

Agenda

Basehor City Council

Work Session

December 7, 2015 - 7:00 p.m.

Basehor City Hall



1. Casey's Cereal Malt Beverage (CMB) license renewal
2. Parallel Storm & Sanitary Drainage Proposal
3. Kansas Pride Program annual application
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: Cereal Malt Beverage License – Casey’s

Action Requested: Approve the corporate application for license to sell cereal malt beverages for Casey’s.

Narrative: 41-2702(g) The board of county commissioners of the several counties or the governing body of a city shall issue a license upon application duly made as otherwise provided for herein, to any retailer engaged in business in such county or city and qualified to receive such license, to sell only cereal malt beverages in original containers, and not for consumption on the premises. The annual license fee for such license, which shall be in addition to the fee provided by subsection (e), shall be not less than \$25 not more than \$50.

41-2703 (a) After examination of an application for a retailer’s license, the board of county commissioners or the director shall, if they approve the same, issue a license to the applicant. The governing body of the city shall, if the applicant is qualified as provided by law, issue a license to such applicant.

Presented by: Katherine Renn, City Clerk

Administration Recommendation: Approve application for license

Committee Recommendations: N/A

Attachments: Application for license

Projector Needed for this item?

No

Memorandum

To: Lloyd Martley
CC: Mr. Mayor and City Council, Katherine Renn
From: Mark Lee, Planning & Zoning Director/Building Official
Date: 12/7/2015
Re: CMB License Renewal

Mark Lee, Building Official Recommendations

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

Staff has no objections to the renewal of all 2016 license renewal applications.

The City Clerk's office has confirmed 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 J. Lee

Mark J. Lee
Planning & Zoning Director

CORPORATE APPLICATION FOR LICENSE TO SELL CEREAL MALT BEVERAGES

(This form has been prepared by the Attorney General's Office)

City or County of BASEHOR

SECTION 1 – LICENSE TYPE

Check One: New License Renew License Special Event Permit

Check One:

License to sell cereal malt beverages for consumption on the premises.

License to sell cereal malt beverages in original and unopened containers and not for consumption on the licensed premises.

SECTION 2 – APPLICANT INFORMATION

Kansas Sales Tax Registration Number (required): 004-201025921F-01

Name of Corporation CASEY'S RETAIL COMPANY		Principal Place of Business ONE CONVENIENCE BLVD, ANKENY, IA 50021	
Corporation Street Address ONE CONVENIENCE BLVD, PO BOX 3001		Corporation City ANKENY	State IA
		Zip Code 50021	
Date of Incorporation 04/14/04		Articles of Incorporation are on file with the Secretary of State. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Resident Agent Name CT CORPORATION SYSTEM		Phone No. 785-233-5517	
Residence Street Address 112 SW 7TH ST, SUITE 3C		City TOPEKA	State KS
		Zip Code 66603	

SECTION 3 – LICENSED PREMISE

Licensed Premise (Business Location or Location of Special Event)	Mailing Address (If different from business address)
DBA Name CASEY'S GENERAL STORE #2620	Name CASEY'S RETAIL COMPANY
Business Location Address 15441 WOLF CREEK PARKWAY	Address PO BOX 3001
City BASEHOR, KS 66007	City ANKENY, IA 50021
State	State
Zip	Zip
Business Phone No. 913-728-2858	<input checked="" type="checkbox"/> Applicant owns the proposed business or special event location. <input type="checkbox"/> Applicant does not own the proposed business or event location.
Business Location Owner Name(s) CASEY'S RETAIL COMPANY	

SECTION 4 – OFFICERS, DIRECTORS, STOCKHOLDERS OWNING 25% OR MORE OF STOCK

List each person and their spouse, if applicable. Attach additional pages if necessary.

