



City of Valley Falls

Established 1854

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.

January 15, 2025 6:30 PM
Regular Meeting

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL - City Council and Staff

MINUTES - Regular Meeting of December 18, 2024

PUBLIC COMMENTS & GUESTS:

Public Comment Policy

BUSINESS ITEMS:

1. Council President Appointment - Dennis Tichenor
2. Council Treasurer Appointment - Brett Dallman
3. Fire Board Appointment - Jason Heinen
4. Code Enforcement Appointment - Kevin Loy
5. Main Depository Appointment - Kendal Bank
6. 2025 Procurement Policy Approval
7. Cell Phone Reimbursement - \$40.00 per month
8. GAAP Waiving for 2025 Audit
9. CDBG Phase 2 Sewer Grant - LMI Survey - Brett Waggoner
10. PTO Policy - Merging Vacation & PTO Discussion
11. Schulte Supply Renewal - Neptune 360 SAAS Platform
12. Towns Grant - Mural Grant Discussion
13. Pride Community Discussion & Resolution
14. City Water Resources Update - Wesley Lanter
15. Walking Trail Update - Brett Dallman

INVOICES - \$99,576.64

REPORTS:

City Administrator

Public Works

Police

Mayor

Fire District

City Council Comments/ Feedback/ Ideas

ANNOUNCEMENTS/ COMMUNICATIONS:

January 20 - City Offices Closed - Martin Luther King Jr. Day

EXECUTIVE SESSION

ADJOURNMENT



City of Valley Falls

Established 1854

CITY OF VALLEY FALLS December 18th 2024

Meeting Minutes

The meeting was called to order at 6:30 p.m. by Mayor Jeanette Shipley.

Council members present: Dennis Tichenor, Brett Dallman, Kevin Loy, Bret Frakes

Staff members present: Carolyn Clark (Chief of Police), Bill McCoy (Public Works Director), Wes Lanter (City Admin)
Destiny Schrick (city clerk)

Guest present: Dianne Heinen, Scott Heinen, Jerry Heinen, Bill-Shockey Consulting SS4A plan

Business Items

Meeting Minutes:

December 4th Kevin Loy made the motion, seconded by Brett Dallman 4-0 pass

SS4A plan adoption Brett Dallman made the motion, seconded by Kevin Loy 4-0 pass

Approval to continue the River Bore under the river due to extra cost Bret Frakes made the motion, seconded by Brett Dallman 4-0 pass

AdamsBrown Audit Agreement Brett Dallman made the motion, seconded by Dennis Tichenor 4-0 pass

Invoices (\$109,820.73) Dennis Tichenor made the motion, seconded by Kevin Loy 4-0 pass

Executive Session

Kevin Loy made the motion to move into executive session, seconded by Brett Dallman 4-0 pass. Open Session will resume at 7:30pm. Called back to open session at 7:30pm.

PEC lake survey not to exceed \$5,000 Bret Frakes made the motion, seconded by Kevin Loy 4-0 pass

Reports

Public Works: Working on river project, lagoon discharge will begin Jan 2025

Police: Setting up department K9 training, Dec 31st outside K9 agencies will be in town

Admin: Closing out grants, year-end procedures, Delaware River project

Adjournment

Brett Dallman made the motion, seconded by Dennis Tichenor 4-0 pass. Meeting ended at 7:35pm

APPROVED: _____

Jeanette Shipley, Mayor

Attest: _____
Destiny Schrick, City Clerk



City of
VALLEY FALLS

Incorporated May 17, 1869

PUBLIC COMMENT POLICY

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

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

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

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



City of VALLEY FALLS

Incorporated May 17, 1854

PROCUREMENT POLICY

Effective Date: January 15, 2025

Purpose: To establish purchasing policies which govern the purchase of goods and/or services by the City of Valley Falls.

Policy: The purpose of this policy is to set guidelines which govern the major purchases of goods and/or services by the City of Valley Falls. It shall also serve as an informational document to be given to local vendors so they are informed as to the City's purchasing guidelines.

Section 1. General Guidelines

Whenever possible, a commodity or service is to be obtained at both the lowest cost possible and highest quality required in order to maintain efficient City departmental operations. Department Heads shall determine the quantities needed of each item based upon such factors as usage, price discounts, shipping time, shelf life, price and any other factors as determined relevant by City staff.

All purchases made on behalf of the City of Valley Falls are to be made in accordance with the following objectives:

1. Provide for local purchasing when economically feasible;
2. Provide for effective expenditure of City funds;
3. Provide for best protection of City residents;
4. Provide for accurate accounting documentation;
5. Provide for equal opportunity, fairness and competitiveness with vendors;
6. Provide for compliance with all applicable federal, state and local laws and regulations.

The level of expenditures for each department is determined by annual adoption of the Budget by the Governing Body. The City Administrator is responsible for ensuring the purchasing practices are in accordance with this policy. The Governing Body reviews all disbursements by an appropriation ordinance and approves certain competitive bids.

All purchases are to be based upon need.

Section 2: Code of Ethics

General Ethical Standards for Employees: The City of Valley Falls will not tolerate any attempt to realize personal gain through City employment by conduct inconsistent with the proper discharge of the employee's duties. In order to fulfill this general prescribed standard, employees must follow the ethical requirements set forth in the City's adopted purchasing procedures. Any attempt to realize personal gain through public employment is a breach of public trust and ground for disciplinary action including termination.

General Ethical Standards for Non-Employees and Elected Officials: Any efforts to influence any City employees to breach the standards of ethical conduct set forth in this policy or the City's adopted purchasing procedures is also a breach of ethical standards.

No officer or employee of the City shall transact any business in his/her official capacity with any business entity of which he/she is an owner, officer, agent or member or in which he/she owns a substantial interest; nor shall he/she make any personal investments in any enterprise that will create a substantial conflict between his/her private interest and the public interest.

No officer or employee of the City shall enter into any material private business transaction with any person or entity that has a matter pending to be acted upon which the officer or employee is or will be called upon to render a decision or pass judgment. If any officer or employee already is engaged in the business transaction at the time a matter arises, he/she shall abstain from discussion and be disqualified from rendering any decision or passing any judgment upon the same.

