

**MINUTES
COUNCIL MEETING
CITY OF OVERBROOK, OVERBROOK CITY HALL
401 MAPLE STREET
13 JANUARY 2016, 7:00 p.m.**

<p>CALL TO ORDER, ROLL CALL: (A.)</p>	<p>Mayor Don Schultz called the JANUARY 13, 2016 Council Meeting to order at 7:00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas.</p> <p>Council Members Joanne Allen, Carol Baughman, Jon Brady, Tammy Metzger, and David Penrod were present. Others present: Jim Koger, Cathy Sowers, Terry Hollingsworth, Russell Mitchell, Tyler Torneden, Don Bryant, and Meg Hawthorne.</p>
<p>APPROVAL OF AGENDA: (B.)</p>	<p>Don Schultz requested:</p> <ul style="list-style-type: none"> (1.) A 10 minute executive session at G.2. (2.) A 15 minute executive session at I.5. (3.) Item I.6. Public Works Administrator be added to the agenda (4.) Item G.6. separated from C.6. <p>Carol Baughman (Joanne Allen) Agenda approved as amended (5-0).</p>
<p>CONSENT AGENDA: (C.)</p>	
<p>MOTION, APPROVE CONSENT AGENDA: (C.1 through C.15)</p>	<ul style="list-style-type: none"> C.1. Minutes- 12/09/15 Regular Council Meeting Minutes; 1/5/16 Special Meeting with OPR Meeting Minutes C.2. Warrants C.3. Request to Shred City Documents C.4. Maintenance Department Report C.5. Animal Control Department Report C.6. City Clerk Department Report C.7. Code Compliance Report C.8. Planning Commission Report C.9. Recreation Commission Report C.10. Library Board Report Follow C.11. Housing Authority Board Report- no report C.12. Pool Report – no report C.13. Water Distribution System Report C.14. Emergency Planning Group Report- no report C.15. Report regarding Alley Project <p>Carol Baughman (Tammy Metzger) as amended (5-0).</p>
<p>SPECIAL REPORTS: (D.1)</p>	<p>Ron Bolz Insurance</p> <p>Following discussion, Council agreed to designate Ron Bolz as agent of record for the City of Overbrook's policy with EMC Insurance.</p> <p>Jon Brady (Joanne Allen), (5-0).</p>
<p>PUBLIC COMMENTS: (E.)</p>	<p>None.</p>
<p>UTILITY BILLING ACCOUNT HEARINGS: 2016: (F.)</p>	<p>Following discussion, the slate was approved as submitted.</p> <p>Jon Brady (Tammy Metzger) (5-0).</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT- CATHY SOWERS:</p>	<p>Cathy Sowers gave her report. Following discussion, no action was taken.</p>

(G.1)	
COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH POLICE CHIEF TERRY HOLLINGSWORTH: (G.2)	At 7:35 p.m. Police Chief Terry Hollingsworth requested an executive session to discuss certain matters related to security measures. Carol Baughman (Joanne Allen) (5-0). No decision were made. No action was taken. At 7:44 p.m. Council returned to regular session.
COUNCIL ACTION/DISCUSSION ITEMS: REVIEW CODE COMPLIANCE ORDINANCE: CODE OFFICER TYLER TORNEDEN (G.3)	Discussion of Ordinance 353 wording changes giving the Code Compliance Officer authority to issue citations/enforce abatements without coming before Council subject to review by attorney. David Penrod (Joanne Allen) (5-0) Motion that Code Compliance Officer be appointed “designee” in Ordinance changes. Jon Brady (David Penrod) (5-0) Motion to amend previous motion regarding new Ordinance number (to be determined). Jon Brady (Carol Baughman) (5-0)
COUNCIL ACTION/DISCUSSION ITEMS: JONES PARK EASEMENT/MOWING DISCUSSION: JON BRADY: (G.4)	No updates.
PRESENTATION OF CANDIDATE FOR ZONING ADMINISTRATOR (G.5)	The search for a part-time Zoning Administrator will be reopened with a stated salary range of \$10.00- \$12.00 per hour. Jon Brady (David Penrod) (5-0)
ZONING FEES AND RATES DISCUSSION: (H.5)	After discussion the updated zoning fees and rates were approved. Carol Baughman (Joanne Altman) (4-1, Jon Brady dissent)
COUNCIL ACTION FROM C.6: (G.6)	Resolution No. 2016-01 A resolution designating official city newspapers for the publication of legal notices, advertisements, or publications of any kind which may be required by law to be published The Osage County Herald-Chronicle is designated as such. Jon Brady (Joanne Altman) (5-0).
UNFINISHED BUSINESS: OLD GYM DISCUSSION: CAROL BAUGHMAN: (H.1)	No action taken.
UNFINISHED BUSINESS: 20 MPH LIMIT SIGNS/SPEED BUMP FOLLOW-UP: (H.2)	No action taken.

<p>UNFINISHED BUSINESS: OPR ADMIN/POOL MGR/BUDGET DISCUSSION: (H.3)</p>	<p>After discussion, no action taken.</p>
<p>UNFINISHED BUSINESS: REVIEW PROPOSED UPDATES TO EMPLOYEE MANUAL; CLOTHING ALLOWANCE: (H.4)</p>	<p>No action taken.</p>
<p>UNFINISHED BUSINESS: (H.5)</p>	<p>See G.5.</p>
<p>UNFINISHED BUSINESS:SCHOOL ZONE LIGHTS: (H.6)</p>	<p>No action taken.</p>
<p>OTHER UNFINISHED BUSINESS: (H.7)</p>	<p>None.</p>
<p>NEW BUSINESS: REVIEW OF LKM 2016 LEGISLATIVE PREVIEW WEBINAR: DON SCHULTZ: (I.1)</p>	<p>Discussion. No action taken.</p>
<p>NEW BUSINESS: OSAGE COUNTY HERALD-CHRONICLE OVERBROOK BUSINESS REVIEW AD: (I.2)</p>	<p>No action taken.</p>
<p>NEW BUSINESS: APPANOOSE PTO REQUEST FOR DONATION: (I.3)</p>	<p>Overbrook will donate one family pool pass. Jon Brady (David Penrod) (5-0)</p>
<p>NEW BUSINESS: DISCUSS HAVING STORM WATER SYSTEM VIDEO TAPED: (I.4)</p>	<p>Motion was made to video tape the storm water system and limit the cost to \$750.00. David Penrod (Jon Brady) (5-0)</p>
<p>OTHER NEW BUSINESS: EXECUTIVE SESSION: DON SCHULTZ: (I.5)</p>	<p>At 9: 54 p.m. Mayor Don Schultz requested a 15 minute executive session to discuss personnel matters of non-elected personnel. David Penrod (Jon Brady) (5-0) At 10:02 p.m. Council returned to regular session. No decisions were reached. No action taken.</p>
<p>OTHER NEW BUSINESS: PUBLIC WORKS DIRECTOR: (I.6)</p>	<p>Motion to advertise for a full-time maintenance position with stated requirements and a salary range of \$16.00- 17.50 per hour. Carol Baughman (Joanne Allen) (4-1, Jon Brady dissent)</p>

	<p>Second motion to increase Don Bryant’s hourly wage rate to \$20.00 per hour, effective immediately. Upon the hire of a new maintenance employee, that wage rate will increase to \$21.87 per hour.</p> <p>David Penrod (Joanne Allen) (5-0)</p>
<p>COUNCIL MEMBER COMMENTS: (J.)</p>	<p>Council Member David Penrod encouraged everyone to submit agenda items in a timely fashion.</p>
<p>MAYOR’S REPORT: (K.)</p>	<p>27 January is Global Government Day in Topeka.</p>
<p>ADJOURNMENT: (M.)</p>	<p>At 10:30 p.m. motion was made to adjourn.</p> <p>David Penrod (Joanne Allen) (5-0)</p>
<p>Respectfully submitted,</p> <p>Meg Hawthorne Overbrook Assistant City Clerk: APPROVED: 2/10/16</p>	

**MINUTES
COUNCIL MEETING
CITY OF OVERBROOK, OVERBROOK CITY HALL
401 MAPLE STREET
10 February 2016, 7:00 p.m.**

CALL TO ORDER, ROLL CALL:	Mayor Don Schultz called the February 10, 2016 Council Meeting to order at 7:00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas.
(A)	Council Members Joanne Allen, Carol Baughman, Jon Brady, Tammy Metzger, and David Penrod were present. Others present: Jim Koger, Cathy Sowers, Terry Hollingsworth, Russell Mitchell, Tyler Torneden, Don Bryant, and Meg Hawthorne.
APPROVAL OF AGENDA: (B)	Items added to the agenda: D.1. Cameron Davis- drainage issues at 301 Devon 1.4. Discussion of Council Packets Carol Baughman (Tammy Metzger) approved as amended (5-0).
CONSENT AGENDA: (C)	
MOTION, APPROVE CONSENT AGENDA: (C.1 through C.16)	<ul style="list-style-type: none"> C.1 Minutes- 1/13/16 Regular Council Meeting Minutes C.2 Warrants C.3 Request to Shred City Documents C.4 Maintenance Department Report C.5 Animal Control Department Report C.6 City Clerk Department Report C.7 Code Compliance Report C.8 Planning Commission Report C.9 Recreation Commission Report C.10 Library Board Report Follow C.11 Housing Authority Board Report C.12 Pool Report C.13 Water Distribution System Report C.14 Emergency Planning Group Report C.15 Report regarding Alley Project C.16 Sign 2016 Annual LWCF O&M Assurance Statement <p>Carol Baughman (Joanne Allen) as amended (5-0)</p>
SPECIAL REPORTS: (D.1)	Cameron Davis, 301 Devon Discussion of drainage issues. No action taken
PUBLIC COMMENTS: (E)	None.
UTILITY BILLING ACCOUNT HEARINGS: 2016: (F)	Following discussion, the slate was approved as submitted. Jon Brady (Tammy Metzger) (5-0).
COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT- CATHY SOWERS: (G.1)	Cathy Sowers gave her report. Following discussion, no action was taken.
COUNCIL ACTION/DISCUSSION ITEMS:	Council approved a request to purchase three body cameras and two tasers for the Overbrook Police Department at a cost of just above \$3000.00.

DISCUSSION WITH POLICE CHIEF TERRY HOLLINGSWORTH: (0.2)	Carol Baughman (Joanne Allen) (5-0).
COUNCIL ACTION/DISCUSSION ITEMS: REVIEW CODE COMPLIANCE ORDINANCE: CODE OFFICER TYLER TORNEDEN (G.3)	No action was taken.
COUNCIL ACTION/DISCUSSION ITEMS: JONES PARK EASEMENT DISCUSSION: JON BRADY: (G.4)	Discussion of property transfer and easements. No action taken.
DISCUSSION OF WELL REPAIR FROM WATER DISTRIBUTION SYSTEM REPORT: DON BRYANT: (G.5)	No action was taken.
DISCUSSION OF MAINTENANCE WORKER POSITION FROM MAINTENANCE REPORT: (G.6)	No action was taken.
DISCUSSION OF DRAFT ELECTION CHARTER ORDINANCE FROM CITY CLERK REPORT: (G.7)	Decision to accept change of election date from April to November. Jon Brady (David Penrod) (5-0)
DISCUSSION OF DRAFT ORDINANCE #386: (G.8)	Motion to approve. Carol Baughman (Tammy Metzger) (4-0). Jon Brady abstained.
ADDRESS REQUEST TO MAKE ON-CALL ENGINEERING PRESENTATION AT MARCH MEETING: (G.9)	No action.
REQUEST(S) TO ATTEND. KWRA CONFERENCE/HOTEL ACCOMODATIONS: (G.10)	Don Bryant, Dan Gamblin, and the new City maintenance employee will attend the conference 29-31 March 2016 in Wichita, KS. Jon Brady (Joanne Allen) (5-0)
REQUEST(S) TO ATTEND CCMFOA CONFERENCE/HOTEL ACCOMODATIONS: (G.11)	Jim Koger will attend the conference 15-18 March 2016 in Wichita, KS. Jon Brady (Joanne Allen) (5-0)
REVIEW DRAFT CODIFICATION/ADDRESS QUESTIONS FROM CITYCODE:	Discussion of forming a working committee to address questions from Citycode.

(G.12)	
REVIEW FOR APPROVAL DRAFT ON-CALL EMERGENCY SERVICES AGREEMENT WITH A-1 RENTAL: JOANNE ALLEN•	Approved.
(G.13)	Carol Baughman (Tammy Metzger) (5-0).
UNFINISHED BUSINESS: OLD GYM DISCUSSION: CAROL BAUGHMAN: (11-1)	No action taken.
UNFINISHED BUSINESS: 20 MPH LIMIT SIGNS/SPEED BUMP FOLLOW-UP: (H.2)	No action taken.
UNFINISHED BUSINESS: OPR ADMIN/POOL MGR/BUDGET DISCUSSION: (1-1.3)	After discussion, no action taken.
UNFINISHED BUSINESS: REVIEW PROPOSED UPDATES TO EMPLOYEE MANUAL; CLOTHING ALLOWANCE, COMP TIME: (R4)	Following discussion, there was a motion to allow a \$600.00 clothing allowance per maintenance employee. Joanne Allen (Carol Baughman) (5-0).
UNFINISHED BUSINESS:SCHOOL ZONE LIGHTS: (115)	No action taken.
OTHER UNFINISHED BUSINESS: (R6)	None.
NEW BUSINESS: NAME DELEGATE AND ALTERNATE DELEGATE KRWA ANNUAL BUSINESS MEETING: (I.1)	Don Bryant and Dan Gamblin were named. Consensus.
NEW BUSINESS:REQUEST FOR A DONATION SFT	The City will donate one City Pool Pass to be part of a gift basket in the silent auction.
ATTENDANCE CENTER PTO: (1.2)	Jon Brady (Joanne Allen) (5-0).
NEW BUSINESS: CITY SPONSORSHIP OF FAIR BOARD RODEO: (I.3)	Motion: City sponsorship of the event at the \$300.00 level. Jon Brady (Tammy Metzger) (3/2- Carol Baughman, David Penrod opposed) Motion to rescind the previous motion: David Penrod (Carol Baughman) (4-1- Jon Brady opposed) Motion that the City be named a sponsor in exchange for police coverage of the event: Tammy Metzger (Joanne Allen) (5-0).

