

# CITY OF VALLEY CENTER

## FINAL AGENDA

June 30, 2011

*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.*

**July 5, 2011**

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **INVOCATION: MINISTERIAL ALLIANCE**
4. **PLEDGE OF ALLEGIANCE**
5. **APPROVAL OF AGENDA** p 3
6. **CLERKS AGENDA** p 4
  - A. Minutes p 4
    - June 21, 2011 Council Meeting p 5
  - B. Appropriation Ordinance p 8
7. **PRESENTATIONS / PROCLAMATIONS** p 21
8. **PUBLIC FORUM** (*Citizen input and requests*) p 21
9. **APPOINTMENTS** p 21
10. **COMMITTEES, COMMISSIONS** p 21
  - A. Report from Veteran's Committee p 21
    - Veteran's Day Celebration Recognition p 21
  - B. Minutes for Council Review p 21
    - Planning Commission / BZA minutes p 22
11. **OLD BUSINESS** p 24
12. **NEW BUSINESS** p 24
  - A. Ordinance 1228-11; Policy Adoption; 1<sup>st</sup> Reading p 25
    - EEOP Policy p 26
    - Tuition Reimbursement Policy p 27
13. **CONSENT AGENDA** p 30
14. **STAFF REPORTS** p 30
15. **GOVERNING BODY REPORTS** p 34
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, not-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 the meeting of June 21, 2011 Regular Council Meeting as prepared by the City Clerk.

### **RECOMMENDED ACTION:**

Staff recommends motion to approve the June 21, 2011 Regular Council Meeting Minutes as presented / amended

REGULAR COUNCIL MEETING  
 JUNE 21, 2011  
 CITY HALL  
 121 S. MERIDIAN

Mayor McNown called the meeting to order at 7:00 p.m. with the following members present: Kate Jackson, Judith Leftoff (arrived at 7:02), Marci Maschino, Lou Cicirello, Harrison Gerling, Lionel Jackson, and Dan Smith.

Absent: Al Hobson

Staff Present: Joel Pile, City Administrator  
 Kristine Polian, City Clerk  
 Richard Dunn, City Superintendent  
 Robert Tormey, Fire Captain  
 Mark Hephner, Police Chief  
 Mike Kelsey, City Engineer

Press present: The Ark Valley News

**APPROVAL OF THE AGENDA**

Cicirello moved, second by K. Jackson, to approve the Agenda as presented. Vote yea: unanimous. Motion carried.

**CLERK'S AGENDA**

MINUTES- JUNE 7, 2011 REGULAR COUNCIL MEETING AND JUNE 14 SPECIAL COUNCIL MEETING

L. Jackson moved, second by Maschino to approve the Minutes from the June 7, 2011 Regular Council Meeting and June 14 Special Council Meeting as presented. Vote yea: unanimous. Motion carried.

APPROPRIATION ORDINANCE- 06/21/2011

Maschino moved, second by Cicirello, to approve Appropriation Ordinance No. 06/21/2011 as presented. Vote yea: unanimous. Motion carried.

TREASURER'S REPORT MAY 2011

Maschino moved, second by K. Jackson, to receive and file the May 2011 Treasurer's Report. Vote yea: unanimous. Motion carried.

**PRESENTATIONS AND PROCLAMATIONS**

PRESENTATION FROM LIBRARY BOARD REGARDING STATUS UPDATE

Library representative Amy Stamm, 308 Valley Park Drive, presented a status update of the fundraising initiatives for a new Valley Center library. To date, the Library Board and volunteers have been able to raise approximately \$760,000, which includes the value of the land at Lion's Park.

Cicirello asked Staff to provide the new Council members information on the initial agreement between the Council and the Library Board regarding the donation of Lion's Park.

Stamm stated the Library Board is not currently asking the Council for anything, but expects they will present a request for an extension of the original agreement deadline at a future date.

#### LION'S CLUB

Charles Davis, President of the Valley Center Lion's Club, presented the City with a check for \$400 for the purchase and installation of a new Christmas tree to replace the one that died.

#### **CONSENT AGENDA**

Cicirello moved, second by L. Jackson, to approve the Consent Agenda as presented. Vote yea: unanimous. Motion carried.

#### **STAFF REPORTS**

##### POLICE CHIEF HEPHNER

Said the Police Department applied for a JAG grant and was approved for a \$38,000 award for a records management system.

##### COMMUNITY DEVELOPMENT OFFICER UTECHT

Pile introduced Warren Utecht as the new Community Development Officer.

Utecht stated he was grateful for the opportunity to work for the City and is pleased to be a member of the community.

#### **GOVERNING BODY REPORTS**

##### MAYOR MCNOWN

Thanked Staff for their response to last night's storm.

##### COUNCILMEMBER CICIRELLO

Welcomed Utecht to the City.

##### COUNCILMEMBER SMITH

Welcomed Utecht to the City.

##### COUNCILMEMBER GERLING

Thanked Staff for putting on the Budget meeting; thanked Councilmember Maschino for pointing out the need to provide citizens value for their tax dollars.

##### COUNCILMEMBER MASCHINO

Welcomed Utecht. Said she supports the Valley Center Library; asked if the Library Board can provide the Council monthly financial reports.

Librarian Sharp stated she would do that.

COUNCILMEMBER L. JACKSON

Welcomed Utecht to the City.

COUNCILMEMBER K. JACKSON

Welcomed Utecht to the City and thanked Staff for the storm response last night.

Maschino moved, second by Cicirello, to adjourn the meeting. Vote yea: unanimous. Motion carried.

**Meeting adjourned at 7:25 p.m.**

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**Kristine A. Polian, City Clerk**

## **CLERK'S AGENDA**

### **B. APPROPRIATION ORDINANCE:**

Below is the proposed Appropriation Ordinance for July 5, 2011 as prepared by City Staff.

#### July 5, 2011 Appropriation

• Packet #1	\$ 117,502.63
• Packet #2	\$ 209.48
• Packet #3	<u>\$ 65.00</u>

Total	\$ 117,777.11
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#### RECOMMENDED ACTION:

Staff recommends motion to approve the July 5, 2011 Appropriation Ordinance as presented / amended.

VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
AFLAC	PU215449 ACC TW	GENERAL FUND	NON-DEPARTMENTAL	24.10
	PV184034 STD CS	GENERAL FUND	NON-DEPARTMENTAL	39.40
	PU342670 STD PT	GENERAL FUND	NON-DEPARTMENTAL	37.96
	PU215450 CAN TW	GENERAL FUND	NON-DEPARTMENTAL	32.11
	PJ720568 ACC DR	SPECIAL HIGHWAY	NON-DEPARTMENTAL	24.10
	PJ720569 CAN DR	SPECIAL HIGHWAY	NON-DEPARTMENTAL	22.70
	P6996300 ACC RD	WATER OPERATING	NON-DEPARTMENTAL	26.20
	TOTAL:			206.57
ALPHA LAND SURVEYS, INC.	CEMTERY ROAD EXPAN	GENERAL FUND	ADMINISTRATION	2,000.00
	STAKING CEMTERY	GENERAL FUND	ADMINISTRATION	900.00
TOTAL:			2,900.00	
AT&T	6/9/2011 THRU 7/8/2011	GENERAL FUND	ADMINISTRATION	378.55
	6/9/2011 THRU 7/8/2011	GENERAL FUND	LEGAL & MUNICIPAL COUR	34.51
	6/9/2011 THRU 7/8/2011	GENERAL FUND	POLICE	207.30
	6/9/2011 THRU 7/8/2011	GENERAL FUND	FIRE	34.08
	6/9/2011 THRU 7/8/2011	GENERAL FUND	EMERGENCY COMMUNICATIO	182.85
	COMMUNITY BLDG INTERENT	GENERAL FUND	PARKS AND PUBLIC GROUN	65.00
	6/9/2011 THRU 7/8/2011	GENERAL FUND	PARKS AND PUBLIC GROUN	52.13
	6/9/2011 THRU 7/8/2011	WATER OPERATING	NON-DEPARTMENTAL	35.03
	6/9/2011 THRU 7/8/2011	WATER OPERATING	NON-DEPARTMENTAL	136.07
	6/9/2011 THRU 7/8/2011	SEWER OPERATING	NON-DEPARTMENTAL	40.08
	6/9/2011 THRU 7/8/2011	SEWER OPERATING	NON-DEPARTMENTAL	189.60
	TOTAL:			1,355.20
CENTRAL CONSTRUCTION	AREA 1 McLAUGHLIN POND	GENERAL FUND	PARKS AND PUBLIC GROUN	960.00
	2ND AREA McLAUGHLIN POND	GENERAL FUND	PARKS AND PUBLIC GROUN	860.00
TOTAL:			1,820.00	
CIVIC PLUS	APRIL MONTHLY FEE	GENERAL FUND	ADMINISTRATION	91.92
	APRIL MONTHLY FEE	GENERAL FUND	LEGAL & MUNICIPAL COUR	10.81
	APRIL MONTHLY FEE	GENERAL FUND	COMMUNITY DEVELOPMENT	5.41
	APRIL MONTHLY FEE	GENERAL FUND	POLICE	108.14
	APRIL MONTHLY FEE	GENERAL FUND	FIRE	129.76
	APRIL MONTHLY FEE	GENERAL FUND	FIRE	43.26
	APRIL MONTHLY FEE	GENERAL FUND	PARKS AND PUBLIC GROUN	21.63
	APRIL MONTHLY FEE	GENERAL FUND	ENVIRONMENTAL SERVICES	5.41
	APRIL MONTHLY FEE	SPECIAL HIGHWAY	SPECIAL HIGHWAY	10.81
	APRIL MONTHLY FEE	WATER OPERATING	NON-DEPARTMENTAL	27.03
	APRIL MONTHLY FEE	STORMWATER UTILITY	INVALID DEPARTMENT	5.41
	APRIL MONTHLY FEE	SEWER OPERATING	NON-DEPARTMENTAL	5.41
	TOTAL:			465.00
HARDMAN BENEFIT PLANS INC	JULY 2011 FEE	GENERAL FUND	ADMINISTRATION	240.12
	TOTAL:			240.12
INTRUST CARD CENTER CITY OF VALLEY CEN	APRIL PERMITS	GENERAL FUND	NON-DEPARTMENTAL	620.65
	HOTEL LKM MCNOWN	GENERAL FUND	ADMINISTRATION	108.05
	HOTEL LKM SMITH	GENERAL FUND	ADMINISTRATION	108.05
	HOTEL LKM POLIAN	GENERAL FUND	ADMINISTRATION	108.05
	HOTEL LKM K JACKSON	GENERAL FUND	ADMINISTRATION	108.05
	HOTEL LKM LEFTOFF	GENERAL FUND	ADMINISTRATION	108.05
	HOTEL LKM ERROR	GENERAL FUND	ADMINISTRATION	108.05
	METER BOOK PAGES	GENERAL FUND	ADMINISTRATION	110.00
	PRINTING OVERAGES	GENERAL FUND	ADMINISTRATION	270.58

VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	BUSINESS CARDS	GENERAL FUND	ADMINISTRATION	292.16
	LUNCH FOR AUDIT	GENERAL FUND	ADMINISTRATION	44.63
	SIT N CRT CLRK LNCH	GENERAL FUND	ADMINISTRATION	16.00
	CORRECTION TAPE	GENERAL FUND	ADMINISTRATION	53.28
	PRINTER TONER	GENERAL FUND	ADMINISTRATION	190.00
	COPY PAPER	GENERAL FUND	ADMINISTRATION	197.50
	TONER	GENERAL FUND	ADMINISTRATION	45.00
	INTRUST CARD CENTER CITY O	GENERAL FUND	ADMINISTRATION	3.74-
	JUDGES SIGNATURE STA	GENERAL FUND	LEGAL & MUNICIPAL COUR	19.71
	COURT MANUAL SUPPLEM	GENERAL FUND	LEGAL & MUNICIPAL COUR	30.00
	BUSINESS CARDS	GENERAL FUND	LEGAL & MUNICIPAL COUR	27.84
	SHELTER SERVICES	GENERAL FUND	COMMUNITY DEVELOPMENT	156.00
	SHELTER SERVICES	GENERAL FUND	COMMUNITY DEVELOPMENT	155.00
	SHELTER SERVICES	GENERAL FUND	COMMUNITY DEVELOPMENT	1,335.00
	COURT & PD	GENERAL FUND	POLICE	8.00
	COURT & PD	GENERAL FUND	POLICE	8.56
	KTA TOLLS TOPEKA	GENERAL FUND	POLICE	4.00
	KTA TOLLS TOPEKA	GENERAL FUND	POLICE	1.75
	KTA TOLLS TOPEKA	GENERAL FUND	POLICE	2.50
	FUEL	GENERAL FUND	POLICE	57.67
	FUEL	GENERAL FUND	POLICE	25.03
	KTA TOLLS TOPEKA	GENERAL FUND	POLICE	6.00
	KTA TOLLS TOPEKA	GENERAL FUND	POLICE	6.00
	RAMADA TOPEKA CONFER	GENERAL FUND	POLICE	90.10
	RAMADA TOPEKA CONFER	GENERAL FUND	POLICE	90.10
	POLICE LEADERSHIP TR	GENERAL FUND	POLICE	50.00
	TICKETS & RED TAGS	GENERAL FUND	POLICE	683.48
	CAR 4 LOF CAR9 TIRE	GENERAL FUND	POLICE	44.45
	#8 TRE REPR #5 NEW T	GENERAL FUND	POLICE	46.50
	#2 CAR REPAIR	GENERAL FUND	POLICE	16.00
	#5 CAR TIRES	GENERAL FUND	POLICE	397.00
	UNIFORMS	GENERAL FUND	POLICE	756.84
	MEMORY CARD/CD'S	GENERAL FUND	POLICE	23.88
	CD'S CASE PHOTOS	GENERAL FUND	POLICE	25.71
	DVD'S & SLEEVES FOR	GENERAL FUND	POLICE	56.76
	AMMO	GENERAL FUND	POLICE	2,231.00
	GUN CLEANER	GENERAL FUND	POLICE	2.73
	MISC PARTS CABLE OIL	GENERAL FUND	FIRE	108.08
	BATTERY ACCESSORY WI	GENERAL FUND	FIRE	28.10
	NUTS BOLTS	GENERAL FUND	FIRE	13.83
	KWIK DISCONNECT CABL	GENERAL FUND	FIRE	200.97
	TORNADO SIREN BEARIN	GENERAL FUND	FIRE	110.22
	BOOTS	GENERAL FUND	FIRE	288.98
	HELMET PARTS	GENERAL FUND	FIRE	243.40
	2 RADIO BATTERIES	GENERAL FUND	FIRE	59.98
	FIRE EXTINGUISHER PA	GENERAL FUND	FIRE	36.00
	CHAINS SHARPENING PA	GENERAL FUND	FIRE	39.80
	GATORADE-WATER	GENERAL FUND	FIRE	45.94
	BATTERIES AAA-AA-9VO	GENERAL FUND	FIRE	62.55
	FIRE CAM BATTERIES	GENERAL FUND	FIRE	132.99
	BULB PAINT	GENERAL FUND	FIRE	61.26
	CYLINDER TESTED #5 F	GENERAL FUND	FIRE	61.75
	PAGER AMPS	GENERAL FUND	FIRE	519.00
	CAL-GAS	GENERAL FUND	FIRE	210.00
	2 LITE BOX BATTERIES	GENERAL FUND	FIRE	23.98
	OFFICE SUPPLIES	GENERAL FUND	EMERGENCY COMMUNICATIO	60.00

VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	OFFICE SUPPLIES	GENERAL FUND	EMERGENCY COMMUNICATIO	99.72
	OFFICE SUPPLIES	GENERAL FUND	EMERGENCY COMMUNICATIO	214.55
	TOKENS KCJIS	GENERAL FUND	EMERGENCY COMMUNICATIO	101.68
	UPS SHIPPING	GENERAL FUND	PARKS AND PUBLIC GROUN	13.45
	RETURN PUMP	GENERAL FUND	PARKS AND PUBLIC GROUN	1.00
	HOTEL (PILE) EASLEY A	GENERAL FUND	PARKS AND PUBLIC GROUN	81.62
	HOTEL (KP) EASLEY AWA	GENERAL FUND	PARKS AND PUBLIC GROUN	103.44
	#69 VEHICLE REPAIRS	GENERAL FUND	PARKS AND PUBLIC GROUN	349.35
	#63 REPLACE ENGINE S	GENERAL FUND	PARKS AND PUBLIC GROUN	352.63
	REPAIR TIRE	GENERAL FUND	PARKS AND PUBLIC GROUN	7.00
	VANDALISM RPR CONDUI	GENERAL FUND	PARKS AND PUBLIC GROUN	312.50
	REPAIR WATER FALL PU	GENERAL FUND	PARKS AND PUBLIC GROUN	82.50
	APRIL UNIFORMS	GENERAL FUND	PARKS AND PUBLIC GROUN	235.64
	CLEANING SUPPLIES	GENERAL FUND	PARKS AND PUBLIC GROUN	1,107.48
	GLOVES	GENERAL FUND	PARKS AND PUBLIC GROUN	37.56
	TOILET PAPER	GENERAL FUND	PARKS AND PUBLIC GROUN	163.10
	PLMBING & IRR PARTS	GENERAL FUND	PARKS AND PUBLIC GROUN	49.57
	PLUMBING PARTS	GENERAL FUND	PARKS AND PUBLIC GROUN	3.98
	PLUMBING PARTS	GENERAL FUND	PARKS AND PUBLIC GROUN	7.79
	GAS CAN FUNNEL DRAIN	GENERAL FUND	PARKS AND PUBLIC GROUN	23.37
	NUTS & BOLTS	GENERAL FUND	PARKS AND PUBLIC GROUN	2.16
	PAINT BRUSH	GENERAL FUND	PARKS AND PUBLIC GROUN	5.38
	BAG SAND	GENERAL FUND	PARKS AND PUBLIC GROUN	6.99
	NUTS, BOLTS & VENTS	GENERAL FUND	PARKS AND PUBLIC GROUN	11.85
	TUBING	GENERAL FUND	PARKS AND PUBLIC GROUN	2.34
	TUBING, NUTS & BOLTS	GENERAL FUND	PARKS AND PUBLIC GROUN	2.58
	MOWER PART	GENERAL FUND	PARKS AND PUBLIC GROUN	6.31
	PAINT BRUSH	GENERAL FUND	PARKS AND PUBLIC GROUN	4.88
	PLUMBING PARTS	GENERAL FUND	PARKS AND PUBLIC GROUN	3.49
	DOWEL ROD	GENERAL FUND	PARKS AND PUBLIC GROUN	0.99
	BOX OF SCREWS	GENERAL FUND	PARKS AND PUBLIC GROUN	4.29
	LIGHT BULB	GENERAL FUND	PARKS AND PUBLIC GROUN	12.76
	WATER FOUNTAIN PART	GENERAL FUND	PARKS AND PUBLIC GROUN	2.09
	WATER FOUNTAIN PART	GENERAL FUND	PARKS AND PUBLIC GROUN	5.99
	WATER FOUNTAIN PART	GENERAL FUND	PARKS AND PUBLIC GROUN	15.45
	NUTS & BOLTS	GENERAL FUND	PARKS AND PUBLIC GROUN	2.28
	POOL PREP SUPPLIES	GENERAL FUND	PARKS AND PUBLIC GROUN	73.17
	PLUMBING PARTS	GENERAL FUND	PARKS AND PUBLIC GROUN	2.99
	PLUMBING PARTS	GENERAL FUND	PARKS AND PUBLIC GROUN	12.38
	PLUMBING PARTS	GENERAL FUND	PARKS AND PUBLIC GROUN	1.89
	EMERGENCY BREATH APP	GENERAL FUND	PARKS AND PUBLIC GROUN	955.91
	FILTER GAUGES	GENERAL FUND	PARKS AND PUBLIC GROUN	24.25
	POOL SUPPLIES	GENERAL FUND	PARKS AND PUBLIC GROUN	10.98
	POOL SUPPLIES	GENERAL FUND	PARKS AND PUBLIC GROUN	58.48
	POOL SUPPLIES	GENERAL FUND	PARKS AND PUBLIC GROUN	16.47
	WATER FOUNTAIN PART	GENERAL FUND	PARKS AND PUBLIC GROUN	20.19
	FLAG HARDWARE	GENERAL FUND	PARKS AND PUBLIC GROUN	12.49
	REBUILD BACK FLOW DE	GENERAL FUND	PARKS AND PUBLIC GROUN	30.36
	POOL PAINT PH PROBE	GENERAL FUND	PARKS AND PUBLIC GROUN	1,760.53
	BUSINESS CARDS	GENERAL FUND	PARKS AND PUBLIC GROUN	92.00
	TRACTOR PART	GENERAL FUND	PARKS AND PUBLIC GROUN	9.99
	PLEXI GLASS FOR SIGN	GENERAL FUND	PARKS AND PUBLIC GROUN	153.74
	POOL CHAIRS & FAN	GENERAL FUND	PARKS AND PUBLIC GROUN	429.58
	TIRE TUBES & TRIMMER	GENERAL FUND	PARKS AND PUBLIC GROUN	97.36
	POOL CHEMICALS	GENERAL FUND	PARKS AND PUBLIC GROUN	2,856.44
	2 BAGS OF GARDEN SOI	GENERAL FUND	PARKS AND PUBLIC GROUN	9.98

VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	PLANTS AT POOL	GENERAL FUND	PARKS AND PUBLIC GROUN	52.07
	2 BAGS GARDEN SOIL	GENERAL FUND	PARKS AND PUBLIC GROUN	9.98
	POOL INSTL OUTLET, R	GENERAL FUND	PARKS AND PUBLIC GROUN	912.50
	ENGINE REPLACEMENT	GENERAL FUND	PARKS AND PUBLIC GROUN	2,840.20
	RPLACE CL BOOST PUMP	GENERAL FUND	PARKS AND PUBLIC GROUN	882.69
	WWTP REFRIGERATOR RP	GENERAL FUND	PARKS AND PUBLIC GROUN	389.00
	COTTON BOLL COMPOST	GENERAL FUND	PARKS AND PUBLIC GROUN	40.74
	BLACK HILL SPRUCE	GENERAL FUND	PARKS AND PUBLIC GROUN	315.00
	PET TAXI	GENERAL FUND	ENVIRONMENTAL SERVICES	34.12
	TRASH BAGS DEAD ANIM	GENERAL FUND	ENVIRONMENTAL SERVICES	7.39
	(2) PET KENNELS	GENERAL FUND	ENVIRONMENTAL SERVICES	113.67
	REPAIR SCHOOL LIGHT	SPECIAL HIGHWAY	SPECIAL HIGHWAY	100.76
	#34 REPLACED CONSOLE	SPECIAL HIGHWAY	SPECIAL HIGHWAY	128.04
	#29 REPLACEMENT SWIT	SPECIAL HIGHWAY	SPECIAL HIGHWAY	65.40
	REPL FLEX CONCTR #36	SPECIAL HIGHWAY	SPECIAL HIGHWAY	16.18
	FLEX HOSE #42 LOADER	SPECIAL HIGHWAY	SPECIAL HIGHWAY	12.70
	#36 FLEX TUBING & CL	SPECIAL HIGHWAY	SPECIAL HIGHWAY	88.25
	#40 RECHARGE A/C TRA	SPECIAL HIGHWAY	SPECIAL HIGHWAY	112.68
	APRIL UNIFORMS	SPECIAL HIGHWAY	SPECIAL HIGHWAY	197.34
	OFFICE SUPPLIES	SPECIAL HIGHWAY	SPECIAL HIGHWAY	80.98
	PUNCH PILERS	SPECIAL HIGHWAY	SPECIAL HIGHWAY	14.99
	2 BLADE BALANCERS	SPECIAL HIGHWAY	SPECIAL HIGHWAY	9.58
	4 2" CASTERS	SPECIAL HIGHWAY	SPECIAL HIGHWAY	23.16
	#28 TIRE REPAIR	SPECIAL HIGHWAY	SPECIAL HIGHWAY	16.00
	CAULKING GUN & BLACK	SPECIAL HIGHWAY	SPECIAL HIGHWAY	16.27
	RENTED A SOD CUTTER	SPECIAL HIGHWAY	SPECIAL HIGHWAY	43.50
	SMALL ROLL SOD FOR	SPECIAL HIGHWAY	SPECIAL HIGHWAY	3.24
	BOLTS WASHERS & STOP	SPECIAL HIGHWAY	SPECIAL HIGHWAY	17.39
	IC RECODER	SPECIAL HIGHWAY	SPECIAL HIGHWAY	59.88
	4' LADDER	SPECIAL HIGHWAY	SPECIAL HIGHWAY	50.79
	WELDING RODS	SPECIAL HIGHWAY	SPECIAL HIGHWAY	25.98
	PVC	SPECIAL HIGHWAY	SPECIAL HIGHWAY	10.34
	2 SIDE MOUNT TOOL BO	SPECIAL HIGHWAY	SPECIAL HIGHWAY	259.98
	10 ROLLS OF BLACK TA	SPECIAL HIGHWAY	SPECIAL HIGHWAY	14.90
	TRAFFIC LIGHTS	SPECIAL HIGHWAY	SPECIAL HIGHWAY	450.00
	#41 REPLACE FRONT TI	SPECIAL HIGHWAY	SPECIAL HIGHWAY	1,263.50
	#45 SWEEPER BROOMS U	SPECIAL HIGHWAY	SPECIAL HIGHWAY	1,200.30
	#45 BROOM SWEEPER	SPECIAL HIGHWAY	SPECIAL HIGHWAY	802.56
	7 TONS OF ROAD GRAVE	SPECIAL HIGHWAY	SPECIAL HIGHWAY	28.00
	2 PALLETS QUICKCRETE	CAPITAL PROJECTS F	CEMETERY ROAD	265.76
	PIPE FOR CORNER PINS	CAPITAL PROJECTS F	CEMETERY ROAD	396.00
	POSTAGE FOR STATE SA	WATER OPERATING	NON-DEPARTMENTAL	5.20
	POSTAGE STATE SAMPLE	WATER OPERATING	NON-DEPARTMENTAL	5.10
	POSTAGE STATE SAMPLE	WATER OPERATING	NON-DEPARTMENTAL	5.10
	TRAINING FOR SAM B	WATER OPERATING	NON-DEPARTMENTAL	99.00
	#20 RPLACED FAN BELT	WATER OPERATING	NON-DEPARTMENTAL	37.69
	#21 LEAK SEAL	WATER OPERATING	NON-DEPARTMENTAL	67.96
	#21 CAN OF FREE ON	WATER OPERATING	NON-DEPARTMENTAL	67.96
	#21 A/C RECHARGE & O	WATER OPERATING	NON-DEPARTMENTAL	152.81
	#20 12 FUEL INJECTOR	WATER OPERATING	NON-DEPARTMENTAL	36.68
	#21 REPLACED AC COMP	WATER OPERATING	NON-DEPARTMENTAL	180.19
	#21 REPLACED OIL CAP	WATER OPERATING	NON-DEPARTMENTAL	5.98
	APRIL UNIFORMS	WATER OPERATING	NON-DEPARTMENTAL	197.34
	TAGS & MONTHLY PLANN	WATER OPERATING	NON-DEPARTMENTAL	24.57
	9' CLEAR HOSE	WATER OPERATING	NON-DEPARTMENTAL	7.47
	2-ORINGS FOR BACKFLW	WATER OPERATING	NON-DEPARTMENTAL	1.20

VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	4- 1 GALLON LASTEK	WATER OPERATING	NON-DEPARTMENTAL	51.80
	2 SCOOPERS CLEAN MET	WATER OPERATING	NON-DEPARTMENTAL	15.98
	HAMMER & 16 4' U POS	WATER OPERATING	NON-DEPARTMENTAL	58.83
	METER PARTS	WATER OPERATING	NON-DEPARTMENTAL	60.20
	15 U POSTS MARKING C	WATER OPERATING	NON-DEPARTMENTAL	44.85
	5' BARE GROUNDWIRE	WATER OPERATING	NON-DEPARTMENTAL	3.00
	9 KEYS FOR LIFT STAT	WATER OPERATING	NON-DEPARTMENTAL	16.11
	#21 2-4OZ PAPER CUPS	WATER OPERATING	NON-DEPARTMENTAL	7.98
	COFFEE & CUPS BRAKRO	WATER OPERATING	NON-DEPARTMENTAL	55.12
	6 METER LOCKING DEVI	WATER OPERATING	NON-DEPARTMENTAL	187.74
	6,000 BLUE & GRN FLA	WATER OPERATING	NON-DEPARTMENTAL	1,200.00
	#27 NEW BACK TIRES	WATER OPERATING	NON-DEPARTMENTAL	415.06
	POSTAGE FOR SAMPLES	STORMWATER UTILITY	INVALID DEPARTMENT	18.80
	ANNUAL SLUDGE TESTIN	SEWER OPERATING	NON-DEPARTMENTAL	650.00
	#26 BRAKE FLUID	SEWER OPERATING	NON-DEPARTMENTAL	10.28
	REPLACED BOARD ON TR	SEWER OPERATING	NON-DEPARTMENTAL	1,036.28
	SIGN FOR ABILENE LIF	SEWER OPERATING	NON-DEPARTMENTAL	25.00
	40' S/S CHAIN AND 2	SEWER OPERATING	NON-DEPARTMENTAL	390.68
	PUMP VAC REPAIR KIT	SEWER OPERATING	NON-DEPARTMENTAL	514.50
	FREIGHT	SEWER OPERATING	NON-DEPARTMENTAL	8.02
	2 BLACK SPONGE TAPE	SEWER OPERATING	NON-DEPARTMENTAL	9.18
	FOAM & SPONGE TAPE	SEWER OPERATING	NON-DEPARTMENTAL	9.38
	APRIL UNIFORMS	SEWER OPERATING	NON-DEPARTMENTAL	197.34
	#14 NEW BATTERIES	SEWER OPERATING	NON-DEPARTMENTAL	21.00
	10 REPLACEMENT FUSES	SEWER OPERATING	NON-DEPARTMENTAL	13.75
	FHP V BELT FOR EXHAU	SEWER OPERATING	NON-DEPARTMENTAL	5.59
	18 NUTS AND BOLTS CL	SEWER OPERATING	NON-DEPARTMENTAL	11.88
	25' SAFETY LINE	SEWER OPERATING	NON-DEPARTMENTAL	19.75
	2- PINE SOL	SEWER OPERATING	NON-DEPARTMENTAL	5.38
	409 CLEANER SCREENIN	SEWER OPERATING	NON-DEPARTMENTAL	3.19
	BATTERIES	SEWER OPERATING	NON-DEPARTMENTAL	5.97
	BITS SCREWS SQUARE &	SEWER OPERATING	NON-DEPARTMENTAL	28.16
	FIRST AID SUPPLIES	SEWER OPERATING	NON-DEPARTMENTAL	44.53
	15 LOCKING DEVICES	SEWER OPERATING	NON-DEPARTMENTAL	489.00
	10 BOXES OF GLOVES	SEWER OPERATING	NON-DEPARTMENTAL	177.22
	2 CASES OF GREASE	SEWER OPERATING	NON-DEPARTMENTAL	87.01
			TOTAL:	39,380.36
KANSAS GAS SERVICE	SRVC 5/3 THRU 6/2/2011	GENERAL FUND	ADMINISTRATION	128.78
	SRVC 5/3 THRU 6/2/2011	GENERAL FUND	POLICE	11.71
	SRVC 5/3 THRU 6/2/2011	GENERAL FUND	FIRE	5.86
	SRVC 5/3 THRU 6/2/2011	GENERAL FUND	EMERGENCY COMMUNICATIO	11.71
	SRVC 5/3 THRU 6/2/2011	WATER OPERATING	NON-DEPARTMENTAL	34.84
	SRVC 5/3 THRU 6/2/2011	SEWER OPERATING	NON-DEPARTMENTAL	461.25
			TOTAL:	654.15
KANSAS OFFICE OF THE ATTO	GO TEMPORARY NOTE	BOND & INTEREST	NON-DEPARTMENTAL	135.00
			TOTAL:	135.00
KANSAS OFFICE OF THE TREASURER	START UP FEE	BOND & INTEREST	NON-DEPARTMENTAL	300.00
	BOOK ENTRY FEE	BOND & INTEREST	NON-DEPARTMENTAL	250.00
	REGISTRATION FEE	BOND & INTEREST	NON-DEPARTMENTAL	30.00
			TOTAL:	580.00
LKM - LEAGUE OF KANSAS MU	MLA PERSONNEL MANAGEMENT	GENERAL FUND	ADMINISTRATION	75.00
			TOTAL:	75.00

VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
M & M REPAIR	RELOCATE ROBINSON	GENERAL FUND	PARKS AND PUBLIC GROUN	400.00
			TOTAL:	400.00
P S I	MONTHLY SUPPORT	GENERAL FUND	ADMINISTRATION	130.00
	MONTHLY SUPPORT	GENERAL FUND	ADMINISTRATION	32.50
	MONTHLY SUPPORT	GENERAL FUND	LEGAL & MUNICIPAL COUR	19.50
	MONTHLY SUPPORT	GENERAL FUND	POLICE	19.50
	MONTHLY SUPPORT	GENERAL FUND	FIRE	422.50
	MONTHLY SUPPORT	GENERAL FUND	FIRE	32.50
	MONTHLY SUPPORT	GENERAL FUND	FIRE	19.50
	MONTHLY SUPPORT	GENERAL FUND	EMERGENCY COMMUNICATIO	19.50
	MONTHLY SUPPORT	GENERAL FUND	ENVIRONMENTAL SERVICES	19.50
	MONTHLY SUPPORT	GENERAL FUND	PUBLIC BUILDINGS	32.50
			TOTAL:	747.50
PHILLIPS SOUTHERN ELEC CO	NORTH SIREN REPAIR	EMERGENCY EQUIPMEN	INVALID DEPARTMENT	3,061.42
			TOTAL:	3,061.42
PITNEY BOWES	POSTAGE	GENERAL FUND	ADMINISTRATION	765.24
	POSTAGE	GENERAL FUND	COMMUNITY DEVELOPMENT	186.44
	POSTAGE	GENERAL FUND	FIRE	1.40
	POSTAGE	GENERAL FUND	ENVIRONMENTAL SERVICES	539.80
	POSTAGE	WATER OPERATING	NON-DEPARTMENTAL	7.12
			TOTAL:	1,500.00
PREFERRED PLUS OF KANSAS	JULY 2011 DELTA DENTAL	GENERAL FUND	NON-DEPARTMENTAL	2,280.56
	JULY 2011 PPK	EMPLOYEE BENEFITS	NON-DEPARTMENTAL	29,709.11
	JULY 2011 DELTA DENTAL	SPECIAL HIGHWAY	NON-DEPARTMENTAL	163.08
	JULY 2011 PPK	SPECIAL HIGHWAY	SPECIAL HIGHWAY	2,551.98
	JULY 2011 DELTA DENTAL	WATER OPERATING	NON-DEPARTMENTAL	243.30
	JULY 2011 PPK	WATER OPERATING	NON-DEPARTMENTAL	2,885.28
	JULY 2011 DELTA DENTAL	SEWER OPERATING	NON-DEPARTMENTAL	181.32
JULY 2011 PPK	SEWER OPERATING	NON-DEPARTMENTAL	3,158.97	
			TOTAL:	41,173.60
TIM HENSON	MOWING 451 ELM STREET	GENERAL FUND	ENVIRONMENTAL SERVICES	100.00
			TOTAL:	100.00
TYLER TECHNOLOGIES INC	JUNE ONLINE MONTHLY FEE	GENERAL FUND	ADMINISTRATION	25.00
	2/01/2011 THRU 01/31/2012	GENERAL FUND	ADMINISTRATION	475.65
	JUNE ONLINE MONTHLY FEE	GENERAL FUND	LEGAL & MUNICIPAL COUR	75.00
	JUNE ONLINE MONTHLY FEE	GENERAL FUND	LEGAL & MUNICIPAL COUR	25.00
	JUNE ONLINE MONTHLY FEE	WATER OPERATING	NON-DEPARTMENTAL	20.00
	JUNE ONLINE MONTHLY FEE	STORMWATER UTILITY	INVALID DEPARTMENT	20.00
	JUNE ONLINE MONTHLY FEE	SOLID WASTE UTILIT	INVALID DEPARTMENT	20.00
	JUNE ONLINE MONTHLY FEE	SEWER OPERATING	NON-DEPARTMENTAL	20.00
			TOTAL:	680.65
UNRUH EXCAVATING LLC	GRADING STORM SEWER	CAPITAL PROJECTS F	Pr Lakes, Ph 4 Stm WA	8,189.76
			TOTAL:	8,189.76
WESTAR ENERGY	WESTAR 5-4 THRU 6/2/2011	GENERAL FUND	ADMINISTRATION	1,724.43
	WESTAR 5-4 THRU 6/2/2011	GENERAL FUND	ADMINISTRATION	3,507.57
	WESTAR 5-4 THRU 6/2/2011	GENERAL FUND	ADMINISTRATION	39.75
	WESTAR 5-4 THRU 6/2/2011	GENERAL FUND	POLICE	439.38
	WESTAR 5-4 THRU 6/2/2011	GENERAL FUND	FIRE	211.25

VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
	WESTAR 5-4 THRU 6/2/2011	GENERAL FUND	EMERGENCY COMMUNICATIO	422.49
	WESTAR 5-4 THRU 6/2/2011	GENERAL FUND	PARKS AND PUBLIC GROUN	597.26
	WESTAR 5-4 THRU 6/2/2011	SPECIAL HIGHWAY	SPECIAL HIGHWAY	508.39
	WESTAR 5-4 THRU 6/2/2011	WATER OPERATING	NON-DEPARTMENTAL	993.70
	WESTAR 5-4 THRU 6/2/2011	SEWER OPERATING	NON-DEPARTMENTAL	4,900.08
			TOTAL:	13,344.30
WESTERN IMAGING INC	OKI C8800N TONER	GENERAL FUND	ADMINISTRATION	95.00
	KYOCERA TONER	GENERAL FUND	ADMINISTRATION	199.50
	KYOCERA TONER	GENERAL FUND	COMMUNITY DEVELOPMENT	199.50
			TOTAL:	494.00

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===== FUND TOTALS =====
010 GENERAL FUND 46,568.33
110 EMPLOYEE BENEFITS 29,709.11
150 SPECIAL HIGHWAY 8,393.75
160 EMERGENCY EQUIPMENT 3,061.42
350 CAPITAL PROJECTS FUND 8,851.52
410 BOND & INTEREST 715.00
610 WATER OPERATING 7,419.49
612 STORMWATER UTILITY FUND 44.21
613 SOLID WASTE UTILITY 20.00
620 SEWER OPERATING 12,719.80
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GRAND TOTAL: 117,502.63
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TOTAL PAGES: 7

SELECTION CRITERIA

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SELECTION OPTIONS

VENDOR SET: 02-CVC - VENDOR ACCOUNTS  
VENDOR: All  
CLASSIFICATION: All  
BANK CODE: All  
ITEM DATE: 6/17/2011 THRU 6/29/2011  
ITEM AMOUNT: 9,999,999.00CR THRU 9,999,999.00  
GL POST DATE: 0/00/0000 THRU 99/99/9999  
CHECK DATE: 0/00/0000 THRU 99/99/9999

