and will submit the RFP. There was further discussion regarding the water towers. Don Bryant will get a bid from Utility Service to fix the drain on the east tower while they are here doing the tower washouts later this month. Don Bryant will be in touch with Nathan Averill regarding the drainage at the west tower.
UNFINISHED BUSINESS: UPDATE ON ALLEY BEHIND THE LIBRARY: (H.5)	Following discussion, Jon Brady will continue to work on this item.

UNFINISHED BUSINESS: UPDATE ON SINK HOLE ON MAPLE STREET: (H.6)	Following discussion, consensus was to have Don Bryant check with Glen Tyson at the County and then also get bids from local companies to do the work. Don is also to inquire with Glen about the County doing our Chip and Seal.
UNFINISHED BUSINESS: OTHER (H.7)	Jim Koger gave the Council the premium costs for the additions the Council requested last month for adding the lights at the lake and in the Jones Park Parking lot to our insurance policy. We are still working on adding the bridge. Jim Koger is to verify that the Veteran's Memorial coverage was added.
NEW BUSINESS: DISCUSS OVERBROOK RECREATION COMMISSION STRUCTURE: (I.1)	Following discussion, the consensus was that it was okay to move forward as long as the Park Board Members were in favor. The Mayor will work on this issue and we will discuss further at an upcoming Council Meeting.
NEW BUSINESS: REQUEST FOR DONATION TO OVERBROOK FAIR 4-H HORSE SHOW: (I.2)	Following discussion, Carol Baughman (Jim Gates) moved to contribute \$40 to the 4-H Horse Show. Motion carried 4-0.
NEW BUSINESS: POSSIBLE APPROVAL OF TRAVEL & RECREATION DIRECTORY ADVERTISING: (I.3)	Following discussion, Carol Baughman (Joanne Allen) moved to not approve the request to advertise in the Travel & Recreation Directory. Motion was deadlocked at 2-2 (Jon Brady, Jim Gates) so the Mayor cast his vote in favor of the motion to not approve the advertisement. The clerk will inform the company of our decision.
NEW BUSINESS: POSSIBLE APPROVAL OF UPDATE TO 2003 WESTAR ENERGY DEFECTIVE MERCURY STREET LIGHT REPLACEMENT TABLE: (I.4)	Following discussion, the Clerk will review information with Joe Hernandez from Westar and then ask Joe to attend an upcoming Council Meeting to discuss further with the Council.
OTHER NEW BUSINESS: (I.5)	There was no other new business.
PUBLIC COMMENTS: (J.)	<p>Officer Harmison expressed concern over the public water supply availability due to recent weather conditions. Following discussion, the consensus was to have Patchen help Don Bryant get well depth measurements for wells 1&2. The good news is that the recent repair at the pool has already made a significant impact on the tower level. There was discussion about the sprinkler system on the baseball diamond infield. The consensus was to leave the sprinkler on until games are done later in July.</p> <p>Jim Koger updated the Council on the change to the regular Ordinance publication requirements. Jim Koger also discussed the continued issues with missing channels on the Zito Media Cable System.</p>
COUNCIL MEMBER COMMENTS: (K.)	Joanne Allen mentioned that the street sign at Western Heights and 56 Highway is faded. Don Bryant will check the sign. Joanne also let the council know that the turnout for the food stand at the firework display was good. The Veteran's Memorial Committee greatly appreciated the help.

	<p>Jim Gates and Jon Brady: none</p> <p>Carol Baughman: Would like for us to work on a plan to come up with what we want to do with the old gym building. Carol also mentioned that she thought that everyone involved with the City Fireworks Display did a fantastic job.</p>
<p>MAYOR'S REPORT: (L.)</p>	<p>The Planning Commission will be holding the Zoning Map hearing on July 26th. The Mayor also invited the Council to take part in the League policy committees and reminded everyone that the primary election is on August 7th.</p>
<p>ADJOURNMENT: (M.)</p>	<p>At 11:10 PM Jim Gates (Joanne Allen) moved to adjourn. Motion carried 4-0.</p>
<p>Respectfully submitted,</p> <p>Jim Koger City Clerk Approved: August 8, 2012</p>	

**REGULAR COUNCIL MEETING
CITY OF OVERBROOK**

MINUTES – August 8, 2012

<p>CALL TO ORDER, ROLL CALL: (A.)</p>	<p>Mayor Don Schultz called the August 8, 2012, regular council meeting to order at 7.00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas. Roll call was taken and it was determined that a quorum was present. Council Members Carol Baughman, Joanne Allen, Jon Brady and Jim Gates were present. Council Member Becky Quigley was ill. Others present included Jim Koger, Kit Bostrom, Ed Harmison, Don Bryant, and Patty Hylton. Members of the public were also in attendance.</p>
<p>BUDGET HEARING OPENING:</p>	<p>Mayor Don Schultz opening the 2013 Budget Hearing at 7:02PM.</p>
<p>2013 BUDGET HEARING:</p>	<p>Mayor Schultz opened the hearing by explaining the details broken down in the 2013 Budget Summary Sheet. Mayor Schultz next asked for public comment. There was none. Mayor Schultz asked the Council if they had anything they wanted to discuss related to the Budget. Carol Baughman and Jim Koger explained that during the recent KDOT Meeting regarding our Phase 2 SRTS Application it came to our attention that we would be responsible for Phase 2 engineering fees if we were awarded the grant. This item was estimated at 10% of construction (which is covered by the grant but could be as high an amount as \$25,000). Spending Authority of possible accounts were discussed and the consensus was that if we were to receive the grant we would have options for meeting the engineering cost.</p> <p>Jim Gates (Carol Baughman) moved to approve the budget as written.</p> <p>The Mayor asked for a roll call vote. The Clerk recorded the Votes as follows: Joanne Allen yea Jim Gates yea Jon Brady yea Carol Baughman yea</p> <p>Motion carried 4-0.</p>
<p>BUDGET HEARING CLOSING:</p>	<p>The 2013 Budget Hearing was closed at 7:10PM.</p>
<p>MOTION, APPROVE AMENDED AGENDA: (B)</p>	<p>Following discussion the Consensus was to add I.3 City Boundary Discussion AND H.5 Pool Repair Discussion to the Agenda.</p>
<p>MOTION, APPROVE CONSENT AGENDA: (C.1 through C.15)</p>	<p>Following discussion, Jim Gates (Carol Baughman) moved to approve the Consent Agenda with the following 2 caveats: one added a \$200 warrant for work done at City Hall by David Alcorn to the list of warrants and the other verified that the Council was approving the request to purchase the pump that Don Bryant had requested in his report. There were no reports from Recreation Commission or the Housing Authority. Motion carried 4-0.</p> <p>Consent Agenda Items were as follows:</p> <p>C.1.a. Approve July 11, 2012 Regular Council Meeting Minutes C.2. Warrants C.3. Request to Shred City Documents C.4. Maintenance Department Report C.5. Animal Control Department Report C.6. City Clerk Department Report</p>

