



City of Valley Falls

Established 1854

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.

May 1, 2024, 6:30 PM

Regular Meeting

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL - City Council and Staff

MINUTES - Regular Meeting of April 17, 2024

Special Meeting of April 24, 2024

PUBLIC COMMENTS & GUESTS:

Public Comment Policy

BUSINESS ITEMS:

1. Appointments
 - a. Municipal Court Judge - Dennis Reiling
 - b. City Attorney - Andrew Werring
 - c. City Clerk - Destiny Schrick
 - d. City Administrator - Wesley Lanter
 - e. Chief of Police - Carolyn Clark
 - f. Public Works Director - William McCoy
 - g. Treasurer - Brett Dallman
 - h. Fire Board - Jason Heinen
 - i. Planning Commission - (Tabled)
2. City Water Resources Update - Dennis Tichenor - Brett Dallman - Wes Lanter
3. City Lake Revitalization Update - Brett Dallman
4. City Lake Spillway Concrete Quote - Dennis Tichenor
5. Public Service Week Proclamation
6. Jefferson County RWD #3 Agreement

INVOICES - \$53,405.00

REPORTS:

City Administrator

City Clerk

Community Development Committee

Planning & Zoning Commission

Public Works

Police

Mayor

Fire District

City Council Comments/ Feedback/ Ideas

ANNOUNCEMENTS/ COMMUNICATIONS:

Citywide Garage Sales - May 17th & 18th

Citywide Cleanup - May 31, June 1 & 2

Lawnmower Naming Contest Winner -

EXECUTIVE SESSION

ADJOURNMENT



City of Valley Falls

Established 1854

CITY OF VALLEY FALLS

April 17th 2024

Meeting Minutes

The meeting was called to order at 6:30 p.m. by Mayor Jeanette Shipley.

Council members present: Dennis Tichenor, Jason Heinen, Matt Frakes

Council members absent: Jennifer Ingraham, Brett Dallman

Staff members present: Carolyn Clark (Chief of Police), Bill McCoy (Public Works Director), Destiny Schrick (city clerk), Wes Lanter (city admin), Leonard Buddenbohm

Guest present: Dianne Heinen, Scott Heinen, Dale Freeland

Public Comment

No public comment

Business Items

Meeting Minutes:

- April 3rd Dennis Tichenor made the motion, seconded by Jason Heinen
3-0 pass

Approval of Invoices (\$35,991.98) Dennis Tichenor made the motion, Seconded by Matt Frakes 3-0 pass

Approval to donate Family Pass for community wellness night. Jason Heinen made the motion, seconded by Dennis Tichenor 3-0 pass

Reports

Public Works: Will be putting chamber sign back up on corner of HWY K16 and Sycamore St after repairs are made, working with KRW to locate water lines from city lake

Police: Meeting with local officials to discuss the DAWN program. Officer Taylor MCTC in KC April 15th-17th. Firehouse sub grant has been submitted

City Admin: working with RWD 3 to create agreement for water use, working on grants, Citizen notification system-waiting for pricing from EM, Consumer confidence report has been posted on website and will be posted on next water bills

City Clerk: water line surveys have been mailed

Executive Session

No executive session

Adjournment

Jason Heinen made the motion, seconded by Dennis Tichenor to adjourn the meeting. The motion passed 3-0. The meeting adjourned at 7:00pm

APPROVED: _____
Jeanette Shipley, Mayor

Attest: _____
Destiny Schrick, City Clerk



City of Valley Falls

Established 1854

CITY OF VALLEY FALLS

April 25th 2024

Special Meeting Minutes

The meeting was called to order at 7:30 p.m. by Mayor Jeanette Shipley.

Council members present: Dennis Tichenor, Jennifer Ingraham, Jason Heinen, Matt Frakes, Brett Dallman, Jeanette Shipley

Staff members present: Destiny Schrick (city clerk), Wes Lanter (city admin)

Guest present: Jo Tichenor

Public Comment

Jo mentioned needing barriers put up on the 300 block of Broadway (maple/sycamore) for Broadway nights May 17th

Business Items

Possible purchase of a 1997 international 4700 dump flatbed truck. Council approved not to exceed \$15,000. Would like to keep it around \$12,000. Jennifer Ingraham made the motion, seconded by Brett Dallman. Motion passed 5-0

Reports

No reports

Adjournment

Jennifer Ingraham made the motion, seconded by Dennis Tichenor to adjourn the meeting. The motion passed 5-0. The meeting adjourned at 8:00pm

APPROVED: _____
Jeanette Shipley, Mayor

Attest: _____
Acting 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.

