



# 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](mailto:cityadmin@valleyfalls.org) before the meeting.

August 17, 2022 6:30 PM  
Regular Meeting

### CALL TO ORDER

### PLEDGE OF ALLEGIANCE

### ROLL CALL - City Council and Staff

MINUTES - Regular Meeting of August 3, 2022 ◇

MINUTES - Special Meeting of August 10, 2022 ◇

INVOICES - \$48,530.15 ◇

### PUBLIC COMMENTS & GUESTS:

*Public Comment Policy* ◇

### BUSINESS ITEMS:

1. 207 Sycamore Status Update
2. 204 Walnut Status Update
3. USD #338 Vacating Elm Street Petition
4. Audit Presentation - Agler & Gaeddert
5. Ranson Financial Rate Review
  - a. Sewer
  - b. Water
6. Emergency Snow Route Ordinance #14-209.1
7. Skid Steer Broom Attachment
8. ACE Pipe Cleaning Sewer Lagoon - \$3,718.40
9. Kansas Pride Program

### TABLED ITEMS:

1. Alley Behind Post Office
2. Myer Option to Purchase

### REPORTS:

CITY ADMINISTRATOR: Audree Aguilera ◇

PUBLIC WORKS: Bill McCoy ◇

POLICE: ◇

MAYOR: Jeanette Shipley

FIRE DISTRICT: Salih Doughramaji

ECONOMIC DEVELOPMENT BOARD: Audree Aguilera or Chair

PLANNING & ZONING COMMISSION: Audree Aguilera or Chair

CITY COUNCIL COMMENTS/ FEEDBACK/ IDEAS

### ANNOUNCEMENTS/ COMMUNICATIONS:

City offices closed September 5<sup>th</sup> in observance of Labor Day.

Public Hearing for Zoning change at 1509 Linn St on September 1<sup>st</sup> at 6:30 PM at City Hall.

Public Hearing for Budget and Revenue Neutral Rate on September 7<sup>th</sup> at 6:30 PM at City Hall.

**EXECUTIVE SESSION** ◊

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 City Administrator. The open meeting will resume in the city council room at \_\_\_\_PM.

**ADJOURNMENT**

## CITY OF VALLEY FALLS

August 3, 2022

### Open Meeting

The meeting was called to order at 6:30 pm by Mayor Jeanette Shipley. Council members present were, Jennifer Ingraham, Salih Doughramaji, Gary McKnight Judy Rider, and Matt Frakes. Staff present: Audree Aguilera, City Administrator, Bill McCoy, Public Works, Chris Weishaar, City Clerk, and Lori Glissman, Pool Manager.

Others present: Dianne Heinen, Scott Heinen, Skyler Brown, Sallie Meyer, Nancy Gatzemeyer, Suzanne Willhoite, & Lori Williams.

#### **Minutes:**

The minutes from the July 20, 2022, meeting was presented. Salih moved to approve the minutes with grammatical corrections. Jennifer seconded the motion. Motion carried 5-0

#### **Vouchers:**

The August 3, 2022, vouchers were presented. Salih moved to approve vouchers totaling \$18,305.87. Judy seconded the motion. Motion carried 5-0.

#### **Pool Report:**

##### **Swimming lessons complete -**

- around 185 signed up for lessons
- Some refunds were issued as they were unable to attend

##### **Closing Saturday, August 13th at 7:00**

- Checking with staff if anyone is interested in keeping open during the week after school starts 4:00-7:00. Depends on availability
- Depends on the weather.
- Depends on the amount of chlorine in the tank
- Will need a week or so after closing to clean up and pack away.

##### **Upcoming Pool Parties**

- Friday, August 5th - Staff End of Season Party
- Saturday, August 6th -
- Tuesday, August 9th - Giant Communications - ad has been shared on Facebook there will be food and prizes.
- Thursday, August 11th - PTO Back to School Party

##### **Awning purchased and received to cover the concession stand counter**

- This is being stored in the shed. Will put up next season

##### **Creating a list of what needs to be considered for purchase or repair.**

- Guard chair
- Pool ladder in the 5ft is missing a step
- Driveway entrance to pool. Rock is washing away,
- Additional tables (2) and lounge chairs.
- Consider a different desk. The one we have is falling apart. Probably good for another year.
- Speakers and speaker wire

**Public Comments & Guests:**

Skyler Brown, Suzanne Willhoite, Lori Williams, Nancy Gatzemeyer spoke reference the need for an officer who cares about Valley Falls. Some mentioned Travis Courter.

**BUSINESS ITEMS:**

A. Audit Presentation – Agler & Gaeddert – Harold Agler was not present. Audree will reschedule.

B. 2022 Standard Traffic Ordinance # 14-118 – Roll call was done. Gary made a motion to approve the Ordinance. Jennifer seconded the motion. Motion carried 5-0.

C. 2022 Uniform Public Offense Code Ordinance #11-116 – Roll call was done. Gary made a motion to approve the Ordinance. Jennifer seconded the motion. Motion carried 5-0.

D. Payment Agreement Policy – Audree presented the new payment agreement for delinquent utilities. Jennifer made a motion to approve the agreement. Gary seconded. Motion carried 5-0.

E. Blue Cross Blue Shield Rates – Audree presented the rate plan for BCBS for 2023. There is a slight increase. Salih made a motion to approve the new rates. Jennifer seconded. Motion carried 5-0.

F. Meyer Option to Purchase – Sallie Meyer was present to revisit her son Craig's option to purchase the lot behind his home on 19<sup>th</sup> Street. The council took no action and asked Audree to arrange a meeting with the city attorney.

G. Valley Falls Community Foundation Agreement – Audree presented to paperwork for the Community Foundation to setup an account for the swimming pool. Salih made a motion to approve the agreement. Judy seconded the motion. Motion carried 5-0.

H. Alley Behind Post Office – Audree presented paving/cement estimates of around \$10,500.00 for the alley. Discussion was had to contact property owners to share in the cost. Tabled topic.

I. Skid Steer Broom Attachment – Price to purchase an attachment with a gutter brush is \$10,854. Matt suggested contacting SourceWell for estimates. Audree will look into it. Tabled.

J. Blue Cross Blue Shield exercise equipment grant – Audree and Jeanette discussed the grant available through BCBS for an exercise area. Council asked for pictures and more information.

K. 2023 CDBG Grant – No new information

L. Waste Tire Grant – Audree will look into the grant.

M. USDOT Grant – Safety Action Plan – The grant application is due September 15<sup>th</sup>. Audree will apply. The city would need to submit an action plan.

Table Items were mentioned and decided to be removed from the agenda for now.

**City Administrator:**

- 1) **CDBG Sewer Project Phase 1**- Design and Environmental in progress. Should have final designs in the next couple weeks. Bids anticipated for early fall 2022. Construction anticipated in 2023.
- 2) **CDBG Sewer Project Phase 2** – Preliminary Engineering Report in progress. 2023 CDBG Grant year is pausing the sewer/ water grants. Project will be postponed to 2024 if changes are approved.
- 3) **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: K-16 Entry Signs. Funds planned for projects: \$7,000. Remaining Funds: \$145,106.96.
- 4) **Opioid Settlement** – We received a first disbursement of \$283.10. The Attorney General’s office does not know when rest of funds will be disbursed. 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.
- 5) **Budget** – Budget presentation and state budget form complete. Public Hearing for Budget and RNR set for September 7th.
- 6) **RV Park Electrical Update** – Complete.
- 7) **811** The City of Valley Falls has not been part of 811. I am working on the paperwork and mapping to add us to the Kansas 811 system. We are required by law to be a part of 811.
- 8) **Awning at Pool** Awning for the pool has been ordered and delivered.
- 9) **Payment Agreement** Drafted an official policy for dealing with payment plans/ extensions.
- 10) **Post Office Permit** Closed the account and received refund for our postage stamp. We must have 500 bills to mail out. We no longer have the quantity due to people signing up for paperless billing on new software.
- 11) **Flag Pole** Was working with Guard Sales to get a flag pole placed at city hall. The flag pole cannot be placed for a few reasons. 1) If a free-standing pole was placed it would either be to close to the building or electric lines. Cannot be placed on building due to unknown structural integrity of brick.
- 12) **Pond** on Oak Street was treated for duck weed.
- 13) **Fire Hydrant on Linn** – Met with Schulte Supply for plan on water hydrant repair. Parts being ordered.
- 14) **Economic Development Board** – Will meet again on August 15th.
- 15) **Planning Commission** –Next meeting is September 1st. We now have two vacant spots. There are 4 active members on 6-person board. Advertised on for open positions.
- 16) **Audit** –After audit approved, then the final audit will be sent of to requesting agencies.
- 17) **Personal Policies & Guidelines** – Reviewed with EMC on June 3rd. Final revisions and copy received. Sent to Leonard for review. Will review with council at work session on August 10th.
- 18) **Entry/ Welcome Signs** – Received USACE approval. Must apply with KDOT for signs in ROW. Working with PEC for estimate on engineering.

- 19) **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.
- 20) **Memorandum of Understandings** – Received signed MOU from Athletic Association. Have reached out to Recreation for update on when it will be signed.
- 21) **Automatic Water Meters** – 244 meters installed to date. Total of 493 water meters.
- 22) **Rate Study** – Rate study presentation at City Council on August 17th.
- 23) **Fire Hydrant Testing** - KRWA will be flow testing all our fire hydrants after water tower work is complete. This service is free.
- 24) **Tucking Lot** – working on hauling in dirt and leveling out lot.
- 25) **Hurst Water Tower** – Installed valve. Work anticipated to begin at the end of September/ early October.

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

**Water:**

Working with Audree to get the one deficiency from KDHE inspection corrected  
Audree and I had a meeting with Schulte about the hydrant at 5th and Linn we have a plan to enable us to be able to replace the leaking hydrant

**Sewers:**

Got Kenneth and I enrolled to take the class and test for our sewer certification at the KWEA conference Aug 30 – Sep 1, 2022

**Streets:**

Put up new signage on the gates for ballfield  
Replaced the old “NO TRUCKS” Image sign with a new one on Sycamore  
Finished cleanup for 4-H parade  
Sprayed the pond on Oak Street to kill duckweed seems to be working will keep an eye on it and retreat as needed  
Picked up new supply of sand and pea gravel  
Working on relandscaping the ditch line by the boat ramp  
Tree limbs and brush clean-up on hold until we get Chevy truck back.

**General:**

Took Chevy to Cable Dahmer. No estimate timeline for repair.

**Mayor:**

Advised the streets looked nice for the fair parade. Jerry Heinen bought Ice Cream shop.  
Jessie Nickelson expressed interest on being on the Planning Commission. Matt Hisey is thinking about serving. Boat ramp is looking good. The Pharmacy is offering free school supplies. A new stylist will be working at Another Monday Morning.

**Fire District:** No Report

**Economic Development Board:** No Report

**Planning & Zoning Commission:** No Report

**City Council Comments:**

Matt is opposed to the Tucking Lot being developed for city maintenance supplies and how it will affect the beauty of the City. Jennifer asked why a different fence couldn't be used and possibly have a mural painted on it? The topic will be placed on the work session agenda.

Judy asked about the old pool status. Audree advised the surveyor is not reaching out.

**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**

August 11, 2022

**Special Open Meeting**

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

Staff present: Audree Aguilera, City Administrator and Eddie Rivera, Police Officer.

Others present: Dee Heinen, Skyler Brown, and David Key.

**Public Comments & Guests:**

Skyler Brown handed out a petition signed by almost 100 people wanting Travis Courter as Police Chief and some people wrote comments also.

**BUSINESS ITEMS:**

Kansas Pride Program – David Key did a presentation at the Mayor’s request about what the Kansas Pride Program is and what it can do for a City.

**EXECUTIVE SESSION:**

Gary moves the city council recess into executive session to discuss police chief applications pursuant to the **non-elected personnel** matter exception, K.S.A. 75-4319 (b) (1) to include: mayor, city council, and city administrator. The open meeting will resume in the city council room at 8:00PM. Jennifer seconded the motion. Carried 4-0

Gary moves the city council recess into executive session to discuss police chief applications pursuant to the **non-elected personnel** matter exception, K.S.A. 75-4319 (b) (1) to include: mayor, city council, and city administrator. The open meeting will resume in the city council room at 8:15PM. Jennifer seconded the motion. Carried 4-0

No Action Taken

**ADJOURNMENT**

Gary made a motion to adjourn the meeting at 8:16 P.M. Judy 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: August 17, 2022

INVOICES IN THE TOTAL AMOUNT OF: \$48,530.15

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 August, 2022

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

**ACCOUNTS PAYABLE REPORT**

VENDOR NAME DEPARTMENT	LINE	INVOICE NUMBER	REFERENCE	PAYMENT AMOUNT
AGLER & GAEDDERT ADMINISTRATION	CONTRACTUAL	57740	Annual Audit, W-2/ 1099 Prep	2,396.00
WATER	CONTRACTUAL	57740	Annual Audit, W-2/ 1099 Prep	2,396.00
SEWER	CONTRACTUAL	57740	Annual Audit, W-2/ 1099 Prep	2,397.13
***** VENDOR TOTAL *****				7,189.13
AMERICAN BOTTLING COMPANY POOL	CONCESSIONS	3044013683	Pop for concessions	107.68
***** VENDOR TOTAL *****				107.68
ARAMARK ADMINISTRATION	CONTRACTUAL	07312022	Rugs	190.43
***** VENDOR TOTAL *****				190.43
COUNTRY CORNER VARIETY POOL	COMMODITIES	08042022	Flowers for Alison Myers	70.00
***** VENDOR TOTAL *****				70.00
DAVIS PUBLICATION ADMINISTRATION	CONTRACTUAL	07312022	Zoning Change, 426 Broadway St	811.00
***** VENDOR TOTAL *****				811.00
EVERGY. ADMINISTRATION	COMMODITIES	102817302	Electric Poles for Xmas Lights	1,646.00
***** VENDOR TOTAL *****				1,646.00
FARRIS, FRESH, & WERRING COURT	LAW CONTRACT LABOR	9704	City Prosecutor Services	1,000.00
***** VENDOR TOTAL *****				1,000.00
FOLEY RENTAL STREET	CONTRACTUAL	19484-01	Broom Attachment Rental	1,586.25
***** VENDOR TOTAL *****				1,586.25
HAWKINS WATER	CONTRACTUAL	6264717	Chlorine Cylinder	80.00
***** VENDOR TOTAL *****				80.00
K-4 AG & SERVICES LLC POLICE	VEHICLE MAINTENANCE/FUEL	7302022	Tires for charger & dodge	459.79
SEWER	VEHICLE MAINTENANCE/FUEL	7302022	Tires for charger & dodge	565.72

ACCOUNTS PAYABLE REPORT

VENDOR NAME DEPARTMENT	LINE	INVOICE NUMBER	REFERENCE	PAYMENT AMOUNT
K-4 AG & SERVICES LLC				
***** VENDOR TOTAL *****				----- 1,025.51
The University of Kansas POLICE	TRAINING/CONFERENCES	c53b4e34	Domestic Violence Training	35.00
***** VENDOR TOTAL *****				----- 35.00
MIDWEST CONCRETE MATERIALS STREET	COMMODITIES	586696	ROCK	482.59
***** VENDOR TOTAL *****				----- 482.59
MUNICIPAL SUPPLY INC WATER	COMMODITIES	0843497	WATER METER LIDS	570.00
***** VENDOR TOTAL *****				----- 570.00
PEC SEWER	GRANTS & DONATIONS	527538	Sewer Phase 1	15,915.00
***** VENDOR TOTAL *****				----- 15,915.00
PETRO VALLEY FALLS POLICE	VEHICLE MAINTENANCE/FUEL	07312022	FUEL	232.21
STREET	VEHICLE MAINTENANCE/FUEL	07312022	FUEL	.01
PARKS	VEHICLE MAINTENANCE/FUEL	07312022	FUEL	.01
WATER	VEHICLE MAINTENANCE/FUEL	07312022	FUEL	207.00
SEWER	VEHICLE MAINTENANCE/FUEL	07312022	FUEL	207.23
***** VENDOR TOTAL *****				----- 646.46
SCHULTE SUPPLY WATER	COMMODITIES	1188084	Sheel Cutter	160.11
WATER	COMMODITIES	1188940	Water Hydrant Valve	5,995.00
***** VENDOR TOTAL *****				----- 6,155.11
TARWATER FARM & HOME WATER	COMMODITIES	6236663	HERBICIDE	41.90
***** VENDOR TOTAL *****				----- 41.90
VFCF POOL	CONTRACTUAL	08092022	COMMUNITY FOUNDATION SETUP	1,500.00
***** VENDOR TOTAL *****				----- 1,500.00
WASTE MANAGEMENT SOLID WASTE	CONTRACTUAL	2059	Trash	1,326.08

**ACCOUNTS PAYABLE REPORT**

VENDOR NAME DEPARTMENT	LINE	INVOICE NUMBER	REFERENCE	PAYMENT AMOUNT
WASTE MANAGEMENT				
***** VENDOR TOTAL *****				1,326.08
WESTERN CONSULTANTS SEWER	CONTRACTUAL	07212022	USDA LOAN APPLICATION -	8,000.00
***** VENDOR TOTAL *****				8,000.00
WESTERN HARDWARE & AUTO STREET	COMMODITIES	08042022	door knob, wasp spray, supply	49.78
PARKS	COMMODITIES	08042022	door knob, wasp spray, supply	68.42
WATER	COMMODITIES	08042022	door knob, wasp spray, supply	21.83
SEWER	COMMODITIES	08042022	door knob, wasp spray, supply	11.98
***** VENDOR TOTAL *****				152.01
***** REPORT TOTAL *****				48,530.15

DEPARTMENT	INV	PAYMENTS
ADMINISTRATION	4	5,043.43
POLICE	3	727.00
COURT	1	1,000.00
STREET	4	2,118.63
PARKS	2	68.43
POOL	3	1,677.68
WATER	8	9,471.84
SEWER	6	27,097.06
SOLID WASTE	1	1,326.08
DEPARTMENT TOTALS	32	48,530.15



*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.

