



## **CITY COUNCIL AGENDA**

**February 6, 2024**

***THE CITY COUNCIL SHALL HOLD ITS REGULAR MEETINGS IN THE COUNCIL CHAMBER  
IN THE CITY HALL, LOCATED AT 121 S. MERIDIAN, BEGINNING AT 7:00 P.M.***

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. INVOCATION: MINISTERIAL ALLIANCE**
- 4. PLEDGE OF ALLEGIANCE**
- 5. APPROVAL OF AGENDA p 4**
- 6. ADMINISTRATION AGENDA p 5**
  - A. City Council Meeting Minutes – January 16, 2024
- 7. PRESENTATIONS / PROCLAMATIONS p 10**
  - A. 2023 Financial Report - Unaudited
- 8. PUBLIC FORUM (Citizen input and requests) p 10**
- 9. APPOINTMENTS p 10**
- 10. OLD BUSINESS p 10**
- 11. NEW BUSINESS p 11**
  - A. Approval of all exhibits relating to final costs to be assessed for Cedar Ridge Estates and Arbor Valley phase 1 and set date for public hearing. p 11
  - B. Waste Connections agreement p 25
  - C. Ordinance 1402-24; Rezoning property south of 130 N. Poplar Ct. p 27
  - D. Approval of RFP - 2024 Comprehensive Plan update p 34
  - E. Approval of RFP – 2024 Abatement mowing/debris removal services p 44
  - F. Approval of Credit Card fee decrease p 55
  - G. Approval of purchase of bill folder/stuffer p 58
  - H. Approval of agreement between Sedgwick County and City of Valley Center - Meridian Ave.
- 12. CONSENT AGENDA p 63**
  - A. Appropriation Ordinance – February 6, 2024 p 64
  - B. Delinquent Account Report – November 2023 p 71
  - C. Planning and Zoning Board Minutes – January 23, 2024. p 77
  - D. Community Bldg. Alcohol waiver request p 84
  - E. Thank you Letter from The Ground Up p 92
- 13. STAFF REPORTS p 43**

**14. GOVERNING BODY REPORTS p 48**

**15. ADJOURN**

*All items listed on this agenda are potential action items unless otherwise noted. The agenda may be modified or changed at the meeting without prior notice.*

*At any time during the regular City Council meeting, the City Council may meet in executive session for consultation concerning several matters (real estate, litigation, non-elected personnel, and security).*

*This is an open meeting, open to the public, subject to the Kansas Open Meetings Act (KOMA). The City of Valley Center is committed to providing reasonable accommodations for persons with disabilities upon request of the individual. Individuals with disabilities requiring an accommodation to attend the meeting should contact the City Clerk in a timely manner, at [cityclerk@valleycenterks.org](mailto:cityclerk@valleycenterks.org) or by phone at (316)755-7310.*

*For additional information on any item on the agenda, please visit [www.valleycenterks.org](http://www.valleycenterks.org) or call (316) 755-7310.*

**CALL TO ORDER**

**ROLL CALL**

**INVOCATION – MINISTERIAL ALLIANCE**

**PLEDGE OF ALLEGIANCE**

## **APPROVAL OF AGENDA**

### **RECOMMENDED ACTION:**

**Staff recommends motion to approve the agenda as presented / amended.**

## **ADMINISTRATION AGENDA**

### **A. MINUTES:**

Attached are the Minutes from the January 16, 2024, regular City Council Meeting as prepared by the City Clerk.

REGULAR COUNCIL MEETING  
January 16, 2024  
CITY HALL  
121 S. MERIDIAN

Mayor Truman called the council meeting to order at 7:00 p.m. with the following members present: Ronald Colbert, Robert Wilson, Ben Anderson, Gina Gregory, Dale Kerstetter, Chris Evans and Matt Stamm.

Members Absent: Clint Bass

Staff Present: Lloyd Newman, Public Safety Director  
Neal Owings, Parks and Public Building Director  
Ryan Shrack, Community Development Director  
Barry Arbuckle, City Attorney  
Barry Smith, Assistant City Administrator  
Brent Clark, City Administrator  
Kristi Carrithers, City Clerk

Press present: Ark Valley News

**APPROVAL OF AGENDA**

Wilson moved to approve the agenda as presented, seconded by Evans. Vote Aye: unanimous. Motion carried.

**ADMINISTRATION AGENDA –**  
**JANUARY 2, 2024, CITY COUNCIL MINUTES-**

Kerstetter moved to approve the minutes of the January 2, 2024, City Council meeting as presented, seconded by Evans. Vote Aye: Unanimous Motion Carried.

**PRESENTATIONS/PROCLAMATIONS – None**

**PUBLIC FORUM –**

Michael Miller, 650 Scott St. addressed Council about responding to emails and other communication from citizens. He urged all council members to respond as it is their responsibility as elected officials.

Stacy Grandstaff, 609 W. 3<sup>rd</sup>. addressed Council regarding Ordinance addressing dogs in heat. She stated that she has had both male and female dogs. She stated that the scent of female dogs in heat attracts male dogs as well as coyotes. She supports spaying and neutering of all dogs, but reminded council that female dogs are in heat 2x a year whereas males are affected 365 days per year. She supports female dogs being confined during the time they are in heat.

**APPOINTMENTS – None**

**OLD BUSINESS –**

**A. ORDINANCE 1401-24; SPECIAL USE SE OF 85<sup>TH</sup> ST AND RIDGE ROAD**

Community Development Shrack presented for 2<sup>nd</sup> reading and final approval Ordinance 1401-24. This Ordinance for the special use application, which was approved at the December Planning and Zoning Board Meeting. Phil Meyer with Baughman Co. spoke as an agent for the applicant. He reminded Council this is an existing sand pit located just ½ mile west of the proposed site. Meyer also stated that he felt the concerns raised by concerned citizens have been addressed.

A large group opposed to the special use Ordinance were in attendance. They pleaded with Council to vote “No” on approval of special use for sand pit. The following individuals voiced their opposition based on traffic, water contamination, noise and dust, property values and drainage problems. Concerns were raised that if special use permit is approved it cannot be taken back.

Mona Freund, 3901 Palos Verdes Circle

Jon Freund, 3901 Palos Verdes Circle

Ruth Ann Herman, 8325 N Ridge Rd.

Glenda Carruth, 8321 N Ridge Rd.

Denise Spivey, 8050 N. 63<sup>rd</sup> St

Michael Miller, 650 Scott St.

Gary Lee, 5335 W. 81<sup>st</sup>. N

Jerry Hawkins, 401 N Fiddlers Creek

Jennifer Lee, 5335 W. 81<sup>st</sup> N

Penney Simpson, 8355 N. Ridge Rd.

Jacqueline Villarreal, 7756 N. Ridge Rd

Chris McElgunn, 301N. Main St. Wichita, KS

Deana Bushell, 8020 N 63<sup>rd</sup>. St W

Council discussed equipment operation, noise levels, state permitting process and drainage concerns. Deanna Bushell asked about the status of petitions in opposition submitted. City Attorney Arbuckle stated that signatures submitted were approximately 4 acres short.

Gregory moved to adopt Ordinance 1401-24; special use for property located southeast of 85<sup>th</sup> St. and Ridge Road for 2<sup>nd</sup>. reading. Motion seconded by Kerstetter. Gregory thanked those attending the meeting for their comments. She has carefully read and considered the issues, but ultimately supports the ordinance. Vote Aye: Stamm, Anderson, Gregory, Kerstetter, Wilson and Colbert. Opposed: Evans. Motion carried.

At 8:51pm Anderson moved to recess the meeting for five minutes. Motion seconded by Wilson. Vote Aye: Unanimous. Motion Carried.

Anderson moved to reconvene the meeting at 8:56pm, Motion seconded by Kerstetter. Mayor Truman called the meeting back to order.

## **NEW BUSINESS-**

### **A. APPROVAL OF HARVEST PLACE FINAL PLAT:**

Community Development Director Shrack requested approval of the Harvest Place Final Plat. Shrack stated that the plat will create 204 residential lots and 6 commercial plots. Local Valley Center school children were encouraged to submit names for streets within the division.

Kerstetter made a motion based on Planning and Zoning Board approval to approve the final plat for Harvest Place. Motion seconded by Stamm. Vote Aye: unanimous Motion carried.

## **CONSENT AGENDA**

A. APPROPRIATION ORDINANCE – JANUARY 16, 2024

B. DELINQUENT ACCOUNT REPORT – OCTOBER 2023

C. PLANNING AND ZONING BOARD MINUTES – DECEMBER 21, 2023

D. ECONOMIC DEVELOPMENT BOARD MINUTES – JANUARY 3, 2024

E. TREASURER’S REPORT – DECEMBER 2023

F. REVENUE AND EXPENSE REPORT – DECEMBER 2023

G. CHECK RECONCILIATION – DECEMBER 2023

Stamm moved, seconded by Evans to approve the Consent Agenda as presented. Vote Aye: Unanimous. Motion carried.

## **STAFF REPORTS**

### **COMMUNITY DEVELOPMENT DIRECTOR SHRACK**

Invited everyone to the Main Street Valley Center annual meeting. It will be held at 6:00pm next Thursday, January 25<sup>th</sup> at LeVenue.

PARKS AND PUBLIC BUILDINGS DIRECTOR OWINGS

Dirt work for the welcome sign located at Ford and Broadway has started.

CITY CLERK CARRITHERS

Encouraged Mayor and City Councilmembers to attend the KOMA training from League of Kansas Municipalities. It will be a live webinar held February 8<sup>th</sup>.

CITY ADMINISTRATOR CLARK

Reported that tree removal is complete on Meridian. The sidewalks will be removed for the installation of water lines. Unfortunately, Meridian will be closed to one north bound lane beginning next week. The posted detour will be down Seneca.

**GOVERNING BODY REPORTS-**

MAYOR TRUMAN

Thanked Council for their careful consideration of the special use ordinance.

COUNCILMEMBER GREGORY

SCAC was postponed to this Saturday. Urged everyone to attend the Main Street Valley Center annual meeting.

COUNCILMEMBER KERSTETTER

Reported that he did carefully read citizens emails, however he did not reply.

COUNCILMEMBER WILSON

Stated that as a Council, they must look to the future and the growth, economy and quality of living for Valley Center. Wilson reminded everyone that changes happens, and this town will be better for it.

COUNCILMEMBER COLBERT

Agreed with Wilson's comments. Colbert that decisions are made daily, and the big picture must be considered.

Colbert moved to adjourn, second by Kerstetter. Vote Aye: Unanimous.

**ADJOURN -**

**The meeting adjourned at 9:20 PM.**

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**Kristi Carrithers, City Clerk**



**ADMINISTRATION AGENDA**  
**RECOMMENDED ACTION**

**A. MINUTES:**

**RECOMMENDED ACTION:**

**Staff recommends motion to approve the minutes of the January 16, 2024, Regular Council Meeting as presented/ amended.**

**PRESENTATIONS / PROCLAMATIONS**

**PUBLIC FORUM**

**APPOINTMENTS**

**OLD BUSINESS**

**NEW BUSINESS**

**A. APPROVAL OF ALL EXHIBITS RELATING TO FINAL COSTS TO BE ASSESSED FOR CEDAR RIDGE ESTATES AND ARBOR VALLEY PHASE 1 AND SET DATE FOR PUBLIC HEARING:**

Asst. City Administrator Smith will introduce representative from Gilmore and Bell P.C. to present documents and final steps needed as related to Cedar Ridge Estates and Arbor Valley Phase 1.

- Exhibits A-1 through A-4 (Statement of Final Costs)
- Assessment Roll Certification with Schedules
- Notice of Public Hearing

***EXHIBIT A-1*****CITY OF VALLEY CENTER, KANSAS****CEDAR RIDGE ESTATES – PAVING IMPROVEMENTS****RESOLUTION NO. 704-21****STATEMENT OF FINAL COSTS**

CONSTRUCTION/ENGINEERING/DESIGN	\$900,302.06
TEMP NOTE COSTS OF ISSUANCE	10,930.86
TEMP NOTE INTEREST	45,503.45
TEMP NOTE INTEREST EARNINGS	-20,143.21
BOND COSTS OF ISSUANCE AND ROUNDING	19,807.22
<b><i>TOTAL</i></b>	<b><i>\$956,400.38</i></b>

***EXHIBIT A-2*****CITY OF VALLEY CENTER, KANSAS****CEDAR RIDGE ESTATES – WATER IMPROVEMENTS****RESOLUTION NO. 705-21****STATEMENT OF FINAL COSTS**

CONSTRUCTION/ENGINEERING/DESIGN	\$309,325.40
TEMP NOTE COSTS OF ISSUANCE	3,755.62
TEMP NOTE INTEREST	15,634.05
TEMP NOTE INTEREST EARNINGS	-6,920.80
BOND COSTS OF ISSUANCE AND ROUNDING	6,805.35
<b><i>TOTAL</i></b>	<b><i>\$328,599.62</i></b>

**EXHIBIT A-3****CITY OF VALLEY CENTER, KANSAS****ARBOR VALLEY PHASE 1 – PAVING IMPROVEMENTS****RESOLUTION NO. 717-22****STATEMENT OF FINAL COSTS**

CONSTRUCTION/ENGINEERING/DESIGN	\$1,219,248.11
TEMP NOTE COSTS OF ISSUANCE	13,011.51
TEMP NOTE INTEREST	53,719.97
TEMP NOTE INTEREST EARNINGS	-16917.40
BOND COSTS OF ISSUANCE AND ROUNDING	25,829.54
<b><i>TOTAL</i></b>	<b><i>\$1,294,891.73</i></b>

***EXHIBIT A-4*****CITY OF VALLEY CENTER, KANSAS****ARBOR VALLEY PHASE 1 – WATER IMPROVEMENTS****RESOLUTION NO. 718-22****STATEMENT OF FINAL COSTS**

CONSTRUCTION/ENGINEERING/DESIGN	\$301,408.53
TEMP NOTE COSTS OF ISSUANCE	3,216.56
TEMP NOTE INTEREST	13,280.03
TEMP NOTE INTEREST EARNINGS	-4,182.13
BOND COSTS OF ISSUANCE AND ROUNDING	6,385.28
<b><i>TOTAL</i></b>	<b><i>\$320,108.27</i></b>

***EXHIBIT B***

**ASSESSMENT ROLL CERTIFICATION**

The undersigned having been designated by the City of Valley Center, Kansas (the “City”), to determine the amounts of the respective assessments and to prepare the proposed Assessment Roll therefor in connection with certain internal improvements previously authorized by the governing body hereby reports that each and all of the respective assessments have been determined to be as shown on the Schedule(s) attached hereto and made a part hereof by reference as though fully set out herein.

Dated February 6, 2024.

