

8/31/17 Update to newsletter

When we got our Blue-Green Algae results back last Thursday from KDHE for the Overbrook City Lake, I was under the impression that our next test would be in four weeks, however, it appears that since the heavy rains occurred on the day of the test last week, they re-ran the test this week. This time we came back over the Blue-Green Algae Warning Level and have been moved from the Watch to WARNING status. We will have a weekly test while we remain on Warning status.

Please see <http://www.kdheks.gov/algae-illness/> for more information on the health effects of a blue-green algae bloom. I've attached a copy of the recommended WARNING signage from KDHE. Please let us know if you have any questions. Thank you!

Overbrook City News and Events Calendar

September 2017

Also, watch for updated news on City of Overbrook Facebook Page

THANK YOU for another terrific Overbrook/Osage County 4-H Fair! – The Fair Parade was one of the very best and all other events were super as well. Excellent weather was definitely a blessing!
Overbrook Fire & EMT Blood Drive was also a huge success. A total of 25 pints were received!

City News

2018-Yr City Budget was approved by unanimous Council vote following the Public Hearing held August 9. Thank you to all who attended that Hearing. NOTE: recently a listing was posted in our county newspaper of all Overbrook property owners delinquent in paying their property tax. Late and unpaid property tax greatly affects our city's operating budget. Please be mindful of your responsibility in keeping our town funded as required by our publically approved budget.

Overbrook Water Supply & Distribution – Conversations with the company doing the study on our water system continues. Weather also continues to have a big impact on our water and sewer systems. Electrical storms resulting in power loss affect our water well pumps and treatment equipment. Heavy rains overflow our sewer systems especially the two pumping stations that move sewage from the north side of town over the hump to our sewer lagoons. Homes with drains that discharge into the City sewer cause a big part of this situation. City Ordinances #269 & 290 require that surface water (water from rains and ground water collected by sump pumps, floor drains, and perimeter drains) does NOT discharge into the City sewer! Please check your drains!

City Maintenance – the exterior drainage work on the Library foundation did not completely solve the leakage – at least following the recent 6-inch+ rain. Additional work will be required probably inside this time. Street surface repair has been delayed due to repair companies being tied up with larger projects in other locations. However, our work will be done soon. The big rain affected a lot of roadways, ditches, and drain tubes. Repair work will take time. Thanks for your understanding.

City Lake B/G Algae condition update – Good news - the b/g algae cell count in our lake has not increased. A "Watch" condition remains and State monitoring continues. Fishing remains good!

Overbrook Park and Recreation – Fall Youth Soccer starts soon. Watch for updates!

Steve Cross Memorial Kids Fishing Derby - Saturday, September 9 - kids 16 and under - registration at 1 / start time at 1:30pm. Bait will be provided and there's LOTS OF PRIZES! Thank You OPR and Overbrook Rotary for hosting this annual event – and to all that contributed to it!

Friends of the Library – a "Soup Dinner and Dessert Auction" will be held in the Community Room at 5:30pm the evening of September 23. All proceeds will be used to support the Library.

Overbrook Police Department – remember, School is in session! Safe driving is No Accidents and No Tickets! Also, following the note in last month's Newsletter about **Tree Trimming**, letters quoting City Ordinance #353 were sent asking owners to trim or remove trees/trees limbs and or bushes that are an endangerment. A lot of residents have already started or completed the process. **One important update - due to a paperwork error, there will not be citations or fines issued at this time.** Contact the Police Department (Office of Code Enforcement) at 665-7230 for more info. Looking for ways to talk to your teenager about underage drinking? Drug Free Osage County Inc. can help. Learn more at <https://www.facebook.com/BDrugFree/>

Gym Restoration Project still alive . . . interest in basic restoration of the old Overbrook High School Gym remains alive. The building will provide excellent opportunity for physical exercise, games, gatherings, and even plays (some stage work definitely needed first). Two basic elements are needed to make this happen; #1 - dedicated Man Power (volunteerism) and #2 – some Funding (donations are tax deductible). Council member, Carol Baughman has kept this project alive and remains very dedicated to it. PLEASE CONTACT HER if you have interest in supporting it in any manner. Call Carol at 665-7180 or email her at cbaughman@overbrookks.com

