



City of VALLEY FALLS

Incorporated May 17, 1869

City Council Agenda

The City Council meeting is open to the public and will be held at City Hall.

Meetings will be streamed via Facebook Live (<https://www.facebook.com/cityofvalleyfalls>) Please email questions to cityadmin@valleyfalls.org before the meeting.

November 17, 2021 6:30 PM
Regular Meeting

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL - City Council and Staff
MINUTES - Regular Meeting of November 3, 2021
INVOICES - \$24,220.04

PUBLIC COMMENTS & GUESTS
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. Citizens 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.

ORDINANCES, RESOLUTIONS, & PROCLAMATIONS: None

BUSINESS ITEMS

- A. Gworks Software
- B. Hometown Christmas Donation - \$50.00

TABLED ITEMS: None.

REPORTS:

CITY ADMINISTRATOR: Audree Aguilera

MAYOR: Lucy Thomas

PUBLIC WORKS: Bill McCoy

POLICE: Brandon Bines

CITY COUNCIL COMMENTS/ FEEDBACK/ IDEAS

ANNOUNCEMENTS/ COMMUNICATIONS:

- City Offices Closed on November 25th and 26th in observance of Thanksgiving.
- Hometown Christmas is November 27th. Activities start at noon. Reindeer Games, Face Painting, Hot Cocoa, Doodlebug Train, Business Open Houses, Valley Victors will host a Chili Feed, and so much more!

EXECUTIVE SESSION

ADJOURNMENT

CITY OF VALLEY FALLS

November 3, 2021

Open Hearing

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

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

Others present were Jan Hutt, Jeanette Shipley, and Officer Trey Davidson.

The minutes from the October 20, 2021, meeting were presented.

Judy moved to approve the minutes. Gary seconded the motion. Motion carried 3-0-2

Vouchers:

The November 3, 2021, Vouchers were presented. Mike moved to approve vouchers totaling \$23,444.10. Jennifer seconded the motion. Motion carried 5-0.

Public Comments & Guests:

No Public Comment.

Business Items:

Public Comment Policy.

Gary moved to approve. Judy seconded the motion. Motion carried 5-0.

Gworks software presentation by Audree and Chris. Startup costs, \$35,559.00. Discussion tabled to get more figures on costs of current of software and time spent calling support.

Ordinances, Resolutions, & Proclamations:

None.

Old Business:

None

New Business:

Lucy was approached by an individual about purchasing the old pool property to build a house.

Meeting Minutes

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Committee Reports:

Administrative: Attended demo's for Gworks Software. Attended Rotary Meeting on October 21st. Attended Lions Club on October 25th. Attended County Commissioner's meeting on November 1st. Met with Jefferson County Economic Development on November 1st. Will be coordinating county efforts for tourism and economic development. Will meet with Superintendent of USD 338. 7) Will attend the Economic Development Committee meeting on November 3rd. Employee Evaluations sent out. Due Nov 8th. Purplewave Auction for Police Jeep finished on Oct 26. Sold for \$4,800. Working on retention schedule and file organization. Updated badges with information and pictures for all employees and elected officials. Updated our Cognito forms to email full forms to corresponding departments. Updated Certificates for CMB and Fireworks. Added Facebook posts for public requests forms, events, and staff introductions. Re-setup backups on all computers. No computers were being backed up by our current system. Updated and created emergency contacts list. Working on getting copies of city facility keys. Created Fee Schedule for police department. Working on creating fee schedule for other departments and services.

Mayor: Meet and Greet went well. Attended League conference which was very informative.

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

Water: Were able to install 7 new meters since the last report. New total should be 127.

South tower is scheduled for cleaning on the 8th of Nov -2021. Will be closing the park bathrooms for winter this week. Will be winterizing the RV park this week.

Sewers: Going to price shop a generator to put in to the hurst tower building and use our portable generator at lift station on Linn.

Parks: Will be mulching leaves at the park next week after tower cleaning providing, we have no issues

Streets: They checked out the new spreader and have it prepared for any upcoming bad weather Will need to purchase salt from the state for this winter 25 tons should be enough.

General: Tucking lot is nearing completion of tree removal. Next phase is to haul in fill to get it to a 5% grade or less. Then we can get fencing installed.

