

**REGULAR COUNCIL MEETING  
CITY OF OVERBROOK**

**MINUTES – January 12, 2011**

<p>CALL TO ORDER, ROLL CALL: (A.)</p>	<p>Mayor Don Schultz called the January 12, 2011, regular council meeting to order at 7.00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas.</p> <p>Roll call was taken and it was determined that a quorum was present. Council Members Carol Baughman, Jim Gates, Dorthy Chikly, and Jon Brady were present. Others present included Jim Koger, Ed Harmison, Don Bryant, Patty Hylton, and Bruce Rinkes. Members of the public were also present at the meeting.</p>
<p>MOTION, APPROVE AGENDA: (A.1)</p>	<p>Following discussion, Jim Gates (Dorthy Chikly) move to approve the Agenda. Motion carried 4-0.</p>
<p>MOTION, APPROVE CONSENT AGENDA: (B.1 through B.8)</p>	<p>Following discussion, Jim Gates (Dorthy Chikly) moved to approve the consent agenda. Motion passed, 4-0. Consent Agenda Items were as follows:</p> <ul style="list-style-type: none"> <li>B.1. Approve December 8, 2010 Regular Council Meeting Minutes</li> <li>B.2 Approve Warrants</li> <li>B.3 Request to shred documents</li> <li>B.4. Name Jim Koger KRWA Voting Delegate and Don Bryant Alternate</li> <li>B.5 LKM City Hall Day Registration</li> <li>B.6 MLA and KRWA Training requests</li> <li>B.7 Name Bob Klingler new Park and Recreation Commission Member</li> <li>B.8 Approve Resolution 2011-01 Kansas PRIDE Program</li> </ul>
<p>TREASURER REPORT: (C.1)</p>	<p>Patty Hylton gave her report. There were two bank reconciliations to review. There was discussion about the transfers. Patty will discuss with Jim Long the accounting of the issuing and pay-off (redemption) of the old pool bond- we will follow-up on this next month.</p>
<p>CITY CLERK REPORT: (C.2)</p>	<p>Jim Koger presented his report. The council reviewed the delinquency report. No further action was taken.</p>
<p>MAINTENANCE/ANIMAL CONTROL REPORT: (C.3)</p>	<p>Don Bryant presented his report. The repair of well #1 should begin next week. The installation of the sample tap in the well house for sampling after chlorination has been completed. Don and Bruce are continuing to work on the sample taps for wells 3,4&amp;5 based off Don’s conversation with Vic Montgomery. Truck route signs are almost all up. There is a small water leak near the Grace Community Church meter. The repair will be completed soon- however, it will impact water service at the church so we will need to coordinate it with them. There was discussion about water on Maple Street near 6<sup>th</sup>. The crew will keep an eye on it. Blue towels at the lagoons were discussed next. Don Bryant is to follow-up with Vic Robbins on this issue. The skid steer will include a broom and a 4-in-1 bucket. It may be the end of the month or the first part of February before we receive it. The Mayor asked Don Bryant about the remaining tubes at the lagoon. They are cast iron and probably 8 inches in diameter. Someone had contacted the Mayor about them. No action was taken. (PLEASE NOTE: PIPE IS DUCTILE IRON AND IS 12 INCH APPROX 160-180 FT 1/21/11 JHK)</p> <p>Animal Control: Jim Koger indicated that during 2010 we sold 126 dog tags and 33 cat tags. Through January 10<sup>th</sup> we had sold 41 dog tags and 17 cat tags.</p>
<p>LAW REPORT: (C.4)</p>	<p>Officer Harmison gave his report. A stolen credit card had been used at one of our area businesses. Olathe PD stopped the individual. There may be as many as three</p>

	<p>states involved in this case. Officer Harmison will be traveling to Olathe soon to discuss. The new computer has been purchased and is in place at the police department. The total price came in at \$1,000.00, well below the budgeted amount. 2 people from Madison, Wisconsin stopped to talk to Officer Harmison recently about the Santa Fe Trail. They are visiting a number of communities along the trail and we are one of 15 that they will collect photos from as part of their project.</p>
<p>POOL REPORT: (C.5)</p>	<p>Following discussion, Jim Gates (Dorothy Chikly) moved to buy one diving board (approx. \$3,800), the lifeguard chair (approx. \$1,200), and the vacuum pump (approx \$2,500). Motion carried 3-1 with Jon Brady opposed. Consensus was to discuss painting the pool at the next council meeting.</p>
<p>CITY BOARD REPORTS: PLANNING &amp; ZONING: (D.1)</p>	<p>The Council was reminded to work on input for the Comprehensive Plan for the joint meeting with P&amp;Z on January 18<sup>th</sup>.</p>
<p>CITY BOARD REPORTS: PARK &amp; REC. (D.2)</p>	<p>The Clerk is to let Park &amp; Rec know that the Council has approved Bob Klingler as the replacement for Brian Kuermaier.</p>
<p>CITY BOARD REPORTS: LIBRARY: (D.3)</p>	<p>The Council reviewed a written report from Marni Penrod. No action was taken.</p>
<p>CITY BOARD REPORTS: HOUSING AUTHORITY: (D.4)</p>	<p>The Council reviewed the written report. Jim Koger is to get one of the Weatherization surveys to Bruce Sisson.</p>
<p>CITY BOARD REPORTS: OTHER: (D.5)</p>	<p>No other reports were provided.</p>
<p>SPECIAL REPORT: SUNDAY SALES: (E)</p>	<p>Following lengthy discussion in regards to distinguishing between Sunday sales of CMB and Alcoholic Liquor, discussion which included input from City Attorney Michael Coffman and Caleb Crook, Jim Gates (Dorothy Chikly) moved to allow Sunday Sales of Alcoholic Liquor in the original package and Sunday CMB Sales. This would result in an amendment to Ordinance #352, rescinding section 5, and aligning it with language from the state statute. This amended Ordinance will also replace Ordinance #287. There was discussion about needing to address the 2yr license requirement that will take effect in July of this year. The Mayor restated the motion and called for a roll-call vote:</p> <p>Jon Brady: Yea Jim Gates: Yea Carol Baughman: Yea Dorothy Chikly: Yea</p> <p>Motion carried 4-0.</p> <p>The Mayor requested that Michael Coffman have the updated Ordinance (which will be number 354) ready to be published on January 20<sup>th</sup>. The Clerk is to assist.</p> <p>Following additional discussion, Dorothy Chikly (Jim Gates) moved to allow Sunday Sales to begin as of January 16, 2011 as Sunday Sales of CMB are already in effect. Motion carried 4-0.</p> <p>Jim Koger is to call the ABC and let them know about our decision. Additionally, consensus was to double the annual occupational tax to comply with the July 2011 2 year license change.</p>

BREAK:	A 5 minute break was called at 8:29PM. The meeting resumed at 8:34PM.
PROJECTS IN PROCESS: WATER SYSTEM IMPROVEMENTS (F.2a)	Bruce Rinkes discussed the Water System Improvements first. The lien releases have been satisfied. There was discussion regarding total cost of the project. We wound up spending about \$217,000 which is approximately \$17,600 more than the money allocated for the project.
PROJECTS IN PROCESS: SEWER-PHASE 2: (F.1)	<p>Bruce Rinkes discussed Phase 2 of the Sewer Project. The Land Application of Sludge report has been received back from the State. There was discussion about Pay Application # 5 and Change Order #7. The wier plate still needs to be fixed and there is final seeding that will be done later this spring. Vic is also working on the Operations Manual. Following discussion, Dorthy Chikly (Jim Gates) moved to approve Pay Application # 5. Motion carried 4-0. Jim Gates (Carol Baughman) moved to accept Pay Application # 6 which reduced the retainage from 10% to 5% with the following caveat:</p> <p>We will need a statement of substantial completion from Vic Robbins for this project.</p> <p>Motion carried 4-0.</p> <p>The grouting of the service connections was discussed next. Bruce Rinkes indicated that the belief was that there would be approximately 9-12 to be done and that following discussion they had with Donna Crawford, Bruce felt we could get an extension to get this done. The issue with the thickness of the liners with Insituform has been resolved. The grouting of the service connections would be done inside the line. If we choose to proceed there will be a change order.</p> <p>The sewer at the Overbrook Bible Church was discussed next. Cost, including engineering, could be as much as \$40,000.00 and the project might take 3 months. The first thing needed would be an easement as there is no main access. Following this discussion, Jim Gates (Carol Baughman) moved to proceed to get necessary easement(s) and once those are received accept the open cut bid from King’s Construction as a change order to the existing project. This would require an extension from KDHE. There was additional discussion. The Mayor called for a roll call vote:</p> <p>Jon Brady Nay          Jim Gates Yea          Carol Baughman Yea          Dorthy Chikly Nay</p> <p>As a result of this 2-2 stalemate, Mayor Schultz cast the deciding Yea vote.</p> <p>Motion carried 3-2. Mayor Schultz indicated his decision was based on the availability of funds.</p> <p>There was further discussion regarding the grouting of the service connections. Mayor Schultz indicated that he would entertain a motion regarding the grouting of the service connections. No such request was received. No further action was taken.</p>
PROJECTS IN PROCESS: STREETS (F.2b)	Bruce Rinkes did not have anything new to report on the Street Project. Discussion centered on the need for a change order for Market Street, the thickness on Maple, and the apron on Maple. There was also concern about the remaining items on the punch list. Completion dates are still well within the grant requirements. We should have something from Bill Jacobs next month.

<p><b>PROJECTS IN PROCESS:</b>  <b>SEWER-PHASE 2:</b>                  (F.1)</p>	<p>We did not discuss the amended contract during our sewer project discussion earlier in the meeting. Bruce Rinkes asked if the amended amount of additional engineering should be up to \$60,000. Council consensus was that we had approved \$35,500. Any additional would require another amendment. Bruce will forward the amended contract to the Clerk.</p>
<p><b>UNFINISHED BUSINESS:</b>  <b>323 MAPLE UDPATE:</b>                  (G.5)</p>	<p>Since Scott Averill was in attendance, the Mayor request permission to move item G.5 up on the agenda. Scott began the conversation by thanking the Council for the new roads. Scott indicated he has requested a bid to get the property to a level lot. They hope to salvage the stone. It was Scott’s belief that they could start this winter. There was discussion but no further action was taken.</p>
<p><b>UNFINISHED BUSINESS:</b>  <b>SPECIAL EVENT CMB POLICY:</b>                  (G.1)</p>	<p>Following discussion, Jim Gates (Dorothy Chikly) moved to approve the policy for issuing a special event CMB License as follows:</p> <p>The license is subject to Council Approval. The license will be for the calendar year, however, dates for the event(s) will be spelled out clearly on the license. The cost for this Special Event CMB License is \$50.00. If during that calendar year the Group chooses to add an additional event, they will need to again request Council Approval. If approval is given, the existing Special Event CMB License will be updated to include those new event dates. This update will not require an additional charge.</p> <p>Motion carried 4-0.</p>
<p><b>UNFINISHED BUSINESS:</b>  <b>UTILITY BILLING RATE DISCUSSION:</b>                  (G.2)</p>	<p>Following discussion, a committee was established to work on this project. Jon Brady and Carol Baughman are to meet with Jim Koger to look at rate increases we’ve done in the past while also looking at the service contracts/franchise rates. The committee will report back next month.</p>
<p><b>UNFINISHED BUSINESS:</b>  <b>WELL #1 REPAIR:</b>                  (G.3)</p>	<p>This item was discussed previously during the maintenance report. No further action was taken.</p>
<p><b>UNFINISHED BUSINESS:</b>  <b>SKID STEER FINANCING:</b>                  (G.4)</p>	<p>Following discussion, Jim Gates (Dorothy Chikly) moved to do the skid steer lease/purchase through First Security Bank. Motion carried 4-0.</p>
<p><b>UNFINISHED BUSINESS:</b>  <b>LODGE WINDOW REPAIR BID:</b>                  (G.6)</p>	<p>Following discussion about the one bid that has been received but not yet reviewed by the Lodge, consensus was to discuss this further next month.</p>
<p><b>UNFINISHED BUSINESS:</b>  <b>ORDINANCES REPEALED BY #353 NUISANCE ORDINANCE</b>                  (G.7)</p>	<p>Following discussion, the consensus was to have Planning and Zoning review this. We will follow-up next month.</p>
<p><b>OTHER UNFINISHED BUSINESS:</b>                  (G.8)</p>	<p>Mayor Schultz discussed the possibility of adding a second monthly Council Meeting as was mentioned last month. We will address this further in February.</p>
<p><b>NEW BUSINESS:</b>  <b>REVIEW FOR APPROVAL 2011 OS. CO. NEIGHBORHOOD REVITALIZATION</b></p>	<p>Following discussion, consensus was to have Planning and Zoning review it. Jon Brady (Jim Gates) moved to approve based upon approval from Planning and Zoning. Motion carried 4-0. Dorothy Chikly requested that we have more detailed information in regards to the program. Mayor Schultz will call OCED and forward that information to the Council and Planning and Zoning.</p>

