

**Agenda
Work Session**



BASEHOR CITY COUNCIL

March 1, 2010

7:00 p.m.

Basehor City Hall

1. Wage Adjustments
2. 2009 Pavement Management Change Order for Little Joe's Asphalt
3. 2010-11 General Liability Insurance Package
4. Executive Session (if needed)

Memo

Date: 2/22/2010
To: Basehor City Council
Cc: Mayor, Terry Hill
From: Mark Loughry, City Administrator
RE: Position Adjustments

Council, Assistant City Administrator Lloyd Martley and City Superintendent Gene Myracle have submitted a request to me to provide a market wage adjustment for seven staff positions. In comparing City of Basehor positions to the Mid America Regional Council wage study of 2009 the League of Kansas Municipalities Study of 2008 and a phone survey of wage ranges conducted by city staff five I am in agreement with the need for adjustments.

I am attaching a spreadsheet of wage comparisons for the positions in question, the data compiled by staff and the current wage ranges for comparable positions with peer cities. The sheets show how Basehor compares to these other communities that are part of or near to a metro area. Staff also reviewed job descriptions from those cities that provided them to ensure that the Basehor positions are equivalent to those they are being compared to.

I have color coded the two sheets to show where Basehor falls within these range of wages. In reviewing this data Basehor is at or near the bottom in wage ranges for all of the positions being considered. I believe this data supports the request for adjustment and recommend implementing the position adjustments as requested by staff.

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

PROPOSED WAGE PLAN 2010

At the regular council meeting on December 21, 2009 the city was presented with a proposed wage plan for 2010. In this wage plan there was a request by staff to reevaluate eight positions that we felt the salaries were out of alignment with other surrounding cities for the same jobs being performed.

Council approved a 2% increase for staff with the recommendation that the positions we asked for reevaluation be readdressed within sixty days and if approved the increases would be retroactive to January 1, 2010. We are now presenting the council with a proposal for the position realignments. We originally identified eight positions and are now only asking for council to review seven. We have eliminated the Treasure position as we will eventually be looking to fill that position with a full time financial director.

The city has been working on this problem for the past few years and we feel we are getting closer to being very competitive with surrounding cities. The positions that we are recommending to be reevaluated are:

Animal Control
Lieutenant
SR Maintenance Worker
SR Wastewater Operator
Wastewater Operator
Police-Court Clerk
Police Clerk

Attached is a spreadsheet of wage comparisons for the positions in question from LKM. The spreadsheet shows how Basehor compares to other communities that are part of or near to a metro area. Keep in mind not every position is an exact comparison of the Basehor positions either by title or responsibilities. Also keep in mind that the comparison wages provided on the spreadsheet are from 2008 and are being compared to our current wages. We have included the MARC 2009 wage scale, the 2010 adopted Basehor wage plan and the 2010 Basehor step plan. We also contacted the Cities of Tonganoxie, Lansing, Bonner, Eudora, Edwardsville, Desoto and City of Leavenworth requesting copies of their job descriptions and pay scales for the positions we are requesting adjustments for. Included are the responses we received from Tonganoxie, Lansing and Bonner. None of the other municipalities have responded. The following is our recommendation for each proposed position reevaluation.

Animal Control Officer (see attached job descriptions)

The animal control officer is generally an entry level position and very few people who fill that position would have the seniority that our ACO has (25 years). The animal control officer position provides citizens with many of the same responsibilities that our non-certified police officers are required to perform in addition to specific requirements for dealing with animals in

our city. With this being the case it is our recommendation that the animal control officer position should be moved to the equivalent range of a non-certified police officer at a step level one. This would impact the budget by approximately \$1,664.00 based on 1300 hours per year.

Lieutenant/Detective (see attached job descriptions)

The Lieutenant position is out of line due to the fact that most cities would have an additional position of Major/Captain that would be a better comparison of what our Lieutenant's responsibilities are in Basehor. Our Lieutenant is the next in command under the Chief of Police and assumes that role in the Chief's absence. He also has the responsibility of being our only detective and is responsible for investigating and providing follow-up for all crimes beyond the patrol level. With that in mind it is recommended that we move the Lieutenant position to a step eight level in his current range and that we reevaluate the entire position as part of our 2011 budget process. This move would impact the budget by approximately \$2,496.00

Police Court Clerk (see attached job descriptions)

The police court clerk position is currently being compensated at a rate that is substantially lower than the market average. This is a dual responsibility position as this person takes care of administrative police processing and all court procedures for both municipal and district charges. This position is currently being paid at a rate that is slightly above the 25th percentile for compensations in the enclosed study. It is recommended that we increase this position by one step level and that we reevaluate the entire position as part of the 2011 budget process. This move would impact the budget by approximately \$811.20

Police Clerk/Typist (see attached job descriptions)

The police clerk/typist position is currently being compensated at a rate substantially lower than the market average and is close to the lowest compensated in the enclosed study. This position requires processing of all police related administrative activity and includes assisting the court clerk with municipal court procedures. This position is also required to know the processing procedures for the court clerk in her absence. It is recommended that we increase this position by two step levels and that we reevaluate the entire position as part of the 2011 budget process. This move would impact the budget by approximately \$1,435.20

Senior Maintenance Worker (supervisor) (see attached job descriptions)

This is a supervisor position and has the responsibility for ensuring that the maintenance division is in compliance with all Federal, State and local regulations. This position is currently maxed out in the current wage plan and is substantially below the market for compensation. It is recommended that the Senior Maintenance Worker position be moved to range four utilizing the same steps as the current treasurer and at a current step level of two. This would allow the position to be eligible for the administration of the pay plan and move the starting wage to an amount comparable to the 25th percentile pay on the LKM wage study. This would impact the budget by approximately \$1,456.00

Senior Wastewater Operator (supervisor) (see attached job description)

This is a supervisor position and is in charge of the daily operations and maintenance of the wastewater treatment plant. This person has to possess strong mechanical, plumbing, electrical and construction skills. This position is currently maxed out in the current wage plan and is substantially below the market for compensation. It is recommended that the Senior Wastewater Operator be moved to range five utilizing the same steps as the existing Police Sergeant at a current step level of two. This would allow the position to be eligible for the administration of the pay plan and move the starting wage to an amount comparable to the 25th percentile pay on the LKM wage study. This would impact the budget by approximately \$1,995.20

Wastewater Operator (2) (see attached job description)

The person in this position has been classified under the wrong title. We are currently showing the employee as a Wastewater Operator (1) when in fact he should be titled as a Wastewater Operator (2). The difference between a WWTO 1 & 2 is the amount of time on the job and certifications. In order to be titled as a WWTO 2 the employee must possess a class I WWTO and a Class I Collection System License. Our employee has both of these certifications along the required amount of time on the job. It is being recommended that the employee be reclassified as a WWTO 2 and at a step level of two. This would impact the budget by approximately \$1,934.40

The total financial impact for realigning the positions per our recommendations is \$11,792.00. We feel this is a realistic request and a needed adjustment if we are to remain competitive in the surrounding market for these positions.

