



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.

July 3, 2024 6:30 PM
Regular Meeting

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL - City Council and Staff
MINUTES - Regular Meeting of June 18, 2024

PUBLIC COMMENTS & GUESTS:
Public Comment Policy

BUSINESS ITEMS:

1. Letter of Interest for the unexpired term of Matt Frakes
2. Notice to County to Exceed Revenue Neutral Rate Resolution #2024-
3. City Water Resources Update - Dennis Tichenor - Brett Dallman - Wesley Lanter
4. City Lake Revitalization Update - Brett Dallman - Dennis Tichenor
5. 2023 GAP waiver, Resolution 2023-
6. 2024 GAP waiver, Resolution 2024-
7. Appoint Brent Loyd to the Planning & Zoning Commission.

INVOICES - \$70,042.55

REPORTS:

City Administrator
Public Works
Police
Pool
Mayor
Fire District
City Council Comments/ Feedback/ Ideas

ANNOUNCEMENTS/ COMMUNICATIONS:

July 4th - Independence Day / City Offices Closed
July 19th - Third Friday Event

EXECUTIVE SESSION

ADJOURNMENT



City of Valley Falls

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CITY OF VALLEY FALLS

June 18th 2024

Meeting Minutes

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

Council members present: Dennis Tichenor, Jason Heinen, Jennifer Ingraham

Council members absent: Brett Dallman

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

Guest present: Jeremy-Rivers Edge Construction, Leslie

Public Comment

Jeremy stated the door PD project would begin on Friday June 21

Business Items

Meeting Minutes:

- June 5th minutes approved by Jason Heinen, seconded by Dennis Tichenor 3-0 pass

Approval for survey at City Lake. Brett Dallman made the motion seconded by Dennis Tichenor 3-0 pass

Approval of Invoices (\$52,165.52) Jason Heinen made the motion, Seconded by Dennis Tichenor 3-0 pass

Reports

Public Works: Planted the memorial tree in park, replaced culvert by Christian church, new LED lights on welcome to Valley Falls sign, graveled the drive RV park, 300 tons of soil/silt moved to tucking lot from river pump house

Police: completed yearly range qualifications, Officer Rivera K9 training July 15th in Georgia, Enterpol is complete

City Admin: Financial audit June 27th, Surplus equipment sold on purple wave, SS4A street grant first meeting June 26th. Kansas Forestry Service tree inventory for the city-will have report Sept/Oct. Working on budget

Adjournment

Dennis Tichenor made the motion, seconded by Jennifer Ingraham to adjourn the meeting. The motion passed 3-0. The meeting adjourned at 7:15pm

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.

A RESOLUTION OF THE CITY OF VALLEY FALLS, KANSAS REGARDING THE GOVERNING BODY’S INTENT TO LEVY A PROPERTY TAX EXCEEDING THE REVENUE NEUTRAL RATE;

WHEREAS, the Revenue Neutral Rate for the City of Valley Falls was calculated as 24.185 mills by the Jefferson County Clerk; and

WHEREAS, the budget proposed by the Governing Body of the City of Valley Falls will require the levy of a property tax rate exceeding the Revenue Neutral Rate; and

WHEREAS, the Governing Body intends to hold a hearing and hear testimony from all interested taxpayers desiring to be heard as required by state law.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF VALLEY FALLS:

Section 1. The Governing Body of the City of Valley Falls hereby sets a public hearing regarding its intention to exceed the Revenue Neutral Rate for September 4, 2024 at 6:30 PM to be held at City Hall, 417 Broadway St, Valley Falls, KS 66088 and directs that notice of the public hearing be given as required by state law.

Section 2. The Governing Body of the City of Valley Falls expresses its intention to exceed the Revenue Neutral Rate with a proposed mill levy of 28.949 mills.

Section 3. The Governing Body of the City of Valley Falls directs the City Clerk to provide this resolution to the Jefferson County Clerk as notice of the City’s proposed intent to exceed the Revenue Neutral Rate.

This resolution shall take effect and be in force immediately upon its adoption and shall remain in effect until future action is taken by the Governing Body.

