



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.

March 20, 2024, 6:30 PM
Regular Meeting

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL - City Council and Staff
MINUTES - Regular Meeting of March 6, 2024

PUBLIC COMMENTS & GUESTS:
Public Comment Policy

BUSINESS ITEMS:

1. Valley Falls Housing Authority Board Reappointments - John Sherretts & Phil Huffman.
2. Dump Truck Purchase Approval - 2011 IH 7400 Dump Truck - \$29,000
3. City Water Resources Update
4. City Lake Revitalization Update
5. Lawn Mower Purchase Approval - 2024 Altoz TRX 561I Track Mower - \$19,005.70

INVOICES - \$80,284.33

REPORTS:

City Administrator - Wesley Lanter
City Clerk - Destiny Schrick
Community Development Committee
Planning & Zoning Commission
Public Works - Bill McCoy
Police - Carrie Clark
Mayor - Jeanette Shipley
Fire District - Jason Heinen
City Council Comments/ Feedback/ Ideas

ANNOUNCEMENTS/ COMMUNICATIONS:

March 29th - Good Friday / City Offices Closed
March 30th - Easter Egg Hunt
Citywide Garage Sales - May 17th & 18th
Citywide Cleanup - May 31, June 1 & 2

EXECUTIVE SESSION

ADJOURNMENT



City of Valley Falls

Established 1854

CITY OF VALLEY FALLS

March 6th 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, Jennifer Ingraham
Council members absent: Jason Heinen, Matt Frakes

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

Guest present: Dee Heinen, Scott Heinen, Jim Braum, Chrissy Broddle, Dianne Heinen

Public Comment

Jim brought to attention about trees blocking the view on k-16. Bill said issue will be resolved by the end of the month

Chrissy mentioned the poor condition of the sidewalk/drive when entering the dr office parking lot. Bill addressed the issue—stating rain was needed for it to settle more. Will get concrete truck in to fix it

Business Items

Meeting Minutes:

- February 22nd Dennis Tichenor made the motion, seconded by Jennifer Ingraham 3-0 pass

Approval for Work Comp Insurance Plan renewal (\$7,879.00). Jennifer Ingraham made the motion, Seconded by Brett Dallman 3-0 pass

Approval of Commercial insurance renewal (\$56,090). Brett Dallman made the motion, Seconded by Jennifer Ingraham 3-0 Pass

Approval of Invoices (\$594,128.25) Jennifer Ingraham made the motion,

Seconded by Dennis Tichenor 3-0 pass

HS city lake cleanup day March 8th dependent on weather. Saturday March 16th volunteer cleanup day at the city lake. Address at city lake for a burn permit. Rock bids for the soft spot in the driveway to city lake. Leonard looking into claim against Evergy for the damaged water lines.

Resident appreciation party. Look into budget and dates for event
PEC agreement- how much per hour-will reevaluate at next meeting

Reports

Public Works: bid for parts to repair lines from the lake. \$2700 total

Police: Interpol software update, different approach to the issue of preparing for active shooter incident

City Admin: New software, moving from the desktop version to the cloud that was previously purchased in sept 2023. Attending KWRA conference March 26-28th, City leaders academy April 12th-13th

Adjournment

Jennifer Ingraham made the motion, seconded by Dennis Tichenor to adjourn the meeting. The motion passed 3-0. The meeting adjourned at 7:33pm

APPROVED: _____
Jeanette Shipley, Mayor

Attest: _____
Acting 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, County of Jefferson, State of Kansas

Certificate of Appointment/Reappointment

Member of Housing Authority Board

THIS IS TO CERTIFY, that on the 1st day of June, 2024, Phil Huffman, was appointed to a regular X, expired X, unexpired ____, three-year term as a member of the Housing Authority of the City of Valley Falls, Jefferson County, Kansas, by the Mayor of the City of Valley Falls, with the advice and consent of the Board of Commissioners of the City of Valley Falls, Kansas, pursuant to the provisions and conditions of the Ordinance of the City of Valley Falls, Kansas, and the General Statutes of the State of Kansas

The term expires on the 1st day of June, 2027. Board of Commissioners of the Housing Authority of Valley Falls, Kansas.

GIVEN AT MY HAND this _____ day of _____, 2024, under the corporate seal of the City of Valley Falls, Kansas, affixed and attested by the City Clerk.

Mayor

Attested:

City Clerk

City of Valley Falls, County of Jefferson, State of Kansas

Certificate of Appointment/Reappointment

Member of Housing Authority Board

THIS IS TO CERTIFY, that on the 1st day of June, 2024, John Sherretts, was appointed to a regular X, expired X, unexpired ____, three-year term as a member of the Housing Authority of the City of Valley Falls, Jefferson County, Kansas, by the Mayor of the City of Valley Falls, with the advice and consent of the Board of Commissioners of the City of Valley Falls, Kansas, pursuant to the provisions and conditions of the Ordinance of the City of Valley Falls, Kansas, and the General Statutes of the State of Kansas

The term expires on the 1st day of June, 2027. Board of Commissioners of the Housing Authority of Valley Falls, Kansas.

