

CITY OF VALLEY CENTER

FINAL AGENDA

DECEMBER 1, 2016

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.

DECEMBER 6, 2016

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. INVOCATION: MINISTERIAL ALLIANCE**
- 4. PLEDGE OF ALLEGIANCE**
- 5. APPROVAL OF AGENDA p 3**
- 6. ADMINISTRATION AGENDA p 4**
 - A. Minutes p 4
 - November 15, 2016 Regular Council Meeting p 5
- 7. PRESENTATIONS / PROCLAMATIONS p 11**
 - A. Retail Strategies
- 8. PUBLIC FORUM (*Citizen input and requests*) p 11**
- 9. APPOINTMENTS p 11**
 - A. Municipal Judge Selection Committee
- 10. COMMITTEES, COMMISSIONS p 11**
 - A. Library/Community Building Design Committee
 - B. WSU Strategic Plan
- 11. OLD BUSINESS p 12**
 - A. Old Public Works Building
- 12. NEW BUSINESS p 13**
 - A. Set Public Hearing for FY 2016 Budget Amendment, p 13
 - B. Dog Park Discussion, p 19
- 13. CONSENT AGENDA p 26**
 - A. Appropriation Ordinance, December 6, 2016, p 27
 - B. Cereal Malt Beverage License, p 36
 - C. FY 2016 Valley Center Pool Report and Pay Request, p 37
- 14. STAFF REPORTS p 42**

- 15 GOVERNING BODY REPORTS p 44
16. 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@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 or call (316) 755-7310.

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 November 15, 2016 Regular City Council Meeting as prepared by the City Clerk.

OPEN WORK SESSION
November 15, 2016
ALL SAINTS BUILDING
126 W. MAIN

Mayor Laurie Dove called the session to order at 6:30 p.m. with the following members present: Dale Kerstetter, Lou Cicirello, Marci Maschino, Lionel Jackson, Ben Anderson, Brendan McGettigan and Al Hobson.

Members Absent: Gina Gregory.

Staff Present Scott Hildebrand, City Administrator
Kristi Carrithers, City Clerk

Press present: none

Tom Bartel presented to Council the history of the All Saints Building and invited members to tour the building. The owner of the building is motivated to either lease or sell the building, as it has been empty for 2 years.

Council adjourned the open work session at 6:50pm, to move to the regular Council Meeting at City Hall.

REGULAR COUNCIL MEETING
November 15, 2016
CITY HALL
121 S. MERIDIAN

Mayor Laurie Dove called the meeting to order at 7:00 p.m. with the following members present: Dale Kerstetter, Lou Cicirello, Gina Gregory, Brendan McGettigan, Marci Maschino, Lionel Jackson, Ben Anderson and Al Hobson.

Members Absent: None

Staff Present: Kristine Polian, Finance and Admin Director
Mark Hephner, Police Chief
Neal Owing, Parks and Public Buildings Superintendent
Ryan Shrack, Community Development Director
Joshua Golka, City Engineer
Lonnie Tormey, Fire Chief
Barry Arbuckle, City Attorney
Scott Hildebrand, City Administrator
Kristi Carrithers, City Clerk

Press present: The Ark Valley News

APPROVAL OF THE AGENDA -

Mayor Dove requested the addition of Employee Gold Award under New Business 12-D. Maschino moved to approve the Agenda as amended, seconded by Kerstetter. Vote Yea: Unanimous. Motion carried.

ADMINISTRATION AGENDA -

A. MINUTES – NOVEMBER 1, 2016 REGULAR CITY COUNCIL MEETING

Jackson moved to accept the minutes of the November 1, 2016, regular City Council meeting, seconded by Gregory. Vote Yea: Unanimous. Motion carried.

PRESENTATIONS/PROCLAMATIONS –

Keith Lawing, with the Regional Economic Area Partnership, addressed Council. REAP is a voluntary coalition of 27 local governments that work together to the betterment of the area. They will be hosting a Mayor summit in Derby on November 30, 2016.

PUBLIC FORUM – None

APPOINTMENTS – None

COMMITTEES, COMMISSIONS –

Hildebrand reported that the Library/Community Building Design Committee met November 8, 2016. The Committee discussed the possibility of increasing the square foot of the building by 1300 feet. This would obviously increase the cost. Hildebrand asked for input from the Council regarding the plan. The Council was not in favor of any increase in spending. Staff was asked to obtain new estimates for the current plan as well as an estimate for the additional space.

OLD BUSINESS –

A. ALL SAINTS BUILDING

Council discussed the possibility of The City pursuing entering into a contract to use the All Saints Building. Maschino would like to see the Fire Department study before making any more commitments to such a project. When asked, Polian reported that internal cash controls and lack of quality customer service could be an issue with such a move. With several Capital Improvements going on or upcoming, she would not recommend purchasing the property.

No action was taken by Council.

NEW BUSINESS –A. MASTER DRAINAGE STUDY PRESENTATION

Golka presented a summary of the findings from the drainage study. The study is compiled from input received from City staff and public individuals. It identified the high, moderate and low priority drainage areas and the cost for improvements. High priority projects include continued work on Meridian, Main Street and Windmill Valley.

No action was taken by Council.

B. FORD STREET DEVELOPMENT

Hildebrand proposed to Council implementation of recommended road/entryway in the Ford Street Development. The street department could use mil removed from the Abilene Street project to pave the turnaround, which would save money and give employees hands on training. Cost of the project would be less than \$20,000.00.

