



# City of VALLEY FALLS

Incorporated May 17, 1869

◇ Attachment

## 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](mailto:cityadmin@valleyfalls.org) before the meeting.

February 16, 2022 6:30 PM  
Regular Meeting

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL - City Council and Staff

MINUTES - Regular Meeting of February 2, 2022 ◇

INVOICES - \$ 30,693.92 ◇

PUBLIC COMMENTS & GUESTS:

*Public Comment Policy* ◇

BUSINESS ITEMS:

1. Welcome Sign - Community Foundation
2. Memorial Bench Donation - Rick Johnson ◇
3. City Administrator Ordinance #1-305 ◇
4. Street Light Request - \$10.45/ per light
5. Clear Well - \$5,102.00 ◇
6. Employment Contracts/ Agreements
7. Land Bank
  - a. Ordinance #2022-02 ◇
  - b. Policy ◇
  - c. Application ◇
8. Planning Commission Recommendation - Building Codes ◇
  - a. 2021 International Building Code
  - b. 2021 International Mechanical Code
  - c. 2021 International Residential Code
  - d. 2021 International Plumbing Code
  - e. 2020 National Electrical Code
9. Condemnations ◇
  - a. 207 Sycamore St
    - i. Report ◇
    - ii. Resolution #2022-02 ◇
  - b. 426 Broadway St Report
    - i. Report ◇
    - ii. Resolution #2022-03 ◇
  - c. 204 Walnut St Report
    - i. Report ◇
    - ii. Resolution #2022-04 ◇
10. Sewer Rates - KDHE Loan
11. Access Road

**TABLED ITEMS:**

1. Building for Police Department
2. Taser's for Police Department

**REPORTS:**

**CITY ADMINISTRATOR:** Audree Aguilera ◇

**PUBLIC WORKS:** Bill McCoy ◇

**POLICE:** Brandon Bines ◇

**MAYOR:** Jeanette Shipley

**FIRE DISTRICT:** Mike Glissman

**ECONOMIC DEVELOPMENT BOARD:** Audree Aguilera or Chair

**PLANNING & ZONING COMMISSION:** Audree Aguilera or Chair

**CITY COUNCIL COMMENTS/ FEEDBACK/ IDEAS**

**ANNOUNCEMENTS/ COMMUNICATIONS:**

City Offices closed on February 21<sup>st</sup> in observance of President's Day.

Town Hall Meeting will be on Wednesday, April 13<sup>th</sup> at 7:00 PM.

**EXECUTIVE SESSION** ◇

**ADJOURNMENT**

**CITY OF VALLEY FALLS**

February 2, 2022

**Zoom**  
**Open Meeting**

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

Staff present: Audree Aguilera, City Administrator, Chris Weishaar, City Clerk, Brandon Bines, Chief of Police, and Leonard Buddenbohm, City Attorney.

Others present there were none.

**Minutes:**

The minutes from the January 19, 2022, meeting was presented.

Salih moved to approve the minutes. Mike seconded the motion. Motion carried 4-0

**Vouchers:**

The February 2, 2022, Vouchers were presented. Mike moved to approve vouchers totaling \$22,849.55. Salih seconded the motion. Motion carried 4-0.

**Public Comments & Guests:** None.

**BUSINESS ITEMS:**

Lions Club donation for putting up the Christmas lights was discussed. They request \$500 a year or 2020 and 2021.

Salih made a motion to approve. Judy seconded the motion. Motion carried 4-0.

Water Plant Motor: In Bill's absence Audree discussed the need to replace the motor at the water plant at a cost of \$3,146.85.

Jennifer made a motion to approve the purchase. Mike seconded the motion. Carried 4-0

City Inspector Contract: Audree addressed the need to hire a City Inspector to inspect dilapidated properties. It was recommended to hire Curtis Wheeler from Atchison for the position at a rate of \$150 per property, \$120 for each addition property inspected during the same day, and \$80 to attend council meetings.

Salih made a motion to approve the contract. Mike seconded the motion. Carried 4-0

Gary joined the meeting.

City Sewer Rates: Audree addressed a letter received from Ransom Financial in regards to the need to raise the sewer rates to pay for the Sewer project. Salih questioned to figures in the

letter because Brett Wagner came before the council in September and advised of a much

## **Meeting Minutes**

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different rate increase. The council asked Audree to look into the figures.

Salih made a motion to approve Audree looking into rate increase and discrepancy. Mike seconded the motion. Carried 5-0

Street Lights: Audree questioned the council on how they generally handled adding street lights in the city based off of residents contacting the city office. Audree will get quotes on lights. Bring street light issues to council as they arise.

Staff Management/Oversight Duties: Audree requested clarification on her job duties as well as the council's roll in decision making. The topic partial stems from Jeanette asking for weekly updates from department heads and Audree's belief that they were to report their progress to her as the Administrator. The council is of the opinion that Audree should be the decision maker for the employees while keeping the mayor and council apprised of problems/changes. They advised to update her title to City Manager. A charter resolution will be drafted to make the change.

Gary made a motion to change to a City Manager. Salih seconded the motion. Carried 5-0

Access Road: USD 338 asked for road to be rocked for buses to use. The city does not own road. Talk with landowner reference the easement. Salih questioned the cost.

Gary made a motion look into all options. Judy seconded the motion. Carried 5-0

## **Reports:**

### **Administrator Report:**

- 1) Animal Control Vehicle sold on January 25th on Purple Wave Auction.  
The city will receive \$2,250.
- 2) CDBG Street Project Drawdown 1 is complete. Reimbursement funds were received January 31st. The Sales Tax Reimbursement Form has been sent to Bettis for their signature. The final inspection will be completed sometime in February. After final inspection, the final Draw-down will be completed, closing out the project.
- 3) CDBG Sewer Project has officially awarded the City of Valley Falls for \$600,000. Will be attending award ceremony on February 10th.
- 4) gWorks implementation has started. The next few months will be heavily focused on moving everything over. Anticipated to be LIVE and fully operational on new system by April 1st.
- 5) Working on the Fund Balance vs Bank balances. Adjustments will be made during switch of gWorks.
- 6) Working on review and update of Job Descriptions and Personal Policies & Guidelines.
- 7) Review of the fixed assets listing for all city departments. This is an annual practice prior to renewing our insurance. The review identifies and makes sure all assets, property, and individuals covered under insurance are accurate and up-to-date. Department asset reports will be due on Feb 18th.

- 8) Firewall at City Hall/Water Plant complete.
- 9) Final Rule for ARPA has been released.
- 10) Reached out to Giant Comm to share information on Broadband Grants. They will be presenting information to educate about the infrastructure and grant availability.
- 11) Attended Local Government Day in Topeka on January 26th.
- 12) Joined Lions Club and attended monthly meeting.
- 13) Met with KPERS about Group Life. Begin to enroll employees during open employment and add child coverage.
- 14) KRWA will be testing all our fire hydrants in the spring. This service is free.
- 15) Renewed Food License for swimming pool concession stand.

**Sewer/Water/Streets/Alleys/Parks/Pool:**

Water:

Got the new chlorine reader. Installing it on Tuesday, Feb 1st.

Got a Bid to replace mixer motor that is going bad

Sewers:

Working on getting bids to have trees removed and new fence put in around the lagoon ponds

Streets:

The new spreader and blade for the Chevy 1 ton are working well has cut our snow removal times way down

Parks: Nothing to report

General:

Have made reservations and registered for the KRWA conference in Wichita in March

I will be taking my water test at the conference

**Police:**

- Ofc. Davidson has completed first three weeks of training at the academy and seems to be moving along well.
- Ofc. Davidson is scheduled to graduate the academy on April 6th.
- Ofc. Rivera & Det. Johnson introduction
- Ofc. Rivera is currently in Field Training, completed his first week and is doing well.
- Ofc. Rivera is scheduled to attend police academy March 7th.
- Once Ofc. Rivera has left for the academy; I will begin backgrounds on additional applicants for additional part-time officers.
- Received donated laptop stand / console form Miami County Sheriff's Office. Bill will look at the equipment to see if it is functionable in our new vehicle. If not, we will have to either purchase one from the company or see if Tom Allen is able to fabricate the parts. I have yet to hear back from him about that as of today.
- Sold Animal Control Charger for \$2,250.00.

- City Administrator and I have decided on vehicle decal designs which are currently in motion with the graphics company. We had to select colors for decals and will be waiting on mockup before approving.
- We will need to have the Charger door buffed out before decals can be applied due to previous damage. Needing to get estimates.
- Attended Sew Fine Quilt retreat on 01/27 and enjoyed visiting with community members and being a part of activities within the City.
- Spoke with Grade School Principal about a "Safety Awareness" Poster Contest -Winner will receive a prize donated by the Police Dept.
- Felony drug arrest made
- Narcotics Investigation ongoing

**Mayor Report:**

Attended meeting and met with Audree.

Recruited members to be on Planning & Zoning board. Audree will get individuals information on position.

**ADJOURNMENT**

Mike made a motion to adjourn the meeting. Gary seconded the motion. Motion carried 5-0.

APPROVED: \_\_\_\_\_  
JEANETTE SHIPLEY, MAYOR

ATTEST: \_\_\_\_\_  
CHRISTINE WEISHAAR, CITY CLERK



City of  
**VALLEY FALLS**

*Incorporated May 17, 1869*

COUNCIL MEETING DATE: February 16, 2022

INVOICES IN THE TOTAL AMOUNT OF: \$30,693.92

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 February, 2022

\_\_\_\_\_  
City Clerk

**AP Enter Bills Edit Report**  
**City of Valley Falls (VFCITY)**  
**Batch: AAABHV**

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Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Check Date	Due Date	Discount Date	Bank Code	Invoice #
PO Number		Inv Date	Immediate GL Account		Check #	Check Date	Due Date	Discount Date	Bank Code	Discount
GL Date		Immediate GL Account			Credit Card	CC Reference #		Payment Date		Total Invoice
1	ARAMARK / AmeriPride Services Inc									121421012521 4
4	SERVICES	2/16/2022	N	Y	Not Yet Assigned	2/16/2022	2/16/2022	2/16/2022	KSB	\$0.00
2/16/2022					N					\$184.20
<b>Line</b>	<b>Type</b>	<b>Desc/Inv Stock/Alloc</b>			<b>Quantity Bought</b>		<b>Cost Per Unit</b>		<b>Line Extension</b>	
	<b>Inv/Alloc Desc</b>				<b>Serial Number</b>		<b>Discount</b>		<b>Discount Amt</b>	
<b>GL Expense Account</b>					<b>GL Prepaid Account</b>				<b>Exp Date</b>	
1	Direct Expense	Dec 14, 21 to Jan 25, 22			4.0000		\$46.0500		\$184.2000	
							Y		\$0.00	
01-100-5320										
3	COUNTRY / Country Harvest									02012022
	WATER	2/16/2022	N	Y	Not Yet Assigned	2/16/2022	2/16/2022	2/16/2022	KSB	\$0.00
2/16/2022					N					\$9.30
<b>Line</b>	<b>Type</b>	<b>Desc/Inv Stock/Alloc</b>			<b>Quantity Bought</b>		<b>Cost Per Unit</b>		<b>Line Extension</b>	
	<b>Inv/Alloc Desc</b>				<b>Serial Number</b>		<b>Discount</b>		<b>Discount Amt</b>	
<b>GL Expense Account</b>					<b>GL Prepaid Account</b>				<b>Exp Date</b>	
1	Direct Expense	Water			1.0000		\$9.3000		\$9.3000	
							Y		\$0.00	
01-100-5320										
4	HAWKINS / Hawkins, Inc.									6114154
	CHEMICALS	2/16/2022	N	Y	Not Yet Assigned	2/16/2022	2/16/2022	2/16/2022	KSB	\$0.00
2/16/2022					N					\$2,681.50
<b>Line</b>	<b>Type</b>	<b>Desc/Inv Stock/Alloc</b>			<b>Quantity Bought</b>		<b>Cost Per Unit</b>		<b>Line Extension</b>	
	<b>Inv/Alloc Desc</b>				<b>Serial Number</b>		<b>Discount</b>		<b>Discount Amt</b>	
<b>GL Expense Account</b>					<b>GL Prepaid Account</b>				<b>Exp Date</b>	
1	Direct Expense	chemicals			1.0000		\$2,681.5000		\$2,681.5000	
							Y		\$0.00	
03-000-5600										
5	WESTERNHARD / Western Hardware And Auto									JAN2022
	SUPPLIES	2/16/2022	N	Y	Not Yet Assigned	2/16/2022	2/16/2022	2/16/2022	KSB	\$0.00
2/16/2022					N					\$41.95
<b>Line</b>	<b>Type</b>	<b>Desc/Inv Stock/Alloc</b>			<b>Quantity Bought</b>		<b>Cost Per Unit</b>		<b>Line Extension</b>	
	<b>Inv/Alloc Desc</b>				<b>Serial Number</b>		<b>Discount</b>		<b>Discount Amt</b>	
<b>GL Expense Account</b>					<b>GL Prepaid Account</b>				<b>Exp Date</b>	
1	Direct Expense	Heaters			1.0000		\$31.3800		\$31.3800	
							Y		\$0.00	
03-000-5260										
2	Direct Expense	couplers			1.0000		\$6.7800		\$6.7800	

