

**REGULAR COUNCIL MEETING  
CITY OF OVERBROOK**

**MINUTES – July 13, 2011**

<p>CALL TO ORDER, ROLL CALL: (A.)</p>	<p>Mayor Don Schultz called the July 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, Jon Brady, Joanne Allen, and Becky Quigley were present. Jim Gates was absent. Others present included Jim Koger, Kit Bostrom, Ed Harmison, Patty Hylton, Terry Hollingsworth, Don Bryant, Michael Coffman, and Bruce Rinkes (7:30pm). Members of the public were also present at the meeting.</p>
<p>MOTION, APPROVE AMENDED AGENDA: (B)</p>	<p>Following discussion, Joanne Allen (Carol Baughman) moved to approve the amended agenda to include: Change order of Project Reports making D.1 Margo Day, D.2 City Lake Bridge, and D.3 Street/Water Project. Add item after D.2 but before D.3 Executive Session with Attorney present to discuss City Contracts. Note that there is a new warrant to be reviewed as part of the existing list of warrants.  Motion carried 4-0.</p>
<p>MOTION, APPROVE CONSENT AGENDA: (C.1 through C.13)</p>	<p>Carol Baughman (Becky Quigley) moved to approve the consent agenda. There were no reports from the Planning Commission or the Housing Authority. Motion carried 4-0.  Consent Agenda Items were as follows:  C.1.a Approve June 8, 2011 Regular Council Meeting Minutes C.1.b Approve June 22, 2011 Special Council Meeting Minutes C.1.c Approve June 27, 2011 Special Council Meeting Minutes C.2. Warrants C.3. Request to Shred City Documents C.4 Maintenance Department Report C.5 Animal Control Department Report C.6 City Clerk Department Report C.7 Law Department Report C.8 Pool Department Report C.9 Planning Commission Report C.10 Recreation Commission Report C.11 Library Board Report C.12 Housing Authority Board Report C.13 Request to change payment method for Kansas Payment Center</p>
<p>MARGO DAY: (D.1)</p>	<p>Area resident Margo Day followed up with the Council in regards to the possibility of her doing a mural(s) for the City of Overbrook. Since the June meeting we have found that the Post Office is a federally owned building so it would not be an option. Margo discussed an idea she had for doing silhouettes at the ballpark. Additionally, she had some pictures of possible sea creatures she would like to put on the pool building. There would also be the possibility of doing a background along with the sea creatures. Jon Brady (Carol Baughman) moved to set a \$500 budget for Margo to do the work at the ballpark and at the pool with the possibility of doing more projects next year. There was discussion about when she would be paid. The consensus was that she could come get the funds as needed. Motion carried 4-0.</p>

<p>CITY LAKE BRIDGE: (D.2)</p>	<p>The bridge should be here by 8AM on Thursday, July 14<sup>th</sup>. The crew will be placing the bridge on the ground as the concrete has a couple of more days or so before it is ready. There is some excavation work yet to be done.</p> <p>The ADA dock will be approximately 15 ft X 44 ft with a railing. A good chunk of the existing sidewalk (near the pier where the dock will be placed ) was broken by the crane while driving the piles for the dock. These broken concrete pieces will be used as rip-raff under the bridge. The broken sidewalk will be replaced once the dock work is completed.</p> <p>There was discussion about the remaining funds for the project.</p> <p>The finished width of the bridge will be 6 feet. There was discussion about motor vehicles using the bridge. Motor vehicles will not be allowed on the bridge.</p> <p>The Council will need to discuss where to relocate the trash dumpster once the project is completed.</p>
<p>STREET/WATER PROJECT: (D.3)</p>	<p>Since one resident was here for their Utility Billing Hearing, Mayor Schultz requested that we hold the Utility Billing Hearings before we have the Executive Session to discuss City Contracts with our Attorney. It was the Consensus of the Council to do just that.</p>
<p>UTILITY BILLING ACCOUNT HEARING/PAYMENT: (E.1)</p>	<p>2011-08-57000 Following discussion, Jon Brady (Joanne Allen) moved to accept the payment agreement. Motion carried 4-0.</p> <p>2011-09-79110 Following discussion, Becky Quigley (Joanne Allen) moved to not accept the payment arrangement due to the missed July 8<sup>th</sup> payment. Service is to be shut off. Motion carried 4-0.</p> <p>2011-10-269400-02 Following discussion, Jon Brady (Joanne Allen) moved to accept the payment agreement. Patron will still need to contact Jim Koger to address the remaining \$60.04 once plan is completed. Motion carried 4-0.</p> <p>2011-11-374102 Following discussion, Jon Brady (Carol Baughman) moved to accept the payment agreement. Motion carried 4-0.</p> <p>Bruce Rinkes arrived at 7:30PM.</p>
<p>STREET/WATER PROJECT: (D.3)</p>	<p>Mayor Schultz first asked Bruce Rinkes if there was anything new to report regarding our demand letter. Bruce indicated that the insurance company is reviewing it. There was some discussion. No action was taken.</p>
<p>EXECUTIVE SESSION:</p>	<p>At 7:42 PM Becky Quigley (Carol Baughman) moved to hold an Executive Session for 15 minutes with our Attorney to discuss City Contracts. Clerk Jim Koger was asked to be part of the session as well. Motion carried 4-0.</p> <p>At 7:57 PM the Council returned from Executive Session. No decisions were made and no actions were taken in the Executive Session. At 7:59 PM Joanne Allen (Jon Brady) moved to go back in to Executive Session for 10 minutes, with our Attorney and the City Clerk, to further discuss City Contracts. Motion carried 4-0.</p> <p>At 8:09PM the Council returned from Executive Session. No decisions were made nor were any actions taken.</p>
<p>SPECIAL REPORTS: (F.1)</p>	<p>The Council reviewed documents that Scott Thompson and J.A. Cordts had</p>

	<p>prepared regarding our current insurance policy and the proposal given last month by Marshall Madill. Following discussion, Joanne Allen (Becky Quigley) moved to not make a change in insurance carriers at this time. Consensus was that with the improved communication we would review in February 2012. Motion carried 4-0.</p> <p>Additionally, the Council reviewed a request for reimbursement for a windshield that was broken by a foul ball on a vehicle that was parked in the parking lot at Jones Park. Following discussion, on a motion by Becky Quigley (Carol Baughman) the Council voted 4-0 to not approve the request for reimbursement.</p>
<p><b>NEW BUSINESS: DISCUSS REQUEST TO DESIGNATE BALLPARK AS NON-SMOKING FACILITIES: (I.1)</b></p>	<p>Kelli Fund was present to discuss the possibility of making the ballpark a non-smoking facility.</p> <p>Following discussion, consensus was to review this further at the August Council Meeting.</p>
<p><b>COUNCIL ACTION/DISCUSSION ITEMS: REVIEW OF TREASURER REPORT: (G.1)</b></p>	<p>Patty Hylton presented her report to the Council. YTD numbers look pretty good.</p>
<p><b>COUNCIL ACTION/DISCUSSION ITEMS: UPDATE ON 2012 BUDGET PROCESS: (G.2)</b></p>	<p>There was discussion about the Audit, the Budget that Jim Long has presented, Parks and Rec, and the Assessed Valuation numbers we received from the County. The Assessed Valuation has declined for three straight years. Debt Service for Phase 1 was discussed as well.</p> <p>Following discussion about the time frame for the budget process, the consensus was to hold the Budget Workshop on Saturday, July 23<sup>rd</sup>, at 9:30AM at Overbrook City Hall. The Clerk will notice up the workshop.</p>
<p><b>COUNCIL ACTION/DISCUSSION ITEMS: LIBRARY BOARD REQUEST FOR APPROVAL OF LAND PURCHASES: (G.3)</b></p>	<p>Following discussion, Joanne Allen (Becky Quigley) moved to approve the land purchases as presented. All the money for the purchases will come from the Trust. Motion carried 4-0.</p>
<p><b>COUNCIL ACTION/DISCUSSION ITEMS: REVIEW GUIDELINES FOR PAYMENT ARRANGEMENTS: (G.4)</b></p>	<p>Following discussion, Becky Quigley (Joanne Allen) moved to create a Resolution which will detail the payment arrangements as written, and will go in effect as of August 1, 2011. Motion carried 4-0.</p>
<p><b>COUNCIL ACTION/DISCUSSION ITEMS: RE-APPOINT KARL UMSCHIED TO POSITION 3 ON THE OVERBROOK RECREATION COMMISSION: (G.5)</b></p>	<p>Becky Quigley (Jon Brady) moved to re-appoint Karl Umscheid to Position 3 on the Overbrook Recreation Commission. This is a 4 year term. Motion carried 4-0.</p>

