



City of VALLEY FALLS

Incorporated May 17, 1869

◇ Attachment

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.

February 2, 2022 6:30 PM
Regular Meeting

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL - City Council and Staff
MINUTES - Regular Meeting of January 19, 2022 ◇
INVOICES - \$ 22,849.55 ◇

PUBLIC COMMENTS & GUESTS:
Public Comment Policy ◇

ORDINANCES, RESOLUTIONS, & PROCLAMATIONS:

BUSINESS ITEMS:
1. Lions Club Donation ◇
2. Water Plant Motor ◇
3. City Inspector Contract ◇
4. Sewer Rates ◇
5. Street Light Requests
6. Staff Management/ Oversight Duties
a. Mayor weekly staff progress reports

TABLED ITEMS:

REPORTS:
CITY ADMINISTRATOR: Audree Aguilera ◇
PUBLIC WORKS: Bill McCoy ◇
POLICE: Brandon Bines ◇
MAYOR: Jeanette Shipley
CITY COUNCIL COMMENTS/ FEEDBACK/ IDEAS

ANNOUNCEMENTS/ COMMUNICATIONS:
City Offices closed on February 21st in observance of President's Day.
Town Hall Meeting will be on Wednesday, April 13th at 7:00 PM.
The City of Valley Falls was approved for \$600,000 for the CDBG Sewer Project.

EXECUTIVE SESSION ◇
ADJOURNMENT

CITY OF VALLEY FALLS

January 19, 2022

Open Meeting

The meeting was called to order at 6:30 pm by Jeanette Shipley. Council members present were, Jennifer Ingraham, Salih Doughramaji, Mike Glissman and Gary McKnight. Judy Rider was absent.

Staff present: Audree Aguilera, City Administrator, Bill McCoy, Public Works Director, Chris Weishaar, City Clerk, Brandon Bines, Chief of Police, and Leonard Buddenbohm, City Attorney.

Others present were John Shipley, Blake Shipley, Lane Shipley, Judy Shipley, Anna Heinz, Jayson Oliver, Dianne Heinen, and Scott Heinen.

Pledge of Allegiance was said.

Audree swore in Jeanette Shipley as Mayor.

Jeanette spoke of her goals for the city.

Minutes:

The minutes from the January 5, 2022, meeting was presented.

Mike moved to approve the minutes. Salih seconded the motion. Motion carried 4-0

Vouchers:

The January 5, 2022, Vouchers were presented. Gary moved to approve vouchers totaling \$249,041.12. Jennifer seconded the motion. Motion carried 4-0.

Public Comments & Guests:

Dianne Heinen questioned the snow removal procedure.

BUSINESS ITEMS:

Election of Council Officers:

President: Mike nominated Gary for Council President. Salih seconded the nomination. Carries 3-0

Treasurer: Gary nominated Salih for Council Treasurer. Mike seconded the nomination. Carries 3-0

Fire Board: Gary nominated Mike for Fire Board. Jennifer seconded the nomination. Carries 3-0

Audree addressed needing to add Jeanette Shipley to the signature card at the bank and removing Lucy Thomas.

Gary made a motion to add Jeanette and remove Lucy. Mike seconded the motion. Motion carried 4-0.

Town hall Jeanette stated she would like to hold a town hall to allow the public to come and address things they would like to see changed. It was decided to have the town hall at the Kendall Bank Hall on April 13, 2022, at 7:00p.m.

Police Vehicle Decals – Audree and Brandon spoke about the Police vehicles and decided to compromise and get “ghost” decals instead of having unmarked vehicles. Mike made a motion to approve the decals. Jennifer seconded the motion. Carried 4-0.

Audree spoke about the Opioid Settlement and the need to pass Resolution 2022-1 to participate in the settlement. Mike made a motion to pass Resolution 2022-1. Gary seconded the motion. Motion carried 4-0

CDBG Drawdown 1: Audree spoke about the process. Bettis invoice received \$191,561.21, Western Consultant Invoice received \$4,988.00, and expected CDBG reimbursement of \$106,750.00. Gary made a motion to approve the drawdown. Jennifer seconded the motion. Carried 4-0

The City Hall was temporarily closed due to Covid. Gary made a motion to reopen City Hall. Salih seconded the motion. Motion carried 4-0.

Police Officers: Audree and Brandon advised of the new fulltime police officer that has had a conditional offer for employment. Edward Rivera Jr. will be joining the department and will attend the academy in March. Heather Johnson, currently a full-time sheriff deputy will join the department as a part-time officer. Jennifer made a motion to offer them employment. Gary seconded the motion. Carried 4-0.

Tabled Items:

The access road between Willow and Fisher is still being researched. No action taken.
Building for Police Department. No action taken.
Tasers for Police Department. No action taken.

Reports:

Administrator Report:

- 1) Animal Control Vehicle is set for January 25 on PurpleWave Auction. Currently bidding at \$550.
- 2) CDBG Street Project Drawdown 1 is ready. Funds should be disbursed in the coming week. The final inspection will be completed sometime in February. After final inspection, the final Drawdown will be completed, closing out the project.
- 3) CDBG has unofficially awarded the City of Valley Falls \$600,000 for the Sewer Project. Official notification anticipated in the coming week.
- 4) 1099s and W2s have been sent to our auditor for them to print and mail out.

- 5) gWorks implementation has started. The next few months will be heavily focused on moving everything over. Anticipated to be LIVE and fully operational on new system by April 1st.
- 6) Review of the fixed assets listing for all city departments. This is an annual practice prior to renewing our insurance. The review identifies and makes sure all assets, property, and individuals covered under insurance is accurate and up-to-date.
- 7) Working on review and update of Job Descriptions and Personal Policies & Guidelines.
- 8) Working on the Fund Balance vs Bank balances. Will make adjustment when closing out year-end and moving to gWorks.
- 9) Firewall at City Hall/ Water Plant pending implementation. IT assistance is set to help sometime in the coming week.

Sewer/Water/Streets/Alleys/Parks/Pool:

Water:

Fixed a leak we had on Bluemound road
Repaired parts at hurst tower that were damaged by the storm
Ordered the new chlorine reader no word yet on delivery date
River pump still awaiting parts
Sed pond low lift pump finished need to go pick it up next week

Streets:

Nothing to report

Parks:

Nothing to report

Sewer:

We received shipment of the new gate valve for the lagoon discharge will have it installed when weather warms up some but before our discharge stop date of March 31st.

Police:

- Officer Davidson has completed first two weeks of training at the academy and seems to be moving along well.
- Background for Edward Rivera (FT Police Officer) and Heather Johnson (PT Police Officer) has been completed and requesting to hire them with a start date of 01/22/2022.
- Once I have begun training the new hires, I will be starting backgrounds for the additional PT Officer applicants.
- Spoke W/ Tom Allen about laptop stand. He will be looking into what he can do to see if he can make something.
- I will be getting 2 laptop stands donated by the Miami County Sheriff's Office, however until we receive them, we will not know if they will work or not.
- We have been GIFTED (free) two BRAND NEW bulletproof vests for our agency valued at approximately \$2,800.00. The vests will be fitted specifically for the individual Officer for comfort at no further charge. These have been donated to us by a group who wishes to remain anonymous.

