

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

<p>CALL TO ORDER, ROLL CALL: (A)</p>	<p>Mayor Jon Brady called the October 13th, 2021 Council Meeting to order at 6:00 pm in Community Room, Overbrook Library, 317 Maple, Overbrook. <b>Mayor Jon Brady</b> - present <b>Council Members:</b> Carol Baughman – present, arrived at 6:15pm Cheryl Miller – present, arrived at 6:30pm John Fairchild – present, left meeting at 9:00pm Caitlin Curtis – present Angela Mordecai - present <b>Others present:</b> Jim Koger - present Terry Hollingsworth – present Aaron Traphagen – present Hanna Smith – present Cathy Sowers – present</p>
<p>APPROVAL OF AGENDA: (B)</p>	<p>Discussion: We have a quorum, two members absent. Approval of agenda as written, or do we have any abstractions? If Ben Kramer arrives early, we will move H1 up. Add executive session under G2.</p> <p>Motion: Approve agenda as amended. Moved: Caitlin Curtis, Angela Mordecai Motion Carried: (3-0)</p> <p>Motion: To consent to agenda as amended Moved: Angela Mordecai, Caitlin Curtis Moved: (3-0)</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&amp;Z minutes C.5 Zoning Administrator Report C.6 Housing Authority Board Report C.7 Water Distribution System Report</p>

	<p>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: MARY ANDERSON CODE COMPLIANCE CONCERN (D.1)</p>	<p>Discussion: Mary Anderson thanked the mayor and TJ's for cleaning up cigarette butts from the street. She expressed a need for a Crime Stopper's Program; Mayor Brady asked if this should be community lead or a police action. Mrs. Anderson shared she spoke to someone and learned that this program needs to be applied for. Crime Stopper's is an option; the city has had this program in the past.</p> <p>Joan Kaff shared she has noticed some improvements in town. She expressed there are still some areas that are concerning. She has pictures and is open to sharing those with the city. Mrs. Anderson asked about charging homeowners if they have not completed their clean-up after the letter was received for 30 days. She provided council with specific addresses and her concerns.</p> <p>Chief Hollingsworth noted one of his officers has been taking the lead in this process and talked to homeowners. He as been trying to get compliance on an individual basis. City has been attempting to provide individual support to homeowners. Officers have taken pictures of trash as proof when talking to homeowners. Mrs. Kaff further shared dogs bark for extended periods of time; she has called police and the officer on duty responded. Police officer explained steps on how he will address these issues. City has a barking ordinance in place.</p> <p>No ordinances have been changed due to limiting pets per household; city has been researching this issue.</p>
<p>SPECIAL REPORTS: ED HARMISON (D.2)</p>	<p>Discussion: Mr. Harmison had requested to be on the agenda; he did not appear. No action taken.</p>
<p>SPECIAL REPORTS: WATER DISTRIBUTION PROJECT/SEWER UPDATE (D.3)</p>	<p>Discussion: Ben Kramer shared the water tower railing has been replaced and installed today. Interior of the water tower should be next to get painted. There is some cure time during with the</p>

workers will start with painting the outside. The inside will get a complete blast out; then get three coats of paint – primer, medium and topcoat. Engineer will oversee the process and discuss with city if interior repairs are needed. Some damage most likely happened last year due to freezing temperatures. Ben Kramer will monitor the progress.

Water line project: Contractor is still trying to find material for the project which is difficult right now. The current crisis with material supply will most likely affect the entire project. Some valves have been located, boards are available, some work should be starting soon. Aaron Traphagen expressed concern that the pipes stored at the fairgrounds are close to the forced main from Casey's. Mr. Kramer stated he will share this information with Carstensen's to be careful when moving the pipes.

Jim Koger shared he has talked to school to remind children to stay away from the work site. He further noted there are a number of documents for the project to be signed; he will discuss them with council. City must certify to KDHE and BD that contractors pay their workers the wages they charge the city. Certified payrolls to make sure the contractors pay their workers the wages stated in the contracts.

Motion: To authorize Mayor Brady to sign the pay request No. 4

Moved: Angela Mordecai, Carol Baughman

Motion Carried: (5-0)

Discussion: Jim Koger addressed the resolution 2021-06 Bond for council to retire. Mayor Brady read the resolution to council. Ben Kramer explained the resolution verifies that the city has the funds to pay for the project.