Fire board: No Report

Police: Jeep has been purchased \$5,280.00 buyer has 30 days to retrieve property. Officers are adapting well to department and new RMS system. We now have 6 cases added to the system. Now able to print Citations / Warnings from OMNIGO software at \$0.00 additional cost. This will save us from having to go with "Digi-ticket" a \$23,000.00 cost for the same features that we get with OMNIGO. Met with Municipal Prosecutor would like to have updated fine schedule adopted. Applied to become a Notary to assist officers with notarizing their legal documents (required by county prosecutor) for after hours or when a daytime notary is not available. Scheduled Training for Hostage Negotiations / Crisis Intervention which will allow me to be knowledgeable about how to deal with someone going through a mental health crisis along with being training in dealing with a hostage situation, should that ever occur. With this training I will offer my assistance to the surrounding municipal police departments / Sheriff's office should they need me which will be good to keep up with mutual aid & continue to build our relationships with local agencies. Most all new uniforms have arrived, waiting for patches to be sewn on. Had another issue with the Charger, however both the Charger and Explorer were taken to dealerships for recalls. New KHP vehicle is on track to get in December, 2021 and will have NET 30 to be paid for in January 2022.

Health Code: No Report
VFEDC: No Report
Swimming Pool: No Report

Judy questioned what was the plan for the Tucking lot. Lucy and council advised the stages of development.

Gary questioned if Brian Caskey was contacted about turning his property over to the fire department.

Executive Session:

Matters relating to non-elected personnel.

At 7:40 pm, Judy makes a motion to t enter into executive session under the authority of K.S.A. 75-4319, under the matters relating to non-elected personnel exception, with the jurisdiction of protecting the privacy of the individuals involve, to include the Mayor and City Council.
Gary seconded the motion. Motion carries 5-0.

Return at 8:00 pm.

ADJOURNMENT

Mike moved to adjourn the meeting. Gary seconded the motion. Motion carried 5-0.

APPROVED: _____
LUCILLE THOMAS, MAYOR

ATTEST: _____
CHRISTINE WEISHAAR, CITY CLERK



City of
VALLEY FALLS

Incorporated May 17, 1869

COUNCIL MEETING DATE: November 17, 2021

INVOICES IN THE TOTAL AMOUNT OF: \$24,220.04

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 November, 2021

City Clerk



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PUBLIC COMMENT POLICY

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ANNUAL COST

gWorks is \$8,910 per year. In 2020, the City paid \$7,458 for Jayhawk and with two months left to go we have paid \$6,068 in 2021.

SUPPORT

In 2020 and 2021, we spent over 81.5 hours in support. Costing the City over \$3,504.50 in staff wages in addition to costly support fees. gWorks software is easy to use and fees include support. In addition, gWorks offers education videos to help you navigate when questions arise.

VERSATILITY

Jayhawk's software has two different software's to cover the functions for UB Billing, Payroll, AP, and General Financial. In the same software, gWorks offers all the same modules as Jayhawk plus modules for Court, Cashiering, Project Management, GIS, Asset Management, and website hosting. gWorks is the one-stop-shop for City Operations and Financial Management in one complete software.

COST BENEFIT ANALYSIS

gWorks

COST & TIME SAVINGS

INTUITIVE AND VERSATILE

MORE EFFICIENT

Jayhawk

DIFFICULT TO USE

LIMITED FUNCTIONS

OUTDATED

INNOVATION

The City has been with Jayhawk since 2011. The software is still as outdated as the day it was purchased, with little effort to make easier and move to a web-based software. gWorks is moving the entire software to web-based with anticipation to have most modules done by 2025 or sooner. The start-up cost for Jayhawk in 2011 with 5 modules were \$8,133 and today would be \$14,047. gWorks start-up cost for 15 modules are \$26,849 with promises for better technology in the near future. The average cost per module for gWorks is \$1,789. The average cost per module for Jayhawk is \$2,809.

SECURITY

Jayhawk's software and data is hosted locally on our computer. If our network's security were to be compromised the City would hold the liability. gWorks software is hosted by Amazon's Servers. In the unlikely incident that their security would be compromised, gWorks would be liable.

EFFICIENCY

Jayhawk's two different software's creates extra steps for processing data. gWorks has automated processes and daily operations to limit steps, some as little as one compared to six+ steps with Jayhawk.

VALLEY FALLS CHAMBER OF COMMERCE

P.O. BOX 162
VALLEY FALLS KS 66088
945-3245

INVOICE

INVOICE NO.
4355

DATE
11/08/21

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CUSTOMER ID: VF CITY

BILL TO:

City of Valley Falls
% *Audree*, Administrator
421-B Mary Street
Valley Falls, KS 66088

DESCRIPTION	AMOUNT
2021 Hometown Christmas Pledge	50.00
Taxable	0.00
Sales Tax	0.00
Non-Taxable	50.00
Subtotal	50.00
Total Due	50.00



City of
VALLEY FALLS

Incorporated May 17, 1869

**City Administrator Report
City Council November 17, 2021**

- 1) Met with Alex Darby from PEC on November 12th.
- 2) Met with ISO for Audit of Planning, Zoning, and Building Department. Gives discount on insurance based on score from the audit. Notice of score will be issued within 2 to 3 months.
- 3) Met with Keith Jeffers, Jefferson County Emergency Manager. Will be attending LEPC Meetings.
- 4) Working on retention schedule and file organization.
- 5) Working on creating fee schedule for city services.
- 6) Working on Sewer Development Plan for Barnes Addition.
- 7) Reviewed and developed a Cost- Benefit Analysis for gWorks Software vs. Jayhawk Software
- 8) New badges printed and delivered to appropriate departments.

