

# CITY OF VALLEY CENTER

**FINAL AGENDA**

**OCTOBER 30, 2014**

*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.*

**NOVEMBER 4, 2014**

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **INVOCATION: MINISTERIAL ALLIANCE**
4. **PLEDGE OF ALLEGIANCE**
5. **APPROVAL OF AGENDA** p 3
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12. **NEW BUSINESS** p 26
  - A. Ordinance 1282-14; Adjusting the Maximum Speed Limit on Designated Sections of Clay Street, 1<sup>st</sup> reading p 28
  - B. Ordinance 1283-14; Amending Title 11; 'Streets & Sidewalks' of the Valley Center Municipal Code (Snow Routes), 1<sup>st</sup> reading p 31
  - C. Ordinance 1284-14; Changing Zoning District Classification p 40
  - D. Resolution 633-14; Creating Community Center Committee p 43
  - E. Consideration of Proposal for Sanitary Sewer Points Repairs (2014/15 CIP) p 47
  - F. Consideration of Administration Department Reorganization p 54

13. **CONSENT AGENDA p 62**
14. **STAFF REPORTS p 62**
15. **GOVERNING BODY REPORTS p 66**
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 anytime 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](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.*

## **APPROVAL OF AGENDA**

### **RECOMMENDED ACTION:**

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

## **CLERK'S AGENDA**

### **A. MINUTES:**

Attached are the Minutes from October 21, 2014 Regular City Council Meeting as prepared by the Assistant City Clerk.

REGULAR COUNCIL MEETING  
OCTOBER 21, 2014  
CITY HALL  
121 S. MERIDIAN

Mayor McNown called the meeting to order at 7:00 p.m. with the following members present: Judith Leftoff, Lou Cicirello, Terry Ishman, Laurie Dove, Marci Maschino, Lionel Jackson, Benjamin Anderson, and Al Hobson.

Members Absent:

Staff Present: Joel Pile, City Administrator  
Kristine Polian, City Clerk  
Jose Santiago, Assistant City Clerk  
Mark Hephner, Police Chief  
Robert Tormey, Fire Captain  
Warren Utecht, Community Development Director  
Brenton Holper, City Superintendent  
Neal Owings, Parks and Public Buildings Superintendent  
Joshua Golka (represented Mike Kelsey, City Engineer)  
Barry Arbuckle, City Attorney

Press present: The Ark Valley News

### **APPROVAL OF THE AGENDA**

Maschino moved, second by Anderson, to approve the Agenda as amended. Vote yea: Unanimous. Motion carried.

### **CLERK'S AGENDA**

#### **A. MINUTES – OCTOBER 07, 2014 REGULAR CITY COUNCIL MEETING**

Minutes amended as follows:

Change from Members Absent: None

To: Members Absent: Lionel Jackson

Ishman moved, seconded by Cicirello, to approve the Minutes – October 07, 2014 Regular City Council Meeting Minutes as amended. Vote Yea: Unanimous. Motion carried.

#### **B. APPROPRIATION ORDINANCE – 10/21/2014**

Hobson moved, seconded by Jackson, to approve the October 21, 2014 Appropriation Ordinance as presented. Vote Yea: Unanimous. Motion carried.

**CLERK'S AGENDA (CONTINUED)****C. TREASURER'S REPORT – SEPTEMBER 2014**

Maschino moved, second by Hobson, to receive and file the September 2014 Treasurer's report as presented.

**PRESENTATIONS/PROCLAMATIONS - None****PUBLIC FORUM**

George F. Miller stated the 2015 single employee health insurance premium contribution differs to what the health insurance committee has talked about in 2014. The health insurance committed met last year in December and has discussed the benefit for single employees will continue to be zero premium contributions from single employees.

Mr. McNown stated an answer for Mr. Miller's concern will be provided when the 2014-15 health insurance plan is presented.

**APPOINTMENTS****A. LIBRARY BOARD**

Ashley Royal resigned her Library Board position, and Mayor McNown made the following appointment for her remaining time.

- Debbie Lane

Cicirello moved, second by Jackson, to concur with the Mayor's appointments to the Library Board. Vote yea: unanimous. Motion carried.

**B. PLANNING COMMISSION**

Mayor McNown nominated the following to the Planning Commission Board:

- The following members are renewing their Planning Commission Board positions:
  - ❖ Danny Park, Chairperson
  - ❖ Matt Stamm, Board Member
  - ❖ Gary Janzen, Vice-Chairperson

Cicirello moved, second by Jackson, to concur with the Mayor's appointments to the Planning Commission Board. Vote yea: unanimous. Motion carried.

**COMMITTEES, COMMISSIONS – No Questions/Comments.****OLD BUSINESS****A. ORDINANCE 1280-14; AMENDING CITY CODE CHAPTER 7.12 "SOLID WASTE COLLECTION", 2<sup>nd</sup> READING**

**OLD BUSINESS (CONTINUED)**

Pile stated Ordinance 1280-14 amendment is an effort to make City code tighter and prosecutable to citizens who fail to maintain a solid waste at their residence. The change is recommended by the City Prosecutor. Pile stated no public comments were received after 1<sup>st</sup> reading.

Maschino moved, seconded by Dove, to adopt Ordinance 1280-14; amending Title 7 of the Valley Center, Kansas Municipal Code by amending Chapter 7.12 "Solid Waste Collection", for 2<sup>nd</sup> reading. Motion carried.

**NEW BUSINESS****A. PRESENTATION – LIBRARY BOARD**

Amy Stamm, Board Chairman, reported the Library Board and Friends of the Library has a joint discussion and decided to work with the City of Valley Center and the Community Foundation to build a joint building that will house the Senior Center, the Community Building, and the Library.

**B. REVIEW OF 2015 EMPLOYEE HEALTH INSURANCE PROGRAM**

Pile stated Arthur J. Gallagher & Co has completed the 2014-15 employees health insurance proposal for Council to consider. Mr. Gary Hardman presented the 2014-15 health insurance proposal to the Governing Body.

Cicirello stated since there will be a significant savings for next year, he did not believe the employees should be required to share any premium cost, only those dependents enrolled in SA1000 plan.

Anderson moved, seconded by Maschino, to approve FY 2014-15 Employee Health Insurance Program. Vote Yea: Judith Leftoff, Terry Ishman, Laurie Dove, Marci Maschino, Lionel Jackson, and Benjamin Anderson. Opposed: Cicirello and Al Hobson. Motion carried.

**C. RECOMMENDATION FROM ECONOMIC DEVELOPMENT BOARD (REGARDING INCENTIVES FOR EXPANSION OF AN INDUSTRIAL PARK BUSINESS)**

Utecht stated the Economic Development Board recommends the following to the Council: 1) A cash payment of \$10,000 at the closing of the Foster property to supplement the applicant's land purchase. 2) If petitioner shows progress toward his business plan, grant a 100% tax rebate back to Safarik Company following payment of their 2015 tax bill. 3) Presentation of information to the School Board by the City for consideration of a tax abatement of Safarik's 2015 taxes. 4) Based on 2015 progress made, eligibility to apply for a 6-year tax abatement agreement starting in 2016. Each year the agreement will be reviewed by the Economic Development Board and approved and documented by the Council the applicant continues to meet agreed upon employment levels, added tax base, and productivity.

Hobson moved, seconded by Dove, to adopt the recommendation of the Economic Development Board. Vote Yea: Unanimous. Motion carried.

## **NEW BUSINESS (CONTINUED)**

### **D. CONSIDERATION OF AGREEMENT FOR EMERGENCY VETERINARY AND SHELTER SERVICES**

An agreement between the City of Valley Center and Ark Valley Animal Hospital on behalf of Dr. Julie Evans, D.V.M.

Maschino moved, seconded by Hobson, to approve the agreement and authorize Mayor to sign. Vote Yea: Unanimous. Motion carried.

### **E. ORDINANCE 1281-14, AMENDING TITLE 6, "ANIMAL CONTROL REGULATIONS" OF THE VALLEY CENTER MUNICIPAL CODE, FOR 1<sup>ST</sup> READING**

Jackson moved, seconded by Hobson, to adopt Ordinance 1281-14, amending Title 6 of the Valley Center, Kansas, Municipal Code "Animal Control Regulations"; and repealing all other ordinances or parts thereof in conflict herewith, for 1<sup>st</sup> reading. Vote Yea: Unanimous. Motion carried.

### **F. EXECUTIVE SESSION – NON-ELECTED PERSONNEL**

Cicirello moved, seconded by Maschino, to recess into Executive Session for twenty minutes, pursuant to matters of Non-Elected Personnel. Vote Yea: Unanimous. Motion carried.

**Opened Executive Session at 7:43PM**

**Closed Executive Session at 8:03PM**

**Cicirello reported no official action was taken during Executive Session.**

## **CONSENT AGENDA**

- A. Revenue and Expense Summaries – September 2014**
- B. Delinquent Accounts for Collection**
- C. Check Reconciliation – September 2014**
- D. Waste Management 3<sup>rd</sup> Quarter Reports**

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

## **STAFF REPORTS**

### **CITY ADMINISTRATOR PILE**

Pile asked Council to authorize Staff to present a Resolution forming a Committee that will evaluate/recommend plans of action on the proposed building project.

Cicirello moved, seconded by Jackson, to authorize Staff to present Resolution forming a Committee to evaluate/recommend proposed building project that includes Senior Center, Community Building, and Library. Vote Yea: Unanimous.

**GOVERNING BODY REPORTS**

**COUNCILMEMBER CICIRELLO**

Cicirello asked Chief Hephner if his department was considering acquiring an Explore which is beneficial to have specially for bad weather. Hephner, stated now they will be considering it.

