



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.

June 7, 2023 6:30 PM
Regular Meeting

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL - City Council and Staff

MINUTES - Regular Meeting of May 17, 2023

PUBLIC COMMENTS & GUESTS:

Public Comment Policy

BUSINESS ITEMS:

1. 419 Broadway St - Status Update
2. 204 Walnut St - Status Update
3. 304 Elm St - Access from old pool lot
4. Chamber of Commerce Fireworks Donation - \$1,500
5. RV Park Extended Stay - Drisco Workers in June - July
 - a. Lance Friesen
6. Auditor RFP
7. Imprest Fund Policy

INVOICES - \$ 50,350.45

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:

Snow Cone with at Cop at City Park on June 20th from 4-6 PM.

City offices closed June 19th in observance of Juneteenth.

City offices closed July 4th in observance of Independence Day.

EXECUTIVE SESSION

ADJOURNMENT

CITY OF VALLEY FALLS

May 17, 2023

Open Meeting

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

Minutes:

The minutes from the May 3, 2023, meeting was presented.

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

Public Comments & Guests: No Comment

BUSINESS ITEMS:

1. Animal Permit 1109 19th St - The owner has chickens.

Salih made a motion to approve the permit. Jennifer seconded the motion. Motion carried 3-0

2. 2022 Audit Presentation – Harold Mayes was present to go over the audit.

3. Haven’s Construction – Extended Stay at RV Park – Two works requested permission to stay during the sewer project.

Jennifer made a motion to approve the stay. Salih seconded the motion. Motion carried 3-0

4. BrickStreet Bourbon Alcohol Permit – June 3rd – Street closed 8am – 11pm – Water Balloons, possible bouncy house (will need insurance).

Jennifer made a motion to approve the permit. Salih seconded the motion. Motion carried 3-0

5. Local Safety and Security Equipment (LSSE) Grant Program – Audree and Carrie are requesting approval to apply for the grant.

a. Replacement of 800 MHz Radios and Enterpol RMS

b. \$42,740 Total Project / 10% City Match \$4,274

Judy made a motion to apply for the grant. Salih seconded the motion. Motion carried 3-0

6. PEC Work Order for Water Source – Audree spoke about the testing for wells at a cost of \$15,000. Council advised to budget for that in 2024.

7. No trucks Sycamore or designated truck routes – Audree advised in her research and from speaking with the City Attorney it is best to place truck route signs not No truck signs.

Vouchers:

May 17, 2023, vouchers. Jennifer moved to approve vouchers. Salih seconded the motion. Motion carried 3-0.

City Administrator:**Daily Operations**

1. Garage Sales Completed Garage Sale Map for Chamber of Commerce.
2. Audit RFP for audit services will be sent out after completion of audit presentation.
3. Codification Sent ordinances and old code to Ranson to begin drafting the updated code.
4. Trash Audit Completed trash Audit. Found 150 corrections needed between the City and Waste Management.
5. Budget Working on the 2024 budget. This process starts in May and is generally completed by September.
6. Onsite Back Ups Installed on May 9th for Police Department, City Hall, and Water Plant. New firewall to be installed at Water Plant also.
7. Storm Siren Working with Blue Valley to get storm siren installed at Water Plant location.
8. Part-Time Officers Advertising for Part-Time Police Officer.
9. Economic Development Board – Collaborative meeting over by-laws on June 28th.
10. Planning Commission – Next meeting TBD.
11. Barnes Addition Plot PEC has completed the draft. Should have the final draft by end of May.
12. Water Source Project PEC is getting final information for proposal to move forward with test wells and information from the studies done in 2005.
13. Utility Mapping Once updates with KRWA are complete PEC will host updated Sewer and Water maps.
14. 207 Sycamore St Condemnation No progress. Approval to move forward on razing process.
15. 204 Walnut St Condemnation Next update May 3rd. Application in for demo assistance. To begin work June 1st.
16. 419 Broadway St Condemnation Next progress update June 7th.

Grants & Projects

1. CDBG Sewer Project Phase 1- Construction began May 1st. Anticipated completion in December 2023. Got everything to KDHE for the loan increase.
2. KDHE Waste Tire Grant – Awarded grant of \$2,600 for benches and tables.
3. USDOT Safety Action Plan Grant – Awarded grant of \$40,000 Federal Funding and \$5,000 KDOT. City share is \$5,000. Kickoff Meeting w/ DOT was May 11th. Working on completing RFQ for consultant and completing Grant Agreement.
4. HEAL Grant Submitted two applications with Brown Brothers. 405/407 Broadway – Building & 409/411 Broadway – Façade. Awards announcement anticipated by end of May.
5. K-4 / K-16 Street Lights – Safety study is anticipated to be finalized with recommendations by June. \$30,000 estimated to add lighting. If warranted by KDOT study, the light cost will be covered by KDOT.
6. Opioid Settlement – Total received to date is \$2,952.96. \$0.00 expended. Working with PD on possible uses of funds and application of opioid settlement grant.
7. Automatic Water Meters – 16 meters left to install.

