



AGENDA
BASEHOR CITY COUNCIL
September 17, 2012 7:00 p.m.
Basehor City Hall

1. **Roll Call** by Mayor David K. Breuer and Pledge of Allegiance
2. **Consent Agenda** (*Items to be approved by Council in one motion, unless objections raised*)
 - a. Approve 08-06-12 & 08-20-12 City Council Meeting Minutes
 - b. Treasurer's Report
 - c. Springsted Incorporated Financial Advisory Services Payment
 - d. Deferral of Building Permit Fees Agreement

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**
5. **New Business**
6. **City Administrator's Report**
7. **Mayor's Report**
8. **Council Members Report**
9. **Executive Session** (if needed)
10. **Adjournment**

Per K.S.A. 75-438 the City Council Meeting agenda is available for review at Basehor City Hall, 2620 North 155th Street.



Minutes

Basehor City Council Special Meeting Minutes

Basehor City Hall, August 6, 2012

Call to Order:

Mayor David K. Breuer called the meeting to order at approximately 6:00 p.m.

Roll Call:

Council Members Present: Mayor David K. Breuer, Travis Miles, Vernon Fields, Brian Healy, Dick Drennon, Ty Garver

Staff Present: Interim City Administrator/Police Chief Lloyd Martley, City Clerk/Finance Director Corey Swisher, City Superintendent Gene Myracle, City Engineer Mitch Pleak, City Attorney Shannon Marcano, City Bond Counsel Gary Anderson, City Financial Advisor Bryan Kidney

Purpose of Special Meeting/Action Items:

1. Adopt Bond Ordinance (No. 616)

Miles moved to approve the Ordinance with Healy seconding. The motion passed unanimously, 5-0.

2. Adopt Bond Resolution 2012-17

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

Healy moved to enter into Executive Session for the purpose of attorney-client privilege with Fields seconding. The motion passed unanimously 5-0. No action was taken.

3. Conduct 2013 Operating Budget Public Hearing

Breuer opened the Public Hearing and asked for comments. Carol Washington inquired about the City's current debt ratio. Breuer then closed the Public Hearing.

4. Adopt 2013 Operating Budget

Miles moved to approve the 2013 Operating Budget with Healy seconding. The motion passed unanimously, 5-0.

Drennon moved to adjourn with Fields seconding. The motion passed unanimously, 5-0.

David K. Breuer, Mayor

Attest:

Corey Swisher, City Clerk/Finance Director



Basehor City Council Meeting Minutes Basehor City Hall, August 20, 2012

Call to Order:

Mayor David K. Breuer called the meeting to order and led the audience in the Pledge of Allegiance at approximately 7:00 p.m.

1. Roll Call:

Council Members Present: Mayor David K. Breuer, Travis Miles, Vernon Fields, Brian Healy, Dick Drennon, Ty Garver

Staff Present: Interim City Administrator/Police Chief Lloyd Martley, City Clerk/Finance Director Corey Swisher, City Superintendent Gene Myracle, City Engineer Mitch Pleak, City Attorney Shannon Marciano

2. Consent Agenda *(Items to be approved by Council in one motion, unless objections raised)*

- a. Approve July 11, 16 & 18 Minutes
- b. Approve Treasurer's Report
- c. Resolution No. 2012-18 / Approve Pavement Management Agreement
- d. Approve STO Ordinance
- e. Approve UPOC Ordinance
- f. Resolution No. 2012 -16 / Approve ZIP Code Realignment Request

Drennon moved to approve the consent agenda with Fields seconding. The motion passed unanimously, 5-0.

3. Call to Public

There were no comments.

4. Unfinished Business - (None at this time)

There was none.

New Business

5. Settlement of Notice of Claim

Drennon moved to settle the notice of claim with Fields seconding. The motion passed unanimously, 5-0. An apology to the former City Administrator, Mark Loughry was then read into the record.

6. City Administrator's Report

- Pinehurst Roundabout Update

Martley reported that improvements to the Pinehurst roundabout had been completed. He then reported the Police Department had begun a DUI enforcement campaign. He also stated the "Bikers for Babies" motorcycle ride would come through Basehor.

7. Mayor's Report

There was none.

8. Council Members Report

Drennon asked that the City Administrator search be discussed at the September Work Session.

9. Executive Session (if needed)

There was none.