## PETITION FOR VACATION OF STREET

Pursuant to K.S.A. 15-427

TO: THE GOVERNING BODY OF THE CITY OF VALLEY FALLS, JEFFERSON COUNTY, KANSAS:

The undersigned represents the following:

1. That the Petitioner, Unified School District No. 338, Jefferson County, Kansas, is the owner of a certain lots of land in and forming a part of Elm Street between Caroline and Francis Streets in the original City of Valley Falls, Jefferson County, Kansas, and owns the property (East one-half of Block 55 and all of Block 56) adjoining Elm Street on both the East and West sides of Elm Street between Caroline and Francis Streets, petitioned to be vacated herein below, to-wit:  
  
Elm Street, between the Southern Right-of-Way of Caroline Street to the Northern Right-of-Way of Francis Street, between Blocks 55 and 56 in the original City of Valley Falls, Jefferson County, Kansas (Map and Deed attached hereto);
2. That Petitioner requests that an order be made vacating the street, specifically described in Paragraph 1 herein as: Elm Street, between the Southern Right-of-Way of Caroline Street to the Northern Right-of-Way of Francis Street, between Blocks 55 and 56 in the original City of Valley Falls, Jefferson County, Kansas.
3. That said entire street lies within the limits of the City of Valley Falls, County of Jefferson;

Petition to Vacate Street by  
U.S.D. No. 338

4. That the public will suffer no loss or inconvenience by such vacation and that no private rights will be injured or endangered thereby.

WHEREFORE, petitioner prays that this petition be set for hearing before the Governing Board of the City of Valley Falls, that notice of said hearing be given pursuant to law and that the Governing Board of the City of Valley Falls orders the vacation of Elm Street between the Southern Right-of-Way of Caroline Street to the Northern Right-of-Way of Francis Street, between Blocks 55 and 56 in the original City of Valley Falls, Jefferson County, Kansas.

  
President, Board of Education

8/15/22  
Date

ATTEST:

  
Board Clerk

8-15-22  
Date

ACKNOWLEDGEMENT

STATE OF KANSAS, JEFFERSON COUNTY, ss:

BE IT REMEMBERED, That on this \_\_\_\_ day of August, 2022, before me a notary public in and for the county and state aforesaid, came \_\_\_\_\_ who is personally known to me to be the same person who executed the within instrument of writing, and such person duly acknowledged the execution of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal the day and year last above written.

\_\_\_\_\_  
Notary Public

My commission expires:

School Project

# VALLEY FALLS PLANNING AND ZONING COMMISSION

Valley Falls, Kansas 66088

## BUILDING PERMIT APPLICATION

IMPORTANT - Complete ALL items. Mark boxes where Applicable

I. Legal Description of Land		Subdivision	Lot	Block		
II. TYPE AND COST OF BUILDING - All applicants complete Parts A - D						
<b>A. TYPE OF IMPROVEMENT</b> 1 <input checked="" type="checkbox"/> New Building 2 <input type="checkbox"/> Addition 3 <input type="checkbox"/> Alteration (See 2 above) 4 <input type="checkbox"/> Repair, replacement 5 <input type="checkbox"/> Mobile Home 6 <input type="checkbox"/> Moving (Relocation) 7 <input type="checkbox"/> Foundation only		<b>D. PROPOSED USE</b> <table style="width:100%; border:none;"> <tr> <td style="width:50%; border:none;"> <b>Residential</b>            12 <input type="checkbox"/> One Family            13 <input type="checkbox"/> Two or more family            14 <input type="checkbox"/> Transient, hotel, motel            15 <input type="checkbox"/> Garage            16 <input type="checkbox"/> Carport            17 <input type="checkbox"/> Other Specify                Pre-K-8A                New multi                purpose building                New green house         </td> <td style="width:50%; border:none;"> <b>Non-Residential</b>            18 <input type="checkbox"/> Amusement, Recreation            19 <input type="checkbox"/> Church, other Religious            20 <input type="checkbox"/> Industrial            21 <input type="checkbox"/> Grain Bin            22 <input type="checkbox"/> Service Station, Repair            23 <input type="checkbox"/> Silo            24 <input type="checkbox"/> Office, Bank            25 <input type="checkbox"/> Barn            26 <input type="checkbox"/> Storage Building            27 <input type="checkbox"/> Store - Retail            28 <input type="checkbox"/> Tanks, Towers            29 <input type="checkbox"/> Septic Only         </td> </tr> </table>			<b>Residential</b> 12 <input type="checkbox"/> One Family 13 <input type="checkbox"/> Two or more family 14 <input type="checkbox"/> Transient, hotel, motel 15 <input type="checkbox"/> Garage 16 <input type="checkbox"/> Carport 17 <input type="checkbox"/> Other Specify Pre-K-8A New multi purpose building New green house	<b>Non-Residential</b> 18 <input type="checkbox"/> Amusement, Recreation 19 <input type="checkbox"/> Church, other Religious 20 <input type="checkbox"/> Industrial 21 <input type="checkbox"/> Grain Bin 22 <input type="checkbox"/> Service Station, Repair 23 <input type="checkbox"/> Silo 24 <input type="checkbox"/> Office, Bank 25 <input type="checkbox"/> Barn 26 <input type="checkbox"/> Storage Building 27 <input type="checkbox"/> Store - Retail 28 <input type="checkbox"/> Tanks, Towers 29 <input type="checkbox"/> Septic Only
<b>Residential</b> 12 <input type="checkbox"/> One Family 13 <input type="checkbox"/> Two or more family 14 <input type="checkbox"/> Transient, hotel, motel 15 <input type="checkbox"/> Garage 16 <input type="checkbox"/> Carport 17 <input type="checkbox"/> Other Specify Pre-K-8A New multi purpose building New green house	<b>Non-Residential</b> 18 <input type="checkbox"/> Amusement, Recreation 19 <input type="checkbox"/> Church, other Religious 20 <input type="checkbox"/> Industrial 21 <input type="checkbox"/> Grain Bin 22 <input type="checkbox"/> Service Station, Repair 23 <input type="checkbox"/> Silo 24 <input type="checkbox"/> Office, Bank 25 <input type="checkbox"/> Barn 26 <input type="checkbox"/> Storage Building 27 <input type="checkbox"/> Store - Retail 28 <input type="checkbox"/> Tanks, Towers 29 <input type="checkbox"/> Septic Only					
<b>B. Ownership</b> 8 <input type="checkbox"/> Private (Individual, Corp, nonprofit institution, etc.) 9 <input type="checkbox"/> Public (Fed, St, or Local Gov.)		<b>C. COST</b> 10 Cost of improvement..... \$1,700.00 To be installed but not included in the above cost: a. Electrical ..... \$ b. Plumbing ..... \$ c. Heating, air conditioning ..... \$ d. Other (elevator, etc.) ..... \$ <b>11 TOTAL COST OF IMPROVEMENT</b> \$				
<b>III. SELECTED CHARACTERISTICS OF BUILDING</b> For new buildings and additions, complete part E-L; for wrecking, complete only Part I; for all others skip to IV.						
<b>E. PRINCIPAL TYPE OF FRAME</b> 30 <input checked="" type="checkbox"/> Masonry (Wall bearing) 31 <input type="checkbox"/> Wood Frame 32 <input checked="" type="checkbox"/> Structural 33 <input type="checkbox"/> Reinforced Concrete 34 <input type="checkbox"/> Pole Other - Specify		<b>G. TYPE OF SEWAGE DISPOSAL</b> 40 <input checked="" type="checkbox"/> Public or Private Comp 41 <input type="checkbox"/> Individual (Septic, lagoon)		<b>J. DIMENSIONS</b> 48 # of stories 49 Total Sq Ft of floor area, all floors, based on exterior dimensions. 50 Total Acreage or lots		
<b>F. PRINCIPAL TYPE OF HEATING FUEL</b> 35 <input type="checkbox"/> Gas 36 <input type="checkbox"/> Oil 37 <input checked="" type="checkbox"/> Electricity 38 <input type="checkbox"/> Coal 39 <input type="checkbox"/> Wood Other - Specify		<b>H. TYPE OF WATER SUPPLY</b> 42 Public, RWD No. <input checked="" type="checkbox"/> 43 Individual (well, cistern)				
<b>I. TYPE OF MECHANICAL</b> Will there be central air cond? 44 <input checked="" type="checkbox"/> Yes    45 <input type="checkbox"/> No  Will there be an elevator? 46 <input type="checkbox"/> Yes    47 <input checked="" type="checkbox"/> No		<b>K. # OF OFF-STREET PARKING STALLS</b> 51 <input type="checkbox"/> Enclosed 52 <input type="checkbox"/> Outdoors				
		<b>L. RESIDENTIAL BUILDINGS ONLY</b> 53 Number of Bedrooms.... 54 Number of bathrooms Full ..... Partial .....				
<b>IV. IDENTIFICATION - To be completed by all applicants.</b>						
Name	Mailing Address - Number, Street, City, and State		ZIP code	Telephone No.		
1 Owner	X	USO 33P 7th & Elm St				
2 Contractor	X	Kearney 15156 K-4 Hwy		785-945-6229		
3 Architect	X	HTIC 900 S Kansas Av		785-240-5370		
Signature of the Applicant - The owner of this building and the undersigned agree to conform to all applicable law.						
 Signature of Applicant		Address 15156 K-4 Hwy		Application Date 7/21/22		
DO NOT WRITE IN THIS SPACE - FOR OFFICE USE						
Approved:  Signature		Permit Fee waived	Date Permit Issued 7/21/2022	Permit number 2022-05		

City of  
**VALLEY FALLS**

Incorporated May 17, 1869

Zoning Administration Department

BUILDING PERMIT

NO. 2022-05

HAS BEEN ISSUED TO:

USD 338 OWNER

Kearney & Son / HTK CONTRACTOR

FOR construction  
(Construction, altering, raising, moving, etc.)

AT 7<sup>th</sup> & Elm St

DATE 7/21/2022

  
Zoning Administrator

NOTE

This permit expires three (3) months from date if work has not started; or one (1) year if the project has not been completed.

Building must be set back at least 30 feet from any road right-of-way, 5 feet from each side property line and 20 feet from the rear property line.



**PRESCHOOL ADDITION, TWO ROOMS**



*City of Valley Falls*  
*Planning and Zoning Commission*

*Agenda for October 7, 2008*

**CALL TO ORDER**

**APPROVAL OF MINUTES**

**PETITIONS, REQUESTS, COMPLAINTS, VISITORS, ETC.**

1.) \_\_\_\_\_

2.) \_\_\_\_\_

3.) \_\_\_\_\_

4.) \_\_\_\_\_

**OLD BUSINESS:**

1.) **Barnes Development**

2.)

**NEW BUSINESS:**

1.) **Resignation of John Reschke; Election of new President**

2.) **Variance vs Vacate Elm & Francis (new building site @ School intersection)**

3.) **Day Care Facility – Trica Redmon Linn St. – Conditional Use Permit?**

**ADDITIONS TO THE AGENDA:**

1.)

**OTHER:**

**ADJOURNMENT**

Valley Falls Planning and Zoning Board  
October 7, 2008

The meeting was called to order at 5:00 p.m. Board members present included: Laura Reich, Terry Sullivan, Dean Lederer and Jim Clulo.

Motion was made by Terry Sullivan, seconded by Jim Clulo to approve the minutes of the June 3, 2008 meeting as presented. Motion carried 4-0.

**OLD BUSINESS**

Discussed the Barnes Development property had been donated.

**NEW BUSINESS**

The resignation of John Reschke from the zoning commission was presented.

The board discussed the Elm Street and Francis Street right of way encroachment request by USD #338 architect Mark Lieb for the Valley school addition.

Over thirty (30) days ago Tricia Redmon was given information on the procedure to apply for a conditional use permit for a day care center. This application has not been received back. Terry Urban is to contact Tricia Redmon to see if she still plans to open a daycare.

**ADJOURNMENT**

Motion and second to adjourn the October 7, 2008 Planning and Zoning Board meeting. Motion carried 4-0.

\_\_\_\_\_  
Vacant  
Chairman

  
\_\_\_\_\_  
Dean Lederer  
Secretary

  
\_\_\_\_\_  
Terry Urban  
Administrator

**CITY OF VALLEY FALLS  
Planning and Zoning Commission  
AGENDA**

**DATE:** November 4, 2008

**CALL TO ORDER**

**APPROVAL OF MINUTES**

**Petitions, Requests, Complaints, Visitors, Etc.:**

- |     |     |
|-----|-----|
| 1.) | 2.) |
| 3.) | 4.) |

**OLD BUSINESS:**

- 1.) USD #338 – ZA08/01 – asking for a variance in the street right of way
- 2.)
- 3.)
- 4.)

**NEW BUSINESS:**

- 1.)
- 2.)
- 3.)
- 4.)
- 5.)

**ADDITIONS TO THE AGENDA:**

- 1.)
- 2.)
- 3.)

**OTHER:**

**ADJOURNMENT**

**VALLEY FALLS  
PLANNING AND ZONING BOARD**

**November 4, 2008**

The meeting was called to order at 5:30 p.m. Board members present included: Laura Reich, Terry Sullivan and Dean Lederer.

Motion was made by Terry Sullivan, seconded by Laura Reich to approve the minutes of the October 7, 2008 meeting as presented. Motion carried 3-0.

**OLD BUSINESS**

Board of Zoning Appeals:

Variance in the street right of way – USD 338 requested a Right of Way variance for construction of the school addition. This proposed variance was published in the official newspaper and mailed to all landowners in the notification area. Mark Lieb, the school addition architect, explained that the corner of the new fitness education addition will be built within the 7<sup>th</sup> Street (Francis) and Elm Street intersection right of way. USD 338 is requesting a variance on the Northeast 20 feet by 20 feet corner of the 7<sup>th</sup> Street (Francis) and Elm Street intersection right of way.

The board discussed the variance request. Motion was made by Terry Sullivan and seconded by Laura Reich to approve the variance in the street right of way as presented. Motion carried 3-0.

Terry Urban informed the board that a letter was mailed to Tricia Redman asking her to contact the city in regards to the Family Day Care Home.

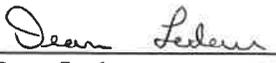
**NEW BUSINESS**

None.

**ADJOURNMENT**

Motion and second to adjourn the November 4, 2008 Planning and Zoning Board meeting. Motion carried 3-0.

\_\_\_\_\_  
Vacant  
Chairman

  
\_\_\_\_\_  
Dean Lederer  
Secretary

  
\_\_\_\_\_  
Terry Urban  
Administrator

**VALLEY FALLS CITY COUNCIL**

**AGENDA**

**DATE:** October 1, 2008

**Approval of Minutes:** September 17, 2008 - City Council Meeting

**Petitions, Proclamations, Requests, Complaints, Visitors, Etc.:**

1. Mark Gettys, Westar
2. Chad Luce, Westar
- 3.
- 4.
- 5.
- 6.

**Public Comments:**

**Committee Reports: Administrator Report:** Terry Urban, City Administrator

**Water/Sewer:** Jamie/Paul/Daryl **Streets/Alleys:** Jamie/Tony/Daryl

**Parks/Pool:** Tony **Fire Board:** Mark

**Police/Court:** Susan/Tony/Tammy

**VFEDC:** Roz

**OLD BUSINESS:**

- 1.) Westar Franchise Agreement
- 2.) City Clerk Position
- 3.)

**NEW BUSINESS:**

- 1.) Opening of Sealed Bids (7:00 pm)
- 2.) Approval to add City Administrator to bank signature card
- 3.)

**ADDITIONS TO THE AGENDA:**

- 1.)
- 2.)

**VOUCHERS:**

**PENDING ITEMS:**

- 1.) Water Plant Renovations/Improvements
- 2.) Health Codes/Designate a Public Officer
- 3.) Visionary Goals

**ADJOURNMENT**

## **COUNCIL MEETING**

October 1, 2008

Mayor Susan Grey called the meeting to order at 6:30 pm. Council Members present were Jamie Durand, Paul Burns, and Michael (Tony) Trower. Others present were Chad Luce, Westar Energy, Daryl Courter, Clark Davis, Tammy Gross, and Terry Urban.

Paul Burns made the motion to approve the minutes of the September 17, 2008 council meeting and Tony Trower seconded the motion. Motion passed 3-0

### **COMMITTEE REPORTS**

#### **Administrative –**

Terry gave the administrative report. Homecoming will be Fri. October 10, 2008. Daryl and Tammy will be coordinating with the school in reference to the activities and parade that are planned. Greg Duryea has been contacted to do a new water rate study in the near future. A person has requested permission to have 4-H chickens in town. Terry checked the regulations and they do not allow for fowl in the city limits. The city has been asked to donate a pool pass for the Nadine Logsdon benefit auction. Tony Trower moved to donate family pool pass and Paul Burns seconded the motion. It passed 3-0.

#### **Public Works –**

**WATER** - Lonny Belker will be coming on the 7<sup>th</sup> for testing

**SEWER** – Jerry Heinen will be adjusting the floats next week. The one running the pump has started to make some noise.

**STREETS** –. John Shipley got a grant for lime green crosswalk signs to put up around school. They have been put up and more will be put up on the highway when the bigger ones come in.

#### **Park-**

**Police** – Tammy gave a report on Mark Isenberg's injury. He will be going back to the doctor next Thursday. Alert Radar is coming on the October 10, 2008 to recertify the radar guns. Several arrests were made in September. She will be leading the Homecoming parade on the Fri. Oct. 10<sup>th</sup>.

#### **VFEDC –**

### **OLD BUSINESS**

The original Westar Franchise was again addressed. Chad Luce, Westar Representative presented Ordinance 5-204, with revisions they and the City Administrator had agreed to. The franchise fee that is charged to the consumers was discussed and council decided to leave it a 3%. Paul Burns moved to accept the contract and it was seconded by Tony Trower. Ordinance 5-204 passed 3-0. The downtown electrical poles circa 1929 belong to Westar but they do not paint them. That is up to city. The city clerk position was brought up for discussion again. Council decided an advertisement needed to be placed in the Vindicator. From talking with Denise, Terry feels she will leave if and when we get someone trained. Paul Burns feels we should wait and let Terry get settled in. He also feels that Terry could handle the office if Denise is gone again. Tony feels we should place the ad. Susan says having the city clerk position only a 20 hr. position hampers

Terry doing his job. Tony thought the position should be increased to 4 days (32 hrs. per week). Jamie Durand moved that the part time clerk position be brought up to the legal limit not to exceed 32 hrs. per week and advertise the position. Tony Trower seconded the motion and it passed 3-0.

