

Agenda

**Basehor City Council
Work Session**
December 7, 2016 - 7:00 p.m.
Basehor City Hall



1. Casey's CMB license
2. Basehor Kansas PRIDE support Resolution
3. 2017 Proposed Wage Plan
4. City Council Appointment – Jennifer Bizzell
5. 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: Casey's Cereal Malt Beverage License

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

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

CITY OF BASEHOR
2620 N. 155th St.
P. O. Box 406
Basehor, KS 66007-0406
913-724-1370

BUSINESS LICENSE RENEWAL APPLICATION

NAME OF APPLICANT/OWNER: CASEY'S RETAIL COMPANY DBA CASEY'S GENERAL STORE #2620
NAME OF FIRM/COMPANY: CASEY'S GENERAL STORE #2620
STREET ADDRESS: 15441 WOLF CREEK PARKWAY, BASEHOR, KS 66007
CITY, STATE, ZIP: CORP OFFICE: CASEY'S RETAIL COMPANY, PO BOX 3001, ANKENY, IA 50021

Telephone No. 515-965-6555 X4764 JAMIE Fax No. 515-965-6205 ATTN: JAMIE

E-Mail Address : JAMIE.DIETRICH@CASEYS.COM

Mailing Address if different from above:
CASEY'S RETAIL COMPANY
ATTN: JAMIE DIETRICH, STORE OPERATIONS
PO BOX 3001, ANKENY, IA 50021

Nature of Business: CONVENIENCE STORE/GAS STATION

Wholesale Retail Other (describe) _____

(License will not be processed without one of the following numbers:)

Sales Tax No: 004-201025921F-01 and/or Employer FEIN: 20-1025921

I, JULIA JACKOWSKI, SECRETARY, certify the above written information to be true and correct.



JULIA JACKOWSKI, SECRETARY FOR

CASEY'S RETAIL COMPANY

Signature of Owner(s)

10-4-2016

Date of Application

Commences: 1/1/17 Expires: 12/31/17
Fee: ~~\$50.00~~ (if filed by 12/31. CK # _____

Zoning Officer Approval _____ Business License # _____ Issued: _____

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: <input type="checkbox"/> New License <input checked="" type="checkbox"/> Renew License <input type="checkbox"/> Special Event Permit	
Check One:	
<input type="checkbox"/> License to sell cereal malt beverages for consumption on the premises.	
<input checked="" type="checkbox"/> 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 C T 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	State	City ANKENY, IA 50021	State
	Zip		Zip
Business Phone No. 913-728-2858		<input checked="" type="checkbox"/> Applicant owns the proposed business location. <input type="checkbox"/> Applicant does not own the proposed business 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% CORPORATE STOCK			
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 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. 515-965-6555x18200	Date of Birth 11/15/1968
Residence Street Address 216 HIGHLAND ROAD	City LANSING	Zip Code 66043
Manager or Agent Spousal Information		
Spouse Name N/A	Phone No.	Date of Birth
Residence Street Address	City	Zip Code

SECTION 6 – QUALIFICATIONS FOR LICENSURE	
Within two years immediately preceding the date of this application, have any of the individuals identified in Sections 4 & 5 have 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.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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.	<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 6 – 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. Jackowski DATE 10-4-2016

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-307) 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)

Memorandum

To: Lloyd Martley
CC: Mr. Mayor and City Council, Katherine Renn
From: Mark Lee, Planning & Zoning Director
Date: 12/7/2016
Re: CMB License Renewal

Mark Lee, Planning & Zoning Director 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 2017 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

City of Basehor
Agenda Item Cover Sheet

Agenda Item No. 2

Topic: Kansas Pride Program annual application/Resolution 2016-27

Action Requested: Approve Resolution 2016-27 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.

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

Administration Recommendation: Approve Resolution 2016-27

Attachments: Kansas Pride Program memo
Resolution 2016-27

Projector needed for this item?

No

MEMO

Date: December 7, 2016

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. 2016-27

A RESOLUTION PLEDGING SUPPORT, ENDORSEMENT, AND COOPERATION FOR THE 2017 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 2017.

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

PASSED by the Governing Body this 21st day of December, 2016.

APPROVED by the Mayor this 21st day of December, 2016.

[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

Agenda Item No. 3

Topic: 2017 Proposed Wage plan for city employees

Action Requested: Approve resolution 2016-28 adopting 2017 wage plan for City of Basehor employees.

Narrative: Council was presented with the proposed 2017 wage plan at the 2016 Council retreat. The proposed wage plan eliminates the step plan and establishes a minimum, midpoint and maximum range for each city employee position. The proposed wage plan was compiled using the Compensation Survey System and Advanced Comparison Detailed Report. Utilizing the new proposed wage plan will establish well defined starting and ending points with regards to employee wages.

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

Administration Recommendation: Approve resolution 2016-28 2017 Wage Plan.

Committee Recommendation: N/A

Attachments: Proposed wage plan
Resolution 2016-28

Projector needed for this item?

No

RESOLUTION NO. 2016-28

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF
THE CITY OF BASEHOR 2017 WAGE PLAN**

WHEREAS, the City of Basehor, Kansas wishes to approve the 2017 Wage Plan, attached hereto as **Exhibit A**, regarding wages for the employees of the City of Basehor, Kansas for 2017.

