

**City of Overbrook**  
**Overbrook City Hall**  
**December 10<sup>th</sup>, 2025**  
**6:26pm**

A. Call to order, Roll Call	<p>Mayor Jon Brady called the meeting to order at 6:26pm.</p> <p><b>Mayor Jon Brady – Present</b>  <b>Council Members:</b>  Carol Baughman – Absent  Cheryl Miller – Present  Kyle Maichel – Present  Hanna Smith – Present  Matt Craig – Present</p> <p>We have a quorum.</p> <p><b>Others present:</b>  Becky Coltrane City Clerk, Bailey Lang Assistant City Clerk, Eric Carlson Police Chief, Danny Gamblin left at 7:49, Madison Warbritton OPR Director in late at 6:09, Russell Mitchell, Ora Mitchell.</p>
B. Commendation	Justin Wagstaff-Meritous conduct: Received an award for the dedication and support to 4 officers, who had been injured by an individual with a firearm. while being the first to arrive on site Carbondale.
C. Approval Agenda	<p>I move to approve the agenda.</p> <p>(Matt, Hanna)  Passed (4-0)</p>
D. Approval Consent Agenda	<p>I move to approve the consent Agenda as presented.</p> <p>(Hanna, Kyle)  Passed (4-0)</p>
E. Special Reports:	E1. None
F. Public Comment	F.1 None
G.1. Maintenance Action Items	G.1 None
G. 2. OPR Action Items: none	G2. None
G.3 Pool Action Items	G3. Midwest pool is not done- the flanges need to be replaced at the pool, for the tanks. Ring for the flange- Jon

	would like to replace ring and not tear into the tank. Sand traps put back together.
G.4. Public Safety action items	<p>G.4a.Trailer Park An inspector has been hired to complete a general safety assessment of the trailers currently located on city property, with a focus on fire hazards, electrical safety, and overall structural condition. As part of this review, we also need to confirm proper ownership documentation for each unit, including sales and registration with the County Treasurer. Currently, it is believed that 11 of the 15 trailers are occupied.</p> <p>It has been identified that several trailers are positioned on a city easement, which presents potential liability to the City should an incident occur. We are seeking clarification on the legality of these placements and need to ensure accurate lot numbers and assignments moving forward.</p> <p>A list of possible solutions will be developed once the inspection is complete. Options may include relocation plans, bringing units up to code, or coordinating alternative housing solutions. Cheryl would like to ensure that homeowners remain informed throughout this process so they can be prepared for any next steps. Kyle said all communication and actions will be handled with kindness, transparency, and a focus on supporting residents as decisions are made.</p>
G.5 Financial Report	<p>G5. Financial Report Debt reimbursement for sewer project received. Transfer funds for December transfers. Brian to come in January to find discrepancies and to close out the year. I make a motion to approve the treasurers' report. (Hanna, Cheryl) (4-0)</p> <p>Water: Paying rural water no. 5 as an insurance policy in case something happens to the cities wells. Emergency supply to always have water. We could talk to Douglas Rural Water No. 3 and ask about their rates for water supply- on an emergency basis only.</p> <p>Increase water prices to cover the increase from Rural Water district no. 5. A flat monthly fee of \$1 per account, a usage-based fee \$1.50 per 1,000.00 gallons used.</p> <p>Let's talk to Douglas No.3 and see what options are.</p> <p>I make a motion to approve the rate increase for water increase for 2026- billing as proposed here, and revisit in 6 months,</p>

	(Kyle, Cheryl) (4-0)
G.6 Administrative Action Items	G6a: COLA increase 2.8% take effect in January for city employees. I make a motion to approve 2.8% increase for 2026 (Hanna, Cheryl) (4-0)
	G6b. Executive Session:  I make a motion to go into an executive session for 15 minutes to discuss contract negotiations and non-elected personnel starting at 7:50. Motion by Cheryl and 2 <sup>nd</sup> by Hanna. Coming out of executive session at 8:05. K.S.A 75-4319(b)(1)  No actions and no decisions were taken.
	G6c. Paying Mercury bill online: I make a motion to approve paying mercury bill online. (Matt, Cheryl) (4-0)
	G6d. Holiday Bonuses: I make a motion to continue holiday bonuses. (Cheryl, Hanna) (4-0)
	G6e.
H. Unfinished Business	H.1 2025 Year in review: all projects completed in 2025 in Overbrook.  H. 2 Review Scope of work for comp plan: Bill Flanders rough draft- give feedback to Becky by Christmas to finalize plan.  H. 3 fireboard did not accept cities contract to buy old fire station- putting building up for sale open to the public- possibly up for auction. No official motion was made by fire department.
I. New Business	I1. Trailer Park:  I2. Personnel Handbook Changes: Overtime compensation changes, clothing allowance updates, training approved by council. Training raises for certifications  I move to approve all the changes to personnel policy (Matt, Kyle) (4-0)

	<p>13. Thank you from OAC: thank you note from kids at OAC for Halloween Parade.</p> <p>14. Burn Ban Resolution: It is suggested to adopt counties burn ban. We will put information on the burn ban in the newsletter during the summer months.</p> <p>I make a motion to follow counties' recommendations on burn bans. (Kyle, Matt) (4-0)</p> <p>15. After Prom Donation Request: Swag bag, pool pass, and library card I make a motion to donate to the after prom. (Kyle, Cheryl) (4-0)</p> <p>16a. No work session at the end of December- possibility of work session in the evening once new council members join due to schedules for work.</p>
J. Council Members Comments	<p>Carol- Absent</p> <p>Cheryl – Grateful for small town, and what not grateful for county and their late mailing on taxes, and their inability to contact people back.</p> <p>Hanna- Last person she hired- got her clinical license told her she succeeded due to Hanna and her help.</p> <p>Matt – march- Nov. flushing schedule for hydrants to be put in newsletter- mention in January so public is aware.</p> <p>Kyle – Impressed with the TEAM and how we hold each other accountable, good teamwork.</p> <p>Jon- appreciate that we have taken on some super large stuff in the last few years, and continuing to tackle them, even when it feels like we haven't done as much as we would like to have completed, sewer project, better computers, good accounting system, staff taking on new and different roles and working well together. Ben is doing a great job with email switch for more consistent platform. A lot of good things in 2026 are coming up. New people come in 2026 and having some challenges that we will meet with good solutions.</p> <p>Becky- awesome team- always happy to help. Works well together and takes care of each other.</p>

	<p>Bailey- Grateful for super awesome co-workers and bosses</p> <p>Chief- Thankful for support from community, even when what we're doing is not always popular.</p> <p>Madison- Thankful for community and their support, and volunteers.</p>
K. Mayor Comments	SUNFLOWER BAKERY OPENING ON DECEMBER 19 <sup>TH</sup> , 2025
L. Adjournment	<p>I move to adjourn (Kyle, Cheryl) Passed (4-0) passed</p>
<p>Respectfully Submitted Bailey Lang Assistant City Clerk APPROVED January 14, 2026</p>	