

City Council Meeting

4/28/25, 7PM

Meeting Minutes

Attendees: Ken Stringer, Dan Ravenscraft, Kathryn Coleman & Trent Clark – **Absent:** Mayor Gragg and Grant Bowlin

Others In Attendance: Deputy Tom Moore, Brandon Maus, Terry Ullum, Anne Morrow, Jake Callstrom, Mark Stiles, and Tim Stanghor

Present council members appoint Dan Ravenscraft as Acting President of the Council for this meeting due to the absence of both Mayor Gragg and Council President Bowlin. 7:13pm

7:13pm: Ravenscraft calls the City Council Meeting to order. No additions to the agenda.

- ***Stringer motions to approves the 4/28/25 agenda. Second by Coleman.***

All Ayes, carried. 7:14 PM

- ***Stringer motions to approve the March meeting minutes as written. Clark seconds,***

All Ayes, carried. 7:15 PM

Open to Public - NA

ORDER OF BUSINESS

1.) Firework Stand Sales - 7:16pm:

Ravenscraft – In your packet you will find quite a bit of information concerning firework stands and sales, tonight we need to decide what the fee might be, application process, ...

Stringer – I read through all of this, and they all had one thing in common:

- There must be a diagram along with a plan on where they want to set up.
- Must be approved by the Fire Department
- and must have insurance.

Some of the fees I saw, I thought were crazy. I thought El Dorados was very well written, pretty much agreed with everything in theirs but I think the fees are pretty high, I was thinking around \$2500.

Ravenscraft – I know sometimes we have profit or non-profit entities wanting to do that, do we need to think about doing different fees for them?

Morrow – We could add in some kind of waiver.

Stringer – I agree we can do some type of a Permit Waiver but I agree with El Dorado, it does still need to have a permit and fees, even if its more of a cleanup fee that can be reimbursed, because if its something that kids are doing and they finish and just leave a mess for our city workers to clean up that isn't a good situation either, they need to post a bond for cleanup for sure. Say a \$1000 or \$500, it doesn't need to be \$2500 but it needs to be something and then give them some of that back after they clean up after themselves. Just like the Scout House, you leave a deposit, and you get some of that back after your cleanup and return the key. But I don't the fees need to be way out there where a church or the Park Board or somebody can't come up with the front money. If we are going to make an exemption, I think it should be a nominal fee that they can get back after they clean up.

Ravenscraft – My cousin is over there in Potwin and I talked with him concerning this and he pays \$200 and of course has to have insurance. In our discussion he suggested anywhere from \$200-\$500 for a permit fee for this small of town. It's all up for discussion but that's what he thought. He

didn't tell me how much he was making but its just amazing to me how much some of these places seem to be making, I don't know anything about this market.

Stringer – I'm open to anything. I just know some of those fees that other towns had were just crazy high.

Ravenscraft – I was thinking maybe \$300-\$400, maybe even \$500 I guess.

Stringer – Do we have any policy in place as it is?

Morrow – In our codes the only information they had was when you could sell them and a permit fee of \$75. Nothing else, that is why this needed to be looked at.

Stringer – Insurance and Fire Department signing off on these things, those were the main things that stuck out in every single one of these other cities' codes. They have to have half a million-dollar insurance in place, got to have a sketch where it is and the Fire Department has to sign off on their location and set up. Then they differed on permit fees but the important things we need to have in place is insurance and fire department input.

Coleman – So what kind of time frame do we need to set up if we need to get the fire department involved, from the time of application to approval? Our fire board doesn't meet that often.

Morrow – But our fire chief is around.

Stringer – That is in one of these, just like the sketch deal, it's like set-backs on a house, requiring a sketch is important and can help out the fire chief to see how they plan to set up and can know that is a fire hazard right way, etc.

Ravenscraft – As far as the fees go, if folks don't want to set up a stand because our fee is too high we can reassess.

Morrow – So are you saying \$500 for charity or non-profit groups? For all of it?

Ravenscraft – Well we were going to take a look at it as a case-by-case situation.

Morrow – Well that's what I'm asking is there a set fee for the charitable and then a set fee for the commercial?

Stringer – If I'm understanding what Dan said, there is a set fee for everyone else but if its charitable then we look at it as a council.

