



# 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.

October 19, 2022 6:30 PM  
Regular Meeting

### CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL - City Council and Staff

MINUTES - Regular Meeting of October 5, 2022 ◇

INVOICES - \$20,598.70 ◇

### PUBLIC COMMENTS & GUESTS:

*Public Comment Policy* ◇

### BUSINESS ITEMS:

1. Street Closure for Grasshopper Falls Day - Road Closures
2. Grasshopper Falls Day Resolution for Alcohol Consumption on Blocked Streets
3. PEC Work Order - Platting of Barnes Addition
4. 2023 CDBG Grant Admin Brett Waggoner - \$8,950.00
5. Business Code Regulations
6. Police Dept Racial and Other Biased Policy
7. Wayfinding Signs
8. Council Retreat - November 9<sup>th</sup>

### TABLED ITEMS:

Alley Behind Post Office

Shipping Container Ordinance

### REPORTS:

CITY ADMINISTRATOR: Audree Aguilera ◇

PUBLIC WORKS: Bill McCoy ◇

POLICE: Carrie Clark ◇

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:

Parade / Truck or Treat - October 31<sup>st</sup>.

City Offices closed November 11<sup>th</sup> in observance of Veterans Day.

City Offices closed November 24<sup>th</sup> and 25<sup>th</sup> in observance of Thanksgiving.

Hometown Christmas - November 26<sup>th</sup>

### EXECUTIVE SESSION ◇

ADJOURNMENT

## CITY OF VALLEY FALLS

October 5, 2022

### Open Meeting

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

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

Others present: Noe Garza, John Hamon, Brett Waggoner, Dianne Heinen, Scott Heinen, Allan Segrist, Kathy Segrist, and Chief Clark's family.

#### **Minutes:**

The minutes from the September 21, 2022, meeting was presented.

Salih moved to approve the minutes. Matt seconded the motion. Motion carried 3-0.

The minutes from the September 29, 2022, special meeting was presented.

Salih moved to approve the minutes. Jennifer seconded the motion. Motion carried 3-0.

#### **Vouchers:**

The October 5, 2022, vouchers were presented. Salih moved to approve vouchers totaling \$18,668.65. Jennifer seconded the motion. Motion carried 4-0.

Public Hearing on the USDA Loan Pre-Application for Phase 2 Sewer Project was called to order.  
Brett Wagner

#### **Public Comments & Guests:**

Noe Garza spoke to the council reference the Valley Falls Rec Commission having a Fall Fun Day on October 29<sup>th</sup> from 10 to 2. He asked to have Broadway blocked off from Walnut to Maple blocked off. They will have games and other fun activities.

John Hamon came by to introduce himself as the new superintendent of USD 338 Valley Falls.

Dianne Heinen thanked the City and KDOT for fixing the intersection at K16 and Sycamore.

#### **BUSINESS ITEMS:**

1. Chief of Police Appointment – Salih made a motion to appoint Carolyn Clark as the Police Chief of Valley Falls. Judy seconded the motion. Motion carried 4-0.  
Mayor Shipley did the swearing in of Chief Clark.
2. 419 Broadway St – Status Update – Allan Segrist advised he has received 2 bids for roof replacement and is waiting on a 3<sup>rd</sup> bid. Council advised to check back in in 30 days.
3. 2023 CDBG Grant – Community Facilities – Audree and Brett Wagoner spoke about the Grant. Will need to get a preliminary engineering report done.
4. Valve for Fire Hydrant at Park – Schulte Supply \$6,227.10 – Salih made a motion to approve the valve. Jennifer seconded the motion. Motion carried 4-0.

5. CMB License Renewal for the Petro was presented.

Jennifer made the motion to approve the license. Matt seconded the motion. Motion carried 4-0.

6. Liquor License

- a. Valley Liquor
- b. Brickstreet Bourbon

Salih made a motion to approve the licenses. Jennifer seconded the motion. Motion carried 4-0.

7. Business Code Regulations – Audree just wanted to get the opinion of the council on Scott Heinen’s comments from the September 21<sup>st</sup> meeting. It was decided to table the subject and discuss at a work session.

8. World Polio Day Proclamation – The mayor read the proclamation. Salih made the motion to declare October 24, 2022 as World Polio Day. Jennifer seconded the motion. Motion carried 4-0.

**Table Items:**

- 1. Alley Behind Post Office. Audree will reach out to adjoining properties.
- 2. Shipping Containers.

**City Administrator:**

**Projects**

**1. CDBG Sewer Project Phase 1-** Design and Environmental in progress. Meeting for final designs on 09/2/2022. 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. Application submitted on 9/12/2022.

**5. Hazard Mitigation Grant –** Applied for the BRIC Hazard Mitigation grant. Intent to use for the river in-take water system engineering Phase 1. Letter of Intent submitted on 09/12/2022.

**6. 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.

**7. HEAL Grant** Working with owners of 419 Broadway and 426 Broadway to submit application for HEAL Grant. Applications due by October 31st. \$75,000 max for building, \$25,000 max for façade. 1:1 Match.

**8. 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.

**9. Entry/ Welcome Signs –** Received USACE approval. Met with KDOT and PEC on 9/2/2022 for entry signs. Signs cannot be place in KDOT ROW if outside city limits.

**10. Tucking Lot** – working on hauling in dirt and leveling out lot.

**11. Fire Hydrant Testing** - KRWA will be flow testing all our fire hydrants after water tower work is complete. This service is free.

**12. Automatic Water Meters** – 255 meters installed to date. Total of 493 water meters.

**13. Hurst Water Tower** – Installed valve. Work anticipated to begin at the end of September/ early October.

**Working / In Progress**

**1. Personal Policies & Guidelines** – All employees have received the new handbook.

**2. Rate Ordinance** – Mailed rate ordinance to all city customers.

**3. K-Tags** – Ordered and received K-TAGS for all city vehicles. K-TAG will be cash less in 2024.

**4. Benefits Fair** Held benefits fair on September 6 for employees. Benefits presented were AFLAC, KPERS, and KPERS 457.

**5. KDHE Lead & Copper** Attended the KDHE Lead & Copper Rule Meeting on October 3.

**6. Snow Route** Snow route signs are order and have been delivered. Will get post to hand additional signs on new routes.

**7. Economic Development Board** – Will meet again on October 19th. Business Social was held on September 28th at the Valley Fire & EMS.

