



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.

March 1, 2023 6:30 PM
Regular Meeting

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL - City Council and Staff
MINUTES - Regular Meeting of February 15, 2023

PUBLIC COMMENTS & GUESTS:
Public Comment Policy

BUSINESS ITEMS:
1. CDBG Sewer Project Bid
2. CDBG Sidewalk Grant Preliminary Engineering Report
3. KCJIS Policy
4. New Business Incentive - The Rustic Baker at 405 Broadway St

INVOICES - \$12,995.62

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:

Candidates running for office of Valley Falls City Council must file by June 1st at noon in the Jefferson County Clerk's office. The filing fee is \$20. There are 3 city council seats that will be elected in the November election.

EXECUTIVE SESSION
ADJOURNMENT

CITY OF VALLEY FALLS

February 15, 2023

Open Meeting

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

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

Others present: Dianne Heinen, Scott Heinen, Alan and Katy Seigrist.

Minutes:

The minutes from the January 18, 2023, meeting was presented.

Gary moved to approve the minutes. Judy seconded the motion. Motion carried 3-0-1.

Public Comments & Guests: Earl Stevens spoke about the possibility of putting in a dam on Peters Creek west of Valley Falls to help with low water levels for the City.

Earl also expressed his opinion about the District 11 ambulance services being stopped as of January 1, 2023.

BUSINESS ITEMS:

1. 419 Broadway St – Status Update – Allan Seigrist was present to advise waiting for the weather to warm up to have the roof fixed again and to start tuck pointing. Status update is scheduled for June 7, 2023.

2. Valley Falls Housing Authority Board Appointments – 3-year term

a. Martha York

b. Pat Sieve

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

3. Voting Delegate – KRWA Annual Conference - 1. Audree Guzman 2. William McCoy – Alternate

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

4. Old Pool Lot – Audree advised the survey has been done. Will be removed from agenda until PEC finishes the Water Assessment for potential water wells.

Vouchers:

The February 1, 2023, vouchers were presented. Salih moved to approve vouchers. Jennifer seconded the motion. Motion carried 4-0.

The February 15, 2023, vouchers were presented. Salih moved to approve vouchers. Jennifer seconded the motion. Motion carried 4-0.

City Administrator:Daily Operations

- 1. Audit** Audit is scheduled for March 1st. RFP for audit services will be sent out after completion of audit presentation.
- 2. Local Government Day** I attended the annual Local Government Day hosted by the League of Kansas Municipalities on Wednesday, January 25th in Topeka. The event focuses on meeting with the legislators and tuning into legislative activity and updates that directly affect cities.
- 3. Barnes Addition Plot** PEC has completed the draft. Working with PEC to finalize and record the new plot.
- 4. Old Pool Survey** The survey at the old pool lot has been completed and recorded. No easements needed.
- 5. Trash Service** Bid document published on Facebook, City Website, and Newspaper. In addition it was sent to 5 different waste collection companies. Bid opening is March 10th.
- 6. Purplewave** The 1994 Chevy from Public Works and old police equipment is listed on Purplewave Auction. The bidding closes on February 21st.
- 7. Pool Drive Way** – Butch will complete the concrete on pool drive way in the spring before the pool season starts.
- 8. Economic Development Board** – On Work Session for discussion.
- 9. Planning Commission** – K-State will help create the comprehensive plan in Spring 2024. This would be at no cost to the city. Group is working on the Shipping Container Regulations. Next meeting will be February 9th.
- 10. Teen Court** Working on a diversion program and youth court program for teen offenders. Meeting with Chief Clark to continue development of the program on February 8th.
- 11. Water Source Project** Talked with PEC about the project of looking into potential sources of water for the city. PEC is going to do some checking on water rights. Being that the old pool and tucking lot are so close to the river, PEC said those would be good locations for test wells. PEC also gave a rough estimate of \$10 million or more to connect the 8-inch line 11 miles away into Atchison RWD #5. Learned from a past council member that three test wells were drilled in 2005. I found the reports from the test wells and have sent them to PEC.
- 12. Water Master Plan** This project will be budgeted for the 2024 FY. This project will update the Water Master Plan to include increasing pressure and strategically replacing waterlines in town. In addition, the update would format the plan to be used for CDBG, USDA, and KDHE funding. PEC advised it would be best to hold off on installing isolation valves.
- 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. Once updates are complete it will be hosted on the with PEC.
- 14. 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.
- 15. 419 Broadway St Condemnation** Next progress update February 15th.
- 16. 204 Walnut St Condemnation** Next update March 15th.
- 17. 207 Sycamore St Condemnation** No progress. Next update April 19th.

Grants & Projects

1. **CDBG Sewer Project Phase 1**- Bid opening on Feb 21st. Must have contract awarded by 3/15/2023.
2. **CDBG Sewer Project Phase 2** – Project postponed until 2024.
3. **CDBG Community Facilities** –Sent project priority map to PEC to complete PER. Applications due May 1st.
4. **KDHE Waste Tire Grant** – Submitted. Awards announcements anticipated in April.
5. **USDOT Safety Action Plan Grant** – Awarded grant of \$40,000 Federal Funding and \$5,000 KDOT. City share is \$5,000.
6. **Kansas Forestry Grants** Submitted proposal for Kansas Forestry Grants. This is the city proposal for the state to apply for the federal dollars.
7. **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.
8. **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.
9. **Opioid Settlement** –Total received to date is \$2,952.96. \$0.00 expended.
10. **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.
11. **KDHE Lead & Copper** Lead & Copper Inventory due to KDHE by October 16, 2024.
12. **Automatic Water Meters** – 312 meters installed to date. Total of 493 water meters.

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

Water:

Got 41 Meters installed we should be able to get the rest of the residential meters installed in the next month providing favorable weather
Working on the annual water loss report
Took delivery of fire hydrant to replace broken one on Linn Street
Working on inventorying our water repair supplies so we can ensure that we have adequate supplies on hand to fix leaks as needed

Streets:

Working on getting snow route signs installed
Working on getting street name plates painted
Had a bearing go out on spreader for chevy truck we have repaired it and it is working correctly now

Sewers:

Continuing to discharge from lagoons
Filed paperwork for quarterly reporting to KDHE
Attended meeting with Audree for the Bidding on the sewer project was glad to see so much interest in the project from contractors

General:

Kenneth passed his water operator test and will be taking his sewer test in March

Completed the annual fixed asset listing update

Removed broken school zone sign and will coordinate with KDOT and possibly Heinen to install the new one once we receive it

Dump truck is still in the shop due to electrical issues.

Police:

Officer Rivera attended Desert Snow training. Desert Snow consists of 16 hours of classroom which covers: Current Threats Facing Our Communities , An "All Crimes" Approach To Criminal Interdiction , Combating The Current Opioid Epidemic , How To Conduct A Legal & Systematic Traffic Stop , The Mindset Of A Contraband Smuggler , Steps Taken By Criminals To Avoid Detection , Recognizing Indicators Of Criminal Activity , Pertinent Case Law Relating To Criminal Interdiction , How Defense Attorneys Beat Criminal Cases In Court , Developing Roadside Conversational Skills , Spotting Deceptive Behavior , How and When To Ask For Consent To Search , Officer Safety Issues Pertaining To Interdiction, among other topics. The training concluded with 8 hours of "hands on" training by allowing the students to locate hidden compartments that contained illegal substances that are commonly to be used by "drug runners" on the rural highways.

Officer Taylor has been enrolled for KLETC 310th Class which will run from March 6th -June 9th, 2023. He has completed Field Training with me, and is going to be placed on the work schedule for nightshift until he leaves for the academy.

Davis is enrolled for KLETC reciprocity exam in April

Held ALERRT Training on Wednesday February 1st, to resume the training for ALERRT.

Motorola received the required paperwork to ship the camera, once received will arrange with TBS to install. The Kage Manufacturing was contacted regarding the 1/3 cage for the Expedition. The cost to install the cage is \$1500, which is the low cost that was quoted to the department from others. Kage Manufacturing predicted it would be approximately a month before the cage could be installed.

Axon body camera videos are stored in the cloud base service that was purchased.

Officer Rivera submitted to the Sheriff's Association for new spike stick system, which we received. The ones the department did have had been very outdated.

Attended Jefferson County Emergency Management meeting

Completed required paperwork for all MDTs in the patrol units to operate CJIS, the officers will be able to access NCIC terminal from the vehicles

All Axon videos are stored in the cloud

Explorer will be scheduled for replacing tires. We are experiencing issues with the relay switch that had been installed several months ago. The issues are causing the MDTs to not shut down properly and the software having issues running properly, or reinstalling software. Officer Taylor has made solution into fixing the problem, and we are going to test the idea on one of the patrol vehicles. Otherwise, all vehicles are fixed and running safely and just require regular maintenance.

Audree scheduled meeting for Enterpol

Received the missing part for the Axon docking station. The Axon docking station was registered and fully operational to maintain the upload of videos and software updates

Mayor: 4H is planning for anniversary events around town.

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 4-0.

APPROVED: _____
JEANETTE SHIPLEY, MAYOR

ATTEST: _____
CHRISTINE WEISHAAR, CITY CLERK



City of
VALLEY FALLS

Incorporated May 17, 1869

PUBLIC COMMENT POLICY

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

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

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

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

Professional Engineering Consultants, P.A. 400 S. Kansas Ave., Suite 200 Topeka, Kansas 66603 Phone (785) 233-8300				CLIENT: City of Valley Falls, KS PROJECT: Sanitary Sewer Rehabilitation Phase 1 PEC PROJECT No. 200287-002 Date: February 21, 2023 at 2:00 PM				TABULATION OF CONTRACTOR'S BIDS							
ENGINEER'S ESTIMATE OF PROBABLE COSTS FOR BASE BID								The Havens Constuction Co., Inc.		Bennett Inc.		BRB Contractors, Inc.		Nowak Construction Co, Inc.	
ITEM NO.	DESCRIPTION	QUANTITY	UNIT	ENGINEER'S ESTIMATE		CONTRACTOR #2		CONTRACTOR #1		CONTRACTOR #3		CONTRACTOR #4			
				UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST		
1	Mobilization	1	LS	\$66,000.00	\$66,000.00	\$59,927.08	\$59,927.08	\$130,000.00	\$130,000.00	\$176,200.00	\$176,200.00	\$296,860.00	\$296,860.00		
2	Sanitary Sewer Point Repair	20	EA	\$770.00	\$15,400.00	\$7,739.36	\$154,787.20	\$7,000.00	\$140,000.00	\$2,300.00	\$46,000.00	\$20,750.00	\$415,000.00		
3	8" Pipe Rehabilitation (CIPP Lining)	7769	LF	\$66.00	\$512,754.00	\$35.82	\$278,285.58	\$32.00	\$248,608.00	\$52.25	\$405,930.25	\$32.10	\$249,384.90		
4	10" Pipe Rehabilitation (CIPP Lining)	1458	LF	\$66.00	\$96,228.00	\$42.94	\$62,606.52	\$40.65	\$59,267.70	\$61.25	\$89,302.50	\$40.30	\$58,757.40		
5	16" Pipe Rehabilitation (CIPP Lining)	17	LF	\$88.00	\$1,496.00	\$503.64	\$8,561.88	\$411.15	\$6,989.55	\$700.00	\$11,900.00	\$408.00	\$6,936.00		
6	Sanitary Sewer Heavy Cleaning	1438	LF	\$2.75	\$3,954.50	\$7.00	\$10,066.00	\$4.50	\$6,471.00	\$6.25	\$8,987.50	\$4.20	\$6,039.60		
7	Sewer Service Reestablishment (CIPP)	224	EA	\$22.00	\$4,928.00	\$49.96	\$11,191.04	\$11.00	\$2,464.00	\$92.00	\$20,608.00	\$12.60	\$2,822.40		
8	Locate, Raise, and Rehab Buried Manhole	45	EA	\$4,950.00	\$222,750.00	\$7,499.01	\$337,455.45	\$7,000.00	\$315,000.00	\$5,475.00	\$246,375.00	\$10,570.00	\$475,650.00		
9	Locate, Raise, and Rehab Buried Manhole Extra Depth	180	VF	\$495.00	\$89,100.00	\$344.56	\$62,020.80	\$500.00	\$90,000.00	\$1,400.00	\$252,000.00	\$617.50	\$111,150.00		
10	Manhole Replacement (0-6 feet)	27	EA	\$7,700.00	\$207,900.00	\$9,761.75	\$263,567.25	\$7,500.00	\$202,500.00	\$5,825.00	\$157,275.00	\$18,535.00	\$500,445.00		
11	Manhole Replacement Extra Depth	31	VF	\$385.00	\$11,935.00	\$247.16	\$7,661.96	\$500.00	\$15,500.00	\$245.00	\$7,595.00	\$340.50	\$10,555.50		
12	Manhole Full Rehabilitation (0-6 feet)	34	EA	\$4,400.00	\$149,600.00	\$4,668.46	\$158,727.64	\$5,000.00	\$170,000.00	\$5,050.00	\$171,700.00	\$6,347.00	\$215,798.00		
13	Manhole Full Rehabilitation Extra Depth	210	VF	\$495.00	\$103,950.00	\$344.56	\$72,357.60	\$475.00	\$99,750.00	\$530.00	\$111,300.00	\$392.00	\$82,320.00		
14	Manhole Frame and Cover	4	EA	\$550.00	\$2,200.00	\$1,381.20	\$5,524.80	\$2,500.00	\$10,000.00	\$605.00	\$2,420.00	\$2,740.00	\$10,960.00		
15	Manhole Step Removal	10	EA	\$165.00	\$1,650.00	\$265.74	\$2,657.40	\$275.00	\$2,750.00	\$342.00	\$3,420.00	\$301.50	\$3,015.00		
16	Pre-Rehabilitation/Repair CCTV Inspection	11156	LF	\$1.65	\$18,407.40	\$2.50	\$27,890.00	\$3.00	\$33,468.00	\$3.80	\$42,392.80	\$2.80	\$31,236.80		
17	Bypass Pumping	1	LS	\$11,000.00	\$11,000.00	\$3,625.25	\$3,625.25	\$10,000.00	\$10,000.00	\$53,875.00	\$53,875.00	\$40,225.00	\$40,225.00		
18	Additional CCTV Inspection and Cleaning	6767	LF	\$1.54	\$10,421.18	\$2.50	\$16,917.50	\$3.00	\$20,301.00	\$3.80	\$25,714.60	\$2.80	\$18,947.60		
19	Additional Manhole 3D Inspection	3	EA	\$165.00	\$495.00	\$1,594.46	\$4,783.38	\$1,815.00	\$5,445.00	\$2,275.00	\$6,825.00	\$1,676.00	\$5,028.00		
20	Traffic Control	1	LS	\$5,500.00	\$5,500.00	\$23,133.36	\$23,133.36	\$15,000.00	\$15,000.00	\$16,725.00	\$16,725.00	\$30,170.00	\$30,170.00		
21	Construction Staking	1	LS	\$2,200.00	\$2,200.00	\$9,566.72	\$9,566.72	\$5,000.00	\$5,000.00	\$6,700.00	\$6,700.00	\$20,110.00	\$20,110.00		
22	Seed, Fertilize, and Mulch	1	LS	\$8,250.00	\$8,250.00	\$2,840.81	\$2,840.81	\$5,000.00	\$5,000.00	\$11,475.00	\$11,475.00	\$12,570.00	\$12,570.00		
23	Erosion Control	1	LS	\$3,300.00	\$3,300.00	\$1,062.97	\$1,062.97	\$2,500.00	\$2,500.00	\$6,575.00	\$6,575.00	\$3,520.00	\$3,520.00		
TOTAL ESTIMATE OF PROBABLE COSTS (BASE BID)				\$1,549,419.08		\$1,585,218.19		\$1,596,014.25		\$1,881,295.65		\$2,607,501.20			

