

**MINUTES
COUNCIL MEETING
CITY OF OVERBROOK, OVERBROOK CITY HALL
401 MAPLE STREET
May 9, 2018**

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| <p>CALL TO ORDER, ROLL CALL, PROCLAMATION (A)</p> | <p>Mayor Jon Brady called the May 9, 2018 Council Meeting to order at 7:00 p.m. in Overbrook City Hall, 401 Maple, Overbrook, Kansas. Mayor Jon Brady – present Council Members: Carol Baughman - present Joanne Allen - absent Tammy Metzger- absent David Penrod – present by telephone until 8:30 pm; in person 8:30pm to end of meeting Cheryl Miller - present Others present: Jim Koger Dan Gamblin Cathy Sowers</p> |
| <p>APPROVAL OF AGENDA: (B)</p> | <p>Discussion: agenda reviewed Motion: Move to approve the agenda as written Moved: Carol Baughman, Cheryl Miller Motion carried (3-0)</p> |
| <p>CONSENT AGENDA: (C)</p> | <p>C.1. Minutes- 4/11/18 Regular Council Meeting Minutes 3/23/18 and 4/23/18 Work Session Notes C.2. Warrants C.3. Request to Shred City Documents C.4. Planning Commission Report P&Z minutes C.5. Zoning Administrator Report C.6. Housing Authority Board 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 C.12. Maintenance Department Report C.13. City Clerk Report C.14. OPR Director Report C.15. Resolution 2018-03 June Street Dance Motion: Move to approve the Consent Agenda as written Moved: Carol Baughman, Cheryl Miller Motion Carried (3-0)</p> |
| <p>SPECIAL REPORTS: (D)</p> | <p>No special reports presented</p> |

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| PUBLIC COMMENTS (E) | Discussion: Concerns about the danger of bicycles and skateboards on the sidewalks downtown. |
| UTILITY BILLING ACCOUNT HEARINGS (F) | Discussion: Utility Billing Hearings Report - Past Due Payment Plans presented: Account #322000 Account #362000 Account #161000 Account #107000 Motion: Move to approve the payment plans as proposed Moved: Carol Baughman, Cheryl Miller Motion carried (3-0) |
| COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT: CATHY SOWERS (G.1) | Discussion: Treasurer Report Motion: Move to approve the Treasurer Report as written Moved: Carol Baughman, David Penrod Motion Carried: (3-0) |
| COUNCIL ACTION/DISCUSSION ITEMS: MAINTENANCE: PROPOSED ASPHALT WORK LOCATIONS (G.2.A) | Discussion: bid comparisons: tabled to get more clarification |
| COUNCIL ACTION/DISCUSSION ITEMS: MAINTENANCE: WELL DISCUSSION/UPDATE ON SEARCH GRANT (G.2.B) | Discussion: bids Motion: Accept the Associated Drilling bid for one well Moved: David Penrod, Carol Baughman Motion Carried (3-0) |
| COUNCIL ACTION/DISCUSSION ITEMS:MAINTENANCE: GETTING POOL READY TO OPEN (G.2.C) | Discussion: trash dumpster needed, pool lights estimate, pump house fan switch, un-needed wall, pool skimmers Motion: Move to fix the pool lights Moved: David Penrod, Carol Baughman Motion Carried (3-0) |
| COUNCIL ACTION/DISCUSSION ITEMS: ADMINISTRATION: DEPARTMENTAL STRUCTURE | Discussion: ad for full time police officer, departmental structure, Motion: I move that the City Council recess into executive session to review applications and |

