



AGENDA
BASEHOR CITY COUNCIL
March 15, 2010 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 Commission in one motion, unless objections raised)*
 - a. Approve Minutes
 1. February 22, 2010
 - b. Approve Treasurer's Report
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. **Kansas Sampler Festival Update** - Bob Topping
6. **Wage Adjustments**

Consider approving market wage adjustment for the following positions:

| | |
|---------------------------|----------------------------|
| Animal Control | Lieutenant |
| Senior Maintenance Worker | Senior Wastewater Operator |
| Police-Court Clerk | Police Clerk |
7. **2009 Pavement Management Change Order**

Approve Change Order Request No. 1 in the amount of \$21,140.73.
8. **2010-11 Liability Insurance Package**

Approve liability insurance renewal with EMC for \$49,295.
9. **City Administrator's Report**
 - Glenwood Estates Voluntary Annexation
 - Basehor Athletic Association Field of Dreams
10. **Mayor's Report**
 - \$6000 donation to Basehor Historical Society
11. **Council Members Report**
12. **Executive Session** (if needed)
13. **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

Minutes



BASEHOR CITY COUNCIL
February 22, 2010
7:00 p.m.
Basehor City Hall

Official Presiding: Mayor Terry Hill

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

Members Absent: none

Staff Present: Mark Loughry, Lloyd Martley, Mary Mogle, Gene Myracle, Mitch Pleak,
Cassie Schmidt, Patrick Reavey

Newspaper: Kaitlyn Syring, *Basehor Sentinel*

1. ROLL CALL BY MAYOR TERRY HILL AND PLEDGE OF ALLEGIANCE

The regular meeting was called to order by Mayor Hill. All members were present with the exception of Councilmember Dysart. The city attorney was not present at this time.

2. CONSENT AGENDA

(Consent Agenda Items will be acted upon by one motion unless a Council Member requests an item be removed for discussion and separate action.)

- a. Approve Minutes
 1. January 25, 2010
- b. Approve Treasurer's Report
- c. Approve calendar of events – March 2010
- d. Drinking Establishment License Renewal – Falcon Lakes Golf Clubhouse
Pastimes Bar & Grille

(Councilmember Dysart arrived at 7:04 p.m.)

A motion was made by President Washington and seconded by Councilmember Mertz to approve the Consent Agenda as presented with a correction to the January 25, 2010 minutes, Agenda Item 12, Councilmember Reports, as follows:

"I [Pres. Jim Washington] spoke with Ms Blackdeer regarding the possibility of a deer harvest bow hunting ordinance similar to the City of Leavenworth. Ms Blackdeer indicated her understanding that herd density has to be managed and that a harvest was an appropriate tool to do that. She indicated that she would not oppose an ordinance."

The "no kill" policy has to do with stray domestic animals and such a policy is totally dependent on being able to pass on strays to a facility that adheres to such a policy.
(extracted directly from Pres. Washington's email)

Motion passed 5-0.

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).

Joseph Nick (14600 State Ave) expressed his support support of the Urban Deer Harvest Program and presented with supporting comments.

Jan Maleta (1701 N. 150th St.) expressed her opposition in the Urban Deer Harvest Program and presented with supporting comments.

Tom Mills (14501 Parallel) expressed his support in the Urban Deer Harvest Program and presented with supporting comments.

Joe Stimetz (14301 Parallel) expressed his support in the Urban Deer Harvest Program and presented with supporting comments.

Susan Guy (1713 N. 150th St.) expressed her opposition in the Urban Deer Harvest Program and presented with supporting comments.

Richard Maletz (1701 N. 150th St.) expressed his opposition in the Urban Deer Harvest Program and presented with supporting comments.

UNFINISHED BUSINESS

4. **WEED CONTROL:** Consider adoption of Ordinance No. 566 amending Ordinance Number 315, relating to the cutting of weeds and vegetation, providing for notice and providing for abatement by the city of Basehor, and providing for charges therefore.

The proposed ordinance would require property owners with three acres or less to allow weeds to grow upon the property or any area between the property lines and the centerline of any adjacent street or alley, including but not limited to sidewalks, streets, alleys, easements, right-of-way, excluding drainage. The ordinance would also require property three acres or more to mow weeds in any right-of-ways adjoining the property.

A motion was made by President Washington and seconded by Councilmember Moyer to adopt Ordinance No. 566 amending Ordinance 315, relating to the cutting of weeds and vegetation, providing for notice and providing for abatement. Motion passed 5-0.

BUSINESS

5. **URBAN DEER HARVEST PROGRAM:** Consider Ordinance No. 568 Modifying the Uniform Public Offense Code to allow the discharge of a bow and arrow for purposes of hunting deer within the City.

The proposed ordinance would allow for deer harvesting by bow to take place on property containing three acres or more. Chief Lloyd Martley went over the 19 requirements describing criteria for acquiring a bow hunter's license, procedures for field dressing and proper carcass removal.

Chief Martley reported Andrew Friesen, District Wildlife Biologist for Kansas Department of Wild Life and Parks, sent a letter suggesting another stipulation of the program could be the submission of deer head samples to Kansas Dept. of Wildlife & Parks for CWD testing. Councilmember Moyer questioned what would happen if the deer went onto someone else's property and if the property owner would be notified. He noted he would vote against the ordinance unless it had verbiage requiring that adjacent property owners be notified prior to hunting taking place. Three things should be considered 1) safety first; 2) damage to crops; and 3) courtesy of notification. Chief Martley explained the hunter would be required to notify the Police Dept. and every effort would be made to notify the property owner in which the animal accessed.

Councilmember Mertz suggested publishing the phone number to the Sheriff's Office Dispatch in addition to the Police Departments phone number. President Washington noted the packet would be republished every hunting season. Councilmember Mertz also asked that in Item "K" that "without a waiver approved by the City Administrator" be removed.

Mayor Hill noted that Basehor was a combination of rural and city folks and that this would not be the last time the Council would have to address these types of situations.

(City Attorney Patrick Reavey arrived at 7:47 p.m.)

A motion was made by President Washington and seconded by Councilmember Breuer to approve Ordinance No. 568 and strike in Section 11-206 (k) “without a waiver approved by the City Administrator”. Motion passed 4-1 with Councilmember Moyer casting a no vote.

6. **EMERGENCY SNOW ROUTE:** Consider Ordinance No. 569 designating Emergency Snow Routes

The proposed ordinance would prioritize streets to be plowed and prohibit vehicles from parking on any street designated an emergency snow route when 2 inches or more of snow has accumulated. In addition, the ordinance would give authorization to the mayor, city administrator, or in their absence, the chief of police to declare a traffic emergency.

A motion was made by Councilmember Breuer and seconded by Councilmember Moyer to approve Ordinance No. 569 designating Emergency Snow Routes as presented. Motion passed 5-0.

7. **STANDARD TRAFFIC ORDINANCE (STO):** Consider Ordinance No. 570 amending the 2009 Standard Traffic Ordinance to include a violation of Amended K.S.A 8-291 as a Municipal violation prosecutable in the Municipal Court of Basehor, Kansas.

On January 1, 2010 the State of Kansas adopted changes to the driver’s license provision under KSA 8-291 also known as the Graduated Driver’s License Restriction or GDL. The City must adopt an ordinance authorizing the police department to enforce the new State law.

A motion was made by President Washington and seconded by Councilmember Breuer to approve to approve Ordinance No. 570 amending the 2009 Standard Traffic Ordinance to include a violation of Amended KSA 8-291 as a Municipal violation prosecutable in Municipal Court. Motion passed 5-0.

8. **UNIFORM SPEED LIMITS:** Consider Ordinance 571 amending Basehor Code pertaining to Uniform Speed Limits

In an effort to come into compliance with previously adopted Ordinance 558 requiring uniform speed limits, the new ordinance would implement school zones where not previously established.

A motion was made by Councilmember Breuer and seconded by President Washington to adopt Ordinance 571 amending Basehor Code pertaining to Uniform Speed Limits. Discussion took place regarding the existing speed limits. President Washington called for the question.

A motion was made by President Washington and seconded by Councilmember Breuer to call for the question. Motion passed 5-0.

Motion passed 5-0 to adopt Ordinance 571 as presented.

9. **TIME CLOCK POLICY:** Consider Resolution 2010-05 amending Uniform Personnel Policies and Guidelines for the City of Basehor pertaining to Use of Time Clock.

The proposed resolution would provide guidelines and procedures to employees regarding the new time clock use.

