



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.

November 6, 2024 6:30 PM
Regular Meeting

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL - City Council and Staff
MINUTES - Regular Meeting of October 16, 2024

PUBLIC COMMENTS & GUESTS:
Public Comment Policy

BUSINESS ITEMS:

1. 2025 Calendar - Holidays, Court, Council Meeting
2. Walking Trail Discussion
3. Walking Trail Easement - Les Barns
4. Delaware River clean-up discussion
5. City Water Resources Update - Bill McCoy - Wesley Lanter
6. City Lake Revitalization Update - Brett Dallman - Dennis Tichenor

INVOICES - \$52,299.26

REPORTS:

City Administrator
Planning & Zoning Commission
Public Works
Police
Mayor
Fire District
City Council Comments/ Feedback/ Ideas

ANNOUNCEMENTS/ COMMUNICATIONS:

November 10th - Lions Club Installing Christmas Lights
November 11th - Veterans Day / City Offices Closed
November 23rd - Community Turkey Bingo & Soup Dinner
November 28th & 29th - Thanksgiving & day after/ City Offices Closed
November 30th - Hometown Christmas

EXECUTIVE SESSION

ADJOURNMENT



City of Valley Falls

Established 1854

CITY OF VALLEY FALLS October 16th 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(5mins late), Bret Frakes
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

Business Items

Meeting Minutes:

- October 2nd 2024 Brett Dallman made the motion, Seconded by Dennis Tichenor 4-0 pass
- CMB Renewal License for Dollar General Brett Dallman made the motion, seconded by Dennis Tichenor 5-0 pass
- Code Enforcement Committee policy adjustments to be made, 2 yr terms. Jason Heinen made the motion, seconded by Brett Dallman 5-0 pass
- Code Enforcement Committee members at large Laura Reichart, Dennis Tichenor made the motion, seconded by Jason Heinen 5-0 pass
- Purchase of a tilt deck trailer (9,200.00) Bret Frakes made the motion, seconded by Kevin Loy 5-0 pass
- Invoices (\$83,013.95) Dennis Tichenor made the motion, seconded by Brett Dallman 5-0 pass

Reports

Public Works: UTV utilized to spray weeds at city lake and lagoon, water plant cleaned, south water tower will be cleaned October 25th

Police: Hide and Seek from the police October 19th, K9s enrolling as active members of the Kansas Narcotics Dog Association

Admin: Citizen Notification System training on Thursday, Meeting with PEC for central business district boundary changes, lake survey has been completed, Butch Burdick working on quote for ADA compliant sidewalk on K16, SS4A open house October 23rd

Executive Session Attorney-Client

Jason Heinen made the motion to move into executive session, seconded by Dennis Tichenor 5-0 pass. Open Session will resume at 7:40pm. Called back to open session. Kevin Loy made the motion to extend 5mins. Brett Dallman seconded, Open session will resume at 7:45 pm

Open session resumed at 7:45pm with no action taken

Executive Session Non-elected Personnel Matter

Jason Heinen made the motion to move into executive session, seconded by Kevin Loy 5-0 pass. Open session will resume at 8pm

Open session resumed at 8pm with no action taken

Adjournment

Bret Frakes made the motion, seconded by Dennis Tichenor to adjourn the meeting. The motion passed 5-0. The meeting adjourned at 8:00pm

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.

2025

January							February							March							April						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1						1			1	2	3	4	5		
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31	23	24	25	26	27	28	23	24	25	26	27	28	29	27	28	29	30					
													30	31													

May							June							July							August						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5						1	2
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30	31	29	30	27	28	29	30	31	24	25	26	27	28	29	30	31						

September							October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3	4						1			1	2	3	4	5	6
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
28	29	30	26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31								

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Holidays

- Jan 1st- New Years Day
- Jan 20th- MLK Day
- Feb 17th- Presidents Day
- April 18th - good friday
- May 26th- Memorial Day
- June 19th - Juneteenth
- July 4th- Independence Day
- Sep 1st- Labor Day
- Oct 13th- Columbus Day
- Nov 11th- Veterans Day
- Nov 27&28th- Thanksgiving
- Dec 25&26th-Christmas

Court

- Jan-TBD
- Feb 5th
- March 5th
- April 2nd
- May 7th
- June 4th
- July 2nd
- August 6th
- Sept 3rd
- Oct 1st
- Nov 5th
- Dec 3rd

