



**AGENDA**  
**BASEHOR CITY COUNCIL**  
**Regular Meeting**  
**February 18, 2014 7:00 p.m.**  
**Basehor City Hall**

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1. **Roll Call** by Mayor David K. Breuer and Pledge of Allegiance
2. **Consent Agenda** (*Items to be approved by Council in one motion, unless objections raised*)
  - a. City Council Minutes
  - b. Treasurer's Report
  - c. Bohannons Wine Spirits & Liquor/ Falcon Lakes Liquor Licenses

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).*

4. **Unfinished Business** - (None at this time)

**New Business**

5. **City Administrator Resolution 2014-02**
6. **City Treasurer Appointment – Ordinance No. 639**
7. **City Codification – Ordinance No. 640**
  
8. **City Administrator's Report**
9. **Council Members Report**
10. **Mayor's Report**
11. **Executive Session** (if needed)
12. **Adjournment**

*Per K.S.A. 75-438 the City Council Meeting agenda is available for review at Basehor City Hall, 2620 North 155<sup>th</sup> Street.*



## Minutes

### Basehor City Council Meeting

### Basehor City Hall, January 21, 2014

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**1. Roll Call** by Mayor David K. Breuer and Pledge of Allegiance

Mayor David K. Breuer called the meeting to order at 7:00 p.m. and led the audience in the Pledge of Allegiance.

Council Members present: Mayor David K. Breuer, Richard Drennon, Ty Garver and Brian Healy.  
Absent: Vernon Fields and Travis Miles.

Staff Present: Chief of Police/Interim City Administrator, Lloyd Martley, City Superintendent, Gene Myracle, City Engineer, Mitch Pleak, City Clerk, Katherine M. Renn and Shannon Marcano, City Attorney.

**2. Consent Agenda** *(Items to be approved by Council in one motion, unless objections raised)*

- a. City Council Minutes
- b. Treasurer's Report
- c. Resolution No. 2014-01 – Basehor Pride Support

Councilman Drennon moved to approve the Consent Agenda and Councilman Garver seconded. The motion passed unanimously, 3-0.

**3. Call to Public** – *(None at this time)*

**4. Unfinished Business** - *(None at this time)*

**5. New Business** – *(None at this time)*

**6. City Administrator's Report**

- An update that the annual audit will be taking place on Thursday, February 20, 2014.
- The City Council retreat will take place on Monday, April 7, 2014 during the day.

- Informed the board that the codification process will be brought to the February City Council work session so that the board may review and ask any questions before the ordinance may be adopted to complete the codification process.
- Informed the board that the City is still waiting on confirmation for the zip code update from Denver.
- That there will be two big tournaments being played at the Basehor-Linwood high school on Thursday, January 23, 2014.

**7. Council Members Reports**

Councilman Drennon asked that the City Manager topic be an item to discuss at the February work session.

**8. Mayor's Report**

Mayor Breuer addressed a letter received from Basehor resident Mr. Gene Tate on discussion about a project letter from 2012 about the US 24/40 and 170<sup>th</sup> St. topic.

**9. Executive Session - *(None at this time)***

**10. Adjournment -**

Councilman Healy moved to adjourn the meeting at 7:16 p.m. with Councilman Drennon seconded. The motion passed unanimously, 3-0.

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David K. Breuer, Mayor

Attest:

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Katherine M. Renn, City Clerk

# CITY OF BASEHOR

## JANUARY 2014 FINANCIAL SNAPSHOT

### Funds

Fund	Budget	Revenues	Expenditures	% Utilized
General	\$2,652,335	\$658,729	\$138,454	5%
Special Park	\$73,000	\$2,229	\$0	0%
Sewer	\$1,445,259	\$223,034	\$11,285	1%
Cedar Lake Maintenance	\$40,000	\$3	\$0	0%
Bond & Interest	\$1,479,180	\$428,403	\$190	0%
Solid Waste	\$305,778	\$25,228	\$1,025	0%
Special Highway	\$910,000	\$77,835	\$1,417	0%
Municipal Equipment Reserve	\$161,700	\$57	\$75,400	47%
Capital Improvement	\$20,000	\$6,965	\$0	0%
Employee Benefit	\$613,119	\$210,635	\$65,583	11%
LCSD#3	\$33,000	\$5	\$0	0%

