

**DRAFT
COUNCIL MEETING
CITY OF OVERBROOK, OVERBROOK LIBRARY
317 MAPLE STREET
AUGUST 2021**

<p>CALL TO ORDER, ROLL CALL: (A)</p>	<p>Mayor Jon Brady called the August 11, 2021 Council Meeting to order at 6:00 pm in Community Room, Overbrook Library, 317 Maple, Overbrook. Mayor Jon Brady - present Council Members: Carol Baughman - present Cheryl Miller – present John Fairchild – not present Caitlin Curtis – present Angela Mordecai - present Others present: Jim Koger - present Terry Hollingsworth – present Aaron Traphagen – not present Hanna Smith – present Cathy Sowers – present</p>
<p>APPROVAL OF AGENDA: (B)</p>	<p>Discussion: Changes of agenda as written, Jim Koger noted a change to the agenda: Special Reports: Expand park hours for special event (D.5); Maria Cuevas CDBG-CV Grant closeout (D.1). Motion: Approve the agenda Moved: Carol Baughman, Caitlin Curtis Motion Carried: (4-0)</p>
<p>CONSENT AGENDA: (C)</p>	<p>C.1 Minutes 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</p>

	<p>C.11 Code Compliance Report C.12 Maintenance Department Report C.13 City Clerk Report C.14 OPR Director Report</p> <p>Motion: Approve to consent agenda Moved: Carol Baughman, Caitlin Curtis Motion Carried: (4-0)</p>
<p>SPECIAL REPORTS: MARIA CUEVAS CDBG-CV GRANT CLOSEOUT (D.1)</p>	<p>Discussion: Opened public hearing at 7:00 PM; Mayor Brady asked for public commends, received none.</p> <p>Motion: Motion to close the hearing Moved: Caitlin Curtis, Carol Baughman Motion Carried: (4-0)</p>
<p>SPECIAL REPORTS: HEATHER KUDER COUNTY ECONOMIC DEVELOPMENT (D.2)</p>	<p>Discussion: Heather Kuder, Osage County Commissioner 2, is looking to connect with city council in the area to discuss Osage County Economic Development. She expressed an interested to join some council meetings to provide updates on the work and to hear about our updates. Osage County Council meetings can be watched on U-tube; meetings are held on Monday mornings. The agenda will be posted the Fridays before each meeting. Currently, there is an open position for the Director of Economic Development. Osage County is seeking individuals from the county to work with economic, recreational, commercial, and the advisory board; they would like representative from every city if possible. Tax Sale is scheduled for Aug. 24th at 1:30pm; website has link to the document. Mr. Patterson was hired as the Compliance Officer to look at properties that have complaints. New zoning board members that served on zoning boards previously, New project from law enforcement to create a law enforcement center to house, renting out holding cells to create revenue, changes in several departments hiring new positions.</p>
<p>SPECIAL REPORTS: PERSONNEL POLICY UPDATES (D.3)</p>	<p>Discussion: LaVerna Gray presented a copy of the revised employee handbook, asked council to review and discuss possible changes. Council members needs to look through the proposed employee handbook; meet for work session and be prepared to vote on policy next council</p>

	<p>meeting. Contact LaVerna Gray by email with questions lgray@overbrookks.com; a phone conversation might also be possible. 319-217-2562.</p>
<p>SPECIAL REPORTS: JIM LONG BUDGET (D.4)</p>	<p>Discussion: Hearing at City Hall on August 18th, 2021 regarding Revenue Neutral Rate to operate within the funds. Jim Koger will provide copy to Council Members.</p>
<p>SPECIAL REPORTS: MARY ANDERSON CODE COMPLIANCE CONCERNS (D.5)</p>	<p>Discussion: Mary Anderson inquired about what actions have been taken since the last council meeting: license plates on parked cars, people straightening up their yards, two cases on court docket tomorrow to appear in person. It was noted most people follow through with recommendations; people can be fined if they don't follow ordinances. Police is keeping records about reports. Mary Anderson noted she and other citizens will attend council meetings until the town is cleaned up. It was expressed there must be a balance between being strict and being supportive of citizens struggling with following through with ordinances.</p>
<p>SPECIAL REPORTS: OPR FACILITY WAIVER REQUEST FOR BENEFIT SOFTBALL TOURNAMENT; EXPANDED PARK HOURS, SPECIAL EVENT (D.6)</p>	<p>Discussion: Michael and Faith Schreiner inquired about having a Softball tournament to cover medical expenses for their baby. They asked to waive the ordinance to allow alcohol from Friday to Saturday, extend hours to have park open, use north and south ballfield and lights. OPR provided form to be completed. A marathon is scheduled for Friday and Saturday, Aug. 27 and 28; work with police department regarding ordinances and emergency. OPR will be supporting with facility usage.</p> <p>Motion: Extend park hours and allow alcohol at clear defined areas with approval by state, Moved: Caitlin Curtis, Carol Baughman Motion Carried: (4-0)</p>
<p>PUBLIC COMMENTS: (E)</p>	<p>Dustin and Jenny Elder had questions about parking at their home. Neighbors called 911 three times to complain about the couple parking incorrectly at their home. On each occasion, police officers came out and noted the couple parked correctly. Recently, the neighbors had visitors park in the couple's grass; they asked for the cars to be moved and the issue caused a</p>