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: KDOT TA Downtown Streetscape Project. Remaining Funds: \$152,106.96.

9. KDOT TA. Applications are due in February 2024. Working with PEC for grant application and engineering estimates.

10. KDOT Safe Routes to School Applications are due in February 2024. Working with PEC for grant application and engineering estimates.

11. KDHE Lead & Copper Lead & Copper Inventory due to KDHE by October 16, 2024. Submitted grant application to KDHE for technical assistance.

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

Cleaned the water plant

Replaced the failing mixer motor and sent it in for repairs

Completed about 50 locates for sewer project and electric pole replacement

Researching pricing for replacement of finished turbidity meter

Sewer:

Pulled a defective sewer pump motor and sent it in for repair

Removed a 4-foot-long blockage from sewer line at the lagoon

Removed a large obstruction from sewer line on Linn Street consisting of mainly sanitary wipes (They are not flushable) cleaned the line after removal of blockage took ~ 10 hours to remove blockage

Streets:

Started using the street sweeper to remove debris from roadways will continue to spot clean when time allows

Purchased the materials for sign repair at Sycamore and K16 highway will be fixing the sign this week

Pool:

Cleaned and de-winterized the pool had 1 leak in pool piping that needed repair

Replaced the ORP and PH probes at the pool

Ordered the initial round of chemicals for the pool

Filling the pool with water and will be doing the initial treatment of the water

General:

Finish the budget report for Audree

Got contact information for a drilling company for water test wells

Fabricated signage for the up-coming city-wide cleanup

Police:

Officer Rivera and I attended Kanas Narcotics Officers Association training in Horton. The training covered Interdiction for the Rural Areas. Lunch was provided by Horton Police Department.

Officer Taylor passed his 3rd benchmark test at the academy this past week. He was evaluated on traffic stops and domestic violence scenarios.

The Charger was taken to K4 Ag for issues with possibly the alternator.

The Imprest Fund is to place policy and procedure on how the funds are used when we receive them and what is to be used with the funds

County Attorney made time in his schedule to discuss the drug issues within Valley Falls and the surrounding area and what process we could start addressing those issues.

Spoke with TFM Comm regarding the outdated portables (over 10 years old and refurbished) and the in-car radios, the Federal Government is requiring all law enforcement agencies to be required on AES encryption level and will need Multikey sometime in 2024. Audree is preparing to write the grant for the department to take advantage of the grant covering the cost for 90% and city matching 10% of the grant.

Mayor: No Report.

Fire District: No Report.

Economic Development Board: No Report

Planning & Zoning Commission: No Report

City Council Comments: Judy asked about when the street in front of the Clothes Closet would be fixed. Audree and Bill advised it is on the list. She also asked about office hours, Audree advised 8-4. Also, she received a call about a leak at the 4H fairgrounds that is also on the list to fix.

ADJOURNMENT

Jennifer made a motion to adjourn the meeting. Salih seconded the motion. Motion carried 3-0.