ENGINEER'S ESTIMATE OF PROBABLE COSTS FOR ADD ALTERNATE													
ITEM NO.	DESCRIPTION	QUANTITY	UNIT	ENGINEER'S ESTIMATE		CONTRACTOR #2		CONTRACTOR #1		CONTRACTOR #3		CONTRACTOR #4	
				UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST
1	Sanitary Sewer Point Repair	7	EA	\$770.00	\$5,390.00	\$6,831.00	\$47,817.00	\$7,000.00	\$49,000.00	\$2,775.00	\$19,425.00	\$10,860.00	\$76,020.00
2	8" Pipe Rehabilitation (CIPP Lining)	3855	LF	\$66.00	\$254,430.00	\$35.82	\$138,086.10	\$32.00	\$123,360.00	\$55.45	\$213,759.75	\$31.50	\$121,432.50
3	Sanitary Sewer Heavy Cleaning	4862	LF	\$2.75	\$13,370.50	\$10.63	\$51,683.06	\$4.50	\$21,879.00	\$11.85	\$57,614.70	\$4.05	\$19,691.10
4	Sewer Service Reestablishment (CIPP)	74	EA	\$22.00	\$1,628.00	\$108.10	\$7,999.40	\$11.00	\$814.00	\$190.00	\$14,060.00	\$17.70	\$1,309.80
5	Manhole Full Rehabilitation (0-6 feet)	11	EA	\$4,400.00	\$48,400.00	\$4,599.57	\$50,595.27	\$5,000.00	\$55,000.00	\$6,200.00	\$68,200.00	\$6,354.00	\$69,894.00
6	Manhole Full Rehabilitation Extra Depth	42	VF	\$495.00	\$20,790.00	\$344.56	\$14,471.52	\$475.00	\$19,950.00	\$605.00	\$25,410.00	\$412.00	\$17,304.00
7	Manhole Frame and Cover	1	EA	\$550.00	\$550.00	\$1,381.34	\$1,381.34	\$2,500.00	\$2,500.00	\$695.00	\$695.00	\$3,319.00	\$3,319.00
8	Pre-Rehabilitation/Repair CCTV Inspection	4439	LF	\$1.65	\$7,324.35	\$2.50	\$11,097.50	\$3.00	\$13,317.00	\$4.40	\$19,531.60	\$2.85	\$12,651.15
9	Bypass Pumping	1	LS	\$8,250.00	\$8,250.00	\$3,561.15	\$3,561.15	\$3,000.00	\$3,000.00	\$11,750.00	\$11,750.00	\$5,028.00	\$5,028.00
10	Traffic Control	1	LS	\$5,500.00	\$5,500.00	\$2,657.42	\$2,657.42	\$3,000.00	\$3,000.00	\$10,050.00	\$10,050.00	\$6,536.00	\$6,536.00
11	Construction Staking	1	LS	\$3,300.00	\$3,300.00	\$1,062.97	\$1,062.97	\$1,000.00	\$1,000.00	\$3,850.00	\$3,850.00	\$5,028.00	\$5,028.00
12	Seed, Fertilize, and Mulch	1	LS	\$1,100.00	\$1,100.00	\$284.08	\$284.08	\$2,000.00	\$2,000.00	\$1,550.00	\$1,550.00	\$5,531.00	\$5,531.00
13	Erosion Control	1	LS	\$5,500.00	\$5,500.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$1,550.00	\$1,550.00	\$3,520.00	\$3,520.00
TOTAL ESTIMATE OF PROBABLE COSTS (ADD ALTERNATE)				\$375,532.85		\$330,696.81		\$295,820.00		\$447,446.05		\$347,264.55	
TOTAL ESTIMATE OF PROBABLE COSTS (BASE BID + ADD ALTERNATE)				\$1,924,951.93		\$1,915,915.00		\$1,891,834.25		\$2,328,741.70		\$2,954,765.75	



PRELIMINARY ENGINEERING REPORT

City of Valley Falls

Sidewalk Improvements Valley Falls, KS

PEC PROJECT NO. 221239-000

FEBRUARY 2023

PREPARED BY
PROFESSIONAL ENGINEERING CONSULTANTS PA
400 South Kansas Avenue, Suite 200 Topeka, Kansas 66003 785-233-8300 www.pec1.com

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List of Attachments

<u>Exhibit No. 01</u>	Project Location Map
<u>Exhibit No. 02</u>	USGS Quad Map
<u>Exhibit No. 03</u>	Sidewalk Improvement and Priority Map
<u>Exhibit No. 04</u>	Typical Section – Sidewalk offset from back of curb
<u>Exhibit No. 05</u>	Base Bid Cost Estimate
<u>Exhibit No. 06</u>	Add Alternate Cost Estimates
<u>Appendix A</u>	Existing Condition Photographs
<u>Appendix B</u>	Individual Sidewalk Costs by Block

1.0 Introduction

The City of Valley Falls staff and Council wish to address the sidewalk repair and replacement needs throughout the City. This preliminary engineering report was prepared to help the City evaluate and undertake proposed improvements. The improvements noted herein are within the City limits.

The following items are included in the report:

- Documentation of the existing deteriorated condition of the sidewalk.
- Alternatives for repair/replacement.
- Sidewalk repair prioritization.
- Overall plan to address future needs in other areas of the City.

2.0 Tentative Schedule

The estimated project schedule is shown below. The duration of various items included in the schedule will be dependent on outside entities, and therefore are outside the control of the design engineer. Based on the following schedule, designing of the project can start in 8 months.

Milestone	Duration (if applicable)	Estimated Completion
Preliminary Architecture/Engineering Report		02/2023
Finalize Project Scope and Cost		03/2023
CDBG Public Hearing		04/2023
Application Date		05/01/2023
Review Period	45-60 days	06/30/2023
Award Date	60 days	08/19/2023
City/CDBG Contract Executed & Approved	4 weeks	09/16/2023

3.0 Background

Valley Falls in Jefferson County, Kansas is located approximately 30 miles northeast of the City of Topeka. A Project Location Map is included as *Exhibit No. 01*. Also included to depict the general terrain of the city is a USGS Quad Map as *Exhibit No. 02*. Professional Engineering Consultants, P.A. (PEC) was hired by the City to review existing and proposed sidewalk, evaluate the condition, and prepare a Preliminary Engineering Report with recommendations for sidewalk improvements and their respective costs.

Approximately two-thirds of the City-maintained sidewalk system is north of K-16 Highway. All proposed sidewalk improvements and their respective priorities can be seen in *Exhibit No. 03*. This project will focus mainly on the two-thirds above K-16 Highway during an initial phase of improvements. Improving this portion of the City first will not only benefit the residents living in this part of town, but Mulberry Street and Broadway Street are major through-routes used by the entire community. Improving sidewalk conditions along the busiest roadways will ensure that all pedestrians can safely travel in this area. Improving all proposed sections of sidewalk will benefit the residents and provide a convenient way to walk through the City.

A brief review of the City's present sidewalk conditions was completed. All the current sidewalks consist of concrete or brick. Most of the brick sidewalks have missing bricks or have been overgrown with grass so it is no longer visible. The concrete sidewalks are extremely deteriorated in several areas of the City. Trees and their roots have also grown into older sidewalks, either breaking through or pushing up the concrete panels nearby. The sidewalk conditions are slightly better by the Valley Falls Elementary school. In various areas of the city, it looks like the sidewalk has already been replaced recently. The top priority for the City is the sidewalks surrounding Broadway Street due to this being a major road where a majority of the city's businesses are located. The sidewalks in the central portion of the city, which are around the school and ball fields, are included as Add Alternates. The remaining proposed sidewalk improvements will be performed in future projects (Alternates). A map of each proposed sidewalk improvement and their respective priority can be found in *Exhibit No. 03*.

The City will expect the homeowners and business owners to maintain the sidewalks.

4.0 Sidewalk Improvements

4.1 Existing Sidewalk Conditions

The increasing deterioration of the City's sidewalk system is noted in the previous section. Some of the common defects identified are vertical and horizontal separation, holes, and cracking in the sidewalk concrete. Some of the existing sidewalk is also deteriorating due to age, with some of the sidewalk being approximately 40 years old.

The improvement needs have been prioritized with the assistance of City Staff and the City Council. The priorities are depicted on the *Sidewalk Improvement Priority Map* included as *Exhibit No. 03*. A Typical Section drawing for the sidewalk is included as *Exhibit No. 04*. Also, supporting photographic documentation of the existing sidewalk conditions are in *Appendix A*.

The higher priority areas will not only benefit the highest number of sidewalk users but will also increase the town's efficiency to walk safely to their destination. Repairing these higher priority sidewalks will give much needed relief to the homeowners and businesses that must maintain the sidewalks. The varying levels of severity in the pavement damage can be seen in *Appendix A*. Large areas of missing bricks, cracking, and separation are found throughout these prioritized sidewalks. This can lead to safety concerns for individuals walking these sidewalks.

The pavement repair recommended as the Base Bid, to replace the documented surface cracking, missing bricks, vertical and horizontal separation, will greatly benefit the City of Valley Falls by making the town more aesthetically pleasing.

4.2 Improvement Methods

Throughout the city, all existing sidewalk included in the improvements will be replaced with concrete, including existing brick sidewalk. This will not only lower the cost of construction, but it will also provide a sidewalk with a longer service life than a brick alternative. Brick sidewalk also raises the likelihood of tripping hazards and can be difficult to traverse using a cane or a wheelchair. Using concrete sidewalk ensures that every citizen can easily navigate the city.

Patching of existing concrete sidewalks will be performed in areas that the concrete sidewalk can potentially be rehabilitated. This will be a cost-effective way to fix the sidewalk without completely replacing it.

The proposed new sidewalk will match the typical sidewalk width seen within the city and will be four-foot-wide concrete sidewalk, which is shown in *Exhibit No. 04*. The areas where new sidewalk is proposed will provide greater access to major places around the community, like the ball fields, grocery store, and schools.

4.3 Recommendations

Recommended sidewalk improvements and their respective priority are included in *Exhibit No. 03*. *Appendix B* contains all the individual cost-estimates for each block of sidewalk included in the project. PEC recommends proceeding with sidewalk improvements included in the Base Bid. Repairing and constructing sidewalk in these areas will benefit the community the most. Additionally, if budgeting allows, Alternates should be considered. Add Alternate #1 is included in *Exhibit No. 05* along with the Base Bid. Every Add Alternate with their respective cost estimate is included as Exhibit No. 06.

A summary of the priority areas, and funding needs is as follows:

Base Bid Improvements: PEC recommends Base Bid improvements which include sidewalk replacement for areas north and south of Broadway Street (Sycamore Street, Walnut Street, Oak Street, and Elm Street). The estimated cost is \$289,241.20 as displayed in *Exhibit No. 05*.

Add Alternate #1 Improvements: Add Alternate #1 improvements includes new and replacement of sidewalks along Maple Street, replacement sidewalk along 5th Street, and the northernmost sidewalk of Sycamore Street. The estimated cost is \$135,062.00 as displayed in *Exhibit No. 05*.

Add Alternate #2 Improvements: Add Alternate #2 improvements include sidewalk improvements to the east of the grade school as well as around the ball fields and pool. The estimated cost is \$179,762.40 as displayed in *Exhibit No. 06*.

Add Alternate #3 Improvements: Add Alternate #3 improvements include the construction of new sidewalk leading up to the grade school. Sidewalk is also constructed and replaced around the local grocery store. The estimated cost is \$158,868.00 as displayed in *Exhibit No. 06*.

Add Alternate #4 Improvements: Add Alternate #4 improvements include sidewalk improvements in the western part of the city, with a majority the of sidewalk repair and construction taking place along Frazier Street during this phase. The estimated cost is \$218,402.40 as displayed in *Exhibit No. 06*.

Add Alternate #5 Improvements: Add Alternate #5 improvements include the north and south sidewalks on Broadway Street (from Maple Street to Oak Street). For the 14.5-foot-wide sections of Broadway Street, only existing brick will be replaced with new concrete. Existing deteriorated concrete in this section will be patched. This is a major road for both cars and pedestrians, so having higher-quality sidewalk in this area is top priority. The estimated project costs for the base bid is \$347,354.40 as detailed in *Exhibit No. 06*.

EXHIBIT No. 1
 PROJECT LOCATION MAP
 (MAP PRODUCED BY KS DEPT. OF TRANSPORTATION)



NOT TO SCALE

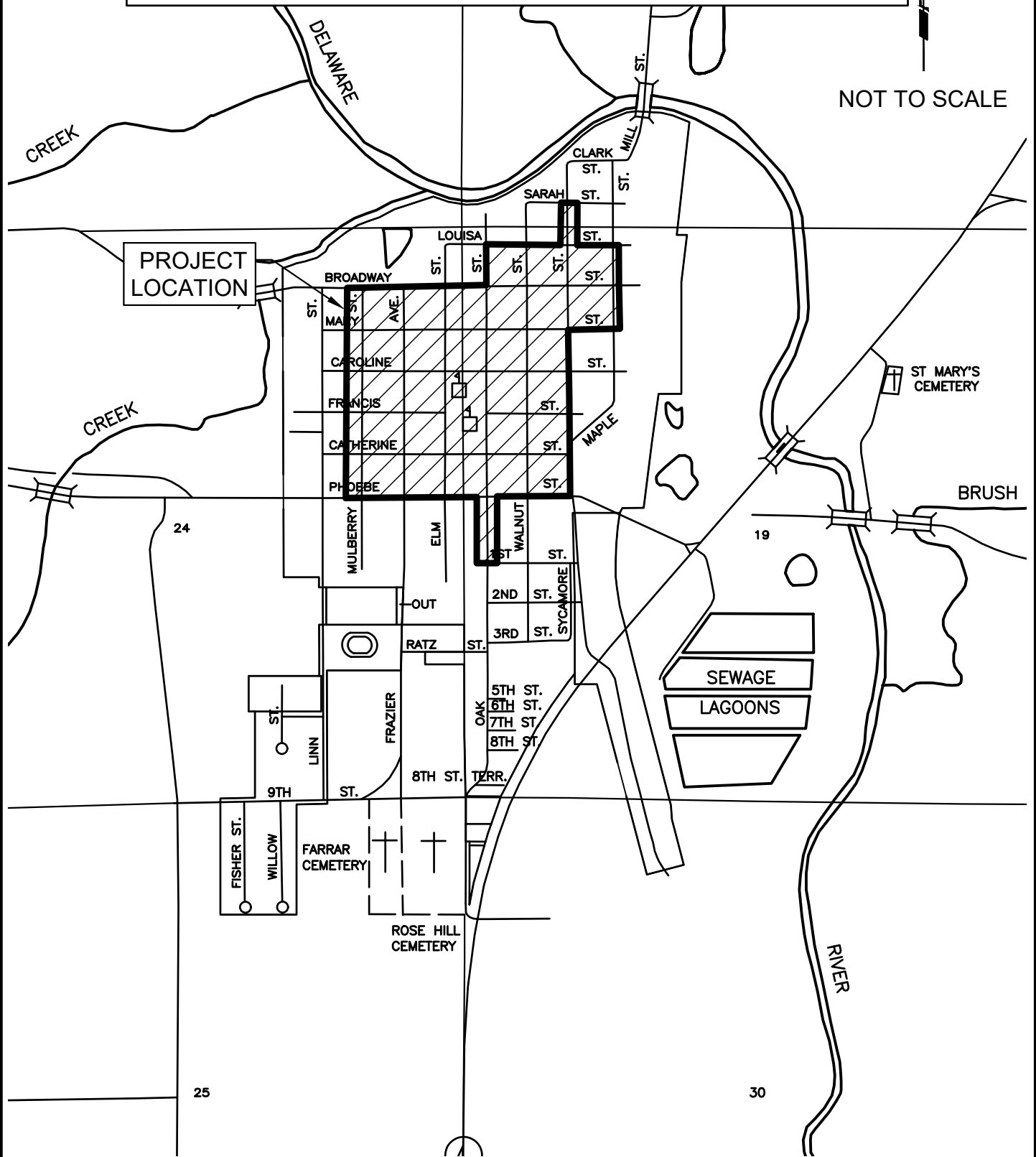


EXHIBIT No. 2
USGS QUAD MAP
(MAP PRODUCED BY USGS)