A motion was made by President Washington and seconded by Councilmember Breuer to approve to approve Resolution 2010-05 amending Uniform Personnel Policies and Guidelines pertaining to use of a time clock. Motion passed 5-0.

10. CITY ADMINISTRATOR REPORT

Event Calendar – Mr. Loughry reported March and April meetings are back on schedule.

Executive Session – requested a fifteen minute Executive Session to discuss non-elected personnel and negotiations.

Speed Limits – President Washington asked that a work session to address Councilmember Mertz's concerns and to discuss the work performed by the city engineer regarding speed limit changes be considered.

11. MAYOR'S REPORT

Mayor Hill commended the city superintendent and his crew for the nice work performed in clearing the streets during the last snow storm.

12. COUNCIL MEMBER REPORTS

Bill Moyer

Councilmember Moyer wanted to inform the governing body that he recently joined as a board member of the Leavenworth County Humane Society and requested a meeting with the mayor and city administrator to discuss establishing a board or committee in an effort to establish guidelines to hopefully develop a “No Kill” policy.

Dennis Mertz

Councilmember Mertz also commended the public works crew on the recent snow removal job.

Jim Washington, President

President Washington commended the public works crew on the recent snow removal job.

Iris Dysart

Councilmember Dysart questioned how the City was going to handle snow removal on sidewalks and if the City had discontinued using Casey’s for gasoline purchases.

Mayor Hill reported some cities require the homeowners to clean sidewalks off after a storm and if not cleaned, the homeowner would be ticketed. Mayor Hill stated he would have staff look into it.

The city administrator reported the City was still using Casey’s to purchase gas; however, they are using a “Wright Express” credit card rather than a Casey’s credit card.

David Breuer

Councilmember Breuer reported he received calls from a couple of citizens commending the public works crew on the nice snow removal job.

13. EXECUTIVE SESSION (if needed)

President Washington asked for five additional minutes in executive session.

A motion was made by President Washington and seconded by Councilmember Moyer to convene into Executive Session for up to twenty minutes to discuss non-elected personnel and attorney-client privileged matters and invited the city administrator and city attorney into the session. Motion passed 5-0. (8:15 p.m.)

At 8:37 p.m. the regular meeting was called back to order.

14. ADJOURNMENT

There being no further business to discuss, a motion was made by Councilmember Moyer and seconded by Councilmember Mertz to adjourn the February 22nd regular meeting. Motion passed 5-0. Meeting adjourned at 8:38 p.m.

Submitted for Council approval with/without corrections or additions this 15th day of March, 2010.

Mayor Terry L. Hill

Attest:

Mary A. Mogle, City Clerk, CMC

Memo

To: City Administrator
From: Susan Adams
CC:
Date: 3/9/2010
Re: February 2010 Monthly Financial Report

The attached report contains the financial summaries of the revenue and expenditure activities of the City of Basehor for the month ending February 28, 2010.

Revenues:

General Fund – revenue from property, back, motor and recreational vehicle taxes along with franchise fees

Sewer Fund – revenue from utility billing charges

Solid Waste Fund – revenue from utility billing charges

Bond & Interest: revenue from property and special assessment taxes

Expenditures:

The February expenditures do not include payroll figures as the import program to integrate between the two systems has not been completed. All information has been sent to Propayroll and I am working with Greg to complete. There expectation is to have a trail by the end of this week.

| Revenues | Revenues | | | | |
|-----------------------------|----------------|--------------|---------------|----------------|----------|
| | Budget 2010 | Revenues YTD | Current Month | Balance | % Budget |
| General | \$2,057,837.78 | \$773,991.19 | \$38,772.15 | \$1,283,846.59 | 37.6% |
| Special Park | \$16,376.00 | \$216.02 | \$7.71 | \$16,159.98 | 1.3% |
| Sewer | \$1,045,824.00 | \$164,889.00 | \$101,576.67 | \$880,935.00 | 15.8% |
| Cedar Lakes | \$10,704.00 | \$4.19 | \$1.99 | \$10,699.81 | 0.0% |
| Bond & Interest | \$498,396.94 | \$245,572.39 | \$245,572.39 | \$252,824.55 | 49.3% |
| Solid Waste | \$174,718.00 | \$30,091.94 | \$14,854.83 | \$144,626.06 | 17.2% |
| Consolidated Highway | \$532,863.00 | \$93,827.10 | \$29,757.71 | \$439,035.90 | 17.6% |
| Municipal Equipment Reserve | \$98,500.00 | \$28.29 | \$13.43 | \$98,471.71 | 0.0% |
| Capital Improvement | \$339,798.00 | \$52,279.30 | \$29,738.96 | \$287,518.70 | 15.4% |
| Basehor Town Center Project | \$0.00 | \$89.93 | \$40.57 | -\$89.93 | |
| Wolf Creek Project | \$0.00 | \$266,559.66 | \$263,573.34 | -\$266,559.66 | |

| Expenditures | Expenses | | | | |
|--------------------------------|----------------|--------------|---------------|----------------|----------|
| | Budget 2010 | Expenses YTD | Current Month | Balance | % Budget |
| General | | | | | |
| Administration | \$311,595.00 | \$37,685.30 | \$33,458.88 | \$273,909.70 | 12.1% |
| Street Department | \$213,249.00 | \$7,551.69 | \$6,567.46 | \$205,697.31 | 3.5% |
| Governing Body / Administrator | \$166,370.00 | \$913.09 | \$435.06 | \$165,456.91 | 0.5% |
| Police Department | \$804,738.00 | \$11,952.52 | \$6,286.54 | \$792,785.48 | 1.5% |
| City Facilities | \$35,190.00 | \$11,555.19 | \$6,206.26 | \$23,634.81 | 32.8% |
| Park & Recreation | \$18,342.00 | \$1,054.10 | \$628.94 | \$17,287.90 | 5.7% |
| Employee Benefits | \$388,496.00 | \$4,000.37 | \$1,747.87 | \$384,495.63 | 1.0% |
| Planning & Zoning | \$232,233.00 | \$15,029.87 | \$13,227.29 | \$217,203.13 | 6.5% |
| Special Park | \$35,000.00 | \$0.00 | \$0.00 | \$35,000.00 | 0.0% |
| Sewer | \$1,333,544.00 | \$29,817.73 | \$14,036.04 | \$1,303,726.27 | 2.3% |
| Cedar Lakes | \$17,000.00 | \$2,213.79 | \$1,149.52 | \$14,786.21 | 13.0% |
| Bond & Interest | \$531,499.00 | \$100,589.20 | \$100,560.63 | \$430,909.80 | 18.9% |
| Solid Waste | \$211,100.00 | \$21,644.61 | \$10,803.78 | \$189,455.39 | 10.3% |
| Consolidated Highway | \$481,000.00 | \$1,622.47 | \$1,622.47 | \$479,377.53 | 0.3% |
| Municipal Equipment Reserve | \$150,000.00 | \$7,388.30 | \$7,388.30 | \$142,611.70 | 4.9% |
| Capital Improvement | \$150,000.00 | \$1,531.00 | \$1,531.00 | \$148,469.00 | 1.0% |
| Basehor Town Center Project | \$0.00 | \$86,280.00 | \$75,200.00 | -\$86,280.00 | |
| Wolf Creek Project | \$0.00 | \$39,573.34 | \$39,565.49 | -\$39,573.34 | |

Note: Expenditures totals do not include payroll figures for January or February

BALANCE SHEET

AS OF 02/28/10

Page: 1

3/9/2010

8:05 am

City Of Baschor

As of: 2/28/2010

Balances

Fund: 13 - SUMMATION OF ALL FUNDS

Assets

| | |
|---------------------------------|--------------|
| 001 FSB CHECKING ACCOUNT | 53,963.46 |
| 002 FSB MONEY MARKET ACCOUNT | 6,401,411.34 |
| 005 BASEHOR TOWN CENTER ACCOUNT | 718,907.78 |

Total Assets

7,174,282.58

Liabilities

| | |
|------------------------------------|--------------|
| 214 SEWER FUND MONTHLY BALANCE | 942,728.95 |
| 215 SOLID WASTE MONTHLY BALANCE | 79,306.29 |
| 216 GENERAL FUND MONTHLY BALANCE | 951,056.15 |
| 218 MUNICIPAL EQUIP FUND MO BAL | 278,866.70 |
| 219 CAPITAL IMPROVE FUND MO BAL | 1,450,461.90 |
| 220 SPECIAL PARK & REC FUND MO BAL | 160,113.85 |
| 221 CONS HIGHWAY FUND MONTHLY BAL | 1,839,526.35 |
| 226 BOND & INTEREST MONTHLY BAL | 226,607.04 |
| 230 TOWN CENTER PROJECT MO BALANCE | 718,907.78 |
| 231 WOLF CREEK PROJECT MO BALANCE | 485,475.31 |
| 300 CL MAINTENANCE MONTHLY BALANCE | 41,232.26 |

