

## Meeting Minutes

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

Others In Attendance: Deputy Tom Moore, Andrew Hanna, Terry Ullum, Anne Morrow, Jake Callstrom, Roland Young, and Samantha Miller

**7:02pm:** Mayor Gragg calls the meeting to order. No additions to the agenda.

- **Bowlin motions to approve the 5/27/25 agenda. Second by Coleman.**

**All Ayes, carried. 7:03 PM**

- **Clark motions to approve the April meeting minutes as written. Ravenscraft seconds,**

**All Ayes, carried. 7:04 PM**

### Open to Public:

**Roland Young** – asking the city to look into creating a proper turn around or cul-da-sac type area at the north end of Pine St.. This would assist in larger vehicles being able to turn around or reach that area safer; such as trash trucks and emergency vehicles. Discussion on property rights and rights-of-way. According to GIS it was planned to become something similar but never happened? Steps to be taken: Find who is the legal owner of the location and see if they are willing to sell to the city, through a proper survey. And this will be something the city will need to look into further.

### Financial Report – Terry Ullum, 7:13pm

No major or out of the ordinary expenditures. Auditors will be finalizing their 2024 audit and a few of these numbers might be adjusted but the dollars will all be accounted for; sources of revenue are represented in the pie charts. April show's \$369,000 reported total funds and expenditures of \$255,000 which puts us at a positive cash flow. Our goal at the end of last year was to see a more positive cash flow. Last year by April we were over \$89,000 overspent and this year we are only at \$18,500; as far as just that one month. However, we haven't paid for any street stuff yet either. You will see all the cards and we have matching receipts for each transaction and finally the details of all the things we've done in April. That \$160 that was mentioned last month was for the dog that stayed out at Countryaid and just hadn't been placed with a line item yet; it is now properly allocated to Animal Control.

**Ravenscraft motions to accept the Financial Report as it is, second by Coleman. All Ayes, Carried: 7:17pm**

## PERSONNEL REPORTS

### Deputy's Report – Tom Moore, 7:17pm

- 3 Stops; all warnings
- 2 Individuals living or sleeping in cars; talked with each to stop the practice inside the city limits.
- Warning not to drive cars with outdated tags; it's a misdemeanor.

### Animal Control Report – Jake Callstrom, 7:19pm (provided report)

- Compared the 2024 pet registration list to the 2025 list and sent 8 letters out to people who had not registered yet in 2025. A positive response has been seen from these letters.
  - A reminder Ad was in the May newsletter to pet owners about pet registration.
  - Was called concerning dogs on the loose, May 8, 2025. After driving around, was unable to locate them. They had been retrieved by their owner on N Locust around 1pm.
  - Also received a report, from maintenance, about a dog living behind a house that is being worked on at 214 N. Oak. I'm still investigating this, I did observe a blue car covered with a tarp or trampoline mat.
  - Stopped by Countryaid Vet Services to collaborate and discuss different scenarios that could occur. They are happy to work with the City of Whitewater and are available if we need anything.
- discussion concerning animal control codes, specifically the amount of days to hold an animal. Countryaid has 3 days and other areas state 3 days, yet our codes say 10 days; what is legal, best, should we adjust our number of days in holding animals. 10 days is what the county does for animals who have bitten someone.
- also discussion on procedure as far as posting about an animal in looking for their owner. The vet suggested the putting posters on poles around town but there are other ways to do it now too. We can add electronic postings as well, through social media, website, etc. We just need to update our system a little.

### Clerk's Report – Anne Morrow, 7:33pm

- I've been dealing with our phone systems. We have already switched out internet to Verizon but our phone lines are still AT&T landlines. In the letter provided you can see they are discontinuing landline features, systems and we need to make a move away from that. In your handout I have provided a one month breakdown of how much these landlines cost us in a single month. For the office phone line and fax line it is over a \$1000 a month. I have acquired a Verizon digital desk phone that runs through our cellular and internet service we already have with them. Once I get our number ported over to this new phone system we can drop those AT&T lines completely. The other line listed is a landline for the lift station alarms, to drop that line we will need to get another device like what we did with the water tower alarm and it will actually work with that new system, I'm just waiting for a quote on what it will take to get that system out at the lift station. If that is approved we can get that installed and be rid of AT&T completely. I am working towards getting rid of being charged over \$1000 a month for phones.
- Utilities this month: 6 shut off notices were posted and everyone made a payment by the deadline, so we didn't have to shut off anyone.
  - **Stringer**, will you be able to bring information to us next month so we can vote on the phone things?
  - **Morrow**, I'm already doing the phone/office side of this: the only action I will need from the council concerns the lift station equipment approval expense. Once I get the bid for that equipment upgrade, if approved and installed I can then drop that last landline out at the lift station.

