



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

June 21, 2023 6:30 PM  
Regular Meeting

CALL TO ORDER  
PLEDGE OF ALLEGIANCE  
ROLL CALL - City Council and Staff  
MINUTES - Regular Meeting of June 7, 2023

PUBLIC COMMENTS & GUESTS:  
*Public Comment Policy*

### BUSINESS ITEMS:

1. 4-H Fair - 75<sup>th</sup> Annual on July 28<sup>th</sup>
  - a. Mary / 5<sup>th</sup> Street Closure (Elm to Frazier)
  - b. Elm Street Closure (Broadway to Mary/ 5<sup>th</sup>)
  - c. Food trucks (3) on City Street - Waiver of Solicitor Permit
  - d. Officer in High School Gym / extra police coverage & traffic control
2. 207 Sycamore St - Status Update
  - a. Property Purchase by Mark Boyce
3. Valley Falls Clinic - 45<sup>th</sup> Anniversary Celebration on July 8<sup>th</sup>
  - a. Sycamore Street Closure (Broadway to Mary/5<sup>th</sup>)
  - b. Bouncy House
  - c. Kona Ice Truck on City Street - Waiver of Solicitor Permit
4. Turbidity Meter - \$6,760
5. Event Policy for City Equipment and Property

INVOICES - \$ 29,462.03

### TABLED ITEMS:

### REPORTS:

CITY ADMINISTRATOR: Audree Guzman  
PUBLIC WORKS: Bill McCoy  
POLICE: Carrie Clark  
MAYOR: Jeanette Shipley  
FIRE DISTRICT: Salih Doughramaji  
ECONOMIC DEVELOPMENT BOARD: Audree Guzman  
PLANNING & ZONING COMMISSION: Audree Guzman  
CITY COUNCIL COMMENTS/ FEEDBACK/ IDEAS

### ANNOUNCEMENTS/ COMMUNICATIONS:

City offices closed July 4<sup>th</sup> in observance of Independence Day.

EXECUTIVE SESSION  
ADJOURNMENT

## CITY OF VALLEY FALLS

June 7, 2023

### Open Meeting

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

#### **Minutes:**

The minutes from the May 17, 2023, meeting was presented.

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

**Public Comments & Guests:** Jerry Heinen was present to voice his concerns with the current Planning & Zoning regulations regarding set backs and variances. Jerry advised this was never a problem with variances until recently. Audree advised the need for the variance in the matter his is speaking of is because the property sits on a corner and as the ordinance reads a corner lot is considered “double fronted” meaning two front yards and therefore needs to meet the front yard setbacks. Council asked how this could be resolved and Audree advised. The next step in the variance process for the property is a public hearing potentially on July 6<sup>th</sup>.

#### **BUSINESS ITEMS:**

1. Zoning Ordinance Change – Double Fronted Properties – There was discussion about changing the ordinance reference setbacks on corner lots.

Gary made a motion to submit to the Zoning Board to change the ordinance. Matt seconded the motion. Motion carried 3-0.

2. 419 Broadway St - Status Update – Allen Segrist was present to give an update on the status of his building repairs. Council approved a 60-day extension.

3. 204 Walnut St – Status Update - Grant Lassiter was not present but call previously and advised of the progress made. Council approved a 60-day extension.

4. 304 Elm St – Access from old pool lot – Kearney’s have used the old pool lot to access their property behind their house for years. No easement has ever been issued. Leonard advised not to take any legal action to grant access because of the possible need down the road to drill wells on the pool lot. It was agreed to send a letter advising of courtesy access as long as it doesn’t interfere with city work. Jennifer made a motion to approve the letter. Matt seconded the motion. Motion carried 3-0.

5. Chamber of Commerce Fireworks Donation - \$1,500

Gary made a motion to approve the donation. Jennifer seconded the motion. Motion carried 3-0.

6. Fireworks Permit – Lisa Abramovitz – June 27 – July 5 at the Petro parking lot.

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

7. RV Park Extended Stay – Drisco Workers in June – July (Lance Friesen)

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

8. Auditor RFP – Audree asked for approval to send out request for bids.

Gary made a motion to send out for bids. Jennifer seconded the motion. Motion carried 3-0.