Hobson moved, seconded by Maschino, to adjourn the meeting at 8:08 pm. Vote Yea: Unanimous. Motion carried.

**Meeting adjourned at 8:08 PM.**

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**Jose A. Santiago, Assistant City Clerk**

**CLERK'S AGENDA**  
**RECOMMENDED ACTION**

**A. MINUTES:**

**RECOMMENDED ACTION:**

**Staff recommends motion to approve the minutes of the October 21, 2014 Regular Council Meeting as presented / amended**



10/28/2014 3:43 PM

A/P HISTORY CHECK REPORT

PAGE: 1

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	LAURIE B WILLIAMS							
I-REB201410155598	CASE # 13-12943	R	10/17/2014	200.00		044954		200.00
0210	SECURITY BENEFIT							
I-SCB201410155598	DEFERRED COMPENSATION	R	10/17/2014	63.00		044955		63.00
0313	VANTAGEPOINT TRANS AGENTS							
I-ICM201410155598	PLAN NUMBER 302196 457 D.C.	R	10/17/2014	15.00		044956		15.00
0372	U S DEPT OF EDUCATION							
I-JED201410155598	ACCT # 1002461211	R	10/17/2014	175.37		044957		175.37
0421	FAMILY SUPPORT PAYMENT CENTER							
I-JHC201410155598	CASE # 11LWAD00059	R	10/17/2014	67.00		044958		67.00
0032	AFLAC							
C-AFLAC ADJ \$.05	AFLAC	R	10/24/2014	0.05CR		044959		
I-AF 201410015593	SUPPLEMENTAL INSURANCE	R	10/24/2014	111.64		044959		
I-AF 201410155598	SUPPLEMENTAL INSURANCE	R	10/24/2014	111.64		044959		
I-AFC201410015593	SUPPLEMENTAL INSURANCE	R	10/24/2014	104.56		044959		
I-AFC201410155598	SUPPLEMENTAL INSURANCE	R	10/24/2014	104.56		044959		
I-AFD201410015593	SUPPLEMENTAL INSURANCE	R	10/24/2014	107.27		044959		
I-AFD201410155598	SUPPLEMENTAL INSURANCE	R	10/24/2014	107.27		044959		
I-AFO201410015593	SUPPLEMENTAL INSURANCE	R	10/24/2014	21.58		044959		
I-AFO201410155598	SUPPLEMENTAL INSURANCE	R	10/24/2014	21.58		044959		690.05
0354	LOYAL AMERICAN LIFE INSURANCE							
I-ACC201410015593	LOYAL AMERICAN ACCIDENT	R	10/24/2014	6.35		044960		
I-ACC201410155598	LOYAL AMERICAN ACCIDENT	R	10/24/2014	6.35		044960		
I-CNC201410015593	LOYAL AMERICAN CANCER	R	10/24/2014	13.97		044960		
I-CNC201410155598	LOYAL AMERICAN CANCER	R	10/24/2014	13.97		044960		40.64
0511	COVENTRY HEALTH CARE, INC.							
I-M1F201410015593	MEDICAL INSURANCE- EMP COST	R	10/24/2014	331.20		044961		
I-M1F201410155598	MEDICAL INSURANCE- EMP COST	R	10/24/2014	331.20		044961		
I-M1S201410015593	MEDICAL INSURANCE- EMP COST	R	10/24/2014	113.02		044961		
I-M1S201410155598	MEDICAL INSURANCE- EMP COST	R	10/24/2014	113.02		044961		888.44
0566	SURENCY LIFE AND HEALTH							
C-JHILL FAM PAYMENT	SURENCY LIFE AND HEALTH	R	10/24/2014	0.10CR		044962		
I-VEC201410015593	VISION INSURANCE	R	10/24/2014	30.36		044962		
I-VEC201410155598	VISION INSURANCE	R	10/24/2014	30.36		044962		
I-VES201410015593	VISION INSURANCE	R	10/24/2014	44.20		044962		
I-VES201410155598	VISION INSURANCE	R	10/24/2014	44.20		044962		
I-VFM201410015593	VISION INSURANCE	R	10/24/2014	117.92		044962		
I-VFM201410155598	VISION INSURANCE	R	10/24/2014	117.92		044962		
I-VSS201410015593	VISION INSURANCE	R	10/24/2014	25.32		044962		
I-VSS201410155598	VISION INSURANCE	R	10/24/2014	25.32		044962		435.50

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PAGE: 2

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0092	TYLER TECHNOLOGIES INC							
I-025-108249	12/1/14-11/30/15 RENEWAL	R	10/24/2014	1,349.22		044965		
I-025-108731	COURT/UTILITY ONLINE/WEB	R	10/24/2014	205.00		044965		1,554.22
0110	LKM - LEAGUE OF KANSAS MUNICIP							
I-14-3030	LKM '14 FULL CONFERENCE	R	10/24/2014	445.00		044966		445.00
0156	BEALL, MITCHELL AND SULLIVAN,							
I-13025	OCT'14 PROSECUTOR SRVCS	R	10/24/2014	2,612.50		044967		2,612.50
0179	INTERLINGUAL SERVICE							
I-J MARTINEZ 9-10-14	SPANISH INTERPRETER SRVCS	R	10/24/2014	45.00		044968		
I-S ANAYA NAVARRO	SPANISH INTERPRETER	R	10/24/2014	45.00		044968		90.00
0183	KANSAS ONE-CALL SYSTEM, INC							
I-4090491	88 LOCATES @ \$1.20 EACH	R	10/24/2014	105.60		044969		105.60
0195	MUNICIPAL CODE CORPORATION							
I-00247846	ANNUAL CODE ONINTERNETFEE	R	10/24/2014	650.00		044970		
I-00248267	SUPPLEMENT PAGES	R	10/24/2014	1,428.79		044970		2,078.79
0204	PITNEY BOWES							
I-CUSTID00447643008	POSTAGE-MACHINE REFILL	R	10/24/2014	598.86		044971		598.86
0237	MANSFIELD OIL CO OF GAINESVILL							
I-752286	ULSD DIESEL FUEL CLEAR	R	10/24/2014	8,439.05		044972		8,439.05
0239	A T & T KANSAS							
I-3167552075040 9	VALLEYCREEKPUMP PHONESRVC	R	10/24/2014	76.65		044973		
I-3167553504922 7	OCT'14DES SUBSTATION SRVC	R	10/24/2014	81.15		044973		
I-3167557339720 7	AT&T PHONE SRVC OCT'14	R	10/24/2014	912.35		044973		1,070.15
0254	CITY OF WICHITA							
I-273174- 162006	WATER 9/11-10/9/14 USAGE	R	10/24/2014	36,200.78		044974		36,200.78
0270	INTRUST CARD CENTER							
I-SEP'14 TRANSACTION	INTRUST PCARD-SEP TRANSAC	R	10/24/2014	28,898.96		044975		28,898.96
0285	KDHE -- ATTN.: TERESA SCHUYLER							
I-PERMIT M-LA16-0002	WASTEWATER PERMIT 2015	R	10/24/2014	185.00		044976		185.00
0299	PITNEY BOWES INC							
I-3961042	AUG-OCT'14 POSTAGE RENTAL	R	10/24/2014	195.74		044977		195.74

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PAGE: 3

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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
0306	SEDGWICK COUNTY							
I-1800039400	SEP'14 PRISONER HOUSING	R	10/24/2014	266.76		044978		266.76
0323	CONSPEC, INC. (DBA KANSAS PAVI							
I-10064716	IND PK PAVE/DRAIN IMPROVE	R	10/24/2014	206,776.36		044979		206,776.36
0511	COVENTRY HEALTH CARE, INC.							
I-59789160	NOV'14 HEALTH INS PREMIUM	R	10/24/2014	41,364.61		044980		41,364.61
0530	GALLAGHER BENEFIT SERVICES, IN							
I-58526	OCT'14 COBRA/FSA ADMINFEE	R	10/24/2014	218.00		044981		218.00
0555	JORDAN NOONE							
I-1218	MOW 608 PARKWAY	R	10/24/2014	70.00		044982		
I-1219	LOT 1&2 BLOCK 2RIVERDELL	R	10/24/2014	240.00		044982		310.00
0210	SECURITY BENEFIT							
I-SCB201410285637	DEFERRED COMPENSATION	R	10/31/2014	63.00		044984		63.00
0313	VANTAGEPOINT TRANS AGENTS							
I-ICM201410285637	PLAN NUMBER 302196 457 D.C.	R	10/31/2014	15.00		044985		15.00
0372	U S DEPT OF EDUCATION							
I-JED201410285637	ACCT # 1002461211	R	10/31/2014	175.37		044986		175.37

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	30	334,238.75	0.00	334,238.75
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

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PAGE: 4

VENDOR SET: 03 City of Valley Center

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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
0017	KRISTINE POLIAN							
	I-OCT'14 MILEREIMBUR POLIAN - OCT'14 MILEAGE	R	10/24/2014	235.67		044963		235.67
0029	CINDY PLANT							
	I-KACA TRNG PERDIEM KACA TRNG PERDIEM	R	10/24/2014	80.00		044964		80.00

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	2	315.67	0.00	315.67
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

VENDOR SET: 03 BANK: APBK TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
	2	315.67	0.00	315.67

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A/P HISTORY CHECK REPORT

PAGE: 5

VENDOR SET: 04 City of Valley Center

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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
0083	RONALD COLBERT SR.							
	I-R COLBERT-PARKING REIMBURSED HOTEL PARKING	R	10/24/2014	12.00		044983		12.00

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
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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
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	VOID CREDITS	0.00	0.00	0.00

TOTAL ERRORS: 0

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REPORT TOTALS:	33	334,566.42	0.00	334,566.42

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PAGE: 6

SELECTION CRITERIA

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VENDOR SET: \* - All

VENDOR: ALL

BANK CODES: All

FUNDS: All  
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CHECK SELECTION

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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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**CLERK'S AGENDA**  
**RECOMMENDED ACTION**

**B. APPROPRIATION ORDINANCE:**

**RECOMMENDED ACTION:**

**Staff recommends motion to approve the November 4, 2014 Appropriation Ordinance as presented / amended.**

## **PRESENTATIONS / PROCLAMATIONS**

### **A. SERVICE AWARD PRESENTATIONS:**

The following employees will be recognized for their dedication to  
The City of Valley Center.

