



City of VALLEY FALLS

Incorporated May 17, 1869

City Council Agenda

The City Council meeting is open to the public and will be held at City Hall.

Meetings will be streamed via Facebook Live (<https://www.facebook.com/cityofvalleyfalls>) Please email questions to cityadmin@valleyfalls.org before the meeting.

January 4, 2023 6:30 PM
Regular Meeting

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL - City Council and Staff

MINUTES - Regular Meeting of December 7, 2022

INVOICES - \$ 28,818.15 from December 21, 2022

INVOICES - \$

PUBLIC COMMENTS & GUESTS:

Public Comment Policy

BUSINESS ITEMS:

1. Bid for Trash Service
2. Water Resource - RWD Atchison #5
3. New Business Incentive - 510 Broadway
4. Procurement Policy
5. Water Master Plan Update - PEC
6. Pool Painting Bid

TABLED ITEMS:

REPORTS:

CITY ADMINISTRATOR: Audree Guzman

PUBLIC WORKS: Bill McCoy

POLICE: Carrie Clark

MAYOR: Jeanette Shipley

FIRE DISTRICT: Salih Doughramaji

ECONOMIC DEVELOPMENT BOARD: Audree Guzman

PLANNING & ZONING COMMISSION: Audree Guzman

CITY COUNCIL COMMENTS/ FEEDBACK/ IDEAS

ANNOUNCEMENTS/ COMMUNICATIONS:

City offices closed January 16th in observance of Martin Luther King Jr. Day.

EXECUTIVE SESSION

ADJOURNMENT

CITY OF VALLEY FALLS

December 7, 2022

Open Meeting

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

Staff present: Audree Aguilera, City Administrator, Chris Weishaar, City Clerk, Bill McCoy, Public Works, Police Chief Carrie Clark, and Leonard Buddenbohm, City Attorney.

Others present: David Davis and his wife, Robert Taylor, Dianne Heinen, Allen Segrist, and Kathy Segrist.

Minutes:

The minutes from the November 16, 2022, meeting was presented.

Salih moved to approve the minutes. Gary seconded the motion. Motion carried 5-0.

Vouchers:

The December 7, 2022, vouchers were presented. Salih moved to approve vouchers totaling \$62,173.99. Jennifer seconded the motion. Motion carried 5-0.

Public Comments & Guests: None

BUSINESS ITEMS:

A. 419 Broadway St – Status Update – Allen Segrist was present and advised the roof should be fixed weather permitting on December 9th. After that he can precede with fixing the inside of the building. Matter extended 2 months.

B. 207 Sycamore St – Status Update – No one was present with an update. Audree will have them personally served.

C. 204 Walnut St – Status Update - No one was present with an update. Audree will have them personally served.

D. Introduction of New Officers

- a. Robert Taylor – From Kansas originally, just moved back to Oskaloosa with his wife.
- b. David Davis – Owns barber shop in Leavenworth. Worked at KCMO PD for 13 years.

E. COLA & Merit Increases – Council approved 2% COLA and pay raises as stated on employee evaluations. Audree will provide each employee with a paper showing the increase and how much the City pays for their other benefits.

Salih made motion to approve the increase. Jennifer seconded the motion. Motion passed 5-0

F. 2023 Council Meeting Dates and 2023 Court Dates were reviewed

G. Narcan Policy – Chief Clark met with Dr Rider to review policy. Jennifer made motion to approve the policy. Gary seconded the motion. Motion passed 5-0

H. PEC CDBG Sidewalk Preliminary Engineering Report (PER) Proposal – Audree discussed the preliminary findings. Salih made motion to proceed with project. Gary seconded the motion. Motion passed 5-0

I. Tasers – Chief Clark advised of the need for 4 new tasers because the current tasers are expired. 3 for full time officers and 1 for the parttime officers. Training and software updates are included. Jennifer made motion to approve the tasers. Judy seconded the motion. Motion passed 5-0

J. Body Camera Cloud Storage – Carrie addressed the need to store the body camera footage off site for security. Jennifer made motion to approve the storage. Gary seconded the motion. Motion passed 5-0

K. In- Car Camera – Chief Clark advised that the Expedition does not have an in car camera and the need for it. Jennifer made motion to approve the camera. Judy seconded the motion. Motion passed 5-0

Table Items:

1. Alley Behind Post Office.
2. Shipping Containers ordinance.

City Administrator:

Projects

1. **CDBG Sewer Project Phase 1-** Design and Environmental in progress. Designs being sent to KDHE next week. Construction anticipated in 2023.
2. **CDBG Sewer Project Phase 2** – Project postponed until 2024.
3. **American Rescue Plan Act (ARPA)** – Projects completed to date include: gWorks Software, RV Park Electrical Upgrade. Funds used to date: \$23,851.40. Projects pending to date include: K-16 Entry Signs. Funds planned for projects: \$7,000. Remaining Funds: \$145,106.96.
4. **USDOT Safety Action Plan Grant** –Application submitted on 9/12/2022. Anticipated award announcements in January.
5. **Opioid Settlement** – We received a first disbursement of \$283.10. The Attorney General’s office does not know when rest of funds will be disbursed. 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.
6. **HEAL Grant** Application submitted for 419 Broadway St. Award announcement anticipated in December.
7. **K-4 / K-16 Street Lights** – Estimate received from PEC. Around \$30,000 to add lighting. KDOT is going to perform a safety study. If warranted by KDOT, the light cost will be covered by KDOT. Safety study is anticipated to be completed in Spring 2023.