WAGE COMPARISON REPORT

City	Animal Control		Police Clerk		Police-Court Clerk		Lieutenant		SR Maintenance		SR WWTO		WWTO	
	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max
Merriam	10.71	14.73	14.43	22.07	14.43	22.07	27.96	42.78	17.88	27.35	16.17	22.25	12.27	16.81
Atchison	12.75	17.65	12.27	16.81	11.71	16.04	19.48	26.86	10.71	14.73	19.50	26.99	16.00	22.15
Haysville	11.50	17.26	13.75	19.03	16.80	23.26	19.75	27.34	22.52*	32.66	17.13	25.70	11.50	17.26
Mission	11.90	16.07	16.81	24.37	16.81	24.37	27.38	39.70	17.13	25.70	17.13	25.70	11.50	17.26
Augusta	11.90	16.07	11.90	16.07	15.52	21.00	25.41	38.12	15.52	21.00	20.59	27.92	15.52	21.00
Wellington	9.50	15.00	13.41	17.60	13.41	17.60	18.18	22.15	17.88	23.37	17.88	23.37	11.82	15.89
Bonner Springs	14.66	20.64	12.33	15.02	11.38	13.87	18.18	22.15	17.18**	20.93	18.00	22.00	13.50	15.00
Roeland Park	14.66	20.64	10.00	15.00	12.00	17.50	18.31	28.56	15.00	20.00	16.58	25.86	12.33	19.23
Bel Aire	14.66	20.64	13.62	21.24	13.62	21.24	18.31	28.56	14.29	22.29	20.36	27.87	11.92	16.14
Eudora	14.66	20.64	14.66	20.64	13.24	17.91	15.83	21.82	20.36	29.61	20.36	29.61	11.92	16.14
Mulvane	11.77	16.23	11.77	16.23	14.70	20.26	15.83	21.82	19.77	27.25	17.05	23.50	12.68	17.47
De Soto	12.55	14.10	12.55	14.10	15.30	17.58	17.58	22.04	17.15	19.60	17.95	20.20	16.00	17.85
Spring Hill	11.34	14.16	11.48	14.34	13.80	17.23	20.97	26.19	12.12	15.14	14.43	18.02	13.19	16.47
Osawatomie	11.77	16.50	12.80	17.54	13.93	19.14	20.64	28.82	16.02	22.24	17.49	24.25	13.34	17.75
Edwardsville***	12.33	17.46	13.67	18.67	15.00	21.24	23.19	30.95	17.88	25.70	18.75	26.99	14.51	18.54
Tonganoxie	11.50	16.07	12.32	16.91	13.80	18.53	19.48	26.66	16.33	21.00	17.13	24.77	12.68	17.26
Rose Hill (n/a)	11.03	14.87	11.80	15.28	12.80	17.50	17.91	23.39	14.37	19.55	16.38	22.00	12.10	16.31
Hesston	14.66	20.64	16.81	24.37	16.81	24.37	27.96	42.78	20.36	32.66	20.59	29.61	16.00	22.15
Louisburg	9.50	14.16	10.00	14.10	11.38	13.87	15.83	21.82	10.71	14.73	14.43	18.02	11.50	15.00
Mission Hills****														
Basehor														
Maize														
Average	11.77	16.50	12.80	17.54	13.93	19.14	20.64	28.82	16.02	22.24	17.49	24.25	13.34	17.75
75th Percentile	12.33	17.46	13.67	18.67	15.00	21.24	23.19	30.95	17.88	25.70	18.75	26.99	14.51	18.54
Median	11.50	16.07	12.32	16.91	13.80	18.53	19.48	26.66	16.33	21.00	17.13	24.77	12.68	17.26
25th Percentile	11.03	14.87	11.80	15.28	12.80	17.50	17.91	23.39	14.37	19.55	16.38	22.00	12.10	16.31
High Value	14.66	20.64	16.81	24.37	16.81	24.37	27.96	42.78	20.36	32.66	20.59	29.61	16.00	22.15
Low Value	9.50	14.16	10.00	14.10	11.38	13.87	15.83	21.82	10.71	14.73	14.43	18.02	11.50	15.00

Above Basehor
Below Basehor
Basehor

Memo

Date: 2/22/2010
To: Basehor City Council
Cc: Mayor, Terry Hill
From: Mark Loughry, City Administrator
RE: Pavement Management

Council you have a change order request for the 2009 pavement management program. The City Superintendent has explained why there is a change order in his memo but I wanted to comment as well. Generally speaking the concept of the pavement management program is to make as many street repairs and improvements as possible given the budgeted funds. The best practice for a pavement management program is to solicit bids for certain projects with the option of adding additional work based on quantity bids. That is then brought forward to the council asking for approval of expenditures not to exceed the budgeted amount. This allows for staff to proceed with additional work as it is identified and to get additional work done if bids come in below budget.

In this case, as explained by the Superintendent, while completing the projects there were a few areas that required additional work that staff was unaware of until the old surfaces were removed. Staff authorized the work be completed as it was a necessity to finish the project correctly and did not exceed what was budgeted. This is the way that the pavement management program has been handled in the past and I believe it is not the correct way. Going forward we will bring a proposal to council that allows staff to complete as much of the pavement management program as possible within budgeted funds versus simply approving bid documents.

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

MEMO

February 16, 2010

To: Mark Loughry, City Administrator

Subject: 2009 Pavement Management Change Order #1

From:  Gene Myracle Jr., City Superintendent

The 2009 pavement management project was presented to the city council on July 20th, 2009. Information covering bid tabs, engineers estimates of the project, along with the 2009 budget numbers were presented to the city council for consideration of approval under business item B.

With documents prepared by city staff along with the cities engineering firm MHS, the 2009 budgeted amount of \$ 175,000.00 dollars was utilized in the pavement condition index (PCI) to repair damaged roadways.

Staff placed the top PCI sections of streets in a list then placed an estimate on each section until a unit amount was reached that we as staff felt could be accomplished with the budgeted amount of dollars for 2009.

The selected streets with the worst PCI ratings were placed in bid form and staff felt there might be a chance to receive lower then average bids due to the economy so staff added two alternate sections to also be bid.

The engineers estimate for the original five sections of streets was \$ 103,673.50 with two alternate sections for \$ 50,147.56 and \$ 33,162.50 making the total engineers estimate for the seven sections \$ 186,983.55.

Bids were received and opened at city hall showing Little Joe's Asphalt was low bid for all five sections totaling \$ 82,648.75 along with the two alternate sections being bid totaling \$ 28,900.44 and \$ 20,333.27 making the bid for all seven sections \$ 131,882.46.

City council voted and passed the 2009 PMP in the amount of \$ 131,882.46 on the 20th of July, 2009 and the contractor proceeded with work the first week of August, 2009.

As the contractor performed the scope of work for the project, city staff noticed below average sub base conditions that were to have new asphalt placed.

With the city engineer, resident inspector, and city staff on site, we discussed the required repairs that would need to take place to ensure a quality street repair.

With the streets being under construction, design changes took place in the field changing the contractor's original scope of work.

Attached you will find a break down of each section of roadway that created a sub base problem and was corrected prior to new pavement being placed.

The total change order for all seven section of road repairs total \$ 21,074.04.

Little Joe's Asphalt has received a payment of \$ 131,816.00 check number 17418 on 12-31-09 from the City of Basehor based upon the original contract amount of \$ 131,882.46 leaving a balance to the contractor of \$ 66.46.

The total change order # 1 in the amount of \$ 21, 074.04 along with the balance from the original payment leaves a balance to the contractor Little Joe's Asphalt in the amount of \$ 21,140.73.

TO OWNER:
City of Basehor
P. O. Box 406
Basehor, KS 66007

PROJECT:
Basehor Pavement Management

APPLICATION NO: #2

Distribution to:

FROM CONTRACTOR:
Little Joe's Asphalt Paving
P. O. Box 516
Bonner Springs, KS 66012

VIA ENGINEER:

McAfee, Henderson, Solutions, Inc.
15323 W. 95th Street
Lenexa, KS 66219

OWNER
 ENGINEER
 CONTRACTOR

CONTRACT FOR: Asphalt Street Repair and Maintenance

PERIOD TO: 1/25/2010

PROJECT NOS: 2007.001.02

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM \$ 131,882.46
2. Net change by Change Orders \$ 21,074.04
3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 152,956.50
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 152,956.50
5. RETAINAGE:
 - a. 10 % of Completed Work (Column D + E on G703) 0.00
 - b. % of Stored Material (Column F on G703) 0
 Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$ 0.00

6. TOTAL EARNED LESS RETAINAGE \$ 152,956.50
(Line 4 Less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)
8. CURRENT PAYMENT DUE \$ 131,816
9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ 21,140.73
(Line 3 less Line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$14,579.50	
Total approved this Month	\$6,494.54	
TOTALS	\$21,074.04	\$0.00
NET CHANGES by Change Order	\$21,074.04	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Little Joe's Asphalt Paving

By: _____ Date: _____

State of: Kansas County of: _____
Subscribed and sworn to before me this _____ day of _____
Notary Public: _____
My Commission expires: _____

ENGINEERS CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 21,140.73

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

By:  Date: 1-25-10

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF 2 PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.
 In tabulations below, amounts are stated to the nearest dollar.
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 1
 APPLICATION DATE: 10/14/2010
 PERIOD TO: 1/25/2010
 ENGINEER'S PROJECT NO: 2009.001.07

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		% (G ÷ C)			
1	Pay Application #1	\$146,461.96	\$0.00	\$146,461.96	\$0.00	\$146,461.96	100.00%		\$14,646.20
1	Pay Application #2	\$152,956.50	\$146,461.96	\$6,494.54		\$152,956.50	100.00%		
GRAND TOTALS		\$299,418.46	\$146,461.96	\$152,956.50	\$0.00	\$299,418.46	100.00%	\$0.00	\$14,646.20

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

CHANGE ORDER

No. 1

PROJECT 2009 Pavement Management Improvements

DATE OF ISSUANCE 12/23/09 EFFECTIVE DATE 12/23/09

OWNER City of Basehor

OWNER's Contract No. 2009.001-07

CONTRACTOR Little Joe's Asphalt ENGINEER MHS

You are directed to make the following changes in the Contract Documents.

