



**AGENDA**  
BASEHOR CITY COUNCIL  
January 17, 2011 7:00 p.m.  
Basehor City Hall

1. **Roll Call** by Mayor Terry Hill and Pledge of Allegiance
2. **Consent Agenda** *(Items to be approved by Council in one motion, unless objections raised)*
  - a. Approve December 20, 2010 Minutes
  - b. Approve Treasurer's Report
  - c. Sewer District No. 3 Connection Fees
  - d. Resolution 2011-02 Pooled Money Investment

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).*

4. **Unfinished Business** - (None at this time)

**New Business**

5. Field of Dreams Athletic Programming & Concessions Operations
6. Zoning Regulations Text Amendment
7. Ordinance No. 581 Solid Waste Collection Code Amendments
8. Resolution 2011-01 Employee Handbook Amendments
9. Building Inspection Interlocal Agreement with the City of Tonganoxie
  
10. **City Administrator's Report**
11. **Mayor's Report**
12. **Council Members Report**
13. **Executive Session** (if needed)
14. **Adjournment**

Basehor City Council reserves the right to amend the agenda following its publication in the Basehor Sentinel newspaper. Citizens are encouraged to attend all public meetings. Updates to the agenda may be viewed at [www.cityofbasehor.org](http://www.cityofbasehor.org)



Minutes  
**Basehor City Council Meeting**  
Basehor City Hall, December 20, 2010

**1. Roll Call**

Mayor Terry Hill called the meeting to order at 7:00 p.m. and led the audience in the Pledge of Allegiance.

Council Members Present: Mayor Terry Hill, Council President Jim Washington, David Breuer, Iris Dysart, Bill Moyer, Dennis Mertz

Staff Present: Mark Loughry, Lloyd Martley, Gene Myracle, Mitch Pleak, Corey Swisher and Patrick Reavey

Media Present: None

**2. Consent Agenda**

- a. Approve November 15, 2010 Minutes
- b. Approve Treasurer's Report
- c. Approve Casey's General Store Cereal Malt Beverage License
- d. Theno Estates Boundary Resolution No. 2010-12
- e. Letter of support for the Leavenworth County Council on Aging

Washington moved to approve the Consent Agenda with Moyer seconding. The motion passed unanimously, 5-0.

**3. Call to Public**

Ed Bush expressed concern about the proposed sewer and solid waste fee increases.

**4. Unfinished Business**

There was none.

**5. New Business**

**6. External Audit Services - Auditor Contract**

In October the City of Basehor issued a Request for Proposals (RFP) to secure external audit services for a two-year period to begin with fiscal year 2010 with the option to extend the agreement for three additional one year periods. On December 6, 2010 the Basehor City Council directed staff to prepare a contract for services with Lowenthal, Webb & Oderman to perform the City's annual audit. Washington moved to approve Lowenthal, Webb & Odermann, P.A., as the City's external and independent auditors with Breuer seconding. The motion passed unanimously, 5-0.

**7. Solid Waste Collection Services Contract**

In October the City of Basehor issued a Request for Proposals (RFP) to several regional solid waste collection service providers. On December 6, 2010 after reviewing the two received proposals Council directed staff to prepare a contract for consideration by the Council to include:

- Carted Curbside Solid Waste Collection with Single Stream Recycling with a per residence cost to the City of \$11.45.

Staff explained the total residential bill for solid waste collection would be \$14.03 after adding the \$2.58 administrative fee. Basehor's \$14.03 solid waste collection and curbside recycling fee will continue to represent the best value for similar services in the region. Moyer stressed that it would be irresponsible for the City to not pursue recycling.

#### **8. *Solid Waste Collection and Recycling Fee - Ordinance No. 579***

Washington moved to approve Ordinance 579 establishing the monthly residential solid waste and curbside recycling fee at \$14.03 with Moyer seconding. The motion passed 4-1, with Dysart opposed.

#### **9. *Sewer Connection Fees***

In early 2008 the Basehor City Council established that the sewer connection fee would be set at \$2,950 and then increased by \$250 annually (Ord. 524). The current fee is \$3,450 which represented one of the highest sewer connection rates in the region. On December 6, 2010 Council directed staff to return with an ordinance amending Ordinance 524. The purpose of the Ordinance would be to eliminate the mandated increase and leave the connection fee at \$3,450. Staff recommended approving Ordinance No. 580 subsequently amending Ordinance No. 524.

#### **10. *Sewer Rate Increase***

On December 6, 2010 the Basehor City Council was informed the total budgeted expenditures in the Sewer Fund were required to be raised in 2011 due to an increase in debt service obligations. Without a very significant and improbable increase in new sewer customers over the next several years annual sewer rate increases would be required to maintain the Sewer Funds solvency.

Council agreed to increase sewer fees to \$10.61 per 1,000 gallons effective January 1, 2011 and establish an ongoing annual increase of 2.5%. Dysart expressed concern that the increase may place an undue burden and some users. Breuer stressed the importance of maintaining the City's critical infrastructure.

#### **11. *Sewer Services Ordinance No. 580***

Mertz moved to approve the Ordinance establishing a \$10.61 per 1,000 gallon sewage rate beginning on January 1, 2011 with ongoing annual increases of 2.5% effective January 1 of each year with Breuer seconding. The minimum base rate will continue to be the 1.5x the base rate for 1,000 gallons. The Ordinance also established the sewer connection fee will remain at \$3,450. The motion passed 4-1, with Dysart opposed.

**12. Resolution No. 2010-11 Pride showing Governing Body support**

Washington moved to approve the Resolution with Mertz seconding. The motion passed unanimously, 5-0.

**13. Probation Services Agreement**

Washington moved to approve the agreement with Mertz seconding. The motion passed unanimously, 5-0.

**14. 2010 BLAS Contribution for \$1000.00**

Washington moved to approve the contribution request with Moyer seconding. The motion passed unanimously, 5-0.

**15. City Administrator's Report**

- a. Care Council Donation Distribution list

Council clarified the Leavenworth County Humane Society had not applied for funding.

- b. Pavement Management Plan Follow-up

Loughry explained the plan would be brought before Council in February.

**16. Mayor's Report**

Hill wished everyone in attendance a very Merry Christmas.

**17. Council Members Report**

Mertz asked for an update on the status of finding a programming provider for the Field of Dreams athletic facility.

**18. Executive Session**

There was none.

**19. Adjournment**

Mertz moved to adjourn with Dysart seconding. The motion passed unanimously, 5-0.

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Terry Hill, Mayor

Attest:

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Corey Swisher, City Clerk



# *The City of Basehor*

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**Date:** January 11, 2011

**To:** Basehor City Council  
Mark Loughry, City Administrator

**From:** Corey Swisher, City Clerk/Finance Director

**Re:** December 2010 Treasurer's Report

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The attached report contains the financial summaries of the revenue and expenditure activities of the City of Basehor for the month ending December 31, 2010.

# CITY OF BASEHOR

## DECEMBER 2010 FINANCIAL SNAPSHOT

### Funds

Fund	Budget	Revenues	Expenditures	% Utilized
General	\$2,498,400	\$1,800,788	\$1,652,162	66%
Bond & Interest	\$531,499	\$486,551	\$531,121	100%
Special Highway	\$481,000	\$439,076	\$244,739	51%
Special Park	\$35,000	\$9,476	\$2,570	7%
Sewer	\$1,333,544	\$1,012,427	\$1,210,977	91%
Solid Waste	\$211,100	\$177,382	\$147,807	70%
Municipal Equipment Reserve	\$150,000	\$372	\$15,044	10%
Capital Improvement	\$400,000	\$290,548	\$399,976	100%
Cedar Lakes Maintenance	\$30,000	\$9,689	\$23,812	79%

### Department

General	Budget	Expenditures	Remaining Balance	% Utilized
Administration	\$311,595	\$256,378	\$55,217	82%
Street Department	\$213,249	\$182,133	\$31,116	85%
Governing Body/Administrator	\$166,370	\$11,259	\$155,111	7%
Police	\$804,738	\$651,804	\$152,934	81%
City Facilities	\$35,190	\$58,553	-\$23,363	166%
Park & Recreation	\$18,342	\$14,046	\$4,296	77%
Employee Benefits	\$388,496	\$341,504	\$46,992	88%
Planning & Zoning	\$232,233	\$136,483	\$95,750	59%

### City Debt

	2009	2010	% Change
General Obligation Debt	\$4,795,059	\$4,368,878	-9.75%
State Revolving Loans	\$11,848,306	\$11,299,991	-4.85%

### Idle Funds

	2009YTD	2010YTD	% Change
Checking Account	\$20,572	\$68,432	70%
Money Market Account	\$5,357,564	\$4,067,627	-32%



## SEWER FUND HIGHLIGHTS

	2009	2010	
	SWR	SWR	%
MONTH	COUNT	COUNT	DIFFERENCE
January	1601	1655	3.26%
February	1601	1658	3.44%
March	1606	1663	3.43%
April	1607	1666	3.54%
May	1622	1671	2.93%
June	1631	1674	2.57%
July	1636	1668	1.92%
August	1642	1670	1.68%
September	1639	1672	1.97%
October	1646	1671	1.50%
November	1652	1670	1.08%
December	1654	1676	1.31%
<b>AVERAGE</b>	1628	1668	2.39%

	2009	2010	
	SWR	SWR	%
MONTH	BILLED	BILLED	DIFFERENCE
January	57,005.47	57,650.02	1.12%
February	57,052.65	57,919.69	1.50%
March	57,206.04	57,968.33	1.32%
April	55,256.28	58,142.23	4.96%
May	56,186.89	57,035.02	1.49%
June	56,196.84	59,123.05	4.95%
July	56,631.18	58,427.72	3.07%
August	56,972.45	58,478.41	2.58%
September	57,329.70	57,767.28	0.76%
October	57,211.36	57,921.75	1.23%
November	57,382.99	57,896.98	0.89%
December	57,592.36	57,517.53	-0.13%
<b>TOTAL</b>	682,024.21	695,848.01	1.99%

	2009	2010	
	AVERAGE	AVERAGE	%
MONTH	SWR BILL	SWR BILL	DIFFERENCE
January	\$35.61	\$34.83	-2.23%
February	\$35.64	\$34.93	-2.02%
March	\$35.62	\$34.86	-2.19%
April	\$34.38	\$34.90	1.49%
May	\$34.64	\$34.13	-1.49%
June	\$34.46	\$35.32	2.43%
July	\$34.62	\$35.03	1.17%
August	\$34.70	\$35.02	0.91%
September	\$34.98	\$34.55	-1.25%
October	\$34.76	\$34.66	-0.28%
November	\$34.74	\$34.67	-0.20%
December	\$34.82	\$34.32	-1.46%
<b>AVERAGE</b>	\$34.91	\$34.77	-0.42%



## SOLID WASTE FUND HIGHLIGHTS

MONTH	2009	2010	% DIFFERENCE
	SOLID WASTE COUNT	SOLID WASTE COUNT	
January	1407	1,458	3.50%
February	1411	1,463	3.55%
March	1421	1,469	3.27%
April	1427	1,475	3.25%
May	1434	1,488	3.63%
June	1443	1,493	3.35%
July	1449	1,493	2.95%
August	1460	1,496	2.41%
September	1458	1,494	2.41%
October	1459	1,492	2.21%
November	1464	1492	1.88%
December	1463	1487	1.61%
<b>AVERAGE</b>	1,441	1,483	2.83%

MONTH	2009	2010	% DIFFERENCE
	SOLID WASTE COUNT	SOLID WASTE COUNT	
January	\$13,701.41	\$14,625.07	6.32%
February	\$13,740.05	\$14,670.04	6.34%
March	\$13,817.20	\$14,699.83	6.00%
April	\$13,904.95	\$14,762.29	5.81%
May	\$13,978.02	\$14,892.23	6.14%
June	\$14,201.35	\$14,959.42	5.07%
July	\$14,530.51	\$14,964.73	2.90%
August	\$14,596.46	\$14,995.03	2.66%
September	\$14,629.78	\$14,985.04	2.37%
October	\$14,615.12	\$14,974.40	2.40%
November	\$14,640.15	\$14,966.07	2.18%
December	\$14,669.90	\$14,899.96	1.54%
<b>TOTAL</b>	\$14,252.08	\$14,866.18	4.14%

MONTH	2009	2010	% DIFFERENCE
	AVERAGE BILL	AVERAGE BILL	
January	\$9.74	\$10.03	2.89%
February	\$9.74	\$10.03	2.89%
March	\$9.72	\$10.01	2.90%
April	\$9.74	\$10.01	2.70%
May	\$9.75	\$10.01	2.60%
June	\$9.72	\$10.02	2.99%
July	\$10.03	\$10.02	-0.10%
August	\$10.00	\$10.02	0.20%
September	\$10.03	\$10.02	-0.07%
October	\$10.02	\$10.04	0.20%
November	\$10.00	\$10.03	0.30%
December	\$10.03	\$10.02	-0.10%
<b>AVERAGE</b>	\$9.88	\$10.02	1.45%

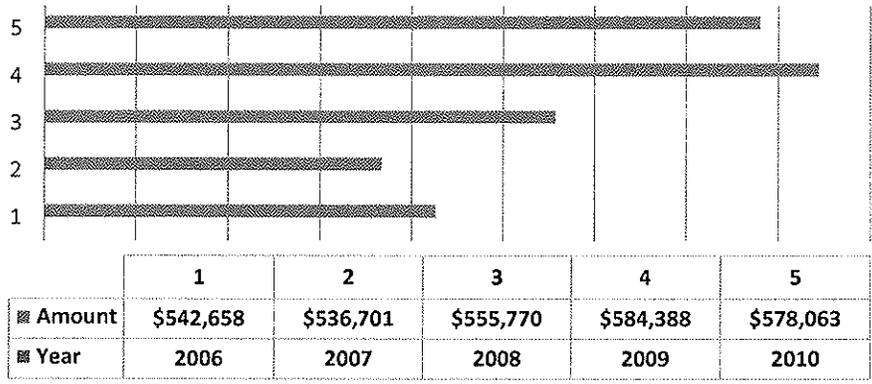
Sales Tax 2006 - 2010

Post Date	Sales Tax 2006 - 2010					Difference		2009 YTD	2010 YTD	Difference		% Difference
	2006	2007	2008	2009	2010	'09 - '10	% Difference			'09 - '10	% Difference	
Jan	40,240.09	43,040.41	43,516.85	43,726.32	44,933.16	1,206.84	2.8%	43,726.32	44,933.16	1,206.84	2.8%	
Feb	40,459.89	44,273.79	46,544.07	49,937.92	59,338.25	9,400.33	18.8%	93,664.24	104,271.41	10,607.17	11.3%	
Mar	37,554.64	35,899.77	46,125.81	59,417.29	44,064.14	-15,353.15	-25.8%	153,081.53	148,335.55	-4,745.98	-3.1%	
Apr	36,071.53	39,334.11	41,298.70	41,900.26	46,686.51	4,786.25	11.4%	194,981.79	195,022.06	40.27	0.0%	
May	46,565.17	45,142.71	44,634.80	41,070.02	47,865.00	6,794.98	16.5%	236,051.81	242,887.06	6,835.25	2.9%	
June	51,403.77	46,335.58	52,647.16	43,320.60	48,059.05	4,738.45	10.9%	279,372.41	290,946.11	11,573.70	4.1%	
July	49,662.85	49,500.52	47,720.81	46,612.85	43,151.43	-3,461.42	-7.4%	325,985.26	334,097.54	8,112.28	2.5%	
Aug	56,212.59	46,173.87	47,209.53	50,284.61	52,935.19	2,650.58	5.3%	376,269.87	387,032.73	10,762.86	2.9%	
Sept	43,589.74	44,486.92	50,855.51	52,550.48	52,062.71	-487.77	-0.9%	428,820.35	439,095.44	10,275.09	2.4%	
Oct	48,508.43	51,633.80	48,068.36	52,382.92	47,483.47	-4,899.45	-9.4%	481,203.27	486,578.91	5,375.64	1.1%	
Nov	46,597.06	46,598.51	43,264.92	47,111.87	44,789.92	-2,321.95	-4.9%	528,315.14	531,368.83	3,053.69	0.6%	
Dec	45,793.00	44,281.28	43,884.31	56,073.14	46,693.70	-9,379.44	-16.7%	540,661.96	578,062.53	37,400.57	6.9%	
	542,658.76	536,701.27	555,770.83	584,388.28	578,062.53	-6,325.75	0.6%					