8. Entry/ Welcome Signs – Coordinating with KDOT and USACE to help Community Foundation with project.

9. KDHE Lead & Copper Lead & Copper Inventory due to KDHE by October 16, 2024.

10. Tucking Lot – Set for discussion at work session.

11. Fire Hydrant Testing - KRWA will be flow testing all our fire hydrants after water tower work is complete. This service is free.

12. Automatic Water Meters – 255 meters installed to date. Total of 493 water meters.

Working / In Progress

1. Year End Beginning the year end processes to close out financials and start 2023 year.

2. Local Government Day Hosted the 3rd graders at City Hall on November 22nd for local government day. We taught them about the structure of the city, in addition to showing them how a city council meeting works.

3. Alley Vacations Registered the ordinance with Jeff Co Deeds for the alley vacations.

4. Employee Evaluations - Evaluations presented at November 16th council meeting. COLA & Merit approval at December 7th meeting.

5. Vision Insurance Approved to move forward with Aflac. Will meet on December 13th to begin enrollment.

6. Barnes Addition Plot PEC anticipates the completion of plotting and surveying by the end of December.

7. Pool Survey Kramer LLC is currently working on the survey for the pool. Found some issues with the boundaries. They are researching with Jeff Co Deeds.

8. Snow Route Working on installation of signs.

9. Economic Development Board – Will contact all members.

10. Planning Commission – Working on developing a Comprehensive Plan. KU can help draft. Required to have by Statute. City does not currently have a plan. Will meet again in January.

11. Teen Court Working on a diversion program and youth court program for teen offenders.

12. Water Master Plan Working with PEC to start a water line replacement project once Sewer is completed. Starting the process now will make sure we have everything in order to begin once sewer is done. Met with PEC to update the plan to include a strategic plan for replacement of lines. PEC advised it would be best to hold off on installing valves for lines that will be replaced with the Master Plan Project.

13. Utility Mapping Found out that KRWA did GIS mapping of Water and Sewer in 2007. Working on updating the maps and getting them in use.

14. 204 Walnut St Condemnation Spoke with Grant Lassiter on August 19th. He will continue to work on demolishing the trailer in the fall with the cooler weather. Next update December 7th.

15. 207 Sycamore St Condemnation No progress. Next update December 7th.

16. 419 Broadway St Condemnation Submitted for HEAL Grant. Next progress update December 7th.

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

Water:

Repaired several more water leaks. I am keeping a log of each leak material used and man hours spent repairing them.

I am watching the river daily for levels to ensure that we do not have to go on water rationing emergency plan.

Had a meeting with Audree and PEC to evaluate our water system and start developing a plan for the future.

Hooked up one new service for water and sewer (DM electric on Maple St)

Sewers:

Douglas pump Co is scheduled to replace the gate valve at the lagoon on Wed, Dec 7, 2022

Streets:

We have the trucks ready for snow removal.

We have been maintaining the pot holes created during water leak repairs and will be doing a more permanent fix in the spring when the weather is warmer to ensure proper repair.

Did a temporary fix on two intersection transitions to make them smoother.

Parks:

We will be planting the trees in the park this week.

We are now able to do the tree removals that need to be done on ACOE ground and will be doing them throughout the winter as weather and time permits.

Police:

Loose Dog (contacted owner)

Funeral Escort

Abandon vehicle

Check the welfare

Suicidal subject

Officer Rivera attended VFHS late night games (11/22)

Officer Rivera will be attending the Hometown Christmas parade and Touch a Truck with one of the departments vehicles (11/26)

Officer Rivera and myself will be attending training in Wathena to be certified on the department vehicles radars (11/29)

Firearm training (11/29)

Naloxone training, policy, and MOU submitted (11/23)

Dr. James Rider signed the MOU for the department (11/23)

David Davis will be starting his part time police officer position on Sunday (11/27) and be in FTO training until he has demonstrated that he understands the policies and procedures to complete the training.

Mayor: No Report.

Fire District: No Report.

Economic Development Board: No Report

Planning & Zoning Commission: No Report

City Council Comments: None

ADJOURNMENT

Jennifer made a motion to adjourn the meeting. Judy 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: December 21, 2022

INVOICES IN THE TOTAL AMOUNT OF: \$28,818.15

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 December, 2022

City Clerk

ACCOUNTS PAYABLE REPORT

VENDOR NAME DEPARTMENT	LINE	INVOICE NUMBER	REFERENCE	PAYMENT AMOUNT
911 CUSTOM POLICE	COMMODITIES	51498	key for gun lock	9.30
***** VENDOR TOTAL *****				9.30
ARMSTRONG INC STREET	VEHICLE MAINTENANCE/FUEL	12283	Skid Steer Tire	150.00
***** VENDOR TOTAL *****				150.00
AXON ENTERPRISE INC POLICE	EQUIPMENT/UNIFORMS	122805	Tasers	2,880.04
POLICE	CONTRACTUAL	122674	Body Cam Cloud Storage	1,836.00
***** VENDOR TOTAL *****				4,716.04
HAWKINS WATER	CONTRACTUAL	6360594	Chlorine Cylinder	40.00
***** VENDOR TOTAL *****				40.00
LKM ADMINISTRATION	TRAINING/CONFERENCES	5647	KACM Conference	25.00
***** VENDOR TOTAL *****				25.00
MIDWEST OFFICE TECHNOLOGY ADMINISTRATION	POSTAGE/STATIONARY	342651	Copies	82.03
***** VENDOR TOTAL *****				82.03
OPTIV SECURITY INC POLICE	CONTRACTUAL	10025838048	KSCJIS Tokens	50.84
***** VENDOR TOTAL *****				50.84
PETRO VALLEY FALLS POLICE	VEHICLE MAINTENANCE/FUEL	11302022	FUEL	182.53
POLICE	VEHICLE MAINTENANCE/FUEL	12152022	FUEL	222.77
SEWER	VEHICLE MAINTENANCE/FUEL	11302022	FUEL	81.41
SEWER	VEHICLE MAINTENANCE/FUEL	12152022	FUEL	116.00
***** VENDOR TOTAL *****				602.71
TBS ELECTRONICS, INC POLICE	EQUIPMENT/UNIFORMS	118628	Radios	1,715.00
***** VENDOR TOTAL *****				1,715.00
UNITED RENTALS STREET	COMMODITIES	213869711	Skid Steer Broom	8,495.00