<p>INTERLOCAL AGREEMENT: (H.1)</p>	
<p>NEW BUSINESS: EMPLOYEE REVIEWS: (H.2)</p>	<p>Following discussion, not all the reviews have been completed. Mayor Schultz recommended re-addressing this next month.</p>
<p>NEW BUSINESS: OTHER NEW BUSINESS: (H.3)</p>	<p>Mayor Schultz indicated that there have not yet been any registrations for the upcoming Council Member election. If anyone is interested in running or has questions, please ask!</p>
<p>PUBLIC COMMENTS: (I.)</p>	<p>There was no public comment.</p>
<p>COUNCIL MEMBER COMMENTS: (J.)</p>	<p>Jon Brady discussed the status of the bridge for the emergency spillway at the City Lake. Plan Approval was received from DWR. Bids will be going out next. We will probably have bids to review at the March Council Meeting.</p> <p>Carol Baughman, Dorthy Chikly and Jim Gates: None.</p>
<p>MAYOR'S REPORT: (K.)</p>	<p>Mayor Don Schultz discussed City Hall Day. If anyone wants to go, please let him know so he can set up the meetings. Mayor Schultz will be attending a Downtown Revitalization Meeting on the 20<sup>th</sup>. Mayor Schultz also reminded the Council about the Joint Meeting with Planning and Zoning at 7PM on Tuesday, January 18<sup>th</sup>.</p>
<p>ADJOURNMENT: (L. )</p>	<p>Dorthy Chikly (Carol Baughman) moved to adjourn the meeting at 10:44 p.m. Motion passed, 4-0.</p>
<p>Respectfully submitted,</p> <p>Jim Koger City Clerk</p> <p>Draft:</p>	

CITY OF OVERBROOK

DRAFT

MINUTES SPECIAL COUNCIL MEETING January 18, 2011 Overbrook City Hall 7:00PM

MEMBERS PRESENT: Jon Brady, Jim Gates, Carol Baughman and Mayor Don Schultz. Dorothy Chikly and Tadd Goodyear were absent.

OTHERS PRESENT: Jim Koger, Jason Hielscher, Skip Hull

Phone calls were made to try to reach the absent Planning and Zoning Members.

The meeting was called to order by Mayor Don Schultz at 7:09PM after which roll call determined the presence of a quorum of Council Members. There was not a quorum of members from Planning and Zoning. The meeting will need to be rescheduled.

Mayor Schultz indicated that the Clerk was to make the necessary arrangements.

The purpose of this special meeting was to:

Hold a joint work session with Planning and Zoning to discuss the Comprehensive Plan, and the Mission/Vision Statement. No actions will be taken nor will decisions be made during this work session.

**ADJOURNMENT:**

There being no further business to come before the Council, the meeting was adjourned by the Mayor at 7:10PM.

Respectfully submitted,

Jim Koger, City Clerk  
DRAFT:

CITY OF OVERBROOK

DRAFT

MINUTES SPECIAL COUNCIL MEETING January 25, 2011 Overbrook City Hall 7:00PM

MEMBERS PRESENT: Tadd Goodyear, Carol Baughman and Mayor Don Schultz. Dorothy Chikly, Jim Gates, and Jon Brady were absent.

OTHERS PRESENT: Jim Koger, Sheila Dale, Jason Hielscher, Skip Hull and Tom Wurdeman.

The meeting was called to order by Mayor Don Schultz at 7:04PM after which roll call determined the lack of a quorum of Council Members. There was a quorum of members from Planning and Zoning. The meeting was cancelled due to the lack of quorum.

The meeting will not be rescheduled.

The purpose of this special meeting was to:

Hold a joint work session with Planning and Zoning to discuss the Comprehensive Plan, and the Mission/Vision Statement. No actions will be taken nor will decisions be made during this work session.

Respectfully submitted,

Jim Koger, City Clerk  
DRAFT:

CITY OF OVERBROOK

DRAFT

MINUTES SPECIAL COUNCIL MEETING January 25, 2011 Overbrook City Hall 6:45PM

MEMBERS PRESENT: Tadd Goodyear, Carol Baughman, Jon Brady (via conference call) and Mayor Don Schultz. Dorthy Chikly and Jim Gates were absent.

OTHERS PRESENT: Donna Crawford, Jim Koger, Vic Robbins (6:52PM)

The meeting was called to order by Mayor Don Schultz at 6:45PM after which roll call determined the presence of a quorum.

The purpose of this special meeting is to:

Review for approval Grouting of Service Connections as part of Phase 2 of the Sewer Rehabilitation Project.

Following discussion, Donna Crawford recommended that we ask for an extension as it is her understanding that this issue is not a maintenance question but a health and safety issue. The grouting was not bid out by item in the original documents.

Jon Brady indicated that he had a conversation regarding the grouting with Rod Geisler at KDHE. There was no requirement at this time from KDHE for us to do the grouting of those 12 service connections. Vic Robbins arrived at the meeting. Jon Brady continued by asking that perhaps this could be part of Phase 3.

There was further discussion. January 28<sup>th</sup> is the grant finish date.

Tadd Goodyear (Jon Brady) moved to request a grant extension of three months to do the grouting of the 12 service connections. If the request is approved, we will then decide how to proceed. Motion carried 3-0. Donna Crawford is to request the extension.

ADJOURNMENT:

There being no further business to come before the Council, on a motion duly made and seconded by Carol Baughman and Tadd Goodyear, the meeting was adjourned at 7:02PM.

Respectfully submitted,

Jim Koger, City Clerk  
DRAFT:



**REGULAR COUNCIL MEETING  
CITY OF OVERBROOK**

**MINUTES – February 9, 2011**

<p>CALL TO ORDER, ROLL CALL: (A.)</p>	<p>Mayor Don Schultz called the February 9, 2011, regular council meeting to order at 7.01 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas.</p> <p>Roll call was taken and it was determined that a quorum was present. Council Members Carol Baughman, Jim Gates, Dorthy Chikly, and Tadd Goodyear were present. Others present included Jim Koger, Ed Harmison, Don Bryant, and Kit Bostrom. Members of the public were also present at the meeting.</p>
<p>MOTION, AMEND AGENDA:</p>	<p>Jim Gates (Carol Baughman) moved to amend the Agenda to note that additional warrants were added to Item B.8, and to add Item H.5, Donation Request, to the list of New Business items. Motion carried 4-0.</p>
<p>MOTION, APPROVE AMENDED AGENDA: (A.1)</p>	<p>Following discussion, Jim Gates (Dorthy Chikly) moved to approve the Amended Agenda. Motion carried 4-0.</p>
<p>MOTION, APPROVE CONSENT AGENDA: (B.1 through B.8)</p>	<p>Following discussion, Jim Gates (Tadd Goodyear) moved to approve the consent agenda. Motion passed, 4-0. Consent Agenda Items were as follows:</p> <ul style="list-style-type: none"> <li>B.1. Approve January 12, 2011 Regular Council Meeting Minutes</li> <li>B.2. Approve January 18, 2011 Special Council Meeting Minutes</li> <li>B.3. Approve January 25, 2011 Special Council Meeting Minutes Meeting 1</li> <li>B.4. Approve January 25, 2011 Special Council Meeting Minutes Meeting 2</li> <li>B.5. Approve request for Jim Koger to attend the CCMFOA Annual Spring Conference March 16-18, 2011</li> <li>B.6. Approve request for Jim Koger, Don Bryant, and Bruce Haukenberry to attend the KRWA Annual Conference March 29-31, 2011</li> <li>B.7. Approve List of Items to Shred</li> <li>B.8. Approve Warrants</li> </ul>
<p>PROCLAMATION: (C)</p>	<p>Mayor Schultz presented a Proclamation to the O’Bryhim Family for their service to our community.</p>
<p>TREASURER REPORT: (D.1)</p>	<p>Patty Hylton was absent. The Council reviewed the bank reconciliation. No action was taken.</p>
<p>CITY CLERK REPORT: (D.2)</p>	<p>Jim Koger presented his report. Following discussion, Carol Baughman (Jim Gates) moved to submit the trash/sewer only assessments to the County on a quarterly basis. Motion carried 4-0. The council reviewed the delinquency report. The Council will discuss the Municipal Services training at our next Council Meeting. Following discussion regarding the request from the Red Cross to update their provider agreement, Jim Gates (Dorthy Chikly) moved to give conditional approval based on input from Chelsea and Tammy Luther. Jim Koger is to follow-up as well with the Red Cross director. Motion carried 4-0.</p>
<p>MAINTENANCE/ANIMAL CONTROL REPORT: (D.3)</p>	<p>Don Bryant presented his report. The Truck Route signs have been removed from 56 Highway. We are working with KDOT to see if we can change the wording on the signs. There was discussion about getting a second dump truck. The pool items discussed last meeting have been ordered. Don Schultz will pick up the lifeguard chair and the other items should be delivered in mid-March. We will discuss the pool painting further at our next meeting. The fire hydrant at 2<sup>nd</sup> and Maple has been replaced. Two leaks were repaired in the last month. The water</p>

	<p>meter ring and lid were replaced at First Security. Ed Hickman has been working on the pumps at the west lift station. They will continue to keep an eye on the blue towels at the lagoons. There was discussion about the length of the skid steer lease. Mayor Schultz attempted to reach Michael Coffman by phone to discuss whether the statute that required notification for a term longer than three years applied to capital equipment as well as land and buildings. Michael Coffman was unavailable. Following additional discussion, Tadd Goodyear moved to re-write the lease with a term of three years, noting that Patty Hylton had indicated that we had the available funds to shorten the term. Motion carried 4-0. To help with future decisions, Jim Koger will follow-up on the statute question regarding the term length for capital equipment.</p> <p>Animal Control: There was a written report from Karl Umscheid. To date 84 2011 Dog Tags and 24 2011 Cat Tags have been sold</p>
LAW REPORT: (D.4)	Officer Harmison gave his report.
POOL REPORT: (D.5)	Once more bids to paint the pool have been received we can decide how we wish to proceed.
CITY BOARD REPORTS: PLANNING & ZONING: (E.1)	The joint meeting with the Council to discuss the Comprehensive Plan will need to be rescheduled.
CITY BOARD REPORTS: PARK & REC.: (E.2)	Parks and Rec will be meeting later this week. Their meeting had to be re-scheduled due to inclement weather.
CITY BOARD REPORTS: LIBRARY: (E.3)	The Council reviewed a written report from Marni Penrod. No action was taken.
CITY BOARD REPORTS: HOUSING AUTHORITY: (E.4)	The Council reviewed written reports from Cliff Fischer and Bruce Smith. No action was taken.
CITY BOARD REPORTS: OTHER: (E.5)	No other reports were provided.
PROJECTS IN PROCESS: WATER SYSTEM IMPROVEMENTS (F.2a)	Mike Stetson from King Engineering requested to discuss the Water System Improvement Project first. The retention has been paid to Heartland Midwest. King Engineering has been in contact with Heartland Midwest in regards to the settlement on Maple. This will be warranty work. The as-built plans are being reviewed.
PROJECTS IN PROCESS: SEWER- PHASE 2: (F.1)	The certificate of substantial completion for this project was issued on January 18, 2011. Four items remain to be completed. Retention has been reduced to 5% and the grant has been closed. There was discussion about the grouting of the service connections. There were questions about the remaining loan funds available as well as the costs of items yet to be completed. A request was made to have an estimated engineering cost to review the tape to determine the number of service connections that would need to be grouted. The Council would like to have this information available for the March 9 Council Meeting. The sewer extension near the Bible Church was discussed next. Consensus was that no action would be taken until we determine if the grouting of the service connections would be

