



City of VALLEY FALLS

Incorporated May 17, 1869

City Council Agenda

The City Council meeting is open to the public and will be held at City Hall.

Meetings will be streamed via Facebook Live (<https://www.facebook.com/cityofvalleyfalls>) Please email questions to cityadmin@valleyfalls.org before the meeting.

October 20, 2021 6:30 PM
Regular Meeting

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL - City Council and Staff
MINUTES - Regular Meeting of October 6, 2021
INVOICES - \$23,444.10

PUBLIC COMMENTS & GUESTS

ORDINANCES, RESOLUTIONS, & PROCLAMATIONS

BUSINESS ITEMS

- A. Public Comments Policy
- B. Gworks Software

ADDITIONS TO THE AGENDA:

TABLED ITEMS: None.

REPORTS:

CITY ADMINISTRATOR: Audree Aguilera

MAYOR: Lucy Thomas

PUBLIC WORKS: Bill McCoy

POLICE: Brandon Bines

CITY COUNCIL COMMENTS/ FEEDBACK/ IDEAS

PENDING PROJECTS:

CDBG Sewer Project - Application Submitted. Pending approval in January 2022.

CDBG Street Project - Pending start date from contractor.

American Rescue Plan Act (ARPA) - \$174,918.00 allocated. \$87,459.00(1st half) received.

Installation of Automatic Water Meters: 94 installed to date

FEMA Reimbursement - Close out. \$41,102.88 received for City. \$4,538.07 received for Ball Fields.

ANNOUNCEMENTS/ COMMUNICATIONS:

- Tree Dedication for Rick Johnson in City Park on Saturday, November 6th at 2:00 P.M.
- Fall back and set you clocks back an hour. Daylight savings time ends November 7th.
- City Offices Closed on November 11th in observance of Veteran's Day.
- City Offices Closed on November 25th and 26th in observance of Thanksgiving.

EXECUTIVE SESSION

ADJOURNMENT

CITY OF VALLEY FALLS

October 20, 2021

Open Hearing

The meeting was called to order at 6:30 pm by Mayor Lucy Thomas. Council members present were, Jennifer Ingraham, Judy Rider, and Gary McKnight. Mike Glissman and Salih Doughramaji were absent.

Staff present: Audree Aguilera, City Administrator, Bill McCoy, Public Works Director, Chief Brandon Bines, Leonard Buddenbohm, City Attorney, and Chris Weishaar, City Clerk.

Others present were Andrew Werring, Scott Heinen, and Dianne Heinen.

The minutes from the October 6, 2021, meetings were presented.

Jennifer pointed out a spelling error on page 3, to correct the word to Allegiance.

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

VOUCHERS

The October 20, 2021, Vouchers were presented. Judy moved to approve. Jennifer seconded the motion. Motion carried 3-0.

Public Comments & Guests:

Harold Mayes, CPA presented the 2020 audit review and findings to the council.

Ordinances, Resolutions, & Proclamations:

Ordinance 3-304.2 changing the hours to sell alcoholic beverages in it's original packaging to 9:00 a.m. to 8:00 p.m. on Sunday.

Gary made a motion to approve ordinance 3-304.2. Judy seconded motion. Motion carried 3-0.

Old Business:

Audree asked council about their thoughts on saying the Pledge Of Allegiance at the beginning of Council Meetings. There is no objection to adding the Pledge to the agenda.

New Business:

The contract from Harold Mayes, of Agler & Gaeddert, CPAs was presented. Fee is \$6,200.00

Gary made a motion to approve the contract. Judy seconded motion. Motion carried 3-0.

Audree brought up the need for a code/ordinance pertaining to tiny houses and storage containers within the city limits. She advised it is not an issue yet but the popularity of small living is rising. Leonard advised he could put something together to be reviewed. Audree will discuss with planning commission.

Audree discussed to policy pertaining to public comments at city council meetings. Allow 3 minutes per person. Can't allow one person to take everyone present 3 minutes allotment. Audree can look into what other cities allow.

Andrew Werring was present with a contract for his services as the new city prosecutor. It was agreed to pay \$500.00 per month retainer which is what previous city prosecutors have received. City attorney had previously reviewed the contract.

Committee Reports:

Administrative: Employee evaluations are due by November 8th.

The burn pile was burned on October 7th. Purplewave auction for the Jeep ends on October 28th. Her and City Clerk attended website training and updates have begun. Phones have been updated to reflect new business hours. New City Administrator computer has arrived and been set up. File retention policy is being reviewed and the need for filing cabinets are being addressed. Keith Jeffers has got the login for badges to Audree she is in the process of getting pictures. Attended LKM meeting received good information. Spoke to Alex about road project, Bettis should have plans by Friday. Fund balance totals were discussed.

