



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.

January 21, 2026, 6:30 PM

Regular Meeting

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL - City Council and Staff

SWEAR-IN of Elected Officials - Brett Dallman, Kevin Loy, Dawn Kennedy.

PUBLIC COMMENTS & GUESTS:

Public Comment Policy

CONSENT AGENDA:

1. Minutes - Regular Meeting of January 7, 2026
2. Minutes - Special Meeting of January 15, 2026
3. Administrator Report
4. Public Works Report
5. Police Department Report
6. Invoices & Financials

BUSINESS ITEMS:

1. Council President Appointment - Dennis Tichenor
2. Council Treasurer Appointment - Brett Dallman
3. Fire Board Appointment - Jason Heinen
4. Code Enforcement Appointment - Kevin Loy
5. Valley Falls Housing Authority Appointment - Kevin Loy
6. Community Development Committee Appointment -
7. Art Association Appointment -
8. Planning & Zoning Appointment - 2 Positions (possibly a council member)
9. Main Depository Appointment - Kendall Bank
10. 2026 Procurement Policy - Renewal
11. Cell Phone Reimbursement - \$50.00 per month
12. GAAP Waiving for 2026 Audit
13. Community Foundation Contact - Wesley Lanter & Second Contact
14. National Night Out - Discussion - August 1st, 2026
15. Ordinance recognizing the City Website as the official publication.

REPORTS:

Mayor

Fire District

City Council Comments/ Feedback/ Ideas

ANNOUNCEMENTS/ COMMUNICATIONS:

- President's Day - City Offices Closed - February 16, 2026
- Love Art Event - February 7th - Brick Street Bourbon

EXECUTIVE SESSION

ADJOURNMENT



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.



City of Valley Falls

Established 1854

CITY OF VALLEY FALLS

January 7th 2026

Meeting Minutes

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

Council members present: Dennis Tichenor, Kevin Loy, Jason Heinen, Bret Frakes, Brett Dallman

Staff members present: Destiny Schrick (city clerk), Wes Lanter (City Administrator), Cody Spire (Police Chief)

Guest present: Dee Heinen, Rebecca Heinen, Jerry and Karen Heinen, Sheila Frakes, Carrie Clark, Dave Brenner, Scott Heinen, Beretta Schmeissner, Dawn Kennedy

Public Comment: Jerry Heinen, Sheila Frakes

Consent Agenda

Kevin Loy made the motion, seconded by Brett Dallman 5-0 pass

Business Items

City Lake Agreement Bret Frakes made the motion to table to the February 4th meeting seconded by Brett Dallman 5-0 pass

Dollar General CMB Brett Dallman made the motion, seconded by Kevin Loy 5-0 pass

Jeanette Shipley appointed to the Code Enforcement Committee Dennis Tichenor made the motion seconded by Kevin Loy 4-0 pass. Jason Heinen abstained from voting

Jeanette Shipley appointed to the Community Development Committee Dennis Tichenor made the motion, seconded by Kevin Loy 4-0 pass. Jason Heinen abstained from voting

Planning and Zoning Committee open to letters of interest. Kevin Loy made the motion, seconded by Brett Dallman 5-0 pass. Close date January 21st

Charter Ordinance to switch official publication to city website. Jason Heinen motioned to table till January 21st meeting, seconded by Bret Frakes with the caveat that the City Administrator or City Clerk will research cost saving and circulation of paper vs website. 5-0 pass

Tree removal at Lagoon and City Lake. Bret Frakes made the motion to approve Ehrhart to complete the work, seconded by Brett Dallman 5-0 pass

CDBG contract amendment Brett Dallman made the motion, seconded by Kevin Loy 5-0 pass

Police Department purchase of a 2026 Dodge Durango in the amount of 56,661.21 Dennis Tichenor made the motion, seconded by Kevin Loy 5-0 pass

Adjournment

Bret Frakes made the motion, seconded by Brett Dallman 5-0 pass. Meeting adjourned at 7:05pm

APPROVED: _____
Dawn Kennedy, Mayor

Attest: _____
Destiny Schrick, City Clerk



City of Valley Falls

Established 1854

CITY OF VALLEY FALLS

January 15th 2026

Meeting Minutes

The meeting was called to order at 5:00 p.m. by Council President Dennis Tichenor

Council members present: Dennis Tichenor, Kevin Loy, Jason Heinen, Bret Frakes, Brett Dallman

Staff members present: Wes Lanter (City Administrator),

Guest present: Dee Heinen, Jeanette Shipley

Public Comment: None

Business Items

Council discussed the purchase of a street sweeper on Purple Wave; the auction ends 1/20/2026. Kevin Loy made the motion to authorize the City Administrator to bid and not exceed \$20,000. Second, by Brett Dallman. 5-0 Pass.

Adjournment

Bret Frakes made the motion, seconded by Brett Dallman 5-0 pass. Meeting adjourned at 5:12pm

APPROVED: _____
Dawn Kennedy, Mayor

Attest: _____
Destiny Schrick, City Clerk



City of VALLEY FALLS

Incorporated May 17, 1854

City Administrator Report January 21, 2026

Daily Operations:

- Assist Citizens with service payments & questions.
- Citizen Notification System—We now have access to the Everbridge system. I will create a flyer instructing citizens on how to sign up for the system, in case they are already not signed up. We will start using the system for emergency notifications.
- Working on grant documentation for grants currently in progress.
 - a. We have been notified by USDOT that we were approved for a partial grant under the SS4A Grant. We have been approved to complete street condition assessments and update the safety action plan to be compliant with the federal requirements. \$56,000 federal, \$10,000 state, \$4,000 local.
 - b. CDBG – No Update
- Working on year-end procedures and the close-out process for 2024 financials.
 - a. gWorks programming team is working to resolve the 2024 financial issue. They have fixed everything except the fund cash balance; hopefully, they will be completed soon. I have uploaded all required documentation to the auditors, and we await the completion of the gWorks programming before I can send the fund balances and trial balance to the auditors. The auditors can log in to the city's accounting system to review the 2024 year-end results.
 - b. I have started the 2025 year-end. The 2025 Audit is scheduled for June 5, 2026.
- Light Pole Banners—Some of the Business Banners are missing. The Chamber and City will work together to replace and install banners on the light poles on Broadway.
- I am working with GAS, PEC KRWA & KWO to update the Valley Falls Water Conservation Plan. The plan has not been updated since 2013. We must update this plan as part of the Phase II sewer project. I will submit a revised plan to the council for approval & adoption after this process has been completed.
- River Bridge Pillar Removal – A planning meeting was held January 6th to continue discussions and planning of the bridge pillar removal. We will continue to move forward with the planned removal of the pillar.
- I am working with KDWP & Corps to include the weir in our water intake property lease with the Corps of Engineers. I have submitted the required documentation for the process.
- I am working with KDWP & Corps on an Interpretative Signage Project to be installed at the boat ramp.
- I have submitted another grant application to the State of Kansas Cost Share program to replace the street signs in the city.

CITY OFFICE

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



City of
VALLEY FALLS

Incorporated May 17, 1869

Public Works Report
January 21, 2026

Water Department

- Sargent Drilling retrieved the river intake pump for evaluation to determine whether repairs are feasible.

Sewer Department

- There are no items to report at this time.

Streets Department

- Street crews continued seasonal maintenance activities, including storm drain cleaning and the removal of leaves and other debris to help prevent drainage issues. Crews also cold-patched several potholes throughout the community.

