

## CITY OF VALLEY CENTER

**FINAL AGENDA**

**September 13, 2018**

***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.***

**September 18, 2018**

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **INVOCATION: MINISTERIAL ALLIANCE**
4. **PLEDGE OF ALLEGIANCE**
5. **APPROVAL OF AGENDA p 3**
6. **ADMINISTRATION AGENDA p 4**
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    - September 4, 2018 Regular Council Meeting p 5
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13. **CONSENT AGENDA p 21**
  - A. Appropriation Ordinance, September 18, 2018 p
  - B. Street closure request from Main Street Valley Center p
14. **STAFF REPORTS p 43**
15. **GOVERNING BODY REPORTS p 48**
16. **ADJOURN**

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

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

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

## **ADMINISTRATION AGENDA**

### **A. MINUTES:**

Attached are the Minutes from the September 4, 2018 Regular Council Meeting as prepared by the Community Development Assistant.

VALLEY CENTER COUNCIL MEETING  
September 4, 2018  
CITY HALL  
121 S. MERIDIAN

Mayor Laurie Dove called the regular session to order at 7:00 p.m. with the following members present: Ron Colbert, Lou Cicirello, Gina Gregory, Marci Maschino, Matt Stamm, Ben Anderson and Paul Davis.

Members Absent:       Brendan McGettigan

Staff Present:         Scott Hildebrand, City Administrator  
                          Kristine Polian, Asst. City Administrator  
                          Lloyd Newman, Police Chief  
                          Joshua Golka, City Engineer  
                          Barry Arbuckle, City Attorney  
                          Neal Owings, Parks and Public Buildings Director  
                          Ryan Shrack, Community Development Director  
                          Rodney Eggleston, Public Works Director  
                          Katrina Rubenich, Community Development Assistant  
                          Frank Miller, Animal Control Officer

Press present:         The Ark Valley News

**APPROVAL OF THE AGENDA**

Anderson moved to approve the agenda as presented, seconded by Davis. Vote yea: unanimous. Motion carried.

**ADMINISTRATION AGENDA**

MINUTES –AUGUST 21, 2018 REGULAR CITY COUNCIL MEETING

Cicirello moved to accept the minutes of the August 21, 2018, regular City Council meeting, seconded by Stamm. Vote yea: unanimous. Motion carried.

**PRESENTATIONS/PROCLAMATIONS –**

A. PROCLAMATION-CONSTITUTION WEEK, SEPTEMBER 17-23, 2018

Mayor Dove read a proclamation declaring September 17th through September 23, 2018 as Constitution Week for the City of Valley Center.

B. ANIMAL LEAGUE DOG PARK DONATION

Ray Sledge and Frank Miller of the Valley Center Animal League presented Mayor Dove with a donation to the City of \$3,340.00 for the Dog Park.

**PUBLIC FORUM – None**

**APPOINTMENTS – None**

**COMMITTEES, COMMISSIONS – None**

**OLD BUSINESS –**

A. ORDINANCE 1324-18; PREPAYMENT OF GASOLINE, SECOND READING

Stamm moved to adopt Ordinance 1324-18, adding the provisions for prepayment or preapproval for the purchase of gasoline, for 2nd reading. Maschino seconded the motion. Vote yea: unanimous. Motion carried.

**NEW BUSINESS-**

A. COMMUNITY SURVEY

Misty Bruckner from Wichita State University discussed areas for survey questions such as Recycling, Community Development, Library and Recreation Programs.

Hildebrand stated that there are funds available for the survey. Cicirello mentioned that he was very impressed with the last survey and that he thought it was money well spent. Colbert asked how long the survey would take and Bruckner answered that it would take 4-6 months.

Anderson moved to approve proposal by WSU Public Policy and Management Center to survey Valley Center residents, seconded by Maschino. Vote yea: unanimous. Motion carried.

B. MARKETING CAMPAIGN FOR LAND BANK WITH COX COMMUNICATIONS

Jordan Cline and Cris Ary with Cox Media discussed the potential internet campaign to market the City's Land Bank properties and Housing Incentive Program.

Maschino asked how long this process would take. Ary stated that it would only be a few days after the parameters are decided. Stamm asked from where the money would come and Scott answered that it comes from Community Development. Maschino asked if there is a monthly fee or just an upfront cost and would this even work for our situation. Cline informed her that there is no monthly upkeep fee and that many communities have seen success using this form of advertisement. Mayor Dove asked if the ads would link directly to our website or if it would take us to a landing page. Ary replied that they could do either.

Anderson moved to approve proposal by Cox Media of \$5,000 for 6 months, seconded by Cicirello. Vote yea: unanimous. Motion carried.

C. USDA LOAN

Chelsea Morris of USDA-Rural Development discussed the potential loan for replacing existing cast-iron pipe with new pipe, new fire hydrants, new water valves and replacing service lines from the main to the meter.

Mayor Dove opened the Public Hearing at 7:46 p.m. The Public Hearing closed at 7:47 p.m. with no speakers.

Cicirello moved to accept the letter of conditions and authorize the Mayor and Finance Director to execute and sign the Request for Obligation of funds and Letter of Intent to Meet Conditions as presented by Rural Development, seconded by Maschino. Vote yea: unanimous. Motion carried.

D. REQUEST FOR SIGN PLACEMENT

Hildebrand presented that Bob Rogers, who owns a boat and RV storage facility on 69<sup>th</sup> Street (east of Meridian), has requested permission to place a sign next to Wagen Tails at 69<sup>th</sup> and Meridian.

