



# City of Valley Falls

Established 1854

## City Council Agenda

The City Council meeting is open to the public and will be held at City Hall.

Meetings will be streamed via Facebook Live (<https://www.facebook.com/cityofvalleyfalls>) Please email questions to [cityadmin@valleyfalls.org](mailto:cityadmin@valleyfalls.org) before the meeting.

March 6, 2024, 6:30 PM  
Regular Meeting

CALL TO ORDER  
PLEDGE OF ALLEGIANCE  
ROLL CALL - City Council and Staff  
MINUTES - Regular Meeting of February 21, 2024

PUBLIC COMMENTS & GUESTS:  
*Public Comment Policy*

### BUSINESS ITEMS:

1. City Water Resources Update - Dennis Tichenor & Brett Dallman
2. City Lake Revitalization Update - Brett Dallman
  - a. Partial rock laying of driveway
3. Work Comp Insurance Plan Renewal
4. City of Valley Falls Resident Appreciation Party (schedule a date)
5. PEC Monthly Consulting Agreement Discussion
6. Commercial Insurance Renewal

INVOICES - \$594,128.25

### REPORTS:

City Clerk - Destiny Schrick  
City Administrator - Wesley Lanter  
Public Works - Bill McCoy  
Police - Carrie Clark  
Mayor - Jeanette Shipley  
Fire District - Jason Heinen  
Planning & Zoning Commission  
City Council Comments/ Feedback/ Ideas

### ANNOUNCEMENTS/ COMMUNICATIONS:

- City Council Work Session - March 13, 2024
- Annual Easter Egg Hunt - March 30<sup>th</sup>, 3:00 p.m., City Park
- Citywide Garage Sales - May 17<sup>th</sup> & 18<sup>th</sup>
- Citywide Cleanup - May 31, June 1, & June 2

EXECUTIVE SESSION

ADJOURNMENT



# City of Valley Falls

Established 1854

## CITY OF VALLEY FALLS February 22<sup>nd</sup> 2024

### Meeting Minutes

The meeting was called to order at 6:30 p.m. by Mayor Jeanette Shipley.

**Council members present:** Dennis Tichenor, Brett Dallman, Jason Heinen  
Council members absent: Jennifer Ingraham, Matt Frakes

**Staff members present:** Carolyn Clark (Chief of Police), Bill McCoy (Public Works Director), Leonard Buddenbohm (City Attorney), Destiny Schrick (city clerk), Wes Lanter (city admin)

**Guest present:** Alex Darby (PEC), Brett Wagner (governmental relations), Dee Heinen, Scott Heinen

#### Public Comment

Whitney Collier - Health and Wellness event on February 24<sup>th</sup> 2024. D.A.W.N program

#### Business Items

Meeting Minutes:

- Approval of February 7<sup>th</sup> meeting minutes: Dennis Tichenor made the motion, seconded by Brett Dallman to approve minutes as presented. Motion passed 3-0.
- Approval of February 20<sup>th</sup> special meeting: Dennis Tichenor made the motion, seconded by Brett Dallman to approve the minutes as presented. The motion passed 3-0.
- Wesley Lanter was sworn as (new) City Administrator.
- Approval of Ordinance 24-01 (this is a update from Ordinance 23-01 passed on October 18, 2023): Brett Dallman made the motion, Dennis Tichenor seconded by to update Ordinance to 24-01. The motion passed 3-0.
- Approval for Mayor to sign a 60-day extension letter for sewer project. Jason Heinen made the motion, seconded by Brett Dallman to approve Mayor to sign a 60-day extension letter. The motion passed 3-0.
- Approval of payment #6 (514,689.86) and payment #7 (44,988.26) for the sewer project: Dennis Tichenor made the motion, seconded by Brett Dallman to approve payments as presented. The motion passed 3-0.
- Approval of PEC payment (\$52,300): Brett Dallman made the motion, seconded by Dennis Tichenor to approve payment. The motion passed 3-0.