Council Meetings

- Jan 15th
- Feb 5th & 19th
- March 5th and 19th
- April 2nd & 16th
- May 7th & 21
- June 4th & 18th
- July 2nd & 16th
- Aug 6th & 20th
- Sep 3rd & 17th
- Oct 1st & 15th
- Nov 5th & 19th
- Dec 3rd & 17th

Payday

- Jan 1st,15th,29th
- Feb 12th & 26th
- March 12th & 26th
- April 9th & 23rd
- May 7th & 21st
- June 4th & 18th
- July 2nd, 16th, 30th
- Aug 13th & 27th
- Sept 10th & 24th
- Oct 8th & 22nd
- Nov 5th & 19th
- Dec 3rd, 17th, 31st



City of Valley Falls

Established 1854

COUNCIL MEETING DATE: November 6, 2024

INVOICES IN THE TOTAL AMOUNT OF: \$52,299.26

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 November 2024

City Clerk

GL ACCT #	VENDOR NAME	REFERENCE	AMOUNT	CHECK	
				CHECK#	DATE
100-050-2010	EFTPS	FED/FICA TAX	476.39	22073772	10/21/24
100-050-2020	EFTPS	FED/FICA TAX	1,335.24	22073772	10/21/24
100-050-2030	KSDOR PAYROLL	STATE TAX	328.95	22073773	10/21/24
100-050-2040	KPERS	KPERS TIER III	1,317.88	22073774	10/21/24
100-050-2040	KPERS457	KPERS ROTH	232.00	22073775	10/21/24
100-050-2050	AFLAC CAFETERIA	OPTIONAL SUPPLEMENTAL	20.46	24084	10/31/24
100-050-2050	AFLAC CAFETERIA	AFLAC	245.59	22073776	10/21/24
100-110-5050	BLUE CROSS BLUE SHIELD OF KS	HEALTH INSURANCE	1,396.32	22073785	10/31/24
100-110-5180	BREANA OR DEREK SNYDER	Pulled pork-party in the park	500.00	24078	10/25/24
100-110-5180	LAKE SIDE BOUNCE	Bounce Housex3	903.43	24080	10/25/24
100-110-5180	TOP CITY ENTERTAINMENT	Party in the Park DJx3hrs	600.00	24082	10/25/24
100-110-5190	Alcoholic Beverage Control	DG CMB License	25.00	24083	10/31/24
100-110-5190	COOPER MALONE MCCLAIN INC	Pool Bond Disclosure	1,000.00	24086	10/31/24
100-110-5190	MIDWEST OFFICE TECHNOLOGY	10/14/24-11/13/24	94.33	24090	10/31/24
100-110-5190	QUADIENT	Postage 9/01-9/30	790.90	22073781	10/31/24
100-120-5050	ADVANCE	LIFE INSURANCE	41.10	22073786	10/31/24
100-120-5050	BLUE CROSS BLUE SHIELD OF KS	HEALTH INSURANCE	2,135.13	22073785	10/31/24
100-120-5140	AT&T	Cell Phones	161.04	22073783	10/21/24
100-120-5140	AT&T	office at hand	34.52	24085	10/31/24
100-120-5180	HUBER AND ASSOCIATES	Enterpol	2,400.00	24079	10/25/24
100-120-5190	HUBER AND ASSOCIATES	Enterpol	1,200.00	24079	10/25/24
100-120-5190	STATE BOARD OF PHARMACY	PD pharmacy license-K9training	150.00	24091	10/31/24
100-140-5050	BLUE CROSS BLUE SHIELD OF KS	HEALTH INSURANCE	707.52	22073785	10/31/24
100-140-5160	K4 AG & SERVICE LLC	Mower Tracks, oil change	1,772.38	24088	10/31/24
100-140-5180	GRAINGER	2 cabin air filters	98.86	24087	10/31/24
100-140-5180	THOMPSON MACHINE & SAWMILL	custom gears for fogger	442.93	24092	10/31/24
100-140-5180	VALLEY TRUCK & TRAILER	Past due invoices	657.31	24094	10/31/24
200-200-5950	PEC	City lake survey	10,900.00	24081	10/25/24
720-050-2010	EFTPS	FED/FICA TAX	176.89	22073772	10/21/24
720-050-2020	EFTPS	FED/FICA TAX	525.52	22073772	10/21/24
720-050-2030	KSDOR PAYROLL	STATE TAX	149.91	22073773	10/21/24
720-050-2040	KPERS	KPERS TIER III	558.46	22073774	10/21/24
720-050-2040	KPERS457	KPERS ROTH	14.00	22073775	10/21/24
720-050-2050	AFLAC CAFETERIA	OPTIONAL SUPPLEMENTAL	20.45	24084	10/31/24
720-050-2050	AFLAC CAFETERIA	AFLAC	107.97	22073776	10/21/24
720-720-5050	ADVANCE	LIFE INSURANCE	41.10	22073786	10/31/24
720-720-5050	BLUE CROSS BLUE SHIELD OF KS	HEALTH INSURANCE	719.47	22073785	10/31/24
720-720-5140	AT&T	Cell Phones	45.23	22073783	10/21/24
720-720-5140	KANSAS GAS	NATURAL GAS	98.92	22073784	10/31/24
720-720-5180	USA BlueBook	Meter Adapter	108.26	24093	10/31/24
730-050-2010	EFTPS	FED/FICA TAX	176.89	22073772	10/21/24
730-050-2020	EFTPS	FED/FICA TAX	525.44	22073772	10/21/24
730-050-2030	KSDOR PAYROLL	STATE TAX	149.89	22073773	10/21/24
730-050-2040	KPERS	KPERS TIER III	558.42	22073774	10/21/24
730-050-2040	KPERS457	KPERS ROTH	14.00	22073775	10/21/24
730-050-2050	AFLAC CAFETERIA	OPTIONAL SUPPLEMENTAL	20.45	24084	10/31/24
730-050-2050	AFLAC CAFETERIA	AFLAC	107.96	22073776	10/21/24
730-730-5050	BLUE CROSS BLUE SHIELD OF KS	HEALTH INSURANCE	753.85	22073785	10/31/24
730-730-5140	KANSAS GAS	NATURAL GAS	98.92	22073784	10/31/24