- I have been adding additional agency policies which have been turned over to the City Administrator.
- I have updated all VFPD computers / laptops with Windows 10 and Microsoft so that all of our equipment functions properly.
- Felony Arrest Made
- Ongoing investigations.

ADJOURNMENT

Gary made a motion to adjourn the meeting. Jennifer seconded the motion. Motion carried 4-0.

APPROVED: _____
JEANETTE SHIPLEY, MAYOR

ATTEST: _____
CHRISTINE WEISHAAR, CITY CLERK



City of
VALLEY FALLS

Incorporated May 17, 1869

COUNCIL MEETING DATE: February 2, 2022

INVOICES IN THE TOTAL AMOUNT OF: \$22,849.55

APPROVED:

STATE OF KANSAS

COUNTY OF JEFFERSON

I hereby certify that the attached bills are just, correct, and remain unpaid, 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 February, 2022

City Clerk

AP Enter Bills Edit Report

City of Valley Falls (VFCITY)

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Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Check #	Check Date	Due Date	Discount Date	Bank Code	Invoice #
PO Number		Inv Date	Immediate	GL Account	Check #	Check Date	Due Date	Discount Date	Bank Code		Discount
GL Date		Immediate	GL Account		Credit Card	CC Reference #		Payment Date			Total Invoice
1	MOT / Midwest Office Technology										INST297747
COPIER		2/2/2022	N	Y	Not Yet Assigned	2/2/2022	2/2/2022	2/2/2022	KSB		\$0.00
2/2/2022					N						\$73.54
Line Type	Desc/Inv Stock/Alloc				Quantity Bought				Cost Per Unit		Line Extension
Inv/Alloc Desc					Serial Number				Discount		Discount Amt
GL Expense Account					GL Prepaid Account						Exp Date
1	Direct Expense	copier Lease			1.0000				\$73.5400		\$73.5400
									Y		\$0.00
01-100-5060											
2	TBSELECTRONIC / TBS Electronics, Inc.										00113676
BATTERIES		2/2/2022	N	Y	Not Yet Assigned	2/2/2022	2/2/2022	2/2/2022	KSB		\$0.00
2/2/2022					N						\$130.00
Line Type	Desc/Inv Stock/Alloc				Quantity Bought				Cost Per Unit		Line Extension
Inv/Alloc Desc					Serial Number				Discount		Discount Amt
GL Expense Account					GL Prepaid Account						Exp Date
1	Direct Expense	Radio Batteries			1.0000				\$130.0000		\$130.0000
									Y		\$0.00
01-200-5270											
3	WASTE / Waste Management										0365666-2059-1
REGSERVICE 461		2/2/2022	N	Y	Not Yet Assigned	2/2/2022	2/2/2022	2/2/2022	KSB		\$0.00
2/2/2022					N						\$6,659.60
Line Type	Desc/Inv Stock/Alloc				Quantity Bought				Cost Per Unit		Line Extension
Inv/Alloc Desc					Serial Number				Discount		Discount Amt
GL Expense Account					GL Prepaid Account						Exp Date
1	Direct Expense	Reg Service			1.0000				\$6,659.6000		\$6,659.6000
									Y		\$0.00
08-000-5900											
4	WASTE / Waste Management										0366733-2059-8
RECYCLE DEC21		2/2/2022	N	Y	Not Yet Assigned	2/2/2022	2/2/2022	2/2/2022	KSB		\$0.00
2/2/2022					N						\$1,184.00
Line Type	Desc/Inv Stock/Alloc				Quantity Bought				Cost Per Unit		Line Extension
Inv/Alloc Desc					Serial Number				Discount		Discount Amt
GL Expense Account					GL Prepaid Account						Exp Date
1	Direct Expense	Recycle Dec21			1.0000				\$1,184.0000		\$1,184.0000
									Y		\$0.00
08-000-5900											

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PO Number					Check #	Check Date	Due Date	Discount Date		Bank Code	Discount
GL Date	Immediate GL Account				Credit Card	CC Reference #			Payment Date		Total Invoice
5	WASTE / Waste Management										0365665-2059-3
DUMPSTERS DEC21		2/2/2022	N	Y	Not Yet Assigned	2/2/2022	2/2/2022	2/2/2022		KSB	\$0.00
2/2/2022					N						\$4,485.56
Line	Type	Desc/Inv Stock/Alloc			Quantity Bought			Cost Per Unit		Line Extension	
	Inv/Alloc Desc				Serial Number			Discount		Discount Amt	
GL Expense Account				GL Prepaid Account					Exp Date		
1	Direct Expense	Dumpsters			1 0000			\$4,485.5600		\$4,485.5600	
								Y		\$0.00	
08-000-5900											
6	KMA / Kansas Mayor's Association										4492
2022 MEMBER		2/2/2022	N	Y	Not Yet Assigned	2/2/2022	2/2/2022	2/2/2022		KSB	\$0.00
2/2/2022					N						\$50.00
Line	Type	Desc/Inv Stock/Alloc			Quantity Bought			Cost Per Unit		Line Extension	
	Inv/Alloc Desc				Serial Number			Discount		Discount Amt	
GL Expense Account				GL Prepaid Account					Exp Date		
1	Direct Expense	2022 member Jeanette			1 0000			\$50.0000		\$50.0000	
								Y		\$0.00	
01-100-5110											
7	CAAOK / City Attorney Association Of Kansas										4110
CITYATTYDUES2022		2/2/2022	N	Y	Not Yet Assigned	2/2/2022	2/2/2022	2/2/2022		KSB	\$0.00
2/2/2022					N						\$35.00
Line	Type	Desc/Inv Stock/Alloc			Quantity Bought			Cost Per Unit		Line Extension	
	Inv/Alloc Desc				Serial Number			Discount		Discount Amt	
GL Expense Account				GL Prepaid Account					Exp Date		
1	Direct Expense	City Atty Dues 2022			1 0000			\$35.0000		\$35.0000	
								Y		\$0.00	
01-100-5110											
8	MARKSREP / Mark's Sons LLC										011422
EXPEDITION OIL		2/2/2022	N	Y	Not Yet Assigned	2/2/2022	2/2/2022	2/2/2022		KSB	\$0.00
2/2/2022					N						\$66.79
Line	Type	Desc/Inv Stock/Alloc			Quantity Bought			Cost Per Unit		Line Extension	
	Inv/Alloc Desc				Serial Number			Discount		Discount Amt	
GL Expense Account				GL Prepaid Account					Exp Date		
1	Direct Expense	Expedition Oil Chg			1.0000			\$66.7900		\$66.7900	
								Y		\$0.00	
01-200-5240											