Anderson moved to approve improvements to the entryway of the Ford Street Development. The motion was seconded by Maschino. Vote Yea: Unanimous. Motion carried.

Hildebrand has also been approached by Retail Strategies about Ford Street as well as developments along Meridian and Main Streets. They requested time to make a presentation on December 6, regarding the opportunity to do a feasibility study and market analysis.

C. REPAIRS TO WASTEWATER TREATMENT PLANT

Hildebrand reported that repairs to the wastewater treatment plant are needed. The railing has been identified as a risk management issue, and funds are available in the 2016 budget.

Jackson moved to approve repairs to the Clarifier railing and sweep arm skimmer blades. Seconded by Kerstetter.

Anderson requested Administration investigate what safety measures staff are currently using. E.g.: harness and tie-downs or other means.

Vote yea: unanimous. Motion Carried.

D. EMPLOYEE GOLD AWARD

Mayor Dove recognized the hard work employees have done to earn the Gold Award and recommended granting one additional paid day off around the holidays and a \$100.00 after tax bonus be paid to full time employees and a \$50.00 bonus be paid to less than full-time employees who have worked at least 100 hours.

Anderson moved to accept Mayor Dove's recommendation of payment for employee bonus amounts and additional day off. Maschino seconded the motion. Vote yea: Unanimous. Motion carried.

CONSENT AGENDA -

A. APPROPRIATION ORDINANCE NOVEMBER 15, 2016

Cicirello moved, seconded by Kerstetter to approve the Consent Agenda as presented. Vote Yea: Unanimous. Motion carried.

STAFF REPORTS -

FINANCE AND ADMINISTRATION DIRECTOR POLIAN

Polian reported that the City is still obtaining information and quotes for health insurance that should be a better and more cost effective plan. She has renewed the current United Health Insurance policy for the month of December to get a start date of January 1, 2017 with a new plan.

She also clarified that she wasn't trying to discourage the governing body from moving forward on using the All Saints Building, but lease it at this time instead of purchasing if they choose to pursue project.

POLICE CHIEF HEPHNER

Hephner reported that Sedgwick County took over the homicide investigation. His officers put in lots of man hours, but it was too large for his department. They also had an armed robbery, but with great cooperation with other cities, the suspects were apprehended.

COMMUNITY DEVELOPMENT DIRECTOR SHRACK

Shrack reminded Council that the Main Street Valley Center Committee needs a volunteer from the City Council to serve on their board. Gregory volunteered to serve beginning in January.

CITY DIRECTER OF PARKS AND BUILDINGS OWINGS

Owing reported the painting and fence installation of the old public works building has begun. The roof rough estimates are \$10,000.00 more than anticipated. Council wasn't sure that repair would be necessary, due to the items stored in it currently.

CITY ENGINEER GOLKA

Golka reported work on Butler Street is one to two weeks behind schedule.

Bids for Emporia Bicycle and Pedestrian Path will be opened November 16, 2016.

CITY ADMINISTRATOR HILDEBRAND

The WSU strategic planning committee will meet and present the Strategic Plan on December 20, 2016.

The opening announcement for City Judge has been posted following the election of Judge Keith.

He was notified by the Valley Center Post Office that a carrier received a dog bite. The dog in being kept in quarantine for 10 days.

A change order has been received on Butler Street, and Hildebrand took the opportunity to discuss his philosophy regarding notification of change order vs. design change. He will bring major change designs to council.

GOVERNING BODY REPORTS –

COUNCIL MEMBER CICIRELLO

Thanked everyone for their support in the recent election.

COUNCIL MEMBER JACKSON

Agreed with Polian that purchasing the All Saints building would not be recommended at this time.

COUNCIL MEMBER HOBSON

Expressed frustration in reports and drawings not included in packet for review prior to packet. Also drawings need to be much larger.

ADJOURN -

Hobson moved to adjourn, seconded by Kerstetter. Vote Yea: Unanimous.

Meeting adjourned at 8:39 PM.

Kristi Carrithers, City Clerk

ADMINISTRATION AGENDA
RECOMMENDED ACTION

A. MINUTES:

RECOMMENDED ACTION:

Staff recommends motion to approve the minutes of the November 15, 2016 Regular Council Meeting as presented / amended.

PRESENTATIONS / PROCLAMATIONS

- A. Retail Strategies

PUBLIC FORUM

APPOINTMENTS

- A. Municipal Judge Selection Committee

COMMITTEES, COMMISSIONS

- A. Library/Community Building Design Committee
- B. WSU Strategic Plan

OLD BUSINESS

A. OLD PUBLIC WORKS BUILDING

Administrator Hildebrand will provide follow up regarding status of the old Public Works Building

NEW BUSINESS

A. SET PUBLIC HEARING FOR FY 2016 BUDGET;

- Finance and Admin. Director Memo
- Amended Certificate for FY 2016
- Notice of Budget Hearing

MEMO

December 6, 2016

TO: Honorable Mayor Dove & Valley Center City Council

FROM: Kristine A. Polian, Finance and Administration Director

RE: *FY16 Budget Amendment*

Municipalities are authorized by K.S.A. 79-2929a to amend budgets to spend money not in the original budget. The additional expenditures are to be made from existing revenue and cannot require additional tax levies.