- Voting delegate for KWRA Brett Dallman. Jason Heinen made the motion, seconded by Dennis Tichenor to appoint Brett Dallman as voting delegate for KWRA. The motion passed.
- Annual Easter Egg Hunt donation from City. Dennis Tichenor made the motion, seconded by Brett Dallman to donate \$150 for Easter Egg Hunt. The motion passed 3-0.
- Citywide cleanup is scheduled for May 31, June 1, & June 2, 2024.
- Signature cards for Kendall Bank signed by Dennis Tichenor, Brett Dallman, Jason Heinen, Jenette Shipley, Wes Lanter, and Destiny Schrick

### Reports

Public Works: Bill gave a public works update

Police: Recent training PD staff have attended. Future trainings for the officer. D.A.W.N event February 24, 2024.

### Executive Session

Jason Heinen made the motion, seconded by Dennis Tichenor to recess into executive session to discuss matters of nonelected personnel to include the mayor, city council, and city administrator, with the open meeting to reconvene at 8:50 p.m. The motion passed 3-0.

The open meeting reconvened at 8:50 p.m. with no action taken.

### Adjournment

Brett Dallman made the motion, seconded by Jason Heinen, to adjourn the meeting. The motion passed 3-0. The meeting adjourned at 8:50 p.m.

APPROVED: \_\_\_\_\_  
Jeanette Shipley, Mayor

Attest: \_\_\_\_\_  
Destiny Schrick, City Clerk



*City of*  
**VALLEY FALLS**

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*Incorporated May 17, 1869*

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## **PUBLIC COMMENT POLICY**

**This is a business meeting of the governing body for the City of Valley Falls. We strive to run a smooth and efficient meeting.**

Public Comment is limited to 3 minutes per person. Speakers shall state their name and address. This is intended for citizens to express their views. City Council Members will not engage in dialogue with the speaker. Belligerent, rude, and offensive speakers will be stopped immediately. Citizen should reach out to City Council Members to have personal discussion of their concerns outside of City Council Meetings.

Any comment for agenda items shall be taken only during the specific agenda item. All questions posed during public forum should be answered within the specific agenda item by any City Council Member or followed up as needed by staff in a timely manner during regular business hours following the meeting.

Citizens desiring to comment on matters of a general nature, not specific to an agenda item, shall sign up in advance of the meeting & shall provide name and address, and the purpose or nature of the request. This request should be received by the City Administrator before Friday at noon preceding the meeting. No action or formal comment will be taken on such request at the council meeting. Staff will follow up in a timely manner during regular business hours following the meeting.



<b>Invoice # 5196</b>	Page 1 of 1
Account Name	Date
City of Valley Falls	2/26/2024
BALANCE DUE ON	
4/1/2024	
AMOUNT PAID	Amount Due
	\$7,879.00

**Kansas Insurance, Inc.**

3801 W 6th St.  
Lawrence, KS 66049  
Phone: (785) 331-3607

City of Valley Falls  
417 Broadway  
Valley Falls, KS 66088

Please pay by 4/1/2024

Please make checks payable to  
Kansas Insurance

City of Valley Falls

Worker's Compensation Policy Number: WC3740234 Effective: 4/1/2024 to 4/1/2025

Item #	Trans Eff Date	Due Date Trans	Description	Amount
16807	4/1/2024	4/1/2024 RENB	Renewal of WCOM Effective 4/1/2024	\$7,879.00

Total Invoice Balance: \$7,879.00

THANK YOU FOR YOUR BUSINESS!

# City of Valley Falls

## 2024 EMC Commercial Insurance Renewal Review

<u>Line of Business</u>	<u>2023 Premiums</u>	<u>\$25,000 wind/hail deductible 2024 Renewal Premiums</u>	<u>\$10,000 wind/hail deductible 2024 Renewal Premiums</u>
Commercial Property:	\$23,724 (*)	\$23,322	\$27,627
General Liability:	\$5,276	\$5,394	\$5,394
Business Auto:	\$9,933 (**)	\$11,126	\$11,126
Inland Marine:	\$2,520	\$2,709	\$2,709
Linebacker:	\$4,943	\$5,537	\$5,537
Law Enforcement:	\$2,740 (***)	\$3,037	\$3,037
CyberSolutions:	\$660	\$660	\$660
Policy Premium Total:	<u>\$49,796</u>	<u>\$51,785</u>	<u>\$56,090</u>

\* We added the siren at the City Park mid-term so this would have added an additional \$75 to the Commercial Property premium total if it was on the policy for the entire policy term.