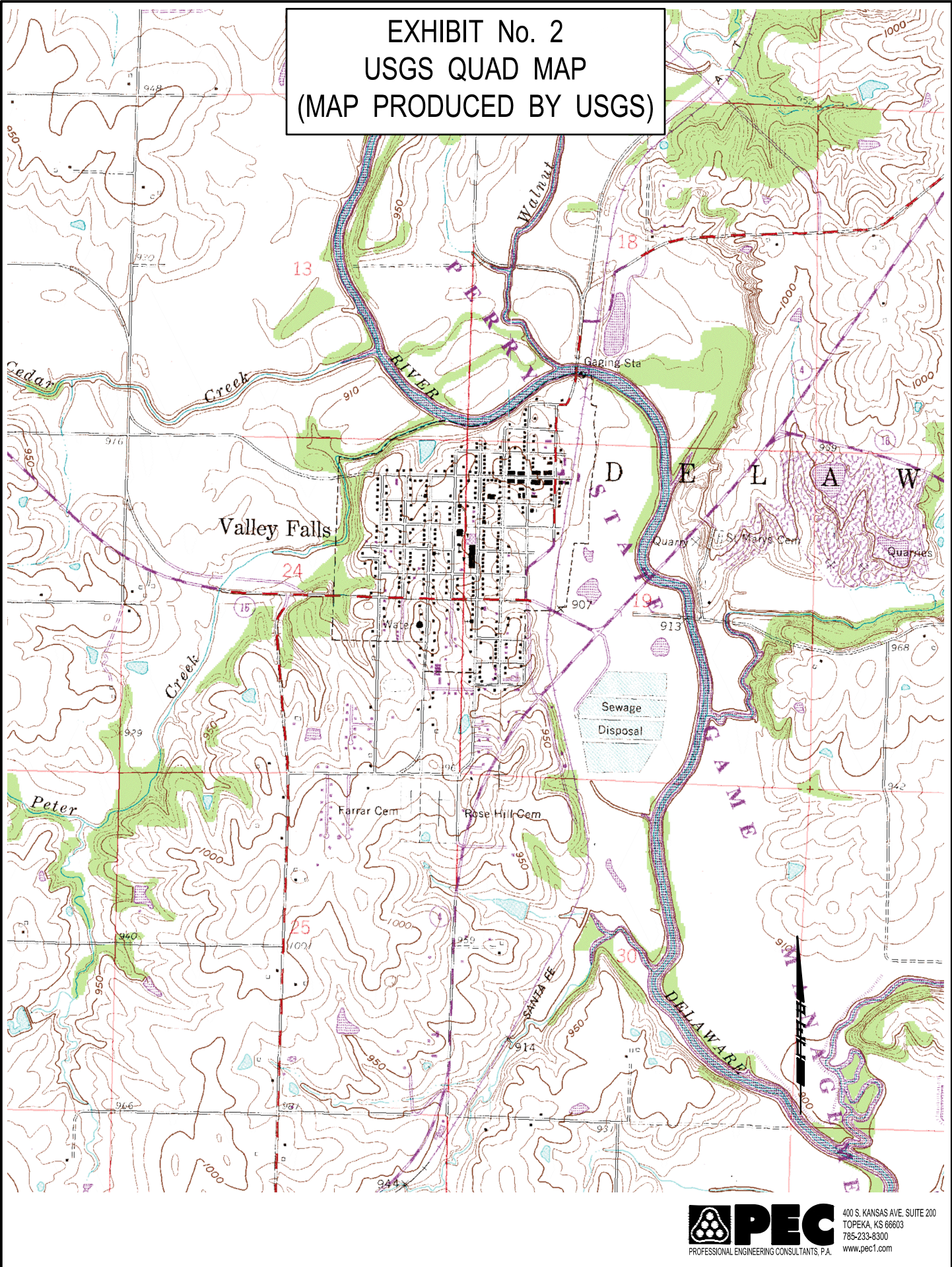
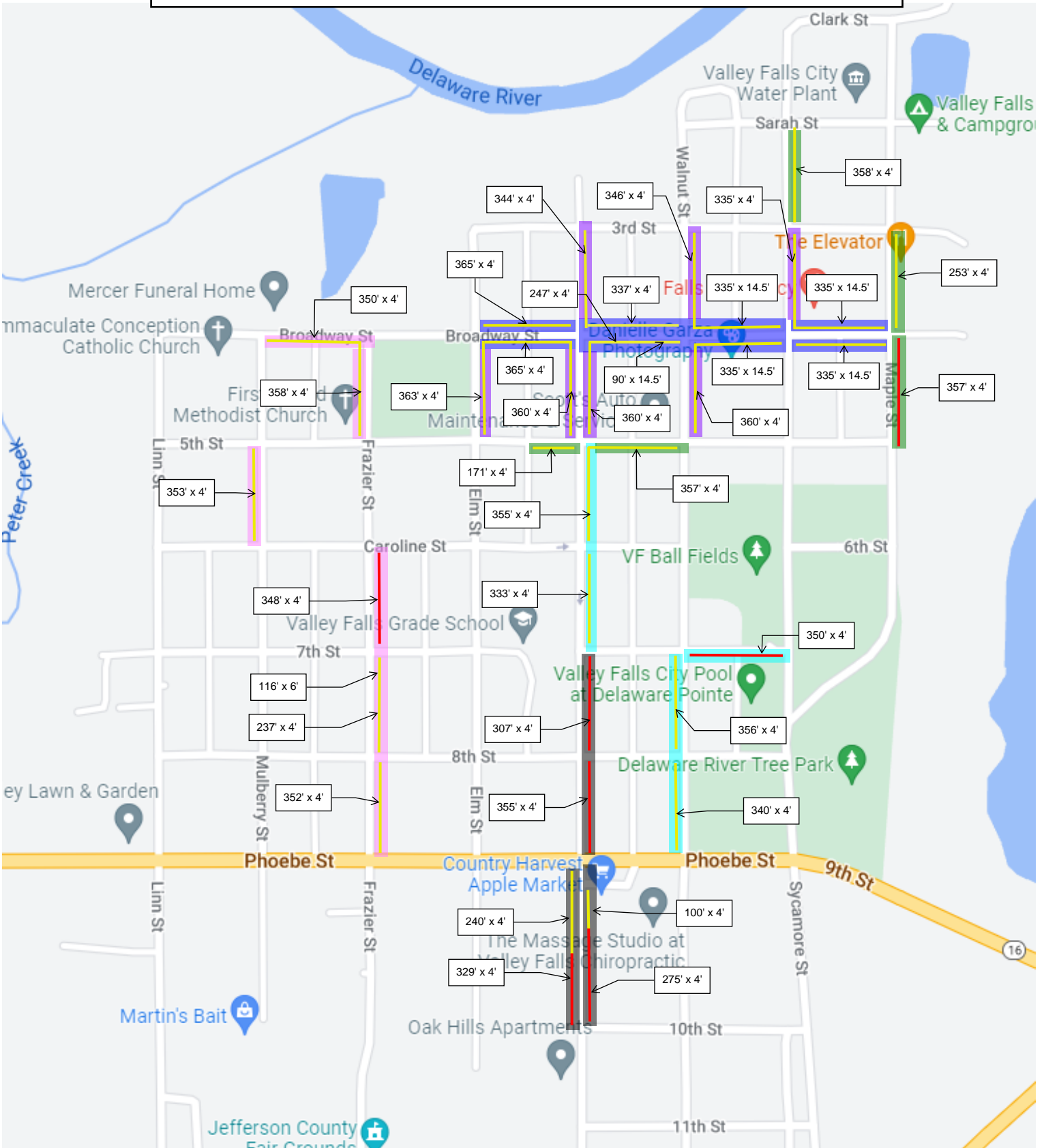


Exhibit No. 03 Sidewalk Improvement and Priority Map



Priority Legend

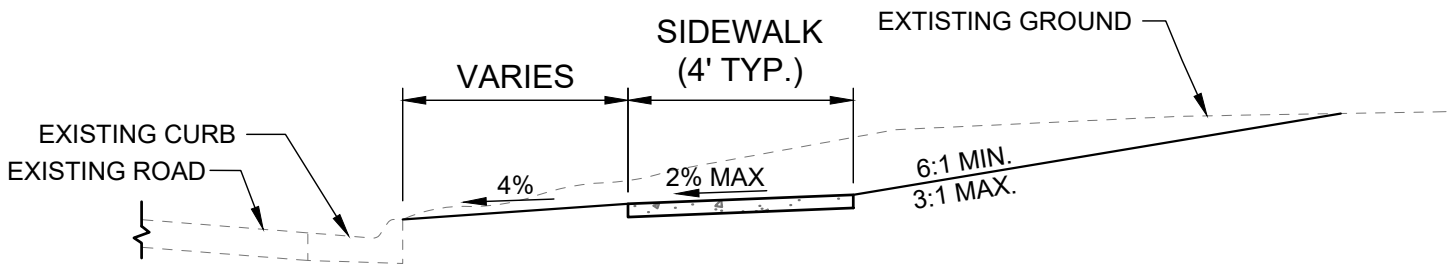
- | | |
|--|---|
| Base Bid | Add Alternate #3 |
| Add Alternate #1 | Add Alternate #4 |
| Add Alternate #2 | Add Alternate #5 |

Sidewalk Improvement Legend

- | |
|---|
| New Sidewalk |
| Sidewalk Replacement |

EXHIBIT No. 4

TYPICAL SECTION



SIDEWALK OFFSET FROM BACK OF CURB



PROFESSIONAL ENGINEERING CONSULTANTS, P.A.
400 SOUTH KANSAS AVE. SUITE 200
TOPEKA, KS 66603
785-233-8300 www.pec1.com

Exhibit No. 05

Sidewalk Improvements - Base Bid				
ITEM	Quantity	Unit	Unit Cost	Cost
1 Contractor Construction Staking	1	Lump Sum	\$5,000.00	\$5,000.00
2 Mobilization	1	Lump Sum	\$10,000.00	\$10,000.00
3 Remove and Replace Concrete Sidewalk	9,872	Sq. Ft.	\$17.00	\$167,824.00
4 Sidewalk Ramps	11	EA.	\$1,200.00	\$13,200.00
7 Traffic Control	1	Lump Sum	\$10,000.00	\$10,000.00
Base Bid - Total Estimated Construction Cost				\$206,024.00
Engineering Design (Includes Add Alternate #1)				\$51,162.90
Construction Administration				\$17,054.30
Grant Administration				\$15,000.00
Base Bid - Subtotal of Project Costs				\$289,241.20

Sidewalk Improvements - Add Alternate #1				
ITEM	Quantity	Unit	Unit Cost	Cost
1 Contractor Construction Staking	1	Lump Sum	\$5,000.00	\$5,000.00
2 Mobilization	1	Lump Sum	\$10,000.00	\$10,000.00
3 Remove and Replace Concrete Sidewalk	4,556	Sq. Ft.	\$17.00	\$77,452.00
4 Sidewalk Ramps	9	EA.	\$1,200.00	\$10,800.00
5 New Concrete Sidewalk	1,428	Sq. Ft.	\$15.00	\$21,420.00
6 Unclassified Excavation	26	Lin. Ft.	\$15.00	\$390.00
7 Traffic Control	1	Lump Sum	\$10,000.00	\$10,000.00
Add Alternate #1 - Total Estimated Construction Cost				\$135,062.00

Grand Total Estimated Project Cost *	\$424,303.20
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* Costs for Legal, Bonding, Administration, and Interim Interest are not included in estimated project costs.

Exhibit No. 06

Sidewalk Improvements - Add Alternate #2					
ITEM	Quantity	Unit	Unit Cost	Cost	
1 Contractor Construction Staking	1	Lump Sum	\$5,000.00	\$5,000.00	
2 Mobilization	1	Lump Sum	\$12,000.00	\$12,000.00	
3 Remove and Replace Concrete Sidewalk	5,536	Sq. Ft.	\$17.00	\$94,112.00	
4 Sidewalk Ramps	10	EA.	\$1,200.00	\$12,000.00	
5 New Concrete Sidewalk	1,400	Sq. Ft.	\$15.00	\$21,000.00	
6 Unclassified Excavation	26	Lin. Ft.	\$15.00	\$390.00	
7 Traffic Control	1	Lump Sum	\$5,300.00	\$5,300.00	
Add Alternate #2 - Total Estimated Construction Cost				\$149,802.00	
Engineering Design (Add Alternate #2 Only)				\$22,470.30	
Construction Administration				\$7,490.10	
Add Alternate #2 - Subtotal of Project Costs				\$179,762.40	

Sidewalk Improvements - Add Alternate #3					
ITEM	Quantity	Unit	Unit Cost	Cost	
1 Contractor Construction Staking	1	Lump Sum	\$5,000.00	\$5,000.00	
2 Mobilization	1	Lump Sum	\$12,000.00	\$12,000.00	
3 Remove and Replace Concrete Sidewalk	1,360	Sq. Ft.	\$17.00	\$23,120.00	
4 Sidewalk Ramps	8	EA.	\$1,200.00	\$9,600.00	
5 New Concrete Sidewalk	5,064	Sq. Ft.	\$15.00	\$75,960.00	
6 Unclassified Excavation	94	Lin. Ft.	\$15.00	\$1,410.00	
7 Traffic Control	1	Lump Sum	\$5,300.00	\$5,300.00	
Add Alternate #3 - Total Estimated Construction Cost				\$132,390.00	
Engineering Design (Add Alternate #3 Only)				\$19,858.50	
Construction Administration				\$6,619.50	
Add Alternate #3 - Subtotal of Project Costs				\$158,868.00	

Sidewalk Improvements - Add Alternate #4					
ITEM	Quantity	Unit	Unit Cost	Cost	
1 Contractor Construction Staking	1	Lump Sum	\$5,000.00	\$5,000.00	
2 Mobilization	1	Lump Sum	\$12,000.00	\$12,000.00	
3 Remove and Replace Concrete Sidewalk	7,296	Sq. Ft.	\$17.00	\$124,032.00	
4 Sidewalk Ramps	12	EA.	\$1,200.00	\$14,400.00	
5 New Concrete Sidewalk	1,392	Sq. Ft.	\$15.00	\$20,880.00	
6 Unclassified Excavation	26	Lin. Ft.	\$15.00	\$390.00	
7 Traffic Control	1	Lump Sum	\$5,300.00	\$5,300.00	
Add Alternate #4 - Total Estimated Construction Cost				\$182,002.00	
Engineering Design (Add Alternate #4 Only)				\$27,300.30	
Construction Administration				\$9,100.10	
Add Alternate #4 - Subtotal of Project Costs				\$218,402.40	

Sidewalk Improvements - Add Alternate #5					
ITEM	Quantity	Unit	Unit Cost	Cost	
1 Contractor Construction Staking	1	Lump Sum	\$5,000.00	\$5,000.00	
2 Mobilization	1	Lump Sum	\$12,000.00	\$12,000.00	
3 Remove and Replace Concrete Sidewalk	14,586	Sq. Ft.	\$17.00	\$247,962.00	
4 Sidewalk Ramps	16	EA.	\$1,200.00	\$19,200.00	
7 Traffic Control	1	Lump Sum	\$5,300.00	\$5,300.00	
Add Alternate #5 - Total Estimated Construction Cost				\$289,462.00	
Engineering Design (Add Alternate #5 Only)				\$43,419.30	
Construction Administration				\$14,473.10	
Add Alternate #5 - Subtotal of Project Costs				\$347,354.40	

Appendix A
Existing Condition Photographs



Sycamore Street (looking south towards 3rd Street) - Broken sidewalk caused by a tree



Maple Street (looking south towards Broadway Street) – Space with no sidewalk



Walnut Street (looking south towards Braodway Street) - Broken sidewalk caused by a tree