Calendar of events and activities for September 2017:

- Saturday, September 2 - Osage County Jazzercise "Open House & Vendor Fair" at their 4-Corners location
- 8am to 1pm - Heiman Aces BBQ selling lunch
- Monday, September 4 - Labor Day Holiday – City offices will be closed
- NOTE: Recycle Pickup Day is delayed 1 day**
- Tuesday, September 5** - Recycle Pick Up Day!
- Saturday, September 9 - Steve Cross Memorial Kids Fishing Derby at 1pm at the Kids Pond
- Monday, September 11 -- Overbrook Library Board meeting at the Library at 7pm
- Overbrook American Legion Post #239 monthly meeting at 7:30pm
- Wednesday, September 13 - Monthly City Council Meeting at City Hall at 7pm
- Thursday, September 14 - Overbrook Housing Authority meeting at Oak Plaza at 8am
- Saturday, September 16 - Overbrook PRIDE, Incorporated monthly meeting at the Legion
- Monday, September 18 - Recycle Pick Up Day!
- Tuesday, September 19 - Planning & Zoning Commission monthly meeting at City Hall at 7pm
- Park & Recreation Board meeting at 7pm, at the Library
- Tuesday, September 19 - Tuesday Table "FREE" Dinner at 5:30pm at the Overbrook United Methodist Church – Everyone is welcome to come eat and fellowship!
- Friday, September 22 - SFT High School Homecoming! Parade is in Carbondale at 1pm / football game is at 7pm
- Saturday, September 23 - Friends of the Library "Soup Dinner & Dessert Auction" at the Community Room at 5:30pm
- Tuesday, September 26 - Friends of the Library monthly meeting 6:30pm at the Library
- Every Wednesday - Overbrook Library "Story Time" at the Library at 10:15am
- First & Third Monday's - Overbrook Fire and EMT meeting at the Fire Hall at 7pm

Looking ahead . . .

- October 31 - "Trunk r' Treat" at the Fair Grounds – hosted by Overbrook United Methodist Church – businesses, clubs, and all community residents that would like to join the vehicle (trunk) line-up to distribute goodies to our youngsters are welcome to come and participate! This is a very safe and fun alternative to kids Trick r' Treating door to door.
- November 5 - Daylight Savings Time ends
- November 7 - City Election for City Council members and Mayor
- November 11 - Annual Veterans Day Celebration – Breakfast & Program at the American Legion at 7am hosted by the Overbrook Veterans Memorial Committee
- December 3 - Annual Overbrook Community Christmas program

Have a great month in Overbrook! Support our stores and businesses!

Friends of the Overbrook Public Library

Soup Supper and Dessert Auction

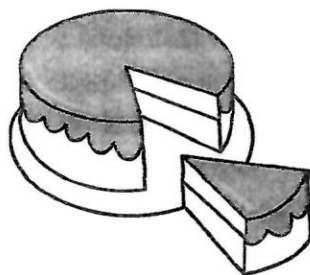
Saturday, September 23rd – 5:30PM

Community Room in Overbrook Public Library



Everyone is welcome to come and enjoy the soups, then bid on your favorite desserts. High bidder takes it home!

Anyone wishing to donate a crockpot of soup and/or fabulous dessert, please call Mary Anderson @ 665-7352



Sponsored by Friends of the Library with proceeds going towards the purchase of books, reading programs, etc.



The City of Overbrook Park and Recreation Department, Overbrook Rotary and Overbrook PRIDE will hold the 9th Annual Steve Cross Memorial Children's Fishing Derby on Saturday, September 9th, 2017!



In memory of Steve Cross the Derby will now be called the Steve Cross Memorial Children's Fishing Derby. Steve was an integral part of this derby since its inception and his contributions to it were many and great.

The event will be held at the Children's Fishing Pond at Jones Park in Overbrook. Registration is free. Derby will start at 1:30PM.

Contestants must be 16 years of age or younger.

Prizes will be awarded.

The rain date is September 16th (1:30PM)

DRAFT AGENDA Regular Council Meeting
CITY OF OVERBROOK

September 13, 2017 7:00PM Overbrook City Hall 401 Maple St.