ADOPTED this 3rd day of July, 2024 and **SIGNED** by the Mayor.

Jeanette Shipley, Mayor

Attested:

Destiny Schrick, City Clerk



City of
VALLEY FALLS

Incorporated May 17, 1869

RESOLUTION 2024 - _____

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 3rd day of July, 2024, find that both General Fixed Asset Accounting and the preparation of financial statements and financial reports for the year ended December 31, 2023, 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 3rd day of July, 2024 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, 2023.

ADOPTED THIS 3rd of July, 2024.

Jeanette Shipley,
Mayor

ATTEST:

Destiny Schrick
City Clerk



City of
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ADOPTED THIS 3rd of July, 2024.

Jeanette Shipley,
Mayor

ATTEST:

Destiny Schrick
City Clerk



City of Valley Falls

Established 1854

COUNCIL MEETING DATE: July 3, 2024

INVOICES IN THE TOTAL AMOUNT OF: \$70,042.55

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 July 2024

City Clerk

G/L ACCT #	VENDOR NAME	REFERENCE	AMOUNT	CHECK	
				CHECK#	DATE
100-050-2010	EFTPS	FED/FICA TAX	677.03	22073684	6/19/24
100-050-2010	EFTPS	FED/FICA TAX	774.67	22073692	7/03/24
100-050-2020	EFTPS	FED/FICA TAX	2,848.22	22073684	6/19/24
100-050-2020	EFTPS	FED/FICA TAX	3,010.04	22073692	7/03/24
100-050-2030	KSDOR PAYROLL	STATE TAX	490.29	22073685	6/19/24
100-050-2030	KSDOR PAYROLL	STATE TAX	535.03	22073693	7/03/24
100-050-2040	KPERS	KPERS TIER III	1,362.06	22073686	6/19/24
100-050-2040	KPERS	KPERS TIER III	1,364.56	22073694	7/03/24
100-050-2040	KPERS457	KPERS ROTH	232.00	22073687	6/19/24
100-050-2040	KPERS457	KPERS ROTH	232.00	22073695	7/03/24
100-050-2050	AFLAC CAFETERIA	AFLAC	357.60	22073688	6/19/24
100-050-2050	AFLAC CAFETERIA	AFLAC	88.78	22073696	7/03/24
100-110-5150	CHAMPION PEST & LAWN SOLUTIONS	PEST CONTROL	70.00	23938	7/01/24
100-110-5180	Credit Card Services	luncheons for bdays	148.62	22073690	6/24/24
100-110-5190	MIDWEST OFFICE TECHNOLOGY	6/14-7/13	103.46	23942	7/01/24
100-110-5200	VALLEY FALLS CHAMBER	2024 firework donation	1,500.00	23945	7/01/24
100-120-5140	AT&T	Cell Phones	157.75	22073681	6/21/24
100-120-5160	Credit Card Services	tires	721.00	22073690	6/24/24
100-140-5180	MIDWEST CONCRETE MATERIALS	concrete sand	138.04	23941	7/01/24
100-140-5200	Shockey Consulting Services	Safe Streets	5,090.00	23944	7/01/24
100-160-5110	Credit Card Services	training books	150.12	22073690	6/24/24
100-160-5140	ALYSSA TILLERY	swimming lesson refund	30.00	23936	7/01/24
100-160-5140	AMERICAN RED CROSS	lifeguard training	644.00	23937	7/01/24
100-160-5140	ELIZABETH BARKHURST	swimming lesson refund	40.00	23939	7/01/24
100-160-5140	JESSICA STARK	swim lesson refund	80.00	23940	7/01/24
100-160-5140	SHARON WYNKOOP	swim lesson switch	25.00	23943	7/01/24
100-160-5180	Credit Card Services	Cleaningproducts,signproducts	86.15	22073690	6/24/24
100-160-5330	Credit Card Services	concession items	963.76	22073690	6/24/24
720-050-2010	EFTPS	FED/FICA TAX	198.41	22073684	6/19/24
720-050-2010	EFTPS	FED/FICA TAX	199.51	22073692	7/03/24
720-050-2020	EFTPS	FED/FICA TAX	562.02	22073684	6/19/24
720-050-2020	EFTPS	FED/FICA TAX	558.92	22073692	7/03/24
720-050-2030	KSDOR PAYROLL	STATE TAX	124.68	22073685	6/19/24
720-050-2030	KSDOR PAYROLL	STATE TAX	123.68	22073693	7/03/24
720-050-2040	KPERS	KPERS TIER III	597.22	22073686	6/19/24
720-050-2040	KPERS	KPERS TIER III	593.97	22073694	7/03/24
720-050-2040	KPERS457	KPERS ROTH	14.00	22073687	6/19/24
720-050-2040	KPERS457	KPERS ROTH	14.00	22073695	7/03/24
720-050-2050	AFLAC CAFETERIA	AFLAC	126.24	22073688	6/19/24
720-050-2050	AFLAC CAFETERIA	AFLAC	31.87	22073696	7/03/24
720-720-5140	AT&T	Cell Phones	48.46	22073681	6/21/24
720-720-5150	Credit Card Services	STEM RK	59.71	22073690	6/24/24
720-720-5170	Credit Card Services	water sample	30.65	22073690	6/24/24
720-720-5180	Credit Card Services	sutherlands, DG	31.79	22073690	6/24/24
730-050-2010	EFTPS	FED/FICA TAX	198.42	22073684	6/19/24
730-050-2010	EFTPS	FED/FICA TAX	199.50	22073692	7/03/24
730-050-2020	EFTPS	FED/FICA TAX	561.92	22073684	6/19/24
730-050-2020	EFTPS	FED/FICA TAX	558.88	22073692	7/03/24
730-050-2030	KSDOR PAYROLL	STATE TAX	124.70	22073685	6/19/24
730-050-2030	KSDOR PAYROLL	STATE TAX	123.70	22073693	7/03/24
730-050-2040	KPERS	KPERS TIER III	597.20	22073686	6/19/24
730-050-2040	KPERS	KPERS TIER III	593.97	22073694	7/03/24
730-050-2040	KPERS457	KPERS ROTH	14.00	22073687	6/19/24
730-050-2040	KPERS457	KPERS ROTH	14.00	22073695	7/03/24