# AP Enter Bills Edit Report

City of Valley Falls (VFCITY)

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Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Check #	Check Date	Due Date	Discount Date	Bank Code	Invoice #	
PO Number		Immediate GL Account			Check #	Check Date	Due Date	Discount Date	Payment Date	Bank Code	Discount	
GL Date					Credit Card	CC Reference #					Total Invoice	
									Y		\$0.00	
03-000-5260												
	3 Direct Expense	Brushes					1.0000		\$3,790.00		\$3,790.00	
									Y		\$0.00	
01-100-5260												
<hr/>												
6	PETRO / Petro Valley Falls										011522013122	
FUEL		2/16/2022	N	Y	Not Yet Assigned	2/16/2022	2/16/2022	2/16/2022		KSB	\$0.00	
2/16/2022					N						\$311.40	
Line	Type	Desc/Inv Stock/Alloc	Inv/Alloc Desc	GL Expense Account	Quantity Bought	Serial Number	GL Prepaid Account	Cost Per Unit	Discount	Line Extension	Discount Amt	Exp Date
1	Direct Expense	Police			1.0000			\$233,400.00	Y	\$233,400.00	\$0.00	
01-200-5160												
2	Direct Expense	Sewer			1.0000			\$78,000.00	Y	\$78,000.00	\$0.00	
04-000-5260												
<hr/>												
7	WASTE / Waste Management										96 GAL FEB22	
96GALCANS FEB22		2/16/2022	N	Y	Not Yet Assigned	2/16/2022	2/16/2022	2/16/2022		KSB	\$0.00	
2/16/2022					N						\$6,699.60	
Line	Type	Desc/Inv Stock/Alloc	Inv/Alloc Desc	GL Expense Account	Quantity Bought	Serial Number	GL Prepaid Account	Cost Per Unit	Discount	Line Extension	Discount Amt	Exp Date
1	Direct Expense	96 gallon cans			1.0000			\$6,699.6000	Y	\$6,699.6000	\$0.00	
08-000-5900												
<hr/>												
8	WASTE / Waste Management										DUMPSTERS FEB22	
DUMPSTERS FEB22		2/16/2022	N	Y	Not Yet Assigned	2/16/2022	2/16/2022	2/16/2022		KSB	\$0.00	
2/16/2022					N						\$56.07	
Line	Type	Desc/Inv Stock/Alloc	Inv/Alloc Desc	GL Expense Account	Quantity Bought	Serial Number	GL Prepaid Account	Cost Per Unit	Discount	Line Extension	Discount Amt	Exp Date
1	Direct Expense	Dumpsters Overpaid January			1.0000			\$56.0700	Y	\$56.0700	\$0.00	
08-000-5900												

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PO Number		Inv Date			Check #	Check Date	Due Date	Discount Date		Bank Code	Discount
GL Date	Immediate GL Account				Credit Card	CC Reference #		Payment Date			Total Invoice
9	MIDWAYAUTO / Midway Auto Supply Of Valley Falls, Inc										JAN22INVS
PARTS		2/16/2022	N	Y		2/16/2022	2/16/2022	2/16/2022		KSB	\$0.00
2/16/2022					N						\$460.56

Line	Type	Desc/Inv Stock/Alloc	Quantity Bought	Cost Per Unit	Line Extension
	Inv/Alloc Desc		Serial Number	Discount	Discount Amt
GL Expense Account			GL Prepaid Account		Exp Date

1	Direct Expense	Heet Police Veh	1 0000	\$8 2200	\$8 2200
				Y	\$0.00

01-200-5240

2	Direct Expense	oil wiper blades Explorer	1 0000	\$80 9500	\$80 9500
				Y	\$0.00

01-200-5240

3	Direct Expense	water pump Dodge 2001	1 0000	\$82 3900	\$82 3900
				Y	\$0.00

04-000-5240

4	Direct Expense	Brakes Explorer	1 0000	\$240 7300	\$240 7300
				Y	\$51.49

01-200-5240

5	Direct Expense	Wipers 2010 Chevy	1 0000	\$48 2700	\$48 2700
				Y	\$0.00

01-300-5240

10	WASTE / Waste Management										0370822-2059-3
RECYCLEJAN22		2/16/2022	N	Y	Not Yet Assigned	2/16/2022	2/16/2022	2/16/2022		KSB	\$0.00
2/16/2022					N						\$1,184.00

Line	Type	Desc/Inv Stock/Alloc	Quantity Bought	Cost Per Unit	Line Extension
	Inv/Alloc Desc		Serial Number	Discount	Discount Amt
GL Expense Account			GL Prepaid Account		Exp Date

1	Direct Expense	Recycle Jan 2022	1 0000	\$1,184.0000	\$1,184 0000
				Y	\$0.00

08-000-5900

11	DAVIDSONT / Trey Davidson										22-0207
BRAKESEXPLORER		2/16/2022	N	Y	Not Yet Assigned	2/16/2022	2/16/2022	2/16/2022		KSB	\$0.00
2/16/2022					N						\$69.85

Line	Type	Desc/Inv Stock/Alloc	Quantity Bought	Cost Per Unit	Line Extension
	Inv/Alloc Desc		Serial Number	Discount	Discount Amt
GL Expense Account			GL Prepaid Account		Exp Date

1	Direct Expense	Brakes Explorer	1 0000	\$69 8500	\$69 8500
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Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Check #	Check Date	Due Date	Discount Date	Bank Code	Invoice #
PO Number	GL Date	Immediate GL Account	GL Account	GL Account	Check #	CC Reference #	CC Reference #	Payment Date	Payment Date	Bank Code	Discount Total Invoice
15	VISA / Visa										JAN22ADMIN
JAN22ADMIN	2/17/2022	N	Y	ACHJAN22ADMINN	2/17/2022	2/17/2022	2/17/2022	2/17/2022	KSB		\$0.00
2/17/2022				N							\$56.14
<b>Line</b>	<b>Type</b>	<b>Desc/Inv Stock/Alloc</b>			<b>Quantity Bought</b>		<b>Cost Per Unit</b>		<b>Line Extension</b>		
	<b>Inv/Alloc Desc</b>				<b>Serial Number</b>		<b>Discount</b>		<b>Discount Amt</b>		
<b>GL Expense Account</b>					<b>GL Prepaid Account</b>				<b>Exp Date</b>		
1	Direct Expense	supplies			1.0000		\$56.1400		\$56.1400		
							Y		\$0.00		
01-100-5320											
16	CORE / Core & Main										Q290638
2HYDRANTS	2/16/2022	N	Y	Not Yet Assigned	2/16/2022	2/16/2022	2/16/2022	2/16/2022	KSB		\$0.00
2/16/2022				N							\$4,714.42
<b>Line</b>	<b>Type</b>	<b>Desc/Inv Stock/Alloc</b>			<b>Quantity Bought</b>		<b>Cost Per Unit</b>		<b>Line Extension</b>		
	<b>Inv/Alloc Desc</b>				<b>Serial Number</b>		<b>Discount</b>		<b>Discount Amt</b>		
<b>GL Expense Account</b>					<b>GL Prepaid Account</b>				<b>Exp Date</b>		
1	Direct Expense	2 Fire Hydrants			1.0000		\$4,714.4200		\$4,714.4200		
							Y		\$0.00		
03-000-5330											
17	LKM / League Of Kansas Municipalities										3156
MAYORCONF	2/16/2022	N	Y	Not Yet Assigned	2/16/2022	2/16/2022	2/16/2022	2/16/2022	KSB		\$0.00
2/16/2022				N							\$175.00
<b>Line</b>	<b>Type</b>	<b>Desc/Inv Stock/Alloc</b>			<b>Quantity Bought</b>		<b>Cost Per Unit</b>		<b>Line Extension</b>		
	<b>Inv/Alloc Desc</b>				<b>Serial Number</b>		<b>Discount</b>		<b>Discount Amt</b>		
<b>GL Expense Account</b>					<b>GL Prepaid Account</b>				<b>Exp Date</b>		
1	Direct Expense	Mayor Conference			1.0000		\$175.0000		\$175.0000		
							Y		\$0.00		
01-100-5340											
18	VISA / Visa										JAN22POLICE
POLICEJAN22	2/17/2022	N	Y	ACHJAN22POLICE	2/17/2022	2/17/2022	2/17/2022	2/17/2022	KSB		\$0.00
2/17/2022				N							\$474.76
<b>Line</b>	<b>Type</b>	<b>Desc/Inv Stock/Alloc</b>			<b>Quantity Bought</b>		<b>Cost Per Unit</b>		<b>Line Extension</b>		
	<b>Inv/Alloc Desc</b>				<b>Serial Number</b>		<b>Discount</b>		<b>Discount Amt</b>		
<b>GL Expense Account</b>					<b>GL Prepaid Account</b>				<b>Exp Date</b>		
1	Direct Expense	Supplies Admin			1.0000		\$209.9600		\$209.9600		
							Y		\$0.00		
01-100-5320											
2	Direct Expense	Supplies			1.0000		\$65.9900		\$65.9900		

# AP Enter Bills Edit Report

City of Valley Falls (VFCITY)

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Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Check #	Check Date	Due Date	Discount Date	Bank Code	Invoice #
PO Number		Immediate GL Account			Check #	Check Date	Due Date	Discount Date			Discount
GL Date					Credit Card	CC Reference #		Payment Date			Total Invoice
								Y			\$0.00
01-200-5320											
3	Direct Expense	Postage					1.0000		\$7,380.00		\$7,380.00
								Y			\$0.00
01-200-5280											
4	Direct Expense	Car Maint					1.0000		\$105,450.00		\$105,450.00
								Y			\$0.00
01-200-5240											
5	Direct Expense	Training					1.0000		\$50,000.00		\$50,000.00
								Y			\$0.00
01-200-5340											
6	Direct Expense	equipments					1.0000		\$35,980.00		\$35,980.00
								Y			\$0.00
01-200-5270											

19	WATSONRED / Watson Real Estate Development Inc										3LOTSBARNESADD
3	LOTS BARNESADD	2/16/2022	N	Y	Not Yet Assigned	2/16/2022	2/16/2022	2/16/2022	KSB		\$0.00
	2/16/2022				N						\$9,843.75

Line	Type	Desc/Inv Stock/Alloc	Quantity Bought	Cost Per Unit	Line Extension
Inv/Alloc Desc			Serial Number	Discount	Discount Amt
GL Expense Account		GL Prepaid Account			Exp Date
1	Direct Expense	Lot 9, Sub 3	1.0000	\$3,281.2500	\$3,281.2500
				Y	\$0.00

01-000-5040					
2	Direct Expense	lot 10, sub 3	1.0000	\$3,281.2500	\$3,281.2500
				Y	\$0.00
01-000-5040					
3	Direct Expense	lot 7, sub 3	1.0000	\$3,281.2500	\$3,281.2500
				Y	\$0.00
01-000-5040					

20	GALLS / Galls/Quartermaster										020266807 020317683
UNIFORMS	2/16/2022	N	Y	Not Yet Assigned	2/16/2022	2/16/2022	2/16/2022	KSB		\$0.00	
	2/16/2022			N						\$148.30	

Line	Type	Desc/Inv Stock/Alloc	Quantity Bought	Cost Per Unit	Line Extension
Inv/Alloc Desc			Serial Number	Discount	Discount Amt
GL Expense Account		GL Prepaid Account			Exp Date
1	Direct Expense	Uniforms	1.0000	\$148.3000	\$148.3000



# AP Enter Bills Edit Report

City of Valley Falls (VFCITY)

Batch: AAABHV

2/14/2022 12:39:46 PM

Page 8

Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Check #	Check Date	Due Date	Discount Date	Bank Code	Invoice #
PO Number		Inv Date	Paid Out	Immediate	Check #	Check Date	Due Date	Discount Date	Bank Code	Discount	
GL Date		Immediate GL Account			Credit Card	CC Reference #		Payment Date		Total Invoice	

**Grand Totals**

<b>Total Direct Expense:</b>	\$30,693.92
<b>Total Non-Electronic Transactions:</b>	\$30,693.92
<b>Total Immediate Payments:</b>	\$30,693.92

**Report Summary**

**Report Selection Criteria**

<b>Report Type:</b>	Detailed
<b>Start</b>	<b>End</b>
<b>Transaction Number:</b>	Start                      End



*City of*  
**VALLEY FALLS**

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*Incorporated May 17, 1869*

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## **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.

