

MINUTES

BASEHOR CITY COUNCIL

September 21, 2009

6:00 p.m.

Basehor City Hall

Official Presiding: President Jim Washington

Members Present: Iris Dysart, Dennis Mertz, Bill Moyer

Members Absent: Mayor Terry Hill, David Breuer

**Staff Present: Mark Loughry, Lloyd Martley, Mary Mogle, Gene Myracle,
Patrick Reavey**

Newspaper: Kaitlyn Syring, *Basehor Sentinel*

WORK SESSION - 6:00 p.m.

In the absence of Mayor Hill, President Washington called the work session to order at 6:00 p.m. All members were present with the exception of Councilmember Breuer. The city attorney was in attendance.

Discussion of agenda items

4. *Purchasing Policy* – Mr. Loughry explained department heads would be required to obtain three quotes for any purchase between \$500 and \$15,000. All purchases would require a purchase order. If the purchase exceeded \$15,000, bids would be required along with Council approval.

Council discussed the current credit cards used by staff (Walmart, Casey's, VISA). Councilmember Mertz questioned if there was a possibility of changing to a purchasing card for all purchases noting he used "Right Express" card for his business. Mr. Loughry reported he was researching to see if a local bank would administer the card. President Washington noted the city administrator had the authority to implement the program if he found a bank willing to provide the service.

6. *Meetings and Work Sessions* – President Washington explained the intent was to hold single work sessions on the first Monday of the month prior to a regular meeting on the

third Monday of the month. This would allow staff more time to prepare for meetings. If a meeting fell on a holiday, the meeting would be held on the following Monday.

Mr. Loughry reported the Purchasing Policy would allow vendors to be paid on a regular basis. Only purchases made outside the city administrator's spending authority would be included in a vendor report.

Councilmember Moyer asked if it would become an issue holding one regular meeting a month. Mr. Loughry said he thought there would be issues down the road; however, for now, Council could call special meetings and work sessions when necessary.

President Washington requested the city administrator continue to keep Council apprised of issues that arise between meetings and reminded Council that the issue would be revisited in three months to see if Council wanted to remain with a two-meeting process.

City Attorney Patrick Reavey pointed out that some planning commission actions have a 14 day protest period which may cause action to be delayed. Planning commission member Ed Bush suggested changing the planning commission meeting date.

Commissioner Flower asked if Council would still allow citizen input in work sessions. President Washington noted that was discussed at a previous meeting and felt the citizens would learn the process.

Other Topics discussed:

Councilmember Moyer asked for an update regarding the Cedar Lake annexation appeal. The city attorney reported he and the attorney for the Cedar Lakes Homes Association would meet with the district judge on October 1 to set a timeline and thought the judge would set a 90-day briefing schedule.

Carol Washington questioned how the new trash route was working. The city administrator and city clerk reported it went better than anticipated and fewer calls than anticipated were received. The city clerk reported Deffenbaugh was to mail two cards to residents informing them of the route change to Wednesday; however, she did not know of anyone who received a second card and noted there were many who did not even receive the first card.

Work Session adjourned at 6:40 p.m.

REGULAR MEETING**1. ROLL CALL BY MAYOR TERRY HILL AND PLEDGE OF ALLEGIANCE**

In the absence of Mayor Hill, President Washington called the regular meeting to order at 7:00 p.m. All members were present with the exception of Councilmember Breuer. The city attorney was in attendance.

President Washington reported Mayor Hill was not present due to the recent passing of his sister-in-law and expressed Council sympathies for the family.

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

- a. Approve Minutes
 1. September 10, 2009 Regular Meeting
- b. Approve Treasurer's Report & Vendor Payments
- c. Approve investment recommendations
- d. Approve calendar of events

A motion was made by Councilmember Dysart and seconded by Councilmember Mertz to approve the Consent Agenda as written. Motion passed 4-0.

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).*

There were no public comments at this time.

UNFINISHED BUSINESS

(No business to review)

NEW BUSINESS

4. PURCHASING POLICY: Consider adoption of Purchasing Policy

A motion was made by Councilmember Mertz and seconded by Councilmember Moyer to adopt the Purchasing Policy as presented. Motion passed 4-0.

