



The City Council meeting is open to the public and will be held at City Hall. Meetings will be streamed via Facebook Live (<u>https://www.facebook.com/cityofvalleyfalls</u>) Please email questions to <u>cityadmin@valleyfalls.org</u> before the meeting.

February 5, 2025, 6:30 PM Regular Meeting

CALL TO ORDER PLEDGE OF ALLEGIANCE ROLL CALL - City Council and Staff MINUTES - Regular Meeting of January 15, 2025

PUBLIC COMMENTS & GUESTS:

Public Comment Policy

• Carrie Belveal - Discussion on ATV/UTV on Corps Leased Ground

BUSINESS ITEMS:

- 1. Pool Family Pass Discussion PTO GALA
- 2. Chamber Jo Tichenor Independence Day
- 3. Sewer Pump/Motor Replacement Independent Electric
- 4. Capital Outlay Budgeted Expense
 - a. Replacement of New Holland Tractor Sell current tractor on Purple Wave after purchase.
 - b. Replacement of Public Works Truck & Snow Plow
 - c. Purchase Lawn Mower Trailer
- 5. City Water Resources Update Wesley Lanter
- 6. Walking Trail Update Brett Dallman

INVOICES - \$27,140.13

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

ANNOUNCEMENTS/ COMMUNICATIONS:

EXECUTIVE SESSION

ADJOURNMENT





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 Council members absent: Bret Frakes Staff members present: Carolyn Clark (Chief of Police), Wes Lanter (City Admin) Destiny Schrick (city clerk), Andrew Werring (City Attorney)

Guest present: Scott Heinen, Brett & Sara Waggoner

Business Items

Meeting Minutes:

December 18th Jason Heinen made the motion, seconded by Dennis Tichenor 4-0 pass

Reappointments Kevin Loy made the motion, seconded by Jason Heinen 4-0 pass

President: Dennis Tichenor

Treasurer: Brett Dallman

Jason Heinen Fire Board appointment Dennis Tichenor made the motion, seconded by Brett Dallman 4-0 pass Kevin Loy Code Enforcement Brett Dallman made the motion, seconded by Jason Heinen 4-0 pass

Main Depository Kendall Bank Jason Heinen made the motion, seconded by Brett Dallman 4-0 pass

2025 Procurement policy Kevin Loy made the motion, seconded by Dennis Tichenor 4-0 pass

Cell Phone Reimbursement-raised from \$40 to \$50 Jason Heinen made the motion, seconded by Kevin Loy 4-0 pass

GAAP waiver for 2025 Audit Brett Dallman made the motion, seconded by Kevin Loy 4-0 pass

LMI Survey Brett Dallman made the motion, seconded by Kevin Loy 4-0 pass

Schulte Supply Renewal for Neptune 360-auto meter reader- Jason Heinen made the motion, seconded by Brett Dallman 4-0 pass

PRIDE community Jason Heinen made the motion, seconded by Brett Dallman 4-0 pass

Invoices (\$99,576.64) Dennis Tichenor made the motion, seconded by Jason Heinen 4-0 pass

Discussion to combine PTO and Vacation, Final revision to Employee Handbook will be made and presented to Council at next meeting for final vote

Reports

Public Works: Snow Removal, started lagoon discharge, deferred maintenance repairs/quotes on equipment Police: Implementing a fitness program, ALERRT training

Admin: Closing out grants, Storm spotter training in March

Adjournment

Jason Heinen made the motion, seconded by Brett Dallman 4-0 pass. Meeting ended at 8:15pm

APPROVED:

Jeanette Shipley, Mayor

Attest:

Destiny Schrick, City Clerk



<u>City of</u> 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.

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PO# (If not yet issued)

INDEPENDENT	<i>Topeka I</i> Remit to: Independent Electric	Ship to: Independent Electric	Attn	cc	Quote Number
ELECTRIC	4425 Oliver Street Kansas City, KS 66106	2221 N W Vail Topeka, KS 66608	BILL MCCOY		TO-RRE2114
Serving Industry for Over 100 years Since 1908	Office/S Ph: 785.2	33.4282	Phone:	Fax:	Job Number
EASA	Fx: 785.2 www.iem		(785) 945-6612 x	(785) 945-3341 x	TO-R2495
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Replacement Unit(s)	Lead Time	Total Price		
FA10.51E FK17.1	17,721.84			
WILO PUMP, FA10.51E WITH MOTOR FK17.1-4/8 K-EX MODEL				
Fee:	EVALUATION CHARGES	\$700.00		

Quotes Do Not Include Sales Tax or Freight, Unless Otherwise Noted. We Are not Responsible For Items Left Over 90 Days. Quote is valid for 30 days.