Other Public Works Activities

- Installed new security cameras at the Water Plant to enhance safety and operational monitoring.
- Began trimming trees throughout the community as part of ongoing maintenance and public safety efforts.



City of
VALLEY FALLS

Incorporated May 17, 1869

Police Department Report
January 21, 2026

Activity Report: January 5, 2026 – January 16, 2026

January 5th, 2026

- School active shooter training

January 6th, 2026

- Conducted School Zone Enforcement
- Traffic Stop
- Traffic Stop
- Motorist Assist
- Violation of protection order

January 7, 2026

- Conducted School Zone Enforcement
- Traffic Stop
- Traffic Stop

January 9th, 2026

- Traffic Stop

January 12, 2026

- Conducted School Zone Enforcement
- Suspicious activity
- Traffic Stop
- Violation of protection order

January 13th, 2026

- Conducted traffic stop
- Welfare check

January 14th 2026

- Responded to four-wheeler complaint
- Vin Inspection

January 15, 2026

- Vin Inspection



City of Valley Falls

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COUNCIL MEETING DATE: January 21, 2026

INVOICES IN THE TOTAL AMOUNT OF: \$22,543.40

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:

Wesley D. Lantier
City Administrator

Subscribed and sworn to before me this _____ day of January 2026

City Clerk

Claims Report

Period: 01/08/2026 To 01/21/2026

Vendor Name	References	Invoice Amount	Transaction #	Date
WATER UTILITY - 720				
WATER - 720				
CONTRACTUAL 720-720-5190				
COMPUTER DOCTORS LLC	Firewall Renewall	\$ 171.67	24541	01/19/2026
MIDWEST OFFICE TECHNOLOGY	Copier	\$ 66.10	24537	01/19/2026
GL Account Total - CONTRACTUAL		\$ 237.77		
UTILITIES AND PHONE 720-720-5140				
AT&T	ATT	\$ 50.24		01/14/2026
GL Account Total - UTILITIES AND PHONE		\$ 50.24		
FACILITIES MAINTENANCE 720-720-5150				
HAWKINS	Chemicals	\$ 8,104.89	24540	01/19/2026
GL Account Total - FACILITIES MAINTENANCE		\$ 8,104.89		
VEHICLE MAINTENANCE/FUEL 720-720-5160				
BOBCAT	Skid Loader service	\$ 677.46	24544	01/19/2026
GL Account Total - VEHICLE MAINTENANCE/FUEL		\$ 677.46		
Department Total - WATER		\$ 9,070.36		
LIABILITIES - 050				
INSURANCE PAYABLE 720-050-2050				
AFLAC CAFETERIA	Payroll Run	\$ 55.34		01/12/2026
GL Account Total - INSURANCE PAYABLE		\$ 55.34		
FEDERAL W/H PAYABLE 720-050-2010				
EFTPS	Payroll Run	\$ 254.47		01/12/2026
GL Account Total - FEDERAL W/H PAYABLE		\$ 254.47		
FICA PAYABLE 720-050-2020				
EFTPS	Payroll Run	\$ 644.42		01/12/2026
GL Account Total - FICA PAYABLE		\$ 644.42		

Vendor Name	References	Invoice Amount	Transaction #	Date
KPERS PAYABLE 720-050-2040				
KPERS	Payroll Run	\$ 702.82		01/12/2026
KPERS457	Payroll Run	\$ 20.00		01/12/2026
GL Account Total - KPERS PAYABLE		\$ 722.82		
STATE W/H PAYABLE 720-050-2030				
KSDOR PAYROLL	Payroll Run	\$ 119.17		01/12/2026
GL Account Total - STATE W/H PAYABLE		\$ 119.17		
Department Total - LIABILITIES		\$ 1,796.22		
Fund Total - WATER UTILITY		\$ 10,866.58		
GENERAL FUND - 100				
ADMINISTRATION - 110				
CONTRACTUAL 100-110-5190				
COMPUTER DOCTORS LLC	Firewall Renewal	\$ 171.66	24541	01/19/2026
WERRING LAW LLC	Attorney fees	\$ 1,000.00	24535	01/19/2026
MIDWEST OFFICE TECHNOLOGY	Copier	\$ 66.10	24537	01/19/2026
ADAMS BROWN	audit for 2024	\$ 4,500.00	24545	01/19/2026
GL Account Total - CONTRACTUAL		\$ 5,737.76		
DUES/MEMBERSHIPS 100-110-5120				
KANSAS MAYORS ASSOCIATION	2026 KMA dues	\$ 50.00	24538	01/19/2026
GL Account Total - DUES/MEMBERSHIPS		\$ 50.00		
COMMODITIES 100-110-5180				
VFW POST 3084	American Flag	\$ 27.00	24536	01/19/2026
GL Account Total - COMMODITIES		\$ 27.00		
Department Total - ADMINISTRATION		\$ 5,814.76		
POLICE - 120				
CONTRACTUAL 100-120-5190				
COMPUTER DOCTORS LLC	Firewall Renewal	\$ 171.67	24541	01/19/2026
GL Account Total - CONTRACTUAL		\$ 171.67		
UTILITIES AND PHONE 100-120-5140				

Vendor Name	References	Invoice Amount	Transaction #	Date
AT&T	ATT	\$ 215.92		01/14/2026
GL Account Total - UTILITIES AND PHONE		\$ 215.92		
REIMBURSEMENT/MISC 100-120-5940				
Cody Spire	Mileage Reimbursement	\$ 219.80	24542	01/19/2026
GL Account Total - REIMBURSEMENT/MISC		\$ 219.80		
Department Total - POLICE		\$ 607.39		
LIABILITIES - 050				
INSURANCE PAYABLE 100-050-2050				
AFLAC CAFETERIA	Payroll Run	\$ 47.24		01/12/2026
GL Account Total - INSURANCE PAYABLE		\$ 47.24		
FEDERAL W/H PAYABLE 100-050-2010				
EFTPS	Payroll Run	\$ 353.96		01/12/2026
GL Account Total - FEDERAL W/H PAYABLE		\$ 353.96		
FICA PAYABLE 100-050-2020				
EFTPS	Payroll Run	\$ 1,061.30		01/12/2026
GL Account Total - FICA PAYABLE		\$ 1,061.30		
KPERs PAYABLE 100-050-2040				
KPERs	Payroll Run	\$ 524.78		01/12/2026
KPERs457	Payroll Run	\$ 10.00		01/12/2026
GL Account Total - KPERs PAYABLE		\$ 534.78		
STATE W/H PAYABLE 100-050-2030				
KSDOR PAYROLL	Payroll Run	\$ 171.13		01/12/2026
GL Account Total - STATE W/H PAYABLE		\$ 171.13		
Department Total - LIABILITIES		\$ 2,168.41		
COURT - 130				
CONTRACTUAL 100-130-5190				
WERRING LAW LLC	Attorney fees	\$ 500.00	24535	01/19/2026
GL Account Total - CONTRACTUAL		\$ 500.00		
Department Total - COURT		\$ 500.00		