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PO Number		Inv Date			Check #	Check Date	Due Date	Discount Date		Bank Code	Discount
GL Date		Immediate GL Account			Credit Card	CC Reference #			Payment Date		Total Invoice
9	LIONS / Lions Club										01152022
	XMAS LIGHTS	2/2/2022	N	Y	Not Yet Assigned	2/2/2022	2/2/2022	2/2/2022		KSB	\$0.00
		2/2/2022			N						\$1,000.00
Line	Type	Desc/Inv Stock/Alloc			Quantity Bought			Cost Per Unit		Line Extension	
		Inv/Alloc Desc			Serial Number			Discount		Discount Amt	
		GL Expense Account			GL Prepaid Account					Exp Date	
1	Direct Expense	2020/2021 xmas lights			1.0000			\$1,000.0000		\$1,000.0000	
								Y		\$0.00	
01-100-5260											
10	GALLS / Galls/Quartermaster										020162248
	PANTS	2/2/2022	N	Y	Not Yet Assigned	2/2/2022	2/2/2022	2/2/2022		KSB	\$0.00
		2/2/2022			N						\$57.40
Line	Type	Desc/Inv Stock/Alloc			Quantity Bought			Cost Per Unit		Line Extension	
		Inv/Alloc Desc			Serial Number			Discount		Discount Amt	
		GL Expense Account			GL Prepaid Account					Exp Date	
1	Direct Expense	pants edward			1.0000			\$57.4000		\$57.4000	
								Y		\$0.00	
01-200-5270											
11	GALLS / Galls/Quartermaster										OR19972905
	POLO EDWARD	2/2/2022	N	Y	Not Yet Assigned	2/2/2022	2/2/2022	2/2/2022		KSB	\$0.00
		2/2/2022			N						\$39.00
Line	Type	Desc/Inv Stock/Alloc			Quantity Bought			Cost Per Unit		Line Extension	
		Inv/Alloc Desc			Serial Number			Discount		Discount Amt	
		GL Expense Account			GL Prepaid Account					Exp Date	
1	Direct Expense	Polo Edward			1.0000			\$39.0000		\$39.0000	
								Y		\$0.00	
01-200-5270											
12	GALLS / Galls/Quartermaster										OR19981830
	PANTS HEATHER	2/2/2022	N	Y	Not Yet Assigned	2/2/2022	2/2/2022	2/2/2022		KSB	\$0.00
		2/2/2022			N						\$140.14
Line	Type	Desc/Inv Stock/Alloc			Quantity Bought			Cost Per Unit		Line Extension	
		Inv/Alloc Desc			Serial Number			Discount		Discount Amt	
		GL Expense Account			GL Prepaid Account					Exp Date	
1	Direct Expense	Pants Heather			1.0000			\$140.1400		\$140.1400	
								Y		\$0.00	
01-200-5270											

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PO Number		Inv Date			Check #	Check Date	Due Date	Discount Date		Bank Code	Discount
GL Date	Immediate GL Account				Credit Card	CC Reference #		Payment Date			Total Invoice
13	MIDA / Mid-America Valve & Equipment Co.										212341
HYDROGATE ...		2/2/2022	N	Y	Not Yet Assigned	2/2/2022	2/2/2022	2/2/2022		KSB	\$0.00
2/2/2022					N						\$5,500.00
Line	Type	Desc/Inv Stock/Alloc			Quantity Bought		Cost Per Unit		Line Extension		
	Inv/Alloc Desc				Serial Number		Discount		Discount Amt		
GL Expense Account				GL Prepaid Account				Exp Date			
1	Direct Expense	Hydrogate 6 x 6			1.0000		\$5,500.0000		\$5,500.0000		
							Y		\$0.00		
04-000-5130											
14	IE / Independent Electric Machinery										TO-PSRI1115
REPAIR PUMP		2/2/2022	N	Y	Not Yet Assigned	2/2/2022	2/2/2022	2/2/2022		KSB	\$0.00
2/2/2022					N						\$420.00
Line	Type	Desc/Inv Stock/Alloc			Quantity Bought		Cost Per Unit		Line Extension		
	Inv/Alloc Desc				Serial Number		Discount		Discount Amt		
GL Expense Account				GL Prepaid Account				Exp Date			
1	Direct Expense	Repair bearings in gearbox			1.0000		\$420.0000		\$420.0000		
							Y		\$0.00		
03-000-5130											
15	KCTM / Kansas Association For Court Management										DUES2022
DUES2022CHRIS		2/2/2022	N	Y	Not Yet Assigned	2/2/2022	2/2/2022	2/2/2022		KSB	\$0.00
2/2/2022					N						\$50.00
Line	Type	Desc/Inv Stock/Alloc			Quantity Bought		Cost Per Unit		Line Extension		
	Inv/Alloc Desc				Serial Number		Discount		Discount Amt		
GL Expense Account				GL Prepaid Account				Exp Date			
1	Direct Expense	2022 Dues			1.0000		\$50.0000		\$50.0000		
							Y		\$0.00		
01-600-5290											
16	BUDDENBOHM / Foley & Buddenbohm Law Office										JAN2022 FEES
JAN2022 FEES		2/2/2022	N	Y	Not Yet Assigned	2/2/2022	2/2/2022	2/2/2022		KSB	\$0.00
2/2/2022					N						\$1,000.00
Line	Type	Desc/Inv Stock/Alloc			Quantity Bought		Cost Per Unit		Line Extension		
	Inv/Alloc Desc				Serial Number		Discount		Discount Amt		
GL Expense Account				GL Prepaid Account				Exp Date			
1	Direct Expense	January 2022 atty Fees			1.0000		\$1,000.0000		\$1,000.0000		
							Y		\$0.00		
01-100-5140											
Non 1099 Payments											

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PO Number	GL Date	Immediate GL Account	Credit Card	CC Reference #	Payment Date	Discount	Total Invoice					
17	WSU / Wichita State University										356731	
SPRING22CONFERENCE	2/2/2022	N	Y	Not Yet Assigned	2/2/2022	2/2/2022	2/2/2022	KSB			\$0.00	
2/2/2022				N							\$335.00	
Line	Type	Desc/Inv Stock/Alloc			Quantity Bought			Cost Per Unit				
Inv/Alloc Desc			Serial Number			Discount			Line Extension			
GL Expense Account			GL Prepaid Account			Discount			Discount Amt			
1	Direct Expense	Spring CCMFOA Conf			1.0000			\$335.0000			\$335.0000	
								Y			\$0.00	
01-100-5340												
18	DAVIS PUB / Davis Publication										03112022 SUBSCRIPTIO	
2022 SUBSCRIPTION	2/2/2022	N	Y	Not Yet Assigned	2/2/2022	2/2/2022	2/2/2022	KSB			\$0.00	
2/2/2022				N							\$41.00	
Line	Type	Desc/Inv Stock/Alloc			Quantity Bought			Cost Per Unit				
Inv/Alloc Desc			Serial Number			Discount			Line Extension			
GL Expense Account			GL Prepaid Account			Discount			Discount Amt			
1	Direct Expense	2022 subscription			1.0000			\$41.0000			\$41.0000	
								Y			\$0.00	
01-100-5140												
19	GIANT / Giant Communications										02012022	
GIANT BILL	2/2/2022	N	Y	Not Yet Assigned	2/2/2022	2/2/2022	2/2/2022	KSB			\$0.00	
2/2/2022				N							\$334.90	
Line	Type	Desc/Inv Stock/Alloc			Quantity Bought			Cost Per Unit				
Inv/Alloc Desc			Serial Number			Discount			Line Extension			
GL Expense Account			GL Prepaid Account			Discount			Discount Amt			
1	Direct Expense	police			1.0000			\$100.7500			\$100.7500	
								Y			\$0.00	
01-200-5050												
2	Direct Expense	Swim Pool			1.0000			\$68.1200			\$68.1200	
								Y			\$0.00	
01-500-5050												
3	Direct Expense	Admin			1.0000			\$97.5300			\$97.5300	
								Y			\$0.00	
01-100-5050												
4	Direct Expense	Pub Works			1.0000			\$68.5000			\$68.5000	
								Y			\$0.00	
01-300-5050												