CLAIMS REPORT
Check Range: 6/19/2024- 7/03/2024

GL ACCT #	VENDOR NAME	REFERENCE	AMOUNT	CHECK#	CHECK DATE
730-050-2050	AFLAC CAFETERIA	AFLAC	126.24	22073688	6/19/24
730-050-2050	AFLAC CAFETERIA	AFLAC	31.87	22073696	7/03/24
		Accounts Payable Total	28,379.71		
		Utility Refund Checks			
		Refund Checks Total			
		Payroll Checks	41,662.84		
		Report Total	70,042.55		

CLAIMS REPORT
CLAIMS FUND SUMMARY

FUND	NAME	AMOUNT
100	GENERAL FUND	52,841.69
720	WATER UTILITY	8,685.79
730	SEWER UTILITY	8,515.07

	TOTAL FUNDS	70,042.55



City of
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**City Administrator Report
City Council July 3, 2024**

Daily Operations:

- Assist Citizens with service payments & questions.
- Continuing to update information for the Hazard Mitigation Plan.
- Citizen Notification System—Keith Jeffers and I discussed the system again. The city will be able to use it at no cost. The county is currently adjusting the system's settings and will host training on how to use it.
- Working on grant paperwork for grants currently in progress.
- Financial Audit – Auditors were on site Thursday, June 27. They will send us the final report along with any adjustments needed. They will present it to the council via Zoom.
- SS4A Grant—The Steering Committee met on June 26th with Shockey Consulting. We will post a survey on the website and social media for citizens to give input.
- I have been working on the budget process for 2025.
- Tuesday June 25, completed the final monitoring meeting with CDBG, we passed inspection. They will complete the paperwork at the state level and forward it to us.

