



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.

October 2, 2024, 6:30 PM
Regular Meeting

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

PUBLIC COMMENTS & GUESTS:
Public Comment Policy

BUSINESS ITEMS:

1. Spring Line/River Bore Project - Bid Opening
2. Council Position Appointment
3. Code Enforcement Committee Appointment
4. Domestic Violence Awareness Month Proclamation
5. Region K Hazard Mitigation Plan Adoption Resolution
6. Bench Discussion - Broadway, Lake, Trail - Sullivan Family Memorial/Donation
7. 48" & 60" pipe approval for City Spring Line
8. 2024 Hillcrest Trailer Approval - Heinen Outdoor Power Equipment
9. Concrete Bunker Block Approval - MCM Atchison
10. City Water Resources Update - Bill McCoy - Wesley Lanter
11. City Lake Revitalization Update - Brett Dallman - Dennis Tichenor

INVOICES - \$17,581.09

REPORTS:

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

ANNOUNCEMENTS/ COMMUNICATIONS:

Junk Fest/ Garage Sales

EXECUTIVE SESSION

ADJOURNMENT



City of Valley Falls

Established 1854

CITY OF VALLEY FALLS September 18th 2024

Meeting Minutes

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

Council members present: Dennis Tichenor, Brett Dallman, Kevin Loy, Jason Heinen

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

Guest present: Dianne Heinen, Scott Heinen, Chrissy Broddle, Jennifer Ingraham

Public Comment

Jennifer Ingraham-Procurement Policy

Business Items

Meeting Minutes:

- September 4th, 2024 Jason Heinen made the motion, Seconded by Dennis Tichenor 4-0 pass Approval of Invoices (112,001.99) Brett Dallman made the motion, Seconded by Kevin Loy 4-0 pass Code Enforcement Appointment- Kevin Loy: Council, Kelly Gatzemeyer: Business. Th committee will operate with 2 members until a resident member is found
- KDHE loan agreement. Brett Dallman made the motion, seconded by Dennis Tichenor 4-0 pass Valley Falls Liquor and Granny's Porch business incentives. Dennis Tichenor made the motion, seconded by Kevin Loy 4-0 pass
- Caseys Cereal Malt Beverage renewal. Brett Dallman made the motion, seconded by Kevin Loy 4-0 pass The Elevator and BrickStreet Bourbon Liquor License renewal. Brett Dallman made the motion, seconded by Kevin Loy 4-0 pass
- League of Municipalities voting delegate Jason Heinen nominated Wes Lanter, seconded by Dennis Tichenor 4-0 pass KDOT Innovative Tech Contract. Jason Heinen made the motion to approve the mayor to sign the contract, seconded by Brett Dallman 4-0 pass
- Heinen PHE present 2 options for the river bore project. Jason Heinen made the motion to approve option 2, seconded by Dennis Tichenor. City will be accepting sealed bids for other quotes on the project

Reports

Public Works: Spring line has been dug, ready for bore under the river. 3 trees have been removed from the park
Police: Working on hide and seek from the police event, JF Co courts recognizing DAWN program for assistance with individuals
Admin: Met with PEC, recreating the zoning map to include parcels. Also worked with PEC on the lake survey. Will attend the 2024 Kansas Economic Development Conference Sept 23-24

Adjournment

Jason Heinen made the motion, seconded by Dennis Tichenor to adjourn the meeting. The motion passed 54-0. The meeting adjourned at 7:20pm

APPROVED: _____
Jeanette Shipley, Mayor

Attest: _____
Destiny Schrick, City Clerk



City of
VALLEY FALLS

Incorporated May 17, 1869

PUBLIC COMMENT POLICY

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

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

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

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



City of
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Invitation to Bid

Sealed bids will be received by the City of Valley Falls, Kansas, at the office of the City Clerk, Valley Falls, until 5:00 p.m. October 2, 2024, and then opened at 6:30 p.m. The bid shall be for furnishing all labor and materials and performing all work for the water line boring under the Delaware River to connect the city lake water line.