COUNCIL ACTION/DISCUSSION ITEMS: DISCUSS NEED TO REPAIR OR REPLACE POOL PUMP: (G.6)	Following discussion, Jon Brady (Joanne Allen) moved to allow Don Bryant to explore the best options for repair or replacement authorizing spending up to \$5,000.00 to complete the job. Motion carried 4-0.
UNFINISHED BUSINESS: UPDATE ON REVIEW OF UTILITY BILLING RATE: (H.1)	There was no new information on this topic. Following discussion, information will be needed prior to the Budget Workshop on July 23 <sup>rd</sup> . The committee is to set-up a meeting to work on the information.
UNFINISHED BUSINESS: DISCUSS APPOINTMENT OF ENFORCEMENT OFFICE FOR ORDINANCE #353: (H.2)	Following discussion, Carol Baughman (Joanne Allen) moved to hire Terry Hollingsworth as our Enforcement Officer for Ordinance #353. Motion carried 4-0. The Clerk is to set up a code compliance email address for Terry. Terry is to present a report to the Council each month. Officer Harmison will be setting up a workstation for him.
UNFINISHED BUSINESS: UPDATE ON TESTING OF WATER METER FOR JUDY JONES: (H.3)	The meter had been disposed of prior to receiving the request to have it tested. Following discussion, the consensus was keep monitoring the account activity for 60 days before the Council makes a decision. The clerk is to let Judy Jones know.
UNFINISHED BUSINESS: CHARTER ORDINANCE #8 UPDATE: (H.4)	Following discussion, Jon Brady (Becky Quigley) moved to approve Charter Ordinance #13 which repeals Charter Ordinance #8. Motion carried 4-0. Charter Ordinance #13 will need to be published 2 times and shall take effect 61 days after final publication unless a sufficient petition for a referendum is filed, requiring a referendum to be held on the ordinance as provided in Article 12, Section 5 of the Constitution of the State of Kansas, in which case this Charter Ordinance shall become effective upon approval by a majority of the electors voting thereon.
UNFINISHED BUSINESS: MAICHEL WELL LEASE AGREEMENT: (H.5)	Following discussion with Michael Coffman, consensus was for him to continue working on this agreement, it would be okay for Michael to call Jaci Boeka to discuss. Some progress has been made.
OTHER UNFINISHED BUSINESS: (H.6)	There was no other unfinished business.
NEW BUSINESS: DISCUSS REQUIREMENTS FOR OVERBROOK FIREWORKS STAND PERMITS: (I.2)	Following discussion, consensus was to work further on this topic including updating Ordinance #159 (Peddlers). There will also be some information in the Uniform Public Code book. No further action was taken.
NEW BUSINESS: REVIEW FOR POSSIBLE APPROVAL THE CITY AUDIT & LIBRARY AUDIT: (I.3)	Following discussion, Joanne Allen (Becky Quigley) moved to approve the City Audit, the Library Audit and for the Mayor to sign the CPA Letter from Long CPA. Motion carried 4-0.

<p>NEW BUSINESS: DISCUSS ADVERTISING ON TRAVEL- RECREATION WEBSITE: (I.4)</p>	<p>Following discussion, consensus was to check with some of the area participating groups for feedback. We will address this issue further next meeting.</p>
<p>NEW BUSINESS: REVIEW FOR POSSIBLE APPROVAL A REQUEST FOR DONATION TO THE OVERBROOK 4-H HORSE SHOW : (I.5)</p>	<p>Following discussion, the consensus was to not approve the request.</p>
<p>NEW BUSINESS: REVIEW FOR POSSIBLE APPROVAL PROJECT COMPLETION AND CERTIFICATION: (I.6)</p>	<p>Following discussion, consensus was to have the Mayor sign the form and have the Clerk return it as soon as possible.</p>
<p>NEW BUSINESS: REVIEW FOR POSSIBLE APPROVAL PURCHASE OF FAIR BOARD SIGN: (I.7)</p>	<p>Following discussion, Jon Brady (Carol Baughman) moved that we pay half (\$175.00) of the \$350 cost for the 4x8 Fair Sign. Motion carried 4-0.</p>
<p>OTHER NEW BUSINESS:</p>	<p>The Mayor initiated a discussion about the old 4 inch water line that comes to town from the wells. There are 10 meters on this line. Some of the occasional brown water we experience may be a result of the iron buildup in this line. Consensus was that as part of our long-term planning this line may need to be addressed. No action was taken.</p>
<p>NEW BUSINESS: EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS OF NON- ELECTED PERSONNEL: (I.8)</p>	<p>At 9:53PM, Carol Baughman (Becky Quigley) moved to have a 10 minute Executive Session with the City Treasurer to discuss personnel matters of non-elected personnel. Motion carried 4-0.</p> <p>At 10:07pm the Council returned from Executive Session. No actions were taken and no decisions were made during the Executive Session.</p> <p>Following discussion, Becky Quigley (Joanne Allen) moved to increase, as of July 4th, 2011, the Maintenance Superintendent's salary to \$18/hr. Motion carried 4-0.</p> <p>Carol Baughman (Joanne Allen) moved to increase, as of July 4th, 2011, the City Clerk's pay rate to \$18/hr. Motion carried 4-0.</p> <p>Becky Quigley (Joanne Allen) moved to increase, as of July 4th, 2011, the Chief of Police's pay rate to \$18/hr. Motion carried 4-0.</p> <p>Carol Baughman (Joanne Allen) moved to increase, as of July 4th, 2011, the full-time Police Officer's pay rate to \$16/hr. Motion carried 3-0, with Becky Quigley abstaining.</p> <p>Joanne Allen (Becky Quigley) moved to increase, as of July 4th, 2011, the part-time Assistant City Clerk pay rate by \$0.50 to \$10.82/hr. Motion carried 4-0</p> <p>Joanne Allen (Becky Quigley) moved to increase, as of July 4th, 2011, the part-</p>

	time maintenance workers pay rate by \$0.50 to \$10.82/hr. Motion carried 4-0
OTHER NEW BUSINESS: (I.9)	There was no other new business.
PUBLIC COMMENTS: (J.)	There were no public comments.
COUNCIL MEMBER COMMENTS: (K.)	Joanne Allen asked that we consider discussing the number of fireworks stands any one group can operate in Overbrook. She also thanked the staff for all they do. Jon Brady will continue to work on the easement for north of City Lake.  Becky Quigley and Carol Baughman: none.
MAYOR'S REPORT: (L.)	The Mayor thanked Patty Hylton for all her work. It is very much appreciated.
ADJOURNMENT: (M. )	Carol Baughman (Becky Quigley) moved to adjourn the meeting at 10:20 p.m. Motion passed, 4-0.
<p>Respectfully submitted,</p> <p>Jim Koger City Clerk</p> <p>Approved: August 10, 2011</p>	

