

## AGENDA

### BASEHOR CITY COUNCIL

March 16, 2009

6:00 p.m.

Basehor City Hall

**WORK SESSION - 6:00 p.m.**      Discussion of agenda items

**REGULAR MEETING – 7:00 p.m.**

#### **1. Roll Call by Mayor Chris Garcia and Pledge of Allegiance**

#### **2. Consent Agenda**

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

- a. Approve Minutes
  1. Feb. 9 Cedar Lake Estates Annexation Public Hearing (distributed March 2<sup>nd</sup>)
  2. Feb. 17 Work Session and Minutes (distributed March 2<sup>nd</sup>)
  3. Mar. 2 Work Session and Minutes (to be distributed later)
- b. Approve Treasurer's Report & Vendor Payments
- c. Approve investment recommendations
- d. Approve calendar of events

#### **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).

- a. Citizen request regarding municipal code restrictions on cats and a leash requirement.
- b. Melanie Morris, Basehor Dairy Days Association, request for funding for 4<sup>th</sup> Annual Dairy Days festival and allow overnight stay at park for certain vendors.

#### **4. Scheduled Discussion Items**

- a. Recycling options within the City. (Chuck Wilderson report followed by discussion)

#### **5. Business**

- a. Change order request from Burns & McDonnell engineering for design change on wastewater treatment plan expansion.
- b. Transportation Enhancement grant application for trail project.
- c. Economic stimulus project submittal proposal.

- d. Consider award of bid for liability insurance package from 4/01/09 – 3/31/10
- e. Consider Final Plat for Southside Villas, requested by Benchmark Management, Inc.
- f. Consider construction of maintenance building for Public Works department.
- g. Approval to go to bid on the 150<sup>th</sup> Street project from Craig Road north to Parallel Road. (item deferred to April 6 for more preparation)
- h. Consider allocating funds for Basehor Dairy Days and allow overnight stay the evening of June 5 at Basehor City Park.
- i. Consider allocating funds to PRIDE for Fourth of July fireworks display.

**6. City Administrator Report**

**7. Mayor's Report**

**8. Council Member Reports**

**9. Executive Session**

**10. Adjournment**

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

## CHECK REGISTER REPORT

Date: 03/09/2009

AS OF 03/09/09

Time: 1:01pm

City Of Basehor

Page: 1

BANK: First State Bank

Check Number	Check Date	Status	Vendor Number	Vendor Name	Check Description	Amount
16370	02/27/2009	Printed	ADVANCE IN	ADVANCE INSURANCE COMPANY	AD&D/LIFE INSURANCE PYMT	125.00
16372	02/27/2009	Printed	BLUE CROSS	BLUE CROSS & BLUE SHIELD OF KS	MED INS WITHHOLDING PYMT	12,108.30
16373	02/27/2009	Printed	EFTPS	EFTPS	FIT/SS/MEDI WITHHOLDING PYMT	10,998.88
16374	02/27/2009	Printed	GRIFFIN/WI	WILLIAM GRIFFIN	BANKRUPTCY WITHHOLDING PYMT	200.00
16375	02/27/2009	Printed	ING LIFE	ING LIFE INSURANCE & ANNUITY	DEFERRED COMP WITHHOLDING PYMT	6,624.52
16376	02/27/2009	Printed	KS DOR WTH	KANSAS DEPARTMENT OF REVENUE	KS STATE WITHHOLDING PYMT	1,695.73
16377	02/27/2009	Printed	KANSAS PAY	KANSAS PAYMENT CENTER	CHILD SUPPORT WITHHOLDING PYMT	379.50
16378	02/27/2009	Printed	KPF EFT	KPF EFT PROGRAM	KPF WITHHOLDING PYMT	3,858.13
16379	02/27/2009	Printed	MARCIT	MARCIT	DENTAL INS WITHHOLDING PYMT	1,224.00
16380	02/27/2009	Printed	RICHARDSO	DAVID RICHARDSON	CASH BOND REFUND CIT#009110	1,000.00
16381	02/27/2009	Printed	VISA	VISA	FUEL/TRAINING/SUPPLIES/PROMO	935.28
16382	02/27/2009	Printed	WALMART MA	WALMART	CLEANING/CITY FACILITY/COUNCIL	566.40
16383	03/05/2009	Printed	MCCORKENDA	MCCORKENDALE CONSTRUCTION INC	BTC- SEWER USD 458	110,945.07
16384	03/09/2009	Printed	ADVANCE PE	ADVANCE PEST CONTROL	PEST CONTROL-CITY HALL/PARK/WT	154.55
16385	03/09/2009	Printed	AT&T	AT&T	PHONE SERVICES-LIFT STATION	33.04
16386	03/09/2009	Printed	ATMOS ENER	ATMOS ENERGY	UTILIES - GAS	799.19
16387	03/09/2009	Printed	BASEHOR SU	BASEHOR SUDS CAR WASH	40 CAR WASH TOKENS	40.00
16388	03/09/2009	Printed	BIRINGERS	BIRINGER'S	6 KEYS FOR PWD @ WWTF	11.16
16389	03/09/2009	Printed	BURNS & MC	BURNS & MCDONNELL	PROFESSIONAL SERV NEW WWTF	22,444.94
16390	03/09/2009	Printed	CASEYS	CASEY'S GENERAL STORES	FUEL CITY VEHICLES	1,921.43
16391	03/09/2009	Printed	CHIEF	CHIEF	FINGERPRINT TOWLETES	93.49
16392	03/09/2009	Printed	CINTAS	CINTAS	WEEKLY SERVICES PWD	90.00
16393	03/09/2009	Printed	BASEHOR CI	CITY OF BASEHOR	SEWER/SOLID WASTE SERVICES	104.91
16394	03/09/2009	Printed	CLAIBORN/D	DANIEL C. CLAIBORN	PSYCHOLOGICAL TESTING/EVALUATI	200.00
16395	03/09/2009	Printed	COMMAND PR	COMMAND PRINT	MUNICIPAL COURT SLIPS	83.15
16396	03/09/2009	Printed	CONS WATER	CONS RURAL WATER DISTRICT #1	WATER SERVICES	114.71
16397	03/09/2009	Printed	CORE PRODU	CORE PRODUCTS	BUCKETS/BRACKETS/ETC SIGN REPL	353.29
16398	03/09/2009	Printed	DATAMAX	DATAMAX	LEASE RENTAL/EXCESS COPIES	521.86
16399	03/09/2009	Printed	DEFFENBAUG	DEFFENBAUGH DISPOSAL SERVICE	SOLID WASTE/DUMPSTERS/SPEC WAS	10,866.00
16400	03/09/2009	Printed	DESIGN ENE	DESIGN ENERGY GROUP	CODE REVIEW FEES	2,035.00
16401	03/09/2009	Printed	DOCKERY T	TRACI JO DOCKERY	REIMBURSEMENT NCJC TRAINING	49.69
16402	03/09/2009	Printed	FAMILY CON	FAMILY CONCEPTS, LTD	100 BOOKS-LITTLE PEOPLES GUIDE	299.00
16403	03/09/2009	Printed	GRIZZLEY F	GRIZZLEY FENCE COMPANY	FENCE SEWER MAIN REHAB PROJECT	1,050.00
16404	03/09/2009	Printed	HAMPEL	HAMPEL OIL	CASE SUPER S NONDETERGENT OIL	30.57
16405	03/09/2009	Printed	HAYNES EQU	HAYNES EQUIPMENT CO	GRINDER PUMP REPAIR-18367 154T	578.54
16406	03/09/2009	Printed	HEART TOW	HEARTLAND TOW INC	TIRE/SHOCKS REPAIR-OIL CHANGES	873.44
16407	03/09/2009	Printed	JADE ALARM	JADE ALARM COMPANY	ALARM SERVICES CITY HALL/WTF	134.70
16408	03/09/2009	Printed	JOCO ENVIR	JOHNSON COUNTY ENVIRONMENTAL	SAMPLE TESTING	113.50
16409	03/09/2009	Printed	KS TREASUR	KANSAS STATE TREASURER	STATE MANDATED COURT FEES	1,068.00
16410	03/09/2009	Printed	KDHE TECH	KDHE BUREAU OF WATER	STATE REVOLVING LOAN PAYMENTS	246,931.42
16411	03/09/2009	Printed	KTI	KTI	ENGINEERING SERVICES - BTC	3,714.19
16412	03/09/2009	Printed	LEAV COOP	LEAVENWORTH COUNTY CO-OP	266.5 GALLONS DIESEL FUEL	474.10
16413	03/09/2009	Printed	LEAV PAPER	LEAVENWORTH PAPER SUPPLY LLC	MOP WRINGER PWD	55.00
16414	03/09/2009	Printed	LEVEL 4	LEVEL 4 ENGINEERING LLC	ENGINEERING SERVICES BTC	17,000.00
16415	03/09/2009	Printed	LOI TECH	LOI TECHNOLOGY	REPLACE PATCH CORDS BATTERY BA	247.97
16416	03/09/2009	Printed	MARTLEY L	LLOYD L MARTLEY	REIMBURSEMENT TOLL-KLETC GRAD	7.50
16417	03/09/2009	Printed	MCAFEE HEN	MCAFEE HENDERSON SOLUTIONS	ENGINEERING SERVICES	12,238.42
16418	03/09/2009	Printed	NAT SIGN	NATIONAL SIGN COMPANY INC	50 GR STREET POST U CHANNELS	1,240.00
16419	03/09/2009	Printed	NAVRATS OF	NAVRAT'S OFFICE PRODUCTS	PAYROLL CHECKS	366.75
16420	03/09/2009	Printed	OMNI-SITE	OMNI-SITE.NET	WIRELESS LIFT STATIONS	150.00
16421	03/09/2009	Printed	PALENSKE	BRIAN PALENSKE	EXCAVATE/POUR CONCRETE STAIRS	3,976.00
16422	03/09/2009	Printed	PFLUMM	FRANK PFLUMM	REIMBURSEMENT AMMO	22.97
16423	03/09/2009	Printed	PITNEY BOW	PITNEY BOWES	POSTAGE REFILL	200.00
16424	03/09/2009	Printed	PRAY	WILLIAM E. PRAY	MUNICIPAL JUDGE SERVICES	250.00
16425	03/09/2009	Printed	QUILL	QUILL	OFFICE SUPPLIES-PAPER/BOXES/ET	1,187.39
16426	03/09/2009	Printed	REAVEY LAW	REAVEY LAW LLC	LEGAL SERVICES PROVIDED	2,840.00
16427	03/09/2009	Printed	SELECT IMA	SELECT IMAGING	FILEBOUND HOSTING FEE	300.00
16428	03/09/2009	Printed	SPECTRA	SPECTRA	NUTS/WASHERS/BOLTS/TOOLS	940.86
16429	03/09/2009	Printed	SUNFLOWER	SUNFLOWER BROADBAND	INTERNET/CABLE/PHONE SERVICES	629.61
16430	03/09/2009	Printed	SUNFLOW EM	SUNFLOWER EMBROIDERY	EMBROIDERY SHIRTS-PLANNING/POL	141.00
16431	03/09/2009	Printed	THOMPSON P	THOMPSON PUMP	COUPLINGS FOR 2" TRASH PUMP	35.51
16432	03/09/2009	Printed	TIRE TOWN	TIRE TOWN INC	TIRES FOR MOWER @ CITY PARK	66.30
16433	03/09/2009	Printed	ZEE MED	ZEE MEDICAL SERVICE	MISC MEDICAL SUPPLIES CITY HAL	11.75