CLAIMS REPORT
Check Range: 10/17/2024-11/06/2024

GL ACCT #	VENDOR NAME	REFERENCE	AMOUNT	CHECK#	CHECK DATE
730-730-5190	KDHE BUREAU OF WATER	Wastewater Permit Fee	185.00	24089	10/31/24
		Accounts Payable Total	35,124.28		
		Utility Refund Checks			

720		WATER UTILITY	5,994.52		
		Refund Checks Total	5,994.52		
		Payroll Checks	11,180.46		
		Report Total	52,299.26		

CLAIMS REPORT
CLAIMS FUND SUMMARY

FUND	NAME	AMOUNT
100	GENERAL FUND	25,322.91
200	CAPITAL IMPROVEMENT	10,900.00
720	WATER UTILITY	11,023.17
730	SEWER UTILITY	5,053.18

	TOTAL FUNDS	52,299.26

TREASURER'S REPORT
CALENDAR 11/2024, FISCAL 11/2024

FUND#	TITLE	LAST MONTH CASH BALANCE	REVENUES	EXPENSES	LIABILITY BALANCE	THIS MONTH CASH BALANCE
100	GENERAL FUND	45,663.53	115.00	.00	116,780.31	45,548.53-
120	Police Donations	380.00	.00	.00	.00	380.00
150	Parks & Recreation	11,769.10	.00	.00	6,364.00	11,769.10-
160	POOL RESERVE	1,372.76	.00	.00	5,830.40	1,372.76
200	CAPITAL IMPROVEMENT	76,546.10	.00	.00	154,032.12	76,546.10
300	SPECIAL HWY & STREETS	99,496.39	.00	.00	82,154.66	99,496.39
400	EQUIPMENT RESERVE	15,426.71	.00	.00	726.71	15,426.71
500	BOND & INTEREST	392,995.15	.00	.00	401,990.49	392,995.15
600	RHID	129,969.13	.00	.00	77,999.21	129,969.13
720	WATER UTILITY	213,389.16	837.60	.00	93,235.01	214,226.76
721	WATER RESERVE	40,498.34	.00	.00	40,498.34	40,498.34
730	SEWER UTILITY	321,340.12	761.55	.00	58,609.00-	322,101.67
731	SEWER RESERVE	139,683.20	.00	.00	139,683.20	139,683.20
740	SOLID WASTE (TRASH)	105,463.28	239.51	.00	69,307.73	105,702.79
790	INSURANCE RESERVE	.00	.00	.00	.00	.00
<hr style="border-top: 1px dashed black;"/>						
	Report Total	1,479,127.71	1,953.66	.00	1,129,993.18	1,481,081.37



