



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.

July 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 July 2, 2025
2. Administrator Report
3. Public Works Report
4. Police Department Report
5. Pool Report
6. Valley Falls Housing Authority Minutes
7. Invoices & Financials
8. Walking Trail -No Update

BUSINESS ITEMS:

1. Notice to County to Exceed RNR Resolution
2. KORA Policy Approval
3. CDBG Grant Contract
4. Valley Falls Housing Authority Member Appointment
5. 2025 GAP Waiver Resolution
6. Code Enforcement Update

REPORTS:

Mayor

Fire District

City Council Comments/ Feedback/ Ideas

ANNOUNCEMENTS/ COMMUNICATIONS:

- Jefferson County Fair - July 28th - 31st
- Grasshopper Falls Day - September 20th

EXECUTIVE SESSION

- Non-elected personnel, K.S.A 75-4319 (b) (1)
- Attorney Client, Property Acquisition K.S.A. 75-4319 (b) (6)

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

July 2nd 2025

Meeting Minutes

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

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

Staff members present: Wes Lanter (City Admin), Destiny Schrick (city clerk), Carrie Clark (Police Chief)

Guest present: Jerry Heinen, Diane Heinen, Scott Heinen

Public Comment: Diane-question about switching business owner on code enforcement committee, Jerry-clarification on executive sessions

Consent Agenda

Kevin Loy made the motion, seconded by Dennis Tichenor 4-0 pass

Business Items

Grasshopper Falls Permit Approval and waive application fee Jason Heinen made the motion, seconded by Kevin Loy 4-0 pass

Ridin' with Rob Permit Approval and waive application fee Kevin Loy made the motion, seconded by Dennis Tichenor 4-0 pass

4th of July free swim Dennis Tichenor made the motion, seconded by Kevin Loy 4-0 pass

Executive Session

Non-Elected Personnel

Kevin Loy made the motion, seconded by Dennis Tichenor 4-0 pass. Open session will resume at 7:03pm. Open session resumed at 7:03pm Kevin Loy made the motion to extend 10 minutes, seconded by Dennis Tichenor. Open session will resume at 7:13pm. Open session resumed at 7:13pm no action taken

Adjournment

Kevin Loy made the motion, seconded by Bret Frakes 4-0 pass. Meeting ended at 7:15pm

APPROVED: _____
Jeanette Shipley, Mayor

Attest: _____
Destiny Schrick, City Clerk



City of VALLEY FALLS

Incorporated May 17, 1854

City Administrator Report City Council July 16, 2025

Daily Operations:

- Assist Citizens with service payments & questions.
- Citizen Notification System—No Update.
- Working on grant documentation for grants currently in progress.
 - a. 2023 SS4A— Close-out process.
 - b. Waiting for Updates from the 2025 SS4A Grant Application
 - c. Waiting for Updates from the Build Kansas Grant Application
 - d. CDBG – Received the Contract for the Council to sign.
- 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.
 - a. I am still working on the 2024 Financials and Budget so that I can begin submitting audit documentation. The programming team is working to resolve this issue.
- Work Comp Audit – Documentation has been sent to the Auditors. We await the audit results.
- Light Pole Banners – No Update from Chamber of Commerce.
- 2026 Budget process—The council must vote on RNR intent at this meeting on July 16th. I have prepared the 2026 budget for the council to review, using unaudited balances since the audit has not been completed yet. I need to schedule budget workshops for the council.
- I met with Public Works and the Police Department to review their 2026 budgets, discuss grant opportunities, and discuss upcoming goals.
- Code Enforcement Committee- Has a meeting scheduled for Wednesday, July 16th at 5:30.
- The Contract for Barns Addition Lots 9 & 10 has been executed. We are waiting on the titling company to be able to schedule closing. I will update once that has been completed.
- Was notified by the Corps of Engineers that they require a permit for fireworks shows on their property. I will need to start the permit process in February if we intend to continue to set off the fireworks show from the tree park & doodle bug trail. I have contacted Scott Heinen, and he plans to continue to launch them at that location.
- I attended the VFHA meeting on the 8th. They have transitioned from THA to KHRC (Atchison Housing Authority). I will start attaching their minutes to the second monthly meeting agenda moving forward.

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
July 16, 2025

Water

- Repaired the DanVoss VFD at the water plant.
- Replaced a rubber bushing on the booster pump at the Hurst Tower.
- Replaced a meter pit at 902 Elm Street.

Sewer

- Began pumping wastewater from Cell 2 into Cell 3 at the lagoon.
- Conducted weed control spraying around the lagoon.
- Completed and submitted the sewer report to KDHE.

Streets

- Continued street sweeping throughout town as time and weather permitted.
- Replaced the stop sign at the intersection of 16 HWY and Linn Street.

Other Activities

- Fogged for mosquitoes on July 3rd.
- Picked up brush around town.
- Installed "No Motorized Vehicle" signs at various locations along the walking trail.
- Sprayed the city lake for weed control.
- Sent the Altoz mower to K4 Ag for oil leak repairs.



City of
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Police Department Report
July 16, 2025

- Sunday afternoon, assisted Officer Rivera in Topeka with a church summer camp. Officer Rivera had requested assistance with a K9 sniff on the baggage. Apollo conducted 131 sniffs.
- Officer Brosa is arranging a meeting with John Hamon, Superintendent of Valley Falls, to continue the preparation for an active shooter, which has been going on for several months
- Shawnee County Corrections is requesting a meeting to discuss using DAWN inside its facility, which currently holds approximately 2,200 inmates.
- Captain Smith from St Mary's has also requested assistance from the DAWN program for her community.
- We are training weekly towards certification in air scent trailing with Apollo. We are setting the goal for the fall to complete it.
- Sgt Spire and Radar will be training in a few months to get imprinted for narcotics and certification. Radar has started the air scent trailing as well



City of
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Incorporated May 17, 1869

Pool Report
July 16, 2025

- July 4th- 106 attended the free swim. Concessions totaled \$170.
- July attendance for the month is 1602. Averaging 133.5 per day.
- Swimming Lessons:
 - The one-week evening swim lessons had a good response. Will need to do something different next season to split up swim levels when we have so many sign up.
 - The week of July 21st will be preschool lessons for 5 days. The response was overwhelming this year. We have two classes. One at 6:00 and the other at 6:35.
 - I want everyone to realize we don't pass children unless the Red Cross skills are met. For example, if the skill is to tread water for a minute and the student is only able to tread for 30 seconds, we are not passing the student to put the student or ourselves at risk.
 - The first lesson is always to re-evaluate the level of the student. A student may not pass a level but with practice and time may pass the following season and be moved up to the next level.
 - There appears to be a lot of emphasis on passing rather than noticing whether the student is more comfortable in water or is becoming a better swimmer.
- Pool Parties-
 - For July, we have 12 parties booked. Four are completed.
 - Two of the 12 are during pool hours, 5-7.
- Misc:
 - Closing at 5:00 on July 30th for the 4H parade.
 - Water aerobics attendance is picking up. Staci Wittenberg from Ozawie is the instructor.
 - Closing Saturday, August 9th. Meriden - Jeff West starts school on the 13th. Valley Falls, a week later.
 - Lifeguard Appreciation Day is July 31st.



Valley Falls Housing Authority
Board of Commissioners Meeting Minutes
June 10th, 2025 at 6:00 PM
Sunset Haven

- I. Call to Order
Chair Sherretts called the meeting to order at 5:57pm
- II. Roll Call and Quorum
The following Commissioners were in attendance:
Leslee Bowers
Phil Huffman
John Sherretts
Kevin Loy
Angie Durand
With five of the five Commissioners in attendance a quorum was declared. The new Board member, Angie Durand introduced herself to the Board.
- III. Review and Adoption of Agenda
On a motion by Loy and a second by Bowers agenda was adopted as presented.
- IV. Minutes of Previous Meeting
On a motion by Sherretts and a second by Bowers, the Board approved the May 1, 2025 Special Board Meeting Minutes.

On a motion by Loy and a second by Huffman, the Board approved the May 13, 2025 Board Meeting Minutes.
- V. Unfinished Business
 - A. Management Fees
On a motion by Sherretts and second by Bowers the May 2025 Management fees were approved to be paid.
 - B. HUD One & Five Year Plan
Aubrey discussed the information that Trey got from HUD regarding adding security officers to the Plan. Based off of their feedback and also in discussion with KHRC, there is nothing to do at this time for this change to be made. No action required.



VI. New Business

A. KHRC Check Signing Policy

On motion by Sherretts and a second by Loy, the Board approved Resolution 2025-05 in relation to KHRC's check signing policy with the addition of adding Angie Durand as the new commissioner to Attachment B. THA will submit to Kendall Bank for their records.

VII. Reports

A. April Financials


On a motion by Bowers and a second by Huffman, the Board accepted the financials as presented.

VIII. Adjournment

On a motion by Sherretts and seconded by Bowers the meeting was adjourned at 6:07pm.



Board Chairperson
Vice



Abigail Perdue, Executive Director



City of Valley Falls

Established 1854

COUNCIL MEETING DATE: July 16, 2025

INVOICES IN THE TOTAL AMOUNT OF: \$90,860.20

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 July 2025

City Clerk

Claims Report

Period: 07/03/2025 To 07/16/2025

Vendor Name	References	Invoice Amount	Transaction #	Date
WATER UTILITY - 720				
WATER - 720				
VEHICLE MAINTENANCE/FUEL 720-720-5160				
VALLEY TRUCK & TRAILER	5256,4533	\$ 289.98	24343	07/13/2025
GL Account Total - VEHICLE MAINTENANCE/FUEL		\$ 289.98		
CONTRACTUAL 720-720-5190				
QUADIENT	Water Bills	\$ 272.60	24345	07/13/2025
KANSAS ONE CALL SYSTEM	Dig Safe	\$ 3.24	24348	07/13/2025
KDHE LABORATORIES	Water Test	\$ 1,121.00	24347	07/13/2025
BRETT DALLMAN	Tractor Rental	\$ 375.00	24355	07/13/2025
GL Account Total - CONTRACTUAL		\$ 1,771.84		
FACILITIES MAINTENANCE 720-720-5150				
GRAINGER	Paint Thinner	\$ 528.83	24352	07/13/2025
AMAZON	Pump	\$ 484.11		07/08/2025
GL Account Total - FACILITIES MAINTENANCE		\$ 1,012.94		
UTILITIES AND PHONE 720-720-5140				
EVERGY	Evergy	\$ 1,752.53		07/07/2025
GL Account Total - UTILITIES AND PHONE		\$ 1,752.53		
COMMODITIES 720-720-5180				
AMAZON	Amazon	\$ 177.97		07/08/2025
GL Account Total - COMMODITIES		\$ 177.97		
Department Total - WATER		\$ 5,005.26		
LIABILITIES - 050				
FICA PAYABLE 720-050-2020				
EFTPS	Payroll Run	\$ 607.10		07/14/2025
GL Account Total - FICA PAYABLE		\$ 607.10		

FEDERAL W/H PAYABLE 720-050-2010					
EFTPS	Payroll Run	\$ 225.70			07/14/2025
GL Account Total - FEDERAL W/H PAYABLE		\$ 225.70			
INSURANCE PAYABLE 720-050-2050					
AFLAC CAFETERIA	Payroll Run	\$ 55.34			07/14/2025
GL Account Total - INSURANCE PAYABLE		\$ 55.34			
KPERS PAYABLE 720-050-2040					
KPERS	Payroll Run	\$ 663.06			07/14/2025
KPERS457	Payroll Run	\$ 20.00			07/14/2025
GL Account Total - KPERS PAYABLE		\$ 683.06			
STATE W/H PAYABLE 720-050-2030					
KSDOR PAYROLL	Payroll Run	\$ 117.20			07/14/2025
GL Account Total - STATE W/H PAYABLE		\$ 117.20			
Department Total - LIABILITIES		\$ 1,688.40			
Fund Total - WATER UTILITY		\$ 6,693.66			
GENERAL FUND - 100					
STREET - 140					
VEHICLE MAINTENANCE/FUEL 100-140-5160					
VALLEY TRUCK & TRAILER	4855,4871,4843,5488,5115,4669,	\$ 675.67	24343		07/13/2025
VALLEY TRUCK & TRAILER	Oil, Grease	\$ 344.54	24343		07/13/2025
GL Account Total - VEHICLE MAINTENANCE/FUEL		\$ 1,020.21			
COMMODITIES 100-140-5180					
VALLEY TRUCK & TRAILER	4658,5275,5276,5278,4856,5063	\$ 148.23	24343		07/13/2025
VALLEY TRUCK & TRAILER	Grease gun	\$ 86.91	24343		07/13/2025
AMAZON	Amazon	\$ 408.81			07/08/2025
GL Account Total - COMMODITIES		\$ 643.95			
CONTRACTUAL 100-140-5190					
K4 AG & SERVICE LLC	Streets	\$ 761.24	24349		07/13/2025
GL Account Total - CONTRACTUAL		\$ 761.24			

