



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.

August 7, 2024 6:30 PM
Regular Meeting

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL - City Council and Staff
MINUTES - Regular Meeting of July 17, 2024
- Special Meeting of July 30, 2024

PUBLIC COMMENTS & GUESTS:
Public Comment Policy

BUSINESS ITEMS:

1. CDBG Sewer Grant Close-Out
2. 2023 Audit Presentation
3. 2023 Standard Traffic Ordinance #
4. 2023 Uniform Public Offense Code Ordinance #
5. Brick Street Bourbon Event Resolution - September 14th
6. 2024 Grasshopper Falls Event Resolution - September 21st
7. 2024 Octoberfest Event Resolution - September 28th
8. City Lake Revitalization Update - Dennis Tichenor - Brett Dallman - Wesley Lanter
9. City Water Resources Update - Wesley Lanter - Bill McCoy

INVOICES - \$70,428.81

REPORTS:

City Administrator
Public Works
Police
Mayor
Fire District
City Council Comments/ Feedback/ Ideas

ANNOUNCEMENTS/ COMMUNICATIONS:

August 13th - First Day of School
September 21st - Grasshopper Falls Day
September 28th - Octoberfest

EXECUTIVE SESSION
ADJOURNMENT



City of Valley Falls

Established 1854

CITY OF VALLEY FALLS July 17th 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, Kevin Loy, Jennifer Ingraham

Council members absent: Jason Heinen

Staff members present: Carolyn Clark (Chief of Police), Destiny Schrick (city clerk), Andrew Werring (Attorney)

Guest present: Dianne Heinen, Scott Heinen

Public Comment

No public comment

Business Items

Meeting Minutes:

- July 3rd minutes approved by Dennis Tichenor, Seconded by Kevin Loy 3-0 pass
- Approval of Invoices (40,703.51) Dennis Tichenor made the motion seconded by Brett Dallman 4-0 pass

Reports

Public Works: Repaired water break damaged by Evergy, fixed flow issue with river pumps-will need to clean or repair it, cleaned up storm damage, created low water crossing at the lake, pulled stumps

Police: Working toward accreditation for the department. Officer Rivera in Georgia for K9 training, new radios in 2/3 vehicles

Admin: RNR submitted to the county clerk, working with PEC to change the business district boundaries, posted SS4A survey on social media and the website

Adjournment

Jennifer Ingraham made the motion, seconded by Dennis Tichenor to adjourn the meeting. The motion passed 4-0. The meeting adjourned at 6:45 pm

APPROVED: _____
Jeanette Shipley, Mayor

Attest: _____
Destiny Schrick, City Clerk



City of Valley Falls

Established 1854

CITY OF VALLEY FALLS
July 30th 2024

Special Meeting Minutes

The meeting was called to order at 6:00 p.m. by Mayor Jeanette Shipley.

Council members present: Dennis Tichenor, Jason Heinen, Kevin Loy

Council members absent: Jennifer Ingraham, Brett Dallman

Public Comment

No public comment

Business Items

Resolution 2024-4 authorizing the 400 block of Broadway to be closed and consumption of alcohol on public streets on August 3rd, 2024 for the celebration of like in honor of Jake Kearney. Jason Heinen made the motion to approve seconded by Kevin Loy 3-0 pass

Reports

No reports

Adjournment

Dennis Tichenor made the motion, seconded by Jason Heinen to adjourn the meeting. The motion passed 3-0. The meeting adjourned at 6:05pm

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.

The city of Valley Falls, KS will hold a public hearing on Wednesday, August 7, 2024, at 6:30 p.m. in Valley Falls City Hall, 417 Broadway, Valley Falls, KS 66088, for the purpose of evaluating the performance of Grant No. 22 PF 032 which was for a Sanitary Sewer Improvements Project.