Difference 2009 - 2010 -21,681.06  
 -3.8% Down 2009 to 2010

2010 Budget Sales Tax \$652,496  
 2010 To Date Sales Tax \$578,063 88.59%  
 2010 TDD Sales Tax \$15,355.31  
 2009 TDD Sales Tax \$8,186.58

2006-2010 YTD Sales Tax Collections



**FIRST ADDENDUM TO:**

**AN AGREEMENT BETWEEN THE CITY OF BASEHOR, KANSAS, AND  
SEWER DISTRICT NO. 3 (GLENWOOD) OF LEAVENWORTH COUNTY,  
KANSAS, PROVIDING FOR THE TREATMENT OF WASTEWATER**

COME NOW THE PARTIES TO THIS FIRST ADDENDUM, The City of Basehor, Kansas (hereinafter referred to as "the City"), and Sewer District No. 3 (Glenwood) of Leavenworth County, Kansas (hereinafter referred to as "the District"), and on the \_\_\_\_ day of \_\_\_\_\_, 2011, do agree to this First Addendum to an Agreement providing for connection of the District to the City's sewer treatment system, and treatment of the District's wastewater, said terms of the First Addendum to be as follows:

1. The District is authorized to enter into this First Addendum pursuant to the provisions of K.S.A. 19-27a02. The City is authorized to enter into this First Addendum pursuant to the provisions of K.S.A. 12-101. The District and City are jointly authorized to enter into this First Addendum pursuant to the provisions of K.S.A. 12-2908.

2. The City and District have previously provided for connection of the District to the City's sewer treatment system, and treatment of the District's wastewater, by entering into the Agreement attached hereto as **Exhibit A** (hereinafter referred to as "Initial Agreement").

3. Throughout the Initial Agreement, and Exhibits attached thereto, reference is made to the connection charges to be imposed on the District for connecting to the City's wastewater treatment system. The City and District mutually agree to revise said connection fees to provide that residents of the District may connect to the City sewer system at the current in-City rate of \$3,450 for each connection, plus a \$78 up-size charge for each connection. In the event that the in-City connection rate is increased by the City before all District residents have connected to the City sewer system, then District residents connecting after the increase shall pay said increased rate, plus the \$78 up-size fee.

4. Notwithstanding anything stated herein, District residents (to include Glenwood Ridge Elementary School) that have not been annexed into the City will pay the out of City rate for treatment of their sewer, said rate to be reflected in the monthly sewer use fee as calculated pursuant to the City Code.

5. All other provisions and requirements of the Initial Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have hereunto executed this First Addendum as of the date and year first above written.

**CITY OF BASEHOR, KANSAS**

By: \_\_\_\_\_  
Terry Hill, Mayor

By: \_\_\_\_\_  
Corey Swisher, City Clerk

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Patrick G. Reavey, City Attorney

**LEAVENWORTH COUNTY, KANSAS**

By: \_\_\_\_\_

By: \_\_\_\_\_  
, County Clerk

APPROVED AS TO FORM:

By: \_\_\_\_\_  
David Van Parys, County Attorney

**AN AGREEMENT BETWEEN THE CITY OF BASEHOR, KANSAS, AND  
SEWER DISTRICT NO. 3 (GLENWOOD) OF LEAVENWORTH COUNTY,  
KANSAS, PROVIDING FOR THE TREATMENT OF WASTEWATER**

COME NOW THE PARTIES TO THIS AGREEMENT, The City of Basehor, Kansas hereafter referred to as "City", and Sewer District No. 3 (Glenwood) of Leavenworth County, Kansas, hereinafter referred to as "District", and recite the following as the terms of their agreement:

1. The District is authorized to enter into this agreement pursuant to the provisions of K.S.A. 19-27a02. The City is authorized to enter into this agreement pursuant to the provisions of K.S.A. 12-101. The District and City are jointly authorized to enter into this agreement pursuant to the provisions of K.S.A. 12-2908.
2. The purpose of this agreement is to provide for the treatment by the City, the wastewater generated from within the boundaries of the District.
3. The City hereby agrees to accept for treatment in an approved wastewater treatment facility, wastewater generated from within the boundaries of the District.
4. The District hereby accepts responsibility for notification of affected property owners, acquisition of utility easements, coordination with Glenwood Ridge Elementary School, and for organizing meetings, as needed, with affected property owners.
5. The District hereby agrees to construct such necessary and appropriate facilities as may be needed to transport wastewater generated from within the boundaries of the District to a connection point of the sewer facilities maintained by the City. New construction should be designed in accordance with City specifications, and to accommodate projected growth in the area. A general schematic diagram of the facilities to be constructed is attached hereto as "Exhibit 1" and incorporated fully herein. The District agrees to utilize construction plans prepared by a Professional Engineer in constructing the facilities generally shown in "Exhibit 1" and to allow the City to inspect and approve said construction at all phases of the project.
6. The District hereby agrees to announce the bid opening for construction to the City of Basehor so that a representative may be present.
7. The City hereby agrees to cooperate and assist with the above efforts to facilitate the timely connection of the new system.
8. Upon the completion by the District of the facilities as mutually agreed upon and generally shown in "Exhibit 1" the City agrees to accept ownership and responsibility for the maintenance of said facilities and the existing public facilities of the District, with the exception of the existing lagoon system. It shall be the responsibility of the District to cause such necessary assessments to be made within the boundaries to collect such

needed revenues to pay in full any temporary notes, bonds or loans as may be obtained by the District.

9. The District agrees to pay to the City appropriate connection fees for connection of the District to the treatment facilities of the City pursuant to this agreement as shown in "Exhibit 2". For the initial connection of the District to the wastewater treatment facilities of the City, the District shall upon receipt of such funds from the State Revolving Loan Fund (SRF), make payment to the City as detailed in "Exhibit 2".

10. The City shall be entitled to charge to each residential building, and the Glenwood Ridge Elementary School, served by the City within the District a monthly sewer use fee in an amount not to exceed 150% of the base fee charged by the City to the residents of the City of monthly sewer use. It shall be the responsibility of the City to assess and collect such monthly sewer use fees. In the event that the City annexes any area within the District, the City agrees to reduce the monthly base sewer use fee to users to 100% of the base fee charged to the residents of the City. Nothing in this agreement shall be construed as to prevent the City of Basehor from adding additional charges for the monthly sewer use fee based upon use above and beyond the amount of usage upon which the base monthly fee is calculated, for the operation of any grinder pump systems or such other assessments as may be required in order to effect the treatment of wastewater generated within the District.

11. The City of Basehor recognizes that the Basehor-Linwood School District (USD #458) wishes to start construction on an addition to the existing Glenwood Ridge Elementary school facility, with a projected completion date in the Fall of 2009, and a new Middle School, with projected completion in the fall of 2010. This new addition may not connect to the existing lagoon system and an occupancy permit is contingent upon proper operation of the new sanitary sewer system.

12. The District will enter into a standard agreement with the City for the inspection of sewer systems as outlined in the Basehor Technical Specification under the guidelines outlined by the Kansas Department of Health and Environment (KDHE).

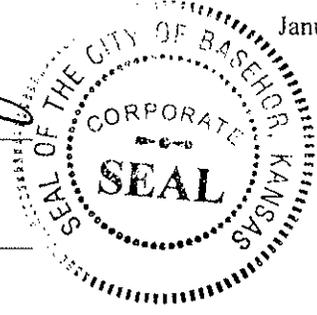
13. The responsibility for the decommissioning of the existing lagoon system remains with the District.

14. Annexation of the Glenwood Estates Subdivision, Glenwood Ridge Elementary School and the future Basehor-Linwood Middle School property and any other property that intends to connect to the Basehor sanitary sewer system may be expected when the completed sanitary sewer system connects to the City system.

WHEREFORE IT IS SO AGREED TO THIS 22 DAY OF January, 2009

FOR THE CITY: *Chris Green*

ATTEST: *[Signature]*

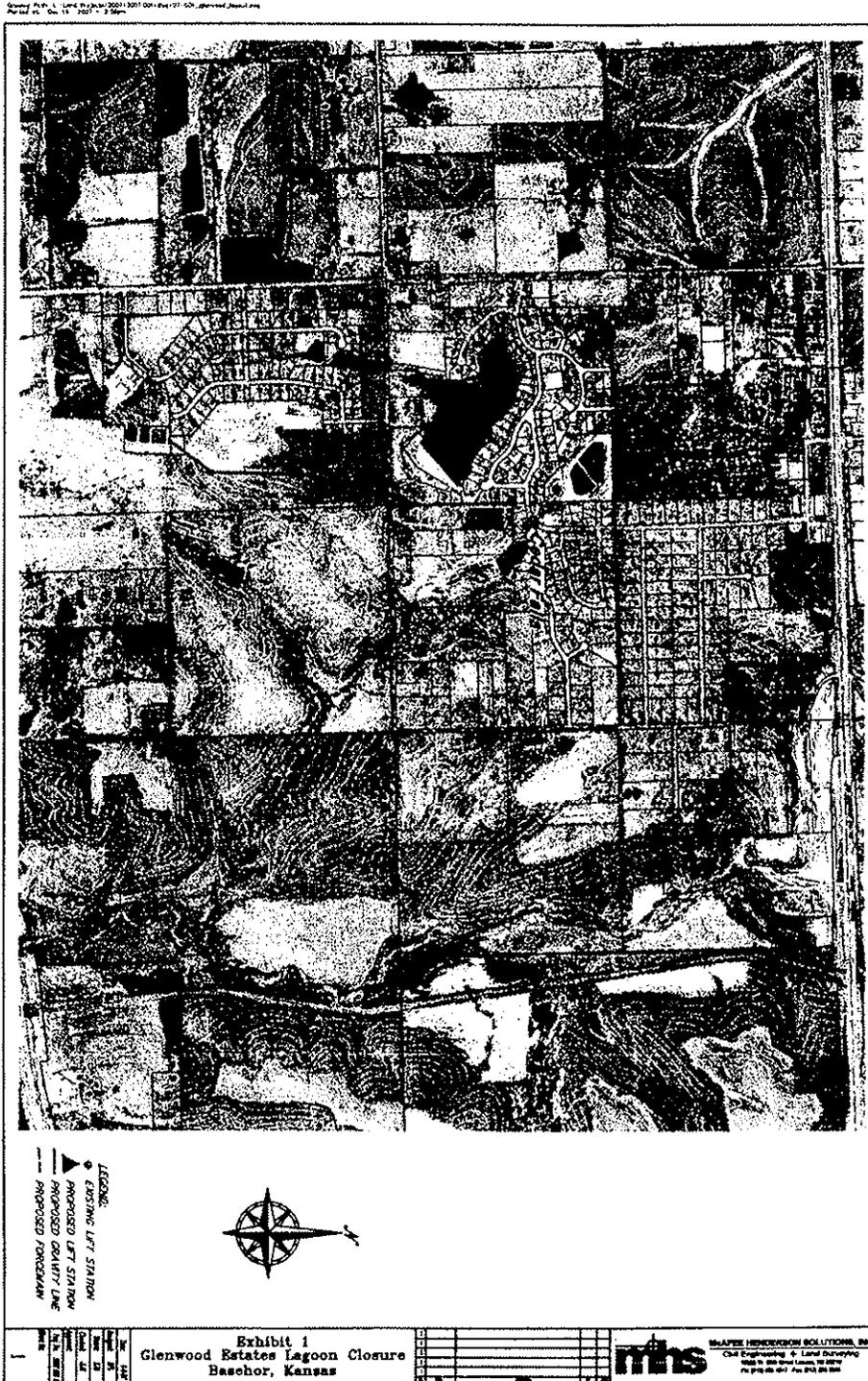


FOR THE DISTRICT: *[Signature]*

ATTEST: *Jane & Dickson*

# Exhibit 1

Map of the proposed routing of the sewer line from the existing Glenwood lagoons to the Cedar Falls lift station. Lots highlighted in blue are on septic systems.



