



# City of VALLEY FALLS

Incorporated May 17, 1869

## City Council Agenda

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

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

September 6, 2023 6:30 PM  
Regular Meeting

### CALL TO ORDER

### PLEDGE OF ALLEGIANCE

### ROLL CALL - City Council and Staff

### MINUTES - Special Meeting of August 15, 2023

### MINUTES - Regular Meeting of August 16, 2023

### PUBLIC HEARING: Notice to Exceed Revenue Neutral Rate

### PUBLIC HEARING: 2024 Budget

### PUBLIC COMMENTS & GUESTS:

*Public Comment Policy*

### BUSINESS ITEMS:

1. Lions Club Bench Donation
2. RV Park 2-week extension - Mollie Kearney
3. Animal Permit - 404 Oak St
4. Exceed Revenue Neutral Rate Resolution # 2023-09 (Roll Call)
5. Adoption of the 2024 Budget
6. Proclamation of Constitution Week
7. CMB Licenses - Casey's
8. Liquor License - Elevator
9. BCBS Cost Review
10. Removal of Jason Oliver from Planning Commission Board

INVOICES - \$ 361,355.51

### TABLED ITEMS:

### REPORTS:

CITY ADMINISTRATOR: Audree Guzman

PUBLIC WORKS: Bill McCoy

POLICE: Carrie Clark

MAYOR: Jeanette Shipley

FIRE DISTRICT: Salih Doughramaji

COMMUNITY DEVELOPMENT COMMITTEE: Audree Guzman

PLANNING & ZONING COMMISSION: Audree Guzman

CITY COUNCIL COMMENTS/ FEEDBACK/ IDEAS

### ANNOUNCEMENTS/ COMMUNICATIONS:

September 16<sup>th</sup> - VFW Breakfast 7am - 10am

### EXECUTIVE SESSION

### ADJOURNMENT

**CITY OF VALLEY FALLS**

August 15, 2023

**Special Meeting**

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

Staff present: Audree Guzman, City Administrator

Others present: Brett Waggoner, Sara Waggoner

**PUBLIC COMMENTS & GUESTS:**

No public comment.

**PUBLIC HEARING CDBG COVID RESILIENCY:**

Brett Waggoner presented the CDBG COVID Resiliency Application. The grant is the 4<sup>th</sup> and final round of CDBG COVID Funds. The grant is intended to aid businesses in upgrading technology and software to remain open in the event of another community illness. The Apple Market Grocery store has show interest in applying for the grant.

**BUSINESS ITEMS:**

1. CDBG Application and Related Documents for COVID Resiliency  
Gary made the motion to approve the application to CDBG and related documents for the COVID Resiliency Grant. Jennifer seconded the motion. Motion carried 4-0
2. Grant Administration Contact with Western Consultants  
Gary made a motion to approve the grant administration contract with Western Consultants. Jennifer second the motion. Motion carried 4-0.

**ADJOURNMENT**

Gary made a motion to adjourn the meeting. Judy seconded the motion. Motion carried 5-0 adjourning the meeting at 6:42 PM.

APPROVED: \_\_\_\_\_  
JEANETTE SHIPLEY, MAYOR

ATTEST: \_\_\_\_\_  
CHRISTINE WEISHAAR, CITY CLERK

## CITY OF VALLEY FALLS

August 16, 2023

### Open Meeting

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

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

Others present: Jason Heinen, Alucard Heinen, Scott Heinen, Nolan Doughramaji, and Tom Welsh.

#### **Minutes:**

The minutes from the August 2, 2023, meeting was presented.

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

**Public Comments & Guests:** No Comment.

#### **BUSINESS ITEMS:**

1. 419 Broadway St - Status Update – Continued to September 6<sup>th</sup> meeting.

2. 204 Walnut St – Status Update – Grant Lassiter was not present but progress has been made to clean up the mobile home. Continued to September 6<sup>th</sup> meeting.

3. 207 Sycamore – Status Update – Leonard spoke of what he found out about the property being placed on the County tax sale. First possible time would be 2025. Council discussed mowing and tree trimming until the sale.

Gary made a motion to postpone demolition process. Judy seconded the motion. Motion passed 5-0.

4. Fair Grounds – Water Shut Off Valve - 4H Fair Board President Thomas Welsh – Tom came to the council about the water like that is on the north side of the sale barn and putting a shut off at the road.

Gary made a motion to install a shut off on the line. Jennifer seconded the motion. Motion passed 5-0.

5. RV Park Electrical – Audree advised with the increase in campers at the park the wiring needs to be updated to 2 campers per braker. Heinen PHE submitted a bid. Audree advised she would reach out to DM Electric for a bid.

6. RV Park Cost Analysis – Audree checked with other RV Parks in the area and suggested that the rate be raised to \$18.00 per night to break even with the services offered at the RV Park. Rates will increase January 1, 2023.

Gary made a motion to approve the increase. Jennifer seconded the motion. Motion passed 5-0

7. Quit Claim Deed Barnes Lot to Craig Meyers- Now that the Barnes addition plat is complete Audree requested permission to proceed with offering the lot to Craig Meyer for \$5,000.00 and Quit Claim it to him.

Gary made a motion to approve the sale. Salih seconded the motion. Motion passed 5-0.

**Vouchers:**

August 16th vouchers - \$49,841.48. Salih moved to approve vouchers. Jennifer seconded the motion. Motion carried 5-0.

**City Administrator:**

**Daily Operations**

1. **Codification** Reached out for update.
2. **Budget** Completed budget presentation and entry into state budget form.
3. **Storm Siren** Storm siren has been installed at the park. Will work with Evergy to get connected to power. Once power is connected then BVPS will return to program the siren. Talked with Jepson's to remove old noon whistle. It is his understanding it belongs to the city. He is in agreement to remove the siren at city's cost.
4. **Barnes Addition Plot** Plat has been recorded. Recording Quit Claim to Meyers is the final step.
5. **Utility Mapping** PEC has starting adding the new maps on the GIS system. Reached out for update.
6. **Capital Improvement Plan** Working on drafting capital improvement plan. Will review at next work session in October.
7. **207 Sycamore St Condemnation** Waiting to put on tax sale.
8. **204 Walnut St Condemnation** Next update August 23rd.
9. **419 Broadway St Condemnation** Next update August 23rd.
10. **Community Development Board** – Collaborative meeting over by-laws on June 28th. Sent letters out for membership to past EDC members and posted on Facebook page.
11. **Planning Commission** – Met on August 10th to review draft ordinance to change setback regulations on double frontage lots. A public hearing has been established for the next meeting is September 14th, 2023 at 6:30 PM.