Total Liabilities

7,174,282.58

Total Liabilities & Balances

7,174,282.58

Check Register Report

AS OF 02/12/10

| Check Number | Check Date | Vendor# Ref# | Vendor Name GL Number | Check Description | Amount |
|---------------------|------------|---------------------|------------------------------|------------------------------|------------------|
| 17535 | 02/12/2010 | EFTPS 11636 | EFTPS | FIT/SS/MEDI WITHHOLDING PYMT | |
| | | | 01-000-202 | | 4,551.53 |
| | | | 01-000-205 | | 1,318.92 |
| | | 11636 | 01-000-204 | | 5,639.78 |
| | | | | | 11,510.23 |
| 17536 | 02/12/2010 | GRIFFIN/WI 11637 | WILLIAM GRIFFIN | PAYROLL DIRECTED DEDUCTION | |
| | | | 01-000-248 | | 400.00 |
| | | | | | 400.00 |
| 17537 | 02/12/2010 | KS DOR WTH 11638 | KANSAS DEPARTMENT OF REVENUE | KS STATE WITHHOLDING PYMT | |
| | | | 01-000-206 | | 2,016.66 |
| | | | | | 2,016.66 |
| 17538 | 02/12/2010 | KANSAS PAY 11639 | KANSAS PAYMENT CENTER | PAYROLL DIRECTED DEDUCTION | |
| | | | 01-000-248 | | 379.50 |
| | | | | | 379.50 |
| 17539 | 02/12/2010 | KPF EFT 11640 | KPF EFT PROGRAM | KPF RETIREMENT WITHHOLDING | |
| | | | 01-000-208 | | 4,024.98 |
| | | | 01-000-211 | | 7.45 |
| | | | | | 4,032.43 |
| Grand Total: | | | | | 18,338.82 |

Mark Loughry 2-17-10
 _____ Date
 Mark Loughry
 City Administrator

Susan Adams
 _____ Date
 Susan Adams
 Treasurer

Check Register Report

AS OF 02/26/10

| Check Number | Check Date | Vendor# Ref# | Vendor Name GL Number | Check Description | Amount |
|--------------|------------|---------------------|----------------------------------------------|-------------------------------|------------------|
| 17540 | 02/24/2010 | EFTPS 11641 | EFTPS 01-000-202 | FIT/SS/MEDI WITHHOLDING PYMT | 4,487.31 |
| | | 11641 | 01-000-205 | | 1,318.74 |
| | | 11641 | 01-000-204 | | 5,638.78 |
| | | | | Check Amount | <u>11,444.83</u> |
| 17541 | 02/24/2010 | KS DOR WTH 11642 | KANSAS DEPARTMENT OF REVENUE 01-000-206 | KS STATE WITHHOLDING PYMT | 1,996.73 |
| | | | | Check Amount | <u>1,996.73</u> |
| 17542 | 02/24/2010 | PROPAYROLL 11643 | PROPAYROLL 01-011-742 | PAYROLL PROCESSING PP#04 | 108.75 |
| | | | | Check Amount | <u>108.75</u> |
| 17543 | 02/26/2010 | ADVANCE IN 11644 | ADVANCE INSURANCE COMPANY 01-000-235 | AD&D/LIFE/LTD/STD MARCH 2010 | 110.00 |
| | | 11644 | 01-000-235 | | 110.00 |
| | | 11644 | 01-000-247 | | 293.34 |
| | | 11644 | 01-000-244 | | 262.79 |
| | | 11644 | 01-000-209 | | -110.00 |
| | | | | Check Amount | <u>666.13</u> |
| 17544 | 02/26/2010 | BLUE CROSS 11645 | BLUE CROSS & BLUE SHIELD OF KS 01-000-209 | MEDICAL INSUARANCE PREMIUM | 12,865.84 |
| | | | | Check Amount | <u>12,865.84</u> |
| 17545 | 02/26/2010 | FAMILY CON 11659 | FAMILY CONCEPTS, LTD 01-004-803 | LITTLE PEOPLES GUID BOOKS | 200.33 |
| | | | | Check Amount | <u>200.33</u> |
| 17546 | 02/26/2010 | FELDMANS 11658 | FELDMANS 01-002-803 | SPOOL WELDING WIRE | 19.49 |
| | | | | Check Amount | <u>19.49</u> |
| 17547 | 02/26/2010 | HAYNES EQU 11646 | HAYNES EQUIPMENT CO 05-009-777 | REPAIR GRINDER PUMPS/CK VALVE | 2,717.15 |
| | | 11646 | 07-000-799 | | 1,149.52 |
| | | | | Check Amount | <u>3,866.67</u> |
| 17548 | 02/26/2010 | VOIDED | | | |
| 17549 | 02/26/2010 | ING LIFE 11647 | ING LIFE INSURANCE & ANNUITY 01-000-212 | DEFERRED COMP FEB 2010 | 6,434.61 |
| | | | | Check Amount | <u>6,434.61</u> |
| 17550 | 02/26/2010 | JOHNSON CL 11660 | JOHNSON COUNTY GOVERNMENT 05-009-790 | FACILITY FLOW SAMPLING | 174.00 |
| | | | | Check Amount | <u>174.00</u> |
| 17551 | 02/26/2010 | KBI LAB 11663 | KANSAS BUREAU OF INVESTIGATION 01-000-859 | COURT COSTS-LAB FEES | 400.00 |
| | | | | Check Amount | <u>400.00</u> |

Check Register Report

AS OF 02/26/10

| Check Number | Check Date | Vendor# Ref# | Vendor Name GL Number | Check Description | Amount |
|--------------|------------|--------------------------------------------|-------------------------------------------------------------------------------|-------------------------------|--------------------------------------|
| 17552 | 02/26/2010 | KS MAYORS 11661 | KANSAS MAYORS ASSOCIATION 01-003-783 | 2010 MEMBERSHIP | 50.00 |
| | | | | Check Amount | <u>50.00</u> |
| 17553 | 02/26/2010 | KMJA 11662 | KANSAS MUNICIPAL JUDGES ASSO 01-004-783 | 2010 ANNUAL DUES - JUDGE PRAY | 25.00 |
| | | | | Check Amount | <u>25.00</u> |
| 17554 | 02/26/2010 | KPF EFT 11648 11648 | KPF EFT PROGRAM 01-000-208 01-000-211 | KPF RETIREMENT PP#04 | 4,197.60 7.45 |
| | | | | Check Amount | <u>4,205.05</u> |
| 17555 | 02/26/2010 | LANE 11665 | DOUGLASS LANE 01-000-213 | CASH BOND REFUND | 500.00 |
| | | | | Check Amount | <u>500.00</u> |
| 17556 | 02/26/2010 | LAWRENCE M 11666 | LAWRENCE MEMORIAL HOSPITAL 01-000-421 | HOSPITAL CHARGES-DEFENDANT | 1,755.00 |
| | | | | Check Amount | <u>1,755.00</u> |
| 17557 | 02/26/2010 | LC EMS 11667 | LEAVENWORTH COUNTY EMS 01-000-421 | TRANSPORT DEFENDANT | 521.60 |
| | | | | Check Amount | <u>521.60</u> |
| 17558 | 02/26/2010 | LV SHERIFF 11668 | LEAVENWORTH COUNTY SHERIFF 01-004-764 | BOARDING PRISONERS | 437.50 |
| | | | | Check Amount | <u>437.50</u> |
| 17559 | 02/26/2010 | LOUGHRY 11649 | MARK LOUGHRY 01-003-774 | REIMBURSEMENT-TOLL/MILEAGE | 221.50 |
| | | | | Check Amount | <u>221.50</u> |
| 17560 | 02/26/2010 | MARTIN J 11669 | JOSHUA MARTIN 01-000-421 | COURT FINE REFUND | 2.00 |
| | | | | Check Amount | <u>2.00</u> |
| 17561 | 02/26/2010 | MARX D 11670 | DARREN MARX 01-000-213 | CASH BOND REFUND | 500.00 |
| | | | | Check Amount | <u>500.00</u> |
| 17562 | 02/26/2010 | MCBRATNEY 11650 | KIANN MCBRATNEY 01-004-767 | PROSECUTOR FEES 02/10 | 400.00 |
| | | | | Check Amount | <u>400.00</u> |
| 17563 | 02/26/2010 | NEXTEL 11651 11651 11651 11651 | NEXTEL COMMUNICATIONS 05-009-758 01-017-758 01-004-758 01-002-758 | CELL PHONE SERVICES | 165.71 151.94 543.62 150.40 |
| | | | | Check Amount | <u>1,011.67</u> |
| 17564 | 02/26/2010 | OREILLYSPR 11671 | O'REILLY AUTO PARTS 01-002-761 | REPLACEMENT ALTERNATOR/FLUID | 284.97 |
| | | | | Check Amount | <u>284.97</u> |