Total Checks: 63 Bank Total: 487,751.71

**REVENUE/EXPENDITURE REPORT**  
AS OF 03/09/09

For the Period: 1/1/2009 to 3/31/2009	Original Bud.	Amended Bud.	YTD Actual	CURR MTH
Fund: 01 - GENERAL FUND				
Revenues	1,726,436.00	1,726,436.00	749,299.88	4,953.50
Expenditures	2,654,402.00	2,657,402.00	368,570.85	5,236.10
Net Effect for GENERAL FUND	-927,966.00	-930,966.00	380,729.03	-282.60
Fund: 04 - SPECIAL PARK & RECREATION FUND				
Revenues	22,855.00	22,855.00	667.15	0.00
Expenditures	13,500.00	13,500.00	500.00	0.00
Net Effect for SPECIAL PARK & RECREATION FUND	9,355.00	9,355.00	167.15	0.00
Fund: 05 - SEWER FUND				
Revenues	6,673,694.00	6,673,694.00	1,068,635.75	0.00
Expenditures	7,297,843.00	7,297,843.00	1,010,544.78	272,477.66
Net Effect for SEWER FUND	-624,149.00	-624,149.00	58,090.97	-272,477.66
Fund: 07 - CEDAR LAKES MAINTENANCE				
Revenues	11,170.00	11,170.00	198.92	0.00
Expenditures	17,000.00	17,000.00	1,483.70	578.54
Net Effect for CEDAR LAKES MAINTENANCE	-5,830.00	-5,830.00	-1,284.78	-578.54
Fund: 08 - BOND & INTEREST FUND				
Revenues	436,168.00	436,168.00	267,168.69	0.00
Expenditures	534,971.00	534,971.00	107,485.63	0.00
Net Effect for BOND & INTEREST FUND	-98,803.00	-98,803.00	159,683.06	0.00
Fund: 09 - SOLID WASTE FUND				
Revenues	164,641.00	164,641.00	30,483.84	0.00
Expenditures	167,149.00	167,149.00	34,570.48	20,116.70
Net Effect for SOLID WASTE FUND	-2,508.00	-2,508.00	-4,086.64	-20,116.70
Fund: 10 - CONSOLIDATED HIGHWAY FUND				
Revenues	630,625.00	630,625.00	80,150.60	0.00
Expenditures	1,127,377.00	1,127,377.00	170,004.03	13,991.71
Net Effect for CONSOLIDATED HIGHWAY FUND	-496,752.00	-496,752.00	-89,853.43	-13,991.71
Fund: 11 - MUNICIPAL EQUIP RESERVE FUND				
Revenues	167,300.00	167,300.00	1,126.61	0.00
Expenditures	150,000.00	150,000.00	8,968.00	0.00
Net Effect for MUNICIPAL EQUIP RESERVE FUND	17,300.00	17,300.00	-7,841.39	0.00
Fund: 12 - CAPITAL IMPROVEMENT FUND				
Revenues	438,967.00	438,967.00	50,776.70	0.00
Expenditures	150,000.00	150,000.00	3,976.00	3,976.00
Net Effect for CAPITAL IMPROVEMENT FUND	288,967.00	288,967.00	46,800.70	-3,976.00
Fund: 18 - BASEHOR TOWN CENTER PROJECT				
Revenues	0.00	0.00	183.39	0.00
Expenditures	0.00	0.00	298,132.17	20,714.19
Net Effect for BASEHOR TOWN CENTER PROJECT	0.00	0.00	-297,948.78	-20,714.19

BALANCE SHEET

AS OF 03/09/09

City Of Basehor

Balances

Fund: 13 - SUMMATION OF ALL FUNDS

Assets

Acct Class: CA CURRENT ASSESTS

001 FSB CHECKING ACCOUNT	20,631.49
002 FSB MONEY MARKET ACCOUNT	3,038,090.79
005 BASEHOR TOWN CENTER ACCOUNT	1,055,916.99
006 BASEHOR TOWN CENTER 90 DAY CD	1,000,000.00
007 BASEHOR TOWN CENTER 180 DAY CD	1,000,000.00
016 103-3 OVERNIGHT ACCT MIP	86,264.45
031 500030 CNB 1.36% 072009	800,000.00
045 418000021 COMMERC 1.37% 081009	1,400,000.00

Acct Class: CA CURRENT ASSESTS

8,400,903.72

Total Assets

8,400,903.72

Liabilities

Acct Class: CL CURRENT LIABILITIES

214 SEWER FUND MONTHLY BALANCE	82,700.30 *
215 SOLID WASTE MONTHLY BALANCE	67,036.07
216 GENERAL FUND MONTHLY BALANCE	994,209.91
218 MUNICIPAL EQUIP FUND MO BAL	348,131.04
219 CAPITAL IMPROVE FUND MO BAL	1,257,709.00
220 SPECIAL PARK & REC FUND MO BAL	146,426.86
221 CONS HIGHWAY FUND MONTHLY BAL	2,142,384.69
226 BOND & INTEREST MONTHLY BAL	265,865.07
230 TOWN CENTER PROJECT MO BALANCE	3,035,202.80
300 CL MAINTENANCE MONTLY BALANCE	61,237.98

Acct Class: CL CURRENT LIABILITIES

8,400,903.72

Total Liabilities

8,400,903.72

Total Liabilities & Balances

8,400,903.72

Note: Disbursement from KDHE approved 02/27/09 for \$382,292 for the sewer fund. 10 - 14 days receipt of payment.