**Grants & Projects**

1. **CDBG Sewer Project Phase 1-** Construction began May 1st. Anticipated completion by October 2023.
2. **KDHE Waste Tire Grant** – Awarded grant of \$2,600 for benches and tables. Received first half of payment. Benches and tables have been assembled.
3. **SS4A Grant** – Awarded grant of \$40,000 Federal Funding and \$5,000 KDOT. Working on completing RFQ with PEC for consultant. Final grant agreements received from KDOT and USDOT.
4. **LSSE Grant** Application submitted. To be used for radios and Enterpol RMS. Anticipated award notice in September.
5. **T-Mobile Grant** Application submitted on behalf of Valley Falls Historical Society. Anticipated award notice in September.

**6. K-4 / K-16 Street Lights** –Met with KDOT on July 18th to review recommendations. A speed study and safety study (lighting) were conducted for K-16 and K-4 Highways. The recommendations from the speed study are: installation of a speed radar sign on K-4 south of the Oak St intersection, increased enforcement from KHP and Jefferson County Sheriff, and reduce the speed on west K-16 from 45 to 35. The recommendations from the safety study are: Install reflective decals on the post of the stop signs, paint stop lines on K-16, mark the island with reflective paint at K-4/K-16 junction, possible route pavement markings on K-4 to mark K-16 turnoff, move the entrance to Sewer Lagoons further South on K-4 and install end of roadway sign at K-16/ K-4 intersection (dependent on lagoon entrance being moved). All recommendations will be completed by KDOT by the end of the year with the exception of the driveway. The KDOT maintenance crew will evaluate whether they can move the entrance to the lagoons. No lighting was warranted at the K-16/ K-4 intersection due to low traffic counts and crash logs. KDOT did say they would allow for lighting to be installed at the City's cost. Final reports for the speed study and safety study will be sent once the lagoon entrance has been evaluated.

**7. Opioid Settlement** –Total received to date is \$2,952.96. \$0.00 expended. Working with PD on possible uses of funds.

**8. American Rescue Plan Act (ARPA)** – Projects completed to date include: gWorks Software, RV Park Electrical Upgrade. Funds used to date: \$23,851.40. Projects pending to date include: KDOT TA Downtown Streetscape Project. Remaining Funds: \$152,106.96.

**9. Automatic Water Meters** – 16 meters left to install. Waiting on more meters. Anticipated delivery is September.

**10. KDHE Lead & Copper** Lead & Copper Inventory due to KDHE by October 16, 2024. Submitted grant application to KDHE for technical assistance.

### **Public Works:**

#### ***Water:***

Installed the fire hydrant on Linn St

Got the new turbidity meter for the water plant and have it installed

Generator for Hurst tower is supposed to be finished with installation this week

#### ***Sewers:***

Continuing to work with the repair crews as needed project is moving along nicely

Mowed and cleared some more of the brush around Lagoons

#### ***Streets/Parks:***

Cleared the vines and trees around the Gazebo at the park

Put up new signage for NO THRU STREET on the 2 streets now obstructed by the school building

Turned on the school speed zone lights

Repaired our portion of the drive to south tower

**Police:**

Stop the Bleed Training hosted at the Delaware Township Hall which included city personnel and outside agencies.

Officer Rivera hosted ALICE training to the school staff.

Items are being put together for community members struggling with addiction while in recovery

Expedition is scheduled to go into the dealership for a recall.

Officer Rivera and I attended the fall3n Fairway Officers funeral

Attending on Wednesday in Topeka Human Trafficking training

Salih asked about digital speed limit signs on K-16 to attempt to slow the traffic coming through town. Audree will look into it.

**Mayor:** No Report.

**Fire District:** No Report.

**Economic Development Board:** No Report

**Planning & Zoning Commission:** No Report

**City Council Comments:** None.

Gary moves the city council recess into executive session to discuss an individual employee’s performance pursuant to the **non-elected personnel** matter exception, K.S.A. 75-4319 (b) (1) to include: city council, mayor, city administrator, and city attorney The open meeting will resume in the city council room at 7:50PM. Jennifer seconded the motion. Motion passed 5-0.

No Action Taken

**ADJOURNMENT**

Jennifer made a motion to adjourn the meeting. Gary seconded the motion. Motion carried 5-0.

APPROVED: \_\_\_\_\_  
JEANETTE SHIPLEY, MAYOR

ATTEST: \_\_\_\_\_  
CHRISTINE WEISHAAR, CITY CLERK



*City of*  
**VALLEY FALLS**

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*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.

9/1/2023

TO: VALLEY FALLS CITY COUNCIL,

From: VALLEY FALLS LIONS CLUB,

REQUESTING PERMISSION TO PLACE  
2 PARK BENCHES IN THE VALLEY FALLS  
CITY PARK.

SEVERAL MOTHERS + DAYCARE WORKERS  
SAID THEY NEED SOME BENCHES NEAR  
THE PLAY GROUND EQUIPMENT SO  
THEY CAN HAVE A PLACE TO SIT  
AND WATCH THE KIDS PLAY.