City of
VALLEY FALLS

Incorporated May 17, 1854

**City Administrator Report
City Council November 6, 2024**

Daily Operations:

- Assist Citizens with service payments & questions.
- Citizen Notification System—Configuration & Training on November 7th.
- Working on grant documentation for grants currently in progress.
- The Planning & Zoning – After working through the zoning regulations with PEC we have a solution of changing the wording to the central business district to say:
 - a. Residential Use shall not be allowed on the first floor, ground level, or any basement level floor of any building or structure within this district facing Broadway street, with the exception of existing single-family dwellings are permitted that have been established prior to the adoption date.
- Lake Survey—The survey did not have the 1955 easement listed, I have contacted Alex with PEC to have that easement added to the survey.
- Lead Line Survey—The trifold document has been mailed out to the selected customers that have unknown, galvanized or possible lead in their water lines.
- K16 & Oak Crosswalk – Waiting on ADA specifications from the State of Kansas.
- Working with Shockey Consulting to finalize the SS4A plan so the council can approve the plan on December 18th.
- Communicating with the Corps of Engineers on the Flag Pole placement by the Valley Falls Billboard
- Communicating with the Corps of Engineers on the Renewal of 2 leases.
- Corps of Engineers are not interested in leasing out the lot located at Walnut & Caroline. I will try to incorporate it into the city lease when the lease for the ball field area is up for renewal.

CITY OFFICE

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



City of
VALLEY FALLS

Incorporated May 17, 1869

Public Works Report
November 6, 2024

Water:

- I met with Jerry about the spring line. He requested more digging be completed, but due to the rain, we will have to wait until we can access the area without getting stuck.
- I met with KRWA to attempt to locate the spring line but was unable to due to KRWA's equipment failure.
- Dug a ramp to the river for weir access

Sewers:

- We are working on getting the lagoon valve repaired So we can start our discharge from the lagoons.

Parks:

- Cleaned the park and mulched leaves in preparation for the party in the park.

Streets:

- Started hauling and spreading the 3-inch rock for the lake and boat ramp.
- Then Bunker Blocks have been delivered.
- Will be picking up the culvert tubes this week.
- Have the chamber sign ready to be re-installed.



City of
VALLEY FALLS

Incorporated May 17, 1869

Police Department Report
November 6, 2024

- The 1st Annual Hide and Seek from the Police was a success. 75 kids signed up and participated. For the officers, we had a huge blast playing. At the end of the game time, 13 kids were not found, and Officer Taylor arranged for a pizza party with them. The kids really thought out their hiding places prior to the event. Some really good hiding spots were obviously discovered.
- Officer Rivera and K9 Nylah went and spoke to the elementary school graders on Halloween safety.
- Officer Brosa led the Halloween parade, with Officer Taylor and his wife passing out the large selection of treats at the Trunk or Treat event

Calls for Service:

10/29 Traffic Stop	10/20 Check Welfare of JV/Suicidal call
10/28 Traffic Stop	10/15 Traffic Stop
10/28 Outside agency assist	10/15 Traffic Stop
10/27 Check Welfare	10/14 School Evacuation Drill
10/27 Traffic Stop	10/31 Parade school
10/27 Outside agency assist	10/29 K9 Maintenance training
10/27 Traffic Stop	10/25 Football game
10/27 Traffic Stop	10/23 Animal call
10/27 Outside agency assist	
10/21 Animal complaint	
10/20 Medical assist	
10/18 Traffic Stop	
10/18 Traffic Stop	
10/18 Traffic Stop	
10/18 Traffic Stop	
10/18 Outside agency assist	
10/19 911 Hang up	
10/19 911 Hang up	
10/19 Hide and Seek Event	
10/19 Traffic Stop	
10/19 Traffic Stop	
10/17 ID Theft call	
10/17 Traffic Stop	
10/17 Traffic Stop	
10/17 Traffic Stop	
10/17 Suspicious activity	
10/17 Silent alarm	
10/17 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;