

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

<p>CALL TO ORDER, ROLL CALL (A)</p>	<p>Mayor Jon Brady called the February 10, 2021 Council Meeting to order at 7:00 pm in Overbrook Library Community Room, 317 Maple, Overbrook, Kansas. Mayor Jon Brady – present Council Members: Carol Baughman - present Cheryl Miller - present John Fairchild – absent Caitlin Curtis – present Phoenix Anshutz - present Others present: Jim Koger - present Hanna Smith – present Aaron Traphagen – present</p> <p>Following Roll Call Mayor Brady swore in Police Officer Nick Pate</p>
<p>APPROVAL OF AGENDA: (B)</p>	<p>Discussion: Agenda reviewed.</p> <p>Motion: Agenda approved, no changes Moved: Carol Baughman, Cheryl Miller Motion Carried: (4-0)</p>
<p>CONSENT AGENDA: (C)</p>	<p>C.1. Minutes – 12/09/20 Council Mtg. 1/13/21 Council Mtg. 1/29/21 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</p>

<p>SPECIAL REPORTS: (D.1.) Jaimie Needham Overbrook Farmer’s Market to discuss 2021 Plans</p>	<p>Discussion: Jaimie Needham discussed the location of the Farmer’s Market and the need for more space or need to limit number of vendors. Currently there are 40 applicants to participate in this year’s Farmer’s Market, an increase of 24 applicants from last year. Potential for more participants and visitors from outside areas. Discussed possible locations for the Farmer’s Market, connect with local businesses regarding concerns or their participation to increase their business.</p> <p>Jamie Needham will draft up a proposal for her ideas for the Farmer’s Market and will inquire about bathroom availability.</p> <p>City will reach out to local businesses to inquire about their thoughts regarding the location of the Farmer’s Market by next Council Meeting.</p>
<p>SPECIAL REPORTS: (D.2.) Council Member Caitlyn Curtis to discuss Land Banks</p>	<p>Discussion: Council Member Caitlyn Curtis proposed for the city to consider Land Banks similar to Scranton. Benefits would be for Overbrook to have properties donated and Council would assume the role of Board. City Attorney will need to review legal documents until the next Council meeting. Caitlyn Curtis will consult with the City of Lyons to inquire about expenses to set up Land Bank.</p> <p>Jim Koger will contact City Attorney regarding a draft for Land Bank Ordinance.</p>
<p>PUBLIC COMMENTS: (E.)</p>	<p>None</p>
<p>UTILITY BILLING ACCOUNT HEARINGS (F.)</p>	<p>Discussion: City send out Shut-off notices to 13 customers with the Jan. 20th bills. City received \$1200.00 from an anonymous donor to support city residents unable to pay their water bills.</p> <p>Will announce the donation in the upcoming newsletter.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT: JIM KOGER (G.1.)</p>	<p>Discussion: Disbursement of KDHE SRF funds January water and sewer increased, we have an interest payment due Special highway was 11 % every year. Establishment of a budget for equipment, maintenance.</p>

	<p>Review sewer and water expenses to notice if the split in cost is still appropriate and possibly adjust the expenses as needed.</p> <p>Motion: Approved Treasurer Report Moved: Cheryl Miller, Carol Baughman Motion Carried: (4-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: POLICE DEPARTMENT: ACTION ITEM (G.2.)</p>	<p>Discussion: No report from Chief Hollingsworth</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: MAINTENANCE DEPARTMENT ACTION ITEM (G.3.)</p>	<p>Discussion: Aaron Traphagen discussed services at the Cemetery and crosswalks. Due to the recent weather the maintenance department has been experiencing with appropriate solutions to keep city streets clear. He also inquired about purchasing welding equipment for smaller projects to avoid relying on outside work. Aaron will establish a budget for the maintenance department to have overview about spending and cost. Aaron further proposed to purchase a dump truck with plow and spreader during the upcoming Spring 2021 KDOT sale, authorization to spend up to \$8800.00 yearly lease payment.</p> <p>Motion: Passed to spend up to that amount Moved: Carol Baughman, Cheryl Miller Motion Carried: (4-0)</p> <p>Motion: Passed to spend up to \$1400.00 on welding equipment. Moved: Carol Baughman, Cheryl Miller Motion Carried: (4-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: (G.4.a) Judge Rush Replacement</p>	<p>Discussion: Judge Rush accepted a position in Topeka. Judge Sue Folsom DeVoe will help out with Municipal Court Session on 2/11/21. Council suggests advertise for the position.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: (G.4.b) Executive Session Personnel Matters of non-elected personnel</p>	<p>Discussion: LaVerna Gray is working on personnel reviews, job descriptions and raises to establish more consistent procedures. Suggestion for a separate session to discuss these issues; no exec. Session called.</p> <p>Motion: Increase pay raises by 1.5% to adjust for cost of living expenses.</p>