Name NO PERSONS INDIVIDUALLY OR IN AGGREGATE OWN 25%		Position CORPORATE STOCK		Date of Birth
Residence Street Address		City	State	Zip Code
Spouse Name		Position		Date of Birth
Residence Street Address		City	State	Zip Code
Name		Position		Date of Birth
Residence Street Address		City	State	Zip Code
Spouse Name		Position		Age
Residence Street Address		City	State	Zip Code
Name		Position		Date of Birth
Residence Street Address		City	State	Zip Code
Spouse Name		Position		Age
Residence Street Address		City	State	Zip Code

SECTION 4 – OFFICERS, DIRECTORS, STOCKHOLDERS OWNING 25% OR MORE OF STOCK (CONTINUED)

Name	Position		Date of Birth
Residence Street Address	City	State	Zip Code
Spouse Name	Position		Date of Birth
Residence Street Address	City	State	Zip Code
Name	Position		Date of Birth
Residence Street Address	City	State	Zip Code
Spouse Name	Position		Date of Birth
Residence Street Address	City	State	Zip Code
Name	Position		Date of Birth
Residence Street Address	City	State	Zip Code
Spouse Name	Position		Date of Birth
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Spouse Name	Position		Date of Birth
Residence Street Address	City	State	Zip Code
Name	Position		Date of Birth
Residence Street Address	City	State	Zip Code
Spouse Name	Position		Date of Birth
Residence Street Address	City	State	Zip Code

SECTION 5 – MANAGER OR AGENT INFORMATION		
My place of business or special event will be conducted by a manager or agent.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide the following:		
Manager/Agent Name ROBERT VINCENT PIZZINI	Phone No. 515-965-6555 x18200	Date of Birth 11/15/1968
Residence Street Address 216 HIGHLAND ROAD	City LANSING	Zip Code 66043
Manager or Agent Spousal Information		
Spouse Name NA	Phone No.	Date of Birth
Residence Street Address	City	Zip Code

SECTION 6 – QUALIFICATIONS FOR LICENSURE	
<p>Within two years immediately preceding the date of this application, have any of the individuals identified in Sections 4 & 5 been convicted of, released from incarceration for or released from probation or parole for any of the following crimes: (1) Any felony; (2) a crime involving moral turpitude; (3) drunkenness; (4) driving a motor vehicle while under the influence of alcohol (DUI); or (5) violation of any state or federal intoxicating liquor law.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>Have any of the individuals identified in Sections 4 and 5 been managers, officers, directors or stockholders owning more than 25% of the stock of a corporation which: (1) had a cereal malt beverage license revoked; or (2) was convicted of violating the Club and Drinking Establishment Act or the CMB laws of Kansas.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
All of the individuals identified in Sections 4 & 5 are at least 21 years of age ¹ .	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 7 – DURATION OF SPECIAL EVENT		
Start Date	Time	<input type="checkbox"/> AM <input type="checkbox"/> PM
End Date	Time	<input type="checkbox"/> AM <input type="checkbox"/> PM

I declare under penalty of perjury under the laws of the State of Kansas that the foregoing is true and correct and that I am authorized by the corporation to complete this application. (K.S.A. 53-601)

SIGNATURE Julia J. Prokawska DATE OCTOBER 13, 2015

FOR CITY/COUNTY OFFICE USE ONLY:	
<input type="checkbox"/> License Fee Received Amount \$ _____ Date _____ (\$25 - \$50 for Off-Premise license or \$25-200 for On-Premise license)	
<input type="checkbox"/> \$25 CMB Stamp Fee Received Date _____	
<input type="checkbox"/> Background Investigation <input type="checkbox"/> Completed Date _____ <input type="checkbox"/> Qualified <input type="checkbox"/> Disqualified	
<input type="checkbox"/> New License Approved Valid From Date _____ to _____ By: _____	
<input type="checkbox"/> License Renewed Valid From Date _____ to _____ By: _____	
<input type="checkbox"/> Special Event Permit Approved Valid From Date _____ to _____ By: _____	

A PHOTOCOPY OF THE COMPLETED FORM, TOGETHER WITH THE STAMP FEE REQUIRED BY K.S.A. 41-2702(e), MUST BE SUBMITTED WITH YOUR QUARTERLY REPORT (ABC-301) TO THE ALCOHOLIC BEVERAGE CONTROL, 915 SW HARRISON STREET ROOM 214, TOPEKA, KS. 66625-3512.

¹ Spouse not required to be over 21 years of age. K.S.A. 41-2703(b)(9) Print Form

City of Basehor
Agenda Item Cover Sheet

Agenda Item No. 2

Topic: 155th St. to Parallel Street Storm & Sanitary Sewer Drainage Corridor Study

Action Requested: Review design concepts and contract documents for approval at regular meeting.