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PAYROLL SELECTION

PAYROLL EXPENSES: NO  
CHECK DATE: 0/00/0000 THRU 99/99/9999

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PRINT OPTIONS

PRINT DATE: None  
SEQUENCE: By Vendor Name  
DESCRIPTION: Distribution  
GL ACCTS: NO  
REPORT TITLE: COUNCIL MTG PKT #1 7-5-2011  
SIGNATURE LINES: 0

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PACKET OPTIONS

INCLUDE REFUNDS: YES  
INCLUDE OPEN ITEM:NO  
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VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
JUDITH LEFTOFF	MILAGE REIMBU LKM CONFER	GENERAL FUND	ADMINISTRATION	134.00_
			TOTAL:	134.00
WILLARD SMITH	TRAVEL REMBUR LKM CONFRE	GENERAL FUND	ADMINISTRATION	75.48_
			TOTAL:	75.48

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===== FUND TOTALS =====
010 GENERAL FUND                209.48
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GRAND TOTAL:                    209.48
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SELECTION CRITERIA

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SELECTION OPTIONS

VENDOR SET: 03-CVC - EMPLOYEE A/P ACCOUN  
VENDOR: All  
CLASSIFICATION: All  
BANK CODE: All  
ITEM DATE: 6/17/2011 THRU 6/29/2011  
ITEM AMOUNT: 9,999,999.00CR THRU 9,999,999.00  
GL POST DATE: 0/00/0000 THRU 99/99/9999  
CHECK DATE: 0/00/0000 THRU 99/99/9999  
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PAYROLL SELECTION

PAYROLL EXPENSES: NO  
CHECK DATE: 0/00/0000 THRU 99/99/9999  
-----

PRINT OPTIONS

PRINT DATE: None  
SEQUENCE: By Vendor Name  
DESCRIPTION: Distribution  
GL ACCTS: NO  
REPORT TITLE: COUNCIL MTG PKT #2 7-5-2011  
SIGNATURE LINES: 0  
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PACKET OPTIONS

INCLUDE REFUNDS: YES  
INCLUDE OPEN ITEM:NO  
-----

VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
VELMA HONER	SPAYED FEMALE	GENERAL FUND	ENVIRONMENTAL SERVICES	65.00_
			TOTAL:	65.00

===== FUND TOTALS =====

010	GENERAL FUND	65.00
GRAND TOTAL:		65.00

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SELECTION CRITERIA

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SELECTION OPTIONS

VENDOR SET: 04-CVC - REIMBURSEMENTS  
VENDOR: All  
CLASSIFICATION: All  
BANK CODE: All  
ITEM DATE: 6/17/2011 THRU 6/29/2011  
ITEM AMOUNT: 9,999,999.00CR THRU 9,999,999.00  
GL POST DATE: 0/00/0000 THRU 99/99/9999  
CHECK DATE: 0/00/0000 THRU 99/99/9999  
-----

PAYROLL SELECTION

PAYROLL EXPENSES: NO  
CHECK DATE: 0/00/0000 THRU 99/99/9999  
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PRINT OPTIONS

PRINT DATE: None  
SEQUENCE: By Vendor Name  
DESCRIPTION: Distribution  
GL ACCTS: NO  
REPORT TITLE: COUNCIL MTG PKT #3 7-5-2011  
SIGNATURE LINES: 0  
-----

PACKET OPTIONS

INCLUDE REFUNDS: YES  
INCLUDE OPEN ITEM:NO  
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## **PRESENTATIONS / PROCLAMATIONS**

### **PUBLIC FORUM**

### **APPOINTMENTS**

## **COMMITTEES, COMMISSIONS**

### **A. REPORT FROM VETERAN'S COMMITTEE**

- Veteran's Day Celebration Recognition

### **B. MINUTES FOR COUNCIL REVIEW:**

- Planning Commission / BZA , June 28, 2011 Meeting

## VALLEY CENTER PLANNING COMMISSION

### MINUTES

7:00 P.M. June 29, 2011

Valley Center City Hall at 121 S. Meridian Avenue

Chairman Gary Janzen called the meeting to order at 7:00 p.m. with the following members present: Don Bosken, John Dailey, Jaque Davis, Steve Jackson, Danny Park, Kathryn Schroeder and Dee Wretburg, and Ricky Shellenbarger

Staff Present: Joel Pile, City Administrator  
Warren Utecht, Community Development Director

#### **APPROVAL OF THE AGENDA**

Motion was made and seconded to approve the agenda as presented. Vote passed unanimously.

#### **MINUTES OF APRIL 26, 2011 REGULAR MEETING**

Commissioner Dailey requested a delay in the approval of the May 24<sup>th</sup> meeting minutes due to the delay in receiving them. Motion was made and seconded to review and approve the May 24<sup>th</sup> minutes at the next Commission meeting. Vote passed unanimously.

#### **ITEMS BY THE COMMUNITY DEVELOPMENT DIRECTOR**

Warren Utecht had no specific items to bring before the Commission but shared his philosophy of planning and updating the Comprehensive Plan in the near future.

Alderman Dailey brought up the issue of reviewing the Comprehensive Plan and Zoning Ordinance that is done on an annual basis.

Warren Utecht suggested that the two documents should be reviewed at two different Plan Commission meetings in the coming months. After further discussion, it was decided that the Zoning Ordinance would be reviewed at the July Plan Commission meeting, and that the staff and plan commission members can discuss any changes that should be made to the Zoning Ordinance.

#### **COMMUNICATIONS**

It was reported that the Site Plan Committee met on June 13, 2011 and approved the DZ Auto Site Plan at 142 S. Meridian Avenue with conditions (Site Plan Committee minutes for has the details of the conditions).

#### **PUBLIC COMMENT**

None

#### **CONSENT AGENDA**

None

#### **UNFINISHED BUSINESS**

None

#### **NEW BUSINESS**

Review of the 2011 Capital Improvement Plan items.

City Administrator Joel Pile introduced the draft copy of non-prioritized capital improvement projects that have been generated by city staff. Questions that were asked by the commissioners and answered by Joel Pile were as follows:

- What is involved in the Meridian road projects (mill off 3 inches and repave with some underlayment work. Project timeline unknown. Grant monies may be possible)
- What detail can be given regarding the turn lanes at 5<sup>th</sup> and Seneca? (this is a high cost project that will be toward the bottom of the list of priorities)
- What will the City need to do to create RR Quiet Zones? (this involves possible road closures and more complex gates that prevent pass-through traffic-study was done)
- When will the City reach the need to upgrade Phase III at the treatment plant? (long time out when City experiences substantial development)
- All sidewalk improvement projects are designated as a 5' width. Commissioner Davis said that "Hike & Bike" trail standards are 10'. It was also pointed out by Commissioner Shellenbarger that new ADA standards for sidewalks be 6' in width (to accommodate wheel chair bound residents to pass each other). Staff noted these new standards.
- When will the swimming pool need to be replaced? (band-aid repairs were done 5 years ago, with more repair possible in the future until an ultimate decision is made to either build a new pool or alternative water feature)
- When will the City need to build an animal shelter? (City may need to build one in the future but for now, the City has 3 places to take animals for temporary housing)
- Will the new library need financial support by the tax-payers? (private funding is in progress; Lions park land donation being considered; City funding not committed at this time but is listed in the CIP)
- Paving 93<sup>rd</sup>. from Meridian to Seneca (discussions with county-no date has been set)
- What happened to the 69<sup>th</sup> Street Bridge project? (dropped-not as bad as thought)
- Who is paying for the new sidewalk from the north City limits to the School District (School is; Joel indicated that the County is doing a traffic study to determine if the 55 mph speed limit should be lowered from the City limits to the school entrance)

Motion was made and seconded that the Plan Commission finds no conflict between the Capital Improvement Plan Projects as presented and the City of Valley Center 2007-2013 Comprehensive Plan. Vote passed unanimously.

