

MINUTES

BASEHOR CITY COUNCIL

January 7, 1991

7:30 PM

Basehor City Hall

OFFICIAL PRESIDING: MAYOR JOSEPH P. ODLE

MEMBERS PRESENT: Pres. John Novak, Mark Grube, Daniel Hubbel
and Jerry Barlow (Francis Scherer, absent)

Others Present: Bruce Browne, PE John Thompson, Atty.
Jane Scherer, Treas. Bill Mogle, WWTO
Mary Mogle, Clerk Vincent Weston, COP
CITIZENS OF BASEHOR

Mayor Odle called the January 7th Council meeting to order at 7:40 pm with all members present except Francis Scherer.

APPROVAL OF MINUTES

D. Hubbel moved to approve the December 1990 Minutes as written. M. Grube second the motion. All Aye. Motion Carried. (4-0)

APPROVAL OF TREASURER'S REPORT

It was moved and second by M. Grube and J. Barlow to approve the December 1990 Treasurer's Report and reinvest CD's #6759, 6590, 7591 and 7592. All Voted In Favor. Motion Passed. (4-0)

APPROVAL OF MUNICIPAL COURT REPORT

A motion was made by J. Barlow and second by M. Grube to approve the December 1990 Municipal Court Report as submitted. The vote was unanimous to approve the report. (4-0)

CITIZENS AND PETITIONS

BASEHOR ATHLETIC ASSOCIATION was represented by Bob Purtee, Randy Lane and Scott Kirkpatrick. The association appeared before the Council to request partial funding to build a restroom/storage facility located by the ball fields at 155th & Leavenworth Road. The approximate cost of materials will be \$6,000.00 with labor being donated.

Councilman Novak questioned if the setback was of legal distance and Councilman Barlow expressed concern if this type of spending was ethical on school property. Attorney Thompson stated the City has the authority to make a cash contribution.

Councilman Grube suggested waiving the sewer hookup fee, monthly sewer fees and granting a cash donation.

Council unanimously agreed to table their decision until the February 1991 meeting in order to review their budget and 1991 Street Program.

SCANNED

357 *at*

BASEHOR PLANNING COMMISSION

E & M SUBDIVISION - The Board recommends final plat approval for E & M Subdivision with lot 5 fronting 153rd Terr.

Councilman Novak stated he has a copy of a letter from KDHE regarding the land in question as being used as a landfill. He feels that by approving the plat will guarantee approval for building permits.

Attorney Thompson and City Engineer Browne gave the opinion that if this letter did state the above mentioned they would suggest issuing a waiver or disclosure on each building permit the city is not liable for any previous ground conditions unknown to the City.

After a brief discussion, Councilman J. Novak moved to approve the final plat for E & M Subdivision with a disclaimer. D. Hubbel second the motion. All Aye. Motion Carried. (4-0)

CITY ENGINEER

SUBDIVISION REVISIONS - Engineer Browne submitted a report giving two options for street construction and maintenance bonds.

STREETS -[1] Six inch subgrade stabilization with lime or portland cement (this would be under the present 6" base and 3" asphalt surface).

[2] Seven inch base with a four inch asphalt surface.

MAINTENANCE BOND - The performance and maintenance bond sections of the Subdivision Regulations should be amended as follows:

Section 3.1A. (4) - Delete existing paragraph and substitute the following:

"A performance and maintenance guaranty bond for the full cost of the improvements shall be provided by the developer's contractor with the City of Basehor as an additional named insured. The amount of the bond, the surety and the form of the surety shall be subjected to the approval of the City Engineer. The maintenance guaranty provide a guarantee to correct any defective workmanship or materials occurring in the improvements for a period of two years commencing on the date of final acceptance of the improvements by the City Engineer."

Council briefly discussed problems with current street construction and ground conditions.

