

**City of Overbrook**  
**Overbrook City Hall**  
**March 12, 2025 6:00pm**

A. Call to order, Roll Call	<p>Mayor Jon Brady called the meeting to order at 6:12</p> <p><b>Mayor Jon Brady</b> - present <b>Council Members:</b> Carol Baughman – absent – arrival 6:19pm Cheryl Miller – absent-arrival 6:50 pm Kyle Maichel – present Hanna Smith –present Matt Craig – present</p> <p>We have a quorum.</p> <p><b>Others present:</b> Jim Koger City Clerk, Becky Coltrane Assistant City Clerk, Eric Carlson Police Chief, Danny Gamblin Maintenance, Madison Warbritten OPR, Hazel and Shelia Megginson</p>
B. not used this month	
C. Approval Agenda	<p>I move to approve the agenda with appropriate changes. *add executive session to G.4 Move G.3.1 to Before E.</p> <p>Matt, Hanna Passed (3-0)</p>
D. Approval Consent Agenda	<p>I move to approve the consent agenda Hanna, Matt Passed (3-0)</p>
G.3.1 Megginsons	<p>Megginsons sent a letter with concerns of their smelly water. We Reviewed the things we have done to improve their smelly water. We have discovered some things that were missed by the contractor. All parties agreed to gather ALL documentation and meet back at City Hall March 19<sup>th</sup> 2025 @ 6:30. Jim/Becky will get out a notice about a public meeting.</p>
E. Special Reports	<p>E.1 Water Project Update- review of wastewater plan and documents. We want to verify we have received the loan documents before we purchase the land.</p>

	<p>New Fires station Drainage- review of the map from Schawb-Eaton, and how it needs to be fixed.</p> <p>E.2 Street Project Update -exemption certificate for the project has been approved. Becky/Jim will get a letter sent to the people who live on those streets that those streets will be done as well as public information if anyone would like to have their private property paved. (at the homeowners expense)</p>
F. Public Comment	No public
G. 1a Treasurers Report	<p>Jim reviewed the treasurer's report. He's happy to report that everything has balanced out.</p> <p>Discussion on transfers and paying off items.</p> <p>I move we pay off the mini-ex early. Carol, Hanna, Passed (5-0)</p>
G.2 Public Safety Action Items	<p>G.2a AED discussion- we have learned our AED's are completely out of date. They are not cheap to purchase. We have found a company that will rent them to us. They provide the AED's, maintenance, pads, if they get an updated AED they send us the new one. Eric brought a contract to review. Osage County will provide training to all city employees.</p> <p>The council would like Eric/Madison to get additional bids.</p> <p>I move for approval for the rental of 6 AED's. With the Chief/Madison getting an additional bid for comparison.</p> <p>Hanna, Carol Pass (5-0)</p> <p>Presented a proposed ATV ordinance. We'll have a town hall meeting on April 9th to get feedback from the community on the ordinance. Any other feedback from the council please get it to the chief before the town hall meeting.</p>
<p>G.3 Maintenance Dept Action Items</p> <p>G.3 1 Letter from Megginsons (moved to after D)</p>	<p>Danny reviewed his maintenance report. Rural water is coming out in April to calibrate the Rural Water Meter to our Meter. Lots of philmac issues. They are now out of warranty. How are we moving forward with this issue. Is it a homeowner issue or is it a city issue? We need to decide on this issue at the next meeting.</p>

