

**MINUTES  
COUNCIL MEETING  
CITY OF OVERBROOK, OVERBROOK CITY HALL  
401 MAPLE STREET  
APRIL 10, 2019**

<p>CALL TO ORDER, ROLL CALL (A)</p>	<p>Mayor Jon Brady called the April 10, 2019 Council Meeting to order at 7:00 pm in Overbrook City Hall, 401 Maple, Overbrook, Kansas. <b>Mayor Jon Brady</b> – present <b>Council Members:</b> Carol Baughman – present Joanne Allen – present Tammy Metzger – present David Penrod – absent Cheryl Miller – present <b>Others present:</b> Jim Koger Bob Klingler Heather Kirby</p>
<p>APPROVAL OF AGENDA: (B)</p>	<p>Discussion: Agenda reviewed. Joe Greene, Josh Kramer, Trent Moore, Bob Klingler, &amp; Luke Lang will present Special Reports consecutively. Under G2 add a second action item: Engine Braking.  Motion: I move to approve the agenda as amended. Moved: Carol Baughman, Joanne Allen Motion Carried (4-0)</p>
<p>CONSENT AGENDA: (C)</p>	<p>C.1. Minutes – 3/6/2019 Regular Council Meeting Minutes, 3/22/2019 Work Session Notes C.2. Warrants C.3. Request to Shred City Documents C.4. Planning Commission Report P&amp;Z minutes C.5. Zoning Administrator Report – No report C.6. Housing Authority Board Report – No report C.7. Water Distribution System Report C.8. Council Work Order List C.9. Library Board Report C.10. Law Department/Animal Control Report C.11. Code Compliance Report- No Report C.12. Maintenance Department Report</p>

	<p>C.13. City Clerk Report                  C.14. OPR Director Report                  C.15. One Day Swimming Pass for Library Prizes                  C.16. April Fair Housing Month</p> <p>Motion: I move to approve the Consent Agenda as written.                  Moved: Carol Baughman, Tammy Metzger                  Motion Carried (4-0)</p>
<p>SPECIAL REPORTS: OSAGE WASTE CONTRACT RENEWAL: JOE GREENE</p>	<p>Discussion: Trash and Recycling contract renewal</p> <p>Motion: I move to renew the trash and recycling contract with Osage Waste for two more years.                  Moved: Tammy Metzger, Joanne Allen                  Motion Carried (4-0)</p>
<p>SPECIAL REPORTS: KDHE SRF LOAN: JOSH KRAMER (D.2)</p>	<p>Discussion: KDHE SRF funding, public hearing, CDBG, LMI survey, KIAC meeting, Rural Development Loan and Grant program</p> <p>Motion: I move that we move forward with part 2 &amp; 3 of KDHE SRF funding.                  Moved: Joanne Allen, Carol Baughman                  Motion Carried: (4-0)</p> <p>Motion: I move that we give the city clerk authority to schedule a public hearing.                  Moved: Carol Baughman, Tammy Metzger                  Motion Carried (4-0)</p> <p>Motion: I move that we hire Governmental Assistance Services to complete the LMI survey                  Moved: Carol Baughman, Tammy Metzger                  Motion Carried (4-0)</p>
<p>SPECIAL REPORTS: POINT OF SALE CASH REGISTER: TRENT MOORE</p>	<p>Discussion: Adjusted pool prices, cash register replacement choices; Make sure there is a plan for safe chemical storage and post safety signs. Comparative pricing on pool chemicals</p> <p>Motion: I move that the City Clerk and Trent Moore select a cash register replacement for \$500 or less.                  Moved: Cheryl Miller, Joanne Allen                  Motion Carried: (4-0)</p>