- A. Call to Order and Roll Call
- B. Approval of Agenda
- C. Consent Agenda
 - C.1 Minutes – 8/09/17 Regular Council Meeting Minutes
08/25/17 Special Mtg Notes, Work Session Notes
 - C.2 Warrants
 - C.3 Request to Shred City Documents
 - C.4 Animal Control Report
 - C.5 Planning Commission Report P&Z Minutes
 - C.6 Zoning Administrator Report
 - C.7 Housing Authority Board Report
 - C.8 Water Distribution System Report
 - C.9 Emergency Planning Group Report
 - C.10 Library Board Report
 - C.11 Police Department Report
 - C.12 Code Compliance Report
 - C.13 Maintenance Department Report
 - C.14 City Clerk Report
 - C.15 OPR Director Report
 - C.16 Review for approval error in previously approved November 12, 2014 City Council Minutes
- D. Special Reports
 - D.1 Proclamation making September 13th Overbrook Floral Appreciation Day
- E. Public Comments
- F. Utility Billing Account Hearings
- G. Council Action/Discussion Items
 - G.1 Zoning Administrator Action Items
 - G.2 Police Department Action Items
 - G.3 Treasurer Report – Cathy Sowers
 - G.4 Code Compliance Action Items
 - Includes review for approval Ordinance #387 Abatement Information
 - G.5 Maintenance Department Action Items
 - G.6 Administration Department Action Items
 - Includes discussion regarding updated fee schedule for Wastewater Sampling
 - G.7 Parks and Recreation Action Items
 - G.8 Library Board Action Items
- H. Unfinished Business
 - H.1 Updated Animal Control Ordinance
 - H.2 Review Vendor Permit and Peddler/Solicitor Ordinance, Special Events
 - H.3 Codification Update
 - H.4 Sidewalk update property north of post office
 - H.5 City Lake Geese relocation Options
 - H.6 Other Unfinished Business
- I. New Business
 - I.1 2020 Census review LUCA participation
 - I.2 Other New Business
- J. Council Member Comments
- K. Mayor's Report
- L. Adjournment

(Note: A break may be scheduled at the Council's Discretion.) This Agenda is subject to change in order/content without prior notice. Council Meetings are open to the public and the Council encourages all citizens to attend. The Agenda may be limited to previously identified items at hand. If you would like to be added to the agenda to speak to the Council, please contact Jim Koger, City Clerk, at 785-665-7328 or by email at cityclerk@overbrookks.com.

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Applications are being accepted for the following OPR position. Please note that this does not include management of the Overbrook City Pool. Send resume and/or contact City Hall for an application.

PARKS AND RECREATION DIRECTOR

DEFINITION

Responsible for the overall planning, organizing, staffing, directing, implementing, reviewing and evaluating the activities of the Parks and Recreation Department and other related community services and programs; performs other work as required. Provides staff assistance Parks and Rec Commission. Position is not to exceed 999 hours in a calendar year.

DISTINGUISHING CHARACTERISTICS

The Parks and Recreation Director is responsible for planning, coordinating, administering, reviewing and evaluating a broad program of community services including but not limited to: recreation services; recycling programs; public information and marketing; special event management.

SUPERVISION RECEIVED/EXERCISED

Policy direction is provided by the Parks and Rec commission and administrative direction is provided by the City Council. Supervisory duties entail direct supervision of the Umpires, Concession stands, Field Maintenance Workers, volunteers, and other part or full-time employees of parks and rec and contract labor; may supervise other staff on a project basis.

ESSENTIAL DUTIES

Responsible for managing the operations as well as the long-range planning of the Parks and Recreation Department, all of its services and facilities. Supervises department personnel including the hiring, training, evaluation, and discipline; mentor and develop employees and fostering creativity. Oversees, develops and implements administrative procedures and policies associated with recreation programs and facilities. Reviews and analyzes the effectiveness of departmental services and makes necessary improvements. Prepares and monitors the annual budget, makes recommendations regarding fees and fee collections; Provides staff support to various committees as assigned including the Parks and Community Services Commission, and other ad hoc committees. Works collaboratively with citizen and other public group's agencies and organizations to bring about coordinated, effective delivery of recreation, Community Center and other related community services. Prepares reports and studies related to recreation programs, capital improvements, facility maintenance and other assigned activities. Organizes and develops volunteer programs; assists in the planning and organizing of community events; coordinates, develops, distributes various public information and marketing materials related to City services and programs including the administration of the city newsletter; prepares and monitors grants; assists in the planning, financing and development of recreational facilities and Community Center renovation and expansion; responds to and resolves difficult and sensitive citizen inquiries and complaints; performs others related duties and special projects as assigned by Parks and Rec commission.

