

**MINUTES  
COUNCIL MEETING  
CITY OF OVERBROOK, OVERBROOK CITY HALL  
401 MAPLE STREET  
September 9, 2020**

<p>CALL TO ORDER, ROLL CALL (A)</p>	<p>Mayor Jon Brady called the September 9, 2020 Council Meeting to order at 7:00 pm in Overbrook City Hall, 401 Maple, Overbrook, Kansas.</p> <p><b>Mayor Jon Brady</b> - present</p> <p><b>Council Members:</b> Carol Baughman - present Cheryl Miller - present John Fairchild – present Caitlin Curtis – present via phone Phoenix Anshutz - present</p> <p><b>Others present:</b> Jim Koger LaVerna Gray Ross Miner</p>
<p>APPROVAL OF AGENDA: (B)</p>	<p>Discussion: Agenda reviewed.</p> <p>Motion: I move to approve the agenda as written. Moved: Carol Baughman, Cheryl Miller Motion Carried (5-0)</p>
<p>CONSENT AGENDA: (C)</p>	<p>C.1. Minutes – 8/12/20 Regular Council Meeting Minutes, 8/28/20 Work Session Notes C.2. Warrants C.3. Request to Shred City Documents C.4. Planning Commission Report P&amp;Z minutes- No minutes yet 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>Motion: I move to approve the Consent Agenda as written.                  Moved: Carol Baughman, Phoenix Anschutz                  Motion Carried (5-0)</p>
SPECIAL REPORTS: JIM FOSTER (D.)	<p>Discussion: Landon Trail concerns; City work done at the Trail Head addressed drainage issues.</p>
PUBLIC COMMENTS: (E.)	<p>none</p>
UTILITY BILLING ACCOUNT HEARINGS (F.)	<p>Discussion: delivered 11 shutoff notices. We offer a 12-month payment plan.</p> <p>Motion: I move to approve the payment plan as presented                  Moved: Carol Baughman, John Fairchild                  Motion Carried: (5-0)</p> <p>Discussion: Houses without running water: draft legal document to require water and sewage. Ask the League for guidance.</p> <p>Discussion: Water and sewage for new housing development, get a second opinion and information from engineers, annexation costs &amp; benefits</p>
COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT: CATHY SOWERS (G.1)	<p>Discussion: Treasurer’s Report was not presented due to illness</p>
COUNCIL ACTION/DISCUSSION ITEMS: POLICE DEPARTMENT: ACTION ITEM (G.2)	<p>None</p>
COUNCIL ACTION/DISCUSSION ITEMS: MAINTENANCE DEPARTMENT ACTION ITEM: PICK-UP SALT/SAND SPREADER (G.3a)	<p>Discussion: Pick-up salt/sand spreader</p> <p>Motion: I move to authorize Jim Koger to purchase a pick-up salt/sand spreader, spending limit of \$8,000.                  Moved: Carol Baughman, John Fairchild                  Motion Carried (5-0)</p>
COUNCIL ACTION/DISCUSSION ITEMS: ADMINISTRATION DEPARTMENT ACTION ITEM: PLANNING & ZONING CANDIDATE (G.4a)	<p>Discussion: Candidate for Planning and Zoning Commission: Emily Valencia</p> <p>Motion: I move to appoint Emily Valencia to serve on the Planning and Zoning Commission.                  Moved: Cheryl Miller, Carol Baughman                  Motion Carried (5-0)</p>

