

Agenda

Basehor City Council Work Session/Council Retreat

Monday, April 7, 2014

9:00a.m.

at

BMO Harris Bank
Community Room
6333 Long Ave.
Shawnee, KS 66226
913-631-9144



1. AT&T Wireless Communications Equipment
2. Budget Review
3. Comprehensive Planning
4. Executive Session (*If needed*)

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

City of Basehor
Agenda Item Cover Sheet

Agenda Item No. 1

Topic: AT&T wireless communications equipment

Action Requested: Utility Service Group is seeking approval for construction to the water tank at 1310 N. 155th owned by Consolidated Water District #1 under the cities Special Use Permit requirement.

Narrative: Utility Service Communications Co., Inc. is a professional site management company, currently under contract to the Consolidated Water District #1. USCC has been contacted by representatives of AT&T with an interest of placing and installing their equipment at the water tank site located at 1310 N. 155th, Basehor, Kansas. USCC is seeking approval for the construction to this site under the cities Special Use Permit requirement. Ordinance #567 (see attached) was approved for the replacement of the water tower with 6 conditions. Condition #3 states “There shall be no additional uses on or of the tower unless expressly authorized by the city.”

Presented by: Lloyd Martley, City Administrator
Rick Goetz, Black & Veatch

Administration Recommendation: Staff does not have a recommendation for this request.

Committee Recommendation: N/A

Attachments: Utility Service Group request, support letter from Consolidated Water District #1, Ordinance #567

Projector needed for this item?

No



February 7, 2014

Mr. Mitch Pleak
City of Basehor
2620 N. 155th St.
Basehor, KS 66007

Re: AT&T Antenna Site
155th Street Water Tank

Dear Mr. Pleak,

Utility Service Communications Co., Inc. (USCC), is a professional site management company, currently under contract to the Consolidated Water District #1 to market and manage their water tanks to the wireless industry for collocation of their equipment.

USCC has been contacted by representatives of AT&T with an interest in placing and installing their equipment at the water tank site located at 1310 N. 155th Street in Basehor. The following is a detailed description of the "Scope of Work" proposed by AT&T in the Co-Location Application recently submitted for approval. USCC is seeking approval for the construction of this site under the city's *Special Use Permit* requirement.

Scope of Work:

1. Placement of shelter inside a wooden fenced enclosure measuring 12' x 20'. The location of the fenced enclosure is subject to approval of the tank owner.
2. All coaxial cables going from the carrier's ground equipment to the tank will be buried underground in conduit.
3. All cables will be routed through penetrations in the side of the tank and along the inside of the tank wall, up to the antennas located on the roof of the tank. No equipment or cabling will be installed on the outside wall of the tank.
4. A circular "corral" will be welded to the top of the tank for the purpose of mounting AT&T's nine (9) Panel Antennas and radio equipment. The corral will be constructed from steel and will be primed and painted to match the tank. (Please see attached photo of similar structure)
5. When completed, the site will be fully compliant with all Federal, State and Industry regulations, as well as all USCC installation requirements.