In December 2015, Council authorized an internal loan from the Water Fund to the Capital Projects Fund to pay cash for the Meridian Street/ Ford Street Drainage project. This loan would total \$1.3M, and would be paid back in 3 years. This amendment to the Water Fund budget provides the authority necessary to complete the loan to the Capital Projects Fund. This loan will come from a portion of the Water Fund fund balance in the amount of \$479,113.

Water Fund- Original Budget

Budgeted Revenues	1,604,000
Budgeted Expenditures	1,604,150
Total 2016 Budget	-150

Water Fund- Expected Actual Revenue and Expenditures

Expected Actual Revenues	1,695,972
Expected Actual Expenditures	2,175,085
Total 2016 Exp. Actual Budget Shortfall	-479,113

Water Fund- Amended Budget Revenues

2016 original budget	1,604,000
2016 Estimated excess Revenues	91,972
2016 fund balance appropriation	479,113

2016 Total amended Revenues	\$2,175,085
------------------------------------	--------------------

Water Fund- Amended Budget Expenditures

2016 Original Budget	\$1,604,150
2016 Estimated Actual	\$2,175,085
2016 Estimated Contingency	\$20,000
2016 Total amended Expenditures	\$2,175,085

Water Fund balance

End of year FY2016 balance	\$1,040,079
End of year FY2016 budgeted balance	\$1,039,929
End of year expected actual balance	\$564,225
Fund balance % of 2016 expenditures	26%

The second budget amendment is with the Library Fund. A cash balance remained in the fund from FY 2015 that exceeded budget authority, so January 1, 2016 the amount of \$14,941 was paid to the Library. Therefore it is recommended the budget amendment increase fund expenditures by \$15,000.

Library Fund- Amended Budget Expenditures

2016 Original Budget	\$235,495
2016 Estimated Actual	\$250,495
2016 Estimated Contingency	\$0
2016 Total amended Expenditures	\$250,495

Staff would recommend a budget amendment for Water and Library Funds be adopted, providing additional spending authority to adequately cover expenditures for the FY2016 budget.

Schedule for Budget Amendment:

December 6 Council Meeting- Vote to Set Public Hearing for Amended Budget.

December 20 Council Meeting- Public Hearing and Vote to approve 2016 Amended Budget.

Kristine A. Polian, Finance and Administration Director

**Amended
Certificate
For Calendar Year 2016**

To the Clerk of SEDGWICK, State of Kansas
We, the undersigned, duly elected, qualified, and acting officers of
CITY OF VALLEY CENTER
certify that: (1) the hearing mentioned in the attached publication was held;(2) after the Budget Hearing this Budget was duly approved and adopted as the maximum expenditure for the various funds for the year.

			2016 Amended Budget		
			Amount of 2015 Tax that was Levied	Adopted 2016 Expenditures	Proposed Amended 2016 Expenditures
Table of Contents:	<u>K.S.A.</u>	Page No.			
Fund					
WATER UTILITY		1		1,604,150	2,175,085
LIBRARY		2		235,495	250,495
Totals		xxxxxxx	0	1,839,645	2,425,580
Summary of Amendments		0			

Attested date: _____

County Clerk

Assisted by:

Address:

Email:

Governing Body

2016

**Notice of Budget Hearing for Amending the
2016 Budget**

The governing body of

CITY OF VALLEY CENTER

will meet on the day of December 20, 2016 at 7:00 PM at City Hall for the purpose of hearing and answering objections of taxpayers relating to the proposed amended use of funds.

Detailed budget information is available at City Hall
and will be available at this hearing.

Summary of Amendments

Fund	2016 Adopted Budget			2016 Proposed Amended Expenditures
	Actual Tax Rate	Amount of Tax that was Levied	Expenditures	
WATER UTILITY			1,604,150	2,175,085
LIBRARY			235,495	250,495
			0	0
			0	0
			0	0
			0	0

Kristine A. Polian

Official Title: Finance and Administration Director

Page No.

NEW BUSINESS
RECOMMENDED ACTION

A. SET PUBLIC HEARING FOR FY 2016 BUDGET;

Should Council choose to proceed,

RECOMMENDED ACTION:

Set 7:00 pm December 20, 2016 at City Hall as the Time, Date and Place to conduct a Public Hearing regarding Amendments to the 2016 Budget.

