

## AGENDA

### BASEHOR CITY COUNCIL

April 7, 2008

6:00 p.m.

Basehor City Hall

#### **WORK SESSION – 6:00 p.m. (No formal action will be taken during this time.)**

1. Discussion regarding agenda items.

#### **REGULAR MEETING – 7:00 p.m.**

##### **1. Roll Call by Mayor Chris Garcia and Pledge of Allegiance**

##### **2. Consent Agenda**

*(Consent Agenda Items will be acted upon by one motion unless a Council Member requests an item be removed for discussion and separate action.)*

- a. Approve Minutes
  1. March 17, 2008 Work Session and Regular Meeting
- b. Approve Treasurer's Report & Vendor Payments
- c. Approve investment recommendations
- d. Approve calendar of events

##### **3. Call to Public**

Members of the public are welcome to use this time to comment about any matter relating to City business that is listed on this Agenda. The comments that are discussed under "Call to Public" may or may not be acted upon by the Council during this meeting. There is a five-minute time limit. (Please wait to be recognized by the mayor then proceed to the podium; state your name and address).

- a. Citizen Comments Regarding Agenda Items
  1. George Smith, PRIDE, Resolution of Support, waive fireworks stand permit fee, clarification on annual donation.
  2. John Foley, 15015 Parallel, concerns regarding location of Sonic dumpster

##### **4. Scheduled Discussion Items**

- a.

##### **5. Business**

- a. Consider Tree City USA and Arbor Day Proclamation
- b. Consider National Library Week Proclamation
- c. Consider Volunteer Appreciation Week Proclamation
- d. Consider resolution pledging support for PRIDE, waive of fireworks stand permit fee, and payment of funds for 4<sup>th</sup> of July fireworks display as budgeted.
- e. Consider payment of funds for Basehor Dairy Days as budgeted.

- f. Consider annexation of property located at 15251 State Avenue
- g. Consider Future Land Use Amendment from Commercial to Medium-Density Residential for the Property located at 15251 State Avenue, as requested by Benchmark Management, LLC.
- h. Consider change of zoning from R-0, Suburban Residential to R-3, Multi-Family Residential for the property located at 15251 State Avenue.
- i. Set a public meeting and a public hearing to discuss alternatives concerning the Wastewater Treatment Facility expansion and provide detailed information to the public regarding plant expansion and potential impact on the sewer user charges or other taxes which will fund the improvements.
- j. Consider purchase of flashing indicator lights on 158<sup>th</sup> Street on 158<sup>th</sup> Street, north and south side approaching 24-40
- k. Consider payment for mechanical repairs on Kenworth dump truck
- l. Consider purchase of 7 ft. sickle bar mower attachment for public works department
- m. Consider a request from the Cedar Lakes Home Owner's Association to refund and transfer \$18,375 from the Sewer Fund to the Cedar Lakes maintenance fund.
- n. Consider approval of the five-year Capital Improvement Plan
- o. Consider priorities for funding requests through KDOT corridor management funds
- p. Consider amendment to Ordinance 520, Standard Traffic Ordinance
- q. Consider city administrator contract changes in regards to vacation policy, sick leave and severance pay

**6. City Administrator Report**

- a. Follow-up report on sanitary sewer utility billing practices
- b. Update on Basehor Town Center project and proposed benefit district

**7. Mayor's Report**

- a. Volunteer Recognition and Reception (4/21/08, 6:00 p.m.)

**8. Council Member Reports**

**9. Executive Session**

- a. City Administrator annual performance review

**10. Adjournment**

*Basehor City Council reserves the right to amend the agenda following its publication in the Basehor Sentinel newspaper. Citizens are encouraged to attend all public meetings. Updates to the agenda may be reviewed at [www.cityof.basehor.org](http://www.cityof.basehor.org)*

**Minutes**

**BASEHOR CITY COUNCIL**

**March 17, 2008**

**6:00 p.m.**

**Basehor City Hall**

**Official Presiding: Mayor Chris Garcia**

**Members Present: Pres. Terry Thomas, Iris Dysart, Terry Hill, Keith Sifford, and Jim Washington**

**Members Absent:**

**Staff Present: Carl Slaugh, Mary Mogle, Gene Myracle, Dustin Smith, Lloyd Martley, Patrick Reavey**

**Newspaper: Lara Hastings, Basehor Sentinel**

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**WORK SESSION – 6:00 p.m.**

The work session was called to order with all members present with the exception of Councilmember Sifford (arrived at 6:10 p.m.). The city attorney was in attendance.

**Discussion regarding agenda items.**

- a. Consider approval of an Interlocal Agreement between the City of Basehor and other U.S. Highway 24-40 Corridor partners*

Mr. Slaugh provided Council with the updated 24-40 Corridor Agreement and Management Plan. Seven copies of the agreement are to be signed and then forward to the City of Tonganoxie for signature. KDOT added a provision to leave 155<sup>th</sup> Street as a fully signalize intersection [consider removal at a future date] and changed 174<sup>th</sup> to 178<sup>th</sup> as a signalized intersection.

Councilmember Washington asked if language recommended by Mr. Gurss on March 6 made it into the changes. Mr. Slaugh read the changes on page 7-14 and 10-6. (Councilmember Sifford arrived at 6:10 p.m.) Councilmember Sifford felt the language regarding the signal at 155<sup>th</sup> Street should be stricken from the proposal since it would be open to interpretation in the future. Mr. Slaugh noted the wording was somewhat vague; however, KDOT has the authority to review intersections at any time. He reported he

had suggested to KDOT that the wording be removed, but KDOT felt it was necessary to explain why the signal was left since it did not meet the one-mile spacing criteria.

Councilmember Washington noted on page 1-9 was the first time the language referencing 155<sup>th</sup> Street has been mentioned over the last year and felt it was a compromise on KDOT's part to work with the City. Councilmember Hill noted KDOT noted in the agreement that the light at 155<sup>th</sup> Street would be reviewed for safety issues, not one-mile spacing. Council agreed if there was a safety issue the light should be removed.

Councilmember Sifford noted, as a matter of record, he requested the wording be stricken and to protect the City's interest, the wording should be given more detail.

Councilmember Dysart asked once the frontage road at 158<sup>th</sup> Street was constructed, would the safety issue diminish. Councilmember Sifford felt the frontage road would help.

Jim Pickitt and Dave Gurss, KDOT were present to answer questions.

***b. Consider approval to apply for corridor matching funds for the 150th Street project from Craig Road north to Parallel Road.***

Mr. Slaugh provided an updated Capital Improvement Plan (CIP) showing five new projects for KDOT Corridor funding. He explained he was informed by KDOT that if the City wanted to submit a project for FY2009 funding, the project needed to be submitted by the end of March. The five projects are tied to the 150<sup>th</sup> Street and intersection project. Design work and project cost would need to be done.

Councilmember Dysart asked when the City would be advised of the award. Mr. Slaugh noted an exact date has not been given to him as of this date. He reported developer Ed McIntosh was anxious to hear if KDOT would allow a right-in/right-out on 24-40 Highway at 153<sup>rd</sup> into Wolf Creek Junction.

Councilmember Washington asked where Basehor Blvd would intersect 150<sup>th</sup> Street. Mr. Slaugh explained the boulevard would intersect at the curve. Mr. McIntosh explained the entrance to his development depended on where the curve ended up off of 150<sup>th</sup> Street. It was his hope that his project be incorporated into the 150<sup>th</sup> Street project. He explained he had been working since August 2007 to get an answer from KDOT to see if he would receive his right-in/right-out to his development. Councilmember Washington asked what level of engineering design needed to be provided for submission. Mr. Slaugh reported generally a one-page design. Mr. Lutgen stated he could put together a rough schematic of the area.

***c. Consider a request from Basehor Field of Dreams to connect to the Basehor sanitary sewer system and a possible voluntary annexation petition.***

Mr. Slauch reported KDHE has mandated Field of Dreams close their lagoon and connect to the City's sewer system. Field of Dreams has submitted a request for annexation and a check for \$2950 for the sewer connection fee.

President Thomas asked if the complex would need to be rezoned. Mr. Smith explained the City would annex in at the lowest zoning classification, R-O Rural Residential. Councilmember Hill was concerned that Field of Dreams had already been through the zoning process with Leavenworth County and felt it was an unnecessary step to make them go through a rezoning. The city attorney, Patrick Reavey, reported the Supreme Court said the best way to deal with this type of situation was to bring the property in at the existing zoning classification, using the County's zoning district for regulation purposes.

President Thomas asked if Field of Dreams wanted the City to take over their operation. Field of Dreams board member Steve Henley stated it was not their intent to have the City take over the operations at this time. Another board member questioned why Field of Dreams would need to annex. President Thomas explained anyone connecting to the City's sanitary sewer they are required to annex into the City.

Councilmember Dysart asked if Field of Dreams connection fees should be structured the same as a school district. City Superintendent reported the connection fees are based on flows. He explained since the complex is closed during the winter months, the flow would be monitored and assessed similar to swimming pools.

President Thomas asked what the connection and maintenance fees should be if they connected today and were not annexed. Mr. Slauch stated "outside the City" fees could be charged until they formally annexed into the City. He explained he had Field of Dreams pay \$2950 since they started the annexation process.

5 minute break (7:00 p.m.)

### **REGULAR MEETING – 7:00 p.m.**

#### **Roll Call by Mayor Chris Garcia and Pledge of Allegiance**

All members were present. The city attorney was also present.

#### **Mayor Garcia introduced foreign exchange student Ha**

#### **Consent Agenda (Tape 1, Side B)**

*(Consent Agenda Items will be acted upon by one motion unless a Council Member requests an item be removed for discussion and separate action.)*

- a. Approve Minutes
  1. March 3, 2008 Work Session and Regular Meeting
  2. March 5 & 6, 2008 Ultraline Presentation (Matter of Record Only)
  3. March 10, 2008 Work Session
- b. Approve Treasurer's Report & Vendor Payments
- c. Approve investment recommendations
- d. Approve calendar of events

A motion was made by President Thomas and seconded by Councilmember Sifford to approve the Consent Agenda as presented. *(Tape 1, Side B)* Mayor Garcia asked that the March Calendar of Events show the Citizen Forum on March 27<sup>th</sup>. A roll call vote was taken with all members voting in favor. Motion passed 5-0.

### **CALL TO PUBLIC**

Members of the public are welcome to use this time to comment about any matter relating to City business that is listed on this Agenda. The comments that are discussed under "Call to Public" may or may not be acted upon by the Council during this meeting. There is a five-minute time limit. (Please wait to be recognized by the mayor then proceed to the podium; state your name and address).

#### **a. Citizen Comments Regarding Agenda Items**

***George Smith (14923 Parallel)*** agreed with keeping 155<sup>th</sup> Street intersection signalized and concurred that the language in the agreement referencing removal at a later date should be deleted.

***John Flower (15515 Cedar Lane)*** addressed page 3, items 5 and 6 of the 24-40 Corridor Management Agreement. He noted the agreement states the City agrees to cooperate with the parties regarding access points and reach a mutual agreement on proactive closing of those access points. He suggested striking the wording or include a better definition. Item 6 referenced a "good faith effort" of which he hoped KDOT would put forth more than just a good effort. Under non-KDOT parties states the City would be required to give KDOT notice of pending development, and if adopted, the City would need to modify the planning and zoning process since the City does not currently use that process to notify the parties. Item 6 states the City would be required to "confer" with KDOT prior to approving a Preliminary Plat and did not understand why the City would need to negotiate with KDOT on items that are within the City's domain. The document states the City was not giving up any of their rights as a city by adopting the agreement.

***Steve Henley (15301 Landauer)***, Field of Dreams board member, reported Field of Dreams needed sewer connection approval tonight because the high school plays their first game on April 1. They would be willing to discuss fees and annexation at a later date if necessary.

***Ed McIntosh (15305 Briar Road)*** asked that the City look at the Corridor funding possibilities and apply for what they feel would qualify. Mr. McIntosh stated he would

be willing to assist staff by providing the necessary paperwork to submit his project for Corridor funding. He explained he could not move forward with his project until he knew where the frontage road was going.

Public portion of the meeting closed.

## **SCHEDULED DISCUSSION ITEMS**

### ***a. LCDC Quarterly Report by Steve Jack, Executive Director***

Executive Director Steve Jack gave an update of projects and meetings held in the first quarter of 2008. He reported LCDC was highlighted in several magazines featuring Leavenworth County in an effort to attract businesses and jobs. LCDC staff spoke at various leadership groups and networked with other States regarding economic development. LCDC worked 55 leads in 2007 and is currently working 8 leads. He explained businesses were not considering Leavenworth County due to the lack of building space and large tract of land availability.

## **BUSINESS**

### ***a. Consider approval of an Interlocal Agreement between the City of Basehor and other U.S. Highway 24-40 Corridor partners***

A motion was made by President Thomas and seconded by Councilmember Hill to approve the Interlocal Agreement between the City of Basehor and other U.S. Highway 24-40 Corridor partners in accordance with staff recommendations as stipulated in staff report. A roll call vote was taken with all members voting in favor. Motion passed 5-0.

### ***b. Consider approval to apply for corridor matching funds for the 150th Street project from Craig Road north to Parallel Road.***

A motion was made by Councilmember Washington and seconded by President Thomas to approve the application for corridor matching funds for the 150<sup>th</sup> Street project from Craig Road north to Parallel Road as submitted. A roll call vote was taken with all members voting in favor. Motion passed 5-0.

### ***c. Consider a request from Basehor Field of Dreams to connect to the Basehor sanitary sewer system and a possible voluntary annexation petition.***

A motion was made by Councilmember Sifford and seconded by President Thomas to approve the request from Basehor Field of Dreams to connect to the Basehor sanitary sewer as recommended in the staff report contingent on voluntary annexation. Discussion followed. President Thomas wanted some kind of assurance that Field of Dreams was in the annexation process. Mr. Slauch reported the organization has turned in an application for voluntary annexation. The next step would be to submit the request to the Board of County Commissioners for approval. Council discussed if the

organization should be charged "inside city limit" or "outside city limit" connection and maintenance fees. Councilmember Sifford stated his motion was based on information included in the city administrator's staff report that referenced payment of a \$2950 sewer connection fee. President Thomas stated he assumed Council would follow city policy by charging Field of Dreams the "outside the city" fee of 150%. Council members had a difference of opinion as to what rates should be charged prior to formal annexation. President Thomas withdrew his second motion. Councilmember Hill seconded the motion. A roll call vote was taken with members Sifford, Hill, and Washington voting in favor. Members Thomas and Washington voted against the motion. Motion passed 3-2.

***d. Consider approval for purchase of weapons for the police department to standardize the type of weapon and make the weapon city property.***

A motion was made by Councilmember Sifford to approve the purchase of weapons for the police department to standardize the type of weapon and make the weapon city property as recommended by the police chief. Discussion followed. Councilmember Washington had a problem with eight officers using their own Glock weapons and felt the City should purchase weapons for all officers. Chief Martley noted his problem was budgeting. The original budget would not support purchasing weapons for 22 officers. He also felt it was a savings to the City to use personal weapons. Councilmember Washington stated he would be in favor of amending the budget line item to make sure that all officers carried city-owned weapons. Councilmember Sifford asked the city attorney if there was an issue with officers carrying their own weapons. The city attorney stated he was not aware of any legal reasons an officer could not carry personal weapons and recommended the City check with their insurance carrier. Councilmember Sifford supported the officers using their own weapons. After further discussion, Councilmember Sifford withdrew his motion.

A motion was made by Councilmember Washington and seconded by President Thomas to approve the purchase of weapons for each individual officer and to not exceed \$16,500. A roll call vote was taken with all members voting in favor. Motion passed 5-0.

***e. Consider authorizing administrative staff to proceed with notifying delinquent sewer and solid waste accounts of delinquent amount and possible tax assessment.***

Councilmember Washington reported the new State Law requires that renters be charged for utility bills rather than the landlord. The city attorney was directed to research the State Statute (HB2592) and city clerk was asked to review the list to see how many landlords should not be charged. The city clerk questioned the enforcement of the current ordinance that requires the billing staff to bill the landlord. Mr. Reavey noted if the landlord signed the contract or agreement that would supercede the statute.

A motion was made by President Thomas and seconded by Councilmember Washington to authorize administrative staff to proceed with notifying delinquent sewer and solid

waste accounts of delinquent amount and possible tax assessment. A roll call vote was taken with all members voting in favor. Motion passed 5-0.

***f. Resolution setting the Public Hearing for the annexation of the Breuer property located at 16101 Parallel Road.***

Councilmember Washington requested Section 3 of the resolution state the time of the public hearing. Mr. Smith noted the hearing would be held at 7:00 p.m. on May 19. The city attorney recommended Council accept the annexation report that was attached to the resolution prior to adopting the resolution.

Mr. Ray Breuer stated he would like to make changes to his residence prior to annexation and requested Council defer annexation for two years to allow him to complete the work. Mr. Breuer stated if the City would allow him additional time, he would voluntarily annex his property.

A motion was made by Councilmember Washington and seconded by President Thomas to approve the annexation report dated March 10 for the Breuer property located at 16101 Parallel Road as submitted by planning director Dustin Smith. A roll call vote was taken with all members voting in favor. Motion passed 5-0.

A motion was made by President Thomas and seconded by Councilmember Washington to approve the resolution setting the public hearing for May 19 at 7:00 p.m. in the meeting room of Basehor City Hall. A roll call vote was taken with all members voting in favor. Motion passed 5-0.

***g. Resolution setting the Public Hearing for the annexation of the Bryant property located at 19249 N. 158 Street.***

A motion was made by President Thomas and seconded by Councilmember Sifford to accept the annexation report dated March 10<sup>th</sup> for the Bryant Property located at 19249 N. 158<sup>th</sup> Street as submitted by planning director Dustin Smith. A roll call vote was taken with all members voting in favor. Motion passed 5-0.

