

**MINUTES
COUNCIL MEETING
CITY OF OVERBROOK, Overbrook City Public
Library Conference Room, 317 Maple
December 9, 2020**

<p>CALL TO ORDER, ROLL CALL (A)</p>	<p>Mayor Jon Brady called the December 9, 2020 Council Meeting to order at 7:05 pm in Overbrook City Public Library Conference Room, 317 Maple, Overbrook, Kansas. Mayor Jon Brady - present Council Members: Carol Baughman - present Cheryl Miller – present John Fairchild – present Caitlin Curtis – present Phoenix Anshutz - present Others present: Jim Koger Hanna Smith Aaron Traphagan</p>
<p>APPROVAL OF AGENDA: (B)</p>	<p>Discussion: Agenda reviewed. Request made to discuss Masks as G.4 and an Animal Control discussion as part of G.2. Motion: I move to approve the agenda as amended. Moved: Cheryl Miller, Carol Baughman Motion Carried (5-0)</p>
<p>CONSENT AGENDA: (C)</p>	<p>C.1. Minutes – 11/18/2020 Regular Council Meeting Minutes 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 Motion: I move to approve the Consent Agenda as written. Moved: Carol Baughman, Cheryl Miller Motion Carried (5-0)</p>

<p>SPECIAL REPORTS: (D.)</p>	<p>None</p>
<p>PUBLIC COMMENTS: (E.)</p>	<p>None</p>
<p>UTILITY BILLING ACCOUNT HEARINGS: (F.)</p>	<p>Discussion: Provide summary report in January. Also discuss late fees then and possible relief options.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: Treasurer Report (G.1)</p>	<p>Jim Koger led the discussion as Cathy Sowers was not in attendance.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: Police Department Action Items (G.2)</p>	<p>Animal Control Discussion: This is an important issue that comes up regularly throughout town. Do we dedicate enough resources to adequately ensure that our Animal Control Ordinance is enforced? Jim Koger will speak with Chief Hollingsworth about this matter.</p> <p>Log and Follow-up Discussion: We discussed the Police Department Activity Log and would like to see improvements in the way history is shared so follow-up can be more effective. We discussed looking at other tools to help us move forward and whether there would be grant dollars available to pursue these options.</p> <p>John Fairchild left meeting at 8:05PM.</p> <p>Cheryl Miller, Jim Koger, Jon Brady and Police Chief Terry Hollingsworth will work on this subject.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: Maintenance Department Action Items (G.3)</p>	<p>Aaron Traphagan presented the Maintenance Report.</p> <p>Discussion Items included: Lights at the Shop, Equipment Plan, O&M Reserve, and Equipment Reserve. Consensus was to look at what we have spent out of Equipment Reserve to get a better idea how to proceed.</p> <p>Motion: I move to approve up to \$750 for improving the lighting at the Maintenance Shop. Please check with two suppliers to ensure the best deal.</p> <p>Moved: Carol Baughman, Caitlin Curtis Motion Carried: (4-0)</p>

	<p>There was additional discussion with Aaron regarding Well #2. Production was way down so we had Associated out to look at Well #2. Their diagnosis was a ruined impeller and we would need to pull the pump to fix it.</p> <p>Motion: I move to spend up to \$5,000 to repair Well #2.</p> <p>Moved: Carol Baughman, Caitlin Curtis Motion Carried: (4-0)</p> <p>Mayor Brady told the Council that the area around the lagoons has been cleaned up and looks great!</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: Administrative Department Action Items: Invoice for Sewer Work done near 411 Oak (G.4.a)</p>	<p>Discussion: We need to make sure our line isn't the issue before plumber is called to address the issue.</p> <p>The request to pay half died for a lack of a second.</p> <p>Motion: I move to not pay.</p> <p>Moved: Caitlin Curtis, Carol Baughman Motion Carried: (4-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: Administrative Department Action Items: Discuss Painting at City Hall (G.4.b)</p>	<p>Consensus was that a light gray would be a nice change.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: Administrative Department Action Items: Approve the appointment of Rhonda Grace to the Library Board (G.4.c)</p>	<p>By consensus, Rhonda Grace was appointed to the Library Board as a replacement for Wade Sisson.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: Administrative Department Action Items: Aaron's Pay (G.4.d)</p>	<p>Following discussion, consensus was to raise Aaron's pay equal to what Danny's is now. When he passes his Class #2 Water Certification we will give him a \$1 increase, and at the end of his successful probation period we will raise his pay rate to \$19.50/hr retroactive to last Council meeting. We need to make up pay from the last to pay periods to reflect this clarification.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: Mask discussion (G.4.e)</p>	<p>Discussion: Can we mandate or say we support the Governor's rules about masks?</p>

