



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.

July 17, 2024 6:30 PM
Regular Meeting

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

PUBLIC COMMENTS & GUESTS:
Public Comment Policy

BUSINESS ITEMS:

1. City Water Resources Update - Dennis Tichenor - Brett Dallman
 - a. Contract signed and submitted to RWD #3
 - b. Bill & Andy will need to work together to test connection & pressure.
2. City Lake Revitalization Update - Brett Dallman - Dennis Tichenor

INVOICES - \$42,703.51

REPORTS:

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

ANNOUNCEMENTS/ COMMUNICATIONS:

July 19th - Broadway Nights
July 22nd - 26th - Jefferson County 4-H Fair

EXECUTIVE SESSION

ADJOURNMENT



City of Valley Falls

Established 1854

CITY OF VALLEY FALLS

July 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

Council members absent: Jennifer Ingraham

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

Guest present: Kevin & Jessica Loy, Dianne Heinen, Scott Heinen

Public Comment

No public comment

Business Items

Meeting Minutes:

- June 18th minutes approved by Jason Heinen, Seconded by Brett Dallman 3-0 pass

Approval of new council member Kevin Loy to fill the vacancy. Brett Dallman made the motion, seconded by Jason Heinen 3-0 pass

Kevin Loy sworn in

Notice of RNR Intent to exceed RNR. Dennis Tichenor made the motion to exceed RNR and submit the intent notification to the county clerk, seconded by Brett Dallman 4-0 pass

RWD 3 finalized rate and agreement was presented to the board. Dennis Tichenor made the motion to have the city administrator sign the agreement, seconded by Brett Dallman 4-0 pass

Gap Waiver Resolution 2024-2 Dennis Tichenor made the motion seconded by Jason Heinen 4-0 pass

Gap Waiver Resolution 2024-3 Dennis Tichenor made the motion seconded by Kevin Loy 4-0 pass

Planning and Zoning Commission appointment of Brent Lloyd to fill the vacant seat. Jason Heinen made the motion seconded by Brett Dallman 4-0 pass

Approval of Invoices (70,042.55) Dennis Tichenor made the motion seconded by Brett Dallman 4-0 pass

Reports

Public Works: Repaired water main leak at 6th & Linn, New culvert tube installed across 6th st by the church, repaired gate and faulty outlets at the pool

Police: Working toward accreditation for the department. Officer brosa will be attending ALERT training

Admin: working on hazard mitigation plan, Thursday June 27th Financial audit, will present results to council via zoom, SS4A grant survey will be posted, working on 2025 budget, Passed final CDBG inspection

Pool: Have sold 93 season passes, average daily attendance 116. July 31st close at 5pm due to 4h fair, passed health inspection on June 25th

Adjournment

Jason Heinen made the motion, seconded by Dennis Tichenor to adjourn the meeting. The motion passed 4-0. The meeting adjourned at 7:30pm

