



## **CITY COUNCIL AGENDA**

**May 7, 2024**

***OPEN TOUR OF RECREATION/AQUATICS CENTER WILL BEGIN AT 5:45pm***

***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 – April 16, 2024
- 7. PRESENTATIONS / PROCLAMATIONS p 11**
  - A. MiniMPA certificate-Desi Womack
  - B. Drinking Water Week – May 5-11, 2024
  - C. Peace Officers Memorial Day – May 15, 2024
- 8. PUBLIC FORUM (*Citizen input and requests*) p 11**
- 9. APPOINTMENTS p 11**
- 10. OLD BUSINESS p 11**
- 11. NEW BUSINESS p 14**
  - A. 1st Quarter Financial Report p 14
- 12. CONSENT AGENDA p 25**
  - A. Appropriation Ordinance – May 7, 2024 p 26
  - B. Delinquent Account Report – February 2024 p 34
  - C. Public Properties & Outdoor Spaces Board Minutes – April 4, 2024 p 40
  - D. Planning and Zoning Board/Board of Zoning Appeals Minutes – April 23, 2024 p 43
  - E. Economic Development Board Minutes – April 3, 2024 p 47
  - F. Valley Center Public Library 1<sup>st</sup> Quarter Financial Report p 49
- **13. STAFF REPORTS p 53**
- 14. GOVERNING BODY REPORTS p 62**
- 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 April 16, 2024, regular City Council Meeting as prepared by the City Clerk.

REGULAR COUNCIL MEETING  
April 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, Clint Bass, Ben Anderson, Gina Gregory, Dale Kerstetter, Chris Evans and Matt Stamm.

Members Absent:       None

Staff Present:       Lloyd Newman, Public Safety Director  
                          Neal Owings, Parks and Public Building Director  
                          Rodney Eggleston, Public Works Director  
                          Ryan Shrack, Community Development Director  
                          Barry Arbuckle, City Attorney  
                          Kristi Carrithers, City Clerk/HR Director  
                          Desirae Womack, City Treasurer

Press present:       Ark Valley News

**APPROVAL OF AGENDA**

Gregory made a motion to approve the agenda as presented. Kerstetter seconded the motion. Vote: Aye unanimous Motion carried.

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

Wilson moved to approve the minutes of the April 2, 2024, City Council meeting as presented, seconded by Kerstetter. Vote Aye: unanimous Motion Carried.

**PRESENTATIONS/PROCLAMATIONS – None**

**PUBLIC FORUM – None**

**APPOINTMENTS – None**

**OLD BUSINESS – None**

**NEW BUSINESS-**

**A. APPROVAL OF HORNET HUSTLE RACE:**

Allison Clubb, member of the Hornet Hustle committee requested staff assistance with the VC elementary schools and Intermediate schools annual Hornet Hustle race. She explained that the activity is one of the PTO's main fundraisers. Assistance with stopping traffic as runners cross Meridian and 5<sup>th</sup> street is needed. Public Safety Director Newman stated that the department can help with the event. Kerstetter moved to approve staff assistance for the Hornet Hustle on September 7, 2024. Motion seconded by Evans. Vote Aye: unanimous. Motion carried.

**B. CHAMBER OF COMMERCE GARAGE SALE SIGN ROW PLACEMENT:**

Allison Clubb, Chamber of Commerce Director requested approval of waiver to allow garage sale signs to be placed in the city's right of way from Thursday, April 18<sup>th</sup> through Saturday, April 20<sup>th</sup>. These dates are the spring city-wide garage sale.

Stamm moved to approve allowing garage sale signs to be placed in the right of way during the city-wide garage sale weekend, April 18<sup>th</sup> through April 20<sup>th</sup>. Seconded by Evans. Vote Aye: unanimous. Motion Carried.

C. POOL USE AGREEMENT WITH VCSC AND VCRC:

Blake Peniston, Valley Center Recreation Director, presented the pool use agreement between the Rec Commission, the VC Swim Club and the City of Valley Center. The VCSC and VCRC have both signed the agreement.

Anderson moved to approve agreement for pool use between the City of Valley Center, Valley Center Recreation Commission and the Valley Center Swim Club and authorize Mayor to sign. Bass seconded the motion. Vote Aye: unanimous. Motion carried.

D. APPROVAL OF HARVEST PLACE DESIGN AGREEMENT:

Samantha Ghareeb, SEH presented a design agreement between City of Valley Center and SEH for Harvest Place, Phase I. The development design will include grading, paving, water main, sanitary sewer main and drainage. Stamm asked how many phases are planned. This is only the design phase, so the total number hasn't been determined.

Stamm moved to approve the agreement with SEH for development design for Harvest Place, Phase I in an amount not to exceed \$334,200.00 and authorize Mayor or City Administrator to sign. Motion seconded by Gregory. Vote Aye: unanimous. Motion carried.

E. APPROVAL OF CHANGE ORDER #3 FOR PRAIRIE LAKES REGIONAL DETENTION BASIN:

City Administrator Clark presented for approval change order #3 for the Prairie Lakes Regional Detention Basin. Change order is needed due to additional work associated with delay in the project due to permitting. He explained that the approval process from the Core of Engineers delayed the project by approximately 22 months.

Kerstetter moved to approve the change order #3 for the Prairie Lakes Regional Detention Basin in an amount not to exceed \$250,245.00 and authorize Mayor or City Administrator to sign. Motion seconded by Stamm. Vote Aye: unanimous. Motion carried.

F. APPROVAL OF BUDGET CALENDAR:

City Treasurer Desirae Womack presented the proposed 2025 budget calendar. She said that she has begun the process with department heads, but following approval from Council, the department heads will begin meeting with City Administrator Clark and herself. Department budget presentations will be given at the June 4<sup>th</sup> City Council meeting.

Anderson moved to adopt the proposed 2025 budget calendar. Seconded by Bass. Vote Aye: unanimous. Motion carried.

G. ORDINANCE 1405-24; AUTHORIZING THE ISSUANCE OF G.O. BONDS SERIES 2024-1:

Garth Hermann presented the bid tab for the General Obligation Bond Sale. He stated that the bids were very tight and competitive. Hermann explained the process and noted three bids were received.

Recommendation is to award bid to TD Securities with a 3.938% interest rate. He explained the analysis and calculations taken to use the True Interest Cost (TIC) to award the final bid. Wilson questioned how many options the city might use throughout the life of the bonds regarding interest rates. Hermann stated usually only one option is available before the extra re-finance costs make it un-feasible. The bonds will officially be issued May 2<sup>nd</sup>.

Gregory moved to accept bid from TD Securities and authorize Mayor and City Clerk to execute the bid form selling the bonds. Motion seconded by Kerstetter. Vote Aye: unanimous. Motion carried.

Wilson made a motion to waiver first reading of Ordinance 1405-24. Seconded by Kerstetter. Vote Aye: unanimous. Motion carried.

Stamm made a motion to approve Ordinance 1405-24 authorizing the issuance of General Obligation Bonds, Series 2024-1 providing for the levy and collection of annual tax to pay principal and interest. Motion seconded by Evans. Vote Aye: unanimous. Motion carried.

#### H. RESOLUTION 755-24; AUTHORIZING THE SALE AND DELIVERY OF G.O. BONDS SERIES 2024-1

Herrmann presented Resolution 755-24, which prescribes the form and details of and authorizes and directs the sale and delivery of G.O. Bonds, Series 2024-1.

Stamm moved to adopt Resolution 755-24 which prescribes the form and details of and authorizes and directs the sale and delivery of G.O. Bonds, Series 2024-1. Motion was seconded by Evans. Vote Aye: unanimous. Motion carried.

#### **CONSENT AGENDA**

- A. APPROPRIATION ORDINANCE – APRIL 16, 2024
- B. TREASURER’S REPORT – MARCH 2024
- C. CHECK RECONCILIATION – MARCH 2024
- D. REVENUE AND EXPENSE REPORT – MARCH 2024
- E. DELINQUENT ACCOUNT REPORT – JANUARY 2024
- F. OUTDOOR SPACES BOARD MINUTES – MARCH 7, 2024
- G. PLANNING AND ZONING BOARD MINUTES – MARCH 26, 2024

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

#### **STAFF REPORTS**

##### COMMUNITY DEVELOPMENT DIRECTOR SHRACK

Announced that the 2024 Farmers Market season will begin on May 2<sup>nd</sup>. It will be held on Main Street from 4:00-8:00pm.

##### PARKS AND PUBLIC BUILDING DIRECTOR OWINGS

The park restrooms are open for the season. His crew is in full prep mode to get the splash pad and the Lions Park pool open. The pool will open Memorial Day weekend. There is a cemetery clean up planned for April 22<sup>nd</sup>. Public is asked to gather items from the cemetery to allow the crew to mow and trim.

Work continues on the welcome sign located at Ford and Broadway. Should be installed by Fall Fest. The sign planned on S. Meridian is on hold until all designs and work on S. Meridian is completed.

##### PUBLIC WORKS DIRECTOR EGGLESTON

Reported that the brush pile is closed through the end of the week and possibly into early next week. Sedgwick is grinding trees and brush.

The 2024 road maintenance (mil and overlay) is going well.

##### CITY CLERK/HR DIRECTOR CARRITHERS

Introduced Katie Crook as the Utility Billing Specialist. She began on April 1<sup>st</sup>.

Reported that she will be gone April 22<sup>nd</sup>-24<sup>th</sup> for health insurance conference.