	<p>C.7. Law Department Report C.8. Code Compliance Report C.9. Pool Department Report C.10. Planning Commission Report C.11. Recreation Commission Report C.12. Library Board Report C.13. Housing Authority Board Report C.14. Approval of Ordinance 366 “Standard Traffic Ordinance for Kansas Cities: Edition 2012” C.15. Approval for Ordinance 367 “Uniform Public Offense Code for Kansas Cities: Edition 2012”</p>
<p>SPECIAL REPORTS: UPDATE 2003 WESTAR ENERGY LIGHT REPLACEMENT TABLE- JOE HERNANDEZ: (D.1)</p>	<p>The Westar reps were not here yet so the consensus was to move to D.2.</p>
<p>SPECIAL REPORTS: NEIGHBORHOOD WATCH PROGRAM- NICOLE MALCOM: (D.2)</p>	<p>Nicole Malcom was present to discuss the recent Neighborhood Watch Program Meeting and to update the Council on the status of the program.</p> <p>Four Neighborhood Watch signs have been purchased through the program Osage County Sheriff Laurie Dunn recommended at a previous Council Meeting. Following discussion, the consensus was for the City to provide the sign posts and related hardware. The proposed locations for the signs were discussed. Work will continue on getting the signs installed.</p> <p>Nicole also discussed the possibility of getting magnets to distribute that had emergency phone numbers on it as well as other ways that the program could share information that could help keep our community safe.</p> <p>The next Neighborhood Watch Program Meeting will be on August 21st at 7PM at the Library.</p>
<p>PROJECT UPDATE: LIBRARY PROJECT: (E.1)</p>	<p>Marni Penrod was absent so Carol Baughman led the discussion. August 27th through September 3rd is moving week. The friends of the library book sale will start soon.</p>
<p>SPECIAL REPORTS: UPDATE 2003 WESTAR ENERGY LIGHT REPLACEMENT TABLE- JOE HERNANDEZ: (D.1)</p>	<p>Joe Hernandez and John Engle, both from Westar Energy, were present to discuss the options for when the current Mercury Vapor lights in Overbrook needed to be repaired and/or replaced. The table of replacement options that the City gave Westar in 2003 was not what they had typically seen towns our size choose and they wanted to give us the opportunity to save some money by choosing options that matched or exceeded the number of lumens provided (rather than match the watts as it appeared we had chosen to do with our previous replacement table). Following discussion, Joe Hernandez will provide the city with a list of the numbers and types of street lights we currently have so a decision can be made at the next Council Meeting. There was no further action taken.</p>
<p>PROJECT UPDATE: SAFE ROUTES TO SCHOOLS GRANT- CAROL BAUGHMAN: (E.2)</p>	<p>Carol Baughman addressed the Council in regards to the SRTS Project. KDOT Officials were at City Hall on July 26th to discuss our Phase 2 application. The Bike Rodeo will be held during SFT Days on September 15th. Following discussion, Jon Brady (Jim Gates) moved to allow \$50 in support of the Bike Rodeo. Motion carried 2-0 (with Baughman and Allen abstaining). The Mayor indicated he was in favor as well.</p>
<p>UTILITY BILLING ACCOUNT</p>	<p>Following discussion, Jim Gates (Joanne Allen) moved to not approve the</p>

<p>HEARING/PAYMENT: CASE 2012-17-48001- 06: (F.1.a)</p>	<p>request. There was additional discussion including verification that this was the 6th request during 2012 (it was noted that the previous 5 were paid as agreed) and that by approving the request we would allow the resident to consistently stay a month behind.</p> <p>Motion carried 3-1 (Jon Brady).</p>
<p>UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASE 2012-18-62011-01: (F.1.b)</p>	<p>Following discussion, Joanne Allen (Carol Baughman) moved to approve leaving the water on. There was additional discussion regarding when the balance would be paid.</p> <p>Motion carried 4-0. Clerk will check to see when next payment will be made.</p>
<p>UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASE 2012-19-270300- 02: (F.1.c)</p>	<p>Following discussion Jim Gates (Joanne Allen) moved to approve the request to pay \$72.33 by the 17th.</p> <p>Motion carried 4-0.</p>
<p>UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASE 2012-20-332000-01: (F.1.d)</p>	<p>Following discussion, Jon Brady (Jim Gates) moved to approve the request.</p> <p>Motion carried 4-0.</p>
<p>UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASE 2012-21-368001- 01: (F.1.e)</p>	<p>Following discussion, Jon Brady (Jim Gates) moved to approve the request.</p> <p>Motion carried 4-0.</p>
<p>UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASE 2012-22-370000- 02: (F.1.f)</p>	<p>Following discussion, Jon Brady (Carol Baughman) moved to send one more notice indicating that we will turn off by end of business on 8/13/12.</p> <p>Motion carried 4-0.</p>
<p>UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASE 2012-23-374102- 02: (F.1.g)</p>	<p>Following discussion, Jon Brady (Joanne Allen) moved to approve the request.</p> <p>Motion carried 4-0.</p>
	<p>There was additional discussion about shutting off delinquent water meters when the temperatures were at dangerous levels. Consensus was that notice was very important and that it was okay for the Clerk to use common sense with decisions related to health concerns.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT- PATTY HYLTON: (G.1)</p>	<p>Patty Hylton presented her report and discussed it with the Council. There was additional discussion about the current Budget. Patty suggested that we project out the upcoming larger expenses.</p>
<p>UNFINISHED BUSINESS: UPDATE ON ALLEY BEHIND THE LIBRARY: (H.3)</p>	<p>With those upcoming expenses in mind, the Mayor requested that items H.3, H.4, and H.5 be moved up on the Agenda so they could be discussed while Patty was here. Jon Brady reviewed the draft RFP with the Council. Following lengthy discussion, the consensus was that the general budget for the project should be less than \$70,000. Jon Brady will submit the RFP.</p>
<p>UNFINISHED BUSINESS:</p>	<p>Don Bryant indicated that he had a \$7,400 bid for the street repair. He also</p>

<p>UPDATE ON SINK HOLE ON MAPLE STREET: (H.4)</p>	<p>mentioned that there were some other street repairs that needed to be addressed: two fire hydrants and two valves that cost approximately \$7,500. Following discussion about the available funds in the Street Maintenance and Special Highway, Jim Gates (Carol Baughman) moved to approve a \$15,000 expenditure for these items. Motion carried 4-0.</p> <p>There were no current monies available from the County for the repair on Maple Street but Don Bryant indicated that Glen Tyson had asked that we keep him posted.</p>
<p>UNFINISHED BUSINESS: POOL REPAIR DISCUSSION: (H.5)</p>	<p>Don Bryant let the Council know that he had received three bids for painting the pool. One was for \$11,500 for sandblasting and painting the pool, the other two did not include sandblasting and were for \$14,000 and \$20,000 respectively. Having the Maintenance Department rent a sand blaster and then paint the pool was also an option discussed.</p> <p>Don also had a \$6,500 bid for replacing all the tile. He was waiting on bids from two other tile contractors.</p> <p>Don also indicated that two skimmers will need work done once the pool season has ended. They should be similar to the last repair. Some of the parts are on hand.</p> <p>Following discussion, Jim Gates (Joanne Allen) moved to hire the low bid (Neal Painting) to have the pool sandblasted and painted. Motion carried 3-1 (Brady).</p> <p>The tile at the pool was discussed next. The tile work probably needs to be done before the pool is painted. However, the Council would like to know the amounts of the other bids prior to making their decision. There was further discussion. Joanne Allen (Jim Gates) moved to give Don Bryant the authority to accept the low bid on a professional tile job. Motion carried 4-0.</p> <p>Additional possible Maintenance expenditures were discussed next. The valve on the base of the east water tower does not work very well but can be manipulated with the help of the backhoe. Consensus was that this has been the case for some time and can wait to be addressed. The doors at the well buildings will also need to be repaired. Following discussion, the consensus was for the Mayor to contact Brian Drown to discuss options for reducing the amount of wear and tear on the well buildings by the cattle that are in the pastures where the wells are located.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: STATUS OF VANDALISM REWARD MONIES- JIM KOGER: (G.2)</p>	<p>Following discussion, the Clerk will research options and the Council will address the item further at the September Council Meeting. No further action was taken.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: KANSAS DEPARTMENT OF LABOR SAFETY REPORT REVIEW- JIM KOGER: (G.3)</p>	<p>Following discussion, consensus was to submit the report to the Department of Labor.</p> <p>Jon Brady indicated that there is free online training available at the Department of Labor website.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: PAUL PERRY COMMUNITY</p>	<p>Following discussion, consensus was to clear through Officer Harmison and Michael Coffman as well as with Mr. Perry.</p>