APPROVED: _____
JEANETTE SHIPLEY, MAYOR

ATTEST: _____
CHRISTINE WEISHAAR, CITY CLERK



City of
VALLEY FALLS

Incorporated May 17, 1869

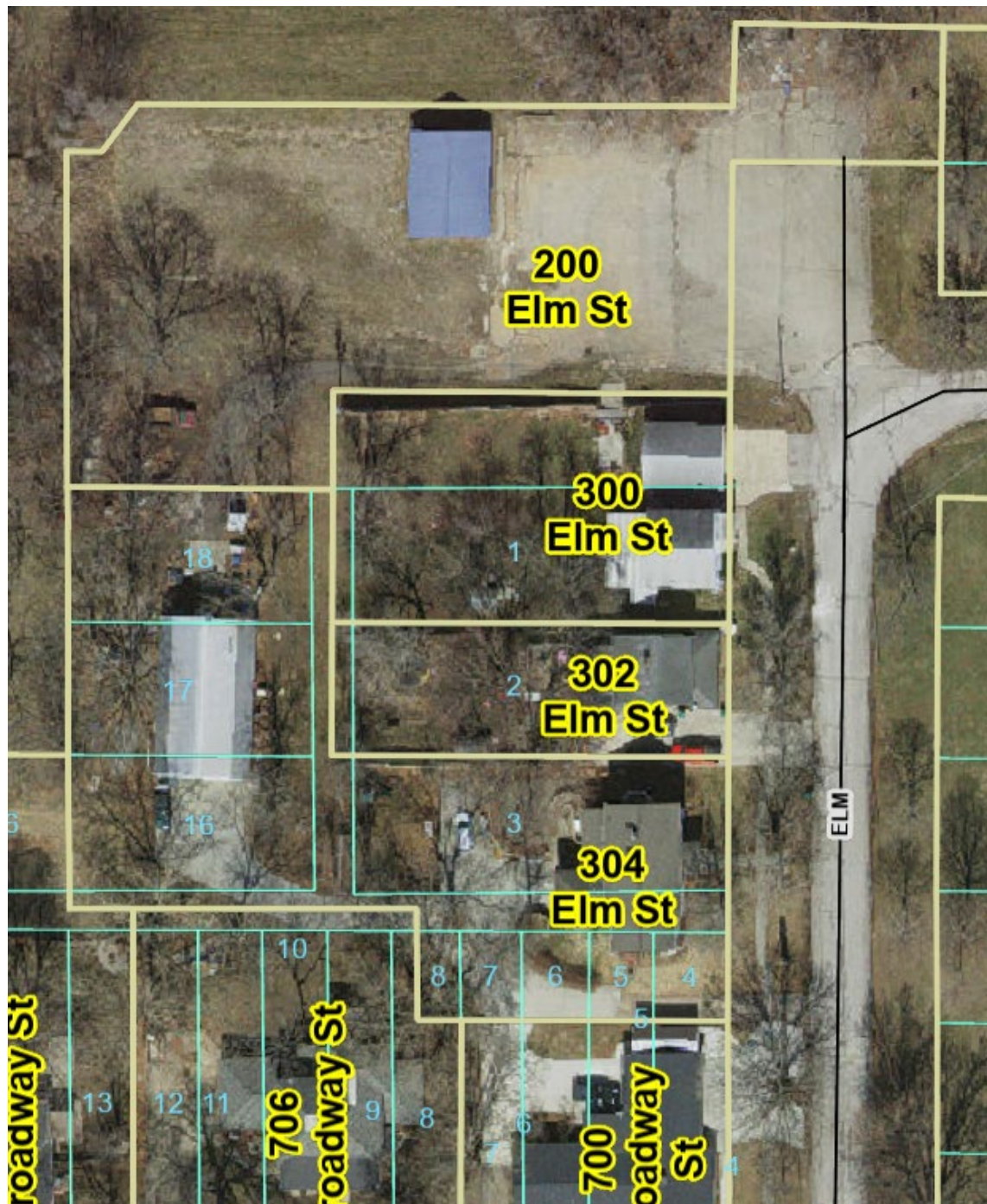
PUBLIC COMMENT POLICY

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.



**200
Elm St**

**300
Elm St**

**302
Elm St**

**304
Elm St**

ELM

Roadway St

**706
Roadway St**

**700
Roadway St**

13

12

11

10

18

17

16

1

2

3

8

7

6

5

4

8

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4



City of
VALLEY FALLS

Incorporated May 17, 1854

REQUEST FOR PROPOSALS

**AUDITING SERVICES FOR FISCAL YEARS ENDING
DECEMBER 31, 2023, 2024 AND 2025**

1. INTRODUCTION

1.1. Scope

The City of Valley Falls invites qualified accounting firms licensed to practice in Kansas to submit proposals for the provision of those services according to the requirements of this Request for Proposal (RFP). The purpose of this process is to obtain competitive prices for auditing services for the City.

1.2. Term

The selected firm shall be designated as the City's Auditor for a three-year period commencing with the FY 2023 (fiscal year ending December 31, 2023) audit and continuing with the FY 2025 audit. Cancellation of services will require a transition period. This transition period will be a minimum period of three (3) months under full-service terms.

2. PROPOSAL PROCEDURES

2.1. Anticipated Proposal Schedule

| | |
|----------------------------|------------------------------------|
| Issue RFP | June 7, 2023 |
| Proposals Due | July 17, 2023 by 4:00 p.m. |
| Selection Potentially Made | July 19, 2023 City Council Meeting |

2.2. Inquiries Regarding this Request for Proposal

Additional information concerning this RFP may be obtained by contacting:
Audree Guzman, City Administrator
(785) 945-6612 Option 2
cityadmin@valleyfalls.org

2.3. Proposal Submission Package Overview

The proposal submission package shall include the following information:

- I. Proposal Title Page
- II. Transmittal Letter
- III. Independence and License Page
- IV. Firm Profile
- V. Staff Qualifications
- VI. Prior Audit Experience
- VII. Audit Approach
- VIII. Compensation
- IX. References

2.4. Submission of Proposals

One (1) copy of the Proposal Submission Package should be delivered by 4:00 p.m. on Friday July 19, 2023 to:

City of Valley Falls
417 Broadway St
Valley Falls, KS 66088

Proposals should be in a sealed package and clearly marked “RFP AUDIT SERVICES” on the exterior of the package. Proposals received after the specified date and time, or unsealed proposals MAY NOT BE CONSIDERED. An individual who is authorized to bind the firm to all commitments made in the proposal must sign the proposal.