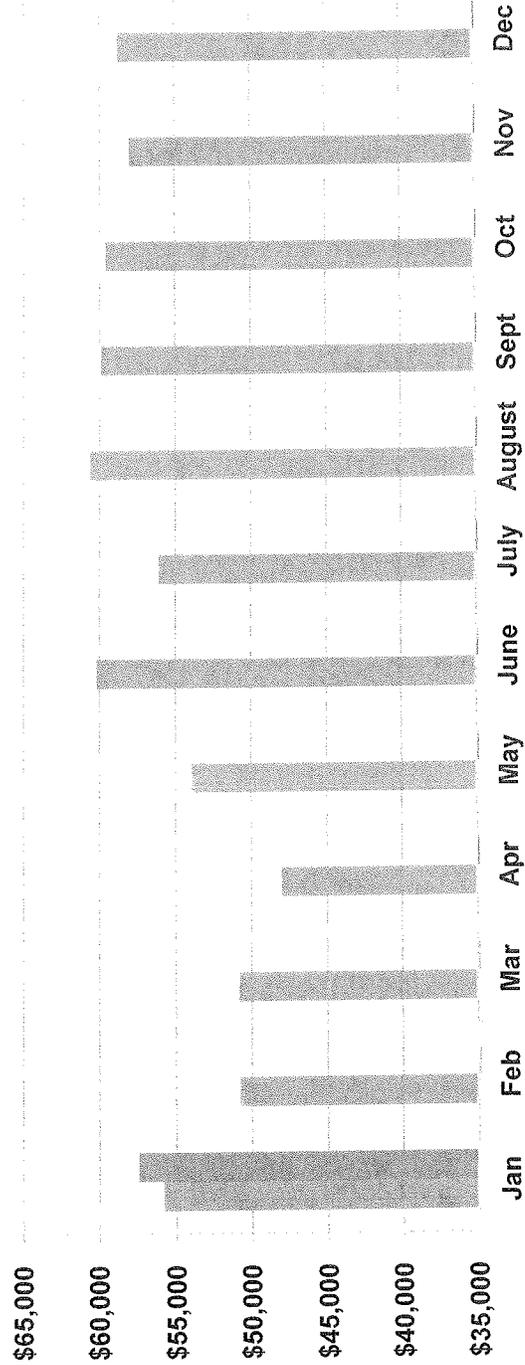
### Department

Department	Budget	Expenditures	Remaining Balance	% Utilized
<b>General</b>				
Clerk	\$341,976	\$16,494	\$325,482	5%
Street	\$219,830	\$14,422	\$205,408	7%
Governing Body	\$578,464	\$19,399	\$559,066	3%
Police	\$855,758	\$56,683	\$799,075	7%
Facilities	\$122,886	\$4,467	\$118,419	4%
Administrator	\$165,821	\$4,208	\$161,613	3%
Park & Recreation	\$61,400	\$1,282	\$60,118	2%
Miscellaneous	\$112,677	\$0	\$112,677	0%
HR	\$23,600	\$1,414	\$22,186	6%
Planning	\$169,923	\$9,394	\$160,529	6%

# MONTHLY SALES TAX COLLECTIONS 2010-2014

	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>Monthly Diff.</u> <u>'12 - '13</u>	<u>%</u> <u>Difference</u>	<u>2013 YTD</u>	<u>2014 YTD</u>	<u>Diff. '12 - '13</u>	<u>%</u> <u>Difference</u>
Jan	44,933.16	43,677.78	57,962.61	55,854.63	57,521.05	1,666.42	2.9%	55,854.63	57,521.05	1,666.42	2.9%
Feb	59,338.25	48,453.55	48,668.43	50,846.50	0.00			106,701.13			
Mar	44,064.14	48,692.52	51,596.39	50,846.50	0.00			157,547.63			
Apr	46,686.51	42,633.11	42,372.82	48,009.19	0.00			205,556.82			
May	47,865.00	48,186.99	50,639.59	53,986.75	0.00			259,543.57			
June	48,059.05	47,682.94	55,921.34	60,215.87	0.00			319,759.44			
July	43,151.43	44,834.43	49,304.00	56,140.33	0.00			375,899.77			
Aug	52,935.19	49,903.11	55,484.63	60,644.35	0.00			436,544.12			
Sept	52,062.71	49,250.84	62,953.65	59,886.19	0.00			496,430.31			
Oct	47,483.47	51,883.08	57,986.12	59,634.13	0.00			556,064.44			
Nov	44,789.92	49,270.35	59,821.88	58,067.36	0.00			614,131.80			
Dec	46,693.70	51,874.96	49,586.00	58,821.13	0.00			672,952.93			
2014 TDD	578,062.53	576,343.66	642,297.46	672,952.93	57,521.05						
2013 TDD	\$1,390.31										
2013 TDD	\$21,045.37										

## 2013-14 Month to Month Comparison



■ 2013 ■ 2014



## SOLID WASTE FUND HIGHLIGHTS

For the Month of January 2014

MONTH	2013	2014	% DIFFERENCE
	SOLID WASTE COUNT	SOLID WASTE COUNT	
January	1,702	1,760	3.30%
February	1,703		
March	1,700		
April	1,706		
May	1,727		
June	1,732		
July	1,750		
August	1,753		
September	1,750		
October	1,759		
November	1,758		
December	1,767		
<b>AVERAGE</b>	<b>1,734</b>	<b>1,760</b>	<b>3.30%</b>

MONTH	2013	2014	% DIFFERENCE
	SOLID WASTE BILLED	SOLID WASTE BILLED	
January	\$23,938.92	\$24,818.78	3.55%
February	\$23,990.00		
March	\$23,957.46		
April	\$24,029.09		
May	\$24,307.75		
June	\$24,383.90		
July	\$24,471.61		
August	\$24,615.50		
September	\$24,608.99		
October	\$24,725.03		
November	\$24,775.41		
December	\$24,875.80		
<b>TOTAL</b>	<b>\$292,679.46</b>	<b>\$24,818.78</b>	

MONTH	2013	2014	% DIFFERENCE
	AVERAGE BILL	AVERAGE BILL	
January	\$14.07	\$14.10	0.21%
February	\$14.09		
March	\$14.09		
April	\$14.09		
May	\$14.08		
June	\$14.08		
July	\$13.98		
August	\$14.04		
September	\$14.06		
October	\$14.06		
November	\$14.09		
December	\$14.08		
<b>AVERAGE</b>	<b>\$14.07</b>	<b>\$14.10</b>	<b>0.23%</b>



## SEWER FUND HIGHLIGHTS

For the Month of January 2014

MONTH	2013 SWR COUNT	2014 SWR COUNT	% DIFFERENCE
January	1812	1863	2.74%
February	1807		
March	1805		
April	1809		
May	1829		
June	1832		
July	1850		
August	1848		
September	1848		
October	1853		
November	1853		
December	1860		
<b>AVERAGE</b>	1834	1863	1.57%

MONTH	2013 SWR BILLED	2014 SWR BILLED	% DIFFERENCE
January	\$92,268.23	\$91,681.27	-0.64%
February	\$92,212.85		
March	\$91,555.12		
April	\$92,074.43		
May	\$92,301.51		
June	\$91,539.56		
July	\$92,674.56		
August	\$91,649.64		
September	\$93,264.40		
October	\$92,105.07		
November	\$92,080.33		
December	\$91,630.01		
<b>TOTAL</b>	\$1,105,355.71	\$91,681.27	