The proposed activities for the project included approximately 5,100 LF of pipe rehabilitation, 44 pipe point repairs, 1,200 LF of 8” pipe replacement, 1,500 LF of heavy pipe cleaning, 20 manhole rehabilitations, raising 50 manholes, 8 manhole replacements, and miscellaneous appurtenances related to construction activities. Activities accomplished included approximately 8,700 LF of pipe rehabilitation, 22 pipe point repairs, 1,750 LF of heavy pipe cleaning, 32 manhole rehabilitations, raising 35 manholes, 27 manhole replacements, and miscellaneous appurtenances related to construction activities. All project improvements occurred within the area generally bounded by the city limits of Valley Falls. This grant was funded, all or in part, from the Kansas Department of Commerce, Small Cities Community Development Block Grant (CDBG) funds. All aspects of the grant will be discussed, and oral and written comments will be recorded and become a part of the City of Valley Falls’ CDBG Citizen Participation Plan.

Reasonable accommodations will be made available to persons with disabilities. Requests for accommodations should be submitted to the City Clerk (785-945-6612) by August 5, 2024.



City of Valley Falls

Established 1854

August 7, 2024

AdamsBrown, LLC
818 Broadway St.
Larned, Kansas 67550

This representation letter is provided in connection with your audit of the financial statement of City of Valley Falls, Kansas as of December 31, 2023 and for the year then ended, and the disclosures (collectively, the "financial statement"), for the purpose of expressing an opinion as to whether the financial statement is presented fairly, in all material respects, in accordance with the regulatory basis of accounting.

We confirm, to the best of our knowledge and belief, as of August 7, 2024, the following representations made to you during your audit.

Financial Statement

- We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated January 22, 2024, including our responsibility for the preparation and fair presentation of the financial statement in accordance with the regulatory basis of accounting and for preparation of the supplementary information in accordance with the applicable criteria.
- The financial statement referred to above is fairly presented in conformity with the regulatory basis of accounting and includes all properly classified funds and other financial information of the reporting entity required by the regulatory basis of accounting to be included in the financial reporting entity.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statement that is free from material misstatement, whether due to fraud or error.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- The methods, significant assumptions, and data used in making accounting estimates and their related disclosures are appropriate to achieve recognition, measurement, or disclosure that is reasonable in accordance with the regulatory basis of accounting.
- There are no known related-party relationships or transactions that need to be accounted for or disclosed in accordance with the regulatory basis of accounting.
- Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statement that would require adjustment to or disclosure in the financial statement.

- The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statement as a whole. A list of the uncorrected misstatements is attached to the representation letter. In addition, you have proposed adjusting journal entries that have been posted to the City's accounts. We are in agreement with those adjustments.
- The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with the regulatory basis of accounting.
- Guarantees, whether written or oral, under which the City is contingently liable, if any, have been properly recorded or disclosed.

Information Provided

- We have provided you with:
 - Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statement, such as records (including information obtained from outside of the general and subsidiary ledgers), documentation, and other matters.
 - Additional information that you have requested from us for the purpose of the audit.
 - Unrestricted access to persons within the City from whom you determined it necessary to obtain audit evidence.
 - Minutes of the meetings of the City Council or summaries of actions of recent meetings for which minutes have not yet been prepared.
- All material transactions have been recorded in the accounting records and are reflected in the financial statement.
- We have disclosed to you the results of our assessment of the risk that the financial statement may be materially misstated as a result of fraud.
- We have no knowledge of any fraud or suspected fraud that affects the City and involves:
 - Management,
 - Employees who have significant roles in internal control, or
 - Others where the fraud could have a material effect on the financial statement.
- We have no knowledge of any allegations of fraud or suspected fraud affecting the City's financial statement communicated by employees, former employees, regulators, or others.
- We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or waste or abuse, whose effects should be considered when preparing the financial statement.

- We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statement, and we have not consulted a lawyer concerning litigation, claims, or assessments.
- We are not aware of any related parties or related-party relationships or transactions.