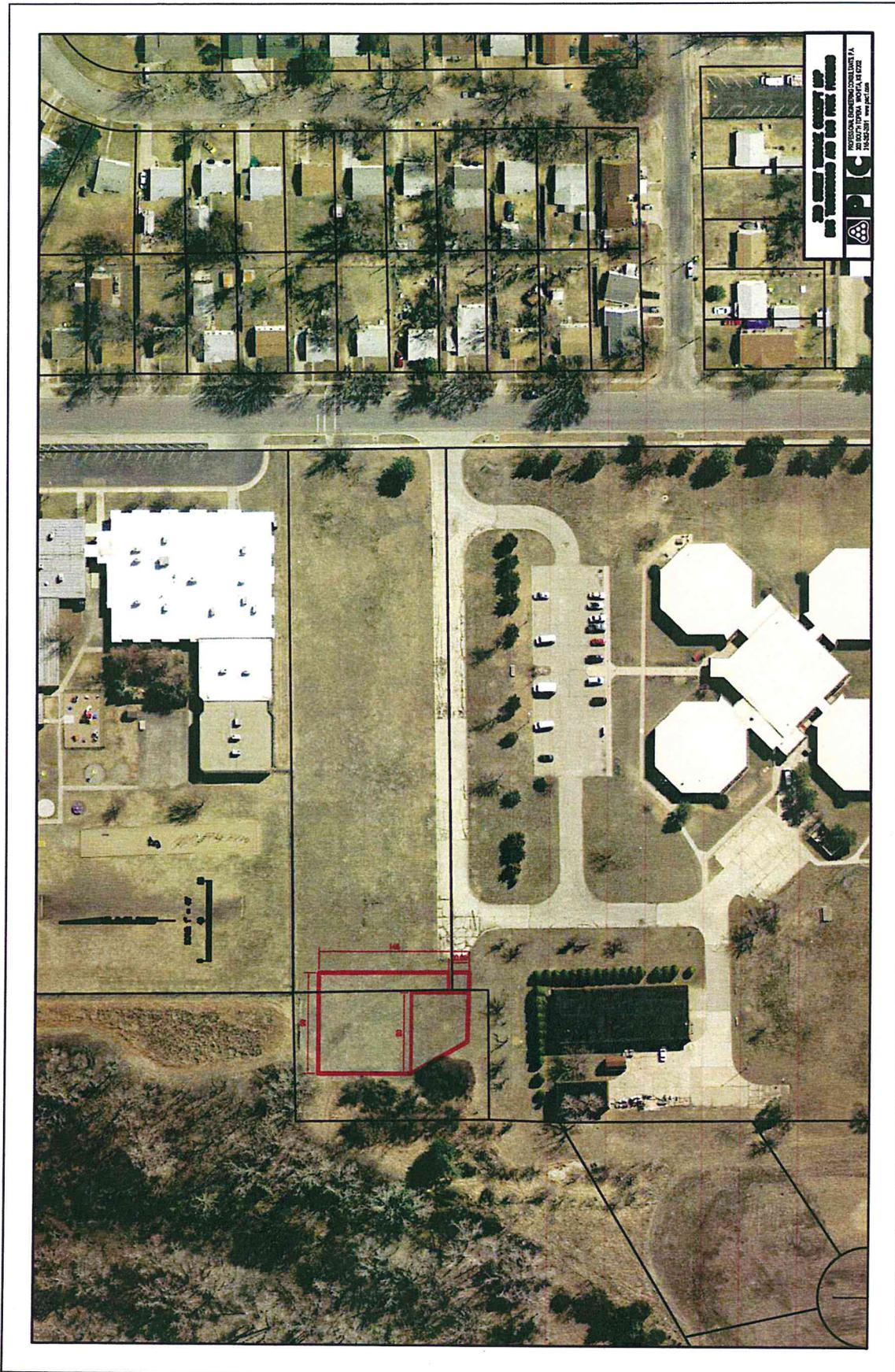
NEW BUSINESS

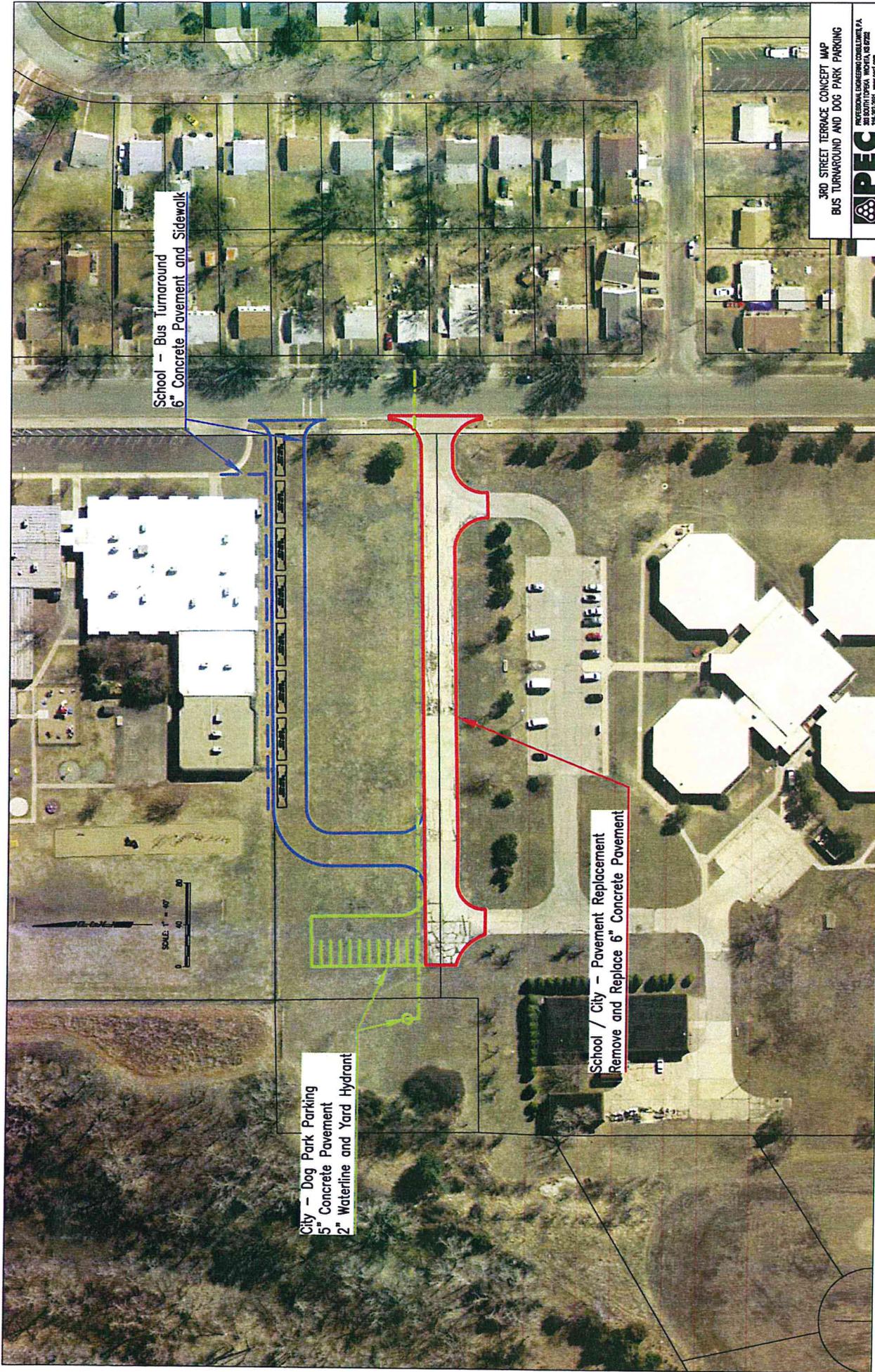
B. DOG PARK DISCUSSION

- Administrator Hildebrand will present possible locations for a dog park located in Valley Center.

Valley Center Dog Park Locations

1. 3rd Street Terrance- School still wants, but expensive to fix roadway
2. Gas Company "Brownfield" on the south of Ford
3. Land south of fenced area on Ford
4. McLaughlin Park
5. 3rd & Miles – Owned by Minnonite Housing
6. Lions Park





School - Bus Turnaround
6" Concrete Pavement and Sidewalk

City - Dog Park Parking
5" Concrete Pavement
2" Waterline and Yard Hydrant

School / City - Pavement Replacement
Remove and Replace 6" Concrete Pavement

JRD STREET TERRACE CONCEPT MAP
BUS TURNAROUND AND DOG PARK PARKING

PROFESSIONAL ENGINEERING CONSULTANTS, P.A.
385 SOUTH OAKHURST, WORTHEN, AR 67224
316-282-2001 www.jec.com





LION'S PARK DOG PARK CONCEPT
VALLEY CENTER, KANSAS

PEC PROFESSIONAL ENGINEERING CONSULTANTS, P.A.
303 SOUTH TOPEDA WICHITA, KS 67202
316-262-2691 www.pec.com

NEW BUSINESS
RECOMMENDED ACTION

B. DOG PARK DISCUSSION:

Should Council choose to proceed,

RECOMMENDED ACTION:

Staff recommends motion to move forward with dog park design.

CONSENT AGENDA

- A. **APPROPRIATION ORDINANCE – DECEMBER 6, 2016:**