	required as part of Phase 2. King Engineering is still working on the Operation Plant and Maintenance Manual. They will follow-up with King's Construction regarding the water level control weir.
<b>PROJECTS IN PROCESS: STREETS: (F.2b)</b>	There was no report to present. Following discussion about what will happen if there is no street project report (with change order(s) and plans for the area by the school) next month, Dorthy Chikly (Tadd Goodyear) moved to hold the payment to King Engineering until we receive this information. Motion carried 4-0. The Mayor will send King Engineering a letter requesting their attendance at our next Council meeting and indicating what information we need to have.
<b>UNFINISHED BUSINESS: UTILITY BILLING RATE DISCUSSION: (G.1)</b>	Following discussion, we will address this item further at our next Council Meeting.
<b>UNFINISHED BUSINESS: POSSIBLE ACTION ON ORDINANCES REPEALED BY ORD.#353: (G.2)</b>	Following discussion, Jim Gates (Dorthy Chikly) moved to repeal Ordinances 51,156,157,162,168,178,192 and 228 as they were now covered by Ordinance 353; Additionally Ordinance 301 would be repealed by Ordinance 316. Motion carried 4-0. Jim Koger will work with Michael Coffman on this item.  Motion carried 4-0.
<b>UNFINISHED BUSINESS: LODGE WINDOW REPAIR BID: (G.3)</b>	Jim Gates presented a bid from City Glass and Mirror. The Lodge had recommended the \$5,100.00 option and asked for 50% assistance from the City for the repair/replacement of the windows above the east side of City Hall. Following discussion, Jim Gates is to get a bid for boarding up the windows to be reviewed along with the current request at the March Council Meeting.
<b>BREAK:</b>	A 5 minute break was called at 8:44PM. The meeting resumed at 8:49PM.
<b>UNFINISHED BUSINESS: EMPLOYEE REVIEWS: (G.4)</b>	Following discussion, not all the reviews have been completed. Mayor Schultz recommended re-addressing this next month.
<b>UNFINISHED BUSINESS: DISCUSS ESTABLISHING SECOND MONTHLY MEETING: (G.5)</b>	Consensus was to discuss this further once the new Council arrives. Item was tabled.
<b>OTHER UNFINISHED BUSINESS: (G.6)</b>	There was discussion regarding the renewal of the trash service contract. This will need to be an agenda item for the March meeting. Concern was raised over the contract language which allowed mid-contract changes (rather than annual review).
<b>OTHER UNFINISHED BUSINESS: (G.7)</b>	Dorthy Chikly asked if we had an update in regards to the property at 323 Maple. She was hoping that they could take advantage of the upcoming forecast for warm weather. We did not have an update.
<b>NEW BUSINESS: DISCUSSION AND POSSIBLE ACTION ON APPOINTMENT OF PLANNING &amp; ZONING BOARD MEMBER: (H.1)</b>	Following discussion, Jim Gates (Dorthy Chikly) moved to have Bob Bostrom replace Craig Meier on the Planning and Zoning Board. The term will run thru November 2012. Motion carried 4-0.
<b>NEW BUSINESS:</b>	Following discussion, Jim Gates and Jim Koger will attend the February 17 <sup>th</sup>

<p>DISCUSSION OF SAFE ROUTES TO SCHOOL PROGRAM: (H.2)</p>	<p>meeting in Bonner Springs. Mayor Schultz will visit with OAC Principal Tammy Endecott and invite her to go as well.</p>
<p>NEW BUSINESS: REVIEW FOR APPROVAL 2011 CONNECTING LINKS: (H.3)</p>	<p>Following discussion, Tadd Goodyear (Dorothy Chikly) moved to not approve the Connecting Links Agreement. Motion carried 4-0.</p>
<p>NEW BUSINESS: CITY LAKE BRIDGE BID REQUEST: (H.4)</p>	<p>The bid deadline is Friday, February 25<sup>th</sup> at 2PM. This item will be addressed further at the March 9, 2011 Council Meeting.</p>
<p>OTHER NEW BUSINESS: (H.5)</p>	<p>The Council reviewed a donation request from Appanoose School Chili Supper and Auction for a pool pass(es) to be used in their silent auction fundraiser. Following discussion, Carol Baughman (Dorothy Chikly) moved to decline the request. Motion carried 4-0.</p>
<p>PUBLIC COMMENTS: (I.)</p>	<p>Don Bryant and Bruce Haukenberry were complimented on the good work they had done recently removing snow from the streets.</p>
<p>COUNCIL MEMBER COMMENTS: (J.)</p>	<p>Carol Baughman, Tadd Goodyear and Jim Gates: None.  Dorothy Chikly indicated she appreciated the expeditious nature of the meeting tonight.</p>
<p>MAYOR'S REPORT: (K.)</p>	<p>Mayor Don Schultz expressed his appreciation for all of our area residents who have stepped up to serve our community. We have three excellent candidates for City Council and a good number of people have contacted him regarding the possibility of filling board positions. It is a compliment to the job everyone is doing.</p>
<p>ADJOURNMENT: (L. )</p>	<p>Dorothy Chikly (Jim Gates) moved to adjourn the meeting at 9:11 p.m. Motion passed, 4-0.</p>
<p>Respectfully submitted,</p> <p> Jim Koger City Clerk</p> <p>Approved: March 9, 2011</p>	

**REGULAR COUNCIL MEETING  
CITY OF OVERBROOK**

**MINUTES – March 9, 2011**

	This meeting was immediately preceded by The Performance Public Hearing for Grant No. 09-PF-835. The hearing began at 6:45PM and was closed at 6:55PM.
CALL TO ORDER, ROLL CALL: (A.)	Mayor Don Schultz called the March 9, 2011, regular council meeting to order at 7.00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas. Roll call was taken and it was determined that a quorum was present. Council Members Carol Baughman, Jim Gates, Dorothy Chikly, Jon Brady and Tadd Goodyear were present. Others present included Jim Koger, Ed Harmison, Don Bryant, Patty Hylton, and Kit Bostrom. Members of the public were also present at the meeting.
MOTION, APPROVE AMENDED AGENDA: (A.1)	Following discussion, Dorothy Chikly (Jim Gates) moved to approve the Amended Agenda. Motion carried 5-0. Agenda was amended as follows:  Move items H1 and H2 to just after E5. Move item H5, additional warrants, to the Consent Agenda as item B.4.
MOTION, APPROVE CONSENT AGENDA: (B.1 through B.3)	Jim Gates (Dorothy Chikly) moved to approve the consent agenda. Motion passed, 5-0. Consent Agenda Items were as follows:  B.1. Approve January 12, 2011 Regular Council Meeting Minutes B.2. Approve List of Items to Shred B.3. Approve Warrants B.4 Approve list of additional Warrants
SPECIAL REPORTS: (C)	West Water Tower Report: Brian Kingsley from BG Consulting, addressed the Council in regards to the steps required to apply for Emergency grant funds for the repair of the SE leg of the West Water Tower. There was lengthy discussion regarding what would be required to apply for the Emergency grant and what steps would be next. Dorothy Chikly (Carol Baughman) moved to invite three engineering firms that have the expertise in structures such as our water tower (and that we've not worked with in the past) to submit an engineering report as to what caused the leg to crack. It is important to note that engineering is evaluated by qualifications, not the bid. Motion carried 5-0.  Jim Gates (Carol Baughman) moved to have Mayor Schultz sign the documents from the Public Hearing for Phase 2 of the Sewer Project. Motion carried 5-0.
TREASURER REPORT: (D.1)	Patty Hylton will give her report later in the meeting.
CITY CLERK REPORT: (D.2)	Jim Koger presented his report. The Council reviewed a payment arrangement request. Following discussion, Jon Brady (Tadd Goodyear) moved to require a payment of \$157.91 in full on or before March 28, 2011 as requested. Motion carried 4-1 (Dorothy Chikly).  Following discussion, the joint session with Planning and Zoning was planned for March 15 <sup>th</sup> at 7PM at Overbrook City Hall.  Next Jim Koger asked for approval for three bills that did not make it in to the warrant list. One is for the ad for the City Wide Garage Sale. The other two are both from Governmental Assistance Services and were for work done on Phase 2

	<p>to date and on the Street Project to date. Following discussion, Jon Brady (Jim Gates) moved to approve payment on these three items. Motion carried 5-0.</p> <p>Jim Koger will be taking three vacation days later this month.</p>
<p>MAINTENANCE/ANIMAL CONTROL REPORT: (D.3)</p>	<p>Don Bryant presented his report. Don has found a used broom for the grasshopper mower. It is bi-directional, can be angled, and is available for \$1,200 (approx \$3,800 new). Consensus was to discuss at a future meeting.</p> <p>The Council discussed the 3 bids for painting the pool. The paint alone would cost about \$4,500.00. The paint would need to set for approximately 2 weeks before we would want to add water. Following discussion, the consensus was to re-visit this item this fall due to the possibility of an extensive repair bill for the west water tower. Following discussion, Jim Gates (Tadd Goodyear) move to repair the pool scuby-type pool vacuum. Motion carried 5-0. The diving board and other vacuum have been delivered.</p> <p>Don discussed two recent sewer backups. One near 5<sup>th</sup> and Locust will have some property damage that will need to be addressed. It was caused by roots in the main. The other blockage, located north of the east lift station, was a result of paper towels.</p> <p>Animal Control: Karl Umscheid gave his report.</p>
<p>LAW REPORT: (D.4)</p>	<p>Officer Harmison gave his report. Officer Harmison requested the opportunity to have an Executive Session later in the meeting. Officer Harmison will work on getting a cost estimate for new light bars for the police vehicles.</p>
<p>POOL REPORT: (D.5)</p>	<p>This item was discussed during the Maintenance Report. No further action was taken.</p>
<p>CITY BOARD REPORTS: PLANNING &amp; ZONING: (E.1)</p>	<p>The joint meeting to discuss the Comprehensive Plan with Planning and Zoning is on March 15<sup>th</sup> at 7PM at City Hall.</p>
<p>CITY BOARD REPORTS: PARK &amp; REC.: (E.2)</p>	<p>Erick Berckefeldt was present to discuss the possibility of adding a Park and Rec employee at some time in the near future. Following the discussion, the suggestion was to address further at budget time. Erick also discussed the upcoming activities and work going on at the ball diamonds. There will not be a spring soccer season.</p>
<p>CITY BOARD REPORTS: LIBRARY: (E.3)</p>	<p>There was a written report from Marni Penrod. No action was taken.</p>
<p>CITY BOARD REPORTS: HOUSING AUTHORITY: (E.4)</p>	<p>There was a written report from Cliff Fischer. No action was taken.</p>
<p>CITY BOARD REPORTS: OTHER: (E.5)</p>	<p>There were no other board reports.</p>
<p>NEW BUSINESS: OSAGE WASTE CONTRACT: (H.1)</p>	<p>Joe Greene was in attendance to request that his contract be renewed for a period of two years with no changes to the contract requested. There was discussion regarding his request. Jon Brady moved to solicit bids for the trash contract. Jim Gates seconded the motion but then withdrew his second following discussion. The motion died for a lack of a second. Dorthy Chikly (Jim Gates) moved to</p>