Oak Street (looking south towrds Brodway Street) – Grass growing through cracks of existing brick sidewalk



5th Street (looking west towards Elm Street) – End of sidewalk with no ADA ramp present



Oak Street (looking south towards 8th Street) – End of sidewalk with no ADA ramp present



Oak Street (looking south towards Phoebe Street) – Sidewalk leading into gravel parking spaces



Oak Street (looking north towards Phoebe Street) – Area for proposed sidewalk between 10th Street and existing sidewalk



Frazier Street (looking south towards 7th Street) – Existing brick sidewalk leading to area of proposed sidewalk



Frazier Street (looking south towards 8th Street) - Existing condition of ramp to current sidewalk



Frazier Street (looking south towards Pheobe Street) – Patch of deteriorated brick sidewalk leading to existing concrete sidewalk



Mulberry Street (looking south towards Caroline Street) – Cracked and broken sidewalk



Walnut Street (looking south towards 8th Street) – Cracked and broken sidewalk



Francis Street (looking west towards Walnut Street) – Area for proposed new sidewalk



Elm Street (looking north towards Broadway Street) – Current condition of existing sidewalk ramp



Broadway Street (looking east towards Frazier Street) – Current condition of existing brick sidewalk



North Sidewalk of Broadway Street (looking west towards Sycamore Street) – Current condition of existing radial ramp and pavement



South Sidewalk of Broadway Street (looking west towards Walnut Street) – Minor vertical separation between sidewalk panels



South Sidewalk of Broadway Street (looking west towards Sycamore Street) - Current condition of existing radial ramp and pavement



South Sidewalk of Broadway Street (looking west towards Sycamore Street) – Brick sidewalk with several bricks missing throughout

Appendix B
Individual Sidewalk Costs by Block

Base Bid Individual Sidewalk Costs

OAK STREET SIDEWALK REPLACEMENT (3RD ST TO BROADWAY ST)

ITEM #	DESCRIPTION	UNIT	QUANTITY	UNIT COST	COST
3	REMOVE AND REPLACE CONCRETE SIDEWALK	S.F.	1,376	\$17.00	\$23,392.00
4	SIDEWALK RAMPS	EA	1	\$1,200.00	\$1,200.00
TOTAL COST					\$24,592.00

WALNUT STREET SIDEWALK REPLACEMENT (3RD ST TO BROADWAY ST)

ITEM #	DESCRIPTION	UNIT	QUANTITY	UNIT COST	COST
3	REMOVE AND REPLACE CONCRETE SIDEWALK	S.F.	1,384	\$17.00	\$23,528.00
4	SIDEWALK RAMPS	EA	1	\$1,200.00	\$1,200.00
TOTAL COST					\$24,728.00

SYCAMORE STREET SIDEWALK REPLACEMENT (3RD ST TO BROADWAY ST)

ITEM #	DESCRIPTION	UNIT	QUANTITY	UNIT COST	COST
3	REMOVE AND REPLACE CONCRETE SIDEWALK	S.F.	1,340	\$17.00	\$22,780.00
4	SIDEWALK RAMPS	EA	1	\$1,200.00	\$1,200.00
TOTAL COST					\$23,980.00

ELM STREET SIDEWALK REPLACEMENT (BROADWAY ST TO 5TH ST)

ITEM #	DESCRIPTION	UNIT	QUANTITY	UNIT COST	COST
3	REMOVE AND REPLACE CONCRETE SIDEWALK	S.F.	1,452	\$17.00	\$24,684.00
4	SIDEWALK RAMPS	EA	2	\$1,200.00	\$2,400.00
TOTAL COST					\$27,084.00

W. OAK STREET SIDEWALK REPLACEMENT (BROADWAY ST TO 5TH ST)

ITEM #	DESCRIPTION	UNIT	QUANTITY	UNIT COST	COST
3	REMOVE AND REPLACE CONCRETE SIDEWALK	S.F.	1,440	\$17.00	\$24,480.00
4	SIDEWALK RAMPS	EA	2	\$1,200.00	\$2,400.00
TOTAL COST					\$26,880.00

E. OAK STREET SIDEWALK REPLACEMENT (BROADWAY ST TO 5TH ST)

ITEM #	DESCRIPTION	UNIT	QUANTITY	UNIT COST	COST
3	REMOVE AND REPLACE CONCRETE SIDEWALK	S.F.	1,440	\$17.00	\$24,480.00
4	SIDEWALK RAMPS	EA	2	\$1,200.00	\$2,400.00
TOTAL COST					\$26,880.00

WALNUT STREET SIDEWALK REPLACEMENT (BROADWAY ST TO 5TH ST)

ITEM #	DESCRIPTION	UNIT	QUANTITY	UNIT COST	COST
3	REMOVE AND REPLACE CONCRETE SIDEWALK	S.F.	1,440	\$17.00	\$24,480.00
4	SIDEWALK RAMPS	EA	2	\$1,200.00	\$2,400.00
TOTAL COST					\$26,880.00

Add Alternate #1 Individual Sidewalk Costs

MAPLE STREET NEW SIDEWALK (BROADWAY ST TO 5TH ST)

ITEM #	DESCRIPTION	UNIT	QUANTITY	UNIT COST	COST
5	NEW CONCRETE SIDEWALK	S.F.	1,428	\$15.00	\$21,420.00
4	SIDEWALK RAMPS	EA	2	\$1,200.00	\$2,400.00
6	UNCLASSIFIED EXCAVATION	C.Y.	26	\$15.00	\$396.67
TOTAL COST					\$24,216.67

5TH STREET SIDEWALK REPLACEMENT (ALLEY TO OAK ST)

ITEM #	DESCRIPTION	UNIT	QUANTITY	UNIT COST	COST
3	REMOVE AND REPLACE CONCRETE SIDEWALK	S.F.	684	\$17.00	\$11,628.00
4	SIDEWALK RAMPS	EA	1	\$1,200.00	\$1,200.00
TOTAL COST					\$12,828.00

5TH STREET SIDEWALK REPLACEMENT (OAK ST TO WALNUT ST)

ITEM #	DESCRIPTION	UNIT	QUANTITY	UNIT COST	COST
3	REMOVE AND REPLACE CONCRETE SIDEWALK	S.F.	1,428	\$17.00	\$24,276.00
4	SIDEWALK RAMPS	EA	2	\$1,200.00	\$2,400.00
TOTAL COST					\$26,676.00

SYCAMORE STREET SIDEWALK REPLACEMENT (SARAH ST TO 3RD ST)

ITEM #	DESCRIPTION	UNIT	QUANTITY	UNIT COST	COST
3	REMOVE AND REPLACE CONCRETE SIDEWALK	S.F.	1,432	\$17.00	\$24,344.00
4	SIDEWALK RAMPS	EA	2	\$1,200.00	\$2,400.00
TOTAL COST					\$26,744.00

MAPLE STREET SIDEWALK REPLACEMENT (3RD ST TO BROADWAY ST)

ITEM #	DESCRIPTION	UNIT	QUANTITY	UNIT COST	COST
3	REMOVE AND REPLACE CONCRETE SIDEWALK	S.F.	1,012	\$17.00	\$17,204.00
4	SIDEWALK RAMPS	EA	2	\$1,200.00	\$2,400.00
TOTAL COST					\$19,604.00

Add Alternate #2 Individual Sidewalk Costs

OAK STREET SIDEWALK REPLACEMENT (5TH ST TO CAROLINE ST)

ITEM #	DESCRIPTION	UNIT	QUANTITY	UNIT COST	COST
3	REMOVE AND REPLACE CONCRETE SIDEWALK	S.F.	1,420	\$17.00	\$24,140.00
4	SIDEWALK RAMPS	EA	2	\$1,200.00	\$2,400.00
TOTAL COST					\$26,540.00

OAK STREET SIDEWALK REPLACEMENT (CARLOINE ST TO 7TH ST)

ITEM #	DESCRIPTION	UNIT	QUANTITY	UNIT COST	COST
3	REMOVE AND REPLACE CONCRETE SIDEWALK	S.F.	1,332	\$17.00	\$22,644.00
4	SIDEWALK RAMPS	EA	2	\$1,200.00	\$2,400.00
TOTAL COST					\$25,044.00

WALNUT STREET SIDEWALK REPLACEMENT (7TH ST TO 8TH ST)

ITEM #	DESCRIPTION	UNIT	QUANTITY	UNIT COST	COST
3	REMOVE AND REPLACE CONCRETE SIDEWALK	S.F.	1,424	\$17.00	\$24,208.00
4	SIDEWALK RAMPS	EA	2	\$850.00	\$1,700.00
TOTAL COST					\$25,908.00

FRANCIS STREET NEW SIDEWALK (WALNUT ST TO SYCAMORE ST)

ITEM #	DESCRIPTION	UNIT	QUANTITY	UNIT COST	COST
5	NEW CONCRETE SIDEWALK	S.F.	1,400	\$15.00	\$21,000.00
4	SIDEWALK RAMPS	EA	2	\$1,200.00	\$2,400.00
6	UNCLASSIFIED EXCAVATION	C.Y.	26	\$15.00	\$388.89
TOTAL COST					\$23,788.89

WALNUT STREET SIDEWALK REPLACEMENT (8TH ST TO PHOEBE ST)

ITEM #	DESCRIPTION	UNIT	QUANTITY	UNIT COST	COST
3	REMOVE AND REPLACE CONCRETE SIDEWALK	S.F.	1,360	\$17.00	\$23,120.00
4	SIDEWALK RAMPS	EA	2	\$1,200.00	\$2,400.00
TOTAL COST					\$25,520.00

Add Alternate #3 Individual Sidewalk Costs

OAK STREET NEW SIDEWALK (8TH ST TO PHOEBE ST)					
ITEM #	DESCRIPTION	UNIT	QUANTITY	UNIT COST	COST
5	NEW CONCRETE SIDEWALK	S.F.	1,420	\$15.00	\$21,300.00
4	SIDEWALK RAMPS	EA	2	\$1,200.00	\$2,400.00
6	UNCLASSIFIED EXCAVATION	C.Y.	26	\$15.00	\$394.44
TOTAL COST					\$24,094.44

OAK STREET NEW SIDEWALK (7TH ST TO 8TH ST)					
ITEM #	DESCRIPTION	UNIT	QUANTITY	UNIT COST	COST
5	NEW CONCRETE SIDEWALK	S.F.	1,228	\$15.00	\$18,420.00
4	SIDEWALK RAMPS	EA	2	\$1,200.00	\$2,400.00
6	UNCLASSIFIED EXCAVATION	C.Y.	23	\$15.00	\$341.11
TOTAL COST					\$21,161.11

W. OAK STREET SIDEWALK (PHOBE ST TO 10TH ST)					
ITEM #	DESCRIPTION	UNIT	QUANTITY	UNIT COST	COST
3	REMOVE AND REPLACE CONCRETE SIDEWALK	S.F.	960	\$17.00	\$16,320.00
5	NEW CONCRETE SIDEWALK	S.F.	1,316	\$15.00	\$19,740.00
4	SIDEWALK RAMPS	EA	2	\$1,200.00	\$2,400.00
6	UNCLASSIFIED EXCAVATION	C.Y.	24	\$15.00	\$365.56
TOTAL COST					\$38,825.56

E. OAK STREET SIDEWALK (PHOBE ST TO 10TH ST)					
ITEM #	DESCRIPTION	UNIT	QUANTITY	UNIT COST	COST
3	REMOVE AND REPLACE CONCRETE SIDEWALK	S.F.	400	\$17.00	\$6,800.00
5	NEW CONCRETE SIDEWALK	S.F.	1,100	\$15.00	\$16,500.00
4	SIDEWALK RAMPS	EA	2	\$1,200.00	\$2,400.00
6	UNCLASSIFIED EXCAVATION	C.Y.	20	\$15.00	\$305.56
TOTAL COST					\$26,005.56

Add Alternate #4 Individual Sidewalk Costs

BROADWAY STREET SIDEWALK REPLACEMENT (MULBERRY ST TO FRAZIER ST)

ITEM #	DESCRIPTION	UNIT	QUANTITY	UNIT COST	COST
3	REMOVE AND REPLACE CONCRETE SIDEWALK	S.F.	1,400	\$17.00	\$23,800.00
4	SIDEWALK RAMPS	EA	2	\$1,200.00	\$2,400.00
				TOTAL COST	\$26,200.00

FRAZIER STREET SIDEWALK REPLACEMENT (BROADWAY ST TO 5TH ST)

ITEM #	DESCRIPTION	UNIT	QUANTITY	UNIT COST	COST
3	REMOVE AND REPLACE CONCRETE SIDEWALK	S.F.	1,432	\$17.00	\$24,344.00
4	SIDEWALK RAMPS	EA	2	\$1,200.00	\$2,400.00
				TOTAL COST	\$26,744.00

MULBERRY STREET SIDEWALK REPLACEMENT (5TH ST TO CAROLINE ST)

ITEM #	DESCRIPTION	UNIT	QUANTITY	UNIT COST	COST
3	REMOVE AND REPLACE CONCRETE SIDEWALK	S.F.	1,412	\$17.00	\$24,004.00
4	SIDEWALK RAMPS	EA	2	\$1,200.00	\$2,400.00
				TOTAL COST	\$26,404.00

FRAZIER STREET NEW SIDEWALK (CAROLINE ST TO 7TH ST)

ITEM #	DESCRIPTION	UNIT	QUANTITY	UNIT COST	COST
3	NEW CONCRETE SIDEWALK	S.F.	1,392	\$15.00	\$20,880.00
4	SIDEWALK RAMPS	EA	2	\$1,200.00	\$2,400.00
6	UNCLASSIFIED EXCAVATION	C.Y.	26	\$15.00	\$386.67
				TOTAL COST	\$23,666.67

FRAZIER STREET SIDEWALK REPLACEMENT (7TH ST TO 8TH ST)

ITEM #	DESCRIPTION	UNIT	QUANTITY	UNIT COST	COST
3	REMOVE AND REPLACE CONCRETE SIDEWALK	S.F.	1,644	\$17.00	\$27,948.00
4	SIDEWALK RAMPS	EA	2	\$1,200.00	\$2,400.00
				TOTAL COST	\$30,348.00

FRAZIER STREET SIDEWALK REPLACEMENT (8TH ST TO PHOEBE ST)

ITEM #	DESCRIPTION	UNIT	QUANTITY	UNIT COST	COST
3	REMOVE AND REPLACE CONCRETE SIDEWALK	S.F.	1,408	\$17.00	\$23,936.00
4	SIDEWALK RAMPS	EA	2	\$1,200.00	\$2,400.00
				TOTAL COST	\$26,336.00

Add Alternate #5 Individual Sidewalk Costs

N. BROADWAY STREET SIDEWALK REPLACEMENT (ELM ST TO OAK ST)

ITEM #	DESCRIPTION	UNIT	QUANTITY	UNIT COST	COST
3	REMOVE AND REPLACE CONCRETE SIDEWALK	S.F.	1,460	\$17.00	\$24,820.00
4	SIDEWALK RAMPS	EA	2	\$1,200.00	\$2,400.00
TOTAL COST					\$27,220.00

S. BROADWAY STREET SIDEWALK REPLACEMENT (ELM ST TO OAK ST)

ITEM #	DESCRIPTION	UNIT	QUANTITY	UNIT COST	COST
3	REMOVE AND REPLACE CONCRETE SIDEWALK	S.F.	1,460	\$17.00	\$24,820.00
4	SIDEWALK RAMPS	EA	2	\$1,200.00	\$2,400.00
TOTAL COST					\$27,220.00

N. BROADWAY STREET SIDEWALK REPLACEMENT (OAK ST TO WALNUT ST)

ITEM #	DESCRIPTION	UNIT	QUANTITY	UNIT COST	COST
3	REMOVE AND REPLACE CONCRETE SIDEWALK	S.F.	1,348	\$17.00	\$22,916.00
4	SIDEWALK RAMPS	EA	2	\$1,200.00	\$2,400.00
TOTAL COST					\$25,316.00