Motion: To approve the resolution 2021-06

Moved: Cheryl Miller, Carol Baughman

Motion Carried: (5-0)

Discussion: Resolution 2021-07

	<p>Motion: To approve resolution General Obligation                  Moved: Carol Baughman, Angela Mordecai                  Motion Carried: (5-0)</p> <p>Discussion: Previous Bond Ordinance was 343, new Bond Ordinance is 428. Ordinance 428 – authorizing and providing General Obligation Bonds 2021-01 and 2021-02 was discussed.</p> <p>Motion: Approve Bond Ordinance 428 which will replace Bond Ordinance 3434                  Moved: Carol Baughman, Caitlin Curtis                  Motion Carried: (5-0)</p>
<p>SPECIAL REPORT: ROSS MINER (D.4)</p>	<p>Discussion: Ross Miner reminded council about the upcoming tournaments already approved. He shared OPR wants to purchase a larger building due to limited space at the current location. He noted the programs have expanded and was encouraged to provide city council with a report regarding the programs, vision, and structure. He was encouraged to meet with the Growth Committee to discuss OPR’s plans.</p>
<p>PUBLIC COMMENTS: (E)</p>	<p>Discussion: None</p>
<p>UTILITY BILLING ACCOUNT HEARINGS: (F)</p>	<p>Discussion: Eighteen residents received shut-off notices; twelve residents on the 12-month payment plans have made payments. Two residents asked for hearings (one resident said they will pay \$200 by 10/27/2021, which is more than they currently owe; one resident said they will pay the past due amount on 10/22/2021).</p> <p>Motion: Approve for Jim Koger to continue with current payment plans.                  Moved: Cheryl Miller, Angela Mordecai                  Motion Carried: (5-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT: (G.1)</p>	<p>Discussion: Cathy Sowers presented the Treasurer Report and discussed Cash Journal, Bank Records, and Published Budget, in addition to a Receipts Comparison for the past 5 years through September 30<sup>th</sup>.                  Mayor Brady noted currently city is good with funds; and wants council to be cognizant that city will have our existing dept service runs thru 2025.</p>

	<p>City will have an overlap in 2023, 2024, and 2025.</p> <p>City market will have a meeting with vendors to pay sales tax to the city; they currently pay to their counties of residence.</p> <p>Motion: Approve Treasurer Report so will have an overlap as presented.          Moved: Carol Baughman, Cheryl Miller          Motion Carried: (5-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: POLICE DEPARTMENT ACTION ITEMS (G.2)</p>	<p>Discussion: Chief Hollingsworth shared the police department is improving the ability to use software for reports; he was encouraged to provide a sample report to council. He provided a brochure the police department created regarding animal control. This brochure will be provided to citizens with pets.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: POLICE DEPARTMENT ACTION ITEMS: EXECUTIVE SESSION (G.3)</p>	<p>Motion: To go into executive session for the purpose of discussing matters that are related to non-elected personnel at 7:50 pm for 15 minutes. No actions were taken nor were any decisions made during the executive session.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: MAINTENANCE DEPARTMENT ACTION ITEMS: (G.4)</p>	<p>Discussion: Aaron Traphagen shared there were some watermain breaks, working with tower guys to get work done; overall it was a quiet month. The maintenance department continues to comply with water samples. A quarterly report to KDHE is due. Some difficulty with samples has been addressed.</p> <p>Equipment plan discussion; effluent availability, pricing and quality are considered. Availability is currently a big issue. Mr. Traphagen provided a spreadsheet with different items available and their cost. To purchase used equipment currently does not appear to be a good option. \$60,000 appears to be the cost of new equipment, city will investigate options. Discussed spreadsheet of equipment plan and how to finance equipment. Mayor Brady and Jim Koger will work on procurement documents.</p> <p>Motion: We purchase a new Mini Excavator          Moved: Caitlin Curtis, Cheryl Miller          Motion Carried: (5-0)</p>