Clark – Are we still going to charge a clean-up fee? For both the charitable and non-charitable too?

Stringer – I think so, I think we need to have a deposit. I would say a minimum of \$500 for a cleanup fee/deposit. It can get trashed around it quick and if we don't have something in place we are asking our city employees to clean it up.

Ravenscraft – Then, are we talking about on commercial property only?

Stringer – All of them are on commercial property in what I read. Everyone of these I read said they had to be on commercial property. But we don't have to abide by that, thats just what I saw in these others. You guys decide.

Clark – I'm just trying to think of places that the city owns that could work. There isn't much commercial that would work.

Morrow – Looking at things off the highway, that big field behind Wheat State back in there, is that city owned? It's hard to know for sure when you are looking it up on GIS.

Stringer – Is that city, I thought Wheat State owned that?

Coleman – I thought Wheat State owned it, at least part of it.

Morrow – It's hard to know, when I click on it on GIS it says City of Whitewater, KS Public Business Commission, So I wasn't very clear on that.

Stringer – The churches got together and purchased the area for Wheat State from the city. At that time he wanted them to purchase it all the way back to the river but they said what they purchased would be enough.

Morrow – Thats what I'm saying its hard to understand if there is a line somewhere in there and if some of it is still city owned. It's not very clear at the moment.

Clark – I'd be good with Commercial and/or City Property. Otherwise, you might be hard

pressed to find commercial places that could accommodate a fireworks stand properly.

Coleman – As long as the property owner and fire chief sign off on it,

Stringer – I agree. That's the most important thing is making sure it's safe.

Clark – Right and what ½ a million on insurance?

Stringer – That's what almost every single one of them had in place. In construction I used to have a million, and when I quit, 2 million was the minimum.

Clark - \$500 fee, \$500 cleanup charge/reimbursement

Ravenscraft – and we have some sort of application we've adopted?

Morrow – Yeah, we must get this information established so I know what to put into the application, then I can create whatever is needed. There are examples of some applications in the packet from other cities.

Stringer – Yeah, see like Inman's has a site plan as part of the application. El Dorado's was very complete as well.

Coleman – When you create the application can you create a waiver form so when the non-profits ask they have a form for them to fill out and we have the information to look over.

Stringer – That's a good idea.

Ravenscraft – So do we need to make a motion?

Morrow – to get started with these steps? We will have to create an Ordinance and get that passed first.

Stringer – I'm for using almost most of what El Dorado has.

Coleman – I almost wonder if we should make the fee separate so we can review the fees every year somehow. Write that up somehow where the fee is separate from the Ordinance.

Morrow – yeah, we can add that to the fee schedule which should be reviewed every year and add that into the wording.

Clark – Ken, were all the sale hours the same on most of them?

Stringer – pretty much, there was a little bit of difference but not a whole lot.

Ravenscraft – Do we not have anything at all?

Morrow - Just the time frame. Date to Date and these allotted hours. And the fee.

Ravenscraft – So do we have enough information there to move forward?

Morrow – I think we have something to start with, hopefully I can put something together for the next meeting and make any final adjustments then.

Stringer – what about this guy that was asking?

Morrow – I had emailed him back, haven't heard anything and I know the Mayor has talked to him and there was possibly going to be a rep here at the meeting tonight, but I don't know anything other than that.

Clark – So they haven't backed out on us or anything like that have they?

Morrow – Not that I'm aware of, we have been communicating recently.

Coleman – We should also double check with the Fire Chief to see if there is anything he would like to add, etc.

2.) Food Truck Permitting - 7:32pm:

Ravenscraft – Okay, moving on to the next item, Food Truck Permitting.

Stringer – Food Truck. I read through all of those. Clay Center had the best one in my opinion. What I noticed was the same in all of them was; a yearly fee \$150, minimum of \$½ million liability insurance, they were required to meet all state and county licensing requirements, had to be on commercial property – not over the sidewalk or impeding traffic. One of the things I did see that I did not like was where they said, "a mobile food vendor cannot be part of a home-based business", I think we should drop that part. I know a lot of food vendors that make their stuff at home, put it in their truck and take it out. It says to get a permit, "a sketch plan is required for where you are going to set up. It must be in a zoning district where licensing activity is permitted use." Another thing I liked was that they do not exceed

one year. So a permit is good for no longer than a year. I can't think of to many places where we can have food trucks actually set up. The old filling station on the corner would work.