GIVEN AT MY HAND this _____ day of _____, 2024, under the corporate seal of the City of Valley Falls, Kansas, affixed and attested by the City Clerk.

Mayor

Attested:

City Clerk

D&M Precision Ag, LLC

883 Banta Rd
Lowpoint, IL 61545 US
tmooberry245@gmail.com

INVOICE

BILL TO
City of Valley Falls
417 Broadway St.
Valley Falls, Kansas 66088

INVOICE 1006
DATE 03/16/2024
TERMS Net 30
DUE DATE 04/15/2024

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
D&M Equipment Sales	2011 IH Dump Truck	1	29,000.00	29,000.00
BALANCE DUE				\$29,000.00

TRX 561 i

The **TRX 561 i** is a perfect solution for municipalities, golf courses, schools, lawn care professionals and large property owners.

SMARTRAC PRO CONTROL

The **SmarTrac™ Pro** control represents a leap forward in technology: a solid-state PTO switch with lifetime warranty and the patented SoftStart clutch control that decreases mechanical wear and significantly increases deck belt life.

TRACK OPTIONS

All-terrain Tracks (standard on TRX 561 i) are ideal for side hilling, mud and rough areas other mowers can't reach. Optional Turf Tracks are less aggressive and perfect for soft ground, rolling hills and sensitive terrain.



Optional Turf Tracks

Shown with All-terrain Tracks



Not all features are available on all models. Check the specifications table or ask your dealer for details.

SMARTRAC/PRO

Multifunction LCD screen for engine hours and service alerts

Solid-State PTO Switch

PTO Engaged LED –

Neutral Position LED –

Parking Brake LED –

Seat Belt LED –

OK-to-Start LED –

Keyless Push-to-Start

Key Code Buttons

Low Oil Pressure LED

Battery Voltage LED

61" FINISH CUT AERO DECK™

Exclusive Finish Cut Aero Deck is .270-inch fabricated steel and features fully adjustable baffles, enabling you to customize your cut to various grass conditions.

TORQFLEX™ SUSPENSION

TorqFlex front suspension delivers stability, a smooth ride and reduced operator fatigue.

FLAT-FREE FRONT TIRES

Power through the harshest conditions, even rough terrain and sharp debris, with flat-free tires and rear-mounted track system.



Tapered heavy duty caster bearings with a 1-1/4" shaft, combined with a 3/8" thick steel front wheel fork ensure lasting performance in demanding environments.



The exclusive Aero Deck is .270-inch fabricated steel and features fully adjustable baffles, enabling you to customize your cut to various grass conditions.

K4 Ag & Services LLC

1421 K4 HWY

PO Box 39

KS 66088

Date	Invoice #
3/18/2024	Altoz 561 i

Bill To
City of Valley Falls 417 Broadway St. Valley Falls, KS 66088

Project	Terms
	Due on receipt

Quantity	Description	Rate	Amount
	Altoz TRX 561 i - All-terrain Track Mower	20,699.00	20,699.00
	Fleet Municipality Discount	-1,693.30	-1,693.30
	Sales Tax	9.50%	0.00
Total			\$19,005.70

G/L ACCT #	VENDOR NAME	REFERENCE	AMOUNT	CHECK	
				CHECK#	DATE
100-050-2010	EFTPS	FED/FICA TAX	486.64	22073595	3/13/24
100-050-2020	EFTPS	FED/FICA TAX	1,282.70	22073595	3/13/24
100-050-2030	KSDOR PAYROLL	STATE TAX	242.54	22073596	3/13/24
100-050-2040	KPERS	KPERS TIER III	1,298.19	22073597	3/13/24
100-050-2040	KPERS457	KPERS ROTH	232.65	22073598	3/13/24
100-110-5100	KANSAS INSURANCE	Renewal of WCOM	155.20	23809	3/19/24
100-110-5170	QUILL LLC	office supplies	39.95	23810	3/19/24
100-110-5190	DAVIS PUBLICATION	Subscription renewal	64.00	23800	3/12/24
100-110-5940	REGISTER OF DEEDS	VF Water pdf	7.00	23811	3/19/24
100-110-5950	D&M PRECISION AG LLC	2011 IH dump truck	29,000.00	23814	3/19/24
100-120-5100	KANSAS INSURANCE	Renewal of WCOM	2,150.10	23809	3/19/24
100-120-5130	TFM COMM INC	NNTN8860 Charger	224.00	23802	3/12/24
100-140-5100	KANSAS INSURANCE	Renewal of WCOM	738.90	23809	3/19/24
100-150-5100	KANSAS INSURANCE	Renewal of WCOM	738.90	23809	3/19/24
100-160-5100	KANSAS INSURANCE	Renewal of WCOM	1,539.90	23809	3/19/24
100-160-5190	DAVIS PUBLICATION	Classified pool ad	54.00	23800	3/12/24
720-050-2010	EFTPS	FED/FICA TAX	184.63	22073595	3/13/24
720-050-2020	EFTPS	FED/FICA TAX	523.56	22073595	3/13/24
720-050-2030	KSDOR PAYROLL	STATE TAX	112.31	22073596	3/13/24
720-050-2040	KPERS	KPERS TIER III	533.58	22073597	3/13/24
720-050-2040	KPERS457	KPERS ROTH	13.68	22073598	3/13/24
720-720-5100	KANSAS INSURANCE	Renewal of WCOM	1,615.50	23809	3/19/24
720-720-5130	HEMOCROWD APPAREL	15 Tshirts	35.50	23801	3/12/24
720-720-5130	SCHULTE SUPPLY	overdue invoice	895.00	23812	3/19/24
720-720-5180	HAWKINS	Sales order 4419093	4,959.99	23807	3/19/24
720-720-5370	KANSAS DEPT OF REVENUE	Sales Tax	1,069.45	23808	3/19/24
730-050-2010	EFTPS	FED/FICA TAX	184.62	22073595	3/13/24
730-050-2020	EFTPS	FED/FICA TAX	523.50	22073595	3/13/24
730-050-2030	KSDOR PAYROLL	STATE TAX	112.34	22073596	3/13/24
730-050-2040	KPERS	KPERS TIER III	533.59	22073597	3/13/24
730-050-2040	KPERS457	KPERS ROTH	13.67	22073598	3/13/24
730-730-5100	KANSAS INSURANCE	Renewal of WCOM	940.50	23809	3/19/24
730-730-5130	HEMOCROWD APPAREL	15 Tshirts	35.50	23801	3/12/24
730-730-5200	DAVIS PUBLICATION	Publication for sewer project	244.00	23800	3/12/24
730-730-5370	KANSAS DEPT OF REVENUE	Sales Tax	1,069.45	23808	3/19/24
740-740-5190	WASTE MANAGEMENT	Trash Service	16,808.83	23813	3/19/24
			=====		
Accounts Payable Total			68,663.87		
Utility Refund Checks					