**CITY OF VALLEY CENTER, KANSAS**

By: \_\_\_\_\_  
City Clerk



***SCHEDULE I-1***

**PAVING IMPROVEMENTS  
CEDAR RIDGE ESTATES  
RESOLUTION NO. 704-21**

<b>Description of Property</b>	<b>Amount of Proposed Assessment</b>
<b>Cedar Ridge Estates an addition to the City of Valley Center, Sedgwick County, Kansas:</b>	
Lot 1, Block 1	\$35,422.24
Lot 2, Block 1	35,422.24
Lot 3, Block 1	35,422.24
Lot 4, Block 1	35,422.24
Lot 5, Block 1	35,422.24
Lot 6, Block 1	35,422.24
Lot 7, Block 1	35,422.24
Lot 8, Block 1	35,422.24
Lot 9, Block 1	35,422.24
Lot 10, Block 1	35,422.24
Lot 11, Block 1	35,422.24
Lot 12, Block 1	35,422.24
Lot 13, Block 1	35,422.24
Lot 14, Block 1	35,422.24
Lot 15, Block 1	35,422.24
Lot 16, Block 1	35,422.24
Lot 17, Block 1	35,422.24
Lot 18, Block 1	35,422.23
Lot 19, Block 1	35,422.23
Lot 20, Block 1	35,422.23
Lot 21, Block 1	35,422.23
Lot 22, Block 1	35,422.23
Lot 23, Block 1	35,422.23
Lot 24, Block 1	35,422.23
Lot 25, Block 1	35,422.23
Lot 26, Block 1	35,422.23
Lot 27, Block 1	35,422.23
<b>TOTAL</b>	<b>\$956,400.38</b>

***SCHEDULE I-2*****WATER IMPROVEMENTS  
CEDAR RIDGE ESTATES  
RESOLUTION NO. 705-21**

<b>Description of Property</b>	<b>Amount of Proposed Assessment</b>
<b>Cedar Ridge Estates an addition to the City of Valley Center, Sedgwick County, Kansas:</b>	
Lot 1, Block 1	\$12,170.36
Lot 2, Block 1	12,170.36
Lot 3, Block 1	12,170.36
Lot 4, Block 1	12,170.36
Lot 5, Block 1	12,170.36
Lot 6, Block 1	12,170.36
Lot 7, Block 1	12,170.36
Lot 8, Block 1	12,170.36
Lot 9, Block 1	12,170.36
Lot 10, Block 1	12,170.36
Lot 11, Block 1	12,170.36
Lot 12, Block 1	12,170.36
Lot 13, Block 1	12,170.36
Lot 14, Block 1	12,170.36
Lot 15, Block 1	12,170.36
Lot 16, Block 1	12,170.36
Lot 17, Block 1	12,170.36
Lot 18, Block 1	12,170.35
Lot 19, Block 1	12,170.35
Lot 20, Block 1	12,170.35
Lot 21, Block 1	12,170.35
Lot 22, Block 1	12,170.35
Lot 23, Block 1	12,170.35
Lot 24, Block 1	12,170.35
Lot 25, Block 1	12,170.35
Lot 26, Block 1	12,170.35
Lot 27, Block 1	12,170.35
<b>TOTAL</b>	<b>\$328,599.62</b>

**SCHEDULE I-3**

**PAVING IMPROVEMENTS  
ARBOR VALLEY  
RESOLUTION NO. 717-22**

<b>Description of Property</b>	<b>Amount of Proposed Assessment</b>
<b>Arbor Valley, an addition to the City of Valley Center, Sedgwick County, Kansas:</b>	
Lot 1, Block A	\$26,682.62
Lot 2, Block A	26,682.62
Lot 3, Block A	26,682.62
Lot 4, Block A	26,682.62
Lot 5, Block A	26,682.62
Lot 6, Block A	26,682.62
Lot 7, Block A	26,682.62
Lot 8, Block A	26,682.62
Lot 9, Block A	26,682.62
Lot 10, Block A	26,682.62
Lot 11, Block A	26,682.62
Lot 12, Block A	26,682.62
Lot 13, Block A	26,682.62
Lot 14, Block A	26,682.62
Lot 15, Block A	26,682.62
Lot 16, Block A	26,682.62
Lot 17, Block A	26,682.62
Lot 18, Block A	26,682.62
Lot 19, Block A	26,682.62
Lot 20, Block A	26,682.62
Lot 21, Block A	26,682.62
Lot 22, Block A	26,682.62
Lot 23, Block A	26,682.62
Lot 24, Block A	26,682.62
Lot 25, Block A	26,682.61
Lot 26, Block A	26,682.61
Lot 27, Block A	26,682.61
Lot 28, Block A	26,682.61
Lot 29, Block A	26,682.61
Lot 30, Block A	26,682.61
Lot 31, Block A	26,682.61
Lot 32, Block A	26,682.61
Lot 33, Block A	26,682.61
<b>TOTAL</b>	<b>\$880,526.37</b>

***SCHEDULE I-4***

**WATER IMPROVEMENTS  
ARBOR VALLEY  
RESOLUTION NO. 718-22**

<b>Description of Property</b>	<b>Amount of Proposed Assessment</b>
<b>Arbor Valley, an addition to the City of Valley Center, Sedgwick County, Kansas:</b>	
Lot 1, Block A	\$9,700.25
Lot 2, Block A	9,700.25
Lot 3, Block A	9,700.25
Lot 4, Block A	9,700.25
Lot 5, Block A	9,700.25
Lot 6, Block A	9,700.25
Lot 7, Block A	9,700.25
Lot 8, Block A	9,700.25
Lot 9, Block A	9,700.25
Lot 10, Block A	9,700.25
Lot 11, Block A	9,700.25
Lot 12, Block A	9,700.25
Lot 13, Block A	9,700.25
Lot 14, Block A	9,700.25
Lot 15, Block A	9,700.25
Lot 16, Block A	9,700.25
Lot 17, Block A	9,700.25
Lot 18, Block A	9,700.25
Lot 19, Block A	9,700.25
Lot 20, Block A	9,700.25
Lot 21, Block A	9,700.25
Lot 22, Block A	9,700.25
Lot 23, Block A	9,700.25
Lot 24, Block A	9,700.25
Lot 25, Block A	9,700.25
Lot 26, Block A	9,700.25
Lot 27, Block A	9,700.25
Lot 28, Block A	9,700.25
Lot 29, Block A	9,700.25
Lot 30, Block A	9,700.25
Lot 31, Block A	9,700.25
Lot 32, Block A	9,700.26
Lot 33, Block A	9,700.26
<b>TOTAL</b>	<b>\$320,108.27</b>

***EXHIBIT D***

**NOTICE OF HEARING  
AND  
STATEMENT OF COST PROPOSED TO BE ASSESSED**

February 15, 2024  
Valley Center, Kansas

Property Owner:

You are hereby notified, as owner of record of the property described on ***Schedule I*** attached hereto, that there is proposed to be assessed against the property, certain amounts for the costs of certain internal improvements (the “Improvements”) previously authorized by the governing body of the City of Valley Center, Kansas (the “City”). The description of the Improvements, the resolution number authorizing the same and the proposed amount of assessment are set forth on ***Schedule I*** attached hereto.

You are hereby further notified that the governing body of the City will meet on March 5, 2024, at 7:00 P.M., at the Council Chamber in the City Hall, located at 121 S. Meridian, Valley Center, Kansas, for the purpose of considering the proposed assessments.

The proposed Assessment Roll is on file in my office for public inspection. ***WRITTEN OR ORAL OBJECTIONS TO THE PROPOSED ASSESSMENTS WILL BE CONSIDERED AT THE PUBLIC HEARING.***

At the conclusion of the public hearing, the governing body of the City will consider an ordinance levying such special assessments. A subsequent Notice of Assessment will be mailed to affected property owners at that time indicating that each property owner may pay the assessment in whole or in part by March 22, 2024. Any amount not so paid within the time period prescribed will be collected in 20 annual installments, together with interest on such amounts remaining unpaid at a rate not exceeding the maximum rate therefor as prescribed by K.S.A. 12-6a01 *et seq.*

Kristi Carrithers, City Clerk

***SCHEDULE I***

**[PROJECT NAME] - [TYPE OF IMPROVEMENT]  
RESOLUTION NO. [\_\_\_\_]**

<b>Description of Property</b>	<b>Amount of Proposed Assessment</b>

**CERTIFICATE OF MAILING**

STATE OF KANSAS                    )  
  ) ss:  
COUNTY OF SEDGWICK         )

The undersigned, City Clerk of the City of Valley Center, Kansas (the “City”), does hereby certify that on February 15, 2024, I caused to be mailed to each and all of the owners of property affected thereby, at their last known post office address, a Notice of Public Hearing and Statement of the Cost Proposed to be Assessed in connection with certain improvements in the City.

A sample copy of the form of such Notice of Hearing and Statement of Cost Proposed to be Assessed is attached hereto.

WITNESS my hand and seal as of February 15, 2024.

(Seal)

---

Kristi Carrithers, City Clerk

[attach sample copy of form]

**NEW BUSINESS**

**RECOMMENDED ACTION**

**A. APPROVAL OF ALL EXHIBITS RELATING TO FINAL COSTS TO  
BE ASSESSED FOR CEDAR RIDGE ESTATES AND ARBOR  
VALLEY PHASE 1 AND SET DATE FOR PUBLIC HEARING:**

Should Council choose to proceed

**RECOMMENDED ACTION**

Staff recommends motion to approve all exhibits; Establish March 5<sup>th</sup>, 2024 at 7:00 P.M., to meet for the purpose of hearing any and all written or oral objections to the respective assessments set forth therein; Publish the Notice of Public Hearing in the Ark Valley News and mail the Form of Notice of Hearing and Statement of Cost Proposed to be Assessed to each and all owners of property affected by such assessments at their last known post office address on Feb 15<sup>th</sup>, 2024; File each of the documents of record in the office of the City Clerk and make the same available for public inspection.



**NEW BUSINESS**

**B. WASTE CONNECTIONS AGREEMENT :**

The agreement between the City of Valley Center and Waste Connections allows a two (2%) increase. Hershel West with Waste Connections will be in attendance to report on service and answer questions from the Council.

- Letter from Waste Connections

**Presentation and Discussion Only**

**No action from Council needed**



City of Valley Center, Ks.  
Brent Clark  
City Administrator

January 12, 2023

Dear Brent,

We at Waste Connections appreciate the opportunity to service the trash hauling needs of the City of Valley Center. We value this business relationship we have developed over the past two years and look forward to continuing this relationship into the future. Per the current Agreement, Waste Connections is allowed a two percent (2%) increase effective February 1, 2024.

Waste Connections would like to remind the City of Valley Center to review the rate changes listed below of the two percent (2%) increase to trash and recycle services.

	<u>Feb 2023 Rate</u>	<u>Feb 2024Rate</u>
Single Family 1-95-gallon trash cart service weekly & 1-95 gallon recycle cart serviced every other week.	\$17.17 per mo.	<b>\$17.52 per mo.</b>
Additional 1-95-gallon trash cart.	\$9.37 per mo.	<b>\$9.56 per mo.</b>
Additional 1-95-gallon recycle cart.	\$9.37 per mo.	<b>\$9.56 per mo.</b>

Once again, we would like to thank you for your community's support. Please feel free to call me if you have any questions or concerns.

Sincerely,

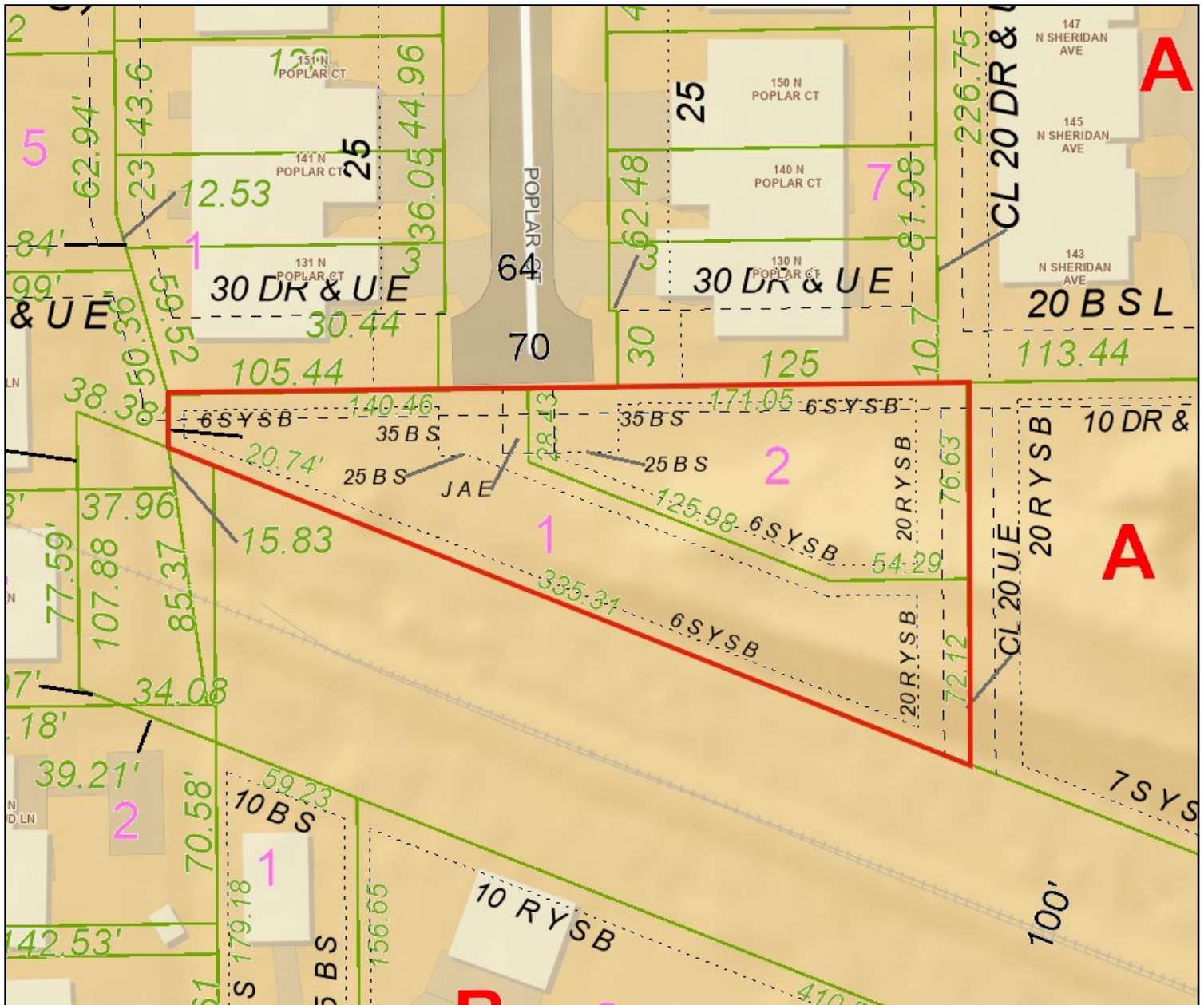
Herschel West  
Waste Connections of Ks, Inc.  
Municipal Marketing Manager  
Email: [herschel.west@wasteconnections.com](mailto:herschel.west@wasteconnections.com)  
Office: 316-838-4973  
Cell: 316-253-8023

**NEW BUSINESS**

**C. ORDINANCE 1402-24; REZONING PROPERTY SOUTH OF 130 N. POPLAR CT.:**

Comm. Dev. Director Shrack will present Ordinance No. 1402-24, which rezones property from R-1B to R-2 for 1<sup>st</sup> reading. Based on approval by the Valley Center Planning and Zoning Board, City staff recommends adoption of Ordinance 1402-24 for 1<sup>st</sup> reading.

