



# 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.

September 4, 2024 6:30 PM  
Regular Meeting

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL - City Council and Staff

MINUTES - Regular Meeting of August 21, 2024

PUBLIC HEARING - Notice to Exceed Revenue Neutral Rate

PUBLIC HEARING - 2025 Budget

PUBLIC COMMENTS & GUESTS:

*Public Comment Policy*

BUSINESS ITEMS:

1. Exceed Revenue Neutral Rate Resolution #2024 - (Roll Call)
2. Adoption of the 2025 Budget
3. Proclamation of Constitution Week
4. City Lake Revitalization Update - Dennis - Brett - Wesley
5. City Water Resources Update - Wesley - Bill
6. Rotary Club - Pool Pass Request Gala October 19<sup>th</sup>
7. Party in the Park Discussion (October)

INVOICES -

REPORTS:

City Administrator

Planning & Zoning Commission

Public Works

Police

Mayor

Fire District

City Council Comments/ Feedback/ Ideas

ANNOUNCEMENTS/ COMMUNICATIONS:

EXECUTIVE SESSION

ADJOURNMENT



# City of Valley Falls

Established 1854

## CITY OF VALLEY FALLS August 21st 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, 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, Sarah-CDBG, Jami-Audit, Chrissy Broddle, Gary Hisey

#### Public Comment

Gary Hisey- water quality

#### Public Hearing

CDBG sewer grant close out called to order by Jennifer Ingraham, seconded by Brett Dallman 5-0

No public Comment

Close out packet approved by Jason Heinen, seconded by Kevin Loy 5-0 pass

Called by to regular meeting by Jennifer Ingraham, Seconded by Brett Dallman 5-0 pass

#### Business Items

Meeting Minutes:

- July 17th minutes approved by Jason Heinen, Seconded by Brett Dallman 5-0 pass
- July 30<sup>th</sup> Special Meeting minutes approved by Jason Heinen, seconded by Kevin Loy 5-0 pass

Approval of Invoices (70,428.81 & 67,068.17) Jason Heinen made the motion seconded by Kevin Loy 5-0 pass

2023 audit presentation via zoom. Presented by Jami with AdamsBrown LLC. Approval for mayor to sign final letter of audit Jason Heinen made the motion, seconded by Jennifer Ingraham 5-0 pass

2024 Standard Traffic Ordinance 14-120 Jennifer Ingraham made the motion, seconded by Dennis Tichenor 5-0 pass

2024 Uniform Public Offense Code Ordinance 11-118 Jennifer Ingraham made the motion, seconded by Brett Dallman 5-0 pass

Brickstreet Bourbon Event Resolution-5 Jason Heinen made the motion seconded by Kevin Loy 5-0 pass

2024 Grasshopper Falls Event Resolution-6 for Brickstreet Bourbon Jason Heinen made the

motion seconded by Kevin Loy 5-0 pass

2024 Octoberfest Event Resolution-7 for Brickstreet Bourbon. Jason Heinen made the motion, seconded by Brett Dallman 5-0 pass

Pool pass request for Jefferson County Home Health and Hospice Benefit Oct. 5....City will donate a 4 person family pool pass. Jason Heinen made the motion seconded by Brett Dallman 5-0 pass

Giant Communication Ride-of-Way Ordinance 5-205 Brett Dallman made the motion seconded by Kevin Loy 5-0 pass

### **Reports**

Public Works: last of auto read meters have arrived. Have repaired 5-line breaks from the city lake. Cleaned 4H parade route. Filled potholes and repaired the sidewalk by the drs office and Christian church.

City Clerk: Put decals on city dump trucks. Awarded the scholarship for October 28-30 conference

Police: Working on JAG grant, all new radios have been installed. Will participate in match day for K9 supplies and equipment

Admin: budget for 2024, PEC meeting to change ordinance 16-222 and lake survey, completing the SS4A walk audit

Pool: 10-10 day passes sold, 94 season passes sold. List of repairs/equipment needed for next pool season

### **Adjournment**

Dennis Tichenor made the motion, seconded by Brett Dallman to adjourn the meeting. The motion passed 5-0. The meeting adjourned at 8:00pm

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

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



*City of*  
**VALLEY FALLS**

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*Incorporated May 17, 1869*

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## **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.

Resolution No. 2024-9

**A RESOLUTION OF THE CITY OF VALLEY FALLS, KANSAS TO LEVY A PROPERTY TAX RATE EXCEEDING THE REVENUE NEUTRAL RATE;**

**WHEREAS**, the Revenue Neutral Rate for the City of Valley Falls was calculated as 24.185 mills by the Jefferson County Clerk; and

**WHEREAS**, the budget proposed by the Governing Body of the City of Valley Falls will require the levy of a property tax rate exceeding the Revenue Neutral Rate; and

**WHEREAS**, the Governing Body held a hearing on September 4, 2024 allowing all interested taxpayers desiring to be heard an opportunity to give oral testimony; and

**WHEREAS**, the Governing Body of the City of Valley Falls having heard testimony, still finds it necessary to exceed the Revenue Neutral Rate.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF VALLEY FALLS:**

The City of Valley Falls shall levy a property tax rate exceeding the Revenue Neutral Rate of 24.185 mills.