1.) BORING OF WATERLINE connecting to the existing water line on both sides of the river:

- A. Install a 4-inch gate valve on the north side of the river between the existing pipe and the new water line. Bore and pull a new 4-inch poly-fused pipe under the river and connect it at both ends. The bid will include material, labor, and no sales tax.
- B. Install a 4" gate valve at the north side of the river between the existing pipe and the new water line. Bore and pull the new 6" sleeve, then pull the 4" poly-fused pipe through the sleeve and connect at both ends. The bid will include material, labor, and no sales tax.

- Sales Tax project exemption will be provided with the bid award.
- The contractor should verify all measurements; The City of Valley Falls is not liable for measurements.
- The City of Valley Falls requires that the work be completed before December 1, 2024, or have written approval from the city Administrator to extend the date due to natural causes.

All bids must be submitted to the City Office of Valley Falls, Kansas. Proposals shall be submitted in sealed envelopes addressed to the City of Valley Falls, 2024 River Bore, 417 Broadway Street, Valley Falls, Kansas 66088. Bids received after closing time will be returned unopened.

The City of Valley Falls, Kansas, reserves the right to reject any or all bids and to waive informalities.

Wesley Lanter, City Administrator



City Council Open Position

Valley Falls City Council is accepting letters of interest for an open position. Letters of interest are being accepted until 5 p.m., Oct. 2, 2024.

If you are interested, please submit a letter of interest to City Hall at
417 Broadway Street, Valley Falls, KS 66088
or email cityadmin@valleyfalls.org.

Domestic Violence Awareness Month 2024 Proclamation
Valley Falls City Council

WHEREAS, in the United States, more than 10 million adults experience domestic violence annually, with an average of 19,000 calls per day received by domestic violence hotlines nationwide.

WHEREAS, in the state of Kansas, one domestic violence incident occurs every 23 minutes, and one domestic violence murder occurs every 11 days, with one domestic violence arrest by law enforcement being made every 47 minutes.

WHEREAS, the impact of domestic violence is felt not only by individuals and families but also by communities and a nation as a whole;

WHEREAS, the City of Valley Falls joins with others across the state of Kansas and nationwide in supporting domestic violence victims and survivors, the advocates and organizations who serve them, and holding offenders accountable in our community;

NOW, THEREFORE, I the Mayor of the City of Valley Falls, Kansas, do hereby proclaim October 2024 as

“Domestic Violence Awareness Month”

and in recognition of the critical work being done by domestic violence advocates and allies in service of the survivors and the victims they serve, I encourage all citizens to actively engage in the scheduled activities and events sponsored by Willow Domestic Violence Center and other organizations working toward an eradication of domestic violence.

DONE: At Valley Falls City Hall
Under the seal of Valley Falls
This 2nd Day of October 2024

Jeanette Shipley, Mayor

Resolution # 2024 - _____

Adopting the Kansas Homeland Security Region K Hazard Mitigation Plan

Whereas, the City of Valley Falls in Jefferson County, Kansas, recognizes the threat that natural hazards pose to people and property within our community; and

Whereas, undertaking hazard mitigation actions will reduce the potential for harm to people and property from future hazard occurrences; and

Whereas, the U.S. Congress passed the Disaster Mitigation Act of 2000 (“Disaster Mitigation Act”) emphasizing the need for pre-disaster mitigation of potential hazards;

Whereas, the Disaster Mitigation Act made available hazard mitigation grants to state and local governments; and

Whereas, an adopted Hazard Mitigation Plan is required as a condition of future funding for mitigation projects under multiple Federal Emergency Management Agency (FEMA) pre- and post-disaster mitigation grant programs; and

Whereas, the City of Valley Falls in Jefferson County, Kansas, fully participated in the FEMA prescribed mitigation planning process to prepare this Multi-Hazard Mitigation Plan; and