SERVICE HOURS- JIM KOGER: (G.4)	
COUNCIL ACTION/DISCUSSION ITEMS: DONATE ITEMS TO THE KANSAS HISTORICAL SOCIETY- JIM KOGER: (G.5)	Following discussion this item was tabled until next month. Jim Koger will check with Elk township as well as a couple of other groups and report back to the Council.
BREAK:	A 5 minute break was called at 9:34 pm. The Council Meeting was gavelled back in at 9:40 pm.
UNFINISHED BUSINESS: UPDATE/REVIEW EMPLOYEE HANDBOOK: (H.1)	Following discussion, the Council will review the report from Jim Koger and address this item further at the September Council Meeting. Jim Koger will forward copies of the existing handbook to the Council.
UNFINISHED BUSINESS: UPDATE ON WATER TOWER MAINTENANCE RFP: (H.2)	Following discussion, the RFP will be ready for review at the September Meeting. No further action was taken.
UNFINISHED BUSINESS: UPDATE ON ALLEY BEHIND THE LIBRARY: (H.3)	This item was discussed earlier in the meeting, however, the consultant selection committee had not been established. Jon Brady, Jim Gates, Jim Koger and Don Bryant will serve on the committee. There were no additional recommendations for firms to send the RFP to.
UNFINISHED BUSINESS: UPDATE ON SINK HOLE ON MAPLE STREET: (H.4)	This item was discussed earlier in the meeting. No further action was taken.
UNFINISHED BUSINESS: DISCUSS OVERBROOK RECREATION COMMISSION STRUCTURE: (H.5)	Following discussion, Joanne Allen (Jim Gates) moved to approve as written. Motion carried 4-0. JA Cordts - to assume the balance of Glynn Day term (end May 2016) Jon Brown - to assume the balance of Erick Berckefeldt term (end August 2013) Kelli Fund - to assume the balance of Karl Umscheid term (end July 2013) Bob Klingler will remain with his term ending August 2014 The 5th board member has not yet confirmed.
UNFINISHED BUSINESS: OTHER (H.6)	There was no other Unfinished Business.
NEW BUSINESS: DEFINE HOUSING AUTHORITY "AREA OF OPERATION": (I.1)	Following discussion, the consensus was to let the Housing Authority Board decide. Jim Koger is to let the board know that if the Board decides a member could reside outside of town the Council is okay with the "Area of Operation" extending outside the City Limits; however, the Council would recommend that the Board give consideration to establishing an approximate limit as to how far away the member could live, perhaps looking at a three to five mile radius.
NEW BUSINESS: DISCUSS SPRINKLING	Following discussion, the consensus was to leave the sprinklers on at this time.

SYSTEM ON BASEBALL FIELD: (I.2)	
OTHER NEW BUSINESS: BOUNDARY DISCUSSION: (I.3)	Following discussion, Joanne Allen (Carol Baughman) moved to hold a joint meeting with the Planning Commission on August 21 st to further discuss this item. Motion carried 4-0. Items that will need to be addressed include the northern right-of-way on US Hwy 56 inside the City Limits, the parking area behind Grace Community Church, the cemetery, Santa Fe Trail Meats and the Sale Barn. The status of Ordinance 278 will also be addressed.
	There was no other new business.
PUBLIC COMMENTS: (J.)	Officer Harmison expressed concern over the public water supply availability due to continued weather conditions. Following discussion, the consensus was to continue to request common sense water conservation and to highlight that as well as possible fire dangers in the next newsletter if conditions don't improve.
COUNCIL MEMBER COMMENTS: (K.)	Joanne Allen and Carol Baughman: none Jim Gates: The Lodge is looking for golfers and hole sponsors for their August 25 th Ridgeway Lodge Golf Tournament at Hidden Springs. Jon Brady: none at first but then there was discussion regarding the lights for the Veteran's Memorial. Jon will work on this project.
MAYOR'S REPORT: (L.)	The Mayor invited the Council to take part in the League Conference in Topeka.
ADJOURNMENT: (M.)	At 10:25 PM Jim Gates (Joanne Allen) moved to adjourn. Motion carried 4-0.
Respectfully submitted, Jim Koger City Clerk APPROVED: September 12, 2012	

**SPECIAL COUNCIL MEETING
CITY OF OVERBROOK**

SPECIAL MEETING MINUTES – August 21, 2012

<p>SPECIAL MEETING CALL: (A.)</p>	<p>A special meeting of the governing body is hereby called to be held at the Overbrook City Hall August 21, 2012, at 7:00 o'clock, p.m., the object of said meeting being to hold a joint meeting with the Overbrook Planning Commission in regards to the boundary ordinance with discussion and possible action. The regular Planning Commission Meeting will be held afterwards.</p>
<p>CALL TO ORDER, ROLL CALL: (B.)</p>	<p>Members of City Council present were: Mayor Don Schultz, Joanne Allen, Jon Brady, Carol Baughman, Jim Koger and (Michael Coffman) legal counsel. Planning and Zoning members present were: Chair Bob Bostrom, Joe Meinhardt, Dr. Bruce Cole, and Dr. Roberta R. Daniels.</p> <p>Special meeting was called to order by Mayor Don Schultz @ 7:05 PM</p>
<p>TOPIC: (C.)</p>	<p>Ordinance # 278 was never officially recorded with the County Register according to inquiries made by City Clerk, Jim Koger.</p> <p>Bob Bostrom explained to the mayor what the P/Z committee had approved and sent to the City Council. If Council wants to annex additional property it was suggested we do it all at one time. (annexation and zoning recommendations)</p> <p>Legal counsel (Michael Coffman) noted that the city needs to decide what they want to be in the city boundaries.</p> <p>Reference City Ordinance # 278 It is recommended by legal counsel that the County Clerk and the Register of Deeds do an official boundary map , to include the information provided in Ordinance # 278.</p> <p>There is still confusion over the inclusion of the north side of highway 56. Clarification requested for annexation; this requires a hearing according to Michael Coffman, attorney. However, if it is by consent of the property owners there is no required hearing (Consent annexation)</p> <p>Another issue of concern is jurisdiction of the cemetery. It is not legally, at the present time, in the City limits. It was also noted that the area is given services of law enforcement and snow removal.</p> <p>Further discussion addressed the fact that the American Legion is not in the city limits but we provide water (but no sewer).</p>
<p>ADJOURNMENT: (E.)</p>	<p>Special meeting adjourned at 8:20 PM. Motion by Carol Baughman and 2nd by Joanne Allen.</p> <p>Meeting minutes were taken by Dr. Roberta Daniels.</p>
<p>Respectfully submitted,</p> <p>Jim Koger City Clerk Approved: September 12, 2012</p>	

**REGULAR COUNCIL MEETING
CITY OF OVERBROOK**

MINUTES – September 12, 2012

<p>CALL TO ORDER, ROLL CALL: (A.)</p>	<p>Mayor Don Schultz called the September 12, 2012, regular council meeting to order at 7.00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas. Roll call was taken and it was determined that a quorum was present. Council Members Carol Baughman, Joanne Allen, Jon Brady and Becky Quigley were present. Council Member Jim Gates was absent. Others present included Jim Koger, Kit Bostrom, Ed Harmison, Don Bryant, and Terry Hollingsworth. Members of the public were also in attendance.</p>
<p>MOTION, APPROVE AMENDED AGENDA: (B)</p>	<p>Following discussion Joanne Allen (Becky Quigley) moved to approve the Amended Agenda. Amended Agenda Items were as follows: Add C.11.a approval of new OPR board Add C.13.a approval of new Housing Authority Board Member Add C.15 Resolution 2012-6 Authorizing that bids be received for consideration for the CONSTRUCTION/RENOVATION/ EXPANSION of the OVERBROOK PUBLIC LIBRARY, located at 317 S. Maple St., in Overbrook, Kansas. Add to D.1 that Anthony Hensley was also present Add D.2 Hearing for 104 E. 2nd Add G.2 Review Resolution 2012-04 for approval Add H.5.a Request for Executive Session at end of New Business</p> <p>Motion carried 4-0.</p>
<p>MOTION, APPROVE CONSENT AGENDA: (C.1 through C.15)</p>	<p>Following discussion, Carol Baughman (Joanne Allen) moved to approve the Consent Agenda with the following caveat: There is not a written police report. The Council may address specific items with Officer Harmison during the Council Action/Discussion Items portion of the meeting. There was not a report from the Recreation Commission. There was discussion regarding the warrant to Hans Fischer. This will be reimbursed from the Library Trust. Motion carried 4-0.</p> <p>Consent Agenda Items were as follows:</p> <p>C.1.a. Approve August 8, 2012 Regular Council Meeting Minutes C.1.b Approve August 22, 2012 Special Council Meeting Minutes C.2. Warrants C.3. Request to Shred City Documents C.4. Maintenance Department Report C.5. Animal Control Department Report C.6. City Clerk Department Report C.7. Law Department Report C.8. Code Compliance Report C.9. Pool Department Report C.10. Planning Commission Report C.11. Recreation Commission Report C.11.a Approval of new OPR Board Members C.12. Library Board Report C.13. Housing Authority Board Report C.13.a Approval of new Housing Authority Board Member C.14 Approval for Jim Koger to attend CCMFOA Institute in November C.15 Approve Resolution 2012-6</p>
<p>SPECIAL REPORTS: INTRODUCTION OF STATE</p>	<p>Ann Mah and Anthony Hensley discussed local and state issues with the Council. No action was taken.</p>