**Exhibit #2**

CONNECTION FEES TO BE PAID TO THE CITY OF BASEHOR AND  
APPORTIONMENTS FOR THE CONNECTION OF SEWER DISTRICT NO. 3 OF  
LEAVENWORTH COUNTY, KANSAS, TO THE WASTEWATER TREATMENT  
FACILITIES OF THE CITY OF BASEHOR, KANSAS

**Project 1 - Glenwood Estates – Sewer District No. 3**

Connection Fees ( <del>97</del> lots @ \$4575 per lot)	<del>\$443,775.00</del>
91 Lots @ \$4425	\$402,675

**Project 2 – Glenwood Ridge Elementary School**

Connection Fee (1 @ \$4,575)	\$4,575.00
4425	4425

**Project 3 – Middle School**

Connection Fee (1 @ \$4,575.00)	\$4,575.00
4425	4425

**Project 4 – Vacant Ground**

Potential connection Fees (to be paid at the time building permits are issued will be established at the then current City of Basehor rate)	\$0.00
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**Total Connection Fees (Projects 1-4)**

\$452,925.00
\$ 411,525.00

**Exhibit #3**

**ESTIMATED CONSTRUCTION COSTS FOR THE CONNECTION OF SEWER DISTRICT  
NO. 3 OF LEAVENWORTH COUNTY, KANSAS, TO THE WASTEWATER TREATMENT  
FACILITIES OF THE CITY OF BASEHOR, KANSAS**

**Project 1 - Glenwood Estates – Sewer District No. 3**

Construction Cost	\$971,197.06
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**Project 2 – Glenwood Ridge Elementary School**

Construction Cost	\$20,170.46
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**Project 3 – Middle School**

Construction Cost	\$48,346.71
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**Project 4 – Vacant Ground**

Construction Cost	\$0
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<b>Total Construction Cost (Projects 1-4)</b>	<b>\$1,039,714.23</b>
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**Exhibit #4**

**APPORTIONMENTS FEES TO BE PAID TO THE CITY OF BASEHOR FOR UPSIZING  
THE PINEHURST LIFTSTATION TO THE WASTEWATER TREATMENT FACILITIES,  
CITY OF BASEHOR, KANSAS**

<b>Project 1 - Glenwood Estates – Sewer District No. 3</b>	
Pinehurst Upsize Fee (97 lots @ \$370 per lot)	\$35,890.00
<b>Project 2 – Glenwood Ridge Elementary School</b>	
Pinehurst Upsizing Fee	\$1,850.00
<b>Project 3 – Middle School</b>	
Pinehurst Upsizing Fee	\$4,440.00
<b>Project 4 – Vacant Ground</b>	
Pinehurst Upsizing Fee	\$0.00
<b>Total Upsizing Fees (Projects 1-4)</b>	<b>\$ 42,180.00</b>

### Exhibit 5

TOTALS FEES TO BE PAID TO THE CITY OF BASEHOR AND APPORTIONMENTS FOR  
THE CONNECTION OF SEWER DISTRICT NO. 3 OF LEAVENWORTH COUNTY,  
KANSAS, TO THE WASTEWATER TREATMENT FACILITIES OF THE CITY OF  
BASEHOR, KANSAS

**- Connection Fees**

(From Exhibit #3)

Glenwood Estates	\$443,775.00
Glenwood Ridge Elementary School	\$4,575.00
Middle School	\$4,575.00
Vacant Ground	\$0.00
Total	<b>\$457,500.00</b>

**- Upsizing Fees**

(From Exhibit #4)

Glenwood Estates	\$35,890.00
Glenwood Ridge Elementary School	\$1,850.00
Middle School	\$4,440.00
Vacant Ground	\$0.00
Total	<b>\$42,180.00</b>

**- Vacant Ground**

(From Exhibits #2-#4)

Construction Cost	\$0
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**Total Projected Loan Costs**

**\$499,680.00**

**Exhibit 6**

**RECAP OF TOTALS FEES TO BE PAID TO THE CITY OF BASEHOR AND  
APPORTIONMENTS FOR THE CONNECTION OF SEWER DISTRICT NO. 3 OF  
LEAVENWORTH COUNTY, KANSAS, TO THE WASTEWATER TREATMENT  
FACILITIES OF THE CITY OF BASEHOR, KANSAS**

**Project 1 – Glenwood Estates**

Design Costs	\$137,228.35
Construction Costs	\$971,197.06
Connection Fees	\$443,775.00
Upsizing Fees	\$ 35,890.00
<b>Total</b>	<b>\$1,588,090.41</b>

**Project 2 – Glenwood Ridge Elementary School**

Design Costs	\$ 2,850.05
Construction Costs	\$20,170.46
Connection Fees	\$ 4,575.00
Upsizing Fees	\$ 1,850.00
<b>Total</b>	<b>\$29,445.51</b>

**Project 3– Linwood/Basehor Middle School**

Design Costs	\$ 6,831.30
Construction Costs	\$48,346.71
Connection Fees	\$ 4,575.00
Upsizing Fees	\$ 4,440.00
<b>Total</b>	<b>\$64,193.01</b>

**Project 4 – Vacant Ground**

Construction Cost	\$0
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<b>Total Projected Loan Costs</b>	<b>\$1,681,728.93</b>
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**RESOLUTION 2011-02**

WHEREAS, the undersigned is a municipality, as defined in K.S.A. 12-1675, as amended,(the “Participant”) and from time to time has funds on hand in excess of current needs, and

WHEREAS, it is the best interest of the Participant and its inhabitants to invest funds in investments that yield a favorable rate of return while providing the necessary liquidity and protection of the principal; and

WHEREAS, the Pooled Money Investment Board (the “PMIB”), operates the Municipal Investment Pool (MIP), a public funds investment pool, pursuant to Chapter 254 of the *1996 Session Laws of Kansas*, and amendments thereto

NOW THEREFORE, be it resolved as follows:

1. The municipality designated below approves the establishment of an account in its name in the MIP for the purpose of transmitting funds for investment, subject to the MIP Participation Policy adopted by the Pooled Money Investment Board, and municipality acknowledges it has received a current copy of such Participation Policy. The Participant’s taxpayer identification number assigned by the Internal Revenue Service is 48-073289.
  
- 2 The following individuals, whose signatures appear directly below, are officers or employees of the Participant and are each hereby authorized to transfer funds for investment in the MIP and are each authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of funds:

List officers or employees authorized to execute documents and make deposits and withdrawals:

Name Mary Loughry Title City Administrator

Signature \_\_\_\_\_

Name Corey Swisher Title City Clerk / Finance Director

Signature \_\_\_\_\_

Name Kristine Olson Title Accounting Clerk

Signature \_\_\_\_\_

3. Notice required by the PMIB's Municipal Investment Pool Participant Policy shall be provided to :

Contact Person Corey Swisher c/o City of Basehor

Address PO Box 406

Basehor, Kansas 66007  
(City) (Zip)

Telephone 913 724-1370

Fax No. 913 724-3388

4. This Resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant and until the PMIB receives a copy of any such amendment or revocation, the PMIB is entitled to rely on same.

This resolution is hereby introduced and adopted by the Participant at its regular/special meeting held on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Name of Participant

\_\_\_\_\_  
ATTEST

by: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

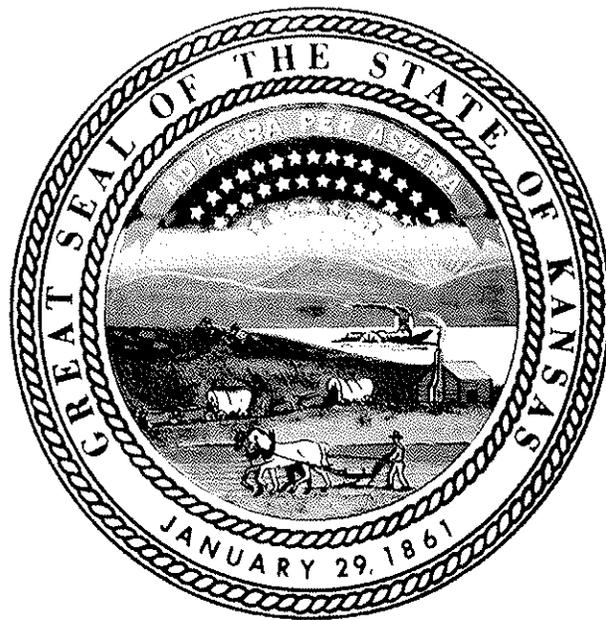
\_\_\_\_\_  
Printed Name

NOTE: The State needs original signatures.  
Certified copy of resolution required.

\_\_\_\_\_  
Title

# **INVESTMENT POLICY**

## **POOLED MONEY INVESTMENT PORTFOLIO**



**State of Kansas**

**Pooled Money Investment Board**

*Approved November 16, 2010*

## **I. POLICY STATEMENT**

It is the policy of the State of Kansas, Pooled Money Investment Board (hereinafter referred to as "Board" or "PMIB") to invest the Pooled Money Investment Portfolio (which consists of moneys held in State idle funds and the Municipal Investment Pool) in a manner which will provide a reasonable rate of return with the maximum security while meeting the daily cash flow demands of the State and conforming to all statutes governing the investment of state moneys. The standard of prudence to be used by investment officials shall be the prudent person standard, which shall be applied in the context of managing an overall portfolio. This standard states that investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived. Investment officers and Board members acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, if deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

## **II. SCOPE**

This investment policy applies to all moneys in the treasury of the state or coming lawfully into the possession of the treasurer, pursuant to K.S.A. 75-4201, et seq., including the Municipal Investment Pool. The moneys are accounted for in the Board's annual financial report to the Legislature and include investment account moneys, as specified in K.S.A. 75-4209, as amended. The board specifically manages the Pooled Money Investment Portfolio, Health Care Stabilization Fund, and Special Funds. The PMIB performs transaction execution, investment accounting, and provides investment advice for the Kansas Department of Transportation (KDOT). KDOT, however, retains responsibility for the investment decisions on the KDOT investments. The PMIB also administers the Municipal Investment Pool.

## **III. GENERAL OBJECTIVES**

The primary objectives, in priority order of the Board's investment activities, shall be as follows:

- A. **Safety.** Safety of principal is the foremost objective of the investment program. Investments by the Board shall be undertaken in a manner that seeks to ensure preservation of capital in the overall portfolio. This includes mitigating credit and interest rate risk.

1. Credit Risk

The PMIB will minimize credit risk, the risk of loss due to the failure of the security issuer or backer, by:

- a. Limiting investments to the safest types of securities
- b. Pre-qualifying the financial institutions, brokers/dealers, intermediaries, and advisers with which the PMIB will do business
- c. Diversifying the investment portfolio so that potential losses on individual securities will be minimized.

## 2. Interest Rate Risk

The PMIB will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates, by:

- a. Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity
- b. Investing operating funds primarily in shorter-term securities.

- B. **Liquidity.** The pooled money investment portfolio will remain sufficiently liquid to meet all operating requirements that might be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands.
- C. **Return on Investment.** The pooled money investment portfolio shall be designed with the objective of attaining a reasonable rate of return throughout budgetary and economic cycles, taking into account investment risk constraints and the cash flow characteristics of the portfolio. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

## IV. PERFORMANCE EVALUATION AND REPORTING

Investment performance is continually monitored and evaluated by the Director of Investments using investment strategies developed under the investment principles referred to in K.A.R. 122-3-1 and this policy. Investment performance statistics and activity reports are generated by staff. The Director of Investments will provide summary reports on a monthly basis for the Board and annually for the Legislature.

The current benchmark is the S&P Rated GIP Index/General Purpose Taxable. External comparative performance reviews will be conducted as the Board deems necessary.

### A. Performance Evaluation Methodology

1. The value of the pooled money investment portfolio's holdings shall be calculated and reported in three ways: market value, par value, and amortized cost.

2. The earnings of the pooled money investment portfolio shall be calculated and reported based on generally accepted accounting principles for securities accounting.
3. The yield on the pooled money investment portfolio shall be calculated and reported as the yield to maturity. This calculation takes into account the face value (par), price paid, coupon rate and time to maturity.

B. Monthly Performance Analysis

The following reports shall be produced monthly and provided in the monthly report to the Board:

1. Month-end Investment Summary

The month-end investments will be summarized by type of investment. The report will include a summary of the amortized cost of the holdings in the pooled money investment portfolio as well as the market value and par value of those holdings.

2. Diversification/Distribution Summary

This report will outline the diversification and distribution by type of investment and weighted average term to maturity.

3. Other Reports

Other reports will include the following:

- a. Earned investment yield for period;
- b. Total return for the period;
- c. Interest earned for period;
- d. Maturity schedule by month;
- e. Evaluation of portfolio to selected benchmark; and
- f. Other reports as requested by the Board.

C. Annual Reporting

Annually, a report shall be prepared summarizing the above for the most recent fiscal year. This report shall be submitted to the Legislature pursuant to statute at the beginning of each legislative session. Additionally, K.S.A. 46-1106(a) requires an annual written audit report by an independent auditor on the financial management practices of the Pooled Money Investment Board.

## V. PERMITTED INVESTMENTS

- A. Certificates of deposit in Kansas banks as authorized by K.S.A. 75-4237, which are fully collateralized as required by K.S.A. 75-4218, as amended. The maximum dollar amount invested in Certificates of Deposit in any one bank shall never exceed 2.5% of the Pooled Money Investment Portfolio. If multiple offers of certificates of deposit are received for an amount that exceeds the total amount available for investment accounts that day for any maturity, awards of certificates of deposit shall be made available in ascending order from the smallest to the largest dollar amounts offered. The maximum dollar amount invested in Kansas Bank Certificates of Deposit shall never exceed 15 percent of the Pooled Money Investment Portfolio.
- B. Direct obligations of, or obligations that are insured as to principal and interest by, the United States of America or any agency thereof.
- C. Obligations and securities of United States sponsored enterprises that under federal law may be accepted as security for public funds. Moneys available for investment shall not be invested in mortgage-backed securities of such enterprises, which include the Government National Mortgage Association.
- D. Repurchase and reverse repurchase agreements with a bank or a primary government securities dealer that reports to the Market Reports Division of the Federal Reserve Bank of New York for direct obligations of, or obligations that are insured as to principal and interest by, the United States government or any agency thereof and obligations and securities of United States government-sponsored enterprises that under federal law may be accepted as security for public funds. Such repurchase and reverse repurchase agreements may be made only with banks and dealers that have entered into fully executed master repurchase agreements on file with the Board, and which have received a minimum short-term debt rating of A1/P1.

Except as otherwise authorized by the Board, the market value of the securities underlying any repurchase agreement shall be maintained with a market value of at least 102% of the amount of the repurchase agreement. If the market value of the securities falls below 102% of the amount of the repurchase agreement, additional securities shall be required to attain full security unless otherwise authorized by the Board.

- E. Loans pursuant to Legislative mandates. However, not more than the greater of 10% or \$140,000,000 of the state moneys shall be invested in this manner.
- F. Investments in SKILL act projects and bonds pursuant to K.S.A. 75-8920, and amendments thereto, and investments in any state agency bonds or bond projects.
- G. Commercial paper that does not exceed 270 days to maturity and which has received

one of the two highest commercial paper credit ratings by a nationally recognized investment rating firm. Commercial paper combined with corporate bonds shall not exceed 50% of the total Pooled Money Investment Portfolio, and no more than 5% of that portfolio shall be invested in the commercial paper and corporate bonds of any single business entity.

- H. Corporate bonds that have received one of the two highest credit ratings by a nationally recognized investment-rating firm, not to exceed maturities of two years. Corporate bonds combined with commercial paper shall not exceed 50% of the total Pooled Money Investment Portfolio, and no more than 5% of that portfolio shall be invested in the corporate bonds and commercial paper of any single business entity.
- I. The director of investments shall not invest state moneys in the municipal investment pool fund created under K.S.A. 1997 Supp. 12-1677a.