A motion was made by President Thomas and seconded by Councilmember Sifford to approve the resolution setting the public hearing for May 19<sup>th</sup> at 7:00 p.m. in the meeting room of Basehor City Hall. A roll call vote was taken with all members voting in favor. Motion passed 5-0.

***h. Consider approval of the final plat for Pebblebrooke Phase I, submitted by Pebblebrooke, LLC.***

President Thomas questioned why Council was being asked to approve the final plat for Pebblebrooke Phase I when the subdivision was already established. Mr. Smith explained when Pebblebrooke Phase II was approved, the developer asked that the streets in Phase I be included and become city owned. President Thomas asked if there was a

report from staff regarding street conditions. The city superintendent stated the streets were built to city standards and were in good condition.

Mr. Smith reported the 11x17 map included in the packet was not a correct version noting the Council should reference the map shown on the 8x11 paper. Mr. Smith explained the larger map showed that the City would assume ownership of the parking area; however, that was not what was approved by the planning commission. Mr. Lutgen noted if Council approved the cul-de-sac the City would be accepting the parking area as right-of-way and would be liable for future maintenance. The city superintendent showed the direction he would plow snow. He explained once the Final Plat was accepted, the streets would be striped to show the street and right-of-way.

A motion was made by President Thomas and seconded by Councilmember Washington to approve the Final Plat for Pebblebrooke Phase I as submitted and require developer to stripe the street as discussed. A roll call vote was made with all members voting in favor. Motion passed 5-0.

***i. Consider approval for a special audit of excise tax records.***

Mr. Slauch reported the auditors would charge \$126 per hour (estimated cost of \$3500) to audit excise tax records from 2002 to present. He noted there would also be staff time involved to perform the preliminary work. Councilmember Sifford asked how much staff time would be involved. The city clerk reported it was staff's intent to take the audit a step further by compiling a spreadsheet of all the lots within a subdivision and list the fees and when the building permit was issued and fees paid. She thought it would take approximately 45 days to complete. Administrative and planning department staff would work on the report jointly.

Staff was directed to compile the information and provide a report at the May 12 work session. Based on that information, Council may or may not request a formal audit be performed.

A motion was made by President Thomas and seconded by Councilmember Sifford to delete Business Item "i" from agenda. A roll call vote was taken with all members voting in favor. Motion passed 5-0.

***j. Consider approval of an agreement to obtain utility easements and temporary construction easements for the Chestnut Lift Station deactivation project.***

Mr. Slauch reported some of the issues regarding the agenda item should be discussed in Executive Session. He explained the City has not acquired easements across the Miles property since the plat was never recorded. It had been over eighteen months since the plat was approved; therefore, according to City regulations the plat has expired. The plat included provisions for the easements.

Council delayed action until after the Executive Session.

**CITY ADMINISTRATOR REPORT*****a. Follow-up report on sanitary sewer utility billing practices***

Mr. Slauch reported the sewer fee presently used as a base rate was not in accordance with the ordinance. According to the city clerk the current rate was set by the previous city treasurer to meet KDHE requirements to pay back the State Revolving Loan. The city clerk explained the ordinance calls for the base rate to be assessed on average gallon rate of 6350. If the City used the gallon method, the base rate would be \$46.86 which was higher than the current method that would charge \$38.81 as of May 1, 2008.

Mr. Slauch explained Mr. Kleidosty faxed staff his contract so his comment that he never received a welcome packet would be true. Mr. Slauch felt the staff was being consistent in their practice; however, the new service contract was recently established when the State Setoff Program was adopted.

***b. Update on Sewer District No. 3***

Mr. Slauch reported he met with Leavenworth County staff today to go over the decommissioning of Sewer District No. 3. KDHE has given the County a schedule to meet; however, he was not sure if the County would meet that schedule.

**MAYOR'S REPORT**

Mayor Garcia announced he would hold a Citizen Forum – March 27 at 7:00 p.m.

**COUNCIL MEMBER REPORTS**

There were no reports at this time.

**EXECUTIVE SESSION*****a. City Administrator annual performance review***

A motion was made by Councilmember Sifford and seconded by President Thomas to convene into Executive Session for up to ten minutes to discuss attorney-client privileged matter. A roll call vote was taken with all members voting in favor. Motion passed 5-0. The city attorney and city ~~attorney~~ attended the session. (8:39 p.m.)

*administrator*

Mayor Garcia called the regular meeting back to order at 8:46 p.m.

***j. Consider approval of an agreement to obtain utility easements and temporary construction easements for the Chestnut Lift Station deactivation project.***

A motion was made by President Thomas and seconded by Councilmember Sifford to deny the easement due to developer failing to file final plat. A roll call vote was taken with all members voting in favor. Motion passed 5-0.

### **ADJOURNMENT**

A motion was made by Councilmember Washington and seconded by Councilmember Sifford to adjourn the meeting. A roll call vote was taken with all members voting in favor. Motion passed 5-0. Meeting adjourned at 8:48 p.m.

Submitted for Council approval with/without corrections or additions this 7<sup>th</sup> day of April, 2008.

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Mayor Chris Garcia

Attest:

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Mary A. Mogle, CMC, City Clerk

## CHECK REGISTER REPORT

Date: 03/31/2008

AS OF 03/28/08

Time: 10:39am

City Of Basehor

Page: 1

BANK: First State Bank

Check Number	Check Date	Status	Vendor Number	Vendor Name	Check Description	Amount
15164	03/14/2008	Printed	EFTPS	EFTPS	FIT/SS/MEDI WITHHOLDING PYMT	9,386.93
15165	03/14/2008	Printed	GRIFFIN/WI	WILLIAM GRIFFIN	BANKRUPTCY WITHHOLDING PYMT	200.00
15166	03/14/2008	Printed	INTERNAL R	INTERNAL REVENUE SERVICE	IRS GARNISHMENT WITHHOLDING PY	391.65
15167	03/14/2008	Printed	KS DOR WTH	KANSAS DEPARTMENT OF REVENUE	KS STATE WITHHOLDING PYMT	1,359.61
15168	03/14/2008	Printed	KANSAS PAY	KANSAS PAYMENT CENTER	CHILD SUPPORT WITHHOLDING PYMT	223.50
15169	03/14/2008	Printed	KPF EFT	KPF EFT PROGRAM	KPF WITHHOLDING/CONTRIBUTION	2,614.42
15170	03/28/2008	Printed	ADVANCE IN	ADVANCE INSURANCE COMPANY	EMPL AD&D & LIFE INS PREMIUMS	110.00
15171	03/28/2008	Printed	AFLAC	AFLAC	CAFETERIA PLAN WITHHOLDING	789.20
15172	03/28/2008	Printed	BASEHOR DA	BASEHOR DAIRY DAYS FESTIVAL	ANNUAL DONATION-FESTIVAL COSTS	5,000.00
15173	03/28/2008	Printed	BLUE CROSS	BLUE CROSS & BLUE SHIELD OF KS	EMPL MEDICAL WITHHOLDING PYMT	8,346.88
15174	03/28/2008	Printed	BURNS & MC	BURNS & MCDONNELL	PROFESSIONAL SERVICES-WWTF EXP	57,078.00
15175	03/28/2008	Printed	CARTER WAT	CARTER WATERS CORPORATION	2 TONS ASPHALT COLD PATCH	145.09
15176	03/28/2008	Printed	CLERK OF T	CLERK OF THE DISTRICT COURT	CASH BOND REFUND-HOTCHKISS	500.00
15177	03/28/2008	Printed	DATAMAX	DATAMAX	LEASE RENTAL (POLICE)	236.05
15178	03/28/2008	Printed	DEFFENBAUG	DEFFENBAUGH DISPOSAL SERVICE	DUMPSTERS/SOLID WASTE/SPEC WAS	12,696.55
15179	03/28/2008	Printed	E. ROGER H	E. ROGER HORSKY, P.A.	PUBLIC DEFENDER, 01/08 - 03/08	750.00
15180	03/28/2008	Printed	EFTPS	EFTPS	FIT/SS/MEDI WITHHOLDING PYMT	9,894.17
15181	03/28/2008	Printed	EXECUTIVE	EXECUTIVE PRINTING CENTER	BUSINESS CARDS	218.20
15182	03/28/2008	Printed	GALLS INCO	GALLS INCORPORATED	BADGE SERGEANT/NAMPLATE CORPOR	207.47
15183	03/28/2008	Printed	GRIFFIN/WI	WILLIAM GRIFFIN	BANKRUPTCY WITHHOLDING PYMT	200.00
15184	03/28/2008	Printed	HAYNES EQU	HAYNES EQUIPMENT CO	GRINDER PUMP REPAIRS-CEDAR LAK	715.95
15185	03/28/2008	Printed	HOLLIDAY	HOLLIDAY SAND & GRAVEL CO	FREIGHT FOR SALT DELIVERY	114.76
15186	03/28/2008	Printed	HOME DEPOT	HOME DEPOT	CONSTRUCTION MATERIALS	704.81
15187	03/28/2008	Printed	ING LIFE	ING LIFE INSURANCE & ANNUITY	DEFERRED COMP WITHHOLDING PYMT	6,698.17
15188	03/28/2008	Printed	INTERNAL R	INTERNAL REVENUE SERVICE	IRS GARNISHMENT WITHHOLDING PY	182.09
15189	03/28/2008	Printed	JADE ALARM	JADE ALARM COMPANY	ALARM SERVICES CITY HALL & WTF	124.80
15190	03/28/2008	Printed	JOCO ENVIR	JOHNSON COUNTY ENVIRONMENTAL	SAMPLE TESTING 02/28-03/13	352.50
15191	03/28/2008	Printed	KACE	KACE	2008 MEMBERSHIP-MARK LEE	30.00
15192	03/28/2008	Printed	KS DOR WTH	KANSAS DEPARTMENT OF REVENUE	KS STATE WITHHOLDING PYMT	1,434.84
15193	03/28/2008	Printed	KS EMPLOY	KANSAS EMPLOYMENT SECURITY FD	QTR WAGE RPT/UNEMPLOYMENT TAX	273.69
15194	03/28/2008	Printed	KS MUNCINS	KANSAS MUNC INSURANCE TRUST	ADDITIONAL 2007 AUDITED PREMIU	3,093.00
15195	03/28/2008	Printed	KANSAS PAY	KANSAS PAYMENT CENTER	CHILD SUPPORT WITHHOLDING PYMT	223.50
15196	03/28/2008	Printed	KPF EFT	KPF EFT PROGRAM	KPF RETIREMENT WITHHOLDING PYM	2,729.69
15197	03/28/2008	Printed	LV SHERIFF	LEAVENWORTH COUNTY SHERIFF	BOARDING PRISONERS 02/08	840.00
15198	03/28/2008	Printed	LOWENTHAL	LOWENTHAL SINGLETON WEBB & WIL	PROGRESS BILLING FINANCIAL STM	5,000.00
15199	03/28/2008	Printed	MAAC CLEAN	MAAC CLEANING SPECIALISTS	CLEANING CITY HALL 03/14-04/04	180.00
15200	03/28/2008	Printed	MARCIT	MARCIT	DENTAL WITHHOLDING PYMT	1,038.00
15201	03/28/2008	Printed	MCAFFEE HEN	MCAFFEE HENDERSON SOLUTIONS	ENGINEERING/ROAD DESIGN SERV	7,325.50
15202	03/28/2008	Printed	NEXTEL	NEXTEL COMMUNICATIONS	CELLULAR PHONE SERVICES	519.95
15203	03/28/2008	Printed	PITNEY BOW	PITNEY BOWES	POSTAGE/METER RENTAL 3 MONTHS	343.68
15204	03/28/2008	Printed	PROSE	PROSE	NEW HON HIGH BACK CHAIR	350.00
15205	03/28/2008	Printed	QUILL	QUILL	ENVELOPES/CARTRIDGES/BINDERS	405.25
15206	03/28/2008	Printed	RODINA PRO	RODINA PROMOTIONS	5 POLO SHIRTS W/EMBROIDERY	124.00
15207	03/28/2008	Printed	SIRCHIE FI	SIRCHIE FINGER PRINT LABS	EVIDENCE SUPPLIES-EVIDENCE BAG	116.00
15208	03/28/2008	Printed	SMITH & LO	SMITH & LOVELESS INC	MISC SUPPLIES LIFT STATION	275.24
15209	03/28/2008	Printed	SUBURBAN W	SUBURBAN WATER	WATER USAGE/AVERAGE REPORTS	650.00
15210	03/28/2008	Printed	SUNFLOWER	SUNFLOWER BROADBAND	CABLE/INTERNET/PHONE SERVICES	152.12
15211	03/28/2008	Printed	TOTAL ELEC	TOTAL ELECTRIC CONSTRUCTION CO	TRAFFIC SIGNAL REPAIRS	363.90
15212	03/28/2008	Printed	UNDERGRND	UNDERGROUND VAULTS & STORAGE	POLICE/COURT RECORDS	107.67
15213	03/28/2008	Printed	VISA	VISA	APA CONFERENCE/POLICE TRAINING	2,251.51
15214	03/28/2008	Printed	WALMART MA	WALMART	CITY/COUNCIL RETREAT SUPPLIES	177.25
15215	03/28/2008	Printed	WESTAR GRP	WESTAR ENERGY	UTILITIES - ELECTRIC	4,755.20
15216	03/28/2008	Printed	ZEP SALES	ZEP SALES & SERVICE	4 CASES LUBRICANT WWTF	378.69

Total Checks: 53      Bank Total: 152,379.48

Total Checks: 53      Grand Total: 152,379.48

BALANCE SHEET

AS OF 03/28/08

Page: 1

3/31/2008

10:29 am

City Of Basehor

As of: 3/31/2008

Balances

Fund: 13 - SUMMATION OF ALL FUNDS

Assets

Acct Class: CA CURRENT ASSESTS

001 FSB CHECKING ACCOUNT	20,646.49
002 FSB MONEY MARKET ACCOUNT	3,197,823.75
016 103-3 OVERNIGHT ACCT MIP	85,220.44
031 30433 CNB 3.10% DUE 10/18/08	800,000.00
045 418000021 COMMERCE 4.5% 05/13	1,400,000.00

Acct Class: CA CURRENT ASSESTS	5,503,690.68
--------------------------------	--------------

Total Assets	5,503,690.68
--------------	--------------

Liabilities

Acct Class: CL CURRENT LIABILITIES

214 SEWER FUND MONTHLY BALANCE	867,400.90
215 SOLID WASTE MONTHLY BALANCE	70,337.15
216 GENERAL FUND MONTHLY BALANCE	1,511,940.41
218 MUNICIPAL EQUIP FUND MO BAL	156,820.43
219 CAPITAL IMPROVE FUND MO BAL	784,432.97
220 SPECIAL PARK & REC FUND MO BAL	126,615.17
221 CONS HIGHWAY FUND MONTHLY BAL	1,909,703.57
226 BOND & INTEREST MONTHLY BAL	14,025.97
300 CL MAINTENANCE MONTLY BALANCE	62,414.11

Acct Class: CL CURRENT LIABILITIES	5,503,690.68
------------------------------------	--------------

Total Liabilities	5,503,690.68
-------------------	--------------

Total Liabilities & Balances	5,503,690.68
------------------------------	--------------

**REVENUE/EXPENDITURE REPORT  
AS OF 03/28/08**

For the Period: 1/1/2008 to 3/31/2008

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH
<b>Fund: 01 - GENERAL FUND</b>				
Revenues	2,467,360.00	2,467,360.00	660,714.42	54,449.22
Expenditures	2,164,333.00	2,164,333.00	438,023.38	125,541.87
Net Effect for GENERAL FUND	303,027.00	303,027.00	222,691.04	-71,092.65
<b>Fund: 04 - SPECIAL PARK &amp; RECREATION FUND</b>				
Revenues	35,348.00	35,348.00	3,955.02	2,921.56
Expenditures	19,500.00	19,500.00	0.00	0.00
Net Effect for SPECIAL PARK & RECREATION FUND	15,848.00	15,848.00	3,955.02	2,921.56
<b>Fund: 05 - SEWER FUND</b>				
Revenues	5,851,539.00	5,851,539.00	200,495.78	70,950.54
Expenditures	5,715,259.00	5,715,259.00	170,925.81	80,197.01
Net Effect for SEWER FUND	136,280.00	136,280.00	29,569.97	-9,246.47
<b>Fund: 07 - CEDAR LAKES MAINTENANCE</b>				
Revenues	14,119.00	14,119.00	226.46	106.89
Expenditures	10,500.00	10,500.00	1,334.94	715.95
Net Effect for CEDAR LAKES MAINTENANCE	3,619.00	3,619.00	-1,108.48	-609.06
<b>Fund: 08 - BOND &amp; INTEREST FUND</b>				
Revenues	890,969.00	890,969.00	303,905.32	23.75
Expenditures	1,011,084.00	1,011,084.00	357,910.63	244,000.00
Net Effect for BOND & INTEREST FUND	-120,115.00	-120,115.00	-54,005.31	-243,976.25
<b>Fund: 09 - SOLID WASTE FUND</b>				
Revenues	162,744.00	162,744.00	40,990.82	13,297.28
Expenditures	162,182.00	162,182.00	33,289.49	11,281.52
Net Effect for SOLID WASTE FUND	562.00	562.00	7,701.33	2,015.76
<b>Fund: 10 - CONSOLIDATED HIGHWAY FUND</b>				
Revenues	787,548.00	787,548.00	116,553.56	29,134.93
Expenditures	588,700.00	588,700.00	43,361.27	7,276.84
Net Effect for CONSOLIDATED HIGHWAY FUND	198,848.00	198,848.00	73,192.29	21,858.09
<b>Fund: 11 - MUNICIPAL EQUIP RESERVE FUND</b>				
Revenues	218,247.00	218,247.00	561.02	265.53
Expenditures	225,000.00	225,000.00	46,814.75	0.00
Net Effect for MUNICIPAL EQUIP RESERVE FUND	-6,753.00	-6,753.00	-46,253.73	265.53
<b>Fund: 12 - CAPITAL IMPROVEMENT FUND</b>				
Revenues	388,976.00	388,976.00	70,772.14	24,352.08
Expenditures	375,000.00	375,000.00	0.00	0.00
Net Effect for CAPITAL IMPROVEMENT FUND	13,976.00	13,976.00	70,772.14	24,352.08

# **INVESTMENT REPORT**

**as of March 31, 2008**

**THE FOLLOWING RECOMMENDATION WAS MADE AT  
THE MARCH 03, 2008 COUNCIL MEETING:**

**ITEM # 1**

**CD30311**

**COMMUNITY NATIONAL BANK**

**\$800,000.00**

It was recommended that the \$800,000.00 be reinvested for a six months at the highest interest rate available. Bids were requested for three months and six to nine months range.