ACCOUNTS PAYABLE REPORT

VENDOR NAME DEPARTMENT	LINE	INVOICE NUMBER	REFERENCE	PAYMENT AMOUNT
UNITED RENTALS				
***** VENDOR TOTAL *****				8,495.00
VALLEY FALLS CHAMBER ADMINISTRATION	BENEFITS	4598	Chamber Bucks	150.00
POLICE	BENEFITS	4598	Chamber Bucks	150.00
STREET	BENEFITS	4598	Chamber Bucks	150.00
***** VENDOR TOTAL *****				450.00
VALLEY FALLS LIONS CLUB STREET	FACILITIES MAINTENANCE	122022	Christmas Lights	500.00
***** VENDOR TOTAL *****				500.00
WASTE MANAGEMENT SOLID WASTE	CONTRACTUAL	12012022	Trash Service	11,896.70
***** VENDOR TOTAL *****				11,896.70
WESTERN HARDWARE & AUTO STREET	COMMODITIES	12122022	tarp,supplies	85.53
***** VENDOR TOTAL *****				85.53
***** REPORT TOTAL *****				28,818.15

DEPARTMENT	INV	PAYMENTS
ADMINISTRATION	3	257.03
POLICE	8	7,046.48
STREET	5	9,380.53
WATER	1	40.00
SEWER	2	197.41
SOLID WASTE	1	11,896.70
DEPARTMENT TOTALS	20	28,818.15



City of
VALLEY FALLS

Incorporated May 17, 1869

COUNCIL MEETING DATE: January 4, 2023

INVOICES IN THE TOTAL AMOUNT OF: \$24,151.32

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 January, 2023

City Clerk

ACCOUNTS PAYABLE REPORT

VENDOR NAME DEPARTMENT	LINE	INVOICE NUMBER	REFERENCE	PAYMENT AMOUNT
AFLAC INC ADMINISTRATION	BENEFITS	115768	VISION INSURANCE	33.78
POLICE	BENEFITS	115768	VISION INSURANCE	45.11
STREET	BENEFITS	115768	VISION INSURANCE	25.62
WATER	BENEFITS	115768	VISION INSURANCE	51.26
***** VENDOR TOTAL *****				155.77
FARMER EXCAVATING, INC SEWER	FACILITIES MAINTENANCE	4355	Sewer Repair 709 Frazier/ Elm	16,500.00
***** VENDOR TOTAL *****				16,500.00
FARRIS, FRESH, & WERRING LAW COURT	CONTRACT LABOR	11046	City Prosecutor Services	500.00
***** VENDOR TOTAL *****				500.00
GIANT COMMUNICATIONS ADMINISTRATION	UTILITIES AND PHONE	01012023	Phone	50.22
POLICE	UTILITIES AND PHONE	01012023	Phone	50.22
WATER	UTILITIES AND PHONE	01012023	Phone	50.22
SEWER	UTILITIES AND PHONE	01012023	Phone	50.23
***** VENDOR TOTAL *****				200.89
JIMMY'S STUMP REMOVAL ADMINISTRATION	CONTRACT LABOR	1282022	inspection	115.00
***** VENDOR TOTAL *****				115.00
K-4 AG & SERVICES LLC STREET	VEHICLE MAINTENANCE/FUEL	12282022	Bobcat Repair	70.42
***** VENDOR TOTAL *****				70.42
KANSAS RURAL WATER ASSOCIATION WATER	DUES/MEMBERSHIPS	2023	KRWA Annual Membership	233.20
SEWER	DUES/MEMBERSHIPS	2023	KRWA Annual Membership	233.20
***** VENDOR TOTAL *****				466.40
LEONARD L. BUDDENBOHM ADMINISTRATION	CONTRACT LABOR	122022	City Attorney Charges	1,000.00
***** VENDOR TOTAL *****				1,000.00
PEC ADMINISTRATION	CONTRACTUAL	528677	Barnes Plat - Phase 2	4,500.00

ACCOUNTS PAYABLE REPORT

VENDOR NAME DEPARTMENT	LINE	INVOICE NUMBER	REFERENCE	PAYMENT AMOUNT
PEC				
***** VENDOR TOTAL *****				4,500.00
PEN PUBLISHING POLICE	UTILITIES AND PHONE	215005	EMAILS	88.00
***** VENDOR TOTAL *****				88.00
PETRO VALLEY FALLS POLICE	VEHICLE MAINTENANCE/FUEL	12312022	FUEL	171.90
STREET	VEHICLE MAINTENANCE/FUEL	12312022	FUEL	74.31
WATER	VEHICLE MAINTENANCE/FUEL	12312022	FUEL	74.31
SEWER	VEHICLE MAINTENANCE/FUEL	12312022	FUEL	74.32
***** VENDOR TOTAL *****				394.84
TBS ELECTRONICS, INC POLICE	COMMODITIES	119005	antenna	60.00
***** VENDOR TOTAL *****				60.00
VALLEY FALLS CHAMBER ADMINISTRATION	DUES/MEMBERSHIPS	4669	Annual Dues	100.00
***** VENDOR TOTAL *****				100.00
***** REPORT TOTAL *****				24,151.32

