



City of
VALLEY FALLS

Incorporated May 17, 1869

Special City Council Meeting Agenda

September 14, 2022 6:30 PM
Special Meeting

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL - City Council and Staff
PUBLIC HEARING: Notice to Exceed Revenue Neutral Rate
PUBLIC HEARING: 2023 Budget
PUBLIC HEARING: 2022 Budget Amendment

PUBLIC COMMENTS & GUESTS:
Public Comment Policy ◊

BUSINESS ITEMS:
1. Exceed Revenue Neutral Rate Resolution # (Roll Call)
2. Adoption of the 2023 Budget
3. Adoption of the 2022 Budget Amendment

EXECUTIVE SESSION ◊

ADJOURNMENT

The City Council has requested to hold a Special City Council Meeting on September 14, 2022 at 6:30 PM for the above agenda.

Salih Doughramaji

Judy Rider

Matt Frakes

Gary McKnight

Jennifer Ingraham

Jeanette Shipley



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.

Process – 2023 Budgets

Two Hearings

- | |
|--|
| <ol style="list-style-type: none">1. RNR Hearing2. Regular Budget Hearing |
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<i>(must be held in this order)</i>

- Open RNR Hearing
- Ask for Public Comment

- Adopt resolution by motion, second and vote
- Sign Resolution
- Record the vote on the Roll Call Vote Form
- Sign Roll Call Vote Form

- Close RNR Hearing

- Open Regular Budget Hearing
- Ask for Public Comment

- Adopt Regular Budget by motion, second and vote
- Sign Budget Certificate

- Close Regular Budget hearing

- Documents to send to the County Clerk
Signed Certificate
Signed Resolution
Signed Roll Call Vote Form

Hearing process

- **Chair Opens RNR Hearing for Township and Fire District**

(example wording- I move that the public hearing for Norton Township and Fire District #12 be opened to hear public comment.) (call for second and a vote on the motion)

- Ask for Public Comment for both entities
- Hear Public Comment for both entities.

Be prepared to explain why you need to levy more tax this year than you levied last year.

- Either approve exceeding the RNR or not to exceed the RNR by motion. You must also record each board member's vote, (roll call vote). I have provided a form for you to use.
- If you wish to exceed the RNR-
Accept a Motion by the Board to Exceed RNR and adopt Resolution (sample below)

Resolution No. _____
A RESOLUTION OF THE _____, KANSAS TO LEVY A PROPERTY TAX RATE EXCEEDING THE REVENUE NEUTRAL RATE;
WHEREAS , the Revenue Neutral Rate for the _____ was calculated as _____ mills by the _____ County Clerk; and
WHEREAS , the budget proposed by the Governing Body of the _____ will require the levy of a property tax rate exceeding the Revenue Neutral Rate; and
WHEREAS , the Governing Body held a hearing on _____ (Insert Date) allowing all interested taxpayers desiring to be heard an opportunity to give oral testimony; and
WHEREAS , the Governing Body of the _____, having heard testimony, still finds it necessary to exceed the Revenue Neutral Rate.
NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE _____ :
The _____ shall levy a property tax rate exceeding the Revenue Neutral Rate of _____ 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 ____ day of _____ (month and year) and SIGNED by the Governing Body.

_____ _____ _____

- Board signs the RNR Resolution
- **If you do not wish to exceed the RNR, ask for a motion, second and vote**
- Motion/second and vote to Close Public Hearing

Open Budget Hearing

- Ask for Public Comment
- Hear public comment
- Motion by the Board to adopt budget
- Board sign budget certificate

CERTIFICATE

2022

To the Clerk of Jefferson County , State of Kansas
 We, the undersigned, officers of
Jefferson Co Fire Dist #6

certify that: (1) the hearing mentioned in the attached publication was held;
 (2) after the Budget Hearing this budget was duly approved and adopted
 maximum expenditures for the various funds for the year 2022; and (3) the
 Amount(s) of 2021 Ad Valorem Tax are within statutory limitations for the 2022 Budget.