Government – specific

- There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- We have taken timely and appropriate steps to remedy identified and suspected fraud or noncompliance with provisions of laws, regulations, contracts, and grant agreements that you have reported to us.
- We have a process to track the status of audit findings.
- We have identified to you any previous audits, attestation engagements, and other studies related to the objectives of the audit and whether related recommendations have been implemented.
- We have identified to you any investigations or legal proceedings that have been initiated with respect to the period under audit.
- We have provided our views on reported findings and conclusions, as well as our planned corrective actions, for the report.
- The City has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or unencumbered cash balances.
- We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and legal and contractual provisions for reporting specific activities in separate funds.
- We have identified and disclosed to you all instances of identified and suspected fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we believe have a material effect on the financial statement.
- There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statement, or as a basis for recording a loss contingency, or for reporting on noncompliance.
- As part of your audit, you assisted with preparation of the financial statement and disclosures. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for the financial statement and disclosures.

- The City has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- The City has complied with all aspects of contractual agreements that would have a material effect on the financial statement in the event of noncompliance.
- The financial statement properly classifies all funds and activities.
- Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
- Deposits are properly classified as to risk and are properly disclosed.
- With respect to the supplementary information as outlined in the table of contents:
 - We acknowledge our responsibility for presenting the supplementary information in accordance with the regulatory basis of accounting, and we believe the supplementary information, including its form and content, is fairly presented in accordance with the regulatory basis of accounting. The methods of measurement and presentation of the supplementary information have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.
 - If the supplementary information is not presented with the audited financial statement, we will make the audited financial statement readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditors' report thereon.

Signed

Signed



City of Valley Falls

Established 1854

ORDINANCE NO. 14-119

AN ORDINANCE REGULATING TRAFFIC WITHIN THE CORPORATE LIMITS OF THE CITY OF VALLEY FALLS, KANSAS; INCORPORATING BY REFERENCE THE STANDARD TRAFFIC ORDINANCE FOR KANSAS CITIES, 50TH EDITION, *WITH CERTAIN OMISSIONS, CHANGES, AND ADDITIONS; PRESCRIBING ADDITIONAL REGULATIONS; PROVIDING CERTAIN PENALTIES AND REPEALING ORDINANCES NUMBERED 14-118.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF VALLEY FALLS:

SECTION 1. INCORPORATING STANDARD TRAFFIC ORDINANCE.

There is hereby incorporated by reference for the purpose of regulating traffic within the corporate limits of the City of Valley Falls, Kansas, that certain standard traffic ordinance known as the Standard Traffic Ordinance for Kansas Cities, 50th Edition, prepared and published in book form by the League of Kansas Municipalities, Topeka, Kansas. One copy of said Standard Traffic Ordinance shall be marked or stamped "Official Copy as Adopted by Ordinance No. 14-119," *with all sections or portions thereof intended to be omitted or changed clearly marked to show any such omission or change and to which shall be attached a copy of this ordinance and filed with the city clerk to be open to inspection and available to the public at all reasonable hours. The police department, municipal judge, and all administrative departments of the city charged with enforcement of the ordinance shall be supplied, at the cost of the city, such number of official copies of such Standard Traffic Ordinance similarly marked, as may be deemed expedient.

SECTION 2. TRAFFIC INFRACTIONS AND TRAFFIC OFFENSES.

(a) An ordinance traffic infraction is a violation of any section of this ordinance that prescribes or requires the same behavior as that prescribed or required by a statutory provision that is classified as a traffic infraction in K.S.A. 8-2118.

(b) All traffic violations that are included within this ordinance, and are not ordinance traffic infractions, as defined in subsection (a) of this section, shall be considered traffic offenses.

SECTION 3. PENALTY FOR SCHEDULED FINES.

The fine for violation of an ordinance traffic infraction or any other traffic offense in which the municipal judge establishes a fine in a fine schedule shall not be less than \$15.00 nor more than \$2500.00. A person tried and convicted for violation of an ordinance traffic infraction or other traffic offense in which a fine has not been established in a schedule of fines shall pay a fine fixed by the court not to exceed \$500.