DEPARTMENT	INV	PAYMENTS
ADMINISTRATION	6	5,799.00
POLICE	5	415.23
COURT	1	500.00
STREET	3	170.35
WATER	4	408.99
SEWER	4	16,857.75
DEPARTMENT TOTALS	23	24,151.32



City of
VALLEY FALLS

Incorporated May 17, 1869

PUBLIC COMMENT POLICY

This is a business meeting of the governing body for the City of Valley Falls. We strive to run a smooth and efficient meeting.

Public Comment is limited to 3 minutes per person. Speakers shall state their name and address. This is intended for citizens to express their views. City Council Members will not engage in dialogue with the speaker. Belligerent, rude, and offensive speakers will be stopped immediately. Citizen should reach out to City Council Members to have personal discussion of their concerns outside of City Council Meetings.

Any comment for agenda items shall be taken only during the specific agenda item. All questions posed during public forum should be answered within the specific agenda item by any City Council Member or followed up as needed by staff in a timely manner during regular business hours following the meeting.

Citizens desiring to comment on matters of a general nature, not specific to an agenda item, shall sign up in advance of the meeting & shall provide name and address, and the purpose or nature of the request. This request should be received by the City Administrator before Friday at noon preceding the meeting. No action or formal comment will be taken on such request at the council meeting. Staff will follow up in a timely manner during regular business hours following the meeting.

ECONOMIC DEVELOPMENT INCENTIVE APPLICATION

BUSINESS NAME: Hopper Hair Company LLC	
BUSINESS OWNER NAME: Tymber Lund-Winter	CONTACT PHONE: (785) 231-4612
	CONTACT EMAIL: tymber495@gmail.com
BUSINESS ADDRESS: STREET 510 Broadway St.	PO BOX
CITY: Valley Falls	STATE: KS ZIP: 66088
<input type="checkbox"/> RENT <input checked="" type="checkbox"/> OWN	BUILDING OWNER (if different from business owner):
BUSINESS PHONE: N/A (785) 231-4612	BUSINESS EMAIL: tymber495@gmail.com
BUSINESS WEBSITE: N/A	
TYPE OF BUSINESS: <input type="checkbox"/> RETAIL <input type="checkbox"/> OFFICE <input type="checkbox"/> MANUFACTURING <input type="checkbox"/> WAREHOUSE <input checked="" type="checkbox"/> OTHER: Hair and Skincare Salon	
SERVICE/ PRODUCT: Hair and Nails	# OF EMPLOYEES: 3
DAYS OF OPERATION: Up to 7 days per week	HOURS OF OPERATION: Varies with employee schedule
INVESTMENTS: Building Purchase \$35,000.00 Flooring Supplies \$1000.00+ (see attached receipts)	
TOTAL OF INVESTMENTS: 36,000	SALES TAX # OR FEIN: 92-0298221
CONTACT NAME: Tymber Lund-Winter	CONTACT PHONE: (785) 231-4612
	CONTACT EMAIL: tymber495@gmail.com
Signature: Tymber Lund-Winter	Date:
Printed Name: Tymber Lund Winter	Title: Owner/Operator
	12/19/2022

Application must include:

- Sales Tax Certificate
- Kansas State Food License (if applicable)
- Utilities Application (if required)
- Building Permit (if applicable)

For Office Use Only:

Approved: YES NO DATE:

Signature:

City of Valley Falls Mayor -



City of VALLEY FALLS

Incorporated May 17, 1854

PROCUREMENT POLICY

Effective Date: January 4, 2022

Purpose: To establish purchasing policies which govern the purchase of goods and/or services by the City of Valley Falls.

Policy: The purpose of this policy is to set guidelines which govern the major purchases of goods and/or services by the City of Valley Falls. It shall also serve as an informational document to be given to local vendors so they are informed as to the City's purchasing guidelines.

Section 1. General Guidelines

Whenever possible, a commodity or service is to be obtained at both the lowest cost possible and highest quality required in order to maintain efficient City departmental operations. Department Heads shall determine the quantities needed of each item based upon such factors as usage, price discounts, shipping time, shelf life, price and any other factors as determined relevant by City staff.

All purchases made on behalf of the City of Valley Falls are to be made in accordance with the following objectives:

1. Provide for local purchasing when economically feasible;
2. Provide for effective expenditure of City funds;
3. Provide for best protection of City residents;
4. Provide for accurate accounting documentation;
5. Provide for equal opportunity, fairness and competitiveness with vendors;
6. Provide for compliance with all applicable federal, state and local laws and regulations.

The level of expenditures for each department is determined by annual adoption of the Budget by the Governing Body. The City Administrator is responsible for ensuring the purchasing practices are in accordance with this policy. The Governing Body reviews all disbursements by an appropriation ordinance and approves certain competitive bids.

All purchases are to be based upon need.

Recognizing local businesses contribute significantly to operational revenue of the City, preference may be given to local vendors when financially feasible.

Section 2: City Council

The City Council determines expenditure levels through the approval of the budget.

The Council approves the final disbursement of all public funds semi-monthly. If a purchase is over \$10,000, Council approval is required.