MINUTES February 10,2016

<p>NEW BUSINESS: DISCUSSION OF CITY COUNCIL PACKETS: (I.4)</p>	<p>No action.</p>
<p>COUNCIL MEMBER COMMENTS: (J.)</p>	<p>None.</p>
<p>0\$<25161115(3257 <input type="checkbox"/> (K)</p>	<p>None.</p>
<p>ADJOURNMENT: (M.)</p>	<p>At 10:00 p.m. motion was made to adjourn. Carol Baughman (Joanne Allen) (5-0)</p>
<p>Respectfully submitted, Meg Hawthorne Overbrook Assistant City Clerk: APPROVED: 03/09/2016</p>	

**MINUTES
COUNCIL MEETING
CITY OF OVERBROOK, OVERBROOK CITY HALL
401 MAPLE STREET
9 March 2016, 7:00 p.m.**

<p>CALL TO ORDER, ROLL CALL: (A.)</p>	<p>Mayor Don Schultz called the September 14, 2016 Council Meeting to order at 7:00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas.</p> <p>Council Members Joanne Allen, Carol Baughman, Jon Brady, Tammy Metzger, and David Penrod were present. Others present: Jim Koger, Cathy Sowers, Terry Hollingsworth, Russell Mitchell, Tyler Torneden, and Don Bryant.</p>
<p>APPROVAL OF AGENDA: (B.)</p>	<p>Carol Baughman (Joanne Allen) (5-0).</p>
<p>CONSENT AGENDA: (C.)</p>	
<p>MOTION, APPROVE CONSENT AGENDA: (C.1 through C.16)</p>	<p>C.1. Minutes- 8/10/16 Regular Council Meeting Minutes C.2. Warrants C.3. Request to Shred City Documents C.4. Maintenance Department Report C.5. Animal Control Department Report C.6. City Clerk Department Report C.7. Code Compliance Report C.8. Planning Commission Report C.9. Recreation Commission Report C.10. Library Board Report Follow C.11. Housing Authority Board Report- moved to G.10 C.12. Pool Report C.13. Water Distribution System Report C.14. Emergency Planning Group Report C.15. Report regarding Alley Project C.16. April Fair Housing Month Proclamation</p> <p>Carol Baughman (Joanne Allen) as amended (5-0).</p>
<p>SPECIAL REPORTS: VICTOR BURKS OF SHAFER, KLINE, AND WARREN ENGINEERING AND CONSULTING SERVICES (D.1)</p>	<p>Discussion of on-call services agreement.</p> <p>No action taken.</p>
<p>SPECIAL REPORTS: DARRIN JONES: FISHING TOURNAMENT (D.2)</p>	<p>Proposal to hold fishing tournament at Overbrook City Lake on 21 May 2016.</p> <p>Carol Baughman (Tammy Metzger) (5-0)</p>
<p>PUBLIC COMMENTS: (E.)</p>	<p>None.</p>
<p>UTILITY BILLING ACCOUNT HEARINGS: 2016: (F.)</p>	<p>Discussion. No action.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT- CATHY SOWERS:</p>	<p>Cathy Sowers gave her report. Following discussion, no action was taken.</p>

(G.1)	
DISCUSS PROCESS FOR CLOTHING ALLOWANCE APPROVED LAST MONTH: (G.1.a)	No action.
NEW BUSINESS: PROPERTY INSURANCE RENEWAL: RON BOLZ: (I.1)	Motion to accept EMC Insurance proposal and renew policy. Tammy Metzger (Joanne Allen) (5-0)
COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH POLICE CHIEF TERRY HOLLINGSWORTH: (G.2)	No action.
REQUEST TO ATTEND KACP CONFERENCE/ACCOMODATIONS: (G.2.a)	No action.
COUNCIL ACTION/DISCUSSION ITEMS: REVIEW CODE COMPLIANCE ORDINANCE: CODE OFFICER TYLER TORNEDEN (G.3)	No action.
COUNCIL ACTION/DISCUSSION ITEMS: JONES PARK EASEMENT DISCUSSION: JON BRADY: (G.4)	Discussion of property transfer and easements. Motion to obtain a survey to clarify easements. David Penrod (Joanne Allen) (5-0)
DISCUSSION OF WATER MAIN REPLACEMENTS ON ELM BETWEEN MARKET AND ASH: DON BRYANT: (G.9)	Following discussion, motion to proceed immediately with replacement of water main on one block of Elm Street. Joanne Allen (Carol Baughman) (5-0)
DISCUSSION OF MAINTENANCE WORKER POSITION FROM MAINTENANCE REPORT: (G.5)	Consensus to offer the position to Karl Umscheid.
OPERATION RED FOLDER DISCUSSION: RUSSELL MITCHELL: (G.6)	Request for \$100.00 sponsorship from City. Carol Baughman (Joanne Allen) (3-2: David Penrod, Jon Brady)
REVIEW DRAFT CODIFICATION/ADDRESS QUESTIONS FROM CITYCODE: (G.7)	No report. No action.
DISCUSS OPTIONS FOR IMPROVING COULCIL MEETING	No action.

EFFICIENCY INCLUDING POSSIBLE COUNCIL USE OF iPADS: (G.8)	
HOUSING AUTHORITY DISCUSSION: DON BRYANT: (G.10)	No action.
UNFINISHED BUSINESS: OLD GYM DISCUSSION: CAROL BAUGHMAN: (H.1)	No action taken.
UNFINISHED BUSINESS: 20 MPH LIMIT SIGNS/SPEED BUMP FOLLOW-UP: TERRY HOLLINGSWORTH: (H.2)	No action taken.
UNFINISHED BUSINESS: OPR ADMIN/POOL MGR/BUDGET DISCUSSION: (H.3)	Motion to offer the OPR Manager Position to Melissa Jeanneret at pay rate of \$12.00/hr. David Penrod (Tammy Metzger) (5-0).
UNFINISHED BUSINESS: (H.4)	
ZONING ADMINISTRATION APPLICANT DISCUSSION: (H.4.a)	Motion to hire Tyler Torneden as part-time Zoning Administrator at pay rate \$10.50/hr. Jon Brady (David Penrod) (5-0)
NEW BUSINESS: (I.1)	
NEW BUSINESS: VACATING SIDEWALK EASEMENT LOTS 15 AND 16 MEADOWBROOK SUBDIVISION: (I.2)	No action.
NEW BUSINESS: 2016 WASTE TIRE GRANT APPLICATION: (I.3)	No action.
NEW BUSINESS:REVIEW UPDATE TO OVERBROOK INFORMATIONAL PACKET: (I.4)	No action.

MUNICIPAL COURT CLERK CONFERENCE FRIDAY, APRIL 1, JUNCTION CITY: (I.5)	Consensus approval.
OTHER NEW BUSINESS: (I.6)	
ALLEY DISCUSSION: (I.6.b)	No action.
WEST FRANKLIN MIDDLE SCHOOL PTO REQUEST FOR ONE FAMILY POOL PASS TO BE DONATED FOR SILENT AUCTION: (I.6.b)	Motion to approve. Jon Brady (Tammy Metzger) (4-1: David Penrod)
COUNCIL MEMBER COMMENTS: (J.)	None.
MAYOR’S REPORT: (K.)	Legislative Update
ADJOURNMENT: (M.)	Motion to adjourn. 10:55 P.M. Carol Baughman (Joanne Allen) (5-1)
Respectfully submitted, Meg Hawthorne Overbrook Assistant City Clerk: APPROVED: 4/13/16	

**MINUTES
COUNCIL MEETING
CITY OF OVERBROOK, OVERBROOK CITY HALL
401 MAPLE STREET
13 APRIL 2016**

<p>CALL TO ORDER, ROLL CALL: (A.)</p>	<p>Mayor Don Schultz called the SEPTEMBER 9, 2015 Council Meeting to order at 7:00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas.</p> <p>Present: Mayor Don Schultz, Council Members Joanne Allen, Carol Baughman, Jon Brady, Tammy Metzger, David Penrod. Others present: Jim Koger, Cathy Sowers, Russell Mitchell, Tyler Torneden, and Meg Hawthorne.</p>
<p>APPROVAL OF AGENDA: (B)</p>	<p>C.10 Emergency Planning Group moved to G.10 in Council Action/Discussion Items Carol Baughman (Tammy Metzger) – Agenda approved as amended. (5-0)</p>
<p>CONSENT AGENDA: (C)</p>	
<p>MOTION, APPROVE CONSENT AGENDA: (C.1 through C.14)</p>	<p>C.1. Minutes- 03/09/16 Regular Council Meeting Minutes C.2. Warrants C.3. Request to Shred City Documents C.4. Animal Control Report C.5. Planning Commission Report C.6. Parks and Recreation Report C.7. Library Board Report C.8. Housing Authority Report C.9. Water Distribution Report C.10. Emergency Planning Group Report</p> <p>Motion to approve: Carol Baughman (Joanne Allen) Approved as amended. (5-0)</p>
<p>SPECIAL REPORTS: (D.1- D.2)</p>	<p>D.1 Sheila Dale- discuss grant opportunities (absent) D.2 Dan Rukes- discuss special edition of <i>Osage County Herald-Chronicle</i> special edition D.3 Luke Lang- discuss upcoming events at Overbrook Fairgrounds (absent) Kalyn Fordemwalt gave the report D.4 Senator Anthony Hensley and Ann Mah D.5 Army Band and Fireworks at Brookside- Susan Averill -Motion to approve fireworks display pending approval of permit. Jon Brady (David Penrod) (5-0)</p>
<p>PUBLIC COMMENTS: (E.)</p>	<p>None.</p>
<p>UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES 2016: (F.)</p>	<p>Motion to approve five of six payment proposals. One proposal amended in order to pay balance in less than four months (by July). Jon Brady (Joanne Allen) (4-1, David Penrod)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT- CATHY SOWERS: (G.1)</p>	<p>Following discussion, no action was taken.</p>

<p>COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH POLICE CHIEF TERRY HOLLINGSWORTH: (G.2)</p>	<p>Chief Hollingsworth was absent. Officer Russell Mitchell gave the report.</p> <p>No action taken.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION TO INCLUDE ADDITIONAL INFORMATION ABOUT ALLEYS: CODE OFFICER TYLER TORNEDEN: (G.3)</p>	<p>Discussion. No action.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH ZONING ADMINISTRATOR: TYLER TORNEDEN: (G.4)</p>	<p>Discussion. No action.</p>
<p>MAINTENANCE DEPARTMENT REPORT: DON BRYANT: (G.5)</p>	<p>Discussion. No action.</p>
<p>BREAK</p>	<p>8:52 P.M.- 9:00 P.M.</p>
<p>CITY CLERK REPORT: JIM KOGER (G.6)</p>	<p>Discussion. No action taken.</p>
<p>JONES PARK EASEMENT PROJECT AND ALLEY PROJECT DISCUSSION: JON BRADY: (G.7)</p>	<p>After discussion, motion to approve project based upon proposed \$20,000.00 budget.</p> <p>Carol Baughman (Joanne Allen) (5-0)</p>
<p>REVIEW OF DRAFT CODIFICATION/ADDRESS QUESTIONS FROM CITYCODE: JIM KOGER: (G:8)</p>	<p>No action taken.</p>
<p>DISCUSSION OF PARKS AND RECREATION EXPENSES: (G.9)</p>	<p>Discussion. No action taken.</p>
<p>EMERGENCY PLANNING GROUP: JOANNE ALLEN: (G:10)</p>	<p>Discussion of rental costs of porta-potties for First Responders Showcase. Motion to approve police department spending. Jon Brady (Tammy Metzger) (5-0)</p> <p>There was discussion of Police Department and Fire Department sharing the cost.</p> <p>No action taken.</p>

UNFINISHED BUSINESS: OLD GYM DISCUSSION: CAROL BAUGHMAN: (H.1)	Discussion. No action.
UNFINISHED BUSINESS: 20 mph LIMIT SIGNS/SPEED BUMP FOLLOW-UP: TERRY HOLLINGSWORTH: (H.2)	Russell Mitchell led the discussion. No action taken.
UNFINISHED BUSINESS: TEMPORARY REPEAL OF SECTION 2 OF ORDINANCE #279 FOR FISHING TOURNAMENT: (H.3)	Motion to approve. David Penrod (Tammy Metzger) (5-0)
UNFINISHED BUSINESS: OTHER UNFINISHED BUSINESS: (H.4)	None.
NEW BUSINESS:BCBS HEALTH INSURANCE: (I.1)	Discussion. Motion to approve rate increase. Carol Baughman (Joanne Allen) (5-0)
NEW BUSINESS: RESOLUTION TO RECOGNIZE OSAGE COUNTY BURN BANS AND RED FLAG WARNINGS WITHIN OVERBROOK CITY LIMITS: (I.2)	Following discussion, the motion passed. Jon Brady (Joann Allen) (5-0)
NEW BUSINESS: SFT BAND 5K: (I.3)	No action taken.
NEW BUSINESS: DISCUSSION OF ELECTION CHARTER ORDINANCE: (I.4)	Following discussion, motion was made that Overbrook elections will be non-partisan. David Penrod (Tammy Metzger) (5-0)
NEW BUSINESS: PROPOSED ATV,UTV ORDINANCE: (I.5)	Discussion. No action taken.
OTHER NEW BUSINESS:WESTAR FRANCHISE FEE: (I.6.a)	Motion to request meetings with three utility franchise holders to discuss/update franchise fees. David Penrod (Joanne Allen) (5-0)
OTHER NEW BUSINESS: CITY-COUNTY CONNECTING LINKS: (I.6.b)	Not approved. David Penrod (Joanne Allen) (5-0)
COUNCIL MEMBER COMMENTS: (J.)	None.

