

**COUNCIL MEETING
CITY OF OVERBROOK, OVERBROOK CITY HALL
401 MAPLE STREET
November 18, 2020**

<p>CALL TO ORDER, ROLL CALL (A)</p>	<p>Mayor Jon Brady called the November 18, 2020 Council Meeting to order at 7:00 pm in Overbrook City Hall, 401 Maple, Overbrook, Kansas. Mayor Jon Brady - present Council Members: Carol Baughman - present Cheryl Miller - absent John Fairchild – present Caitlin Curtis – present Phoenix Anshutz - present Others present: Jim Koger Dan Gamblin Aaron Traphagan</p>
<p>APPROVAL OF AGENDA: (B)</p>	<p>Discussion: Agenda reviewed. Motion: I move to approve the agenda as written. Moved: Carol Baughman, John Fairchild Motion Carried (4-0)</p>
<p>CONSENT AGENDA: (C)</p>	<p>C.1. Minutes – 7/8/2020 Regular Council Meeting Minutes, 7/24/2020 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. 2020 Accrued Vacation Buyback</p>

	<p>Motion: I move to approve the Consent Agenda as written. Moved: Phoenix Anshutz, Caitlin Curtis Motion Carried (4-0)</p>
<p>SPECIAL REPORTS: (D.)</p>	<p>None</p>
<p>PUBLIC COMMENTS: (E.)</p>	<p>None</p>
<p>UTILITY BILLING ACCOUNT HEARINGS: (F.)</p>	<p>Discussion with consensus that we will not process shutoffs the week of Thanksgiving.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: Treasurer Report (G.1)</p>	<p>Jim Koger presented the report as Cathy Sowers was not in attendance. Discussion included finding a bigger screen for Cathy to use with her laptop. We need to look at Sewer Reserve as it is at 80% of budget.</p> <p>Motion: I move to approve the Treasurer’s Report Moved: Carol Baughman, John Fairchild Motion Carried: (4-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: Police Department Action Items (G.2)</p>	<p>None</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: Maintenance Department Action Items (G.3)</p>	<p>Aaron Traphagan and Dan Gamblin presented the Maintenance Report.</p> <p>Following discussion, Mayor Brady indicated that we had offered the Lead Maintenance position to Aaron and he was here to discuss the opportunity with the Council. Following a short exchange, At 7:40PM Carol Baughman (John Fairchild) requested a 10 minute Executive Session with the Mayor, Council, Jim Koger and Aaron Traphagan to discuss personnel matters of non-elected personnel. Motion carried 4-0. At 7:51PM, we returned from Executive Session. No decisions were made, nor were any actions taken.</p> <p>Following a 5 minute bathroom break, at 7:56PM, Caitlin Curtis (John Fairchild) moved to</p>

	<p>go back in to Executive Session for 10 minutes to continue the discussion. Motion carried 4-0.</p> <p>At 8:07 PM, we returned from Executive Session. No decisions were made, nor were any actions taken. There was discussion.</p> <p>Motion: I move to offer the Lead Maintenance Position to Aaron Traphagan with a 3 month probation period. Following a successful probation, we will retroactively adjust Aaron’s pay rate to \$19.50 per hour. The probation will include three monthly reviews, with training requirements, and Aaron is to obtain his water operator certification. Danny’s salary would remain the same as it was currently.</p> <p>Moved: Carol Baughman, John Fairchild Motion Carried: (4-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: Administrative Department Action Items Call Out Pay (G.4.a)</p>	<p>There was discussion regarding our existing Call Out Pay format. We will discuss these scenarios further in December.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: Administrative Department Action Items Holiday Pay (G.4.b)</p>	<p>There was discussion regarding how Holiday Pay is handled in respect to hours worked in computing Overtime. We will discuss this further in December.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: Park and Rec Action Items (G.5)</p>	<p>None</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: Swimming Pool Action Items (G.6)</p>	<p>None</p>
<p>UNFINISHED BUSINESS ITEMS: Water Distribution Project/Sewer Update (H.1)</p>	<p>There was discussion regarding the status of easements for the project.</p> <p>The draft Procurement Policy provided by Governmental Assistance Services for our project was discussed. It was also compared to one from LKM.</p>

	<p>Motion: I move to approve the Procurement Policy provided by Governmental Assistance Services. Moved: Carol Baughman, Caitlin Curtis Motion Carried: (4-0)</p>
<p>UNFINISHED BUSINESS ITEMS: Grocery Store Survey Discussion (H.2)</p>	<p>Discussion but no action taken.</p>
<p>UNFINISHED BUSINESS ITEMS: CDBG-CV Grant (H.3)</p>	<p>Discussion but no action taken.</p>
<p>UNFINISHED BUSINESS ITEMS: Other Unfinished Business (H.4)</p>	<p>None</p>
<p>NEW BUSINESS: Personnel Policy Updates (I.1)</p>	<p>Discussion but no action taken. Will discuss further in December.</p>
<p>NEW BUSINESS: City Holiday Plans (I.2)</p>	<p>Discussion: No big celebration this year due to COVID-19. We will put the sleigh by the City Christmas tree so it can be used for photo opportunities. Thank you to Betterment for fixing up and painting the sleigh!</p>
<p>NEW BUSINESS: Other New Business (I.3)</p>	<p>None</p>
<p>COUNCIL MEMBER COMMENTS: (J)</p>	<p>Carol: None Phoenix: He explained that he had received some complaints about code/zoning issues at a downtown business. There was discussion. We should have an update at the December Council Meeting. John and Caitlin: None</p>
<p>MAYOR'S COMMENTS: (K)</p>	<p>None</p>
<p>ADJOURNMENT: (L)</p>	<p>Mayor Jon Brady called for a motion to adjourn. Motion: I move to adjourn at 9:42 pm. Moved: Carol Baughman, John Fairchild Motion Carried: (4-0)</p>
<p>Respectfully submitted,</p>	

Jim Koger Overbrook Administrative Clerk Approved: December 9 th , 2020	
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