**8. Planning Commission** –. Will meet again on October 13th.

**9. 204 Walnut St Condemnation** Spoke with Grant Lassiter on August 19th. He will continue to work on demolishing the trailer in the fall with the cooler weather.

**10. 207 Sycamore St Condemnation** No progress.

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

**Water:**

Dug the fire hydrant at the corner of Broadway and Elm to fix a leak that ended up being a faulty hydrant that will need to be replaced.

Repaired water leak in the alley between Mulberry and Frazier.

**Sewer:**

Ace pipe cleaning will be here on Tues. Oct 4th to clean the outfall at the lagoon so we can get the valve installed.

**Streets/Parks:**

Did a temporary patch to the road at the intersection of Sycamore and 3<sup>rd</sup>.

Trimmed some of the trees that were causing sight issues at intersections and overhanging roadways.

**General:**

Repaired the sed pond fence.

Finished the winterizing at the pool.

Sprayed the pond on Oak Street for duck weed we will probably have to retreat it again in the spring.

**Mayor:** Nothing to report.

**Fire District:** No Report.  
**Economic Development Board:** No Report  
**Planning & Zoning Commission:** No Report

**City Council Comments:**  
None

**EXECUTIVE SESSION ◊**

Jennifer moves the city council recess into executive session to discuss an individual employee’s performance pursuant to the **non-elected personnel** matter exception, K.S.A. 75-4319 (b) (1) to include: the City Administrator and City Attorney. The open meeting will resume in the city council room at 7:30 PM. Judy seconded the motion. Motion carried 4-0.

No Action Taken

**ADJOURNMENT**

Jennifer made a motion to adjourn the meeting. 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: October 19, 2022

INVOICES IN THE TOTAL AMOUNT OF: \$20,598.70

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 October, 2022

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

**ACCOUNTS PAYABLE REPORT**

VENDOR NAME DEPARTMENT	LINE	INVOICE NUMBER	REFERENCE	PAYMENT AMOUNT
Alcoholic Beverage Control ADMINISTRATON	CONTRACTUAL	1052022	Petro - CMB License	25.00
***** VENDOR TOTAL *****				25.00
ARAMARK ADMINISTRATON	FACILITIES MAINTENANCE	09302022	Rugs	44.80
***** VENDOR TOTAL *****				44.80
CHAD SPENCER WATER	EQUIPMENT/UNIFORMS	1052022	Boots - Uniform Allowance	54.37
SEWER	EQUIPMENT/UNIFORMS	1052022	Boots - Uniform Allowance	54.37
***** VENDOR TOTAL *****				108.74
CORE & MAIN WATER	COMMODITIES	R686271	Riser	144.59
***** VENDOR TOTAL *****				144.59
DAVIS PUBLICATION ADMINISTRATON	CONTRACTUAL	9302022	publications for ord, hearings	295.00
WATER	CONTRACTUAL	9302022	publications for ord, hearings	53.00
SEWER	CONTRACTUAL	9302022	publications for ord, hearings	111.00
***** VENDOR TOTAL *****				459.00
FARRIS, FRESH, & WERRING COURT	LAW CONTRACT LABOR	10231	City Prosecutor Services	500.00
***** VENDOR TOTAL *****				500.00
HALL COMMERCIAL PRINTING POLICE	POSTAGE/STATIONARY	221160	Business Cards	50.00
***** VENDOR TOTAL *****				50.00
HEINEN REPAIR SERVICE, Inc PARKS	COMMODITIES	09302022	Washer blade bold	13.38
***** VENDOR TOTAL *****				13.38
HILLFAB, LLC ADMINISTRATON	FACILITIES MAINTENANCE	V2564	SCADA Computer, Temp Monitor	4,573.00
***** VENDOR TOTAL *****				4,573.00
JANICE MADDOX SOLID WASTE	REIMBURSEMENT/MISC	10605001	Trash Reimbursement Error	141.61

ACCOUNTS PAYABLE REPORT

VENDOR NAME DEPARTMENT	LINE	INVOICE NUMBER	REFERENCE	PAYMENT AMOUNT
JANICE MADDOX				
***** VENDOR TOTAL *****				141.61
KDHE BUREAU OF WATER SEWER	CONTRACTUAL	2022	Wastewater Permit	185.00
***** VENDOR TOTAL *****				185.00
KDHE LABORATORIES WATER	CONTRACTUAL	58669	Water Testing Fees	752.00
***** VENDOR TOTAL *****				752.00
KDOR MISC TAX SECTION WATER	CONTRACTUAL	11152022	Clean Drinking Water Fee	403.81
***** VENDOR TOTAL *****				403.81
LKM ADMINISTRATION	TRAINING/CONFERENCES	5037	City Attorney Association	120.00
***** VENDOR TOTAL *****				120.00
MIDWAY AUTO SUPPLY WATER	VEHICLE MAINTENANCE/FUEL	9302022	Tailight, belts, headlight	42.38
WATER	COMMODITIES	9302022	Tailight, belts, headlight	30.67
***** VENDOR TOTAL *****				73.05
PETRO VALLEY FALLS POLICE	VEHICLE MAINTENANCE/FUEL	1032022	FUEL	216.93
STREET	VEHICLE MAINTENANCE/FUEL	1032022	FUEL	75.95
PARKS	VEHICLE MAINTENANCE/FUEL	1032022	FUEL	164.16
WATER	VEHICLE MAINTENANCE/FUEL	1032022	FUEL	.01
SEWER	VEHICLE MAINTENANCE/FUEL	1032022	FUEL	87.49
***** VENDOR TOTAL *****				544.54
WASTE MANAGEMENT SOLID WASTE	CONTRACTUAL	20595	Trash Service	11,433.35
***** VENDOR TOTAL *****				11,433.35
WESTERN HARDWARE & AUTO ADMINISTRATION	COMMODITIES	10052022	hardware and supplies	78.44
STREET	COMMODITIES	10052022	hardware and supplies	148.92
PARKS	COMMODITIES	10052022	hardware and supplies	46.75
POOL	COMMODITIES	10052022	hardware and supplies	24.48
WATER	COMMODITIES	10052022	hardware and supplies	131.10
SEWER	COMMODITIES	10052022	hardware and supplies	112.14

**ACCOUNTS PAYABLE REPORT**

VENDOR NAME DEPARTMENT	LINE	INVOICE NUMBER	REFERENCE	PAYMENT AMOUNT
WESTERN HARDWARE & AUTO				-----
***** VENDOR TOTAL *****				541.83
WICHITA STATE UNIVERSITY ADMINISTRATION	TRAINING/CONFERENCES	413252	IIMC Year 2	485.00
***** VENDOR TOTAL *****				485.00
***** REPORT TOTAL *****				=====
				20,598.70