Stamm stated that since we allowed the other sign, we can't deny this sign. Cicirello asked if the sign would be out of line of sight for the intersection. Maschino asked if this business is within our city limits and Shrack answered that it is. Stamm asked if there is a time limit for the sign and Arbuckle replied that it could be revisited in a year but that he thinks the name and phone number of the business should be included with the sign. Rogers stated that he is in the city limits and only wants this sign for directional purposes.

Stamm moved to approve the placement of sign at 69<sup>th</sup> and Meridian by Bob Rogers but to include the name of his business and business telephone number on the sign. Anderson seconded the motion. Vote Yea: Cicirello, Stamm, Anderson and Davis. Opposed: Maschino, Gregory and Colbert. Motion carried.

#### E. TIME CAPSULE DISCUSSION

Hildebrand presented options for the 1985 time capsule. Option 1: Open time capsule during the 2018 Fall Fest or Option 2: Re-bury time capsule at new location near the Community Center and Library to be opened at 50 year anniversary.

Anderson moved to re-bury the time capsule at new location near the Community Center and Library to be opened in 2035, seconded by Stamm. Vote yea: unanimous. Motion carried.

#### F. WATER TOWER DESIGN CONTEST

Hildebrand presented designs from the Water Tower Contest, as well as the request from USD 262 to keep contest open another month.

Anderson moved to keep the contest open for another month, seconded by Cicirello. Vote yea: unanimous. Motion carried.

### **CONSENT AGENDA**

#### A. APPROPRIATION ORDINANCE

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

### **STAFF REPORTS-**

#### COMMUNITY DEVELOPMENT DIRECTOR SHRACK

Shrack reported that a new Code Enforcement Officer/Building Inspector, Bill Andrews, was hired. He also reported that the City is officially a CRS Class 7 and that any resident that purchases flood insurance is eligible for a 15% discount.

#### CITY ENGINEER GOLKA

Golka reported that replacement wells 7 and 8 have received approval with KDHE. We should see additional revenue due to an increase in raw water sold.

#### CITY ADMINISTRATOR HILDEBRAND

Hildebrand reported SCAC meeting would be on Saturday September 8<sup>th</sup>, 8:30-10:00 a.m. and that the City will have a parade float at the Fall Festival this year and will hopefully have more details at next meeting.

### **GOVERNING BODY REPORTS –**

#### COUNCILMEMBER GREGORY

Gregory encouraged that people attend the SCAC meeting. She also thanked who created the flyer for the water bill this month, it was very informative, maybe consider doing one for recycling.

Stamm moved to adjourn, second by Maschino. Vote Yea: Unanimous.

**ADJOURN -**

**Meeting adjourned at 8:23 p.m.**

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**Katrina Rubenich, Community Development Assistant**



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

**A. MINUTES:**

**RECOMMENDED ACTION:**

**Staff recommends motion to approve the minutes of the September 4, 2018 Regular Council Meeting as presented / amended.**

**PRESENTATIONS / PROCLAMATIONS**

**PUBLIC FORUM**

**APPOINTMENTS**

**COMMITTEES, COMMISSIONS**

**OLD BUSINESS**

**A. TIME CAPSULE DISCUSSION:**

Hildebrand will provide update on time capsule and discuss options for placement.

**Should Council choose to proceed**

**Recommended Action:**

**No action recommended. Discussion only.**

**OLD BUSINESS**

**B. OLD PUBLIC LIBRARY AUCTION UPDATE:**

Hildebrand will update Council regarding the auction of the old Public Library Building.

**Should Council choose to proceed**

**Recommended Action:**

**No action recommended. Discussion only.**

**NEW BUSINESS**

**A. STORAGE CONTAINER:**

Hildebrand will discuss request from library to relocate their storage container.

Should Council choose to proceed,

**RECOMMENDED ACTION:**

**Staff recommends motion to approve/deny request to relocate public library storage container.**

**NEW BUSINESS**

**B. PUBLIC SAFETY DIRECTOR POSITION:**

Hildebrand will present job description for Public Safety Director position.

- Public Safety Director job description

## CITY OF VALLEY CENTER, KANSAS

### JOB DESCRIPTION

Job Title: Chief of Police / Public Safety Director

FLSA Status: Exempt

Department: Police / Public Safety

Reports to: City Administrator

Page 1 of 4

### SUMMARY

The Chief of Police / Public Safety Director is responsible for enforcing laws and ordinances in the interest of public safety and for directing the operations of the public safety department, which includes both police and fire operations. The Director should supervise and evaluate subordinate police and fire personnel; ensure proper training; encourage community policing and fire relations by participating in community relations actions. The director is ultimately responsible for the development of a department budget.

### RESPONSIBILITIES

1. SELECT, SUPERVISE AND EVALUATE SUBORDINATE PERSONNEL, INCLUDING DEVELOPING AND DIRECTING THE IMPLEMENTATION OF GOALS, OBJECTIVES, POLICIES AND WORK STANDARDS FOR THE DEPARTMENT.

Performance is acceptable when:

- a. Thorough background checks are completed and competent employees are hired or promoted through a fair process.
- b. Appropriate level of supervision is provided to ensure that work standards are kept current, procedures are followed, and actions are relevant to the circumstances.
- c. Response to events monitored or reports reviewed is timely and appropriate.
- d. Performance evaluations are completed in a timely manner, and goals and objectives are being met by staff.