#### **NEW BUSINESS**

7:00 p.m. – Bids for the PAC building adjacent to the water plant were opened. John Kearney of Kearney and Sons presented a bid of \$26,070 on the building, \$4,435 on the electrical, totaling \$30,505. Bret Frakes of Heinen Customs Operations presented a bid of \$16,772 on the building, \$9,325 on the electrical, totaling \$26,097 and with an additional \$900 added to this for a stem wall. Funds will come out of the water department. This is the final phase of this project. Tony Trower moved to accept the bid from HCO plus the stem wall. Jamie seconded the motion and it passed 3-0.

The Council approved to have the City Administrator's name added to the bank signature card. Jamie made the motion to remove Bret Frakes's name and add Terry Urban's. The motion passed 3-0.

Susan read a Thank You card from the recreation commission for the help in cleaning the park for the Grasshopper Falls Fun Day. She reported that the school would be keeping the lights on after school to observe the school's CLC Proclamation and 10 year anniversary.

#### **VOUCHERS**

Accounts payable vouchers were presented. Jamie Durand made the motion to approve the vouchers as presented, seconded by Tony Trower and passed 3-0.

#### **ADJOURNMENT**

Paul Burns moved with Jamie Durand seconding to adjourn the October 1, 2008 City Council Meeting. Motion passed 3-0 and meeting adjourned.

**VALLEY FALLS CITY COUNCIL  
AGENDA**

**DATE:** October 15, 2008

**Approval of Minutes:** October 1, 2008 - City Council Meeting

**Petitions, Proclamations, Requests, Complaints, Visitors, Etc.:**

- |                                     |    |
|-------------------------------------|----|
| 1. Mark Lieb, M C Lieb Designs, LLC | 2. |
| 3.                                  | 4. |
| 5.                                  | 6. |

**Public Comments:**

**Committee Reports: Administrator Report:** Terry Urban, City Administrator

**Water/Sewer:** Jamie/Paul/Daryl **Streets/Alleys:** Jamie/Tony/Daryl

**Parks/Pool:** Tony **Fire Board:** Mark

**Police/Court:** Susan/Tony/Tammy

**VFEDC:** Roz

**OLD BUSINESS:**

- 1.) Health Codes/Designate a Public Officer
- 2.)
- 3.)

**NEW BUSINESS:**

- 1.) Water line upgrade request – school addition
- 2.) Annual CMB Licenses – Old Elevator and Petro Valley Falls
- 3.) FEMA Flood Ins. rate map and study

**ADDITIONS TO THE AGENDA:**

- 1.)
- 2.)

**VOUCHERS:**

**PENDING ITEMS:**

- 1.) Water Plant Renovations/Improvements
- 2.) Visionary Goals
- 3.)

**ADJOURNMENT**

## **COUNCIL MEETING**

October 15, 2008

Mayor Susan Grey called the meeting to order at 6:30 pm. Council Members present were Jamie Durand, Rosalind Jackson, Paul Burns, and Michael (Tony) Trower. Others present were Laverne Clark, USD #338 School Board Member, Mark Lieb, M C Lieb Designs, LLC, Daryl Courter, Clarke Davis, Tammy Gross, and Terry Urban.

Paul Burns made the motion to approve the minutes of the October 1, 2008 council meeting with a correction to Jamie Durand's motion pertaining to the city clerk's position included that the availability of the position be advertised. Tony Trower seconded the motion. Motion passed 4-0

### **COMMITTEE REPORTS**

**Administrative** – Terry reported reviewing and inventorying street lights in town to compare wattage and type of street light with what we are billed. Terry has been in contact with the city's insurance carrier, Jepson's and Assoc. concerning the pool, and also the waste water flood damage to the dry well at the sewage pond. They have indicated that the pool was already reviewed and that they would look into the dry well.

**Public Works –WATER** - Lonny Belker recommended a reference tester, DR-890 costing \$1,020, to test for iron and manganese so that city operator knows how to adjust chemicals. Paul Burns moved and Jamie Durand seconded to purchase the DR-890 tester with readouts. Motion carried 4-0. The potassium/permanganate feed into the water system is working. The carbon room is under construction. **SEWER** – City of Topeka is scheduled to continue with the preventive maintenance check of the city's sewer lines. Paul Burns questioned the invoice from Heinen P-H-E to repairs on the "flappers" at the sewer pond. **STREETS** – Daryl reported having trouble finding salt. Victory Sand has it available on a first come first serve basis at \$68.00 per ton for a 50/50 mix. Next closest available is in New Mexico for \$115.00 per ton for straight salt delivered. Daryl will continue to call Victory Sand to obtain a load of mix. Tony Trower stated he got permission from KDOT to keep the city's supply of straight salt on the state's Bluemound Road property. Consensus of the council was to get a load of salt from New Mexico and have the sand stockpiled at the shop. **Park**- Daryl will be closing the park restrooms the week of October 20<sup>th</sup>.

**Police** – Tammy gave a report that Mark Isenberg would be out for two more weeks. Part time officers Cory Shields and Doug Ashcroft will be unable to work due to a shortage at their main employer, St Francis.

**VFEDC** – Rosalind Jackson reviewed the current economic develop plan and proposed having a semi-annual meeting with the EDC Board, City Council and Chamber of Commerce.

### **OLD BUSINESS**

Jamie Durand moved with Paul Burns seconding to designate Terry Urban as Public Officer for the Health Codes. Motion passed 4-0.

### **NEW BUSINESS**

Mark Lieb, M.C. Lieb Designs, LLC, architect for USD#338 reported there were electrical issues that the School Board was working with Westar to correct. A water issue needing to be addressed is the new building's sprinkler system needing more pressure from the hydrant, which is currently on a 4" line, to make the system functional. The request to the city was to tie into a 6" water main on Frazier Street and run a 6" line east down Francis Street to Elm Street. Daryl Courter estimates the cost to be around \$12,000 for the new water line and to install a hydrant on SW corner of Francis & Elm. Consensus of council was to wait on decision until a water engineer can discuss costs and assure that a 6" line will provide adequate pressure. A special meeting was requested by Paul Burns for Wednesday, October 22, 2008 at 6pm to further discuss this issue.

Rosalind Jackson moved with Tony Trower seconding to approve annual Cereal Malt Beverage licenses for Petro, Valley Falls and The Old Elevator. Motion carried 4-0.

Concerning the FEMA Flood Insurance, Terry reported that we have 30 days from September 30, 2008 to respond to current map. He has concerns of accuracy of map in regards to structures in the flood plane.

### **VOUCHERS**

Accounts payable vouchers were presented. Tony Trower made the motion to approve the vouchers, except one from Heinen P-H-E, as presented, seconded by Rosalind Jackson and passed 4-0.

### **ADJOURNMENT**

Rosalind Jackson moved with Jamie Durand seconding to adjourn the October 15, 2008 City Council Meeting. Motion passed 4-0 and meeting adjourned.

**VALLEY FALLS CITY COUNCIL  
SPECIAL MEETING  
AGENDA  
DATE: October 22, 2008**

**Petitions, Proclamations, Requests, Complaints, Visitors, Etc.:**

- |                                    |  |
|------------------------------------|--|
| 1. Mark Lieb, MC Lieb Designs, LLC | 2. Paul Link, Fire Sprinkler Solutions, Inc. |
| 3. John Gordon, Fire Chief         | 4.   |
| 5.                                 | 6.   |

**OLD BUSINESS:**

- 1.) Water line upgrade request – school addition
- 2.)
- 3.)
- 4.)

**NEW BUSINESS:**

- 1.)
- 2.)
- 3.)
- 4.)
- 5.)

**ADDITIONS TO THE AGENDA:**

- 1.)
- 2.)
- 3.)

**VOUCHERS:**

**PENDING ITEMS:**

- 1.) Water Plant Renovations/Improvements
- 2.) Visionary Goals
- 3.)

**ADJOURNMENT**

Special Meeting  
October 22, 2008

Mayor Susan Grey called the meeting to order at 6:23 pm. Council Members present were Jamie Durand, Paul Burns, and Michael (Tony) Trower. Others present were Laverne Clark, USD #338 School Board Member, Mark Lieb, M C Lieb Designs, LLC, Paul Link, Fire Sprinkler Solutions, Inc., John Gordon, Fire Chief, Fire District #11, Bill Klenklen, volunteer w/Fire District #11, Daryl Courter, and Terry Urban.

Mark Lieb, M C Lieb Designs, LLC, architect for USD#338 presented a drawing showing the installation of an 8" water main starting at Frazier Street and running 490 feet east to a location between the industrial arts building and gymnasium on the south side of Francis Street. John Gordon, Chief, Fire District #11 and volunteer fireman Bill Klenklen were concerned about placing fire trucks between the buildings to access the fire hydrant and sprinkler system and requested the fire hydrant and sprinkler system access be relocated on Elm Street. Daryl reported the cost for 6" pipe was \$4.74 per foot and an 8" pipe was \$8.22 per foot. Paul Link stated that the 4" line would not supply enough water for the sprinkler system but that the 6" line or 8" line would. After discussion it was agreed that the domestic water supply would be supplied by the present 4" line and that a new 6" line would supply the fire sprinkler system. This new 6" line would be located on the north side of Francis Street and run from Frazier Street to Elm Street paralleling the 4" line.

#### **VOUCHER**

Paul Burns made the motion to approve the voucher held back from the October 15, 2008 meeting to Heinen Machine Shop, seconded by Jamie Durand and passed 3-0.

#### **ADJOURNMENT**

Tony Trower moved with Jamie Durand seconding to adjourn the Special Meeting of October 22, 2008. Motion passed 3-0 and meeting adjourned.

**VALLEY FALLS CITY COUNCIL  
AGENDA**

**DATE:** November 5, 2008

**Approval of Minutes:** October 15, 2008 - City Council Meeting  
October 22, 2008 – Special Council Meeting

**Petitions, Proclamations, Requests, Complaints, Visitors, Etc.:**

- |                                   |              |
|-----------------------------------|--------------|
| 1. Paul Heinen, Housing Authority | 2. Pat Reyle |
| 3.                                | 4.           |
| 5.                                | 6.           |

**Public Comments:**

**Committee Reports: Administrator Report:** Terry Urban, City Administrator  
**Water/Sewer:** Jamie/Paul/Daryl **Streets/Alleys:** Jamie/Tony/Daryl  
**Parks/Pool:** Tony **Fire Board:** Mark  
**Police/Court:** Susan/Tony/Tammy  
**VFEDC:** Roz

**OLD BUSINESS:**

- 1.)
- 2.)
- 3.)

**NEW BUSINESS:**

- 1.) Water service request – USD#338
- 2.) Payroll realignment
- 3.)

**ADDITIONS TO THE AGENDA:**

- 1.)
- 2.)

*Madam Mayor, I move that we go into executive session to discuss negotiations and matters of non-elected personnel in order to protect the privacy interests of the individuals to be discussed, and that we return to open session in this room at \_\_\_\_\_P.M.*

**VOUCHERS:**

**PENDING ITEMS:**

- 1.) Water Plant Renovations/Improvements
- 2.) Visionary Goals
- 3.)

**ADJOURNMENT**

## **NEW BUSINESS**

Paul Heinen gave an annual financial report for the Valley Falls Housing Authority and delivered a check for \$5,604.33, which was an agreed upon payment in lieu of taxes.

Resident Patrick Reyle, 500 Walnut, voiced a complaint about semi trucks using residential streets as he is getting damage to his trees. He suggested the city sending letters to businesses to remind their delivery drivers to stay on established truck routes. He also suggested a sign on or near Highway 4 advertising Valley Falls businesses.

John Kearney, USD #338 General Contractor for the new school addition reported to the council that Mark Lieb, M.C. Lieb Designs, LLC, the school's architect has redrawn plans for the previously discussed water lines for domestic water. They are proposing to put the meter on the east side of Elm Street (across from the existing hydrant) and they want the city to pay for tying the 2" line into the 4" line on the west side of Elm Street and the boring under Elm Street at a cost of approximately \$4,500.00 or whatever the city is willing to assist with. Tony Trower moved and Paul Burns seconded that the city bore under Elm Street, install the line and set the meter and cover all costs. The motion passed 3-2, with Jamie Durand and Mark Boyce voting against.

Terry proposed payroll pay date be realigned effective with the first payroll for 2009, payroll checks would be issued on Thursday following the two week payroll period. The pay period ending January 2, 2009, checks would be issued January 8, 2009 and every two weeks thereafter. This change will allow more time for processing and make payroll more accurate. Rosalind Jackson so moved and Paul Burns seconded. Motion passed 5-0

Council went into executive session for non-elected personnel to return to regular session at 8:15pm. Jamie Durand so moved with Tony Trower seconded. Motion passed 5-0.

## **VOUCHERS**

There were no accounts payable vouchers presented as the computer was inoperable.

## **ADJOURNMENT**

Tony Trower moved with Mark Boyce seconding to adjourn the November 5, 2008 City Council Meeting. Motion passed 5-0 and meeting adjourned.

## **COUNCIL MEETING**

November 5, 2008

Mayor Susan Grey called the meeting to order at 6:30 pm. Council Members present were Jamie Durand, Rosalind Jackson, Paul Burns, Mark Boyce and Michael (Tony) Trower. Others present were LaVerne Clark, USD #338 School Board Member, John Kearney, USD #338 Construction Manager, Loren Feldkamp, USD #338 Superintendent, Paul Heinen, Valley Falls Housing Authority, Patrick Reyle, Daryl Courter, Clarke Davis, Tammy Gross, and Terry Urban.

Tony Trower made the motion to approve the minutes of the October 15, 2008 council meeting and the special council meeting on October 22, 2008. Rosalind Jackson seconded the motion. Motion passed 5-0

### **COMMITTEE REPORTS**

**Administrative** – Terry reported that his computer is not running and he will be taking it down to Thoroughbred for repairs. Resident, Dale Freeland had voiced concerns over the fireworks at the football games. He was informed that they were being set off in the county and it was a fire district problem. Terry obtained an estimate of \$1,100.00 from Mick's Tree Service to grind out the 12-13 stumps in the parks. The council instructed Terry to get an additional bid from Well's Tree Service and also check into renting a grinder and doing the work "in house". Wells had been contacted and was \$.12 per inch higher than Mick's.

**Public Works –WATER** - The carbon room is under construction. **SEWER** – City of Topeka cleaned 8600 feet of sewer line and identified problem areas to be TV'd in the near future. A manhole was found at the school that is eight inches below grade and is recommending that it be brought up to ground level at a cost of around \$300.00. The consensus of the council was to approve this action. One of the pumps at the sewer is damaged and needs to be rewired at a cost of approximately \$1700.00. Also need to replace a sequencer. **STREETS** – The brick repair patch on Broadway is complete. Victory Sand has delivered 28 ton of salt \$68.00 per ton for a 30/70 mix. The order of 25 ton of straight salt from New Mexico for \$115.00 per ton has been delivered to the KDOT property on Bluemound Road. **Park-** Daryl informed the council that the restrooms had been broken into in the park shelter house. The Council directed Tammy to enforce the Park closing at 10pm.

**Fire Board** – Not much activity.

**Police** – Tammy reported that Mark Isenberg is back to work. Halloween was quiet overall. Trunk or Treat a resounding success

**VFEDC** – No meeting.

### **OLD BUSINESS**

No old business.

**VALLEY FALLS CITY COUNCIL**

**AGENDA**

**DATE:** November 19, 2008

**Approval of Minutes:** November 5, 2008 – City Council Meeting

**Petitions, Proclamations, Requests, Complaints, Visitors, Etc.:**

- |    |    |
|----|----|
| 1. | 2. |
| 3. | 4. |
| 5. | 6. |

**Public Comments:**

**Committee Reports: Administrator Report:** Terry Urban, City Administrator

**Water/Sewer:** Jamie/Paul/Daryl **Streets/Alleys:** Jamie/Tony/Daryl

**Parks/Pool:** Tony **Fire Board:** Mark

**Police/Court:** Susan/Tony/Tammy

**VFEDC:** Roz

**OLD BUSINESS:**

- 1.) 6" Water service request – USD#338
- 2.) 2009 Budget Ordinance No. 1-804
- 3.)

**NEW BUSINESS:**

- 1.) Source Water Protection Plan
- 2.)
- 3.)

**ADDITIONS TO THE AGENDA:**

- 1.)
- 2.)

**VOUCHERS:**

**PENDING ITEMS:**

- 1.) Water Plant Renovations/Improvements
- 2.) Visionary Goals
- 3.)

**ADJOURNMENT**

**COUNCIL MEETING**  
November 19, 2008

Jamie Durand called the meeting to order, the Mayor called and will be a few minutes late. Council Members present were Michael (Tony) Trower, Mark Boyce, Jamie Durand and Paul Burns. Others present were Martha Cummings, John Kearny, Daryl Courter, Clarke Davis, Tammy Gross and Terry Urban.

The minutes of the November 5, 2008 council meeting were presented with 2 changes in reference to the sewer problem areas and park shelter house being broken into. Paul Burns made the motion to approve the minutes of November 5, 2008, with changes and Mark Boyce seconded the motion. Motion passed 3-0.

**COMMITTEE REPORTS**

**Administrative** – Interviews were held last week for the City clerk position. The position was offered to Millie Bickford. Roz Jackson, Denise Streeter and Terry Urban were the selection committee. The City's Christmas greeting in the paper was discussed; it is the consensus of the council to put in an ad this year. (Mayor Susan Grey arrived and took over the meeting).

**Public Works** –

**WATER** – Daryl Courter reported: Public works has completed the domestic water line for the school. HCO has started construction of the carbon room.

**SEWER** – Smith and Loveless pump and the lift station by the football field went down. The new pump costs \$3,025.00. Terry Urban will pick it up in Lenexa on Thursday (11/20/08). The sewer ponds pump has more damage than originally thought. Repairs are estimated at \$2,175.00 and a new pump is \$2,830.00. Paul Burns moved and Jamie Durand seconded to get a new pump. Motion passed 4-0. Terry Urban requested a motion for the emergency Smith and Loveless pump purchase of \$3,025.00. Paul Burns moved and Tony Trower seconded, motion passed 4-0.