On March 18, 2008 the CD was invested at Community National Bank for a seven month term at 3.10% APY. The CD will mature October 18, 2008.

**CITY OF BASEHOR**  
**April 2008 Monthly Calendar of Events**

<b>Date</b>	<b>Time</b>	<b>Event</b>	<b>Location</b>
1	6:00 p.m. 9:00 a.m.	Planning Commission Meeting Dept head to meet w/ city adm regarding 2009 department budgets	City Hall Meeting Room City Adm office
3	8:00 a.m. 6:00 p.m.	Chamber of Commerce Board Mtg Council Special Meeting	Reece Nichols office Basehor City Hall
7	6:00 p.m.	City Council Meeting	City Hall Meeting Room
8	1:00 p.m.	Municipal Court	City Hall Meeting Room
9	4:00 p.m.	Park Advisory Board Meeting	City Hall Meeting Room
10	11:30 a.m.	LCDC Board Meeting	LCDC Office
14	6:00 p.m.	City Council Work Session	City Hall Meeting Room
21	6-7 p.m. 7:00 p.m.	Volunteer Recognition Reception City Council Meeting	City Hall Meeting Room City Hall Meeting Room
22	3:00 p.m.	LCDC Infrastructure Meeting	LCDC Office
23	11:45 a.m.	Port Authority Meeting	Heritage Center, 109 Delaware

**Next Meetings:**

- May 5, 2008 Work Session & Regular Meeting
- May 12, 2008 Work Session
- May 19, 2008 Work Session & Regular Meeting



## Basehor PRIDE

To: MaryAnn Mogle  
From: George Smith  
Subject: Request to address City Council  
Date: March 11, 2008

MaryAnn,

I would like to request time on the city council agenda on March 17, 2008 or April 7, 2008 to request, on behalf of Basehor PRIDE,

- 1) The city resolution supporting the PRIDE program for the PRIDE 2008 - 2009 program year.
- 2) A Fireworks stand permit with the fee waived as in the past and
- 3) To request clarification of the city's donation for our annual City Fireworks Display on July 4<sup>th</sup>.

Thank you,  
George Smith

RESOLUTION NO. 2008-\_\_\_\_\_

**A RESOLUTION PLEDGING SUPPORT, ENDORSEMENT, AND COOPERATION FOR THE 2008-2009 KANSAS PRIDE PROGRAM**

**WHEREAS**, local municipal government has a responsibility to develop the capacity to undertake a viable community development effort; and

**WHEREAS**, community development needs and problems can best determined and solved through a cooperative effort between elected officials and those citizens they represent; and

**WHEREAS**, the Kansas PRIDE Program, co-administered by the Kansas Department of Housing Resources Corporation and K-State Research and Extension, has been reviewed and found to be a means to improve our community, and

**WHEREAS**, the Mayor and Council do herewith pledge their full support, endorsement, and cooperation in carrying out the requirements of the Kansas PRIDE Program.

**NOW THEREFORE BE IT RESOLVED**, that the community of BASEHOR urges its citizens to join this effort and hereby declares this city to be an official entrant in the PRIDE Program for the year of 2008-2009.

**PASSED AND APPROVED THIS** 7th day of April in the Year of 2008.

Attest:

\_\_\_\_\_  
Mary A. Mogle, CMC City Clerk

\_\_\_\_\_  
Chris Garcia, Mayor

## ORDINANCE NO. 464

### AN ORDINANCE AMENDING CHAPTER VII FIRE ARTICLE 3, SECTION 7-305 OF THE CODE OF THE CITY OF BASEHOR, KANSAS.

#### BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF BASEHOR, KANSAS:

**Section 1.** Section 7-305 of the code of the City of Basehor is hereby amended to read as follows: (OR)

The code of the City of Basehor is hereby amended in section 7-305 which reads as follows:

- 7-305. PERMIT FOR SALE OF FIREWORKS REQUIRED; FEE; ISSUANCE.
- (a) It shall be unlawful for any person to sell, display for sell, offer to sell or give away any type of fireworks within the city without first paying a fee of **\$50** per establishment or premises to the city clerk and applying for and securing a permit therefore on or before June 25<sup>th</sup> of the permit year. **Permit fees for non-profit organizations may be waived upon city council approval.**
- (b) No permit shall be issued for any location where retail sales are not permitted under the zoning laws. Prior to the issuance of the permit, an inspection will be made of the applicant's facility for compliance with this chapter and other pertinent laws, and no permit shall be issued for any premises not in compliance with such laws. Upon qualifying for the permit, the permit shall prominently display the same at the establishment or premises where fireworks are to be sold or displayed for sale. The permit fee shall not be refundable upon failure to qualify for the permit or withdrawal or cancellation of the application or permit.
- (Code 1989)

**Section 2.** This ordinance shall be in full force and effective from and after its passage, and publication in the official city newspaper.

2008 Budget Admin Backup

**PERSONNEL**

**Full-time (01-001-701) (Based on 5% Increase)**

	<u>Requested</u>	<u>Approved</u>	
<i>City Clerck (2080 @ \$23.30)</i>	\$48,464	\$57,242	<i>City Clerck (2080 @ \$27.52)</i>
<i>Receptionist/Clerical (2080 @ \$12.38)</i>	\$25,751	\$22,298	<i>Receptionist/Clerical (2080 @ \$10.72)</i>
<i>Overtime at regular pay</i>	\$2,000	\$2,000	<i>Overtime at regular pay</i>

**Part-time (01-001-702)**

<i>City Treasurer (1440 hrs @ \$16.52)</i>	\$23,616	\$23,789	<i>City Treasurer (1440 hrs @ \$16.72)</i>
--	----------	----------	--

**Overtime (01-001-704)**

	\$7,979	\$7,979	<i>Changed from \$23,616 12/07- actual amount</i>
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**CONTRACTUAL**

**01-001-751 Legal Fees**

\$25,264

**01-001-758 Paging/Wireless**

\$650

**01-001-760 Notices & Advertisements**

\$2,000

**01-001-774 Training**

\$3,700

**01-001-779 Insurance Expenses**

\$74,202

*Liability Package* \$43,000

*Workers Comp* \$22,702

*Risk Management Study* \$6,000

*Misc (Equip/Vehicles, etc. aquired during yr)* \$2,500

*Changed from \$16,000 12/07, actual due*

**01-001-781 Promo/Public Relations Activities**

\$18,725

**PRIDE-Fireworks** \$3,500

*Dairy Days* \$5,000

*Chamber of Commerce Signage* \$3,000

*Chamber Advertising* \$3,000

*Library Summer Reading* \$100

*Project Graduation* \$175

*Summer Picnic* \$150

*Holiday Party* \$600

*Employee Quarterly Recognition* \$200

*Employee Milestone Recognition* \$2,500

*Misc* \$500

*Council 04/02/07 increase to \$2,000;07/09/07 increase; Council 07/09/07 increase from \$1,000*

*Up in 2009*

*Added new in 2008 (added 12/07)*

*Added new in 2008*

*Added new in 2008*

*\* ADD in \$500 for Chamber meeting hosted by City for*

**01-001-783 Organization & Membership Dues**

\$9,275

*LCDC* \$6,154

*MARC* \$800

*Chamber of Commerce* \$100

*LKM* \$1,931

*IIMC (clerk)* \$140

*CCMFOA (clerk/treas/asst city clerk)* \$100

*KACM (clerk)* \$50

*\$6,000 projected, actual amount due*

*Changed from \$1,900, actual amount due*

*Changed from \$125 12/07, actual amount due*

**01-001-784 Car Allowance/Mileage Reimb**

\$200

**01-001-785 Accounting & Auditing**

\$20,000

*GAAP 2007* \$17,500

*Reports & Consulting* \$2,500

*Increase for GAAP Auditing*

**01-001-799 Miscellaneous Contractual**

\$20,350

*Select Imaging - (\$450/mo.)* \$5,400

*Integrated Systems (Comp Tech)* \$3,500

*Datamax (copier maintenance agrmt)* \$2,400

*FundBalance Maintenance Agmt* \$3,900

*Records Storage (paper)* \$650

*Miscellaneous* \$4,500

*Changed from \$23,350 12/07*

*\* Add to 2009 Integrated to all departments*

*\* Include in 2009 budget copy excess charges \$500 De*

**COMMODITIES**

**01-001-801 Office Supplies**

\$4,000

**01-001-803 Miscellaneous Commodities**

\$9,310

*Promo/Public Relations Materials* \$600

*Gas/Oil/Misc* \$100

*Miscellaneous* \$8,610

*Changed from \$10,700 12/07*

**01-001-807 Printed Material/Publications**

\$900

**01-001-808 Postage & Postal Permit**

\$1,700

*Changed from \$1,560 12/07 as meter does not always*

*\*\* 2009 add postage meter rental amount*

**CAPITAL OUTLAY**

**01-001-850 Capital Outlay**

\$9,000

*Upgrade File Server Hub & Equipment* \$2,500

*Accounts Receivable Software* \$3,500

*Misc. (items to purchase for emergencies)* \$3,000

**TOTAL REQUESTED BUDGET**

**\$303,348**

Mary Ann Mogle  
City Clerk  
2629 N 155<sup>th</sup> St.  
Basehor, Ks. 66007

3/24/08

RE: 4/7/08 City Council Meeting

Dear Ms. Mogle

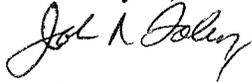
I am writing you to request to speak at the City Council meeting on 4/7/08 regarding what I see as an extremely dangerous situation.

The Sonic located in the shopping center at 155<sup>th</sup> & State has a fenced in dumpster that blocks the view of anyone leaving the drive thru at the Citizens Bank, anyone heading East in the parking lot coming from the West side of the dumpster or anyone leaving the Sonic from cars heading West in the parking lot.

As someone that has ALMOST BEEN HIT SEVERAL TIMES I don't see why a simple fix to the situation should be a problem. There are already several dumpsters along the Northeast side of the shopping center that belong to other businesses and they could locate theirs there also. Yes it would mean that an employee of Sonic would need to walk a little further to dump the trash, but this would be a very small task compared to someone getting hurt or even KILLED if they were hit by an oncoming car.

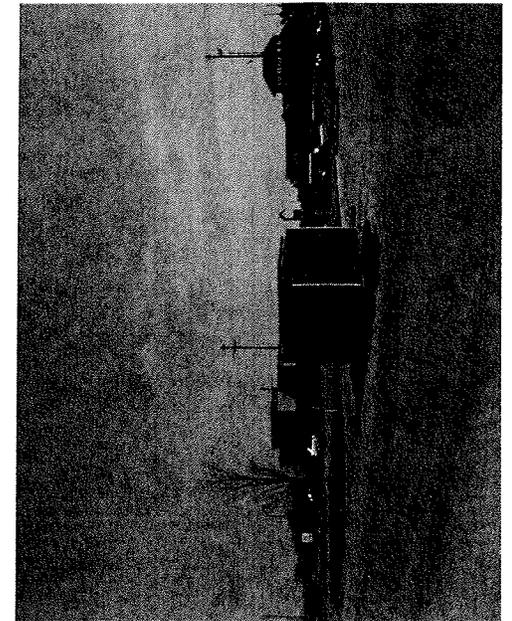
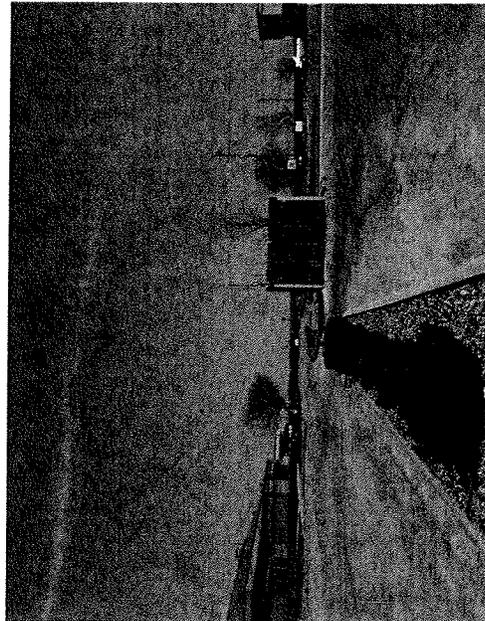
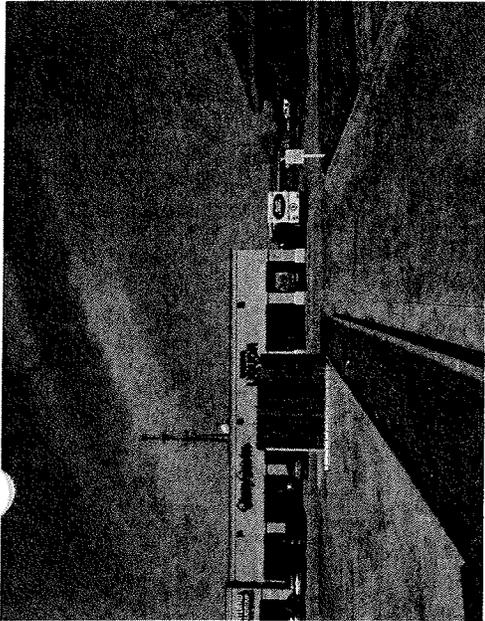
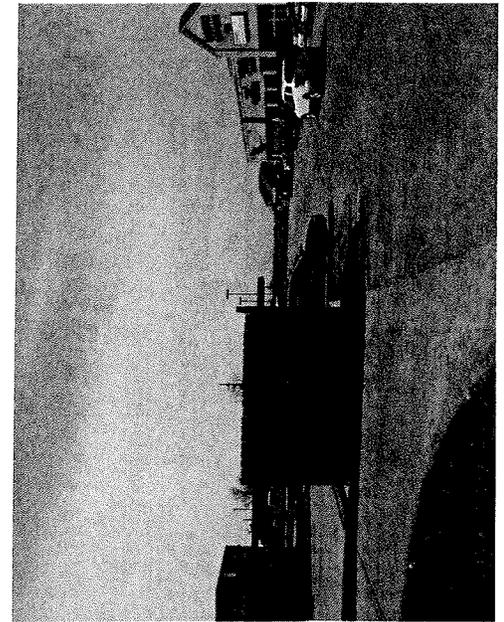
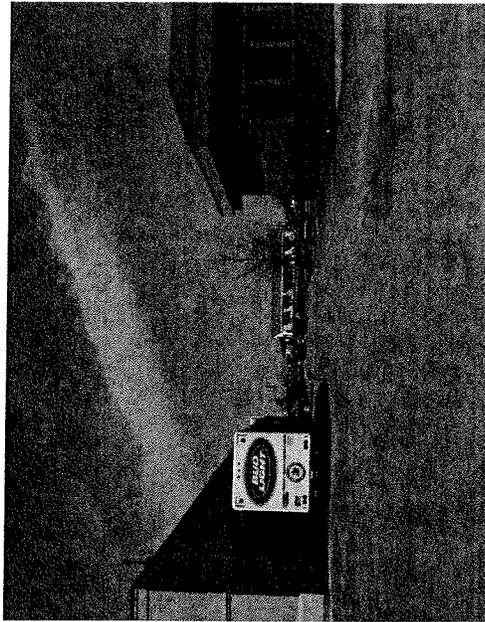
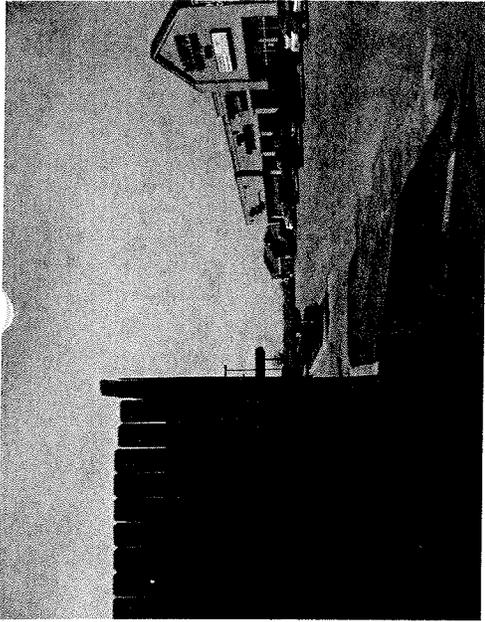
I pray that the Council will require Sonic to move their dumpster and take down the wooden fence that blocks the view of oncoming traffic from 3 out of 4 directions.

Thank you,



John R Foley  
15015 Parallel  
Basehor, Ks. 66007  
913-724-7788

MAR 24 2008  
CITY OF BASEHOR



## Carl Slaugh

---

**From:** Basehor Planning [planning@cityofbasehor.org]  
**Sent:** Tuesday, March 25, 2008 1:03 PM  
**To:** Carl Slaugh  
**Subject:** RE: Dangerous problem @ Sonic

Carl,

My response is as follows:

We do not have a development file here in City Hall for the Sonic property.

I went to the site and got a perspective of the situation from the Sonic driveway and the bank driveway. Again, I don't see that big of an issue.