## VI. COLLATERALIZATION

- A. Initial Placement. Moneys to be deposited in financial institutions shall not be released until the financial institution's board has executed and adopted the Security Agreement and required custodial agreements. Alternatively, moneys may be invested in financial institutions in the form of a repurchase agreement wherein the state takes delivery of the underlying securities.
- B. Collateralization. Deposits in depository institutions doing business in the state of Kansas shall be fully collateralized at all times. Acceptable collateral for state deposits as provided in K.S.A. 75-4201, as amended, shall be limited to:
  - 1. U.S. Treasury or U.S. Government agency securities, including only those mortgage-backed securities for which the issuing government agency has guaranteed the payment of principal and interest.
  - 2. Kansas municipal bonds that are general obligations of the municipality issuing the same.
  - 3. Revenue bonds of any agency or arm of the state of Kansas.
  - 4. Revenue bonds of any municipality within the state of Kansas except the following: (A) bonds issued under the provisions of K.S.A. 12-1740 *et seq.*, and amendments thereto, unless such bonds are rated at least MIG-1 or Aa by Moody's Investors Service or AA by Standard & Poor's Corp.; and (B) bonds secured by revenues of a utility that has been in operation for less than three years.
  - 5. Temporary notes of any municipal corporation or quasi-municipal corporation within the state of Kansas that are general obligations of such corporation issuing the same.

6. Warrants of any municipal corporation or quasi-municipal corporation within the state of Kansas, the issuance of which is authorized by the State Board of Tax Appeals and that are payable from the proceeds of a mandatory tax levy.
  7. Bonds of any municipal or quasi-municipal corporation of the state of Kansas that have been refunded in advance of their maturity and are fully secured as to payment of principal and interest thereon by deposit in trust, under escrow agreement with a bank, of direct obligations of, or obligations the principal of and the interest on which are unconditionally guaranteed by, the United States of America.
  8. A letter of credit issued by a United States sponsored enterprise that under federal law may be accepted as security for public funds.
    - a. The letter of credit (LOC) must be in the format acceptable to the Office of the State Treasurer.
    - b. The Kansas State Treasurer must be designated as the irrevocable and unconditional beneficiary of the letter of credit.
    - c. The issuer and the depository bank must notify the Office of the State Treasurer by certified or registered mail at least 45 days prior to cancellation or the non-renewal of a letter of credit;
    - d. The issuer may not provide letters of credit for any one-depository bank in an amount, which exceeds ten percent of the issuer's capital and surplus.
- C. Collateral shall be priced on a market value basis. Collateral requirement is defined as the outstanding amount of state funds deposited plus accrued interest thereon less federal deposit insurance coverage. The aggregate market value of collateral must equal:
1. 100% of the collateral requirement for the following collateral types having final maturities of five years or less: U.S. Treasury or Government agency securities, excluding Collateralized Mortgage Obligations (CMO's) or Mortgage-backed Securities (MBS's).
  2. 105% of the collateral requirement for all other acceptable collateral, except:
  3. Any eligible securities which do not trade actively (defined as securities for which there is no available price on Bloomberg) require Board approval prior to acceptance.

- D. Each depository bank depositing securities with a custodial bank shall enter into a written custodial agreement with the custodial bank and the Board for the safekeeping of the securities.
- E. If a depository bank fails to meet requirements established by the Board, the depository bank shall be offered the following options:
  - 1. Close the account and return to the Board all principal and accrued interest without penalty; or
  - 2. Convert the deposit to a repurchase agreement under terms acceptable to the Board.

## **VII. MAXIMUM MATURITIES**

Investment maturities shall be scheduled in consideration of projected cash flow needs, taking into account large routine expenditures, as well as considering sizeable blocks of anticipated revenue. Investment maturities of Pooled Money Investment Portfolio securities shall be limited as follows:

- A. Time deposits in Kansas banks shall not exceed four years.
- B. Linked deposit loans shall not exceed the maturity defined by statute; for the Agricultural Production Loan program, maturity shall not exceed eight years; for the Housing Loan program, maturity shall not exceed five years.
- C. Treasury or government agencies securities shall not exceed four years.
- D. Repurchase/reverse repurchase agreements shall not exceed four years or the maturity of the securities purchased/repurchased whichever is less.
- E. Commercial paper that does not exceed 270 days to maturity and which has received one of the two highest commercial paper credit ratings by a nationally recognized investment rating firm. Commercial paper combined with corporate bonds shall not exceed 50% of the total Pooled Money Investment Portfolio, and no more than 5% of that portfolio shall be invested in the commercial paper and corporate bonds of any single business entity.
- F. Corporate bonds shall not exceed two years to maturity. Corporate bonds combined with commercial paper shall not exceed 50% of the total Pooled Money Investment Portfolio, and no more than 5% of that portfolio shall be invested in corporate bonds and commercial paper of any single business entity.

### **VIII. DIVERSIFICATION**

It is the policy of the Pooled Money Investment Board to diversify its investment portfolio so as to protect state moneys from material losses due to issuer defaults, market price changes, technical complications leading to temporary lack of liquidity, or other risks resulting from an over-concentration of assets in a specific maturity, a specific issuer, a specific geographical distribution, or a specific class of securities.

### **IX. PORTFOLIO MANAGEMENT**

Following the primary objective of preservation of capital, investment portfolios shall be actively managed to take advantage of market opportunities. In so doing, negotiable securities may be sold prior to their maturity to provide liquid funds as needed for cash flow purposes, to enhance portfolio returns, or to restructure maturities to increase yield and/or decrease risk. In practice, however, it is generally a hold to maturity portfolio.

### **X. BROKERS/DEALERS**

Investment transactions shall only be conducted with qualified institutions, *i.e.* depository banks, any Federal Reserve Bank, primary government securities dealers, or broker-dealers engaged in the business of selling government securities that are registered in compliance with Section 15 or 15C of the Securities Exchange Act of 1934 and registered pursuant to K.S.A. 17-1254, as amended, and direct dealers and issuers of qualified commercial paper. The following shall also be required:

- A. A list will be maintained of financial institutions authorized to provide investment services. In addition, a list also will be maintained of approved security broker/dealers selected by credit worthiness (e.g., a minimum capital requirement of \$10,000,000 and at least five years of operation). These may include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule) and which have received a minimum short-term debt rating of A1/P1.

All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following as appropriate:

Audited financial statements

Proof of Financial Industry Regulatory Authority (FINRA) certification

Proof of State Registration

Completed broker/dealer questionnaire (non-primary dealers only)

Business resume of individual assigned to our account

Certification of having read and understood and agreeing to comply with the PMIB's investment policy.

- B. An annual review of the financial condition and registration of qualified financial

institutions and broker/dealers will be conducted by the Investment Officer.

## **XI. DELEGATION OF AUTHORITY AND INTERNAL CONTROLS**

The authority to establish policies for the management of the assets held by the PMIB, with the exception of KDOT investments, is vested in the PMIB in K.S.A. 75-4221a. Oversight of the PMIB staff in conducting its daily functions, duties, and responsibilities is delegated to the Director of Investments. Day-to-day management responsibility for the investment program is hereby delegated to the Director of Investments, who is responsible for investment decisions and activities under the direction of the PMIB. Approval of bank designations for State agency bank accounts as set out in K.S.A. 75-4214, with balances under \$100,000, is delegated to the Director of Investments. The Director of Investments shall establish written procedures for the operation of the investment program consistent with this investment policy. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Director of Investments. The Director of Investments shall be responsible for all transactions undertaken and shall establish a system of internal controls to regulate the activities of subordinate officials.

In the development of the system of internal controls, consideration shall be given to documentation of strategies and transactions, techniques for avoiding collusion, separation of functions, delegation of authority and limitations of action, custodial safekeeping, and avoidance of bearer-form securities.

## **XII. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS**

Each security transaction, other than directly issued instruments, securities in syndicate or specially bid or offered securities, shall be executed through a competitive process involving solicitation of bids or offers from qualified institutions as set out in K.A.R. 122-3-5.

When purchasing a security, the offer that provides the highest anticipated current and future rate of return and meets the investment objectives of the portfolio shall be accepted.

When selling a security, the bid, which generates the highest sales price, shall be accepted.

## **XIII. STANDARDS OF CARE**

### **A. Prudent Person.**

Investments shall be made within the limitations of K.S.A. 75-4209 and shall be made with judgment and care, under the circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering first the safety and

liquidity of capital and next the probable income to be derived.

B. Conflicts of Interest.

PMIB members, officers, and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or that could impair their ability to make impartial investment decisions. All such investment officials shall disclose to the Board any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that are related to the performance of the State's portfolio. In accordance with K.S.A. 75-4222, a unanimous vote of the Board shall be required to award a state bank account to any bank in which any member of the Board is interested as a stockholder or officer. All investment officials shall subordinate their personal investment transactions to those of the State, particularly with regard to the timing of purchases and sales.

**XIV. QUALIFICATIONS OF BOARD MEMBERS AND INVESTMENT OFFICIALS**

A. Board Members

All members appointed to the Board shall have at least 10 years of direct work experience in the areas of finance, accounting, or management of investments or shall have at least a baccalaureate degree from an accredited college or university and at least five years of direct work experience in the areas of finance, accounting, or management of investments.

B. Director of Investments

A director of investments shall be appointed by the Board and shall be responsible for planning, directing, and managing the state moneys investment programs under the direction of the Board in accordance with applicable statutes, rules and regulations, and policies of the Board.

The director of investments shall meet qualifications established by the Board with respect to the following:

1. Education and training in a finance-related field;
2. Experience as an investment or trust officer for a financial institution, association or corporation, or experience in a finance-related field;
3. Experience in money market and fixed-income investments; and
4. Supervisory experience.

**XV. SAFEKEEPING AND CUSTODY**

All security transactions, including collateral for repurchase agreements, entered into by PMIB shall be conducted on a delivery versus payment basis. Securities will be held by the Kansas State Treasurer or a third-party custodian designated by the State Treasurer and evidenced by safekeeping receipts.

**XVI. LIQUIDITY PROVIDER**

PMIB may serve as liquidity provider on bonds issued by authorized state agencies. Such contingent obligations shall be limited to 15% of state funds held in the pooled money investment portfolio.

City of Basehor  
Agenda Item Cover Sheet

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Agenda Item No. 5

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**Topic:**

Field of Dreams Athletic Programming and Concessions Operations Contract

**Action Requested:**

Approve the proposed Field of Dreams Athletic Programming and Concessions Operations Contract with the National Youth Sports Sanctioning Organization.

**Narrative:**

In early December, 2010 the City issued a Request for Proposals (RFP) and advertised for youth athletic programming & concessions operations providers. The RFP was advertised in the *Leavenworth Times*, *Shawnee Dispatch*, *Tonganoxie Mirror*, *Baldwin Signal*, *Bonner Chieftain*, *Basehor Sentinel* and *Lawrence Journal-World*. The RFP was also posted on the City's web-site and individually sent to multiple youth sports providers in eastern Kansas. The purpose of the RFP was to secure an operator for the Field of Dreams athletic complex for a two year period to begin at the City's discretion. Staff received one response to the RFP. Staff is currently reviewing a proposed operating contract with the responding entity.

**Presented by:**

Mark Loughry, City Administrator  
Corey Swisher, City Clerk/Finance Director

**Administration Recommendation:**

Approve the proposed Field of Dreams Athletic Programming and Concessions Operations Contract with the National Youth Sports Sanctioning Organization.

**Committee Recommendation:**

**Attachments:**

Proposed contract will be provided to Council after comments are received from the potential operator.



# The City of Basehor

**Date:** January 11, 2011

**To:** Basehor City Council

**From:** Corey Swisher, City Clerk/Finance Director

**Re:** Field of Dreams Athletic Programming and Concessions Operations

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## **Background:**

In early December, 2010 the City issued a Request for Proposals (RFP) and advertised for youth athletic programming & concessions operations providers. The RFP was advertised in the *Leavenworth Times*, *Shawnee Dispatch*, *Tonganoxie Mirror*, *Baldwin Signal*, *Bonner Chieftain*, *Basehor Sentinel* and *Lawrence Journal-World*. The RFP was also posted on the City's web-site and individually sent to multiple youth sports providers in eastern Kansas. The purpose of the RFP was to secure an operator for the Field of Dreams athletic complex for a two year period to begin at the City's discretion.

The City received one response to the RFP.

## **Considerations:**

- Availability and demand for youth athletic programming in the City of Basehor.
- Council Willingness to provide youth athletic programming.

## **Attachments:**

Proposed contract will be provided to Council after comments are received from the potential operator.

City of Basehor  
Agenda Item Cover Sheet

Agenda Item No. 6

**Topic:** Zoning Regulations Text Amendment.

**Action Requested:** Approve the Zoning Regulations Text Amendment.

**Narrative:** The Zoning and Subdivision Regulations require a final plat and final development plan approval to subdivide any land within the city. Action to approve or disapprove a final plat is directly correlated to the approval of the final development plan.

The Subdivision Regulations allow a plat to have a five (5) year period to become vested. Currently, the Zoning Regulations allow a final development plan to have an eighteen (18) month period to become vested. The proposed changes will allow a final development plan to have a five (5) year period to become vested.

**Presented by:**  
Mitch Pleak, City Engineer

**Administration Recommendation:**  
Approve the Zoning Regulations text amendment.

**Committee Recommendation:**

**Attachments:**  
Staff Memo (2 pages)  
Current Zoning Regulations (4 pages)  
Ordinance (3 pages)

**Projector needed for this item?**  
No

# Memorandum

**To:** Mark Loughry  
**CC:** Mr. Mayor and City Council  
**From:** Mitch Pleak  
**Date:** 12-21-10  
**Re:** Zoning Regulations Text Amendment

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The Zoning and Subdivision Regulations require a final plat and final development plan approval to subdivide any land within the City. After approval, the project may move forward to construction. The final development plan is utilized by Staff/Governing Body to ensure what is being platted meets the zoning regulations and to detail what is being proposed physically on the property. The action to approve or disapprove a final plat is directly correlated to the approval of the final development plan.

The Subdivision Regulations allow a plat to have a five (5) year period from the time of approval to when an actual sale results in separate ownership. If this isn't met, the plat will become null and void.

The Zoning Regulations allow a final development plan to have an eighteen (18) month period from the approval time to the issuance of a building permit and start the construction of the first phase. If this is not met, the final development plan becomes null and void. The result is a plat that complies with the City's regulations and an expired final development plan.

September 27<sup>th</sup>, Staff collected information on final development allotments from surrounding communities. The surrounding communities which have a five (5) year minimum approval time for standard development plans include:

- Lansing
- Tonganoxie
- Bonner Springs
- De Soto
- Leavenworth

December 7<sup>th</sup>, Staff brought forward to the Planning Commission the text amendment to the Zoning Regulations, which will allow a five (5) year time allotment to issue a building permit

and start the construction of the first phase. The Planning Commission approved the text amendment 6-0.

The proposed text amendments are located in Section 5N(IV)(Paragraph 2) and Section 13N(Paragraph 2) within Article 7 of the Zoning Regulations.

Staff recommends the allotment of approved time for a final development plan to be five (5) years to coincide with the final plat.