Friday, February 4, 2022

Mayor Shipley and Valley Falls City Council,

I thank you in advance for your consideration of the following request.

Much like the Lowry Family in a way to honor their parents, Gordon and Margaret Lowry, with a bench given to the city of Valley Falls, the siblings of Rick wish to honor their brother with a bench to be given to the city of Valley Falls as well.

At my suggestion, I thought placing the bench at the location of "Rick's tree" and plaque in the City Park would be a nice location for the bench. As I stated, this is just a suggestion and after your discussing the acceptance of this bench, there may be a better location and that would be just fine as well.

Thank you again for taking the time to consider this request. Rick's family as well as myself greatly appreciate it.

Thank you!  
Bonnie Johnson

## ORDINANCE NO. 1-305

### AN ORDINANCE AMENDING THE OFFICE OF CITY ADMINISTRATOR, PROVIDING SELECTION AND FIXING THE DUTIES OF THE OFFICE AND REPEALING SECTION 1-316 OF THE CITY CODE OF THE CITY OF VALLEY FALLS, KANSAS.

**NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF HARPER, KANSAS:**

**Section 1.** That City Code of the City of Valley Falls, Kansas shall be amended as follows:

- (a) *Office of City Administrator established.* There is hereby created and established the office of City Administrator for the City.
- (b) *Appointment and tenure.* A qualified person shall be appointed City Administrator by the Mayor. Such appointment shall be approved by a majority of the City Council. The person so appointed shall serve at the pleasure of the Council, for an indefinite term.
- (c) *Qualifications.* The person appointed to the office of City Administrator shall be at least 25 years of age and shall be a resident within United School District 338, Kansas, unless otherwise waived, at the time of the effective date of such appointment; and shall be a graduate of an accredited university or college, majoring in public or municipal administration or shall have the equivalent qualifications and experience in financial, administration and/or public relations fields.
- (d) *Bond.* The City Administrator, before entering upon the duties of his or her office, shall file with the City a bond in the amount of \$100,000.00, such bond shall be approved by the City Council and such bond shall ensure the City for the faithful and honest performance of the duties of the City and for rendering a full and proper account to the City for funds and property which shall come into the possession or control of the City Administrator. The cost of such bond shall be paid by the City; however, should the City Administrator be covered by a blanket bond to the same extent, such individual bond shall not be required.
- (e) *Compensation.* The City Administrator shall receive such compensation as may be determined from time to time by the City Council and such compensation shall be payable bi-weekly.
- (f) *Removal of City Administrator.* The City Administrator shall serve at the pleasure of the City Council. The Mayor, with the consent of a majority of the City Council, may remove the City Administrator from office at will, and such City Administrator may also be removed by a 2/3 vote of the City Council independently of the Mayor's approval or disapproval.
- (g) *Duties.*
  - 1. *Administrative office:* The City Administrator shall be the Chief Administrative Assistant to the Governing Body. Except as otherwise specified by ordinance or by the law of the State of Kansas, the City Administrator shall coordinate and supervise the operation of all departments of the City.
  - 2. *Budget:* The City Administrator shall be the budget officer of the City in accordance with Kansas Statutes and shall assemble estimates of the financial needs and resources of the City for each ensuing year and shall prepare a program of activities within the financial power of the City, embodying in it a budget document with proper supporting schedules and an analysis to be proposed to the Mayor and the City Council for their final approval.
  - 3. *Financial reports:* The City Administrator shall make monthly reports to the Mayor and City Council relative to the financial condition of the City. Such reports shall show the financial conditions of the City in relation to the budget.
  - 4. *Annual report:* The City Administrator shall prepare and present to the Mayor and the City Council an annual report of the City's affairs, including in such report a summary of reports of department heads and such other reports as the Mayor and City Council may require.

5. *Personnel system:* The City Administrator shall act as the personnel officer of the City and shall recommend an appropriate position classification system and pay plan to the Mayor and City Council and administer an appropriate position classification system and pay plan, as approved by the Mayor and City Council. The City Administrator shall supervise employees in the areas of responsibility to involve such duties as instructing, assigning and reviewing work, maintaining standards, acting on employee problems, selecting new employees, appraising employee performance, recommending promotions, discipline, termination and salary increases. Maintains operational control and supervision of all appointed department managers and their departments. The City Administrator, after consultation with department heads, shall approve advancements and appropriate pay increases within the approved pay plans and position classification system. The City Administrator shall have the power to appoint and remove (in accordance with personnel system regulations approved by the City Council) all subordinate employees of the City. The City Administrator shall make recommendations to the Mayor regarding the appointment and removal of all appointive officials of the City.
6. *Policy formulation:* The City Administrator shall recommend to the Mayor and City Council adoption of such measures as he or she may deem necessary or expedient for the health, safety, or welfare of the City or for the improvement of administrative services for the City.
7. *City Council agenda:* The City Administrator shall assist the Mayor in preparing an agenda for each City Council meeting at least 48 hours before the time of the regular Council meeting.
8. *Boards and committees:* The City Administrator shall work with all City boards and committees to help coordinate the work of each.
9. *Attend Council meetings:* The City Administrator shall attend all meetings of the City Council meetings.
10. *Bid specifications:* The City Administrator shall supervise the preparation of all bid specifications for services and equipment, and receive sealed bids for presentation to the City Council.
11. *State and federal aid program:* The City Administrator shall coordinate federal and state programs which may have application to the City.
12. *Conference attendance:* The City Administrator shall attend state and regional conferences and programs applicable to his or her office, and the business of the City, whenever such attendance is directed and approved by the City Council and the Mayor.
13. *Press release:* The City Administrator, in conjunction with the Mayor, shall be responsible for keeping the public informed in the purposes and methods of City government through all available news media.
14. *Record keeping:* The City Administrator shall keep full and accurate records of all actions taken by him or her in the course of his or her duties, and he or she shall safely and properly keep all records and papers belonging to the City and entrusted to his or her care; except as otherwise provided by law, all such records shall be and remain the property of the City and be open to inspection by the Mayor and the City Council at all times.
15. *Sign contracts:* The City Administrator shall sign contracts on behalf of the City after the contract has been approved or authorized by the City Council.
16. *Enforce ordinances:* The City Administrator shall execute and enforce all ordinances of the City.
17. The City Administrator shall perform such other duties as may be described or amended in any City Administrator job description or employment contract.

(h) *Powers.*

1. *City property:* The City Administrator shall have responsibility for all real and personal property of the City subject to his or her authority. He or she shall have responsibility for all inventories of such property and for the upkeep of all such property. Personal property

may be sold by the City Administrator only with approval of the City Council. Real property may be sold only with the approval of the City Council by resolution or ordinance.

**Section 2.** That ordinance 1-316 of the City Code of the City of Valley Falls is hereby repealed.

**Section 3.** Effective Date: This ordinance shall be in full force and effect on and after its passage and publication in the official city newspaper.

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Jeanette Shipley, Mayor

ATTEST  
(SEAL)

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Christine Weishaar, City Clerk



Proposal from  
**UTILITY SERVICE CO., INC.**

535 Gen. Courtney Hodges Blvd · P O Box 1350 · Perry, GA 31069  
 Toll-free: 855-526-4413 | Fax: 478-987-2991  
 suez-na.com

Date: 02/03/2022

Submitted by: **Jim Jackson**

Local Phone: **785-218-9061**

SFID: 72735

CN:

SO:

Entity Proposal Submitted To: <b>City of Valley Falls, KS</b>		Phone Number: <b>785-945-6612</b>		Fax Number:	
Street Address: <b>417 Broadway</b>			Description of Work to be Performed: <b>Washout / Condition Assessment / Disinfection</b>		
City: <b>Valley Falls</b>		State: <b>KS</b>	Zip Code: <b>66088</b>	Tank Name: <b>Plant Clearwell</b>	
Accounts Payable Contact Name: <b>April Herbster</b>	Email: <a href="mailto:yfcity@giantcomm.net">yfcity@giantcomm.net</a>		Job Site Address: <b>204 Sarah Street</b>		
Job Contact (Inspection Reports): <b>Chad Jepson</b>	Email: <a href="mailto:yfcitywater@giantcomm.net">yfcitywater@giantcomm.net</a>		County / Parish: <b>Jefferson</b>	Tank Size: <b>500 K</b>	Tank Style: <b>Concrete</b>

Utility Service Co., Inc. agrees to provide all labor, equipment, and materials needed to complete the following:

1. A date shall be coordinated by both parties for the Owner to provide access to the clearwell.
2. Owner shall isolate and fully drain clearwell.
3. The interior floor and lower walls of the tank will be cleaned using a pressure washer to remove all mud, silt, and foreign sediment. The tank is not to be rigged to pressure wash the upper walls, and roof unless specified by this agreement. This cleaning will not completely remove all staining or any Biofilm that may be present.
4. USCI will perform washout of clearwell with allowance for 3-inch of soft sediment on floor.
5. The tank will be inspected to assess the sanitary, safety, structural, security, and coatings conditions (if coatings are existing).
6. If applicable, Exterior and interior paint samples will be taken and the samples will be analyzed at a certified laboratory to determine the total lead and chromium content of the existing coatings. The laboratory test results will be included in the inspection report.
7. After all inspection work is completed, the tank will be disinfected in accordance with AWWA C652.
8. The tank will be sealed and made ready for service.
9. A comprehensive written report with color digital photographs will be submitted detailing the condition of the tank. A representative of Utility Service Co., Inc. will schedule a date with the Owner to present the report and findings.
10. This price does not include vac truck, containment, testing, or off-site disposal of sediment or debris from the tank.
11. The above pricing is contingent upon accessibility of the site and the ability of USCI to perform tasks required unobstructed, not excessive sludge depth, and to complete the task in **one (1) full workday**. (\$3,469.00 per day for each additional day)

*An ISO 9001:2015 Quality Assured Company*

Please sign and date this proposal and fax one copy to our office.

**Five Thousand One Hundred Two and -----00/100 Dollars \$5,102.00**

Payment to be made as follows:

**Payment Due in Full Upon Completion of Work – plus all applicable taxes**

**Remittance Address: Utility Service Co., Inc., P O Box 207362, Dallas, TX 75320-7362**

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized  
USCI Signature

Note: This proposal may be withdrawn by us if not accepted within Sixty (60) days.

**Acceptance of Proposal -** The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Fiscal Yr Beginning Month \_\_\_\_\_

Signature \_\_\_\_\_

Date of Acceptance \_\_\_\_\_

Printed Name \_\_\_\_\_

**AN ORDINANCE ESTABLISHING A CITY LAND BANK PURSUANT TO K.S.A. 12-5901, *et seq.***

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF VALLEY FALLS, KANSAS:

Section 1. The City of Valley Falls, Kansas (herein after “City”), by the power vested in it by K.S.A. 12-5901, *et seq.*, hereby establishes a city land bank. The land bank will be the centralized point of contact for individuals and developers interested in acquiring developable vacant and abandoned land within the City of Valley Falls, Kansas. The land bank will be guided in its affairs by a board of trustees.

Section 2. The land bank board of trustees shall consist of a six (6) member board comprised of the Mayor and the City Council of the City of Valley Falls, Kansas.

Section 3. The land bank staff shall consist of the administrative staff of the City of Valley Falls, Kansas.

Section 4. CASH BASIS. The bank shall be subject to the provisions of the cash-basis law, K.S.A. *et seq.*, and amendments thereto, as provided in K.S.A. 12-5903 (a).

Section 5. BUDGET. The budget of the bank shall be prepared, adopted and published as provided by law for other political subdivisions of the state. No budget shall be adopted by the board until it has been submitted to, reviewed and approved by the Governing Body of the City of Valley Falls.