Section 3: City Administrator

The City Administrator is responsible for the city's financial affairs and management. The City Administrator will approve purchases over \$2,000 and under \$10,000.

Section 4: Department Heads

Department Heads are responsible for management of their departmental budget. Department heads will approve purchases under \$2,000.

Department heads shall obtain written authorization from the City Administrator for purchases over \$2,000 and under \$10,000. Purchases of more than \$2,000 per singular item or line item or category shall be placed on a purchase order form with an estimated cost, if actual cost is unknown. The City Administrator shall approve or disapprove the purchase.

Section 5: Employees

All employees, other than department heads, are allowed purchasing authority of \$250.

Section 6: Methods of Purchasing

There are six (6) basic purchasing methods that can be used by City personnel. These methods are as follows:

A. Daily Purchasing - There are any number of items which are needed on a daily basis and are purchased on a routine basis. Because of their commonality, it is not normal to formally bid such products; however, attention is made to price and quality. Under emergency conditions, purchasing of major items may be made in this matter. Vehicles and equipment are not included in the Daily Purchasing method.

B. Competitive Pricing (written quotes): This method is utilized when review by the City Staff and/or Governing Body is warranted due to cost of good or service or type of product. This method is generally used for specialty products for which few vendors exist. This method may also be used for purchase of goods and services costing less than \$10,000. Every attempt possible should be made to obtain three (3) quotes for the purchase.

C. Sole Source Purchases: This method is used with state contract purchases. This method may also be used for departmental supplies, repairs, or replacement equipment when the department has standardized operations with a particular brand or style of product only offered by a certain vendor. A contract may be awarded or a purchase made without competition when, after conducting a good faith review of available sources, it is determined that there is only one source for the required product. The City Administrator or department head may then conduct negotiations, as appropriate, as to price, delivery, and terms.

D. Competitive Sealed Bids: This method is used for the purchase of major equipment or professional services estimated at \$10,000 or more. This method is also used when such factors as scheduling requirements, beginning time, delivery time, total cost, warranty and other factors need to be evaluated. The process is initiated by giving the bid advertisement to the City Administrator. A notice will be published at least once in the City's official newspaper. Staff or the design professional hired by the City is responsible to distribute the bid documents. At least two City staff must be present during the bid opening, which must be advertised and open to the public. The Department Head will bring results of the bid process, along with their recommendation, to a City Council meeting for Council action. The Council reserves the right to accept or reject any and/or all bids. This method is also used when required by State or Federal grant programs.

E. Competitive Negotiations: This method used primarily for professional services. Competitive negotiations are initiated by publishing a Request For Proposals (RFP) or a Request For Qualifications (RFQ). The RFP is used when price is a factor in selection; the RFQ is used when price is primarily considered after selection (generally for engineering and architectural services).

1. In both RFP and RFQ, the services to be procured are clearly defined, as are the factors to be used in evaluation and selection.
2. All proposals received are to be reviewed according to the defined selection criteria; the review should be in writing such as a ranking system.
3. For RFQ's, an invitation is made to one or more respondents to negotiate a price or fee.
4. For both RFQ's and RFP's, selection is made on the basis of the most responsible offer or price and other factors considered.
5. Preparation and signing of a contract formalizing a scope of work and the terms of compensation is required.

City Council shall approve the final selection from the RFP or RFQ.

F. Non-Competitive Negotiations: Non-competitive negotiations shall be used only when (1) the use of competitive negotiations is not feasible, such as only one supplier, (2) there is some public emergency, or (3) the results of the competitive negotiations are inadequate.

Negotiations shall be conducted with the selected company regarding a scope of work and price.

Preparation and signing of a contract formalizing a scope of work and the terms of compensation is required. All contracts for purchases The original copy of the contract must be stored in the City Clerk's office.

G. Split Purchasing or Order Splitting Prohibited: The deliberate practice of splitting a transaction, order, or project into two or more smaller parts to keep the purchase beneath the purchaser's approved spending authority is expressly prohibited.

It should be noted that while the above methods are considered normal purchasing procedures, situations might dictate a deviation from using one method as opposed to another.

Section 7: Grant Procurement Procedures

These procedures are in general accord with federal requirements set forth in Public Law 103-355. The intent of the procedures is to describe how the Grantee obtains services and supplies for project activities. For each procurement procedure listed herein, direct solicitation of minority-owned and woman-owned business enterprises will occur. Price or rate quotations should be obtained (either by phone or in writing) from an ample number of qualified sources (usually three or more).

1. *Small Purchases.* Small purchases are a simple and informal method used where goods or services do not cost in aggregate more than \$25,000.
 - a. Documentation regarding businesses contacted and the prices quoted should be maintained in the procurement file.
 - b. Written documentation regarding basis for selection and cost should be maintained in the procurement file. Action taken by the Grantee should be recorded in meeting minutes.
 - c. Preparation and signing of a contract formalizing a scope of work and the terms of compensation is required for purchases totaling \$1,000 or greater.
2. *Competitive Sealed Bids.* Competitive sealed bids are initiated by publishing an Invitation for Bids (IFB) or similar notice in a local newspaper, local television access channel and/or in contractor trade publications.
 - a. The IFB process is used when detailed specifications for the goods or services to be procured can be prepared and the primary basis for award is cost.
 - b. All bids received must be opened in public and tabulated according to published selection criteria; the results are provided in writing to bidders.
 - c. The contract awarded must be firm-fixed-price contract (based on lump sum or unit price)
 - d. Preparation and signing of a contract formalizing a scope of work and the terms of compensation is required once local officials endorse the bid action and contract amount.
3. *Competitive Negotiations.* Competitive negotiations are initiated by preparing a Request For Proposals (RFP) or a Request For Qualifications (RFQ). The RFP is used when price is a factor in selection; the RFQ is used when price is not considered until after selection. If local funds only are used to pay for any of the services being procured through this process, the Grantee can elect to consider and discuss the project and proposed scope of services with a minimum of firms it has had prior experience with. If

CDBG funds are used to pay for any of the services being procured, then the RFP or RFQ is published in newspapers with

general circulation in counties where consultants are located. If no CDBG funds are used, then, the requests are simply mailed or provided directly to three or more engineering firms in the region.