Pending Projects

CDBG Street Project - Work started on 11/09/2021. Anticipated project completion by Thanksgiving.

CDBG Sewer Project - Application Submitted. Pending approval in 2022.

American Rescue Plan Act (ARPA) - \$174,918.00 allocated. \$87,459.00(1st half) received.

Installation of Automatic Water Meters: 147 installed to date

Fire Insurance Proceeds - \$12,675

Financials

Fund Balances As Of:

Fund #	Fund Name	Previous Balance	New Balance	% Change
01	General	\$94,044.71	\$75,829.75	
03	Water	\$112,918.60	\$11,889.42	
04	Sewer	\$257,521.12	\$256,464.13	
05	Capital Improvement	\$9,007.56	\$9,007.56	0%
06	Street & Highway	\$111,599.68	\$111,599.68	0%
07	Special Equipment Reserve	\$5,731.71	\$5,731.71	0%
08	Solid Waste	\$44,980.53	\$44,980.53	0%
09	Bond Fund	\$300,065.65	\$300,065.65	0%

CITY OFFICE

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

Pictures



CDBG Street Project



City of
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Public Works Report
November 17, 2021

Water:

Got 20+ meters installed since last report

Cleaned south tower very little dirt was in it proving we are providing good clean water to our residents

Cleaned the sed basin at the water plant

Put in a call to have the heater in the carbon room repaired Jerry suggested that we look into purchasing a new heater due to current one is old and in need of repairs annually (estimated cost of \$6000-\$8000 for new explosion proof heater)

Streets:

The Mulberry Street improvement project is going well they might be done by Wednesday (11-17-21) they did several full depth patches were the underlaying roadway was in disrepair

Pruned the worst of the low hanging branches on streets to clear bigger trucks

Sewers:

Still awaiting the valve for the lagoon discharge

Reached out to A.C.E. and awaiting a callback regarding lagoon fences and grasshopper grove tree(s)

Parks:

Got the leaves in the park mulched and will need to do it once again before the Christmas decorations go up

General:

Schoonover lot is cleared of all trees and have put in a call to B&B to have the remaining 2 stumps ground out due to proximity to gas line

Will be starting the back fill/ leveling portion of the project next



VALLEY FALLS POLICE



★ BRANDON W. BINES ★
CHIEF OF POLICE

Council Meeting 11/17/2021

- Officer Davidson has begun his field training on nightshift with Officer Bohannon and is doing well. Officer Davidson is on track to addend the police academy Jan 3, 2022.
- Received Narcotics Information about drug activity – Investigation Ongoing
- Will be starting to test the Axon body camera system to see if it works well for our agencies needs. We will have the equipment for approximately 2-3 month for trial purposes.
- 1 Felony Drug Arrest made
- 1 Felony warrant / narcotics arrest made
- Omnigo working very well and happy with our decision.
- We have begun issuing citations / warning using the Omnigo software and is much more efficient than handwritten citations and better for officer safety.
- Still in process with KBI to get system in the cars so that Officers can access driver license / plate information from state system.
- Had several animal complaints about stray cats and the trapping of cats. City Administrator and I will be getting a handle on what we can do about the cat situation along with finding housing for captured dogs.
- Discussion on getting a Part-time / on-call animal control officer
- Will be advertising for Part-time Police Officers

“SERVING THE CITIZENS WHERE WE LIVE,
PROTECTING THE COMMUNITY, WE LOVE”

417 BROADWAY STREET, VALLEY FALLS, KANSAS 66088

TELEPHONE (785) 945- 3434

WWW.VALLEYFALLSPOLICE.ORG

EXECUTIVE SESSION MOTIONS

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.

I move the city council recess into executive session to discuss **Attorney – Client privilege** matter exception, K.S.A. 75-4319(b)(2) to include: (people to participate besides governing body.) The open meeting will resume in the city council room at ____PM.

I move the city council recess into executive session to preliminary discuss **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.

I move the city council recess into executive session to preliminary discuss **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.

I move the city council recess into executive session to discuss data relating to **financial affairs or trade secrets** of corporations, partnerships, trusts, and individual proprietorships pursuant to the non-elected personnel matter exception, K.S.A. 75-4319(b)(4) 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;