Description: See Attached Document

Reason for Change Order:

Attachments: (List documents supporting change)

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price \$131,882.46	Original Contract Times 21 Calendar Days Substantial Completion: <u>8/30/2009</u> Ready for final payment: _____ days or dates
Net changes from previous Change Orders No. ____ to No. ____ \$ <u>N/A</u>	Net Change from previous Change Orders No. ____ to No. ____ _____ days
Contract Price Prior to this Change Order \$131,882.46	Contract Times prior to this Change Order Substantial Completion: <u>N/A</u> Ready for final payment: _____ days or dates
Net Increase (decrease) of this Change Order <u>+521,074.04</u>	Net Increase (decrease) of this Change Order <u>N/A</u> days
Contract Price with all approved Change Orders \$152,956.50	Contract Times with all approved Change Orders Substantial Completion: <u>N/A</u> Ready for final payment: _____ days or dates

RECOMMENDED:
By: [Signature]
Engineer (Authorized Signature)

APPROVED:
By: _____
Owner (Authorized Signature)

ACCEPTED:
By: [Signature]
Contractor (Authorized Signature)

Date: 1-6-10

Date: _____

Date: 1-6-10

EJCDC No. 1910-8-B (1990 Edition)

Prepared by the Engineers Joint Contract Documents Committee and endorsed by The Associated General Contractors of America.

Justification

The above overrun is due to changes made to the project to improve drainage and correct deficiencies found during construction. The changes are described by street below:

Elm Street – An overrun of \$15,591.39

The overrun is due to the correction of drainage on Elm St. The south curb line was raised to bring water across the street to drain to the north. An additional 11 L.F. of curb was added to pick up drainage from 155th St. This was an increase of \$228.14. The milling for the street was changed from an edge mill to a full mill to change the profile of the street for positive drainage. This was an increase of \$807.44. Asphalt fabric was increased to cover an additional 37 square yards of street resulting in an increase of \$102.49. Additional asphalt was needed to build the street up to the south and additional base asphalt was needed for full depth patching in areas where the existing asphalt was milled away on the north side of the street from profile milling. The surface asphalt was increased by 18 Ton for an addition of \$1227.96 and the base asphalt was increased by 36 Ton for an addition of \$5034.96. Removal of full depth asphalt and compaction of subgrade was increased to lower the north side of the street for drainage. The Square Yards increased by 145 resulting in an overrun of \$3307.45. The east drive to the daycare was raised to match the elevated curb on the south side of the street. A total of 28 square yards of concrete was needed to correct the entrance for an addition of \$2793.00. One type B ADA ramp could not serve both street crossings. Basehor Public Works was contacted about the issue and it was decided to install two Type A ramps. The cost of the ramps were decreased to \$931.25 for an overall increase of \$681.25. A total of 9.78 square yards of sidewalk was needed to connect the existing walk and ramps to each other for the price of \$348.80. An edge wedge was needed to gain asphalt elevation along the south curb line. An amount of 10 Tons of asphalt was used for an additional cost of \$1059.90.

Pebble Drive – An overrun of \$1,018.51

The overrun of quantities for this street is due to the addition of curb replacement, the need for additional material for compaction in street settlement areas, and a section of the street was wider than plan measurements. Asphalt fabric (Mirapave) was not needed in any areas for this street resulting in a decrease of \$96.95. Additional Asphalt fabric (Miratak) was needed for cracks at concrete patch areas for an increase of \$1021.44. Surface asphalt quantity was increased due to the additional width of street in the eye brow area, an increase of 30 Ton and \$2046.60. The need for full depth patching was decreased because the roadway was built up in this area. The base asphalt was decreased by 13 Ton resulting in a decrease of \$1818.18. Also the area of full depth removal and subgrade compaction was decreased by 38 square yards for a credit of \$866.78. Additional curb was added to the street to correct cracked and broken curb. An increase of 17 L.F. for an additional \$352.58. The utility crossing areas had settled under the pavement creating a need for additional material to bring these areas up to grade for pavement. 18 Tons of AB-3 was compacted in these areas to correct the low grade. The cost for the addition of this item is \$379.80.

150th Terrace – An underrun of \$540.73

The underrun is a result of the area to be corrected being smaller than the plan area. The surface asphalt amount was less by 1 Ton for a savings of \$68.22. The square yard area for the street repair was decreased by 7 square yards and \$502.74. The removal of full depth asphalt and compaction of subgrade was also decreased by 7 square yards and \$159.67. The areas to be repaired had settled and did need additional material to get up to grade. A total of 9 Tons of AB-3 was compacted in these areas for an increase of \$189.90.

158th Street – An underrun of \$6,156.97

This underrun is for the correction of drainage on the north end of 158th Street. The intersection of 158th and Hickory Streets shall have 37 square yards of full depth pavement removed for an increase of \$843.97. An

amount of 10 Tons of base asphalt shall be replaced for an addition of \$1398.60. An additional 11 Square Yards of grading was needed on the west side of 158th St. at the Hickory St. intersection to allow for proper drainage resulting in an increase of \$250.47. The area of 158th St. was lengthened to get to the construction joint at the south end of the street. The square yardage was increased for the milling and paving fabric as a result of this construction. The milling was increased by 17 square yard and \$22.27. The asphalt fabric was increased by 16 square yards and \$27.04. Additional surface asphalt was needed to complete the street. An increase of 16 Tons of surface was used for an addition of \$1123.68. Additionally the curb for 158th Street appeared to be in satisfactory condition with no need for removal and replacement. This was a decrease of 470 L.F. for a savings of \$9823.00

157th Terrace – An overrun of \$306.91

The overrun is a result of additional surface asphalt needed to replace additional asphalt removed. During milling operations the existing pavement was thin and while clean up was being completed to prepare for paving the thin asphalt crumbled away in several areas and had to be removed. An additional 13 Ton of asphalt was used to complete 157th Terrace for an increase of \$929.11. Also 30 L.F. of curb appeared to be satisfactory and did not need replaced. This was a decrease of \$622.20.

157th Street – An overrun of \$5,989.99

The overrun is for the replacement of curb and milling to drain ponding water at the intersection of 157th St. and Willow St. The area of intersection milling was 43 square yards for an increase of \$122.12. The surface asphalt needed to patch curb removal areas and an edge wedge to drain water from curb line was an additional 3 Ton for an increase of \$214.41. Curb was replaced to gain positive drainage across the intersection of 157th St. and Willow and also to replace broken and deficient curb in other areas along 157th St. 158 L.F. of curb was replaced for an increase of \$3276.92. 27 square yards of driveway had to be replaced along 157th St. The concrete drive was in poor condition and removal and replacement of curb would have destroyed the existing pavement. The cost of the 27 square yard driveway replacement was \$2376.54.

Pebble Drive Crown Build – An overrun of \$4,864.94

The contractor requests the additional pay for 45.9 Tons of asphalt used to complete the Crown Build be considered for Pebble Drive at the price of \$105.99 per Ton. The construction for the crown build had begun before unforeseen additions were addressed for the street. An additional 592 S.Y. of street was added to the final quantity because a section of street in the eyebrow area was 2 feet wider than the original quantity. As a result an additional 30 ton of asphalt was needed to complete the construction as well as the total milling quantity would have increased without the profile mill being completed to adjust for the crown build (a savings of \$1,397.12). Other additions to cost were the 18 Ton of AB-3 in the utility crossings and 152 L.F. of Miratak 700 used to correct mirror cracking at the concrete joints of the utility crossings. (These items were described earlier in the Pebble Drive Justification section.) The total unforeseen costs total \$4,844.96.

