

## Meeting Minutes

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

Others In Attendance: Andrew Hanna, Terry Ullum, Anne Morrow, and Jake Callstrom

7:04pm: Mayor Gragg calls the meeting to order. No additions to the agenda.

- **Ravenscraft motions to approve the 6/23/25 agenda. Second by Clark.**

**All Ayes, carried. 7:05 PM**

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

**All Ayes, carried. 7:06 PM**

Open to Public: N/A

## Financial Report – Terry Ullum, 7:07pm

**Ullum** – Page 1: Receipts, Expenditures & Cash 5 month Summary; January – May. The first column are the Audited figures and everything is matching. The 2025 figures are unAudited until next year.

Page 2: Representation of sources of revenue as well as major expenses for these last 5 months.

Details are in the office.

Page 3-5: Profit/Loss by funds – cash in/cash out – routine and we are doing well with our cash flow.

Page 6-8: Profit/Loss just a 2024 May and 2025 May comparison. There appears to be quite a bit of difference there but that is because we paid city insurance of \$40,000 in May of 2025 and that didn't happen in the month of May last year.

Pages 9-12: City Credit/Bank Cards detailed usage – receipts are in the office.

Last Section is Transaction List by Date for the month of May – listing details for everything going in and out – more details in the office. Everything seems to be running well.

**Ravenscraft** – Do we use Sam's Club quit a bit? Is it worth a \$110 a year?

**Morrow** – Occasionally; bulk paper buys for newsletters, candy, cleaning supplies, sometimes other office supplies, etc. It's good for the bulk orders and such.

**Clark** – That's where we got the flags from.

**Ravenscraft motions to accept the Financial Report as it is, second by Coleman. All Ayes,**

**Carried: 7:14pm**

## PERSONNEL REPORTS

### Deputy's Report – Tom Moore, N/A

### Animal Control Report – Jake Callstrom, 7:15pm (provided report)

- 7-8 cats in total; 5 were rehomed after assistance from a local family; another rehomed; another was claimed by an owner who had to get updated vet care and register with the city.
- Wild Chickens were running around N. Walnut. - continue to investigate
- Skunk was reportedly living under a front porch – was unable to locate them, look again later.
- Dog on the loose. Owner has escape artist on their hands; climbs fences, friendly dog, it is in the process of being rehomed.
- Met with Anne concerning posting animals found first on the website, then share that on FB, in hopes to cut back on the negativity on Facebook.

- Ongoing communication with Countryaid to help work out the best practices or procedures for holding animals, etc.
- We need to look into our holding times; we currently do not have a safe environment to hold cats as a city. They require climate-controlled facilities. So this would require us to hold them at the Vet. We are working on setting up our dog holding area so we can hold them here for an amount of days and then if we need to move them to the Vet after an amount of days.
  - 3 days for cats at the vet. **Ravenscraft** – do we have an extend that time listed now?
  - 5 days here at our holding area, then 3 days at the vet for dogs.
  - Currently our codes read 3-10 days. But the vet only holds for 3 business days. So because we have no place to hold the cats we need to change our language for cat holding periods. Animals unclaimed costs the city money to hold out there.
  - **Ravenscraft** – I’m just wondering about when people are on vacation or something like that. That’s probably why it was extended.
  - **Morrow** – Well if they have it registered in the city we would know it belongs to them and can contact them with the information they provide at that time of registration. If its not registered that falls back on them as an owner.
  - **Callstrom** – I think its something like \$37 dollars a day if we needed to have their animal board at the Vet until they return or they can allow someone to pick them up and take care of their animal if they are on vacation or something. But that is again if it’s identified as theirs.

-- We have one dog holding area set up and the other needs another dog house or two and a few other simple tasks to complete it.

### Clerk’s Report – Anne Morrow, 7:22pm

- Verizon is having difficulty with AT&T to port our number over. AT&T told me the port number was our account number, the one AT&T uses to bill us for the account that number is associated with. Well Verizon tried this 5 different times and was told that port number does show on any account. Thats false because we are still being billed with that number. So I will be calling AT&T, AGAIN, and trying to get this done before another month passes.
- Here is the bid or quote from Comm-Tronix concerning the equipment install for the lift-station to allow us to leave the landline from AT&T behind. This will allow that system to speak to the system we have installed here for the water tower and it will all work together and be accessible to the maintenance workers cell phones. I just need to know if you are okay with this to move forward. It is install only, we already have the software service and Verizon service that it would work off of.