MAYOR’S REPORT: (K.)	
ADJOURNMENT: (M.)	Mayor Don Schultz called for a motion to adjourn at P.M.
Respectfully submitted, Meg Hawthorne Overbrook Assistant City Clerk Approved: May 11, 2016	

**MINUTES
COUNCIL MEETING
CITY OF OVERBROOK, OVERBROOK CITY HALL
401 MAPLE STREET
May 11, 2016**

<p>CALL TO ORDER, ROLL CALL: (A)</p>	<p>Mayor Don Schultz called the May 11, 2016 Council Meeting to order at 7:00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas.</p> <p>Present: Mayor Don Schultz, Council Members Joanne Allen, Carol Baughman, Jon Brady, and Tammy Metzger. David Penrod was absent. Others present: Jim Koger, Cathy Sowers, Russell Mitchell, and Tyler Torneden.</p>
<p>APPROVAL OF AGENDA: (B)</p>	<p>Following discussion, there was a recommendation to add the following: Item H.5 Bios for Board Appointments, Items I.2.a, I.2.b, and I.2.c Auditor Jim Long recommendations</p> <p>Carol Baughman (Joanne Allen) moved to approve Agenda as amended. (4-0).</p>
<p>CONSENT AGENDA: (C)</p>	<p>There was discussion about the warrants for Office Depot and National Sign. No changes were made.</p>
<p>MOTION, APPROVE CONSENT AGENDA: (C.1 through C.9)</p>	<p>C.1 Minutes- 04/13/16 Regular Council Meeting Minutes C.2 Warrants C.3 Request to Shred City Documents C.4 Animal Control Report C.5 Planning Commission Report C.6 Library Board Report C.7 Housing Authority Report C.8 Water Distribution Report C.9 Emergency Planning Group Report</p> <p>Motion to approve: Carol Baughman (Tammy Metzger) Approved as presented. (4-0)</p>
<p>SPECIAL REPORTS: (D)</p>	<p>D.1 Mack and Geneva Dibble were here to discuss a drainage issue at their property at 108 Ash. Gayle Warren and Tom Lane also spoke on behalf of the Dibbles. There was once a drainage ditch running north and south on the east end of the lots on that side of Ash Street. The Dibble's believe the property to the north of 108 Ash has altered that ditch thus causing the water to drain further west before heading south where it hits the middle of the lots and, in this most recent case, flooded the Dibble's basement There was lengthy discussion. Clerk is to research the plat and easements.</p> <p>Roger Harmon was here to be part of the ATV/UTV Ordinance discussion.</p> <p>Bob Klingler will be part of the OPR discussion at G.9.</p>
<p>PUBLIC COMMENTS: (E)</p>	<p>None.</p>
<p>UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES 2016: (F)</p>	<p>Following discussion, Jon Brady (Joanne Allen) moved to approve the hearing requests. There was further discussion to clarify no action would be taken on #62013. Motion carried 4-0.</p>

<p>COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT- CATHY SOWERS: (G.1)</p>	<p>Cathy Sowers gave her report. Following discussion, no action was taken. Carol Baughman (Tammy Metzger) moved to approve Cathy's report as presented. Motion carried 4-0.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH POLICE CHIEF TERRY HOLLINGSWORTH: (G.2)</p>	<p>Chief Hollingsworth was absent. Officer Russell Mitchell gave the report. There was discussion. Jon Brady gave contact information on a company that provides security cameras.</p> <p>The Radar Trailer will be re-charged and moved soon, possibly to Western Heights.</p> <p>The First Responder Showcase will be a fun filled day for all. Everyone is invited to come check things out. The Fire Department is planning a fund raiser for a local youth as well.</p> <p>No further action was taken.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH CODE OFFICER TYLER TORNEDEN: (G.3)</p>	<p>Code Officer Tyler Torneden gave his report. There was discussion. Six citations have been issued recently. Jon Brady had a question about a garage door at a property. No further action was taken.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH ZONING ADMINISTRATOR: TYLER TORNEDEN: (G.4)</p>	<p>Zoning Administrator Tyler Torneden gave his report. There was lengthy discussion. When the KDOT TEAP study is done (it begins in September), Council hopes to get some input regarding the need for a crosswalk, sidewalks and/or turn lanes at the intersection as well as input on the school crossing light for westbound traffic on US Highway 56. Jon Brady stressed the importance of getting the developer to share in the cost of infrastructure improvements required by a proposed development. No further action was taken.</p>
<p>MAINTENANCE DEPARTMENT REPORT: DON BRYANT: (G.5)</p>	<p>Don Bryant gave his report. There was discussion about where his department was budget-wise. The recent rains have led to a significant amount of I&I in our sewer system resulting in a possible short change of our lagoon's 120-day detention design. Don was going to check the east lift station as soon as he left the meeting.</p> <p>Don reported that he is very happy with new hire Karl Umscheid. Don and Jim Koger will follow-up on the reimbursement from Mike Mantle's firm.</p>
<p>CITY CLERK REPORT: JIM KOGER (G.6)</p>	<p>Jim Koger gave his report.</p>
<p>DISCUSS WATER USE REPORT PENALTY FOR LATE REPORTING: (G.6.a)</p>	<p>Following discussion, Jim Koger is to place a copy of this letter in his personnel file.</p>
<p>DISCUSS STAFFING NEEDS AT CITY HALL: (G.6.b)</p>	<p>There was discussion. No action taken.</p>
<p>REQUEST FOR EXECUTIVE SESSION:</p>	<p>Carol Baughman (Joanne Allen) moved told hold a 10-minute Executive Session to discuss personnel matters of non-elected personnel. Request was</p>

	granted and the Council, Mayor, and Clerk entered Executive Session at 8:11PM.
RETURN FROM EXECUTIVE SESSION:	At 8:21PM the meeting returned from Executive Session in to Open Session. No decisions were made nor were any actions taken during the Executive Session.
BREAK 8:25 P.M.- 8:30 P.M.	
JONES PARK EASEMENT PROJECT AND ALLEY PROJECT DISCUSSION: JON BRADY: (G.7)	Jon Brady indicated that he should be able to meet with the surveyor soon. He needs the surveying so the easements can be written. There was discussion on the alley project but no further action was taken.
REVIEW OF DRAFT CODIFICATION/ADDRESS QUESTIONS FROM CITYCODE: JIM KOGER: (G:8)	The meeting proposed for May 19 th will not work. Will try to get a different time set and discuss more next meeting.
DISCUSSION OF PARKS AND RECREATION EXPENSES AND POOL REPORT: (G.9)	Melissa Jeanneret gave her report. There was discussion about what was still needed to be done before the pool opened on the 28th. Emergency protocol was discussed next. There was additional discussion about the summer ball programs. No action was taken. Bob Klingler asked the Council to have the Clerk look in to how appointments to the various City Boards were made. He'd like to see the steps involved. Jim Koger is to work on this. Bob also asked about cleaning the Overbrook stone near the City Pool. Mayor Schultz will contact Keith Middlemas about how to do this.
UNFINISHED BUSINESS: OLD GYM DISCUSSION: CAROL BAUGHMAN: (H.1)	Carol Baughman presented estimate information. There was discussion but no action taken.
UNFINISHED BUSINESS: 20 mph LIMIT SIGNS/SPEED BUMP FOLLOW-UP: TERRY HOLLINGSWORTH: (H.2)	Police Officer Russell Mitchell led the discussion. No action taken. Item will be discussed further at the June Council Meeting.
UNFINISHED BUSINESS: FURTHER DISCUSSION OF ATV, UTV ORDINANCE: (H.3)	Police Officer Russell Mitchell led the discussion. There was lengthy discussion including input from area residents Roger Harmon, Jagger Swisher, and Adam Craig. Joanne Allen (Carol Baughman) moved to approve the Ordinance as written. There was additional discussion about the process, the 9PM limit, and the loud exhausts. It was verified that the application would be submitted to City Hall and processed by the Police Department. The motion ended with a 2-2 vote (Brady, Metzger), Mayor Schultz broke the tie by voting NO. Mayor Schultz that the Ordinance needed to be refined a little more and asked that we review it further next month. Here are some of the items that might need further discussion: What do we gain by permitting?

	<p>Why not just enforce what we already have (Ord #304)? How late can someone ride? How will this affect out of town riders? Who will conduct the inspection? Loud noise a potential issue. Some of the benefits noted were as follows:</p> <p>Will help with after dark and noise enforcement. Permit helps track stolen vehicles.</p>
<p>UNFINISHED BUSINESS: FINALIZE OSAGE COUNTY HERALD-CHRONICLE GUIDE AD: (H.4)</p>	<p>There was discussion. Consensus was to work on this and change pictures and possibly the design. A picture of the Veteran's Memorial with the lake behind it would be a great addition. The Mayor asked Melissa Jeanneret to tinker with a design. We will discuss this further in June.</p>
<p>OTHER UNFINISHED BUSINESS: (H.5)</p>	<p>Mayor Schultz presented biographies for three candidates for vacant City Board positions. Following discussion, Jon Brady (Tammy Metzger) moved to approve the appointment of Bob Buffum to the Overbrook Housing Authority (replacing seat vacated by Cliff O'Bryhim), Wade Sisson to the Overbrook Library Board (replacing Marni Penrod- who had completed her maximum number of years on the Board), and Alex Dahl to the Overbrook Park and Rec Board (replacing seat vacated by J.A. Cordts). Motion carried 4-0. The Council thanked those who had served and expressed appreciation towards those that agreed to serve on these City Boards.</p> <p>There was no other unfinished business.</p>
<p>NEW BUSINESS: KANSAS ONE-CALL VOTING PROXY: (I.1)</p>	<p>Following discussion, Jon Brady (Joanne Allen) moved to approve the signing of the voting proxy. Motion carried 4-0.</p>
<p>OTHER NEW BUSINESS: RESOLUTIONS TO PASS A GAAP WAIVER FOR 2014, 2015 AND 2016: (I.2.a)</p>	<p>Following discussion, Joanne Allen (Carol Baughman) moved to approve all 3 resolutions. Motion carried 4-0.</p>
<p>OTHER NEW BUSINESS: CONSIDER APPROVING DEPARTMENT HEAD REPORTS: (I.2.b)</p>	<p>Following discussion, consensus was to do this as suggested by our Auditor, Jim Long, during his May 4th visit.</p>
<p>OTHER NEW BUSINESS: CHECKLISTS TO HELP CATCH FRAUD: (I.2.c)</p>	<p>The clerk distributed copies of two worksheets that identify things to look for by a governing body or supervisor to help detect Fraud. No action was necessary.</p>
<p>OTHER NEW BUSINESS: (I.2.d)</p>	<p>There was no other unfinished business.</p>
<p>COUNCIL MEMBER COMMENTS: (J)</p>	<p>Joanne Allen: Porta Potties will be delivered on Thursday, May 12th for the First Responders Showcase. Friday evening is setup. The Flag Ceremony will be at noon on Saturday complete with one of Joanne's favorite poems.</p> <p>Jon Brady: With all the recent rains hope that the vehicles and other equipment are cognizant of the mud at Jones Park when they set up for the Showcase. In particular, it gets really wet near the third diamond.</p>

	Tammy Metzger, Carol Baughman: None.
MAYOR'S REPORT: (K)	Mayor Schultz indicated that he would like to discuss Franchise Fees at the June Council Meeting. He thought the cash discussion was good information. We need to continue working on getting the materials submitted promptly with a hard and fast deadline.
ADJOURNMENT: (M)	Mayor Don Schultz called for a motion to adjourn at 10:42 P.M. Jon Brady (Joanne Allen) obliged. Motion carried 4-0.
Respectfully submitted, Jim Koger Overbrook City Clerk Approved: June 8, 2016	