##### CITY ADMINISTRATOR CLARK



The Finance Director position has been posted on indeed. It has also been posted to both the League of Kansas Municipalities and the KSGFOA job boards. We have received 19 good applicants and hope to begin the selection and interview process when Carrithers returns from conference.

**GOVERNING BODY REPORTS-**

**MAYOR TRUMAN**

Assisted the middle school in rally for students before testing week. Mayor Truman also welcomed Katie to the City as the Utility Billing Specialist.

Stamm moved to adjourn, second by Anderson. Vote Aye: Unanimous.

**ADJOURN -**

**The meeting adjourned at 7:49 PM.**

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**Kristi Carrithers, City Clerk/HR Director**

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

**A. MINUTES:**

**RECOMMENDED ACTION:**

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

## **PRESENTATIONS / PROCLAMATIONS**

- A. MiniMPA certificate-Desi Womack
- B. Drinking Water Week – May 5-11, 2024
- C. Peace Officers Memorial Day – May 15, 2024

## **PUBLIC FORUM**

## **APPOINTMENTS**

## **OLD BUSINESS**



## **MAYOR'S PROCLAMATION**

**WHEREAS**, water is our most valuable natural resource; and

**WHEREAS**, drinking water serves a vital role in daily life, serving an essential purpose to health, hydration and hygiene needs for the quality of life our citizens enjoy; and

**WHEREAS**, tap water delivers public health protection, fire protection, support for our economy and the quality of life we enjoy; and

**WHEREAS**, the hard work performed by the entire water sector, designing capital projects, operators ensuring the safety and quality of drinking water or a member of a pipe crew maintaining the infrastructure communities rely on to transport high quality drinking water from its source to consumers' taps; and

**WHEREAS**, the coronavirus pandemic has shone a light on the importance of drinking water for health, hydration and hygiene needs; and

**WHEREAS**, we are all stewards of the water infrastructure upon which current and future generations depend; and

**WHEREAS**, the citizens of our city are called upon to help protect our source waters from pollution, practice water conservation and get involved with their water by familiarizing themselves with it;

**NOW, THEREFORE**, be it resolved that by virtue of the authority vested in me as Mayor of Valley Center, I, James Truman, do hereby proclaim May 5-11, 2024, as Drinking Water Week.

**(OFFICIAL SEAL)**

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**James E Truman, Mayor**

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**Kristi Carrithers, City Clerk/HR Director**

## PROCLAMATIONS

### Proclamation for Law Enforcement Memorial Day

**WHEREAS**, the Congress and President of the United States have designated May 15<sup>th</sup> as Peace Officers Memorial Day, and the week in which it falls as Police Week; and

**WHEREAS**, the members of the law enforcement agency of Valley Center play an essential role in safeguarding the rights and freedoms of the citizens of Valley Center, Kansas; and

**WHEREAS**, it is important that all citizens know and understand the problems, duties and responsibilities of their police department, and that members of our police department recognize their duty to serve the people by safeguarding life and property, by protecting them against violence or disorder, and by protecting the innocent against deception and the weak against oppression or intimidation; and

**WHEREAS**, the Police Department of Valley Center has grown to be a modern and scientific law enforcement agency which unceasingly provides a vital public service;

**NOW, THEREFORE**, I, James Truman, Mayor, call upon all citizens of Valley Center and upon all patriotic, civil and educational organizations to observe the week of May 15 through 21, 2024, as Police Week with appropriate ceremonies in which all of our people may join in commemorating police officers, past and present, who by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to their communities and, in doing so, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

**I FURTHER** call upon all citizens of Valley Center, Kansas to observe May 15<sup>th</sup>, 2024 as Peace Officers Memorial Day in honor of those peace officers who, through their courageous deeds, have lost their lives or have become disabled in the performance of duty.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the City of Valley Center to be affixed.

Done at the City of Valley Center, Kansas this May 7, 2024.

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James Truman, Mayor

Attest: \_\_\_\_\_  
Kristi Carrithers, City Clerk

## **NEW BUSINESS**

### **A. 1<sup>ST</sup> QUARTER FINANCIAL REPORT:**

City Treasurer Womack will present financial report for 2024 1<sup>st</sup> quarter.

- 1<sup>st</sup> quarter financial report



# City of Valley Center, KS FY 2024

## First Quarter Financial & Departmental Review



# Fund Balance Summary

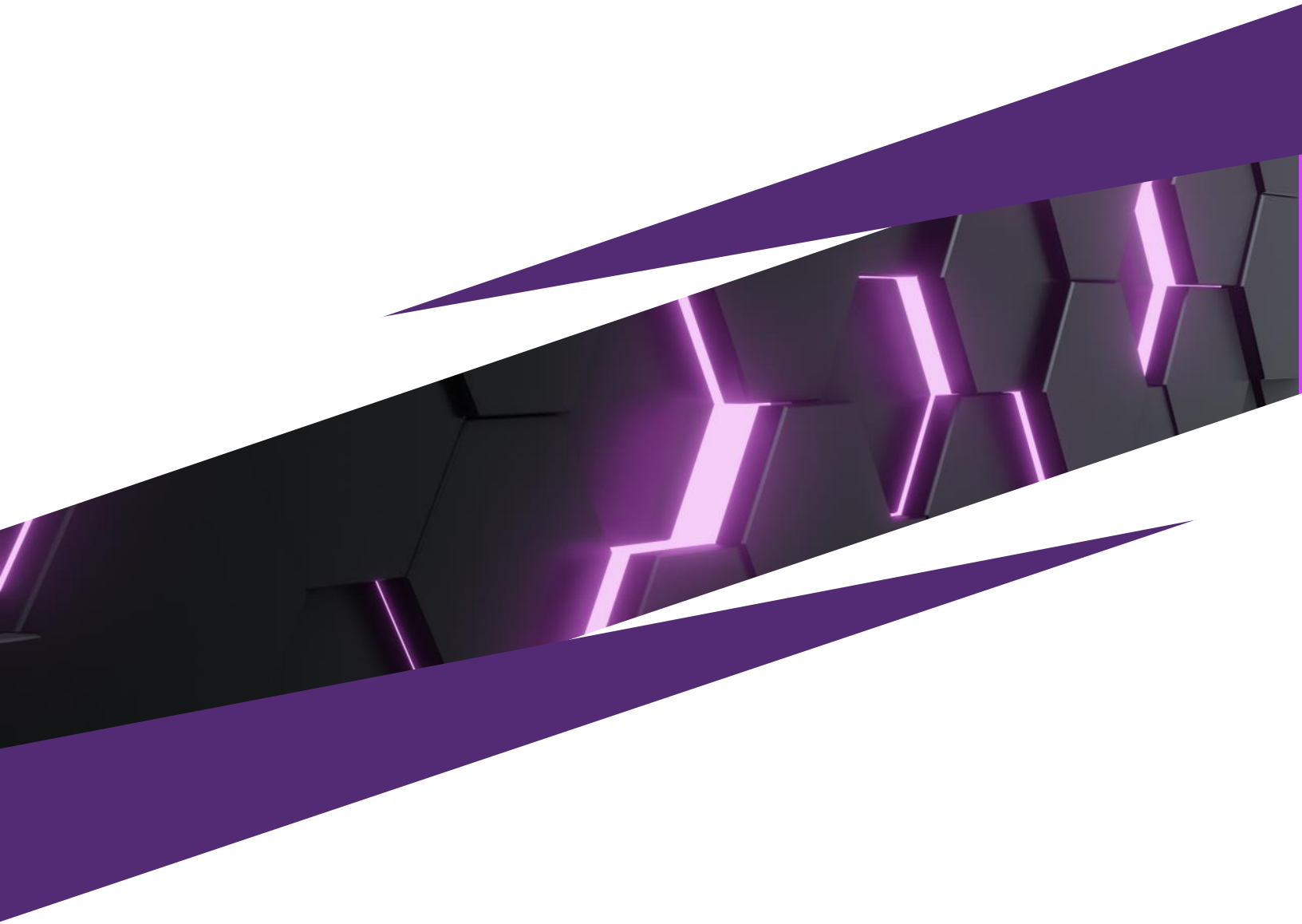
City of Valley Center, Kansas  
Treasurer's Quarterly Unaudited Financial Report  
For the Quarter Ending March 31, 2024