#### **ITEMS BY PLANNING COMMISSIONERS**

Commissioner Davis asked if draining and cleaning the water tower should be in the CIP project list. Joel explained that kind of work is considered an operational cost.

Commissioner Park asked that site plan review should be required for homes moved into the city to prevent the Chaparral Avenue situation from occurring again.

Commissioner Davis asked that the temporary sign advertising liquor on Meridian may be exceeding its time limit and should be removed. Enforcement Officer will be notified.

Commissioner Bosken asked if Plan Commission packet can be emailed. After discussion it was decided that staff would contact Commissioners regarding their preference.

Motion was made and seconded to adjourn. Vote was unanimous. Adjourned at 7:50 p.m.

Respectfully submitted,

---

Warren Utecht  
Community Development Director

**OLD BUSINESS****NONE:****NEW BUSINESS****A. ORDINANCE 1128-11; POLICY ADOPTION, 1<sup>st</sup> Reading:**

AN ORDINANCE OF THE CITY OF VALLEY CENTER,  
KANSAS, ADOPTING CERTAIN POLICIES TO GUIDE THE  
VARIOUS MUNICIPAL FUNCTIONS OF THE CITY

- EEOP Policy
- Tuition Reimbursement Policy

Should Council choose to proceed,

**RECOMMENDED ACTION:**

Staff recommends motion to approve Ordinance 1128-11, adopting certain policies to guide the various municipal functions of the City, for 1<sup>st</sup> Reading.

**ORDINANCE NO. 1228-11**

**AN ORDINANCE OF THE CITY OF VALLEY CENTER, KANSAS,  
ADOPTING CERTAIN POLICIES TO GUIDE THE VARIOUS  
MUNICIPAL FUNCTIONS OF THE CITY.**

**WHEREAS,** As the legislative body of the City of Valley Center, the City Council is charged with the responsibility of establishing and updating policies to guide the various municipal functions of the City and, where necessary, to establish procedures by which functions are performed;

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

**Section 1.** Set forth and attached hereto and made part of this Ordinance, commonly known as *Part 3* of the Policy and Procedure Manual.

Part 3, Chapter 1, Section 5 Equal Employment Opportunity/Affirmative Action  
Part 3, Chapter 6, Section 11 Tuition Reimbursement

**Section 2.** That policies referenced in Section 1 of this Ordinance shall be incorporated into *Part 3* of the Policy and Procedure Manual of the City of Valley Center, and is hereby adopted.

**Section 3.** This ordinance shall be in full force and effect from and after its passage and adoption.

**PASSED AND APPROVED by the Governing Body of the City of Valley Center, Kansas, this \_\_\_\_ day of \_\_\_\_\_ 2011.**

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

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

{SEAL}

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

ATTEST:

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

<p><b>TITLE:</b> Equal Employment Opportunity/Affirmative Action</p>	<p><b>POLICY NO.</b> Part 3 Chapter 1 Section 5</p>
<p><b>POLICY CUSTODIAN</b> City Administrator</p>	<p><b>EFFECTIVE DATE</b></p>

**ADOPTING ORDINANCE(S):**

**STATEMENT OF PURPOSE:** This policy is designed to declare the City of Valley Center's commitment to the policy of Equal Employment Opportunity and Affirmative Action.

**PROCEDURES:**

- A. It is the continuing policy of the City of Valley Center to provide equal employment opportunity to all persons without regard to their race, religion, color, national origin, sex, age, sexual orientation/preference, or disability (if otherwise qualified for the job with reasonable accommodation) in full compliance with the Americans with Disabilities Act.
- B. This policy refers without reservation to all recruitment, selection and placement, training, promotions, benefits, transfers, reductions in force, terminations and other matters affecting employees of the City of Valley Center. This policy will be administered to provide employees with the necessary opportunities for growth and advancement on the basis of individual merit, knowledge, skill, and ability.
- C. The City of Valley Center maintains an Affirmative Action Program affirming its commitment to apply every effort to the continued development and support of results oriented programs and procedures designed to assist in providing equal opportunity. This Program requires positive efforts on the part of all management to take such action as is necessary to ensure the rights of minorities and females in the work force.
- D. The City's Affirmative Action Program also requires efforts to employ and advance in employment Veterans of the Vietnam Era and qualified handicapped individuals. Any applicant or employee wishing to avail himself of the opportunities for veterans and/or the handicapped is encouraged to notify the City Administration of his/her status and interest.
- E. Any inquiries, questions, or complaints of discrimination in relation to the City's Equal Employment Opportunity or Affirmative Action policies or procedures may be reported or presented to any member of management. Complaints may also be directly reported to the City Clerk, which will oversee the review of said inquiry, question, or complaint.

**IMPLEMENTATION:** The City Administrator shall monitor those provisions of this policy. Disagreement in interpretation shall be resolved by the City Council. The City Administrator shall institute administrative policy to implement this policy.

**SEVERABILITY:** If any provision of this Policy shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. No qualifying statement, previously established rules or procedures shall be used to negate the spirit or intent of this statement of policy.

<p><b>TITLE:</b> Tuition Reimbursement Policy</p>	<p><b>POLICY NO.</b> Part 3 Chapter 6 Section 11</p>
<p><b>POLICY CUSTODIAN</b> City Clerk</p>	<p><b>EFFECTIVE DATE</b></p>

**ADOPTING ORDINANCE(S):**

**BACKGROUND:** The City recognized tuition reimbursement programs can be an effective way to recruit and retain good workers. An effective program can improve job satisfaction, improve productivity and contribute to the City’s overall success.

**PURPOSE:** The City believes there is mutual benefit derived from the personal growth and increased work competence that an education can bring. Because of this, the City may provide financial assistance to employees interested in furthering their education.

**POLICY:**

**1. ELIGIBILITY**

- a. Employees must be employed with the City on a regular full-time basis for at least one year prior to the beginning of the course.
- b. The employee must be satisfactorily performing the duties and responsibilities of his/her current job.
- c. The employee must fulfill all regular work obligations. Classes may not interfere with an employee’s job responsibilities/duties and must be arranged around work schedules. Deviations from the employee’s regular schedule must be approved in advance by the Department Head and not result in additional costs to the department.

**2. COURSE ELIGIBILITY**

- a. All course work must be obtained by a post-secondary, Kansas Board of Regents accredited academic institution, unless prior approval is received by the City Administrator.
- b. All courses must be pre-approved.
- c. Course work must be deemed of value to the city operations.
- d. Successful completion is defined as an official transcript reporting a final grade of “C” or better for undergraduate course work and “B” or better for graduate course work.

**3. ELIGIBLE EXPENSES**

- a. The City will provide tuition reimbursement up to 100% of eligible expense not to exceed \$1,200 each calendar year, per employee.
- b. Eligible expenses are restricted to tuition, books, registration and lab fees.
- c. If reimbursement is requested for books, the books shall become the property of the city and placed in city inventory upon completion of the course.
- d. Ineligible expenses include but are not limited to: other supplementary materials, school supplies, parking tickets/passes, miscellaneous fees, meals or mileage.

**4. REIMBURSEMENT**

- a. Reimbursement is subject to the availability of funds. Employees are encouraged to consult with their Department Head and/or City Administrator.
- b. Reimbursements are granted on a first-come-first-served basis.
- c. The employee is responsible for selecting the school and course work.
- d. The employee must submit an Application for *Tuition Reimbursement Authorization Form* and receive pre-approval from the Department Head and City Administrator.
- e. The employee is responsible for the initial payment of tuition and fees.
- f. Within four weeks after successfully completing an approved course the employee shall provide the City Clerk with an official report card or transcript and receipts to support eligible expenses. Reimbursement requested more than four weeks after course completion must be approved by the City Administrator.
- g. Reimbursement amounts shall be determined by the final grade the employee earns in the course and the amount to be reimbursed shall be calculated according to the following table:

<b>Undergraduate Grade</b>		<b>Graduate Grade</b>	
A	100%	A	100%
B	75%	B	75%
C	50%		

- h. Any reimbursement received may be considered a taxable fringe benefit by the IRS and be subject to tax withholdings.
- i. The Tuition Reimbursement Program is intended to help reimburse employees for education expenses that they have paid from their own resources. It does not cover expenses underwritten by other forms of financial aid, including scholarships, grants fellowships, the G.I. Bill, etc. Only expenses not covered by other sources of financial aid are eligible for reimbursement.