It shall be a breach of ethical standards for any employee or public official to knowingly use confidential information for personal gain, or to convey information to others for their personal gain.

Employees will be guided in interpretation by the distinction between a gift, gratuity or favor given or received that has significant monetary value and is offered or accepted in expectation of preferential treatment, and an expression of courtesy. Examples of acceptable courtesies, include: a meal or social event, exchanges of floral offerings or gifts of food to commemorate events such as illness, death, birth, holidays or promotions; a sample or promotional gift of nominal value of \$25.00 (twenty-five) dollars or less.

The following purchases cannot be made from City funds:

1. The purchase of any illegal substance or services.
2. Gambling-related purchases.
3. Purchases made for personal benefit with no value to the City.

This Code of Ethics is reinforced through the City's Personnel Handbook.

Section 3: Local Business Preference

Recognizing local businesses contribute significantly to operational revenue of the City, preference may be given to local vendors when financially feasible.

Purchasing goods and services from local vendors is desired because it stimulates the local economy and recognizes that our local vendors are valued members of our community. Minor purchases up to \$500 shall be made from established vendors in the Valley Falls or Jefferson County area whenever possible if no loss in price or quality would result from buying local.

A local preference will be given to vendors who are located within the Valley Falls or Jefferson County area for other major purchases. Local vendors will be awarded the bid if their quote or bid is within 1%, of the low bid, with a maximum bid difference of \$2,500. When bidding multiple items/ projects of the same spec the local preference will be given on a per item/project basis.

Section 4: City Council

The City Council determines expenditure levels through the approval of the budget.

The Council approves the final disbursement of all public funds semi-monthly. If a purchase is \$10,000 or higher, Council approval is required.

Section 5: City Administrator

The City Administrator is responsible for the city's financial affairs and management. The City Administrator will approve purchases under \$10,000.

Section 6: Department Heads

Department Heads are responsible for the management of their departmental budget. Department heads will approve purchases under \$2,000.

Department heads shall obtain written authorization from the City Administrator for purchases over \$2,000 and under \$10,000. Purchases of more than \$2,000 per singular item or line item or category shall be placed on a purchase order form with an estimated cost, if actual cost is unknown. The City Administrator shall approve or disapprove the purchase.

Section 7: Employees

All employees, other than department heads, are allowed purchasing authority of \$250.

Section 8: Methods of Purchasing

There are six (6) basic purchasing methods that can be used by City personnel. These methods are as follows:

A. Daily Purchasing - There are any number of items which are needed on a daily basis and are purchased on a routine basis. Because of their commonality, it is not normal to formally bid such products; however, attention is made to price and quality. Under emergency conditions, purchasing of major items may be made in this matter. Vehicles and equipment are not included in the Daily Purchasing method.

B. Competitive Pricing (written quotes): This method is utilized when review by the City Staff and/or Governing Body is warranted due to cost of good or service or type of product. This method is generally used for specialty products for which few vendors exist. This method may also be used for purchase of goods and services costing less than \$10,000. Every attempt possible should be made to obtain three (3) quotes for the purchase.

C. Sole Source Purchases: This method is used with state contract purchases. This method may also be used for departmental supplies, repairs, or replacement equipment when the department has standardized operations with a particular brand or style of product only offered by a certain vendor. A contract may be awarded or a purchase made without competition when, after conducting a good faith review of available sources, it is determined that there is only one source for the required product. The City Administrator or department head may then conduct negotiations, as appropriate, as to price, delivery, and terms.

D. Competitive Sealed Bids: This method is used for the purchase of major equipment or professional services estimated at \$10,000 or more. This method is also used when such factors as scheduling requirements, beginning time, delivery time, total cost, warranty and other factors need to be evaluated. The process is initiated by giving the bid advertisement to the City Administrator. A notice will be published at least once in the City's official newspaper. Staff or the design professional hired by the City is responsible to distribute the bid documents. At least two City staff must be present during the bid opening, which must be advertised and open to the public. The Department Head will bring results of the bid process, along with their recommendation, to a City Council meeting for Council action. The Council reserves the right to accept or reject any and/or all bids. This method is also used when required by State or Federal grant programs.

E. Competitive Negotiations: This method used primarily for professional services. Competitive negotiations are initiated by publishing a Request For Proposals (RFP) or a Request For Qualifications (RFQ). The RFP is used when price is a factor in selection; the RFQ is used when price is primarily considered after selection (generally for engineering and architectural services).

1. In both RFP and RFQ, the services to be procured are clearly defined, as are the factors to be used in evaluation and selection.
2. All proposals received are to be reviewed according to the defined selection criteria; the review should be in writing such as a ranking system.
3. For RFQ's, an invitation is made to one or more respondents to negotiate a price or fee.
4. For both RFQ's and RFP's, selection is made on the basis of the most responsible offer or price and other factors considered.
5. Preparation and signing of a contract formalizing a scope of work and the terms of compensation is required.

City Council shall approve the final selection from the RFP or RFQ.

F. Non-Competitive Negotiations: Non-competitive negotiations shall be used only when (1) the use of competitive negotiations is not feasible, such as only one supplier, (2) there is some public emergency, or (3) the results of the competitive negotiations are inadequate.

Negotiations shall be conducted with the selected company regarding a scope of work and price.

Preparation and signing of a contract formalizing a scope of work and the terms of compensation is required. All contracts for purchases The original copy of the contract must be stored in the City Clerk's office.

G. Split Purchasing or Order Splitting Prohibited: The deliberate practice of splitting a transaction, order, or project into two or more smaller parts to keep the purchase beneath the purchaser's approved spending authority is expressly prohibited.

It should be noted that while the above methods are considered normal purchasing procedures, situations might dictate a deviation from using one method as opposed to another.