Any accident at this location would be most likely be of the low-speed variety, not unlike in any other parking area in this city or any other.

There may be posted speed limit signs, but if someone is traveling at an excessive speed and causes an accident, that would constitute negligence and they would be liable for the damages. I don't see any reason the City would be liable.

We probably could require them to make changes to the site as part of their remodel permits since the dumpster does sit in the site triangle that we have in our zoning code. However, I am not inclined to do so, because I don't see this as a big problem. If I remember correctly, modern methods of determining site triangles incorporate rate of speed on the adjacent street. Given that, I'm not sure the dumpster would be in the site triangle with a 5 mile per hour speed limit.

Had this been clearly a mistake that the City made on their site plan approval and that mistake created significant safety issues, we may be able to correct the situation. But I don't think that's the case here. The mere fact that there has never been an accident at this location is some proof that there is no significant safety issue.

Let me know if you have questions.

Dustin

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

**From:** Carl Slaugh [mailto:cityadm@cityofbasehor.org]  
**Sent:** Tuesday, March 25, 2008 7:44 AM  
**To:** 'Basehor Planning'  
**Subject:** RE: Dangerous problem @ Sonic

Dustin,

Please prepare a response to this issue from a planning perspective for consideration by the city council, April 7 agenda.

Thanks, Carl

Carl E. Slaugh, City Administrator  
City of Basehor (913) 724-1370 x33

2620 N. 155th St.  
Basehor, KS 66007

(913) 231-0630 cell

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

From: Basehor Planning [mailto:planning@cityofbasehor.org]  
Sent: Monday, March 24, 2008 2:15 PM  
To: Mark Lee; Sadie Robb; Chris Garcia; Carl Slaugh  
Subject: RE: Dangerous problem @ Sonic

I agree! This doesn't seem to be a huge issue to me. Any accident at this location would be most likely be of the low-speed variety, not unlike in any other parking area in this city or any other.

Dustin

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

From: Mark Lee [mailto:bldginspect@cityofbasehor.org]  
Sent: Monday, March 24, 2008 2:05 PM  
To: Dustin Smith; Sadie Robb; Chris Garcia; Carl Slaugh  
Subject: Re: Dangerous problem @ Sonic

It was me, that spoke with Mr. Foley (sometime ago). It was at that time that I told him the site plans and everything associated with the Sonic Drive-thru went through all of the proper channels i.e. Planning Commission, Site Plan Review and all applicable channels.

As far as I see it this is not a legitimate complaint. The store has been open for years now and this is the only complain that I have received in my 4 years in being here.

If we could go back on previously accepted businesses then we would have complaints for over half the businesses in town.

The dumpster is located in a parking lot at an intersection, it seems to me that whom ever is leaving the bank just needs to use some caution when exiting.

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

From: "Carl Slaugh" <cityadm@cityofbasehor.org>  
To: "'Mark Lee'" <bldginspect@cityofbasehor.org>  
Sent: Monday, March 24, 2008 8:18 AM  
Subject: FW: Dangerous problem @ Sonic

> Dumpster issue.

>

> Carl E. Slaugh, City Administrator

> City of Basehor (913) 724-1370 x33

> 2620 N. 155th St. (913) 231-0630 cell

> Basehor, KS 66007  
>  
>  
>  
>  
> -----Original Message-----  
> From: Chris Garcia [mailto:basehormayor@sunflower.com]  
> Sent: Wednesday, March 19, 2008 6:50 AM  
> To: cityadm@cityofbasehor.org; chief@basehorpolice.org  
> Subject: Fwd: Dangerous problem @ Sonic  
>  
> --- Forwarded message from "John Foley" <jnt66007@sunflower.com>  
> ---  
>  
> Mayor Chris Garcia  
> City of Basehor  
>  
> Dear Mayor  
> I would for you to look into a potential accident waiting to happen.  
> The Sonic's trash dumpster and fence create a very bad viewability  
> problem when you are leaving the bank next-door. The fence totally  
> blocks being able to see cars heading east in the parking lot, at  
> which sometimes they are coming  
>  
> very fast, and they also can't see a car leaving the bank. Either way  
> I'm surprised that someone hasn't been killed there. I know I've had  
> several close calls including one Monday 3/17/08 when leaving the  
> bank. It also creates a problem if you are leaving the Sonic and then  
> you cant see the westbound parking lot cars coming.  
> I spoke with someone in the city office about this a few months ago  
> but was basically blown off by saying it had been there a long time  
> and nothing could be done. I SAY BOLOGNA TO THAT RESPONSE!!!!!!!!!!!!  
> The City has the right to make any business correct possible dangerous  
> areas that could cause  
>  
> the loss of life. I don't think it's wise on the part of the city to  
> just do  
>  
> nothing hoping that nothing will ever happen there. All it will take  
> is one tragic death or serious injury to make what ever the cost of  
> moving the dumpster would be seem like a bargain.  
> They could move it to the North end of the lot behind Sunflower  
> Broadband where other dumpsters are already in place. Yes it will be a  
> little inconvenient to Sonic to walk farther to dump there trash, but  
> what about the family of a loved one that gets killed because no one  
> had the nerve to make Sonic move their dumpster.  
> Please consider this at your next city meeting and if you advise me  
> when it will be on the agenda I would be more that happy to come and  
> speak on behalf  
>  
> of moving and eliminating the problem.

> Thank you for your time on this matter.  
> John R Foley  
> 15015 Parallel Rd.  
> Basehor, Ks. 66007  
>  
>  
> --- End forwarded message ---  
>  
>  
> Please check this out for Mr. Foley. Let me know what you think.  
>  
> Thanks,  
> Chris  
>

Dear council members

Benchmark Management Inc is requesting that a special meeting be held to discuss the issues that surround the 24/40 corridor projects. We feel that the issues we face both from a City perspective as well as a Developer perspective are much too important to decide without thought and discussion. We propose a meeting on the following dates listed in order of preference Thursday the 10<sup>th</sup> of April any time. Wednesday the 9<sup>th</sup> in the A.M or would consider suggestions.

In addition to this request, we ask that any discussion items and or agenda items be tabled until this special meeting can be held. The items we would like to discuss at the special meeting are as follows.

Identification of projects for the 24.40 corridor management funds:

Priority of the selected projects:

Funding methods of the projects:

Management of the Projects:

We ask that the time and date for the special meeting be added to the agenda and acted on at the meeting tonight, April 7, 2008.

Thank you for your consideration.



## Arbor Day Proclamation

*Whereas,* In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

*Whereas,* this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

*Whereas,* Arbor Day is now observed throughout the nation and the world,  
And

*Whereas,* trees can reduce the erosion of our precious topsoil by wind and water, lower our heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and

*Whereas,* trees are a renewable resource giving up paper, wood for our homes, fuel for our fires and countless other wood products, and

*Whereas,* trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

*Whereas,* trees, wherever they are planted, are a source of joy and spiritual renewal,

NOW, THEREFORE, I, Chris Garcia, Mayor of the City of Basehor, Kansas do hereby proclaim April 25, 2008 as *Arbor Day* in the City of Basehor and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

Further, I urge all citizens to plant and care for trees to gladden the heart and promote the well-being of this and future generations.

Dated this 7th day of April in the year 2008.

---

Chris Garcia, Mayor

**PROCLAMATION  
NATIONAL LIBRARY WEEK 2008**

- Whereas,** our nation’s school, academic, public and special libraries make a difference in the lives of millions of Americans, today, more than ever;
- Whereas,** librarians are trained professionals, helping people of all ages and Backgrounds find and interpret the information they need to live, learn and work in the 21<sup>st</sup> century;
- Whereas,** libraries are part of the American Dream – places for opportunity, education, self-help and lifelong learning;
- Whereas,** library use is up nationwide among all types of library users, continuing a decade-long trend;
- Whereas,** libraries play a vital role in supporting the quality of life in their communities;
- Whereas,** libraries can help you discover a world of knowledge, both in person and online, as well as personal service and assistance in finding what you need, when you need it;
- Whereas,** libraries are a key player in the national discourse on intellectual freedom, equity of access, and narrowing the “digital divide”;
- Whereas,** libraries, librarians, library workers and supporters across America are celebrating National Library Week with The Campaign for America’s Libraries;
- Whereas,** Rueben Basehor built the first library in 1910 at 15441 Leavenworth Road that remains standing today. From March 15, 1985 to present the library rented space at 2812 N 155<sup>th</sup> Street and 14500 Parallel. On April 28, 2008, the Basehor Community Library will celebrate the opening of the newly constructed library located at 1400 N 158<sup>th</sup> Street.

**NOW, THEREFORE, BE IT RESOLVED** that I, Chris Garcia, Mayor of the City of Basehor proclaim *National Library Week, April 13-19, 2008*. I encourage all residents to visit the library this week to take advantage of the wonderful library resources available, and to thank their librarians and library workers for making information accessible to all who walk through the library’s doors.

---

Chris Garcia, Mayor

**P R O C L A M A T I O N**  
**VOLUNTEER RECOGNITION WEEK 2008**

**WHEREAS**, volunteering of one's time and resources is an elemental part of the essence and tradition of our country and is essential to its spirit and vitality; and

**WHEREAS**, volunteerism is increasingly recognized as a central partner with government and industry in doing the work of the nation; and

**WHEREAS**, volunteerism directly reflects the democratic principles upon which this nation was founded in that everyone -- regardless of circumstances of station, or factors of race, age, sex, color or creed -- can volunteer, and that indeed everyone is at times a "provider" and at other times a person in need; and

**WHEREAS**, we are seeking even more contributions of human resources in volunteerism and better application of these valuable contributions; and

**WHEREAS**, volunteers of the City of Basehor have provided vital services for the community and will be recognized for their efforts at the Basehor City Council meeting on Monday, April 21, 2008, and

**WHEREAS**, it is even more evident that volunteers are truly our greatest natural resource.

**NOW, THEREFORE, I, CHRIS GARCIA, MAYOR OF THE CITY OF BASEHOR, KANSAS, DO HEREBY PROCLAIM THE WEEK OF APRIL 27 TO MAY 3, 2008, AS**

***VOLUNTEER RECOGNITION WEEK***  
***"Volunteers Take Time to Care"***

in Basehor, Kansas, to honor and thank the dedicated citizens of Basehor community who give so freely of their valuable time, energy and abilities. I call upon all citizens of Basehor to help renew and sustain the spirit of vitality of this great nation by committing a portion of their time, however small, in addressing the needs of their community through voluntary action.

---

Chris Garcia, Mayor

## AGENDA ITEM INFORMATION FORM

**Agenda Item:** Consider payment of funds for 2008 Basehor Dairy Days as budgeted.

**Department:** Administration

### **Background/Description of Item:**

This year will mark the 3<sup>rd</sup> anniversary of Basehor Dairy Days. The festival was started in an effort to promote the City of Basehor and bring visitors to our town. Based on attendee comments, the association makes a conscious effort to improve on the event every year by adding additional entertainment, vendors, and games. Attached is a tentative schedule for the June 7<sup>th</sup> event.

Also attached is a tentative budget set by the steering committee. Initially our budget was set at \$15,656.99; however due to a decline in donations we have revised the budget to \$13,737 eliminating some advertising costs.

I respectfully request Council approve the budgeted amount of \$5,000 for the 2008 Basehor Dairy Days.

**Funding Source:** Administration (01-001-781)

**Recommendation:** Approve \$5,000 payment to Basehor Dairy Days Association in conjunction with the 2008 Basehor Dairy Days.

Prepared by: Mary A. Mogle, City Administrator  
Council Date: April 7, 2008

## AGENDA ITEM INFORMATION FORM

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**Department:** Administration

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**Recommendation:** Approve \$5,000 payment to Basehor Dairy Days Association in conjunction with the 2008 Basehor Dairy Days.

Prepared by: Mary A. Mogle, City Administrator  
Council Date: April 7, 2008

# 3rd Annual Basehor Dairy Days

## Saturday, June 7

2108 N. 155th Street Basehor-Linwood High School grounds



Come one, come all to a day of fun for the whole family including flea market, live music, display of dairy memorabilia, carnival games, food, crafts and more. **Event is "Rain or Shine."** The festival, which pays homage to the city's rich dairy history, is held annually on the 1st Saturday in June.

### SCHEDULE OF EVENTS:

#### Saturday

7 - 9:30 a.m.	Chris Cakes Pancake Breakfast
8 - 9:30 a.m.	Prairie Dulcimer Club
9 - 4 p.m.	Inflatable Games
9 - 4 p.m.	Petting Zoo and Pony Rides
9:30 a.m.	Marching Cobras
10:30 a.m.	White Tiger Tae Kwon Do performance
10:30 a.m.	Roping Demonstrations
10:30 - 1:30 p.m.	Shriners' Clowns
10:30 - 11:30 a.m.	"Sizzle the Bull", the official mascot of the Kansas City T-Bones
11:30 a.m.	Heartland Wrestling Federation
1:30 - 3:30 p.m.	Motion Band

#### Other events:

Flea Market	Merchant Marketplace	Food Vendors
Craft Vendors	Milk Cans on Parade	Dairy Cow
Massage Therapist	Rock Climbing Wall	Art Walk
Face Painting	Cow Patty Bingo	Kansas Lions Mobile Screening Unit
Caricaturist	Safe Harbor Pets	Mechanical Bull

*\*\*\*All events and times are subject to change.*



P.O. Box 68, Basehor, KS 66007 [BasehorDairyDays@yahoo.com](mailto:BasehorDairyDays@yahoo.com)  
For more information contact Melanie Morris at 913-721-1778.

2008 Budget Admin Backup

PERSONNEL	<u>Requested</u>	<u>Approved</u>	
<b>Full-time (01-001-701) (Based on 5% Increase)</b>			
City Clerck (2080 @ \$23.30)	\$48,464	\$72,304	Changed from \$76,215 12/07
Receptionist/Clerical (2080 @ \$12.38)	\$25,751	\$57,242	City Clerck (2080 @ \$27.52)
Overtime at regular pay	\$2,000	\$22,298	Receptionist/Clerical (2080 @ \$10.72)
<b>Part-time (01-001-702)</b>			
City Treasurer (1440 hrs @ \$16.52)	\$23,616	\$23,789	\$2,000 Overtime at regular pay
<b>Overtime (01-001-704)</b>	\$7,979	\$24,077	City Treasurer (1440 hrs @ \$16.72)
			Changed from \$23,616 12/07- actual amount
<b>CONTRACTUAL</b>			
<b>01-001-751 Legal Fees</b>	\$25,264		
<b>01-001-758 Paging/Wireless</b>	\$650		
<b>01-001-760 Notices &amp; Advertisements</b>	\$2,000		
<b>01-001-774 Training</b>	\$3,700		
<b>01-001-779 Insurance Expenses</b>	\$74,202		
Liability Package	\$43,000		
Workers Comp	\$22,702		Changed from \$16,000 12/07, actual due
Risk Management Study	\$6,000		
Misc (Equip/Vehicles, etc. aquired during yr)	\$2,500		
<b>01-001-781 Promo/Public Relations Activities</b>	\$18,725		
PRIDE-Fireworks	\$3,500		Council 04/02/07 increase to \$2,000;07/09/07 increase
Dairy Days	\$5,000		Council 07/09/07 increase from \$1,000
Chamber of Commerce Signage	\$3,000		
Chamber Advertising	\$3,000		
Library Summer Reading	\$100		
Project Graduation	\$175		
Summer Picnic	\$150		Up in 2009
Holiday Party	\$600		Added new in 2008 (added 12/07)
Employee Quarterly Recognition	\$200		Added new in 2008
Employee Milestone Recognition	\$2,500		Added new in 2008
Misc	\$500		* ADD in \$500 for Chamber meeting hosted by City for
<b>01-001-783 Organization &amp; Membership Dues</b>	\$9,275		
LCDC	\$6,154		\$6,000 projected, actual amount due
MARC	\$800		
Chamber of Commerce	\$100		
LKM	\$1,931		Changed from \$1,900, actual amount due
IIMC (clerk)	\$140		Changed from \$125 12/07, actual amount due
CCMFOA (clerk/treas/asst city clerk)	\$100		
KACM (clerk)	\$50		
<b>01-001-784 Car Allowance/Mileage Reimb</b>	\$200		
<b>01-001-785 Accounting &amp; Auditing</b>	\$20,000		
GAAP 2007	\$17,500		Increase for GAAP Auditing
Reports & Consulting	\$2,500		
<b>01-001-799 Miscellaneous Contractual</b>	\$20,350		Changed from \$23,350 12/07
Select Imaging - (\$450/mo.)	\$5,400		
Integrated Systems (Comp Tech)	\$3,500		* Add to 2009 Integrated to all departments
Datamax (copier maintenance agrmt)	\$2,400		
FundBalance Maintenance Agmt	\$3,900		
Records Storage (paper)	\$650		
Miscellaneous	\$4,500		* Include in 2009 budget copy excess charges \$500 Da
<b>COMMODITIES</b>			
<b>01-001-801 Office Supplies</b>	\$4,000		
<b>01-001-803 Miscellaneous Commodities</b>	\$9,310		Changed from \$10,700 12/07
Promo/Public Relations Materials	\$600		
Gas/Oil/Misc	\$100		
Miscellaneous	\$8,610		
<b>01-001-807 Printed Material/Publications</b>	\$900		
<b>01-001-808 Postage &amp; Postal Permit</b>	\$1,700		Changed from \$1,560 12/07 as meter does not always
			** 2009 add postage meter rental amount
<b>CAPITAL OUTLAY</b>			
<b>01-001-850 Capital Outlay</b>	\$9,000		
Upgrade File Server Hub & Equipment	\$2,500		
Accounts Receivable Software	\$3,500		
Misc. (items to purchase for emergencies)	\$3,000		
<b>TOTAL REQUESTED BUDGET</b>	<b>\$303,348</b>		

3/11/08

## PROPOSED 2008 BUDGET

### Basehor Dairy Days

Advertising – Mass Mailing	\$ 3,000	??
Advertising - Newspaper	\$ 800	??
Advertising –Radio	\$ 1,000	??
Band	\$ 600	
Caricaturist	\$ 400	
Chris Cakes	\$ 600	
Clowns	\$ 400	
Cook Book Fundraiser	\$ 500	
Cow Signs Lumber	\$ 100	
Event Insurance	\$ 800	
Field Spray Paint	\$ 40	
Gift Certificates (USD 458)	\$ 150	
Marching Cobras	\$ 1,225	
Mechanical Bull	\$ 1,000	1300
Office Supplies	\$ 75	
Petting Zoo	\$ 750	
P.O. Box	\$ 40	
Postage – Vendor Mailing	\$ 67	
Prairie Dulcimer Club (Breakfast)	\$ 40	
Sheridan's Ice Cream Stand	\$ 250	
Sidewalk Signs (6 Plastic 20 x 24)	\$ 150	
Sizzle	\$ 50	
Sound System	\$ ???	
Tents	\$ 1,600	

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**\$13,737**

#### LESS DONATIONS:

CHAMBER OF COMMERCE	\$ 500
CITY OF BASEHOR	\$ 5,000
	<hr/>
	<b>\$ 8,237</b>

**CHECKING ACCOUNT BALANCE \$ 3,453.73**

**BALANCE NEEDED \$ 4,783**

**Narrative – City Council**  
**April 7, 2008**  
**Dustin Smith, Planning Director**

**Annexation of property located at 15251 State Avenue**

This is a voluntary annexation of the above referenced that will not require County Commission approval.