S. BROADWAY STREET SIDEWALK REPLACEMENT (OAK ST TO WALNUT ST)

ITEM #	DESCRIPTION	UNIT	QUANTITY	UNIT COST	COST
3	REMOVE AND REPLACE CONCRETE SIDEWALK	S.F.	2,293	\$17.00	\$38,981.00
4	SIDEWALK RAMPS	EA	2	\$1,200.00	\$2,400.00
TOTAL COST					\$41,381.00

N. BROADWAY STREET SIDEWALK REPLACEMENT (WALNUT ST TO SYCAMORE ST)

ITEM #	DESCRIPTION	UNIT	QUANTITY	UNIT COST	COST
3	REMOVE AND REPLACE CONCRETE SIDEWALK	S.F.	1,087	\$17.00	\$18,479.00
4	SIDEWALK RAMPS	EA	2	\$1,200.00	\$2,400.00
TOTAL COST					\$20,879.00

S. BROADWAY STREET SIDEWALK REPLACEMENT (WALNUT ST TO SYCAMORE ST)

ITEM #	DESCRIPTION	UNIT	QUANTITY	UNIT COST	COST
3	REMOVE AND REPLACE CONCRETE SIDEWALK	S.F.	3,195	\$17.00	\$54,315.00
4	SIDEWALK RAMPS	EA	2	\$1,200.00	\$2,400.00
TOTAL COST					\$56,715.00

N. BROADWAY STREET SIDEWALK REPLACEMENT (SYCAMORE ST TO MAPLE ST)

ITEM #	DESCRIPTION	UNIT	QUANTITY	UNIT COST	COST
3	REMOVE AND REPLACE CONCRETE SIDEWALK	S.F.	2,763	\$17.00	\$46,971.00
4	SIDEWALK RAMPS	EA	2	\$1,200.00	\$2,400.00
TOTAL COST					\$49,371.00

S. BROADWAY STREET SIDEWALK REPLACEMENT (SYCAMORE ST TO MAPLE ST)

ITEM #	DESCRIPTION	UNIT	QUANTITY	UNIT COST	COST
3	REMOVE AND REPLACE CONCRETE SIDEWALK	S.F.	980	\$17.00	\$16,660.00
4	SIDEWALK RAMPS	EA	2	\$1,200.00	\$2,400.00
TOTAL COST					\$19,060.00

City of Valley Falls Police Department KCJIS Standard Operating Procedures

ORI: KS0440200

Effective Date: March 1, 2023





Valley Falls Police Department

KCJIS Standard Operating Procedures

ORI: KS0440200

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Definitions

Throughout this document, "**User Agency**" shall refer to the **Valley Falls Police Department**.

Distribution

This document may be freely employed and distributed by KHP.

Legend

Headings shaded in **blue** indicate SOPs required for security audit

Headings shaded in **orange** indicate SOPs required for data quality (DQ) audit

Headings shaded in **magenta** indicate SOPs required for both audits



Valley Falls Police Department

KCJIS Standard Operating Procedures

ORI: KS0440200

Purpose

The purpose of these standard operating procedures is to define policies that are required for compliance with the CJIS Security Policy as per the KHP and FBI.

Scope

These procedures apply to all User Agency personnel.

Procedures

Personnel Screening—DQ SOP 1

User Agency will screen all personnel authorized to have direct access to criminal history record information. When an applicant is considered as the candidate for any position that would work with and around criminal history data, a thorough background investigation shall be conducted. (Title 28, U.S. Federal Code)

Kansas Criminal Justice Information System (KCJIS) Security Policy states, "A background check shall be conducted before access authorization is granted." The background check shall include:

- a. Local name based check for criminal history record information.
- b. State and Federal name and fingerprint check for criminal history record information.
- c. A local and Federal warrant check.
- d. Final candidates for employment shall have two (2) sets of "Applicant" fingerprint cards submitted to the KBI/FBI to determine the existence of a criminal history record. This applies for all persons having access to KCJIS information.
- e. Final candidates for employment shall be checked through the Interstate Identification Index (III) and state criminal history files.
- f. Even though pre-employment background investigations include checks of personnel through III, periodic re-checks shall also be performed for all employees who have access to criminal history files and secured equipment. The annual background shall also include a local and national warrant check, a State criminal history record check, and possibly a driver's license check. Criminal History background checks are to be filed separately from other personnel files.
- g. Non-KCJIS Employees: Employees who may inadvertently be exposed to KCJIS-sensitive information in the performance of their duties but cannot obtain it themselves or have the authority to request a terminal operator to obtain specific information on their behalf, shall be screened for a record of criminal activity and criminal history using a name based check as required by the KCJIS Policy and Procedure Manual.
- h. Non-Employees: Persons who are allowed to perform duties on behalf of a criminal justice agency in such a manner that might expose them to KCJIS-sensitive information in the course of their duties, to include reserves, interns, volunteers, consultants, vendors, contractors, etc., shall be screened for a record of criminal activity and criminal history using a name based check as required by the KCJIS Policy and Procedure Manual.



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Information Exchange— CJIS Security Policy section 5.1 / DQ SOP 4

Prior to releasing Criminal Justice Information (CJI), User Agency personnel must verify the identity of the person receiving the information and validate that they are authorized to receive the information. In general, this means that the receiver of the information must be employed by a criminal justice agency and have an official business purpose for the information.

When CJI is released to any other authorized agency or person, a secondary dissemination logbook shall be maintained with the proper notations prior to releasing the information.

This policy shall also apply to using CJI shared with or received from FBI CJIS for noncriminal justice purposes. In general, a noncriminal justice purpose includes the use of criminal history records for purposes authorized by federal or state law other than purposes relating to the administration of criminal justice, including but not limited to, employment suitability, licensing determinations, immigration and naturalization matters, and national security clearances.

Security Awareness Training Procedures – CJIS Security Policy section 5.2 / DQ SOP 13

Online security awareness training shall be completed by any user with access to CJI within six months of being granted access, and biennially thereafter. KCJIS 208 is to be signed and placed in the KCJIS Security Audit Packet binder after training for record keeping.

TAC shall successfully complete TAC-specific training within six months of employment or assignment.

LASO shall successfully complete LASO-specific training within six months of employment or assignment.

TAC is responsible for monitoring the certification expiration dates of all User Agency personnel and ensuring retraining is completed, and KCJIS form 208 signed, prior to certification expiration.

Training and KCJIS 208 are to be provided through the KCJIS Launch Pad and nexTEST portal.

When leaving any device with access to CJI unattended, personnel shall utilize the "system lock" function.

Under no circumstances shall User Agency personnel allow unauthorized persons to view CJI on any display screen or any printed material. Officers may accomplish this by locking their workstation, covering printed material, turning their display screen, etc.

Other Training Policies

All full access operators shall remain current in NCIC certification by completing the recertification process every two years.

All less-than-full access operators shall remain current in NCIC certification by completing the recertification process every two years.



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Incident Response Procedures – CJIS security policy section 5.3

Terminal GPOs will ensure that Windows updates are run nightly, and Windows 10 updates (antivirus) are applied as released. Windows Defender will detect malware and notify the user of issues.

Firewall logs and Windows Event logs will be monitored by Valley Falls Police Department and analyzed for security incidents.

Verified security incidents—especially incidents which threaten the operation or integrity of the KCJIS system or KCJIS-sensitive information—will be reported to the LASO, who will be responsible for preparing an incident report (see Security Incident Reporting Form in the KCJIS manual).

If a terminal with CJIS access is suspected of having a virus:

- i. Unplug network cable and/or disable WIFI
- j. Leave any antivirus notices on the screen
- k. Inform your supervisor
- l. Contact Chief of Police Carolyn Clark or Officer Edward Rivera with a detailed description of the incident.

Chief of Police Carolyn Clark or Officer Edward Rivera will walk through instructions on resolving the issue. Tracking and documenting will be accomplished by reviewing the Windows 10 log file after the incident. Chief of Police Carolyn Clark will report the incident to KHP on behalf of the agency.

If a mobile device is misplaced, lost, or stolen:

- a. Inform your Supervisor
- b. Contact Chief of Police Carolyn Clark immediately with description of event, type of device (brand and model if known), and name of owner/user.

Chief of Police Carolyn Clark or Officer Edward Rivera will lock, and attempt to locate device as soon as possible. If necessary, the device will be wiped so CJIS remains secure.

Required Reporting of Criminal Violations—DQ SOP 2

Any User Agency employee with authority to access KCJIS information is to report to Valley Falls Police Department with any new indictment, arrest, charge, conviction or diversion of a criminal violation by the end of the business day following the reportable event.



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Reporting of Violations of KCJIS Policy and Procedure Manual—DQ SOP 8

When a violation of KCJIS Policy and Procedure occurs, User Agency TAC shall initiate an investigation to determine why the violation occurred, administer appropriate discipline, notify the KHP CJIS Unit Auditor and submit a report to the CJIS System Officer (CSO) documenting the violation and disciplinary or corrective measures that have been taken.

Incidents that threaten the operation or integrity of the KCJIS system or CJI shall be reported immediately to the Local Agency Security Officer (LASO), other agency supervisory personnel, KCJIS Information Security Officer (ISO), and the KBI Help Desk. Steps shall be taken to identify, contain, isolate and document the incident as quickly as possible.

Annual Account Validation – CJIS security policy section 5.5.1

The LASO will annually review KACIS to verify everyone is still active and employed and proper roles are assigned. The agency shall manage information system accounts, including establishing, activating, modifying, reviewing, disabling, and removing accounts. The agency shall validate information system accounts at least annually and shall document the validation process. The validation and documentation of accounts can be delegated to local agencies.

Multiple Concurrent Sessions – CJIS security policy section 5.5.2.2

Multiple concurrent sessions accessing KCJIS on a single account is not allowed at any time.

Remote Access Policy – CJIS security policy 5.5.6

Remote access is allowed on CJIS accessible computers *only* by Valley Falls Police Department and only when such access is directly monitored at all times by a KCJIS-authorized User Agency employee.

Remote access will only be allowed if on-site maintenance is not an option.

CJI *may not* be accessed during remote sessions. Remote access will be via a common remote support tool such as LogMeIn Rescue, requiring action and permission from both parties for initiation.

In addition:

1. The session shall be monitored at all times by an authorized escort
2. The escort shall be familiar with the system/area in which the work is being performed.
3. The escort shall have the ability to end the session at any time.
4. The remote administrative personnel connection shall be via an encrypted (FIPS 140-2 certified) path.
5. The remote administrative personnel shall be identified prior to access and authenticated prior to or during the session. This authentication may be accomplished prior to the session via an Advanced Authentication (AA) solution or during the session via active teleconference with the escort throughout the session.



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Personally Owned Devices (BYOD) – CJIS Security Policy section 5.13

Personally-owned devices are not authorized by User Agency for use in accessing, displaying or storing CJI at any time.

Identifier and Authentication Management – CJIS Security Policy section 5.6.3

When agencies utilize a PIN in conjunction with a certificate or a token (e.g. key fob with rolling numbers) for the purpose of advanced authentication, agencies shall follow the PIN attributes described below

1. Be a minimum of six (6) digits
2. Have no repeating digits (i.e., 112233)
3. Have no sequential patterns (i.e., 123456)
4. Not be the same as the UserID.
5. Expire within a maximum of 365 calendar days.
6. Not be identical to the previous three (3) PINs.
7. Not be transmitted in the clear outside the secure location.
8. Not be displayed when entered.

Authenticator Distribution, lost/compromised/damaged authenticators, and revoking authenticators – CJIS Security Policy section 5.6.3.2

LASO will be responsible for terminating KCJIS access and collecting the RSA SecurID token from any User Agency employee who is no longer authorized to access KCJIS.

In the event an RSA SecurID token is lost, stolen or damaged, User Agency employees are required to contact LASO immediately so the token can be deactivated and replaced.

Transfer or Removal of Personnel for Policy Violations – DQ SOP 9

User Agency shall have the authority to make sure that proper discipline is applied if personnel who have been screened subsequently violate security rules. Title 28 states: “that a criminal justice agency will have the right to initiate or cause to be initiated administrative action leading to the transfer or removal of personnel authorized to have direct access to such information where such personnel violate the provisions of these regulations or other security requirements established for the collection, storage or dissemination of criminal history record information”.

KCJIS Access for Terminated, Resigned or Suspended Personnel – DQ SOP 10

Personnel who, at the sole discretion of the User Agency Valley Falls Police Department, have violated any of these Operating Procedures shall have their KCJIS access immediately suspended.



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Personal who have voluntarily leave, are terminated for cause, leave under questionable circumstances, are placed on disciplinary leave or have had their KCJIS access suspended shall also immediately surrender their RSA security token to the TAC.

Internet Use – DQ SOP 10.5

It is the policy of User Agency to provide an atmosphere that encourages access to knowledge and sharing of information. Many times information can be gathered through use of the Internet. However, due to resource limitations, only personnel having a legitimate need for Internet access (e.g., communication, resource sharing, etc.) will be granted access. The LASO shall grant permission for Internet access. The KCJIS Internet access shall be limited to criminal justice purposes only.

Internet access is a privilege, not a right, and inappropriate use will result in the cancellation of the user's privilege. All personnel will be monitored for individual usage of the Internet.

Only the LASO or TACs are authorized to download information from the Internet.

No files should be copied to any network drive until the files have been scanned for computer viruses. If a virus is detected, notify the LASO immediately.

E-mailing of Criminal Justice Information (CJI) – DQ SOP 11

CJI shall never be transmitted electronically, via e-mail, Internet, "flash" drive or any other means. If CJI is requested by an agency with an ORI, User Agency shall recommend that the agency perform their own search for relevant CJI.

Local System Configuration – CJIS Security Policy section 5.7

Valley Falls Police Department will configure and harden the User Agency network as required to comply with FBI CJIS Security Policies. Network configuration shall not be changed without LASO approval and coordination with Valley Falls Police Department. Any network reconfiguration must be followed by a revision of the network schematic, which shall then be forwarded to KHP for their documentation.

Media Protection – CJIS Security Policy section 5.8

- No CJI shall be stored in any electronic form, including User Agency computer systems, flash drives or disks;
- Only KCJIS-certified personnel may transport physical (printed) media generated as a result of KCJIS access by User Agency employees. Physical media shall never be left unsecured;
- Disposal of physical media will be carried out only by authorized User Agency personnel. Shredding or incineration are the only approved methods of disposal.
- For any electronic media (e.g., disk or flash drives), used in computers which access CJI, which are disposed of, a log shall be kept recording the date, serial number (if available), method of destruction and the name and initials of the authorized personnel supervising the destruction.



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Physical Location Protection – CJIS Security Policy section 5.9 / DQ SOP 3

User Agency has adopted the following procedures regarding physical security of their facility: Front access door to the police department is locked at all times when an officer is not present. All other exterior entrances are locked at all times.

All hardware and software that processes, stores, or transfers CJ shall be physically protected through access control measures to include, but not limited to: physical barriers, physical locks, electronic locks controlled by badge readers, or direct supervision by User Agency KCJIS-certified personnel.

All persons must be escorted at all times unless a complete records check has been conducted per KCJIS Policy.

Voice over Internet Protocol (VoIP) restrictions – CJIS Security Policy section 5.10.1.4

VoIP shall not be used on a network that contains unencrypted CJ. Currently User Agency does not use VoIP nor does it digitally store CJ.

Patch Management – CJIS Security Policy section 5.10.4.1

User Agency shall identify applications, services, and information systems containing software or components affected by recently announced software flaws and potential vulnerabilities resulting from those flaws.

User Agency has implemented a local policy for KCJIS-capable computers that ensures prompt installation of newly released security-relevant patches, service packs and hot fixes. This local policy includes automatic updates without individual user intervention.