G.4 Administrative Action Items	<p>I move we go into executive session to discuss non-elected personnel for 10 mins (8:20), with council, clerk and assistant clerk. Matt, Hanna Passed (5-0)</p> <p>Return from executive session, no action no decisions were made.</p> <p>G.4a Administrative Department Structure</p> <p>I move we go into executive session to discuss non- elected personnel for 20 mins (8: 35), with council. Hanna, Carol Pass (5-0)</p> <p>Return from executive session 8:55 no action no decisions were made.</p> <p>I move to accept the merit increases per policy Matt, Cheryl Passed (5-0)</p> <p>Jim is planning on retiring June 1, 2025. Last day of work will be May 30<sup>th</sup>. Jon's suggestion is to hire someone to fill some of Becky's roles, Becky to take Jim's position, with redefining roles and responsibilities in the office and for all employees.</p> <p>I move that the city clerk position be on all pertinent accounts. Kyle, Matt Passed (5-0)</p> <p>I move that Becky Coltrane be titled the "City Clerk in Training" and have all the powers, duties and privileges involved.  Kyle, Matt Passed (5-0)</p> <p>Consensus of the council to hire a replacement for some of Jim's and Becky's duties and get it advertised by the end of the month. Jim and Becky will work together to define each of those roles.</p> <p>G.4b Jayhawk Software Items  b.1 annual JCS Software assurance \$750 and DBS software lease and support hours \$ 580.00  b. 2 Sonic wall upgrade for the security of our system. \$1495.00</p>
---------------------------------	--

	<p>I move to approve the Jayhawk software updates. Matt, Hanna Passed (5-0)</p> <p>I move to approve the sonic wall upgrade. Matt, Hanna Passed (5-0)</p> <p>G.4 c Sidewalk RFQ – we received 5 bids for the sidewalks. They will not be read in a public forum but will be discussed in a committee. Matt, Kyle, and Jon will be on the committee to choose. We would like to include Danny. We will review the bids and pick the ones we would like to negotiate and then make a recommendation to the council.</p> <p>I move to approve the committee and to give them authority to negotiate and make the final decision for the Sidewalks. Hanna, Carol Passed (5-0)</p>
G.5 Pool Action	none
G.6 OPR Action	<p>a. Refinishing the 7 remaining decorative light poles- proposed use for the poles for the new sunshade for the ballpark. We Would like to have approval to get those finished. Estimated \$1995.00. Council would like to table this until there is a plan for the poles/sunshade.</p> <p>b. Review of the RFP for the HVAC for the old Gym.</p> <p>I move we strike the verbiage “The City will designate vendors to whom it wishes to send a copy of the RFQ.” to “The City will send requests to known vendors, and we will also publish the RFP in the Osage County Herald-Chronicle and on our website.”</p> <p>Kyle, Cheryl Passed (5-0)</p>
H. Unfinished Business	<p>H. 1. Fire station Drainage – talk to Keithen at Schawb-Eaton on a plan to do look at this to make improvements.</p> <p>H.2 MIH Grant we did not receive. We need to contact property owners and the builder to inform them that we did not receive the grant.</p> <p>H.3 SSA4 Grant – trails grant, we have no action</p>

	H.4 CDBG Grant – we will need an LMI survey if we are going to apply for any CDBG grant. Costs around \$10,000. Police Chief is interested in a CDBG grant. Jim will reach out to Brett Wagoner to discuss this.
I. New Business	<p>1. Solid Waste RFP review of when it is due. A decision needs to be made by the April meeting. We will review them at the work session.</p> <p>2. SRF project request drinking water and wastewater. Consensus is that we don't have anything that we would need this for. We need to decide by the May meeting with 100% confidence.</p> <p>3. Amendment to Ordinance #337—update to when court is held</p> <p>I move to amend the ordinance to reflect the appropriate information of court date and time. Hanna, Carol Passed (5-0)</p>
J. Council Members Comments	<p>Carol- no comment Hanna – no comment Cheryl – no comment Matt – ready to go home Kyle- thanks for your service Jim Jim – Saw people fishing at the lake today. And thank you everyone. Becky – no comment</p>
K. Mayor Comments	Thank you Jim for your service.
L. Adjournment	<p>I move to adjourn. Matt, Hanna Passed (5-0)</p>
Respectfully Submitted Becky Coltrane Assistant City Clerk APPROVED April 9 <sup>th</sup> , 2025	