

**COUNCIL MEETING
CITY OF OVERBROOK, OVERBROOK LIBRARY
317 MAPLE STREET
JANUARY 2022**

<p>CALL TO ORDER, ROLL CALL: (A)</p>	<p>Mayor Jon Brady called the January 12, 2022 Council Meeting to order at 6:00 pm in the Community Room, Overbrook Library, 317 Maple, Overbrook. Mayor Jon Brady - present Council Members: Carol Baughman – present Cheryl Miller – present John Fairchild – present Caitlin Curtis – present Angela Mordecai - present Others present: Jim Koger - present Terry Hollingsworth - present</p>
<p>NOT USED THIS MONTH (B)</p>	
<p>APPROVAL OF AGENDA: (C)</p>	<p>Discussion: Zoom meeting scheduled with Ben Kramer at 6:30pm. Motion: Approve agenda as written Moved: Cheryl Miller, Angela Mordecai Motion: (5-0)</p>
<p>CONSENT AGENDA: (D)</p>	<p>D.1 Minutes – 12/8/2021 City Council Meeting D.2 Warrants D.3 Request to Shred City Documents D.4 Planning Commission Report P&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 D.15 Resolutions 2022-01 PRIDE</p>

	<p>D.16 Resolutions 2022-02</p> <p>Motion: To approve the agenda as written Moved: Carol Baughman, Angela Mordecai Motion Carried: (5-0)</p>
<p>SPECIAL REPORTS: GARRETT NORDSTROM CDBG EXTENSION UPDATE: (E.1)</p>	<p>Discussion: Garrett Nordstrom was not able to attend the council meeting in person; he asked to be called to discuss to resubmit the CDBG extension request. Mr. Nordstrom noted there are no changes to previous contract, and he will request a six month extension until September 14, 2022. He further noted that there is a possibly at that time for another extension request to be applied for.</p> <p>Motion: Request a 2022 CDGB extension until September 14 based on Mr. Garrets recommendation. Moved: Angela Mordecai, Carol Baughman Motion Carried: (5-0)</p>
<p>SPECIAL REPORTS: ZOOM MEETING BEN KRAMER: (E.2)</p>	<p>Discussion: Zoom meeting with Ben Kramer. He provided an update on tank painting; contractor needs additional change order before starting the project. Currently the project is on hold to finalize license with KDHE due to the stamp not having been send to KDHE. Mr. Kramer noted that the work will probably start by March 2022. Mr. Kramer presented the pay request # 4 for Carstensen in the amount of \$475,274.00 and disbursement #7 in the amount of \$16,440.00 for Kramer.</p> <p>Mr. Kramer received a letter from Carstensen, requesting to work on Saturdays. This would add additional overtime for the workers and for the inspectors by the engineering firm. The contract states regular working hours are limited to 40hrs a week. The question was asked by council how this will affect the work in town. Mr. Kramer noted this request will require a change order due to the overtime. He stated the contractor will bill the city for overtime work and the engineering firm would have additional billing hours as well. Mr. Kramer stated the city should be reimbursed for that cost. He further explained if the contractor does not agree to pay, this is already in the current contract. Council expressed the city</p>

	<p>does not want to pay extra for overtime cost acquired for inspectors and city will bill the contractor for those hours if work is done on Saturdays or any overtime hours during the week. Consensus from council that working on Saturdays is not a problem, however, overtime cost needs to be addressed further. Mr. Kramer explained he will send information to further explain these questions and will meet with council again.</p> <p>Motion: To approve pay request #4 and disbursement #7 Moved: Carol Baughman, John Fairchild Motion Carried: (5-0)</p>
<p>SPECIAL REPORTS: MARY ANDERSON AND JOAN KAFF CODE COMPLIANCE CONCERNS: (E.3)</p>	<p>Discussion: Mary Anderson read a letter from Joan Kaff who was not able to be present, inquiring about the resignation of a police officer and concerns about animal control. Mrs. Anderson further expressed concerns regarding specific properties and was informed about steps taken to improve the conditions.</p>
<p>PUBLIC COMMENTS: (F)</p>	<p>None</p>
<p>UTILITY BILLING ACCOUNT HEARINGS: (G)</p>	<p>Discussion: Jim Koger noted he did not have a report to present. He shared there was a higher than usual number of shut offs, 25 shutoff letters were delivered and there were no hearing requests. One customer asked to pay by Friday this week.</p> <p>Motion: Give Jim Koger authority to work with this individual on payments. Moved: Carol Baughman, John Fairchild Motion Carried: (5-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT: (H.1)</p>	<p>Discussion: Jim Koger shared the city filled the treasurer position for city; we don't have a starting date. Previous treasurer report was already completed and Mr. Koger presented it to council.</p> <p>Motion: Approve the treasurer report Moved: Cheryl Miller, John Fairchild Motion Carried: (5-0)</p>