Section 9: Grant Procurement Procedures

These procedures are in general accord with federal requirements set forth in Public Law 103-355. The intent of the procedures is to describe how the Grantee obtains services and supplies for project activities. For each procurement procedure listed herein, direct solicitation of minority-owned and woman-owned business enterprises will occur. Price or rate quotations should be obtained (either by phone or in writing) from an ample number of qualified sources (usually three or more).

1. *Small Purchases.* Small purchases are a simple and informal method used where goods or services do not cost in aggregate more than \$25,000.
 - a. Documentation regarding businesses contacted and the prices quoted should be maintained in the procurement file.
 - b. Written documentation regarding basis for selection and cost should be maintained in the procurement file. Action taken by the Grantee should be recorded in meeting minutes.
 - c. Preparation and signing of a contract formalizing a scope of work and the terms of compensation is required for purchases totaling \$1,000 or greater.
2. *Competitive Sealed Bids.* Competitive sealed bids are initiated by publishing an Invitation for Bids (IFB) or similar notice in a local newspaper, local television access channel and/or in contractor trade publications.
 - a. The IFB process is used when detailed specifications for the goods or services to be procured can be prepared and the primary basis for award is cost.
 - b. All bids received must be opened in public and tabulated according to published selection criteria; the results are provided in writing to bidders.
 - c. The contract awarded must be firm-fixed-price contract (based on lump sum or unit price)
 - d. Preparation and signing of a contract formalizing a scope of work and the terms of compensation is required once local officials endorse the bid action and contract amount.
3. *Competitive Negotiations.* Competitive negotiations are initiated by preparing a Request For Proposals (RFP) or a Request For Qualifications (RFQ). The RFP is used when price is a factor in selection; the RFQ is used when price is not considered until after selection. If local funds only are used to pay for any of the services being procured through this process, the Grantee can elect to consider and discuss the project and proposed scope of services with a minimum of firms it has had prior experience with. If

CDBG funds are used to pay for any of the services being procured, then the RFP or RFQ is published in newspapers with general circulation in counties where consultants are located. If no CDBG funds are used, then, the requests are simply mailed or provided directly to three or more engineering firms in the region.

- a. In both RFP and RFQ, the services to be procured are clearly defined, as are the factors to be used in

evaluation and selection.

- b. All proposals received are to be reviewed according to the defined selection criteria; the review should be in writing such as a ranking system.
- c. For RFQ's, an invitation is made to one or more respondents to negotiate a price or fee for services to be provided.
- d. For both RFQ's and RFP's, final selection is made on the basis of the most responsible offer or price and other factors considered such as qualifications.
- e. Preparation and signing of a contract formalizing a scope of work and the terms of compensation occurs after selection and contact is made with the chosen firm.

Regarding the administration of CDBG projects, the Grantee will either administer the project, or contract with a regional planning commission, depending on the project location and proposed complexities it presents. No procurement is needed for either of these scenarios.

1. *Non-Competitive Negotiations.* Non-competitive negotiations can be used only when (1) the use of competitive negotiations is not feasible, (2) there is some public emergency, or (3) the results of the competitive negotiations are inadequate.

In summary, if CDBG funds are used to pay for a product or service, or any part thereof, CDBG procurement procedures will apply to the project activity unless the aforementioned local procurement policies are stricter. If CDBG funds are not used to pay for any of a contract, the Grantee written procurement procedures will apply.

Section 10: Emergency Purchases

Notwithstanding the procedures set forth in this policy, the City Administrator, in consultation with the Mayor, may authorize emergency purchases of supplies or services beyond the City Administrators spending authority when necessary if delay could cause threat to public health, welfare, safety, or injure the City financially or otherwise. Such emergency procurements will be made with competition if practical for the circumstances. The report of such purchases and the nature of the emergency requiring such shall be provided to the City Council at the earliest possible time.

Section 11: Purchase Cards

Gasoline cards and credit cards are provided to certain employees in cases where such cards are needed to perform essential duties. All employees shall submit receipts to their respective department head or the City Clerk after purchase to allow reconciliation with monthly statements. The fund responsible to pay for the purchase should be written on the receipt. Purchase card balances are to be paid in full at each payment interval so as not to incur any additional debt to the City beyond the item(s) purchased.

Section 12: Charge Accounts

The City maintains charge accounts at several local vendors. If necessary, the employee should inform the vendor at time of purchase which City department is responsible for the charge. Employees who make charges on said accounts shall submit receipts to their respective department head after purchase to allow reconciliation with monthly statements. The fund responsible to pay for the purchase should be written on the receipt. Charge account balances are to be paid in full at each payment interval so as not to incur any additional debt to the City beyond the item(s) purchased.

Section 13: Regular Monthly Bills

The City Administrator or City Clerk shall be authorized to pay regular, monthly bills such as those for utilities, telephone, internet, insurance premiums, and credit cards prior to City Council approval in order to avoid assessment of late charges.

Section 14: Sales Tax Exemption

As a general rule, all City purchases are exempt from imposition of sales tax. All employees shall make sure that proper sale tax exemption forms are provided to vendors so that the City is not charged sales tax on purchases. These forms are available from the City Administrator.

Section 15: Surplus Property

In the event the City has equipment, supplies, or materials that have become surplus, or are being replaced, the City Administrator may authorize the sale or disposal of such goods, provided the value of each item is under \$10,000. In the event that an item is valued at \$10,000 or higher, prior approval of the City Council shall be obtained. Disposal of surplus goods may be as follows:

- a. Transfer to another City department if need is determined
- b. Sale to the general public by sealed bid or placed up for auction (either live or through an online auction site)
- c. Junking when no longer of value or a safety risk
- d. Trade-in toward new equipment

All interests in real property, both leasehold and fee interest, shall require City Council approval.

Any technology equipment sold, donated, or recycled shall be property cleaned to ensure any data or personal information is removed from memory and all storage devices.

Section 16: Approved Project Documents and Change Orders

The City Administrator shall be authorized to sign documents necessary to carry out a decision, project, purchase, contract, or acquisition of services that has been approved by the City Council. The City Administrator shall also be authorized to approve change orders to approved projects or purchases where the requested change is less than \$10,000.

