



# City of Valley Falls

Established 1854

## Work Session Agenda

April 17<sup>th</sup>, 2024 5:30 PM  
Kendall Bank Community Hall

CALL TO ORDER

DISCUSSION ITEMS:

- A. Comprehensive Plan Meeting

ADJOURNMENT



# 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.

April 17, 2024 6:30 PM  
Regular Meeting

CALL TO ORDER  
PLEDGE OF ALLEGIANCE  
ROLL CALL - City Council and Staff  
MINUTES - Regular Meeting of April 3, 2024

PUBLIC COMMENTS & GUESTS:  
*Public Comment Policy*

BUSINESS ITEMS:

1. City Water Resources Update - Dennis Tichenor - Brett Dallman - Wes Lanter
2. City Lake Revitalization Update - Brett Dallman
3. Pool Pass Donation for School Health and Community Wellness night
4. Chamber Sign Update

INVOICES - \$35,991.98

REPORTS:  
City Administrator  
City Clerk  
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

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## CITY OF VALLEY FALLS

April 3rd 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, Matt Frakes  
Council members absent: Jennifer Ingraham

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

**Guest present:** Jim Braum, Dee Heinen

#### Public Comment

No public comment

#### Business Items

Meeting Minutes:

- March 20th Dennis Tichenor made the motion, seconded by Brett Dallman 4-0 pass Approval for Arbor Day Monday April 22<sup>nd</sup> 2024. Jeanette read the proclamation. Jason Heinen made the motion, Seconded by Dennis Tichenor 4-0 pass  
Approval of April being sexual assault awareness month. Jeanette read the proclamation. Jason Heinen made the motion, Seconded by Brett Dallman 4-0 pass  
Approval of Invoices (\$42,863.73) Jason Heinen made the motion, Seconded by Dennis Tichenor 4-0 pass

#### Reports

Public Works: Park cleanup for the annual easter egg hunt which was held on March 31<sup>st</sup> 2024. Will order parts for repairs on the water line from the lake. PVC temp. Will repair dependent on valve testing

Police: Presented 3 bids for door at top of stairs. Rivers Edge \$2950, Heinen Custom Operations \$4895, and Kearney and Sons \$5274. Chief suggested Rivers Edge does the job. Brett Dallman made the motion, Seconded by Dennis Tichenor 4-0pass

City Admin: Attended KRWA conference March 26-28 with Bill McCoy, Kenneth Maxwell, and

Brett Dallman. Submitted Pool, Lake, and Park for the Kansas Travel Guide. Will attend Kansas Leadership Academy April 12<sup>th</sup> and 13<sup>th</sup>

**Other**

New altoz mower has arrived. Naming contest for mower. Winner of contest will receive a \$50 chamber bucks gift certificate

**Executive Session**

Jeanette Shipley called for an executive session. Jason Heinen moved 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: City Administrator Wesley Lanter, City Council Leonard Buddenbohm. The open meeting will resume in the city council room at 7:45 PM, seconded by Brett Dallman. Motion 4-0 pass.

Council resumed open session at 7:45 pm.

Jason Motioned to extend executive session for 5 minutes, Brett second the motion. Motion Pass 4-0.

Regular Meeting resumed at 7:50pm

No action taken

**Adjournment**

Jason Heinen made the motion, seconded by Brett Dallman to adjourn the meeting. The motion passed 4-0. The meeting adjourned at 7:51pm

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

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



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*City of*  
**VALLEY FALLS**

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*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.