Fund Description	Beginning Balance 1/1/2024	Revenue	Expenditure	Ending Balance 3/31/2024
GENERAL FUND	1,643,574.62	1,587,315.00	937,847.76	2,293,041.86
SPECIAL PARKS AND REC	39,473.31	338.18	0.00	39,811.49
SPECIAL ALCOHOL AND DRUGS	10,688.18	53.40	87.98	10,653.60
POOL/REC SALES TAX	16,012,530.89	399,009.82	4,602,448.66	11,809,092.05
TIF Fund	2,601,828.55	31,752.66	0.00	2,633,581.21
EMPLOYEE BENEFITS	407,123.71	592,761.56	331,278.90	668,606.37
BUILDING EQUIP RESERVE	65,631.89	676.37	0.00	66,308.26
EQUIPMENT RESERVE	404,390.76	3,951.42	16,415.60	391,926.58
FLEET MANAGEMENT	171,924.43	1,334.95	0.00	173,259.38
LIBRARY	857.91	180,381.04	180,381.04	857.91
SPECIAL HIGHWAY	681,105.77	224,279.77	149,537.94	755,847.60
EMERGENCY EQUIPMENT	122,157.60	43,770.34	33,287.18	132,640.76
PUBLIC SAFETY TRAINING	7,042.66	615.00	0.00	7,657.66
PARK BEAUTIFICATION FUND	2,215.33	0.00	0.00	2,215.33
D.A.R.E.	1,658.04	0.00	0.00	1,658.04
DRUG TAX DISTRIBUTION	3,491.42	0.00	0.00	3,491.42
LAW ENFORCE BLOCK GRANT	0.15	0.00	0.00	0.15
ADSAP	1,071.19	0.00	0.00	1,071.19
CAPITAL PROJECTS FUND	1,817,549.77	16,802.48	127,797.72	1,706,554.53
BOND & INTEREST	1,148,884.32	835,528.41	0.00	1,984,412.73
LAND BANK RESERVE	81,858.55	854.36	0.00	82,712.91
GIFTS AND GRANTS	6,268.20	71.20	0.00	6,339.40
ST/FED GRANT MANAGEMENT	414,252.60	7,600.27	0.00	421,852.87
WATER OPERATING	2,914,449.56	556,139.13	261,106.08	3,209,482.61
STORMWATER UTILITY FUND	317,562.94	85,428.06	8,197.30	394,793.70
SOLID WASTE UTILITY	112,242.57	153,244.03	143,189.30	122,297.30
WATER SURPLUS RESERVE	548,180.19	6,959.50	0.00	555,139.69
SEWER OPERATING	1,424,798.54	374,003.38	262,673.21	1,536,128.71
SEWER LOAN P & I	0.00	104,323.57	104,323.57	0.00
SEWER SURPLUS RESERVE	231,048.47	2,456.28	0.00	233,504.75
<b>Total</b>	<b>31,193,862.12</b>	<b>5,209,650.18</b>	<b>7,158,572.24</b>	<b>29,244,940.06</b>
Temporary Notes				37,715,000.00
General Obligation Bonds				18,140,000.00
KWPCRLF Sewer Loan				974,698.00
Street Sweeper Lease Agreement				62,741.33
<b>Total Outstanding Debt</b>				<b>56,892,439.33</b>





## Departmental Summaries



# Finance and Administration

**Service Description:** The Administration and Finance Department provides central support services to the organization. It consists of the City Administrator's Office, Finance Department, City Treasurer and the Office of the City Clerk. All questions regarding the general management of the City and its financial operations, including utility billing and records, are handled by this department. In addition, the Finance and Administration Department acts as Secretary for the City Council.



## Accomplishments

- Kristi accepted a promotion to City Clerk and HR Director
- Completed onsite audit. Waiting for results in Q2.
- Katie Crook, our new Utility Billing Clerk started and has done a wonderful job.
- Treasurer attended Finance luncheon with Dr. Guo
- HR Director attended national insurance conference in Florida
- Desirae graduated the MiniMPA program at the Hugo Wall School at WSU and presented a capstone in front of panelists included City Administrator Brent Clark.



# Community Development

## Service Description:

- Serve as city staff to the City of Valley Center Planning and Zoning Board and Economic Development Board.
- Direct City's floodplain management program (CRS).
- Oversee all residential and commercial permits for construction and zoning issued.
- Enforce and maintain zoning and subdivision regulations.
- Direct economic development initiatives, such as tax abatements and business expansion/retention programs.
- Oversee all residential and commercial construction project inspections.
- Conduct Public Works' permits inspections, assist with utility locates, and manage the City's stormwater management program.



## Accomplishments

- Approved 19 permits for new residential construction projects
- Approved 43 residential and commercial plumbing, electrical, HVAC, remodeling, and zoning permits
- Conducted 52 building inspections on residential and commercial construction projects
- Conducted 18 Public Works' permits inspections and 114 utility locates
- Worked with the Planning and Zoning Board/City Council to approve one lot split application, one special use application, one final plat, and one rezoning application
- Started conducting all commercial building inspections in January
- Staff attended a quarterly KS Main St. training
- MSVC held its annual meeting with the community in January
- City hosted a booth at the WABA Home Show in March
- Addressed multiple code enforcement inquiries from residents



# Public Parks and Buildings

## Service Description:

The Public Parks and Grounds department is responsible for many projects and activities such as:

- City park system
- Public buildings & facilities
- City Municipal Cemetery
- City swimming pool and splash pad
- Liaison for Outdoor Spaces & Public Properties Board
- Partner with volunteer and community service organization



- William attended 2- day training - Turf Grass Conference in Manhattan.
- Owings attended annual Kansas Park & Recreation Association conference in Wichita.
- Crew attended a multi-class workshop, through Site One Landscapes, on irrigation and turf grass management.
- Ford Street Welcome Sign – dirt work and rip rap installed; sign base is under construction.
- Cemetery – installed valve boxes over cemetery locate pins for ease of locating and marking graves and headstones.
- Filled Park & Public Building Maintenance Tech vacancy – Jeremy Wormington
- Landscape Maintenance -tree and shrub trimming at various locations.
- Repairs made to Lion’s Park Playground poured in place rubber surfacing.
- Crews Annual completed Building Inspections.
- Crews working on tree clean-up and removal project at the new Recreation & Aquatics Building Site.
- Re-negotiated contract extensions for mowing and turf, tree, and vegetation management.
- Update and remodel of McLaughlin Park Restrooms, including installation of new partitions.
- Received Tree City USA Award for 23<sup>rd</sup> year.

# Public Safety

**Service Description:** This is the overall department for the Police and Fire Departments. The core services of the department are to preserve the peace, protect citizens and their property, investigate crimes for prosecution, enforce the laws of the city, state and federal government, and respond to emergencies, traffic accidents, medical emergencies, and crimes in progress.

## Accomplishments



Sgt. Easley completed the FBI Tribology Award for completing their entire series of the FBI's Law Enforcement Executive Development Association's curriculum series. The series consists of their Supervisor, Command and Executive Leadership Institutes. We also have a new officer attending the Kansas Law Enforcement Training Center to be certified.





# Public Works

## Service Description:

Water, Waste Water, and Streets departments are all under the public works umbrella. These departments provide many different services that keep the city moving as well as maintain the city's infrastructure.

**Water:** Provides safe and healthy water to our community by maintaining and testing the city's water distribution system, while simultaneously providing excellent service to our residents, doing water shut offs and turn ons, leak checks, and meter reads.

**Sewer:** Keeps things flowing across town through maintenance of sewer lines and lift stations around town. They are also responsible for treating and testing water before it is discharged.

**Streets:** Our Streets department is crucial to keeping traffic moving across the city. They coordinate road projects, patch cracks and pot holes, keep the lines fresh, and keep the storm drains clean.



## Accomplishments

- Jacob Culver (new Utilities Manager) started with the city on January 31. Welcome to the team Jake.
- Approved and started on the 2024 Roadway Upgrade Services project. This will include mill & overlay of select streets, removal of chip seal, install rock base and pave 2 streets, and several hundred linear feet of curb & gutter replaced.
- N Meridian watermain installed, cutover, samples passed, and new services installed.
- Storm Sewer installed from Main Street to 2<sup>nd</sup> Street on Meridian.
- Brush pile ground down by Sedgwick County.



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

**A. 1<sup>ST</sup> QUARTER FINANCIAL REPORT:**

Should Council choose to proceed

**RECOMMENDED ACTION**

**Staff recommends Council approve to accept and file 1<sup>st</sup> quarter 2024 financial report.**

**CONSENT AGENDA**

- A. APPROPRIATION ORDINANCE – MAY 7, 2024**
- B. DELINQUENT ACCOUNT REPORT–FEBRUARY 2024**
- C. PUBLIC PROPERTIES & OUTDOOR SPACES BOARD MINUTES – APRIL 4, 2024**
- D. PLANNING & ZONING BOARD/BOARD OF ZONING APPEALS MINUTES – APRIL 23, 2024**
- E. ECONOMIC DEVELOPMENT BOARD MINUTES – APRIL 3, 2024**
- F. VALLEY CENTER PUBLIC LIBRARY 1<sup>ST</sup> QUARTER FINANCIAL REPORT**

**RECOMMENDED ACTION:**

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



## **CONSENT AGENDA**

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

Below is the proposed Appropriation Ordinance for May 7, 2024, as prepared by City Staff.

#### **May 7, 2024, Appropriation**

<b>Total</b>	<b>\$ 1,674,041.00</b>
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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
0004	JOHNSON AUTOMOTIVE							
I-202404111590	JOHNSON AUTOMOTIVE	R	4/12/2024	1,559.29		056551		1,559.29
0069	KANSAS DEPT REVENUE							
I-202404111581	KANSAS DEPT REVENUE	R	4/12/2024	1,821.19		056552		1,821.19
0076	KANSAS SECRETARY OF STATE							
I-202404101566	KANSAS SECRETARY OF STATE	R	4/12/2024	119.00		056553		119.00
0079	KDHE-DIV OF H & E LABORATORIES							
I-202404101572	KDHE-DIV OF H & E LABORATORIES	R	4/12/2024	288.00		056554		288.00
0110	LKM - LEAGUE OF KANSAS MUNICIP							
I-202404111589	LKM - LEAGUE OF KANSAS MUNICIP	R	4/12/2024	275.00		056555		275.00
0113	VALLEY PRINT LOGISTICS							
I-202404111592	VALLEY PRINT LOGISTICS	R	4/12/2024	890.55		056556		890.55
0142	SOUTH WEST BUTLER QUARRY, LLC.							
I-202404101578	SOUTH WEST BUTLER QUARRY, LLC.	R	4/12/2024	1,175.58		056557		1,175.58
0150	AT&T MOBILITY							
I-202404101569	AT&T MOBILITY	R	4/12/2024	859.70		056558		859.70
0306	SEDGWICK COUNTY							
I-202404101567	SEDGWICK COUNTY	R	4/12/2024	144.60		056559		144.60
0329	UNRUH EXCAVATING LLC							
I-202404101575	UNRUH EXCAVATING LLC	R	4/12/2024	122,176.74		056560		122,176.74
0578	PHILIP L. WEISER, J.D.							
I-202404111591	PHILIP L. WEISER, J.D.	R	4/12/2024	450.00		056561		450.00
0623	CORE & MAIN							
I-202404101577	CORE & MAIN	R	4/12/2024	103.08		056562		103.08
0728	DITCH WITCH UNDERCON							
I-202404101580	DITCH WITCH UNDERCON	R	4/12/2024	47.79		056563		47.79
0768	MABCD							
I-202404101579	MABCD	R	4/12/2024	280.13		056564		280.13
0824	GALLS, LLC							
I-202404111587	GALLS, LLC	R	4/12/2024	234.52		056565		234.52

