



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.

October 16, 2024 6:30 PM
Regular Meeting

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL - City Council and Staff
MINUTES - Regular Meeting of October 2, 2024

PUBLIC COMMENTS & GUESTS:
Public Comment Policy

BUSINESS ITEMS:

1. CMB License - Dollar General
2. Code Enforcement Committee Policy - Discussion - Approval
3. Code Enforcement Committee Appointment
4. Tilt Bed Trailer Purchase Approval
5. City Water Resources Update - Bill McCoy - Wesley Lanter
6. City Lake Revitalization Update - Brett Dallman - Dennis Tichenor
 - a. City Lake Work Day

INVOICES - \$83,013.95

REPORTS:

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

ANNOUNCEMENTS/ COMMUNICATIONS:

October 18th, 19th & 20th - City Clean Up 8 AM - 4 PM
October 19th - Hide and Seek from the Police
October 23rd - SS4A Open House
October 26th - Party in the Park
October 31st - Halloween Parade / Trunk or Treat
November 11th - City Offices Closed Veterans Day

EXECUTIVE SESSION

ADJOURNMENT



City of Valley Falls

Established 1854

CITY OF VALLEY FALLS October 2nd 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, Jason Heinen

Staff members present: Carolyn Clark (Chief of Police), Bill McCoy (Public Works Director), Wes Lanter (City Admin)
Destiny Schrick (city clerk), Andrew Werring (Attorney)

Guest present: Dianne Heinen, Scott Heinen, Chrissy Broddle, Paul Heinen, Peter Seddon, Anthony(HS)

Business Items

Meeting Minutes:

- September 18th, 2024 Jason Heinen made the motion, Seconded by Dennis Tichenor 4-0 pass

Heinen is the only bid received for the River Bore Dennis Tichenor made the motion to accept the bid, seconded by Kevin Loy 4-0 pass

City Council appointment Bret Frakes sworn in

Code Enforcement appointment Nels Peterson was chosen for the resident position on the code enforcement committee. The committee will be re drafted to include a at large position.

Region K Hazard Mitigation Plan Adoption Resolution 2024-009 Jason Heinen made the motion, seconded by Dennis Tichenor 5-0 pass

ARPA Funding - Purchase approval of 8 benches from Champlin Tire to be placed on Broadway Street, City Lake and the New Trail. 1 of the benches placed at the lake will be donated by the Sullivan Family as a memorial. Jason Heinen made the motion seconded by Brett Dallman 5-0 pass

ARPA Funding - Purchase approval of 2 48" pipe and 1 60" pipe from Menards in the amount of \$7,400.00, Brett Dallman made the motion, seconded by Jason Heinen 5-0 pass

ARPA Funding - Purchase approval of a 2024 Hillcrest Trailer- Tabled to look for a 8ft option

ARPA Funding - Purchase approval of Concrete Bunker Blocks to build a bunker for storage of gravel, sand, salt & asphalt, Brett Dallman made the motion, seconded by Dennis Tichenor 5-0 pass

Invoices (\$17,581.09) Dennis Tichenor made the motion, seconded by Brett Dallman 5-0 pass

Reports

Public Works: Addressing water taste issues, will clean the water plant. 3 trees removed from the park, repaired washed out alley ways

Police: Organizing hide and seek from the police

Admin: Working with PEC to finalize boundary changes for the business district and to complete the lake survey.

Discussing with Butch Burdick to complete the sidewalk approach on K16&Oak

Executive Session

Brett Dallman made the motion to move into executive session for non-elected personnel K.S.A 75-4319 (b) to include City Administrator, City Attorney & the Police Chief, seconded by Kevin Loy 5-0 pass. Open Session will resume at 7:55pm

Open session resumed at 7:55pm with no action taken

Adjournment

Jason Heinen made the motion, seconded by Brett Dallman to adjourn the meeting. The motion passed 5-0. The meeting adjourned at 7:55pm

APPROVED: _____
Jeanette Shipley, Mayor

Attest: _____
Destiny Schrick, 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.

KEEP THIS LICENSE POSTED CONSPICUOUSLY AT ALL

No.

License #

Fee: \$125.00

DEALER RETAIL LICENSE

Cereal Malt Beverage

This License is hereby granted to

DG RETAIL LLC



to sell at retail Cereal Malt Beverages for sale in original and unopened containers and not for consumption on the premises at 1501 K4 Hwy, Valley Falls, KS 66088 in the City of Valley Falls in Jefferson County, Kansas.

Application therefor, on file in the office of the City Clerk of said City, having been approved by the governing body of such City as provided by the Laws of Kansas and the rules, regulations, and ordinances pertaining thereto.

This license will expire November 15, 2025, unless sooner revoked, is not transferable, nor will any refund of the fee be allowed thereon.

Given under our hands and the corporate seal of said City, this 16th Day of October 2024.



