



AGENDA
BASEHOR CITY COUNCIL
June 21, 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 May 17, 2010 Minutes
 - b. Approve Treasurer's Report
 - c. 2010 BLHS Girls Softball Championship Proclamation
 - d. Approve Planning Commission appointments

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. Health Insurance Renewal
6. Dental Insurance Renewal
7. Change order Wolf Creek Parkway
8. Change order Wolf Creek Parkway
9. Purchasing Policy
10. Actuarial Study
11. **City Administrator's Report**
Special Budget Meeting July 14th - set a time
12. **Mayor's Report**
13. **Council Members Report**
14. **Executive Session** (if needed)
15. **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 Meeting
 Basehor City Hall May 17, 2010

Call to Order

Mayor Terry Hill called the meeting to order at 7:04 p.m.

Roll Call

Present: Council President Washington and Council members, Breuer, Dysart and Mertz.

Absent: William Moyer

Staff Present: City Administrator Mark Loughry, Chief of Police Lloyd Martley, City Superintendent Gene Myracle, City Engineer Mitch Pleak, Interim City Clerk Katherine Renn & City Attorney Patrick Reavey.

Newspaper Present: Kaitlyn Syring, *Basehor Sentinel*

Approval of the Minutes

A motion was made by Council President Washington & seconded by Councilmember Dysart to approve the April 19, 2010 minutes and as amended Special Meeting April 21, 2010 minutes with the correction to add the document of the special meeting request with the Council signatures. Motion passed, 4-0.

Call to Public – None

Unfinished Business – None

New Business

President Washington motioned to remove item six of the agenda stating that, according to the City Attorney, it is unnecessary due to the timing of the attempted appointment and only applies to appointments made in the month of May. Therefore Councilman Mertz seconded. Motion passed 4-0.

1. Rule Exception for Lot 77, Crestwood Country Estates Phase I

Consider request to approve a rule exception to the Subdivision Regulations in relation to the lot split of Lot 77, Crestwood Country Estates Phase I.

Council President Washington moved to approve the Rule Exception for Lot 77, Crestwood Country Estates Phase I & Councilman Breuer seconded. Motion passed 4-0.

2. Treasurer re-appointment

Susan Adams requested re-appointment as City Treasurer with no additional adjustments.

Mayor Hill appointed Susan Adams as City Treasurer. Council President Washington moved to approve Susan Adams as City Treasurer & Councilmember Dysart seconded. Motion passed 4-0.

3. Municipal Court Judge re-appointment

William E. Pray requested re-appointment as Municipal Court Judge with no additional adjustments.

Mayor Hill appointed William E. Pray as Municipal Court Judge. Council President Washington moved to approve William E. Pray as Municipal Court Judge & Councilman Mertz seconded. Motion passed 4-0.

4. Chief of Police re-appointment

Chief Lloyd Martley requested re-appointment as Chief of Police with no additional adjustments.

Mayor Hill appointed Lloyd Martley as Chief of Police. Councilman Breuer moved to approve Lloyd Martley as Chief of Police of the City of Basehor & President Washington seconded. Motion passed 4-0.

5. Prosecutor re-appointment

KiAnn McBratney requested re-appointment as City Prosecutor with no additional adjustments.

Mayor Hill appointed KiAnn McBratney as City Prosecutor. Councilmember Dysart moved to approve KiAnn McBratney as City Prosecutor & President Washington seconded. Motion passed 4-0.

6. City Attorney re-appointment
Patrick Reavey requested re-appointment as City Attorney with no additional adjustments. Mayor Hill appointed Patrick Reavey as City Attorney. Council President Washington moved to approve Patrick Reavey as City Attorney & Councilmember Dysart seconded. Motion passed 4-0.
7. City Attorney Independent Contractor Agreement renewal
Patrick Reavey's Independent Contractor Agreement is recurrent with the appointment and outlines the fees charged to the City.
Council President Washington moved to approve the Independent Contractor Agreement with Patrick Reavey as City Attorney & Councilmember Dysart seconded. Motion passed 4-0.
8. City Clerk appointment
City Administrator Loughry explained at this point The City does not have a candidate for the position of City Clerk.

City Administrator's Report

City Administrator Loughry explained the Budget Calendar & a potential special budget meeting date as July 7, 2010 either during the day or evening due to Fourth of July conflicting with regular work session. Council agreed to postpone setting the Special Meeting date & time until June 7, 2010. City Administrator Loughry explained there were two sewer main breaks along 155th during the week of May 10, 2010 that were repaired by public works staff.

Mayor's Report

Mayor Hill explained his intention to continue as Mayor of the City of Basehor & to restore a professional working relationship that was present prior to April 21, 2010.

Council Member Reports

Council President Jim Washington –

None

Councilman Dennis Mertz -

Councilman Mertz asked where The City stands on the Field of Dreams. City Administrator Loughry explained The City Attorney Patrick Reavey was working on the contract.

Councilman David Breuer -

Councilman Breuer asked where The City stands with the marketing group formulating an advertising plan for the NRP. City Administrator Loughry explained the group was working on it.

Council member Iris Dysart –

Steve Cole had written letters to the City Council in reference to the incomplete status of Wolf Creek Parkway. City Superintendent explained debris had been removed from the development within the last two weeks. Council President Washington asked how long until the completion of 150th St. City Engineer Pleak explained 4 weeks was his best guess.

Additionally Councilmember Dysart asked why approval for delinquent accounts on sewage & solid waste were not included on the agenda for May. City Administrator Loughry explained earlier in the year City Council approved a policy for the collection of delinquent accounts which does not require Council attention.

Councilman Bill Moyer – not present

Executive Session - None

Adjournment

Councilman Breuer made the motion to adjourn. Council President Washington seconded. Motion passed. 4-0. There being no further business, the meeting was adjourned at 7:40 p.m.



The City of Basehor

PROCLAMATION

A PROCLAMATION Congratulating and Commending the Basehor-Linwood USD #458 High School Girls' softball team.

WHEREAS, The BLHS girls softball team won the Class 4A State Softball Championship; and

WHEREAS, The BLHS Bobcats won the title by defeating Mulvane by a score of 5-2; and

WHEREAS, The BLHS Bobcats finished the 2009-2010 season with a record of 24-2 en route to winning the 4A State Championship, and

WHEREAS, The team members are Seniors Tara Chumley, Rachel Neal, Megan Rehm, and Caylee Smith; Juniors Mackenzie Lee and Shelby Pierce; Sophomores Olivia Cowan, Brooke Redmond, Kortney Rist, and Hannah Tush; and Freshman Courtney Leive; and team managers Sophomores Ethan Duffey, and Spencer Shore; and

WHEREAS, The BLHS Bobcats are led by Head Softball Coach, Susan Mayberry and Assistant Coaches Erin Shore, Terra Nichols, and Cristin Burnett, whose leadership fostered the importance of teamwork, character, and confidence that carried the team to the championship; and

WHEREAS, This championship for the BLHS Bobcats serves as an example of the great things that can be accomplished through the commitment to academic and athletic excellence, team resiliency and perseverance, hard work, and the pride that is taken by putting on a Bobcats Softball uniform:

NOW, THEREFORE, I do hereby proclaim this 21st day of June, 2010 as Basehor-Linwood Bobcat Day in the City of Basehor, Kansas calling attention to the importance to this special day and wish them continued success.

IN WITNESS WHEREOF, I have set my hand and caused the official Seal of the City of Basehor, Kansas to be affixed this 21st day of June, 2010.

Terry L. Hill, Mayor

Memorandum

To: Mr. Mayor and City Council
CC: Mark Loughry
From: Mitch Pleak
Date: 6.14.10
Re: Planning Commission Membership

The following Planning Commission members are up for re-appointment:

Ed Bush
Jon Gallion
Kevin Jones
Bob Harrison

Kevin Jones and Bob Harrison are not seeking a re-appointment to the Planning Commission. Attached are their letters of resignation.

Ed Bush and Jon Gallion are interested in being re-appointed to the Planning Commission. Staff supports their re-appointment.



June 11, 2010

Mitch Pleak
City of Basehor
2620 N. 155th
Basehor, Ks. 66007

Dear Mitch,

After our meeting together and a great deal of consideration regretfully I will be resigning my position on the Planning Commission Board at the end of May as my term expires. This next year I will be the Chairman of the KCK Chamber Board which will take up most of my free time as you and I discussed. It has been a pleasure to serve the City of Basehor and I will keep my options open to returning in the future. I thank you for your professionalism and your friendship. I want to thank the other commissioners and the staff for their help and support while on the board please keep up the good work.

Sincerely,

A handwritten signature in black ink that reads "Kevin D. Jones". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

Kevin D. Jones
Atmos Energy

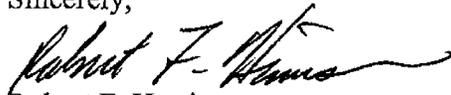
City of Basehor
2620 N. 155th
P.O. Box 406
Basehor, Ks. 66007

5-31-10

To whom it may concern,

It has been my honor and privilege to serve the citizens of Basehor on the Planning Commission the last couple of years. Regretfully I will be resigning at the end of May when my term is up for renewal. Once again thank you for the opportunity of being of service to our community. I would like to thank City Staff, City Council, and the other Commissioners for their help and support while serving.

Sincerely,

A handwritten signature in cursive script that reads "Robert F. Harrison". The signature is written in black ink and is positioned above the printed name.

Robert F. Harrison

Memo

To: City Administrator
From: Susan Adams
CC:
Date: 6/14/2010
Re: May 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 May 31, 2010.

Revenues:

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

Sewer Fund – revenue from utility billing charges, expenditures include payment for KDHE loan

Solid Waste Fund – revenue from utility billing charges

Bond & Interest: revenue from property and special assessment taxes, expenditures include Bond payments

City of Basehor

Period Ending 05/31/10

Revenues	Revenues				
	Budget 2010	Revenues YTD	Current Month	Balance	% Budget
General	\$2,057,837.78	\$913,649.68	\$26,519.36	\$1,144,188.10	44.4%
Special Park	\$16,376.00	\$2,752.97	\$21.01	\$13,623.03	16.8%
Sewer	\$1,045,824.00	\$569,136.10	\$58,203.84	\$476,687.90	54.4%
Cedar Lakes	\$10,704.00	\$17.99	\$5.26	\$10,686.01	0.2%
Bond & Interest	\$498,396.94	\$267,622.73	\$32.12	\$230,774.21	53.7%
Solid Waste	\$174,718.00	\$75,277.53	\$15,136.75	\$99,440.47	43.1%
Consolidated Highway	\$532,863.00	\$196,011.12	\$24,131.45	\$336,851.88	36.8%
Municipal Equipment Reserve	\$98,500.00	\$121.06	\$35.25	\$98,378.94	0.1%
Capital Improvement	\$339,798.00	\$122,043.77	\$24,079.38	\$217,754.23	35.9%
Basehor Town Center Project	\$0.00	\$301.35	\$65.72	-\$301.35	
Wolf Creek Project	\$0.00	\$410,575.03	\$67,990.85	-\$410,575.03	

Expenditures	Expenses				
	Budget 2010	Expenses YTD	Current Month	Balance	% Budget
General					
Administration	\$311,595.00	\$177,291.78	\$17,753.35	\$134,303.22	56.9%
Street Department	\$213,249.00	\$77,566.62	\$16,410.74	\$135,682.38	36.4%
Governing Body / Administrator	\$166,370.00	\$48,270.10	\$9,505.27	\$118,099.90	29.0%
Police Department	\$804,738.00	\$271,758.59	\$56,316.97	\$532,979.41	33.8%
City Facilities	\$35,190.00	\$29,580.61	\$6,231.48	\$5,609.39	84.1%
Park & Recreation	\$18,342.00	\$2,044.83	\$345.26	\$16,297.17	11.1%
Employee Benefits	\$388,496.00	\$148,567.02	\$28,319.81	\$239,928.98	38.2%
Planning & Zoning	\$232,233.00	\$70,174.40	\$9,744.88	\$162,058.60	30.2%
Special Park	\$35,000.00	\$2,570.00	\$2,570.00	\$32,430.00	7.3%
Sewer	\$1,333,544.00	\$370,493.02	\$22,230.11	\$963,050.98	27.8%
Cedar Lakes	\$17,000.00	\$4,733.00	\$1,975.97	\$12,267.00	27.8%
Bond & Interest	\$531,499.00	\$100,607.25	\$0.00	\$430,891.75	18.9%
Solid Waste	\$211,100.00	\$52,272.70	\$12,786.79	\$158,827.30	24.8%
Consolidated Highway	\$481,000.00	\$6,502.11	\$2,027.28	\$474,497.89	1.4%
Municipal Equipment Reserve	\$150,000.00	\$13,529.60	\$0.00	\$136,470.40	9.0%
Capital Improvement	\$150,000.00	\$7,081.00	\$0.00	\$142,919.00	4.7%
Basehor Town Center Project	\$0.00	\$269,879.87	\$0.00	-\$269,879.87	
Wolf Creek Project	\$0.00	\$136,089.46	\$0.00	-\$136,089.46	