			2009	2009
PERSONNEL	2007 Actual	2008 Budget	Requested	Recommend
<b>Full-time (01-001-701) (Based on 5% Increase)</b>	<b>\$53,498</b>	<b>\$81,540</b>	<b>\$85,036</b>	<b>\$85,036</b>
City Clerk (2080 @ \$28.90) 2009			\$60,104	\$60,104
Receptionist/Clerical (2080 @ \$11.03) 2009			\$22,932	\$22,932
Overtime at regular pay 2009			\$2,000	\$2,000
<b>Part-time (01-001-702)</b>	<b>\$31,647</b>	<b>\$24,077</b>	<b>\$25,281</b>	<b>\$25,281</b>
City Treasurer (1440 hrs @ \$17.56) 2009			\$25,281	\$25,281
<b>Overtime, Comp Time, Vac (01-001-704)</b>	<b>\$3,554</b>	<b>\$7,000</b>	<b>\$7,979</b>	<b>\$7,000</b>
<b>CONTRACTUAL</b>				
<b>01-001-751 Legal Fees</b>	<b>\$12,687</b>	<b>\$25,264</b>	<b>\$20,000</b>	<b>\$19,000</b>
<b>01-001-758 Paging/Wireless</b>	<b>\$527</b>	<b>\$650</b>	<b>\$650</b>	<b>\$650</b>
<b>01-001-760 Notices &amp; Advertisements</b>	<b>\$1,567</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$2,000</b>
<b>01-001-774 Training</b>	<b>\$1,664</b>	<b>\$3,700</b>	<b>\$3,700</b>	<b>\$3,700</b>
City Clerk, Asst City Clerk, Receptionist, Treasurer				
<b>01-001-779 Insurance Expenses</b>	<b>\$60,045</b>	<b>\$74,202</b>	<b>\$66,500</b>	<b>\$74,500</b>
Liability Package		\$43,000	\$43,000	\$48,000
Workers Comp		\$22,702	\$22,500	\$24,000
Risk Management Study		\$6,000	\$0	\$0
Misc (Equip/Vehicles, etc. aquired during yr)		\$2,500	\$1,000	\$2,500
<b>01-001-781 Promo/Public Relations Activities</b>	<b>\$8,963</b>	<b>\$18,725</b>	<b>\$25,750</b>	<b>\$25,750</b>
PRIDE-Fireworks		\$3,500	\$3,500	\$3,500
Dairy Days		\$5,000	\$5,000	\$5,000
Chamber of Commerce Signage & Advertising		\$6,000	\$6,350	\$6,350
Library Summer Reading		\$100	\$100	\$100
Project Graduation		\$175	\$175	\$175
VFW		\$0	\$1,000	\$1,000
Summer Picnic		\$150	\$150	\$150
Holiday Party (est 70 @ \$10)		\$600	\$700	\$700
Employee of the Year Recognition		\$200	\$200	\$200
Employee Milestone Recognition		\$2,500	\$1,050	\$1,050
25 yrs \$250: Mogle & Wilson (28 yrs actual) / 15 yrs \$150: Pant / 10 yrs \$100: Johnson, Myracle, Van Cleave, Martley (14 actual)				
State of the City Meeting		\$0	\$300	\$300
Kansas Sampler		\$0	\$6,725	\$6,725
Misc		\$500	\$500	\$500
<b>01-001-783 Organization &amp; Membership Dues</b>	<b>\$8,182</b>	<b>\$9,275</b>	<b>\$10,364</b>	<b>\$10,000</b>
LCDC		\$6,154	\$6,924	\$6,925
MARC		\$800	\$900	\$525
Chamber of Commerce		\$100	\$100	\$100
LKM		\$1,931	\$2,100	\$2,100
IIMC (clerk)		\$140	\$140	\$150
CCMFOA (clerk/treas/asst city clerk)		\$100	\$150	\$150
KACM (clerk)		\$50	\$0	\$0
Basehor Historical Society		\$0	\$50	\$50
<b>01-001-784 Car Allowance/Mileage Reimb</b>	<b>\$52</b>	<b>\$200</b>	<b>\$100</b>	<b>\$100</b>
<b>01-001-785 Accounting &amp; Auditing</b>	<b>\$20,657</b>	<b>\$20,000</b>	<b>\$21,000</b>	<b>\$21,000</b>
GAAP Audit		\$17,500	\$18,500	\$18,500
Reports & Consulting		\$2,500	\$2,500	\$2,500
<b>01-001-799 Miscellaneous Contractual</b>	<b>\$11,057</b>	<b>\$20,350</b>	<b>\$20,450</b>	<b>\$20,050</b>
Select Imaging - (\$450/mo.)		\$5,400	\$5,400	\$5,000
Integrated Systems (Comp Tech)		\$3,500	\$3,500	\$3,500
Datamax (copier maintenance agrmt)		\$2,400	\$2,500	\$2,500
FundBalance Maintenance Agmt		\$3,900	\$3,900	\$3,900
Records Storage (paper)		\$650	\$650	\$650
Miscellaneous		\$4,500	\$4,500	\$4,500
<b>COMMODITIES</b>				
<b>01-001-801 Office Supplies</b>	<b>\$3,260</b>	<b>\$4,000</b>	<b>\$4,000</b>	<b>\$4,000</b>
<b>01-001-803 Miscellaneous Commodities</b>	<b>\$2,377</b>	<b>\$9,310</b>	<b>\$8,200</b>	<b>\$8,200</b>
Promo/Public Relations Materials		\$600	\$600	\$600
Gas/Oil/Misc		\$100	\$100	\$100
Miscellaneous		\$8,610	\$7,500	\$7,500
<b>01-001-807 Printed Material/Publications</b>	<b>\$556</b>	<b>\$900</b>	<b>\$900</b>	<b>\$900</b>
<b>01-001-808 Postage &amp; Postal Permit</b>	<b>\$1,674</b>	<b>\$1,700</b>	<b>\$2,000</b>	<b>\$2,100</b>
<b>CAPITAL OUTLAY</b>				
<b>01-001-850 Capital Outlay</b>	<b>\$2,708</b>	<b>\$9,000</b>	<b>\$8,500</b>	<b>\$8,500</b>
Upgrade File Server Hub & Equipment		\$2,500	\$0	\$0
Accounts Receivable Software		\$3,500	\$0	\$0
Misc. (items to purchase for emergencies)		\$3,000	\$3,000	\$3,000
Replace treasurer & asst city clerk computers		\$0	\$3,000	\$3,000
Upgrade existing pc's to newer software versions		\$0	\$2,500	\$2,500
<b>TOTAL REQUESTED BUDGET</b>	<b>\$224,675</b>	<b>\$311,893</b>	<b>\$312,410</b>	<b>\$317,767</b>

**City of Basehor  
2009 ANNUAL CALENDAR OF EVENTS**

<b>MARCH</b>			
<b>MONTH/DAY</b>	<b>TIME</b>	<b>EVENT</b>	<b>LOCATION</b>
2	8:00-Noon	Deadline to vote advance voting ballots in person in office of County Election Officer	Leavenworth Court House
	6:00 p.m.	City Council Meeting	City Hall Meeting Room
3	7:00 am-7:00 pm	Primary Election (If needed)	Fire Station & Holy Angels
	6:30 p.m.	Planning Commission Meeting	City Hall Meeting Room
4		Voter Registration books reopen	City Hall & Library
9	6:00 p.m.	City Council Work Session	City Hall Meeting Room
10	1:00 p.m.	Municipal Court	City Hall Meeting Room
11	4:00 p.m.	Park Advisory Board Meeting	City Hall Meeting Room
16	6:00 p.m.	City Council Meeting	City Hall Meeting Room
17	Noon-1:00	Quarterly Employee Training Meeting (Insurance, Article E Leave, Article M Travel)	City Hall Meeting Room
18		County Election Officer begins mailing advance voting ballots & advance voting in office	
23		Last day to register to vote	

April Meetings:

- April 6, 2009 Regular Meeting
- April 13, 2009 Work Session
- April 20, 2009 Regular Meeting

February 23, 2009

Mr. Carl Slaugh  
City Administrator  
City of Basehor  
2620 North 155<sup>th</sup> St.  
Basehor, KS 66007

Dear Mr. Slaugh,

I am requesting to add an item to the agenda for an upcoming meeting regarding the Animal Control Ordinance, specifically, the "Cat Regulations".

Would you let me know the meeting date please??

Thank you.



Jane Russell  
2605 North 157<sup>th</sup> Street  
Basehor, KS 66007

## AGENDA ITEM INFORMATION FORM

**Agenda Item:** Citizen request regarding municipal code restrictions on cats and a leash requirement.

**Department:** Administration

**Background/Description of Item:**

Jane Russell, 2605 N. 157<sup>th</sup> Street, feels that the leash requirement for cats is unrealistic and would like to see the requirement changed. She feels it is not a public nuisance to allow cats to run free.

The current municipal code language is listed below. The draft code under revision has retained the same wording.

(d) At-large - means to be outside of a fence or other enclosure which restrains the animals to a particular premise or not under the control, by leash or lead, of the owner or other authorized person capable of restraining the animal. Animals tethered to a stationary object within range of public thoroughfares are deemed to be At-large.

2-206. RUNNING AT LARGE; FINE. (a) It shall be unlawful for the owner or harbinger of any dog or cat to permit such dog or cat to run at large within the city at any time;

(b) Any dog or cat running at large within the city shall be impounded as set out in section 2-207;

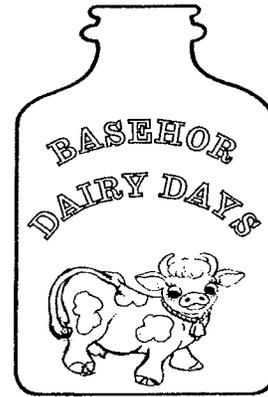
(c) Every person convicted of violating subsection (a), shall be deemed guilty of an infraction and shall pay the cost of the board bill and, upon first conviction pay a fine in the amount of \$25, upon second conviction pay a fine in the amount of \$50, and, upon a third or subsequent conviction pay a fine of not less than \$75 nor more than \$500.

(Code 1989; Ord. 274, Sec. 1; Code 1999)

**Funding Source:**

**Recommendation:** Listen to the citizen comment and extend appreciation for raising the issue. Consider changes in policy.

Prepared by: Carl E. Slaugh, City Administrator  
Council Date: March 16, 2009



March 9, 2009

To: Mayor & City Council  
From: Melanie Morris, Chairman  
Basehor Dairy Days Steering Committee  
Re: Basehor Dairy Days Festival

Last month Mary Mogle was advised by Dr. Albers to look for another location to hold Basehor Dairy Days since the school district was in the process of building a wellness center in the location where the festival is held. The committee met and thought it would be great to hold the festival at the city park. This would help showcase the city park as well as save money by not having to rent tents and portable toilets. Although the school district recently decided to postpone the wellness center, we would like to continue with our plans to hold the festival at the city park.

We respectfully request Council consider four items at this meeting:

1. Authorize the festival to be held at the city park.
2. Authorize payment of the budgeted amount of \$5,000 toward expenses.
3. Authorize overnight stay of certain vendors as a security measure.
4. Budget funding in the amount of \$5,000 for year 2010 festival.

The committee has met with city staff members, Gene Myracle and Lloyd Martley, to go over details and to the best of my knowledge, have their support.

We are excited to MOOOOOOve forward with this year's festival and many more to come.

## AGENDA ITEM INFORMATION FORM

**Agenda Item:** Recycling options within the City (Chuck Wilderson report followed by discussion).

**Department:** Administration

**From:** Morgan, Heather [mailto:hmorgan@leavenworthcounty.org]

**Sent:** Thursday, February 19, 2009 2:14 PM

**To:** Carl Slaugh; Mike Yanez; jsmiller@firstcity.org; msmith@lansing.ks.us

**Cc:** Flower, John; Tellefson, James

**Subject:** FYI

The BOCC this morning agreed to end remote recycling sites effective April 1. Currently Basehor and Tonganoxie [are] being provided an array of recycling services and limited cardboard containers were placed at various business around Leavenworth and Lansing. We will still be providing full recycling services at the transfer station, but will not be collecting recycling off site. Please inform anyone within your community that may be effected by this change. If you have any questions please let me know. Thanks.

