



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 20, 2024, 6:30 PM
Regular Meeting

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL - City Council and Staff

MINUTES - Special Meeting of November 4, 2024

MINUTES - Regular Meeting of November 6, 2024

PUBLIC COMMENTS & GUESTS:

Public Comment Policy

BUSINESS ITEMS:

1. CDBG Close Out - Brett Waggoner - Governmental Assistance Services
2. Everbridge Notification System Policy - Discussion & Approval
3. Chamber Pool Pass Request - 10, 1 Day Pool Pass for Home Town Christmas
4. City Water Resources Update - Bill McCoy - Wesley Lanter
5. City Lake Revitalization Update - Brett Dallman - Dennis Tichenor
6. Walking Trail Update - Brett Dallman

INVOICES - \$62,381.54

REPORTS:

City Administrator

Public Works

Police

Mayor

Fire District

City Council Comments/ Feedback/ Ideas

ANNOUNCEMENTS/ COMMUNICATIONS:

November 23rd - Community Turkey Bingo & Soup Dinner

November 28th & 29th - Thanksgiving/ City Offices Closed

November 30th - Hometown Christmas

EXECUTIVE SESSION

ADJOURNMENT



City of Valley Falls

Established 1854

CITY OF VALLEY FALLS November 4th 2024

Special Meeting Minutes

The meeting was called to order at 6:00 p.m. by Mayor Jeanette Shipley.

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

Staff members present: Wes Lanter (City Admin), Andrew Werring (Attorney)

Guest present:

Business Items

Executive Session Attorney-Client

Jason Heinen made the motion to move into executive session, seconded by Kevin Loy 5-0 pass. Open Session will resume at 6:48pm. Called back to open session at 6:48pm. Jason Heinen made the motion to extend 12 mins. Dennis Tichenor seconded, Open session will resume at 7:00 pm.

Open session resumed at 7:00pm with no action taken

Adjournment

Jason Heinen made the motion, seconded by Brett Dallman to adjourn the meeting. The motion passed 5-0. The meeting adjourned at 7:01 pm.

APPROVED: _____
Jeanette Shipley, Mayor

Attest: _____
Destiny Schrick, City Clerk



City of Valley Falls

Established 1854

CITY OF VALLEY FALLS November 6th 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, 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, Dee Heinen, Chrissy Broddle, Rebecca Heinen

Business Items

Meeting Minutes:

- October 16th 2024 Dennis Tichenor made the motion, Seconded by Kevin Loy 5-0 pass
- 2025 Calendar Dennis Tichenor made the motion, seconded by Brett Dallman with the following changes Columbus Day October 13th removed, December 25th and 26th changed to December 24th and 25th. 5-0 pass
- Easement Ragweed Trail end of Broadway Brett Dallman made the motion, seconded by Jason Heinen 5-0 pass
- Rental for long reach excavator Bret Frakes made the motion, seconded by Brett Dallman 5-0 pass
- Invoices (52,299.26) Brett Dallman made the motion, seconded by Jason Heinen 5-0 pass

Executive Session Attorney-Client

Brett Dallman made the motion to move into executive session, seconded by Jason Heinen 5-0 pass. Open Session will resume at 7:40pm. Called back to open session. No action taken

Executive Session Non-Elected Personnel Matter

Brett Dallman made the motion to move into executive session, seconded by Kevin Loy 5-0 pass. Open session will resume at 8:10pm. Called back to open session at 8:10pm. Brett Dallman moved to extend the executive session until 8:25pm. Open session resumed at 8:25pm. No action taken

Reports

Public Works: Cleaned Park for Party in the Park, bunkers have been delivered, Chamber Sign is ready to be re-installed

Police: Hide and Seek from the police October 19th was a success

Admin: Will work with planning and zoning to change wording for the business district, working with Shockey to finalize SS4A plan, Corps of Engineers licenses

Adjournment

Jason Heinen made the motion, seconded by Bret Frakes 5-0 pass. Meeting ended at 8:25pm

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 Valley Falls

Established 1854

Everbridge Notification System Usage Policy

Purpose

The purpose of this policy is to outline the guidelines and procedures for the use of the Everbridge Notification System (hereafter referred to as "Everbridge") in the City of Valley Falls. The system is a critical tool for communicating important information to the public during emergencies, weather events, public health issues, and other incidents that require rapid communication.