Refund Checks Total					
Payroll Checks			11,620.46		
			=====		
Report Total			80,284.33		
			=====		

CLAIMS REPORT
CLAIMS FUND SUMMARY

FUND	NAME	AMOUNT
100	GENERAL FUND	44,652.67
720	WATER UTILITY	12,554.49
730	SEWER UTILITY	6,268.34
740	SOLID WASTE (TRASH)	16,808.83

	TOTAL FUNDS	80,284.33



City of Valley Falls

Established 1854

COUNCIL MEETING DATE: March 20, 2024

INVOICES IN THE TOTAL AMOUNT OF: \$80,284.33

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 March 2024

City Clerk



City of
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Incorporated May 17, 1854

**City Administrator Report
City Council March 20, 2024**

Daily Operations:

- Reviewing City Policies.
- Meeting with Departments.
- Worked with the city commission to reduce the Capital Equipment Plan to allow funding for preventative maintenance of current equipment.
- Assist Citizens with Payments & Questions.
- Updating contact info & credentials on accounts (a very time-consuming process).
- I will attend the Kansas Rural Water Conference on March 26-28.
- Continuing to update information for the Hazard Mitigation Plan.
- Discuss options with Jefferson County Emergency Management for a citizen notification system.
- Research improvements to recording City Council meetings along with recording retention.
- SS4A Project Kickoff Meeting Tuesday, March 19th.
- Kansas Travel Guide Meeting Tuesday, March 19th.
- Vindicator Interview Wednesday, March 20th.
- Pool Update Meeting Friday, March 22nd.
- Working with KDHE to ensure all water supplier obligations are being met.

CITY OFFICE

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



City of
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Incorporated May 17, 1869

Public Works Report
March 20, 2024

Water:

- I contacted KRWA for assistance in locating the spring line from the lake, and they agreed to help, but it probably will not be until after the conference.
- Kenneth and I will be attending the KRWA conference in Wichita.

Sewers:

- Continuing to discharge from the lagoons till the end of the month
- Will continue discharge monitoring for the lagoons prior to ending the discharge.

Streets:

- Spread the gravel that was brought in for the drive at the lake driveway.
- Will be repairing a couple of storm drains that are collapsing and causing sinkholes and drainage issues
- Awaiting delivery of sand so we can begin the street repairs

Parks:

- We have one of our mowers in the shop being repaired. The estimated repair time is 2 to 3 weeks.
- I received bids on a replacement mower for the Ferris mower that is out of commission due to mechanical issues.



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Police Department Report
March 20, 2024

- Received the new 800Mhz radios and microphones.
- I finished the Firehouse Sub Grant, requesting new AEDs, tactical medical backpacks, choking masks, GPS collars, cameras, radios, and vests for the Search and Rescue canine.
- A canine was surrendered to me; his name is Apollo. The owner was overwhelmed with her situation and was unable to keep him. He is a Dutch Shepard, and he is two years old. I have him currently at a trainer to be utilized for search and rescue. The trainer specializes in service dogs and is training Apollo at no cost to me. Apollo will be deployed when there is a missing child on foot, or a search for a person if needed. The KHP K9s are very strict in case laws and regulations when they can be deployed.

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;