- Staff Memo
- Ordinance 1402-24



**Applicant's Reasons for Rezoning:** The applicant is requesting a rezoning from R-1B to R-2 to allow for the construction of a new duplex on the subject property. Mr. Goentzel had previously planned on building a single-family house on each of these lots, but has since decided to build one duplex, which will be built on the center property line. The dividing wall of the duplex will be built along the property line separating the two lots, which is allowable per the City's zoning regulations. The applicant's request letter is attached to the end of this staff report.

**Review Criteria for a Zoning Amendment per 17.11.01.H** (*criteria in italics*)

1. *What is the character of the subject property and the surrounding neighborhood in relation to existing uses and their condition?*

The subject property consists of two parcels. These lots are both vacant. This property is located in a mixed-use residential neighborhood. There are multiple-family residential buildings located to the north and east of this property and single-family houses located to the west of this property.

2. *What is the current zoning of the subject property and that of the surrounding neighborhood in relationship to the requested change?*

The current zoning of the subject property is R-1B (Single-Family Residential District). The surrounding zoning and land uses are as follows:

- North: R-3 (Multiple-Family Residential District)
- South: C-2 (General Business District)
- East: R-3 (Multiple-Family Residential District)
- West: R-1B (Single-Family Residential District)

3. *Is the length of time that the subject property has remained undeveloped or vacant as zoned a factor in the consideration?*

No

4. *Would the request correct an error in the application of these regulations?*

No

5. *Is the request caused by changed or changing conditions in the area of the subject property and, if so, what is the nature and significance of such changed or changing conditions?*

The rezoning request is the direct result of the applicant wanting to build a duplex on the subject property, instead of two single-family residences.

6. *Do adequate sewage disposal and water supply and all other necessary public facilities including street access exist or can they be provided to serve the uses that would be permitted on the subject property?*

Yes, public water and sewer services are available to the subject property. The proposed duplex will construct a driveway that will connect to Poplar Court.

7. *Would the subject property need to be platted or replatted or in lieu of dedications made for rights-of-way, easements, and access control or building setback lines?*

N/A, the subject property has already been platted and does not need to be replatted.

8. *Would a screening plan be necessary for existing and/or potential uses of the subject property?*

No

9. *Is there suitable vacant land or buildings available or not available for development that currently has the same zoning?*

Not applicable in this case.

10. *If the request is for business or industrial uses, are such uses needed to provide more services or employment opportunities?*

N/A

11. *Is the subject property suitable for the uses in the current zoning to which it has been restricted?*

Yes

12. *To what extent would the removal of the restrictions, i.e., the approval of the zoning request detrimentally affect other property in the neighborhood?*

The rezoning request will not have a negative impact on the surrounding properties. There are already numerous multi-family residences in the surrounding neighborhood and the addition of one duplex will not negatively impact this area.

13. *Would the request be consistent with the purpose of the zoning district classification and the intent and purpose of these regulations?*

Yes

14. *Is the request in conformance with the Comprehensive Plan and does it further enhance the implementation of the Plan?*

Yes

15. *What is the nature of the support or opposition of the request?*

- City staff supports this rezoning. The standard public notice was published in *The Ark Valley News* and notices were sent out to surrounding property owners. Only one response has been received to date and this individual was not opposed to this rezoning request.
- Other public comments in support or opposition will not be known until the public hearing.

16. *Is there any information or are there recommendations on this request available from professional persons or persons with related expertise which would be helpful in its evaluation?*

No

17. *By comparison, does the relative gain to the public health, safety and general welfare outweigh the loss in value or the hardship imposed upon the applicant by not approving the request?*

No

**City staff recommends approval of this rezoning application.**

**Applicant's Request Letter**

December 13, 2023

To the Valley Center Planning and Zoning Board,

I am requesting a change in zoning for two lots that I own here in Valley Center. The current zoning is R-1B and I am requesting a change to R-2 to allow for the construction of a duplex on these two lots. The land is not addressed right now, but is located just south of Poplar Ct. The addresses for the duplex will be 110 and 120 N. Poplar Ct. Thank you for your consideration.

Sincerely,



Jim Goentzel

**ORDINANCE NO. 1402-24**

**AN ORDINANCE CHANGING THE ZONING DISTRICT  
CLASSIFICATION OF CERTAIN PROPERTY LOCATED IN THE CITY  
OF VALLEY CENTER, KANSAS, UNDER THE AUTHORITY GRANTED  
BY THE ZONING REGULATIONS OF THE CITY.**

**NOW THEREFORE, BE IT ORDAINED** BY THE GOVERNING BODY OF THE  
CITY OF VALLEY CENTER, KANSAS:

**SECTION 1.** Having received a recommendation from the Valley Center City Planning and Zoning Board on Case No. RZ-2024-01, and proper notice having been given and hearing held as provided by law and under authority and subject to the provisions of the amended Zoning Regulations of the City as approved by Ordinance No. 1279-14, the zoning district classification of the property legally described herein is changed as follows:

Change of zoning district classification from R-1B (Single-Family Residential District) to R-2 (Two-Family Residential District).

Legal Description: LOTS 1-2 BLOCK A VALLEY CREEK ESTATES 4TH  
ADDITION

Legal Address: Not currently addressed, but located south of 130 N. Poplar Ct., Valley Center, KS 67147

**SECTION 2.** Upon the taking effect of this Ordinance, the above zoning change shall be entered and shown on the Official Zoning Map(s) as previously adopted by reference and said map(s) is hereby reincorporated as a part of the Zoning Regulations as amended.

**SECTION 3.** This ordinance shall take effect and be in force from and after its passage, approval, and publication once in the official city newspaper.

**PASSED** by the Governing Body and signed by the Mayor of the City of Valley Center, Kansas, on this 20<sup>th</sup> day of February, 2024.

First Reading: February 6, 2024  
Second Reading: February 20, 2024

(SEAL)

/s/ \_\_\_\_\_  
Jet Truman, Mayor

ATTEST:

/s/ \_\_\_\_\_  
Kristi Carrithers, City Clerk



**NEW BUSINESS**  
**RECOMMENDED ACTION**

**C. ORDINANCE 1402-24; REZONING PROPERTY SOUTH OF 130 N.  
POPLAR CT.:**

**Should Council choose to proceed,**

**RECOMMENDED ACTION:**

**Based on approval by the Valley Center Planning and Zoning Board, City staff recommends adoption of Ordinance 1402-24 for 1<sup>st</sup> reading.**

**NEW BUSINESS**

**D. APPROVAL OF RFP FOR 2024 COMPREHENSIVE PLAN UPDATE:**

Community Development Director Shrack will present the RFP (request for proposals) for the 2024 Comprehensive Plan Update.

- RFP for Comprehensive Plan Update



## REQUEST FOR PROPOSALS FOR **Comprehensive Plan Update**

The City of Valley Center is seeking proposals from qualified consulting firms, or a team of consultants, to assist the City in the update of its current comprehensive plan. Interested parties should submit four (4) hard and one (1) digital copy of a proposal in a sealed envelope to the City Clerk's office at the Valley Center City Hall, P.O. Box 188, Valley Center, KS 67147.

**SUBMISSIONS MUST BE RECEIVED BY WEDNESDAY, MARCH 6, 2024 AT 4:30 P.M. CST**

Questions regarding this RFP may be submitted in writing to:

Ryan Shrack  
Community Development Director  
P.O. Box 188  
Valley Center, KS 67147  
rshrack@valleycenterks.org  
316-755-7310

## INTRODUCTION

### ***Purpose***

The City of Valley Center, Kansas seeks consulting services to prepare an updated comprehensive plan (“Project”). The new, updated plan will provide vision, goals, objectives, and policies to guide the City for the next ten (10) years. The plan will guide the City Council, various advisory boards, Planning and Zoning Board, staff, developers, property owners, and residents on the appropriate growth, land use, and redevelopment for Valley Center.

The City will not pay for any information herein requested, nor is it liable for any costs incurred by those responding to this RFP. The City reserves the right to select the proposal that best meets the needs of the City and to waive any informalities, technicalities, or irregularities in the proposal. Proposals that do not meet the stated requirements will be considered in non-compliance and will be disqualified unless the City waives such non-compliance.

It is anticipated that work will begin in late April/early May 2024 and the finished product will be adopted by the City by December 2024.

### ***History***

Valley Center is a community of approximately 7,500 located in northern Sedgwick County just west of Interstate 135. Located on the border of the Wichita metropolitan area, Valley Center is home to many small and medium-sized businesses, an excellent school system, and housing stock ranging in age from the late nineteenth century to brand new. Valley Center has a small-town, historic atmosphere with close access to the amenities of a major city. The population of Valley Center has been steadily growing over the past few decades. Over the next few years, over 750 new residential lots will become available for development in four new subdivisions. The City has recently completed and/or is in the midst of completing numerous improvement and development projects, such as constructing a new recreation/aquatic center, designing and constructing a new water treatment plant, making significant improvements to the City’s stormwater infrastructure and wastewater treatment plant, and replacing major arterial roads connecting Valley Center to the surrounding region.

### ***Current Comprehensive Plan***

Valley Center adopted its current comprehensive plan in July 2014. This ten-year plan identified and addressed current and future land use issues and goals, housing needs, park and recreation issues, and infrastructure issues/needs. This plan expired at the end of 2023 and a new comprehensive plan is needed to provide a roadmap for the coming years as the City continues to develop and grow.

## PROJECT SCOPE

### *Expectations*

The Project will create a new comprehensive plan that will build on the successes of the 2014-2023 comprehensive plan. Because of this, it is imperative that the update process engages and gives the community the opportunity to provide input and feedback. A key aspect to this will be establishing the community's vision for Valley Center's future.

### *Services*

The consultant firm engaged for the Project is expected to provide a wide range of services related to the plan update. Those services include, but are not limited to, the following:

1. **General Requirements for Comprehensive Plan:** In preparation of the plan, the selected consultant should be prepared to study past and present conditions and trends relating to land use, population and building intensity, public and private facilities, transportation and transportation facilities, economic conditions and economic development, natural resources, and any other pertinent element needed in the preparation of a City comprehensive plan.
2. **Demographics and Socioeconomics:** The plan should reflect current and projected demographic and socioeconomic trends and their implications on land use patterns and public services planning. The consultant should endeavor to obtain current and accurate demographic and socioeconomic data upon which policy recommendations will be based.
3. **Current and Future Land Use:** A current land use plan shall be developed which reflects agricultural, residential, industrial, technological, and commercial developments in the area. The future land use plan shall provide an outlook projection based on recent developments and economic trends. The plan shall address the relationship between the environment and human activities. A general inventory of the City's natural resources shall be established and measured against current development policies and practices. This element shall address the interconnectedness of the built and natural environments and provide policy recommendations that will improve the state of balance.
4. **Transportation:** The plan should evaluate the City's existing transportation infrastructure and projects where improvements are needed now and in the future. The possibility of future growth should indicate roadway improvements and expansion.
5. **Public Facilities Infrastructure:** The plan shall evaluate the City's existing infrastructure and indicate where improvements are needed and expansion is likely.
6. **Economic Development:** The plan shall address a range of policies that preserve and strengthen business and commerce in the City. This element shall characterize the attributes of existing business types and locations and provide an evaluation of underutilized commercial areas and other opportunities within the City. Projected employment and ratios of employment to housing units should be discussed.

7. **Recreational Opportunities:** Indoor and outdoor recreation is an important driver for both the economy and quality of place in Valley Center. An evaluation of existing and future recreational opportunities and goals shall be included within the updated comprehensive plan.
8. **Public Services:** The plan should include an evaluation of Schools, Public Safety and Emergency Services current and future needs.

### ***Community Involvement/Engagement***

Involving and engaging the community's residents, leaders, workers, businesses, etc., is a critical component to the success of the Project. The City expects the consulting firm to design and implement a robust public outreach program that insures the public is given the opportunity to participate in the process and provide feedback and direction on the Project. A designated steering committee will work closely with the selected consultant to provide additional feedback in the creation of the updated comprehensive plan and meet at determined intervals during 2024.

### ***Project Schedule***

The City anticipates the Project to occur in 2024. The Project will begin in mid-2024 and be completed by December 2024.

#### **Preparation and Presentation of a Draft Plan**

The consultant will prepare a nearly finished, draft plan that will be presented to the Planning and Zoning Board, as well as in a general public forum. The presentation should include a methodology or process for gathering input and weighting the value of the input on the final plan.

Such presentation(s) will provide for a systematic, participatory process for gathering and recording comments on the plan and its recommendations. The consultant will then lead the Planning and Zoning Board in evaluating recorded comments and making final adjustments to the recommendations in the plan.

#### **Preparation and Presentation of Final Plan**

A final, completed update of the comprehensive plan will be presented to the Planning and Zoning Board and City Council for formal adoption by December 2024. The adopted plan will be an electronic form that is posted on the City's website and will include necessary maps, tables, and graphs to further clarify and support the analysis, narrative, and recommendations of the comprehensive plan update. The selected consultant will also provide fifteen (15) bound, paper copies of the adopted comprehensive plan. The plan will be presented in a format that is user-friendly and easily comprehensible. The consultant should make every effort to minimize the use of technical, planning language.

Firms responding to this RFP should include an anticipated project schedule.

### ***Deliverables***

The purpose of this Project is the update of the comprehensive plan that provides goals, objectives, and a vision to guide Valley Center over the next ten (10) years. In order to

accomplish this, the following quantitative deliverables must be discussed in the proposal and acknowledged by the firm:

1. Public outreach program and implementation;
2. Planning and Zoning Board and City Council presentations;
3. Updated comprehensive plan ready for adoption by the City;
4. Electronic copy of the plan in PDF and Word formats and fifteen (15) paper copies;
5. Data and analysis used to create the plan update.

## **SUBMITTAL REQUIREMENTS**

### ***Submittal***

To be eligible for consideration, one electronic and four hard copies of the response to the RFP must be received and date stamped by the City of Valley Center no later than **4:30 P.M. CST, March 6, 2024**. Late submittals will not be considered and will be returned to the submitter unopened.

The City assumes that any work product developed as a result of contracting with the City will become property of the City.

Sealed submittals can be mailed to:

### **Comprehensive Plan Update RFP**

City of Valley Center  
Attn: Kristi Carrithers, City Clerk  
P.O. Box 188  
Valley Center, KS 67147

To be considered for selection, submitted proposals shall be (1) clear and concise, (2) responsive to all RFP requirements, and (3) presented in the form of a written report with the following subheadings clearly marked:

1. Cover Letter
2. Experience of the Firm
3. Project Team Organization
4. References/Sample Comprehensive Plans
5. Project Approach
6. Proposed Costs

### ***Cover Letter*** (Limit (1) One Page)

Submit a cover letter signed by an individual authorized to obligate the respondent to fulfill the commitments contained in the proposal. The letter must include the following: (1) a contact for all communication pertaining to the proposal (including name, position, address, direct phone number and email); (2) a statement of the respondent's understanding of the scope of services to be provided and overall ability and qualifications to successfully fulfill the scope of services; and (3) acknowledgment by respondent that it meets all requirements for award of a contract.