QUALIFICATIONS

Experience/ Education

Sufficient experience and education in municipal recreation, public or business administration or a related field. A typical way of obtaining the required qualification is to possess the equivalent to 5 years of increasing responsible, professional experience including but not requiring experience in public facility and recreation services management including at least 3 years administrative or supervisory experience.

KNOWLEDGE/SKILL/ABILITY

Knowledge of: philosophies, trends, principles and techniques of community recreation service administration and public facility management; Principles and methods used in public administration; program planning and techniques related to community and recreational services and facilities; Principles of personnel management, supervision and training; budget techniques and public facility management operations and maintenance; marketing and public relations principles and techniques. Recycling/conservation management principles and trends; Special event planning and promotion. Ability to: analyze problems, identify alternative solutions, and

implement recommendations in support of goals; Evaluate effectiveness of community services and assist in setting goals and priorities for program delivery; Develop recreational programs adapted to the particular needs of the community. Communicate clearly and effectively both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work. Write and monitor grants; operate current computer systems and software including data base and spreadsheet applications; develop and monitor contracts, policies and procedures. Plan and organize work effectively; Make decisions at the department head level; comprehend major policy, operational, and personnel problems and draw valid conclusions; Supervise, evaluate and direct assigned staff, professional personnel ; Establish and maintain cooperative working relationship with representatives of other agencies and the public;

WORKING CONDITIONS

Position requires sitting, standing, walking on level and slippery surfaces, climbing, reaching, twisting, turning, kneeling, bending, stooping, squatting and crouching in the performance of daily activities. The position also requires near, far and color vision while performing duties related to observance of activities in the Community Center and maintenance needs and reviewing contracts and developing promotional materials. The position requires grasping, repetitive hand movement and fine coordination when writing and typing reports and other documents. The incumbent also must be available to attend meetings in various other cities, work irregular or extended hours to attend various meetings and community events and work with constant interruptions, and at times, with demanding, angry and violent clients when discussing City programs and services.

SPECIAL REQUIRMENTS

Possession of an appropriate Kansas Operator's license issued by the State Department of Motor Vehicles.

WAGE AND BENEFITS

Pay to be determined based on experience and other factors. This is a non-exempt part-time position with no benefits.

The application window will run until the September 18th, 2017 Park and Rec Meeting. Interviews will be scheduled shortly thereafter.

Concession Stand Operator for High School Baseball and Summer Baseball and Softball at the OPR Concession Stand at Jones Park in Overbrook.

OPR is looking for proposals from interested people or groups that would like to operate the concession stand this upcoming 2018 season. As you may know, the past few years OPR has tried a couple of different ways to manage the concession stand. One way was to have the operator keep the profit but pay a usage fee and any other expense was their responsibility. The other was for us to pay someone an hourly wage to run the concession stand with OPR purchasing the merchandise and supplies. Both worked well but neither one stood out as significantly better than the other.

This year OPR would consider proposals for either option. Please base your proposals on an anticipated 5 game home high school baseball season and summer ball season running from late May to early July. Most nights the summer ball season may have multiple games going on. With games starting at 6:45PM, this could require as many as 5 or 6 hours on a game night (or more). The High School pays the umpires for their games, OPR would be responsible for the umpires during the summer ball season and would anticipate some assistance.

If you are interested in operating it where you pay a usage fee, please submit your proposal in writing to OPR c/o Overbrook City Hall. This would be an excellent opportunity for a group or individual to fundraise.

If you are interested in operating it as an hourly employee of the City of Overbrook, please contact City Hall for an application and indicate on it your desired hourly pay rate.

The application window will run until the September 18th, 2017 Park and Rec Meeting. Interviews will be scheduled shortly thereafter.

Please contact City Hall at 665-7328 if you have questions. Thank you!