Morrow – They could set up on the road. They can set up in a parking space or two.

Stringer – every one of them said as long as you are not impeding traffic.

Deputy Moore – Even where the Fire District is, usually there are only one or two trucks there, set up over there...

Morrow – Like in front of the church where the craft market sets up? There are a lot of parking spaces right along Main and right off of Main.

Clark – Like the Bank parking lot area, maybe. So it would be a yearly fee of a certain amount and then they can come and go when they want to ...

Stringer – Lets say someone has a taco truck, they want to come to Whitewater on Wednesdays and Saturday and they have made a deal with Ravenscraft to set up over near the business, so they have permission from the business and worked out a deal if they need too, but they can get a yearly permit from the city so they can come two days a week and people in town can know they will be here. Then that makes it profitable for everybody.

Morrow – I do have a question concerning events. I don't know how its been set up for Fred Fest? I know that they (Fred Fest) charges some type of vendors fee for setting up during Fred Fest but I have no idea what the procedure is for the events and how it came to be set up. But Event Permitting, there is usually that included in the writing of the ordinance.

Stringer – Yeh, Clay Center had a really good write up on that. For events like Fairs or something. That is really addressed through our Fred Fest people.

Coleman – I would say anything related to Fred Fest would have to go through them.

Clark – So you are going to make them do a special permit for that weekend?

Morrow – Thats why I'm wondering, in the yearly permit do we need to exclude the Fred Fest dates. Unless they have a permit through the Fred Fest committee. For the Library Summer Kickoff, so instead of individuals doing a permit, do we have the Event obtain a permit and they are in charge of organizing their own vendors. So Fred Fest would pay an event permit and they can organize whoever they want.

Stringer – If you have a yearly permit and you have your location, I think we need to leave you alone.

Morrow – if they usually come on a Saturday, and that Saturday is Fred Fest and Fred Fest didn't want them to be there because they were wanting something different or local, that could cause an issue. That is why this kind of stipulation needs to be looked at when issuing a yearly permit and event permitting.

Stringer – Yeh, it probably does, because Fred Fest is only one weekend out of the year. We could exempt them from that time.

Coleman – We could say there may be certain times your permits are not valid unless you have the Event Permit, when they apply.

Clark – I think for Fred Fest is pennies to set up.

Stringer – you have to be local to even be accepted with Fred Fest. And Fred Fest supplies the insurance. And they do their own cleanup.

Ravenscraft – Are we going to have a one time permit? I mean we have a food truck vendor that doesn't know what kind of market they might have here, might not want to spring for a yearly permit right away.

Stringer – This city here (Clay Center), they had a fee schedule of yearly and one time, etc.

Clark – Yeh we may have a food truck come through and only do it once.

Morrow – One thing about Clay Center's is they provided their whole chapter for Business Regulations – our business regulations is only a page and half. So everything in here would be good to look over not just the Vendors section. Lindsborg's was a pretty good one too.

Stringer – Lindsborg does quit a bit with their German stuff. Yup, a daily fee of \$25.

But here is the thing, if you want to set up a food truck for one day, I don't know how much

money you could make.

Morrow – Something to keep in mind, when I worked in Wichita and would set up in our parking lot, these food trucks have the following. These trucks post where they are going to be and people will come to them. People will come to Whitewater to get to the food truck. One of the great things about Whitewater is we are centrally located between the bigger cities and multiple small towns right next door as well. So this could actually bring people to town as well. They can just post on their Facebook page and people will plan to come to them.

Clark – I say we keep it cheaper and kinda see how it goes. We can adjust rates later. \$25 for one day. I don't mind Clay Center's prices.

Coleman - \$25 daily, \$100 weekly, \$200 bi-annually, \$400 annually.

Stringer – I think we need to have something for food vendors. I don't think we need to keep them out of town, especially now that we don't have the Cafe. I sure would like to have a restaurant again.

Coleman – Do we need to have a bi-annual? Lets do Daily, Weekly, Annually (All agree)

Ravenscraft – So: Daily - \$25, Weekly - \$100, and Annually - \$400 for permit.