	<p>confrontation. The couple asked for clarification of the parking issue and were told by the Chief of Police that they did nothing wrong.</p>
<p>UTILITY BILLING ACCOUNT HEARINGS: (F)</p>	<p>Discussion: Jim presented report on billing account hearings for citizens to work out a payment plan, three hearing requests were submitted this time, two had a plan, one did not and was not able to be reached,</p> <p>Motion: To discontinue 12 months payment plans by Jan 1, 2022. Approve payment plans for the two accounts and work with 3rd one to get a payment plan. Restart shut-off policy as stated in previous protocol. Moved: Cheryl Miller, Angela Mordecai Motion Carried: (4-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT: (G.1)</p>	<p>Discussion: Cathy Sowers presented cash receipts journal, bank reconciliation, pool:money was transferred from general account to cover \$10,000. We'll need to keep an eye on the OPR budget through the end of the year to make sure they don't exceed their available cash or budget authority, Motion: Approve the treasurer report Moved: Caitlin Curtis, Angela Mordecai Motion Carried: (4-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: POLICE DEPARTMENT ACTION ITEMS (G.2)</p>	<p>Discussion: Chief Hollingsworth would like to recommend Don Schultz for the Mayor's Proclamation Appreciation Day. Don Schultz was the previous mayor for two terms. This recommendation would express the city's appreciation for the work he had provided.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: MAINTENANCE DEPARTMENT ACTION ITEMS: (G.3)</p>	<p>Discussion: Aaron did not have any action items. Maintenance painted some street crossings, K-Dot will paint school crossing. City will pour concrete sidewalk on HWY 56 where the previous Casey's store was.</p> <p>Motion: Pour sidewalk on HWY 56 previous Casey's easement using highway funds. Moved: Caitlin Curtis, Cheryl Miller Motion Carried: (4-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: ADMINISTRATIVE DEPARTMENT ACTION ITEMS: LAND BANK (G.4)</p>	<p>Discussion: Special meeting as landbank board, to discuss buying, Jim will schedule meeting, please be prepared to discuss possible changes.</p>

	Jon talked about the accident in front of City Hall today; to avoid future accidents, do we need to consider removing the step.
COUNCIL ACTION/DISCUSSION ITEMS: WORK SESSION (G.4.b)	Discussion: a work session is scheduled for 8/23/2021 at 6pm at City Hall to discuss committees, water distribution project, home rules.
COUNCIL ACTION/DISCUSSION ITEMS: POOL ACTION ITEMS (G.5)	Discussion: Pool closes on 8/15/2021. Will need to summarize work to be done before the next pool session.
UNFINISHED BUSINESS: WATER DISTRIBUTION PROJECT/SEWER UPDATE (H.1)	Discussion: Contract books were delivered to Michael Coffman for 3 rd signature, need to schedule a meeting and need to get the project moving.
OTHER UNFINISHED BUSINESS: DEVELOPING SUBCOMMITTEES (H.2)	Discussion: A draft was presented of committee information, request to mail out with the upcoming newsletter. Schedule a town hall meeting to address citizens concerns, hopes, values and create a pamphlet or flyers to pass out to citizens. City employees are encouraged to participate in committees as part of their work expectation; Jim Koger will schedule a meeting to discuss this issue.
OTHER UNFINISHED BUSINESS: GROCERY STORE SURVEY DISCUSSION (H.3)	Discussion: The issue was discussed briefly, no action taken.
OTHER UNFINISHED BUSINESS: ALLEY/EASEMENT DISCUSSION FOLLOW-UP FROM JANUARY MEETING (REQUEST TO CONTINUE) (H.4)	Discussion: Will be continued.
OTHER UNFINISHED BUSINESS: (H.5)	Discussion: Review STO and UPOC for next month council meeting, continue trash discussion, city is losing money due to cost for city dumpsters; add to monthly bills.
NEW BUSINESS: OTHER NEW BUSINESS (I.1)	Discussion: No new business
COUNCIL MEMBER COMMENTS: (J)	Carol Baughman – Nothing new Cheryl Miller – Interested about family sharing their harassment, committees could work on mediating between neighbors.

August 2021 City Council Notes

	<p>Caitlin Curtis – Glad for Angela Mordecai to volunteer on city council, wants to apologize for her recent lack of involvement with council issues.</p> <p>John Fairchild – Not present</p> <p>Jim Koger – Arrange to get flowers for John Fairchild’s wife’s funeral. He called John and talked with him and Chief Hollingsworth.</p> <p>Angela Mordecai– Thank you for allowing me to be part of council, will learn people’s names,</p>
<p>MAYOR’S COMMENTS: (K)</p>	<p>Thank you for coming, I apologize for the unorthodox meeting. We have challenges ahead of us, including changes to city business. Even though things appear not to change, however, some things have changed. Overbrook is functioning pretty well, it is a good place to raise children. I am glad to be part of Overbrook.</p>
<p>ADJOURNMENT: (L)</p>	<p>Discussion: Council meeting adjourned at 9:30 pm</p> <p>Motion: To adjourn the council meeting. Moved: Angela Mordecai, Cheryl Miller Motion Carried: (4-0)</p>
<p>Respectfully submitted, Hanna Smith Overbrook City Assistant Clerk Approved: September 8th, 2021</p>	