**REGULAR COUNCIL MEETING  
CITY OF OVERBROOK**

**MINUTES – August 10, 2011**

<p>CALL TO ORDER, ROLL CALL: (A.)</p>	<p>Mayor Don Schultz called the August 10, 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, Jon Brady, Joanne Allen, Jim Gates and Becky Quigley were present. Others present included Jim Koger, Kit Bostrom, Ed Harmison, Patty Hylton, Terry Hollingsworth, Tammy Luther, and Don Bryant, Members of the public were also in attendance.</p>
<p>MOTION, APPROVE AMENDED AGENDA: (B)</p>	<p>Following discussion, Jim Gates (Becky Quigley) moved to approve the amended agenda.  Motion carried 5-0.</p>
<p>MOTION, APPROVE CONSENT AGENDA: (C.1 through C.13)</p>	<p>Carol Baughman (Becky Quigley) moved to pull check the \$480 check to King Engineering for further review and then approve the consent agenda. Motion carried 5-0.  Consent Agenda Items were as follows:  C.1.a Approve July 13, 2011 Regular Council Meeting Minutes C.2. Warrants C.3. Request to Shred City Documents C.4 Maintenance Department Report C.5 Animal Control Department Report C.6 City Clerk Department Report C.7 Law Department Report C.8 Code Compliance Report C.9 Pool Department Report C.10 Planning Commission Report C.11 Recreation Commission Report C.12 Library Board Report C.13 Housing Authority Board Report</p>
<p>STREET/WATER PROJECT: (D.1)</p>	<p>Following discussion no further action was taken.</p>
<p>CITY LAKE BRIDGE: (D.2)</p>	<p>Jon Brady led the discussion. An extension for the project through October 2011 has been submitted. The dock is being constructed at Topeka Foundry. The Foundry will soon invoice the City. We will be submitting more invoices for reimbursement from the Trail Grant. The lighting will be an Eagle Scout Project. Jon may come back with a proposal for the drainage on the west side of Lake Shore Drive. Need to do dam inspections before June 2012.</p>
<p>UTILITY BILLING ACCOUNT HEARING/PAYMENT: (E1, E2, E3)</p>	<p>2011-12-266340 Following discussion, Jon Brady (Jim Gates) moved to accept the payment agreement. Will need a plan for August and the rest of the year. Motion carried 5-0.  2011-13-356000 This hearing was cancelled; sufficient payment received prior to meeting.  2011-14-165005 Following discussion, Jim Gates (Joanne Allen) moved to accept the payment agreement. Motion carried 5-0.</p>
<p>DISCUSS REQUEST TO DESIGNATE BALLPARK</p>	<p>Kelli Fund was in attendance to discuss the topic with the Council. Following discussion, Council indicated we would discuss this further next month under</p>

AS NON-SMOKING FACILITIES: (H.2)	unfinished business.
SPECIAL REPORTS: (F.1)	Tammy Luther was present to discuss the pool season with the Council. Following discussion a list of items that needed attention was constructed. The list included: scoobie vacuum still doesn't work correctly, more permanent chairs are needed, if we can figure out a way to provide more shade, and a safety rope for the swim team. Revenues were discussed next. No further action was taken.
SPECIAL REPORTS: (F.1)	Following discussion, Jim Gates (Becky Quigley) moved to approve the booster ads in the Osage County Herald Chronicle. Motion carried 5-0.
COUNCIL ACTION/DISCUSSION ITEMS: REVIEW OF TREASURER REPORT: (G.1)	Patty Hylton presented her report to the Council. The pool is the only fund that is over budget. Patty had worked with Donna Crawford in regards to the bond interest payment.
COUNCIL ACTION/DISCUSSION ITEMS: UPDATE ON 2012 BUDGET PROCESS: (G.2)	The Budget Hearing will be on Monday, August 15th, 2011 at 7PM at City Hall.
UNFINISHED BUSINESS: UPDATE ON REVIEW OF UTILITY BILLING RATE: (H.1)	Following discussion about the costs that need to be covered by the rates, as well as the possibility of a trash franchise fee, no action was taken. The working committee needs to set a meeting and report next month to the Council.
UNFINISHED BUSINESS: DISCUSS REQUEST TO DESIGNATE BALLPARK AS NON-SMOKING FACILITIES: (H.2)	Following discussion, the consensus was for Michael Coffman to write a draft ordinance for the Council to review at an upcoming meeting.
UNFINISHED BUSINESS: DISCUSS ADVERTISING ON TRAVEL-RECREATION WEBSITE: (H.3)	Following discussion, Jim Gates (Becky Quigley) moved to approve the request. Motion carried 5-0. Jim Koger is to inquire as to whether OCED grant funds can match this expense.
UNFINISHED BUSINESS: MAICHEL WELL LEASE AGREEMENT: (H.4)	This item will be continued until next month.
OTHER UNFINISHED BUSINESS: (H.5)	There was no other unfinished business.
NEW BUSINESS: DISCUSS AND REVIEW EXISTING FRANCHISE AGREEMENTS: (I.1)	Following discussion, as indicated earlier in the meeting, we will make the trash franchise discussion an action item for an upcoming meeting.
NEW BUSINESS:	Following discussion, consensus was for the dumpster to be moved and placed on a



DISCUSS NEW LOCATION FOR DUMPSTER AT CITY LAKE: (I.2)	concrete pad as directed by Jon Brady. A Cleaning Station might be handy.
NEW BUSINESS: EXECUTIVE SESSION TO DISCUSS ITEMS REGARDING NON-ELECTED PERSONNEL: (I.3)	We will come back to this item later in the meeting.
ADDITIONAL NEW BUSINESS: LAPTOP FOR COURT CLERK: (I.4)	Following discussion, Jon Brady (Jim Gates) moved to spend up to \$750 locally getting a new laptop. Motion carried 5-0.
ADDITIONAL NEW BUSINESS: REQUEST FOR THE FAIR BOARD TO HOLD FUND RAISING SOFTBALL TOURNEY AT JONES PARK ON SEPT 10, 2011: (I.5)	Following discussion, the consensus was that it was okay for the Fair Board to hold a softball tournament to raise money for new bleachers. The event will be held on Saturday, Sept 10, 2011 on the south diamond only.
ADDITIONAL NEW BUSINESS: LKM CONFERENCE: (I.6)	There was some discussion about the upcoming LKM Conference. No action was taken.
ADDITIONAL NEW BUSINESS: CHRISTMAS LIGHTS: (I.7)	The Mayor discussed the possibility of having a musical Christmas Tree downtown that you could hear music on your car radio as you drive by. No action was taken.
OTHER NEW BUSINESS:	If drought conditions continue, we have a conservation plan in place. There was no other new business.
BREAK	A five minute break was held.
NEW BUSINESS: EXECUTIVE SESSION TO DISCUSS ITEMS REGARDING NON-ELECTED PERSONNEL: (I.3)	<p>Carol Baughman (Becky Quigley) moved to hold a ten minute Executive Session to discuss personnel matters of non-elected Personnel. Patty Hylton and Jim Koger are to be included. Motion carried 5-0. Meeting went to Executive Session at 8:56PM.</p> <p>At 9:05PM the Council returned from Executive Session. No decisions were made and no actions were taken.</p> <p>There was discussion regarding an adjustment to Officer Harmison's pay rate. Jim Gates (Carol Baughman) moved to increase Officer Harmison's pay rate to \$19.00 per hour as of July 1, 2011. Motion carried 5-0.</p>
EXECUTIVE SESSION TO DISCUSS CITY CONTRACTS WITH OUR GRANT	<p>A 30 minute Executive Session was called at 9:10PM to discuss City Contracts with our Grant Administrator. Donna Crawford was available via telephone.</p> <p>The Council returned to regular meeting at 9:42PM and immediately asked to</p>

<p>ADMINISTRATOR: (I.4)</p>	<p>return to Executive Session for 40 minutes to discuss City Contracts with our Grant Administrator. The Clerk and the Treasurer were included. The Council returned to regular session at 10:24PM. No actions were taken nor were any decisions made during the executive session.</p> <p>Following discussion, consensus was to find the certificate of substantial completion. We also need to determine what available funds we have. Becky Qugiley (Joanne Allen) moved to allow the Mayor to continue to hold conversations with the Lawyer and Grant Administrator to pursue warranty coverage. Motion carried 5-0.</p>
<p>PUBLIC COMMENTS: (J.)</p>	<p>There were no public comments.</p>
<p>COUNCIL MEMBER COMMENTS: (K.)</p>	<p>Jim Gates indicated that they could still use teams for the Lodge Golf Tournament. Jon Brady, Joanne Allen, Becky Quigley and Carol Baughman: none.</p>
<p>MAYOR'S REPORT: (L.)</p>	<p>The Mayor asked the Council Members to consider attending the League Conference.</p>
<p>ADJOURNMENT: (M. )</p>	<p>Jim Gates (Joanne Allen) moved to adjourn the meeting at 10:32 p.m. Motion passed, 5-0.</p>
<p>Respectfully submitted,</p> <p>Jim Koger City Clerk</p> <p>Approved: September 14, 2011</p>	

CITY OF OVERBROOK

MINUTES SPECIAL COUNCIL MEETING August 22, 2011 7:00PM Overbrook City Hall

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

OTHERS PRESENT: Jim Koger, Bill Jacobs and Bruce Rinkes

The purpose of the special meeting is to:

Discuss the possible action items related to the current CDBG Street Project.