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	1,663	\$57,968.33	\$34.86	1,469	14,699.83	\$10.01
April	1,666	\$58,142.23	\$34.90	1,475	14,762.29	\$10.01
May	1,671	\$57,035.02	\$34.13	1,488	14,892.23	\$10.01
June						
July						
August						
September						
October						
November						
December						
TOTAL	8,313	\$288,715.29		7,353	\$73,649.46	
AVERAGE	1,663		\$34.73			\$10.02

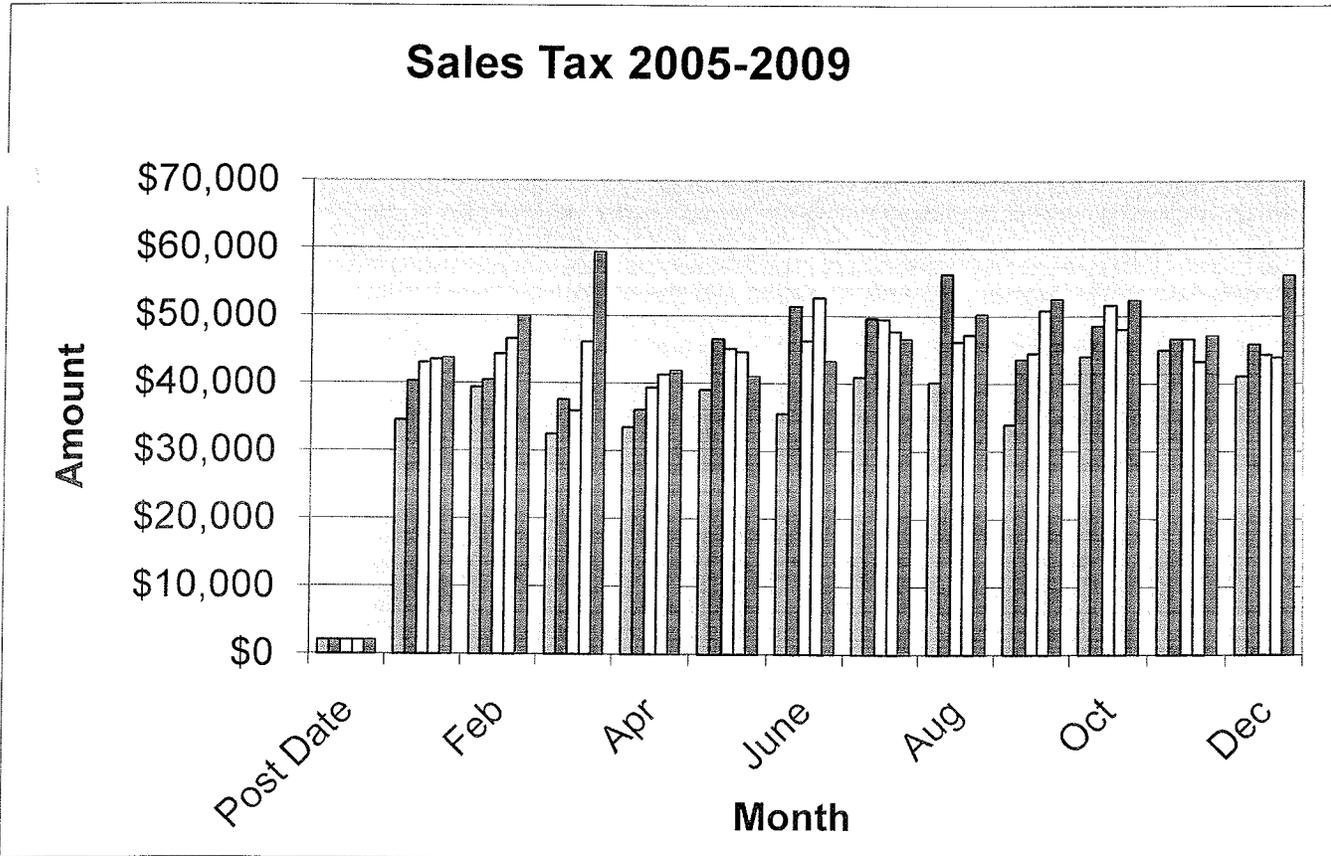
NOTE: Bills are generated at the end of the month and charges are collected the following month

Sales Tax 2005 - 2009

Post Date	2005	2006	2007	2008	2009	Difference	
						'08 - '09	% Difference
Jan	34,520.97	40,240.09	43,040.41	43,516.85	43,726.32	209.47	0.5%
Feb	39,340.07	40,459.89	44,273.79	46,544.07	49,937.92	3,393.85	7.3%
Mar	32,455.63	37,554.64	35,899.77	46,125.81	59,417.29	13,291.48	28.8%
Apr	33,491.60	36,071.53	39,334.11	41,298.70	41,900.26	601.56	1.5%
May	39,021.98	46,565.17	45,142.71	44,634.80	41,070.02	-3,564.78	-8.0%
June	35,507.24	51,403.77	46,335.58	52,647.16	43,320.60	-9,326.56	-17.7%
July	40,959.28	49,662.85	49,500.52	47,720.81	46,612.85	-1,107.96	-2.3%
Aug	40,179.79	56,212.59	46,173.87	47,209.53	50,284.61	3,075.08	6.5%
Sept	33,943.99	43,589.74	44,486.92	50,855.51	52,550.48	1,694.97	3.3%
Oct	44,012.20	48,508.43	51,633.80	48,068.36	52,382.92	4,314.56	9.0%
Nov	44,933.02	46,597.06	46,598.51	43,264.92	47,111.87	3,846.95	8.9%
Dec	41,099.50	45,793.00	44,281.28	43,884.31	56,073.14	12,188.83	27.8%
	459,465.27	542,658.76	536,701.27	555,770.83	584,388.28		

Difference 2008 - 2009 23,417.19
 4.4% Up 2008 to 2009

2009 Budget Sales Tax \$549,534
 2009 To Date Sales Tax \$579,188 105.40%
 2009 TDD Sales Tax 5,200.26



City of Basehor
Agenda Item Cover Sheet

Agenda Item No. 5

Topic:

Health, Life, Accidental Death & Dismemberment, Short Term & Long Term Disability Insurance renewal through Blue Cross Blue Shield of Kansas.

Action Requested:

Approve the renewal of the benefit package with Blue Cross Blue Shield for the year beginning July 1, 2010.

Narrative:

Presented by:

City Administrator Mark Loughry

Administration Recommendation:

Committee Recommendation:

Attachments:

Memo Mark Loughry 5/20/10 (1 page)
BCBS renewal info (4 pages)

Projector needed for this item?

No

Memo

Date: 5/20/2010
To: City Council
Cc: Mayor, Terry Hill
From: Mark Loughry, City Administrator
RE: Health and Disability Insurance Renewal

Council our annual renewal for employee health insurance is due July 1st. Blue Cross Blue Shield (BCBS) has submitted their proposal for renewal which came in with an increase between .2% and 1.2% based on which option is chosen. Industry wide insurance premiums are increasing 10.2% to 10.8% so the City renewal is extremely good news.

Staff has been very satisfied with the level of service we have received from our local agent and the service received from BCBS in general. Since the renewal came back with a negligible increase I do not feel it would benefit the City to go out for bids at this time.

Additionally BCBS is the provider for Life, Accidental Death & Dismemberment, Short Term and Long Term disability insurance coverage. The renewal on these benefits saw no increase over the previous year.

The ability for the City to continue offering these benefits to our employees at a negligible increase is an opportunity that we rarely get to take advantage of. I recommend approving the renewal of the benefit package with BCBS for the year beginning July 1, 2010.

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

RATE COMPARISON FOR CITY OF BASEHOR

OPTION 1

<u>MONTHLY PREMIUMS:</u>	<u>EMPLOYEE</u>	<u>EMP/CH</u>	<u>EMP/SPOUSE</u>	<u>EMP/DEPS</u>
CURRENT PREMIUMS EFFECTIVE 7/01/09:	\$335.61	\$648.24	\$720.62	\$1,033.27
RENEWAL PREMIUMS EFFECTIVE 7/01/10:	<u>\$336.39</u>	<u>\$650.26</u>	<u>\$722.22</u>	<u>\$1,036.09</u>
Total Adjustment	\$0.78	\$2.02	\$1.60	\$2.82
% Adjustment	0.2%	0.3%	0.2%	0.3%

OPTION 2

<u>MONTHLY PREMIUMS:</u>	<u>EMPLOYEE</u>	<u>EMP/CH</u>	<u>EMP/SPOUSE</u>	<u>EMP/DEPS</u>
CURRENT PREMIUMS EFFECTIVE 7/01/09:	\$318.22	\$615.04	\$683.25	\$980.05
RENEWAL PREMIUMS EFFECTIVE 7/01/10:	<u>\$320.58</u>	<u>\$620.07</u>	<u>\$688.23</u>	<u>\$987.71</u>
Total Adjustment	\$2.36	\$5.03	\$4.98	\$7.66
% Adjustment	0.7%	0.8%	0.7%	0.8%

OPTION 3

<u>MONTHLY PREMIUMS:</u>	<u>EMPLOYEE</u>	<u>EMP/CH</u>	<u>EMP/SPOUSE</u>	<u>EMP/DEPS</u>
CURRENT PREMIUMS EFFECTIVE 7/01/09:	\$304.02	\$587.92	\$652.72	\$936.61
RENEWAL PREMIUMS EFFECTIVE 7/01/10:	<u>\$307.59</u>	<u>\$595.26</u>	<u>\$660.29</u>	<u>\$947.96</u>
Total Adjustment	\$3.57	\$7.34	\$7.57	\$11.35
% Adjustment	1.2%	1.2%	1.2%	1.2%

Premiums are based on an effective date of July 1, 2010 and contract counts of 15 Emp, 3 Emp/Ch, 1 Emp/Sp and 5 Emp/Depts. We reserve the right to re-evaluate should enrollment vary from the census.



April 1, 2010

City of Basehor
2620 N 155th St
Basehor, KS 66007

Re: Group No. 00097805
Anniversary Date: July 1, 2010
BCBS of Kansas Group Consultant: Lisa Toyne
Phone Number: 1-785-291-6505

Dear Group Leader,

We are pleased to renew your group coverage with Advance Insurance Company of Kansas (AICK).

To accept this renewal:

- **Complete, sign and date the renewal summary** to signify your agreement to renew; and
- **Return the completed renewal summary at least one month prior to your group anniversary** date to your Blue Cross and Blue Shield of Kansas Group Consultant.

Please be aware that failure to return the completed summary could result in the non-renewal of the policy (and the loss of your group insurance coverage).

To better assist you with the administration of your AICK employee benefits, please enroll only those employees (and dependents, if applicable) that meet the eligibility criteria. In reminder:

- if the employer pays the entire (100 percent) premium, each full-time employee working the number of hours necessary to qualify for this insurance must be included on your group's billing as they become eligible; and,
- as employees terminate, retire, or experience anything that prevents them from being eligible for group insurance (the number of hours they work fall below the qualifying number, the class changes, etc.), please note that it is important for you to notify us and immediately give the employee a Notice of Conversion Privilege form (AICK 12).

If you should have any questions regarding this renewal, please contact your Blue Cross and Blue Shield of Kansas Group Consultant. AICK is committed to providing you, our customer, with outstanding service and life and disability coverages that complement your employee benefit plan. We appreciate your business and look forward to serving you in the upcoming year.

Sincerely,

Charlene Finney

Charlene Finney
Advanced Underwriter
Advance Insurance Company of Kansas

CF/as

Enclosure

Renewal Summary



1133 SW Topeka Blvd, Topeka KS 66629-0001
 FAX (785)290-0727 or Phone (800)530-5989

Date: April 1, 2010
 Presented to: City of Basehor
 BCBSKS rep: Lisa Toyne

Group number: 00097805

Renewal Month July	Current rate	Renewal rate Effective July 1, 2010	Rate guarantee
Basic Term Life	.19/1,000	.19/1,000	1 year
Basic AD&D	.03/1,000	.03/1,000	1 year
Short Term Disability	.22/\$10 unit	.22/\$10 unit	1 year
Long Term Disability	.30% of monthly covered payroll	.30% of monthly covered payroll	1 year

Quota Requirements – PLEASE FULLY COMPLETE QUESTIONS 1, 2 and 3

1) Are any employees currently on the billing not working*? Yes No Please tell us who they are and why they are not working.*

*To be considered Full-Time Actively at Work and eligible for group benefits, owners, partners, shareholders and individual proprietors are subject to and required to regularly work the minimum hourly requirement shown under question 2.