Broadway St

4th St

Broadway St

Frazier St

Elm St

Frazier St

Elm St

421B

Valley Falls Park

400

5th St

5th St





DONATED BY  
PAUL & DIANNE  
HEINEN & FAMILY  
SCOTT, LESLEE, JIM & CHRIS

HUNTER  
Road Force  
GSP9700





LIONS  
L  
INTERNATIONAL  
VALLEY FALLS  
LIONS CLUB  
2023



City of  
**VALLEY FALLS**

*Incorporated May 17, 1854*

**APPLICATION FOR ANIMALS**

Fee: \$10.00

DATE: 5/15/2023

**APPLICANT INFORMATION**

|  |  |                          |
|--|--|--------------------------|
| NAME: (LAST) <b>Robertson</b>  | (FIRST) <b>Mattie</b>                                  | (M.I.) <b>J</b>          |
| ADDRESS: STREET <b>404 Oak St</b>  |  |                          |
| CITY <b>Valley Falls</b>   | STATE <b>Kansas</b>                                    | POSTAL CODE <b>66088</b> |
| PHONE #: <b>785-409-5668</b>   | EMAIL: <b>mrobertson@baldwincity.gov</b>               |                          |
| DRIVERS LICENSE #: <b>K03-33-0920</b>  | EXPIRATION DATE: <b>07/29/2024</b>                     |                          |
| DATE OF BIRTH: <b>7-29-1974</b>  |  |                          |
| TYPE OF ANIMAL: <b>Hens / Chickens</b>   | HOW MANY: <b>3</b>                                     |                          |
| HOW MUCH SPACE (SQ FT): <b>approx. 500 sq. ft.</b>   | LOCATION OF PEN: <b>side and rear of yard by alley</b> |                          |
| PURPOSE OF POSSESSING ANIMALS:<br><br><p style="text-align: center;">Our girls are first and foremost part of the family and our pets. They do provide us with eggs in return for us rescuing and taking care of them. But they all 3 have names and are very much a part of our family.</p> |  |                          |



Neighbor Approvals:

- 607 Broadway
- 405 Elm St
- 409 Elm St
- 400 Oak St
- 410 Oak St
- 403 Oak St
- 407 Oak St



Resolution No. 2023-09

**A RESOLUTION OF THE CITY OF VALLEY FALLS, KANSAS TO LEVY A PROPERTY TAX RATE EXCEEDING THE REVENUE NEUTRAL RATE;**

**WHEREAS**, the Revenue Neutral Rate for the City of Valley Falls was calculated as 24.563 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 held a hearing on September 6, 2023 allowing all interested taxpayers desiring to be heard an opportunity to give oral testimony; and

**WHEREAS**, the Governing Body of the City of Valley Falls having heard testimony, still finds it necessary to exceed the Revenue Neutral Rate.

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

The City of Valley Falls shall levy a property tax rate exceeding the Revenue Neutral Rate of 24.563 mills.

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 6th day of September, 2023 and **SIGNED** by the Mayor.

\_\_\_\_\_

Jeanette Shipley, Mayor

Attested:

\_\_\_\_\_

Christine Weishaar, City Clerk





**CERTIFICATE**  
To the Clerk of Jefferson, State of Kansas  
We, the undersigned, officers of

**Valley Falls**

- certify that: (1) the hearing mentioned in the attached publication was held;  
(2) after the Budget Hearing this budget was duly approved and adopted as the maximum expenditures for the various funds for the year 2024; and  
(3) the Amount(s) of 2023 Ad Valorem Tax are within statutory limitations.

|  |               |            | 2024 Adopted Budget               |                               |  |
|--|---------------|------------|-----------------------------------|-------------------------------|--|
|  |               |            | Budget Authority for Expenditures | Amount of 2023 Ad Valorem Tax | Final Tax Rate (County Clerk's Use Only) |
| <b>Table of Contents:</b>                      |               |            |                                   |                               |  |
| Allocation of MVT, RVT, and 16/20M Vehicle Tax |               | Page No. 2 |                                   |                               |  |
| Schedule of Transfers                          |               | 3          |                                   |                               |  |
| Statement of Indebtedness                      |               | 4          |                                   |                               |  |
| Statement of Lease-Purchases                   |               | 5          |                                   |                               |  |
|  |               |            |                                   |                               |  |
| <b>Fund</b>                                    | <b>K.S.A.</b> |            |                                   |                               |  |
| General  | 12-101a       | 6          | 893,624                           | 224,145                       |  |
| Debt Service                                   | 10-113        | 7          |                                   |                               |  |
| Library  | 12-1220       | 7          |                                   |                               |  |
| Bond & Interest                                |               | 8          | 345,000                           |                               |  |
|  |               | 8          |                                   |                               |  |
|  |               | 9          |                                   |                               |  |
|  |               | 9          |                                   |                               |  |
|  |               | 10         |                                   |                               |  |
|  |               | 10         |                                   |                               |  |
|  |               | 11         |                                   |                               |  |
|  |               | 11         |                                   |                               |  |
|  |               | 12         |                                   |                               |  |
|  |               | 12         |                                   |                               |  |
| Special Highway                                |               | 13         | 329,307                           |                               |  |
| RHID   |               | 13         |                                   |                               |  |
| Water Utility                                  |               | 14         | 581,175                           |                               |  |
| Sewer Utility                                  |               | 14         | 564,778                           |                               |  |
| Solid Waste Utility                            |               | 15         | 295,000                           |                               |  |
|  |               | 15         |                                   |                               |  |
|  |               | 16         |                                   |                               |  |
|  |               | 16         |                                   |                               |  |
|  |               | 17         |                                   |                               |  |
|  |               | 18         |                                   |                               |  |
|  |               | 19         |                                   |                               |  |
|  |               | 20         |                                   |                               |  |
| Non-Budgeted Funds-A                           |               | 21         |                                   |                               |  |
| Non-Budgeted Funds-B                           |               | 22         |                                   |                               |  |
| <b>Totals</b>                                  |               | xxxxxxx    | 3,008,884                         | 224,145                       |  |
| Budget Hearing Notice                          |               |            |                                   |                               | County Clerk's Use Only                  |
| Combined Rate and Budget Hearing Notice        |               | 23         |                                   |                               |  |
| RNR Hearing Notice                             |               |            |                                   |                               |  |
| Neighborhood Revitalization                    |               |            |                                   |                               | Nov 1, 2023 Total Assessed Valuation     |

Revenue Neutral Rate 24.563

Assisted by: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Attest: \_\_\_\_\_, 2023

County Clerk

Governing Body

|                    |
|--------------------|
| <b>CPA Summary</b> |
|--------------------|



*City of*  
**VALLEY FALLS**

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*Incorporated May 17, 1854*

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***Proclamation of Constitution Week***

**WHEREAS:** September 17, 2023, marks the two hundred and thirty-sixth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

**WHEREAS:** It is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary; and to the patriotic celebrations which will commemorate the occasion; and

**WHEREAS:** Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week,

**NOW, THEREFORE I,** Jeanette Shipley by virtue of the authority vested in me as Mayor of the City of Valley Falls in the State of Kansas do hereby proclaim the week of September 13 through 19 as

**CONSTITUTION WEEK**

**AND** ask our citizens to reaffirm the ideals of the Framers of the constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties, remembering that lost rights may never be regained.

