

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

<p>CALL TO ORDER, ROLL CALL (A)</p>	<p>Carol Baughman called the May 12, 2021 Council Meeting to order at 6:03 pm in Community Room, Overbrook Library, 317 Maple, Overbrook. Mayor Brady joined the meeting at 7:40 pm Mayor Jon Brady - Council Members: Carol Baughman - present Cheryl Miller - present John Fairchild – not present Caitlin Curtis – present Phoenix Anshutz – present Others present: Jim Koger - present Hanna Smith – present Terry Hollingsworth – present Aaron Traphagen - present</p>
<p>APPROVAL OF AGENDA: (B)</p>	<p>Discussion: Agenda reviewed. Jim Koger requested to hold discussing D1, G3, H1 until the mayor can join. Motion: Accept agenda with those revisions Moved: Cheryl Miller, Phoenix Anshutz Motion Carried: (4-0)</p>
<p>CONSENT AGENDA: (C)</p>	<p>C.1 Minutes – 4/14/2021 City Council Meeting Minutes, 4/16/2021 Special Meeting, 4/23/2021 Work Session Note 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</p>

	<p>C.13 City Clerk Report C.14 OPR Director Report Cheryl Miller asked to discuss G4 first.</p> <p>Motion: To approve amended agenda. Moved:, Carol Baughman, Caitlin Curtis Motion Carried: (4-0)</p>
CELEBRATION OF POLICE WEEK	<p>LaVerna Gray donated a cake to celebrate Police Chief Hollingsworth and thank him for his dedication and work for the city and citizens.</p>
SPECIAL REPORTS: RE-APPOINTMENT OF NON-ELECTED PERSONNEL (D.1)	<p>Discussion: Collectively re-appoint all current city employees.</p> <p>Motion: Approve all re-appointments, subject of approval for one police officer by Chief Hollingsworth. Moved: Jon Brady, Carol Baughman Motion Carried: (4-0)</p>
PUBLIC COMMENTS: (E)	<p>None</p>
UTILITY BILLING ACCOUNT HEARINGS (F)	<p>Discussion: Ben listed 10 accounts that are overdue and established payment plans. Plan on continue to work on 12 months payment plans for those citizens. Update report to reflect amounts of last payments. Continue with current plan regarding payments for late payments. Monitor accounts, especially accounts with high balance due.</p>
COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT: JIM KOGER (G.1)	<p>Discussion: Jim discussed cash receive journal, bank reconciliations, published budget as of April 2021.</p> <p>Motion: Approve treasurer report Moved: Cheryl Miller, Carol Baughman Motion Carried: (4-0)</p>
COUNCIL ACTION/DISCUSSION ITEMS: POLICE DEPARTMENT ACTION ITEMS; (G.2)	<p>None</p>
COUNCIL ACTION/DISCUSSION ITEMS: MAINTENANCE DEPARTMENT ACTION ITEM: MAINENANCE FENCE LOT (G.3)	<p>Discussion: Aaron Traphagen offered information about the difficulty of purchasing used trucks at this time; cost is much higher currently even for vehicles with high milage. Purchase of new trucks is not much higher than used trucks; however, availability is not until later in the year.</p>

	<p>Will discuss more about this issue during next month council meeting.</p> <p>Aaron Traphagan shared about recent projects completed by the maintenance department. Inquired about fencing around the maintenance shop for security purposes. Possibly relocating the maintenance shop to a different location. He also inquired about city purchasing a drivable street sweeper from a city employee. Consensus to pass on this purchase.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: ADMINISTRATION DEPARTMENT ACTION ITEMS: LAND BANK DISCUSSION (G.4)</p>	<p>Discussion: Ordinance 425, reviewed by attorney, Council would be Land Bank Board of Trustees, responsibility of property, Additional questions regarding responsibilities, implementation, liability, need answers from attorney before council will vote on issue. Caitlin Curtis will contact attorney to review questions.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: POOL ACTION ITEMS (G.5)</p>	<p>Discussion: Pool needed work on the two sand filters. Staff has been hired and ready to start. Clean out pool by 5/13/2021, begin filling pool by 5/22/2021, open pool for free swim by 5/29)2021.</p>
<p>UNFINISHED BUSINESS: WATER DISTRIBUTION PROJECT/SEWER UPDATE (H.1)</p>	<p>Discussion: Phone conference with Sarah Hines, Loan Specialist with Rural Development. She discussed the additions to the original Letter of Intent for funding the project with additional loan and grant increases.</p> <p>Motion: Accept Letter of Intent to meet current requirements for project. Moved: Cheryl Miller, Caitlin Curtis Motion Carried: (4-0)</p> <p>Motion: Have Mayor Jon Brady sign all documents Moved: Caitlin Curtis, Cheryl Miller Motion Carried: (4-0)</p> <p>Motion: Water and Waste System Grant Agreement 1780.12 Moved: Carol Baughman, Cheryl Miller Motion Carried: (4-0)</p> <p>Motion: Approve Loan Resolution 1780.27</p>