<p>REPRESENTATIVE ANN MAH AND SENATOR ANTHONY HENSLEY: (D.1)</p>	
<p>SPECIAL REPORTS: HEARING FOR 104 E. 2ND: (D.2)</p>	<p>Alan Inman was present for the hearing regarding property at 104 E. 2nd St. in Overbrook. Following lengthy discussion including where the Mayor described options available to the Council the consensus was to give Mr. Inman 60 days to address the issues on the property there was additional discussion councilmember Brady indicated we needed to be very clear on what is supposed to be done to make the house structurally safe and have that verified by inspection and exterior of the property back in compliance at this point Joanne Allen moved to allow 60 days for Mr. Inman to address the above motion was seconded by John Brady there was additional discussion the 60 days would begin this evening September 12 motion carried 4 to 0.</p>
<p>PROJECT UPDATE: LIBRARY PROJECT: (E.1)</p>	<p>The library project was discussed. No action was taken.</p>
<p>PROJECT UPDATE: SAFE ROUTES TO SCHOOLS GRANT- CAROL BAUGHMAN: (E.2)</p>	<p>Carol Bachman led the discussion regarding the safe routes to school grant. We hope to be able to apply again next year and to do so will need to update the support letters there was discussion about what else we could do to improve our chances. The bike rodeo will be held during Santa Fe trail days on the 15th from 830 to 10 AM. The bike rodeo will be for kids up to the age of 12.</p>
<p>UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASE 2012-24-269501- 04: (F.1.a)</p>	<p>There was discussion regarding account number 269501 – 04 motion by Jon Brady, second by Joanne Allen, if \$77.17 is not paid at end of the day on September 19th service will be shut off. Motion carried 4-0.</p>
<p>UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASE 2012-25-157501-01: (F.1.b)</p>	<p>There was discussion regarding account number 157501. Becky Quigley moved to receive full payment by the close of business September 19 or shut off the service seconded by Carol Baughman. Motion carried 4-0.</p>
<p>UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASE 2012-26-356011- 03: (F.1.c)</p>	<p>Motion by Jon Brady and seconded by Joanne Allen to pay \$103.94 by close of business on September 9th or service would be shut off.</p> <p>Motion carried 4-0.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT- PATTY HYLTON: (G.1)</p>	<p>The written Treasurer report was presented. Following discussion it was determined that a monthly summary of the credit card transactions would be helpful for the bank reconciliation.</p> <p>There was further discussion regarding Patty Hylton's letter of resignation. Carol Bachman moved with the second from Joanne Allen to accept the resignation and send Patty a letter regards to it. Motion carried 4-0.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: RESOLUTION 2012-04: (G.2)</p>	<p>Following discussion regarding resolution 2012-04 regarding the property at 205 W. Market St., Becky Quigley moved to approve the resolution as written with the second from Jon Brady. There was further discussion regarding the ability to recoup both publishing and/or hearing costs. Consensus was to discuss these costs with Michael Coffman. Motion carried</p>

	4-0.
COUNCIL ACTION/DISCUSSION ITEMS: 704 MAPLE DEMOLITION: (G.3)	The Council was updated on the status of the property at 704 Maple in Overbrook. We did not conduct a hearing this evening because the property owner has scheduled for the Grist company to do the demolition. There was discussion including whether a demolition permit should be considered along with a signed release of liability. No further action was taken.
BREAK:	A 5 minute break was called. at 8:26 pm. The Council Meeting was gavelled back in at 8:31 pm.
UNFINISHED BUSINESS: UPDATE/REVIEW EMPLOYEE HANDBOOK: (H.1)	Following discussion, the working committee will meet again and review and then make recommendations at the next regular Council Meeting.
UNFINISHED BUSINESS: UPDATE ON WATER TOWER MAINTENANCE RFP: (H.2)	Following discussion, the consensus was to update the detail and requirements on the proposal and then send out the RFP.
UNFINISHED BUSINESS: UPDATE ON ALLEY BEHIND THE LIBRARY: (H.3)	There was discussion. Interviews are to be scheduled within the next two weeks. The consensus was that the committee would make the recommendation to the Council.
UNFINISHED BUSINESS: REVIEW 2003 WESTAR ENERGY DEFECTIVE MERCURY STREET REPLACEMENT TABLE: (H.4)	Following discussion where it was recommended that we maintain the list where the lumens were comparable (as opposed to the watts), Clerk Jim Koger filled out the form for the Council to review. Jon Brady (Becky Quigley) moved to approve the list as presented. Motion carried 4-0.
UNFINISHED BUSINESS: OTHER (H.5)	There was no other Unfinished Business.
NEW BUSINESS: SELECT VOTING DELEGATE FOR OCTOBER LKM CONFERENCE: (I.1)	By consensus Carol Bachman is the LKM Delegate JoAnne Allen is the alternate.
NEW BUSINESS: TREASURER DISCUSSION: (I.2)	Following the receipt of Treasurer Patty Hylton's letter, there was discussion about finding a replacement Treasurer. Current hourly wage \$22.07 average approximately \$200 per month for 8 to 10 hours. Job description following further discussion, Joanne Allen will coordinate with Patty Hilton Becky Quigley will help. Work with Jim Koger and Kit Bostrom on details bring to next month meeting for review.
OTHER NEW BUSINESS: (I.3)	Karl Umscheid will be moving north of town he will continue his animal control officer duties. The Mayor discussed boarding options with Karl. Is it legal? Would it be considered a kennel? We will review further at a later

	point.
OTHER NEW BUSINESS: (I.4)	KRWA mapping project following discussion Jon Brady (Becky Quigley) moved to approve payment there was discussion the cost of the project resulted in a greater expense than originally thought however the maps are really good. The motion carried 4 to 0.
OTHER NEW BUSINESS: (I.5)	Magnets were discussed next. Useful numbers will be placed on the magnet Jon Brady (JoAnne Allen) moved to purchase the business card sized magnets with the important phone numbers and quantity of 250 from national pen. The motion carried 4 to 0.
OTHER NEW BUSINESS: (I.6)	There was no other new business.
PUBLIC COMMENTS: (J.)	None.
COUNCIL MEMBER COMMENTS: (K.)	None.
MAYOR'S REPORT: (L.)	The Mayor indicated that he appreciated all the hard work at the meeting.
REQUEST FOR EXECUTIVE SESSION:	At 9:42 Joanne Allen (Jon Brady) moved to hold a 10 minute Executive Session to discuss personnel matters of non-elected personnel with the Council, Police Chief, and Clerk. At 9:52 the meeting was gavelled back in to order. No action was taken nor were any decisions made during the Executive Session.
ADJOURNMENT: (M.)	At 9:53 PM Joanne Allen (Jon Brady) moved to adjourn. Motion carried 4-0.
Respectfully submitted, Jim Koger City Clerk APPROVED: October 10, 2012	

**REGULAR COUNCIL MEETING
CITY OF OVERBROOK**

MINUTES – October 10, 2012

<p>CALL TO ORDER, ROLL CALL: (A.)</p>	<p>Mayor Don Schultz called the October 10, 2012, regular council meeting to order at 7.00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas. Roll call was taken and it was determined that a quorum was present. Council Members Carol Baughman, Joanne Allen, Jon Brady and Jim Gates were present. Council Member Becky Quigley was absent. Others present included David Dunfield, Jim Koger, Kit Bostrom, Ed Harmison, Don Bryant, and Patty Hylton. Members of the public were also in attendance.</p>
<p>MOTION, APPROVE AMENDED AGENDA: (B)</p>	<p>Following discussion Carol Baughman (Joanne Allen) moved to approve the Amended Agenda. Amended Agenda Items were as follows:</p> <p style="padding-left: 40px;">Add C.13. SOS request to support resolution declaring October as domestic violence awareness month Add to D.1 that Casey W. Moore was present to address the Council Add E.1.b Westar power discussion Add G.4.1 update from Michael Coffman regarding the solicitor canvasser peddler ordinance Add G.4.2 update from Michael Coffman regarding business licensing Add G.4.3 update from Michael Coffman regarding dangerous animals Add H.5. Resolution 2012 – 04 hearing for 205 W. Market Add league of Kansas municipalities conference review to item K</p> <p>Council member comments.</p> <p>Motion carried 4-0.</p>
<p>MOTION, APPROVE CONSENT AGENDA: (C.1 through C.13)</p>	<p>Following discussion, the maintenance report will be addressed during Council action discussion items later in the meeting. Carol Baughman (Joanne Allen) moved to approve the Consent Agenda with the following caveat: There is not a pool report. The Council will address the maintenance report during the Council Action/Discussion Items portion of the meeting. Motion carried 4 to 0.</p> <p>Agenda Items were as follows:</p> <p>C.1.a. Approve September 12, 2012 Regular Council Meeting Minutes C.2. Warrants C.3. Request to Shred City Documents C.4. Maintenance Department Report C.5. Animal Control Department Report C.6. City Clerk Department Report C.7. Code Compliance Report C.9. Pool Department Report C.10. Planning Commission Report C.11. Recreation Commission Report C.12. Library Board Report C.13. Housing Authority Board Report C.13. SOS Request to support Resolution declaring October as Domestic Violence Awareness Month</p>
<p>SPECIAL REPORTS: INTRODUCTION OF GOP NOMINEE CASEY W. MOORE, KANSAS SENATE DISTRICT 19: (D.1)</p>	<p>Casey Moore discussed local and state issues with the Council. No action was taken.</p>