Vendor Name	References	Invoice Amount	Transaction #	Date
Fund Total - GENERAL FUND		\$ 9,090.56		
SEWER UTILITY - 730				
LIABILITIES - 050				
INSURANCE PAYABLE 730-050-2050				
AFLAC CAFETERIA	Payroll Run	\$ 55.34		01/12/2026
GL Account Total - INSURANCE PAYABLE		\$ 55.34		
FICA PAYABLE 730-050-2020				
EFTPS	Payroll Run	\$ 644.46		01/12/2026
GL Account Total - FICA PAYABLE		\$ 644.46		
FEDERAL W/H PAYABLE 730-050-2010				
EFTPS	Payroll Run	\$ 254.47		01/12/2026
GL Account Total - FEDERAL W/H PAYABLE		\$ 254.47		
KPERs PAYABLE 730-050-2040				
KPERs	Payroll Run	\$ 702.83		01/12/2026
KPERs457	Payroll Run	\$ 20.00		01/12/2026
GL Account Total - KPERs PAYABLE		\$ 722.83		
STATE W/H PAYABLE 730-050-2030				
KSDOR PAYROLL	Payroll Run	\$ 119.19		01/12/2026
GL Account Total - STATE W/H PAYABLE		\$ 119.19		
Department Total - LIABILITIES		\$ 1,796.29		
SEWER - 730				
VEHICLE MAINTENANCE/FUEL 730-730-5160				
BOBCAT	Skid Loader service	\$ 677.47	24544	01/19/2026
GL Account Total - VEHICLE MAINTENANCE/FUEL		\$ 677.47		
Department Total - SEWER		\$ 677.47		
Fund Total - SEWER UTILITY		\$ 2,473.76		
WATER RESERVE - 721				
WATER - 720				
CONTRACTUAL 721-720-5190				
WERRING LAW LLC	Attorney fees	\$ 112.50	24535	01/19/2026

Vendor Name	References	Invoice Amount	Transaction #	Date
GL Account Total - CONTRACTUAL		\$ 112.50		
Department Total - WATER		\$ 112.50		
Fund Total - WATER RESERVE		\$ 112.50		
Report Total		\$ 22,543.40		

Treasurer Report

Calendar : 01-2026, Fiscal : 01-2026

Fund #	Fund Name	Beginning Balance	Received	Disbursed	Change in Liabilities	Ending Balance
100	GENERAL FUND	\$ 39,440.84	\$ 3,294.40	\$ 16,875.07	\$ -908.75	\$ 24,951.42
120	Police Donations	\$ 380.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 380.00
125	DIVERSION FUND	\$ 1,350.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,350.00
126	Court Bond	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00
150	Parks & Recreation	\$ 11,769.10	\$ 0.00	\$ 0.00	\$ 0.00	\$ 11,769.10
160	POOL RESERVE	\$ 1,389.79	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,389.79
200	CAPITAL IMPROVEMENT	\$ 186,882.18	\$ 0.00	\$ 0.00	\$ 0.00	\$ 186,882.18
300	SPECIAL HWY & STREETS	\$ 71,789.90	\$ 0.00	\$ 0.00	\$ 0.00	\$ 71,789.90
400	EQUIPMENT RESERVE	\$ 164,052.71	\$ 0.00	\$ 0.00	\$ 0.00	\$ 164,052.71
500	BOND & INTEREST	\$ 464,178.03	\$ 0.00	\$ 0.00	\$ 0.00	\$ 464,178.03
600	RHID	\$ 186,551.96	\$ 0.00	\$ 0.00	\$ 0.00	\$ 186,551.96
700	Grant Projects	\$ -17,400.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ -17,400.00
720	WATER UTILITY	\$ 92,984.92	\$ 20,428.03	\$ 14,689.39	\$ 109.99	\$ 98,833.55
721	WATER RESERVE	\$ 78,843.29	\$ 0.00	\$ 112.50	\$ 0.00	\$ 78,730.79
730	SEWER UTILITY	\$ 79,233.48	\$ 14,853.46	\$ 6,296.53	\$ 109.98	\$ 87,900.39
731	SEWER RESERVE	\$ 172,598.38	\$ 0.00	\$ 0.00	\$ 0.00	\$ 172,598.38
740	SOLID WASTE (TRASH)	\$ 145,218.48	\$ 9,035.77	\$ 0.00	\$ 0.00	\$ 154,254.25
790	INSURANCE RESERVE	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total		\$ 1,679,763.06	\$ 47,611.66	\$ 37,973.49	\$ -688.78	\$ 1,688,712.45

Report Title	Budget Report - Revenue & Expense
Calendar : 12-2025	Fiscal : 12-2025

GL Account #	GL Account Name	Budget	Month To Date Balance	Year To Date Balance	Encumbered	% Expended/Received	Unexpended/Uncollected
General Revenue							
100-100-4000	AD VALOREM PROPERTY TAX	\$246,119.00	\$0.00	\$237,663.58	\$0.00	96.60%	\$8,455.42
100-100-4010	MOTOR VEHICLE TAX	\$20,990.00	\$0.00	\$24,670.70	\$0.00	117.50%	(\$3,680.70)
100-100-4020	RECREATION TAX	\$372.00	\$0.00	\$481.42	\$0.00	129.40%	(\$109.42)
100-100-4030	16/20 TRUCKS	\$53.00	\$0.00	\$1,773.94	\$0.00	3347.10%	(\$1,720.94)
100-100-4040	DELINQUENT PERSONAL TAX	\$4,500.00	\$0.00	\$13,395.04	\$0.00	297.70%	(\$8,895.04)
100-100-4050	SALES TAX	\$275,000.00	\$33,519.76	\$300,299.14	\$0.00	109.20%	(\$25,299.14)
100-100-4060	LIQUOR TAX	\$12,000.00	\$2,605.27	\$12,617.68	\$0.00	105.10%	(\$617.68)
100-100-4068	IN LIEU OF TAXES	\$6,000.00	\$0.00	\$0.00	\$0.00	0.00%	\$6,000.00
100-100-4090	SPECIAL ASSESSMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
100-100-4100	GRANTS & DONATIONS	\$5,000.00	\$0.00	\$81.00	\$0.00	1.60%	\$4,919.00
100-100-4110	SERVICE FEES	\$2,000.00	\$80.00	\$1,025.00	\$0.00	51.30%	\$975.00
100-100-4120	PERMITS/LICENSES	\$2,000.00	\$100.00	\$2,097.00	\$0.00	104.90%	(\$97.00)
100-100-4130	FRANCHISE FEES	\$60,000.00	\$5,181.36	\$71,932.84	\$0.00	119.90%	(\$11,932.84)
100-100-4370	RESTITUTION	\$200.00	\$0.00	\$0.00	\$0.00	0.00%	\$200.00
100-100-4380	COURT FINES & FEES	\$6,000.00	\$0.00	\$3,036.00	\$0.00	50.60%	\$2,964.00
100-100-4390	RV PARK RENT	\$5,000.00	\$0.00	\$1,953.00	\$0.00	39.10%	\$3,047.00
100-100-4400	SWIMMING POOL RECEIPTS	\$13,000.00	\$0.00	\$13,013.00	\$0.00	100.10%	(\$13.00)
100-100-4410	SWIM POOL - SNACK CONCESS	\$11,000.00	\$0.00	\$13,654.89	\$0.00	124.10%	(\$2,654.89)
100-100-4420	SWIM POOL - POOL PARTIES	\$5,000.00	\$0.00	\$2,825.00	\$0.00	56.50%	\$2,175.00
100-100-4430	SWIMMING POOL - LESSONS	\$7,000.00	\$0.00	\$7,561.00	\$0.00	108.00%	(\$561.00)
100-100-4440	LIFEGUARD/CPR/FIRST AID	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
100-100-4450	SEASON TICKETS	\$10,000.00	\$520.00	\$9,366.00	\$0.00	93.70%	\$634.00
100-100-4500	LANDBANK/PLANNING COMMISS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
100-100-4910	TRANSFERS IN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
100-100-4920	INTEREST INCOME	\$7,500.00	\$1,981.50	\$2,694.25	\$0.00	35.90%	\$4,805.75
100-100-4930	AR/REIMBURSED INCOME	\$6,000.00	\$0.00	\$7,894.55	\$0.00	131.60%	(\$1,894.55)
100-100-4940	MISCELLANEOUS INCOME	\$7,000.00	\$20.25	\$12,301.12	\$0.00	175.70%	(\$5,301.12)
100-100-4950	CARRYOVER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	Total	\$711,734.00	\$44,008.14	\$740,336.15	\$0.00		(\$28,602.15)
Administration							
100-110-4100	GRANTS & DONATIONS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
100-110-5010	WAGES - FULL TIME	\$54,860.00	\$5,488.87	\$43,187.26	\$0.00	78.70%	\$11,672.74
100-110-5020	WAGES - PART TIME/ELECTED	\$3,000.00	\$0.00	\$2,680.00	\$0.00	89.30%	\$320.00
100-110-5030	CONTRACT LABOR	\$14,340.00	\$0.00	\$0.00	\$0.00	0.00%	\$14,340.00
100-110-5040	OVERTIME	\$1,500.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,500.00
100-110-5050	BENEFITS	\$33,000.00	\$932.93	\$13,494.09	\$0.00	40.90%	\$19,505.91
100-110-5100	INSURANCE - GL,WC,PROP	\$20,000.00	\$0.00	\$22,527.00	\$0.00	112.60%	(\$2,527.00)
100-110-5110	TRAINING/CONFERENCES	\$4,500.00	\$683.79	\$1,618.79	\$0.00	36.00%	\$2,881.21
100-110-5120	DUES/MEMBERSHIPS	\$4,000.00	\$330.00	\$1,663.87	\$0.00	41.60%	\$2,336.13
100-110-5130	EQUIPMENT/UNIFORMS	\$1,000.00	\$0.00	\$98.01	\$0.00	9.80%	\$901.99
100-110-5140	UTILITIES AND PHONE	\$3,400.00	\$254.11	\$2,397.02	\$0.00	70.50%	\$1,002.98
100-110-5150	FACILITIES MAINTENANCE	\$5,000.00	\$0.00	\$1,861.75	\$0.00	37.20%	\$3,138.25
100-110-5160	VEHICLE MAINTENANCE/FUEL	\$1,000.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,000.00
100-110-5170	POSTAGE/STATIONARY	\$1,500.00	\$0.00	\$20.84	\$0.00	1.40%	\$1,479.16
100-110-5180	COMMODITIES	\$5,000.00	\$750.42	\$4,901.32	\$0.00	98.00%	\$98.68
100-110-5190	CONTRACTUAL	\$7,500.00	\$7,416.20	\$25,012.38	\$0.00	333.50%	(\$17,512.38)
100-110-5200	GRANTS & DONATIONS	\$4,000.00	\$20.00	\$1,170.00	\$0.00	29.30%	\$2,830.00

