

**Council Meeting  
City of Overbrook  
Overbrook City Hall  
November 9, 2022  
6:00 pm**

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| A. Call to order, Roll Call | <p>Mayor Jon Brady called the meeting to order at 6:00 pm. Thank you to our Veterans for their service.</p> <p><b>Mayor Jon Brady</b> - present<br/><b>Council Members:</b><br/>Carol Baughman - present<br/>Cheryl Miller – present<br/>John Fairchild – absent<br/>Caitlin Curtis – present<br/>Angela Mordecai- present</p> <p>We have a quorum.<br/><b>Others present:</b><br/>Jim Koger, Becky Coltrane, Aaron Traphagan, Eric Carlson, Bear Willmontt, Sue Burdock</p> |
| B. Not Used                 |  |
| C. Approval of Agenda       | <p>Move H.4a Conditional Use Permit to E.2. Special Reports<br/>I move to approve Agenda as amended.<br/>Carol, Cheryl<br/>Passed (4-0)</p>  |
| D. Consent Agenda           | <p>Remove D.4 Planning and Zoning add to E.2 Special Reports.</p> <p>Discussion of New Siren Funds – Hold check until we figure out the grant funding.</p> <p>I move to approve the consent Agenda as amended.</p> <p>Cheryl, Carol<br/>Passed (4-0)</p>   |

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| <p>E. Special Reports<br/>E.1 Ben Kramer Water Project</p> | <p>Cheryl stated positively that her water is clean and clear. On going discussion some cross overs, everyone is on the new system, west tower in service, brookside and school is in service. East tower is being drained and will do the tie in tomorrow. Ben explained cross connections. Aaron explained the reason why the water was leaking on Elm Street. All meters are hooked up. System is still on the old chlorination building. VGD are going to be late. They are having trouble getting them from the supplier. Continuing discussions with a few property owners, some challenges. There are some county meters that need to be taken care of. There are some fence concerns around the wells.</p> <p>Pay requests review from Cartensens, Central Tank, Western Consultants, Kramer, American Iron and Steel, Davis Bacon.</p> <p>There will be a claim filed from a land owner to Carsensens for some loss crops, due to the contractor driving outside of the easement over the crops.</p> <p>I move to approve the pay request.<br/>Cheryl, Carol<br/>Passed (4-0)</p> <p>Discussion on the change orders for completion, VFD's, invoice for overtime.</p> <p>I move to approve change orders #4 and #5.<br/>Cait, Angela<br/>Passed (4-0)</p> <p>Discussion of amendment #2 Kramer services.</p> <p>I move to approve the amendment for engineering services.<br/>Chery, Carol<br/>Passed (4-0)</p> <p>Discussion on seeding when the project is finished.</p> |
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| <p>E.2 Review of Zoning Board</p>                                  | <p>Moved from H.4a Conditional Use permit on property 114 E. 5<sup>th</sup> Street. And Moved from D.2 Zoning Administrator Report.</p> <p>The recommendation from the zoning board is that the special use permit be denied. The special use permit is non-transferable. More discussion on regulations of R-1 zoned neighborhoods, the different classification of manufactured homes and the width of the home.</p> <p>I move that the council deny the recommendation from the zoning board and approve the special use permit with the condition of a permanent foundation in accordance with the HUD general information guidelines on permanent foundations. Council amended the motion to include, the home meets the minimum square footage of Overbrook’s definition of manufactured home.</p> <p>Cheryl, Carol<br/>Passed (3-0-1) Cait abstained due to conflict of interest; husband is contracted to work on project. Abstained vote goes with the yay votes.</p> <p>Jim Koger left the meeting.</p> |
| <p>G. Utility Billing Hearings</p>                                 | <p>I move that the office staff handles Utility Billing hearings.<br/>Cheryl, Carol<br/>Passed (4-0)</p>  |
| <p>H. Council Action/Discussion Items<br/>H.1 Treasurer Report</p> | <p>September’s reconciliation is complete. Bryan and Sue have been working together to solve discrepancies.</p> <p>I move to approve the September treasurers report.</p> <p>Cheryl, Carol<br/>Passed (4-0)</p>   |
| <p>H.2 Police Department</p>                                       | <p>Police Chief Eric Carlson stated that the first of the cars are re-stickered. He is working on the code compliance case. He has contacted the city attorney about compliance. The owner must be</p>  |

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|   | responsible for property and condemned properties. Police Station renovation will start on Dec. 15 <sup>th</sup> . He is working on investigating condemned properties. The council asked questions on sex offender registration.  |
| H.3 Maintenance Department Action Items | Aaron Traphagan maintenance head, reported that they have been busy with the water project, smoke testing set up, draining east tower, crossovers, working on patching plan. Aaron had questions on vehicle purchase and review of truck purchase and needs. Aaron specifically requested an amount range to be determined by the council to purchase a new vehicle. Council suggested they would like to go over the equipment plan at the next work session. Questions from the council about how maintenance knows when there is a water tower leak. Aaron explained how the tower alarms worked and how the maintenance crew is contacted. |
| H.4                                     | Jon reviewed Jim and Sue going to Lyndon to observe the JUS accounting software. Sue shared a little information about the software.   |
| H.4a                                    | Moved to E.2.  |
| H.4b Sale of Unused Vacation            | Tabled this item   |
| h.4c Schawb Eaton Update                | I move that Jon can sign the agreement with Schwab Easton.<br><br>Angela, Cheryl<br>Passed (4-0)   |
| Executive Session                       | I move we go into executive session for non-elected personnel for 15 minutes starting at 9:27 pm and returning at 9:42 pm.<br><br>Cheryl, Carol<br>Passed (4-0)<br><br>Council returned from executive session at 9:44 pm.<br>No actions, no decisions were made.<br><br>I move to go back into executive session for 10 mins, beginning at 9:47 pm and returning at 9:57 pm.<br><br>Angela, Cheryl<br>Passed (4-0)  |

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|  | Council returned from executive session at 9:57 pm. No actions, no decisions were made.   |
| I. I.1 Personnel Policy/Credit Card Policy<br>I.2 Power Wash Proposal for Library                        | Table I   |
| J. New Business<br>J.1 Request from High School Yearbook Class to place yearbook ad.                     | I move we purchase a \$95 ad from the High School yearbook staff.<br><br>Angela, Cait<br>Passed (4-0)   |
| J.2 CMB request from new Mexican restaurant  | I move we approve the CMB License.<br><br>Angela, Cait<br>Passed (4-0)  |
| K. Member Comments   | Angela – talked to Heather Kuder, County Commissioner and invited her to attend a council meeting. Heather Kuder will be having a meet and greet to discuss the wind farming in the county.<br><br>Cait – would like to remind council of bonuses. She is also curious when council paychecks will be distributed.<br><br>Carol – no comments<br><br>Chery – So happy we all can agree and disagree in a positive and product full way. |
| Mayors Comments:   | We will discuss the cost of living at the next meeting.   |
| L. Adjournment   | I move to adjourn the meeting.<br><br>Carol, Cait<br>Passed (4-0)   |
| Respectfully Submitted<br>Becky Coltrane<br>Assistant City Clerk<br>APPROVED Dec 14 <sup>th</sup> , 2022 |   |