

**REGULAR COUNCIL MEETING  
CITY OF OVERBROOK**

**MINUTES – January 9, 2013**

<p>CALL TO ORDER, ROLL CALL: (A.)</p>	<p>Council President Jim Gates called the January 9, 2013, regular council meeting to order at 7.00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas.</p> <p>Roll was taken by the City Clerk and it was determined that a quorum was present. Council Members Carol Baughman, Joanne Allen, and Jon Brady were present. Mayor Don Schultz was absent. Others present included Kit Bostrom, Patty Hylton, Marni Penrod and Don Bryant. Members of the public were also in attendance.</p>
<p>MOTION, APPROVE AGENDA: (B)</p>	<p>Following discussion, Joanne Allen (Carol Baughman) moved to approve the agenda. Motion carried 3-0.</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> <ul style="list-style-type: none"> <li>C.1.a. Approve December 12, 2012 Regular Council Meeting Minutes</li> <li>C.2. Warrants</li> <li>C.3. Request to Shred City Documents</li> <li>C.4. Maintenance Department Report</li> <li>C.5. Animal Control Department Report</li> <li>C.6. City Clerk Department Report</li> <li>C.7. Code Compliance Report</li> <li>C.8. Planning Commission Report</li> <li>C.9. Recreation Commission Report</li> <li>C.10. Library Board Report</li> <li>C.11. Housing Authority Board Report</li> </ul> <p>Motion carried 3-0.</p>
<p>SPECIAL REPORTS: DAVID DUNFIELD/HANS FISCHER – COSTS/CONTRACT: (D.1)</p>	<p>David Dunfield and Hans Fischer were in attendance to discuss items related to the Library Project:</p> <ul style="list-style-type: none"> <li>1. Updated Project Costs There was discussion about Change Order #1 and the cost involved.</li> </ul> <p>There was discussion about Change Order #2 and the cost involved. Marni Penrod, Library Board President, indicated that the Library Board had approved Change Order #2 and recommended that the Council proceed with Project 2B. Marni also expressed appreciation for all the tremendous local support that has made this continuation of the project possible.</p> <p>Following lengthy discussion, Carol Baughman (Joanne Allen) moved to approve Change Orders 1 and 2. There was discussion about whether any of this should have been identified before the bid process. There was no indication that they could have been. Motion carried 3-0.</p> <ul style="list-style-type: none"> <li>2. Contract with Terragon David Dunfield led the discussion regarding the composition of the soils in the area of the project. Expansive Clays were found and would require some additional work before concrete is poured. Consensus was that we may need to hold a special meeting to decide the course of action regarding the soil conditions once a plan had been developed for addressing the issues. Following additional discussion, Jon Brady (Carol Baughman) moved to</li> </ul>

	approve the contract with Terracon with effective dates as listed on the contract. There was additional discussion about the possible need to recognize that our Architects may be faced with situations like this during the project and that they will sometimes need to make quick decisions. They will do so based on budget and time constraints. Motion carried 3-0.
PROJECT UPDATE: LIBRARY PROJECT: (E.1)	This item was addressed during the conversation with David Dunfield and Hans Fischer earlier in the meeting. No further action was taken.
PROJECT UPDATE: ALLEY/SIDEWALK PROJECT: (E.2)	Jon Brady led a lengthy discussion regarding the proposal. Following the discussion, Jon Brady (Joanne Allen) moved to approve the contract pending review and approval by Michael Coffman. Motion carried 3-0. We will need to make sure that BG and Hans Fischer stay in touch as well. The City will need to provide information on the storm sewer south from the corner of Market and Maple St.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASE 2013-01- 48001- 01: (F.1.a.)	Customer submitted a written request to pay \$80 on the 10 <sup>th</sup> . Following discussion, Jon Brady (Carol Baughman) moved to approve the request. Motion carried 3-0.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASE 2013-02-62011-01: (F.1.b..)	Balance has been paid in full. No action was taken.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASE 2013-03-374102-01: (F.1.c.)	Customer submitted a written request to pay \$30 on 1/11/13 and \$33.98 on 1/25/13. Will pay January bill on or around the 5 <sup>th</sup> of February. Following discussion Jon Brady (Joanne Allen) moved to approve the request. Motion carried 3-0.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASE 2013-04-6202-01: (F.1.d.)	Customer submitted a written request to have a hearing but was going to call back with details once discussed plan with spouse. We did not hear back prior to the meeting. Following discussion, Jon Brady (Joanne Allen) moved to contact the customer within a week and tell need to have past due paid by February 1 <sup>st</sup> . Motion carried 3-0.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASE 2013-05-347005-01: (F.1.e.)	Customer submitted a written request to pay \$30 on 1/9/13 and \$128.83 on 1/16/13. Following discussion Joanne Allen (Carol Baughman) moved to approve the request. Motion carried 3-0.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASE 2013-06-367000-01: (F.1.f.)	Customer submitted a written request to pay \$61.98 on 1/11/13. Following discussion Jon Brady (Carol Baughman) moved to approve the request. Motion carried 3-0.
COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT- PATTY HYLTON: (G.1)	<p>Patty Hylton reviewed her report with the Council. There was discussion regarding the combination of lines 16, 17 and 19. Consensus was that this was good but we need to keep track of the 4 big debt payments each year. We will address this more in the coming months.</p> <p>Council President Jim Gates requested that we move up Agenda Item H.4 to discuss while Patty was here. The Council agreed. Following discussion, Carol Baughman (Joanne Allen) moved to hire Cathy Sowers to fill Patty's Treasurer position. There was discussion about when Cathy could start.</p>

	<p>Motion carried 3-0.</p> <p>Next there was discussion regarding the salary we would offer Cathy. Following discussion, Jon Brady (Carol Baughman) moved to start Cathy at \$18/hour to be reviewed at the end of her probation period. Motion carried 3-0.</p>
<b>BREAK:</b>	A 5 minute break was called at 8:25 pm. The Council Meeting was gaveled back in at 8:30 pm.
<b>COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH POLICE CHIEF ED HARMISON: (G.2.)</b>	Officer Harmison gave a verbal report. There was discussion but no action was taken.
<b>UNFINISHED BUSINESS: UPDATE/REVIEW EMPLOYEE HANDBOOK: (H.1)</b>	Following discussion, the Clerk is to get a meeting set-up with Michael Coffman to review the possible changes to the employee handbook.
<b>UNFINISHED BUSINESS: DISCUSSION/ACTION CONDEMINING STRUCTURES LOCATED 205 W MARKET: (H.2)</b>	Following discussion, Joanne Allen (Carol Baughman) moved to approve Resolution 2013-01. Motion carried 3-0. The resolution set the hearing for the property and it will be held on February 13, 2013. The resolution must be published two consecutive weeks and notice must be sent to owners of record.
<b>UNFINISHED BUSINESS: CITY HALL REPAIR/OUTSIDE WALL: (H.3)</b>	There was discussion but no action taken. We will address further next month.
<b>UNFINISHED BUSINESS: UPDATE ON INTERVIEW PROCESS FOR TREASURER POSITION: (H.4)</b>	This item was addressed earlier in the meeting.
<b>UNFINISHED BUSINESS: UPDATE TO UTILITY BILLING POLICY: (H.5)</b>	Following discussion, consensus was to retype using Michael's suggestions and clarify whether Section 4 was necessary. Item will be re-addressed at the February 2013 Council Meeting.
<b>UNFINISHED BUSINESS: UPDATE ON VACANT COUNCIL SEAT: (H.6)</b>	No new news. Will address further in the coming months.
<b>UNFINISHED BUSINESS: REQUEST/CONSIDERATION MEADOWS SUBDIVISION</b>	No action was taken. Hope to have further information for the February Council Meeting.

BLOCK A, LOT 18: (H.7)	
UNFINISHED BUSINESS: OTHER: (H.8)	The County has invited to attend an upcoming County Commissioners Meeting to discuss our inter-local agreement request regarding land use changes. The Clerk will check with Mayor Schultz and Planning Commission Chairman Bob Bostrom and then get something set up.
NEW BUSINESS: REQUEST FOR WATER METERS FOR LIVESTOCK USAGE: (I.1.)	Following discussion, we will address this topic further at the next Council Meeting. Clerk is to request further information from the inquiring parties. Jon Brady is to discuss restrictions with the State.
NEW BUSINESS: LOUD SOUND AMPLIFICATION SYSEMS IN MOTOR VEHICLES: (I.2.)	Following discussion, the consensus was to give information to Michael Coffman to review.
NEW BUSINESS: 2013 LKM CITY HALL DAY: (I.3.)	Following discussion, the Council indicated they would contact the Clerk if they were interested in going. The Clerk will make necessary reservations prior to the deadline.
NEW BUSINESS: OTHER: (I.4.)	<p>Following up on an item from the November Council Meeting, Carol Baughman will head the committee working on a plan for how we may utilize the Gym at the Old High School.</p> <p>There was discussion about purchasing the remaining ½ pallet of rubberized crack sealer from Asphalt Kingdom. Jon Brady (Carol Baughman) moved to purchase the ½ pallet for \$480. Motion carried 3-0.</p> <p>There was discussion regarding the plan for isolating the 4 inch water line coming in to town. Consensus was to discuss further next month. Don Bryant will bring map and details of the costs involved.</p> <p>There was discussion regarding the heater in the new shop. The problem is believed to be a cracked manifold. Carol Baughman (Jon Brady) moved to spend up to \$700 for a new heater and recommended checking locally first. Don Bryant will install the heater. Motion carried 3-0.</p> <p>Jon Brady asked Don Bryant if he had seen the results of the OPR Mowing bids. There was discussion as to whether Maintenance could utilize the help during the busy summer months. Areas that were bid that could be mowed were discussed. No action was taken.</p>
PUBLIC COMMENTS: (J.)	There were no public comments.
COUNCIL MEMBER COMMENTS: (K.)	<p>Joanne Allen had received a big compliment from an area resident regarding the City. Joanne also mentioned the upcoming play at the United Methodist Church.</p> <p>Carol Baughman mentioned they had received lots of recipes for the Library Cook Book. Should we put the form online? She took 27 boxes of books to the gym.</p>

	Jon Brady, Jim Gates: None
MAYOR'S REPORT: (L.)	The mayor was absent.
ADJOURNMENT: (M.)	At 9:37 pm Joanne Allen (Carol Baughman) moved to adjourn. Motion carried 3-0.
Respectfully submitted  Jim Koger Overbrook City Clerk Approved: February 13, 2013	

**SPECIAL COUNCIL MEETING  
CITY OF OVERBROOK**

**SPECIAL MTG MINUTES – January 14, 2013**

SPECIAL MEETING CALL: (A.)	A special meeting meeting of the governing body was called to be held at Overbrook City Hall on January 14, 2013, at 6:44 o'clock, p.m., the object of said meeting being to discuss and take possible action on the following item:  Appanoose PTO Request for a Family Pool Pass Donation to be used in their February 9 <sup>th</sup> Fundraising Auction. This event takes place prior to our next regularly scheduled council meeting and the request was only received earlier in the day.
CALL TO ORDER, ROLL CALL: (B.)	Mayor Don Schultz called the January 14, 2013 special council meeting to order at 6:44 p.m. at the Overbrook City Hall. Council Members Carol Baughman, Joanne Allen, Jon Brady and Jim Gates were present. Don Bryant and Jim Koger were also in attendance.
REQUEST FOR DONATION: (C.)	Following discussion, Carol Baughman (Jon Brady) moved to donate a 2013 Family Pool Pass to the Appanoose PTO for their fundraising efforts. Motion passed 4-0.
ADJOURNMENT: (D. )	Carol Baughman (Jim Gates) moved to adjourn the meeting at 6:46 p.m. Motion passed, 4-0.
Respectfully submitted,  Jim Koger City Clerk Approved: February 13, 2013	

**REGULAR COUNCIL MEETING  
CITY OF OVERBROOK**

**MINUTES – February 13, 2013**

<p>CALL TO ORDER, ROLL CALL: (A.)</p>	<p>Mayor Don Schultz called the February 13, 2013, regular council meeting to order at 7.00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas.</p> <p>Roll was taken by the City Clerk and it was determined that a quorum was present. Mayor Don Schultz, Council Members Carol Baughman, Joanne Allen, Jim Gates and Jon Brady were present. Others present included Kit Bostrom, Cathy Sowers, Ed Harmison, Terry Hollingsworth, Jim Koger, Marni Penrod and Don Bryant. Members of the public were also in attendance.</p>
<p>PUBLIC HEARING – CONDEMNING STRUCTURES LOCATED AT 205 W. MARKET ST. IN OVERBROOK</p>	<p>The Hearing opened at 7:01PM with the Mayor reading the resolution. Craig Barrington and Randall Smith were here to explain that the electrical has been cut and they were working on getting the gas meter shut-off but Kansas Gas requires that they submit a written request first. G&amp;G will demolish. The water meter is off/disconnected; sewer not connected to the house. There was discussion. Trees have been trimmed some cleanup done. There was further discussion Jim Gates (Joanne Allen) moved to give 120 days notice to have the building demolished and the area cleaned up. Discussion will verify they can burn for proper demo and removal. Motion carried 4-0. Mayor clarified we will let know about burning. Hearing closed at 7:12 PM.</p>
<p>MOTION, APPROVE AGENDA: (B)</p>	<p>Following discussion,. Add two new business items, I.3.a RWD billing discussion/booster repair and I.3.b Connecting Links. Also remove item I.1 no candidate tonight Carol Baughman (Jim Gates) moved to approve the amended agenda. Motion carried 4-0.</p>
<p>MOTION, APPROVE CONSENT AGENDA: (C.1 through C.11)</p>	<p>Joanne Allen (Jim Gates) moved to approve the Consent Agenda as follows:</p> <ul style="list-style-type: none"> <li>C.1. Minutes <ul style="list-style-type: none"> <li>a. Approve Jan 9, 2013 Regular Council Meeting Minutes</li> <li>b. Approve Jan 14, 2013 Special Council Mtg Minutes (6:00 pm)</li> <li>c. Approve Jan 14, 2013 Special Council Mtg Minutes (6:45 pm)</li> </ul> </li> <li>C.2. Warrants</li> <li>C.3. Request to Shred City Documents</li> <li>C.4. Maintenance Department Report</li> <li>C.5. Animal Control Department Report</li> <li>C.6. City Clerk Department Report</li> <li>C.7. Code Compliance Report</li> <li>C.8. Planning Commission Report</li> <li>C.9. Recreation Commission Report</li> <li>C.10. Library Board Report</li> <li>C.11. Housing Authority Board Report</li> </ul> <p>no code or animal control reports</p> <p>Will discuss maintenance report later in meeting. Motion carried 4-0.</p>
<p>SPECIAL REPORTS: USD434 BOND ISSUE: (D.1)</p>	<p>The school board members are not here yet so will discuss the Library Project next.</p>