MONTH	2013 AVERAGE SWR BILL	2014 AVERAGE SWR BILL	% DIFFERENCE
January	\$50.92	\$49.21	-3.36%
February	\$51.03		
March	\$50.72		
April	\$50.90		
May	\$50.47		
June	\$49.97		
July	\$50.09		
August	\$49.59		
September	\$50.47		
October	\$49.71		
November	\$49.69		
December	\$49.26		
<b>AVERAGE</b>	\$50.24	\$49.21	-2.04%

Check Register Report

Date: 01/31/2014

Time: 8:57 AM

Page: 1

City Of Basehor

BANK: FIRST STATE BANK

Check Nur	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
<b>FIRL ATE BANK Checks</b>							
21174	01/21/2014	Printe		CCMFOA	CCMFOA	MEMBERSHIP/RENN, KATHERINE	25.00
21175	01/21/2014	Printe		HR HAVEN	HR HAVEN INC	MONTHLY HR SUPPORT/JAN	500.00
21176	01/21/2014	Printe		KS MAYORS	KANSAS MAYORS ASSOCIATION	2014 MEMBERSHIP DUES/BREUER	50.00
21177	01/21/2014	Printe		KMIT	KANSAS MUNC INSURANCE TRUST	2014 WORK COMP INSURANCE PREM	25,146.00
21178	01/21/2014	Printe		LEAGUE KM	LEAGUE OF KS MUNICIPALITIES	2014 CITY MBRSH/PS GOVT JRNL	2,665.53
21179	01/21/2014	Printe		MERKEL	CATHY & JEFF MERKEL	REIMB BAL/SEWER ACCT/MOVED	16.22
21180	01/21/2014	Printe		PFLUMM	FRANK PFLUMM	REIMB TRAINING SUPPLIES/1-5-14	18.06
21181	01/21/2014	Printe		SHAWNEE	SHAWNEE MISSION FORD	(3) NEW PATROL VEHICLES	69,665.00
21182	01/30/2014	Printe		ADVANCE IN	ADVANCE INSURANCE COMPANY	GROUP LTD/STD/AD&D/LIFE	558.81
21183	01/30/2014	Printe		ADVANCED G	ADVANCED GRAPHIX INC	(3) NEW SQUAD CAR GRAPHICS	915.00
21184	01/30/2014	Printe		AFFORDABLE	AFFORDABLE GATE SYSTEM LLC	(6) REMOTES/WWTF ELECTRIC GATE	132.00
21185	01/30/2014	Printe		B&W FIRE	B&W FIRE LLC	ANNUAL FIRE EXT	309.00
21186	01/30/2014	Printe		BASEHOR	BASEHOR AWARDS & TROPHIES	NAME PLATE/HERNANDEZ-ADMIN	8.75
21187	01/30/2014	Printe		BASEHOR CH	BASEHOR CHAMBER OF COMMERCE	1/2 KMBC PROMO COMMERCIAL	1,517.00
21188	01/30/2014	Printe		BASEHOR DA	BASEHOR DAIRY DAYS FESTIVAL	2014 CARE COUNCIL DONATION	3,500.00
21189	01/30/2014	Printe		BASEHOR HI	BASEHOR HISTORICAL SOCIETY	2014 CARE COUNCIL DONATION	2,000.00
21190	01/30/2014	Printe		PRIDE	BASEHOR PRIDE	2014 CARE COUNCIL DONATION	3,500.00
21191	01/30/2014	Printe		BASEHOR VF	BASEHOR VFW POST 11499	2014 CARE COUNCIL DONATION	3,000.00
21192	01/30/2014	Printe		BLAS	BASEHOR-LINWOOD ASSISTANCE	2014 CARE COUNCIL DONATION	3,000.00
21193	01/30/2014	Printe		BLUE CROSS	BLUE CROSS & BLUE SHIELD OF KS	GROUP MEDICAL INSURANCE	14,172.29
21194	01/30/2014	Printe		CONS	CONS RURAL WATER DISTRICT #1	WATER USAGE	318.29
21195	01/30/2014	Printe		EKGFOA	EKGFOA	MBRSH/OLSON,KRISTI	25.00
21196	01/30/2014	Printe		ELITE ELEC	ELITE ELECTRIC LLC	REPAIR/INSTALL GROUND SVCS	658.97
21197	01/30/2014	Printe		FRED PRYOR	FRED PRYOR SEMINARS	MBRSH, TRNG/RENN, K/REWARDS	299.00
21198	01/30/2014	Printe		HOLLIDAY	HOLLIDAY SAND & GRAVEL CO	83.8 TONS SAND/WINTER MATERIAL	758.39
21199	01/30/2014	Printe		HR HAVEN	HR HAVEN INC	MONTHLY HR SUPPORT/FEB	500.00
21200	01/30/2014	Printe		JO CO GOVT	JOHNSON COUNTY GOVERNMENT	MONTHLY FACILITY FLOW TEST/JAN	281.00
21201	01/30/2014	Printe		KANSAS PAY	KANSAS PAYMENT CENTER	PAYROLL DIRECTED	687.70
21202	01/30/2014	Printe		KPF EFT	KPF EFT PROGRAM	POLICE RETIREMENT CONTRIB/JAN	13,924.71
21203	01/30/2014	Printe		LCDC	LCDC	ANNUAL LUNCH MTG/4 STAFF	100.00
21204	01/30/2014	Printe		LV SHERIFF	LEAVENWORTH COUNTY SHERIFF	JAIL BOARD FEES	35.00
2120F	01/30/2014	Printe		MASS M	MASS MUTUAL FINANCIAL GROUP	401/457 RETIREMENT CONTRIB	5,207.24
212	01/30/2014	Printe		MCBRATNEY	KIANN MCBRATNEY	CITY PROSECUTOR SERVICES	620.00
2120.	01/30/2014	Printe		MIDWEST PU	MIDWEST PUBLIC RISK	GROUP DENTAL INSURANCE/JAN	1,165.52
21208	01/30/2014	Printe		PRAY	WILLIAM E. PRAY	MUNICIPAL JUDGE SERVICES	450.00
21209	01/30/2014	Printe		QUILL	QUILL	RECEIPT TAPE/RECEIPT PRINTER	73.92
21210	01/30/2014	Printe		SMITH & LO	SMITH & LOVELESS INC	(3) NEW VALVES/EQUIP REP-WWTF	565.83
21211	01/30/2014	Printe		SONNTAG	SONNTAG LAW OFFICE	COURT APPOINTED ATTORNEY	400.00
21212	01/30/2014	Printe		SPOTS OFF	SPOTS OFF LLC	CAR WASHES/POLICE/DEC	48.34
21213	01/30/2014	Printe		HEART BUIL	STEPHEN R MARSDEN	JANITORIAL SERVICES/JAN 2014	387.00
21214	01/30/2014	Printe		US POSTAL	UNITED STATES POSTAL SERVICE	REPLENISH UTILITY BILL POSTAGE	2,000.00
21215	01/30/2014	Printe		VISION SER	VISION SERVICES PLAN	GROUP VISION INSURANCE	353.18
21216	01/30/2014	Printe		WATCHGUAR	WATCHGUARD VIDEO	VIDEO EQUIP/3 NEW POLICE CARS	4,820.00
21217	01/30/2014	Printe		WESTAR	WESTAR ENERGY	ELECTRIC USAGE	4,554.76
21218	01/30/2014	Printe		WHITE GOSS	WHITE GOSS BOWERS MARCH	LEGAL SVCS/12-16-13 TO 1-15-14	3,000.00
21219	01/30/2014	Printe		ZEE MED	ZEE MEDICAL SERVICE	REPLENISH 1ST AID CABINET/PWD	36.65