Section 6. For any property acquired by the land bank, the trustees shall: (1) manage, maintain and protect the same; (2) compile and maintain a written inventory of such property; (3) study, analyze and evaluate potential, present and future uses for such property which would provide for its effective re-utilization; (4) plan for and use the board’s best efforts to consummate the sale or other disposition of such property upon such terms and conditions deemed appropriate; (5) establish and maintain records and accounts reflecting all transactions, expenditures and revenues relating to the banks activities; and (6) develop such policies and procedures as the board determines reasonable and necessary to effectuate the purposes of the land bank.

Section 7. Property available for inclusion in the land bank shall include, but not be limited to: (1) parcels of tax delinquent property foreclosed on by the county of Labette pursuant to K.S.A. 79-2401, *et seq.* and requested by the land bank board of trustees pursuant to its authority under K.S.A. 12-5901, *et seq.* (Only property that has the potential for development within a reasonable period of time and has been accepted by the land bank board of trustees will be identified for inclusion in the land bank); (2) property currently held in the name of the City of Valley Falls, Kansas; (3) parcels of property donated by other governmental entities; (4) property purchased by the land bank board of trustees to compliment properties previously identified to the land bank through other means; and (5) property offered to and accepted by the land bank.

Section 8. The land bank board of trustees may offer such incentives as it deems appropriate to encourage the development of land bank property.

Section 9(a). The land bank staff shall consult with any individuals, organizations and developers which may be affected by a land bank development project and pass on to the land bank board of trustees the recommendations and concerns of individuals, organizations and developers.

Section 9(b). Proposals will be reviewed by the land bank staff and forwarded to the land bank board of trustees along with recommendations and or concerns of affected individuals, organizations and developers.

Section 10. The governing body of the City of Valley Falls, Kansas may advance operating funds to the land bank to pay expenses of the board of trustees and the land bank.

Section 11. The land bank is required to make an annual report to the governing body of the City of Valley Falls, Kansas, on or before January 31 of each year, showing receipts and disbursements from all funds under its control.

Section 12. Any money derived from the sale of property by the land bank shall be retained by the land bank. Any funds not immediately required for the purposes of the land bank shall be invested in the manner provided by K.S.A. 12-1675, and amendments thereto.

Section 13. Members of the board of trustees shall receive no compensation, but shall be paid their actual expenses in attending meetings and carrying out their duties as members of the board of trustees.

Section 14. STATUTORY AUTHORITY. The provisions of this ordinance shall at all times be consistent with K.S.A. 12-5901 et seq and amendments thereto.

Section 15. This ordinance shall take effect and be in force from and after its publication once in the official newspaper of the City of Valley Falls, Kansas.

Passed and approved by the Governing Body of the City of Valley Falls, Kansas this 16 day of February 2022.

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Jeanette Shipley  
Mayor

ATTEST:

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Christine Weishaar  
City Clerk



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City of  
**VALLEY FALLS**

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*Incorporated May 17, 1869*

## **Land Bank Policy**

### **Mission Statement:**

The Goal of the Valley Falls Land Bank is to return tax delinquent property to production benefiting the community. When considering proposals to the Land Bank, preference will be given to projects that support home ownership, improve neighborhoods and otherwise advance the economic and social interests of the City of Valley Falls, Kansas, and its residents.

### **Conditions set on Land Bank Properties:**

The Governing Body of the City of Valley Falls serves in the capacity of the Land Bank Board of Trustees and makes all final decisions on Land Bank property conveyances.

The Land Bank Board of Trustees will annually, and as needed, identify development areas which are actively being developed. Any Land Bank properties in these particular geographical areas will be held for the developer(s) for that area. Any Land Bank parcels in active development areas will be marked as "not available for purchase" in the Land Bank published inventory list.

Land is conveyed with no guarantee as to quality or content, subject to covenants stated in the Land Bank Deed. Any parcel failing to meet requirements listed in the Deed may be subject to reversion to the Land Bank. Applicants will forfeit any funds spent on the property.

The Land Bank Board of Trustees may set a different minimum price on any Land Bank Property and may set a minimum price on commercial/industrial zoned properties and those containing structures.

Gift in Lieu of Judicial Foreclosure Process - the Land Bank Board of Trustees reserves the right to accept or reject gifts. Persons gifting will be responsible for title report fees.

All Land Bank fees may be waived for Community Development Corporations (CDC) or Community Housing Development Organizations (CHDO).

The Land Bank Board of Trustees reserves the right to accept or reject any or all proposals without cause.

The Land Bank may aggregate and sell land for use as community parking. If an applicant wishes to purchase property for mixed uses business parking, it must state that intent on the application. Only parking that is for the benefit of community improvement will be considered by the Land Bank. Once the Land Bank parcel is conveyed for community parking, the owner will be responsible for the upkeep of the improved paved surface.

When completed proposals are accepted by the Land Bank, a review and recommendations of the proposal is completed by City staff.

Applicant's proposals are forwarded with recommendations to the Land Bank Board of Trustees.

The City staff, 30 days prior to the sale of any property owned by the Land Bank, will publish in the official City newspaper a notice announcing such sale. At the time of publishing such notice, the Land Bank staff will notify adjacent property owners of the pending property available for sale.

### **CDC/CHDO Emergency Economic Recovery Program:**

1. Land Bank accepts the return of properties from CDC/CHDO per their written request.
2. At CDC/CHDO discretion, Land Bank and CDC/CHDO execute a written contract whereby CDC/CHDO has the exclusive option to repurchase the property for expenses incurred by Land Bank.
  - a) Option is for a one year period, subject to two additional, mutually agreed, one year renewals.
  - b) Whether the Land Bank will renew the option will be considered as part of the annual review of areas of actively developed properties.
  - c) Consideration for the option is that the CDC/CHDO maintain the property, at its expense, in compliance with all codes and ordinances.
  - d) CDC/CHDO has 10 days after written notice from Land Bank to cure any code or ordinance violations. Failure to timely do so terminates the option.

3. CDC/CHDO may exercise the option to repurchase at any time during an option period.
4. All other Land Bank Policies apply to these properties.

**Conditions for Applicants Prior to Purchase of Land Bank Property:**

Applicant must not be delinquent on any licenses or taxes in Labette County. (For these purposes, participation with the City of Valley Falls or Labette County Payment Plan(s) constitutes delinquency). Applicant must not have any current code enforcement violations at properties they own or not have any outstanding violations.

**Conditions for Applicants After Purchase of Land Bank Property:**

All applicants' property must be properly maintained with no notices to appear in court for code violations. Applicant must not be delinquent on any licenses or taxes in Labette County.

## **Land Bank Procedures**

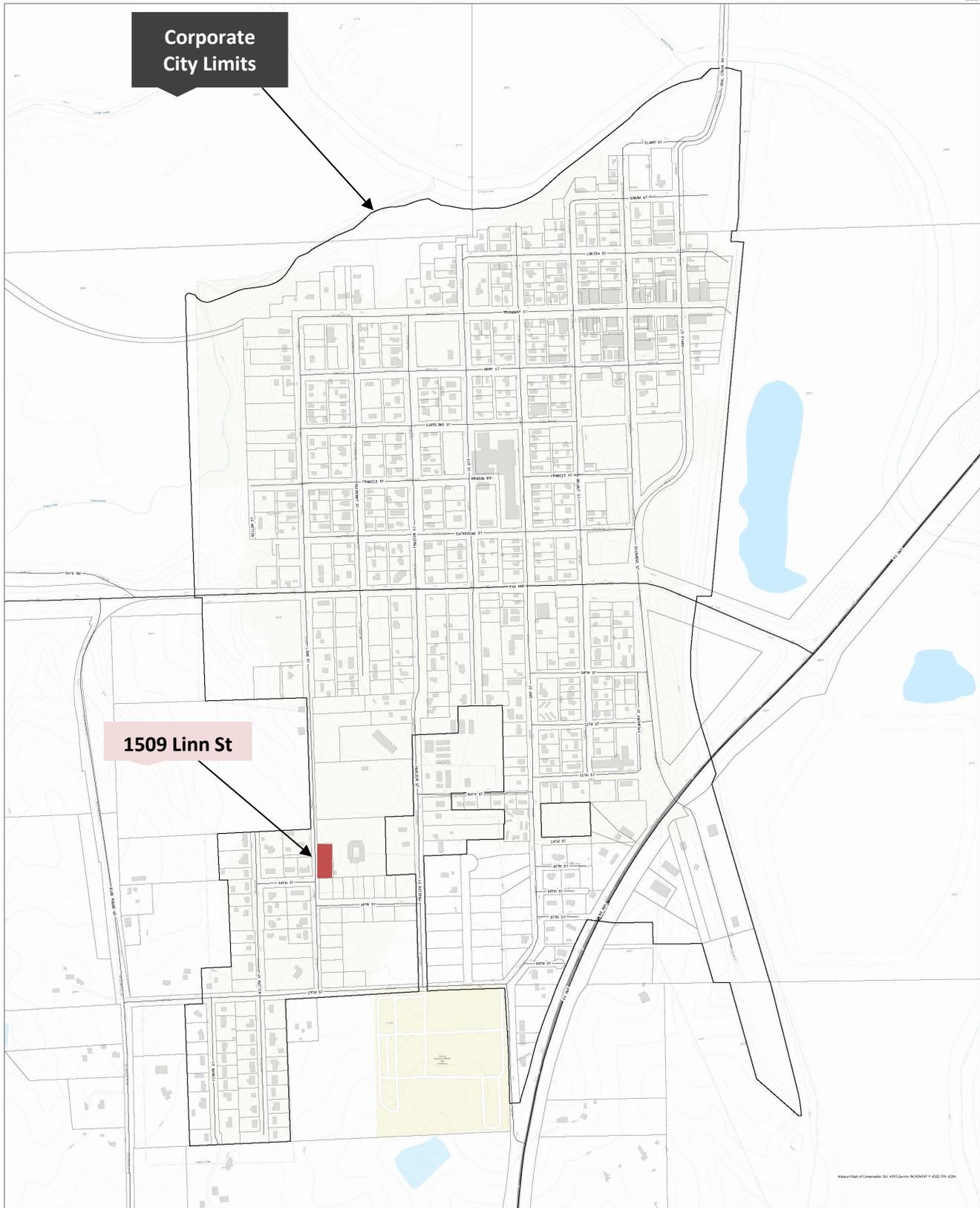
- Lots will be generally sold for \$200. The Land Bank Trustees may set a different price based on condition and value of lot.
- The City staff will notify the Land Bank Trustees of lots that contain Razing assessments. Lots with razing assessments will be abated.
- A confirmation letter will be mailed to applicants within 30 days of the denial or acceptance of their application by the City of Valley Falls Land Bank Board of Trustees.
- Applicant must agree with Conditions set forth above in Land Bank Policy.
- The adjacent land owner will have priority for right of first refusal. Adjacent is defined as immediately touching the applicant's property on the right or left.
- Applicant must completely fill out the Land Bank Application. Application assistance from the City staff is available prior to formal submittal of the application. However, incomplete applications will not be accepted for consideration but will be returned to the applicant with an explanation of what needs to be completed for a possible future submittal.
- If multiple proposals are received for a specific property, all applicants will be asked to make a best and final offer on the property. No new applications will be allowed after the best and final offer letter is sent out. In addition to the bid price proposals will also be evaluated on their ability to finance the project.
- All other proposals will require review and approval of the Land Bank Board of Trustees.
- If no qualified adjacent owner shows interest in the vacant property, consideration may be given for community development efforts.

**Process for Development on Land Bank Properties:**

- The priority is for home ownership or economic development.
- If only one property is under consideration and is not in a targeted development area, the applicant must completely fill out the Land Bank Application. Application assistance from the City staff is available prior to formal submittal of the application. However, incomplete applications will not be accepted for consideration but will be returned to the applicant with an explanation of what needs to be completed for a possible future submittal.
- If the property under consideration is not in a targeted development area, the applicant must exhibit the financial ability of completing the project by submitting a letter of credit or a pre-approval letter from your bank.
- If the property under consideration is not in a targeted development area, the applicant must attach drawings of the proposed structure for City staff to review. At a minimum, the drawings should consist of the following: (1) The location of the building or structure; (2) The building work proposed; (3) The outside dimensions of the building by floors and dimensions of the basement (if any); (4) Building Plans for New Construction of Buildings; (5) Such other information as may be pertinent to the issuance of the application. The structure should be compatible with the existing neighborhood.
- If multiple proposals are received for a specific property, all applicants will be asked to make a best and final offer on the property. No new applications will be allowed after the best and final offer letter is sent out. In addition to the bid price, proposals will be evaluated on their ability to finance the

project, the quality of the building, the compatibility of the building with existing neighborhoods, individual experiences with building, and if the proposal is for homeownership.