Historically, the city has allowed the annexations to run concurrently with other development related applications. However, the City Attorney has recommended that the property be annexed prior to Council consideration of the rezoning and future land use amendment.

Staff sent the annexation and change of zoning request to the County Planning and Zoning Department, who indicated that County would have no comment.

The staff report for this item is contained with the item relating to the change of zoning. A draft ordinance for the annexation, copy of the application and other information is provided in the agenda packet.

Staff will be available for discussion at the meeting.

**Staff Recommendation**

Staff recommends that the property be annexed into the city.

(15251 State Avenue)

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE ANNEXING LAND LOCATED AT 15251 STATE AVENUE INTO THE CITY OF BASEHOR, KANSAS.**

**WHEREAS**, the following described land is located in Leavenworth County, Kansas;

**WHEREAS**, a request for annexation of the following described property, submitted by the owner thereof, has been filed with the City of Basehor, Kansas, pursuant to K.S.A. 12-520a, as amended;

**WHEREAS**, the Governing Body of the City of Basehor, Kansas, finds it advisable to annex such land.

**NOW THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF BASEHOR, KANSAS:**

**SECTION 1.** That the following described land is hereby annexed and made a part of the City of Basehor, Kansas:

*Revised legal description to be provided at meeting.*

**SECTION 2.** This ordinance shall take effect and be in force from and after its publication in the official city newspaper.

**PASSED AND APPROVED** by the Governing Body of the City of Basehor, Kansas, this 7th day of April, 20 \_\_\_\_.

\_\_\_\_\_  
Chris Garcia, Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

Approved as to form:

\_\_\_\_\_  
Patrick Reavey, City Attorney

WOLF CREEK PKWY

STATE AVE

PINE HURST DR

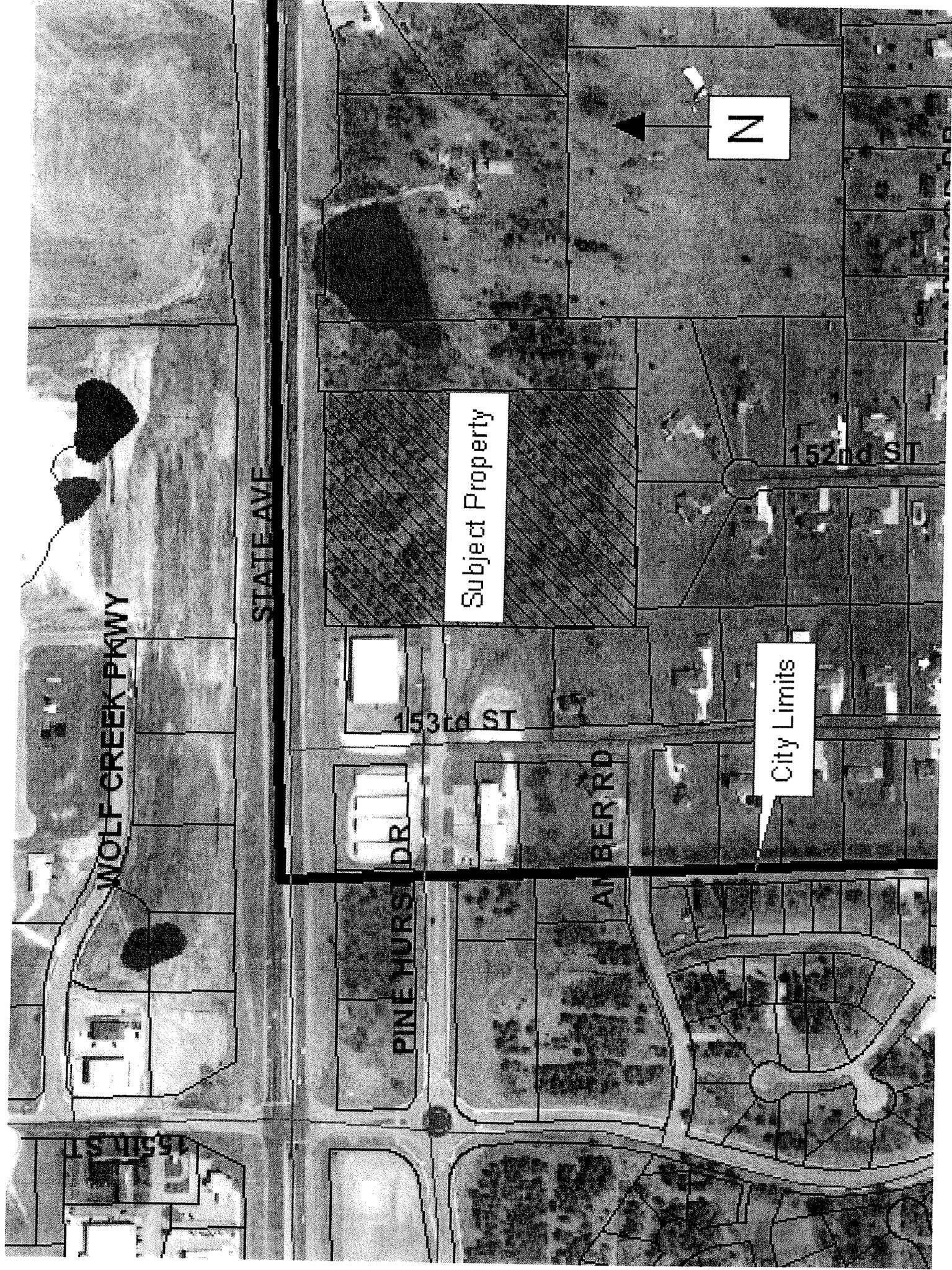
AMBER RD

153rd ST

152nd ST

Subject Property

City Limits





(15251 State Avenue)

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE ANNEXING LAND LOCATED AT 15251 STATE AVENUE INTO THE CITY OF BASEHOR, KANSAS.**

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**WHEREAS**, the Governing Body of the City of Basehor, Kansas, finds it advisable to annex such land.

**NOW THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF BASEHOR, KANSAS:**

**SECTION 1.** That the following described land is hereby annexed and made a part of the City of Basehor, Kansas:

A tract of land in the Northeast 1/4 of Section 11, Township 11 South, Range 22 East of the Sixth P.M., described as follows:

Commencing at the Northwest corner of said Northeast 1/4, the West line of said Northeast 1/4 having an assumed bearing of South 00 degrees 12' 13" West; thence South 89 degrees 28' 00" East along the South right of way line of US 24 Highway, 572.42 feet to the true point of beginning of the tract herein described; thence South 89 degrees 28' 00" East along the South right of way of line of US 24 Highway, 574.79 feet; thence South 00 degrees 12' 13" West parallel with the West line of said Northeast 1/4, 834.32 feet, more or less to the Southeast corner of a tract of land described in document recorded as Document No. 2008R03385; thence North 89 degrees 30' 52" West parallel with the North line of said Northeast 1/4, 574.79 feet; thence North 00 degrees 12' 13" East, parallel with the West line of said Northeast 1/4, 834.80 feet, more or less, to a point on the North line of the Northeast 1/4 of said Section 11, said point also being the point of beginning of the tract of land herein described, in LEAVENWORTH COUNTY, KANSAS.

**SECTION 2.** This ordinance shall take effect and be in force from and after its publication in the official city newspaper.

**PASSED AND APPROVED** by the Governing Body of the City of Basehor, Kansas, this 7th day of April, 20\_\_\_\_.

\_\_\_\_\_  
Chris Garcia, Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

Approved as to form:

\_\_\_\_\_  
Patrick Reavey, City Attorney

**Narrative – City Council  
April 7, 2008  
Dustin Smith, Planning Director**

**Future Land Use Amendment from Commercial to Medium-Density Residential for the property located at 15251 State Avenue, as requested by Benchmark Management, LLC.**

Based on recommendations from the City Attorney, we recommend this item be continued to April 21, 2008 to allow the annexation to be finalized.

Staff will be available for discussion at the meeting.

**Staff Recommendation**

Staff recommends that the item be continued to the April 21, 2008 City Council meeting.

**Narrative – City Council  
April 7, 2008  
Dustin Smith, Planning Director**

**Change of Zoning from R-O, Suburban Residential to R-3, Multi-Family Residential for the property located at 15251 State Avenue.**

Based on recommendations from the City Attorney, we recommend this item be continued to April 21, 2008 to allow the annexation to be finalized.

Staff will be available for discussion at the meeting.

**Staff Recommendation**

Staff recommends that the item be continued to the April 21, 2008 City Council meeting.

## AGENDA ITEM INFORMATION FORM

**Agenda Item:** Set a public meeting and a public hearing to discuss alternatives concerning the WWTF expansion and provide detailed information to the public regarding plant expansion and potential impact on the sewer user charges or other taxes which will fund the improvements.

**Department:** Administration & Public Works

**Background/Description of Item:**

Part of the process for a Kansas Water Pollution Control Revolving Loan Fund is to ensure public participation in the process. Per Kansas Administrative Regulation (K.A.R.) 28-16-136 a public meeting and a public hearing must be held.

<http://www.kslegislature.org/legsrv-kars/index.do>

The public meeting is required during the preparation of the facility plan to discuss alternatives. The public meeting must be advertised with a minimum of 15 days notice. The notice will be published in the April 10 issue of the Basehor Sentinel and the meeting date set for May 5.

A public hearing is required prior to the formal adoption of a facilities plan. The public hearing must be advertised with a minimum of 30 days notice. The hearing must provide the public a current engineer's cost estimate and address the impact on sewer user charges or other taxes which will fund the improvements. The public hearing date will be set for June 2.

The city has provided many opportunities for public comment, discussed the options for treatment, funding options and possible impact on utility rates. To comply with provisions of the revolving fund loan the notices will be published in the paper and the previously covered information will be reviewed as well as updates on the design and funding issues.

Reports by the Burns and McDonnell engineer Jeff Keller are scheduled for April 21 and June 2.

Staff is working on the application for the Kansas Water Pollution Control Revolving Fund loan application and is planning on presenting the material to the city council for review in order to have funding available prior to the start of the construction project which is projected for late summer.

**Funding Source:** Sewer Fund

**Recommendation:** Set a public meeting date for May 5 and a public hearing date for June 2 to ensure public participation in the WWTF expansion process.

Prepared by: Carl E. Slaugh, City Administrator  
Council Date: April 7, 2008

Public Meeting Notice for April 10, 2008 Basehor Sentinel

The City of Basehor will hold a public meeting at City Hall, 2620 N. 155<sup>th</sup> Street in Basehor in conjunction with the regular city council meeting at 7:00 p.m. May 5, 2008 to review and discuss the waste water treatment plant expansion and other alternatives that are under investigation.

The meeting will meet requirements of Kansas Administrative Regulation 28-16-136 for public participation during development of the facility plan stipulated in the requirements for the Kansas Water Pollution Control Revolving Fund loan application.

Public Hearing Notice for April 17, 2008 Basehor Sentinel

The City of Basehor will hold a public hearing at City Hall, 2620 N. 155<sup>th</sup> Street in Basehor in conjunction with the regular city council meeting at 7:00 p.m. June 2, 2008 to review and discuss details regarding the waste water treatment plant expansion. The utility rate structure will be reviewed and an update provided by the engineer on the cost estimate for the project.

The meeting will meet requirements of Kansas Administrative Regulation 28-16-136 for public participation during development of the facility plan stipulated in the requirements for the Kansas Water Pollution Control Revolving Fund loan application.

## Public Meeting and Hearing Requirements Kansas Water Pollution Control Revolving Loan Fund

Per Kansas Administrative Regulation 28-16-136 public participation during development of the facility plan is required. The following minimum public participation will be required:

1. A public meeting is required during the preparation of the facility plan to discuss alternatives. The public meeting must be advertised with a minimum of 15 days notice. The meeting must be advertised in the official paper, minutes must be taken of the meeting and a list of attendees must be recorded. The purpose of the public meeting is to provide information to the public concerning the project, the alternatives that are under investigation and to solicit public comments.
2. A public hearing is required prior to the formal adoption of a facilities plan. The public hearing must be advertised with a minimum of 30 days notice. The hearing must be advertised in the official paper, minutes must be taken of the hearing and a list of attendees must be recorded. The purpose of the public hearing is to provide detailed information to the public concerning the proposed improvements. The hearing must provide the public a current engineer's cost estimate and address the impact on sewer user charges or other taxes which will fund the improvements. The public must also be afforded the opportunity to comment on the project.

A copy of the form titled "Applicant Assurance of Public Participation" is attached and should be completed after the public hearing. This form must be submitted to KDHE with the affidavits of publication for both the meeting and hearing, minutes of both the meeting and hearing, and list of attendees for both the meeting and hearing.



**KANSAS**  
**DEPARTMENT OF HEALTH & ENVIRONMENT**  
DIVISION OF ENVIRONMENT  
Bureau of Water

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APPLICANT ASSURANCE OF PUBLIC PARTICIPATION  
FOR KANSAS WATER POLLUTION CONTROL  
REVOLVING LOAN FUND PROJECTS

I hereby certify that with reference to Wastewater Treatment Project Number:

\_\_\_\_\_:

\_\_\_\_\_ (a) A public meeting was conducted during the preparation of the facilities plan, nonpoint source pollution control management plan or groundwater quality protection plan to discuss project alternatives. Public notice was given not less than 15 days before the public meeting.

\_\_\_\_\_ (b) Prior to the adoption by the governing body and submission to the secretary for approval of the facilities plan, nonpoint source pollution control management plan or groundwater quality protection plan, a public hearing was conducted. Public notice was given not less than 30 days before the public hearing. Attached is a copy of the advertisement, record or minutes and list of persons attending.

\_\_\_\_\_  
Authorized Representative of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Legal Name of Applicant

Page 1 of 1  
1/98

## AGENDA ITEM INFORMATION FORM

**Agenda Item:** Consider approval to purchase flashing indicator lights to be installed on 158<sup>th</sup> Street north and south of U.S. 24-40 Highway.

**Department:** Public Works

**Background/Description of Item:**

A quote was requested from Gades Sales for solar-powered flashing lights to be installed on 158<sup>th</sup> Street to warn traffic about the U.S. 24-40 Highway crossing. The flashing lights are from the same company that provided flashing lights on 155<sup>th</sup> Street on the north end of Basehor.

The cost estimates are as Follows:

Solar Engine \$2,850 each plus freight of \$75.00  
Pedestal base \$350 each plus freight of \$80.00  
Concrete Foundation or screw-in base – unknown,  
Total Cost, minus foundation - \$6,555

KDOT has indicated that the project is outside their right-of-way and that they are not responsible for the project, but that the city may apply for funding through corridor matching funds. A formal request has not been made to Leavenworth County for participation on the project.

A company has not been located that will put in the rumble stripes on 158<sup>th</sup> Street as requested by the city council.

**Funding Source:** Consolidated Highway 01-002-850

**Recommendation:** Approve purchase of the flashing lights for the 158<sup>th</sup> and 24-40 Intersection in the approximate amount of \$7,000.

Prepared by: Carl E. Slauch, City Administrator  
Council Date: April 7, 2008

**Gene Myracle Jr.**

---

**From:** Don Kennedy [kennedy\_d@sbcglobal.net]  
**Sent:** Thursday, February 28, 2008 8:52 PM  
**To:** Gene Myracle  
**Subject:** Dual Flashing Beacon

Sir,

Thank you for your inquiry regarding flashing beacons. I am enclosing a specification sheet for the Carmanah R247 dual beacon w/ 20w Dolar Engine. This is a very robust unit designed to flash 24/7 with consideration given to varying ambient sun conditions.

Pricing is as follows and is for mounting to a standard 15' aluminum pedestal pole:

1- R247 Dual w/ 20w Solar Engine	\$2,850.00 ea plus frt of approx \$75.00
1- 15" Alum Pedestal w/ sq base and anchor bolts	350.00 ea plus frt of approx \$80.00

The pedestal will require the installation of a concrete foundation approx 2' x 3', or a screw in base.

Should you have any questions, please don't hesitate to contact me.