<p>SPECIAL REPORTS: PARKS AND RECREATION: BOB KLINGLER</p>	<p>Discussion: Heather Kirby reported on baseball. Bob Klingler presented Parks and Recreation report. Bob plans to retire at the end of this year.</p>
<p>SPECIAL REPORTS: OVERBROOK STREET DANCE AND CAR SHOW: LUKE LANG</p>	<p>Discussion: via telephone – June 8, 2019 Overbrook Car Show starting at 12:00 pm and Street Dance starting at 6 pm.</p> <p>Motion: I move to approve the closing of Maple street from 11 am to 11 pm from the fire station to the grocery store on June 8, 2019 for the Car show and Street Dance.</p> <p>Moved: Cheryl Miller, Tammy Metzger</p> <p>Motion Carried: (4-0)</p>
<p>PUBLIC COMMENTS: (E.)</p>	<p>none</p>
<p>UTILITY BILLING ACCOUNT HEARINGS (F.)</p>	<p>Discussion: Utility Billing Hearings Report</p> <p>Motion: I move to authorize the city clerk to manage the Utility Billing hearings according to the city laws</p> <p>Moved: Tammy Metzger, Joanne Allen</p> <p>Motion Carried: (4-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT: CATHY SOWERS (G.1)</p>	<p>Discussion: Treasurer’s Report presented.</p> <p>Motion: I move to approve the Treasurer’s Report</p> <p>Moved: Tammy Metzger, Joanne Allen</p> <p>Motion Carried: (4-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: POLICE DEPARTMENT: ACTION ITEM: UPDATE ORDINANCE #91 (G.2A)</p>	<p>Discussion: Revision of Ordinance #91, when completed, will be sent to City Attorney</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: POLICE DEPARTMENT: ACTION ITEM: ENGINE BRAKING (G.2B)</p>	<p>Discussion: Signs for no engine braking will be ordered and posted</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: MAINTENANCE DEPARTMENT ACTION ITEM (G.3)</p>	<p>No action items</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: ADMINISTRATION DEPARTMENT ACTION ITEM: WATER DISTRIBUTION PROJECT</p>	<p>Discussion: Rural Development notice of intent to seek funding, heater at rural booster pump house</p>

<p>DISCUSSION: INCLUDES PROJECT, WELL REPAIRS, LMI SURVEY NOTICE OF INTENT TO SEEK FUNDING, HEATER AT RURAL BOOSTER PUMP HOUSE (G.4A)</p>	<p>That City Council consensus was for the mayor to sign the Rural Development Notice of Intent to Seek Funding</p> <p>Motion: I move that we approve the \$700 expenditure to replace the heater at the rural booster pump house                  Moved: Tammy Metzger, Carol Baughman                  Motion Carried: (4-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: ADMINISTRATION DEPARTMENT ACTION ITEM: EMC RENEWAL (G.4B)</p>	<p>Discussion: EMC Renewal</p> <p>Motion: I move to give the City Clerk authority to renew EMC insurance after clarifying discrepancies                  Moved: Joanne Allen, Carol Baughman                  Motion Carried: (4-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: ADMINISTRATION DEPARTMENT ACTION ITEM: 2-YEAR LIQUOR LICENSE RENEWALS: OVERBROOK SPIRITS (G.4C)</p>	<p>Discussion: Overbrook Spirits 2- Year Liquor License</p> <p>Motion: I move to approve the application by Overbrook Spirits for a 2-Year Liquor License provided that it meets our requirements with review by Chief Hollingsworth.                  Moved: Joanne Allen, Tammy Metzger                  Motion Carried: (4-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: ADMINISTRATION DEPARTMENT ACTION ITEM: ADD CERTIFIED MAIL FEE TO BILLING ORDINANCE</p>	<p>Discussion: Add certified mail fee</p> <p>Motion: I move to change Ordinance #404 to state that we add a billing fee for certified mail                  Moved: Tammy Metzger, Carol Baughman                  Motion Carried: (4-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: PARK AND RECREATION ACTION ITEM: FISH FOOD ORDER (G.5)</p>	<p>Discussion: fish food</p> <p>Motion: Give Park &amp; Recreation the authority to spend the CFAP dollars on feeding fish. Fish food must be purchased from our local COOP.                  Moved: Joanne Allen, Tammy Metzger                  Motion Carried: (4-0)</p>
<p>UNFINISHED BUSINESS: SKIMMERS (H.1)</p>	<p>Discussion: Update on skimmers</p>
<p>UNFINISHED BUSINESS: SIGN FOR DOWNTON BUSINESSES (H.2)</p>	<p>Discussion: Requested information. Haven't received it yet.</p>