- B. **CEREAL MALT BEVERAGE LICENSES:**
- C. **FY 2016 VALLEY CENTER POOL REPORT AND PAY REQUEST:**

RECOMMENDED ACTION:

Staff recommends motion to approve the Consent Agenda as presented.

11/30/2016 10:30 AM

A/P HISTORY CHECK REPORT

VENDOR SET: 02 City of Valley Center
 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
1	HOLMES, JASON A	VOIDED						
	C-CHECK	VOIDED	V 11/18/2016			047062		200.00CR

* * 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 200.00CR	200.00CR	0.00

TOTAL ERRORS: 0

VENDOR SET: 02	BANK: *	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			1	200.00CR	0.00	0.00

11/30/2016 10:30 AM

A/P HISTORY CHECK REPORT

VENDOR SET: 03 City of Valley Center
 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
0003	CATHERINE A. SEXTON							
C-CHECK	CATHERINE A. SEXTON	VOIDED	V 11/07/2014			047047		1,125.00CR
0062	TIFFANY L. WALTON-HOFT							
C-CHECK	TIFFANY L. WALTON-HOFT	VOIDED	V 11/07/2014			047048		43.70CR

* * 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:	2	VOID DEBITS 0.00 VOID CREDITS 1,168.70CR		
		1,168.70CR	0.00	

TOTAL ERRORS: 0

VENDOR SET: 03	BANK: *	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			2	1,168.70CR	0.00	0.00
BANK: *		TOTALS:	3	1,368.70CR	0.00	0.00

11/30/2016 10:30 AM

A/P HISTORY CHECK REPORT

PAGE:

3

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 DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0085	I-REB201611088214	CARL B DAVIS, TRUSTEE CASE # 13-12943	R 11/11/2016	200.00		047043		200.00
0210	I-SCB201611088214	SECURITY BENEFIT DEFERRED COMPENSATION	R 11/11/2016	50.00		047044		50.00
0077	I-201611108248	KANSAS OFFICE OF THE TREASURER KANSAS OFFICE OF THE TREASURER	R 11/11/2016	1,010.34		047050		1,010.34
0092	I-201611088219 I-201611088220	TYLER TECHNOLOGIES INC TYLER TECHNOLOGIES INC TYLER TECHNOLOGIES INC	R 11/11/2016 R 11/11/2016	205.00 1,487.53		047051 047051		1,692.53
0110	I-201611108247	LKM - LEAGUE OF KANSAS MUNICIP LKM - LEAGUE OF KANSAS MUNICIP	R 11/11/2016	100.00		047052		100.00
0126	I-201611098223	HACH COMPANY POCKET COLORIMETER	R 11/11/2016	473.67		047053		473.67
0153	I-201611088218	THE ARK VALLEY NEWS THE ARK VALLEY NEWS	R 11/11/2016	590.32		047054		590.32
0183	I-201611098224	KANSAS ONE-CALL SYSTEM, INC 151 LOCATES FOR OCTOBER	R 11/11/2016	151.00		047055		151.00
0198	I-201611088216	P S I P S I	R 11/11/2016	5,215.00		047056		5,215.00
0306	I-201611088217	SEDGWICK COUNTY SEDGWICK COUNTY	R 11/11/2016	2,725.50		047057		2,725.50
0315	I-201611088221	WASTE MANAGEMENT OF WICHITA WASTE MANAGEMENT OF WICHITA	R 11/11/2016	31,669.35		047058		31,669.35
0371	I-201611098226	M & M REPAIR, INC. SQUARE WELDING TUBE	R 11/11/2016	165.00		047059		165.00
0530	I-201611098243	GALLAGHER BENEFIT SERVICES, IN GALLAGHER BENEFIT SERVICES, IN	R 11/11/2016	300.50		047060		300.50
0648	I-201611098246	SPANGENBERG PHILLIPS TICE ARCH SPANGENBERG PHILLIPS TICE ARCH	R 11/11/2016	3,750.00		047061		3,750.00

11/30/2016 10:30 AM

A/P HISTORY CHECK REPORT

PAGE:

4

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 DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1	I-000201611178261	HOLMES, JASON A HOLMES, JASON A:	V	11/18/2016	200.00		047062	200.00
1	M-CHECK	HOLMES, JASON A HOLMES, JASON A	VOIDED VOIDED	V	11/18/2016		047062	200.00CR
1	I-201611178264	MARY COLLINS RSTITUTION	R	11/18/2016	200.00		047063	200.00
0270	I-201611168254	INTRUST CARD CENTER INTRUST CARD CENTER	R	11/18/2016	39,861.84		047064	39,861.84
0005	I-201611218273	D&D PLUMBING, INC. INSTALLING NEW SERVICE LINE	R	11/21/2016	350.00		047127	350.00
0204	I-201611168253	PITNEY BOWES PITNEY BOWES	R	11/21/2016	604.50		047128	604.50
0239	I-201611218270	A T & T KANSAS	R	11/21/2016	134.17		047129	
	I-201611218271	A T & T KANSAS	R	11/21/2016	134.17		047129	
	I-201611218272	A T & T KANSAS	R	11/21/2016	1,303.21		047129	1,571.55
0259	I-201611168256	CRAIN CHEMICAL COMPANY 2 CASES GLASS CLEANER	R	11/21/2016	125.81		047130	125.81
0656	I-201611178263	DRAGONFLY LAWN & TREE CARE LLC DRAGONFLY LAWN & TREE CARE LLC	R	11/21/2016	3,674.00		047131	3,674.00
0753	I-201611168252	VOGTS-PARGA CONSTRUCTION, LLC	R	11/21/2016	6,580.00		047132	
	I-201611218274	VOGTS-PARGA CONSTRUCTION, LLC VOGTS-PARGA CONSTRUCTION, LLC	R	11/21/2016	17,735.00		047132	24,315.00
0766	I-201611168257	EKSTROM ENTERPRISES TIRE MACHINE	R	11/21/2016	3,900.00		047133	3,900.00
0767	I-201611168259	CUTTING EDGE LAWN & LANDSCAPE IRRIGATION REPAIRS	R	11/21/2016	1,000.00		047134	1,000.00
0768	I-201611178262	MABCD MABCD	R	11/21/2016	9,460.87		047135	9,460.87
0032	I-AF 201611088214	AFLAC SUPPLEMENTAL INSURANCE	R	11/25/2016	36.01		047137	
	I-AF 201611228276	SUPPLEMENTAL INSURANCE	R	11/25/2016	36.01		047137	
	I-AFC201611088214	SUPPLEMENTAL INSURANCE	R	11/25/2016	21.71		047137	
	I-AFC201611228276	SUPPLEMENTAL INSURANCE	R	11/25/2016	21.71		047137	
	I-AFD201611088214	SUPPLEMENTAL INSURANCE	R	11/25/2016	69.80		047137	

11/30/2016 10:30 AM

A/P HISTORY CHECK REPORT

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 DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
-------------	------	--------	------------	----------------	----------	----------	--------------	--------------

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	31	170,247.58	0.00	170,047.58
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		200.00CR	0.00	200.00CR

TOTAL ERRORS: 0

VENDOR SET: 02	BANK: APBK	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			32	170,047.58	0.00	170,047.58

11/30/2016 10:30 AM
 VENDOR SET: 03 City of Valley Center
 BANK: APBK INTRUST CHECKING
 DATE RANGE: 0/00/0000 THRU 99/99/9999