- Emptying pond cells, 2 cells drained well, and 2 did not. Charlie Swindle got them draining and will send recommendations to remedy the problem
- Topeka did not get 2 blocks TV'd. Daryl Courter and Terry Urban need to review the problem areas by viewing the CD's.

**STREETS** - Got verbal permission from state to raise manholes on Highway 16. The consensus is to wait until spring to see where we are at financially after the pump repairs and the weather is nicer.

**FIRE BOARD** – Fire department is looking for a new truck because the pumps on the current trucks aren't big enough to handle the new school addition.

**POLICE** – Mark Isenberg and Tammy Gross attended a 3 day class at the county for Standardized Field Sobriety Training.

The police department is requesting Taser or Stinger purchases for the police department which could include audio and video cameras. The sheriff has two trainers on staff for Tasers. You must be certified to use Tasers.

The cost of the Taser is \$806.00, Camera is \$400.00 and Cartridge is \$22.00 each. The cost of the Stinger is \$499.00, Camera is \$350.00, the Cartridge is \$20.00 each and the Docking station is \$150.00.

**EDC** - No meeting.

### **NEW BUSINESS**

Terry informed the council that Ordinance No. 1-804 an ordinance attesting to the increase in taxes levied for Budget Year 2009 necessary to finance public services for the City of Valley Falls, Kansas, need to be approved and a copy sent to the county for the 2009 budget. This was done for the 2007 and 2008 budgets also. Tony Trower moved and Paul Burns seconded. The motion passed 4-0.

Source Water Protection Plan – The final draft of the Source Water Protection Plan was presented. This plan will be brought back to the December 3, 2008 council meeting for their approval. The plan includes: Source Water Protection Area, Contaminant Source Inventory, Water Quality Protection Measures, Susceptibility Analysis, Inform the Public, Source Water Protection Strategy, Emergency Water Supply Plan. This plan is open for comment from the public.

Financial Report – Terry Urban went over the October 31, 2008 financial report and noted that the salary line items from September to October had adjustments made correcting a previous error. Dave Bogner made these adjustments.

Card of Thanks to the council and staff from Denise Streeter for the plant sent to her during her stay at the hospital.

### **OLD BUSINESS**

A letter of request from Mark Lieb for a six inch water service was read. The new addition only requires a six inch line. Fire doors between the new and old buildings does away with the need to add a sprinkler system to the old building. He recommends the city wait to take any action until they get a letter back from the State Fire Marshall and KSDE as new plans have been forwarded to both agencies. Terry Urban recommended waiting to make a decision. John Kearny wanted an idea of what the city is going to do so he can let people know when he puts out bids on 12/17/08. The plan is to install a six inch line from Frazier to a hydrant on the west side of Elm and then bore under Elm to the right of way line. Tony Trower made the motion to run the line to the east side of Elm and Paul Burns seconded. It was a tie vote. Tony Trower and Paul Burns for, Jamie Durand and Mark Boyce against. Susan Grey broke the tie in favor and the motion passed.

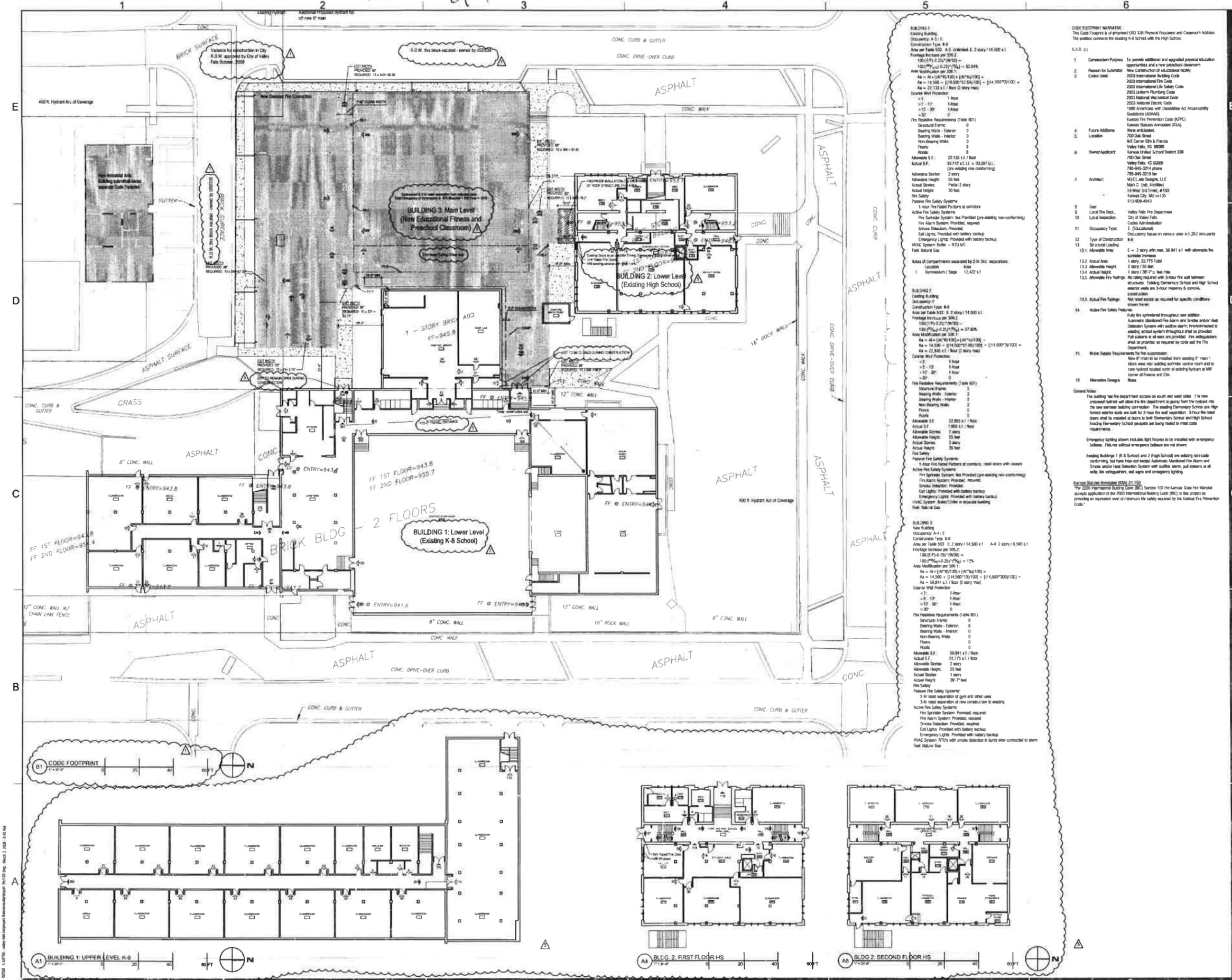
### **VOUCHERS**

Tony Trower moved and Mark Boyce seconded to approve the vouchers. Motion passed 4-0.

### **ADJOURNMENT**

Paul Burns moved and Jamie Durand seconded to adjourn the November 19, 2008 City Council Meeting. Motion passes 4-0 and meeting adjourned.

Revised 8/10/22



**BUILDING 1**  
Existing Building  
Occupancy: A-1/E  
Construction Type: II-B  
Area per Table 503: 2 story / 14,500 s.f.  
Fire Hazard Increase per 503.2:  
100% (P) + 25% (W) = 125%  
Area Modification per 503.1:  
A<sub>1</sub> = 14,500 s.f. + [(14,500 s.f.) \* 0.25] = 18,125 s.f.  
A<sub>2</sub> = 14,500 s.f. + [(14,500 s.f.) \* 0.25] = 18,125 s.f.  
A<sub>3</sub> = 22,133 s.f. / Floor (2 story max)  
Elevator Well Protection:  
-5: 1-hour  
-10: 1-hour  
-15: 1-hour  
-20: 0  
Fire Protective Requirements (Table 601):  
Structural Frame: 0  
Roofing: 0  
Exterior Walls - Exterior: 0  
Exterior Walls - Interior: 0  
Non-Roofing Walls: 0  
Floors: 0  
Roofs: 0  
Fire Safety:  
Alternative S.F.: 22,133 s.f. / Floor  
Actual S.F.: 38,712 s.f. L.L. = 39,267 s.f. L.L.  
Alternative Stories: 2 story  
Alternative Height: 35 feet  
Actual Stories: 2 story  
Actual Height: 35 feet  
Fire Safety:  
Passive Fire Safety Systems:  
1-hour Fire Rated Partitions in corridors  
Active Fire Safety Systems:  
Fire Alarm System: Not Provided (pre-existing non-conforming)  
Smoke Detector: Provided, required  
Exit Lights: Provided with battery backup  
Emergency Lights: Provided with battery backup  
HVAC System: Not in this building  
Fuel: Natural Gas  
Areas of compartments measured by 2 hr fire separation:  
1. Gymnasium / Stage: 12,422 s.f.

**BUILDING 2**  
Existing Building  
Occupancy: F  
Construction Type: II-B  
Area per Table 503: 2 story / 14,500 s.f.  
Fire Hazard Increase per 503.2:  
100% (P) + 25% (W) = 125%  
Area Modification per 503.1:  
A<sub>1</sub> = 14,500 s.f. + [(14,500 s.f.) \* 0.25] = 18,125 s.f.  
A<sub>2</sub> = 14,500 s.f. + [(14,500 s.f.) \* 0.25] = 18,125 s.f.  
A<sub>3</sub> = 22,133 s.f. / Floor (2 story max)  
Elevator Well Protection:  
-5: 1-hour  
-10: 1-hour  
-15: 1-hour  
-20: 0  
Fire Protective Requirements (Table 601):  
Structural Frame: 0  
Roofing: 0  
Exterior Walls - Exterior: 0  
Exterior Walls - Interior: 0  
Non-Roofing Walls: 0  
Floors: 0  
Roofs: 0  
Fire Safety:  
Alternative S.F.: 22,133 s.f. / Floor  
Actual S.F.: 38,712 s.f. L.L. = 39,267 s.f. L.L.  
Alternative Stories: 2 story  
Alternative Height: 35 feet  
Actual Stories: 2 story  
Actual Height: 35 feet  
Fire Safety:  
Passive Fire Safety Systems:  
1-hour Fire Rated Partitions in corridors, rest rooms with closets  
Active Fire Safety Systems:  
Fire Alarm System: Not Provided (pre-existing non-conforming)  
Smoke Detector: Provided, required  
Exit Lights: Provided with battery backup  
Emergency Lights: Provided with battery backup  
HVAC System: Not in this building  
Fuel: Natural Gas

**BUILDING 3**  
New Building  
Occupancy: A-1/E  
Construction Type: II-B  
Area per Table 503: 2 story / 14,500 s.f. A-4 2 story / 9,500 s.f.  
Fire Hazard Increase per 503.2:  
100% (P) + 25% (W) = 125%  
Area Modification per 503.1:  
A<sub>1</sub> = 14,500 s.f. + [(14,500 s.f.) \* 0.25] = 18,125 s.f.  
A<sub>2</sub> = 14,500 s.f. + [(14,500 s.f.) \* 0.25] = 18,125 s.f.  
A<sub>3</sub> = 22,133 s.f. / Floor (2 story max)  
Elevator Well Protection:  
-5: 1-hour  
-10: 1-hour  
-15: 1-hour  
-20: 0  
Fire Protective Requirements (Table 601):  
Structural Frame: 0  
Roofing: 0  
Exterior Walls - Exterior: 0  
Exterior Walls - Interior: 0  
Non-Roofing Walls: 0  
Floors: 0  
Roofs: 0  
Fire Safety:  
Alternative S.F.: 38,811 s.f. / Floor  
Actual S.F.: 22,170 s.f. L.L. / Floor  
Alternative Stories: 2 story  
Alternative Height: 35 feet  
Actual Stories: 1 story  
Actual Height: 30' 7" feet  
Fire Safety:  
Passive Fire Safety Systems:  
2-hr fire separation of gym and other uses  
3-hr fire separation of new construction to existing  
Active Fire Safety Systems:  
Fire Alarm System: Provided, required  
Smoke Detector: Provided, required  
Exit Lights: Provided with battery backup  
Emergency Lights: Provided with battery backup  
HVAC System: RTU's with smoke detector in ducts were connected to alarm  
Fuel: Natural Gas

**CODE FOOTPRINT NARRATIVE**  
The Code Footprint is a proposed USD 338 Physical Education and Classroom Addition. The addition connects the existing K-8 School with the High School.

**K.A.R. (C)**

- Construction Purpose: To provide additional and upgraded physical education opportunities and a new preclassroom classroom.
- Reason for Submit: New Construction of educational facility.
- Code Used: 2023 International Building Code  
2023 International Fire Code  
2023 International Life Safety Code  
2023 International Plumbing Code  
2023 National Mechanical Code  
2023 National Electrical Code  
1909 Americans with Disabilities Act Accessibility Guidelines (ADAAG)  
Kansas Fire Prevention Code (KFPC)  
Kansas Statutes Annotated (KSA)
- Future Additions: None indicated.
- Location: 700 Oak Street  
AFC Corner Etn & Francis  
Valley Falls, KS 66088  
Kansas Unified School District 338  
700 Oak Street  
Valley Falls, KS 66088  
785-945-3214  
785-945-3215 fax
- Architect: MJC Architecture, LLC  
Mark C. Lieb, Architect  
14 West 3rd Street, #100  
Kansas City, MO 64105  
816-969-4942
- Owner: Valley Falls High School  
City of Valley Falls  
Codes Administration  
E. (Occupational)  
Occupancy based on various uses (1,250 occupants)
- Type of Construction: 8-4
- Structural Loading: 13
- 13.1 Allowable Area: E = 2 story with max. 58,841 s.f. with allowable fire separator increase
- 13.2 Actual Area: 1 story 22,170 total
- 13.3 Allowable Height: 2 story / 55 feet
- 13.4 Actual Height: 1 story / 30' 7" feet max.
- 13.5 Allowable Fire Ratings: Meeting required with 3-hour fire wall between structures. Existing Elementary School and High School exterior walls are 3-hour masonry or concrete construction.
- 13.6 Actual Fire Ratings: Not stated as required for specific conditions shown herein.
- Active Fire Safety Features:  
Fully fire sprinkler throughout new addition.  
Automatic Manual Fire Alarm and Smoke Detector System with audible alarm, interconnected to existing school system throughout shall be provided.  
Pull stations as well as exit signs provided. Fire extinguishers shall be provided as required by code and Fire Department.
- Water Supply Requirements for the suppression:  
New fire main to be installed from existing fire main 1 block west into building corridor room and to new hydrant located north of existing hydrant at NW corner of Francis and Etn.  
None.
- Alternative Design:  
None.

**General Note:**  
The building has fire department access on south and west sides. I've new proposed hydrant will allow the fire department to pump from the hydrant into the new exterior building connection. The existing Elementary School and High School exterior walls are built for 3-hour fire wall separation. 3-hour fire rated doors shall be installed at doors to both Elementary School and High School Existing Elementary School parapets are being raised to meet code.

**Emergency Lighting:**  
Emergency lighting includes light fixtures to be installed with emergency ballasts. Ballasts without emergency ballasts are not shown.

**Existing Buildings 1 (K-8 School) and 2 (High School) are existing non-code conforming, but have fire-rated Automatic Manual Fire Alarm and Smoke Detector System with audible alarm, pull stations at all walls, the extinguishers, and signs and emergency lighting.**

**Kansas Statutes Annotated (K.S.A.) 12-1125**  
The 2023 International Building Code (IBC) Section 102 the Kansas State Fire Marshal accepts application of the 2023 International Building Code (IBC) in its project as providing an equivalent level of minimum safety required by the Kansas Fire Prevention Code.

MIC/Lieb Designs, LLC  
Architects  
14 West 3rd Street  
Kansas City, MO 64105  
Phone: 816.969.4942  
Fax: 816.969.4941

CONSTRUCTION MANAGEMENT

**sfsarchitecture**

**USD 338 FITNESS EDUCATION AND CLASSROOM ADDITION**  
Unified School District 338  
700 Oak Street  
Valley Falls, KS

REVISIONS

NO.	DATE	DESCRIPTION
1	11/15/2024	CODE FOOTPRINT REVISIONS
2	08/08/22	1. DATE OF REVISION COMMENTS: SEE REV.

PROJECT NO: 2024-01 / 0258  
BUILT FOR: USD AND CONSTRUCTION SET  
REVISION DATE: NOVEMBER 13, 2024  
CADD FILE: 24-01-0258.rvt  
COPYRIGHT:  
©2024 MIC/LIEB DESIGNS SFS ARCHITECTURE, INC  
SHEET TITLE:  
CODE FOOTPRINT  
TEMP. EGRESS PLAN

CF100

July 19, 2022

Agler & Gaeddert, Chartered  
234 S. Main  
Ottawa, Kansas 66067

This representation letter is provided in connection with your audit of the financial statements of City of Valley Falls, which comprise the respective summary statement of receipts, expenditures and unencumbered cash - regulatory basis as of December 31, 2021 and the related notes to the financial statements, for the purpose of expressing opinions as to whether the financial statements are presented fairly, all material respects, in accordance with accounting principles described in the Kansas Municipal Audit and Accounting Guide.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of July 19, 2022, the following representations made to you during your audit.

**Financial Statements**

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated May 31, 2022, including our responsibility for the preparation and fair presentation of the financial statements in accordance with Kansas Municipal Audit and Accounting Guide and for preparation of the supplementary information in accordance with the applicable criteria.
- 2) The financial statements referred to above are fairly presented in conformity with and include all properly classified funds and other financial information of the primary government and all component units required by Kansas Municipal Audit and Accounting Guide to be included in the financial reporting entity.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
- 6) Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with Kansas Municipal Audit and Accounting Guide
- 7) Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements.

- 8) The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole for each opinion unit. A list of the uncorrected misstatements is attached to the representation letter.
- 9) The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with Kansas Municipal Audit and Accounting Guide. We have not consulted an attorney for the year under audit.
- 10) Guarantees, whether written or oral, under which the City is contingently liable, if any, have been properly recorded or disclosed.