2) What is the number of employees who have completed the company required waiting period and who regularly work your weekly requirement of 40 hours or more? _____ Coverage is not based on enrollment in a health coverage plan.

3) How many employees are enrolled in coverage with AICK? _____

Authorization

Is your business a (mark if applicable) - S Corporation Partnership Sole Proprietor LLC

Monthly Rate of Basic Earnings for a sole proprietor, partners, members of a limited liability company taxable as a partnership under the federal income tax laws or shareholders in a S-Corporation means:

The following disability definition applies to the above business types.

- 1) the monthly average of earnings reported as "net earnings from self-employment" for federal income tax purposes for the two tax year(s) just prior to the date of Disability, or over the number of calendar months of employment, if less than this period; and
- 2) contributions you make through a salary reduction agreement with the Employer to:
 - a) an Internal Revenue Code (IRC) Section 401(k), 403(b) or 457 deferred compensation arrangement;
 - b) an executive non-qualified deferred compensation arrangement; or
 - c) a salary reduction arrangement under an IRC Section 125 plan, for the same period as above.

Monthly rate of basic earnings does not include dividends, capital gains, and returns of capital.

Please reference your group policy for the exact provisions of your benefits and exclusions. A renewal is not a guarantee of coverage in the absence of timely payment of premium or other non-compliance with policy provisions. The information provided in the Quota Requirements section is true and complete to the best of my knowledge. I acknowledge inaccuracies in this information may result in termination of coverage. I understand that Advance Insurance Company of Kansas will rely on this information in accepting this renewal for coverage and I will promptly notify them of any changes herein.

Executive contact signature _____

Date signed _____



1133 SW Topeka Boulevard
Topeka, Kansas 66629-0001

In Topeka - (785) 291-7000
In Kansas - (800) 432-0216

Web site: www.bcbsks.com

April 28, 2010

City of Basehor
Mark Loughry
2620 N 155th St
Basehor, KS 66007

Dear Mark:

We want to express our appreciation for the business that the City of Basehor has given us in the past and look forward to working with you in the future.

The renewal folder contains information on your current health and life programs.

As a reminder, **your group's open enrollment is the month prior to your anniversary.** Any employee or eligible family member who is not currently covered under your plan can apply for coverage in this month by submitting an application or change form. All applications and change forms must be received by Blue Cross and Blue Shield of Kansas **no later than the last business day of June.**

If you have any questions regarding the renewal you may reach me at 785-291-6505.

Sincerely,

A handwritten signature in cursive script that reads "Lisa Toyne".

Lisa Toyne
Group Consultant
Blue Cross and Blue Shield of Kansas
1133 SW Topeka Blvd.
Topeka, KS 66629

Email: Lisa.Toyne@bcbsks.com

LT/er

City of Basehor
Agenda Item Cover Sheet

Agenda Item No. 6

Topic:

Dental Insurance Renewal through Delta Dental MO provided by Municipal Public Risk Pool (MPR)

Action Requested:

Approve the renewal of the dental insurance through MPR for the year beginning July 1, 2010.

Narrative:

Presented by:

City Administrator Mark Loughry

Administration Recommendation:

Committee Recommendation:

Attachments:

Memo Mark Loughry 5/20/10 (1 page)
MPR / Delta Dental MO info (4 pages)

Projector needed for this item?

No

Memo

Date: 5/20/2010
To: City Council
Cc: Mayor, Terry Hill
From: Mark Loughry, City Administrator
RE: Dental Insurance Renewal

Council our annual renewal for employee dental insurance is due July 1st. Municipal Public Risk Pool (MPR) has submitted their proposal for renewal which came in with no increase. MPR utilizes a pool purchasing approach to provide coverage through Delta Dental. The ability for the City to continue to offer this benefit to our employees at no increased cost is very good news.

Delta Dental is the largest dental insurance provider in the country and staff has been happy with their service. Since the renewal came back with no increase I do not feel it would benefit the City to go out for bids at this time.

I recommend approving the renewal of the dental insurance through MPR for the year beginning July 1, 2010.

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



TO: Health & Dental Member Representatives
FROM: Terry W. Norwood, President/CEO
DATE: April 26, 2010
RE: Contribution Rates for July 1, 2009 through June 30, 2010

I am pleased to forward to you the funding information for the FY2010-11 Employee Benefits program. On April 21, 2010, the Board of Directors approved the following rate increases for the coming year:

PPO A	12.2%
PPO B	9.7%
PPO R (Retiree)	12.3%
HDHP	6.5%
HMO	14.4%
Dental	No increase

This represents an overall increase of 10.8%. I recognize the overall rate increase is higher than what we have seen the last several years; however, Mercer has predicted a minimum inflationary trend of 10% for the HMO, 8.5% for the PPO and 7.5% for prescriptions for the upcoming fiscal year.

In light of last year's benefit changes, priority emphasis was placed on maintaining the current benefit levels. To that goal, you will find little or no benefit changes to the plans.

Your participation in our pool continues to be its greatest strength. This was particularly evident this year when our costs were compared to similar programs available in Missouri and Kansas.

	KANSAS			
	2010/2011 Monthly Rates			Please indicate
	Active	Cobra	Retiree	Entity Cont'n
PPOA				
Employee	\$491.00	\$500.82	\$614.00	
Second Tier	\$1,129.00	\$1,151.58	\$1,412.00	
Family	\$1,325.00	\$1,351.50	\$1,656.00	
PPOB				
Employee	\$388.00	\$395.76	\$485.00	
Second Tier	\$892.00	\$909.84	\$1,115.00	
Family	\$1,047.00	\$1,067.94	\$1,309.00	
PPOR				
Employee	N/A	N/A	\$406.00	
Second Tier	N/A	N/A	\$933.00	
Family	N/A	N/A	\$1,097.00	
HDHP				
Employee	\$332.00	\$338.64	\$415.00	
Second Tier	\$765.00	\$780.30	\$955.00	
Family	\$897.00	\$914.94	\$1,121.00	
HMO Option 1 (Current)				
Employee	\$401.00	\$409.02	\$501.00	
Second Tier	\$947.00	\$965.94	\$1,185.00	
Family	\$1,059.00	\$1,080.18	\$1,324.00	
HMO Option 2 (New)				
Employee	\$381.00	\$388.62	\$476.00	
Second Tier	\$900.00	\$918.00	\$1,125.00	
Family	\$1,007.00	\$1,027.14	\$1,258.00	
Dental				
Employee	\$31.00	\$31.62	\$39.00	
Family	\$79.00	\$80.58	\$99.00	
Entity: _____				
Indicate which plans your entity will offer for the 2010-11 plan year.				
<input type="checkbox"/> Plan A				
<input type="checkbox"/> Plan B				
<input type="checkbox"/> Plan R				
<input type="checkbox"/> HDHP \$1500				
Will the City contribute to the employees HSA? If so, amount _____				
<input type="checkbox"/> HMO Option 1				
<input type="checkbox"/> HMO Option 2				
<input type="checkbox"/> Dental				
Signed _____			Date _____	
Please complete & return this signed form to Bridgette McDaniel by fax 816-292-7599 or email at bridgette@mprisk.org (phone 816-292-7524).				

Benefit plan changes for July 1, 2010 – June 30, 2011:

PPO Plan A

No benefit changes.

PPO Plan B

No benefit changes.

PPO Plan R

No benefit changes.

HMO

No benefit changes.

However, in light of the necessary increase to the HMO program, the Board of Directors approved a new HMO offering. The HMO Option 2 can be offered alongside the current HMO, in place of the current HMO option, or not offered at all. The key plan features are as follows:

1. Office visit copays \$25 primary care/\$50 specialist (same as current)
2. Prescription copays \$10/\$30/\$50/25% (same as current)
3. Inpatient hospital copay of \$500 per day up to \$2500 annual maximum.
4. Outpatient copay of \$250 per visit.
5. Emergency room copay of \$250.

High Deductible Health Plan with Health Savings Account

This plan was introduced last year with only a handful of entities participating. There are no benefits changes to the plan except the inclusion of a limited vision plan.

Participants in the HDHP will be able to get their annual routine vision screening for a \$20 copay and will also receive discounts on materials such as glasses and contact lenses. The plan will be administered through VSP and is included in the contribution rate.

The High Deductible Health Plan has a \$1500 individual deductible, \$3000 for a family unit. All medical and prescription charges go toward satisfaction of that deductible with the ONLY exception being certain preventive services. The monthly contribution amount includes \$25 per month for the HSA fund for employee only coverage, or \$50 per month for all other coverage levels. The employer can choose to fund additional monies. The employee can also

contribute to the account on a pre-tax basis, if allowed by employer. Limits apply, although catch up provisions apply to participants aged 55 or older.

BMI administers claims for the High Deductible PPO Health Plan, and they will electronically transmit funds we collect for the HSA to Bancorp Bank.

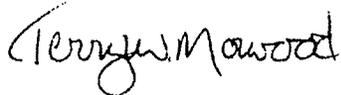
Dental Plan

No benefit changes.

If you decide to change the plans you offer to employees, please call or e-mail Kelly Kilgore, Deana Zigler or Bridgette McDaniel at 816-292-7500 (kelly@mprisk.org, deana@mprisk.org or bridgette@mprisk.org). Materials for open enrollment will be available in early May.

We greatly appreciate your continued support of Midwest Public Risk. I also welcome your comments and suggestions at any time.

Respectfully,

A handwritten signature in black ink that reads "Terry W. Norwood". The signature is written in a cursive style with a large initial "T".

Terry W. Norwood
President and CEO

City of Basehor
Agenda Item Cover Sheet

Agenda Item No. 7

Topic:

Change Order 5a authorizing the installation of riprap around the detention ponds located throughout the project.

Action Requested:

Approve change order 5a authorizing the City to pay for the installation of riprap around the detention ponds throughout the project as detailed in the attached supporting documents in an amount not to exceed \$97,902.

Narrative:

In December, 2009 a change order was brought to the City Council in an effort to address any foreseeable change orders for the project. It was suggested to Staff by MKEC that the retaining walls were merely decorative and could be addressed at a later time. Staff has reviewed the design and existing conditions on the project. It was found that the retaining walls around the detention ponds were not decorative to the project and actually needed to protect the site's stormwater management capabilities. Since the ponds have been constructed, the slopes around the ponds have experienced heavy eroding and silting. Staff is recommending slope protection around the ponds to enable the site to sustain stormwater events. Staff has found a more economical solution to the problem and recommends the placement of riprap around the ponds for the protection of the slopes.

Presented by:

Mitch Pleak, City Engineer

Administration Recommendation:

Approve the placement of 24" riprap around the detention ponds.

Committee Recommendation:

Attachments:

Memo Mitch Pleak 6-11-10 (1 page)
Staff Report (2 pages)

Projector needed for this item?

No

Memorandum

To: Mark Loughry
CC: Mr. Mayor and City Council
From: Mitch Pleak
Date: 6-11-10
Re: Remaining Funds for Wolf Creek Junction

Approved Work

To date the City Council has approved \$1,121,291.69 to the construction of Wolf Creek Junction. A detailed analysis is shown below.

Wolf Creek Junction - Approved Work	\$
Original Contract	\$929,824.03
Change Order #1 (Approved)	\$8,341.12
Change Order #2a (Approved)	\$20,753.94
Change Order #3a (Approved)	\$129,296.60
Change Order #3b (Approved)	\$3,076.00
Change Order #4b (Approved)	\$30,000.00
Total	\$1,121,291.69

Funds for the Project

To date Grant 331-08 and TRF-125 Loan has been used for the payment of the project. The balance remaining from the Grant 331-08 and TRF-125 Loan is \$204,270.61. City may use Grant 224-08, which allows \$500,000 in funds to be used within 1 mile of the US 24/40 Corridor. \$295,639.01 is remaining approved work that has yet to be completed and paid. The remaining funds that can be used for the project including TRF-125 Loan, Grant 331-08, and Grant 224-08 are \$408,631.60.

Fund Balances Remaining	\$
Grant 331-08	\$18,710.62
TRF-125	\$185,559.99
Grant 224-08	\$500,000.00
<i>Total</i>	<i>\$704,270.61</i>
Approved Work to be Paid	-\$295,639.01
Remaining Funds	\$408,631.60

Date: 6.11.10

Subject: Wolf Creek Parkway – Change Order 5a

Staff Report

Due to the current circumstances of the development and ownership of the site, it is not known when the owner would be able to provide the necessary slope protection around the detention ponds. As a professional it is my responsibility to make the City Council aware of the conditions and propose viable solutions.