SIGNATURE:	DATE:
PRINT NAME:	PO# (If not yet issued)



COUNCIL MEETING DATE: February 5, 2025

INVOICES IN THE TOTAL AMOUNT OF: \$27,140.13

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 February 2025

City Clerk

(785) 945-6612 • www.valleyfalls.org • 417 Broadway St., Valley Falls, KS 66088

Claims Report

Period: 01/16/2025 To 02/05/2025

Vendor Name	References	Invoice Amount	Transaction #	Date
GENERAL FUND - 100				
STREET - 140				
Central Salt	Salt	\$ 3,647.71	24190	01/28/2025
Casey's Business Mastercard	fuel	\$ 684.57		01/24/2025
Department Total - STREET		\$ 4,332.28		
LIABILITIES - 050				
KPERS457	Payroll Run	\$ 235.00		01/27/2025
KPERS	Payroll Run	\$ 1,380.30		01/27/2025
EFTPS	Payroll Run	\$ 1,347.56		01/27/2025
EFTPS	Payroll Run	\$ 495.72		01/27/2025
AFLAC CAFETERIA	Payroll Run	\$ 120.08		01/27/2025
KSDOR PAYROLL	Payroll Run	\$ 201.05		01/27/2025
Department Total - LIABILITIES		\$ 3,779.71		
POLICE - 120				
Casey's Business Mastercard	fuel	\$ 565.49		01/24/2025
Department Total - POLICE		\$ 565.49		
Fund Total - GENERAL FUND		\$ 8,677.48		
SEWER UTILITY - 730				
SEWER - 730				
WESTERN CONSULTANTS	WC-LMI	\$ 12,900.00	24180	01/28/2025
Department Total - SEWER		\$ 12,900.00		
LIABILITIES - 050				
KPERS457	Payroll Run	\$ 20.00		01/27/2025
KPERS	Payroll Run	\$ 616.63		01/27/2025
EFTPS	Payroll Run	\$ 575.72		01/27/2025
EFTPS	Payroll Run	\$ 202.42		01/27/2025
AFLAC CAFETERIA	Payroll Run	\$ 55.34		01/27/2025

KSDOR PAYROLL	Payroll Run	\$ 106.97		01/27/2025
Department Total - LIABILITIES		\$ 1,577.08		
Fund Total - SEWER UTILITY		\$ 14,477.08		
WATER UTILITY - 720				
WATER - 720				
KDHE LABORATORIES	Water Testing	\$ 580.00	24187	01/28/2025
QUADIENT	Quadient	\$ 1,143.91	24184	01/28/2025
Casey's Business Mastercard	fuel	\$ 684.57		01/24/2025
Department Total - WATER		\$ 2,408.48		
LIABILITIES - 050				
KPERS457	Payroll Run	\$ 20.00		01/27/2025
KPERS	Payroll Run	\$ 616.61		01/27/2025
EFTPS	Payroll Run	\$ 575.72		01/27/2025
EFTPS	Payroll Run	\$ 202.42		01/27/2025
AFLAC CAFETERIA	Payroll Run	\$ 55.34		01/27/2025
KSDOR PAYROLL	Payroll Run	\$ 107.00		01/27/2025
Department Total - LIABILITIES		\$ 1,577.09		
Fund Total - WATER UTILITY		\$ 3,985.57		
Report Total		\$ 27,140.13		

Treasurer Report

Calendar : 02-2025, Fiscal : 02-2025

Fund #	Fund Name	Beginning Balance	Received	Disbursed	Change in Liabilities	Ending Balance
100	GENERAL FUND	\$ -28,519.74	\$ 0.00	\$ 0.00	\$ 0.00	\$ -28,519.74
120	Police Donations	\$ 380.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 380.00
125	DIVERSION FUND	\$ 250.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 250.00
150	Parks & Recreation	\$ 11,769.10	\$ 0.00	\$ 0.00	\$ 0.00	\$ 11,769.10
160	POOL RESERVE	\$ 1,189.79	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,189.79
200	CAPITAL IMPROVEMENT	\$ 26,103.78	\$ 0.00	\$ 0.00	\$ 0.00	\$ 26,103.78
300	SPECIAL HWY & STREETS	\$ 106,934.50	\$ 0.00	\$ 0.00	\$ 0.00	\$ 106,934.50
400	EQUIPMENT RESERVE	\$ 155,426.71	\$ 0.00	\$ 0.00	\$ 0.00	\$ 155,426.71
500	BOND & INTEREST	\$ 487,424.23	\$ 0.00	\$ 0.00	\$ 0.00	\$ 487,424.23
600	RHID	\$ 129,969.13	\$ 0.00	\$ 0.00	\$ 0.00	\$ 129,969.13
720	WATER UTILITY	\$ 60,854.65	\$ 0.00	\$ 0.00	\$ 0.00	\$ 60,854.65
721	WATER RESERVE	\$ 90,498.34	\$ 0.00	\$ 0.00	\$ 0.00	\$ 90,498.34
730	SEWER UTILITY	\$ 112,676.32	\$ 0.00	\$ 0.00	\$ 0.00	\$ 112,676.32
731	SEWER RESERVE	\$ 189,683.20	\$ 0.00	\$ 0.00	\$ 0.00	\$ 189,683.20
740	SOLID WASTE (TRASH)	\$ 101,662.35	\$ 0.00	\$ 0.00	\$ 0.00	\$ 101,662.35
790	INSURANCE RESERVE	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total		\$ 1,446,302.36	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,446,302.36