**CLAIMS REPORT**  
 Check Range: 4/04/2024- 4/17/2024

G/L ACCT #	VENDOR NAME	REFERENCE	AMOUNT	CHECK	
				CHECK#	DATE
100-050-2010	EFTPS	FED/FICA TAX	541.78	22073634	4/08/24
100-050-2020	EFTPS	FED/FICA TAX	1,622.40	22073634	4/08/24
100-050-2030	KSDOR PAYROLL	STATE TAX	275.92	22073635	4/08/24
100-050-2040	KPERS	KPERS TIER III	1,440.59	22073636	4/08/24
100-050-2040	KPERS457	KPERS ROTH	232.55	22073637	4/08/24
100-110-5030	LEONARD L. BUDDENBOHM	Feb & March	2,000.00	23829	4/05/24
100-110-5120	AMAZON	Amazon prime buisness	179.00	22073638	4/15/24
100-110-5130	AMAZON	OWL	1,049.00	22073638	4/15/24
100-110-5150	KANSAS FIRE & SAFETY EQUIPMENT	Yearly inspection	347.00	23841	4/15/24
100-110-5170	AMAZON	Pens/Binders/Stamp	91.08	22073638	4/15/24
100-110-5170	QUADIENT	Postage Meter	102.95	23844	4/15/24
100-110-5180	AMAZON	Invoices	489.61	22073638	4/15/24
100-110-5180	Domain Listings	Website	288.00	23839	4/15/24
100-110-5180	MIDWEST OFFICE TECHNOLOGY	Canon IRAC3325	124.86	23838	4/08/24
100-110-5190	AMAZON	Invoices	36.99	22073638	4/15/24
100-110-5190	EMC INSURANCE	Claim deductible	1,500.00	23825	4/05/24
100-110-5190	KANSAS TURNPIKE AUTHORITY		59.05	23828	4/05/24
100-110-5950	HARRIS REAL ESTATE & AUCTION	Skid Steer Grapple	1,417.50	23835	4/08/24
100-120-5110	UNIVERISTY OF KANSAS	Active Shooter Training	225.00	23831	4/05/24
100-120-5120	MOCIC	Yearly Membership	100.00	23843	4/15/24
100-120-5160	AMAZON	Invoices	118.83	22073638	4/15/24
100-120-5180	AMAZON	Invoices	106.36	22073638	4/15/24
100-140-5160	HEINEN REPAIR SERVICE, Inc	CC Boss XL 60"	1,690.34	23836	4/08/24
100-140-5180	AMAZON	Brush pile sign	16.99	22073638	4/15/24
100-140-5180	MID-AMERICAN RESEARCH CHEMICAL	siliconized release agent	227.73	23842	4/15/24
200-200-5180	HOLLIS TRUCK LINE LLC	Gravel Hauling	1,050.00	23826	4/05/24
200-200-5180	JEFFERSON COUNTY ROADS		373.60	23827	4/05/24
200-200-5180	MID STATES MATERIALS LLC	Gravel for lake driveway	2,464.42	23830	4/05/24
720-050-2010	EFTPS	FED/FICA TAX	209.85	22073634	4/08/24
720-050-2020	EFTPS	FED/FICA TAX	576.76	22073634	4/08/24
720-050-2030	KSDOR PAYROLL	STATE TAX	129.80	22073635	4/08/24
720-050-2040	KPERS	KPERS TIER III	601.46	22073636	4/08/24
720-050-2040	KPERS457	KPERS ROTH	13.73	22073637	4/08/24
720-720-5110	KENNETH MAXWELL	KRWA mileage reimbursement	217.46	23837	4/08/24
720-720-5370	KANSAS DEPT OF REVENUE	Sales Tax	533.82	23840	4/15/24
730-050-2010	EFTPS	FED/FICA TAX	209.86	22073634	4/08/24
730-050-2020	EFTPS	FED/FICA TAX	576.70	22073634	4/08/24
730-050-2030	KSDOR PAYROLL	STATE TAX	129.82	22073635	4/08/24
730-050-2040	KPERS	KPERS TIER III	601.46	22073636	4/08/24
730-050-2040	KPERS457	KPERS ROTH	13.72	22073637	4/08/24
		Accounts Payable Total	21,985.99		
		Utility Refund Checks			
		Refund Checks Total			
		Payroll Checks	14,005.99		
		Report Total	35,991.98		

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

FUND	NAME	AMOUNT
100	GENERAL FUND	22,578.38
200	CAPITAL IMPROVEMENT	3,888.02
720	WATER UTILITY	5,138.46
730	SEWER UTILITY	4,387.12
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	TOTAL FUNDS	35,991.98