Robert L Tormey	Fire Captain	35 Years
Philip A Tennissen	Fire Fighter	10 Years
Nicholas T. Banning	Volunteer Fire Fighter	10 Years
James Crandall	Volunteer Fire Fighter	10 Years
Kristopher Coffman	Volunteer Fire Fighter	10 Years

### **PUBLIC FORUM**

### **APPOINTMENTS**

## **COMMITTEES, COMMISSIONS**

### **A. ITEMS FOR COUNCIL REVIEW**

- Valley Center Planning Commission / Board of Appeals,  
October 28, 2014 Minutes

## VALLEY CENTER PLANNING COMMISSION MINUTES

7:00 P.M., Tuesday, October 28, 2014

Valley Center City Hall at 121 S. Meridian Avenue

**CALL TO ORDER:** Chairperson Park called the meeting to order at 6.56 p.m. with the following members present: Danny Park, Ronald Colbert Sr., Del James, Scot Phillips, Terry Nantkes, Matt Stamm, Ben Neaderhiser, Gary Janzen and Don Bosken.

Staff Present: Warren Utecht lor

Meeting started with the Pledge of Allegiance to the American Flag.

**AGENDA:** A Motion was made by Commissioner Colbert and seconded by Commissioner Stamm to set the agenda as presented. Motion passed unanimously.

**APPROVAL OF DRAFT MINUTES:**

A motion was made by Commissioner Nantkes, seconded by Commissioner Janzen to accept the August 26, 2014 draft minutes as written. Motion passed unanimously.

**PUBLIC COMMENT:** None

**COMMUNICATIONS:** None

**1. NEW BUSINESS:** Nomination of Officers

**For Chairperson,** Danny Park expressed his willingness to relinquish his position as Chairperson. No one expressed interest, so Commissioner Jansen voted to nominate Danny Park for one year as Chairperson. Seconded by Commissioner Bosken. Motion passed unanimously.

**For Vice-Chairperson,** Commissioner Colbert made a motion to nominate Gary Jansen. Motion was seconded by Commissioner Bosken. Motion passed unanimously.

**For Secretary,** Commissioner Bosken made a motion to nominate Warren Utecht, Community Development Director. Motion was seconded by Chairperson Park. Motion passed unanimously.

**2. Discussion of impressions and ideas learned by the three Commissioners who attended the Kansas American Planning Association sessions for Planning Commissions.**

Commissioners Colbert, Bosken and Neaderhiser all expressed appreciation for being able to attend the Planning Commissioner's sessions at the Kansas American Planning Association conference held in Wichita this year. Many new ideas were expressed. Commissioner Colbert submitted a written list of thoughts he picked up from the sessions he attended. One of the "take-awes" was how we can get more public participation, which has always been difficult unless it directly impacts residents. As a result of one of the items on Commissioner Colbert's notes was to supply a list of all city officials. Commissioner Bosken said one of the session speakers commented on the need for Commissioners to know how to reach their City Attorney. Warren said he would add the City Attorney's name and contact information to the list and include in the next Planning Commission meeting agenda.

**Public Hearing before Planning Commission**

Rezoning 2014-03 (City Planning Commission initiated) Public Hearing to consider a rezoning of 31 parcels which include 1126,1130,1136,1144,1152,1158,1162,1165 Longview Drive, 801, 802,803,804,809,810,815,816,819,820,824 Longview Court, 801,802,811,821,824,827 Quail Street, and 610,620,630,640,650,660 Scott Street from R-2 Two-Family Residential District to R-1B Single-Family District.

Warren explained the purpose of the Planning Commission initiated rezoning was to make the zoning consistent with land use. It can only be assumed the original developers thought they should set aside certain lots to build duplex units. However, that never happened and all the duplex lots became occupied by single family homes, which are a permitted use in the R-2 zoning district. The concern is if a home were destroyed by fire or natural disasters, anyone could build a duplex in the midst of single family homes and no one could do anything to stop the property owner.

Chairperson opened the hearing for comments from the public at 7:12 p.m. Chairperson closes public hearing: TIME\_\_\_\_\_

RECOMMENDED MOTION: Based on the City Staff recommendations, public comments and discussion by the Planning Commission, I \_\_\_\_\_ make a motion to (**approve**, **deny**, or **table**) Rezoning 2014-03 that would rezone listed home addresses from R-2 to R-1B. Seconded by\_\_\_\_\_ For\_\_\_ Against\_\_\_

**H. NEW BUSINESS<sup>2</sup>****ITEMS BY PLANNING COMMISSIONERS:**

- Del James – Nothing
- Scot Phillips - Nothing
- Danny Park – Nothing
- Gary Janzen - Nothing
- Matt Stamm – Nothing
- Terry Nantkes – Nothing
- Ben Neaderhiser – Nothing
- Ronald Colbert Sr. – Ron questioned the side-street finishes on Industrial Street. Mr. Utecht stated those items were included in the project as a whole. Mr. Colbert also had questions concerning Main Street being a truck route and wondered if that included being a hazmat route.

**ADJOURNMENT:**

Motion made by Commissioner Nantkes and seconded by Commissioner Stamm to adjourn. Motion passed unanimously.

Time of Adjournment: 7:26 p.m.

Respectfully submitted,



Warren Utecht,  
Planning Commission Secretary

Minutes to be reviewed and approved by the Valley Center Planning Commission at the next meeting.

      /Danny Park/        
Danny Park, Chairperson

**OLD BUSINESS****A. ORDINANCE 1281-14, AMENDING TITLE 6, “ANIMAL CONTROL REGULATIONS” OF THE VALLEY CENTER MUNICIPAL CODE, FOR 2<sup>nd</sup> READING:**

An Ordinance of The Valley Center City Council amending Title 6 of the Valley Center, Kansas, Municipal Code “Animal Control Regulations”; and repealing all other ordinances or parts thereof in conflict herewith.

- Ordinance 1281-14
- Exhibit A

**ORDINANCE NO. 1281-14**

**AN ORDINANCE OF THE VALLEY CENTER CITY COUNCIL AMENDING TITLE 6 OF THE VALLEY CENTER, KANSAS, MUNICIPAL CODE “ANIMALS”; AND REPEALING ALL OTHER ORDINANCES OR PARTS THEREOF IN CONFLICT HEREWITH.**

**BE IT ORDAINED**, by the Governing Body of Valley Center, Kansas:

**Section 1.** The Valley Center Municipal Code, Title 6, “Animals” is hereby amended to read as follows:

**(EXHIBIT A)**

**Section 2. Severability.** Those sections, paragraphs, and provisions of Title 6 of the City of Valley Center Municipal Code which are not expressly amended or repealed by this Ordinance are hereby reenacted, and it is expressly declared to be the intention of this Ordinance not to repeal or amend any portions of the City of Valley Center Municipal Code other than those expressly amended or repealed in Section 1 of this Ordinance.

If any section, subsection, sentence, clause, phrase or word of this ordinance is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The council hereby declares that it would have passed this ordinance and each section subsection, sentence, clause, phrase, and words thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases or words have been declared invalid or unconstitutional, and if for any reason this ordinance should be declared invalid or unconstitutional, then the remaining ordinance provisions will be in full force and effect.

**Section 3. Applicability and Effective Date.** All portions of former ordinances in conflict herewith are hereby repealed or superseded. This ordinance shall be in full force and effect from and after its passage and after publication according to law.

**PASSED AND APPROVED** by the Governing Body of the City of Valley Center, Kansas, this \_\_\_ day of \_\_\_\_\_, 2014.

First Reading: October 21, 2014

Second Reading: \_\_\_\_\_

{SEAL}

\_\_\_\_\_  
Michael McNown, Mayor

ATTEST:

\_\_\_\_\_

Kristine A. Polian, City Clerk

**OLD BUSINESS**

**RECOMMENDED ACTION**

**A. ORDINANCE 1281-14, AMENDING TITLE 6, “ANIMAL CONTROL REGULATIONS” OF THE VALLEY CENTER MUNICIPAL CODE, FOR 2<sup>nd</sup> READING:**