2.5. Effective Period of Proposals

All proposals must remain in effect for ninety (90) days after the proposal due date.

2.6. Evaluation and Award Criteria

A. General Elements

- The audit firm is independent and licensed to practice in Kansas.
- The audit firm has no conflict of interest with regard to any other work performed by the firm for the City.
- The audit firm adheres to the instructions in this request for proposal on preparing and submitting the proposal.

B. Price for Services

C. Technical Qualifications

- The firm’s past experience and performance on Kansas government engagements, including engagements with Kansas cities of the Second Class.
- The quality of the firm’s professional personnel to be assigned to the engagement and the quality of the firm’s management support personnel to be available for technical consultation.

D. Audit Approach

- Adequacy of proposed staffing plan for various segments of the engagement.
- Adequacy of audit, review, and reporting procedures.

The City Clerk and City Administrator will review each proposal and make a recommendation for consideration by the City Council. Although price for services will be an important factor in the evaluation of the proposals, the City is not required to choose the lowest bidder. Evaluation and acceptance of a proposal will be based on the total package of services offered.

2.7. Right of Rejection by City of Valley Falls

The City reserves the right to award this contract to the accounting firm that best meets the requirements of the RFP, and not necessarily, to the lowest bidder. Further, the City reserves the right to reject any or all proposals prior to the execution of the contract, with no penalty to the City.

3. GENERAL INFORMATION

3.1. Background Information

The City operates under City Administrator-Mayor-Council form of government, with day-to-day operations under the supervision of the City Administrator. The City of Valley Falls has a population of 1,086. There are 8 full-time employees and 36 part-time, temporary or seasonal employees.

The fiscal year for the City begins January 1 and ends on December 31. The City’s total budget for FY 2021 and FY 2022 was approximately \$1.4 million and \$1.8 million, respectively. Accounts payable payments are released on the first and third Wednesday of each month. The average claim appropriation is approximately \$50,000. Employee payroll is processed biweekly.

Valley Falls offers the following services to citizens:

- Police Protection
- Code Enforcement
- Planning and Zoning
- Water and Sewer Utility Services
- Parks and Recreation Services
- Street Construction and Maintenance
- Economic Development

3.2. Fund Structure

The accounts of the City are organized and operated on the basis of funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for separately. The City uses the following funds in its financial reporting:

- General Fund
- Swimming Pool Reserve Fund
- Capital Improvement Fund
- Special Highway Fund
- Municipal Equipment Reserve Fund
- Bond and Interest Fund
- Rural Housing Incentive District (RHID) Fund
- Water Utility Fund
- Water Reserve Fund
- Sewer Utility Fund
- Sewer Reserve Fund
- Solid Waste Utility Fund*
- Insurance Reserve Funds

* The City contracts these services with a local business. Billing for services is performed by the City through utility billing.

3.3. Basis of Accounting

The Statutory basis of accounting, as used in the preparation of these statutory basis financial statements, is designed to demonstrate compliance with the cash basis and budget laws of the State of Kansas.

The City Council has approved a resolution that waives the requirements for generally accepted accounting principles as they relate to the City of Valley Falls, which allows the municipality to revert to the statutory basis of accounting.

4. OTHER INFORMATION

4.1. Standards

The audits are to be performed in accordance with generally accepted auditing standards, the Kansas Municipal Audit Guide, the standards set forth for financial audits in GAO's Government Auditing Standards, the provisions of the Single Audit Act of 1984 and OMB Circular A-133, and the AICPA industry audit guide Audits of State and Local Governmental Units.

Additionally, the auditor will be responsible for communication and interpretation of any significant changes made in governmental reporting and shall respond to reasonable inquiries by City Staff during the contract years.

4.2. Management Letter

The audit shall communicate in a separate letter to management any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design and operation of the internal control structures that could adversely affect the City's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements.

The letter shall also communicate any reportable conditions found during the audit that are material weaknesses. A material weakness shall be defined as a reportable condition in which the design or operation of the specific internal control structure elements do not reduce to a relatively low level the risk that errors or irregularities in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions.

4.3. Audit Information

Audit work shall remain in the custody of the auditor. However, any succeeding auditors shall be given access to audit information and shall have the right to copy such information pertaining to the audit for a period of three (3) years after the expiration of the audit contract.

4.4. Reporting

In completing the audit(s), the following dates will be adhered to, with subsequent years following corresponding dates:

- A. The audit draft shall be available for review no later than May 1st of each year. The auditor will review the audit draft with City management before the final report is prepared.
- B. The final audit report and management letter must be completed and delivered to the City no later than June 1st of each year.
- C. The auditor will have a representative present at the next available meeting to discuss the audit and management letter.