In December 2009, Staff with MKEC guidance presented to the Council the reduction of the retaining walls around the detention ponds with change order 4A. Change order 4A would have authorized the City to pay for the installation of the retaining walls around the detention ponds and deciduous trees through out the project. The retaining walls around the detention ponds are not needed to open the Wolf Creek Parkway. It was estimated to Staff that the retaining walls would cost \$190,486 before the walls had been designed.

The detention ponds are on private property and will remain on private property. Staff has reviewed the project design and current conditions of the site. Currently the grading around the detention ponds is eroding into the ponds. As of December 2009, the project could not sustain the removal of slope protection (retaining walls) around the detention ponds. This is a result of the roads and sanitary sewer already in place within the site and the constructed slopes around the ponds at a maximum slope with an exposed vertical face (per design). Without any type of slope protection around the detention ponds, the ponds will have to be maintained on an annual basis and run a risk of having a failure along the dam which may be catastrophic to the site and down stream of the site.

Staff investigated different options to resolve the issue.

Option #1 – Do Nothing

If the ponds were left alone they depend on would need to be maintained 1-2 times a year. The amount of maintenance will reflect the number of large storm events within the area. Maintenance would consist of reshaping the ponds, excavating silt out of the ponds, and the possibility of needing off site material to rebuild the pond slopes. Maintenance can be estimated \$7,000 to \$15,000 per time.

Option #2 – 24” Riprap

Riprap would provide the necessary slope protection for the detention ponds. Riprap can be substituted in place of the planned retaining walls in this case with the following in mind: The weight of the riprap will replace the weight of the proposed retaining wall and the 24” riprap will naturally “lock together” providing a constructed slope true to the site. The cost of the 24” riprap is \$97,902. The down side of using riprap vs. the retaining wall is: Riprap has less aesthetic appeal and will need maintenance every 3-5 years.

Option #2

Item	Qty.	Unit	\$/Unit	Total Cost
24" Riprap	1332	CY	73.5	\$97,902.00

Option #3 – Retaining Wall

In December 2009, it was proposed to Staff that the cost to construct the retaining walls around the detention ponds would be at \$190,486. This was the direction of MKEC with Staff not knowing that the retaining walls had yet been designed. It was requested by the City Council for Staff to acquire the design for the retaining wall and the cost. Staff has acquired the design and estimated the cost. The cost is substantially higher due to the additional row of block that will be embedded in the grade. The embedment of block is for structural purposes and was not portrayed in MKEC's design.

Option #3

Item	Qty.	Unit	\$/Unit	Total Cost
Retaining Wall	12240	SFF	23.37	\$286,048.80

Recommendations:

It is not known when a new owner to the development will be brought into the picture to provide the necessary slope protection to the site. Staff recommends slope protection around the detention ponds with the 24" riprap option at a cost of \$97,902 to protect already obligated funds to the project.

City of Basehor
Agenda Item Cover Sheet

Agenda Item No. 8

Topic:

Change Order 5b authorizing the net increase of retaining wall for the east side of the project and permanent roadway for the east 700' of the project.

Action Requested:

Approve change order 5b authorizing the City to pay for the installation of retaining wall along the roadway and to construct the east 700' of the project to a permanent roadway. The amount for the additional retaining walls and permanent roadway is not to exceed \$180,797.50.

Narrative:

On May 25, 2010 the contractor submitted final retaining wall plans for the project. The approved amount of retaining wall for the project is 4,430 SFF and the design has a quantity of 6,364 SFF. Per the City Council request, Staff has also estimated the cost to construct the east 700' of the project as a permanent roadway. The cost for the additional retaining wall and permanent roadway is at a cost of \$180,797.50. If this was approved time must be allocated to design the storm water system to a permanent status.

Presented by:

Mitch Pleak, City Engineer

Administration Recommendation:

Approve the net increase to construct the retaining walls along the roadway and permanent roadway along the east 700' of the project.

Committee Recommendation:

Attachments:

Staff report (2 pages)

Summary (2 pages)

Projector needed for this item?

No

Date: 6.11.10

Subject: Wolf Creek Parkway – Change Order 5b

Staff Report

The Wolf Creek Parkway project is currently under construction. Staff has received signed retaining wall design by a professional engineer per the contract between Blacktop Paving and the City. The design of the project did not include an accurate retaining wall quantity because it was not designed at the time of the construction letting. The design shown on the plans at the time of the bid letting was more of a rough estimate on quantity with a preliminary design. For future projects, a retaining wall design will be 100% completed and be part of the project before the project is let for bid. This will enable the City to have a more exact quantity for the project.

The approved retaining wall quantity for the project is 4,430 SFF (square foot of face). Staff has checked the retaining wall design submitted May 25, 2010 and the projected quantity to construct the retaining walls along the roadway is at 6,364 SFF. This is an additional cost of \$45,197.58.

Staff has reviewed the design and construction plans for the project. Staff is going to reduce the temporary pavement width at the east end of the project from 37 feet to 28 feet (savings of \$14,980). Staff proposed at the June 7 meeting the retaining wall could be reduced at the east end of the project by 450 SFF (Savings \$10,516.50). As part of the retaining wall design submitted on May 25, 2010, Staff requested a field check with construction stakes to verify that the retaining wall could be reduced on the East end of the project. Since our June 7 work session the construction stakes were set and reviewed. It was found that the grading proposed by the plans was actually for the permanent roadway section (8" of Pavement) and not for the temporary roadway section (4" of Pavement) called out in the project scope. With this known, the East retaining wall can not be reduced as proposed and the retaining wall needed along the roadway is 6,364 SFF.

Staff was directed to compile options in finishing the project to the planned designed (East 700' – Temporary Roadway) and the final product (Entire project – Permanent Roadway).

Option #1 – Temporary Roadway (East 700')

The planned temporary roadway contains 4" of pavement which is half the thickness of the permanent roadway (8"). If the East 700' of the project was constructed with half the pavement thickness, the temporary pavement will have half the life cycle as the permanent roadway. The benefit in constructing the east 700' to temporary roadway is the cost savings today. Option #1 will have a net increase to the project of \$30,217.58.

Option #1

Item	Qty.	Unit	\$/Unit	Total Cost
Retaining Wall - Approved	4430	SFF	-23.37	-\$103,529.10
Retaining Wall - Change Order	6364	SFF	23.37	\$148,726.68
Compacted Subgrade - Reduction	700	SY	-2.45	-\$1,715.00
Asphalt (4") - Reduction	700	SY	-18.95	-\$13,265.00
Total				\$30,217.58

Option #2 – Permanent Roadway

There is a risk that the temporary pavement may fail if it is not transferred to a permanent roadway section which is primarily based on truck traffic on the roadway. If it is timely to bring Wolf Creek Development to full capacity it can be considered to not construct the East 700' to permanent roadway. Staff's concern is with the time frame of the development of Wolf Creek. The proposed site is for commercial development and truck traffic can increase substantially with any new proposed business leaving a temporary pavement in jeopardy of being damaged before it is transferred into a permanent roadway. The cost to finish the roadway to permanent roadway is \$180,797.50 with the already approved funds for the project.

Option #2

Item	Qty.	Unit	\$/Unit	Total Cost
Retaining Wall - Approved	4430	SFF	-23.37	-\$103,529.10
Retaining Wall - Change Order	6364	SFF	23.37	\$148,726.68
Compacted Subgrade - Additional	78	SY	2.45	\$191.10
Asphalt (4") - Reduction	2878	SY	-18.95	-\$54,538.10
Asphalt (6") Base	2490	SY	22.7	\$56,523.00
Asphalt Surface	2490	SY	6.8	\$16,932.00
Sidewalk	788	SY	22.84	\$17,997.92
Curb and Gutter	1400	LF	10.71	\$14,994.00
Earthwork	500	CY	1	\$500.00
Storm Water System	1	LS	78,000	\$78,000.00
Design	1	LS	5,000	\$5,000.00
Total				\$180,797.50

Recommendations:

Staff recommends completing the project to a permanent roadway – option #2. The additional cost is \$150,579.92 more than option #1. The bulk of the cost is within the storm water system and asphalt. If the east 700' of the roadway is constructed to a permanent roadway at a later date, the City runs a risk of asphalt cost increasing due to the volatile oil prices we have had in the last couple of years. With a permanent roadway in place, the City doesn't risk having temporary asphalt on the site that can be damaged to a large increase of truck traffic that can not be predicted. The amount of truck traffic is dependent on how fast Wolf Creek develops. It is planned to use the temporary asphalt in construction of the permanent roadway. If the temporary asphalt is damaged to a point where it can be used then it will have to be replaced entirely within the east 700' of the project. If the City Council approves a permanent roadway, the completion date will need to be extended in order to design the storm water system for the east 700' of the project.

Date: 6.11.10

Subject: Wolf Creek Parkway – Change Order 5b

Summary of Change Orders 5a & 5b

Staff was directed to compile the costs of both the roadway options and the detention ponds options.

Option A:

- No slope protection around the detention ponds.
- Construct the east 700' to a temporary roadway

Option A:

Item	Cost
No Slope Protection around the Detention Ponds	\$0.00
Temporary Roadway - East 700'	\$30,217.58
Total Cost	\$30,217.58

Option B:

- 24" Riprap around the detention ponds.
- Construct the east 700' to a temporary roadway

Option B:

Item	Cost
24" Riprap around the Detention Ponds	\$97,902.00
Temporary Roadway - East 700'	\$30,217.58
Total Cost	\$128,119.58

Option C:

- Retaining Walls around the detention ponds.
- Construct the east 700' to a temporary roadway

Option C:

Item	Cost
Retaining Walls around the Detention Ponds	\$286,048.80
Temporary Roadway - East 700'	\$30,217.58
Total Cost	\$316,266.38

Option D:

- No slope protection around the detention ponds.
- Construct the east 700' to a permanent roadway

Option D:

Item	Cost
No Slope Protection around the Detention Ponds	\$0.00
Permanent Roadway - East 700'	\$180,797.50
Total Cost	\$180,797.50

Option E:

- 24" Riprap around the detention ponds.
- Construct the east 700' to a permanent roadway

Option E:

Item	Cost
24" Riprap around the Detention Ponds	\$97,902.00
Permanent Roadway - East 700'	\$180,797.50
Total Cost	\$278,699.50

Option F:

- Retaining Walls around the detention ponds.
- Construct the east 700' to a permanent roadway

Option F:

Item	Cost
Retaining Walls around the Detention Ponds	\$286,048.80
Permanent Roadway - East 700'	\$180,797.50
Total Cost	\$466,846.30

City of Basehor
Agenda Item Cover Sheet

Agenda Item No. 9

Topic:

Purchasing Policy

Action Requested:

Adoption of this Purchasing Policy

Narrative:

This new Purchasing Policy addresses the ability for staff to use fuel cards, anyone other than a department head to make any kind of expenditure and gives the Mayor spending authority. The new policy also more clearly defines bidding requirements and a few other small details.

Presented by:

City Administrator Mark Loughry

Administration Recommendation:

Committee Recommendation:

Attachments:

Memo Mark Loughry 5/17/10 (1 page)

Purchasing Policy (14 pages)

Projector needed for this item?

No

Memo

Date: 5/10/2010
To: City Council
Cc: Mayor, Terry Hill
From: Mark Loughry, City Administrator
RE: Purchasing Policy

Council last September staff brought forward a purchasing policy that added an emergency purchasing clause and increased the authorized purchase amounts for the City Administrator. Since that time there have been a few areas pointed out that were not addressed in that policy.

One area that was not addressed was the ability for staff to use fuel cards or for anyone other than department heads to make any kind of expenditure. This would make it almost impossible to conduct day to day business and this new proposed policy would address that issue. As you can see the purchasing policy approval table on page three makes it easy to determine who has spending authority and at what level. It includes the ability of staff to make minor daily purchases.

Another area that was not addressed is the spending authority of the Mayor. In the City purchasing policy adopted 1-1-2001 the mayor was granted purchasing authority of \$1,000. On 5-15-2006 a new purchasing policy was adopted which granted the City Administrator purchasing authority of \$2,500 but removed the mayors purchasing authority. For whatever reason it appears that the perception was the mayor had the same purchasing authority as the City Administrator and staff operated under that perception. On 9-21-2009 the current purchasing policy was adopted which made no changes to mayoral purchasing authority. Since no changes were made to the mayor's purchasing authority staff continued to operate under the assumption that mayoral spending had not changed and was equivalent to the previous \$2,500. This proposed policy would grant the mayor the same \$1,500 spending authority as department heads and emergency spending approval in the absence of the City Administrator.