Narrative: Staff has worked with MHS Engineering since October of 2014 to determine the best corrective method to resolve the issues with the storm and sanitary sewers from 155th St. north to Parallel Road back south to Chestnut Street. The study performed was to determine the best design possible to correct the corridor drainage with minimal impact to the property owners while achieving adequate removal of surface water. Approval of the presented concept will allow construction documents to be produced, then moving forward with the contractor bidding phase for construction.

Presented by: Gene Myracle, City of Basehor
Matt Henderson, MHS Engineering

Administration Recommendation: Approve the presented concept to allow for construction documents to be produced and move forward with the bidding phase for construction.

Attachments: Drainage Corridor Study
Scope of Work
Contract Letter of Agreement

Projector Needed for this item?
No



October 21, 2015

Mr. Gene Myracle, Director
City of Basehor Public Works
2620 N. 155th Street
Basehor, KS 66007

**RE: Letter of Agreement for Land Survey & Civil Engineering Services
Storm Sewer and Sanitary Construction Drawings for
Drainage Corridor – 155th Street to Parallel Street
Basehor, Kansas**

1. SCOPE OF WORK

McAfee Henderson Solutions, Inc. (MHS) shall provide construction documents for the three storm structures and channel improvements along the drainage corridor from 155th Street (between Landauer and Chestnut Streets) to Parallel Street. The total length of corridor is approximately 1,700 linear feet. Improvement plans are anticipated to include open channel design, three (3) reinforced concrete drainage road structures, and relocation of 600 LF of sanitary sewer main. The following information identifies our understanding of the project and the intended deliveries. Scope of services is detailed below:

Land Surveying Services

- a. Provide field surveys in accordance with State of Kansas and Leavenworth County minimum standards in establishing the property lines of the 19 parcels within the project area. Locate and reference nearest corner monuments to each end of the project in establishing section lines and right of way through the project. Leavenworth County Control Network State Plane Coordinates (NAD 83) will be utilized.
- b. Provide an approximate 1,700 linear feet detailed topographic corridor survey for the project collecting terrain data, site planimetric features, and utilities within project limits. Corridor width shall be approximately 150-ft between rear/side faces of residential structures. Additional topographic data will be collected along the Landauer Street right from address 15415 to 15321.
- c. Localized project control shall contain a minimum of four (4) project benchmarks and four (4) recoverable control points outside the anticipated construction limits.
- d. Obtain Ownership and Encumbrance (O&E) reports from a qualified Title Company at project inception and refresh the O&E documents prior to right of way acquisition. Twenty (20) O&E reports are anticipated for this project.
- e. Prepare twenty (20) legal descriptions and exhibits sealed by a registered land surveyor for each parcel requiring temporary construction easements within the project limits.

- f. Prepare twelve (12) legal descriptions and exhibits sealed by a registered land surveyor for each parcel requiring permanent easements within the project limits for drainage structures and sanitary relocation.
- g. Provide staking of all easements required for the project construction with a 40d nail and lathe with flagging.

Engineering Services

- h. Conduct meetings with the CITY for the Project Kick-Off, 30% Concept Design Stage, Field Check, Utility Coordination, Office Check and Final Plans.
- i. Perform hydrologic and hydraulic calculations for the proposed conditions of all affected drainage areas in the 2, 10, 25, and 100 year storm events. Incorporate drainage table and map into the construction documents.
- j. Assist CITY in conducting one public information meeting for the surrounding property owners and public interested in the project improvements.
- k. Prepare construction drawings in accordance with City of Basehor Standards and conduct field check with CITY staff. Plans to include the following:
 - i. Existing rights of ways and easements.
 - ii. Proposed drainage channel grading.
 - iii. Horizontal and vertical layout of storm sewer improvements.
 - iv. Horizontal and vertical layout of sanitary sewer main and service line relocations.
 - v. Construction limits and cross sections.
 - vi. Details of construction improvements.
 - vii. Engineering estimate of probable cost of construction
- l. Coordinate utility companies having facilities that require adjustment and/or relocation within the project limits. Grading and storm structures shall be designed to minimize impacts to utilities. Relocation plans shall be provided by the utility owner.
- m. Prepare Office Check plans incorporating any modifications from field check meeting. Plans shall include all necessary details required for bidding.
- n. Prepare Final Plans and all required details and special provisions for technical specifications not covered by City of Basehor or the Kansas State Road and Bridge Specifications to be used in the bidding documents.
- o. Submit documentation for permit determination with the Army Corp of Engineers, Division of Water Resources, and KDHE.
- p. Provide bid phase services which shall include preparation of project manual and specifications for the project. MHS will distribute notice of project to area contractors and plan houses for plans to be purchased for bidding. MHS will conduct a non-mandatory pre-bid meeting for interested contractors and attend public bid opening at the City of Basehor. MHS will make recommendations to the City on acceptance of lowest qualified contractor bid.