Coleman – yearly expires at the end of the year? or from when you buy it?

Stringer – I think it needs to be year from when you buy it. Like if you come in here just before Christmas, like November ...

Morrow – If that's the case then I might suggest a weekly or daily permits, Let them see if they want to reup in January with the yearly permit. They all have to have a physical permit to have in their truck, to put individual dates and to keep track of that on my end might be a little tricky.

Stringer – here is what Clay Center says, “valid food vendor permit shall not exceed the period of one year and shall expire always on Dec. 31st of the year of which it was issued.”

Morrow – so if they come in starting in November, a weekly or just try out a couple days do the daily. Then if its working for them come back and see me in January.

Clark – I think we will have to do it at the end of the year.

Morrow – They have to get licenses through counties and states already, so they are not a stranger to deadlines, requirements and making sure they are up to date.

Coleman – Just to be technical, what about the weekly one, is it a Sunday through Saturday? Or any 7 days?

Morrow – I think that one would be easier to manage so it can be 7 days from then they want to start and those 7 days are on the permit.

Ravenscraft – ½ a million dollars insurance? Do we need to have the fire department sign off on the location?

Stringer – there are a lot of regulations, so close to the building, when they do the sketch you have to look at the sketch to determine the space needed. Food truck needs to have a fire extinguisher on it.

Morrow – If they have a license through the state a lot of those regulations are already met. So we may not need to get as technical.

Coleman – So you need to put in there that need to be licensed.

Morrow – yes, that should be required.

Stringer – Yes, everyone one of these required licenses through the state and they have to have their food certifications via health codes,

Morrow – If we require them to be licensed all of those regulations are already met and we won't have to worry about it.

Ravenscraft – what about sales tax?

Morrow – They don't report that to us, that's all regulated through the state and county. They report it to county not us. Then it is sent on to us via them.

Ravenscraft – but you have enough information for food truck? We did need to get an answer for the coffee truck over here.

Morrow – We have enough to get started, the coffee truck was already okayed.

Coleman – we approved them being there.

Morrow – all of this is after the fact for that truck and event. So what do you think about parking on a road as long as its not taking up more than... two spaces?

Clark – We have some streets that are pretty wide.

Coleman – I think we just leave that alone and if it happens and becomes a problem then we can deal with it.

Clark – So will you have a map of approved locations?

Morrow – Sure I can, require them to talk to businesses for approval to park in front of their business?

Coleman – or within so many feet of them.

Morrow – I know Bell's wanted to have someone out at their place, the Tea Shop wanted to have someone in front of theirs but couldn't because we didn't have anything in place to facilitate it. So I think if they talked with the businesses and obtain approval I think that would stop some issues before they happen. And Jerry can say no to them so no one sets up in front of his business.

Stringer – there was something in here about "on-street"... they have it where you cannot set up within 200ft of an already established food location. No more than 20% of the parking can be blocked. I think we need to keep them off the street.

Clark – If we did that, it might get a little harder to figure out where to put them. We aren't that big, so that takes out a big chunk if we did the 200ft.

Coleman – I think regardless of where they set up in town. I don't think its going to matter if its across the street from Jerry or a block down, it will be the same affect on his business.

Stringer – its just the parking issue. Jerrys frontage, sometimes its hard to park and now that we have the pie shop sometimes its really hard to find a spot to park.

Morrow – I think more thought needs to be put into the parking/set up needs to be discussed more. Because I don't feel comfortable with where we are. Where will they go if we take away street parking?

Coleman – what if we require them to show us where they want to set up when they submit their location.

Morrow – yes, that is what I mean but we will find ourselves in the same discussion.

Clark – I mean if you want to keep them off Main Street but that is where all your traffic is.

Morrow – and its really the only place we have parking in town.

Coleman – Ball Diamonds.

Stringer – That is something to think about, it's city property.

Morrow – That could be A location, but shouldn't be the only location.

Stringer – Churches are commercial property, so like the church off of Central going out of town has a large open parking area. That could be a place to set up.

Morrow – Again, I think if they get permission from the businesses or property owner and use a total of two spots or something?

Clark – I think on the street would be okay.