J. Novak moved to accept the engineer's recommendations as summarized in his report. J. Barlow second the motion. All Aye. Motion Carried. (4-0)

1991 STREET PROGRAM - Mayor reported he and the county superintendent canvassed the streets on the east side of 155th St. last week. They feel Chestnut, Elm St. and 153rd & Rickel Dr. need to be bonaged this year. A cost estimate will be submitted at the February 1991 meeting.

CITY CLERK

ADVISOR TO COMMISSION - Clerk Nogle submitted three bids from interested parties for the position as advisor to the Planning Commission. (Bids have been incorporated by reference to the original Minutes)

PROFESSIONAL DESIGN GROUP

\$115.00 per meeting	\$28.00/hr - clerical
\$60.00/hr - engineer	Consultant- direct cost
\$40.00/hr - technician	Expenses - direct cost
Bluelines - \$1/sheet	Xerographic-\$0.10/sht

KIESLING PLANNING CONSULTANTS

\$55.00 per hour

ERIC STRAUSS

\$75.00 per hour plus mileage and expenses

It was moved and second by J. Novak and J. Barlow to retain Kiesling Planning Consultants with a three month probationary period. All voted unanimously in favor. Motion Passed (4-0)

CHIEF OF POLICE

CITY ATTORNEY

Request executive session before meeting adjourned.

MAYOR'S REPORT

POLICE CAR - Mayor Odle submitted a bid of \$14,500.00 from Olathe Ford for a new police car. He suggested selling the 1984 Police car out-right at a later date. It was also suggested to pay 50% down and finance the remainder for twenty-four months.

Chief Weston stated the only conversion costs will be labor, all equipment will be transferred from the 1984 car to the new vehicle.

A motion was made by J. Barlow and second by J. Novak to purchase a 1991 LTD Crown Victoria for 14,000.00 from Olathe Ford paying 50% down and financing the balance for 24 months.

WORKSESSION - The council unanimously agreed to hold a work session on January 28th at 7:00 p.m. to discuss sewer and street maintenance for 1991.

CEREAL MALT LICENSE - It was moved and second by J. Barlow and D. Hubbel to renew the cereal malt license for Kindles Grocery. All Aye. Motion Carried. (4-0)

HEATER FOR GARAGE - A request was received from the maintenance department to install an overhead heater in the garage. Barlow suggested an infrared heater would be more cost effective.

OTHER BUSINESS

Mr. Holland appeared before the City Council requesting the speed zone on Parallel be increased and also expressed that he felt all Basehor's police officers should live within the city limits.

After a brief discussion, Council instructed Chief Weston to contact the County regarding a study of the speed limits on Parallel and 155th Street (south of Parallel).

JOHN NOVAK

SNOW REMOVAL - Councilman Novak voiced his displeasure with salt/sand crew. He feels there should be more salt mixed with the sand. Mayor Odle directed the clerk to contact McGraw Fertilizer and set up a meeting for the 8th of January.

JERRY BARLOW

NEWSPAPER CORRECTION - Councilman Barlow inquired as to why the Basehor-Sentinel Newspaper showed the mayor's position as up for election and asked for a retraction.

Editor, Brenda Smith, stated that Basehor is the only city in Leavenworth County still on four year terms. All other Leavenworth County city's have two year terms.

DANIEL HUBBEL

WAGES - It was expressed by Councilman Hubbel that he would like to turn his annual paycheck back over to the city. Mayor Odle informed him that was not possible.

MARK GRUBE

No Comments.

EXECUTIVE SESSION

Mayor Odle entertained a motion to convened into executive session for twenty minutes to discuss possible litigation with city attorney.

D. Hubbel and M. Grube moved to adjourn into executive session for twenty minutes for possible litigation.

The meeting was reconvened at 9:45 p.m. with no action being taken.

ADJOURNMENT

There being no further business to discuss, J. Novak moved to adjourn the motion being second by D. Hubbel. All Aye. Motion Carried. (4-0)

Submitted for Council approval (with, without) corrections on the _____ day of _____, 1991.

