

**COUNCIL MEETING  
CITY OF OVERBROOK, OVERBROOK LIBRARY  
317 MAPLE STREET  
FEBRUARY 2022**

<p>CALL TO ORDER, ROLL CALL: (A)</p>	<p>Mayor Jon Brady called the February 9, 2022 Council Meeting to order at 6:00 pm in the Community Room, Overbrook Library, 317 Maple, Overbrook. <b>Mayor Jon Brady - Present</b> <b>Council Members:</b> Carol Baughman – Present Cheryl Miller – Present, left at 7:30PM John Fairchild – Present Caitlin Curtis – Present Angela Mordecai - Present <b>Others present:</b> Jim Koger - Present Terry Hollingsworth – Present Sue Burdick - Present Hanna Smith - Present</p>
<p>NOT USED THIS MONTH (B)</p>	
<p>APPROVAL OF AGENDA: (C)</p>	<p>Discussion: Accept the Agenda as written; Items I4, J1 and J 2 might need to be discussed at a later time.  Motion: Accept the agenda as written with possibility to address noted items at a later time. Moved: Cheryl Miller, Carol Baughman Motion: (5-0)</p>
<p>CONSENT AGENDA: (D)</p>	<p>D.1 Minutes – 01/12/22 City Council Meeting, 01/25/22 Work Session Notes D.2 Warrants D.3 Request to Shred City Documents D.4 Planning Commission Report P&amp;Z minutes D.5 Zoning Administrator Report D.6 Housing Authority Board Report D.7 Water Distribution System Report D.8 Council Work Order List D.9 Library Board Report</p>

	<p>D.10 Law Department/Animal Control Report D.11 Code Compliance Report D.12 Maintenance Department Report D.13 City Clerk Report D.14 OPR Director Report D.15 Pool Pass Donation Request</p> <p>Motion: Approve consent to agenda Moved: Cheryl Miller, John Fairchild Motion Carried: (5-0)</p>
<p>SPECIAL REPORTS: BEN KRAMER CHANGE ORDER/WATER DISTRIBUTION PROJECT: (E.1.a)</p>	<p>Discussion: Mayor Brady briefly shared with council and citizens the reasons for a change order to approve work on Saturdays. Contractor requested to work every Saturday which is a change to the original contract. Ben Kramer explained this has to be approved by council. The Change Order will lay out the work on Saturdays to include overtime pay, cost associated with contract and cost the city might occur. Ben Kramer will bill the city for their work and city will be reimbursed by contractor. This Change order will have to be approved by Rural Development. Jim Koger added the change order had been discussed previously and was reviewed by the city attorney who made some changes. There should be no risk to the city for any additional cost. Engineering firm will need to have inspections on those additional Saturdays since this is an inspection required job. Contractor also noted they would reimburse the city for city workers working on Saturdays. Ben Kramer suggested to request for contractor to pay the extra costs within 30 days. He also noted the city can always stop Saturday work.</p> <p>Motion: Motion to approve the change order as written. Moved: Carol Baughman, John Fairchild Motion Carried: (5-0)</p> <p>Motion: Council give authority to the mayor to sign the change order upon receiving it back from contractor. If there is any additional change, it will get back to council. Moved: Carol Baughman, Angela Mordecai Motion Carried: (5-0)</p>

	<p>Ben Kramer inquired if council will approve work this coming Saturday, council approved.</p> <p>Discussion: Pay request Carstensen's #8 Central Tank pay request #1 Engineer invoice total \$351,950.25 Ben Kramer explained the process regarding installed pipe. Mayor inquired if pay requests could be provided with more time to review; Ben Kramer will ask contractor to do this.</p> <p>Motion: To approve pay request Moved: Cheryl Miller, John Fairchild Motion Carried: (5-0)</p> <p>Discussion: Amendment to Ben Kramer's contract; they will bill city for overtime 1.5 times, city should be able to bill contractor.</p> <p>Motion: To approve amendment Moved: John Fairchild, Carol Baughman Motion Carried: (5-0)</p> <p>Mayor stressed that nursing home and meat processing facility cannot be out of water while work is being done. Ben Kramer stated he will stress these concerns with the contractor.</p>
<p>SPECIAL REPORTS: CAITLIN CURTIS GROCERY STORE DISCUSSION: (E.1.b)</p>	<p>Discussion: Caitlin Curtis shared copies of the business model for an Ad Astra grocery store and a city owned grocery store. She noted there are grants available for municipality owned grocery stores. The suggested business model would be membership based, 24-hour access, limited goods, focus on fresh food items. Additional research is needed to determine if the city should own the lot/building vs. renting, loans, bonds, grants, leasing. Re-establish the grocery committee to provide research.</p> <p>Motion: Move forward with applying to grants Moved: Amanda Mordecai, John Fairchild Motion Carried: (4-0)</p>
<p>PUBLIC COMMENTS: (F)</p>	<p>Amanda Kohlman, Osage Economic Development, introduced herself and shared about her role.</p>