2. ESTABLISHES AND MAINTAINS A WORKING ENVIRONMENT CONDUCIVE TO POSITIVE MORALE, QUALITY, CREATIVITY, TEAMWORK AND GOOD PUBLIC RELATIONS.

Performance is acceptable when:

- a. Professional development opportunities are provided to staff and creativity and teamwork is encouraged.
- b. Quality work is occurring and is evident through citizen, prosecutor and supervisor satisfaction.
- c. Citizen's concerns and complaints are properly addressed in a timely manner.

3. CONSULTS AND CONFERS WITH THE CITY ADMINISTRATOR REGARDING THE DEPARTMENT AND CITY ISSUES AND REPORTS DEPARTMENT ACTIVITIES TO THE MAYOR AND CITY COUNCIL AS NECESSARY.

Performance is acceptable when:

- a. The city administrator is kept apprised of any ongoing issues in a timely manner.
- b. Reports are prepared and information on law enforcement and fire prevention related issues are presented to the Mayor and City Council in an appropriate manner.

4. PREPARE, DIRECT AND IMPLEMENT DEPARTMENTAL BUDGET, INCLUDING PAYROLL AND THE PREPARATION AND RECOMMENDATION OF LONG-RANGE PLANS FOR PUBLIC SAFETY SERVICE PROGRAMS.

Performance is acceptable when:

- a. Payroll and other required information for the formulation and review of the budget is available in a useable form.
- b. Records are accurate and reviews are completed on time.
- c. City hall staff receives payroll data necessary to develop pay checks.
- d. Current budget variances are known and explanations are reasonable.
- e. Expenditures are kept within budget constraints unless authority is given by the City Administrator through approval of the governing body.
- f. The City Administrator and governing body are kept apprised of current and future needs by plans and proposals submitted by the Director.

The responsibilities described above represent the primary responsibilities of this position. Other responsibilities may be assigned by the City Administrator as warranted by business needs. The incumbent is expected to do all assigned responsibilities.

#### **KNOWLED/SKILLS/LICENSURE/CERTIFICATION**

Bachelor's degree and ten years' experience as command level police supervisor is required. Preferred fields of study are Criminal Justice or Business Management. Must have completed the 560 hour Law Enforcement Academy. Officers certified out of state may be eligible to participate in the Reciprocity certification program. A valid state driver's license is required.

Good interviewing/interrogation skills; ability to establish a rapport with victims and criminals; ability to work well with people; strong oral and written skills; good communications skills; good public speaking skills; must have basic computer skills; must have thorough knowledge of city ordinances, and state and federal statutes.

#### **EXPERIENCE:**

Ten years command level supervisory experience required.

#### **TOOLS**

Hand gun, shot gun, patrol rifle, straight baton, patrol car, radio, bullet proof vest, body camera, Taser, computer and other items deemed necessary. The Chief should demonstrate a high level of accuracy and competence with these tools, but may not be required to carry them on a daily basis.

#### **ROUTINE CONTACTS**

The public, criminals, other law enforcement and fire officials, court officers, co-workers, city department heads, city staff, the City Administrator, as well as elected officials.

#### **WORKING CONDITONS**

Work is conducted both indoors and outdoors in all types of weather conditions and at any time of the day or night. Work may involve exposure to human blood and body fluids, hazardous chemicals, explosive, asbestos, excessive noise, heights and various animals. Work involves confrontation with individuals outside the law who represent a level of disrespect for





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

**B. PUBLIC SAFETY DIRECTOR POSITION:**

Should Council choose to proceed,

**RECOMMENDED ACTION:**

**Staff recommends approval of Public Safety Director position.**

**NEW BUSINESS**

**C. COMMUNICATION SPECIALIST/INFORMATION SPECIALIST:**

Hildebrand will present job description for Communication Specialist / Information Technology Specialist position.

- Communication Specialist/Information Specialist Job Description

**CITY OF VALLEY CENTER, KANSAS  
JOB DESCRIPTION**

Job Title:      Communications Specialist / Information Technology Specialist  
Department:   Administration FLSA Status: Non-exempt  
Reports to:     Assistant City Administrator / Director of Finance and Administration Page 1 of 3

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**SUMMARY**

This position, under the general supervision of the Assistant City Administrator / Director of Finance and Administration, shall perform specialized work requiring specific knowledge of City software and hardware programs and capabilities, as well as proficiency in various modes of technological communications and social media.

**RESPONSIBILITIES**

1.      WORKS WITH DEPARTMENT HEADS TO ENSURE SOFTWARE ISSUES AND UPDATES ARE ADDRESSED IN A TIMELY FASHION.

Performance is acceptable when:

- a.     Works with 3<sup>rd</sup> Party vendor to communicate concerns regarding software performance and ensure smooth performance.
- b.     Provides Staff updates regarding software modifications and updates.

2.      SERVES AS THE CHAIR OF THE CITY’S WEB-SITE COMMITTEE.

Performance is acceptable when:

- a.     Requests for web-site modifications are accurately and timely completed.
- b.     Departments are made aware of updates to the City’s web-site.
- c.     Necessary reporting paperwork is completed on time and accurate.

3.      UPDATES CONTENT OF CITY’S SOCIAL MEDIA SITES.

Performance is acceptable when:

- a.     Updates occur in a timely manner.
- b.     Review Staff submissions for accuracy and post updates according to City standards.