**IN WITNESS WHEREOF,** I have hereunto set my hand and caused the Seal of the City of Valley Falls to be affixed this seventh day of September of the year of our Lord two thousand Twenty-two.

**DONE:** At Valley Falls City Hall  
Under the seal of Valley Falls  
This 6<sup>th</sup> Day of September 2023

By the Mayor: \_\_\_\_\_

# Cost Analysis

## BCBS Plans

### Grandfathered Plan

Deductible: \$500 per person / \$1,000 family  
Max Out of Pocket: \$1,000 per person / \$2,000 family  
Specialist Co-pay: \$25  
Prescription Drug: \$15 generic/ \$30 non-preferred / \$45 brand  
Hospice/ Home Social Work Visits: 100% coverage  
Emergency Room: \$100 copay the subject to deductible then 20% coinsurance  
Preventative Care: deductible then 20% coinsurance  
Lab/ Radiology/ Imaging: \$300 at 100%, then deductible then 20% coinsurance

*\*Plan cost are based on average age of city group.*

| Plan Cost         | Monthly        | Annual          |
|-------------------|----------------|-----------------|
| City              | \$5,554        | \$66,648        |
| Employee          | \$1,427        | \$17,124        |
| <b>TOTAL Cost</b> | <b>\$6,981</b> | <b>\$83,772</b> |

### BCBS Proposal

Deductible: \$500 per person / \$1,000 family  
Max Out of Pocket: \$1,500 per person / \$3,000 family  
Specialist Co-pay: \$50  
Prescription Drug: \$15 generic/ \$35 non-preferred / \$65 brand  
Hospice/ Home Social Work Visits: deductible then 20% coinsurance  
Emergency Room: deductible then 20% coinsurance  
Preventative Care: \$0  
Lab/ Radiology/ Imaging: \$300 at 100%, then deductible then 20% coinsurance

*\*Plan cost are based on age of individual employee.*

| Plan Cost         | Monthly        | Annual          |
|-------------------|----------------|-----------------|
| City              | \$6,411        | \$76,932        |
| Employee          | \$1,281        | \$15,372        |
| <b>TOTAL Cost</b> | <b>\$7,692</b> | <b>\$92,304</b> |

### KMIT Proposal

Deductible: \$5,00 per person / \$1,000 family  
Max Out of Pocket: \$5,000 per person / \$10,000 family  
Specialist Co-pay: \$25  
Prescription Drug: \$15 generic/ \$75 non-preferred / \$50 brand  
Hospice/ Home Social Work Visits: deductible then 20% coinsurance  
Emergency Room: deductible then 20% coinsurance  
Preventative Care: \$0  
Lab/ Radiology/ Imaging: \$300 at 100%, then deductible then 20% coinsurance

*\*Plan cost are based on age of KMIT group.*

| Plan Cost         | Monthly        | Annual          |
|-------------------|----------------|-----------------|
| City              | \$5,817        | \$69,804        |
| Employee          | \$1,570        | \$18,840        |
| <b>TOTAL Cost</b> | <b>\$7,387</b> | <b>\$88,644</b> |

## BCBS Monthly Cost Comparison

| Employee          | Current Plan<br>(Grandfathered) |             |               | BCBS Proposal 1<br>500 deductible |             |               | KMIT<br>500 deductible |             |               |
|-------------------|---------------------------------|-------------|---------------|-----------------------------------|-------------|---------------|------------------------|-------------|---------------|
|                   | Coverage                        | City Cost   | Employee Cost | Total                             | City Cost   | Employee Cost | Total                  | City Cost   | Employee Cost |
| Employee/Children | \$ 694.16                       | \$ 697.34   | \$ 1,391.50   | \$ 842.64                         | \$ 815.15   | \$ 1,657.79   | \$ 727.12              | \$ 740.48   | \$ 1,467.60   |
| Employee/Children | \$ 694.16                       | \$ 735.15   | \$ 1,429.31   | \$ 548.95                         | \$ 433.06   | \$ 982.01     | \$ 727.12              | \$ 784.27   | \$ 1,511.39   |
| Employee          | \$ 694.16                       | \$ -        | \$ 694.16     | \$ 631.98                         | \$ -        | \$ 631.98     | \$ 727.12              | \$ -        | \$ 727.12     |
| Employee          | \$ 694.16                       | \$ -        | \$ 694.16     | \$ 1,001.11                       | \$ -        | \$ 1,001.11   | \$ 727.12              | \$ -        | \$ 727.12     |
| Employee          | \$ 694.16                       | \$ -        | \$ 694.16     | \$ 620.59                         | \$ -        | \$ 620.59     | \$ 727.12              | \$ -        | \$ 727.12     |
| Employee          | \$ 694.16                       | \$ 32.29    | \$ 726.45     | \$ 744.90                         | \$ 32.29    | \$ 777.19     | \$ 727.12              | \$ 45.23    | \$ 772.35     |
| Employee          | \$ 694.16                       | \$ -        | \$ 694.16     | \$ 880.60                         | \$ -        | \$ 880.60     | \$ 727.12              | \$ -        | \$ 727.12     |
| Employee          | \$ 694.16                       | \$ -        | \$ 694.16     | \$ 1,140.13                       | \$ -        | \$ 1,140.13   | \$ 727.12              | \$ -        | \$ 727.12     |
| Total             | \$ 5,553.28                     | \$ 1,464.78 | \$ 7,018.06   | \$ 6,410.90                       | \$ 1,280.50 | \$ 7,691.40   | \$ 5,816.96            | \$ 1,569.98 | \$ 7,386.94   |