Check Register Report

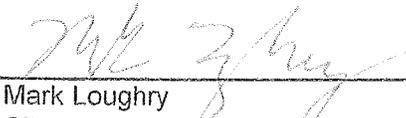
AS OF 02/26/10

| Check Number | Check Date | Vendor# Ref# | Vendor Name GL Number | Check Description | Amount |
|--------------|------------|------------------|-------------------------------------------|--------------------------------|------------------|
| 17565 | 02/26/2010 | PLEAK 11652 | MITCH PLEAK 01-017-782 | REIMBURSEMENT-MILEAGE | 142.50 |
| | | | | Check Amount | <u>142.50</u> |
| 17566 | 02/26/2010 | PRAY 11673 | WILLIAM E. PRAY 01-004-766 | MUNICIPAL JUDGE SERVICES | 300.00 |
| | | | | Check Amount | <u>300.00</u> |
| 17567 | 02/26/2010 | PROPAYROLL 11672 | PROPAYROLL 01-011-742 | PAYROLL PROCESSING-#03 ADDITIO | 46.50 |
| | | | | Check Amount | <u>46.50</u> |
| 17568 | 02/26/2010 | RADIOLOGIC 11674 | RADIOLOGICAL PROFESSIONALS SER 01-000-421 | MEDICAL TREATMENT DEFENDENT | 196.50 |
| | | | | Check Amount | <u>196.50</u> |
| 17569 | 02/26/2010 | REAVEY LAW 11653 | REAVEY LAW LLC 10-000-751 | LEGAL SERVICES JANUARY 2010 | 126.50 |
| | | 11653 | 01-017-751 | | 11,593.50 |
| | | 11653 | 01-004-751 | | 49.50 |
| | | 11653 | 01-003-751 | | 55.00 |
| | | 11653 | 01-001-751 | | 1,182.50 |
| | | | | Check Amount | <u>13,007.00</u> |
| 17570 | 02/26/2010 | ROYCES GLA 11675 | ROYCE'S GLASS 01-002-799 | REPLACEMENT WINDSHIELD | 200.00 |
| | | | | Check Amount | <u>200.00</u> |
| 17571 | 02/26/2010 | SPECTRA 11654 | SPECTRA 05-009-803 | MISC TOOLS PWD | 654.71 |
| | | | | Check Amount | <u>654.71</u> |
| 17572 | 02/26/2010 | UNITED TIT 11676 | UNITED TITLE COMPANY 19-000-799 | TITLE WORK FEES | 6.00 |
| | | | | Check Amount | <u>6.00</u> |
| 17573 | 02/26/2010 | VISION SER 11655 | VISION SERVICES PLAN 01-000-200 | VISION PLAN MARCH 2010 | 491.87 |
| | | | | Check Amount | <u>491.87</u> |
| 17574 | 02/26/2010 | WALMART MA 11678 | WALMART 05-009-803 | CITY/COUNCIL/OFFICE/STORAGE SU | 227.37 |
| | | 11678 | 01-017-803 | | 6.88 |
| | | 11678 | 01-008-803 | | 54.76 |
| | | 11678 | 01-005-803 | | 127.91 |
| | | 11678 | 01-004-803 | | 96.84 |
| | | 11678 | 01-004-801 | | 26.21 |
| | | 11678 | 01-004-759 | | 39.52 |
| | | 11678 | 01-002-803 | | 96.90 |
| | | | | Check Amount | <u>676.39</u> |
| 17575 | 02/26/2010 | WATCHGUAR 11677 | WATCHGUARD VIDEO 01-004-803 | DISCS FOR PATROL UNITS | 77.00 |
| | | | | Check Amount | <u>77.00</u> |

Check Register Report

AS OF 02/26/10

| Check Number | Check Date | Vendor# Ref# | Vendor Name GL Number | Check Description | Amount | |
|---------------------|------------|--------------|-----------------------|--------------------------|------------|----------|
| 17576 | 02/26/2010 | WESTAR GRP | WESTAR ENERGY | UTILITIES | | |
| | | | 11656 | | 01-002-787 | 18.80 |
| | | | 11656 | | 01-008-753 | 540.46 |
| | | | 11656 | | 01-005-753 | 192.33 |
| | | 11656 | 05-009-753 | | 6,723.37 | |
| | | | | | 7,474.96 | |
| | | | | Check Amount | | |
| 17577 | 02/26/2010 | WRIGHT EX | WRIGHT EXPRESS | FUEL CITY VEHICLES 02/10 | | |
| | | | 11657 | | 01-003-804 | 23.90 |
| | | | 11657 | | 01-017-804 | 60.32 |
| | | | 11657 | | 01-004-804 | 2,425.75 |
| | | | | | 2,509.97 | |
| | | | | | 73,875.07 | |
| Grand Total: | | | | | | |