VENDOR I.D.	NAME	STATUS	CHECK	INVOICE	DISCOUNT	CHECK	CHECK	CHECK
			DATE			NO	STATUS	AMOUNT
0968	TREETOP PRODUCTS CONSOLIDATED							
I-202404101576	TREETOP PRODUCTS CONSOLIDATED	R	4/12/2024	145.90		056566		145.90
1003	CITYCODE FINANCIAL LLC							
I-202404111583	CITYCODE FINANCIAL LLC	R	4/12/2024	100.00		056567		100.00
1056	WEX BANK							
I-202404101565	WEX BANK	R	4/12/2024	7,024.46		056568		7,024.46
1065	AQUAFIX							
I-202404111582	AQUAFIX	R	4/12/2024	2,466.11		056569		2,466.11
1073	GORDON CPA LLC							
I-202404101573	GORDON CPA LLC	R	4/12/2024	6,985.00		056570		6,985.00
1078	FLEXIBLE BENEFIT SERVICE CORPO							
I-202404101568	FLEXIBLE BENEFIT SERVICE CORPO	R	4/12/2024	220.25		056571		220.25
1105	CK POWER							
I-202404111584	CK POWER	R	4/12/2024	695.00		056572		695.00
1137	WASTE CONNECTIONS OF KANSAS, I							
I-202404101570	WASTE CONNECTIONS OF KANSAS, I	R	4/12/2024	46,103.45		056573		46,103.45
1286	MCCOWNGORDON CONSTRUCTION, LLC							
I-202404101574	MCCOWNGORDON CONSTRUCTION, LLC	R	4/12/2024	835,004.24		056574		835,004.24
1370	AT&T MOBILITY-CC							
I-202404111586	AT&T MOBILITY-CC	R	4/12/2024	441.50		056575		441.50
1392	WORKSTERPS, INC.							
I-202404101571	WORKSTERPS, INC.	R	4/12/2024	75.00		056576		75.00
1395	CZARNIECKI CONSTRUCTION							
I-202404111588	CZARNIECKI CONSTRUCTION	R	4/12/2024	5,360.98		056577		5,360.98
0032	AFLAC							
I-AF 202404031548	SUPPLEMENTAL INSURANCE	R	4/19/2024	99.71		056579		
I-AF 202404161603	SUPPLEMENTAL INSURANCE	R	4/19/2024	99.71		056579		
I-AFC202404031548	SUPPLEMENTAL INSURANCE	R	4/19/2024	22.62		056579		
I-AFC202404161603	SUPPLEMENTAL INSURANCE	R	4/19/2024	22.62		056579		
I-AFD202404031548	SUPPLEMENTAL INSURANCE	R	4/19/2024	55.77		056579		
I-AFD202404161603	SUPPLEMENTAL INSURANCE	R	4/19/2024	55.77		056579		
I-AFL202404031548	SUPPLEMENTAL LIFE INSURANCE	R	4/19/2024	60.10		056579		
I-AFL202404161603	SUPPLEMENTAL LIFE INSURANCE	R	4/19/2024	60.10		056579		
I-AFO202404031548	SUPPLEMENTAL INSURANCE	R	4/19/2024	45.89		056579		
I-AFO202404161603	SUPPLEMENTAL INSURANCE	R	4/19/2024	45.89		056579		568.18

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			NO	STATUS	AMOUNT
0445	DELTA DENTAL OF KANSAS, INC.							
I-DDS202404031548	DENTAL INSURANCE	R	4/19/2024	142.00		056580		
I-DDS202404161603	DENTAL INSURANCE	R	4/19/2024	142.00		056580		
I-DEC202404031548	DENTAL INSURANCE	R	4/19/2024	218.05		056580		
I-DEC202404161603	DENTAL INSURANCE	R	4/19/2024	218.05		056580		
I-DES202404031548	DENTAL INSURANCE	R	4/19/2024	316.26		056580		
I-DES202404161603	DENTAL INSURANCE	R	4/19/2024	316.26		056580		
I-DFM202404031548	DENTAL INSURANCE	R	4/19/2024	942.56		056580		
I-DFM202404161603	DENTAL INSURANCE	R	4/19/2024	1,074.98		056580		3,370.16
0566	SURENCY LIFE AND HEALTH							
I-VEC202404031548	VISION INSURANCE	R	4/19/2024	7.93		056581		
I-VEC202404161603	VISION INSURANCE	R	4/19/2024	7.93		056581		
I-VMC202404031548	VISION INSURANCE	R	4/19/2024	69.44		056581		
I-VMC202404161603	VISION INSURANCE	R	4/19/2024	69.44		056581		
I-VME202404031548	VISION INSURANCE	R	4/19/2024	33.81		056581		
I-VME202404161603	VISION INSURANCE	R	4/19/2024	33.81		056581		
I-VMF202404031548	VISION INSURANCE	R	4/19/2024	236.18		056581		
I-VMF202404161603	VISION INSURANCE	R	4/19/2024	236.18		056581		
I-VMS202404031548	VISION INSURANCE	R	4/19/2024	80.96		056581		
I-VMS202404161603	VISION INSURANCE	R	4/19/2024	104.74		056581		880.42
0081	KDHE-BUREAU OF WATER							
I-202404151595	KDHE-BUREAU OF WATER	R	4/19/2024	60.00		056582		60.00
0084	KMIT-KS MUNICIPAL INSURANCE							
I-202404151600	KMIT-KS MUNICIPAL INSURANCE	R	4/19/2024	4,422.00		056583		4,422.00
0090	MCCULLOUGH EXCAVATION INC							
I-202404151594	MCCULLOUGH EXCAVATION INC	R	4/19/2024	145,847.98		056584		145,847.98
0110	LKM - LEAGUE OF KANSAS MUNICIP							
I-202404151596	LKM - LEAGUE OF KANSAS MUNICIP	R	4/19/2024	65.00		056585		65.00
0113	VALLEY PRINT LOGISTICS							
I-202404181616	VALLEY PRINT LOGISTICS	R	4/19/2024	100.00		056586		100.00
0220	UNDERGROUND VAULTS & STORAGE							
I-202404151597	UNDERGROUND VAULTS & STORAGE	R	4/19/2024	33.30		056587		33.30
0224	SUMNERONE, INC.							
I-202404171609	SUMNERONE, INC.	R	4/19/2024	200.22		056588		200.22

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			NO	STATUS	AMOUNT
0232	ICMA/INTERNATIONAL CITY/COUNTY							
I-202404151602	ICMA/INTERNATIONAL CITY/COUNTY	R	4/19/2024	765.28		056589		765.28
0351	WICHITA STATE UNIVERSITY							
I-202404151599	WICHITA STATE UNIVERSITY	R	4/19/2024	1,050.00		056590		1,050.00
0378	PEARSON CONSTRUCTION LLC							
I-202404171608	PEARSON CONSTRUCTION LLC	R	4/19/2024	164,700.00		056591		164,700.00
0784	MERIDIAN ANALYTICAL LABS, LLC							
I-202404171606	MERIDIAN ANALYTICAL LABS, LLC	R	4/19/2024	685.00		056592		685.00
0799	ELITE FRANCHISING INC DBA JANI							
I-202404171607	ELITE FRANCHISING INC DBA JANI	R	4/19/2024	150.00		056593		150.00
0824	GALLS, LLC							
I-202404171605	GALLS, LLC	R	4/19/2024	395.26		056594		395.26
0912	PATTON TERMITE & PEST CONTROL							
I-202404171611	PATTON TERMITE & PEST CONTROL	R	4/19/2024	329.00		056595		329.00
0916	OPTIV SECURITY INC.							
I-202404151593	OPTIV SECURITY INC.	R	4/19/2024	164.37		056596		164.37
0944	CONKLIN CARS NEWTON FORD LINCO							
I-202404171604	CONKLIN CARS NEWTON FORD LINCO	R	4/19/2024	245.00		056597		245.00
1004	IMAGINE IT, INC.							
I-202404171613	IMAGINE IT, INC.	R	4/19/2024	14,113.71		056598		14,113.71
1162	CUT RATES LAWN CARE LLC							
I-202404171610	CUT RATES LAWN CARE LLC	R	4/19/2024	780.00		056599		780.00
1226	THE TAP OF KANSAS							
I-202404181614	THE TAP OF KANSAS	R	4/19/2024	33.33		056600		33.33
1395	CZARNIECKI CONSTRUCTION							
I-202404171612	CZARNIECKI CONSTRUCTION	R	4/19/2024	70.00		056601		70.00
0270	INTRUST CARD CENTER							
I-202404231629	INTRUST CARD CENTER	R	4/26/2024	24,616.99		056605		24,616.99
0025	MIKE JOHNSON SALES, INC.							
I-202404241630	MIKE JOHNSON SALES, INC.	R	4/26/2024	63.75		056606		63.75