Should Council choose to proceed,

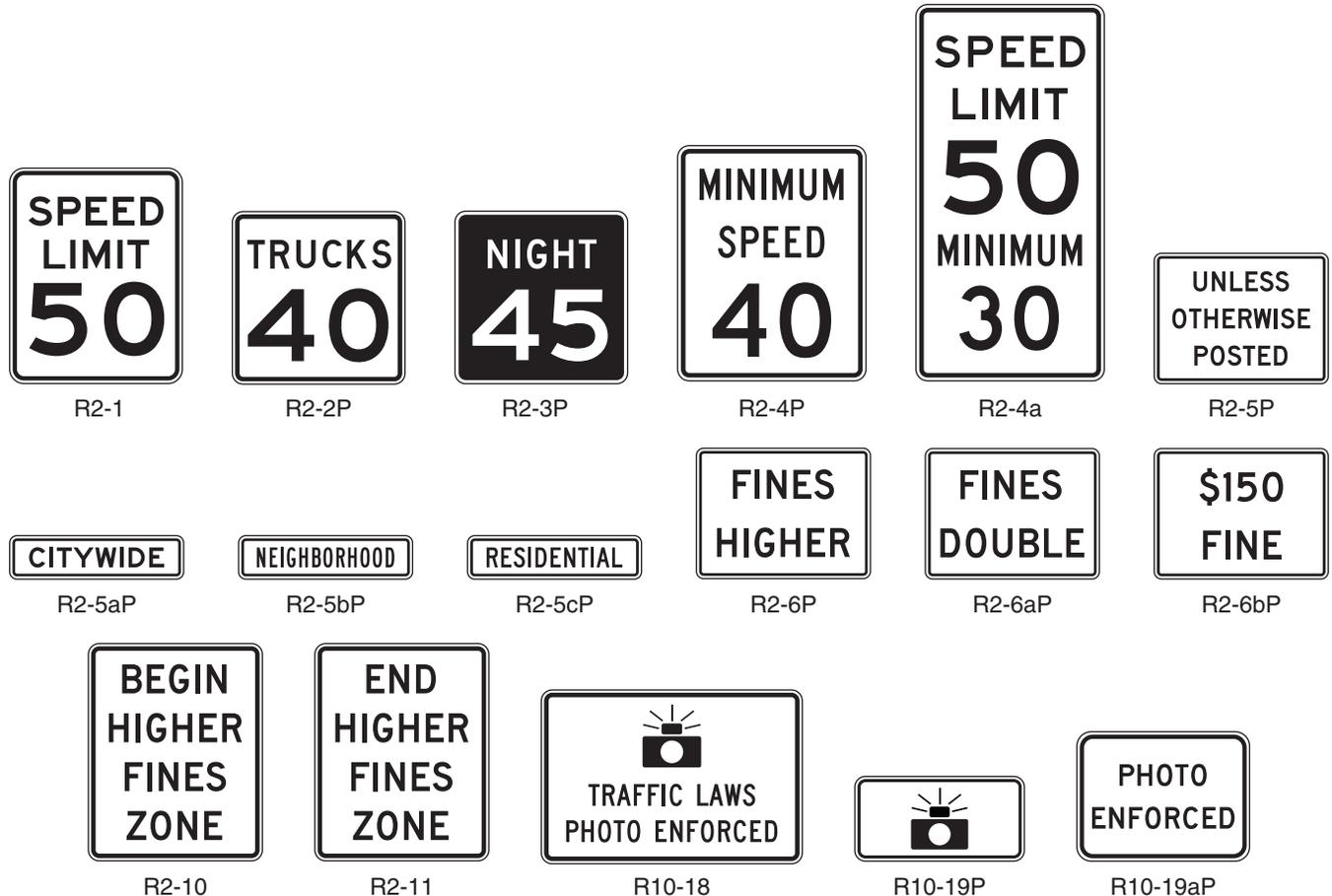
**RECOMMENDED ACTION:**

**Staff recommends motion to adopt Ordinance 1281-14, amending Title 6 of the Valley Center, Kansas, Municipal Code “Animal Control Regulations”; and repealing all other ordinances or parts thereof in conflict herewith, for 2<sup>nd</sup> reading.**

**NEW BUSINESS****A. ORDINANCE 1282-14, ADJUSTING THE MAXIMUM SPEED LIMIT ON DESIGNATED SECTIONS OF CLAY STREET, FOR 1<sup>st</sup> READING:**

An Ordinance of The City of Valley Center City, Kansas, adjusting the maximum speed limit on designated sections of Clay Street which is located in Valley Center, Kansas

- The Manual of Uniform Traffic Control Devices (MUTCD) specifies that the posted speed limit should be within 5 mph of the 85<sup>th</sup> percentile speed. Based on traffic count information and the average 85<sup>th</sup> percentile speed, the ideal posted speed for this area is 35 mph.
- It is recommended that two 35 mph Speed Limit signs (R2-1, see attached) be installed. The first at the intersection of Clay Street and Sheridan Avenue (facing west to eastbound traffic) and the second at the intersection of Clay Street and Ash Circle (facing east to westbound traffic). Due to the lack of entering side streets on this stretch of roadway, no additional intermittent speed limits signs are required.
- R2-1 Map
- Ordinance 1282-14

**Figure 2B-3. Speed Limit and Photo Enforcement Signs and Plaques**

- 04 **At the downstream end of the section to which a speed limit applies, a Speed Limit sign showing the next speed limit shall be installed. Additional Speed Limit signs shall be installed beyond major intersections and at other locations where it is necessary to remind road users of the speed limit that is applicable.**
- 05 **Speed Limit signs indicating the statutory speed limits shall be installed at entrances to the State and, where appropriate, at jurisdictional boundaries in urban areas.**  
Support:
- 06 In general, the maximum speed limits applicable to rural and urban roads are established:
- A. Statutorily – a maximum speed limit applicable to a particular class of road, such as freeways or city streets, that is established by State law; or
  - B. As altered speed zones – based on engineering studies.
- 07 State statutory limits might restrict the maximum speed limit that can be established on a particular road, notwithstanding what an engineering study might indicate.
- Option:
- 08 If a jurisdiction has a policy of installing Speed Limit signs in accordance with statutory requirements only on the streets that enter a city, neighborhood, or residential area to indicate the speed limit that is applicable to the entire city, neighborhood, or residential area unless otherwise posted, a CITYWIDE (R2-5aP), NEIGHBORHOOD (R2-5bP), or RESIDENTIAL (R2-5cP) plaque may be mounted above the Speed Limit sign and an UNLESS OTHERWISE POSTED (R2-5P) plaque may be mounted below the Speed Limit sign (see Figure 2B-3).

**ORDINANCE NO. 1282-14****AN ORDINANCE OF THE CITY OF VALLEY CENTER, KANSAS,  
ADJUSTING THE MAXIMUM SPEED LIMIT ON DESIGNATED  
SECTIONS OF CLAY STREET WHICH IS LOCATED IN VALLEY  
CENTER, KANSAS**

**WHEREAS**, the City of Valley Center regulates speed limits within the City of Valley Center, pursuant to K.S.A. 8-1560; and

**WHEREAS**, the Valley Center City Council has recommended, in the interest of public safety and general welfare, to adjust the speed limit on designated sections of Clay Street.

**NOW, THEREFORE, BE IT ORDAINED** by the Governing Body of Valley Center, Kansas as follows:

**Section 1.**

Adjustments shall include:

- A. Declaring the maximum speed of thirty-five (35) miles per hour on Clay Street from Sheridan Avenue to Ash Circle.
- B. Install thirty-five (35) miles per hour sign at the intersection of Clay Street and Sheridan Avenue facing west to eastbound traffic.
- C. Install thirty-five (35) miles per hour sign at the intersection of Clay Street and Ash Circle facing east to westbound traffic.

City officials and employees including the City Engineer and the Department of Public Works are hereby authorized and directed to take such actions as are necessary to effectuate this ordinance including but not limited to the installation and erection of signs within Clay Street as described above which alert the public as to the speed limit.

**Section 2.**

If any section, subsection, sentence, clause, phrase or word of this ordinance is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The council hereby declares that it would have passed this ordinance and each section, subsection, sentence, clause, phrase, and words thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases or words have been declared invalid or unconstitutional, and if for any reason this ordinance should be declared invalid or unconstitutional, then the remaining ordinance provisions will be in full force and effect.

**Section 3.**

This ordinance shall be in full force and effect from and after its passage and after publication according to law.

**PASSED AND APPROVED by the Governing Body of the City of Valley Center, Kansas, this \_\_\_ day of \_\_\_\_\_ 2014.**

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

{SEAL}

\_\_\_\_\_  
Michael McNown, Mayor

ATTEST:

\_\_\_\_\_  
Kristine A. Polian, City Clerk

**NEW BUSINESS**

**RECOMMENDED ACTION**

**A. ORDINANCE 1282-14, ADJUSTING THE MAXIMUM  
SPEED LIMIT ON DESIGNATED SECTIONS OF CLAY  
STREET, FOR 1<sup>st</sup> READING:**

Should Council choose to proceed,

**RECOMMENDED ACTION:**

**Staff recommends motion to adopt Ordinance 1282-14, adjusting the maximum speed limit on designated sections of Clay Street which is located in Valley Center, Kansas, for 1<sup>st</sup> reading.**

**NEW BUSINESS****B. ORDINANCE 1283-14; AMENDING TITLE 11, 'STREETS & SIDEWALKS' OF THE VALLEY CENTER MUNICIPAL CODE (SNOW ROUTES), 1<sup>st</sup> READING:**

An Ordinance of the City of Valley Center, Kansas providing for revised Snow Emergency Routes by amending Title 11 of The Valley Center, Kansas Municipal Code amending Chapter 11.11 "Snow Emergency".

- Memo from City Superintendent Brent Holper
- Current Snow Route Map
- Proposed Snow Route Map
- Proposed Changes to Snow Route Map
- Ordinance 1283-14, Revised Snow Emergency Route

**October 30, 2014**

**To: Joel Pile, City Administrator**

**From: Brenton Holper, Public Works Director**

**Subject: Update Snow Emergency Routes Ordinance and Map**

## RECOMMENDATION

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The Valley Center Public Works (VCPW) Department recommends the approval of a revised ordinance of the snow emergency routes for the City of Valley Center.

## BACKGROUND

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The snow emergency routes are a critical component to the city during and after occurrences of a snow event in order to provide access to essential roadways (most often classified as primary) and facilities throughout the community. They are often plowed first and kept in the best condition possible during and after a snow event.

VCPW staff have been reviewing the snow emergency routes and the current snow plowing map to identify inconsistencies and inefficient routes. The proposed changes will provide an improved balance between primary and secondary roadways, while still providing access to key public facilities and schools within the city limits. They also will improve the efficient use of VCPW resources such as time and fuel.