Mayor: Meet and Greet went well. Attended League conference which was very informative.

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

Douglas pump company has contacted MidAmerica Valve with dimensions to build stem. Waiting on contact from the Corp regarding trees and fence around the sewer ponds. Have been price shopping for a generator to power the lift stations. Prices range from 1,500.00 to \$3,000.00 depending on what fuel option you pick. All the potholes in the city have been fixed that were reported online. As Audree mentioned the brush pile has been burned. Progress has been made on clearing the Tucking lot. It appears that 4 tree stumps might need to be ground out at a cost of \$150.00 each. Gary moved to approve the stump removal. Jennifer seconded motion. Motion carried 3-0. There are now 120 new water meters installed to date. One of the chlorine readers at the water plant is in the process of going out. Hope to prolong replacement until after the first of the year.

Fire board: No Report

Police: Police Department is fully staffed. Will be looking into hiring some parttime officers. Officer Trey Davidson will be in training until he goes to the Law Enforcement Academy in January, 2022. There were 2 reports of burglary/criminal damage in the city in the last week. Reminder to report suspicious activity. The Chief discussed Dogs running at large and Leash Laws. Also, the potential fines associated with them. Where to place dogs taken into custody was discussed. The City attorney advised you can take a picture and a case can be filed against the owner. The citizen will have to be a witness in court. The Chief will look into places to house animals.

The Chief discussed the issue of people “blowing through stop signs” and the possible way to remedy the situation. Bill advised he would look into what is involved with Stop sign placement.

The Omnigo software was installed today and training took place.

Like Audree said the Jeep is listed on Purplewave and is currently at \$1,400.00

Met with the new City Prosecutor and the fine schedule was discussed.

All police uniforms have been ordered.

Brandon discussed holding a community fraud/scam training for the public.

Axon/Taser will be sending 2 body cameras and taser to be tested for up to 8 weeks. The chief feels the current equipment is out dated.

Brandon brought up the new police building. Audree advised reviewing the budget because a lot of items have been purchased that weren’t budgeted for. The topic is tabled for now.

Health Code: No Report

VFEDC: No Report

Swimming Pool: No Report

Judy questioned how many dog tags have been issued. Chris advised about 38.

Lucy advised registering UTV/ATV/Golf carts should be addressed. Not a large fee but is a good idea.

Council asked Leonard to put something together for review possibly at their work meeting.

Lucy read Thank You card from Valley Falls Community Foundation to Police and Bill for their help at the Porch Crawl event.

ADJOURNMENT

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

APPROVED: _____
LUCILLE THOMAS, MAYOR

ATTEST: _____
CHRISTINE WEISHAAR, CITY CLERK



City of
VALLEY FALLS

Incorporated May 17, 1869

COUNCIL MEETING DATE: November 3, 2021

INVOICES IN THE TOTAL AMOUNT OF: \$23,444.10

APPROVED:

STATE OF KANSAS

COUNTY OF JEFFERSON

I hereby certify that the attached bills are just, correct, and remain unpaid, and that the amount therein is actually due and owing according to law.

Approved by:

City Administrator

Subscribed and sworn to before me this _____ day of November, 2021

City Clerk

AP Enter Bills Edit Report

City of Valley Falls (VFCITY)