661855

"Fireside Concrete" (Butch)

CUSTOMER'S ORDER NO.	DEPARTMENT Concrete	DATE 4-25-2024
NAME City Lake Project		
ADDRESS Jackson Rd.		
CITY, STATE, ZIP Valley Falls, KS		

SOLD BY	CASH	C.O.D.	CHARGE	ON. ACCT.	MDSE. RETD.	PAID OUT
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QUANTITY	DESCRIPTION	PRICE	AMOUNT
1			
2	* 55' x 14' spillway		
3			
4	water crossing.		
5			
6	* 110' of trench footings		
7	this will run down both		
8	sides of crossing.		
9			
10	* concrete will be 6"		
11	thick with rebar 1'		
12	on centers		
13			
14			
15			
16			
17			
18			

RECEIVED BY	Total [\$ 11,000. —]
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City of Valley Falls

Established 1854

Proclamation

National Public Service Recognition Week

WHEREAS, Celebrated in May since 1985, Public Service Recognition Week is a time set aside to honor the folks who serve our nation; and

WHEREAS, Americans are served every single day by public servants at the federal, state, county, and city levels, and these essential workers and unsung heroes keep our nation functioning; and

WHEREAS, public employees take not only jobs, but oaths; and

WHEREAS, many public servants — including military personnel, police officers, firefighters, Border Patrol officers, embassy employees, health care professionals and others — risk their lives each day in service to the people of the United States and around the world; and

WHEREAS, these public servants include teachers, doctors, scientists, train conductors, astronauts, nurses, safety inspectors, laborers, computer technicians, social workers, and countless other occupations that, day in and day out, provide the diverse services demanded by the American people of their government, with both efficiency and integrity; and

WHEREAS, without these dedicated public servants at every level, continuity would be impossible in a representative democracy that regularly changes its leaders and elected officials.

NOW, THEREFORE, I, Jeanette Shipley, and the City Council of Valley Falls do hereby recognize the week of May 5th – 11th as National Public Service Recognition Week.

Proclaimed this 1st day of May 2024.

Jeanette Shipley, Mayor

ATTEST:

Destiny Schrick, City Clerk

OFFICE PHONE
1-785-945-3245
Fax – 785-945-6269
paulheinenassoc@gmail.com

SERVICE PHONES
1-785-249-6952
Text message preferred

JEFFERSON COUNTY
Rural Water District No. 3
P.O. BOX 129
VALLEY FALLS, KANSAS 66088

April 22, 2024

City of Valley Falls
417 Broadway
Valley Falls, KS 66088

We, the Jefferson County Rural Water District No. 3, are willing to sell water to the City of Valley Falls if the following criteria are met.

1. The water pressure between RWD#3 & City are compatible with pressure release valves.
2. The City is responsible for any damage or issues that might result within their water lines in the connection to the RWD#3 waterline.
3. The City will pay for any specialty connections or materials needed to get the connection working correctly.
4. RWD#3 will sell water to the City at a cost of \$7.00 per 1,000 gallons.
5. RWD#3 will continue to sell water to the City as long as it is needed and as long as it causes no undue hardship on the patrons of RWD#3.
6. The City will be required monitor the connection and inform the RWD#3 maintenance crew if there are any problems that arise.

Upon this document being signed by both the RWD#3 Chairman of the Board and the City of Valley Falls Administrator it will become in effect within 30 days and stay in effect for a maximum of one year. At that time it will be possible to extend if both parties are in agreement and the option of an increase of the water rate.

Jefferson County R.W.D. #3

City of Valley Falls

Terry Broxterman
Jf. Co. RWD#3 Chairman of the Board

Wesley Lanter
City of Valley Falls Administrator



City of Valley Falls

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COUNCIL MEETING DATE: May 1, 2024

INVOICES IN THE TOTAL AMOUNT OF: \$53,405.00

APPROVED:

STATE OF KANSAS

COUNTY OF JEFFERSON

I hereby certify that the attached bills are just and correct 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 April 2024