Ravenscraft – Okay, do we still need some clarification or ...

Morrow – I can get started with this, and we can fine-tune it later.

Stringer – We need to get permitting established on commercial property, especially since we have had inquiries about it, we shouldn't be sending them away.

Coleman – I think we make sure location is placed on the application.

3.) Street Repair - 7:57pm:

Ravenscraft – Okay, moving on to Street Repair Plan. I'm glad to see that they changed that slurry plan. I know the repairs out here on Topeka are needed but we need to concentrate on the slurry part.

Morrow – Sorry to interrupt, as you see in the packet there are options on how you want to proceed as far as plans for future repairs and/or slurry which was discussed at last meeting.

- Continue the slurry only, every year
- Cancel slurry and begin street repairs
- Alternate – Slurry one year, repair the next

To help make a future plan moving forward.

Stringer – What's your proposal Dan?

Ravenscraft – I don't see how we can ever stop the slurry every year. The way those streets build up we've got to keep doing that or they will keep cracking. Elm Street is going to destroy itself. That's why I'm glad to see Elm back on the schedule because of all the water that stands on it, all the general traffic coming off of 196 and truck traffic on S. Elm, it needs to be treated.

Stringer – Elm takes a beating.

Ravenscraft – Any thoughts over there Brandon?

Brandon Maus – Yeah, I can see what you're saying, slurry seal is good. But it is just patchwork. If we get another good ice storm, it will crack through again. There will be problems. We can always implement a way to try and start replacing Elm because 3in compared to this which is decades of slurry seal buildup which isn't that thick. But if we had 3 5in laid down it would help with any of your semis going through and would last for a long time.

Ravenscraft – I don't see how you can ever afford to do it.

Maus – I understand where you are coming from on that, and that is something to get proposals on as well. Get on track with slurry seal and look at other options with Grants or Bonds that would allow us to do a full street repair within the city. These are things we can look into because these roads as they are probably won't hold out much longer without getting full repairs put in.

Stringer – Sedgwick just got some done and Goessel.

Maus – Slurry seal would be a good idea but if we can option to finding a Grant to do actual repairs to the point where we don't have to continually do spot repairs. With some of the loads going on our roads the base isn't strong enough. I'm wondering what our budget is compared to what they are asking for the new slurry bid? Which is double the cost of the previous bid?

Ullum – Right now, our Special Highway Funds are at \$21,000 but we also get money throughout the year specifically for that; we got money last month that isn't reflected in this month's totals. So it is probably close to \$30,000.

Stringer – When do we have to pay for that?

Maus – that is just a 30 day proposal but they have worked with us through the years so we might be able to wait a little bit and see where our budget is at and go from there. We can keep it the same as what is on the bid or we can take something off of there to cut the cost back.

Ravenscraft – I think in the past it was typically done in or around June.

Ullum – by June we should be pretty close to that \$40-45,000 mark in that fund. But we will have that or more by the end of the year anyway. We could finance some of that through the General Fund and replace it with the funds as they come in. That way it still gets done timely.

Stringer – So Dan, you are for #1. the slurry bid? Locations: E Topeka (Elm – Oak), Elm (HWY 196-Vine), Elm (Vine – Central), Baseball Parking Lot (including entrance) = \$41,332

Ravenscraft – Yes, I understand that there have been some deficiencies at the ballfield. Its been done twice right? Two coats on it?

Maus – It's slowly starting to tear away. The first one they did was a pretty thin coat and the second one they did thicker. They gave us the first one, the second one they did because a large truck came through there and tore it all up. That's one of those things that over time, it has to be built up so that in 5 years so that heavy trucks going back in there won't tear it up as

easily, but that is where their dump site is for their slurry.

Ravenscraft – do they have another site they could use?

Maus – that is the biggest open area that we have for what they need.

Stringer – What about out there by the dump?

Clark – I wonder about the dump too.

Maus – That is something we can bring up to Vernon and see if we can't change that location.

Ravenscraft – they have had to go over that area with about 25Tons and so if we can keep them off of the ball diamond area it would help.

Clark – might have to make an area for them out at the dump and create a specific spot for them to use.

Stringer – I make a motion that we accept #1. The Slurry Seal bid from South Central.