DEPARTMENT	INV	PAYMENTS
ADMINISTRATION	7	5,621.24
POLICE	2	266.93
COURT	1	500.00
STREET	2	224.87
PARKS	3	224.29
POOL	1	24.48
WATER	9	1,611.93
SEWER	5	550.00
SOLID WASTE	2	11,574.96
DEPARTMENT TOTALS	32	20,598.70



*City of*  
**VALLEY FALLS**

---

*Incorporated May 17, 1869*

---

## **PUBLIC COMMENT POLICY**

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

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

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

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



US St

Walnut St

Stewart & Co  
Brockton Ave  
Barnes St

Kendall Bank  
Community Bank

Kendall State Bank

Broadway St

Broadway St

Sycamore St

Sycamore St

Jepson & Associates  
Insurance

Intoxalock  
Ignition Interlock

Wiley Falls Pharmacy

Mark's Automotive

A Mother's World  
Learning

Broadway St

Broadway St

Broadway St

Maple St

Maple St

Walnut St

Walnut St

Wiley Falls City Office

Deville Garza  
Photography

Walrus Custom  
Operations

New Home  
Construction

Sycamore St

Sycamore St

Paul Walker & Associates

Aash Some B...  
B...

Wesley Falls  
City Office

Wesley Falls  
City Office

United States  
Postal Service

Wesley  
Insurance & Title

Maple St

Maple St

RESOLUTION NO. 2022-11

A RESOLUTION AUTHORIZING THE CONSUMPTION OF ALCOHOLIC LIQUOR ON PUBLIC STREETS DURING THE 2022 GRASSHOPPER FALLS DAY COMMUNITY EVENT

WHEREAS, the City Council has approved as a community event 2022 Grasshopper Falls Day event to occur on October 29, 2022.

WHEREAS, the City Council has approved the 300 block and 400 block of Broadway to be closed to vehicular traffic. Such street closure shall be approved from 10:00 a.m. to 6:00 p.m. with the consumption of alcoholic liquor allowed thereon from 11:00 a.m. to 6:00 p.m. on Saturday, October 29, 2022.

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

NOW, THEREFORE, BE IT RESOLVED that the City Council, pursuant to Chapter 3, Article 7 of the Code of the City of Valley Falls, and in consideration of the factors set forth in Chapter 3, Article 7 of the Code of the City of Valley Falls, grants its approval for the consumption of alcoholic liquor on the city streets, sidewalks and public right of ways which are located within the designated event area of Grasshopper Falls Day event to occur from 11:00 a.m. to 6:00 p.m. on Saturday, October 29, 2022 as set forth above.

ADOPTED by the governing body of the City of Valley Falls, Kansas, this 19th day of October, 2022.

CITY OF VALLEY FALLS, KANSAS

---

Jeanette Shipley, Mayor

ATTEST:

---

Christine Weishaar, City Clerk

**WORK ORDER NO. 22-03**

This Work Order No. 22-03 is made as of this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, under the terms and conditions established in the Master Agreement between Client and Professional Engineering Consultants, P.A. (PEC) dated January 3, 2022. Except to the extend modified herein, all terms and conditions of the Master Services Agreement shall continue a full force and effect.

**SECTION A – SERVICES**

**A.1** PEC shall perform the following services (collectively, the “Services”):

See attached Exhibit B

**A.2** In conjunction with the performance of the Services as described above, PEC shall provide the following submittals, documents or other deliverables to Contractor:

See attached Exhibit B

**A.3** Exclusions:

**SECTION B – SCHEDULE**

PEC shall perform the Services and deliver the above documents according to the following:

See attached Exhibit B

**SECTION C – COMPENSATION**

In return for the proper performance by Professional Engineering Consultants, P.A. of its Services, Client shall pay to PEC according to the following:

See attached Exhibit B

**SECTION E – OTHER PROVISIONS**

The parties agree to the following additional provisions with respect to this Work Order:

N/A

**CLIENT**

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

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**PROFESSIONAL ENGINEERING CONSULTANTS, P.A.**

By: Alex M. Darby

Printed Name: Alex M. Darby, PE

Title: Principal/Team Lead

Date: September 30, 2022

## PLATTING EXHIBIT B

### A. **Project Description.**

1. The Project shall consist of replating of Lot 11, Barnes Subdivision No.3, Valley Falls, Kansas.

### B. **Anticipated Project Schedule.**

1. PEC shall commence its services on the Project within 7 days after receiving CITY's notice to proceed.
2. PEC and CITY anticipate that the duration to complete platting will be approximately 3 months after receiving Notice to Proceed.
3. CITY acknowledges that directed changes, unforeseen conditions, and other delays may affect the completion of PEC's services. PEC will not have control over or responsibility for any contractor or vendor's performance schedule.

### C. **Project Deliverables.**

1. This Project Deliverables shall consist of the following:
  - a) Final Plat.

### D. **Scope of Services:**

1. General Scope Items for Planning Services:
  - a) All drawings produced by PEC will be sealed by an Engineer, Landscape Architect, and/or Surveyor licensed in the State of Kansas.
  - b) Attend virtual meetings with CITY as required.
2. Platting Services including:
  - a) Replat
    - i. Acquire and review the plat binder (title work) and address all encumbrances noted therein.
    - ii. Prepare a One-Step Final Plat in accordance with Subdivision Regulations of the authority having jurisdiction.
    - iii. Set block corners.
    - iv. Prepare all platting documents: agreements, covenants, easements, etc.
    - v. PEC will represent CITY at all public meetings
    - vi. Prepare a Utility Plan, for all public infrastructure improvements, for the area being plated. Provide cost estimates, petitions, and petition maps for all proposed infrastructure extensions (water, sanitary sewer, storm drainage and paving). The petitions will be provided to the City.
    - vii. Provide the CITY with Mylar of the plat and supporting documents for signatures.
    - viii. Record Final Plat and all associated plat documents at Jefferson County Register of Deeds.

**E. Additional Responsibilities of CITY:**

The CITY agrees to provide the following pursuant to PEC accomplishing the Scope of Services outlined herein.

1. Project schedule and modifications to the schedule made after the Notice to Proceed.
2. Site survey unless included in Scope.
3. Drawings, studies, reports, and other information available pertaining to the existing site.
4. Provide access to site.
5. Timely response to draft documents.