UTILITIES AND PHONE 100-140-5140					
EVERGY	Evergy		\$ 2,003.67		07/07/2025
GL Account Total - UTILITIES AND PHONE			\$ 2,003.67		
Department Total - STREET			\$ 4,429.07		
POLICE - 120					
COMMODITIES 100-120-5180					
VALLEY TRUCK & TRAILER	5420,5375		\$ 200.00	24343	07/13/2025
AMAZON	Amazon		\$ 214.54		07/08/2025
GL Account Total - COMMODITIES			\$ 414.54		
CONTRACTUAL 100-120-5190					
VALLEY TRUCK & TRAILER	5410		\$ 675.00	24343	07/13/2025
GL Account Total - CONTRACTUAL			\$ 675.00		
VEHICLE MAINTENANCE/FUEL 100-120-5160					
VALLEY TRUCK & TRAILER	4812,5376,5064,5348		\$ 977.26	24343	07/13/2025
GL Account Total - VEHICLE MAINTENANCE/FUEL			\$ 977.26		
UTILITIES AND PHONE 100-120-5140					
EVERGY	Evergy		\$ 100.81		07/07/2025
GL Account Total - UTILITIES AND PHONE			\$ 100.81		
Department Total - POLICE			\$ 2,167.61		
LIABILITIES - 050					
FEDERAL W/H PAYABLE 100-050-2010					
EFTPS	Payroll Run		\$ 88.60		07/08/2025
EFTPS	Payroll Run		\$ 588.24		07/14/2025
EFTPS	Payroll Run		\$ 147.76		07/14/2025
GL Account Total - FEDERAL W/H PAYABLE			\$ 824.60		
FICA PAYABLE 100-050-2020					
EFTPS	Payroll Run		\$ 162.94		07/08/2025
EFTPS	Payroll Run		\$ 2,728.22		07/14/2025
EFTPS	Payroll Run		\$ 140.76		07/14/2025

GL Account Total - FICA PAYABLE			\$ 3,031.92		
STATE W/H PAYABLE 100-050-2030					
KSDOR PAYROLL	Payroll Run		\$ 44.06		07/08/2025
KSDOR PAYROLL	Payroll Run		\$ 310.67		07/14/2025
GL Account Total - STATE W/H PAYABLE			\$ 354.73		
INSURANCE PAYABLE 100-050-2050					
AFLAC CAFETERIA	Payroll Run		\$ 91.52		07/14/2025
GL Account Total - INSURANCE PAYABLE			\$ 91.52		
KPERS PAYABLE 100-050-2040					
KPERS	Payroll Run		\$ 1,136.48		07/14/2025
KPERS457	Payroll Run		\$ 85.00		07/14/2025
GL Account Total - KPERS PAYABLE			\$ 1,221.48		
Department Total - LIABILITIES			\$ 5,524.25		
COURT - 130					
CONTRACTUAL 100-130-5190					
WERRING LAW LLC	June Attorney Fees		\$ 500.00	24340	07/13/2025
GL Account Total - CONTRACTUAL			\$ 500.00		
Department Total - COURT			\$ 500.00		
ADMINISTRATION - 110					
CONTRACTUAL 100-110-5190					
WERRING LAW LLC	June Attorney Fees		\$ 1,000.00	24340	07/13/2025
GL Account Total - CONTRACTUAL			\$ 1,000.00		
UTILITIES AND PHONE 100-110-5140					
EVERGY	Evergy		\$ 100.81		07/07/2025
GL Account Total - UTILITIES AND PHONE			\$ 100.81		
COMMODITIES 100-110-5180					
AMAZON	Amazon		\$ 152.18		07/08/2025
GL Account Total - COMMODITIES			\$ 152.18		
Department Total - ADMINISTRATION			\$ 1,252.99		
POOL - 160					

REIMBURSEMENT/MISC 100-160-5940					
Sheena Payne	SP refund	\$ 35.00	24344	07/13/2025	
Daysha Pannell	DP refund	\$ 35.00	24354	07/13/2025	
GL Account Total - REIMBURSEMENT/MISC		\$ 70.00			
UTILITIES AND PHONE 100-160-5140					
EVERGY	Evergy	\$ 977.43		07/07/2025	
GL Account Total - UTILITIES AND PHONE		\$ 977.43			
CONCESSIONS 100-160-5330					
AMAZON	Pickle juice, ice bags	\$ 33.48		07/08/2025	
GL Account Total - CONCESSIONS		\$ 33.48			
COMMODITIES 100-160-5180					
AMAZON	Amazon	\$ 74.93		07/08/2025	
GL Account Total - COMMODITIES		\$ 74.93			
Department Total - POOL		\$ 1,155.84			
PARKS - 150					
COMMODITIES 100-150-5180					
Jefferson County Auxiliary	Auxiliary	\$ 582.80	24350	07/13/2025	
Jefferson County Auxiliary	Milestone, Buccaneer Plus	\$ 800.00	24350	07/13/2025	
AMAZON	Amazon	\$ 122.95		07/08/2025	
GL Account Total - COMMODITIES		\$ 1,505.75			
UTILITIES AND PHONE 100-150-5140					
EVERGY	Evergy	\$ 319.88		07/07/2025	
GL Account Total - UTILITIES AND PHONE		\$ 319.88			
Department Total - PARKS		\$ 1,825.63			
Fund Total - GENERAL FUND		\$ 16,855.39			
SEWER UTILITY - 730					
SEWER - 730					
VEHICLE MAINTENANCE/FUEL 730-730-5160					
VALLEY TRUCK & TRAILER	5256,4533	\$ 289.98	24343	07/13/2025	

GL Account Total - VEHICLE MAINTENANCE/FUEL		\$ 289.98		
COMMODITIES 730-730-5180				
VALLEY TRUCK & TRAILER	5265	\$ 22.70	24343	07/13/2025
GL Account Total - COMMODITIES		\$ 22.70		
CONTRACTUAL 730-730-5190				
KANSAS ONE CALL SYSTEM	Dig Safe	\$ 3.24	24348	07/13/2025
BRETT DALLMAN	Tractor Rental	\$ 375.00	24355	07/13/2025
GL Account Total - CONTRACTUAL		\$ 378.24		
FACILITIES MAINTENANCE 730-730-5150				
HILLFAB, LLC	Turbidity, Float, Repair	\$ 1,833.00	24351	07/13/2025
GL Account Total - FACILITIES MAINTENANCE		\$ 1,833.00		
UTILITIES AND PHONE 730-730-5140				
EVERGY	Evergy	\$ 245.95		07/07/2025
GL Account Total - UTILITIES AND PHONE		\$ 245.95		
Department Total - SEWER		\$ 2,769.87		
LIABILITIES - 050				
FICA PAYABLE 730-050-2020				
EFTPS	Payroll Run	\$ 607.10		07/14/2025
GL Account Total - FICA PAYABLE		\$ 607.10		
FEDERAL W/H PAYABLE 730-050-2010				
EFTPS	Payroll Run	\$ 225.70		07/14/2025
GL Account Total - FEDERAL W/H PAYABLE		\$ 225.70		
INSURANCE PAYABLE 730-050-2050				
AFLAC CAFETERIA	Payroll Run	\$ 55.34		07/14/2025
GL Account Total - INSURANCE PAYABLE		\$ 55.34		
KPERS PAYABLE 730-050-2040				
KPERS	Payroll Run	\$ 663.03		07/14/2025
KPERS457	Payroll Run	\$ 20.00		07/14/2025
GL Account Total - KPERS PAYABLE		\$ 683.03		
STATE W/H PAYABLE 730-050-2030				

KSDOR PAYROLL	Payroll Run	\$ 117.19		07/14/2025
GL Account Total - STATE W/H PAYABLE		\$ 117.19		
Department Total - LIABILITIES		\$ 1,688.36		
Fund Total - SEWER UTILITY		\$ 4,458.23		
SOLID WASTE (TRASH) - 740				
SOLID WASTE - 740				
CONTRACTUAL 740-740-5190				
WASTE MANAGEMENT	Trash	\$ 2,188.49	24341	07/13/2025
WASTE MANAGEMENT	Trash	\$ 2,682.90	24341	07/13/2025
WASTE MANAGEMENT	Trash	\$ 7,709.58	24341	07/13/2025
GL Account Total - CONTRACTUAL		\$ 12,580.97		
Department Total - SOLID WASTE		\$ 12,580.97		
Fund Total - SOLID WASTE (TRASH)		\$ 12,580.97		
SPECIAL HWY & STREETS - 300				
STREET - 140				
CAPITAL OUTLAY/CARRY OVER 300-140-5950				
VANCE BROTHERS INC	Patch	\$ 3,526.20	24342	07/13/2025
GL Account Total - CAPITAL OUTLAY/CARRY OVER		\$ 3,526.20		
CONTRACTUAL 300-140-5190				
FARMER EXCAVATING, INC	Brick Replacement	\$ 17,100.00	24353	07/13/2025
GL Account Total - CONTRACTUAL		\$ 17,100.00		
Department Total - STREET		\$ 20,626.20		
Fund Total - SPECIAL HWY & STREETS		\$ 20,626.20		
WATER RESERVE - 721				
WATER - 720				
CONTRACTUAL 721-720-5190				
WERRING LAW LLC	City Lake	\$ 675.00	24340	07/13/2025
PEC	City Lake	\$ 1,170.75	24346	07/13/2025

GL Account Total - CONTRACTUAL		\$ 1,845.75		
Department Total - WATER		\$ 1,845.75		
Fund Total - WATER RESERVE		\$ 1,845.75		
SEWER RESERVE - 731				
SEWER - 730				
CONTRACTUAL 731-730-5190				
FARMER EXCAVATING, INC	Collapse Repair	\$ 27,800.00	24353	07/13/2025
GL Account Total - CONTRACTUAL		\$ 27,800.00		
Department Total - SEWER		\$ 27,800.00		
Fund Total - SEWER RESERVE		\$ 27,800.00		
Report Total		\$ 90,860.20		

Treasurer Report

Calendar : 07-2025, Fiscal : 07-2025

Fund #	Fund Name	Beginning Balance	Received	Disbursed	Change in Liabilities	Ending Balance
100	GENERAL FUND	\$ 154,123.13	\$ 5,048.43	\$ 33,386.92	\$ 474.79	\$ 126,259.43
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	\$ 31,608.18	\$ 0.00	\$ 0.00	\$ 0.00	\$ 31,608.18
300	SPECIAL HWY & STREETS	\$ 94,737.91	\$ 0.00	\$ 20,626.20	\$ 0.00	\$ 74,111.71
400	EQUIPMENT RESERVE	\$ 94,052.71	\$ 0.00	\$ 0.00	\$ 0.00	\$ 94,052.71
500	BOND & INTEREST	\$ 448,547.66	\$ 0.00	\$ 0.00	\$ 0.00	\$ 448,547.66
600	RHID	\$ 186,551.96	\$ 0.00	\$ 0.00	\$ 0.00	\$ 186,551.96
720	WATER UTILITY	\$ 101,705.47	\$ 6,597.78	\$ 9,701.71	\$ 109.99	\$ 98,711.53
721	WATER RESERVE	\$ 63,854.44	\$ 0.00	\$ 1,845.75	\$ 0.00	\$ 62,008.69
730	SEWER UTILITY	\$ 151,967.02	\$ 4,278.51	\$ 7,466.32	\$ 109.98	\$ 148,889.19
731	SEWER RESERVE	\$ 176,733.20	\$ 0.00	\$ 27,800.00	\$ 0.00	\$ 148,933.20
740	SOLID WASTE (TRASH)	\$ 138,099.11	\$ 2,931.74	\$ 12,580.97	\$ 0.00	\$ 128,449.88
790	INSURANCE RESERVE	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total		\$ 1,657,369.68	\$ 18,856.46	\$ 113,407.87	\$ 694.76	\$ 1,563,513.03