SECTION 4. REPEAL.

Ordinance numbered 14-118 is repealed.

SECTION 5. EFFECTIVE DATE.

This ordinance shall take effect and be in force from and after its publication in Valley Falls Vindicator, the official City paper of the City of Valley Falls, Jefferson County, Kansas.

PASSED AND APPROVED BY THE CITY COUNCIL ON THE 7th DAY OF AUGUST, 2024.

Jeanette Shipley, Mayor

ATTEST:

Destiny Schrick, City Clerk

(SEAL)



City of Valley Falls

Established 1854

ORDINANCE NO. 11-117

AN ORDINANCE REGULATING PUBLIC OFFENSES WITHIN THE CORPORATE LIMITS OF THE CITY OF VALLEY FALLS, KANSAS; INCORPORATING BY REFERENCE THE UNIFORM PUBLIC OFFENSE CODE FOR KANSAS CITIES, 39TH EDITION, *WITH CERTAIN OMISSIONS, CHANGES, AND ADDITIONS; PRESCRIBING ADDITIONAL REGULATIONS; PROVIDING CERTAIN PENALTIES AND REPEALING ORDINANCES NUMBERED 11-116.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF VALLEY FALLS:

SECTION 1. INCORPORATING UNIFORM PUBLIC OFFENSE CODE.

There is hereby incorporated by reference for the purpose of regulating public offenses within the corporate limits of the City of Valley Falls, Kansas, that certain code known as the Uniform Public Offense Code, 39th Edition, prepared and published in book form by the League of Kansas Municipalities, Topeka, Kansas. One official copy of said Uniform Public Offense Code shall be marked or stamped "Official Copy as Adopted by Ordinance No. 11-117," *with all sections or portions thereof intended to be omitted or changed clearly marked to show any such omission or change and to which shall be attached a copy of this ordinance and filed with the city clerk to be open to inspection and available to the public at all reasonable hours.

SECTION 2. REPEAL.

Ordinance number 11-116 is repealed.

SECTION 3. EFFECTIVE DATE.

This ordinance shall take effect and be in force from and after its publication in the official city newspaper.

PASSED AND APPROVED BY THE CITY COUNCIL ON THE 7th DAY OF AUGUST, 2024.

Jeanette Shipley, Mayor

ATTEST:

Destiny Schrick, City Clerk

(SEAL)



City of Valley Falls

Established 1854

RESOLUTION NO. 2024-_____

A RESOLUTION AUTHORIZING THE CONSUMPTION OF ALCOHOLIC LIQUOR ON PUBLIC STREETS ON SATURDAY SEPTEMBER 14, 2024 FOR THE BRICK STREET BOURBON BENEFIT.

WHEREAS, the City Council has approved as the Brick Street Bourbon Benefit on Saturday, September 14, 2024.

WHEREAS, the City Council has approved the 400 block of Broadway to be closed to vehicular traffic. Such street closure shall be approved from 10:00 a.m. September 14, 2024, to 2:00 a.m. September 15, 2024, with the consumption of alcoholic liquor, allowed thereon from 11:00 a.m. September 14, 2024, to 2:00 a.m. September 15, 2024.

WHEREAS, the consumption of alcoholic liquor at the 2024 Brick Street Bourbon Event will be authorized by one of the options set forth in both Section Chapter 3, Article 7 of the Code of the City of Valley Falls and K.S.A. 41-719(a)(2), and any temporary permit or temporary extension of licensed premises required has been applied for and will be issued by the State of Kansas upon the presentation of this Resolution, or any caterer's notification will be made as required by law.

