

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

<p>CALL TO ORDER, ROLL CALL: (A)</p>	<p>Mayor Jon Brady called the July 14, 2021 Council Meeting to order at 6:00 pm in Community Room, Overbrook Library, 317 Maple, Overbrook.</p> <p><b>Mayor Jon Brady -</b> <b>Council Members:</b> Carol Baughman - present Cheryl Miller - present John Fairchild – present Caitlin Curtis – not present</p> <p><b>Others present:</b> Jim Koger - present Terry Hollingsworth – not present Aaron Traphagen – present Cathy Sowers - present Hanna Smith - present</p>
<p>APPROVAL OF AGENDA: (B)</p>	<p>Discussion: Changes to the agenda: C.7 Water sample difficulty, was solved and approved. April did not pass, June did. Jim noted that we should have taken a second sample in April. Ben Trotter, billing clerk was out today, no report available. He continues to monitor late payments.</p> <p>Motion: Motion to approve agenda Moved: Carol Baughman, John Fairchild Motion Carried: (1-3)</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&amp;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 C.10 Law Department/Animal Control Report C.11 Code Compliance Report</p>

	<p>C.12 Maintenance Department Report  C.13 City Clerk Report  C.14 OPR Director Report</p> <p>Motion: Approved consent to agenda  Moved:, John Fairchild, Carol Baughman  Motion Carried: (3-1)</p>
<p>SPECIAL REPORTS: PERSONNEL  POLICY UPDATES:  (D.1)</p>	<p>Discussion: LaVerna Gray passed out copies of the updated personnel policy, asked for council members to review until next meeting with feedback. Mayor Brady requested feedback by 8/1/2021 to LaVerna to be discussed during the upcoming work session before the next council meeting.</p>
<p>SPECIAL REPORTS: STRATEGIC  PLANNING AND STRATEGIES:  (D.2)</p>	<p>Discussion: Strategic planning meeting with city council and staff to discuss comprehensive plan for the city of Overbrook. Cheryl Miller passed out a table of contents to have sections reviewed and updated by different work units in charge of the sections.  Monday, 8/2/2021 at 6:30 to 8:30 PM, Wellness Center.</p>
<p>SPECIAL REPORTS: AUDIT AND  BUDGET:  (D.3)</p>	<p>Discussion: Jim Long presented City of Overbrook Regulatory Basis Financial Statements for the year ending December 31, 2020. All significant transactions have been recognized in the financial statements in the proper period. It was noted that no significant difficulties in dealing with management in performing and completing the audit were encountered. Jim Long also briefly discussed the Notice of Budget Hearing for the upcoming year and the changes to the process.</p> <p>Motion: We create a resolution that we will exceed the revenue natural rate intent and submit the notice to the county clerk timely.  Moved: Cheryl Miller, Carol Baughman  Motion Carried: (3-0)</p> <p>Motion: Accept findings of audit, approved budget findings  Moved: Cheryl Miller, John Fairchild  Motion Carried: (3-0)</p>

	<p>Motion: Accept motion report, pay for the budget and audit fee of \$6,950.  Moved: John Fairchild, Cheryl Miller  Motion Carried: (3-0)</p>
<p>SPECIAL REPORTS: LIBRARY BUDGET:  (D.4)</p>	<p>Kyle Sederstrom and Liz Cordts presented the library budget request for 2022. The library board approved budget and proposed an increase of 2.58%. City will need to review budget, changes in mills for 2022 might affect the budget. It was noted county evaluations went down this year while in the past they went up; city does not have any control over this. Budget hearing needs to be scheduled and citizens will be invited.</p>
<p>SPECIAL REPORTS: CODE COMPLIANCE CONCERNS:  (D.5)</p>	<p>Discussion: Mary Anderson and Joan Kaff presented concerns regarding the cleanliness of the town and requested city ordinances to be enforced. They presented several specific examples of their concerns; including burning of trash and lawn material in yards, too many dogs per home, breeding of dogs, commercial yards being over-crowded. No regulations regarding fowl; concerns regarding flies, smell, cleaning. Commercial and residential zoning issues should be addressed. A letter from zoning committee will address concerns to those residents/businesses. It was noted that law enforcement had been notified multiple times without any feedback regarding outcomes or changes. Both citizens shared when they moved here, the city was clean. City has been working on this issue and at times has not been following ordinances and has had discussions during work sessions. Citizens making reports should receive a report back regarding the outcome of their concerns.</p>
<p>SPECIAL REPORS: CURTIS GRAGG GROCERY UPDATE  (D.6)</p>	<p>None</p>
<p>PUBLIC COMMENTS:  (E)</p>	<p>Katie Moon wanted to advocate for herself, noting she recently moved outside the city limits. She expressed an interest in participating in opportunities; she already is participating in the grocery store committee. Interested in joining city council; however, lives outside city limits.</p>
<p>UTILITY BILLING ACCOUNT HEARINGS:</p>	<p>Report not available as Ben was unavailable Wednesday.</p>