| Employee          | Fixed Cost (Single Premium) |             |               | Percentage 80/20 |             |               | Percentage 90/10 |           |               |
|-------------------|-----------------------------|-------------|---------------|------------------|-------------|---------------|------------------|-----------|---------------|
|                   | Coverage                    | City Cost   | Employee Cost | Total            | City Cost   | Employee Cost | Total            | City Cost | Employee Cost |
| Employee/Children | \$ 694.16                   | \$ 697.34   | \$ 1,391.50   | \$ 1,113.20      | \$ 278.30   | \$ 1,391.50   | \$ 1,252.35      | \$ 139.15 | \$ 1,391.50   |
| Employee/Children | \$ 694.16                   | \$ 735.15   | \$ 1,429.31   | \$ 1,143.45      | \$ 285.86   | \$ 1,429.31   | \$ 1,286.38      | \$ 142.93 | \$ 1,429.31   |
| Employee          | \$ 694.16                   | \$ -        | \$ 694.16     | \$ 555.33        | \$ 138.83   | \$ 694.16     | \$ 624.74        | \$ 69.42  | \$ 694.16     |
| Employee          | \$ 694.16                   | \$ -        | \$ 694.16     | \$ 555.33        | \$ 138.83   | \$ 694.16     | \$ 624.74        | \$ 69.42  | \$ 694.16     |
| Employee          | \$ 694.16                   | \$ -        | \$ 694.16     | \$ 555.33        | \$ 138.83   | \$ 694.16     | \$ 624.74        | \$ 69.42  | \$ 694.16     |
| Employee          | \$ 694.16                   | \$ 32.29    | \$ 726.45     | \$ 581.16        | \$ 145.29   | \$ 726.45     | \$ 653.81        | \$ 72.65  | \$ 726.45     |
| Employee          | \$ 694.16                   | \$ -        | \$ 694.16     | \$ 555.33        | \$ 138.83   | \$ 694.16     | \$ 624.74        | \$ 69.42  | \$ 694.16     |
| Employee          | \$ 694.16                   | \$ -        | \$ 694.16     | \$ 555.33        | \$ 138.83   | \$ 694.16     | \$ 624.74        | \$ 69.42  | \$ 694.16     |
| Total             | \$ 5,553.28                 | \$ 1,464.78 | \$ 7,018.06   | \$ 5,614.45      | \$ 1,403.61 | \$ 7,018.06   | \$ 6,316.25      | \$ 701.81 | \$ 7,018.06   |

| City             | Population | Single Plan Coverage                          | Employee + Plan Coverage |
|------------------|------------|---|--------------------------|
| Bronson          | 305        | 100%  | Not offered              |
| Colony           | 381        | 50%   | 0%                       |
| Winchester       | 461        | No insurance offered. City pays \$500 stipend |                          |
| Howard           | 583        | \$700   | \$700                    |
| Nortonville      | 601        | 100%  | Single Plan Cost         |
| Ozawkie          | 638        | 80%   | Not offered              |
| Greensburg       | 714        | 80%   | 80%                      |
| Meriden          | 740        | 100%  | 100%                     |
| Jetmore          | 770        | 100%  | 100%                     |
| Spearville       | 791        | 100%  | 100%                     |
| Perry            | 852        | 100%  | 100%                     |
| McLouth          | 858        | 100%  | 100%                     |
| Pomona           | 890        | 100%  | Single Plan Cost         |
| Benton           | 946        | 80%   | 80%                      |
| Solomon          | 993        | 100%  | 50%                      |
| Oskaloosa        | 1086       | 100%  | Single Plan Cost         |
| Valley Falls     | 1092       | 100%  | Single Plan Cost         |
| Inman            | 1316       | 85%   | 85%                      |
| Ness City        | 1329       | 95%   | 95%                      |
| WaKeeney         | 1790       | 100%  | Single Plan Cost         |
| North Newton     | 1829       | 85%   | 80%                      |
| Cimarron         | 1973       | 100%  | 80%                      |
| Cherryvale       | 2159       | 90%   | 85% Spouse/ 80% Family   |
| Halstead         | 2165       | 90%   | 90%                      |
| Hillsboro        | 2740       | 100%  | 50%                      |
| Kingman          | 3062       | 100%  | 100%                     |
| Marysville       | 3447       | 100%  | 85%                      |
| Hesston          | 3495       | 90%   | 90%                      |
| Republic County  | 4662       | 100%  | 100%                     |
| Louisburg        | 4994       | 100%  | 50%                      |
| Concordia        | 5032       | 100%  | 72%                      |
| Belle Plaine     | 7395       | 100%  | 100%                     |
| Cloud County     | 9032       | 100%  | 85%                      |
| Augusta          | 9267       | 90%   | 90%                      |
| Atchison         | 10885      | 97%   | 93%                      |
| Jefferson County | 18411      | 90%   | 90%                      |
| Derby            | 25847      | 85%   | 85%                      |
| Miami County     | 34191      | 100%  | 80%                      |
| Topeka           | 125963     | 87%   | 85%                      |
| USD 338          |            | 100% less \$50                                | Not offered              |



City of  
**VALLEY FALLS**

*Incorporated May 17, 1869*

COUNCIL MEETING DATE: September 6, 2023

INVOICES IN THE TOTAL AMOUNT OF: \$361,355.51

APPROVED:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STATE OF KANSAS

COUNTY OF JEFFERSON

I hereby certify that the attached bills are just, correct, and remain unpaid, and that the amount therein is actually due and owing according to law.