VENDOR I.D.			NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0360			APPLIED CONCEPTS, INC							
	I-202404241632		APPLIED CONCEPTS, INC	R	4/26/2024	163.00		056607		163.00
0799			ELITE FRANCHISING INC DBA JANI							
	I-202404231628		ELITE FRANCHISING INC DBA JANI	R	4/26/2024	375.00		056608		375.00
0824			GALLS, LLC							
	I-202404241631		GALLS, LLC	R	4/26/2024	162.95		056609		162.95
0955			RECREATION SUPPLY COMPANY							
	I-202404231626		RECREATION SUPPLY COMPANY	R	4/26/2024	312.85		056610		312.85
1226			THE TAP OF KANSAS							
	I-202404231627		THE TAP OF KANSAS	R	4/26/2024	58.10		056611		58.10
1248			KU EDWARDS CAMPUS							
	I-202404221624		KU EDWARDS CAMPUS	R	4/26/2024	125.00		056612		125.00
1396			ROBLYN MANUFACTURING							
	I-202404221625		ROBLYN MANUFACTURING	R	4/26/2024	135.40		056613		135.40
1			BROTHERS KIEFFERS LL							
	I-000202404241633		US REFUND	R	4/26/2024	165.58		056614		165.58
1			SHOVE, SARAH							
	I-000202404241634		US REFUND	R	4/26/2024	420.09		056615		420.09
0090			MCCULLOUGH EXCAVATION INC							
	I-202404251636		MCCULLOUGH EXCAVATION INC	R	4/26/2024	56,719.75		056616		56,719.75
1397			NOTTINGHAM ESTATES							
	I-202404251635		NOTTINGHAM ESTATES	R	4/26/2024	216,070.00		056617		216,070.00
* * T O T A L S * *			NO			INVOICE AMOUNT	DISCOUNTS		CHECK AMOUNT	
REGULAR CHECKS:			63			1,673,463.73	0.00		1,673,463.73	
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	0.00			
TOTAL ERRORS:			0							
			NO			INVOICE AMOUNT	DISCOUNTS		CHECK AMOUNT	
VENDOR SET: 02 BANK: APBK TOTALS:			63			1,673,463.73	0.00		1,673,463.73	

VENDOR SET: 03 City of Valley Center

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			NO	STATUS	AMOUNT
0142	CODY BUCHANAN							
I-202404111585	CODY BUCHANAN	R	4/12/2024	139.99		056578		139.99
0001	AMANDA PARK							
I-202404181615	AMANDA PARK	R	4/19/2024	39.34		056602		39.34
0122	ANGIE SLOAN							
I-202404151601	ANGIE SLOAN	R	4/19/2024	179.94		056603		179.94
0148	DESIRAE WOMACK							
I-202404151598	DESIRAE WOMACK	R	4/19/2024	218.00		056604		218.00

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	4	577.27	0.00	577.27
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:	4	577.27	0.00	577.27
BANK: APBK TOTALS:	67	1,674,041.00	0.00	1,674,041.00
REPORT TOTALS:	67	1,674,041.00	0.00	1,674,041.00

## SELECTION CRITERIA

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VENDOR SET: \* - All

VENDOR: ALL

BANK CODES: All

FUNDS: All

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## CHECK SELECTION

CHECK RANGE: 056551 THRU 056617

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

CHECK AMOUNT RANGE: 0.00 THRU 999,999,999.99

INCLUDE ALL VOIDS: YES

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## 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 – FEBRUARY 2024:**

ZONE: ALL  
STAT: Disconnect, Final, Inactive  
START DATES: 0/00/0000 THRU 99/99/9999  
LAST BILL DATES: 0/00/0000 THRU 99/99/9999  
FINAL DATES: 2/01/2024 THRU 2/28/2024

ACCOUNT NO#	NAME	LAST PAY	ST	--CURRENT--	+1 MONTHS	+2 MONTHS	+3 MONTHS	+4 MONTHS	--BALANCE--
**** BOOK # :0001	TOTAL ACCOUNTS:	0		0.00	0.00	0.00	0.00	0.00	0.00
03-0083-03	MAYS, JESSE	10/03/2023	F			88.40	178.96	740.80	1,008.16
**** BOOK # :0003	TOTAL ACCOUNTS:	1		0.00	0.00	88.40	178.96	740.80	1008.16
**** BOOK # :0005	TOTAL ACCOUNTS:	0		0.00	0.00	0.00	0.00	0.00	0.00
06-0021-06	ESCOBAR, BRIANNA	2/05/2024	F			88.84	116.92		205.76
**** BOOK # :0006	TOTAL ACCOUNTS:	1		0.00	0.00	88.84	116.92	0.00	205.76
07-0140-20	FLORES, JESSE	9/11/2023	F			125.35	82.96		208.31
**** BOOK # :0007	TOTAL ACCOUNTS:	1		0.00	0.00	125.35	82.96	0.00	208.31
09-0014-05	WOLFF, SHYRA	2/20/2024	F			48.82			48.82
**** BOOK # :0009	TOTAL ACCOUNTS:	1		0.00	0.00	48.82	0.00	0.00	48.82
14-0166-03	ORR, RANDALL	3/01/2024	F		39.04				39.04
**** BOOK # :0014	TOTAL ACCOUNTS:	1		0.00	39.04	0.00	0.00	0.00	39.04
**** 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: 0/00/0000 THRU 99/99/9999  
FINAL DATES: 2/01/2024 THRU 2/28/2024

ACCOUNT NO#	NAME	LAST PAY	ST	--CURRENT--	+1 MONTHS	+2 MONTHS	+3 MONTHS	+4 MONTHS	--BALANCE--
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**** BOOK # :0080      TOTAL ACCOUNTS:      0      0.00      0.00      0.00      0.00      0.00      0.00
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**REPORT TOTALS**	TOTAL ACCOUNTS:	5	0.00	39.04	351.41	378.84	740.80	1510.09
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===== 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	13.45	135.14	135.39	216.89	500.87
200-SEWER	0.00	17.59	139.81	137.18	210.10	504.68
300-PROT	0.00	0.00	0.25	0.28	0.37	0.90
600-STORMWATER UTILITY FEE	0.00	8.00	21.17	17.68	41.15	88.00
610-SOLID WASTE	0.00	0.00	24.28	35.41	92.46	152.15
611-WATER / MISC	0.00	0.00	5.06	6.66	0.00	11.72
850-PENALTY	0.00	0.00	25.70	46.24	179.83	251.77
TOTALS	0.00	39.04	351.41	378.84	740.80	1510.09

TOTAL REVENUE CODES:        1,510.09  
TOTAL ACCOUNT BALANCE:      1,510.09  
DIFFERENCE:                    0.00

===== R E P O R T   T O T A L S =====

==== B O O K   C O D E   T O T A L S =====

BOOK:	--CURRENT--	+1 MONTHS	+2 MONTHS	+3 MONTHS	+4 MONTHS	--BALANCE--
01-BOOK 01	0.00	0.00	0.00	0.00	0.00	0.00
03-BOOK 03	0.00	0.00	88.40	178.96	740.80	1008.16
05-BOOK 05	0.00	0.00	0.00	0.00	0.00	0.00
06-BOOK 06	0.00	0.00	88.84	116.92	0.00	205.76
07-BOOK 07	0.00	0.00	125.35	82.96	0.00	208.31
09-BOOK 09	0.00	0.00	48.82	0.00	0.00	48.82
14-BOOK 14	0.00	39.04	0.00	0.00	0.00	39.04
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	0.00	0.00	0.00	0.00	0.00
TOTALS	0.00	39.04	351.41	378.84	740.80	1510.09

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: 0/00/0000 THRU 99/99/9999  
FINAL DATE: 2/01/2024 THRU 2/28/2024

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. PUBLIC PROPERTIES & OUTDOOR SPACES BOARD MINUTES –  
APRIL 4, 2024:**



**CITY OF VALLEY CENTER  
OUTDOOR SPACES & PUBLIC PROPERTIES BOARD**

**MINUTES**

**April 4th, 2024**

***THE OUTDOOR SPACES & PUBLIC PROPERTIES BOARD SHALL HOLD ITS REGULAR  
MEETING AT CITY HALL, 6PM APRIL 4TH, 2024.***

**1. CALL TO ORDER/ ROLL CALL:**

**Present:** Andy Quandt, Tina Payne, Raymond Ortega, Roger Stewart (chair),

**Absent:** Larry Hoetmer, Jordan Wright,

**Meeting Time:** 6:00pm

**2. APPROVAL OF AGENDA: Motion: Payne 2<sup>nd</sup>: Stewart Approved 4-0**

**3. APPROVAL OF MINUTES: March 7<sup>TH</sup>, 2024 Motion: Stewart 2<sup>nd</sup>: Ortega Approved 4-0**

**4. PUBLIC FORUM (Citizen input and requests)- None**

**5. OLD BUSINESS – Project Updates and Discussion:**

**A.** Election of Officers: Chair, Vice Chair, Secretary – *motion Quandt for Chair, Ortega for Vice Chair and Payne for Secretary - Motion: Payne 2<sup>nd</sup> : Stewart Approved 4-0*

**B.** Playground Equipment/Park Amenity Survey Question Discussion – *discussed doing a tiered survey format to keep the number of questions on the survey brief. Discussed sending Owings suggested final arrangement of questions by 4/24/24 to be presented and next meeting.*

**6. NEW BUSINESS**

**A.** None

**7. BOARD MEMBER REPORTS**

*Andy Quandt: Expressed condolences to Jim Detwiler & Family*

*Tina Payne: Working on a document to explain duties and responsibilities of OSB members for recruitment and to be put on the web page.*

*Jordan Wright: Absent*





Raymond Ortega: Asked about disc golf basket tee boxes for McLaughlin Park and when we could work on possibly do a volunteer project to install those. C/A Clark suggested holding off until after the first of the year (2025) due to likely construction conflicts along Emporia Blvd.