Clark – No is that baseball parking lot just at field #1? Answer: Yes So it won't hit the little stretch going out the the Scout House? Answer: No

Ravenscraft – what shape is that stretch going to the scout house?

Maus – Oh that's bad. It's broken up and going to stay broken up because a trash truck goes up there to get a dumpster and a couple cans. I think we need to just leave it as rock.

--- Stringer makes a motion to accept bid #1 from South Central for Slurry Seal = \$41,332,

Ravenscraft – Is there any more discussion needed? South Central is the only slurry bid we have here, over the years their costs have gone up.

Maus – South Central is actually one of the only companies that still does slurry seal in the Wichita area.

Clark – I would like to be able to tear up a road every once in a while and pave it if we can.

Ravenscraft – That's what we had years ago, the thick stuff, I don't remember why we tore the traditional asphalt streets out. I don't know the reasoning. I don't know if former Mayor Ryan would know or not.

Maus – I know Vernon has told me that he has been slurry sealing our streets for the past 25 years.

Ravenscraft – That was probably right at the time we tore the old ones out.

There is a motion by Stringer to accept bid #1 for Slurry Seal from South Central for \$41,332.20, Coleman seconds with request to investigate repairs in the future. All Ayes, 8:10pm

Financial Report – Terry Ullum, 8:10pm

This is January through March. The biggest expense was paying for the planned hydrant repairs in March, \$15,000. That came out of the Water Utility Fund. These are unaudited figures. The audit is ongoing currently. The biggest difference between March only from last year and this year is the Tax Money coming in, this year \$65,000 total income compared to last year \$46,000.

Stringer – We had more expenses this year in March than we did last year at March.

Ullum – That is the \$15,000 for the fire hydrants. Almost exactly. But if you look at the Net Income, we were \$6000 in the hole last year and only \$600 this year. So that is positive.

Stringer motions to accept the Financial Report as it is, second by Coleman. All Ayes, Carried: 8:18pm

PERSONNEL REPORTS

Deputy's Report – Tom Moore, 8:18pm

- 2 Traffic Stops
- 2 Arrests
- 2 kids relocated from their home.
- Finally got to kick in a door
- Took one person to St. Joe's

It's been busy here. There has been like 3 days this month with at least 5-6 cops in town at once.

It's busy here, it's busy all over. These small towns have had a lot of Domestic Violence calls. I've talked to several people in town about their animals running loose.

- discussion about people living in a car in town and rumored vehicle activity at the location.
- Deputy Moore aware. The specific car that someone was living in has been moved.

Animal Control Report – Jake Callstrom, 8:23pm (provided report)

- Animal Control email has been set up, information from various locations have been moved to the old city iPad which will be used for Animal Control needs. Continues to organize old accounts, etc.
 - A key to the old Fire Station has been received and can now take inventory of traps and other city owned tools/property. Plans to add labels to these items.
 - Talked with Deputy Moore about Animal Control responsibilities. Discussed supplies and kennel locations with Andrew. Planning to connect with Countryaid Vet Service to set up an alliance.
 - Completed 2 free online training videos. Catchpole and Leash Training. These were through the National Animal Control & Care Association, NACA.
 - In May, plans to compare the 2024 and 2025 animal registration lists, will send out letters to those who have not registered for 2025. Will develop an ad for the May newsletter for pet registration.
- discussion on getting a new catchpole. The council expressed gratitude and wanted to know if there are any tools and training needed, if something does come up please let the Council know how to better equip Jake in the role. The monthly report might need to be moved up on the agenda in case he doesn't want to be present for the whole meeting. Morrow encourages the council to recommend those changes when she sends the agendas out. Jake encourages them to email him when/if they see anything he might need to look into.