	<p>Consensus was to not mandate but strongly recommend the County’s Mask Wearing Protocol.</p> <p>It was suggested that we laminate KDHE mask signs and hand them out to the local businesses to display (if they were so inclined).</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: Park and Rec Action Items (G.5)</p>	<p>None</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: Swimming Pool Action Items (G.6)</p>	<p>Discussion: Put new pump in before the start of the 2021 season?</p> <p>Consensus was to put the new pump in and to make sure the repairs are completed in the pump house.</p> <p>We will look at what Hawkins can do with our pool chlorine this year too as a cost comparison.</p>
<p>UNFINISHED BUSINESS ITEMS: Water Distribution Project/Sewer Update (H.1)</p>	<p>There was discussion regarding the status of easements for the project.</p> <p>There was discussion if the final design for the project was going to be ready in time to set the project out to bid and meet CDBG requirements. Consensus was to discuss options with Michael Coffman to emphasize our concern to Kramer Engineering.</p>
<p>UNFINISHED BUSINESS ITEMS: Grocery Store Survey Discussion (H.2)</p>	<p>Discussion but no action taken. We need to keep the discussion going.</p>
<p>UNFINISHED BUSINESS ITEMS: CDBG-CV Grant (H.3)</p>	<p>Discussion: How to split dollars in second round; No desire to send money back</p> <p>Moved: I move to approve the qualified businesses from the second round, using the # of employees to reach the maximums allotted in the first round. Once those are applied, each qualified applicant will receive an equal percentage of what is left. Phoenix Anshutz, Caitlin Curtis Motion Carried: (4-0)</p>

<p>UNFINISHED BUSINESS ITEMS: Other Unfinished Business (H.4)</p>	<p>None</p>
<p>NEW BUSINESS: Personnel Policy Updates (I.1)</p>	<p>Discussion: Call-Out Pay</p> <p>Motion: I move to change the Call-Out Policy to reflect that all Call-Outs will be at time and a half.</p> <p>Moved: Caitlin Curtis, Cheryl Miller</p> <p>Discussion: Current policy of 2 hour minimum is not changed.</p> <p>Motion Carried (4-0)</p> <p>Discussion: Should Holiday paid-time-off hours be considered as part of the 40 hours worked as far as Overtime is considered?</p> <p>Motion: I move to change the Personnel Policy to reflect that Holiday paid-time-off hours count as time worked.</p> <p>Moved: Cheryl Miller, Caitlin Curtis</p> <p>Discussion: These personnel policy changes need to be codified.</p> <p>Motion Carried (4-0)</p> <p>We will have additional discussion next month regarding other paid-time-off options and their relationship to the determination of Overtime. We wish to also discuss working beyond 8 hours in a day.</p> <p>Our current policy states that actual hours worked on Holidays are at Double time.</p>
<p>NEW BUSINESS: City Holiday Plans (I.2)</p>	<p>Discussion: What items can be removed? Musty/mold smell is strong.</p>
<p>NEW BUSINESS: Other New Business (I.3)</p>	<p>None</p>

<p>COUNCIL MEMBER COMMENTS: (J)</p>	<p>Carol: None Phoenix: None Cheryl: Grateful to see how people care. Caitlin: Working on Artist in Residence grant Hanna: Great that people care! Very Excited to be here.</p>
<p>MAYOR'S COMMENTS: (K)</p>	<p>We will be working on performance reviews. Discussion: 2020 Year-End Bonuses Motion: I move to give the same bonus amounts as last year. Moved: Cheryl Miller, Caitlin Curtis Discussion: These total approximately \$1,500. Motion Carried (4-0)</p>
<p>ADJOURNMENT: (L)</p>	<p>Mayor Jon Brady called for a motion to adjourn. Motion: I move to adjourn at 10:32 pm. Moved: Cheryl Miller, Carol Baughman Motion Carried: (4-0)</p>
<p>Respectfully submitted, Jim Koger Overbrook Administrative Clerk Approved: 02/10/2021</p>	