Property Line Note: EMC offered 2 quotes for the 2024 Renewal – differences listed below

- \$5,000 deductible on all perils except for wind & hail on both quotes
- Difference is either a \$10,000 or \$25,000 wind/hail deductible – premiums shown above

\*\* We added the 2023 Ford F250 mid-term so this would have added an additional \$647 to the Business Auto premium total if it was on the policy for the entire policy term.

\*\*\* Law Enforcement premium will reduce by \$372 after updating number of officers on staff.

General Policy Notes:

- VFAA will reimburse the City for their portion of the premium
- 2023 dividend check was: \$6,408



# City of Valley Falls

Established 1854

COUNCIL MEETING DATE: March 6, 2024

INVOICES IN THE TOTAL AMOUNT OF: \$594,128.25

APPROVED:

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STATE OF KANSAS

COUNTY OF JEFFERSON

I hereby certify that the attached bills are just and correct and that the amount therein is actually due and owing according to law.

Approved by:

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City Administrator

Subscribed and sworn to before me this \_\_\_\_\_ day of March 2024

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City Clerk

GL ACCT #	VENDOR NAME	REFERENCE	AMOUNT	CHECK	
				CHECK#	DATE
100-050-2010	EFTPS	FED/FICA TAX	437.06	22073583	2/28/24
100-050-2020	EFTPS	FED/FICA TAX	1,410.64	22073583	2/28/24
100-050-2030	KSDOR PAYROLL	STATE TAX	247.68	22073584	2/28/24
100-050-2040	KPERS	KPERS TIER III	1,405.04	22073585	2/28/24
100-050-2040	KPERS457	KPERS ROTH	232.00	22073586	2/28/24
100-110-5050	BLUE CROSS BLUE SHIELD OF KS	HEALTH INSURANCE	424.97	22073594	3/04/24
100-110-5110	KANSAS RURAL WATER ASSOCIATION	Invoice # 1766	280.00	23792	3/04/24
100-110-5120	KANSAS MAYORS ASSOCIATION	Membership dues	50.00	23791	3/04/24
100-110-5140	GIANT COMMUNICATIONS	Phone	74.78	23790	3/04/24
100-110-5170	QUILL LLC	office supplies	116.70	23799	3/05/24
100-110-5190	KSDOR PAYROLL	Payroll withholding penalty	276.96	23793	3/04/24
100-110-5190	MIDWEST OFFICE TECHNOLOGY	Canon/IRAC3325	151.15	23794	3/04/24
100-120-5050	BLUE CROSS BLUE SHIELD OF KS	HEALTH INSURANCE	424.97	22073594	3/04/24
100-120-5140	GIANT COMMUNICATIONS	Phone	74.78	23790	3/04/24
100-120-5160	Casey's Business Mastercard	Fuel	400.46	22073592	3/04/24
100-140-5050	BLUE CROSS BLUE SHIELD OF KS	HEALTH INSURANCE	424.99	22073594	3/04/24
100-140-5160	Casey's Business Mastercard	Fuel	332.19	22073592	3/04/24
100-160-5140	GIANT COMMUNICATIONS	Phone	74.80	23790	3/04/24
720-050-2010	EFTPS	FED/FICA TAX	136.10	22073583	2/28/24
720-050-2020	EFTPS	FED/FICA TAX	346.04	22073583	2/28/24
720-050-2030	KSDOR PAYROLL	STATE TAX	74.48	22073584	2/28/24
720-050-2040	KPERS	KPERS TIER III	367.73	22073585	2/28/24
720-050-2040	KPERS457	KPERS ROTH	14.00	22073586	2/28/24
720-720-5050	ADVANCE	LIFE INSURANCE			
720-720-5050	BLUE CROSS BLUE SHIELD OF KS	HEALTH INSURANCE	424.97	22073594	3/04/24
720-720-5110	KANSAS RURAL WATER ASSOCIATION	Invoice # 1376	250.00	23792	3/04/24
720-720-5140	GIANT COMMUNICATIONS	Phone	74.78	23790	3/04/24
720-720-5160	Casey's Business Mastercard	Fuel	332.20	22073592	3/04/24
720-720-5180	CORE & MAIN	Clamps	731.48	23796	3/05/24
720-720-5190	KDOR MISC TAX SECTION	WP-1	306.67	23798	3/05/24
730-050-2010	EFTPS	FED/FICA TAX	136.11	22073583	2/28/24
730-050-2020	EFTPS	FED/FICA TAX	346.02	22073583	2/28/24
730-050-2030	KSDOR PAYROLL	STATE TAX	74.51	22073584	2/28/24
730-050-2040	KPERS	KPERS TIER III	367.72	22073585	2/28/24
730-050-2040	KPERS457	KPERS ROTH	14.00	22073586	2/28/24
730-730-5050	BLUE CROSS BLUE SHIELD OF KS	HEALTH INSURANCE	424.97	22073594	3/04/24
730-730-5110	KANSAS RURAL WATER ASSOCIATION	Invoice # 1376	250.00	23792	3/04/24
730-730-5140	AT&T	Cell Phones			
730-730-5140	GIANT COMMUNICATIONS	Phone	74.78	23790	3/04/24
730-730-5200	HAVENS CONSTRUCTION	payment #6 & 7	559,678.12	23797	3/05/24
740-740-5190	WASTE MANAGEMENT	Trash Service	12,489.94	23795	3/04/24
		Accounts Payable Total	583,753.79		
		Payroll Checks	10,374.46		
		Report Total	594,128.25		