A/P HISTORY CHECK REPORT

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0040	ERIC LEEKER ERIC LEEKER	R	11/11/2016	140.00		047045		140.00
0066	DAVID A ADAMS DAVID A ADAMS	R	11/11/2016	140.00		047046		140.00
0003	CATHERINE A. SEXTON NOV'14SR CNTRCOORDINATOR	V	11/07/2014	1,125.00		047047		1,125.00
0003	CATHERINE A. SEXTON CATHERINE A. SEXTON	VOIDED V	11/07/2014			047047		1,125.00CR
0062	TIFFANY L. WALTON-HOFT OCT'14MILEAGEREIMBURSEMEN	V	11/07/2014	43.70		047048		43.70
0062	TIFFANY L. WALTON-HOFT TIFFANY L. WALTON-HOFT	VOIDED V	11/07/2014			047048		43.70CR
0082	SHELLEY JOHNSON SHELLEY JOHNSON	R	11/11/2016	18.63		047049		18.63
0017	KRISTINE POLIAN KRISTINE POLIAN	R	11/21/2016	249.35		047136		249.35

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	4	1,716.68	0.00	547.98
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:	2 VOID DEBITS	0.00		
	VOID CREDITS	1,168.70CR		
		1,168.70CR	0.00	

TOTAL ERRORS: 0

VENDOR SET: 03	BANK: APBK	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			6	547.98	0.00	547.98
BANK: APBK	TOTALS:		38	170,595.56	0.00	170,595.56
REPORT TOTALS:			40	169,426.86	0.00	170,595.56

SELECTION CRITERIA

VENDOR SET: * - All
 VENDOR: ALL
 BANK CODES: All
 FUNDS: All

CHECK SELECTION

CHECK RANGE: 047043 THRU 047142
 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

CONSENT AGENDA

B. CEREAL MALT BEVERAGE LICENSES:

The following businesses have made application for a Cereal Malt Beverage License for the year 2017.

Applications were received by the Finance and Administration Director and recommended for approval by the Chief of Police, Mark Hephner.

Package Sales:

- Casey's General Store, 222 S. Meridian, Valley Center, KS
- Kwik Shop, 110 E. 5th, Valley Center, KS
- Leeker's Family Foods, 801 S Meridian, Valley Center, KS

On Premise Consumption:

- Pizza Hut, 344 S Meridian, Valley Center, KS
- Jerry Tex Mex Grill, 556 N. Meridian, Valley Center, KS

CONSENT AGENDA

C. FY 2016 VALLEY CENTER POOL REPORT AND PAY REQUEST:

- Letter from Recreation Commission Director
- Exhibit A
- Exhibit C

George, Bowerman & Noel, P.A.

*Certified Public Accountants
Management Consultants
Tax Advisors*

Paul R. Bowerman
Gary L. George

Epic Center 301 N. Main, Suite 1350 Wichita, Kansas 67202 Telephone (316) 262-6277 Fax (316) 265-6150

November 1, 2016

Steve Geddes, Director
Valley Center Recreation Commission
117 North Park, P.O. Box 414
Valley Center, Kansas 67147

Dear Steve:

Enclosed is a detail accounting of the 2016 season receipts and disbursements for the Swimming Pool, Swimming Lesson and Concession activities. The following documents are included:

1. A summary worksheet reflecting the amount due from the City of Valley Center, Kansas, in the amount of \$9,590.58 (**Exhibit A**).

This amount increased by \$3,102.36 from the amount due from the City of \$6,488.22 for the 2015 swimming pool season. Total revenues decreased for 2016 by \$1,300.88 and total expenses increased by \$1,801.48.

2. A worksheet (2 pages) detailing Swimming Pool, Swimming Lesson and Concession receipts and expenditures by month for the period October 1, 2015 through September 30, 2016. This detail worksheet reflects expenditures as posted to the general ledger (with additions for FICA and Medicare taxes). The worksheet then adds computations for workmen's compensation and unemployment taxes on wages paid for the Swimming Pool, Swimming Lessons and Concessions during that period (**Exhibit B**).
3. A worksheet reconciling receipts and expenditures per the general ledger accounts for Swimming Pool, Swimming Lessons and Concessions to the detail worksheet by month (item #2 above) [**Exhibit C**].
4. I have also enclosed for your information a worksheet summarizing the pool, lesson and concession revenues and expenditures and the settlement amount with the City of Valley Center for the last twenty-one operating seasons.

I trust this is the information necessary to assist you in the final settlement with the City of Valley Center regarding the 2016 season for Swimming Pool, Swimming Lesson and Concession activities administered by the Valley Center Recreation Commission.

Steve Geddes, Director
Valley Center Recreation Commission
November 1, 2016
Page 2

If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Gary L. George". The signature is fluid and stylized, with the first and last names being more prominent.