- a. In both RFP and RFQ, the services to be procured are clearly defined, as are the factors to be used in evaluation and selection.
- b. All proposals received are to be reviewed according to the defined selection criteria; the review should be in writing such as a ranking system.
- c. For RFQ's, an invitation is made to one or more respondents to negotiate a price or fee for services to be provided.
- d. For both RFQ's and RFP's, final selection is made on the basis of the most responsible offer or price and other factors considered such as qualifications.
- e. Preparation and signing of a contract formalizing a scope of work and the terms of compensation occurs after selection and contact is made with the chosen firm.

Regarding the administration of CDBG projects, the Grantee will either administer the project, or contract with a regional planning commission, depending on the project location and proposed complexities it presents. No procurement is needed for either of these scenarios.

1. *Non-Competitive Negotiations.* Non-competitive negotiations can be used only when (1) the use of competitive negotiations is not feasible, (2) there is some public emergency, or (3) the results of the competitive negotiations are inadequate.

In summary, if CDBG funds are used to pay for a product or service, or any part thereof, CDBG procurement procedures will apply to the project activity unless the aforementioned local procurement policies are stricter. If CDBG funds are not used to pay for any of a contract, the Grantee written procurement procedures will apply.

Section 8: Emergency Purchases

Notwithstanding the procedures set forth in this policy, the City Administrator, in consultation with the Mayor, may authorize emergency purchases of supplies or services beyond the City Administrators spending authority when necessary if delay could cause threat to public health, welfare, safety, or injure the City financially or otherwise. Such emergency procurements will be made with competition if practical for the circumstances. The report of such purchases and the nature of the emergency requiring such shall be provided to the City Council at the earliest possible time.

Section 9: Purchase Cards

Gasoline cards and credit cards are provided to certain employees in cases where such cards are needed to perform essential duties. All employees shall submit receipts to their respective department head or the City Clerk after purchase to allow reconciliation with monthly statements. The fund responsible to pay for the purchase should be written on the receipt. Purchase card balances are to be paid in full at each payment interval so as not to incur any additional debt to the City beyond the item(s) purchased.

Section 10: Charge Accounts

The City maintains charge accounts at several local vendors. If necessary, the employee should inform the vendor at time of purchase which City department is responsible for the charge. Employees who make charges on said accounts shall submit receipts to their respective department head after purchase to allow reconciliation with monthly statements. The fund responsible to pay for the purchase should be written on the receipt. Charge account balances are to be paid in full at each payment interval so as not to incur any additional debt to the City beyond the item(s) purchased.

Section 11: Regular Monthly Bills

The City Administrator or City Clerk shall be authorized to pay regular, monthly bills such as those for utilities, telephone, internet, insurance premiums, and credit cards prior to City Council approval in order to avoid assessment of late charges.

Section 12: Sales Tax Exemption

As a general rule, all City purchases are exempt from imposition of sales tax. All employees shall make sure that proper sale tax exemption forms are provided to vendors so that the City is not charged sales tax on purchases. These forms are available from the City Administrator.

Section 13: Surplus Property

In the event the City has equipment, supplies, or materials that have become surplus, or are being replaced, the City Administrator may authorize the sale or disposal of such goods, provided the value of each item does not exceed \$10,000. In the event that an item is valued higher than \$10,000, prior approval of the City Council shall be obtained. Disposal of surplus goods may be as follows:

- a. Transfer to another City department if need is determined
- b. Sale to the general public by sealed bid or placed up for auction (either live or through an online auction site)
- c. Junking when no longer of value or a safety risk
- d. Trade-in toward new equipment

All interests in real property, both leasehold and fee interest, shall require City Council approval.

Any technology equipment sold, donated, or recycled shall be property cleaned to ensure any data or personal information is removed from memory and all storage devices.

Section 14: Approved Project Documents and Change Orders

The City Administrator shall be authorized to sign documents necessary to carry out a decision, project, purchase, contract, or acquisition of services that has been approved by the City Council. The City Administrator shall also be authorized to approve change orders to approved projects or purchases where the requested change is less than \$10,000.

Section 15: Summary

This purchasing policy is a guideline for all City purchases, including vehicle/equipment and is to be used as an explanation to all vendors when questions arise concerning our purchasing methods. Whenever possible, the City of Valley Falls will attempt to do the majority of business with local vendors provided that the service or commodity being considered is of a competitive price and equal quality.

WORK ORDER NO. 23-01

This Work Order No. 23-01 is made as of this _____ day of _____, 20____, under the terms and conditions established in the Master Agreement between Client and Professional Engineering Consultants, P.A. (PEC) dated January 3, 2022. Except to the extend modified herein, all terms and conditions of the Master Services Agreement shall continue a full force and effect.