Batch: AAABGV

11/1/2021 3:11:22 PM

Page 1

Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Check #	Check Date	Due Date	Discount Date	Bank Code	Invoice #
PO Number		Inv Date	Paid Out	Immediate	Credit Card Vendor	Check #	Check Date	Due Date	Discount Date	Bank Code	Discount
GL Date	Immediate GL Account				Credit Card	CC Reference #			Payment Date		Total Invoice
1	PETRO / Petro Valley Falls										10182021
FUEL		11/3/2021	N	Y	Not Yet Assigned	11/3/2021	11/3/2021	11/3/2021	11/3/2021	KSB	\$0.00
11/3/2021					N						\$475.93
Line	Type	Desc/Inv Stock/Alloc			Quantity Bought				Cost Per Unit		Line Extension
	Inv/Alloc Desc				Serial Number				Discount		Discount Amt
GL Expense Account					GL Prepaid Account						Exp Date
1	Direct Expense	Parks			1.0000				\$120.0000		\$120.0000
									Y		\$0.00
01-400-5160											
2	Direct Expense	Police			1.0000				\$287.9300		\$287.9300
									Y		\$0.00
01-200-5160											
3	Direct Expense	Sewer			1.0000				\$68.0000		\$68.0000
									Y		\$0.00
04-000-5160											
2	MIDWAYAUTO / Midway Auto Supply Of Valley Falls, Inc										99527-99254
GAS/SPRING		11/3/2021	N	Y	Not Yet Assigned	11/3/2021	11/3/2021	11/3/2021	11/3/2021	KSB	\$0.00
11/3/2021					N						\$23.07
Line	Type	Desc/Inv Stock/Alloc			Quantity Bought				Cost Per Unit		Line Extension
	Inv/Alloc Desc				Serial Number				Discount		Discount Amt
GL Expense Account					GL Prepaid Account						Exp Date
1	Direct Expense	Pedal Return SPring			1.0000				\$3.0800		\$3.0800
									Y		\$0.00
04-000-5240											
2	Direct Expense	5 GAL gas can			1.0000				\$19.9900		\$19.9900
									Y		\$0.00
01-200-5240											
3	DAVIS PUB / Davis Publication										3178-3176-3189
PUBLICATIONS		11/3/2021	N	Y	Not Yet Assigned	11/3/2021	11/3/2021	11/3/2021	11/3/2021	KSB	\$0.00
11/3/2021					N						\$262.13
Line	Type	Desc/Inv Stock/Alloc			Quantity Bought				Cost Per Unit		Line Extension
	Inv/Alloc Desc				Serial Number				Discount		Discount Amt
GL Expense Account					GL Prepaid Account						Exp Date
1	Direct Expense	Standard Traffic Ord			1.0000				\$90.2500		\$90.2500
									Y		\$0.00
01-600-5290											
2	Direct Expense	Public Offense Codes			1.0000				\$52.8800		\$52.8800

AP Enter Bills Edit Report

City of Valley Falls (VFCITY)

Batch: AAABGV

11/1/2021 3:11:22 PM

Page 3

Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Check Date	Due Date	Discount Date	Bank Code	Invoice #
PO Number		Inv Date	Paid Out	Immediate	Check #	Check Date	Due Date	Discount Date	Bank Code	Discount
GL Date	Immediate GL Account				Credit Card	CC Reference #		Payment Date		Total Invoice
6	WASTE / Waste Management									0354563-2059-3
CITYWIDE DUMPSTER		11/3/2021	N	Y	Not Yet Assigned	11/3/2021	11/3/2021	11/3/2021	KSB	\$0.00
11/3/2021					N					\$755.40
Line	Type	Desc/Inv Stock/Alloc			Quantity Bought		Cost Per Unit		Line Extension	
	Inv/Alloc Desc				Serial Number		Discount		Discount Amt	
GL Expense Account					GL Prepaid Account				Exp Date	
1	Direct Expense	City Wide Dumpster			1.0000		\$755.4000		\$755.4000	
							Y		\$0.00	
08-000-5900										
7	WASTE / Waste Management									0354643-2059-3
RECYCLE		11/3/2021	N	Y	Not Yet Assigned	11/3/2021	11/3/2021	11/3/2021	KSB	\$0.00
11/3/2021					N					\$1,480.00
Line	Type	Desc/Inv Stock/Alloc			Quantity Bought		Cost Per Unit		Line Extension	
	Inv/Alloc Desc				Serial Number		Discount		Discount Amt	
GL Expense Account					GL Prepaid Account				Exp Date	
1	Direct Expense	Recycle Dumpster			1.0000		\$1,480.0000		\$1,480.0000	
							Y		\$0.00	
08-000-5900										
8	WASTE / Waste Management									0357694-2059-3
96 GALLON		11/3/2021	N	Y	Not Yet Assigned	11/3/2021	11/3/2021	11/3/2021	KSB	\$0.00
11/3/2021					N					\$6,624.88
Line	Type	Desc/Inv Stock/Alloc			Quantity Bought		Cost Per Unit		Line Extension	
	Inv/Alloc Desc				Serial Number		Discount		Discount Amt	
GL Expense Account					GL Prepaid Account				Exp Date	
1	Direct Expense	96 Gallon Collection			1.0000		\$6,624.8800		\$6,624.8800	
							Y		\$0.00	
08-000-5900										
9	WASTE / Waste Management									0357693-2059-5
DUMPSTERS		11/3/2021	N	Y	Not Yet Assigned	11/3/2021	11/3/2021	11/3/2021	KSB	\$0.00
11/3/2021					N					\$2,254.82
Line	Type	Desc/Inv Stock/Alloc			Quantity Bought		Cost Per Unit		Line Extension	
	Inv/Alloc Desc				Serial Number		Discount		Discount Amt	
GL Expense Account					GL Prepaid Account				Exp Date	
1	Direct Expense	Dumpsters			1.0000		\$2,254.8200		\$2,254.8200	
							Y		\$0.00	
08-000-5900										