<p>PROJECT UPDATE: LIBRARY PROJECT: (E.1)</p>	<p>Discussion hope to pour footings for lower portion concrete tomorrow. Board on Dale Hummel’s desk at old library showing color samples.</p> <p>Marni believes we are in good shape schedule wise June 12<sup>th</sup> to June 27<sup>th</sup> as final date hoping to be open in November</p> <p>Discussion cornerstone possibility of Masonic Lodge or a bench? Jim Gates to discuss with Marni. Placque listing students went to band camp.</p> <p>When paperwork ready from First Security Bank may need to call special meeting to sign for pledge financing.</p>
<p>SPECIAL REPORTS: USD434 BOND ISSUE: (D.1)</p>	<p>Zac Anschutz and Randy Boudeman were here to talk about the upcoming Bond Issue for our school district. No action was taken but the board members answered questions and detailed the proposed plan for all in attendance.</p>
<p>PROJECT UPDATE: ALLEY/SIDEWALK PROJECT: (E.2)</p>	<p>Discussion short term and long term development concept for the alley way. Concern that we don’t want delay to hold up the project suggest architect be there at the meeting too Jon call Brian to get meeting set up to be held within two weeks.</p>
<p>UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASE 2013-08- 6202- 02: (F.1.a.)</p>	<p>Following discussion, Jim Gates(Jon Brady) moved to approve the request. Past due by 20<sup>th</sup>, other by first. Motion carried 4-0. Clarification February 20<sup>th</sup> payment can be extended if sign hearing request.</p>
<p>UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASE 2013-09-57000-01: (F.1.b..)</p>	<p>Following discussion, Jim Gates (Jon Brady) moved to approve the request. Past due by 20<sup>th</sup>, other by first. Motion carried 4-0.</p>
<p>UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASE 2013-10-287001-02: (F.1.c.)</p>	<p>Following discussion, Jim Gates (Jon Brady) moved to approve the request. Past due by 20<sup>th</sup>, half of other by first, rest by Mar 15<sup>th</sup>. Motion carried 4-0.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT- PATTY HYLTON: (G.1)</p>	<p>Cathy Sowers gave her report tax levy came in using same format</p> <p>Cathy has Jim Long’s contact information, will make contact with him.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH POLICE CHIEF ED HARMISON: (G.2.)</p>	<p>Officer Harmison gave a verbal report. There was discussion but no action was taken. Will request executive session later in the meeting to discuss personnel.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION ON PLANNING COMMISSION RECOMMENDATIONS ON OVERBROOK ZONING MAP: (G.3)</p>	<p>Bruce Cole and Roberta Daniels were in attendance to discuss. Zoning Map based on Ordinance #278, tweaked through Jan 15<sup>th</sup> by the County Mapper. It is officially recorded now. Discussion.</p> <p>Inquire sales tax sft meats</p> <p>Worked way through about 45 pages of definitions</p>



	<p>Carol Baughman (Joanne Allen) moved to approve the official zoning map of 1/15/13 of the city. There was discussion. Motion carried 3-1(Gates).</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: MAINTENANCE REPORT:</p>	<p>Donnie discussion heater backup plan consider small construction type heaters for well houses/chlorination building. Discussion backflow seepage at booster station continue to monitor. Well #2 not producing what it was- dropped to 4 gallon per minute. Rusted out between pump and check valve. Wore out pump overworking. Will replace this with brass was acidized in 2010. 440 feet deep water level at 200 feet. Pump was tested in 2010. New wire. Project \$5400 acidize #2 Jim Gates (Jon Brady) moved to repair well #2 and acidize well #2 for \$5,400. We will address Acidizing #3&amp;#4 later. Motion carried 4-0. Plan is to Budget for the acidization. Also budget for signs. Jon get water/sewer budget info to Cathy.</p> <p>4 inch line out in the Country will move H5 up to discuss as well discussion Jim Gates (Joanne Allen) moved to purchase 2 valves and clean out and saddle to do this work. Motion carried 4-0.</p> <p>H.5 Discussion consensus continue the conversation verify kdhe legal consumption limit raw or treated bear cost of putting in Compare to Boeka/Baldwin agreement use? Backflow preventer?</p>
<p>9:17 10 MINUTE BREAK</p>	<p>At 9:17PM a ten minute break was called. The meeting returned to order at 9:27PM.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: PROPERTY INSURANCE RIDER FOR 5 WASTE TIRE GRANT PICNIC TABLES: (G.4)</p>	<p>Property insurance discussion tort limits liability insurance review coming up next month building across the street will need to be addressed for the increase discuss next mo</p> <p>Endorsement added for remainder of existing policy, however, following discussion, no action was taken to continue at renewal.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: BCBS COVERAGE CONSIDERATION: (G.5)</p>	<p>BCBS coverage for department head discussion current policy as we understand should be 100 % city paid family Consensus was to review coverage or provider at renewal.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: LIBRARY PROJECT DISCUSSION ITEMS (if not addressed under E.1): (G.6)</p>	<p>Library old library gas bill discussion construction cost? Consensus city not paid. No further action.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: CINTAS PROPOSAL: (G.7)</p>	<p>There was discussion. Consensus was that the Cintas service was not necessary at this time.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: KRWA CONFERENCE ATTENDANCE: (G.8)</p>	<p>KRWA Conference Jim Gates (Joanne Allen) moved to have Don Bryant, Bruce Haukenberry, and Jim Koger attend the Conference. Motion carried. 4-0.</p>

UNFINISHED BUSINESS: UPDATE/REVIEW EMPLOYEE HANDBOOK: (H.1)	Following discussion, the Committee will meet to go over Michael's notes and address next month.
UNFINISHED BUSINESS: CITY HALL OUTSIDE WALL REPAIR: (H.2)	Discussion birds come in thru crack in wall and get in upstairs. Tuck point west wall; The clerk is to look for masonry in Alta Vista; Other possibilities include Detweiler from Quenemo and the masonry company working on the library project. We will discuss further next month.
UNFINISHED BUSINESS: UPDATE TO UTILITY BILLING POLICY: (H.3)	Following discussion about the Utility Billing Policy, Jon Brady (Jim Gates) moved to approve ordinance #368 as written. Motion carried 4-0.
UNFINISHED BUSINESS: UPDATE ON FILLING OF VACANT COUNCIL SEAT: (H.4)	Update on vacancy in council seat  Don Schultz handed out two resumes there was discussion Jim Gates (Joanne Allen) moved to accept Dorthy Chikly to fill the remainder of Becky Quigley's council seat. Motion carried 4-0. Dorthy will begin next mo
UNFINISHED BUSINESS: REQUEST FOR WATER METERS FOR LIVESTOCK USAGE: (H.5)	Already discussed earlier in the Council Meeting. No further action was taken.
UNFINISHED BUSINESS: LOUD SOUND AMPLIFICATION SYSTEMS IN MOTOR VEHICLES: (H.6)	Discussion of loud amplified is it different than disturbing the peace? Jim Gates (Carol Baughman) moved to approve #369 as written. Motion carried 3-1 (Brady).
OTHER UNFINISHED BUSINESS: INTER-LOCAL REQUEST TO COUNTY: (H.7)	The County has invited to attend an upcoming County Commissioners Meeting to discuss our inter-local agreement request regarding land use changes. The Clerk will check with Mayor Schultz and Planning Commission Chairman Bob Bostrom and then get something set up.
NEW BUSINESS: DISCUSSION FOR FILLING VACANT PLANNING COMMISSION POSITION: (I.1.)	The Mayor indicated that there was no candidate to present yet. We will discuss next further next meeting.
NEW BUSINESS: DISCUSSION ON KWPCRF AUDITING REQUIREMENTS: (I.2.)	Following discussion, The clerk is to get opinion from Jim Long address further next month.
OTHER NEW BUSINESS: REPAIR AT RURAL WATER BOOSTER PUMP/RWD#5 BILL DISCUSSION:	Rural Water Supply Billing discussion since July 2010 contract amendment we have not been billed at updated rate. Concern over amount of water we've used, we want to discuss, no action taken. Discuss further next month.

(I.3.a)	
OTHER NEW BUSINESS: CONNECTING LINKS DISCUSSION: (I.3.b)	Connecting Links discussion Jim Gates (Carol Baughman) moved to not sign connecting links agreement. Motion carried 4-0.
OTHER NEW BUSINESS: (I.3.c)	Officer Harmison presented a Bid for repairs to police department consensus was not to approve .
EXECUTIVE SESSION: DISCUSS PERSONNEL MATTERS OF NON-ELECTED PERSONNEL: (J.)	<p>Jim Gates (Carol Baughman) moved to hold a 20 min exec session with the clerk and police chief first then add the maintenance superintendent to discuss two separate personnel matters of non-elected personnel.</p> <p>At 10:25PM the Council entered Executive Session.</p> <p>At 10:45PM the Council returned from Executive Session. No actions were taken nor were any decisions made during the Executive Session.</p> <p>Following discussion, Carol Baughman (Jim Gates) moved to approve Terry Hollingsworth as Full-Time Police Officer. Motion carried 4-0.</p>
PUBLIC COMMENTS: (K.)	<p>David Rose Quenemo did not approve connecting links either.</p> <p>No other public comments</p>
COUNCIL MEMBER COMMENTS: (L.)	<p>Jon Brady, Jim Gates, Joanne Allen: None</p> <p>Carol Baughman book sale coming up banner will be hanging soon at old gym will need some cleanup days prior to the sale .</p>
MAYOR'S REPORT: (M.)	<p>Stephanie Watson OCED Melvern 26<sup>th</sup> JHK will forward email with details to staff.</p> <p>Topeka Prayer Breakfast March 27<sup>th</sup> let Don Schultz know if want to go.</p> <p>City Hall Day was great need to go up on occasion to stay in touch.</p>
ADJOURNMENT: (N.)	At 10:52 pm Carol Baughman (Jim Gates) moved to adjourn. Motion carried 4-0.
Respectfully submitted  Jim Koger Overbrook City Clerk APPROVED: March 13, 2013	

**REGULAR COUNCIL MEETING  
CITY OF OVERBROOK**

**MINUTES – March 13, 2013**

<p>CALL TO ORDER, ROLL CALL: (A.)</p>	<p>Mayor Don Schultz called the March 13, 2013, Regular Council Meeting to order at 7.00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas.</p> <p>Roll was taken by the City Clerk and it was determined that a quorum was present. Mayor Don Schultz, Council Members Carol Baughman, Joanne Allen, Jim Gates and Jon Brady were present. Others present included Kit Bostrom, Cathy Sowers, Ed Harmison, Jim Koger, Dorothy Chikly and Don Bryant. Members of the public were also in attendance.</p>
<p>OATH OF OFFICE: DORTHY CHIKLY FILLING THE COUNCIL SEAT VACATED BY REBECCA QUIGLEY.</p>	<p>Jim Koger administered the Oath of Office to Dorothy Chikly who is filling the Council Member seat vacated by Rebecca Quigley.</p>
<p>MOTION, APPROVE AGENDA: (B)</p>	<p>Following discussion,. Carol Baughman (Joanne Allen) moved to add the following items:</p> <p>H.6.b Osage County Rural Water District #5 bill discussion I.1.b Business Manager Discussion Possible call for Executive Session</p> <p>Motion carried 5-0.</p>
<p>MOTION, APPROVE CONSENT AGENDA: (C.1 through C.11)</p>	<p>There were no reports from Animal Control, Code Enforcement, or Park and Rec. Following discussion Joanne Allen (Jim Gates) moved to approve the Consent Agenda as follows:</p> <ul style="list-style-type: none"> <li>C.1. Minutes - February 13, 2013 Council Regular Meeting Minutes</li> <li>C.2. Warrants</li> <li>C.3. Request to Shred City Documents</li> <li>C.4. Maintenance Department Report</li> <li>C.5. Animal Control Department Report</li> <li>C.6. City Clerk Department Report</li> <li>C.7. Code Compliance Report</li> <li>C.8. Planning Commission Report</li> <li>C.9. Recreation Commission Report</li> <li>C.10. Library Board Report</li> <li>C.11. Housing Authority Board Report</li> </ul> <p>with the caveat that there would be discussion regarding the BG Consultants invoice later in the meeting. Motion carried 5-0.</p>
<p>SPECIAL REPORTS: JOE GREENE OSAGE WASTE DISPOSAL: (D.1)</p>	<p>Joe Greene was in attendance to ask that the Council renew the contract with Osage Waste Disposal for two years as it is. Osage Waste was not asking for any change to the rate structure. Jim Gates (Dorothy Chikly) moved to renew the contract for two years as it was written. Motion carried 5-0.</p>
<p>SPECIAL REPORTS: SKIP SWISHER AND STUART WALLACE, DISCUSS SEWER ISSUE 600 BLOCK OF SUNSET: (D.2)</p>	<p>Following lengthy discussion regarding the options for addressing the troublesome sewer service line, consensus was to review the issue and discuss further at the April Council Meeting.</p>

<p>PROJECT UPDATE: LIBRARY PROJECT: (E.1)</p>	<p>Mayor Schultz reported that the timeline was in good shape according to the contractor. The Center of It All had recently received a significant gift from the Humphreys Foundation of Kansas.</p> <p>The Mayor also discussed the proposed agreement with First Security Bank to provide an interest free loan to pay the construction costs of the project while the pledges were being received. The personal property inside the building would be used as the collateral as to not affect CDBG status. There was further discussion. Dorthy Chikly (Jim Gates) moved to approve the agreement. Motion carried 5-0. The Council would like to invite the Foundation to the next Council Meeting to discuss how the pledges are coming. Joanne Allen will contact Trish Thompson.</p>
<p>PROJECT UPDATE: ALLEY/SIDEWALK PROJECT: (E.2)</p>	<p>Following discussion consensus was that a meeting needed to be set-up soon with BG and Hans Fischer.</p>
<p>UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASE 2013-11-364000 - 01: (F.1)</p>	<p>Customer had indicated to Clerk that they felt consumption was way higher than usual and wanted to ask the Council for a possible adjustment to their bill as a result of a possible leak. The clerk had recommended that the customer either submit a written request to the Council or to attend the meeting to discuss. Neither occurred so following discussion, no action was taken.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT- PATTY HYLTON: (G.1)</p>	<p>Cathy Sowers gave her report. Funds 16 and 17 are now combined. Jim Koger will get a copy of the budget to Cathy. The Audit will be May 13<sup>th</sup>.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH POLICE CHIEF ED HARMISON: (G.2.)</p>	<p>Officer Harmison gave a verbal report. There was discussion but no action was taken.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: BACKHOE REPAIR DISCUSSION: (G.3)</p>	<p>Following discussion, Jon Brady (Jim Gates) moved to fix the backhoe. There was discussion about how soon it could be repaired. Motion carried 5-0.</p>
<p>UNFINISHED BUSINESS: POSSIBLE ACTION ON PLANNING COMMISSION RECOMMENDATIONS ON OVERBROOK ZONING MAP: (H.5)</p>	<p>The Mayor suggested that Item H.5 be moved up on the agenda since Bob Bostrom was in attendance. There was discussion regarding the Planning Commission recommendations. The Consensus was for the Planning Commission to move ahead with their recommendations. Don Bryant is to follow-up on the emergency entrance on the east side of Overbrook City Lake.</p>
<p>UNFINISHED BUSINESS: APPOINTMENT TO FILL VACANT POSITION ON PLANNING COMMISSION: (H.4)</p>	<p>The Mayor suggested that Item H.4 be moved up as well since Bob Bostrom was in attendance.</p> <p>Following discussion, Jon Brady (Jim Gates) moved to appoint Jerry Meng to fill Joe Meinhardt's unexpired term on the Planning Commission. Motion carried 5-0.</p> <p>Jim Gates left the meeting.</p>