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PO Number		Inv Date	Immediate GL Account		Check #	Check Date	Due Date	Discount Date	Bank Code		Discount
GL Date		Immediate GL Account			Credit Card	CC Reference #		Payment Date			Total Invoice
20	PETRO / Petro Valley Falls										01172022
010122011522		2/2/2022	N	Y	Not Yet Assigned	2/2/2022	2/2/2022	2/2/2022	KSB		\$0.00
2/2/2022					N						\$385.62
Line	Type	Desc/Inv Stock/Alloc			Quantity Bought			Cost Per Unit			Line Extension
	Inv/Alloc Desc				Serial Number			Discount			Discount Amt
GL Expense Account					GL Prepaid Account						Exp Date
1	Direct Expense	Police			1.0000			\$88.2300	Y		\$88.2300
											\$0.00
01-200-5160											
2	Direct Expense	Pub Works			1.0000			\$297.3900	Y		\$297.3900
											\$0.00
01-300-5160											
21	WERRINGA / Farris, Fresh, & Werring Law Office										JAN2022 COURT
JAN2022 COURT		2/2/2022	N	Y	Not Yet Assigned	2/2/2022	2/2/2022	2/2/2022	KSB		\$0.00
2/2/2022					N						\$500.00
Line	Type	Desc/Inv Stock/Alloc			Quantity Bought			Cost Per Unit			Line Extension
	Inv/Alloc Desc				Serial Number			Discount			Discount Amt
GL Expense Account					GL Prepaid Account						Exp Date
1	Direct Expense	Jan 2022 Court			1.0000			\$500.0000	Y		\$500.0000
											\$0.00
01-600-5600											
Non 1099 Payments											
22	CSPENCER / Chad Spencer										FEB22 CELL
FEB22 CELL		2/2/2022	N	Y	Not Yet Assigned	2/2/2022	2/2/2022	2/2/2022	KSB		\$0.00
2/2/2022					N						\$20.00
Line	Type	Desc/Inv Stock/Alloc			Quantity Bought			Cost Per Unit			Line Extension
	Inv/Alloc Desc				Serial Number			Discount			Discount Amt
GL Expense Account					GL Prepaid Account						Exp Date
1	Direct Expense	Feb Cellphon			1.0000			\$20.0000	Y		\$20.0000
											\$0.00
01-100-5050											
23	MAXWELLK / Kenneth Maxwell										FEB22 CELLP
FEB22 CELL		2/2/2022	N	Y	Not Yet Assigned	2/2/2022	2/2/2022	2/2/2022	KSB		\$0.00
2/2/2022					N						\$20.00
Line	Type	Desc/Inv Stock/Alloc			Quantity Bought			Cost Per Unit			Line Extension
	Inv/Alloc Desc				Serial Number			Discount			Discount Amt
GL Expense Account					GL Prepaid Account						Exp Date
1	Direct Expense	Feb 22 Cellphone			1.0000			\$20.0000			\$20.0000

AP Enter Bills Edit Report

City of Valley Falls (VFCITY)

Batch: AAABHR

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Tr. #	Vendor	Credit Card Vendor	Invoice #
PO Number	Inv Date	Paid Out	Immediate
GL Date	Immediate GL Account	Check #	Check Date
		Due Date	Discount Date
		Bank Code	Payment Date
		CC Reference #	Discount
			Total Invoice

	Y	\$0.00
--	---	--------

01-100-5050

24	BMCCOY / Bill McCoy									FEB22 CELLPH
FEB22 CELL	2/2/2022	N	Y	Not Yet Assigned	2/2/2022	2/2/2022	2/2/2022	KSB		\$0.00
2/2/2022				N						\$30.00

Line	Type	Desc/Inv Stock/Alloc	Quantity Bought	Cost Per Unit	Line Extension
Inv/Alloc Desc	Serial Number	Discount	Discount Amt	Exp Date	
GL Expense Account	GL Prepaid Account				

1	Direct Expense	Feb 22 Cellphone	1 0000	\$30.0000	\$30.0000
				Y	\$0.00

01-100-5050

25	WEISHAARC / Chris Weishaar									FEB22 CELLPHO
FEB22 CELL	2/2/2022	N	Y	Not Yet Assigned	2/2/2022	2/2/2022	2/2/2022	KSB		\$0.00
2/2/2022				N						\$30.00

Line	Type	Desc/Inv Stock/Alloc	Quantity Bought	Cost Per Unit	Line Extension
Inv/Alloc Desc	Serial Number	Discount	Discount Amt	Exp Date	
GL Expense Account	GL Prepaid Account				

1	Direct Expense	Feb 22 Cellphone	1 0000	\$30.0000	\$30.0000
				Y	\$0.00

01-100-5300

26	AGUILERA / Audree Aguilera									FEB22 CELLPHONE
FEB22 CELL	2/2/2022	N	Y	Not Yet Assigned	2/2/2022	2/2/2022	2/2/2022	KSB		\$0.00
2/2/2022				N						\$30.00

Line	Type	Desc/Inv Stock/Alloc	Quantity Bought	Cost Per Unit	Line Extension
Inv/Alloc Desc	Serial Number	Discount	Discount Amt	Exp Date	
GL Expense Account	GL Prepaid Account				

1	Direct Expense	Feb 22 Cellphone	1.0000	\$30.0000	\$30.0000
				Y	\$0.00

01-100-5260

27	USPS / United States Postal Service									STAMPS 2022
STAMPS 2022	2/2/2022	N	Y	Not Yet Assigned	2/2/2022	2/2/2022	2/2/2022	KSB		\$0.00
2/2/2022				N						\$232.00

Line	Type	Desc/Inv Stock/Alloc	Quantity Bought	Cost Per Unit	Line Extension
Inv/Alloc Desc	Serial Number	Discount	Discount Amt	Exp Date	
GL Expense Account	GL Prepaid Account				

1	Direct Expense	Forever Stamps	4.0000	\$58.0000	\$232.0000
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AP Enter Bills Edit Report

City of Valley Falls (VFCITY)

Batch: AAABHR

1/31/2022 3:49:02 PM

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Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Check #	Check Date	Due Date	Discount Date	Bank Code	Invoice #
PO Number					Check #						Discount
GL Date		Immediate GL Account			Credit Card	CC Reference #			Payment Date		Total Invoice

									Y		\$0.00
01-000-5280											

Grand Totals

Total Direct Expense:	\$22,849.55
Total Non-Electronic Transactions:	\$22,849.55
Total Immediate Payments:	\$22,849.55

Report Summary

Report Selection Criteria

Report Type:	Detailed	
Start	End	
Transaction Number:	Start	End



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.

Valley Falls Lions Club
Valley Falls, Ks. 66088



January 15, 2022

Dear City of Valley Falls,

On behalf of the Valley Falls Lions Club, I am hereby submitting our request for the December 2020 & 2021 annual maintenance, installation and removal of the Christmas lights in the amount of \$1,000.00 (\$500.00 each year).

Please remit to:
Larry Springer – Treasurer
19672 K-4 Hwy.
Nortonville, KS 66060.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Scott Heinen'.