Sanctions Process for Compliance Issues – CJIS Security Policy section 5.12.4

User Agency employees found to be in violation of any of these Procedures shall undergo a formal review by Chief of Police Carolyn Clark and be subject to disciplinary measures as determined by Valley Falls Police Department employee policies.

Individual Access & Review of Own Criminal History Record—DQ SOP 6

User Agency will not allow for individual access and/or review of KCJIS CHRI for any reason. User Agency will instruct any party asking for access to contact the KBI for Kansas Criminal History Record Information, the FBI or other state that holds the record for III information.

NCIC System Quality Assurance—DQ SOP 7

User Agency shall neither enter, edit nor delete information within NCIC. Any requests for changes to NCIC information shall be directed to the Chief of Police Carolyn Clark.

Prior to requesting entry or modification of any CJ by Chief of Police Carolyn Clark, User Agency personnel will take the following steps to ensure validity of CJ entries:

1. The officer will obtain accurate and complete data regarding the necessary information to enter into NCIC.



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2. The officer will verify all source data provided by any reporting party. This will include checking all names and numeric identifiers for accuracy and any previous and/or current NCIC records/wants, checking all serial/model numbers for accuracy, completeness and any possible matching entries, and checking vehicle identification numbers/license plate numbers for completeness and accuracy.
3. No CJIS shall be submitted to Chief of Police Carolyn Clark for entry into NCIC without an accompanying KLER form.

Guidelines for Mobile Device Use – CJIS Security Policy section 5.13 / DQ SOPs 5 & 12

Bluetooth – 5.13.1.3

Bluetooth peripherals are permitted for use with User Agency computer systems, but are not authorized for the communication of any unencrypted CJIS.

Approval of Applications on Mobile Devices – 5.13.2

Third party applications will be disabled by the Mobile Device Management system employed by User Agency for any User Agency-owned, KCJIS-authorized mobile devices. All applications to be installed on mobile devices must be reviewed and approved in advance by the LASO, who will then whitelist the application within the MDM.

Security

1. User Agency Personnel will utilize the Mobile Data Terminal (MDT) in a manner consistent with official training and this policy. Personnel that have not received the sanctioned and approved training regarding MDT usage will not be authorized to access CJIS with a mobile device.
2. When leaving the MDT unattended in a User Agency vehicle, personnel shall utilize the "system lock" function before securing their vehicle. All patrol vehicles must be locked if an MDT system is left inside.
3. User Agency personnel will be responsible for MDT equipment in the same regard they are responsible for other department issued equipment.
4. Under no circumstances shall User Agency personnel allow unauthorized persons to view confidential information on the MDT display screen.
5. User Agency personnel shall enter no information into the data system that is not related to official HCC business or case related information.
6. MDT's will only be used in accordance with the National Crime Information Center (NCIC) and the State of Kansas requirements for the privacy and security of criminal history record information.

ECONOMIC DEVELOPMENT INCENTIVE APPLICATION

BUSINESS NAME: <i>The Rustic Baker</i>	
BUSINESS OWNER NAME: <i>Jamie Tankesley</i>	CONTACT PHONE: <i>316-258-3626</i>
CONTACT EMAIL: <i>therusticbaker@yahoo.com</i>	
BUSINESS ADDRESS: STREET <i>405 Broadway</i>	PO BOX
CITY <i>Valley Falls</i>	STATE <i>KS</i> ZIP <i>66088</i>
<input checked="" type="checkbox"/> RENT <input type="checkbox"/> OWN	BUILDING OWNER (if different from business owner): <i>Lacey Brown</i>
BUSINESS PHONE:	BUSINESS EMAIL: <i>therusticbaker@yahoo.com</i>
BUSINESS WEBSITE: <i>facebook - The Rustic Baker LLC</i>	
TYPE OF BUSINESS: <input checked="" type="checkbox"/> RETAIL <input type="checkbox"/> OFFICE <input type="checkbox"/> MANUFACTURING <input type="checkbox"/> WAREHOUSE <input type="checkbox"/> OTHER:	
SERVICE/ PRODUCT: <i>Baked Goods</i>	# OF EMPLOYEES: <i>2</i>
DAYS OF OPERATION: Tuesday <i>Tuesday-Sunday</i>	HOURS OF OPERATION: <i>5a-5p</i>
INVESTMENTS:	
TOTAL OF INVESTMENTS:	SALES TAX # OR FEIN: <i>87-4763300</i>
CONTACT NAME: <i>Jamie Tankesley</i>	CONTACT PHONE: <i>316 258 3626</i>
CONTACT EMAIL: <i>therusticbaker@yahoo.com</i>	
Signature: <i>Jamie Tankesley</i>	Date:
Printed Name: <i>Jamie Tankesley</i> Title: <i>Owner</i>	<i>2/23/2023</i>

Application must include:

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

Send Check to:
 16718 Marian Rd
 VF, 66088

For Office Use Only:

Approved: YES NO DATE:

Signature: _____

City of Valley Falls Mayor -



City of
VALLEY FALLS

Incorporated May 17, 1869

COUNCIL MEETING DATE: March 1, 2023

INVOICES IN THE TOTAL AMOUNT OF: \$12, 995.62

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 March, 2023

City Clerk

ACCOUNTS PAYABLE REPORT

VENDOR NAME DEPARTMENT	LINE	INVOICE NUMBER	REFERENCE	PAYMENT AMOUNT
AFLAC INC ADMINISTRATION	BENEFITS	219533	VISION INSURANCE	33.78
POLICE	BENEFITS	219533	VISION INSURANCE	67.63
STREET	BENEFITS	219533	VISION INSURANCE	25.62
WATER	BENEFITS	219533	VISION INSURANCE	25.63
SEWER	BENEFITS	219533	VISION INSURANCE	25.63
***** VENDOR TOTAL *****				178.29
HAWKINS WATER	COMMODITIES	6402875	Chlorine Cylinders	60.00
***** VENDOR TOTAL *****				60.00
HEINEN MACHINE SHOP INC STREET	VEHICLE MAINTENANCE/FUEL	01172023	Salt Spreader Plate Bearing	60.00
***** VENDOR TOTAL *****				60.00
HEINEN P-H-E SERVICES WATER	COMMODITIES	02212023	Gas Valve at water plant	365.00
***** VENDOR TOTAL *****				365.00
KATOM RESTAURANT SUPPLY POOL	CAPITAL OUTLAY/CARRY OVER	492589	Cooler for pool concessions	3,505.00
***** VENDOR TOTAL *****				3,505.00
KDHE BUREAU OF WATER SEWER	GRANTS & DONATIONS	02162023	KDHE Loan	628.44
***** VENDOR TOTAL *****				628.44
KDHE LABORATORIES WATER	CONTRACTUAL	59799	Water Samples	487.00
***** VENDOR TOTAL *****				487.00
KANSAS RURAL WATER ASSOCIATION WATER	TRAINING/CONFERENCES	02222023	KRWA Conference	385.00
SEWER	TRAINING/CONFERENCES	02222023	KRWA Conference	385.00
***** VENDOR TOTAL *****				770.00
MIDWEST OFFICE TECHNOLOGY ADMINISTRATION	POSTAGE/STATIONARY	350179	Copies	82.03
***** VENDOR TOTAL *****				82.03
PETRO VALLEY FALLS POLICE	VEHICLE MAINTENANCE/FUEL	02152023	FUEL	243.48
STREET	VEHICLE MAINTENANCE/FUEL	02152023	FUEL	71.85
WATER	VEHICLE MAINTENANCE/FUEL	02152023	FUEL	71.85

ACCOUNTS PAYABLE REPORT

VENDOR NAME DEPARTMENT	LINE	INVOICE NUMBER	REFERENCE	PAYMENT AMOUNT
PETRO VALLEY FALLS SEWER	VEHICLE MAINTENANCE/FUEL	02152023	FUEL	71.85
***** VENDOR TOTAL *****				459.03
CITY OF VALLEY FALLS PETTYCASH POLICE	VEHICLE MAINTENANCE/FUEL	PD02242023-01	Car Wash Fund	20.00
***** VENDOR TOTAL *****				20.00
SCHENDEL PEST SERVICES ADMINISTRATION	CONTRACTUAL	30404956	Pest Control	76.03
***** VENDOR TOTAL *****				76.03
SOLAR TRAFFIC SYSTEMS STREET	CAPITAL OUTLAY/CARRY OVER	238064	School Zone Light	3,552.00
***** VENDOR TOTAL *****				3,552.00
SOUTHERN BREEZE REPAIR STREET	VEHICLE MAINTENANCE/FUEL	993	Dump Truck Repairs	2,212.80
***** VENDOR TOTAL *****				2,212.80
THE GUIDANCE CENTER POLICE	CONTRACTUAL	PD02172023-01	Police Psych Exam	500.00
***** VENDOR TOTAL *****				500.00
VALLEY FALLS CHAMBER ADMINISTRATION	CONTRACTUAL	4696	Rustic Baker - New Business	40.00
***** VENDOR TOTAL *****				40.00
***** REPORT TOTAL *****				12,995.62

DEPARTMENT	INV	PAYMENTS
ADMINISTRATION	4	231.84
POLICE	4	831.11
STREET	5	5,922.27
POOL	1	3,505.00
WATER	6	1,394.48
SEWER	4	1,110.92
DEPARTMENT TOTALS	24	12,995.62



City of VALLEY FALLS

Incorporated May 17, 1854

City Administrator Report City Council March 1, 2023

Daily Operations

1. **Audit** Audit is scheduled for March 1st. RFP for audit services will be sent out after completion of audit presentation.
2. **Match Day** I attended a meeting with the Valley Falls Community Foundation on Sunday, February 19th. The Foundation is planning on a match / give day for the funds on September 30, 2023. I will work with the Community Foundation to make sure the City Pool Fund is involved.
3. **Barnes Addition Plot** PEC has completed the draft. PEC is reviewing and will have for final signatures in the next few weeks.
4. **Trash Service** Bid document published on Facebook, City Website, and Newspaper. In addition, it was sent to 5 different waste collection companies. Bids due March 10th.
5. **Purplewave** The 1994 Chevy from Public Works sold for \$500. The old equipment from the Police Department sold for \$550.
6. **Pool Drive Way** - Reached out to Butch for an update. He has the City Pool on the schedule to be completed in March.
7. **Economic Development Board** - On Work Session for discussion.
8. **Planning Commission** - K-State will help create the comprehensive plan in Spring 2024. This would be at no cost to the city. Group is working on the Shipping Container Regulations. Next meeting will be February 9th.
9. **Teen Court** Working on a diversion program and youth court program for teen offenders. Meeting with Chief Clark to continue development of the program on February 8th.
10. **Water Source Project** PEC is getting final information for proposal to move forward with test wells and information from the studies done in 2005. Attached summary of these reports.
11. **Utility Mapping** Met with KRWA on February 24th to update maps. Once updates with KRWA are complete PEC will host updated Sewer and Water maps.
12. **Entry/ Welcome Signs** - Checking with KDOT on process to update Welcome sign on the hill.
13. **419 Broadway St Condemnation** Next progress update June 7th.
14. **204 Walnut St Condemnation** Next update March 15th.
15. **207 Sycamore St Condemnation** No progress. Next update April 19th.

Grants & Projects

1. **CDBG Sewer Project Phase 1**- Bid opening on Feb 21st. Must have contract awarded by 3/15/2023.
2. **CDBG Community Facilities** -Sent project priority map to PEC to complete PER. Applications due May 1st. This is a 50/50 match. Shifting the priority to sidewalks around school, pool, and residential areas. Submitting application for KDOT Cost Share (15%).
3. **KDHE Waste Tire Grant** - Submitted. Awards announcements anticipated in April.
4. **USDOT Safety Action Plan Grant** - Awarded grant of \$40,000 Federal Funding and \$5,000 KDOT. City share is \$5,000. The plan can include sidewalks, bike routes, streets and more. Work with PEC as Engineer for this project.
5. **KDOT TA** This grant can be used for the downtown streetscape which can include: sidewalks/ curbs, lighting, planters, benches, landscaping, and more! This is an 80/20 construction grant match. Engineering and design is paid by City. The intent is to use this grant for Broadway Street improvements. Applications are due in February 2024. The Safety Action Plan can include part of the design and engineering for this project. Work with PEC for estimates.
6. **KDOT Safe Routes to School** The Safe Routes to School helps create safe walking and biking paths for children to the school. This is a two-phase grant. The first phase is the design/ engineering of a plan of the Safe Routes to School. Part of this can come from our Safety Action Plan. The second phase is construction/ implementation of the plan. Applications are due in February 2024. Working with PEC for estimates.
7. **Kansas Forestry Grants** Submitted proposal for Kansas Forestry Grants. This is the city proposal for the state to apply for the federal dollars.

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8. **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.
9. **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.
10. **Opioid Settlement** -Total received to date is \$2,952.96. \$0.00 expended.
11. **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.
12. **KDHE Lead & Copper** Lead & Copper Inventory due to KDHE by October 16, 2024. Getting estimate from PEC for consultant for this project.
13. **Automatic Water Meters** - 330 meters installed to date. Total of 493 water meters.

Financials

Fund Balances

Fund #	Fund Name	Previous Balance	Current Balance
100	General Fund	\$210,867.15	\$195,850.72
160	Pool Reserve	\$4,034.19	\$4,034.19
200	Capital Improvement Fund	\$148,224.52	\$148,224.52
300	Special Hwy & Streets	\$82,201.92	\$82,201.92
400	Equipment Reserve	\$10,651.71	\$10,651.71
500	Bond & Interest	\$155,969.57	\$155,969.57
600	RHID	\$65,434.98	\$65,434.98
720	Water	\$79,907.02	\$95,299.66
721	Water Reserve	\$4,900.00	\$4,900.00
730	Sewer	\$218,051.89	\$227,879.82
731	Sewer Reserve	\$4,900.00	\$4,900.00
740	Solid Waste	\$51,489.87	\$59,754.19
790	Insurance Reserve	\$748.00	\$748.00
Total		\$1,037,380.82	\$1,055,849.28
CD #	Fund/ Fund Name	Previous Balance	Current Balance
Bank 500	Money Market (PBC)	\$11,949.25	\$11,949.25
X0971	Bond & Interest Fund (500)	\$153,500.00	\$153,500.00
X2279	Sewer Fund (730)	\$91,083.20	\$91,083.20
Total		\$256,532.45	\$256,532.45
Total In Bank		\$1,293,913.27	\$1,312,381.73

Budget

Fund #	Fund Name	Budget	YTD Expended	Difference
100	General Fund	\$729,701	\$98,181.92	\$631,519.08
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	\$3,250.00	\$169,591.00
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	\$54,634.67	\$488,865.33
721	Water Reserve	\$50,000	\$0.00	\$50,000.00
730	Sewer	\$3,821,000	\$60,027.18	\$3,760,972.82
731	Sewer Reserve	\$50,000	\$0.00	\$50,000.00
740	Solid Waste	\$258,000	\$23,247.49	\$234,752.51
790	Insurance Reserve	\$0	\$0.00	\$0.00
Total		\$5,986,935.00	\$239,341.26	\$5,747,593.74

2.0 Findings and Recommendations

The following list of recommendations summarizes the main points of this report. Each recommendation is further detailed within this report. These recommendations will allow the City of Valley Falls to comply with existing and anticipated regulations for years to come while increasing the quality and quantity of water that is currently being produced at the water treatment plant.

Raw Water Supply

- Currently the City of Valley Falls withdraws water from the Delaware River and pumps to a 3-million gallon impoundment for storage prior to treatment. The impoundment is also spring-fed. However, the actual flow rate and sustained capacity of the spring is unknown and is assumed to be insignificant for drought analyses. The Delaware River is not capable of providing enough source water to the City during a 50-year drought period to meet KDHE recommendations, although ample water was available throughout the drought of 2002 and 2003.
- The 3-million gallon impoundment is treated with copper sulfate on occasion to prevent algae growth. Larkin recommends installing a potassium permanganate feed system at the influent line to the treatment plant from the impoundment to help oxidize organic compounds.
- Larkin Group recommends securing a second, reliable source of finished water for use during emergency water shortages to supplement the water treatment facility. Valley Falls has an existing connection with R.W.D. No. 3, Jefferson County, which needs to be improved if it will be used as an emergency water supply.
- See Sections 4, 7, 9 and 10 for further information.

