



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 before the meeting.

April 3, 2024 6:30 PM
Regular Meeting

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL - City Council and Staff
MINUTES - Regular Meeting of March 20, 2024

PUBLIC COMMENTS & GUESTS:
Public Comment Policy

BUSINESS ITEMS:
1. Arbor Day Proclamation
2. Sexual Assault Awareness Proclamation
3. City Water Resources Update
4. City Lake Revitalization Update
5. City Court Fine Discussion

INVOICES - \$42,863.73

REPORTS:
City Administrator
Community Development Committee
Planning & Zoning Commission
Public Works
Police
Mayor
Fire District
City Council Comments/ Feedback/ Ideas

ANNOUNCEMENTS/ COMMUNICATIONS:
Citywide Garage Sales - May 17th & 18th
Citywide Cleanup - May 31, June 1 & 2

EXECUTIVE SESSION

ADJOURNMENT



City of Valley Falls

Established 1854

CITY OF VALLEY FALLS

March 20th 2024

Meeting Minutes

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

Council members present: Dennis Tichenor, Jennifer Ingraham, Jason Heinen, Matt Frakes

Council members absent: Brett Dallman

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

Guest present: Scott Heinen, Dianne Heinen

Public Comment

No public comment

Business Items

Meeting Minutes:

- March 6th Jennifer Ingraham made the motion, seconded by Dennis Tichenor 4-0 pass

Approval for housing authority reappointments (Phil Huffman and John Sherretts) Dennis Tichenor made the motion, Seconded by Jennifer Ingraham 4-0 pass

Approval of purchasing a 2011 IH dump truck (29,000.00). Dennis Tichenor made the motion, Seconded by Matt Frakes 4-0 Pass

Approval of Invoices (\$80,284.33) Jason Heinen made the motion, Seconded by Dennis Tichenor 3-0 pass

Approval of a Altoz TRX 561 i- All-terrain Track mower (17,594.15). Jennifer Ingraham made the motion, Seconded by Dennis Tichenor 4-0 pass
Approval to publish a article in the Kansas travel guide. Jennifer made the motion, Seconded by Dennis Tichenor 4-0 pass

Reports

Public Works: KRWA will help with locating lines from city lake, gravel spread at city lake, repairing storm drains, awaiting sand delivery to repair brick, 1 mower being fixed (2-3 week TAT), purchasing a track mower

Police: Finished Firehouse sub grant for AEDs, medical backpacks, choking masks, gear for search and rescue dog. K-9 currently in training resides with Chief Clark

City Admin: Attending KRWA conference March 26-28 with Bill McCoy, Kenneth Maxwell, and Brett Dallman. Updating Hazard Mitigation Plan. Interview a get to know you article with the vindicator. Working with KDHE to ensure water obligations are being met. Pool meeting March 22nd

Adjournment

Jennifer Ingraham made the motion, seconded by Dennis Tichenor to adjourn the meeting. The motion passed 4-0. The meeting adjourned at 7:25pm

APPROVED: _____
Jeanette Shipley, Mayor

Attest: _____
Acting City Clerk



City of
VALLEY FALLS

Incorporated May 17, 1869

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.



*** OFFICIAL PROCLAMATION ***

WHEREAS in 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees, *and*

WHEREAS this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, *and*

WHEREAS Arbor Day is now observed throughout the nation and the world, *and*

WHEREAS trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife, *and*

WHEREAS trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, *and*

WHEREAS trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, *and*

WHEREAS trees — wherever they are planted — are a source of joy and spiritual renewal.