 3-5-10

 Mark Loughry Date
 City Administrator

 03/05/10

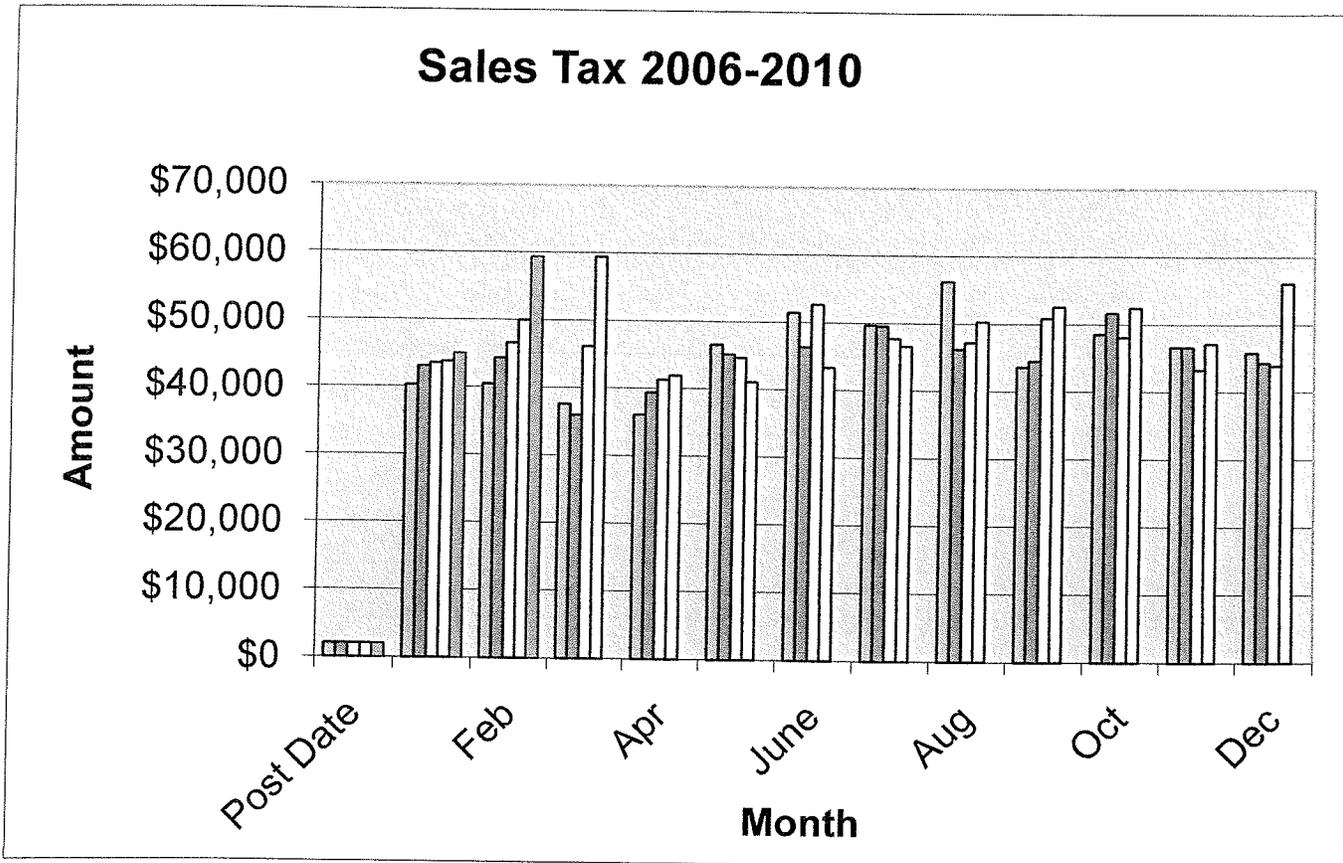
 Susan Adams Date
 Treasurer

Sales Tax 2006 - 2010

| Post Date | 2006 | 2007 | 2008 | 2009 | 2010 | 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% |
| Feb | 40,459.89 | 44,273.79 | 46,544.07 | 49,937.92 | 59,338.25 | 9,400.33 | 18.8% |
| Mar | 37,554.64 | 35,899.77 | 46,125.81 | 59,417.29 | | | |
| Apr | 36,071.53 | 39,334.11 | 41,298.70 | 41,900.26 | | | |
| May | 46,565.17 | 45,142.71 | 44,634.80 | 41,070.02 | | | |
| June | 51,403.77 | 46,335.58 | 52,647.16 | 43,320.60 | | | |
| July | 49,662.85 | 49,500.52 | 47,720.81 | 46,612.85 | | | |
| Aug | 56,212.59 | 46,173.87 | 47,209.53 | 50,284.61 | | | |
| Sept | 43,589.74 | 44,486.92 | 50,855.51 | 52,550.48 | | | |
| Oct | 48,508.43 | 51,633.80 | 48,068.36 | 52,382.92 | | | |
| Nov | 46,597.06 | 46,598.51 | 43,264.92 | 47,111.87 | | | |
| Dec | 45,793.00 | 44,281.28 | 43,884.31 | 56,073.14 | | | |
| | 542,658.76 | 536,701.27 | 555,770.83 | 584,388.28 | 104,271.41 | | |

Difference 2009 - 2010
 10,607.17
 24.3% Up 2009 to 2010

2010 Budget Sales Tax \$652,496
 2010 To Date Sales Tax \$104,271 15.98%
 2010 TDD Sales Tax \$11,427.57
 2009 TDD Sales Tax \$8,186.58



| SEWER AND SOLID WASTE BILLING 2010 | | | | | | |
|-------------------------------------------|--------------------|---------------------|-------------------------|------------------------|-------------------------|-------------------------|
| MONTH | SEWER COUNT | SEWER BILLED | AVERAGE SWR BILL | SOL WASTE COUNT | SOL WASTE BILLED | AVERAGE SOL BILL |
| January | 1,655 | \$57,650.02 | \$34.83 | 1,458 | 14,625.07 | \$10.03 |
| February | 1,658 | \$57,919.69 | \$34.93 | 1,463 | 14,670.04 | \$10.03 |
| March | | | | | | |
| April | | | | | | |
| May | | | | | | |
| June | | | | | | |
| July | | | | | | |
| August | | | | | | |
| September | | | | | | |
| October | | | | | | |
| November | | | | | | |
| December | | | | | | |
| TOTAL | 3,313 | \$115,569.71 | | 2,921 | \$29,295.11 | |
| AVERAGE | 1,657 | | \$34.88 | | | \$10.03 |

NOTE: Bills are generated at the end of the month and charges are collected the following month

City of Basehor
Agenda Item Cover Sheet

Agenda Item No. 6

Topic:

Position and wage adjustments

Action Requested:

Approve proposed 2010 adjusted wage scale for recommended positions.

Narrative:

We are submitting a request to provide a market wage adjustment for seven staff positions. Several comparisons have been completed and provided for your review. Data supports that Basehor is at or near the bottom in wage ranges for all the positions being considered.

Presented by:

Lloyd Martley
Gene Myracle

Administration Recommendation:

Approve as requested

Committee Recommendation:

Approve as requested

Attachments:

Proposed wage adjustments
Adopted 2010 Wage Scale
Proposed 2010 Adjusted Scale
2010 adopted wage plan
Proposed wage plan adjustments
2009 MARC Survey and 2008 LKM Survey
Wage Comparison Report

Projector needed for this item?

No

MEMO

Date: March 5, 2010

To: Mark Loughry

From: Lloyd Martley
Gene Myracle

Ref: Position adjustments

Mark,

Gene Myracle and I are submitting a request 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 supports our recommendation for these adjustments.

Attached is a spreadsheet of wage comparisons for the positions in questions, the data compiled 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. We 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.

In reviewing this data Basehor is at or near the bottom in wage ranges for all of the positions being considered. We believe this data supports the request for adjustment and recommend implementing the position adjustments as requested by staff.

PROPOSED WAGE ADJUSTMENTS 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.

| Range | Title | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 |
|-------|-------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| 1 | Parks Laborer | \$10.07 | \$10.32 | \$10.58 | \$10.84 | \$11.12 | \$11.39 | \$11.68 | \$11.97 | \$12.27 | \$12.58 |
| | Clerical | \$11.20 | \$11.48 | \$11.77 | \$12.06 | \$12.36 | \$12.67 | \$12.99 | \$13.31 | \$13.65 | \$13.99 |
| | Maintenance Worker 1 | \$11.31 | \$11.59 | \$11.88 | \$12.18 | \$12.48 | \$12.80 | \$13.12 | \$13.44 | \$13.78 | \$14.12 |
| | Animal Control Officer | \$11.34 | \$11.62 | \$11.91 | \$12.21 | \$12.52 | \$12.83 | \$13.15 | \$13.48 | \$13.82 | \$14.16 |
| 2 | Police Clerk | \$11.48 | \$11.77 | \$12.06 | \$12.36 | \$12.67 | \$12.99 | \$13.31 | \$13.65 | \$13.99 | \$14.34 |
| | Management Intern | \$11.78 | \$12.07 | \$12.38 | \$12.69 | \$13.00 | \$13.33 | \$13.66 | \$14.00 | \$14.35 | \$14.71 |
| | Maintenance Worker 2 | \$12.12 | \$12.42 | \$12.73 | \$13.05 | \$13.38 | \$13.71 | \$14.06 | \$14.41 | \$14.77 | \$15.14 |
| | Wastewater Operator 1 | \$13.19 | \$13.52 | \$13.86 | \$14.20 | \$14.56 | \$14.92 | \$15.30 | \$15.68 | \$16.07 | \$16.47 |
| 3 | Court Clerk | \$13.80 | \$14.15 | \$14.50 | \$14.86 | \$15.23 | \$15.61 | \$16.00 | \$16.40 | \$16.81 | \$17.23 |
| | Wastewater Operator 2 | \$14.43 | \$14.79 | \$15.16 | \$15.54 | \$15.93 | \$16.33 | \$16.73 | \$17.15 | \$17.58 | \$18.02 |
| | Assistant City Clerk | \$15.07 | \$15.45 | \$15.83 | \$16.23 | \$16.63 | \$17.05 | \$17.48 | \$17.91 | \$18.36 | \$18.82 |
| | Police Officer 2 | \$15.44 | \$15.83 | \$16.22 | \$16.63 | \$17.04 | \$17.47 | \$17.91 | \$18.35 | \$18.81 | \$19.28 |
| 4 | Treasurer | \$15.45 | \$15.84 | \$16.23 | \$16.64 | \$17.05 | \$17.48 | \$17.92 | \$18.37 | \$18.82 | \$19.29 |
| | Police Officer 3 | \$15.94 | \$16.34 | \$16.75 | \$17.17 | \$17.59 | \$18.03 | \$18.49 | \$18.95 | \$19.42 | \$19.91 |
| | Police Corporal | \$17.78 | \$18.22 | \$18.68 | \$19.15 | \$19.63 | \$20.12 | \$20.62 | \$21.13 | \$21.66 | \$22.20 |
| | Police Sergeant | \$18.50 | \$18.96 | \$19.44 | \$19.92 | \$20.42 | \$20.93 | \$21.45 | \$21.99 | \$22.54 | \$23.10 |
| 5 | Building/Code Inspector | \$18.85 | \$19.32 | \$19.80 | \$20.30 | \$20.81 | \$21.33 | \$21.86 | \$22.41 | \$22.97 | \$23.54 |
| | Planner | \$19.12 | \$19.60 | \$20.09 | \$20.59 | \$21.10 | \$21.63 | \$22.17 | \$22.73 | \$23.30 | \$23.88 |
| | Lieutenant/Detective | \$20.97 | \$21.49 | \$22.03 | \$22.58 | \$23.15 | \$23.73 | \$24.32 | \$24.93 | \$25.55 | \$26.19 |
| | City Clerk | \$23.61 | \$24.20 | \$24.81 | \$25.43 | \$26.06 | \$26.71 | \$27.38 | \$28.06 | \$28.77 | \$29.49 |
| 6 | Chief of Police | \$25.99 | \$26.64 | \$27.31 | \$27.99 | \$28.69 | \$29.41 | \$30.14 | \$30.89 | \$31.67 | \$32.46 |
| | City Superintendent | \$26.58 | \$27.24 | \$27.93 | \$28.62 | \$29.34 | \$30.07 | \$30.82 | \$31.60 | \$32.39 | \$33.19 |
| | Planning Director | \$29.10 | \$29.83 | \$30.57 | \$31.34 | \$32.12 | \$32.92 | \$33.75 | \$34.59 | \$35.46 | \$36.34 |
| | City Administrator | \$33.42 | \$35.17 | \$37.02 | \$38.96 | \$41.00 | \$43.16 | \$45.67 | \$48.30 | \$51.05 | \$53.94 |