<p>COUNCIL ACTION/DISCUSSION ITEMS: POLICE DEPARTMENT ACTION ITEMS: (H.2)</p>	<p>Chief Hollingsworth shared there have been counterfeit bills found in town, mostly smaller bills. He further noted the city is looking to hire a new police officer to fill that open position.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: MAINTENANCE DEPARTMENT ACTION ITEMS: (H.3)</p>	<p>Jim Koger explained there has been low water pressure experienced in town; most likely due to one water tower being down. He stated the plan is to get that water tower back into service after some ordered parts have been install.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: ADMINISTRATIVE DEPARTMENT ACTION ITEMS: (H.4)</p>	<p>None</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: HOUSEHOLD HAZARDOUS WASTE: (H.4.a)</p>	<p>Discussion: Jim Koger shared last year during the city-wide clean-up, residents dropped off some household hazardous waste. We collected these items and the city acquired a cost to dispose them. The cost is \$1460.50 and Mr. Koger requested to pay this bill.</p> <p>Motion: Approve to pay this bill; in future consider a minimum charge to citizens when dropping of household hazardous waste. Moved: Caitlin Curtis, Cheryl Miller Motion Carried: (5-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: ARPA: (H.4.b)</p>	<p>Questions regarding how to use the \$166,000 in ARPA funds. Examples: Upgrading heating and air at city hall Desludging of lagoon's Support homeowners to remove sunk pumps that are currently connected to sewer system. Council was encouraged to consider options.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: HSA: (H.4.c)</p>	<p>Discussion: Health Savings Account for employees; to submit payments electronically rather than writing individual checks will cost \$2.95 per participating employee/month.</p> <p>Motion: Approve electronic submittal of Health Savings Accounts for employees Moved: Angela Mordecai, Caitlin Curtis Motion Carried: (5-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: PW TRUCK: (H.4.d)</p>	<p>Discussion: Buyer requested a refund due to truck needed repairs, he requested \$800.</p>

	<p>Motion: Approve a refund of \$800 to buyer of truck. Moved: Angela Mordecai, John Fairchild Motion Carried: (4-1) Caitlin Curtis</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: POOL ACTION ITEMS: (H.5)</p>	<p>Resent wind damage to pool, received money from insurance to repair the pool house roof.</p>
<p>UNFINISHED BUSINESS: WATER DISTRIBUTION PROJECT/SEWER UPDATE: (I.1)</p>	<p>None</p>
<p>OTHER UNFINISHED BUSINESS: COMMITTEE REPORTS: (I.2)</p>	<p>Discussion: Growth committee has been busy to work on vision and mission statements for city; working on 5- and 10-year plans. Personnel committee – met three times in December, working on drug and alcohol policy, COLA factors, personnel policy re: FMLA, yearly reviews, interviews of new hires, job descriptions, raises for employees. Infrastructure committee – meeting will need to be scheduled; Affiliate Main Street Program offers training on different issues. Safety committee – received grant approval for tornado sirens, neighborhood watch program started.</p> <p>Motion: Adopt the personnel policy draft for merit and COLA increases into the personnel policy Moved: Cheryl Miller, John Fairchild Motion Carried: (5-0)</p>
<p>OTHER UNFINISHED BUSINESS: (I.3)</p>	<p>None</p>
<p>NEW BUSINESS: MINIMUM HOUSING CODE: (J.1)</p>	<p>Council needs to be ready when the water project is completed to have an ordinance in place to ensure no citizen is living in a home without water; this would be considered unfit for habitation. City is working with attorney on an ordinance and will present the ordinance to council for review by the next meeting.</p>
<p>OTHER NEW BUSINESS: COUNCIL PRESIDENT SELECTION JANUARY MEETING FOLLOWING COUNCIL ELECTION: (J.2)</p>	<p>Discussion: It is time to nominate a new council president, following discussion:</p> <p>Motion: To nominate Caitlin Curtis as president Moved: Angela Mordecai, Cheryl Miller Motion Carried: (5-0)</p>

<p>OTHER NEW BUSINESS: (J.3)</p>	<p>None</p>
<p>COUNCIL MEMBER COMMENTS: (K)</p>	<p>Carol Baughman – none Caitlin Curtis – so glad about the work of the committees, would like feedback regarding the grocery store, thank you for electing me as president John Fairchild – glad to be back Jim Koger – first meeting this year, propose \$15 a meeting for council and mayor. Consensus was to pay quarterly. Angela Mordecai – time will be more limited due to having a job, work sessions might cause some struggle for her Hanna Smith – keep meeting more organized Cheryl – committees are a great thing, never take my comments in a negative way</p>
<p>MAYOR’S COMMENTS: (L)</p>	<p>It is exciting 2022 is here, we have opportunities with the water project, there will be some challenges so don’t get discouraged, exiting opportunities with park and rec, we need to work together and value each other’s opinions.</p>
<p>ADJOURNMENT: (M)</p>	<p>Discussion: Motion to adjourn Council Meeting at 9:20pm. Motion: Adjourn Council Meeting Moved: Carol Baughman, Angela Mordecai Motion Carried: (5-0)</p>
<p>Respectfully submitted, Hanna Smith Asst. Overbrook City Clerk APPROVED 2/9/2022</p>	