Larry Hoetmer: Absent

Roger Stewart: Provided an update on the Meridian Tree Planting Project mentioning potential difficulties planting around utilities and structures. Also mentioned that he appreciated Jim Detweiler's help last Summer with a Park Tree Survey. Attended Tree City USA workshop in Hesston - City of VC is a 23-year award recipient.

## 8. STAFF REPORTS

Neal Owings: Discussed that the City agreed to participate in a Street Tree Inventory provided by the Kansas Forest Service. This will be done at no cost to the City.

9. **NEXT MEETING: May 2nd / ADJOURN/TIME 6pm Motion: Quandt 2<sup>nd</sup>: Ortega Approved 4-0**  
(since last meeting the board agreed to move the May 2<sup>nd</sup> meeting to May 9<sup>th</sup> this month to better accommodate meeting schedule)

10. **MOTION TO ADJOURN: Motion: Quandt 2<sup>nd</sup> : Ortega Approved 4-0 Time: 7:25pm**

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.

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@valleycenter-ks.gov](mailto:cityclerk@valleycenter-ks.gov) or by phone at (316)755-7310.

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

**CONSENT AGENDA**

**D. PLANNING & ZONING BOARD/BOARD OF ZONING APPEALS  
MINUTES – APRIL 23, 2024:**

**PLANNING AND ZONING BOARD/BOARD OF ZONING APPEALS MEETING  
MINUTES**

**CITY OF VALLEY CENTER, KANSAS**

**Tuesday, April 23, 2024 7:00 P.M.**

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

**Members Absent:** Brian Shelton

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

**Audience:** Dixie Mayhew, Mark Koehn, Will Clevenger, Ryan Nett, Gaylan Nett, Randy Jackson, Tammy Miller, Michael Miller, and Brad Isham

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

**APPROVAL OF DRAFT MINUTES:** Chairperson Janzen made a motion to approve the March 26, 2024, meeting minutes. The motion was seconded by Board Member Wilson. Motion passed unanimously.

**COMMUNICATIONS:**

1. Election of Board Officers for 2024: Chairperson, Vice Chairperson, and Secretary

A motion was made by Vice Chairperson Spranger and seconded by Board Member Wilson for Gary Janzen to continue to serve as Chairperson for another year. The motion passed unanimously. Motion was made by Chairperson Janzen and seconded by Board Member Wilson for Paul Spranger to continue to serve as the Vice Chairperson. Motion passed unanimously. Motion was made by Board Member Shellenbarger and seconded by Chairperson Janzen for Ryan Shrack to continue to serve as the Secretary. Motion passed unanimously.

**PUBLIC HEARING BEFORE THE PLANNING AND ZONING BOARD/BOARD OF ZONING APPEALS:**

1. Review of CU-2024-01, application of Michael and Tammy Miller, pursuant to City Code 17.10.09., who are petitioning for a conditional use approval to allow for a single-family residence to be used as a bed and breakfast, which is currently addressed as 125 N. Ash Ave., Valley Center, KS 67147.

Chairperson Janzen opened the hearing for comments from the public: 7:04 PM

R. Shrack gave a summary of his staff report noting that per the City's zoning code, single-family residential buildings on R-1B zoned property may be used for this purpose, with the approval of a conditional use application. Public notices were sent to surrounding property owners as well as published in the *Ark Valley News*. We did receive one inquiry, not in opposition, just looking for more information. City staff is recommending approval of this application. Both Michael and Tammy Miller addressed the board giving details on this operation. This will be used as a short-term rental such as Air BNB and VRBO.

Chairperson Janzen closed the hearing for comments from the public: 7:09 PM

Based on the City Staff recommendations, public comments, and discussion by the Board of Zoning Appeals, Chairperson Janzen made a motion to approve CU-2024-01. Motion was seconded by Board Member Shellenbarger. The vote was unanimous.

2. Review of SP-2024-01, application of Builders FirstSource, pursuant to City Code 17.12, who is petitioning to build a 46,200 sq. ft. industrial building on property currently addressed as 801 S. Meridian Ave., Valley Center, KS 67147.

Chairperson Janzen opened the hearing for comments from the public: 7:10 PM

R. Shrack gave a summary of his staff report. He expressed a few of the ways BFS has, and continues to have, a positive impact on our community. The proposed building will be a millworks facility. Public notices were sent to surrounding property owners as well as published in the *Ark Valley News*. We did receive one inquiry, not in opposition, pertaining to this application. City staff is recommending approval of this application. A brief discussion was had about where exactly the building would be constructed. No comments were made by the public.

Chairperson Janzen closed the hearing for comments from the public: 7:15 PM

Based on the City Staff recommendations, public comments, and discussion by the Planning and Zoning Board, Chairperson Janzen made a motion to approve SP-2024-01. Motion was seconded by Board Member Conway. The vote was unanimous.

3. Review of SD-2024-01, application of the Douglas E. Kirkland Revocable Trust, pursuant to City Code 16.04, who is petitioning for approval of a preliminary plat for land located southeast of the intersection of 77th Street and West St. (currently addressed as 7710 N. West St.), Valley Center, KS 67147.

Chairperson Janzen opened the hearing for comments from the public: 7:16 PM

R. Shrack gave a summary of his staff report including the recent annexation of the subject property. This plat will create a total of 35 new lots, along with 2 designated reserve areas. There will be no rezoning required, a preliminary and final plat only. Will Clevenger, agent for the applicant, addressed the board and answered a few questions. This new development will consist of all single-family homes and the current proposed name will be Rio Bella. Brad Isham, resident, inquired about city utilities being brought into this area. Clarification was given regarding wells and septic systems. Mark Koehn, resident, addressed the board with questions about minimum square footage, duplex allowances, HOA, wear and tear on nearby roads and a common area. All answers were provided by Ryan Shrack, Gaylan and Ryan Nett (developers), Will Garver, and City Administrator Brent Clark.

Chairperson Janzen closed the hearing for comments from the public: 7:35 PM

Based on the City Staff recommendations, public comments, and discussion by the Planning and Zoning Board, Chairperson Janzen made a motion to approve SD-2024-01. Motion was seconded by Vice Chairperson Spranger. The vote was unanimous.

**OLD/UNFINISHED BUSINESS:** None

**NEW BUSINESS:** None

**STAFF REPORTS:** R. Shrack informed the board of the approval of Foster Design Associates to be the contractor for the new 10-year comprehensive plan for the City. He also reminded the board of the next meeting that will be held on May 28, 2024.

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

Gary Janzen-none

Paul Spranger-none

Brian Shelton-absent

Rick Shellenbarger-none

Scot Phillips-none

Steve Conway-none

Dalton Wilson-none

**ADJOURNMENT OF THE PLANNING AND ZONING BOARD/BOARD OF ZONING APPEALS MEETING:** At 7:43 P.M., a motion was made by Chairperson Janzen to adjourn and seconded by Board Member Shellenbarger. The vote was unanimous and the meeting was adjourned.

Respectfully submitted,

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/s/ Ryan Shrack, Secretary

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Gary Janzen, Chairperson

**CONSENT AGENDA**

**E. ECONOMIC DEVELOPMENT BOARD MINUTES – APRIL 3, 2024:**

## VALLEY CENTER ECONOMIC DEVELOPMENT BOARD MEETING MINUTES

Wednesday, April 3, 2024 1:00 P.M.  
(Meeting held via Teams)

### MEETING WAS CALLED TO ORDER AT 1:01 P.M. THOSE IN ATTENDANCE:

Ben Anderson, Chairperson  
Ivan Gomez  
Ron Colbert  
Randy Jackson  
Tim Hoffman  
Casey Carlson  
Ryan Shrack, Community Development Director  
Brittney Ortega, Community Development Assistant

### APPROVAL OF DRAFT MINUTES

Motion was made by Board Member Colbert and seconded by Board Member Hoffman to approve the meeting minutes for March 6, 2024. Motion was unanimous.

**OLD BUSINESS:** None

### NEW BUSINESS:

#### **A. Residential/Commercial Developments Update**

R. Shrack provided updates on the following residential subdivision developments: Cetera, Arbor Valley, Sunflower Valley, and Prairie Lakes phase 3 and 4. Commercial updates include National Plastics and Builders First Source. Board Member Jackson gave a brief update on the expansion and future employment opportunities this will bring.

#### **B. Aquatic & Recreation Center/Meridian Ave. Project Updates**

R. Shrack provided updates. Both projects are currently on schedule and moving forward quickly. Project updates are posted on our website along with the live feed for the aquatic center. The board discussed workdays that have been lost due to weather conditions for the aquatic center. Discussion was also had regarding roundabouts, turn lanes and other changes that will occur with the S. Meridian Ave. Project.

#### **C. General Discussion**

R. Shrack spoke about the new 10-year comprehensive plan. Foster Design Associates has been selected and approved as the contractor. There will be involvement from the steering committee, residents, and City staff. Chairperson Anderson spoke about the recent owner requested annexation of property located at 77<sup>th</sup> and West St. and potential future development.