Plant Improvements

- In addition to securing an emergency water supply, Larkin recommends updating the existing plant by increasing the production capacity and quality of water produced.
- See Section 7 and 10 for proposed improvements and cost estimates.

Storage Improvements

- Both meter vaults at the elevated storage towers should be locked.
- See Section 8 for further details.

9.0 Alternate Finished Water Sources

When determining whether to discontinue producing water and connect to another water source, the City needs to consider project economics and timing.

At this time, no permanent source of finished water has been determined for the City of Valley Falls. R.W.D. No. 3, Jefferson County is only able to serve water during emergency conditions and do not have the capacity to provide water on a full-time basis. Valley Falls currently has an emergency 3-inch connection with R.W.D. No. 3, which is not sufficient for sustaining the long-term flows necessary to support the City during emergencies. The cost opinion below is based on constructing a larger emergency connection with the District for periods of low flow in the Delaware River. Since this option is for use only during emergency water shortages, water treatment facility improvements would be completed in conjunction with the emergency connection to bring the existing facility within KDHE regulations for normal operation. A cost opinion for improving the treatment facility is located in Section 10.1.

Table 9.1—Cost Opinion for Emergency Connection with Jefferson County R.W.D. No. 3

Description	Unit	Unit Cost	Quantity	Total
Master Meter Vault	L.S.	\$35,000	1	\$35,000
6-Inch SDR 21 PVC Waterline	L.F.	\$22.10	21,120	\$466,750
TOTAL PRELIMINARY CONSTRUCTION COST OPINION				\$501,750
Contingency (15%)				\$75,250
Engineering, Admin., and Legal (20%)				\$100,350
Total Estimate				\$677,350

In order to estimate the impact on rates from the above plant construction, the financing is assumed to be a 35-year USDA Rural Development loan with 5% interest. Different grant and funding scenarios will affect this number. Under these conditions, the impact on water rates is as follows:

Rate Impact from Existing Plant Improvements	
Gallons of Water Sold in 2002	48,093,000
Loan Amount (at 5% interest over 35 years)	\$677,350
Annual Debt Service	\$41,400
Effective Rate Increase Per 1,000 Gallons	\$0.87

Jackson County R.W.D. No. 3 was also contacted to wheel water to the city of Valley Falls. A letter from the District's engineering firm recommended to interconnect the two water systems with 20

miles of 8-inch PVC pipe, which is required to provide the necessary flow to the City of Valley Falls. Wholesale water rates from R.W.D. Jackson County No. 3 are currently \$4.00/1,000 gallons, which is significantly higher than the current rates of Valley Falls. Further, this cost would increase in order to build and maintain the 20-mile pipeline and distribution system. This option is significantly more costly than alternative options and is not considered a feasible alternative for the City of Valley Falls. Included in Appendix B of this report is the letter from the engineering firm on the requirements for in the interconnection between the District and Valley Falls.

R.W.D. No. 5, Atchison County is also a potential source of supply to Valley Falls. Atchison R.W.D. No. 5 wholesales water that it purchases from the City of Atchison, Kansas. Construction of a pipeline to serve Valley Falls would also have the potential to supply Nortonville, Effingham, and Jefferson County R.W.D. No. 12. Further correspondence between the District and the City might be pursued in order to verify the cost of purchasing water and the City's financial obligation for its portion of the construction project to connect to Atchison R.W.D. No. 5. However, this option may constitute several years of planning and development. Since the City of Valley Falls has immediate needs to be addressed, this option is not feasible at this time.

Larkin Group recommends increasing the size of the emergency connection with R.W.D. No. 3, Jefferson County. Improving the existing emergency supply of finished water allows Valley Falls to continue processing water at the existing treatment facility. During drought periods in which the Delaware River is too low to supply adequate water, the City will be able to supplement the shortage by purchasing from R.W.D. No. 3, Jefferson County. Further, Jefferson County P.W.D. No. 3 would also have access to Valley Falls water should they find themselves in an emergency situation. However, improvements are required at the existing treatment facility in order to increase the production capacity and enable the plant to operate within current and future KDHE regulations. Section 10.1 contains a cost opinion for these improvements. Section 10 also analyzes using groundwater as a water source. Due to high capital costs associated with constructing the groundwater wells and a new facility capable of processing groundwater, Larkin Group recommends improving the existing facility and emergency connection with R.W.D. No. 3, Jefferson County.

10.0 Cost Comparison

Cost estimates in this section are related to alternatives that increase the water production capacity and quality of the existing water treatment facility or for the construction of a new ground water plant. For each alternative the costs are broken down to indicate the effect on the water rates per thousand gallons in order to finance the debt associated with the improvements. All financing is based off the assumption that the City of Valley Falls will use a United States Rural Development (USRD) loan. The loan terms are estimated using a 5% interest rate for a 35-year term. Following the cost estimations is a summary that includes grant and loan sources, as well as Larkin's recommended approach for the plant improvements.

Four possible alternatives are presented to improve the water treatment plant. These alternatives are listed below:

- Purchase additional water from another water supplier
- Upgrading the existing plant to 448 gallons per minute (gpm) to continue treating surface water from the Delaware River
- Construct a new groundwater plant to treat water from nearby wells
- Convert the existing surface water treatment facility to a groundwater treatment facility

The first alternative involves negotiating the purchase of water. This option is currently not feasible because another water supplier has not been identified that has the capacity and proximity to economically wheel water to the City of Valley Falls. Jefferson R.W.D. No. 3 is only able to provide water to Valley Falls during an emergency shortage.

The second alternative will address regulatory and capacity concerns by increasing the existing plant capacity from 265-gpm to 448-gpm, continue treating surface water, adding a chlorine contact basin and moving chemical feed points in order to meet regulatory compliance and capacity considerations to more efficiently serve the City of Valley Falls. These improvements also include utilizing plate or tube settlers in the existing sedimentation basin, upgrading the raw water lift station pumping capacity, and updating the chemical feed and storage procedures to reduce the formation of disinfection by-products to meet upcoming regulations. This alternative is presented below in Section 10.1.

The third alternative consists of the design and construction of a new groundwater treatment plant at an alternate location and abandoning the existing surface water treatment plant. This alternative is reviewed further in Section 10.2. Section 10.3 addresses the similar third alternative of converting the existing surface water treatment facility to a groundwater softening treatment plant.

4th alternative

The cost estimates for Section 10.2 and 10.3 for the wells, well houses and distribution improvements are general and preliminary at this time. This estimate assumes that a suitable source of groundwater could be located. This cost estimate also assumes that softening will be necessary to provide good quality water to the residents of Valley Falls. A geological survey of the area is currently underway to locate and test potential well sites. A raw water analysis will also be performed to determine the necessary treatment for the proposed water source. However, it should be noted that there is a moderate to good chance that either no groundwater will be found or that if groundwater is found that the treatment requirements will be costly. Therefore, the likelihood of obtaining a feasible groundwater source is low.

10.1 Rehabilitate Existing Plant

The existing water treatment plant is incapable of meeting the future treatment requirements (see Section 7 for further details). Disinfection byproducts are also considerably higher than allowed by federal and state standards (See Section 4 for further details). The plant flow rate is inadequate to meet the water demands of the City in the future. Therefore, improving the treatment process and upgrading the plant from 265-gpm to 448-gpm is recommended.

In the summer of 2002, a dam was built to raise the river water height approximately one foot over the intake structure. During severe drought conditions the river may not have sufficient water to serve the City. However, during the past two years the water level was sufficient through the drought. Because of the potential for the river drying up during a more severe drought, the City should look into an alternate source of water in such event. An emergency interconnection with a neighboring community for use during severe drought is recommended. However, completely abandoning the water treatment plant is not plausible because the alternate sources are more expensive than maintaining the existing water plant.

Presented below is an evaluation to determine the most effective alternative for bringing the existing plant into compliance with current and future regulations and expanding its treatment capacity to meet water demands from today through 2023.

The plant will continue to utilize surface water from the Delaware River and divert it to the storage reservoir nearby. The existing lift station at the reservoir will be upgraded to 448-gpm capacity. The rapid mix units and the flocculators are appropriately sized for the proposed increase in flow. However, the sedimentation basin will need to be retrofitted with plate or tube settlers and an automated sludge removal system to provide sufficient settling at the increased flowrate. Covering the sedimentation basin will help to lower disinfection by-product formation by eliminating algae growth

within the basin. Additional turbidimeters and chlorine residual analyzers are also needed for monitoring the finished water quality.

The Kansas Department of Health and Environment requires the plant to maintain maximum design flowrates during filter backwash. However, the existing plant has two identical filters that are each capable of operating at 224 gpm without exceeding 4 gpm per square foot throughput limitation. When one filter is backwashing, this reduces the plant capacity and will not meet KDHE requirements. Therefore, a documented plant operating procedure to allow backwashing filters only when the plant is not in operation is recommended. Correspondingly, the plant would only be rated by KDHE at 224 gallons per minute. However, this is sufficient flow to meet demands over a 24-hour period for the next 20 years. > -

In order to reduce disinfection byproduct formation potential, the chlorination point in the plant will be moved to feed chlorine prior to filtration and the ammonia feed point relocated between the chlorine contact basin and the clearwell to convert the disinfection residual from free chlorine to chloramines.

The items necessary to expand the existing plant to 448-gpm are delineated below:

- Install 448-gpm raw water pumps in the lift station at the reservoir
- Rehabilitate the existing sedimentation basin walls and install tube settlers, automatic sludge removal system and cover
- Install emergency generator, transfer switch, and portable generator for the water treatment plant and lift station
- Upgrade the existing chlorine room to vent to the exterior
- Add potassium permanganate feed system to effluent of pre-sedimentation basin
- Install chemical scales for coagulant and polymer drums and new mixers in the rapid mix basin
- Upgrade monitoring equipment with the addition of turbidimeters on each individual filter cell and free and total chlorine analyzers
- Construction of a chlorine contact basin to provide disinfection contact time after filtration
- Update filter piping to provide the ability to filter to waste after backwash
- Modify plant building layout for permanent PAC room with proper ventilation and accessories
- Addition of office/laboratory building and storage shed above chlorine contact basin

Table 10.1—Upgrade Existing Water Treatment Plant

Description	Unit	Unit Cost	Quantity	Total
New Reservoir Lift Station	L.S.	\$ 75,000	1	\$ 75,000
PAC Room and Equipment	L.S.	\$ 70,000	1	\$ 70,000
Chemical Feed Improvements	L.S.	\$ 35,000	1	\$ 35,000
Chlorine Feed Room Improvements	L.S.	\$ 9,000	1	\$ 9,000
Sedimentation Basin Plate Settlers	L.S.	\$ 60,000	1	\$ 60,000
Sed. Basin Automated Sludge Removal System	L.S.	\$ 60,000	1	\$ 60,000
Cover Sedimentation Basin	L.S.	\$ 25,000	1	\$ 25,000
Rehabilitate Sedimentation Basin	L.S.	\$ 20,000	1	\$ 20,000
Rehabilitate Rapid Mix Unit	Ea.	\$ 2,000	2	\$ 4,000
Filter to Waste Piping	L.S.	\$ 20,000	1	\$ 20,000
Office/Storage Building	L.S.	\$ 40,000	1	\$ 40,000
Chlorine Contact Basin	L.S.	\$ 50,000	1	\$ 50,000
Potassium Permanganate Feed	L.S.	\$ 20,000	1	\$ 20,000
Total Chlorine Analyzer	Ea.	\$ 4,000	1	\$ 4,000
Free Chlorine Analyzer	Ea.	\$ 4,000	1	\$ 4,000
Turbidimeters	Ea.	\$ 3,500	2	\$ 7,000
Generator	Ea.	\$ 50,000	1	\$ 50,000
Yard Piping	L.S.	\$ 50,000	1	\$ 50,000
Electrical and SCADA	L.S.	\$125,000	1	\$ 125,000
Site Work	L.S.	\$ 15,000	1	\$ 15,000
TOTAL PRELIMINARY CONSTRUCTION COST OPINION				\$ 743,000
Contingency (15%)				\$ 111,450
Engineering, Admin., and Legal (20%)				\$ 148,600
Total Estimate				\$1,003,050

In order to estimate the impact on rates from the above plant construction, the financing is assumed to be a 35-year USDA Rural Development loan with 5% interest. Different grant and funding scenarios will affect this number. Under these conditions, the net rate is increased as follows:

Rate Impact from Existing Plant Improvements	
Gallons of Water Sold in 2002	48,093,000
Loan Amount (at 5% interest over 35 years)	\$ 1,003,050
Annual Debt Service	\$ 61,257
Effective Rate Increase Per 1,000 Gallons	\$ 1.28

Increasing the capacity of the interconnection with R.W.D. No. 3, Jefferson County for use during emergency shortages will likely be the most economically feasible for an emergency water source. Larkin Group recommends Valley Falls pursue grant and loan funding for this option.

10.2 New Groundwater Plant

One alternative for water treatment plant improvements is the construction of a new ground water treatment plant at an alternate location. However, the preliminary cost opinion shows this option will most likely be far more expensive than improving the existing treatment facility and emergency interconnection with P.W.D. No. 3, Jefferson County. Further, the available land around the existing plant only allows for improvements to the existing plant, limiting room for further expansion necessary to convert the plant from surface water to groundwater. A new groundwater plant site should allow for future expansion once the new plant is constructed, reducing the cost of future expansions in the event neighboring water systems purchase wholesale water from the City.