City Clerk

CLAIMS REPORT
 Check Range: 4/18/2024- 5/01/2024

G/L ACCT #	VENDOR NAME	REFERENCE	AMOUNT	CHECK	
				CHECK#	DATE
100-050-2010	EFTPS	FED/FICA TAX	493.06	22073639	4/24/24
100-050-2020	EFTPS	FED/FICA TAX	1,458.46	22073639	4/24/24
100-050-2030	KSDOR PAYROLL	STATE TAX	268.02	22073640	4/24/24
100-050-2040	KPERS	KPERS TIER III	1,337.54	22073641	4/24/24
100-050-2040	KPERS457	KPERS ROTH	232.00	22073642	4/24/24
100-050-2050	AFLAC CAFETERIA	AFLAC	178.64	22073643	4/24/24
100-110-5110	KANSAS RURAL WATER ASSOCIATION	Brett Dallman KRWA Conference	245.00	23848	4/29/24
100-110-5110	LEAGUE MUNICIPALITIES	City Leaders Academy	175.00	23849	4/29/24
100-110-5190	KANSAS TOURISM	3 tourism ads in magazine	300.00	23846	4/29/24
100-110-5190	LEAGUE MUNICIPALITIES	City Admin job posting	200.00	23849	4/29/24
100-120-5160	Casey's Business Mastercard	Fuel	507.23	22073644	4/22/24
100-120-5200	MOTOROLA SOLUTIONS INC	Radios	15,264.45	23850	4/29/24
100-130-5030	WERRING LAW LLC	Oct 2023 - April 2024	3,500.00	23853	4/29/24
100-140-5160	Casey's Business Mastercard	Fuel	134.75	22073644	4/22/24
720-050-2010	EFTPS	FED/FICA TAX	213.62	22073639	4/24/24
720-050-2020	EFTPS	FED/FICA TAX	582.72	22073639	4/24/24
720-050-2030	KSDOR PAYROLL	STATE TAX	131.79	22073640	4/24/24
720-050-2040	KPERS	KPERS TIER III	619.23	22073641	4/24/24
720-050-2040	KPERS457	KPERS ROTH	14.00	22073642	4/24/24
720-050-2050	AFLAC CAFETERIA	AFLAC	63.20	22073643	4/24/24
720-720-5050	ADVANCE	LIFE INSURANCE			
720-720-5160	Casey's Business Mastercard	Fuel	134.75	22073644	4/22/24
720-720-5180	SCHULTE SUPPLY	10/23,2/24,3/24 invoices	1,641.24	23852	4/29/24
720-720-5190	ESRI	ArcGIS Renewal	577.50	23845	4/29/24
720-720-5190	KDOR MISC TAX SECTION	Q1 WP-1	215.89	23847	4/29/24
720-720-5190	PEC	ArcGIS setup	347.50	23851	4/29/24
720-720-5190	SCHULTE SUPPLY	2 water meters	3,403.90	23852	4/29/24
730-050-2010	EFTPS	FED/FICA TAX	213.61	22073639	4/24/24
730-050-2020	EFTPS	FED/FICA TAX	582.62	22073639	4/24/24
730-050-2030	KSDOR PAYROLL	STATE TAX	131.79	22073640	4/24/24
730-050-2040	KPERS	KPERS TIER III	619.18	22073641	4/24/24
730-050-2040	KPERS457	KPERS ROTH	14.00	22073642	4/24/24
730-050-2050	AFLAC CAFETERIA	AFLAC	63.20	22073643	4/24/24
730-730-5140	AT&T	Cell Phones			
730-730-5190	ESRI	ArcGIS Renewal	577.50	23845	4/29/24
730-730-5190	PEC	ArcGIS setup	347.50	23851	4/29/24
730-730-5200	PEC	Sewer PH1 CA Dec 2023	5,968.50	23851	4/29/24
			=====		
		Accounts Payable Total	40,757.39		
		Utility Refund Checks			

		Refund Checks Total			
		Payroll Checks	12,647.61		
			=====		
		Report Total	53,405.00		
			=====		

CLAIMS REPORT
CLAIMS FUND SUMMARY

FUND	NAME	AMOUNT
100	GENERAL FUND	31,364.74
720	WATER UTILITY	10,733.84
730	SEWER UTILITY	11,306.42

	TOTAL FUNDS	53,405.00



City of
VALLEY FALLS

Incorporated May 17, 1854

**City Administrator Report
City Council May 1, 2024**

Daily Operations:

- Assist Citizens with service payments & questions.
- Building & Fence Permits
- Continuing to update information for the Hazard Mitigation Plan.
- Citizen Notification System – Waiting on Jefferson County EM for pricing.
- We have posted the Consumer Confidence report on the city website for the citizens to view. We have also printed a link to the water bills for the next two months so citizens can view the report. This report will also be posted on our social media.
- Working on grant paperwork for grants currently in progress.
- Lake cleanup & spraying of lily pads.
- Work Comp Audit submitted.
- Open Records Request
- Submitting financial Audit documentation for the 2023 year.
- Title to 2006 dump truck has been replaced.
- Contacted Purple Wave to sell surplus equipment. Dump truck & attachments, grader and mower.