<p>UNFINISHED BUSINESS: UPDATE/REVIEW EMPLOYEE HANDBOOK: (H.1)</p>	<p>Following discussion, we will address further next month.</p>
<p>UNFINISHED BUSINESS: CITY HALL OUTSIDE WALL REPAIR: (H.2)</p>	<p>There was lengthy discussion. No action was taken however concern was raised over using public funds to repair a portion of the building we don't own. The clerk is to discuss share the bids with the lodge and discuss further with Jim Gates.</p>
<p>UNFINISHED BUSINESS: REQUEST FOR WATER METERS FOR LIVESTOCK USAGE: (H.3)</p>	<p>Following lengthy discussion, consensus was to discuss further at the next meeting.</p>
<p>9:25 5 MINUTE BREAK</p>	<p>At 9:25PM a five minute break was called. The meeting returned to order at 9:30PM.</p>
<p>UNFINISHED BUSINESS: DISCUSS RWD#5 BILL: (H.6.b)</p>	<p>Follow-up regarding the RWD#5 bill discussed last month. Don Bryant is still reviewing the meter. There was additional discussion. The Clerk is to work on the matter and report back next month for additional discussion.</p>
<p>UNFINISHED BUSINESS: DISCUSS EMC INSURANCE RENEWAL: (H.6.a)</p>	<p>There was discussion regarding the EMC insurance renewal. We have a \$10,000 increase from last year after changes are made. The new library has not yet been added the policy. There was discussion about what might have affected the premium. The number and frequency of claims were discussed. Consensus was to review coverage amounts and get more information regarding deductible levels to discuss further.</p>
<p>OTHER UNFINISHED BUSINESS: (H.6)</p>	<p>There was no further unfinished business.</p>
<p>NEW BUSINESS: BCBS RENEWAL DISCUSSION: (I.1.)</p>	<p>There was discussion regarding the BCBS policy renewal. Details about our current coverage and types were discussed. The Mayor assigned a committee of Dorthy Chikly, Joanne Allen, and Jim Koger/Kit Bostrom to work on further for next month.</p>
<p>NEW BUSINESS: SAFE ROUTES TO SCHOOL DISCUSSION: (I.2)</p>	<p>Carol Baughman indicated that she and Joanne Allen would be going to the March 27<sup>th</sup> SRTS Workshop. The council discussed what would need to be updated from our last application. There was discussion about whether the City could spend \$40,000 to get \$160,000 under the new guidelines. Carol and Joanne will make a recommendation after attending the workshop.</p>
<p>NEW BUSINESS: BUSINESS MANAGER/ADMIN DISCUSSION: (I.3.)</p>	<p>Following discussion, Mayor Schultz will arrange to have a speaker attend an upcoming Council Meeting to discuss the impact a business mgr/admin could have on a community like ours.</p>
<p>OTHER NEW BUSINESS: KDEM SNOW STORM DISCUSSION: (1.4)</p>	<p>There was brief discussion but no action was taken.</p>

<p>PUBLIC COMMENTS: (J.)</p>	<p>Ed Harmison asked the Council to consider taking steps to emphasize the positives of living in Overbrook as it's getting more expensive by the day to drive to Topeka to work.</p> <p>No other public comments</p>
<p>EXECUTIVE SESSION: TO DISCUSS MATTERS RELATING TO SECURITY MEASURES: (K.)</p>	<p>Dorothy Chikly (Joanne Allen) moved to hold a 10 min exec session with the Mayor and Council only to discuss matters relating to security measures.</p> <p>Motion carried 4-0.</p> <p>At 10:38PM the Council entered Executive Session.</p> <p>At 10:46PM the Council returned from Executive Session. No Actions were taken nor were any decisions made.</p>
<p>COUNCIL MEMBER COMMENTS: (L.)</p>	<p>Carol Baughman discussed the recent committee meeting in regards to the Old Gym. Carol also indicated that a clean-up day is scheduled for at the Old Gym on April 13<sup>th</sup> beginning at 8:30AM.</p> <p>Joanne Allen gave an update on the Veteran's Memorial. Jon Brady that landscaping and drainage work may be necessary in conjunction with the installation of lights at the Veteran's Memorial.</p> <p>Jon Brady discussed the use of the dirt road off Ash that goes north thru the fairgrounds. Consensus was that the fair board needed to address this issue.</p> <p>Dorothy Chikly: none.</p>
<p>MAYOR'S REPORT: (M.)</p>	<p>Mayor Schultz indicated that he had two seats left for the Prayer Breakfast in Topeka on March 27<sup>th</sup>.</p> <p>Jon Brady added that the sewer extension work we discussed earlier in the meeting may require a permit from KDHE. He will investigate.</p>
<p>ADJOURNMENT: (N.)</p>	<p>At 11:01 pm Dorothy Chikly (Joanne Allen) moved to adjourn. Motion carried 4-0.</p>
<p>Respectfully submitted</p> <p>Jim Koger Overbrook City Clerk Approved: April 10, 2013</p>	

**SPECIAL COUNCIL MEETING  
CITY OF OVERBROOK**

**SPECIAL MEETING MINUTES – April 2, 2013**

<p>SPECIAL MEETING CALL:</p>	<p>A special meeting/joint meeting of the governing body is hereby called to be held at the Overbrook Public Library on April 2, 2013, at 7:00 p.m. The subject of said meeting being to review for approval the request from Project Architect David Dunfield for Terracon to proceed with their observations and recommendations for the excavation and footing work related to the Overbrook Library Project.</p> <p>Decisions may be made and actions taken.</p> <p>Invited guests will include Marni Penrod of the Overbrook Library Board.</p>
<p>CALL TO ORDER:</p>	<p>Mayor Don Schultz called the April 2, 2013 special council meeting to order at 7:00 p.m. at the Overbrook City Library. A quorum was present. Council Members Carol Baughman, Joanne Allen, Jon Brady and Jim Gates were present. Others present included Kit Bostrom and Marni Penrod.</p>
<p>DISCUSSION OF REQUEST FROM DAVID DUJNFELD FOR TERRACON OBSERVATION AND RECOMMENDATIONS ON EXCAVATION AND FOOTWING WORK FOR LIBRARY PROJECT:</p>	<p>The Mayor read the email and proposal submitted by David Dunfield and opened the discussion regarding the request. Council discussed the concerns of the moisture in the ground; the stability of the rubble and rock; and the extra expenditure for observation by an engineer of the excavation and footing work that is pending on the Library Project.</p>
<p>MOTION:</p>	<p>Jim Gates (Joanne Allen) moved to approve an agreement to allow Terracon to give oversight and recommendation as suggested by project design architect David Dunfield. Motion carried 4-0.</p>
<p>ADJOURNMENT:</p>	<p>Carol Baughman (Jim Gates) moved to adjourn the meeting at 7:33 p.m. Motion passed 3-0.</p>
<p>Respectfully submitted,</p> <p>Kit Bostrom Assistant City Clerk Approved: April 10, 2013</p>	



**REGULAR COUNCIL MEETING  
CITY OF OVERBROOK**

**MINUTES – April 10, 2013**

<p>CALL TO ORDER, ROLL CALL: (A.)</p>	<p>Mayor Don Schultz called the April 10, 2013, Regular Council Meeting to order at 7.00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas.</p> <p>Roll was taken by the City Clerk and it was determined that a quorum was present. Mayor Don Schultz, Council Members Carol Baughman, Joanne Allen, Dorthy Chikly and Jon Brady were present. Council Member Jim Gates was absent. Others present included Kit Bostrom, Cathy Sowers, Ed Harmison, Jim Koger, and Don Bryant. Members of the public were also in attendance.</p>
<p>SWEARING IN OF NEWLY – RE-ELECTED COUNCIL MEMBERS AND MAYOR:</p>	<p>Council Members Carol Baughman and Jon Brady, as well as Mayor Don Schultz were administered their Oath of Office by City Clerk Jim Koger.</p>
<p>MOTION, APPROVE AGENDA: (B)</p>	<p>Following discussion, Carol Baughman (Dorthy Chikly) moved to approve the Agenda with the following change:</p> <p>Move Item H.4 to the beginning of Unfinished Business.</p> <p>Motion carried 4-0.</p>
<p>MOTION, APPROVE CONSENT AGENDA: (C.1 through C.11)</p>	<p>There was not a report from Code Enforcement. Following discussion Joanne Allen (Dorthy Chikly) moved to approve the Consent Agenda as follows:</p> <ul style="list-style-type: none"> <li>C.1. Minutes - <ul style="list-style-type: none"> <li>a. March 13, 2013 Council Regular Meeting Minutes</li> <li>b. April 2, 2013 Special Council Meeting Minutes</li> </ul> </li> <li>C.2. Warrants</li> <li>C.3. Request to Shred City Documents</li> <li>C.4. Maintenance Department Report</li> <li>C.5. Animal Control Department Report</li> <li>C.6. City Clerk Department Report</li> <li>C.7. Code Compliance Report</li> <li>C.8. Planning Commission Report</li> <li>C.9. Recreation Commission Report</li> <li>C.10. Library Board Report</li> <li>C.11. Housing Authority Board Report</li> <li>C.12. Adopt April Fair Housing Month Proclamation</li> </ul> <p>Motion carried 4-0.</p>
<p>SPECIAL REPORTS: SKIP SWISHER DISCUSS SEWER ISSUE 600 BLOCK OF SUNSET: (D.1)</p>	<p>Following lengthy discussion regarding the options for addressing the troublesome sewer service line, consensus was to review the issue further and discuss at the May Council Meeting. Mr. Swisher was asked to check with his neighbor to come up with a proposal. The Council was willing to call a special meeting to review if necessary.</p>
<p>PROJECT UPDATE: LIBRARY PROJECT: (E.1)</p>	<p>Marni Penrod and Trish Thompson were in attendance to help answer questions about collecting the capital campaign pledges. There was lengthy discussion including details on the proposal by First Security Bank to help while the pledges were coming in. Marni Penrod also addressed the plans that the Foundation and Library Board had for raising funds in the event of a shortfall.</p>

	<p>There was discussion in regards to paying Pay Application #5. Carol Baughman (Joanne Allen) moved to pay Pay Application #5. Motion carried 5-0. Jim Koger is to get a copy of pay app #5 to Marni Penrod. Jon Brady asked Jim Koger for a copy of Change Order #3.</p>
<p>PROJECT UPDATE: ALLEY/SIDEWALK PROJECT: (E.2)</p>	<p>Brian Kingsley from BG Consultants addressed the Council in regards to the Alley/Sidewalk Project. Brian, Jon Brady, and David Dunfield had met late last month to discuss the project. Brian led the discussion in regards to the short and long term concepts for the project. Brian believes that the project is ready to head in to the design phase. There may be updates to the March 6<sup>th</sup> cost estimate. Following discussion, Dorthy Chikly (Joanne Allen) moved to approve the proposed contract with BG Consultants, with the additional descriptions that Brian would be providing to Jon Brady. Motion carried 4-0.</p>
<p>PROJECT UPDATE: SAFE ROUTES TO SCHOOLS- CAROL BAUGHMAN: (E.3)</p>	<p>Joanne Allen and Carol Baughman had attended the recent KDOT SRTS workshop. The program has changed a little since our last application. If we want to apply this round we need to submit the application by June 7<sup>th</sup>. Following discussion, the consensus was for Carol to check with JP Metzler to see if we can incorporate the library sidewalk in to the project and to ask him how/to re-apply when there was less money available. Carol would then make a recommendation to the Council whether or not we should apply for this round of SRTS Phase 2 Grants.</p>
<p>UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASE 2013-12-56001 - 01: (F.1)</p>	<p>Customer had paid in full prior to the Council Meeting. No further action was taken.</p>
<p>UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASE 2013-13-270300 - 01: (F.2)</p>	<p>Following discussion, Jon Brady (Carol Baughman) moved to approve the request. Motion carried 4-0.</p>
<p>9:00 5 MINUTE BREAK</p>	<p>At 9:00PM a five minute break was called. The meeting returned to order at 9:05PM.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT- PATTY HYLTON: (G.1)</p>	<p>Cathy Sowers gave her report. Cathy will be meeting with Patty Hylton soon. There was discussion but no action taken.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH POLICE CHIEF ED HARMISON: (G.2.)</p>	<p>Officer Harmison gave a verbal report. There was discussion but no action was taken.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: POOL REPORT: (G.3.a)</p>	<p>Sandra Woodruff was unable to attend the meeting so Dorthy Chikly led the discussion. Repair items that still needed to be completed were discussed. Interviews will be held later this week. The pool fees and schedule were also discussed. Dorthy Chikly (Joanne Allen) moved to approve the list of fees and schedule as presented. Motion carried 4-0.</p>

<p>COUNCIL ACTION/DISCUSSION ITEMS: LIBRARY BOARD APPOINTEES: (G.3.b)</p>	<p>Following discussion, Carol Baughman (Jon Brady) moved to appoint Lynn Drake to the Library Board. Motion carried 4-0. Lynn will be filling the expired seat of Hope Koger.</p> <p>Following discussion, Jon Brady (Dorothy Chikly) moved to re-appoint Yolanda Dickinson to the Library board. Motion carried 4-0. Yolanda just finished the unexpired term of Robert Colvin.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: UPDATE CONFLICT OF INTEREST POLICY FOR KANSAS DEPARTMENT OF COMMERCE: (G.4)</p>	<p>Following discussion, Jon Brady (Dorothy Chikly) moved to approve the updated conflict of interest policy as written. Motion carried 4-0.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: NEW ACH OPTIONS AVAILABLE FROM FIRST SECURITY BANK: (G.5)</p>	<p>Following discussion, suggestion was to find out more information and discuss further at a later date. The clerk is to check to see if similar options are available at First Security Bank.</p>
<p>UNFINISHED BUSINESS: REVIEW OF BLUE CROSS/BLUE SHIELD INSURANCE POLICY: (H.4)</p>	<p>There was lengthy discussion regarding the May 1<sup>st</sup> renewal of the Blue Cross/Blue Shield employee health insurance policy. The increase is significant. Questions included whether there was a possibility of joining a bigger group, what other options we might have, and what contributed to the increase? The clerk is to call our BCBS representative Justin Gee to get additional information. A special meeting to further discuss the renewal with possible decision(s) made was called for Wednesday, April 24<sup>th</sup>, at 7PM at City Hall. Joanne Allen will not be available for the special meeting.</p>
<p>UNFINISHED BUSINESS: UPDATE/REVIEW EMPLOYEE HANDBOOK: (H.1)</p>	<p>Following discussion, the consensus was to table until after the Blue Cross/Blue Shield special meeting. No further action was taken.</p>
<p>UNFINISHED BUSINESS: CITY HALL OUTSIDE WALL REPAIR: (H.2)</p>	<p>There was discussion but no action taken. We will discuss this matter further at a later date. ***Clerk note Jim Jackson is doing the tuck point work in the City of Burlingame.</p>
<p>UNFINISHED BUSINESS: REQUEST FOR WATER METERS FOR LIVESTOCK USAGE: (H.3)</p>	<p>Following lengthy discussion including the City Cross Connection Policy, consensus was to create an outline of what we are willing to supply. Dorothy Chikly (Joanne Allen) then moved to create a draft of the document to have Michael Coffman review that references the emergency water plan stipulations and sets the water rate. Motion carried 4-0.</p>
<p>UNFINISHED BUSINESS: REVIEW OF BLUE CROSS/BLUE SHIELD INSURANCE POLICY: (H.4)</p>	<p>This item was discussed earlier in the Council Meeting. No further action was taken.</p>
<p>UNFINISHED BUSINESS: REVIEW OF EMC INSURANCE</p>	<p>There was lengthy discussion. It has been difficult getting information on deductible level options. Probable issues that have contributed to the</p>

