



City of VALLEY FALLS

Incorporated May 17, 1869

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.

April 19, 2023 6:30 PM
Regular Meeting

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL - City Council and Staff
MINUTES - Regular Meeting of April 5, 2023

PUBLIC COMMENTS & GUESTS:
Public Comment Policy

BUSINESS ITEMS:

1. Status Update 207 Sycamore
2. 204 Walnut St - Application for Demolition
3. Brickstreet Bourbon Cornhole Event Alcohol Resolution 2023-02
4. Noon Whistle
5. Shipping Container Ordinance 16-219
6. PEC Sewer Phase 2 Design Contact - *required for USDA Loan*

INVOICES - \$ 89,475.75

TABLED ITEMS:

REPORTS:
CITY ADMINISTRATOR: Audree Guzman
PUBLIC WORKS: Bill McCoy
POLICE: Carrie Clark
MAYOR: Jeanette Shipley
FIRE DISTRICT: Salih Doughramaji
ECONOMIC DEVELOPMENT BOARD: Audree Guzman
PLANNING & ZONING COMMISSION: Audree Guzman
CITY COUNCIL COMMENTS/ FEEDBACK/ IDEAS

ANNOUNCEMENTS/ COMMUNICATIONS:

- Candidates running for office of Valley Falls City Council must file by June 1st at noon in the Jefferson County Clerk's office. The filing fee is \$20. There are 3 city council seats that will be elected in the November election.
- City- Wide Clean-Up will be Friday, June 2nd - Sunday, June 4th from 8 AM to 4 PM located at the City Shop at 108 Broadway St. Must bring a Valid ID and copy of city water bill.

EXECUTIVE SESSION
ADJOURNMENT

CITY OF VALLEY FALLS

April 5, 2023

Open Meeting

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

Staff present: Audree Guzman, City Administrator, Chris Weishaar, City Clerk, Bill McCoy, Public Works, Police Chief Carrie Clark, and Leonard Buddenbohm, City Attorney.

Others present: Patricia Miller, Dianne Heinen, Scott Heinen, and Grant Lassiter.

Minutes:

The minutes from the March 15, 2023, meeting was presented.

Salih moved to approve the minutes. Judy seconded the motion. Motion carried 3-1.

Public Hearing: USDA Loan Application – Audree spoke about consolidating the two sewer project loans which is the purpose of the hearing. No public comments. Meeting was closed.

Public Comments & Guests: Patricia Miller rural Valley Falls, spoke about wanting to keep the recycle dumpster in the community. She thought a meeting with the county to make a recycling center would be a good thing.

Dianne Heinen spoke about her desire to see the “noon whistle” repaired because it has such a history in Valley Falls.

BUSINESS ITEMS:

1. Status Update 204 Walnut – Grant Lassiter was present. He advised he started a new job and has not had time to work on the cleanup. Council advised of grant money available to assist in cleanup. Council gave Grant until April 19th to complete the grant application and turn it in. Council request he return on May 3, 2023 for a status update on the cleanup.

2. Arbor Day Proclamation – Audree spoke about the proclamation.

Gary made a motion to approve the proclamation. Salih seconded the motion. Motion carried 5-0.

3. Sexual Assault Awareness Proclamation – Audree advised about the proclamation.

Jennifer made a motion to approve the proclamation. Judy seconded the motion. Motion carried 5-0.

4. Valley Falls Housing Authority Board Appointment – Leslee Bowers

Gary made a motion to approve the appointment. Salih seconded the motion. Motion carried 5-0.

5. Codification Proposals – Audree presented costs to codify the Ordinances from the different companies.

Gary made a motion to approve Ransom Financial. Judy seconded the motion. Motion carried 5-0.

6. Waste Management Contract Amendment – Audree updated the council on the changes. Gary made a motion to approve the changes. Judy seconded the motion. Motion carried 5-0.

7. Recycling Service – Based on the online poll customers voted in favor of keeping the recycle services. Citizens in the Valley Falls school district can contact City Hall and pay \$96 a year to use the services.

Gary made a motion to approve keeping recycling. Judy seconded the motion. Motion carried 5-0.

8. Waste Tire Grant Contract – The city was approved for the grant which would get the city tables and benches for down by the river front.

Salih made a motion to accept the grant. Jennifer seconded the motion. Motion carried 5-0.