***Experience of the Firm (Limit Two (2) Pages)***

Provide a brief description of the respondent including length of time in business, services provided, and any certifications and/or affiliations that may be relevant. Provide sufficient information in the proposal for the selection committee to evaluate the ability and experience of the respondent to successfully fulfill the requirements of the scope of services.

***Project Team Organization (Limit Two (2) Pages)***

Describe the respondent's team that is being proposed for the project. In particular, please describe how the proposed team will be organized to provide the requested scope of services. Provide a brief background of each team member's experience and the role they will play in the project. If any sub-consultants are proposed, indicate who these are and if they have a track record of successful projects with the respondent.

***References/Sample Comprehensive Plans (Limit Three (3) Pages)***

List the most significant projects (maximum of 4) performed in the last five years that are similar to the project described in this RFP. Entities located within the Wichita/South Central Kansas area are preferred, but not required. Indicate the date, scope of services, and total cost of the projects; and the name and telephone number of the principal client contact. Provide samples (digital links are sufficient) of recently completed comprehensive plans for other government jurisdictions. The City reserves the right to contact the clients listed to perform reference checks.

***Project Approach (Limit Four (4) Pages)***

Provide a detailed description of the process for accomplishing the services outlined in the Scope of Work. The respondent should document a clear understanding of the scope of services including data requirements, technical analysis, and public participation process. Note any methods for accomplishing what is desired in the most efficient manner or utilizing innovative approaches. Suggest anything that may not be mentioned in the Scope of Work, but may be beneficial for the process.

***Proposed Hours and Fees (Limit Four (4) Pages)***

Submit a breakdown of the proposed number of hours for each portion of the plan development and costs associated with that portion. Provide any additional fees that may be associated with the plan development including travel, copying, and supplies. This should tie to an overall proposed cost for the plan. This will serve as a basis for further refinement and negotiation of costs.

***General Requirements and Stipulations with Submission***

The City reserves the right to reject any or all submissions and to waive any minor informality, technicality, or irregularity in any submission.

All responses, and related reference information, submitted in response to this RFP will become the property of the City and will not be returned. Each Respondent submitting a response waives any right of confidentiality as to the response documents. If a Respondent submitting a response considers certain material in the response proprietary information, it shall clearly designate those portions of the response it wishes to remain confidential. As a public entity, the City is subject to making records available for public disclosure. The City will attempt to maintain confidentiality of material marked proprietary; however it cannot guarantee that information will not be made public.



The City reserves the right to (1) accept or reject any and all submissions and to waive any technicalities or irregularities involving any submission and to cancel the RFP process at any time prior to entering into an agreement, (2) not award a contract for any or all of the services that are the subject of this RFP process, (3) negotiate a contract terms acceptable to the City with the respondent and (4) disregard all nonconforming, non-responsive or conditional submissions.

During the evaluation process, the City reserves the right to request additional information or clarifications from those respondents submitting proposals and to allow corrections of errors and/or omissions.

Submission of a proposal indicates acceptance by the respondent submitting the proposal of the terms, conditions and specifications contained in this RFP to include any contract requirements set forth herein.

The City will not pay for any information herein requested, nor is it liable for any costs incurred by those Respondents submitting proposals. The City reserves the right to select the submission that will best meet the needs of the City. Submissions that do not meet the stated requirements will be considered in non-compliance and will be disqualified unless the City waives such non-compliance.

No submission may be withdrawn for a period of ninety (90) days from the date set for the opening thereof.

By submission of a response, each respondent submitting a proposal certifies and acknowledges that:

- a. It has not paid nor agreed to pay any person, other than a bona fide employee, a fee or brokerage fee resulting from the award of the RFP.
- b. The City may, by written notice to the respondent submitting the response, reject the RFP or cancel any award under this RFP if it is found by the City that gratuities, in the form of entertainment, gifts or otherwise were offered or given to any representative of the City with a view toward securing an agreement or other favorable treatment with respect to this RFP or the entity submitting the response participated on collusion with another entity to restrain or eliminate competition.
- c. The contents of this RFP and any clarifications distributed or issued by the City shall become part of the contractual obligation and incorporated by reference into the ensuing contracts as the City deems appropriate.

***Tentative Selection Schedule***

**Release of RFP:** February 7, 2024

**Deadline for questions:** February 23, 2024

**Response to questions deadline:** February 28, 2024

**Submission deadline:** March 6, 2024

**Selection group review complete and finalists notified:** March 8, 2024

**Finalist Firms' presentations to City Council:** March 19, 2024

**Award recommendation by City Council:** April 2, 2024

**Contract awarded by:** April 15, 2024

### ***Questions***

All questions must be emailed to Ryan Shrack at [rshrack@valleycenterks.org](mailto:rshrack@valleycenterks.org). The deadline for the receipt of questions is February 23, 2024.

### ***Communications***

Following the release of the RFP, all questions and communications related to the RFP must be directed to Ryan Shrack, Director of Community Development. Firms are not to discuss the RFP with any other city staff member. All communications concerning this RFP are to be in written form via email to Mr. Shrack. City staff will not communicate with firms or their agents to entertain any communications related to marketing or regarding the status of the selection process.

## **SELECTION PROCEDURE**

### ***Selection process***

City staff will review and score the RFP responses. The RFP scores will be used to identify a “short list” of firms that will make presentations to the City Council during the March 19, 2024 meeting. Based on the RFP responses and presentations, the City will select a preferred firm to enter into negotiations and award a contract for services to the firm for the Project.

### ***Evaluation Criteria***

Selection will be based on a comparative evaluation of firm’s professional qualifications including:

- A. Past performance on similar projects;
- B. Understanding of the Project scope;
- C. Approach in completing the objectives of the Project;
- D. Knowledge and experience in creating and updating comprehensive plans;
- E. Knowledge of Valley Center and the Wichita Metropolitan area;
- F. Ability to bring unique ideas and perspectives to the Project.

## **ADDITIONAL INFORMATION**

### ***Required Documentation***

The firm selected for the Project will be required to provide the following documents:

- Fully executed contract
- Completed W-9 form
- Kansas Tax Clearance Letter

### ***Reference Information***

The following document can be accessed via the City’s website at [www.valleycenterks.org](http://www.valleycenterks.org):

- 2014-2023 Comprehensive Plan

**NEW BUSINESS**

**RECOMMENDED ACTION**

**D. APPROVAL OF RFP FOR 2024 COMPREHENSIVE PLAN UPDATE:**

Should Council choose to proceed

**RECOMMENDED ACTION**

**Staff recommends approval of the RFP and authorize staff to collect proposals/select finalists that will make presentations to City Council.**

**NEW BUSINESS**

**E. APPROVAL OF RFP – 2024 ABATEMENT MOWING/DEBRIS  
REMOVAL SERVICES:**

Building Inspector/Code Enforcement Officer Bill Andrews will present the RFP (request for proposals) for 2024 Abatement Mowing/Debris Removal Services.

- RFP 2024 Compliance mowing/debris removal



**REQUEST FOR PROPOSALS**  
**2024 Abatement Mowing/Debris Removal Services**  
**RFP Submission Deadline: March 1, 2024 12:00 PM**

**OVERVIEW**

The City of Valley Center, Kansas (“City”) is requesting proposals from suitably qualified and experienced companies (“Bidders”) to provide nuisance abatement services within the City of Valley Center. The primary goal of the City is to correct identified violations of the City’s nuisance code occurring upon private property in a timely, courteous, and professional manner.

The City is requesting bids in association with Abatement of Properties categorized as Grade A, B, C, and D, such grades based upon the level of nuisance associated with the specific property. Project outcomes should all meet the standards set forth by the City. See Section 2.6 of this document for specifications of nuisance abatement. The Bidder must currently be in the business of providing mowing services work. All applicable federal, state, and local laws, ordinances and regulations must be adhered to. Services to commence upon execution of contract.

Bidders submitting a bid should review the requirements listed. Specifically, the selected contractor will be required to:

- Execute an Abatement Mowing/Debris Removal Service Agreement with the City of Valley Center
- Complete applicable forms and certifications
- Maintain General Liability Insurance (\$1,000,000 minimum); Workers Compensation Insurance (\$500,000) and business automobile liability (\$1,000,000) and furnish proof of such insurance

No bidder who is the recipient of Valley Center funds, or who proposes to perform any work or furnish any goods under this agreement shall discriminate against any worker, employee, applicant, or any member of the public because of race, color, sex, gender, sexual orientation, religion, age, marital status, national origin, veteran status, physical or mental disability or perceived disability, or other criteria protected by law.

Proposal must include a minimum of three professional references. These references should be attached to the Proposal Submission Form and include current contact information including name, address, telephone number, and email address.

Questions from bidders regarding this RFP shall be sent to Bill Andrews, Building Inspector/Code Enforcement Office, at 316-755-7310, ext. 110 or [bandrews@valleycenterks.org](mailto:bandrews@valleycenterks.org).

Completed proposals must be received no later than **March 1, 2024, 12:00 PM** and delivered to: City of Valley Center, City Hall, ATTN: City Clerk Kristi Carrithers, 121 S. Meridian Ave., P.O. Box 188; Valley Center, KS 67147, clearly marked “RFP –Abatement Mowing/Debris Removal.”

NOTE: The City reserves the right to reject all proposals. Proposals received after this deadline may be refused and deemed ineligible for consideration at the City’s sole discretion.

### **Selection of Contractor**

The City of Valley Center reserves the right to accept a proposal and enter into an agreement as a result of the initial proposals received, or alternatively, it may elect to conduct negotiations with those Bidders as determined by the City, to be within an acceptable competitive range, or alternatively, to negotiate separately with any Bidders when it is determined to be in the best interest of the City. In addition, the City may request that Bidders provide a best and final offer. The City may negotiate any proposal or best and final offer at any time after the deadline for the submission of proposals.

The Bidder selected will be required to submit a Certificate of Insurance naming the City of Valley Center, KS as an additional insured, which will be reviewed by the City Administrator’s Office.

A contract will then be negotiated between the selected Bidder and the City, with each agreeing to the terms of the contract and affixing authorized signatures. The new contractor will be required to complete all forms and certifications if required by the City, State, and Federal governments. The City may reject any or all proposals and may waive informalities and minor irregularities in any proposal received.

### **Proposal Requirements and Examination of Work to be Performed**

The bidder is required to thoroughly examine the request for proposal requirements and the work contemplated, and it will be assumed that the contractor has investigated and is satisfied as to the requirements. It is mutually agreed that submission of a request for proposal shall be considered prima facie evidence that the contractor has made such examination.

Before submitting the request for proposal, the Bidder shall examine the scope of work. By submitting a proposal, the bidder, if selected for award, shall be deemed to have accepted the terms of this RFP.

## **GENERAL INFORMATION**

### **Section 1**

This RFP contains instructions governing the content of the proposals and the format in which they are to be submitted. It does not attempt to define all the contract needs nor detail them. Rather, it is flexible and allows for the credentials of the contractor to be demonstrated in the areas of expertise necessary to the contract. There are mandatory requirements to be met, but should the contractor foresee the need for qualification of the effort or additional requirements, concise and relevant discussion is encouraged.

## **SCOPE OF SERVICES, BACKGROUND, AND PURPOSE**

### **Section 2**

This scope of work pertains to the requirements of abatement mowing and/or debris removal at various locations in the City. As part of the response to this RFP, Bidders if awarded, will be required to submit invoicing for completed work within 7 days of completion. The Bidder shall furnish all labor and materials necessary to perform the Abatement Mowing/Debris Removal Services in the RFP. Bidders shall complete all the tasks requested by the Code Enforcement Officer(s) prior to invoicing and will be subject to reinspection.

It shall be the Contractor's responsibility to verify the areas, sizes, and quantities of the areas requested to be abated according to determined lot size or quantity of debris on same as proposed in this RFP. Failure of the Bidder to verify the listed amounts shall not relieve the Bidder of the responsibility to provide all services required to the standards included herein, for the prices submitted in Bidder's proposal.

## **2.1 HOURS WHEN WORK IS TO BE PERFORMED**

All work is to be performed Monday through Friday from 8:00 AM to 6:30 PM. No work shall be done on Saturday or Sunday without written permission from the City. The selected Bidder at times may need to be accompanied by a Code Enforcement Officer and will be informed prior to abatement. Scheduling of abatement in this case will agreed upon prior to abatement.

## **STANDARDS AND SPECIFICATIONS**

### **A. GENERAL STANDARDS**

#### **1. GUARANTEE AND REPLACEMENT**

- a. Contractor shall replace, at no additional cost to the City, any turf, plant materials or any other City or private property damaged because of improper workmanship. Property damage must be repaired within two weeks of identification of damage.
- b. Contractor is not responsible for losses, repair or replacement of City or private property resulting from theft, extreme weather conditions, vandalism, vehicular incidents (other than Contractor's vehicles) or the acts of others over whom they have no reasonable control.

#### **2. CONTRACTOR RESPONSIBILITIES**

- a. Contractor will provide staff able to perform work at the highest standards. The City reserves the right to demand the replacement of Contractor's staff who do not meet the City's standards for safety, or professionalism,
- b. Contractor must provide an emergency contact list identifying the names, positions held, and phone numbers of key personnel.
- c. Attend meetings and/or site inspections of properties as requested.

## **2.2 DESCRIPTION OF PROJECT**

In accordance with the City's efforts to address and correct health, safety, and welfare concerns within the City of Valley Center, the City desires to retain an identified Contractor for the purpose of providing abatement services upon identified properties. Abatement includes removal of weeds, trash, debris, limbs, brush, and other material in a timely, courteous, and professional manner. The quality of nuisance removal services is a necessary and critical element of fulfillment of an Abatement Agreement with City.

1. Direction to Abate: When a property is subject to abatement, the Director of Community Development and/or designee [hereinafter "City's Representative"] will notify the Contractor during regular business hours by telephone, followed by e-mail, to provide the following:

- a. Description of the nature of the nuisance.
- b. Location of the property where the nuisance is located.
- c. Description of where the nuisance is located on the property.
- d. Description sufficient to positively identify the nuisance in question
- e. Description of type and extent of service expected.
- f. Any condition or circumstance known to the City which may require special equipment or handling.

Direct access to the Contractor shall be available to the Director of Community Development, or his/her designee, by telephone during regular business hours: Monday through Friday from 7:30 AM to 4:00 PM, excluding legal holidays.

Response time for all abatements shall not exceed (5) five business days, from the time of request, excluding legal holidays and weekends. Contractor shall inform the City for any reason if unable to respond to a request for abatement services, or unable to respond within the required time. In the event the Contractor fails to begin the abatement within the time prescribed, the City may secure the services of an alternate contractor. If an alternate contractor is retained and Contractor subsequently responds to such job, the Contractor will not be compensated for the overdue response.