	<p>Discussion: Hire a third maintenance worker. YTD \$18,000 in overtime accumulated by the two city maintenance workers. Expected expense for a third worker is estimated at \$40,000.</p> <p>Motion: To hire a third maintenance worker as soon as possible.</p> <p>Moved: Carol Baughman, John Fairchild</p> <p>Motion Carried: (5-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: ADMINISTRATIVE DEPARTMENT ACTION ITEMS: (G.4.a)</p>	<p>Discussion: Neighborhood Revitalization Plan; continue during a work session</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: FOOD TRUCK (G.4.b)</p>	<p>Discussion: Ordinance for Food Trucks; draft an ordinance for city council to vote on. Contact Michael Coffman for legal advice.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: RWD #5 (G.4.c)</p>	<p>Discussion: Re-negotiate contract with Rural Water #5 to discuss maintenance strategies regarding provision to city with water at any given time. Current contract ends in 2023. Jim Koger and Mayor on Brady will schedule a meeting with Rural Water #5.</p>
<p>COUNCIL ACTION/DISCUSSION ITEM: CLEANING (G.4.d)</p>	<p>Discussion: Previous cleaning crew charged \$100 per month to clean the front office, hallway, and bathroom at City Hall weekly. The current cleaning crew had additional weekly cleaning responsibilities added (stock and clean bathroom by the city lake dam, the tennis court, and the bathroom in the old gym). This increase cost for cleaning to \$75/week. With winter approaching, the bathroom by the tennis court will be closed. Requested council to provide input regarding appropriate fee for cleaning.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: POOL ACTION ITEMS (G.5)</p>	<p>Discussion: None</p>
<p>UNFINISHED BUSINESS: DEVELOPING SUBCOMMITTEES (H.1)</p>	<p>Discussion: Mayor Brady encouraged council to get the different meetings scheduled and started. Public safety committee is scheduled to meet on October 25, 2021. The hope is to encourage additional members to join.</p> <p>Pass information to Ben Trotter to enter on website.</p>
<p>OTHER UNFINISHED BUSINESS: (H.2)</p>	<p>Discussion: LaVerna Gray has been working on personnel policy updates; merit increases based on overall ratings and leave statements in</p>

	<p>personnel file “B” is the choice; percentages will be discussed later.</p>
<p><b>OTHER UNFINISHED BUSINESS:</b> (H.3)</p>	<p>Discussion: None</p>
<p><b>NEW BUSINESS: UPDATE TO ORDINANCE DEALING WITH LIVESTOCK IN TOWN</b> (I.1)</p>	<p>Discussion: The current definition of Ordinance 419 states “200 feet is from the animal pen to the house”. According to City Attorney Michael Coffman, the wording of the ordinance is appropriate, however, the number of feet is not. Council discussed to either increase the number to 500 feet or remove the number totally.</p> <p>Motion: To amend ordinance 419 to remove the 200 feet out of the ordinance and not allow livestock.</p> <p>Moved: Cheryl Miller, John Fairchild Motion Carried: (3-2) (Mordecai, Baughman)</p>
<p><b>NEW BUSINESS: MAINTENANCE OF SPECIFIC SIDEWALK ROUTES</b> (I.2)</p>	<p>Discussion: City will define certain sidewalks to be build and maintained; this will include streets to school and routes around town. The question regarding how to pay for the sidewalks and the definition for basic sidewalks will need to be discussed.</p> <p>John Fairchild left meeting.</p>
<p><b>NEW BUSINESS: CHROMEBOOKS PROPOSAL</b> (I.3)</p>	<p>Discussion: To approve Chromebooks for council members, cost limit to \$2,000.</p> <p>Motion: For Jim Koger to purchase Chromebooks for council members Moved: Carol Baughman Caitlin Curtis Motion Carried: (4-0)</p>
<p><b>NEW BUSINESS: OTHER NEW BUSINESS</b> (I.4)</p>	<p>Discussion: Caitlin Curtis shared she got in touch with a homeowner who wants to sell their home. Rs. Curtis recommended for Landbank to have a realtor and an engineer on retainer to evaluate value of properties. Discussed a need for city to develop guidelines regarding properties, health questions, if homes are livable. Osage County has rules regarding the standard requirements. Petition city for budget for Landbank.</p>
<p><b>COUNCIL MEMBER COMMENTS:</b> (J)</p>	<p>Carol Baughman – She attended the recent LKM conference and noted it was very informative. She brought information to share with council. Cheryl Miller – Stated anyone that wants to be on Growth Committee to give her a time they would be available. She further noted someone needs to</p>

	<p>look for ordinances regarding options for mediating neighborhood disagreements. She stated there was no police on duty on a recent Saturday evening at 6:30pm.                  Caitlin Curtis – none                  John Fairchild – was not present during this discussion.                  Jim Koger – He appreciated the discussion on equipment.                  Angela Mordecai– She is impressed with the brochure from police department shared during this meeting</p>
<p>MAYOR’S COMMENTS: (K)</p>	<p>Thankyou for all the discussions</p>
<p>ADJOURNMENT: (L)</p>	<p>Discussion: Council meeting adjourned at 10:26pm                  Motion: Adjourn council meeting                  Moved: Cheryl Miller, Caitlin Curtis                  Motion Carried: (4-0)</p>
<p>Respectfully submitted,                  Hanna Smith                  Overbrook City Assistant Clerk                  Approved: November 10<sup>th</sup>, 2021</p>	