<p>POLICY: (H.5)</p>	<p>premium increase are as follows: Property coverage amounts increased (new shop); Amount and frequency of claims (the clerk was requested to get a claim history for review at a future meeting); Worker’s Comp Audit</p> <p>There was further discussion in regards to when the new library will be added to the coverage. All signs point towards coverage being needed by mid-July.</p> <p>Joanne Allen (Carol Baughman) moved to approve the renewal. Motion carried 4-0.</p>
<p>UNFINISHED BUSINESS: DISCUSS BUILDING INSPECTOR AND CODE COMPLIANCE OFFICER: (H.6)</p>	<p>Following discussion regarding Code Compliance, the consensus was to have the Police Department man compliance as time allowed. Motion carried 4-0. The Building Inspector discussion was tabled.</p>
<p>UNFINISHED BUSINESS: REQUEST FOR CONSIDERATION MEADOWS SUBDIVISION BLOCK A, LOT 18: (H.7)</p>	<p>Following discussion, Jon Brady (Dorothy Chikly) moved to accept the offer. Motion carried 4-0.</p>
<p>UNFINISHED BUSINESS: FOLLOW-UP ON RWD#5 METER/BILLING: (H.8)</p>	<p>Following discussion, the Clerk is to continue working on the matter and we will discuss further at the May Council Meeting.</p>
<p>OTHER UNFINISHED BUSINESS: (H.9)</p>	<p>There was no further unfinished business.</p>
<p>NEW BUSINESS: DISCUSS SIDEWALK 600 BLOCK MAPLE (west side): (I.1.)</p>	<p>There was discussion regarding the property owner’s request for City assistance in placing a sidewalk on the west side of Maple St. in the 600 block. Consensus was more information was needed and that the Council could give guidance but no cost share at this time.</p>
<p>NEW BUSINESS: REVIEW GRACE COMMUNITY CHURCH APPLICATION FOR FIREWORKS DISPLAY: (I.2)</p>	<p>Following discussion, Carol Baughman (Joanne Allen) moved to approve the application from Grace Community Church to hold their fireworks display on July 3<sup>rd</sup>. Motion carried 4-0. There was further discussion about July 4<sup>th</sup> falling on a Thursday this year and whether we wanted to discuss the possibility of extending the window to shoot fireworks through the weekend. No action was taken to extend beyond July 5<sup>th</sup>.</p>
<p>NEW BUSINESS: REQUEST FOR DONATION FROM SFT RENAISSANCE COMMITTEE: (I.3)</p>	<p>Following discussion, Joanne Allen (Carol Baughman) moved to not make a contribution to the Renaissance Committee. Motion carried 3-1 (Brady).</p>
<p>NEW BUSINESS: LIMESTONE AT LAGOON: (I.4)</p>	<p>The Mayor had been contacted by an individual interested in some of the limestone piled at the lagoon. He would pay \$25/ton and would haul it out on his flatbed that holds 6 tons. Jon Brady indicated that he did not have plans for all of the rock; he knew there were some real big stones that they</p>

	would like to use for signs at the park. Jon did not want them to take the Lentils. Consensus was that this was okay. Don Schultz will contact the interested party and have them make arrangements with City Hall.
NEW BUSINESS: ZONING FORM DRINKING ESTABLISHMENT 405 E. 8TH: (I.5)	Following lengthy discussion and review, Jon Brady (Dorothy Chikly) moved to have the Clerk certify the Zoning Form and return it to KS ABC. Motion carried 4-0.
OTHER NEW BUSINESS: DUMP TRUCK BED REPAIR: (1.6)	Don Bryant presented a \$1,500 bid from Craig’s Welding to replace the bed floor and to patch the sides on the Dump Truck. Following discussion, Jon Brady (Dorothy Chikly) moved to get the dump truck bed fixed. Motion carried 4-0.
PUBLIC COMMENTS: (J.)	There were no public comments.
COUNCIL MEMBER COMMENTS: (L.)	Joanne Allen discussed her participation in a recent LKM webinar about City Elections. She also gave an update on the Veteran’s Memorial.  Carol Baughman indicated that April 13 <sup>th</sup> is the work day for the Library book sale.  Jon Brady and Dorothy Chikly: none.
MAYOR’S REPORT: (M.)	Mayor Schultz indicated that April 20 <sup>th</sup> will be the date volunteers will pick up limbs in preparation for the Citywide Garage Sale on the 27 <sup>th</sup> . The Mayor also recommended that Council sign up for the LKM Governing Body Institute in Topeka. The Community Prayer Breakfast will be held May 2 <sup>nd</sup> at Brookside.
ADJOURNMENT: (N.)	At 11:45 pm Dorothy Chikly (Joanne Allen) moved to adjourn. Motion carried 4-0.
Respectfully submitted  Jim Koger Overbrook City Clerk Approved: May 8, 2013	

**SPECIAL COUNCIL MEETING  
CITY OF OVERBROOK**

**SPECIAL MEETING MINUTES – April 24, 2013**

<p>SPECIAL MEETING CALL: (A.)</p>	<p>A special meeting meeting of the governing body was called to be held at Overbrook City Hall on April 24, 2013, at 7:00 o'clock, p.m., the object of said meeting being to:</p> <p>Further review the employee health insurance plan with possible decisions made in regards to the upcoming May 1<sup>st</sup> renewal date.</p>
<p>CALL TO ORDER, ROLL CALL: (B.)</p>	<p>Mayor Don Schultz called the April 24, 2013 special council meeting to order at 7:00 p.m. at the Overbrook City Hall. Council Members Carol Baughman, Jon Brady, Jim Gates and Dorothy Chikly were present. Council Member Joanne Allen was absent. Don Bryant, Ed Harmison, Cathy Sowers and Jim Koger were also in attendance. There was one public member in attendance.</p>
<p>REVIEW THE EMPLOYEE HEALTH INSURANCE PLAN: (C.)</p>	<p>There was lengthy discussion among both the Governing Body and the employees regarding the available options/alternatives, costs and other considerations of the renewal of the employee health insurance plan through Blue Cross Blue Shield of Kansas. Following the discussion, Jim Gates (Jon Brady) moved to accept the May 1<sup>st</sup> renewal keeping the same plan with the employer paying 100% of the employee/spouse rate for the four employees enrolled with the understanding that funding the health insurance plan would become a budgeted item. There was additional discussion that clarified that the motion did not include nor eliminate the possibility of revisiting coverage options in the future. Motion passed 4-0. We have not seen this kind of increase before and the consensus was that there was plenty of work to do as we address this in upcoming budgets. There was also discussion about continuing to work on the health insurance section of the employee manual for the May Council Meeting.</p> <p>Dorothy Chikly thanked the employees for working with the Council to address this difficult matter.</p>
<p>ADJOURNMENT: (D. )</p>	<p>Jim Gates (Dorothy Chikly) moved to adjourn the meeting at 8:15 p.m. Motion passed, 4-0.</p>
<p>Respectfully submitted,</p> <p>Jim Koger City Clerk Approved: May 8, 2013</p>	

**REGULAR COUNCIL MEETING  
CITY OF OVERBROOK**

**MINUTES – May 8, 2013**

<p>CALL TO ORDER, ROLL CALL: (A.)</p>	<p>Mayor Don Schultz called the May 8, 2013, Regular Council Meeting to order at 7.00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas.</p> <p>Roll was taken by the City Clerk and it was determined that a quorum was present. Mayor Don Schultz, Council Members Carol Baughman, Joanne Allen, Jim Gates, Dorothy Chikly and Jon Brady were present. Others present included Kit Bostrom, Cathy Sowers, Jim Koger, and Susie Whalen.</p>
<p>MOTION, APPROVE AGENDA: (B)</p>	<p>Following discussion, Carol Baughman (Jim Gates) moved to approve the Agenda with the following changes:</p> <p>Add C.15 Pool Report to Consent Agenda Add H.5.a to Unfinished Business Add I.2.a to New Business</p> <p>Motion carried 5-0.</p>
<p>MOTION, APPROVE CONSENT AGENDA: (C.1 through C.15)</p>	<p>There was not a report from Code Enforcement or the Recreation Commission. Following discussion Dorothy Chikly (Jim Gates) moved to approve the Consent Agenda with the change noted below:</p> <ul style="list-style-type: none"> <li>C.1. Minutes - <ul style="list-style-type: none"> <li>a. April 10, 2013 Council Regular Meeting Minutes</li> <li>b. April 24, 2013 Special Council Meeting Minutes</li> </ul> </li> <li>C.2. Warrants</li> <li>C.3. Request to Shred City Documents</li> <li>C.4. Maintenance Department Report</li> <li>C.5. Animal Control Department Report</li> <li>C.6. City Clerk Department Report</li> <li>C.7. Code Compliance Report</li> <li>C.8. Planning Commission Report</li> <li>C.9. Recreation Commission Report</li> <li>C.10. Library Board Report</li> <li>C.11. Housing Authority Board Report</li> <li><del>C.12. Re Appointment of Non-Elected Personnel</del> move to G.1</li> <li>C.13. Stage 2 DBP Compliance Monitoring Plan</li> <li>C.14. Reeves-Wiedeman Company New Account Application</li> <li>C.15. Pool Report</li> </ul> <p>Motion carried 5-0.</p>
<p>SPECIAL REPORTS: UPDATE ON SEWER ISSUE 600 BLOCK OF SUNSET: (D.1)</p>	<p>There was limited discussion. No further action was taken.</p>
<p>SPECIAL REPORTS: PRESENTATION BY DRUG FREE OSAGE COUNTY- JEFF KING: (D.2)</p>	<p>Jeff King gave a presentation to the Council regarding his task of addressing underage drinking in Osage County.</p>
<p>PROJECT UPDATE: LIBRARY PROJECT: (E.1)</p>	<p>There was lengthy discussion regarding the library project. The project Change Orders and the process for approval were discussed at length. The</p>

	consensus was to schedule a special joint meeting with Donna Crawford, Hans Fischer, and the Library Board to discuss the Change Order Process.
PROJECT UPDATE: ALLEY/SIDEWALK PROJECT: (E.2)	The Utility Potholing should be done soon. BG Consultants needs that information to finalize their design. There was discussion but no action taken.
PROJECT UPDATE: SAFE ROUTES TO SCHOOLS- CAROL BAUGHMAN: (E.3)	Following discussion, Carol Baughman (Jim Gates) moved to not proceed with applying for the SRTS grant this year. Our cost would be \$65,000 for \$160,000 in grant monies. Motion carried 5-0.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASE 2013-14-269501 - 01: (F.1)	Following discussion, hearing was approved.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASE 2013-15-48001 - 02: (F.2)	Following discussion, hearing was not approved. No plan was provided.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASE 2013-16-57000 - 02: (F.3)	Following discussion, hearing was approved.
8:40 5 MINUTE BREAK	At 8:40PM a five minute break was called. The meeting returned to order at 8:45PM.
COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT- CATHY SOWERS: (G.1)	Cathy Sowers gave her report. Jim Long will be here next week to do the Audit. There was discussion but no action taken.
COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH POLICE CHIEF ED HARMISON: (G.2.)	Officer Harmison got a call and had to leave. We will address his report later in the meeting.
COUNCIL ACTION/DISCUSSION ITEMS: ESTIMATE: NEW ENTRANCE TO EAST SIDE OF CITY LAKE: (G.3)	There was discussion. Dorthy Chikly (Jim Gates) moved to use our fill dirt stored at the lagoon on this project. Motion carried 5-0. Perhaps we can use special highway funds on this project?
COUNCIL ACTION/DISCUSSION ITEMS: ESTIMATE: HAULING OFF EXCESS FILL FROM SEWER LAGOON “not including rock from library”: (G.4)	Following discussion, the consensus was to take no action at this time. We will continue to work on cleaning up area and Don Bryant will check to see if others might be interested.



<p>COUNCIL ACTION/DISCUSSION ITEMS: PROPOSAL TO REMOVE AND REPLACE FENCING AT POOL: (G.5)</p>	<p>Following discussion, consensus was to get additional estimates for materials only. We will follow-up on this item at a future Council Meeting.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: EAST WATER TOWER INSPECTION REPORT: (G.6)</p>	<p>There was discussion. The consensus was to ask for a plan on how to go about fixing. The Council will want to prioritize the repairs. The Mayor will ask Don Bryant to look in to this further. The Clerk will look for funding options.</p>
<p>UNFINISHED BUSINESS: UPDATE/REVIEW EMPLOYEE HANDBOOK: (H.1)</p>	<p>Following discussion, Jim Gates (Joanne Allen) moved to allow approval with the insurance section to be further reviewed by Michael Coffman. Motion carried 4-1 (Chikly).</p>
<p>UNFINISHED BUSINESS: CITY HALL OUTSIDE WALL REPAIR: (H.2)</p>	<p>There was discussion. Jim Koger is to get the bid information to Jim Gates to discuss with the Lodge.</p>
<p>UNFINISHED BUSINESS: REQUEST FOR WATER METERS FOR LIVESTOCK USAGE: (H.3)</p>	<p>Following discussion, the consensus was for Jim Koger and Don Schultz to work on including the emergency water restriction information on a potential agreement. Don Bryant will reiterate the \$1,500 per meter cost (plus additional cost if boring is required) to the landowners.</p>
<p>UNFINISHED BUSINESS: FOLLOW-UP ON RWD#5 METER/BILLING: (H.4)</p>	<p>Following discussion, the Clerk is to continue working on the matter and we will discuss further at the June Council Meeting.</p>
<p>OTHER UNFINISHED BUSINESS: (H.5.a)</p>	<p>Following discussion, Jim Gates (Joanne Allen) moved to accept that we sign a quit claim for the Paul Perry property as proposed. Motion carried 5-0.</p>
<p>NEW BUSINESS: GARRET'S WORLDWIDE ENTERPRISES,LLC FIREWORKS STAND PERMIT: (I.1.)</p>	<p>There was discussion. The permit fee has been received. Dorthy Chikly (Jon Brady) moved to approve. Motion carried 5-0.</p>
<p>OTHER NEW BUSINESS: RE-APPOINT CHERYL MILLER TO OPR BOARD: (1.2.a)</p>	<p>Following discussion, Jim Gates (Joanne Allen) moved to re-appoint Cheryl Miller to Position 1 on the Overbrook Park and Rec Board. Position will be for 4 years. Motion carried 5-0.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH POLICE CHIEF ED HARMISON: (G.2.)</p>	<p>At 10PM Officer Harmison returned and gave his verbal report. There was discussion but no action was taken.</p>
<p>REQUEST FOR EXECUTIVE SESSION:</p>	<p>Officer Harmison then requested a 10 minute Executive Session to discuss personnel matters of non-elected personnel. Jim Gates (Joanne Allen) made the motion a 10 minute Executive Session to discuss personnel</p>

	<p>matters of non-elected personnel. Motion carried 4-0. At 10:12PM the Council entered Executive Session with the Mayor and Officer Harmsion. At 10:22PM the Council returned from Executive Session. No actions were taken nor were any decisions made.</p>
<p>PUBLIC COMMENTS: (J.)</p>	<p>There were no public comments.</p>
<p>COUNCIL MEMBER COMMENTS: (L.)</p>	<p>There were no Council Member Comments.</p>
<p>MAYOR’S REPORT: (M.)</p>	<p>There was no Mayor’s Report.</p>
<p>ADJOURNMENT: (N.)</p>	<p>At 10:23 pm Carol Baughman (Jon Brady) moved to adjourn. Motion carried 5-0.</p>
<p>Respectfully submitted  Jim Koger Overbrook City Clerk Approved: June 12, 2013</p>	