<p>UNFINISHED BUSINESS: STORM WATER PLAN (H.3)</p>	<p>Discussion: Draft ordinance, timing with water project. This topic will be moved to the Unfinished Business Archive.</p>
<p>UNFINISHED BUSINESS: 2019 STREET WORK (H.4)</p>	<p>Discussion: 2019 Street Work – continue the conversation and bring back a proposal</p>
<p>UNFINISHED BUSINESS: MASONIC LODGE (H.5)</p>	<p>Discussion: Masonic Lodge</p> <p>Motion: I move to give the Mayor the authority to negotiate the purchase of the upstairs of the City Hall building for \$5,000.00 or less Moved: Tammy Metzger, Cheryl Miller Motion Carried: (4-0)</p>
<p>UNFINISHED BUSINESS: MOWING ADDITIONAL AREAS: PARK SOUTH OF WEST LIFT STATION, EAST LIFT STATION, NW END BALL PARK PARKING LOT (H.6)</p>	<p>Discussion: Mowing additional areas, reviewing mowing contract, obtain pricing</p>
<p>UNFINISHED BUSINESS: SOCIAL MEDIA POLICY (H.7)</p>	<p>Discussion: Social Media Policy</p> <p>Motion: I move that we accept the presented language for the social media policy Moved: Cheryl Miller, Tammy Metzger Motion Carried: (4-0)</p>
<p>UNFINISHED BUSINESS: UPDATED DEFINITION CMB (H.8)</p>	<p>Discussion: change definition from 3.2% alcohol by weight to 6.0% alcohol by weight</p> <p>Motion: I move that we change the definition of CMB from 3.2% alcohol by weight to 6.0% alcohol by weight Moved: Carol Baughman, Joanne Allen Motion Carried: (4-0)</p>
<p>UNFINISHED BUSINESS: OPR IN-TOWN BOARD MEMBER (H.9)</p>	<p>Discussion: Still looking for an OPR member and a City Council member</p>
<p>OTHER UNFINISHED BUSINESS: (H.10)</p>	<p>Discussion: None</p>
<p>NEW BUSINESS: LIBRARY BOARD APPOINTMENTS (I.1)</p>	<p>Discussion: library board appointments</p> <p>Motion: I move we appoint Laurie Costlow and Cecil Kohler as library board members upon verification of residency Moved: Joanne Allen, Cheryl Miller Motion Carried: (4-0)</p>

<p>NEW BUSINESS: ZONING ADMINISTRATOR (I.2)</p>	<p>Discussion: Zoning Administrator replacement options. Options for support personnel will be explored.</p>
<p>NEW BUSINESS: RE-INSTATE COUNCIL AND MAYOR PAY (I.3)</p>	<p>Discussion: Council and mayor pay. Research other communities</p>
<p>NEW BUSINESS: OTHER NEW BUSINESS (I.4)</p>	<p>None</p>
<p>COUNCIL MEMBER COMMENTS: (J)</p>	<p>Joanne – We have a second bench at the Veteran’s Memorial and are doing some new landscaping. The Fire Department has volunteered to water the plants. Jim- The flag pole in front of City Hall is going to be restrung and the State Flag will be added.</p>
<p>MAYOR’S COMMENTS: (K)</p>	<p>None</p>
<p>ADJOURNMENT: (L)</p>	<p>Mayor Jon Brady called for a motion to adjourn. Motion: I move to adjourn at 10:10 pm. Moved: Joanne Allen, Carol Baughman Motion Carried: (4-0)</p>
<p>Respectfully submitted, LaVerna Gray Overbrook Assistant City Clerk APPROVED May 8, 2019</p>	