



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.

December 4, 2024 6:30 PM
Regular Meeting

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL - City Council and Staff
MINUTES - Regular Meeting of November 20, 2024

PUBLIC COMMENTS & GUESTS:
Public Comment Policy

BUSINESS ITEMS:

1. Approve Bret Frakes & Kevin Loy to be added to the bank signature card.
2. gWorks Renewal - City Accounting System
3. COLA & Merit Increases
4. City Water Resources Update - Wesley Lanter
5. Walking Trail Update - Brett Dallman
6. River Area Update - Bill McCoy, Brett Dallman, Dennis Tichenor, Wesley Lanter

INVOICES - \$26,946.87

REPORTS:

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

ANNOUNCEMENTS/ COMMUNICATIONS:

December 24th & 25th - Christmas - City Offices Closed

EXECUTIVE SESSION

ADJOURNMENT



City of Valley Falls

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CITY OF VALLEY FALLS November 20th 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, Chrissy Broddle, Rebecca Heinen

Business Items

Meeting Minutes:

- November 4th Jason Heinen made the motion, Seconded by Kevin Loy 5-0 pass
- November 6th Dennis Tichenor made the motion, seconded by Brett Dallman 5-0 pass

Everbridge policy Jason Heinen made the motion, seconded by Kevin Loy 5-0 pass

10, 1 day pool passes for Hometown Christmas Dennis Tichenor made the motion, seconded by Brett Dallman 5-0 pass

Invoices (62,381.54) Jason Heinen made the motion, seconded by Brett Dallman 5-0 pass

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 7:45pm. Called back to open session at 7:45pm. No action taken

Reports

Public Works: Winterized the RV Park and City Park bathrooms, Racked leaves with school

Police: Met with Pleasant View and the Methodist Church about the DAWN program. Guest speaker on KU research project about the DAWN program

Admin: Everbridge training 11/21, working with PEC for the crosswalk on k16&Oak, Met with Corps of Engineers to install flagpole by welcome sign

Adjournment

Jason Heinen made the motion, seconded by Brett Dallman 5-0 pass. Meeting ended at 7:45pm

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.



Please remit payments to:

gWorks
PO Box 847636
Boston MA 02284-7636

FROM

3905 South 148th St.,
Ste 200
Omaha, NE 68144

BILL TO

1936-City of Valley Falls KS
ATTN: ACCOUNTS PAYABLE
417 BROADWAY
VALLEY FALLS, KS 66088
cityclerk@valleyfalls.org

INVOICE NUMBER

2019-25792

DATE

10/28/2024

DUE DATE

11/30/2024

BALANCE DUE (USD)

\$ 14,901.00

DESCRIPTION	QUANTITY	RATE	AMOUNT
Annual Subscription of gWorks Core including Finance Hub, Utility Billing Hub, FrontDesk Basic, and HR Hub Standard for the term starting 01/01/2025 and ending 12/31/2025.	1	\$ 14,901.00	\$14,901.00
		BALANCE DUE (USD)	\$ 14,901.00

Thank you for being part of the 84% of our clients who pay their bills on time! We appreciate and thank you for your business!

For billing inquiries, please contact 402-436-2150 or by email at ar@gworks.com.

GIS Workshop, LLC doing business as gWorks

Cola Merit History

Year	Annual Wages	COLA Increase	Bonus	SSA Cola Rates
2021	\$323,850.00	0.00%	\$0.00	1.6
2022	\$332,192.00	0.00%	\$0.00	1.3
2023	\$365,470.00	2.00%	\$500.00	5.9
2024	\$388,273.00	0.00%	\$500.00	8.7
2025	\$388,273.00	Presented 3%	Presented \$500	3.2



City of Valley Falls

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COUNCIL MEETING DATE: December 4, 2024

INVOICES IN THE TOTAL AMOUNT OF: \$26,946.87

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 December 2024

City Clerk

CLAIMS REPORT
Check Range: 11/20/2024-12/04/2024

GL ACCT #	VENDOR NAME	REFERENCE	AMOUNT	CHECK#	CHECK DATE
100-050-2010	EFTPS	FED/FICA TAX	4.43	22073815	11/20/24
100-050-2020	EFTPS	FED/FICA TAX	98.60	22073815	11/20/24
100-050-2030	KSDOR PAYROLL	STATE TAX	3.10	22073816	11/20/24
100-050-2040	KPERS	KPERS TIER III	104.79	22073817	11/20/24
100-050-2050	AFLAC CAFETERIA	AFLAC	28.56	22073818	11/20/24
100-110-5050	KDOR MISC TAX SECTION	UI TAX	154.09	24117	11/27/24
100-110-5120	KEDA	2024 conference	199.00	24118	11/27/24
100-110-5950	RIVERS EDGE CONSTRUCTION	cabinet	1,000.00	24120	11/27/24
100-120-5170	QUADIENT	Dec24-March25	34.31	24119	11/27/24
100-120-5190	AXON ENTERPRISE INC	taser certification x 4	2,879.99	24114	11/27/24
100-130-5170	QUADIENT	Dec24-March25	34.32	24119	11/27/24
100-140-5180	HEINEN REPAIR SERVICE, Inc	oil & service kit	157.50	24116	11/27/24
100-140-5180	VALLEY TRUCK & TRAILER	5 gal hydraulic fluid	237.63	24121	11/27/24
200-200-5950	JIM'S TRAILER SALES	Trailer	9,200.00	24112	11/20/24
720-720-5170	QUADIENT	Dec24-March25	34.32	24119	11/27/24
720-720-5180	BRETT DALLMAN	ValleyTruck&TrailerRe	13.86	24115	11/27/24
			=====		
		Accounts Payable Total	14,184.50		
		Utility Refund Checks			