Whereas, the Kansas Division of Emergency Management and FEMA Region VII officials have reviewed the ***Kansas Homeland Security Region K Hazard Mitigation Plan***, and approved it contingent upon this official adoption of the participating governing body; and

Whereas, the City of Valley Falls in Jefferson County, Kansas, desires to comply with the requirements of the Disaster Mitigation Act and to augment its emergency planning efforts by formally adopting the Kansas Homeland Security Region K Hazard Mitigation Plan; and

Whereas, adoption by the governing body for the City of Valley Falls in Jefferson County, Kansas, demonstrates the jurisdictions’ commitment to fulfilling the mitigation goals and objectives outlined in this plan, and

Whereas, adoption of this legitimizes the plan and authorizes responsible agencies to carry out their responsibilities under the plan.

Now, therefore, be it resolved, that the City of Valley Falls in Jefferson County, Kansas, adopts the Kansas Homeland Security Region K Hazard Mitigation Plan as an official plan; and

Be it further resolved, the City of Valley Falls in Jefferson County, Kansas, will submit this Adoption Resolution to the Kansas Division of Emergency Management and FEMA Region VII officials to enable the plan’s final approval.

_____:Date

_____: Approved by
Jeanette Shipley Mayor

_____:Date

_____: Attest
Destiny Schrick City Clerk

CHAMPLIN TIRE RECYCLING, INC.



September 23rd, 2024

City of Valley Falls
Wesley Lanter
417 Broadway St.
Valley Falls, KS, 66088
(785)945-6612
cityadmin@valleyfalls.org

Re: Park Benches

Dear Wesley,

The following is a quote for the park benches you requested. Our products are available in three colors (Gray/Green/Brown) for the boards, the bases are black. This quote comes with free delivery.

Product Manufacturer: Champlin Tire Recycling
Product Name: Park Bench
Vendor: Champlin Tire Recycling
Product Code

8B (8) Eight Foot Park Benches (gray) @ 619.00 each = \$619.00

Total \$4,952.00

Please contact me if you have any questions or need additional information at 800/295-3345. I look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Alec Champlin', written over a horizontal line.

Alec Champlin
Regional Sales Manager

Valve pit for spring line & culvert

The best pricing I could find for valve pit piping is through Menards at \$2000 for a 48 inch by 20 foot section and \$3400 for 60 inch by 20 foot section. We will need 3 total sections to place into the spring line and under the trail as a culvert. I recommend using a 60 inch pipe for the valve access pit at the lake dam and 48 inch pipe for the remaining access pits and culvert

2 x 48 inch culvert tubes \$2000 each = \$4000

1 x 60 inch culvert tube \$3400 each

Total cost is \$7400

Heinen Outdoor Power Equipment

1795 E 1500 Rd
Lawrence, KS (Kansas) 66044
Call Us: (785) 424-6400
<https://www.heinenope.com/>



2024 HILLCREST PARTIAL TILT 14K 16FT WITH 6FT PLATFORM

SELLING PRICE - \$7,466.00



INFORMATION

No Description is Available for this Unit

PHOTOS



HIGHLIGHTS

- **Sale Price** \$7,466.00
- **Location** Lawrence, Kansas
- **Condition** New
- **Year** 2024
- **Make** Hillcrest
- **Model** Partial Tilt 14K 16ft with 6ft Platform
- **Color** Black
- **Status** Available

SPECIFICATIONS

Concrete Bunker Blocks

The best pricing I could find for the concrete bunker blocks is \$75.00 per block through MCM Atchison.

Still waiting on a delivery quote of 36 blocks.

