

**COUNCIL MEETING
CITY OF OVERBROOK, OVERBROOK LIBRARY
317 MAPLE STREET
March 10, 2021**

<p>CALL TO ORDER, ROLL CALL (A)</p>	<p>Mayor Jon Brady called the March 10, 2021 Council Meeting to order at 7:00 pm in Community Room, Overbrook Library, 317 Maple, Overbrook, Kansas. Mayor Jon Brady - present Council Members: Carol Baughman - present Cheryl Miller - present John Fairchild – absent Caitlyn Curtis – present Phoenix Anshutz - present Others present: Jim Koger - present Hanna Smith – present Aaron Traphagen – present Cathy Sowers - present</p>
<p>APPROVAL OF AGENDA: (B)</p>	<p>Discussion: Agenda reviewed. Motion: I move to approve the agenda as written. Moved: Carol Baughman, Cheryl Miller Motion Carried: (4-0)</p>
<p>CONSENT AGENDA: (C)</p>	<p>C.1. Minutes – 2/20/21 City Council Meeting Minutes, 2/26/21 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 C.12. Maintenance Department Report C.13. City Clerk Report C.14. OPR Director Report C 15. Utility Billing License Renewal Moved: Carol Baughman, Cheryl Miller</p>

<p>SPECIAL REPORTS: BEN AND JOSH KRAMER PROJECT BID TABULATIONS (D.1)</p>	<p>Discussion: Ben Kramer, Kramer Consulting, LLC; provided tabulation of bids for the Water Distribution System Improvements and Elevated Water Storage and Tanks Painting, explained bids. Cheryl Miller asked about references for bidder, important to find out from people they worked for. Jon Brady inquired about follow-up work and warranty after project is completed. Ben Kramer read Award Letters to recommend Central Tanks Coatings, Inc and Carstenesen Contracting, Inc to complete the work. Brett Waggoner, G.A.S. noted that decision needs to be made.</p> <p>There was discussion regarding the bid from Maquire Iron as they are our current tank maintenance company and their bid was close to Central.</p> <p>Elevated Water Storage Tanks Paintings: Motion: To accept recommendations as outlined in the Kramer Consulting, LLC letter for Elevated Water Storage Tanks Painting, stipulating that references are positive, authorize Mayor Brady to sign the Notice of Award according to the Kramer letter. Moved: Cheryl Miller, Carol Baughman Motion Carried: (4-0)</p> <p>Water Distribution System Improvements: Motion: Authorize Mayor Brady to sign the Notice of Award according to the Kramer letter, stipulating that references are positive. Moved: Cheryl Miller, Carol Baughman Motion Carried: (4-0)</p>
<p>PUBLIC COMMENTS: (E)</p>	<p>None</p>
<p>UTILITY BILLING ACCOUNT HEARINGS (F)</p>	<p>Discussion: Ben is working on past due accounts, only two accounts are facing shutoff, late fees are charged.</p>

<p>COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT: CATHY SOWERS/JIM KOGER (G.1)</p>	<p>Discussion: Cathy Sowers discussed financial report, discussed where maintenance payroll needs to be added.</p> <p>Motion: Approve the Treasurer Report Moved: Carol Baughman, Caitlyn Curtis Motion Carried: (4-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: POLICE DEPARTMENT: ACTION ITEMS CITY WIDE CLEANUP DAY (G.2)</p>	<p>Discussion: Chief Hollingsworth proposed a citywide clean-up day, city provides dumpsters for drop-off points for citizens to discard items, city employees will be stationed at sites to ensure no hazardous waste be discarded.</p> <p>Motion: Chief Hollingsworth is authorized to spend up to \$1000 for dumpsters Moved: Carol Baughman, Cheryl Miller Motion Carried: (4-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: MAINTENANCE DEPARTMENT ACTION ITEM: MAINTENANCE EQUIPMENT PLAN (G.3)</p>	<p>Discussion: Mayor Brady expressed appreciation of the recent work done by maintenance crew. Aaron Traphagan discussed recent water related issues due to inclement weather and upcoming projects and clean-ups. Jim Koger presented the Maintenance equipment plan, Discussed options to purchase a dump truck.</p>
<p>ADMINISTRATION DEPARTMENT ACTION ITEMS: JUDGE RUSH REPLACEMENT. (G.4.a)</p>	<p>Discussion: City ran news paper adds about job opening, received one application for replacement from Judge Sue DeVoe.</p> <p>Motion: Move forward with hiring Judge Sue DeVoe. Moved: Carol Baughman, Cheryl Miller Motion Carried: (4-0)</p>
<p>EXECUTIVE SESSION PERSONNEL MANAGEMENT (G.4.b)</p>	<p>Discussion: Review of each individual employee performance appraisal, goals, by end of March completed by Jim Koger and Jon Brady.</p>
<p>LAND BANK DISCUSSION (G.4.c)</p>	<p>Discussion: Jim Koger provided Michael Coffman with ordinance for review Cheryl Miller thanked Caitlyn Curtis for bringing up the Land Bank topic.</p>
<p>Break from 8:45pm until 8:50pm</p>	
<p>POOL ACTION ITEMS (G.5)</p>	<p>Discussion: Some work needs to be done to swimming pool. Meeting will be scheduled to meet with Ann Fawl to discuss some issues.</p>

