

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

<p>CALL TO ORDER, ROLL CALL: (A)</p>	<p>Mayor Jon Brady called the November 10th, 2021 Council Meeting to order at 6:00 pm in Community Room, Overbrook Library, 317 Maple, Overbrook.</p> <p>Mayor Jon Brady - present</p> <p>Council Members: Carol Baughman - present Cheryl Miller – present John Fairchild – present Caitlin Curtis – present Angela Mordecai - absent</p> <p>Others present: Jim Koger - present Eric Carlson – present Aaron Traphagen – present Cathy Sowers – present</p>
<p>APPROVAL OF AGENDA: (B)</p>	<p>Discussion: Add Christmas discussion to new business and Joan Kaff to part of Code Compliance discussion.</p> <p>Motion: To approve the agenda as amended. Moved: Cheryl Miller, 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</p>

	<p>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 C.15 unused Accrued Vacation Requests</p> <p>Motion: Planning Commission received a letter of resignation from Sheila Dale: council will need to address appointment for her position. No library report was available; the Library Board has not yet met this month. The treasurer report from last council meeting needs to be amended to reflect that OPR was NOT over their budget as noted in the cash receipts journal.</p> <p>Motion: To approve the amendment of the last treasure report. Moved: Carol Baughman, Cheryl Miller Motion Carried: (5-0)</p>
<p>SPECIAL REPORTS: BEN KRAMER, WATER DISTRIBUTION PROJECT (D.1)</p>	<p>Discussion Items: Pay request, Pipe cost, Schedule, Contractor communication with property owners, Tower Change Order</p> <p>Typo on pay request, item f goes to h. Ben will correct and resubmit to City.</p> <p>Motion: Cheryl Miller (Carol Baughman) Pay at corrected amount of \$135,884.56. There was no additional discussion. Motion carried 4-0.</p> <p>Question was how do we not wind up paying for more pipe than what is used? Ben Kramer indicated if pipe is left over, Carstensen’s will reimburse us.</p> <p>On proposed schedule, Carstensen’s has requested to work 7AM to 6PM, 6 days per week. Saturday work will need to be approved by Council. Following discussion, Motion by: Cheryl Miller (Carol Baughman) to give approval to work on Saturdays (with approval from RD) until the January 2022 Council Meeting. Additional discussion- Mayor Brady</p>

	<p>asked Aaron Traphagan if Saturday work in the period proposed was a concern. Aaron indicated that he was not concerned about Saturday work at this time. He wanted to help the Contractor all they could. Motion carried 4-0.</p> <p>Next, Ben Kramer indicated that while working to 6PM was in the contract, with the time change he preferred that they only work until dark.</p> <p>Following discussion: Motion by: Cheryl Miller (Carol Baughman) to have Carstensen's work 7AM to end of daylight until we review again at the January Council Meeting. Motion carried 4-0.</p>
<p>SPECIAL REPORTS: ED HARMISON (D.2)</p>	<p>Ed Harmison asked the Council to follow Robert's Rules of Order to limit length of Public Comment so that the Council can address the stuff they need to during Council Meetings. Ed thanked the SFT students for their help in cleaning up Overbrook on their work day. He's been trying to clean his yard. In his mind utilizing his past experience as police chief, a grocery cart is not a violation of our code ordinance.</p>