**MINUTES
COUNCIL MEETING
CITY OF OVERBROOK, OVERBROOK CITY HALL
401 MAPLE STREET
June 8, 2016**

<p>CALL TO ORDER, ROLL CALL: (A)</p>	<p>Mayor Don Schultz called the June 8, 2016 Council Meeting to order at 7:00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas.</p> <p>Present: Mayor Don Schultz, Council Members Joanne Allen, Carol Baughman, Jon Brady, David Penrod and Tammy Metzger. Others present: Jim Koger, Cathy Sowers, Don Bryant, Terry Hollingsworth, and Tyler Torneden.</p>
<p>APPROVAL OF AGENDA: (B)</p>	<p>Following discussion, there was a recommendation to add the following: Item D.3 Lynn Drake water drainage, D.4 Mike Coffman an Executive Session, and Melissa Jeanneret will be here after 8:30PM.</p> <p>Carol Baughman (Joanne Allen) moved to approve Agenda as amended. (5-0).</p>
<p>CONSENT AGENDA: (C)</p>	<p>There was discussion. Carol Baughman (Joanne Allen) moved to shift the Housing Report to item G.11. Motion carried 5-0.</p>
<p>SPECIAL REPORTS: (D)</p>	<p>D.1 Gregory Rickel was in attendance to ask the Council if he could have a series of street ministry events at Jones Park. There was discussion. Mr. Rickel does not take a collection. The three proposed dates were Saturday, June 18th from 4PM-5:30PM, Saturday, July 16th from 4PM to 5:30PM, and Saturday, August 27th from 4PM to 5:30PM. Carol Baughman (Tammy Metzger) moved to approve following the completion of a signed vendor release form. Mr. Rickel completed the form. Motion carried 5-0.</p> <p>D.2 Martha from Meals on Wheels did not wind up attending the meeting.</p> <p>D.3 Lynn Drake was in attendance to discuss water drainage issues. Following discussion, consensus was for Don Bryant to investigate and formulate a plan for improving drainage at the location. We will follow-up at next meeting.</p> <p>D.4 Carol Baughman (Joanne Allen) moved to hold a 15 minute Executive Session with City Attorney Michael Coffman to discuss personal matters of non-elected personnel. Police Chief Terry Hollingsworth and City Clerk Jim Koger were invited to attend. Motion carried 5-0. At 7:33PM the meeting exited to Executive Session.</p> <p>At 7:48PM the meeting returned from Executive Session. No actions were taken nor were any decisions made during the Executive Session.</p>
<p>PUBLIC COMMENTS: (E)</p>	<p>None.</p>
<p>UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES 2016: (F)</p>	<p>Following discussion, Jon Brady (Tammy Metzger) moved to approve the 3 hearing requests to pay by the 10th. We are to move forward with the next step on the 4th item as non-payment of the agreed upon amount has occurred. Motion carried 5-0.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT- CATHY SOWERS:</p>	<p>Cathy Sowers gave her report. Following discussion, no action was taken. Joanne Allen (Carol Baughman) moved to approve Cathy's report as presented. Motion carried 5-0.</p>

(G.1)	
COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH POLICE CHIEF TERRY HOLLINGSWORTH: (G.2)	Chief Hollingsworth gave his report. Officer Tyler Torneden presented some donated surveillance equipment. There was a great turnout at the Emergency Responders Showcase. No further action was taken.
COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH CODE OFFICER TYLER TORNEDEN: (G.3)	Code Officer Tyler Torneden gave his report. There was discussion. No further action was taken.
COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH ZONING ADMINISTRATOR: TYLER TORNEDEN: (G.4)	Zoning Administrator Tyler Torneden gave his report. Following discussion, no further action was taken. Mayor Schultz presented the Council with a written resignation from Tyler Torneden as Zoning Administrator. The consensus was to reluctantly accept the resignation and re-run the help wanted ad and move forward on finding a replacement.
MAINTENANCE DEPARTMENT REPORT: DON BRYANT: (G.5)	Don Bryant gave his report. It was mentioned that we had received a compliment on how well the pool looked. The leak at the library foundation was discussed. Don will be meeting with more contractors. There was discussion about where his department was budget-wise. There was discussion regarding the skid steer tracks. David Penrod (Joanne Allen) moved to approve the bid from Foley's for trach replacement. Motion carried 5-0. The waterline replacement is their next project. The no truck signs will be \$50 each including posts, they are 18X24. David will talk to Mrs. Shepard about a business sign. Jon Brady (Carol Baughman) moved to spend \$250 on these signs. Motion carried 4-1 (David Penrod). There was discussion regarding our unused accrued vacation time. Following discussion, David Penrod (Carol Baughman) moved to have the employees use the carryover unused accrued 2015 vacation hours by the end of September. Motion carried 5-0. There was discussion about the telemetry at the east water tower. Pedrotti has suggested that we consider installing a digital panel to display even if the telemetry is down. Bid was for \$528 for parts, estimated labor was \$500. Carol Baughman (Tammy Metzger) moved to approve purchase. Motion carried 5-0. While Don Bryant was still here we discussed the Alley Project. Susie Whalen left at 9PM. The project cost is as we discussed. Donnie will call Contech to have them deliver tubes at the same time as some stuff he needs. Jon Brady indicated that the survey work is scheduled to be done on Friday. They'll be writing and filing two easements. Don Bryant left the meeting.
BREAK 9:05 P.M.- 9:10 P.M.	
CITY CLERK REPORT: JIM KOGER (G.6)	Jim Koger gave his report. Following discussion, we will post the assistant city clerk ad for 2 weeks. Carol and Joanne will work with Jim Koger. Pay will be the same as what it was when the previous clerk began.

OPR Discussion: (G.7)	Melissa Jeanneret gave her report. There was discussion. Melissa described a recent incident at the ballfield. The police were called and the issue was resolved. Ellie Coltrane was name Lifeguard of the week. The pool shade is in place. Swim team numbers are down just a tad. No further action was taken.
JONES PARK EASEMENT PROJECT AND ALLEY PROJECT DISCUSSION: JON BRADY: (G.8)	Held earlier in meeting. No further action was taken.
REVIEW OF DRAFT CODIFICATION/ADDRESS QUESTIONS FROM CITYCODE: JIM KOGER: (G:9)	No news.
DISCUSSION OF PARKS AND RECREATION EXPENSES AND POOL REPORT: (G.10)	Held earlier in meeting. No further action was taken.
UNFINISHED BUSINESS: OLD GYM DISCUSSION: CAROL BAUGHMAN: (H.1)	Carol Baughman led the discussion. She will be looking at some paint that Richard Wright has left over.
UNFINISHED BUSINESS: 20 mph LIMIT SIGNS/SPEED BUMP FOLLOW-UP: TERRY HOLLINGSWORTH: (H.2)	There was discussion. Consensus was to get the signs installed.
UNFINISHED BUSINESS: FURTHER DISCUSSION OF ATV, UTV ORDINANCE: (H.3)	Police Chief Terry Hollingsworth led the discussion. There was lengthy discussion. Consensus was to discuss this further hopefully with a side-by-side comparison of the current and proposed plans.
UNFINISHED BUSINESS: FINALIZE OSAGE COUNTY HERALD-CHRONICLE GUIDE AD: (H.4)	There was discussion. Don Schultz will contact Dan Rukes.
OTHER UNFINISHED BUSINESS: (H.5)	There was no other unfinished business.
OTHER UNFINISHED BUSINESS: (H.5)	Housing Authority Discussion. What is our relationship? Discuss further in near future.
NEW BUSINESS: DEPARTMENT HEAD WORK SESSION: (I.1)	Department Head Work Session discussion: first one to be on Friday, June 24th at noon at City Hall.

OTHER NEW BUSINESS: FRANCHISE FEES: (I.2)	We discussed possible changes to the Franchise Fees. Consensus was to discuss with the franchise holders. We'll discuss more at the July Council Meeting.
OTHER NEW BUSINESS: (I.3)	NONE
COUNCIL MEMBER COMMENTS: (J)	Joanne Allen, David Penrod, Jon Brady, Tammy Metzger, Carol Baughman: None.
MAYOR'S REPORT: (K)	Mayor Schultz indicated that they will be looking for firework shooter and cleanup help for the 4 th . We'll also need to talk about the PRIDE donation next time.
ADJOURNMENT: (M)	Mayor Don Schultz called for a motion to adjourn at 10:47 P.M. Jon Brady (David Penrod) obliged. Motion carried 5-0.
Respectfully submitted, Jim Koger Overbrook City Clerk: Approved: July 13, 2016	

**MINUTES
COUNCIL MEETING
CITY OF OVERBROOK, OVERBROOK CITY HALL
401 MAPLE STREET
July 13, 2016**

<p>CALL TO ORDER, ROLL CALL: (A)</p>	<p>Mayor Don Schultz called the July 13, 2016 Council Meeting to order at 7:00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas.</p> <p>Present: Mayor Don Schultz, Council Members Joanne Allen, Carol Baughman, Jon Brady, and Tammy Metzger. David Penrod was absent.</p>
<p>APPROVAL OF AGENDA: (B)</p>	<p>Following discussion, there was a recommendation to add the following: Item G.10 Community Room Audio/Visual</p> <p>Carol Baughman (Tammy Metzger) moved to approve Agenda as amended. (4-0).</p>
<p>CONSENT AGENDA: (C)</p>	<p>There was discussion. Carol Baughman (Joanne Allen) moved to pull Items C.5, C.9, and C.11 for discussion. Motion carried 4-0.</p>
<p>SPECIAL REPORTS: (D)</p>	<p>D.1 Russ from Westar was here to discuss our franchise fee. He presented a draft Ordinance to raise our franchise fee from 3% to 5%. There was discussion. Consensus was to review this further at the August Council Meeting.</p> <p>D.2 Mayor Schultz introduced our new Librarian, Kyle Sederstrom. There was brief discussion as Kyle was welcomed to our community.</p> <p>D.3 Renae Hansen was here to introduce herself. She is a Democrat running for the State Representative 54th District spot currently held by Ken Corbet.</p>
<p>PUBLIC COMMENTS: (E)</p>	<p>Bob Valencia was in attendance and asked to talk to the Council about his ditch. He was pleased with the work done but was hoping the crew would come back to clean up. Next there was discussion regarding what can be done with the water that is backing toward their house. We will follow-up with Don Bryant and have him contact Mr. Valencia.</p>
<p>UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES 2016: (F)</p>	<p>Following discussion, Jon Brady (Carol Baughman) moved to approve the 5 hearing requests. We are to move forward with the next step on the others. There was discussion on request #3 but no change was made. Motion carried 4-0.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT- CATHY SOWERS: (G.1)</p>	<p>Cathy Sowers gave her report. Following discussion, no action was taken. Joanne Allen (Carol Baughman) moved to approve Cathy's report as presented. Motion carried 4-0.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH POLICE CHIEF TERRY HOLLINGSWORTH: (G.2)</p>	<p>Chief Hollingsworth gave his report. The department had recently received the donation of 2 vehicle cameras. The light bar has been fixed as well as the cooling issue on the blue car. There will be a free Self-Defense Class on August 4th. The entire 4th of July events went well.</p> <p>No further action was taken.</p> <p>D.4 Jim Long was here to review the Audit and present the proposed 2017 Budget. Following long discussion regarding the audit, Joanne Allen (Carol Baughman) moved to approve the Audit as presented. Motion carried 4-0. Next the proposed Budget was presented. There was discussion about the</p>

	<p>OPR Payroll as well as the effect the State Tax Cap might have on our budget. Consensus was to hold a special meeting on July 22nd following the maintenance department work session.</p> <p>BREAK 9:00 P.M.- 9:05 P.M.</p> <p>After the break there was discussion about the bill for the audit preparation. Carol Baughman (Tammy Metzger) moved to approve the \$4,900.00 expenditure. Motion carried 4-0. Jim Long left the meeting.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH CODE OFFICER TYLER TORNEDEDEN: (G.3)</p>	<p>Code Officer Tyler Tomeden gave his report. There was discussion. No further action was taken.</p> <p>Susie Whalen left at 9:13PM.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH ZONING ADMINISTRATOR: TYLER TORNEDEDEN: (G.4)</p>	<p>There was discussion. We will run the ad again. No further action taken.</p>
<p>MAINTENANCE DEPARTMENT REPORT: DON BRYANT: (G.5)</p>	<p>Don Bryant was absent.</p>
<p>CITY CLERK REPORT: JIM KOGER: (G.6)</p>	<p>Jim Koger gave his report. Following discussion, we will post the assistant city clerk ad for 2 weeks. Carol and Joanne will work with Jim Koger. Pay will be the same as what it was when the previous clerk began.</p>
<p>JONES PARK EASEMENT PROJECT AND ALLEY PROJECT DISCUSSION: JON BRADY: (G.7)</p>	<p>Waiting on documents from Surveyor. No further action was taken.</p>
<p>REVIEW OF DRAFT CODIFICATION: JIM KOGER: (G.8)</p>	<p>No news.</p>
<p>DISCUSSION OF PARKS AND RECREATION EXPENSES AND POOL REPORT: (G.9)</p>	<p>Following discussion, consensus was for Jon Brady and Tammy Metzger to attend the next Park and Rec Meeting to help work on the OPR Budget. Following discussion, Jon Brady (Carol Baughman) moved to purchase Items 1 and 2 off the request list (mats and lounge chairs) and move the picnic tables from the soccer field to the pool for this season. Motion carried 4-0.</p>
<p>COMMUNITY ROOM AUDIO/VISUAL: DON SCHULTZ: (G.10)</p>	<p>There was discussion. Consensus was to move forward with fundraising for this improvement.</p>
<p>PLANNING AND ZONING QUESTION FROM CLERK REPORT: (G.11. a)</p>	<p>Jon Brady expressed concern about basing the location of the proposed new fence on the west edge of the fairgrounds upon the existing telephone poles. No action was taken as the proposal has not yet been formally submitted.</p>
<p>EMERGENCY MANAGEMENT GROUP DISCUSSION FROM CONSENT AGENDA: (G.11.b)</p>	<p>There was discussion regarding finding a volunteer to fill the Coordinator/Co-Coodinator(s) position. No further action was taken. Chief Hollingsworth left the meeting.</p>