100-110-5360	LANDBANK/PLANNING COMM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
100-110-5911	TRANSFER TO EQUIP RESERVE	\$20,000.00	\$20,000.00	\$20,000.00	\$0.00	100.00%	\$0.00
100-110-5912	TRANSFER CAPITAL IMPROVEMENT	\$25,000.00	\$0.00	\$0.00	\$0.00	0.00%	\$25,000.00
100-110-5930	IN LIEU OF TAXES - COUNTY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
100-110-5940	REIMBURSEMENT/MISC	\$100.00	\$0.00	(\$6,217.00)	\$0.00	-6217.00%	\$6,317.00
100-110-5950	CAPITAL OUTLAY/CARRY OVER	\$150,000.00	\$139,363.05	\$149,999.05	\$0.00	100.00%	\$0.95
	Total	\$358,700.00	\$175,239.37	\$284,414.38	\$0.00		\$74,285.62

Police

100-120-4100	GRANTS & DONATIONS	\$0.00	\$0.00	\$80.00	\$0.00	0.00%	(\$80.00)
100-120-4200	OPIOIDS SETTLEMENT	\$0.00	\$0.00	\$1,860.92	\$0.00	0.00%	(\$1,860.92)
100-120-5010	WAGES - FULL TIME	\$145,900.00	\$8,215.60	\$112,994.07	\$0.00	77.40%	\$32,905.93
100-120-5020	WAGES - PART TIME/ELECTED	\$10,000.00	\$2,112.00	\$13,865.29	\$0.00	138.70%	(\$3,865.29)
100-120-5030	CONTRACT LABOR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
100-120-5040	OVERTIME	\$2,500.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,500.00
100-120-5050	BENEFITS	\$42,000.00	\$993.19	\$27,451.37	\$0.00	65.40%	\$14,548.63
100-120-5100	INSURANCE - GL,WC,PROP	\$8,000.00	\$1,500.00	\$9,000.00	\$0.00	112.50%	(\$1,000.00)
100-120-5110	TRAINING/CONFERENCES	\$6,000.00	\$0.00	\$2,973.16	\$0.00	49.60%	\$3,026.84
100-120-5120	DUES/MEMBERSHIPS	\$1,000.00	\$0.00	\$177.00	\$0.00	17.70%	\$823.00
100-120-5130	EQUIPMENT/UNIFORMS	\$2,100.00	\$3,429.00	\$5,499.24	\$0.00	261.90%	(\$3,399.24)
100-120-5140	UTILITIES AND PHONE	\$3,500.00	\$839.50	\$3,705.25	\$0.00	105.90%	(\$205.25)
100-120-5150	FACILITIES MAINTENANCE	\$0.00	\$0.00	\$1,348.09	\$0.00	0.00%	(\$1,348.09)
100-120-5160	VEHICLE MAINTENANCE/FUEL	\$20,000.00	\$1,388.76	\$12,054.94	\$0.00	60.30%	\$7,945.06
100-120-5170	POSTAGE/STATIONARY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
100-120-5180	COMMODITIES	\$3,000.00	\$828.74	\$4,975.33	\$0.00	165.80%	(\$1,975.33)
100-120-5190	CONTRACTUAL	\$8,200.00	\$0.00	\$8,637.82	\$0.00	105.30%	(\$437.82)
100-120-5200	GRANTS & DONATIONS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
100-120-5210	OPIOID EXPENSE	\$0.00	\$0.00	\$1,321.68	\$0.00	0.00%	(\$1,321.68)
100-120-5340	ANIMAL CONTROL	\$1,000.00	\$0.00	\$516.54	\$0.00	51.70%	\$483.46
100-120-5350	JAIL FEES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
100-120-5940	REIMBURSEMENT/MISC	\$0.00	\$0.00	\$20.00	\$0.00	0.00%	(\$20.00)
100-120-5950	CAPITAL OUTLAY/CARRY OVER	\$1,500.00	\$0.00	\$1,137.41	\$0.00	75.80%	\$362.59
	Total	\$254,700.00	\$19,306.79	\$207,618.11	\$0.00		\$47,081.89