Heather Morgan  
County Administrator

### **Background/Description of Item:**

At the present time, the county recycling program is the only recycling option. Deffenbaugh would accept recyclables if the City agreed to require it, at an estimated cost of \$3.00 more per pickup per month.

A student group from KCKCC conduct a survey on curbside recycling within Basehor in Fall 2008. They found 66% would be in favor of paying \$3.00 extra per month for recycling.

At the Feb. 2009 NEK manager lunch in Lenexa, featured speaker Cindy Kemper, environmental enforcement, stated that Johnson County may soon require all of those using the Deffenbaugh land fill to implement recycling, both yard waste and other materials in order to extend the life of the Johnson County Landfill and reduce the amount of disposal capacity needed once the Landfill closes.

**Funding Source:** Transportation

**Recommendation:** Direct staff to obtain a quote from Deffenbaugh to determine the actual cost of implementing curb side recycling and the details of the service.

Prepared by: Carl E. Slaugh, City Administrator  
Council Date: March 16, 2009

## AGENDA ITEM INFORMATION FORM

**Agenda Item:** Consider change order request #1 from Burns & McDonnell engineering for design change for the wastewater treatment facility.

**Department:** Administration and Public Works

**Background/Description of Item:**

As part of the design of the sewer system for Basehor Town Center a plan was developed to pipe the sanitary sewer directly to the wastewater plant rather than to the 163<sup>rd</sup> Street lift station. This diverted much of the current flow from the east side of town in the Wolf Creek drainage directly to the plant.

As a result of this change and projected reduced flows through the 163<sup>rd</sup> Street lift station it became feasible to downsize the motors for the pumps and also reduce the size of the backup generator.

The proposed change order will authorize the engineer to perform the redesign the system. The proposed change amount for engineering services is an amount not to exceed \$4,200.

Once the design is complete the formal change order showing the impact on the contract with CAS will be brought forward.

In accordance with Paragraph 3.3 of the Agreement, ENGINEER will provide Additional Services in order to evaluate the current design and issue a redesign for electrical equipment at the OWNER's 163<sup>rd</sup> Street Lift Station. The purpose of this redesign is to reduce the size and capacity of the electrical systems to provide service to up to two (2) 75-HP pumps currently installed in the facility. No allowance will be made for future expansion of the Lift Station.

**Funding Source:** Sewer Fund

**Recommendation:** Approve the change order with Burns & McDonnell for redesign of the electrical system at the 163<sup>rd</sup> Street lift station in an amount not to exceed \$4,200.

Prepared by: Carl E. Slaugh, City Administrator  
Council Date: March 16, 2009

**From:** Keller, Jeff [mailto:jkeller@burnsmcd.com]  
**Sent:** Monday, March 02, 2009 4:01 PM  
**To:** Carl Slaugh  
**Cc:** Schneider, Eldon  
**Subject:** RE: BASEHOR WWTP AUTH 4.pdf

IN response to your request for info on billing hours to date and projections, I can provide the following:

As of mid-February, the following engineering and support disciplines have billed the following hours to the Construction Phase Service Contract:

Project Manager – 46 hours  
Process Engineer – 96.5  
Electrical Engineer – 74  
Structural Engineer – 42  
Architectural Engineer – 8.5  
Civil Engineer – 10 hours  
CADD – 7  
Clerical – 132.5  
TOTAL HOURS 132.5  
Total Expenses \$510

Total Estimated Hours for Construction Phase 1172 (estimate only)

Resident Hours as of Jan 31 – 276  
Total Resident Hours available in contract 1760

Let me know if there's anything else I can provide....

Jeff

*Jeffrey J. Keller, P.E.  
Burns & McDonnell  
9400 Ward Parkway  
Kansas City, MO 64114  
816-822-4371  
816-822-3414 (fax)  
jkeller@burnsmcd.com*



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**Carl Slaugh**

**From:** Keller, Jeff [jkeller@burnsmcd.com]  
**Sent:** Thursday, March 05, 2009 5:06 PM  
**To:** Carl Slaugh  
**Cc:** Gene Myracle; Bychinski, Kevin; Hafling, Mike; Schneider, Eldon; bconley@davinelectric.com; Schroer, Valerie  
**Subject:** Lift Station Generator  
**Attachments:** image001.jpg

Carl –

Per my voice mail, here are the details of the situation:

Our preliminary sizing of the generator is that you only need a 175 kW unit. The original design required a 300 kW unit. This should result in several thousand dollars of savings. The challenge here is that the 300 kW generator was released for fabrication and is now in production. There is a charge for cancelling the order. The savings we've discussed includes the current cancellation charge, but the manufacturer is going to increase those costs as time goes on and the unit is more and more complete. Ideally, we should cancel the order now to maximize your benefit. There are three scenarios to consider:

1 – You authorize CAS to cancel the order. BMcD resizes the electrical design and a 175 kW size is confirmed. The new order goes out and you save lots of money.

2 – You authorize CAS to cancel the order. BMcD resizes the electrical design and finds a need for something larger than 175 kW. You risk not saving any money or, worst case, paying more if the combined costs of the generator, cancellation fee, and design fees are greater than the current generator cost.

3 – We keep the oversized generator and don't pursue any savings.

I've reviewed the technical situation with Valerie. She used very conservative assumptions in her preliminary resize. We are very confident that scenario 1 is very likely and scenario 2 is very unlikely as long as we cancel while pricing is unchanged. I cannot make absolute promises right now without a proper full design, but I do trust Valerie's opinion.

Unfortunately, the risk is on the City. My recommendation is to cancel the generator and go with option 1 as it is the most likely scenario of the first 2. Our professional obligation is to serve your best interests and I know that you don't need a 300 kW generator.

Please let me know how to proceed. Call me tonight or tomorrow if you want to discuss. I'm out 8-9:30 and 1-2, but otherwise available. My cell number is 913-449-2764.

Jeff

*Jeffrey J. Keller, P.E.  
 Burns & McDonnell  
 9400 Ward Parkway  
 Kansas City, MO 64114  
 816-822-4371  
 816-822-3414 (fax)  
 jkeller@burnsmcd.com*



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3/11/2009



March 2, 2009

Mr. Carl Slaugh, City Administrator  
City of Basehor Kansas  
2620 N. 155th Street  
PO Box 406  
Basehor, KS 66007

Basehor WWTP Expansion  
Scope and Fee Modification to Authorization No. 2  
Burns & McDonnell Project No. 47632

Dear Mr. Slaugh:

Per our discussions, this letter proposal amends Authorization No. 2 between Burns & McDonnell (ENGINEER) and the City of Basehor (OWNER), signed 11/20/07 to adjust for the additional scope and fee as indicated herein.

ENGINEER shall provide the following additional services:

- 1.1 In accordance with Paragraph 3.3 of the Agreement, ENGINEER shall provide Additional Services in order to evaluate the current design and issue a redesign for electrical equipment at the OWNER's 163<sup>rd</sup> Street Lift Station. The purpose of this redesign is to reduce the size and capacity of the electrical systems to provide service to up to two (2) 75-HP pumps currently installed in the facility. No allowance will be made for future expansion of the Lift Station.
  - 1.1.1 The ENGINEER, through coordination with CAS Construction (CONTRACTOR) and with electrical equipment suppliers shall furnish revised electrical design details for the Electrical Building, Emergency Generator, and other associated equipment and materials at the 163<sup>rd</sup> Street Lift Station, which the CONTRACTOR will use to determine cost revisions to the construction contract.
  - 1.1.2 The ENGINEER shall provide two hard-copies and an electronic copy in "pdf" format of the revisions to the OWNER and CONTRACTOR.
  - 1.1.3 Engineer shall invoice and OWNER shall pay for these services in accordance with the hourly rates included in Amendment No. 2 but in no case shall these additional services exceed a total of 32 man-hours for the ENGINEER, unless authorized by Client and agreed by ENGINEER.

Based on current workload, it is anticipated that this work can be completed before March 20<sup>th</sup>, 2009 if authorization to proceed is provided within 10 days of this letter.



Mr. Carl Slaugh  
March 2, 2009  
Page 2

Preliminary discussions with the CAS Construction have indicated that this schedule should not significantly affect the overall project schedule.

Please review the information provided in this letter and contact me if you have any further questions. If the scope and fee presented here is agreeable to you, please provide authorization to proceed to Burns & McDonnell by signing this page where indicated and provide an original plus two copies of the executed documents. By countersigning this document you are certifying that you are an authorized party to bind the City of Basehor to the obligations stated herein.

Thank you allowing us to serve your community.

Sincerely,

Jeffrey J. Keller, P.E.  
Project Manager

cc: File

## AGENDA ITEM INFORMATION FORM

**Agenda Item:** Consider approval of the Tomahawk Valley Trail project and request for engineering design.

**Department:** Administration, Public Works

**Background/Description of Item:**

Following approval by the city council Feb. 17, 2009 the previously prepared Tomahawk Valley trail project was submitted to KDOT for funding under the Transportation Enhancement program. A call was made from the KDOT TE office that 50% of the \$10.0 million in economic stimulus funding going to TE projects would need to be ready for bid within 120 days.

Kay Jordan Cain stated that previously submitted projects had a good likelihood of being awarded since they would not take as long to get going. She felt the Tomahawk Valley project would be a good one to resubmit.

An email dated March 5, 2009 stated that the deadline was extended and provided a revised application. This extended deadline will give the city additional time to prepare the plan and coordinate with property owners on easements and right of way.