- (c) The open spaces, screening, or buffering shall not be varied such that the separation of on-site structures or the separation provided for neighboring properties would be reduced, to less than 80% of the width of the open space from uses that would be provided by full compliance with the approved Preliminary Development Plan or to less than 80% of the width or 80% of the linear length of screening or buffering that would be provided by full compliance with the approved Preliminary Development Plan, nor
  - i. The location of any building or structure shall not be significantly varied in any direction to such an extent that the new outline of any building or structure would not touch the old outline of the building or structure, nor
  - ii. The floor area proposed for nonresidential uses shall not be increased by more than ten (10%) percent, nor
  - iii. The total ground area covered by buildings shall not be increased by more than five (5%) percent, nor
  - iv. The height of structures shall not be varied by more than five (5%) percent, nor
  - v. The location of any main entrance driveway shall not be varied by greater than one hundred (100) feet from its previously proposed location along any street frontage, no additional main entrance driveways shall be proposed, and no driveway access shall be proposed to streets onto which a driveway access was not previously proposed by the approved Preliminary Development Plan.
- III. A public hearing shall be held on Final Development Plans not in substantial compliance with the approved Preliminary Development Plan. Such hearing shall also consider amending the Preliminary Development Plan and shall follow the same procedures and be conducted in the same manner required for consideration of Preliminary Development Plans.
- III. A public hearing need not be held to consider insignificant modifications in the location and design of streets, facilities for water, disposal of storm water or sanitary sewers, or other public facilities required by the approved preliminary Development Plan. The burden shall be upon the applicant to show the City good cause why any variation between the Preliminary Development Plan as approved and the Final Development Plan as submitted for final approval should be approved.
- IV. In the event a public hearing is not required for Final Development Plan approval and the application for final approval has been filed, together with all drawings, specifications, and other documents in support thereof, the City generally shall consider such final plan for approval after prior consideration of the Final Development Plan at a public meeting of the Planning Commission.

Approved Final Development Plans shall become null and void eighteen (18) months from the date of approval, if a building permit has not been issued and the start of construction of at least the first phase of the development of the approved Final development plan has not begun, unless such period is extended by the Governing Body upon written request by the applicant. Upon expiration of the Final Development Plan, the matter shall be reviewed and an action may be initiated to have the planned zoning changed to the previous classification or some other zoning classification by following the procedures outlined in Article? of these regulations.

o. Minor Amendments To Final Development Plans:

Minor amendments such as changes in the location, siting, or character of buildings and structures may be authorized by the Codes Administrator, if required by engineering or other circumstances not foreseen when the Final Development Plan was approved. Such minor amendments shall be consistent with the provisions of Section n. above and no amendment authorized by the Codes Administrator under this Section may increase the size of any building or structure by more than five (5%) percent, nor change the location of any building or structure by more than ten (10) feet in any direction, and the amended development shall still comply with the minimum or maximum requirements set forth in these regulations.

All other changes in the Final Development Plan, including changes in the site plan and in the development schedule, must be made under the procedures applicable to the initial approval of a Final Development Plan or as provided in Section p. of this Article

p. Amendment of Approved Preliminary or Final Development Plan:

Applications for amendments to any approved Preliminary or Final Development Plan shall be submitted and processed in the same manner as though a Preliminary Development Plan had not been previously approved for the site. However, only those site development plan elements proposed to be modified or changed need be presented, except where such modifications or changes would have a material or substantial impact on the balance of the Preliminary Development Plan or the functioning of the site. For the purposes of this Section, material or substantial impact shall be deemed to result from modifications or changes which:

- I. Would be inconsistent with any two (2) or more of the guidelines in Section n. of this Article, or
- II. Would face the most intense development or uses proposed for the site toward different property line(s) than proposed by the approved Preliminary Development Plan, or
- III. Would relocate any development features or uses proposed within the site by greater than twenty five (25) feet in any direction, or
- IV. Would reduce the number of off-street parking spaces within one hundred (100) feet of any proposed building or structure by ten (10%) percent or more.

- (b) Advise the applicant that the Final Development Plan could not be approved until and unless an amended Preliminary Development Plan were submitted and approved.

n. Compliance Between Preliminary and Final Development Plans:

Final Development Plans shall substantially comply with the approved Preliminary Development Plan. The Codes Administrator shall review the Final Development Plan and determine whether it complies with the approved Preliminary Development Plan. Questions about whether the Final Development Plan substantially complies with the approved Preliminary Development Plan shall be taken to the Planning Commission. These Final Development Plan reviews and determinations of compliance or noncompliance with the approved Preliminary Development Plan shall be conducted in accordance with the following general rules:

- I. A Final Development Plan shall be deemed to substantially comply with the approved Preliminary Development Plan if it does not contradict the spirit and intent of the proposed development as evidenced in the approved Preliminary Development plan and if it is found to be generally consistent with all of the following guidelines for such determinations:
  - (a) The proposed gross development density or intensity of use shall not be varied by more than five (5 %) percent, nor
  - (b) The area of open space shall not be reduced by more than five (5 %) percent, nor
  - (c) The open spaces, screening, or buffering shall not be varied such that the separation of on-site structures or the separation provided for neighboring properties would be reduced, to less than 80% of the width of the open space from uses that would be provided by full compliance with the approved Preliminary Development Plan or to less than 80% of the width or 80% of the linear length of screening or buffering that would be provided by full compliance with the approved Preliminary Development Plan, nor
  - (d) The location of any building or structure shall not be significantly varied in any direction to such an extent that the new outline of any building or structure would not touch the old outline of the building or structure, nor
  - (e) The floor area proposed for nonresidential uses shall not be increased by more than ten (10%) percent, nor
  - (f) The total ground area covered by buildings shall not be increased by more than five (5%) percent, nor
  - (g) The height of structures shall not be varied by more than five (5%) percent, nor

- (h) The location of any main entrance driveway shall not be varied by greater than one hundred (100) feet from its previously proposed location along any street frontage, no additional main entrance driveways shall be proposed, and no driveway access shall be proposed to streets onto which a driveway access was not previously proposed by the approved Preliminary Development Plan.
- (i) A public hearing shall be held on Final Development Plans not in substantial compliance with the approved Preliminary Development Plan. Such hearing shall also consider amending the Preliminary Development Plan and shall follow the same procedures and be conducted in the same manner required for consideration of Preliminary Development Plans.
- (j) A public hearing need not be held to consider insignificant modifications in the location and design of streets, facilities for water, disposal of storm water or sanitary sewers, or other public facilities required by the approved preliminary Development Plan. The burden shall be upon the applicant to show the City good cause why any variation between the Preliminary Development Plan as approved and the Final Development Plan as submitted for final approval should be approved.
- (k) In the event a public hearing is not required for Final Development Plan approval and the application for final approval has been filed, together with all drawings, specifications, and other documents in support thereof, the City generally shall consider such final plan for approval after prior consideration of the Final Development Plan at a public meeting of the Planning Commission.

Approved Final Development Plans shall become null and void eighteen (18) months from the date of approval, if a building permit has not been issued and the start of construction of at least the first phase of the development of the approved Final development plan has not begun, unless such period is extended by the Governing Body upon written request by the applicant. Upon expiration of the Final Development Plan, the matter shall be reviewed and an action may be initiated to have the planned zoning changed to the previous classification or some other zoning classification by following the procedures outlined in Article? of these regulations.

o. Minor Amendments to Final Development Plans:

Minor amendments such as changes in the location, sighting, or character of buildings and structures may be authorized by the Codes Administrator, if required by engineering or other circumstances not foreseen when the Final Development Plan was approved. Such minor amendments shall be consistent with the provisions of Section n. above and no amendment authorized by the Codes Administrator under this Section may increase the size of any building or structure by more than five (5%) percent, nor change the location of any building or structure by more than ten (10) feet in any direction, and the amended development shall still comply with the minimum or maximum requirements set forth in these regulations.

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING THE TEXT OF THE CITY ZONING REGULATIONS**

**WHEREAS**, the City Planning Commission has recommended that the text of the City Zoning Regulations be amended to include revisions to Article 7; and

**WHEREAS**; all newspaper notifications were performed and a public hearing was properly held before the City Planning Commission.

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

**Section 1.** That Section 5N (IV) of Article 7 of the Basehor Zoning Regulations is hereby amended to read as follows:

IV.

In the event a public hearing is not required for Final Development Plan approval and the application for final approval has been filed, together with all drawings, specifications, and other documents in support thereof, the City generally shall consider such final plan for approval after prior consideration of the Final Development Plan at a public meeting of the Planning Commission.

Approved Final Development Plans shall become null and void five (5) years from the date of approval, if a building permit has not been issued and start of construction of at least the first phase of the development of the approved Final Development Plan has not begun, unless such period is extended by the Governing Body upon written request by the applicant. Upon expiration of the Final Development Plan, the matter shall be reviewed and an action may be initiated to have the planned zoning changed to the previous classification or some other zoning classification by the following the procedures outlined in Article 18 of these regulations.

**Section 2.** That Section 13N of Article 7 of the Basehor Zoning Regulations is hereby amended to read as follows:

n. Compliance Between Preliminary and Final Development Plans:

Final Development Plans shall substantially comply with the approved Preliminary Development Plan. The Codes Administrator shall review the Final Development Plan and determine whether it complies with the approved Preliminary Development Plan. Questions about whether the Final Development Plan substantially complies with the approved Preliminary Development Plan shall be taken to the Planning Commission. These Final Development Plan reviews and determinations of compliance or noncompliance with the approved Preliminary Development Plan shall be conducted in accordance with the following general rules:

- I. A final Development Plan shall be deemed to substantially comply with the approved Preliminary Development Plan if it does not contradict the spirit and intent of the proposed development as evidenced in the approved Preliminary

Development plan and if it is found to be generally consistent with all of the following guidelines for such determinations:

- a. The proposed gross development density or intensity of use shall not be varied by more than five (5%) percent, nor
- b. The area of open space shall not be reduced by more than five (5%) percent, nor
- c. The open spaces, screening, or buffering shall not be varied such that the separation of on-site structures or the separation provided for neighboring properties would be reduced, to less than 80% of the width of the open space from uses that would be provided by full compliance with the approved Preliminary Development Plan or to less than 80% of the width or 80% of the linear length of screening or buffering that would be provided by full compliance with the approved Preliminary Development Plan, nor
- d. The location any building or structure shall not be significantly varied in any direction to such an extent that the new outline of any building or structure would not touch the old outline of the building or structure, nor
- e. The floor area proposed for nonresidential uses shall not be increased by more than ten (10%) percent, nor
- f. The total ground area covered by buildings shall not be increased by more than five (5%) percent, nor
- g. The height of structures shall not be varied by more than five (5%) percent, nor
- h. The location of any main entrance driveway shall not be varied by greater than one hundred (100) feet from its previously proposed location along any street frontage, no additional main entrance driveways shall be proposed, and no driveway access shall be proposed to streets onto which a driveway access was not previously proposed by the approved Preliminary Development Plan.
- i. A public hearing shall be held on Final Development Plans not in substantial compliance with the approved Preliminary Development Plan. Such hearing shall also consider amending the Preliminary Development Plan and shall follow the same procedures and be conducted in the same manner required for consideration of Preliminary Development Plans.
- j. A public hearing need not be held to consider insignificant modifications in the location and design of streets, facilities for water, disposal of storm water or sanitary sewers, or other public facilities required by the approved Preliminary Development Plan. The burden shall be upon the applicant to show the City good cause why any variation between the Preliminary Development Plan as approved and the Final Development Plan as submitted for final approval should be approved.
- k. In the event a public hearing is not required for Final Development Plan approval and the application for final approval has been filed, together with all drawings, specifications, and other documents in support thereof, the City generally shall consider such final plan for approval after prior consideration of the Final Development Plan at a public meeting of the Planning Commission.

Approved Final Development Plans shall become null and void five (5) years from the date of approval, if a building permit has not been issued and start of construction of at least the first phase of the development of the approved Final Development Plan has not begun, unless such period is extended by the Governing Body upon written request by the applicant. Upon expiration of the Final Development Plan, the matter shall be reviewed and an action may be initiated to have the planned zoning changed to the previous classification or some other zoning classification by the following the procedures outlined in Article 18 of these regulations.

**Section 3.** That the City Clerk and City Planning Staff are hereby authorized to make necessary changes to the City's official records reflecting the above changes, and to make any changes throughout the text of the Zoning Regulations to properly reflect the existence of the new zoning district.

**Section 4.** This ordinance shall take effect and be enforced from and after its publication once in the official city newspaper.

**Section 5.** Any Ordinances in conflict with the foregoing are hereby repealed.

PASSED by the Governing Body of the City of Basehor, Kansas, and approved by the Mayor on the day of , 2011.

(Seal)

\_\_\_\_\_  
Terry Hill, Mayor

ATTEST:

\_\_\_\_\_  
Corey Swisher, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Patrick G. Reavey, City Attorney

City of Basehor  
Agenda Item Cover Sheet

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Agenda Item No. 7

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**Topic:**

Solid Waste Code Amendments

**Action Requested:**

Approve Ordinance 581, An Ordinance Amending Certain Sections to Article 3 of Chapter 15 of the City Code Pertaining to Collection of Solid Waste Within the City.

**Narrative:**

On December 20, 2010 the Basehor City Council entered into a contract with Deffenbaugh Industries to provide carted solid waste collection and single stream curbside recycling which will begin the first week of February, 2011. Basehor City Code (15-304 – 15-306) does not currently address the mandated use of poly-carts and needs to be updated to coincide with the City's current collection and recycling practices.

**Presented by:**

Mark Loughry, City Administrator  
Corey Swisher, City Clerk/Finance Director

**Administration Recommendation:**

Approve Ordinance 581, An Ordinance Amending Certain Sections to Article 3 of Chapter 15 of the City Code Pertaining to Collection of Solid Waste Within the City.

**Committee Recommendation:**

**Attachments:**

Ordinance 581



# The City of Basehor

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**Date:** January 11, 2011

**To:** Basehor City Council

**From:** Corey Swisher, City Clerk/Finance Director

**Re:** Solid Waste Collection Code Amendments

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**Background:**

On December 20, 2010 the Basehor City Council entered into a contract with Deffenbaugh Industries to provide carted solid waste collection and single stream curbside recycling which will begin the first week of February, 2011. Basehor City Code (15-304 – 15-306) does not currently address the mandated use of poly-carts and needs to be updated to coincide with the City's current collection and recycling practices.

**Considerations:**

- Housekeeping matter.

**Options:**

- Housekeeping matter.

**Attachments:**

- Ordinance 581.

**ORDINANCE NO. 581**

**AN ORDINANCE AMENDING CERTAIN SECTIONS OF ARTICLE 3 OF CHAPTER 15 OF THE CITY CODE PERTAINING TO COLLECTION OF SOLID WASTE WITHIN THE CITY**

WHEREAS, the City recently entered into an exclusive contract for collection of solid waste generated by residences within the City, which contract includes the requirement that the contractor issue containers for collection of refuse and recyclables; and

WHEREAS, it is necessary to conform certain sections of the City Code to reflect the requirements of the contract.