APPROVED: _____
Jeanette Shipley, Mayor

Attest: _____
Destiny Schrick, City Clerk



City of Valley Falls

Established 1854

COUNCIL MEETING DATE: July 17, 2024

INVOICES IN THE TOTAL AMOUNT OF: \$42,703.51

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 July 2024

City Clerk

CLAIMS REPORT
 Check Range: 7/04/2024- 7/17/2024

G/L ACCT #	VENDOR NAME	REFERENCE	AMOUNT	CHECK	
				CHECK#	DATE
100-110-5110	KEDA	Sept 23-24 conference	199.00	23961	7/10/24
100-110-5110	KS DEPT OF ADMINISTRATION	'24 budget workshop	75.00	23962	7/10/24
100-110-5110	LEAGUE MUNICIPALITIES	24 league conference wichita	250.00	23963	7/10/24
100-110-5110	WICHITA STATE UNIVERSITY	KS/IIMC Cert Institute yr 1	485.00	23966	7/10/24
100-110-5140	EVERGY	ELECTRIC	100.11	22073697	7/05/24
100-110-5950	RIVERS EDGE CONSTRUCTION	Cabinet/Counter	2,500.00	23967	7/10/24
100-120-5140	EVERGY	ELECTRIC	100.11	22073697	7/05/24
100-120-5160	Casey's Business Mastercard	Fuel	455.83	22073700	7/10/24
100-120-5190	HUBER AND ASSOCIATES	Enterpol Lic & OS Maint	1,380.00	23956	7/10/24
100-140-5140	EVERGY	ELECTRIC	2,399.09	22073697	7/05/24
100-140-5160	BOBCAT	hydraulic fluid	173.58	23968	7/12/24
100-140-5160	BRETT DALLMAN	Fuel Reimbursement	63.65	23952	7/10/24
100-140-5180	HEINEN MACHINE SHOP INC	bucket repairs, tubing	745.00	23954	7/10/24
100-140-5190	HEINEN REPAIR SERVICE, Inc	Mower repair	542.99	23955	7/10/24
100-140-5190	K4 AG & SERVICE LLC	mower maintenance june	539.49	23957	7/10/24
100-140-5200	Shockey Consulting Services	safe streets	18,783.21	23970	7/12/24
100-150-5950	MID-AMERICAN RESEARCH CHEMICAL	Weed Killer	831.34	23964	7/10/24
100-150-5950	NORMAN NELLIS	Memorial Marker	1,491.00	23965	7/10/24
100-160-5130	LORI GLISSMAN	4 chairs	59.88	23969	7/12/24
100-160-5140	EVERGY	ELECTRIC	1,020.61	22073697	7/05/24
100-160-5150	HAWKINS	Pool-chemicals	3,388.64	23953	7/10/24
100-160-5190	KANSAS DEPT OF REVENUE	Sales Tax	777.60	23958	7/10/24
100-160-5330	LORI GLISSMAN	concessions	114.94	23969	7/12/24
720-720-5140	EVERGY	ELECTRIC	2,036.19	22073697	7/05/24
720-720-5150	HAWKINS	Water plant-chlorine	2,010.82	23953	7/10/24
720-720-5160	Casey's Business Mastercard	Fuel	1,441.14	22073700	7/10/24
720-720-5190	KDOR MISC TAX SECTION	WP-1	288.42	23960	7/10/24
720-720-5370	KANSAS DEPT OF REVENUE	Sales Tax	450.87	23958	7/10/24
			=====		
		Accounts Payable Total	42,703.51		
		Utility Refund Checks			

		Refund Checks Total			
		Payroll Checks			
			=====		
		Report Total	42,703.51		
			=====		

**CLAIMS REPORT
CLAIMS FUND SUMMARY**

FUND	NAME	AMOUNT
100	GENERAL FUND	36,476.07
720	WATER UTILITY	6,227.44

	TOTAL FUNDS	42,703.51



City of
VALLEY FALLS

Incorporated May 17, 1854

**City Administrator Report
City Council July 17, 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.
- Notice of RNR Intent was submitted to the County Clerk.
- 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.
- Working with PEC on the Lake Survey.
- 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.
- I updated the SS4A section of the city website and posted the community survey on social media. Please complete the short survey posted on both social media and the city website.
- We will need to start the walk audit on our sidewalks soon. I'm working with Shockey Consulting to finalize the paperwork for the audits.
- I have a progress meeting with Shockey Consulting and KDOT on July 25th or 26th regarding the SS4A Grant.

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
July 17, 2024

Water:

- Repaired the water main that was damaged while installing a new power pole. The water line was not on any of our maps.
- Fixed a flow issue with the river pumps and found that one of them had broken the suspension chain. We have good flow from the river, but we are going to have to pull out the pump that broke the chain and clean and or repair it.

Sewers:

- Pumps at the lagoon were tripped due to the heavy rainfall.
- Researching a replacement pump for the lagoon pump that was damaged beyond repair. I have one bid currently.

Streets:

- Have the culvert tube ready for wire mesh; the concrete should be finished this week.
- Added gravel to the alley behind the post office. We have put approximately 7 tons of gravel in that area so far this year.
- Cleaned up some storm damage from the recent storm.

Pool:

- Ordered a new probe for the ORP to correct the issue with readings being erratic

Other:

- Creating a low water crossing at the lake to assist the crew that is going to be putting in the concrete crossings.
- Pulled out a few of the stumps in the camping area of the lake to help make it easier to mow.
- Repaired the air conditioning on the dump truck; it had a leak in one of the lines



City of
VALLEY FALLS

Incorporated May 17, 1869

Police Department Report
July 17, 2024

- Officer Brosa attended a weeklong ALERRT training.
- 2 of the 3 vehicles have the new radios installed in them
- The charger has started decommissioning to be utilized for city staff and council
- Officer Rivera is gone for his three weeks in Georgia for canine training
- I started working on the accreditation with KLEAP

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;