SECTION A – SERVICES

A.1 PEC shall perform the following services (collectively, the “Services”):

1. Update the April 2017 Water System Analysis and Report into a Preliminary Engineering Report (PER) format in compliance with CDBG and USDA PER requirements.
 - a. Conduct an on-site project kick-off meeting with the CLIENT to gather additional data and discuss schedule and milestones.
 - b. Evaluate the existing water distribution system for potential phased rehabilitation and/or replacement based on information provided by the CLIENT, known break history, and pipe material.
 - c. Prepare a draft PER outlining the current population and water usage information, two recommendations for distribution system rehabilitation and/or improvements, and Engineer’s opinion of probable costs associated with each improvement. The previous Water System Analysis and Report will be utilized to help determine phased rehabilitation and/ or improvements to the system as one of the improvement alternatives.
 - d. Meet with the CLIENT to review the draft PER.
 - e. Prepare final PER based on CLIENT’S comments.

A.2 In conjunction with the performance of the Services as described above, PEC shall provide the following submittals, documents or other deliverables to the City:

1. Draft Preliminary Engineering Report
2. Final Preliminary Engineering Report

A.3 Supplemental Services:

1. Production of record drawings, as-builts, or release of electronic files.
2. Meetings in excess of the number above.
3. Development of more alternative replacement options than listed in the Scope.
4. Field survey.
5. Design of any improvements.

- 6. Water distribution system modeling or hydraulic analysis in excess of the 2017 Water System Analysis and Report.
- 7. Review of other funding options.
- 8. Environmental assessments, clearances, or permitting.
- 9. Geotechnical investigation and report.
- 10. Construction Administration
- 11. Construction Testing and Inspection and/ or Construction Staking
- 12. Production of record drawings or as-builts

A.4 Exclusions:

- 1. Franchise Utility Design
- 2. Distribution system water quality evaluation including compliance with regulatory requirements associated with lead and copper or disinfection byproducts.
- 3. Water quality sampling or testing.

SECTION B – SCHEDULE

PEC shall perform the Services and deliver the above documents according to the following:

- 1. PEC will submit the Draft PER within 60 days of the executed work order.
- 2. PEC will submit the Final PER within 30 days following the review of the Draft PER by City Staff.

SECTION C – COMPENSATION

In return for the proper performance by Professional Engineering Consultants, P.A. of its Services, Client shall pay to PEC a lump sum amount of Fifteen Thousand Dollars (\$15,000).

SECTION E – OTHER PROVISIONS

The parties agree to the following additional provisions with respect to this Work Order:

CLIENT

By: _____
 Printed Name: _____
 Title: _____
 Date: _____

PROFESSIONAL ENGINEERING CONSULTANTS, P.A.

By: Alex M. Darby
 Printed Name: Alex M. Darby, PE
 Title: Principal
 Date: December 27, 2022



City of
VALLEY FALLS

Incorporated May 17, 1854

**City Administrator Report
City Council January 4, 2023**

Projects

1. **CDBG Sewer Project Phase 1** - Design and Environmental in progress. KDHE approved design. Ready for bid process. Must have contract awarded by 3/14/2023.
2. **CDBG Sewer Project Phase 2** - Project postponed until 2024.
3. **CDBG Community Facilities** - PER submitted. Applications due February 1st.
4. **KDHE Waste Tire Grant** - Submitted. Awards announcements anticipated in April.
5. **USDOT Safety Action Plan Grant** - Application submitted. Anticipated award announcements in January.
6. **HEAL Grant** Application submitted for 419 Broadway St. Not approved for grant. Another round in Spring.
7. **Entry/ Welcome Signs** - Spoke with KDOT on 12/15/2022. Cannot place anything other than wayfinding/ directional signs in KDOT ROW within City Limits. I have let the VFCF know so they can look for a location on private land.
8. **Pool Drive Way** - Butch will complete the concrete on pool drive way in the spring before the pool season starts.
9. **Fire Hydrant Testing** - Reached out to KRWA to start the project. They have added us to the schedule to start the flow testing. This will be done over several days when the weather is above freezing. This service is free.
10. **American Rescue Plan Act (ARPA)** - Projects completed to date include: gWorks Software, RV Park Electrical Upgrade. Funds used to date: \$23,851.40. Projects pending to date include: K-16 Entry Signs. Funds planned for projects: \$7,000. Remaining Funds: \$145,106.96.
11. **Opioid Settlement** - Total received to date is \$2,952.96. \$0.00 expended.
12. **K-4 / K-16 Street Lights** - Estimate received from PEC. Around \$30,000 to add lighting. KDOT is going to perform a safety study. If warranted by KDOT, the light cost will be covered by KDOT. Safety study is anticipated to be completed in Spring 2023.
13. **KDHE Lead & Copper** Lead & Copper Inventory due to KDHE by October 16, 2024.
14. **Tucking Lot** - Set for discussion at work session.
15. **Automatic Water Meters** - 255 meters installed to date. Total of 493 water meters.