	<p>renew the contract for a 2 year period with the current rates and recommended that the Council take under consideration setting a policy for contract renewals. There was additional discussion. Motion carried 4-1 (Jon Brady).</p>
<p><b>NEW BUSINESS: INSURANCE BID REVIEW: (H.2)</b></p>	<p>Scott Thompson from Citizen’s Insurance was in attendance to present the insurance renewal proposal. The premium is down from last year and their EMC dividend program allows the possibility of receiving a safety dividend. We have received one each of the last few years from EMC. The Council discussed renewal with Mr. Thompson.</p> <p>Next Marshall Madill from Prestige Insurance addressed the Council. He had hoped to have a proposal to present to the Council but had been unable to receive the necessary loss runs from Citizen’s Insurance to finalize his quote. Marshall indicated that the insurer that he works for, Continental Western, has been very competitive with EMC and have additional liability coverage. Continental Western does not have a safety dividend program. His Office is in Topeka but he lives 7 miles north of Overbrook.</p> <p>Mayor Schultz inquired as to why we were unable to get the loss runs from EMC and suggested that we call them again to find out why.</p> <p>There was discussion regarding the information received. Jim Gates (Jon Brady) moved to renew the policy with Citizen’s Insurance with the possibility of reviewing further next year. There was additional discussion. Consensus was that we could look at new proposals at any time. Motion carried 5-0.</p>
<p><b>BREAK:</b></p>	<p>A break was called at 9:17PM. The meeting resumed at 9:26PM.</p>
<p><b>PROJECTS IN PROCESS: WATER SYSTEM IMPROVEMENTS (F.2a)</b></p>	<p>Vic Robbins presented his report. Vic has been in contact with Heartland Midwest in regards to the trench settlement on Maple Street. There was discussion about the as-built plans for this project. While not a requirement by KDHE, Vic felt they were important to complete. Jim Gates (Jon Brady) moved to have King Engineering do the as-built plans for the project for the City but to not exceed \$1,200.00 in completing them. Vic Robbins discussed his concern in being able to adequately complete as-builts for this amount. Motion carried 5-0. Consensus was to have these back within 60 days (mid-May).</p> <p>Tadd Goodyear had to leave the meeting.</p>
<p><b>PROJECTS IN PROCESS: SEWER- PHASE 2: (F.1)</b></p>	<p>Vic Robbins presented his report. There were two things they were still working on with King’s Construction: the water level control weir in cell #4 and the seeding and mulching of the disturbed areas at the lagoons. There was discussion about the ways to repair/replace the weir. No meeting set yet with King’s Construction to address this issue but it should take place soon. The seeding and mulching work should begin soon as well.</p> <p>There was additional discussion about the grouting of the service connections. The cost was estimated to be approximately \$26,500 (\$700 for video review, \$25,000 for the actual grouting, and about \$800 for contractor work). Vic Robbins indicated that while we are seeing improvements in the amount of infiltration we are not yet completely out of the woods. Jon Brady asked if the grouting could be part of the next phase, one which might include a greater number of connections, etc. Jon Brady (Dorthy Chikly) moved to pass completely on the grouting of the service connections as part of Phase 2. Motion carried 3-1 (Jim Gates).</p> <p>The Council next discussed the Sewer Extension off Western Heights, the estimated dollars left in the project, the O&amp;M Plan, sludge, and the updated contract. No further action was taken.</p>

<p><b>PROJECTS IN PROCESS: STREETS:</b> (F.2b)</p>	<p>Bill Jacobs addressed the Council in regards to the Street Project. The project is currently on winter shutdown until at least March 20<sup>th</sup>. There was discussion on how much remaining grant funds were available. The Chip and Seal streets were addressed next. Discussion centered on the amount of gravel still on the streets and the patching that took place prior to the process. Bill was not willing to concede that the Chip and Seal had failed but will request to meet with Little Joe's and Vance Brothers to investigate further. Bill is working on the plans for in front of the school. Concern was raised about paying twice for this part of the project. No real solution was reached in regards to that concern. The Council would also like to see the change order for the remaining work to be done as well as an update on what will be done about the thickness of the asphalt on Maple following the concerns raised by the County.</p>
<p><b>TREASURER REPORT:</b> (D.1)</p>	<p>Patty Hylton gave her report. There was discussion about the project balances. No further action was taken.</p>
<p><b>UNFINISHED BUSINESS: UTILITY BILLING RATE DISCUSSION:</b> (G.1)</p>	<p>Following discussion, no action was taken. We will discuss this matter further in an upcoming meeting.</p>
<p><b>UNFINISHED BUSINESS: LODGE WINDOW REPAIR BID:</b> (G.2)</p>	<p>Following discussion, Jon Brady (Carol Baughman) moved to spend \$1,850 on the bid option from Craig Hulings to fix the two Lodge windows on the east side above the entrance to City Hall. There was discussion about contingency. Consensus was to not include the south windows at this time. Motion carried 2-1 (Chikly) with Gates abstaining.</p>
<p><b>UNFINISHED BUSINESS: EMPLOYEE REVIEWS:</b> (G.3)</p>	<p>Mayor Schultz indicated that all the reviews have been received and are on file. No further action was taken.</p>
<p><b>UNFINISHED BUSINESS: CITY LAKE BRIDGE BID REVIEWS:</b> (G.4)</p>	<p>Jon Brady presented the bid tabulations. There was discussion regarding the bids. The bridge is to be ADA Compliant and is to be delivered on or before July 1<sup>st</sup>. Jim Gates (Carol Baughman) moved to accept Jon Brady's recommendation that we approve the \$32,950.00 bid from Wheeler Lumber. There was further discussion about down payment for the bridge. The City is to front the money and will be reimbursed by the KS Department of Wildlife and Parks through our trail grant. Per Jon's discussion with Kathy Pritchett, we can submit for reimbursement as soon as we get the invoices. Motion carried 3-0 with Jon Brady abstaining. Jon Brady will work with Jim Koger on the reimbursement paperwork.</p>
<p><b>OTHER UNFINISHED BUSINESS: BUDGET WORKSHOP/MUNICIPAL SEMINARS:</b> (G.5)</p>	<p>The Council discussed the upcoming budget workshop/municipal seminars. No action was taken.</p>
<p><b>OTHER UNFINISHED BUSINESS: UPDATE ON 323 MAPLE:</b> (G.6)</p>	<p>Dorothy Chikly asked if we had any further update on the building at 323 Maple. The Mayor had attempted to contact Scott Averill earlier in the day but had not heard back from him yet. There was discussion and the consensus was to re-contact Michael Coffman in regards to this matter.</p>
<p><b>OTHER UNFINISHED BUSINESS:</b> (G.7)</p>	<p>There was no other unfinished business.</p>
<p><b>NEW BUSINESS: OSAGE WASTE</b></p>	<p>This item was discussed earlier in the meeting.</p>



CONTRACT: (H.1)	
NEW BUSINESS: INSURANCE BID REVIEW: (H.2)	This item was discussed earlier in the meeting.
NEW BUSINESS: BUS PARKING ON 7 <sup>TH</sup> ST: (H.3)	Following discussion, the consensus was to discuss this item further at a future meeting.
OTHER NEW BUSINESS: SAFE ROUTES TO SCHOOL: (H.4)	There was discussion about forming a subcommittee to investigate this program further. Mayor Schultz was to talk with Dr. Pegram and Tammy Endecott.
OTHER NEW BUSINESS: KDHE FUNDING OPPORTUNITIES: (H.5)	Following discussion, the consensus was to discuss this item further at a future meeting.
OTHER NEW BUSINESS: (H.6)	There was no other new business.
CALL FOR EXECUTIVE SESSION:	Dorothy Chikly (Carol Baughman) requested a 10 minute Executive Session to discuss personnel matters of non-elected personnel. This Executive Session will include the Mayor, Council Members and Officer Harmison. Motion carried 4-0. The Executive Session began at 11:55 p.m.
RETURN FROM EXECUTIVE SESSION:	Council returned from Executive Session at 12:05 a.m... No decisions were made nor were any actions taken.
PUBLIC COMMENTS: (I.)	There were no public comments.
COUNCIL MEMBER COMMENTS: (J.)	Jon Brady, Jim Gates, Carol Baughman, Dorothy Chikly: None.
MAYOR'S REPORT: (K.)	Mayor Don Schultz invited everyone to attend the upcoming candidate meet and greet at the library.
ADJOURNMENT: (L. )	Jim Gates (Carol Baughman) moved to adjourn the meeting at 12:07 a.m. Motion passed, 4-0.
<p>Respectfully submitted,</p> <p>Jim Koger City Clerk</p> <p>APPROVED: 04/13/11</p>	

CITY OF OVERBROOK

MINUTES SPECIAL COUNCIL MEETING March 15, 2011 Overbrook Public Library 6:30PM

MEMBERS PRESENT: Jon Brady, Jim Gates, Carol Baughman and Mayor Don Schultz. Dorothy Chikly and Tadd Goodyear were absent.

OTHERS PRESENT: Jim Koger, Kit Bostrom, and Joanne Allen.

Mayor Don Schultz called the special meeting to order at 6.40 p.m. at the Overbrook Public Library, 317 Maple, Overbrook, Kansas.

The purpose of the special meeting is to:

1. Review for approval settlement offer received from our collections agent for delinquent utility bill.
2. Discuss the west water tower project with possible action taken in regards to procuring an engineer for the project and/or necessary next steps in the project.

Following discussion regarding the delinquent utility bill, Jim Gates (Jon Brady) moved to accept the \$1,500.00 settlement offer. Motion carried 3-0.

Mayor Schultz discussed the recent conversation with the engineer working with our insurance carrier (EMC). Don Bryant discussed the 3/15/11 Maguire Iron inspection of the West Water Tower. The other three legs were tapped during the inspection and water ran from all three legs. Following this discussion, Jon Brady (Jim Gates) moved to contact Maguire Iron to ask for a written letter from them indicating that it was their belief that the crack was a result of a freeze/thaw incident and; once the letter had been received and approved for payment by EMC, proceed with having Maguire Iron fix the issue.

There was discussion about obtaining a legal opinion if EMC does not accept the letter verifying the incident a freeze/thaw event. Further legal opinion would be necessary in that instance.

Motion carried 3-0.

ADJOURNMENT:

There being no further business to come before the Council, on a motion duly made and seconded by Carol Baughman and Jim Gates, the meeting was adjourned at 7:10PM.

Respectfully submitted,

Jim Koger, City Clerk

APPROVED: April 13, 2011

CITY OF OVERBROOK

MINUTES SPECIAL COUNCIL MEETING March 15, 2011 Overbrook City Hall 7:00PM

MEMBERS PRESENT: Jon Brady, Jim Gates, Carol Baughman and Mayor Don Schultz. Dorothy Chikly and Tadd Goodyear were absent.

OTHERS PRESENT: Sheila Dale, Tom Wurdeman, Skip Hull, Jim Koger, and Joanne Allen

Mayor Don Schultz called the special meeting to order at 7:15 p.m.

The purpose of this special meeting was to:

Hold a joint work session with Planning and Zoning to discuss the Comprehensive Plan. No actions will be taken nor will decisions be made during this work session.

There was discussion regarding the need for a 5 year plan for infrastructure items to help facilitate the completion of the Comprehensive Plan.

It was also discussed that the Council will need to address the enforcement of items in the plan. Whether it be by appointing someone already on staff or by hiring someone else (possibly share with neighboring community), etc., the Council will need to look at the options.

ADJOURNMENT:

There being no further business to come before the Council, on a motion duly made and seconded by Carol Baughman and Jim Gates, the meeting was adjourned at 7:30PM.