**CLAIMS REPORT**  
**CLAIMS FUND SUMMARY**

FUND	NAME	AMOUNT
100	GENERAL FUND	13,820.83
720	WATER UTILITY	4,754.85
730	SEWER UTILITY	563,062.63
740	SOLID WASTE (TRASH)	12,489.94
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	TOTAL FUNDS	594,128.25



*City of*  
**VALLEY FALLS**

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*Incorporated May 17, 1869*

**Clerk Report**  
**March 6, 2024**

- KPERS training.
- Submitting multiple reports that were past due because of employee transition.
- Water bills
  - Contacted three postage meter companies for pricing. Quadient offered the least expensive and best monthly package for \$31.99 per month. This will assist in streamlining our monthly processes.
  - Auditing meter collections to verify they are correct.
  - Entering citizen payments.
  - Processing water bills & mailing.
- Easter Egg Hunt - taking donations/making coupons for eggs.
- Solid Waste - Assisting with broken trashcan needs/bulk item pickup scheduling.
- Clerical Work.
- Cross Training Payroll Process.
- Cross Training Accounts Payable Process
- Assisting citizens with questions.



*City of*  
**VALLEY FALLS**

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*Incorporated May 17, 1854*

**City Administrator Report  
City Council March 6, 2024**

**Daily Operations:**

- Cross Training the Payroll Process.
- Cross Training the Accounts Payable Process.
- Continuing to learn City Financial Software.
- Reviewing Financials & Budgets.
- Reviewing City Policies.
- Website Updates.
- Social Media Updates.
- Meeting with Departments.
- Assist Citizens with Payments & Questions.
- Updating contact info & credentials on accounts (a very time-consuming process).
- Joined the Kansas League of Municipalities
- Joined the Kansas Association of City/County Management
- I attended a software demo on gWorks, the city's software vendor.
  - a. We are waiting on pricing for the migration of Finance and Public Works to the GWorks cloud. Public Works is a tracking/website portal application.
  - b. Scheduling purchased applications (HR, Utility) migration to the cloud. (Purchased Sept 2023)
- I will attend the Kansas Rural Water Conference on March 26-28.
- I will attend the City Leaders Academy April 12<sup>th</sup> -13<sup>th</sup>.
- Preparing documentation for the Kansas Region K Hazard Mitigation Plan meeting on March 13<sup>th</sup>.
- March 4<sup>th</sup> – 8<sup>th</sup> is Severe Weather Preparedness Week.
  - a. Statewide Tornado Drill Wednesday, March 6th, 11:00 am.
  - b. Posting SWAW information on social media.
- Discussing options with Jefferson County Emergency Mangement for citizen notification system.
- Research improvements to recording City Council meetings along with recording retention.
  - a. This will also aid departments when attending virtual meetings.
- Purchased a projector and screen to display information during meetings (when needed).