The proposal for the design by MHS is attached. The design portion is \$47,780, add \$2,241.55 for reimbursable expenses and \$36,972.50 for construction observation for a total engineering expense cost of \$86,994.05.

The City of Basehor has a trail system included as part of the future parks plan in the approved Comprehensive Plan. An opportunity exists to apply for grants to fund the construction of trails for the city. The trail system would be built in sections as areas develop and they are added to development plans in subdivisions.

	Inflated Cost 2009/2010	City Match Amount	
155 <sup>th</sup> to 158 <sup>th</sup> and Basehor Library	\$597,376	\$119,475	20% match

The attached revised application is still being completed and will be distributed later.

**Funding Source:** 2009 Budget Consolidated Street and Highway

**Recommendation:** Approve application to KDOT for construction of the Tomahawk Valley trail including the attached resolution.  
Approve the proposal from MHS for design of the project in the amount of \$47,780 and total with reimbursable expenses and construction observation of \$86,994.05.

Prepared by: Carl E. Slauch, City Administrator  
Council Date: March 16, 2009



**KANSAS**  
DEPARTMENT OF TRANSPORTATION

# Transportation Enhancement Project

## Application Form

### American Recovery and Reinvestment Act of 2009

**IMPORTANT NOTICE** The American Recovery and Reinvestment Act (ARRA) of 2009 funds are issued on a use-it or lose-it basis. Thus, if your project is selected for these funds but cannot meet the requirements, you will lose these funds. **By applying for these funds, you are certifying that your project can be obligated by the March 1, 2010 deadline.** The Kansas Department of Transportation (KDOT) has received more project requests than it will be able to fund. Thus, if your project is selected and you are unable to meet the deadline, it's not just a loss of funds for your project, but also a loss for the communities whose projects were not selected but could have been completed with these dollars. It's very important that you review the requirements below to make sure your project is eligible for these funds.

CATEGORY: \_\_\_\_\_ DATE: \_\_\_\_\_

FEDERALLY DESIGNATED TE ACTIVITY: \_\_\_\_\_

(See attached list)

REQUESTOR: \_\_\_\_\_ Project length: \_\_\_\_\_

GOVERNMENT AGENCY: \_\_\_\_\_ COUNTY: \_\_\_\_\_

PROJECT DESCRIPTION: \_\_\_\_\_

PROJECT LOCATION: \_\_\_\_\_

**COST ESTIMATE:**

Construction: \$ \_\_\_\_\_

Construction Engineering \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

\_\_\_\_\_ Contact Person

\_\_\_\_\_ Title

\_\_\_\_\_ Street Address

\_\_\_\_\_ Mailing Address

(Please attach a detailed cost estimate)

The City/County will be expected to cover design costs, the cost of right-of way acquisition and the cost of utility adjustment.

\_\_\_\_\_ City and Zip Code

Federal Aid Requested: \$ \_\_\_\_\_ \*

Phone # ( \_\_\_\_\_ ) \_\_\_\_\_

Fax # ( \_\_\_\_\_ ) \_\_\_\_\_

\*All Projects will have a maximum (capped) Federal Aid Participation.

email address: \_\_\_\_\_

**I. PROJECT INFORMATION \*ALL PROJECTS WILL HAVE A CAPPED FEDERAL PARTICIPATION\***

**The sponsoring agency will be responsible for all costs above the capped amount.  
Is the sponsoring agency prepared to cover those costs? Y / N**

Project Scope (brief description of work to be done):

---

---

Project Location:

---

Provide a clear statement demonstrating the transportation link:

---

Provide a clear statement of Community Support:

---

Provide a statement of responsibility for the long-term maintenance of the project:

---

Estimate the number of new jobs the your project will create \_\_\_\_\_

Estimate the length of construction (Months) \_\_\_\_\_

**II. PLAN DEVELOPMENT**

Estimated percent of plans complete \_\_\_\_\_

Are the plans developed according to KDOT and Federal criteria? Y / N

Surveys and plans were or will be prepared by: \_\_\_\_\_

**III. ENVIRONMENTAL CLEARANCES**

Is National Environmental Policy Act (NEPA) Classification/Documentation Approved? Y / N

If no, where is project in the process? \_\_\_\_\_

Does the project impact any historical properties or any public recreational facilities? Y / N

If yes, please describe: \_\_\_\_\_

Status of Permits KDWP Y/N Status of Application \_\_\_\_\_

Corps Y / N Status of Application \_\_\_\_\_

KDHE Y / N Status of Application \_\_\_\_\_

If, or when, the above applications have been made, provide copies to the Bureau of Transportation Planning.

Are there any other Environmental issues that need to be addressed? Y / N

If yes, identify those concerns here: \_\_\_\_\_

**IV. RIGHT OF WAY, UTILITIES AND RAILROAD ISSUES**

Have all the required Rights of Way (R/W) and easements been acquired for the project? **Y / N**

If no, what is the current status in acquiring the R/W? \_\_\_\_\_

Was the required R/W acquired following the Uniform Act (CFR 49, Part 24)? **Y / N**

Have all of the Utilities that need to be adjusted been adjusted? **Y / N**

If no, what is the current status in adjusting those Utilities? \_\_\_\_\_

Utilities to be adjusted: \_\_\_\_\_

Is there any railroad involvement in your project? **Y / N**

If yes, please provide a statement detailing the railroad right-of-way, easement or other involvement. \_\_\_\_\_

**Proposed Letting Date:** \_\_\_\_\_

If this project is selected, it must be obligated by March 1, 2010 and by signing the Resolution of Support you are certifying that your project can meet this deadline. If your project is selected and does not meet the above requirements, you will lose the funding.

The attached Resolution of Support must be completed, signed and returned.

**Please return all of the following required application materials for EACH project submitted:**

- 1) This **Application form**
- 2) A detailed **cost estimate (Davis-Bacon will be required)**
- 3) A detailed **site map**
- 4) A signed **Resolution of Support**

Please submit **four copies** of all materials for **EACH** project application submitted.

**This request shall not be construed as a guarantee as to the availability of Federal Funds.**

**Postmark by March 18, 2009 to:**

Kansas Dept. of Transportation  
Eisenhower State Office Building  
Bureau of Transportation Planning  
Attention: Joel Skelley  
700 SW Harrison Street  
Topeka, KS 66603



## **Federally Designated Eligible Transportation Enhancement Activities**

### **HISTORIC CATEGORY**

- acquisition of historic sites (*including historic battlefields*).
- historic highway programs (including the provision of tourist and welcome center facilities)
- historic preservation
- rehabilitation and operation of historic transportation buildings, structures or facilities (including historic railroad facilities and canals).
- archeological planning and research
- establishment of transportation museums

### **SCENIC AND ENVIRONMENTAL CATEGORY**

- acquisition of scenic easements and scenic sites
- scenic highway programs (including the provision of tourist and welcome center facilities linked to scenic or historic sites)
- landscaping and other scenic beautification
- *Inventory*, control, and removal of outdoor advertising
- environmental mitigation to address water pollution due to highway runoff or reduce vehicle-caused wildlife mortality while maintaining habitat connectivity.

### **PEDESTRIAN AND BICYCLE FACILITIES CATEGORY**

- provision of facilities for pedestrians and bicycles
- provision of safety and educational activities for pedestrians and bicyclists
- preservation of abandoned railway corridors (including the conversion and *use of the corridors* for pedestrian or bicycle trails)

## RESOLUTION OF SUPPORT

A RESOLUTION DECLARING THE ELIGIBILITY OF THE (LOCAL GOVERNMENTAL AGENCY) TO SUBMIT AN APPLICATION TO THE KANSAS DEPARTMENT OF TRANSPORTATION FOR USE OF TRANSPORTATION ENHANCEMENT FUNDS SET FORTH BY THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 FOR THE (PROJECT NAME) PROJECT IN (LOCAL JURISDICTION) AND AUTHORIZING THE (CHIEF ELECTED OFFICIAL - CEO) TO SIGN THE APPLICATION.

**WHEREAS**, the (Local Governmental Agency), Kansas, has the legal authority to apply for, receive, and administer federal, state, and other monies through Home Rule Power under the Constitution of the State of Kansas and authorized by K.S.A. 12-1662, regarding the expenditure of federal aid to public agencies; and

**WHEREAS**, the (Local Governmental Agency), Kansas, desires to submit an application to the Kansas Department of Transportation for Transportation Enhancement funds set forth by the American Recovery and Reinvestment Act of 2009; and

**WHEREAS**, the (Local Governmental Agency), Kansas, is participating in the Kansas Department of Transportation's Transportation Enhancement Program set forth by the American Recovery and Reinvestment Act of 2009; and

**WHEREAS**, Federal monies are available under a transportation enhancement program set forth by the American Recovery and Reinvestment Act of 2009, administered by the State of Kansas, Department of Transportation, for the purpose of Historic, Scenic and Environmental, and Pedestrian and Bicycle projects; and

**WHEREAS**, After appropriate public input and due consideration, the Governing Body of (Local Governmental Agency), Kansas has recommended that an application be submitted to the State of Kansas for the (project name) project.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE (LOCAL GOVERNMENTAL AGENCY), KANSAS:

SECTION 1. That the (Local Governmental Agency), Kansas does hereby authorize the (CEO) to submit an application to the Kansas Department of Transportation for transportation enhancement program funds set forth by the American Recovery and Reinvestment Act of 2009 on behalf of the citizens of (Local Governmental Agency), Kansas.

SECTION 2. That the (Local Governmental Agency), Kansas, hereby assures the Kansas Department of Transportation that sufficient funding for the construction of the (project name) project is available.

SECTION 3. That the (Local Governmental Agency), Kansas, hereby assures the Kansas Department of Transportation that sufficient funding for the operation and maintenance of the (project name) project will be available for the life of the project.