Following lengthy discussion, consensus was to hold off on paying the open invoices until the core drilling moisture test results were received. It was noted that King Engineering had invoiced the City of Overbrook for everything done up until the substantial completion date in December 2010. There will be no invoicing on the recently completed warranty chip and seal work. Bill Jacobs indicated there will be some quantity adjustments necessary on the upcoming work that Little Joe's will be doing.

Following lengthy discussion regarding who would monitor the remaining work, Jim Gates (Joanne Allen) moved to have King Engineering monitor (at the reduced rate of \$42/hr (tech rate) and if more than one person was needed they would bill at a further reduced rate for the second person) what Little Joe's does to finish the project with a final tonnage and inspection report submitted to the City. Motion carried 3-2 (Baughman, Brady).

There was additional discussion regarding whether we should close out the grant. The consensus of the Council was to get the above work done, including the receipt of the tonnage report and inspection report from King Engineering, and then with input from Donna Crawford proceed to close out the grant.

ADJOURNMENT:

There being no further business to come before the Council, on a motion duly made and seconded by Carol Baughman (Jim Gates), the meeting was adjourned at 7:40PM.

Motion carried 5-0.

Respectfully submitted,

Jim Koger, City Clerk  
Approved: September 14, 2011

**REGULAR COUNCIL MEETING  
CITY OF OVERBROOK**

**MINUTES – September 14, 2011**

<p>CALL TO ORDER, ROLL CALL: (A.)</p>	<p>Mayor Don Schultz called the August 10, 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, Jon Brady, Joanne Allen, Jim Gates and Becky Quigley were present. Others present included Jim Koger, Kit Bostrom, Ed Harmison, Patty Hylton, Terry Hollingsworth, and Don Bryant, Members of the public were also in attendance.</p>
<p>KOMA VIOLATION AT OUR AUGUST 10, 2011 CITY COUNCIL REGULAR MEETING:</p>	<p>Mayor Schultz detailed to the crowd that we had gone to Executive Session during our August 10, 2011 Council Meeting for a reason that was not valid. The conversation should have been held in Executive Session. When the violation was discovered, the Clerk sent an acknowledgement to Brandon Jones, Osage County Attorney, detailing the violation and what we would do to prevent it from happening again in the future. A copy of the letter was included in the packet.</p>
<p>MOTION, APPROVE AMENDED AGENDA: (B)</p>	<p>Following discussion, Joanne Allen (Jim Gates) moved to approve the amended agenda as follows:</p> <p>Two of the Utility Billing Hearings have been cancelled. Add a discussion regarding our SRTS grant to Unfinished Business. Add a 5 minute Executive Session to discuss personnel matters of non-elected personnel. Add an additional warrant to the consent agenda warrant list for the Phase 1&amp;2 KDHE Sewer Project loan payment.</p> <p>Motion carried 5-0.</p>
<p>MOTION, APPROVE CONSENT AGENDA: (C.1 through C.17)</p>	<p>Following brief discussion about the animal control report (request location(s) be listed on report) and the Law Department Report (increase in activity cause for alarm?), Jim Gates (Joanne Allen) moved to accept the Consent Agenda. Discussion: We will discuss the King Engineering invoices at D.1. Motion carried 5-0.</p> <p>Consent Agenda Items were as follows:</p> <ul style="list-style-type: none"> <li>C.1.a Approve August 10, 2011 Regular Council Meeting Minutes</li> <li>    b. Approve August 22, 2011 Special 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 Code Compliance Report</li> <li>C.9 Pool Department Report</li> <li>C.10 Planning Commission Report</li> <li>C.11 Recreation Commission Report</li> <li>C.12 Library Board Report</li> <li>C.13 Housing Authority Board Report</li> <li>C.14 Proclamation Honoring Dr. James Ruble for His Years of Community Service</li> <li>C.15 Registration for Nov 7-11 Clerk Conference Wichita</li> <li>C.16 Standard Traffic Ordinance For Kansas Cities – Ordinance #357</li> <li>C.17 Uniform Public Offense Code for Kansas Cities – Ordinance #358</li> </ul>

<p>STREET/WATER PROJECT: (D.1)</p>	<p>Following discussion, Jim Gates (Carol Baughman) moved to approve payment on King Engineering Invoice #1061A. Motion carried 5-0. Carol Baughman (Jim Gates) moved to pay Invoice #1071A in the amount of #3,345.29. Motion carried 5-0. Invoice 1071B was discussed. We are waiting on copies of the core sample results. Little Joe's has been here. The Mayor and King Engineering discussed shared cost repair at the 7<sup>th</sup> Street intersection. Glen Tyson visited with the Mayor earlier today (9/14/11) and indicated the County would be satisfied with the fix near the Grocery Store but noted that there was some tire rutting on Maple headed south. There was further discussion about the street project. We will need to address the particulars regarding warranty with Little Joe's on remaining areas.</p> <p>Following discussion regarding the pothole repair, we should receive a bill from Little Joe's for half of the pothole repair. King Engineering will pay for the other half. We will need to address the cracks soon. Dennis Brown sealed the cracks last time.</p> <p>Discussion returned to invoice #1071B. Bruce Rinke will let us know the amount spent on the as-built plans for the water system improvement project and phase 2 of the sewer as well as for the O&amp;M Manual. Jim Gates (Jon Brady) moved to pay 1071B. Motion carried 5-0.</p>
<p>CITY LAKE BRIDGE: (D.2)</p>	<p>Jon Brady led the discussion. The bridge is installed and completed. Iron work has been assembled on the dock. Concrete will probably be poured next week on the dock. The plan is to redo the electrical in the area around the aerators. The clerk is to look in to when the bathrooms last had the septic pumped. An extension has been granted to December 31, 2011 for completion of the trail grant project. Railings will be powder coated, the sidewalk will be poured connecting the pier and the existing sidewalk. Lighting on the pier will be addressed. Two areas of broken concrete will be addressed (one on top of lake dam, one on top of Children's Fishing Pond dam). There was discussion regarding the possibility of connecting the pier to the backside of the Children's Fishing Pond- it would require a span of 55 feet. Follow-up work remains on easements (Friesen and Lee). Jon is still exploring possibilities for a cleaning station(s) for the lake.</p>
<p>UTILITY BILLING ACCOUNT HEARING/PAYMENT: (E1, E2, E3)</p>	<p><b>2011-15-165005-02</b> Following discussion, Jim Gates (Becky Quigley) moved to accept the payment agreement. Motion carried 5-0.</p> <p><b>2011-16-370000, 2011-17-57000-02</b> These hearings were cancelled; sufficient payment received prior to meeting.</p>
<p>SPECIAL REPORTS: (F.1)</p>	<p>Ken Dale was present to discuss the possibility of establishing seasonal sewer rates to allow for the watering of lawns, trees, and/or gardens. Mr. Dale presented information for the Council to review. Following discussion, the consensus was for the rate committee to include this possibility in upcoming rate discussions.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: REVIEW OF TREASURER REPORT: (G.1)</p>	<p>Patty Hylton presented her report to the Council. There was discussion about line 12. Funds 7 and 8 were discussed. We can amend if needed before year end. YTD numbers General Fund 41% of budget spent, WS is 8% under budget, Law is under budget although cash is lower in August because it was a 3 payroll period. The pool was discussed next. Both revenues and expenses seemed normal. It's not a money maker and we will need to move some of the expenses to general fund by December. Patty had recently made a loan request to KDHE. It should be processed soon. No further action was taken</p>