**F. Additional Services:**

The following services can be provided by PEC at an additional cost by Supplemental Agreement:

1. Production of as-builts or release of electronic files.
2. On-site meetings will be performed on an hourly basis.
3. Design of any infrastructure improvements to the PROJECT site.
4. Analysis of existing utility systems.
5. Sewer or Water Master Planning or Modeling.
6. Design of retaining walls.
7. Geotechnical investigation and report with recommendations for grading or pond design, unless included in Scope.
8. Alternate layouts and planning services not specifically listed in the Scope of Services.
9. Master Planning services.
10. Traffic Impact analysis.
11. Entry Monument design.
12. ALTA Survey, unless included in Scope.

**G. Exclusions:**

The following shall be specifically excluded from the Scope of Services to be provided by PEC.

1. Printing costs.
2. Plan review and permit fees.
3. Environmental assessments/clearances.
4. Franchise or off-site Utility Design.
5. Railroad/Railway Coordination and Design.
6. Construction Staking, Testing and Inspection.
7. Outside consultants.
8. Special inspection services. Special inspections are usually required by building codes, building officials, or designers for structural elements of the project but may include other design disciplines and testing agencies. Any special inspection services required will be covered under a separate or supplemental agreement and are not covered under standard observation services.

**H. PEC's Fees & Reimbursable Expenses.**

1. PEC will invoice CITY one time per month for services rendered and Reimbursable Expenses incurred in the previous month. CITY agrees to pay each invoice within 30

days after receipt. Unpaid invoices may bear interest at the rate of 18% per annum.

2. PEC's Fee for its Scope of Services will be on a lump sum basis, allocated as follows:

<b>Services</b>	<b>Subtotal</b>
Survey	\$3,000
Platting	\$6,000
<b>Total</b>	<b>\$9,000</b>

3. Taxes are not included in PEC's Fees. CITY shall reimburse PEC for any sales, use, and value added taxes which apply to these services.

## CONTRACT FOR SERVICES

THIS AGREEMENT, MADE AND ENTERED INTO THIS 5TH DAY OF OCTOBER 2022, between THE CITY OF VALLEY FALLS, KANSAS, and WESTERN CONSULTANTS DBA GOVERNMENTAL ASSISTANCE SERVICES, PO BOX 187, LAWRENCE, KANSAS 66044.

WHEREAS, THE CITY OF VALLEY FALLS, KANSAS hereby retains WESTERN CONSULTANTS DBA GOVERNMENTAL ASSISTANCE SERVICES for the preparation of a 2023 Community Development Block Grant application through the Kansas Department of Commerce.

WHEREAS, the purpose of this contract is to provide THE CITY OF VALLEY FALLS, KS a COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION for a Community Facilities Improvements Project.

THEREFORE, the parties agree as follows:

1. WESTERN CONSULTANTS agrees to perform the following services, to-wit:
  - (A) Submit Grant Application in accordance with the rules and regulations set forth by each State and Federal agency involved;
  - (B) If it should occur that the GRANT is not awarded, WESTERN CONSULTANTS will resubmit the GRANT APPLICATION until awarded. No additional charges for the submission will be incurred.
  - (C) THE CITY OF VALLEY FALLS, KANSAS will be responsible for payment of public hearing costs.
2. In exchange for performance of above said services, related to the preparation and submission of said Grant Application, THE CITY OF VALLEY FALLS, KANSAS shall authorize payment, as an allowable cost, to WESTERN CONSULTANTS, to-wit:
  - (A) Payment of \$8,950.00 due upon signing of this contract.

IN WITNESS WHEREOF, the parties hereto have signed their names the day, month and year mentioned above.

---

Jeanette Shipley - Mayor  
City of Valley Falls, Kansas

---

Brett Waggoner - Partner  
Western Consultants



## 2023 COMMUNITY FACILITIES PROJECT

### CDBG TIMELINE

<u>MILESTONE</u>	<u>APPROXIMATE TIMEFRAME</u>
Preliminary Architecture/Engineering Report	11/30/22
Finalize Project Scope and Cost	December Council Meeting
CDBG Public Hearing	January Council Meeting
Application Date	February 1, 2023
Review Period	45-60 days
Award Date	60 days after app submission
City/CDBG Contract Executed & Approved	4 weeks after Award Date
Design Plans and Specifications	TBD (could be up to one year)
Advertise Project in Paper	As soon as contract is executed & engineer has bid documents ready
Open Bids	30 days after advertisement runs
Award construction contract	Usually at a regular council meeting; need time between bid opening and award for architect/engineer to examine bids (2-3 days)
City/Contractor Contract Executed & Approved	2-4 weeks after construction award
Notice to Proceed	As soon as contract is executed
Construction Completion	TBD; must be within 2 years of award

## Community Facilities and Services

Recognizing the need for facilities and amenities that increase opportunities for community engagement, health, connectedness, and vibrancy, CDBG funds will be utilized towards eligible Community Facilities and Services grant projects within two targeted categories:

- 1) Community Centers, Libraries and Parks - Up to \$3M
- 2) Sidewalks and Trails - Up to \$1M

The funding ceiling for a Community Facilities and Services grant will be \$2,000 per beneficiary capped off at the criteria below.

Available Funding	
Maximum for <5,000 Population	\$600,000
Maximum for >5,000 Population	\$750,000
Administration	Up to \$25,000
Match	25%

### National Objective

During the program year, all activities proposed in applications for CDBG funding in the Community Facilities and Services category must meet the national objective of benefitting low- and moderate-income persons. There are two ways to accomplish this; either by using [HUD Census Data listed here](#) or by completing an income-based city-wide or target area survey. Specific methodology for conducting an income-based survey is listed in our General Application Requirements.

**Eligible Applicants:** All incorporated cities or counties in Kansas that do not receive an annual CDBG entitlement allocation from HUD are eligible to apply to the Kansas CDBG program. (The following communities receive entitlements and are ineligible to participate in the state program: Kansas City, Lawrence, Leavenworth, Manhattan, Overland Park, Topeka, Wichita, and all of Johnson County.)

### Eligible Use of Funds

#### Community Centers, Libraries and Parks

1. Construction or renovation of new or existing community centers, libraries, or parks.
2. Other potential activities include installation of benches, playground equipment, splash pads, restrooms, sidewalks, picnic areas, renovations to existing swimming pools and other park or community center related items.
3. Engineering and architectural costs and fees.
4. Administration.