Courts

100-130-5010	WAGES - FULL TIME	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
100-130-5020	WAGES - PART TIME/ELECTED	\$0.00	\$0.00	\$3,240.00	\$0.00	0.00%	(\$3,240.00)
100-130-5030	CONTRACT LABOR	\$10,000.00	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00
100-130-5040	OVERTIME	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
100-130-5050	BENEFITS	\$0.00	\$0.00	\$247.86	\$0.00	0.00%	(\$247.86)
100-130-5100	INSURANCE - GL,WC,PROP	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
100-130-5110	TRAINING/CONFERENCES	\$1,000.00	\$0.00	\$65.00	\$0.00	6.50%	\$935.00
100-130-5120	DUES/MEMBERSHIPS	\$100.00	\$0.00	\$0.00	\$0.00	0.00%	\$100.00
100-130-5130	EQUIPMENT/UNIFORMS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
100-130-5140	UTILITIES AND PHONE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
100-130-5150	FACILITIES MAINTENANCE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
100-130-5160	VEHICLE MAINTENANCE/FUEL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
100-130-5170	POSTAGE/STATIONARY	\$300.00	\$0.00	\$0.00	\$0.00	0.00%	\$300.00
100-130-5180	COMMODITIES	\$100.00	\$0.00	\$0.00	\$0.00	0.00%	\$100.00
100-130-5190	CONTRACTUAL	\$1,200.00	\$500.00	\$5,500.00	\$0.00	458.30%	(\$4,300.00)
100-130-5200	GRANTS & DONATIONS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
100-130-5940	REIMBURSEMENT/MISC	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
100-130-5950	CAPITAL OUTLAY/CARRY OVER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00

		Total	\$12,700.00	\$500.00	\$9,052.86	\$0.00		\$3,647.14
Streets								
100-140-4100	GRANTS & DONATIONS	\$0.00	\$0.00	\$695.63	\$0.00	0.00%		(\$695.63)
100-140-5010	WAGES - FULL TIME	\$32,500.00	\$4,732.31	\$35,308.30	\$0.00	108.60%		(\$2,808.30)
100-140-5020	WAGES - PART TIME/ELECTED	\$0.00	\$0.00	\$0.00	\$0.00	0.00%		\$0.00
100-140-5030	CONTRACT LABOR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%		\$0.00
100-140-5040	OVERTIME	\$1,000.00	\$0.00	\$0.00	\$0.00	0.00%		\$1,000.00
100-140-5050	BENEFITS	\$15,000.00	\$805.86	\$9,251.22	\$0.00	61.70%		\$5,748.78
100-140-5100	INSURANCE - GL,WC,PROP	\$4,000.00	\$0.00	\$3,500.00	\$0.00	87.50%		\$500.00
100-140-5110	TRAINING/CONFERENCES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%		\$0.00
100-140-5120	DUES/MEMBERSHIPS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%		\$0.00
100-140-5130	EQUIPMENT/UNIFORMS	\$1,000.00	\$89.95	\$499.53	\$0.00	50.00%		\$500.47
100-140-5140	UTILITIES AND PHONE	\$22,000.00	\$2,168.27	\$18,665.13	\$0.00	84.80%		\$3,334.87
100-140-5150	FACILITIES MAINTENANCE	\$0.00	\$0.00	\$86.76	\$0.00	0.00%		(\$86.76)
100-140-5160	VEHICLE MAINTENANCE/FUEL	\$10,000.00	\$653.12	\$12,447.29	\$0.00	124.50%		(\$2,447.29)
100-140-5170	POSTAGE/STATIONARY	\$100.00	\$0.00	\$0.00	\$0.00	0.00%		\$100.00
100-140-5180	COMMODITIES	\$6,000.00	\$3,018.19	\$10,855.73	\$0.00	180.90%		(\$4,855.73)
100-140-5190	CONTRACTUAL	\$2,000.00	\$0.00	\$5,642.24	\$0.00	282.10%		(\$3,642.24)
100-140-5200	GRANTS & DONATIONS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%		\$0.00
100-140-5940	REIMBURSEMENT/MISC	\$0.00	\$0.00	\$0.00	\$0.00	0.00%		\$0.00
100-140-5950	CAPITAL OUTLAY/CARRY OVER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%		\$0.00
Total		\$93,600.00	\$11,467.70	\$96,951.83	\$0.00			(\$3,351.83)
Parks								
100-150-5010	WAGES - FULL TIME	\$0.00	\$0.00	\$0.00	\$0.00	0.00%		\$0.00
100-150-5020	WAGES - PART TIME/ELECTED	\$9,100.00	\$1,665.00	\$15,575.63	\$0.00	171.20%		(\$6,475.63)
100-150-5040	OVERTIME	\$0.00	\$0.00	\$0.00	\$0.00	0.00%		\$0.00
100-150-5050	BENEFITS	\$1,000.00	\$127.37	\$1,191.57	\$0.00	119.20%		(\$191.57)
100-150-5100	INSURANCE - GL,WC,PROP	\$1,000.00	\$0.00	\$1,000.00	\$0.00	100.00%		\$0.00
100-150-5110	TRAINING/CONFERENCES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%		\$0.00
100-150-5120	DUES/MEMBERSHIPS	\$100.00	\$0.00	\$0.00	\$0.00	0.00%		\$100.00
100-150-5130	EQUIPMENT/UNIFORMS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%		\$0.00
100-150-5140	UTILITIES AND PHONE	\$0.00	\$413.41	\$3,110.90	\$0.00	0.00%		(\$3,110.90)
100-150-5150	FACILITIES MAINTENANCE	\$1,000.00	\$530.85	\$1,028.45	\$0.00	102.80%		(\$28.45)
100-150-5160	VEHICLE MAINTENANCE/FUEL	\$0.00	\$0.00	\$1,336.70	\$0.00	0.00%		(\$1,336.70)
100-150-5170	POSTAGE/STATIONARY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%		\$0.00
100-150-5180	COMMODITIES	\$1,000.00	\$0.00	\$2,037.42	\$0.00	203.70%		(\$1,037.42)
100-150-5190	CONTRACTUAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%		\$0.00
100-150-5200	GRANTS & DONATIONS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%		\$0.00
100-150-5320	RV PARK RENTAL REIMBURSEM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%		\$0.00
100-150-5940	REIMBURSEMENT/MISC	\$0.00	\$0.00	\$0.00	\$0.00	0.00%		\$0.00
100-150-5950	CAPITAL OUTLAY/CARRY OVER	\$4,000.00	\$0.00	\$84.10	\$0.00	2.10%		\$3,915.90
Total		\$17,200.00	\$2,736.63	\$25,364.77	\$0.00			(\$8,164.77)
Pool								
100-160-5010	WAGES - FULL TIME	\$0.00	\$0.00	\$0.00	\$0.00	0.00%		\$0.00
100-160-5020	WAGES - PART TIME/ELECTED	\$54,000.00	\$0.00	\$48,132.94	\$0.00	89.10%		\$5,867.06
100-160-5040	OVERTIME	\$0.00	\$0.00	\$0.00	\$0.00	0.00%		\$0.00
100-160-5050	BENEFITS	\$3,500.00	\$0.00	\$3,681.27	\$0.00	105.20%		(\$181.27)
100-160-5100	INSURANCE - GL,WC,PROP	\$2,000.00	\$0.00	\$2,000.00	\$0.00	100.00%		\$0.00
100-160-5110	TRAINING/CONFERENCES	\$1,000.00	\$0.00	\$2,100.00	\$0.00	210.00%		(\$1,100.00)
100-160-5120	DUES/MEMBERSHIPS	\$200.00	\$0.00	\$0.00	\$0.00	0.00%		\$200.00