<p>PROJECT UPDATE: LIBRARY PROJECT: REVIEW FOR APPROVAL BIDS- MARNI PENROD: (E.1.a)</p>	<p>Board met tonight at 6PM they voted to advise Council that they would accept the KES alternatives to lower Marni and David Dunfield Discussion doing phase 2b as a change order Discussion alternates and what they mean Door openers not required by code or ADA. David indicated that they are satisfied with the alternates. Amount of bid compared to available funds discussed. Jon Brady asked about bid modification by KES placeholder bid submitted and then faxed and emailed real final numbers at little before two PM David discussed review of KES references were very positive. Hans has previous experience they did work at Linwood Library. Confident that KES can do the job. Discussion about possibility of rebidding /concern price would be even higher. Donnie arrived 7:38PM Approx. \$57k to cover Marni no motion made by board but are other areas to reduce: possibly furniture, moving expense, landscaping, asphalt on whole back part in original budget at \$12,000, interest. Be careful with the costs. Confident they can come up with the difference.</p> <p>Building proper bids a and b are broken down for cdbg bookkeeping so can't break down to choose one company for A and another for B. Library Board will not ask the City for help addressing the shortfall per Marni. Informality council will need to note the right to waive any informality if choose low bid in this case Responsible Company not attending a million dollar bid opening a concern and was discussed others made late changes too discussed Loyd approx. an additional \$50,000 Concern was raised about using the fundraising to meet the shortfall- doesn't want to mix the monies. Very optimistic about the fundraising so far (at \$200,000 now) moving in to the phase where they'll apply to foundations.</p> <p>Discussion regarding the fax showing the KES amendment Concern raised during the bid opening Jim Koger belief was made by individual from BA Green Any concern with Subs no contact made but David is aware of the three noted on KES and they have worked with them in the past. Carol moves that we accept the low bid from KES Construction. Joanne seconded. Discussion include the alternatives? Yes all 5 alternates. Jon asked about carpet. The B alternates are tied to A2 won't subtract twice. Marni indicated that the board had discussed that as well. Motion carried 4-0. Now to formalize the decision David asked for Mayor to sign notice of award for CDBG documents.</p>
<p>PROJECT UPDATE: LIBRARY PROJECT: WESTAR POWER DISCUSSION: (E.1.B)</p>	<p>David Dunfield indicated that the design was with the best understanding from Westar. Three phase power is needed. David does believe an underground entrance is preferable, looks better, more secure. But it really doesn't affect their design they can use either way. Discussion get bid to be underground from pole across alley to library (not all the way up the hill). Make that part of special meeting discussed setting up separately with BG. Jon asked if also need to set up meeting with Hans firm and BG. David indicated that would be a good idea probably soon if possible.</p>
<p>UTILITY BILLING ACCOUNT HEARING/PAYMENT: (F.1)</p>	<p>There were no hearings.</p>

BREAK:	An 8 minute break was called. at 8:17 pm. The Council Meeting was gaveled back in at 8:25 pm.
COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT- PATTY HYLTON: (G.1)	<p>Patty presented her report. Discussion expect General Fund balance to be down some from last year. Law running tight. Budgets all under except Law it's running neck and neck. Library money we received check from library board today Park money Jon needs to follow-up Jon asked about how we are doing in water and sewer we have gained some in water/sewer billing rates question look at towards the end of the year do we need to increase amount to reserve \$14,000 wastewater, then some for water reserve Jim K get info to Patty need to make sure that the revenue is there, and will want to review for January.</p> <p>Don S mentioned that had spoken with Patty today about raise in wages would like council to discuss a 3.6% increase to wages and salary as of 11/1/12 to meet the national average in COLA. Been 15 months since we gave July 2011. Do we have monies available? July 2011 raise was substantial. Last reviews done in December 2011. Approximate monthly salary is \$16,000. Proposed monthly impact would be a \$2,500 increase \$30,000 per year. Jon concern how pay for it. Alternative would be give a smaller COLA and give a year-end bonus. Consensus was to have reviews within next 30 days and re-address next month. Department heads will need to conduct their interviews as well. Part-timers are to be interviewed as well. Wise at this review to discuss job description have it available for review at the interview Jim Koger can get descriptions Jon asked if Mayor should be at the reviews as he is the one that directs the staff member. Ongoing consistency with interaction with employee for the employee permanent file. Don discussed the page from the LKM conference that we have in item H.1. Further discussion, Don S will write a summary page and give to the Council for their review process.</p>
COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH POLICE CHIEF ED HARMISON: (G.2.a)	<p>Officer Harmison discussed Officer Quigley's position. Timeline for a replacement is not a big hurry right now. Part-time officers can work up to 1000 hours per year. There was additional discussion about medical personnel on the fire department, distribution of diversion funds, and the Overbrook Neighborhood Watch program. No action was taken on the first two items; however, the Council suggested that Officer Harmison check with Michael Coffman regarding his questions about the watch program. Officer Harmison then asked the Council to somehow work to address the rising number of empty homes in our community. Discussion followed.</p> <p>10 days ago the blue car started making a noise. It was repaired. It may be time soon think about replacing the car. Officer Harmison presented the Council was some possible options. The Council will discuss this further in upcoming months.</p>
COUNCIL ACTION/DISCUSSION ITEMS: MAINTENANCE ITEMS: (G.2.b)	<p>Bid for the street patching for the repairs of areas where the breaks were and the valve repairs. Also looking at Sunset, don't have it included yet- Bettis rep plans on bringing his boss down to look at it.</p> <p>Discussion consensus have them do Sunset and 1st west of Cedar at the same time. Jim moved to have Bettis Asphalt do these repairs up to the amount of \$6,000. Second by Carol. Discussion: do we need a 2nd bid? Time is short and belief is that price is good. Motion carried 4-0. Painting at pool mostly done. Steps were fiberglass so will need a different type of paint. He's buying us an extra gallon. Tile work to begin soon. The cross walks were mentioned. Really look good. Don S discussed a design and cross walk at this intersection. Further discussion in upcoming months.</p> <p>The east lift station light should be moved later this week. Fire hydrant at</p>

	<p>2nd at Walnut will be worked on tomorrow.</p> <p>Discussion getting ready for winter: Sealing next couple of weeks. Men's restroom door locked from inside.</p> <p>Flushing discussed. Original Plan 4 hydrants a week, have been doing more, take chlorine reading as they do it. People are shutting hydrants off, he has purchased signs to put out. Suggestion post flushing on Facebook.</p> <p>24/7 contact discussed 665-7176 Office phone forwarded to his cell phone.</p> <p>Discussion is there a plan when we have a break?</p> <p>Extra hours compensation will need to discuss. Don S work on information for newsletter about returning message when breaks.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: LOW WATER PRESSURE AT CONCESSION STAND- OPR: (G.3)</p>	<p>Following discussion, Don Bryant will look at the issue. It was mentioned as well the Jon Brady is working on a plan for heating the concession stand.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: UPDATES FROM MICHAEL COFFMAN: Solicitor/Canvasser/Peddler Ordinance: (G.4.a)</p>	<p>There was discussion. The consensus was there was a lot yet to review. This topic will continue to the November Council meeting.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: UPDATES FROM MICHAEL COFFMAN: Business Licensing: (G.4.b)</p>	<p>Following discussion, the Council questioned whether this was needed. No further action was taken.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: UPDATES FROM MICHAEL COFFMAN: Dangerous Animals: (G.4.c)</p>	<p>Following discussion, the consensus to was to study further and to address next month.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: RESOLUTION 2012-04 – HEARING FOR 205 W. MARKET: (G.5)</p>	<p>Following discussion the hearing is scheduled for next month as planned if progress is made in meantime we can cancel hearing. Clerk will let Mr. Barrington know.</p>
<p>UNFINISHED BUSINESS: UPDATE/REVIEW EMPLOYEE HANDBOOK: (H.1)</p>	<p>Mayor Schultz provided some additional information that he had garnered during the LKM conference. Following discussion, consensus was to incorporate that new information and have the working committee meet again prior to discussing the matter further at the November Council meeting. Discussion about where job descriptions fit in the handbook. There was also discussion and input regarding comp time and how it should be handled regarding salaried employees and the laws that regulate the situations. Don Schultz and Jim Koger will review.</p>
<p>UNFINISHED BUSINESS: UPDATE ON WATER TOWER MAINTENANCE RFP: (H.2)</p>	<p>During the discussion, Don Bryant recommended accepting the proposal from Maguire Iron with no preference given to the length of the contract. Jon Brady (Jim Gates) moved to accept the recommendation of Maguire iron and chose the 11 year proposal. Motion carried 4-0.</p>