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

**Section 1.** Section 15-301 of Article 3 of Chapter XV of the Basehor City Code is amended to read as follows:

**ARTICLE 3. SOLID WASTE**

- 15-301. **DEFINITIONS.** Unless the context clearly indicates otherwise, the meaning of words and terms as used in this article shall be as follows:
- (a) Commercial Waste. All refuse emanating from establishments engaged in business including, but not limited to stores, markets, office buildings, restaurants, shopping centers, theaters, hospitals, governments and nursing homes.
  - (b) Dwelling Unit. Any enclosure, building or portion thereof occupied by one or more persons for and as living quarters;
  - (c) Garbage. Waste resulting from the handling, processing, storage, packaging, preparation, sale, cooking and serving of meat, produce and other foods and shall include unclean containers;
  - (d) Multi-Family Unit. Any structure containing more than three individual dwelling units;
  - (e) Refuse. All garbage and/or rubbish or trash;
  - (f) Residential. Any structure containing two or less individual dwelling units, rooming houses having no more than four persons in addition to the family of the owner or operator, and mobile homes;
  - (g) Rubbish or Trash. All nonputrescible materials such as paper, tin cans, bottles, glass, crockery, rags, ashes, lawn and tree trimmings, stumps, boxes, wood, street sweepings and mineral refuse. Rubbish or trash shall not include earth and waste from building operations or wastes from industrial processes or manufacturing operations;

- (h) Single Dwelling Unit. An enclosure, building or portion thereof occupied by one family as living quarters.
- (i) Solid Dwelling Unit. An enclosure, building or portion thereof occupied by one family as living quarters.
- (j) Solid Waste. All non-liquid garbage or rubbish and trash.

**Section 2.** Sections 15-303, 15-304, and 15-305 of Article 3 of Chapter XV of the Basehor City Code are amended to read as follows:

- 15-303. **CONTRACTS.** The city shall have the right to enter into an exclusive contract with any responsible person for collection and disposal of all or a substantial portion of solid waste generated within the city.
- 15-304. **DUTY OF OWNER, OCCUPANT.** No owner or occupant shall permit to accumulate quantities of refuse or other waste materials within or close to any structure within the city unless the same is stored in approved containers and in such a manner as not to create a health or fire hazard.
- 15-305. **CONTAINERS.** The city's designated contractor will provide to the owner or tenant residing in any single family residence and duplex (and owners of any other residential dwellings determined by the city to warrant the issuance of containers by contractor) within the city of Basehor, Kansas, a garbage and refuse container, and a separate container for certain designated recyclables. Said containers shall be used by each resident for deposit of ordinarily accumulated refuse at such residence during the intervals between collections made by the city's contractor. Each numbered container will be assigned to that residence and remain at that residence unless removed by the city or its contractor. Additional containers may be obtained from the city's contractor at an additional cost to the residence. All garbage shall be drained of all liquids before being placed in containers. The containers shall be placed along the appropriate street or alley for the collection of refuse and recyclables at the time appointed for collection, and such containers shall be placed away from any obstacles, such as vehicles, mailboxes, etc., that interfere with the pickup of the containers. Except for tree trimmings, yard waste, or bulky items such as furniture or appliances, it shall be unlawful for any garbage, refuse, or recyclables to be placed out for collection that is not contained within a container issued by the city's contractor or accompanied by a special tag that can be purchased from the contractor or City Hall. Any garbage or refuse accompanied by a special tag will only be picked up if placed in a clear plastic bag that is sized 33 gallons or less. Notwithstanding the foregoing, during the week of December 26<sup>th</sup> through the 31<sup>st</sup> of each year, residents may place up to 10 extra clear plastic bags, sized 33 gallons or less, of refuse, garbage, or recyclables for pickup as part of the regular refuse collection.

**Section 3.** Section 15-312 of Article 3 of Chapter XV of the Basehor City Code is amended to read as follows:

- 15-312. PROHIBITED PRACTICES. It shall be unlawful for any person to:
- (a) Deposit solid waste in any container other than that issued by the city's contractor, or owned or leased by him or under his control without written consent of the owner and/or with the intent of avoiding payment of the refuse service charge;
  - (b) Interfere in any manner with employees of the city or its contractors in the collection of solid waste;
  - (c) Burn solid waste except in an approved incinerator and unless a variance has been granted and a written permit obtained from the city or the appropriate air pollution control agency;
  - (d) Bury refuse at any place within the city except that lawn and garden trimmings may be composted.
- (Ord. 332, Sec. 1)

**Section 4.** Section 15-325 of Article 3 of Chapter XV of the Basehor City Code is amended to read as follows:

- 15-325. SAME; FEE SCHEDULE. Monthly service charges for solid waste collection shall be as follows:
- (a) A monthly service assessment of \$14.03 for each residential unit.
  - (b) If a resident desires an additional container from the city's contractor, the monthly service assessment will be increased by \$5.75 for each additional container issued.

**Section 5.** This ordinance shall be in full force and effective from and after its passage and publication in the official city newspaper.

Approved by the City Council this 17th day of January, 2011.

Approved by the Mayor this 17<sup>th</sup> day of January, 2011.

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Mayor Terry Hill

Attest:

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Corey Swisher, City Clerk

APPROVED AS TO FORM:

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Patrick G. Reavey, City Attorney

City of Basehor  
Agenda Item Cover Sheet

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Agenda Item No. 8

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**Topic:**

Personnel Manual Amendments

**Action Requested:**

Approve Resolution 2011-01, Amending Section E-6 of Article E and Section G-2 of Article G of the Uniform Personnel Policies and Guidelines for the City of Basehor.

**Narrative:**

In July of 2010 the Basehor City Council approved a revised Personnel Manual. On January 3, 2011 staff reported that after several months of monitoring the impacts of the updated procedures two amendments were being proposed.

**Presented by:**

Mark Loughry, City Administrator  
Corey Swisher, City Clerk

**Administration Recommendation:**

Approve Resolution 2011-01, Amending Section E-6 of Article E and Section G-2 of Article G of the Uniform Personnel Policies and Guidelines for the City of Basehor.

**Committee Recommendation:**

**Attachments:**

Resolution 2011-01.



# The City of Basehor

**Date:** January 11, 2011  
**To:** Basehor City Council  
**From:** Mark Loughry, City Administrator  
Corey Swisher, City Clerk/Finance Director  
**Re:** Personnel Manual Amendments

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## **Background:**

In July of 2010 the Basehor City Council approved a revised Personnel Manual. On January 3, 2011 staff reported that after several months of monitoring the impacts of the updated procedures two amendments were being proposed:

1. Staff felt the current language was somewhat confusing and is contradictory to other sections of the policy. This proposed amendment is only to provide clarity.

**Current Language:** E-G (c) Holidays and paid-time-off (PTO) shall be considered as “time worked” for the purpose of computing overtime.

**Proposed Language:** *Delete this section.*

2. Staff proposed all new employees (hired after 01/17/11) 401-A deferred compensation benefit be tied to the match the City would incur if the City participated in the Kansas Public Employee Retirement System. The City’s current contribution is tied to the Kansas Police & Fire Retirement Systems required contribution which is annually determined by the state legislature. The proposed change provides a more rational approach to compensating non-public safety personnel and provides long term savings to the City. This proposed amendment also maintains Basehor as a competitive municipal employer. Existing employees (date of hire prior to 01/17/11) will retain the current deferred compensation benefit.

**Current Language:** G-2 Employer Provided Deferred Compensation Benefits. All eligible employees, with the exception of sworn police officers, are covered under the city’s deferred compensation program (401-A). Under this plan, the employer’s contribution is equal to the City contribution for sworn officers in the KP&F Retirement System and may vary from year to year. The City will begin depositing funds into the 401-A plan for the employee beginning with their first paycheck. Any employee that began service with the City after the adoption of this policy will not be vested in program until their third anniversary with the City. The cost of this benefit is paid entirely by the employer.

**Proposed Language:** G-2 Employer Provided Deferred Compensation Benefits. All eligible employees *(with a hire date prior to 01/17/2011)*, with the exception of sworn police officers, are covered under the city's deferred compensation program (401-A). Under this plan, the employer's contribution is equal to the City contribution for sworn officers in the KP&F Retirement System and may vary from year to year. *For all eligible employees, with the exception of sworn police officers, hired after 01/17/2011 the City contribution will be equal to the current Kansas Public Employees Retirement System contribution requirement and may vary from year to year.* The City will begin depositing funds into the 401-A plan for the employee beginning with their first paycheck. Any employee that began service with the City after the adoption of this policy will not be vested in program until their third anniversary with the City. The cost of this benefit is paid entirely by the employer.

**Staff Recommendation:**

- Staff recommends the proposed amendments.

**Attachments:**

- Proposed Personnel Manual Amendments.

## RESOLUTION NO. 2011-01

### A RESOLUTION AMENDING SECTION E-6 OF ARTICLE E AND SECTION G-2 OF ARTICLE G OF THE UNIFORM PERSONNEL POLICIES AND GUIDELINES FOR THE CITY OF BASEHOR

**WHEREAS**, based on recommendation by City Staff, it is the desire of the Governing Body to amend certain provisions of the Uniform Personnel Policies and Guidelines for the City of Basehor.

**THEREFORE, BE IT RESOLVED THAT** the Governing Body of the city of Basehor adopts the following amended Section E-6 of Article E and Section G-2 of Article G of the Uniform Personnel Policies and Guidelines for the City of Basehor, said amendments to be distributed to all employees upon adoption of this Resolution by the City Council:

#### **E-6. Overtime Work.**

- (a) Compensation for authorized overtime work shall be at the rate of 1½ times the employee's regular rate of pay.
- (b) Employees are not allowed to trade time worked for compensatory time.
- (c) *Exempt employees* are not required to be paid overtime in accordance with the Federal Fair Labor Standards Act (FLSA). Executives, professional employees, and certain employees in administrative positions are considered exempt employees.
- (d) *Non-exempt employees*, in accordance with the Federal Fair Labor Standards Act (FLSA), shall be eligible to receive overtime compensation for all hours worked in excess of 40 hours in one week.
- (e) All overtime work must have prior authorization by the employee's supervisor. The supervisor shall maintain records of any overtime worked.

**G-2. Employer Provided Deferred Compensation Benefits.** All eligible employees (with a hire date on or before 1/17/2011), with the exception of sworn police officers, are covered under the city's deferred compensation program (401-A). Under this plan, the employer's contribution is equal to the city contribution for sworn officers in the KP&F Retirement System and may vary from year to year. For all eligible employees hired after 1/17/2011, with the exception of sworn police officers, the city contribution to the employee's 401-A plan will be equal to the current Kansas Public Employees Retirement System contribution requirement and may vary from year to year. The city will begin depositing funds into the 401-A plan for the employee beginning with their first paycheck but, for any employee beginning service with the city after the adoption of this policy (1/17/2011), said employee will not be vested

in the 401-A plan until their third anniversary with the city. The cost of this benefit is paid entirely by the employer.

Passed by the Governing Body of the City of Basehor, Kansas this 17<sup>th</sup> day of January, 2011.

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Mayor Terry Hill

ATTEST:

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Corey Swisher, City Clerk

APPROVED AS TO FORM:

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Patrick G. Reavey, City Attorney

City of Basehor  
Agenda Item Cover Sheet

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Agenda Item No. 9

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**Topic:**

Building Inspection Interlocal Agreement with the City of Tonganoxie

**Action Requested:**

Approve Interlocal Agreement with Tonganoxie for Building Inspection Services

**Narrative:**

The Interlocal Agreement allows for an hourly rate sufficient to cover all wages and benefit expenses associated with our employee. It further details that Tonganoxie would be responsible for the employee while working for them. This agreement can be terminated at any time by either party.

**Presented by:**

Mark Loughry, City Administrator

**Administration Recommendation:**

**Committee Recommendation:**

**Attachments:**

Memo, Mark Loughry dated 12/28/10 (1 page)

**Projector needed for this item?**

No

# Memo

**Date:** 12/28/2010  
**To:** Basehor City Council  
**Cc:** Mayor, Terry Hill  
**From:** Mark Loughry, City Administrator  
**RE:** Building Inspection Interlocal agreement with Tonganoxie

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Over the past several months I have been in discussion with the Tonganoxie City Administrator Mike Yanez regarding building inspection services. In 2010 the City of Tonganoxie eliminated the position of Building Inspector and have since been contracting with a prior employee to provide those services for them. Mike and I have discussed the possibility of the Basehor building inspector providing those services via an interlocal agreement. I have evaluated the work load in Basehor and have determined that this would be feasible at this time.

The City Attorney has prepared an agreement which the Tonganoxie City Council has reviewed, made edits and sent back for our consideration. The agreement allows for an hourly rate sufficient to cover all wage and benefits expenses associated with our employee. It further details that Tonganoxie would be responsible for any mileage back and forth and they would provide a work space and vehicle for the employee while working for them. This agreement can be terminated at any time by either party.

It is my recommendation that we enter into this agreement with Tonganoxie. This allows the City to retain a full time employee with experience during slow times. Because of the flexibility of the agreement I see no down side to proceeding.

If you have questions or require further discussion please let me know.

The proposed agreement has been reviewed by the City of Tonganoxie although a response from the Basehor City Attorney has not yet been received.