The new policy also cleans up or more clearly defines bidding requirements and a few other small details. In general I feel this is a much more complete policy which does a better job of defining roles and responsibilities and should address any areas of concern that have been brought forward. I do recommend adoption of this policy.

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

SUBJECT	ISSUED BY	EFFECTIVE DATE	REVISION DATE
PURCHASING POLICY	City Council	6-21-2010	

SECTION 1. GENERAL PROVISIONS

Purpose.

The Purpose of this policy is to provide for the fair and equitable treatment of all persons involved in public purchasing by the City; to maximize the purchasing value of public funds (taking into consideration the life cycle of the product); to standardize the purchasing procedures in order to provide orderly and efficient administration, monitor expenses and provide safeguards for maintaining a purchasing system of quality and integrity; and to create a competitive environment through fair opportunity and equitable treatment.

Application.

This policy applies to contracts for the purchasing of all supplies and materials entered into by the City. It shall apply to every expenditure of public funds for supplies and materials by a public department for public purchasing irrespective of the source of the funds. If City staff or resources are used in any manner, this policy shall apply. When the purchase involves the expenditure of federal or state assistance or contract funds, the purchase shall be conducted in accordance with any mandatory applicable federal and/or state law and regulations. Nothing in this policy shall prevent any public department from complying with the terms and conditions of any grant, gift, or bequest that is otherwise consistent with law.

Public Access to Purchasing Information.

Purchasing information shall be a public record to the extent provided by state statute and shall be available to the public as provided in such statute.

SECTION 2. DEFINITIONS

Purchasing Agent – The City Administrator shall, by virtue of his or her own office, be the City’s purchasing agent, unless he or she shall appoint some other City officer or employee to perform the duties assigned to such office.

City Employee – An individual drawing a salary or wages from the City, whether elected or not; any noncompensated individual performing personal services for the City or any department, activity, commission, council, board, or any other entity established by the executive or legislative branch of the City; and any noncompensated individual serving as an elected official of the City.

Contract – Any agreement enforceable by law between the City and one or more outside parties, regardless of form or title for the purchase of supplies, materials, services, professional services and construction.

Contract Modification (bilateral change) – Any written alteration in specifications, delivery point, rate of delivery, period of performance, price, quantity, or other provisions of any contract accomplished by mutual action of the parties to the contract.

Invitation for Bids – All documents, whether attached or incorporated by reference, utilized for soliciting sealed bids.

Modification – Any written alteration to a provision of any contract accomplished by mutual agreement of the parties to the contract.

Request for Proposals – All documents, whether attached or incorporated by reference, utilized for soliciting proposals.

SECTION 3. OFFICE OF THE PURCHASING AGENT

Establishment.

The City Administrator shall, by virtue of his or her own office, be the City purchasing agent, unless he or she shall appoint some other City officer or employee to perform the duties assigned to such office. The purchasing agent, pursuant to rules, regulations, or ordinance, shall contract for, purchase, store and distribute all supplies, materials, and equipment required by any office, department, or agency of the City government.

Authority and Duties.

The City Administrator, or his or her designee, shall in all cases establish rules and regulations governing the purchase and procurement of goods and/or services to be required by the City and all such rules shall be binding upon the officers and employees of the City. The City Administrator shall also have power and shall be required to:

- (1) Establish and enforce specifications with respect to supplies, materials and equipment required by the City government.
- (2) Inspect or supervise the inspection of all deliveries of supplies, materials, and equipment, and determine their quality, quantity and conformance with specifications.
- (3) Have charge of general City storerooms and warehouses.
- (4) Transfer to or between offices, departments or agencies or sell surplus, obsolete or unused supplies, material and equipment.
- (5) No officer or employee of the City shall be authorized to create any indebtedness or claim against the City except as provided in this chapter, or as may be authorized by regulations of the City Administrator.
- (6) For purposes of this purchasing policy the Mayor will have the same purchasing privileges as a Department Head.

Delegation to Other City Employees.

The City Administrator may delegate authority to purchase certain supplies and materials to other City employees.

PAYMENT

It is not necessary for purchases within the authority of the City Administrator to be presented to the Council for authorization. Also, purchases previously authorized by the Council are not required to be presented again for check authorization. Payments to vendors are made bi-weekly. Normally, vendors are paid 30 days from the invoice date. When available, discounts for earlier payment will be taken provided that the invoice has been approved. All invoices should be submitted to:

Accounts Payable
City of Basehor
P.O. Box 406
Basehor, KS 66007

SECTION 4. SOURCE SELECTION AND CONTRACT FORMATION

Purchasing Authority and Approval Table.

The following table shows who has the authority to make purchases for their department or division.

<i>Amount of Purchase</i>	<i>Authority for Purchase</i>	<i>Purchase Methods</i>	<i>Authority for Approval</i>
\$1 - \$500	Exempt employees and nonexempt with Department Head authorization	ProCard (preferred) Purchase Order	Department Head
\$501 - \$1,500	Department Head (or his/her designee)	ProCard (preferred) Purchase Order from: Telephone quotes Fax quotes Informal written quotes (3 quotes required)	Department Head (Reviewed by Purchasing & Finance)
\$1,501 - \$15,000	City Administrator (or designee)	ProCard (preferred) Purchase Order from: Telephone quotes Fax quotes Informal written quotes (3 quotes required)	Department Head Purchasing Finance City Administrator
\$15,001 or more	City Council (awarded contracts of \$15,001 and above)	Formal Competitive Advertised Bid Invitation	Department Head Purchasing Finance City Administrator City Council

Purchases of less than \$501.

Purchases of under \$501 can be made by exempt employees or by non-exempt employees with approval by the department head. The paid invoice/receipt detailing the transaction must be attached and approved and signed by the department head before it is sent to the Finance Office for payment. Any agreement for purchases, the duration of which shall exceed one year, shall be subject to annual appropriation, and the alternative approved by the City Council. Purchase orders under \$501 are reviewed by the Purchasing Agent and Finance Director.

Purchases of \$501 to \$15,000.

Purchases of at least \$501 but less than \$15,001 require a purchase order. The requesting department will obtain at least three competitive telephone, fax, and/or informal written quotes.

A vendor will be selected, and the requisition containing the quotes for the purchase should be prepared by the requesting department and (purchases of \$501 to \$1,500) will be reviewed by the Purchasing Agent and Finance Director. Requisitions prepared for purchases of \$1,501 to \$15,000 will be sent to the Purchasing Agent, Finance Director, and City Administrator for approval. Once approved, a purchase order will be generated. If the item selected is not the lowest price, an explanation must be given to the City Administrator.

Purchases of \$15,001 or more.

Purchases exceeding \$15,001 will be awarded by advertised formal competitive sealed bid. Formal sealed bids shall not be required when a request has been submitted in writing to the City Administrator stating the reason it is not practical or advantageous to call for a competitive bid, and the City Administrator has approved the request in writing.

Invitation for bids. An invitation for bids shall be issued and shall include specifications and all contractual terms and conditions applicable to the purchase.

Public Notice. Adequate public notice of the invitation for bids shall be given for a reasonable time, no less than ten calendar days prior to the date set forth therein for the opening of bids. Such notice shall include publication in a newspaper of general circulation a reasonable time prior to bid opening, in accordance with law. The public notice shall include:

- (1) A description of the work to be performed or the product to be purchased.
- (2) The location where copies of plans, specifications, and other contract documents may be examined.
- (3) The time and place where bids will be received and time and place where bids will be opened.
- (4) A statement that the City reserves the right to reject any or all bids and to waive any informalities or irregularities therein.
- (5) A statement that the City Administrator may require that no bidder may withdraw a bid for a period of up to forty-five (45) days after the date and hour set for opening bids, but that a bid may be withdrawn up to twenty-four (24) hours prior to expiration of the deadline for submitted bids.
- (6) A statement setting forth requirements for bid including performance, labor, materials, bonds, product liability coverage warranty, and worker's compensation insurance.

TAX CLEARANCE CERTIFICATE

A tax clearance certificate will be required from all vendors doing \$15,000 or more in business with the City. Tax clearance certificates are generated by the Kansas Department of Revenue, and tax clearance request forms are available online or in paper form. For more information visit <http://www.ksrevenue.org/taxclearance.htm>.

Bid Requirements. Each bid submitted to the City shall be signed, enclosed in a sealed envelope, and filed as stated in the advertisement for the bid. The City Administrator may require that no bid be withdrawn for up to forty-five (45) days after the date and time set for opening of bids, but a bid may be withdrawn up to twenty-four (24) hours prior to the expiration of the deadline for submitted bids. The City Administrator may waive technical irregularities in the bid requirements in this Purchasing Policy, or in the advertisement for bids, if the City Administrator finds that such waiver does not compromise the integrity of the bidding process.

Late Bids. Bids not submitted by the required deadline are ineligible for consideration and will not be opened. The City Administrator may waive the deadline.

Bid Openings. Bids shall be opened publicly in the presence of one or more witnesses at the time and place designated in the invitation for bids. The amount of each bid, and such relevant information as the purchasing agent deems appropriate, together with the name of each bidder, shall be recorded. The record and each bid shall be open to public inspection. In the event of good cause, as determined by the purchasing agent, bid openings may be postponed.

Bid Acceptance and Bid Evaluation. Bids shall be unconditionally accepted without alteration or correction, except as authorized in this policy. Bids shall be evaluated based on the requirements set forth in the invitation for bids, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose. Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measurable, such as discounts, transportation and delivery costs, and total or life cycle costs. The invitation for bids shall set forth the evaluation criteria to be used. No criteria may be used in bid evaluations that are not set forth in the invitation for bids.

Correction or Withdrawal of Bids; Cancellation of Awards. Correction or withdrawal of inadvertently erroneous bids before or after bid opening, or cancellation of awards or contracts based on such bid mistakes, may be permitted where appropriate. Mistakes discovered before bid opening may be modified or withdrawn by written or facsimile notice received in the office designated in the invitation for bids prior to the time set for bid opening. After bid opening, the following provisions shall apply:

- (1) A low bidder alleging a material mistake of fact may be permitted to correct its bid, if the mistake is clearly evident on the face of the bid document and the intended correct bid is similarly evident.
- (2) A low bidder alleging a material mistake of fact may be permitted to withdraw its bid: (1) if the mistake is clearly evident on the face of the bid but the intended correct bid is not similarly evident, or (2) if the mistake is not clearly evident on the face of the bid but the bidder submits evidence which clearly and convincingly demonstrates that a mistake was made, in which case the bidder must show the nature of the mistake and the bid price actually intended.

No changes in bid prices or other provisions of bids prejudicial to the interests of the City or fair competition shall be permitted. All decisions to permit the correction or withdrawal of bids, or to cancel awards or contracts based on mistakes, shall be supported by a written determination made by the purchasing agent.

Award. The bid shall be awarded with reasonable promptness by written notice to the lowest responsive and responsible bidder whose bid meets the requirements and criteria set forth in the invitation for bids, subject to the right of the City to reject all bids. If the lowest responsive and responsible bid exceeds budgeted funds and either time constraints or economic considerations preclude re-solicitation of work of a reduced scope, the purchasing agent is authorized to negotiate an adjustment of the bid price with the lowest responsive and responsible bidder or to modify the scope of the work, so

as to bring the bid within the amount of available funds. In the event that a negotiated adjustment of the bid price with the lowest responsive and responsible bidder is accomplished, this bid shall be submitted to the City Council for approval. In the event that after review of the bids, the decision is made to take other than the lowest responsive and responsible bid, this shall be referred to the City Council for its approval. Awarded contracts of \$15,001 and above that were budgeted shall be forwarded to the City Council for its approval and in that extent; it shall authorize execution of the contract. In the event that a purchase is necessary and is not budgeted, except in an emergency, prior approval of the City Council to bid the purchase should be received prior to publication and bidding.

Multi-Step Sealed Bidding. When it is considered impractical to initially prepare a purchase description to support an award based on price, an invitation for bids may be issued requesting the submission of unpriced offers. An invitation for formal bids will then be submitted to those whose offers have been determined to be technically acceptable per the criteria set forth in the first solicitation.

Cancellation or Rejection of Bids or Proposals.

An invitation for bids, a request for proposals, or other solicitation may be cancelled, or any or all bids or proposals may be rejected in whole or in part. Each solicitation issued by the City shall state that the solicitation may be cancelled and that any bid or proposal may be rejected. Notice of the cancellation shall be sent to all businesses solicited and shall identify the solicitation, explain the reason for cancellation and, where appropriate, explain that an opportunity will be given to compete on any resolicitation or any future procurement of similar items. The City Administrator, or his or her designee, shall have the authority to cancel or reject bids or proposals.

Local Business Preferences.