	The bid for the repair of the east tower valve was discussed next. Jon Brady (Joanne Allen) moved to approve the bid and let Donnie schedule the repair. Motion carried 4 to 0.
UNFINISHED BUSINESS: UPDATE ON ALLEY BEHIND THE LIBRARY: (H.3)	Following discussion, the clerk is to make sure that BG gets a meeting set up with Hans Fischer and then they can discuss things with us.
UNFINISHED BUSINESS: REVIEW TREASURER JOB DESCRIPTION: (H.4)	There was discussion of upping the hours to a possible 10 to 12 hours per month with the minimum of six hours. Range from \$15 per hour to \$25 per hour based on amounts given during a search through the clerk list serve for third class cities. Qualifications in the application form were discussed next. Consensus was for work experience to include six months of accounting experience. The clerk is to run the ads.
UNFINISHED BUSINESS: OTHER (H.5)	There was no other Unfinished Business.
NEW BUSINESS: REQUEST FOR DONATION FOR SFT AFTER PROM 2013: (I.1)	Following discussion, Jim Gates (Joanne Allen) moved to give \$100 to the 2013 SFT after PROM committee. Motion carried 4 to 0.
NEW BUSINESS: UTILITY PROPOSAL FOR ONLINE/ACH PAYMENTS: (I.2)	Following discussion, we will address further next month.
NEW BUSINESS: annual review of Osage County all hazard mitigation plan: (I.3)	Following discussion Jim Koger will attend the meeting. Don Schultz will see if he can go too.
NEW BUSINESS: City Hall roof repair/outside wall: (I.4)	It was noted that we still need to box in the heating duct upstairs. Following discussion, the consensus was to have someone look at the outer wall. The roof repair should be under warranty. We will address this further at the November Council meeting.
OTHER NEW BUSINESS: (I.5)	In other new business, Jon Brady asked that the new Park and rec board give some consideration to year-round ball field maintenance. Don Schultz suggested that the administrative board bring a recommendation to the Council if the cost is outside of their budget. Joanne Allen noted that the dumpster on the north end of the Overbrook city lake had recently had tires and indoor plumbing pipes discarded in it. Jim Koger had contacted Osage waste in regards to the matter.
PUBLIC COMMENTS: (J.)	None.
COUNCIL MEMBER COMMENTS/LKM Conference Review: (K.)	Jon Brady none. The Mayor gave his thoughts about the recent LKM conference. Local resident Jessica Frye will be a big help in regards to GIS mapping we can create maps and overlays. The insurance review discussed Kansas tort article 61 claim act: it specifically indemnifies cities from some of the issues we

	<p>have the possibility of seeing/we should discuss this further at the insurance review. There was discussion at the conference about a maximum allowable amount of \$500,000 excessive coverage and fleet coverage was discussed at the conference as well. Don Schultz will investigate this matter with Scott Thompson and J.A. Cordts.</p> <p>Carol Baughman at the grant session it was suggested that we ask specifically about our safe routes to school application. They suggested we contact Becky Pepper and ask for specific reasons we did not get the grants we can address these when we submit next time.</p> <p>Joanne Allen some of the speakers at session she attended were late. She checked on the possibility of listing City Hall as a historical structure. The healthy lifestyle session was interesting. The last session was more tailored to a bigger city.</p> <p>Jim Gates indicated that the main speaker was excellent. Jim concurred with Joanne that some of the sessions didn't really apply to us. However, the session on retaining local grocers was real good. Buying power limitations for small-town grocers were discussed along with the differing types of ownership possibilities.</p>
<p>MAYOR'S REPORT: (L.)</p>	<p>The Mayor indicated that October 30 is the LKM regional supper. Don met with HR director for Mars candy today for lunch. It was a good meeting. Hopefully some of the Mars candy employees might find Overbrook to be a neat place to live. 56 highways going to be widened from 59 E. to Baldwin city.</p> <p>Jim Koger noted that we received a thank you from the Overbrook United Methodist Church board for the streetlights.</p> <p>Jim Koger also mentioned that the KPWSLF has monies available as detailed in a letter we received from KDHE.</p>
<p>ADJOURNMENT: (M.)</p>	<p>Jim Gates (Joanne Allen) 4-0. 11:21PM.</p>
<p>Respectfully submitted,</p> <p>Jim Koger City Clerk APPROVED: November 14, 2012</p>	

**REGULAR COUNCIL MEETING
CITY OF OVERBROOK**

MINUTES – November 14, 2012

<p>CALL TO ORDER, ROLL CALL: (A.)</p>	<p>Mayor Don Schultz called the November 14, 2012, regular council meeting to order at 7.00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas. Roll call was taken and it was determined that a quorum was present. Council Members Carol Baughman, Joanne Allen, Jon Brady, and Jim Gates were present. Council Member Becky Quigley was absent. Others present included Kit Bostrom, Terry Hollingsworth, and Don Bryant. Members of the public were also in attendance.</p>
<p>MOTION, APPROVE AMENDED AGENDA: (B)</p>	<p>The Mayor made amendments to the Agenda.</p> <p>Joanne Allen (Jim Gates) moved to approve the Amended Agenda with the following items as follows::</p> <ul style="list-style-type: none"> G.7. Housing Authority Request to Use City Attorney I.3. Discuss Christmas Bonuses for Non-Elected Personnel I.4. Discuss Truck for Reading Meters and Animal Control <p>Motion carried 4-0.</p>
<p>MOTION, APPROVE CONSENT AGENDA: (C.1 through C.15)</p>	<p>Carol Baughman (Joanne Allen) moved to approve the Consent Agenda as follows:</p> <ul style="list-style-type: none"> C.1.a. Approve October 10, 2012 Regular Council Meeting Minutes C.2. Warrants C.3. Request to Shred City Documents C.4. Maintenance Department Report C.5. Animal Control Department Report C.6. City Clerk Department Report C.7. Code Compliance Report C.8. Planning Commission Report C.9. Recreation Commission Report C.10. Library Board Report C.11. Housing Authority Board Report <p>Motion carried 4-0.</p>
<p>SPECIAL REPORTS: (D.1)</p>	<p>No special reports were received.</p>
<p>PROJECT UPDATE: LIBRARY PROJECT: (E.1)</p>	<p>A building permit is required by the city for the library project and normally the city does charge the permit fee for city projects.</p> <p>Jim Gates (Joanne Allen) moved to waive the building permit fee for the library project. Motion carried 4-0.</p> <p>The cost for Westar to run power underground from the pole on the west side of the alley to the back of the new library will cost \$938.00.</p> <p>Jon Brady (Jim Gates) moved to approve the expenditure of \$938.00 for power underground for the new library provided the cost does not go any higher. Motion carried 4-0.</p> <p>Council also discussed the need to have a joint meeting with the engineers to coordinate the alley/sidewalk project for the library and the possible costs involved with the overall project. There may be a need to look at the possibility of grants to assist with the project. It was also pointed out that there may need to have a Plan A and Plan B for the project.</p>