	<p>Moved: Cheryl Miller, Carol Baughman Motion Carried: (4-0)</p> <p>Application for Federal Assistance needs to be signed by Mayor Jon Brady, scanned and forwarded to Sarah Hines, and original paperwork mailed to Sarah Hines.</p> <p>Discussion: Update on status of easements; a few landowners are still needing to sign. Some landowners requested additional water meters. Jim Koger and Jon Brady will schedule a meeting with one landowner who has not signed easement. Expected start date for project most likely July this year,</p>
<p>OTHER UNFINISHED BUSINESS: GROCERY STORE SURVEY DISCUSSION (H.2)</p>	<p>Discussion: Curtis Gragg asked for rental assistance or the repair/replacement of the coolers at the location. Council inquired about a business plan to get better understanding of the overall plan for the available space, benefits for city and citizens, finances, partnerships, overall responsibilities.</p> <p>Discussion: Space from previous grocery store is dedicated for combination of commercial and living space (apartments). Special-use zoning would be required; separate meeting to discuss multi-use buildings will need to be scheduled.</p>
<p>OTHER UNFINISHED BUSINESS: PERSONNEL POLICY UPDATES (H.3)</p>	<p>Discussion: Progress towards the drug and alcohol policies, will be discussed during the upcoming council meeting next month for approval.</p>
<p>OTHER UNFINISHED BUSINESS: ALLEY/EASEMENT DISCUSSION FOLLOW-UP FROM JANUARY MEETING (H.4)</p>	<p>Discussion: Police Chief Hollingsworth worked on list of alleys to create a plan regarding which alleys are maintained and which ones are not. Update list by June council meeting. During August Council Meeting will review alley notes and decide if alleys should remain platted. In September hold public hearing to allow for comments.</p>
<p>OTHER UNFINISHED BUSINESS: DEVELOPING SUBCOMMITTEES (H.5)</p>	<p>Discussion: Sheryl and Caitlin decided to work on specifics and share with Council during upcoming meeting.</p>
<p>OTHER UNFINISHED BUSINESS: (H.6)</p>	<p>Discussion: Caitlin Curtis inquired about crosswalk on Maple Street. There are three</p>

	seasonal workers starting that can work on this project. Additionally, sidewalks need to be swept. Work party scheduled for 5/22 to clean upstairs at City Hall.
NEW BUSINESS: FAIR BOARD FIREWORKS STAND APPLICATION (I.1)	<p>Discussion: City did not receive the application from local business. Consider competition from out-of-town business. Questions about impact of money coming back to the community and considerations regarding requirement for out-of-town businesses to give something back to community. Currently there is no policy established.</p> <p>Motion: Approve the application when it comes in. Moved: Carol Baughman, Caitlin Curtis Motion Carried: (4-0)</p>
OTHER NEW BUSINESS: (I.2)	None
COUNCIL MEMBER COMMENTS: (J)	<p>Carol Baughman - none Cheryl Miller - none Caitlin Curtis – RG Fiber, local business, expressed interested in providing services to citizens. Phoenix Anshutz - inquired about Municipal Court time and place, expressed interest in joining Hanna Smith - none Jim Koger - hope to have shorter meetings in the future</p>
MAYOR’S COMMENTS: (K)	None
ADJOURNMENT: (L)	<p>Discussion: Mayor Jon Brady called for a motion to adjourn at 9: 48 pm</p> <p>Motion: Adjourn council meeting at 9:48 pm Moved: Caitlin Curtis, Carol Baughman Motion Carried: (4-0)</p>
Respectfully submitted, Hanna Smith Overbrook Assistant City Clerk	

Approved June 9 th , 2021	
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