## **2.3 SERVICES**

The selected Contractor will provide the following service(s) to the City in association with Abatement Mowing/Debris Removal, including:

- A. Mowing/trimming and edging of properties' grass and/or weeds higher than 8 inches in length
- B. Removal of filth, excrement, lumber, brush, rocks, dirt, cans, paper, trash, metal, or any other offensive or disagreeable thing or substance thrown or left or deposited upon any private enclosure or lot, whether vacant or occupied
- C. Any place, structure or substance which emits or causes to be emitted any offensive, disagreeable, noxious or nauseous odors
- D. Removal of any unused, unattended, damaged, or abandoned items found or located upon any private enclosure or lot, whether vacant or occupied such items to include but not be limited to: iceboxes, refrigerators, freezers, washers, dryers, dishwashers, hot water heaters or similar devices or equipment, or signs
- E. Removal of salvage material, industrial material, or commercial material
- F. Removal of any piles or otherwise disorderly, un-stacked and/or accumulations of wood
- G. Trimming and/or removal of dead trees and tree stumps still in the ground of a height of less than 20 feet above grade and no greater in diameter of 6 inches
- H. Fill in and/or remove storm run-off water from abandoned swimming pools
- I. Removal or trimming of overgrown shrubberies, vegetation or other obstacles that require a bush hog
- J. Removal of household hazardous waste, as defined by KDHE, shall be included within standard abatement services if it can be lawfully disposed of by Contractor within Sedgwick County, including such items as paint cans and used motor oil
- K. Other similar type projects

## **2. Standards of Service:**

Contractor will meet the following standards in completing assigned Abatements:

- A. Shall be available to respond to and abate all nuisances within (5) five business days of receiving a direction to abate from the City's Representative
- B. Shall remove weeds in a manner that minimizes damage to any associated real or personal property
- C. Shall remove debris and junk as directed by City's Representative using methods deemed most effective by Contractor, and which minimize any damage to other real or personal property Contractor will be responsible for any damage caused by their actions and must be immediately reported to the City's Representative
- D. May utilize the City of Valley Center's recycling center for all tree limbs (4) four inches in diameter or less, any brush, and or mowing clippings
- E. Shall dispose of all other materials in a lawful manner, at appropriate waste disposal facilities and apply any charges associated with disposal to the final billing submitted to City, such costs shall include mileage based on current Kansas Reimbursement Rates from City limits to the waste disposal facility



- F. Unless otherwise agreed in writing, shall provide all equipment and materials necessary to carry out services described in this Agreement and shall bear all costs associated with such equipment
- G. Shall collect and provide to City's Representative copies of all complaints and resolutions to complaints, compliments, comments and other information provided by property owners and the general public regarding the Abatement action or general comments
- H. Shall choose the most efficient methods to be used to achieve full compliance with any direction to abate
- I. Shall provide all necessary staff to complete abatements efficiently and within the established time frame
- J. Shall limit abatement procedures to only property described in a written abatement assignment provided by City's Representative. Contractor shall not be compensated for work done not specifically identified within the written abatement assignment.
- K. It is anticipated that the final step of any debris removal will be mowing and trimming at each site
- L. Shall immediately report completion of an abatement assignment to the City's Representative for final inspection
- M. Shall maintain communication with City's Representative throughout the term of any assigned abatement
- N. Shall notify the City's Representative of any safety concerns associated with an assigned abatement, not generally associated with the services set forth in 1(A) above
- O. Shall maintain communications with the City's Representative, including notification of when Contractor is on an abatement jobsite and when leaving an abatement jobsite throughout the course of an abatement

### **3. Excluded Services**

- A. Nuisance automobiles will not be an item subject to abatement within the terms of this RFP and subsequent Nuisance Abatement Agreement
- B. Hazardous waste, as identified by the Kansas Department of Health and Environment (KDHE), will not be an item subject to abatement within the terms of this RFP and subsequent Nuisance Abatement Agreement Please note: Household hazardous waste, as identified by KDHE, that may be lawfully disposed of by Contractor within Sedgwick County, including such items as paint cans and used motor oil, are included within the scope of abatement services
- C. Dead animals will not be an item subject to abatement within the terms of this RFP and subsequent Abatement Mowing/Debris Agreement

## **2.4 PRICING OF ABATEMENTS**

Pursuant to the City's identified policies and regulations, the City will identify properties located within the City of Valley Center upon which unaddressed nuisance conditions exist that are injurious to the health, safety, and welfare of the community. After determining that the property owner is unable or unwilling to abate the identified nuisance condition(s), City will utilize Contractor's services to abate the nuisance condition(s). The City, acting through its City's Representatives, will notify the Contractor of a nuisance abatement job.

The City's Representative will arrange to meet Contractor at abatement site to clearly communicate, both verbally and within a written "abatement assignment", the site requiring remediation, and the remediation service(s) requested. City's Representative will determine with Contractor the applicable property grade and multiplier in conformance with Appendix A and include such determination within the written abatement assignment. City's Representative will determine with Contractor the applicable time frame within which the abatement assignment will be completed. The City's Representative will be available throughout any abatement assignment to provide necessary support and oversight services. The City's Representative will coordinate with other City departments to provide assistance as needed. The City's Representative

will meet Contractor at abatement site to confirm the completion of the job, and that the job was completed within the anticipated time frame.

## **2.5 COMPENSATION**

In consideration of the service(s) provided by Contractor for the City, the City shall cause payment to be made to Contractor as set forth herein. Contractor agrees that billings and payments shall be processed in accordance with established budgeting, purchasing, and accounting procedures of the City of Valley Center, Kansas. Billing shall be supported with documentation required by City including, but not necessarily limited to, an itemized bill. Payments shall be made to Contractor only in accordance with the Agreement, which shall incorporate this RFP by reference. City reserves the right to disallow reimbursement for any items or service billed by Contractor if City believes that any item or service was not provided to support the service(s) of the abatement or was outside the terms of the abatement. After approval, payments shall be mailed to Contractor's address as follows:

When billing for an abatement, Contractor must provide a price per grade based upon level of nuisance violations. Bidders will submit their proposed pricing on the Proposal Submission Form found in Section 3.

In the event the Contractor identifies additional problems upon the property during the abatement, he/she must contact the City's Representative prior to accruing any additional costs. Contractor is to provide a final bill within seven (7) business days of completion to the Community Development Department located at 545 W. Clay St., Valley Center, KS 67147 either by email or USPS. Such final bill invoicing shall be on a letterhead and include all receipts from disposal sites and any other receipts associated with the abatement for approval of payment.

Additional compensation shall only be approved if agreed to in writing prior to accruing such costs. The Director of Community Development may allow for previously unapproved costs only if such costs were deemed to be associated with a critical emergency. Critical emergency would be an immediate danger to life, health and/or safety. If Contractor is dissatisfied with the decision of the Director of Community Development concerning reimbursement for costs incurred without prior approval, Contractor may appeal the decision to the City Administrator. The determination of the City Administrator is final.

## **2.6 PROPERTY GRADES**

- Grade A Abatement – A property is considered grade A if it is free of all obstructions. Removal of fence panels may be necessary for mowers to operate on the property. Fence panels must be re-attached upon completion. The scope of services for grade A shall only include mowing and trimming of grass and/or weeds higher than eight (8) inches in length. The only equipment required for Grade A properties shall be mowers, trimmers and edgers.
- Grade B Abatement – A property is considered grade B if it is free of major obstructions. Removal of fence panels may be necessary for equipment to operate on the property including mowers for grasses higher than 12 inches. Fence panels must be re-attached upon completion. Minor obstructions that cover 1% - 25% of the property including, but not limited to:
  - Filth, excrement, lumber, brush, rocks, dirt, cans, paper, trash, metal, lumber, automotive parts, construction material, rocks, concrete, and tree limbs metal or any other offensive or disagreeable thing or substance thrown or left or deposited upon any private enclosure or lot.
  - Overgrown shrubberies, vegetation or other obstacles that require mowing. Removal and spraying of noxious weeds.

- Unused, unattended, damaged, or abandoned items found or located upon any private enclosure or lot, whether vacant or occupied, including, such items to include, but shall not be limited to, iceboxes, refrigerators, freezers, washers, dryers, dishwashers, hot water heaters or similar devices or equipment, or signs.
  - Salvage material, industrial material, or commercial materials. Piles or otherwise disorderly, un-stacked and/or accumulations of wood.
  - Removal of household hazardous waste, as defined by KDHE, which can be disposed of within Sedgwick County, such as paint cans and used motor oil. Non-household hazardous waste shall be remediated by KDHE as mandated by law, and outside the scope of this RFP.
- Grade C Abatement – A property is considered grade C if any of the following exists: a moderate amount of debris including metal, lumber, automotive parts, construction material, rocks, concrete, branches, large tree limbs, overgrown shrubberies, vegetation or other obstacles that may impede services and require mowing of grasses/weeds higher than 12 inches' height. Moderate obstructions that cover 26% - 50% of the property including but not limited to:
    - Filth, excrement, lumber, brush, rocks, dirt, cans, paper, trash, metal, lumber, automotive parts, construction material, rocks, concrete, and tree limbs metal or any other offensive or disagreeable thing or substance thrown or left or deposited upon any private enclosure or lot.
    - Overgrown shrubberies, vegetation or other obstacles that require mowing.
    - Removal and spraying of noxious weeds. Unused, unattended, damaged, or abandoned items found or located upon any private enclosure or lot, whether vacant or occupied, including, such items to include but shall not be limited to, iceboxes, refrigerators, freezers, washers, dryers, dishwashers, hot water heaters or similar devices or equipment, or signs.
    - Salvage material, industrial material, or commercial materials. Piles or otherwise disorderly, un-stacked and/or accumulations of wood
    - Removal of household hazardous waste, as defined by KDHE, which can be disposed of within Sedgwick County, such as paint cans and used motor oil. Non-household hazardous waste shall be remediated by KDHE as mandated by law and is outside the scope of this agreement.
- Grade D Abatement – A property is considered grade D if it has any of the following characteristics: numerous obstructions including but not limited to metal, lumber, automotive parts, rocks, concrete, branches, large tree limbs, construction material significantly impeding equipment, including large mowers for grasses higher than 12 inches in length. Major obstructions that cover 51% or higher of the property including but not limited to:
    - Requires multiple major obstructions.
    - Filth, excrement, lumber, brush, rocks, dirt, cans, paper, trash, metal, lumber, automotive parts, construction material, rocks, concrete, and tree limbs metal or any other offensive or disagreeable thing or substance thrown or left or deposited upon any private enclosure or lot.
    - Removal and spraying of noxious weeds. Unused, unattended, damaged, or abandoned items found or located upon any private enclosure or lot, whether vacant or occupied, including, such items to include but shall not be limited to, iceboxes, refrigerators, freezers, washers, dryers, dishwashers, hot water heaters or similar devices or equipment, or signs.
    - Salvage material, industrial material, or commercial materials. Piles or otherwise disorderly, un-stacked and/or accumulations of wood.

- Removal of household hazardous waste, as defined by KDHE, which can be disposed of within Sedgwick County, such as paint cans and used motor oil. Non-household hazardous waste shall be remediated by KDHE as mandated by law, and outside the scope of this agreement.
- Any item that is not moveable or is secured to the ground preventing its removal, including fallen trees, large rocks/boulders, sheds. Overgrown shrubberies, vegetation that require use of equipment heavier than a bush hog to remove or to cut, or to dig out of the ground.

#### Lot Size Multipliers

- 0 to 10,000 square feet = (Standard City Lot) Will receive base bid per 'Property Grade'
- 10,001 to 15,000 square feet = 1.5 X base bid
- 15,001 to 20,000 square feet = 2 X base bid
- 20,001 to 25,000 square feet = 2.5 X base bid
- 25,001 or larger square feet = 3.0 X base bid

## **2.7 TIME FRAME**

Contractor is required to abate requested site(s) as per Code Compliance notice within five (5) business days of notice either in writing or via email. While the selected Bidder will have a designated contract for calendar year 2024, based on satisfactory work, the City may offer an extension of said contract beyond December 31, 2024.

## **2.8 INSPECTIONS AND APPROVAL OF WORK**

The designated City Representative(s) will enforce the standards of this contract.

## **2.9 CONTACT INFORMATION**

Bill Andrews, Building Inspector/Code Enforcement Officer  
 545 W. Clay St.  
 Valley Center, KS 67216  
 316-755-7310, Ext. 110  
[bandrews@valleycenterks.org](mailto:bandrews@valleycenterks.org)

**SECTION 3**

**PROPOSAL SUBMISSION FORM**  
**SIGNATURE AND BID SHEET**

**2024 ABATEMENT MOWING/DEBRIS REMOVAL FOR THE CITY OF VALLEY CENTER**Submission Deadline: **March 1, 2024 by 12:00 PM**

I/We hereby submit a proposal to furnish the services set forth within this Request for Proposal to Provide Services during the contract period in accordance with the specifications. **I, the undersigned, hereby certify that I (we) do not have any real or substantial conflict of interest sufficient to influence the bidding process on this bid. A conflict of substantial interest, or the appearance thereof, is defined as any circumstance which would lead a reasonable person to believe a compromise of an open competitive bid process has occurred.**

Legal Name of Person, Firm, or Corporation \_\_\_\_\_

Toll Free Telephone \_\_\_\_\_ Local \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

Mailing Address \_\_\_\_\_

City &amp; State \_\_\_\_\_ Zip Code \_\_\_\_\_

FEIN Number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name of Signature \_\_\_\_\_ Title \_\_\_\_\_

If awarded a contract and the primary contact will be **other** than above, indicate name, mailing address and telephone number below:

Name \_\_\_\_\_

Address \_\_\_\_\_

City &amp; State \_\_\_\_\_ Zip Code \_\_\_\_\_

Toll Free Telephone \_\_\_\_\_ Local \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

Website \_\_\_\_\_

**BID (please fill out the proposed cost/lot for each grade as described in Section 2.6):**

<b>GRADE</b>	<b>PROPOSED COST/LOT</b>
<b>A</b>	\$
<b>B</b>	\$
<b>C</b>	\$
<b>D</b>	\$

     Check if additional information is included on an attached sheet(s) as deemed necessary by bidder.

**Attach requested three professional references to this form.**

**NEW BUSINESS**

**RECOMMENDED ACTION**

**E. APPROVAL OF RFP – 2024 ABATEMENT MOWING/DEBRIS  
REMOVAL SERVICES:**

Should Council choose to proceed

**RECOMMENDED ACTION**

**Staff recommends motion to approve the RFP for 2024 Abatement mowing/debris removal services and authorize staff to collect proposals and present selected bidder at future City Council meeting.**

**NEW BUSINESS**

**F. APPROVAL OF CREDIT CARD FEE DECREASE:**

Asst City Administrator Smith will present information regarding usage and fees on credit card charges in 2023. Based on this review, staff recommend lowering the current credit card processing fee charged to payments from 2.5% to 1.75%.

- Memo – Barry Smith



**Feb, 6, 2024**

**To: Mayor Truman & Members of Council**

**From: Barry Smith – Assistant City Administrator for Finance and Administration**

**Subject: Credit Card Processing Fees**

## **BACKGROUND**

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In March of 2023, the City Council approved the process of recovering credit card merchant fees by passing along the merchant fee to each customer utilizing credit cards as a form of payment for their utility bill. The total fee approved was 2.5% of the total payment being made. This was the average fee charged by our merchant based on the type of transaction being utilized most often.

After reviewing all transactions from 2023, there has been a major shift in how payments are processed by the City, potentially due to the fee that was approved.

Credit Card payments decreased by	2,554
Cash payments increased by	374
Check payments increased by	1,218
Bank Draft payments increased by	950

Overall transactions in 2023: 31,633

Because of this shift in payment types, we need to adjust the credit card processing fee, so the City does not collect more than needed to offset the merchant fees the City is charged.