**SPECIAL COUNCIL MEETING  
CITY OF OVERBROOK**

**SPECIAL MEETING MINUTES – May 22, 2013**

<p>SPECIAL MEETING CALL:</p>	<p>A special meeting of the governing body is hereby called to be held at the city hall May 22, 2013, at 7:00 o'clock, p.m., the object of said meeting being to:</p> <p>Review the Overbrook Library Project Change Order Process with our Grant Administrator, Project Architect, and Advisory Board with the possibility of decisions being made in regards to the Change Order(s). Decisions may be made and actions taken.</p> <p>Invited guests will include Marni Penrod of the Overbrook Library Board, Grant Administrator Donna Crawford from Governmental Assistance Services, and Project Architect Hans Fischer.</p>
<p>CALL TO ORDER:</p>	<p>Mayor Don Schultz called the May 22, 2013 special council meeting to order at 7:00 p.m. at the Overbrook City Hall. A quorum was present. Council Members Carol Baughman, Joanne Allen, Jon Brady, Dorthy Chikly and Jim Gates were present. Others present included Kit Bostrom, Marni Penrod, Bob Von Stein, Jim Koger, Ed Harmison and Susie Whalen.</p>
<p>DISCUSSION OF THE OVERBROOK LIBRARY PROJECT CHANGE ORDER PROCESS:</p>	<p>There was lengthy discussion. Per Donna Crawford, to comply with our grant requirements, the Council has to vote on and sign every Change Order. It is recommended that the Library Board votes on the Change Order and makes their recommendation to the Council before the Council acts on it. The Change Order is also thoroughly reviewed by the Project Architect before it is presented to the Library Board. Change Order #5 had not yet been reviewed by the Library Board.</p> <p>There was also discussion regarding the 2 types of change orders- work that had to be done and elective changes.</p>
<p>MOTION:</p>	<p>Jim Gates (Dorthy Chikly) moved to approve Change Order #5 upon receipt of a note of approval from the Library Board. Change Order #5 would be paid for by Library funds. Motion carried 5-0.</p>
<p>ADJOURNMENT:</p>	<p>Carol Baughman (Jim Gates) moved to adjourn the meeting at 7:50 p.m. Motion passed 5-0.</p>
<p>Respectfully submitted,</p> <p>Jim Koger City Clerk Approved: June 12, 2013</p>	

**REGULAR COUNCIL MEETING  
CITY OF OVERBROOK**

**MINUTES – June 12, 2013**

<p>CALL TO ORDER, ROLL CALL: (A.)</p>	<p>Mayor Don Schultz called the June 12, 2013, Regular Council Meeting to order at 7.00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas.</p> <p>Roll was taken by the City Clerk and it was determined that a quorum was present. Mayor Don Schultz, Council Members Carol Baughman, Dorthy Chikly and Jon Brady were present. Others present included Kit Bostrom, Cathy Sowers, Jim Koger, Peggy Waldman, Don Bryant and Ed Harmison.</p>
<p>MOTION, APPROVE AGENDA: (B)</p>	<p>Following discussion, Carol Baughman (Dorthy Chikly) moved to approve the Agenda with the following changes:</p> <p>Pull Personnel Policy from C.6 and discuss under Other Unfinished Business Add C.12. Pool Report and add the pool action items as G.4 Remove H.4</p> <p>Motion carried 3-0.</p>
<p>MOTION, APPROVE CONSENT AGENDA: (C.1 through C.12)</p>	<p>Following discussion Carol Baughman (Dorthy Chikly) moved to approve the Consent Agenda with the changes noted below:</p> <ul style="list-style-type: none"> <li>C.1. Minutes - <ul style="list-style-type: none"> <li>a. May 8, 2013 Council Regular Meeting Minutes</li> <li>b. May 22, 2013 Special Council Meeting Minutes</li> <li>c. May 22, 2013 Special Council Meeting Minutes</li> </ul> </li> <li>C.2. Warrants</li> <li>C.3. Request to Shred City Documents</li> <li>C.4. Maintenance Department Report</li> <li>C.5. Animal Control Department Report</li> <li>C.6. City Clerk Department Report</li> <li>C.7. Code Compliance Report</li> <li>C.8. Planning Commission Report</li> <li>C.9. Recreation Commission Report</li> <li>C.10. Library Board Report</li> <li>C.11. Housing Authority Board Report</li> <li>C.12. Pool Report</li> </ul> <p>BG Consultants warrant coded wrong. Pull to discuss during E.2. Items from Maintenance Report regarding the alley will be discussed during E.2.</p> <p>There was brief discussion about needing budget input from OPR and the Planning.</p> <p>Motion carried 3-0.</p>
<p>SPECIAL REPORTS: DALE FOX TO DISCUSS H.1: (D.1)</p>	<p>Dale Fox was present to discuss the city hall outside wall repair. Birds are getting in to the Lodge. He has the bids we had received and is trying to get a couple more. He will come to a future meeting to discuss further.</p>
<p>PROJECT UPDATE: LIBRARY PROJECT: (E.1)</p>	<p>There was lengthy discussion regarding the library project. Dorthy Chikly (Carol Baughman) moved to approve Change Order #6. There was discussion about the supervision cost as well as how much of the detail the Library Board had seen before they approved the Change Order. Motion carried 3-0.</p>

	<p>The Clerk is to follow-up with Hans Fischer and Lonnie at KES to be sure that the Library Board sees the full Change Order paperwork before it is presented to the City.</p> <p>Consensus was to keep an eye on the supervision portion of the change order bills.</p> <p>Pay Application #7 was discussed next. Dorothy Chikly (Carol Baughman) moved to approve and sign Payment Application #7. Motion carried 3-0.</p> <p>The Library Foundation is considering dropping from 11 Board Members to 9.</p>
<p>PROJECT UPDATE: ALLEY/SIDEWALK PROJECT: (E.2)</p>	<p>BG Consultants have received the Utility Potholing information from KES. There was lengthy discussion including concern that BG was aware that the power will be brought in at a 4ft depth. There was also discussion about relocating the utilities. BG Consultants will be using the Potholing information to finalize their design. Until we receive that design, Jon Brady (Dorothy Chikly) moved to hold their payment. Motion carried 3-0.</p>
<p>UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASE 2013-17-48001 - 03: (F.1)</p>	<p>No action was necessary. Past due payment received.</p>
<p>UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASE 2013-18-56001 - 02: (F.2)</p>	<p>Following discussion, Dorothy Chikly (Carol Baughman) moved to require that a payment plan must be included with the hearing request. The resident is still welcome to attend the hearing and/or update the plan prior to the hearing. Motion carried 3-0. The hearing was not approved. No plan was provided.</p>
<p>UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASE 2013-19-177000 - 01: (F.3)</p>	<p>Following discussion, Jon Brady (Dorothy Chikly) moved to approve the payment plan as requested. Motion carried 3-0.</p>
<p>UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASE 2013-20-269501 - 02: (F.4)</p>	<p>Following discussion, hearing was not approved. No plan was provided.</p>
<p>UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASE 2013-21-367000- 02: (F.5)</p>	<p>No action was necessary. Past due payment received.</p>
<p>UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASE 2013-22-374102 - 02: (F.6)</p>	<p>Following discussion, Jon Brady (Dorothy Chikly) moved to approve the payment plan as requested. Motion carried 3-0.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT- CATHY SOWERS: (G.1)</p>	<p>Cathy Sowers gave her report. Jim Long should have the Audit back soon. He'll also be working on budget information. There was discussion. Consensus was to hold a 2 hour budget workshop on June 26<sup>th</sup> at 6PM at City Hall. The Mayor requested that department heads work with their liaisons in the meantime.</p>

<p>COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH POLICE CHIEF ED HARMISON: (G.2.)</p>	<p>Officer Harmison gave his report. There was discussion but no action taken. Officer Harmison will request an Executive Session at the end of the meeting.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: POOL ITEM REQUEST FOR PURCHASE: (G.4)</p>	<p>Following discussion, Dorothy Chikly (Carol Baughman) moved to approve the approximate \$550 purchase of the rescue tubes, cabinet, and cart as requested by the Pool Manager. Motion carried 3-0.</p>
<p>9:04 5 MINUTE BREAK</p>	<p>At 9:04PM a five minute break was called. The meeting returned to order at 9:09PM.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: ESTIMATE: DISCUSS CITY HALL/MAINTENANCE DEPARTMENT CREDIT CARD LIMIT: (G.3)</p>	<p>There was discussion. Carol Baughman (Dorothy Chikly) moved to get a third card with a \$1,000.00 limit to be used by the Maintenance Department. Motion carried 3-0.</p>
<p>UNFINISHED BUSINESS: CITY HALL OUTSIDE WALL REPAIR: (H.1)</p>	<p>This item was discussed earlier in the meeting. No further action was taken.</p>
<p>UNFINISHED BUSINESS: REQUEST FOR WATER METERS FOR LIVESTOCK USAGE: (H.2)</p>	<p>Following brief discussion, the consensus was to wait to do anything further until we hear back from the people that made the request.</p>
<p>UNFINISHED BUSINESS: FOLLOW-UP ON RWD#5 BILLING: (H.3)</p>	<p>Following discussion, Jon Brady (Dorothy Chikly) moved to approve the 31 month re-payment schedule at \$361.40 per month. Motion carried 3-0. The clerk is to notify RWD#5 and thank them for working with us. The payments are to begin in July 2013.</p>
	<p>H.4 was removed from the Agenda under B above.</p>
<p>OTHER UNFINISHED BUSINESS: UPDATE/REVIEW EMPLOYEE HANDBOOK: (H.5.a)</p>	<p>Following discussion, Dorothy Chikly (Carol Baughman) moved to approve the employee handbook version 7 as reviewed by Michael Coffman. Motion carried 3-0.</p>
<p>OTHER UNFINISHED BUSINESS: UPDATE/REVIEW EMPLOYEE HANDBOOK: (H.5.b)</p>	<p>There was no other unfinished business.</p>
<p>NEW BUSINESS: BROOKSIDE RETIREMENT COMMUNITY FIREWORKS DISPLAY PERMIT: (I.1.)</p>	<p>There was discussion regarding the Brookside Fireworks Display Permit. Carol Baughman (Dorothy Chikly) moved to approve. Motion carried 3-0.</p>

NEW BUSINESS: DISCUSS RECYCLE TRAILER: (1.2)	Following discussion, consensus was to keep an eye on the issue and discuss options with Glen Tyson and possibly others. We will discuss this further in upcoming months.
NEW BUSINESS: DISCUSS NEW CONCEAL AND CARRY STATE LAW: (1.3)	Following discussion, Carol Baughman (Dorothy Chikly) moved to submit letter requesting an extension to January 1, 2014. We will keep the item on the agenda so we can work on a plan. Motion carried 3-0.
OTHER NEW BUSINESS: (1.4.a)	Dorothy Chikly explained to the Council how bad the poison ivy has gotten around the trail at the Overbrook City Lake. Don Bryant indicated that his department is working on getting the ivy sprayed.
OTHER NEW BUSINESS: (1.4.b)	There was no other new business.
PUBLIC COMMENTS: (J.)	There were no public comments.
COUNCIL MEMBER COMMENTS: (L.)	<p>Dorothy Chikly: None.</p> <p>Jon Brady requested that we verify that PRIDE or the City had completed the Firework Display Permit for the July 5<sup>th</sup> City Fireworks Display. Carol Baughman (Dorothy Chikly) moved to approve the permit for Pride on the 5<sup>th</sup> of July contingent on providing necessary proof of liability insurance. There was discussion. Motion carried 3-0.</p> <p>Dorothy Chikly (Carol Baughman) move to donate \$500 to the City Sponsored Firework Display on July 5<sup>th</sup>. This is a citywide event. Motion carried 3-0.</p> <p>Don Schultz is working on the vendors for the 5<sup>th</sup>.</p> <p>Carol Baughman: None.</p>
MAYOR'S REPORT: (M.)	Mayor Schultz indicated that the recent Emergency Preparation Seminar in Lyndon was worthwhile. We will be working with Bryce Romine on photo badges.
REQUEST FOR EXECUTIVE SESSION:	Jon Brady (Dorothy Chikly) made a motion, as Officer Harmison had requested, to hold a 10 minute Executive Session to discuss personnel matters of non-elected personnel. Motion carried 3-0. At 9:52PM the Council entered Executive Session with the Mayor and Officer Harmison. At 10:04PM the Council returned from Executive Session. No actions were taken nor were any decisions made.
ADJOURNMENT: (N.)	At 10:04 pm Dorothy Chikly (Carol Baughman) moved to adjourn. Motion carried 3-0.
Respectfully submitted  Jim Koger Overbrook City Clerk Approved: July 10, 2013	

**REGULAR COUNCIL MEETING  
CITY OF OVERBROOK**

**MINUTES – August 14, 2013**

<p>CALL TO ORDER, ROLL CALL: (A.)</p>	<p>Mayor Don Schultz called the August 14, 2013, Regular Council Meeting to order at 7.00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas.</p> <p>Roll was taken by the City Clerk and it was determined that a quorum was present. Mayor Don Schultz, Council Members Jim Gates, Joanne Allen, Carol Baughman, Dorothy Chikly and Jon Brady were present. Others present included Cathy Sowers, Jim Koger, Don Bryant and Ed Harmison.</p>
<p>2014 BUDGET HEARING:</p>	<p>The hearing opened with the Mayor reading a statement in regards to the budget. Once the Mayor was done with his statement he asked if there was any comment from the public. There was none. Next he asked for comment from the Council. There was none. Joanne Allen (Carol Baughman) moved to accept the proposed 2014 City of Overbrook Budget as presented. There was no discussion. Mayor Schultz conducted a roll call vote:</p> <p>Joanne Allen “Yay” Jim Gates “Yay” Jon Brady “Yay” Dorothy Chikly “Yay” Carol Baughman “Yay”</p> <p>Motion carried 5-0. The 2014 budget was approved by unanimous vote.</p>
<p>MOTION, APPROVE AGENDA: (B)</p>	<p>Following discussion, Carol Baughman (Jim Gates) moved to approve the Agenda with the following changes:</p> <p>Add J.9.a Discussion Remembrance Max Friesen Add J.9.b Request for Donation Golf Sponsorship Add J.9.c Request for Guidance by Library Board for Establishing Guidelines for use of new library Community Room</p> <p>Remove Items D.3 and I.3 No one here for public comment Discuss new warrant from WrenchBenders as part of H.2</p> <p>Move J.5 to part of D.2</p> <p>Motion carried 5-0.</p>
<p>MOTION, APPROVE CONSENT AGENDA: (C.1 through C.12)</p>	<p>Following discussion, the consensus was to move items out of the Clerk Report to Council Action Items. Consent Agenda should be for reports. The clerk should put action items in the Council Action Section. The Building Permit guidelines in the Planning and Zoning report will be discussed during I.2, Trash payments will be discussed under J.1., Officer Hollingsworth’s graduation will be discussed under H.2, and Cathy Sower’s probation period will be discussed under H.1.</p> <p>Joanne Allen (Jim Gates) moved to approve the amended Consent Agenda:</p> <p>C.1. Minutes -     a. July 10, 2013 Council Regular Meeting Minutes C.2. Warrants</p>



