

**MINUTES  
COUNCIL MEETING  
CITY OF OVERBROOK, OVERBROOK CITY HALL  
401 MAPLE STREET  
August 12, 2020**

<p>CALL TO ORDER, ROLL CALL (A)</p>	<p>Mayor Jon Brady called the August 12, 2020 Council Meeting to order at 7:00 pm in Overbrook City Hall, 401 Maple, Overbrook, Kansas.</p> <p><b>Mayor Jon Brady</b> - present</p> <p><b>Council Members:</b> Carol Baughman - present Cheryl Miller - present John Fairchild – present Caitlin Curtis – present Phoenix Anshutz - present</p> <p><b>Others present:</b> Jim Koger LaVerna Gray Cathy Sowers Terry Hollingsworth Ross Miner Dan Gamblin</p>
<p>APPROVAL OF AGENDA: (B)</p>	<p>Discussion: Agenda reviewed. Move J.2 to after public comments. Add fireworks under K.3. Executive Session under I.4A.</p> <p>Motion: I move to approve the agenda as amended. Moved: Carol Baughman, John Fairchild Motion Carried (5-0)</p>
<p>2021 BUDGET HEARING (C)</p>	<p>Mayor Jon Brady opened the Budget Hearing at 7:05 pm. Library Board representatives Kyle Sederstrom and Wade Sisson attended by phone.</p> <p>Discussion: Library Budget, 2021 City Budget Motion: I move to approve the 2021 Budget as submitted. Moved: Cheryl Miller, Carol Baughman Motion Carried (5-0)</p> <p>Budget Hearing closed at 7:20 pm City Council Meeting resumed at 7:21 pm</p>

<p>CONSENT AGENDA: (D)</p>	<p>D.1. Minutes – 7/8/2020 Regular Council Meeting Minutes, 7/24/2020 Work Session Notes  D.2. Warrants  D.3. Request to Shred City Documents  D.4. Planning Commission Report P&amp;Z minutes  D.5. Zoning Administrator Report  D.6. Housing Authority Board Report  D.7. Water Distribution System Report  D.8. Council Work Order List  D.9. Library Board Report  D.10. Law Department/Animal Control Report  D.11. Code Compliance Report  D.12. Maintenance Department Report  D.13. City Clerk Report  D.14. OPR Director Report</p> <p>Motion: I move to approve the Consent Agenda as written.  Moved: Carol Baughman, Cheryl Miller  Motion Carried (5-0)</p>
<p>SPECIAL REPORTS: (E.)</p>	<p>None</p>
<p>PUBLIC COMMENTS: (F.)</p>	<p>None</p>
<p>UNFINISHED BUSINESS: GROCERY STORE DISCUSSION (J.2)</p>	<p>Discussion: Associated Wholesale Grocers, K-State conversation, have 6 volunteers to serve on committee, Grocers in Baldwin City and Osage City. There is a price on the old grocery store building now. Community Survey. Jim will set up a meeting for the first part of next week.</p>
<p>COUNCIL MEMBER COMMENTS: (G.)</p>	<p>Will hear Council Member comments at the end of the meeting.</p> <p>John Fairchild – need for annexation plan, excited about getting a Personnel Leader; We have local COVID-19 cases  Phoenix Anshutz – Personnel Leader is different from Human Resources  Cheryl Miller – like the direction we are heading in with the personnel leader,</p>

<p>UTILITY BILLING ACCOUNT HEARINGS (H.)</p>	<p>Discussion: Utility Billing Hearings Report</p> <p>Motion: I make a motion to approve the utility billing accounts Moved: Carol Baughman, Cheryl Miller Motion Carried: (5-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT: CATHY SOWERS (I.1A)</p>	<p>Discussion: Treasurer’s Report presented.</p> <p>Motion: I move to approve the Treasurer’s Report Moved: Carol Baughman, Cheryl Miller Motion Carried: (5-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: TREASURER: DECISION ON 2021 BUDGET (I.1B)</p>	<p>Discussion: Topic was addressed at the budget hearing. No further discussion needed.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: POLICE DEPARTMENT: ACTION ITEM: OFFICE EQUIPMENT UPGRADE (I.2A)</p>	<p>Discussion: Body Cameras, storage capacity, data backup, meeting held earlier with police department, need to update policy on body cameras, officer equipment, laptop improvement and use efficiency. Cares Act; will discuss purchases more at the next Council Meeting.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: MAINTENANCE DEPARTMENT ACTION ITEM: WELDER (I.3A)</p>	<p>Discussion: purchase of welder approximately \$700, helmet, gloves, cart, gas bottle. The mayor will discuss this further with the maintenance department</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: MAINTENANCE DEPARTMENT ACTION ITEM: SALT/SAND SPREADER (I.3B)</p>	<p>Discussion: Salt/Sand Spreader, dump truck bed continues to deteriorate, pick-up truck spreader, dump truck blade and spreader is more efficient, Purple Wave, KDOT, Dump truck would cost around \$20,000; Jim and the maintenance department will make a recommendation for purchase of a salt/sand spreader at the next council meeting.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: MAINTENANCE DEPARTMENT ACTION ITEM: TUCK POINT REPAIR AT LIBRARY (I.3C)</p>	<p>Discussion: Library tuck Point and guttering repair. Will explore options for the guttering repair.</p> <p>Motion: I move to have the tuck-pointing repair done on the library. Moved: Carol Baughman, John Fairchild Motion Carried (5-0)</p>