## **RECOMMENDATION**

---

Reduce the current credit card processing fee from 2.5% to 1.75%. This will reflect the lower merchant fee we are charged due to the decrease in over-the-phone and in-person credit card payments.

Respectfully submitted,

Barry Smith  
Assistant City Administrator for Finance and Administration



**NEW BUSINESS**

**RECOMMENDED ACTION**

**F. APPROVAL OF CREDIT CARD FEE DECREASE:**

Should Council choose to proceed

**RECOMMENDED ACTION**

**Staff recommends motion to decrease the credit card processing fee from 2.5% to 1.75%.**

**NEW BUSINESS**

**G. APPROVAL OF PURCHASE OF BILL FOLDER/STUFFER:**

Utility Billing Specialist Heather VonFeldt will present information and request approval of purchase a DS-64i folder-inserter machine.

- Staff Memo
- Product Overview
- Quote from Midwest Single Source Inc.



**February 6, 2024**

**To: Mayor Truman & Members of Council**

**From: Heather VonFeldt, Utility Billing Clerk**

**Subject: New Folder Inserter**

## **RECOMMENDATION**

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City staff are recommending the purchase of a new folder inserter for the purpose of helping make our monthly billing process more efficient.

## **BACKGROUND**

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City staff are responsible for printing and mailing out all utility bills and past due utility bills each month. Our current folder inserter is close to 15 years old and is not nearly as efficient as it once was. The current process for printing, folding, and inserting the bills takes the utility billing clerk several hours, with the majority spent making sure our current folder inserter is running properly, and troubleshooting any issues that may arise in that process. With the purchase of a new folder inserter our current process would not change but it would allow for a more efficient billing process.

## **FINANCIAL CONSIDERATION**

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Total cost \$11,386.00. Annual equipment maintenance cost after the first year, \$1,350.00. This item is on state contract which is exempt from the bid/quote requirements outlined in the purchasing policy. A product overview is shown on the next page.



## Product Overview



### DS-64i FOLDER-INSERTER

A reliable, user-friendly  
mail assembly solution for  
the office or mail center

#### Key Capabilities

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>7" color touchscreen control panel with graphical user guidance and wizard-based programming</li> </ul>    | <ul style="list-style-type: none"> <li>Mechanical double document control ensures envelope contents are correct for every recipient</li> </ul> |
| <ul style="list-style-type: none"> <li>Up to 2 multi-format FlexFeeders that can transport full-size sheets as well as short inserts</li> </ul>   | <ul style="list-style-type: none"> <li>Quick processing speeds up to 2,000 filled envelopes per hour (2,500 w/productivity pack)</li> </ul>    |
| <ul style="list-style-type: none"> <li>FlexFeed trays hold a 325-sheet stack and can be linked for non-stop cascade feeding</li> </ul>            | <ul style="list-style-type: none"> <li>Store up to 50 user-programmed jobs and instantly recall any of them at the push of a button</li> </ul> |
| <ul style="list-style-type: none"> <li>Additional insert feeders are available with loading capacities of 50 or 325 reply envelopes</li> </ul>    | <ul style="list-style-type: none"> <li>Tip-to-tip envelope sealing that can be turned on and off for any job</li> </ul>                        |
| <ul style="list-style-type: none"> <li>Automatically senses and sets paper length, envelope size and compatible fold type</li> </ul>              | <ul style="list-style-type: none"> <li>Vertical output stacker holds 500 filled envelopes and preserves printing order</li> </ul>              |
| <ul style="list-style-type: none"> <li>Tri-folds or single-folds letter-size documents and double-folds legal-size sheets</li> </ul>              | <ul style="list-style-type: none"> <li>Connects to your network via LAN or WIFI to enable remote diagnostics and remote assistance</li> </ul>  |
| <ul style="list-style-type: none"> <li>Collate, fold and insert up to 5 pages into a #10 envelope or 8 pages into a 6" x 9.5" envelope</li> </ul> | <ul style="list-style-type: none"> <li>CIS scanner can read OMR, 1D and 2D codes printed horizontally or vertically on the document</li> </ul> |



## PURCHASE AGREEMENT

## Section (A) Office Information

Office Number	Office Name	Phone #	Date Submitted
903	Midwest Single Source Inc	(316) 267-6333	01/25/2024

## Section (B) Billing Information

Company Name	City Of Valley Center		
DBA			
Billing Address	121 S Meridian		
City State Zip+4	Valley Center	KS	67147
Contact Name	Heather VonFeldt	Phone	(316) 755-7310
Contact Title	Utility Billing Clerk		
Email Address	hvonfeldt@valleycenterks.org	PO #	

## Section (C) Installation Information (if different from billing information)

Company Name	City Of Valley Center		
Installation Address	121 S Meridian		
City State Zip+4	Valley Center	KS	67147
Contact Name	Heather VonFeldt	Phone	(316) 755-7310
Contact Title	Utility Billing Clerk		
Email Address	hvonfeldt@valleycenterks.org		
Main Post Office		PO 5-Digit Zip Code	

## Section (D) Purchased Products

	Qty	Model / Part Number	Description (include Serial Number, if applicable)	Price
1	1	DS64IST3SE-STD	3 Station Expert 2 Auto Fdr + Auto BREFdr + CIS Scanner + Multi License	\$10,374.00
2	1	DS64IMFFLDL	DS64i MaxiFeeder Only Available w/3 Station Models	\$1,012.00
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Recurring Annual Costs	Equipment Maintenance	\$1,350.00	Product Subtotal	\$11,386.00
	Software Support	\$0.00	Shipping	\$0.00
	*Software Subscription	\$0.00	Installation	\$0.00
	Depot Repair	\$0.00	One-Time Total	\$11,386.00

## Section (E) Service Products (Check all that apply)

<input checked="" type="checkbox"/> Maintenance	<input checked="" type="checkbox"/> Installation & Training	<input type="checkbox"/> Software Support for premise (non-cloud) solutions
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## Section (F) Approval

Existing customers who currently fund the Postage account by ACH Debit will not be converted to a Postage Funding Account unless initial here \_\_\_\_\_.

This document consists of a Product Purchase and Online Services and Software Agreement with Quadient, Inc. Your signature constitutes an offer to enter into such agreements, and acknowledges that you have received, read, and agree to all applicable terms and conditions (version Purchase-Equipment-Terms-Dealer-V11-2023, which are also available at <https://quadientterms.com/Purchase-Equipment-Terms-Dealer-V11-2023>, and that you are authorized to sign the agreements on behalf of the customer identified above. The applicable agreements will become binding on the companies identified above only after an authorized individual accepts the offer by signing below, or when the equipment is shipped to you.

**Guided by Quadient, Inc.'s Sustainable Design and Responsible Manufacturing Policy, our Products may contain reused components. For more Information visit <https://www.quadient.com/about-us/sustainable-design-and-manufacturing>.**

Authorized Signature	Print Name and Title	Date Accepted
Accepted by Quadient Inc and its Affiliates		Date Accepted

**NEW BUSINESS**  
**RECOMMENDED ACTION**

**G. APPROVAL OF PURCHASE OF BILL FOLDER/STUFFER:**

**Should Council choose to proceed,**

**RECOMMENDED ACTION:**

**Staff recommends approval of purchase of a DS64i MaxiFeeder from Midwest Single Source Inc. in the amount of \$11,386.00.**

**NEW BUSINESS**

**H. APPROVAL OF AGREEMENT BETWEEN SEDGWICK COUNTY  
AND CITY OF VALLEY CENTER – MERIDIAN AVE:**

City Administrator Clark will present and request approval of Agreement with Sedgwick County for Meridian Street project.

- Agreement between Sedgwick County and City of Valley Center

## AGREEMENT

THIS AGREEMENT is made and entered into this 20 day of December, 2023, by and between the Board of County Commissioners of Sedgwick County, Kansas, hereinafter referred to as "County" and the City of Valley Center, Kansas, hereinafter referred to as "City."

WITNESSETH:

WHEREAS, County and the City are authorized to enter into an agreement pursuant to K.S.A. 12-2908, as amended; and

WHEREAS, the City has obtained funding from the Kansas Department of Transportation ("KDOT") to reconstruct and pave Meridian Avenue from 0.25-mi. south of 69th Street North to RR Tracks, just North of Ford Street. The project includes a roundabout at 69th Street and Meridian and 10' sidewalk, which connects as part of City's bike/ped plan. Additionally, the project will include the reconstruction of Meridian Avenue from Main Street (81<sup>st</sup> St North) to 5th Street North (85<sup>th</sup> Street North), stormwater improvements, lighting, an 8-foot multiuse path on west side, and a 6-foot sidewalk on east side; and

WHEREAS, KDOT estimates the total construction cost to be \$9,382,058.00 with a maximum reimbursement of \$8,754,212.00. The non-participating construction costs are estimated to be \$542,850.00. Construction Engineering costs were estimated to be an additional \$511,950.00. The Parties agree that the in-kind services to be provided by the County and any County contractors providing professional services in delivering construction engineering services are valued at \$511,950.00.

WHEREAS, the proposed roundabout is in the unincorporated intersection at 69<sup>th</sup> Street North and Meridian Avenue, the parties agree that the County provide the local match for the roundabout in the amount of \$175,000.00

WHEREAS, City has entered into an agreement with the Kansas Department of Transportation and is hereby referenced to as Agreement 100-20, Project No. 87 N-0711-01 ("KDOT Agreement"); and

WHEREAS, City desires that County perform construction engineering services during the construction of the said improvements; and

WHEREAS, a portion of the project at the intersection of 69<sup>th</sup> Street North and Meridian Avenue is located within unincorporated Sedgwick County; and

WHEREAS, 69<sup>th</sup> Street North between Meridian Avenue and Interurban Drive shares a common boundary with the City; and

WHEREAS, the unincorporated portion of Meridian Avenue south of 69<sup>th</sup> Street between the cities of Valley Center and Wichita is in the 2035 Urban Growth Area of Valley Center; and



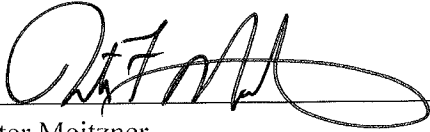
NOW, THEREFORE, for and in consideration of the parties' mutual promises and covenants, it is agreed as follows:

1. The purpose of this Agreement is for the County to provide the Construction Engineering services to the City within the corporate limits of the City.
2. The County shall provide the necessary construction engineering services to the City in compliance with Section III.14 of KDOT Agreement for the entire project and shall not exceed the value of \$511,950.00.
3. The City agrees to pay for the actual costs of design, construction, right-of-way-acquisition, and utilities relocation.
4. To the extent permitted by law, City does hereby release, discharge, indemnify and hold harmless the County, its agents, servants and employees from any and all liability and damages of whatsoever nature and arising from whatsoever cause, relating to or arising from errors and omissions resulting from the design of the project or from errors and omissions resulting from construction means and methods used in the construction of the project; provided, that such release shall not extend to acts or omissions of the County or its agents, servants or employees in the performance of duties pursuant to this Agreement. This release and indemnity shall survive termination of this Agreement.
5. The City agrees to annex the full width of the road Right of Way of 69<sup>th</sup> Street North between Meridian Avenue and Interurban Drive including all unincorporated Right of Way at the intersection of Meridian Avenue and 69<sup>th</sup> Street North by January 1, 2025.
6. The City agrees to assume all maintenance of Meridian Avenue south of 69<sup>th</sup> Street North to the Arkansas River, exclusive of the Arkansas River bridge. Maintenance by the City shall be comprehensive, and including but not be limited to include crack sealing, pavement overlays, pavement marking, storm sewer cleaning & maintenance, street sweeping, mowing, signage, sidewalk repair/replacement and snow removal. The County agrees to perform one final preventative maintenance treatment on this portion of Meridian in 2024 or 2025 which will include an overlay treatment and pavement marking at a minimum.
7. The City agrees to annex the road Right of Way of Meridian Avenue south of 69<sup>th</sup> Street North to the Arkansas River as soon as legally possible.
8. The duration of this Agreement is until the (a) final acceptance of the improvements and completion of all tasks described in Section 2 hereof, (b) City's annexation obligation pursuant to Section 5 hereof is completed, and (c) Meridian Avenue between 69<sup>th</sup> Street North and the Arkansas River has been annexed by any city.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

BOARD OF COUNTY COMMISSIONERS  
OF SEDGWICK COUNTY, KANSAS

THE CITY OF VALLEY CENTER



Peter Meitzner  
Chairman, First District

\_\_\_\_\_  
Louis Cicirello  
Mayor

ATTEST:

ATTEST:

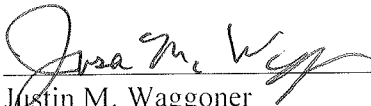


Kelly B. Arnold  
County Clerk



\_\_\_\_\_  
Kristi Carrithers  
City Clerk

APPROVED AS TO FORM:



Justin M. Waggoner  
County Counselor

**NEW BUSINESS**  
**RECOMMENDED ACTION**

**G. APPROVAL OF AGREEMENT BETWEEN SEDGWICK COUNTY**  
**AND CITY OF VALLEY CENTER – MERIDIAN AVE:**

**Should Council choose to proceed,**

**RECOMMENDED ACTION:**

**Staff recommends motion to approve Agreement with Sedgwick County for the Meridian St. project and authorize Mayor to sign.**

**CONSENT AGENDA**

- A. APPROPRIATION ORDINANCE – FEBRUARY 6, 2024**
- B. DELINQUENT ACCOUNT REPORT–NOVEMBER 2023**
- C. PLANNING AND ZONING BOARD MINUTES – JANUARY 23, 2024**
- D. COMMUNITY BUILDING ALCOHOL WAIVER REQUEST**
- E. THANK YOU NOTE “THE GROUND UP”**

**RECOMMENDED ACTION:**

**Staff recommends motion to approve the Consent Agenda as presented.**

## **CONSENT AGENDA**

### **A. APPROPRIATION ORDINANCE:**

Below is the proposed Appropriation Ordinance for February 6, 2024, as prepared by City Staff.