The total increase for CO #1 is \$21,074.04. All increases and decreases in construction costs were discussed with City of Basehor Staff during the construction phase.

CITY OF BASEHOR - 2009 PAVEMENT MANAGEMENT PAY ESTIMATE

ITEM NO.	ITEM DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL
1	Mobilization				
2	Traffic Control	LS	1	\$ 2,000.00	2000.00
3	Milling (2" Full Width)	SY	2,258	\$ 2.36	5328.88
4	Edge Milling (2" for 6')	SY	432	\$ 2.84	1226.88
5	Milling (Headers)	LF	84	\$ 3.68	309.12
6	Asphalt Fabric (Mirafi Mirapave 500, or equal)	SY	860	\$ 2.77	2382.20
7	Asphalt Fabric (Mirafi Miratak 700, or equal)	LF	79	\$ 6.72	530.88
8	Surface Course HMA Commercial Grade (Class A)	TON	400	\$ 68.22	27288.00
9	Base Course HMA Commercial Grade (Class A)	TON	52	\$ 139.86	7272.72
10	6" KDOT Grade 3.0 (AE) Reinforced Concrete Pavement for Utility Crossing Repairs	SY	145	\$ 71.82	10413.90
11	Removal of Full Depth Asphalt & Subgrade Compaction	SY	301	\$ 22.81	6865.81
12	6" Grade 3.0 (AE) PCC Concrete Drive Replacement	SY	17	\$ 99.75	1695.75
13	ADA Ramp	EA	1	\$ 1,181.25	1181.25
14	8" Solid White Crosswalk Line	LF	83	\$ 9.45	784.35
15	6" KDOT Grade 3.0 (AE) Reinforced Concrete Drainage Flume	SY	6	\$ 68.51	411.06
16	12" CMP Storm Culvert	LF	6	\$ 194.25	1165.50
17	Sod Placement and Grading	SY	11	\$ 22.77	250.47
18	Curb Removal & Replacement	LF	577	\$ 20.74	11966.98
TOTAL BASE BID					82648.75

Base Bid - Change Order #1

ITEM NO.	ITEM DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL
3	Milling (2" Full Width)				
4	Edge Milling (2" for 6')	SY	862	\$ 2.36	2034.32
6	Asphalt Fabric (Mirafi Mirapave 500, or equal)	SY	-432	\$ 2.84	(1226.88)
7	Asphalt Fabric (Mirafi Miratak 700, or equal)	SY	2	\$ 2.77	5.54
8	Surface Course HMA Commercial Grade (Class A)	LF	152	\$ 6.72	1021.44
9	Base Course HMA Commercial Grade (Class A)	TON	47	\$ 68.22	3206.34
10	6" KDOT Grade 3.0 (AE) Reinforced Concrete Pavement for Utility Crossing Repairs	TON	23	\$ 139.86	3216.78
11	Removal of Full Depth Asphalt & Subgrade Compaction	SY	-7	\$ 71.82	(502.74)
12	6" Grade 3.0 (AE) PCC Concrete Drive Replacement	SY	100	\$ 22.81	2281.00
13	ADA Ramp	SY	28	\$ 99.75	2793.00
13a.	ADA Ramp (Type A)	EA	-1	\$ 1,181.25	-1181.25
18	Curb Removal & Replacement	EA	2	\$ 931.25	1862.50
	Edge Wedge on Elm	LF	28	\$ 20.74	580.72
	Concrete Sidewalk	TON	10	\$ 105.99	1059.90
	Crown Build on Pebble Drive	SY	9.78	\$ 35.67	348.80
	Compacted AB-3 in Utility Crossings	TON	45.9	\$ 105.99	4864.94
		TON	27	\$ 21.10	569.70
CHANGE ORDER #1 QUANTITY					20934.11

ITEM NO.	ITEM DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL
CITY OF BASEHOR - 2009 PAVEMENT MANAGEMENT BID ALTERNATE #1					
				158th Street (Willow - Hickory)	
ITEM NO.	ITEM DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL
19	Milling (2" Full Width)	SY	1,677	\$ 1.31	2,196.87
20	Asphalt Fabric (Mirafi Mirapave 500, or equal)	SY	1,677	\$ 1.69	2,834.13
21	Surface Course HMA Commercial Grade (Class A)	TON	189	\$ 70.23	13,273.47
22	Sod Placement and Grading	SY	11	\$ 22.77	250.47
23	Curb Removal & Replacement	LF	495	\$ 20.90	10,345.50
ALTERNATE #1 BID					28,900.44
Alternate #1 - Change Order #1					
ITEM NO.	ITEM DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL
19	Milling (2" Full Width)				
20	Asphalt Fabric (Mirafi Mirapave 500, or equal)	SY	17	\$ 1.31	22.27
21	Surface Course HMA Commercial Grade (Class A)	SY	16	\$ 1.69	27.04
22	Surface Course HMA Commercial Grade (Class A)	TON	16	\$ 70.23	1,123.68
22	Sod Placement and Grading	SY	11	\$ 22.77	250.47
23	Curb Removal & Replacement	LF	-470	\$ 20.90	(9,823.00)
	Removal of Full Depth Asphalt and Subgrade Compaction	SY	37	\$ 22.81	843.97
	Base Course HMA Commercial Grade	TON	10	\$ 139.86	1,398.60
CHANGE ORDER #1 QUANTITY					(6,156.97)
CITY OF BASEHOR - 2009 PAVEMENT MANAGEMENT BID ALTERNATE #2					
				157th Terrace (Willow - Hickory)	
ITEM NO.	ITEM DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL
24	Milling (2" Full Width)				
25	Asphalt Fabric (Mirafi Mirapave 500, or equal)	SY	1540	1.31	2,017.40
26	Asphalt Fabric (Mirafi Mirapave 500, or equal)	SY	1540	2.06	3,172.40
26	Surface Course HMA Commercial Grade (Class A)	TON	173	71.47	12,364.31
27	Curb Removal & Replacement	LF	134	20.74	2,779.16
ALTERNATE #2 BID					20,333.27
Alternate #2 - Change Order #1					
ITEM NO.	ITEM DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL
26	Surface Course HMA Commercial Grade (Class A)	TON	13	\$ 71.47	929.11
27	Curb Removal & Replacement	LF	-30	\$ 20.74	(622.20)
CHANGE ORDER #1 QUANTITY					306.91

ITEM NO.	ITEM DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL
CHANGE ORDER #1 157TH STREET (WILLOW TO HICKORY)					
ITEM NO.	ITEM DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL
	Milling (Mill to Drain)	SY	43.00	2.84	122.12
	4" Grade 3.0 (AE) PCC Concrete Drive Replacement	SY	27.00	88.02	2,376.54
	Surface Course HMA Commercial Grade (Class A)	TON	3.00	71.47	214.41
	Curb Removal & Replacement	LF	158.00	20.74	3,276.92
CHANGE ORDER #1 QUANTITY					5,989.99

Approved:

Contractor	_____	Date	_____
	<i>[Signature]</i>		1-25-10
Project Engineer	_____	Date	_____
	<i>[Signature]</i>		1-25-10
Project Inspector	_____	Date	_____
	<i>[Signature]</i>		2-5-10
City of Basehor	_____	Date	_____

Total to Date: \$152,956.50
Less 10% Retainage: \$0.00
Subtotal: \$152,956.50
Less Previous Payment: \$131,815.77

Total Amount Due: \$21,140.73

Mertz wanted to make sure the City would be able to give the property back to Basehor Properties without problems from KDOT. Mr. Reavey said the Council could revise the original motion with a condition that the deed be provided. President Washington and Councilmember Dysart voted in favor. Councilmember's Breuer, Moyer, and Mertz voted against the motion. Motion failed 2-3.

Mayor Hill asked that the deed be provided to the attorney for review.