100-160-5130	EQUIPMENT/UNIFORMS	\$1,500.00	\$0.00	\$399.99	\$0.00	26.70%	\$1,100.01
100-160-5140	UTILITIES AND PHONE	\$5,000.00	\$126.71	\$3,772.89	\$0.00	75.50%	\$1,227.11
100-160-5150	FACILITIES MAINTENANCE	\$5,000.00	\$0.00	\$4,114.13	\$0.00	82.30%	\$885.87
100-160-5160	VEHICLE MAINTENANCE/FUEL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
100-160-5170	POSTAGE/STATIONARY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
100-160-5180	COMMODITIES	\$1,000.00	\$0.00	\$1,285.15	\$0.00	128.50%	(\$285.15)
100-160-5190	CONTRACTUAL	\$1,500.00	\$0.00	\$4,574.30	\$0.00	305.00%	(\$3,074.30)
100-160-5200	GRANTS & DONATIONS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
100-160-5330	CONCESSIONS	\$5,000.00	\$0.00	\$4,352.65	\$0.00	87.10%	\$647.35
100-160-5940	REIMBURSEMENT/MISC	\$0.00	\$0.00	\$350.00	\$0.00	0.00%	(\$350.00)
100-160-5950	CAPITAL OUTLAY/CARRY OVER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Total		\$79,700.00	\$126.71	\$74,763.32	\$0.00		\$4,936.68

Special Highway

300-140-4062	FUEL TAX	\$31,200.00	\$0.00	\$28,958.02	\$0.00	92.80%	\$2,241.98
300-140-4064	CONNECTING LINKS	\$65,000.00	\$0.00	\$0.00	\$0.00	0.00%	\$65,000.00
300-140-4110	SERVICE FEES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
300-140-4910	TRANSFERS IN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
300-140-4920	INTEREST INCOME	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
300-140-4930	AR/REIMBURSED INCOME	\$0.00	\$0.00	\$1,132.74	\$0.00	0.00%	(\$1,132.74)
300-140-4940	MISCELLANEOUS INCOME	\$0.00	\$0.00	\$525.58	\$0.00	0.00%	(\$525.58)
300-140-4950	CARRYOVER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
300-140-5180	COMMODITIES	\$96,200.00	\$2,798.98	\$22,344.43	\$0.00	23.20%	\$73,855.57
300-140-5190	CONTRACTUAL	\$0.00	\$0.00	\$39,364.73	\$0.00	0.00%	(\$39,364.73)
300-140-5200	GRANTS & DONATIONS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
300-140-5940	REIMBURSEMENT/MISC	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
300-140-5950	CAPITAL OUTLAY/CARRY OVER	\$0.00	\$0.00	\$3,526.20	\$0.00	0.00%	(\$3,526.20)
Total		\$192,400.00	\$2,798.98	\$95,851.70	\$0.00		\$96,548.30

Bond & Interest

500-500-4050	SALES TAX	\$170,000.00	\$33,519.76	\$120,372.58	\$0.00	70.80%	\$49,627.42
500-500-4910	TRANSFERS IN	\$37,000.00	\$37,000.00	\$37,000.00	\$0.00	100.00%	\$0.00
500-500-4920	INTEREST INCOME	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
500-500-4930	AR/REIMBURSED INCOME	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
500-500-4940	MISCELLANEOUS INCOME	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
500-500-4950	CARRYOVER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
500-500-5400	PRINCIPAL PAYMENT	\$130,000.00	\$0.00	\$128,949.36	\$0.00	99.20%	\$1,050.64
500-500-5410	INTEREST PAYMENT	\$52,200.00	\$0.00	\$51,669.42	\$0.00	99.00%	\$530.58
500-500-5940	REIMBURSEMENT/MISC	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
500-500-5950	CAPITAL OUTLAY/CARRY OVER	\$100,000.00	\$0.00	\$0.00	\$0.00	0.00%	\$100,000.00
Total		\$489,200.00	\$70,519.76	\$337,991.36	\$0.00		\$151,208.64

Water Utility

720-720-4100	GRANTS & DONATIONS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
720-720-4110	SERVICE FEES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
720-720-4310	METER SETTING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
720-720-4320	METER CONNECTION	\$0.00	\$0.00	\$6,000.00	\$0.00	0.00%	(\$6,000.00)
720-720-4330	UTILITY RECEIPTS	\$420,000.00	\$38,089.99	\$395,872.49	\$0.00	94.30%	\$24,127.51
720-720-4340	HIGH VOLUME SALES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
720-720-4350	UTILITY PENALTIES	\$0.00	\$0.00	\$266.90	\$0.00	0.00%	(\$266.90)
720-720-4360	UTILITY SALES TAX	\$0.00	\$577.72	\$5,181.29	\$0.00	0.00%	(\$5,181.29)
720-720-4900	PAYMENT PLANS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
720-720-4910	TRANSFERS IN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00

720-720-4920	INTEREST INCOME	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
720-720-4930	AR/REIMBURSED INCOME	\$500.00	\$0.00	\$22.33	\$0.00	4.50%	\$477.67
720-720-4940	MISCELLANEOUS INCOME	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
720-720-4950	CARRYOVER	\$1,400.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,400.00
720-720-5010	WAGES - FULL TIME	\$95,500.00	\$13,581.32	\$102,857.26	\$0.00	107.70%	(\$7,357.26)
720-720-5020	WAGES - PART TIME/ELECTED	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
720-720-5030	CONTRACT LABOR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
720-720-5040	OVERTIME	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
720-720-5050	BENEFITS	\$18,000.00	\$2,311.55	\$21,518.71	\$0.00	119.50%	(\$3,518.71)
720-720-5100	INSURANCE - GL,WC,PROP	\$24,000.00	\$0.00	\$21,548.00	\$0.00	89.80%	\$2,452.00
720-720-5110	TRAINING/CONFERENCES	\$2,500.00	\$0.00	\$560.00	\$0.00	22.40%	\$1,940.00
720-720-5120	DUES/MEMBERSHIPS	\$1,500.00	\$0.00	\$457.50	\$0.00	30.50%	\$1,042.50
720-720-5125	CC FEES	\$0.00	\$0.00	\$577.40	\$0.00	0.00%	(\$577.40)
720-720-5130	EQUIPMENT/UNIFORMS	\$2,000.00	\$89.95	\$1,422.13	\$0.00	71.10%	\$577.87
720-720-5140	UTILITIES AND PHONE	\$22,000.00	\$2,498.14	\$21,141.02	\$0.00	96.10%	\$858.98
720-720-5150	FACILITIES MAINTENANCE	\$45,000.00	\$1,519.88	\$28,470.85	\$0.00	63.30%	\$16,529.15
720-720-5160	VEHICLE MAINTENANCE/FUEL	\$10,000.00	\$763.61	\$10,195.16	\$0.00	102.00%	(\$195.16)
720-720-5170	POSTAGE/STATIONARY	\$3,000.00	\$1,064.46	\$2,652.07	\$0.00	88.40%	\$347.93
720-720-5180	COMMODITIES	\$26,000.00	\$8,788.38	\$27,157.17	\$0.00	104.50%	(\$1,157.17)
720-720-5190	CONTRACTUAL	\$15,000.00	\$12,204.69	\$47,965.70	\$0.00	319.80%	(\$32,965.70)
720-720-5200	GRANTS & DONATIONS	\$500.00	\$0.00	\$0.00	\$0.00	0.00%	\$500.00
720-720-5300	UTILITY COSTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
720-720-5310	HIGH VOLUME SALES	\$2,000.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,000.00
720-720-5360	UTILITY SALES TAX	\$5,000.00	\$0.00	\$719.68	\$0.00	14.40%	\$4,280.32
720-720-5370	UTILITIES SALES TAX	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
720-720-5900	PAYMENT PLANS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
720-720-5910	TRANSFER TO GENERAL	\$10,000.00	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00
720-720-5911	TRANSFER TO EQUIP RESERVE	\$55,000.00	\$50,000.00	\$50,000.00	\$0.00	90.90%	\$5,000.00
720-720-5912	TRANSFER TO FUND RESERVE	\$50,000.00	\$45,000.00	\$45,000.00	\$0.00	90.00%	\$5,000.00
720-720-5940	REIMBURSEMENT/MISC	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
720-720-5950	CAPITAL OUTLAY/CARRY OVER	\$66,500.00	\$0.00	\$21,416.13	\$0.00	32.20%	\$45,083.87
Total		\$875,400.00	\$176,489.69	\$811,001.79	\$0.00		\$64,398.21