Approved by:

\_\_\_\_\_  
City Administrator

Subscribed and sworn to before me this \_\_\_\_\_ day of September, 2023

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

| VENDOR NAME                  | REFERENCE                      | AMOUNT | VENDOR TOTAL | CHECK#   | CHECK DATE |
|------------------------------|--------------------------------|--------|--------------|----------|------------|
| Alcoholic Beverage Control   | CASEYS ABC LICENSE             |        | 25.00        | 23618    | 9/06/23    |
| ADVANCE                      | LIFE INSURANCE                 | 108.80 |              | 22073451 | 8/18/23    |
| ADVANCE                      | LIFE INSURANCE                 |        | 108.80       |          |            |
| AFLAC                        | AFLAC                          |        | 617.40       | 22073456 | 8/30/23    |
| AFLAC INC                    | VISION INSURANCE               |        | 178.29       | 23619    | 9/06/23    |
| AT&T                         | Cell Phones                    |        | 1,470.56     | 22073444 | 8/21/23    |
| AUDREE GUZMAN                | Mileage Reimbursement          |        | 86.72        | 23620    | 9/06/23    |
| COUNTRY HARVEST APPLE MARKET | Water, employee luncheon       |        | 66.11        | 23621    | 9/06/23    |
| DAVIS PUBLICATION            | Public Hearing Zoning Change   |        | 64.00        | 23622    | 9/06/23    |
| DOLLAR GENERAL               | FLASH DRIVE, CANDY, CONCESSION |        | 152.75       | 23623    | 9/06/23    |
| EFTPS                        | FED/FICA TAX                   |        | 3,825.55     | 22073452 | 8/30/23    |
| EVERGY                       | ELECTRIC                       |        | 6,096.79     | 22073457 | 9/06/23    |
| FOSTER FORD INC              | RECALL WORK                    |        | 80.13        | 23624    | 9/06/23    |
| GIANT COMMUNICATIONS         | Phone                          |        | 316.34       | 23625    | 9/06/23    |
| HALL COMMERCIAL PRINTING     | VEHICLE DECALS                 |        | 53.00        | 23626    | 9/06/23    |
| HAVENS CONSTRUCTION          | Sewer Phase 1                  |        | 284,485.75   | 23617    | 8/18/23    |
| HAWKINS                      | CHEMICALS FOR H2O PLANT        |        | 5,904.41     | 23627    | 9/06/23    |
| HEINEN P-H-E SERVICES        | RV PARK REPAIR                 |        | 320.52       | 23628    | 9/06/23    |
| HEINEN REPAIR SERVICE, Inc   | TIRE FOR MOWER                 |        | 65.20        | 23629    | 9/06/23    |
| K-4 AG & SERVICES LLC        | Oil Change                     |        | 101.29       | 23630    | 9/06/23    |
| KANSAS ONE CALL SYSTEM       | ONE CALLS                      |        | 8.10         | 23631    | 9/06/23    |
| KDHE BUREAU OF WATER         | sewer loan payment             |        | 770.99       | 23632    | 9/06/23    |
| KPERS                        | KPERS TIER III                 |        | 2,341.32     | 22073454 | 8/30/23    |
| KPERS457                     | KPERS ROTH                     |        | 910.00       | 22073455 | 8/30/23    |
| KSDOR PAYROLL                | STATE TAX                      |        | 607.27       | 22073453 | 8/30/23    |
| LEONARD L. BUDDENBOHM        | City Attorney Charges          |        | 1,000.00     | 23633    | 9/06/23    |
| LORI GLISSMAN                | MILEAGE REIMBURSEMENT          |        | 354.24       | 23634    | 9/06/23    |
| MIDWAY AUTO SUPPLY           | HYDRAULIC FLUID                |        | 173.98       | 23635    | 9/06/23    |
| MIDWEST OFFICE TECHNOLOGY    | Printing                       |        | 82.03        | 23636    | 9/06/23    |
| MOTOROLA SOLUTIONS INC       | LICENSE PLATE READER           |        | 550.00       | 23637    | 9/06/23    |
| NATIONWIDE                   | VFW INSURANCE                  |        | 2,458.00     | 23638    | 9/06/23    |
| PEC                          | inspection for Sewer Phase 1   |        | 31,696.69    | 23639    | 9/06/23    |
| PEN PUBLISHING               | EMAILS                         |        | 576.00       | 23640    | 9/06/23    |
| PETRO VALLEY FALLS           | FUEL                           |        | 2,093.89     | 23641    | 9/06/23    |
| SCHULTE SUPPLY               | 2in coupling                   |        | 268.56       | 23642    | 9/06/23    |
| TRAFFIC SAFETY WAREHOUSE     | Barricades                     |        | 984.00       | 23643    | 9/06/23    |
| VISA - 0543                  | NAPKINS FOR POOL               |        | 12.84        | 22073460 | 9/06/23    |
| VISA - 0873                  | TAPE, TP PAPER, RUNNING BOARDS |        | 852.84       | 22073461 | 9/06/23    |
| VISA - 0881                  | RUBBER BELT, WATER SAMPLES     |        | 1,760.35     | 22073458 | 9/06/23    |
| VISA - 0899                  | TRANSUNION, OPIOID SETTLEMENT  |        | 966.68       | 22073459 | 9/06/23    |
| VISA - 0949                  | PRINTER, TABLETS, INK          |        | 2,107.12     | 22073462 | 9/06/23    |
| WESTERN CONSULTANTS          | CDBG CVR                       |        | 6,762.00     | 23644    | 9/06/23    |
| Accounts Payable Total       |                                |        | 361,355.51   |          |            |

**CLAIMS REPORT**  
**CLAIMS FUND SUMMARY**

| FUND  | NAME            | AMOUNT     |
|-------|-----------------|------------|
| 100   | GENERAL FUND    | 26,172.01  |
| 500   | BOND & INTEREST | 770.99     |
| 720   | WATER UTILITY   | 13,134.66  |
| 730   | SEWER UTILITY   | 321,277.85 |
| ----- |                 |            |
|       | TOTAL FUNDS     | 361,355.51 |