**Information Provided**

- 11) We have provided you with:
  - a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters [and all audit or relevant monitoring reports, if any, received from funding sources].
  - b) Additional information that you have requested from us for the purpose of the audit.
  - c) Unrestricted access to persons within the City from whom you determined it necessary to obtain audit evidence.
  - d) Minutes of the meetings of Council or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 12) All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- 13) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- 14) We have no knowledge of any fraud or suspected fraud that affects the City and involves—
  - Management,
  - Employees who have significant roles in internal control, or
  - Others where the fraud could have a material effect on the financial statements.
- 15) We have no knowledge of any allegations of fraud or suspected fraud affecting the City's financial statements communicated by employees, former employees, regulators, or others.
- 16) We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
- 17) We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.

- 18) We have disclosed to you the identity of the City's related parties and all the related party relationships and transactions of which we are aware.

**Government-specific**

- 19) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 20) We have taken timely and appropriate steps to remedy fraud, noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that you have reported to us.
- 21) We have a process to track the status of audit findings and recommendations.
- 22) We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- 23) We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.
- 24) The City has no plans or intentions that may materially affect the carrying value or classification of assets, deferred outflows of resources, liabilities, deferred inflows of resources, and fund balance or net position.
- 25) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and legal and contractual provisions for reporting specific activities in separate funds.
- 26) We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.
- 27) We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that we believe have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
- 28) We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
- 29) There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance except those listed in the report
- 30) As part of your audit, you assisted with preparation of the financial statements and related notes. We acknowledge our responsibility as it relates to those non-audit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and related notes.

- 31) The City has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 32) The City has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- 33) Investments, derivative instruments, and land and other real estate held by endowments are properly valued.
- 34) Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
- 35) Revenues are appropriately classified in the financial statements.
- 36) Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
- 37) Deposits and investment securities and derivative instruments are properly classified as to risk and are properly disclosed.
- 38) With respect to the budget to actual on which an in-relation-to opinion is issued
  - a) We acknowledge our responsibility for presenting the budget to actual comparisons in accordance with Kansas Municipal Audit and Accounting Guide, and we believe the budget to actual comparisons, including its form and content, is fairly presented in accordance with accounting principles Kansas Municipal Audit and Accounting Guide The methods of measurement and presentation of the budget to actual comparisons have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.
  - b) If the budget to actual comparisons are not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditor's report thereon.
  - c) The audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditor's report thereon.

Signed:  \_\_\_\_\_ Signed: \_\_\_\_\_

Title: Audree Guzman, City Administrator Title: \_\_\_\_\_

Client: 29435 - City of Valley Falls  
 Engagement: 2021 Audit - City of Valley Falls  
 Period Ending: 12/31/2021  
 Trial Balance: 7001 - Trial Balance  
 Workpaper: 6001 - Adjusting Journal Entries Report

Account	Description	W/P Ref	Debit	Credit
<b>Adjusting Journal Entries JE # 1</b>				
To reclass property taxes				
01-000-4430	Delinquent Tax		5,420.87	
01-000-4460	RHID		31,842.15	
01-000-4410	Motor Vehicle Tax			32,340.09
01-000-4440	Ad Valorem Tax			4,922.93
<b>Total</b>			<b>37,263.02</b>	<b>37,263.02</b>
<b>Adjusting Journal Entries JE # 2</b>				
To adjust for prior year encumbrances				
01-000-3000	Fund Balance		1,036.52	
03-000-3000	Fund Balance		98,210.73	
08-000-3000	Fund Balance		10,299.56	
01-100-5260	Miscellaneous			1,036.52
03-000-5290	Professional Fees			4,995.00
03-000-5330	New Equipment			43,457.77
03-000-5600	Improvements			48,452.76
03-000-5620	Chemicals			1,305.20
08-000-5900	Solid Waste Contract Payment			10,299.56
<b>Total</b>			<b>109,546.81</b>	<b>109,546.81</b>
<b>Adjusting Journal Entries JE # 3</b>				
To adjust for current year encumbrances				
01-100-5060	Printing		68.36	
01-100-5130	Maintenance / Repair Office		3.79	
01-100-5130	Maintenance / Repair Office		100.00	
01-100-5140	Fees (Adverting, Legal, NSF Checks,		138.00	
01-100-5140	Fees (Adverting, Legal, NSF Checks,		1,000.00	
01-100-5290	Professional Fees		76.03	
01-100-5290	Professional Fees		4,988.00	
01-100-5320	Supplies		60.35	
01-100-5320	Supplies		138.15	
01-200-5160	Gas & Oil		80.38	
01-200-5160	Gas & Oil		187.61	
01-200-5160	Gas & Oil		256.56	
01-200-5160	Gas & Oil		390.97	
01-200-5240	Maintenance/Repair/Auto		15.00	
01-200-5260	Miscellaneous		32.40	
01-200-5260	Miscellaneous		99.15	
01-200-5260	Miscellaneous		99.15	
01-200-5320	Supplies		50.00	
01-200-5320	Supplies		1,214.69	
01-300-5160	Gas & Oil		69.65	
01-300-5260	Miscellaneous		69.45	
01-300-5320	Supplies		10.98	
01-300-5320	Supplies		13.68	
01-400-5160	Gas & Oil		95.06	
01-400-5260	Miscellaneous		18.67	
01-600-5600	City Attorney Court		500.00	
03-000-5050	Telephone		6,803.80	
03-000-5130	Maintenance / Repair - Water Fund		457.50	
03-000-5260	Miscellaneous		56.07	
03-000-5270	Supplies Tools		13.38	
03-000-5290	Professional Fees		612.41	
03-000-5630	Water Sales Tax		315.15	
04-000-5130	Maintenance / Repair - Sewer Fund		6,600.00	
04-000-5160	Gas & Oil		73.00	
04-000-5240	Repair Maintenance Vehicle		1,684.50	
04-000-5260	Miscellaneous		2.49	
04-000-5600	Improvements		6,803.80	
05-000-5040	Capital outlay		20,411.40	
06-000-5950	Consolidated Street Hwy Expenditure		191,561.21	
01-000-2000	ACCOUNTS PAYABLE			9,776.08
03-000-2000	ACCOUNTS PAYABLE - Water			8,258.31
04-000-2010	Accounts Payable at Year End			15,163.79
05-000-2010	Accounts Payable at year end			20,411.40
06-000-2000	Accounts Payable			191,561.21
<b>Total</b>			<b>245,170.79</b>	<b>245,170.79</b>

Client: 29435 - City of Valley Falls  
 Engagement: 2021 Audit - City of Valley Falls  
 Period Ending: 12/31/2021  
 Trial Balance: 7001 - Trial Balance  
 Workpaper: 6001 - Adjusting Journal Entries Report

Account	Description	W/P Ref	Debit	Credit
<b>Adjusting Journal Entries JE # 4</b>				
To adjust payables on books at year end				
01-000-2000	ACCOUNTS PAYABLE		9,642.93	
03-000-2000	ACCOUNTS PAYABLE - Water		395.80	
04-000-2000	ACCOUNTS PAYABLE - Sewer		1,213.26	
01-000-1000	CASH - General Fund			8,778.10
01-100-5260	Miscellaneous			864.83
03-000-5290	Professional Fees			395.80
04-000-5290	Professional Fees			1,213.26
<b>Total</b>			<u><u>11,251.99</u></u>	<u><u>11,251.99</u></u>
<b>Adjusting Journal Entries JE # 5</b>				
To reclass state aid payments				
01-000-4300	Other Revenue		1,276.88	
04-000-4400	Sewer Revenue - Payments		40,271.43	
01-300-4520	State of Kansas - Special Highway Payment			1,276.88
04-000-4430	State Aid			40,271.43
<b>Total</b>			<u><u>41,548.31</u></u>	<u><u>41,548.31</u></u>

Management has agreed to the above and has posted to their records.

May 31, 2022

City of Valley Falls  
417 Broadway  
Valley Falls, KS 66088-1200

Dear Council:

We are pleased to confirm our understanding of the services we are to provide City of Valley Falls for the year ended December 31, 2021.

#### **Audit Scope and Objectives**

We will audit the financial statement of the summary statement of receipts, expenditures, and unencumbered cash, including the related notes to the financial statements, which collectively comprise the basic financial statement of City of Valley Falls in accordance with the *Kansas Municipal Audit and Accounting Guide (KMAAG)* and *Generally Accepted Auditing Standards (GAAS)* for the year ended December 31, 2021.

We have also been engaged to report on supplementary information that accompanies City of Valley Falls financial statement. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statement and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statement or to the financial statement itself, and other additional procedures in accordance with KMAAG, and we will provide an opinion on it in relation to the financial statement as a whole in a report combined with our auditor's report on the financial statements:

- 1) Summary Schedule of Expenditures – Actual and Budget
- 2) Schedule of Receipts and Expenditures – Actual and Budget (with a Comparison to Prior Year)

The objectives of our audit are to obtain reasonable assurance as to whether the financial statement as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with KMAAG and report on the fairness of the supplementary information referred to above when considered in relation to the financial statement as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

#### **Auditor's Responsibilities for the Audit of the Financial Statements**

We will conduct our audit in accordance with KMAAG and GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with KMAAG and GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statement, including the disclosures, and determine whether the financial statement represents the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with KMAAG and GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, direct confirmation of cash and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

#### **Audit Procedures—Internal Control**

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

Recording and reporting of receipts and payables

#### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of City of Valley Falls compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

#### **Other Services**

We will also assist in preparing the financial statement of City of Valley Falls in conformity with KMAAG based on information provided by you.

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

#### **Responsibilities of Management for the Financial Statements**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with KMAAG.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statement of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with KMAAG. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statement with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with KMAAG; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with KMAAG; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for the financial statement preparation services and any other non-attest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

#### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Agler & Gaeddert, Chartered and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to State of Kansas or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Agler & Gaeddert, Chartered personnel. Furthermore, upon request, we may provide copies of selected audit documentation to State of Kansas or its designee. The State of Kansas or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

Harold Mayes is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our audit on approximately May 31, 2022 and to issue our reports no later than July 31, 2022.

Our fee for services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee will not exceed \$6,200 plus out of pocket expenses. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

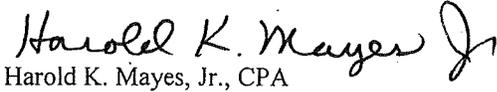
### Reporting

We will issue a written report upon completion of our audit of City of Valley Falls financial statement. Our report will be addressed to Council Members of City of Valley Falls. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to City of Valley Falls and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

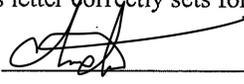
Very truly yours,

AGLER & GAEDDERT, CHARTERED

  
Harold K. Mayer, Jr., CPA

### RESPONSE:

This letter correctly sets forth the understanding of City of Valley Falls.

By:   
\_\_\_\_\_

Title: Audree Guzman, City Administrator

Date: 07/25/2022

**CITY OF VALLEY FALLS**  
Valley Falls, Kansas

FINANCIAL STATEMENT  
AND  
INDEPENDENT AUDITOR'S REPORT

December 31, 2021

**CITY OF VALLEY FALLS, KANSAS**

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Year ended December 31, 2021

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## INDEPENDENT AUDITOR'S REPORT

Honorable Mayor and City Council  
City of Valley Falls  
Valley Falls, Kansas

### **Report on Financial Statements**

We have audited the accompanying fund summary statement of regulatory basis receipts, expenditures, and unencumbered cash balances of City of Valley Falls, Kansas as of and for the year ended December 31, 2021 and the related notes to the financial statement.

### ***Adverse Opinion on U.S. Generally Accepted accounting Principles***

In our opinion, because of the significance of the matter discussed in the "Basis of Adverse Opinion and Unmodified Opinions section of our report, the accompanying financial statement referred to above does not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of City of Valley Falls, Kansas as of December 31, 2021, or changes in financial position and cash flows thereof for the year then ended.

### ***Unmodified Opinion on Regulatory Basis of Accounting***

In our opinion, the accompanying financial statement referred to above presents fairly, in all material respects, the aggregate cash and unencumbered cash balance of City of Valley Falls, Kansas as of December 31, 2021, and the aggregate receipts and expenditures for the year then ended in accordance with the financial reporting provisions of the *Kansas Municipal Audit and Accounting Guide* described in Note C.

### ***Basis for adverse and Unmodified Opinions***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the *Kansas Municipal Audit and Accounting Guide*. Our responsibility under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statement section of our report. We are required to be independent of City of Valley Falls, Kansas, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our adverse and unmodified audit opinions.

### ***Matters giving Rise to Adverse Opinion on U.S. Generally Accepted Accounting Principles***

As discussed in Note C of the financial statement, the financial statement is prepared by City of Valley Falls, Kansas on the basis of the financial reporting provisions of the *Kansas Municipal Audit and Accounting Guide*, which is a basis of accounting other than accounting principles generally accepted in the United States of America. The effects on the financial statement of the variances between the regulatory basis of accounting described in Note C and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

### ***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of this financial statement in accordance with the *Kansas Municipal Audit and Accounting Guide* as described in Note C; this includes determining that the regulatory basis of accounting is an acceptable basis for the preparation of the financial statement in the circumstances. Management is also responsible for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of the financial statement that is free from material misstatement, whether due to fraud or error.

In preparing the financial statement, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt City of Valley Falls, Kansas ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### ***Auditor's Responsibility for the Audit of the Financial Statement***

Our objectives are to obtain reasonable assurance about where the financial statement as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from an error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement made by a reasonable user based on the financial statement.

### **In performing an audit in accordance with GAAS, we:**

1. Exercise professional judgement and maintain professional skepticism throughout the audit.
2. Identify and assess the risks of material misstatement of the financial statement, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statement.
3. Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of City of Valley Falls, Kansas internal control. Accordingly, no such opinion is expressed.
4. Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimate made by management, as well as evaluate the overall presentation of the financial statement.
5. Conclude whether, in our judgement, there are conditions or events, considered in the aggregate, that raise substantial doubt about City of Valley Falls, Kansas ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain control-related matters that we identified during the audit.

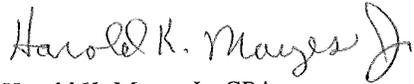
### ***Supplementary Information***

Our audit was conducted for the purpose of forming an opinion on the fund summary statement of regulatory basis receipts, expenditures, and unencumbered cash balances (basic financial statement) as a whole. The summary of regulatory basis expenditure-actual and budget and individual fund schedules of regulatory basis receipts and expenditures-actual and budget (Schedules 1, and 2 as listed in the table of contents) are presented for analysis and are not a required part of the basic financial statement, however are required to be presented under the provisions of the *Kansas Municipal Audit and Accounting Guide*. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statement. The information has been subjected to the auditing procedures applied in the audit of the basic financial statement and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statement or to the basic financial statement itself, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the basic financial statement as a whole, on the basis of accounting described in Note C.

### ***Prior Year Comparative***

We also previously audited, in accordance with auditing standards generally accepted in the United States of America, the basic financial statement of City of Valley Falls, Kansas as of and for the year ended December 31, 2020 (not presented herein), and have issued our report thereon dated August 18, 2021, which contained an unmodified opinion on the basic financial statement. The 2020 basic financial statement and our accompanying report are not presented herein, but available in electronic form from the web site of the Kansas Department of Administration at the following link <http://admin.ks.gov/offices/oar/municipal-services>. The 2020 actual column (2020 comparative information) presented in the individual fund schedules of regulatory basis receipts and expenditures – actual and budget for the year ended December 31, 2021 (Schedule 2 as listed in the table of

contents) is presented for purposes of additional analysis and is not a required part of the basic financial statement. Such 2020 comparative information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the 2020 basic financial statement. The 2020 comparative information was subjected to the auditing procedures applied in the audit of the 2020 basic financial statement and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the 2020 basic financial statement or to the 2020 basic financial statements itself, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the 2020 comparative information is fairly stated in all material respects in relation to the basic financial statement as a whole for the year ended December 31, 2020, on the basis of accounting described in Note C.



Harold K. Mayes Jr. CPA  
Agler & Gaeddert, Chartered  
Ottawa, Kansas  
July 19, 2022

**City of Valley Falls, Kansas**

SUMMARY STATEMENT OF RECEIPTS, EXPENDITURES  
AND UNENCUMBERED CASH  
REGULATORY BASIS  
For the Year Ended December 31, 2021

Fund	Unencumbered Cash Balance Beginning of Year	Cash Receipts
<b>Governmental Type Funds</b>		
<b>General Fund</b>	\$ 18,610	\$ 619,602
<b>Special Purpose Funds</b>		
Consolidated Street & Highway	73,365	74,919
Special Equipment Reserve	5,656	4,879
Swimming Pool	6,121	508
<b>Bond and Interest Fund</b>		
Bond and Interest	295,386	149,300
<b>Capital Projects Fund</b>		
Capital Improvements	<u>9,008</u>	<u>87,979</u>
	<u>408,146</u>	<u>937,187</u>
<b>Business Funds</b>		
Water Utility	158,285	215,551
Sewer Utility	294,862	181,471
Solid Waste	<u>46,043</u>	<u>122,391</u>
	<u>499,190</u>	<u>519,413</u>
	<u>\$ 907,336</u>	<u>\$ 1,456,600</u>

The accompanying notes are an integral part of this statement.

Statement 1

<u>Expenditures</u>	<u>Unencumbered Cash Balance End of Year</u>	<u>Add Outstanding Encumbrances and Accounts Payable</u>	<u>Cash Balance End of Year</u>
\$ 620,458	\$ 17,754	\$ 9,776	\$ 27,530
52,089	96,195	1	96,196
9,003	1,532	0	1,532
1,200	5,429	0	5,429
106,867	337,819	0	337,819
<u>20,411</u>	<u>76,576</u>	<u>20,411</u>	<u>96,987</u>
<u>810,028</u>	<u>535,305</u>	<u>30,188</u>	<u>565,493</u>
232,439	141,397	8,632	150,029
206,613	269,720	15,165	284,885
<u>116,641</u>	<u>51,793</u>	<u>0</u>	<u>51,793</u>
<u>555,693</u>	<u>462,910</u>	<u>23,797</u>	<u>486,707</u>
<u>\$ 1,365,721</u>	<u>\$ 998,215</u>	<u>\$ 53,985</u>	<u>\$ 1,052,200</u>
Cash balance consisting of			
Balance on deposit			
Checking, money market accounts & petty cash		\$	397,934
Certificates of deposit			<u>654,266</u>
Total cash		\$	<u><u>1,052,200</u></u>

The accompanying notes are an integral part of this statement.