Clerk's Report – Anne Morrow, 8:28pm

- Hands out current Fee schedule and Municipal Fine Schedules. Everything there is from our code book, there might be a thing or two missing, if so please point it out.
 - **Stringer** – Insufficient Funds, \$5, that needs to be changed.
 - **Ravenscraft** - \$25 at least.The way our codes are currently the most we can charge for that, I think is \$15.
 - **Stringer** – we need to change that.I agree, that is why I am presenting this to you so you can look over things and changes can be made. There are things that need to be adjusted.
 - **Clark** – These are the current prices for things? You haven't changed anything?The only things that have changed is rock, dirt, sand, etc. prices, car wash cost when it was changed, this is as is, current charges and some of these current charges were set 20-some years ago. Same thing for the Traffic/Municipal fines. I will be getting a new ordinance or two to bring us up to date with the Standard Traffic Ordinance for Kansas and the Uniform Public Offense Codes for Kansas. The last time we adopted those were in 2022, its usually yearly. Look over these and let me know if I missed something or if you find things that need to be changed.
 - Ranson Citycode has finished the first draft of our City Codes. They have sent a list of things that you as a council need to look over and decide concerning certain things listed.
- discussion on Franchise Fees, Towers, finding more information concerning those issues. If it wasn't an Ordinance they didn't get that information. How to view the codes they have developed and look into the areas they have highlighted as areas needing adjustments. Council looked over the Code Draft and what they highlighted.
- **Ravenscraft** – are you saying as a board we need to go through every one of these?

Morrow - Yes, I can't do that. It's all on the council to make these official decisions. I'm just the keeper of the codes not the maker.

○ **Coleman** – That is not a one meeting process.

Morrow - Correct, there is no way, that is why I'm providing you with the handouts. Decisions on these don't need to be made tonight, I just needed to get this to you.

○ **Coleman** – we could maybe pick a section or chapter every month. Assignments or something. To work our way through that.

○ **Stringer** – I read through it and I had opinions but I'm just one person. Everyone else probably has their own opinions. And we are short a few people tonight as well.

- May 13, is our On-Site Audit. That is when a team from the Loyd Group comes to the office and sets up over here to work through everything. Basically, they set up here and Terry and I are in the office and they request a certain document that we must locate for them as they work through 2024.

--- discussion on how to tackle the codes. Once decisions are made, they have an Ordinance that will adopt it all at once, it won't be a motion for each item. Break it up or have a special meeting?

Maintenance Report – Brandon Maus, 8:42pm

- Cleaning out a lot of ditches to cut back on stormwater backing up in the streets.
 - 2 out of the 3 hydrants have been replaced. When the time and weather is right the city will replace the 3rd hydrant.
 - Three job interviews for summer help so far.
 - Mowing is already in full swing.
 - KRWA conference last month. Was able to meet with many vendors to assist with future needs and bids.
 - Both Andrew & Brandon passed their waste-water certification tests.
 - Congratulations were given by the council.
 - There were two water leaks. One on Main, but the line that was in there was a long PEX curled line that we didn't know about. Replaced that and found a main break about 10ft from that other spot, fixed that one. The other was down near the well lanes. Both Repaired.
 - **Stringer** –I wanted to say you both did a great job replacing that water meter there at my place on Locust. You did it right.
- deadline for summer help application is the end of April.

New Topics for Discussion/Business

Water Tower Alarm Update, 8:48pm

Morrow – The Comm-Tronix system is what is in that box on the wall above the City Supers desk, it monitors the water tower and is the alarm system. All the components that go into that specific alarm system no longer have replacement parts. They no longer install the alarm system we have currently. This one is not working properly, the tech came by and rigged something together to where they have some readings going directly to the computer but no alarms or calls. Until the system is upgraded we will not have calls alerting them to the water tower. Provided in the handout is the newer system they recommend for us. This system works to where they can pull it up on their phones. It also has the ability to upgrade as needed; he also mentioned that this same system works with lift stations. So this system here can be tied together with the lift station and water tower.

Stringer – From what I saw its like \$300 a month for the subscription, install fee is \$3500. We got hit pretty hard with paying for the fire hydrants did we not? Would this come out of that same fund or General Funds? Do we have enough to pay for this and take care of our hydrants?

Answer: Yes

Stringer makes a motion to purchase the Comm-Tronix system upgrade, Second by Coleman; Ayes carried. 8:52pm

Ravenscraft – Can we check to see if we can get a set price for the yearly subscription?

Answer: Yes, we can check

Agenda Items for May 27, 2025

- Corner Store Plans – Giles
- Codes Updates – Chapter 1?

Stringer motions to bring the April Council Meeting to an end, Second by Clark. All Ayes, carried: 8:54pm

Meeting Adjourned – 8:54pm