- q. Construction engineering services will be an addendum to this contract based on the number of working days set forth by the contract documents. Once construction time length is established, MHS will submit a fee proposal for performing these services.

2. PROJECT DELIVERABLES

The ENGINEER will deliver the following items the CITY. All preliminary and utility plan sets shall be half size (12" x 18").

- a. Two (2) sets of Field Check Plans
- b. One (1) set of Final Plans without structural details for each utility
- c. Two (2) sets of plans without structural details for right-of-way acquisition
- d. Two (2) copies of easement exhibits with legal descriptions
- e. Copy of title work
- f. Three (3) complete sets of Final Plans
- g. Electronic PDF of each plan sheet

3. COMPENSATION FOR PROFESSIONAL SERVICES

Not To Exceed Fees: The ENGINEER will provide professional services for this project in accordance with the Scope of Work, Basic Scope of Services, Project Deliverables and Terms and Conditions of Agreement listed herein on an hourly rate plus expenses for the following not to exceed fees.

Land Surveying Services

Boundary and Topography (items a thru d)	10,725.00
Legal Descriptions & Exhibits (items e and f)	5,460.00
Easement Staking (item g)	3,005.00

Engineering Services

Field Check Construction Drawings (items h thru l)	21,750.00
Final Construction Drawings and Permits (items m thru o)	16,400.00
Bid Phase Services	2,920.00
Subtotal Survey and Engineering Services	\$59,810.00

Reimbursable Expenses

Title Commitment Reports - 20 Parcels	\$4,500.00
Mileage, Postage, and Courier Services	\$310.00
KDHE and DWR Permits	\$565.00
Printing	\$403.20
Subtotal Reimbursable Expenses	\$5,778.20

Total Project Fee: \$65,588.20

Construction Observation Services Fee TBD

4. GENERAL PROVISIONS

Services performed by MHS under this Agreement will be conducted in a manner consistent with level of care, diligence and skill ordinarily possessed and exercised by members of the profession currently practicing in the same locality under similar conditions. IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE SPECIFICALLY EXCLUDED. The parties' rights, liabilities, responsibilities and remedies with respect to the Services, whether in contract or otherwise, shall be exclusively those expressly set forth in this Agreement. To the fullest extent permitted by law, MHS shall not in any event, be liable to the Client for any special, indirect, incidental or consequential damages, including, but not limited to, damages from delay, distribution, loss of product, loss of use, loss of profits or revenue or increased cost of operation. MHS' total liability to the Client for all claims, losses, damages and expenses resulting or arising in any way from the performance of the Services shall not exceed the total compensation received by MHS under this Agreement or the limits of any professional liability insurance maintained by MHS, whichever is less. This Agreement shall be governed by and interpreted in accordance with the laws of Kansas.

The proposal outlined in this Letter is valid for sixty (60) days.

This proposal represents the entire agreement between the Client and McAfee Henderson Solutions and supersedes all prior negotiations, representations or agreements, whether written or oral. This agreement may be amended only by written instrument signed by both the Client and McAfee Henderson Solutions. If this agreement is acceptable, please sign and return one copy to serve as notice to proceed. We look forward to working with you on the successful completion of this project.



Matt Heneerson, Principal
MCAfee HENDERSON SOLUTIONS, INC.