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| <p>CONVERSATION INCLUDING 2ND FULL TIME POLICE OFFICER AND PUBLIC WORKS SUPERVISOR (G.3.A)</p> | <p>interviews. The justification of such motion is to discuss the non-elected personnel matter exception KSA 75-4219</p> <p>The open meeting will resume in the council room at 8:51 pm</p> <p>Moved: Carol Baughman, David Penrod Motion Carried (3-0)</p> <p>At 8:51 pm the City Council resumed to an open meeting. During executive session, no action was taken, and no decisions were made.</p> <p>Discussion: Departmental Structure</p> <p>Motion: I move that we change our departmental structure in that the City Clerk will take on more responsibility and will oversee the Law, City, and Maintenance Departments at a salary of \$53,000 per year. The hours of the Assistant City Clerk will increase to 24 hours per week at a wage of \$13.00 dollars per hour. These changes will become effective May 14, 2018. Moved: David Penrod, Carol Baughman Motion Carried (3-0)</p> <p>Discussion: 2nd Full Time Maintenance Position</p> <p>Motion: I move we hire Aaron Traphagan as the 2nd full time maintenance employee at \$13.00 per hour. When he passes the Class One Water or Class One Waste Water certification, the wage will increase to \$14.00 per hour Moved: David Penrod, Carol Baughman Motion Carried (3-0)</p> |
| <p>COUNCIL ACTION/DISCUSSION ITEMS: ADMINISTRATION: HSA OPTIONS (G.3.B)</p> | <p>Discussion: Health Savings Plan</p> <p>Motion: I move we set up a Health Saving Account with First American Bank Moved: David Penrod, Carol Baughman Motion Carried (3-0)</p> |
| <p>COUNCIL ACTION/DISCUSSION ITEMS: ADMINISTRATION: DONATE ACCRUED SICK LEAVE</p> | <p>Discussion: Sick leave donation</p> <p>Motion: I move to allow the donation of 15 hours of accrued sick leave from each of these employees: Terry Hollingsworth, Jim Koger, and</p> |

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| (G.3.C) | Danny Gamblin. These donations will be applied to Devin Wilson's utility bill. Moved: David Penrod, Cheryl Miller Motion Carried (3-0) |
| COUNCIL ACTION/DISCUSSION ITEMS: ZONING (G.4) | No action items were presented |
| COUNCIL ACTION/DISCUSSION ITEMS: PARK AND REC (G.5) | Discussion: Bob Klingler reported: income, expenses, drainage, restroom cleaning, park shelter, Work Day, egg oiling, aerator |
| UNFINISHED BUSINESS: CODIFICATION UPDATE (H.1) | No updates were presented. |
| UNFINISHED BUSINESS: SURVEYING DISCUSSION (H.2) | Discussion: Ordinance 403: vacating an alley and reserving utility easements Motion: I move to approve Ordinance 403 Moved: David Penrod, Carol Baughman Motion Carried (3-0) |
| UNFINISHED BUSINESS: OLD GYM DISCUSSION (H.3) | Discussion: windows: boards are cut, some items in storage were sold at the City Wide Garage Sale |
| UNFINISHED BUSINESS: BOARD MEMBER APPOINTMENTS: LIBRARY (H.4) | Discussion: Summer Taylor accepted a position on the library board. The library board needs one more board member. |
| OTHER UNFINISHED BUSINESS (H.5) | None |
| NEW BUSINESS: PARKING ON 7 TH STREET NEAR POOL (I.1) | Discussion: Signs will be removed thus eliminating employee parking. |
| NEW BUSINESS: FIREWORKS STAND PERMIT APPLICATION GARRETT'S FIREWORKS 204 W 8TH (I.2) | Discussion: Garrett's Fireworks Stand Permit Application Motion: I move that we approve the Fireworks Stand Permit Application from Garrett's Fireworks Moved: David Penrod, Carol Baughman Motion Carried (3-0) |
| NEW BUSINESS: OTHER NEW BUSINESS (I.3) | Discussion: Valuing our small town businesses |

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| <p>COUNCIL MEMBER COMMENTS: (J)</p> | <p>Jim Koger – Christmas tree star David Penrod – task lists and project priorities Cheryl Miller – mowing the trail- Who is responsible?</p> |
| <p>MAYOR’S COMMENTS: (K)</p> | <p>Wants us to look at opportunities for efficiencies. Wants us to be cognizant of our policies and hiring policies to raise professionalism in our city. Wants to emphasize safety for our workers.</p> |
| <p>ADJOURNMENT: (L)</p> | <p>Mayor Jon Brady called for a motion to adjourn. Motion: I move to adjourn at 9:28 pm Moved: Carl Baughman, David Penrod Motion carried (3-0)</p> |
| <p>Respectfully submitted, LaVerna Gray: Overbrook Assistant City Clerk APPROVED June 13, 2018</p> | |