4.      FCILITIATES KEY FOB ACCESS FOR CITY EMPLOYEES AND BUILDINGS..

Performance is acceptable when:

- a.     Maintains employee roster and updates building access appropriately.
- b.     Ensures that building rentals have appropriate access.

The responsibilities described above represent the primary responsibilities of the job. Other responsibilities may be assigned by the supervisor as warranted by business needs. The incumbent is expected to do all assigned responsibilities.

**KNOWLEDGE/SKILLS/LICENSURE/CERTIFICATION**

High school diploma or GED required. Typing and use of a personal computer with appropriate software required. Ability to use phone system, software programs, and computers. Excellent

**CITY OF VALLEY CENTER, KANSAS  
JOB DESCRIPTION**

Job Title: Communications Specialist / Information Technology Specialist  
Department: Administration FLSA Status: Non-exempt  
Reports to: Assistant City Administrator / Director of Finance and Administration Page 2 of 3

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oral and written communication skills required.

Knowledge of overall City departmental activities, practices, and procedures is preferred.

**EXPERIENCE:**

Two years of prior office experience preferred.

**TOOLS & EQUIPMENT**

Standard office equipment including computer, fax and copy machine.

**ROUTINE CONTACTS**

The public, vendors, co-workers, and department heads.

**WORKING CONDITIONS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

Work is typically performed in an office environment, although this position may require going to the field to observe and document various project activities by City staff. While performing the duties of this job, employees are regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and lift up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this job, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve non-routine and complex office administrative problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines with frequent interruptions; and interact with City administrators, staff, customers, the public and others encountered in the course of work, some of whom may be dissatisfied or abusive individuals.

**REQUIRED SIGNATURES/APPROVALS**

**CITY OF VALLEY CENTER, KANSAS  
JOB DESCRIPTION**

Job Title: Communications Specialist / Information Technology Specialist  
Department: Administration FLSA Status: Non-exempt  
Reports to: Assistant City Administrator / Director of Finance and Administration Page 3 of 3

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City Administrator \_\_\_\_\_ Date

September 2018

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

**C. COMMUNICATION SPECIALIST/INFORMATION SPECIALIST:**

Should Council choose to proceed,

**RECOMMENDED ACTION:**

**Staff recommends motion to approve position.**

**CONSENT AGENDA**

**A. APPROPRIATION ORDINANCE – SEPTEMBER 18, 2018**

**RECOMMENDED ACTION:**

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



**CONSENT AGENDA**

**A. APPROPRIATION ORDINANCE:**

Below is the proposed Appropriation Ordinance for September 18, 2018 as prepared by City Staff.

**September 18, 2018 Appropriation Ordinance**

**Total                                   \$ 255,118.03**

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0973	I-201808281774	AUSTIN & MAYGAN HART AUSTIN & MAYGAN HART	R	8/31/2018	1,220.00	049411		1,220.00
0972	I-201808281773	BENJAMIN & JOYCE TOWNSEND BENJAMIN & JOYCE TOWNSEND	R	8/31/2018	2,752.60	049412		2,752.60
0254	I-201808271754	CITY OF WICHITA CITY OF WICHITA	R	8/31/2018	113,679.53	049413		113,679.53
0162	I-201808271738	CIVIC PLUS CIVIC PLUS	R	8/31/2018	125.00	049414		125.00
0164	I-201808271747	CUSIP GLOBAL SERVICE	R	8/31/2018	581.00	049415		
	I-201808271748	CUSIP GLOBAL SERVICE	R	8/31/2018	183.00	049415		764.00
0321	I-201808271739	DECKER ELECTRIC	R	8/31/2018	6,440.35	049416		
	I-201808281776	DECKER ELECTRIC	R	8/31/2018	895.50	049416		
	I-201808281777	DECKER ELECTRIC	R	8/31/2018	750.00	049416		
	I-201808281778	DECKER ELECTRIC	R	8/31/2018	375.00	049416		8,460.85
0799	I-201808271742	ELITE FRANCHISING INC DBA JANI	R	8/31/2018	908.47	049417		
	I-201808271743	ELITE FRANCHISING INC DBA JANI	R	8/31/2018	695.31	049417		
	I-201808271744	ELITE FRANCHISING INC DBA JANI	R	8/31/2018	416.17	049417		2,019.95
0970	I-201808281766	ELIZABETH RINDT	R	8/31/2018	322.50	049418		
	I-201808281767	ELIZABETH RINDT	R	8/31/2018	10,654.20	049418		10,976.70
0975	I-201808301785	EMBLEMS USA EMBLEMS USA	R	8/31/2018	665.00	049419		665.00
0768	I-201808291783	MABCD MABCD	R	8/31/2018	1,700.21	049420		1,700.21
0784	I-201808281758	MERIDIAN ANALYTICAL LABS, LLC MERIDIAN ANALYTICAL LABS, LLC	R	8/31/2018	410.00	049421		410.00
0196	I-201808271734	P E C (PROFESSIONAL ENGINEERIN	R	8/31/2018	11,018.00	049422		
	I-201808271735	P E C (PROFESSIONAL ENGINEERIN	R	8/31/2018	236.35	049422		
	I-201808271736	P E C (PROFESSIONAL ENGINEERIN	R	8/31/2018	5,400.00	049422		
	I-201808271737	P E C (PROFESSIONAL ENGINEERIN	R	8/31/2018	1,655.22	049422		18,309.57