CITY OFFICE

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



City of
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Incorporated May 17, 1869

Clerk Report
May 1, 2024.

- Normal daily business.
- Processing swim lesson registration forms
- Collecting water survey forms

RV Park Software

- Campspot: 1200 per year
- Unlimited spots-room to grow,
- Can pay monthly \$100.
- No set contracts.
- Card processing will match current KanPay rates.
- Still researching
- Will provide margins from last year's rates



City of
VALLEY FALLS

Incorporated May 17, 1869

Public Works Report
May 1, 2024

Water:

- Ordered and received the repair parts for the spring line from the city lake.
- Cleaned the water plant sed basin and contact basin

Sewers:

- We completed the final inspection on the sewer repair/rehab with KDHE, PEC, and Havens. All inspected locations were satisfactory.

Streets:

- We have been working on getting the brush piles picked up from the storm weather provided; we should finish this week

Pool:

- We have the pool ready for final washdown and filling in the first part of next week to allow the chemicals to get balanced before lifeguard training begins.



City of VALLEY FALLS

Incorporated May 17, 1869

Police Department Report May 1, 2024

- I have a one-on-one interview with a KU research project about the DAWN program. They are interested in what we do differently to approach the illegal drugs in our community as law enforcement officers. This research project is United to Transform, a targeted statewide project intended to identify means of reducing the enormous toll of substance use disorders in the lives of Kansans. The aim is to expand the understanding of community-level strengths and challenges and recommend well-defined opportunities to align systems and implement innovative solutions. The project is initiated by the Sunflower Foundation, funded by Kansas Fights Addiction Grant Review Board, and conducted by the University of Kansas Center for Public Partnerships and Research.
- Meeting with further working relationship with Nick Casarona the Regional Director of Mirrors in Topeka, to work together in a collaborative agreement to utilize their services for any potential DAWN clients.
- We have moved on from using the eCitation software from TBLs systems due to not being able to begin any work to use their company until the end of this year. We found another company based out of Texas called True Blue that matched the quote for TBLs systems. They gave us a discount of \$5000 for being the first agency in Kansas to use them. Officer Rivera and I sat through a demonstration of what the software was able to do. The app that the officers will use while on a traffic stop will scan the bar code and upload the information along with the vehicle's registration. This will reduce officer errors and decrease the time spent on traffic stops.
- Officer Rivera was able to get the software for the M500 camera for the LPR installed and running. We are waiting on a piece of equipment to have the MDTs and LPR work together to use for the officer to be notified of a stolen vehicle, tag expired, any information on the vehicle automatically.
- The City of Horton has donated a fully equipped 2013 Tahoe K9 police-level vehicle. They do not have a canine, and the vehicle was parked for a year, so they no longer needed the vehicle. The vehicle has a divider, so both canine and transporting will be used if needed. The vehicle does need some work before it can be officially "in use." The estimated cost to fully repair is \$3500-\$4000. The vehicle has a dash camera system, heat alarm, dog box system, dog transport cage, lights, and sirens already installed; we will need to install the new radio and radar.

Calls for service:

04/11 Traffic Stop	04/19 Assist Outside Agency	04/24 Traffic Stop
04/11 Traffic Stop	04/19 VIN Inspection	04/24 Ribbon Cutting ceremony
04/11 Suspicious Activity	04/20 Traffic Stop	04/26 ATV complaint
04/11 Suspicious Vehicle	04/20 Traffic Stop	04/26 Traffic Stop
04/14 Traffic Stop	04/20 Traffic Stop	04/26 Traffic Stop
04/14 Traffic Stop	04/20 Disturbance Call	04/26 Traffic Stop
04/14 Traffic Stop	04/20 Traffic Stop	04/26 Traffic Stop
04/14 Traffic Stop	04/20 Traffic Stop	04/26 Traffic Stop
04/14 Traffic Stop	04/20 Traffic Stop	04/26 Traffic Stop
04/14 Traffic Stop	04/20 Suspicious Person	
04/15 Criminal Damage to Property	04/21 Assist outside agency	
04/17 LEAD referral	04/22 Canine bite complaint	
04/17 Animal Call	04/24 Traffic Stop	
04/19 VIN Inspection	04/24 Residential Alarm	

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;