10. Adjournment

Miles moved to adjourn with Healy seconding. The motion passed unanimously, 5-0.

David K. Breuer, Mayor

Attest:

Corey Swisher, City Clerk/Finance Director



The City of Basehor

Date: August 13, 2012

To: Basehor Mayor & City Council
Lloyd Martley, Interim City Administrator

From: Corey Swisher, City Clerk/Finance Director

Re: September 2012 Treasurer's Report

Background:

The attached report contains the financial summaries of the revenue and expenditure activities of the City of Basehor for the month ending August 31, 2012.

Attachments:

City-Wide Financial Snapshot
Monthly Sales Tax Report
Solid Waste Enterprise Fund Report
Sewer Enterprise Fund Report
Monthly Check Register

CITY OF BASEHOR

AUGUST 2012 FINANCIAL SNAPSHOT

Funds

Fund	Budget	Revenues	Expenditures	% Collected	% Utilized	Current Balance
General	\$1,867,561	\$1,345,553	\$813,165	72%	44%	\$607,841
Special Park	\$25,000	\$6,096	\$0	24%	0%	\$125,574
Sewer	\$1,379,625	\$660,244	\$583,120	48%	42%	\$712,576
Cedar Lake Maintenance	\$40,000	\$15,526	\$12,448	39%	31%	\$13,394
Bond & Interest	\$702,234	\$815,394	\$115,990	116%	17%	\$981,863
Solid Waste	\$280,897	\$145,730	\$77,310	52%	28%	\$130,862
Special Highway	\$715,000	\$241,703	\$80,690	34%	11%	\$2,140,391
Municipal Equip. Reserve	\$8,840	\$448	\$12,007	5%	136%	\$309,624
Capitl Improvement	\$0	\$37,588	\$0	0%	100%	\$1,374,034
Employee Benefit	\$489,630	\$428,744	\$215,004	88%	44%	\$130,668
LCSD#3	\$33,000	\$20,585	\$7,105	62%	22%	\$22,876
	<u>\$5,541,787</u>	<u>\$3,717,611</u>	<u>\$1,916,840</u>	<u>67%</u>	<u>35%</u>	<u>\$6,549,703</u>

Department

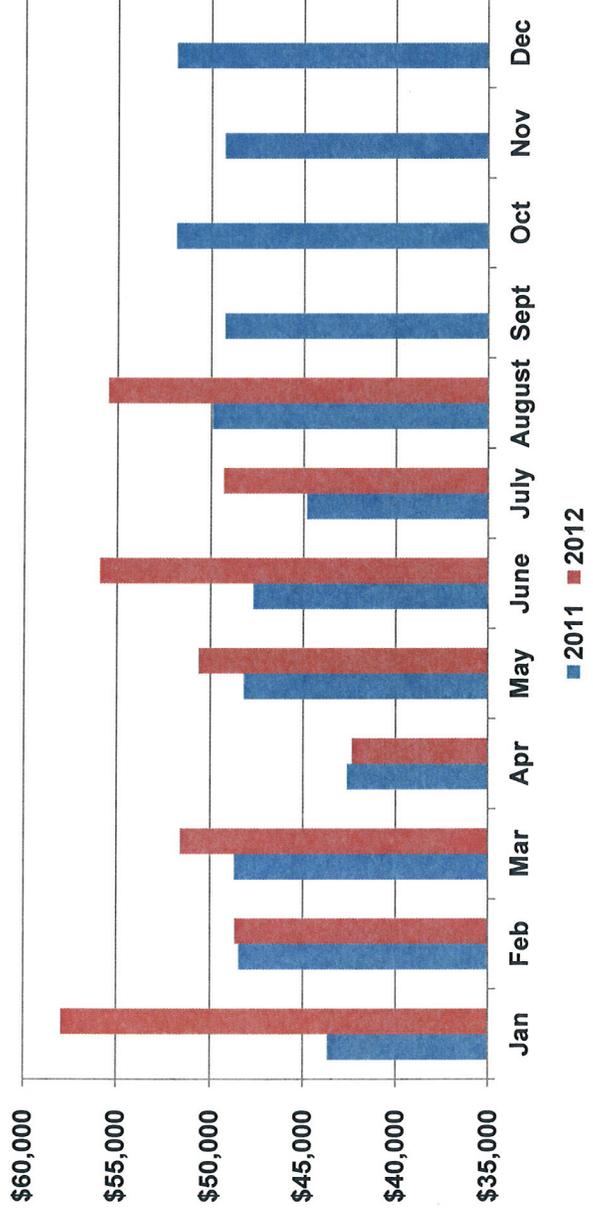
Department	Budget	Expenditures	Remaining Balance	% Utilized
General				
Clerk	\$306,950	\$176,103	\$130,847	57%
Street	\$183,100	\$85,432	\$97,668	47%
Governing Body	\$44,614	\$29,226	\$15,388	66%
Police	\$771,650	\$337,998	\$433,652	44%
Facilities	\$131,775	\$59,422	\$72,353	45%
Administrator	\$141,600	\$27,803	\$113,797	20%
Park & Recreation	\$32,955	\$18,991	\$13,964	58%
Miscellaneous	\$85,518	\$15,667	\$69,851	18%
HR	\$16,000	\$10,215	\$5,785	64%
Planning	\$153,400	\$52,308	\$101,092	34%
	<u>\$1,867,562</u>	<u>\$813,165</u>	<u>\$1,054,397</u>	<u>44%</u>