AP Enter Bills Edit Report
City of Valley Falls (VFCITY)
Batch: AAABGV

11/1/2021 3:11:22 PM

Page 4

Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Check Date	Due Date	Discount Date	Bank Code	Invoice #
PO Number		Inv Date	Immediate GL Account		Check #	Check Date	Due Date	Discount Date	Bank Code	Discount
GL Date		Immediate GL Account			Credit Card	CC Reference #		Payment Date		Total Invoice
10	HEINREPAIR / Heinen Repair Service									100521-102621
PARTS		11/3/2021	N	Y	Not Yet Assigned	11/3/2021	11/3/2021	11/3/2021	KSB	\$0.00
11/3/2021					N					\$59.98
Line	Type	Desc/Inv Stock/Alloc			Quantity Bought		Cost Per Unit		Line Extension	
	Inv/Alloc Desc				Serial Number		Discount		Discount Amt	
GL Expense Account				GL Prepaid Account				Exp Date		
1	Direct Expense	Pulley, FLT IDR, Bearing			1.0000		\$42.9900		\$42.9900	
							Y		\$0.00	
01-400-5240										
2	Direct Expense	chain Sprocket			1.0000		\$16.9900		\$16.9900	
							Y		\$0.00	
01-400-5240										
11	MOT / Midwest Office Technology									INST286414
COPIER		11/3/2021	N	Y	Not Yet Assigned	11/3/2021	11/3/2021	11/3/2021	KSB	\$0.00
11/3/2021					N					\$62.15
Line	Type	Desc/Inv Stock/Alloc			Quantity Bought		Cost Per Unit		Line Extension	
	Inv/Alloc Desc				Serial Number		Discount		Discount Amt	
GL Expense Account				GL Prepaid Account				Exp Date		
1	Direct Expense	Copier Lease			1.0000		\$62.1500		\$62.1500	
							Y		\$0.00	
01-100-5060										
12	AGLER / Agler & Gaeddert Chartered									56581
2020 AUDIT		11/3/2021	N	Y	Not Yet Assigned	11/3/2021	11/3/2021	11/3/2021	KSB	\$0.00
11/3/2021					N					\$7,174.86
Line	Type	Desc/Inv Stock/Alloc			Quantity Bought		Cost Per Unit		Line Extension	
	Inv/Alloc Desc				Serial Number		Discount		Discount Amt	
GL Expense Account				GL Prepaid Account				Exp Date		
1	Direct Expense	2020 Audit, Forms			1.0000		\$7,174.8600		\$7,174.8600	
							Y		\$0.00	
01-100-5290										
13	BBTREEREMOVAL / B & B Tree Removal									10082021
TREE REMOVAL		11/3/2021	N	Y	Not Yet Assigned	11/3/2021	11/3/2021	11/3/2021	KSB	\$0.00
11/3/2021					N					\$1,100.00
Line	Type	Desc/Inv Stock/Alloc			Quantity Bought		Cost Per Unit		Line Extension	
	Inv/Alloc Desc				Serial Number		Discount		Discount Amt	
GL Expense Account				GL Prepaid Account				Exp Date		
1	Direct Expense	5 Trees on Tucking			1.0000		\$1,100.0000		\$1,100.0000	

AP Enter Bills Edit Report

City of Valley Falls (VFCITY)