No provision is made in this policy for dollar percentage or other types of preferential considerations for local vendors or contractors. It is the policy, however, to solicit bids from local suppliers whenever competitive local sources exist, and where no sacrifice or loss in price or quality would result. In the event of a tie bid between a local vendor and an out-of-town vendor, award will be made to the local vendor, if all factors, including price, quality, terms, and method and cost of delivery are equal.

Sole Source Purchases.

A contract may be awarded or a purchase made without competition when, after conducting a good faith review of available sources, it is determined that there is only one source for the required product. The City Administrator may then conduct negotiations, as appropriate, as to price, delivery, and terms.

Circumstances that require a sole source purchase may include, but are not limited to: (1) no competitive product or availability from only one supplier. (2) the purchase of a component or replacement part for which there is no commercially available product, and which can be obtained only from the manufacturer. (3) the purchase of an item where compatibility is the overriding consideration, such as to maintain standardization or compatibility, or to match materials already in use to produce visual harmony. (4) the purchase of a used item. (5) the purchase of a product for trial or testing.

Sole source can refer to the supplier, as well as a product or service. Thus the ability to meet a delivery date or to provide on-call repairs can create a sole supplier condition. Justification for a

sole source purchase depends on a needed item being available from only a single supplier under the prevailing conditions. If the item may be obtained from more than one source, price competition shall be solicited.

Emergency Purchases.

APPROPRIATE SITUATIONS

It is recognized that emergency situations occasionally arise in City operations, and it becomes necessary to make a responsible decision regarding obtaining goods and services. Purchasing in emergency situations is deemed appropriate when immediate action may preclude excessive costs at a later date, a hazardous situation exists or daily operations of the City are put on hold. Examples of emergency situations include but are not limited to: natural disasters, epidemics, riots, equipment failure, or threats to public health, safety, or welfare. However since every situation cannot be anticipated, decisions will be left to the professional judgment of the City Administrator.

SPENDING AUTHORITY

The City Administrator shall determine what purchasing action, if any, is necessary in an emergency situation. Any department may make an emergency purchase, but only after obtaining authorization from the City Administrator. Purchases shall be limited to only the quantity necessary to meet the emergency. In all cases of emergency spending, the City Administrator will provide full disclosure to the City Treasurer no later than the following working day, and to the governing body as soon as reasonably possible.

IN ABSENCE OF CITY ADMINISTRATOR

If the City Administrator is unavailable, the Mayor will determine what action is necessary and approve all emergency spending. Should the Mayor also be unavailable, the Council President will determine what action to take and approve or deny requests from City staff.

Cooperative Bidding and State Bid Awards.

It is sometimes beneficial to group the City's requirements with the like requirements of other cities, counties, or agencies. This results in lower costs to all parties while maintaining the integrity of each entity's bidding requirements.

The State of Kansas bids many common requirements and makes the award results available to any governmental agency. State bid awards enable government agencies to purchase goods and services at a reduced price due to quantity discounts and do not require the bidding process by individual agencies. State bids are considered to meet the sealed bid requirements.

Responsibility of Bidders and Offerors.

- (1) *Determination of Non-responsibility.* If a bidder or offeror who otherwise would have been awarded a contract is found non-responsible, a written determination of non-responsibility, setting forth the basis of the finding, shall be prepared by the purchasing agent. The unreasonable failure of a bidder or offeror to supply prompt information in connection with an inquiry with respect to responsibility may be grounds for a determination of non-responsibility with respect to such bidder or offeror. A copy of the determination of non-responsibility shall be sent promptly to the non-responsible bidder or offeror. The final determination shall be made part of the contract file and be made a public record. In determining whether a bidder or offeror is responsible, the following shall be considered:

- (a) the ability, capacity and skill of the bidder or offeror to perform the contract or provide the services required;
- (b) whether the bidder or offeror can perform the contract or provide the service promptly and within the time specified without delay or interference;
- (c) the character, integrity, reputation, judgment, experience and efficiency of the bidder or offeror;
- (d) the quality of the bidder's or offeror's performance of previous contracts or services;
- (e) the previous and existing compliance by the bidder or offeror with laws and ordinances relating to the contract or service;
- (f) the sufficiency of the financial resources and ability of the bidder or offeror to perform the contract or provide the service;
- (g) the quality, availability and adaptability of the materials and services to the particular use required;
- (h) the ability of the bidder or offeror to provide future maintenance and service for the items related to the contract; and
- (i) any other circumstances which will affect the bidder's or offeror's performance of the contract.

(2) *Right of Nondisclosure.* Unless required by law, confidential information furnished by a bidder or offeror pursuant to this section shall not be disclosed by the City outside of the office of purchasing agent, or appropriate department, without prior written consent by the bidder or offeror. Information that is not identified as "confidential" by the subject bidder or offeror shall be made a public record.

(3) *Rejection of Bids.* The City Administrator shall have the authority to reject all bids or proposals or any portions thereof. The City Council shall have the authority to reject all bids or proposals or any portions thereof.

Bid, Performance and Payment Bonds.

When deemed necessary by the purchasing agent, bid bonds, performance bonds, payment bonds, or other equivalent security shall be required to protect the City's interests. Any such bonding requirements shall be set forth in the solicitation. Bid or performance bonds shall not be used as a substitute for a determination of a bidder or offeror's responsibility. Bonds shall be provided by a surety company authorized to do business in Kansas, or the equivalent in cash, or otherwise supplied in a form satisfactory to the City. Unsuccessful bidders or offerors shall be entitled to the return of any cash deposit. Unless a specific extension is granted in writing, a successful bidder or offeror shall forfeit any bid bond or equivalent security required by the purchasing agent or this section upon its failure to enter into a contract within fifteen (15) days after the award.

Types of Contracts.

(1) *General Authority.* Subject to the limitations of this section, any type of contract which is appropriate to the procurement and which will promote the best interests of the City may be used, provided that the use of a cost-plus-a-percentage-of-cost contract is prohibited. A cost reimbursement contract may be used only when a determination is made in writing that such contract is likely to be less costly to the City than any other type or that it is impracticable to obtain the supply, service, or construction item required except under such a contract.

(2) *Multi-Term Contracts.*

- (a) Unless otherwise provided by law, a contract for supplies or services may be entered into for any period of time deemed to be in the best interests of the City, provided the term of the contract and conditions of renewal or extension, if any, are included in the solicitation and funds are available for the first fiscal period at the time of contracting.
- (b) Multi-term contracts shall be expressly contingent upon the annual budgeting and appropriation of sufficient funds on an annual basis.
- (c) When funds are not appropriated or otherwise made available to support the continuation of the City's performance in a subsequent fiscal period, the contract shall be cancelled.

(3) *Multiple Source Contracting.* A multiple source award may be made when an award to two (2) or more bidders or offerors for similar supplies or services is necessary for adequate delivery, service or product compatibility.

Contract Administration.

A contract administration system shall be maintained that is designed to insure that a contractor is performing in accordance with the solicitation, terms, and conditions under which the contract was awarded.

Right to Inspect Plant.

The City may, at reasonable times, inspect the part of the plant, place of business, or worksite of a contractor or subcontractor at any tier which is pertinent to the performance of any contract awarded or to be awarded by the City.

Reporting of Anticompetitive Practices.

When for any reason collusion or other anticompetitive practices are suspected among any bidders or offerors, a notice of the relevant facts shall be transmitted to the State Attorney General, upon review and approval of the City Administrator and the City Attorney.

City Purchasing Records.

- (1) *Contract File.* All determinations and other written records pertaining to the solicitation, award, or performance of a contract shall be maintained for the City in a contract file by the purchasing agent. All contracts shall be maintained for the City in a file by the City Clerk.
- (2) *Retention of Purchasing Records.* All purchasing records shall be retained and disposed of by the City in accordance with records retention guidelines and schedules as required by Kansas statutes.

ARTICLE 5. SPECIFICATIONS

Intent.

All specifications, including but not limited to design, performance, combination, and brandname specifications, shall be drafted so as to provide a clear and concise description of the material, service or construction desired.

Preparation.

Before any purchase, the purchasing agent shall cause to be prepared written specifications detailing the City's requirements for the materials, service or construction. The purchasing agent may request other departments or agencies of the City to prepare specifications for purchase to be made primarily for such department or agency.

Approval.

- (1) Specifications prepared primarily for a purchase for a specific department or activity of the City shall be approved by both the purchasing agent and the head of the appropriate department before being submitted for bid.
- (2) The City Administrator shall have authority to make a determination as to final specification.

Maximum Practicable Competition.

All specifications shall be drafted so as to promote overall economy for the purposes intended and encourage competition in satisfying the City's needs, and shall not be unduly restrictive. The policy enunciated in this section applies to all specifications, including but not limited to, those prepared for the City by architects, engineers, designers, and draftsmen.

Brand Name or Equal Specification.

- (1) *Use.* Brand name or equal specifications may be used when the purchasing agent determines in writing that:
 - (a) no other design or performance specification or qualified products list is available;
 - (b) time does not permit the preparation of another form of purchase description, not including a brand name specification;
 - (c) the nature of the product or the nature of the City's requirements makes use of a brand name or equal specification suitable for the procurement; or
 - (d) use of a brand name or equal specification is in the City's best interests.
- (2) *Designation of Several Brand Names.* Brand name or equal specifications shall seek to designate three, or as many different brands as are practicable, as "or equal" references and shall further state that substantially equivalent products to those designated will be considered for award.
- (3) *Required Characteristics.* Unless the purchasing agent determines in writing that the essential characteristics of the brand names included in the specifications are commonly known in the industry or trade, brand name or equal specifications shall include a description of the particular design, functional, or performance characteristics which are required.
- (4) *Nonrestrictive Use of Brand Name or Equal Specifications.* Where a brand name or equal specifications is used in a solicitation, the solicitation shall contain explanatory language that the use of a brand name is for the purpose of describing the standard of quality, performance, and characteristics desired and is not intended to limit or restrict competition.

Brand Name Specification.

- (1) *Use.* Since use of a brand name specification is restrictive of product competition, it may be used only when the purchasing agent makes a written determination that only the identified brand name item or items will satisfy the City's needs.
- (2) *Competition.* The purchasing agent shall seek to identify sources from which the designated brand name item or items can be obtained and shall solicit such sources to achieve whatever degree of price competition is practicable. If only one source can supply the requirement, the procurement shall be made under the paragraph entitled Sole Source Purchases.

ARTICLE 6. DEBARMENT OR SUSPENSION

AUTHORITY TO DEBAR

After reasonable notice to the person involved and reasonable opportunity for that person to be heard, the City Administrator, after consultation with the City Attorney, may debar a person for cause from consideration for award of contracts. The causes for debarment include the following:

- (1) Conviction of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract;
- (2) Conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a City contractor;
- (3) Conviction under state or federal antitrust statutes arising out of the submission of bids or proposals;
- (4) Violation of contract provisions, as set forth below, of a character which is regarded by the City Administrator to be so serious as to justify debarment action:
 - (a) deliberate failure without good cause to perform in accordance with the specifications or within the time limit provided in the contract; or
 - (b) a recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts; provided that failure to perform or unsatisfactory performance caused by acts beyond the control of the contractor shall not be considered to be a basis for debarment;
- (5) Any other cause the City Administrator determines to be so serious and compelling as to affect responsibility as a City contractor, including debarment by another governmental entity for any cause listed in this policy.

DECISION TO DEBAR

The City Administrator shall issue a written decision to debar a vendor. The decision shall state the reasons for the action taken.

NOTICE OF DECISION

A copy of the decision to debar shall be mailed or otherwise furnished immediately to the debarred person.

FINALITY OF DECISION

A decision to debar shall be final and conclusive, unless the debarred person within 10 days after receipt of the decision takes an appeal to the City Council. After reviewing any appeal, the City Council can either revoke the decision or allow it to stand. Any person debarred can annually submit a request to the City Administrator asking for the debarment to be lifted.

ARTICLE 7. APPEALS AND REMEDIES

Bid Protests.

- (1) *Right to Protests.* Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the City Administrator. A protest with respect to an invitation for bids or request for proposals shall be submitted in writing prior to the opening of bids or the closing date of proposals, unless the aggrieved person did not know and should not have known of the facts giving rise to such protest prior to bid opening or the closing date for proposals. The protest shall be submitted within seven (7) calendar days after such aggrieved person knows or should have known of the facts giving rise thereto.

- (2) *Stay of Purchase During Protests.* In the event of a timely protest under subsection (1) above, City Administrator, or his or her designee, shall not proceed further with the solicitation or award of the contract until all administrative remedies have been exhausted or a determination has been made, in writing, that the award of a contract without delay is necessary to protect substantial interest of the City.

ARTICLE 8. ETHICS IN PUBLIC CONTRACTING

Criminal Penalties.