### ADJOURNMENT

Motion was made by Board Member Colbert and seconded by Board Member Jackson to adjourn the meeting. Motion was unanimous. Meeting adjourned at 1:17 P.M.

Respectfully submitted,

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Ryan W. Shrack, Secretary

**CONSENT AGENDA**

**F. VALLEY CENTER PUBLIC LIBRARY 1<sup>ST</sup> QUARTER FINANCIAL  
REPORT:**



Valley Center Public Library  
Income Statement  
Compared with Budget  
For the Three Months Ending March 31, 2024

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget	Year to Date Variance
Revenues					
City of Valley Center	\$ 0.00	\$ 0.00	\$ 167,454.95	\$ 167,454.95	0.00
State Aid	2,061.85	2,000.00	2,061.85	2,000.00	61.85
SCKLS Grant	0.00	10,500.00	0.00	10,500.00	(10,500.00)
Fines	173.01	154.16	405.42	462.48	(57.06)
Copier Fees	71.30	83.33	215.20	249.99	(34.79)
Book Sale Income	0.00	0.00	0.00	0.00	0.00
Other Grants	0.00	0.00	0.00	0.00	0.00
Interest Income	1,412.46	1,000.00	4,037.83	3,000.00	1,037.83
Donations	0.00	0.00	5,000.00	0.00	5,000.00
Miscellaneous Income	35.40	29.16	90.45	87.48	2.97
Summer Reading Grants	0.00	0.00	0.00	0.00	0.00
Central KS Community Foundatio	0.00	0.00	0.00	0.00	0.00
Do Not Use	0.00	0.00	0.00	0.00	0.00
Total Revenues	3,754.02	13,766.65	179,265.70	183,754.90	(4,489.20)
Cost of Sales					
Do Not Use	0.00	0.00	0.00	0.00	0.00
Total Cost of Sales	0.00	0.00	0.00	0.00	0.00
Gross Profit	3,754.02	13,766.65	179,265.70	183,754.90	(4,489.20)
Expenses					
Wages	17,735.44	18,333.33	50,561.50	55,000.03	(4,438.53)
COVID	0.00	0.00	0.00	0.00	0.00
Payroll Taxes	1,377.71	1,466.66	3,941.42	4,400.06	(458.64)
Employee Benefits	0.00	600.00	0.00	1,800.00	(1,800.00)
Mileage	0.00	33.33	22.80	100.03	(77.23)
Books	1,611.79	2,166.66	4,282.39	6,500.06	(2,217.67)
Non-Print Materials	581.68	1,041.66	1,491.79	3,125.06	(1,633.27)
Movie Licensing	0.00	0.00	0.00	0.00	0.00
Periodicals	32.00	0.00	344.91	0.00	344.91
E-Books	1,500.00	1,500.00	1,500.00	1,500.00	0.00
Digital Magazines	0.00	0.00	0.00	0.00	0.00
Memory Kits	0.00	0.00	0.00	0.00	0.00
Electricity & Gas	0.00	1,208.33	2,951.91	3,625.03	(673.12)
Telephone	0.00	152.08	211.98	456.28	(244.30)
Internet Service	0.00	212.50	618.68	637.50	(18.82)
Trash	0.00	0.00	0.00	0.00	0.00
Repairs & Maintenance	0.00	208.33	162.00	625.03	(463.03)
Storage Rental	57.50	57.50	172.50	172.50	0.00
Janitorial Service	0.00	947.50	2,710.17	2,842.50	(132.33)
Accounting	0.00	43.75	105.00	131.25	(26.25)
Web page	0.00	0.00	0.00	0.00	0.00
Covid Expenses	0.00	0.00	0.00	0.00	0.00

Valley Center Public Library  
Income Statement  
Compared with Budget  
For the Three Months Ending March 31, 2024

	Current Month	Current Month	Year to Date	Year to Date	Year to Date
	Actual	Budget	Actual	Budget	Variance
Office Supplies	15.35	166.66	203.63	500.06	(296.43)
Office Equipment	0.00	125.00	103.03	375.00	(271.97)
Book Supplies	262.30	208.33	262.30	625.03	(362.73)
Display Materials	0.00	0.00	0.00	0.00	0.00
Courier Service	0.00	0.00	4,120.00	4,140.00	(20.00)
Computer Software	0.00	0.00	14.95	0.00	14.95
Computer Maintenance	160.00	395.83	360.00	1,187.53	(827.53)
Butterfly Garden	2,460.85	0.00	2,867.10	0.00	2,867.10
Postage	61.60	31.25	109.56	93.75	15.81
Insurance	426.00	0.00	426.00	400.00	26.00
Seminars	0.00	0.00	0.00	0.00	0.00
Dues	0.00	0.00	0.00	0.00	0.00
Advertising	110.00	166.66	367.50	500.06	(132.56)
Bank Charges	0.00	0.00	0.00	0.00	0.00
Returned Checks	0.00	0.00	0.00	0.00	0.00
Interest Paid	0.00	0.00	0.00	0.00	0.00
Grant In Kind	0.00	0.00	0.00	0.00	0.00
TALK - Ks. Humanities	0.00	0.00	0.00	0.00	0.00
Summer Reading Programs	0.00	0.00	1,499.38	0.00	1,499.38
Teen Programs Supplies	0.00	0.00	0.00	0.00	0.00
Misc. Child. Program Supplies	455.97	166.66	558.58	500.06	58.52
Adult Program Expenses	5.00	208.33	165.50	625.03	(459.53)
Supplies for grants received	0.00	0.00	0.00	0.00	0.00
Newsletter - Bookworm	0.00	0.00	0.00	0.00	0.00
Resiliency Kits	0.00	0.00	0.00	0.00	0.00
Services for the Community	0.00	10.00	10.00	20.00	(10.00)
Miscellaneous	357.60	416.66	357.60	1,250.06	(892.46)
Equipment - Technology U.	0.00	0.00	1,388.00	0.00	1,388.00
Travel Expenses - Cont. Ed.	0.00	0.00	0.00	0.00	0.00
Continuing Education	0.00	0.00	0.00	0.00	0.00
Improvements	0.00	83.33	0.00	250.03	(250.03)
Capital Improvements	0.00	3,750.00	0.00	7,500.00	(7,500.00)
Prior Year Adj	0.00	0.00	0.00	0.00	0.00
Gain/Loss on Sale of Assets	0.00	0.00	0.00	0.00	0.00
Total Expenses	27,210.79	33,700.34	81,890.18	98,881.94	(16,991.76)
Net Income	(\$ 23,456.77)	(\$ 19,933.69)	\$ 97,375.52	\$ 84,872.96	12,502.56

Valley Center Public Library  
Balance Sheet  
March 31, 2024

ASSETS

Current Assets		
Petty Cash Account	\$	100.00
Halstead Regular Acct. 111		10,749.95
Halstead Savings / Draw 777		199,462.17
Halstead Capital Imp 400		<u>121,173.65</u>
Total Current Assets		331,485.77
Property and Equipment		
Office Equipment		<u>8,168.31</u>
Total Property and Equipment		8,168.31
Other Assets		<u></u>
Total Other Assets		<u>0.00</u>
Total Assets	\$	<u><u>339,654.08</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
FICA Payable/Federal W/H	\$	4,326.72
State W/H Payable		807.91
State Unemployment		<u>12.12</u>
Total Current Liabilities		5,146.75
Long-Term Liabilities		<u></u>
Total Long-Term Liabilities		<u>0.00</u>
Total Liabilities		5,146.75
Capital		
Retained Earnings		172,171.94
Retained Earnings - YTD		64,959.87
Net Income		<u>97,375.52</u>
Total Capital		<u>334,507.33</u>
Total Liabilities & Capital	\$	<u><u>339,654.08</u></u>

## **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. City Clerk/HR Director Carrithers**

**H. City Administrator Clark**

# PUBLIC SAFETY DEPARTMENT



4/11/2024

1st Quarter 2024 Edition

This is the quarterly information regarding activities of the Public Safety department for January through March 2024

# Public safety Department

## 1ST QUARTER 2024 EDITION

### **Administration**

1. Chief Newman participated in the following:
  - Attended the Legislative Conference in Topeka and participated in the KACP Board Meeting
  - Attended the Valor Awards Committee Meeting to select award recipients
  - Attended one SACOP meeting via Zoom
  - Attended the IACP/SACOP spring conference
  - Attended the monthly local Police Chief Meetings
  - Attended several Wichita Metro Crime Commission Committee Meetings
  - Assisted the Crime Commission with passing out cakes to local agencies in support of Law Enforcement Appreciation Day
  - Met with representatives from Axon, Enterprise and Imagine IT
  - Participated in the Valley Center Library Easter Event

### **Patrol**

1. In the 1<sup>st</sup> quarter officers responded to 676 calls for service.
2. Officers conducted 229 traffic stops that resulted in 98 citations issued.
3. The records section had 921 requests for dissemination during this quarter.
4. Officers worked two cases involving violations of drug laws.