### Maintenance Report – Andrew Hanna, 7:35pm

- To go along with the phone systems, the new water tower alarm is working well, I'm able to monitor it from my phone and don't have to come to this office to check the levels. I'm able to monitor it while I'm out working or somewhere else over the weekend. The program they used is already set up to receive from the lift station when that time comes. They knew we were serious about moving that direction and upgrading the system so they already set it up in the coding to accept it once the proper equipment is in place.

- Eli Claassen is our summer helper. Once he finishes baseball, we will see him out there mowing and things more this summer.
  - RHS workday - rained – so they painted bleacher seats we had in the shop. We then installed them at a later date. It was very helpful to have them do that for us.
  - We’ve had enough rain to keep the grass growing so mowing has been going well and our summer help is already beneficial in that area.
  - We have also been working on the ditches and trying to keep the water flowing to help with flood control.
  - We’ve had two emergency sewer cleanings in the last week, not sure if its because of the rain or just ... First one was on South Elm and the other was on N Walnut Ln. - grease and tree roots were the cause of both backups.
    - discussion on sewer cleaning schedule and causes. Backflow preventative measures that can be taken, etc.
  - Summer Rec Leagues have begun and we are trying to work with the Parks & Rec Dept. - We are trying to keep the ballfields in good condition for the players and spectators. More bleacher repairs are to be done for safety: some seats have deteriorated to the point they won’t hold much weight.
  - Parking lines down town have been greatly appreciated by local businesses and we will continue to paint more as weather and traffic allows.
    - **Stringer** –That outfield you guys redid looked really good, fantastic work. And thank you for putting in those reflectors at that ditch over at Locust and Central.
- Deputy Moore appreciates how the coaches have helped with the traffic/speed issues after practices and games. There hasn’t been a single complaint this year so far.

## Mayor’s Report – Brady Gragg, 7:41pm

- We’ve got budget discussions that need to be scheduled on the calendar. We currently have the Loyd group presenting the budget on June 25th. Before that we need to look at the calendars and get a date or two to get a couple budget work days set.
  - Budget Work Session – June 17, 2025; 6PM
  - try to change the Budget Presentation from 7PM on the 25th. - talk to Loyd Group
- Rough Draft of the city codes are online and we can get a printed copy if anyone needs it, the email from Ranson included a document showing areas that are suggested changes or updates, etc. to our existing codes. Some are highlighted in yellow that are more important and require input. How do we want to go over these; do we schedule more sessions? We don’t need to pass ordinances as we go, they will have an all-inclusive adoption ordinance drafted to accept it once it’s finalized.
  - Maybe an extra session a month and work through what we can?
  - Code Book Work Session – June 9, 6PM

## ORDER OF BUSINESS

### 1.) Ordinance No. 638 – 8:02pm

**Mayor Gragg** – reads [Ord. 638](#) Adopting the 2024 Standard Traffic Ordinance & Uniform Public Offense Code books for Kansas cities. The last time this was done was back in 2022, It’s usually done annually. Standard procedure.

**Stringer motions to adopt the 51st Edition of STO and 40th Edition of UPOC for Kansas Cities into our codes through Ordinance 638. Ravenscraft seconds. All Ayes, Carried: 8:04pm**

## 2.) Resolution #05-27-2025 – 8:05pm

**Mayor Gragg** – This resolution is requiring all boards requesting city funds to submit an annual budget; reads [Resolution 05-27-2025](#)

**Ravenscraft** – This makes sense but why did this come about? I mean is this not required or in place already with the Library Board and ...

**Mayor Gragg** – That is correct; the library board already does this, but various other boards have not submitted budgets to us when requesting funding. There has been some apprehension in the past about submitting budgets to the council. It really hasn't been done in the past by other boards and has just requested funding with no budget submissions. This resolution is bringing us more in line with how other cities and governing bodies handle this across the state of Kansas: If you need funds from the city, you need to have a narrative as to why you need those funds and we need to see how much was spent last year, and what the planned spending will be for the coming year, etc. Once these things are seen by the city council they can approve the requested funding, or decide if they need more than requested or less.

**Ravenscraft** – Is this something we can get in place for this year? I mean we are talking a real short period of time on that deadline?

