

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

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

	<p>Moved: Joanne Allen, Carol Baughman Motion Carried (5-0)</p> <p>Mayor called the meeting back to order at 7:46 pm.</p> <p>Motion: Move to give consent for joint representation between the city and the county. Moved: Joanne Allen, Carol Baughman Motion carried: (5-0)</p>
<p>PUBLIC COMMENTS (E)</p>	<p>None</p>
<p>UTILITY BILLING ACCOUNT HEARINGS (F)</p>	<p>Discussion: Utility Billing Hearings Report -</p> <p>Past Due Payment Plans presented: Account #023000 Account #229000 Account #781000 Account #794000 Account #490000 Account #032000</p> <p>Motion: Move to approve the payment plans as written Moved: David Penrod, Joanne Allen Motion carried (5-0)</p>
<p>COUNCIL ACTION / DISCUSSION ITEMS: ZONING (G.1)</p>	<p>Discussion: Casey’s grease diverter tanks, fence at 311 Cedar: Bob Bostrom partipated in the discussion.</p> <p>Motion: Move to pursue the next step regarding the fence at 4th and Cedar up to \$3000.00 Moved: Tammy Metzger, Joanne Allen Motion Failed (0-5) Nays Joanne Allen, David Penrod, Cheryl Miller, Tammy Metzger, Carol Baughman</p> <p>Motion: Move to have the attorney proceed regarding the fence at 4th and Cedar not to exceed \$4000.00 without council approval. Moved Tammy Metzger, Joanne Allen Motion Carried (5-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: TREASURER (G.2)</p>	<p>Discussion: Treasurer’s Report was reviewed.</p> <p>Motion: Move to add Tammy Metzger and Jon Brady as authorized check signers and remove Don Schultz as an authorized check signer Moved: David, Joanne Motion Carried (5-0)</p> <p>Motion: Move to establish a police equipment reserve fund transferring \$500.00 monthly out of the law budget Moved: Carol Baughman, Tammy Metger Motion Carried (5-0)</p> <p>Motion: Move to approve the Treasurer’s Report as submitted Moved: Carol Baughman, Joanne Allen Motion carried (5-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: MAINTENANCE (G.3)</p>	<p>Discussion: bid on lights on east and west lift stations, council asked for more information on the lights; Jones Park tree removal; ready for possible bad weather; getting the shop organized; school lights up and working;</p>

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

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