NOW, THEREFORE, I, _____, Mayor of the City of _____, do hereby proclaim _____ as **ARBOR DAY**

In the City of _____, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, *and*

FURTHER, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

DATED THIS _____ day of _____, _____

Mayor _____



City of Valley Falls

Established 1854

PROCLAMATION

Sexual Assault Awareness Month – April 2024

Whereas, nationally one in two women and one in three men will experience some form of sexual assault in their lifetime; and

Whereas, Sexual Assault Awareness Month draws attention to the fact that sexual violence is widespread and has implications for every community member; and

Whereas, there is compelling evidence that we can be successful in reducing sexual violence through prevention education, increased awareness, and holding perpetrators who commit acts of violence responsible for their actions; and

Whereas, we must work together to educate our community about what can be done to prevent sexual assault and how to support survivors; and

Whereas, anyone can be a leader in preventing and ending sexual violence. As employers, educators, parents, and friends, we all have an obligation to uphold the basic principle that every individual should be free from violence and fear; and

Whereas, our theme for Sexual Assault Awareness Month this year is “Start the Conversation,” we encourage every person to start conversations about what sexual violence is, how to prevent it, and how to help survivors connect with services, and to speak out against harmful attitudes and actions.

Now therefore, be it resolved, that the City of Valley Falls Governing Body, on behalf of all residents of Valley Falls, does hereby proclaim the month of **April 2024**, as **Sexual Assault Awareness Month**

in Valley Falls, to keep our community members safe from this crime and to stand with survivors and victims of sexual assault.

Date this 3rd day of April, 2024

Jeanette Shipley, Mayor

ATTEST:

Destiny Schrick, City Clerk

CLAIMS REPORT
Check Range: 3/21/2024- 4/03/2024

G/L ACCT #	VENDOR NAME	REFERENCE	AMOUNT	CHECK	
				CHECK#	DATE
100-050-2010	EFTPS	FED/FICA TAX	495.82	22073608	3/25/24
100-050-2020	EFTPS	FED/FICA TAX	1,279.18	22073608	3/25/24
100-050-2030	KSDOR PAYROLL	STATE TAX	242.24	22073609	3/25/24
100-050-2040	KPERS	KPERS TIER III	1,293.48	22073610	3/25/24
100-050-2040	KPERS457	KPERS ROTH	232.00	22073611	3/25/24
100-050-2050	AFLAC CAFETERIA	AFLAC	347.03	22073612	3/25/24
100-110-5110	WESLEY LANTER	Mileage reimbursment, KTAG	229.86	23824	4/01/24
100-110-5140	GIANT COMMUNICATIONS	Phone	38.71	23820	4/01/24
100-110-5150	CHAMPION PEST & LAWN SOLUTIONS	PEST CONTROL	70.00	23819	4/01/24
100-110-5180	AMAZON		334.85	22073617	3/26/24
100-110-5200	CENTENARIAN CLUB	Easter egg hunt	150.00	23816	3/28/24
100-110-5950	K4 AG & SERVICE LLC	Altoz Mower	17,594.15	23822	4/01/24
100-120-5140	GIANT COMMUNICATIONS	Phone	38.71	23820	4/01/24
100-120-5160	AMAZON		353.44	22073617	3/26/24
100-120-5160	ROBERT TAYLOR	Fuel Reimbursement	20.00	23817	3/28/24
100-140-5160	BOBCAT		732.69	23818	4/01/24
100-160-5130	AMAZON		5.99	22073617	3/26/24
100-160-5140	GIANT COMMUNICATIONS	Phone	38.70	23820	4/01/24
720-050-2010	EFTPS	FED/FICA TAX	233.77	22073608	3/25/24
720-050-2020	EFTPS	FED/FICA TAX	593.04	22073608	3/25/24
720-050-2030	KSDOR PAYROLL	STATE TAX	135.40	22073609	3/25/24
720-050-2040	KPERS	KPERS TIER III	618.24	22073610	3/25/24
720-050-2040	KPERS457	KPERS ROTH	14.00	22073611	3/25/24
720-050-2050	AFLAC CAFETERIA	AFLAC	143.50	22073612	3/25/24
720-720-5050	ADVANCE	LIFE INSURANCE			
720-720-5140	GIANT COMMUNICATIONS	Phone	38.71	23820	4/01/24
720-720-5140	KANSAS GAS	NATURAL GAS	367.64	22073616	4/02/24
720-720-5150	HAWKINS	6 chlorine cylinders	60.00	23821	4/01/24
720-720-5150	SCHULTE SUPPLY	2 2" meter flange	270.80	23823	4/01/24
730-050-2010	EFTPS	FED/FICA TAX	233.77	22073608	3/25/24
730-050-2020	EFTPS	FED/FICA TAX	593.00	22073608	3/25/24
730-050-2030	KSDOR PAYROLL	STATE TAX	135.40	22073609	3/25/24
730-050-2040	KPERS	KPERS TIER III	618.22	22073610	3/25/24
730-050-2040	KPERS457	KPERS ROTH	14.00	22073611	3/25/24
730-050-2050	AFLAC CAFETERIA	AFLAC	143.49	22073612	3/25/24
730-730-5140	AT&T	Cell Phones			
730-730-5140	GIANT COMMUNICATIONS	Phone	38.71	23820	4/01/24
730-730-5140	KANSAS GAS	NATURAL GAS	367.64	22073616	4/02/24
730-730-5200	KDHE BUREAU OF WATER	Water pollution loan program	2,730.53	23815	3/22/24
			=====		
		Accounts Payable Total	30,846.71		
		Utility Refund Checks			