<p><b>NEW BUSINESS:</b>  <b>REVIEW FOR APPROVAL THE 2031 COMPREHENSIVE PLAN/ORDINANCE #359 FOR THE CITY OF OVERBROOK: (I.1)</b></p>	<p>Since Sheila Dale was in attendance, Mayor Schultz requested that we move up Item I.1. The Comprehensive Plan is needed for the Planning Commission to begin work on subdivision regulations among other reasons. Following discussion, Jim Gates (Joanne Allen) moved to approve the 2031 Comprehensive Plan as written and amended. Motion carried 5-0. The amendments were as follows:</p> <ol style="list-style-type: none"> <li>1. Correct the term length for Mayor and Council.</li> <li>2. Change wording regarding number of books (page 23) to “for adults and children”</li> <li>3. Change wording on nuisance (page 24) to “The city has nuisance codes which are continually being updated. The city will be reviewing and updating building codes and zoning regulations.”</li> <li>4. (page 21) change “Deputy Police Chief” to a “Police Officer” assists</li> <li>5. Change Objective 2.2 (page 32) to Strategy 2.</li> </ol>
<p><b>BREAK</b> A five minute break was held.</p>	<p>At 8:22PM, Becky Quigley (Jon Brady) moved for a 5 minute break. Motion carried 5-0. At 8:27PM the meeting was called back to order.</p>
<p><b>COUNCIL ACTION/DISCUSSION ITEMS: CHOOSE AD DESIGN FOR TRAVEL DIRECTORY: (G.2)</b></p>	<p>Following discussion, Joanne Allen (Jim Gates) moved to approve design #2 with the request that the background be lightened/contrasted so we can read the mural. Motion carried 5-0.</p>
<p><b>COUNCIL ACTION/DISCUSSION ITEMS: REVIEW FOR APPROVAL PURCHASE REQUEST FOR ROTARY BROOM FOR GRASSHOPPER MOWER: (G.3)</b></p>	<p>Following discussion, with input from Don Bryant, Jim Gates (Becky Quigley) moved to spend \$2,100.00 for the broom. Motion carried 5-0. Don Bryant will arrange pickup with Pete Bolin.</p>
<p><b>COUNCIL ACTION/DISCUSSION ITEMS: REVIEW FOR APPROVAL SPENDING UP TO \$500 FOR COUNCIL/MAYOR/STAFF RETREAT: (G.4)</b></p>	<p>The retreat will be held on October 22<sup>nd</sup> beginning at 9:30AM at the community room at Brookside. Following discussion, Carol Baughman (Joanne Allen) moved to grant the approval to spend up to \$500 for the retreat. Motion carried 5-0.</p>
<p><b>COUNCIL ACTION/DISCUSSION ITEMS: REVIEW STATUS OF LIBRARY PURCHASE OF 323 MAPLE &amp; 321 MAPLE/POSSIBLE ACTION TAKEN: (G.5)</b></p>	<p>Following discussion and review of an email from Michael Coffman in regards to environmental concerns holding up the purchase of the 321 Maple property, Joanne Allen (Jim Gates) moved to have Mayor Schultz approve the contract for purchase with the contract strikeouts made by Richard Wright intact. There was further discussion. Motion carried 5-0 granting the approval to purchase the 321 Maple property. Closings for both 321 Maple and 323 Maple should occur within the next 2 weeks.</p>
<p><b>UNFINISHED BUSINESS: UPDATE ON REVIEW OF UTILITY BILLING RATE: (H.1)</b></p>	<p>Following discussion about the costs that need to be covered by the rates, as well as the possibility of a trash franchise fee, no action was taken. The working committee needs to set a meeting and report next month to the Council. Please add the seasonal rate discussion to the conversation. A commercial plan might also be a possibility.</p>
<p><b>UNFINISHED BUSINESS: DISCUSS REQUEST TO DESIGNATE BALLPARK AS NON-SMOKING FACILITIES: (H.2)</b></p>	<p>We will continue to work on this item next month. No action was taken.</p>

<p>UNFINISHED BUSINESS: MAICHEL WELL LEASE AGREEMENT: (H.3)</p>	<p>Following discussion, Carol Baughman (Becky Quigley) moved to amend the draft contract to read not to exceed an average of 5000 gallons per month. A typo was also corrected. Motion carried 5-0.</p>
<p>OTHER UNFINISHED BUSINESS: (H.4)</p>	<p>An update was given regarding our Safe Routes to School Grant application. We were approved for Phase 1 of our plan! A written agreement is forthcoming.</p>
<p>OTHER UNFINISHED BUSINESS: (H.4)</p>	<p>Following discussion, Don Bryant will contact people in regards to sealing the cracks in our blacktop. If necessary, we can call a Special Meeting.</p>
<p>OTHER UNFINISHED BUSINESS: (H.4)</p>	<p>There was no other unfinished business.</p>
<p>NEW BUSINESS: REVIEW FOR APPROVAL THE 2031 COMPREHENSIVE PLAN/ORDINANCE #359 FOR THE CITY OF OVERBROOK: (I.1)</p>	<p>This was discussed earlier in the meeting. No further action taken.</p>
<p>NEW BUSINESS: APPOINT DESIGNEE/WORKING COMMITTEE TO REVIEW RFP'S FOR DAM INSPECTION: (I.2)</p>	<p>Following discussion, Jon Brady and Joanne Allen will review the RFP's and have a recommendation at our October Council Meeting.</p>
<p>NEW BUSINESS: APPROVE ATTENDANCE/REGISTRATION FOR LKM CONFERENCE IN WICHITA: (I.3)</p>	<p>Following discussion, Carol Baughman (Becky Quigley) moved to approve allowance for registration and lodging, spouse registration will need to be out of own pocket. Motion carried 5-0.</p>
<p>NEW BUSINESS: EXECUTIVE SESSION TO DISCUSS ITEMS REGARDING NON-ELECTED PERSONNEL: (I.3)</p>	<p>We will come back to this item later in the meeting.</p>
<p>ADDITIONAL NEW BUSINESS: REQUEST FOR CITY TO SPONSOR SFT FOOTBALL GAMES ON INTERNET RADIO KOFO: (I.4)</p>	<p>Following discussion, Jim Gates (Jon Brady) moved to not approve the request. Motion carried 5-0.</p>
<p>ADDITIONAL NEW BUSINESS: : (I.5)</p>	<p>Officer Harmison asked the Council about parking in the lot at 323 Maple. Following discussion, the consensus was to not park there until the closings were official.</p>
<p>ADDITIONAL NEW BUSINESS: SCHOOL CROSSING LIGHTS</p>	<p>Following discussion, Officer Harmison will get additional information and we will discuss at a future council meeting.</p>