This resolution shall take effect and be in force immediately upon its adoption and shall remain in effect until future action is taken by the Governing Body.

**ADOPTED** this 4th day of September, 2024 and **SIGNED** by the Mayor.

\_\_\_\_\_

Jeanette Shipley, Mayor

Attested:

\_\_\_\_\_

Destiny Schrick, City Clerk

## ROLL CALL VOTE

A Roll Call Vote of the City of Valley Falls To Levy a Property Tax Exceeding the Revenue Neutral Rate

Hearing to Exceed Revenue Neutral Rate held on September 6, 2023

Resolution No. 2023-

Governing Body Member	Yes	No	No Vote
Dennis Tichenor			
Jason Heinen			
Brett Dallman			
Jennifer Ingraham			
Kevin Loy			
<b>TOTAL</b>			

Certified:

\_\_\_\_\_

\_Destiny Schrick, City Clerk







Schedule of Transfers

Expenditure Fund Transferred From:	Receipt Fund Transferred To:	Actual Amount for 2023	Current Amount for 2024	Proposed Amount for 2025	Transfers Authorized by Statute
Sewer Fund	Sewer Reserve	50,000	50,000	50,000	KSA 12-1,118
Sewer Fund	Municipal Equipment R	25,000	55,000	55,000	KSA 12-1,117
Sewer Fund	Bond & Interest	30,000	37,000	37,000	KSA 12-1,117a
Water Fund	Water Reserve	50,000	40,000	45,000	KSA 12-1,118
Water Fund	Municipal Equipment R	25,000	40,000	50,000	KSA 12-1,117
Capital Improvement	Special Highway	-	152,107		KSA 12-1,119
General Fund	Municipal Equipment R	10,000	30,000	20,000	KSA 12-1,117
General Fund	Capital Improvement	25,000	25,000	25,000	KSA 12-1,118
Sewer Fund	General Fund	10,000			KSA 12-825d
<b>Totals</b>		225,000	429,107	282,000	
<b>Adjustments</b>					
<b>Adjusted Totals</b>		225,000	429,107	282,000	

\*Note: Adjustments are required only if the transfer is being made in 2024 and/or 2025 from a non-budgeted fund.

**STATEMENT OF INDEBTEDNESS**

Type of Debt	Date of Issue	Date of Retirement	Interest Rate %	Amount Issued	Beginning Amount Outstanding Jan 1, 2024	Date Due		Amount Due 2024		Amount Due 2025	
						Interest	Principal	Interest	Principal	Interest	Principal
General Obligation:											
Swimming Pool	9/16/2016	3/1/2037	4.46	1,535,000	1,170,000	10/1	4/1	37,108	70,000	37,108	70,000
<b>Total G.O. Bonds</b>					<b>1,170,000</b>			<b>37,108</b>	<b>70,000</b>	<b>37,108</b>	<b>70,000</b>
Revenue Bonds:											
<b>Total Revenue Bonds</b>					<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Other:											
KDHE Loan - Sewer	3/1/2024	9/1/2043	1.26	1,295,287	1,295,287	3/1	9/1	1,648	31,856	3,122	59,138
<b>Total Other</b>					<b>1,295,287</b>			<b>1,648</b>	<b>31,856</b>	<b>3,122</b>	<b>59,138</b>
<b>Total Indebtedness</b>					<b>2,465,287</b>			<b>38,756</b>	<b>101,856</b>	<b>40,230</b>	<b>129,138</b>