# CITY OF VALLEY FALLS, KANSAS

## NOTES TO FINANCIAL STATEMENT

December 31, 2021

### NOTE A. MUNICIPAL REPORTING ENTITY

The City of Valley Falls is a municipal corporation governed by an elected five member commission. This financial statement presents the City of Valley Falls (the municipality).

### NOTE B. REGULATORY BASIS FUND TYPES

The accounts of the City are organized and operated on the basis of funds. A fund is defined as an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The City potential could have the following types of funds.

**General Fund** – the chief operating fund. Used to account for all resources except those required to be accounted for in another fund.

**Special Purpose Funds** – used to account for the proceeds of specific tax levies and other specific revenues sources (other than Capital Project and tax levies for long-term debt) that are intended for specific purposes.

**Bond and Interest Fund** – used to account for the accumulation of resources, including tax levies, transfers from other funds and used to make payments of general long-term debt.

**Capital Project Fund** – used to account for the debt proceeds and other financial resources to be used for acquisition or construction of major capital facilities or equipment.

**Business Fund** – funds financed in whole or part by fees charged to users of goods or services (i.e. enterprise and internal service funds etc.).

**Trust fund** – funds used to report assets held in trust for the benefit of the municipal financial reporting entity (i.e. pension funds, investment trust funds, private purpose trust funds which benefit the municipal reporting entity, scholarship funds, etc.). The City does not have any funds of this type for this year.

**Agency fund** – funds used to report assets held by the municipal reporting entity in purely a custodial capacity (payroll clearing fund, county treasurer tax collection accounts, etc.). The City does not have any funds of this type for this year.

### NOTE C. BASIS OF ACCOUNTING

*Regulatory Basis of Accounting and departure from Accounting Principles Generally Accepted in the United States of America* - The KMAAG regulatory basis of accounting involves the recognition of cash, cash equivalents, marketable investments, and certain accounts payable and encumbrance obligations to arrive at a net unencumbered cash and investments on a regulatory basis for each fund, and the reporting of changes in unencumbered cash and investments of a fund resulting from the difference in regulatory basis revenues and regulatory basis expenditures for the fiscal year. All recognized assets and liabilities are measured and reported at cost, unless they have been permanently impaired and have no future cash value or represent no future obligations against cash. The KMAAG regulatory basis does not recognize capital assets, long-term debt assignment to a fund, accrued receivables and payables, or any other assets, liabilities or deferred inflows or outflows, other than mentioned above.

City of Valley Falls, Kansas has approved a resolution that it is in compliance with K.S.A. 75-1120a (c) waiving the requirement for application of generally accepted accounting principles and allowing the municipality to use the regulatory basis of accounting.

# CITY OF VALLEY FALLS, KANSAS

## NOTES TO FINANCIAL STATEMENT

December 31, 2021

### NOTE D. BUDGETARY INFORMATION

Kansas statutes require that an annual operating budget be legally adopted for the general fund, special purpose funds (unless specifically exempted by statute), bond and interest funds, and business funds. Although directory rather than mandatory, the statutes provide for the following sequence and timetable in the adoption of the legal annual operating budget:

1. Preparation of the budget for the succeeding calendar year on or before August 1st.
2. Publication in local newspaper on or before August 5<sup>th</sup> of the proposed budget and notice of public hearing on the budget.
3. Public hearing on or before August 15th, but at least ten days after publication of notice of hearing.
4. Adoption of the final budget on or before August 25th.

Should the City hold a revenue neutral rate hearing, the budget timeline for adoption of the final budget has been adjusted to on or before September 20<sup>th</sup>.

The statutes allow for the governing body to increase the originally adopted budget for previously unbudgeted increases in revenue other than ad valorem property taxes. To do this, a notice of public hearing to amend the budget must be published in the local newspaper. At least ten days after publication the hearing may be held and the governing body may amend the budget at that time. The Consolidated Street & Highway, Water Fund and Solid Waste budgets were amended this year.

The statutes permit transferring budgeted amounts between line items within an individual fund. However, such statutes prohibit expenditures in excess of the total amount of the adopted budget of expenditures of individual funds. Budget comparison schedules are presented for each fund showing actual receipts and expenditures compared to legally budgeted receipts and expenditures.

**Adjustment for Qualifying Budget Credits** – Municipalities may use this line item for any budgeted fund. The adjustment would be a positive amount. All budget adjustments must be authorized by Kansas statutes. Examples include: expenditure of federal grant monies, gifts and donations, and receipts authorized by law to be spent as if they were reimbursed expenses.

All legal annual operating budgets are prepared using the regulatory basis of accounting in which revenues are recognized when cash is received and expenditures include disbursements, accounts payable, and encumbrances, with disbursements being adjusted for prior year's accounts payable and encumbrances. Encumbrances are commitments by the municipality for future payments and are supported by a document evidencing the commitment, such as a purchase order or contract. Any unused budgeted expenditure authority lapses at year-end.

A legal operating budget is not required for the following special purpose funds, capital project funds, business funds and trusts:

Capital Improvement Fund

Spending in funds which are not subject to the legal annual operating budget requirements is controlled by federal regulations, other statutes, or by the use of internal spending limits established by the governing board.

### NOTE E. DEPOSITS AND INVESTMENTS

K.S.A. 9-1401 establishes the depositories which may be used by the City. The statute requires banks eligible to hold the City's funds have a main or branch bank in the City or in an adjoining City if such institution has been designated as an official depository, and the banks provide an acceptable rate of return on funds. In addition, K.S.A. 9-1402 requires the bank to pledge securities for deposits in excess of FDIC coverage. The City has no other policies that would further limit interest rate risk.

**CITY OF VALLEY FALLS, KANSAS**

**NOTES TO FINANCIAL STATEMENT**

December 31, 2021

**NOTE E. DEPOSITS AND INVESTMENTS – Continued**

K.S.A. 12-1675 limits the City’s investment of idle funds to time deposits, open accounts, and certificates of deposit with allowable financial institutions; U.S. Government securities; temporary notes; no-fund warrants; repurchase agreements; and the Kansas Municipal Investment Pool. The City has no investment policy that would further limit its investment choices. The City rates investments (if any) as noted.

*Concentration of credit risk* - State statutes place no limit on the amount the City may invest in any one issuer as long as the investments are adequately secured under K.S.A. 9-1402 and 9-1405. The City has no investments other than money markets and certificates of deposit.

*Custodial credit risk – deposits*: Custodial credit risk is the risk that in the event of a bank failure, the City’s deposits may not be returned to it. State statutes require the City’s deposits in financial institutions to be entirely covered by federal depository insurance or by collateral held under a joint custody receipt issued by a bank within the State of Kansas, the Federal Reserve Bank of Kansas City, or the Federal Home Loan Bank of Topeka, except during designated “peak periods” when required coverage is 50%. There were no designated “peak periods” during the year. All bank deposits were legally secured at December 31, 2021.

At December 31, 2021, the carrying amount of the City’s bank deposits was \$1,046,771 and the bank balance as \$1,059,405. The bank balance was held by one bank which increases concentration risk. The difference between carrying amount and bank balance is outstanding checks and deposits. Of the bank balance, \$413,397 was covered by federal depository insurance and \$646,007 was collateralized with securities held by the pledging financial institution’s agents in the City’s name.

*Custodial credit risk – investments*: For an investment, this is the risk that, in the event of the failure of the issuer or counterparty, the City will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. State statutes require investments be adequately secured. The City had no such investments at year end.

**NOTE F. LONG-TERM DEBT**

<u>Debt Issued</u>	<u>Interest</u>	<u>Date of</u>	<u>Amount</u>	<u>Maturity</u>	
<b>Revenue Bonds</b>					
Series 2016 - Swimming	1% to	10/26/201	\$ 1,535,000	04/01/203	
	Beginning of			End of	
	Year			Year	
<u>Debt Issued</u>	<u>Balance</u>	<u>Additions</u>	<u>Reductions/ Payments</u>	<u>Balance</u>	<u>Interest</u>
<b>Revenue Bonds</b>					
Series 2016 - Swimming	\$ 1,365,000	\$ 0	\$ 65,000	\$ 1,300,000	\$ 40,868
Total	\$ 1,365,000	\$ 0	\$ 65,000	\$ 1,300,000	\$ 40,868
Detail of payments by year	2022	2023	2024	2025	2026
Principal:					
Series 2016 - Swimming	\$ 65,000	\$ 65,000	\$ 70,000	\$ 70,000	\$ 70,000
	2027-2031	2032-2036	2037		Total
Principal:					
Series 2016 - Swimming	\$ 395,000	\$ 460,000	\$ 105,000		\$ 1,300,000

**CITY OF VALLEY FALLS, KANSAS**

**NOTES TO FINANCIAL STATEMENT**

December 31, 2021

**NOTE F. LONG-TERM DEBT – continued**

Detail of payments by year	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>
Interest:					
Series 2016 - Swimming	\$ <u>39,763</u>	\$ <u>38,528</u>	\$ <u>37,108</u>	\$ <u>35,498</u>	\$ <u>33,748</u>
	<u>2027-2031</u>	<u>2032-2036</u>	<u>2037</u>		<u>Total</u>
Interest:					
Series 2016 - Swimming	\$ <u>135,083</u>	\$ <u>63,119</u>	\$ <u>10,969</u>		\$ <u>393,816</u>

The debt limit per Kansas Statutes is limited to thirty percent of the assessed tangible valuation given by the County Appraiser to the County Clerk on June 15 each year. At December 31, 2021, the statutory limit for the City was \$1,962,150 providing a debt margin of \$1,962,150 after removing debt exempt from the limitation.

**NOTE G. INTERFUND TRANSFERS**

<u>From:</u>	<u>To:</u>	<u>Statutory Authority</u>	<u>Amount</u>
None in 2021		12-1118	\$ 0

**NOTE H. OTHER LONG-TERM OBLIGATIONS FROM OPERATIONS**

**Other Post-Employment Benefits:** As provided by K.S.A. 12-5040, the City allows retirees to participate in the group health insurance plan. While each retiree pays the full amount of the applicable premium, conceptually, the City is subsidizing the retiree’s health insurance plan because each participant is charged a level of premium regardless of age. However, the cost of this subsidy has not been qualified in this financial statement.

Under the Consolidated Omnibus Budget Reconciliation Act (CORBA), the City makes health care benefits available to eligible former employees and eligible dependents. Certain requirements are outlined by the federal government for this coverage. The premium is paid in full by the insured.

**Compensated Absences:** The estimated amount of liability for the vested portion of unused sick leave and accumulated vacation leave has not been calculated. Unpaid vacation and sick pay amounts are not accrued in the accompanying financial statements.

**NOTE I. DEFINED BENEFIT PENSION PLAN**

*Plan description.* The City of Valley Falls participates in the Kansas Public Employees Retirement System (KPERs), a cost-sharing multiple-employer defined benefit pension plan as provided by K.S.A. 74-4901, et. seq. Kansas law establishes and amends benefit provisions. KPERs issues a publically available financial report that includes financial statements and required supplementary information. KPERs’ financial statements are included in its Comprehensive Annual Financial Report which can be found on the KPERs website at [www.kpers.org](http://www.kpers.org) or by writing to KPERs (611 South Kansas, Suite 100, Topeka, KS 66603) or by calling 1-888-275-5737.

*Contributions.* K.S.A. 74-4919 and K.S.A. 74-49,210 establish the KPERs member-employee contribution rates. KPERs has multiple benefit structures and contribution rates depending on whether the employee is a KPERs 1, KPERs 2 or KPERs 3 member. KPERs 1 members are active and contributing members hired before July 1, 2009. KPERs 2 members were first employed in a covered position on or after July 1, 2009, and KPERs 3 members were first employed in a covered position on or after January 1, 2015. Effective January 1, 2015, Kansas law established the KPERs member-employee contribution rate at 6% of covered salary for KPERs 1, KPERs 2 and KPERs 3 members. Member contributions are withheld by their employer and paid to KPERs according to the provisions of Section 414(h) of the Internal Revenue Code.

# CITY OF VALLEY FALLS, KANSAS

## NOTES TO FINANCIAL STATEMENT

December 31, 2021

### NOTE I. DEFINED BENEFIT PENSION PLAN - continued

State law provides that the employer contribution rates for KPERS 1, KPERS 2, and KPERS 3 be determined based on the results of each annual actuarial valuation. Kansas law sets a limitation on annual increases in the employer contribution rates. The actuarially determined employer contribution rate (not including the 1% contribution rate for the Death and Disability Program) and the statutory contribution rate was 8.87% for the fiscal year ended December 31, 2021. Contributions to the pension plan from the City were \$27,323, for KPERS for the year ended December 31, 2021.

*Net Pension Liability.* At December 31, 2021, the City of Valley Falls' proportionate share of the collective net pension liability reported by KPERS was \$202,577. The net pension liability was measured as of June 30, 2021, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of December 31, 2020, which was rolled forward to June 30, 2021. The City of Valley Falls' proportion of the net pension liability was based on the ratio of the City of Valley Falls' contributions to KPERS, relative to the total employer and non-employer contributions of the local subgroup within KPERS. Since the KMAAG regulatory basis of accounting does not recognize long-term debt, this liability is not reported in these financial statements.

The complete actuarial valuation report including all actuarial assumptions and methods, and the report on the allocation of the KPERS collective net pension liability to all participating employers are publicly available on the website at [www.kpers.org](http://www.kpers.org) or can be obtained as described above.

### NOTE J. OTHER POSTEMPLOYMENT BENEFITS – THRU KPERS

*Death and Disability Other Post-Employment Benefits.* As provided by K.S.A. 74-4927, disabled members in the Kansas Public Employees Retirement System (KPERS) receive long-term disability benefits and life insurance benefits. The plan is administered through a trust held by KPERS that is funded to pay annual benefit payments. The employer contribution rate is set at 1% for the year ended December 31, 2021

### NOTE K. RISK MANAGEMENT

The City is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the City carries commercial insurance. Settlement of claims has not exceeded commercial insurance coverage in any of the last three fiscal years.

### NOTE L. OTHER INFORMATION

*Reimbursed Expenses:* The City records reimbursable expenditures in the fund that makes the disbursement and records reimbursement as revenue in the same fund. For purposes of budgetary comparisons, the reimbursements are shown as adjustments for qualifying budget credits.

*Ad valorem tax revenues:* The determination of assessed valuations and the collections of property taxes for all political subdivisions in the State of Kansas is the responsibility of the various counties. The County Appraiser annually determines assessed valuations and the County Clerk spreads the annual assessment on the tax rolls. The County Treasurer is the tax collection agent for all taxing entities within the county. In accordance with Kansas statutes, property taxes levied during the current year are a revenue source to be used to finance the budget of the ensuing year. Taxes are assessed on a calendar year basis and become a lien on the property on November 1 of each year. One-half of the property taxes are due December 20<sup>th</sup>, prior to the fiscal year for which they are budgeted and the second half is due the following May 10<sup>th</sup>. This procedure eliminates the need to issue tax anticipation notes since funds will be on hand prior to the beginning of each fiscal year. The City Treasurer draws down all available funds from the County Treasurer's office in two-month intervals.

# CITY OF VALLEY FALLS, KANSAS

## NOTES TO FINANCIAL STATEMENT

December 31, 2021

### NOTE L. OTHER INFORMATION - continued

**Compliance with Kansas Statutes:** References made herein to the statutes are not intended as interpretations of law, but are offered for consideration of the State Director of Accounts and Reports and interpretation by the legal representative of the municipality.

Sewer Utility exceed budget by \$342.

Solid Waste Fund exceed budget by \$3,641.

### NOTE M. COVID 19

#### *COVID-19*

On January 30, 2021, the World Health Organization (“WHO”) announced a global health emergency because of a new strain of coronavirus in Wuhan, China (the “COVID-19 outbreak”) and the risks to the international community as the virus spreads globally beyond its point of origin. In March 2021, the WHO classified the COVID-19 outbreak as a pandemic, based on the rapid increase in exposure globally. The full impact of the COVID-19 outbreak continues to evolve as of the date of this report. As such, it is uncertain as to the full magnitude that the pandemic will have on the City’s financial condition, liquidity and future results of operations. Management is actively monitoring the global and local situation on its financial condition, liquidity, operations, suppliers, industry and workforce. Given the daily evolution of the COVID-19 outbreak and the global responses to curb its spread, the City is not able to estimate the effects of the COVID-19 outbreak on its results of operations, financial condition or liquidity for fiscal year 2021. Future potential impacts may include decrease in certain revenues, etc. and disruptions or restrictions on the City’s ability to operate under its current mission and operating model.

The City has significant interest/debt payments due in each year, which if tax, grant, etc. receipts decline due to the impact of the COVID-19 outbreak on taxpayers, grants available, may lead to the City seeking debt forbearance/restructuring and additional sources of debt and or equity financing. The City expects to meet certain covenant provisions in its debt arrangements. This may lead to the City seeking debt forbearance/restructuring and additional sources of debt and/or equity financing.

### NOTE M. SUBSEQUENT EVENTS

**Subsequent Events:** The City evaluated subsequent events through July 19, 2022, the date the financial statements were available to be issued. City entered into a cancellable purchase order for \$191,561 CDBG street project which will be funded through federal and state grants.

Senate Bill 13 repealed the tax lid law and introduced the use of a revenue neutral rate with an additional budget hearing required if the proposed tax levy exceeds the revenue neutral rate. These policy changes apply to the 2022 budget cycle. Additional information can be found in the Memo to State of Kansas Subdivisions (2021) at <https://admin.ks.gov/offices/oar/municipal-services>.

**REGULATORY BASIS  
SUPPLEMENTARY INFORMATION**

**City of Valley Falls, Kansas**

Schedule 1

SUMMARY OF EXPENDITURES - ACTUAL AND BUDGET  
REGULATORY BASIS  
For the Year Ended December 31, 2020

Fund	Certified Budget	Adjustments for Qualifying Budget Credits	Total Budget for Comparison	Expenditures Chargeable to Current Year	Variance Over (Under)
<b>Governmental Type funds</b>					
<b>General Fund</b>	\$ 652,500	\$ 0	\$ 652,500	\$ 620,458	\$ (32,042)
<b>Special Purpose Funds</b>					
Consolidated Street & Highway	130,000	0	130,000	52,089	(77,911)
Special Equipment Reserve	11,319	0	11,319	9,003	(2,316)
<b>Bond &amp; Interest</b>	106,868	0	106,868	106,867	(1)
<b>Business Funds</b>					
Water Utility	288,550	0	288,550	232,439	(56,111)
Sewer Utility	166,000	40,271	206,271	206,613	342
Solid Waste	113,000	0	113,000	116,641	3,641

See Independent Auditor's Report.