A motion was made by Councilmember Mertz and seconded by Councilmember Moyer to change Business items a, b, and e to i, j, and k. Motion passed 5-0.

Refer to Business Item "j".

b. Consider awarding bid for 2009 Pavement Management Plan

Mr. Henderson reported Little Joe's asphalt was low bid in the amount of \$131,882.36 to include Alternate 1 and 2. Bids came in lower than the Engineer's Estimate which allowed the additional work to be included in the 2009 Pavement Management Plan. A motion was made by Councilmember Breuer and seconded by Councilmember Moyer to accept Little Joe's Asphalt for the Base Bid, Alternate 1 and Alternate 2 for a total amount of \$131, 822.36 and authorize notice of award. Motion passed 5-0.

Mr. Henderson anticipated the work to commence in approximately two weeks weather permitting.

d. Consider approval for plan "A" or "B" for Sewer District No. 3 extension

A motion was made by President Washington and seconded by Councilmember Moyer to table action until the August 3 meeting. Councilmember Breuer questioned if the motion should include the appointment of two council members and authorization to enter into negotiations. President Washington and Councilmember Moyer withdrew their motions.

A motion was made by President Washington and seconded by Councilmember Moyer to table action until the August 3rd meeting and designated councilmember's Breuer and Mertz to enter into negotiations with instructions to work out a plan with school district and council. Motion passed 5-0.

e. Consider contractor payments for Wolf Creek Parkway project, TRF 0125 loan

Refer to Business Item "k" and "n".

f. Consider setting 2010 Budget public hearing date (August 3, 7:00 p.m.)

Councilmember Mertz asked if money was allocated in the 2010 Budget for Field of Dreams. Mr. Martley reported Field of Dreams had a debt of approximately \$300,000-

EXPENDITURE REPORT

City Of Basehor

Page: 1
1/13/2010
11:47 am

For the Period: 1/1/2009 to 12/31/2009

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
F 10 - CONSOLIDATED HIGHWAY FUND							
Ex res							
Dept: 000							
Acct Class: CAPO CAPITAL OUTLAY							
849 STREET IMPROVEMENTS	835,507.00	835,507.00	781,120.32	165,478.44	0.00	54,386.68	93.5
CAPITAL OUTLAY	835,507.00	835,507.00	781,120.32	165,478.44	0.00	54,386.68	93.5
Acct Class: COMM COMMODITIES							
803 MISCELLANEOUS COMMODITIES	1,040.00	1,040.00	60.00	0.00	0.00	980.00	5.8
811 MAINTENANCE MATERIALS/SUPPLIES	48,880.00	48,880.00	6,174.76	0.00	0.00	42,705.24	12.6
812 SALT & SAND	10,000.00	10,000.00	12,705.73	4,827.34	0.00	-2,705.73	127.1
COMMODITIES	59,920.00	59,920.00	18,940.49	4,827.34	0.00	40,979.51	31.6
Acct Class: CONT CONTRACTUAL SERVICES							
751 LEGAL PROFESSIONAL FEES	5,000.00	5,000.00	100.00	0.00	0.00	4,900.00	2.0
765 ENGINEERING SERVICES	45,450.00	45,450.00	97,687.28	11,141.65	0.00	-52,237.28	214.9
771 STREET REPAIRS & MAINTENANCE	175,000.00	175,000.00	17,283.72	0.00	0.00	157,716.28	9.9
799 MISC CONTRACTUAL SERVICES	6,500.00	6,500.00	3,833.12	1,063.03	0.00	2,666.88	59.0
CONTRACTUAL SERVICES	231,950.00	231,950.00	118,904.12	12,204.68	0.00	113,045.88	51.3
Dept: 000	1,127,377.00	1,127,377.00	918,964.93	182,510.46	0.00	208,412.07	81.5
Expenditures	1,127,377.00	1,127,377.00	918,964.93	182,510.46	0.00	208,412.07	81.5
Grand Total Net Effect:	-1,127,377.00	-1,127,377.00	-918,964.93	-182,510.46	0.00	-208,412.07	

MEMO

To: Mark Loughry, City Administrator
From: Mary Mogle, City Clerk
cc: Mayor & Council
Date: March 1, 2010

Re: 2010-11 Liability Insurance Package

On April 1, 2010 the City's liability insurance package will expire. Insurance broker, Reilly & Son's have provided a renewal quote for the time frame of April 1, 2010 through March 31, 2011.

Reilly & Sons Insurance and EMC Insurance based the contents of the quote on the recommendations stipulated in the report provided in year 2008 by Charlesworth & Associates. EMC Insurance included in the preliminary quote that they felt the valuation of our wastewater treatment facility was too low and we should consider an increase. Therefore, it was determined that the valuation should be increased to \$7 million which constitutes a premium increase from the current premium of \$42,785 to \$49,295.

To date there is \$47,914 remaining in the General Fund, Insurance line item (01-001-779). The proposed premium would exceed this line item by \$1381.

It is staffs opinion there are ample funds within the General Fund to offset the difference of \$1381 and recommends approval of renewal with EMC Insurance in the amount of \$49,295.

CITY OF BASEHOR, KANSAS
2620 N. 155th Street
City Hall
Basehor, KS 66007

Policy term

April 1, 2010
to
April 1, 2011

Presented February 19, 2010

ACCOUNT SERVICING TEAM

No matter how comprehensive or price competitive your insurance program is, it's still people who service it to ensure that the coverage will respond when it's needed. We feel our people are our greatest asset - courteous professionals who know that you expect and deserve the very best.

These are the people who will be handling your account:

J.R. REILLY	AGENT	jr.reilly@reillyinsurance.com
LOUISE BLANTON	ACCOUNT MANAGER	louise.blanton@reillyinsurance.com
TAMMY WAGNER	CLAIMS	tammy.wagner@reillyinsurance.com

The Reilly Company
Leavenworth Office: 608 Delaware, Leavenworth, KS 66048
Phone: 913-682-1234; FAX: 913-682-8136
Kansas City Office: 11225 College Blvd., Ste 210, Overland Park KS
Phone: 913-708-8700; FAX: 913-708-8880

This presentation is designed to give you an overview of the insurance coverages we recommend for your company. It is intended only as a general understanding of your insurance needs and should not be construed as a legal interpretation of the insurance policies that will be written for you. Please refer to your specific insurance contracts for details on coverages, conditions and exclusions.

COMMERCIAL PROPERTY COVERAGE

Named Insured: City of Basehor
 Company Name: EMC Underwriters, Inc. #3X5-49-98-19 (rated A+ by A.M.Best)
 Policy Term: 04/01/10 to 04/01/11

Cause of Loss: Special Form including Breakdown & Earthquake
 Deductible: \$2,500/10% on Earthquake
 Valuation: Replacement Cost w/Agreed Value

Location	Property Description	Property Limits
1) 2620 N. 155 th Street Basehor (City Hall)	Building Contents	\$ 486,081 112,000
2) N.155 th Street & State Ave. Basehor	Welcome-Sign-Metal	\$ 3,277
3) N. 142 nd Street & Parallel Rd., Basehor	Welcome Sign-Metal	\$ 3,277
4) 15940 Leavenworth Rd. Basehor Property in Open	Gazebo Environmental Classroom/Playground, Picnic tables & grills	\$ 52,431
5) 2300 N. 158 th St. (Wastewater Treatment Plant**) Basehor	Building Contents	\$ 7,000,000 50,000
6) 2300 n. 158 th , Smith Loveless Lift Station Basehor #SN16-47292	Lift Station Prop in Open	\$ 121,200

NOTE:** Includes Fence, Flood Lights, Control Panels, Holding Tank & pumps.