NOW, THEREFORE, BE IT RESOLVED that the City Council, pursuant to Chapter 3, Article 7 of the Code of the City of Valley Falls, and in consideration of the factors set forth in Chapter 3, Article 7 of the Code of the City of Valley Falls, grants its approval for the consumption of alcoholic liquor on the city streets, sidewalks and public right of ways which are located within the designated event area of the Brick Street Bourbon Event to occur from 11:00 a.m. September 14, 2024, to 2:00 a.m. September 15, 2024 as set forth above.

ADOPTED by the governing body of the City of Valley Falls, Kansas, this 7th day of August, 2024.

CITY OF VALLEY FALLS, KANSAS

Jeanette Shipley, Mayor

ATTEST:

Destiny Schrick, City Clerk



City of Valley Falls

Established 1854

RESOLUTION NO. 2024-_____

A RESOLUTION AUTHORIZING THE CONSUMPTION OF ALCOHOLIC LIQUOR ON PUBLIC STREETS ON SATURDAY SEPTEMBER 21, 2024 FOR THE GRASSHOPPER FALLS DAY EVENT.

WHEREAS, the City Council has approved the Grasshopper Falls Day Event on Saturday, September 21, 2024.

WHEREAS, the City Council has approved the 300 and 400 block of Broadway to be closed to vehicular traffic. Such street closure shall be approved from 9:00 a.m. to 2:00 p.m. September 21, 2024, with the consumption of alcoholic liquor, allowed thereon from 9:00 a.m. to 2:00 p.m. September 21, 2024.

WHEREAS, the consumption of alcoholic liquor at the 2024 Grasshopper Falls Day Event will be authorized by one of the options set forth in both Section Chapter 3, Article 7 of the Code of the City of Valley Falls and K.S.A. 41-719(a)(2), and any temporary permit or temporary extension of licensed premises required has been applied for and will be issued by the State of Kansas upon the presentation of this Resolution, or any caterer's notification will be made as required by law.

NOW, THEREFORE, BE IT RESOLVED that the City Council, pursuant to Chapter 3, Article 7 of the Code of the City of Valley Falls, and in consideration of the factors set forth in Chapter 3, Article 7 of the Code of the City of Valley Falls, grants its approval for the consumption of alcoholic liquor on the city streets, sidewalks and public right of ways which are located within the designated event area of the Grasshopper Falls Day Event to occur from 9:00 a.m. to 2:00 p.m. September 21, 2024, as set forth above.

ADOPTED by the governing body of the City of Valley Falls, Kansas, this 7th day of August, 2024.

CITY OF VALLEY FALLS, KANSAS

Jeanette Shipley, Mayor

ATTEST:

Destiny Schrick, City Clerk



City of Valley Falls

Established 1854

RESOLUTION NO. 2024-_____

A RESOLUTION AUTHORIZING THE CONSUMPTION OF ALCOHOLIC LIQUOR ON PUBLIC PROPERTY THE OCTOBERFEST EVENT.

WHEREAS, the City Council has approved as the *2024 Octoberfest* as a community event to occur on September 28, 2024.

WHEREAS, the City Council has approved the consumption of alcohol in the city park. The consumption of alcoholic liquor allowed thereon from 4:00 p.m. to 10:00 p.m. on September 28, 2024.

WHEREAS, the consumption of alcoholic liquor at the 2024 Octoberfest Event will be authorized by one of the options set forth in both Section Chapter 3, Article 7 of the Code of the City of Valley Falls and K.S.A. 41-719(a)(2), and any temporary permit or temporary extension of licensed premises required has been applied for and will be issued by the State of Kansas upon the presentation of this Resolution, or any caterer's notification will be made as required by law.

NOW, THEREFORE, BE IT RESOLVED that the City Council, pursuant to Chapter 3, Article 7 of the Code of the City of Valley Falls, and in consideration of the factors set forth in Chapter 3, Article 7 of the Code of the City of Valley Falls, grants its approval for the consumption of alcoholic liquor on the city streets, sidewalks and public right of ways which are located within the designated event area of the Octoberfest Event to occur from 4:00 p.m. to 10:00 p.m. September 28, 2024, as set forth above.