UNFINISHED BUSINESS: OLD GYM DISCUSSION: CAROL BAUGHMAN: (H.1)	Carol Baughman led the discussion. Carol will follow-up with the alumni group.
UNFINISHED BUSINESS: FINALIZE AD FOR OSAGE COUNTY HERALD-CHRONICLE GUIDE: (H.2)	There was discussion. Consensus was to change the caption for downtown to "thriving business district", bigger bubble for downtown and smaller bubble for Landon Trail while removing the Landon Trail caption, try to take a lake picture looking south from the bridge across the dock where the walking trail can be seen. Jim Koger will follow-up with Dan Rukes.
UNFINISHED BUSINESS: FRANCHISE FEE DISCUSSION: (H.3)	Much of this was discussed earlier in the meeting. There was additional discussion but no further action was taken.
UNFINISHED BUSINESS: OTHER UNFINISHED BUSINESS: (H.4)	H.4.a Department Head Work Session Discussion: We will be holding a Maintenance Department work session on July 22nd. H.4.b Donation to PRIDE Fireworks: Joanne Allen (Tammy Metzger) moved to donate \$500 to PRIDE for the 2016 Fireworks. Motion carried with Jon Brady and Carol Baughman abstaining.
OTHER UNFINISHED BUSINESS: (H.5)	There was no other unfinished business.
NEW BUSINESS: DISCUSS POLICY FOR ADMIN FEE ON PROJECT BILLING: (I.1)	There was discussion. We need to consider adding administrative costs next time we are in this position. Clerk will place item on the Council Meeting Unfinished Item list.
OTHER NEW BUSINESS: CONSIDER INSURANCE PROCEEDS AMENDMENT PER LKM: (I.2)	Following discussion Jim Koger is to submit this possible amendment to Planning and Zoning for recommendation.
OTHER NEW BUSINESS: FIREWORKS DISPLAY PERMIT: (I.3)	Following discussion, Jon Brady (Tammy Metzger) moved to approve. Motion carried 4-0.
OTHER NEW BUSINESS: (I.4)	Since Don Bryant was absent, Mayor Schultz asked that we discuss drainage at the east end of the Library. There was discussion but no further action will be taken until we get additional bids back. There was discussion whether we should go ahead and call the Special Meeting to finalize the budget following the July 22 nd Work Session. After hearing that we might not have a quorum on the 22 nd , Mayor Schultz asked if the Council would like to go ahead and finalize at this meeting. There was lengthy discussion. Consensus was to ask Jim Long to adjust the proposed budget to reflect a 6 Mill increase with 1.5 mills to General, 1 mill to Library, .5 mill to Public Safety, 1 mill to Streets, and 2 mills to Park and Rec. We will not hold a special meeting on the 22 nd . Jim Koger will let Jim Long know. The 2017 Budget Hearing will be held at the beginning of the August 10th Council Meeting.
COUNCIL MEMBER COMMENTS: (J)	Joanne Allen, Jon Brady, Tammy Metzger, Carol Baughman: None.

MAYOR'S REPORT: (K)	The Mayor suggest that everyone consider attending the League Conference this fall.
ADJOURNMENT: (M)	Mayor Don Schultz called for a motion to adjourn at 11:07 P.M. Joanne Allen (Carol Baughman) obliged. Motion carried 4-0.
Respectfully submitted, Jim Koger Overbrook City Clerk: APPROVED: August 10, 2016	

**MINUTES
COUNCIL MEETING
CITY OF OVERBROOK, OVERBROOK CITY HALL
401 MAPLE STREET
August 10, 2016**

<p>CALL TO ORDER, ROLL CALL: (A)</p>	<p>Mayor Don Schultz called the August 10, 2016 Council Meeting to order at 7:00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas.</p> <p>Present: Mayor Don Schultz, Council Members Joanne Allen, Carol Baughman, Jon Brady, David Penrod and Tammy Metzger. Others present: Jim Koger, Cathy Sowers, Don Bryant, and Terry Hollingsworth.</p>
<p>2017 BUDGET HEARING: (A.1)</p>	<p>The 2017 Budget Hearing opened at 7PM. Mayor Schultz read a statement regarding the budget and then asked for public comment. Hearing none, Mayor Schultz then asked for a motion to approve the 2017 Budget. Carol Baughman (Tammy Metzger) moved to accept the 2017 Budget as proposed. There was no discussion. Mayor Schultz called for a roll call vote: Yeah votes were cast by Joanne Allen, David Penrod, Jon Brady, Tammy Metzger and Carol Baughman. Motion carried 5-0. With no more business to discuss, the Budget Hearing was closed at 7:04PM.</p>
<p>APPROVAL OF AGENDA: (B)</p>	<p>Following discussion, there was a recommendation to add the following: Item H.3 Library Roof Bid, I.2 Proposed planning bid for water distribution, move G.2 up to after the Consent Agenda to allow Chief Hollingsworth to head to the fair, add ECCHIC Group to Special Reports, Add G.10 for Scheduling Public Hearing for CRS Program.</p> <p>Tammy Metzger (Joanne Allen) moved to approve Agenda as amended. (5-0).</p>
<p>CONSENT AGENDA: (C)</p>	<p>There was discussion. Carol Baughman (Joanne Allen) moved to approve the Consent Agenda as presented. Motion carried 5-0.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH POLICE CHIEF TERRY HOLLINGSWORTH: (G.2)</p>	<p>Item G.2 moved up as approved earlier in the meeting. Police Chief Terry Hollingsworth gave his report. There were 17 participants at the self-defense course taught at the library. There are plans to hold another free session in late September/early October.</p> <p>The Mayor presented Chief Hollingsworth with a framed proclamation from the July 25th "We love our Police Day".</p> <p>With no other action requested, Police Chief Hollingsworth left the meeting to attend to the first night of the fair.</p>
<p>SPECIAL REPORTS: (D)</p>	<p>D.1 Following discussion, Carol Baughman (Joanne Allen) moved to accept the Westar Franchise fee change proposal from 3% to 5% and approve related Ordinance #390. Motion carried 5-0.</p> <p>D.2 Howard Danzig from the ECCHIC Group was here to discuss the benefits his company can offer to the city to help lower employer health insurance costs. Mr. Danzig gave his presentation.</p>
<p>PUBLIC COMMENTS: (E)</p>	<p>None.</p>
<p>UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES 2016: (F)</p>	<p>Hearings were not ready for the meeting. Following discussion, David Penrod (Joanne Allen) moved to follow the set resolution steps for August. Clerk will give an update. Motion carried 5-0.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT- CATHY SOWERS:</p>	<p>Cathy Sowers gave her report. Following discussion, no action was taken. Jon Brady (Joanne Allen) moved to approve Cathy's report as presented. Motion carried 5-0.</p>

(G.1)	
<p>COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH POLICE CHIEF TERRY HOLLINGSWORTH: (G.2)</p>	<p>This item was addressed earlier in the meeting. No further action was taken.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH CODE OFFICER TYLER TORNEDEN: (G.3)</p>	<p>Code Officer Tyler Torneden gave his report. There was discussion. No further action was taken.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH ZONING ADMINISTRATOR: TYLER TORNEDEN: (G.4)</p>	<p>Zoning Administrator Tyler Torneden gave his report. Following discussion, no further action was taken.</p>
<p>MAINTENANCE DEPARTMENT REPORT: DON BRYANT: (G.5)</p>	<p>Don Bryant gave his report. Plans are to begin the alley work the week of August 22nd. Notices will be posted. Chip and Seal work was discussed. Consensus wait until next year on chip and seal. Estimation was that blacktop work could still be done until October. Don Bryant will work on plan to identify areas that need to be addressed. There was discussion about the wall on the east side of the library. Further investigation of the leak is necessary. Mayor Schultz will be in contact with Cheney. Jon Brady indicated that he felt it was important to understand what was supposed to be there. Jon also said that he did not know what was underneath the floor.</p> <p>Karl Umscheid's probation was discussed next. We will need to review the particulars and discuss further in September. Retroactive action may be necessary. Joanne Allen (Carol Baughman) moved to end Karl's probation period and move him to regular status. Motion carried 5-0.</p> <p>There was discussion regarding a strategic plan for the long-term feasibility of the Overbrook Housing Authority. No action was taken.</p> <p>Susie Whalen left at 8:30PM.</p>
<p>CITY CLERK REPORT: JIM KOGER (G.6)</p>	<p>Jim Koger gave his report. There was discussion regarding the Blue/Green Algae Warning at the Overbrook City Lake. Next we discussed the separation of the Water Protection Fee and the Clean Drinking Water fee. The end result is that the totals won't change but customers will see it split between the two charges. There was discussion about the Assistant City Clerk applicants. Following the discussion, Jon Brady (Joanne Allen) moved to offer the position to LaVerna Gray. There was discussion regarding the probation period. We will review at 3 months. Motion carried 5-0.</p>
<p>BREAK 8:52 P.M.- 9:02 P.M.</p>	
<p>JONES PARK EASEMENT PROJECT AND ALLEY PROJECT DISCUSSION: JON BRADY: (G.7)</p>	<p>Jon Brady presented his report on the park easement. Lot 28B goes to the city. This fall we will need to do some tree removal. Jon will give list to Don Bryant as to what needs done. Cates Surveying has set the pins. Cate's bill for the surveying was discussed. Motion to pay the \$1,737 bill was approved 5-0.</p>
<p>REVIEW OF DRAFT CODIFICATION/ADDRESS QUESTIONS FROM CITYCODE:</p>	<p>No action was taken.</p>

<p>JIM KOGER: (G:9)</p>	
<p>DISCUSSION REGARDING PARKS AND RECREATION: (G.10)</p>	<p>Melissa Jeanneret gave her report. Erosion near the 3rd base dugout on the south field was discussed. OPR had approved the addition of Cathy Sowers to the OPR Bank Account and to begin processing as discussed beginning January 1st. The Kid's Fishing Derby is September 10th. Soccer season will begin soon. It was announced that the board had named Jaime Long as OPR Vice President. Following discussion regarding the candidates for the open OPR Board position, Joanne Allen (Tammy Metzger) moved to approve the appointment of Joe Michaelis to the OPR Board. Motion carried 5-0. The Aerator at the Kid's Pond had to be replaced. Fishing line was once again the culprit. There was discussion about how to handle the OPR Budget Authority but no final decision was made. Concessions were discussed as was the possibility of Melissa going to salary. There was discussion about how little we had to close the pool this year. The scuba divers will come use the pool one last time. The white lounge chairs have been received. Melissa will want to do some outdoor painting at the pool in the offseason.</p>
<p>UNFINISHED BUSINESS: OLD GYM DISCUSSION: CAROL BAUGHMAN: (H.1)</p>	<p>Carol Baughman led the discussion. She will be contacting Dale Fox and Linda Douglass about the trophies. We need to be sure to keep it warm enough this winter that the toilets won't freeze as they are pressurized systems and are difficult to winterize. Donnie has one upper window left to fix. Consensus was for Donnie to get a bid for replacing the lower level windows to be reviewed next month.</p>
<p>UNFINISHED BUSINESS: FINALIZE OSAGE COUNTY HERALD-CHRONICLE GUIDE AD: (H.2)</p>	<p>There was discussion. The final proof is not ready so there was no action taken.</p>
<p>OTHER UNFINISHED BUSINESS: (H.3)</p>	<p>We discussed the library roof earlier. Don Schultz asked David Penrod to follow-up on his discussion regarding a business sign at the corner of 56 and Maple. There was no other unfinished business.</p>
<p>NEW BUSINESS: INSURANCE PROCEEDS ORDINANCE AMENDMENT PER LKM: (I.1)</p>	<p>There was no action taken. The item has been presented to Planning and Zoning for their review.</p>
<p>OTHER NEW BUSINESS: WATER DISTRIBUTION RFP: (I.2)</p>	<p>We discussed the possibility of coming up with a request for proposal for the review and recommendation for improving our water distribution system. Jon Brady and Mayor Schultz will work on this. We will not spend any money at this time. Jim Koger indicated that Nick Willis from WSU could help with this as well.</p> <p>There was no other New Business.</p>
<p>COUNCIL MEMBER COMMENTS: (J)</p>	<p>Joanne Allen, David Penrod, Jon Brady, Tammy Metzger, and Carol Baughman: None.</p>
<p>MAYOR'S REPORT: (K)</p>	<p>Mayor Schultz suggested that the Council consider attending the upcoming LKM Conference. Don will be gone for the October Council Meeting. Don also reminded everyone of the upcoming worksession with Clerk Jim Koger on Friday August 26th from Noon to 1PM.</p>
<p>ADJOURNMENT: (M)</p>	<p>Mayor Don Schultz called for a motion to adjourn at 9:40 P.M. Joanne Allen (Tammy Metzger) obliged. Motion carried 5-0.</p>

Respectfully submitted,

Jim Koger

Overbrook City Clerk:

APPROVED: September 14, 2016

**MINUTES
COUNCIL MEETING
CITY OF OVERBROOK, OVERBROOK CITY HALL
401 MAPLE STREET
September 14, 2016**

<p>CALL TO ORDER, ROLL CALL: (A)</p>	<p>Mayor Don Schultz called the September 14, 2016 Council Meeting to order at 7:00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas.</p> <p>Present: Mayor Don Schultz, Council Members: Joanne Allen, Carol Baughman, and Tammy Metzger. David Penrod and Jon Brady were absent. Others present: Jim Koger, LaVerna Gray, Cathy Sowers, Don Bryant, and Terry Hollingsworth</p>
<p>APPROVAL OF AGENDA: (B)</p>	<p>Following discussion, there was a recommendation to move G5 to G1 and to add G11</p> <p>Carol Baughman (Joanne Allen) moved to approve Agenda as amended. (3-0).</p>
<p>MOTION, APPROVE CONSENT AGENDA: (C.1 through C.14)</p>	<p>C.1. Minutes- 8/10/16 Regular Council Meeting Minutes. 8/26/16 Work Session Notes. C.2. Warrants C.3. Request to Shred City Documents C.4. Animal Control Department Report C.5. City Clerk Department Report C.6. Code Compliance Report C.7. Planning Commission Report C.8. Recreation Commission Report C.9. Library Board Report C.10. Housing Authority Board Report C.11. Pool Report C.12. Water Distribution System Report C.13. Emergency Planning Group Report</p> <p>There were no reports for C.12 and C.13.</p> <p>Following discussion, Carol Baughman (Tammy Metzger) moved to approve the consent agenda as amended (5-0)</p>
<p>SPECIAL REPORTS: (D)</p>	<p>D.1 Denise Hoback was here to report on the Housing Authority.</p> <p>Following discussion, a motion was made to forgive the Housing Authority's City Utility Bill for the months of July 2016 and August 2016. Joanne Allen (Carol Baughman) motion failed (0-3)</p> <p>Following more discussion, a motion was made to forgive the Housing Authority's City Utility Bill for the months of July 2016 to December 2016. Denise will work toward developing a plan to alleviate the Housing Authority's financial concerns, and will present her progress of that plan to the council at the next council meeting, October 12, 2016. Joanne Allen (Carol Baughman) motion passed (3-0)</p> <p>D.2 It was announced that Kyle Maichel has been hired as Overbrook's new zoning administrator.</p>
<p>PUBLIC COMMENTS: (E)</p>	<p>It was announced the following people have earned Level One LKM Municipal Training Institute status: Joanne Allen, Carol Baughman, and Jim Koger.</p>

	Don Schultz has earned Level Two.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES 2016: (F)	<p>Following discussion: Carol Baughman (Tammy Metzger) moved to approve Plan 1. Tammy Metzger (Joanne Allen) moved to reject Plan 2. Joanne Allen (Carol Baughman) moved to approve Plan 3. Joanne Allen (Carol Baughman) moved to approve Plan 4. Joanne Allen (Tammy Metzger) moved to approve Plan 5. Following discussion, a vote was held. All five passed (3-0). Plan 2 needs to be current in payments.</p>
MAINTENANCE DEPARTMENT REPORT: DON BRYANT: (G.1)	<p>Following discussion, a motion was made to authorize \$2500.00 toward the improvement of school crossing signals. Carol Baughman (Tammy Metzger) Motion passed (3-0)</p> <p>Following discussion, a motion was made to authorize \$27,000.00 from Equipment Reserve toward the purchase of a full size dump truck or a ¾ ton truck with a plow. Carol Baughman (Tammy Metzger) Motion passed (3-0)</p> <p>Following discussion, a motion was made to give Karl Umscheid a \$.50 per hour pay raise following completion of his probationary period. This raise would be paid retroactively from March 28, 2016. Carol Baughman (Joanne Allen) motion failed (0-3)</p> <p>Following more discussion, a motion was made to give Karl Umscheid a \$.50 per hour merit pay raise effective beginning this pay period (Sept. 5, 2016 to Sept. 18, 2016) Carol Baughman (Joanne Allen). Motion passed (3-0)</p>
Break	8:12-8:23 pm
COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT- CATHY SOWERS: (G.2)	<p>Following discussion, a motion was made to accept the treasurer’s report. Joanne Allen (Tammy Metzger) motion passed (3-0)</p>
COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH POLICE CHIEF TERRY HOLLINGSWORTH: (G.3)	<p>Following discussion, a motion was made to post 20 mph speed limit signs on Western Heights Street. Joanne Allen (Tammy Metzger) passed (3-0)</p>
COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH CODE OFFICER TYLER TORNEDEN: (G.4)	<p>Tyler Torneden was not present because he was on duty. Chief Hollingsworth presented Tyler’s report on his behalf. No action taken.</p>
COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH ZONING ADMINISTRATOR: TYLER TORNEDEN: (G.5)	<p>Kyle Maichel has been hired as the new zoning administrator.</p> <p>No action</p>

CITY CLERK REPORT: JIM KOGER: (G.6)	Following discussion, consensus was to return the Vandalism Reward Money from prior incident at concession stand to the donor. Clerk Koger will process. No further action was taken.
JONES PARK EASEMENT PROJECT AND ALLEY PROJECT UPDATE: JON BRADY: (G.7)	Jon Brady was not present. He will give Jim and Cathy a summary of the costs for the alley project.
REVIEW OF DRAFT CODIFICATION /ADDRESS QUESTIONS FROM CITYCODE: JIM KOGER: (G:8)	The draft was reviewed and discussion was held. Motion was made to change one line of the ordinance from “To be set by ordinance” to “As shall be fixed by resolution or by motion of the governing body” Joanne Allen (Carol Baughman) passed (3-0)
DISCUSSION OF PARKS AND RECREATION EXPENSES AND POOL REPORT: (G.9)	Melissa Jeanneret was not present. Discussion was held. Fishing Derby was a success with 91 children participating. A work session will be held with Parks and Recreation on tentatively November 25, 2016.
DIRECT MAIL OF THE MONTHLY NEWSLETTER (G.10)	Discussion was held. Options will be explored further.
UNFINISHED BUSINESS: PLANS FOR OLD GYM CAROL BAUGHMAN: (H.1)	Carol Baughman led the discussion. Cleaning up and painting is needed. Maintaining a satisfactory temperature in the restroom would be beneficial.
RWD#5 RATE PROPOSAL (H.2)	Discussion was held. It was decided to not accept the proposal made by Rural Water District #5 to charge \$5.95/1000 gallons which is 85% of the retail water price. We are in agreement to continue our contract with a proposed rate of 75% of the retail water price. Jim Koger will follow up.
OTHER UNFINISHED BUSINESS: KANSAS GAS SERVICE FRANCHISE FEE DISCUSSION (H.3.A)	Discussion occurred. A concern was this will be our last chance to adjust rates until the next contractual window opens in 2024. A motion was made to raise the franchise fee for Kansas Gas Service to 5%. Joanne Allen (Carol Baughman) (3-0)
OTHER UNFINISHED BUSINESS: ECCHIC FOLLOW-UP (H.3.B)	Discussion occurred. Jim will pursue getting a bid.
OTHER UNFINISHED BUSINESS: REQUEST TO PURCHASE HAND HELD METER DEVICE (H.3.C)	Following discussion an agreement was made to move forward making the purchase of a hand held meter device from Jayhawk Software.
NEW BUSINESS:	No action as planning and zoning will be reviewing at their September meeting.

<p>INSURANCE PROCEEDS ORDINANCE REVIEW FOR APPROVAL: (I.1)</p>	
<p>NEW BUSINESS: REVIEW FOR APPROVAL 2016 STO & UPOC ORDINANCES 388 & 389 (I.2)</p>	<p>Following discussion, a motion was made to accept both ordinances 388 & 389 as written. Carol Baughman (Tammy Metzger) motion passed (3-0)</p>
<p>NEW BUSINESS: KID'S FISHING DERBY THANK YOU AD: (I.3)</p>	<p>Following discussion, a motion was made to pay for the Thank You Ad. Tammy Meztger (Joanne) motion passed (3-0)</p>
<p>OTHER NEW BUSINESS: KRWA MEMBERSHIP RENEWAL (I.4.A)</p>	<p>A motion was made to renew the KRWA membership. Carol Baughman (Joanne Allen) passed (3-0)</p>
<p>OTHER NEW BUSINESS: LKM LEVELS 1 & 2 GRADUATE ARTICLE (I.4.B)</p>	<p>Joanne Allen, Jim Koger, and Carol Baughman have passed level 1 and Don Schultz has passed level 2. This information will be sent to the newspaper along with a picture.</p>
<p>COUNCIL MEMBER COMMENTS: (J)</p>	<p>Joanne Allen and Carol Baughman attended a training course on planning and zoning.</p>
<p>MAYOR'S REPORT: (K)</p>	<p>The Mayor suggested that everyone consider attending the League Conference this fall. Don will attend at least one day, maybe two.</p> <p>Our next work session is September 23, 2016 from noon to 1:00 pm with the law department.</p>
<p>ADJOURNMENT: (L)</p>	<p>Mayor Don Schultz called for a motion to adjourn at 10:05 P.M. Carol Baughman (Tammy Metzger) obliged. Motion carried 3-0.</p>
<p>Respectfully submitted, LaVerna Gray Overbrook Assistant City Clerk: Approved Oct 11, 2016</p>	

**MINUTES
COUNCIL MEETING
CITY OF OVERBROOK, OVERBROOK CITY HALL
401 MAPLE STREET
October 12, 2016**

<p>CALL TO ORDER, ROLL CALL: (A)</p>	<p>Mayor Don Schultz called the Oct 12, 2016 Council Meeting to order at 7:00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas.</p> <p>Present: Mayor Don Schultz</p> <p>Council Members: Joanne Allen Carol Baughman Jon Brady David Penrod absent due to his work schedule Tammy Metzger</p> <p>Others present: Jim Koger Cathy Sowers Terry Hollingsworth Don Bryant Kyle Maichel</p>
<p>APPROVAL OF AGENDA: (B)</p>	<p>Discussion Motion: Approve the agenda as written Moved: Carol Baughman, Joanne Allen Motion carried (4-0)</p>
<p>CONSENT AGENDA: (C)</p>	<p>C.1. Minutes- 9/14/16 Regular Council Meeting Minutes. 9/23/16 Work Session Notes. C.2. Warrants C.3. Request to Shred City Documents C.4. Animal Control Department Report C.5. City Clerk Department Report C.6. Code Compliance Report C.7. Planning Commission Report C.8. Recreation Commission Report C.9. Library Board Report</p> <p>There were no reports for C.4, C.8, and C.9 .</p> <p>Discussion Motion: Accept the agenda as amended Moved: Joanne Allen, Tammy Metzger Motion carried (4-0)</p>
<p>SPECIAL REPORTS: (D)</p>	<p>D.1 Stephanie Watson – Osage County Economic Development (OCED)</p> <p>Discussion: An investor has been found for Senior Housing. Investors are looking for a ten year tax credit and a 15 year depreciation credit. Using low income tax credits, a plan has been developed to build 2 duplexes for senior citizens. A site needs to be found. It would be 2018 before the duplexes would be available to rent. Mr. Caton and the Zoning administrator will discuss options further. It was stated that a strong possibility exists that the community will support this project.</p> <p>D.2 Denise Hoback – Housing Authority</p>

	Discussion: Rent and the Utility allowances were increased over the past month. The waiver of water fees was discussed further. A work session has been scheduled with the council and the housing authority on Nov. 4, 2016.
PUBLIC COMMENTS: (E)	Clyde Lomax expressed his understanding that the water, sewer, and trash, is to be included in the rent of HUD projects. He expressed concern over the placement of individual water meters.
INTRODUCTION OF NEW ZONING ADMINISTRATOR: KYLE MAICHEL	Kyle Maichel introduced himself and discussed his work experience.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES 2016: (F)	Discussion: 1) Acct #194000 will pay Thursday, Oct. 13, 2016 2) Acct #212000 will pay Thursday, Oct. 13, 2016 3) Acct #501000 will pay \$280.00 on Tuesday, Nov. 8, 2016 4) Acct #368000 will pay \$100 on Friday, Oct. 14, 2016. Next payment will be in two weeks. 5) Acct #362000 will pay the past due amount and part of the Oct. 20, 2016 bill on Friday, Oct. 14, 2016. Motion: Accept the plans for payment as presented with the exception of Acct #368000 which needs to pay \$150.08 by Oct. 20, 2016 Moved: Jon Brady, Carol Baughman Motion carried (4-0)
COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT- CATHY SOWERS: (G.1)	Discussion: Communication with the county treasurer continues to be challenging. Library expenses were discussed. Cathy Sowers will discuss the library budget with Jim Long and will receive verification about delinquent tax. Don Schultz and Cathy Sowers will meet with the chairman of the library board. The treasurers report was reviewed. Motion: Approve the treasurer's report as written Moved: Joanne Allen, Tammy Metzger Motion carried (4-0)
COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH POLICE CHIEF TERRY HOLLINGSWORTH: (G.2)	Chief Hollingsworth requested that the council meet in executive session with Michael Coffman to discuss non-elected personnel. A motion was made by Jon Brady (Tammy Metzger) to go into executive session for 15 minutes. Executive session began at 8:22 p.m. and ended at 8:37 p.m. No decisions were made and no action was taken. Chief Hollingsworth presented his report and discussion followed. The creation of a new shooting range for police training was discussed.
COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH CODE OFFICER TYLER TORNEDEN: (G.3)	Code Officer Tyler Torneden was not present as he was on duty. He submitted a written report to the council. Motion: Place 20 mph speed signs on locust Moved: Tammy Metzger, Carol Baughman Motion carried (4-0)
COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH ZONING ADMINISTRATOR: KYLE MAICHEL: (G.4)	The zoning report was presented and discussed. Clarifying fines and response to violations was also discussed. Kyle Maichel will prepare written guidelines for building permits that can be distributed from City Hall.