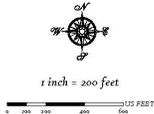
- Proposals that are accepted will need to submit all plans to the City staff prior to the building commencement. City Staff can send this information to successful applicants.
- An agreement between the successful applicant and the City of Valley Falls is suggested when lots are being used for development. In the agreement such things shall be noted and established:
  - Timeline for completion of construction or development (extension of timelines must be approved by the Land Bank Board)
  - How properties will be handled if terms of agreement are not carried out. (i.e. property reverts to city, applicant is assessed a fee for time not completed)
- Community Development Corporations/Community Housing Development Organizations applicants should begin construction and shall substantially complete the same, within 24 months after the purchase of the Land Bank property. In the event that construction is not completed within 24 months, the successful CDC/CHDO must notify the City Administrator in writing to request an extension.



**Corporate  
City Limits**

**1509 Linn St**

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**JF GIS**  
KANSAS **JEFFERSON COUNTY**

INFORMATION SHOWN ON THIS GRAPHIC IS DERIVED FROM PUBLIC RECORDS. THIS OFFICE CONSTANTLY UNDERGOES CHANGES. JEFFERSON COUNTY KANSAS DISCLAIMS ANY RESPONSIBILITY FOR THE ACCURACY OR CORRECTNESS OF THE DATA OR INFORMATION UNLESS SPECIFICALLY IDENTIFIED. THE COUNTY MAKES NO WARRANTY OF FITNESS OF THE DATA FOR ANY PARTICULAR PURPOSE AND/OR ANY OTHER TYPE OF WARRANTY, EITHER EXPRESSED OR IMPLIED. RELIANCE ON THE INFORMATION SHOWN ARE AT THE RISK OF THE USER.



*City of*  
**VALLEY FALLS**

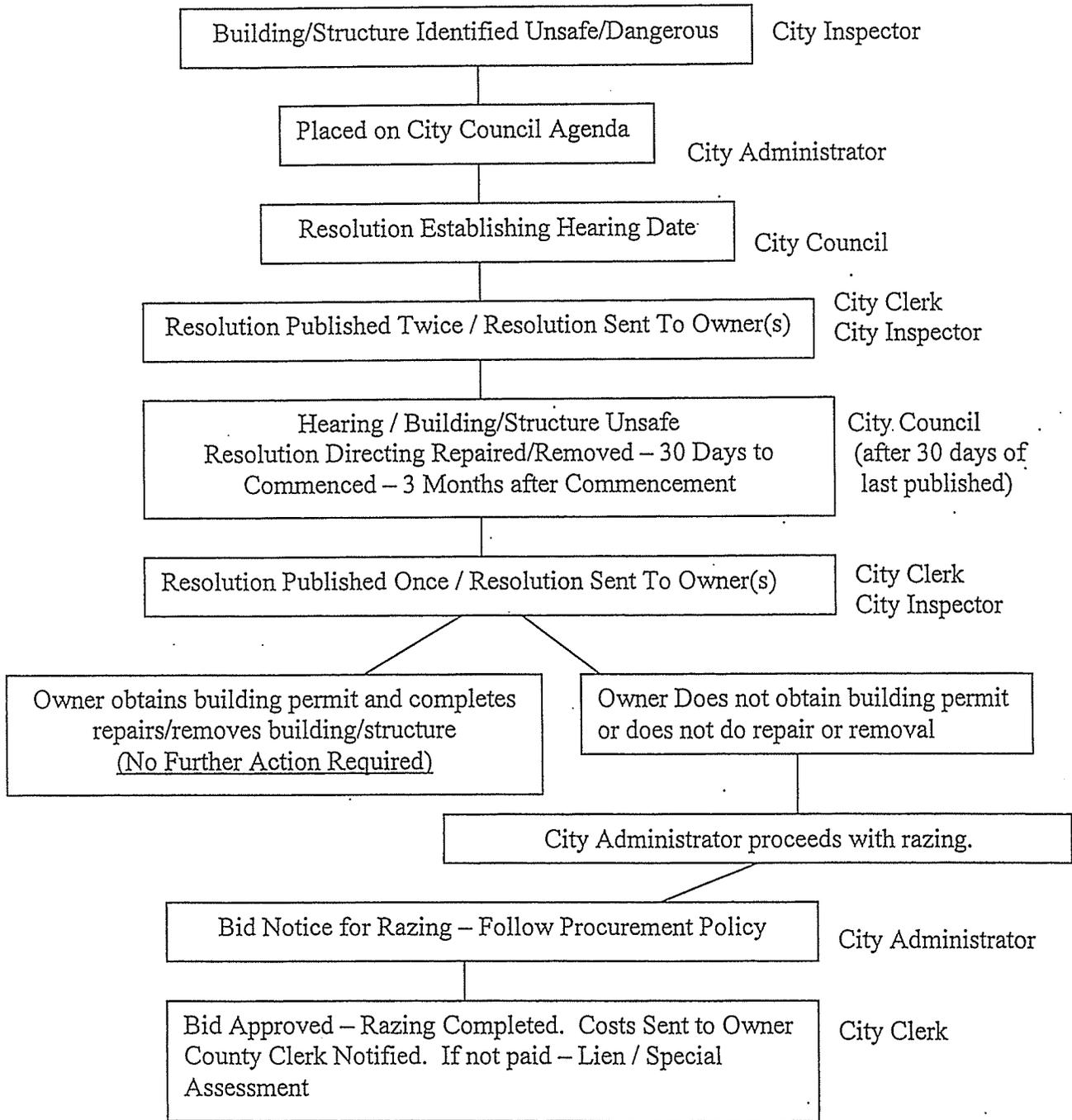
*Incorporated May 17, 1869*

<b>APPLICANT INFORMATION</b>			
<b>APPLICANT NAME:</b>		<b>DATE:</b>	
<b>CO-APPLICANT (optional)</b>		<b>COMPANY (if applicable)</b>	
<b>ADDRESS:</b>			
STREET	CITY	STATE	ZIP
<b>PHONE:</b>		<b>EMAIL:</b>	
List Properties You Own In Altamont:			
<b>LAND BANK PROPERTY INFORMATION</b>			
<b>PROPERTY ADDRESS:</b>		<b>VACANT LAND</b>	<b>STRUCTURE</b>
Do you have any Code Enforcement Violations in the City of Altamont?		YES	NO
Are you delinquent on any licenses, taxes, or utility bills?		YES	NO
<b>PROPOSED USE OF PROPERTY- CHECK ALL THAT APPLY</b>			
Yard Extension		Rehabilitation of existing structure	
Parking		Home Ownership	
Garage		Rental Home	
Home Addition		Business/ Commercial Use	
New Home Construction		Apartments	
Commercial Constructions		Other:	
<b>FOR CONSTRUCTION/ REMODEL PROJECTS ONLY:</b>			
Does project comply with current zoning?		YES	NO
<b>MUST INCLUDE:</b>			
Letter of credit or pre-approval letter from lender			
Drawing of project			
Building Permit			
NRA Application (if applicable)			
<b>Terms of Proposal:</b>			
As the applicant I attest that the information in this proposal is accurate. I attest that I have read the City of Altamont Land Bank policy and agree to the terms and conditions of it. I understand that the Land Bank and the City of Altamont reserve the rights to reject any proposal without cause.			
<b>Applicant Signature:</b>			
<b>Land Bank Board Signature:</b>		<b>APPROVED</b>	<b>DENIED</b>
		<b>DATE:</b>	

<b>CODE</b>	<b>CURRENT ADOPTED</b>	<b>RECOMMENDED TO ADOBT</b>
International Building Code (IBC)	2004	2021
International Mechanical Code (IMC)	None Adopted	2021
International Residential Code (IRC)	None Adopted	2021
International Plumbing Code (IPC)	2003	2021
National Electrical Code (NEC)	2002	2020

**TIMELINE TO DEMOLISH OR REPAIR BUILDING PROCESS**

**6+ Months Process**



Enclosure (5)



Housing Inspection (for demolition)

RE: 207 Sycamore

Bryan A & Mindi Caskey  
1525 SW MacVicar Ave  
Topeka, KS 66004

On January 28, 2022 an exterior inspection was conducted on the house at the property known as **207 Sycamore (Valley Falls Original Town, S19, T08, R018, BLOCK 19, ACRES 0.16, N1/2 Lot 9 & S1/2 Lot 10)**. Deferred maintenance of site infrastructure has facilitated moderate structural complications with the buildings. In accordance with Chapter VIII, Article 5, below is a list of items that need addressed:

- 1) Replace missing guttering/downspouts
- 2) Repair foundation on North side of house
- 3) Replace damaged siding
- 4) Prep and paint all exterior wood surfaces
- 5) Remove all trash, brush and demolition debris from site

The appraised value of this structure is \$21,380.00, and the cost estimate of repairs (not including finishes) for the house is \$8,022.05. (see attached)

The taxes for 2019, 2020 and 2021 are unpaid.

Water has been off since 3/2/2020.

The property is not on the National or State Register of Historic Places.

The building could add value to the neighborhood and add visual integrity to the overall look of Valley Falls. However, as it sits, the appearance of the premise is not commensurate with the character of the properties in the neighborhood and constitutes a blight to the adjoining properties, the neighborhood, and the city.

In my opinion cite the owner for exterior violations with an attempt for rehabilitation. The property is 3 years delinquent on taxes so meets the criteria for tax sale. Register the violation notice and through the Jefferson County Treasurers office request the property be put on the list for an upcoming tax sale. Home values are at an all-time high, so in the right hands this structure could be a positive piece of housing stock for the City of Valley Falls.

If the City so chooses, this building can be salvaged.

# Cost Estimate

2/9/2022

Address: 207 Sycamore

Unit: Unit 01

Spec #	Spec	Qty	UoM	Unit Price	Total Price
<b>Trade: 5 Demolition &amp; Disposal</b>					
711	REMOVE BEARING WALL	38.00	LF	\$100.00	\$3,800.00
800	DUMPSTER--20 CUBIC YARDS	1.00	EA	\$450.00	\$450.00
<b>5 Demolition &amp; Disposal Subtotal:</b>					<b>\$4,250.00</b>
<b>Trade: 7 Masonry</b>					
1110	BLOCK FOUNDATION WALL	152.00	SF	\$10.50	\$1,596.00
<b>7 Masonry Subtotal:</b>					<b>\$1,596.00</b>
<b>Trade: 10 Carpentry</b>					
2585	SIDING--CLAPBOARD REPLACE	152.00	SF	\$6.18	\$939.36
2595	SIDING--T1-11 REPLACE	77.00	SF	\$4.92	\$378.84
<b>10 Carpentry Subtotal:</b>					<b>\$1,318.20</b>
<b>Trade: 15 Roofing</b>					
4615	FLASHING REPAIR - Awning/South side	8.00	LF	\$3.45	\$27.60
4645	GUTTER/DOWNSPOUT--5" SEAMLESS	135.00	LF	\$6.15	\$830.25
<b>15 Roofing Subtotal:</b>					<b>\$857.85</b>
<b>Address: 207 Sycamore Unit: Unit 01 Total:</b>					<b>\$8,022.05</b>
<b>Total:</b>					<b>\$8,022.05</b>

JFCENTRAL Property Record Card

Parcel ID: 044-084-19-0-20-02-002.01-0

Quick Ref: R1451

Tax Year: 2021

Run Date: 5/18/2021 1:02:49 PM

**OWNER NAME AND MAILING ADDRESS**

Caskev. Brvan A & Mindi

1525 SW MacVicar AVE  
Topeka, KS 66604

**PROPERTY SITUS ADDRESS**

207 Sycamore ST  
Valley Falls, KS 66088

**LAND BASED CLASSIFICATION SYSTEM**

Function: 1101 Single family re: Sfx: 0  
Activity: 1100 Household activities  
Ownership: 1100 Private-fee simple  
Site: 6000 Developed site - with building

**GENERAL PROPERTY INFORMATION**

Prop Class: R Residential - R  
Living Units: 1  
Zoning:  
Neighborhood: 071 Valley Falls - 071  
Economic Adj. Factor:  
Map / Routing: /  
Tax Unit Group: 007-007 - Valley Falls City

**TRACT DESCRIPTION**

Valley Falls Original Town, S19, T08, R018,  
BLOCK 19, ACRES 0.16, N1/2 Lot 9 & S1/2 Lot  
10.



