



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

April 16, 2025, 6:30 PM

Regular Meeting

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL - City Council and Staff

PUBLIC COMMENTS & GUESTS:

*Public Comment Policy*

CONSENT AGENDA:

1. Minutes - Regular Meeting of April 2, 2025
2. Administrator Report
3. Public Works Report
4. Police Department Report
5. Pool Report
6. Invoices & Reports
7. City Water Resources Update - NPL installed the new line. Heinen PHE is completing connections.
8. Walking Trail - Clean-up Day was April 12<sup>th</sup>. Thank you to the people who volunteered to help.

BUSINESS ITEMS:

1. Kansas Mainstreet Presentation
2. Motorcycle Awareness Proclamation
3. Sewer Pump Replacement - Mid America Pump Quote
4. City Lake - Ordinance Approval
5. Sunset Haven RFP opening
6. Housing Authority Board Member Resignation - Pat Sieve

REPORTS:

Mayor

Fire District

City Council Comments/ Feedback/ Ideas

ANNOUNCEMENTS/ COMMUNICATIONS:

1. City Offices Closed - Good Friday, April 18<sup>th</sup>, 2025
2. Easter Egg Hunt - April 19<sup>th</sup>, 3:00 PM City Park
3. Job Fair - Kansas Works - April 23<sup>rd</sup>, 2025, 10:00 AM - 3:30 PM Kendall Hall.
4. USD 338 Health & Wellness Fair April 23, 2025, 6:00 PM.
5. City Wide Garage Sales - May 2 & 3, 2025.
6. City-Wide Cleanup - May 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, 2025.

EXECUTIVE SESSION

ADJOURNMENT



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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.



# City of Valley Falls

Established 1854

## CITY OF VALLEY FALLS

April 2nd 2025

### Meeting Minutes

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

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

**Staff members present:** Carolyn Clark (Chief of Police), Wes Lanter (City Admin), Destiny Schrick (city clerk), Andrew Werring (City Attorney), William McCoy (Public Works)

**Guest present:** Rebecca Heinen, Carrie Belveal, Brian Slaton, Dianne Heinen, Dee Heinen, John Hamon, Scott Heinen

#### **Consent Agenda**

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

#### **Business Items**

Officer Cody Spire sworn in

School zone discussion-Tabled

Resolution 3-2025 Brett Dallman made the motion, seconded by Kevin Loy 5-0 pass

Nels Peterson resignation from the Code Enforcement Committee Kevin Loy made the motion, seconded by Dennis Tichenor 5-0 pass

Code Enforcement 1208 Oak St and 200 Broadway St move cases to Andrew Werring Dennis Tichenor made the motion, seconded by Kevin Loy 5-0 pass

#### **Executive Session**

Dennis Tichenor made the motion, seconded by Brett Dallman 5-0 pass. Open session will resume at 7:16pm

Open session resumed at 7:16pm no action taken

#### **Executive Session**

Property-Acquisition Jason Heinen made the motion, seconded by Brett Dallman 5-0 pass. Open session will resume at 7:27pm

Open Session resumed at 7:27pm no action taken

#### **Adjournment**

Jason Heinen made the motion, seconded by Kevin Loy 5-0 pass. Meeting ended at 7:30pm

APPROVED: \_\_\_\_\_  
Jeanette Shipley, Mayor

Attest: \_\_\_\_\_  
Destiny Schrick, City Clerk



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# *City of* VALLEY FALLS

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*Incorporated May 17, 1854*

## **City Administrator Report City Council April 16, 2025**

### **Daily Operations:**

- Assist Citizens with service payments & questions.
- Citizen Notification System—Hopefully, the setup will be completed soon. We will post information on the City website and social media on how to sign up for the Everbridge system if you haven't already.
- Working on grant documentation for grants currently in progress.
  - a. ARPA – The 2024 annual report has been filed.
  - b. SS4A— Close-out process.
- KDOT innovative grant (radar signs)—Equipment is in the process of being installed. The moveable set has been installed on Fraizer Street, south of K16.
- Working on year-end procedures and the close-out process for 2024 financials.
  - a. I will start submitting Audit Documentation once 2024 is closed out. This has been delayed due to the gWorks transition.
- gWorks—We went live on the gWorks hub on January 23rd. However, we are still working through some issues with the system, which are common occurrences when transitioning to a new system.
  - a. I am still working on the 2024 Financials so that I can begin submitting audit documentation.
- Sewer Phase 2—The Survey has been completed; we await the results.
- Attended the VFHA monthly meeting and reviewed the presented bylaws with the board. They plan to adopt them at their next meeting.
- Sunset Haven RFP deadline was April 14<sup>th</sup>. They will be opened at the meeting on the 16<sup>th</sup> of April
- Art Council Meeting 6:30 pm 4/28/2025
- Spring Line—NPL out of Topeka completed the bore under the Delaware River. Heinen PHE will connect the new line to the spring line.
- Walking Trail Work Day—We had 12 volunteers on the work day. We have completed a lot but still have more work to do.
- I'm meeting with PEC on the SS4A Grant Opportunities. During this meeting, we will also look at Oak and Francis Streets and the K16 and Oak Cross Walk.
- Meeting on Monday, April 21<sup>st</sup> to learn possibilities of a Historical District and using tax credits to improve facades in the downtown district.