Thanks,

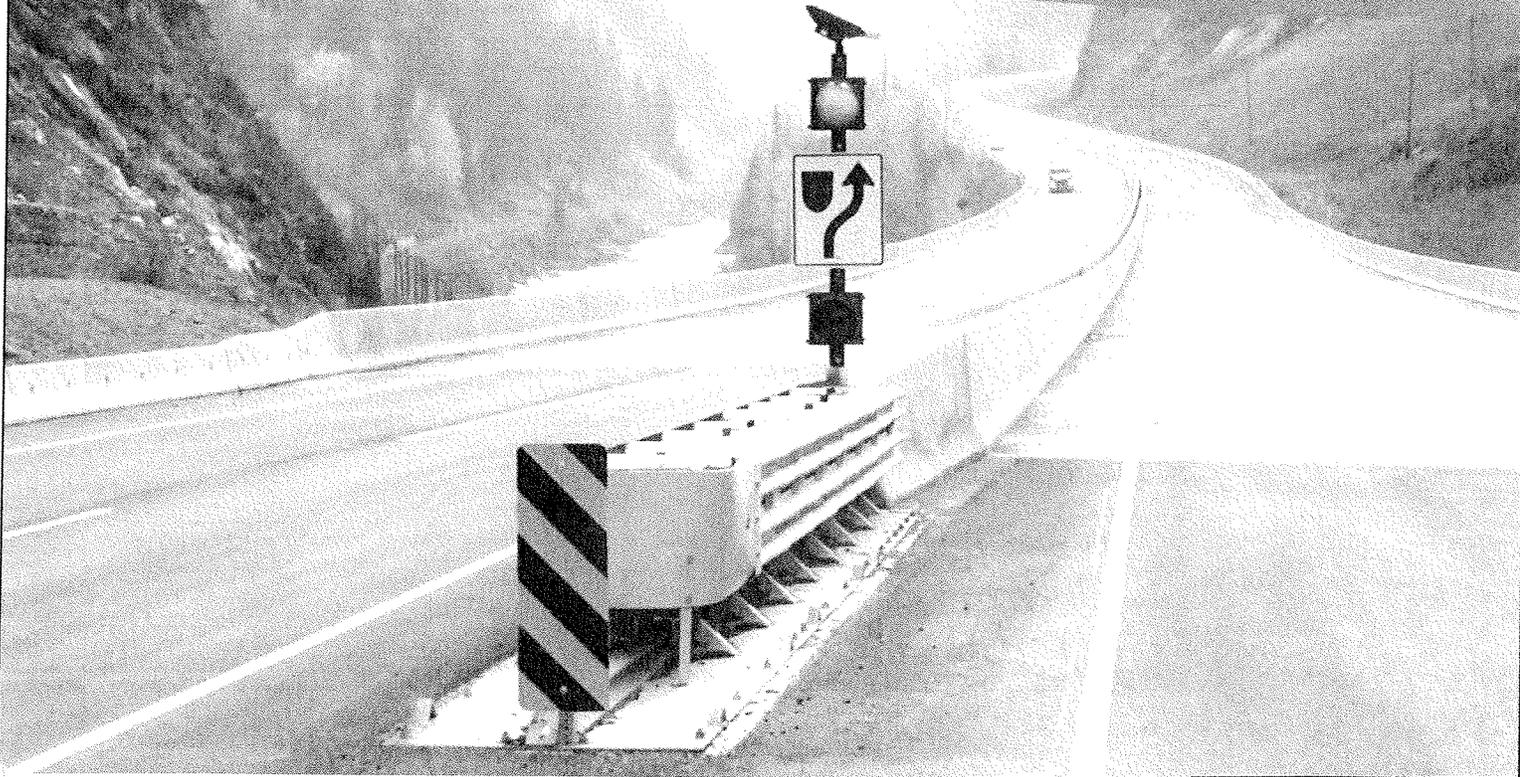
Don Kennedy

Gades Sales Co., Inc.

Phone 816-478-1120

3/20/2008

# Solar-Powered 24/7 Flasher - R247-Dual



## Improve Safety

The Carmanah R247-Dual is a solar-powered LED flasher that is unique in the world of hazard markers and sign enhancers. It is designed to provide enhanced safety virtually anywhere the sun shines, for a broad range of traffic safety-related applications. This ultra-compact, self-contained system powers an industry standard LED signal module for reliable, maintenance-free operation 24 hours per day, 365 days per year.

## Complete Solution

The R247-Dual is built using Carmanah's core energy management system, a technology proven in more than 250,000 installations in 110 countries.

The R247-Dual assembly includes the solar panel and electronics, all housed in a compact enclosure located above the ITE and MUTCD compliant LED module (single or dual). A separate control cabinet is therefore not required. The entire unit can be installed in minutes to existing sign posts in the field. The compact, one-piece design all but eliminates installation costs.

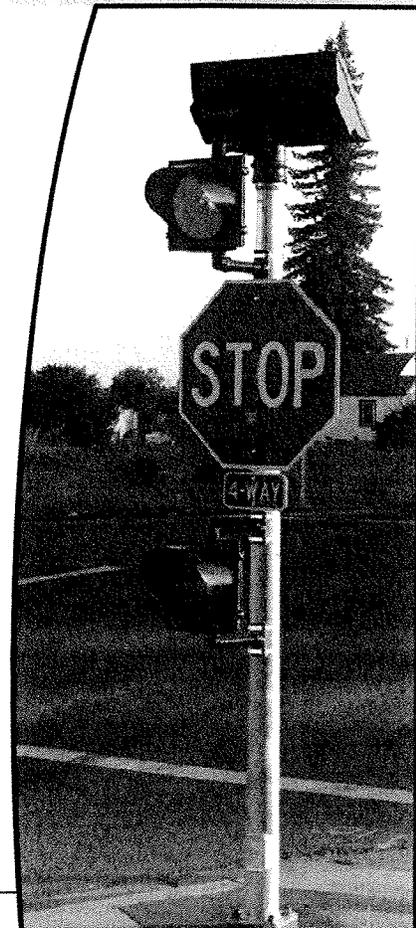
*The R247-Dual eliminates the need for external wiring, trenching, battery or bulb replacement and maintenance for five years...*

## Quality is Assured

Carmanah manufactures in accordance with ISO 9001:2000 Quality Standards. The R247-Dual is backed by a 12-month limited warranty.

## Typical Applications include:

- Enhancing all types of roadway signs (stop, yield, wildlife, dangerous corners, etc.)
- Temporary and permanent road barricade marking
- Flashing flagger
- Enhancing safety at construction and detour zones
- Indicating bridge and tunnel entrances
- Marking hazards and infrastructure at industrial sites



CHANGE THE WORLD WITH US™

Toll-Free: 1.877.722.8877

Worldwide: + 250.380.0052

www.carmanah.com

# Solar-Powered 24/7 Flasher - R247-Dual



## SPECIFICATIONS

### OPERATION

Flash pattern MUTCD compliant

### LED SIGNAL MODULE

Standard ITE VTCSH LED circular signal supplement\*  
 Size 12" (300 mm) diameter  
 8" (200 mm) diameter

### ENVIRONMENTAL

Optimal ambient range -4 to 77 °F (-20 to 25 °C)  
 Maximum ambient temperature range -40 to 176 °F (-40 to 80 °C)  
 Solar requirements: maximum installation latitude 55° North / South

### ENERGY MANAGEMENT SYSTEM

Battery lifespan 5-8 years (field replaceable)  
 Operation capacity without solar charging 30 days

### MOUNTING HARDWARE

Standard Pelco traffic signal mounting hardware  
 Optional Mounting bracket for square pole (see below)

### QUALITY STANDARDS

Quality certification ISO 9001:2000 Certified Manufacturer

### WARRANTY

Term 12-month limited warranty (including batteries)

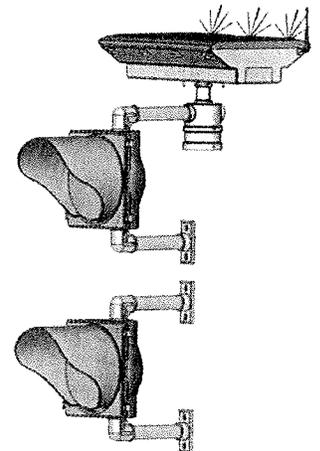
\* Meets all requirements for flashing beacons required by MUTCD, chapter 4D.18  
 All specifications are subject to change without notice.

## REPRESENTED BY

### Carmanah Technologies Corp.

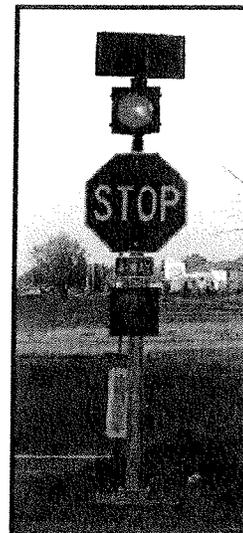
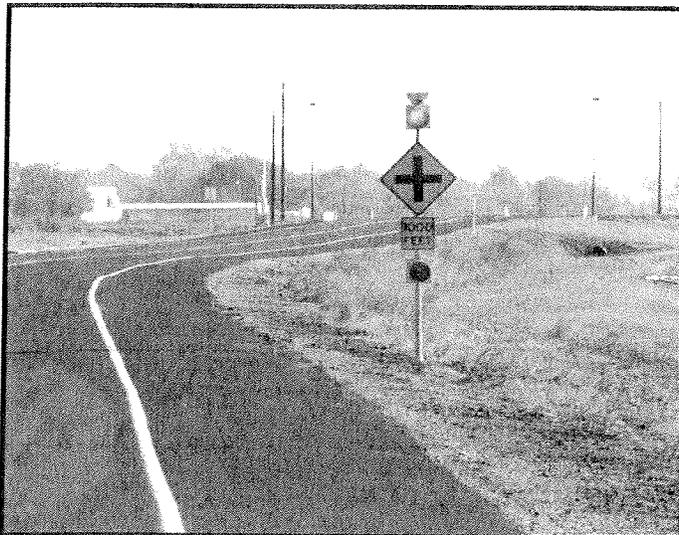
Building 4, 203 Harbour Road  
 Victoria, British Columbia  
 Canada V9A 3S2

Toll-Free: 1.877.722.8877 (North America)  
 Worldwide: +1 250.380.0052  
 Fax: +1 250.380.0062  
 Email: info@roadlights.com  
 Web: roadlights.com



Optional single or dual flasher configuration

Contact Carmanah for detailed written specifications on this product.



Carmanah is a Canadian public corporation  
 TSX: CMH

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 of Carmanah Technologies Corp.  
 Document: SPC\_ROAD-R247-Dual\_vG



Toll-Free: 1.877.722.8877

Worldwide: + 250.380.0052

www.carmanah.com

## Flashing LED Stop Signs . . . *Continued from page 42*

section. Route 250 is not controlled and is 2-lane with a left turn lane as it approaches Route 151 from the east and is 3-lane (two up the mountain away from Route 151 and one down the mountain toward Route 151) with a right turn lane as it approaches from the west. A large, year-round vacation and conference facility, Wintergreen Resort, is located approximately 20 miles south on Route 151. Motorists traveling to and from Wintergreen via I-64 and Route 250 use this intersection. The traffic volume was estimated at 7,138 vehicles per day in 2005.

District traffic engineers suggested that several factors have caused the problems experienced on the Route 151 northbound approach to the stop sign. These factors include a high approach speed (Route 151 is posted at 55 mph), limited sight distance on a horizontal curve, a downgrade into the intersection, and sign clutter at the intersection. A number of countermeasures were previously implemented on the Route 151 approach. The District installed two stop ahead signs with accompanying stop ahead horizontal pavement markings, two sets of rumble strips on either side of the second horizontal stop ahead pavement marking, and a 48-inch oversized stop sign. Additionally, the District had been considering the installation of flashing beacons on the stop sign as well as a right turn lane on northbound Route 151. These plans have been postponed pending an evaluation of a flashing LED stop sign.

A 48-inch flashing LED stop sign was installed at the intersection on June 14, 2006. Specifically, it is a solar Day-Viz™ Blinker-Stop™ sign provided by Traffic & Parking Control Company (TAPCO) for evaluation. The unit contains red 7/8-inch diameter LEDs in each of the eight corners of the sign. A 13.5 by 15-inch solar panel supplies a 4.8 volt NiMH 6-inch battery pack. The sheeting is 3M VIP/DG3 diamond grade or similar prismatic sheeting. The LEDs are wired to turn on and off simultaneously and flash continuously at a rate of one flash per second. There is automatic dimming for reduced night brightness.

### Research Plan

The objective of installing the flashing LED stop sign is to heighten motorists' awareness of the stop sign and to increase motorists' compliance. Researchers at the VTRC reasoned that to be effective, motorists would discern the flashing LED stop sign sooner than with a regular stop sign and hence slow down more quickly and would more likely stop. Therefore, two measures of effectiveness were used in the evaluation – speed of vehicles approaching the stop sign and stop sign compliance.

Traffic volumes, speeds, and classifications were obtained with traffic counters before and after the installation. Counters were placed in the northbound approach lane at three locations – right at the intersection, at a point upstream just before motorists can see the stop sign, and at a point approximately midway between these two locations. The counters were placed for seven days and collected data on the basis of 15-minute intervals. The after data were collected at two separate times, the first within seven days to measure initial reaction to the sign and second within 90 days to allow evaluation of the “novelty” effect of the flashing sign.

Additionally, a stop sign compliance study was undertaken at the three times described above. Data was collected during peak periods and on the basis of 15-minute intervals. Stops were recorded as Full Stop Voluntary, Full Stop by Traffic, Rolling Stop (0–3 mph), and Blow Thru (>3 mph).

The study is scheduled for completion in early 2007 and a follow up article will be provided to report the results.

### Information provided by:

Gene Arnold  
Senior Research Scientist  
Virginia Transportation Research Council  
530 Edgemont Road  
Charlottesville, VA 22903  
434-293-1931  
[gene.arnold@vdot.virginia.gov](mailto:gene.arnold@vdot.virginia.gov)

Ann Overton  
Public Affairs Manager  
Virginia Transportation Research Council  
530 Edgemont Road  
Charlottesville, VA 22903  
434-293-1912  
[ann.overton@vdot.virginia.gov](mailto:ann.overton@vdot.virginia.gov)

The Virginia Transportation Research Council is a partnership of VDOT and the University of Virginia and is located on the University of Virginia grounds in Charlottesville. More information about VTRC is available at: <http://www.vtrc.net>.

For more information on the TAPCO Blinker Signs visit us at [www.tapconet.com](http://www.tapconet.com) or call 800-236-0112.

**IMSA**

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[sales@atlanticscientific.com](mailto:sales@atlanticscientific.com) • [www.ascsurge.com](http://www.ascsurge.com)

# Custom

## TRUCK & EQUIPMENT, LLC

7701 E 24 Hwy      1200 NW Hwy 24      2500 S 4th St.  
 Kansas City, MO 64125      Topeka, KS 66608      St. Joseph, MO 64501  
 816.241.4888      785.290.2000      816.233.9131  
 800.861.1065      877.290.2001      866.267.3389

INVOICE DATE	
03/25/2008 01:01PM	
INVOICE NO.	PAGE
KC290950120	1
CUSTOMER NO.	WARRANTY
05956	* KC*

SOLD TO: CITY OF BASEHOR      SHIP TO: CITY OF BASEHOR  
 P.O. BOX 406      2620 N 155TH ST  
 BASEHOR KS 66007-0406      BASEHOR KS 66007-0406

Tax ID: KSE6M6LU9H

CUSTOMER NO.	REFERENCE NO.		
032997	(913) 724-1370	24	000/924
CELL PH#		EXTENSION	
COMPLETION DATE: 03/19/2008			
UNIT: 899037      YEAR: 2003      MAKE/MODEL: KENWORTH T300			
SERIAL: 2NKMHYBXO3MB99037      MILEAGE: 12213			
JOB#01 26 000 00 MAIN TRANSMISSION - MANUAL			
CHECK AND ADVISE ON TRANSMISSION NOT HAVING 2ND GEAR.			
CHECK CLUTCH CONDITION.			
CHECK P.T.O.			
REMOVED TRANSMISSION AND SENT TO GEAR SHOP TO BE			
INSPECTED. FOUND GEAR HAD COME APART AND DAMAGED			
TRANSMISSION AND ALSO P.T.O. HAD TRANSMISSION RE-BUILT			
CHECKED CLUTCH CONDITION, OK, RE-INSTALLED TRANSMISSION			
AND INSTALLED RE-MAN P.T.O. ROAD TESTED AND CHECKED			
OPERATION. OK.			
1 RMM PTO	PTO	225.00EA*	225.00
12 POC 75W90SYN	CONOCO SYN 75W90-55 G	\$11.82	9.85EA      118.20
2 SD 6.5-70-18X	BEARING STRAP KIT	\$19.81	9.91EA      19.82
1 RT FSO-8406A	TRANSMISSION	\$1631.25 EXC	2850.00EA*      2850.00
1 RT CLASS01-C1	FSO 8406 CORE	\$2437.50 CHG	1814.99EA      1814.99
1-RT CLASS01-C1	FSO 8406 CORE	RET	1814.99EA      1814.99-
7.30 HOURS		PARTS SUBTOTAL	3213.02
		LABOR SUBTOTAL	620.50
		SHOP SUPPLIES	49.64
		** JOB SUBTOTAL	3883.16
JOB#02 03 000 00 INSTRUMENTS, GAUGES, WARNING & SHUTDOWN DEVS, METERS			
CHECKED OUT SPEEDOMETER AND WAS NOT WORKING AS CUSTOMER			
HAD SAID. TRACED DOWN TO THE WIRING THOUGHT WAS THE			
SPEEDOMETER HEAD BUT WAS NOT. CHECKED ALL WIRING AND			
TRACED DOWN TO BROKEN WIRE BETWEEN THE DASH AND THE			
TRANSMISSION BUT COULD NOT FIND THE BREAK. WOULD TAKE			
TOO LONG AND WOULD HAVE TO PULL OUT THE DASH HARNESS.			
HARD WIRED THE SPEEDOMETER WIRE AND ROAD TESTED TO			
ENSURE THAT WORKING ALL OK. READY FOR SERVICE.			
X _____ Customer signature			
Return Policy: All returns subject to a 15% handling charge. No returns on special order or electrical parts. All returnable parts and coms must be returned in 30 days of the invoice date in resalable condition with all packaging, instructions, etc. intact and be accompanied by the invoice. 50% down payment required on all special order parts.			
Limited Warranty: Parts are warranted by their manufacturer and are subject to their coverage limits. Custom Truck & Equipment, LLC shall be the sole judge on any labor warranty and all corrective work must be performed in our service department. This limited warranty is the only warranty offered by Custom Truck & Equipment, LLC and shall not supersede any warranty between the ultimate customer and manufacturer. Implied warranties, as to the quality and performance of products, and their merchantability or fitness for a particular purpose, are hereby limited in duration to the same length of time as the expressed limited warranty stated above. The limited warranty does not cover damage due to accident, misuse, neglect, alterations, overloading, lack of lubrication, or lack of maintenance. Custom Truck & Equipment, LLC is not liable for consequential damages such as towing, down time, lost revenue.			
FREIGHT	QUANTITY	TAX RATE PERCENT	SALES TAX
			PLEASE PRINT
			* CONTINUED *
			ITEM#