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0933 I-201808301788	PILEUS TECHNOLOGIES, LLC PILEUS TECHNOLOGIES, LLC	R	8/31/2018	790.00		049423		790.00
0577 I-201808271749 I-201808271750	PIPER JAFFRAY & CO. PIPER JAFFRAY & CO. PIPER JAFFRAY & CO.	R R	8/31/2018 8/31/2018	20,000.00 10,000.00		049424 049424		30,000.00
0974 I-201808281775	PRISCILLA PHILLIPS PRISCILLA PHILLIPS	R	8/31/2018	1,301.20		049425		1,301.20
0867 I-201808281772	RALEIGH & BONNIE LACKEY RALEIGH & BONNIE LACKEY	R	8/31/2018	166.00		049426		166.00
0229 I-201808271745 I-201808271746	SEDGWICK CO. HEALTH DEPT - BIL SEDGWICK CO. HEALTH DEPT - BIL SEDGWICK CO. HEALTH DEPT - BIL	R R	8/31/2018 8/31/2018	542.77 102.34		049427 049427		645.11
0307 I-201808281765	SEDGWICK COUNTY SEDGWICK COUNTY	R	8/31/2018	363.00		049428		363.00
0778 I-201808271755	SHELLEY ELECTRIC SHELLEY ELECTRIC	R	8/31/2018	1,080.00		049429		1,080.00
0142 I-201808281761	SOUTHWEST BUTLER QUARRY, LLC. SOUTHWEST BUTLER QUARRY, LLC.	R	8/31/2018	677.32		049430		677.32
0214 I-201808271751 I-201808271752	STANDARD & POOR'S FINANCIAL STANDARD & POOR'S FINANCIAL STANDARD & POOR'S FINANCIAL	R R	8/31/2018 8/31/2018	8,500.00 5,850.00		049431 049431		14,350.00
0868 I-201808281770 I-201808281771	TERRY & KATHRYN ELLIS TERRY & KATHRYN ELLIS TERRY & KATHRYN ELLIS	R R	8/31/2018 8/31/2018	1,603.00 5,224.80		049432 049432		6,827.80
0147 I-201808271733	TRAFFIC CONTROL SERVICES, INC. TRAFFIC CONTROL SERVICES, INC.	R	8/31/2018	972.02		049433		972.02
0971 I-201808281768 I-201808281769	TYMBER & JENNIFER LEE REVOCABL TYMBER & JENNIFER LEE REVOCABL TYMBER & JENNIFER LEE REVOCABL	R R	8/31/2018 8/31/2018	4,711.00 250.00		049434 049434		4,961.00
0708 I-201808281759 I-201808281760 I-201808291784	UNIFIRST UNIFIRST UNIFIRST UNIFIRST	R R R	8/31/2018 8/31/2018 8/31/2018	78.31 78.31 18.59		049435 049435 049435		175.21

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0009	VERIZON WIRELESS SERVICES, LLC							
I-201808281756	VERIZON WIRELESS SERVICES, LLC	R	8/31/2018	80.90		049436		
I-201808281757	VERIZON WIRELESS SERVICES, LLC	R	8/31/2018	80.88		049436		
I-201808301786	VERIZON WIRELESS SERVICES, LLC	R	8/31/2018	146.36		049436		
I-201808301787	VERIZON WIRELESS SERVICES, LLC	R	8/31/2018	800.24		049436		1,108.38
0978	AAA RESTAURANT SUPPLY LLC							
I-201809061828	AAA RESTAURANT SUPPLY LLC	R	9/07/2018	7.02		049438		
I-201809061829	AAA RESTAURANT SUPPLY LLC	R	9/07/2018	112.45		049438		
I-201809061830	AAA RESTAURANT SUPPLY LLC	R	9/07/2018	111.15		049438		
I-201809061831	AAA RESTAURANT SUPPLY LLC	R	9/07/2018	4,327.35		049438		4,557.97
0153	ARK VALLEY NEWS							
I-201809061833	ARK VALLEY NEWS	R	9/07/2018	319.52		049439		319.52
0154	ASSESSMENT STRATEGIES, LLC							
I-201809061832	ASSESSMENT STRATEGIES, LLC	R	9/07/2018	175.00		049440		175.00
0550	BANNON TRUCKING, LLC							
I-201809041799	BANNON TRUCKING, LLC	R	9/07/2018	778.01		049441		778.01
0035	BARRY ARBUCKLE							
I-201809041793	BARRY ARBUCKLE	R	9/07/2018	800.00		049442		800.00
0156	BEALL & MITCHELL, LLC							
I-201809041791	BEALL & MITCHELL, LLC	R	9/07/2018	1,850.00		049443		1,850.00
0498	BRYAN'S HEATING & AIR CONDITIO							
I-201809041807	BRYAN'S HEATING & AIR CONDITIO	R	9/07/2018	6,985.00		049444		6,985.00
0457	CHRISTOPHER MICHAEL LEE DAVIS,							
I-201809041790	CHRISTOPHER MICHAEL LEE DAVIS,	R	9/07/2018	125.00		049445		125.00
0059	CITY OF WICHITA							
I-201809041811	CITY OF WICHITA	R	9/07/2018	140.00		049446		140.00
0799	ELITE FRANCHISING INC DBA JANI							
I-201809041802	ELITE FRANCHISING INC DBA JANI	R	9/07/2018	947.50		049447		
I-201809041803	ELITE FRANCHISING INC DBA JANI	R	9/07/2018	50.00		049447		
I-201809041804	ELITE FRANCHISING INC DBA JANI	R	9/07/2018	135.00		049447		
I-201809041805	ELITE FRANCHISING INC DBA JANI	R	9/07/2018	65.00		049447		
I-201809041806	ELITE FRANCHISING INC DBA JANI	R	9/07/2018	50.00		049447		1,247.50