SECTION 4. That the (Local Governmental Agency), Kansas, hereby assures the Kansas Department of Transportation that the (Local Governmental Agency), Kansas, will have title or permanent easement to the (project name) project by the time of project letting.

SECTION 5. That the CEO of (Local Governmental Agency), Kansas, is authorized to sign the application to the Kansas Department of Transportation for transportation enhancement program funds set forth by the American Recovery and Reinvestment Act of 2009 on behalf of the citizens of (Local Governmental Agency), Kansas. The CEO is also authorized to submit additional information as may be required and act as the official representative of the (Local Governmental Agency) in this and subsequent related activities.

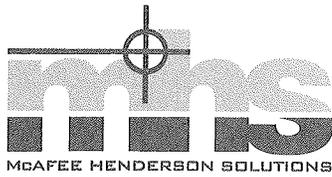
SECTION 6. That the (Local Governmental Agency), Kansas, hereby assures the Kansas Department of Transportation that the (Local Governmental Agency), Kansas, is willing and able to, if the (project name) project is selected for funding, administer the designing, letting and construction of the (project name) project.

ADOPTED AND PASSED by the Governing Body of the (Local Governmental Agency), Kansas, this \_\_\_ day of (Month), 2009.

---

(CAO)

ATTEST: (Seal)



March 2, 2009

Mr. Carl Slaugh, City Administrator  
City of Basehor, Kansas  
2620 North 155<sup>th</sup> Street  
Basehor, KS 66007

**RE: Letter of Agreement for Land Surveying and Civil Engineering Services  
Tomahawk Valley Trails – 155<sup>th</sup> Street and Chestnut to 158<sup>th</sup> Street and Library**

**1. SCOPE OF WORK**

McAfee Henderson Solutions, Inc. (MHS) will provide land surveying and civil engineering design services for approximately 5,600 LF of 10-ft wide concrete pedestrian trail. The trail will commence near 155<sup>th</sup> Street and Chestnut Street traversing west through the Tomahawk Valley property, crossing 158<sup>th</sup> Street where it will terminate at the intersection of 159<sup>th</sup> Street and Parallel Road (Prairie Gardens 2<sup>nd</sup> Plat). Additional trail will be designed along the west side of 158<sup>th</sup> Street commencing at the 158<sup>th</sup> Street Trail Crossing and traverse south to the Basehor Library where it will terminate at the intersection of Garden Parkway. The pedestrian trail improvements will be designed to meet ADA requirements. MHS shall prepare construction and permit documents for the project in accordance with KDOT Transportation Enhancement guidelines. General scope of services is listed below.

Investigation and Data Collection

- A. Complete a site visit and research City records of the property to become familiar with the intended construction site and determine permitting issues and public agency requirements.
- B. Attend up to four meetings with the City Staff to discuss issues related to the design and other items pertinent to this project.
- C. Provide right of way and topographic survey of trail corridor. Corridor survey will be approximately 75-ft in width for design drawings in determining limits of grading improvements and locations for minor storm drainage improvements.
- D. Localized project control shall contain a minimum of four (4) project benchmarks and five (5) recoverable control points outside the anticipated construction limits.
- E. Obtain Ownership and Encumbrance (O&E) reports from a qualified Title Company at project inception and refresh the O&E documents prior to right of way acquisition.
- F. Stake boring locations for selected Geotechnical Engineering Firm.
- G. Prepare legal descriptions and exhibits sealed by a registered land surveyor for each parcel requiring permanent and temporary construction easements within the project limits.
- H. Provide staking of all proposed right of way and easements required for the project construction with a 40d nail and lathe with flagging.

Engineering

- I. Solicit quotes from three qualified geotechnical firms to perform geotechnical exploration of the area. The geologic exploration company will be selected and paid by the CITY.
- J. Perform hydrologic and hydraulic calculations for the existing and proposed conditions of all effected drainage areas in the 2, 5, 10, 25, 50, and 100 year storm events. Incorporate drainage table and map into the construction documents.

- K. Prepare field check plans based on concept selected in accordance with KDOT Standards and conduct field check with City and State staff. Plans to include the following:
  - 1. Title Sheet
  - 2. General layout and right of way plan.
  - 3. Construction details and plan specifications.
  - 4. Typical trail cross section with pavements based on geotechnical investigations.
  - 5. Horizontal and vertical layout of trail.
  - 6. Grading and Erosion Control Plan.
  - 7. Drainage improvements and map.
  - 8. Construction limits and cross sections at minimum every 50-ft.
  - 9. Engineering estimate of probable cost of construction
- L. Prepare office check plans incorporating any modifications from field check meeting. Plans shall include all necessary details required for bidding.
- M. Prepare bid document packet with contract documents furnished by the CITY and specialized technical provisions provided by the ENGINEER.
- N. Permitting. MHS will prepare hydraulic analysis of the impacts of the trail and submit plans to the Department of Agricultural, Corp of Engineers, and KDHE for permitting. Prepare NOI permit application to KDHE along with storm water pollution prevention plan.
- O. Assist City with the bid letting. Answer questions from interested bidders and prepare any necessary addendums to the project documents as required.
- P. Construction Administration and Site Inspection. Conduct bi-weekly progress meetings with owner and contractor regarding progress of civil site improvements. Respond to Request for Information submitted by the contractor regarding the civil site improvements. Observe major work items on site relating to grading, storm drainage, and paving. Complete substantial and final completion checklists of work performed. Review pay applications submitted by contractor for work performed and make recommendation to the School Board regarding payment.

**2. BASIC SERVICES**

- A. The following design services shall be provided by the Engineer under the terms of this Agreement:
  - 1. Perform an initial site visit to determine the existing site conditions.
  - 2. Prepare 3 sets of site plan drawings in accordance with the defined scope for the utility provider and owner review.
  - 3. Provide hydraulic analysis for permit submittal to the Division of Water Resources.
- B. The following construction related services shall be provided by the Engineer under the terms of this Agreement:
  - 1. Resident construction observation services of all major work items.
- C. The following shall not be provided by the Engineer under the terms of this Agreement, but can be added by change order if needed:
  - 1. Legal services associated with easement procurement.
  - 2. Retaining wall structural design for walls over 5-ft in height.
  - 3. Geotechnical services.
  - 4. Irrigation plans.
  - 5. Site lighting plans.
  - 6. Landscape and Architectural design services.
  - 7. Specialized engineering studies (i.e. sanitary sewer capacity, LOMR, traffic impact study, water distribution study, wetland determination).
  - 8. Full time inspection services.

**3. REIMBURSABLE EXPENSES**

- A. Reimbursable expenses shall be billed above and beyond all fees for professional services. Direct costs incurred by the Engineer shall be invoiced to the Owner. Reimbursable items shall be as follows:
1. Reprographics required for project plan review submittals and construction drawings at \$0.40/SF.
  2. Legal and title work including title search work and easement and right-of-way establishment.
  3. Geotechnical and material testing required for determination of presence of rock and unsuitable material.
  4. Permitting and review fees associated with plan and plat documents.
  5. Delivery charges per selected courier.
  6. Mileage associated with site visits, survey data collection and meeting attendance at the rate of \$0.485/mile.

**4. COMPENSATION FOR PROFESSIONAL SERVICES**

- A. McAfee Henderson Solutions, Inc. shall provide professional services for this project in accordance with the scope of work, basic services and terms and conditions of contract listed herein for the following estimated lump sum fee, excluding reimbursable expenses.

BG1 – Land Surveying and Civil Engineering Design Services

01 – Investigation and Survey Data Collection	\$11,635
02 – Preliminary Design and Field Check	\$16,265
03 – Final Plans and Office Check	\$12,510
04 – Legal Exhibits and Descriptions	\$2,700
05 – Easement and Right of Way Staking	\$1,920
06 – Bid Documents and Project Letting	\$2,750

*Subtotal Survey and Design* **\$47,780**

Reimbursable Expenses

O&E Report from Title Company (\$200/each)	\$1,000.00
O&E Report Refresh (\$100/each)	\$500.00
Mileage and Courier Services	\$153.55
Printing, survey copies, and Section Corner Reports	\$528.00
NOI Permit	\$60.00

*Subtotal Reimbursable Expenses* **\$2,241.55**

**Total BG1 – Land Survey and Civil Design** **\$50,021.55**

BG2 – Resident Construction Observation Services

01 - Resident Construction Observation	\$36,972.50
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**Total BG2 – Construction Observation Services** **\$36,972.50**

**TOTAL LUMP SUM FEE (BG1 and BG2)** **\$86,994.05**

Professional fees shall be invoiced on a monthly basis using the schedule of rates listed in Attachment A. The Engineer shall receive all payments no later than thirty (30) calendar days after invoice date.

**B. Additional Services:**

Additional services provided by MHS employees shall commence only upon authorization by the Client and shall be paid for by the Client as hereinafter provided. Fees will be billed on a time and expense basis for any Additional Services authorized in writing by the Client, and will be billed separately at the 2008 MHS standard hourly rates, identified on Attachment A.

**GENERAL PROVISIONS**

Services performed by MHS under this Agreement will be conducted in a manner consistent with level of care, diligence and skill ordinarily possessed and exercised by members of the profession currently practicing in the same locality under similar conditions. IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE SPECIFICALLY EXCLUDED. The parties' rights, liabilities, responsibilities and remedies with respect to the Services, whether in contract or otherwise, shall be exclusively those expressly set forth in this Agreement. To the fullest extent permitted by law, MHS shall not in any event, be liable to the Client for any special, indirect, incidental or consequential damages, including, but not limited to, damages from delay, distribution, loss of product, loss of use, loss of profits or revenue or increased cost of operation. MHS' total liability to the Client for all claims, losses, damages and expenses resulting or arising in any way from the performance of the Services shall not exceed the total compensation received by MHS under this Agreement or the limits of any professional liability insurance maintained by MHS, whichever is less. This Agreement shall be governed by and interpreted in accordance with the laws of Kansas.