**City of Valley Falls, Kansas**

Schedule 2a

GENERAL FUND  
 SCHEDULE OF RECEIPTS AND EXPENDITURES - ACTUAL AND BUDGET  
 REGULATORY BASIS  
 For the Year Ended December 31, 2021  
 (With Comparative Actual Totals for the Prior Year Ended December 31, 2020)

	2021			Variance Over (Under)
	2020 Actual	Actual	Budget	
<b>Cash receipts</b>				
<b>Taxes</b>				
Ad valorem property tax	\$ 200,073	\$ 234,091	\$ 239,428	\$ (5,337)
Back tax collections	33,428	10,278	2,000	8,278
Motor vehicle tax	15,286	33,373	33,102	271
Recreational Vehicle tax	209	362	493	(131)
Sales tax	141,919	86,175	195,000	(108,825)
<b>State Revenues</b>	22,236	111,083	0	111,083
<b>In lieu of taxes</b>	0	0	1,800	(1,800)
	<u>413,151</u>	<u>475,362</u>	<u>471,823</u>	<u>3,539</u>
<b>Licenses, fees and permits</b>				
License and permits	4,231	987	800	187
Swimming pool	17,266	33,892	38,000	(4,108)
Franchise fees	49,349	52,653	53,525	(872)
Police/Court	4,720	13,300	18,000	(4,700)
	<u>75,566</u>	<u>100,832</u>	<u>110,325</u>	<u>(9,493)</u>
<b>Use of money and property</b>				
Interest on investments	3,867	431	5,000	(4,569)
<b>Other</b>				
Rural Housing Incentive Districts	35,698	17,829	0	17,829
Reimbursed expenses	50,516	0	0	0
Miscellaneous	25,298	25,148	0	25,148
	<u>111,512</u>	<u>42,977</u>	<u>0</u>	<u>42,977</u>
<b>Transfers</b>				
Transfer from Solid Waste	20,000	0	0	0
<b>Total cash receipts</b>	<u>624,096</u>	<u>619,602</u>	<u>\$ 587,148</u>	<u>\$ 32,454</u>
<b>Expenditures</b>				
<b>Administrative</b>	165,710	202,037	\$ 142,500	\$ 59,537
<b>Police/Court</b>	244,171	205,616	235,000	(29,384)
<b>Streets</b>	166,924	133,013	180,000	(46,987)
<b>Parks and Pool</b>	59,127	79,792	95,000	(15,208)
<b>Solid Waste</b>	8,723	0	0	0
<b>Total expenditures</b>	<u>644,655</u>	<u>620,458</u>	<u>\$ 652,500</u>	<u>\$ (32,042)</u>
Receipts over (under) expenditures	(20,559)	(856)		
Unencumbered cash, beginning of year	39,169	18,610		
Unencumbered cash, end of year	<u>\$ 18,610</u>	<u>\$ 17,754</u>		

See Independent Auditor's Report.

**City of Valley Falls, Kansas**

Schedule 2b

SPECIAL PURPOSE FUNDS  
 CONSOLIDATED STREET & HIGHWAY FUND  
 SCHEDULE OF RECEIPTS AND EXPENDITURES - ACTUAL AND BUDGET  
 REGULATORY BASIS  
 For the Year Ended December 31, 2021  
 (With Comparative Actual Totals for the Prior Year Ended December 31, 2020)

	<u>2020</u>	<u>2021</u>		<u>Variance</u>
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Over</u>
				<u>(Under)</u>
<b>Cash receipts</b>				
<b>Taxes</b>				
Gas & Sales tax	\$ 75,314	\$ 74,919	\$ 32,300	\$ 42,619
Total Cash Receipts	75,314	74,919	\$ 32,300	\$ 42,619
<b>Expenditures</b>				
Contractual services	98,402	52,089	\$ 130,000	\$ (77,911)
Total expenditures	98,402	52,089	\$ 130,000	\$ (77,911)
Receipts over (under) expenditures	(23,088)	22,830		
Unencumbered cash, beginning of year	96,453	73,365		
Unencumbered cash, end of year	\$ 73,365	\$ 96,195		

See Independent Auditor's Report.

**City of Valley Falls, Kansas**

Schedule 2c

SPECIAL PURPOSE FUNDS  
 SPECIAL EQUIPMENT RESERVE FUND  
 SCHEDULE OF RECEIPTS AND EXPENDITURES - ACTUAL AND BUDGET  
 REGULATORY BASIS  
 For the Year Ended December 31, 2021  
 (With Comparative Actual Totals for the Prior Year Ended December 31, 2020)

		2021		Variance Over (Under)
	2020 Actual	Actual	Budget	(Under)
<b>Cash receipts</b>				
<b>Special Equipment Revenue</b>	\$ 0	\$ 4,879	\$ 0	\$ 4,879
<b>Expenditures</b>				
<b>Capital outlay</b>	5,663	9,003	\$ 11,319	\$ (2,316)
Receipts over (under) expenditures	(5,663)	(4,124)		
Unencumbered cash, beginning of year	11,319	5,656		
Unencumbered cash, end of year	\$ 5,656	\$ 1,532		

See Independent Auditor's Report.

**City of Valley Funds, Kansas**

Schedule 2d

SPECIAL PURPOSE FUNDS  
SWIMMING POOL  
SCHEDULE OF RECEIPTS AND EXPENDITURES - ACTUAL  
REGULATORY BASIS

For the Year Ended December 31, 2021

(With Comparative Actual Totals for the Prior Year Ended December 31, 2020)

	<u>2020</u> <u>Actual</u>	<u>2021</u> <u>Actual</u>
<b>Cash receipts</b>		
<b>Charges for services</b>	\$ 6,121	\$ 508
<b>Expenditures</b>		
<b>Pool</b>	0	1,200
<b>Total Expenditures</b>	0	1,200
Receipts over (under) expenditures	6,121	(692)
Unencumbered cash, beginning of year	0	6,121
Unencumbered cash, end of year	\$ <u>6,121</u>	\$ <u>5,429</u>

See Independent Auditor's Report.

**City of Valley Falls, Kansas**

Schedule 2e

BOND AND INTEREST FUND  
 BOND AND INTEREST FUND  
 SCHEDULE OF RECEIPTS AND EXPENDITURES - ACTUAL AND BUDGET  
 REGULATORY BASIS

For the Year Ended December 31, 2021

(With Comparative Actual Totals for the Prior Year Ended December 31, 2020)

	<b>2020</b>	<b>2021</b>		<b>Variance</b>
	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Over (Under)</b>
<b>Cash receipts</b>				
<b>State sales tax</b>	\$ 147,294	\$ 149,300	\$ 135,000	\$ 14,300
Total cash receipts	<u>147,294</u>	<u>149,300</u>	<u>\$ 135,000</u>	<u>\$ 14,300</u>
<b>Expenditures</b>				
<b>Legal fees</b>	1,000	1,000	\$ 1,000	\$ 0
<b>Bond payment</b>	<u>106,842</u>	<u>105,867</u>	<u>105,868</u>	<u>(1)</u>
Total expenditures	<u>107,842</u>	<u>106,867</u>	<u>\$ 106,868</u>	<u>\$ (1)</u>
Receipts over (under) expenditures	39,452	42,433		
Unencumbered cash, beginning of year	<u>255,934</u>	<u>295,386</u>		
Unencumbered cash, end of year	<u>\$ 295,386</u>	<u>\$ 337,819</u>		

See Independent Auditor's Report.

**City of Valley Falls, Kansas**

Schedule 2f

CAPITAL FUND PROJECTS  
CAPITAL IMPROVEMENT FUND  
SCHEDULE OF RECEIPTS AND EXPENDITURES - ACTUAL  
REGULATORY BASIS

For the Year Ended December 31, 2021

(With Comparative Actual Totals for the Prior Year Ended December 31, 2020)

	<u>2020</u> <u>Actual</u>	<u>2021</u> <u>Actual</u>
<b>Cash receipts</b>		
<b>Federal receipts</b>	\$ 0	\$ 87,979
<b>Interest</b>	4,329	0
Total cash receipts	<u>4,329</u>	<u>87,979</u>
<b>Expenditures</b>		
<b>Capital Outlay</b>	<u>9</u>	<u>20,411</u>
Total expenditures	<u>9</u>	<u>20,411</u>
Receipts over (under) expenditures	4,320	67,568
Unencumbered cash, beginning of year	<u>4,688</u>	<u>9,008</u>
Unencumbered cash, end of year	\$ <u><u>9,008</u></u>	\$ <u><u>76,576</u></u>

See Independent Auditor's Report.

**City of Valley Falls, Kansas**

Schedule 2g

BUSINESS FUNDS  
WATER UTILITY FUND  
SCHEDULE OF RECEIPTS AND EXPENDITURES - ACTUAL AND BUDGET  
REGULATORY BASIS

For the Year Ended December 31, 2021

(With Comparative Actual Totals for the Prior Year Ended December 31, 2020)

			<u>2021</u>		<b>Variance Over (Under)</b>
	<u>2020 Actual</u>		<u>Actual</u>	<u>Budget</u>	
<b>Cash receipts</b>					
Charges for services	\$ 219,045	\$	215,551	\$ 231,700	\$ (16,149)
Grants	73,439		0	0	0
Total cash receipts	<u>292,484</u>		<u>215,551</u>	<u>\$ 231,700</u>	<u>\$ (16,149)</u>
<b>Expenditures</b>					
Salaries and benefits	68,367		54,764	\$ 82,000	\$ (27,236)
Operating expenses	94,892		59,060	90,000	(30,940)
Utilities	19,868		23,227	25,000	(1,773)
Vehicle expense	1,072		693	0	693
Capital outlay	6,163		35,261	0	35,261
Insurance				20,000	(20,000)
Water Tower Maintenance	47,254		7,837	43,000	(35,163)
Improvements	76,553		51,597	28,550	23,047
Total expenditures subject to budget	<u>314,169</u>		<u>232,439</u>	<u>\$ 288,550</u>	<u>\$ (56,111)</u>
Receipts over (under) expenditures	(21,685)		(16,888)		
Unencumbered cash, beginning of year	<u>179,970</u>		<u>158,285</u>		
Unencumbered cash, end of year	\$ <u>158,285</u>	\$	\$ <u>141,397</u>		

**City of Valley Falls, Kansas**

Schedule 2h

BUSINESS FUNDS  
SEWER SERVICE UTILITY FUND  
SCHEDULE OF RECEIPTS AND EXPENDITURES - ACTUAL AND BUDGET  
REGULATORY BASIS  
For the Year Ended December 31, 2021  
(With Comparative Actual Totals for the Prior Year Ended December 31, 2020)

			<u>2021</u>		
	<u>2020</u>		<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
	<u>Actual</u>				<u>Over</u>
					<u>(Under)</u>
<b>Cash receipts</b>					
Charges for services	\$ 138,922	\$	141,200	\$ 140,000	\$ 1,200
State Aid	0		40,271	0	40,271
Total cash receipts	<u>138,922</u>		<u>181,471</u>	<u>\$ 140,000</u>	<u>\$ 41,471</u>
<b>Expenditures</b>					
Salaries and benefits	59,787		46,210	\$ 78,000	\$ (31,790)
Operating expenses	29,978		141,804	70,000	71,804
Utilities	2,056		2,305	3,000	(695)
Insurance	13,237		16,294	15,000	1,294
Transfers	20,000		0	0	0
Total expenditures	125,058		206,613	166,000	40,613
Adjustment for qualifying budget credits	0		0	40,271	(40,271)
Total expenditures and qualifying budget credits	<u>125,058</u>		<u>206,613</u>	<u>\$ 206,271</u>	<u>\$ 342</u>
Receipts over (under) expenditures	13,864		(25,142)		
Unencumbered cash, beginning of year	<u>280,998</u>		<u>294,862</u>		
Unencumbered cash, end of year	\$ <u>294,862</u>	\$	<u>269,720</u>		

See Independent Auditor's Report.

**City of Valley Funds, Kansas**

Schedule 2i

BUSINESS FUNDS  
SOLID WASTE FUND  
SCHEDULE OF RECEIPTS AND EXPENDITURES - ACTUAL AND BUDGET  
REGULATORY BASIS  
For the Year Ended December 31, 2021  
(With Comparative Actual Totals for the Prior Year Ended December 31, 2020)

		<u>2021</u>		
	<u>2020</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
	<u>Actual</u>			<u>Over</u>
				<u>(Under)</u>
<b>Cash receipts</b>				
<b>Charges for services</b>	\$ 111,736	\$ 122,391	\$ 105,000	\$ 17,391
<b>Expenditures</b>				
<b>Contractual services</b>	113,003	116,641	\$ 113,000	\$ 3,641
<b>Total Expenditures</b>	113,003	116,641	\$ 113,000	\$ 3,641
Receipts over (under) expenditures	(1,267)	5,750		
Unencumbered cash, beginning of year	47,310	46,043		
Unencumbered cash, end of year	\$ 46,043	\$ 51,793		

## **ORDINANCE # 14-209.1**

### **AN ORDINANCE RELATING TO PARKING OF VEHICLES UPON STREETS DESIGNATED AS EMERGENCY SNOW ROUTES WHEN SNOW REMOVAL OPERATIONS ARE NECESSARY AND REPEALING ORDINANCE #14.209.**

**BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF VALLEY FALLS, KANSAS, AS FOLLOWS:**

#### **Section 1. Findings of the Governing Body.**

The Governing Body finds that parking of vehicles on certain streets covered by a heavy accumulation of snow is a matter affecting the health, safety, and welfare of the citizens of Valley Falls for the reason that parked and stalled vehicles impede snow removal operations and cause serious traffic congestion and hazard.

#### **Section 2. Declaration of Traffic Emergency.**

Whenever snow has accumulated or there is a possibility that snow will accumulate to one (1") inch or more in depth and snow removal operations will be required this ordinance shall take effect and until such traffic emergency is terminated it shall be unlawful between the hours of 12:00 a.m. and 7:00 a.m. to park a vehicle on any street designated as an emergency snow route as defined in Section 5 of this ordinance.

#### **Section 3. Termination of Traffic Emergency.**

Upon the removal of the snow from the streets the parking emergency shall be terminated.

#### **Section 4. Removal of Parked Vehicles.**

All vehicles parked on emergency snow routes must be removed with the enactment of a traffic emergency. All stranded or abandoned vehicles impeding snow removal operations or causing traffic congestion may be removed or caused to be removed by law enforcement to the nearest garage or other place of safety. The vehicle may not be recovered until the towing and storage are paid in full by the owner of the vehicle.

#### **Section 5. Emergency Snow Routes; Establishment; Signs.**

Upon the enactment of the Emergency Snow Ordinance, the streets listed in this section designated and marked with "Emergency Snow Route" signs. These signs shall be posted on the right-hand side of the driving lane at intervals not to exceed one (1) block. The emergency snow route includes the following streets: Broadway Street from Maple Street to Linn Street, Linn Street from Broadway Street to 19<sup>th</sup> Street, Oak Street from Broadway Street to 19<sup>th</sup> Street, and Walnut Street from Broadway Street to K-16 Highway. Appropriate signs shall be installed along each of said streets designated emergency snow routes.

#### **Section 6. Penalty.**

Any operator of a vehicle who shall violate the provisions of this ordinance shall, upon conviction thereof, be guilty of a traffic infraction and fined an amount not to exceed One Hundred Dollars (\$100.00) plus court costs.

**Section 7. Repeal.** This ordinance repeals ordinance #14.209 and any other ordinance in conflict thereof.

**Section 8. Effective Date.** This ordinance shall take effect and shall be in full force and effect after its publication in the City of Valley Falls official newspaper.

**Passed by the Governing Body of the City of Valley Falls, Kansas, and approved by the Mayor, this 17<sup>th</sup> day of August 2022.**

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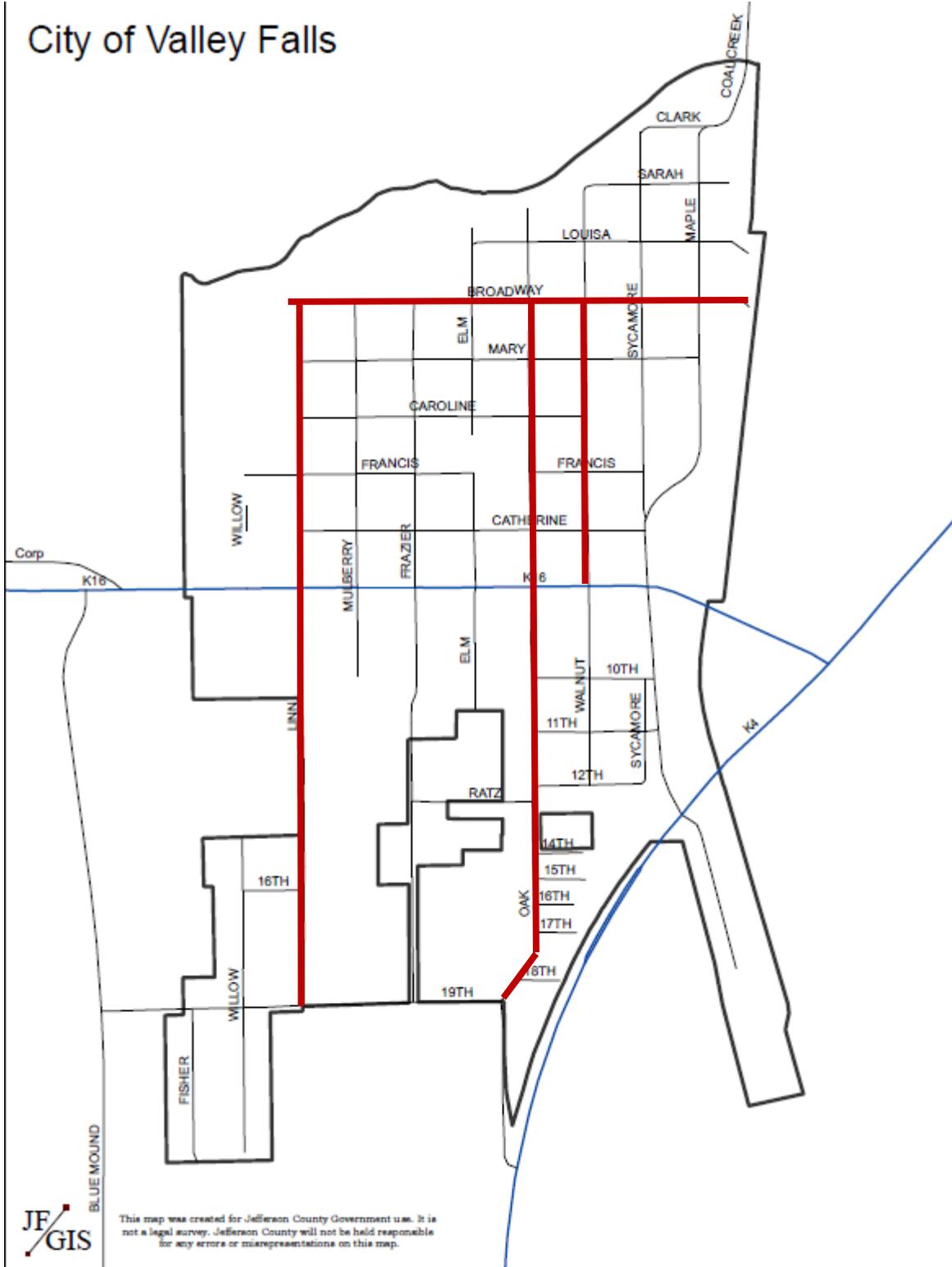
Jeanette Shipley, Mayor

Attest:

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Christine Weishaar, City Clerk

# City of Valley Falls



This map was created for Jefferson County Government use. It is not a legal survey. Jefferson County will not be held responsible for any errors or misrepresentations on this map.