Gary L. George

Enclosures

Exhibit A

Valley Center Recreation Commission
Swimming Pool, Swimming Lessons and Concessions 2016 Season
11/1/16

Amount due to (from) City of Valley Center per computation worksheet for:	
Swimming Pool	(13,058.42)
Swimming Lessons	2,669.29
Concessions	798.55
	<hr/>
Total amount due to (from) City of Valley Center for 2016 season	<u><u>(9,590.58)</u></u>

Exhibit C

Valley Center Recreation Commission
 Reconciliation of Swimming Pool, Swimming Lessons
 and Concession Receipts and Expenditures Per General Ledger
 to the 2016 Season Receipts and Expenditures
 11/1/16

	Swimming Concessions A/C#40901	Swimming Pool A/C#40902	Swimming Lessons A/C#40904
Total receipts per 6-30-16 trial balance (general ledger)	10,557.41	49,670.95	7,405.13
Less:			
July 2015 receipts	(3,867.15)	(11,035.42)	(1,150.00)
August 2015 receipts	(1,660.00)	(1,243.00)	(165.00)
September 2015 receipts	296.78	(100.00)	0.00
Add:			
July 2016 receipts	2,769.00	8,223.00	230.00
August 2016 receipts	681.00	1,720.00	(35.00)
September 2016 receipts	(213.63)	0.00	0.00
2015 Pool Season settlement received from City of Valley Center 2-2-16 included in general ledger amounts at 6-30-16	0.00	(6,488.22)	0.00
Total receipts per detail accounting of 2016 swimming pool season	<u>8,563.41</u>	<u>40,747.31</u>	<u>6,285.13</u>

	Swimming Concessions A/C#50901	Swimming Pool A/C#50902	Swimming Lessons A/C#50904
Total direct disbursements per 6-30-16 trial balance (general ledger)	7,555.71	45,419.59	3,713.32
Less:			
July 2015 disbursements	(2,633.16)	(22,010.30)	(2,192.00)
August 2015 disbursements	(415.60)	(6,735.07)	(148.50)
September 2015 disbursements	0.00	(1,235.40)	0.00
Add:			
July 2016 disbursements	1,821.18	17,294.94	1,675.19
August 2016 disbursements	542.55	9,786.44	35.00
September 2016 disbursements	0.00	0.00	0.00
Employer FICA not posted to account (10-1-15 through 9-30-16)	234.47	2,826.12	182.76
Employer Medicare not posted to account (10-1-15 through 9-30-16)	54.83	660.95	42.74
Employer paid workers compensation (7-1-15 through 6-30-16)	19.18	360.85	12.29
Employer paid workers compensation (7-1-16 through 9-30-16)	40.46	286.63	35.96
Employer paid unemployment tax (10-1-15 through 12-31-15)	2.04	0.00	1.31
Employer paid unemployment tax (1-1-16 through 9-30-16)	3.78	45.59	2.95
Add reversal of accrued payroll at 6-30-15 included in general ledger amounts	539.42	7,105.39	254.82
Total direct disbursements per detail accounting of 2016 swimming pool season	<u>7,764.86</u>	<u>53,805.73</u>	<u>3,615.84</u>

STAFF REPORTS

- A. Finance and Administration Director Polian**
- B. Chief of Police Hephner**
- C. Fire Chief Tormey**
- D. Community Development Director Ryan Shrack**
- E. Parks & Public Buildings Superintendent Owings**
- F. City Engineer Golka**
- G. City Attorney Arbuckle**
- H. City Administrator Hildebrand**

MEMO



PROFESSIONAL ENGINEERING CONSULTANTS, P.A.

TO: City of Valley CenterDATE: December 6, 2016PROJECT NO.: 35-13208-2502PROJECT: Valley Center – City EngineerATTENTION: Mayor Dove and Members of CouncilFROM: Josh Golka, P.E.REFERENCE: Project Status UpdateCOPIES TO: Scott Hildebrand, MDK

Please advise immediately of any misconceptions or omissions you believe to be contained herein.

Shown below is a list of current PEC projects with status updates:

Projects:

93rd Street Paving Improvements (13208-005)

- Construction nearing completion. Road open to traffic.

Butler Paving Improvements (160447)

- Storm sewer construction complete. Crushed rock base with curb and gutter construction to follow.

Goff, Fieldstone, and Clover Safe Routes to School (13692)

- Work along Goff nearing completion. Driveway construction along Clover nearing completion, Fieldstone to follow.
- 23 additional working days approved by KDOT.

Emporia Bicycle and Pedestrian Path (13800)

- Bryant and Bryant low bidder.
- Start construction early 2017.

5th Street Paving Improvements (14323)

- Field check plans submitted to KDOT and City staff.
- Utility relocation and easement acquisition considerations being coordinated with utilities and City.

Raw Water Well Replacement (15454-002)

- Reviewing well placement options with staff.

Master Drainage Plan (15665)

- Presentation to Council November 15, 2016.
- Awaiting final feedback to finalize the report.

Miscellaneous Items:

- Researched special assessments and equity fees for properties along Seneca waterline project.
- Reviewed equipment purchase options at waste water treatment plant.
- Researched service boundary legal description for RWD #2.

Warranty Dates for Construction Projects:

May 8, 2017 Valley Creek Waterline and Sanitary Sewer (14899-001/002)

July 8, 2017 Valley Creek Paving and Drainage (14899-000)

November 9, 2017 Ford and Meridian Paving, Storm Sewer, and Pond Grading (12486-002)

February 4, 2018 Ford Street Pond Pump Station (12486-003)

February 12, 2018 Waterline Improvements along Emporia Avenue (14122-005)

GOVERNING BODY REPORTS

A. Mayor Dove

B. Councilmember Kerstetter

C. Councilmember Cicirello

D. Councilmember Gregory

E. Councilmember McGettigan

F. Councilmember Maschino

G. Councilmember L. Jackson

H. Councilmember Anderson

I. Councilmember Hobson

ADJOURN