Section 17: Summary

This purchasing policy is a guideline for all City purchases, including vehicle/equipment and is to be used as an explanation to all vendors when questions arise concerning our purchasing methods. Whenever possible, the City of Valley Falls will attempt to do the majority of business with local vendors provided that the service or commodity being considered is of a competitive price and equal quality.



City of
VALLEY FALLS

Incorporated May 17, 1869

RESOLUTION 2025 - 1

A RESOLUTION REQUESTING A WAIVER FROM CONFORMANCE TO CERTAIN PROVISIONS OF GENERALLY ACCEPTED ACCOUNTING PRINCIPLES.

WHEREAS, the governing body of the City of Valley Falls, did on this 15th day of January, 2025, find that both General Fixed Asset Accounting and the preparation of financial statements and financial reports for the year ended December 31, 2025, in accordance with the provisions provided by K.S.A. Supp. 75-1120a(c)(1) are not relevant to the requirements of the cash basis and budget laws of Kansas and is of no significant value to the governing body or members of the general public of Valley Falls.

NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF VALLEY FALLS, KANSAS in a regular meeting assembled this 15th day of January, 2025 that the governing body of the City of Valley Falls, Kansas waives the requirements of K.S.A. 75-112a(c)(1) as they apply to the City of Valley Falls, Kansas for the year end December 31, 2025.

ADOPTED THIS 15th of January, 2025.

Jeanette Shipley,
Mayor

ATTEST:

Destiny Schrick
City Clerk

CONTRACT FOR SERVICES

THIS AGREEMENT, MADE AND ENTERED INTO THIS 15th DAY OF JANUARY 2025, between WESTERN CONSULTANTS dba GOVERNMENTAL ASSISTANCE SERVICES, PO BOX 187, LAWRENCE, KANSAS 66044, hereafter referred to as "CONSULTANT", and the CITY OF VALLEY FALLS, KANSAS, hereafter referred to as "CITY".

WHEREAS the CITY desires to engage in a Low-to-Moderate Income survey to qualify the CITY for present and future grants, and

WHEREAS the CITY understands that before it can compete for Community Improvement grant funds its Low-to-Moderate Income (LMI) population must comprise over 51% of its total population. Each entity surveyed must stand on its own, and

WHEREAS the CITY understands the best way to establish its actual LMI percentage is to conduct a Low-to Moderate Income Survey.

NOW, THEREFORE, the CITY engages the CONSULTANT upon the following terms and conditions:

CONSULTANT AGREES TO PERFORM THE FOLLOWING to-wit:

- A. Do all background work and prepare all forms for survey according to Kansas Department of Commerce CDBG regulations;
- B. Provide all personnel necessary to conduct survey in professional and timely manner;
- C. Furnish all forms and materials necessary to conduct and tabulate survey;
- D. Conduct honest and accurate LMI survey following all CDBG guidelines;
- E. Conduct survey and submit final tabulations to the CITY; Supply explanation of percentage variance opposed to CDBG LMI projections;

THE CITY AGREES TO PERFORM THE FOLLOWING, to-wit:

- A. Provide CONSULTANT access to all city records necessary for preparation of the survey.

In exchange for performance of said services related to preparation, conducting and final tabulation of survey the CITY shall authorize payment in the amount of \$12,900.00 to CONSULTANT, to-wit:

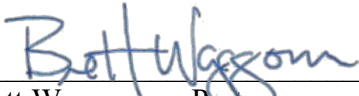
A. Payment of \$12,900.00 due upon the signing of the contract. The survey will begin after payment is received.

THE CITY and CONSULTANT agree that the survey results will be final.

Therefore, CONSULTANT cannot offer any guarantee as to the final LMI percentage as produced by this survey.

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

Jeanette Shipley – Mayor
City of Valley Falls, Kansas



Brett Waggoner - Partner
Western Consultants dba GAS



Invoice

PO Box 388
 Edwardsville IL 62025
 618-656-8383 Fax 618-656-8750

INVOICE DATE	INVOICE NUMBER
12/17/24	S1223598.001
REMIT TO: Schulte Supply Inc. PO Box 388 Edwardsville IL 62025	
PAGE NO.	1

BILL TO:
 City Of Valley Falls, KS
 417 Broadway
 VALLEY FALLS, KS 66088

SHIP TO:
 City Of Valley Falls, KS
 Bill McCoy
 108 Broadway
 VALLEY FALLS, KS 66088

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	RELEASE NUMBER	SALESPERSON		
13769	QUO-209278-R1T4F0		Tony Juarez		
OFFICE	SHIP VIA	TERMS	SHIP DATE	ORDER DATE	
Lisa Zoekler	BW BEST WAY	NET 30 DAYS	12/17/24	12/17/24	
DESCRIPTION	ORDER QTY	SHIP QTY	Net Pcs	Ext Pcs	
^14099-101 (old 13980-101) Neptune 360 SAAS Platform AMR Annual Subscription for 1-500 Services	465	465	4.390	2041.35	
QUO-209278-R1T4F0 START DATE: 2-1-2025 END DATE: 1-31-2026					
SUBSCRIPTION REQUIRED PLEASE REFERENCE S1223598 ON PAYMENT ** Nonstock item-Not Returnable **					
^Maintenance: 13721-005 N_Sight Mobile Hardware Annual Maintenance for MRX-920 Mobile SERIAL #MRX401319	1	1	3847.000	3847.00	
QUO-209278-R1T4F0 START DATE: 2-1-2025 END DATE: 1-31-2026					
MAINTENANCE OPTIONAL PLEASE REFERENCE S1223598 ON PAYMENT ** Nonstock item-Not Returnable **					



Invoice

PO Box 388
 Edwardsville IL 62025
 618-656-8383 Fax 618-656-8750

INVOICE DATE	INVOICE NUMBER
12/17/24	S1223598.001
REMIT TO: Schulte Supply Inc. PO Box 388 Edwardsville IL 62025	
	PAGE NO. 2

BILL TO:
 City Of Valley Falls, KS
 417 Broadway
 VALLEY FALLS, KS 66088

SHIP TO:
 City Of Valley Falls, KS
 Bill McCoy
 108 Broadway
 VALLEY FALLS, KS 66088

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	RELEASE NUMBER	SALESPERSON		
13769	QUO-209278-R1T4F0		Tony Juarez		
BUYER	SHIP VIA	TERMS	SHIP DATE	ORDER DATE	
Lisa Zoekler	BW BEST WAY	NET 30 DAYS	12/17/24	12/17/24	
DESCRIPTION	ORDER QTY	SHIP QTY	Net Pcs	Est Pcs	
<p>On credit card purchases only, there will be a 3% convenience fee added for all invoices over \$5,000.00 or invoices paid after the invoice date.</p>					

Subtotal	5888.35
S&H CHGS	0.00
Sales Tax	500.51
Amount Due	6388.86

Invoice is due by 01/17/25.