<p>COUNCIL ACTION/DISCUSSION ITEMS: MAINTENANCE DEPARTMENT ACTION ITEM: SEWER MAIN REPAIR 100 BLOCK OAK STREET (I.3D)</p>	<p>Discussion: Sink hole, video of the line, have a bid for \$5,100 to clean and video pipes, or could repair or replace that section of line. Manhole behind Brookside needs cleaning. Dye use. Consensus is to look at a repair option rather than a video option. Not many potholes, will repair with cold patch</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: ADMINISTRATION DEPARTMENT ACTION ITEM: ADMINISTRATIVE DEPARTMENT CHANGES (I.4A)</p>	<p>Discussion: Jim Koger presented a proposal for reorganizing the administration department: Administrative Clerk, Treasurer, Personnel and Project Leader, Assistant City Clerk, Billing Clerk</p> <p>Motion: I move that the City Council recess into executive session for the purpose of discussing matters that are related to non-elected personnel for 15 minutes. Moved: Carol Baughman, Phoenix Anshutz</p> <p>15 minutes later returned to an open session and requested 10 more minutes in executive session.</p> <p>9:10 pm Executive Session ended. Open Council Meeting resumed.</p> <p>Discussion: Administration Department Reorganization.</p> <p>Motion: I move to change LaVerna Gray’s responsibilities from Assistant City Clerk to Personnel and Project Leader at a pay rate of \$20 per hour effective August 17, 2020 Moved: Carol Baughman, Cheryl Miller Motion Carried (5-0)</p> <p>Discussion: Treasurer’s pay rate</p> <p>Motion: I move to increase the pay rate of the Treasurer to \$20 per hour. Moved: Carol Baughman, John Fairchild Motion Carried: (5-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: ADMINISTRATION DEPARTMENT ACTION ITEM: SUBDIVISION</p>	<p>Discussion: Tabled for next council meeting</p>

(I.4B)	
COUNCIL ACTION/DISCUSSION ITEMS: ADMINISTRATION DEPARTMENT ACTION ITEM: I&I ASSISTANCE (I.4C)	Discussion: Tabled for next council meeting
COUNCIL ACTION/DISCUSSION ITEMS: ADMINISTRATION DEPARTMENT ACTION ITEM: REVIEW FOR APPROVAL WATER CONSERVATION PLAN (I.4D)	Discussion: Newsletter conservation tips – water conservation  Motion: I move to approve the water conservation plan Moved: Cheryl Miller, Phoenix Anshutz Motion Carried (5-0)
COUNCIL ACTION/DISCUSSION ITEMS: PARK AND RECREATION ACTION ITEM: (I.5)	Discussion: Fishing Derby is Sept 12. Will social distance. Sending out soccer sign ups.
COUNCIL ACTION/DISCUSSION ITEMS: SWIMMING POOL ACTION ITEM: SKIMMER LEAK (I.6A)	Discussion: skimmer leak, winterizing. Pool closes Aug 29
UNFINISHED BUSINESS: WATER DISTRIBUTIOIN PROJECT/SEWER UPDATE (J.1)	Discussion: Aug 19 will meet with Rural Development and Grant Administrator.
UNFINISHED BUSINESS: GROCERY STORE DISCUSSION (J.2)	See after “Public Comments”
UNFINISHED BUSINESS: DISCUSS REPAIR/REPLACEMENT OF MESSAGE SIGN (J.3)	Discussion: Need more information, budget amount, hang above window, scrolling, visibility, avoid blocking window, more information will be provided at the next Council Meeting
UNFINISHED BUSINESS: FURTHER DISCUSSION DOWNTOWN WELCOME SIGNS (J.4)	Discussion: Works well, positive comments from the public, Betterment would like to help with purchasing more.
UNFINISHED BUSINESS: CDBG-CV GRANT (J.5)	Discussion: Contract for administrative services, dates for accepting applications  Motion: I move to approve the contract for administrative services Moved: Carol Baughman, John Fairchild Motion Carried (5-0)

OTHER UNFINISHED BUSINESS: (J.6)	None
NEW BUSINESS: UPDATE FRONT ENTRANCE TO CITY HALL (K.1)	Discussion: about \$6842 to replace the entire front entrance, piece meal approach? Present entrance is not efficient for heating & cooling. Will discuss further
NEW BUSINESS: UPDATES TO PERSONNEL POLICY (K.2)	Discussion: Updates to Personnel Policy, LaVerna Gray and Jim Koger will review, Social Media Usage, Police Department clothing allowance, “Call Out policy” and definition of a regular work week. Carry over to next month.
NEW BUSINESS: PRIDE: FIREWORKS K.3	Fireworks donation to PRIDE Motion: I move to donate \$600 to PRIDE Moved: Cheryl Miller, John Fairchild Motion Carried (5-0)
MAYOR’S COMMENTS: (L)	Topic of next work session: Administration Re-organization on Aug 28.
ADJOURNMENT: (M)	Mayor Jon Brady called for a motion to adjourn. Motion: I move to adjourn at 10:14 pm. Moved: Carol Baughman, John Fairchild Motion Carried: (5-0)
Respectfully submitted, LaVerna Gray Overbrook Assistant City Clerk Approved: September 9, 2020	