Sewer Utility

730-730-4000	FEDERAL AID	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
730-730-4100	GRANTS & DONATIONS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
730-730-4110	SERVICE FEES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
730-730-4310	METER SETTING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
730-730-4320	METER CONNECTION	\$0.00	\$0.00	\$2,000.00	\$0.00	0.00%	(\$2,000.00)
730-730-4330	UTILITY RECEIPTS	\$415,000.00	\$21,846.02	\$277,484.14	\$0.00	66.90%	\$137,515.86
730-730-4340	HIGH VOLUME SALES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
730-730-4350	UTILITY PENALTIES	\$0.00	\$0.00	\$267.51	\$0.00	0.00%	(\$267.51)
730-730-4360	UTILITY SALES TAX	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
730-730-4900	PAYMENT PLANS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
730-730-4910	TRANSFERS IN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
730-730-4920	INTEREST INCOME	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
730-730-4930	AR/REIMBURSED INCOME	\$500.00	\$0.00	\$0.00	\$0.00	0.00%	\$500.00
730-730-4940	MISCELLANEOUS INCOME	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
730-730-4950	CARRYOVER	\$10,000.00	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00
730-730-5010	WAGES - FULL TIME	\$95,500.00	\$13,581.34	\$102,857.02	\$0.00	107.70%	(\$7,357.02)
730-730-5020	WAGES - PART TIME/ELECTED	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
730-730-5030	CONTRACT LABOR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
730-730-5040	OVERTIME	\$5,000.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00

730-730-5050	BENEFITS	\$15,000.00	\$2,311.28	\$21,289.56	\$0.00	141.90%	(\$6,289.56)
730-730-5100	INSURANCE - GL,WC,PROP	\$15,000.00	\$0.00	\$14,549.00	\$0.00	97.00%	\$451.00
730-730-5110	TRAINING/CONFERENCES	\$2,500.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,500.00
730-730-5120	DUES/MEMBERSHIPS	\$1,500.00	\$0.00	\$642.50	\$0.00	42.80%	\$857.50
730-730-5130	EQUIPMENT/UNIFORMS	\$2,000.00	\$599.74	\$947.39	\$0.00	47.40%	\$1,052.61
730-730-5140	UTILITIES AND PHONE	\$3,000.00	\$635.19	\$6,133.02	\$0.00	204.40%	(\$3,133.02)
730-730-5150	FACILITIES MAINTENANCE	\$15,000.00	\$1,095.24	\$14,288.08	\$0.00	95.30%	\$711.92
730-730-5160	VEHICLE MAINTENANCE/FUEL	\$0.00	\$387.16	\$6,835.76	\$0.00	0.00%	(\$6,835.76)
730-730-5170	POSTAGE/STATIONARY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
730-730-5180	COMMODITIES	\$5,000.00	\$759.33	\$8,013.40	\$0.00	160.30%	(\$3,013.40)
730-730-5190	CONTRACTUAL	\$5,000.00	\$5,023.85	\$11,070.63	\$0.00	221.40%	(\$6,070.63)
730-730-5200	GRANTS & DONATIONS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
730-730-5201	SEWER PROJECT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
730-730-5300	UTILITY COSTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
730-730-5310	HIGH VOLUME SALES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
730-730-5370	UTILITIES SALES TAX	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
730-730-5430	KDHE INTEREST	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
730-730-54300	KDHE INTEREST	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
730-730-5435	KDHE SERVICE FEE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
730-730-5900	PAYMENT PLANS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
730-730-5910	TRANSFER TO GENERAL	\$10,000.00	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00
730-730-5911	TRANSFER TO EQUIP RESERVE	\$55,000.00	\$0.00	\$0.00	\$0.00	0.00%	\$55,000.00
730-730-5912	TRANSFER TO FUND RESERVE	\$50,000.00	\$50,000.00	\$50,000.00	\$0.00	100.00%	\$0.00
730-730-5913	TRANSFER TO BOND & INT	\$35,000.00	\$37,000.00	\$37,000.00	\$0.00	105.70%	(\$2,000.00)
730-730-5940	REIMBURSEMENT/MISC	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
730-730-5950	CAPITAL OUTLAY/CARRY OVER	\$139,000.00	\$38,254.66	\$51,154.66	\$0.00	36.80%	\$87,845.34
	Total	\$879,000.00	\$171,493.81	\$604,532.67	\$0.00		\$274,467.33

Solid Waste (Trash)

740-740-4100	GRANTS & DONATIONS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
740-740-4110	SERVICE FEES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
740-740-4310	METER SETTING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
740-740-4320	METER CONNECTION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
740-740-4330	UTILITY RECEIPTS	\$227,000.00	\$12,997.68	\$156,736.63	\$0.00	69.00%	\$70,263.37
740-740-4340	HIGH VOLUME SALES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
740-740-4350	UTILITY PENALTIES	\$0.00	\$0.00	\$193.40	\$0.00	0.00%	(\$193.40)
740-740-4360	UTILITY SALES TAX	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
740-740-4900	PAYMENT PLANS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
740-740-4910	TRANSFERS IN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
740-740-4920	INTEREST INCOME	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
740-740-4930	AR/REIMBURSED INCOME	\$1,000.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,000.00
740-740-4940	MISCELLANEOUS INCOME	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
740-740-4950	CARRYOVER	\$67,000.00	\$0.00	\$0.00	\$0.00	0.00%	\$67,000.00
740-740-5180	COMMODITIES	\$500.00	\$0.00	\$0.00	\$0.00	0.00%	\$500.00
740-740-5190	CONTRACTUAL	\$170,000.00	\$498.00	\$118,410.73	\$0.00	69.70%	\$51,589.27
740-740-5940	REIMBURSEMENT/MISC	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
740-740-5950	CAPITAL OUTLAY/CARRY OVER	\$75,000.00	\$0.00	\$0.00	\$0.00	0.00%	\$75,000.00
	Total	\$540,500.00	\$13,495.68	\$275,340.76	\$0.00		\$265,159.24



City of **VALLEY FALLS**

Incorporated May 17, 1854

PROCUREMENT POLICY

Effective Date: January 21, 2026

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

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

Section 1. General Guidelines

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

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

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

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

All purchases are to be based upon need.