#### Sidewalks and Trails

1. Construction of new sidewalks and trails. Specifically, activities that connect residents to services, community centers, schools and recreational areas.
2. Other potential activities include the installation of benches and resting areas along the walkway.
3. Engineering and architectural costs and fees.
4. Administration.

## Application Criteria:

All applications will have a Community Needs Narrative. The applicant should discuss the prioritized community needs of its jurisdiction, including how these needs were determined and if they have been formalized in any document. This is not just the needs of the project but the overall community. The narrative should tell the story of the community and its needs across all areas. This is limited to one page and must include Housing Needs. Examples of community needs are education, childcare, fire safety, community and government buildings, transportation, recreation, housing, workforce, economic development, and homelessness.

The Matrix below describes each selection criteria as a numerical score within the Community Facilities and Services Application. The maximum number of points available within any application is 100 points.

Selection Criteria Matrix	Maximum
1. Project Need	50
2. Project Alternatives	10
3. Past Efforts to Address Need	10
4. Project Readiness	10
5. Leverage	20
Total	100 points

## Bonus Points

Communities that have not been awarded a CDBG Grant in the annual competition within the last five years in Housing, Community Facilities, or Water and Sewer will receive 10 bonus points on their application rating.

Ten bonus points for including other private funding sources such as foundations (not bonds or state and federal agencies). At least 10 percent of local match needs to come from private sources to receive the 10 bonus points.

Project Need criteria will allow up to 50 points. Five points of this criteria will apply to any letters of support for the applicant. Letters of support may be provided from anyone who shows their support of the project including residents, local businesses, foundations, non-profits, and members of local government.

### 1. Project Need

- a. Applicants must state their need, the cause of the problem, how long the problem has existed and how the problem affects the community. Applicants must also document the urgency of the problem and what state/federal regulations are being violated, if any. The more an applicant documents a need in actual terms and figures, the stronger the application. The applicant must explain the importance of this project need as compared to total community needs. Please include Letters of support which will be worth 5 points of your total points in this category.

## 2. Project Alternatives

- a. Applicants will be required to summarize all the alternative solutions that were examined to address the need above. This must also include a financial analysis of all the proposed solutions. Failure to include financial alternatives will result in point deductions. Applicants will also be required to document all sources of funding for the project. The applicant must state the solution it has chosen and the reasoning behind the choice. Describe any acquisition activities completed or required for the project.
- b. Scope of Work: Describe the project (number of blocks of streets, square footage of buildings, etc.), including the project completion time frame, activities, project costs and costs per person benefiting. Describe separately the activities covered by the CDBG monies. Discuss any force account construction labor and equipment proposed and basis of cost estimate for it. Provide a timeline of critical benchmarks in the total project

## 3. Past Efforts to Address Need

- a. Applicants must describe all efforts from the previous five years that have been made to address the community's overall needs. This includes the proposed project and all other city activities, i.e., street improvements, water/sewer improvements, senior center, health department, ADA, etc.

## 4. Project Readiness

- a. Applicants must describe the degree to which the applicant is ready to proceed with the project. Has the applicant pre-selected the professional services it will need? In the event land must be procured, does the applicant have ownership of the land or an "option to purchase" the land? Proof must be attached to receive points. Finally, provide an explanation and documentation of leverage commitments. Points will be all or nothing. Are there any environmental concerns that would delay the project?
- b. Bonds are not required to be sold to be eligible, but commitment for purchase must be "in hand" for any issues other than private market. Bond ordinances must be passed, published and proof thereof included in the application.

## 5. Leverage

### **A minimum match of 25 percent is required.**

- a. In order to receive the maximum number of points for Leverage, applicants must provide a 50/50 match for their CDBG request. Less than a 50/50 match will result in less points being awarded for Leverage.
- b. The percentage of the match will be calculated as a total of the project and be awarded Leverage points based on the percentage.

Example: Project Total: \$400,000, CDBG Request: \$200,000, Applicant Match \$200,000  
 $\$200,000/\$400,000 = 50\%$  Leverage gets 20 points

- c. The minimum match is 25% and will receive 0 points for leverage.

Example: Project Total: \$400,000, CDBG Request: \$300,000, Applicant Match \$100,000  
 $\$100,000/\$400,000 = 25\%$  Leverage gets 0 points

Up to 35% Leverage gets 10 points

Up to 49% Leverage gets 15 points

### **Specifications for Preliminary Engineering Report / Architectural Report**

CDBG-assisted projects must be reviewed by a licensed professional engineer, as appropriate. The review will consist of a preliminary engineering report sufficient in scope to analyze the need, determine the most appropriate solution alternatives, provide estimated construction and non-construction costs, and recommend the required level of funds for operation and maintenance of the facility, if applicable. Failure to submit the required preliminary report is a threshold item. The preliminary engineering report/architectural reports must be uploaded directly to the RFP Portal.

At a minimum, the following must be addressed in the preliminary engineering report/ architectural report:

1. Name of the applicant or owner of the facility.
2. Name, address, telephone number of the engineering company.
3. Date of review.
4. Description and documentation of the problem.
5. Cause(s) of the problem, including the age of any existing publicly owned facility(ies).
6. Discussion of the alternatives – Several alternatives should be considered to determine feasibility and cost-effectiveness, with justification of the alternative selected. The alternatives must be listed. Financial alternatives must be included.
7. Estimated construction and non-construction costs. Cost per square foot is not an acceptable architectural estimate. Costs must be broken out for the specific structure.
8. If the scope of the report includes more activities than the proposed CDBG project, clearly identify the CDBG portion in narratives and cost estimates.
9. Analysis of operation, maintenance, and replacement budget.
10. Land requirements – Identify sites and easements required. Also specify whether these properties are currently owned, to be acquired or leased. Must attach proof to receive credit.

NOTE: If a vendor is used to supply a cost estimate, said vendor cannot bid on the work if the applicant receives a grant award.

## Application Checklist

The following forms must be signed and submitted through [the online application portal](#).