Valley Falls

2025

**FUND PAGE FOR FUNDS WITH A TAX LEVY**

Adopted Budget <b>General</b>	Prior Year Actual for 2023	Current Year Estimate for 2024	Proposed Budget Year for 2025
Unencumbered Cash Balance Jan 1	119,302	103,434	103,487
Receipts:			
Ad Valorem Tax	207,323	224,145	XXXXXXXXXXXXXXXXXXXX
Delinquent Tax	7,400	4,531	4,500
Motor Vehicle Tax	30,387	22,396	20,990
Recreational Vehicle Tax	580	340	372
16/20M Vehicle Tax	2,159	2,000	53
Commercial Vehicle Tax	0	0	1,379
Watercraft Tax	0	0	0
Gross Earning (Intangible) Tax	0	0	0
Sales Tax	275,545	275,000	275,000
Liquor Tax	12,728	3,622	12,000
In Lieu of Taxes	4,822	6,000	6,000
Special Assessments	0	0	0
Grants & Donations	4,514	5,000	5,000
Service Fees	1,093	2,000	2,000
Permits/ Licenses	1,457	2,000	2,000
Franchise Fees	63,498	50,000	60,000
Restitution	45	0	200
Court Fines and Fees	5,935	6,000	6,000
RV Park Rent	6,048	3,000	5,000
Swimming Pool Receipts	11,885	15,000	13,000
Swim Pool - Snack Concession	9,854	11,000	11,000
Swimming Pool- Pool Parties	2,780	5,000	5,000
Swimming Pool Lessons	6,470	6,000	7,000
Lifeguard/ CPR/ First Aid	0	0	0
Season Tickets	8,894	10,000	10,000
Landbank/ Planning Commission	0	0	0
Transfer from Water	0	0	0
Transfer from Sewer	0	0	0
Interest Income	7,375	6,000	7,500
AR/ Reimbursed Income	8,800	4,000	6,000
Micellaneous Income	1,432	7,300	7,000
Carryover	5,216	47,728	
State Aid	4,515	80,000	
In Lieu of Taxes (IRB)			
Interest on Idle Funds	7,375		
Neighborhood Revitalization Rebate			0
Miscellaneous	2,570		
Does miscellaneous exceed 10% Total Rec			
<b>Total Receipts</b>	<b>700,700</b>	<b>798,062</b>	<b>466,994</b>
<b>Resources Available:</b>	<b>820,002</b>	<b>901,496</b>	<b>570,481</b>

Valley Falls

**FUND PAGE - GENERAL**

Adopted Budget	Prior Year	Current Year	Proposed Budget
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General	Actual for 2023	Estimate for 2024	Year for 2025
<b>Resources Available:</b>	820,002	901,496	570,481
Expenditures:			
Administration	208,350	353,037	358,700
Police	267,520	253,308	254,700
Court	15,318	12,520	12,700
Streets	95,627	89,744	93,600
Parks	34,379	22,200	17,200
Pool	95,375	67,200	79,700
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
Subtotal detail (Should agree with detail)	716,568	798,009	816,600
Cash Reserve (2025 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
<b>Total Expenditures</b>	<b>716,568</b>	<b>798,009</b>	<b>816,600</b>
Unencumbered Cash Balance Dec 31	103,434	103,487	XXXXXXXXXXXXXXXXXX
2023/2024/2025 Budget Authority Amount	729,701	893,624	816,600
		Non-Appropriated Balance	
		Total Expenditure/Non-Appr Balance	816,600
		Tax Required	246,119
		Delinquent Comp Rate: 2.8%	6,891
		Amount of 2024 Ad Valorem Tax	253,010

<b>CPA Summary</b>			
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Valley Falls

2025

Adopted Budget <b>General Fund - Detail Page 1</b>	Prior Year Actual for 2023	Current Year Estimate for 2024	Proposed Budget Year for 2025
<b>Expenditures:</b>			
<b>Administration</b>			
Salaries		95,037	106,700
Contractual		30,400	40,900
Commodities		22,600	16,100
Capital Outlay		150,000	150,000
Transfer to Municipal Equipment Reserve		30,000	20,000
Transfer to Capital Improvement		25,000	25,000
	208,350		
<b>Total</b>	<b>208,350</b>	<b>353,037</b>	<b>358,700</b>
<b>Police</b>			
Salaries		190,708	200,400
Contractual		20,500	27,700
Commodities		42,100	25,100
Capital Outlay		0	1,500
	267,520		
<b>Total</b>	<b>267,520</b>	<b>253,308</b>	<b>254,700</b>
<b>Court</b>			
Salaries		10,620	10,000
Contractual		1,300	2,600
Commodities		600	100
Capital Outlay		0	0
	15,318		
<b>Total</b>	<b>15,318</b>	<b>12,520</b>	<b>12,700</b>
<b>Streets</b>			
Salaries		45,144	48,500
Contractual		5,500	28,100
Commodities		38,100	17,000
Capital Outlay	95,627	1,000	0
<b>Total</b>	<b>95,627</b>	<b>89,744</b>	<b>93,600</b>
<b>Parks</b>			
Salaries		10,100	10,100
Contractual		5,500	1,100
Commodities		6,500	2,000
Capital Outlay		100	4,000
	34,379		
<b>Total</b>	<b>34,379</b>	<b>22,200</b>	<b>17,200</b>
<b>Pool</b>			
Salaries		37,800	57,500
Contractual		10,200	9,700
Commodities		18,700	12,500
Capital Outlay		500	0
	95,375		
<b>Total</b>	<b>95,375</b>	<b>67,200</b>	<b>79,700</b>
Salaries			
Contractual			
Commodities			
Capital Outlay			
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>
Salaries			
Contractual			
Commodities			
Capital Outlay			
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Page 1 - Total</b>	<b>716,568</b>	<b>798,009</b>	<b>816,600</b>