Report Title	Budget Report - Revenue & Expense
Calendar : 07-2025	Fiscal : 07-2025

GL Account #	GL Account Name	Budget	Month To Date Balance	Year To Date Balance	% Expended/Received	Unexpended/Uncollected
General Revenue						
100-100-4000	AD VALOREM PROPERTY TAX	\$246,119.00	\$0.00	\$218,185.96	88.70%	\$27,933.04
100-100-4010	MOTOR VEHICLE TAX	\$20,990.00	\$0.00	\$12,432.45	59.20%	\$8,557.55
100-100-4020	RECREATION TAX	\$372.00	\$0.00	\$233.16	62.70%	\$138.84
100-100-4030	16/20 TRUCKS	\$53.00	\$0.00	\$1,569.53	2961.40%	(\$1,516.53)
100-100-4040	DELINQUENT PERSONAL TAX	\$4,500.00	\$0.00	\$2,891.94	64.30%	\$1,608.06
100-100-4050	SALES TAX	\$275,000.00	\$0.00	\$122,390.02	44.50%	\$152,609.98
100-100-4060	LIQUOR TAX	\$12,000.00	\$0.00	\$6,818.20	56.80%	\$5,181.80
100-100-4068	IN LIEU OF TAXES	\$6,000.00	\$0.00	\$0.00	0.00%	\$6,000.00
100-100-4090	SPECIAL ASSESSMENT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
100-100-4100	GRANTS & DONATIONS	\$5,000.00	\$0.00	\$0.00	0.00%	\$5,000.00
100-100-4110	SERVICE FEES	\$2,000.00	\$40.00	\$605.00	30.30%	\$1,395.00
100-100-4120	PERMITS/LICENSES	\$2,000.00	\$125.00	\$1,430.00	71.50%	\$570.00
100-100-4130	FRANCHISE FEES	\$60,000.00	\$0.00	\$19,298.64	32.20%	\$40,701.36
100-100-4370	RESTITUTION	\$200.00	\$0.00	\$0.00	0.00%	\$200.00
100-100-4380	COURT FINES & FEES	\$6,000.00	\$0.00	\$1,841.00	30.70%	\$4,159.00
100-100-4390	RV PARK RENT	\$5,000.00	\$126.00	\$477.00	9.50%	\$4,523.00
100-100-4400	SWIMMING POOL RECEIPTS	\$13,000.00	\$2,282.00	\$8,119.50	62.50%	\$4,880.50
100-100-4410	SWIM POOL - SNACK CONCESS	\$11,000.00	\$2,187.31	\$9,444.31	85.90%	\$1,555.69
100-100-4420	SWIM POOL - POOL PARTIES	\$5,000.00	\$225.00	\$875.00	17.50%	\$4,125.00
100-100-4430	SWIMMING POOL - LESSONS	\$7,000.00	\$35.00	\$7,421.00	106.00%	(\$421.00)
100-100-4440	LIFEGUARD/CPR/FIRST AID	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
100-100-4450	SEASON TICKETS	\$10,000.00	\$0.00	\$8,846.00	88.50%	\$1,154.00
100-100-4500	LANDBANK/PLANNING COMMISS	\$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
100-100-4920	INTEREST INCOME	\$7,500.00	\$0.00	\$0.00	0.00%	\$7,500.00
100-100-4930	AR/REIMBURSED INCOME	\$6,000.00	\$0.00	\$7,160.91	119.30%	(\$1,160.91)
100-100-4940	MISCELLANEOUS INCOME	\$7,000.00	\$28.12	\$2,281.62	32.60%	\$4,718.38
100-100-4950	CARRYOVER	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	Total	\$711,734.00	\$5,048.43	\$432,321.24		\$279,412.76
Administration						
100-110-4100	GRANTS & DONATIONS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
100-110-5010	WAGES - FULL TIME	\$54,860.00	\$1,598.50	\$23,019.52	42.00%	\$31,840.48
100-110-5020	WAGES - PART TIME/ELECTED	\$3,000.00	\$920.00	\$2,000.00	66.70%	\$1,000.00
100-110-5030	CONTRACT LABOR	\$14,340.00	\$0.00	\$0.00	0.00%	\$14,340.00
100-110-5040	OVERTIME	\$1,500.00	\$0.00	\$0.00	0.00%	\$1,500.00
100-110-5050	BENEFITS	\$33,000.00	\$363.88	\$8,461.64	25.60%	\$24,538.36
100-110-5100	INSURANCE - GL,WC,PROP	\$20,000.00	\$0.00	\$20,000.00	100.00%	\$0.00
100-110-5110	TRAINING/CONFERENCES	\$4,500.00	\$0.00	\$75.00	1.70%	\$4,425.00
100-110-5120	DUES/MEMBERSHIPS	\$4,000.00	\$0.00	\$1,333.87	33.30%	\$2,666.13
100-110-5130	EQUIPMENT/UNIFORMS	\$1,000.00	\$0.00	\$0.00	0.00%	\$1,000.00
100-110-5140	UTILITIES AND PHONE	\$3,400.00	\$100.81	\$1,463.24	43.00%	\$1,936.76
100-110-5150	FACILITIES MAINTENANCE	\$5,000.00	\$0.00	\$1,861.75	37.20%	\$3,138.25
100-110-5160	VEHICLE MAINTENANCE/FUEL	\$1,000.00	\$0.00	\$0.00	0.00%	\$1,000.00

100-110-5170	POSTAGE/STATIONARY	\$1,500.00	\$0.00	\$20.84	1.40%	\$1,479.16
100-110-5180	COMMODITIES	\$5,000.00	\$152.18	\$1,610.61	32.20%	\$3,389.39
100-110-5190	CONTRACTUAL	\$7,500.00	\$1,000.00	\$10,717.37	142.90%	(\$3,217.37)
100-110-5200	GRANTS & DONATIONS	\$4,000.00	\$0.00	\$150.00	3.80%	\$3,850.00
100-110-5360	LANDBANK/PLANNING COMM	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
100-110-5911	TRANSFER TO EQUIP RESERVE	\$20,000.00	\$0.00	\$0.00	0.00%	\$20,000.00
100-110-5912	TRANSFER CAPITAL IMPROVEMENT	\$25,000.00	\$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
100-110-5940	REIMBURSEMENT/MISC	\$100.00	\$0.00	(\$6,217.00)	-6217.00%	\$6,317.00
100-110-5950	CAPITAL OUTLAY/CARRY OVER	\$150,000.00	\$0.00	\$7,467.00	5.00%	\$142,533.00
Total		\$358,700.00	\$4,135.37	\$71,963.84		\$286,736.16

Police Department

100-120-4100	GRANTS & DONATIONS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
100-120-4200	OPIOIDS SETTLEMENT	\$0.00	\$0.00	\$600.67	0.00%	(\$600.67)
100-120-5010	WAGES - FULL TIME	\$145,900.00	\$3,919.96	\$74,511.66	51.10%	\$71,388.34
100-120-5020	WAGES - PART TIME/ELECTED	\$10,000.00	\$501.50	\$7,771.04	77.70%	\$2,228.96
100-120-5030	CONTRACT LABOR	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
100-120-5040	OVERTIME	\$2,500.00	\$0.00	\$0.00	0.00%	\$2,500.00
100-120-5050	BENEFITS	\$42,000.00	\$741.04	\$20,099.16	47.90%	\$21,900.84
100-120-5100	INSURANCE - GL,WC,PROP	\$8,000.00	\$0.00	\$7,000.00	87.50%	\$1,000.00
100-120-5110	TRAINING/CONFERENCES	\$6,000.00	\$0.00	\$1,137.16	19.00%	\$4,862.84
100-120-5120	DUES/MEMBERSHIPS	\$1,000.00	\$0.00	\$177.00	17.70%	\$823.00
100-120-5130	EQUIPMENT/UNIFORMS	\$2,100.00	\$0.00	\$1,107.84	52.80%	\$992.16
100-120-5140	UTILITIES AND PHONE	\$3,500.00	\$100.81	\$1,658.87	47.40%	\$1,841.13
100-120-5150	FACILITIES MAINTENANCE	\$0.00	\$0.00	\$1,087.99	0.00%	(\$1,087.99)
100-120-5160	VEHICLE MAINTENANCE/FUEL	\$20,000.00	\$977.26	\$7,666.77	38.30%	\$12,333.23
100-120-5170	POSTAGE/STATIONARY	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
100-120-5180	COMMODITIES	\$3,000.00	\$414.54	\$3,158.40	105.30%	(\$158.40)
100-120-5190	CONTRACTUAL	\$8,200.00	\$675.00	\$4,181.29	51.00%	\$4,018.71
100-120-5200	GRANTS & DONATIONS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
100-120-5210	OPIOID EXPENSE	\$0.00	\$0.00	\$1,321.68	0.00%	(\$1,321.68)
100-120-5340	ANIMAL CONTROL	\$1,000.00	\$0.00	\$76.00	7.60%	\$924.00
100-120-5350	JAIL FEES	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
100-120-5940	REIMBURSEMENT/MISC	\$0.00	\$0.00	\$20.00	0.00%	(\$20.00)
100-120-5950	CAPITAL OUTLAY/CARRY OVER	\$1,500.00	\$0.00	\$1,137.41	75.80%	\$362.59
Total		\$254,700.00	\$7,330.11	\$132,712.94		\$121,987.06

Court

100-130-5010	WAGES - FULL TIME	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
100-130-5020	WAGES - PART TIME/ELECTED	\$0.00	\$0.00	\$1,080.00	0.00%	(\$1,080.00)
100-130-5030	CONTRACT LABOR	\$10,000.00	\$0.00	\$0.00	0.00%	\$10,000.00
100-130-5040	OVERTIME	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
100-130-5050	BENEFITS	\$0.00	\$0.00	\$82.62	0.00%	(\$82.62)
100-130-5100	INSURANCE - GL,WC,PROP	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
100-130-5110	TRAINING/CONFERENCES	\$1,000.00	\$0.00	\$65.00	6.50%	\$935.00
100-130-5120	DUES/MEMBERSHIPS	\$100.00	\$0.00	\$0.00	0.00%	\$100.00
100-130-5130	EQUIPMENT/UNIFORMS	\$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

100-130-5150	FACILITIES MAINTENANCE	\$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
100-130-5170	POSTAGE/STATIONARY	\$300.00	\$0.00	\$0.00	0.00%	\$300.00
100-130-5180	COMMODITIES	\$100.00	\$0.00	\$0.00	0.00%	\$100.00
100-130-5190	CONTRACTUAL	\$1,200.00	\$500.00	\$3,000.00	250.00%	(\$1,800.00)
100-130-5200	GRANTS & DONATIONS	\$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
100-130-5950	CAPITAL OUTLAY/CARRY OVER	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Total		\$12,700.00	\$500.00	\$4,227.62		\$8,472.38

Street Department

100-140-4100	GRANTS & DONATIONS	\$0.00	\$0.00	\$695.63	0.00%	(\$695.63)
100-140-5010	WAGES - FULL TIME	\$32,500.00	\$1,384.52	\$18,476.85	56.90%	\$14,023.15
100-140-5020	WAGES - PART TIME/ELECTED	\$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
100-140-5040	OVERTIME	\$1,000.00	\$0.00	\$0.00	0.00%	\$1,000.00
100-140-5050	BENEFITS	\$15,000.00	\$254.19	\$5,530.22	36.90%	\$9,469.78
100-140-5100	INSURANCE - GL,WC,PROP	\$4,000.00	\$0.00	\$3,000.00	75.00%	\$1,000.00
100-140-5110	TRAINING/CONFERENCES	\$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
100-140-5130	EQUIPMENT/UNIFORMS	\$1,000.00	\$0.00	\$129.21	12.90%	\$870.79
100-140-5140	UTILITIES AND PHONE	\$22,000.00	\$2,003.67	\$10,326.13	46.90%	\$11,673.87
100-140-5150	FACILITIES MAINTENANCE	\$0.00	\$0.00	\$86.76	0.00%	(\$86.76)
100-140-5160	VEHICLE MAINTENANCE/FUEL	\$10,000.00	\$1,020.21	\$8,399.97	84.00%	\$1,600.03
100-140-5170	POSTAGE/STATIONARY	\$100.00	\$0.00	\$0.00	0.00%	\$100.00
100-140-5180	COMMODITIES	\$6,000.00	\$643.95	\$3,535.32	58.90%	\$2,464.68
100-140-5190	CONTRACTUAL	\$2,000.00	\$761.24	\$2,529.99	126.50%	(\$529.99)
100-140-5200	GRANTS & DONATIONS	\$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
100-140-5950	CAPITAL OUTLAY/CARRY OVER	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Total		\$93,600.00	\$6,067.78	\$52,710.08		\$40,889.92