(I.6)	
PUBLIC COMMENTS: (J.)	<p>Officer Harmison indicated that area resident Michael Blood had recently graduated Valedictorian from his 15 person class at the police academy in Topeka (A 26 week program!). Mayor Schultz will write a letter of acknowledgement to Mr. Blood</p> <p>There was also discussion in regards to the parking of a semi on the east side of Maple Street north of City Hall. Officer Harmison will talk to the driver.</p> <p>Don Bryant discussed the possibility of replacing the removed fire hydrant in Rich Hamit's yard. Consensus was to investigate the possibility of replacing it with something different than the new cleanout.</p> <p>Painting of the pool was discussed. We will discuss further in the spring/ a liner might be a possibility as well.</p>
LEAD/COPPER WATER SAMPLES	Don Bryant asked the members of the Council to assist him by taking water samples for lead/copper at their residences. Don gave them the instructions. Samples are not to be taken from an outside spicket.
NEW BUSINESS: EXECUTIVE SESSION TO DISCUSS ITEMS REGARDING NON-ELECTED PERSONNEL: (I.3)	<p>At 9:50PM Carol Baughman (Joanne Allen) moved to hold an Executive Session for five minutes to discuss personnel issues of non-elected personnel. Motion carried 5-0. At 9:55PM the Council returned from Executive Session. No actions were taken during the Executive Session nor were any decisions made.</p> <p>Following discussion, Becky Quigley (Joanne Allen) moved to approve an extension of one pay period for the Clerk. Payback is to be made over the next 6 paychecks. Motion carried 5-0.</p>
COUNCIL MEMBER COMMENTS: (K.)	<p>Joanne Allen indicated that the Veteran's Committee would be holding a 6:30AM Breakfast on Veteran's Day plus there were other activities scheduled.</p> <p>Jim Gates thanked the SRTS group. He also thought the proclamation for Dr. Ruble was fantastic. Jim also complimented Karl Umscheid and Bob Klingler for their work on the recent fishing derby. The Ridgeway Lodge Golf Tournament was a success.</p> <p>Becky Quigley mentioned that the pool mural was very impressive. Mayor Schultz indicated that Margo was waiting to do the painting at the ball park until the damaged dugout was fixed/replaced. Carol Baughman said she would like to see Margo do additional work on the east side of the pool building.</p> <p>Jon Brady discussed getting items from the former Sport2Sport property in Lawrence. Consensus of the Council was for Jon to coordinate the remaining work. At some point we will need to discuss where we will store the holiday Christmas lights that are currently stored in the library storage area.</p>
MAYOR'S REPORT: (L.)	The Mayor discussed his presentation of the proclamation to Dr. Ruble at the Rotary Meeting on September 13 <sup>th</sup> . The Mayor indicated that he thinks the upcoming Retreat will be very beneficial. The Mayor has also forwarded a request from Larry Woodson to the Park and Rec Commission regarding work done on the tennis courts. The Tennis Courts will need to be addressed in the near future. The Mayor also announced the details on the 2 <sup>nd</sup> Annual Overbrook Christmas Program, scheduled for 7-9PM on Saturday, December



	3 <sup>rd</sup> , in the multi-purpose room at OAC. The event will be free to the public.
ADJOURNMENT: (M. )	Jim Gates (Becky Quigley) moved to adjourn the meeting at 10:12 p.m. Motion passed, 5-0.
Respectfully submitted,  Jim Koger City Clerk  Approved: October 12, 2011	

CITY OF OVERBROOK

MINUTES SPECIAL COUNCIL MEETING October 18, 2011 6:00PM Overbrook City Hall

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

OTHERS PRESENT: Jim Koger, Patty Hylton

The purpose of the special meeting is to:

Review with possible decision additional information regarding availability for purchase of RWD backhoe.

Review for approval the recommendation of an appointee to the Library Board to replace Scott Adams.

The Council discussed the Library Board opening and the Library Board recommendation for possible replacement. Jim Gates (Joanne Allen) moved to accept candidate Melissa Strother to fill out the remainder of Scott Adams' term (April 2015). Motion carried 4-0. Mayor Schultz will let Library Board President Marni Penrod know.

Following discussion, Jim Gates (Joanne Allen) moved to purchase the backhoe from the RWD for \$16,000.00, as-is with no guarantee. Motion carried 4-0. We will place an ad for our old backhoe for sealed bids to be received by and then opened and read aloud at our 7PM December 14, 2011 Council Meeting. We will reserve the right to not sell/accept bid.

ADJOURNMENT:

There being no further business to come before the Council, on a motion duly made and seconded by Carol Baughman (Jim Gates), the meeting was adjourned at 6:28PM.

Motion carried 4-0.

Respectfully submitted,

Jim Koger, City Clerk  
Approved: November 9, 2011

**REGULAR COUNCIL MEETING  
CITY OF OVERBROOK**

**MINUTES – November 9, 2011**

<p>CALL TO ORDER, ROLL CALL: (A.)</p>	<p>Mayor Don Schultz called the November 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, Jon Brady, Joanne Allen, and Jim Gates were present. Becky Quigley was absent. Others present included Jim Koger, Kit Bostrom, Ed Harmison, Patty Hylton, Terry Hollingsworth, Don Bryant, Bruce Haukenberry Michael Coffman, and Shane Quigley. A member of the public was also in attendance.</p>
<p>REQUEST FROM MAYOR</p>	<p>Mayor Schultz suggested that the Council take action on a recommendation received during our recent retreat regarding our policy of taping our Council Meetings. Carol Baughman (Jim Gates) moved to no longer record meeting minutes. Motion carried 4-0.</p>
<p>MOTION, APPROVE AGENDA: (B)</p>	<p>Following discussion, Jim Gates (Joanne Allen) moved to accept the Agenda. Motion carried 4-0.</p>
<p>MOTION, APPROVE CONSENT AGENDA: (C.1 through C.13)</p>	<p>Carol Baughman (Joanne Allen) moved to approved the Consent Agenda.</p> <p>Consent Agenda Items were as follows:</p> <p>C.1.a Approve October 12, 2011 Regular Council Meeting Minutes  b. Approve October 18, 2011 Special Meeting Minutes</p> <p>C.2. Warrants  C.3. Request to Shred City Documents  C.4 Maintenance Department Report  C.5 Animal Control Department Report  C.6 City Clerk Department Report  C.7 Law Department Report  C.8 Code Compliance Report  C.9 Pool Department Report  C.10 Planning Commission Report  C.11 Recreation Commission Report  C.12 Library Board Report  C.13 Housing Authority Board Report</p>
<p>STREET/WATER PROJECT: (D.1)</p>	<p>We will address this further after the Public Hearing. Crack sealing was discussed but no action was taken.</p>
<p>PUBLIC HEARING FOR THE CLOSING OF THE STREET PROJECT:</p>	<p>The official hearing for the closure of the Street Grant Project was held promptly at 7:15PM. The notice for the October 12<sup>th</sup> hearing was not published as requested. Following discussion, Carol Baughman (Jim Gates) moved to close the budget hearing. Motion carried 4-0.</p> <p>The hearing ended at 7:29PM.</p>
<p>STREET/WATER PROJECT: (D.1) continued</p>	<p>Jim Gates (Joanne Allen) moved to approve Little Joe’s final pay request #3. Motion carried 4-0.</p> <p>Following discussion, Jim Gates (Joanne Allen) moved to have Little Joe’s Asphalt do the crack sealing for \$5,430.00 and request that the work be done within the next two weeks. Motion carried 4-0.</p>
<p>CITY LAKE BRIDGE: (D.2)</p>	<p>Following discussion, Jim Gates (Joanne Allen) moved to have Mayor</p>