Location	Property Description	Property Limits
7) 1512 N. 155 th USEMCO5594 Basehor	Lift Station Prop in Open	\$ 12,016
8) 2442 Crestwood St. Basehor #FLYGT93801	Lift Station Prop in Open	\$ 12,016
9) 575 N. 155 th St. at Chestnut Street Basehor #FX-01151-P	Lift Station Prop in Open	\$ 36,360
10) 16575 State Ave. Basehor #1608251N	Lift Station Prop in Open	\$ 34,954
11) 15940 Leavenworth City Park, Basehor	Shelter House Bldg. 30 X 30 Bldg.	\$ 12,016
12) 15940 Leavenworth City Park, Basehor	Building/Restrooms	\$ 32,769
13) 1312 N. 150 th St. Basehor #FX-01067	Lift Station Prop in Open	\$ 18,570
14) 20005 163 rd St Basehor #00-504-SJP	Lift Station Prop in Open	\$ 120,155
15) 14310 Donahue Rd. Basehor #11-07195V	Lift Station Prop in Open	\$ 120,155
16) 15120 State Ave. Basehor #FX-01096-V	Lift Station Prop. In Open	\$ 21,300
17) 22539 141 st Terrace Basehor #FX-01199-P	Lift Station Prop in Open	\$ 20,754

Location	Property Description	Property Limits
18) 18236 153 rd St. Basehor #16-08029-S	Lift Station Prop in Open	\$ 16,385
19) Traffic Lights Hwy 24/40 at 155 th Basehor	Prop in Open	\$ 312,090
20) 16300 Garden Parking Fox Ridge Station Basehor #16-08187N	Lift Station Property in Open	\$ 20,200
21) 19155 166 th St. Hidden Ridge Lift Station Basehor, #28-00251K	Lift Station w//equipment	\$ 36,360
22) 2301 N. 158 Town Center Lift Station Basehor #16-08601-00F	Lift Station w/equipment	\$ 40,400
Blanket Building Limit:	\$ 7,518,850	
Blanket Personal Property	\$ 162,000	
Blanket Property in Open	\$ <u>1,013,916</u>	
	\$ 8,694,766	

Key Exclusions: Flood and Losses due to Virus/Bacteria

Note: EMC did valuation on lift station and fee values need to be increased.

Automatic Coverage Extensions

Debris Removal 25%+	\$	50,000
Pollutant Clean Up and Removal	\$	25,000
Personal Effects of Others	\$	10,000
Valuable Papers & Records Cost of Research	\$	100,000
Property Off-Premises & In Transit	\$	50,000
Outdoor Property (named Perils only) Tree, Shrub or Plant (\$250)	\$	25,000
Business Income w/Extra Expense	\$	500,000
Water Damage (sewer back-up)	\$	100,000
Accounts Receivable	\$	100,000
Fine Arts	\$	50,000
Money & Securities – Each Occurrence	\$	10,000
Ordinance or Law included in Building Limit		Included
Equipment Breakdown Protection		Included

Special Property Exclusion Endorsement:

In consideration for premium charged, it is hereby understood and agreed that unless property or locations are scheduled, coverage is excluded for transmission lines, traffic control lights, street lights and poles, street signs, fire hydrants, parking meters, recreational area lighting and equipment, picnic tables, park restrooms and shelter houses, and stadium or bleachers.

EQUIPMENT FLOATER

Named Insured: City of Basehor
 Company Name: EMC Underwriters, Inc. #3X5-49-98-10 (rated A+ by A.M.Best)
 Policy Term: 04/01/10 to 04/01/11

Cause of Loss: Special Form subject to policy exclusions
 Valuation: Actual Cash Value with 80% Coinsurance
 Deductibles: \$ 500 Scheduled Equipment – Per Occurrence
 \$ 500 Unscheduled Equipment - Per Occurrence
 \$ 500 Employee Tools
 \$ 500 Leased or Rented from Others
 \$ 250 Radios
 \$ 500/1000 Computer Coverage

<u>Limits</u>	<u>Coverage Description</u>
\$ 187,247	Scheduled Equipment – Actual Cash Values
\$ 50,000	Unscheduled Equipment – Actual Cash Values (Maximum any one item \$2,500)
\$ 5,000	Employee Tools
\$ 25,000	Leased or Rented from Others (Maximum any one item \$1,000)
\$ 77,040	Radios hand held & Mobile (8)
\$ 50,000	Computer Hardware – RC
\$ 42,500	Computer Software – RC
\$ 7,500	Extra Expense - EDP
\$ 2,500	EDP in Transit

SCHEDULED EQUIPMENT

Item #	Equipment Description	ID/Serial Number	Value
001	1995 TORO MOWER	TO FOLLOW	\$ 13,255
002	1997 CASE UNILOADER & ATTACHMENTS	Mod. #1845C	\$ 30,000
003	VIBROMAZ TAMPER MODELVM6409	JKC06409H	\$ 1,575
004	8 ½ FT WESTERN SNOW PLOW	B1144992	\$ 3,177
005	1006 GENERATOR MODEL 20DS60	TO FOLLOW	\$ 16,000
006	CONFINED SPACE EQUIPMENT	TO FOLLOW	\$ 10,000
007	SHOWNSTEAD METAL DETECTOR	TO FOLLOW	\$ 2,200
008	SNOW PLOW 7FT WESTERN	B1170170	\$ 3,177
009	SAND SPREADER 8 FT. (SWENSON)	94486	\$ 4,000
010	LAWTON SNOW PLOW 11 FT	M-RO-1044	\$ 7,000
011	HENDERSON SALT/SAND SPREADER 10FT	5P262	\$ 7,500
012	JOHN DEER 997 72IN 997 ZTRAK	DM9975C020420	\$ 12,400
013	HENDERSON 9' SALT & SAND SPREADER	FSP 9MS HYD	\$ 3,495
014	WESTERN 9' PRO PLUS SNOW PLOW ULTRA MOUNT	1UTPP90	\$ 3,468
015	2003 JOHN DEER 6320 W/ATTACHMENT	12G168504	\$ 70,000
016	MISC. TOOLS MAX ANY ONE ITEM \$2,500		\$ 50,000
017	RADIOS HAND HELD & MOBILE 5 @ 9900 EACH, 3 @ 9180 EACH ON FILE W/CO.	VARIOUS	\$ 77,040

COMMERCIAL GENERAL LIABILITY COVERAGE

Named Insured: City of Basehor
Company Name: EMC Underwriters, Inc #3D5-49-09-10 (rated A+ by A.M.Best)
Policy Term: 04/01/10 to 04/01/11

Coverage Written On: Occurrence Form

<u>Limits</u>	<u>Coverage Description</u>
\$ 1,000,000	Each Occurrence - Bodily Injury and Property Damage
\$ 2,000,000	General Aggregate
\$ 2,000,000	Products and Completed Operations Aggregate
\$ 1,000,000	Personal and Advertising Injury
\$ 100,000	Fire Damage (any one fire)
\$ 5,000	Medical Expense (any one person)

Includes:

- Premises and Operations
- Products and Completed Operations
- Owners and Contractors Liability
- Contractual Liability
- Employees as Additional Insureds
- Broad Form Property Damage Liability
- Host Liquor Liability
- Incidental Medical Malpractice
- Non-Owned Watercraft Liability (under 26 feet)
- Limited Worldwide Products

Additional Coverage:

Pesticide/Herbicide Applicator Coverage
Kansas Tort Liability Endt. \$500,000 Limit

Employee Benefits Liability Limits: \$500,000/1,000,000 \$1,000 Ded
Claims Made Form: Retro Date 4-1-06

COMMERCIAL GENERAL LIABILITY SCHEDULE OF EXPOSURES

(S) GROSS SALES - PER \$1,000/SALES (A) AREA - PER 1,000/SQ. FT. (M) ADMISSIONS - PER 1,000/ADM
(P) PAYROLL - PER \$1,000 PAY (C) TOTAL COST - PER \$1,000/COST (U) UNIT - PER UNIT (T) OTHER

Loc	Classification	Class Code	Premium Basis
001	Town Liability – Prem/Ops in progress. Includes work subcontracted to others (3) Exposure: Populations Deductible: \$ 500	87523	3,723 t
	Street or Roads	48727	Included
	Pesticide or Herbicide Applicator	87718	1 t
	Parades (Deductible \$3,000 PD)	46590	2 t
	Add'l Insured: Good Samaritans endt CG7129		

Refer to policy for all conditions and exclusions

Key Exclusion: Employment Related Practices (see linebackers coverage)

LINEBACKER COVERAGE

Named Insured: City of Basehor
Company Name: EMC Underwriters, Inc. #3K5-49-9810(rated A+ by A.M.Best)
Policy Term: 04/01/10 to 04/01/11

Coverage Written On: Claims-Made Form
Retroactive Date: **2-15-92**

Available Extended Reporting Period: (unlimited)

<u>Limits</u>	<u>Coverage Description</u>
\$ 1,000,000	Each Loss
\$ 2,000,000	Aggregate for Each Policy Term
\$ 2,000	Insureds Deductible per Loss

Who is an Insured: The "Organization" named in the Declarations
The "Organization's" past, present or future
lawfully elected, appointed or employed officials.
Lawfully appointed members of the commissions
Boards or other units operated under your
jurisdictions and within an allocation of
your total operating budget, provided however,
that none of the above are insured's with respects
to operations involving schools, airports, transit
authorities, hospitals, nursing homes, housing,
or port authorities, gas or utilities unless
specifically endorsed onto this policy.
"Volunteers" past, present or future while conducting
the business of the "organization".
"Employees" past, present or future of the
"organization" while acting within the course
and scope of their employment for the "organization".
"Insured **does not include** any person working on
Retainer and/or as an independent contractor."