Scope

This policy applies to all city departments, agencies, and authorized personnel involved in the use and management of the Everbridge Notification System for Valley Falls.

1. Authorized Users

Only authorized personnel from the following entities may access and use the Everbridge Notification System:

- Valley Falls Administrator
- Valley Falls Police Department
- Valley Falls Mayor
- Any other department or agency authorized by the Mayor or City Administrator

Authorized users must complete appropriate training on how to operate the Everbridge system and understand the responsibilities associated with sending public notifications.

2. Types of Alerts

The Everbridge system will be used for, but is not limited to, the following types of notifications:

- **Emergency Alerts:** Notifications related to immediate threats to public safety, including natural disasters (tornadoes, floods), fires, active shooter situations, public health emergencies (pandemics, outbreaks), and hazardous materials incidents.
- **Weather Alerts:** Severe weather warnings or advisories issued by the National Weather Service or local authorities.
- **Public Safety Announcements:** Information about road closures, utility outages, public meetings, or other significant community events.
- **Community Alerts:** Non-urgent notifications about city-wide events, public service updates, or general community information.
- **Public Health Alerts:** Notices related to health risks, vaccination sites, and wellness programs.

3. Guidelines for Use

- **Timeliness:** Alerts must be issued as quickly as possible to ensure public safety. Emergency alerts should be sent out immediately after confirmation of the threat, with updates provided as new information becomes available.
- **Accuracy:** Information shared through Everbridge must be accurate, clear, and concise. Each notification must be reviewed for factual correctness before being sent out.
- **Audience:** Notifications will be tailored to the appropriate audience based on the nature of the alert. For example, localized alerts may be targeted to specific geographic areas, while city-wide alerts will be sent to all recipients in the system.
- **Tone and Language:** All messages should be clear, professional, and non-alarmist in tone. Emergency alerts should convey urgency without causing panic, while community alerts should remain informative but not sensationalized.
- **Confidentiality:** Sensitive information that could compromise public safety or the city's operations should not be disseminated through the Everbridge system unless necessary for public protection.
- **Approval Process:** All emergency alerts require approval from the Valley Falls Administrator, the Mayor, or another designated official.

4. Use of Contact Data

The Everbridge system will be used to communicate with individuals who have voluntarily provided their contact information to the City of Valley Falls. Personal data will be handled in accordance with applicable privacy laws and the city's privacy policies.

- Individuals may opt-in or opt-out of receiving notifications. The city will maintain procedures to update and manage contact information regularly.
- Contact data will not be shared with third parties unless required for public safety, legal compliance, or emergency response.

5. Security and Access Control

- Only authorized users shall have access to the Everbridge system.
- User credentials must be kept confidential and not shared with others.
- The Everbridge system will be regularly reviewed for security vulnerabilities and any security incidents or breaches.
- Access to system features will be role-based, with different levels of access granted according to the user's role and responsibilities.
- User training on security best practices, including how to prevent unauthorized access to the system, is mandatory.

6. Record Keeping and Documentation

A log of all messages sent through Everbridge will be maintained by the Valley Falls City Administrator. The log will include details such as:

- Date and time of message sent
- Type of alert (emergency, weather, public safety, etc.)
- Message content and recipient details
- Approval and authorization information
- Any follow-up messages or updates sent

These records will be stored for a minimum of 1 year and will be made available for public review upon open records request, in accordance with the City of Valley Falls' records retention policies.

7. Compliance

All users of the Everbridge Notification System must adhere to this policy, as well as any applicable federal, state, and local laws related to public communication, emergency management, and data protection. Failure to comply with this policy may result in disciplinary action, including revocation of access to the Everbridge system and potential legal consequences.

8. Policy Review

This policy will be reviewed annually by the Valley Falls City Administrator to ensure that it is up to date and continues to meet the needs of the city and its residents. Changes to the policy may be made as needed based on feedback, new technologies, or emerging best practices.

9. Questions

For questions regarding the use of the Everbridge Notification System or this policy, please contact the Valley Falls City Administrator at (785) 945-6612 or cityadmin@valleyfalls.org.