Mary A. Mogle, City Clerk

AMENDMENT

On January 8, 1991 the Baschor City Council was polled by telephone to request an additional \$350.00 be spent for the 1991 Police Car. Dlathe Ford Co. would not negotiate the \$500.00 reduction as previous voted on. Clerk also explained a purchase and installation (\$150) of a spotlight for the car will be taken from the police equipment budget.

John Novak - Yes
Mark Grube - Yes
Daniel Hubbel - Yes
Jerry Barlow - Yes
Francis Scherer - Yes

I, Mary A. Mogle, certify the above said mentioned to be true and correct to the best of knowledge.

Mary A. Mogle, City Clerk

Date

KIESLING PLANNING CONSULTANTS

409 EAST SANTA FE • OLATHE, KANSAS 66061

(913) 829-6272

December 10, 1990

Mary Ann Mogle, City Clerk
City of Basehor
P.O. Box 406
Basehor, KS 66007

Dear Mary Ann:

Per our telephone conversation today, I have enclosed a copy of the letter I sent to Mayor Odle in January 1990, together with my resume and company information sheet. I have also included the Agreement I sent at that time.

Please let me know if the City is interested in me providing these services. You may contact me at 829-6272.

Sincerely


Bill Kiesling, AICP

Enclosure

rec'd 12-13-90

MAM

KIESLING PLANNING CONSULTANTS

409 EAST SANTA FE • OLATHE, KANSAS 66061

(913) 829-6272

January 10, 1990

Mayor Joe Odle
City of Basehor
P.O. Box 406
Basehor, KS 66007

Dear Mayor Odle:

I thank you for your time yesterday to meet with me and discuss planning services to the city and future annexation. I feel my best service to the City of Basehor on these issues would be as an advisor to you, the City Council and the Planning Commission on a month to month basis.

As an advisor to the Planning Commission, I would attend the Planning Commission meetings, giving direction and recommendations on applications to the Planning Commission, procedures and interpretations of state and city laws. In addition, over the next few months I could be working with the City to prepare the necessary planning requirements for annexing additional land to Basehor.

My fee for these services is \$55.00 per hour. With other cities approximately the size of Basehor the monthly fee averages about \$550.00 per month. I would recommend that the City Council allocate a monthly amount for these services, which I would honor. Using this method, the City is not required to pay out a large amount at any one time but over a period of time could accomplish the same tasks.

For your information, I have enclosed a resume on myself and my business. Cities I presently serve that are comparable to Basehor are the City of Shawnee, the City of Edgerton and the City of Wellsville.

If the City Council agrees to retain my services you may so indicate by completing the enclosed agreement and returning a copy to me.

Sincerely


Bill Kiesling, AICP

Enclosures

WILLIAM E. KIESLING, AICP

Mr. Kiesling is owner and principal planner of Kiesling Planning Consultants located in Olathe, Kansas. As a professional planner for the past 26 years Mr. Kiesling has served cities, counties and regional commissions. He served on the planning staff at Mid-America Regional Council and established, organized and directed Community Development Departments in the cities of Olathe and Lenexa, Kansas.

As a specialist in local government, Mr. Kiesling has prepared several comprehensive plans, downtown redevelopment plans, section studies, corridor studies, capital improvement programs, zoning and subdivision regulations and is a planning advisor to several cities. Mr. Kiesling's past city staff experience enables him to work closely with city staff to extend the professional planning needs of a city on an as needed basis.

A graduate of Draughons College of Commerce in Architecture, Mr. Kiesling has also attended Donnelly College, Johnson County Community College and has done graduate work in Urban Planning at University of Missouri at Kansas City.

Mr. Kiesling is a certified planner (AICP) through the American Planners Association.