Batch: AAABGV

11/1/2021 3:11:22 PM

Page 5

Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Check #	Check Date	Due Date	Discount Date	Bank Code	Invoice #
PO Number					Check #						Discount
GL Date		Immediate GL Account			Credit Card	CC Reference #			Payment Date		Total Invoice
									Y		\$0.00
01-300-5260											
14	ARAMARK / AmeriPride Services Inc										280000015448
RUGS		11/3/2021	N	Y	Not Yet Assigned	11/3/2021	11/3/2021	11/3/2021		KSB	\$0.00
11/3/2021					N						\$42.64
Line	Type	Desc/Inv Stock/Alloc			Quantity Bought			Cost Per Unit		Line Extension	
		Inv/Alloc Desc			Serial Number			Discount		Discount Amt	
		GL Expense Account			GL Prepaid Account					Exp Date	
1	Direct Expense	RUgs			1 0000			\$42.6400		\$42.6400	
								Y		\$0.00	
01-100-5320											
15	UNTANGLE / Untangle										INV00824825
FIREWALL		11/3/2021	N	Y	Not Yet Assigned	11/3/2021	11/3/2021	11/3/2021		KSB	\$0.00
11/3/2021					N						\$540.00
Line	Type	Desc/Inv Stock/Alloc			Quantity Bought			Cost Per Unit		Line Extension	
		Inv/Alloc Desc			Serial Number			Discount		Discount Amt	
		GL Expense Account			GL Prepaid Account					Exp Date	
1	Direct Expense	Yearly Firewall Sub			1 0000			\$540.0000		\$540.0000	
								Y		\$0.00	
01-100-5110											
16	BUDDENBOHM / Foley & Buddenbohm Law Office										OCT 2021
OCT 2021		11/3/2021	N	Y	Not Yet Assigned	11/3/2021	11/3/2021	11/3/2021		KSB	\$0.00
11/3/2021					N						\$1,000.00
Line	Type	Desc/Inv Stock/Alloc			Quantity Bought			Cost Per Unit		Line Extension	
		Inv/Alloc Desc			Serial Number			Discount		Discount Amt	
		GL Expense Account			GL Prepaid Account					Exp Date	
		1099 Type									
1	Direct Expense	October 2021			1 0000			\$1,000.0000		\$1,000.0000	
								Y		\$0.00	
01-100-5140											
Non 1099 Payments											
17	KDHEBW / KDHE - Bureau Of Water										2021 PERMIT
2021 PERMIT		11/3/2021	N	Y	Not Yet Assigned	11/3/2021	11/3/2021	11/3/2021		KSB	\$0.00
11/3/2021					N						\$185.00
Line	Type	Desc/Inv Stock/Alloc			Quantity Bought			Cost Per Unit		Line Extension	
		Inv/Alloc Desc			Serial Number			Discount		Discount Amt	
		GL Expense Account			GL Prepaid Account					Exp Date	
1	Direct Expense	2021 StormWater permit			1 0000			\$185.0000		\$185.0000	

AP Enter Bills Edit Report
 City of Valley Falls (VFCITY)
 Batch: AAABGV

11/1/2021 3:11:22 PM

Page 6

Tr. #	Vendor	Inv Date	Paid Out	Immediate	Credit Card Vendor	Check #	Check Date	Due Date	Discount Date	Bank Code	Invoice #
PO Number		Inv Date	Immediate GL Account		Check #	Check Date	Due Date	Discount Date	Bank Code		Discount
GL Date		Inv Date	Immediate GL Account		Credit Card	CC Reference #		Discount Date	Bank Code		Total Invoice

											\$0.00
04-000-5290											

18	LKM / League Of Kansas Municipalities										21-2555
UPDATED BOOKS		11/3/2021	N	Y	Not Yet Assigned	11/3/2021	11/3/2021	11/3/2021	KSB		\$0.00
11/3/2021					N						\$279.53

Line	Type	Desc/Inv Stock/Alloc	Quantity Bought	Cost Per Unit	Line Extension
	Inv/Alloc Desc		Serial Number	Discount	Discount Amt
GL Expense Account		GL Prepaid Account			Exp Date

1	Direct Expense	City Books	1.0000	\$279.5300	\$279.5300
				Y	\$0.00

01-100-5110

19	BMCCOY / Bill McCoy										NOV21 CELL
NOV21 CELL		11/3/2021	N	Y	Not Yet Assigned	11/3/2021	11/3/2021	11/3/2021	KSB		\$0.00
11/3/2021					N						\$30.00

Line	Type	Desc/Inv Stock/Alloc	Quantity Bought	Cost Per Unit	Line Extension
	Inv/Alloc Desc		Serial Number	Discount	Discount Amt
GL Expense Account		GL Prepaid Account			Exp Date

1	Direct Expense	NOV21 CELL	1.0000	\$30.0000	\$30.0000
				Y	\$0.00

01-100-5050

20	CSPENCER / Chad Spencer										NOV21 CELL
NOV21 CELL		11/3/2021	N	Y	Not Yet Assigned	11/3/2021	11/3/2021	11/3/2021	KSB		\$0.00
11/3/2021					N						\$20.00

Line	Type	Desc/Inv Stock/Alloc	Quantity Bought	Cost Per Unit	Line Extension
	Inv/Alloc Desc		Serial Number	Discount	Discount Amt
GL Expense Account		GL Prepaid Account			Exp Date