Parks Department

100-150-5010	WAGES - FULL TIME	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
100-150-5020	WAGES - PART TIME/ELECTED	\$9,100.00	\$2,223.75	\$6,037.50	66.30%	\$3,062.50
100-150-5040	OVERTIME	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
100-150-5050	BENEFITS	\$1,000.00	\$170.11	\$461.88	46.20%	\$538.12
100-150-5100	INSURANCE - GL,WC,PROP	\$1,000.00	\$0.00	\$1,000.00	100.00%	\$0.00
100-150-5110	TRAINING/CONFERENCES	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
100-150-5120	DUES/MEMBERSHIPS	\$100.00	\$0.00	\$0.00	0.00%	\$100.00
100-150-5130	EQUIPMENT/UNIFORMS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
100-150-5140	UTILITIES AND PHONE	\$0.00	\$319.88	\$1,724.17	0.00%	(\$1,724.17)
100-150-5150	FACILITIES MAINTENANCE	\$1,000.00	\$0.00	\$235.10	23.50%	\$764.90
100-150-5160	VEHICLE MAINTENANCE/FUEL	\$0.00	\$0.00	\$1,336.70	0.00%	(\$1,336.70)
100-150-5170	POSTAGE/STATIONARY	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
100-150-5180	COMMODITIES	\$1,000.00	\$1,505.75	\$1,815.28	181.50%	(\$815.28)
100-150-5190	CONTRACTUAL	\$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
100-150-5320	RV PARK RENTAL REIMBURSEM	\$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
100-150-5950	CAPITAL OUTLAY/CARRY OVER	\$4,000.00	\$0.00	\$84.10	2.10%	\$3,915.90
Total		\$17,200.00	\$4,219.49	\$12,694.73		\$4,505.27

Pool						
100-160-5010	WAGES - FULL TIME	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
100-160-5020	WAGES - PART TIME/ELECTED	\$54,000.00	\$9,269.29	\$32,473.57	60.10%	\$21,526.43
100-160-5040	OVERTIME	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
100-160-5050	BENEFITS	\$3,500.00	\$709.04	\$2,483.58	71.00%	\$1,016.42
100-160-5100	INSURANCE - GL,WC,PROP	\$2,000.00	\$0.00	\$1,500.00	75.00%	\$500.00
100-160-5110	TRAINING/CONFERENCES	\$1,000.00	\$0.00	\$2,100.00	210.00%	(\$1,100.00)
100-160-5120	DUES/MEMBERSHIPS	\$200.00	\$0.00	\$0.00	0.00%	\$200.00
100-160-5130	EQUIPMENT/UNIFORMS	\$1,500.00	\$0.00	\$399.99	26.70%	\$1,100.01
100-160-5140	UTILITIES AND PHONE	\$5,000.00	\$977.43	\$2,165.52	43.30%	\$2,834.48
100-160-5150	FACILITIES MAINTENANCE	\$5,000.00	\$0.00	\$1,162.63	23.30%	\$3,837.37
100-160-5160	VEHICLE MAINTENANCE/FUEL	\$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
100-160-5180	COMMODITIES	\$1,000.00	\$74.93	\$603.09	60.30%	\$396.91
100-160-5190	CONTRACTUAL	\$1,500.00	\$0.00	\$3,064.32	204.30%	(\$1,564.32)
100-160-5200	GRANTS & DONATIONS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
100-160-5330	CONCESSIONS	\$5,000.00	\$33.48	\$33.48	0.70%	\$4,966.52
100-160-5940	REIMBURSEMENT/MISC	\$0.00	\$70.00	\$70.00	0.00%	(\$70.00)
100-160-5950	CAPITAL OUTLAY/CARRY OVER	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Total		\$79,700.00	\$11,134.17	\$46,056.18		\$33,643.82

Bond & Interest						
500-500-4050	SALES TAX	\$170,000.00	\$0.00	\$86,852.82	51.10%	\$83,147.18
500-500-4910	TRANSFERS IN	\$37,000.00	\$0.00	\$0.00	0.00%	\$37,000.00
500-500-4920	INTEREST INCOME	\$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
500-500-4940	MISCELLANEOUS INCOME	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
500-500-4950	CARRYOVER	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
500-500-5400	PRINCIPAL PAYMENT	\$130,000.00	\$0.00	\$99,474.68	76.50%	\$30,525.32
500-500-5410	INTEREST PAYMENT	\$52,200.00	\$0.00	\$26,254.71	50.30%	\$25,945.29
500-500-5940	REIMBURSEMENT/MISC	\$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%	\$100,000.00
Total		\$489,200.00	\$0.00	\$212,582.21		\$276,617.79

Water Utility						
720-720-4100	GRANTS & DONATIONS	\$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
720-720-4310	METER SETTING	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
720-720-4320	METER CONNECTION	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
720-720-4330	UTILITY RECEIPTS	\$420,000.00	\$6,585.52	\$190,009.01	45.20%	\$229,990.99
720-720-4340	HIGH VOLUME SALES	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
720-720-4350	UTILITY PENALTIES	\$0.00	\$0.00	\$266.90	0.00%	(\$266.90)
720-720-4360	UTILITY SALES TAX	\$0.00	\$12.26	\$2,214.22	0.00%	(\$2,214.22)
720-720-4900	PAYMENT PLANS	\$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

720-720-4920	INTEREST INCOME	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
720-720-4930	AR/REIMBURSED INCOME	\$500.00	\$0.00	\$0.00	0.00%	\$500.00
720-720-4940	MISCELLANEOUS INCOME	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
720-720-4950	CARRYOVER	\$1,400.00	\$0.00	\$0.00	0.00%	\$1,400.00
720-720-5010	WAGES - FULL TIME	\$95,500.00	\$3,967.93	\$54,068.36	56.60%	\$41,431.64
720-720-5020	WAGES - PART TIME/ELECTED	\$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
720-720-5040	OVERTIME	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
720-720-5050	BENEFITS	\$18,000.00	\$728.52	\$12,052.77	67.00%	\$5,947.23
720-720-5100	INSURANCE - GL,WC,PROP	\$24,000.00	\$0.00	\$20,159.00	84.00%	\$3,841.00
720-720-5110	TRAINING/CONFERENCES	\$2,500.00	\$0.00	\$560.00	22.40%	\$1,940.00
720-720-5120	DUES/MEMBERSHIPS	\$1,500.00	\$0.00	\$457.50	30.50%	\$1,042.50
720-720-5125	CC FEES	\$0.00	\$0.00	\$100.20	0.00%	(\$100.20)
720-720-5130	EQUIPMENT/UNIFORMS	\$2,000.00	\$0.00	\$1,113.77	55.70%	\$886.23
720-720-5140	UTILITIES AND PHONE	\$22,000.00	\$1,752.53	\$11,714.59	53.20%	\$10,285.41
720-720-5150	FACILITIES MAINTENANCE	\$45,000.00	\$1,012.94	\$22,882.87	50.90%	\$22,117.13
720-720-5160	VEHICLE MAINTENANCE/FUEL	\$10,000.00	\$289.98	\$7,291.22	72.90%	\$2,708.78
720-720-5170	POSTAGE/STATIONARY	\$3,000.00	\$0.00	\$1,587.61	52.90%	\$1,412.39
720-720-5180	COMMODITIES	\$26,000.00	\$177.97	\$7,206.51	27.70%	\$18,793.49
720-720-5190	CONTRACTUAL	\$15,000.00	\$1,771.84	\$23,024.15	153.50%	(\$8,024.15)
720-720-5200	GRANTS & DONATIONS	\$500.00	\$0.00	\$0.00	0.00%	\$500.00
720-720-5300	UTILITY COSTS	\$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%	\$2,000.00
720-720-5360	UTILITY SALES TAX	\$5,000.00	\$0.00	\$719.68	14.40%	\$4,280.32
720-720-5370	UTILITIES SALES TAX	\$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
720-720-5910	TRANSFER TO GENERAL	\$10,000.00	\$0.00	\$0.00	0.00%	\$10,000.00
720-720-5911	TRANSFER TO EQUIP RESERVE	\$55,000.00	\$0.00	\$0.00	0.00%	\$55,000.00
720-720-5912	TRANSFER TO FUND RESERVE	\$50,000.00	\$0.00	\$0.00	0.00%	\$50,000.00
720-720-5940	REIMBURSEMENT/MISC	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
720-720-5950	CAPITAL OUTLAY/CARRY OVER	\$66,500.00	\$0.00	\$19,371.30	29.10%	\$47,128.70
	Total	\$875,400.00	\$16,299.49	\$374,799.66		\$500,600.34

Sewer Utility						
730-730-4000	FEDERAL AID	\$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
730-730-4110	SERVICE FEES	\$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
730-730-4320	METER CONNECTION	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
730-730-4330	UTILITY RECEIPTS	\$415,000.00	\$4,278.51	\$143,705.97	34.60%	\$271,294.03
730-730-4340	HIGH VOLUME SALES	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
730-730-4350	UTILITY PENALTIES	\$0.00	\$0.00	\$267.51	0.00%	(\$267.51)
730-730-4360	UTILITY SALES TAX	\$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
730-730-4910	TRANSFERS IN	\$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
730-730-4930	AR/REIMBURSED INCOME	\$500.00	\$0.00	\$0.00	0.00%	\$500.00
730-730-4940	MISCELLANEOUS INCOME	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
730-730-4950	CARRYOVER	\$10,000.00	\$0.00	\$0.00	0.00%	\$10,000.00

730-730-5010	WAGES - FULL TIME	\$95,500.00	\$3,967.94	\$54,068.22	56.60%	\$41,431.78
730-730-5020	WAGES - PART TIME/ELECTED	\$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
730-730-5040	OVERTIME	\$5,000.00	\$0.00	\$0.00	0.00%	\$5,000.00
730-730-5050	BENEFITS	\$15,000.00	\$728.51	\$11,870.44	79.10%	\$3,129.56
730-730-5100	INSURANCE - GL,WC,PROP	\$15,000.00	\$0.00	\$14,549.00	97.00%	\$451.00
730-730-5110	TRAINING/CONFERENCES	\$2,500.00	\$0.00	\$0.00	0.00%	\$2,500.00
730-730-5120	DUES/MEMBERSHIPS	\$1,500.00	\$0.00	\$457.50	30.50%	\$1,042.50
730-730-5130	EQUIPMENT/UNIFORMS	\$2,000.00	\$0.00	\$129.23	6.50%	\$1,870.77
730-730-5140	UTILITIES AND PHONE	\$3,000.00	\$245.95	\$3,563.02	118.80%	(\$563.02)
730-730-5150	FACILITIES MAINTENANCE	\$15,000.00	\$1,833.00	\$11,922.99	79.50%	\$3,077.01
730-730-5160	VEHICLE MAINTENANCE/FUEL	\$0.00	\$289.98	\$5,421.90	0.00%	(\$5,421.90)
730-730-5170	POSTAGE/STATIONARY	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
730-730-5180	COMMODITIES	\$5,000.00	\$22.70	\$1,659.12	33.20%	\$3,340.88
730-730-5190	CONTRACTUAL	\$5,000.00	\$378.24	\$2,041.07	40.80%	\$2,958.93
730-730-5200	GRANTS & DONATIONS	\$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
730-730-5300	UTILITY COSTS	\$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
730-730-5370	UTILITIES SALES TAX	\$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
730-730-54300	KDHE INTEREST	\$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
730-730-5900	PAYMENT PLANS	\$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%	\$10,000.00
730-730-5911	TRANSFER TO EQUIP RESERVE	\$55,000.00	\$0.00	\$0.00	0.00%	\$55,000.00
730-730-5912	TRANSFER TO FUND RESERVE	\$50,000.00	\$0.00	\$0.00	0.00%	\$50,000.00
730-730-5913	TRANSFER TO BOND & INT	\$35,000.00	\$0.00	\$0.00	0.00%	\$35,000.00
730-730-5940	REIMBURSEMENT/MISC	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
730-730-5950	CAPITAL OUTLAY/CARRY OVER	\$139,000.00	\$0.00	\$12,900.00	9.30%	\$126,100.00
	Total	\$879,000.00	\$11,744.83	\$262,555.97		\$616,444.03