**Coleman** – The resolution says...

**Stringer** – The key to that is it states – OR by a date set by the council. So we can put that deadline off until later this year.

**Mayor Gragg** – Being the first year doing this and June 1st is coming up real quick; yes we should set a different deadline for this year, that wouldn't be fair. This really will help the accounting firm as we work to prepare our budget and can plan for the funding going to various boards.

**Stringer** – When I read through it I thought it was really good but I did miss that part about the specified date and thought June 1st made it really unfair, but because we can set another date this year, this is a good deal.

**Stringer motions to approve Resolution 05-27-2025. Coleman seconds. All Ayes, Carried: 8:10pm**

**Coleman** – What date do we want to set for this year?

**Ravenscraft** – Do we need to just wait until next year, some of these boards may not be able to pull anything together in the next month or two.

--- discussions on meeting times of various boards and if they have developed a budget process.

Trying to be fair to the Park Board for being busy with the current ball season. We talked about our deadlines for our final budget dates. Daunting task of the Volunteers of Park and Rec, difference between boards and committees – submissions requests and budgets, etc.

**Have budgets and requests sent to the city office by July 24th, 2025. Budget requests will be part of the July 28th City Council Meeting Agenda.**

## 3.) Finalize Firework Stand & Food Truck Rules and Regulations - 8:22pm:

**Mayor Gragg** – Looks like there was good discussion from the points listed from last meeting. Lets try to finish this up, I have told the gentleman who had reached out several months ago about having a stand that we are discussing it and gave him a little overview of where we are, he felt the insurance requirement is standard, there are some places that require even more than what we were looking at, so that's not an issue for him. He was looking at locations and would rather be closer to the highway, like near Bell Automotive, through discussions with him he had a couple locations he was interested in and can talk to the property owners. So what are your thoughts to continue this discussion.

**Morrow** – I've included El Dorado's code, Inman's code and then ours from the unofficial draft, which is easier to look at and find things.

**Mayor Gragg** – Is \$2500 a high number for folks or there was talk of \$1000 and \$500 clean-up refund. One thing I didn't see in here and got to thinking about was requiring a dumpster?

**Stringer** – We did not discuss that, but it would be smart to have one .

**Clark** – So are we talking about giving them a couple cans or do you mean a roll-off dumpster?

**Mayor Gragg** – I think require them to have their own dumpster like the one out at ballfield 2.  
-- discussion on if we need to regulate that or not..

**Morrow** – I was a little confused in our last discussion concerning Fundraisers and cleanup fees, would Fundraisers just be charged the \$500 or \$1000 with the \$500 reimbursement?

**Coleman** – I think we wanted to leave that to a case by case situation. If they come and request to do it as a fundraiser, and we can waive whatever fees we want to waive.

**Stringer** – The deposit for clean-up, they will get it back anyway.

**Morrow** – I just wasn't clear on if it was \$1000 or \$500 or whatever no matter if you were doing a fundraiser or not. So like: \$1000 for the whole thing, the permit; and if they clean up they get \$500 back. Is that just set in stone for whoever gets a permit, or is that just the set fee for the permit?

**Stringer** – I think we want to be able to adjust the permit if its for the scouts or whoever. We talked about adjusting the fee but not the clean-up deposit.

**Morrow** – Okay, for example, when we do the scout house rental, It's \$50, I give them \$25 back once its clean-up and they return the key; so its \$25 total for rent. So is that what you are saying here?

**Coleman** – I think what we are saying is if its a fundraiser or something like that, they need to request to waive the fees and we can decide at that point..

**Morrow** – I still think they need to make some type of deposit.

**Stringer** – I think you need to require a clean-up deposit, because if you don't it won't get cleaned up.

**Morrow** – So the charity or fundraiser submits their application with their waiver request and if it is approved, they are charged \$500 for their permit and that \$500 can be reimbursed afterwards if it is all cleaned up.

**Clark** – So say, we decide to charge them \$600, they get \$500 back and we get \$100 when its all said and done.

**Coleman** – I think if we do that on a case by case basis, they need to submit the request to waive the fees and then at that point do we want to waive the fees totally, charge this amount, we decide that through their submission.

**Morrow** – okay, so how do you want to facilitate that as far as submission deadlines, and council meetings?

**Mayor Gragg** – I suppose if they are wanting to qualify as a fundraiser or non-profit permit, they will have to have their ducks in a row...

**Stringer** – Actually May would be a better deadline with our meeting schedule.

**Coleman** – Yeah, June will be right when they want to start selling.

**Stringer** – Submission cutoff needs to be before our meeting in May, because they will need to know if approved or not by then if they can afford it, where they can set up, etc.