Mayor

City Clerk

City Treasurer





City of Valley Falls

Established 1854

Code Enforcement Committee Policy

I. Purpose

The purpose of the Code Enforcement Committee (CEC) is to ensure compliance with local codes, regulations, and ordinances, promoting public health, safety, and welfare within the community.

II. Membership

1. The CEC shall consist of four members appointed by Valley Falls City Council.
2. This committee will include one city council member, one resident, one business owner, and one member at large who resides in the USD 338 district.
3. Members should have relevant experience or knowledge in areas such as law, public administration, urban planning, or community services.
4. Terms of membership shall be one year, with the possibility of reappointment.

III. Meetings

1. The CEC shall meet quarterly and as needed to address urgent issues.
2. Meetings will be open to the public, and an agenda will be provided in advance.
3. A quorum, defined as three members, is required to conduct official business.

IV. Responsibilities

1. Receives and responds to citizen complaints and reports from other agencies and departments concerning alleged violations of state laws, city zoning ordinances, and related municipal codes and ordinances.
2. Interview complainants and witnesses; conduct investigations and provide recommendations for resolution.
3. Conducts field investigations; inspects properties for violations; issues and posts warning notices, notices of violations, corrective notices, orders to comply, and related documentation.
4. Schedules and performs follow-up inspections to gain compliance, including preparing correspondence, conducting new assessments, and coordinating meetings, discussions, and negotiations.
5. Performs inspections of residential & commercial property for nuisances pertaining to inoperable vehicles;
6. Review business license records, development/building permits, court records, case law, and other materials to research violations.
7. Removes signs from the right-of-way that violate state laws and local ordinances.
8. Works with the City Administrator and City Council to identify and address unfit and blighted structures.

9. Works with the City Attorney/Prosecutor to address violations needing to be addressed at the Valley Falls City Court.
10. Issue recommendations for corrective actions and penalties.
11. Collaborate with local government departments to ensure effective enforcement.

V. Procedures

1. **Complaint Submission:** Citizens can submit written complaints to city hall.
2. **Investigation Process:** The CEC will prioritize complaints based on severity and potential impact on public safety.
3. **Decision Making:** Decisions regarding violations will be made by a majority vote of the committee members present.
4. **Appeals:** Individuals may appeal CEC decisions by submitting a written request to the Valley Falls City Council within 30 days.

VI. Reporting

1. The CEC shall provide quarterly reports to the Valley Falls City Council summarizing activities, challenges, and recommendations for code improvements.
2. Periodic updates shall be provided to the community regarding ongoing initiatives and code compliance statistics.

VII. Amendments

This policy may be amended by a majority vote of the CEC, subject to approval by Valley Falls City Council.

VIII. Effective Date

This policy shall take effect on Wednesday, October 16, 2024.