- a. Community Needs Narrative (built into application)
- b. Project Budget Form and Opinion of Probable Cost
- c. Local Effort from the most recently adopted city/county budget
- d. Public Facilities LMI Benefit
- e. Public Facilities Narratives
- f. Pre-Selection of Professional Services
- g. Statement of Assurances and Certifications
- h. Resolution of Governing Body to File Application
- i. Maintenance and Operation Resolution (must include dollar figure and source)
- j. Commitments from other funding sources
- k. Disclosure Report Anti-Displacement Plan
- l. Affidavit of Public Hearing Notice \*
- m. Copy of Survey Instrument
- n. Copy of Survey Tabulation, if applicable w/description of variance, if applicable
- o. Survey Methodology
- p. Intergovernmental Agreements (on behalf of or multi-jurisdictional applications), if applicable
- q. Map of Project Area Engineering or Architectural Reports
- r. Environmental Review - Determination of Level of Review
- s. Letters of Support

**\* The total project funding and CDBG amount requested must match what appears in the public hearing notice**

## Threshold Requirements

Before the application will be scored and ranked, it must meet the following threshold requirements.

1. The application must be received within the application period.
2. Only complete standard application forms will be accepted.
3. The proposed activity for CDBG funding must be an eligible activity under Section 105(a) of Title I of the Housing and Community Development Act of 1974, as amended, and meet one of the National Objectives discussed herein.
4. The applicant must be eligible.
5. Preliminary engineering or architectural report must be included, if applicable. The report shall address the items included in the section herein discussing such requirement.
6. Survey, if applicable, must have a minimum of 51 percent LMI responding. LMI documentation must be correct, as discussed herein. Persons must be 51 percent LMI. If the survey conducted is to challenge census data and there is more than six percent variance between the two, an explanation of the difference must be provided. An explanation, survey forms, tabulation form and details of methodology must be included in the application.
7. The public hearing notice must be published at least five full days before (starting one day after publication date and not counting the date of the hearing, i.e., a total of seven days) but not more than 20 days prior to the public hearing. The public hearing must occur a minimum of 15 days but not more than 120 days prior to the application due date.
8. Absence of required interlocal agreements shall be considered a threshold criterion.
9. Construction Management Contracts are not allowable under Kansas CDBG regulations because of free and open competition for bidders.
10. Two maps: (1) Target Area Map, (2) City map if different from target.

Should any document be missing, incorrect or otherwise have deficiencies that do not meet threshold requirements, contact will be made with the applicant after the applications are initially reviewed. The applicant will be given two weeks from notification to correct the deficiency. Threshold items such as inadequate amount of time for public hearing, public hearing not having required information or public hearing too late would not be correctable and the application will not be scored.

The purpose of this allowance of additional time is in no way intended to give extra time for the purpose of obtaining commitment from other sources, removing contingencies, or finishing the details of the application.

**VALLEY FALLS POLICE DEPARTMENT**  
**Racial and Other Biased-Based Policing Policy**

I. PURPOSE

- A. The purpose of this policy is to prohibit the practice of racial and other biased-based policing by members of the Valley Falls Police Department. This policy applies to all employees and volunteers of this agency.
- B. Individuals are free to walk and drive our streets, highways, and other public places without law enforcement interference so long as they obey the law. They also are entitled to enjoy personal safety and an expectation the government will engage in the prevention of crime and the apprehension of those persons who violate the law. This includes an expectation to drive and walk our public ways without subjection to risks posed by law breakers including drivers violating traffic laws.
- C. The government, including law enforcement, is charged with protecting these rights for all persons, regardless of race, ethnicity, national origin, gender, or religion.
- D. Members of this agency are required to be observant of unusual occurrences and suspected or actual law violations, and to act upon those observations. It is this proactive enforcement that keeps people free from crime, our streets and highways safe to drive upon, and leads to the detection and apprehension of criminals.
- E. This policy is intended to assist the officers of this agency to safely accomplish their law enforcement mission in compliance with legal and constitutional requirements and in a manner respecting the dignity of all persons and to enhance positive relationships with the public. It is intended to support a strong deterrent message to actual and potential offenders that they are likely to be detected, identified, and prosecuted if they violate the law. This policy is also intended to protect our members from unwarranted accusations when they act within the dictates of the law and policy.
- F. It is the policy of this agency to function in a proactive manner, to aggressively investigate suspicious persons and circumstances, and to actively enforce the motor vehicle laws, while only stopping or detaining persons when reasonable suspicion exists to believe they have committed, are committing, or are about to commit a violation of the law and to do so without interjecting personal biases into the law enforcement decision process.

II. DEFINITIONS

- A. "Crime" means an act or omission defined by law and classified as felonies, misdemeanors, traffic infractions, or cigarette or tobacco infractions as provided in K.S.A 21-5102.
- B. "Enforcement action" means any law enforcement act during a nonconsensual contact with an individual(s) in 1) determining the existence of probable cause to take into custody or to arrest an individual; 2) constituting a reasonable and articulable suspicion that an offense has been or is being committed so as to justify the detention of an individual or the investigatory stop of a vehicle; or 3) determining the existence of probable cause to conduct a search of an individual or a conveyance.
- C. "Probable Cause" means a reasonable grounds to believe a person has committed or is committing a crime or that a place contains specific items connected with a crime, supported by specific and articulable facts, based on the officer's observations, knowledge, training and experience, including information from a reliable source.

- D. "Racial or other biased-based policing" means the unreasonable use of race, ethnicity, national origin, gender or religion by a law enforcement officer in deciding to initiate an enforcement action. It is not racial or other biased-based policing when race, ethnicity, national origin, gender or religion is used in combination with other identifying factors as part of a specific individual description to initiate an enforcement action.
- E. "Reasonable suspicion" means a particularized and objective basis, supported by specific and articulable facts, to suspect a person has committed, is committing or is about to commit a crime. Reasonable suspicion may be based on the officer's observations, knowledge, and experience as well as reasonably trustworthy information known to the officer at the time an action is taken.
- F. "Stop" is a seizure occurring when a law enforcement officer, by force or some show of authority, restrains a person's liberty.
- G. Acts that constitute racial or other biased-based policing include but are not limited to:
  1. Using race, ethnicity, national origin, gender, or religion as a general indicator or predictor of criminal activity.
  2. Using the race, ethnicity, national origin, gender, or religion of a person in the course of any law enforcement action unless the officer is seeking to detain, apprehend, or otherwise be on the lookout for a suspect sought in connection with a crime who has been identified or described in part by race, ethnicity, national origin, gender, or religion.
  3. Using the race, ethnicity, national origin, gender, or religion of a person in the course of any reasonable action in connection with a status offense, such as, runaways, child in need of care, missing persons, and other non-criminal care taker functions unless the person is identified or described in part by race, ethnicity, national origin, gender, or religion.
  4. Using race, ethnicity, national origin, gender, or religion shall not be motivating factors in making law enforcement decisions and/or actions, unless the person is identified or described in part by race, ethnicity, national origin, gender, or religion.
  5. Using race, ethnicity, national origin, gender, or religion as the basis for discretionary law enforcement i.e. who they will cite, arrest, warn, search, release or which person(s) to treat with respect and dignity.