City of  
**VALLEY FALLS**

*Incorporated May 17, 1854*

**City Administrator Report  
City Council September 6, 2023**

### Daily Operations

1. **Codification** Anticipating draft by end of September.
2. **Budget** Completed budget presentation and entry into state budget form. Will send to county.
3. **Storm Siren** Storm siren has been installed at the park and is fully operational.
4. **Barnes Addition Plot Plat** has been recorded. Gave written and verbal notice to Craig Meyer of 1 year right of refusal period.
5. **Utility Mapping** Water and Sewer maps are live on ArcGIS. Bill and I did two days of training on the system.
6. **Capital Improvement Plan** Working on drafting capital improvement plan. Will review at next work session in October.
7. **BCBS** Worked on comparison of other municipalities coverage and options for the city.
8. **Government Summit** Attended the Government Summit for Technology in Topeka on August 31<sup>st</sup>.
9. **207 Sycamore St Condemnation** Waiting to put on tax sale.
10. **204 Walnut St Condemnation** Next update August 23<sup>rd</sup>.
11. **419 Broadway St Condemnation** Next update August 23<sup>rd</sup>.
12. **Code Enforcement** Sent out letters and created spreadsheet to track code enforcement violations.
13. **Community Development Board** - Collaborative meeting over by-laws on June 28<sup>th</sup>. Sent letters out for membership to past EDC members and posted on Facebook page.
14. **Planning Commission** - Met on August 10<sup>th</sup> to review draft ordinance to change setback regulations on double frontage lots. A public hearing has been established for the next meeting is September 14<sup>th</sup>, 2023 at 6:30 PM.

### Grants & Projects

1. **CDBG Sewer Project Phase 1** - Construction began May 1<sup>st</sup>. \$400K under budget. Can complete all of Add Alternate and Part of Phase 2. Next timeline for completion anticipated in September.
2. **KDHE Waste Tire Grant** - Awarded grant of \$2,600 for benches and tables. Final report sent and grant is closed out. Awaiting final payment.
3. **SS4A Grant** - Awarded grant of \$40,000 Federal Funding and \$5,000 KDOT. Sent out RFQ for consultants due Sept 15<sup>th</sup>.
4. **LSSE Grant** Application submitted. To be used for radios and Enterpol RMS. Anticipated award notice in September.
5. **T-Mobile Grant** Application submitted on behalf of Valley Falls Historical Society. Anticipated award notice in September.
6. **K-4 / K-16 Street Lights** -Met with KDOT on July 18<sup>th</sup> to review recommendations. A speed study and safety study (lighting) were conducted for K-16 and K-4 Highways. The recommendations from the speed study are: installation of a speed radar sign on K-4 south of the Oak St intersection, increased enforcement from KHP and Jefferson County Sheriff, and reduce the speed on west K-16 from 45 to 35. The recommendations from the safety study are: Install reflective decals on the post of the stop signs, paint stop lines on K-16, mark the island with reflective paint at K-4/K-16 junction, possible route pavement markings on K-4 to mark K-16 turnoff, move the entrance to Sewer Lagoons further South on K-4 and install end of roadway sign at K-16/ K-4 intersection (dependent on lagoon entrance being moved). All recommendations will be completed by KDOT by the end of the year with the exception of the driveway. The KDOT maintenance crew will evaluate whether they can move the entrance to the lagoons. No lighting was warranted at the K-16/ K-4 intersection due to low traffic counts and crash logs. KDOT did say they would allow for lighting to be installed at the City's cost. Final reports for the speed study and safety study will be sent once the lagoon entrance has been evaluated.
7. **Opioid Settlement** -Total received to date is \$2,952.96. \$842.44 expended.
8. **American Rescue Plan Act (ARPA)** - Projects completed to date include: gWorks Software, RV Park Electrical Upgrade. Funds used to date: \$23,851.40. Projects pending to date include: KDOT TA Downtown Streetscape Project. Remaining Funds: \$152,106.96.
9. **Automatic Water Meters** - 16 meters left to install. Waiting on more meters. Anticipated delivery is September.

**CITY OFFICE**

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

10. **KDHE Lead & Copper** Lead & Copper Inventory due to KDHE by October 16, 2024. Submitted grant application to KDHE for technical assistance.

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**CITY OFFICE**

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Phone 785-945-6612 • Fax 785-945-3341