All claims for shortage or errors must be made at once. Returns require written authorization and are subject to handling charges. Special orders are non-returnable. Past due invoices may be subject to 1.50% late charge.



Towns Grant Program

OVERVIEW

KANSAS

COMMERCE

Overview

- Purpose
- Application Timeline
- Funding Available
- Eligible Applicants
- Eligible Project Expenses
- Project Timeline
- Reporting
- Additional Resources
- Questions

Purpose

Support the economic revitalization of Kansas communities through community revitalization projects

Eligible Locations

Located in communities with a **population of 5,000 or less** that have received **no funding from Commerce funding over the last five years**

Uses

Funds must be used for tangible projects, and cannot be used for wages, strategic planning, consultant reviews, community conversations, or related activities

Application Timeline

Dec 16, 2024
Application
Window Opens

Dec 17, 2024
Towns Program Webinar 1:
Grant Overview

Jan 6, 2024
Towns Program Webinar 2:
Application Guide

Feb 28, 2025
Application Deadline

April 2025
Funding Decisions

May 2026
Projects Complete



Funding Available



\$1k-\$10k

Applicants may request funding for eligible one-time project expenses for a range of \$1,000 to \$10,000

The maximum funds to be requested across all projects is \$10,000

Expenses cannot have been incurred prior to signing an award agreement.



10%

Applicants are required to provide a minimum match of 10%, which can be cash or in-kind for communities less than 1,000

Eligible Applicants

Cities or non-profit organizations are eligible to apply. A single entity must be selected to serve as the primary applicant; however, the project could include a collaboration between partners

- Applicant must represent a community with a population of **5,000 or below**
- **One application** submission per community
- Community must have received **no funding from Commerce over the last five years**

A list of eligible communities can be found on Kansas Commerce's website at kansascommerce.gov/towns

Eligible Project Expenses

- **Community placemaking improvements** such as downtown seating, equipment for main street sound systems, gathering places, and park and recreation equipment
- **Signage for communities**, including welcome signs, landscaping, downtown light pole banners, and wayfinding signage
- **Benches, beautification, pocket parks, seating for community settings, or permanent public art or murals**
- **Trash receptacles, planters and plants, bike racks**
- **Vacant building window cleanup and paint**, including cleaning supplies (paint, curtains, lighting, brooms, materials and equipment to enable town cleanup, etc. to help clean the storefronts of vacant properties or downtown cleanup)
- **Small downtown infrastructure needs**, such as sidewalks, curbs, accessibility improvements, or pedestrian lighting





Project Timeline

- **Construction Start Deadline:**
 - Within four months of award notification (anticipated to be released by April 2025)
- **Project Completion:**
 - Within one year of award (May 2026)

Reporting

AWARDEE REQUIREMENTS

- Expense sheets
- Receipts
- Monthly updates
- Progress pictures
- Notify program manager as progress points are hit and to request payment

SITE VISITS

- Site visits will occur at the 50% completion point of the overall project if a project requires a general contractor

Additional Support

APPLICATION WEBINAR

Monday, January 6, 1:00 pm – 2:00 pm CST

OFFICE HOURS

Every Thursday, 10:00 am – 11:00 am CST via Zoom
Beginning on December 19, except for December 26

ADDITIONAL RESOURCES

The following resources are available for use at kansascommerce.gov/towns:

- Application
- Application Guide Webinar Recording
- Community Self-Assessment Guide
- FAQs (*FAQs will be updated regularly throughout the grant application period*)
- Required Documentation Folder

KANSAS COMMUNITY EMPOWERMENT PROGRAM



2025 Entry Government Resolution

Resolution No. 2025-2



KANSAS FREEMASONS ON THE LEVEL

WHEREAS, local municipal government has a responsibility to develop the capacity to undertake a viable community development effort; and

WHEREAS, community development needs and problems can best be determined and solved through a cooperative effort between elected officials and those citizens they represent; and

WHEREAS, the Kansas Community Empowerment program (formerly Kansas PRIDE), co-administered by the Kansas Department of Commerce and K-State Research and Extension, has been reviewed and found to be a means to improve our community, and

WHEREAS, the Mayor and Council do herewith pledge their full support, endorsement, and cooperation in carrying out the requirements of the Kansas Community Empowerment program.

NOW THEREFORE BE IT RESOLVED, that the community of VALLEY FALLS KS urges its citizens to join this effort and hereby declares this city to be an official entrant in the KCE Program. This resolution shall be valid for a period of three (3) program years, 2025 through 2027.

PASSED AND APPROVED THIS 15 DAY OF JANUARY IN THE YEAR OF 2025.