Image Date: 06/23/2015

**PROPERTY FACTORS**

Topography: Level - 1  
Utilities: All Public - 1  
Access: Paved Road - 1  
Fronting: Residential Street - 4  
Location: Neighborhood or Spot - 6  
Parking Type: On Street - 2  
Parking Quantity: Minimum - 1  
Parking Proximity: On Site - 3  
Parking Covered:  
Parking Uncovered:

**INSPECTION HISTORY**

Date	Time	Code	Reason	Appraiser	Contact	Code
06/19/2015	12:04 PM	5	relist	HRH		
07/02/2013		7	Sale	TLE		
07/02/2013		0	Sale	KLB		

**BUILDING PERMITS**

Number	Amount	Type	Issue Date	Status	% Comp
00001	0	See Notes (see notes/comments fiel	02/06/2008	C	100

**2021 APPRAISED VALUE**

Cls	Land	Building	Total
R	12.840	17.880	30.720
<b>Total</b>	<b>12.840</b>	<b>17.880</b>	<b>30.720</b>

**2020 APPRAISED VALUE**

Cls	Land	Building	Total
R	12.640	16.830	29.470
<b>Total</b>	<b>12.640</b>	<b>16.830</b>	<b>29.470</b>

**PARCEL COMMENTS**

GenLink: 044-084-19-0-20-02-002.00-0-; Prop-NC: BP, AN, AP; Prop-Com: BP-FIRE ON BACK WALL; AN-MINOR FIRE DAMAGE PER TENANT; AP-\$29,600 1/09;  
Permits: SN : fire on back wall - minor fire damage per tenant

**MARKET LAND INFORMATION**

Method	Type	AC/SF	Eff FF	Depth	D-Fact	Inf1	Fact1	Inf2	Fact2	OVRD	Rsn	Cls	Model	Base Size	Base Val	Inc Val	Dec Val	Value Est
Fron	1-Regular Lot - 1		50	142	0.98								9	100.00	150.00	36.00	38.00	12.840

Total Market Land Value 12,840

JFCENTRAL Property Record Card

Parcel ID: 044-084-19-0-20-02-002.01-0

Quick Ref: R1451

Tax Year: 2021

Run Date: 5/18/2021 1:02:49 PM

**DWELLING INFORMATION**

Res Type: 1-Single-Family Residence  
 Quality: 2.67-AV-  
 Year Blt: 1900 Est: Yes  
 Eff Year:  
 MS Style: 5-1 1/2 Story Finished  
 LBCSStruct: 1110-Detached SFR unit  
 No. of Units:  
 Total Living Area:  
 Calculated Area: 816  
 Main Floor Living Area: 544  
 Upper Floor Living Area Pct: 50  
 CDU: FR  
 Phys/Func/Econ: FR- / /  
 Ovr Pct Gd/Rsn:  
 Remodel:  
 Percent Complete:  
 Assessment Class:  
 MU Cls/Pct:

**COMP SALES INFORMATION**

Arch Style: 09-Old Style  
 Bsmt Type: 1-Slab - 1  
 Total Rooms: 5 Bedrooms: 2  
 Family Rooms:  
 Full Baths: 1 Half Baths:  
 Garage Cap: 0  
 Foundation: Concrete - 2

**IMPROVEMENT COST SUMMARY**

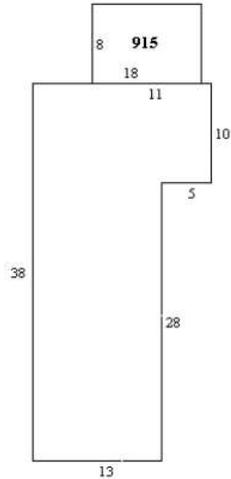
Dwelling RCN: 81,273  
 Percent Good: 22  
 Mkt Adj: 100 Eco Adj: 100  
 Building Value: 17,880  
 Other Improvement RCN: 0  
 Other Improvement Value: 0

**CALCULATED VALUES**

Cost Land: 12,840  
 Cost Building: 17,880  
 Cost Total: 30,720  
 Income Value: 0  
 Market Value: 32,000  
 MRA Value: 33,120

**FINAL VALUES**

Value Method: COST  
 Land Value: 12,840  
 Building Value: 17,880  
 Final Value: 30,720  
 Prior Value: 29,470



**BUILDING COMMENTS**

DwellICDU: changed cdu per TLE 7/2/13.CDU Rsn: MI; DwellCom: A1-10 0180sf , A2-63 0088sf; DwellComp: OBY cond = P

**SKETCH VECTORS**

A0CR13U28R5U10L18D38F; A1U46R6CR11X8

**DWELLING COMPONENTS**

Code	Units	Pct	Quality	Year
108-Frame, Siding, Wood		100		
208-Composition Shingle		100		
313-Wall Furnace		100		
402-Automatic Floor Cover Allowance				
601-Plumbing Fixtures	5			
602-Plumbing Rough-ins	1			
621-Slab on Grade	364			
622-Raised Subfloor	452			
901-Open Slab Porch	48	3.00		1900
915-Enclosed Wood Deck, Solid Wall	88	1.00		



*City of*  
**VALLEY FALLS**

*Incorporated  
May 17, 1869*

**RESOLUTION NO. 2022-02**

**A RESOLUTION FIXING A TIME AND PLACE AND PROVIDING FOR NOTICE OF A HEARING BEFORE THE GOVERNING BODY OF THE CITY OF VALLEY FALL, KANSAS, AT WHICH THE OWNER, HIS OR HER AGENT, LIENHOLDERS OF RECORD, OCCUPANTS AND OTHER PARTIES IN INTEREST OF STRUCTURES LOCATED WITHIN SAID CITY AND DESCRIBED HEREIN MAY APPEAR AND SHOW CAUSE WHY SUCH STRUCTURE SHOULD NOT BE CONDEMNED AND ORDERED REPAIRED OR DEMOLISHED AS AN UNSAFE OR DANGEROUS STRUCTURE.**

WHEREAS, the enforcing officer of the City of Valley Falls, Kansas, did on February 16, 2022 file with the Governing Body of said city, a statement in writing that the structure, hereinafter described, is unsafe and dangerous.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF VALLEY FALLS, KANSAS:

That a hearing will be held on the 16th day of March, 2022, before the Governing Body of the city at 6:30 o'clock. p.m., at the at 417 Broadway Street, Valley Falls, Kansas at which the owner, his or her agent, any lienholders of record, any occupant and any other parties in interest, as that term is defined by law, of the structure located at:

207 Sycamore Street, Valley Falls, Kansas; The North half of lot 9 and the South half of lot 10 in Block 19 in the City of Valley Falls in Jefferson County, Kansas according to the recorded plat there of;

may appear and show cause why such structure should not be condemned as an unsafe or dangerous structure and ordered repaired or demolished.

BE IT FURTHER RESOLVED, that the City Clerk shall cause this resolution to be published one each week for two consecutive weeks on the same day of the week and shall give notice of the aforesaid hearing in the manner provided by law.

Adopted this 16th day of February 2022

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk



## Housing Inspection (for demolition)

RE: 426 Broadway

Henderson White Family Trust  
13013 70<sup>th</sup> St  
Oskaloosa, Ks 66066

On January 28, 2022 an exterior inspection was conducted of the commercial building (downtown row store) on the property known as **426 Broadway (Valley Falls Original Town, S19, T08, R018, BLOCK 23, ACRES 0.04, W26' Lot 7 & S26' W26' Lot 8)**. The site has several drainage pathways that have led to the settlement and deterioration of the building façade. Deferred maintenance of site infrastructure has facilitated moderate structural complications with the buildings. In accordance with Chapter VIII, Article 5, below is a list of items that need addressed:

- 1) Tear off and replace damaged areas of roof
- 2) Replace damaged/broken/inoperable windows
- 3) Replace damaged and/or missing fascia/guttering/downspouts
- 4) Repair or replace non-compliant handrail on West side of building on concrete porch/staircase
- 5) \*Repair stone façade (shear cracks, deteriorated grout / structurally significant for safety purposes)
- 6) Remove large tree that has fallen onto West side of the building and is blocking pedestrian right-of-way
- 7) Prep and paint all exterior wood surfaces and block
- 8) Remove all trash, brush and demolition debris from site

The appraised value of this structure (Jefferson County Appraisers office) is \$33,850.00, and the cost estimate of repairs (not including finishes) for the building is approximately \$3,841.20. (see attached)

The 2<sup>nd</sup> half of 2021 taxes are unpaid.

The property is not on the National or State Register of Historic Places.

The building has structural value to the neighboring building and adds visual integrity to the overall look of downtown Valley Falls. However, as it sits, the appearance of the premise is not commensurate with the character of the properties in the neighborhood and constitutes a blight to the adjoining properties, the neighborhood, and the city.

In my opinion it should be cited for exterior violations with an attempt for rehabilitation. Grout is deteriorating and there are shear cracks on front and side walls. Settling has occurred. If not repaired freeze/thaw cycles will cause further deterioration. Wood exterior is deteriorated and damaged. Areas of roof framing are deteriorated and damaged. Wood framing is rotted and deteriorated. Interior has potential mold issues due to the infiltration of water. There is also the concern that the East wall is connected to the neighboring building. The money spent for demolition would go a long way in repairing the exterior of the structure and the cost levied against the property in the form of an assessment.

If the City so chooses, this building could be salvaged.

If the City chooses to demolish, I recommend hiring a structural engineer to determine if and/or how the buildings are attached and structural integrity of the neighboring property.

# Cost Estimate

2/9/2022

Address: 426 Broadway

Unit: Unit 01

Spec #	Spec	Qty	UoM	Unit Price	Total Price
<b>Trade: 7 Masonry</b>					
1170	BLOCK WALL REPAIR	72.00	SF	\$14.25	\$1,026.00
<b>7 Masonry Subtotal:</b>					<b>\$1,026.00</b>
<b>Trade: 10 Carpentry</b>					
3530	GUARD RAIL--WROUGHT IRON	24.00	LF	\$36.00	\$864.00
<b>10 Carpentry Subtotal:</b>					<b>\$864.00</b>
<b>Trade: 15 Roofing</b>					
4770	GUTTER, SOFFIT, TRIM--REPLACE	12.00	LF	\$33.60	\$403.20
<b>15 Roofing Subtotal:</b>					<b>\$403.20</b>
<b>Trade: 19 Paint &amp; Wallpaper</b>					
5785	PREP & PAINT EXTERIOR MASONRY	1,800.00	SF	\$0.86	\$1,548.00
<b>19 Paint &amp; Wallpaper Subtotal:</b>					<b>\$1,548.00</b>
<b>Address: 426 Broadway Unit: Unit 01 Total:</b>					<b>\$3,841.20</b>
<b>Total:</b>					<b>\$3,841.20</b>

JFCENTRAL Property Record Card

Parcel ID: 044-084-19-0-20-08-006.00-0

Quick Ref: R1490

Tax Year: 2021

Run Date: 5/18/2021 12:48:08 PM

OWNER NAME AND MAILING ADDRESS

Henderson White Familv Trust

13013 70th ST  
Oskaloosa, KS 66066

PROPERTY SITUS ADDRESS

426 Broadway ST  
Valley Falls, KS 66088

LAND BASED CLASSIFICATION SYSTEM

Function: 2101 Downtown row : Sfx: 1  
Activity: 2110 Goods-oriented shopping  
Ownership: 1100 Private-fee simple  
Site: 6000 Developed site - with building

GENERAL PROPERTY INFORMATION

Prop Class: C Commercial & Industrial - C  
Living Units:  
Zoning:  
Neighborhood: 072 Valley Falls Commercial - (  
Economic Adj. Factor:  
Map / Routing: /  
Tax Unit Group: 007-007 - Valley Falls City

TRACT DESCRIPTION

Valley Falls Original Town, S19, T08, R018,  
BLOCK 23, ACRES 0.04, W26' Lot 7 & S26' W26'  
Lot 8.