5. PROPOSAL REQUIREMENTS

5.1. Standards

In order to achieve a uniform review process and to obtain the maximum degree of comparability, it is required that proposals be organized in the manner specified below.

- A. Title Page** - Use the attached title page to show the name of the proposer's firm, firm address and telephone number, name of a contact person and a signature and date.
- B. Letter of Transmittal** - A signed transmittal letter briefly stating the proposer understands the work to be done, why the firm believes itself to be best qualified to perform the engagement, and any other information they consider essential to their proposal.
- C. Independent and License** - The firm should provide an affirmative statement that it is independent of the City in accordance with the professional standards and ethics promulgated by the AICPA. The firm should also provide an affirmative statement indicating that the firm and all assigned key professional staff are properly licensed to practice in Kansas.
- D. Firm Profile** - At a minimum, the proposal should state the size of the firm, the size of the firm's governmental audit staff, and the location of the office from which the work on this engagement will be performed.
- E. Staff Qualifications** - The proposal should describe the qualifications of staff to be assigned to the audit. The description should include the composition of the audit team and prior experience of the individual audit team members. The proposal should include resumes of the individual audit team members.
- F. Prior Audit Experience** - The proposal should describe prior auditing experience of the proposing office. The experience listing should be limited to the last five years and should include prior experience auditing Kansas governmental clients, especially those cities that are similar to the City.
- G. Audit Approach** - The proposal should set forth a general audit plan, including an explanation of the audit methodology to be followed to perform the services required in the request for proposals. Each proposal should detail the approach to be taken to gain and document an understanding of the City's internal control structures.
- H. Compensation** - Provide the firm's all-inclusive maximum fee for the requested work in this proposal. The audit firm shall be reimbursed for additional audit related expenses only when agreed upon in advance by the City and firm.
- I. References** - The proposal should include at least three (3) client references, including contact persons and telephone numbers.

City of Valley Falls
417 Broadway St
Goodland, KS 67735

REQUEST FOR PROPOSALS
AUDITING SERVICES

PROPOSAL COVER SHEET

ACCOUNTING FIRM: _____

SUBMITTED BY: _____

ADDRESS: _____

CONTACT PERSON: _____

PHONE NUMBER: _____

The proposed term of agreement for the services and costs quoted in this submittal is for a period of three (3) years, for the audits of FY2023, FY2024, and FY2025.

The undersigned hereby certifies that this proposal meets or exceeds all of the requirements as specified in the City of Valley Falls' Request for Proposal except as otherwise indicated and supported by supplemental schedules or attachments included with this proposal.

Signature

Date

AUDITING SERVICES
BIDDERS MAILING LIST

1. Summers, Spencer & Company
3025 Cortland Circle, Suite 201
Salina, KS 67401
2. Vonfeldt Bauer & Vonfeldt
PO Box 127
Larned, KS 67550-0127
3. Agler & Gaeddert
Attn: Harold Mayes
PO Box 1020
Ottawa, KS 66067
4. Adams Brown
10990 Quivira Road
Suite 160
Overland Park, KS 66210
5. Vonfeldt Bauer & Vonfeldt
Attn: Aaron Vonfeldt
2306 Anderson Ave.
Manhattan, KS 66502
6. Mapes & Miller
418 E. Holme St.
Norton, KS 67654
7. Loyd Group
520 S Main Street
PO Box 7
Galva, KS 67443
8. Jarred, Gilmore, and Phillips
1815 S Santa Fe Ave
Chanute, KS 66720



City of
VALLEY FALLS

Incorporated May 17, 1854

IMPREST FUND POLICY AND PROCEDURE

Effective Date: June 7, 2023

Purpose: This policy describes the procedures and responsibilities for the Department's fiscal processes of confidential informant funds.

Policy: The Chief of Police has the overall authority and responsibility for the fiscal processes of the confidential informant funds. All members shall carefully conserve and account for fiscal resources.

The day-to-day fiscal management of the Department includes the preparation and monitoring of the budget. This shall be delegated by the Chief of Police and the City Administrator.

Imprest Funds

It is important that the expenditure of these funds be properly tracked without interfering with the rapid disbursement of funds for investigations. This procedure outlines the tracking of these funds:

1. Use of Imprest Funds

- a. The Imprest Funds will be used for controlled buys and payments to informants for criminal information.
- b. No Imprest Funds will be expended for testifying or accommodating an informant or witness unless approved by the Chief of Police.