	Moved: Carol Baughman, Cheryl Miller Motion Carried: (4-0)
COUNCIL ACTION/DISCUSSION ITEMS: (G.4.c) Council Meeting Time and Place	Discussion: Change the time for Council to start the meeting time from 7:00PM to 6:00PM. Motion: Change of location for Council meetings from city office to Library. Change ordinance 298 to reflect this change. Moved: Cheryl Miller, Caitlyn Curtis Motion Carried: (4-0)
COUNCIL ACTION/DISCUSSION ITEMS: (G.4.d)	Discussion: Bids should be available City that goes organic, fertilizers run off to city pond; no further action. Community wide clean up
COUNCIL ACTION/DISCUSSION ITEMS: (G.5) OPR Action Items	Discussion: Clean up the gym, getting items removed from the stage area, improve entrance on SW corner.
COUNCIL ACTION/DISCUSSION ITEMS: (G.6) Pool Action Items	None
UNFINISHED BUSINESS: WATER DISTRIBUTION PROJECT/SEWER UPDATE (H.1.)	Discussion: Finishing up easement and imminent domain issues. Working on getting easement agreements signed. Discussions with property owners. Advertisements for bids are out and expected back by 03/02/21. Council members are encouraged to review the bids.
OTHER UNFINISHED BUSINESS: GROCERY STORE SURVEY DISCUSSION (H.2.)	Discussion: None
OTHER UNFINISHED BUSINESS: CDBG-CV GRANT (H.3.)	Discussion: None
OTHER UNFINISHED BUSINESS: PERSONNEL POLICY UPDATES (H.4.)	Discussion: LaVerna Gray is working on the Personnel Policies, paid time off, overtime, job descriptions, drug testing information, social media policy, and pay rate.
OTHER UNFINISHED BUSINESS: OHA BOARD MEMBER (H.5.)	Discussion: City News Letter for February advertised the open position for OHA Board Member and one person expressed interest; however, did not chose to apply at this time.
OTHER UNFINISHED BUSINESS: PLAN FOR UPSTAIRS (H.6.) Alley/Easement discussion Follow-up from January Meeting	Discussion: Mayor Brady let the discussion. Jim Koger met with Dale Fox to discuss the upstairs space. Possibly use the area for an art studio. Dale is willing to leave some items (chairs, artwork) and other Mason Hall related

	items to display to Masonic Lodge history of the building. Considering applying for a grant for restoration and cleaning of the space. Possibly opening the space for artist residency
OTHER UNFINISHED BUSINESS: ALLEYWAY SPEED LIMITS (H.6.b)	Discussion: We still are researching the topic, more work is needed; will discuss further in March.
OTHER UNFINISHED BUSINESS: (H.7)	Discussion: None
NEW BUSINESS: CHANGE TIME AND LOCATION FOR CITY COUNCIL MEETING (I.1.)	Discussion: Addressed in 6.4.C.
NEW BUSINESS: OTHER NEW BUSINESS (I.2.)	Discussion: None
COUNCIL MEMBER COMMENTS: (J)	Carol Baughman shared the library will hold the annual book sale during the last week of July. They will allow people to bring books before the sale. Cheryl Miller talked about ideas to improve the city, city wide cleaning. Caitlyn Curtis thanked Jim for talking to Dale Fox about the art project upstairs of City Hall and noted about possible grants for improving the space.
MAYOR'S COMMENTS: (K)	None
ADJOURNMENT: (L)	Major Jon Brady called for a motion to adjourn. Motion: I move to adjourn at Moved: Carol Baughman, Cheryl Miller Motion carried: (4-0)

Respectfully submitted, Hanna Smith Overbrook Assistant City Clerk APPROVED 3/10/21	