Attest:

City Clerk

Mayor



City of Valley Falls

Established 1854

COUNCIL MEETING DATE: January 15, 2025

INVOICES IN THE TOTAL AMOUNT OF: \$99,576.64

APPROVED:

STATE OF KANSAS

COUNTY OF JEFFERSON

I hereby certify that the attached bills are just and correct 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 January 2025

City Clerk

GL ACCT #	VENDOR NAME	REFERENCE	AMOUNT	CHECK#	CHECK DATE
100-050-2010	EFTPS	FED/FICA TAX	487.35	22073873	12/30/24
100-050-2010	EFTPS	FED/FICA TAX	595.47	22073884	1/13/25
100-050-2020	EFTPS	FED/FICA TAX	1,314.70	22073873	12/30/24
100-050-2020	EFTPS	FED/FICA TAX	1,592.54	22073884	1/13/25
100-050-2030	KSDOR PAYROLL	STATE TAX	329.65	22073874	12/30/24
100-050-2030	KSDOR PAYROLL	STATE TAX	196.00	22073885	1/13/25
100-050-2040	KPERS	KPERS TIER III	1,330.85	22073875	12/30/24
100-050-2040	KPERS	KPERS TIER III	1,403.99	22073886	1/13/25
100-050-2040	KPERS457	KPERS ROTH	232.00	22073876	12/30/24
100-050-2040	KPERS457	KPERS ROTH	232.50	22073887	1/13/25
100-050-2050	AFLAC CAFETERIA	OPTIONAL SUPPLEMENTAL	202.89	24152	1/07/25
100-050-2050	AFLAC CAFETERIA	AFLAC	120.08	22073877	12/30/24
100-110-5050	BLUE CROSS BLUE SHIELD OF KS	HEALTH INSURANCE	1,396.32	22073888	1/02/25
100-110-5110	Credit Card Services	Wichita Conference	480.23	22073880	12/31/24
100-110-5120	CITY ATTORNEY ASSOCIATION	2025 CAAK dues	35.00	24163	1/13/25
100-110-5120	KACM	2025 kacm dues	100.00	24165	1/13/25
100-110-5120	KANSAS MAYORS ASSOCIATION	2025 KMA dues	50.00	24166	1/13/25
100-110-5120	KEDA	2025 member dues	330.00	24145	12/30/24
100-110-5120	VALLEY FALLS CHAMBER	2025 membership	100.00	24150	12/30/24
100-110-5120	WICHITA STATE UNIVERSITY	2025 CCMFOA dues	50.00	24151	12/30/24
100-110-5140	GIANT COMMUNICATIONS	Phone	41.29	24164	1/13/25
100-110-5180	Credit Card Services	Partinthepark	468.69	22073880	12/31/24
100-110-5180	Credit Card Services	KTAG	2.88	22073881	12/31/24
100-110-5180	VALLEY FALLS CHAMBER	Employee Chamber Bucks	100.00	24150	12/30/24
100-110-5190	ADAMS BROWN	Review year-end	300.00	24155	1/09/25
100-110-5950	RADARSIGN LLC	Radar Signs	8,290.00	24148	12/30/24
100-120-5050	ADVANCE	LIFE INSURANCE	41.10	22073889	1/02/25
100-120-5050	BLUE CROSS BLUE SHIELD OF KS	HEALTH INSURANCE	2,135.13	22073888	1/02/25
100-120-5140	AT&T	Cell Phones	161.04	22073851	12/21/24
100-120-5140	AT&T	office at hand	39.45	24141	12/30/24
100-120-5140	GIANT COMMUNICATIONS	Phone	41.29	24164	1/13/25
100-120-5160	Casey's Business Mastercard	Fuel	556.90	22073879	12/31/24
100-120-5160	Credit Card Services	autozone	100.98	22073880	12/31/24
100-120-5180	Credit Card Services	trail cams	469.64	22073880	12/31/24
100-120-5180	VALLEY FALLS CHAMBER	Employee Chamber Bucks	175.00	24150	12/30/24
100-120-5190	Credit Card Services	TLO	75.00	22073880	12/31/24
100-120-5200	DOC MOLLY MOBILE VET	K9 EJ	395.00	24142	12/30/24
100-120-5940	ELLIE SCRAGG	VIN refund	20.00	24156	1/09/25
100-140-5050	BLUE CROSS BLUE SHIELD OF KS	HEALTH INSURANCE	719.47	22073888	1/02/25
100-140-5160	Casey's Business Mastercard	Fuel	155.66	22073879	12/31/24
100-140-5200	Shockey Consulting Services	SS4A grant	4,637.50	24149	12/30/24
100-160-5140	GIANT COMMUNICATIONS	Phone	41.29	24164	1/13/25
100-160-5180	VALLEY FALLS CHAMBER	Employee Chamber Bucks	25.00	24150	12/30/24
720-050-2010	EFTPS	FED/FICA TAX	177.18	22073873	12/30/24
720-050-2010	EFTPS	FED/FICA TAX	219.20	22073884	1/13/25
720-050-2020	EFTPS	FED/FICA TAX	529.42	22073873	12/30/24
720-050-2020	EFTPS	FED/FICA TAX	598.18	22073884	1/13/25
720-050-2030	KSDOR PAYROLL	STATE TAX	150.92	22073874	12/30/24
720-050-2030	KSDOR PAYROLL	STATE TAX	114.62	22073885	1/13/25
720-050-2040	KPERS	KPERS TIER III	562.59	22073875	12/30/24
720-050-2040	KPERS	KPERS TIER III	641.47	22073886	1/13/25
720-050-2040	KPERS457	KPERS ROTH	14.00	22073876	12/30/24
720-050-2040	KPERS457	KPERS ROTH	13.75	22073887	1/13/25
720-050-2050	AFLAC CAFETERIA	OPTIONAL SUPPLEMENTAL	49.22	24152	1/07/25