$36 \times \$75.00 = \$2,700$



City of Valley Falls

Established 1854

COUNCIL MEETING DATE: October 2, 2024

INVOICES IN THE TOTAL AMOUNT OF: \$17,581.09

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 September 2024

City Clerk

GL ACCT #	VENDOR NAME	REFERENCE	AMOUNT	CHECK#	CHECK DATE
GENERAL FUND					
100-050-2010	EFTPS	FED/FICA TAX	481.89	22073747	9/23/24
100-050-2020	EFTPS	FED/FICA TAX	1,387.44	22073747	9/23/24
100-050-2030	KSDOR PAYROLL	STATE TAX	347.17	22073748	9/23/24
100-050-2040	KPERS	KPERS TIER III	1,320.35	22073749	9/23/24
100-050-2040	KPERS457	KPERS ROTH	232.00	22073750	9/23/24
100-050-2050	AFLAC CAFETERIA	AFLAC	242.78	22073751	9/23/24
100-110-5050	BLUE CROSS BLUE SHIELD OF KS	HEALTH INSURANCE	1,391.50	22073753	9/30/24
100-120-5050	ADVANCE	LIFE INSURANCE	41.10	22073754	9/30/24
100-120-5050	BLUE CROSS BLUE SHIELD OF KS	HEALTH INSURANCE	2,149.99	22073753	9/30/24
100-120-5160	Casey's Business Mastercard	Fuel	1,093.72	22073752	9/27/24
100-120-5160	RON SCHRICK	Explorerdecals, charger, tahoe	595.00	24052	9/30/24
100-130-5110	LEAGUE MUNICIPALITIES	Andrew Werring Oct Conference	250.00	24050	9/30/24
100-140-5050	BLUE CROSS BLUE SHIELD OF KS	HEALTH INSURANCE	1,085.40	22073753	9/30/24
100 GENERAL FUND TOTAL			10,618.34		
WATER UTILITY					
720-050-2010	EFTPS	FED/FICA TAX	198.41	22073747	9/23/24
720-050-2020	EFTPS	FED/FICA TAX	562.02	22073747	9/23/24
720-050-2030	KSDOR PAYROLL	STATE TAX	161.99	22073748	9/23/24
720-050-2040	KPERS	KPERS TIER III	597.22	22073749	9/23/24
720-050-2040	KPERS457	KPERS ROTH	14.00	22073750	9/23/24
720-050-2050	AFLAC CAFETERIA	AFLAC	109.37	22073751	9/23/24
720-720-5050	ADVANCE	LIFE INSURANCE	41.10	22073754	9/30/24
720-720-5050	BLUE CROSS BLUE SHIELD OF KS	HEALTH INSURANCE	1,085.40	22073753	9/30/24
720-720-5150	A1 LOCK & KEY	50 keys made	240.24	24048	9/30/24
720-720-5150	HEINEN PHE	Install mini split	1,096.00	24049	9/30/24
720-720-5150	SCHULTE SUPPLY	HPT register	170.00	24053	9/30/24
720-720-5160	Casey's Business Mastercard	Fuel	939.19	22073752	9/27/24
720-720-5190	MIDWEST OFFICE TECHNOLOGY	91424-101324	104.92	24051	9/30/24
720 WATER UTILITY TOTAL			5,319.86		
SEWER UTILITY					
730-050-2010	EFTPS	FED/FICA TAX	198.42	22073747	9/23/24
730-050-2020	EFTPS	FED/FICA TAX	561.92	22073747	9/23/24
730-050-2030	KSDOR PAYROLL	STATE TAX	161.98	22073748	9/23/24
730-050-2040	KPERS	KPERS TIER III	597.20	22073749	9/23/24
730-050-2040	KPERS457	KPERS ROTH	14.00	22073750	9/23/24
730-050-2050	AFLAC CAFETERIA	AFLAC	109.37	22073751	9/23/24
730 SEWER UTILITY TOTAL			1,642.89		
Accounts Payable Total			17,581.09		
Utility Refund Checks					
Refund Checks Total					
Payroll Checks			11,815.45		