Solid Waste (Trash)

740-740-4100	GRANTS & DONATIONS	\$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
740-740-4310	METER SETTING	\$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
740-740-4330	UTILITY RECEIPTS	\$227,000.00	\$2,931.74	\$80,393.95	35.40%	\$146,606.05
740-740-4340	HIGH VOLUME SALES	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
740-740-4350	UTILITY PENALTIES	\$0.00	\$0.00	\$158.40	0.00%	(\$158.40)
740-740-4360	UTILITY SALES TAX	\$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
740-740-4910	TRANSFERS IN	\$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
740-740-4930	AR/REIMBURSED INCOME	\$1,000.00	\$0.00	\$0.00	0.00%	\$1,000.00
740-740-4940	MISCELLANEOUS INCOME	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
740-740-4950	CARRYOVER	\$67,000.00	\$0.00	\$0.00	0.00%	\$67,000.00
740-740-5180	COMMODITIES	\$500.00	\$0.00	\$0.00	0.00%	\$500.00
740-740-5190	CONTRACTUAL	\$170,000.00	\$12,580.97	\$58,801.65	34.60%	\$111,198.35

740-740-5940	REIMBURSEMENT/MISC		\$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%	\$75,000.00
	Total		\$540,500.00	\$15,512.71	\$139,354.00		\$401,146.00

A RESOLUTION OF THE CITY OF VALLEY FALLS, KANSAS REGARDING THE GOVERNING BODY'S INTENT TO LEVY A PROPERTY TAX EXCEEDING THE REVENUE NEUTRAL RATE;

WHEREAS, the Revenue Neutral Rate for the City of Valley Falls was calculated as 25.777 mills by the Jefferson County Clerk; and

WHEREAS, the budget proposed by the Governing Body of the City of Valley Falls will require the levy of a property tax rate exceeding the Revenue Neutral Rate; and

WHEREAS, the Governing Body intends to hold a hearing and hear testimony from all interested taxpayers desiring to be heard as required by state law.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF VALLEY FALLS:

Section 1. The Governing Body of the City of Valley Falls hereby sets a public hearing regarding its intention to exceed the Revenue Neutral Rate for September 3, 2025 at 6:30 PM to be held at City Hall, 417 Broadway St, Valley Falls, KS 66088 and directs that notice of the public hearing be given as required by state law.

Section 2. The Governing Body of the City of Valley Falls expresses its intention to exceed the Revenue Neutral Rate with a proposed mill levy of 31.425 mills.

Section 3. The Governing Body of the City of Valley Falls directs the City Clerk to provide this resolution to the Jefferson County Clerk as notice of the City's proposed intent to exceed the Revenue Neutral Rate.

This resolution shall take effect and be in force immediately upon its adoption and shall remain in effect until future action is taken by the Governing Body.

ADOPTED this 16th day of July, 2025 and **SIGNED** by the Mayor.

Jeanette Shipley, Mayor

Attested:

Destiny Schrick, City Clerk

Notice of Revenue Neutral Rate Intent

**THE GOVERNING BODY OF _____, HEREBY NOTIFIES THE
_____ COUNTY CLERK OF INTENT TO EXCEED THE REVENUE NEUTRAL RATE;**

_____ Yes, we intend to exceed the Revenue Neutral Rate and our proposed mill levy rate is
_____. The date of our hearing is _____ at _____ AM/PM and will be
held at _____ in _____, Kansas.

_____ No, we do not plan to exceed the Revenue Neutral Rate and will submit our budget to
the County Clerk on or before August 25, 20____.

WITNESS my hand and official seal on _____, 20____.

(Seal)

Clerk or Officer of Governing Body

NOTE: Notice required to be sent to County Clerk on or before 5 p.m. on July 20, otherwise Revenue Neutral Rate cannot be exceeded. Signed notice may be scanned and sent electronically.



City of Valley Falls

Established 1854

City of Valley Falls KORA Policy

1. Purpose

To ensure compliance with K.S.A. 45-215 et seq. and promote transparency by processing open-records requests promptly, fairly, and cost-effectively.

2. Custodian of Records

- The City Administrator shall serve as the official Custodian of Public Records.
- May designate deputies to assist, but the City Administrator remains ultimately responsible. Any contact info must be publicly posted.

3. Submitting Requests

- Requests must be in writing, submitted via email, mail, or in person.
- Must include: requester's name, contact info, and a specific description of the records sought.
- The requester may be contacted to clarify or narrow the scope to expedite processing.

4. Response Timeline

- Must respond within 3 business days (excluding weekends/holidays):
 - Either provide records
 - Or issue a written notice of delay, with estimated completion time.
 - Or deny the request with legal justification and cite applicable exemption.

5. Fees & Cost Structure

- **Fees may only recover actual costs** associated with fulfilling the request, including:
 - Staff time (at actual wage rate, not including benefits) for searching, reviewing, redacting, and copying.
 - Physical copies, digital media, postage (if separate)
- If the estimated cost exceeds **\$200** or the staff time surpasses **5 hours**, the City must:
 - Make a "reasonable effort to discuss" with the requester to narrow the scope.
- Fee estimates or itemized billing must be provided; payment may be required before release
- If the requester disputes the fee, they may appeal to the Secretary of Administration (for the Executive Branch); otherwise, file a complaint with the Attorney General or the relevant county attorney

6. Redaction & Exemptions

- Records will be released with redactions as necessary to protect:
 - Personnel files (beyond name, salary, position, contract terms)
 - Medical, confidential, privileged, security-related, ongoing investigations, trade secrets, personal data, etc., as listed in K.S.A. 45-221

7. Record Format

- Records shall be provided in the form maintained by the City (paper, electronic).
- City is not required to reformat, convert, or create new compilations “on demand” but may do so at an agreed-upon cost.

8. Access Procedure

- Inspection must occur during regular business hours, supervised by staff if necessary.
- Records may not be removed from custody without permission; copying facilities may be provided.

9. Prohibited Uses

- Requester must sign certification if using names/addresses for non-commercial purposes. Use of such data for solicitation is prohibited under K.S.A. 45-230, with penalties up to \$500 per violation

10. Retention

- City will follow Kansas State Records Board retention schedules (if applicable).
- KORA does not require indefinite retention; deletions must comply with applicable statutes.

11. Appeal & Enforcement

- Fee disputes can go to Secretary of Administration or Attorney General/county attorney.
- Denied requests can be appealed as above; courts may award attorney’s fees or impose fines (up to \$500 per violation)
- Complaints should follow Attorney General’s form per K.S.A. 45-252 .

This policy ensures Valley Falls remains compliant with the July 1, 2025 changes, especially regarding fee limits, staff time accounting, transparency in itemized billing, and mandatory pre-request discussions

STATE OF KANSAS
GRANT AGREEMENT NO. **25-PF-014**
between the

STATE OF KANSAS
DEPARTMENT OF COMMERCE

and the

City of Valley Falls

I. Grant Agreement

- A. This Grant Agreement, hereinafter called “Agreement,” is between the State of Kansas, Department of Commerce, and its representative, hereinafter called “Department” and the **City of Valley Falls**, Kansas, hereinafter called the “Grantee.” This Agreement consists of the body and the following: CONDITION LETTER (attached hereto as Attachment A), SPECIAL CONDITIONS (attached hereto as Attachment B), and the Grantee’s APPROVED PROJECT APPLICATION dated **JULY 7, 2025**, (attached and incorporated by reference as Attachment C, a copy of which shall be maintained and available in the Department’s files) and the GRANTEE HANDBOOK (which is located at <https://www.kansascommerce.gov/wp-content/uploads/2024/11/2024-GRANTEE-HANDBOOK-10-29-2024-update.pdf> and incorporated by reference as Attachment D).

II. Authority

- A. This Agreement is financed in part through a grant provided to the Department by the United States Department of Housing and Urban Development (HUD) under Title I of the Federal Housing and Community Development Act of 1974, as amended (42 USC 5301 et. seq.), hereinafter called “the Federal Act.” As provided in the Federal Act, the State of Kansas, through the Department, has elected to administer the federal program of Small Cities Community Development Block Grants.
- B. The Department, in accordance with the provisions of K.S.A. 74-5001 et. seq., has approved the application of the Grantee and awarded funds for the purpose of supporting the Grantee’s Community Development Program.
- C. In the event of changes in any applicable Federal regulations and/or law, this Agreement shall be deemed to be amended when required to comply with any law so amended.
- D. Federal Program – Community Development Block Grant Cluster (CDBG) (CFDA No. 14.228).

III. Description of Activities

Grantee agrees to perform, or cause to be performed, the work specified in the APPROVED PROJECT APPLICATION.

IV. Period of Performance

The period of performance for all activities assisted by this Agreement shall commence on **JULY 1, 2025**, hereinafter called the “Commencement Date,” and shall be complete on **JUNE 30, 2027**, hereinafter called the “Completion Date,” except those activities required for close-out and final audit.

V. Compensation

- A. In consideration of the Grantee’s satisfactory performance of the work required under this Agreement and the Grantee’s compliance with the terms of this Agreement, the Department shall provide the Grantee the total sum of **\$650,000** in Community Development Block Grant funds. Such funds shall be used by the Grantee in accordance with the Activities listed and budgeted on the APPROVED PROJECT APPLICATION and the CONTRACT PROJECT BUDGET FORM.
- B. In addition, the Grantee shall provide **\$1,633,331** in other sources of funds to this Community Development Program and such funds shall be used by the Grantee in accordance with the Activities and budget on the APPROVED PROJECT APPLICATION.
- C. It is expressly understood and agreed that in no event will the total program funds provided by the Department exceed the sum of **\$650,000**. Any additional funds required to complete the program activities set forth in this Agreement will be the sole responsibility of the Grantee, and not the responsibility of the Department.
- D. The Grantee understands that this Agreement is funded in whole or in part by federal funds. In the unlikely event the federal funds supporting this Agreement become unavailable or are reduced, the Department may terminate or amend this Agreement and will not be obligated to pay the Grantee from State revenues.

- E. It is hereby agreed that funds committed to be provided by the Department are conditioned upon the availability and use of funds to be provided by the Grantee from other sources. In the event any portion of the funds required to be provided by the Grantee pursuant to subsection (B) of this section are not made available or used for activities as listed and budgeted, the Department may, in its discretion, withdraw or reduce proportionately the funds to be provided to the Grantee.
- F. The Grantee shall not anticipate future funding from the Department beyond the duration of this Agreement and in no event shall this Agreement be construed as a commitment by the Department to expend funds beyond the termination of this Agreement.

VI. Indemnification

The Grantee shall indemnify, defend, and hold harmless the State of Kansas and its officers and employees from any liabilities, claims, suits, judgments, and damages arising because of the performance of the obligations under this Agreement by the Grantee or any subgrantee, contractor, subcontractor, or person. The liability of the Grantee under this Agreement shall continue after the termination of the Agreement with respect to any liabilities, claims, suits, judgments, and damages resulting from acts occurring prior to termination of this Agreement.

VII. Obligations of Grantee

- A. All the activities required by this Agreement shall be performed by personnel of the Grantee or by third parties (subgrantees, contractors, or subcontractors) under the direct supervision of the Grantee and in accordance with the terms of written contracts. Any such contracts may be made subject to approval by the Department.
- B. Except as may otherwise be provided in the SPECIAL CONDITIONS, the Grantee may subgrant, contract, or subcontract any of the work or services covered by this Agreement.
- C. The Grantee shall remain fully obligated and liable under the provisions of this Agreement, notwithstanding its designation of any third party or parties for the undertaking of all or any of the program being assisted under this grant.
- D. The Grantee shall require any third party to comply with all lawful requirements necessary to ensure that the program is carried out in accordance with this Agreement.
- E. The Grantee shall comply with all timelines for completion of Grantee's Environmental Review and contracting responsibilities as established by the Department in the CONDITION LETTER.