To the extent that violations of the requirements set forth in this article constitute violations of Kansas State Statutes they shall be punishable as provided therein. Such penalties shall be in addition to the civil sanctions set forth in this article. Criminal, civil and administrative sanctions against employees or nonemployees, which are in existence on the effective date of this policy, shall not be affected.

Employee Conflict of Interest.

Public employment is a public trust. It is the policy of the City to promote and balance the objective of protecting governmental integrity and the objective of facilitating the recruitment and retention of personnel needed by the City. Such policy is implemented by prescribing essential standards of ethical conduct without creating unnecessary obstacles to entering public service.

Public employees must discharge their duties impartially so as to assure fair competitive access to governmental purchasing by responsible contractors. Moreover, they should conduct themselves in such a manner as to foster public confidence in the integrity of the City purchasing organization.

Any attempt to realize personal gain through public employment by conduct inconsistent with the proper discharge of the employee's duties is a breach of a public trust.

Gratuities and Kickbacks.

- (1) *Gratuities.* It shall be unethical for any person to offer, give, or agree to give any City employee or former City employee, or for any City employee or former City employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or purchasing standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore.
- (2) *Kickbacks.* It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.
- (3) *Contract Clause.* The prohibition against gratuities and kickbacks prescribed in this section shall be conspicuously set forth in every contract and solicitation therefor.

Prohibition Against Contingent Fees.

It shall be unethical for a person to be retained, or to retain a person, to solicit or secure a City contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business.

Contemporaneous Employment Prohibited.

It shall be unethical for any City employee who is participating directly or indirectly in the purchasing process to become or to be, while such a City employee, the employee of any person contracting with the governmental body by whom the employee is employed.

Use of Confidential Information.

It shall be unethical for any employee or former employee knowingly to use confidential information for actual or anticipated personal gain, or for the actual or anticipated personal gain of any other person.

Sanctions.

- (1) *Employees.* Employees found to have violated one or more of the ethical standards in this article shall be subject to the disciplinary sanctions prescribed in the "City of Basehor' Personnel Manual."
- (2) *Nonemployees.* The City Administrator, may impose any one or more of the following sanctions on a nonemployee for violations of the ethical standards:
 - (a) written warnings or reprimands;
 - (b) termination of contracts, not entered into by the City Council; or
 - (c) debarment or suspension

- (3) *City Council Contracts.* The City Council may impose any one or more of the following sanctions on a nonemployee for violations of ethical standards:
- (a) written warnings or reprimands;
 - (b) termination of contracts, or
 - (c) shall cause debarment or suspension

Recovery of Value Transferred or Received in Breach of Ethical Standards.

- (1) *General Provisions.* The value of anything transferred or received in breach of the ethical standards of this ordinance by a City employee or a nonemployee may be recovered from both City employee and non-employee.
- (2) *Recovery of Kickbacks by the City.* Upon a showing that a subcontractor made a kickback to a prime contractor or a higher tier subcontractor in connection with the award of a subcontract or order thereunder, it shall be conclusively presumed that the amount thereof was included in the price of the subcontract or order and ultimately borne by the City and will be recoverable hereunder from the recipient. In addition, that amount may also be recovered from the subcontractor making such kickbacks. Recovery from one offending party shall not preclude recovery from other offending parties.

APPLICABLE FEDERAL AND STATE LAW

FEDERAL REQUIREMENTS

Purchases involving the use of federal assistance or contract funds are subject to compliance with all applicable federal law and regulations.

STATE STATUTES

Outside of exemption by charter ordinance, this policy is subordinate to state statutes regarding city purchasing practices.

TAX EXEMPTION

The City of Basehor is tax exempt as a political subdivision under Section 4221 (b) of the Internal Revenue Code and K.S.A. 79-3606(b). Exemption certificates will be provided upon request.

The Governing Body reserves the right to amend this policy at any time. All City employees shall adhere to this policy. Any officer, employee, or agent of the City who violates this policy is subject to disciplinary action including but not limited to reprimand, suspension, or termination. This Policy shall take effect upon passage of the City Council of the City of Basehor, Kansas and remain in effect until such a time as amendments are made.

Approved by the Governing Body of the City of Basehor on the _____ day of _____, 2010.	
_____ Mayor	_____ City Clerk

City of Basehor
Agenda Item Cover Sheet

Agenda Item No. 10

Topic:

Actuarial Study

Action Requested:

Approve EFI Actuaries to complete the GASB 45 report for the 2009 budget year in the amount of \$2100.

Narrative:

In order to maintain an unqualified GAAP audit for the 2009 budget year the City must have an actuarial study performed that evaluates our other post employment pension liability. Staff has contacted three firms that were referred to us by the City auditor.

Presented by:

City Administrator Mark Loughry

Administration Recommendation:

The City use EFI Actuaries to complete the GASB 45 report for the 2009 budget year for the amount of \$2100.00. This is an un-budgeted expense and therefore requires Council approval.

Committee Recommendation:

Attachments:

Memo Mark Loughry 5/19/10 (1 page)

Projector needed for this item?

No

Memo

Date: 5/19/2010
To: Basehor City Council
Cc: Mayor, Terry Hill
From: Mark Loughry, City Administrator
RE: Actuary for OPEB Report

Council in order to maintain an unqualified GAAP audit for the 2009 budget year the City must have an actuarial study performed that evaluates our other post employment pension liability. While I believe our liability to be minimal the study is a GAAP requirement.

Staff has contacted three firms that were referred to us by the City auditor and solicited the following quotes.

1. EFI Actuaries – Greg Stump
Total fee - \$2,100 with the process to take approximately 2-3 weeks once information was received
2. Lewis & Ellis, Inc. – Patrick Glenn
Total fee - \$2,500 included in the service is contact with the auditors for questions regarding the report along with information relating to the interim years for guidance in reporting for those years
3. Milliman – Anna
Total fee – Normal cost \$3,150 but currently discounted at \$2,800 for a two-year license. GASB 45 tool found at GASBhelp.com is used to calculate the OPEB liabilities and generate a report used to comply with GASB 45. The entire process takes approximately 90 minutes to 4 hours to complete with step-by-step guidance.

It is my recommendation that the City use EFI Actuaries to complete the GASB 45 report for the 2009 budget year for the amount of \$2,100.00. This is an un-budgeted expense and therefore requires Council approval.

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

Check Register Report
AS OF 05/21/10

Check Number	Check Date	Vendor# Ref#	Vendor Name GL Number	Check Description	Amount
17774				Voided - printer problems	
17775				Voided - printer problems	
17776				Voided - printer problems	
17777	05/19/2010	WESTAR GRP	WESTAR ENERGY	STREET LIGHTS/UTILITIES	
		11876	01-002-787		4,683.84
		11876	05-009-753		388.16
				Check Amount	<u>5,072.00</u>
17778	05/19/2010	EFTPS	EFTPS	FIT/SS/MEDI WITHHOLDING PYMT	
		11877	01-000-202		3,857.45
		11877	01-000-205		1,220.16
		11877	01-000-204		5,217.00
				Check Amount	<u>10,294.61</u>
17779	05/19/2010	KS DOR WTH	KANSAS DEPARTMENT OF REVENUE	KS STATE WITHHOLDING PYMT	
		11878	01-000-206		1,753.26
				Check Amount	<u>1,753.26</u>
17780	05/19/2010	KS EMPLOY	KANSAS EMPLOYMENT SECURITY FD	FED UNEMPLOYMENT TAX	
		11880	01-000-207		2.78
				Check Amount	<u>2.78</u>
17781	05/19/2010	PROPAYROLL	PROPAYROLL	PAYROLL PROCESSING PP#10	
		11879	01-011-742		184.50
				Check Amount	<u>184.50</u>
17782	05/21/2010	ADVANCE IN	ADVANCE INSURANCE COMPANY	LIFE/AD&D/LTD/STD INS PYMT	
		11881	01-000-247		248.85
		11881	01-000-244		277.64
		11881	01-000-235		105.60
				Check Amount	<u>632.09</u>
17783	05/21/2010	AFLAC	AFLAC	CAFETERIA PLAN WITHHOLDING	
		11882	01-000-242		25.56
		11882	01-000-241		261.76
		11882	01-000-240		272.40
		11882	01-000-239		61.12
		11882	01-000-238		39.36
		11882	01-000-237		36.24
				Check Amount	<u>696.44</u>
17784	05/21/2010	BLUE CROSS	BLUE CROSS & BLUE SHIELD OF KS	MEDICAL INS PYMT	
		11883	01-000-209		12,915.24
				Check Amount	<u>12,915.24</u>
17785	05/21/2010	BURNS & MC	BURNS & MCDONNELL	WWTF UPGRADE/EXPANSION	
		11884	05-009-765		4,922.01
				Check Amount	<u>4,922.01</u>
17786	05/21/2010	CARTER WAT	CARTER WATERS CORPORATION	ASPHALT PATCH MATERIAL	
		11885	10-000-811		95.12
				Check Amount	<u>95.12</u>
17787	05/21/2010	CITY ATTOR	CITY ATTORNEY ASSOC OF KANSAS	2010 MEMBERSHIP-REAVEY	
		11886	01-003-783		35.00
				Check Amount	<u>35.00</u>

Check Register Report

AS OF 05/21/10

Check Number	Check Date	Vendor# Ref#	Vendor Name GL Number	Check Description	Amount
17788	05/21/2010	COLLECTION	COLLECTION BUREAU OF KS	COLLECTION COSTS DELIQUENT	
		11887	09-010-799		53.95
		11887	05-009-799		53.95
				Check Amount	<u>107.90</u>
17789	05/21/2010	DATAMAX	DATAMAX	LEASE/BASE RATE/EXCESS COPIES	
		11888	01-001-799		49.73
		11888	01-004-799		385.35
				Check Amount	<u>435.08</u>
17790	05/21/2010	GRIFFIN/WI	WILLIAM GRIFFIN	PAYROLL DIRECTED DEDUCTION	
		11889	01-000-248		200.00
				Check Amount	<u>200.00</u>
17791	05/21/2010	HAYNES EQU	HAYNES EQUIPMENT CO	GRINDER PUMP REPAIR-CEDAR	
		11890	07-000-799		1,200.73
				Check Amount	<u>1,200.73</u>
17792	05/21/2010	HUMAN RESO	HUMAN RESOURCE SOLUTION	HR SUPPORT/BACKGROUND	
		11891	01-011-745		700.00
				Check Amount	<u>700.00</u>
17793	05/21/2010	ING LIFE	ING LIFE INSURANCE & ANNUITY	DEFERRED COMP MAY 2010	
		11892	01-000-212		6,057.97
				Check Amount	<u>6,057.97</u>
17794	05/21/2010	JIMS LOCK	JIMS LOCK & SAFE SERVICE	REPAIR LOCKS @ CITY PARK	
		11893	01-008-799		125.00
				Check Amount	<u>125.00</u>
17795	05/21/2010	JOHNSON CL	JOHNSON COUNTY GOVERNMENT	FACILITY FLOW SAMPLING	
		11894	05-009-790		118.50
				Check Amount	<u>118.50</u>
17796	05/21/2010	KANSAS ANI	KANSAS ANIMAL HEALTH DEPARTMEN	2010-2011 APPLICATION LICENSE	
		11895	01-004-759		200.00
				Check Amount	<u>200.00</u>
17797	05/21/2010	KANSAS PAY	KANSAS PAYMENT CENTER	PAYROLL DIRECTED DEDUCTION	
		11896	01-000-248		379.50
				Check Amount	<u>379.50</u>
17798	05/21/2010	KPF EFT	KPF EFT PROGRAM	KPF RETIREMENT PAYMENT	
		11897	01-000-211		7.45
		11897	01-000-208		3,746.73
				Check Amount	<u>3,754.18</u>
17799	05/21/2010	LEAV TIMES	LEAVENWORTH TIMES	ADVERTISEMENT-PWD POSITION	
		11898	01-002-760		73.88
				Check Amount	<u>73.88</u>
17800	05/21/2010	M & S SUPP	M & S SUPPLY	PROMO ITEMS - POLICE DEPT	
		11899	01-004-803		474.70
				Check Amount	<u>474.70</u>
17801	05/21/2010	MERCHANT S	MERCHANT SERVICES GROUP	CREDIT CARD PROCESSING FEES	
		11900	01-005-799		44.26
				Check Amount	<u>44.26</u>