# Custom

## TRUCK & EQUIPMENT, LLC

7701 E 24 Hwy      1200 NW Hwy 24      2500 S 4th St.  
 Kansas City, MO 64125      Topcka, KS 66608      St. Joseph, MO 64501  
 816.241.4888      785.290.2000      816.233.9131  
 800.861.1065      877.290.2001      866.267.3389

INVOICE DATE	
03/25/2008 01:01 PM	
INVOICE NO.	PAGE
KC:280850120	2
CUSTOMER NO.	BRANCH
05956	* K.C. *

CITY OF BASEHOR

CITY OF BASEHOR

SOLD TO:  
 P.O. BOX 406  
 BASEHOR KS 66007-0406

SHIP TO:  
 2620 N 155TH ST  
 BASEHOR KS 66007-0406

Tax id: KSE6M6L09B

CUSTOMER NO.	REFERENCE NO.	PRICE/PER	QUANTITY	AMOUNT
032997	(913) 724-1370		24	000/924
THANKS FOR YOUR BUSINESS.				
1 FUL K-3455	SPEED SENSOR KIT DUAL S61.11	34.22EA		34.22
	PARTS SUBTOTAL			34.22
5.00 HOURS	LABOR SUBTOTAL			425.00
	SHOP SUPPLIES			34.00
	** JOB SUBTOTAL			493.22
	*TOTAL PARTS:			3247.24
	*TOTAL LABOR:			1045.50
	*TOTAL SHOP SUPPLIES:			83.64
<p>X _____                  Customer signature</p>				
<p><small>Return Policy: All returns subject to a 15% handling charge. No returns on special order or electrical parts. All returnable parts and cores must be returned in 30 days of the invoice date in resalable condition with all packaging, instructions, etc. intact and be accompanied by the invoice. 50% down payment required on all special order parts.</small></p> <p><small>Limited Warranty: Parts are warranted by their manufacturer and are subject to their coverage limits. Custom Truck &amp; Equipment, LLC shall be the sole judge on any labor warranty and all corrective work must be performed in our service department. This limited warranty is the only warranty offered by Custom Truck &amp; Equipment, LLC and shall not supersede any warranty between the ultimate customer and manufacturer. Implied warranties, as to the quality and performance of products, and their merchantability or fitness for a particular purpose, are hereby limited in duration to the same length of time as the expressed limited warranty stated above. This limited warranty does not cover damage due to accident, misuse, neglect, alterations, overhauling, lack of lubrication, or lack of maintenance. Custom Truck &amp; Equipment, LLC is not liable for consequential damage such as towing, down time, lost revenue.</small></p>				
TOTAL	4376.38	TAX STATUS	EXEMPT	MD
		SALES TAX	0.00	4376.38

# **BRANDT** *Fabricating*

TO: City of Basehor  
ATTN: Gene Myracle  
FROM: Brandt Fabricating  
RE: Sickle bar mower

**Custom  
Fabricating**

**Trailers**

**Truck Beds**

**Agricultural  
Equipment**

**Repair**

**Roll-Rite  
Tarps**

**Shur-Lok  
Tarps**

This proposal is for the purchasing, set-up and delivery of a Frontier Sickle bar mower.

1- Frontier SB1107 7' sickle bar mower to be purchased from Heritage Tractor Inc. for the amount of \$2895.00. This amount is to be given to Heritage Tractor Inc. upon pickup of the said mower.

The pickup, setup and delivery is to be done by Brandt Fabricating  
This work will include the following:

- Pickup mower
- Delivery of the purchase check to Heritage Tractor
- Setup of the mower and attachment to the 6320 John Deere
- Owned by the City of Basehor
- Instructional class for the employees of the City of Basehor
- Public Works Department

The charges for this service is \$365.00

The mower is available for pickup as soon as approval is done.

Thank You

Brandt Fabricating

Lee Brandt, owner

## AGENDA ITEM INFORMATION FORM

**Agenda Item:** Consider a request from Cedar Lakes Home Owners Association to transfer \$18,375 from the Sewer Fund to Cedar Lakes Maintenance Fund.

**Department:** Administration

**Background/Description of Item:**

During the process of making assessments for the 24-40 Interceptor project it was determined that a portion of the cost was to be billed to the Cedar Lakes subdivision. An assessment in the amount of \$18,375 was given to Leavenworth County and the amount paid to the City of Basehor in 2005 from the Cedar Lakes maintenance fund/Sewer District #7A.

Subsequently in 2006 it was determined that areas south of 24-40 Highway would not be assessed for the 24-40 Interceptor project, but the amount was not refunded back to Sewer District #7A/Cedar Lakes maintenance fund.

A request was made by John Flower on behalf of the Cedar Lakes Home Owner's Association to refund the \$18,375 and deposit it into the Cedar Lakes maintenance fund.

**Funding Source:** Sewer Fund

**Recommendation:** Approve the transfer of \$18,375 from the sewer fund to the Cedar Lakes maintenance fund.

Prepared by: Carl E. Slaugh, City Administrator  
Council Date: April 7, 2008

12-17-04

City of Basehor

Cost Calculations for Sewer District No. 7 Connection

2-141 50 SHEETS  
22-142 100 SHEETS  
2-141 200 SHEETS



1) Standard Tap Fee for Residents outside City Limits

Prior to Jan 1, 2005: \$ 1600 x 1.25 = \$ 2,000/Lot

Jan 1 - Dec 31, 2005: \$ 2,200 x 1.25 = \$ 2,750/Lot

2) Upsizing associated w/ 24/40 Interceptor, Phase I

Total Upsizing Cost = \$ 294,101.41

to be distributed among 1200 ac.

Upsizing cost/ac  $294,101.41 / 1200 = 245.08/ac$

Sewer District No. 7 Acreage

Cedar Lakes  $\approx 75 ac$

Proposed Cedar Falls  $\approx 36.8 ac$

Estimated Cost =  $111.8 \times \$ 245 = \underline{\underline{\$ 27,391}}$

3) Upsizing associated w/ Pineturst Lift Station/FM Imp.

Total Upsizing Cost = \$ 46,815.37

Upsizing Cost to be paid based on Design Flow

Areas Represented Include: 23.7% Cedar Lakes & Cedar Falls: ~~XXXX~~

12.2% Glenwood Estates & School: ~~XXXX~~

7.4% Briarwood: ~~XXXX~~

18.0% Vacant Land East of Glenwood: ~~XXXX~~

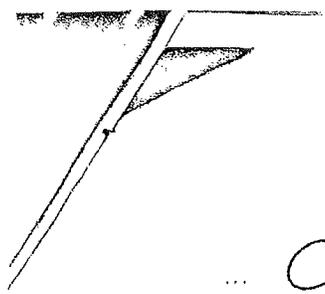
38.7% Vacant Land West of Pineturst

$46,815.37 \times .237 =$

$\underline{\underline{\$ 11,095.24}}$

4) Total Cost associated w/ tap excluding Maint. Account =

Tap Fee + Upsizing Cost of \$ 38,486.24



Cedar Lakes - Sewer Dist # 7A

Connection Fee for 114 Lots = \$228,000  
(2000)

(Interceptor) (2750) = \$ 313,500

Upsize Charge \$18,375

Pinehurst Upsize \$ 5851.92

New Line to Pinehurst \$15,000

Decommission Lagoon 66% 40,000  
\$20,000

~~\$787,227~~  
307,227

Cedar Falls - Sewer Dist. # 7B

Connection Fees paid at time of building permit

(Interceptor)

Upsize Charge - \$ 9016

Pinehurst Upsize \$ 5243.36

New Line to Pinehurst - 0

Decommission Lagoon - 33% 20,000  
\$10,000

~~\$247,59~~  
34,359

TOTAL \$ ~~311,486~~  
341,486

Fund: 07 - CEDAR LAKES MAINTENANCE

408 SEWER CONNECTION FEES

2005	SEWER CONNECTION FEES	50,000.00	
2005	SEWER CONNECTION FEES	253,785.78	
	Connection Fees (114 lots) @ \$2,000 = 228,000		
	24-40 Interceptor Improvement Charge <del>10,375</del> *		
	Pinehurst Improvement Charge \$7,434		
2006	TRANSFER TO SEWER CAPITAL IMPROVEMENT	-228,000.00	Approved by City Council 09/18/06
2006	TRANSFER TO SEWER FUND	-25,785.78	Approved by City Council 09/18/06
		<u>50,000.00</u>	

551 INTEREST INCOME

2005	INTEREST INCOME	561.28
2006	INTEREST INCOME	9,560.03
2007	INTEREST INCOME	2,055.86
		<u>12,177.17</u>

454 MAINTENANCE FEES

2006	SEWER MAINTENANCE FEES	4,823.00
2007	SEWER MAINTENANCE FEES	4,641.00
2007	SEWER MAINTENANCE FEES	9,515.73
2007	SEWER MAINTENANCE FEES	9,236.50
		<u>28,216.23</u>

799 MISC CONTRACTURAL SERVICES

2005	GRINDER PUMP REPAIRS	2,487.51
2006	GRINDER PUMP REPAIRS	9,683.73
2007	GRINDER PUMP REPAIRS	14,392.73
		<u>26,563.97</u>

MONTHLY FUND BALANCE

63,829.43 \*

= 83,246.92

## AGENDA ITEM INFORMATION FORM

**Agenda Item:** Consider approval of a five-year capital improvement program.

**Department:** Administration, Police, Public Works, Planning

**Background/Description of Item:**

A capital improvement plan has been compiled with the help of Jared Cobb, assistant to the city administrator. The plan incorporates projected improvements in four categories:

- Community Facilities
- Transportation
- Public Utilities
- Recreation and Leisure

A detailed description of each project is being prepared for each of the projects. Some of the details are still being completed, but a sample of selected projects is included.

The projected improvements are prioritized and weighed against projected revenues. Funding for the projects will still need to be programmed into future budgets and approved by the city council.

The 5-year CIP will be updated each year and adjusted as needs and situations change. The CIP list will also be incorporated into the budget planning process. The plan is a work in progress and will be updated as situations change and cost information is added.

**Funding Source:** Various departments

**Recommendation:** Approve the proposed 5-year capital improvement program for the City of Basehor.

Prepared by: Carl E. Slaugh, City Administrator  
Council Date: April 7, 2008

<b>Capital Improvements Plan 2008-2012</b>						
<b>Project:</b>	<b>Priority</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>

<b>Community Facilities</b>						
Improve PD Parking Lot	1	10,000				
Extend City Hall sidewalk	2	1,000				
Unfunded Future Projects						
City Hall and Police Building	3					5,000,000
Community Center (\$4.0 million)	4					
Total Revenues:		279,773	307,869	335,965	364,061	392,157
Balance Forward:		593,037	861,810	1,169,678	1,505,643	1,869,703
Capital Expenditures:		11,000	0	0	0	5,000,000
<b>Projected Balance:</b>		<b>861,810</b>	<b>1,169,678</b>	<b>1,505,643</b>	<b>1,869,703</b>	<b>-2,738,141</b>

<b>Transportation</b>						
Wolfcreek Blvd Reverse Frontage 150th-153rd						
150th and 24-40 Intersection North						
150th and 24-40 Intersection South						
Reverse Frontage 150th-153rd South Side						
150th St. 24-40 north to Wolfcreek Blvd						
150th St.- Craig St. to Parallel Rd.	1	333,990				
155th St. and Parallel Intersection	2		499,428			
155th St.- 24/40 N. for 800'	3		320,000 (1)			
158th St.- 24/40 N. to Parallel Rd.	4			734,976		
155th St- Parallel N. to Elm	5			480,000		
155th St. and Leavenworth Rd. Intersection	6			998,855		
147th St.- Donahoo Rd. to Hollingsworth Rd.	7			535,000 (2)		
Reverse Frontage Rd.- 155th to 158th St.	8				124,015	
147th St.- Leavenworth to Donahoo Rd.	9				610,000	
K-7 to Donahoo Rd. Left Turn Lane	10					250,000
Parallel Rd.- 155th St. to 163rd St.	11					165,000
Miscellaneous Improvements	-	181,468	185,823	190,283	194,850	199,526
Unfunded Future Projects						
147th St.- Parallel Ln. to Leavenworth Rd.	12					1,371,534
142nd St.- State Ave. to Parallel Rd.	13					727,425
Rev. Frontage Rd.(N)- 153rd to 150th St.	14					
Rev. Frontage Rd.(S)- 153rd to 150th St.	15					
150th St. Intersection Improvements	16					
Total Revenues:		572,678	610,252	647,942	685,750	723,679
Balance Forward:		1,732,021	1,772,286	1,679,825	640,660	379,070
Operating Expenditures:		16,955	17,462	17,968	18,475	18,982
Capital Expenditures:		515,458	685,251	1,669,138	928,865	614,526
<b>Projected Balance:</b>		<b>1,772,286</b>	<b>1,679,825</b>	<b>640,660</b>	<b>379,070</b>	<b>469,242</b>

<b>Capital Improvements Plan 2008-2012</b>						
<b>Project:</b>	<b>Priority</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>

<b>Public Utilities</b>						
New Plant Expansion	1	3,940,000				
Remove Chestnut lift station	2	150,000				
Storage shed	3		50,000			
Sewer Line Rehabilitation	-	400,000	400,000	400,000		
Plant Bond Payments	-	488,000	488,000	811,581	1,135,162	1,135,162
<b>Total Revenues:</b>		6,459,932	1,066,466	1,179,534	1,271,714	1,360,008
<b>Balance Forward:</b>		633,604	1,825,517	1,652,363	1,306,631	1,116,951
<b>Operating Expenditures:</b>		290,019	301,620	313,685	326,232	339,281
<b>Capital Expenditures:</b>		4,978,000	938,000	1,211,581	1,135,162	1,135,162
<b>Projected Balance:</b>		1,825,517	1,652,363	1,306,631	1,116,951	1,002,516

<b>Recreation and Leisure</b>						
Trail 1- Tomahawk Valley	1		132,331			
Trail 2- BES to Park	2		19,608			
Unfunded Future Projects						
Recreation Complex/City Park	3		4,000,000			
<b>Total Revenues:</b>		30,010	31,162	32,373	33,647	34,989
<b>Balance Forward:</b>		101,400	125,230	-1,913	23,903	50,797
<b>Operating Expenditures:</b>		6,180	6,365	6,556	6,753	6,956
<b>Capital Expenditures:</b>		0	151,939	0	0	0
<b>Projected Balance:</b>		125,230	-1,913	23,903	50,797	78,830

**Notes:**

- (1) Funded by a Transportation Development District (TDD).
- (2) Leavenworth County project.
- (3) Forecasts do no include interest.

## CIP Project Submittal Form

**KRA:** Transportation

**Year:** 2008

**Fund:** Consolidated Highway

**Priority Rating:** 1

**Project Name:**

150th Street- Craig Street to Parallel Road

**Project Description:**

Widen 9' chip and seal dirt edge road to 24', with 2' shoulders and ditches (2213 LF).

**Justification/Benefits:**

The development of Wolf Creek Junction, in particular the grocery store, will increase traffic. May 2007 traffic counts were approximately 200 cars/day. An expansion of the road capacity is necessary to maintain an adequate level of service.

**Consequences of Delay:**

None.

**Related Projects:**

Parallel intersection improvements

**Comments:**

Intend to file for corridor management funds with KDOT. If selected will provide 67%, approximately \$346,000, for construction.

**Cost Breakdown**

Consulting	35,785
ROW	127,750
Construction	516,531
Legal	
<b>Total:</b>	<b>\$ 680,066</b>

**Cost Schedule**

Prior to 2008	
2008	
2009	
2010	680,066
2011	
2012	
After 2010/11	
<b>Total:</b>	<b>\$ 680,066</b>

**Method of Financing**

Fund Revenues	-
Bonds	333,990
Grant	346,076
<b>Total:</b>	<b>\$ 680,066</b>

**Impact on Annual Budget**

\$ -

## CIP Project Submittal Form

KRA: Transportation

Year: 2008

Fund: Consolidated Highway

Priority Rating: 2

**Project Name:**

155th St. and Parallel Rd. Intersection

**Project Description:**

Intersection improvements.