The proposal outlined in this Letter is valid for sixty (60) days.

This proposal represents the entire agreement between the Client and McAfee Henderson Solutions and supersedes all prior negotiations, representations or agreements, whether written or oral. This agreement may be amended only by written instrument signed by the Client and McAfee Henderson Solutions. If this agreement is acceptable, please sign and return one copy to serve as notice to proceed. We look forward to working with you on the successful completion of this project.

  
\_\_\_\_\_  
Matt Henderson, PE  
MCAFEE HENDERSON SOLUTIONS, INC.

  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor Chris Garcia  
City of Basehor, Kansas

\_\_\_\_\_  
Date

**2009 Billing Rates  
Attachment "A"**

**Engineering Staff**

ENG-P	Principal In Charge	\$120
ENG-7	Project Manager	\$110
ENG-6	Project Engineer 4	\$95
ENG-5	Project Engineer 3	\$85
ENG-4	Project Engineer 2	\$75
ENG-3	Project Engineer 1	\$70
ENG-2	Staff Engineer	\$65
ENG-1	Staff Engineer	\$60
ET-8	Technician Manager	\$80
ET-7	Designer 4	\$70
ET-6	Designer 3	\$65
ET-5	Designer 2	\$60
ET-4	Designer 1	\$55
ET-3	Drafter 2	\$50
ET-2	Drafter 1	\$45
ET-1	Intern	\$40

**Surveying Staff**

LS-P	Principal In Charge	\$120
LS-7	Project Manager	\$110
LS-6	Project Surveyor	\$95
LS-5	Party Chief (Licensed)	\$80
LS-4	Party Chief (Un-licensed)	\$65
LS-3	Jr. Party Chief/Sr. Survey Tech	\$55
LS-2	Instrument Tech/Jr. Survey Tech	\$45
LS-1	Rodman/Intern	\$40

**Inspection Staff**

INS-7	Construction Inspector 7	\$70
INS-6	Construction Inspector 6	\$65
INS-5	Construction Inspector 5	\$60
INS-4	Construction Inspector 4	\$55
INS-3	Construction Inspector 3	\$50
INS-2	Construction Inspector 2	\$45
INS-1	Construction Inspector 1	\$40

**Administration Staff**

OA-3	Office Administrator 3	\$35
OA-2	Clerk 2	\$30
OA-1	Clerk 1	\$25

## AGENDA ITEM INFORMATION FORM

**Agenda Item:** Consider approval of an economic stimulus ARRA project submittal proposal.

**Department:** Administration

**Background/Description of Item:**

The American Recovery and Reinvestment Act (ARRA) has added approximately \$11 million in transportation projects to the District One area. Basehor has one project that would qualify in the collector street category. <http://www.ksdot.org:9080/EconomicStimulus.asp>

Improvements to the intersection of 155<sup>th</sup> and Parallel were previously approved for preliminary design by the city council and MHS is preparing the project in sufficient scope to meet KDOT requirements. The project is being prepared with a proposed 20% match from the city and 80% funding by KDOT.

MHS is still working on the design package and the project will be submitted to meet the March 13, 2009 deadline.

**Funding Source:** Transportation

**Recommendation:** Review the ARRA project submitted for funding from the City of Basehor for improvements to the 155<sup>th</sup> and Parallel intersection.

Prepared by: Carl E. Slaugh, City Administrator  
Council Date: March 16, 2009

Here is a note that I have received from Clay Adams, District One Engineer. He is the official person to whom the projects are to be submitted. Please let me know about the projects that you submit so that I can be aware of them as the district engineer meets with the area engineers to make the district recommendation. Clay verified this morning that the District One total allocation is \$11 million. My email address is [pickett@ksdot.org](mailto:pickett@ksdot.org), which I believe all of you know.

As noted in the project eligibility information, the construction project must meet the Collector Street or above criteria.

For Cities with < 5000 population this would have to be an RS route that connected to a state highway in the city limits.

## AGENDA ITEM INFORMATION FORM

**Agenda Item:** Consider renewal of the property and general liability insurance policy for the City of Basehor.

**Department:** Administration

**Background/Description of Item:**

The general liability insurance policy for the City of Basehor has been carried by EMC Insurance and the policy is up for renewal April 1<sup>st</sup>. The agent, J.R. Reilly with Reilly & Sons, Inc. of Leavenworth will present the changes for the coming year.

A quote was solicited from Traveler's Insurance, however they declined to provide a quote since the price quoted from EMC was less than the previous year and they did not feel they would be competitive.

The premium summary is attached.

**Funding Source:** Administration

**Recommendation:** Approve renewal of the general liability insurance policy with EMC Insurance effective April 1.

Prepared by: Carl E. Slaugh, City Administrator  
Council Date: March 16, 2009

## PREMIUM SUMMARY

DESCRIPTION OF COVERAGE	EXPIRED PREMIUM 07/08	EXPIRING PREMIUM 08/09	RENEWAL PREMIUM 09/10
Property, Equipment Breakdown & Earthquake	\$ 17,060	\$ 16,175	\$ 15,844
Commercial Inland Marine Equipment & Computers	\$ 4,145	\$ 2,035	\$ 2,034
Crime	n/a	\$ 409	\$ 385
Commercial General Liability Employee Benefit Liability	\$ 4,959* \$ 199	\$ 5,043 213	\$ 4,692 Incl'd
Linebacker – Public Officials E & O & EPL	\$ 5,967	\$ 6,558	\$ 2,038
Law Enforcement	Included	Included	\$ 4,269
Commercial Auto & Endts	\$ 9,202	\$ 11,348	\$ 10,765
Total Estimated Premium	\$ 41,523	\$ 41,730	\$ 40,027

Note: \*Audit figures

**Narrative – City Council**  
**March 16, 2009**  
**Dustin Smith, Planning Director**

**Final Plat for Southside Village, submitted by**  
**Basehor Properties, LLC.**

A staff report, excerpt of minutes from the Planning Commission and supporting information is provided in the agenda packet. No development plan has been provided to indicate the use of the property, but will be required prior to building permits being issued for construction.

The Planning Commission recommended approval of the final plat with the following conditions, which will be placed on the plat that will be recorded at the Register of Deeds Office.

1. No building permit shall be allowed for lot 3 until Pinehurst Drive is fully constructed to the east boundary of the plat.
2. A variance is hereby granted as part of the plat approval by the Planning Commission to defer the construction of approximately 300 ft. of Pinehurst Drive until a building permit is required for Lot 3.
3. The final plat shall have a note indicating that no access to U.S. 24/40 will be permitted.
4. Final Development plans shall be submitted to the Planning Department and receive the proper approvals prior to development of each lot.
5. Developer to submit a sanitary sewer plan that is acceptable to staff and city engineer.

The construction plans for the street and storm sewer and sanitary sewer are not approvable at this time and we are still considering the best option for the sewer. Based on Section 2-103 (b) (1) of the Subdivision Regulations, we typically would not place the final plat on the agenda for City Council approval without the construction documents being approved and a subdivision improvement agreement to accompany the final plat. However, at the Council's request, the item has been placed on the agenda without the approved documents. Upon approval of the construction drawings for the street and storm sewer and sanitary sewer, we will draft a subdivision improvement agreement for separate approval by the City Council.

Staff will be available for discussion at the meeting.

**Staff Recommendation**

Staff and the Planning Commission recommend approval of the final plat.

**Excerpt of Minutes  
Basehor Planning Commission Meeting  
February 3, 2009  
Basehor City Hall**

**E.2 Final Plat for property located at 15251 State Avenue, as requested by Benchmark Management.**

Mr. Smith gave a staff report explaining the Preliminary and Final Plat normally do not go to Council at the same time; however, if the construction and sanitary plans are ready by the March 3 Council meeting, both items could run concurrently. Staff recommended approval.

Commissioner Logsdon noted #5 on the plat needed to be worded the same as the Preliminary Plat.

A motion was made by Commissioner Logsdon and seconded by Commissioner Jones to approve the final plat with the same conditions as the Preliminary Plat. Chair Matthews asked for a vote. Motion passed 7-0.

**STAFF REPORT**

**Date:** February 3, 2009  
**Subject:** Consideration of preliminary and final plat for the property located at 15251 State Avenue, as requested by Basehor Properties, LLC.  
**File No:** PP-01-09 and FP-01-09

**GENERAL INFORMATION**

**Applicant:** Basehor Properties, Inc.  
P.O. Box 516  
Basehor, KS 66007

**Owner:** Same as above  
**Address:**

**Phone:**

**Engineer/ Architect:** N/A

**Location:** 15251 State Avenue.  
**Current Zoning:** R-3, Multi-Family Residential.

**PROJECT BACKGROUND**

Basehor Properties, LLC. has submitted an application for the preliminary plat and final plat of the property located at 15251 State Avenue. The property consists of approximately 9.89 acres, which is zoned R-3, Multi-Family Residential. Lot areas are as follows:

- Lot 1.....1.99 acres
- Lot 2.....2.75 acres
- Lot 3.....4.30 acres

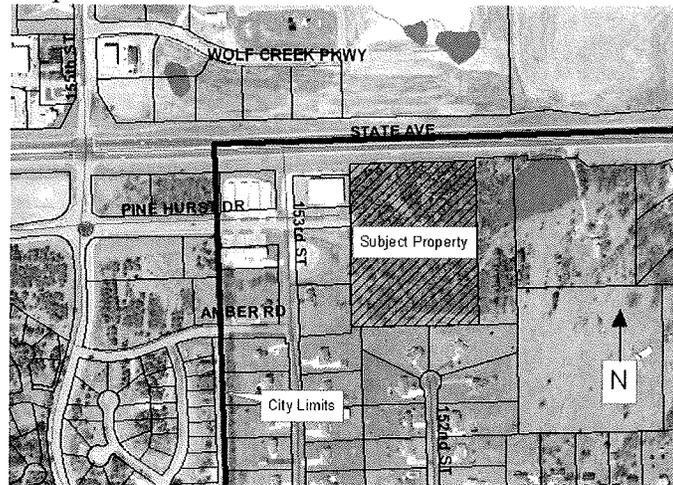
The plat includes three lots, right-of-way for the extension of Pinehurst Drive (Briar Road) and associated utility and drainage easements. The right-of-way for Pinehurst Drive will be sixty feet (60') wide, which is less than what is currently provided for Briar Road. However, due to the curb and guttered street and the easements that will be provided on both sides, 60 feet should be sufficient.