City of Valley Falls

Established 1854

COUNCIL MEETING DATE: October 16, 2024

INVOICES IN THE TOTAL AMOUNT OF: \$83,013.95

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 October 2024

City Clerk

GL ACCT #	VENDOR NAME	REFERENCE	AMOUNT	CHECK#	CHECK DATE
100-050-2010	EFTPS	FED/FICA TAX	497.49	22073756	10/07/24
100-050-2020	EFTPS	FED/FICA TAX	1,424.44	22073756	10/07/24
100-050-2030	KSDOR PAYROLL	STATE TAX	353.82	22073757	10/07/24
100-050-2040	KPERS	KPERS TIER III	1,364.86	22073758	10/07/24
100-050-2040	KPERS457	KPERS ROTH	232.49	22073759	10/07/24
100-050-2050	AFLAC CAFETERIA	OPTIONAL SUPPLEMENTAL	151.08	22073762	10/15/24
100-110-5140	EVERGY	ELECTRIC	114.39	22073755	10/04/24
100-110-5140	GIANT COMMUNICATIONS	Phone	44.71	24060	10/14/24
100-110-5180	AMAZON	mini ducks-match day	20.99	22073765	10/07/24
100-110-5190	DAVIS PUBLICATION	CEC, Open council,sealed bid	147.00	24057	10/14/24
100-110-5190	PEN PUBLISHING	microsoft	112.50	24068	10/14/24
100-120-5100	EMC INSURANCE	PW-Mower,chevy PD-chevy	490.00	24059	10/14/24
100-120-5130	AMAZON	boots	101.50	22073765	10/07/24
100-120-5130	HEMOCROWD APPAREL	3 shirts	30.00	24062	10/14/24
100-120-5140	AT&T	office at hand	63.88	24054	10/14/24
100-120-5140	EVERGY	ELECTRIC	114.40	22073755	10/04/24
100-120-5160	AMAZON	oil change sticker	4.99	22073765	10/07/24
100-120-5170	AMAZON	pens, notepads	41.09	22073765	10/07/24
100-120-5180	AMAZON	shop rags	69.96	22073765	10/07/24
100-120-5340	DOC MOLLY MOBILE VET	Nylah	50.00	24058	10/14/24
100-130-5030	WERRING LAW LLC	City Prosecutor Services	1,500.00	24072	10/14/24
100-140-5100	EMC INSURANCE	PW-Mower,chevy PD-chevy	671.00	24059	10/14/24
100-140-5140	EVERGY	ELECTRIC	2,633.41	22073755	10/04/24
100-140-5160	AMAZON	aircompressor,tirepatch,light	114.10	22073765	10/07/24
100-140-5160	K4 AG & SERVICE LLC	tire repair	160.98	24063	10/14/24
100-140-5180	AMAZON	handicap stencil	111.20	22073765	10/07/24
100-140-5200	Shockey Consulting Services		7,599.98	24070	10/14/24
100-150-5180	B&B TREE REMOVAL	3 oaks and stumps	1,900.00	24073	10/14/24
100-150-5180	COLTON SCHOLZ	12 bales	78.00	24074	10/14/24
100-150-5180	HEINEN PHE	30 amp outlet replace	121.10	24075	10/14/24
100-150-5180	TARWATER FARM & HOME	K31 grass seed	69.95	24076	10/14/24
100-160-5140	EVERGY	ELECTRIC	439.71	22073755	10/04/24
100-160-5140	GIANT COMMUNICATIONS	Phone	134.13	24060	10/14/24
160-160-5180	COUNTRY HARVEST APPLE MARKET	Ice, Watermelons	79.73	24056	10/14/24
200-200-5950	CHAMPLIN TIRE RECYCLING	8 8' benches	4,952.00	24055	10/14/24
200-200-5950	HEINEN PHE	Option 2 river bore	24,540.00	24061	10/14/24
720-050-2010	EFTPS	FED/FICA TAX	224.52	22073756	10/07/24
720-050-2020	EFTPS	FED/FICA TAX	596.86	22073756	10/07/24
720-050-2030	KSDOR PAYROLL	STATE TAX	174.07	22073757	10/07/24
720-050-2040	KPERS	KPERS TIER III	622.79	22073758	10/07/24
720-050-2040	KPERS457	KPERS ROTH	13.76	22073759	10/07/24
720-050-2050	AFLAC CAFETERIA	OPTIONAL SUPPLEMENTAL	159.36	22073762	10/15/24
720-720-5140	EVERGY	ELECTRIC	1,586.51	22073755	10/04/24
720-720-5140	GIANT COMMUNICATIONS	Phone	44.71	24060	10/14/24
720-720-5150	SCHULTE SUPPLY	gasketed pipe	1,037.40	24069	10/14/24
720-720-5180	AMAZON	socket set	397.75	22073765	10/07/24
720-720-5190	KANSAS ONE CALL SYSTEM	KANSAS 811 DIG SAFE	4.20	24065	10/14/24
720-720-5190	KDHE LABORATORIES	water samples	697.00	24066	10/14/24
720-720-5190	KDOR MISC TAX SECTION	WP-1 Q3	353.90	24067	10/14/24
720-720-5370	KANSAS DEPT OF REVENUE	Sales Tax	436.01	24064	10/14/24
730-050-2010	EFTPS	FED/FICA TAX	224.52	22073756	10/07/24
730-050-2020	EFTPS	FED/FICA TAX	596.76	22073756	10/07/24
730-050-2030	KSDOR PAYROLL	STATE TAX	174.06	22073757	10/07/24
730-050-2040	KPERS	KPERS TIER III	622.80	22073758	10/07/24

CLAIMS REPORT
Check Range: 10/03/2024-10/16/2024

GL ACCT #	VENDOR NAME	REFERENCE	AMOUNT	CHECK#	CHECK DATE
730-050-2040	KPERS457	KPERS ROTH	13.75	22073759	10/07/24
740-740-5190	WASTE MANAGEMENT	Trash Service	11,966.39	24071	10/14/24
		Accounts Payable Total	70,482.00		
		Utility Refund Checks			
		Refund Checks Total			
		Payroll Checks	12,531.95		
		Report Total	83,013.95		

CLAIMS REPORT
CLAIMS FUND SUMMARY

FUND	NAME	AMOUNT
100	GENERAL FUND	27,898.46
160	POOL RESERVE	79.73
200	CAPITAL IMPROVEMENT	29,492.00
720	WATER UTILITY	9,147.21
730	SEWER UTILITY	4,430.16
740	SOLID WASTE (TRASH)	11,966.39

	TOTAL FUNDS	83,013.95



City of
VALLEY FALLS

Incorporated May 17, 1854

**City Administrator Report
City Council October 16, 2024**

Daily Operations:

- Assist Citizens with service payments & questions.
- Citizen Notification System—I have contacted Jefferson County Emergency Management about when we can have the system set up. I also asked if the County has a policy on when and how the system will be used so the City can adopt a similar policy.
- Working on grant documentation for grants currently in progress.
- The Planning & Zoning – I have a meeting set up for this week to work through the Central Business District changes.
- Lake Survey—PEC has marked the boundary at 9 points around the lake to give us a general idea of the boundary. We can now move forward with clearing the trees on our property. They marked the easements on Thursday last week.
- Destiny has completed all arrangements for the Party in the Park on October 26th.
- Lead Line Survey—The trifold document has been printed, and we are in the process of mailing it to our water service customers with unknown waterlines. It has to be delivered before November 15th. It will also be posted on the city website and social media.
- K16 & Oak Crosswalk - I met with Butch Burdick about the sidewalk approach to K16 and Oak. He will complete some measurements and get us a quote. I have also contacted KDOT to ensure we complete all requirements to have the crosswalk approved.
- Andrew and I attended the League of Municipalities conference in Wichita on October 10th, 11th, and 12th. The conference offered excellent training and networking opportunities.
- The Safe Streets for All (SS4A) Open house is at the Kendal Bank Community Room on October 23rd from 5:30 p.m. to 7:30 p.m.
- I received notification from KDOT for the KDOT Innovative Tech—Radar Speed Signs that all documentation has been approved, and we can now move forward with the project.

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
October 16, 2024

Water:

- Monitoring the river levels and with the lake discharging at the current rate, they will be down to the normal pool by Friday and, with little to no rain in the forecast, will be approaching our water restriction levels within a week to 10-day window
- Winterized the pool and attempted to winterize the 4-H fairgrounds. They had removed the air purge valve from the system due to it leaking. Thus, we were unable to purge the water from the lines correctly
- We will winterize the RV park and Park after the events in the park or sooner if prolonged below-freezing weather is forecasted
- Installed the water meter for the lot at 900 Mulberry
- Cleaned the water plant
- The South tower is scheduled to be cleaned on the 25th. It will only be out of service for the weekend, providing the testing comes back good, and will return to service Monday or Tuesday. No interruption to water service should occur
- A water leak was located near the drive to the river pump tower driveway.

Sewers:

- We used the UTV to spray the City Lagoons to control weeds.

Parks:

- We used the UTV to spray the City Lake to control weeds.

Streets:

- Cleaned the drop box for the storm drain between Frazier and Elm that leads to Hags Pond. Removed the shrubbery and weeds to help prevent blockage of the grate.



City of
VALLEY FALLS

Incorporated May 17, 1869

**Police Department Report
October 16, 2024**

- Hide and Seek from the Police is set for this Saturday, the 19th. We are requesting that the streets along K16 be barricaded to help with traffic control for children participating in the event. I contacted the county to barricade Maple/Sycamore Street. The barricades will only be up for an hour while the event is going on, and the county permitted me to do this. We want the community to be aware of the barricades and request that no one drive around the area where the kids will be running.
- A movie will be played at the ball field for the event.
- We need partners to drive us around with golf carts or UTVs to look for the kids
- Parents or adults are encouraged to dress up in costumes. If you are participating in the event, please do not use any weapons, fake or real, and do not touch the kids, but help us make the event more entertaining.
- Officer Rivera and I are enrolling as active Kansas Narcotics Dog Association members. Membership benefits are free training for the canine teams and yearly certification.

Calls for service

10/13 Check Welfare	10/08 Canine training	10/03 Traffic stop
10/11 Traffic stop	10/08 Traffic stop	10/03 Traffic stop
10/11 Shots heard	10/07 Traffic stop	10/03 Assist agency
10/11 Traffic stop	10/05 Traffic stop	09/27 Traffic stop
10/11 Traffic stop	10/05 Traffic stop	09/27 Traffic stop
10/11 Traffic stop	10/05 Traffic stop	09/27 Erratic driver
10/12 Traffic stop	10/05 Traffic stop	09/27 Traffic stop
10/12 Traffic stop	10/05 Traffic stop	09/27 Agency assist
10/12 Traffic stop	10/05 Traffic stop	09/27 Business alarm
10/12 Traffic stop	10/05 Assist citizen	09/27 Disorderly person
10/12 Assist agency	10/15 Traffic stop	09/27 Medical call
10/12 Traffic stop	10/15 Traffic stop	09/27 Agency assist
10/12 Traffic stop	10/15 Traffic stop	09/27 Fire alarm outside of city limit
10/10 Traffic stop	10/15 Traffic stop	09/30 Check welfare
10/10 Traffic stop	10/15 Phone Theft	
10/10 Traffic stop	10/15 Suspicious activity	
10/10 Traffic stop	10/15 Traffic stop	
10/10 Animal call	10/15 Traffic stop	

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;