Image Date: 06/06/2018

PROPERTY FACTORS

Topography: Above Street - 2  
Utilities: All Public - 1  
Access: Paved Road - 1, Sidewalk - 6  
Fronting: Secondary Street - 3  
Location: Central Business District - 1  
Parking Type: On Street - 2  
Parking Quantity: Adequate - 2  
Parking Proximity: Near - 1  
Parking Covered:  
Parking Uncovered:

INSPECTION HISTORY

Date	Time	Code	Reason	Appraiser	Contact	Code
05/14/2018	12:03 PM	5	relist	HRH		
07/16/2013	2:08 PM	5	relist	tle		
07/09/2013	2:08 PM	7	relist	tle		

BUILDING PERMITS

Number	Amount	Type	Issue Date	Status	% Comp
00001	0	Interior Remodel	07/03/2003	C	100

2021 APPRAISED VALUE

Cls	Land	Building	Total
C	6.820	0	6.820
R	0	31.880	31.880
<b>Total</b>	<b>6.820</b>	<b>31.880</b>	<b>38.700</b>

2020 APPRAISED VALUE

Cls	Land	Building	Total
C	6.720	0	6.720
R	0	31.960	31.960
<b>Total</b>	<b>6.720</b>	<b>31.960</b>	<b>38.680</b>

PARCEL COMMENTS

App-Com: PUP 2019-0051 YR 19-1/15/2020 ; Permits: :

MARKET LAND INFORMATION

Method	Type	AC/SF	Eff FF	Depth	D-Fact	Inf1	Fact1	Inf2	Fact2	OVRD	Rsn	Cls	Model	Base Size	Base Val	Inc Val	Dec Val	Value Est
Fron	1-Regular Lot - 1		26	76	0.70	5	40				SS		9	100.00	150.00	36.00	38.00	3.410
Fron	1-Regular Lot - 1		26	76	0.70	5	40				SS		9	100.00	150.00	36.00	38.00	3.410

Total Market Land Value 6,820

JFCENTRAL Property Record Card

Parcel ID: 044-084-19-0-20-08-006.00-0

Quick Ref: R1490

Tax Year: 2021

Run Date: 5/18/2021 12:48:08 PM

GENERAL BUILDING INFORMATION

LBCS Structure Code: 2202-Downtown row store  
 Bldg No. & Name: 1 VACANT BLDG - REMODELING  
 Identical Units: 1 No. of Units:  
 Unit Type:  
 MS Mult: MS Zip:

APARTMENT DATA

1 2 3 4 5 6 7 8

Units:  
 BR Type:  
 Baths:



24

IMPROVEMENT COST SUMMARY

Building RCN: 129,150  
 Mkt Adj: 100 Eco Adj:  
 Building Value: 16,790  
 Other Improvement RCN: 0  
 Other Improvement Value: 0

CALCULATED VALUES

Cost Land: 6,820  
 Cost Building: 31,880  
 Cost Total: 38,700  
 Income Value: 0  
 Market Value: 0  
 MRA Value: 0

FINAL VALUES

Value Method: COST  
 Land Value: 6,820  
 Building Value: 31,880  
 Final Value: 38,700  
 Prior Value:

BUILDING COMMENTS

SKETCH VECTORS

A0CU42X24H

COMMERCIAL BUILDING SECTIONS & BASEMENTS

Sec	Occupancy	MSCIs	Rank	Yr Blt	Eff Yr	Levels	Stories	Area	Perim	Hgt	Phys	Func	Econ	OVR %	Rsn	Inc Use	Net Area	Clis	RCN	% Gd	Value
1	350-Restaurant	C	0.70	1900		01 / 01		1,008	132	12	2	1				037		R	129,145	13	16,790

COMMERCIAL BUILDING SECTION COMPONENTS

Sec	Code	Units	Pct	Size	Other	Rank	Year
1	612-Warmed and Cooled Air		100				
1	812-Concrete Block		100				

OTHER BUILDING IMPROVEMENT COMPONENTS

JFCENTRAL Property Record Card

Parcel ID: 044-084-19-0-20-08-006.00-0

Quick Ref: R1490

Tax Year: 2021

Run Date: 5/18/2021 12:48:08 PM

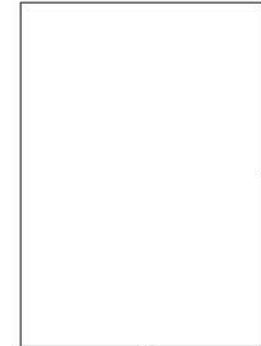
GENERAL BUILDING INFORMATION

LBCS Structure Code: 2202-Downtown row store  
 Bldg No. & Name: 1 APARTMENTS  
 Identical Units: 1 No. of Units: 1  
 Unit Type:  
 MS Mult: MS Zip:

APARTMENT DATA

1 2 3 4 5 6 7 8

Units:  
 BR Type:  
 Baths:



IMPROVEMENT COST SUMMARY

Building RCN: 116,110  
 Mkt Adj: 100 Eco Adj:  
 Building Value: 15,090  
 Other Improvement RCN: 0  
 Other Improvement Value: 0

CALCULATED VALUES

Cost Land: 6,820  
 Cost Building: 31,880  
 Cost Total: 38,700  
 Income Value: 0  
 Market Value: 0  
 MRA Value: 0

FINAL VALUES

Value Method: COST  
 Land Value: 6,820  
 Building Value: 31,880  
 Final Value: 38,700  
 Prior Value:

BUILDING COMMENTS

SKETCH VECTORS

A0CU34X24H

COMMERCIAL BUILDING SECTIONS & BASEMENTS

Sec	Occupancy	MSCIs	Rank	Yr Blt	Eff Yr	Levels	Stories	Area	Perim	Hgt	Phys	Func	Econ	OVR %	Rsn	Inc Use	Net Area	Clis	RCN	% Gd	Value
1	459-Mixed Retail w/ Resid. 1 Units	C	0.50	1900		01 / 01		816	75	9	2	1				011		R	55,695	13	7,240
1	459-Mixed Retail w/ Resid. 1 Units	C	0.50	1900		02 / 02		816	96	9	2	1				011		R	60,416	13	7,850

COMMERCIAL BUILDING SECTION COMPONENTS

Sec	Code	Units	Pct	Size	Other	Rank	Year
1	606-Space Heater		100				
1	812-Concrete Block		100				
1	8002-Porch, Open Slab	120					
1	606-Space Heater		100				
1	812-Concrete Block		100				

OTHER BUILDING IMPROVEMENT COMPONENTS





*City of*  
**VALLEY FALLS**

*Incorporated  
May 17, 1869*

**RESOLUTION NO. 2022-03**

**A RESOLUTION FIXING A TIME AND PLACE AND PROVIDING FOR NOTICE OF A HEARING BEFORE THE GOVERNING BODY OF THE CITY OF VALLEY FALL, KANSAS, AT WHICH THE OWNER, HIS OR HER AGENT, LIENHOLDERS OF RECORD, OCCUPANTS AND OTHER PARTIES IN INTEREST OF STRUCTURES LOCATED WITHIN SAID CITY AND DESCRIBED HEREIN MAY APPEAR AND SHOW CAUSE WHY SUCH STRUCTURE SHOULD NOT BE CONDEMNED AND ORDERED REPAIRED OR DEMOLISHED AS AN UNSAFE OR DANGEROUS STRUCTURE.**

WHEREAS, the enforcing officer of the City of Valley Falls, Kansas, did on February 16, 2022 file with the Governing Body of said city, a statement in writing that the structure, hereinafter described, is unsafe and dangerous.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF VALLEY FALLS, KANSAS:

That a hearing will be held on the 16th day of March, 2022, before the Governing Body of the city at 6:30 o'clock. p.m., at the at 417 Broadway Street, Valley Falls, Kansas at which the owner, his or her agent, any lienholders of record, any occupant and any other parties in interest, as that term is defined by law, of the structure located at:

426 Broadway, Valley Falls, Kansas; A tract of land described as Part of Lots Seven (7) and Eight (8), in Block Twenty-three (23), City of Valley Falls, Jefferson County, Kansas, described as follows: Beginning at the Southwest corner (SWcr) of said Lot Seven (7); thence North 76 feet, more or less, to the center of a wall; thence East 26 feet, more or less, to the center of a wall; thence South 76 feet, more or less; thence West 26 feet, more or less, to the place of beginning

may appear and show cause why such structure should not be condemned as an unsafe or dangerous structure and ordered repaired or demolished.

BE IT FURTHER RESOLVED, that the City Clerk shall cause this resolution to be published one each week for two consecutive weeks on the same day of the week and shall give notice of the aforesaid hearing in the manner provided by law.

Adopted this 16th day of February 2022

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk



Housing Inspection (for demolition)

RE: 204 Walnut

Grant M. Lassiter  
201 Walnut St  
Valley Falls, Ks 66088

On February 7, 2022 an exterior inspection was conducted on the trailer at the property known as **204 Walnut (Valley Falls Original Town, S19, T08, R018, BLOCK 17, ACRES 0.24, Lot 3 & N1/2 Lot 4)**. It is recommended that the City of Valley Falls, due to severe dilapidation and defects, as defined within the City ordinance, proceed with the demolition of the structure. In accordance with Chapter VIII, Article 5, below is a list of items that need addressed:

- 1) Replace damaged/broken/inoperable windows on East side allowing water infiltration
- 2) Replace damaged and/or missing fascia/guttering/downspouts
- 3) Replace rotted siding and framing
- 4) Gut structure interior (east wall. Approx. 16'x8' area) to expose walls and floors for damage assessment
- 5) Install front porch/stairs
- 6) Repair/replace plumbing
- 7) Prep and paint all exterior wood surfaces
- 8) Remove all trash, brush and demolition debris from site

The appraised value of this structure is \$19,940.00, and the cost estimate of repairs (not including finishes) for the house is \$6,820.20. (see attached)

The 2<sup>nd</sup> half of 2021 taxes are unpaid.

The property is not on the National or State Register of Historic Places.

The appearance of the premise is not commensurate with the character of the properties in the neighborhood, constitutes a blight to the adjoining properties, the neighborhood and the City. It can also be argued that manufactured homes, not set on permanent foundations and with no design criteria, degrade the integrity of the neighborhood and lower property values.

I would also recommend adopting an ordinance that possibly prohibits or at least regulates the placement of manufactured homes within residential areas not designed as mobile home parks (ideas attached).

If the City so chooses, this building can be salvaged.

# Cost Estimate

2/10/2022

Address: 204 Walnut

Unit: Unit 01

Spec #	Spec	Qty	UoM	Unit Price	Total Price
<b>Trade: 5 Demolition &amp; Disposal</b>					
715	GUT STRUCTURE INTERIOR	128.00	SF	\$2.60	\$332.80
795	HAUL DEBRIS TO LANDFILL	1.00	LD	\$145.00	\$145.00
<b>5 Demolition &amp; Disposal Subtotal:</b>					<b>\$477.80</b>
<b>Trade: 10 Carpentry</b>					
2470	PARTITION--8" WOOD BEARING	8.00	LF	\$12.75	\$102.00
2595	SIDING--T1-11 REPLACE	128.00	SF	\$6.15	\$787.20
2975	WINDOW--VINYL DBL HNG SGL GLZ	3.00	EA	\$325.00	\$975.00
3590	STEPS/LANDING--REPL EXTERIOR	1.00	EA	\$480.00	\$480.00
<b>10 Carpentry Subtotal:</b>					<b>\$2,344.20</b>
<b>Trade: 15 Roofing</b>					
4645	GUTTER/DOWNSPOUT--5" SEAMLESS	180.00	LF	\$4.10	\$738.00
<b>15 Roofing Subtotal:</b>					<b>\$738.00</b>
<b>Trade: 19 Paint &amp; Wallpaper</b>					
5656	PREP & PAINT EXTERIOR WOOD SIDING	1,312.00	SF	\$0.85	\$1,115.20
<b>19 Paint &amp; Wallpaper Subtotal:</b>					<b>\$1,115.20</b>
<b>Trade: 21 HVAC</b>					
6002	HVAC--GENERAL REQUIREMENTS	1.00	GR	\$0.00	\$0.00
<b>21 HVAC Subtotal:</b>					<b>\$0.00</b>
<b>Trade: 22 Plumbing</b>					
6610	WATER SUPPLY--INSPECT,REPORT	1.00	AL	\$45.00	\$45.00
6705	WASTE LINES--INSPECT, REPORT	1.00	AL	\$0.00	\$0.00
6763	GAS LINE--PRESSURE TEST	1.00	EA	\$100.00	\$100.00
<b>22 Plumbing Subtotal:</b>					<b>\$145.00</b>
<b>Trade: 23 Electric</b>					
7430	CERTIFY ELECTRIC DISTRIBUTION	1.00	AL	\$0.00	\$0.00
<b>23 Electric Subtotal:</b>					<b>\$0.00</b>

Address: 204 Walnut

Unit: Unit 01

Spec #	Spec	Qty	UoM	Unit Price	Total Price
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Trade: 28 House Moving

8802	**HOUSE MOVING--GEN. REQS.	1.00	EA	\$2,000.00	\$2,000.00
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28 House Moving Subtotal: \$2,000.00

Address: 204 Walnut Unit: Unit 01 Total: \$6,820.20

Total: \$6,820.20

JFCENTRAL Property Record Card

Parcel ID: 044-084-19-0-20-04-001.01-0

Quick Ref: R1459

Tax Year: 2021

Run Date: 5/18/2021 1:03:10 PM

OWNER NAME AND MAILING ADDRESS

Lassiter, Grant M

201 Walnut ST  
Valley Falls, KS 66088

PROPERTY SITUS ADDRESS

204 Walnut ST  
Valley Falls, KS 66088

LAND BASED CLASSIFICATION SYSTEM

Function: 1160 Manufactured h Sfx: 0  
Activity: 1000 Residential activities  
Ownership: 1100 Private-fee simple  
Site: 6000 Developed site - with building

GENERAL PROPERTY INFORMATION

Prop Class: R Residential - R  
Living Units: 1  
Zoning:  
Neighborhood: 071 Valley Falls - 071  
Economic Adj. Factor:  
Map / Routing: 084 /  
Tax Unit Group: 007-007 - Valley Falls City

TRACT DESCRIPTION

Valley Falls Original Town, S19, T08, R018,  
BLOCK 17, ACRES 0.24, Lot 3 & N1/2 Lot 4.