Valley Falls

2025

Adopted Budget <b>General Fund - Detail Page 2</b>	Prior Year Actual for 2023	Current Year Estimate for 2024	Proposed Budget Year for 2025
Expenditures:			
Salaries			
Contractual			
Commodities			
Capital Outlay			
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>
Salaries			
Contractual			
Commodities			
Capital Outlay			
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>
Salaries			
Contractual			
Commodities			
Capital Outlay			
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>
Salaries			
Contractual			
Commodities			
Capital Outlay			
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>
Salaries			
Contractual			
Commodities			
Capital Outlay			
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>
Salaries			
Contractual			
Commodities			
Capital Outlay			
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>
Salaries			
Contractual			
Commodities			
Capital Outlay			
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>
Salaries			
Contractual			
Commodities			
Capital Outlay			
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>
Salaries			
Contractual			
Commodities			
Capital Outlay			
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>
Page 2 -Total	0	0	0
Page 1 -Total	<b>716,568</b>	<b>798,009</b>	<b>816,600</b>
<b>Grand Total</b>	<b>716,568</b>	<b>798,009</b>	<b>816,600</b>

(Note: Should agree with general sub-totals.)

Valley Falls

2025

**FUND PAGE FOR FUNDS WITH A TAX LEVY**

Adopted Budget	Prior Year Actual for 2023	Current Year Estimate for 2024	Proposed Budget Year for 2025
<b>Bond &amp; Interest</b>			
Unencumbered Cash Balance Jan 1	306,151	401,990	326,790
Receipts			
Ad Valorem Tax		0	XXXXXXXXXXXXXXXXXX
Delinquent Tax			
Motor Vehicle Tax			
Recreational Vehicle Tax			
16/20M Vehicle Tax			
Commercial Vehicle Tax			
Watercraft Tax			
Slate Sales Tax	163,235	170,000	170,000
Transfers & Carryover	36,001	37,000	37,000
Neighborhood Revitalization Rebate			0
Miscellaneous	131		
Does miscellaneous exceed 10% Total Re			
<b>Total Receipts</b>	<b>199,367</b>	<b>207,000</b>	<b>207,000</b>
<b>Resources Available:</b>	<b>505,518</b>	<b>608,990</b>	<b>533,790</b>
Expenditures:			
Principal	65,000	130,000	130,000
Interest	38,528	52,200	52,200
Capital Outlay Carryover		100,000	100,000
Cash Reserve (2025 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Ex			
<b>Total Expenditures</b>	<b>103,528</b>	<b>282,200</b>	<b>282,200</b>
Unencumbered Cash Balance Dec 31	401,990	326,790	XXXXXXXXXXXXXXXXXX
2023/2024/2025 Budget Authority Amount	182,383	345,000	282,200
	Non-Appropriated Balance		
	Total Expenditure/Non-Appr Balance		282,200
	Tax Required		0
Delinquent Comp Rate:	2.8%		0
Amount of 2024 Ad Valorem Tax			0

Adopted Budget	Prior Year Actual for 2023	Current Year Estimate for 2024	Proposed Budget Year for 2025
<b>0</b>			
Unencumbered Cash Balance Jan 1	0	0	0
Receipts:			
Ad Valorem Tax		0	XXXXXXXXXXXXXXXXXX
Delinquent Tax			
Motor Vehicle Tax			
Recreational Vehicle Tax			
16/20M Vehicle Tax			
Commercial Vehicle Tax			
Watercraft Tax			
Interest on Idle Funds			
Neighborhood Revitalization Rebate			0
Miscellaneous			
Does miscellaneous exceed 10% Total Re			
<b>Total Receipts</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Resources Available:</b>	<b>0</b>	<b>0</b>	<b>0</b>
Expenditures:			
Cash Reserve (2025 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Ex			
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>
Unencumbered Cash Balance Dec 31	0	0	XXXXXXXXXXXXXXXXXX
2023/2024/2025 Budget Authority Amount	0	0	0
	Non-Appropriated Balance		
	Total Expenditure/Non-Appr Balance		0
	Tax Required		0
Delinquent Comp Rate	2.8%		0
Amount of 2024 Ad Valorem Tax			0

**CPA Summary**

Valley Falls

2025

**FUND PAGE FOR FUNDS WITH NO TAX LEVY**

Adopted Budget Special Highway	Prior Year Actual for 2023	Current Year Estimate for 2024	Proposed Budget Year for 2025
Unencumbered Cash Balance Jan 1	59,137	82,155	0
Receipts:			
State of Kansas Gas Tax	29,518	31,220	31,200
County Transfers Gas		0	0
Connecting Links		65,000	65,000
Transfers			
Capital Outlay/ Carryover			
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
<b>Total Receipts</b>	<b>29,518</b>	<b>96,220</b>	<b>96,200</b>
<b>Resources Available:</b>	<b>88,655</b>	<b>178,375</b>	<b>96,200</b>
Expenditures:			
Commodities		178,375	96,200
Contractual	6,500	0	
Other			
Grants			
Carryover			
Cash Reserve (2025 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
<b>Total Expenditures</b>	<b>6,500</b>	<b>178,375</b>	<b>96,200</b>
Unencumbered Cash Balance Dec 31	82,155	0	0
2023/2024/2025 Budget Authority Amount	172,841	329,307	96,200