Total Checks: 46

Checks Total (excluding void checks):

171,969.16

*Lloyd Martley* 1-31-14  
 Lloyd Martley, Interim City Administrator

*Katherine Renn* 1-31-14  
 Katherine Renn, City Clerk

*Kristi Olson* 1/31/14  
 Kristi Olson, Accounting Clerk

Check Register Report

Date: 02/07/2014

Time: 11:40 AM

Page: 1

City Of Basehor

BANK: FIRST STATE BANK

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
<b>FIRST STATE BANK Checks</b>							
21220	02/07/2014	Printed		ADVANCE IN	ADVANCE INSURANCE COMPANY	GROUP ADD/LTD/STD/LIFE	588.60
21221	02/07/2014	Printed		AFFINIS	AFFINIS CORP	BOUNDARY RESOLUTION SURVEY	390.00
21222	02/07/2014	Printed		AFLAC	AFLAC	EMPLOYEE CAFETERIA PLAN/JAN	930.72
21223	02/07/2014	Printed		ATMOS ENER	ATMOS ENERGY	GAS USAGE/CITY HALL, WWTF	2,253.85
21224	02/07/2014	Printed		B&W FIRE	B&W FIRE LLC	ANNUAL FIRE EXT	204.05
21225	02/07/2014	Printed		BLUE CROSS	BLUE CROSS & BLUE SHIELD OF KS	GROUP MEDICAL INSURANCE	15,032.56
21226	02/07/2014	Printed		DILLON	DILLON APPRAISAL COMPANY INC	APPRAISAL WORK/FUTURE SITES	1,500.00
21227	02/07/2014	Printed		KS DEPT OF	KANSAS DEPT OF TRANSPORTATION	POLICE RADIO LEASE + INTEREST	7,914.57
21228	02/07/2014	Printed		KANSAS PAY	KANSAS PAYMENT CENTER	PAYROLL DIRECTED DEDUCTION	343.85
21229	02/07/2014	Printed		KS TREASUR	KANSAS STATE TREASURER	STATE MANDATED COURT FEES	612.00
21230	02/07/2014	Printed		KPF EFT	KPF EFT PROGRAM	POLICE RETIREMENT CONTRIB	6,862.57
21231	02/07/2014	Printed		LCDC	LCDC	2014 ANNUAL FUNDING	8,600.00
21232	02/07/2014	Printed		MASS M	MASS MUTUAL FINANCIAL GROUP	401/457 RETIREMENT CONTRIB	2,615.02
21233	02/07/2014	Printed		MIDWEST PU	MIDWEST PUBLIC RISK	GROUP DENTAL INS/FEB 2014	1,217.27
21234	02/07/2014	Printed		MPH INDUST	MPH INDUSTIRES, INC.	INSTALL RADAR/NEW UNIT #19	1,833.00
21235	02/07/2014	Printed		OLSON	KRISTI OLSON	REIMB TAX FORMS	32.95
21236	02/07/2014	Printed		PITNEY RES	PITNEY BOWES RESERVE ACCT	REPLENISH CITY POSTAGE	250.00
21237	02/07/2014	Printed		PROPAYROL	PROPAYROLL	TIME & ATTENDANCE CHGS/JAN	98.00
21238	02/07/2014	Printed		SPOTS OFF	SPOTS OFF LLC	CAR WASHES/PLAN/DEC	8.00
21239	02/07/2014	Printed		VISION SER	VISION SERVICES PLAN	GROUP VISION INSURANCE	360.67

Total Checks: 20

Checks Total (excluding void checks):

51,647.68

  
 Lloyd Martley, Interim City Administrator

  
 Katherine Renn, City Clerk

  
 Kristi Olson, Accounting Clerk

City of Basehor  
Agenda Item Cover Sheet

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Consent Agenda Item C

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**Topic:** Liquor Licenses – Bohannons Wine & Spirits & Liquor  
Falcon Lakes Clubhouse

**Action Requested:** Approve the corporate application for licenses to sell liquor/alcoholic beverages for Bohannons Wine & Spirits & Liquor and Falcon Lakes Clubhouse.