An adequate source of groundwater must be identified and studied and an alternate location for the new plant would also need to be selected. A hydrogeological study of the surrounding area is currently underway and has a November 2003 estimated completion date. Another supplement to the June 2003 engineering study will likely be submitted with information concerning hydrogeological conditions in and around the City for adequacy as a new raw water source. In the supplement an updated cost estimate will also be supplied addressing the high-lighted cells below. The cost estimate provided in the highlighted cells are a rough estimate of what the improvements may cost. Once the location of the new wells and the need for a water treatment facility is determined this cost estimate should be revised accordingly. The following items summarize the improvements necessary to construct a new groundwater softening plant distribution system improvements or additional wells. They include:

- Installation of two wells, well houses and pumps
- Land purchase, access road, and site grading
- Installation of an aerator, two solids contact units, a recarbonation basin and clearwell
- SCADA system

- Construction of a filter building and sludge lagoons
- Installation of three sand filters
- Install carbon dioxide, lime and chlorine feed systems

Table 10.2--New Groundwater Treatment Plant

Description	Unit	Unit Cost	Quantity	Total
Groundwater Well	L.S.	\$ 200,000	2	\$400,000
Well pump and well house	L.S.	\$ 50,000	2	\$100,000
Land Acquisition	\$/ACRE	\$ 5,000	15	\$75,000
Distribution Improvements	\$/Mile	\$ 105,000	7	\$735,000
Site grading/preparation (including access road)	L.S.	\$ 30,000	1	\$30,000
Aerator	L.S.	\$ 45,000	1	\$ 45,000
Lime Silo	L.S.	\$ 120,000	1	\$ 120,000
Primary Solids Contact Unit	L.S.	\$ 400,000	2	\$ 800,000
Carbon Dioxide Feed System and Storage	L.S.	\$ 120,000	1	\$ 120,000
Recarbonation Basin	L.S.	\$ 48,000	1	\$ 48,000
3--8' x 7' Concrete Filters	L.S.	\$ 150,000	3	\$ 450,000
New Concrete Masonry Unit Building	L.S.	\$ 150,000	1	\$ 150,000
Chlorine Room and Equipment	L.S.	\$ 28,000	1	\$ 28,000
Office and Laboratory	L.S.	\$ 30,000	1	\$ 30,000
Electrical	L.S.	\$ 120,000	1	\$ 120,000
SCADA System	L.S.	\$ 100,000	1	\$ 100,000
Yard Piping	L.S.	\$ 60,000	1	\$ 60,000
Sludge Lagoons	L.S.	\$ 75,000	1	\$ 75,000
250,000 Gallon Clearwell	L.S.	\$ 275,000	1	\$ 275,000
HVAC System	L.S.	\$ 15,000	1	\$ 15,000
Emergency Generator w/ Manual Switch Gear	L.S.	\$ 75,000	1	\$ 75,000
TOTAL PRELIMINARY CONSTRUCTION COST OPINION				\$3,851,000
Contingency (15%)				\$ 577,650
Engineering, Admin., and Legal (20%)				\$ 770,200
Total Estimate				\$5,198,850

The highlighted cells represent information that is approximated from a cost for a typical groundwater plant. In order to estimate the impact on rates from the above plant construction, the financing is assumed to be a 35-year USDA Rural Development loan with 5% interest. Different grant

- Install carbon dioxide and lime feed systems

Table 10.3--Convert Existing Surface Water Treatment Plant

Description	Unit	Unit Cost	Quantity	Total
Groundwater Well	L.S.	\$ 200,000	2	\$ 400,000
Well pump and well house	L.S.	\$ 50,000	2	\$ 100,000
Land Acquisition	\$/ACRE	\$ 5,000	15	\$ 75,000
Distribution Improvements	\$/Mile	\$ 105,000	7	\$ 735,000
Site grading/preparation (including access road)	L.S.	\$ 30,000	1	\$ 30,000
Aerator	L.S.	\$ 45,000	1	\$ 45,000
Lime Silo	L.S.	\$ 120,000	1	\$ 120,000
Primary Solids Contact Unit	L.S.	\$ 400,000	2	\$ 800,000
Carbon Dioxide Feed System and Storage	L.S.	\$ 120,000	1	\$ 120,000
Convert Sedimentation Basin to Recarbonation	L.S.	\$ 35,000	1	\$ 35,000
Chlorine Feed Room Improvements	L.S.	\$ 9,000	1	\$ 9,000
Rehabilitate Sedimentation Basin	L.S.	\$ 20,000	1	\$ 20,000
Filter to Waste Piping	L.S.	\$ 15,000	1	\$ 15,000
Total Chlorine Analyzer	Ea.	\$ 4,000	1	\$ 4,000
Tubidimeters	Ea.	\$ 3,500	1	\$ 3,500
Yard Piping	L.S.	\$ 60,000	1	\$ 60,000
Electrical and SCADA	L.S.	\$ 125,000	1	\$ 125,000
Site Work	L.S.	\$ 15,000	1	\$ 15,000
Sludge Lagoon Updates	L.S.	\$ 60,000	1	\$ 60,000
Emergency Generator w/ Manual Switch Gear	L.S.	\$ 75,000	1	\$ 75,000
TOTAL PRELIMINARY CONSTRUCTION COST OPINION				\$2,846,500
Contingency (15%)				\$ 426,975
Engineering, Admin., and Legal (20%)				\$ 569,300
Total Estimate				\$3,842,775

The high-lighted cells represent information that needs to be updated in the supplement when the potential well sites are identified and analyzed. In order to estimate the impact on rates from the above plant construction, the financing is assumed to be a 35-year USDA Rural Development loan with 5% interest. Different grant and funding scenarios will affect this number. Under these conditions, the net rate is increased as follows:

Rate Impact from Converting Existing Water Treatment Plant	
Gallons of Water Sold in 2002	48,093,000
Loan Amount (at 5% interest over 35 years)	\$ 3,842,775
Annual Debt Service	\$ 234,680
Effective Rate Increase Per 1,000 Gallons	\$ 4.88

Further information is needed to update the cost estimate for this option as well as the new groundwater treatment plant alternative. If the groundwater is of superior quality a softening plant may not be necessary. It may only be necessary to disinfect the water and pump into the distribution system. However, it is most likely the groundwater will require softening. Therefore, Larkin Group does not recommend pursuing groundwater as a source of raw water for Valley Falls at this time.

10.4 Funding Options

The following is a list of potential funding sources. However, the City is advised to await response from the KDHE, who will review the project for the Drinking Water Revolving Fund Loan Program, Rural Development Loan and/or Grant, and the Community Development Block Grant.

Community Development Block Grant

This funding is subject to statewide competition. Wastewater and water projects have fared well in the competition recently. A minimum percentage of 51% low to moderate-income families in the target area served is required. Valley Falls does qualify for this grant, an application should be submitted to help finance the recommended improvements. Grants may be up to \$400,000, for which the City may need a grant writer.

USDA – Rural Development (Formerly FmHA)

Rural Development (RD) funds are available for water districts, sewer districts and cities.

Grants. A grant program is available, but the median household income limits are difficult to meet. This usually limits the grant program to non-metropolitan areas. The RD office can determine if the Townships involved will allow the project to qualify for the grant.

Loans. The loan program is not as restrictive as the grant program. This is a possible source of funding, but unless the financial situation of the borrowing agency is very difficult, the rates will be similar to municipal bond rates. The 35-year term does result in lower annual payments than municipal bond financing.

KDHE State Revolving Fund

This program is now available for both water and wastewater projects. The market interest rate is subsidized and the loan term is limited to 20 years. Applicants are scored based on need. The drinking water SRF interest rate is less subsidized than the wastewater program. This makes this funding less attractive, but conversely more readily available. The subsidy below market bond rates has recently increased from 33% to 50%. Treatment and distribution projects are eligible, but reservoir projects are not.

Environmental Protection Agency

This agency has made grants for drinking water projects in the past, but currently no grant funds are appropriated for Kansas.

Private Financing/Bond Issue

This is a common method of obtaining long term financing for projects. These bonds are retired from water revenues generated by the rate structure. Current bond rates for 20-year bonds are in the range of 2.90% to 5.50%. The interest rates are low enough to be competitive with funding agencies such as Rural Development and the KDHE Revolving Fund. Using private financing may streamline the design of the project by minimizing the number of review agencies before the project is approved for construction. Several financing agencies in Kansas provide this form of financing. Larkin Group recommends contacting an agency to further discuss the most feasible options for the City of Valley Falls.

Lease/Purchase

There are private funds available for financing public projects using a lease/purchase mechanism. The interest rates vary according to market conditions, but are usually slightly higher than municipal bond rates. Financing of this type is generally limited to a ten to twenty year term.

10.5 Summary

The improvements described in this addendum to the existing water treatment plant to increase capacity and improve finished water quality will last the City for years to come. A secondary source of finished water from R.W.D. No. 3, Jefferson County, should be pursued and secured for Valley Falls to use during emergency water shortages.

A second, less likely, option for alternate source water may be to construct groundwater wells near Valley Falls and hope that such a well would have water with sufficient quality to blend with surface water from the Delaware River or chlorinate and distribute directly from the well. Depending on the results of the study and raw water analysis, the feasibility of this option will be reviewed in another supplement to the June 2003 report. At this time the submitted budget items are preliminary for this alternative source. However, the preliminary engineer's cost opinions for utilizing groundwater in Sections 10.2 and 10.3 estimate the total cost to be two to five times the cost of improving the existing surface water treatment facility emergency connection with R.W.D. No. 3, Jefferson County.

Due to these extreme costs of converting to groundwater, Larkin Group recommends Valley Falls pursue improving the capacity of the existing emergency connection with Jefferson County R.W.D. No. 3. In conjunction with the emergency connection, Larkin Group also recommends Valley Falls improve the existing water treatment facility. The total cost opinion for these improvements is \$1,003,000. Valley Falls should attempt financing a portion of the project through CDBG and Rural Development grant funding.

1.0 Introduction

This design memorandum serves as an update to the June 2003 Engineering Study and the October 2003 Engineering Addendum, to address recent changes in the water demand projections, summarize the results of the ground water investigation and finally to provide a recommendation for the improvements needed at the Valley Falls water treatment plant. The sections of this memorandum use the corresponding section numbers from the June 2003 study. At the time the 2003 study and addendum were completed, Larkin Group provided three alternatives for improving water supply in the City of Valley Falls. These alternatives were based on improving the quantity of source water supply to the treatment facility and improving the quality of the finished water to meet regulatory requirements.

Neighboring water suppliers were contacted in regards to purchasing wholesale water. Jackson RWD No. 3 had wholesale water at \$4.00 (2003 water rates) per 1,000 gallons and connection to their system would have required approximately 20 miles of 8-inch transmission line in order to serve the City of Valley Falls. Jefferson RWD No. 3, the supplier that Valley Falls currently has an emergency interconnection with, reported that they did not have sufficient water capacity to provide Valley Falls with a replacement source of water. Also, the existing water lines at the interconnection are not adequate to serve Valley Falls long-term needs. Atchison RWD No. 5 currently distributes water that it purchases wholesale from the City of Atchison. A new supply line, constructed to serve Valley Falls, would have the potential to supply Nortonville, Effingham, and Jefferson County RWD 12. However, the scope and length of this supply line makes securing a source of water closer to Valley Falls a more economical option. (See Appendix E for further information.)

The intent of this design memorandum is to narrow the original recommendation to a single solution that provides the most cost effective and feasible improvements necessary to ensure the Valley Falls water treatment system has adequate source water and produces water that meets regulatory guidelines for years to come.

Since the study in June 2003, the Stage 1 Disinfection/Disinfection By-Product Rule requirements became effective and applicable to the City of Valley Falls. As a first step in meeting the new requirements, the City of Valley Falls proceeded with Phase I improvements in an effort to reduce their TTHM and HAA5 levels. See Appendix D for the December 2004 letter to KDHE regarding to the preliminary scope of the improvements and the reasons why the City has begun taking steps to improve their water treatment process. Additional information is also included in this memorandum.

2.0 Executive Summary

The following list summarizes the main points of this memorandum. These recommendations will allow the City of Valley Falls to comply with existing and anticipated regulations for years to come, while increasing the quality and quantity of water that is produced at the water treatment plant.

Raw Water Supply

- Currently, the City of Valley Falls withdraws water from the Delaware River and pumps to a 3-million gallon impoundment for presedimentation and storage prior to treatment. The impoundment is also spring-fed. However, the actual flow rate and sustained capacity of the spring are unknown and are assumed to be insignificant for drought analyses. According to USGS stream flow data, the Delaware River may not be capable of providing sufficient volume of water to the City during a 50-year drought period. To assure a reliable, long-term water supply, Larkin Group recommends construction of three (3) ground water wells and a raw water supply line from the well fields to the treatment plant. (Alternate 4, Phase III, Future Proposed Improvements.)
- The 3-million gallon impoundment is routinely “batch” treated with potassium or sodium permanganate to control algae growth. Larkin recommends installing a sodium permanganate feed system at the influent line to the impoundment to help oxidize organic compounds and also to control algae growth in the winter when the water surface is covered with ice. (This is being added as part of Phase I improvements.)

Plant Improvements

- Larkin recommends updating the existing plant by increasing the production capacity from 220 to 300 gpm to reduce the maximum operating hours from 22 to 16 hours during projected maximum demand periods. (See Appendix A for more information).
- Larkin recommends updating the existing water treatment plant to treat either ground water or surface water. This will require replacement of the Delaware River and the Impoundment Reservoir pumps, rapid mix units, SCADA and instrumentation and the construction of a chlorine contact basin to provide adequate, but not excessive, contact time with a free chlorine residual. (Alternate 4, Phase II recommendations)
- Phase I improvements consisting of updating the chlorine room and feed equipment; addition of a sodium permanganate feed building, pump and scales; adding turbidimeters on each filter effluent and water treatment plant effluent; adding chlorine analyzers on the sedimentation basin effluent, filter

effluent, and finished water effluent; moving the chlorine feed point and ammonia feed point to decrease contact time; and covering the sedimentation basin. All of these improvements were identified as the first step to bring the plant into compliance with the Stage 1 Disinfectant and Disinfection By-Products Rule.

Recommended Storage Improvements

- Clean, inspect, and repair the existing plant clearwell.
- Provide secure locks at both meter vaults at the elevated storage towers.

Summary of Probable Cost and Effects on Rates:

The recommended alternate is Alternate 4 that includes Phase II improvements to upgrade the surface water treatment plant in order to treat at 300 gpm. Phase III will include the groundwater wells

Table 2.1--Recommend Improvement Summary Table	
Alternate 4 Summary--	
Phase I Improvements (Under Construction):	\$104,400
Phase II Improvements (Requesting Funding):	\$681,000
Phase III Improvements (Future Proposed):	\$1,300,000
Phase II Loan Amount	\$681,000
<i>Estimated Annual Payment (20-year loan at 4.5% interest)</i>	<i>\$52,355</i>
Current Water Rates:	
Minimum Charge (includes first 1,000 gallons)	\$9.21
Unit price per 1,000 gallons	\$2.75
Current Monthly bill for 5,000 gallons	\$20.21
Anticipated Water Rates*	
<i>No Grant Money, Rate Impact:</i>	
New Minimum Charge (includes first 1,000 gallons)	\$17.67
Unit price per 1,000 gallons	\$2.75
New Monthly bill for 5,000 gallons	\$28.67
<i>CDBG 50% Match, Effective Rate Impact:</i>	
New Minimum Charge (includes first 1,000 gallons)	\$13.44
Unit price per 1,000 gallons	\$2.75
New Monthly bill for 5,000 gallons:	\$24.44

*All loans assumed at 4.5% interest rate on a 20-year loan. Based on 516 customers.

and conversion to treating either groundwater or surface water. See Page 21, Table 10.5 for a detailed list of each phase.

The City has already paid for or committed to pay for the Phase I improvements out of their general fund. In addition to the Phase I improvements, the City has also paid for the well exploration, test wells, and pumping tests; and for the services of Ground Water Associates to identify and evaluate a ground water supply source.



City of
VALLEY FALLS

Incorporated May 17, 1869

Public Works Report
March 1, 2023

Water:

We got 18 new meters installed due to the weather

Met with KRWA and assisted them in locating meters and valves for the mapping project

Working on additional changes to the mapping for KRWA

Sewers:

Still discharging from lagoon will be scheduling valve replacement at the earliest opportunity in March

I attended the bid meeting with PEC and the contractors' placing bids for the sewer project

Streets:

Took delivery of the school zone light replacement and will be getting it installed as soon as we can



City of
VALLEY FALLS

Incorporated May 17, 1869

Police Department Report
March 1, 2023

Officer Taylor has been enrolled for KLETC 310th Class which will run from March 6th -June 9th, 2023. He has completed Field Training with me, and is going to be placed on the work schedule for nightshift until he leaves for the academy.

Davis is enrolled for KLETC reciprocity exam in April

City administrator and I met with Enterpol. Enterpol is being used by Jefferson County Sheriff's Department and the Jefferson County Attorney's office. It would allow better communication between the agencies, and more organization with paperwork. This software uses RMS, which is a state wide communication portal. It integrates with Digiticket, which can be used to print out tickets, but is able to communicate with the Enterpol/RMS software. Currently Omnigo only communicates with two other departments, which are located in western Kansas. The Digiticket is a separate cost, but with their software the officers would be able to scan or swipe the Driver's License which in turn would be a faster traffic stop and less officer errors.

Received the watchguard camera system, arranging for the installation in the Expedition.

Officer Davis will test for his Kansas Certification in April.

A new part time officer was interviewed, and if passes the physiological test will be hired and start FTO training

I attended Homeland Security training for Digital Forensic Photography Level 1 in Clay Center last week. The training provided free digital camera, tripod, and the accessories. It also included books about the camera and crime scene photography. The total cost of the equipment and accessories was approximately \$3000.

02/22 Attended KCMO funeral

02/23 Accident

02/23 Stalking issue

02/24 Traffic Stop

02/24 Traffic Stop

02/24 DUI arrest

02/25 Keep the peace

02/25 Suicide call

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;