

City of Overbrook
Overbrook City Hall
August 13th, 2025 6:00pm

A. Call to order, Roll Call	Mayor Jon Brady called the meeting to order at 6:00pm Mayor Jon Brady – present Council Members: Carol Baughman – present Cheryl Miller – present Kyle Maichel – present Hanna Smith – present Matt Craig – present We have a quorum. Others present: Becky Coltrane City Clerk, Bailey Lang Assistant City Clerk, Police Chief Eric Carlson, Danny Gamblin in late at 6:46pm leaves at 8:17, Wade Sisson, Pamela O’Bryhim, Robert Greentled, Brett Wagner, and Madison Warbritton OPR Director, Jim Long, Berrigan Wilmont 7:02 late
B. Police Commendation	August 13, 2025 6:03 Jon Hughes presented silver award for chief Eric Carlson for community traffic safety. Cheryl said that Eric is doing a great job.
C. Approval Agenda	Ben to fix email for Cheryl Becky hasn’t received updates from the committee reports and wanted to know if there was anything to add to council packet highlights. I Jon move to approve the consent Agenda as presented. (Carol, Cheryl) Passed (5-0)
D. Approval Consent Agenda	I Jon move to approve the consent Agenda as presented. (Matt, Hanna) Passed (4-0)

E. Special Reports:	E1: Jim Long presented a budget summary covering expenditures, tax rates, and projections for 2024, 2025, and 2026, including taxes and proposed mill levies for all funds. Jim has done our budget for 25+ years. Jon motions to approve (Cheryl, Matt) Passed (5-0) E2 Becky is standing in for Charlie Glenn- She is asking for approval for softball tournament for overnight and for alcohol use. Softball tournament only to play on North field. Cheryl makes a motion to approval motion (Cheryl, Matt) (5-0) E3 Historical Society – Brett Wagner reported on plans for a new museum. The Society is applying for a CDBG commercial rehabilitation grant, which would require the City to apply on behalf of the nonprofit and pledge its support if awarded. The City would serve as guarantor, with funds flowing through the City Clerk. The Society has already raised \$304,000 in pledges toward a \$1 million goal; architecture, mechanical, and electrical plans are complete. A decision on a Kubota grant is expected this fall. A meeting date will be set as soon as possible. Deadline is sept 15th- public hearing later this month Jon motions to approve to sign resolution Kyle, Matt Passed (5-0) Follow up LMI for city to apply for anything from 2026-28, quote for inspection is reduced by half from previous estimate. Cheryl wants us to wait until we have more information. No decisions were made.
F. Public Comment	No comment from public
G.1. Maintenance Action Items	G1. Working on snow blower purchasing, Danny ordered one today. Danny would like to purchase push cameras to inspect culverts, water lines, water poles, cracks in lines at pools.

	Had main pipe jet roded out on Maple st, did not have camera and just cleaned it out. Bid to rent jet rodder machine for 1 month/ yearly for \$5500 to clean up sewer pipes. Matt wants to follow up in two years and reevaluate if we should buy another camera, better made, or if we don't use it very much then hire it out. Matt Makes a motion to approve buying push camera for \$2,000.00 and renting a jet rodder for one month each year. (Matt, Cheryl) (5-0) passed
G. 2. OPR Action Items:	G2; nothing for OPR- G3; pool action needs improvement No decisions or actions were made.
G.3 Pool Action Items	
G.4. Public Safety action items	G4.Public Safety G4 A. Dilapidated program ordinance: Adopt Ordinance from Lyndon – Proposal to adopt an ordinance addressing uninhabitable homes, requiring repair or demolition. The ordinance would target unsafe structures with issues such as vermin infestations and provide a means to hold owners accountable, with the City offering assistance for demolition costs. The process would identify who is authorized to deem a home unfit—whether a third party, council member, or appointed official. City Attorney Pat will adapt the ordinance for Overbrook, after which it will be brought to Council for a vote.
G.5 Treasurers Report	Becky is constantly correcting, updating, and cleaning up. Investigate transfers and make sure the funds are as they should be. Matt makes a motion to approve the treasurer's report. (Matt, Cheryl) (5-0)
G.6 Administrative Action Items	G6a civil housing- G6 A. approval of computers and computer plan Bid to get two new computers for docking stations, and a contract for hardware on computers for two new computers