Respectfully submitted,

Jim Koger, City Clerk

APPROVED: April 13, 2011

**REGULAR COUNCIL MEETING  
CITY OF OVERBROOK**

**MINUTES – April 13, 2011**

<p>CALL TO ORDER, ROLL CALL: (A.)</p>	<p>Mayor Don Schultz called the April 13, 2011, regular council meeting to order at 7.00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas. Roll call was taken and it was determined that a quorum was present. Council Members Carol Baughman, Jim Gates, Dorothy Chikly, Jon Brady and Tadd Goodyear were present. Others present included Joanne Allen, Becky Quigley, Jim Koger, Ed Harmison, Shane Quigley, Don Bryant, and Kit Bostrom. Members of the public were also present at the meeting.</p>
<p>MOTION, APPROVE AMENDED AGENDA: (A.1)</p>	<p>Following discussion, Jim Gates (Dorothy Chikly) moved to approve the amended agenda to include Item B.7-Fish Feeder Contract. Motion carried 5-0</p>
<p>MOTION, APPROVE CONSENT AGENDA: (B.1 through B.7)</p>	<p>Following discussion, Dorothy Chikly (Jim Gates) moved to approve the consent agenda and amend the March 9, 2011 Regular Council Meeting Minutes by adding Chief Harmison to the list of participants in the executive session. Motion passed, 5-0.</p> <p>Consent Agenda Items were as follows:</p> <p>B.1. Approve March 9, 2011 Regular Council Meeting Minutes B.2. Approve March 15, 2011 – 6:30 pm Special Council Minutes B.3. Approve March 15, 2011 – 7:00 pm Special Council Minutes B.4 Approve List of Items to Shred B.5 Approve Warrants B.6 Approve Jim Koger to attend the Kansas Association of County Planning &amp; Zoning Officials Meeting April 27 &amp; 28, 2011 B.7 Renew contract for 2011 with Tim Larson to fill the fish feeders at the Overbrook City Lake and at the Children’s Fishing Pond.</p> <p>There was clarification that the warrant for the scoreboards at Jones Park will be reimbursed.</p>
<p>SWEARING IN OF NEWLY ELECTED COUNCIL MEMBERS: (C.1)</p>	<p>The clerk verified that the voting for the Overbrook City Council has been finalized. Mayor Schultz thanked the outgoing Council Members for their service to our community. At this time Dorothy Chikly and Tadd Goodyear were excused from the Council and the new members were invited forward to take their respective offices. Jim Gates, Rebecca Quigley, and Joanne Allen were administered their Oath of Office by Mayor Don Schultz. The Clerk will work on getting the new Governing Body Handbook to the new Council Members. The Mayor discussed how a quorum was established, what constituted a meeting, open meetings/open records, and what could and could not be done at, or in regards to, an executive session. In the coming months we will work on improving the efficiency of our council meetings.</p>
<p>APPOINTMENT OF COUNCIL PRESIDENT: (C.2)</p>	<p>Following discussion, Jon Brady (Joanne Allen) moved to appoint Jim Gates as Council President. Motion carried 4-0 (Gates abstaining).</p>
<p>UTILITY BILLING ACCOUNT HEARING/PAYMENT: (D.1)</p>	<p>The resident had made full payment of their utility bill on the date specified. Following discussion, the council determined a hearing was not necessary and no further action was taken.</p>
<p>SPECIAL REPORTS: (E)</p>	<p>There were no special reports.</p>

<p>TREASURER REPORT: (F.1)</p>	<p>Patty Hylton was absent due to a work conflict. The Council reviewed her written report. The Mayor described how the reconciliation statement was set up. No further action was taken.</p>
<p>CITY CLERK REPORT: (F.2)</p>	<p>Jim Koger presented his report. Following discussion, the council asked the clerk to update them on the percentages kept by our two collection programs. The clerk was also instructed to check with our insurance agent regarding the coverage for volunteer usage of city equipment. No further action was taken.</p>
<p>MAINTENANCE/ANIMAL CONTROL REPORT: (F.3)</p>	<p>Don Bryant presented his report. Following discussion regarding the water line between Wells 1 and 2, the consensus was to get a bid for laying a new line in that area. Next there was discussion about the sewer back-up at 503 Locust. Consensus was to submit the claim to our insurance company. Don Bryant recommended that we look closer at the condition of that sewer main because it carries flow from a lot of the town. It may be that we also need to request backflow preventers on the service lines in that area. This is to be discussed at a future meeting.</p> <p>The Patchen bill for well #1 was included in the warrants. Following discussion about making Bruce Haukenberry full-time, Jon Brady (Jim Gates) moved to allow Don Bryant to determine Bruce’s hours up to 40 per week until we can further discuss the request. This is to be an agenda item for the May 2011 Council Meeting. Further information will be needed from Patty Hylton to help make this determination.</p> <p>Maguire Iron should be in town by 4/15 to begin the repair on the West Water Tower. The culvert at Market and Walnut was discussed next. Don Bryant indicated that they will look at it as well as haul dirt to cover the culvert on Locust.</p> <p>Animal Control: There was not an Animal Control report.</p>
<p>LAW REPORT: (F.4)</p>	<p>Officer Harmison gave his report. Following discussion regarding the recent training session that he attended, Officer Harmison indicated that the training year begins July 1<sup>st</sup> and they each need to have 40 hrs of training per year. Officer Harmison indicated his safety concern with the potholes on Maple Street. No further action was taken.</p>
<p>POOL REPORT: (F.5)</p>	<p>Tammy Luther was in attendance to discuss the upcoming pool season. The pool will need to be ready by May 21<sup>st</sup> so lifeguard training can occur. The pool will open on May 30<sup>th</sup>. There was discussion about the lifeguard pay. Jim Koger is to get the pay rate information to Tammy or Chelsea Luther. The pool will do their own concessions again this year. There was also discussion about the pool/pass rates. Consensus was that the rates would stay the same as last year with the only exception being a slight change to the babysitter pass. Daily prices will be \$3 for adults and \$2 for students. Season passes will be \$60 for an individual, \$150 for a family, and \$100 for a babysitter pass. The babysitter pass will be limited to 1 adult and 5 children. If they have more than five children at the pool at one time, they’ll either need to have a family pass or pay the daily rate for the additional children. The Water Aerobics individual sessions will be \$2. The Water Aerobics season pass will be \$30. The hours will be the same as last year. The plan is to install the new diving board on the stand at the south east edge of the deep end. The north east stand will be removed. Don Bryant will work on getting the new vacuum assembled. The Clean-up day is scheduled for May 23<sup>rd</sup>. Other items to be addressed prior to the opening of the pool include the ordering of swimsuits and guard stand umbrellas. If there are any other incidentals, Tammy will get a list to Don Bryant.</p> <p>Next there was discussion about the pool pump house. Don Bryant will look to see if there has been any settling in that area. Don will also repair the pool pump house door so that it opens to the outside.</p>

CITY BOARD REPORTS: PLANNING & ZONING: (G.1)	Work continues on the comprehensive plan. No further action was taken.
CITY BOARD REPORTS: PARK & REC.: (G.2)	No action taken.
CITY BOARD REPORTS: LIBRARY: (G.3)	<p>There was a written report from Marni Penrod. Following discussion, it was the recommendation of the Library Board to re-appoint Bob Von Stein to the board and to appoint Scott Adams to replace Dr. Roberta Daniels. Terms are limited to two and Dr. Daniels had just completed her second term.</p> <p>Carol Baughman (Jim Gates) moved to appoint the new Library Board as recommended. Motion carried 5-0.</p> <p>Additionally, Jim Koger is to work with Michael Coffman regarding the library mill levy set by Charter Ordinance.</p>
CITY BOARD REPORTS: HOUSING AUTHORITY: (G.4)	There was a written report from Cliff Fischer. No action was taken.
CITY BOARD REPORTS: OTHER: (G.5)	There were no other board reports.
BREAK:	A 5 minute break was called at 8:39pm. The Council Meeting was gaveled back in at 8:47 pm.
PROJECTS IN PROCESS: SEWER- PHASE 2: (H.1)	<p>Vic Robbins presented his report. The seeding and mulching at the lagoons has been done to Vic's satisfaction. Vic discussed the additional cost for removing rocks from the area south of the lagoons. Consensus was that was a necessary expense but would be an expense outside of the sewer project. The weir plate has been removed but it required the draw down of cell #4. This cell was isolated prior to the drawdown. Vic notified KDHE of the drawdown. The weir plate was shaved down and now is back completely in place as intended. A hand winch will be necessary to lift it out in the future, but that is not all that unusual. With the weir plate functioning as designed and the seeding and mulching done, Vic Robbins recommended that we finalize the Phase 2 Sewer Project. Jim Gates (Joanne Allen) moved to finalize the construction contract with King's Construction, thus approving the final payment request of \$35,400 and the remaining retainage. This would require a letter from Vic indicating the project was complete as well as evidence that the subcontractor liens had all been satisfied. Motion carried 5-0. Mayor Schultz and Jim Koger are to verify with Donna Crawford that these funds are available as requested.</p> <p>Vic Robbins indicated that our latest Effluent test had been really good. Jim Koger is to forward the newest test as soon as we receive it.</p>
PROJECTS IN PROCESS: WATER SYSTEM IMPROVEMENTS (H.2a)	<p>Vic Robbins met with Scott Sparks from Heartland Midwest on Friday, April 8<sup>th</sup>. They reviewed the settlement on Maple St. as well as two valves on Maple that will need to be repaired. There needs to be further discussion with Little Joe's in regards to the furthest north pothole. In addition, it was Vic's opinion that one of the areas they looked at was actually in the block that had been repaired in the previous water line project. There was discussion about how the asphalt would be removed and repaired. Bill Jacobs joined the conversation.</p>

<p><b>PROJECTS IN PROCESS: STREETS: (H.2b)</b></p>	<p>Bill Jacobs presented his report and led the discussion regarding the Chip and Seal project. He was still in discussion with Vance Brothers and Little Joe’s regarding the areas to be addressed under warranty. The Mayor asked Don Bryant to review the 6 areas that Bill Jacobs had listed in his report. There was discussion about the amount of rock remaining on the chip and seal roads. There was also discussion about how to remove the gravel that had migrated in to some of the yards along the chip and seal streets. No action was taken but there was discussion regarding establishing a completed by date for this project as well as a potential deadline for future chip and seal projects (to be completed by September 1 for example).</p> <p>The drainage in front of the grade school was discussed next. The Council looked at the plans that Bill Jacobs had submitted. The costs were an engineering estimate. Consideration was given for starting after school is dismissed for the summer on May 13<sup>th</sup>. Additional remaining work was discussed. In addition to the items listed in Bill’s report, consensus was to include the additional patch for the waterline repair at W. Santa Fe Trail Drive and Oak Street as well as the patch at Walnut and 2<sup>nd</sup>. Walnut is also to be straightened in the block between Market south to 2<sup>nd</sup> St. Jon Brady asked if it might make more sense to look at the school parking lot on Oak Street north from 7<sup>th</sup> to 56 Highway. There was a question about how much was left in the grant. The broad guess on the additional cost of repairs on the block on Oak were in the \$10,000 range. After additional discussion, Jim Gates (Carol Baughman) moved to request that Bill Jacobs issue a change order that will include the five items outlined in his report as well as the 2 patches mentioned above, straightening of Walnut between Market and 2<sup>nd</sup> St., and the block on Oak St. from 7<sup>th</sup> to US Hwy 56. Motion carried 5-0.</p> <p>There was additional discussion regarding the warranty spots not covered by Heartland. Mayor Schultz asked about the elasticity of the overlay product applied. It was a 15% aggregate, which Bill Jacobs indicated was common practice. Those areas believed to not be covered by Heartland were on Maple Street by the pool, at 7<sup>th</sup> and Oak, and at 5<sup>th</sup> and Sycamore. There may be others not noted here.</p> <p>Jim Koger asked about where the water would go on either end of the proposed work to be done in front of the school. Bill Jacobs indicated that valley gutters would both run in to existing ditches. The east one would cross Oak St.</p> <p>There was discussion regarding invoice 1021B and 1021C which have carried over a couple of Council Meetings. Clerk Jim Koger indicated that he had not released the check for these invoices because we had not yet received the previously requested change order for the street project. There was discussion about what yet needed to be received in order for this check to be released. Jim Gates (Joanne Allen) moved that based upon the clarification earlier in the meeting regarding what should be on the change order, we should pay invoices 1021B and 1021C as long as they don’t exceed the engineering contract. Motion carried 5-0.</p> <p>King Engineering’s new invoices were addressed next. Following discussion, Jim Gates (Carol Baughman) moved to pay all three invoices. There was comment in regards to the amounts not exceeding what had been stipulated in the original contract. Motion carried 4-1 (Jon Brady).</p> <p>Clerk Jim Koger relayed his concern over not receiving items in writing from the street project engineer.</p>
<p><b>UNFINISHED BUSINESS: UTILITY BILLING RATE DISCUSSION: (I.1)</b></p>	<p>Following discussion, no action was taken. We will discuss this matter further in an upcoming meeting.</p>
<p><b>UNFINISHED BUSINESS: STATUS OF SAFE</b></p>	<p>Following discussion, it was recommended that the 700 block of Maple Street (west side) and the steps near 6<sup>th</sup> and Maple be considered as additions to the plan.</p>