Found within the attachment include a proposed revision to the snow emergency routes ordinance, a current snow route map, a proposed snow route map (identifying primary, secondary, and local roads for snow removal), and a map identifying what changes are proposed from the current snow routes map to the proposed.

## FINANCIAL CONSIDERATION

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None.

## CONCLUSION

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For the above stated reasons, we recommend the snow emergency route ordinance be updated to be consistent with the proposed snow primary and secondary snow routes. I'm prepared to stand for any questions.

## ATTACHMENTS

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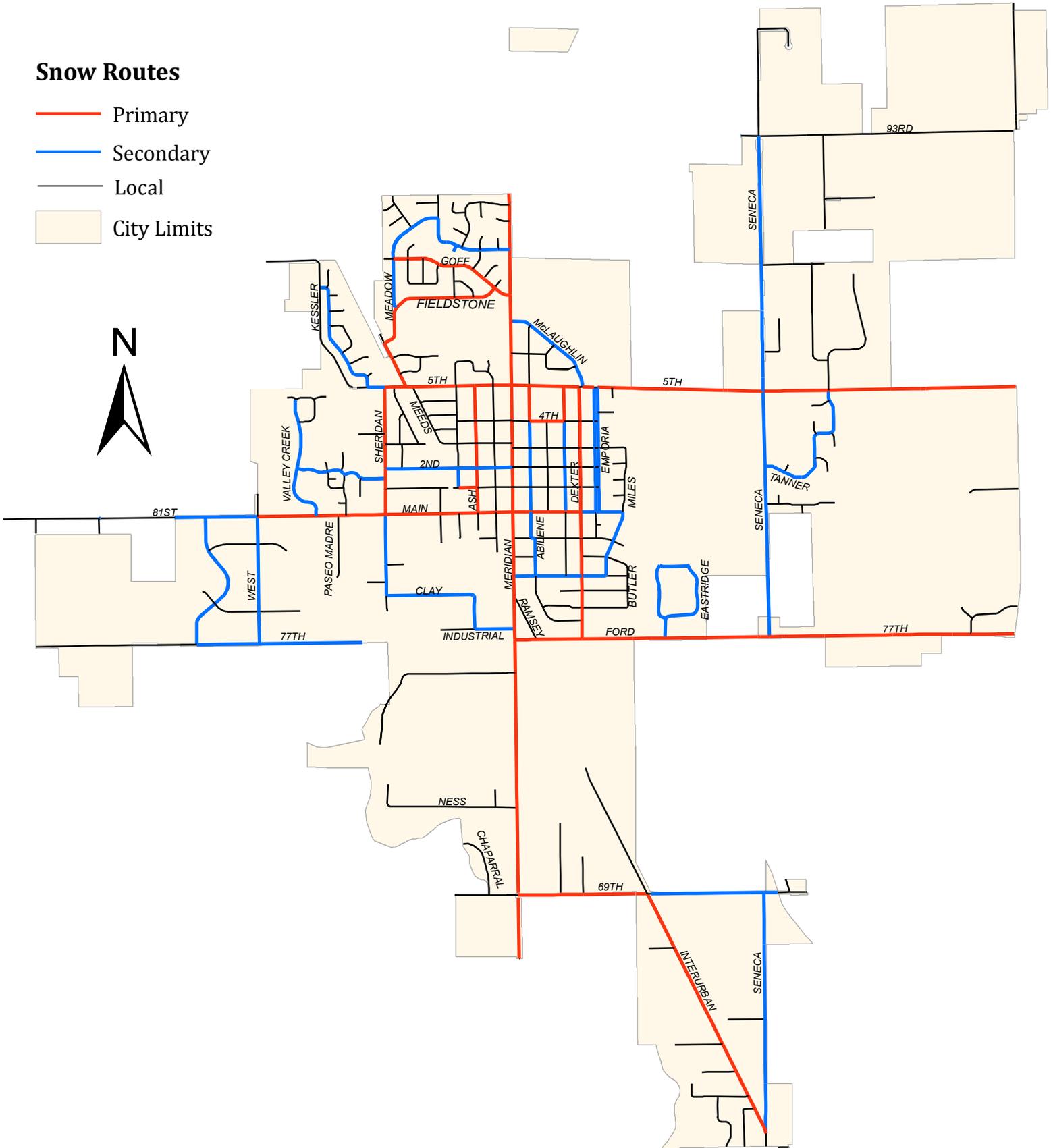
- Revised Snow Emergency Route Ordinance.
- Current Valley Center Snow Route Map.
- Proposed Valley Center Snow Route Map.
- Proposed changes to Snow Route Map.



# Proposed Valley Center - Snow Routes

## Snow Routes

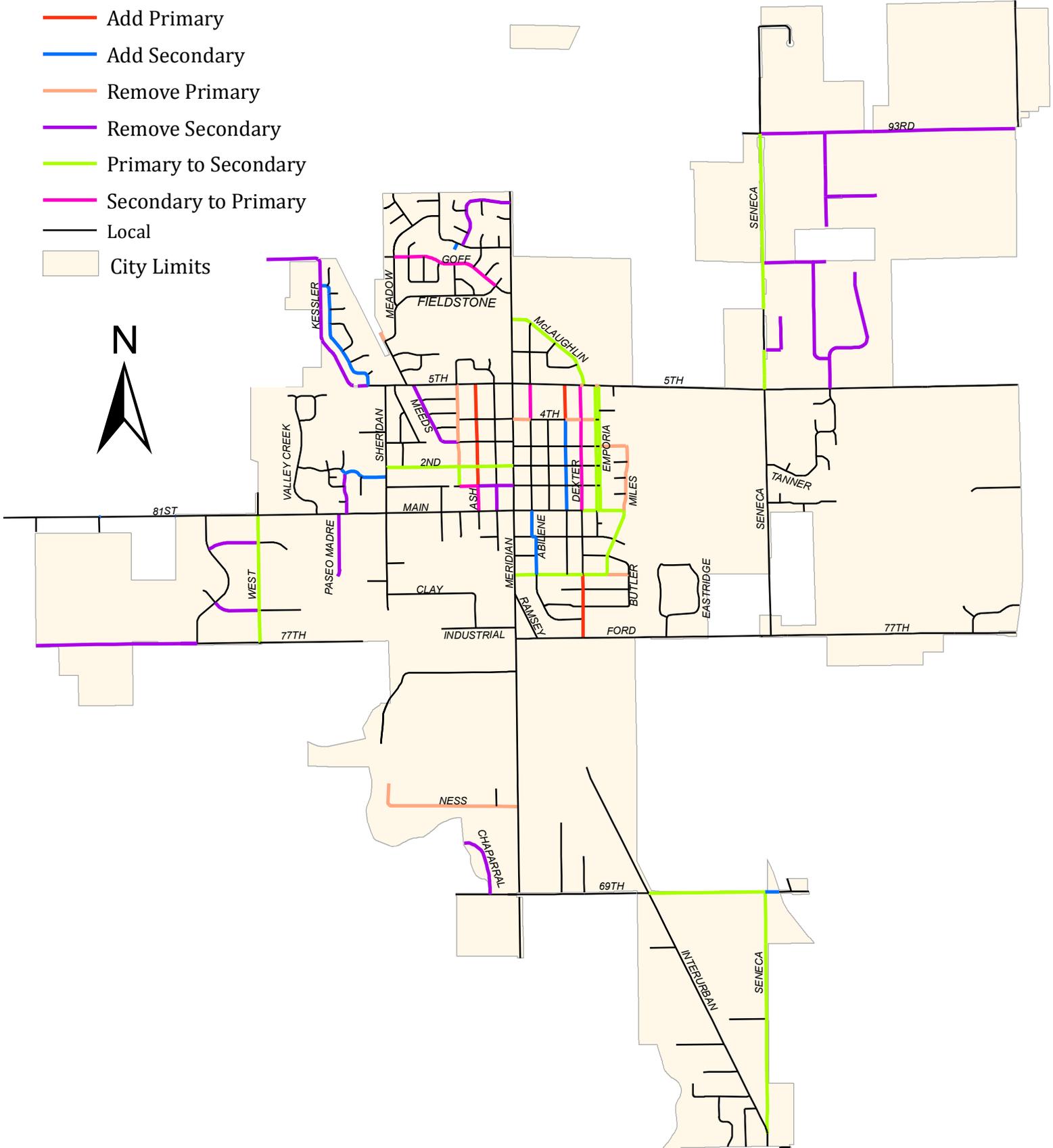
- Primary
- Secondary
- Local
- City Limits



# Proposed Changes Valley Center - Snow Routes

## Proposed Snow Route Changes

- Add Primary
- Add Secondary
- Remove Primary
- Remove Secondary
- Primary to Secondary
- Secondary to Primary
- Local
- City Limits



**ORDINANCE NO. 1283-14**

**AN ORDINANCE OF THE CITY OF VALLEY CENTER, KANSAS PROVIDING FOR REVISED SNOW EMERGENCY ROUTES BY AMENDING TITLE 11 OF THE VALLEY CENTER, KANSAS, MUNICIPAL CODE AMENDING CHAPTER 11.11 “SNOW EMERGENCY”**

**BE IT ORDAINED**, by the Governing Body of Valley Center, Kansas:

**Section 1.** The Valley Center Municipal Code, Title 11, “Streets and Sidewalks,” Chapter 11.11, “Snow Emergency,” Section 11.11.130, “Snow Emergency Routes Designated,” is hereby amended to read as follows:

**11.11.130 Snow Emergency Routes Designated**

The following streets or portions of streets within the city are designated as snow emergency routes:

Birch Avenue, from Fifth Street to First Street.

