

**Council Meeting
City of Overbrook
Overbrook City Hall
December 14, 2022
6:00 pm**

<p>A. Call to order, Roll Call</p>	<p>Mayor Jon Brady called the meeting to order at 6:02 pm.</p> <p>Mayor Jon Brady - present Council Members: Carol Baughman - present Cheryl Miller – present John Fairchild –present (left meeting 8:45) Caitlin Curtis – absent Angela Mordecai- present</p> <p>We have a quorum.</p> <p>Others present: Jim Koger, Becky Coltrane, Aaron Traphagan, Sue Burdock, Eric Carlson(arrived at 6:25)</p>
<p>B. Not Used</p>	
<p>C. Approval of Agenda</p>	<p>Add H.3b Discuss second maintenance vehicle</p> <p>I move to approve agenda Angela, John Passed (4-0)</p>
<p>D. Consent Agenda</p>	<p>Point out D.16 and D. 15—Jon would like to give his council meeting paycheck to be applied to someone’s outstanding utility bill.</p> <p>I move to approve the consent Agenda John, Angela Passed (4-0)</p>
<p>E. Special Reports E.1 Ben Kramer Water Project</p>	<p>East and West towers both in service, booster station in service, working on chlorination building is still being worked on.</p> <p>Two of the VFD’s in and installed. Other three should be here by the end of the month.</p> <p>Removal of fire hydrants, all meters are in.</p>

December Council Minutes 2022

	<p>Review of the meeting that occurred this morning with KDHE, contractors, Engineers.</p> <p>Discussion of the safety of the chlorination building.</p> <p>Jon asked Aaron to check on scrap around the towers, and the plan for removal. Aaron is meeting with the scrap guys tomorrow morning.</p> <p>Discussion of holds of pay for Cartensens and Kramer.</p> <p>Discussion and review of pay requests. Discussion of seeding.</p> <p>Discussion external electrical expenses when working on the towers.</p> <p>I move to approve the pay request Angela, Carol Passed (4-0)</p> <p>Jim discussed a little on the overtime invoice.</p> <p>Aaron talked a little about the technology of the booster station.</p> <p>Notice to future councils—when things break, fix it. Don't let it slide.</p>
<p>F. Public Comments</p>	<p>none</p>
<p>G. Utility Billing Hearings</p>	<p>31 Shut off notices... 18 paid... 10 we didn't hear from. 3 requests for hearing.</p> <p>I move to approve the utility bill hearing and for the office staff to deal with issues.</p> <p>Cheryl, Carol Passed (4-0)</p>
<p>H. Council Action/Discussion Items H.1 Treasurer Report</p>	<p>Review reports from October, November Trial balance. Sue has been gathering receipts, Employees doing a lot better. Need to really discuss purchasing policies with receipts.</p> <p>Some concerns with how many credit cards we have.</p> <p>I move to approve the treasurers report. Carol, Cheryl Passed (4-0)</p>
<p>H.2 Police Department</p>	<p>Eric presented materials on his plan for re-organizing code enforcement and animal control.</p>

December Council Minutes 2022

<p>H.2a. Proposal for re-organizing code enforcement and animal control.</p>	<p>Discussed the process of how the police dept goes about enforcing codes. He would like the council to review the proposal.</p>
<p>H.3 Maintenance Department Action Items H.3a location equipment H.3b Purchase of Second Vehicle</p>	<p>Presentation of bid for utility location equipment. Aaron likes the bid from the company that provides the support in training on usage.</p> <p>I move to allow Aaron to spend up to \$7,500, for location equipment.</p> <p>Carol, Cheryl Passed (4-0)</p> <p>H.3b Aaron has been looking for trucks around \$37,000-\$42,000. He has reviewed his equipment plan.</p> <p>Aaron discussed a couple of areas that he is watching for water leaks.</p>
<p>H.4 Administration Department Action Items H.4a Cracked concrete 208 Trail Drive</p>	<p>Review of the work with the new tube in place from the boring. A crack appeared after the boring. We said we would repair, if there was damage. Homeowner is not pleased with the situation. We now have two options.</p> <p>Options to solve this issue:</p> <ol style="list-style-type: none"> 1. The city would pay to replace his driveway and repair. 2. The city will pay Homeowner on an agreed upon amount.
<p>H.4b Meter Policy</p>	<p>Jim will continue to work on the meter Policy.</p>
<p>H.4c ARPA</p>	<p>Jim discussed the use of the ARPA funds to pay all the outstanding water bills and make them current.</p> <p>I move we use the \$5,000 ARPA money to use for utility bill fund relief.</p> <p>Cheryl, Angela Discussion the new rates take effect in January will this contradict the information of the ARPA money.</p> <p>Cheryl, Carol Passed (4-0) *put notice in newsletter</p>

December Council Minutes 2022

H.5 Pool Action Items	None
I. Unfinished Business I.1 Personnel Policy I.1a Update Policy I.1b COLA Adjustment	<p>I.1a. Discussion on Policy and notes taken for updates on the wording on the changes.</p> <p>I move to approve the changes with appropriate wording.</p> <p>Cheryl, Carol Passed (3-0)</p> <p>I.1b Edit COLA information on page 6 of personnel policy. (Compensation B Pay Increases)</p> <p>Move this discussion to the end of the January, so we can look at the fund balances and see what is available for the COLA increase.</p>
I.2 Power Wash Proposal for Library	We will review this with the library foundation to discuss the cost of this project.
I.3 Sell back Unused Vacation	<p>I motion to approve to pay unused vacation.</p> <p>Angela, Cheryl Passes(3-0)</p>
J. New Business J.1 Committee Reports J.1a Street/Sidewalk RFQ	<p>J.1 Infrastructure – we need to get back with engineer, sidewalks, CDBG-have to have a PER, Casey’s property moving forward.</p> <p>Growth – Safety – Grocery Store–</p>
J.2 SFT After Prom Donation	<p>I move to donate three individual pool passes to the after prom.</p> <p>Angela, Cheryl Passed (3-0)</p>
J.3 other New Business	Does Overbrook have a mouse problem.
K. Member Comments	<p>Angela: Excited for John to be here. Would like to see a more organized for Christmas set up for our town, for example a tree in the empty lot or something. This year has flown by! Appreciates being part of the council and it has been a good year.</p> <p>Cheryl: No comments, but sorry she will miss our lunch on Friday.</p> <p>Carol: Grateful we are going to get out of here early.</p> <p>Jim: This billing was the hardest billing I have ever had to do. Hopefully it’ll get easier.</p> <p>Becky: no comments</p>
Mayors Comments:	<p>Thank for everyone’s service. Won’t be able to be here on Friday.</p> <p>Things to consider Parks and Rec position. Finish water project. Think about approaches for new and upcoming situations. Need synched input on zoning. Code compliance issues and blight, etc.</p>
L. Adjournment	<p>I move to adjourn this meeting</p> <p>Angela, Carol Passed (3-0)</p>

December Council Minutes 2022

	Meeting adjourned 9:52pm
Respectfully Submitted Becky Coltrane Assistant City Clerk APPROVED January 11 th , 2023	