### **February 6, 2024, Appropriation**

<b>Total</b>	<b>\$ 271,710.08</b>
--------------	----------------------

VENDOR SET: 02 City of Valley Center

February 6, 2024 City Council Agenda Page 65

BANK: \* ALL BANKS

DATE RANGE: 0/00/0000 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0728	DITCH WITCH UNDERCON							
C-CHECK	DITCH WITCH UNDERCON	VOIDED V	1/26/2024			056242		379.06CR

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	0	0.00	0.00	0.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	1 VOID DEBITS	0.00		
	VOID CREDITS	379.06CR	379.06CR	0.00

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 02 BANK: * TOTALS:	1	379.06CR	0.00	0.00
BANK: * TOTALS:	1	379.06CR	0.00	0.00

VENDOR I.D.	NAME	STATUS	CHECK	INVOICE	DISCOUNT	CHECK	CHECK	CHECK
			DATE	AMOUNT		NO	STATUS	AMOUNT
0074	KANSAS MUNICIPAL UTILITIES							
I-202401161261	KANSAS MUNICIPAL UTILITIES	R	1/19/2024	1,485.00		056218		1,485.00
0224	SUMNERONE, INC.							
I-202401161259	SUMNERONE, INC.	R	1/19/2024	210.19		056219		210.19
0235	MID-STATES ORGANIZED CRIME INF							
I-202401181274	MID-STATES ORGANIZED CRIME INF	R	1/19/2024	150.00		056220		150.00
0281	KANSAS MAYORS ASSOCIATION							
I-202401161257	KANSAS MAYORS ASSOCIATION	R	1/19/2024	50.00		056221		50.00
0306	SEDGWICK COUNTY							
I-202401181278	SEDGWICK COUNTY	R	1/19/2024	3,091.66		056222		3,091.66
0552	WICHITA AREA METROPOLITAN PLAN							
I-202401161258	WICHITA AREA METROPOLITAN PLAN	R	1/19/2024	631.87		056223		631.87
0567	RAVENSCRAFT IMPLEMENT, INC.							
I-202401181275	RAVENSCRAFT IMPLEMENT, INC.	R	1/19/2024	553.72		056224		553.72
0768	MABCD							
I-202401171267	MABCD	R	1/19/2024	132.15		056225		132.15
0784	MERIDIAN ANALYTICAL LABS, LLC							
I-202401161262	MERIDIAN ANALYTICAL LABS, LLC	R	1/19/2024	327.50		056226		327.50
0824	GALLS, LLC							
I-202401181277	GALLS, LLC	R	1/19/2024	97.94		056227		97.94
1004	IMAGINE IT, INC.							
I-202401171264	IMAGINE IT, INC.	R	1/19/2024	6,752.05		056228		6,752.05
1094	EMC INSURANCE COMPANIES							
I-202401161260	EMC INSURANCE COMPANIES	R	1/19/2024	4,475.00		056229		4,475.00
1386	HUFF'S TREE SERVICE, LLC							
I-202401181276	HUFF'S TREE SERVICE, LLC	R	1/19/2024	9,150.00		056230		9,150.00
0032	AFLAC							
I-AF 202401101254	SUPPLEMENTAL INSURANCE	R	1/26/2024	99.71		056233		
I-AF 202401231287	SUPPLEMENTAL INSURANCE	R	1/26/2024	99.71		056233		
I-AFC202401101254	SUPPLEMENTAL INSURANCE	R	1/26/2024	51.89		056233		
I-AFC202401231287	SUPPLEMENTAL INSURANCE	R	1/26/2024	51.89		056233		
I-AFD202401101254	SUPPLEMENTAL INSURANCE	R	1/26/2024	55.77		056233		
I-AFD202401231287	SUPPLEMENTAL INSURANCE	R	1/26/2024	55.77		056233		
I-AFL202401101254	SUPPLEMENTAL LIFE INSURANCE	R	1/26/2024	60.10		056233		
I-AFL202401231287	SUPPLEMENTAL LIFE INSURANCE	R	1/26/2024	60.10		056233		

VENDOR SET: 02 City of Valley Center

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BANK: APBK INTRUST CHECKING

DATE RANGE: 0/00/0000 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK	INVOICE	DISCOUNT	CHECK	CHECK	CHECK
			DATE	AMOUNT		NO	STATUS	AMOUNT
	I-AFO202401101254		SUPPLEMENTAL INSURANCE	R	1/26/2024	45.89		056233
	I-AFO202401231287		SUPPLEMENTAL INSURANCE	R	1/26/2024	45.90		056233 626.73
0445			DELTA DENTAL OF KANSAS, INC.					
	I-DDS202401101254		DENTAL INSURANCE	R	1/26/2024	159.75		056234
	I-DDS202401231287		DENTAL INSURANCE	R	1/26/2024	142.00		056234
	I-DEC202401101254		DENTAL INSURANCE	R	1/26/2024	218.05		056234
	I-DEC202401231287		DENTAL INSURANCE	R	1/26/2024	249.20		056234
	I-DES202401101254		DENTAL INSURANCE	R	1/26/2024	316.26		056234
	I-DES202401231287		DENTAL INSURANCE	R	1/26/2024	281.12		056234
	I-DFM202401101254		DENTAL INSURANCE	R	1/26/2024	824.74		056234
	I-DFM202401231287		DENTAL INSURANCE	R	1/26/2024	846.32		056234 3,037.44
0566			SURENCY LIFE AND HEALTH					
	I-VEC202401101254		VISION INSURANCE	R	1/26/2024	7.93		056235
	I-VEC202401231287		VISION INSURANCE	R	1/26/2024	7.93		056235
	I-VMC202401101254		VISION INSURANCE	R	1/26/2024	69.44		056235
	I-VMC202401231287		VISION INSURANCE	R	1/26/2024	78.12		056235
	I-VME202401101254		VISION INSURANCE	R	1/26/2024	38.64		056235
	I-VME202401231287		VISION INSURANCE	R	1/26/2024	33.81		056235
	I-VMF202401101254		VISION INSURANCE	R	1/26/2024	202.44		056235
	I-VMF202401231287		VISION INSURANCE	R	1/26/2024	125.51		056235
	I-VMS202401101254		VISION INSURANCE	R	1/26/2024	80.96		056235
	I-VMS202401231287		VISION INSURANCE	R	1/26/2024	70.84		056235 715.62
0270			INTRUST CARD CENTER					
	I-202401171273		INTRUST CARD CENTER	R	1/26/2024	15,516.27		056236 15,516.27
0059			CITY OF WICHITA					
	I-202401221284		CITY OF WICHITA	R	1/26/2024	7,056.00		056237 7,056.00
0061			VALLEY CENTER PUBLIC LIBRARY					
	I-202401241290		VALLEY CENTER PUBLIC LIBRARY	R	1/26/2024	167,454.95		056238 167,454.95
0150			AT&T MOBILITY					
	I-202401221281		AT&T MOBILITY	R	1/26/2024	2,977.71		056239 2,977.71
0179			INTERLINGUAL INTERPRETING SERV					
	I-202401241291		INTERLINGUAL INTERPRETING SERV	R	1/26/2024	63.76		056240 63.76
0693			MIDWEST TRUCK EQUIPMENT, INC					
	I-202401241293		MIDWEST TRUCK EQUIPMENT, INC	R	1/26/2024	717.70		056241 717.70



VENDOR SET: 02 City of Valley Center

BANK: APBK INTRUST CHECKING

DATE RANGE: 0/00/0000 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK		INVOICE		CHECK	CHECK	CHECK
			DATE		AMOUNT	DISCOUNT	NO	STATUS	AMOUNT
0728	DITCH WITCH UNDERCON								
I-202401221286	DITCH WITCH UNDERCON	V	1/26/2024		379.06		056242		379.06
0728	DITCH WITCH UNDERCON								
M-CHECK	DITCH WITCH UNDERCON	VOIDED	V	1/26/2024			056242		379.06CR
0824	GALLS, LLC								
I-202401241294	GALLS, LLC	R	1/26/2024		545.74		056243		545.74
1078	FLEXIBLE BENEFIT SERVICE CORPO								
I-202401221285	FLEXIBLE BENEFIT SERVICE CORPO	R	1/26/2024		349.00		056244		349.00
1105	CK POWER								
I-202401221283	CK POWER	R	1/26/2024		3,589.08		056245		3,589.08
1236	SHORT ELLIOT HENDRICKSON, INC.								
I-202401221282	SHORT ELLIOT HENDRICKSON, INC.	R	1/26/2024		1,720.00		056246		1,720.00
1297	BURNS & MCDONNELL/CAS CONSTRUC								
I-202401241289	BURNS & MCDONNELL/CAS CONSTRUC	R	1/26/2024		40,000.00		056247		40,000.00
1369	CEDAR'S LAWN MOWING & LANDSCAP								
I-202401251295	CEDAR'S LAWN MOWING & LANDSCAP	R	1/26/2024		120.00		056248		120.00

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	28	271,976.14	0.00	271,597.08
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0 VOID DEBITS	0.00		
	VOID CREDITS	379.06CR	379.06CR	0.00

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 02 BANK: APBK TOTALS:	28	271,597.08	0.00	271,597.08

VENDOR SET: 03 City of Valley Center

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BANK: APBK INTRUST CHECKING

DATE RANGE: 0/00/0000 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0050	LLOYD C. NEWMAN							
I-202401161263	LLOYD C. NEWMAN	R	1/19/2024	65.00		056231		65.00
0144	HEATHER VONFELDT							
I-202401181279	HEATHER VONFELDT	R	1/19/2024	48.00		056232		48.00

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	2	113.00	0.00	113.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0 VOID DEBITS	0.00		
	VOID CREDITS	0.00	0.00	

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 03 BANK: APBK TOTALS:	2	113.00	0.00	113.00
BANK: APBK TOTALS:	30	271,710.08	0.00	271,710.08
REPORT TOTALS:	30	271,710.08	0.00	271,710.08

## SELECTION CRITERIA

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VENDOR SET: \* - All

VENDOR: ALL

BANK CODES: All

FUNDS: All

---

## CHECK SELECTION

CHECK RANGE: 056218 THRU 056248

DATE RANGE: 0/00/0000 THRU 99/99/9999

CHECK AMOUNT RANGE: 0.00 THRU 999,999,999.99

INCLUDE ALL VOIDS: YES

---

## PRINT OPTIONS

SEQUENCE: CHECK NUMBER

PRINT TRANSACTIONS: YES

PRINT G/L: NO

UNPOSTED ONLY: NO

EXCLUDE UNPOSTED: NO

MANUAL ONLY: NO

STUB COMMENTS: NO

REPORT FOOTER: NO

CHECK STATUS: NO

PRINT STATUS: \* - All

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**CONSENT AGENDA**

**B. DELINQUENT ACCOUNT REPORT – NOVEMBER 2023:**

ZONE: ALL

STAT: Disconnect, Final, Inactive

START DATES: 0/00/0000 THRU 99/99/9999

LAST BILL DATES:11/01/2023 THRU 11/30/2023

FINAL DATES: 0/00/0000 THRU 99/99/9999

CONTRACTS: NO  
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ACCOUNT NO#	----- NAME -----	LAST PAY	ST	--CURRENT--	+1 MONTHS	+2 MONTHS	+3 MONTHS	+4 MONTHS	--BALANCE--
01-0030-90	BARAJAS, CHRISTINA	11/13/2023	F		53.56				53.56

```

**** BOOK # :0001      TOTAL ACCOUNTS:      1      0.00      53.56      0.00      0.00      0.00      53.56

```

\*\*\*\* BOOK # :0003      TOTAL ACCOUNTS:      0      0.00      0.00      0.00      0.00      0.00      0.00

06-0034-04	WILSON, ERIC	10/30/2023 F	91.63	102.62	194.25
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**** BOOK # :0006      TOTAL ACCOUNTS:      1      0.00      91.63      102.62      0.00      0.00      194.25

```

07-0276-10	LYNN, MILES	8/26/2023 F	125.81	184.49	156.28	132.44	599.02
------------	-------------	-------------	--------	--------	--------	--------	--------

**** BOOK # :0007	TOTAL ACCOUNTS:	1	0.00	125.81	184.49	156.28	132.44	599.02
-------------------	-----------------	---	------	--------	--------	--------	--------	--------

\*\*\*\* BOOK # :0008      TOTAL ACCOUNTS:      0      0.00      0.00      0.00      0.00      0.00      0.00