Adopted by Council this 21st day of December, 2009.

Proposed 2010 Adjusted Scale

| Range | Title | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | |
|-------|-------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|--------|
| 1 | Parks Laborer | \$10.07 | \$10.32 | \$10.58 | \$10.84 | \$11.12 | \$11.39 | \$11.68 | \$11.97 | \$12.27 | \$12.58 | |
| | Clerical | \$11.20 | \$11.48 | \$11.77 | \$12.06 | \$12.36 | \$12.67 | \$12.99 | \$13.31 | \$13.65 | \$13.99 | |
| | Maintenance Worker 1 | \$11.31 | \$11.59 | \$11.88 | \$12.18 | \$12.48 | \$12.80 | \$13.12 | \$13.44 | \$13.78 | \$14.12 | |
| | Animal Control Officer | \$11.34 | \$11.62 | \$11.91 | \$12.21 | \$12.52 | \$12.83 | \$13.15 | \$13.48 | \$13.82 | \$14.16 | OUT |
| 2 | Police Clerk | \$11.48 | \$11.77 | \$12.06 | \$12.36 | \$12.67 | \$12.99 | \$13.31 | \$13.65 | \$13.99 | \$14.34 | OUT-IN |
| | Management Intern | \$11.78 | \$12.07 | \$12.38 | \$12.69 | \$13.00 | \$13.33 | \$13.66 | \$14.00 | \$14.35 | \$14.71 | |
| | Maintenance Worker 2 | \$12.12 | \$12.42 | \$12.73 | \$13.05 | \$13.38 | \$13.71 | \$14.06 | \$14.41 | \$14.77 | \$15.14 | OUT |
| | Wastewater Operator 1 | \$13.19 | \$13.52 | \$13.86 | \$14.20 | \$14.56 | \$14.92 | \$15.30 | \$15.68 | \$16.07 | \$16.47 | OUT |
| 3 | Court Clerk | \$13.80 | \$14.15 | \$14.50 | \$14.86 | \$15.23 | \$15.61 | \$16.00 | \$16.40 | \$16.81 | \$17.23 | OUT-IN |
| | Wastewater Operator 2 | \$14.43 | \$14.79 | \$15.16 | \$15.54 | \$15.93 | \$16.33 | \$16.73 | \$17.15 | \$17.58 | \$18.02 | IN |
| | Senior Wastewater Oper | \$14.43 | \$14.79 | \$15.16 | \$15.54 | \$15.93 | \$16.33 | \$16.73 | \$17.15 | \$17.58 | \$18.02 | OUT |
| | Assistant City Clerk | \$15.07 | \$15.45 | \$15.83 | \$16.23 | \$16.63 | \$17.05 | \$17.48 | \$17.91 | \$18.36 | \$18.82 | |
| 4 | Animal Control Officer | \$15.44 | \$15.83 | \$16.22 | \$16.63 | \$17.04 | \$17.47 | \$17.91 | \$18.35 | \$18.81 | \$19.28 | IN |
| | Police Officer 2 | \$15.44 | \$15.83 | \$16.22 | \$16.63 | \$17.04 | \$17.47 | \$17.91 | \$18.35 | \$18.81 | \$19.28 | IN |
| | Maintenance Worker 2 | \$15.45 | \$15.84 | \$16.23 | \$16.64 | \$17.05 | \$17.48 | \$17.92 | \$18.37 | \$18.82 | \$19.29 | IN |
| | Treasurer | \$15.45 | \$15.84 | \$16.23 | \$16.64 | \$17.05 | \$17.48 | \$17.92 | \$18.37 | \$18.82 | \$19.29 | |
| 5 | Police Officer 3 | \$15.94 | \$16.34 | \$16.75 | \$17.17 | \$17.59 | \$18.03 | \$18.49 | \$18.95 | \$19.42 | \$19.91 | IN |
| | Police Corporal | \$17.78 | \$18.22 | \$18.68 | \$19.15 | \$19.63 | \$20.12 | \$20.62 | \$21.13 | \$21.66 | \$22.20 | |
| | Senior Wastewater Oper | \$18.50 | \$18.96 | \$19.44 | \$19.92 | \$20.42 | \$20.93 | \$21.45 | \$21.99 | \$22.54 | \$23.10 | IN |
| | Police Sergeant | \$18.50 | \$18.96 | \$19.44 | \$19.92 | \$20.42 | \$20.93 | \$21.45 | \$21.99 | \$22.54 | \$23.10 | |
| 6 | Building/Code Inspector | \$18.85 | \$19.32 | \$19.80 | \$20.30 | \$20.81 | \$21.33 | \$21.86 | \$22.41 | \$22.97 | \$23.54 | |
| | Planner | \$19.12 | \$19.60 | \$20.09 | \$20.59 | \$21.10 | \$21.63 | \$22.17 | \$22.73 | \$23.30 | \$23.88 | |
| | Lieutenant/Detective | \$20.97 | \$21.49 | \$22.03 | \$22.58 | \$23.15 | \$23.73 | \$24.32 | \$24.93 | \$25.55 | \$26.19 | OUT-IN |
| | City Clerk | \$23.61 | \$24.20 | \$24.81 | \$25.43 | \$26.06 | \$26.71 | \$27.38 | \$28.06 | \$28.77 | \$29.49 | |
| 8 | Chief of Police | \$25.99 | \$26.64 | \$27.31 | \$27.99 | \$28.69 | \$29.41 | \$30.14 | \$30.89 | \$31.67 | \$32.46 | |
| | City Superintendent | \$26.58 | \$27.24 | \$27.93 | \$28.62 | \$29.34 | \$30.07 | \$30.82 | \$31.60 | \$32.39 | \$33.19 | |
| 9 | Planning Director | \$29.10 | \$29.83 | \$30.57 | \$31.34 | \$32.12 | \$32.92 | \$33.75 | \$34.59 | \$35.46 | \$36.34 | |
| 10 | City Administrator | \$33.42 | \$35.17 | \$37.02 | \$38.96 | \$41.00 | \$43.16 | \$45.67 | \$48.30 | \$51.05 | \$53.94 | |



The position and rate they were at
The position and rate they will be after adjustment

- Animal control goes to Police Officer 2 at step 1
- Lieutenant increases by 2 steps
- Court Clerk increases by 1 step
- Police Clerk increase by 2 steps
- Senior Maintenance Worker moves to range four utilizing Treasurer step scale and at step 2
- Senior Wastewater Operator moves to range five utilizing Seregeant step scale and at step 2
- Wasterwater Operator (1) moves to Wasterwater Operator (2) at step level 2