Section 2: Code of Ethics

General Ethical Standards for Employees: The City of Valley Falls will not tolerate any attempt to realize personal gain through City employment by conduct inconsistent with the proper discharge of the employee's duties. In order to fulfill this general prescribed standard, employees must follow the ethical requirements set forth in the City's adopted purchasing procedures. Any attempt to realize personal gain through public employment is a breach of public trust and ground for disciplinary action including termination.

General Ethical Standards for Non-Employees and Elected Officials: Any efforts to influence any City employees to breach the standards of ethical conduct set forth in this policy or the City's adopted purchasing procedures is also a breach of ethical standards.

No officer or employee of the City shall transact any business in his/her official capacity with any business entity of which he/she is an owner, officer, agent or member or in which he/she owns a substantial interest; nor shall he/she make any personal investments in any enterprise that will create a substantial conflict between his/her private interest and the public interest.

No officer or employee of the City shall enter into any material private business transaction with any person or entity that has a matter pending to be acted upon which the officer or employee is or will be called upon to render a decision or pass judgment. If any officer or employee already is engaged in the business transaction at the time a matter arises, he/she shall abstain from discussion and be disqualified from rendering any decision or passing any judgment upon the same.

It shall be a breach of ethical standards for any employee or public official to knowingly use confidential information for personal gain, or to convey information to others for their personal gain.

Employees will be guided in interpretation by the distinction between a gift, gratuity or favor given or received that has significant monetary value and is offered or accepted in expectation of preferential treatment, and an expression of courtesy. Examples of acceptable courtesies, include: a meal or social event, exchanges of floral offerings or gifts of food to commemorate events such as illness, death, birth, holidays or promotions; a sample or promotional gift of nominal value of \$25.00 (twenty-five) dollars or less.

The following purchases cannot be made from City funds:

1. The purchase of any illegal substance or services.
2. Gambling-related purchases.
3. Purchases made for personal benefit with no value to the City.

This Code of Ethics is reinforced through the City's Personnel Handbook.

Section 3: Local Business Preference

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

Purchasing goods and services from local vendors is desired because it stimulates the local economy and recognizes that our local vendors are valued members of our community. Minor purchases up to \$500 shall be made from established vendors in the Valley Falls or Jefferson County area whenever possible if no loss in price or quality would result from buying local.

A local preference will be given to vendors who are located within the Valley Falls or Jefferson County area for other major purchases. Local vendors will be awarded the bid if their quote or bid is within 1%, of the low bid, with a maximum bid difference of \$2,500. When bidding multiple items/ projects of the same spec the local preference will be given on a per item/project basis.

Section 4: City Council

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

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

Section 5: City Administrator

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

Section 6: Department Heads

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

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

Section 7: Employees

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

Section 8: Methods of Purchasing

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

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

B. Competitive Pricing (written quotes): This method is utilized when review by the City Staff and/or Governing Body is warranted due to cost of good or service or type of product. This method is generally used for specialty products for which few vendors exist. This method may also be used for purchase of goods and services costing less than \$25,000. Every attempt possible should be made to obtain three (3) quotes for the purchase.

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

D. Competitive Sealed Bids: This method is used for the purchase of major equipment or professional services estimated at \$25,000 or more. This method is also used when such factors as scheduling requirements, beginning time, delivery time, total cost, warranty and other factors need to be evaluated. The process is initiated by giving the bid advertisement to the City Administrator. A notice will be published at least once in the City's official newspaper. Staff or the design professional hired by the City is responsible to distribute the bid documents. At least two City staff must be present during the bid opening, which must be advertised and open to the public. The Department Head will bring results of the bid process, along with their recommendation, to a City Council meeting for Council action. The Council reserves the right to accept or reject any and/or all bids. This method is also used when required by State or Federal grant programs.

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

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

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

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

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

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

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

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

Section 9: Grant Procurement Procedures

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

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

CDBG funds are used to pay for any of the services being procured, then the RFP or RFQ is published in newspapers with general circulation in counties where consultants are located. If no CDBG funds are used, then, the requests are simply mailed or provided directly to three or more engineering firms in the region.

- a. In both RFP and RFQ, the services to be procured are clearly defined, as are the factors to be used in

evaluation and selection.

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

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

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

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

Section 10: Emergency Purchases

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

Section 11: Purchase Cards

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

Section 12: Charge Accounts

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

Section 13: Regular Monthly Bills

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

Section 14: Sales Tax Exemption

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

Section 15: Surplus Property

In the event the City has equipment, supplies, or materials that have become surplus, or are being replaced, the City Administrator may authorize the sale or disposal of such goods, provided the value of each item is under \$10,000. In the event that an item is valued at \$10,000 or higher, prior approval of the City Council shall be obtained. Disposal of surplus goods may be as follows:

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

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

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

Section 16: Approved Project Documents and Change Orders

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

Section 17: Summary

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



City of
VALLEY FALLS

Incorporated May 17, 1869

RESOLUTION 2026 - _____

A RESOLUTION REQUESTING A WAIVER FROM CONFORMANCE TO CERTAIN PROVISIONS OF GENERALLY ACCEPTED ACCOUNTING PRINCIPLES.

WHEREAS, the governing body of the City of Valley Falls, did on this 21st day of January, 2026, find that both General Fixed Asset Accounting and the preparation of financial statements and financial reports for the year ended December 31, 2026, in accordance with the provisions provided by K.S.A. Supp. 75-1120a(c)(1) are not relevant to the requirements of the cash basis and budget laws of Kansas and is of no significant value to the governing body or members of the general public of Valley Falls.

NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF VALLEY FALLS, KANSAS in a regular meeting assembled this 21st day of January, 2026 that the governing body of the City of Valley Falls, Kansas waives the requirements of K.S.A. 75-1120a(c)(1) as they apply to the City of Valley Falls, Kansas for the year end December 31, 2026.

ADOPTED THIS 21st of January, 2026.

Dawn Kennedy,
Mayor

ATTEST:

Destiny Schrick
City Clerk

Charter Ordinance No. 2026-_____

A CHARTER ORDINANCE EXEMPTING THE CITY OF VALLEY FALLS, KANSAS, FROM THE PROVISIONS OF K.S.A. 12-1651, RELATING TO THE DESIGNATION OF AN OFFICIAL CITY NEWSPAPER, AND PROVIDING SUBSTITUTE AND ADDITIONAL PROVISIONS ON THE SAME SUBJECT.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF VALLEY FALLS, KANSAS:

Section 1. Exemption. The City of Valley Falls, Kansas, by the power vested in it by Article 12, Section 5 of the Kansas Constitution, hereby elects to exempt itself from and make inapplicable to it the provisions of K.S.A. 12-1651, which apply to this city but are not uniformly applicable to all cities.

Section 2. Designation of Official City Newspaper. The Governing Body shall designate the official city website as the official city newspaper for the publication of ordinances, resolutions, notices, and other official city business.

Section 3. Procedures for Electronic Publication. The Governing Body shall establish procedures to ensure clear and consistent public access to all legal notices published on the official city website.

Section 4. Effective Date. This Charter Ordinance shall be published once each week for two consecutive weeks in the official city newspaper and shall take effect sixty-one (61) days after the final publication unless a sufficient petition for a referendum is filed, requiring a referendum to be held on the ordinance as provided in Article 12, Section 5, Subsection (c)(3) of the Kansas Constitution.

ADOPTED by the Governing Body of the City of Valley Falls, Kansas, this 21st day of January, 2026.

Mayor

Attest, City Clerk:

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;