9. No trucks Sycamore Street K-16 to K-4 – Audree spoke about since the city has to maintain this stretch of road now to pass an ordinance to not allow commercial trucks on the road. Leonard advised they could write up an ordinance.

Gary made a motion to approve writing an ordinance. Salih seconded the motion. Motion carried 5-0.

10. EMC Insurance Deductibles – Audree presented the price difference if the deductibles were raised.

a. Current Deductibles - \$52,396 Premium

Wind and Hail - \$5,000, All Perils - \$2,500, Inland Marine - \$1,000

b. Increased Deductibles - \$48,396 Premium

Wind and Hail - \$10,000, All Perils - \$5,000, Inland Marine - \$1,000

Gary made a motion to approve the higher deductible. Jennifer seconded the motion. Motion carried 5-0.

Vouchers:

The April 5, 2023, vouchers. Salih moved to approve vouchers. Gary seconded the motion. Motion carried 5-0.

City Administrator:

Daily Operations

1. Audit Auditor was here on March 2nd and 3rd. Reached out for update on Audit presentation. RFP for audit services will be sent out after completion of audit presentation.

2. Pool Shirts Designed a new shirt for the pool staff.

3. Water Violation Letter The City received a letter of violation from KDHE on Monday, March 24th. The violation was due to an increase in Trihalomethanes in Q1 sample. Trihalomethanes are a bi-product of chlorine. These levels can increase due to a drop in temperature. The cold weather is most likely what caused the increase in Trihalomethanes.

A system flush in the affected areas will be performed to correct the increased levels, and sodium permanganate will be added to the system to help decrease levels.

A letter explaining the violation and what to do (drafted by KDHE) was mailed out to all water customers. In addition, it was posted on our Facebook Page and published in the newspaper.

- 4. Barnes Addition Plot** PEC has completed the draft. PEC is reviewing and will have for final signatures in the next few weeks.
- 5. Pool Drive Way** – The pool driveway is completed.
- 6. Economic Development Board** – Collaborative meeting at work session on April 12th.
- 7. Planning Commission** – K-State will help create the comprehensive plan in Spring 2024. This would be at no cost to the city. Public Hearing for amendment to Zoning Ordinance for Shipping Containers at next meeting on April 13th.
- 8. Water Source Project** PEC is getting final information for proposal to move forward with test wells and information from the studies done in 2005.
- 9. Utility Mapping** Met with KRWA on February 24th to update maps. Once updates with KRWA are complete PEC will host updated Sewer and Water maps.
- 10. 419 Broadway St Condemnation** Next progress update June 7th.
- 11. 204 Walnut St Condemnation** Next update April 5th.
- 12. 207 Sycamore St Condemnation** No progress. Next update April 19th.

Grants & Projects

- 1. CDBG Sewer Project Phase 1-** Bid opening on Feb 21st. Must have contract awarded by 3/15/2023.
- 2. KDHE Waste Tire Grant** – Awarded grant of \$2,600 for benches and tables.
- 3. USDOT Safety Action Plan Grant** – Awarded grant of \$40,000 Federal Funding and \$5,000 KDOT. City share is \$5,000. The plan can include sidewalks, bike routes, streets and more. Work with PEC as Engineer for this project.
- 4. HEAL Grant** Submitted two applications with Brown Brothers. 405/407 Broadway – Building & 409/411 Broadway – Façade. Awards announcement anticipated by end of May.
- 5. KDOT TA.** Applications are due in February 2024. Working with PEC for grant application and engineering estimates.
- 6. KDOT Safe Routes to School** Applications are due in February 2024. Working with PEC for grant application and engineering estimates.
- 7. Kansas Forestry Grants** Submitted proposal for Kansas Forestry Grants. This is the city proposal for the state to apply for the federal dollars.
- 8. Fire Hydrant Testing** – Reached out to KRWA to start the project. They have added us to the schedule to start the flow testing. This will be done over several days when the weather is above freezing. This service is free.
- 9. American Rescue Plan Act (ARPA)** – Projects completed to date include: gWorks Software, RV Park Electrical Upgrade. Funds used to date: \$23,851.40. Projects pending to date include: KDOT TA Downtown Streetscape Project. Remaining Funds: \$145,106.96.
- 10. Opioid Settlement** – Total received to date is \$2,952.96. \$0.00 expended. Working with PD on possible uses of funds and application of opioid settlement grant.
- 11. K-4 / K-16 Street Lights** – Estimate received from PEC. Around \$30,000 to add lighting. KDOT is going to perform a safety study. If warranted by KDOT, the light cost will be covered by KDOT. Safety study is anticipated to be completed in Spring 2023.
- 12. KDHE Lead & Copper** Lead & Copper Inventory due to KDHE by October 16, 2024. Getting estimate from PEC for consultant for this project.
- 13. Automatic Water Meters** – 342 meters installed to date. Total of 493 water meters.