Check Register Report

Date: 12/15/2010  
 Time: 2:32 PM  
 Page: 1

City Of Basehor

Check #	Check Date Ref#	Void/Stop Date GL Number	Status	Vendor Name	Check Description	Amount
18326	12/15/2010		Printed	ADVANCE INSURANCE COMPANY	GROUP ADD/LIFE/LTD/STD	
		12521 01-000-209				114.40
		12521 01-000-244				305.36
		12521 01-000-247				273.38
					Check Amount	693.14
18327	12/15/2010		Printed	BASEHOR AWARDS & TROPHIES	NAME PLATE-V FIELDS PC COMM	
		12496 01-017-803				8.75
					Check Amount	8.75
18328	12/15/2010		Printed	BLUE CROSS & BLUE SHIELD OF KS	GROUP MEDICAL INS/#26433	
		12494 01-000-209				15,043.44
					Check Amount	15,043.44
18329	12/15/2010		Printed	BONNER SPRING FORD	OIL DIPSTICK/FORD RANGER	
		12497 01-017-804				14.87
					Check Amount	14.87
18330	12/15/2010		Printed	CITY ATTORNEY ASSOC OF KANSAS	MBRSHP/REAVEY, PATRICK	
		12498 01-003-783				35.00
					Check Amount	35.00
18331	12/15/2010		Printed	CITY TREASURER-REVENUE	KCMO 1% EARNINGS TAX	
		12522 01-000-217				20.67
					Check Amount	20.67
18332	12/15/2010		Printed	COMMERCE PURCHASING CARD	PCARD CHARGES	
		12493 01-011-813				753.34
		12493 01-008-811				58.55
		12493 01-008-792				219.70
		12493 01-008-754				141.25
		12493 01-005-803				100.37
		12493 01-005-799				9.85
		12493 01-005-797				1,091.25
		12493 01-005-757				348.86
		12493 01-005-754				153.00
		12493 01-004-803				1,487.36
		12493 01-004-801				180.33
		12493 01-004-799				515.81
		12493 01-004-761				519.83
		12493 01-004-758				502.77
		12493 01-003-781				39.53
		12493 01-003-774				159.00
		12493 07-000-799		PUMP/15763 PINE COURT		774.08
		12493 07-000-799		PUMP/15721 PINE COURT		1,577.22
		12493 07-000-799		PUMP/15651 PINE RIDGE		358.35
		12493 01-002-804				655.35
		12493 01-002-803				255.38
		12493 01-002-801				127.24
		12493 01-002-799				379.36
		12493 01-002-758				99.25
		12493 01-001-808				1.56
		12493 01-001-807				94.35

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Check #	Check Date	Void/Stop Date	Status	Vendor Name	Check Description	Amount
Ref#	GL Number					
	12493	01-001-803		COMMERCE PURCHASING CARD	PCARD CHARGES	253.99
	12493	01-001-801				400.47
	12493	01-001-799				353.35
	12493	01-001-774				159.00
	12493	01-017-758				168.24
	12493	01-017-783				180.00
	12493	01-017-803				76.73
	12493	01-017-807				80.00
	12493	05-009-757				131.22
	12493	05-009-758				171.24
	12493	05-009-762				523.04
	12493	05-009-789				118.93
	12493	05-009-799				200.45
	12493	05-009-803				514.40
	12493	05-009-804				1,687.24
	12493	09-010-775		TRASH COLLECTION		11,055.72
	12493	07-000-799		PUMP/18200 CYPRESS BEND		1,223.55
					Check Amount	<u>27,900.51</u>
18333	12/15/2010		Printed	EFTPS	FED/SOC SEC/MEDICARE WHOLD	
	12523	01-000-204				5,373.10
	12523	01-000-205				1,256.66
	12523	01-000-202				3,879.27
					Check Amount	<u>10,509.03</u>
18334	12/15/2010		Printed	ENVIRONMENTAL CONSULTING SVC	BOOK FRM TRNG/PWD	
	12499	05-009-774				30.00
					Check Amount	<u>30.00</u>
18335	12/15/2010		Printed	STEVE FOUTS	SEED AREA/WWTF TEMP ROAD	
	12500	05-009-865				837.00
					Check Amount	<u>837.00</u>
18336	12/15/2010		Printed	HARTFORD RETIREMENT PLANS	401(A) & 457 CONTRIBUTION	
	12524	01-000-212				3,713.69
					Check Amount	<u>3,713.69</u>
18337	12/15/2010		Printed	HUMAN RESOURCE SOLUTION	HR MONTHLY SUPPORT	
	12501	01-011-745				550.00
					Check Amount	<u>550.00</u>
18338	12/15/2010		Printed	KANSAS DEPARTMENT OF REVENUE	KS ST WHOLDING	
	12526	01-000-206				1,763.29
					Check Amount	<u>1,763.29</u>
18339	12/15/2010		Printed	KANSAS EMPLOYMENT SECURITY FD	ST OF KS UNEMPLOYMENT	
	12525	01-000-207				43.32
					Check Amount	<u>43.32</u>
18340	12/15/2010		Printed	KANSAS ONE-CALL SYSTEMS, INC.	MONTHLY SVC-DEC (57 LOCATES)	
	12502	05-009-789				34.20
					Check Amount	<u>34.20</u>
18341	12/15/2010		Printed	KANSAS PAYMENT CENTER	PAYROLL DIRECTED DEDUCTION	
	12527	01-000-248				350.35

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City Of Basehor

Check #	Check Date Ref#	Void/Stop Date GL Number	Status	Vendor Name	Check Description	Amount
					Check Amount	350.35
18342	12/15/2010		Printed	KPF EFT PROGRAM	POLICE RETIREMENT CONTRIB	
		12528 01-000-211				5.35
		12528 01-000-208				3,640.88
					Check Amount	3,646.23
18343	12/15/2010		Printed	LEAVENWORTH COUNTY SHERIFF	NOV 2010 PRISONER BOARD FEES	
		12504 01-004-764				262.50
					Check Amount	262.50
18344	12/15/2010		Printed	LEAVENWORTH TIMES	AD-PUBLIC HEARING	
		12506 01-001-760				10.50
		12505 01-001-760				129.00
					Check Amount	139.50
18345	12/15/2010		Printed	LV COUNTY PORT AUTHORITY	BOARD MTG LUNCH-MARTLEY	
		12503 01-003-781				7.00
					Check Amount	7.00
18346	12/15/2010		Printed	KIANN MCBRATNEY	PROSECUTOR SVCS/DEC 2010	
		12507 01-004-767				400.00
					Check Amount	400.00
18347	12/15/2010		Printed	NATIONAL SIGN COMPANY INC	SNOW ROUTE SIGNS (100)	
		12508 10-000-811				899.00
					Check Amount	899.00
18348	12/15/2010		Printed	OMNI-SITE.NET	LIFT STATION MONITOR SVC	
		12509 05-009-789				42.43
					Check Amount	42.43
18349	12/15/2010		Printed	PROPAYROLL	PAYROLL SERVICES/PAY #25	
		12529 01-011-742				237.00
					Check Amount	237.00
18350	12/15/2010		Printed	REILLY & SONS, INC.	NOTARY BOND-KRISTI OLSON	
		12511 01-001-779				50.00
		12510 01-001-779				50.00
					Check Amount	100.00
18351	12/15/2010		Printed	SELECT SECURITY SYSTEMS	SECURITY COVERAGE/WWTF BLDG	
		12513 05-009-799				19.00
		12514 05-009-799				30.00
		12512 01-008-799				40.00
					Check Amount	89.00
18352	12/15/2010		Printed	SHRED IT	SHRED PAPER	
		12515 01-005-799				63.00
					Check Amount	63.00
18353	12/15/2010		Printed	SMITH VETERINARY CLINIC INC	ANIMALS #152/#153	
		12516 01-004-759				275.00
					Check Amount	275.00
18354	12/15/2010		Printed	TRAINING AT YOUR PLACE	PHONE SUPPORT AGRMNT-12 HRS	
		12517 01-004-799				900.00

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City Of Basehor

Check #	Check Date Ref#	Void/Stop Date GL Number	Status	Vendor Name	Check Description	Amount
					Check Amount	900.00
18355	12/15/2010	12519 01-001-799	Printed	UNDERGROUND VAULTS & STORAGE	REMOVE DOCUMENTS	327.00
					Check Amount	327.00
18356	12/15/2010	12518 09-010-808 12518 05-009-808	Printed	UNITED STATES POSTAL SERVICE	REPLENISH PERMIT #12	500.00 500.00
					Check Amount	1,000.00
18357	12/15/2010	12495 05-009-753 12495 01-002-787	Printed	WESTAR ENERGY	ELECTRIC SERVICE	338.99 4,755.42
					Check Amount	5,094.41
18358	12/15/2010	12520 01-017-804 12520 01-004-804	Printed	WRIGHT EXPRESS	NOV 2010 FUEL CHARGES	71.67 2,853.36
					Check Amount	2,925.03
<b>Total Checks:</b>				<b>33</b>	<b>Grand Total(excluding void checks):</b>	<b>77,954.36</b>

Mark Loughry 12-16-10  
 Mark Loughry City Administrator Date

Kristi Olson 12/15/10  
 Kristi Olson Accounting Clerk Date

Check Register Report

Date: 12/21/2010

Time: 11:40 AM

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City Of Basehor

Check #	Check Date	Void/Stop Date	Status	Vendor#	Vendor Name	Check Description	Amount
Ref#		GL Number			Line Distribution Description		
18359	12/21/2010		Printed	BLAS	BASEHOR-LINWOOD ASSISTANCE SER	DONATION FROM CITY/ASSISTANCE	1,000.00
		12530 01-000-512					
						Check Amount	1,000.00
<b>Total Checks:</b>				<b>1</b>	<b>Grand Total(excluding void checks):</b>		<b>1,000.00</b>

*Mark Loughry* 12-21-10  
 Mark Loughry Date  
 City Administrator

*Kristi Olson* 12/21/10  
 Kristi Olson Date  
 Accounting Clerk

Check Register Report

Date: 12/30/2010  
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City Of Basehor

Check #	Check Date	GL Number	Status	Vendor#	Vendor Name	Check Description	Amount
18360	12/30/2010	12/30/2010	VOID	ADVANCE PE	ADVANCE PEST CONTROL ***wrong invoice entered***	WATER SERVICES Check Amount	0.00
18361	12/30/2010		Printed	AFLAC	AFLAC	DEC 2010 EMP CAFETERIA PLAN	
		12550 01-000-240					456.30
		12550 01-000-239					71.82
		12550 01-000-238					59.04
		12550 01-000-237					40.02
		12550 01-000-242					38.34
		12550 01-000-241					391.38
						Check Amount	1,056.90
18362	12/30/2010		Printed	CITY TREAS	CITY TREASURER-REVENUE	1% EARNINGS TAX WHELD	
		12542 01-000-217					23.44
						Check Amount	23.44
18363	12/30/2010		Printed	EFTPS	EFTPS	FED/SOC SEC/MEDICARE WHOLD	
		12543 01-000-205					1,367.10
		12543 01-000-204					5,845.62
		12543 01-000-202					4,537.27
						Check Amount	11,749.99
18364	12/30/2010		Printed	GIBBENS	GIBBENS, SUTTON, & SONNTAG LLC	COURT APP ATTORNEY FEES	
		12534 01-004-780					1,800.00
						Check Amount	1,800.00
18365	12/30/2010		Printed	HARTFORD	HARTFORD RETIREMENT PLANS	EMP/EMPLYR DEF COMP CONTRIB	
		12544 01-000-212					3,742.99
						Check Amount	3,742.99
18366	12/30/2010		Printed	HOLLIDAY	HOLLIDAY SAND & GRAVEL CO	CLEAN FILL SAND/WINTER @ PWD	
		12535 10-000-812					331.11
						Check Amount	331.11
18367	12/30/2010		Printed	ING LIFE	ING LIFE INSURANCE & ANNUITY	DEFERRED COMP CONTRIB (457)	
		12536 01-000-212					600.00
						Check Amount	600.00
18368	12/30/2010		Printed	KS DOR WTH	KANSAS DEPARTMENT OF REVENUE	KS ST WHOLDING TAX PAYMENT	
		12545 01-000-206					1,981.37
						Check Amount	1,981.37
18369	12/30/2010		Printed	KS EMPLOY	KANSAS EMPLOYMENT SECURITY FD	KS ST UNEMPLOY WHOLDING	
		12546 01-000-207					47.16
						Check Amount	47.16
18370	12/30/2010		Printed	KANSAS PAY	KANSAS PAYMENT CENTER	PAYROLL DIRECTED DEDUCTION	
		12547 01-000-248					350.35
						Check Amount	350.35
18371	12/30/2010		Printed	KPF EFT	KPF EFT PROGRAM	POLICE RETIREMENT CONTRIB	
		12548 01-000-208					3,954.22
						Check Amount	3,954.22

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Check #	Check Date	Status	Vendor#	Vendor Name	Check Description	Amount
Ref#	GL Number					
18372	12/30/2010	Printed	LEAGUE KM	LEAGUE OF KS MUNICIPALITIES	GOVERNING BODY HANDBOOK	27.50
	12537 01-001-807					
					Check Amount	27.50
18373	12/30/2010	Printed	LCPA	LV COUNTY PORT AUTHORITY	BOARD MTG LUNCH-MARTLEY	7.00
	12538 01-003-781					
					Check Amount	7.00
18374	12/30/2010	Printed	MERCHANT S	MERCHANT SERVICES GROUP	NOV CREDIT CARD FEES	171.83
	12539 01-005-799					
					Check Amount	171.83
18375	12/30/2010	Printed	MIDWEST PU	MIDWEST PUBLIC RISK	GROUP DENTAL INS/#BMI555	1,382.00
	12540 01-000-203					
					Check Amount	1,382.00
18376	12/30/2010	Printed	PROPAYROLL	PROPAYROLL	PAYROLL SERVICES/PAY #26	191.50
	12549 01-011-742					
					Check Amount	191.50
18377	12/30/2010	Printed	VISION SER	VISION SERVICES PLAN	GROUP VISION INS/300145360001	499.37
	12541 01-000-200					
					Check Amount	499.37
18378	12/30/2010	12/30/2010	<b>VOID</b>	ADVANCE PE	ADVANCE PEST CONTROL	WATER SERVICES
					***wrong invoice entered***	
					Check Amount	0.00
18379	12/30/2010	Printed	ADVANCE PE	ADVANCE PEST CONTROL	PEST CONTROL/PARK & WWTF	27.50
	12552 01-008-799					
	12552 05-009-799					
					Check Amount	94.30
						121.80
18380	12/30/2010	Printed	CONS WATER	CONS RURAL WATER DISTRICT #1	UTILITY-WATER	33.72
	12551 01-005-755					
	12551 01-008-755					
	12551 01-005-755					
					Check Amount	135.50
<b>Total Checks:</b>			<b>21</b>	<b>Grand Total(excluding void checks):</b>		<b>28,174.03</b>

*Mark Loughry* 1-3-11  
 \_\_\_\_\_ Date  
 Mark Loughry  
 City Administrator

*Kristi Olson* 12/30/10  
 \_\_\_\_\_ Date  
 Kristi Olson  
 Accounting Clerk



COMMERCE BANK - COMMERCIAL CARDS  
 PO BOX 411036  
 KANSAS CITY MO 64141-1036

COMMERCE BANK - COMMERCIAL CARDS  
 PO BOX 846451  
 KANSAS CITY MO 64184-6451

CITY OF BASEHOR TRAD      \*\*00000000  
 SUSAN ADAMS  
 2620 N 155TH ST  
 BASEHOR KS 66007-925020



Account Number	
Payment Due Date	DEC 21, 2010
Amount Due	\$27,900.51
Current Balance	\$27,900.51

Amount Enclosed \$

To ensure your payment is posted promptly,  
 please submit all payments to:  
 PO BOX 846451  
 KANSAS CITY, MO 64184-6451

002790051002790051

Please detach and return with your payment

**ACCOUNT MESSAGES**

*Visa Purchasing*

YOUR NEXT AUTOPAY WILL BE PROCESSED ON YOUR PAYMENT DUE DATE. IF YOU HAVE ANY QUESTIONS,  
 PLEASE GIVE US A CALL AT 1-800-892-7104.