	<p>The Mayor informed the Council that the construction project for the library started effective November 12, 2012 and must be completed no later than November 12, 2013 allowing the project 365 days for completion.</p>
<p>UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASE 2012-27- 48001- 07: (F.1)</p>	<p>Council received an update that the respondent had paid \$70.00 on 11-14-12. Council took no further action.</p>
<p>UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASE 2012-28-374102-03: (F.2.)</p>	<p>There was discussion regarding the balance due on account. Council received an update that respondent still owed a balance of \$40.41 and had requested approval to pay this amount on 11-16-12.</p> <p>Jim Gates (Jon Brady) moved to approve payment plan. Motion carried 4-0.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT- PATTY HYLTON: (G.1)</p>	<p>The written Treasurer report was reviewed. Patty Hylton was not present at the meeting.</p> <p>Jon Brady asked if our water and sewer rate increases were enough or too much. He would like to have this reviewed and discussed at the next meeting.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH POLICE CHIEF ED HARMISON: (G.2.)</p>	<p>No verbal report was received. Chief Harmison was not present at the meeting.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: CHANGE IN QUARTERLY RATE FOR WASTE WATER SAMPLING & ANALYSIS: (G.3)</p>	<p>Environmental Laboratories, Inc. notified the city that they are raising their rates to \$150.00 for sample analysis. Jon Brady asked if the Lab has the required lab certification and suggested they be requested to provide documentation for the city.</p> <p>Jim Gates (Joanne Allen) moved to approve acceptance of the rate increase from Environmental Laboratories Inc. provided they can provide proof of required lab certification. Motion carried 4-0.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION/ACTION ON CONDEMINING STRUCTURES AT 104 E SECOND: (G.4)</p>	<p>Code Enforcement Officer Terry Hollingsworth updated the council on the repair work that had been done on the property and structures located at 104 E. Second. Allan Inman was present at the meeting to discuss with Council the work he had completed and indicated that he was continuing to work on the structures and clean up. He requested the Council allow him some additional time to continue to work on the property. Council reviewed the recent photos of the property and suggested he be given until December 12 to complete specific items.</p> <p>Joanne Allen (Jim Gates) moved to grant Mr. Inman extended time until December 12, 2012 to complete the following; 2 sheds must be torn down and debris hauled away, the third outbuilding must be repaired, the porch roof must be repaired, the house needs to be completely painted, windows need to be repaired, and pickup and haul trash away in yard. Motion carried 4-0.</p> <p>Council also discussed with Officer Hollingsworth other properties located within the city that have compliance issues and received status updates.</p>

<p>COUNCIL ACTION/DISCUSSION ITEMS: REQUEST TO PURCHASE HALF PALLET RUBBERIZED TAR & VALVE REPLACEMENT: (G.5)</p>	<p>Joanne Allen (Jim Gates) moved to approve the purchase of a half pallet of rubberized tar at a cost \$1,500.00 for sealing of streets. Motion carried 4-0.</p> <p>Jon Brady (Joanne Allen) moved to the replacing of leaking valve at Market and Walnut at an approximate cost of \$500.00. Motion carried 4-0.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: REVIEW BIDS FOR DRAINAGE WORK NEAR SCHOOL & CORNER OF 7TH & MAPLE: (G.6.)</p>	<p>Jim Gates (Joanne Allen) moved to approve the bid of \$4413.35 from Leo Lang to perform the necessary repairs at 7th Street near the school which will allow the water to drain away from the entrance to the east and west. Motion carried 4-0.</p> <p>Carol Baughman (Jim Gates) moved to approve the bid of \$910.00 from Leo Lang to put in a new ramp on the north east corner of 7th and Maple. Motion carried 4-0.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: HOUSING AUTHORITY REQUEST TO USE CITY ATTORNEY: (G.7.)</p>	<p>The Mayor requested the Council approve the Housing Authority to use the City Attorney for some legal work in reviewing some legal documents they are drafting.</p> <p>Jim Gates (Carol Baughman) moved to approve the Housing Authority permission to use the City Attorney for some legal work and the city pay the charges. Motion carried 4-0.</p>
<p>UNFINISHED BUSINESS: UPDATE/REVIEW EMPLOYEE HANDBOOK: (H.1)</p>	<p>There was no discussion. Item will be continued to December meeting.</p>
<p>UNFINISHED BUSINESS: UPDATE ON ALLEY BEHIND THE LIBRARY RFP: (H.2)</p>	<p>Discussion of this item took place in conjunction with Agenda Item E.1. No further discussion was conducted at this time.</p>
<p>UNFINISHED BUSINESS: UTILITY PROPOSAL FOR ONLINE/ACH PAYMENTS: (H.3)</p>	<p>Council reviewed the request from the City Clerk to switch companies for online/ACH payments.</p> <p>Jim Gates (Joanne Allen) moved to allow the city to contract with CardPayment Solutions for the credit/debit card/online payment/ACH options. Motion carried 4-0.</p>
<p>UNFINISHED BUSINESS: ANNUAL REVIEW OF OSAGE COUNTY MULTI-HAZARD MITIGATION PLAN: (H.4)</p>	<p>Council discussed the need to be involved in the Osage County Multi-Hazard Mitigation Plan.</p> <p>Joanne Allen (Carol Baughman) moved to authorize the Mayor to sign Resolution 2012-07 Adopting the Osage County Multi-Hazard Mitigation Plan. Motion carried 4-0.</p>
<p>UNFINISHED BUSINESS: CITY HALL ROOF REPAIR/OUTSIDE WALL: (H.5)</p>	<p>Don Bryant reported that the tree which was causing some damage to the roof of City Hall had been trimmed and believed the roof had been repaired. Wall repair discussion will need to be continued to the December meeting.</p>

<p>UNFINISHED BUSINESS: APPOINTMENT OF COMMITTEE TO REVIEW APPLICATIONS FOR TREASURER POSITION (H.6)</p>	<p>The Mayor reported that there were about a dozen applicants for the Treasurer position and requested a working committee be appointed to review resumes, select final candidates, conduct interviews, and select a finalist to present to the Council. The committee will consist of Joanne Allen, Carol Baughman, Patty Hylton, Jim Koger and Kit Bostrom.</p>
<p>UNFINISHED BUSINESS: NON-ELECTED EMPLOYEE COMPENSATION: (H.7)</p>	<p>Council discussed a proposed Cost of Living Adjustment (COLA) increase for non-elected personnel wages. The City Treasurer suggested a 2% increase.</p> <p>Jim Gates (Joanne Allen) moved to approve a 2% Cost of Living Adjustment for non-elected personnel wages effective December 1, 2012. Motion carried 4-0.</p> <p>Council discussed non-elected personnel exempt/non-exempt status and how best to handle compensation/overtime issues. Discussion also included pay levels for personnel and how Overbrook's pay levels compare to other cities. It was suggested that this be explored and compared to other cities of similar size and budgets.</p>
<p>UNFINISHED BUSINESS: OTHER: (H.8)</p>	<p>No other unfinished business.</p>
<p>NEW BUSINESS: 2012 OVERBROOK CITY CHRISTMAS TREE: (I.1.)</p>	<p>The Mayor shared with Council the plans for the 2012 Overbrook City Christmas Tree on the corner of Maple & Santa Fe Trail. The total cost for the light display and electric power drop from Westar will cost approximately \$950.00. There has been \$200.00 donated for the display. He requested approval for the expenditure of \$750.00.</p> <p>Jim Gates (Joanne Allen) moved to approve the expenditure of \$750.00 for the Christmas display. Motion carried 4-0.</p>
<p>NEW BUSINESS: DISCUSSION OF COUNCIL MEMBER RESIGNATION AND APPOINTMENT TO FILL REMAINDER OF TERM: (I.2.)</p>	<p>Council discussed the desire to fill the vacant position on the Council as a result of the resignation of Becky Quigley. The Mayor had contacted four individuals but does not have any to recommend at this time. They will continue to look for a candidate to fill the remainder of the term.</p>
<p>NEW BUSINESS: CHRISTMAS BONUS FOR NON-ELECTED PERSONNEL: (I.3.)</p>	<p>Council reviewed the proposal to grant Christmas bonuses to non-elected personnel.</p> <p>Joanne Allen (Jim Gates) moved to approve the granting of Christmas bonuses to non-elected personnel at the rate of \$200 for full time, \$100 for full time part-time, \$50 for part-time/contract and \$25 part-time co-managers.</p>
<p>NEW BUSINESS: TRUCK FOR METER READING AND ANIMAL CONTROL: (I.4.)</p>	<p>Council discussed vehicle needs for the city including a truck for meter reading and animal control, the condition of the white and brown trucks for maintenance and the earlier request to replace the blue police car.</p> <p>Council also discussed other needs such as planning for the future use of the old gym and the construction needs on the alley behind the library.</p>