**Ullum** – the funding could come from the Sewer Utility Fund.

**Clark motions to approve the purchase of new monitoring system install for the lift station and for the funds, \$2850 to come out of the Sewer Utility Fund, second by Coleman. All Ayes, Carried: 7:59pm**

### Maintenance Report – Andrew Hanna, 7:28pm

- New gas line from KS Gas has begun heading over to the Cottonwood Lakes development. Progress has been slow due to rain and other concerns about the contractor from the gas company. There are open holes waiting on a new contractor to come in and finish.
  - **Clark** – Hopefully now that its getting closer to my area of town we might be able to get it to come up to us as well, I hope to get enough folks interested that they bring it on up to us too.
- Rain this month caused flooding around town. Part of the road leading to the baseball field was washed away. I got a repair bid of \$3200, that road was already scheduled to be done so if we waited for the citywide slurry project it would drop the price. If that’s okay, we’ll get it

signed and wait for the original project to fix it. Hopefully, by the end of July it will be completed.

- **Ravenscraft** – Was the scout house road taken out too?
- **Hanna** – It was a little spot and we were able to fill it in with pothole patch.
- All damage reports have been sent into Butler County Management. This might allow us to get some storm relief money from the state. This was preliminary reporting and is ongoing.
- We had the lift-station pumps pulled for inspection after the flooding because one of them seemed to running more hours than the other one. They both had been running for almost a week straight; inspection went well. One pump had an O-ring partially blown out; replaced. Both pumps are operating normally.
- Summer helper has been mowing but the wet grass has slowed him down some.

### **Mayor's Report – Brady Gragg, 7:36pm**

- Schedule another work session or two for the Code Book Review.
    - Code Book Review – Tuesday, July 15 - 7pm
  - American Tower Lease Options:
    - Perpetual Easement lease agreement
      - One lump sum - \$77,000
      - Lump sum spread out over 5 yrs. monthly installment of \$1411.04 totaling \$84,662.29
      - Lump sum over 10 yrs. monthly installments of \$774.52 totaling \$92,942.51
- Currently around \$500 a month. Which will change no matter what – there is no end to it, it's perpetual. No renewals.
- council feels like this is us selling the land. Should we tell them to just tear down the tower? We would like more info, need a date on renewals?, we won't ever see any money after this from this?, mutual termination?

## **ORDER OF BUSINESS**

### **1.) Ordinance No. 639 – 7:50pm**

**Mayor Gragg** – allows council to read Ord. #639 - Mobile Food Vendors; Look over Permit Application and see an example of the physical Permit that will be issued.

**Clark motions to approve Ord. No. 639 and for it to become official upon publication in the Butler Co. Times-Gazette. Coleman seconds. All Ayes, Carried: 7:59pm**

### **2.) Ordinance No. 640 – 8:00pm**

**Mayor Gragg** – allows council to read Ord. #640 - Fireworks; Ordinance needs a couple edits; correction areas are highlighted; Corrections made on dates and times and fees, an official copy of corrected Ordinance 640 was created and viewed. Looked over Permit Application and see an example of the physical Permit that will be issued. They also read over the application submitted by an interested party. .

**Ravenscraft motions to approve Ord. No. 640 and for it to become official upon publication in the Butler Co. Times-Gazette. Clark seconds. All Ayes, Carried: 8:12pm**

### **3.) Additional Budget Prep (Reminder Audit & Proposed Budget mtg, 6/24/25) - 8:13pm:**

**Mayor Gragg** – Tomorrow night we will have Scot Loyd present to us our Audit and a Proposed Budget @ 6pm. Working through the 2026 projects list with costs.

- Anne did take my notes on the city projects list and revised it the best she could. We have two different company bids for the paint projects for each city owned building. (provides bids from each company for each location.)

**Hanna** – As far as the Old Fire Station Shop goes, I did look at the wood trim around the doors, etc. and all of it needs replaced. It's not even possible to screw it back together at this point. It is 100% rotted.

- The new valves cost seems high, with you doing the work and not Graber what would that rate be?

**Hanna** - \$600 - \$800, would be accurate.

-- council continues to look over paint bids; discussion on the bids and various locations needs.

-- Mayor reads over the project list and asks for additions or subtractions.

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

### **New Chairs for Council, 8:27pm**

**Morrow** – I'd like to propose we get new meeting chairs for around this table. (handout)

**Ravenscraft** – Didn't we spend a hole lot on these?

**Morrow** – It's possible. They are peeling and just too bulky for what is needed. I hear complaints from folks when they come in here for meetings or other things. If you would like to keep these, that's fine too. We could keep a couple if you really like them.

**Mayor Gragg** – We could auction or sell these off for fundraising.

**Morrow** – This is just a new topic I thought I would get out there and get it on the table. I'm open to other suggestions as far as these chairs go, or just leave it alone.

**Mayor Gragg** – Is there money in the existing budget?

**Ullum** – Not right at the moment. But this is for next month anyway.

## **Agenda Items for July 28, 2025**

- Code Book Review, continued
- American Tower Lease Options - Clarification
- Review Proposed/Requested Budgets

**Clark motions to bring the June Council Meeting to an end, Second by Ravenscraft. All Ayes, carried: 8:33pm**

Meeting Adjourned – 8:33pm