***Ash Avenue, from Fifth Street to Main Street.***

Clay Street, from Meridian Avenue to ~~east city limits~~ ***Miles Avenue.***

Emporia Avenue, from Fifth Street to Main Street.

Fifth Street, from ~~west city limits~~ ***Redbud*** to east city limits.

Fourth Street, from ~~Birch Avenue to Emporia Avenue~~ ***Abilene Avenue to Colby Street.***

Main Street, from west city limits to east city limits.

Meridian Avenue, from south city limits to north city limits.

Second Street, from ~~West Avenue to Emporia Avenue~~ ***Sheridan Avenue to Meridian Avenue.***

~~West Avenue, from Fifth Street to Main Street.~~

Goff Road, from Meridian Avenue to Fieldstone.

Fieldstone, from Goff Road to intersection of Meadow Road.

Meadow Road, from Fieldstone to Interurban.

Interurban within the city limits.

Seventh Street, from Meridian Avenue to Abilene Avenue.

McLaughlin Drive, from Abilene Avenue to Fifth Street.

~~Third Street, from Emporia Avenue to Miles Avenue.~~

Miles Avenue, from ~~Third Street~~ ***Main Street*** to Clay Street.

Dexter Avenue, from Main Street to 77<sup>th</sup> Street.

77<sup>th</sup> Street, from Meridian Avenue to east city limits.

~~72<sup>nd</sup> Street, from Meridian Avenue to Sheridan.~~

Sheridan, from ~~72<sup>nd</sup> Street North to end of street~~ ***Clay Street to Fifth Street.***

Seneca, from 69<sup>th</sup> Street South to Burlington Northern RR.



**NEW BUSINESS**

**RECOMMENDED ACTION**

**B. ORDINANCE 1283-14; AMENDING TITLE 11, 'STREETS & SIDEWALKS' OF THE VALLEY CENTER MUNICIPAL CODE (SNOW ROUTES), 1<sup>st</sup> READING:**

Should Council choose to proceed,

**RECOMMENDED ACTION:**

**Staff recommends motion to approve Ordinance 1283-14, revising Snow Emergency Routes by amending Title 11 of The Valley Center, Kansas Municipal Code Chapter 11.11 "Snow Emergency", for 1<sup>st</sup> reading.**

**NEW BUSINESS****C. ORDINANCE 1284-14; CHANGING ZONING DISTRICT CLASSIFICATION, 1<sup>st</sup> READING:**

An Ordinance changing the zoning district Classification of certain properties located in the City of Valley Center, Kansas, under the authority granted by The Zoning Regulations of The City.

- Ordinance 1284-14

**ORDINANCE NO. 1284-14**

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

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

**SECTION 1.** Having received a recommendation from the Valley Center City Planning Commission on Case No. Z-2014-03, and proper notice having been given and hearing held as provided by law and under authority and subject to the provisions of the amended Zoning Regulations of the City as approved by Ordinance No. 1279-14, the zoning district classification of the property legally described herein is changed as follows:

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

Legal description: lots 1-7, Block 3, lots 1-3, Block 4, lots 11-25, Block 5, all in Valley Meadows 4<sup>th</sup> Addition, and lots 1-6, Block A, Deerfield Estates 2nd Addition, City of Valley Center, Sedgwick County, Kansas.

Size and General location: 25 homes on Longview Drive, Quail Street and Longview Court, North of Meadow Road, and 6 homes on Scott Street east of Interurban Drive and north of W. 5<sup>th</sup> Street.

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

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

**PASSED** by the Governing Body and approved by the Mayor of the City of Valley Center, Kansas, on this \_\_\_\_ day of \_\_\_\_\_, 2014.

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

(SEAL)

/s/ \_\_\_\_\_  
Michael D. McNown, Mayor

ATTEST:

/s/ \_\_\_\_\_  
Kristine A. Polian, City Clerk

**NEW BUSINESS**

**RECOMMENDED ACTION**

**C. ORDINANCE 1284-14; CHANGING ZONING DISTRICT CLASSIFICATION, 1<sup>st</sup> READING:**

Should Council choose to proceed,

**RECOMMENDED ACTION:**

**Staff recommends motion to adopt Ordinance 1284-14, changing the Zoning District Classification of certain properties located in the City of Valley Center, Kansas, under the authority granted by The Zoning Regulations of The City, for 1<sup>st</sup> reading.**

**NEW BUSINESS****D. RESOLUTION 633-14; CREATING COMMUNITY  
CENTER COMMITTEE:**

A Resolution creating a Committee to develop and recommend a Community Center Project for consideration during the 2016 / 17 Capital Improvement Program Funding Cycle.

- Resolution 633-14

**RESOLUTION NO. 633-14**

**RESOLUTION CREATING A COMMITTEE TO DEVELOP AND RECOMMEND A COMMUNITY CENTER PROJECT FOR CONSIDERATION DURING THE 2016 / 17 CAPITAL IMPROVEMENT PROGRAM FUNDING CYCLE.**

**WHEREAS,** The City of Valley Center is seeking to identify projects for the next capital improvement program; and

**WHEREAS,** the city has identified a need for a multi-faceted community center to host library services, senior citizens services and general purpose space available for the needs of the community; and

**WHEREAS,** due to the extensive planning required, a need exists to create a committee for the purpose of evaluating options and formulating a conceptual plan to be presented to the Valley Center City Council.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY OF VALLEY CENTER, KANSAS:**

**Section 1:** The Valley Center City Council and Mayor Michael McNown affirm their mutual support of vetting the proposed community center project for an improved quality of life for residents.

**Section 2:** As a result of the vote of Council on this day, Council hereby creates a committee to develop and recommend a project to be considered for funding in the 2016 / 17 C.I.P. The committee shall be known as the Community Center Committee and shall be comprised of seven (7) members. Members shall be appointed by the Mayor and approved by the City Council. The voting members of the committee shall be comprised of the following:

- 1 member from the Library Board
- 1 member from "Friends of the Library"
- 2 members of the City Council (1 serving as Chair of the committee)
- 1 member from the Valley Center Senior Club
- 1 Valley Center High School Student
- 1 member at-large

**Section 3:** The purpose of the Community Center Committee shall be to fully examine the needs of the community as they relate to the development of a community center. The committee shall meet with the Valley Center Library Board, Senior Club and past community building renters to evaluate their respective facility needs. The committee shall interview and select an architect to assist in developing a conceptual plan which shall include a cost estimate for the project.

**Section 4:** During the initial meeting of the committee, the members shall elect a committee vice-chair and secretary from its membership and establish a meeting schedule. The Community Center Committee shall present its findings to the city council on May 19, 2105.

**PASSED AND APPROVED by the Governing Body of the City of Valley Center, Kansas, this \_\_\_\_ day of \_\_\_\_\_ 2014.**

{SEAL}

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Michael McNown, Mayor

ATTEST:

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Kristine A. Polian, City Clerk

**NEW BUSINESS**

**RECOMMENDED ACTION**

**D. RESOLUTION 633-14; CREATING COMMUNITY  
CENTER COMMITTEE :**

Should Council choose to proceed,

**RECOMMENDED ACTION:**

**Staff recommends motion to approve Resolution 633-14,  
creating a Community Center Committee.**

**NEW BUSINESS****E. CONSIDERATION OF PROPOSAL FOR SANITARY  
SEWER POINT REPAIRS (2014 / 15 C.I.P):**

Phase II of Sanitary Sewer Repairs was authorized as part of the 2014 / 15 C.I.P. The approximate available budget for completing this phase is \$51,000.

- Dondlinger Proposal for Sanitary Sewer Repairs
- Norwak Proposal for Sanitary Sewer Repairs
- Mies Proposal for Sanitary Sewer Point Repairs
- Proposal Summary

October 9, 2014

To: Jaime Goering  
Professional Engineering Consultants, P.A.  
303 South Topeka  
Wichita, KS 67202

Re: Proposal for Valley Center Sanitary Sewer Point Repairs.

We propose to furnish all materials, labor and equipment necessary to perform the Valley Center Sanitary Sewer Point Repairs per plans and specifications by Professional Engineering Consultants, P.A. dated April 2014. This proposal includes the following:

1. Priority #1	\$ 12,200
2. Priority #2	\$ 5,500
3. Priority #3	\$ 6,900
4. Priority #4	\$ 9,300
5. Priority #5	\$ 5,500
6. Priority #6	<u>\$ 7,500</u>

**\$ 46,900 TOTAL**

**Clarifications:**

- All utilities are installed per Valley Center specifications.
- Sales tax is excluded from our bid. Tax exempt certificate to be provided by owner.
- Bond fee is excluded. If a bond is required, please **ADD \$450** to our price.
- We exclude relocating any existing utilities in conflict with proposed construction.
- On site #6, we exclude any work beneath the building pad or through the building foundation.

If you have any questions about this proposal, please call our office.

Sincerely,

Dondlinger & Sons Construction Company, Inc.

Taylor Frazier  
Utility Project Estimator

Jaime Goering

---

**From:** Alan Blough <alan@nowakconstruction.com>  
**Sent:** Friday, October 10, 2014 2:23 PM  
**To:** Jaime Goering  
**Subject:** RE: Valley Center Point Repair Project - Sewer Cleaning TV Reports and Point Repair Maps  
**Categories:** Filed by Newfonna

Jamie,

Here is our proposal

Priority #1 = \$ 15,100 ( with new Manhole ) Priority #2 = \$ 7400 Priority #3 = \$ 10,600 Priority #4 = \$ 8600 Priority #5 = \$ 7400 Priority #6 = \$ 9100

Total for project \$ 58,200

If you have questions, please call, I don't know much but will try to find out.