<p>SPECIAL REPORTS: MARY ANDERSON CODE COMPLIANCE CONCERN (D.3)</p>	<p>Mary Anderson revisited some of the code compliance complaints that she had asked the Council about at previous meetings. There was discussion and the Council thanked Mary for attending and sharing her concerns.</p> <p>Mary would like to see the Council change the Animal Control Ordinance back to a maximum total of 3 dogs or cats per household.</p> <p>Mary would also like to see fines imposed when code compliance issues are not cleaned up.</p>
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<p>SPECIAL REPORTS: JOAN KAFF CODE COMPLIANCE CONCERN (D.4)</p>	<p>Joan expressed concern over several properties that she had mentioned to the Council at previous meetings. Joan felt that while some of the concerns had been addressed, we still had work to do. One in particular, at 205 Cedar, had reached the point where neighbors were feeling threatened in their own yards.</p> <p>Joan asked if charges were filed in the recent event that led to the suspect fleeing via the Landon Trail.</p> <p>Sargeant Eric Carlson spent a lengthy time answering this and related questions and updated the Council regarding this situation. Much of the events took place outside of city limits.</p> <p>The discussion resumed about citizens feeling safe. Mayor Brady stated that we want our citizen's to feel safe. If they don't feel safe, they need to call 911.</p> <p>Mike Beckman shared their experience reluctance to use their own backyard because of it. They are concerned that something bad may happen.</p> <p>Mayor Brady requested that the Police Department interview the neighbors to make sure we have their concerns on record. Joan thanked the Council for listening.</p> <p>Sargeant Carlson explained how citizens could request information if they had concerns under the Freedom of Information Act. He went on to invite everyone to the Info meeting for a Neighborhood Watch Program scheduled for January of 2022.</p>
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<p>SPECIAL REPORTS: DAVID GERISCH, AMEND OPR 2021 BUDGET (D.5)</p>	<p>OPR Board member David Gerisch was in attendance to request that the Council amend the 2021 Overbrook Park and Rec Budget by \$10,000. Following discussion, Motion by: Carol Baughman (John Fairchild) to amend the budget as requested. Additional discussion: this will require an ordinance to be signed at the December Council meeting and a Public Hearing will need to be held with appropriate publication. Motion passed 4-0. Cathy Sowers will work with Jim Long to get this ready.</p>
<p>PUBLIC COMMENTS: (E)</p>	<p>There were not any public comments.</p> <p>A break was scheduled at 7:56PM.</p> <p>At 8:01PM, Council was back in session.</p>
<p>UTILITY BILLING ACCOUNT HEARINGS: (F)</p>	<p>Discussion: 3 accounts remain on the 12-month payment plan. There were no hearing requests made. We will follow shut-off process on accounts we did not hear from.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT: (G.1)</p>	<p>Discussion: Cathy Sowers discussed the Treasurer Report. There will be one more levy in December. Cathy announced that she is retiring. We'll hold a reception in December. We'll need to discuss how to handle 2022 KDHE interest soon.</p> <p>Motion: Approve Treasurer Report Moved: Cheryl Miller (Carol Baughman) Motion Carried: (4-0)</p>

<p>COUNCIL ACTION/DISCUSSION ITEMS: POLICE DEPARTMENT ACTION ITEMS (G.2)</p>	<p>Discussion: Public Safety Meeting on 11/15/21 at 7PM at City Hall. Ord#422 Building Numbers was discussed but no action taken.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: MAINTENANCE DEPARTMENT ACTION ITEMS: (G.3)</p>	<p>Discussion: Aaron Traphagan presented the maintenance report; There was discussion regarding the Equipment Plan. As the plan has evolved, hope is that it can become more effective and even lead to the purchase being placed in the Consent Agenda with the option to pull out item for further discussion. Key is in planning and getting information to Council ahead of time.</p>
	<p>Motion by: Cheryl Miller (Carol Baughman) to pay off the Main Truck and Skidsteer in 2021. Motion carried 4-0. The ad for the 3rd Maintenance Employee will be out soon. We are also looking for a courier to take our quarterly wastewater samples to the Pace Lab in Frontenac, KS. The CDBG pay app #1 was discussed and a motion was made to sign it. Motion by: Cheryl Miller (Carol Baughman). Motion carried 4-0.</p>

