

**COUNCIL MEETING
CITY OF OVERBROOK, OVERBROOK LIBRARY
317 MAPLE STREET
April 2021**

<p>CALL TO ORDER, ROLL CALL (A)</p>	<p>Carol Baughman called the April 14, 2021 Council Meeting to order at 6:12 pm in Community Room, Overbrook Library, 317 Maple, Overbrook, Kansas. Mayor Jon Brady – joined the meeting at 7:45pm and took over leading it. Council Members: Carol Baughman - present Cheryl Miller - present John Fairchild – present Caitlin Curtis – present Phoenix Anshutz - present Others present: Jim Koger - present Hanna Smith – present Aaron Traphagen – present Cathy Sowers – present Ross Miner - present</p>
<p>APPROVAL OF AGENDA: (B)</p>	<p>Discussion: Agenda reviewed. Jim Koger asked to adjust the agenda to discuss D2, utility hearings, pool action items, new business items, unfinished business items with H3, Public comments Motion: Accept agenda as revised Moved: Cheryl Miller, Caitlin Curtis Motion Carried: (5-0)</p>
<p>CONSENT AGENDA: (C)</p>	<p>C.1 Minutes – 3/10/21 City Council Meeting Minutes, 3/26/21 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</p>

	<p>C.12 Maintenance Department Report C.13 City Clerk Report C.14 OPR Director Report</p> <p>Motion: Park and Rec will join after completing interviews Moved: Cheryl Miller, Phoenix Anshutz Motion Carried: (5-0)</p> <p>Motion: Accept agenda as revised. Moved: Cheryl Miller, Caitlin Curtis Motion Carried: (5-0)</p>
<p>SPECIAL REPORTS: SOLID WASTE RFP (D.2)</p>	<p>Discussion: New contract proposal discussed by Ottawa Sanitation; information was discussed during last work session; every customer will receive a green cart for weekly trash collection, drivers have tablets in trucks to get every customer. 5/7 year contracts with discount for longer term; less than current provider, maintenance of carts by provider, will pick up limited trash not in carts, price increase every other year by 2%, bi-weekly recycling will be less than currently, one piece of furniture free pick-up after notice. Osage Waste noted an increase in price for recycling waste. No increase in trash price since 2011. Long-term service provider. Some businesses need additional pick-ups during the week.</p> <p>Motion: Meet in executive session Moved: Caitlin Curtis, Phoenix Anshutz Motion Carried: (5-0)</p>
<p>SPECIAL MEETING FROM 7:37pm UNTIL 8:00 PM,</p>	<p>No decision was made, Motion: Special meeting, have additional time for addition questions for the two bidders. On 4/16/21 at 9:00 AM at City Hall Moved: Caitlin, Carol Baughman Motion Carried: (5-0)</p>
<p>SPECIAL REPORTS: BEN AND JOSH KRAMER WATER DISTRIBUTION PROJECT (7:30 PM) (D.3)</p>	<p>Discussion: Ben Kramer shared he contacted several different firms that previously worked with Carstensen, reportedly no complaints were shared, praise for work completed, no warranty work required, somewhat slow with beginning work, still completed on time, recommended for future projects. Most of the contracted work was completed in 2019 and 2020. In 2017 there had</p>

	<p>been an issue with a project that needed follow-up work; however, the issue was not directly related to Carstensen.</p> <p>Proceed with water tower contract, letter and extension with CBTG, notice from KDHE to start contract work.</p>
<p>SPECIAL REPORTS: CURTIS GRAGG LOCAL BUSINESS (D.4)</p>	<p>Discussion: Curtis Gragg talked with the owner of the former grocery store, he and his wife plan on opening a crafts and antique store, include booths to include the sale of produce, farmer's market, beef, pork.</p> <p>Discuss in upcoming work session to lay out a business plan.</p>
<p>PUBLIC COMMENTS: (E)</p>	<p>None</p>
<p>UTILITY BILLING ACCOUNT HEARINGS (F)</p>	<p>Discussion: Ben continues to work on late accounts; 6 accounts past due, payment plans are established and followed by customers.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT: CATHY SOWERS/JIM KOGER (G.1)</p>	<p>Discussion: Cathy Sowers presented the treasurer report, need to separate trash expenses for better overview of cost.</p> <p>Motion: Approved treasurer report Moved: Cheryl Miller, John Fairchild Motion Carried: (5-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: POLICE DEPARTMENT ACTION ITEMS CITYWIDE CLEANUP DAY (G.2)</p>	<p>Discussion: Chief Terry Hollingsworth shared the cost for trash dumpster is \$450; one free dumpster, approved \$1000, citizens can drop off unwanted items at dumpsters or request pick-up, has helpers lined up.</p> <p>Cheryl Miller expressed her thanks to Chief Hollingsworth for initiating this event.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: MAINTENANCE DEPARTMENT ACTION ITEM: MAINTENANCE EQUIPMENT PLAN MOWER (G.3)</p>	<p>Discussion: Aaron Traphagen purchased a vehicle; yearly lease purchase amount is less than budgeted, older truck needs repairs due to oil leak estimate of \$1000/2000. City needs mower to clean up areas, cost for current maintenance could substitute price for mower within 3 years.</p> <p>Motion: Purchase a mower Moved: Caitlin Curtis, Cheryl Miller</p>