(F)	
<p>COUNCIL ACTION/DISCUSSION ITEMS: TREASURER REPORT: (G.1)</p>	<p>Discussion: Cathy Sowers presented Cash Receipts Journal, Osage County Treasurer, Levy, summer camp, CARES act, concessions, bank account information, disbursements and a receipt comparison between 2017 - 2021</p> <p>Motion: Approve the treasure report as presented          Moved: Cheryl Miller, Carol Baughman          Motion Carried: (3-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: POLICE DEPARTMENT ACTION ITEMS: (G.2)</p>	<p>Discussion: Will have discussions with police department regarding concerns with follow-through with ordinances.</p> <p>To replace the door to the police department door a proposal was submitted (crack in the door) \$770. Inquire about a second bid from local glass company.</p> <p>Replacing yield and stop signs, cross walk; discuss at next council meeting.</p> <p>Motion: If deemed necessary to replace entry door to give Jim and Terry authority to replace as required up to \$800.          Moved: Cheryl Miller, John Fairchild          Motion Carried: (3-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: MAINTENANCE DEPARTMENT ACTION ITEMS: (G.3)</p>	<p>Discussion: Aaron Traphagen prepared and presented a maintenance report. He noted, overall it has been a relative uneventful this month, small leak, motor home caught on fire and maintenance used equipment to help out. Rusty water in town, checked all wells running clear water, no indication of rusty water detected. Patching holes in streets for now, working on kid's pond, cleaning site walks at city lake, lagoons, inspections, working on getting cross walks done.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: ADMINISTRATIVE DEPARTMENT ACTION ITEMS: (G.4)</p>	<p>Home rule discussion, Caitlin Curtis is out tonight, will discuss during next council meeting.</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: WORK SESSION (G.4.b)</p>	<p>Work session topic, committees, water distribution project, home rule, personnel policy review.</p>

<p>COUNCIL ACTION/DISCUSSION ITEMS: LOS VAQUEROS LICENCE (G.4.c)</p>	<p>Mexican restaurant opened today, provided food safety and lodging license, state liquor license, need city liquor license. Motion: Move to approve City Liquor License Moved: Cheryl Miller, Carol Baughman Motion Carried: (3-0)</p>
<p>COUNCIL ACTION/DISCUSSION ITEMS: POOL ACTION ITEMS: (G.5)</p>	<p>None</p>
<p>UNFINISHED BUSINESS: WATER DISTRIBUTION PROJECT/SEWER UPDATE: (H.1)</p>	<p>Discussion: Contractor is having discussions with engineering firm, last months we agreed but contracts have not been signed. Increase in cost for material due to recent events, as well as availability of materials. City wants to get project started, we will not agree to potential further price increases, based on advice from Michael Coffman. The automatic readers are needed. Need to get start date for project. City will discuss with Rural Development the increase in cost and options about another loan or grant. Council agreed to \$165,394.87 increase.</p>
<p>OTHER UNFINISHED BUSINESS: GROCERY STORE SURVEY DISCUSSION: (H.2)</p>	<p>None</p>
<p>OTHER UNFINISHED BUSINESS: ALLEY/EASEMENT DISCUSSION FOLLOW-UP FROM JANARY MEETING: (H.3)</p>	<p>Continue.</p>
<p>OTHER UNFINISHED BUSINESS: DEVELOPOING SUBCOMMITTEES: (H.4)</p>	<p>Last month we assigned committees and completed first draft. Continue working on and discuss more at the August Council Meeting or our upcoming work session.</p>
<p>OTHER UNFINISHED BUSINESS: (H.5)</p>	<p>Trash rate adjustment for city Dumpsters. Jim will draft ordinance for next months council.</p>
<p>NEW BUSINESS: OTHER NEW BUSINESS: (I.1)</p>	<p>Updates to standard traffic ordinance and uniform public code for 2021 ordinance No 426 and 427. We will review in August.</p>
<p>COUNCIL MEMBER COMMENTS: (J)</p>	<p>Carol Baughman – None Cheryl Miller – Hope people don’t feel she threw council under the bus when she was supportive of citizen complaints Caitlin Curtis – Not present</p>

	<p>John Fairchild – none          Jim Koger –Has not slept at all last night, apologies for being short, great to have citizens here. Update on council seat, bathroom for farmer’s market.</p>
<p>MAYOR’S COMMENTS:          (K)</p>	<p>Has talked to one person regarding joining City Council, wants to get it appointed before next month’s meeting.</p> <p>Mayor Brady made request for a 10 minute Executive session with the Council and Administrative Clerk to discuss personnel matters of non-elected personnel.</p> <p>The Executive Session opened at 9:05PM.</p> <p>The meeting was called back to order at 9:15PM.</p> <p>No actions were taken nor were any decisions made in the executive session.</p>
<p>ADJOURNMENT:          (L)</p>	<p>Discussion: Council meeting adjourned at 9:15PM</p> <p>Motion: I move to adjourn          Moved: Cheryl Miller, John Fairchild          Motion Carried: (3-0)</p>
<p>Respectfully submitted,          Hanna Smith          Overbrook Assistant City Clerk          Approved August 11th, 2021</p>	