2. Responsibilities for Operating the Fund

- a. Responsibilities for operating the fund are assigned to the Chief of Police. Responsibilities shall be to:
 - i. Maintain a record of all expenditures of Imprest Funds;
 - ii. Maintain copies of all expenditure forms;
 - iii. Disburse fund as needed to members of the Department;
- b. The Chief of Police must approve any payment to an informant
- c. Balance the account monthly; and
- d. Maintain security of the funds

3. Fund Disbursement

- a. When a request is made to the Chief of Police or designee for use of Imprest Funds, the disbursement will be made to the requesting officer in the amount requested.
- b. The top portion of the "Imprest Funds Report" shall be completed and signed by the requesting officer.
- c. The Chief of Police shall place the date and time of funds are issued on the form and sign it.
- d. The Chief of Police shall place a copy of the "Imprest Funds Report" in the lockbox.
- e. The officer shall complete the lower portion of the form when the money is disbursed.
- f. The confidential informant shall sign his or her name on the form prior to receiving cash.
 - i. The informant's code name may be used only when his or her real name signature and code name signature are on file.
 - ii. The CI shall legibly print his or her code name and real name next to the signatures for clarity purposes.
 - iii. A second officer shall witness the transaction and sign the Imprest Fund Report if possible
 - iv. All officers' signatures shall be legible and accompanied with the officer's badge number.
- g. Complete the lower portion of the form in its entirety.

- h. All portions of the form filled out shall be brief but complete.
- i. If no information is available for a line on the form, the officer shall place N/A on the line.
- j. A copy of the property receipt shall be attached to the form.
- k. If the funds are not needed, the officer shall return the funds within 24 hours, if possible.
 - i. If the officer is unable to return the funds within 24 hours, the officer shall obtain permission from the Chief of Police to keep the funds until arrangements can be made to return it.
 - ii. The officer shall ensure the money is kept in a secure place inside the Department until it's return.
 - iii. Officers shall complete the area on the top section of the 'Imprest Funds Report' indicating the funds was returned.
 - iv. The officer returning the money and the Chief of Police receiving the money must both sign the form.
- l. The officer shall retain a copy of the form showing where the money went for his/her records.

4. Requesting Funds from the Chief of Police

- a. Requesting funds from the Chief of Police shall be done as follows:
 - i. The request shall be done via email
 - ii. The Chief of Police shall review the request and authorize the release of imprest funds
 - iii. The authorization shall be done by email

5. Imprest Fund Accounting

- a. A ledger shall be maintained by the Chief of Police consisting of the same information provided to the City Administrator. This shall be maintained on a computer with a file back up.
- b. The Imprest Fund shall always be balanced. The total currency and receipts should always equal the authorized amount of funds.
- c. The City Administrator shall conduct an audit of the Imprest Funds located in the Chief of Police office on an annual basis or as deemed necessary.



City of
VALLEY FALLS

Incorporated May 17, 1869

COUNCIL MEETING DATE: June 7, 2023

INVOICES IN THE TOTAL AMOUNT OF: \$50,350.45

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 June, 2023

City Clerk

CLAIMS REPORT
Check Range: 5/18/2023- 6/07/2023

| VENDOR NAME | REFERENCE | AMOUNT | VENDOR TOTAL | CHECK# | CHECK DATE |
|--------------------------------|-------------------------------|----------|--------------|----------|------------|
| AFLAC | AFLAC | 352.92 | | 22073388 | 5/24/23 |
| AFLAC | | 352.92 | 705.84 | 22073399 | 6/07/23 |
| AMERICAN RED CROSS | Jaw Thrust Manikins | | 2,025.59 | | |
| AT&T | Cell Phones | | 270.63 | 22073381 | 5/21/23 |
| COUNTRY HARVEST APPLE MARKET | Water City Hall | | 56.57 | | |
| DAVIS PUBLICATION | Ads (Grad/Cleanup | | 338.00 | | |
| EFTPS | FED/FICA TAX | 3,586.26 | | 22073384 | 5/24/23 |
| EFTPS | FED/FICA TAX | 4,421.44 | 8,007.70 | 22073389 | 6/07/23 |
| EMEDCO | Clean Up Sign | | 61.00 | | |
| EVERGY | ELECTRIC | | 4,428.89 | 22073400 | 6/07/23 |
| FLU-CON, INC | Recrimp Hose | | 25.96 | | |
| GIANT COMMUNICATIONS | Phone | | 414.81 | | |
| HAWKINS | Pool Chemicals | | 3,372.44 | | |
| HOLLIE VANDYKE | Swimming Lesson Reimbursement | | 80.00 | | |
| JIMMY'S STUMP REMOVAL | Code Enforcement | | 115.00 | | |
| K-4 AG & SERVICES LLC | Skid Steer Tires, Tire repair | | 262.10 | | |
| KANSAS GAS | NATURAL GAS | | 632.16 | 22073398 | 6/07/23 |
| KEVIN GLASSEL | Reimburse chemicals | | 199.98 | | |
| KPERS | KPERS TIER III | 2,413.03 | | 22073386 | 5/24/23 |
| KPERS | KPERS TIER III | 2,387.53 | 4,800.56 | 22073391 | 6/07/23 |
| KPERS457 | KPERS ROTH | 910.00 | | 22073387 | 5/24/23 |
| KPERS457 | KPERS ROTH | 910.00 | 1,820.00 | 22073392 | 6/07/23 |
| KSDOR PAYROLL | STATE TAX | 595.28 | | 22073385 | 5/24/23 |
| KSDOR PAYROLL | STATE TAX | 686.89 | 1,282.17 | 22073390 | 6/07/23 |
| LEONARD L. BUDDENBOHM | City Attorney Charges | | 1,000.00 | | |
| MIDWEST OFFICE TECHNOLOGY | Printing | | 82.03 | | |
| PEC | Sewer PH1 Inspection | | 11,393.85 | | |
| PETRO VALLEY FALLS | FUEL | | 1,092.48 | | |
| CITY OF VALLEY FALLS PETTYCASH | Car Wash | | 30.00 | | |
| POLLARDWATER | Hyd Mtr | | 1,386.45 | | |
| ROD STROLE | Life Gaurd Trng | | 600.00 | | |
| STOREY KENWORTHY | Water Cards | | 619.18 | | |
| VFW POST 3084 | Flag Park | | 17.00 | | |
| VISA - 0543 | Concessions/Training | | 1,768.61 | 22073393 | 6/07/23 |
| VISA - 0873 | Pool Supplies/software | | 350.84 | 22073396 | 6/07/23 |
| VISA - 0881 | pool/supplies | | 1,338.74 | 22073397 | 6/07/23 |
| VISA - 0899 | Training | | 801.49 | 22073394 | 6/07/23 |
| VISA - 0949 | Pool Supply/training.... | | 470.38 | 22073395 | 6/07/23 |
| WERRING LAW LLC | City Prosecutor Services | | 500.00 | | |
| | | | ===== | | |
| | Accounts Payable Total | | 50,350.45 | | |
| | Invoices: Paid | | 26,678.01 | | |
| | Invoices: Scheduled | | 23,672.44 | | |