	<p>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  C.12. Pool Report  C.13. Request to order 2014 STO and UPOC from League</p> <p>Motion carried 5-0.</p>
<p>SPECIAL REPORTS:  2012 CITY OF OVERBROOK  AUDIT- JIM LONG:  (D.1)</p>	<p>The Council went over the 2012 City of Overbrook Audit and the 2012 Overbrook Library Audit as prepared by Jim Long CPA of Karlin-Long CPA. Mr. Long was not in attendance. There was discussion. Consensus was for Cathy Sowers to get more information on the Custodial Credit Risk portion of the audit. Joanne Allen (Dorothy Chikly) moved to approve the audits for the City and for the Library. Motion carried 5-0. Jim Koger is to submit copies of the audit as required for grant compliance.</p>
<p>SPECIAL REPORTS:  MEET WITH CANDIDATE TO  REPLACE MUNICIPAL COURT  JUDGE:  (D.2)</p>	<p>Taylor Wine was in attendance to discuss the possibility of becoming our new Municipal Court Judge. There was discussion. Jim Gate (Dorothy Chikly) moved to accept Michael Coffman's recommendation to hire Taylor Wine and offer to pay the same \$337.62 salary as we were paying Judge Jones. Motion carried 5-0.</p> <p>Taylor Wine accepted the offer.</p> <p>There was additional discussion regarding Shayne Coursen's resignation as Court Clerk. Mayor Schultz recommended that the Council consider City Clerk Jim Koger for the open Court Clerk Clerk. Jim Gates (Carol Baughman) moved to hire Jim Koger at the same pay rate that Shayne Coursen was receiving. Motion carried 5-0. The Next Court Date is September 12<sup>th</sup>. Jim Koger is to check in to Court Clerk Training.</p>
<p>SPECIAL REPORTS:  WATER QUALITY 10<sup>TH</sup> ST:  (D.3)</p>	<p>This item was removed from the Agenda during Item B.</p>
<p>PUBLIC COMMENTS:  (E)</p>	<p>There were no public comments.</p>
<p>PROJECT UPDATE:  LIBRARY PROJECT:  (F.1)</p>	<p>There was discussion regarding the library project. Items that still needed to be completed were discussed. The depth of the gas main was discussed. More information needs to be given in regards to the drainage off the roof to the south of the library. A request may be forthcoming by the contractor to add two weeks to the completion date. Jon Brady indicated that he felt that we should be cautious about approving additional delays.</p>
<p>PROJECT UPDATE:  ALLEY/SIDEWALK PROJECT:  (F.2)</p>	<p>There was lengthy discussion regarding the alley/sidewalk project. Jon Brady will bring figures to the September Meeting for the Council to review. The sidewalk was briefly discussed but no action was taken. The Council also discussed the recent request for additional fees from Hans Fischer. The request is with the Library Board to review for approval.</p>

UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASE 2013-31-29006-01: (G.1)	Customer paid past due in full prior to the hearing. No action needed.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASE 2013-32-50101-01: (G.2)	The request to pay \$63.43 on 8/16/13 was approved. Payment arrangements not kept will result in service interruption.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASE 2013-33-56001-03: (G.3)	No action necessary, paid past due in full on 8/8/13.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASE 2013-37-269601-01: (G.4)	Following discussion, the request to pay the entire \$157.46 balance on August 28 <sup>th</sup> was approved.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASE 2013-38-271001-02: (G.5)	Customer paid past due in full prior to the hearing. No action needed.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASE 2013-39-287001-03: (G.6)	Customer attended the hearing to discuss their account. The Council reviewed and approved the request to delay payment. Payment is expected by September 20th. Payment arrangements not kept will result in service interruption.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASE 2013-41-374102-04: (G.7)	Following discussion the request to continue paying \$50 every two weeks until caught up was approved with the following stipulation:  Customer needs to be caught up in full by January 1, 2014. That may require additional payments and/or increased payment amounts along the way. Customer will be subject to penalties as stipulated by Ordinance #368. Payment arrangements not kept will result in service interruption.
8:24 7 MINUTE BREAK	At 8:24PM a seven minute break was called. The meeting returned to order at 8:31PM.
COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT- CATHY SOWERS: (H.1)	Cathy Sowers gave her report. Cathy will discuss the Deposits and Investment Concentration of Credit Risk (from the audit) with Jim Long. There was discussion regarding Cathy's report but no action was taken.  The Council discussed the end of Cathy's probation period. Following discussion, including a statement from Cathy that she was in favor of waiting, the consensus was to revisit the pay rate adjustment after the first of the year and to note in Cathy's file that the salary adjustment after 6 months that was discussed at the time of hire did not occur.
COUNCIL ACTION/DISCUSSION ITEMS:	Officer Harmison gave his report. Congratulations all around were extended to Officer Hollingsworth for his recent graduation from the Kansas Law Enforcement Training Center. The Fair Week went well.

<p>DISCUSSION WITH POLICE CHIEF ED HARMISON: (H.2.)</p>	<p>There was discussion about repairs on the blue police car, repair of the police department computer, as well as the possibility of preparing a summary sheet of upcoming equipment repairs/replacement based on a discussion that Officers Harmison and Hollingsworth had with Mayor Schultz earlier in the day.</p> <p>There was discussion about adjusting Officer Hollingsworth’s salary. During the discussion the Mayor made the recommendation of consideration of a \$2/hr increase. Jon Brady asked for input from Officer Harmison. Officer Harmison agreed with the Mayor’s recommendation and added that his budget at this time would restrain him from being able to offer a larger increase. Joanne Allen (Carol Baughman) moved to give Officer Hollingsworth a \$2/hr raise. There was discussion regarding the impact on the current budget. The motion was approved 5-0 and will begin at the next pay period. The clerk is also to note in Officer Hollingsworth’s file that the Council is aware of the discrepancy between what they were offering Officer Hollingsworth and what the previous second full-time officer made.</p> <p>The topic of what comprises a safe and habitable property was discussed next. Does our Code Ordinance address whether a house can continued to be lived in if they do not have water service? Do we have a right to inspect to see if it is livable? The consensus was to see an opinion from Michael Coffman and to involve Planning and Zoning in this discussion. How do other cities handle this type of situation? There was also concern that there would be difficulty putting standards in place and whether they could be applied non-arbitrarily. This topic will need to be discussed further at an upcoming Council Meeting. Don Schultz will work with Jim Koger on this issue.</p> <p>Megan Torneden has completed her three month probation period as a Part-Time Class 2 employee. The Council discussed the job she has been doing as Code Enforcement Officer. Jim Gates (Carol Baughman) moved to give Megan a \$1/hr raise beginning at the next pay period. There was discussion. This will come out of the general fund. Motion carried 4-1 (Brady).</p> <p>The warrant received 8/14/13 from Wrench Benders for repair on the blue police car was discussed. Carol Baughman (Dorthy Chikly) moved to approve payment in the amount of \$1,112.30. Motion carried 5-0.</p> <p>The status of the felony case discussed last month has not changed. It remains at the County Attorney’s Office while the County Attorney decides whether or not to file charges. There was discussion about why there has not been any progress and what we could do to remedy the situation. Mayor Schultz will see if he can inquire further in to the cause of the delay of the decision.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: DISCUSS NUISANCE ORDINANCE AS IT RELATES TO DEAD TREES: (H.3)</p>	<p>Following discussion, Dorthy Chikly (Carol Baughman) moved to write an amendment to the Nuisance Ordinance to re-instate items previously covered by Ordinance #178. It was recommended that the amendment be written by the Planning Commission. Motion carried 5-0. Jim Koger is to meet with the Planning Commission to discuss further.</p>

<p>COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION/POSSIBLE APPROVAL TO REMBURSE SANDRA WOODRUFF FOR WATER AEROBIC TRAINING: (H.4)</p>	<p>Following discussion, Jim Gates (Joanne Allen) moved to reimburse Sandra Woodruff \$226.15 for the water aerobics training from Water Art. Motion carried 5-0.</p>
<p>UNFINISHED BUSINESS: CITY HALL OUTSIDE WALL REPAIR: (I.1)</p>	<p>Following discussion, the consensus was for Jim Gates to get a bid from Denny's Masonry to do repairs on the north wall. The Lodge paid Denny's Masonry \$600 to do the repair on the west wall.</p>
<p>UNFINISHED BUSINESS: BUILDING PERMIT GUIDELINES: (I.2)</p>	<p>There was lengthy discussion regarding the Guidelines for Building Permits that was provided by the Planning Commission. Mayor Schultz will contact the Planning Commission to discuss the possibility of simplifying the list with the goal to discuss further at the September Council Meeting.</p>
<p>UNFINISHED BUSINESS: DISCUSS PROPOSAL FROM DOC-RES.COM TO DO DOCUMENT SHREDDING: (I.3)</p>	<p>Consensus was to continue to discuss the possibility of a community shred day at a later point once more information had be garnered.</p>
<p>OTHER UNFINISHED BUSINESS: (I.)</p>	<p>There was no other unfinished business.</p>
<p>NEW BUSINESS: RECYCLING PROGRAM/SOLID WASTE BILLING REVIEW: (J.1.)</p>	<p>There was lengthy discussion regarding the solid waste billing. No action was taken, however we will discuss both items further at the September Council Meeting.</p> <p>In addition, the Council requested that the Clerk provide similar information in regards to the yearly cost of the fish feeders and animal control.</p>
<p>NEW BUSINESS: OSAGE CO. HERALD- CHRONICLE SPORTS PREVIEW AD: (J.2)</p>	<p>Following discussion no motion was received to approve the ad. No action was taken.</p>
<p>NEW BUSINESS: DISCUSSION/POSSIBLE APPROVAL OF UPDATES/CHANGES TO MITIGATION PLAN: (J.3)</p>	<p>Following discussion, consensus was to clean up the spelling and grammar in the list of changes to the Overbrook section and update the list to include the new maintenance shop and building. Jim Koger will attend the Regional Mitigation Plan Meeting in Lyndon.</p>
<p>NEW BUSINESS: DISCUSS PROPOSED HERNDON ORDINANCE: (J.4)</p>	<p>There was discussion regarding the concealed carry provisions of a proposed City of Herndon, KS Ordinance. Jim Koger is to find referenced articles from the League News and the Attorney General for the Council to review at the September Council Meeting. No further action was taken.</p>

NEW BUSINESS: DISCUSS RESIGNATION OF MUNICIPAL COURT CLERK: (J.5)	This item was discussed earlier in the meeting during Item D.2.
NEW BUSINESS: REQUEST FROM LARSEN & ASSOCIATES, INC. FOR PERMISSION TO DRILL ON CITY EASEMENTS: (J.6)	There was lengthy discussion regarding the request. Council Member Jon Brady will check further in to the request and we will discuss this further at the September Council Meeting. Jim Koger will let Larsen & Associates know that we are still discussing.
NEW BUSINESS: DISCUSS NEW SECURITY LIGHT NEAR CONCESSION STAND AT BALLPARK: (J.7)	Following discussion the consensus was to have the light installed. Don Bryant will call Westar.
NEW BUSINESS: DISCUSS/REVIEW FOR APPROVAL RESOLUTION 2013-02: (J.8)	Following discussion, Dorthy Chikly (Joanne Allen) moved to accept the changes and approve Resolution 2013-02. Motion carried 5-0.
OTHER NEW BUSINESS: (J.9.a)	There was lengthy discussion about what we could do to honor the late Max Friesen. A Resolution might be an option. Or the Council could give consideration to approving the placement of a memorial at the City Lake/Park. Consensus was that Mayor Schultz would contact Stan Friesen to discuss further. We will address this in the near future.
OTHER NEW BUSINESS: (J.9.b)	A request was received to sponsor a hole at an upcoming fundraising Golf Event for a local youth. Following discussion, the request was not approved. Jim Koger will contact the requestor and let them know.
OTHER NEW BUSINESS: USE GUIDELINES FOR NEW LIBRARY COMMUNITY ROOM: (J.9.c)	The Library Board had recently requested from the City some guidance for establishing the USE GUIDELINES for the new Community Room at the Library. In particular, the Library Board needed direction regarding the consumption of alcohol on City Property. Following discussion Carol Baughman will work with the Library Board to have additional information and this item will be discussed further at the September Council Meeting.
OTHER NEW BUSINESS: (J.9.d)	Joanne Allen expressed concern that she missed where we decided not to do anything further regarding the sewer issue at 607 Sunset. There was discussion. Consensus was for Jim Koger to pull notes and minutes from council packet with the dates of meetings and attendance. We will continue the discussion next meeting.
OTHER NEW BUSINESS: (J.9.e)	There was no other unfinished business.
COUNCIL MEMBER COMMENTS: (K.)	Joanne Allen asked that we be sure to follow-up on the minutes regarding the sewer discussion in J.9.d.  Jim Gates, Jon Brady, Dorthy Chikly, Carol Baughman: None.

	<p>Officer Harmison expressed concern regarding the dump truck and being able to plow snow this winter. Mayor Schultz requested that we bring dump truck proposals to a meeting in the near future.</p>
<p>MAYOR’S REPORT: (L.)</p>	<p>Mayor Schultz mentioned a recent Topeka City Council newspaper editorial on franchise fee. Consensus was to discuss this as a future topic.</p>
<p>ADJOURNMENT: (M.)</p>	<p>At 11:53 pm Jim Gates (Carol Baughman) moved to adjourn. Motion carried 5-0.</p>
<p>Respectfully submitted  Jim Koger Overbrook City Clerk APPROVED 9/11/13</p>	

**DRAFT REGULAR COUNCIL MEETING  
CITY OF OVERBROOK**

**MINUTES – October 9, 2013**

<p>CALL TO ORDER, ROLL CALL: (A.)</p>	<p>Mayor Don Schultz called the October 09, 2013, Regular Council Meeting to order at 7.00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas.</p> <p>Roll was taken by the City Clerk and it was determined that a quorum was present. Mayor Don Schultz, Council Members Jim Gates, Joanne Allen, Carol Baughman, and Jon Brady were present. Dorthy Chikly was absent. Others present included Cathy Sowers, Jim Koger, Kit Bostrom, Don Bryant, Peggy Waldman, and Ed Harmison.</p>
<p>MOTION, APPROVE AGENDA: (B)</p>	<p>Following discussion, Carol Baughman (Joanne Allen) moved to approve the Agenda with the following changes:</p> <p>Add D.3 Don Carlos, I.4.a Friesen I.4.b franchise additional warrant J.2.a Motion carried 4-0.</p>
<p>MOTION, APPROVE CONSENT AGENDA: (C.1 through C.11)</p>	<p>Consent Agenda Joanne Jim discussion does not include pay request for library Motion carried 4-0.</p>
<p>SPECIAL REPORTS: COUNTY COMMISSIONER GAYLORD ANDERSON: (D.1)</p>	<p>Special Reports Gaylord Anderson report on bridge bond letting 2 of 4 replacing 13 bridges in county (some are box culverts) 500 bridges in county. Unfunded mandates an eye opener. 23 bridges in county have pins like the Minnesota bridge, may be required to x-ray on a yearly basis at approx. 12,000\$ per. 1 mil \$135,000 this year 2.5 mill increase. Don Bryant arrived 7:08pm. K.C Star photographer arrived. Don asked about interlocal agreement, Gaylord remembered that Don and Bob Bostrom had visited the commission, do we need a finalized document. Denise Hoback arrived 7:12. Main Street discussion. Soft spots will need to re-address this soon. Gaylord will talk to Glenn Tyson, south bound probably need to address by spring Don S thought. What would be the matter to address? Asphalt or concrete or the city have access to County equipment/resources on a fee basis? Cliff Fischer 7:15pm. Is a tax sale on the horizon? He believes it will be filed before the end of October, it was a question when they were interviewing the new County Counselor. Gaylord indicated that Caleb Crook is the new counselor, Gaylord will ask Caleb if he is interested in coming to visit an upcoming Council Meeting.</p> <p>Recycling was discussed next. We have received a proposal for curbside recycling, Gaylord indicated that he believed that the County commissioners would not have any objections.</p> <p>Jon Brady asked about County Counselor, understands commission does not have much pull with the counselor, but can we do anything? At the ballot box is the biggest opportunity.</p> <p>State Highways will US 56 be widened west of Gardner? T-works does not show any upcoming projects in our area.</p> <p>Health care costs going up is there a concern at the county level for paying for things at the health department. Paying for employee health insurance is a big budget concern, KsAssocofCounties indicating might even double premium cost in near future. Glen Tyson has been extremely frugal. Sheriff's Dept. All department budgets were presented at a level less than or equal to last year.</p> <p>Credit card car tags.</p>