VIII. Environmental Review Compliance

- A. This Agreement is subject to the requirements of the National Environmental Policy Act of 1969 (P.L. 01-190, as amended), and the environmental review procedures as set forth in 24 CFR Part 58. The Grantee shall:
 - 1. Determine the need for an environmental review;
 - 2. Conduct a formal environmental review of the project's environmental impact, if necessary, either through an Environmental Assessment or Categorically Excluded Statutory Checklist review;
 - 3. Maintain a written documentation of the environmental review determination made for the project;
 - 4. Comply with procedures, standards, and guidelines contained in federal statutes and regulations; and
 - 5. Follow required procedures in submitting a Request for Release of Funds (RROF) to the Department and in seeking certification.
- B. The obligation and utilization of the funding assistance is subject to the requirements for a release of funds by the Department under the Environmental Review procedures at 24 CFR Part 58 for any activities requiring such release.
- C. The Grantee agrees to assume all the responsibilities for Environmental Review, decision making and action, as specified and required in Section 104(g) of the Federal Act. The Grantee shall not delegate the Environmental Review responsibilities.

IX. Program Costs

- A. The Grantee may only incur such costs as are reasonable and necessary to the Grantee's Program and as are allowable under the Department's procedures as described in the Grantee Handbook (the "Department's Procedures") and as required under 2 CFR Part 200. Cost items not specifically authorized may only be incurred after written approval by the Department.
- B. Cash and in-kind contributions made by the Grantee shall follow the criteria established by the Department's Procedures.

- C. The total “Small Cities CDBG Funds” expended for “Administration” shown in the Contract Project Budget Form shall not exceed the approved amount unless amended by all parties to this Agreement.
- D. The Grantee shall not incur costs on any program activity until the Environmental Review required under 24 CFR 58 has been completed and the Department has issued the “Notice of Release of Funds.”
- E. Any program activities performed by the Grantee in the period between notification of award and the Commencement Date shall be performed at the sole risk of the Grantee. In the event this Agreement should not become effective, the Department shall be under no obligation to pay the Grantee for any costs incurred or monies spent in connection with program activities, or to otherwise pay for any activities performed during such period. However, upon execution of this Agreement, all Program Costs incurred in connection with approved activities performed during the period of performance shall be reimbursed in accordance with the terms and conditions of this Agreement.
- F. Grant funds may not, without advance written approval by the Department, be obligated after the Completion Date except for those activities required for close-out. Obligations incurred prior to and still outstanding as of the Completion Date shall be liquidated within ninety (90) days.
- G. At any time during the period of performance under this Agreement, and upon receipt of the progress and financial reports, Final Program Report or Final Audit Report, the Department may review all Program Costs incurred by the Grantee and all payments made to date. Upon such review the Department shall disallow any items of expense which are not determined to be allowable or are determined to be more than approved budget; and shall, by written notice specifying the disallowed expenditures, inform the Grantee of any such disallowance.
- H. If the Department disallows costs for which payment has not yet been made, it shall refuse to pay such costs. If payment has been made with respect to costs which are subsequently disallowed, the Department may deduct the amount of disallowed costs from any future payments under this Agreement or require that the Grantee refund the amount of the disallowed costs.

X. Requisition of Grant Funds

- A. Requisitions for cash advances shall be made on the established forms and shall not ordinarily be made more frequently than once a week or in amounts less than \$3,000 and in no more than \$200,000. Requisitions greater than \$200,000 must be pre-approved by the Department.
- B. The Grantee shall establish procedures to ensure that Treasury funds received through requisition process shall be expended within three (3) business days of receipt of the funds in the Grantee depository account.
- C. Cash advances made by the Grantee to subgrantees shall conform substantially to the same standards of timing and amount as apply to the Grantee under this Agreement.
- D. Amounts withheld from contractor to assure satisfactory completion of work shall not be paid until the Grantee has received a final payment request from the contractor and has certified the work is complete and satisfactory.
- E. The Department may terminate advance financing and require the Grantee to finance its operations with its own working capital should it be determined that the Grantee is unwilling or unable to establish procedures to minimize the time lapsing between cash advances and disbursement. Payments to the Grantee would then be made only as reimbursement for actual cash disbursements.

XI. Depositories for Program Funds

- A. The Grantee shall maintain a separate record for money received under the Community Development Program. The only funds that shall be included in this record are:
 - 1. Moneys received from the Department.
 - 2. Program income earned through program activities.
- B. Any interest earned on CDBG grant funds shall be remitted to the Department for subsequent return to the United States Treasury.

XII. Financial Management

- A. Grantees shall establish and maintain a system which assures effective control over and accountability for all funds, property and other assets used in the Community Development Program.

- B. Grantees shall either adopt the system recommended by the Department or certify to the Department, in writing, prior to making the first requisition of funds that the alternative system proposed for use shall meet the following standards:
1. Maintenance of separate accounting records and source documentation for the Community Development Program;
 2. Provision for accurate, current and complete disclosure of the financial status of the Program;
 3. Establishment of records of budgets and expenditures for each approved project;
 4. Demonstration of the sequence and status of receipts, obligations, disbursements and fund balance;
 5. Provision of financial status reports in the form specified by the Department;
 6. Compliance with the Department's audit requirements (2 CFR Part 200); and
 7. Consistency with generally accepted accounting principles unless a waiver of GAAP has been received by the Grantee from the Department.

XIII. Monitoring and Reporting

- A. The Grantee shall monitor the activities of the Community Development Program, including those of contractors and subcontractors, to assure that all program requirements are being met.
- B. The Grantee shall submit Quarterly Progress Reports to the Department. The reporting periods consist of January/February/March, April/May/June, July/August/September and October/November/December. Quarterly Progress Reports are to be submitted to the Department on or before ten (10) days after the end of each quarter. A Quarterly Progress Report shall be submitted for each quarter, or portion thereof, during the Period of Performance as provided in Section IV. Any extension of time approved by the Department will require additional Quarterly Progress and Financial Reports to be submitted in accordance with the above-referenced schedule. These reports shall be in a format prescribed by the Department.
- C. The Grantee shall submit a Final Progress Report with the close-out no later than ninety (90) days following the Completion Date.
- D. From time to time, as requested in writing by the Department, the Grantee shall submit such data and other information as the Department may require.
- E. Failure to report as required or respond to requests for data or information in a timely manner may be grounds for suspension or termination of the Grant.

XIV. Procurement Procedures

- A. The Grantee shall use established local procurement procedures which reflect applicable federal, State, and local laws and regulations and the Department's Procedures for the establishment of procurement systems.
- B. In accordance with the procurement requirements of the Department's Procedures, the Grantee will give opportunity for free, open, and competitive bidding for each contract to be let by the Grantee that is (a) for more than \$25,000 and (b) for installation, construction, reconstruction, demolition, removal or site improvement work, or other similar work as part of the Program unless the local procurement policy is stricter. Procurement of goods and services procured with only local funds shall be governed by local procurement policies and as further described in the Department's Procedures.
- C. In accordance with the procurement requirements of the Department's Procedures, the Grantee shall follow the "competitive negotiations" requirements for the procurement of consultants and other professional services. The Grantee shall follow Small Purchases requirements for the procurement of supplies or services with costs under \$25,000, including soliciting three quotes from potential vendors.
- D. The Grantee and its subrecipients, if any, must take affirmative steps to ensure that small and minority firms and women-owned enterprises are solicited and used when possible.
- E. These standards do not relieve the Grantee of any contractual responsibilities under its contracts. The Grantee is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements entered in support of a grant. These include but are not limited to source evaluation, protests, disputes, and claims.

XV. Bonding Requirements

- A. When administering federal grants and subgrants, a Grantee may follow its own requirements and practices with respect to: (1) bonding of employees and contractors, and (2) insurance. In accordance with the Department's Procedures, the Department has established bonding and insurance requirements for construction or rehabilitation and the bids and contracts that exceed \$25,000. For all contracts less than \$25,000, the Grantee will follow local policies and procedures relating to bonding and insurance, however, the Department recommends some type of security be secured for these contracts. The following types of bonds are required for contracts \$25,000 and above per Department's Procedures:
- A bid guarantee from each bidder equivalent to five (5) percent of the bid price, secured by a bid bond or certified check;
 - A 100 percent "performance bond" on the part of the contractor to secure fulfillment of all the contractor's obligations under the contract; and
 - A 100 percent "payment bond" on the part of the contractor to assure payment, as required by law, of all persons supplying labor and materials as part of work provided under the contract.
- B. The Department reserves the right to promulgate, modify and enforce bonding procedures and requirements applicable to any project.
- C. All bonds shall be procured from a surety company registered and licensed to do business in the State of Kansas and countersigned by its Kansas resident agent.

XVI. Program Income

- A. For the purposes of this Agreement, "Program Income" is defined in 24 CFR 580.489(e). Program Income means gross income earned by the Grantee from activities supported by grants made by the Department under the provisions of the Federal Act, or as otherwise defined by the Department. Such income may include proceeds from the sale of real property, interest earned on revolving loan funds, or loan payments. Program Income does not include interest earned on cash advances from the Department.
- B. It is the policy of the Department that funds received by the Grantee considered to be Program Income shall be immediately reported and returned to the Department. The Grantee may only retain Program Income with the direct approval of the Department.

XVII. Program Close-out Procedures

- A. Program close-out is the process by which the Department determines that all applicable administrative and financial actions and all required work of the program including audit and resolution of audit findings have been completed or that there are no additional benefits likely to occur by continuation of program activities or costs. All findings from Department monitoring visits must be cleared prior to close-out.
- B. The Completion Date is the date specified in Section IV., Period of Performance, of this Agreement or amendment thereto, on which assistance ends for all program activities except those required to complete the close-out or the date on which the grant is suspended or terminated.
- C. The Grantee shall submit to the Department close-out documents covering the entire program within ninety (90) days of completion date. Additionally, one copy must be placed where other program documents are available for public review, and at least one copy must remain in the Grantee's files. The Department may grant extensions to the time for submission of these documents when so requested by the Grantee in writing.
- D. The Department retains the right to recover any amount of unobligated grant funds.
- E. The Grantee shall account for any property acquired with grant funds or received from the federal or state government in accordance with the Department's property management procedures.

XVIII. Termination for Convenience

- A. The Department or Grantee may terminate the grant in whole, or in part, when both parties agree that the continuation of the program would not produce beneficial results commensurate with the further expenditure of funds.
- B. The two parties shall agree upon the termination conditions, including the effective date and, in the case of partial terminations, the portion to be terminated.
- C. The Grantee shall not incur new obligations for the terminated portion after the effective date and shall cancel as many outstanding obligations as possible. The Grantee shall be allowed full credit for noncancelable obligations, property incurred prior to termination.

XIX. Suspension or Termination-for-Cause

- A. The Department may suspend the grant, in whole or in part, at any time during the Grant Period, and upon reasonable notice to the Grantee withhold further payments or prohibit the Grantee from incurring additional obligations of grant funds when it is determined that the Grantee has failed to substantially comply with the conditions of this Agreement. This will be done pending corrective action by the Grantee or a decision by the Department to terminate the grant. The Department shall allow all necessary and proper costs which the Grantee could not reasonably avoid during the period of suspension.
- B. The Department, after reasonable notice may terminate the grant, in whole or in part, at any time during the Grant Period when it is determined that the Grantee has failed to substantially comply with the conditions of this Agreement. The Department shall promptly notify the Grantee in writing, of the determination and the reasons for the termination, together with the effective date and may initiate procedures to recapture all funds advanced to Grantee.
- C. Payments made to the Grantee or recoveries by the Department under grants which have been suspended or terminated for cause shall be in accord with the legal rights and liabilities of the parties.