MONTHLY SALES TAX COLLECTIONS 2008-2012

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>Monthly Diff.</u> <u>'11 - '12</u>	<u>%</u> <u>Difference</u>	<u>2011 YTD</u>	<u>2012 YTD</u>	<u>Diff. '11 - '12</u>	<u>%</u> <u>Difference</u>
Jan	43,516.85	43,726.32	44,933.16	43,677.78	57,962.61	14,284.83	32.7%	43,677.78	57,962.61	14,284.83	32.7%
Feb	46,544.07	49,937.92	59,338.25	48,453.55	48,668.43	214.88	0.4%	92,131.33	106,631.04	14,499.71	15.7%
Mar	46,125.81	59,417.29	44,064.14	48,692.52	51,596.39	2,903.87	6.0%	140,823.85	158,227.43	17,403.58	12.4%
Apr	41,298.70	41,900.26	46,686.51	42,633.11	42,372.82	-260.29	-0.6%	183,456.96	200,600.25	17,143.29	9.3%
May	44,634.80	41,070.02	47,865.00	48,186.99	50,639.59	2,452.60	5.1%	231,643.95	251,239.84	19,595.89	8.5%
June	52,647.16	43,320.60	48,059.05	47,682.94	55,921.34	8,238.40	17.3%	279,326.89	307,161.18	27,834.29	10.0%
July	47,720.81	46,612.85	43,151.43	44,834.43	49,304.00	4,469.57	10.0%	324,161.32	356,465.18	32,303.86	10.0%
Aug	47,209.53	50,284.61	52,935.19	49,903.11	55,484.63	5,581.52	11.2%	373,412.16	411,949.81	38,537.65	10.3%
Sept	50,855.51	52,550.48	52,062.71	49,250.84							
Oct	48,068.36	52,382.92	47,483.47	51,883.08							
Nov	43,264.92	47,111.87	44,789.92	49,270.35							
Dec	43,884.31	56,073.14	46,693.70	51,874.96							
	555,770.83	584,388.28	578,062.53	576,343.66	411,949.81	37,885.38					

2012 TDD \$8,249.19

2011-12 Month to Month Comparison





SEWER FUND HIGHLIGHTS

For the Month of August 2012

MONTH	2011 SWR COUNT	2012 SWR COUNT	% DIFFERENCE
January	1679	1789	6.15%
February	1676	1792	6.47%
March	1679	1797	6.57%
April	1774	1799	1.39%
May	1781	1801	1.11%
June	1779	1798	1.06%
July	1778	1799	1.17%
August	1781	1806	1.38%
September	1774		
October	1777		
November	1770		
December	1776		
AVERAGE	1752	1798	2.54%

MONTH	2011 SWR BILLED	2012 SWR BILLED	% DIFFERENCE
January	\$80,781.73	\$89,188.63	10.41%
February	\$80,627.21	\$89,662.48	11.21%
March	\$80,471.02	\$88,970.52	10.56%
April	\$80,010.76	\$89,233.29	11.53%
May	\$90,216.49	\$91,548.66	1.48%
June	\$89,998.38	\$89,646.47	-0.39%
July	\$89,284.06	\$90,508.05	1.37%
August	\$90,683.38	\$90,985.23	0.33%
September	\$91,270.81		
October	\$91,521.37		
November	\$86,644.10		
December	\$86,654.61		
TOTAL	\$1,038,163.92	\$719,743.33	