6601 Universal Avenue  
 Kansas City, MO 64120  
 p: (816) 241-2891  
 f: (816) 241-5054  
 office@acepipe.com

**CONTRACT PROPOSAL**

Date: 8/12/2022

**Customer: CITY OF VALLEY FALLS**  
**Attn: BILL**  
**Address: 417 BROADWAY**  
**VALLEY FALLS, KS 66088**  
**Email: PUBLICWORKS@VALLEYFALLS.ORG**  
**Phone: 913-945-6612**

Proposal #: 22-840

**1. PROJECT DESCRIPTION:**

**Valley Falls, KS – Clean 8” Lagoon Line**

**2. SCOPE OF WORK:**

Ace Pipe Cleaning, Inc. (“APC”) will provide the labor, equipment, material, and supplies for work performed on the Project in accordance with this Proposal (the “Work”), and will include the following:

**APC will provide an operator and Jetter/combination to clean an 8-inch lagoon line at 417 Broadway in Valley Falls, KS.**

**3. PRICING AND PAYMENT:**

DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
Operator and Jetter Combination	8	HRS	\$215.00	\$1,720.00
Additional Laborer	8	HRS	\$110.00	\$880.00
Fuel Surcharge	10	HRS	\$39.84	\$398.40
Operator and Jetter Combination Overtime	2	HRS	\$230.00	\$460.00
Additional Laborer Overtime	2	HRS	\$130.00	\$260.00
TOTAL ESTIMATED PRICE				\$3,718.40

Payment shall be due Net 30 days from APC’s invoice date. Billing will reflect actual quantities achieved.

**4. SCHEDULE:** To be determined upon acceptance of this Proposal.

**5. CLARIFICATIONS/ASSUMPTIONS; TERMS & CONDITIONS:**

The Clarifications/Assumptions are part of this Proposal. APC’s Terms and Conditions are attached and are incorporated into and part of this Proposal. Please review the Clarifications/Assumptions and APC’s Terms and Conditions carefully. The pricing is based upon Customer’s acceptance of APC’s Clarifications/Assumptions and Terms and Conditions. This Proposal represents our complete offering. If there are any conflicts between Customer’s requirements or plans and specifications and this Proposal, this Proposal shall govern.

**PREVAILING WAGE? YES    NO   X**  
**If yes, please provide Wage Determination.**

**TAX EXEMPT? YES   X   NO**  
**If yes, please provide Tax Exemption Certificate.**

ACE PIPE CLEANING, INC.	ACCEPTED by CUSTOMER:
Signed: <u>Jeremy Cheek</u> Date <u>8/12/2022</u> Title: <u>Superintendent</u>	Signed: _____ Date _____ Title: _____



## CLARIFICATIONS / ASSUMPTIONS

All pricing is conditioned upon the Clarifications/Assumptions listed below.

### 1. CLARIFICATIONS:

- a. The Proposal excludes any sales or use or other similar taxes. If the Project is tax exempt, Customer shall provide APC the appropriate documentation.
- b. Except as otherwise stated herein, the Proposal does not include payment of prevailing wages or certified payroll reporting. If payment of prevailing wages or submission of certified payroll reports is required, Owner shall provide a wage determination sheet and/or certified payroll instructions.
- c. Except as otherwise stated herein, the Proposal does not include by-pass pumping.
- d. Any corrections, repairs, or extractions required due to existing structural defects or failures are excluded from the Work.
- e. Customer will obtain all necessary permits
- f. APC will provide traffic control (cones) if necessary.
- g. Overtime rates will apply for any work that exceeds an (8) eight-hour workday (applicable to hourly rate quoted).
- h. Price quoted is portal to portal from our location 6601 Universal Ave., Kansas City, MO and is a four-hour minimum charge (applicable to hourly rate quoted).
- i. Except as otherwise provided herein, the Proposal is for normal cleaning only. Normal cleaning is considered cleaning requiring three passes or less using high-velocity hydraulic equipment capable of pumping 80 gpm at 2,000 psi. Heavy cleaning shall be considered all cleaning other than normal cleaning but does not include mechanical cleaning with bucket machines and winches. Heavy cleaning will be charged at a negotiated hourly rate.

### 2. ASSUMPTIONS:

- a. Customer will provide free access to the work site which will be adequate for APC's equipment and will be within 150 feet from the access point. APC reserves the right to charge Customer if additional mobilizations are required if access is not available.
- b. Customer will coordinate the Work with any private property owners.
- c. Customer will provide environmentally responsible disposal site.
- d. Customer will provide water for cleaning and access to hydrant and hydrant meter.
- e. Pricing is subject to change 90 days from the date of the proposal.
- f. There are no hazardous materials present in the project area.

## Terms and Conditions

1. **General Conditions:** These general terms and conditions are incorporated by reference into the proposal and are part of the Agreement under which services are to be performed by the Contractor for the Customer. Customer's signature and return of the proposal as presented, or Customer's authorization of Contractor to commence the work, shall constitute acceptance of all of its terms and conditions.

2. **Warranty:** Contractor warrants that its work will be free from defects caused by faulty workmanship for a period of twelve months after substantial completion of the work. Any warranty claim must be presented in writing to Contractor within 12 months after the substantial completion of Contractor's work, or the claim shall be waived.

3. **Terms of Payment:** Payments are due within thirty days from the submission to Customer of an invoice. A "past due payment" charge of one and one-half percent (1½ %) per month or the maximum legal interest rate, whichever is greater, will be made on all monies past due and shall be paid immediately.

4. **Customer Responsibilities:** Customer will provide mechanical services. Operation and control of Customer's equipment is the Customer's responsibility. If Contractor's work is interrupted due to circumstances caused or allowed by Customer and of which Contractor was not apprised prior to starting the work, an hourly fee will be charged.

5. **Pre-existing Conditions:** The Contractor is not responsible for liability, loss or expense (including damage caused by the backup of basement sewers) caused by pre-existing conditions, including faulty, inadequate or defective design, construction, maintenance or repair of property or contamination of the subsurface where the condition existed prior to the start of the Contractor's work. Customer is responsible for loss of service equipment caused by the pre-existing condition at the job site.

6. **Environmental Conditions:** The debris is represented to Contractor to be non-hazardous, requiring no manifesting or special permitting. The Customer will be responsible for any additional costs or claims associated with the treatment, storage, disposal of the removed debris, or breach of the above representation, at any time during or after the completion of this project. Notwithstanding anything herein to the contrary, when the Work includes removal of industrial waste, Customer represents and warrants it holds clear title to all waste debris or other materials Contractor may handle, process or transport and Customer agrees to supply all necessary manifests or permits and Customer shall indemnify Contractor for liability, loss and expense caused by discharge, escape, release of liquids, gases or any other material contaminant or pollutant into the atmosphere or into or onto land, water or property, except to the extent such liability, loss and expense is caused by Contractor's negligence.

7. **Indemnification:** The Customer and Contractor will each indemnify the other in proportion to relative fault for liability, loss and expense incurred by the other party resulting from a negligent act or omission in performance of work under this Agreement. The Customer also will indemnify Contractor for liability, loss and expense resulting from Contractor services if the Contractor is acting at the direction or instruction of the Customer, or where the primary cause of any damages is due to information provided by the Customer. Where the Customer provides labor for the Contractor, the Customer will indemnify the Contractor for liability, loss or expense for work related injuries to those laborers not provided by the Contractor.

8. **Entire Agreement:** This proposal together with any written documents which may be incorporated by specific references

herein, constitutes the entire agreement between the parties and supersedes all previous communications between them, either oral or written. The waiver by Contractor of any term, condition or provision herein stated shall not be construed to be a waiver of any other term, condition or provision hereof.

9. **Performance Dates:** The performance schedule, if stated in the proposal, is approximate and is not guaranteed by Contractor. Contractor shall not be liable for delays in the progress of the Work due to acts of government, acts of God, adverse weather, war, riot, labor disputes, civil insurrection or any other causes beyond Contractor's reasonable control, and the date of performance shall be adjusted for any such delays. Further, Contractor shall not be responsible for delays in the project caused by the failure of material/equipment suppliers to deliver material, equipment or services in the time and manner agreed upon or in the time and manner anticipated.

10. **Scope Limitations:** Any material, equipment, structure or service item that is not explicitly a part of this Contract is specifically excluded from Contractor's Work.

11. **Contract Amendments:** The following contract amendment procedure is to be used for work performed for the Customer by Contractor, which is beyond the scope of the proposal. (a) As change order items are identified and before any work is done, Contractor and the Customer will review and agree on the work to be performed; (b) A contract amendment or change order will be completed with regard to scope and price and any schedule impact. All parties involved will sign the contract amendment or change order; and (c) Contractor will perform the work and bill the Customer. For time and materials work, back-up documentation will be provided.

12. **Limitation of Liability:** In no event shall Contractor be liable for any indirect, special or consequential loss or damage arising out of any work performed for Customer. To the fullest extent permitted by law, the total liability, in the aggregate, of Contractor to Customer or anyone claiming by or through Customer, for any and all liabilities, claims, losses, expenses, or damages whatsoever arising out of or in any way related to Contractor's services, the Project, or the Proposal, from any cause or causes whatsoever, including without limitation, negligence, strict liability, indemnity, warranty, or breach of contract, shall not exceed the Contract Amount. The Contractor is not responsible for the rendering of or failure to render architectural, engineering or surveying professional services. Customer and Contractor waive all rights of subrogation for claims covered by the parties' insurance.

13. **Attorney's Fees:** The prevailing party in any dispute between Contractor and Customer shall be entitled to receive attorneys' fees, court costs and other legal fees from the non-prevailing party. APC shall be entitled to collect reasonable attorney's fees incurred to collect any "past due payments."

14. NOTICE TO OWNER FAILURE OF THIS CONTRACTOR TO PAY THOSE PERSONS SUPPLYING MATERIAL OR SERVICES TO COMPLETE THIS CONTRACT CAN RESULT IN THE FILING OF A MECHANIC'S LIEN ON THE PROPERTY WHICH IS THE SUBJECT OF THIS CONTRACT PURSUANT TO CHAPTER 429, RSMO. TO AVOID THIS RESULT, YOU MAY ASK THIS CONTRACTOR FOR "LIEN WAIVERS" FROM ALL PERSONS SUPPLYING MATERIAL OR SERVICES FOR THE WORK DESCRIBED IN THIS CONTRACT. FAILURE TO SECURE LIEN WAIVERS MAY RESULT IN YOUR PAYING FOR LABOR AND MATERIAL TWICE.



City of  
**VALLEY FALLS**

*Incorporated May 17, 1854*

**City Administrator Report  
City Council August 17, 2022**

## Projects

1. **CDBG Sewer Project Phase 1** - Design and Environmental in progress. Should have final designs in the next couple weeks. Bids anticipated for early fall 2022. Construction anticipated in 2023.
2. **CDBG Sewer Project Phase 2** - Preliminary Engineering Report in progress. 2023 CDBG Grant year is pausing the sewer/ water grants. Project will be postponed to 2024 if changes are approved.
3. **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: K-16 Entry Signs. Funds planned for projects: \$7,000. Remaining Funds: \$145,106.96.
4. **USDOT Safety Action Plan Grant** - Applied for the KDOT Cost Share Portion. Applied for the new Unique Entity Identifier (UEI) number for the City. Waiting to be able to start grant for the new UEI to be added to the system to be able to apply.
5. **Opioid Settlement** - We received a first disbursement of \$283.10. The Attorney General's office does not know when rest of funds will be disbursed. 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.
6. **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.
7. **Entry/ Welcome Signs** - Received USACE approval. Must apply with KDOT for signs in ROW. Working with PEC for estimate on engineering.
8. **Tucking Lot** - working on hauling in dirt and leveling out lot.
9. **Fire Hydrant Testing** - KRWA will be flow testing all our fire hydrants after water tower work is complete. This service is free.
10. **Automatic Water Meters** - 244 meters installed to date. Total of 493 water meters.
11. **Hurst Water Tower** - Installed valve. Work anticipated to begin at the end of September/ early October.

## Working / In Progress

1. **Budget** -Public Hearing for Budget and RNR set for September 7<sup>th</sup>.
2. **811** The City of Valley Falls is now live on 811. Notices are being sent by email and text to City Administrator and Public Works Director.
3. **Memorandum of Understandings** - Received signed MOU from both Athletic Association and Recreation Commission.
4. **Fire Hydrant on Linn** - The fire hydrant has had the valve installed and the new hydrant is installed.
5. **Audit** -After audit presentation, then the final audit will be sent of to requesting agencies.
6. **Personal Policies & Guidelines** - Reviewed with EMC on June 3<sup>rd</sup>. Final revisions and copy received. Sent to Leonard for review. Will review with council at work session in September.
7. **Rate Study** - Rate study presentation at City Council on August 17<sup>th</sup>. After acceptance, new rate ordinances will be drafted to be put in place.
8. **Chevy** - Currently at Cable Dahmer for repairs. Anticipated to be complete by end of this week.
9. **Community Foundation** - Will send check and agreement after this council meeting.
10. **Notary** - Changed name on my notary with the state.
11. **Economic Development Board** - No quorum for August 15<sup>th</sup> meeting. Will meet again on Sept 19<sup>th</sup>.
12. **Planning Commission** -Next meeting is September 1<sup>st</sup>. We now have two vacant spots. There are 4 active members on 6-person board. Advertised on for open positions.

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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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# Financials

<b>Fund #</b>	<b>Fund Name</b>	<b>Previous Balance</b>	<b>Current Balance</b>
100	General Fund	\$45,771.45	\$37,732.36
160	Pool Reserve	\$5,579.10	\$5,754.10
200	Capital Improvement Fund	\$114,463.09	\$230,277.82
300	Special Hwy & Streets	\$80,344.37	\$87,855.77
400	Equipment Reserve	\$3,781.71	\$3,781.71
500	Bond & Interest	\$63,982.08	\$95,257.63
600	RHID	\$31,611.78	\$31,611.78
720	Water	\$135,898.41	\$128,268.19
721	Water Reserve	\$0.00	\$0.00
730	Sewer	\$235,013.55	\$282,085.49
731	Sewer Reserve	\$0.00	\$0.00
740	Solid Waste	\$59,888.97	\$53,612.84
790	Insurance Reserve	\$748.00	\$748.00
<b>Total</b>		<b>\$777,082.51</b>	<b>\$956,985.69</b>
<b>CD #</b>	<b>Fund/ Fund Name</b>	<b>Previous Balance</b>	<b>Current Balance</b>
Bank 500	Money Market (PBC)	\$10,066.91	\$10,066.91
X0971	Bond & Interest Fund (500)	\$153,500.00	\$153,500.00
X2279	Sewer Fund (730)	\$91,083.20	\$91,083.20
X1565	Special Hwy Fund (300)	\$0.00	\$0.00
X0503	Water Fund (720)	\$0.00	\$0.00
X0504	Water Fund (720)	\$0.00	\$0.00
X0535	Water Fund (720)	\$0.00	\$0.00
<b>Total</b>		<b>\$254,650.11</b>	<b>\$254,650.11</b>
<b>Total In Bank</b>		<b>\$1,031,732.62</b>	<b>\$1,211,635.80</b>



*City of*  
**VALLEY FALLS**

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*Incorporated May 17, 1869*

**Public Works Report**  
**August 17, 2022**

**Water:**

We are doing a free chlorine burn in our water system to remove any algae that may be present  
Got the easy valve installed on the hydrant at 5<sup>th</sup> and Linn we were able to install just one cutting the cost in half  
Replaced the leaking Hydrant on Linn and 5<sup>th</sup>  
Flushing the hydrants to help get chlorine levels higher throughout the system

**Sewers:**

Douglas Pump Co. came to replace the discharge valve at the lagoon but was unable to due to a clogged line  
Contacted Ace pipe cleaning to come unclog the line at the Lagoon  
Had to jet the sewer line behind the carwash due to a blockage in the line caused by silt, sand, towels, and tree roots

**Parks:**

Had to repair the fuel tank on one of the mowers due to it getting a hole in it from the hydraulic cooling fan coming in contact with it from a plugged vent tube causing the fuel tank to swell  
Returned the power broom to Foley rentals  
We will be planting the trees in the park soon we wanted to wait for cooler and wetter weather to give them the best chance of survival  
Pond on Oak St is clearing the duckweed is all but eliminated we will be treating the remaining growth as needed to prevent a regrowth and to clear it more

**General:**

Repainted the Cross walk at Oak and 9<sup>th</sup> street  
Got the school lights working again for the school year

## 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;