0

Adopted Budget

0	Prior Year Actual for 2023	Current Year Estimate for 2024	Proposed Budget Year for 2025
Unencumbered Cash Balance Jan 1		0	0
Receipts:			
			0
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
<b>Total Receipts</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Resources Available:</b>	<b>0</b>	<b>0</b>	<b>0</b>
Expenditures:			
Capital Outlay/ Carryover	0	0	0
Cash Reserve (2025 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>
Unencumbered Cash Balance Dec 31	0	0	0
2023/2024/2025 Budget Authority Amount	60,000	0	0

**CPA Summary**



Valley Falls

2025

**FUND PAGE FOR FUNDS WITH NO TAX LEVY**

Adopted Budget <b>Water Utility</b>	Prior Year Actual for 2023	Current Year Estimate for 2024	Proposed Budget Year for 2025
Unencumbered Cash Balance Jan 1	100,009	86,983	18,352
Receipts:			
Utility Receipts	385,652	413,778	420,000
AR/Reimbursed	649	500	500
Grant/ Donations			0
Carryover	1,450	1,400	1,400
Interest			
Miscellaneous	2,000	500	
Does miscellaneous exceed 10% Total Rec			
<b>Total Receipts</b>	<b>389,751</b>	<b>416,178</b>	<b>421,900</b>
<b>Resources Available:</b>	<b>489,760</b>	<b>503,161</b>	<b>440,252</b>
Expenditures:			
Salaries	126,526	108,000	113,500
Contractual	21,004	15,950	73,000
Commodities	169,572	80,000	85,500
Capital Outlay	700	200,859	66,500
Grants & Donations		0	
Transfer	80,000	80,000	95,000
Cash Reserve (2025 column)			
Miscellaneous	4,975		
Does miscellaneous exceed 10% Total Exp			
<b>Total Expenditures</b>	<b>402,777</b>	<b>484,809</b>	<b>433,500</b>
Unencumbered Cash Balance Dec 31	86,983	18,352	6,752
2023/2024/2025 Budget Authority Amount	543,500	581,175	433,500

Adopted Budget

<b>Sewer Utility</b>	Prior Year Actual for 2023	Current Year Estimate for 2024	Proposed Budget Year for 2025
Unencumbered Cash Balance Jan 1	238,247	-624,077	29,257
Receipts:			
Utility Receipts	265,795	413,778	415,000
AR/ Reimbursed		500	500
Grants/ Donations	761,784	553,254	0
Carryover	0		10,000
Interest	0		
Miscellaneous	400	500	
Does miscellaneous exceed 10% Total Rec			
<b>Total Receipts</b>	<b>1,027,979</b>	<b>968,032</b>	<b>425,500</b>
<b>Resources Available:</b>	<b>1,266,226</b>	<b>343,955</b>	<b>454,757</b>
Expenditures:			
Salaries	126,310	110,000	115,500
Contractual	12,833	15,950	27,000
Commodities	38,686	20,000	22,000
Capital Outlay / Grants & Donations, Tran	1,589,985	792,825	139,000
Fees, Interest, Reimbursement	1,399	-624,077	
Cash Reserve (2025 column)	115,000		150,000
Miscellaneous	6,090		
Does miscellaneous exceed 10% Total Exp			
<b>Total Expenditures</b>	<b>1,890,303</b>	<b>314,698</b>	<b>453,500</b>
Unencumbered Cash Balance Dec 31	-624,077	29,257	1,257
2023/2024/2025 Budget Authority Amount	3,821,000	564,778	453,500

CPA Summary

See Tab B

Valley Falls

2025

**FUND PAGE FOR FUNDS WITH NO TAX LEVY**

Adopted Budget	Prior Year	Current Year	Proposed Budget
<b>Solid Waste Utility</b>	Actual for 2023	Estimate for 2024	Year for 2025
Unencumbered Cash Balance Jan 1	48,323	48,323	48,323
Receipts:			
Utility Receipts	197,000	227,000	227,000
AR Reimbursed	1,000	1,000	1,000
Carryover	60,000	67,000	67,000
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
<b>Total Receipts</b>	<b>258,000</b>	<b>295,000</b>	<b>295,000</b>
<b>Resources Available:</b>	<b>306,323</b>	<b>343,323</b>	<b>343,323</b>
Expenditures:			
Salaries	0	0	
Contractual	180,000	220,000	170,000
Commodities	500	500	500
Capital Outlay / Carryover	77,500	74,500	75,000
Cash Reserve (2025 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
<b>Total Expenditures</b>	<b>258,000</b>	<b>295,000</b>	<b>245,500</b>
Unencumbered Cash Balance Dec 31	48,323	48,323	97,823
2023/2024/2025 Budget Authority Amount	258,000	295,000	245,500