MONTH	2011 AVERAGE SWR BILL	2012 AVERAGE SWR BILL	% DIFFERENCE
January	\$48.11	\$49.85	3.61%
February	\$48.11	\$50.03	4.00%
March	\$47.93	\$49.51	3.30%
April	\$45.10	\$49.60	9.97%
May	\$50.65	\$50.83	0.36%
June	\$50.59	\$49.86	-1.44%
July	\$50.22	\$50.31	0.18%
August	\$50.92	\$50.38	-1.06%
September	\$51.45		
October	\$51.50		
November	\$48.95		
December	\$48.79		
AVERAGE	\$49.36	\$50.05	1.39%



SOLID WASTE FUND HIGHLIGHTS

For the Month of August 2012

MONTH	2011	2012	% DIFFERENCE
	SOLID WASTE COUNT	SOLID WASTE COUNT	
January	1,639	1,653	0.85%
February	1,635	1,655	1.21%
March	1,633	1,665	1.92%
April	1,638	1,672	2.03%
May	1,639	1,690	3.02%
June	1,642	1,688	2.73%
July	1,639	1,690	3.02%
August	1,639	1,701	3.64%
September	1,645		
October	1,647		
November	1633		
December	1639		
AVERAGE	1,639	1,677	2.25%

MONTH	2011	2012	% DIFFERENCE
	SOLID WASTE BILLED	SOLID WASTE BILLED	
January	\$16,413.01	\$23,276.77	29.49%
February	\$23,010.32	\$23,320.00	1.33%
March	\$22,959.12	\$23,379.98	1.80%
April	\$23,033.99	\$23,518.26	2.06%
May	\$23,040.15	\$23,794.81	3.17%
June	\$23,065.60	\$23,774.99	2.98%
July	\$23,017.69	\$23,719.21	2.96%
August	\$23,030.35	\$23,858.00	3.47%
September	\$23,112.81		
October	\$23,166.10		
November	\$23,016.61		
December	\$14,899.96		
TOTAL	\$261,765.71	\$188,642.02	

MONTH	2011	2012	% DIFFERENCE
	AVERAGE BILL	AVERAGE BILL	
January	\$10.01	\$14.08	28.91%
February	\$14.07	\$14.09	0.14%
March	\$14.06	\$14.04	-0.14%
April	\$14.06	\$14.07	0.07%
May	\$14.06	\$14.08	0.14%
June	\$14.05	\$14.07	0.14%
July	\$14.04	\$14.04	0.00%
August	\$14.05	\$14.03	-0.14%
September	\$14.05		
October	\$14.07		
November	\$14.09		
December	\$14.06		
AVERAGE	\$13.72	\$14.06	

Check Register Report

Date: 09/06/2012

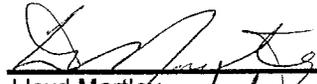
Time: 4:32

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City Of Basehor

BANK: First State Bank

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	
First State Bank Checks							
19912	08/31/2012	Printed		COMMERCE	COMMERCE PURCHASING CARD	CITYWIDE PCARD CHARGES-JUNE	39,555
						CITYWIDE PCARD CHARGES-JULY	39,748
						TOTAL	79,304
19913	08/31/2012	Printed		CUSIP	CUSIP GLOBAL SERVICES	ASSIGN SECURITY ID NUMBER	550
19914	08/31/2012	Printed		FIRST STAT	FIRST STATE BANK AND TRUST	WIRE TRANSFER FEES/3 WIRES	45
19915	08/31/2012	Printed		GILMORE B	GILMORE & BELL, P.C.	LEGAL SVCS/GEN OB RE-FI BONDS	32,000
19916	08/31/2012	Printed		KS DEPT OF	KANSAS DEPT OF TRANSPORTATION	PAY OFF TRF 125 LOAN	1,278,455
19917	08/31/2012	Printed		KANSAS REG	KANSAS REGISTER	BOND SALE NOTICE PUBLICATION	112
19918	08/31/2012	Printed		KS TREASUR	KANSAS STATE TREASURER	REGISTRAR & TRANSFR AGENT FEE	5,330
19919	08/31/2012	Printed		KS TREASUR	KANSAS STATE TREASURER	SERIES 2010 BONDS REFINANCED	3,530,737
19920	08/31/2012	Printed		KDHE TECH	KDHE BUREAU OF WATER	LOAN C20-1463-01 PAYOFF	4,756,927
19921	08/31/2012	Printed		STANDARD &	STANDARD & POORS	ANALYTICAL SERVICES	12,000
				Total Checks: 10		Checks Total (excluding void checks):	9,695,462.
				Total Payments: 10		Grand Total (excluding void checks):	9,695,462.