Professional Design Group
Architects ▪ Engineers ▪ Planners

10-15-90
man

Mary A. Mogle, City Clerk
City Hall 2620 N. 155th Street
P.O. Box 406
Basehor, Ks. 66007

10/15/90

Dear Mary:

I enjoyed seeing you again and appreciated your taking the time to fill me in on the Basehor happenings of the last couple of years.

Our past involvement with Basehor (development of a Comprehensive Guide Plan) was only a preliminary step in establishing procedures that if properly utilized, would enable the City to effectively manage the development, growth and quality of what it will become over the next twenty to thirty years.

Partly due to our past involvement, we probably have a better understanding of the problems and opportunities that confront Basehor than any one person or firm that is not a resident of the City. The principals of PROFESSIONAL DESIGN GROUP (PDG) are also sensitive to the economic and political constraints involved in managing the type of growth and development being experienced in Basehor. All of this makes PDG a valuable support tool in the operation of the City.

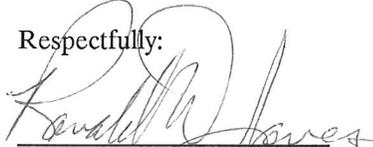
Over the years, the principals on our staff have provided many communities with contract planning or engineering services where we sit in an advisory capacity with the Planning Commission or Governing Body at their regular or selected meetings.

The meetings are under a pre-established "cost and expenses" fee agreement for a set number of such meetings annually (or for any specific period of time). This fee is kept at a bare minimum subject to a commitment from the City that all specified additional services would be provided at a normal hourly rate or project fee to be negotiated at the appropriate time.

I am attaching a typical Planning Advisory Service scope and fee structure for your review. The scope for engineering services would be quite similar to the one attached.

We look forward to the opportunity to present our credentials in person or to respond to any questions that might arise.

Respectfully:



Ron Jones, AICP

PLANNING ADVISORY SERVICES
(Typical Scope)

Description of Work:

ELEMENT A - REGULAR MEETINGS:

The CONSULTANT shall attend a minimum of twelve planning commission meetings normally spaced a month apart. At such meetings, the CONSULTANT shall provide advice and guidance as requested by the Planning Commission on points and matters as are pertinent to the Planning Commission. Matters judged engineering, legal, or otherwise outside the realm of planning shall be considered only as to procedure for solution finding. The CONSULTANT shall aid in the interpretation of intent of the zoning and subdivision regulations. Advice on land subdivision and zoning cases will be provided; however, the CONSULTANT shall have the right to preview (or review) difficult problems at a time other than at the meeting in question. The cost of such preview (or review) shall be at the rate of \$50.00 per hour and is not included in the meeting cost.

[In some cities, this cost has been handled, in part, through the rezoning fee structure. Average review time is 1 to 1.5 manhours.]

The CONSULTANT shall advise the Planning Commission in the procedure, methodology, and points of planning awareness and concern with the intent of increasing the independence of the Planning Commission in making judicious decisions. New attitudes and concepts in urban planning will be presented as well as current practices being utilized elsewhere in the country.

Such advisory service shall include guidance on the general planning process, tying together the various city departments into a more cohesive and coordinated unit.

The CONSULTANT shall not provide prepared reports or documentation as a part of ELEMENT A (See ELEMENT C).

FEE: \$115.00 per meeting (including expenses).

ELEMENT B - GOVERNING BODY OR SPECIAL MEETINGS:

The CONSULTANT shall meet with the Governing Body as a special representative of the Planning Commission where deemed desirable by said commission or as requested by the Governing Body. Unless specifically permitted otherwise by the Planning Commission, the CONSULTANT shall not express his personal opinions or recommendations but shall represent the Planning Commission in clarification and support of said Commission action. Where the CONSULTANT is opposed to commission action, he shall retain the right to not appear in representation or be given the opportunity to present a dissent report or evaluation at the discretion of the Planning Commission.