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| FUND GL                       | BANK NAME                     | JULY CASH BALANCE | AUGUST RECEIPTS | AUGUST DISBURSMENTS | AUGUST CASH BALANCE | INVOICES PAID | BANK BALANCE | 2023 BUDGET  | YTD BILLS    | BUDGET REMAINING |
|-------------------------------|-------------------------------|-------------------|-----------------|---------------------|---------------------|---------------|--------------|--------------|--------------|------------------|
| GENERAL OPERATING FUND        |                               |                   |                 |                     |                     |               |              |              |              |                  |
| 100                           | CASH - CHECKING               | 191,381.39        | 486.00          | 20,096.69           | 171,770.70          | 12,417.28     |              | 729,701.00   | 532,588.80   | 197,112.20       |
| 160                           | CASH - CHECKING               | 5,317.19          | 66.00           | 0.00                | 5,383.19            |               |              | 6,500.00     |              | 6,500.00         |
| 200                           | CASH - CHECKING               | 151,782.12        | 0.00            | 0.00                | 151,782.12          |               |              | 50,000.00    | 13,741.90    | 36,258.10        |
| 300                           | CASH - CHECKING               | 74,512.87         | 0.00            | 0.00                | 74,512.87           |               |              | 172,841.00   | 6,500.00     | 166,341.00       |
| 400                           | CASH - CHECKING               | 726.71            | 0.00            | 0.00                | 726.71              |               |              | 63,000.00    | 64,105.00    | 1,105.00         |
| 500                           | CASH - CHECKING               | 181,707.73        | 0.00            | 770.99              | 180,936.74          | 770.99        |              | 182,393.00   | 85,359.74    | 97,033.26        |
| 600                           | CASH - CHECKING               | 77,999.21         | 0.00            | 0.00                | 77,999.21           |               |              | 60,000.00    |              | 60,000.00        |
| 720                           | CASH - CHECKING               | 50,394.92         | 550.03          | 11,231.85           | 39,713.10           | 7,757.63      |              | 543,500.00   | 310,493.43   | 233,006.57       |
| 721                           | CASH - CHECKING               | 29,337.80         | 0.00            | 0.00                | 29,337.80           |               |              | 50,000.00    | 8,362.20     | 41,637.80        |
| 730                           | CASH - CHECKING               | 101,956.97        | 451.88          | 34,889.33           | 136,394.42          | 34,246.34     |              | 3,821,000.00 | 754,886.60   | 3,066,113.40     |
| 731                           | CASH - CHECKING               | 36,300.00         | 0.00            | 0.00                | 36,300.00           |               |              | 50,000.00    | 1,400.00     | 48,600.00        |
| 740                           | CASH - CHECKING               | 74,611.23         | 223.75          | 0.00                | 74,834.98           |               |              | 258,000.00   | 99,416.23    | 158,583.77       |
| 790                           | CASH - CHECKING               | 0.00              | 0.00            | 0.00                | 0.00                |               |              |              |              |                  |
| GENERAL OPERATING FUND TOTALS |                               | 772,114.20        | 1,777.66        | 66,988.86           | 706,903.00          | 55,192.24     | 651,710.76   | 5,986,935.00 | 1,932,046.14 | 4,054,888.86     |
| CHECKING - POOL               |                               |                   |                 |                     |                     |               |              |              |              |                  |
| 160                           | CASH - CHECKING POOL          | 0.00              | 0.00            | 0.00                | 0.00                |               |              | 6,500.00     |              | 6,500.00         |
| CHECKING - POOL TOTALS        |                               | 0.00              | 0.00            | 0.00                | 0.00                | 0.00          |              | 6,500.00     |              | 6,500.00         |
| VF PUBLIC BUILDING COMMISSION |                               |                   |                 |                     |                     |               |              |              |              |                  |
| 500                           | MONEY MARKET- PUBLIC BUILDING | 14,636.93         | 0.00            | 0.00                | 14,636.93           |               |              | 182,393.00   | 85,359.74    | 97,033.26        |
| VF PUBLIC BUILDING COMMISSION |                               | 14,636.93         | 0.00            | 0.00                | 14,636.93           | 0.00          | 14,636.93    | 182,393.00   | 85,359.74    | 97,033.26        |
| KENALL BANK CD'S              |                               |                   |                 |                     |                     |               |              |              |              |                  |
| 300                           | CD X1565                      | 0.00              | 0.00            | 0.00                | 0.00                |               |              | 172,841.00   | 6,500.00     | 166,341.00       |
| 500                           | CD X0971                      | 153,500.00        | 0.00            | 0.00                | 153,500.00          |               |              | 182,393.00   | 85,359.74    | 97,033.26        |
| 720                           | CD X0503                      | 0.00              | 0.00            | 0.00                | 0.00                |               |              | 543,500.00   | 310,493.43   | 233,006.57       |
| 720                           | CD X0524                      | 0.00              | 0.00            | 0.00                | 0.00                |               |              |              |              |                  |
| 720                           | CD X0535                      | 0.00              | 0.00            | 0.00                | 0.00                |               |              |              |              |                  |
| 721                           | CD X0503                      | 0.00              | 0.00            | 0.00                | 0.00                |               |              | 50,000.00    | 8,362.20     | 41,637.80        |
| 721                           | CD X0504                      | 0.00              | 0.00            | 0.00                | 0.00                |               |              |              |              |                  |
| 721                           | CD X0535                      | 0.00              | 0.00            | 0.00                | 0.00                |               |              |              |              |                  |
| 731                           | CD X2279                      | 91,083.20         | 0.00            | 0.00                | 91,083.20           |               |              | 50,000.00    | 1,400.00     | 48,600.00        |
| KENALL BANK CD'S TOTALS       |                               | 244,583.20        | 0.00            | 0.00                | 244,583.20          | 0.00          | 244,583.20   | 998,734.00   | 412,115.37   | 586,618.63       |



*City of*  
**VALLEY FALLS**

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*Incorporated May 17, 1869*

**Public Works Report**  
**September 6, 2023**

**Water:**

Repaired a water leak at 4<sup>th</sup> and maple that is going to need to be moved due to it is running thru a manhole  
Repaired a water leak at 10<sup>th</sup> and Oak caused by drought conditions  
Submitted the Lead and copper samples to KDHE for testing

**Sewer:**

Working on repairing the diversion box at lagoons to prevent contamination of the non-influent ponds  
Repaired some of the dike erosion on outside of the lagoon  
Sewer crews are almost done with the digging portion of the project

**Streets/Parks:**

Repaired the parking lot and drive at the river  
Had a meeting with Audree about working on a solution to the issue of the river access drive and lot being damaged each time it rains  
Repaired sidewalk on elm street from water leak repair



*City of*  
**VALLEY FALLS**

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*Incorporated May 17, 1869*

**Police Department Report**  
**September 6, 2023**

Expedition has had a few more issues mechanically. Officer Taylor has fixed those issues.  
I attended a Human Trafficking in Narcotics Investigation training in Kansas City Missouri  
I met with AG, and KBI regarding Human Trafficking and Sex Offender Registry

**Calls for Service:**

09/05 Stalking call  
09/05 Arrest  
09/03 Warrant Arrest  
09/02 Business checks  
09/01 Traffic stop  
09/01 Traffic stop  
09/01 Traffic stop  
09/01 Traffic stop  
09/01 Outside agency assist  
09/01 Traffic stop  
08/30 Traffic stop  
08/31 Traffic stop  
08/31 Traffic stop  
08/31 Traffic stop  
08/26 Theft call/Arrest  
08/30 Traffic stop  
08/30 traffic stop  
08/30 traffic stop  
08/30 traffic stop  
08/30 Noise complaint  
08/29 Loose dog  
08/29 Traffic stop  
08/28 Traffic stop  
08/27 Traffic stop  
08/27 traffic stop  
08/26 Business checks  
08/26 Traffic stop  
08/25 Traffic stop  
08/25 traffic stop  
08/25 traffic stop

## 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;