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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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*City of*  
**VALLEY FALLS**

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*Incorporated May 17, 1869*

**Public Works Report**  
**April 16, 2025**

**Water:**

- Coordination is ongoing with PHE to restore the water connection on the city lake line.

**Sewers**

- No activity to report during this period.

**Streets:**

- Street sweeping operations continue, with Bill conducting regular cleaning and clearing of storm drains.
- Two new stop signs have been installed at the intersections of 8th & Elm and 8th & Oak.
- The mobile speed limit sign has been assembled and placed on Frazier Street to assist with traffic calming efforts.

**Other Activities:**

- Repairs to the tractor hood have been completed.
- New glass has been installed on the backhoe.
- The trailer designated for lawnmower transport has been prepped and painted.
- The Chamber of Commerce sign has been reinstalled at the intersection of K16 and Maple.
- An oak tree, generously donated to the city, has been planted in the park.
- Park restrooms have been cleaned and reopened in preparation for the upcoming Easter Egg Hunt.
- A dead tree located at the intersection of 6th and Walnut has been removed.
- The leaf spring issue on the city dump truck has been resolved.



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**Police Department Report**  
**April 16, 2025**

- Carrie is attending the Kansas Police Chiefs Conference in Mulvane on April 14<sup>th</sup> – 18<sup>th</sup>.
- Cody Spire attends the Kansas Narcotics Association Training in Wichita on April 14<sup>th</sup> – 18<sup>th</sup>.



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**Pool Report**  
**April 16, 2025**

- The Pool floor has been repainted.
- Public Works is reconditioning the diving board.
- Lori has been interviewing for assistant manager, lifeguards & concession stand employees.
- Lifeguard training is April 12<sup>th</sup>, 13<sup>th</sup>, 18<sup>th</sup> and 19<sup>th</sup>.
- The Swimming Lesson sign-up is open.
- The pool will need to be filled starting May 1<sup>st</sup>.
- The Chemical Control Box needs to be checked to make sure it works correctly.



# City of Valley Falls

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COUNCIL MEETING DATE: April 16, 2025

INVOICES IN THE TOTAL AMOUNT OF: \$30,610.59

APPROVED:

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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:

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City Administrator

Subscribed and sworn to before me this \_\_\_\_\_ day of April 2025

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City Clerk



# Claims Report

Period: 04/03/2025 To 04/16/2025

Vendor Name	References	Invoice Amount	Transaction #	Date
WATER UTILITY - 720				
WATER - 720				
STOREY KENWORTHY	Postcard utility bills	\$ 626.05	24255	04/13/2025
VALLEY TRUCK & TRAILER	Hydraulic Fluid	\$ 138.15	24251	04/13/2025
SOUTHERN BREEZE REPAIR	Dumptruck	\$ 2,644.43	24256	04/13/2025
FOLEY CAT EQUIPMENT	Glass Replacement	\$ 320.34	24265	04/13/2025
TURNER DESIGNS	Add logo to PW shirts	\$ 16.67	24253	04/13/2025
HAWKINS	Chlorine x7	\$ 70.00	24263	04/13/2025
USA BlueBook	Lamp Replacement Kit	\$ 379.51	24252	04/13/2025
HAWKINS	water plant	\$ 4,367.53	24263	04/13/2025
ESRI	ESRI	\$ 675.00	24266	04/13/2025
QUADIENT	Postage	\$ 52.97	24257	04/13/2025
Department Total - WATER		\$ 9,290.65		
LIABILITIES - 050				
AFLAC CAFETERIA	Payroll Run	\$ 55.34		04/07/2025
KPERS457	Payroll Run	\$ 20.00		04/07/2025
KPERS	Payroll Run	\$ 605.00		04/07/2025
KSDOR PAYROLL	Payroll Run	\$ 105.79		04/07/2025
EFTPS	Payroll Run	\$ 572.18		04/07/2025
EFTPS	Payroll Run	\$ 202.68		04/07/2025
Department Total - LIABILITIES		\$ 1,560.99		
Fund Total - WATER UTILITY		\$ 10,851.64		
WATER RESERVE - 721				
WATER - 720				
WERRING LAW LLC	Water Access-City Lake	\$ 3,438.00	24250	04/13/2025
THE VINDICATOR	Resolution 2025-3	\$ 116.00	24254	04/13/2025
Department Total - WATER		\$ 3,554.00		