While there is merit in using the CONSULTANT to represent the Planning Commission, the CONSULTANT cannot be asked to disregard sound professional judgment and ethics. It is not anticipated that such instance would occur. The benefit from such service is the increase and maintenance of a high degree of communication and understanding between the Planning Commission and governing body and to provide clarity in the decision making process as regards land subdivision, zoning, and general planning.

Any prepared reports or documentation shall be provided by the Planning Commission, other wise the CONSULTANT will develop necessary documentation as provided for in ELEMENT C.

ELEMENT C - SPECIAL STUDIES, REPORTS OR DOCUMENTATION:

The CONSULTANT shall provide special research, report preparation or documentation on formal request by the Planning Commission. Specific planning studies which might be deemed as an addendum or updating to the comprehensive plan shall require a specific proposal by the CONSULTANT.

The hourly rate by the CONSULTANT shall remain at \$60.00. Expenses such as mileage or special materials shall be charged separately. Mileage will be charged at \$0.28 per mile while all other costs shall be as billed to the CONSULTANT (such as maps, aerials, printing costs, etc.).

Typing and clerical costs shall be charged at \$28.00 per hour while support technical services shall be based on a \$40.00 hourly rate. Where associates or special consultants are to be utilized, their fee shall be presented to the commission for approval.

It is recommended that a minimum of \$3,500 be set aside for services outlined in this paragraph permitting not less than 60 CONSULTANT manhours.

[The use of this budget item should be at the discretion of the Planning Commission.]

ELEMENT D - PAYMENT PROCEDURES:

The method of payment shall be monthly, based on billing by the CONSULTANT and to be paid by the city at its first established date for payment of bills for each month, providing however, that the consultant submits said bill in a timely manner permitting proper processing.

ELEMENT E - BUDGET RECOMMENDATIONS:

In general, it is recommended that the city budget of not less than \$5,000.00 for the foregoing Planning Advisory and consulting services (including ELEMENT C) to cover a period of twelve months.

While the preceding scope refers to planning service it can be used as the basis for continuing engineering services as well.

In any case, the engineering or planning services of PDG can be utilized on an hourly fee basis at any time utilizing the following rate schedule.

PDG HOURLY RATE SCHEDULE

Professional	\$60/hr
Technician	40/hr
Clerical	28/hr
Consultants	At their direct cost
Expenses	At their direct cost
Bluelines (plan sheets)	\$1.00/sheet
Xerographic Copies	\$0.10/sht- up to 11"x14"

BIDDERS FOR POSITION OF ADVISOR TO PLANNING COMMISSION

Each bidder at monthly meetings shall provide advice and guidance to the Basehor Planning Commission.

PROFESSIONAL DESIGN GROUP (Mission, Ks.)-

Element_A -

Fee Per Meeting - \$115.00 (including expenses)

*Does not cover reports and documentation, nor review of special items (such as plats and special meetings)

ELEMENT_B

Represent Planning Commission at Council Meetings or other Special Meetings (Planning Commission will provide documentation)

ELEMENT_C

Provide special studies, reports or documentations on formal request by Planning Commission will be charged at \$60.00 plus \$0.28 per mile.

Professional Eng.	- \$60/hr.
Technician	- \$40/hr.
Typing and clerical costs	- \$28/hr.
Consultants	At Their Direct Cost
Expenses	At Their Direct Cost
Bluelines (plan sheets)	\$1/sheet
Xerographic Copies	\$0.10/sht-up to 11"x14"

KIESLING PLANNING CONSULTANTS (Olathe, Ks.)

Attend Planning Commission Meetings, giving direction and recommendations on applications to the Planning Commission, procedures & interpretations of state and city laws.

Work over the next few months to prepare the necessary planning requirements for annexing additional land to Basehor.

FEE: \$55 per hour (recommend Council allocate a monthly amount, which he would honor)

NOTE: 10 hours per month is a standard allocation.

ERIC STRAUSS (Lawrence, Ks.)

Attend Commission Meetings and perform other necessary functions.

FEE: \$75 per hour plus mileage and expenses.