

**MINUTES
COUNCIL MEETING
CITY OF OVERBROOK, OVERBROOK CITY HALL
401 MAPLE STREET
February 14, 2018**

<p>CALL TO ORDER, ROLL CALL: (A)</p>	<p>Mayor Jon Brady called the February 14, 2018 Council Meeting to order at 7:00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas.</p> <p>Mayor Jon Brady – present</p> <p>Council Members: Carol Baughman - present Joanne Allen - present Tammy Metzger- present David Penrod – present Cheryl Miller - present</p> <p>Others present: Jim Koger Terry Hollingsworth Dan Gamblin Kyle Maichel</p>
<p>PUBLIC HEARING: CLOSING ALLEY IN THE 400 BLOCK BETWEEN CEDAR AND ASH STREETS AND ESTABLISHING AN UTILITY EASEMENT</p>	<p>Mayor called the Public Hearing to order.</p> <p>Discussion: Input from the public</p> <p>Motion: Move to change from an alley easement to an utility easement Moved: Joanne Allen, Carol Baughman Motion Carried: (5-0)</p> <p>Motion: Move to close the public hearing at 7:11 pm Moved: Carol Baughman, Joanne Allen Motion Carried: (5-0)</p>
<p>APPROVAL OF AGENDA: (B)</p>	<p>Discussion: agenda reviewed Add H.6 – Update from Bill Caton</p> <p>Motion: Move to approve the agenda as amended Moved: Tammy Metzger, Joanne Allen Motion carried (5-0)</p>
<p>CONSENT AGENDA: (C)</p>	<p>C.1. Minutes- 1/10/18 Regular Council Meeting Minutes 1/8/18 Special Meeting Minutes</p> <p>C.2. Warrants C.3. Request to Shred City Documents C.4. Planning Commission Report P&Z minutes C.5. Zoning Administrator Report- none C.6. Housing Authority Board Report C.7. Water Distribution System Report C.8. Council Work Order List</p>

	<p>C.9. Library Board Report C.10. Law Department/Animal Control Report C.11. Code Compliance Report C.12. Maintenance Department Report C.13. City Clerk Report C.14. OPR Director Report</p> <p>Discussion: Consent agenda</p> <p>Motion: Move to approve the Consent Agenda as written Moved: Carol Baughman, Tammy Metzger Motion Carried (5-0)</p>
<p>SPECIAL REPORTS: LUKE LANG VIA PHONE: JUNE 1 & 2 CAR SHOW (D)</p>	<p>Discussion: Street Dance, Car Show</p> <p>Motion: Approve the street dance for Friday, June 1 and the car show for Saturday, June 2 Moved: Tammy Metzger, Carol Baughman Motion Carried: (5-0)</p> <p>Discussion: Fair Board wants to sell fireworks during the regular days before the 4th of July. A form will be mailed to Luke Lang.</p>
<p>PUBLIC COMMENTS (E)</p>	<p>Heather Kirby answered questions for Overbrook Park and Rec: bathroom cleaning</p>
<p>UTILITY BILLING ACCOUNT HEARINGS (F)</p>	<p>Discussion: Utility Billing Hearings Report -</p> <p>Past Due Payment Plans presented: Account #249000 Account #362000 Account #463000</p> <p>Motion: Move to approve the payment plans as present with a correction made to the amount on Account #362000 Moved: David Penrod, Tammy Metzger Motion carried (5-0)</p>
<p>COUNCIL ACTION / DISCUSSION ITEMS: LAW (G.1)</p>	<p>Discussion: Law Report; Scam from out of country representing themselves as Westar; Officer hours: need for a full time officer</p> <p>Motion: Move to proceed to hire a full time officer Moved: Joanne Allen, Carol Baughman Motion Carried: (5-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS:</p>	<p>Discussion: Treasurer Report</p> <p>Motion: Move to approve the Treasurer Report</p>