Effective Date: 11/20/2024

Approved by: Jeanette Shipley, Mayor of Valley Falls



City of Valley Falls

Established 1854

COUNCIL MEETING DATE: November 20, 2024

INVOICES IN THE TOTAL AMOUNT OF: \$62,381.54

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

CLAIMS REPORT
 Check Range: 11/07/2024-11/20/2024

GL ACCT #	VENDOR NAME	REFERENCE	AMOUNT	CHECK#	CHECK DATE
100-050-2010	EFTPS	FED/FICA TAX	425.12	22073804	11/18/24
100-050-2020	EFTPS	FED/FICA TAX	1,428.54	22073804	11/18/24
100-050-2030	KSDOR PAYROLL	STATE TAX	303.21	22073805	11/18/24
100-050-2040	KPERS	KPERS TIER III	1,254.08	22073806	11/18/24
100-050-2040	KPERS457	KPERS ROTH	232.00	22073807	11/18/24
100-050-2050	AFLAC CAFETERIA	AFLAC	127.12	22073808	11/18/24
100-110-5140	GIANT COMMUNICATIONS	Phone	41.64	24102	11/18/24
100-110-5190	DAVIS PUBLICATION	party in the park	80.00	24101	11/18/24
100-110-5190	KS DEPT OF ADMINISTRATION	Audit Fee	300.00	24105	11/18/24
100-120-5140	GIANT COMMUNICATIONS	Phone	41.64	24102	11/18/24
100-120-5200	MODERN MARKETING	Opioid-loolipops-no drugs	2,231.80	24108	11/18/24
100-130-5030	WERRING LAW LLC	City Prosecutor Services	1,500.00	24111	11/18/24
100-160-5140	GIANT COMMUNICATIONS	Phone	41.66	24102	11/18/24
200-200-5950	MID STATES MATERIALS LLC	Rock	2,457.88	24106	11/18/24
200-200-5950	MIDWEST CONCRETE MATERIALS	concrete bunker blocks	3,260.00	24107	11/18/24
720-050-2010	EFTPS	FED/FICA TAX	212.11	22073804	11/18/24
720-050-2020	EFTPS	FED/FICA TAX	570.26	22073804	11/18/24
720-050-2030	KSDOR PAYROLL	STATE TAX	165.79	22073805	11/18/24
720-050-2040	KPERS	KPERS TIER III	606.02	22073806	11/18/24
720-050-2040	KPERS457	KPERS ROTH	14.00	22073807	11/18/24
720-050-2050	AFLAC CAFETERIA	AFLAC	51.82	22073808	11/18/24
720-720-5140	GIANT COMMUNICATIONS	Phone	41.64	24102	11/18/24
720-720-5150	HAWKINS	6 chlorine cylinders	90.00	24103	11/18/24
720-720-5150	VIKING	Tower Maintenance	18,000.00	24109	11/18/24
720-720-5190	KANSAS ONE CALL SYSTEM	KANSAS 811 DIG SAFE	2.10	24104	11/18/24
730-050-2010	EFTPS	FED/FICA TAX	212.12	22073804	11/18/24
730-050-2020	EFTPS	FED/FICA TAX	570.20	22073804	11/18/24
730-050-2030	KSDOR PAYROLL	STATE TAX	165.80	22073805	11/18/24
730-050-2040	KPERS	KPERS TIER III	606.03	22073806	11/18/24
730-050-2040	KPERS457	KPERS ROTH	14.00	22073807	11/18/24
730-050-2050	AFLAC CAFETERIA	AFLAC	51.82	22073808	11/18/24
730-730-5140	GIANT COMMUNICATIONS	Phone	41.64	24102	11/18/24
730-730-5190	KANSAS ONE CALL SYSTEM	KANSAS 811 DIG SAFE	2.10	24104	11/18/24
740-740-5190	WASTE MANAGEMENT	Trash Service	14,733.68	24110	11/18/24
			=====		
Accounts Payable Total			49,875.82		
Utility Refund Checks					

Refund Checks Total					
Payroll Checks			12,505.72		
			=====		
Report Total			62,381.54		
			=====		

CLAIMS REPORT
CLAIMS FUND SUMMARY

FUND	NAME	AMOUNT
100	GENERAL FUND	15,180.58
200	CAPITAL IMPROVEMENT	5,717.88
720	WATER UTILITY	22,419.72
730	SEWER UTILITY	4,329.68
740	SOLID WASTE (TRASH)	14,733.68