**Justification/Benefits:**

**Consequences of Delay:**

**Related Projects:**

155th St. and Parallel Intersection, 155th St-Parallel N. to Elm, 155th St. and Leavenworth Rd. Intersection

**Comments:**

**Cost Breakdown**

Consulting	
ROW	
Construction	
Legal	
<b>Total:</b>	\$ -

**Cost Schedule**

Prior to 2007/08	
2007/08	
2008/09	
2009/10	
2010/11	
After 2010/11	
<b>Total:</b>	\$ -

**Method of Financing**

Fund Revenues	
Bonds	
Other	
<b>Total:</b>	\$ -

**Impact on Annual Budget**

\$ -

## CIP Project Submittal Form

**KRA:** Transportation

**Year:** 2008

**Fund:** Consolidated Highway

**Priority Rating:** 3

**Project Name:**

155th Street- 24/40 N. 800'

**Project Description:**

Road widening from 24' to 36' (4388 LF).

**Need/Justification:**

Wolf Creek Junction and Pinehurst developments have increased traffic. May 2007 traffic counts between 2400 (Elm St.) and 2700 (Wolf Creek Junction Pkwy) cars/day. An expansion of the road capacity is necessary to maintain the desired level of service.

**Consequences of Delay:**

None.

**Related Projects:**

155th St. and Parallel Intersection, 155th St-Parallel N. to Elm, 155th St. and Leavenworth Rd. Intersection

**Comments:**

Funded by a TDD.

**Cost Breakdown**

Consulting	
ROW	
Construction	
Legal	
<b>Total:</b>	

**Cost Schedule**

Prior to 2008	
2008	
2009	
2010	
2011	
2012	
After 2012	
<b>Total:</b>	

**Method of Financing**

Fund Revenues	
Bonds	
Other	
<b>Total:</b>	

**Impact on Annual Budget**

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## CIP Project Submittal Form

KRA: Transportation

Year: 2010

Fund: Cons. Highway

Priority Rating: 4

**Project Name:**

158th Street - 24-40 Highway north to Parallel Road

**Project Description:**

Improve a two-lane chip and seal road to asphalt and add curb and gutter and sidewalks.

**Justification/Benefits:**

**Consequences of Delay:**

**Related Projects:**

**Comments:**

**Cost Breakdown**

Consulting	55,000
ROW	30,000
Construction	734,976
Legal	10,000
<b>Total:</b>	<b>829,976</b>

**Cost Schedule**

Prior to 2008	
2008	
2009	
2010	
2011	
2012	
After 2012	
<b>Total:</b>	

**Method of Financing**

Fund Revenues	
Bonds	
Other	
<b>Total:</b>	

**Impact on Operating Budget**

## CIP Project Submittal Form

**KRA:** Transportation

**Year:** 2008

**Fund:** Consolidated Highway

**Priority Rating:** 5

**Project Name:**

155th Street- Parallel Road north to Elm

**Project Description:**

Road widening from 24' to 36' (4388 LF).

**Need/Justification:**

Wolf Creek Junction and Pinehurst developments have increased traffic. May 2007 traffic counts between 2400 (Elm St.) and 2700 (Wolf Creek Junction Pkwy) cars/day. An expansion of the road capacity is necessary to maintain the desired level of service.

**Consequences of Delay:**

None.

**Related Projects:**

155th St. and Parallel Intersection, 155th St-Parallel N. to Elm, 155th St. and Leavenworth Rd. Intersection

**Comments:**

Funded by a TDD.

**Cost Breakdown**

Consulting	
ROW	
Construction	
Legal	
<b>Total:</b>	

**Cost Schedule**

Prior to 2008	
2008	
2009	
2010	
2011	
2012	
After 2012	
<b>Total:</b>	

**Method of Financing**

Fund Revenues	
Bonds	
Other	
<b>Total:</b>	

**Impact on Annual Budget**

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## CIP Project Submittal Form

**KRA:** Transportation

**Year:** 2012

**Fund:** Consolidated Highway

**Priority Rating:** 6

**Project Name:**

155th Street and Leavenworth Rd Intersection

**Project Description:**

Add turn lanes to intersection

**Need/Justification:**

Wolf Creek Junction and Pinehurst developments have increased traffic. May 2007 traffic counts between 2400 (Elm St.) and 2700 (Wolf Creek Junction Pkwy) cars/day. An expansion of the road capacity is necessary to maintain the desired level of service.

**Consequences of Delay:**

None.

**Related Projects:**

155th St. and Parallel Intersection, 155th St-Parallel N. to Elm, 155th St. and Leavenworth Rd. Intersection

**Comments:**

Funded by a TDD.

**Cost Breakdown**

Consulting	
ROW	
Construction	
Legal	
<b>Total:</b>	<b>\$ 998,855</b>

**Cost Schedule**

Prior to 2008	
2008	
2009	
2010	
2011	
2012	
After 2012	
<b>Total:</b>	

**Method of Financing**

Fund Revenues	
Bonds	
Other	
<b>Total:</b>	

**Impact on Annual Budget**

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### CIP Project Submittal Form

KRA: Transportation

Year: 2010

Fund: Falcon Lakes

Priority Rating: 7

**Project Name:**

147th Street- Donahoo Road to Hollingsworth Road

**Project Description:**

Construct new 24' wide chip and seal asphalt road with 2' shoulders and ditches (5350 LF).

**Justification/Benefits:**

#####

**Consequences of Delay:**

Decreased level of service.

**Related Projects:**

147th Street (2)- Parallel Lane to Leavenworth Road, Leavenworth Road to Donahoo Road.

**Comments:**

Not included in the CIP balance.

**Cost Breakdown**

Consulting	
ROW	
Construction	
Legal	

Total: \$ 535,000

**Cost Schedule**

Prior to 2008	
2008	
2009	
2010	
2011	
2012	
After 2012	

Total: \$ 535,000

**Method of Financing**

Fund Revenues	
Bonds	
Other	

Total: \$ 535,000

**Impact on Annual Budget**

\$ 535,000

## CIP Project Submittal Form

Fund: Consolidated Highway

Year: 2007

Category: Streets

Priority Rating: 8

**Project Name:**

Reverse frontage road- 155th to 158th Street

**Project Description:**

New three lane 2600 LF reverse frontage road, including a 644 LF section on 158th Street from Highway 24/40 north to the frontage road.

**Justification/Benefits:**

Will facilitate development of the area. Provide improved access to a controlled intersection at 155th Street, and will reduce the traffic load at 155th Street and Parallel Road.

**Consequences of Delay:**

Funding will be withdrawn.

**Related Projects:**

**Comments:**

Financed with a KDOT grant (75%) and fund revenues (25%). A proposed benefit district should fully reimburse the fund.

**Cost Breakdown**

Consulting	371,497
ROW	145,236
Construction	1,485,986
Legal	
<b>Total:</b>	<b>\$ 2,002,719</b>

**Cost Schedule**

Prior to 2007/08	
2007/08	
2008/09	
2009/10	
2010/11	
After 2010/11	2,002,719
<b>Total:</b>	<b>\$ 2,002,719</b>

**Method of Financing**

Fund Revenues	\$ 500,680
Bonds	
Other	1,502,040
<b>Total:</b>	<b>\$ 2,002,720</b>

**Impact on Annual Budget**

\$ 124,015

## CIP Project Submittal Form

KRA: Transportation

Year: 2011

Fund: Consolidated Highway

Priority Rating: 9

**Project Name:**

147th Street- Leavenworth Road to Donahoo Road

**Project Description:**

Construct new 24' wide chip and seal asphalt road with 2' shoulders and ditches (6100 LF).

**Justification/Benefits:**

The existing gravel road will not be able to meet future demand resulting from the Falcon Lakes Development. Expanding capacity and paving the road will improve the level of service. The project will also contribute another viable north-south route.

**Consequences of Delay:**

Decreased level of service.

**Related Projects:**

147th Street (2)- Parallel Lane to Leavenworth Road, Donahoo Road to Hollingsworth Road

**Comments:**

County road.

**Cost Breakdown**

Engineering	
ROW	
Construction	
Legal	
<b>Total:</b>	\$ 610,000

**Cost Schedule**

Prior to 2008	
2008	
2009	
2010	
2011	
2012	
After 2012	
<b>Total:</b>	\$ 610,000

**Method of Financing**

Fund Revenues	
Bonds	
Other	
<b>Total:</b>	\$ 610,000

**Impact on Annual Budget**

\$ 610,000

## AGENDA ITEM INFORMATION FORM

**Agenda Item:** Consider priorities for funding requests through KDOT corridor management funds.

**Department:** Administration and Public Works

**Background/Description of Item:**

At a meeting with Kansas Department of Transportation (KDOT) officials on March 27 it was stated that \$600,000 in FY 2009 corridor management funds would be made available to the City of Basehor for corridor projects. At the March 17 city council meeting a decision was made to submit the north portion of 150<sup>th</sup> Street from Craig Road to Parallel as a number one priority.

KDOT also stated that the city might have an additional 30 days to work over the priority list, until the end of April 2008. Given the new information and option to submit other projects, the City has an opportunity to revise the priorities.

There is some indication that a multi-year project for improvement of the 150<sup>th</sup> and 24-40 intersection might be approved if the city wanted to commit potential funds to that project, rather than to some other projects. The intersection project is estimated to cost in excess of \$4.0 million. The entire project would need to have some preliminary design completed in order to submit it as a funding request.

Funding from other KDOT sources might be available for the 150<sup>th</sup> intersection project on a competitive basis.

Another item for discussion will be the proposed right-in/right-out north of 24-40 Highway at 153<sup>rd</sup> Street. KDOT has indicated that the access request will be denied. The developer desires to have compensation for the loss of use and have any potential funding for that access go towards improvements at 150<sup>th</sup> Street. The metro engineer called to get a response on whether the city supported the request at this point.

**Funding Source:**

**Recommendation:** Review priorities on corridor projects and provide direction on which projects to submit to KDOT for funding.

Prepared by: Carl E. Slaugh, City Administrator  
Council Date: April 7, 2008

## Carl Slaugh

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**From:** Lloyd Martley [chief@basehorpolice.org]  
**Sent:** Wednesday, March 19, 2008 4:04 PM  
**To:** Carl Slaugh  
**Subject:** Ord. Change  
**Attachments:** ORDINANCE 194.doc

Carl,

Per Judge Pray we need to change our STO ord. ~~194~~<sup>520</sup> because if we don't it could end up costing the city close to 5000.00 to house an inmate that was convicted of driving while suspended for a third time. If we change the ord. and the driver is convicted for a third time the charges will go through district instead of municipal where the judge would have to sentence the suspect to 90 days of jail time at our expense. Attached is the proposed change. I am not sure if this is what is needed or not but this was my attempt at it. Let me know what else I need to do.

Thanks

*Lloyd Martley  
Chief of Police  
Basehor Police Dept.  
913-724-1370 ext. 22  
Fax. 913 724-3102  
chief@basehorpolice.org*

4/1/2008

**ORDINANCE NO. 532**

**ORDINANCE AMENDING CHAPTER 14, ARTICLE 2 OF THE CODE OF THE CITY  
OF BASEHOR REGARDING INCORPORATION OF STANDARD TRAFFIC  
ORDINANCE**

**NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY  
OF BASEHOR KANSAS:**

Section 1. Chapter 14, Article 2, Section 14-201 whereby the current edition of the Standard Traffic Ordinance for Kansas Cities was adopted by reference, shall be amended as follows:

- (a) Sec. 194 of the standard traffic ordinance, relating to driving while license canceled, suspended or revoked, is hereby amended to read as follows:

**Sec. 194. Driving While License Canceled, Suspended or Revoked; Penalty.**

- (a) (1) Any person who drives a motor vehicle on any street or highway at a time when such person's privilege so to do is canceled, suspended or revoked or while such person's privilege to obtain a driver's license is suspended or revoked, shall upon a first conviction be punished by imprisonment for not more than six months or fined not to exceed \$1,000.00, or both such fine and imprisonment. On a second conviction of a violation of this section such person shall be punished by imprisonment for not more than one year or fined not to exceed \$2,500.00, or both such fine and imprisonment.
- (2) No person shall be convicted under this section if such person was entitled at the time of arrest under K.S.A. 8-257 and amendments thereto, to the return of such person's driver's license.
- (3) Except as otherwise provided by subsection (a)(4), every person convicted under this section shall be sentenced to at least five days' imprisonment and fined at least \$100.00 and upon a second conviction shall not be eligible for parole until completion of five days' imprisonment.
- (4) If a person: (A) is convicted of a violation of this section, committed while the person's privilege to drive or privilege to obtain a driver's license was suspended or revoked for a violation of K.S.A. 8-1567, and amendments thereto, or any ordinance of any city or resolution of any county or a law of another state, which ordinance or law prohibits the acts prohibited by that statute; and (B) is or has been also convicted of a violation of K.S.A. 8-1567, and amendments thereto, or of a municipal ordinance or law of another state, which ordinance or law prohibits the acts prohibited by that statute, committed while the person's privilege to drive or privilege to obtain a driver's license was so suspended or revoked, the person shall not be eligible for suspension of sentence, probation or parole until the person has served at least 90 days' imprisonment, and any fine imposed on such person shall be in addition to such a term of imprisonment.

(b) For the purposes of determining whether a conviction is a first or second conviction in sentencing under this section, conviction includes a conviction of a violation of any ordinance of any city or resolution of any county or a law of any state which is in substantial conformity with this section.

(b) Sec. 195.1 of the standard traffic ordinance, relating to operation of a motor vehicle when a habitual violator, is hereby declared to be and is omitted and deleted.

**Section 2.** That, unless expressly declared to be an exception to the “Standard Traffic Ordinance for Kansas Cities, Edition of 2007”, all ordinances found to be in conflict with the same are hereby repealed.

**Section 3.** This ordinance shall be in full force and effective from and after its passage, and publication in the official city newspaper.

Approved by the City Council this 7<sup>th</sup> day of April, 2008.

Approved by the Mayor this 7<sup>th</sup> day of April, 2008.

\_\_\_\_\_  
Chris Garcia, Mayor

Approved for Content:

Attest:

\_\_\_\_\_  
Patrick G. Reavey, City Attorney

\_\_\_\_\_  
Mary A. Mogle, CMC City Clerk

## AGENDA ITEM INFORMATION FORM

**Agenda Item:** Consider city administrator contract changes in regards to vacation policy, sick leave and severance pay.

**Department:** Administration

**Background/Description of Item:**

The Personnel Manual for the City of Basehor was revised to allow city employees to carry over one year's worth of vacation. That benefit should be extended to the city administrator. The benefit adds a measure of security to the job in case of a personal or family emergency and is an added help in the case of a change of employment.

The city administrator receives fewer sick hours per pay period than other city employees. The city administrator should receive the same or higher benefit as that of other employees.

The city administrator contract does not have a severance clause that would provide payment in the case of termination without cause. Out of 139 reporting cities in the 2007 KACM salary and fringe benefit survey, 69 offered a severance package that ranged from 1.5 to 9 months. A severance package provides some protection to the manager in situations where political climates change and the manager is terminated without adequate notice to find another job.

A severance pay benefit of six months should be added to the city administrator contract.

**Funding Source:** Governing Body

**Recommendation:** Approve changes in the city administrator contract to increase benefits in vacation carry over, sick pay and severance pay.

Prepared by: Carl E. Slaugh, City Administrator  
Council Date: April 7, 2008

## **Process for Utility Billing:**

When a new resident comes in I have them:

### **A.**

- Fill out a utility contract
- I would go over the contract and information on the back of the utility contract so they would understand what is to be expected of their monthly bill.
- Offer the new resident a welcome packet and/or phone book if needed.
- Welcome them to Basehor.

### **B.**

- I take the contract information and input data into the utility billing data source.
- If it is a new account I will make it an 01. If it is a foreclosure I would then make an 02 account and establish the 02 for first billing cycle and a vacant rate and leave the 01 for an inactive balance.
- If the 01 account is selling mid-month cycle I would establish two accounts. The current owner at 01 would be sent a final bill for half a month. The new owner at 02 would be sent a first bill for half a month.
- If a customer chooses to be put on automatic withdrawal program I would input their data before I ran ACH file to the bank.

### **C.**

- Automatic Withdrawal for utility billing (ACHA)
- Beginning of each year First State Bank has us fill out a calendar for automatic withdrawal billing.
- I send the bank our calendar of dates that I would be entering ACH files. The date varied also depending on if the 15<sup>th</sup> fell on a holiday or weekend. Most ACHA dates are closest to the 15<sup>th</sup> as possible since that is the due date.
- I would then run the ACHA files for the utility billing for the current bill cycle and record data for our files and also send files to First State Bank.

### **D.**

- All utility bills are due by the 15<sup>th</sup> of each month.
- Following after the bill due date. We usually allow a couple of days depending if the 15<sup>th</sup> falls on a holiday or weekend.
- I then would assess penalties into data source for utility billing.

### **E.**

- At the end of each month I check my monthly folder of new residents or changes that might have been made for that month.
- I make sure all changes are input before billing cycle is run.
- Each week I also send emails to Kim at Deffenbaugh for any changes on accounts.
- I then run the cycle for month end billing. This entails all of the printing of the bills, ripping apart the laser cards, sorting and then counting for the post office.

## Process for Utility Billing:

F.

- Daily I enter any and all payments received for each day's deposit.
  - This process is entering daily payments with customer account stubs and check or money orders.
  - I enter data into the data source and then do a receipt report for each day.
  - All stubs are then rubber banded together and kept by month.
  - I check over written check amounts against running calculator tape.
  - All checks/money orders are written up for deposit.
  - After money is deposited to the bank a wrap-up is done for each day's receipts.
  - Each report is then entered in to our receipt deposit book for Susan.
  - After data is input to the deposit book I do a backup of all data input to the system.
- 

*Any changes recommended: March 24, 2008*

- I would recommend perhaps that a general mailing of the new contracts be sent out to all utility residents so everything may be brought to current status.*
- I would also recommend that perhaps the water companies may be allowed to pass out our contract to the new owner of residence or that they must tell new resident they must come into city hall to fill out our contract. This reason being we are not always aware of all changes and makes it difficult to keep up on any owners changing hands.*
- Overall I believe our system has been working really well.*