**Bowlin** – So you're still just taking notes on all of this?

**Morrow** – Yes, I'm just trying to get it clear so once we do get the ordinance written its what you are wanting it to say, I'm keeping the city attorney apprised of the discussion so we can get it written up.

**Ravenscraft** – I found this interesting; at Inman where they are talking about not discharging fireworks in the street. I mean everyone sets off fireworks in the street. Have you ever had to write someone up for that?

**Mayor Gragg** – Well that's already an ordinance here.

**Officer Moore** – I don't remember them doing them in the street in El Dorado, it's part of every cities code, but it still happens. I just remind people they need to clean it up if they leave the trash in the roads because that is littering. It's not the city workers job to cleanup after them.

**Morrow** – again, asking for clarification, for the company that is coming in, how much are we charging? \$500, \$1000, \$2500 and giving the \$500 clean-up reimbursement.

**Mayor Gragg** – I don't think we are out of line charging \$2500 and giving the \$500 back.

**Bowlin** – I would agree to that.

**Clark** – yeah, we can bump it up there.

**Ravenscraft** – we can see if anybody bites.

**Bowlin** – \$2500, \$500 back, insurance, site plan...

**Ravenscraft** – El Dorado has set times to discharge, for what that's worth.

**Clark** – that's already an Ordinance in ours.

**Stringer** – We've already got our own Ordinances about Fireworks, we are just looking to establishing a little more to the selling side of it. For selling we already have dates and times established. Ours is June 27 – July 5.

**Clark** – 10am-10pm, change it on July 4th to sell until midnight, because we can shoot them up until then. That way kids can run up there once they run out and get some more.

**Mayor Gragg** – is that a change to Ordinance 506? adding in the selling of fireworks July 4, 10am – Midnight. Selling is 7-302, in our Unofficial Draft.

**Stringer** – I think that's a good idea. We don't need this fee per location do we? That's where we do the \$2500 and if they do a good job cleaning up they get \$500 back. That's good.

**Ravenscraft** - \$500,000 liability insurance, Signed off by Fire Chief, ...

**Coleman** – Which is a change from the \$100,000 at item c. in our current code.

**Mayor Gragg** – So you will submit this to Bina who will give us a draft to vote on next month.

**Ravenscraft** – Will all of this be in with the application?

**Morrow** – Yes, it will be through the office and the rules and regulations will be listed as part of the application form.

**Mayor Gragg** – Okay, let's move on to the Food Truck discussion. The notes say that Clay Center was popular, Lindsborg application was very complete.

**Morrow** – The very last part of this handout, I just got from Brian Bina, our City Attorney. Basically he had just done an ordinance for Marion, so he replaced Marion with Whitewater. So it's already written up, he requested we look it over as most of what we had listed was the same. The only difference might be found in section 11, mobile food unit standards, the very last one (e.) I already have it crossed out because we discussed that at the last meeting that it reads: mobile food units cannot be based out of a home based business. If I remember correctly we didn't like that statement so I crossed that one out. Next page, section 15, license exemption, (a.) & (d.) were added by Marion, they have a Farmers Market, I changed it to Farm & Craft Market because that is what ours is called. They had added in mobile ice cream vendors, which is something we hadn't talked about.

**Clark** – One thing on Section 10, (f.) - where it's talking about offering from one property for only 8hrs a day. I looked at some others, they have it listed like 7am-9pm or something. I'd like to change that. from the 8 hrs. a day to actual times.

--- discussion on hours... 6AM – 10PM

**Mayor Gragg** – I don't know if you discussed this before but what about if someone wants to set up out at the ballfield, I mean that is direct competition with the concessions stand unless the parks boards requested the food truck themselves, I don't think we would want them down there unless it was requested by the Parks Board specifically.

**Clark** – I think our local people will support the concessions, I'm not sure how much they will be doing this year.

**Mayor Gragg** – Maybe we need to get some dates from the Park Board?

**Bowlin** – I like the Community Church parking lot suggestion as a location.

**Clark** – I'm glad you did say that about the ball diamonds being a location, I don't want to be cutting into their fundraising.

**Coleman** – How are we going to police that other than not allowing Food Trucks at the ball diamonds. It wouldn't be good to throw out a bunch of random dates they can't sell down there if they have a yearly permit.

**Stringer** – I don't think it should be a location for them to go, we don't need to bring in direct competition to the snack bar.