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

Water:

Attended the KRWA conference in Wichita gained some good information and made some new supplier contacts.

Got the ground around most of the water leaks graded and reseeded.

Sewers:

Got the gate valve installed at the lagoon.

Kenneth took his sewer test at the KRWA conference.

Streets:

Been temporary patching the pot holes in the streets till we get warmer weather to put in the asphalt patching.

Pool:

The pool has been painted and looks good.

Police:

□ Officer Rivera and I attended the KDOT Conference in Hiawatha. The training speakers were from Kansas Highway Patrol Human Trafficking Unit. They discussed how the human trafficking crime system operates, and how to retain the proper evidence. Another topic they provided was Sex Offender Registry stipulates/laws that sex offenders have to abide by, or found to be in violation.

□ Officers of the department are wearing ribbons for Sexual Assault Awareness and Autism Month on our vests.

□ April 5th, 2023 the Valley Falls Police Department is providing training to promote Sexual Assault Awareness Month. The presenters are from Stormont Vail and The Sexual Trauma & Abuse Care Center for Jefferson County. The departments invited are from the Jefferson County Sheriff's Office, Tonganoxie Police Department, Holton Police Department, McLouth PD, and the Atchison Police Department. Petro Gas Station provided the morning snacks for the attendees:

□ Motorola began the first step into setting up the new camera system in the Expedition to become mobile. While in the meeting, they offered to provide the extra equipment to make the other camera systems mobile as well at no cost. The cost of the installation will be the only thing the police department has to cover

Mayor: No Report.

Fire District: No Report.

Economic Development Board: No Report

Planning & Zoning Commission: No Report

City Council Comments: None

EXECUTIVE SESSION

Gary 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: the City Administrator and City Attorney. The open meeting will resume in the city council room at 8:00 PM. Judy seconded the motion. Motioned carried 5-0.

No action taken

ADJOURNMENT

Jennifer made a motion to adjourn the meeting. Gary seconded the motion. Motion carried 5-0.

APPROVED: _____
JEANETTE SHIPLEY, MAYOR

ATTEST: _____
CHRISTINE WEISHAAR, CITY CLERK



City of
VALLEY FALLS

Incorporated May 17, 1869

PUBLIC COMMENT POLICY

This is a business meeting of the governing body for the City of Valley Falls. We strive to run a smooth and efficient meeting.

Public Comment is limited to 3 minutes per person. Speakers shall state their name and address. This is intended for citizens to express their views. City Council Members will not engage in dialogue with the speaker. Belligerent, rude, and offensive speakers will be stopped immediately. Citizen should reach out to City Council Members to have personal discussion of their concerns outside of City Council Meetings.

Any comment for agenda items shall be taken only during the specific agenda item. All questions posed during public forum should be answered within the specific agenda item by any City Council Member or followed up as needed by staff in a timely manner during regular business hours following the meeting.

Citizens desiring to comment on matters of a general nature, not specific to an agenda item, shall sign up in advance of the meeting & shall provide name and address, and the purpose or nature of the request. This request should be received by the City Administrator before Friday at noon preceding the meeting. No action or formal comment will be taken on such request at the council meeting. Staff will follow up in a timely manner during regular business hours following the meeting.

RESOLUTION NO. 2023-02

A RESOLUTION AUTHORIZING THE CONSUMPTION OF ALCOHOLIC LIQUOR ON PUBLIC STREETS DURING THE 2023 SPRING BRICKSTREET BOURBON CORNHOLE EVENT

WHEREAS, the City Council has approved as the 2023 Spring Brickstreet Bourbon Cornhole Event to occur on April 29, 2023.

WHEREAS, the City Council has approved the 400 block of Broadway to be closed to vehicular traffic. Such street closure shall be approved from 5:00 p.m. to 11:00 p.m. with the consumption of alcoholic liquor allowed thereon from 5:00 p.m. to 11:00 p.m. on Saturday, April 29, 2023.