	<p>Kandace and Rex Fleming, Kandace expressed her interest in being involved and inquired about a timeline for grants.          Katie Moon shared her thoughts          Curtis and Dawn Gragg shared their interest in the grocery committee and expressed their wish to be involved.          Summer Taylor noted being excited and stated “lets move forward, Overbrook is a great community”</p>
<p>UTILITY BILLING ACCOUNT HEARINGS: (G)</p>	<p>Discussion: Jim Koger shared he received two hearing requests, one paid \$100 and wants a plan to pay the remaining balance. The other request was to pay half of the balance now and the rest in two weeks.          No shut-off this month          May have 3 shut offs later this month.</p> <p>Motion: Give Jim Koger the authority to approve pay request for hearings.          Moved: Carol Baughman, Caitlin Curtis          Motion Carried: (4-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT: (H.1)</p>	<p>Jim Koger introduced Sue Burdick as the new treasurer and stated Sue is learning the process. Year end reports forwarded to county clerk. Received one disbursement.          No Treasurer Report to share with council</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: POLICE DEPARTMENT ACTION ITEMS: (H.2)</p>	<p>Discussion: Grant for storm siren is ready to submit.</p> <p>Motion: Mayor to sign grant proposal for storm siren.          Moved: Angela Mordecai, Caitlin Curtis          Motion Carried: (4-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: MAINTENANCE DEPARTMENT ACTION ITEMS: (H.3)</p>	<p>None</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: ADMINISTRATIVE DEPARTMENT ACTION ITEMS: (H.4)</p>	<p>None</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: EXECUTIVE SESSION EMPLOYEE REVIEWS: (H.4.a)</p>	<p>Employee reviews are completed, need to meet to discuss on 2/17/22 at 6pm for executive session.</p>

<p>COUNCIL ACTION/DISCUSSION ITEMS: BOARD RESIDENCY REQUIREMENTS: (H.4.b)</p>	<p>Some boards have openings and it is difficult to fill these positions. Jim Koger presented this issue to city attorney who noted according KSA 12-744 the city’s governing body has the discretion to adopt whatever residency requirements it deems proper. Overbrook’s Zoning ordinance prohibits outside residence. City will need to change ordinance to allow residency requirements to change. The infrastructure committee will research this issue if board members have to live in town or just need an Overbrook address.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: ARPA DISCUSSION: (H.4.c)</p>	<p>There is a deadline on the ARPA dollars, what will the city be spending the money on?</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: BROADBAND INITIATIVE: (H.4.d)</p>	<p>Rather than using city money, Jim Koger looked up information on broadband initiative and noted there are deadlines for grants that passed already. Will continue to research options.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: RURAL OPPORTUNITY ZONE DISCUSSION: (H.4.e)</p>	<p>Amanda Kohlman from Osage Eco Development shared there are funds available to help people move here by paying some dept they have (student loans, etc). She shared Osage County currently does not have funds available and noted companies can offer this to people to work for them. However, this is only available for new residents; no backdating allowed.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: POOL ACTION ITEM POOL MANAGER APPLICATION: (H.5)</p>	<p>Ann Fawl was the only applicant for this position, recommend offering her the job again.</p>
<p>UNFINISHED BUSINESS: WATER DISTRIBUTION PROJECT/SEWER UPDATE: (I.1)</p>	<p>Discussed under E.1.a</p>
<p>OTHER UNFINISHED BUSINESS: COMMITTEE REPORTS: (I.2)</p>	<p>Katie Moon offered to have a retreat for all committee members to get together on 3/12/22 at 10am to share ideas for the city of Overbrook to update the Comprehensive Plan. She further shared the Growth committee reviewed and renewed the mission and vision statement, and created a proposal for a dog park and Pickle Ball court to Park and Rec. Infrastructure Committee is scheduled to meet next Wednesday at 6pm.</p>
<p>OTHER UNFINISHED BUSINESS: NEIGHBORHOOD REVITALIZATION:</p>	<p>Osage County is considering whether to opt in to neighborhood revitalization with tax incentives.</p>

<p>(I.3)</p>	<p>Residents will have to apply before the work gets started, 10 years from 100% to 0, if county will pass this, it's a rebate.</p>
<p>OTHER UNFINISHED BUSINESS: LAND BANK FUNDING: (I.4)</p>	<p>Caitlin Curtis is exploring funding for land bank; she contacted several cities to inquire about their process. Overbrook city will inquire about land owner donating their property and will not require back taxes to be paid.</p>
<p>OTHER UNFINISHED BUSINESS: (I.5)</p>	<p>None</p>
<p>NEW BUSINESS: DRAFT MINIMUM HOUSING CODE: (J.1)</p>	<p>None</p>
<p>OTHER NEW BUSINESS: DRAFT COUNCIL MEETING RULES OF PROCEDURE: (J.2)</p>	<p>None</p>
<p>OTHER NEW BUSINESS: REPAIR LODGE EXTERIOR DOOR AND PREVENT DAMAGE FROM ELEMENTS: (J.3)</p>	<p>Discussion: The question was raised regarding any expenses for repairs to the lodge; how these should get paid for. There are repairs needed; these should be paid out of general funds. City needs to inquire about bids from contractors.</p> <p>Motion: Authorize Jim Koger to get bids to repair the door to spend up to \$3000. Moved: Angela Mordecai, Carol Baughman Motion Carried: (4-0)</p>
<p>OTHER NEW BUSINESS: (J.4)</p>	<p>None</p>
<p>COUNCIL MEMBER COMMENTS: (K)</p>	<p>Carol Baughman – nothing extra Caitlin Curtis – thank you to Amanda Kohlman for coming, excited about future things. Council, please read over information about grocery store. John Fairchild – is good, thanks to Caitlin for all the work on the grocery store. Jim Koger – reiterate the comments from everyone and the work that has been done. Angela Mordecai – this was an unusual meeting, having outside voices was beneficial because we received a lot of information and covered many topics. Hanna Smith – interesting discussions. Sue – just listening and learning. Cheryl – left the meeting at 7:30pm</p>
<p>MAYOR'S COMMENTS: (L)</p>	<p>Doesn't have anything</p>

<p>ADJOURNMENT: (M)</p>	<p>Discussion: Motion to adjourn the council meeting.</p> <p>Motion: To adjourn the council meeting at 9:30pm Moved: John Fairchild, Carol Baughman Motion Carried: (4-0)</p>
<p>Respectfully submitted, Hanna Smith Asst. Overbrook City Clerk APPROVED: 3/9/2022</p>	