9. Storm Siren

a. Jefferson County - \$5,000

b. Blue Valley Safety – 13,545

Audree spoke about the new estimate received and the need to consider BVS estimate because of the battery back up and being single phase unlike the siren from the county.

Gary made a motion to approve the siren for \$13,545. Jennifer seconded the motion. Motion carried 3-0.

10. Imprest Fund Policy – Chief Clark spoke of the need for the fund in the event the department receives donations they can be tracked appropriately.

Gary made a motion to approve the policy. Jennifer seconded the motion. Motion carried 3-0.

**Vouchers:**

June 7, 2023, vouchers. Jennifer moved to approve vouchers. Gary seconded the motion. Motion carried 3-0.

**City Administrator:**

**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 orders 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.

Jeanette asked the policy for using picnic tables from the park. Audree suggested that if it is a for profit event or family event that the individuals should be responsible for checking them out if the park isn't reserved and bring them back the next day. Audree will write up a policy for the next meeting.

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

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

Jeanette asked when pavement painting would be done? Bill advised on a weekend.

Jennifer asked if we had "No Fishing" signs at the pond so individuals don't catch the carp.

Audree will order signs.

**Pool:**

Opened on May 29<sup>th</sup>. Started with 12 kids taking lifeguard training. 9 passed.

Sold 55 season passes.

Swimming lessons for Winchester group is low. Time is 9am.

Way more private lessons then 3 people can do. Shelbie Morgison will do some in July.

Average 105 people a day.

Some things have broken – the clock broke outside

Pool Parties put on by guards. Will buy prizes and games. Second July 25<sup>th</sup>.

Water aerobics June 12<sup>th</sup> at 715pm. Mondays and Wednesdays.

The awning broke with one gust of wind.

July 4<sup>th</sup> from 1-5 free swim.

**Police:**

- 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 "Zombie Dope", which Narcan has no effect on.

**Mayor:** No Report.

**Fire District:** No Report.

**Economic Development Board:** No Report

**Planning & Zoning Commission:** No Report

**City Council Comments:** None.

**Executive Session:**

Jennifer moves 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: City Council, Mayor, City Administrator, and City Attorney. The open meeting will resume in the city council room at 8:20 PM. Gary seconded the motion. Motion carried 3-0.

No action taken.

**ADJOURNMENT**

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

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

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



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*City of*  
**VALLEY FALLS**

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*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.

# Quotation

**Invoice Address**

Valley Falls Water Department  
417 Broadway  
Valley Falls, KS 66088  
UNITED STATES

Quotation No.	Customer No.	Date Printed	Page
<b>11026756</b>	<b>32268</b>	<b>6/16/23</b>	<b>1/2</b>

Your Reference	<b>32268</b>
Delivery Terms	<b>FCA Incoterms 2020</b>
Our Reference	<b>George Dimeas</b>
Our Salesperson	<b>Kevin Forsman</b>
Expiration Date	<b>9/16/23</b>
Payment Terms	<b>30 Days Net</b>

**Delivery Address**

Valley Falls Water Department  
417 Broadway  
Valley Falls, KS 66088  
UNITED STATES

Pos	Part No. Description	Quantity	Price USD	Tax %	Net Amount USD
1	A-25.411.700.1 Monitor AMI Turbiwell W/LED AC Process measuring device for non-contact nephelometric measurement of turbidity. US EPA approved alternative to method 180.1. Complete system with transmitter and nephelometer on PVC mounting plate. 100-240 VAC, 50/60 Hz Customs Stat. No. 9027.8900 Country of Origin CH	1 pcs	4,550.00	0	4,550.00
2	A-82.321.000 Sample degasser AMI Turbiwell Sample degasser AMI Turbiwell made of PVC/PMMA for the sample degassing during the measurement of pure water Customs Stat. No. 9027.9000 Country of Origin CH	1 pcs	1,050.00	0	1,050.00
3	A-85.151.065 Verification Kit Turbiwell W/LED Low High precision secondary standard (NTU) for AMI Turbiwell W/LED Customs Stat. No. 9027.9000 Country of Origin CH	1 pcs	1,160.00	0	1,160.00
			<b>Sub Total</b>	<b>USD</b>	<b>6,760.00</b>