WHEREAS, the consumption of alcoholic liquor at the 2023 Spring Brickstreet Bourbon Cornhole Event will be authorized by one of the options set forth in both Section Chapter 3, Article 7 of the Code of the City of Valley Falls and K.S.A. 41-719(a)(2), and any temporary permit or temporary extension of licensed premises required has been applied for and will be issued by the State of Kansas upon the presentation of this Resolution, or any caterer's notification will be made as required by law.

NOW, THEREFORE, BE IT RESOLVED that the City Council, pursuant to Chapter 3, Article 7 of the Code of the City of Valley Falls, and in consideration of the factors set forth in Chapter 3, Article 7 of the Code of the City of Valley Falls, grants its approval for the consumption of alcoholic liquor on the city streets, sidewalks and public right of ways which are located within the designated event area of 2023 Spring Brickstreet Bourbon Cornhole Event to occur from 5:00 p.m. to 11:00 p.m. on Saturday, April 29, 2023 as set forth above.

ADOPTED by the governing body of the City of Valley Falls, Kansas, this 19th day of April, 2023.

CITY OF VALLEY FALLS, KANSAS

Jeanette Shipley, Mayor

ATTEST:

Christine Weishaar, City Clerk

Noon Whistle / Storm Siren Options

Jefferson County

- \$5,000 for siren/ installation
- 120 Decibels
- Requires 3-Phase Electric
- Dispatch has to sound off the siren. County will NOT sound off every day at noon. Only tested on the 1st and 3rd Wednesday of the month, weather permitting.
- Must be programmed to County Frequencies

Used

- \$15,000 for siren/ installation
- 120 Decibels
- Single Phase Electric
- Dispatch has to sound off the siren. County will NOT sound off every day at noon. Only tested on the 1st and 3rd Wednesday of the month, weather permitting.
- Must be programmed to County Frequencies

New

- \$26,000 for siren/ installation
- 120 Decibels
- Single Phase Electric
- Dispatch has to sound off the siren. County will NOT sound off every day at noon. Only tested on the 1st and 3rd Wednesday of the month, weather permitting.
- Must be programmed to County Frequencies

Golf Course Siren

- \$5,800 for just siren + installation cost
- 110 Decibels
- Single Phase Electric
- Includes a P/A system
- Will be controlled by city ONLY

Air-Raid Siren

- \$200 - \$1500 for just siren and City installs
- 120 – 160 Decibels
- Single Phase Electric
- Will be controlled by city ONLY

NOTE: The old noon whistle is NOT located on City-owned property or Right-of-Way. It is located on private property.

ORDINANCE NO. 16-219

AN ORDINANCE AMENDING THE ZONING REGULATIONS OF THE CITY OF VALLEY FALLS, KANSAS, AS ORIGINALLY ADOPTED BY ORDINANCE NO. 16-201, AND INCORPORATING AS A PART THEREOF AMENDMENTS TO ARTICLE 22, SECTION 104, AS THEY RELATE TO FREIGHT SHIPPING CONTAINERS, RAIL CARS, SEMI-TRAILERS, TRUCK BOXES, METAL STORAGE CONTAINERS OR ANY OTHER SIMILAR SHIPPING CONTAINER SHALL NOT BE USED AS AN ACCESSORY BUILDING OR FOR STORAGE IN CITY LIMITS WITHOUT PRIOR APPROVAL BY THE GOVERNING BODY AS A CONDITIONAL USE PERMIT.

THAT WHEREAS on April 19, 2023, the City of Valley Falls, Kansas enacted Ordinance No. 16-219, of the City of Valley Falls, Kansas for said City, official copies of the same being on file with the City Clerk; and

WHEREAS, the City of Valley Falls Planning Commission has prior hereto and after given due notice held a public hearing on April 13th and made certain recommendations for amendments as contained herein; and

WHEREAS, the Governing Body of the City of Valley Falls, Kansas desires to approve such amendments to the Zoning Regulations in accordance therein;

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF VALLEY FALLS, KANSAS;

Section 1. That in Article 22, Section 104 shall be amended to add the following provisions:

ARTICLE 22 – SUPPLEMENTARY USE REGULATIONS

SECTION 104: Conditional Uses Enumerated: The following Conditional Uses may be approved by the Governing Body as provided in this Article

37. Freight shipping containers, rail cars, semi-trailers, truck boxes, metal storage containers or any other similar shipping container used as an accessory building or for storage

Section 2. This Ordinance shall take effect after its publication once in the official city newspaper.