<p>COUNCIL ACTION/DISCUSSION ITEMS: ADMINISTRATION DEPARTMENT ACTION ITEM: SPECIAL ASSESSMENT 114 E. 5<sup>TH</sup> STREET (G.4b)</p>	<p>Discussion: Special Assessment 114 E 5<sup>th</sup> St.  Motion: I move to not do anything. Moved: Caitlin Curtis, Carol Baughman Motion Carried (5-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: ADMINISTRATION DEPARTMENT ACTION ITEM: ADMINISTRATION RE- ORGANIZATION (G.4c)</p>	<p>Discussion: Roles of Administrative Director, Assistant City Clerk, Billing Clerk; Send out updated organizational chart.  Motion: I move to hire an Assistant City Clerk Moved: Cheryl Miller, Caitlin Curtis Motion Carried (5-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: PARK AND RECREATION ACTION ITEM: (G.5)</p>	<p>Discussion: Volunteers needed to help at Kids’ Fishing Derby on Sept 12 and on the Sept 19<sup>th</sup> Workday. Soccer is going well. Corn Hole has 10 or 11 teams. Park &amp; Rec is an important part of the city’s comprehensive plan.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: SWIMMING POOL ACTION ITEM: SKIMMER LEAK(S) (G.6)</p>	<p>Discussion: Skimmer leak(s) Request to hire contractor to install valves, replace the phalange, and winterize the pool. Midwest Pools has repaired skimmer and winterized the last 2 years.  Motion: I move to give Jim Koger the authority to hire the repairs done and winterize the pool for up to \$2000. Moved: Carol Baughman and Cheryl Miller Motion Carried (5-0)</p>
<p>UNFINISHED BUSINESS: WATER DISTRIBUTION PROJECT/SEWER UPDATE (H.1)</p>	<p>Discussion: Manhole behind Coop needs rehab, <del>clay pipe needs replacing</del>; Lagoon lines may need to be cleaned and greasy manhole near Brookside needs cleaning. Grant monies? Get more information and decide action in October; Procurement Policy will be studied and discussed at next council meeting. Bond Council engagement letter is ready to be signed; Easement work with engineer needs to be done this month. Introductory letters have been sent out; Consensus is to submit the expense(s) to KDHE SRF for reimbursement when we receive it.</p>
<p>UNFINISHED BUSINESS: GROCERY STORE DISCUSSION (H.2)</p>	<p>Discussion: Surveys mailed out. Many have been returned. Surveys will be tabulated by the committee.</p>

<p>UNFINISHED BUSINESS: REPAIR/REPLACEMENT OF MESSAGE SIGN (H.3)</p>	<p>Discussion: place Olive LED 36"x39" message board above window on east; Need to insulate front of City Hall.</p> <p>Motion: I move to purchase the message board. Moved: Cheryl Miller, Carol Baughman Motion Carried (5-0) Get installation cost before ordering.</p>
<p>UNFINISHED BUSINESS: FURTHER DISCUSSION DOWNTOWN WELCOME SIGNS (H.4)</p>	<p>Discussion: design, sharing cost, flag holders, clean-up poles. Work through the winter to get designs. Caitlin will work with the company to get 7 signs on the same genre. Get kits this month for at least 8 poles.</p>
<p>UNFINISHED BUSINESS: CDBG-CV GRANT (H.5)</p>	<p>Discussion: application packets distributed, may receive applications from Aug 31 to Oct 2. Have received 4 applications. County dollars are also available. Will post on our Web Site and on Facebook.</p>
<p>OTHER UNFINISHED BUSINESS: (H.6)</p>	<p>None</p>
<p>NEW BUSINESS: (I.1)</p>	<p>None</p>
<p>NEW BUSINESS: OTHER NEW BUSINESS (I.2)</p>	<p>None</p>
<p>COUNCIL MEMBER COMMENTS: (J)</p>	<p>Caitlin Curtis – Crosswalks (Ask Police Chief to identify where crosswalks and signs should go along the Maple street corridor)</p>
<p>MAYOR’S COMMENTS: (K)</p>	<p>Need a plan to improve sidewalks along Maple Street from City Hall to the pool on both sides. Personnel &amp; Project Coordinator will look for sidewalk grants. Adopt a sidewalk fundraiser?</p>
<p>ADJOURNMENT: (L)</p>	<p>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)</p>
<p>Respectfully submitted, LaVerna Gray Project &amp; Planning Coordinator Approved Oct 21, 2020</p>	