ROUTES TO SCHOOL GRANT: (I.2)	Consensus was that Carol Baughman and Joanne Allen would work with Jim Koger on this project.
OTHER UNFINISHED BUSINESS: 323 MAPLE	The building is still scheduled to be torn down soon. Following discussion, Mayor Schultz will contact Scott Averill to discuss the rock from the old building.
OTHER UNFINISHED BUSINESS: (I.3)	There was no other unfinished business.
NEW BUSINESS: BLUE CROSS/BLUE SHIELD RENEWAL: (J.1)	Following discussion, Jim Gates (Becky Quigley) moved to renew the Blue Cross/Blue Shield insurance policy as it is. Motion carried 5-0.
NEW BUSINESS: DAM SAFETY INSPECTION: (J.2)	Following discussion where Vic Robbins explained the cut in DWR funding which resulted in our having to have an outside inspection done, the consensus was that we would address this further next month.
NEW BUSINESS: APPROVE REQUEST FOR SIGNATURE TO DEDICATE MEMORIAL PARKWAY & MEMORIAL TRAILWAY - PRIDE: (J.3)	Following discussion, Jim Gates (Joanne Allen) moved to have the 5 <sup>th</sup> Street extension east of Ash renamed Brady Parkway per request from Overbrook PRIDE. There will be signs on both ends of the block. Motion carried 4-0 with Jon Brady abstaining.  After additional discussion, Jim Gates (Carol Baughman) moved to dedicate the trailway at Jones Park as the “Overbrook Memorial Trailway” per request from Overbrook PRIDE. Motion carried 5-0. This trailway will be used as a place to honor local residents for their service and/or gifts to our community.
NEW BUSINESS: REQUESTS TO APPROVE FIREWORKS STANDS IN CITY OF OVERBROOK: (J.4.a and J.4.b)	Following discussion, Jim Gates (Jon Brady) moved to approve both of the requests (Garrett’s and Colvin) to have a fireworks stand in Overbrook. Motion carried 5-0.
NEW BUSINESS: PROCLAMATION DECLARING APRIL 2011 AS FAIR HOUSING MONTH: (J.5)	Mayor Schultz signed and then read the Proclamation declaring April 2011 as Fair Housing Month in Overbrook.
NEW BUSINESS: DONATION REQUEST FROM SFT RENAISSANCE: (J.6)	Following discussion, Jim Gates (Jon Brady) moved to donate \$100 to SFT Renaissance. There was further discussion as to what the donation would be used for. The Mayor asked that we get a copy back of the promotional aspect of the donation. Motion carried 4-1 (Carol Baughman). Jim Koger is to check with Renaissance regarding the list of donations and what they were used for.
OTHER NEW BUSINESS: ITEM INTRODUCED BY MAYOR SCHULTZ	Mayor Schultz indicated that he would like for the Council to review the enforcement of Ordinance #353 so next month we can discuss this further. The clerk is to make sure each Council Member has a copy of Ord. #353.
OTHER NEW BUSINESS: ITEM INTRODUCED BY MAYOR SCHULTZ	The Mayor discussed the department liaisons. Mayor Schultz asked Jon Brady to remain as the liaison for Sewer and Water, Jim Gates for Streets, Carol Baughman for Law and the Library, and himself for Administrative. Following discussion, Joanne Allen will serve as the Planning and Zoning liaison. The Mayor will work



	with Becky Quigley to see where she would like to be placed. Park and Rec would be an option but their Wednesday meetings may conflict with her work schedule.
OTHER NEW BUSINESS: NEW CHECK SIGNER: (J.7)	Following discussion, Jon Brady (Jim Gates) nominated Carol Baughman as an additional check signer (replacing former Council Member Dorthy Chikly). Motion carried 4-0 with Baughman abstaining.
OTHER NEW BUSINESS: (J.8)	There was no other new business.
PUBLIC COMMENTS: (K.)	Officer Harmison inquired as to when the downtown benches would be returned. PRIDE and the Girl Scouts are working on the benches and they should be back soon.
COUNCIL MEMBER COMMENTS: (L.)	Joanne Allen discussed the possibility of setting a time limit for the Council Meetings and/or scheduling a second monthly meeting. This will be discussed further next meeting. Jim Gates indicated that the Lodge met and agreed on the bid for the window repair. This should be completed soon. Jim also indicated that he appreciated the opportunity to spend four more years on the Council and welcomed the new Council Members. Jon Brady welcomed the new Council Members and presented a bill for Parks and Recreation that had been mailed to his home. Carol Baughman issued a welcome as well.
MAYOR'S REPORT: (M.)	Mayor Schultz again welcomed the new members and indicated how excited he was to have them as part of our city government.
FOLLOW-UP TO F.3:	Don Bryant indicated that the total amount of sewer claim for 503 Locust was \$1,483.10. Jim Gates (Carol Baughman) moved to pay the claim in full and then submit it to our insurance for re-imbursement. Motion carried 5-0.
ADJOURNMENT: (N.)	Jim Gates (Jon Brady) moved to adjourn the meeting at 11:21 p.m. Motion passed, 5-0.
<p>Respectfully submitted,</p> <p>Jim Koger City Clerk</p> <p>Approved: May 1, 2011</p>	

**REGULAR COUNCIL MEETING  
CITY OF OVERBROOK**

**MINUTES – May 11, 2011**

<p>CALL TO ORDER, ROLL CALL: (A.)</p>	<p>Mayor Don Schultz called the May 11, 2011, regular council meeting to order at 7.00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas. Roll call was taken and it was determined that a quorum was present. Council Members Carol Baughman, Jim Gates, Jon Brady, Joanne Allen, and Becky Quigley were present. Others present included Jim Koger, Ed Harmison, Shane Quigley, Don Bryant, Patty Hylton and Kit Bostrom. Members of the public were also present at the meeting.</p>
<p>MOTION, APPROVE AMENDED AGENDA: (B)</p>	<p>Following discussion, Carol Baughman (Jim Gates) moved to approve the amended agenda to include Items G.3 Line between wells 1&amp;2, G.4 Lift Station, Executive Session regarding H.3. Motion carried 5-0.</p>
<p>MOTION, APPROVE CONSENT AGENDA: (C.1 through C.12)</p>	<p>Joanne Allen (Jim Gates) moved to approve the consent agenda. There was discussion regarding the engineering bill. Motion failed, 1-4. Jon Brady (Jim Gates) moved to approve the consent agenda with the exception of the \$4,059.65 warrant from Kings Engineering; Motion carried 5-0.</p> <p>Consent Agenda Items were as follows:</p> <ul style="list-style-type: none"> <li>C.1. Approve April 13, 2011 Regular Council Meeting Minutes</li> <li>C.2. Warrants</li> <li>C.3. Request to Shred City Documents</li> <li>C.4. Maintenance Department Report</li> <li>C.5. Animal Control Department Report</li> <li>C.6. City Clerk Department Report</li> <li>C.7. Law Department Report</li> <li>C.8. Pool Department Report</li> <li>C.9. Planning Commission Report</li> <li>C.10. Recreation Commission Report</li> <li>C.11. Library Board Report</li> <li>C.12. Housing Authority Board Report</li> </ul>
<p>SEWER: PHASE 2 PROJECT: (D.1)</p>	<p>No further discussion.</p>
<p>STREET/WATER PROJECT: (D.2)</p>	<p>Following discussion regarding the dollars left in the grant, the Mayor requested that Patty Hylton check with Donna Crawford. The list of additional item bids was reviewed. Questions were asked about the difference in prices among patching and among overlay items (as compared to the original bid). Jon Brady asked about warranty work including the cost per ton of the warranty work. A deadline was discussed next. Consensus was to have done by end of August. A Special Meeting may be required.</p>
<p>CITY LAKE BRIDGE: (D.3)</p>	<p>The full amount has been requested for reimbursement. We have cut a check for \$8,237.50 as requested by Wheeler Bridge.</p>
<p>UTILITY BILLING ACCOUNT HEARING/PAYMENT: (E.1)</p>	<p>The following hearings were dismissed as payment had been received E.1.a, E.1.b, E.1.c, E.1.e, E.1.h.</p> <p>Following discussion the consensus was to address the accounts one at a time.</p> <p>Following discussion of E.1.d, Case #2011-01-165005, Becky Quigley (Carol</p>

	<p>Baughman) moved to proceed with the shut-off on 5/12/11. Motion carried 5-0.</p> <p>Following discussion of E.1.f, Case #2011-02-269100, Becky Quigley (Carol Baughman) moved to proceed with the shut-off on 5/12/11. Motion carried 5-0.</p> <p>Following discussion of E.1.g, Case #2011-01-269400, Jim Gates (Becky Quigley) moved to proceed with the shut-off on 5/12/11 if money not received by the opening of business on 5/12/11. Motion carried 5-0.</p> <p>There was discussion about the notice process including hang-up notices and that payment plans not exceed 60 days.</p>
<p>SPECIAL REPORTS: (F)</p>	<p>Donavan Thornton addressed the Council regarding a Sewer Back at his residence at 110 E. 8<sup>th</sup> St in Overbrook. Mr. Thornton requested that we be sure to contact him in the future as soon as we had any indication of problems at the east lift station. He also indicated that he was concerned about the way the insurance adjuster handled the matter when the adjuster first spoke with Ruth Thornton. Mr. Thornton submitted a letter with details of their claim with bids from both Lowe’s and Home Depot. There will be a bill from G&amp;G for snaking the line- this was requested by City Staff.</p> <p>Following discussion, Carol Baughman (Becky Quigley) moved to pay the bid from Lowe’s plus \$500 for the clean-up. There was additional discussion. Motion carried 5-0.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: REVIEW OF TREASURER REPORT: (G.1)</p>	<p>Patty Hylton presented an updated report from the one that was in the packet. Transfers were discussed. Phase 2 of the Sewer Project will probably have an adjustment to the amount of Debt Obligation. Patty estimated that we would have budget templates from the State by mid-June and the Assessed Valuations from the County soon thereafter. No further action was taken.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: DISCUSS ENFORCEMENT OF ORDINANCE #353: (G.2)</p>	<p>Following discussion, Jim Gates and Becky Quigley were assigned, along with Officer Harmison, to a committee to work on filling the position of Compliance Officer. The committee is to come to the meeting next month with a recommendation for the position. There was further discussion. To help the public understand Ordinance #353 better, the consensus was for the Mayor to include a detailed description in the next monthly newsletter that is distributed with the utility bill.</p>
<p>BREAK:</p>	<p>A 5 minute break was called at 8:35 pm. The Council Meeting was gaveled back in at 8:43 pm.</p>
<p>Return to Item D.2 and D.1</p>	<p>Vic Robbins was here to further discuss items D.2 and D.1. Vic discussed the seeding work done following the water project at 400 Western Heights. Consensus was that we would take care of it rather than submit it under warranty to Heartland Midwest.</p> <p>Final certification of completion has been submitted so King Construction has made a request for payment. This would be Pay App. #7. Vic indicated that we will need an insurance certificate from King Construction on May 11<sup>th</sup>, 2012. Following discussion regarding what paperwork still needed to be completed, Vic indicated that there were two things left for the Engineer. The O&amp;M manual (which requires quite a bit of information) and the Final Plan.</p> <p>The outstanding King Engineering Invoices were discussed next. Following discussion, Jim Gates (Jon Brady) moved to pay the King Engineering invoices. Motion carried 5-0. Jim Gates (Carol Baughman) moved to pay King Construction pay App #7. Motion carried 5-0.</p>