1	Direct Expense	NOV21 CELL	1.0000	\$20.0000	\$20.0000
				Y	\$0.00

01-100-5050

21	MAXWELLK / Kenneth Maxwell										NOV21 CELL
NOV21 CELL		11/3/2021	N	Y	Not Yet Assigned	11/3/2021	11/3/2021	11/3/2021	KSB		\$0.00
11/3/2021					N						\$20.00

Line	Type	Desc/Inv Stock/Alloc	Quantity Bought	Cost Per Unit	Line Extension
	Inv/Alloc Desc		Serial Number	Discount	Discount Amt
GL Expense Account		GL Prepaid Account			Exp Date

1	Direct Expense	NOV21 CELL	1.0000	\$20.0000	\$20.0000
---	----------------	------------	--------	-----------	-----------



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.

Ordering Document: SimpleCity Fund Accounting + FrontDesk Standard

City of Valley Falls KS
 417 Broadway
 Valley Falls, KS 66088

Audree Aguilera
 City Administrator
 cityadmin@valleyfalls.org
 785-945-6612, Ext 2

Reference: 20211029-121241214
 Quote created: October 29, 2021
 Quote expires: January 27, 2022
 Quote created by: Tyson Larson
 tyson@gworks.com
 +1 (402) 999-0268

Chris Weishaar
 City Clerk
 cityclerk@valleyfalls.org
 785-945-6612

Products & Services

Item & Description	SKU	Quantity	Unit Price	Total
SimpleCity Fund Accounting Core Standard - Fresh Start Module Implementation - Accounts Payable, Bank Reconciliation, Payroll, General Ledger, Payroll Time & Attendance, & Payroll-ACH	2500CSFS	1	\$15,000.00	\$15,000.00
SimpleCity Fund Accounting Core Standard - Annual Fee Annual License & Product Support Agreement Fee	2500CSFSA	1	\$4,200.00 / year	\$4,200.00 / year for 1 year
General Ledger Set up and Chart of Accounts Conversion General Ledger Set-Up including converting your Chart of Accounts (COA) to gWorks' software and entering your Budget and Year-To-Date amounts. COA Conversion		1	\$0.00	\$0.00

includes normalizing the COA to the Unified COA guidelines for the Client's state or to a 3-3-4 format, rationalizing accounts to reduce duplicates, and eliminating Line Accounts/Objects that the Client identifies for elimination. gWorks identifying accounts to eliminate or gWorks setting up more than 4 checking accounts within the software is beyond the scope of a COA conversion and is billable at gWorks current hourly rate.

Payroll Module Parameter		1	\$0.00	\$0.00
A part of the payroll module implementation: Set up all Payroll parameters including pay types, deductions/benefits, leave time codes, cost centers, and how to update.				
Utility Billing - Implementation	UB2500	1	\$3,300.00	\$3,300.00
Fresh Start Implementation: Set up all Utility Billing parameters including your services, rate tables, tax tables, penalty tables, and forms. (Client is responsible for inputting customer/account data).				
Utility Billing - Annual Fee	UB2500A	1	\$1,200.00 / year	\$1,200.00 / year for 1 year
Annual License & Product Support Fee for Utility Billing				
Meter Reader - Implementation	MR2500	1	\$3,000.00	\$3,000.00
Module Implementation				
Meter Reader - Annual Fee	MR2500A	1	\$900.00 / year	\$900.00 / year for 1 year
Annual License & Product Support Agreement Fee				
Receipt Management - Implementation	RM2500	1	\$1,500.00	\$1,500.00
Module Implementation				
Receipt Management - Annual Fee	RM2500A	1	\$900.00 / year	\$900.00 / year for 1 year

Annual License & Product Support Agreement Fee



Printer with 10 foot cable & power supply (includes shipping and remote help making sure the printer is working with SimpleCity)

FrontDesk Standard - Professional Onboarding Professional Onboarding of FrontDesk Standard	FDS-PO	1	\$3,000.00	\$3,000.00
FrontDesk Standard - Annual Subscription Annual Subscription for FrontDesk Standard: 200 Public Users	FDS-A	1	\$1,560.00 / year	\$1,560.00 / year for 1 year
iDrive Backup Service Annual subscription for iDrive backup service.	IDRIVE	1	\$150.00 / year	\$150.00 / year for 1 year

Subtotals

Annual subtotal	\$8,910.00
One-time subtotal	\$26,649.00

Total \$35,559.00

Purchase Terms

Upon signature of the parties, this Order is a legally enforceable agreement.