Scott Heinen,
Christmas Light Chairman

SH:ldb
CC: file



Topeka Division

Remit to: Independent Electric
4425 Oliver Street
Kansas City, KS 66106

Ship to: Independent Electric
2221 N W Vail
Topeka, KS 66608

Office/Sales:
Ph: 785.233.4282
Fx: 785.233.4318
www.iemco.com

Contact

BILL MCCOY

Customer Number

119048



Quote Date

1/17/2022

Quote Number

TO-MSQ1830

Quote To:

VALLEY FALLS, CITY OF
Attn: PAUL BURNS, MAINT
421 B MARY STREET
VALLEY FALLS, KS 66088
(785) 945-6612 x

Ship To:

VALLEY FALLS, CITY OF
Attn: PAUL BURNS, MAINT
421 B MARY STREET
VALLEY FALLS, KS 66088
(785) 945-6612 x

FOB

Ship Via

I.E. DELIVERY

Terms

NET 30

Quoted By

Jimmy King

Customer RFQ

Customer PO

Product ID	Qty	Description	Sales Price	Total
RF47 D16B DRN71M4/C/DH	1	SEW EURODRIVE MOTOR & GEARBOX. (16-17 WEEK LEAD TIME)	3,146.85	3,146.85
Freight-TO	1	PLUS FREIGHT	0.00	0.00

Quote is valid for 30 days

BILL THIS UNIT HAS A 16-17 WEEK LEAD TIME. QUOTE DOES NOT INCLUDE INSTALLATION. PLEASE ADVISE THANK YOU JIMMY KING

Subtotal:	3,146.85
Freight:	0.00
Other:	0.00
0.0000 % Sales Tax 1:	0.00
0.0000 % Sales Tax 2:	0.00
Total:	3,146.85

Thank You!

SIGNATURE: _____ DATE: _____

PO# (IF NOT ALREADY ISSUED):

SERVICE CONTRACT

Service Provider: Curtis Wheeler
1519 S. 8th St
Atchison, Ks 66002

Client: City of Valley Falls
417 Broadway
Valley Falls, Ks 66088

The Service Provider agrees to provide the following:

Inspections of structures (as needed) for the purpose of gaining information relevant to enforcing the City of Valley Falls code of ordinances as directed by the City Manager (primarily blighted, unsafe structures).

Cost:

1 structure

\$150.00 (includes travel expense, visual inspection, digital copies of pictures, cost estimate for repair, ownership/tax information, inspection overview)

*\$120 for each additional structure conducted on the same day

Council Meetings

\$80 (includes travel time, meeting attendance and verbal report)

Curtis Wheeler Date

City of Valley Falls Date

October 27, 2021

C. Mazaza Mtawali
KDHE – Bureau of Water
1000 SW Jackson, Suite 420
Topeka, KS 66612-1367

Re: City of Valley Falls, Kansas (Project No C20-3043-01)

Dear Mazaza;

Ranson Financial Group, LLC has evaluated the audited financial statements for the sewer operating fund (the “System”) for the City of Valley Falls, Kansas (the “City”) for fiscal years 2017 through 2020.

The City has applied for a Kansas Water Pollution Control Loan in the amount of \$1,008,888 which will be supported by revenues of the System. The application specified the loan be amortized over 20 years at 1.26%. The application noted that the City is applying or has applied for a Community Development Block Grant (CDBG) in the amount of \$600,000, bringing total project costs to \$1,608,888.

The following assumptions were used: 1) the number of customers would stay at the year 2020 level of 479 customers; 2) expenses would grow at the inflation factor of 3% per year, and the base amount was determined using higher amount between the actual expense in 2020 or the average over the review period, except for transfers out of the System; 3) transfers out of the System remained flat and were based on the transfers made in year 2020; 4) total gallons billed were based off the average monthly sales per customer from years 2018 through 2020; and 5) transfers out of the System were added back in for the purposes of calculating the System’s debt service coverage ratio.

The City’s last sewer rate increase was implemented in 2021. Our analysis concludes that with the rate structure currently in effect, the System might need to increase revenues and/or decrease expenses by approximately 39.50% in order to pay forecasted operating expenditures and debt service. Standard inflationary increases may be necessary each year thereafter. The current residential sewer bill for 5,000 gallons is \$34.60 and could increase to approximately \$50.00 if the full increase, listed above, were to be implemented.

Concerns include: 1) the residential sewer bill for 5,000 gallons could end up being close to \$50. The State’s most recent average residential sewer bill for 5,000 gallons was approximately \$28.00 for cities; 2) the practice of adding back in transfers for the debt service coverage ratio calculation can lead to the depletion of the System’s cash balance over time; and 3) additional increases in rates may be necessary if: a) the City is not awarded the CDBG grant, detailed above; or b) the total number of customers continues to decline.

We recommend that the loan agreement be approved if steps are taken to increase sewer rates to adequate levels to pay debt service or we receive the City’s assurance that it will increase the mill levy or some combination of the two. For budget year 2021, the City’s mill levy was 38.107 mills and total mills assessed in the City by all units was 180.626 mills.

Please call (316) 264-3400 or e-mail ewarren@ransonfinancial.com should you have any questions or concerns.

Sincerely,

A handwritten signature in blue ink, appearing to read "Beth Warren", with a long horizontal flourish extending to the right.

Beth Warren
Municipal Advisor

Enclosure

C: William Carr, KDHE
Cara Hendricks, KDHE – Bureau of Water
Kerry Lyons, Department of Administration
Belinda Baber, Department of Administration
City of Valley Falls, KS

Kansas Water Pollution Control
Revolving Loan Fund

FINANCIAL CAPACITY ANALYSIS

City of Valley Falls, Kansas

Date of Report
October 27, 2021

Prepared by Ranson Financial Group, LLC

TABLE OF CONTENTS

Application Summary	1
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Financial Summary & Pro forma.....	3
Estimated Debt Service.....	6

Kansas Public Water Supply Loan Fund Financial Capacity Analysis

Date of Report 10/27/21

Applicant: City of Valley Falls, KS

Project #s	C20-3043-01
SRF Request	\$1,008,888
Other Funding	600,000
Total Project Costs	<u>\$1,608,888</u>

Anticipated Interest Rate	1.26%
Term	20
Estimated Annual Debt Service	\$57,224.96

SECURITY

Bond Insurance	no
Taxing Authority	yes

RECOMMENDATION STATUS

Approved	yes
Reviewed by	ecw

PROFORMA ANALYSIS

Anticipated Present Operating Revenues	\$ 137,384.41
Additional Revenues from Rate Increase	54,266.84
Anticipated Total Revenues	<u>\$ 191,651.25</u>
Present Operating & Net Non-operating Exps	\$ 125,058.00
Projected Increase(Decrease)	85,751.92
Total Forecasted Expenses	<u>\$ 210,809.92</u>
Net Income	\$ (19,158.67)
Net Adjustments to Income	77,224.96
Income Available for Debt Service	<u>\$ 58,066.30</u>

Outstanding Debt	\$ 1,365,000
Proposed SRF Debt	\$ 1,008,888
Total Debt	\$ 2,373,888
Inc. Available for Debt Service	\$ 58,066
Debt Service	\$ 57,225
Coverage	101.47%

Comments

The City has applied for a loan from the Kansas Water Pollution Control Revolving Loan Fund for improvements on the Sewer Collection System. The following are approximations of materials and repairs: 5,100 LF of pipe rehabilitation, 44 pipe point repairs, 1,200 LF of 8" pipe replacement, 1,500 LF of heavy pipe cleaning, 20 manhole rehabilitations, raising 50 manholes, 8 manhole replacements and miscellaneous appurtenances related to construction activities.

