

**City of Overbrook  
Overbrook City Hall  
December 11, 2024 6:00pm**

<p>A. Call to order, Roll Call</p>	<p>Mayor Jon Brady called the meeting to order at 6:05pm.</p> <p><b>Mayor Jon Brady</b> - present <b>Council Members:</b> Carol Baughman – present Cheryl Miller – present Kyle Maichel – present Hanna Smith –present Matt Craig – absent</p> <p>We have a quorum.</p> <p><b>Others present:</b> Jim Koger City Clerk, Becky Coltrane Assistant City Clerk, Eric Carlson Police Chief, Danny Gamblin Maintenance</p>
<p>B. Not Used this month</p>	
<p>C. Approval Agenda</p>	<p>I move to approve the agenda. Carol, Hanna Passed (5-0)</p>
<p>D. Approval Consent Agenda</p>	<p>I move to approve the consent agenda. Carol, Hanna Passed (5-0)</p>
<p>E. Special Reports</p>	<p>E.1 Waste Water Project Update – We are approved for the 60% loan forgiveness from the state. In conjunction with that, KDHE has submitted a consent order that the Mayor needs to sign. The consent order is saying there are specific dates that we <b>have to</b> follow in completing the project.</p> <p>I move for Jon to sign the consent order. Carol, Hanna Passed (5-0)</p>
<p>F. Public Comment</p>	<p>None</p>

<p>G. 1a Treasurers Report</p>	<p>We have a path forward from our CPA. Bryan Nyp will be working with us on verifying items quarterly. Jim reviewed the different reports, in his treasurers report. Year to date, reconciliation balances, year to date fund numbers. There are some funds with negative balances and Mike Britt (our Jayhawk support) recommended we keep them negative until the end of the year.</p> <p>I move to approve the treasurers report          Kyle, Matt          Passed (5-0)</p> <p>I move we give the staff authorization to correct fund balances as long as we don't go over budget authority.          Hanna, Cheryl          Passed (5-0)</p>
<p>G.2 Public Safety</p>	<p>None</p>
<p>G.3 Maintenance Dept Action Items</p>	<p>Update on Meggion's water line. Detailed information in the Maintenance Report (in the consent Agenda). They did super chlorination of their service line. Chris Kline from KRWA helped. They discovered it was build up in their service line of manganese and they got it cleaned out.</p> <p>A bid was presented to dig up an offset line (Sewer Line) over by 503 Locust We are still waiting for more bids and what the plan be when we get to doing the project. It is suggested to gather more information about what is needed on this project.</p>
<p>G.4 Administrative Action Items</p>	<p>G.4a Executive Session- I move we go into executive session for 10 minutes. For non-elective personnel. With Council, City Clerk and assistant City Clerk. Returning at 7:10.          Carol, Matt          Passed (5-0)</p> <p>Returned from executive session at 7:10. No actions, no decisions were made.</p> <p>I move to hire the candidate for the maintenance worker.          Hanna, Carol          Passed (5-0)</p> <p>move we go into executive session for 10 minutes. For non-elective personnel. With Council, City Clerk and Assistant City Clerk. Returning at 7:23.</p>

	<p>Hanna, Cheryl Passed(5-0) Returned from executive session at 7:23. No actions no decisions were made.</p> <p>I move to give bonuses at Full Time (40hrs/week) - \$400 Full Time (32hrs/week)- \$350 Part-time &gt;1 year \$100, Part-time &lt;1 year - \$50. Part-Time class 2- \$100.</p> <p>Kyle, Cheryl Pass (5-0)</p> <p>I move to provide 2.5% COLA raise. Hanna, Matt</p> <p>Discussion: Jim wanted to know if the council should wait until Bryan the Account could review the budget to implement “if budget allows” recommended in the Handbook.</p> <p>Passed (5-0) Cheryl, Carol</p> <p>G.4b Osage Co MIH Grant Update.</p> <p>G.4c Update to Utility Bill Policy rate discussion – recommended update for water rate up to 5%. Because of the rate increases of rural water that is charged to the city. This will help cover the cost of Rural Water. Kyle would like this to be an annual discussion.</p> <p>I move to increase the water rate to 5% for 2025, January 1. Chery, Hanna Passed (5-0)</p> <p>Jim re-introduced discussion for outside watering and sewer discount. He shared the data that was collected. But just wanted to bring it up for discussion. Other things he brought up. Do we want to offer level payment for utility bills? Do we want to include collection fees for setoff or credit bureau collection processed? We could add collection fee to the amount we submit to Collections. Would ask Jim to find out what the % or fee is before it is brought up for a vote.</p>
G.5 Pool Action	None
G.6 OPR Action	Old Gym Use Guidance. There is getting to be more use to the gym. And more people would like to have access to it. Like walking, teams practicing and pickleball. With this increase

	<p>scheduling has become an issue. Jon and Matt have been working on access to the building. And we will need to get the new OPR director on top of scheduling for gym use. The new OPR director will need some direction in scheduling and set up and break down for use.</p> <p>Matt received some information back from his contact who is looking at helping us get a new coded door.</p> <p>We are also needing members of Parks and Rec Board. In town positions.</p> <p>We need to get request for proposal and negotiation procurement out for heating and air and the sidewalks. Jim suggests infrastructure committee work on the sidewalk portion of it.</p>
<p>H. Unfinished Business</p>	<p>H.1 Growth Committee Proposal for Vacant Areas- presented their ideas on October 2<sup>nd</sup>. It was assigned as homework for the council from the work session. The information was in dropbox. Questions on Adjacent properties to someone’s house. Focus on the business district with Empty buildings in town, especially in he business district. A discussion on property owning and incentives for encouraging businesses to come into the downtown area. There are a few of the houses in our community that have blight, would be the next discussion for the Growth Committee.</p> <p>H.2 Update Creel and Length limits for Catfish at Overbrook City Lake</p> <p>I move to approve the change in the Creel Limits. Matt, Cheryl Passed (5-0)</p> <p>H.3 Personnel Policy Updates</p> <p>I move to approve the personnel handbook updates as presented. Hanna, Chery Passed (5-0)</p> <p>H.4 Other Unfinished Business- did we talk to the engineers about the drainage on the west side of town. The engineers would like some more information about the fire station.</p> <p>ATV ordinance – comments and suggestions need to be made and sent to Police Chief.</p>

I. New Business	Nothing. Work session date reserved Dec. 27 <sup>th</sup> .  Expectations for the new Parks and Rec Director. Expectations for all heads of departments and the Library.
J. Council Members Comments	Carol – nothing Cheryl – has concerns about Elderly people being scammed. Talk to Eric about having another program for this. Hanna – senior training for scamming Matt – nothing Kyle- We need to finish getting the 80% done. Especially the old gym. The city blight needs cleaned up. Jim – Need to look into if council members could donate their pay instead of receiving paychecks if they choose. Becky – Needs Kyle’s Paperwork for Payroll.
K. Mayor Comments	There has been some discussion about paying our committee staff, some nominal amount. Especially our Zoning administrator. Jon will bring more of a plan to next months meeting.
L. Adjournment	I move to adjourn. Cheryl, Hanna Passed (5-0)
Respectfully Submitted Becky Coltrane Assistant City Clerk APPROVED Jan 8th, 2025	