SWAN Analytical USA Inc.  
390 Holbrook Drive  
US-Wheeling, IL 60090

Phone 847 229 1290  
Fax 847 229 1320  
info@swan-analytical-usa.com  
www.swan-analytical-usa.com



# Quotation

Quotation No.	Customer No.	Date Printed	Page
<b>11026756</b>	<b>32268</b>	<b>6/16/23</b>	<b>2/2</b>

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<b>Net Total</b>	<b>USD</b>	<b>6,760.00</b>
Total Tax		0.00
<b>Gross Total</b>	<b>USD</b>	<b>6,760.00</b>

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## Tax Totals

Please reference Quotation No. when ordering  
Lead time 2-3 weeks from receipt of order  
Quote valid for 90 days  
Freight FOB Wheeling, IL  
Quote does not include tax or freight unless otherwise stated  
Thank you.

Best regards  
SWAN Analytical USA, Inc.

George Dimeas



*City of*  
**VALLEY FALLS**

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*Incorporated May 17, 1854*

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## **EVENT POLICY FOR USE OF CITY EQUIPMENT AND PROPERTY**

Effective Date: June 21, 2023

Purpose: To establish a policy which governs the use of city equipment and property for events in Valley Falls.

### **Section 1. Public Events / Not-For-Profit Events**

In the case of public and not-for-profit events, the organizer of the event may request assistance of city personnel for the placement and removal of any requested city equipment. This shall include but is not limited to: barricades, park benches, park tables, trash receptacles, or any other city equipment. Damage to any city equipment shall be repaired or replaced at the expense of the event organizer.

### **Section 2: Private / For - Profit Events**

In the case of private and for-profit events, the organizer of the event shall be responsible for the placement and removal of any requested city equipment. This shall include but is not limited to: barricades, park benches, park tables, trash receptacles, or any other city equipment. Damage to any city equipment shall be repaired or replaced at the expense of the event organizer.

### **Section 3: City Property**

In any private or public event, the event organizer shall be solely responsible for the clean-up and removal of any trash and privately-owned equipment from city property. This shall include but is not limited to: city streets, sidewalks, parks, pool, or any other city property. Damage to any city property shall be repaired or replaced at the expense of the event organizer.



*City of*  
**VALLEY FALLS**

*Incorporated May 17, 1869*

COUNCIL MEETING DATE: June 21, 2023

INVOICES IN THE TOTAL AMOUNT OF: \$29,462.03

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: 6/08/2023- 6/21/2023**

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
ADVANCE	LIFE INSURANCE	108.80	22073408		6/21/23
AFLAC	AFLAC	352.92	22073407		6/21/23
AFLAC INC	VISION INSURANCE	178.29			
AT&T	Cell Phones	270.63	22073401		6/21/23
BLUE CROSS BLUE SHIELD OF KS	HEALTH INSURANCE	5,465.30	22073402		6/21/23
CALLIE ADEE	Chicken App Refund	250.00			
CAROLYN CLARK	Meal after Graduation	22.01			
CHAMPLIN TIRE RECYCLING	Tables/Benches	5,199.00			
CORE & MAIN	Clamps	442.36			
DAVIS PUBLICATION	Not of Pub 920 Walnut	37.00			
EFTPS	FED/FICA TAX	4,664.31	22073403		6/21/23
HAWKINS	Water Plant	4,382.23			
HEINEN P-H-E SERVICES	RV Park Outlet Repair Lot3	196.90			
HILLFAB, LLC	8 port patch	615.00			
HOLLIE VANDYKE	Swimming Lesson Reimbursement	80.00			
IMOGENE REYNOLDS	Swim Lesson Refund	40.00			
K-4 AG & SERVICES LLC	Oil Change Explorer	60.23			
KAGE MANUFACTURING LLC	6608 Clark Rd, Meriden, KS	1,500.00			
KANSAS STATE SURPLUS PROPERTY	Tools and toolbox	600.00			
KPERS	KPERS TIER III	2,367.27	22073405		6/21/23
KPERS457	KPERS ROTH	910.00	22073406		6/21/23
KSDOR PAYROLL	STATE TAX	736.47	22073404		6/21/23
MIDWEST OFFICE TECHNOLOGY	Printing	82.03			
PETRO VALLEY FALLS	FUEL	923.35			
POLLARDWATER	camlock	211.33			
TOPEKA PHYSICIAN GROUP LLC	Robert Taylor	166.20			
VALLEY FALLS CHAMBER	2023 Fireworks	1,500.00			
WASTE MANAGEMENT	Trash Service	12,593.23			
WESTERN HARDWARE & AUTO		382.87			
		=====			
	Accounts Payable Total		44,337.73		
	Invoices: Paid		14,875.70		
	Invoices: Scheduled		29,462.03		