CORPORATE ACCOUNT ACTIVITY				
CITY OF BASEHOR TRAD				TOTAL CORPORATE ACTIVITY
				\$23,666.70
Post Date	Tran Date	Reference Number	Transaction Description	Amount
11-19	11-19		AUTO PAYMENT - THANK YOU!	\$23,666.70CR

FINANCE CHARGE SUMMARY				
	Average Daily Balance	Monthly Periodic Rate	Corresponding Annual Percentage Rate	Periodic Finance Charge
PURCHASES	\$0.00	0.0000%	00.00%	\$0.00
CASH ADVANCES	\$0.00	0.0230%	08.15%	\$0.00

For Customer Service Call: 1-800-892-7104	Account Number		Account Summary	
	Outside the U.S., Call: 1-402-691-7800	Statement Date	Payment Due Date	Previous Balance
NOV 26, 2010		DEC 21, 2010	Purchases & Other Charges	\$27,927.43
Send Billing Inquiries To: COMMERCE BANK PO BOX 411036 KANSAS CITY MO 64141	Credit Limit	Available Credit	Cash Advances	\$0.00
	\$75,000.00	\$47,099.49	Cash Advance Fees	\$0.00
	Amount Due	Disputed Amount	Late Charge	\$0.00
	\$27,900.51	\$0.00	Finance Charges	\$0.00
			Credits	\$26.92
		Payments	\$23,666.70	
		New Balance	\$27,900.51	

Statement Date	NOV 26, 2010	Payment Due Date	DEC 21, 2010
Credit Limit	\$75,000	Amount Due	\$27,900.51
Cash Advance Balance	\$0.00	New Balance	\$27,900.51
Available Credit	\$47,099.49		
<b>CITY OF BASEHOR TRAD</b>			

**CARDHOLDER ACTIVITY**

		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
		\$39.53	\$0.00	\$0.00	\$39.53
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
11-11	11-09	24013390314003008087491	JAZZ A LOUSIANA KITCHEN KANSAS CITY KS	39.53	

**CARDHOLDER ACTIVITY**

		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
		\$204.98	\$0.00	\$0.00	\$204.98
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
10-29	10-29	24692160302000152102638	CRUCIAL.COM-LEXARMEDIA 800-336-8915 ID	45.98	
11-15	11-12	24736930317003165603391	CLARION INN 620-2757471 KS	159.00	
CHECK IN DATE:11-10-10 NUMBER OF NIGHTS:02 CONFIRMATION #:0035956856					

**CARDHOLDER ACTIVITY**

		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
		\$832.96	\$0.00	\$24.75	\$808.21
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
11-01	10-29	24445000302497942030723	OMB POLICE SUPPLY INCMOTOLENEXA KS	139.98	
11-01	10-29	24418000303303276780200	ALAMAR UNIFORMS 816-3636700 MO	322.15	
11-08	11-04	74418000309309195187004	ALAMAR UNIFORMS NORTH KANSAS MO	24.75CR	
11-08	11-05	24088020310310283832609	HEARTLAND TOW BASEHOR KS	370.83	

**CARDHOLDER ACTIVITY**

		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
		\$256.73	\$0.00	\$0.00	\$256.73
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
11-18	11-16	24649000321980002124215	KS SOC OF PROFESNAL ENG 785-233-2121 KS	180.00	
11-17	11-17	24493980321286810600118	ARIZONA TOOLS 800-429-3289 AZ	76.73	

Statement Date	NOV 26, 2010	Payment Due Date	DEC 21, 2010
Credit Limit	\$75,000	Amount Due	\$27,900.51
Cash Advance Balance	\$0.00	New Balance	\$27,900.51
Available Credit	\$47,099.49		
<b>CITY OF BASEHOR TRAD</b>			

CARDHOLDER ACTIVITY					
		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
		\$1,391.05	\$0.00	\$0.00	\$1,391.05
Post Date	Tran Date	Reference Number	Transaction Description		Amount
11-17	11-15	24142010320900015175930	CROFT RENTAL CENTER 913-3345000 KS		116.36
11-22	11-19	24639230325900018600024	WALLIS LUBRICANT, LLC 913-5216521 KS		1,274.69

CARDHOLDER ACTIVITY					
		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
		\$49.06	\$0.00	\$0.00	\$49.06
Post Date	Tran Date	Reference Number	Transaction Description		Amount
10-27	10-26	24164070299418207196584	USPS 19070405432248718 BASEHOR KS		1.56
11-26	11-24	24445000329535303332193	DOLLAR GENERAL # 12260 BASEHOR KS		47.50

CARDHOLDER ACTIVITY					
		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
		\$4.95	\$0.00	\$0.00	\$4.95
Post Date	Tran Date	Reference Number	Transaction Description		Amount
11-01	10-30	24493980303206904301300	PEOPLEFINDERS.COM 800-718-8997 CA		4.95

CARDHOLDER ACTIVITY					
		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
		\$518.03	\$0.00	\$0.00	\$518.03
Post Date	Tran Date	Reference Number	Transaction Description		Amount
10-27	10-26	24226380300360964953326	WM SUPERCENTER LEAVENWORTH KS		24.75
10-28	10-26	24445000300494705414238	DOLLAR GENERAL # 12260 BASEHOR KS		13.27
11-05	11-03	24336910308003569368341	T B S ELECTRONICS INC 785-8627450 KS		149.00
11-08	11-05	24412950310207189600137	BARGAIN FACTORY LEAVENWORTH KS		58.93
11-16	11-15	24226380320360455408042	WM SUPERCENTER LEAVENWORTH KS		86.68
11-22	11-18	24445000323526354763540	OFFICE MAX 800-283-7674 IL		121.40
11-22	11-19	24013390324003446952767	SMITH FRANKLIN EMBROIDERY INDEPENDENCE MO		64.00

Statement Date	NOV 26, 2010	Payment Due Date	DEC 21, 2010
Credit Limit	\$75,000	Amount Due	\$27,900.51
Cash Advance Balance	\$0.00	New Balance	\$27,900.51
Available Credit	\$47,099.49		
<b>CITY OF BASEHOR TRAD</b>			

**CARDHOLDER ACTIVITY**

<b>PURCHASES</b>	<b>CASH ADVANCES</b>	<b>CREDITS</b>	<b>TOTAL ACTIVITY</b>
\$50.00	\$0.00	\$0.00	\$50.00

Post Date	Tran Date	Reference Number	Transaction Description	Amount
11-12	11-10	24323030315556019400298	INT'L CODE COUNCIL INC 877-765-8669 IL	50.00

**CARDHOLDER ACTIVITY**

<b>PURCHASES</b>	<b>CASH ADVANCES</b>	<b>CREDITS</b>	<b>TOTAL ACTIVITY</b>
\$138.25	\$0.00	\$2.17	\$136.08

Post Date	Tran Date	Reference Number	Transaction Description	Amount
11-08	11-04	24108380309200599400067	FELDMAN'S FARM & HOME #3 BONNER SPRINGKS	26.16
11-08	11-04	741083803092005994000633	FELDMAN'S FARM & HOME #3 BONNER SPRINGKS	2.17CR
11-11	11-09	24071050314987109067841	VESTA LEE LUMBER CO. BONNER SPRINGKS	58.55
11-18	11-16	24610430321010177149293	THE HOME DEPOT #2216 LEAVENWORTH KS	53.54

**CARDHOLDER ACTIVITY**

<b>PURCHASES</b>	<b>CASH ADVANCES</b>	<b>CREDITS</b>	<b>TOTAL ACTIVITY</b>
\$795.75	\$0.00	\$0.00	\$795.75

Post Date	Tran Date	Reference Number	Transaction Description	Amount
11-01	10-28	241083803022005994000312	FELDMAN'S FARM & HOME #3 BONNER SPRINGKS	67.96
11-01	10-29	24455010302141002868582	WAL-MART #0486 BONNER SPRIN KS	234.60
11-17	11-15	241083803202005994000013	FELDMAN'S FARM & HOME #3 BONNER SPRINGKS	21.35
11-23	11-22	24455010326141002737458	WAL-MART #0486 BONNER SPRIN KS	68.37
11-26	11-24	24717050328173289073040	VAN WALL EQUIPMENT OLATHE KS	41.75
11-26	11-24	24399000328080002837785	OREILLY AUTO 00002642 BONNER SPRINGKS	242.79
11-26	11-24	24108380329200599400519	FELDMAN'S FARM & HOME #3 BONNER SPRINGKS	118.93

**CARDHOLDER ACTIVITY**

<b>PURCHASES</b>	<b>CASH ADVANCES</b>	<b>CREDITS</b>	<b>TOTAL ACTIVITY</b>
\$211.22	\$0.00	\$0.00	\$211.22

Post Date	Tran Date	Reference Number	Transaction Description	Amount
10-26	10-22	24270760298166000012486	QUILL CORPORATION 800-789-8965 IL	94.35
10-28	10-26	24226380300360964645880	WM SUPERCENTER KANSAS CITY KS	18.00
11-01	10-30	24493980303200722500094	XSTAMPERONLINE.COM 559-268-9803 CA	29.95
11-08	11-07	24226380311360255837219	WM SUPERCENTER KANSAS CITY KS	15.92
11-19	11-18	24492150322849408112042	RECORDPUBLI 913-362-1988 KS	25.00

Statement Date	NOV 26, 2010	Payment Due Date	DEC 21, 2010
Credit Limit	\$75,000	Amount Due	\$27,900.51
Cash Advance Balance	\$0.00	New Balance	\$27,900.51
Available Credit	\$47,099.49		
<b>CITY OF BASEHOR TRAD</b>			

### CARDHOLDER ACTIVITY

PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
\$211.22	\$0.00	\$0.00	\$211.22

Post Date	Tran Date	Reference Number	Transaction Description	Amount
11-19	11-18	24492150322849408038868	RECORDPUBLI 913-362-1988 KS	28.00

### CARDHOLDER ACTIVITY

PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
\$23,049.93	\$0.00	\$0.00	\$23,049.93

Post Date	Tran Date	Reference Number	Transaction Description	Amount
10-26	10-25	24717050299132997301064	OHS COMPCARE KANSAS CITY MO	133.47
10-26	10-27	24445000301495598109628	CINTAS #430 913-782-8333 KS	39.69
10-26	10-27	24445000301495598109701	CINTAS #430 913-782-8333 KS	39.69
11-01	10-28	24445000302497391832728	DOLLAR GENERAL # 12260 BASEHOR KS	9.85
11-01	10-30	24164070304685035600010	LEAVENWORTH CO07050602 LANSING KS	825.11
11-01	10-31	24692160304000474968466	SPRINT *WIRELESS 800-639-6111 CO	941.50
11-03	11-03	24690510307286873300667	SUNFLOWER BROADBAND 785-841-2100 KS	131.22
11-03	11-03	24690510307286873300675	SUNFLOWER BROADBAND 785-841-2100 KS	348.86
11-08	11-06	24492800311118000100208	SUMNER GROUP INC 314-6338009 MO	119.00
11-08	11-06	24492800311118000100232	SUMNER GROUP INC 314-6338009 MO	236.05
11-08	11-06	24492800311118000100323	SUMNER GROUP INC 314-6338009 MO	124.00
11-08	11-06	24492800311118000100372	SUMNER GROUP INC 314-6338009 MO	22.29
11-08	11-06	24492800311118000100570	SUMNER GROUP INC 314-6338009 MO	216.35
11-09	11-08	24493980312206364700012	M & S SUPPLY 866-362-4764 TX	1,300.00
11-10	11-08	24480200313900018737278	DEFFENBAUGH INDUSTRIES, 1913-7451563 KS	523.04
11-10	11-08	24480200313900018729127	DEFFENBAUGH INDUSTRIES, 1913-7451563 KS	11,055.72
11-10	11-08	24480200313900018741486	DEFFENBAUGH INDUSTRIES, 1913-7451563 KS	141.25
11-10	11-08	24480200313900018742302	DEFFENBAUGH INDUSTRIES, 1913-7451563 KS	42.00
11-10	11-08	24480200313900018728368	DEFFENBAUGH INDUSTRIES, 1913-7451563 KS	111.00
11-11	11-10	24506010314980001048398	MILLER SIGN SHOPPE,LLC 913-441-6883 KS	60.00
11-11	11-10	24224430315101041453262	KANGAS CORPORATION BASEHOR KS	219.70
11-11	11-10	24445000315515071682462	CINTAS #430 913-782-8333 KS	39.69
11-11	11-10	24445000315515071682389	CINTAS #430 913-782-8333 KS	39.69
11-12	11-10	24270760315166000025032	QUILL CORPORATION 800-789-8965 IL	185.46
11-12	11-10	24270760315166000025115	QUILL CORPORATION 800-789-8965 IL	80.98
11-18	11-17	24761970321074832019848	KS DEPT OF TRANSPORTAT 785-296-3545 KS	30.00
11-18	11-17	24269280321980002424058	VERSENT GROUP LLC 816-221-3900 MO	150.00
11-18	11-17	24269280321980002424082	VERSENT GROUP LLC 816-221-3900 MO	941.25
11-18	11-17	24639230321900012600040	HAYNES EQUIPMENT CO, INC 913-7824962 KS	1,223.55
11-18	11-17	24639230321900012600057	HAYNES EQUIPMENT CO, INC 913-7824962 KS	774.08
11-18	11-17	24639230321900012600065	HAYNES EQUIPMENT CO, INC 913-7824962 KS	1,577.22
11-18	11-17	24639230321900012600073	HAYNES EQUIPMENT CO, INC 913-7824962 KS	358.35
11-19	11-18	24692160322000736373875	ARAMARK 800-666-5500 MA	251.96
11-19	11-18	24492150322849408170966	RECORDPUBLI 913-362-1988 KS	255.00
11-23	11-22	24717050327133276145749	IDEAL LAWN AND LANDSCAPE BONNER SPRINGKS	203.00

Statement Date	NOV 26, 2010	Payment Due Date	DEC 21, 2010
Credit Limit	\$75,000	Amount Due	\$27,900.51
Cash Advance Balance	\$0.00	New Balance	\$27,900.51
Available Credit	\$47,099.49		
<b>CITY OF BASEHOR TRAD</b>			

**CARDHOLDER ACTIVITY**

		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
		\$23,049.93	\$0.00	\$0.00	\$23,049.93
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
11-26	11-23	24492900328118000154644	ZEP SALES AND SERVICE 877-4289937 GA	258.22	
11-26	11-25	24445000330535883405127	CINTAS #430 913-782-8333 KS	41.69	

**CARDHOLDER ACTIVITY**

		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
		\$384.99	\$0.00	\$0.00	\$384.99
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
11-04	11-03	24717050308133080546002	NEBRASKA FURNITURE KANSAS CITY KS	225.99	
11-18	11-17	24412950321002523711980	FRED PRYOR CAREERTRACK MISSION KS	159.00	