<u>City of</u> VALLEY FALLS

Incorporated May 17, 1854 City Administrator Report City Council February 5, 2025

Daily Operations:

- Assist Citizens with service payments & questions.
- Citizen Notification System—We are Waiting on a System Setting Change. We will post information on the City website and social media on how to sign up for the Everbridge system if you haven't already.
- Working on grant documentation for grants currently in progress.
 - a. ARPA Project Reporting Due March 31st.
 - b. SS4A—Quarterly Reporting has been completed, and all reimbursements have been received. I am working on the close-out process.
 - c. LSSE—I have completed all of the paperwork and am waiting for Carrie's narrative to be submitted.
 - d. KDOT innovative grant (radar signs)—We have the equipment and need to install it. We have received the reimbursement.
- The Planning & Zoning Committee met on January 29 to discuss the CP-4 amendment. The hearing is set for February 19th at 6:00 pm in the city hall.
- Working on year-end procedures and close-out process on financials for 2024.
 - a. The W2s were printed & mailed before the deadline.
 - b. 1099s were printed & mailed before the deadline.
 - c. We are still paying 2024 expenses, which should be completed soon.
 - d. I will start submitting Audit Documentation once 2024 is closed out.
- gWorks—We went live on the gWorks hub on January 23rd. We are still working through some issues with the system, which are expected anytime you change to a new system.
- We have received two letters of interest for the Valley Falls Housing Authority Board (Sunset Haven). The City Council will appoint the new member at the February 19th meeting.
- CDBG Sewer Phase 2 I completed the paperwork and submitted it. Destiny sent them the addresses for the survey. I forwarded the survey template to the council for review.
- The City of Valley Falls, Fire Department, and Emergency Management will host a storm spotter safety talk at the Kendall Community Hall on Thursday, March 27th, at 6:30 p.m.



City of VALLEY FALLS

Incorporated May 17, 1869

Public Works Report February 5, 2025

Water:

- Cleaning, sanding, and prepping water plant interior for painting
- Working on end-of-year water loss report

Sewers

- Currently discharging from the lagoons. Will continue until the end of March
- Getting bids to replace the faulty pump at the lagoon
- Contacted the IT specialist to install level readout at the lagoon

Streets:

• Cleaned out some of the storm drops



<u>City of</u> VALLEY FALLS

Incorporated May 17, 1869

Police Department Report February 5, 2025

- The department had its first check-in for the fitness goal. We agreed that we were all out of shape. The next check-in will be in March.
- The department has started the evidence process for the accreditation. One of the goals set for the department this year is to be completed or nearly completed with the accreditation
- I will be attending the 1st Kansas Accreditation 3-Day Training at Leawood Police Department in March

Call Logs:

01/11 Traffic Stop 01/11 Check welfare 01/11 Traffic Stop 01/11 Traffic stop 01/11 Traffic stop 01/10 Traffic stop 01/11 Welfare Check 01/14 Traffic problem 01/16 Traffic stop 01/16 Traffic stop 01/16 Traffic stop 01/16 Traffic stop 01/15 Funeral escort 01/15 Traffic stop 01/15 Traffic stop 01/15 Check welfare 01/15 Traffic stop 01/15 Criminal Threat complaint 0/16 Traffic stop 01/16 Check Welfare 01/17 Traffic stop 01/17 Traffic stop 01/17 Traffic stop 01/17 Traffic stop (Vehicle chase) 01/17 Alarm 01/18 Traffic problem 01/18 School dance 01/18 Traffic stop 01/18 Battery complaint 01/18 Alarm 01/18 Child abuse complaint 01/17 Traffic stop

01/24 Felon in Possession of Firearm 01/24 911 Hang up 01/24 Traffic stop 01/24 Arrest for Traffic violations 01/24 Traffic stop 01/24 Traffic stop 01/24 Traffic stop 01/24 Traffic stop 01/27 Assist outside agency 01/28 Traffic stop 01/28 Traffic stop 01/28 Alarm 01/29 Outside agency assist 01/29 Traffic problem 01/29 Traffic stop 01/29 911 Hang up 01/30 Traffic stop 01/30 Parole Violation complaint 01/30 Traffic stop 01/30 Traffic stop 01/30 Vin Inspection 01/31 Traffic stop 01/31 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 negations 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;