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0910 I-201809061827	EMPAC, INC EMPAC, INC	R	9/07/2018	210.00		049448		210.00
0828 I-201809041801	FIRE PROTECTION SERVICES INC FIRE PROTECTION SERVICES INC	R	9/07/2018	656.00		049449		656.00
0542 I-201809041798	GIANT COMMUNICATIONS GIANT COMMUNICATIONS	R	9/07/2018	1,518.37		049450		1,518.37
0601 I-201809041792	JOY K. WILLIAMS, ATTORNEY AT L JOY K. WILLIAMS, ATTORNEY AT L	R	9/07/2018	1,350.00		049451		1,350.00
0815 I-201809041797	KONICA MINOLTA BUSINESS SOLUTI KONICA MINOLTA BUSINESS SOLUTI	R	9/07/2018	47.83		049452		47.83
0042 I-201809041789	LARRY LINN LARRY LINN	R	9/07/2018	1,700.00		049453		1,700.00
0110 I-201809051812	LKM - LEAGUE OF KANSAS MUNICIP LKM - LEAGUE OF KANSAS MUNICIP	R	9/07/2018	235.00		049454		235.00
0371 I-201809041795	M & M REPAIR, INC. M & M REPAIR, INC.	R	9/07/2018	1.85		049455		1.85
0025 I-201809041794	MIKE JOHNSON SALES, INC. MIKE JOHNSON SALES, INC.	R	9/07/2018	109.10		049456		109.10
0631 I-201809051824	OVERHEAD DOOR COMPANY OVERHEAD DOOR COMPANY	R	9/07/2018	228.00		049457		228.00
0933 I-201809041796	PILEUS TECHNOLOGIES, LLC PILEUS TECHNOLOGIES, LLC	R	9/07/2018	1,585.65		049458		1,585.65
0662 I-201809051816 I-201809051817 I-201809051818 I-201809051819	QUALITY TURF MANAGEMENT LLC QUALITY TURF MANAGEMENT LLC QUALITY TURF MANAGEMENT LLC QUALITY TURF MANAGEMENT LLC	R R R R	9/07/2018 9/07/2018 9/07/2018 9/07/2018	150.00 70.00 150.00 300.00		049459 049459 049459 049459		670.00
0746 I-201809051823	RAY LINDSEY RAY LINDSEY	R	9/07/2018	959.18		049460		959.18
0306 I-201809061826	SEDGWICK COUNTY SEDGWICK COUNTY	R	9/07/2018	2,494.44		049461		2,494.44

9/13/2018 10:25 AM  
 VENDOR SET: 02 City of Valley Center  
 BANK: APBK INTRUST CHECKING  
 DATE RANGE: 0/00/0000 THRU 99/99/9999

A/P HISTORY CHECK REPORT

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0307 I-201809041809	SEDGWICK COUNTY SEDGWICK COUNTY	R	9/07/2018	38.00		049462		38.00
0895 I-201809051813	SEW MUCH MORE SEW MUCH MORE	R	9/07/2018	512.00		049463		512.00
0055 I-201809051815	SOUTHERN KS-NORTHERN OKLAHOMA SOUTHERN KS-NORTHERN OKLAHOMA	R	9/07/2018	60.00		049464		60.00
0954 I-201809041808	ULINE ULINE	R	9/07/2018	354.00		049465		354.00
0708 I-201809051821 I-201809051825	UNIFIRST UNIFIRST UNIFIRST	R R	9/07/2018 9/07/2018	79.60 18.65		049466 049466		98.25
0113 I-201809051820	VALLEY OFFSET PRINTING, INC. VALLEY OFFSET PRINTING, INC.	R	9/07/2018	276.00		049467		276.00
0009 I-201809041810	VERIZON WIRELESS SERVICES, LLC VERIZON WIRELESS SERVICES, LLC	R	9/07/2018	82.84		049468		82.84
0014 I-201809041800	WICHITA WINWATER WORKS CO. WICHITA WINWATER WORKS CO.	R	9/07/2018	299.10		049469		299.10

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	58	254,964.06	0.00	254,964.06
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS 0.00 VOID CREDITS 0.00	0.00	

TOTAL ERRORS: 0

VENDOR SET: 02 BANK: APBK TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
	58	254,964.06	0.00	254,964.06

9/13/2018 10:25 AM  
 VENDOR SET: 03 City of Valley Center  
 BANK: APBK INTRUST CHECKING  
 DATE RANGE: 0/00/0000 THRU 99/99/9999

A/P HISTORY CHECK REPORT

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0017	KRISTINE POLIAN							
I-201808281782	KRISTINE POLIAN	R	8/31/2018	112.27		049437		112.27
0084	SCOTT HILDEBRAND							
I-201809051814	SCOTT HILDEBRAND	R	9/07/2018	41.70		049470		41.70

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	2	153.97	0.00	153.97
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS 0.00		
		VOID CREDITS 0.00	0.00	

