

**MINUTES
COUNCIL MEETING
JANUARY, 13, 2021
CITY OF OVERBROOK, OVERBROOK LIBRARY
317 MAPLE STREET**

<p>CALL TO ORDER, ROLL CALL (A)</p>	<p>Mayor Jon Brady called the January 13, 2021 Council Meeting to order at 7:00 pm in Overbrook Library Community Room, 317 Maple Street, Overbrook, Kansas. Mayor Jon Brady - Council Members: Carol Baughman - present Cheryl Miller – joined at 7:45pm John Fairchild – present Phoenix Anshutz – present Caitlin Curtis - present Others present: Jim Koger - present Hanna Smith – present Aaron Traphagen Terry Hollingsworth Ross Minor – present Cheryl Florence - present</p>
<p>APPROVAL OF AGENDA: (B)</p>	<p>Discussion: Agenda reviewed. Motion: Request was made to add Ross Minor to special reports. Add two special reports under new business. Moved: Carol Baughman, John Fairchild Motion Carried: (4-0)</p>
<p>CONSENT AGENDA: (C)</p>	<p>C.1. Minutes – 12/09/20 City 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</p>

	<p>C.15. PRIDE 2021 Resolution Discussion:</p> <p>Motion: Consent agenda as written. Moved: Carol Baughman, Caitlin Curtis Motion Carried: (4-0)</p>
<p>SPECIAL REPORTS: CHERYL FLORENCE DISCUSS ALLEY/EASEMENT WEST OF SYCAMORE STREET BETWEEN SANTA FE TRAIL AND MARKET (D.1.)</p>	<p>Discussion: Cheryl Florence discussed alley/easement west of Sycamore Str between Santa Fe Trail and Market. She shared her concerns with increase in traffic for past 3 years. Neighbor with big truck driving through at times with high speed. Concerns about safety of young children in area. Can the alley be changed to easement. This would change responsibility to homeowners. Cheryl does not want people driving through her back yard. If city abandoned alleys and makes them into private drives, who will be responsible for maintenance? Does city continue to maintain alleys? Public hearing of homeowners only to legally use the alley and need approval from city council.</p> <p>Action: If city maintains ownership and control, agreement with property owners to have access to use as shared private drive. City will research legal options and meet with property owners about options. Can city close part of an alley and restrict use?</p> <p>Cheryl Miller arrived at 7:35 PM</p> <p>How does council handle platted alley maintenance?</p>
<p>SPECIAL REPORTS: ROSS MINOR INQUIRED ABOUT SUMMER CAMP SURVEY (D.2.)</p>	<p>Ross Minor inquired about summer camp survey. Ross shared parents want to start a summer program for youth between May 31 and August. Reportedly 162 children are potentially participating, proposed \$65/wk. Possibly the gymnasium or shelter house at City Lake area. Questions about safety close to water. Gym needs to be assessed for mildew. Discussed possible fee for participation. Hiring two adults to lead groups and several youths to help out. Ashley Miles expressed interest in participating. Inquire about insurance issues.</p>

PUBLIC COMMENTS: (E.)	No public comments.
UTILITY BILLING ACCOUNT HEARINGS (F.)	Discussion: Utility Billing Hearings Report. Shut off notices for December have been identified and developed. Used care money to support people with late payments. Will offer payment plans for late notices. Assess/waive late fees? All active accounts were caught up Nov. 20 th . Follow ordinance and shut off water if we do not receive a payment plan. Assess late fees and don't shut off until April.
COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT: CATHY SOWERS/JIM KOGER (G.1.)	Discussion: Treasurer's Report presented Cathy had another surgery and is concerned about W-2's getting completed since they need to get out by end of this months. Questions about report can be discussed with Jim.
COUNCIL ACTION/DISCUSSION ITEMS: POLICE DEPARTMENT: ACTION ITEM (G.2.)	Discussion: Terry is working on interviews for replacement officer. Has one candidate for full-time officer, needs to be sent to police academy. Budgeting needs to assess salaries and expenditures for long term. Caitlyn shared some questions to Terry. Cheryl inquired about safety of animals in city. Terry reminded council members about not sharing information outside the meeting. Motion: Hire applicant as full-time officer Moved: Carol Baughman, Cheryl Miller Motion Carried: (5-0)
COUNCIL ACTION/DISCUSSION ITEMS: MAINTENANCE DEPARTMENT ACTION ITEM (G.3.)	Discussion: Aaron reported the maintenance department had a busy month with sewer issues. There is a need for equipment in maintenance department; he had to ask for help from outside maintenance departments for equipment. We need an equipment plan. Dump truck is in great need of repairs; would it be more economic to purchase a newer one? Maybe consider a sewer jetter? Consider establishing a budget to include yearly expenditures to maintain equipment. Sewer- KDHE report over the next 3 years to resolve issues. Investigate clean water entering our system. Work session with numbers of expenses, equipment needed, to reviewed by next council meeting. Plan for de-sludging by 2023. Add cost sharing with homeowners to disconnect sump pumps to next agenda.