5. ORDINANCE ADOPTING PURCHASING POLICY: Consider ordinance incorporating by reference the Purchasing Policy

A motion was made by Councilmember Mertz and seconded by Councilmember Dysart to approve Ordinance 560 adopting the Purchasing Policy as presented. Motion passed 4-0.

6. MEETINGS & WORK SESSION: Consider ordinance repealing ordinance 458 and changing the meeting times of the Governing Body of the City of Basehor and establishing a regularly scheduled work session amending Basehor Code, Article 1, Section 1-203.

The city administrator reported conducting a work session two weeks prior to the regular meeting will allow staff time to prepare and research Council's questions prior to formal action.

A motion was made by Councilmember Moyer and seconded by Councilmember Dysart to approve Ordinance 561 repealing ordinance 458 and changing the meeting times of the Governing Body of the City of Basehor and establishing a regularly scheduled work session amending Basehor Code, Article 1, Section 1-203. Motion passed 4-0.

7. NEIGHBORHOOD REVITALIZATION PLAN: Consider amendments to Neighborhood Revitalization Plan Interlocal Agreement.

The city attorney reported it was necessary to make changes to the Interlocal Agreement based on changes Council made to Exhibit B of the Neighborhood Revitalization Plan (Res. 2009-15, pg 8 and 12). The changes clarify that the other taxing entities agree to rebate taxes equal to the City of Basehor.

Commissioner Flower reported a briefing paper would be presented to the County Commissioners in October.

A motion was made by Councilmember Mertz and seconded by Councilmember Moyer to approve amendments to the Neighborhood Revitalization Plan Interlocal Agreement as presented. Motion passed 4-0.

8. CITY ADMINISTRATOR REPORT

Mr. Loughry informed Council that project engineers would start providing weekly briefing and appear on a monthly basis if needed.

President Washington requested an update on the 150th Street project. Mr. Loughry reported some site agreements were made to residents that staff was currently dealing

with and adjustments were being made when reasonably possible. He explained resident George Smith had an issue with his driveway cut but thought the matter was in the process of being resolved. It was his intent to meet with all property owners prior to completion of the project. Upon completion of the project, as-built plans would be provided to the City.

9. MAYOR'S REPORT

No report.

10. COUNCIL MEMBER REPORTS

Iris Dysart

Councilmember Dysart asked if the title work for the triangle property been completed. Mr. Reavey reported the deed had been filed and the title work completed.

Bill Moyer

Councilmember Moyer suggested adding Glenwood Estates annexation to a meeting in the near future.

Dennis Mertz

Councilmember Mertz agreed with Councilmember Moyer and felt it [Sewer District No. 3 project] was at a standstill.

Commissioner Flower reported even though dirt was not moving, paperwork was being prepared and interlocal agreements were in the works.

Councilmember Mertz asked if the city administrator would add to a work session agenda discussion regarding an interlocal agreement with the Basehor Athletic Association.

Other topics discussed:

Councilmember Moyer asked for an update regarding the vacant city planner position. Mr. Loughry stated his preference was to fill the position with an engineer rather than a planner and then have access to a planner. Since the position was created, it would not require Council action.

11. EXECUTIVE SESSION (if needed)

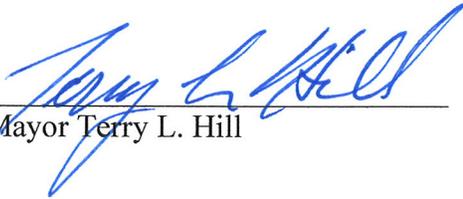
No Executive Session required.

12. ADJOURNMENT

A motion was made by Councilmember Mertz and seconded by Councilmember Moyer to adjourn the September 21, 2009 regular meeting. Motion passed 4-0. Meeting adjourned at 7:34 p.m.

10-15-09
Submitted for Council approval with/without corrections or additions this 19th day of October, 2009.





Mayor Terry L. Hill

Attest:



Mary A. Mogle, City Clerk