	TOTAL FUNDS	62,381.54

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	35,148.41	.00	117,244.45	38,444.99-
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	68,122.72
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	213,276.13	18,947.75	.00	93,452.17	204,332.62
721	WATER RESERVE	40,498.34	.00	.00	40,498.34	40,498.34
730	SEWER UTILITY	321,264.07	16,359.38	.00	58,391.86-	329,045.84
731	SEWER RESERVE	139,683.20	.00	.00	139,683.20	139,683.20
740	SOLID WASTE (TRASH)	105,437.45	8,981.73	.00	69,307.73	99,685.50
790	INSURANCE RESERVE	.00	.00	.00	.00	.00
<hr style="border-top: 1px dashed black;"/>						
	Report Total	1,478,912.80	79,437.27	.00	1,130,891.62	1,470,794.27



City of
VALLEY FALLS

Incorporated May 17, 1854

City Administrator Report
City Council November 20, 2024

Daily Operations:

- Assist Citizens with service payments & questions.
- Citizen Notification System—Configuration & Training was moved to November 21st due to a conflict with Jefferson County Emergency Management.
- Working on grant documentation for grants currently in progress. We will close out the LSSE12 Grant shortly. I'm working on submitting all of the ARPA expenses on the portal. I will need to start the KDOT innovative grant process (radar signs).
- K16 & Oak Crosswalk—I am waiting on PEC to give me an estimate. I contacted Shockey Consulting, but they cannot help us at this time. KDOT requires a stamped engineering plan for permit approval. I'm doubtful we will have this process completed prior to December 31st. We may need to look at other projects funded by ARPA.
- SS4A Plan—I have received the draft from Shockey Consulting for review. The council will adopt the finalized plan on December 18th.
- Communicating with the Corps of Engineers on the Flag Pole placement by the Valley Falls Billboard. Kyle with the Corps of Engineers is scheduled to be onsite Tuesday, 11/19/2024.
- Communicating with the Corps of Engineers on the Renewal of 2 leases.
- Working with the Planning & Zoning Committee to schedule a meeting for the central business district hearing.
- Destiny and I met with John from Waste Management to voice our concerns/issues. He is working on a solution that better meets the needs of the City of Valley Falls.
- The excavator was delivered on Friday and has already started the clean-up process. If needed, we can have it for up to a month.

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 20, 2024

Water:

- Continuing to coordinate with KRWA on getting lake line located no progress as of yet
- Preparing boat ramp area for future work

Sewers

- The part for the lagoon valve should be done by the first week of Dec

Streets:

- Worked on getting water to drain from the street and into the ditch a few problem areas
- Worked with the school to clean the Park
- Winterized the park & R V Park



City of
VALLEY FALLS

Incorporated May 17, 1869

Police Department Report
November 20, 2024

- Met with Grange from the Pleasant View out of Oskaloosa a nonprofit organization. They are responsible for a myriad of programs, including suicide awareness. The DAWN and the VFPD are arranging a meeting for further corroboration to begin addressing the mental health issues in VF and the surrounding communities
- On Tuesday I was a guest speaker for a webinar for the United to Transform with the KU research project. The discussion was about the corroboration that DAWN has provided and continues to grow with the availability of resources in the mental health and substance abuse disorders.
- I spoke about the DAWN at a women's bible study at the Methodist Church. They are interested in helping with the program

Calls for service

11/17 Assist outside agency	11/07 Stolen vehicle
11/17 Traffic stop	11/08 Traffic stop
11/17 Traffic stop	11/08 Traffic stop
11/17 Traffic stop	11/08 Traffic stop
11/17 Traffic stop	11/04 Traffic stop
11/16 Outside assist suicidal	11/04 Traffic stop
11/16 Traffic stop	10/31 Trunk or Treat
11/16 Traffic stop	10/31 Traffic stop
11/16 Traffic stop	10/31 Traffic stop
11/16 Traffic stop	10/31 Domestic Disturbance
11/15 Search training	
11/12 Canine training	
11/13 Traffic stop	
11/13 Traffic stop	
11/13 911 hang up	
11/13 Traffic stop	
11/13 Domestic battery	
11/14 Information report	
11/13 Criminal threat (outside agency assist)	
11/11 Medical call	
11/07 Vehicle chase	

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;