### **Training**

- Newman attended the Spring IACP/SACOP Spring Conference
- Officer Recertified on the TASER
- Sgt. Davidson attended the National Child Passenger Safety Technician Certification Program
- All Officers attended Below 100 Training
- Sgt. Easley finished his last FBI supervisor course to earn the Trilogy Awards for completing all three classes
- Fire held two trainings per month focusing Hazmat Opps, Ice Rescue, Storm Spotting, Structure Searches and Wildland Operations training.
- Firefighters Harden and Wilkinson completed probationary firefighter testing

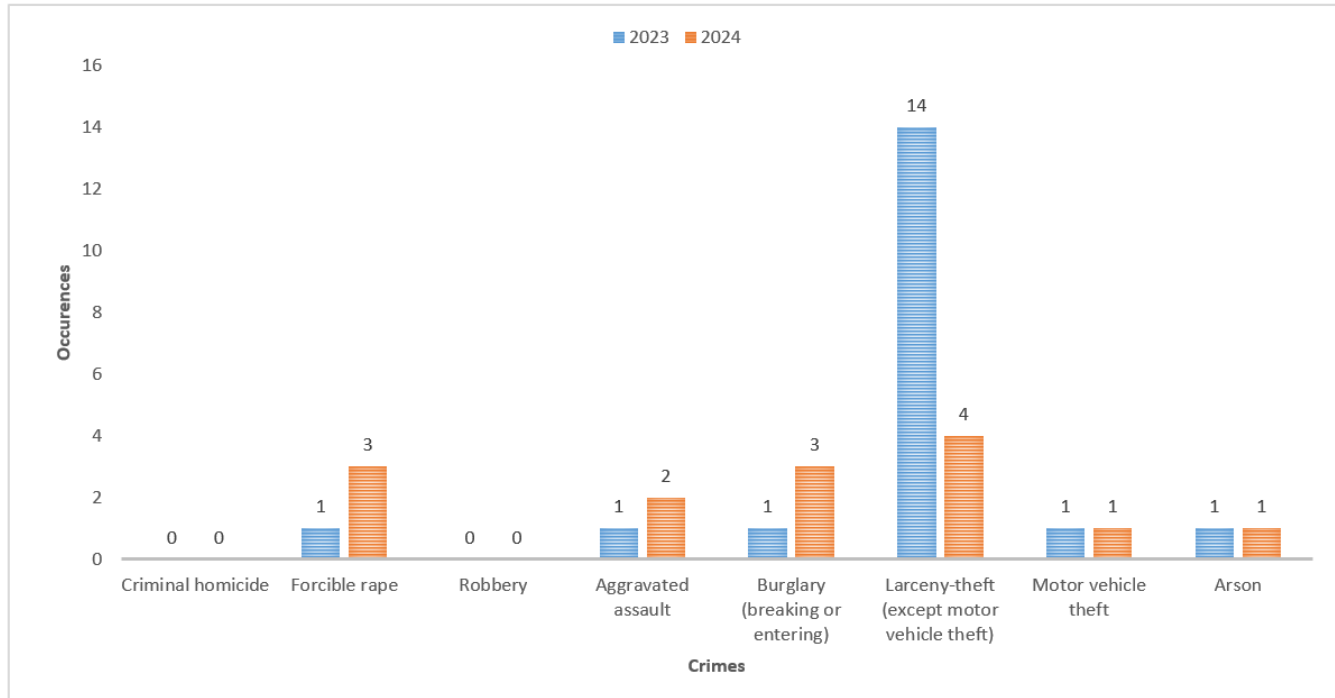
## Public safety Department

## First Quarter Statistics

Part 1 Offenses 1<sup>st</sup> Quarter

Valley Center Police Department

Classification of Offenses Part 1 First Quarter

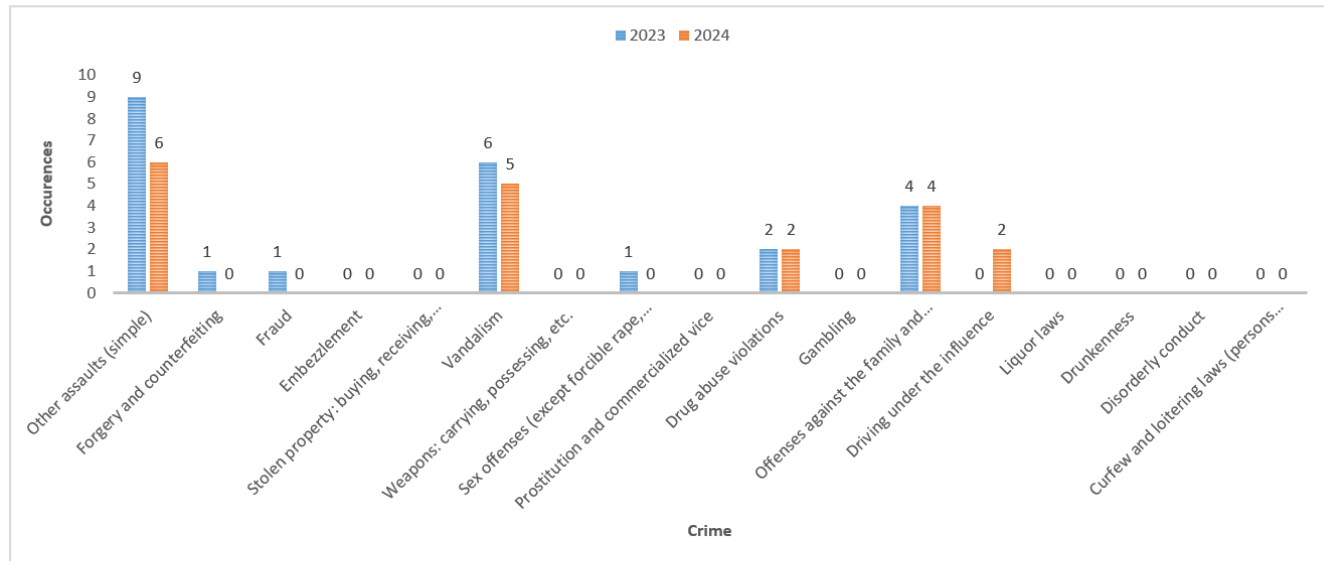


Crime	Occurrences	
	2023	2024
Criminal homicide	0	0
Forcible rape	1	3
Robbery	0	0
Aggravated assault	1	2
Burglary (breaking or entering)	1	3
Larceny-theft (except motor vehicle theft)	14	4
Motor vehicle theft	1	1
Arson	1	1

## Part 2 Offenses 1<sup>st</sup> Quarter

### Valley Center Police Department

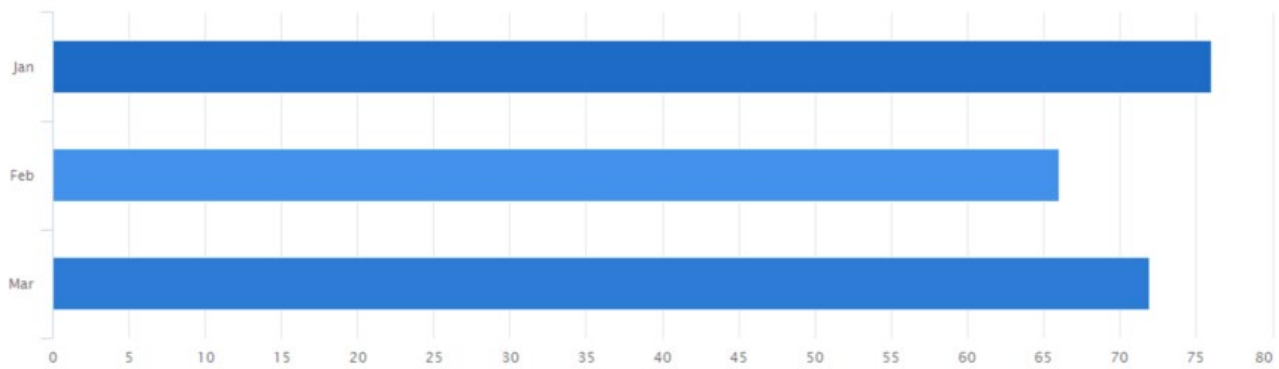
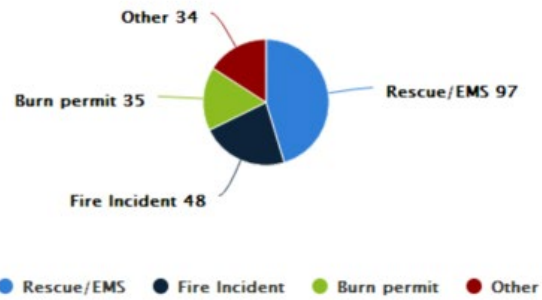
### Classification of Offenses Part 2 First Quarter



Crime	Occurrences			Occurrences	
	2023	2024		2023	2024
Other assaults (simple)	9	6	Drug abuse violations	2	2
Forgery and counterfeiting	1	0	Gambling	0	0
Fraud	1	0	Offenses against the family	4	4
Embezzlement	0	0	Driving under the influence	0	2
Stolen property: buying, receiving, posses	0	0	Liquor laws	0	0
Vandalism	6	5	Drunkenness	0	0
Weapons: carrying, possessing, etc.	0	0	Disorderly conduct	0	0
Sex offenses (except forcible rape, prostitution, and commercialized vice)	1	0	Curfew and loitering laws (persons under age 18)	0	0
Prostitution and commercialized vice	0	0			



## 1<sup>st</sup> Quarter Fire Department Calls



## **Community Activities**

1. The Public Safety Department made thirteen posts to Facebook in the 1<sup>st</sup> Quarter. We currently have 5,027 followers. There were numerous photos and posts that gained lots of attention.

Below are some of our more popular photos:



## Public Works Status Report

### All:

#### Meridians Project:

- Stormwater installed on the east side of the road to 3<sup>rd</sup> street.
- Curb and gutter complete almost to 2<sup>nd</sup> street.
- Sidewalk work continues.
- Driveway approaches are being poured.
- Roadway paving to begin soon.
- 







## **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**