

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

<p>CALL TO ORDER, ROLL CALL: (A)</p>	<p>Mayor Jon Brady called the September 8th, 2021 Council Meeting to order at 6:00 pm in Community Room, Overbrook Library, 317 Maple, Overbrook. Mayor Jon Brady - present Council Members: Carol Baughman - present Cheryl Miller – present John Fairchild – present, left meeting at 7:45pm Caitlin Curtis – present Angela Mordecai - present Others present: Jim Koger - present Terry Hollingsworth – present Aaron Traphagen – present Hanna Smith – present Cathy Sowers – present</p>
<p>APPROVAL OF AGENDA: (B)</p>	<p>Discussion: Mr. Don Schultz had a conflict tonight, move to administrative action item to discuss further. Caitlin Curtis inquired about adding an agenda item to inquire about a property tax abatement, discuss under administrative action item. Motion: To approve the agenda as amended. Moved: Carol Baughman, John Fairchild Motion Carried: (5-0)</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</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: MARY ANDERSON CODE COMPLIANCE CONCERN (D.1)</p>	<p>Mary Anderson reported she found several more places that need cleaning up; 508 Sunset Lane; 500 W 5th Street has not made any improvements; 501 Locus has not been cleaning up either. Mrs. Anderson inquired if property owners are getting charged if they do not comply with city ordinances. She further noted she attended the previous month court session and expressed her concerns with the city attorney.</p> <p>Joan Kaff followed up on two issue she had noted; 205 Cedar has goats, trash on the ground, waste from chickens and goats is pushed over the fence which causes flies and odor, 108 Cedar has tires laying in the yard, two vehicles that are not operational. She inquired about enforcement of city ordinances due to not having noted any improvements.</p> <p>Mayor Brady expressed his appreciation to the citizens for get city council informed about their concerns and noted the city is hearing their concerns.</p> <p>The following Ordinances were addressed: Ordinance 100, junked motor vehicles on private property for more than 30 days.</p>

	<p>Ordinance 353 addresses violations regarding trash, animal control, livestock within city limits. Ord, 408, 2-116 will be reviewed.</p> <p>Chief Hollingsworth noted he talked to 409 Santa Fe Trail; the trucks are tagged and no violations were noted. He stated police officers are driving around town to check on violations.</p> <p>A request from citizens was made to change ordinance to have no more than three dogs per property, as it had been written previously. Carol Baughman suggested to have a work session to address these concerns on the 4th Friday this month.</p> <p>Terry Hollingsworth explained he will contact Michael Coffman, City Attorney, to review ordinance 408 to clarify the wording of the ordinance.</p>
<p>PUBLIC COMMENTS: (E)</p>	<p>Discussion: Ross Miner and Charlie Glenn discussed sponsoring a fundraiser for 4-H October 22 -24, 2021 and a slow pitch softball tournament fundraiser for an area tournament team on November 6 and 7, 2021. The 4-H fundraiser is planned to be an overnight event. Ross Miner and Charlie Glenn inquired about waiving the time restrictions to allow the events overnight as well as waiving alcohol restrictions. Recommendations were made to contact law enforcement and fire department before the events.</p> <p>Police Chief Hollingsworth noted there were no complaints during last tournament, that all went well.</p> <p>Mayor thanked public present for coming to the meeting and expressing concerns.</p> <p>Motion: To approve waiving time restrictions for first tourney and alcohol restrictions for both events.</p> <p>Moved: Angela Mordecai, Carol Baughman Motion Carried: (5-0)</p>
<p>UTILITY BILLING ACCOUNT HEARINGS: (F)</p>	<p>Discussion: As discussed during the previous council meeting, the 12 months payment plan ended. 13 accounts made August installments and remain on the current payment plan.</p>

	<p>Three accounts did not make installments; city made attempts to contact the account holders and will shut-off water if there is no payment. Three accounts requested a hearing; one account stated he made payments in September and experienced some trouble with the bank. We did not receive payments and will request proof of bank statement. One account usually pays once or twice a year; however, city has not received any payments since May 2021. The account holder does not live in home, does not use water and wants to keep the water meter on by choice. Recommendation was made to give a deadline to make payment or shut water off. The third account responded to contact by email and stated they will make a payment; city has not received a payment as of today.</p> <p>Consensus was expressed by council members that if a home was occupied it has to have water, sewer and trash, Draft change of ordinance and have it available at next council meeting.</p> <p>Motion: To approve Utility Billing Hearing Requests. Moved: Caitlin Curtis, Carol Baughman Motion Carried: (5-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT: (G.1)</p>	<p>Discussion: Cathy Sowers discussed the Treasurer Report. She noted last month had three pay periods which increased employee’s payroll. The budget has been published.</p> <p>Motion: Approve Treasurer Report Moved: Carol Baughman, Angela Mordecai Motion Carried: (4-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: POLICE DEPARTMENT ACTION ITEMS (G.2)</p>	<p>Discussion: Updated figures to consider during the 2022 budget discussion; county wide radio upgrades, east storm siren is broken and needs replaced, pay increases for members of police departments, possibly acquiring the building adjacent to City Hall. Inquire about grants and FEMA money. Chief Hollingsworth will have information available at next work session.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: MAINTENANCE DEPARTMENT ACTION ITEMS: (G.3)</p>	<p>Discussion: Aaron Traphagan presented the maintenance report; the backhoe needed for multiple situations is broken and needs to be replaced. The white work truck has substantial</p>