	<p>Motion Carried: (4-0)</p> <p>Motion: Purchase truck Moved: Caitlin Curtis, Cheryl Miller Motion Carried: (4-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: ADMINISTRATION DEPARTMENT ACTION ITEMS: EXECUTIVE SESSION PERSONNEL MATTERS OF NON-ELECTED PERSONNEL (G.4)</p>	<p>Not held.</p>
<p>LAND BANK DISCUSSION (G.4.B)</p>	<p>Will discuss further during May Council Meeting</p>
<p>OCHC GUIDE (G.4.C)</p>	<p>Consensus: Jim Koger to work with Dan Rukes to do same as last time, update design.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: POOL ACTION ITEMS (G.5)</p>	<p>Discussion: Will discuss season plans, update staffing, supply order, Red Cross, swimming lessons, swim team. Repairs done by 4/24/21, clean out pool, begin filling pool by 5/15/21, pool open by 5/29/21 with free swim. Ross Miner discussed summer programs, start on 5/25/25, will be outside, up to 100 children licensed through insurance, school will provide breakfast and lunch for participants, positive for community, need for monitoring budget.</p>
<p>UNFINISHED BUSINESS: WATER DISTRIBUTION PROJECT/SEWER UPDATE (H.1)</p>	<p>Discussed earlier in the meeting. No further action taken.</p>
<p>OTHER UNFINISHED BUSINESS: GROCERY STORE SURVEY DISCUSSION (H.2)</p>	<p>Discussed earlier in the meeting. No further action taken.</p>
<p>OTHER UNFINISHED BUSINESS: CDBG-CV GRANT (H.3)</p>	<p>No further action taken.</p>
<p>OTHER UNFINISHED BUSINESS: PERSONNEL POLICY UPDATES (H.4)</p>	<p>Discussion: Discussion: LaVerna Gray discussed a draft for substance abuse policy, will be added to employee handbook, have city attorney review draft as written.</p>

OTHER UNFINISHED BUSINESS: ALLEY/EASEMENT DISCUSSION FOLLOW-UP FROM JANUARY MEETING (H.5)	Will address in May.
OTHER UNFINISHED BUSINESS: DEVELOPING SUBCOMMITTEES (H.6)	Discussion: First draft of possible subcommittees presented by Cheryl and Caitlyn, improving city appearance, including council members and invite community members to get together to create committees, community planning, example of Humboldt, Kansas. Caitlyn and Cheryl will develop a brief pamphlet explaining the different topics. Motion: Moved: Motion Carried:
7:25pm brief break until 7:35pm	
OTHER UNFINISHED BUSINESS: (H.7)	Discussion: None.
NEW BUSINESS: GARRETT'S WORLWIDE ENTERPRISES, LLC APPLICATION FOR FIREWORKS STAND PERMIT (I.1)	Discussion: application on file, they have applied for same times and locations as last year. If another firework stands requests permit it will be approved. Motion: Approve the application Moved: Caitlyn, Cheryl Motion Carried: (5-0)
NEW BUSINESS: 2 YEAR LIQUOR LICENSE RENEWALS: J'S MAIN STREET GRILL, OVERBROOK SPIRITS (I.2)	Discussion: Jim asked for advanced approval with no changes from current license, Motion: Renew once fee is received Moved: Cheryl, Caitlyn Motion Carried: (5-0)
NEW BUSINESS: BOARD OPENINGS (I.3)	Discussion: Trudy Anshutz was approved for housing board, need new planning and zoning board member, important things coming up soon and board member is needed.

April 2021 City Council Notes

	<p>Library board new candidate is Dodie Greenfield,</p> <p>Motion: Accept appointment for Dodie Greenfield Moved: Cheryl, Caitlyn Motion Carried: (5-0)</p>
OTHER NEW BUSINESS: (I.4)	Discussion: No new business
COUNCIL MEMBER COMMENTS: (J)	No comments
MAYOR’S COMMENTS: (K)	Special work session scheduled for Friday, 4/16/2021 at 9:00 am.
ADJOURNMENT: (L)	<p>Mayor Jon Brady called for a motion to adjourn at 10:06 pm.</p> <p>Motion: I move to adjourn Moved: Caitlin Curtis, John Fairchild Motion Carried: (4-0)</p>
Respectfully submitted, Hanna Smith Overbrook Assistant City Clerk Approved May 12, 2021.	