 9-7-12

Lloyd Martley Date
Interim City Administrator

 09/07/12

Corey Swisher Date
City Clerk/Finance Director

 9/1/12

Kristi Olson Date
Accounting Clerk

Check Register Report

Date: 08/22/2012

Time: 2:55

Page:

City Of Basehor

BANK: First State Bank

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
First State Bank Checks							
19882	08/24/2012	Printed		AFLAC	AFLAC	EMP CAFETERIA PLAN/AUG 2012	936
19883	08/24/2012	Printed		ATMOS ENER	ATMOS ENERGY	GAS USAGE	88
19884	08/24/2012	Printed		GARRETT	CHAD & MAGAN GARRETT	YOUTH SPORTS REBATE X2	45
19885	08/24/2012	Printed		HARTFORD	HARTFORD RETIREMENT PLANS	401/457 RETIREMENT CONTRIB	2,733
19886	08/24/2012	Printed		HOTSY EQUI	HOTSY EQUIPMENT CO	REPAIR POWER WASHER/PWD	227
19887	08/24/2012	Printed		HUHN B	BRANDON HUHN	REIMB BOND/HUHN B J	300
19888	08/24/2012	Printed		KBI LAB	KANSAS BUREAU OF INVESTIGATION	LAB FEES/BRESHEARS J M	400
19889	08/24/2012	Printed		KANSAS PAY	KANSAS PAYMENT CENTER	PAYROLL DIRECTED DEDUCTION	635
19890	08/24/2012	Printed		KELLY	MICHAEL E KELLY	CITY PROSECUTOR FEES	400
19891	08/24/2012	Printed		KPF EFT	KPF EFT PROGRAM	POLICE RETIRE CONTRIB	4,762
19892	08/24/2012	Printed		LV SHERIFF	LEAVENWORTH COUNTY SHERIFF	JAIL BOARDING FEES	245
19893	08/24/2012	Printed		MERCHANT S	MERCHANT SERVICES GROUP	CITYWIDE CREDIT CARD FEES	153
19894	08/24/2012	Printed		MARCAN	MID-AMERICA REGIONAL	REG/MARTLEY, LLOYD/2 DAY CONF	65
19895	08/24/2012	Printed		SELECT IMA	SELECT IMAGING	FILEBOUND HOSTING FEE/1 MONTH	300
19896	08/24/2012	Printed		SELECT SEC	SELECT SECURITY SYSTEMS INC	MONTHLY MONITOR/PWD/AUG	69
19897	08/24/2012	Printed		SONNTAG	SONNTAG LAW OFFICE	COURT APPOINTED ATTORNEY FEE	400
1	08/24/2012	Printed		SPOTS OFF	SPOTS OFF LLC	POLICE CAR WASHES	76
1	08/24/2012	Printed		HEART BUIL	STEPHEN R MARSDEN	JANITORIAL SVCS/AUG 2012	387
19900	08/24/2012	Printed		REILLY COM	THE REILLY COMPANY LLC	POLICY CHG/INCR LEASED EQUIP	53
19901	08/24/2012	Printed		USEMCO INC	USEMCO INC	(5)NEW FLOATS-LIFT STN CONTROL	213
19902	08/24/2012	Printed		WARE/SHAU	SHAUN & ASHLEY WARE	YOUTH SPORTS REBATE X3	120
19903	08/24/2012	Printed		WESTAR GRP	WESTAR ENERGY	ELECTRIC USAGE	4,565
19904	08/24/2012	Printed		WHITE GOSS	WHITE GOSS BOWERS MARCH	LEGAL SVCS-MISC REIMB TO 7/15	1,880
19905	08/24/2012	Printed		WRIGHT EX	WRIGHT EXPRESS	CITYWIDE FUEL CHARGES/JULY	3,258

Total Checks: 24

Checks Total (excluding void checks):

22,316.