	<p>needs for repair. It is pretty old and discussion focused on possibly replacing these items. Additionally, discussion to consider possibly hiring a third employee; overtime hours for the two current employees are high. Discussed the options regarding equipment vs. additional employee. Aaron will inquire about quotes for new equipment and sale of used equipment for next council meeting. Budgetary quotes needed.</p> <p>Motion: Motion to sell the truck Moved: Angela Mordecai, Cheryl Miller Motion Carried: (4-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: ADMINISTRATIVE DEPARTMENT ACTION ITEMS: (G.4)</p>	<p>Mission Statement for Land Bank – “The Overbrook Community Land Bank encourages economic growth, long-term sustainability and new opportunities for all of Overbrook/s residents and businesses to build a stronger community enjoying a greater quality of life.” Will submit to Landbank Board for further approval.</p> <p>Budget summary from Jim Long; special meeting scheduled for 9/20/2021 for public budget hearing, Revenue Neutral Rate Hearing. 9/24/2021 Friday work session topics, equipment, policies, animals.</p> <p>Don Schultz Appreciation Day, invite to the next Friday work session.</p> <p>Caitlin Curtis – inquired about Property Tax Abatement for ten years for a new building to establish a grocery store. Review previous County Neighborhood Revitalization plan, research other small cities and how they handle similar situation. League of Municipalities could help with this, schedule a special meeting to discuss further.</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>City received the Exemption Certificate, water improvements, notice to proceed. The work is scheduled to start on 10/1/21. The painting of the Central Tank painting is expected to take place mid September 2021.</p> <p>The expected date of the entire project to be completed is 09/26/2022.</p>

	<p>Council/city will provide strong oversight, meet with the inspectors and ensure that the work will be done appropriately. Discussed Water supply Contract with Rural Water #5.</p>
<p>OTHER UNFINISHED BUSINESS: DEVELOPING SUBCOMMITTEES (H.2)</p>	<p>We received two notices of interested parties.</p>
<p>OTHER UNFINISHED BUSINESS: REVIEW FOR APPROVAL STO AND UPOC ORDINANCES (H.3)</p>	<p>Discussion: Discussed the STO and UPOC</p> <p>Motion: Approve the STO and UPOC Moved: Cheryl Miller, Caitlin Curtis Motion Carried: (4-0)</p>
<p>OTHER UNFINISHED BUSINESS: (H.4)</p>	<p>Discussion: LaVerna Gray discussed the personnel policy handbook; it is available in drop box for review. Mrs. Gray noted this is a life document and changes are made as needed. The new federal holiday has been added, Juneteenth, June 19. Clothing allowance has been adjusted to add the police department and their needs; this applies only for fulltime employees. The substance abuse policy is in the process to get developed and approved. A question came up regarding XII; should this policy be separate or added to the general handbook? This will be discussed with the city attorney.</p> <p>Discussed performance evaluations and pay raises. Council members expressed concerns regarding a rating scale. It was decided to take out the substance abuse policy and rating scales for now and continue working on these issues until December to allow for approval of raises by council.</p> <p>Motion: Adopt policy with the changes discussed Moved: Caitlin Curtis, Cheryl Miller Motion Carried: (5-0)</p>
<p>NEW BUSINESS: APPOINT CURTIS GRAGG TO PLANNING AND ZONING BOARD (I.1)</p>	<p>Discussion: Planning and Zoning will have to decide who their new leader will be.</p> <p>Motion: Motion to appoint Curtis Gragg to P&Z Moved: Caitlin Curtis, Carol Baughman Motion Carried: (4-0)</p>
<p>NEW BUSINESS: FOOD TRUCK ORDINANCE (I.2)</p>	<p>Jim Koger researched what other towns have done to establish ordinances for food trucks. It was discussed if the city will need to change</p>

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	<p>between public and private use. A change to a yearly licensing fee of \$15.00 was discussed. Jim Koger will work on a draft with changes and figure out loopholes for non-profit and County Fair.</p>
<p>NEW BUSINESS: ARPA FUNDS DISCUSSION (I.3)</p>	<p>City received the first half of ARPA Funds a few months ago. Council discussed how to best use these funds. Jim Koger noted he was approached by Kwikom who shared they want to install Fiber Optic lines. Council will continue this discussion.</p>
<p>NEW BUSINESS: OTHER NEW BUSINESS (I.4)</p>	<p>Council members inquired about Chromebooks for their use; Jim Koger will research cost.</p>
<p>COUNCIL MEMBER COMMENTS: (J)</p>	<p>Carol Baughman – nothing special Cheryl Miller – none Caitlin Curtis – none John Fairchild – was not present during this discussion. Jim Koger – tonight’s turnout from residence was great, we need to better understand and enforce the ordinances. Angela Mordecai– appreciate text message reminders</p>
<p>MAYOR’S COMMENTS: (K)</p>	<p>Have a good evening</p>
<p>ADJOURNMENT: (L)</p>	<p>Discussion: Council meeting adjourned at 10:26pm Motion: Adjourn council meeting Moved: Carol Baughman, Angela Mordecai Motion Carried: (4-0)</p>
<p>Respectfully submitted, Hanna Smith Overbrook City Assistant Clerk Approved 10/13/21 JHK</p>	