*City of*  
**VALLEY FALLS**

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*Incorporated May 17, 1854*

**City Administrator Report**  
**City Council June 21, 2023**

### **Daily Operations**

1. **SAM Registration** Updated the SAM Registration for the UEI Number. This number is required for federal and state grants.
2. **Auditor** Mailed RFP to list of auditors.
3. **Codification** First draft of update code is anticipated by mid-July.
4. **Budget** Working on the 2024 budget. This process starts in May and is generally completed by September.
5. **Storm Siren** Working with Blue Valley to get storm siren installed at City Park.
6. **CDBG Sewer Phase 2** Attended the CDBG Webinar. Sewer projects are not accepted this year.
7. **Tucking Lot** Received approval of BOTA application to remove tucking lot from tax rolls.
8. **Barnes Addition Plot** PEC has completed the draft. Should have the final draft by end of May.
9. **Utility Mapping** The update water maps have been sent to PEC. We should be fully functional on PEC Maps by July.
10. **207 Sycamore St Condemnation** Next update June 21<sup>st</sup>.
11. **204 Walnut St Condemnation** Next update August 23<sup>rd</sup>.
12. **419 Broadway St Condemnation** Next update August 23<sup>rd</sup>.
13. **Economic Development Board** - Collaborative meeting over by-laws on June 28<sup>th</sup>.
14. **Planning Commission** - Met on May 30 for variance. Next meeting July 6<sup>th</sup>.

### **Grants & Projects**

1. **CDBG Sewer Project Phase 1** - Construction began May 1<sup>st</sup>. Anticipated completion by October 2023.
2. **KDHE Waste Tire Grant** - Awarded grant of \$2,600 for benches and tables. Received first half of payment. Benches and tables have been ordered.
3. **SS4A Grant** - Awarded grant of \$40,000 Federal Funding and \$5,000 KDOT. Working on completing RFQ for consultant. Awaiting final grant contract from USDOT.
4. **LSSE Grant** Application complete and will be submitted this week. To be used for radios and Enterpol RMS.
5. **T-Mobile Grant** Application complete and will be submitted this week. Submitting on behalf of Valley Falls Historical Society.
6. **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.
7. **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.
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10. **KDHE Lead & Copper** Lead & Copper Inventory due to KDHE by October 16, 2024. Submitted grant application to KDHE for technical assistance.