CLAIMS REPORT
Check Range: 12/19/2024- 1/15/2025

GL ACCT #	VENDOR NAME	REFERENCE	AMOUNT	CHECK#	CHECK DATE
720-050-2050	AFLAC CAFETERIA	AFLAC	55.34	22073877	12/30/24
720-720-5050	ADVANCE	LIFE INSURANCE	20.55	22073889	1/02/25
720-720-5050	BLUE CROSS BLUE SHIELD OF KS	HEALTH INSURANCE	753.85	22073888	1/02/25
720-720-5120	KDHE BUREAU OF WATER	Certificate Renewal-DW2	20.00	24167	1/13/25
720-720-5120	KMU	2025 KMU dues	437.50	24168	1/13/25
720-720-5120	KANSAS RURAL WATER ASSOCIATION	2025dues	466.40	24146	12/30/24
720-720-5140	AT&T	Cell Phones	22.72	22073851	12/21/24
720-720-5140	GIANT COMMUNICATIONS	Phone	41.29	24164	1/13/25
720-720-5140	KANSAS GAS	NATURAL GAS	465.88	22073872	1/02/25
720-720-5140	KANSAS GAS	NATURAL GAS	465.89	22073883	1/02/25
720-720-5160	Casey's Business Mastercard	Fuel	2,182.91	22073879	12/31/24
720-720-5170	Credit Card Services	water samples	65.60	22073880	12/31/24
720-720-5180	HAWKINS	Chlorine Cylinders	60.00	24143	12/30/24
720-720-5180	HAWKINS	chlorine, carbon, amsul	1,726.15	24153	1/07/25
720-720-5180	HEINEN REPAIR SERVICE, Inc	MS 291 STIHL SAW,HOSE	116.99	24158	1/09/25
720-720-5180	K4 AG & SERVICE LLC	tirerepair,4mt/dismt	258.02	24144	12/30/24
720-720-5180	VALLEY FALLS CHAMBER	Employee Chamber Bucks	87.50	24150	12/30/24
720-720-5180	VALLEY TRUCK & TRAILER	DEF Lock nuts 1/2-13x6	135.88	24154	1/07/25
720-720-5190	FORTE	ACH Fees	78.78	22073878	12/19/24
720-720-5360	KANSAS DEPT OF REVENUE	Sales Tax	400.30	24159	1/09/25
720-720-5950	FOLEY CAT EQUIPMENT	Insurance Claim-Rental	19,371.30	24157	1/09/25
720-720-5950	Credit Card Services	bobcat tires	7,772.71	22073881	12/31/24
730-050-2010	EFTPS	FED/FICA TAX	177.18	22073873	12/30/24
730-050-2010	EFTPS	FED/FICA TAX	219.19	22073884	1/13/25
730-050-2020	EFTPS	FED/FICA TAX	529.34	22073873	12/30/24
730-050-2020	EFTPS	FED/FICA TAX	598.14	22073884	1/13/25
730-050-2030	KSDOR PAYROLL	STATE TAX	150.91	22073874	12/30/24
730-050-2030	KSDOR PAYROLL	STATE TAX	114.60	22073885	1/13/25
730-050-2040	KPERS	KPERS TIER III	562.58	22073875	12/30/24
730-050-2040	KPERS	KPERS TIER III	641.46	22073886	1/13/25
730-050-2040	KPERS457	KPERS ROTH	14.00	22073876	12/30/24
730-050-2040	KPERS457	KPERS ROTH	13.75	22073887	1/13/25
730-050-2050	AFLAC CAFETERIA	OPTIONAL SUPPLEMENTAL	49.21	24152	1/07/25
730-050-2050	AFLAC CAFETERIA	AFLAC	55.34	22073877	12/30/24
730-730-5050	ADVANCE	LIFE INSURANCE	20.55	22073889	1/02/25
730-730-5050	BLUE CROSS BLUE SHIELD OF KS	HEALTH INSURANCE	707.52	22073888	1/02/25
730-730-5120	KDHE BUREAU OF WATER	Certificate Renewal-WW1	20.00	24167	1/13/25
730-730-5120	KMU	2025 KMU dues	437.50	24168	1/13/25
730-730-5140	AT&T	Cell Phones	22.71	22073851	12/21/24
730-730-5140	GIANT COMMUNICATIONS	Phone	41.29	24164	1/13/25
730-730-5140	KANSAS GAS	NATURAL GAS	465.89	22073872	1/02/25
730-730-5140	KANSAS GAS	NATURAL GAS	465.88	22073883	1/02/25
730-730-5180	Credit Card Services	grainger	604.09	22073881	12/31/24
730-730-5180	VALLEY FALLS CHAMBER	Employee Chamber Bucks	87.50	24150	12/30/24
730-730-5190	FORTE	ACH Fees	78.77	22073878	12/19/24
730-730-5190	MIDWEST OFFICE TECHNOLOGY	12/14/24-1/13/25	108.48	24147	12/30/24

CLAIMS REPORT
Check Range: 12/19/2024- 1/15/2025

GL ACCT #	VENDOR NAME	REFERENCE	AMOUNT	CHECK#	CHECK DATE
730-730-5950	Credit Card Services	pump	933.27	22073881	12/31/24
		Accounts Payable Total	74,767.14		
		Utility Refund Checks			
		Refund Checks Total			
		Payroll Checks	24,809.50		
		Report Total	99,576.64		

CLAIMS REPORT
CLAIMS FUND SUMMARY

FUND	NAME	AMOUNT
100	GENERAL FUND	43,660.80
720	WATER UTILITY	43,436.37
730	SEWER UTILITY	12,479.47

	TOTAL FUNDS	99,576.64

TREASURER'S REPORT
CALENDAR 12/2024, FISCAL 12/2024

FUND#	TITLE	LAST MONTH CASH BALANCE	REVENUES	EXPENSES	LIABILITY BALANCE	THIS MONTH CASH BALANCE
100	GENERAL FUND	16,450.76	77,272.68	.00	34,188.65-	2,324.08
120	Police Donations	380.00	.00	.00	380.00	380.00
150	Parks & Recreation	958.90	1,512.73	.00	13,281.83	11,769.10
160	POOL RESERVE	1,189.79	.00	.00	1,189.79	1,189.79
200	CAPITAL IMPROVEMENT	47,746.68	25,000.00	.00	26,103.78	26,103.78
300	SPECIAL HWY & STREETS	106,934.50	.00	.00	106,934.50	106,934.50
400	EQUIPMENT RESERVE	15,426.71	140,000.00	.00	155,426.71	155,426.71
500	BOND & INTEREST	412,424.23	75,000.00	.00	487,424.23	487,424.23
600	RHID	129,969.13	.00	.00	129,969.13	129,969.13
720	WATER UTILITY	210,244.29	33,224.65	.00	86,974.87	86,974.87
721	WATER RESERVE	40,498.34	50,000.00	.00	90,498.34	90,498.34
730	SEWER UTILITY	333,554.36	26,452.63	.00	156,942.15	121,942.15
731	SEWER RESERVE	139,683.20	50,000.00	.00	189,683.20	189,683.20
740	SOLID WASTE (TRASH)	104,642.48	14,009.74	.00	106,699.18	106,699.18
790	INSURANCE RESERVE	.00	.00	.00	.00	.00
<hr/>						
	Report Total	1,560,103.37	492,472.43	.00	1,517,319.06	1,517,319.06