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

Section 1. That the Governing Body approves and hereby authorizes the Mayor to execute the 2017 Wage Plan, attached as **Exhibit A**.

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

PASSED by the Governing Body this 21st day of December, 2016.

APPROVED by the Mayor this 21st day of December, 2016.

[SEAL]

David K. Breuer, Mayor

ATTEST:

Katherine Renn, City Clerk

APPROVED AS TO FORM:

Shannon M. Marcano, City Attorney

Exhibit A
2017 Wage Plan

To be attached.

Title	Minimum	Midpoint	Maximum
Mayor	\$15,600		
Council Members	\$7,800		
City Administrator	Contract		
Asst. City Administrator	\$16.00	\$22.75	\$29.50
Maintenance Worker	\$12.48	\$15.62	\$18.75
Maintenance Worker Supvr.	\$17.03	\$21.29	\$25.55
Wastewater Operator I	\$13.50	\$16.88	\$20.25
Wastewater Operator II	\$17.50	\$21.88	\$26.25
Wastewater Operator Supvr.	\$19.61	\$25.36	\$31.11
City Superintendent	\$36.40	\$46.20	\$56.00
Administrative Asst.	\$13.88	\$17.36	\$20.83
Asst. City Clerk/Utility Billing	\$17.50	\$21.75	\$26.00
City Treasurer	\$24.00	\$29.00	\$34.00
City Clerk	\$26.39	\$32.57	\$38.75
Court Clerk	\$15.00	\$21.00	\$27.00
Police Clerk	\$13.88	\$18.94	\$24.00
Animal Control Officer (Part Time)	\$14.00	\$17.50	\$21.00
Police Officer	\$17.03	\$23.52	\$30.00
Police Sergeant	\$23.06	\$29.17	\$35.28
Detective Sergeant	\$23.06	\$29.17	\$35.28
Lieutenant	\$27.80	\$33.90	\$40.00
Captain	\$32.00	\$38.50	\$45.00
Chief of Police	\$37.00	\$47.50	\$58.00
Building/Code Inspector	\$18.75	\$23.93	\$29.11
Planning and Zoning Director	\$27.00	\$34.25	\$41.50
City Engineer	\$32.15	\$39.20	\$46.25
Seasonal employment (PT)	\$8.75		\$11.00

Approved and adopted by Council

David K. Breuer, Mayor

City of Basehor
Agenda Item Cover Sheet

Agenda Item No. 4

Topic: City Council appointment

Action Requested: Approve appointment by the Mayor of Jennifer Bizzell to the City Council

Narrative: City Council currently has an opening due to the resignation of Rae Anderson Nicholson. Jennifer Bizzell has submitted her application for serving on a city board or committee. (See attached application)

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

Administration Recommendation: Approve appointment of Jennifer Bizzell to the City Council.

Committee Recommendation: N/A

Attachments: Jennifer Bizzell, application for serving on a city board or committee.

Projector needed for this item?

No

CITY OF BASEHOR
APPLICATION FOR SERVING ON A CITY BOARD OR COMMITTEE

NAME: Jennifer Bizzell

ADDRESS: 1915 160TH St Basehor, KS 55007

DAY TIME PHONE NUMBER:

EVENING PHONE NUMBER:

E-MAIL ADDRESS:

PLACE OF EMPLOYMENT: AT&T

HOW LONG HAVE YOU BEEN A RESIDENT OF BASEHOR? 24 years

NAME OF BOARD(S) YOU ARE INTERESTED IN SERVING ON: City Council

HOW MUCH TIME COULD YOU DEVOTE PER MONTH? 6hrs/month

ARE YOU RELATED TO ANYONE WHO IS CURRENTLY SERVING ON A BOARD/COMMITTEE? No

IF YES, EXPLAIN:

BRIEFLY DESCRIBE WHY YOU ARE INTERESTED IN SERVING ON A BOARD/COMMITTEE FOR THE CITY OF BASEHOR.

I am interested in serving on the City Council because I have a desire to serve my community and continue to be part of making it a great place to live and work. I also want to learn what issues impact my community and its citizens and how we can improve those issues. With 18 years of experience with AT&T, serving in various leadership roles, I believe I can bring a unique perspective to the City Council.

PLEASE LIST ANY GROUPS OR ACTIVITIES THAT YOU PARTICIPATE IN, OR HAVE PREVIOUSLY PARTICIPATED IN, THAT DEMONSTRATE YOUR INVOLVEMENT IN THE COMMUNITY.

I have recently served on the Basehor City Planning Commission for the last year and also served as a board member for Southern Leavenworth County Leadership Development (SLCLD) for 4 years. The purpose of SLCLD is to prepare citizens of Leavenworth County and surrounding areas to focus on developing competencies and skills to meet the challenges facing the community and region, encouraging students to be leaders in business, politics, and volunteer organizations.

I also assist with the parent organizations at my children's school, BBT and Booster Clubs.

SIGNATURE:

DATE: 11/29/2016

Thank you for your interest in serving on a Board/Commission. It is rewarding to see individuals who are willing and able to commit their time and energy to make the City of Basehor a better place to work, live and play.