Check Register Report

AS OF 05/21/10

Check Number	Check Date	Vendor# Ref#	Vendor Name GL Number	Check Description	Amount
17802	05/21/2010	OMEGA 11902	OMEGA DOOR & HARDWARE 01-005-777	GARAGE DOOR REPAIR	487.52
				Check Amount	487.52
17803	05/21/2010	PRAY 11901	WILLIAM E. PRAY 01-004-766	MUNICIPAL COURT JUDGE	300.00
				Check Amount	300.00
17804	05/21/2010	RECORD NEW 11907	RECORD NEWS 01-004-807	BUSINESS CARDS	125.00
				Check Amount	125.00
17805	05/21/2010	SCHMIDT C 11903	CASSIE SCHMIDT 01-001-774	REIMBURSEMENT-MILEAGE/MEALS	101.75
				Check Amount	101.75
17806	05/21/2010	SELECT IMA 11904	SELECT IMAGING 01-001-799	FILEBOUND HOSTING SERVICES	300.00
				Check Amount	300.00
17807	05/21/2010	SMITH VET 11905	SMITH VETERINARY CLINIC INC 01-004-759	ANIMAL CONTROL COSTS	216.31
				Check Amount	216.31
17808	05/21/2010	SUTTON-KOL 11906	SUTTON-KOLMAN AUTOMOTIVE 01-004-761	TIRE ROTATION	16.19
				Check Amount	16.19
17809	05/21/2010	THIERRY 11908	RICHARD THIERRY 01-000-421	COURT FINE REFUND	5.00
				Check Amount	5.00
17810	05/21/2010	TOTAL ELEC 11909	TOTAL ELECTRIC CONSTRUCTION CO 10-000-799	TRAFFIC SIGNAL REPAIR	192.94
				Check Amount	192.94
17811	05/21/2010	TURF DESIG 11910	TURF DESIGN 10-000-799	MOWING BASEHOR BLVD	150.00
				Check Amount	150.00
17812	05/21/2010	WESTLAND C 11911	WESTLAND CONSTRUCTION 04-000-792	REMOVE/REPLACE DRIVE	2,570.00
				Check Amount	2,570.00
17813	05/21/2010	WINGFOOT C 11912	WINGFOOT COMMERCIAL TIRE 01-002-761	TIRES FOR DUMP TRUCKS	1,689.18
				Check Amount	1,689.18
17814	05/21/2010	WRIGHT EX 11913	WRIGHT EXPRESS 01-002-804	CITY VEHICLE FUEL-APRIL 2010	26.34
			11913	01-017-804	69.93
			11913	01-004-804	2,611.21
			11913	01-003-804	76.96
				Check Amount	2,784.44
17815	05/21/2010	COMMERCE 11914	COMMERCE PURCHASING CARD 09-010-775	TRAINING/SW/TECHNOLOGY/UNIFOR	10,885.29
			11914	05-009-804	1,091.38

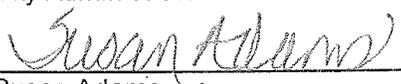
Check Register Report

AS OF 05/21/10

Check Number	Check Date	Vendor# Ref#	Vendor Name GL Number	Check Description	Amount
		11914	05-009-803		55.00
		11914	05-009-789		475.23
		11914	05-009-762		2,792.63
		11914	05-009-758		142.91
		11914	05-009-757		132.35
		11914	01-017-803		44.88
		11914	01-017-801		53.97
		11914	01-017-799		700.00
		11914	01-017-758		140.47
		11914	01-011-813		1,361.48
		11914	01-008-792		172.20
		11914	01-005-803		250.10
		11914	01-005-797		4,400.00
		11914	01-005-757		367.70
		11914	01-005-754		153.00
		11914	01-004-808		15.64
		11914	01-004-807		169.80
		11914	01-004-803		53.64
		11914	01-004-799		4.99
		11914	01-004-774		224.07
		11914	01-004-759		22.99
		11914	01-004-758		396.37
		11914	01-003-803		159.94
		11914	01-003-761		280.79
		11914	01-002-804		1,091.38
		11914	01-002-803		98.61
		11914	01-002-758		124.00
		11914	01-002-761		14.99
		11914	01-001-803		135.11
		11914	01-001-801		476.30
		11914	01-001-774		179.00
		11914	01-000-509		2,375.00
Check Amount					29,041.21
Grand Total:					88,454.29


5-21-10

 Mark Loughry Date
 City Administrator


05/21/10

 Susan Adams Date
 Treasurer

Check Register Report

Check Number	Check Date	Vendor# Ref#	Vendor Name GL Number	Check Description	Amount
17816	05/28/2010	MIDWEST PU 11915	MIDWEST PUBLIC RISK 01-000-203	DENTAL INS PYMT	1,272.00
				Check Amount	<u>1,272.00</u>
17817	05/28/2010	PITNEY BOW 11916	PITNEY BOWES 01-001-808	POSTAGE REFILL	50.00
		11916	05-009-808		50.00
		11916	01-017-808		50.00
		11916	01-004-808		50.00
				Check Amount	<u>200.00</u>
17818	05/28/2010	VISION SER 11917	VISION SERVICES PLAN 01-000-200	VISION INS PYMT	534.65
				Check Amount	<u>534.65</u>
17819	06/03/2010	EFTPS 11918	EFTPS 01-000-202	FIT/SS/MEDI WITHHOLDING PYMT	4,149.73
		11918	01-000-205		1,287.58
		11918	01-000-204		5,505.54
				Check Amount	<u>10,942.85</u>
17820	06/03/2010	KS DOR WTH 11919	KANSAS DEPARTMENT OF REVENUE 01-000-206	KS STATE WITHHOLDING PYMT	1,875.16
				Check Amount	<u>1,875.16</u>
17821	06/03/2010	KS EMPLOY 11920	KANSAS EMPLOYMENT SECURITY FD 01-000-207	KS UNEMPLOYMENT WITHHOLDING	2.29
				Check Amount	<u>2.29</u>
17822	06/03/2010	PROPAYROLL 11921	PROPAYROLL 01-011-742	PAYROLL PROCESSING PP#11	188.25
				Check Amount	<u>188.25</u>
17823	06/04/2010	ATMOS ENER 11922	ATMOS ENERGY 01-005-752	UTILITIES	117.62
				Check Amount	<u>117.62</u>
17824	06/04/2010	BON SP FOR 11923	BONNER SPRING FORD 01-004-761	ANALYSIS FOR ODOMETER	100.35
				Check Amount	<u>100.35</u>
17825	06/04/2010	CITY LAWRE 11924	CITY OF LAWRENCE 01-004-774	SEMINAR REGISTRATION	900.00
				Check Amount	<u>900.00</u>
17826	06/04/2010	CONS WATER 11925	CONS RURAL WATER DISTRICT #1 01-005-755	WATER SERVICES	85.32
		11925	01-008-755		29.50
				Check Amount	<u>114.82</u>
17827	06/04/2010	CREATIVE 11926	CREATIVE PROMOTIONS 01-011-813	UNIFORMS	833.25
				Check Amount	<u>833.25</u>
17828	06/04/2010	KBI LAB 11927	KANSAS BUREAU OF INVESTIGATION 01-000-859	COURT COSTS	400.00
				Check Amount	<u>400.00</u>

Check Register Report

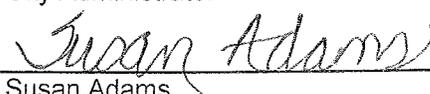
Check Number	Check Date	Vendor# Ref#	Vendor Name GL Number	Check Description	Amount
17829	06/04/2010	KANSAS PAY 11930	KANSAS PAYMENT CENTER 01-000-248	PAYROLL DIRECTED DEDUCTION	759.00
				Check Amount	<u>759.00</u>
17830	06/04/2010	KPF EFT 11929 11929	KPF EFT PROGRAM 01-000-208 01-000-211	KPF RETIREMENT PYMT	4,095.36 7.45
				Check Amount	<u>4,102.81</u>
17831	06/04/2010	LAFONTAINE 11928	JOSEPH LAFONTAINE 01-000-421	COURT FINE REFUND	4.50
				Check Amount	<u>4.50</u>
17832	06/04/2010	LAWN TAMER 11931	LAWN TAMERS 01-000-856	CONTRACT MOWING	1,575.00
				Check Amount	<u>1,575.00</u>
17833	06/04/2010	LAWRENCE 11932	LAWRENCE JOURNAL WORLD 01-017-760	NEWSPAPER PUBLICATIONS	60.00
				Check Amount	<u>60.00</u>
17834	06/04/2010	LV SHERIFF 11933	LEAVENWORTH COUNTY SHERIFF 01-004-764	BOARDING PRISONERS	17.50
				Check Amount	<u>17.50</u>
17835	06/04/2010	LVCO SOLID 11934	LEAVENWORTH COUNTY SOLID WASTE 01-000-856	TRIP FOR ABATEMENT OF	117.12
				Check Amount	<u>117.12</u>
17836	06/04/2010	LOWENTHAL 11935	LOWENTHAL WEBB & ODERMAN 01-001-785	BILLING FINANCIAL STATEMENTS	3,900.00
				Check Amount	<u>3,900.00</u>
17837	06/04/2010	MC JANITOR 11937	MC JANITORIAL 01-005-799	CLEANING CITY HALL	240.00
				Check Amount	<u>240.00</u>
17838	06/04/2010	MCAFFEE HEN 11936 11936 11936 11936 11936	MCAFFEE HENDERSON SOLUTIONS 19-000-765 18-000-765 10-000-765 01-017-765 01-000-856	ENGINEERING SERVICES	1,627.50 105.00 3,405.50 727.50 1,070.00
				Check Amount	<u>6,935.50</u>
17839	06/04/2010	MCBRATNEY 11938	KIANN MCBRATNEY 01-004-767	PROSECUTOR FEES	400.00
				Check Amount	<u>400.00</u>
17840	06/04/2010	REAVEY LAW 11939 11939 11939 11939	REAVEY LAW LLC 01-017-751 01-004-751 01-003-751 01-001-751	LEGAL SERVICES	539.00 22.00 22.00 1,122.00
				Check Amount	<u>1,705.00</u>
17841	06/04/2010	SHRED IT 11940	SHRED IT 01-005-799	SHREDDING/DESTRUCTION DATA	25.00
				Check Amount	<u>25.00</u>

Check Register Report

Check Number	Check Date	Vendor#	Vendor Name	Check Description	Amount
17842	06/04/2010	VISION SER 11943	VISION SERVICES PLAN 01-000-200	VISION INSURANCE	113.62
				Check Amount	<u>113.62</u>
17843	06/04/2010	WESTAR GRP 11941	WESTAR ENERGY 01-002-787	UTILITIES	20.76
		11941	01-008-753		49.33
		11941	01-005-753		245.13
		11941	05-009-753		6,792.87
				Check Amount	<u>7,108.09</u>
17844	06/04/2010	WINGFOOT C 11942	WINGFOOT COMMERCIAL TIRE 01-004-761	TIRES FOR POLICE VEHICLES	800.72
				Check Amount	<u>800.72</u>
				Grand Total:	<u>45,345.10</u>


6-7-10

 Mark Loughry Date
 City Administrator


06/07/10

 Susan Adams Date
 Treasurer

MINUTES
BASEHOR PLANNING COMMISSION
June 8, 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 Russell Jacobson, John Matthews, Ed Bush, and Jon Gallion. Absent: Joe McArdle, Kevin Jones and Bob Harrison. *(Kevin Jones & Bob Harrison will be stepping down and will have two vacancies)*

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 Jacobson to approve the April 6, 2010 minutes. Chair Matthews asked for a vote. Motion passed, 4-0.

D. Unfinished Business – None

E. New Business –

1. Consideration of Final Development Plan for Tomahawk Valley, at 15063 State Ave., as requested by MEI, LLC.

Mr. Pleak reviewed the staff report with Commissioners. Staff recommends approval of the final development plan for Tomahawk Valley.

Commissioner Bush motions to approve the final development plan as recommended by staff. Commissioner Gallion seconds. Chair Matthews asked for a vote. Motion passed 4-0.

2. Consideration of Final Plat for Tomahawk Valley, at 15063 State Ave., as requested by MEI, LLC.

Commissioner Bush motions to approve the final plat as recommended by staff. Commissioner Gallion seconds. Chair Matthews asked for a vote. Motion passed

F. Open Agenda – None

G. Reports from Special Committees – None

H. City Engineer's Report –

Mr. Pleak asked the Commissioners if they would like to conduct another special work session on Tuesday, June 22, 2010 on the current sign regulations and more discussion on the architectural design. Planning Commissioners agreed for the work session on June 22, 2010 at 7:00 p.m. Mr. Pleak also informed the Commissioners that he will be meeting with an applicant for one of the vacancies for the Planning Commission.

I. Adjournment -

Commissioner Jacobson made the motion to adjourn and Commissioner Bush seconded. There being no further discussion, the meeting was adjourned at 7:20 p.m. from Chair Matthews.

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

John Matthews, Chairperson

Katherine Renn, Planning Secretary