Linebacker Form: CL7001
Coverage A Public Officials Liability
Coverage B Employment Practices Liability

Note: Refer to policy and forms for all terms and conditions.

LAW ENFORCEMENT OCCURRENCE

Named Insured: City of Basehor
Company Name: EMC Underwriters 3K5-49-98-09 (rated A+ by A.M.Best)
Policy Term: 04/01/10 to 04/01/11

Coverage Written On: Occurrence Form

<u>Limits</u>	<u>Coverage Description</u>
\$ 1,000,000	Each Occurrence
\$ 2,000,000	Aggregate Limit
\$ 5,000	Medical Expense (any one person)
\$ 2,500	Deductible each wrongful act

Who is an insured:

The insured named in the Declarations
Your employees, but only for acts within the scope of their employment by you.
Volunteers or auxiliary while performing law enforcement activities for you at your request.
Any elective or appointive officer or a member of any board or commissioner or agency of yours while acting within the scope of their duties as such.

Coverage and Forms:

Law Enforcement Liability
Prior Acts Endt. Retro Date 2/15/92

Exclusion: Mold, Other Fungi, or Bacteria Exclusion Endorsement

COMMERCIAL CRIME COVERAGE

Named Insured: City of Basehor
Company Name: EMC Cos. # 3F5-49-98-10 (rated A+ by A.M. Best)
Policy Term: 04/01/10 to 04/01/11

Commercial Crime

<u>Limits</u>	<u>Deductible</u>	<u>Coverage Description</u>
\$ 250,000	\$ 2,500	Employee Dishonesty per Loss
\$ 50,000	\$ 2,500	Forgery or Alteration

Includes: Faithful Performance of Duty Coverage form #CRf25 19
Government Crime Coverage form (loss sustained form)
Include Specified Non-Compensated Officers as Employees
Form #CR25 08
Government Crime Coverage form #CR7002

COMMERCIAL AUTOMOBILE COVERAGE

Named Insured: City of Basehor
Company Name: EMC Underwriters, Inc. #3E5-49-98-10 (rated A+ by A.M.Best)
Policy Term: 04/01/10 to 04/01/11

<u>Limits</u>	<u>Coverage Description</u>
\$ 500,000	Combined Single Limit - Bodily Injury & Property Damage
\$ 500,000	Uninsured Motorists
\$ 500,000	Underinsured Motorists
\$ 2,000	Medical Payments

Includes: Non-Owned Auto Liability
 Hired Auto Liability

Additional Conditions and Endorsements

Hired Auto Physical Damage \$ 30,000
 Comprehensive \$ 500 Ded.
 Collision \$ 1000 Ded.

Commercial Automobile Schedule

Veh #	Year	Vehicle Make Vehicle Model Serial Number	Premium	Liab	Med Pay	PIP	UM ^c	Comp Deductible	Collision Deductible
0001	1999	FORD EXPLORER - Police 1FMZU34E7XUCO2044	\$ 584	X	X		X	\$ 500	\$ 1,000
0002	1999	FORD F350 TRUCK – Pub. Wks 1FDWF373XEE77292	\$ 530	X	X		X	\$ 500	\$ 1,000
0003	1999	TRAILER 16 FT. – Pub Wks. FSL14HDE102	\$ 35	X	X		X		
0004	2000	FORD TAURUS – City Admin. 1FAFP5327YA237970	\$ 492	X	X		X	\$ 500	\$ 1,000

Commercial Automobile Schedule

Veh #	Year	Vehicle Make Vehicle Model Serial Number	Premium	Liab	Med Pay	PIP	UM	Comp Deductible	Collision Deductible
0005	2000	FORD F250 TRUCK – Pub Works 3FTNF21F7YM59915	\$ 531	X	X		X	\$ 500	\$ 1,000
0006	2001	FORD F350 DUMP TRUCK – Pub Works 1FDX37F91ED33556	\$ 620	X	X		X	\$ 500	\$ 1,000
0007	2002	FORD RANGER PU – Pub. Works 1FTXR15E02PB11021	\$ 531	X	X		X	\$ 500	\$ 1,000
0008	2003	KENWORTH DUMP TRUCK – Pub. Works 2NKMHY8X03M899037	\$ 628	X	X		X	\$ 500	\$ 1,000
0009	2007	FORD CROWN VIC - Police 2FAFP71W97X107745	\$ 661	X	X		X	\$ 500	\$ 1,000
0010	1999	READY BILT 17' DOVE TAIL TRLR – Pub. Works 47SS142T7X1015526	\$ 35	X	X		X		
0011	1999	FORD CROWN VIC – Police 2FAFP71W7XX106836	\$ 549	X	X		X	\$ 500	\$ 1,000
0012	2007	FORD CROWN VIC – Police 2FAFP71WX7X128801	\$ 661	X	X		X	\$ 500	\$ 1,000
0013	2008	FORD F475 1 ½ Ton Truck – Pub. Wks 1FDXF47R58EC53401	\$ 767	X	X		X	\$ 500	\$ 1,000
0014	2008	FORD CROWN VIC – Police 2FAFP71V78X135083	\$ 659	X	X		X	\$ 500	\$ 1,000
0015	2008	FORD Interceptors 4Dr. - Police 2FAHP71V98X141199	\$ 694	X	X		X	\$ 500	\$ 1,000
0016	2008	FORD RANGER W/EQUIPMENT - Pub. Works 1FTZR15E78PA03195	\$ 593	X	X		X	\$ 500	\$ 1,000
0017	2009	FORD CROWN VIC 2FAHP71V89X126760	\$ 694	X	X		X	\$ 500	\$ 1,000
0018	2009	FORD CROWN VIC 4 DR. 2FAHP71V19X126762	\$ 694	X	X		X	\$ 500	\$ 1,000

PREMIUM COMPARISON

DESCRIPTION OF COVERAGE	EXPIRING PREMIUM 2009/10	RENEWAL PREMIUM 2010/11
Property, Equipment Breakdown & Earthquake & Endorsement	\$ 15,844 481	\$ 23,807
Commercial Inland Marine & Endts Equipment & Computers	\$ 2,809	\$ 3,093
Commercial General Liability & Endts Employee Benefit Liability	\$ 5,296 Incl	\$ 5,446
Linebacker Coverage	\$ 2,038	\$ 2,038
Law Enforcement	\$ 4,269	\$ 4,269
Crime Coverage	\$ 385	\$ 385
Commercial Auto Endorsements	\$ 10,765 898	\$ 10,257
Total Estimated Premium	\$ 42,785	\$ 49,295

EXECUTIVE SESSION
(if needed)

Memo

Date: March 1, 2010

To: Mayor and City Council

From: Mark Loughry, City Administrator

Re: City Administrator's Report

Items included in the City Administrator's Report are as follows:

1. February 1, 2010 Council Work Session minutes
2. February 18, 2010 Board of Zoning Appeals Minutes – Draft

Please feel free to contact me if you have any questions.

Minutes
Basehor Board of Zoning Appeals
February 18, 2010
Basehor City Hall

A. Call To Order

Chair Bill Robinson called the meeting to order at 6:00 p.m.