Passed and approved by the Governing Body of the City of Valley Falls, Kansas on April 19, 2023.

Jeanette Shipley, Mayor

(SEAL)
ATTEST:

Christine Weishaar, City Clerk



City of
VALLEY FALLS

Incorporated May 17, 1869

COUNCIL MEETING DATE: April 19, 2023

INVOICES IN THE TOTAL AMOUNT OF: \$89,475.75

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 April, 2023

City Clerk

ACCOUNTS PAYABLE REPORT

VENDOR NAME DEPARTMENT	LINE	INVOICE NUMBER	REFERENCE	PAYMENT AMOUNT
ASHTON KATE CONSTRUCTION POOL	FACILITIES MAINTENANCE	2023	Pool Painting	19,500.00
***** VENDOR TOTAL *****				19,500.00
COMPUTER DOCTORS LLC ADMINISTRATION	COMMODITIES	9613	IT SERVICES	750.00
POLICE	COMMODITIES	9613	IT SERVICES	750.00
WATER	COMMODITIES	9613	IT SERVICES	375.00
SEWER	COMMODITIES	9613	IT SERVICES	375.00
***** VENDOR TOTAL *****				2,250.00
CORE & MAIN STREET	VEHICLE MAINTENANCE/FUEL	602750	Blade	170.00
***** VENDOR TOTAL *****				170.00
DAVIS PUBLICATION ADMINISTRATION	CONTRACTUAL	3312023	public hearing, ad	232.00
***** VENDOR TOTAL *****				232.00
EMEDCO SOLID WASTE	REIMBURSEMENT/MISC	9352899438	Do not enter sign	54.21
SOLID WASTE	REIMBURSEMENT/MISC	9352920804	City wide clean up Sign for city clean up	396.90
***** VENDOR TOTAL *****				451.11
HALL COMMERCIAL PRINTING POOL	COMMODITIES	230332	Rules Sign for Pool	203.00
***** VENDOR TOTAL *****				203.00
HAWKINS WATER	CONTRACTUAL	6447942	Chlorine Cylinders	80.00
***** VENDOR TOTAL *****				80.00
JAN MCKNIGHT ADMINISTRATION	CONTRACTUAL	04052023	Flowers/ Pot Maintenance	50.00
***** VENDOR TOTAL *****				50.00
JEPSON & ASSOCIATES INSURANCE ADMINISTRATION	INSURANCE - GL, WC, PROP	2023	PROPERTY/ GL INSURANCE	2,401.14
POLICE	INSURANCE - GL, WC, PROP	2023	PROPERTY/ GL INSURANCE	8,584.14
STREET	INSURANCE - GL, WC, PROP	2023	PROPERTY/ GL INSURANCE	1,847.33
PARKS	INSURANCE - GL, WC, PROP	2023	PROPERTY/ GL INSURANCE	5,041.97
POOL	INSURANCE - GL, WC, PROP	2023	PROPERTY/ GL INSURANCE	7,004.56
WATER	INSURANCE - GL, WC, PROP	2023	PROPERTY/ GL INSURANCE	19,513.85
SEWER	INSURANCE - GL, WC, PROP	2023	PROPERTY/ GL INSURANCE	4,003.01

