



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 before the meeting.

October 4, 2023 6:30 PM
Regular Meeting

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL - City Council and Staff
MINUTES - Regular Meeting of September 20, 2023
MINUTES - Special Meeting of September 26, 2023

PUBLIC COMMENTS & GUESTS:
Public Comment Policy

BUSINESS ITEMS:

1. RV Park Extended Stay - Jacob Thompson
 - a. January 1st
 - b. MBS Electric
2. Every Tower
3. Domestic Violence Awareness Month Proclamation with Willow DV Center

INVOICES - \$69,927.91

TABLED ITEMS:

1. Procedure for appointment & removal of appointed board/ committee members
2. VFW Written MOU for Insurance

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:

October 13th - 14th - Junk Fest
October 13th - 14th - City- Wide Garage Sales
October 21st - Party in the Park
October 20th - 22nd - City Clean - Up
October 31st - Halloween Parade / Trunk or Treat

EXECUTIVE SESSION
ADJOURNMENT

CITY OF VALLEY FALLS

September 20, 2023

Open Meeting

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

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: Scott Heinen, Jason Heinen, Alucard Heinen, Jerry Tullis, and Earl Stevens.

Minutes:

The minutes from the September 6, 2023, meeting was presented.

Salih moved to approve the minutes. Jennifer seconded the motion. Motion carried 3-0.

Public Comments & Guests: Earl Stevens was present to show the council what the water looked like that came out of the river and offered to be on any committee necessary to look at alternate water supplies. Earl also mentioned the need to reinstate the District 11 ambulance in Valley Falls. Scott Heinen at the request of his father, Paul Heinen asked if it would be possible to not tear down the tower by the power plant on the east side of town as a remembrance of towers being built in the 1940s. Audree will look into it.

BUSINESS ITEMS:

1. VFW Insurance – Jerry Tullis with the VFW was present to discuss what he knew about why the City pays the insurance for the VFW. It was determined that the building previously housed City Hall and that a deed was done in the 1980s that transfers ownership back to the City if the VFW post ceases to exist. Audree and Leonard will draft an agreement stating such findings and continue to pay the insurance.
2. Ordinance #16-221 Zoning Change for Front Yard Setbacks – The zoning commission requests the ordinance be pasted changing the front yard language. Jennifer made a motion to approve the ordinance. Judy seconded the motion. Motion passed 3-0.
3. Residential Use in Central Business District (CP-4) – Audree presented the need to have the zoning commission look at changing zoning for living on the ground floor of a business district. Jennifer made a motion to have the commission draft the ordinance. Salih seconded the motion. Motion passed 3-0.
4. Haven's Pay Request #3 - \$110,734.97 – Third request for payment. Salih made a motion to approve the payment. Jennifer seconded the motion. Motion passed 3-0.

CITY OF VALLEY FALLS

September 26, 2023

Special Meeting

Via ZOOM

The meeting was called to order at 6:34 pm by Mayor Jeanette Shipley. Council members present were: Salih Doughramaji, Jennifer Ingraham and Judy Rider. Matt Frakes and Gary McKnight was absent.

Staff present: Audree Guzman, City Administrator

Others present: Austin Masters, USDA

PUBLIC COMMENTS & GUESTS:

No public comment.

BUSINESS ITEMS:

1. USDA Letter of Conditions and Related Documents for Sewer Loan
Austin Masters of USDA presented the Conditions of the 40-year USDA Loan for the Sewer Project. The total amount of the loan is \$2,925,000. The loan may be closed at a lower amount at the end of the project.
Jennifer made the motion to accept the USDA Letter of Conditions and supporting documents. Judy seconded the motion. Motion carried 3-0

ADJOURNMENT

Jennifer made a motion to adjourn the meeting. Judy seconded the motion. Motion carried 3-0 adjourning the meeting at 6:51 PM.

APPROVED: _____
JEANETTE SHIPLEY, MAYOR

ATTEST: _____
CHRISTINE WEISHAAR, 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.

**Domestic Violence Awareness Month 2023 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 2023 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 4th Day of October 2023