BANK NAME FUND GL NAME	JANUARY CASH BALANCE	FEBRUARY RECEIPTS	FEBRUARY DISBURSMENTS	FEBRUARY CASH BALANCE	INVOICES PAID	BANK BALANCE	2024 BUDGET
GENERAL OPERATING FUND							
100 CASH - CHECKING	65,909.33	5,874.50	22,816.11	48,967.72	1,099.17		692,265.00
160 CASH - CHECKING	5,383.19	0.00	0.00	5,383.19			5,579.00
200 CASH - CHECKING	161,433.15	0.00	0.00	161,433.15			190,000.00
300 CASH - CHECKING	82,154.66	7,229.98	0.00	89,384.64			296,635.00
400 CASH - CHECKING	726.71	0.00	0.00	726.71			40,000.00
500 CASH - CHECKING	230,878.69	0.00	0.00	230,878.69			108,000.00
600 CASH - CHECKING	77,999.21	0.00	0.00	77,999.21			
720 CASH - CHECKING	116,458.36	30,123.97	9,058.02	137,524.31	1,362.93		281,660.00
721 CASH - CHECKING	40,498.34	0.00	0.00	40,498.34			
730 CASH - CHECKING	42,161.97-	23,574.68	566,131.20	584,718.49-	560,002.90		287,800.00
731 CASH - CHECKING	48,600.00	0.00	0.00	48,600.00			
740 CASH - CHECKING	84,321.39	15,030.15	0.00	99,351.54	12,489.94		140,000.00
790 CASH - CHECKING	75.00-	0.00	0.00	75.00-			
GENERAL OPERATING FUND TOTALS	872,126.06	81,833.28	598,005.33	355,954.01	574,954.94	219,000.93-	2,041,939.00
CHECKING - POOL							
160 CASH - CHECKING POOL	0.00	0.00	0.00	0.00			5,579.00
CHECKING - POOL TOTALS	0.00	0.00	0.00	0.00	0.00		5,579.00
VF PUBLIC BUILDING COMMISSION							
500 MONEY MARKET- PUBLIC BUILDING	16,840.81	0.00	0.00	16,840.81			108,000.00
VF PUBLIC BUILDING COMMISSION	16,840.81	0.00	0.00	16,840.81	0.00	16,840.81	108,000.00
KENALL BANK CD'S							
300 CD X1565	0.00	0.00	0.00	0.00			296,635.00
500 CD X0971	153,500.00	0.00	0.00	153,500.00			108,000.00
720 CD X0503	0.00	0.00	0.00	0.00			281,660.00
720 CD X0524	0.00	0.00	0.00	0.00			
720 CD X0535	0.00	0.00	0.00	0.00			
721 CD X0503	0.00	0.00	0.00	0.00			
721 CD X0504	0.00	0.00	0.00	0.00			
721 CD X0535	0.00	0.00	0.00	0.00			
731 CD X2279	91,083.20	0.00	0.00	91,083.20			
KENALL BANK CD'S TOTALS	244,583.20	0.00	0.00	244,583.20	0.00	244,583.20	686,295.00
TOTAL OF ALL BANKS	1,133,550.07	81,833.28	598,005.33	617,378.02	574,954.94	42,423.08	2,841,813.00



*City of*  
**VALLEY FALLS**

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*Incorporated May 17, 1869*

**Public Works Report**  
**March 6, 2024**

**Water:**

- I received bids on parts to repair the spring line from the lake, and in total, the cheapest route would cost about \$1500 for the connectors and an additional \$1200 to replace missing sections of the piping.
- I submitted the annual water loss report, and we improved with a loss of only 18%, which is lower than the 2022 year.