TOTAL ERRORS: 0

VENDOR SET: 03	BANK: APBK	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			2	153.97	0.00	153.97
BANK: APBK	TOTALS:		60	255,118.03	0.00	255,118.03
REPORT TOTALS:			60	255,118.03	0.00	255,118.03

SELECTION CRITERIA

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

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CHECK SELECTION

CHECK RANGE: 049411 THRU 049470  
 DATE RANGE: 0/00/0000 THRU 99/99/9999  
 CHECK AMOUNT RANGE: 0.00 THRU 999,999,999.99  
 INCLUDE ALL VOIDS: YES

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PRINT OPTIONS

SEQUENCE: CHECK NUMBER

PRINT TRANSACTIONS: YES  
 PRINT G/L: NO  
 UNPOSTED ONLY: NO  
 EXCLUDE UNPOSTED: NO  
 MANUAL ONLY: NO  
 STUB COMMENTS: NO  
 REPORT FOOTER: NO  
 CHECK STATUS: NO  
 PRINT STATUS: \* - All

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## **CONSENT AGENDA**

### **B. REQUEST FROM MAIN STREET VALLEY CENTER FOR STREET CLOSURE:**

Main Street Valley Center will host a Dinner and Movie event Oct. 13.

We ask the city council to approve the closure of the 200 block of West Main Street from 3 p.m. to 11 p.m. Saturday, Oct. 13. There will be food trucks parked on Main Street. The intersections of Park and Ash will be accessible.

Thank you.

Chris Strunk  
Publisher  
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Valley Center KS 67147  
(316) 755-0821 (office)  
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[news@arkvalleynews.com](mailto:news@arkvalleynews.com)

**STAFF REPORTS**

**A. Assistant City Administrator Polian**

**B. Community Development Director Shrack**

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

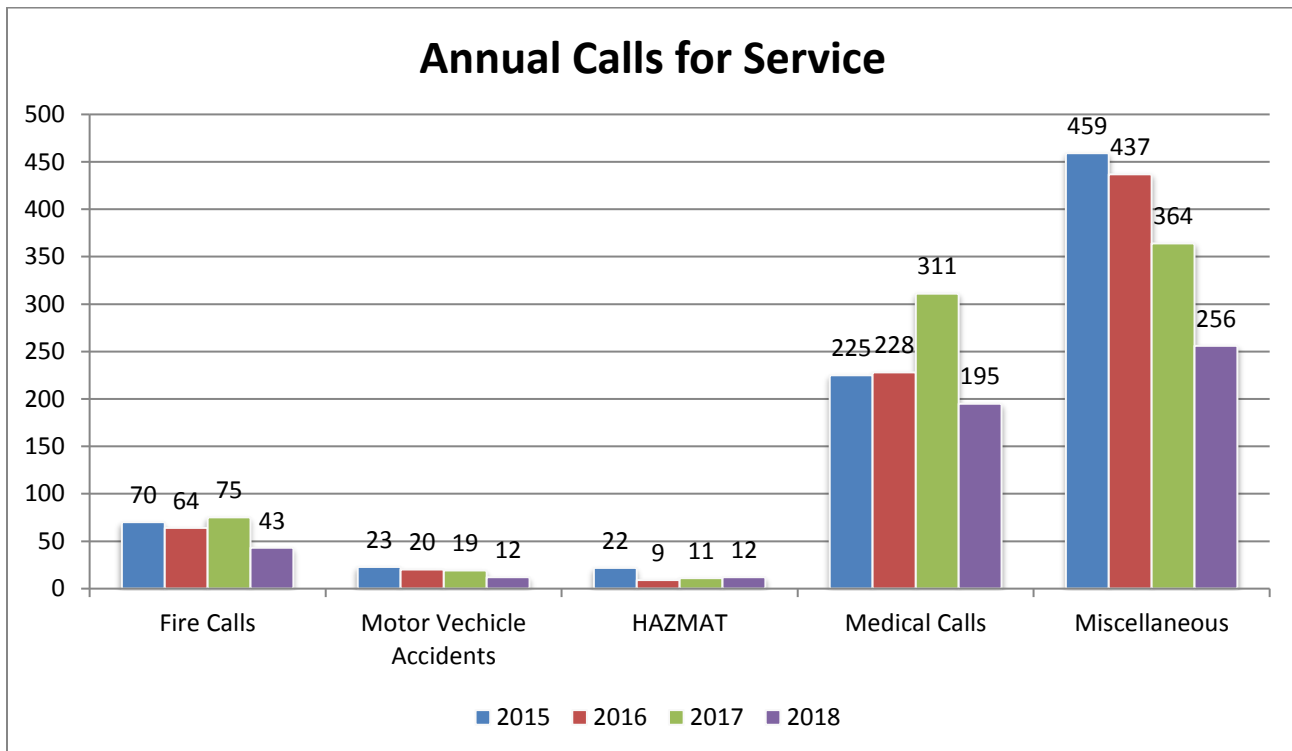
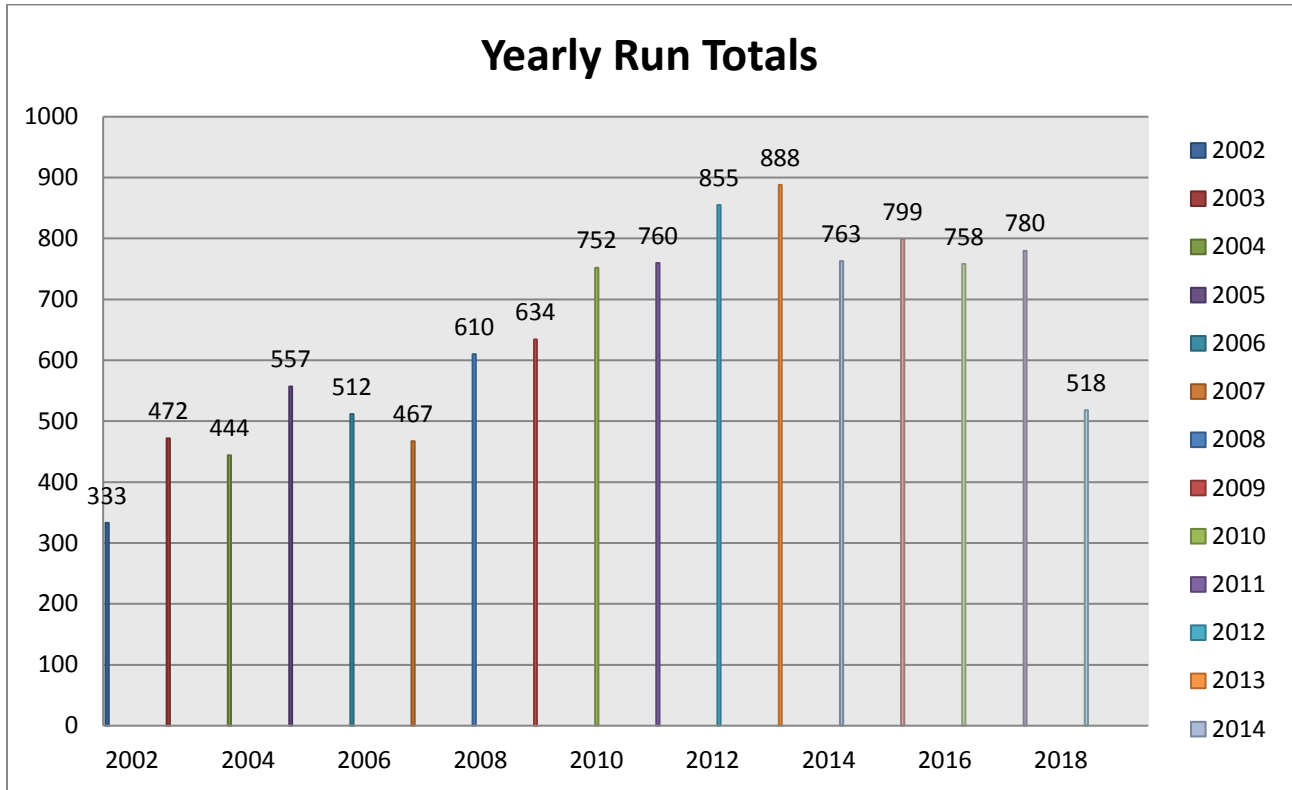
**D. Police Chief Newman**