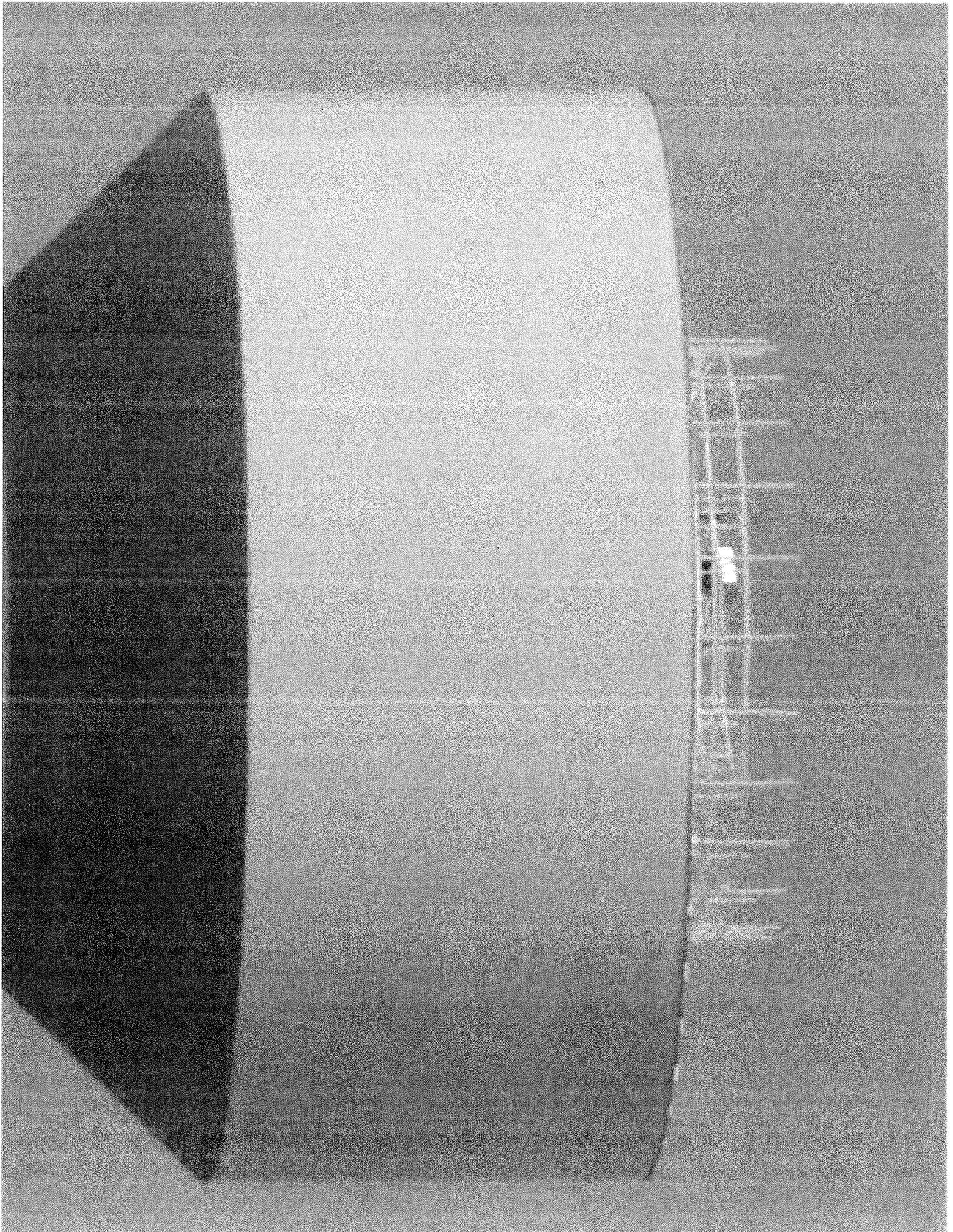
Utility Service Communications has been in the Site Management business since 1999. Our parent company, Utility Service Inc., has been in the water tank maintenance business since 1963, and is currently the largest water tank maintenance company in the United States. The main goals of our company are to produce a fair market revenue stream for our tank owner customers, while at the same time, protect the structural integrity and overall appearance of their tanks.

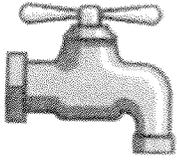
Thank you for your consideration in this matter and please do not hesitate to contact me if there is anything else that I can provide in order to obtain the necessary approvals.

Regards,

Lee Duke

Lee Duke
USCC – Project Manager





Consolidated Water District #1

Leavenworth County, Kansas

P.O. Box 419, 15520 Crestwood Dr. Basehor, KS 66007 (913)-724-7000 · Office (913)-724-1310 · Fax www.crwtd1.com

City Council
City of Basehor
P.O. Box 406
Basehor, KS 66007

Re: Support for Wireless Communications Project

Dear Council Members,

Consolidated Water District #1 was contacted by a contractor, retained by AT&T, in the spring/summer of 2013, regarding the possibility of hosting wireless communications equipment on our elevated water storage tank located at 1310 N. 155th St. in Basehor. The Water District was not actively marketing our tank for this purpose or any other purpose at the time we were initially contacted. The project was presented to us, as a need to improve service to the community by improving their position from the nearby cell tower and to install new equipment that would increase the service level to the citizens of our community and surrounding area.

The Water District retained the services of Utility Service Group in the year 2000 to provide comprehensive asset management services for our two elevated storage tanks. Utility Service group is the nations largest water tank asset management company with over 7,000 water storage tanks under their program. One of many components of their asset management program, Utility Service Group offers wireless communications site management. Their main objective with this program is to ensure the integrity of our water storage tank during and after any communications equipment that may be installed on our tank. In August of 2013, the Water District decided to enroll our tank on 155th St. in the wireless communications program with Utility Service Group to ensure that if any equipment constructed on our tank or property, it was installed with the long term integrity of the tank in mind. Utility Service Group will ensure that any communications equipment installed on our tank will meet all City, State and Federal Regulations as well as industry standards.