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**CITY OFFICE**

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

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# Financials

## Fund Balances

Fund #	Fund Name	Previous Balance	Current Balance
100	General Fund	\$235,087.89	\$216,205.00
160	Pool Reserve	\$4,734.19	\$4,792.19
200	Capital Improvement Fund	\$154,224.52	\$155,327.12
300	Special Hwy & Streets	\$66,973.82	\$66,973.82
400	Equipment Reserve	\$26,191.71	\$26,191.71
500	Bond & Interest	\$129,841.87	\$129,841.87
600	RHID	\$77,999.21	\$77,999.21
720	Water	\$40,363.71	\$49,196.74
721	Water Reserve	\$15,800.00	\$15,800.00
730	Sewer	\$193,001.28	\$199,232.04
731	Sewer Reserve	\$15,800.00	\$15,800.00
740	Solid Waste	\$64,056.75	\$59,731.08
790	Insurance Reserve	\$0.00	\$0.00
<b>Total</b>		<b>\$1,024,074.95</b>	<b>\$1,017,090.78</b>
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
<b>Total</b>		<b>\$256,765.62</b>	<b>\$256,765.62</b>
<b>Total In Bank</b>		<b>\$1,280,840.57</b>	<b>\$1,273,856.40</b>

## Budget

Fund #	Fund Name	Budget	YTD Expended	Difference
100	General Fund	\$729,701	\$359,133.13	\$370,567.87
160	Pool Reserve	\$6,500	\$0.00	6,500.00
200	Capital Improvement Fund	\$50,000	\$196.90	\$49,803.10
300	Special Hwy & Streets	\$172,841	\$6,500.00	\$166,341.00
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	\$215,411.76	\$328,088.24
721	Water Reserve	\$50,000	\$1,400.00	\$48,600.00
730	Sewer	\$3,821,000	\$177,664.22	\$3,643,335.78
731	Sewer Reserve	\$50,000	\$1,400.00	\$48,600.00
740	Solid Waste	\$258,000	\$73,015.84	\$184,984.16
790	Insurance Reserve	\$0	\$0.00	\$0.00
<b>Total</b>		<b>\$5,986,935.00</b>	<b>\$919,310.60</b>	<b>\$5,067,624.40</b>



*City of*  
**VALLEY FALLS**

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*Incorporated May 17, 1869*

**Public Works Report**  
**June 21, 2023**

**Water:**

Fixed a small break in a water main hit by the sewer repair crew  
Getting quotes for turbidity meter replacement  
Cleared the weeds and trees around the sedimentation pond

**Sewers:**

Continuing to do locates and assist the sewer repair teams when and where I can

**Streets:**

Did a small repair on Frazier St in the brick  
Starting the repair of the brick /curb in front of the Methodist church and clothes closet (estimated time of completion is 3 weeks weather dependent)  
cleaned more of the curbs with the sweeper

**General:**

Burned the city brush pile to allow more room for the utility contractors  
Working on finding a method of disposal for the electronic items taken in during city wide cleanup due to the county no longer accepting them  
Cleared the weeds from the boat ramp area to make it more presentable  
Sprayed the Oak Street pond with weed killer and will be reapplying it as needed to eliminate the duckweed covering it (no more than 1/3 can be killed at a time)



*City of*  
**VALLEY FALLS**

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*Incorporated May 17, 1869*

**Police Department Report**  
**June 21, 2023**

Had the deployment date for Motorola, discovered the access point that was sent to the department does not work. Sending us another one.

Attended Officer Taylor's graduation at KLETC

Finishing a 40-hour online course with McAfee for Certified Human Traffick Investigator (CHTI). Have to take the final exam, and recertify every two years

Met with other agencies to discuss potential drug activities

Officer are starting to conduct business door checks on their shifts. We are needing up to date contacts with the local businesses to have emergency contact information lists for the officer to have

Snow Cone with a Cop on June 20<sup>th</sup>

Call for service:

05/27 Suspicious activity

05/27 Traffic stop

05/27 Traffic stop

05/27 Assist another agency

05/31 City court

06/01 Fight call

06/03 911 Hang up

06/03 911 Hang up

06/07 911 Hang up

06/13 Welfare check

06/13 Non injury accident

06/13 Report of erratic driver

06/13 Traffic stop

06/13 Business door checks

06/14 Traffic Stop

06/14 Traffic Stop

06/14 Theft report

06/14 Traffic Stop

06/14 Business door checks

06/14 Traffic stop

06/15 Traffic Stop

06/15 Traffic Stop

06/15 Business door check (one business discovered unsecured)



## 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;