XX. Audit Requirements

- A. The Grantee shall arrange for the performance of annual financial/compliance audits of the grant project. All audits must be performed by an independent qualified auditor. The audit period is identical to the Grantee's regular fiscal year. The audit(s) will be conducted in accordance with the requirements set forth in the audit section of the Department's Procedures, which have adopted certain aspects of 2 CFR Part 200.
 - 1. If the local government expends \$1,000,000 or more of Federal grant assistance from all programs, it must have an annual audit performed in accordance with the Audit Requirements in Subpart F of the 2 CFR Part 200. An audit is a financial and compliance audit that covers the entire operations of the local government, rather than being limited to the CDBG project or other Federal grants.
 - 2. If the local government expends less than \$1,000,000 in a fiscal year, it will be the option of the Department to determine if a project specific audit will be required. If such audit is required, it will be procured and paid for by the Department.
 - 3. Grantee's will be required to submit the "audit information form" to the Department each fiscal year. This form must be submitted to the Department by or before May 15th of each fiscal year.
- B. Grantees are required to submit one copy of a fiscal year audit report covering the program. The audit reports shall be sent within 30 days after the completion of the audit, but no later than the nine months after the end of the audit period unless agreed to by the Department.
- C. If any expenditures are disallowed because of the Final Audit Report, the obligation for reimbursement to the Kansas Small Cities Community Development Block Grant Program shall rest with the Grantee.

XXI. Retention of and Access to Records

- A. Financial records, supporting documents, statistical records, and all other records pertinent to this program shall be retained in accordance with the Department's Procedures.
- B. Authorized representatives of the Department, the Secretary of HUD, the Inspector General of the United States, or the U.S. General Accounting Office shall have access to all books, accounts, records, reports, files, papers, things, or property belonging to, or in use by, the Grantee pertaining to the administration of these grants and the receipt of assistance under the Small Cities CDBG program as may be necessary to make audits, examinations, excerpts, and transcripts for a period of three years after the entire State CDBG grant year you were awarded from has been closed out by HUD.
- C. Any contract or agreement entered by the Grantee shall contain language comparable to subsection (B) to assure access by authorized parties to the pertinent records of any subgrantee, contractor, or subcontractor.
- D. The Grantee shall make all project files and records available to the public following the Kansas Open Records Act (K.S.A. 42-215, et. seq.) requirements. The Grantee shall be responsible for ensuring public records which are exempt from disclosure are protected.

XXII. Conflict of Interest

- A. The Department has adopted a conflict-of-interest policy that incorporates the provisions of 24 CFR 570.611 and 2 CFR 200.112. The Kansas Conflict of Interest policy can be found in the Grantee Handbook.

- B. This policy is applicable in the procurement of supplies, equipment, construction, and services by Grantees and subrecipients. The policy also covers the acquisition and disposition of real property and the provisions of assistance by the Grantee or subrecipients to individuals, businesses, and other private entities in the form of grants, loans, or other assistance through eligible activities of the program which authorize assistance.
- C. This policy shall apply to any person who is an employee, elected or appointed official, agent, consultant, officer, or any immediate family member or business partner of the above, of the Grantee, or of any designated public agencies, or subrecipients which are receiving CDBG grant funds.
- D. No member of the Governing Body, officer or employee of the Grantee, or its designees or agents, or any other person who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a personal or financial interest or subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure and for one year afterward.
- E. The Grantee shall incorporate, or cause to be incorporated, in all third-party agreements, a provision prohibiting such conflict of interest pursuant to this Section.
- F. The Grantee shall not employ, nor shall permit any third party to employ, any employee of the Department.

XXIII. Equal Opportunity

In addition to all equal opportunity provisions and the Assurances incorporated by reference herein, the Grantee agrees to comply with all the requirements of the Kansas Acts Against Discrimination relating to fair employment practices, to the extent applicable and shall cause the foregoing provisions to be inserted in all contracts with third parties for any work covered by this Agreement so that such provisions will be binding upon such third parties.

Grantee will conduct and administer the grant in conformity with Title VI of the Civil Rights Act of 1964 (42 USC 2000d et seq., as amended).

XXIV. Fair Housing

Grantee will conform with the Fair Housing Act (42 USC 3601-20) and will affirmatively further fair housing (AFFH). The requirement to affirmatively further fair housing dictates some form of action to be taken by the Grantee, not just passive compliance with existing laws and ordinances. This requirement is applicable to all CDBG funded activities, no matter the activity, and for each year the Grantee has an open CDBG grant.

Fair housing choice is the ability of persons of similar income levels to have available to them a like range of housing choices regardless of race, color, national origin, religion, sex, familial status, or disability. Grantee must make a commitment to affirmatively further fair housing in the community as a recipient of CDBG funds.

The Grantee must:

1. Identify a local contact to be fair housing representative and contact for complaints
2. Propose AFFH activities that inform the public and for each year of open CDBG grant

XXV. Waiver of Enforcement

A waiver by the Department of the right to enforce any provision of this Agreement shall not be deemed a waiver of the right to enforce each and all the provisions herein.

XXVI. Reversion of Assets

- A. Consistent with the provisions at 24 CFR 570.703, the Grantee shall transfer any CDBG funds on hand at the time of expiration of the Agreement and any accounts receivable attributable to the use of CDBG funds to the Department.
- B. The Grantee shall use CDBG purchased equipment for the approved project for which it was acquired and for as long as needed, whether or not the project or program continues to be supported by CDBG. The Grantee must maintain property records that include a description of the property, a serial number or like, source of funding, title holder, acquisition date, cost of property, percentage of CDBG contribution to the original purchase, the location, the use and condition of property, and disposition data. The Grantee is required to conduct a physical inventory of the property owned and controlled by the Grantee at least annually. When equipment acquired with CDBG funds is no longer needed for the original project or program, the Grantee shall follow disposition requirements found in 2 CFR 200. Equipment with a fair market value of \$10,000 or less (per unit) may be retained, sold, or otherwise disposed of with no further responsibility to the Department or HUD.
- C. The title to supplies purchased with CDBG funds will vest upon acquisition in the Grantee. When there is a residual inventory of unused supplies valued at \$10,000 or less, in the aggregate, at the end of the period of performance, the Grantee may retain the unused supplies with no further responsibility to the Department or HUD.

XXVII. Change of Use of Real Property

- A. For real property purchased with CDBG funds, the Grantee may not change the use or planned use of any property (including the beneficiaries of such use) from that for which the acquisition or improvement was made, unless the Grantee provides affected citizens with reasonable notice of, and opportunity to comment on, any proposed change, and either:
 - 1. The new use of the property qualifies as meeting one of the national objectives and is not a building for the general conduct of government; or
 - 2. The requirements in paragraph (B) of this section are met.
- B. If the Grantee determines, after consultation with affected citizens, that it is appropriate to change the use of the property to a use which does not qualify under paragraph (A) of this section, it may retain or dispose of the property for the changed use if the State's CDBG program is reimbursed, at the discretion of the Department. The reimbursement shall be in the amount of the current fair market value of the property, less any portion of the value attributable to expenditures of non-CDBG funds for acquisition of, and improvements to, the property. However, if the change in use occurs five (5) years or more after the project closeout, the Grantee shall be allowed to use, or dispose of, the property with no further obligation to the Department or HUD.
- C. Following the reimbursement of the CDBG program in accordance with paragraph (B) of this section, the property will no longer be subject to any CDBG requirements.

XXVIII. Labor Provisions

- A. Except for housing rehabilitation projects on buildings designed to contain fewer than eight (8) units, each construction contract let by the Grantee pursuant to this Program shall comply with the governing federal labor standards and regulations set forth in 29 CFR Parts 1, 3, 5, 6, and 7. As such, the Grantee shall comply with all state and federal requirements pursuant to:
 - 1. Prevailing wage rates;
 - 2. Submittal of payrolls and related reports;
 - 3. Disputes concerning wage rates and classification of labor;
 - 4. Contract work hours and safety standards act overtime compensation;
 - 5. Termination; debarment; subcontractors; and
 - 6. Evidence of completion.
- B. This Agreement is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u), as amended, and the HUD regulations issued at 24 CFR Part 75.
- C. Grantees must ensure all construction contracts more than \$2,000 comply with all applicable federal labor provisions, including:
 - 3. Section 110, Title I, Housing and Community Development Act of 1974, as amended (42 U.S.C. 5301);
 - 4. Davis-Bacon Act (40 U.S.C. 276a – 276a-5);
 - 5. Copeland “Anti-Kickback” Act (47 U.S.C. 276c);
 - 6. Contract Work Hours and Safety Standards Act – CWHSSA (40 U.S.C. 327-333);
 - 7. Fair Labor Standards Act – FLSA (20 U.S.C. 201 et seq);
 - 8. Title 29 Code of Federal Register (CFR), Parts 1, 2, 5, 6, and 7;
 - 9. Federal Labor Standards Compliance in Housing and Community Development Programs Administration and Enforcement Handbook (HUD Handbook No. 1344.1).
- D. All contractors are responsible for paying all employees working on a federally funded project the appropriate Davis-Bacon wage rate on a weekly basis. Other payment schedules such as bi-weekly, bi-monthly, monthly and the like are not acceptable. Contractors must submit payroll records weekly for each week in which any contract work is performed within seven (7) calendar days of the payment date. The Prime Contractor is responsible for submission of payrolls by all subcontractors.
- E. Grantees must develop a compliance and enforcement procedure that ensures all applicable labor standards requirements are met. The Grantee must designate a labor standards compliance officer to review and oversee the labor standards requirements.

XXIV. Budget Amendments and Other Changes

- A. During the implementation of the grant project, the Grantee may revise the CDBG budget line items in the CONTRACT PROJECT BUDGET FORM; provided that:
1. The cumulative effect of the revision is to not make line-item budget transfers which exceed ten percent of the total grant or \$10,000 cumulative of CDBG monies, whichever is less;
 2. The change does not increase any professional services of the CDBG approved budget;
 3. The change will not significantly change the scope, location, or objectives of the approved activities; and
 4. The change does not add or eliminate any activity.
- B. Any such changes to this Agreement shall constitute an amendment, including time extension of the completion date.
- C. The Grantee shall notify the Department if, using other funds, there is an intention to expand, enhance or add to the scope of the program covered by the Agreement, or there is a proposal to undertake activities that will have an impact upon the buildings, areas or activities of this program. The Department reserves the right to require an amendment to this Agreement if such is deemed necessary.
- D. Amendments to the terms and conditions of this Agreement shall not become effective unless reduced to writing, applicable standard forms submitted, passed by Resolution of the governing body, and signed by the duly authorized representative of the Grantee, and signed by the Department.
- E. **I hereby certify that I have knowledge of all activities in the above-referenced grant. I also certify that I am aware CDBG regulations prevent the use of any facility built or rehabilitated with CDBG funds, or any portion thereof, to be used for the general conduct of governmental business. By accepting the above-referenced grant award, I certify that no portion of the above grant award violates this regulation.**

Copies or originals of all CDBG recipient files and documentation must be maintained at the recipient's principal place of business.

We, the undersigned, have read and understood the above document and hereby agree to the terms and conditions contained herein.

DATED BY THE DEPARTMENT OF COMMERCE THIS _____ DAY OF _____, 20____.

STATE OF KANSAS
DEPARTMENT OF COMMERCE

By: _____
CDBG Program
Kansas Department of Commerce

By: _____
Notary Public, State of Kansas

City of Valley Falls Kansas
(Grantee)

By: _____
(Name) (Title)

(SEAL)

ATTEST: _____
(For the Grantee)

SPECIAL CONDITIONS

In addition to the general terms and conditions of this Agreement, the Grantee and the Department hereby agree to the following Special Conditions:

1. As provided in Section IX., Program Costs, F., the Notification of Award for the grant under this Agreement is dated **JULY 7, 2025**.
2. The Grantee shall be permitted to satisfy the program audit requirements of Section XX., Audit Requirements, by conducting a single municipal government-wide financial audit at the time of an annual audit provided for by Kansas law. Said audit will be completed on or before September 30 of each year the grant is open and one year after the grant is closed. Grantees receiving federal assistance in any fiscal year must have an audit made in accordance with 2 CFR Part 200 for such fiscal year unless exempted under 2 CFR Part 200. Those Grantees having expended \$750,000 or more of total federal funds from all sources must have an annual audit.
3. Will require each unit of local government to be distributed Title I funds to adopt and enforce a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations in accordance with Section 519 of Public Law 101-144, (the 1990 HUD Appropriations Act) and prohibiting the barring of entrance or exit to any facility or location which is the subject of such demonstration (Cranston-Gonzales National Affordable Housing Act).
4. In addition to the above certifications, the undersigned also makes the certification required which is attached regarding Lobbying.
5. The Grantee shall adhere to the Build America Buy America Act ("BABA"), as codified in 41 U.S.C. § 8301, and 2 C.F.R. Part 184 and in conformance with the Department's Procedures. Grantee understands that none of the funds provided under this award may be used for an infrastructure project unless:
 - (1) All iron and steel used in the project are produced in the United States—this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States; and
 - (2) All manufactured products used in the project are produced in the United States— this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard that meets or exceeds this standard has been established under applicable law or regulation for determining the minimum amount of domestic content of the manufactured product; and
 - (3) All construction materials are manufactured in the United States—this means that all manufacturing processes for the construction material occurred in the United States. The construction material standards are listed below.