Minutes – Oct 12, 2016

MAINTENANCE DEPARTMENT REPORT, PLANS FOR THE OLD GYM, & SEALED BID FOR OLD DUMP TRUCK: DON BRYANT, CAROL BAUGHMAN : (G.5)	The Maintenance report was presented and discussed. Don Bryant would like to keep the old dump truck through the winter in case spare parts are needed. We are waiting on bids for removing the lower windows of the old gym. The windows will be covered. The putty around the windows tested positive for asbestos..
Break 9:25 pm to 9:33 pm	
CITY CLERK REPORT & BLUE GREEN ALGAE REPORT : JIM KOGER: (G.6)	The city clerk report was presented and discussed. New test results on blue green algae will be available tomorrow. Jim will call Midwest Coatings tomorrow to schedule the library roof repair.
JONES PARK EASEMENT UPDATE: JON BRADY: (G.7)	Discussion occurred. The transfer deed is pending.
REVIEW OF DRAFT CODIFICATION/ADDRESS QUESTIONS FROM CITYCODE: JIM KOGER: (G.8)	There is no new information to report.
DISCUSSION WITH PARKS AND RECREATION: (G.9)	Discussion occurred. Park and Rec approved the payment of the bills as they were presented at their last meeting. Melissa Jeanneret and Don Bryant are reviewing the condition of the dug outs and the drainage of the field.
DISCUSS NETWORK INFRASTRUCTURE UPGRADE & DIRECT MAIL OF MONTHLY NEWSLETTER: JIM KOGER (G.10)	The network infrastructure needs upgrading. Jim Koger will investigate possibilities for an upgrade. Jim Koger and Don Schultz are going to talk with Century Link about options. Direct Mailing of the newsletter versus digital delivery was discussed. Printing the utility bill on post cards was also discussed.
UNFINISHED BUSINESS: DISCUSSION REGARDING RWD#5 RATE PROPOSAL (H.1)	Last month a letter was sent to RWD#5 regarding negotiations on rate proposals. We are waiting for a response. Jim Koger will gather more information.
UNFINISHED BUSINESS: SIGN KANSAS GAS SERVICE FRANCHISE FEE INCREASE ORDINANCE: (H.2)	Discussion occurred.
UNFINISHED BUSINESS: ECCHIC FOLLOW-UP ON INSURANCE REVIEW: (H.3)	Discussion: ECCHIC was contacted requesting a bid. They asked us to fill out a group census form, and that was completed. We are waiting on quotes.
UNFINISHED BUSINESS: INSURANCE PROCEEDS ORDINANCE REVIEW FOR APPROVAL (H.4)	The ordinance is ready to be approved. Jim will find out how it is recommended that we communicate this information to insurance carriers and what our responsibilities and liabilities are.
UNFINISHED BUSINESS: REVISIT FINE COMPONENT OF FEES AND RATES OF NEW ZONING ORDINANCE	Discussed during the zoning administrators report

(H.5)	
OTHER UNFINISHED BUSINESS (H.6)	none
NEW BUSINESS: MOVE OCT. 28TH DEPT. HEAD WORK SESSION WITH MAINTENANCE/OHA TO NOV. 4TH : (I.1)	Discussed during the Housing Authority Report.
NEW BUSINESS: REVIEW FLOODPLAIN MANAGEMENT REQUIREMENTS ORDINANCE FOR APPROVAL: (I.2)	Approval was given to send the ordinance to the District Engineer for a signature.
NEW BUSINESS: SIDEWALK REPAIR NORTHERN PART OF 300 BLOCK OF EAST SIDE OF MAPLE ST INCLUDE DISCUSS OF LOT (I.3)	Discussion occurred and photographs were shown. It was decided to get a bid from Leo for replacing the sidewalk.
FAIR LABOR STANDARD ACT CHANGES	Changes are effective Dec. 1, 2016. Discussion occurred. Jim will check with Cathy to see if the Maintenance Director position is classified as exempt or nonexempt.
Ruth Anderson Day	Following discussion, the following motion was made. Motion: Thursday, Oct 20, 2016 will be declared as Ruth Anderson Day. Moved: Jon Brady (Carol Baughman) Motion carried (4-0)
OTHER NEW BUSINESS (I.4)	None
COUNCIL MEMBER COMMENTS: (J)	Joanne Allen reported on the Annual League Conference Jon Brady: none Tammy Metzger: reported the Annual League Conference Carol Baughman: reported on the Annual League Conference
MAYOR'S REPORT: (K)	The mayor reported on the tax lid. There is a possibility the community may develop an Overbrook Community Foundation. This foundation would have a local steering community. More information will be forthcoming.
ADJOURNMENT: (L)	Mayor Don Schultz called for a motion to adjourn at 10:46 p.m. Moved: Joanne Allen (Carol Baughman) Motion carried (4-0)
Respectfully submitted, LaVerna Gray: Overbrook Assistant City Clerk APPROVED Nov. 9, 2016	

**MINUTES
COUNCIL MEETING
CITY OF OVERBROOK, OVERBROOK CITY HALL
401 MAPLE STREET
November 9, 2016**

<p>CALL TO ORDER, ROLL CALL: (A)</p>	<p>Mayor Don Schultz called the November 9, 2016 Council Meeting to order at 7:00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas.</p> <p>Present: Mayor Don Schultz</p> <p>Council Members Present: Joanne Allen Carol Baughman Jon Brady David Penrod Tammy Metzger</p> <p>Others present: Jim Koger Terry Hollingsworth Don Bryant</p>
<p>APPROVAL OF AGENDA: (B)</p>	<p>Discussion Motion: Approve the agenda as written Moved: Carol Baughman, Tammy Metzger Motion carried (5-0)</p>
<p>CONSENT AGENDA: (C)</p>	<p>C.1. Minutes- 10/12/16 Regular Council Meeting Minutes. 11/4/16 Work Session Notes. C.2. Warrants C.3. Request to Shred City Documents C.4. Animal Control Report C.5. Planning Commission Report P&Z minutes C.6. Library Board Report C.7. Housing Authority Board Report C.8. Water Distribution System Report C.9. Emergency Planning Group Report C.10. Zoning Administrator Report</p> <p>Discussion Motion: Accept the agenda as amended Moved: Carol Baughman, Joanne Allen Motion carried (5-0)</p>
<p>REQUEST FOR EXECUTIVE SESSION: CHIEF OF POLICE TERRY HOLLINGSWORTH</p>	<p>Motion: Move to executive session to discuss personnel matter of non-elected personnel at 7:06 pm for 10 min Moved: Joanne Allen, David Penrod Motion carried (5-0)</p> <p>At 7:16 pm the council reconvened. No decisions were made and no action was taken.</p>
<p>SPECIAL REPORTS: (D)</p>	<p>D.1 Fireworks request by G. Ross and Melinda Worthing to announce gender of baby on Nov. 12, 2016.</p> <p>Discussion: Motion: Allow G. Ross and Melinda Worthing to shoot fireworks on Nov. 12, 2016 Moved: Jon Brady, Joanne Allen Motion carried (4-1) (Nay: David Penrod)</p>

	<p>D.2 Housing Authority Discussion – There were no further questions following the recent work session.</p> <p>D.3 Re-appointment of non-elected personnel</p> <p>Discussion</p> <p>Motion: to re-appoint Taylor Wine as Municipal Court Judge Moved: Carol Baughman and Joanne Allen Motion carried (5-0)</p> <p>Motion: to re-appoint Michael Coffman as City Attorney Moved: Tammy Metzger, Joanne Allen Motion carried (5-0)</p> <p>Motion: to re-appoint Jim Koger as Municipal Court Clerk and City Clerk Moved: Joanne Allen, Carol Baughman Motion carried (5-0)</p> <p>Motion: to re-appoint Cathy Sowers as City Treasurer Moved: Carol Baughman and Jon Brady Motion carried (5-0)</p> <p>Motion: to re-appoint Terry Hollingsworth as Chief of Police Moved: Carol Baughman and Joanne Allen Motion carried (5-0)</p> <p>Motion: to re-appoint Tyler Torneden as Part-Time Police Officer Moved: Joanne Allen and Carol Baughman Motion carried (5-0)</p>
<p>PUBLIC COMMENTS: (E)</p>	<p>None</p>
<p>UTILITY BILLING ACCOUNT HEARING/PAYMENT: CASES 2016: (F.1)</p>	<p>Discussion:</p> <ol style="list-style-type: none"> 1) Acct #247000 2) Acct #368000 3) Acct #570000 4) Acct #620000 5) Acct #621000 6) Acct #750000 7) Acct# 891000 <p>Motion: Accept the plans for payment as presented Moved: Jon Brady, Tammy Metzger Motion carried (5-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT- CATHY SOWERS: (G.1)</p>	<p>The mayor presented the treasurers report as Cathy Sowers was absent. Discussion followed.</p> <p>Motion: Approve the treasurer’s report as written Moved: Carol Baughman, Joanne Allen Motion carried (5-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH POLICE CHIEF TERRY HOLLINGSWORTH: (G.2)</p>	<p>A resignation letter from Police Officer Russell Mitchell was read. Chief Hollingsworth announced that the resignation was accepted. Russell Mitchell will continue to hold the position of animal control officer. The Police Report was presented and discussed.</p>

<p>COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH CODE OFFICER TYLER TORNEDEN: (G.3)</p>	<p>Code Officer Tyler Torneden presented his report and discussion followed.</p>
<p>OATHS OF OFFICE</p>	<p>Oaths were administered to Tyler Tornedon, Terry Hollingsworth, and Jim Koger. Jim Koger will administer oaths to Taylor Wine, Michael Coffman, and Cathy Sowers in the next few days.</p>
<p>MAINTENANCE DEPARTMENT REPORT & PLANS FOR THE OLD GYM: DON BRYANT, CAROL BAUGHMAN : (G.4)</p>	<p>The maintenance report was presented and discussed. The council directed that the water line repair be done as a priority to other projects. Repairing and replacing the Old Gym windows was discussed.</p>
<p>CITY CLERK REPORT: INCLUDING NETWORK DISCUSSION: JIM KOGER: (G.5)</p>	<p>The City Clerk report was presented and discussed. Meeting will be held with Nicholas Willis from WSU regarding our water project Nov. 14, 2016 at 9:30 am. Cash disbursements were discussed.</p>
<p>JONES PARK EASEMENT UPDATE: JON BRADY: (G.6)</p>	<p>Discussion: The Jones Park Easement has been granted to the City of Overbrook and is ready to be filed after signatures are obtained. Jim Koger will give copies to John Brady and John will obtain the signatures.</p>
<p>REVIEW OF DRAFT CODIFICATION/ADDRESS QUESTIONS FROM CITYCODE: JIM KOGER: (G.7)</p>	<p>An article regarding sidewalks was discussed. Jim will discuss sidewalk codes with Kyle Maichel.</p>
<p>DISCUSSION WITH PARKS AND RECREATION: (G.8)</p>	<p>Discussion included the Parks and Recreation budget. A work session has been scheduled for Jan. 4, 2016. New programs need to be as financially self-sufficient as possible. Pool labor costs were high this year. The goal is to decrease labor costs next year. Dugout repairs and drainage trenching need to be priorities as these are safety issues. Melissa Jeanneret presented the Parks and Recreation report. Additional discussion followed.</p>
<p>Break</p>	<p>9:38 – 9:43 pm</p>
<p>SAFETY AUDIT DISCUSSION: JIM KOGER: (G.9)</p>	<p>The Kansas Department of Labor conducted a Safety Audit of City owned properties on Nov. 2, 2016. A report is expected soon.</p>
<p>GROUP LIFE/457B DISCUSSION: JIM KOGER: (G.10)</p>	<p>Two insurance companies will be invited to make presentations at the work session on Dec. 2, 2016.</p>
<p>UNFINISHED BUSINESS: DISCUSSION REGARDING RWD#5 RATE PROPOSAL (H.1)</p>	<p>This discussion is being tabled until more progress has been made on the plan to update our Water Distribution System.</p>
<p>UNFINISHED BUSINESS: SIGN KANSAS GAS SERVICE FRANCHISE FEE INCREASE ORDINANCE: (H.2)</p>	<p>The Kansas Gas Franchise fee increase was previously approved by the council on Sept 14, 2016. Consensus was for Mayor Schultz to sign Ordinance 393. Kansas Gas will submit the publication. Ordinance will take effect following a 60 day review period.</p>
<p>UNFINISHED BUSINESS: ECCHIC FOLLOW-UP ON INSURANCE REVIEW: (H.3)</p>	<p>Further investigation will be completed. Jim will notify Blue Cross /Blue Shield that other insurances are being considered.</p>