Have a good weekend

Alan Blough  
 Nowak Construction  
 alan@nowakconstruction.com  
 PO Box 218  
 Goddard, Kansas 67052

316-794-8898

-----Original Message-----

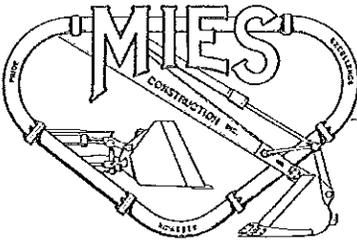
**From:** Jaime Goering [mailto:Jaime.Goering@pec1.com]  
**Sent:** Thursday, October 02, 2014 11:35 AM  
**To:** Alan (Nowak Construction)  
**Subject:** FW: Valley Center Point Repair Project - Sewer Cleaning TV Reports and Point Repair Maps

Good Morning Alan,

I just spoke with Joe about the Valley Center point repair project as we are still looking for proposals to take back to the City. Please review with Joe and John and submit a proposal no later than close of business on Friday October 10th.

Thanks!  
 Jaime D. Goering  
 Municipal Services Division  
 316-206-1372 Direct  
 Jaime.Goering@pec1.com

Professional Engineering Consultants, P.A.  
 303 South Topeka Wichita, KS 67202  
 316-262-2691 www.pec1.com



1919 S.W. BLVD. • WICHITA, KS 67213 • (316) 945-7227 • Fax (316) 945-7799

## PROPOSAL

Att. Jamie Goering

To PEC as a bid for the following City of Valley Center Project bidding:

6/6/14

MIES CONSTRUCTION INC. hereby proposes to furnish all material and to do all the work required to complete the portion quoted in the following proposal for the:

### Valley Center Sewer Point Repair

BID ITEM	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1	Priority # 1 Point Repair	1	ls	\$15,850.00	\$15,850.00
2	Priority # 2 Point Repair	1	ls	\$5,800.00	\$5,800.00
3	Priority # 3 Point Repair Note: No Driveway Remove Or Replace	1	ls	\$10,850.00	\$10,850.00
4	Priority # 4 Point Repair Note: If City takes responsibility for removing & replacing landscaping deduct \$10,000.00	1	ls	\$22,500.00	\$22,500.00
5	Priority # 5 Point Repair	1	ls	\$5,550.00	\$5,550.00
6	Priority # 6 Not enough information Will do for Time & Material	1	ls	No Bid	No Bid
				<b>BID TOTAL</b>	<b>\$60,550.00</b>

This proposal is valid for 15 days from the date of the bid opening. Due to fuel, material and other rising costs any proposal not accepted within the stated time will be subject to adjustment.

The above quoted work is tied unless prior arrangements are made with Mies Construction.

The above quoted amount will be paid in full with no retainage withheld upon completion of the above quoted work.

The above quoted work does not include sales tax.

**Included:**

Bonding as Required to The City of Valley Center

**Exclusions:**

Seeding, Sod or Landscaping Except Priority # 4

Erosion Control or BMP's .

Construction Staking, Inspection or As-Builts .

Compaction Testing or any other Soil Testing

Flowable Fill Backfill of Trenches Unless Included as an Item in the Above Quote.

Pavement Removal or Replacement Unless Included as an Item in the Above Quote.

Relocation of Existing Utilities.

Site Demo

Thank you for the opportunity to bid the enclosed work for this project. If you have any questions please don't hesitate to call.

Thank you, 

City of Valley Center  
 Sanitary Sewer Point Repairs - Phase 2  
 PEC Project 35-11679-000-2502

### Proposal Summary

Contractor	Total Project Cost
Dondlinger & Sons	\$46,900.00
Nowak Construction	\$58,200.00
Mies Construction	\$60,550.00

### Proposal Breakdowns

Item	Description	Quantity	Unit Cost	Dondlinger	Nowak	Mies
1	Priority Area 1	1	LS	\$12,200.00	\$15,100.00	\$15,850.00
2	Priority Area 2	1	LS	\$5,500.00	\$7,400.00	\$5,800.00
3	Priority Area 3	1	LS	\$6,900.00	\$10,600.00	\$10,850.00
4	Priority Area 4	1	LS	\$9,300.00	\$8,600.00	\$22,500.00
5	Priority Area 5	1	LS	\$5,500.00	\$7,400.00	\$5,550.00
6	Priority Area 6	1	LS	\$7,500.00	\$9,100.00	No Bid
Total Cost				\$46,900.00	\$58,200.00	\$60,550.00

**NEW BUSINESS**

**RECOMMENDED ACTION**

**E. CONSIDERATION OF PROPOSAL FOR SANITARY  
SEWER POINT REPAIRS (2014 / 15 C.I.P) :**

Should Council choose to proceed,

**RECOMMENDED ACTION:**

**Staff recommends motion to approve Dondlinger & Sons bid for apparent low cost amount of \$46, 900, to complete Sanitary Sewer Point Repairs as specified, and authorize Mayor to sign Notice of Award.**

**NEW BUSINESS****F. CONSIDERATION OF ADMINISTRATION DEPARTMENT REORGANIZATION:**

- City Administrator Memo
- Position description for Administration & Finance Director
- Position description for City Clerk



## MEMO

TO: Honorable Mayor McNown & Valley Center City Council

FROM: Joel Pile, City Administrator

DATE: October 30, 2014

RE: *Administration Department Reorganization*

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The current organizational structure of the Administration Department has been in place (and remained nearly the same) for many years, yet during this period of time, the needs of our community have changed, requiring a higher standard of service and responsiveness. With this in mind, staff is proposing changes to the organizational structure of the Administration Department designed to increase accountability, more evenly distribute workload and foster collaboration. The combination of these enhancements will ultimately provide improved service to our residents.

One change is the better distribution of responsibilities within the Administration Department. The proposal is to authorize and establish the position of 'Administration & Finance Director'. The newly created position would serve as head of the Administration Department, a role currently held by the City Clerk. This position would be responsible for all financial matters of the city and direct activities related to internal auditing, budget, investments, debt, capital projects, purchasing, expenditures and revenues. The position would monitor and exercise oversight of internal services including human resources.

Over time, the role and responsibilities of the City Clerk position have significantly expanded and the position has morphed into a more skilled position.

Under the current structure the City Clerk is responsible for:

- All human resource functions
- Employee payroll processing
- Accounts payable
- Supervision of utility billing
- Capital project management
- Fund accounting
- Supervision of Municipal Court
- Supervision of Administration Department
- Manages utility billing and collections

A quick survey of surrounding cities, finds the level of responsibility currently residing with the City Clerk to be higher than what is common practice. Most City Clerk positions are primarily clerical with the added

element of limited fund accounting and budget maintenance. The reorganization proposal includes the recommendation to revise the job description of the City Clerk. The revised job description removes a layer of responsibility from the city clerk and places the position under the direct supervision of the Administration & Finance Director.

The reorganization is primarily an attempt to properly categorize the positions based upon essential duties and responsibilities. It is expected further reorganization will occur within the Administration Department, however the specific work units or division reassignments is still to be determined. It is anticipated key components of the plan will be incorporated into next year's budget; others may be phased in over a longer period of time. To the degree possible, changes are expected to be cost neutral making the best use of existing resources.

**Recommendation:** Staff recommends the Council authorize the establishment of the Administration & Finance Director position and approve the associated job description. Furthermore, staff recommends approval of the revised job description for the City Clerk and to appoint Jose Santiago as City Clerk.

## City of Valley Center

### POSITION DESCRIPTION

#### **Title: Administration & Finance Director**

**Department: Administration**

#### **Position Summary:**

Under the supervision of the City Administrator, the Administration & Finance Director is a full-time, exempt position under FLSA. This position contributes in a critical role to the overall mission of the City by the performance of complex administrative, technical and professional work in the Administration Department. Directly oversees the Administration Department including daily financial management of the City resources, Utility Billing Department, Legal & Court Department, human resources and other administrative functions.

#### ***Essential Functions:***

- Assists with managing the daily financial matters of the City;
- Responsible for internal auditing, fund accounting, general ledger, cash management, purchasing, revenue collection, debt management and investment management;
- Performs cost control activities, monitors revenues and expenditures to assure sound fiscal control and proper use of City resources and assets;
- Fields questions, concerns and complaints from the general public;
- Oversees the preparation of payroll and the Appropriation ordinances;
- Monitors the utility billing process;
- Supervises Legal & Court Department and Administration Department;
- Advises City Administrator and City Council on fiscal matters including developing appropriate reports, reviews and evaluations;
- Assists with the annual budget;
- Administers and coordinates human resource services;
- Manages the annual independent financial audit.

#### ***Marginal Functions:***

- Assists other departments as the need arises;
- Serves as representative of the City in place of the City Administrator as necessary;
- Performs other related duties as deemed necessary or assigned.

**Experience:** 5+ years in public administration or public finance field preferred. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment.

**Education:** Bachelor's degree in Business Administration, Public Administration, Political Science or related field is required; Master of Public Administration or advanced accounting degree preferred.

**Technical Skills:** A thorough knowledge of all federal, state and local laws and ordinances, computers, investments and management skills, and a working knowledge of mathematics is required. Must be able to efficiently operate computers, photocopiers and other modern office equipment. This employee must have knowledge of financial regulations and requirements for Kansas cities.

**Problem Solving:** Able to make frequent sound decisions relative to situations that may arise daily involving utilities, city finances and court. This employee encounters problems with personnel conflicts, and complaints from the general public.

**Decision Making:** This employee encounters problems with complaints, prioritizing work and performing daily duties in the most efficient manner.

**Supervision:** Works with occasional supervision from the City Administrator. This employee exercises direct supervision over subordinate personnel.

**Financial Accountability:** Employee is responsible for departmental resources, does have limited authority to purchase necessary supplies, is required to be bonded, participates in the annual budget process.