**City of Valley Falls, KS
Sewer Service Utility
Income Statement Summary**

	<u>2017</u>	<u>2018</u>	<u>2019</u>	⁽¹⁾ <u>2020</u>
Cash receipts				
Charges for services	\$126,290	\$130,358	\$139,618	\$138,922
Total cash receipts	<u>\$126,290</u>	<u>\$130,358</u>	<u>\$139,618</u>	<u>\$138,922</u>
Expenditures				
Salaries and benefits	\$70,506	\$74,968	\$73,505	\$59,787
Operating expenses	10,818	34,767	59,253	29,978
Insurance	10,980	10,724	11,716	13,237
Utilities	0	0	3,040	2,056
Transfers to general fund	0	0	0	20,000
Total expenditures	<u>\$92,304</u>	<u>\$120,459</u>	<u>\$147,514</u>	<u>\$125,058</u>
Receipts over (under) expenditures	\$33,986	\$9,899	-\$7,896	\$13,864
Unencumbered cash, beginning	\$245,010	\$278,996	\$288,895	\$280,999
Unencumbered cash, ending	\$278,996	\$288,895	\$280,999	\$294,863

⁽¹⁾ Restatement based on 2020 audited financials.

City of Valley Falls, KS

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>
Statement of Cash Receipts and Expenditures							
Cash Receipts							
Charges for services	\$126,290	\$130,358	\$139,618	\$138,922	\$137,384	\$191,651	\$195,963
Rate Increase	N/A	N/A	N/A	N/A	54,267	4,312	4,409
Total cash receipts	\$126,290	\$130,358	\$139,618	\$138,922	\$191,651	\$195,963	\$200,373
Expenditures and Transfers							
Salaries and benefits	\$70,506	\$74,968	\$73,505	\$59,787	\$78,438	\$80,792	\$83,215
Operating expenses	10,818	34,767	59,253	29,978	37,934	39,072	40,244
Insurance	10,980	10,724	11,716	13,237	14,898	15,345	15,806
Utilities	0	0	3,040	2,056	2,314	2,383	2,455
Transfers to general fund	0	0	0	20,000	20,000	20,000	20,000
New debt service	N/A	N/A	N/A	N/A	57,225	57,225	57,225
Total Expenditures and Transfers	\$92,304	\$120,459	\$147,514	\$125,058	\$210,810	\$214,817	\$218,945
Receipts over (under) expenditures	\$33,986	\$9,899	-\$7,896	\$13,864	-\$19,159	-\$18,854	-\$18,573
Income available for debt service							
Receipts over (under) expenditures	\$33,986	\$9,899	-\$7,896	\$13,864	-\$19,159	-\$18,854	-\$18,573
Transfers to general fund	0	0	0	20,000	20,000	20,000	20,000
New debt service	N/A	N/A	N/A	N/A	57,225	57,225	57,225
Total income available for debt service	\$33,986	\$9,899	-\$7,896	\$33,864	\$58,066	\$58,371	\$58,652
Debt service	N/A	N/A	N/A	N/A	\$57,225	\$57,225	\$57,225
Debt service coverage ratio	N/A	N/A	N/A	N/A	101.47%	102.00%	102.49%

Forecasted operating expenditures are based upon either the last year expense or average, whichever is higher and is adjusted at the assumed inflation rate.

OPERATIONS

Number of Customers, beginning	N/A	N/A	506	506	479	479	479	
Number of Customers, ending	N/A	506	506	479	479	479	479	
Percentage Increase	N/A	0.00%	0.00%	-5.34%	0.00%	0.00%	0.00%	
Water Treated	N/A	19,552,100	20,071,800	19,312,300	18,764,170	18,764,170	18,764,170	
Water Treated Per Avg. Customer	N/A	3,220	3,306	3,268	3,264	3,264	3,264	
2020 Equalized Assd Val of Taxable Tangible Property	6,528,313	10.80	11.00	11.20	11.40	15.90	16.26	Minimum
2020 Motor Vehicle Valuation	<u>976,820</u>	5.20	5.40	5.60	5.80	8.09	8.27	Step Fee
Total Equalized Assessed Tangible Valuation	7,505,133	1,000	1,000	1,000	1,000	1,000	1,000	Gallons in Min
30% debt limitation	2,251,540	6,072,000	6,072,000	5,910,000	5,748,000	5,748,000	5,748,000	Gallons Included
Outstanding general obligation debt - December 31, 2020	0	13,480,100	13,999,800	13,402,300	13,016,170	13,016,170	13,016,170	Gallons Remaining
Exempt general obligation debt	<u>0</u>							
Net general obligation debt subject to debt limit	0	65,577.60	66,792.00	66,192.00	65,527.20	91,410.44	93,467.18	Minimum Revenue
Ratio of Applicable GO Debt to Equalized Assd. Valuation	0.00%	70,096.52	75,598.92	75,052.88	75,493.78	105,313.83	107,683.39	Revenue from Step
		135,674.12	142,390.92	141,244.88	141,020.98	196,724.27	201,150.57	Total Revenue
Revenue Adjustment		4.08%	1.99%	1.67%	137,384.41	191,651.25	195,963.40	
Capital Leases	0 ¹							
Revenue Bonds	1,365,000 ¹							Increase to:
Other Debt	0 ¹							Minimum
Loans	<u>1,008,888¹</u>							Step Fee
Total GO Debt and Other Debt Instruments	<u><u>2,373,888</u></u>							
Ratio of Direct Debt to Equalized Assessed Valuation	32%							
								Additional Revenue From:
								Minimum
								Step Fee
								Total

(1) not included in the 30% debt limitation

<i>PROFOMA ASSUMPTIONS</i>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Current</u>	<u>Proposed</u>		
					<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
INCOME FACTOR	39.50%	2.25%	2.25%				
EXPENSE FACTOR	3.00%			Residential 5K	34.60	48.27	49.35
						50.46	

DEBT SUMMARY

		(as of December 31, 2020)					(as of December 31, 2020)			
	<u>Type</u>	<u>Final Maturity</u>	<u>Interest Rate</u>	<u>Unpaid</u>	<u>Included in Debt Limit</u>		<u>Final Maturity</u>	<u>Interest Rate</u>	<u>Unpaid</u>	<u>Included in Debt Limit</u>
GO Bonds	N/A					Temporary Notes				
Total GO Bonds				0	0	Total Temp Notes			0	0
Revenue Bonds						Capital Leases				
PBC Series 2016 - Swimming pool		04/01/37	1-3.75%	\$1,365,000		N/A				
Total Revenue Bonds				1,365,000		Total Capital Leases			0	
Revolving Loans						Other Debt				
N/A						N/A				
Total Revolving Loans				0		Total Other Debt			0	
						Total Debt Prior to New Loan			\$1,365,000	
						Proposed Water Loan			1,008,888	
						Total New and Existing Debt			\$2,373,888	