	<p>Motion: Ann Fawl will be re-hired as Pool Director Moved: Cheryl Miller, Caitlyn Curtis Motion Carried: (4-0)</p>
<p>UNFINISHED BUSINESS: WATER DISTRIBUTION PROJECT/SEWER UPDATE (H.1)</p>	<p>Discussion: Discussed issues with sewer, blue towels, letters need to be send to people living in the area, solid waste RF's addressed in upcoming work session.</p>
<p>OTHER UNFINISHED BUSINESS: GROCERY STORE SURVEY DISCUSSION (H.2)</p>	<p>Discussion: Jon Brady had brief discussion with previous owner of grocery store, need committee to discuss improvements, Farmer's Market year-round, how to move forward with the project. Caitlyn shared about some trainings and discussions on rural grocery stores,</p>
<p>OTHER UNFINISHED BUSINESS: CDBG-CV GRANT (H.3)</p>	<p>Discussion: Distributing checks after grant money comes in on March 11, 2021.</p>
<p>OTHER UNFINISHED BUSINESS: PERSONNEL POLICY UPDATES (H.4)</p>	<p>Discussion: LaVerna Gray is working on updates to be reviewed at April council meeting, drug and alcohol testing, social media policy, Review recommendations by Department of Labor regarding overtime pay.</p>
<p>OTHER UNFINISHED BUSINESS: OHA BOARD MEMBER (H.5)</p>	<p>Discussion: Trudy Anshutz expressed interest in four year Board Member position. Council will recommend her to the Board. Phoenix Anshutz recused himself from vote</p> <p>Motion: Appoint Trudy Anshutz as OHA Board Member Moved: Cheryl Miller, Carol Baughman Motion Carried: (3-0)</p>
<p>OTHER UNFINISHED BUSINESS: ALLEY/EASEMENT DISCUSSION FOLLOW-UP FROM JANUARY MEETING (H.6)</p>	<p>Discussion: Jim Koger discussed the issue and displayed a plan of alleys in the area, if city does not maintain alley, the property ownership goes back to property owner. Need to discuss with Michael Coffman about legality issues.</p>
<p>OTHER UNFINISHED BUSINESS: (H.7.a) FARMER'S MARKET</p>	<p>Discussion: Email from Jaimie Needham, requested additional time to contact vendors. Will discuss in April council meeting.</p>

NEW BUSINESS: PRIDE FIREWORKS (I.1)	Discussion: City has in past paid in advance for fire works purchase. Motion: City will pay \$5000 for fire works, to be reimbursed by PRIDE Moved: Carol Baughman, Cheryl Miller Motion Carried: (4-0)
NEW BUSINESS: OTHER NEW BUSINESS DEVELOPING SUBCOMMITTEES (I.2)	Discussion: Caitlyn Curtis and Cheryl Miller discussed the need for subcommittees due to time constrains during monthly council meetings to discuss specific issues, provided list of possible subcommittees, two council members per committee and citizens should be invited.
OTHER NEW BUSINESS: FIRE WORK STANDS	City will consider increasing the number of vendors to sell fire works.
COUNCIL MEMBER COMMENTS: (J)	Carol Baughman – none Jim Koger – none Phoenix Anshutz– Mainstreet Auto looks much better Caitlyn Curtis– question about imminent domain, what about cleaning upstairs Cheryl Miller – City Council members should be contemplating about what they care about for the city Hanna Smith – interested in participation with subcommittees Jon Brady– likes clean-up ideas
MAYOR’S COMMENTS: (K)	Overall, clean-up needs to be more proactive, hire people to help clean up, how to manage citizens that don’t want to participate in the clean-up.
ADJOURNMENT: (L)	Mayor Jon Brady called for a motion to adjourn. Motion: I move to adjourn at 10:05 PM Moved: Carol Baughman, Cheryl Miller Motion Carried: (4-0)
Respectfully submitted, Hanna Smith Overbrook Assistant City Clerk APPROVED 04/14/2021	