Adopted Budget

0	Prior Year	Current Year	Proposed Budget
	Actual for 2023	Estimate for 2024	Year for 2025
Unencumbered Cash Balance Jan 1		0	0
Receipts:			
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
<b>Total Receipts</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Resources Available:</b>	<b>0</b>	<b>0</b>	<b>0</b>
Expenditures:			
Cash Reserve (2025 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>
Unencumbered Cash Balance Dec 31	0	0	0
2023/2024/2025 Budget Authority Amount	0	0	0

**CPA Summary**

2025

**NON-BUDGETED FUNDS (A)**  
(Only the actual budget year for 2023 is reported)

Valley Falls

Non-Budgeted Funds-A

(1) Fund Name:		(2) Fund Name:		(3) Fund Name:		(4) Fund Name:		(5) Fund Name:	
Pool Reserve		Capital Outlay		Municipal Equipment Rese		Water Reserve		Sewer Reserve	
Unencumbered		Unencumbered		Unencumbered		Unencumbered		Unencumbered	
Cash Balance Jan 1	4,034	Cash Balance Jan 1	145,224	Cash Balance Jan 1	3,782	Cash Balance Jan 1	0	Cash Balance Jan 1	91,083
<b>Receipts:</b>		<b>Receipts:</b>		<b>Receipts:</b>		<b>Receipts:</b>		<b>Receipts:</b>	
Misc Income	1,349			Transfers in	60,000	Transfers in	50,000	Transfers in	50,000
		Grants & Donations	1,300	Misc Income	1,050				
		Transfers in	25,000						
Total Receipts	1,349			Total Receipts	61,050	Total Receipts	50,000	Total Receipts	188,699
Resources Available:	5,383			Resources Available:	64,832	Resources Available:	50,000	Resources Available:	432,822
<b>Expenditures:</b>		<b>Expenditures:</b>		<b>Expenditures:</b>		<b>Expenditures:</b>		<b>Expenditures:</b>	
		Contractual	3,750	Commodities	64,105	Commodities	1,400	Commodities	1,400
		Capital Outlay	13,742	Contractual		Contractual	1,140		
				Capital Outlay	6,962	Capital Outlay	6,962		
Total Expenditures	0	Total Expenditures	17,492	Total Expenditures	64,105	Total Expenditures	9,502	Total Expenditures	1,400
Cash Balance Dec 31	5,383	Cash Balance Dec 31	154,032	Cash Balance Dec 31	727	Cash Balance Dec 31	40,498	Cash Balance Dec 31	139,683

\*\*Note: These two block figures should agree.

<b>CPA Summary</b>	
Total Expenditures	92,499
Cash Balance Dec 31	340,323
	340,323

2025

**NON-BUDGETED FUNDS (B)**  
*(Only the actual budget year for 2023 is reported)*

Valley Falls  
Non-Budgeted Funds-B

(1) Fund Name:	(2) Fund Name: RHID		(3) Fund Name:		(4) Fund Name:		(5) Fund Name:	
	Unencumbered Cash Balance Jan 1	Unencumbered Cash Balance Jan 1	Unencumbered Cash Balance Jan 1	Unencumbered Cash Balance Jan 1	Unencumbered Cash Balance Jan 1	Unencumbered Cash Balance Jan 1	Total	
Insurance Reserve	0	77,999					77,999	
Receipts:	Receipts:		Receipts:		Receipts:			
Total Receipts	0	0	0	0	0	0	0	
Resources Available:	0	77,999	0	0	0	0	77,999	
Expenditures:	Expenditures:		Expenditures:		Expenditures:			
Total Expenditures	0	0	0	0	0	0	0	
Cash Balance Dec 31	0	77,999	0	0	0	0	77,999	

\*\*Note: These two block figures should agree.

<b>CPA Summary</b>	
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*City of*  
**VALLEY FALLS**

*Incorporated May 17, 1854*

***Proclamation of Constitution Week***

**WHEREAS:** September 16, 2023, marks the two hundred and thirty-sixth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

**WHEREAS:** It is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary; and to the patriotic celebrations which will commemorate the occasion; and

**WHEREAS:** Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 16 through 22 as Constitution Week,

**NOW, THEREFORE I,** Jeanette Shipley by virtue of the authority vested in me as Mayor of the City of Valley Falls in the State of Kansas do hereby proclaim the week of September 16 through 22 as **CONSTITUTION WEEK**

**AND** ask our citizens to reaffirm the ideals of the Framers of the constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties, remembering that lost rights may never be regained.

**IN WITNESS WHEREOF,** I have hereunto set my hand and caused the Seal of the City of Valley Falls to be affixed this fourth day of September of the year of our Lord two thousand Twenty-four.