CLAIMS REPORT
Check Range: 9/19/2024-10/02/2024

FUND NAME

DEPOSIT AMOUNT

Report Total

=====
29,396.54
=====

CLAIMS REPORT
CLAIMS FUND SUMMARY

FUND	NAME	AMOUNT
100	GENERAL FUND	17,167.37
720	WATER UTILITY	7,953.08
730	SEWER UTILITY	4,276.09

	TOTAL FUNDS	29,396.54



City of
VALLEY FALLS

Incorporated May 17, 1854

**City Administrator Report
City Council October 2, 2024**

Daily Operations:

- Assist Citizens with service payments & questions.
- Citizen Notification System—need to contact Jefferson County Emergency Management Keith Jeffers.
- Working on grant paperwork for grants currently in progress.
- The Planning & Zoning – I received an email from Kyle with PEC. I need to set up a meeting to work through issues with changing boundary lines.
- Working with PEC on the Lake Survey, they will return to finish the survey, staking the boundary lines and the easement.
- Destiny has been working to set up the Party in the Park for October 26th.
- I've been working with Lansten Yew with PEC on the lead line survey. I have submitted our final survey to KDHE. We now have to send out a trifold document to our water service customers. It has to be delivered before November 15th. It will also be posted on the city website and Social Media.
- Worked with Dennis & Public Works to get the Mosquito Fogger repaired. Public works have fogged part of the city this past Saturday.
- I talked to Butch Burdick about the sidewalk approach to K16 and Oak. He will let me know when he is available to look at the project.

CITY OFFICE

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



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Public Works Report
October 2, 2024

Water:

- Got the 3 replacement valves for the spring line ordered and received
- Researched the culvert tubes to be used as access point pits for the spring line valves
- Going to be cleaning the water plant this week or next week depending on work load
- Addressing recent complaints of water taste issues

Sewers:

- Mowing what we can safely around the lagoon

Parks:

- Got the 3 trees all removed stumps ground and grass seed planted in the park

Streets:

- Cleaned more of the washed-out gravel from recent storms
- Repaired several alleys that were washed out from recent storms



City of
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**Police Department Report
October 2, 2024**

- Participated in Match Day. Arranged for KHP to demonstrate their K9 with a talk about what his dog is capable of. After the short talk, K9 Lewis and Trooper Clark demonstrated the abilities of the canine and locating illegal drugs.
- Hide and Seek from the Police is nearly completed. Flyers have been made. Decided on October 19th. The fire department will be also participating in the games.

Calls for service:

09/27 Animal call	09/20 Football game
09/18 Arrest DUI	09/15 Traffic stop
09/27 Assist outside agency	09/20 Erratic driver
09/17 Traffic stop	09/15 Traffic stop
09/27 Check street lights	09/20 Traffic stop
09/17 Civil Standby	09/15 Assist outside agency
09/24 Dog bite	09/20 Medical call
09/15 Traffic Stop	09/15 Traffic stop
09/24 Disturbance	09/19 Civil standby
09/15 Traffic Stop	09/15 Traffic stop
09/23 VIN inspection	09/13 Violation of a court order
09/15 911 Hang up	09/15 Traffic stop
09/24 Traffic stop	09/18 Civil stand by
09/15 Football game	09/15 Traffic stop
09/24 Traffic stop	09/19 Civil stand by
09/15 Civil Stand by	09/15 Traffic stop
09/22 Suicidal subject	09/19 Civil stand by
09/15 Traffic stop	09/15 Traffic stop
09/21 Traffic stop	09/19 Traffic stop
09/15 Traffic stop	09/15 Traffic stop
09/21 Traffic stop	09/19 Traffic stop
09/15 Civil dispute	09/15 Traffic stop
09/21 Traffic stop	09/18 Traffic stop
09/15 Traffic stop	09/15 Traffic stop
09/21 Traffic stop	09/18 Traffic stop
09/15 Traffic stop	09/15 Traffic stop
09/21 Medical call	09/18 Traffic stop
09/15 Traffic stop	09/15 Traffic stop
09/21 Traffic stop	
09/15 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;