	<p>Golf Course Road- believe it is a township road (recent county/township merger hot issue).          Local Election moved to partisan, consensus was commission not in favor, hangs around.          Jim Gates asked about the focus point of OCED related to Overbrook, KanBuild building sold, Recycler will be in place before long he believes. Live in a quality community. Appreciates the opportunity to visit it with us, he has an open door policy.</p>
<p>SPECIAL REPORTS:          OHA PRESIDENT CLIFF FISCHER/RED-WOOD DEVELOPMENT:          (D.2)</p>	<p>Redwood Development discussion Cliff Fischer researched references and visited sites (Susan Averill visited Paola too). Strip down to the stud walls and re-build, upgrade heating and cooling. Seemed too good to be true. Cliff contacted Fred Bentley Tax Credit Head he had good things to say about Redwood. Would have to relocate building residents while rehabbing, will do one building at a time. To OHA Board and residents who have discussed, this seems like a real good deal. If they are to add a building they will need to do a marketing study. Don had sent a summary to Council along with a copy of the proposed management agreement. Don believes this presents a couple of options, council can move to pursue a sale agreement or not. Mike Coffman input was that it was an opportunity that we might not get elsewhere and would reduce the possibility of additional financial responsibility by the city. If the value is such that we can't receive cash for our equity, ask for a timeline for the building of an additional facility. A new building might include a larger community room, storm shelter. Where would the additional building be? Not decided at this point. How would we pay otherwise, city or board? We have 10 rental assistance units, a rate increase really only affects about 6 tenants (due to their income). Cabinets are the original units in most. Redwood hasn't really dramatically increased rents from what we can tell historically. Paola units are nice Cliff said. Window here that if we wait too much longer the opportunity to apply for 2014 tax credits in February will be missed. Specifics of the sale agreement aren't known but the indications are that things are negotiable. Believe it was a 50 year mortgage to begin with, approx. \$200000 current payoff. What does the Council need to do?          Jim Gates (Joanne Allen) moved to allow the OHA to proceed in conversation with the Redwood to agreeable terms and then bring to the Council for final approval. Motion carried 5-0. Cliff will work on the management plan. When it is time to discuss further Jim Gates and Don Schultz will be involved in discussion. Brenda will be in next week to begin due diligence.</p>
<p>SPECIAL REPORTS:          DISCUSS USE OF PARK/LAKE FOR EVENT IN 2014:          (D.3)</p>	<p>Lisa Don Carlos was in attendance to discuss holding a rod run in Overbrook. Brought proposal for the 1st Annual Route 56 Rod Run in downtown Overbrook. Discussion. Buy-in from the local businesses- thought is that it will be done as a charitable fundraising event (city or breast cancer awareness are possibilities among other things). For the first one she believes that could be done downtown, looking at October 2014 (not competing with Maple Leaf Festival). Jon Brady mentioned ad dollars thru OCED as a possibility to look in to. Classic cars, muscle cars, didn't think motorcycles. Ed mentioned Market Street might be an option. The harvest could impact traffic in October. Time of day would be a consideration too as would a street dance. Restrooms- Don believed that the event coordinator would be responsible. We have not budgeted for this, length of time to prepare will allow plan fundraising. Market could also possibly utilize gymnasium by then. Consensus was to allow them to move forward. Would they be able to cruise Brookside? Jon suggested that they contact Scott Averill. Santa Fe Trail. Confining a beer garden specific</p>



	area might be easier to partner with area business. Event Application from Jim Koger will require insurance. Her husband is from Overbrook.
PUBLIC COMMENTS: (E)	There were no public comments.
PROJECT UPDATE: LIBRARY PROJECT: (F.1)	<p>Library Progress Meeting Carol and Peggy issues with electrical outlets. One was for fax machine placed behind cabinet, for a coffee pot, and by the double oven. Gap in wall floor to ceiling in the community room. Sliding doors that go over the openings for the storage of tables, etc. track on top but nothing on bottom so the doors swing. They are looking at options. Bathrooms getting closer, some fixtures are in, old electrical will be disconnected and area above drop ceiling cleaned up. Insulation is in the rafters. Jon concerned that not demolishing old above the new ceiling will cause us maintenance issues in the future. Wall not straight in community room. Rafters some go in to wall some don't, hardware, other stuff we need to make sure that it is added to the punch list. But what can we do about it that late in to the project? Won't it need to be done before the carpet is in so it doesn't get all over the carpet? Discussed doing a walk through to identify the issues. Decision not to pour the sidewalk to the city sidewalk. Our responsibility for the handrails. We need to get the handrails from Dale. There will be a deduction on the cost for us doing the sidewalk. Ice issue splash block right by heating and cooling will go on sidewalk to the south. Gate will go on the outside of the HVAC pad. Jon said that the drain has to be cut and go out beyond the sidewalk. Donnie talked to Dale about the old meter today. Will pull out and cap it and then cover it up (cap at alley). Comment on the alley not having lighted barricades on the cut out portion of the alley. Alley work discussion: if they are done with their concrete Jon believes that we can do the alley work and won't need much gravel in between the ADA spots. Can we tell them we will accept responsibility for filling that (allowing a deduct for them)? Jon recommended that we do that. Discussion. Jon believes we need a statement saying they are done with the alley and then the change order for the alley way. Library Board has approved the \$7,000 one but not CO#7. Don Schultz will talk with Lonnie about that. East side grade has been set. Need a decision from City. Susie left 8:25pm. North side. Do we want a sidewalk between the building and the street. Jon believes there are two opinions. How much room between building and the street? Sidewalk would be next to building with valley gutter. Widening street was discussed as well as possibility of gravelling small area in conjunction with widening street. Consensus was sidewalk who takes it to the Library Board? Ed asked where will people park? Could we consider acquiring the lot north of the post office? There is room for the no parking signs. Round concrete in to sidewalk going south on the west. Over a foot of excavation in alley. Excavating Joy Schwanke's driveway. Jon will ask BG to get us a bigger copy of the plan. May go as far as 15 feet back in Joy's driveway. Will need to pour an approach. Deduct for the section of concrete that KES broke. 4 feet wide 20 feet long approx. \$5 per square foot. Straight elevation from wood pole (it will be removed) replace north to corner. Planned on replacing both upper and lower sidewalk. Have not approached the businesses about replacing sidewalk to the south. Would they make some sort of contribution? Don indicated that he felt that it would be good to get a bid from Leo so we could have a figure to work on for discussion. Original bids \$12,000 plus excavation (approx. 3-5,000) plus sidewalk in front of library Jon est total to be approx. \$25000. Jon will get bid from leo. Eventually we will need to work on plan for the alley further south. Jon will continue to work with Leo and Don S. will check with Lonnie and</p>

	Hans tomorrow. No AB 3 or dirt work to be added in Jon's mind. Jon said take 6-12 inches out and put black dirt down. Siding is the biggest holdback but no extension was requested. Plumber can't install outside fixture until siding installed. Pay Application #11 falls within 107000 will come from CDBG rest locally. Norton Trust 226000 260000 endow ksb 2591. Don will sign pay app #11.
PROJECT UPDATE: ALLEY/SIDEWALK PROJECT: (F.2)	This was discussed during the previous section.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASE 2013-42-50101-02: (G.1)	Utility Bill Hearings first payment rcvd  Second discussion why less than past due, Jon moved accept as requested but rest of past due rcvd by 10/20 carol 2nd. 4-0.
COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT- CATHY SOWERS: (H.1)	Cathy Sowers gave her Treasurer Report.
5 MINUTE BREAK	9:02PM 5 minute break. Back at 9:07.
COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH POLICE CHIEF ED HARMISON: (H.2.)	Officer Harmison gave his report. Case load has dropped significantly, case #67, 6 citations written last month plus 2 citations on dogs. Megan told Ed that she had someone who wanted to speak to him about the position. Court tomorrow night. Don sees in Karl's report that there were two incidents of potential action have they been resolved. No pit bulls ordinance is still on books. Car did not require repairs this past month. Any conceal and carry correspondence, no.
COUNCIL ACTION/DISCUSSION ITEMS: DISCUSS DUMP TRUCK ACQUISITION – DON BRYANT: (H.3)	Current dump truck is a 92 model he believes it is time to look at a new one, Chaney wanted \$9000 sold on purple wave for \$14000. Looking for snow plow and spreader whole setup. Oklahoma might be a possibility too. Tandem axle diesel. CDL should not be a problem. How do we best proceed? Will take time to find. Do we look at contract service in meantime? Donnie hoping we could make it thru this winter but no guarantees. Maybe \$4-6,000 in sealed bid for our existing truck. Spreader takes work every year they try to take precautions when put away for season. Any advantage to going to liquid? Consensus was to start looking. Mayor indicated that we may need to call a special meeting to address if something comes up. Carol asked about book box Donnie had gone through. Roof above bathroom still leaking. Being used as a patio it appears. Don S asked Ed if he sees people up there- Donnie will check further tomorrow. No smoking sign for City Building?
COUNCIL ACTION/DISCUSSION ITEMS: DISCUSS NUISANCE ORDINANCE AS IT RELATES TO DEAD TREES: (H.4)	Dead Trees discussion. Are all necessary? Jim Gates moved to add in entirety as amendment to 353 get mike's approval Joanne 4-0.
COUNCIL ACTION/DISCUSSION ITEMS:	Original agreements says lease payment based on the number of fishing licenses originally sold. Request for adjustment for additional licenses at

<p>FISH FEEDING EXPENSE REVIEW-JIM KOGER: (H.5)</p>	<p>the Children’s Fishing Pond has been submitted. Other options also cutting back on amount of feeding: Richard had told Karl coop food was acceptable. Jim will hopefully have an answer to address further next mo.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: ANIMAL CONTROL EXPENDITURES-JIM KOGER: (H.6)</p>	<p>Animal Control Expenditure Discussion- Karl and Don have not yet met with Tom Sanders. Impound fees look like an area that we can address. Jim and Don S will continue to work on this.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: SANTA FE TRAIL AFTER PROM DONATION REQUEST (H.7)</p>	<p>After Prom is this a budget consideration get a master list not have to go through each month advertising/promotion. Giving money to support an event versus an ad. Jim Gates (Jon Brady) moved to give \$100 to after prom. Discussion what recognition do we get for this? Is there something published. Belief is that a list will be published making it an advertisement for Overbrook. Motion carried 4-0.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: ANIMAL CONTROL EXPENDITURES-JIM KOGER: (H.8)</p>	<p>Kit’s Retirement We will miss her! Don led a thank you. Approx. \$250 per month, do want to combine jobs, this position do something else, has had one person express interest was previously a county clerk. He suggested that we advertise. Don had previously asked Kit to help in interview process. Consensus get an ad in the paper. Don concern not enough money to pursue City Administrator at this time. Joanne Allen will work with Jim Koger to get ad.</p> <p>Next month council meeting Nov 13 Cathy gone Jim K in Wichita. Options could meet to adjourn, special meeting, or hold meeting without. Following week Carol is out of town. Joanne probably out on the 20th. Consensus Jim check with league if ok to hold meeting without clerk or treasurer in attendance. Is a sub acceptable? Business as usual unless hear otherwise.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: DISCUSS PREVIOUSLY APPROVED PAYMENT PLAN-JIM KOGER: (H.9)</p>	<p>Jim Koger updated the Council on the status of one of the previously approved Payment Plans. The customer had moved to the apartments in town and had not paid their bill. The consensus was to submit to collections and follow-up with legal if necessary.</p> <p>There were no other discussion items.</p>
<p>UNFINISHED BUSINESS: GUIDELINES FOR SCHEDULING RESERVATIONS AT THE LIBRARY COMMUNITY ROOM: (I.1)</p>	<p>Reservations community room no new updates still working on. Peggy indicated Library Board passed the bylaws for the community room. Discussion. Rates have been set, an updated tweak will be sent soon.</p>
<p>UNFINISHED BUSINESS: BUILDING PERMIT GUIDELINES: (I.2)</p>	<p>Building Permit Guidelines Jim and Don S worked on packet has form I.2. Jim G feels based on their expertise should leave as P&amp;Z wanted. Building Inspector discussion too. P&amp;Z will stay with their guidelines. Focus changes from what the permit is to how to enforce the guidelines. Discussion, how do we enforce? Guidance from league or from P&amp;Z. More next mo.</p>
<p>UNFINISHED BUSINESS: RECYCLING</p>	<p>Recycle Program Jon had to leave 10:10PM. Discussion Shawnee co proposal \$5 month single stream per customer providing container. \$17-</p>

<p>PROGRAM/SOLID WASTE BILLING REVIEW: (I.3.a): Proposal from Shawnee County Recycling</p>	<p>19 range to provide both (and containers). Also central point recycling was asked about, we could have a trailer but we would have to haul it to them at our expense. Grass Clippings and tree limbs Don will need to update Shawnee county. We can ask Greene's if they are interested. Their contract runs in to 2015 but we do have an out clause. Still collecting information. Jim G Believe they would be pickier with what they pickup. Can we afford to buy a trailer and haul it? Would not have to be separated. Can others be dumped more often? Or can we have two trailers? IF we do this Everyone would be charged whether they do it or not? Don S wants to find out more info on single stream recycle in Osage. Is it more than one container? Work more next mo.</p>
<p>OTHER UNFINISHED BUSINESS: (I.4.a)</p>	<p>Friesen Memorial Don spoke with Stan we would allow and assist. Family would like to put up signage they would purchase. Joanne and Jim indicated that this is in contrast to what Max had said to them previously he did not want his name on the lake. Groups possibly raise funds for benches. Other discussion dock a possibility. No motion was given to place signage calling it Friesen Fishing Lake. Consensus was something we want to do but don't want to go against Max's wishes. Possibly something else we can do?</p>
<p>OTHER UNFINISHED BUSINESS: (I.4.b)</p>	<p>We will discuss franchise fees further next month.</p>
<p>OTHER UNFINISHED BUSINESS: (I.4.c)</p>	<p>Other UF lights for Veteran's Memorial still on order. POW flag being mended. Will be back up soon.</p> <p>There was no other unfinished business.</p>
<p>NEW BUSINESS: CITY OF OVERBROOK- LIBRARY LEASE AGREEMENT: (J.1.)</p>	<p>New Library Lease agreement discussion up to \$100000 will be available to the library board for payments on the construction, terms 3 payments per year. Is set up as a lease, this allows us to be in accordance with the cash basis Jim Carol discussion lease allows us to comply with Cash Basis Law. Motion passed 3-0.</p>
<p>OTHER NEW BUSINESS: (J.2.)</p>	<p>New Warrant Replace window concession stand. Jim Gates (Joanne Allen) moved to pay 3-0. City building not request reimbursement from OPR.</p>
<p>OTHER NEW BUSINESS:</p>	<p>There was no other new business.</p>
<p>COUNCIL MEMBER COMMENTS: (K.)</p>	<p>Joanne Allen Veteran's Celebration is Nov 10<sup>th</sup> update minutes to reflect that not October 10th. Everyone welcome to come, at noon, special guests and a very special program.</p> <p>Jim Gates, Carol Baughman none. None from staff.</p>
<p>MAYOR'S REPORT: (L.)</p>	<p>Mayor Schultz got a request from OCED annual meeting October 17th noon. Jim Gates will go.</p>
<p>ADJOURNMENT: (M.)</p>	<p>At 10:43 pm Carol Baughman (Joanne Allen) moved to adjourn. Motion carried 3-0.</p>