B. Roll Call

Present: Jeff Scherer, Ken Massingill, Ty Garver and Bill Robinson . – John Dockendorf absent.
Staff: Mitch Pleak, City Engineer, Mark Lee, Building Inspector,
Mary Mogle, City Clerk.

C. Approval of Minutes

A motion from Mr. Massingill to approve the January 28, 2008 minutes. Mr. Scherer seconded.
Motion passed 3-0 with Mr. Robinson abstaining.

D. New Business

1. Election of Chairperson and Vice Chairperson

Mr. Scherer motioned to nominate Mr. Robinson as Chair. Mr. Garver seconded. Motion passed 4-0.

Mr. Scherer motioned to nominate Mr. Massingill as Vice Chair. Mr. Garver seconded. Motion passed 4-0.

2. Appointment of Secretary

Mr. Scherer motioned for Katherine Renn to remain secretary. Mr. Garver seconded. Motion passed 4-0.

3. Public Hearing – A request for variance from the front yard setbacks, as approved on the Prairie Lake Estates Subdivision for the property located at 15025 Lakeview Drive (lot 55).

The applicant was not present. Mr. Scherer made the motion to approve the variance and accept the six points as written. Mr. Garver seconded. Motion passed 4-0.

E. Old Business – None

F. Open Agenda – None

G. Reports from Special Committees – None

H. Notices and Communications – Mr. Lee introduced Mr. Mitch Pleak as the City's new Engineer.

I. Adjournment

Mr. Scherer made the motion to adjourn. Mr. Massingill seconded. Motion passed. 4-0.
There being no further business, the meeting was adjourned at 6:08 p.m.

Submitted for approval with/without additions or corrections this _____ day of _____, 2010.

Bill Robinson, Chairman

Katherine M. Renn, Asst. City Clerk, BZA Secretary

**Minutes
WORK SESSION**



**BASEHOR CITY COUNCIL
February 1, 2010
7:00 p.m.
Basehor City Hall**

Official Presiding: Council President Jim Washington

Members Present: President Jim Washington, David Breuer, Iris Dysart, Dennis Mertz,
Bill Moyer

Members Absent: Mayor Terry Hill

Staff Present: Mark Loughry, Lloyd Martley, Katherine Renn, Gene Myracle, Mitch Pleak and Patrick Reavey.

Newspaper Present: Kaitlyn Syring, *Basehor Sentinel*

The work session was called to order by President Jim Washington officiating for Mayor Terry Hill's absence with all other members present. The city attorney was in attendance.

1. Request from property owner at 14600 State Avenue to allow archery deer hunting.

Mr. Loughry stated that perhaps to be more accurate to address this item as to allow archery deer hunting in city limits on certain sized parcels of land and not that particular address only. Mr. Loughry stated that upon Council's request of staff coming up with a proposal of ordinances and presentation he commended Chief Martley's work on presentation in Council's packets.

Chief Martley stated to the City Council and audience that his stand on this matter is completely neutral and was only instrumental in compiling the information for Council to make a conscience decision on what they would prefer to happen. Chief Martley stated that the proposal is primarily mirrored from the City of Leavenworth with the exception

that the City is restricting the hunting and not allowing the lottery system like Leavenworth. Chief Martley stated that way the City is aware of whom and when the hunters are on the property requested to hunt. The minimum requirement of the parcel of land must be three acres.

Councilman Moyer asked how the citizens will be notified when there will be hunters on said property and will the land owner have a requirement to warn citizens when the hunting will be taking place. Councilman Moyer also stated that how restrictive do you make the ordinance so it may be allowed but also that citizens are aware it is going to happen and no one is going to get hurt. Councilman Moyer also asked if the fee of ten dollars was too low.

Chief Martley stated that is a standard fee and not necessarily trying to make money from this and just trying to show that the hunter has paid. The fee amount can be changed to any amount the Council suggests.

Mr. Reavey stated that it was better to allow the public to know when the application is being considered by the governing body.

Chief Martley stated that it would be controlled by those hunters who have completed the proficiency test process.

Councilman Moyer stated that he would like to go on record that if we move forward with the ordinance without any tentative changes he is not in favor of the ordinance.

Mr. Reavey stated that in regards to the ordinance if Council was to amend the ordinance with the changes stated in tonight's work session most likely it would be tabled to the next meeting. Because in regard to an ordinance the language has to be written out in the ordinance. That the City could not just make changes staff suggested to the ordinance without prior notification.

Councilman Breuer had some questions for Mr. Maleta who was in the audience and Mr. Maleta, a home owner on 150th Street whose land borders Joe Nick, was present at the work session and expressed a strong concern for the gun shots and the deer stands he has found in the areas surrounding his land.

Staff was directed to place on the next agenda for consideration.

2. Emergency Snow Route Ordinance

Mr. Loughry commended staff on preparing such a good snow removal plan. Mr. Loughry stated that Mr. Reavey would be preparing the exact wording for the ordinance upon Council's advice after reviewing.

Staff recommendation is that the emergency snow removal routes would be divided into two priorities. Those would be priority streets and local streets. The snow plowing and ice removal policy and procedures would be:

- Priority Streets – plowing and treating will start for accumulations of 1” or more. Edge of pavement to edge of pavement plowing.
- Local Streets – plowing and treating will start for accumulations of 2” to 4” and will be one pass (both directions) only.
- Accumulations greater than 4” – plowing of priority streets first. Then one pass on local streets.
- Day following storm – Cleaning as required preventing refreezing of pavement surface.

Discussion about the wording to be placed on the signage amongst Council and Mr. Reavey and staff.

Mr. Mryacle stated that the signage would cost approximately one thousand dollars for one hundred signs.

The council will move forward with this item and propose a current ordinance.

3. Basehor Athletic Association – Field of Dreams

Mr. Loughry stated that after several meetings with Basehor Athletic Association he put together three options for Council to consider included in the packets to review. Mr. Loughry believed in his opinion that the best solution for the City would be Option Three. This option is the only option that gives the City full control of operations and ensures that long term Field of Dreams and programming out there continues for the benefit of the youth in our community.

Mr. Loughry believed that this option will have the lowest total costs between the two options with the City acquiring the land and it allows the most financial and operational control.

Councilman Mertz believed it to be a good service to the youth and citizens in the community.

Mr. Loughry stated that this would cash flow itself and perhaps to make one city employee in charge of Field of Dreams or another option to contract out typical maintenance.

Council member Dysart stated that she was not comfortable with the City purchasing until the City has an appraiser look at the property and a cost benefit analysis was completed.

Mr. Loughry stated that an appraisal would be done. Mr. Loughry also stated that if the numbers came back in favor would council be interested in supporting the purchase or not.

Councilman Breuer, Councilman Moyer and Councilman Mertz all stated that if the numbers came back in favor that they would also be in favor of the purchase.

Council member Dysart stated that she did not see the income and what makes the City think that the City would have better success in running this property, she felt the City would be spending more money.

Councilman Mertz stated that the City would like to have these amenities for the citizens and for more people to come to the City of Basehor.

Mr. Loughry stated that the Mayor was in favor of what staff recommends.

Council President Washington stated that he would like to see more data and has same reservations as Council member Dysart.

Staff was directed to add this to the March work session upon further financial research.

4. Time Clock Resolution

Brief discussion on the new placement of the time clock and to make a resolution for adopting the time clock policy.

This item will be placed on the next city council agenda.

5. Amendment to Standard Traffic Ordinance (STO) – Drivers License Laws

No questions on this item. This item will be placed on the next city council agenda.

6. Uniform Speed Limits

Chief Martley stated he had concerns to make the Standard Traffic Ordinance consistent throughout the city limits.

Mr. Reavey stated that the city engineer agreed it is appropriate to change by ordinance.

This item will be placed on the next city council agenda.

7. Executive Session (if needed)

Mr. Loughry stated he would like to have five minutes for executive session to discuss non personnel issues. Councilman Breuer motion to have five minute executive session. Council member Dysart seconded. All voted yes.

Executive session began at 8:46 p.m

Council returned at 8:57 p.m. and Council President Washington stated that no action was taken.

Meeting adjourned 9:15 PM

Submitted for Council review this 22nd day of February, 2010.

Mary A. Mogle, City Clerk

Transcribed by: Katherine M. Renn, Asst. City Clerk