City of
VALLEY FALLS

Incorporated May 17, 1854

City Administrator Report
City Council June 7, 2023

Daily Operations

1. **Audit RFP** for audit services on next agenda.
2. **Codification** First draft of update code is anticipated by mid-July.
3. **Budget** Working on the 2024 budget. This process starts in May and is generally completed by September.
4. **Storm Siren** Working with Blue Valley to get storm siren installed at Water Plant location.
5. **Barnes Addition Plot** PEC has completed the draft. Should have the final draft by end of May.
6. **Utility Mapping** KRWA has completed the water map update. The files have been sent to PEC. We should be fully functional on PEC Maps by July.
7. **207 Sycamore St Condemnation** Next update June 21st.
8. **204 Walnut St Condemnation** Next update June 7th.
9. **419 Broadway St Condemnation** Next update June 7th.
10. **Economic Development Board** - Collaborative meeting over by-laws on June 28th.
11. **Planning Commission** - Met on May 30 for variance. Next meeting July 13th.

Grants & Projects

1. **CDBG Sewer Project Phase 1** - Construction began May 1st. Anticipated completion by October 2023.
2. **KDHE Waste Tire Grant** - Awarded grant of \$2,600 for benches and tables. Received first half of payment. Will now order benches and tables.
3. **SS4A Grant** - Awarded grant of \$40,000 Federal Funding and \$5,000 KDOT. Working on completing RFQ for consultant.
4. **HEAL Grant** Submitted two applications with Brown Brothers. 405/407 Broadway - Building & 409/411 Broadway - Façade. Grant was not awarded for this round.
5. **LSSE Grant** Application due June 30. Submitting for radios and Enterpol RMS.
6. **T-Mobile Grant** Application due by June 30. Submitting on behalf of Valley Falls Historical Society.
7. **K-4 / K-16 Street Lights** - Safety study is anticipated to be finalized with recommendations by June. \$30,000 estimated to add lighting. If warranted by KDOT study, the light cost will be covered by KDOT.
8. **Opioid Settlement** - Total received to date is \$2,952.96. \$0.00 expended. Working with PD on possible uses of funds and application of opioid settlement grant.
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: KDOT TA Downtown Streetscape Project. Remaining Funds: \$152,106.96.
10. **Automatic Water Meters** - 16 meters left to install. Waiting on more meters. Anticipated delivery is September.
11. **KDHE Lead & Copper** Lead & Copper Inventory due to KDHE by October 16, 2024. Submitted grant application to KDHE for technical assistance.