The Water District, as a public utility, is primary concern is to provide quality water, at the pressure and abundance needed for our community. The Water District is also a willing participant to projects that will benefit the entire community and improve the life style of those we call our neighbors. This project is one of those projects that will enhance the lives of many that live and visit our community.

The Water District fully supports the project proposed by Utility Service Group, and would like the City Council to favorably consider the project with their approval and/or thru a Special Use Permit.

Respectfully,

Greg Pike
Chairman

Ordinance No. 567

AN ORDINANCE ISSUING A CONDITIONAL USE PERMIT FOR REPLACEMENT AND ENLARGEMENT OF A WATER STORAGE FACILITY AT 1310 N. 155th STREET, CITY OF BASEHOR, KANSAS, FOR CONSOLIDATED RURAL WATER DISTRICT #1.

WHEREAS, under the Zoning Ordinance of the City of Basehor, Kansas, as amended, the Governing Body of the City of Basehor, Kansas, has the power to locate conditional uses in each zoning district by ordinance; and

WHEREAS, the City Planning Commission, after fully complying with the requirements of the ordinances of the City of Basehor, Kansas, held a public hearing on the 5th day of January, 2010 in the Basehor City Hall, Basehor, Kansas, the official date was published in the Basehor Sentinel; and

WHEREAS, the City Planning Commission, made findings that the proposed conditional use complies with all the applicable provisions of the City Ordinance, the proposed conditional use at the specified location will contribute to and promote the economic development, welfare, and convenience of the community; that the conditional use will not cause substantial injuries to the value of other property in the neighborhood in which it is located; and, that the conditional use will not dominate the neighborhood or be of such nature as to significantly impact other development in the neighborhood; and

WHEREAS, upon a motion made, duly seconded, and passed, the Planning Commission recommended that the City Governing Body issue a permit as a conditional use, on the property hereinafter described in accordance with the provisions of the Zoning Ordinance of the City of Basehor, Kansas;

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

Section 1: That, after considering the criteria for issuance of Conditional Use Permits set forth in the City's Zoning Regulations and as required by Kansas law, the recommendation by the City Planning Commission is adopted, and a conditional use permit shall be issued to permit the replacement and enlargement of a water storage facility for Consolidated Rural Water District #1 on the following described property:

A tract of land in the Southwest Quarter of Section 2 Township 11 South, Range 22 East, in the City of Basehor, Leavenworth County, Kansas, more fully described as follows: Beginning at a point 3030.4 feet South and (S89°50'29" W) 446.0 feet West from a point where the centerline of Highway #72 (24/40, State Avenue) intersects the North line of said Section 2, the point of beginning. Thence (S89°50'29"W) 208.0 feet, thence South 208.0 feet, thence (N89°50'29"E) 208.0 feet, thence North 208.0 feet to the point of beginning. Containing 1 acre, more or less;

Or more commonly known as 1310 N. 155th Street, Basehor, Ks.

Section 2: That the replacement and enlargement of the water storage facility shall be maintained in accordance with the provisions of the Zoning Ordinance of the City of Basehor, Kansas as well as all State and Federal rules and regulations and shall be subject to the following conditions:

1. This conditional use permit shall be valid for a period of thirty (30) years with review periods every ten (10) years, from the date of publication of this ordinance from the date of publication of this ordinance, to ensure compliance with the terms and conditions of the permit; and
2. The water storage facility shall be built per the site plans submitted.
3. There shall be no additional uses on or of the tower unless expressly authorized by the city.
4. The city shall have the final authorization of the color scheme and any other graphics, messages and/or wording placed upon the water storage facility.
5. The water storage facility shall be constructed as either a composite or steel fluted tower as submitted by Consolidated Rural Water District #1.
6. The land where tower is to be constructed shall be platted prior to construction of tower.

Section 3: That this ordinance shall take effect and be in force from and after it's passage, approval, and publication in the official newspaper of the City of Basehor, Kansas as provided by law.

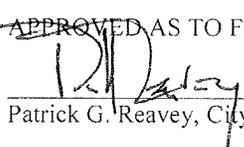
Passed by the Governing Body of the City of Basehor, Kansas this 25th day of January, 2010.