ADOPTED by the governing body of the City of Valley Falls, Kansas, this 7th day of August, 2024.

CITY OF VALLEY FALLS, KANSAS

Jeanette Shipley, Mayor

ATTEST:

Destiny Schrick, City Clerk



City of Valley Falls

Established 1854

COUNCIL MEETING DATE: August 7, 2024

INVOICES IN THE TOTAL AMOUNT OF: \$70,428.81

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 August 2024

City Clerk

GL ACCT #	VENDOR NAME	REFERENCE	AMOUNT	CHECK#	CHECK DATE
100-050-2010	EFTPS	FED/FICA TAX	814.88	22073713	7/31/24
100-050-2020	EFTPS	FED/FICA TAX	3,099.42	22073713	7/31/24
100-050-2030	KSDOR PAYROLL	STATE TAX	491.23	22073714	7/31/24
100-050-2040	KPERS	KPERS TIER III	1,378.73	22073715	7/31/24
100-050-2040	KPERS457	KPERS ROTH	232.00	22073716	7/31/24
100-050-2050	AFLAC CAFETERIA	AFLAC	177.56	22073717	7/31/24
100-110-5110	LEAGUE MUNICIPALITIES	MTI training webinar	25.00	23987	8/01/24
100-110-5150	AMAZON	Storage/bathroom sign	16.78	22073718	7/22/24
100-110-5150	CHAMPION PEST & LAWN SOLUTIONS	PEST CONTROL	70.00	23981	8/01/24
100-110-5190	DAVIS PUBLICATION	Legal Publication	52.00	23982	8/01/24
100-110-5940	IMOGENE REYNOLDS	2 swimming lesson refunds	80.00	23973	7/23/24
100-110-5950	Credit Card Services	skid steer bucket	2,452.81	22073709	7/21/24
100-120-5130	Credit Card Services	Maglula, holosun	621.51	22073709	7/21/24
100-120-5140	AT&T	Cell Phones	157.75	22073707	7/21/24
100-120-5140	AT&T	office @ hand	34.29	23972	7/23/24
100-120-5160	Casey's Business Mastercard	Fuel	720.84	22073712	7/26/24
100-120-5160	Credit Card Services	tahoe parts	677.35	22073709	7/21/24
100-120-5160	RON SCHRICK	Tahoe-AC, Expedition-Oil	370.00	23990	8/01/24
100-120-5160	SCOTTS AUTO MAINTENANCE	Expedition	343.32	23991	8/01/24
100-120-5160	TFM COMM INC	swapequipment tahoe-charger	1,246.83	23974	7/23/24
100-120-5170	VPSGRAPHICGROUP	PD decals for vehicle	1,065.00	23993	8/01/24
100-120-5180	AMAZON	Desk, desk chairs	758.16	22073718	7/22/24
100-120-5180	Credit Card Services	dog items	200.08	22073709	7/21/24
100-120-5340	Credit Card Services	Cat boarding/donation/supplies	139.90	22073709	7/21/24
100-140-5160	VALLEY TRUCK & TRAILER	Switch	41.42	23992	8/01/24
100-140-5180	A1 LOCK & KEY	Keys made	93.25	23980	8/01/24
100-140-5180	Credit Card Services	hose,coupling	165.54	22073709	7/21/24
100-160-5330	Credit Card Services	concession items	2,126.06	22073709	7/21/24
160-160-5180	AMAZON	GFI outlet, gate hinges	127.15	22073718	7/22/24
300-140-5950	MIDWEST CONCRETE MATERIALS	Concrete	1,527.00	23988	8/01/24
720-050-2010	EFTPS	FED/FICA TAX	204.42	22073713	7/31/24
720-050-2020	EFTPS	FED/FICA TAX	570.16	22073713	7/31/24
720-050-2030	KSDOR PAYROLL	STATE TAX	127.48	22073714	7/31/24
720-050-2040	KPERS	KPERS TIER III	605.88	22073715	7/31/24
720-050-2040	KPERS457	KPERS ROTH	14.00	22073716	7/31/24
720-050-2050	AFLAC CAFETERIA	AFLAC	63.74	22073717	7/31/24
720-720-5120	KDHE BUREAU OF WATER	Class2watercert-Chad	20.00	23986	8/01/24
720-720-5120	Credit Card Services	RealVNC	143.30	22073709	7/21/24
720-720-5140	AT&T	Cell Phones	48.86	22073707	7/21/24
720-720-5140	KANSAS GAS	NATURAL GAS	179.76	22073708	8/01/24
720-720-5150	HAWKINS	Azone 15, PH	2,186.19	23983	8/01/24
720-720-5160	Casey's Business Mastercard	Fuel	1,316.13	22073712	7/26/24
720-720-5170	Credit Card Services	water samples	45.70	22073709	7/21/24
720-720-5180	AMAZON	SKF seal, fittings, washers	96.51	22073718	7/22/24
720-720-5180	HAWKINS	6 chlorine cylinders	120.00	23975	7/24/24
720-720-5180	JEANETTE SHIPLEY	DumDums for parade	37.26	23985	8/01/24
720-720-5180	Credit Card Services	gaskets,toilet seat	45.96	22073709	7/21/24
720-720-5190	MIDWEST OFFICE TECHNOLOGY	7/14/24-8/13/24 billing	94.33	23989	8/01/24
720-720-5950	HAWKINS	chemicals	6,651.60	23975	7/24/24
730-050-2010	EFTPS	FED/FICA TAX	204.42	22073713	7/31/24
730-050-2020	EFTPS	FED/FICA TAX	570.06	22073713	7/31/24
730-050-2030	KSDOR PAYROLL	STATE TAX	127.49	22073714	7/31/24
730-050-2040	KPERS	KPERS TIER III	605.85	22073715	7/31/24
730-050-2040	KPERS457	KPERS ROTH	14.00	22073716	7/31/24

