

Minutes

**Basehor City Council
CITY OF BASEHOR**

July 10, 2006

6:00 p.m.

Basehor City Hall

OFFICIAL PRESIDING: Mayor Chris Garcia

MEMBERS PRESENT: Pres. John Bonee, Iris Dysart, Bill Hooker, Terry Thomas

MEMBERS ABSENT: Keith Sifford

**Staff Present: Carl Slaugh, Mary Mogle, Gene Myracle, Terry Horner,
Dustin Smith**

Mayor Garcia called the work session to order with all members present with the exception of Councilmember Sifford.

*Item #1. Lynne McClure, Executive Director for Leavenworth County Development Corporation.
Re: Discussion regarding land search score cards.*

Leavenworth County Development Corporation ("LCDC") representatives Lynn McClure, Christy Isaacs, J.C. Tibbets, and Dan Gutshall were present to explain a new score card system that would assist the Port Authority in selecting future industrial park sites.

Mr. McClure gave a PowerPoint presentation explaining how the score card system worked and the benefits it would provide to LCDC, the Port Authority, and each municipality. Currently the Port Authority has been instrumental in constructing industrial sites in the City of Tonganoxie and City of Leavenworth. Mr. McClure explained 85% of economic development growth comes from existing businesses. He went on to explain the purpose of the score card is to seek out tracks of land larger than 100 acres that would serve as industrial parks. Once the land is scored, the tract would be placed on a list for future development.

Port Authority Chairman Dan Gutshall explained there are three categories the Port Authority looks at when scoring a site 1) Quality; 2) Economics; and 3) Politics. Mr. Gutshall noted when scoring a tract of land, the property would start with 1,000 points and then be scored in seven different categories. He went on to request Council

Thomas agreed department heads should be in charge of their departmental budgets and have the authority to move the line items around as long as their bottom line balanced.

Council agreed to leave the full-time police officer position in next years budget and authorized the city administrator to adjust the accounts accordingly.

Councilmember Hooker stated he felt the City should start putting money into the Capital Improvement fund to plan for a new city hall. Mr. Slaugh stated he concurred and would make a note of his suggestion.

- Park Department – Increased budget for electricity and other utilities.
- Planning & Zoning – Budget was decreased, noting the 24-40 Corridor Study would be paid from 2006 funds.
- Sewer Department - \$244,000 KDHE State Revolving Loan payment was made from the General Fund this year and recommended using that money in the Sewer Fund to pay the Falcon Lakes obligation.

President Bonee recommended using unencumbered revenue to pay the Falcon Lakes obligation rather than using funds from the General Fund.

- Solid Waste Fund – Maintain budget as presented.
- Equipment Reserve Fund – Two major purchases for next year would be a police vehicle and truck with spreader and plow (\$60,000). No comments were made at this time.
- Capital Improvement Fund – Mr. Slaugh explained the fund needed refining and detail added for specific street projects. The fund could also be used for grant application funds.
- Transportation Improvement Fund – Mr. Slaugh recommended combining this fund with the Capital Improvement Fund.
- Sewer Maintenance Fund – Mr. Slaugh explained the budget would allow for smoke testing, line repair, and televising of more lines.

Mr. Slaugh informed the governing body he would have the final draft with a proposed mill levy on the next agenda for approval. His intent was to present a balanced budget.

Item #3. Discussion to consider setting aside a portion of building permit fees for future studies.

President Bonee said he would like to see 20% of building permit fees go into Sewer Fund and another 20% into the Consolidated Highway Fund.

committing staff time and \$550 per site for title search and an engineering estimate on probable industrial park sites in the community that would be recommended for development. Participation in the "Quality" stage would not commit the City of Basehor, nor the Port Authority, to other costs of development, with the exception of the title search and engineering estimate. Other funding would be addressed if a tract reached the "Economic" stage.

Mr. McClure was asked if Basehor had possible sites in their community. He responded by saying there were several sites that could be considered for industrial parks.

Item #2. 2007 Budget Review

City Administrator Carl Slaugh reported he and the city treasurer were closer to having the budget refined; however, he needed to still make some budget cuts. The revenues have been estimated conservatively at \$5,220,773. It was his intention to place any additional revenue into a fund for a new sewer plant. Based on Mr. Slaugh's projections, property tax revenue would increase approximately \$150,000. Once Council made a decision on expenditures, the State budget forms would be compiled and a mill levy would be calculated. Mr. Slaugh explained the individual funds, with few comments from the Governing Body.

Mr. Slaugh touched base on the Equipment Reserve Fund noting the police department had requested purchase of three new police vehicles, fully equipped; however, he did not feel the budget could withstand the cost of \$90,000 so he suggested purchasing a new car this year, the second one in 2007, and the third one in 2008. Mr. Slaugh also suggested postponing the hiring of another full-time police officer in 2007 since Chief Horner hired two full-time employees this year and asked for Council input. Chief Horner commented as the City continues to grow, the City should plan for the future, and eventually have two officers per shift. He felt his request for cars and manpower was very modest.

Councilmember Thomas noted it would help the Council make a decision, if Chief Horner would provide an analysis of departmental hours and staffing schedules. The city administrator said another option would be to hire part-time officers in 2007, and defer the full-time position until 2008.

Chief Horner recommended transferring \$40,000 from his part-time account (01-004-702) to the full-time account (01-004-701) to fund the new position. The city clerk commented part of the \$40,000 should be transferred to the Employee Benefit Fund.

President Bonee felt the City should maintain the part-time pool to back up full-time officers for sick leave, holidays, and vacation. Mayor Garcia and Councilmember

The planning director expressed his concerns that the revenues coming in would not be enough to cover expenses. Councilmember Thomas stated he would like to see a projection of how the building permit fees would be affected if distributed. Mr. Smith stated he would prepare a report for review.

Item #4. Discussion to consider setting aside a portion of franchise taxes for future right-of-way work and/or land acquisition.

Council concurred revenue was not ample enough to move from the General Fund at this time.

Item #5. Discussion regarding placing the Pinehurst and Stimetz planning issues on the July 17th Council agenda.

Planning Director Dustin Smith explained the July 4th planning commission meeting was delayed until July 11th due to the holiday. Two applicants have requested to be placed on the July 17th Council agenda, rather than waiting until the first meeting in August. Mr. Smith explained he did not have a problem placing them on the July agenda since they were not public hearing items. Mr. Smith also questioned if the Council would have a problem acting on the Stimetz Final Plat without a Subdivision Improvements Agreement. He explained since the subdivision would be on septic systems, it was difficult to draft an agreement at this time.

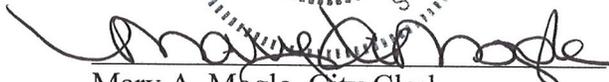
Council agreed to hear both items at the July 17th meeting.

Work Session adjourned at 9:20 p.m.

Submitted for Council approval with/without corrections or additions this 7th day of August, 2006.

Attest:




Mary A. Mogle, City Clerk



Chris Garcia, Mayor