**Narrative:** 41-301. Retailer's license, premises within city. (a) Except as provided by subsection (b), the director shall issue to qualified applicants, who have filed the bond and paid the registration and license fees required by this act, licenses to sell at retail alcoholic liquor in the original package on premises within the corporate limits of cities and outside the corporate limits of any city.

**Presented by:** Lloyd Martley, Interim City Administrator

**Administration Recommendation:** Approve applications for licenses.

**Committee Recommendation:** N/A

**Attachments:** Mark Lee, Building Official Recommendations

**Projector needed for this item?** No

# Memorandum

**To:** Lloyd Martley  
**CC:** Mr. Mayor and City Council, Katherine Renn  
**From:** Mark Lee, Building Official  
**Date:** 2/18/2014  
**Re:** Liquor License Renewal

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## **Mark Lee, Building Official Recommendations**

Zoned in CP-2 "General Business" zoning district allows Shorty's Liquor Store to sell liquor/alcoholic beverages.

Zoned in CP-1 "Neighborhood Business" zoning district allows Casey's General Store to sell cereal malt beverages as allowed by State law.

Zoned in a "CP-2" zoning district allows Shark's Cove to sell liquor/alcoholic beverages under the classification as a tavern, or restaurant.

Zoned in a "CP-2" zoning district allows Bohannon's Wine, Spirits and Liquor to sell alcoholic beverages and liquor.

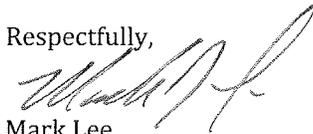
Zoned in an "R-1" Single Family Residential zoning district allows for the area to be utilized as a golf course, within this use group are allowances for clubhouses and banquet facilities such as those normally found at golf course facilities. This allows for the Falcon Lakes Clubhouse to sell liquor/alcoholic beverages under said classification.

Staff has no objections to the renewal of all 2014 license renewal applications.

The City Clerk's office shall confirm that all permit and business license fees have been paid in full before issuance.

The Basehor Police Department also has no objections to the issuance of the license.

Respectfully,



Mark Lee  
Building Official

**Kansas Alcoholic Beverage Control Division  
Liquor License**

**RETAILER**

**OWNER NAME: BOHANNONS WINE SPIRITS & LIQUOR LLC  
DBA NAME: BOHANNONS WINE SPIRITS & LIQUOR  
ADDRESS: 15518 PINEHURST DR  
CITY, ZIP: BASEHOR, 66012**

**LICENSE NO: 01-007-1106-04**

The licensee named above has been granted a liquor license by the Kansas Department of Revenue, Alcoholic Beverage Control Division. This license is neither transferable nor assignable and is subject to suspension or revocation.

**PRIVILEGES:**

Allows the licensee to make retail sales of alcoholic liquor; deliver alcoholic liquor in the original package to certain licensees and other sales as authorized by K.S.A. 41-308.

**AGREEMENT:**

*By accepting this license, the licensee agrees to conduct business in compliance with all applicable federal, state, county and city statutes and regulations.*

  
Dean Reynolds  
Director, Alcoholic Beverage Control



  
Nick Jordan  
Secretary of Revenue

**EFFECTIVE: 01/27/2014**

**EXPIRES: 01/26/2016**

**THIS LICENSE MUST BE FRAMED AND POSTED ON THE PREMISES IN A CONSPICUOUS PLACE**

**IMPORTANT INFORMATION**

Contact the ABC Licensing Unit at 785-296-7015 or email [abc.licensing@kdor.ks.gov](mailto:abc.licensing@kdor.ks.gov) if you have any:

- questions regarding this license
- changes to your business name, location, ownership or officers
- questions about filing gallonage tax; if applicable

Contact your local ABC Enforcement Agent at 785-296-7015 or visit our website at <http://www.ksrevenue.org/abcontact.html>

Contact the Miscellaneous Tax Segment at 785-368-8222 or email [miscellaneous.tax@kdor.ks.gov](mailto:miscellaneous.tax@kdor.ks.gov) if you:

- need assistance with liquor drink or liquor enforcement taxes
- have questions about liquor drink tax bonds, bond relief or bond release

**CLOSING YOUR BUSINESS**

If you are closing your business, you must surrender your liquor license and complete the information on the back of the license.

City of Basehor  
Agenda Item Cover Sheet

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Agenda Item No. 5

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**Topic:** City Administrator Position

**Action Requested:** Adopt resolution 2014-02 appointing Police Chief Lloyd Martley as the City Administrator until further notice.

**Narrative:** Chief of Police Lloyd Martley was appointed as the Interim City Administrator on September 20, 2011. The Governing Body and Chief Martley agree that Chief Martley's first responsibility is to continue to be in charge of, and provide leadership to, the Basehor Police Department, and that his performance of City Administrator duties will not adversely affect the Governing Body's view of his performance as Police Chief. The City considers Chief Martley's appointment as City Administrator permanent, until it is determined that a separate, full time city administrator should be hired. The City Administrator position and the Police Chief position are exclusive of each other, and a decision to make a change in one position will not impact the other.