**REGULATION**

- H. Members of this agency are prohibited from engaging in racial or other biased-based policing as provided in this policy or prohibited by law.
- I. Members of this agency shall report to their supervisor any incidents of racial or other biased-based policing they have direct knowledge of.
- J. Any member violating the provisions of this policy or the state or federal statutes pertaining to racial or other biased-based policing or violating the constitutional rights of any person as provided in this policy is subject to corrective action or discipline. Such discipline includes actions appropriate in response to the nature of the violation based on facts revealed in the investigation of the complaint and consistent with applicable laws, rules and regulations, labor contracts, resolutions, ordinances or policies, including but not limited to, demerits, suspension or termination of employment. Discipline may also include retraining, counseling, or any other action deemed appropriate to deter repeated violations. *The City of Valley Falls complaint process is as follows:*
  1. *All written complaints must be submitted to City Office or the Mayor*
  2. *All written complaints will be handled in a timely and professional manner*

3. *All written complaints should be factual as possible*
4. *Only one complaint per form*
5. *Written complaints of incidents in excess of 30 days will not be accepted except very limited situations*
6. *The complainant will be notified of the results of the investigation in a letter from the Mayor, the City Council, or the City Administrator. In the event you are not satisfied with the decision that is rendered, you would have the option to pursue the matter through the court system*
7. *Complaints will be kept on a file for a minimum of three (3) years*
8. *Complaint forms are provided at the City Office*

### III. SUPERVISOR RESPONSIBILITIES

- A. Supervisors are responsible for oversight to ensure all officers use reasonableness and properly apply the legal standards for taking enforcement actions or applying law enforcement discretion.
- B. Supervisors shall review citizen complaints and reports filed on stops by officers and randomly observe officers actions on vehicle and pedestrian stops.
- C. Supervisors shall take appropriate action, including but not limited to coaching and discipline, to assure compliance with this policy and related state and federal statutes.
- D. Supervisors should be cognizant of any pattern or practice of possible discriminatory treatment by individual officers or groups of officers. If such pattern or practice is observed, the supervisor must take immediate steps to further investigate; to intervene in such activity; take corrective action; and report the activity and action taken to superiors.

### IV. TRAINING

- A. All law enforcement officers of this agency shall attend and successfully complete annual racial or other biased-based policing training.
  1. Distance learning training technology is allowed for racial or other biased-based policing training.
  2. The required racial and other biased-based policing training may include directly or indirectly related to training intended to address racial and biased-based policing issues.
- B. Training exemptions referenced in KSA 22-4610 subsection (d)(2)(F) shall be in accordance with the authority granted to the Executive Director of the Kansas Commission on Peace Officers Standards and Training per KSA 74-5607a, which in pertinent part provides "The director may extend, waive or modify the annual continuing education requirement, when it is shown that the failure to comply with the requirements was not due to the intentional avoidance of the law."

### V. COMPLAINTS OF RACIAL OR OTHER BIASED-BASED POLICING

- A. Any person who believes they have been subjected to racial or other biased-based policing may file a complaint with the agency and/or the attorney general's office.

B. THE CITY OF VALLEY FALLS COMPLAINT PROCESS AS FOLLOWS:

1. All written complaints must be submitted to City Office or the Mayor
  2. All written complaints will be handled in a timely and professional manner
  3. All written complaints should be factual as possible
  4. Only one complaint per form
  5. Written complaints of incidents in excess of 30 days will not be accepted except very limited situations
  6. The complainant will be notified of the results of the investigation in a letter from the Mayor, the City Council, or the City Administrator. In the event you are not satisfied with the decision that is rendered, you would have the option to pursue the matter through the court system
  7. Complaints will be kept on a file for a minimum of three (3) years
  8. Complaint forms are provided at the City Office
- C. No person who believes they have been subjected to racial or other biased-based policing shall be discouraged, intimidated, or coerced from filing such a complaint.
- D. No person will be discriminated against or subjected to retribution because they have filed such a complaint.

VI. AGENCY REQUIREMENTS

- A. This agency will conduct ongoing community outreach and communications efforts:
1. Such outreach and communications shall include:
    - a) A statement of the person's right to file a complaint with the agency and/or the Office of the Attorney General.
    - b) An explanation of how to file a complaint with the agency,
    - c) An explanation of how to file a complaint with the Office of the Attorney General, and
    - d) A description of the agency's complaint process.
- B. This policy is a public document and any person requesting to see it during normal business hours will be provided an opportunity to examine it.
- C. The agency shall file a report no later than July 31 of each year to the Attorney General as required by statute. Such report shall be for the period beginning July 1 of the previous year through June 30 of the current year. Such report shall be available for examination by any person requesting to see it during normal business hours.

VII. DATA COLLECTION

- A. All officers of this agency shall collect and submit stop data as required in this policy.
- B. When data is collected.
1. Data Collection will be maintained throughout the calendar year.
  2. Data Collection must be done for every traffic stop that is conducted within the City of Valley Falls or when assisting other law enforcement agencies in mutual aid, when the primary officer of this department is the Officer conducting the traffic stop.

- C. Data to be collected is as follows:
1. The number of racial or other biased-based policing complaints received
  2. The date of each racial or other biased-based policing complaint is filed
  3. Action taken in response to each racial or other biased-based policing complaint
  4. The disposition of each racial or other biased-based policing complaint
  5. The date each racial or other biased-based policing complaint is closed
  6. Whether or not all agency law enforcement officers not exempted by Kansas Commission on peace officers' standards and training received the training required in KSA 22-4610 (c)(2)(A)
  7. Whether the agency has a policy prohibiting racial or other biased-based policing
  8. Whether the agency has a community advisory board; and
  9. When the agency has a racial or other biased-based policing comprehensive plan or if it collects traffic or pedestrian stop data
- D. Method of analyzing data.
1. The Valley Falls Police Department will keep track of data that is collected for the purposes of racial or other biased-based policing and will use that data to conduct internal investigation when necessary.
- E. Method of reporting data.
1. After each traffic stop, an Officer with this agency will complete a handwritten Racial Profile Form which will collect all data as required by this agency. This data will also be kept on file electronically through the agency's RMS software program as method of backing up all data. Each officer must complete the Racial Profile form in its entirety unless the information is not known to the officer completing the form. The Officer's Badge number, Date, and CAD # will be required on each handwritten form.
- F. Use of collected data.
1. The Valley Falls Police Department will use this data on a yearly basis to help address any issues that need to be addressed.
- G. Public access to data.
1. Collected data is available to the public during normal business hours.