TREASURER'S REPORT
CALENDAR 1/2025, FISCAL 1/2025

FUND#	TITLE	LAST MONTH CASH BALANCE	REVENUES	EXPENSES	LIABILITY BALANCE	THIS MONTH CASH BALANCE
100	GENERAL FUND	2,324.08	400.00	.00	34,060.23-	14,413.20-
120	Police Donations	380.00	.00	.00	380.00	380.00
150	Parks & Recreation	11,769.10	.00	.00	13,281.83	11,769.10
160	POOL RESERVE	1,189.79	.00	.00	1,189.79	1,189.79
200	CAPITAL IMPROVEMENT	26,103.78	.00	.00	26,103.78	26,103.78
300	SPECIAL HWY & STREETS	106,934.50	.00	.00	106,934.50	106,934.50
400	EQUIPMENT RESERVE	155,426.71	.00	.00	155,426.71	155,426.71
500	BOND & INTEREST	487,424.23	.00	.00	487,424.23	487,424.23
600	RHID	129,969.13	.00	.00	129,969.13	129,969.13
720	WATER UTILITY	86,974.87	5,267.91	.00	87,090.61	64,715.01
721	WATER RESERVE	90,498.34	.00	.00	90,498.34	90,498.34
730	SEWER UTILITY	121,942.15	4,551.44	.00	157,057.93	120,762.84
731	SEWER RESERVE	189,683.20	.00	.00	189,683.20	189,683.20
740	SOLID WASTE (TRASH)	106,699.18	3,134.27	.00	106,699.18	109,833.45
790	INSURANCE RESERVE	.00	.00	.00	.00	.00
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	Report Total	1,517,319.06	13,353.62	.00	1,517,679.00	1,480,276.88



City of
VALLEY FALLS

Incorporated May 17, 1854

**City Administrator Report
City Council January 15, 2025**

Daily Operations:

- Assist Citizens with service payments & questions.
- Citizen Notification System—Hopefully, the setup will be completed soon. We will post information on the City website and social media on how to sign up for the Everbridge system if you haven't already.
- Working on grant documentation for grants currently in progress.
 - a. ARPA - all money has been obligated.
 - b. SS4A—We received a final invoice from Shockey Consulting. I submitted it for reimbursement, and we have received the reimbursement. I will now start the closeout process.
 - c. LSSE—I have completed all of the paperwork and am waiting for Carrie's narrative to be submitted.
 - d. KDOT innovative grant (radar signs)—We have the equipment and need to install it. I have submitted reimbursement paperwork to the state.
- Working with the Planning & Zoning Committee to schedule a meeting for the central business district hearing.
- Working on year-end procedures to start the close-out process on financials for 2024.
 - a. As we receive bills for 2024, they are posted to the 2024 year in our system. We will probably close 2024 at the end of January or early February.
 - b. We have processed everything on the payroll for 2024 and will be printing W2s here shortly.
 - c. 1099s will be sent out before 1/31/2025
- The insurance claim on the excavator has been processed we issued a check to Foley Equipment and will receive a reimbursement check from EMC. We did have a \$500 deductible.
- gWorks—We are in the process of moving everything from Simple City (onsite) to gWorks Hub (cloud-based).
- The City of Valley Falls, Fire Department, and Emergency Management will host a storm spotter safety talk at the Kendall Community Hall on Thursday, March 27th, at 6:30 p.m.

CITY OFFICE

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



City of
VALLEY FALLS

Incorporated May 17, 1869

Public Works Report
January 15, 2025

Water:

- Working on getting the line under the river bored. They had a failure with their equipment, and I have not gotten word as to when they will return to finish the job

Sewers:

- Started our annual discharge from the lagoons and will continue through the end of March.
- Dug a ramp to the outlet for the lagoon system due to silt covering the outlet.

Streets:

- Cleared the snow from the streets



City of
VALLEY FALLS

Incorporated May 17, 1869

Police Department Report
January 15, 2025

- The Police Department is implementing a fitness program. The program is designed to test officers in situations that are generally not part of everyday work. The officers will be tested annually in December to determine eligibility for the bonus.
- Last few weeks the police department worked on ALERRT for active shooter training at the school.
- I presented a canine demonstration for the local Rotary Club.
- The fire department allowed the PD to use one of its bays to keep the patrol car from accumulating large amounts of snow and ice during the blizzard.

Calls for service

01/03 Traffic stop	12/27 Traffic Stop
12/31 Traffic stop	12/27 Traffic Stop
12/31 Traffic stop	12/27 Traffic Stop
12/31 Traffic stop	12/27 Traffic Stop
12/31 Traffic stop	12/26 Traffic stop
12/31 Traffic stop	12/26 Traffic stop
12/28 Traffic stop	12/26 Traffic stop
12/28 Suicidal	12/26 Traffic stop
12/28 Traffic stop	12/23 Traffic stop
12/28 Traffic stop	12/23 Traffic stop
12/28 Traffic stop	12/23 Traffic stop
12/28 Medical assist	12/23 Outside agency assist
01/07 4 wheelers complaint	12/23 Noise complaint
01/07 4 wheelers complaint	12/23 Traffic stop
01/05 Medical assist	12/18 Unattended death
12/31 Traffic stop	12/18 Outside agency assist
12/20 VIN Inspection	12/18 Traffic stop
12/20 VIN Inspection	

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;