**Presented by:** Chief Lloyd Martley/Interim City Administrator

**Administration Recommendation:** Adopt resolution 2014-02

**Committee Recommendation:** N/A

**Attachments:** Resolution 2014-02

**Projector needed for this item?**

No

RESOLUTION NO. 2014-02

**A RESOLUTION APPOINTING POLICE CHIEF LLOYD MARTLEY AS THE CITY ADMINISTRATOR FOR THE CITY OF BASEHOR, KANSAS.**

**WHEREAS**, pursuant to K.S.A. 15-301, the Mayor of Basehor is in charge of all affairs of the City of Basehor; and

**WHEREAS**, the Governing Body delegates many of these duties and affairs to a City Administrator; and

**WHEREAS**, the City currently is without a permanent City Administrator; and

**WHEREAS**, Police Chief Lloyd Martley currently serves as the interim City Administrator; and

**WHEREAS**, the Governing Body wishes to appoint Chief Martley as the permanent City Administrator until it is determined that a separate, permanent City Administrator should be hired.

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

**Section 1.** That Police Chief Lloyd Martley is appointed as the City Administrator, with all of the authority needed to fulfill such duties.

**Section 2.** That the Governing Body and Chief Martley agree that Chief Martley's first responsibility is to continue to be in charge of, and provide leadership to, the Basehor Police Department, and that his performance of City Administrator duties will not adversely affect the Governing Body's view of his performance as Police Chief. The City considers Chief Martley's appointment as City Administrator permanent, until it is determined that a separate, full time city administrator should be hired. The City Administrator position and the Police Chief position are exclusive of each other, and a decision to make a change in one position will not impact the other.

**Section 3.** That this resolution shall become effective upon passage.

PASSED by the Governing Body this \_\_\_ day of \_\_\_\_\_, 2014.

APPROVED by the Mayor this \_\_\_ day of \_\_\_\_\_, 2014.

[SEAL]

\_\_\_\_\_  
David K. Breuer, Mayor

ATTEST:

\_\_\_\_\_  
Katherine M. Renn, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Shannon M. Marcano, City Attorney

City of Basehor  
Agenda Item Cover Sheet

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Agenda Item No. 6

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**Topic:** City Treasurer appointment

**Action Requested:** Appoint Kristi Olson as the City Treasurer

**Narrative:** Kristi Olson has been employed by the City for almost 4 years and is currently our Accounting Clerk, responsible for maintaining and managing the City's accounting records. Kristi has a degree from Ottawa K.C. and prior to her employment with the City of Basehor she worked 8 years for Overland Park Kansas as their Senior Accountant. I am recommending that Kristi be appointed to the position of City Treasurer. Her primary responsibilities will be managing the revenue and cash flow for the City along with additional responsibilities for banking, collection, receipt, reporting, custody, investment or disbursement of municipal funds.

**Presented by:** Lloyd Martley, Chief of Police/Interim City Administrator

**Administration Recommendation:** Appoint Kristi Olson as City Treasurer and adopt Ordinance 639 amending the salary and compensation for Officers of the City of Basehor.

**Committee Recommendation:** N/A

**Attachments:** Ordinance 639, 2014 Pay Scale, City Treasurer Job Description

**Projector needed for this item?**

No

(Published in the Basehor Sentinel \_\_\_\_\_)

**ORDINANCE NO. 639**

**AN ORDINANCE TO PROVIDE FOR THE SALARIES AND COMPENSATION FOR OFFICERS OF THE CITY OF BASEHOR, KANSAS AND REPEALING ANY CONFLICTING ORDINANCES.**

**WHEREAS**, K.S.A. 15-204 requires all third class cities to prescribe by ordinance the salaries and compensation of its officers.

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

**SECTION 1.** Compensation for Full-Time Officers. In accordance with K.S.A. 15-204, the Governing Body does hereby establish, approve, and ratify the following compensation per pay period for full-time Officers, and authorize the amendment of the 2014 Wage Plan to reflect same:

<b><u>Position</u></b>	<b><u>Low</u></b>	<b><u>High</u></b>
City Administrator	As established by contract	
City Clerk	\$2,111.20	\$3,100.00
City Treasurer	\$1,640.00	\$2,408.00
Chief of Police	\$2,575.20	\$3,781.60

**SECTION 2.** That any ordinances or code provisions setting forth compensation for the above officers are hereby repealed.

**SECTION 3.** That all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

**SECTION 4.** That this ordinance shall take effect and be in force from and after its publication in the official newspaper of the City of Basehor, Kansas as provided by law.

**PASSED** by the City Council this \_\_\_\_\_ day of February, 2014.

**APPROVED** by the Mayor this \_\_\_\_\_ day of February, 2014.

**SEAL**

\_\_\_\_\_  
David K. Breuer, Mayor

ATTEST:

\_\_\_\_\_  
Katherine M. Renn, City Clerk

APPROVED AS TO FORM:

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Shannon M. Marcano, City Attorney

# City Treasurer

Immediate Supervisor: City Clerk  
Department: Administrative  
FLSA Classification: Non-Exempt  
Status Classification: Full Time (flexible w/ some weekends and evenings)  
Education: Bachelor Degree with course work in Accounting or Finance, or an equivalent combination of education and experience  
Out-of-Town Travel: May be required to attend out of town training and meetings  
Introductory Period: One year or as stipulated at time of hire

## POSITION SUMMARY

This position is responsible for managing the revenue and cash flow for the City along with banking, collection, receipt, reporting, custody and investment or disbursement of municipal funds. This employee should possess strong communication, public relation, bookkeeping and organizational skills.