City of  
**VALLEY FALLS**

*Incorporated May 17, 1854*

**City Administrator Report  
City Council October 19, 2022**

## Projects

1. **CDBG Sewer Project Phase 1** - Design and Environmental in progress. Designs being sent to KDHE next week. Construction anticipated in 2023.
2. **CDBG Sewer Project Phase 2** - Project postponed until 2024.
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. Application submitted on 9/12/2022.
5. **Hazard Mitigation Grant** - Applied for the BRIC Hazard Mitigation grant. Intent to use for the river in-take water system engineering Phase 1. Letter of Intent submitted on 09/12/2022.
6. **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.
7. **HEAL Grant** Working with owners of 419 Broadway and 426 Broadway to submit application for HEAL Grant. Applications due by October 31<sup>st</sup>. \$75,000 max for building, \$25,000 max for façade. 1:1 Match.
8. **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.
9. **Entry/ Welcome Signs** - Coordinating with KDOT and USACE to help Community Foundation with project.
10. **Hurst Water Tower** - Installed valve. Spoke with Viking Project Manager and work is anticipated to start by the end of this week.
11. **Tucking Lot** - working on hauling in dirt and leveling out lot.
12. **Fire Hydrant Testing** - KRWA will be flow testing all our fire hydrants after water tower work is complete. This service is free.
13. **Automatic Water Meters** - 255 meters installed to date. Total of 493 water meters.

## Working / In Progress

1. **Employee Evaluations** Employee Evaluations have been sent out and are due back by October 31<sup>st</sup>. Evaluations will be presented to city council on November 16<sup>th</sup>.
2. **KDHE Lead & Copper** Attended the KDHE Lead & Copper Rule Meeting on October 3. Lead & Copper Inventory due to KDHE by October 16, 2024.
3. **Vision Insurance** Reached out to 4 companies for quotes on vision insurance. Have received two quotes so far.
4. **Barnes Addition Plot** Worked with PEC to get estimate for plotting of Phase 2 Barnes Addition.
5. **Pool Survey** Kramer LLC is currently working on the survey for the pool.
6. **Snow Route** Snow route signs are order and have been delivered. Will get post to hang additional signs on new routes.
7. **Economic Development Board** - Will meet again on October 19<sup>th</sup>. Business Social was held on September 28<sup>th</sup> at the Valley Fire & EMS.
8. **Planning Commission** - Working on developing a Comprehensive Plan. KU can help draft. Required to have by Statute. City does not currently have a plan.
9. **204 Walnut St Condemnation** Spoke with Grant Lassiter on August 19<sup>th</sup>. He will continue to work on demolishing the trailer in the fall with the cooler weather.
10. **207 Sycamore St Condemnation** No progress.

---

**CITY OFFICE**

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

---

# Financials

Fund #	Fund Name	Previous Balance	Current Balance
100	General Fund	\$141,258.37	\$128,610.83
160	Pool Reserve	\$4,034.19	\$4,034.19
200	Capital Improvement Fund	\$161,114.52	\$161,114.52
300	Special Hwy & Streets	\$87,855.77	\$87,855.77
400	Equipment Reserve	\$3,781.71	\$3,781.71
500	Bond & Interest	\$104,408.16	\$104,408.16
600	RHID	\$31,611.78	\$31,611.78
720	Water	\$120,370.29	\$127,502.57
721	Water Reserve	\$0.00	\$0.00
730	Sewer	\$266,466.09	\$260,083.83
731	Sewer Reserve	\$0.00	\$0.00
740	Solid Waste	\$60,836.54	\$55,878.87
790	Insurance Reserve	\$748.00	\$748.00
<b>Total</b>		<b>\$982,485.42</b>	<b>\$965,630.23</b>
CD #	Fund/ Fund Name	Previous Balance	Current Balance
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>\$1,237,135.53</b>	<b>\$1,220,280.34</b>



*City of*  
**VALLEY FALLS**

---

*Incorporated May 17, 1869*

**Public Works Report**  
**October 19, 2022**

**Water:**

Have been fixing several leaks around town the ground is so dry it is shrinking causing the leaks

Put in 6 water meters

Winterized the 4H fair grounds

Winterized the park we can turn it back on for Halloween if needed

Will be getting the valve at the park installed on the 26<sup>th</sup> then we can replace the leaky fire hydrant

**Sewers:**

Ace pipe cleaning came to try to clean the outfall for the lagoon but was not able to with the equipment that they had but are going to come back with different equipment to get the line cleared so we can install the valve

Had a meeting with a vendor about purchasing manhole risers (larger ones) and covers but I need to see what parts might be available from phase one of the sewer project

Received my certificate for sewer certification

I attended a class in Topeka on the lead and copper rule revisions (there may be help available to identify the water main system types)

**Streets / Parks:**

Mowing is about done we still will be mulching leaves at the park and doing other mowing on a as needed basis

Awaiting the dump truck to continue the work at the tucking lot and the river boat ramp



*City of*  
**VALLEY FALLS**

---

*Incorporated May 17, 1869*

**Police Department Report**  
**October 19, 2022**

- Compiling quotes for new tasers and body cameras to update equipment
- Producing training material to be used for school staff (K-8) and parents to identify current drug trends
- Arranged with KDOT liaison Bob Hamilton to the HS a meeting for S.A.F.E. material. Arranged with HS contact to include the PD for events such as a seat belt check at HS parking lot. Arranging other events for HS counselor for future topics such as drugs, vaping, etc.
- Submitted Racial Profiling Policy for PD
- Conducted interview on potential PT
- Arranged training for Officer Rivera for current currency crimes
- Arranging DV and CIT training for VFPD and other law enforcement agencies. Other agencies have shown interested in the training.
- Arranging annual radar certification
- School requested for officer of VFPD to give Halloween safety class, date and time was set
- Officer Rivera is attending ALICE training this week. Once training completed arrange training with VF schools to utilize the training along with other agencies
- Walked thru the school and was able to meet several school staff members
- Walked to several business in downtown with the city clerk was introduced to the owners/managers
- Producing new DV policy and procedure

## 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;