City of Valley Falls, KS

Actual Draws - Actual Interest Rate
 Amortization of Loan Costs ESTIMATED

Project Principal: \$1,006,365.78
 Interest During Const.:
 Service Fee During Const.:
 Loan Origination Fee: \$2,522.22
 Gross Loan Costs: \$1,008,888.00

Gross Rate: 1.26%
 Service Fee Rate: 0.35%
 Loan Interest Rate: 0.91%
 1st Payment Date: 3/1/2024
 Number of Payments: 40

Payment Number	Payment Date	Beginning Balance	Interest Payment	Principal Payment	Service Fee	Total Payment	Ending Balance
1	3/1/2024	\$1,008,888.00	\$4,590.44	\$22,256.49	\$1,765.55	\$28,612.48	\$986,631.51
2	9/1/2024	986,631.51	4,489.17	22,396.70	1,726.61	28,612.48	964,234.81
3	3/1/2025	964,234.81	4,387.27	22,537.80	1,687.41	28,612.48	941,697.01
4	9/1/2025	941,697.01	4,284.72	22,679.79	1,647.97	28,612.48	919,017.22
5	3/1/2026	919,017.22	4,181.53	22,822.67	1,608.28	28,612.48	896,194.54
6	9/1/2026	896,194.54	4,077.69	22,966.46	1,568.34	28,612.48	873,228.09
7	3/1/2027	873,228.09	3,973.19	23,111.14	1,528.15	28,612.48	850,116.94
8	9/1/2027	850,116.94	3,868.03	23,256.74	1,487.70	28,612.48	826,860.20
9	3/1/2028	826,860.20	3,762.21	23,403.26	1,447.01	28,612.48	803,456.94
10	9/1/2028	803,456.94	3,655.73	23,550.70	1,406.05	28,612.48	779,906.23
11	3/1/2029	779,906.23	3,548.57	23,699.07	1,364.84	28,612.48	756,207.16
12	9/1/2029	756,207.16	3,440.74	23,848.38	1,323.36	28,612.48	732,358.79
13	3/1/2030	732,358.79	3,332.23	23,998.62	1,281.63	28,612.48	708,360.17
14	9/1/2030	708,360.17	3,223.04	24,149.81	1,239.63	28,612.48	684,210.35
15	3/1/2031	684,210.35	3,113.16	24,301.96	1,197.37	28,612.48	659,908.40
16	9/1/2031	659,908.40	3,002.58	24,455.06	1,154.84	28,612.48	635,453.34
17	3/1/2032	635,453.34	2,891.31	24,609.13	1,112.04	28,612.48	610,844.21
18	9/1/2032	610,844.21	2,779.34	24,764.16	1,068.98	28,612.48	586,080.05
19	3/1/2033	586,080.05	2,666.66	24,920.18	1,025.64	28,612.48	561,159.87
20	9/1/2033	561,159.87	2,553.28	25,077.17	982.03	28,612.48	536,082.70
21	3/1/2034	536,082.70	2,439.18	25,235.16	938.14	28,612.48	510,847.54
22	9/1/2034	510,847.54	2,324.36	25,394.14	893.98	28,612.48	485,453.40
23	3/1/2035	485,453.40	2,208.81	25,554.13	849.54	28,612.48	459,899.27
24	9/1/2035	459,899.27	2,092.54	25,715.12	804.82	28,612.48	434,184.16
25	3/1/2036	434,184.16	1,975.54	25,877.12	759.82	28,612.48	408,307.03
26	9/1/2036	408,307.03	1,857.80	26,040.15	714.54	28,612.48	382,266.89
27	3/1/2037	382,266.89	1,739.31	26,204.20	668.97	28,612.48	356,062.69
28	9/1/2037	356,062.69	1,620.09	26,369.29	623.11	28,612.48	329,693.40
29	3/1/2038	329,693.40	1,500.10	26,535.41	576.96	28,612.48	303,157.99
30	9/1/2038	303,157.99	1,379.37	26,702.59	530.53	28,612.48	276,455.40
31	3/1/2039	276,455.40	1,257.87	26,870.81	483.80	28,612.48	249,584.59
32	9/1/2039	249,584.59	1,135.61	27,040.10	436.77	28,612.48	222,544.49
33	3/1/2040	222,544.49	1,012.58	27,210.45	389.45	28,612.48	195,334.04
34	9/1/2040	195,334.04	888.77	27,381.88	341.83	28,612.48	167,952.16
35	3/1/2041	167,952.16	764.18	27,554.38	293.92	28,612.48	140,397.78
36	9/1/2041	140,397.78	638.81	27,727.98	245.70	28,612.48	112,669.80
37	3/1/2042	112,669.80	512.65	27,902.66	197.17	28,612.48	84,767.14
38	9/1/2042	84,767.14	385.69	28,078.45	148.34	28,612.48	56,688.69
39	3/1/2043	56,688.69	257.93	28,255.34	99.21	28,612.48	28,433.35
40	9/1/2043	28,433.35	129.37	28,433.35	49.76	28,612.48	0.00
		Totals	\$97,941.46	\$1,008,888.00	\$37,669.79	\$1,144,499.26	



City of VALLEY FALLS

Incorporated May 17, 1869

City Administrator Report City Council February 2, 2022

- 1) Animal Control Vehicle sold on January 25 on Purplewave Auction. The City will receive \$2,250.
- 2) CDBG Street Project Drawdown 1 is complete. Reimbursement funds were received January 31st. The Sales Tax Reimbursement Form has been sent to Bettis for their signature. The final inspection will be completed sometime in February. After final inspection, the final Drawdown will be completed, closing out the project.
- 3) CDBG Sewer Project has officially awarded the City of Valley Falls for \$600,000. Will be attending award ceremony on February 10th.
- 4) gWorks implementation has started. The next few months will be heavily focused on moving everything over. Anticipated to be LIVE and fully operational on new system by April 1st.
- 5) Working on the Fund Balance vs Bank balances. Adjustments will be made during switch of gWorks.
- 6) Working on review and update of Job Descriptions and Personal Policies & Guidelines.
- 7) Review of the fixed assets listing for all city departments. This is an annual practice prior to renewing our insurance. The review identifies and makes sure all assets, property, and individuals covered under insurance are accurate and up-to-date. Department asset reports will be due on Feb 18th.
- 8) Firewall at City Hall/ Water Plant complete.
- 9) Final Rule for ARPA has been released.
- 10) Reached out to Giant Comm to share information on Broadband Grants. They will be presenting information to educate about the infrastructure and grant availability.
- 11) Attended Local Government Day in Topeka on January 26th.
- 12) Joined Lions Club and attended monthly meeting.
- 13) Met with KPERs about Group Life. Begin to enroll employees during open employment and add child coverage.
- 14) KRWA will be testing all our fire hydrants in the spring. This service is free.
- 15) Renewed Food License for swimming pool concession stand.

Pending Projects

CDBG Street Project - Project Complete. Financial Closeout Pending.

CDBG Sewer Project - Approval of \$600,000.

American Rescue Plan Act - \$175,958.36 allocated. \$87,458.86 received 7/14/21. \$520.32 received 10/27/21.

Opioid Settlement - Anticipated \$5/ Capita. 25% of Settlement shared 50/50 with cities and counties. Other 75% will be used for grants. This first round of payouts on the settlement will allow partnerships with other local entities.