<p>COUNCIL ACTION/DISCUSSION ITEMS: ADMINISTRATIVE DEPARTMENT ACTION ITEMS: (G.4)</p>	<p>There was discussion but no action was taken.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: POOL ACTION ITEMS (G.5)</p>	<p>Discussion: None</p>
<p>UNFINISHED BUSINESS: WATER DISTRIBUTION PROJECT/SEWER UPDATE (H.1)</p>	<p>This segment was discussed earlier in the meeting with Ben Kramer at D.1.</p>
<p>OTHER UNFINISHED BUSINESS: DEVELOPING SUBCOMMITTEES (H.2)</p>	<p>Cheryl Miller gave a summary of the recent Growth Committee meeting. Current topics include finalizing of the Mission and Vision Statements, and improving our facebook presence.</p> <p>Caitlin Curtis summarized the Public Safety Committee meeting. Concerns were discussed, with feedback given. They are working on the Crimestoppers meeting, preparing a grant for replacing the storm siren, and reviewing the disaster plan.</p>

	<p>Carol Baughman presented the information we had from our last Safe Routes to School plan. If we run the Committee Meetings on Zoom or Teams, can Council Members view/attend without Violating open meeting regulations?</p>
<p>OTHER UNFINISHED BUSINESS: PERSONNEL POLICY UPDATES (H.3)</p>	<p>Discussion: The Council reviewed the Substance Abuse Policy. Following discussion,</p> <p>Motion: Approve the Substance Abuse Policy beginning January 1, 2022 Moved: Carol Baughman, Caitlin Curtis Motion Carried: (4-0)</p>
<p>OTHER UNFINISHED BUSINESS: UPDATE TO ORDINANCE DEALING WITH LIVESTOCK IN TOWN (H.4)</p>	<p>There was discussion. Please send suggestions to Jim Koger for wording on “cows, calves, horses, mules, swine, goats, or other such animals in the City of Overbrook” before the end of November.</p>
<p>OTHER UNFINISHED BUSINESS: MAINTENANCE OF SPECIFIC SIDEWALK ROUTES (H.5)</p>	<p>We will work on this more next month. Infrastructure Committee will assist.</p>
<p>OTHER UNFINISHED BUSINESS: CHROMEBOOK PROPOSAL (H.6)</p>	<p>We will continue to work on this- trying to figure out links in documents on chromebook.</p>

<p>OTHER UNFINISHED BUSINESS: (H.7)</p>	<p>The HEAL act was discussed.</p> <p>We'll need to continue working on policies for tax incentives and how they might impact growth.</p>
<p>NEW BUSINESS: NEIGHBORHOOD CONFLICT RESOLUTION (I.1)</p>	<p>Discussion: More information needed.</p> <p>No Action taken.</p>
<p>NEW BUSINESS: FOOD TRUCK ORDINANCE (I.2)</p>	<p>Following discussion, we will work on this more next meeting. Cheryl Miller will forward draft to the Growth committee.</p>
<p>NEW BUSINESS: OTHER NEW BUSINESS (I.3)</p>	<p>None</p>

November 10, 2021 City Council Notes

<p>COUNCIL MEMBER COMMENTS: (J)</p>	<p>Carol Baughman – none Cheryl Miller – Fall Festival and Trunk or Treat were fantastic. Caitlin Curtis – Wants to make sure that we keep discussing Broadband improvements. Asked about website updates/notes. Asked to re-open the discussion on Council Pay.</p> <p>We had a proposal a number of months back to re-instate Council Pay. Following discussion, Cheryl Miller (Caitlin Curtis) moved to pay the Council and Mayor \$15 per Council Meeting (this includes Regular, Special, and Work meetings) beginning in December. Motion carried 4-0.</p> <p>John Fairchild – none Jim Koger – none</p>
<p>MAYOR’S COMMENTS: (K)</p>	<p>Thanked everyone for their work on the committees and expressed good wishes for the upcoming holidays.</p>
<p>ADJOURNMENT: (L)</p>	<p>Discussion: Council meeting adjourned at 9:58pm Motion: Adjourn council meeting Moved: Carol Baughman, Cheryl Miller Motion Carried: (4-0)</p>
<p>Respectfully submitted, Jim Koger Overbrook City Clerk Approved: December 8th, 2021</p>	