**Bowlin** – Yeh, on game nights there isn't much room for parking as it is.

**Stringer** – we need to leave it to commercial property only, and not add in city properties.

**Coleman** – did we say they can park on the street though? We discussed that we didn't care if they park on the street, as long as they weren't impeding traffic, etc. If they want to set up on Main street.

**Ravenscraft** – Like it was so many feet from...

**Morrow** – well that was another place that had a large business district, I'm not sure 200ft would work for our little town. We discussed parking spaces and permission from the business they park in front of or something to that effect.

**Stringer** – Well I liked the 200ft away from a business, if i had a business I would want it 200 ft away from mine.

**Clark** – It says here in Section 10, iii “Use and number of parking spaces blocked, no more than 20% of required parking can be utilized for vending operation of create a shortage that impacts streets and traffic.” So its not saying anything about 200ft.

**Stringer** – the way that is written up, it pretty much stops you from being downtown. I can only think of one area and that would be between Ravenscraft and the Tea Shop. Because 20%, my goodness, in front of the coffee shop, or Jerrys 20% doesn't take long. 2 stalls of 10, we don't hardly have 10 stalls.

**Coleman** – I really think the other side of the street makes more sense if you are going to park along Main St. like the East side of Main. By the bank lot, funeral home, school district.

**Morrow** – so business district parking only the east side of Main?

**Stringer** – When you are talking about downtown, I don't think it is fair to put it in our downtown business district period. Those people in that business are paying person property tax...

**Mayor Gragg** – Well, they would have to have approval/permission from the business to set up.

**Morrow** – For example: The tea shop wanted to have a food truck part in front of their business, but we didn't have anything established so they couldn't. They actually wanted to bring someone in. Thats why I'm asking for clarity on this and trying to push the permission side from the business to find places to set up.

**Stringer** – you could give out a voucher (to Ravenscraft)

**Ravenscraft** – worked good with the restaurant.

**Morrow** – Brings people into town.

**Ravenscraft** – The Cafe is missed.

**Coleman** – I do think we should not include mobile ice cream vendors, I don't want to run our ice cream trucks away. They don't come very often anyway!

**Clark** – I like how this is written up.

**Stringer** – Good job on getting that written.

**Morrow** – Oh I didn't do that. We do still need to fine tune that whole parking issue. How do we want to word that?

**Ravenscraft** – I don't think anyone would pay attention to the 20%

**Stringer** – And who's going to keep track of it?

**Mayor Gragg** – I struggle with telling them to be on the East side vs. the West side. They still have to have permission from the business owner, so if they tried to set up in front of Jerry, Jerry can tell them to move.

**Ravenscraft** – And you might run into sun problems at certain parts of the day.

**Stringer** – I think we need to leave the East/West information out of it.

**Coleman** – I think if they have permission from the business to park in front of them, I don't think we need to create issues.

**Mayor Gragg** – it can always be re-addressed next year if there is a problem. We may get a few food trucks this year or none.

**Coleman** – Yeh, if we get 6 on the same day we may want to make a comment on that.

**Stringer** – Well this will now give her something to work with, she had nothing to work with before.

**Coleman** – I think we need to just get it going and if we have issues, we can address them.

**Mayor Gragg** – Okay, take these to Bina and we can have a draft for next meeting.

## **New Topics for Discussion/Business**

### **Phone Lines & Lift Station, 8:48pm**

**Morrow** – I kind of talked about this already.

**Mayor Gragg** – About the phone lines for the lift station alarm going the way of the dinosaur, and needing an alarm system upgrade.

**Morrow** – I was hoping to have the bid for the upgrade for tonight and just haven't got it yet.

**Clark** – I was thinking about that during the meeting. We can pull the trigger on that, we would be saving \$5-600 dollars a month switching over. We would pay for that equipment pretty quick.

**Stringer** – Yeh, thats a no brainer.

**Clark** – That would help you out as well, cuz it would be on your phone as well wouldn't it (to Andrew) help you out? **Answer:** Yes-sir.

**Morrow** – It might be something like \$3 or \$3,500 dollars? I'm not sure.

**Clark** – I'd be on board, probably

**Stringer** – I would.

## **Agenda Items for June 23, 2025**

- Complete Firework Stand Permit - vote
- Complete Food Truck Permit - vote
- Budget Discussion

***Bowlin motions to bring the May Council Meeting to an end, Second by Clark. All Ayes, carried:  
9:04pm***

**Meeting Adjourned – 9:04pm**