Total Payments: 24

Grand Total (excluding void checks):

22,316.

Lloyd Martley 8-27-12

Lloyd Martley Date
Interim City Administrator

Corey Swisher 08/24/12

Corey Swisher Date
City Clerk/Finance Director

Kristi Olson 8/24/12

Kristi Olson Date
Accounting Clerk

Check Register Report

Date: 08/27/2012
 Time: 12:17 PM
 Page: 1

City Of Basehor

BANK: First State Bank

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amc
First State Bank Checks							
19906	08/27/2012	Printed		CANYON	CANYON STONE INC	(10)PEAKED CAPS-ROUNDABOUT	555.90
19907	08/27/2012	Printed		CARTER WAT	CARTER WATERS CORPORATION	(3)ASPHALT RAKES	1,379.90
19908	08/27/2012	Printed		FASTENAL	FASTENAL COMPANY	MISC SUPPLIES/PWD PROJECTS	533.80
19909	08/27/2012	Printed		HINTON	BILLY & KACY HINTON	YOUTH SPORTS REBATE X2	52.50
19910	08/27/2012	Printed		SMITH	RALPH SMITH	PUMP SEPTIC TANK/FOD	220.00
19911	08/27/2012	Printed		SPECTRA	SPECTRA	35GAL-TOTAL KILL WEED SPRAY	2,058.45

Total Checks: 6

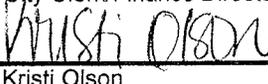
Checks Total (excluding void checks): 4,800.55

Total Payments: 6

Grand Total (excluding void checks): 4,800.55

 8-27-12
 Lloyd Martley Date
 Interim City Administrator

 08/27/12
 Corey Swisher Date
 City Clerk/Finance Director

 8/27/12
 Kristi Olson Date
 Accounting Clerk



Date: September 17, 2012

To: Basehor City Council
Interim City Administrator, Lloyd Martley

From: Corey Swisher, City Clerk/Finance Director

Re: Review Springsted Incorporated Payment

Background:

On April 16, 2012, Travis Miles moved to allow the Mayor to enter into a one year agreement with Springsted Incorporated for financial advisory services. The cost of service was not to exceed \$12,281 with Healy seconding. The motion passed unanimously, 5-0.

The not to exceed cost was based on the permanent financing of Basehor Town Center (BTC) and 155th Street Improvements which was estimated at \$3,762,500. After engaging Springsted for the BTC financing it was discovered that the City could realize considerable savings by refunding other outstanding loans.

The total General Obligation Bond sale was \$8,835,000. The City has received a final invoice from Springsted for \$17,852.76 and staff requests that Council give approval for payment. The cost for advisory services is higher than the initial \$12,281 due to the City's debt refinancing. Since April 16, the cost for BTC & 155th went from \$12,281 down to \$6,890.54 with the refunding picking up the remaining \$10,962 in Springsted's fee. Their fee schedule is based on the total amount of principal at the time sale recommendations are issued.. The cost for financial advisory services was included in the bond proceeds.

Requested Council Action:

Approve payment.

MEMO

Date: September 17, 2012

To: Mayor/Governing Body

From: Lloyd Martley, Interim City Admin

Ref: Deferral of Fees and Real Estate Lien Agreement

The council previously approved an agreement for the deferral of building permit fees for residential development. The original agreement allows for the payment of the permit fees to be deferred until an occupancy permit is issued. It was determined that the original agreement did not take into consideration that a developer might build, two-family residential units, multi-family units as well as single family homes and was deferring the payment of fees until all units were issued occupancy permits.

The new agreement simply cleans this process up and adds any development zoned R-1, R-2, R-3 and P-R. It now clarifies that the City is agreeable to deferring (not waving or forgiving) any City imposed fees affiliated with application for and receipt of a City building permit for the first dwelling unit of the residential development, which will be located on the deferred lot. Such deferment will last until the issuance of the first occupancy permit for a dwelling unit located within the residential development, or one year from the date the building permit was obtained, whichever is shorter.

I am asking for Council to approve the new agreement.