## ESSENTIAL FUNCTIONS

- Prepares monthly, quarterly and annual accounting records
- Responsible for accounts receivable, accounts payable and general ledger activities
- Reconciles monthly bank statements, flexible benefit plan and various other accounts
- Balances books on a monthly basis
- Maintains filing system for cancelled checks and payment vouchers
- Balances books on a monthly basis
- Maintains filing system for cancelled checks and payment vouchers
- Prepares monthly revenue and expenditure reports
- Maintains investment and pledge records
- Pays bonds and prepares reports to State
- Tracks projects and maintains accurate records
- Assists other departments as the need arises
- Answers and directs incoming telephone calls
- Fields questions, concerns, and complaints from the general public
- Assists in preparing annual City budget document
- Verifies annual county distributions
- Prepares some financial reports for annual audit
- Consults with City Clerk/Financial Director regarding financial issues
- Perform duties as deemed necessary or assigned

## POSITION REQUIREMENTS

**Experience:** This position requires a minimum of two years of basic office and accounting experience.

**Education:** Bachelor Degree with course work in Accounting or Finance

# City Treasurer

**Technical Skills:** The ability and willingness to learn about municipal accounting procedures and principals, mathematics, computers, and word processing is required. This employee must be able to efficiently operate computers and specific accounting, printers, telephone systems, photocopiers, and other office equipment. The ability to type with speed and accuracy, to interpret data, to follow department policies, and to read and interpret written instructions, reports, and other official documents is required. This employee should possess strong organizational, public relation, and oral and written communication.

**Problem Solving:** Problem solving is a factor in this position. This employee encounters problems with citizen complaints. Serious problems are reported to the City Clerk.

**Decision Making:** Some independent decision making is involved in this position. This employee makes decisions about providing citizen assistance, prioritizing daily work assignments, and performing daily duties in the most efficient manner.

**Supervision:** This position is subject to daily supervision from the City Clerk.

**Financial Accountability:** This employee has some responsibility for department resources and assists the City Clerk in preparing the annual budget. Required to be bonded at city's expense.

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

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

**Physical Requirements:** Physical activity associated with working in an office setting is required to perform the daily duties of this position. Some manual labor including bending, kneeling, and lifting and carrying heavy boxes is required occasionally. The ability to talk, sit and hear are primary components of this position.

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

Range	Title	Step 1 Minimum	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7 Maximum
	Mayor	\$15,600.00						\$15,600.00
1	Council Members	\$7,800.00						\$7,800.00
	Assistant City Admin.	\$7,650.00						\$7,650.00
2	Seasonal employment (PT)	\$10.58	\$10.90	\$11.91	\$12.27	\$12.63	\$13.01	\$13.80
	Maintenance Worker	\$12.48	\$12.85	\$14.05	\$14.47	\$14.90	\$15.35	\$16.28
3	Wastewater Operator I	\$13.88	\$14.73	\$15.62	\$16.09	\$16.57	\$17.07	\$17.58
	Police/Court Clerk	\$17.03	\$18.07	\$19.17	\$19.74	\$20.33	\$20.94	\$21.57
4	Administrative Asst. (PT)	\$18.90	\$20.05	\$21.27	\$21.91	\$22.57	\$23.24	\$23.94
	Animal Control Officer	\$23.06	\$24.46	\$25.95	\$26.73	\$27.53	\$28.36	\$29.21
5	Police Officer II (0 to 5 years)	\$26.39	\$28.00	\$29.70	\$30.59	\$31.51	\$32.46	\$33.43
	Asst. City Clerk/Utility Billing	\$20.50	\$21.75	\$23.07	\$23.77	\$24.48	\$25.21	\$25.97
6	Wastewater Operator II	\$32.76	\$34.76	\$36.87	\$37.98	\$39.12	\$40.29	\$41.50
	Maintenance Worker Supvr.	\$32.19	\$34.15	\$36.23	\$37.32	\$38.44	\$39.59	\$40.78
7	Police Officer III (5 years and up)	\$33.19	\$35.21	\$37.36	\$38.48	\$39.63	\$40.82	\$42.04
	Accounting Clerk	\$23.06	\$24.46	\$25.95	\$26.73	\$27.53	\$28.36	\$29.21
8	Wastewater Operator Supvr.	\$26.39	\$28.00	\$29.70	\$30.59	\$31.51	\$32.46	\$33.43
	Building/Code Inspector	\$20.50	\$21.75	\$23.07	\$23.77	\$24.48	\$25.21	\$25.97
9	Police Sergeant	\$32.76	\$34.76	\$36.87	\$37.98	\$39.12	\$40.29	\$41.50
	Lieutenant/Detective	\$32.19	\$34.15	\$36.23	\$37.32	\$38.44	\$39.59	\$40.78
10	City Clerk	\$33.19	\$35.21	\$37.36	\$38.48	\$39.63	\$40.82	\$42.04
	City Treasurer	\$23.06	\$24.46	\$25.95	\$26.73	\$27.53	\$28.36	\$29.21
11	City Engineer	\$26.39	\$28.00	\$29.70	\$30.59	\$31.51	\$32.46	\$33.43
	Chief of Police	\$20.50	\$21.75	\$23.07	\$23.77	\$24.48	\$25.21	\$25.97
12	City Superintendent	\$32.76	\$34.76	\$36.87	\$37.98	\$39.12	\$40.29	\$41.50
	City Administrator	\$32.19	\$34.15	\$36.23	\$37.32	\$38.44	\$39.59	\$40.78
	Contract	\$33.19	\$35.21	\$37.36	\$38.48	\$39.63	\$40.82	\$42.04

Approved and adopted by Council

David K. Breuer, Mayor

City of Basehor  
Agenda Item Cover Sheet

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Agenda Item No. 7

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**Topic:** City Code Recodification

**Action Requested:** Approve Ordinance 640 adopting the recodification provided by Municode

**Narrative:** The City of Basehor has not completed a comprehensive recodification process in several years. The City does not currently maintain an inclusive, standardized, single source City Code documents. The recodification will provide the Governing Body the ability to more easily and accurately assess the potential impact of proposed changes to existing laws. It will also allow Governing Body and city staff the ability to respond quickly and accurately to citizen inquiries. The recodification will provide Basehor residents with a reliable, up to date and easy to understand municipal resource.