Image Date: 08/04/2015

PROPERTY FACTORS

Topography: Below Street - 3  
Utilities: All Public - 1  
Access: Paved Road - 1  
Fronting: Residential Street - 4  
Location: Neighborhood or Spot - 6  
Parking Type: Off Street - 1  
Parking Quantity: Minimum - 1  
Parking Proximity: On Site - 3  
Parking Covered:  
Parking Uncovered:

GenLink: 044-084-19-0-20-04-001.00-0; Permits: :

INSPECTION HISTORY

Date	Time	Code	Reason	Appraiser	Contact	Code
08/03/2015	3:20 PM	5	relist	HRH		
09/10/2013	10:42 AM	5	relist	hrh		
06/19/2008	12:00 PM	5		KBW		

BUILDING PERMITS

Number	Amount	Type	Issue Date	Status	% Comp
00001	0	Mobile Home	04/17/2006	C	100

2021 APPRAISED VALUE

Cls	Land	Building	Total
R	13.770	19.940	33.710
<b>Total</b>	<b>13.770</b>	<b>19.940</b>	<b>33.710</b>

2020 APPRAISED VALUE

Cls	Land	Building	Total
R	13.570	34.250	47.820
<b>Total</b>	<b>13.570</b>	<b>34.250</b>	<b>47.820</b>

PARCEL COMMENTS

MARKET LAND INFORMATION

Method	Type	AC/SF	Eff FF	Depth	D-Fact	Inf1	Fact1	Inf2	Fact2	OVRD	Rsn	Cls	Model	Base Size	Base Val	Inc Val	Dec Val	Value Est
Fron	1-Regular Lot - 1		75	142	0.98								9	100.00	150.00	36.00	38.00	13.770

Total Market Land Value 13,770

JFCENTRAL Property Record Card

Parcel ID: 044-084-19-0-20-04-001.01-0

Quick Ref: R1459

Tax Year: 2021

Run Date: 5/18/2021 1:03:10 PM

DWELLING INFORMATION		COMP SALES INFORMATION		IMPROVEMENT COST SUMMARY	
Res Type:		Arch Style:		Dwelling RCN:	48,046
Quality:		Bsmt Type:		Percent Good:	35
Year Blt:	Est:	Total Rooms:	Bedrooms:	Mkt Adj:	100 Eco Adj: 100
Eff Year:		Family Rooms:		Building Value:	16,820
MS Style:		Full Baths:	Half Baths:		
LBCSStruct:		Garage Cap:			
No. of Units:		Foundation:			
		MANUFACTURED HOMES		CALCULATED VALUES	
Total Living Area:		Res Type:	Manufactured Home	Cost Land:	13,770
Calculated Area:		Style:	13-Singlewide	Cost Building:	0
Main Floor Living Area:		Year:	1997 Eff Year:	Cost Total:	13,770
Upper Floor Living Area Pct:		Quality:	2.00-FR	Income Value:	0
CDU:		LBCS Struct:	Manufactured home	Market Value:	0
Phys/Func/Econ:		Width:	16 Length: 66	MRA Value:	0
Ovr Pct Gd/Rsn:		CDU:	AV- Class:	FINAL VALUES	
Remodel:		Phys/Func/Econ:	AV / /	Value Method:	COST
Percent Complete:		Ovr Pct Gd/Rsn:		Land Value:	13,770
Assessment Class:		Tagalong Style:		Building Value:	19,940
MU Cls/Pct:		Width:	Length:	Final Value:	33,710
		Post Value:	Yes	Prior Value:	47,820

No Sketch Available

BUILDING COMMENTS

SKETCH VECTORS

MANUFACTURED HOUSING COMPONENTS

Code	Units	Pct	Quality	Year
181-Aluminum Sheet		100		
223-Metal, Corrugated or Ribbed		100		
351-Warmed & Cooled Air		100		
402-Automatic Floor Cover Allowance				
601-Plumbing Fixtures	7			
602-Plumbing Rough-ins	1			
1501-Skirting, Metal or Vinyl, Vertical	164			



*City of*  
**VALLEY FALLS**

*Incorporated  
May 17, 1869*

**RESOLUTION NO. 2022-04**

**A RESOLUTION FIXING A TIME AND PLACE AND PROVIDING FOR NOTICE OF A HEARING BEFORE THE GOVERNING BODY OF THE CITY OF VALLEY FALL, KANSAS, AT WHICH THE OWNER, HIS OR HER AGENT, LIENHOLDERS OF RECORD, OCCUPANTS AND OTHER PARTIES IN INTEREST OF STRUCTURES LOCATED WITHIN SAID CITY AND DESCRIBED HEREIN MAY APPEAR AND SHOW CAUSE WHY SUCH STRUCTURE SHOULD NOT BE CONDEMNED AND ORDERED REPAIRED OR DEMOLISHED AS AN UNSAFE OR DANGEROUS STRUCTURE.**

WHEREAS, the enforcing officer of the City of Valley Falls, Kansas, did on February 16, 2022 file with the Governing Body of said city, a statement in writing that the structure, hereinafter described, is unsafe and dangerous.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF VALLEY FALLS, KANSAS:

That a hearing will be held on the 16th day of March, 2022, before the Governing Body of the city at 6:30 o'clock. p.m., at the at 417 Broadway Street, Valley Falls, Kansas at which the owner, his or her agent, any lienholders of record, any occupant and any other parties in interest, as that term is defined by law, of the structure located at:

204 Walnut Street Valley Falls; Lot 3 and the North half of lot 4 in Block 17 in the City of Valley Falls, Jefferson County, Kansas according to the recorded plat there of;

may appear and show cause why such structure should not be condemned as an unsafe or dangerous structure and ordered repaired or demolished.

BE IT FURTHER RESOLVED, that the City Clerk shall cause this resolution to be published one each week for two consecutive weeks on the same day of the week and shall give notice of the aforesaid hearing in the manner provided by law.

Adopted this 16th day of February 2022

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk



*City of*  
**VALLEY FALLS**

*Incorporated May 17, 1869*

**City Administrator Report  
City Council February 16, 2022**

- 1) CDBG Street Project -The final inspection will be completed March 3<sup>rd</sup>. After final inspection, the final Drawdown will be completed, closing out the project. The tax reimbursement form has been sent in to the State.
- 2) CDBG Sewer Project has officially awarded the City of Valley Falls for \$600,000. Attended award ceremony on February 10<sup>th</sup>.
- 3) gWorks implementation has started. We have begun data entry from old software to gWorks. Anticipated to be LIVE and fully operational on new system by April 1<sup>st</sup>. Fund Balance vs Bank balances adjustments will be made during switch to gWorks.
- 4) Working on review and update of Job Descriptions and Personal Policies & Guidelines.
- 5) Review of the fixed assets listing for all city departments. Department asset reports will be due on Feb 18<sup>th</sup>.
- 6) Firewall at City Hall and Water plant was set up ineffectively in past. New router ordered to set up correctly.
- 7) KRWA will be testing all our fire hydrants in the spring. This service is free.
- 8) Attended Chamber Meeting on Thursday, February 3<sup>rd</sup>.
- 9) Economic Development Board Meeting was on February 7<sup>th</sup>. Next meeting will be March 7<sup>th</sup>.
- 10) Planning Commission Board Meeting was on February 8<sup>th</sup>. Next meeting will be March 8<sup>th</sup>.
- 11) Work Session was on February 9<sup>th</sup>. Next work session will be March 9<sup>th</sup>.
- 12) Attended CDBG Award Ceremony on Thursday, February 10<sup>th</sup>.

**Pending Projects**

CDBG Street Project - Project Complete. Final Inspection March 3<sup>rd</sup>. Draw 2 for \$2,000 after inspection will close project.  
 CDBG Sewer Project - Approval of \$600,000. Will attend CDBG Workshop on February 23<sup>rd</sup>.  
 American Rescue Plan Act - \$175,958.36 allocated. \$87,458.86 received 7/14/21. \$520.32 received 10/27/21.  
 Opioid Settlement - Anticipated \$5/ Capita. 25% of Settlement shared 50/50 with cities and counties. Other 75% will be used for grants. This first round of payouts on the settlement will allow partnerships with other local entities.  
 Installation of Automatic Water Meters: 175 installed to date

**Financials**

Fund Balances As Of:

Fund #	Fund Name	Previous Balance	Current Balance
01	General	\$160,878.40	\$144,260.75
03	Water	\$135,783.99	\$145,525.00
04	Sewer	\$267,769.65	\$271,684.07
05	Capital Improvement	\$76,575.34	\$76,575.34
06	Street & Highway	\$25,583.23	\$25,583.23
07	Special Equipment Reserve	\$1,531.71	\$1,531.71
08	Solid Waste	\$53,636.04	\$50,322.19
09	Bond Fund	\$337,818.80	\$352,017.56

**CITY OFFICE**

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



*City of*  
**VALLEY FALLS**

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*Incorporated May 17, 1869*

**Public Works Report**  
**February 16, 2022**

**Water:**

Got new chlorine reader installed and it is doing good

Got 1 new meter installed

Got the computer fixed at the water plant correcting the clocks. Our IT guy is working on writing a program so we can correct clock drift

Received 2 new fire hydrants

I T guy is also going to give us a bid on installing temperature sensors at sed pond and hurst tower

**Parks:**

Nothing to report

**Sewers:**

Got 1 bid in to do the work around the lagoon still awaiting other bids

**Streets:**

Snow removal has been quicker and easier with new equipment

**General:**

Kenneth is attempting to schedule CDL testing (testing sites are limited due to staffing issues)



# VALLEY FALLS POLICE



★ BRANDON W. BINES ★  
CHIEF OF POLICE

## Council Meeting 02/16/2021

- Graphics for the patrol cars have been ordered and expecting to receive next week.
- Once the charger is taken to a company to buff the door, the graphics will be applied to both vehicles.
- Valley Falls PD, Jefferson Co. Sheriff's Office & Jackson Co. Sheriff's Office participated in conducting a random K-9 search of USD 338 at the request of the school's administration with negative results.
- Attended the Valley Falls VFW pancake dinner. Spent time with veteran members
- Continuing to build relationships with the community members and organizations within Valley Falls. I have attended many school events, sporting games etc.
- Officer Rivera is doing well and adapting to training and will be leaving for the academy March 7<sup>th</sup>.
- Officer Rivera and I attended Spike Strip training, offered **Free**. Purposes of this training is to reduce injuries and the risks involved in those involved and to end chases safely.
- Bill and I looked at the laptop stand donated by the Miami County Sheriff's Office. Due to the size of our police radio, the console which houses the laptop stand does not fit.
- Spoke with Tom Allen about manufacturing a laptop stand, in which he stated that he would not be able to construct what we need, and that it would cost more than purchasing a new one.
- Jotto Laptop Mount ordered for \$305.00 with NET 30
- Completed Fixed Asset Listing for the PD
- Narcotics Investigations ongoing

"SERVING THE CITIZENS WHERE WE LIVE,  
PROTECTING THE COMMUNITY, WE LOVE"

417 BROADWAY STREET, VALLEY FALLS, KANSAS 66088

TELEPHONE (785) 945- 3434

[WWW.VALLEYFALLSPOLICE.ORG](http://WWW.VALLEYFALLSPOLICE.ORG)

## 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;