COUNCIL ACTION/DISCUSSION ITEMS: LINE BETWEEN WELLS 1&2: (G.3)	Bids for the replacement of 1100 ft of water line between wells 1&2 were received from Black Excavating and G&G Excavation. Following discussion, Jim Gates (Jon Brady) moved to have G&G do the work as soon as possible. Motion carried 5-0. The request was to be made to have the work completed within 2 weeks.
COUNCIL ACTION/DISCUSSION ITEMS: EAST LIFT STATION: (G.4)	There was discussion regarding the recent electrical storm damage to the east lift station. The claim is in progress. No further action was taken.
UNFINISHED BUSINESS: UTILITY BILLING RATE DISCUSSION: (H.1)	Following discussion, no action was taken. We will discuss this matter further in an upcoming meeting. Information will be needed for upcoming budget discussions.
UNFINISHED BUSINESS: STATUS OF SAFE ROUTES TO SCHOOL GRANT: (H.2)	Work on the application continues. Many of the requested letters of support have been received. The application deadline is May 31 <sup>st</sup> .
UNFINISHED BUSINESS: REVIEW POSITION DESCRIPTION AND REQUEST FOR FT MAINTENANCE POSITION: (H.3)	Following discussion, at 9:35PM Joanne Allen (Carol Baughman) called for a 10 minute Executive Session to discuss personnel matters of non-elected personnel. Jim Koger and Don Bryant were included in the Session. Motion carried 5-0. At 9:45PM the Council Meeting was reconvened. No decisions were made nor were any actions taken during the Executive Session. Carol Baughman (Becky Quigley) moved to postpone H.3 until next meeting.
UNFINISHED BUSINESS: DISCUSS COUNCIL MEETING LENGTH AND POSSIBLE SECOND MONTHLY MEETING: (H.4)	Following discussion, given the recent changes to the Agenda, the consensus was to not add a second meeting at this time. If necessary, we can choose to reconvene if the meeting runs long.
OTHER UNFINISHED BUSINESS: (H.5)	There was no other unfinished business.
NEW BUSINESS: DISCUSS AND APPROVE RE-APPOINTMENT OF NON-ELECTED PERSONNEL: (I.1)	Following discussion, Jim Gates (Jon Brady) moved to approve all as submitted. Motion carried 4-0 (Becky Quigley abstained).
NEW BUSINESS: DISCUSS REQUEST FOR SECOND FIREWORKS STAND- ERIC GARRETT: (I.2)	Following discussion, Jim Gates (Joanne Allen) moved to not approve the request for a second fireworks stand. Motion carried 5-0.
OTHER NEW BUSINESS: (I.3)	The Council reviewed a request from Parks and Rec to pay the invoice from Midwest Crane regarding work done on the lights at Jones Park. A crane was necessary to reach the lights for repair. Following discussion, Jim Gates (Becky Quigley) moved to pay Midwest Crane. Motion carried 5-0. The invoice from

	Kraus Electric will be reviewed once it is received.
OTHER NEW BUSINESS: (I.4)	There was no other new business.
PUBLIC COMMENTS: (J.)	An interested observer commented that she liked the order of our meeting.
COUNCIL MEMBER COMMENTS: (K.)	The Community Prayer Breakfast is Thursday, May 12 <sup>th</sup> . Jon Brady mentioned that the scoreboards are now up and going at Jones Park. He suggested that Park and Rec address in their budget a long-term plan for taking care of the baseball and soccer fields. The Council will need to work with Park and Rec on their budget. Carol Baughman indicated that she may not be at the next Council Meeting.
MAYOR'S REPORT: (L.)	The Mayor reminded the Council that the LKM Annual Conference would be held later in the week.
ADJOURNMENT: (M. )	Jim Gates (Joanne Allen) moved to adjourn the meeting at 10:05 p.m. Motion passed, 5-0.
<p>Respectfully submitted,</p> <p>Jim Koger City Clerk</p> <p>Approved: June 8, 2011</p>	

CITY OF OVERBROOK

MINUTES SPECIAL COUNCIL MEETING May 16, 2011 4:45PM Overbrook City Hall

MEMBERS PRESENT: Jon Brady, Jim Gates, Carol Baughman, Joanne Allen, Becky Quigley and Mayor Don Schultz.

OTHERS PRESENT: Jim Koger and Glen Tyson. Representatives were present from Little Joe's Asphalt, King Engineering, Osage County Road and Bridge, and Heartland Midwest.

The purpose of the special meeting is to:

1. Review for approval Kraus Electric LLC bill for work done on the ball field lights.
2. Discuss Street Surface Warranty work on both the Asphalt and Chip-N-Seal and the additional project work.

Following discussion, Jim Gates (Joanne Allen) moved to approve payment of the Kraus Electric warrant. Motion carried 5-0.

Following lengthy discussion regarding the warranty work, consensus was to take core samples to find out what the sub-grade is, determine what it will take to fix it, in addition to how much material will have to be removed and replaced, and then form a design plan based on those parameters. The hope was to have this information back by the June 8, 2011 Council Meeting, but this will be dependent upon how quickly the lab can get the core results back. The additional project work was discussed as well.

ADJOURNMENT:

There being no further business to come before the Council, on a motion duly made and seconded by Carol Baughman and Jim Gates, the meeting was adjourned at 5:45PM.

Respectfully submitted,

Jim Koger, City Clerk  
Approved: June 8, 2011

CITY OF OVERBROOK

MINUTES SPECIAL COUNCIL MEETING May 27, 2011 1:05PM Overbrook City Hall

MEMBERS PRESENT: Jim Gates, Carol Baughman, Joanne Allen and Mayor Don Schultz.

OTHERS PRESENT: Jim Koger

The purpose of the special meeting is to:

Review for approval the Overbrook City Council Safe Routes to School Application Resolution of Support and Administration.

Carol Baughman (Joanne Allen) moved to approve the Resolution as written. There was no discussion. Motion carried 3-0.

ADJOURNMENT:

There being no further business to come before the Council, on a motion duly made and seconded by Jim Gates and Carol Baughman, the meeting was adjourned at 1:07PM.

Respectfully submitted,

Jim Koger, City Clerk  
Approved: June 8, 2011

**REGULAR COUNCIL MEETING  
CITY OF OVERBROOK**

**MINUTES – June 8, 2011**

<p>CALL TO ORDER, ROLL CALL: (A.)</p>	<p>Mayor Don Schultz called the June 08, 2011, regular council meeting to order at 7.00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas. Roll call was taken and it was determined that a quorum was present. Council Members Jim Gates, Jon Brady, Joanne Allen, and Becky Quigley were present. Carol Baughman was absent. Others present included Jim Koger, Ed Harmison, Karl Umscheid (7:05pm), and Vic Robbins (8pm). Members of the public were also present at the meeting.</p>
<p>MOTION, APPROVE AMENDED AGENDA: (B)</p>	<p>Following discussion, Jim Gates (Jon Brady) moved to approve the amended agenda to include: H.3 Additional Warrants J.7 possible contribution to the fireworks display Motion carried 4-0.</p>
<p>MOTION, APPROVE CONSENT AGENDA: (C.1 through C.12)</p>	<p>Jim Gates (Joanne Allen) moved to approve the consent agenda. There were no reports from the Pool, the Planning Commission, or the Housing Authority. Motion carried 4-0.</p> <p>Consent Agenda Items were as follows:</p> <ul style="list-style-type: none"> <li>C.1.a Approve May 11, 2011 Regular Council Meeting Minutes</li> <li>C.1.b Approve May 16, 2011 Special Council Meeting Minutes</li> <li>C.1.c Approve May 27, 2011 Special Council Meeting Minutes</li> <li>C.2. Warrants</li> <li>C.3. Request to Shred City Documents</li> <li>C.4 Maintenance Department Report</li> <li>C.5 Animal Control Department Report</li> <li>C.6 City Clerk Department Report</li> <li>C.7 Law Department Report</li> <li>C.8 Pool Department Report</li> <li>C.9 Planning Commission Report</li> <li>C.10 Recreation Commission Report</li> <li>C.11 Library Board Report</li> <li>C.12 Housing Authority Board Report</li> </ul>
<p>MARGO DAY: (D)</p>	<p>Area resident Margo Day addressed the Council about the possibility of doing a mural somewhere in Overbrook. You can see some of her work on Western Street in Topeka behind the ExpoCentre. Her works are very colorful. Following discussion, we will continue to pursue the possibility of Margo doing some artwork for us. It was suggested that Margo discuss this with PRIDE as well.</p>
<p>MARSHALL MADILL: (D)</p>	<p>Following up from the March Council Meeting, Marshall Madill presented a quote for the City from his company, Integrity Insurance. He had been unable to present in March because of the unavailability of our loss history details.</p> <p>Marshall explained that he views the loss history as a valuable management tool and recommended that the Council review the loss history on a regular basis. Proper risk management is very important. Marshall reviewed our claim history. Our frequency is a concern. We have had 17 claims in 6 years.</p> <p>There was lengthy discussion regarding the quote from Marshall and the differences he believed between our existing policy and what he was quoting.</p>



	<p>No action was taken on the bid from Marshall. However, following discussion regarding the possibility of putting our liability insurance out to public bid, it was the consensus of the Council to have our current agent go over our loss detail/policy with the Council during the July Meeting.</p>
<p>STREET/WATER PROJECT: (E.2)</p>	<p>Bill Jacobs is on vacation. Vic Robbins was here to review Bill's informal notes. All indications were that Little Joe's were at least two weeks away from being done in Lawrence. Following discussion consensus was to call a special meeting as soon as the info is back from Bill and Little Joe's. Bill estimated the need for 20 tons of patching on Maple Street at approx. \$2,600.00 and 20 tons of patching on 7<sup>th</sup> Street at \$2,600 as well. Vic was not sure if these were true figures because removal was not included. From Vic's impression, none of the settling was over Heartland's repair. There is some possibility that the milling left too little base. The area by the pool, approx. 80 ft. north of 6<sup>th</sup> St., has the water table right at the surface. Vic referred to it as perched water, with saturated substrate. The asphalt appeared to be too thin.</p> <p>At 7<sup>th</sup> and Oak the sub grade looked good but the overlay was only <math>\frac{3}{4}</math> of an inch thick.</p> <p>There was discussion about the amount of pre-planning and monitoring done on Maple and whether the final result suffered as a result. The question was asked whether the old street was not stable or thick enough to survive the milling and as a result the subsequent overlay was too thin. How was this misjudgment made?</p> <p>There was additional discussion. The Mayor asked that King Engineering provide us with information as soon as possible regarding these three items:</p> <ol style="list-style-type: none"> <li>1. On the change order, we would like to see the price sheet from Little Joe's if all the work is done together (rather than piece meal, as quoted before).</li> <li>2. We were under the impression that we would see test results on the core samples taken. Please provide core test results.</li> <li>3. Dates that Little Joes and/or their subcontractors will be back to do the work.</li> </ol> <p>If Bruce Rinkes has any questions, please have him contact us.</p>
<p>SEWER: PHASE 2 PROJECT: (E.1)</p>	<p>There was discussion about the wastewater invoice. Vic Robbins continues to work on the O&amp;M Manual. The invoice will be addressed under item H.3.</p>
<p>BREAK:</p>	<p>A 5 minute break was called at 8:47 pm. The Council Meeting was gaveled back in at 8:54 pm.</p>
<p>CITY LAKE BRIDGE: (E.3)</p>	<p>Jon Brady indicated that we had received the approval from KDOT to widen the entrance road to the Lake. Jon also discussed the need to clarify by survey of road ownership the areas around the entrance. Following discussion, Jim Gates (Joanne Allen) moved to have G&amp;G do the work to widen the entrance. Motion carried 4-0. There is a possibility of some of this being covered by a Wildlife and Parks grant. Jon hopes to coordinate getting the bridge off of the truck with the work being done on the abutments. It is our understanding that the reimbursement from the Trail Grant should be received soon.</p>
<p>UTILITY BILLING ACCOUNT HEARING/PAYMENT: (F.1)</p>	<p>2011-04-48001 Following discussion, Jim Gates (Becky Quigley) moved to accept the payment agreement. Clarification: shut off if payment is not received by open of business on 6/16/11. Motion carried 4-0.</p> <p>2011-05-01 Following discussion, Jim Gates (Joanne Allen) moved to accept the</p>