City of Basehor
 2010 ADOPTED WAGE PLAN
 (effective with 12/26/09-1/08/2010 payroll period)

| Position | 2009 Actual Hourly Wage Rate | Range | Step Start of 2010 | 2% Wage Plan Adjmt. | 2010 Adjusted Step | 2010 Step Increase | Change in 2010 Budget |
|--------------|------------------------------|-------|--------------------|---------------------|--------------------|--------------------|-----------------------|
| Police Clerk | 12.96 | 1 | 7 | 13.31 | 8 | 13.65 | 1435.20 |
| WWTO | 13.24 | 3 | 2 | 13.52 | 3 | 13.86 | 1289.60 |
| Police-Crt | 14.93 | 3 | 5 | 15.23 | 6 | 15.61 | 1414.40 |
| PT Animal | 13.87 | 1 | 10 | 14.16 | 10 | 14.16 | 348.00 |
| Main. SR | 14.83 | 2 | 10 | 15.14 | 10 | 15.14 | 644.80 |
| WWTO SR | 17.66 | 3 | 10 | 18.02 | 10 | 18.02 | 748.80 |
| Lieutenant | 22.68 | 6 | 5 | 23.15 | 6 | 23.73 | 2184.00 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

City of Basehor
2010 PROPOSED WAGE ADJUSTMENTS
(effective with 12/26/09-1/08/2010 payroll period)

| Position | 2009 Actual Hourly Wage Rate | Range | Step Start of 2010 | 2% Wage Plan Adjmt. | 2010 Adjusted Step | 2010 Step Increase | Range after adjust. | Step after adjust. | Rate change after adjust. | Change in 2010 budget |
|--------------|------------------------------|-------|--------------------|---------------------|--------------------|--------------------|---------------------|--------------------|---------------------------|-----------------------|
| Police Clerk | 12.96 | 1 | 7 | 13.31 | 8 | 13.65 | 1 | 10 | 14.34 | \$1,435.20 |
| WWTO | 13.24 | 3 | 2 | 13.52 | 3 | 13.86 | 3 | 2 | 14.79 | \$1,934.40 |
| Police-Crt | 14.93 | 3 | 5 | 15.23 | 6 | 15.61 | 3 | 7 | 16.00 | \$811.20 |
| PT Animal | 13.87 | 1 | 10 | 14.16 | 10 | 14.16 | 4 | 1 | 15.44 | \$1,664.00 |
| Main. SR | 14.83 | 2 | 10 | 15.14 | 10 | 15.14 | 4 | 2 | 15.84 | \$1,456.00 |
| WWTO SR | 17.66 | 3 | 10 | 18.02 | 10 | 18.02 | 5 | 2 | 18.96 | \$1,995.20 |
| Lieutenant | 22.68 | 6 | 5 | 23.15 | 6 | 23.73 | 6 | 8 | 24.93 | \$2,496.00 |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | \$11,792.00 |

WAGE COMPARISON REPORT
(Year 2010)

| 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 | 0.00 | 0.00 | 14.43 | 22.07 | 14.43 | 22.07 | 27.96 | 42.78 | 17.88 | 27.35 | 0.00 | 0.00 | 0.00 | 0.00 |
| Atchison | 10.71 | 14.73 | 12.27 | 16.81 | 11.71 | 16.04 | 19.48 | 26.86 | 10.71 | 14.73 | 16.17 | 22.25 | 12.27 | 16.81 |
| Haysville | 12.75 | 17.65 | 13.75 | 19.03 | 16.80 | 23.26 | 19.75 | 27.34 | 0.00 | 0.00 | 19.50 | 26.99 | 16.00 | 22.15 |
| Mission | 0.00 | 0.00 | 16.81 | 24.37 | 16.81 | 24.37 | 27.38 | 39.70 | 22.52* | 32.66 | 0.00 | 0.00 | 0.00 | 0.00 |
| Augusta | 11.50 | 17.26 | 11.50 | 17.26 | 12.36 | 18.53 | 17.64 | 26.45 | 17.13 | 25.70 | 17.13 | 25.70 | 11.50 | 17.26 |
| Weilington | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Bonner Springs | 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 |
| Roeland Park | 0.00 | 0.00 | 13.41 | 17.60 | 13.41 | 17.60 | 0.00 | 0.00 | 17.88 | 23.37 | 0.00 | 0.00 | 0.00 | 0.00 |
| Bel Aire | 0.00 | 0.00 | 12.33 | 15.02 | 11.38 | 13.87 | 18.18 | 22.15 | 17.18** | 20.93 | 0.00 | 0.00 | 11.82 | 15.89 |
| Eudora | 9.50 | 15.00 | 10.00 | 15.00 | 12.00 | 17.50 | 0.00 | 0.00 | 15.00 | 20.00 | 18.00 | 22.00 | 13.50 | 15.00 |
| Mulvane | 0.00 | 0.00 | 0.00 | 0.00 | 13.62 | 21.24 | 18.31 | 28.56 | 14.29 | 22.29 | 16.58 | 25.86 | 12.33 | 19.23 |
| De Soto | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 17.90 | 0.00 | 27.87 | 0.00 | 0.00 |
| Spring Hill | 14.66 | 20.64 | 14.66 | 20.64 | 13.24 | 17.91 | 0.00 | 0.00 | 20.36 | 29.61 | 20.36 | 29.61 | 11.92 | 16.14 |
| Osawatomie | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Edwardsville*** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 22.55 | 0.00 | 0.00 | 0.00 | 21.59 | 0.00 | 0.00 | 0.00 | 0.00 |
| Tonganoxie | 0.00 | 0.00 | 11.77 | 16.23 | 14.70 | 20.26 | 15.83 | 21.82 | 19.77 | 27.25 | 17.05 | 23.50 | 12.68 | 17.47 |
| Rose Hill (n/a) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Hesston | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 17.58 | 0.00 | 22.04 | 0.00 | 19.60 | 0.00 | 24.77 | 0.00 | 0.00 |
| Louisburg | 0.00 | 0.00 | 12.55 | 14.10 | 15.30 | 15.75 | 0.00 | 0.00 | 17.15 | 19.55 | 17.95 | 20.20 | 16.00 | 17.85 |
| Mission Hills*** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Basehor | 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 |
| Maize | 0.00 | 0.00 | 12.30 | 17.00 | 13.80 | 18.60 | 16.10 | 23.80 | 14.40 | 19.45 | 14.60 | 20.50 | 0.00 | 0.00 |

*Asst Public Works Superintendent

** Acts as both Street and Public Works Foreman

*** Contracts service

City of Basehor
Agenda Item Cover Sheet

Agenda Item No. 7

Topic:

2009 Pavement Management Change Order

Action Requested:

Approve Pavement Management Change Order Request No.1 in the amount of \$21,140.73.

Narrative:

We are submitting Pavement Management Change Order Request No. 1. The Council voted and passed the PMP in the amount of \$131,882.46 on July 20, 2009. With the streets being under construction, design changes took place in the field changing the contractor's original scope of work. The total change order number one in the amount of \$21,074.04 along with the balance from the original payment of \$66.46 leaves a balance to the contractor in the amount of \$21,140.73. This brings the total for 2009 PMP to \$153,023.19 which is below the original budgeted total of \$175,000.

Presented by:

Gene Myracle

Administration Recommendation:

Approve as requested

Committee Recommendation:

Approve as requested

Attachments:

Application and Certification for Payment AIA Document G702 (2 pages)

Change Order No. 1 (7 pages)

Copy of the July 20, 2009 Minutes page 6 (1 page)

Expenditure Report for 1/1/09 to 12/31/09 (1page)

Projector needed for this item? No

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: PROJECT: APPLICATION NO: #2

City of Basehor Basehor Pavement Management

P. O. Box 406 Basehor, KS 66007

FROM CONTRACTOR: VIA ENGINEER: Distribution to:

Little Joe's Asphalt Paving McAfee, Henderson, Solutions, Inc.

P. O. Box 516 Bonner Springs, KS 66012 Lenexa, KS 66219

CONTRACT FOR: Asphalt Street Repair and Maintenance

PERIOD TO: 1/25/2010 PROJECT NOS: 2007.001.02

CONTRACT DATE: 8/11/2009

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
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 131,816
8. CURRENT PAYMENT DUE \$ 21,140.73
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$ 0.00

| 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: _____

ENGINEER'S 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 they are changed to conform with the amount certified.)

By: [Signature] 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 licensee 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 \$ <u>131,882.46</u> | Original Contract Times <u>21</u> 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 \$ <u>131,882.46</u> | 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>+\$21,074.04</u> | Net Increase (decrease) of this Change Order <u>N/A</u> days |
| Contract Price with all approved Change Orders \$ <u>152,956.50</u> | 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.