Incorporation into an infrastructure project. The Buy America Preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America Preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

Categorization of articles, materials, and supplies. An article, material, or supply should only be classified into one of the following categories: (i) Iron or steel products; (ii) Manufactured products; (iii) Construction materials; or (iv) Section 70917(c) materials. An article, material, or supply should not be considered to fall into multiple categories. In some cases, an article, material, or supply may not fall under any of the categories listed in this paragraph. The classification of an article, material, or supply as falling into one of the categories listed in this paragraph must be made based on its status at the time it is brought to the work site for incorporation into an infrastructure project. In general, the work site is the location of the infrastructure project at which the iron, steel, manufactured products, and construction materials will be incorporated.

Application of the Buy America Preference by category. An article, material, or supply incorporated into an infrastructure project must meet the Buy America Preference for only the single category in which it is classified.

Determining the cost of components for manufactured products. In determining whether the cost of components for manufactured products is greater than 55 percent of the total cost of all components, use the following instructions:

- (a) For components purchased by the manufacturer, the acquisition cost, including transportation costs to the place of incorporation into the manufactured product (whether such costs are paid to a domestic firm), and any applicable duty (whether or not a duty-free entry certificate is issued); or
- (b) For components manufactured by the manufacturer, all costs associated with the manufacture of the component, including transportation costs as described in paragraph (a), plus allocable overhead costs, but excluding profit. Cost of components does not include any costs associated with the manufacture of the manufactured product.

Construction material standards. The Buy America Preference applies to the following construction materials incorporated into infrastructure projects. Each construction material is followed by a standard for the material to be considered “produced in the United States.” Except as specifically provided, only a single standard should be applied to a single construction material.

- (1) Non-ferrous metals. All manufacturing processes, from initial smelting or melting through final shaping, coating, and assembly, occurred in the United States.
- (2) Plastic and polymer-based products. All manufacturing processes, from initial combination of constituent plastic or polymer-based inputs, or, where applicable, constituent composite materials, until the item is in its final form, occurred in the United States.
- (3) Glass. All manufacturing processes, from initial batching and melting of raw materials through annealing, cooling, and cutting, occurred in the United States.
- (4) Fiber optic cable (including drop cable). All manufacturing processes, from the initial ribboning (if applicable), through buffering, fiber stranding and jacketing, occurred in the United States. All manufacturing processes also include the standards for glass and optical fiber, but not for non-ferrous metals, plastic and polymer-based products, or any others.
- (5) Optical fiber. All manufacturing processes, from the initial preform fabrication stage through the completion of the draw, occurred in the United States.
- (6) Lumber. All manufacturing processes, from initial debarking through treatment and planning, occurred in the United States.
- (7) Drywall. All manufacturing processes, from initial blending of mined or synthetic gypsum plaster and additives through cutting and drying of sandwiched panels, occurred in the United States.
- (8) Engineered wood. All manufacturing processes from the initial combination of constituent materials until the wood product is in its final form, occurred in the United States.

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Date

Official

Grantees are required to keep records until three years after the entire CDBG grant year from HUD has been closed out.

GRANTEE NAME: Valley Falls

GRANT NUMBER: 25-PF-014

ACTIVITY	CDBG FUNDS	OTHER FUNDS	SOURCE OF OTHER FUNDS	TOTAL COST
1. Public Facilities/Construction				
a. Park				\$ -
b. Sewer/Lines/Treatment	\$ 650,000	\$ 1,279,351	USDA-RD	\$ 1,929,351
c. Street Improvements				\$ -
d. Drainage/Flood				\$ -
e. Center/Facility				\$ -
f. Other				\$ -
g. Acquisition, including easements				\$ -
h. Engineering Design		\$ 99,040.00	USDA-RD	\$ 99,040.00
i. Construction Inspection		\$ 209,940.00	USDA-RD	\$ 209,940.00
j. Architectural Services				\$ -
k. Other Professional Services				\$ -
Public Facility Activities Total	\$ 650,000.00	\$ 1,588,331.00		\$ 2,238,331.00
2. Housing Activities				
a. Housing Rehabilitation				\$ -
b. Lead-Based Paint Activities				\$ -
c. Demolition				\$ -
d. Acquisition				\$ -
e. Relocation				\$ -
f. New Construction				\$ -
g. Housing Inspection				\$ -
Housing Activities Total	\$ -	\$ -		\$ -
3. Administration				
a. Administrative Activities		\$ 45,000.00	USDA-RD	\$ 45,000.00
b. Legal				\$ -
c. Audit				\$ -
Administration Total		\$ 45,000		\$ 45,000.00
ALL ACTIVITIES TOTAL	\$ 650,000.00	\$ 1,633,331.00		\$ 2,283,331.00

**CERTIFICATION OF COMPANY
NOT CURRENTLY ENGAGED IN A BOYCOTT OF GOODS or SERVICES FROM ISRAEL**

In accordance with HB 2482, 2018 Legislative Session, the State of Kansas shall not enter into a contract with a Company to acquire or dispose of goods or services with an aggregate price of more than \$100,000, unless such Company submits a written certification that such Company is not currently engaged in a boycott of goods or services from Israel that constitutes an integral part of business conducted or sought to be conducted with the State.

As a Contractor entering into a contract with the State of Kansas, it is hereby certified that the Company listed below is not currently engaged in a boycott of Israel as set forth in HB 2482, 2018 Legislature.

Signature, Title of Contractor

Date

Jeanette Shipley, Mayor

Printed

City of Valley Falls, KS

Name of Company

**CERTIFICATION OF COMPANY NOT CURRENTLY ENGAGED IN
THE PROCUREMENT OR OBTAINMENT OF CERTAIN EQUIPMENT, SERVICES, OR SYSTEMS**

WHEREAS, pursuant to Public Law 115-232, Section 889 of the John S. McCain National Defense Authorization Act of 2019, “covered telecommunications equipment or services” is defined as:

- (1) Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
- (2) Video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, and Dahua Technology Company (or any subsidiary or affiliate of such entities).
- (3) Telecommunications or video surveillance services provided by such entities or using such equipment.
- (4) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

WHEREAS, a “covered foreign country” means any of the following: (1) The People’s Republic of China, (2) The Russian Federation, or (3) any country that is a state sponsor of terrorism¹.

WHEREAS, foreign adversaries are increasingly creating and exploiting vulnerabilities in covered telecommunications equipment which store and communicate vast amounts of sensitive information and support infrastructure and emergency services, in order to commit malicious cyber-enabled actions;

WHEREAS, the unrestricted acquisition or use in the State of Kansas of covered telecommunications equipment designed, developed, manufactured, or supplied by persons owned by, controlled by, or subject to the jurisdiction or direction of foreign adversaries augments the ability of foreign adversaries to create and exploit vulnerabilities in technological equipment, services, or systems; and

WHEREAS, the State of Kansas has an interest in protecting itself against threats related to foreign adversary’s exploitation of vulnerabilities in covered telecommunications equipment.

THEREFORE, Contractor certifies that it shall not provide or procure to the State of Kansas or any agency thereof any covered telecommunications equipment either in whole or in part of any product or during the commission of any service.

FURTHERMORE, and notwithstanding any other contracts or agreements with Contractor, if Contractor has violated, misrepresented, or otherwise fails to comply with this certification document as determined by the State, the State may terminate any contract without penalty with Contractor immediately.

By signing the below, Contractor acknowledges and agrees to comply with the provisions of this policy.

CONTRACTOR

Signature, Title

Date

¹ Designations of a “state sponsor of terrorism” may be found at the U.S. Department of State website. <https://www.state.gov/state-sponsors-of-terrorism/#:~:text=Currently%20there%20are%20four%20countries,%2C%20Iran%2C%20and%20Syria.&text=For%20more%20details%20about%20State,in%20Country%20Reports%20on%20Terrorism.>

Policy Regarding Sexual Harassment

WHEREAS, sexual harassment and retaliation for sexual harassment claims are unacceptable forms of discrimination that must not be tolerated in the workplace; and

WHEREAS, state and federal employment discrimination laws prohibit sexual harassment and retaliation in the workplace; and

WHEREAS, officers and employees of the State of Kansas are entitled to working conditions that are free from sexual harassment, discrimination, and retaliation; and

WHEREAS, the Governor and all officers and employees of the State of Kansas should seek to foster a culture that does not tolerate sexual harassment, retaliation, and unlawful discrimination.

NOW THEREFORE, pursuant to the authority vested in me as Governor of the State of Kansas, I hereby order as follows:

1. All Executive Branch department and agency heads shall have available, and shall regularly review and update at least every three years or more frequently as necessary, their sexual harassment, discrimination, and retaliation policies. Such policies shall include components for confidentiality and anonymous reporting, applicability to intern positions, and training policies.
2. All Executive Branch department and agency heads shall ensure that their employees, interns, and contractors have been notified of the state's policy against sexual harassment, discrimination, or retaliation, and shall further ensure that such persons are aware of the procedures for submitting a complaint of sexual harassment, discrimination, or retaliation, including an anonymous complaint.
3. Executive Branch departments and agencies shall annually require training seminars regarding the policy against sexual harassment, discrimination, or retaliation. All employees shall complete their initial training session pursuant to this order by the end of the current fiscal year.
4. Within ninety (90) days of this order, all Executive Branch employees, interns, and contractors under the jurisdiction of the Office of the Governor shall be provided a written copy of the policy against sexual harassment, discrimination, and retaliation, and they shall execute a document agreeing and acknowledging that they are aware of and will comply with the policy against sexual harassment, discrimination, and retaliation.
5. Matters involving any elected official, department or agency head, or any appointee of the Governor may be investigated by independent legal counsel.
6. The Office of the Governor will require annual mandatory training seminars for all staff, employees, and interns in the office regarding the policy against sexual harassment, discrimination, and retaliation, and shall maintain a record of attendance.

7. Allegations of sexual harassment, discrimination, or retaliation within the Office of the Governor will be investigated promptly, and violations of law or policy shall constitute grounds for disciplinary action, including dismissal.
8. This Order is intended to supplement existing laws and regulations concerning sexual harassment and discrimination, and shall not be interpreted to in any way diminish such laws and regulations. The Order provides conduct requirements for covered persons, and is not intended to create any new right or benefit enforceable against the State of Kansas.
9. Persons seeking to report violations of this Order, or guidance regarding the application or interpretation of this Order, may contact the Office of the Governor regarding such matters.

Agreement to Comply with the Policy Against Sexual Harassment, Discrimination, and Retaliation.

I hereby acknowledge that I have received a copy of the State of Kansas Policy Against Sexual Harassment, Discrimination, and Retaliation established by Executive Order 18-04 and agree to comply with the provisions of this policy.

Signature and Date

Jeanette Shipley, Mayor

Printed Name



City of
VALLEY FALLS

Incorporated May 17, 1869

RESOLUTION 2025 - _____

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 16th day of July, 2025, find that both General Fixed Asset Accounting and the preparation of financial statements and financial reports for the year ended December 31, 2025, 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 16th day of July, 2025 that the governing body of the City of Valley Falls, Kansas waives the requirements of K.S.A. 75-112a(c)(1) as they apply to the City of Valley Falls, Kansas for the year end December 31, 2025.

ADOPTED THIS 16th of July, 2025.

Jeanette Shipley,
Mayor

ATTEST:

Destiny Schrick
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;