**5. LIMITATIONS**

- a. Approval of a course of study for tuition reimbursement, or the receipt of tuition reimbursement funds in no way obligates the City of Valley Center to change an

employee’s job description, work assignments, provide salary adjustments or reclassifications within the pay matrix.

- b. No reimbursement will be paid after an employee voluntarily ends City employment or is dismissed with or without cause.
- c. The Tuition Reimbursement Program is dependent on funding in the annual budget. Any change or discontinuance will not adversely affect approved applications for the semester in which the change is made.

**6. REPAYMENT**

- a. If an employee voluntarily leaves the employment of the City of Valley Center within twelve (12) months of receiving reimbursement he or she shall repay the reimbursement received within the prior twelve (12) months using the following scale:

Leave Within Months	Leave of Service Reimbursement
1-3	100%
4-6	75%
7-9	50%
10-12	25%

**IMPLEMENTATION:** The City Administrator shall monitor those provisions of this policy. Disagreement in interpretation shall be resolved by the City Council. The City Administrator shall institute administrative policy to implement this policy.

**SEVERABILITY:** If any provision of this Policy shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. No qualifying statement, previously established rules or procedures shall be used to negate the spirit or intent of this statement of policy.

## **CONSENT AGENDA**

**NONE**

## **STAFF REPORTS**

**A. City Clerk Polian**

**B. Chief of Police Hephner**

**C. Fire Chief Tormey**

**D. Community Development Officer Utecht**

**E. City Superintendent Dunn**

**F. Environmental Services Officer Plant**

- Code Enforcement April 2011 Report
- Code Enforcement May 2011 Report

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

**H. City Engineer Kelsey**

**I. City Attorney Arbuckle**

**J. City Administrator Pile**

Code Enforcement Department  
April 2011

- I answered eighty three calls for service during the month of April.
- Sixteen complaints were filed for dogs running loose.
- Seven dogs were impounded.
- April 1, 2011 at 1438 hours I picked up two black Lab male puppies from 616 E. 5<sup>th</sup> Street. I took both dogs to Valley Center Vet Clinic at 1440 hours. On Monday April 4, 2011 Kristy and went to the Valley Center Vet Clinic and took pictures to eblast by late afternoon we had received a call that someone believed that they knew were the puppies belonged. I knocked on doors and left a notice for the dog owner; the following day April 5, 2011 the dog owner Jamie Williams contacted me and told me that he wanted his puppies back. It had been five day since the puppies had been picked up this resulted in a \$30. reclaiming fee and \$150. boarding fee with the Valley Center Vet Clinic. Jamie told me that he had lost his job and could not pay the \$180. to reclaim his puppies. I spoke with Joel and we decided to allow Jamie to make payments and to release the puppies. Jamie said that he would go and pawn his tools and return with some cash. Jamie paid \$50. and will pay \$50. in two weeks until his bill is paid in full. I paid the Valley Center Vet Clinic for the boarding and was charged \$ 120.
- April, 2011 at 1420 hours I picked up a female German Shorthair Pointer from 7050 Buena Vista. This dog was taken to the Valley Center Vet Clinic at 1435 hours. The dog's owner was notified, and the dog was reclaimed.
- April 12, 2011 at 1410 hours I picked a male Doberman Pincher from 200 E. Main. This dog was not taken to a holding facility. I had returned to Public Safety Building the owner drove to the Public Safety Building looking for her dog while I was there so the dog was released to the owner for the reclaiming fee.
- April 20, 2011 at 1440 hours I picked up a male Great Dane from the intersection of 69<sup>th</sup> Street and Meridian. This dog was taken to the Valley Center Vet Clinic at 1500 hours. This dog was reclaimed by the owner.
- April 25, 2011 at 1136 hours I picked up a male Cocker Spaniel from 2110 W. 69<sup>th</sup> Street. This dog was taken to the Wag'en Tail Ranch. The owner reclaimed this dog on April 28, 2011.
- April 29, 2011 at 1205 hours I picked a female Border Collie mix from 9300 N. Seneca. This dog was taken to the Wag'en Tail Ranch at 1221 hours. This dog was adopted.
- Two barking dog complaint were received and addressed.
- Eleven dead animals were disposed of.
- Two animal traps were set for an opossum and a raccoon.

- Eight miscellaneous complaints for animal related problems.
- Three grass letters were sent.
- Eight inoperable vehicles letters was sent to the property owner.
- Fifty six dog licenses renewal letters were sent to dog owners.
- Eight citations were issued for no trash service; one citation was issued for property owner refusing to clean there yard.
- Twenty five letters were sent to homeowners for trash and debris in their yards.
- Checked for one roofing permit.
- Served legal papers.

Officer Cindy Plant

Code Enforcement Department  
May 2011

- I answered sixty calls for service during the month of May.
- Seven complaints were filed for dogs running loose.
- Seven dogs were impounded.
- May 2, 2011 at 1010 hours I authorized Jan Ronald to drop off a dog at the Valley Center Vet Clinic; she had picked this dog up at the intersection of 69<sup>th</sup> Street and Meridian. This dog is a female Brittany spaniel it was dropped off at the clinic at 1010 hours. This dog was reclaimed by the owner on the same day.
- May 2, 2011 at 0955 hours I picked up a Terrier mix from AVAH 122 N. Park, I took it to the Valley Center Vet Clinic at 1005 hours. This dog was euthanized by Dr, Dean on May 6, 2011 after he closed. Billing was in the amount of \$156.
- May 11, 2011 at 1126 hours I impounded a male Great Dane I took it to the Valley Center Vet Clinic at 1145 hours. The owner reclaimed the dog the same day.
- May 16, 2011 at 0800 hours a citizen called dispatch with a stray dog they were told that they could take the dog to Wichita Animal Shelter or to Wag'en Tail Ranch. The dog was taken to Wag'en Tail Ranch. On May 17, 2011 Stacy Miles requested that I remove the dog from her facility so the German shepherd was taken to the Valley Center Vet Clinic at 1320 hours. This dog was adopted on May 20, 2011 the adopter paid \$85.00 to the City of Valley Center; Valley Vet Clinic was paid \$60.00.
- May 19, 2011 at 1450 hours I impounded a male Chihuahua from AVAH 122 N. Park, I took it to the Valley Center Vet Clinic at 1510 hours. This dog was reclaimed by the owner on May 20, 2011.
- May 23, 2011 at 1510 hours a mix dog was picked up by Jason Bartlett and taken to the Valley Center Vet Clinic. No records to show what happened with the dog.
- May 27, 2011 at 1640 hours Jason Bartlett picked up a Shiba Inu and took it the Valley Center Vet Clinic. This dog was placed in foster care and later returned to the owner.
- Four barking dog complaint were received and addressed.
- Two cruelty cases were addressed.
- Three dead animals were disposed of.
- Three animal traps were set for raccoons and an opossum.
- One call for a bat inside a building; bat escaped.
- One horse permit inspection was done.
- Eleven grass letters were sent.
- Three inoperable vehicles letters was sent to the property owner.
- Sixty six dog licenses renewal letters were sent to dog owners.
- Twenty two letters were sent to homeowners for trash and debris in their yards.
- There were three citation issued for no trash service.
- Delivered license forms to area Vet Clinic.
- Served legal papers.

Officer Cindy Plant

## **GOVERNING BODY REPORTS**

**A. Mayor McNown**

**B. Councilmember Leftoff**

**C. Councilmember Cicirello**

**D. Councilmember Smith**

**E. Councilmember Gerling**

**F. Councilmember Maschino**

**G. Councilmember L. Jackson**

**H. Councilmember K. Jackson**

**I. Councilmember Hobson**

**ADJOURN**