Working / In Progress

1. **Year End** Beginning the year end processes to close out financials and start 2023 year.
2. **Barnes Addition Plot** PEC has completed the draft. Will present to Planning Commission on January 12th.
3. **Pool Survey** Kramer LLC is currently working on the survey for the pool. Found some issues with the boundaries. They are researching with Jeff Co Deeds.
4. **Snow Route** A total of 54 signs to be installed. Working on installation of signs. Signs are partially up on all routes.
5. **Economic Development Board** - Will contact all members.
6. **Planning Commission** - KU could not help with the comprehensive plan. I have reached out to K-State and Wichita State for assistance. K-State can help us do the plan in the Spring of 2024. This would be at no cost to the city. Hiring a consultant to help do the Plan would cost upwards of \$70,000. City does not currently have a plan and is required by statute. Will meet again in January 12th.
7. **Teen Court** Working on a diversion program and youth court program for teen offenders.
8. **Emergency Water Backup** Talked to Atchison RWD #5 about upgrading our connection from a 4in to 8in line. The new line would have to come from 11 miles away to connect into the city.
9. **Water Master Plan** Working with PEC to start a water line replacement project once Sewer is completed. Starting the process now will make sure we have everything in order to begin once sewer is done. Met with PEC to update the plan to include a strategic plan for replacement of lines. PEC advised it would be best to hold off on installing valves for lines that will be replaced with the Master Plan Project.
10. **Utility Mapping** Found out that KRWA did GIS mapping of Water and Sewer in 2007. Working on updating the maps and getting them in use.
11. **204 Walnut St Condemnation** Spoke with Grant Lassiter on August 19th. He will continue to work on demolishing the trailer in the fall with the cooler weather. Next update January 4th.
12. **207 Sycamore St Condemnation** No progress. Next update January 4th.
13. **419 Broadway St Condemnation** Submitted for HEAL Grant. Next progress update February 15th.

CITY OFFICE

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

Financials

Fund Balances

Fund #	Fund Name	Previous Balance	Current Balance
100	General Fund	\$107,693.72	\$85,363.49
160	Pool Reserve	\$4,034.19	\$4,034.19
200	Capital Improvement Fund	\$161,114.52	\$145,224.52
300	Special Hwy & Streets	\$77,879.34	\$77,879.34
400	Equipment Reserve	\$3,781.71	\$3,781.71
500	Bond & Interest	\$127,276.43	\$141,811.09
600	RHID	\$31,611.78	\$31,611.78
720	Water	\$67,547.59	\$93,796.40
721	Water Reserve	\$0.00	\$0.00
730	Sewer	\$258,113.13	\$216,815.98
731	Sewer Reserve	\$0.00	\$0.00
740	Solid Waste	\$55,318.90	\$59,882.86
790	Insurance Reserve	\$748.00	\$748.00
Total		\$895,119.31	\$860,949.36
CD #	Fund/ Fund Name	Previous Balance	Current Balance
Bank 500	Money Market (PBC)	\$10,606.93	\$10,606.93
X0971	Bond & Interest Fund (500)	\$153,500.00	\$153,500.00
X2279	Sewer Fund (730)	\$91,083.20	\$91,083.20
Total		\$255,190.13	\$255,190.13
Total In Bank		\$1,150,309.44	\$1,075,405.78

Budget

Fund #	Fund Name	Budget	YTD Expended	Difference
100	General Fund	\$729,701	\$20,207.45	\$709,493.55
160	Pool Reserve	\$6,500	\$0.00	6,500.00
200	Capital Improvement Fund	\$50,000	\$0.00	\$50,000.00
300	Special Hwy & Streets	\$172,841	\$0.00	\$172,841.00
400	Equipment Reserve	\$63,000	\$0.00	\$63,000.00
500	Bond & Interest	\$182,393	\$0.00	\$182,393.00
600	RHID	\$60,000	\$0.00	\$60,000.00
720	Water	\$543,500	\$8,708.72	\$534,791.28
721	Water Reserve	\$50,000	\$0.00	\$50,000.00
730	Sewer	\$3,821,000	\$22,174.87	\$3,798,825.13
731	Sewer Reserve	\$50,000	\$0.00	\$50,000.00
740	Solid Waste	\$258,000	\$0.00	\$258,000.00
790	Insurance Reserve	\$0	\$0.00	\$0.00
Total		\$5,986,935.00	\$51,091.04	\$5,935,843.96

CITY OFFICE

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City of
VALLEY FALLS

Incorporated May 17, 1869

Public Works Report
December 21, 2022

Water:

We took delivery of the generator for hurst tower and will be installing it after the first of the year when the weather is warmer. We are going to put in a pad to mount it to
We had more water leaks and got them repaired. Had to issue a boil order that we lifted the next day when testing came back good

Sewers:

Everything is working good as of now
We will be finishing the gate valve installation as soon as the weather permits
Farmer excavation is working on the sewer repair at 709 Frazier (should be done by meeting time)

Streets:

We now have the street sweeper and it looks to be a good unit we have not been able to use it yet
We filled in some of the worst pot holes in some of the alleys that we have been alerted needed fixing

General:

Trees have been planted in the park.



City of
VALLEY FALLS

Incorporated May 17, 1869

Police Department Report
January 4, 2022

- Taylor started FTO training
- Narcan Training scheduled for full time VFPD officers with McLouth officer on Tuesday January 3
- Meeting with Willows Domestic Violence Organization to discuss further policy process for domestics, sexual assault, and stalking incidents
- Officers were exposed to how to obtain a search warrant on cell phones and social media accounts
- Explorer is scheduled to have possible ball joints replaced and regular maintenance
- Waiting for KLETC to send confirmation for Part Time Davis and Full Time Taylor to be enrolled in the process for part time and full-time academy

Calls for service:

12/12-12/19

12/17 Alarm call

12/17 Traffic Control for event

12/20 Traffic control issue

12/20 Code Enforcement issue

12/21 Civil Dispute

12/21 VIN Check

12/26 Lost/Stolen Wallet (later found by caller)

12/26 Suicidal subject

12/27 Suspicious subject

12/27 Suspicious vehicle

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;