**E. Public Works Director Eggleston**

**F. City Engineer Golka**

**G. City Attorney Arbuckle**

**H. City Administrator Hildebrand**





**TO:** City of Valley Center

**DATE:** September 18, 2018

**PROJECT NO.:** 35-187013-000-2502

**PROJECT:** Valley Center – City Engineer

**ATTENTION:** Mayor Dove and Members of Council

**FROM:** Josh Golka, P.E.

**REFERENCE:** Project Status Update

**COPIES TO:** Scott Hildebrand, Kristine Polian,  
Public Works Staff

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

### **Projects:**

#### 5th Street Paving Improvements (14323 KDOT & 187013-002 CITY)

- KDOT: Pavement construction beginning on the north half. End of October completion.
- CITY: Construction ongoing with demolition and tree clearing. Reinforced concrete box construction ongoing.

#### Raw Water Well Replacement (15454-002)

- KDHE approval for construction.
- Advertisement for bids to be sent out on September 19, 2018.

#### Waste Water Treatment Plant Phase 3 Improvements (161372)

- City review meeting of final scope and schedule on September 11, 2018.
- Tentative project bid Winter 2018/2019 with start of construction in Spring 2019.

#### Waterline Replacements and Rate Study (171031)

- USDA Contract ongoing.
- Water rate study review meeting with City Staff on September 13, 2018.
- Field check plans on waterline replacement end of October. Construction expected in Spring or Summer 2019.

#### Water Tower Rehabilitation (187013-004)

- Design contest ongoing.

### **Miscellaneous:**

- Rapid flashing beacons at Meridian and 7<sup>th</sup> and 5<sup>th</sup> and Industrial construction ongoing.
- Reviewed City street conditions and maintenance projects with Public Works Staff on August 27, 2018.
- Met with property owner and City Staff to discuss concerns for construction in the floodplain on September 12, 2018.
- Attended Public Works CIP workshop on September 12, 2018.
- Assisted with updating WAMPO project budget and scope for 2020/2021 Meridian reconstruction from Railroad to 0.25 miles south of 69<sup>th</sup> Street.

### **Warranty Dates for Construction Projects:**

- February 8, 2019 Butler Paving Improvements (160447)

**GOVERNING BODY REPORTS**

**A. Mayor Dove**

**B. Councilmember Colbert**

**C. Councilmember Cicirello**

**D. Councilmember Gregory**

**E. Councilmember McGettigan**

**F. Councilmember Maschino**

**G. Councilmember Stamm**

**H. Councilmember Anderson**

**I. Councilmember Davis**

**ADJOURN**