<p>COUNCIL ACTION/DISCUSSION ITEMS: DEPARTMENT ACTION ITEMS: AUTHORIZE BEN KRAMER AS AGENT FOR KDOT (G.4.)</p>	<p>Discussion: Discussed conditional use permit for the new chlorine building and pump house. Consensus was to allow Ben Kramer to submit to Douglas County for approval.</p>
<p>UNFINISHED BUSINESS: WATER DISTRIBUTION PROJECT/SEWER UPDATE (H.1.)</p>	<p>Discussion: Still working on easements, have some legal questions to address, paperwork needs to get signed. Reviews from KDHE, request for payments for engineering expenses \$156,975. Discuss bills/ payments during council meetings. Jon will sign payments for bills as work gets completed.</p> <p>Motion: Pursue forward with imminent domain. Contact Rural Development for recommendations. Moved: Carol Baughman, Cheryl Miller Motion Carried (5-0)</p>
<p>UNFINISHED BUSINESS: GROCERY STORE SURVEY DISCUSSION (H.2.)</p>	<p>Discussion: No update. A seminar is coming up for a market study.</p>
<p>UNFINISHED BUSINESS: CDBG-CV GRANT (H.3.)</p>	<p>Discussion: We have six payments ready for grant applicants. Consider taking pictures of recipients when they receive their checks and post them on the city website.</p>
<p>OTHER UNFINISHED BUSINESS: PERSONNEL POLICY UPDATES (H.4.)</p>	<p>Discussion: LaVerna will be working with all departments regarding establishing policies. She will present those individually during council meetings. How to handle paying employees for holidays, overtime, vacation and sick leave if they have to be called in? What is the maximum of hours an employee can work in one session? Clothing allowance for maintenance department. Review of employees in January to affect raises starting February should be noted in policy. Compensation for council members for their time. There has been no compensation for council members since 2010.</p> <p>Motion: After employee is going home for the day and has to be called in, pay will be time and half regardless of hours worked so far during the week. Moved: John Fairchild, Caitlin Curtis Motion Carried (5-0)</p>
<p>OTHER UNFINISHED BUSINESS: OHA BOARD MEMBER (H.5.)</p>	<p>Discussion: Bob stepped down as a OHA board member</p>

	Advertise for OHA board member
OTHER UNFINISHED BUSINESS: (H.6.)	None
NEW BUSINESS: OTHER NEW BUSINESS: PLAN FOR UPSTAIRS (I.1.)	Discussion: There are items upstairs from City Hall that belong to the lodge. We need to find out what items the lodge wants to keep and ask them to pick those up, we should not continue to provide storage indefinitely. Upstairs is in need of beautification and repairs. Motion: Set up a meeting with Dale Fox and John Wilhite to discuss what items they would like to keep.
NEW BUSINESS: OTHER NEW BUSINESS: TRASH CONTRACT REVIEW (I.2.a.)	Review recycle and trash contracts as they expire May 1 st 2021. Consensus to do a RFQ due back March 5 th 2021.
NEW BUSINESS: OTHER NEW BUSINESS: GAAP RESOLUTION (I.2.b)	Motion for approval Moved: John Fairchild, Carol Baughman Motion Carried (5-0)
COUNCIL MEMBER COMMENTS: (J)	Caitlin inquired again about cross walks; there are several areas that could benefit from cross walks. Jim will work on a plan to get this done.
MAJOR COMMENTS (K)	Jon thanked council members for reminding council of issues previously discussed.
ADJOURNMENT: (L)	Mayor Jon Brady called for a motion to adjourn. Motion: I move to adjourn at 10:05 pm Moved: Carol Baughman, John Fairchild Motion Carried: (5-0).
Respectfully submitted, Hanna Smith, City Clerk APPROVED: 02/10/2021	