Fund Total - WATER RESERVE		\$ 3,554.00			
GENERAL FUND - 100					
COURT - 130					
WERRING LAW LLC	City Services	\$ 500.00	24250	04/13/2025	
LEAGUE MUNICIPALITIES	CAAK spring CLE	\$ 65.00	24259	04/13/2025	
Department Total - COURT		\$ 565.00			
ADMINISTRATION - 110					
WERRING LAW LLC	City Services	\$ 1,000.00	24250	04/13/2025	
CENTENARIAN CLUB	Easter Egg Hunt Donation	\$ 150.00	24267	04/13/2025	
Office of Accounts and Reports	2025 Budget Workshop	\$ 75.00	24258	04/13/2025	
HARRIS REAL ESTATE & AUCTION	6x10 utility trailer	\$ 884.00	24264	04/13/2025	
Department Total - ADMINISTRATION		\$ 2,109.00			
STREET - 140					
TURNER DESIGNS	Add logo to PW shirts	\$ 16.66	24253	04/13/2025	
HEINEN REPAIR SERVICE, Inc	Chainsaw	\$ 600.54	24261	04/13/2025	
SOUTHERN BREEZE REPAIR	Dumptruck	\$ 2,644.43	24256	04/13/2025	
HEINEN MACHINE SHOP INC	8 pcs metal, metal for bed	\$ 1,060.00	24262	04/13/2025	
K4 AG & SERVICE LLC	Bobcat tire	\$ 86.47	24260	04/13/2025	
Department Total - STREET		\$ 4,408.10			
LIABILITIES - 050					
AFLAC CAFETERIA	Payroll Run	\$ 91.52		04/07/2025	
KPERS457	Payroll Run	\$ 235.00		04/07/2025	
KPERS	Payroll Run	\$ 1,340.65		04/07/2025	
EFTPS	Payroll Run	\$ 64.26		04/07/2025	
EFTPS	Payroll Run	\$ 1,432.52		04/07/2025	
KSDOR PAYROLL	Payroll Run	\$ 191.40		04/07/2025	
EFTPS	Payroll Run	\$ 411.93		04/07/2025	
Department Total - LIABILITIES		\$ 3,767.28			
Fund Total - GENERAL FUND		\$ 10,849.38			

SEWER UTILITY - 730					
SEWER - 730					
VALLEY TRUCK & TRAILER	Hydraulic Fluid	\$ 138.15	24251	04/13/2025	
SOUTHERN BREEZE REPAIR	Dumptruck	\$ 2,644.43	24256	04/13/2025	
FOLEY CAT EQUIPMENT	Glass Replacement	\$ 320.34	24265	04/13/2025	
TURNER DESIGNS	Add logo to PW shirts	\$ 16.67	24253	04/13/2025	
ESRI	ESRI	\$ 675.00	24266	04/13/2025	
Department Total - SEWER		\$ 3,794.59			
LIABILITIES - 050					
AFLAC CAFETERIA	Payroll Run	\$ 55.34	04/07/2025		
KPERS457	Payroll Run	\$ 20.00	04/07/2025		
KPERS	Payroll Run	\$ 604.98	04/07/2025		
KSDOR PAYROLL	Payroll Run	\$ 105.79	04/07/2025		
EFTPS	Payroll Run	\$ 572.18	04/07/2025		
EFTPS	Payroll Run	\$ 202.69	04/07/2025		
Department Total - LIABILITIES		\$ 1,560.98			
Fund Total - SEWER UTILITY		\$ 5,355.57			
Report Total		\$ 30,610.59			

# MOTORCYCLE AWARENESS PROCLAMATION

BY THE MAYOR OF VALLEY FALLS

Whereas, motorcycle riding has become a popular form of transportation and recreation for a vast and growing number of people in the state of Kansas; and

Whereas, there is a growing need to promote safety for motorcyclists and cooperation among drivers of all motor vehicles on the road; and

Whereas it is especially important that drivers be aware of motorcycles and give them our space and respect on our streets and highways; and

Whereas, during the month of May, all streets and highway users should unite in the safety of motorcyclists, striving to share the roadways in the state of Kansas.