Respectfully submitted

Jim Koger  
Overbrook City Clerk  
DRAFT:



**REGULAR COUNCIL MEETING  
CITY OF OVERBROOK**

**MINUTES – December 11, 2013**

<p>CALL TO ORDER, ROLL CALL: (A.)</p>	<p>Mayor Don Schultz called the December 11, 2013, Regular Council Meeting to order at 7.00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas.</p> <p>Roll was taken by the City Clerk and it was determined that a quorum was present. Mayor Don Schultz, Council Members Joanne Allen, Carol Baughman, Dorothy Chikly and Jon Brady were present. Jim Gates was absent. Others present included Cathy Sowers, Jim Koger, Don Bryant, Peggy Waldman, and Ed Harmison.</p>
<p>MOTION, APPROVE AGENDA: (B)</p>	<p>Following discussion, Carol Baughman (Joanne Allen) moved to add the following items to unfinished business: reviewing the Osage County Herald Chronicle ad proposal in the updated building permit form; will add one new business item for some additional warrants to discuss; we will hold an executive session at the completion of new business to discuss personnel matters of nonelected personnel; motion carried 4 to 0.</p>
<p>MOTION, APPROVE CONSENT AGENDA: (C.1 through C.11)</p>	<p>There were no reports from animal control code compliance or Park and Rec. There was discussion about some items in the warrant list. The checks to G&amp;G Excavation and Leo Lang Concrete need to be earmarked as part of the library project. Carol Baughman (Jon Brady) moved to approve the consent agenda. Motion carried 4 to 0.</p>
<p>SPECIAL REPORTS: OSAGE COUNTY ECONOMIC DEVELOPMENT DIRECTOR STEPHANIE WATSON: (D.1)</p>	<p>Stephanie Watson from OCED was present to discuss a senior housing project/tax credit project. In addition to Overbrook, the project potentially could involve Burlingame Osage city, Lyndon, Hardeeville, Melbourne, and Williamsburg from Franklin County. Bill Caton from Auburn and Dave Osborne from Osborne construction were here as well to assist Stephanie in the discussion. Mr. Caton gave details of his involvement in a similar project in Humboldt Kansas as well as details on how a tax credit project works. It is a very competitive process. There was extensive discussion on the process. It was noted that investors are typically buying an ownership interest in a limited liability corporation (also known as an LLC) or a partnership. Mr. Caton indicated that an additional plus was that it keeps monies local. The tax credit program was started in 1986. There is risk involved. There was additional discussion. Since we weren't part of the original plan, a market study may need to be conducted to see if we meet the requirements. There's a possibility that the existing market study for the project can be amended to include justification for adding the four units in our community. There was discussion as to why we were not part of the original application. What is the next step? Item 1 the application requires a resolution of support from the governing body. Basically that means that the governing body is aware of the project and aware of its location. The location currently in consideration is zoned R1 and would need to be rezoned for multiple family. Item 2 with the belief that there would be no huge obstacle to the rezoning process the group would request a letter from the city acknowledging the need to be rezoned to multi family. The application has to be submitted by the first Friday in February of 2014.</p> <p>There was discussion regarding the availability of utilities at the proposed location. Consensus was to have Don Bryant review the utility situation and Council will review the matter further at the January 2014 Council</p>

	<p>meeting. Council member Dorthy Chikly asked if there are other locations that might provide more economic growth for the city. There was further discussion. The Mayor suggested that we invite the planning commission president and Housing Authority chair to the January Council meeting to be part of this discussion. Mr. Caton indicated that his group will ask the Council to waive upfront fees such as the building permit fee and any utility connection fees as part of the application. Mr. Osborne gave input that the project would offer lots of positives for the community.</p>
<p>SPECIAL REPORTS: JOE GREENE OSAGE WASTE: (D.2)</p>	<p>Joe Greene was present to discuss some recycling possibilities that the Mayor had asked him to look into for us.</p> <p>As far as central drop-off point goes: Joe indicated that with him being new to this and not having done it elsewhere he looked first at what a 30 yard rolloff would cost. He also found out that if items were contaminated he'd have to haul to dump and pay to dispose of those items so that was a concern for him. There was discussion. Preliminary estimates at 440 water meters he'd have to charge \$2.50 per resident per month with us continuing to bill as we do now. Joe based this on an estimate of approximately \$500 in fuel costs. This would be a single stream recycling option at a central location. The rolloff would have three covered doors on each side. The Council discussed how much usage we have and whether the community would prefer or even be interested in curbside single stream pickup. As it is this \$2.50 increase would take the monthly residential trash cost of \$15.16. Consensus of the Council was for Jim Koger to look to see if there were any grant monies available for recycling. After further discussion no action was taken. We will discuss this item further at a future Council meeting.</p>
<p>PUBLIC COMMENTS: (E)</p>	<p>There were no public comments.</p>
<p>PROJECT UPDATE: LIBRARY PROJECT: (F.1)</p>	<p>The panels are supposed to ship on December 20 if they don't pass inspection it will be delayed one week. Items that will be discussed include Hans Fischer Bill from October, pay app's 12 and 13, and the punch list. Peggy Waldman was part of this discussion. Peggy indicated that there is no master key yet. Carol Baughman described the recent discovery of roof leaks. The punch list has 13 items remaining.</p> <p>Jon Brady expressed concern that the substantial completion certificate had been signed before the Council signed off on the document. Don Schultz took responsibility but indicated he'd sought approval from the library board and LAT before signing.</p> <p>Joanne Allen (Carol Baughman) moved to sign pay app's 12 and 13. Motion carried 4 to 0.</p> <p>The additional monies to Hans Fischer were discussed next. Since the library board recommended only paying \$8496.09 at this time, Jon Brady (Dorothy Chikly) moved to follow the recommendation of the library board and authorize the \$8496.09 payment for the October bill to Hans Fischer. Motion carried 4 to 0.</p> <p>The final figures for property insurance or not in yet we hope to have them soon.</p> <p>On Saturday, December 14 the Library Board and volunteers will begin</p>

	moving things from the old gym to the new library. They plan to begin at 8 AM.
PROJECT UPDATE: ALLEY/SIDEWALK PROJECT: (F.2)	The alley work aimed to begin on Thursday, December 12. We will still need to work on Joy Schwanke's driveway and retaining wall. The Mayor asked if century link will be on-site as requested. We also need to find out if century link needs to be on-site when the work is done on Joy Schwanke's driveway and retaining wall. We hope to use some of the alley rock in between the parking spaces. Jon Brady was asked how long will the process take he did not think it was that long but wanted to make sure it wouldn't be too cold for Leo Lang to do the concrete work. Jon will be around on Friday the 13th.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES : (G.1)	2013-48-5000-01: Following discussion since there was no plan the consensus was to shut off service.  2013-40-32000-01: Following discussion Jon Brady (Joanne Allen) moved to approve the hearing request. Motion carried 4 to 0.  2013-50-79110-01: Following discussion Jon Brady (Dorothy Chikly) moved to approve the hearing request. Motion carried 4 to 0.  2013-51-157501-01: Following discussion Dorothy Chikly (Joanne Allen) moved to approve the hearing request. Motion carried 4 to 0.  2013-52-367000-04: Following discussion Joanne Allen (Dorothy Chikly) moved to approve the hearing request. Motion carried 4 to 0.
COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT- CATHY SOWERS: (H.1)	Cathy Sowers gave her Treasurer Report. There was discussion about Don Bryant working on meeting the mandate for reflective signs. There was discussion about 2013 expenses. The possibility of issuing a year-end bonus to our employees was discussed next. Following discussion, Jon Brady (Joanne Allen) moved to pay a \$200 bonus to our five full-time employees, a \$100 year-end bonus to our full-time part-time employees of which there were four, and eight \$25 year-end bonus to our two pool managers. Motion carried 4 to 0.
5 MINUTE BREAK	9: 14 PM 7 minute break. Back at 9:21.
COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH POLICE CHIEF ED HARMISON: (H.2.)	Officer Harmison gave his report. The police chief ad was placed in the Capital Journal and ran on December 8. As part of that ad package it was placed for 30 days on monster.com. The ad was also placed in the Osage County Herald Chronicle and the LKM website and Government Journal. The Mayor indicated that the additional advertising options were price prohibitive. Officer Harmison indicated that he had been ill the day of last months' meeting. Our caseload is down for the year, however yesterday was different. Officer Harmison went on to describe what happened during the standoff that occurred in the 300 block of Ash on December 10 when US marshals had attempted to serve a warrant.  Officer Harmison went on to discuss matters related to his upcoming retirement. KP&F will allow him options to maintain his insurance health insurance. It is similar to what COBRA does. He'll work to help ease the transition. Carol Baughman as liaison to the law Department along with probably one more councilmember will be part of the interview committee. Officer Harmison finished his report by complementing the



	job that Sheriff Dunn had done during the previously described standoff.
COUNCIL ACTION/DISCUSSION ITEMS: DISCUSS DUMP TRUCK ACQUISITION – DON BRYANT: (H.3)	There was nothing new to discuss regarding the dump truck acquisition. Will continue using the current truck for now.
COUNCIL ACTION/DISCUSSION ITEMS: ZITO MEDIA WHERE FROM HERE? (H.4)	Following discussion is recommended that the clerk Michael Coffman draft a letter to Zito Media concerning our franchise agreement and to possibly revisit conversations with Cox Cable and/or Century Link to gauge their possible interest.
COUNCIL ACTION/DISCUSSION ITEMS: ASSISTANT CITY CLERK APPLICATIONS: (H.5)	<p>Joanne Allen described the wealth of applications we received a response to our ad for an assistant city clerk. We've held interviews with nine applicants. Joanne presented two names from those applicants for the Council to consider. The first, Susan Meng, was a County clerk for 24 years, had considerable experience with Microsoft Word and Excel, and had previous work experiences both an executive secretary and a teller at a bank. She has excellent organizational skills. The second candidate, David Penrod, also has experience in Word and Excel. In addition David has used Microsoft PowerPoint for presentations. David has experience working within and establishing budgets from his previous work experience as both a store manager and in executive sales.</p> <p>There was some discussion about the parameters. Consensus was a 15 hour work week was desired. The Council was okay with a \$10 per hour pay rate to begin with a probation period as defined in our employee handbook.</p> <p>There was further discussion. Jim Koger was asked for input on the two candidates. Following that discussion, Dorothy Chikly (Carol Baughman) moved to make an offer to David Penrod. Motion carried 4 to 0. If possible the Council would like for David to start as soon as possible and noted that this next Monday is the beginning of the pay period.</p>
COUNCIL ACTION/DISCUSSION ITEMS: REQUEST FOR APPROVAL TO SUBMIT OUTSTANDING MUNICIPAL COURT FINES TO KS-SETOFF: (H.6)	Following discussion the consensus was for Municipal Court to utilize the Kansas set-off program.
UNFINISHED BUSINESS: RECYCLING PROGRAM/SOLID WASTE BILLING REVIEW: (I.1)	Item I.1 was discussed earlier in the meeting.
UNFINISHED BUSINESS: FURTHER DISCUSSION CONCEALED CARRY ORDINANCE: (I.2)	Item I.2 further discussion on concealed carry. Council discussed whether we would continue to vote at the grace community church or whether it would move back to the library as this might be affected by the concealed carry discussion. The clerk is to look into when the next deadline is.
OTHER UNFINISHED BUSINESS: (I.3.a)	I.3.a the ad proposal from Dan Rukes presented at the November Council meeting was discussed further. Consensus was to address things as they come up but to keep the plan for review at budget time.

OTHER UNFINISHED BUSINESS: (I.3.b)	I.3.b following discussion Dorothy Chikly (Carol Baughman) moved to accept the updated building permit application. Motion carried 4 to 0
OTHER UNFINISHED BUSINESS: (I.3.c)	I.3.c Follow-up on the flow meter at the lagoon discussion from the November Council Meeting. Consensus was to discuss this further at the January Council Meeting.
OTHER UNFINISHED BUSINESS: (I.3.d)	Other Unfinished Business: Is there any news on the drilling on the Maichel property? It is believed that the group will resume work in the next week or so.
OTHER UNFINISHED BUSINESS:	There was no other unfinished business.
NEW BUSINESS: CMB RENEWALS: (J.1)	Following discussion, Jon Brady (Dorothy Chikly) moved to approve the renewal of existing CMB licenses/Liquor License renewals. If any new requests are submitted, a special meeting will need to be called to review. Motion carried 4-0.
NEW BUSINESS: ANNEXATION OF PROPERTY BEHIND GRACE COMMUNITY CHURCH: (J.2)	J.2 Annexation of Property behind Grace Community Church Following discussion, Dorothy Chikly (Jon Brady) moved to accept the request for annexation. Motion carried 4-0.
OTHER NEW BUSINESS: (J.3)	J.3 Additional warrants There was discussion regarding the \$130.18 Property Tax bill for the area north of the City Lake Dam. We need to apply for tax exemption. We need to clarify from the County whether we need to pay before we make the application for tax exemption. Jon Brady (Dorothy Chikly) moved to authorize to pay the 1st half (\$65.09) if required prior to application. Motion carried 4-0.  The other additional warrants for consideration were as follows: Aflac \$127.90 Elk Creek Engraving \$102.75 Visa Bill \$488.66 Jon Brady (Dorothy Chikly) moved to pay the additional warrants. Motion carried 4-0.
OTHER NEW BUSINESS:	There was no other new business.
	There were no public comments.
COUNCIL MEMBER COMMENTS: (K.)	Council Member Comments: Joanne Allen indicated that the Library Foundation Play will be held on January 24th and 25th, 2014. It is a Comedy. The stage items are currently stored at the Maintenance Building. Joanne asked if the items can continue to be stored there on the stage. Consensus was to allow them to remain there until more is decided on what we will use the area for. We will want to try to keep it organized and not just a place to

	<p>accumulate piles. Carol Baughman is going to look at the condition of the chairs at the south end of the gymnasium.</p> <p>Jon Brady and Dorothy Chikly: none</p> <p>Carol Baughman updated the Council on the purchase of 7 appliances for the library paid for by donations to the Library Fund. Carol was assisted by Donna Swisher in the process.</p> <p>None from staff.</p>
<p>MAYOR'S REPORT: (L.)</p>	<p>Mayor Comments: City Hall Days is February 5th. It will coincide with the Grand Re-Opening of the Capital. Mayor Schultz will not be at the January Council Meeting as he will be at a work related conference. Mayor Schultz had participated in a recent LKM webinar about employment law. It went real well as did the recent LKM Regional Supper in Kansas City.</p>
<p>REQUEST FOR 10 MINUTE EXECUTIVE SESSION, WITH THE CLERK, TO DISCUSS PERSONNEL MATTERS OF NON-ELECTED PERSONNEL:</p>	<p>Dorothy Chikly (Joanne Allen) moved to hold a ten minutes Executive Session to discuss personnel matters of non-elected personnel. The Clerk was included in the request. Motion carried 4-0. At 10:57PM the Council, Mayor and Clerk went to Executive Session.</p> <p>At 11:09 PM the Council Meeting returned from Executive Session. The Mayor indicated that no decisions were made nor agreements reached during the Executive Session.</p>
<p>ADJOURNMENT: (M.)</p>	<p>At 11:11 PM Carol Baughman (Jon Brady) moved to adjourn. Motion carried 4-0.</p>
<p>Respectfully submitted</p> <p>Jim Koger Overbrook City Clerk APPROVED 1/8/14</p>	