11-30-15
Date

Lloyd Martley Jr., City Administrator
City of Basehor

Date

McAfee Henderson Solutions Inc.
Attachment A
2015 Staff Billing Rates

Engineering Staff		
ENG-P	Principal In Charge	\$140
ENG-4	Project Manager	\$120
ENG-3	Project Engineer 2	\$95
ENG-2	Project Engineer 1	\$80
ENG-1	Staff Engineer	\$70
ET-5	Engineering Technician 5	\$90
ET-4	Engineering Technician 4	\$80
ET-3	Engineering Technician 3	\$75
ET-2	Engineering Technician 2	\$60
ET-1	Engineering Technician 1	\$50
Surveying Staff		
LS-P	Principal in Charge	\$140
LS-7	Project Manager	\$120
LS-6	Land Survey Crew	\$145
LS-5	Professional Land Surveyor	\$90
LS-4	Survey Technician 4	\$80
LS-3	Survey Technician 3	\$70
LS-2	Survey Technician 2	\$65
LS-1	Survey Technician 1	\$50
Inspection Staff		
INS-P	Principal in Charge	\$140
INS-7	Project Manager	\$120
INS-6	Construction Engineer 2	\$90
INS-5	Construction Engineer 3	\$80
INS-4	Construction Inspector 4	\$80
INS-3	Construction Inspector 3	\$70
INS-2	Construction Inspector 2	\$60
INS-1	Construction Inspector 1	\$50
Administration Staff		
OA-1	Clerk 1	\$45

City of Basehor
Agenda Item Cover Sheet

Agenda Item No. 3

Topic: Kansas Pride Program annual application/Resolution 2015-24

Action Requested: Approve Resolution 2015-24 showing that the City supports the Kansas Pride Program.

Narrative: Kansas PRIDE is dedicated to serving communities across the state to encourage and assist local government and volunteers in making their community a better place to live and work. Each year Kansas Pride Program requires that an application be submitted along with a passed resolution showing that the City supports the program. Lew Lewis is the Chairperson for our Pride Program and will be submitting the application for 2016.

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

Administration Recommendation: Approve Resolution 2015-24

Committee Recommendations: N/A

Attachments: Kansas Pride Program – Resolution 2015-24

Projector Needed for this item?

No

MEMO

Date: December 7, 2015

To: Governing Body

From: Lloyd Martley, Chief of Police/City Administrator

Ref: Kansas Pride Program

Building Better Communities

The Kansas PRIDE Program is a partnership of K-State Research and Extension, the Kansas Department of Commerce, and Kansas PRIDE, Inc.

Kansas PRIDE is dedicated to serving communities across the state to encourage and assist local government and volunteers in making their community a better place to live and work.

Through the PRIDE program, local communities identify what they would like to preserve, create, or improve for their future. Then, working with the resources of K-State Research & Extension and the Kansas Department of Commerce, community volunteers pull together to create their ideal community future.

The Kansas PRIDE program is a volunteer, grassroots effort to improve the quality of life in local communities. Each Kansas community is unique and shares a common bond: a rich heritage based on self-reliance and community pride. Since 1970, the Kansas PRIDE program has assisted and encouraged communities to prepare for the future by building on their past and forming a vision of the future. The goal of PRIDE is to help maximize community and economic development efforts by encouraging all groups to coordinate and work collaboratively for community betterment.

Since 1970, the Kansas PRIDE program has assisted and encouraged communities to prepare for the future by building on their past and forming a vision of the future.

For over 40 years, the PRIDE program has grown and evolved, like our Kansas communities, to help meet their ever changing needs. The constant challenge to remain viable and provide a high quality of life can be achieved through the comprehensive PRIDE approach. PRIDE involvement can cover a wide range of activities to meet commonly identified community needs. Through participation in the community development planning process, Kansas communities have worked to involve youth in community betterment projects, retain grocery stores and cafes, develop community celebrations, implement recycling programs, establish food pantries and social services, and a myriad of other projects to improve the local quality of life.

RESOLUTION NO. 2015-24

A RESOLUTION PLEDGING SUPPORT, ENDORSEMENT, AND COOPERATION FOR THE 2016 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 be 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 City Council wish to pledge their full support, endorsement, and cooperation in carrying out the requirements of the Kansas PRIDE Program.

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

Section 1. That the city of Basehor urges its citizens to join this effort and hereby declares the City of Basehor to be an official entrant in the PRIDE Program for the year of 2016.

Section 2. That this resolution shall become effective upon passage.

PASSED by the Governing Body this 21st day of December, 2015.

APPROVED by the Mayor this 21st day of December, 2015.

[SEAL]

David K. Breuer, Mayor

ATTEST:

Katherine M. Renn, City Clerk

APPROVED AS TO FORM:

Shannon M. Marcano, City Attorney