	Schultz sign the CFAP grant acceptance letter. Motion carried 4-0.
LIBRARY PROJECT: (D.3)	Following discussion, no action was taken.
SEWER:	There was discussion regarding the O&M Manual. No action was taken.
UTILITY BILLING ACCOUNT HEARING/PAYMENT: (E1)	<p><b>2011-19-374102-02</b> Following discussion, Jon Brady (Carol Baughman) moved to accept the payment agreement. Motion carried 4-0.</p> <p><b>2011-20-269400-03</b> Following discussion, Jim Gates (Carol Baughman) moved to not accept the payment agreement. Motion carried 4-0.</p> <p><b>2011-21-270202</b> sufficient payment was received prior to the hearing. No action was taken.</p> <p><b>2011-22-269703</b> Following discussion, Jon Brady (Jim Gates) moved to accept the payment agreement. Motion carried 4-0.</p>
SPECIAL REPORTS: (F.1)	Chuck Trautman addressed the Council in regards to his plan to hold a 3 day Flea Market at the Fairgrounds in April. Following discussion, Jon Brady (Jim Gates) moved to give permission for Mr. Trautman to let his vendors use the bathroom and showers at the pool from 5PM to 9PM on the requested dates (in 2012 for his planned flea markets in April and September) contingent on the fair board approving the request for the flea markets. Monitoring and cleaning details will need to be worked out. Motion carried 4-0. No further action was taken.
COUNCIL ACTION/DISCUSSION ITEMS: REVIEW OF TREASURER REPORT: (G.1)	Patty Hylton presented her report to the Council. Following discussion, no action was taken.
COUNCIL ACTION/DISCUSSION ITEMS: REVIEW JIM KOGER'S LEAVE REQUEST: (G.2)	Following discussion, the consensus was for Jim Koger to be able to use his accrued vacation hours, his accrued sick hours, and then his comp time should he need it following the birth of his daughter.
COUNCIL ACTION/DISCUSSION ITEMS: GYM AT OLD MIDDLE SCHOOL: (G.3)	Following lengthy discussion, no action was taken.
BREAK:	A 7 minute break was called at 8:48 pm. The Council Meeting was gavelled back in at 8:55 pm.
UNFINISHED BUSINESS: UPDATE ON REVIEW OF UTILITY BILLING RATE: (H.1)	Following discussion no further action was taken.
UNFINISHED BUSINESS: REVIEW AND POSSIBLE APPROVAL OF ORDINANCE TO DESIGNATE CITY FACILITIES AS NON-SMOKING:	Following discussion, Michael Coffman will prepare a draft ordinance.

(H.2)	
UNFINISHED BUSINESS: MAICHEL WELL LEASE AGREEMENT: (H.3)	Following discussion, the consensus was that a max of 20,000 gallons in any 30 day period was preferable.
UNFINISHED BUSINESS: STATUS OF REVIEW OF ORDINANCE 159 REGARDING PEDDLERS: (H.4)	There was discussion. No further action was taken.
UNFINISHED BUSINESS: STATUS OF O&M MANUAL: (H.5)	This was discussed earlier in the meeting. No further action was taken.
OTHER UNFINISHED BUSINESS: (H.6.)	There was no other unfinished business.
NEW BUSINESS: DISCUSSION AND POSSIBLE APPOINTMENT OF TWO POSITIONS TO PLANNING COMMISSION: (I.1)	Jim Gates (Joanne Allen) moved to have Dr. Bruce Cole take the expired seat that belonged to Tom Wurdeman. Motion carried 4-0. No further action was taken.
OTHER UNFINISHED BUSINESS: (H.6.)	Jim Koger remembered that Karl Umscheid had provided some information regarding re-rocking the piers at the Overbrook City Lake. Following discussion, no further action was taken.
NEW BUSINESS: DISCUSSION OF CITY RETREAT: (I.2)	Following discussion, no further action was taken.
NEW BUSINESS: DISCUSSION OF CELL PHONE FOR CODE ENFORCEMENT OFFICER: (I.3)	Following discussion, Jim Gates (Joanne Allen) moved to add a new line and a new phone with the basic plan including text. Motion carried 4-0.
ADDITIONAL NEW BUSINESS:: (I.4.)	There was discussion about holiday pay for part-time class 1 employees. Joanne Allen (Jim Gates) moved to allow Patty Hylton to cut a holiday pay check for Bruce Haukenberry once she got further direction from the Kansas Department of Labor. Motion carried 4-0.
ADDITIONAL NEW BUSINESS:: (I.4.b)	There was no additional new business.
PUBLIC COMMENTS: (J.)	There were no public comments.
COUNCIL MEMBER COMMENTS: (K.)	Joanne Allen and Jim Gates: none.  Jon Brady asked about a frame at Ryan's Motorsports near the road easement

	<p>on Market as well as the need to clean up around the soccer field and maintenance building.</p> <p>Carol Baughman gave an update on the SRTS grant. We are awaiting the return of the signed contract.</p> <p>Trash Service in Overbrook this week will be on Friday, November 11<sup>th</sup>.</p>
<p>MAYOR'S REPORT: (L.)</p>	<p>The Mayor reminded the Council to conduct their employee reviews as assigned prior to the December Council Meeting.</p>
<p>ADJOURNMENT: (M. )</p>	<p>Carol Baughman (Jon Brady) moved to adjourn the meeting at 10:45 p.m. Motion passed, 4-0.</p>
<p>Respectfully submitted,</p> <p>Jim Koger City Clerk</p> <p>APPROVED: December 14, 2011</p>	

**REGULAR COUNCIL MEETING  
CITY OF OVERBROOK**

**MINUTES – December 14, 2011**

<p>CALL TO ORDER, ROLL CALL: (A.)</p>	<p>Mayor Don Schultz called the December 14, 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, Jon Brady, Joanne Allen, and Jim Gates were present. Becky Quigley was absent. Others present included Jim Koger, Kit Bostrom, Ed Harmison, Patty Hylton, Terry Hollingsworth, Don Bryant, Michael Coffman, and Shane Quigley. No members of the public were in attendance.</p>
<p>MOTION, APPROVE AGENDA: (B)</p>	<p>Following discussion, Joanne Allen (Carol Baughman) moved to accept the Agenda. Motion carried 4-0.</p>
<p>MOTION, APPROVE CONSENT AGENDA: (C.1 through C.14)</p>	<p>Jim Gates (Joanne Allen) moved to approved the Consent Agenda with the following caveat: the Council may choose to discuss C.7 further in an Executive Session later in the meeting.</p> <p>Motion carried 4-0.</p> <p>Consent Agenda Items were as follows:</p> <p>C.1.a Approve November 9, 2011 Regular Council Meeting Minutes C.2. Warrants C.3. Request to Shred City Documents C.4 Maintenance Department Report C.5 Animal Control Department Report C.6 City Clerk Department Report C.7 Law Department Report C.8 Code Compliance Report C.9 Pool Department Report C.10 Planning Commission Report C.11 Recreation Commission Report C.12 Library Board Report C.13 Housing Authority Board Report C.14 Appointment of Joe Meinhardt to Planning Commission</p>
<p>OPEN SEALED BIDS FOR BACKHOE AND POSSIBLE ACTION</p>	<p>Ten sealed bids were successfully received by the announced deadline. Don Bryant opened the bids and announced the amount of the bid only. Following discussion, Jon Brady (Joanne Allen) moved to accept the bid for \$11,050.00 and transfer the property. Motion carried 4-0.</p>
<p>STREET/WATER PROJECT: (D.1)</p>	<p>Nothing new to report.</p>
<p>CITY LAKE BRIDGE: (D.2)</p>	<p>Following discussion, no action was taken.</p>
<p>LIBRARY PROJECT: (D.3)</p>	<p>Following discussion, no action was taken.</p>
<p>UTILITY BILLING ACCOUNT HEARING/PAYMENT: (E1)</p>	<p><b>Case 2011-23-322000-01</b> Following discussion, Jon Brady (Jim Gates) moved to dismiss as payment was received. Motion carried 4-0.</p> <p><b>Case 2011-24-48001-05</b> Following discussion, Jim Gates (Jon Brady) moved to accept the payment agreement. Motion carried 4-0.</p>