<p>UNFINISHED BUSINESS: REVISIT FINE COMPONENT OF FEES AND RATES OF NEW ZONING ORDINANCE (H.4)</p>	<p>Discussion: Fines are set by state statute. Planning and Zoning will discuss this next week.</p>
<p>UNFINISHED BUSINESS: REVIEW FLOODPLAIN MANAGEMENT REQUIREMENTS ORDINANCE FOR APPROVAL (H.5)</p>	<p>Discussion Motion: Move to approve Ordinance 392 Moved: Jon Brady, Joanne Allen Motion carried (5-0)</p>
<p>REVIEW OF BID FOR SIDEWALK REPAIR NORTHERN PART OF 300 BLOCK OF EAST SIDE OF MAPLE STREET (H.6)</p>	<p>Discussion: Bid was received from Leo Lang for \$4,220.00. Don Schultz and Jim Koger will write a letter to the property owners adjacent to the sidewalk regarding options for this sidewalk repair project.</p>
<p>CONTINUE DISCUSSION REGARDING NEWSLETTER, BILL FORMAT, AND WEBSITE (H.7)</p>	<p>We will transition to postcard billing for utilities.</p>
<p>OTHER UNFINISHED BUSINESS (H.8.a)</p>	<p>Discussion: Network security improvements are recommended. A firewall appliance along with a 1 year security suite would cost about \$800.00, which is less than the bid from our Utility Billing Software Company. There would be a yearly renewal fee of \$395.00. Motion: move forward with the firewall purchase Moved: Tammy Metzger, Joanne Allen Motion carried (5-0)</p>
<p>NEW BUSINESS: REVIEW FOR APPROVAL CASEY'S GENERAL STORE APPLICATION TO RENEW CMB OFF PREMISE: (I.1)</p>	<p>Discussion occurred. Motion: Renew Casey's CMB license Moved: Jon Brady, Joanne Arnold Motion carried (5-0) The council requests Kyle Maichel to have a discussion with the Engineering Firm that recently placed property pins near Lake Shore Road east of BP to confirm property lines.</p>
<p>NEW BUSINESS: REQUEST FOR DONATIONS: SANTA FE TRAIL AFTER PROM (I.3.A)</p>	<p>Discussion Motion: Donate 2 individual pool passes to the Santa Fe Trail After Prom Committee Moved: John, Carol Motion carried (4-1) (David Penrod)</p>
<p>NEW BUSINESS: REQUEST FOR DONATIONS: CARL'S TIRE SPECIAL CHRISTMAS GIFT (1.3.B)</p>	<p>Following discussion, no action was taken.</p>
<p>OTHER NEW BUSINESS (I.4a) Co-op Utility Billing I.4b selling back vacation time</p>	<p>Credits are being applied to Ottawa Coop's account due to overpayment. Motion: Pay off the remainder of the credit due to Ottawa Coop by sending a check. Moved: Jon Brady, Joanne Allen Carried (5-0) Discussion occurred. The Mayor will present details for approval at the next council meeting on Dec. 14, 2016</p>

<p>COUNCIL MEMBER COMMENTS: (J)</p>	<p>JoanneAllen reminded those attending about the Veterans’ Luncheon on Saturday at 11:00 at the Legion.</p> <p>Carol Baughman suggested that the next newsletter should include information to the public about police services that are available to home owners while they are on vacation.</p> <p>Jon Brady: none David Penrod: none Tammy Metzger: none</p>
<p>MAYOR’S REPORT: (K)</p>	<p>The mayor stated that it is time for department heads to conduct employee interviews.</p> <p>If anyone wants to issue raises, then that needs to be discussed at the next council meeting. Need to evaluate the structure of departments and efficiency.</p> <p>Friday Dec 2 is the next work session. This work session will include administrative, library, and insurance discussions.</p>
<p>ADJOURNMENT: (L)</p>	<p>Mayor Don Schultz called for a motion to adjourn at 10:42 p.m Moved: Jon Brady, Carol Baughman Motion carried (5-0)</p>
<p>Respectfully submitted, LaVerna Gray: Overbrook Assistant City Clerk Approved Dec. 14, 2016</p>	

**MINUTES
COUNCIL MEETING
CITY OF OVERBROOK, OVERBROOK CITY HALL
401 MAPLE STREET
December 14, 2016**

<p>CALL TO ORDER, ROLL CALL: (A)</p>	<p>Mayor Don Schultz called the December 14, 2016 Council Meeting to order at 7:00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas.</p> <p>Present: Mayor Don Schultz</p> <p>Council Members Present: Joanne Allen Carol Baughman Jon Brady arrived at 7:21pm David Penrod Tammy Metzger</p> <p>Others present: Jim Koger Terry Hollingsworth Don Bryant Cathy Sowers Kyle Maichel</p>
<p>MAYOR'S PROCLAMATION TO HONOR OSAGE COUNTY HERALD CHRONICAL REPORTER SUSIE WHALEN</p>	<p>Wed, Dec 14, 2016 shall be proclaimed as Susie Whalen Day in Overbrook, KS. (Susie is leaving her journalism position)</p>
<p>APPROVAL OF AGENDA: (B)</p>	<p>Discussion: no changes Motion: Approve the agenda as written Moved: Tammy Metzger, Joanne Allen Motion carried (4-0)</p>
<p>CONSENT AGENDA: (C)</p>	<p>C.1. Minutes- 11/09/16 Regular Council Meeting Minutes. 12/02/16 Work Session Notes. C.2. Warrants C.3. Request to Shred City Documents C.4. Animal Control Report C.5. Planning Commission Report P&Z minutes C.6. Zoning Administrator Report C.7. Housing Authority Board Report C.8. Water Distribution System Report C.9. Emergency Planning Group Report C.10. Library Board Report</p> <p>Discussion: C.5 was opened for discussion and items 1,2,3,&4 will be discussed in depth later in the meeting Motion: Accept the agenda as presented Moved: Carol Baughman, Joanne Allen Motion carried (4-0)</p>
<p>SPECIAL REPORTS: (D)</p>	<p>No Special Reports</p>
<p>PUBLIC COMMENTS: (E)</p>	<p>None</p>
<p>UTILITY BILLING ACCOUNT HEARING/PAYMENT:</p>	<p>Discussion: 1) Acct #32000</p>

<p>CASES 2016: (F.1)</p>	<p>2) Acct #270400 3) Acct #362000 4) Acct #368000 5) Acct #501000 6) Acct #570000 7) Acct# 621000</p> <p>Motion: Approve as is with the exception of Acct #368000. They may pay \$20 every two weeks through Dec. then need to have a plan to have the bill up to date by April Council Meeting Moved: David Penrod, Joanne Allen Motion carried (4-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT- CATHY SOWERS: (G.1)</p>	<p>Discussion: Budget Spread Sheets, Expenditure comparisons for 2015 and 2016, Year End Salary Bonuses.</p> <p>Motion: Approve year-end bonuses for employees Moved: Joanne Allen, Carol Baughman Motion carried (5-0)</p> <p>Motion: Approve the treasurer’s report as written Moved: Joanne Allen, Carol Baughman Motion carried (5-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH POLICE CHIEF TERRY HOLLINGSWORTH: (G.2)</p>	<p>Discussion: new cases, arrests, traffic accidents, ad for full time position, police vehicles, successful prosecutions of cases, animal control officer, peddlers</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: DISCUSSION WITH CODE OFFICER TYLER TORNEDEN: (G.3)</p>	<p>Discussion: No new cases</p>
<p>ZONING AND PLANNING REPORT : KYLE MAICHEL (G.3.b)</p>	<p>Since Zoning Administrator Kyle Maichel was in attendance, the Council asked him to discuss his report. No action was taken.</p> <p>Discussion: Casey’s relocation, liquor store sign, trailer court, Ordinance 353 wording change needed to address blight, Windy Ridge Development Duplexes</p>
<p>MAINTENANCE DEPARTMENT REPORT: DON BRYANT : (G.4)</p>	<p>Discussion: Water Line Replacement Project, new dump truck repair, snow removal plans</p> <p>Motion: Repair dump truck by spending around \$12,000 -\$15,000 Moved: Carol Baughman, Tammy Metzger Motion carried (4-1) (Nay Jon Brady)</p>
<p>CITY CLERK REPORT: JIM KOGER: (G.5)</p>	<p>Discussion: Kansas Set Off Payments, CRS program, firewall appliance, merit pay raise for Assistant City Clerk, TEAP Traffic Study and costs and procurement of funds for improvements, input from the school regarding the TEAP Traffic Study, Carbondale Pet Clinic contract, 2016 Audit, 2017 Waste Tire Grant, JUS Utility Software bill, Kevin Gloss mowing, updated Workers Compensation Experience Rating, LKM membership dues, Ottawa Coop note, Leadership Conference and Mayor’s conference</p> <p>Motion: Increase salary rate to \$11.00 for next pay period for Assistant City Clerk Moved: Tammy Metzger, Joanne Allen</p>

Minutes – Dec. 14, 2017

	Motion carried (5-0)
Break for 5 minutes	8:36- 8:42
REVIEW OF DRAFT CODIFICATION/ADDRESS QUESTIONS FROM CITYCODE: JIM KOGER: (G:6)	Discussion: None
DISCUSSION WITH PARKS AND RECREATION: (G.7)	Discussion: Work Session 1/4/17 at 7 pm
SAFETY AUDIT DISCUSSION: JIM KOGER: (G.8)	Discussion: Grounded plugs, exit signs, concession stand, maintenance shop, required completion date Jan. 24, 2017, eye wash basin, electrical panel
GROUP LIFE/457B DISCUSSION: JIM KOGER: (G.9)	Discussion: Group Life proposals, KPERS, KP&F, 457 plan, City's cost to carry, AFLAC, US Alliance, budgeting process, employee interest, 457B
REVIEW OSAGE COUNTY ANNUAL APPLICATION FOR KDOT PUBLIC TRANSPORTATION GRANT DISCUSSION: JIM KOGER: (G.10)	Discussion: Osage Commissioners have asked for comment before they submit their application.
EMPLOYEE ANNUAL REVIEW DISCUSSION (G.11)	Discussion: Clerk and Assistant Clerk Reviews received, Completion of other reviews pending, Salary Survey, Treasurer Report, challenges for 2017, affordability of salary raises, revisit salary raises in April 2017
CARBONDALE VET CLINIC CONTRACT (G.12)	Discussion: Increase in animal fees, options for animal care
2016 AUDIT ENGAGEMENT LETTER FROM KARLIN AND LONG, LLC (G.13)	Discussion: understanding of services, comparison of fees to last year, Motion: Approve the signature to agree with the terms of engagement from Karlin and Long, LLC Moved: Carol Baughman, Joanne Allen Motion failed(0-5) Motion: Accept contract based on one more conversation with Karlin and Long to give us a pricing consideration. Moved: David Penrod, Joanne Allen Motion carried (5-0)
2017 WASTE TIRE GRANT APPLICATION	Discussion: PRIDE involvement, Parks and Recreation involvement
UNFINISHED BUSINESS: ECCHIC FOLLOW-UP ON INSURANCE REVIEW (H.1)	Discussion: Paperwork submitted, future presentation for further review
UNFINISHED BUSINESS: REVISIT FINE COMPONENT OF FEES AND RATES OF NEW ZONING ORDINANCE (H.2)	No update from the Planning and Zoning Meeting; Table and move to Archive Unfinished Business
ADDITIONAL DISCUSSION REGARDING POSSIBLE SIDEWALK REPAIR NORTHERN PART OF 300 BLOCK OF EAST SIDE OF MAPLE ST: (H.3)	Discussion: Property owner money contribution, seasonal repair, liability, lawyer letter, sidewalk policy or ordinance, purchase of property, other city sidewalks, barriers or signs, assessment to property taxes, foot traffic on Maple Street north of Highway 56

REVIEW FOR APPROVAL EMPLOYEE REQUESTS TO SELL BACK ACCRUED VACATION (H.4)	Discussion: sell back of accrued vacation Motion: Approve the sell back of accrued vacation Moved: Tammy Metzger, Joanne Allen Motion carried (5-0)
OTHER UNFINISHED BUSINESS (H.5)	Discussion: none
NEW BUSINESS: REVIEW FOR APPROVAL CMB/JUKEBOX/GAMING LICENSES (I.1)	Discussion: Casey's Motion: Update Casey's certificate showing the new address but not charging a new fee Moved: David Penrod, Carol Baughman Motion carried (5-0) Approve the 2 year City Alcohol License for Overbrook Spirits and the juke box and pool table license for Double D's. Conrad's has approval to renew 2 gaming licenses if machines are repaired. Moved: Tammy Metzger, Joanne Allen Motion carried (5-0)
NEW BUSINESS: REVIEW RESOLUTION FOR 2017 GAAP WAIVER PER KSA 75-1120a (I.2)	Discussion: Resolution for 2017 GAAP Waiver Motion: Move to approve the resolution Moved: Jon Brady, David Penrod Motion carried (5-0)
DISCUSS ELECTRICIAN/PLUMBER AGREEMENTS (I.3)	Discussion: contact firms, fee, response time, service agreement, Donnie's recommendation
OTHER NEW BUSINESS (I.4a)	Discussion: none
COUNCIL MEMBER COMMENTS: (J)	JoanneAllen: none Carol Baughman: Will talk to the Police Chief about budgeting when doing his review. Jon Brady: Need to do something in January about the budget. Must reduce expenditures. Need to come up with some type of plan. Need to be proactive. David Penrod: concerned about 2017 budget: Where are cuts made? David will submit a thumbnail outline. Tammy Metzger: We have good people who work for our city. We need to be aware of the quality of people that we have.
MAYOR'S REPORT: (K)	Discussion: January 25, 2017 is the visit to Capitol Hill.
ADJOURNMENT: (L)	Mayor Don Schultz called for a motion to adjourn at 10:14 p.m Moved: Jon Brady, Tammy Metzger Motion carried (5-0)
Respectfully submitted, LaVerna Gray: Overbrook Assistant City Clerk Approved Jan. 2017	

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