Jeanette Shipley, Mayor



City of Valley Falls

Established 1854

COUNCIL MEETING DATE: October 4, 2023

INVOICES IN THE TOTAL AMOUNT OF: \$69,927.91

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 October, 2023

City Clerk

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK CHECK#	CHECK DATE
ADVANCE	LIFE INSURANCE				
AFLAC CAFETERIA	AFLAC	176.46		22073479	9/27/23
AFLAC CAFETERIA	AFLAC	176.46	352.92	22073479	9/27/23
AFLAC VISION	VISION INSURANCE		356.58	23658	10/04/23
AT&T	Cell Phones	270.57		22073481	9/21/23
AT&T	Cell Phones		270.57		
AUDREE GUZMAN	ADOBE, BAGS, LKM CONFERENCE		1,676.67	23659	10/04/23
CHAMPION PEST & LAWN SOLUTIONS	PEST CONTROL		70.00	23660	10/04/23
CORE & MAIN	WATER REPAIR CLAMPS		1,713.01	23661	10/04/23
COUNTRY HARVEST APPLE MARKET	WATER		12.97	23662	10/04/23
EFTPS	FED/FICA TAX		3,884.74	22073475	9/27/23
GIANT COMMUNICATIONS	Phone		86.17	23663	10/04/23
GWORKS	UB HUB		64.00	23664	10/04/23
HEINEN REPAIR SERVICE, Inc	FERRIS MOWER REPAIR		170.00	23665	10/04/23
JEPSON & ASSOCIATES INSURANCE	PROPERTY/ GL INSURANCE		1,294.00	23666	10/04/23
JIMMY'S STUMP REMOVAL	Code Enforcement		150.00	23667	10/04/23
KANSAS GAS	NATURAL GAS		179.01	22073484	10/04/23
KANSAS ONE CALL SYSTEM	KANSAS 811 DIG SAFE		7.20	23668	10/04/23
KANSAS STATE TREASURER	Pool Bond		18,938.75	22073472	9/29/23
KDOR ST-16	Summer 2023 Pool		936.21	22073480	10/04/23
KPERS	KPERS TIER III		2,460.96	22073477	9/27/23
KPERS457	KPERS ROTH		910.00	22073478	9/27/23
KSDOR PAYROLL	STATE TAX		638.66	22073476	9/27/23
LEONARD L. BUDDENBOHM	City Attorney Charges		1,000.00	23669	10/04/23
MID-AMERICAN RESEARCH CHEMICAL	DEGREASER		459.24	23670	10/04/23
MOTOROLA SOLUTIONS INC	CAMERAS AND CLOUD STORAGE		5,580.00	23671	10/04/23
PEC	SEWER PH 1		24,043.70	23672	10/04/23
PETRO VALLEY FALLS	FUEL		722.68	23673	10/04/23
RAYS TOWING	TOWING		284.00	23674	10/04/23
VISA 0873	PAPER, EMPLOYEE LUNCHEON		565.48	22073482	10/04/23
VISA 0899	CAMERA, THUMB DRIVE, BAGS		846.89	22073483	10/04/23
WESTERN CONSULTANTS	SEWER PHASE 1		2,133.50	23675	10/04/23
WICHITA STATE UNIVERSITY	WOMEN IN PUBLIC SERVICE		120.00	23676	10/04/23
			=====		
	Accounts Payable Total		69,927.91		

CLAIMS REPORT
CLAIMS FUND SUMMARY

FUND	NAME	AMOUNT
100	GENERAL FUND	16,971.44
500	BOND & INTEREST	18,938.75
720	WATER UTILITY	5,567.55
730	SEWER UTILITY	28,450.17

	TOTAL FUNDS	69,927.91



City of Valley Falls

Established 1854

City Administrator Report City Council October 4, 2023

Daily Operations

1. **Codification** Anticipating draft by next week (Oct 11th).
2. **Capital Improvement Plan** Working on drafting capital improvement plan. Will review at next work session in October.
3. **USACE** The Corp has notified us that in the near future they will be installing traffic counting devices on the Corp leased in the City. Locations of the devices will later be announced.
4. **Record Retention** Reviewing documents, maps, and plans. Organizing required documents and destroying records no longer needed per Record Retention laws. Creating document for record retention schedule specific to City of Valley Falls. Will be in compliance with Kansas Historical Society, CDBG, IRS, etc. Reviewed by legal counsel, KHS, and approved by City Council.
5. **KEDA Conference** Attended the Kansas Economic Development Association Annual Conference in Topeka on September 26th - 27th.
6. **Welcome Sign** Finalizing design for new welcome sign on Sycamore for Chamber of Commerce.
7. **Code Enforcement** Sent out letters for code enforcement. Continuing to improve process and organization.
8. **Fuel** Set up fuel charge cards for Casey's
9. **204 Walnut St Condemnation** Next update October 4th.
10. **419 Broadway St Condemnation** Business closing. Building will be sold.
11. **Community Development Board** -Needing one more member to start meetings.
12. **Planning Commission** - Met on September 14th to hold public hearing for front yard setback change. Next meeting is October 12th at 6:30 PM.

Grants & Projects

1. **CDBG Sewer Project Phase 1** - Construction began May 1st. \$400K under budget. Can complete all of Add Alternate and Part of Phase 2. Update timeline and budget at progress meeting on September 19th.
2. **KDHE Waste Tire Grant** - Final payment received. Grant closed out.
3. **SS4A Grant** - Awarded grant of \$40,000 Federal Funding and \$5,000 KDOT. PEC and USDOT notified of award as consultant.
4. **LSSE Grant** Awarded \$26,550 from State, \$6,000 from Jefferson County Substance Abuse Council, and \$10,190 city match. This grant will purchase new radios and Enterpol RMS.
5. **T-Mobile Grant** Resubmitted grant. Awards anticipated mid-November.
6. **K-4 / K-16 Street Lights** -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, increased enforcement, 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. 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. 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.