This Order shall be in effect as of the last date in the signature boxes below ("Effective Date") and shall continue until the end of the term of the last Service in this Order, unless earlier terminated in accordance with the express termination rights set forth in this Order, if any, and the Master Services Agreement. A Service set forth above shall be in effect from the Effective Date and shall continue for the initial term specified herein for such Service, unless earlier terminated in accordance with the express termination rights set forth in this Order, if any, and the Master Services Agreement. Web-based Services and Desktop Services terms are one-year in length from January 1 - December 31 ("Calendar Year"). If this Effective Date is within a Calendar Year, the initial term prorates from the Effective Date month to the end of the Calendar Year. Upon expiration of the initial term of the applicable Web-based or Desktop Service, such Service will automatically renew for additional successive renewal periods of a one-year in term length aligned to the Calendar Year for such Service, unless earlier terminated in accordance with the express termination rights set forth in this Order, if any, and the Master Services Agreement or unless either party provides the other party written notice of non-renewal no less than thirty (30) days prior to the end of the then-current initial term or renewal term for such Service.

Upon termination or expiration of a Service: (a) Client shall immediately pay all outstanding amounts it owes to gWorks for such Service as set forth in the table above; (b) Client shall immediately cease using such Service; (c) gWorks may take steps to change, remove, or otherwise block Client's access to such Service; and (d) upon payment in full of all fees owed to it, gWorks shall deliver to Client any Deliverables related to such Service, in their current form as of the effective date of termination or expiration, along with all documentation, Specifications, and Client Materials in gWorks' possession related to such Service. No termination or expiration of a Service, this Order, or the Master Services Agreement will affect Client's obligation to pay all amounts set forth in the table above.

Fees for all one-time Professional Services and fees for all Web-based Services and Desktop Services are due and payable as follows:

- Annual fees are payable in full or prorated based on the calendar month on the execution of this Ordering Document for the first year. For subsequent terms, the annual subscription, license, and product support fees (collectively, "annual fees") are due before or by the start of the Calendar Year term thereafter.
- 50% of Professional Services are due on execution of this Ordering Document. The final 50% of Professional Services are due on completion or 90-days after the Effective Date, whichever comes first.

Any Professional Services not defined in this Ordering Document are billable at gWorks' current hourly billable rate, or at gWorks sole discretion may be a separate Ordering Document of defined Services. Onsite service requests are billable at gWorks' current hourly billable rate with a minimum of eight (8) hours. One-time complimentary remote, web-based training is included with each Desktop Service within 15 days of software implementation. If the Client does not complete this complimentary training within 15 days, the training will be billable at gWorks' current hourly billable rate. Complimentary training will not exceed two (2) hours per Desktop Service, or as set forth at gWorks sole discretion.

This Order, including all agreements, policies, and documents incorporated herein, contains the entire agreement of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous discussions, negotiations, agreements, or understandings between the parties, whether written or oral, regarding the subject matter hereof.

This Order may be executed in one or more counterparts, each of which will be deemed to be an original copy of this Order, and all of which, when taken together, will be deemed to constitute one and the same agreement. This Order may be executed and delivered via facsimile, electronic mail, or other electronic transmission methods (including pdf or any electronic signature complying with the U.S. federal E-SIGN Act of 2000), and the execution and delivery of this Order by such methods shall be deemed to be valid and effective for all purposes.

This Order is subject to the agreements, policies, and documents set forth below, all of which are incorporated herein by reference. By signing this Order, the Client expressly agrees to all terms and conditions in the agreements, policies, and documents set forth below.

- Master Services Agreement & Terms of Service: <https://www.gworks.com/msatos/>
- Privacy Policy: <https://www.gworks.com/privacy-policy/>

By signing this Order, the individual signing on behalf of Client certifies and warrants that they are authorized to sign on behalf of the Client, agree to the terms of this Order and any documents incorporated herein, and that, upon their signature, this Order and any

documents incorporated herein will become the legally binding agreement of the Client.