ACCOUNTS PAYABLE REPORT

VENDOR NAME DEPARTMENT	LINE	INVOICE NUMBER	REFERENCE	PAYMENT AMOUNT
JEPSON & ASSOCIATES INSURANCE				
***** VENDOR TOTAL *****				48,396.00
K-4 AG & SERVICES LLC				
POLICE	VEHICLE MAINTENANCE/FUEL	03312023	Oil Change, Charger Repair	554.93
WATER	VEHICLE MAINTENANCE/FUEL	03312023	Oil Change, Charger Repair	35.59
SEWER	VEHICLE MAINTENANCE/FUEL	03312023	Oil Change, Charger Repair	35.59
***** VENDOR TOTAL *****				626.11
KADOR MISC TAX SECTION				
WATER	CONTRACTUAL	05.15.2023	Clean Drinking Water	295.86
***** VENDOR TOTAL *****				295.86
MIDWAY AUTO SUPPLY				
POLICE	VEHICLE MAINTENANCE/FUEL	03312023	shocks, cleaning wipes	9.86
WATER	VEHICLE MAINTENANCE/FUEL	03312023	shocks, cleaning wipes	166.58
SEWER	VEHICLE MAINTENANCE/FUEL	03312023	shocks, cleaning wipes	166.58
***** VENDOR TOTAL *****				343.02
MIDWEST OFFICE TECHNOLOGY ADMINISTRATION				
	CONTRACTUAL	358013	Printing	82.03
***** VENDOR TOTAL *****				82.03
PETRO VALLEY FALLS				
POLICE	VEHICLE MAINTENANCE/FUEL	03162023	FUEL	181.33
STREET	VEHICLE MAINTENANCE/FUEL	03162023	FUEL	30.00
WATER	VEHICLE MAINTENANCE/FUEL	03162023	FUEL	30.00
SEWER	VEHICLE MAINTENANCE/FUEL	03162023	FUEL	30.00
***** VENDOR TOTAL *****				271.33
SCHULTE SUPPLY				
WATER	COMMODITIES	1198644	Sewer Shovel	30.00
SEWER	COMMODITIES	1198644	Sewer Shovel	29.95
***** VENDOR TOTAL *****				59.95
SERVAES ENTERPRISE				
STREET	COMMODITIES	03312023	Gravel	244.30
WATER	COMMODITIES	03312023	Gravel	244.30
SEWER	COMMODITIES	03312023	Gravel	244.30
***** VENDOR TOTAL *****				732.90
SHARON WYNKOOP				
STREET	VEHICLE MAINTENANCE/FUEL	182608	Tires for dump truck	175.00
WATER	VEHICLE MAINTENANCE/FUEL	182608	Tires for dump truck	150.00
SEWER	VEHICLE MAINTENANCE/FUEL	182608	Tires for dump truck	175.00

ACCOUNTS PAYABLE REPORT

VENDOR NAME DEPARTMENT	LINE	INVOICE NUMBER	REFERENCE	PAYMENT AMOUNT
SHARON WYNKOOP				
***** VENDOR TOTAL *****				500.00
VALLEY FALLS CHAMBER				
WATER	COMMODITIES	4697	Chamber Buck - Thank you	25.00
SEWER	COMMODITIES	4697	Chamber Buck - Thank you	25.00
***** VENDOR TOTAL *****				50.00
WASTE MANAGEMENT				
SOLID WASTE	CONTRACTUAL	04032023	Trash Service	12,048.41
***** VENDOR TOTAL *****				12,048.41
WESTERN CONSULTANTS				
SEWER	GRANTS & DONATIONS	03312023	KDHE Loan	850.00
SEWER	GRANTS & DONATIONS	03312023-02	Grant Admin	2,259.00
***** VENDOR TOTAL *****				3,109.00
WESTERN HARDWARE & AUTO				
STREET	COMMODITIES	04062023	washers, drill bit,	1.96
POOL	COMMODITIES	04062023	washers, drill bit,	12.79
WATER	COMMODITIES	04062023	washers, drill bit,	10.28
***** VENDOR TOTAL *****				25.03
***** REPORT TOTAL *****				89,475.75

DEPARTMENT	INV	PAYMENTS
ADMINISTRATION	5	3,515.17
POLICE	5	10,080.26
STREET	6	2,468.59
PARKS	1	5,041.97
POOL	4	26,720.35
WATER	12	20,956.46
SEWER	11	8,193.43
SOLID WASTE	3	12,499.52
DEPARTMENT TOTALS	47	89,475.75



City of
VALLEY FALLS

Incorporated May 17, 1854

City Administrator Report
City Council April 19, 2023

Daily Operations

1. **Audit Auditor** will be here in May to present audit. RFP for audit services will be sent out after completion of audit presentation.
2. **Presented** to Jr High Social Studies Class on April 5th about water and sewer rates and infrastructure in Valley Falls.
3. **Trash Audit** Working on trash audit to compare WM billed addresses vs. City billed addresses.
4. **ARPA** Completed the annual ARPA report for 2023.
5. **Economic Development Board** - Collaborative meeting over by-laws on June 28th.
6. **Planning Commission** - Met on April 13th to hold public hearing and make recommendation for Shipping Containers. K-State will help create the comprehensive plan in Spring 2024.
7. **Barnes Addition Plot** PEC has completed the draft. PEC is reviewing and will have for final signatures in the next few weeks.
8. **Water Source Project** PEC is getting final information for proposal to move forward with test wells and information from the studies done in 2005.
9. **Utility Mapping** Met with KRWA on February 24th to update maps. Once updates with KRWA are complete PEC will host updated Sewer and Water maps.
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13. **KDHE Lead & Copper** Lead & Copper Inventory due to KDHE by October 16, 2024. Submitted grant application to KDHE for technical assistance.