		Refund Checks Total			
		Payroll Checks	12,762.37		
			=====		
		Report Total	26,946.87		
			=====		

CLAIMS REPORT
CLAIMS FUND SUMMARY

FUND	NAME	AMOUNT
100	GENERAL FUND	12,366.74
200	CAPITAL IMPROVEMENT	9,200.00
720	WATER UTILITY	2,714.16
730	SEWER UTILITY	2,665.97

	TOTAL FUNDS	26,946.87

TREASURER'S REPORT
CALENDAR 12/2024, FISCAL 12/2024

FUND#	TITLE	LAST MONTH CASH BALANCE	REVENUES	EXPENSES	LIABILITY BALANCE	THIS MONTH CASH BALANCE
100	GENERAL FUND	32,849.45	.00	.00	117,389.62	22,859.48
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	1,189.79	.00	.00	5,830.40	1,189.79
200	CAPITAL IMPROVEMENT	58,922.72	.00	.00	154,032.12	58,922.72
300	SPECIAL HWY & STREETS	106,934.50	.00	.00	82,154.66	106,934.50
400	EQUIPMENT RESERVE	15,426.71	.00	.00	726.71	15,426.71
500	BOND & INTEREST	407,382.47	.00	.00	401,990.49	407,382.47
600	RHID	129,969.13	.00	.00	77,999.21	129,969.13
720	WATER UTILITY	213,440.40	.00	.00	93,732.03	209,177.37
721	WATER RESERVE	40,498.34	.00	.00	40,498.34	40,498.34
730	SEWER UTILITY	337,244.12	.00	.00	58,112.01-	332,981.09
731	SEWER RESERVE	139,683.20	.00	.00	139,683.20	139,683.20
740	SOLID WASTE (TRASH)	104,649.98	.00	.00	69,307.73	104,649.98
790	INSURANCE RESERVE	.00	.00	.00	.00	.00
<hr style="border-top: 1px dashed black;"/>						
	Report Total	1,576,801.71	.00	.00	1,131,596.50	1,558,285.68



City of
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Incorporated May 17, 1854

City Administrator Report
City Council December 4, 2024

Daily Operations:

- Assist Citizens with service payments & questions.
- Citizen Notification System—Destiny and I were trained to use the system on Thursday, November 21st. Some settings must be updated before we can start using it. We will post information on how to sign up for the notifications soon.
- Working on grant documentation for grants currently in progress. We will close out the LSSE12 Grant shortly. I'm working to document having all of the ARPA obligations completed before December 31st.
- KDOT innovative grant (radar signs) – I have started the Grant Process; I hope to have the 2 signs in the next month.
- SS4A Plan—The council will adopt the finalized plan on December 18th.
- Corps of Engineers—The 2 Lease renewal documents that were sent out have already been in process for renewal; they were sent to us by mistake. I have requested that the lots at the corner of Walnut and Caroline be added to our current lease.
- Working with the Planning & Zoning Committee to schedule a meeting for the central business district hearing.
- Working on year-end procedures to start the close-out process on financials for 2024.
- Working with Public Works to complete the projects at the Delaware River.

CITY OFFICE

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



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Public Works Report
December 4, 2024

Water:

- Continuing to coordinate with KRWA on getting the lake line located no progress as of yet
- Working on the boat ramp area.

Sewers

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

Streets:

-



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Police Department Report
December 4, 2024

- Apollo and I passed certification for Canine Narcotics Detection through Code2 K9 services. Usually this would cost the city approximately \$1000. However, the department donated another canine, and we arranged for Code2 K9 services to waive the certification fee for the canine. The other canine was donated from Code2 K9 services to a department in South Dakota. Apollo is certified in methamphetamine, heroin, cocaine, and fentanyl. We are scheduled to take another yearly certification with the Kansas Narcotics Dog Association in April, which is a much lower fee of \$50 for each canine.
- I am working thru the process to be able to conduct our own canine maintenance training here to cut down on us losing hours out of the city.
- Officer Brosa, Officer Rivera, and I went to the school and trained on ALERRT while the kids were not in school. We are arranging for more training during the Christmas break.

Calls for service:

11/26 Traffic stop
11/26 Traffic stop
11/26 Assist EMS
11/23 Domestic complaint
11/23 Traffic stop
11/23 Traffic stop
11/23 UTV on walking path
11/23 Traffic stop
11/21 Outside agency assists DUI
11/19 Search warrant
11/22 Outside agency assist
11/22 Noise complaint
11/22 Outside agency assist
11/18 911 Hang up

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;