```

**** BOOK # :0011      TOTAL ACCOUNTS:      0      0.00      0.00      0.00      0.00      0.00      0.00

```

```

**** BOOK # :0013      TOTAL ACCOUNTS:      0      0.00      0.00      0.00      0.00      0.00      0.00

```

```

**** BOOK # :0018      TOTAL ACCOUNTS:      0      0.00      0.00      0.00      0.00      0.00      0.00

```

**** BOOK # :0020	TOTAL ACCOUNTS:	0	0.00	0.00	0.00	0.00	0.00	0.00
-------------------	-----------------	---	------	------	------	------	------	------

ZONE: ALL

STAT: Disconnect, Final, Inactive

START DATES: 0/00/0000 THRU 99/99/9999

LAST BILL DATES:11/01/2023 THRU 11/30/2023

FINAL DATES: 0/00/0000 THRU 99/99/9999

ACCOUNT NO#	----- NAME -----	LAST PAY ST	--CURRENT--	+1 MONTHS	+2 MONTHS	+3 MONTHS	+4 MONTHS	--BALANCE--
80-0328-01	ALCORN, TRISHA	11/15/2023 F		8.00				8.00
80-0329-01	ALCORN, TRISHA	11/15/2023 F		8.00				8.00

\*\*\*\* BOOK # :0080            TOTAL ACCOUNTS:            2            0.00            16.00            0.00            0.00            0.00            16.00

\*\*REPORT TOTALS\*\*            TOTAL ACCOUNTS:            5            0.00            287.00            287.11            156.28            132.44            862.83

===== R E P O R T   T O T A L S =====

==== R E V E N U E   C O D E   T O T A L S =====

REVENUE CODE:	--CURRENT--	+1 MONTHS	+2 MONTHS	+3 MONTHS	+4 MONTHS	--BALANCE--
100-WATER	0.00	92.10	93.47	50.87	43.10	279.54
200-SEWER	0.00	124.26	127.85	56.86	48.18	357.15
300-PROT	0.00	0.09	0.14	0.10	0.09	0.42
400-RECONNECT FEE	0.00	5.25	7.70	6.52	5.53	25.00
600-STORMWATER UTILITY FEE	0.00	38.26	18.31	8.35	7.08	72.00
610-SOLID WASTE	0.00	11.48	16.83	14.26	12.09	54.66
850-PENALTY	0.00	15.56	22.81	19.32	16.37	74.06
TOTALS	0.00	287.00	287.11	156.28	132.44	862.83

TOTAL REVENUE CODES: 862.83  
TOTAL ACCOUNT BALANCE: 862.83  
DIFFERENCE: 0.00

===== REPORT TOTALS =====

==== BOOK CODE TOTALS ====

BOOK:	--CURRENT--	+1 MONTHS	+2 MONTHS	+3 MONTHS	+4 MONTHS	--BALANCE--
01-BOOK 01	0.00	53.56	0.00	0.00	0.00	53.56
03-BOOK 03	0.00	0.00	0.00	0.00	0.00	0.00
06-BOOK 06	0.00	91.63	102.62	0.00	0.00	194.25
07-BOOK 07	0.00	125.81	184.49	156.28	132.44	599.02
08-BOOK 08	0.00	0.00	0.00	0.00	0.00	0.00
11-BOOK 11	0.00	0.00	0.00	0.00	0.00	0.00
13-BOOK 13	0.00	0.00	0.00	0.00	0.00	0.00
18-BOOK 18	0.00	0.00	0.00	0.00	0.00	0.00
20-BOOK 20	0.00	0.00	0.00	0.00	0.00	0.00
80-STORMWATER YEARLY	0.00	16.00	0.00	0.00	0.00	16.00
TOTALS	0.00	287.00	287.11	156.28	132.44	862.83

ERRORS: 000



## SELECTION CRITERIA

-----  
REPORT OPTIONS

ZONE:               \* - All  
ACCOUNT STATUS:   DISCONNECT, FINAL, INACTIVE  
CUSTOMER CLASS:   ALL  
COMMENT CODES:    All

-----  
BALANCE SELECTION

SELECTION:               ALL  
RANGE:   9999999.99CR THRU 9999999.99  
AGES TO TEST:            ALL  
INCLUDE ZERO BALANCES:  Include Accts w/Revenue Code balances

-----  
DATE SELECTION

CUSTOMER DATES: YES  
START DATE:        0/00/0000 THRU 99/99/9999  
LAST BILL DATE:   11/01/2023 THRU 11/30/2023  
FINAL DATE:        0/00/0000 THRU 99/99/9999

-----  
TRANSACTION DETAIL

PRINT TRANSACTION DETAIL: NO  
OLDEST TRANSACTION DATE: 99/99/9999

-----  
PRINT OPTION

TOTALS ONLY:            NO  
CONTRACTS:              NO  
PRINT SEQUENCE:        ACCOUNT NUMBER  
COMMENT CODES:         None  
\*\*\* END OF REPORT \*\*\*

**CONSENT AGENDA**

**C. PLANNING AND ZONING BOARD MINUTES – JANUARY 23, 2024:**

**PLANNING AND ZONING BOARD MEETING MINUTES**  
**CITY OF VALLEY CENTER, KANSAS**

Tuesday, January 23, 2024      7:00 P.M.

**CALL TO ORDER:** Vice Chairperson Spranger called the meeting to order at 7:00 P.M. with the following board members present: Steve Conway, Scot Phillips, and Dalton Wilson

**Members Absent:** Gary Janzen, Brian Shelton, and Rick Shellenbarger

**City Staff Present:** Ryan Shrack, Brittney Ortega, and Brent Clark

**Audience:** Derek Claassen

**AGENDA:** A motion was made by Vice Chairperson Spranger and seconded by Board Member Phillips to set the agenda. Motion passed unanimously.

**APPROVAL OF DRAFT MINUTES:** Vice Chairperson Spranger made a motion to approve the December 21, 2023, meeting minutes. The motion was seconded by Board Member Wilson. Motion passed unanimously.

**COMMUNICATIONS:** None

**PUBLIC HEARINGS BEFORE THE PLANNING AND ZONING BOARD:**

1. Review of RZ-2024-01, application of James Goentzel, pursuant to City Code 17.11, who is petitioning for a rezoning of land that is currently zoned R-1B, which is the City's designation for a single-family residential district, to R-2, which is the City's designations for a two-family residential district. The property is currently unaddressed, but located south of 130 N. Poplar Ct., Valley Center, KS 67147.

Vice Chairperson Spranger opened the hearing for comments from the public: 7:03 PM

R. Shrack gave a summary of his staff report. During the platting of this property lots 1 and 2 were also rezoned to R-1B with the original intent being to build a single-family home on each lot. The applicant has made a change and would like to build a duplex on these two lots. Mr. Goentzel is planning to construct a duplex on this property with one half on one lot and the other half of the duplex on the other lot with the shared wall directly on the property line of those two lots. Public notices were sent to the surrounding property owners as well as published in the *Arc Valley News*. We did receive one inquiry, not in opposition, just looking for more information. City staff is recommending approval of this application.

Vice Chairperson Spranger closed the hearing for comments from the public: 7:07 PM

No comments received from the public. Based on the City Staff recommendations, public comments, and discussion by the Planning and Zoning Board, Vice Chairperson Spranger made a motion to approve RZ-2024-01. Motion was seconded by Board Member Conway. The vote was unanimous.

**OLD OR UNFINISHED BUSINESS:** None

**NEW BUSINESS:** None

**STAFF REPORTS:** R. Shrack shared that the City has an adopted comprehensive plan that is good for a 10-year period. Those 10 years are now up, and it is time for the City to hire a consulting firm to help write the new comprehensive plan. An RFP will be presented to City Council on Feb. 6<sup>th</sup> and then proposals will be accepted and reviewed by the City/a finalist firm selected by City Council later this spring. The City will establish a steering committee to work with the hired firm in the writing of the new comprehensive plan.

**ITEMS BY PLANNING AND ZONING BOARD MEMBERS:**

Gary Janzen-absent

Paul Spranger-none

Brian Shelton-absent

Rick Shellenbarger-absent

Scot Phillips-none

Steve Conway-none

Dalton Wilson-none

**ADJOURNMENT OF THE PLANNING AND ZONING BOARD MEETING:** At 7:10 P.M., a motion was made by Vice Chairperson Spranger to adjourn and seconded by Board Member Wilson. The vote was unanimous, and the meeting was adjourned.

Respectfully submitted,

---

/s/ Ryan Shrack, Secretary

---

Gary Janzen, Chairperson

**CONSENT AGENDA**

**D. COMMUNITY BUILDING ALCOHOL WAIVER REQUEST:**



## Request for Special Permit for the Consumption of Alcohol on City Owned Property

NAME: Katelyn Nguyen  
 ADDRESS: 12005 E. Boxhorn St  
 CITY: Wichita STATE: KS ZIP: 67226  
 PHONE NUMBER: (316) 204-5385 NAME OF ORGANIZATION (IF APPLICABLE):  
First Birthday  
 TYPE OF FUNCTION:  
 DATE OF FUNCTION: 10/12/24 TIME: 8am TO: 11pm

1. There is a \$25.00 non-refundable application fee.
2. An additional \$150.00 damage/cleaning deposit is required. The applicant is responsible for damage to facilities of grounds by any person in attendance.
3. The applicant is responsible to assure that no one under the age of 21 will be served or consume alcohol.
4. The consumption of alcohol will be limited to the areas reserved and adjoining patio. Alcohol is not to be consumed in the park grounds.
5. The applicant assumes responsibility for any person whose conduct is objectionable, disorderly, or disruptive, and shall further be financially responsible of any loss, damage, or injury to person or property during the function. The City of Valley Center reserves the right to remove any persons for any reason.
6. The use of alcoholic beverages on city owned property shall be in conformance with Kansas State laws and the Code of the City of Valley Center.
7. Applicants granted a permit will be required to provide the City with a certificate of liability insurance in the amount of \$1,000,000.00 with the City of Valley Center additionally insured.

I understand and assume all responsibility and liability and agree to all rules and regulations provided by the City of Valley Center for the rental of said facility.

SIGNATURE: [Signature] DATE: 1/25/24

Attach a copy of the facility reservation form and the signed Policy Use Agreement.

**CONSENT AGENDA**

**E. THANK YOU NOTE “THE GROUND UP”**

# From the Ground Up Nonprofit

A NONPROFIT FOCUSED ON SUPPORTING THE FAMILIES OF VALLEY CENTER

Dear City of Valley Center ,

It is so heartening when we receive a gift from a generous donor that allows us to say “yes” to one more child, family, or deserving adult who needs assistance from our organization. We thank you so much for your help as our programs couldn’t happen without you!

Thank you for your donation of \$500.00. In December, your gift helped provide 244 Valley Center children with a Christmas they might not otherwise have been able to have. With donations like yours we are able to provide the children with presents, stockings, and give each family a gift certificate for food to have a Christmas meal. Come August, we will be able to help prepare many of these same families to go back to school at our annual back to school fair event.

You are truly making a difference for the people From the Ground Up helps every day. If you would like to know more about how your gift is being used, check out volunteer opportunities, or learn more about our other projects you can check out our website or connect with us via email.

You have already made a valuable difference and investment in our Valley Center community. Once again, thank you for your enduring belief in our mission. With supporters like you by our side, we remain confident and motivated in our journey to support the families of Valley Center in any way we can.

Many thanks,



Sarah Warren

President

From the Ground Up Nonprofit

✉ fromthegroundup50@gmail.com  
📍 PO Box 31, Valley Center, Ks, 67147  
🌐 fromthegroundupvc.com



## **STAFF REPORTS**

**A. Community Development Director Shrack**

**B. Parks & Public Buildings Director Owings**

**C. Public Safety Director Newman**

**D. Public Works Director Eggleston**

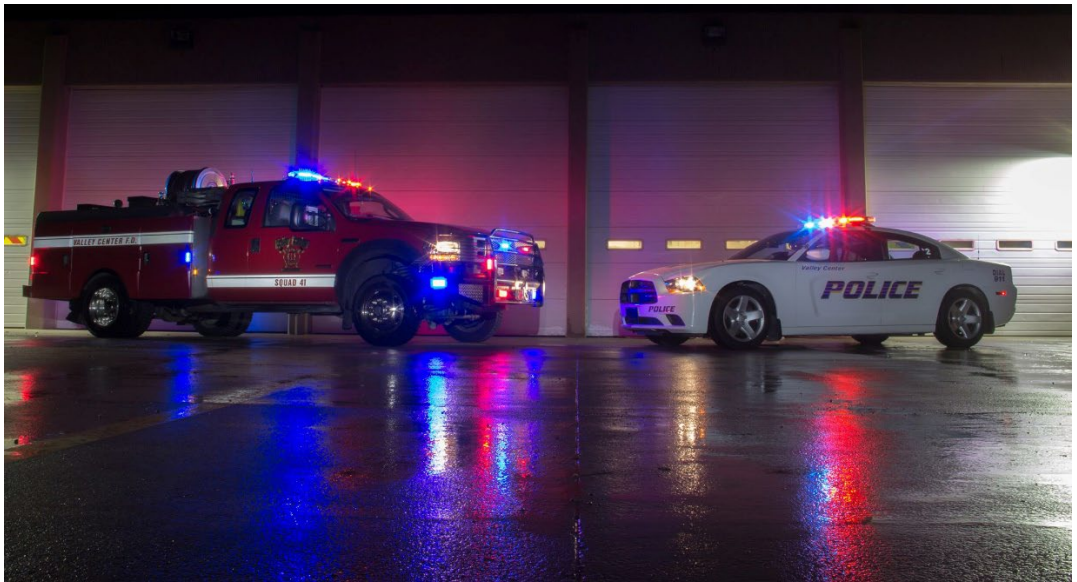
**E. City Engineer Scheer**

**F. City Attorney Arbuckle**

**G. Asst. City Administrator of Finance Smith**

**H. City Administrator Clark**

# PUBLIC SAFETY DEPARTMENT



1/9/2024

4th Quarter 2023 Edition

This is the quarterly information regarding activities of the Public Safety department for October through December 2023

# Public safety Department

## 4TH QUARTER 2023 EDITION

### **Administration**

1. Chief Newman participated in the following:
  - Attended several Crime Commission Committee meetings
  - KACP Fall Board Meeting in Salina
  - SACOP meeting via Zoom and in Person at the IACP Fall Conference
  - Weekly Department Director Meetings
  - Meetings with other government agencies including local Chief's meetings
  - Performed numerous applicant interviews for open police positions and open fire position
  - Assisted with an Interview for the Conference Director position
  - Assisted with the Annual Hornet Holidays
  - Attended a retirement reception for three KHP Supervisors
  - Hired one full time firefighter and made two conditional offers for police officer

### **Patrol**

1. Officers made 297 vehicle stops and issued 126 citations.
2. The records section had 898 requests for dissemination during this quarter.
3. Officers assisted with Hornet Holidays.
4. Took possession of four new Police Interceptors. The vehicles will be upfitted during the First Quarter and put into rotation.

### **Training**

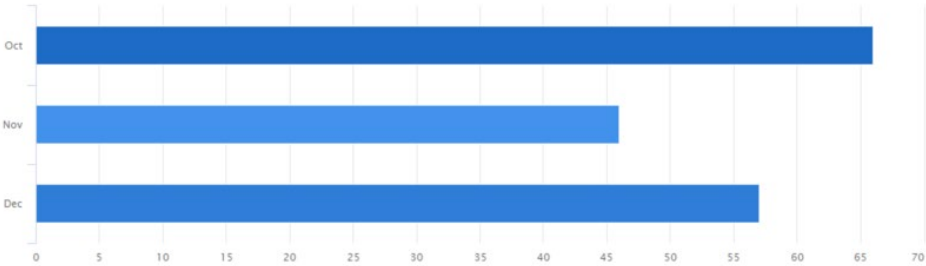
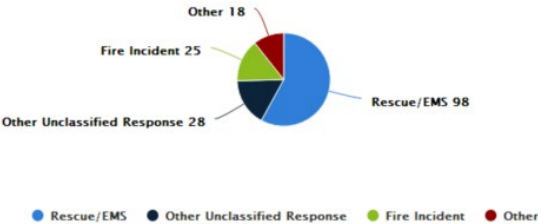
- Chief Newman and Det. Metzger attended the IACP Conference
- Capt. Banning and Firefighter Burkholder attended Live Fire Training
- Fire Fighters trained in the Conex Boxes- Live Fire Evolutions
- Various Fire Fighters gather twice a month for medical training
- Hamlin and Berry attended Field Training Officer Program and became certified as Field Training
- Garcia and Balthazor attend Street Cop Body Language for Law Enforcement
- Evans attended basic SRO training

Public safety Department

**NOTE:**

Due to the switch in our Computer Aided Dispatch (CAD) system and Records Management System in mid-April there are many stats that will not be included in this report as normal. As was expected there have been some issues with such a big change. We have been told that the retrieval of stats is something that we would work on after the system built up enough information to have a proper training. Staff at 911 can now retrieve data but I'm still waiting for the ability to filter the data provided so that I can extract the data needed.

**4<sup>th</sup> Quarter Fire Department Calls**



## **Community Activities**

1. The Public Safety Department made thirty-one posts to Facebook in the 4<sup>th</sup> Quarter. We currently have 4,400 page likes and 4,900 followers. There were numerous photos and posts that gained lots of attention.

Below are some of our more popular photos:



## Public Works Status Report

### Streets:

The streets department continues to work on issues on an as needed basis.

- Potholes – After the recent snow and melting, there have been many to repair.
- Road Grading – Unpaved roads are in terrible shape after the recent thaw. We are in the process of putting down asphalt millings on Kessler & Chaparral. This has proved to create a much better surface after several layers are down and packed.
- A Street maintenance RFP is nearly ready. This will hopefully include mill & overlay, sealing of previously repaired roads, curb & gutter, and work on a few streets out west of town in the West Street area.
- We have an opening posted in the Streets department and are evaluating applications.

### Sewer:

- Continue to investigate temporary solutions for the aeration basin until a redundant basin can be constructed.
- Beginning to work on getting the WWTP put into our new GIS system. We hope this will enable better maintenance tracking.

### Water:

- Scheduled rounds, tests, flushing to maintain chlorine levels, and maintenance.
- Jacob Culver started on the 31<sup>st</sup> as our new Utilities Manager. He comes to us from the City of Wichita and has been working at the water treatment plant there.

### All:

- Meridians Project: Work has begun on the waterline portion of the project. As of the 31<sup>st</sup>, there was over 200 feet of mainline in the ground. This portion of the project is scheduled to be completed by the middle of March.





There was a gas service line mismarked and hit on the 30<sup>th</sup>. No damage as a result other than the line needing repaired. Just a short delay was the result.





Chaparral with a new layer of asphalt millings. Staff was still packing the road when this picture was taken. This is our plan for Kessler also.



## **GOVERNING BODY REPORTS**

**A. Mayor Truman**

**B. Councilmember Colbert**

**C. Councilmember Wilson**

**D. Councilmember Bass**

**E. Councilmember Anderson**

**F. Councilmember Gregory**

**G. Councilmember Kerstetter**

**H. Councilmember Evans**

**I. Councilmember Stamm**

**ADJOURN**