	each year. 3-year cycle per computer- and replace. Maintenance plan. Cheryl makes a motion to buy 3 new computers this year. And maintenance plan. (Hanna, Cheryl) (5-0) motion passed
	G6b. Approval of Lane Clark planning and zoning board Matt makes a motion to approve (Kyle, Matt) (5-0) motion passed
	G6c. adoption of 2018 building codes Berrigan Wilmont – Discussed adopting building codes, as recommended by the City Attorney, the County, and Trisha Webb. Trisha noted that county rules allow homeowners to hold contractors accountable if proper codes are not followed. The goal is to adopt a practical approach for the community without adding unnecessary processes. A formal agreement would require contractors to follow a standard set of codes, with the City adopting the full code initially, then redlining items as needed. The committee includes planning and zoning members, electricians, carpenters, plumbers, and other professionals. Contractors would be required to sign an acknowledgment that they have received and read the City's building codes. Would this effect current permits that the city carries. – no it's a code not a permit. Adopt 2018 code and more time in permitted and fee's Give Matt time and vote in September.
	G6d.
	G6e.
H. Unfinished Business	10 minute executive session at 8:29 – out at 8:39 no decisions were made. Cheryl makes a motion that Bailey comes off new hire 90-day probation and raise on 8/20/25 as of the convenient pay period. (Matt, Cheryl) Passed (5-0) Recommendation to approve full time

	Cheryl makes a motion to move billing specialist to full time and raise up to \$.50 (Cheryl, Hanna) Passed (5-0) 5-minute executive session for council 8:45 motion matt, Hanna Passed motion (5-0) end of executive session at 8:51 No actions or decisions were made. H1: Becky submitted application from KDOT for traffic study for crossing zones, DG, and changed speed zones. H2; Lagoon Land Contract Jon has a contract drafted from responses.
I. New Business	I1. Official complaint policy Becky drafted a written complaint policy, adopt on Pat's review. I2 Official Records Request Policy Written document of ordinance on records request. Adopt prices per state statue- fax and scanned copies are not included in state statue. Cheryl makes a motion to approve fees per Lawyers, and for Attorney Pat complaint policy review. (Cheryl, matt) (5-0) passed motion I3 newspaper sports review- need approval to purchase ad. Matt makes a motion to approve. (Carol, matt) (5-0) motion passed
J. Council Members Comments	Carol: It's been an interesting meeting. Cheryl: I am proud of Overbrook, the parade, and rodeo – it was a great weekend. Hanna: I like that we don't have to be serious and uncomfortable anymore and we can have some fun. I think Becky is doing great at delegating responsibility. Matt: Why does our crosswalk sign keep moving north? The police chief moved it for more visibility Kyle: Glad to see Madison tracking down dog park stuff. Wants to see fence get put up. Dog park campaign. Jon: We met with parks and rec Wildlife rep Jim, for long term plans. He would like us to be more sustainable with our fish and

	more aeration and make that more sustainable as well. More walking trails, and native grasses, fishing events, fish fry, grants for fish food. We have made some great improvements this year and looking forward to fixing other projects, specifically the concession stand, heating and air (HVAC), ADA bathrooms, and rails. Becky: Everyone is working hard and working together. Everyone looks nice and works professionally.
K. Mayor Comments	NA
L. Adjournment	I Cheryl motion to adjourn (Matt, Kyle) Passed (5-0) passed at 9:21pm
Respectfully Submitted Bailey Lang Assistant City Clerk Approved September 10th, 2025	