		2022 Adopted Budget			
Table of Contents:		Page No.	Budget Authority for Expenditures	Amount of 2021 Ad Valorem Tax	County Clerk's Use Only
Allocation MVT, RVT, 16/20M Vehicle Tax		2			
Schedule of Transfers		3			
Statement of Indebt. & Lease/Purchase		4			
Fund	K.S.A.				
General	19-3610	5	71,795	51,548	
Debt Service	10-113				
Non-Budgeted Funds					
Totals		xxxxxxx	71,795	51,548	
Budget Summary		0			County Clerk's Use Only
Neighborhood Revitalization Rebate					
					Nov. 1, 2021 Total Assessed Valuation

Assisted by: _____

- Close Public Hearing

What to send to County Clerk's Office

- Copy of Signed budget for Township
- Copy of signed budget for Fire District
- Copy of signed Resolution -RNR (one for Township and one for Fire District)
- Copy of Roll Call Vote Form

Resolution No. _____

A RESOLUTION OF THE _____ TOWNSHIP, KANSAS TO LEVY A PROPERTY TAX RATE EXCEEDING THE REVENUE NEUTRAL RATE;

WHEREAS, the Revenue Neutral Rate for the _____ Township was calculated as _____ mills by the _____ County Clerk; and

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

WHEREAS, the Governing Body held a hearing on _____ (Insert Date) allowing all interested taxpayers desiring to be heard an opportunity to give oral testimony; and

WHEREAS, the Governing Body of the _____ Township, having heard testimony, still finds it necessary to exceed the Revenue Neutral Rate.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE _____ TOWNSHIP:

The _____ Township shall levy a property tax rate exceeding the Revenue Neutral Rate of _____ 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 ____ day of _____ (month and year) and **SIGNED** by the Governing Body.

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 2023; and
 (3) the Amount(s) of 2022 Ad Valorem Tax are within statutory limitations.

		2023 Adopted Budget			
		Page No.	Budget Authority for Expenditures	Amount of 2022 Ad Valorem Tax	Final Tax Rate (County Clerk's Use Only)
Table of Contents:					
Allocation of MVT, RVT, and 16/20M Vehicle T		2			
Schedule of Transfers		3			
Statement of Indebtedness		4			
Statement of Lease-Purchases		5			
Fund	K.S.A.				
General	12-101a	6	729,701	217,110	
Debt Service	10-113	7			
Library	12-1220	7			
Bond & Interest		8	182,393		
		8			
		9			
		9			
		10			
		10			
		11			
		11			
		12			
		12			
Special Highway		13	172,841		
RHID		13	60,000		
Water Utility		14	543,500		
Sewer Utility		14	3,821,000		
Solid Waste Utility		15	258,000		
		15			
		16			
		16			
		17			
		18			
		19			
		20			
Non-Budgeted Funds-A		21			
Non-Budgeted Funds-B		22			
Totals		xxxxxx	5,767,435	217,110	
Budget Hearing Notice		23			County Clerk's Use Only
Combined Rate and Budget Hearing Notice		24			
RNR Hearing Notice		25			
Neighborhood Revitalization		26			Nov 1, 2022 Total Assessed Valuation

Revenue Neutral Rate 34.689

Assisted by: _____

 Address: _____

 Email: _____

 Attest: _____ 2022

 County Clerk _____
 Governing Body

CPA Summary

**Amended
Certificate
For Calendar Year 2022**

To the Clerk of Jefferson, State of Kansas
We, the undersigned, duly elected, qualified, and acting officers of
City 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 expenditure for the various funds for the year.

			2022 Amended Budget		
Table of Contents:		Page No.	Amount of 2021 Tax that was Levied	Adopted 2022 Expenditures	Proposed Amended 2022 Expenditures
Fund	<u>K.S.A.</u>				
Swimming Pool Reserve		1			5,579
Capital Improvement		2			190,000
Special Hwy & Streets		3		90,000	296,635
Solid Waste		4		115,000	140,000
		5			
		6			
Totals		XXXXXXXX	0	205,000	632,214
Summary of Amendments		7			

Attested date: _____

County Clerk

Assisted by: _____

Address: _____

Email: _____

Governing Body

CPA Summary

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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;