**Sewers:**

- Continuing to discharge from the lagoons.

**Streets:**

- Fixed more potholes and graded some alleyways.
- Using the street sweeper to clean up the curbs and gutters



*City of*  
**VALLEY FALLS**

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*Incorporated May 17, 1869*

**Police Department Report**  
**March 6, 2024**

- The Motorola vehicle radios are on backorder until May. The portables are being programmed for us to start using this week.
- Interpol was scheduled to be finished last Thursday; however, due to the county needing assistance on calls, it was rescheduled until next week.
- High school principal, grade school principal, Cary Brosa, John Hamon, Wes Lanter, and Jason Nellis got together and started a different approach to the issue of preparing for an active shooter incident.

## EXECUTIVE SESSION MOTIONS

There is no standard format for the motion to recess into executive session which will apply to all situations. Because the statutory language requires the motion contain both the "justification" and the "subjects" to be discussed, the motion should include the statutory reason for recessing into executive session and a more specific description of the topic for discussion.

### 1. **Statutory reason for non –elected personnel needs a more specific reason which could be Individual employee's performance**

I move the city council recess into executive session to discuss an individual employee's performance pursuant to the **non-elected personnel** matter exception, K.S.A. 75-4319 (b) (1) to include: (people to participate besides governing body.) The open meeting will resume in the city council room at \_\_\_\_PM.

### 2. **Statutory reason for Attorney – Client privilege needs a more specific reason which could be discuss contract, Litigation, Claim, or other such more specific item.**

I move the city council recess into executive session to discuss a claim pursuant to **Attorney – Client privilege** matter exception, K.S.A. 75-4319(b)(2) to include: the City Attorney and (people to participate besides governing body.) The open meeting will resume in the city council room at \_\_\_\_PM.

### 3. **For employer-employee negotiations a more specific description could be salary.**

I move the city council recess into executive session to discuss salary pursuant to **employer-employee negotiations** matter exception, K.S.A. 75-4319(b) (3) to include: (people to participate besides governing body.) The open meeting will resume in the city council room at \_\_\_\_PM.

### 4. **For property acquisition matters a more specific description could be purchase cost.**

I move the city council recess into executive session to preliminary discuss purchase cost pursuant to **property acquisition** matter exception, K.S.A. 75-4319(b)(6) to include: (people to participate besides governing body.) The open meeting will resume in the city council room at \_\_\_\_PM.

**K.S.A. 75-4319.** Closed or executive meetings; conditions; authorized subjects for discussion; binding action prohibited; certain documents identified in meetings not subject to disclosure. (a) Upon formal motion made, seconded and carried, all bodies and agencies subject to the open meetings act may recess, but not adjourn, open meetings for closed or executive meetings. Any motion to recess for a closed or executive meeting shall include a statement of (1) the justification for closing the meeting, (2) the subjects to be discussed during the closed or executive meeting and (3) the time and place at which the open meeting shall resume. Such motion, including the required statement, shall be recorded in the minutes of the meeting and shall be maintained as a part of the permanent records of the body or agency. Discussion during the closed or executive meeting shall be limited to those subjects stated in the motion. (b) No subjects shall be discussed at any closed or executive meeting, except the following:

- (1) Personnel matters of nonelected personnel;
- (2) consultation with an attorney for the body or agency which would be deemed privileged in the attorney-client relationship;
- (3) matters relating to employer-employee negotiations whether or not in consultation with the representative or representatives of the body or agency;
- (4) confidential data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships;
- (5) matters relating to actions adversely or favorably affecting a person as a student, patient or resident of a public institution, except that any such person shall have the right to a public hearing if requested by the person;
- (6) preliminary discussions relating to the acquisition of real property;