**DONE:** At Valley Falls City Hall  
Under the seal of Valley Falls  
This 4<sup>th</sup> Day of September 2024

By the Mayor: \_\_\_\_\_



# City of Valley Falls

Established 1854

COUNCIL MEETING DATE: September 4, 2024

INVOICES IN THE TOTAL AMOUNT OF: \$69,597.64

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 September 2024

\_\_\_\_\_  
City Clerk

GL ACCT #	VENDOR NAME	REFERENCE	AMOUNT	CHECK#	CHECK DATE
100-050-2010	EFTPS	FED/FICA TAX	488.99	22073732	8/26/24
100-050-2020	EFTPS	FED/FICA TAX	1,535.66	22073732	8/26/24
100-050-2030	KSDOR PAYROLL	STATE TAX	361.02	22073733	8/26/24
100-050-2040	KPERS	KPERS TIER III	1,303.04	22073734	8/26/24
100-050-2040	KPERS457	KPERS ROTH	232.00	22073735	8/26/24
100-050-2050	AFLAC CAFETERIA	OPTIONAL SUPPLEMENTAL	753.11	24006	8/23/24
100-050-2050	AFLAC CAFETERIA	AFLAC	209.94	22073736	8/26/24
100-110-5050	BLUE CROSS BLUE SHIELD OF KS	HEALTH INSURANCE	1,391.50	22073741	8/30/24
100-110-5110	Credit Card Services	DbookOctConference	8.55	22073738	8/23/24
100-110-5140	EVERGY	ELECTRIC	132.18	22073737	9/04/24
100-110-5150	CHAMPION PEST & LAWN SOLUTIONS	PEST CONTROL	70.00	24007	8/23/24
100-110-5950	HEINEN PHE	fuses/new lights city sign	512.00	24009	8/23/24
100-120-5050	ADVANCE	LIFE INSURANCE	41.10	22073740	8/30/24
100-120-5050	BLUE CROSS BLUE SHIELD OF KS	HEALTH INSURANCE	2,127.03	22073741	8/30/24
100-120-5110	Credit Card Services	EddieGAttraining	1,464.49	22073738	8/23/24
100-120-5120	Credit Card Services	KLEAP	300.00	22073738	8/23/24
100-120-5140	AT&T	Cell Phones	136.55	22073739	8/24/24
100-120-5140	EVERGY	ELECTRIC	132.18	22073737	9/04/24
100-120-5160	Credit Card Services	Tint, Parts, Tires	1,649.47	22073738	8/23/24
100-120-5160	RON SCHRICK	TdecalinglineCintakegasket	684.67	24022	9/03/24
100-120-5160	TFM COMM INC	remove/install radios	1,275.00	24015	8/23/24
100-120-5190	PEN PUBLISHING	EMAILS	192.00	24014	8/23/24
100-120-5190	TFM COMM INC	Explorer wires	586.22	24023	9/03/24
100-130-5190	DAVIS PUBLICATION	legal publications	287.00	24008	8/23/24
100-130-5190	DAVIS PUBLICATION	Notice of Hearing	60.00	24019	9/03/24
100-130-5190	PEN PUBLISHING	EMAILS	432.00	24014	8/23/24
100-140-5050	BLUE CROSS BLUE SHIELD OF KS	HEALTH INSURANCE	1,085.40	22073741	8/30/24
100-140-5140	EVERGY	ELECTRIC	2,526.80	22073737	9/04/24
100-140-5160	CNH Industrial Capital	service fee	9.34	22073731	8/23/24
100-140-5180	Credit Card Services	sutherlands	57.90	22073738	8/23/24
100-140-5190	PEN PUBLISHING	EMAILS	48.00	24014	8/23/24
100-140-5200	KANSAS STATE UNIVERSITY	Comprehensive Plan	2,772.00	24013	8/23/24
100-160-5130	HEMECROWD APPAREL	polosx7	107.00	24010	8/23/24
100-160-5140	EVERGY	ELECTRIC	1,083.66	22073737	9/04/24
100-160-5140	KANSAS DEPT OF REVENUE	Sales Tax	692.88	24012	8/23/24
100-160-5330	Credit Card Services	Concessions	1,395.24	22073738	8/23/24
160-160-5180	Credit Card Services	Concessions	588.34	22073738	8/23/24
160-160-5180	LORI GLISSMAN	Mileage Reimbursement-PoolCon	605.22	24018	8/28/24
200-200-5950	BUTCH BURDIEK	55'x14'H20crossw/footings	11,000.00	24017	8/28/24
200-200-5950	LANSING MOTORSPORTS	2024 UTV	10,399.00	24024	9/03/24
720-050-2010	EFTPS	FED/FICA TAX	177.18	22073732	8/26/24
720-050-2020	EFTPS	FED/FICA TAX	529.42	22073732	8/26/24
720-050-2030	KSDOR PAYROLL	STATE TAX	150.92	22073733	8/26/24
720-050-2040	KPERS	KPERS TIER III	562.59	22073734	8/26/24
720-050-2040	KPERS457	KPERS ROTH	14.00	22073735	8/26/24
720-050-2050	AFLAC CAFETERIA	OPTIONAL SUPPLEMENTAL	307.52	24006	8/23/24
720-050-2050	AFLAC CAFETERIA	AFLAC	86.67	22073736	8/26/24
720-720-5050	ADVANCE	LIFE INSURANCE	41.10	22073740	8/30/24
720-720-5050	BLUE CROSS BLUE SHIELD OF KS	HEALTH INSURANCE	1,085.40	22073741	8/30/24
720-720-5120	Credit Card Services	License renewal-bill	20.00	22073738	8/23/24
720-720-5140	AT&T	Cell Phones	39.56	22073739	8/24/24
720-720-5140	EVERGY	ELECTRIC	2,045.87	22073737	9/04/24
720-720-5140	KANSAS GAS	NATURAL GAS	179.76	22073727	9/01/24
720-720-5160	HYSPECO Inc,	Crimp fitting hose assembly	254.28	24011	8/23/24