CITY OFFICE

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

Financials

Fund Balances

Fund #	Fund Name	Previous Balance	Current Balance
100	General Fund	\$203,600.93	\$141,267.23
160	Pool Reserve	\$4,734.19	\$4,734.19
200	Capital Improvement Fund	\$152,224.52	\$152,224.52
300	Special Hwy & Streets	\$79,276.92	\$79,276.92
400	Equipment Reserve	\$21,361.71	\$21,361.71
500	Bond & Interest	\$187,581.04	\$102,992.29
600	RHID	\$65,434.98	\$65,434.98
720	Water	\$92,122.75	\$74,630.11
721	Water Reserve	\$13,100.00	\$13,100.00
730	Sewer	\$209,039.01	\$202,836.21
731	Sewer Reserve	\$13,100.00	\$13,100.00
740	Solid Waste	\$60,828.62	\$51,974.91
790	Insurance Reserve	\$748.00	\$748.00
Total		\$1,103,152.67	\$923,681.07
CD #	Fund/ Fund Name	Previous Balance	Current Balance
Bank 500	Money Market (PBC)	\$11,949.25	\$11,949.25
X0971	Bond & Interest Fund (500)	\$153,500.00	\$153,500.00
X2279	Sewer Fund (730)	\$91,083.20	\$91,083.20
Total		\$256,532.45	\$256,532.45
Total In Bank		\$1,359,685.12	\$1,180,213.52

Budget

Fund #	Fund Name	Budget	YTD Expended	Difference
100	General Fund	\$729,701	\$226,987.31	\$502,713.69
160	Pool Reserve	\$6,500	\$0.00	6,500.00
200	Capital Improvement Fund	\$50,000	\$0.00	\$50,000.00
300	Special Hwy & Streets	\$172,841	\$6,175.00	\$166,666.00
400	Equipment Reserve	\$63,000	\$0.00	\$63,000.00
500	Bond & Interest	\$182,393	\$84,588.75	\$97,804.25
600	RHID	\$60,000	\$0.00	\$60,000.00
720	Water	\$543,500	\$119,049.21	\$424,450.79
721	Water Reserve	\$50,000	\$0.00	\$50,000.00
730	Sewer	\$3,821,000	\$117,393.66	\$3,703,606.34
731	Sewer Reserve	\$50,000	\$0.00	\$50,000.00
740	Solid Waste	\$258,000	\$48,285.23	\$209,714.77
790	Insurance Reserve	\$0	\$0.00	\$0.00
Total		\$5,986,935.00	\$602,479.16	\$5,384,455.84

CITY OFFICE

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City of
VALLEY FALLS

Incorporated May 17, 1869

Public Works Report
April 19, 2023

Water:

Got 75 meters installed we are almost done with all the residential meters

Sewers:

Signed Chad up for a class on lagoon management so he can maintain his certification
Completed our Q12023 discharge monitoring report all levels were/are within compliance

Streets:

Did a temporary repair to the drive transition at the pool
Will be installing the sun canopy at the pool and doing prep work for the pool season
Preparing to start on the street maintenance season

Parks:

Started the mowing season and will be doing spraying when we have favorable weather conditions



City of
VALLEY FALLS

Incorporated May 17, 1869

Police Department Report
April 5, 2023

- NCIC terminals have been successfully installed in all the MDTs
- Officer Taylor is finishing up week 6 at KLETC
- Meet with school administrator staff regarding a SVPP Grant
- PD has access to Spotlight thru Thorn, a national wide law enforcement data base for human trafficking to identify potential victims
- Still working with Motorola to finish the mobile camera system
- Planning with FM Life88.5 with Snow Cone with a Cop scheduled for June 20th 4-6pm at the City Park

04/06 Outside Agency Assist with Missing Child

04/06 Reckless driver

04/06 Traffic stop

04/06 Traffic stop

04/09 911 Hang up

04/12 VIN Inspection

04/12 Non injury accident

04/12 Verbal Domestic

04/13 Verbal Domestic

04/14 Dog Running at Large

04/14 Nuisance animal complaint

04/15 McLouth Freedom Parade

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;