Now Therefore I Jeanette Shipley,

Mayor of Valley Falls do hereby proclaim **MAY, 2025** as

**MOTORCYCLE AWARENESS MONTH.**

In the City of Valley Falls, Kansas

I urge all citizens to join in this observation.

Signed at the City Office of Valley Falls

On this date April 16, 2025

By \_\_\_\_\_

Jeanette Shipley, MAYOR

Attest: \_\_\_\_\_

Destiny Schrick, City Clerk

Seal



5600 Inland Drive  
Kansas City, Kansas 66106  
Phone 913-287-3900  
Fax 913-287-6641

## REPAIR PROPOSAL

SKP: **8413**

Customer PO #:

Prepared By #:

Date:

Brad Saul

3/26/2025

Repair Estimate:

\$25,056.75

Replacement Price:

Estimated Delivery:

### Customer Information

#### Bill To:

#### Contact Info:

#### Ship To:

Company Name: City of Valley Falls, KS

Address: 417 Broadway Street

City: Valley Falls

State/Zip Code: Kansas 66088-

First Name: Bill

Last Name: McCoy

Phone: (785) 640-3247

Fax:

Company:

Address:

City:

State/Zip Code:

### Description of Problem

This is for retro-fitting the existing Flowserve pump station in Valley Falls KS to Wilo dry pit pumps. This is for converting one (1) pump only.

### Repair Description

Repair proposal to include:

1ea - Wilo FA10.51E with Motor FK17.1-4/BK-Ex; 230V 3 phase; 300GPM @ 23' TDH

1ea - Suction elbow, pedestal type

1ea - Adder for 15M, standard 12M is not long enough

1ea - Combo moisture/thermal relay

1ea - Spacer flange 3.25" thick for the discharge, will mount onto the discharge face of the pump

1ea - 6" MJ with mega X flange adaptor

1ea - fabricated SS pipe stand - to go under the discharge elbow that currently has a 24" long piece of black iron pipe that will eventually corrode under it.

2ea - 6" SS bolt packs with FFG

2ea - 4" SS bolt packs with FFG

8ea - 5/8" SS all thread to install spacer flange with

1ea - Lot of wood, concrete, and SS anchors/all-thread to set Suction elbow with

Labor to close the existing suction and discharge isolation valves; remove (1) old pump and suction elbow; install the new Wilo suction elbow, build a form and grout under the elbow (Existing concrete pad under the elbow will be reused); install the new Wilo pump; remove the existing 4X6 reducer, check valve, isolation valve, and discharge elbow (these will be reused) and cut the vertical 6" pipe to length; install the new MJ X flange adaptor; install the spacer flange, and put the existing 4X6 reducer, check valve, isolation valve, and discharge elbow back in place; install the new SS pipe support under the discharge elbow. Install bleed off pipe and valve onto the discharge of the pump, so pump can be primed. Install the new moisture/thermal relay into the control panel and wire it up; run the power and sensor cables up the control panel and wire them up; set rotation of the pump; perform start up and testing of the pump.

\*\*Lead time on the pump is 6 weeks\*\*

\*\*Does NOT INCLUDE FREIGHT or anything else not listed above, please see terms and conditions\*\*

### Pump Information

Pump Make: Wilo

Model: FA10.51E

Style: Dry pit submersible

Pump RPM:

Motor RPM: 1800

☒ Seal

☐ Packing

Serial No:

HP: 6.2

Voltage: 230

Coupling:

### Application Information

Pumpage:

Head:

Flow:

Temp:

Viscosity:

Specific Gravity:

☐ Hazardous

☐ Rotation Left

☐ MSDS

☐ Rotation Right

## Terms and Conditions

1 Freight Charges Not Included

2 Taxes Not Included

3 Expedite Fees Not Included

4 Payment Terms - Net 30

5 Warranty Period - 90 Days

6 Proposal Valid for 30 Days

7 Teardown/Inspection/Field Service Hours/MLS

will be charged if Equipment is Not Repaired or

Replaced through Mid-America Pump

## 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;