10. **KDHE Lead & Copper** Lead & Copper Inventory due to KDHE by October 16, 2024. Grant approved for KDHE Technical Assistance. Contacted KDHE for further instructions.

BANK NAME	AUGUST	SEPTEMBER	SEPTEMBER	SEPTEMBER	INVOICES	BANK	2023	YTD	BUDGET
FUND GL NAME	CASH BALANCE	RECEIPTS	DISBURSMENTS	CASH BALANCE	PAID	BALANCE	BUDGET	BILLS	REMAINING
GENERAL OPERATING FUND									
100 CASH - CHECKING	182,976.97	225.43	15,350.08	167,852.32	10,283.62		729,701.00	578,321.27	151,379.73
160 CASH - CHECKING	5,383.19	0.00	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	185,598.32	0.00	0.00	185,598.32			182,393.00	104,298.49	78,094.51
600 CASH - CHECKING	77,999.21	0.00	0.00	77,999.21			60,000.00		60,000.00
720 CASH - CHECKING	66,044.82	49.88	5,391.09	60,703.61	3,342.46		543,500.00	326,226.93	217,273.07
721 CASH - CHECKING	28,198.34	0.00	0.00	28,198.34			50,000.00	9,501.66	40,498.34
730 CASH - CHECKING	190,847.51	57.62	26,715.59	164,189.54	26,317.64		3,821,000.00	903,927.40	2,917,072.60
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	76,817.88	25.83	0.00	76,843.71			258,000.00	112,340.24	145,659.76
790 CASH - CHECKING	0.00	0.00	0.00	0.00					
GENERAL OPERATING FUND TOTALS	1,077,187.94	358.76	47,456.76	1,030,089.94	39,943.72	990,146.22	5,986,935.00	2,160,306.61	3,826,628.39
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	15,192.29	0.00	0.00	15,192.29			182,393.00	104,298.49	78,094.51
VF PUBLIC BUILDING COMMISSION	15,192.29	0.00	0.00	15,192.29	0.00	15,192.29	182,393.00	104,298.49	78,094.51
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	104,298.49	78,094.51
720 CD X0503	0.00	0.00	0.00	0.00			543,500.00	326,226.93	217,273.07
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	9,501.66	40,498.34
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	447,927.08	550,806.92



City of
VALLEY FALLS

Incorporated May 17, 1869

Public Works Report
October 4, 2023

Water:

Fixed a water leak on Oak Street that turned out to be 2 leaks only 2 feet apart from one another
Fixed a water leak on Frazier Street at the fairgrounds that was due to a solder joint pulling out
Generator at Hurst tower is fully operational but they have not done the test run on it yet

Sewer:

Continue to work with the crews on the sewer project
Attended the sewer project progress meeting
Finished the diversion box disassembly portion of the repair that needs to be completed at the lagoon will need to purchase new material to put back in to complete the repair

Streets:

Regraded a couple of alleys
Compiling a list of potholes and other areas that are in need of repair



City of
VALLEY FALLS

Incorporated May 17, 1869

**Police Department Report
October 4, 2023**

- Officers walked the Jefferson County Humane Society dogs that are up for adoption around the Grasshopper Falls Day. The dogs were a hit with the general public.
- Jeramine Scherer, a Valley Falls residence, accompanied me to make contact with people seeking recovery in our community. The gift bags that had been purchased with the opioid settlement money, were given out. The purpose of Mr. Scherer accompanying me and speaking to them about his struggle with addiction and his road of recovery. While talking with them, they were invited, and encouraged to attend the local AA/NA meetings.
- It was requested from a few people in the community to host a NARCAN training for the public. The NARCAN would be able to be provide the NARCAN at no cost from another donation that is given to another law enforcement agency.
- Still waiting on KLETC to complete the course for the Challenge Exam course for Officer Brosa. They assured that he has not been forgotten and is on the list once it is completed.
- Starting in October officers will be utilizing a few hours at least once a month to spend time at the range with Officer Brosa. The training is to make the department a better than average at their proficiency with firearms.

Calls for service:

10/01 Traffic

Stop

09/19 Traffic stop

09/30 Business
checks

09/18 Firearm Maintenance

09/30 Outside agency assist

09/29 DUI arrest

09/29 Criminal Damage to
Property call

09/29 Assist hearing impair
residence

09/29 Traffic stop

09/29 Traffic stop

09/29 Lift assist

09/29 Traffic stop

09/28 911 hang up

09/28 Traffic stop

09/29 Traffic stop

09/29 Traffic stop

09/29 Traffic stop

09/28 Business checks

09/27 Civil process served

09/27 Lift assist

09/22 Accident non injury

09/22 Business checks

09/22 Vehicle maintenance

09/22 Traffic stop

09/22 VF game

09/26 Accident non injury

09/25 Suicidal subject

09/23 Business checks

09/23 Welfare check (outside
agency asst)

09/23 Traffic stop

09/23 Traffic stop

09/23 Traffic stop

09/23 Warrant arrest

09/22 Theft/Burglary

09/22 VF game

09/22 Business checks

09/21 Traffic stop

09/21 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;