**CLAIMS REPORT**  
**Check Range: 8/21/2024- 9/04/2024**

GL ACCT #	VENDOR NAME	REFERENCE	AMOUNT	CHECK#	CHECK DATE
720-720-5160	VALLEY TRUCK & TRAILER		228.52	24016	8/23/24
720-720-5170	Credit Card Services	water samples	130.85	22073738	8/23/24
720-720-5190	KANSAS ONE CALL SYSTEM	KANSAS 811 DIG SAFE	15.30	24020	9/03/24
720-720-5190	MIDWEST OFFICE TECHNOLOGY	copier	94.33	24021	9/03/24
720-720-5190	PEN PUBLISHING	EMAILS	96.00	24014	8/23/24
720-720-5300	KANSAS DEPT OF REVENUE	Sales Tax	551.06	24012	8/23/24
730-050-2010	EFTPS	FED/FICA TAX	177.18	22073732	8/26/24
730-050-2020	EFTPS	FED/FICA TAX	529.34	22073732	8/26/24
730-050-2030	KSDOR PAYROLL	STATE TAX	150.91	22073733	8/26/24
730-050-2040	KPERS	KPERS TIER III	562.58	22073734	8/26/24
730-050-2040	KPERS457	KPERS ROTH	14.00	22073735	8/26/24
730-050-2050	AFLAC CAFETERIA	OPTIONAL SUPPLEMENTAL	307.52	24006	8/23/24
730-050-2050	AFLAC CAFETERIA	AFLAC	86.67	22073736	8/26/24
730-730-5140	AT&T	Cell Phones	30.16	22073739	8/24/24
		Accounts Payable Total	57,205.17		
		Utility Refund Checks			
		Refund Checks Total			
		Payroll Checks	12,392.47		
		Report Total	69,597.64		

**CLAIMS REPORT  
CLAIMS FUND SUMMARY**

FUND	NAME	AMOUNT
100	GENERAL FUND	33,573.07
160	POOL RESERVE	1,193.56
200	CAPITAL IMPROVEMENT	21,399.00
720	WATER UTILITY	9,092.00
730	SEWER UTILITY	4,340.01
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	TOTAL FUNDS	69,597.64



*City of*  
**VALLEY FALLS**

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*Incorporated May 17, 1854*

**City Administrator Report  
City Council September 4, 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 - PEC will create a legal description for the new boundary area. The city will publish the zone change; the Planning Commission will host a public hearing of the zone change. The city council will have final approval and publishing of the ordinance.
- Working with PEC on the Lake Survey.
- The Steering committee met with Shockey Consulting for the SS4A project. We will have an open house meeting with the public in October.
- Working with Public Works on flushing city water lines.

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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*  
**VALLEY FALLS**

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*Incorporated May 17, 1869*

**Public Works Report**  
**September 4, 2024**

**Water:**

- Located the spring line leading to the river
- Found another break in the spring line where they drilled through it
- Coordinating with KRWA to locate the line so we can get it GPS-located
- Repaired a water main leak on Maple Street

**Sewers:**

- Nothing to report

**Streets:**

- Picked up storm damage debris.

**Parks:**

- Getting estimates on having trees in the park removed



*City of*  
**VALLEY FALLS**

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*Incorporated May 17, 1869*

**Police Department Report**  
**September 4, 2024**

- A Senior Associate Researcher for the KU Center for Public Partnership and Research sat down with the DAWN staff to discuss the program. There are other agencies in the State of Kansas that are working towards a similar program. She did provide 2 grants from the Kansas Fights Addiction that are being worked on to get submitted before the deadline. And a mini grant that has no deadline.
- I attend the KBI Registered Offender training at the Jefferson County Sheriff's Office
- The K9 Unit is participating in Match Day
- I start K9 training with KHP next Monday for 5 weeks in the mornings.

09/01 Outside agency assist

08/31 Drug/Drug Paraphernalia report

08/31 Suspended DL

08/31 Traffic stop

08/31 Traffic stop

08/30 Traffic stop

08/30 Traffic stop

08/30 Traffic stop

08/29 Suicidal call

08/29 Traffic stop

08/27 Traffic stop

08/25 Traffic stop

08/22 Traffic stop expired registration

08/21 VIN inspection

08/21 Traffic stop

08/17 Traffic stop

08/17 Traffic stop

08/17 Erratic driver stop

08/17 Erratic driver 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;