CITY OFFICE

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



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Public Works Report
July 3, 2024

WATER:

- Repaired water main leak at 6th and Linn

Sewers:

- Nothing to report; all is well

PARKS:

- Nothing to Report

Streets:

- Installed new culvert tubes along and across 6th Street by the Christian church

Pool:

- Repaired gate due to broken hinge
- Replaced faulty GFCI outlet



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Police Department Report
June 18, 2024

- Attended KLEAP Accreditation and Orientation webinar. The program director explained the benefits of working towards an accreditation for the department. I will be starting to work towards the accreditation for the department. We will have 2 years to prepare the department towards this.
- Officer Brosa leaves for a week of ALERRT (Advanced Law Enforcement Response Training) at KLETC. This training is geared towards preparing a possible active shooter or other possible chaotic situation involving the coordination of numerous different departments and agencies to work together.

Calls for service:

06/29 Traffic Stop
06/29 Traffic Stop
06/29 Traffic Stop
06/29 Traffic Stop
06/29 Suspicious activity
06/28 Traffic Stop
06/28 Traffic Stop
06/28 Traffic Stop
06/28 Traffic Stop
06/28 DUI Arrest
06/29 Vandalism Call
06/29 Valley Car Show
06/26 Traffic Stop
06/26 Traffic Stop
06/26 Assist Outside Agency
06/26 Traffic Stop
06/26 Traffic Stop
06/26 Traffic Stop
06/26 Assist Outside Agency

06/22 Traffic Stop
06/22 Traffic Stop
06/22 Traffic Stop
06/22 Traffic Stop
06/22 Civil Dispute
06/22 Assist Outside Agency
06/21 Traffic Stop
06/21 Vandalism Call
06/21 Traffic Stop
06/21 Dog Complaint
06/21 Traffic Stop
06/21 Traffic Stop
06/16 Traffic Stop
06/16 Traffic Stop
06/16 Traffic Stop
06/15 Traffic Stop
06/15 Traffic Stop
06/15 Assist Outside Agency
06/15 Traffic Stop

Pool Report
July 3, 2024

Highlights

- Sold 93 family passes
- Sold 8-10 day passes
- Average attendance in June - 116
- June public swim lessons had 79 kids. There were 41 students that passed or advanced to the next level.
- July swimming lessons will start on the 8th.
- We are continuing to work through the private lesson list.
- Preparing for the Free Swim - July 4th. Will be advertising (Red-White-Blue) Sno-Cones.
- Contacted Hawkins the chemical company (06/26) to bring additional bleach and bags of chemicals. With the holiday we may not have a delivery and we could be at risk of being without bleach. Need a Plan B, if this should happen.
- We average using 10-13 gallons of bleach a day.
- Have been back-washing on a weekly basis. This has been going well from what we can tell. I need to communicate with Kevin so he knows when the ditch is wet, especially if we don't do the back-wash on Tuesday's.

Upcoming

- There are 8 pool parties currently scheduled for July.
- On Wednesday, July 31st we will close at 5:00 for the 4-H fair parade.
- In the works of planning a Community Pool party for July 25th - Hawaiian Theme.
 - The pool is already reserved for the 19th when Broadway Nights is scheduled.
 - I would like to discuss a budget to be able to advertise and purchase minimal decorations and prizes.
 - Pineapple flavored sno-cones

Repairs/What Broke/Future

- A hinge on the gate to the pit area broke. Bill has since fixed this.
- In the women's restroom, handicap shower, the seat that is attached to the wall is no longer attached. We have an out of order sign on the shower curtain.
- The adapter to the credit card swiper and tablet broke. Destiny ordered a new one and we are back to swiping.
- We have a lot of wasps around the slide. Have sprayed and use fly-swatters. Only a couple guards have been stung that I am aware of. Wasps are going inside the metal railings.
- At the end of the season we will need to look at the ladder on the south wall near 5ft. This ladder is already missing a step, but the next step is also loose. We tighten it the best we can.
- Need to consider purchasing 6-10 more lounge chairs for next season.

- Match Day coming up in September, need to be thinking about what the 'project' is we want donations to be used towards. Last year, the money was ear-marked for a diving board, tables and chairs.
- Health Inspector was on site June 25th. We passed inspection.
- Questions, comments, concerns, please let me know.

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;