TREASURER (G.2)	Moved: Joanne Allen, Carol Baughman Motion Carried: (5-0)
COUNCIL ACTION/DISCUSSION ITEMS: MAINTENANCE (G.3)	Discussion: Maintenance Report; Water main breaks, sidewalk ice options
COUNCIL ACTION/DISCUSSION ITEMS: ADMINISTRATION (G.4)	Discussion: Admin. Report, Chrome Books and Android Tablets for City Council, Library Trivia Team, Rural Water Conference- Dan Gamblin, Water Certification Exam- Jim Koger; Health Insurance bids: Jim will get Blue Cross/Blue Shield proposal and comparative information. Motion: Move to send Dan Gamblin to the Rural Water Conference Moved: Tammy Metzger, David Penrod Motion Carried: (5-0) Motion: Move to send Jim to Water University through National Rural Water Moved: David Penrod, Tammy Metzger Motion Carried: (5-0)
Break	8:55-9:05 pm
COUNCIL ACTION/DISCUSSION ITEMS: LIBRARY BOARD (G.5)	Discussion: Security lights in the back and front, water fountain
COUNCIL ACTION/ DISCUSSION ITEMS: ZONING (G.6)	Discussion: Property at 311 Cedar, put up a fence without applying for a building permit or an application for a variance. No fences are allowed in the front yard by City Ordinance. Mayor Jon Brady will contact City Attorney Michael Coffman.
UNFINISHED BUSINESS: CODIFICATION UPDATE (H.1)	Discussion: Codification changes
UNFINISHED BUSINESS: SURVEYING DISCUSSION (H.2)	Discussion: Casey's, Change of Alley Easement, First Street
UNFINISHED BUSINESS: UPDATE ON KWIKOM AGREEMENT (H.3)	Discussion: Schedule
UNFINISHED BUSINESS: OLD GYM DISCUSSION (H.4)	Discussion: Windows
UNFINISHED BUSINESS: BOARD MEMBER APPOINTMENTS: OHA, OPR (H.5)	Discussion: OPR & OHA board members – Jon Brady will talk to recommended candidates

<p>UNFINISHED BUSINESS: WINDY RIDGE: BILL CATON (H.6)</p>	<p>Discussion: Bill Caton – Windy Ridge: the property has been purchased</p>
<p>OTHER UNFINISHED BUSINESS (H.7)</p>	<p>None</p>
<p>NEW BUSINESS: REVIEW CONNECTING LINKS AGREEMENT WITH COUNTY (I.1)</p>	<p>Discussion: Connecting Links – caring for Shawnee Heights Road as it comes through downtown</p> <p>Motion: Move to not accept the Connecting Links Agreement Moved: Joanne Allen, Tammy Metzger Motion Carried: (5-0)</p>
<p>NEW BUSINESS: REVIEW FOR APPROVAL 2018 ANNUAL OPERATION AND MAINTENANCE ASSURANCE STATEMENT (LWCF) (I.2)</p>	<p>Discussion: 2018 Annual Operation and Maintenance Assurance Statement</p> <p>Motion: Move to allow the Mayor to sign the statement Moved: Joanne Allen, Carol Baughman Motion Carried: (5-0)</p>
<p>NEW BUSINESS: LIBRARY/COMMUNITY ROOM HVAC MAINTENANCE CONTRACT RENEWAL (I.3)</p>	<p>Discussion: HVAC Maintenance Contract Renewal</p> <p>Motion: Move to renew the HVAC Maintenance Contract Moved: David Penrod, Tammy Metzger Motion Carried: (5-0)</p>
<p>NEW BUSINESS: SELECT COUNCIL PRESIDENT AND DEPARTMENT LIAISONS (I.4)</p>	<p>Discussion: Council President, Department Liaisons</p> <p>Motion: Move to have Carol Baughman hold the office of Council President Moved: Tammy Metzger, David Penrod Motion Carried: (5-0)</p> <p>Department Liasons: Jon Brady – Water/ Sewer Carol Baughman - Law Tammy Metzger - Pool David Penrod – Parks & Rec Joanne Allen – Administration & Zoning Cheryl Miller – Writing / Web Site</p>
<p>NEW BUSINESS: NO SMOKING SIGNS FOR BALL FIELDS FROM DRUG FREE OSAGE COUNTY INC. (I.5)</p>	<p>Jim Koger will order five signs</p>

<p>NEW BUSINESS: OTHER NEW BUSINESS (I.6)</p>	<p>Work Session: Feb 23- 10:00 am ; Salary Schedule; Update on Maintenance Supervisor: an ad will be rerun;</p> <p>Motion: Give all part time workers except Assistant City Clerk and newly hired part time Maintenance Worker a \$.25 per hour raise, not retro active. Moved: David Penrod, Joanne Allen Motion Carried: (5-0)</p>
<p>COUNCIL MEMBER COMMENTS: (J)</p>	<p>Joanne Allen - Fire Department Facebook Cheryl Miller- Priorities for the city Tammy Metzger – Newsletter & Value of City Employees</p>
<p>MAYOR’S COMMENTS: (K)</p>	<p>Fireworks will be discussed at PRIDE</p>
<p>ADJOURNMENT: (L)</p>	<p>Mayor Jon Brady called for a motion to adjourn. Motion: Move to adjourn at 10:20 pm Moved: Joanne Allen, Carol Baughman Motion carried (5-0)</p>
<p>Respectfully submitted, LaVerna Gray: Overbrook Assistant City Clerk APPROVED March 14, 2018</p>	