	<p>payment agreement. Shut off if payment is not received by open of business on 6/10/11. Motion carried 4-0.</p> <p>2011-06-01 Following discussion, Jon Brady (Jim Gates) moved to accept the payment agreement. Since there were multiple installments, shut off if any are missed. Motion carried 4-0.</p> <p>2011-07-01 Following discussion, Becky Quigley (Joanne Allen) moved to not accept the payment agreement. Service is to be shut off. Motion carried 4-0.</p> <p>There was discussion about the number of hang-ups. The Council discussed addressing this further at an upcoming Council Meeting. The Clerk will work with the Mayor to come up with some clear examples.</p>
SPECIAL REPORTS: (G)	There were no special reports.
COUNCIL ACTION/DISCUSSION ITEMS: REVIEW OF TREASURER REPORT: (H.1)	Patty Hylton was absent. No further action was taken.
COUNCIL ACTION/DISCUSSION ITEMS: DISCUSS BUDGET PROCESS AND 2012 BUDGET: (H.2)	There was discussion about work needing to be done for the upcoming budget. The Mayor suggested that the liaisons meet with their department heads. Following discussion, Becky Quigley will work with OPR.
COUNCIL ACTION/DISCUSSION ITEMS: APPROVE ADDITIONAL WARRANTS: (H.3)	Following discussion, Jim Gates (Becky Quigley) moved to approve all of the additional warrants except for the one to King's Engineering for coring. Motion carried 4-0. The Clerk is to check why one of the King's invoices had an April title. No further action was taken.
UNFINISHED BUSINESS: UPDATE ON REVIEW OF UTILITY BILLING RATE: (I.1)	Following discussion, no action was taken. We will discuss this matter further in an upcoming meeting. Information will be needed for upcoming budget discussions.
UNFINISHED BUSINESS: UPDATE ON SAFE ROUTES TO SCHOOL GRANT: (I.2)	The application was submitted by the May 31 <sup>st</sup> deadline. We have not yet heard whether our application was successful.
UNFINISHED BUSINESS: DISCUSS APPOINTMENT OF ENFORCEMENT OFFICER FOR ORDINANCE #353-WORKING COMMITTEE: (I.3)	Following discussion, the consensus was for the committee to interview candidates and discuss further at the July Council Meeting.
UNFINISHED BUSINESS: REQUEST FROM ERIC	Following discussion, Becky Quigley (Joanne Allen) moved to deny the request from Eric Garrett for a second fireworks stand due to non-compliance with

<p>GARRETT TO RE-VISIT LAST MO DECISION REGARDING A SECOND FIREWORKS STAND: (I.4)</p>	<p>Ordinance #159; the request was not received in the specified time frame. Motion carried 4-0.</p>
<p>UNFINISHED BUSINESS: FOLLOW-UP ON STATUS OF INSURANCE CLAIM FOR THE EAST LIFT STATION: (I.5)</p>	<p>Consensus was for Jim Koger to set up a meeting with Scott Thompson to discuss this claim. No further action was taken.</p>
<p>OTHER UNFINISHED BUSINESS: (I.6)</p>	<p>There was no other unfinished business.</p>
<p>NEW BUSINESS: POSSIBLE APPROVAL TO SHOOT FIREWORKS AT ARMY BAND CONCERT 6/23/11: (J.1)</p>	<p>Following discussion, Jim Gates (Joanne Allen) moved to approve the request for the concert on 6/23/11. Motion carried 4-0. The clerk is to follow-up with the Police and Fire Department to make sure that they are aware of the concert. The clerk is also to verify that the shooter has appropriate licensing/insurance.</p>
<p>NEW BUSINESS: UPDATE CD SIGNER LIST: (J.2)</p>	<p>Following discussion, Jim Gates (Becky Quigley) moved to replace Dorthy Chikly with Carol Baughman on our CD signer list. Motion carried 4-0.</p>
<p>NEW BUSINESS: APPROVE ADVERTISEMENT FOR SANTA FE TRAIL DAYS BOOKLET (J.3)</p>	<p>Following discussion, Jim Gates (Joanne Allen) moved to approve a \$50 ad similar to what we had done before. Motion carried 4-0.</p>
<p>NEW BUSINESS: CHARTER ORDINANCE #8 UPDATE (J.4)</p>	<p>Following discussion, Jim Gates (Becky Quigley) moved to have Michael Coffman work on a repeal and/or amendment of Charter Ordinance #8. Motion carried 4-0.</p>
<p>NEW BUSINESS: MAICHEL WELL LEASE AGREEMENT (J.5)</p>	<p>Following discussion, the consensus was to have Michael Coffman work on the update of this lease as well.</p>
<p>NEW BUSINESS: WRITTEN REQUEST TO REVIEW WATER BILL- JUDY JONES (J.6)</p>	<p>Following discussion, Jim Gates (Joanne Allen) moved to have the meter tested. Motion carried 4-0.</p>
<p>OTHER NEW BUSINESS: (J.7)</p>	<p>There was discussion about contributing to the upcoming fireworks display at Jones Park. It is not a budgeted item at this time. Jim Gates (Becky Quigley) moved to contribute \$500 to the fireworks fund. Motion carried 4-0.</p>

OTHER NEW BUSINESS: (J.8)	There was no other new business.
PUBLIC COMMENTS: (K.)	There were no public comments.
COUNCIL MEMBER COMMENTS: (L.)	Joanne Allen asked that we consider reconvening meetings that run so late. Jim Gates thanked Joanne for bringing goodies to the meeting, as well as the work done on the SRTS grant. Also on behalf of Ridgeway Lodge, Jim Gates thanked the City for paying for half of the recent window replacement on the east side of the second floor of City Hall. Jon Brady discussed upcoming details for the bridge project. Becky Quigley thanked everyone for their work on the SRTS application. Jim Gates mentioned that Mayor Don Schultz had recently won a prestigious Rotary Award. Jon Brady added that he had recently a seminar where there might be some grant dollars available to assess local health issues. Jon will get further information on this subject.
MAYOR’S REPORT: (M.)	The Mayor indicated that the retreat scheduled for June 11 <sup>th</sup> has been postponed.
ADJOURNMENT: (N. )	Jim Gates (Joanne Allen) moved to adjourn the meeting at 10:55 p.m. Motion passed, 4-0.
<p>Respectfully submitted,</p> <p>Jim Koger City Clerk Approved 7/13/11</p>	

MINUTES SPECIAL COUNCIL MEETING June 22, 2011 6:00PM Overbrook City Hall

The purpose of the special meeting is to:

The purpose of the Special Meeting is for consideration of input with possible decision(s) made regarding the completion of the Street Project. Warranty work and discussion of the remaining project items to be completed will be addressed, as will the results of the core sampling. Other items specific to completing the Street Project may be addressed as well.

There was discussion about a number of items, including but not limited to: sub-surface water, core samples, the lack of lab results, moisture, subgrade, milling, previous work done in the area, and whether the amount of asphalt applied was sufficient. Conversations included viewpoints from both sides.

The Council then reviewed the recommendations made by Bill Jacobs. There was discussion whether any of this would fall under Warranty. Mayor Schultz indicated that Little Joe's had called and said that it would be a \$500 difference at most for Little Joe's to do all 7 additional items at once due to a difference in trucking charges from the piece-meal bid we received previously. The longevity (or lack thereof) of the finished product was also discussed.

The engineering estimate for the recommended fix was \$40,000. This amount did not include engineering for the fix nor had it been priced by Little Joe's. Input from the County would be needed as well.

There is a warranty item that Little Joe's has previously indicated they would address: the thickness of the radius at 1<sup>st</sup> and Maple.

The amount of remaining funds was discussed.

It is possible that we should review further whether water coming off 7<sup>th</sup> Street could cause problems with the asphalt at the corner of 7<sup>th</sup> and Maple.

Additional core sampling was discussed. Jon Brady asked to see the moisture results (percentages) from each individual sample. Bruce Rinkes indicated that he would get these to the Clerk.

Consensus was to adjourn and call an additional special meeting with an Executive Session.

**ADJOURNMENT:**

There being no further business to come before the Council, on a motion duly made and seconded by Jim Gates (Carol Baughman), the meeting was adjourned at 6:37PM.

Upon review and clarification that an Executive Session as previously envisioned was not an option without our Attorney being present, consensus was that since the first special meeting was closed in error and the topic would not change, we would reconvene rather than call an additional special meeting. As such, the meeting was reconvened at 6:45PM.

MEMBERS PRESENT: Jim Gates, Carol Baughman, Becky Quigley, Jon Brady and Mayor Don Schultz.

OTHERS PRESENT: Jim Koger

Mayor Schultz indicated that he had received a phone call from Little Joe's and they expressed concern over the recommended fix for Maple Street. They suggested we have independent core tests taken. In their experience a high moisture excavation would be better handled by a more traditional road bed design which would include a fiber material and bigger rock as the foundation.

There was discussion about whether we were getting the value we expected from King Engineering for the monies our taxpayers had committed to paying. If we were to consider involving an additional engineering firm would we negatively affect the remaining CDBG monies?

The proposed repair in front of the school was discussed next. Consensus was that there is a better answer than what has been presented by King's. Since this would be in addition to the approximate \$40,000 Maple Street fix, perhaps this could be a stand-alone project that we can fix outside of the current dilemma.

Following discussion, consensus was to call a special meeting on Monday, June 27<sup>th</sup>, at 6PM, for the purpose of holding an Executive Session with our Attorney present (along with Donna Crawford, Jim Koger and Don Bryant) for the purpose of consultation/discussion of conditions related to Contracts with the City.

Motion carried 4-0.

ADJOURNMENT:

There being no further business to come before the Council, on a motion duly made and seconded by Jim Gates (Becky Quigley), the meeting was adjourned at 7:15PM.

Respectfully submitted,

Jim Koger, City Clerk  
DRAFT

CITY OF OVERBROOK

7/13/11 Agenda Item # C.1.c

MINUTES SPECIAL COUNCIL MEETING June 27, 2011 6:00PM Overbrook City Hall  
Jon Brady arrived at 6:12PM. At that time the meeting was called to order.

MEMBERS PRESENT: Jim Gates, Carol Baughman, Becky Quigley, Jon Brady and Mayor Don Schultz.

OTHERS PRESENT: Jim Koger, Donna Crawford, Michael Coffman

The purpose of the special meeting is to:

Hold an Executive Session with the City Attorney for the purpose of consultation/discussion of conditions related to Contracts with the City.

Carol Baughman (Jim Gates) moved to call an Executive Session with City Attorney Michael Coffman for the purpose of consultation/discussion of conditions related to Contracts with the City. City Clerk Jim Koger and Grant Administrator Donna Crawford were included in the thirty minute request. Motion carried 4-0.

At 6:45pm the group returned from Executive Session. Becky Quigley (Carol Baughman) moved to return to Executive Session for an additional 15 minutes. Motion carried 4-0.

At 7:02pm the meeting was called back to order from Executive Session. No decisions were made nor were any actions taken during the Executive Session. There was discussion about the concept of a letter being written by our attorney to be sent to King Engineering. Consensus was that the responsibility for correcting the items on the 6/22/11 report (including 50 ft of 7<sup>th</sup> St.) from Bill Jacobs lies on the engineering firm. Input from the County on the middle 24 feet of Maple St. will be included in the request. Following discussion, Jim Gates (Becky Quigley) moved to have Michael Coffman write such a letter, giving seven days for a response from King Engineering. Motion carried 4-0.

The Mayor and Clerk are to work with Michael Coffman on this letter. The letter should be sent by midweek.

ADJOURNMENT:

There being no further business to come before the Council, on a motion duly made and seconded by Carol Baughman and Jim Gates, the meeting was adjourned at 7:07PM.

Respectfully submitted,

Jim Koger, City Clerk  
DRAFT