Terry Hill, Mayor

ATTEST:


MARY MOGDE, City Clerk

APPROVED AS TO FORM:


Patrick G. Reavey, City Attorney



City of Basehor
Agenda Item Cover Sheet

Agenda Item No. 2

Topic: Budget Review

Action Requested: None at this time.

Narrative: Benjamin O. Hart, Vice President Assurance Services with Allen, Gibbs, & Houlik, L.C. (AGH) has contracted with the City to help provide professional accounting services. Mr. Hart will be presenting our 2014 budget review and our 2015 budget proposal.

Presented by: Lloyd Martley, City Administrator
Benjamin O. Hart, Vice President Assurance Services

Administration Recommendation: N/A

Committee Recommendation: N/A

Attachments: Budget workbook to be provided at work session

Projector needed for this item?

Yes



The City of Basehor

MEMO

Date: April 7, 2014

To: Governing Body

From: Lloyd Martley, Chief of Police/City Administrator

Ref: 2014 – 2015 budget review and proposal outline

Introductions – Ben Hart

1. Basics of Fund Accounting – elected officials' perspective
2. 2015 Budget and Assumptions
3. Key Governmental Fund Resources
 - a. General Fund
 - b. Debt Service Fund
4. Employee Benefit Fund Assumptions
5. Enterprise Fund Resources
6. Overview of remainder of funds, main source of revenues and restriction of use:
 - a. Consolidated Highway
 - b. Special Parks
 - c. Capital Improvements Fund
 - d. Cedar Lake
 - e. Glenwood Sewer District
 - f. Equipment Reserve
7. Departmental reviews
 - a. Lloyd Martley – Police
 - b. Kathy Renn – Administration
 - c. Gene Myracle – Public Works/parks/wastewater/maintenance
 - d. Mitch Pleak – Planning and Zoning
8. Questions

City of Basehor
Agenda Item Cover Sheet

Agenda Item No. 3

Topic: Comprehensive Planning

Action Requested: Direction from council on projects to complete this year and establish a strategic plan for projects in 2015.

Narrative: The comprehensive plan was designed to establish a vision for the community and proactively prepare for the future. This plan will be a guiding tool for Basehor over the next 10 to 15 years. It is a broad, yet optimistic, perspective by which all decisions should adhere. The vision statement is: “Basehor, a vibrant community, proud of our past, planning a future where life and business flourish”.

Presented by: Lloyd Martley, City Administrator

Administration Recommendation: N/A

Committee Recommendation: N/A

Attachments: Comprehensive Plan – Community vision and planning goals.

Projector needed for this item?

No

Community Vision and Planning Goals

The vision statement outlines in general terms what kind of community Basehor wants to be in the future. It centers on community values and principles that are the foundation of the comprehensive plan. All decisions should adhere to this perspective. Basehor's vision statement:

**"Basehor, a vibrant community, proud of our past,
planning a future where life and business flourish."**

As the community establishes its vision and goals for the future, the items that need improvement or present challenges to the community are often the focus, while the positive aspects of the community are neglected. However, it is important that the Plan identify the community's assets and incorporate their maintenance and enhancement into the goals and action plans. The following items make Basehor a great place in which to live.

- Growth
- Family values
- Learning – education/ great schools
- Neighborhoods
- Quality businesses
- Work, live, play
- Progressive
- Location/ proximity to KC metro area
- Ease of access and low traffic
- Peaceful
- Quality of life
- Small town atmosphere/ sense of community
- Religious diversity/ churches
- Friendly/ know your neighbors
- Clean/ pollution free
- Quality developments
- Safe
- Community activities
- Recreation/ youth activities
- Rural setting
- School-community interactions
- Active civic organization and volunteerism
- Police department
- Fire department
- Chamber of Commerce
- Excellent opportunity for economic growth

Topics of Importance

The Planning Commission, in part with the 2012 Community Survey, have established what topics are important to the future of the community and should be addressed in the Plan. The following, in no particular order, are the topics of importance.

- Annexation
- Zoning and Physical Image
- Infrastructure
- Streets/Transportation
- Public Safety
- City Center
- Parks and Recreation
- Education
- Economic Development

The Planning Commission analyzed each topic of importance. The Planning Commission developed goals, strategies, and action steps related to each topic. Goals are the vision the community has for that specific topic while the strategies are objectives designed to accomplish the overall goal. Action steps are specific acts intended to achieve the desired

objectives. Action steps may have targets for completion in the form of population growth, development, and time. To determine if the community is working towards and achieving the desired goals, the Comprehensive Plan shall be reviewed in January annually.