		Refund Checks Total			
		Payroll Checks	12,017.02		
			=====		
		Report Total	42,863.73		
			=====		

CLAIMS REPORT
CLAIMS FUND SUMMARY

FUND	NAME	AMOUNT
100	GENERAL FUND	29,658.28
720	WATER UTILITY	5,402.89
730	SEWER UTILITY	7,802.56

	TOTAL FUNDS	42,863.73



City of Valley Falls

Established 1854

COUNCIL MEETING DATE: April 3, 2024

INVOICES IN THE TOTAL AMOUNT OF: \$42,863.73

APPROVED:

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:

City Administrator

Subscribed and sworn to before me this _____ day of April 2024

City Clerk



City of
VALLEY FALLS

Incorporated May 17, 1854

**City Administrator Report
City Council April 3, 2024**

Daily Operations:

- Assist Citizens with Payments & Questions.
- Updating contact info & credentials on accounts (a very time-consuming process).
- I attended the Kansas Rural Water Conference on March 26-28.
- Continuing to update information for the Hazard Mitigation Plan.
- Discuss options with Jefferson County Emergency Management for a citizen notification system.
- Submitted the Pool, Park, & Lake to the Kansas Travel Guide for 2025.
- Valley Falls has been awarded the Waste Tire Grant Program, and I will complete the necessary paperwork to move forward. We can not commit or utilize any funds until after May 1st.

CITY OFFICE

417 Broadway • Valley Falls, Kansas 66088-1200
Phone 785-945-6612 • Fax 785-945-3341



City of
VALLEY FALLS

Incorporated May 17, 1869

Public Works Report
April 3, 2024

Water:

- I attended the KRWA Conference in Wichita.

Sewers:

- Valve replacement of the lagoon discharge.

Streets:

- We are awaiting the delivery of sand so we can begin the street repairs.

Parks:

- Cleaned the park & restrooms before the Easter Egg hunt.



City of
VALLEY FALLS

Incorporated May 17, 1869

Police Department Report
April 3, 2024

- Door bids:
 - Kearney & Sons, Inc \$5274.00
 - Heinen Custom Operations, Inc \$4895.00
 - River's Edge Construction, LLC
 - Option 1 \$2950
 - Option 2 \$7005
- I met with Jefferson County Sheriff Jeff Herring regarding the DAWN/LEAD program.
- Spoke at the 30th Annual AA Community Corrections Conference in Hutchinson last weekend. The speech about VFPD and the DAWN program. I was able to make a lot of connections and people requesting information about the program.

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;