# City of Valley Falls

Established 1854

COUNCIL MEETING DATE: April 17, 2024

INVOICES IN THE TOTAL AMOUNT OF: \$35,991.98

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 April 2024

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City Clerk





*City of*  
**VALLEY FALLS**

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*Incorporated May 17, 1854*

**City Administrator Report  
City Council April 17, 2024**

**Daily Operations:**

- Assist Citizens with service payments & questions.
- Updating contact info & credentials on accounts (a very time-consuming process).
- Continuing to update information for the Hazard Mitigation Plan.
- Citizen Notification System – Waiting on Jefferson County EM for pricing.
- Waste Tire Grant Program—I verified with Champlin Tire Recycling Inc. that they have the color and number of tables and benches in stock for our grant. The prices that were quoted to us in November are still correct.
- I attended the League of Municipalities Leadership Academy on Friday, April 12<sup>th</sup> & Saturday, April 13<sup>th</sup>.
- Working with RWD #3 to finalize questions to start creating an agreement.
- Working on sending out the Lead survey to the citizens. They should be seeing them in the mail. Please have them returned to the office by May 10<sup>th</sup>.
- We ordered new dispensers for the park restrooms. Public works will paint the restrooms before installing the dispensers. We are also considering installing timed locks on the bathroom doors to ensure they are only open during park hours.
- We have posted the Consumer Confidence report on the city website for the citizens to view. We will also print a link to the water bills for the next two months so citizens can view the report. This report will also be posted on our social media.
- Working on grant paperwork for grants currently in progress.
- Communicating with Kansas Wildlife and Parks on lake regulations and control of lily pads on the city lake.

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**CITY OFFICE**

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

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*City of*  
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*Incorporated May 17, 1869*

**Clerk Report**  
**April 17, 2024**

- Assisting Lori with interviews for the pool - Hired pool assistant manager, interviewing lifeguards
- Training and migration meetings for the cloud gWorks software
- Sent out water lead line surveys.
- Council: consideration of a donation of a pool pass or passes for school wellness night on April 24<sup>th</sup>.
- Looking at RV park software for reservations.



*City of*  
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*Incorporated May 17, 1869*

**Public Works Report**  
**April 17, 2024**

Water:

Sewers:

Streets:

Parks:



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**Police Department Report**  
**April 17, 2024**

- Had a meeting with the Jefferson County Attorney, Mr. Ney, Sheriff Herring, Guidance Center Lance Lewis, SWMH Heather Burke (Contracted by KDADs Kansas Department of Aging and Disability Services), Kansas Community Corrections 2<sup>nd</sup> District Erin Roberts, and myself. After discussing the DAWN program and giving information on the DOJ Grants that could potentially be applied for to cover the LEAD and DAWN aspects of the model and program anyone in Jefferson County would be able to access the resources. The Sheriff requested training of his staff on the new approach to identifying and accessing the resources for his staff.
- Had an additional meeting with Sheriff Herring to begin input on what he thought that should be added while developing LEAD and DAWN for the inmates while they are incarcerated.
- Another meeting is scheduled for Mr. Lewis to discuss his input on mental health and treatment resources.
- Officer Taylor attended MCTC (Midwest Counter Training Center) for 3 days in Kansas City, Missouri. The Highway Drug Investigations for Patrol gave training on drug detection on drug-laden vehicles, weapons trafficking, and other interdiction useful information.
- I submitted to the Firehouse Sub Grant and will be notified if we are granted the life-saving equipment within three months.

Calls for Service

04/01 Suicidal Subject

04/06 Traffic Stop

04/01 Animal Call

04/06 Traffic Stop

04/02 Assist outside agency

04/06 Traffic Stop

04/02 Assist outside agency

04/06 Traffic Stop

04/02 Agg Assault/Criminal  
Threat

04/06 Traffic Stop

04/03 Traffic Stop

04/06 Traffic Stop

04/03 Civil Issue

04/06 Traffic Stop

04/03 Civil Issue

04/06 Traffic Stop

04/03 Civil Issue

04/08 Traffic Stop

04/04 Welfare Check

04/08 Traffic Stop

04/04 Welfare Check

04/08 911 Hang Up

04/04 Traffic Stop

04/08 Traffic Stop

04/04 Traffic Stop

04/08 Traffic Stop

04/04 Identity Theft

04/08 Keep the peace

04/05 Traffic Stop

04/10 Traffic Stop

04/05 Traffic Stop

04/11 Traffic Stop

04/05 Traffic Stop

04/12 Traffic Stop

04/05 Traffic Stop

04/05 Traffic Stop

04/05 Traffic Stop

04/05 Attempted Locate Suicidal  
Subject

04/05 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;