CITY OFFICE

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

Financials

Fund Balances

| Fund # | Fund Name | Previous Balance | Current Balance |
|----------------------|----------------------------|-----------------------|-----------------------|
| 100 | General Fund | \$141,596.47 | \$235,087.89 |
| 160 | Pool Reserve | \$4,734.19 | \$4,734.19 |
| 200 | Capital Improvement Fund | \$154,224.52 | \$154,224.52 |
| 300 | Special Hwy & Streets | \$67,298.82 | \$66,973.82 |
| 400 | Equipment Reserve | \$26,191.71 | \$26,191.71 |
| 500 | Bond & Interest | \$116,365.08 | \$129,841.87 |
| 600 | RHID | \$65,434.98 | \$77,999.21 |
| 720 | Water | \$31,677.85 | \$40,363.71 |
| 721 | Water Reserve | \$15,800.00 | \$15,800.00 |
| 730 | Sewer | \$198,543.97 | \$193,001.28 |
| 731 | Sewer Reserve | \$15,800.00 | \$15,800.00 |
| 740 | Solid Waste | \$52,888.64 | \$64,056.75 |
| 790 | Insurance Reserve | \$0.00 | \$0.00 |
| Total | | \$890,556.23 | \$1,024,074.95 |
| CD # | Fund/ Fund Name | Previous Balance | Current Balance |
| Bank 500 | Money Market (PBC) | \$12,182.42 | \$12,182.42 |
| X0971 | Bond & Interest Fund (500) | \$153,500.00 | \$153,500.00 |
| X2279 | Sewer Fund (730) | \$91,083.20 | \$91,083.20 |
| Total | | \$256,765.62 | \$256,765.62 |
| Total In Bank | | \$1,147,321.85 | \$1,280,840.57 |

Budget

| Fund # | Fund Name | Budget | YTD Expended | Difference |
|--------------|--------------------------|-----------------------|---------------------|-----------------------|
| 100 | General Fund | \$729,701 | \$284,021.04 | \$445,679.96 |
| 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 | \$6,175.00 | \$166,666.00 |
| 400 | Equipment Reserve | \$63,000 | \$0.00 | \$63,000.00 |
| 500 | Bond & Interest | \$182,393 | \$84,588.75 | \$97,804.25 |
| 600 | RHID | \$60,000 | \$0.00 | \$60,000.00 |
| 720 | Water | \$543,500 | \$192,285.20 | \$351,214.80 |
| 721 | Water Reserve | \$50,000 | \$1,400.00 | \$48,600.00 |
| 730 | Sewer | \$3,821,000 | \$150,327.35 | \$3,670,672.65 |
| 731 | Sewer Reserve | \$50,000 | \$0.00 | \$48,600.00 |
| 740 | Solid Waste | \$258,000 | \$60,361.61 | \$197,638.39 |
| 790 | Insurance Reserve | \$0 | \$0.00 | \$0.00 |
| Total | | \$5,986,935.00 | \$779,158.95 | \$5,206,376.05 |

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City of
VALLEY FALLS

Incorporated May 17, 1869

Public Works Report
June 7, 2023

Water:

Doing a lot of locates for the different jobs being done in the city

Repaired a broken main in the alley between Oak & Walnut

Independent Electric has the mixer motor repaired we will pick it up once the other motor we have there is done

Sewer:

Been keeping tabs and assisting where/when I can on the sewer project

Parks:

Due to cameras being damaged at the park we are going to have to place them in metal cages that we will need to make to avoid future damages

General:

City wide cleanup went well and was well received by the public we filled all the containers that were brought in to maximum capacity (May want 1-2 extra in future)

Been working on getting things ready for the upcoming COE inspection cleaning and ensuring we have things in order

Cleaned out the boat ramp and releveled the parking lot at the boat ramp

Will be starting the street repair in front of the clothes closet parking may be impaired while the work is being done

Got some grass carp for the pond on Oak St and will be starting the spraying this week



City of
VALLEY FALLS

Incorporated May 17, 1869

Police Department Report
June 7, 2023

- Expedition cage completely installed. Waiting for the deployment date from Motorola to finish the process of that camera becoming wireless
- Competed and submitted a Confidential Informant Policy and Procedure
- Received configuration for wireless integration kits for the charger and explorer to become wireless. Will contact TMF to schedule for installing
- Officer Taylor has a few weeks left of the academy. Officer Rivera and I will be attending his graduation ceremony at KLETC
- Attended a webinar for National Expansion of Advocacy and Treatment Options. The data that was provided showed that 2 of every 5 counterfeit pills contain a lethal dose of fentanyl. The overdose rate is skyrocketing from the use of synthetic fentanyl placed into other illegal substances. A new drug trend that is predicted to start appearing in the area, is a combination of Xylazine, which is a horse tranquilizer and fentanyl, it has a slang name such as "Tranq" and "Zoombie Dope", which Narcan has no effect on.

Calls for Service:

05/13 Loose Peacock (Kevin)
05/16 Possible suicidal subject
05/16 Domestic dispute
05/17 Loose dog
05/17 Found baby owl
05/18 Traffic Stop
05/18 Traffic Stop
05/18 Paper service
05/19 Traffic Stop
05/22 Loose dog
05/24 VIN inspection

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;