CLAIMS REPORT
 Check Range: 7/17/2024- 8/07/2024

GL ACCT #	VENDOR NAME	REFERENCE	AMOUNT	CHECK#	CHECK DATE
730-050-2050	AFLAC CAFETERIA	AFLAC	63.74	22073717	7/31/24
730-730-5950	HEINEN REPAIR SERVICE, Inc	Jetter hose repairs	164.36	23984	8/01/24
740-740-5190	WASTE MANAGEMENT	Trash Service	12,651.14	22073710	7/24/24
740-740-5190	WASTE MANAGEMENT	Trash Service-city cleanup	2,273.01	22073711	7/25/24
		Accounts Payable Total	48,551.21		
		Utility Refund Checks			

		Refund Checks Total			
		Payroll Checks	21,877.60		
		Report Total	70,428.81		

**CLAIMS REPORT
CLAIMS FUND SUMMARY**

FUND	NAME	AMOUNT
100	GENERAL FUND	34,067.02
160	POOL RESERVE	127.15
300	SPECIAL HWY & STREETS	1,527.00
720	WATER UTILITY	15,302.42
730	SEWER UTILITY	4,481.07
740	SOLID WASTE (TRASH)	14,924.15

	TOTAL FUNDS	70,428.81



City of
VALLEY FALLS

Incorporated May 17, 1854

**City Administrator Report
City Council August 7, 2024**

Daily Operations:

- Assist Citizens with service payments & questions.
- Citizen Notification System—Keith Jeffers and I discussed the system again. The city will be able to use it at no cost. The county is currently adjusting the system's settings and will host training on how to use it.
- Working on grant paperwork for grants currently in progress.
- Budget process for 2025.
- The Planning & Zoning Committee met on July 10th to discuss the Ordinance change for the business district. It was decided to amend ordinance 16-222 as presented and change the CP-4 Zoning Map boundaries. I have contacted PEC to start the process of altering the business district's boundary. The new map will be presented to the Planning & Zoning Committee when it has been completed and then to the council if approved. Still waiting on PEC to send the updated boundary.
- Working with PEC on the Lake Survey. Still waiting on their response.
- We are working with PEC on the Lead Line Survey. By August 30th, we will need to present them with an inventory of city-owned water lines. They have given us a list of properties to survey, Bill will get them completed and returned to me so I may submit them to PEC.
- The Steering committee should be completing the walk audits for the SS4A project.
- Working on Blue Cross & Blue Shield Renewal. Prices are staying similar to previous years.