**Presented by:** Lloyd Martley, Interim City Administrator

**Administration Recommendation:** Review and authorize staff to prepare an ordinance to accept recodification

**Committee Recommendation:** N/A

**Attachments:** None – Recodification will be provided at regular meeting

**Projector needed for this item?** No

**ORDINANCE NO. 640**

AN ORDINANCE ADOPTING AND ENACTING A NEW CODE FOR THE CITY OF BASEHOR, KANSAS; PROVIDING FOR THE REPEAL OF CERTAIN ORDINANCES NOT INCLUDED THEREIN; PROVIDING A PENALTY FOR THE VIOLATION THEREOF; PROVIDING FOR THE MANNER OF AMENDING SUCH CODE; AND PROVIDING WHEN SUCH CODE AND THIS ORDINANCE SHALL BECOME EFFECTIVE.

**WHEREAS**, the City of Basehor has not completed a comprehensive recodification process in several years; and

**WHEREAS**, the City of Basehor does not currently maintain an inclusive, standardized, single source City Code document; and

**WHEREAS**, recodification will provide the Governing Body the ability to more easily and accurately assess the potential impact of proposed changes to existing laws; and

**WHEREAS**, it would also allow the Governing Body and the city staff the ability to respond more quickly and accurately to citizen inquiries; and

**WHEREAS**, a standardized City Code also serves as a practical and efficient tool for municipal court, police and other enforcement officials, enabling them to administer laws with confidence and security; and

**WHEREAS**, it would also provide Basehor residents with a reliable, exhaustive, up-to-date, easy to read municipal resource.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BASEHOR, KANSAS AS FOLLOWS:**

**Section 1.** That the Code entitle "The Code of Ordinances of the City of Basehor, Kansas," published by the Municipal Code Corporation, consisting of chapters 1 through 48, each inclusive, is adopted.

**Section 2.** That all ordinances of a general and permanent nature enacted on or before August 19, 2013, and not included in the Code or recognized and continued in force by reference therein, are repealed.

**Section 3.** That the repeal provided for in Section 2 hereof shall not be construed to revive any ordinance or part thereof that has been repealed by a subsequent ordinance that is repealed by this ordinance.

**Section 4.** That unless another penalty is expressly provided, every person convicted of a violation of any provision of the Code or any ordinance, rule or regulation adopted or issued in pursuance thereof shall be punished by a fine not exceeding \$1,000.00, incarceration of not more than 179 days, or both. Each act of violation and each day upon which any such violation shall continue or occur shall constitute a separate offense. The penalty provided by this section, unless another penalty is expressly provided, shall apply to the amendment of any Code section, whether or not such penalty is reenacted in the amendatory ordinance. In addition to the penalty prescribed above, the city council may pursue other remedies such as abatement of nuisances, injunctive relief and revocation of licenses or permits.

**Section 5.** That additions or amendments to the Code when passed in such form as to indicate the intention of the city council to make the same a part of the Code shall be deemed to be incorporated in the Code, so that reference to the Code includes the additions and amendments.

**Section 6.** That ordinances adopted after August 19, 2013, that amend or refer to ordinances that have been codified in the Code shall be construed as if they amend or refer to like provisions of the Code.

**Section 7.** That this ordinance shall take effect and be in force from and after its publication in the official city newspaper.

**ORDINANCE NO. 640**

AN ORDINANCE ADOPTING AND ENACTING A NEW CODE FOR THE CITY OF BASEHOR, KANSAS; PROVIDING FOR THE REPEAL OF CERTAIN ORDINANCES NOT INCLUDED THEREIN; PROVIDING A PENALTY FOR THE VIOLATION THEREOF; PROVIDING FOR THE MANNER OF AMENDING SUCH CODE; AND PROVIDING WHEN SUCH CODE AND THIS ORDINANCE SHALL BECOME EFFECTIVE.

**WHEREAS**, the City of Basehor has not completed a comprehensive recodification process in several years; and

**WHEREAS**, the City of Basehor does not currently maintain an inclusive, standardized, single source City Code document; and

**WHEREAS**, recodification will provide the Governing Body the ability to more easily and accurately assess the potential impact of proposed changes to existing laws; and

**WHEREAS**, it would also allow the Governing Body and the city staff the ability to respond more quickly and accurately to citizen inquiries; and

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**Section 3.** That the repeal provided for in Section 2 hereof shall not be construed to revive any ordinance or part thereof that has been repealed by a subsequent ordinance that is repealed by this ordinance.

**Section 4.** That unless another penalty is expressly provided, every person convicted of a violation of any provision of the Code or any ordinance, rule or regulation adopted or issued in pursuance thereof shall be punished by a fine not exceeding \$1,000.00, incarceration of not more than 179 days, or both. Each act of violation and each day upon which any such violation shall continue or occur shall constitute a separate offense. The penalty provided by this section, unless another penalty is expressly provided, shall apply to the amendment of any Code section, whether or not such penalty is reenacted in the amendatory ordinance. In addition to the penalty prescribed above, the city council may pursue other remedies such as abatement of nuisances, injunctive relief and revocation of licenses or permits.

**Section 5.** That additions or amendments to the Code when passed in such form as to indicate the intention of the city council to make the same a part of the Code shall be deemed to be incorporated in the Code, so that reference to the Code includes the additions and amendments.

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**Section 7.** That this ordinance shall take effect and be in force from and after its publication in the official city newspaper.

PASSED by the Governing Body this \_\_\_\_ day of February, 2014.

APPROVED by the Mayor this \_\_\_\_ day of February, 2014.

[SEAL]

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David K. Breuer, Mayor

ATTEST:

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Katherine M. Renn, City Clerk

APPROVED AS TO FORM:

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Shannon M. Marcano, City Attorney

**Certificate of Adoption**

I hereby certify that the foregoing is a true copy of the ordinance passed at the regular meeting of the city council, held on the \_\_\_\_\_ day of February, 2014.

\_\_\_\_\_  
Katherine M. Renn, City Clerk