**Personal Relations:** Daily contact with general public, co-workers, supervisory personnel and occasional contact with the organization's governing body is expected.

**Working Conditions:** No adverse working conditions exist within this position. Working in an office setting with a computer is the primary aspect of this position.

**Physical Requirements:** Limited physical activity is required to perform the daily duties of this position. Employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision and the ability to adjust focus.

*The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.*

# City of Valley Center

## POSITION DESCRIPTION

**Title: City Clerk**

**Department: Administration**

**Position Summary:**

Under the supervision of the Administration & Finance Director, the City Clerk is a full-time, non-exempt position under FLSA. This position performs routine clerical, administrative and data processing work in the administration department. Also responsible for minutes of the City Council, record retention, filing ordinances, resolutions and other documents as required by state statutes.

***Essential Functions:***

- Maintains and updates official records, files and reports for the City of Valley Center;
- Serves as a secretary for the governing body;
- Records minutes of meetings;
- Fields questions, concerns and complaints from the general public;
- Assists in the preparation of payroll and the Appropriation ordinances;
- Assists in the utility billing process;
- Serves as custodian of official City records and public documents;
- Maintains, catalogs and manages all city records, files, books and documents;
- Assists with accounts payable;
- Assists with annual independent financial audit;
- Administers oath of office to public / elected officials;
- Serves as Freedom of Information Officer.

***Marginal Functions:***

- Assists other departments as the need arises;
- Serves as Notary public and acts as voter register;
- Provides public records to citizens, civic groups, media and other agencies as requested;
- Performs other related duties as deemed necessary or assigned.

**Experience:** Two years of similar or related experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment.

**Education:** Bachelor's degree in Business Administration, Public Administration, Political Science or related field. Ability to obtain Certification as a Municipal Clerk.

**Technical Skills:** Working knowledge of computers and electronic data processing; working knowledge of modern offices practices and procedures. Ability to perform mathematical computations on 10 key accurately and quickly.

**Problem Solving:** Able to make sound decisions relative to situations that may arise daily involving utilities, record keeping, City Clerk duties and other related activities.

**Decision Making:** This employee encounters problems with complaints, prioritizing work and performing daily duties in the most efficient manner.

**Supervision:** Works with occasional supervision from the Administration & Finance Director. This employee does not generally supervise personnel, but may supervise part-time or temporary staff as assigned.

**Financial Accountability:** Employee is responsible for departmental resources, does have limited authority to purchase necessary supplies, is required to be bonded, has limited participation in the annual budget process.

**Personal Relations:** Daily contact with general public, co-workers, supervisory personnel and occasional contact with the organization's governing body is expected.

**Working Conditions:** No adverse working conditions exist within this position. Working in an office setting with a computer is the primary aspect of this position.

**Physical Requirements:** Limited physical activity is required to perform the daily duties of this position. Employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision and the ability to adjust focus.

*The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.*

**NEW BUSINESS**

**RECOMMENDED ACTION**

**F. CONSIDERATION OF ADMINISTRATION DEPARTMENT REORGANIZATION:**

Should Council choose to proceed,

**RECOMMENDED ACTION:**

**Staff recommends motion to approve Administration Department reorganization as specified in memo including approval of the position descriptions for the Administration and Finance Director and City Clerk.**

## **CONSENT AGENDA**

## **STAFF REPORTS**

**A. City Clerk Polian**

**B. Chief of Police Hephner**

**C. Fire Chief Tormey**

**D. Community Development Director Utecht**

- Code Enforcement September 2014 Report
- Service Award – Deby Taylor

**E. City Superintendent Holper**

- Public Works August – October 2014 Report

**F. Parks & Public Buildings Superintendent Owings**

**G. City Engineer Kelsey**

**H. City Attorney Arbuckle**

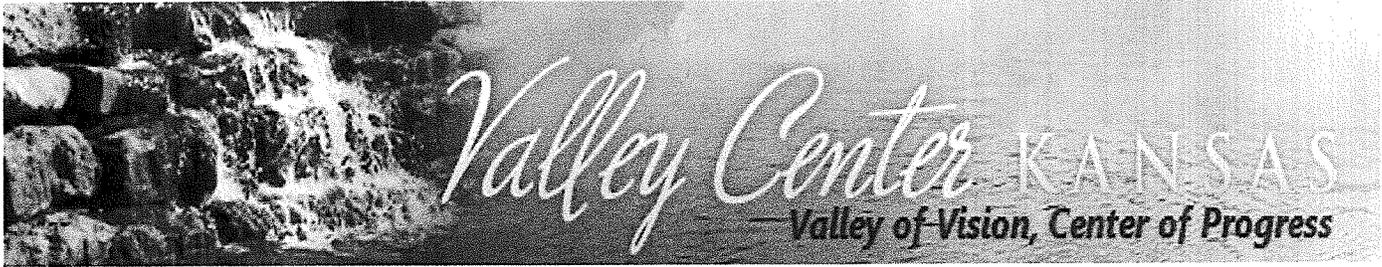
**I. City Administrator Pile**

**Code Enforcement September 2014**  
**Reported by Officer Cindy Plant, Code Enforcement Officer**

- Impounding activity that occurred September, 2014 is as follows:

Date	Time	Type of Dog	Results
2	10:00	Female Pit Bull	Taken to the Valley Center Vet Clinic – 10:25. This dog was transferred to the VCAL.
2	3:15	Female Pekingese	Taken to the Valley Center Vet Clinic – 3:22. This dog was claimed the same day.
3	2:04	Female Pit Bull	Taken to the Valley Center Vet Clinic – 2:10 This dog was transferred to the VCAL.
9	4:10	Male Lhasa Apso	Taken to the Valley Center Vet Clinic – 4:15 This dog was claimed on the following day.
10	4:33	Female Golden Retriever	Taken to the Valley Center Vet Clinic – 4:36 This dog was transferred to the VCAL.
11	1:01	Male Beagle	Taken to the Valley Center Vet Clinic – 1:06 This dog was transferred to the VCAL.
17	10:00	Female Cat	Taken to the Valley Center Vet Clinic – 10:06. Cat was euthanized.
17	10:00	Male Cat	Taken to the Valley Center Vet Clinic – 10:06. This cat was transferred to the VCAL.
23	9:28	Male German Shepherd	Taken to the Valley center Vet Clinic – 9:34 The owner claimed the same day.

- Answered sixty–seven calls for service during the month of September.
- Seven dogs were impounded at the Valley Center Vet Clinic.
- Two sick cats were impounded at the Valley Center Vet Clinic.
- Eight calls were received for dogs at large.
- Two calls were received and addressed for sick and injured animals.
- Three dead animals were disposed of.
- Two minimum housing complaints were addressed.
- Two traps were set for skunks.
- Thirty–nine dog license renewal letters were sent to dog owners.
- Fourteen letters were sent to homeowners for trash and debris in their yards.
- Thirty–seven letters were sent to home owners for tall grass.
- Attended the Valley Center Animal League Board Meeting.
- Attended the Kansas Animal Control Association annual training.
- Attended court twice during the month.



### SERVICE AWARD

Employee/Employees being recognized: Deby Taylor

Reason for Recommendation: Deby has become a highly respected employee in City Hall due to her computer capabilities, organizational skills, and ability to handle any issues at the front desk in a kind and compassionate manner.

Person Making Recommendation: Warren Utecht, Supervisor

Supervisor Comments: Deby has been a wonderful Community Development Assistant, functioning at a high level of competence and expertise in what she does.

Signatures -Employee Deby Taylor Supervisor Warren Utecht

Copies to: Employee  
Employee's File

# Public Works Update



VALLEYCENTER

## ADMINISTRATIVE

- Permit preparation (working w/Community Development to assist in smooth transition of PW taking on permits) on Nov. 3.
- Fall Festival preparations setting up, closing roads during parade and Sunday morning cleanup.

## STREETS

- The GPS signage inventory has started. This includes collecting the location and condition of every traffic sign.
- Grading frequency (Aug.— 42 times, Sept. — 37 times, Oct.—42 times)
- 12 tons of 2” rock was spread on 93rd.
- Patching, Slurry Seal and Chip Seal are completed for the 2014 Street Program. The Public Works crew is in the process of doing some additional crack sealing since it costs a lot less for us to do.
- Maintenance and service has been completed on all vehicles and equipment.
- Key Equipment provided a street sweeper training session for VCPW staff that were unable to attend the first time.

## WATER

- Current on monthly bacteria sample collections that are sent to KDHE.
- Seneca/69th St. water line completed. Four residents have connected to city water with well disconnections approved.
- State water system inspection report was received with minor findings that have been addressed.

## WASTEWATER

- Aeration basin and bearings repairs were completed.
- Emergency generators at lift stations, sewer plant and the portable unites had their annual maintenance and service completed by Cummings.



Clay Construction Completed

Street Sweeping Stats		
	Hours	Cubic Feet
Aug.	54	122.6
Sept.	85	144
Oct.	40	120

Water Dept. Stats		
	Locates	Water Shut-offs
Aug	102	35
Sept.	89	29
Oct.	119	34
<b>Total</b>	<b>310</b>	<b>98</b>

Gallons of water bought from Wichita	
July	20,359,500
Aug	20,017,500
Sept	15,707,250



Aeration Basin Repairs Completed

## **GOVERNING BODY REPORTS**

**A. Mayor McNown**

**B. Councilmember Leftoff**

**C. Councilmember Cicirello**

**D. Councilmember Ishman**

**E. Councilmember Dove**

**F. Councilmember Maschino**

**G. Councilmember L. Jackson**

**H. Councilmember Anderson**

**I. Councilmember Hobson**

**ADJOURN**