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
August 7, 2024

Water:

- Received the last of the auto-read meters and will be getting them installed as time permits.

Sewers:

- Jetted out a backed-up main in the 800 block between Walnut and Oak took 6 hours to clear the blockage.
- Mowed the outside of the lagoon with the brush hog.

Streets:

- Cleaned the parade route and sprayed for weeds and grass along the curbs
- Repaired the drive and sidewalk into the doctor's office
- Poured the concrete at the Christian church parking area
- Filled some potholes with cold patches on Linn and Oak streets

Other:

- Mowed the area along the spring line from the lake to be able to begin repairs and get it located.
- Dug out Bever Dam at the spillway at the city lake
- Got city decals put on the dump truck and flatbed



City of
VALLEY FALLS

Incorporated May 17, 1869

Police Department Report
August 7, 2024

- City of Topeka Police Department placed one of their K9 inserts up for auction for us to purchase. The total cost is \$1.22, and we will have it installed when Officer Rivera is back from canine training next week.
- Started working on the JAG grant to purchase for updated equipment for the department
- Was invited to a church event for the Leavenworth community that serves the low-income population. The event brought new clients to the program. We are getting recognized in a lot of other communities as the place to watch to start other programs similar to ours. With that, I am also including the DAWN program with the police department in the JAG grant to a small staff to help with the rising number of clients.
- All the new radios have been installed in all the patrol vehicles and the LSSE grant is completed with the requested purchases.
- Participated in the county parade
- Working on participating in Match Day for the K9s for supplies and needed equipment
- Expedition on the way back from Topeka broke down and had to be towed to Scott's Auto Repair. Thank you, Scott, for the fast response and getting fixed and back on the streets.

Calls for service:

08/04 Traffic Stop	07/24 Suspicious vehicle	07/19 Traffic Stop
08/04 Outside agency assist	07/24 911 Hang up	07/19 Traffic Stop
08/02 Warrant service	07/25 Traffic Stop	07/19 Traffic Stop
08/02 Warrant service	07/25 Traffic Stop	07/20 Prowler call
08/02 Traffic stop	07/25 Traffic Stop	07/20 Traffic Stop
08/01 Traffic stop	07/25 Traffic Stop	07/20 Traffic Stop
08/01 DUI arrest	07/20 Traffic Stop	07/20 Traffic Stop
07/30 Traffic Stop	07/20 Traffic Stop	07/18 Fraud investigation
07/29 Civil Standby	07/20 Traffic Stop	07/18 Traffic Problem
07/28 Traffic Stop	07/20 Traffic Stop	07/18 911 Hang up
07/26 Juvenile investigation	07/20 Traffic Stop	07/16 Traffic Stop
07/26 Traffic Stop	07/20 Traffic Stop	07/16 Assist EMS
07/27 Civil Standby	07/20 Traffic Problem	07/14 Traffic Stop
07/27 Business alarm	07/22 Traffic Stop	07/14 Traffic Stop/Warrant
07/27 Traffic stop	07/22 Traffic Stop	07/13 Possible abduction
07/12 Traffic stop	07/12 Traffic Stop	07/12 Traffic Stop
07/12 Traffic stop	07/12 Traffic stop	07/12 Traffic stop
07/12 Animal complaint	07/11 Welfare check	07/11 Welfare check
06/19 Assist outside agency		

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;