	<p><b>Case 2011-25-374204-01</b> Following discussion, this was one of the pre-approved payment options and sufficient payment was received prior to the hearing. No action was taken.</p> <p><b>Case 2011-26-66000-01</b> Following discussion, Jim Gates (Jon Brady) moved to accept a 50/50 split (\$153.09) on the questioned utility bill. If this is not acceptable with the customer, they can discuss further at the January 2012 Council Meeting. Motion carried 4-0. The Council clarified that they would want to discuss future cases like this on a case by case basis.</p>
SPECIAL REPORTS: (F.1)	There were no special reports.
COUNCIL ACTION/DISCUSSION ITEMS: REVIEW OF TREASURER REPORT: (G.1)	Patty Hylton presented her report to the Council. Utility payments made via paypal will be tied to the KSB account previously used for grants. Following discussion, no action was taken.
COUNCIL ACTION/DISCUSSION ITEMS: REQUEST TO PURCHASE ACH SOFTWARE FOR UTILITY BILLING PROGRAM: (G.2)	Following discussion, the consensus was to discuss further after the KSB board had time to review. No further action taken.
COUNCIL ACTION/DISCUSSION ITEMS: REQUEST TO PURCHASE MAINTENANCE EQUIPMENT: (G.3)	<p>There was discussion regarding the bid from Utility Service to have the flush valve repaired when they did the spring washout on the east Water Tower. Consensus was to look at possible alternatives.</p> <p>Following discussion, Jim Gates (Joanne Allen) moved to have Patchen's repair and replace the booster pump at the Chlorine Building. Cost was quoted at \$5,284.70. Motion carried 4-0.</p> <p>Following discussion, Jim Gates (Joanne Allen) moved to purchase the \$2,825 asphalt sealing machine (and product) as recommended from Maintenance Superintendent Don Bryant. Motion carried 4-0.</p>
COUNCIL ACTION/DISCUSSION ITEMS: ORDER OF VIOLATION: 129 WALNUT: (G.4.a)	Following discussion, Jim Gates (Joanne Allen) moved to accept the order of violation. Motion carried 4-0.
COUNCIL ACTION/DISCUSSION ITEMS: ORDER OF VIOLATION: 501 LOCUST: (G.4.b)	Following discussion, Jim Gates (Carol Baughman) moved to accept the order of violation. Motion carried 4-0.
BREAK:	An 8 minute break was called at 9:02 pm. The Council Meeting was gaveled back in at 9:10 pm.
UNFINISHED BUSINESS: UPDATE ON REVIEW OF UTILITY BILLING RATE: (H.1)	Following discussion no further action was taken. Item will remain on the agenda.
UNFINISHED BUSINESS: REVIEW AND POSSIBLE APPROVAL OF ORDINANCE	Michael Coffman presented draft Ordinance #360 for the Council to review. Following discussion, Michael Coffman is to make the following changes to areas included in the non-smoking section:



<p>TO DESIGNATE CITY FACILITIES AS NON-SMOKING: (H.2)</p>	<p>Add Children’s Fishing Pond, remove City Lake, add Tennis Court, add basketball court, add City Pool.</p> <p>Jon Brady (Jim Gates) moved to approve Ordinance #360 with the above changes. Motion carried 4-0. We will plan on ordering 10 signs to be posted once the Ordinance is published.</p>
<p>UNFINISHED BUSINESS: MAICHEL WELL LEASE AGREEMENT: (H.3)</p>	<p>Following discussion, the consensus was to take out the max of 20,000 gallons in any 30 day period but leave in the non-transferable language. The Council would also recommend changing the payment from \$100 to \$500 per year. Mayor Schultz will discuss these changes with Jaci Boeka and Brian Drumm.</p>
<p>UNFINISHED BUSINESS: DISCUSSION OF REVIEW LKM SAMPLE ORDINANCE FOR #159 REGARDING PEDDLERS: (H.4)</p>	<p>There was discussion. Consensus was to have Planning and Zoning discuss the Peddler Ordinance. No further action was taken.</p>
<p>UNFINISHED BUSINESS: DISCUSSION OF LKM SAMPLE ORDINANCE FOR FIREWORKS (H.5)</p>	<p>Following discussion, Joanne Allen and Carol Baughman were assigned to a working committee. This topic will continue to be on the agenda.</p>
<p>UNFINISHED BUSINESS: STATUS OF O&amp;M MANUAL: (H.6)</p>	<p>Following discussion, Jim Koger is to contact Rod Geisler at KDHE to inquire as to the City’s responsibility for getting this O&amp;M Manual done and how he would recommend we proceed. This item will be discussed further at the January Council Meeting.</p>
<p>UNFINISHED BUSINESS: ROCKING OF JETTY’S- KARL UMSCHIED (H.7.)</p>	<p>This item will be discussed further at the January Council Meeting. No action was taken.</p>
<p>UNFINISHED BUSINESS: REVIEW &amp; FOLLOW-UP ON JUDY JONES’ WATER BILL (H.8.)</p>	<p>Following discussion, Jim Gates (Carol Baughman) moved to not approve Judy Jones’ request for possible reimbursement or allowance on her water bill. Motion carried 4-0.</p>
<p>UNFINISHED BUSINESS: OLD GYM BUILDING: (H.8.)</p>	<p>Following discussion, Jon Brady will proceed with getting an inspection from Jacobson Co. out of Auburn, KS.</p>
<p>UNFINISHED BUSINESS: CELL PHONE PLAN FOR NEW/UPDATED PHONES: (H.8.)</p>	<p>Following discussion, Jim Gates (Joanne Allen) moved to go ahead and update the eligible phones to smart phones with a group data plan (approx. 2gb ea) and unlimited text. We can utilize mobile to mobile calling and a company A-List. Motion carried 4-0.</p>
<p>OTHER UNFINISHED BUSINESS: (H.9.)</p>	<p>There was no other unfinished business.</p>
<p>NEW BUSINESS: REQUEST FOR LETTER OF SUPPORT FOR PROJECT TO</p>	<p>Following discussion, consensus was to write a letter of support for the project. Mayor Schultz will write the letter.</p>

<p>INSTALL WIND TURBINE AT SFT HIGH SCHOOL: (I.1)</p>	
<p>OTHER NEW BUSINESS: YEAR END DISCUSSION: (I.2)</p>	<p>Following discussion, Jim Gates (Joanne Allen) moved to pay the full-time, part-time, and contract employees a year-end stipend as indicated by Mayor Schultz. Motion carried 4-0.</p>
<p>OTHER NEW BUSINESS: CITY ADMINISTRATOR DISCUSSION: (I.3)</p>	<p>Mayor Schultz asked the Council to consider the possibility of looking in to hiring a City Administrator for the City of Overbrook. There was healthy discussion regarding the possibility but no actions were taken.</p>
<p>OTHER NEW BUSINESS: CMB RENEWALS: (I.4)</p>	<p>There was discussion regarding the recent statutory change to amounts charged for on and off premise CMB licenses.</p> <p>Jon Brady (Jim Gates) moved to approve Ordinance #361 which will approve or adjust any applicable current ordinance to meet the standards Motion carried 4-0.</p> <p>Joanne Allen (Jim Gates) moved to approve existing CMB 2012 renewals provided that the new fees are paid, necessary paper work was completed, and no new requests were received. Any new request would require a special meeting for approval. Motion carried 4-0.</p>
<p>OTHER NEW BUSINESS: (I.5)</p>	<p>There was no other new business.</p>
<p>PUBLIC COMMENTS: (J.)</p>	<p>Officer Harmison pointed out that Osage County is in a drought warning and recommended that the Council keep that in mind for next summer. He also indicated that the City of Melvern is adopting a curfew ordinance based on our ordinance. Officer Harmison will no longer be an EMT as of January 1, 2012.</p> <p>Patty Hylton discussed the December tax levy.</p>
<p>COUNCIL MEMBER COMMENTS: (K.)</p>	<p>Joanne Allen, Jon Brady and Jim Gates: none.</p> <p>Carol Baughman gave an update on the SRTS grant. The signed contract has been received.</p>
<p>MAYOR'S REPORT: (L.)</p>	<p>The Mayor indicated the Dr. Ruble's funeral is at 10AM on Friday, December 16<sup>th</sup>.</p>
<p>ADJOURNMENT: (M.)</p>	<p>Jim Gates (Carol Baughman) moved to adjourn the meeting at 11:16 p.m. Motion passed, 4-0.</p>
<p>Respectfully submitted,</p> <p>Jim Koger City Clerk Approved: January 11, 2012</p>	