Signature

Signature

Date

Printed name

Countersignature

Signature

Date

Printed name

Questions? Contact me



Tyson Larson

tyson@gworks.com

+1 (402) 999-0268

gWorks

3905 S 148th St, Ste 200

Omaha, NE 68144

USA

Download quote

Print quote



City of
VALLEY FALLS

Incorporated May 17, 1869

**City Administrator Report
City Council November 3, 2021**

- 1) Attended demo's for Gworks Software.
- 2) Attended Rotary Meeting on October 21st.
- 3) Attended Lions Club on October 25th.
- 4) Attended County Commissioner's meeting on November 1st.
- 5) Met with Jefferson County Economic Development on November 1st. Will be coordinating county efforts for tourism and economic development.
- 6) Will meet with Superintendent of USD 338
- 7) Will attend the Economic Development Committee meeting on November 3rd.
- 8) Employee Evaluations sent out. Due Nov 8th.
- 9) Purplewave Auction for Police Jeep finished on Oct 26. Sold for \$4,800.
- 10) Working on retention schedule and file organization.
- 11) Updated badges with information and pictures for all employees and elected officials
- 12) Updated our Cognito forms to email full forms to corresponding departments.
- 13) Updated Certificates for CMB and Fireworks.
- 14) Added Facebook posts for public requests forms, events, and staff introductions.
- 15) Re-setup backups on all computers. No computers were being backed up by our current system.
- 16) Updated and created emergency contacts list.
- 17) Working on getting copies of city facility keys.
- 18) Created Fee Schedule for police department. Working on creating fee schedule for other depts and services.

Financials

Fund Balances As Of:

Fund #	Fund Name	Balance
01	General	\$94,044.71
03	Water	\$112,918.60
04	Sewer	\$257,521.12
05	Capital Improvement	\$9,007.56
06	Street & Highway	\$111,599.68
07	Special Equipment Reserve	\$5,731.71
08	Solid Waste	\$44,980.53
09	Bond Fund	\$300,065.65

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
November 3, 2021**

Water:

We got 7 new meters installed since the last report. New total should be 127

South tower is scheduled for cleaning on the 8th of Nov -2021

We will be closing the park bathrooms for winter this week

We will be winterizing the RV park this week

Sewers:

Going to price shop a generator to put in to the hurst tower building and use our portable generator at lift station on Linn

Parks:

We will be mulching leaves at the park next week after tower cleaning providing, we have no issues

Streets:

We have checked out the new spreader and have it prepared for any upcoming bad weather

We need to purchase salt from the state for this winter 25 tons should be enough

General:

Tucking lot is nearing completion of tree removal

Next phase is to haul in fill to get it to a 5% grade or less

Then we can get fencing installed



VALLEY FALLS POLICE



★ BRANDON W. BINES ★
CHIEF OF POLICE

Council Meeting 11/03/2021

- Jeep has been purchased \$5,280.00 buyer has 30 days to retrieve property
- Officers are adapting well to department and new RMS system. We now have 6 cases added to the system.
- Now able to print Citations / Warnings from OMNIGO software at \$0.00 additional cost. This will save us from having to go with “Digi-ticket” a \$23,000.00 cost for the same features that we get with OMNIGO.
- Met with Municipal Prosecutor would like to have updated fine schedule adopted.
- Applied to become a Notary to assist officers with notarizing their legal documents (required by county prosecutor) for after hours or when a day-time notary is not available.
- Scheduled Training for Hostage Negotiations / Crisis Intervention which will allow me to be knowledgeable about how to deal with someone going through a mental health crisis along with being training in dealing with a hostage situation, should that ever occur. With this training I will offer my assistance to the surrounding municipal police departments / Sheriff’s office should they need me which will be good to keep up with mutual aid & continue to build our relationships with local agencies.
- Most all new uniforms have arrived, waiting for patches to be sewn on.
- Had another issue with the Charger, however both the Charger and Explorer were taken to dealerships for recalls.
- New KHP vehicle is on track to get in December, 2021 and will have NET 30 to be paid for in January 2022.

“SERVING THE CITIZENS WHERE WE LIVE,
PROTECTING THE COMMUNITY, WE LOVE”

415 BROADWAY STREET, VALLEY FALLS, KANSAS 66088

TELEPHONE (785) 945- 3434

WWW.VALLEYFALLSPOLICE.ORG

EXECUTIVE SESSION MOTIONS

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.

I move the city council recess into executive session to discuss **Attorney – Client privilege** matter exception, K.S.A. 75-4319(b)(2) to include: (people to participate besides governing body.) The open meeting will resume in the city council room at ____PM.

I move the city council recess into executive session to preliminary discuss **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.

I move the city council recess into executive session to preliminary discuss **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.

I move the city council recess into executive session to discuss data relating to **financial affairs or trade secrets** of corporations, partnerships, trusts, and individual proprietorships pursuant to the non-elected personnel matter exception, K.S.A. 75-4319(b)(4) 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;