Installation of Automatic Water Meters: 175 installed to date

Financials

Fund Balances As Of:

Fund #	Fund Name	Previous Balance	Current Balance
01	General	\$11,350.52	\$160,878.40
03	Water	\$150,694.08	\$135,783.99
04	Sewer	\$279,113.43	\$267,769.65
05	Capital Improvement	\$96,986.74	\$76,575.34
06	Street & Highway	\$96,195.68	\$25,583.23
07	Special Equipment Reserve	\$1,531.71	\$1,531.71
08	Solid Waste	\$53,636.04	\$53,636.04
09	Bond Fund	\$337,818.80	\$337,818.80

CITY OFFICE

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

Department of Commerce
1000 S.W. Jackson St., Suite 100
Topeka, KS 66612-1354



Phone: (785) 296-3481
Fax: (785) 296-5055
KansasCommerce.gov

David C. Toland, Secretary

Laura Kelly, Governor

January 18, 2022

The Honorable Lucy Thomas
Mayor, City of Valley Falls
417 Broadway Street
Valley Falls, KS 66088

RE: Grant No. 22-PF-032
CFDA #14.228

Dear Mayor Thomas:

On behalf of Governor Laura Kelly, I am pleased to award the City of Valley Falls a Community Improvement grant of \$600,000 through the Kansas Small Cities Community Development Block Grant program. This award will provide the needed financing for your sewer project.

The CDBG funds you are being awarded are contingent upon our receipt of funds from the U.S. Department of Housing & Urban Development. A public announcement will be made by the Department of Commerce to the media in the near future. We ask that you refrain from notifying local media of your award until the public release is issued. We appreciate your cooperation.

A ceremony and event in Topeka is being planned for awarded communities and their legislators. Event information will be forthcoming from your project manager.

The Department of Commerce will be contacting you to outline the necessary steps for completing the grant agreement between the City and State. This award is contingent upon successful completion of appropriate contractual conditions.

The Community Development Block Grant program has been successful in meeting community needs for more than 35 years. Congratulations on developing a fine project that will help your community prosper!

Sincerely,

A handwritten signature in black ink that reads "David C. Toland". The signature is written in a cursive style.

David C. Toland
Lt. Governor/Secretary of Commerce

DT:GE:LH:cav



You are invited to attend

A RECEPTION CELEBRATING

Community Development Block Grant

AWARD RECIPIENTS

THURSDAY, FEBRUARY 10TH 2022
11:30 AM TO 2:00 PM

The Beacon Center

420 SW 9TH STREET, TOPEKA, KS

TWO GUESTS PER COMMUNITY.
RSVP KANSAS DEPARTMENT OF COMMERCE
BEFORE FEBRUARY 2 TO ANNE.ZAJIC@KS.GOV.

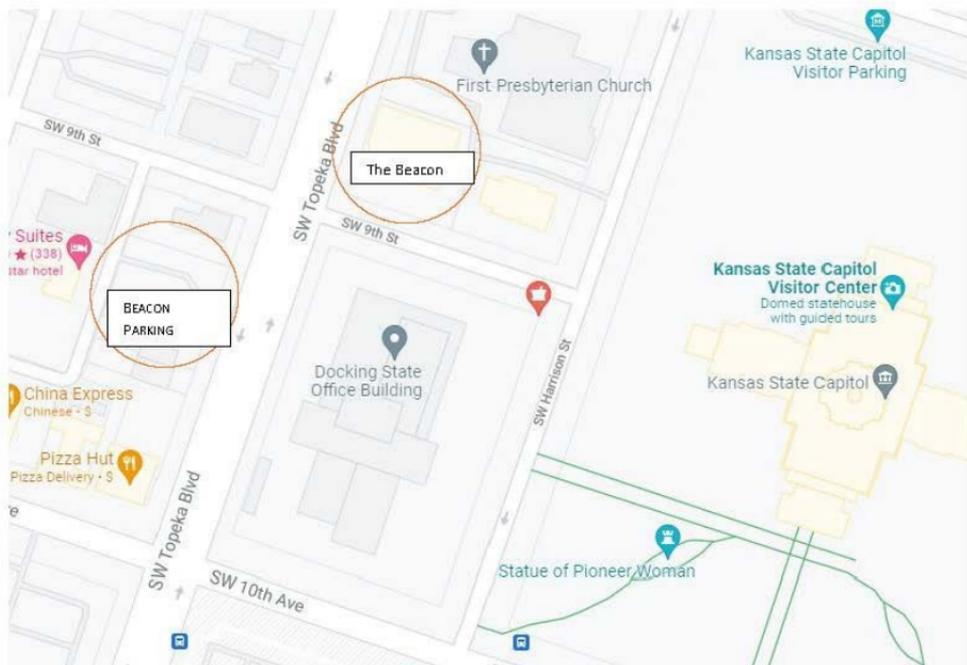
QUESTIONS? CONTACT ANNE ZAJIC (785) 296-6762.

HEAVY HORS D'OEUVRES SERVED



THE BEACON CENTER

420 SW 9TH STREET, TOPEKA, KS





City of
VALLEY FALLS

Incorporated May 17, 1869

Public Works Report
February 2, 2022

Water:

Got the new chlorine reader. Installing it on Tuesday, Feb 1.
Got a Bid to replace mixer motor that is going bad

Sewers:

Working on getting bids to have trees removed and new fence put in around the lagoon ponds

Streets:

The new spreader and blade for the Chevy 1 ton are working well has cut our snow removal times way down

Parks:

Nothing to report

General:

Have made reservations and registered for the KRWA conference in Wichita in March
I will be taking my water test at the conference



VALLEY FALLS POLICE



★ BRANDON W. BINES ★
CHIEF OF POLICE

Council Meeting 02/02/2022

- Ofc. Davidson has completed first three weeks of training at the academy and seems to be moving along well.
- Ofc. Davidson is scheduled to graduate the academy on April 6th, 2022.
- Ofc. Rivera & Det. Johnson introduction
- Ofc. Rivera is currently in Field Training, completed his first week and is doing well.
- Ofc. Rivera is scheduled to attend police academy March 7TH, 2022.
- Once Ofc. Rivera has left for the academy; I will begin backgrounds on additional applicants for additional part-time officers.
- Received donated laptop stand / console form Miami County Sheriff's Office. Bill will look at the equipment to see if it is functionable in our new vehicle. If not, we will have to either purchase one from the company or see if Tom Allen is able to fabricate the parts. I have yet to hear back from him about that as of today.
- Sold Animal Control Charger for \$2,250.00.
- City Administrator and I have decided on vehicle decal designs which are currently in motion with the graphics company. We had to select colors for decals and will be waiting on mockup before approving.
- We will need to have the Charger door buffed out before decals can be applied due to previous damage. Needing to get estimates.
- Attended Sew Fine Quilt retreat on 01/27 and enjoyed visiting with community members and being apart of activities within the City.
- Spoke with Grad School Principal about a "Safety Awareness" Poster Contest -Winner will receive a prize donated by the Police Dept.
- Felony drug arrest made
- Narcotics Investigation ongoing

"SERVING THE CITIZENS WHERE WE LIVE,
PROTECTING THE COMMUNITY, WE LOVE"

417 BROADWAY STREET, VALLEY FALLS, KANSAS 66088

TELEPHONE (785) 945- 3434

WWW.VALLEYFALLSPOLICE.ORG

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;