<p>NEW BUSINESS: OTHER: NON-ELECTED PERSONNEL REQUEST TO SELL BACK VACATION TIME: (I.4.)</p>	<p>Council was requested to authorize two full-time employees to sell back half of their vacation leave before the end of the year. Council consented to permit Officer Ed Harmison and Don Bryant to sell back half of their vacation leave.</p>
<p>COUNCIL MEMBER COMMENTS: (K.)</p>	<p>Carol Baughman suggested that in January a planning group be created to begin discussing future plans for the old gym.</p>
<p>MAYOR'S REPORT: (L.)</p>	
<p>ADJOURNMENT: (M.)</p>	<p>At 9:55pm Jim Gates (Joanne Allen) moved to adjourn. Motion carried 4-0.</p>
<p>Respectfully submitted, Kit A. Bostrom Assistant City Clerk Approved: December 12, 2012</p>	

**REGULAR COUNCIL MEETING
CITY OF OVERBROOK**

MINUTES – December 12, 2012

<p>CALL TO ORDER, ROLL CALL: (A.)</p>	<p>Mayor Don Schultz called the December 12, 2012, regular council meeting to order at 7.00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas. Roll was called by the Mayor (clerk was answering phone call) and it was determined that a quorum was present. Council Members Carol Baughman, Joanne Allen, Jon Brady, and Jim Gates were present. Council Member Becky Quigley was absent. Others present included Terry Hollingsworth, Ed Harmison, Patty Hylton and Don Bryant. Members of the public were also in attendance.</p>
<p>MOTION, APPROVE AMENDED AGENDA: (B)</p>	<p>Following discussion, Jon Brady (Jim Gates) moved to add Item I.4 PRIDE Resolution to the Agenda.</p> <p>Motion carried 4-0.</p>
<p>MOTION, APPROVE CONSENT AGENDA: (C.1 through C.11)</p>	<p>Carol Baughman (Joanne Allen) moved to approve the Consent Agenda as follows:</p> <ol style="list-style-type: none"> 1. November 14, 2012 Council Regular Meeting Minutes 2. Warrants 3. Request to Shred City Documents 4. Maintenance Department Report 5. Animal Control Department Report 6. City Clerk Department Report 7. Code Compliance Department Report 8. Planning Commission Report 9. Recreation Commission Report 10. Library Board Report 11. Housing Authority Board Report <p>Motion carried 4-0.</p>
<p>SPECIAL REPORTS: (D.1)</p>	<p>There were no special reports.</p>
<p>PROJECT UPDATE: LIBRARY PROJECT: (E.1)</p>	<p>Mayor Don Schultz explained that demolition had been halted to allow for further inspection of Lead Based Paint and Asbestos. The inspections were done early in the day on December 14th and the results should be back by as soon as Monday Dec 19th. The inspection fee is believed to be around \$1,150.</p>
<p>ALLEY DISCUSSION: (E.2)</p>	<p>Following lengthy discussion, Carol Baughman (Joanne Allen) moved to proceed with contract negotiations with BG Consultants. Motion carried 4-0. A meeting should be set up soon.</p>
<p>UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASE 2012-29- 224000: (F.1)</p>	<p>Following discussion, no action was taken.</p>
<p>UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASE 2012-30-270300-03: (F.2.)</p>	<p>Following discussion consensus was to approve request to pay by 20th.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS:</p>	<p>The Mayor, Council and Staff Members all joined in to express their appreciation for the work Patty Hylton has done for the City during her time</p>

<p>TREASURER REPORT- PATTY HYLTON: (G.1)</p>	<p>here. Patty's report was discussed. Patty will contact Jim Long to discuss the status of funds 16 and 17.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH POLICE CHIEF ED HARMISON: (G.2.)</p>	<p>Following discussion, no further action was taken. Officer Harmison did reiterate that around Christmas time it was a good time to reinforce the practice of locking items up and keeping them out of sight.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: Discussion/Action on Condemning Structures Located at 104 E. Second: (G.3)</p>	<p>Allan Inman was present to discuss his property at 104 E. 2nd. Following discussion, including discussion about the status of the RV, Carol Baughman (Jim Gates) moved to accept the work that had been done to make the home safe, noting that the burn pile will be burnt once conditions allow. Motion carried 4-0.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: Discussion/Action on Condemning Structures Located at 205 W. Market: (G.4)</p>	<p>Following discussion, it was determined that a hearing was not held as intended and the Clerk should contact Michael Coffman about what is needed to re-start the hearing process.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: Request for Council Action re: a Building Code Variance for maximum allowable floor area for the library: (G.5)</p>	<p>Following discussion, including whether this should be a planning commission item, Jim Gates (Joanne Allen) moved to approve the building code variance for maximum allowable floor area for the library based on the architect's assertion that the Clerk could request/approve the variance AND that the architect says that this does not affect public safety. Motion carried 4-0.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: New hours in January: (G.6)</p>	<p>Following discussion, the consensus was for changing City Hall Hours as proposed: Monday thru Friday 8AM to 12:30PM and 1:30PM to 5PM. Closed Saturday and Sunday.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: Zito Media request to discuss Franchise Rate: (G.7.)</p>	<p>There was lengthy discussion. Consensus was to have a representative from Zito attend the January Council Meeting. Mayor Schultz is to contact Zito.</p>
<p>BREAK:</p>	<p>At 8:34PM a 5 minute break was called. The meeting returned to order at 8:40PM.</p>
<p>UNFINISHED BUSINESS: UPDATE/REVIEW EMPLOYEE HANDBOOK: (H.1)</p>	<p>Following discussion, Jim Koger is to set up a meeting with Michael Coffman so the committee can go over the changes with Mike for him to review.</p>
<p>UNFINISHED BUSINESS:</p>	<p>Following discussion, the consensus was to look for additional contractors</p>

City Hall Outside Wall Repair: (H.2)	that might be able to give us a bid for the job. Officer Harmison thought the previous work had been done in 2001.
UNFINISHED BUSINESS: Update on Interview Process for Treasurer Position: (H.3)	Following discussion, Joanne Allen moved to accept the committee's recommendation of Bob Bostrom for the Treasurer position. Motion died for a lack of a second. Following further discussion, the committee is to meet again and return with recommendation next meeting.
UNFINISHED BUSINESS: UPDATE TO UTILITY BILLING POLICY: (H.4)	No action was taken on this item. It will be further addressed next council meeting.
UNFINISHED BUSINESS: R. Quigley Council Seat Update: (H.5)	Following discussion no action was taken. We will discuss this item further at an upcoming council meeting.
UNFINISHED BUSINESS: OTHER: (H.6)	There was no other Unfinished Business.
NEW BUSINESS: Discussion on Utility Billing Software: (I.1.)	Following discussion, no action was taken. Perhaps changes can be addressed during planning for next year's budget. A RFP would be a possibility.
NEW BUSINESS: Request for Consideration Meadows Subdivision Block A, Lot 18: (I.2.)	Following discussion, the Clerk is to get additional input from Michael/Peimann Title. We will discuss this further next month.
NEW BUSINESS: Renew CMB License Requests: (I.3.)	Jim Gates (Joanne Allen) moved to approve the renewal requests from Casey's General Store, BP, Conrad's and The Patch once all their necessary paperwork was received and fees paid. Motion carried 4-0.
NEW BUSINESS: OTHER: (I.4.)	The PRIDE resolution was discussed. Jon Brady (Jim Gates) moved to approve as written. Motion carried 4-0. The clerk is to send the resolution to PRIDE. There was no other Unfinished Business.
PUBLIC COMMENTS: (J)	There were no public comments.
COUNCIL MEMBER COMMENTS: (K.)	Joanne Allen was concerned about snow removal on Sunset Lane. Joanne also mentioned the possibility of finding someone else to do our building inspections. Jim Gates and Carol Baughman both extended their appreciation to Patty Hylton. Jon Brady is working on OPR bids for mowing. Jon asked for a follow-up on Karl Umscheid's available hours.
MAYOR'S REPORT: (L.)	The Mayor said that he thought the Christmas Program went well. The Mayor also indicated that employee reviews were available for the

	<p>Council to see if they were so inclined. Future discussion topics included Tort Law and a possible March/April meeting with our Insurance Agent to review prior to renewal.</p> <p>The library is getting close to reaching some of the fund-raising goals!</p>
<p>ADJOURNMENT: (M.)</p>	<p>At 10:28pm Carol Baughman (Jim Gates) moved to adjourn. Motion carried 4-0.</p>
<p>Respectfully submitted,</p> <p>Jim Koger Overbrook City Clerk Approved 01/09/2013</p>	