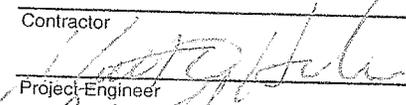
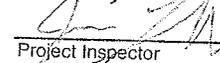
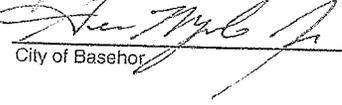
| CITY OF BASEHOR - 2009 PAVEMENT MANAGEMENT PAY ESTIMATE | | | | | |
|---------------------------------------------------------|----------------------------------------------------------------------------------|------|-------|-------------|-----------------|
| ITEM NO. | ITEM DESCRIPTION | UNIT | QTY. | UNIT PRICE | TOTAL |
| 1 | Mobilization | LS | 1 | \$ 2,000.00 | 2000.00 |
| 2 | Traffic Control | LS | 1 | \$ 1,575.00 | 1575.00 |
| 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) | SY | 862 | \$ 2.36 | 2034.32 |
| 4 | Edge Milling (2" for 6') | SY | -432 | \$ 2.84 | (1226.88) |
| 6 | Asphalt Fabric (Mirafi Mirapave 500, or equal) | SY | 2 | \$ 2.77 | 5.54 |
| 7 | Asphalt Fabric (Mirafi Miratak 700, or equal) | LF | 152 | \$ 6.72 | 1021.44 |
| 8 | Surface Course HMA Commercial Grade (Class A) | TON | 47 | \$ 68.22 | 3206.34 |
| 9 | Base Course HMA Commercial Grade (Class A) | TON | 23 | \$ 139.86 | 3216.78 |
| 10 | 6" KDOT Grade 3.0 (AE) Reinforced Concrete Pavement for Utility Crossing Repairs | SY | -7 | \$ 71.82 | (502.74) |
| 11 | Removal of Full Depth Asphalt & Subgrade Compaction | SY | 100 | \$ 22.81 | 2281.00 |
| 12 | 6" Grade 3.0 (AE) PCC Concrete Drive Replacement | SY | 28 | \$ 99.75 | 2793.00 |
| 13 | ADA Ramp | EA | -1 | \$ 1,181.25 | -1181.25 |
| 13a. | ADA Ramp (Type A) | EA | 2 | \$ 931.25 | 1862.50 |
| 18 | Curb Removal & Replacement | LF | 28 | \$ 20.74 | 580.72 |
| | Edge Wedge on Elm | TON | 10 | \$ 105.99 | 1059.90 |
| | Concrete Sidewalk | SY | 9.78 | \$ 35.67 | 348.80 |
| | Crown Build on Pebble Drive | TON | 45.9 | \$ 105.99 | 4864.94 |
| | Compacted AB-3 in Utility Crossings | 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) | | | | |
| 20 | Asphalt Fabric (Mirafi Mirapave 500, or equal) | SY | 1,677 | \$ 1.31 | 2,196.87 |
| 21 | Surface Course HMA Commercial Grade (Class A) | SY | 1,677 | \$ 1.69 | 2,834.13 |
| 22 | Sod Placement and Grading | TON | 189 | \$ 70.23 | 13,273.47 |
| 23 | Curb Removal & Replacement | SY | 11 | \$ 22.77 | 250.47 |
| | | 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 | Sod Placement and Grading | TON | 16 | \$ 70.23 | 1,123.68 |
| 23 | Curb Removal & Replacement | SY | 11 | \$ 22.77 | 250.47 |
| | Removal of Full Depth Asphalt and Subgrade Compaction | LF | -470 | \$ 20.90 | (9,823.00) |
| | Base Course HMA Commercial Grade | SY | 37 | \$ 22.81 | 843.97 |
| | | 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 | Surface Course HMA Commercial Grade (Class A) | SY | 1540 | 2.06 | 3,172.40 |
| 27 | Curb Removal & Replacement | TON | 173 | 71.47 | 12,364.31 |
| | | 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 | (622.00) |
| 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) | | | | |
| | 4" Grade 3.0 (AE) PCC Concrete Drive Replacement | SY | 43.00 | 2.84 | 122.12 |
| | Surface Course HMA Commercial Grade (Class A) | SY | 27.00 | 88.02 | 2,376.54 |
| | Curb Removal & Replacement | TON | 3.00 | 71.47 | 214.41 |
| | | LF | 158.00 | 20.74 | 3,276.92 |
| CHANGE ORDER #1 QUANTITY | | | | | 5,989.99 |

Approved:

| | | | |
|-------------------|-----------------------------------------------------------------------------------|------|---------|
| Contractor |  | Date | 1-25-10 |
| Project Engineer |  | Date | 1-25-10 |
| Project Inspector |  | Date | 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 |
|---------------------------------------|---------------|---------------|-------------|-------------|-------------|-------------|-------|
| Expenditures | | | | | | | |
| 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 | |

City of Basehor
Agenda Item Cover Sheet

Agenda Item No. 8

Topic:

2010-11 Liability Insurance Package

Action Requested:

Approve liability insurance renewal with EMC for \$49,295.

Narrative:

On April 1, 2010 The City's liability insurance package will expire. Insurance broker, Reilly & Sons, has provided a renewal quote for April 1, 2010 –March 31, 2011. Reilly & Sons insurance and EMC Insurance based their quote on the report provided in 2008 by Charlesworth & Associates. EMC insurance 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 no. 01-001-779). The proposed premium would exceed this line item by \$1381. It is the staff's opinion there are sufficient funds within the General Fund to offset the difference of \$138.

Presented by:

City Administrator Mark Loughry

Administration Recommendation:

Approve renewal with EMC Insurance in the amount of \$49,295.

Committee Recommendation:

Approve as requested

Attachments:

Renewal Quote from EMC (16 pages)

Projector needed for this item? No

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

Limits

Coverage Description

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

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 | 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 |

**MINUTES
BASEHOR PLANNING COMMISSION
March 2, 2010
BASEHOR CITY HALL**

NO WORKSESSION

**PLANNING COMMISSION MEETING
7:00 P.M.**

A. Call to Order

John Matthews, Chair, called the meeting to order at 7:00 p.m.

Pledge of Allegiance

B. Roll Call

Members Present: Commissioners Joe McArdle, Kevin Jones, John Matthews, Ed Bush, Jon Gallion, and Bob Harrison. Absent: Russell Jacobson.

Staff Present: Mitch Pleak, City Engineer and Kathy Renn, Assistant City Clerk.

C. Approval of Minutes

A motion was made by Commissioner Bush and seconded by Commissioner Jones to approve the February 2, 2010 minutes. Chair Matthews asked for a vote. Motion passed, 6-0. Commissioner Jacobson was not present for vote.

D. Unfinished Business – None

E. New Business – Lot Split of Leavenworth County Consolidated Rural Water District No. 1 property, as requested by Consolidated Rural Water District No. 1.

On January 5, 2010 the Planning Commission approved the Conditional Use Permit for a 1,000,000 gallon elevated tank to replace the existing 100,000 gallon elevated tank located on the existing site.

On January 25, 2010 the City Council approved the Consolidated Rural Water District #1's Conditional use permit with one of the conditions to be that the property of the proposed elevated water tank shall be platted. It was noted to the City Council that platting the property will clean up an unplatted property within the city limits.

Staff is recommending that the lot split procedure be used to plat Consolidated Rural Water District No. 1's property. The property under review meets all approval guidelines set forth in Basehor's subdivision regulations. The property being platted is unique in the sense that it is not proposing any new development to the actual property itself, besides the new structure which was approved by the Planning Commission and the City Council under a Special Use Permit.

Commissioner Bush made the motion to approve the Lot Split of Leavenworth County Consolidated Rural Water District No. 1 property, as requested by Consolidated Rural Water District No. 1. As recommended by staff, Commissioner Jones seconded. Chair Matthews asked for vote. Motion passed 6-0.

F. Open Agenda – None

G. Reports from Special Committees – None

H. City Engineer Report – Mr. Pleak reported to Commissioners that the City Council did approve the Emergency snow route plan.

I. Adjournment –

Commissioner Jones made the motion to adjourn and Commissioner Bush seconded. There being no further discussion, the meeting was adjourned at 7:10 p.m. from Chair Matthews.

Submitted for approval with/**without** additions or corrections this 6th day of April, 2010.

John Matthews, Chairperson

Katherine Renn, Planning Secretary