The preliminary plat indicates three lots to be platted in one phase. However, the developer proposes to construct the street and storm improvements in two phases, which will require a variance as part of the final plat and construction plan approval.

The property is located on the south side of State Avenue, approximately 610 feet east of the Pinehurst Subdivision. It is adjacent to several residential lots in the Briarwood Subdivision. The property was annexed and rezoned to R-3, Multi-Family Residential in March, 2008. The property and surrounding area is shown in Map 1, below.

A development plan has not been submitted at this time, so there is no assurance of the actual use of the property.

Map 1: Location



## FACTORS FOR CONSIDERATION

1. **Character of the Immediate Area** – The existing character of this area is becoming more commercial and residential in nature with the development of several new subdivisions in the area, such as Wolf Creek Junction - directly across State Avenue from this property - and the Pinehurst Subdivision to the west.
2. **The Zoning and Uses of the Property Nearby** – The property was rezoned to R-3, Multi-Family Residential in conjunction with the annexation in 2008. The zoning and uses of the adjacent properties are as follows:

	<u>Zoning</u>	<u>Use</u>
North	CP-2 (north side of State Ave.)	Commercial
South	R-2.5 (County)	Residential
East	B-1, Neighborhood Bus.(County)	Vacant
West	B-3, General Bus. (County)	Commercial

**3. The Availability and Adequacy of Required Utilities and Services to Serve the Proposed Use –**

Sanitary Sewer

The existing and proposed utilities are shown on the preliminary plat. The proposed plats indicate a lift station at the east end of the property on the southeast corner of Lot 2. This lift station will accept sewer flows from Lots 1, 2 and 3 and pump the effluent to a manhole on Pinehurst Drive, near Sutton-Coleman Auto, where it will then flow by gravity to the Pinehurst lift station. However, capacity is not available at the Pinehurst lift station. Therefore, another option will be required and may include one of the following:

1. Gravity flow the effluent to the U.S. 24/40 lift station, which would require a bore under the highway. The U.S. 24/40 lift station and its proximity to the subject property can be seen in Map 2.
2. Pumping the effluent to a manhole near Subway and into the U.S. 24/40 interceptor.
3. An engineered on-site sewage system, which is improbable due to the likely scale of the future development.

Staff met with the developer and his representatives on Wednesday, January 28, 2009, to discuss the sewer issue. Option number 1 appears to be the best option for the city because it would not require an additional lift station. The costs of maintenance and the increase in the electric bill that would result from the lift station for only three lots will outweigh the benefit of the additional development and possibly be a net loss for the city. In addition, this option would allow a proposed sewer line under 24/40 to be upsized to accommodate sewer flows from several other properties within the drainage area, which would eliminate several septic tanks. This option may lend itself to a benefit district that would be established by the city. The City Council would determine whether the city or the developer would pay for the upsize of the line and then get repayed through the benefit district. The developer is preparing the preliminary boundaries of the area that would be within the benefit district for presentation to the City Council on February 19, 2009 (tentative).

As part of the evaluations for each option, we will be assessing the costs of the lift station compared with the costs of the bore under 24/40 and additional lines and connection to the existing 24/40 lift station. The difference in the costs should be a factor in determining the total costs of the benefit district.

The Infrastructure element of the Comprehensive Plan encourages the use of gravity flow sewer systems whenever possible and discourages additional lift stations. This is especially the case when a new lift station would serve very small subdivisions. Our established infrastructure measures indicated a base line total of eleven (11) lift stations; we currently have 17 lift stations on-line. This number is intended to be reduced to six (6) by 2020.

#### Water

The property is within the Suburban Water Company service area and they have indicated that they will be able to provide water to the site after extension of new water mains onto and thru the tract from their existing mains.

Because this application is only for a preliminary and final plat, there has not been a development plan submitted to the City that shows the types of businesses that are planned for this property. Therefore, no estimates on the amount of water demand have been performed at this time.

#### Schools

The impact on the school district will be determined when a development plan is submitted for the property.

#### Park Fees

Park fees in the amount of \$200.00 per residential unit or storefront will be collected with the building permits that are issued for this property. However, since no development plan is available at this time, the estimated total of the park fees cannot be provided.

4. **Extent of the Impact on Traffic Flow and Parking** – Traffic in this area will increase as a direct result of this development. However, since no development plan is available at this time, estimated traffic counts have not been calculated. This issue will be addressed during the review of the development plan.

#### Access to the Property

Access to the property will be provided by extending Pinehurst Drive/Briar Road to the east side of the property, which is approximately 570 feet from the end of the existing street. The city portion of the street (Pinehurst Drive) from 155 Street to the city limits (eastern boundary of Pinehurst) is built to city standards with curb and gutter. The street construction beyond the city limits is substandard with ditch drainage on both sides and lacking curb and gutters. This portion of the street should also be improved to city standard with the logic that if the street did not exist, the developer would have to extend the street from the existing Pinehurst subdivision in conjunction with the development of this property.

The Kansas Department of Transportation (KDOT) has reviewed the plat and provided comments to the Planning Department. KDOT has indicated that there is an existing access break near the northeast corner of the subject property. However, this access break is only permitted for the current use of the property or the minimal use thereof (i.e. single-family residential). The pending application constitutes a change of use on the property that would require an upgrade in the access, which will likely not be permitted by KDOT. Therefore, the developer must extend the reverse frontage road across the property prior to building permits being issued in conjunction with the development request.

A condition relating to the access has been included in the staff's recommendation.

#### Extension of Pinehurst Drive

Because the proposed development will not have direct access to U.S. 24/40, the developer will be required to extend Pinehurst Drive (Briar Road) to the east side of the property based on Section 5-102 (3) of the Subdivision Regulations. The developer is proposing the plat to be approved in one phase, but wishes to construct the street improvements in two phases; the westernmost one-half (approx.) of the street as Phase I, and the second half (easternmost) as Phase II. The Planning Department has several issues with this proposal:

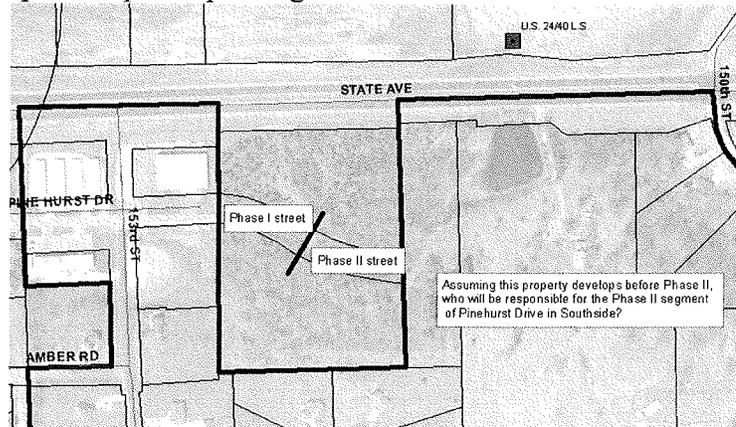
1. The preliminary plat typically contains a plan for the entire development and includes a plan for constructing different phases of the development (if necessary) so that the developer can avoid having to construct the public improvements for the entire subdivision. The final plat will then be approved for each phase and the developer typically constructs the public improvements associated with each phase. If the plat is approved with one phase, the public improvements for the entire development must be constructed.

**The proposed phasing for the street construction will require a variance from the City Council as part of the final plat and construction plan approval.**

2. Typically when a street is adjacent to any lot or part thereof, the street must be extended to the furthest point of that lot. The proposal for the subject property would only extend the street about half way across a portion of Lots 2 and 3.
3. Allowing the developer to phase the subdivision with its current lot layout may leave the city vulnerable to legal issues with other developers of property in the area. Assuming property to the east of the subject property developed before Lot 3, Pinehurst Drive would have to be extended to them from the east property line of the Southside property, but the responsibility

of the missing segment on the Southside property would come into question. Ideally, the city would be able to force Basehor Properties to construct Phase II, but the developer would have to escrow the money now for use when it was necessary (if ever). See map 2, below.

Map 2: Proposed phasing.



### County Portion of Briar Road/Pinehurst Drive

No clear guidance is provided in Basehor's regulations regarding what the city should/could require in terms of improvements to the substandard section of Briar Road. In cases such as Prairie Gardens, Hidden Ridge, High Point Downs, Hickory Valley and others, the city has not required the developer to improve substandard sections of adjacent streets. This case may be slightly different in that Briar Road is the only option for access to the property and if the unimproved portion of the street (that is in the County) did not exist, the developer would be required to build it as part of the improvements to develop this property.

Because this street is a reverse frontage road for U.S. 24/40, it will function as part of the U.S. 24/40 road system and relieve local traffic congestion from the highway, especially when Pinehurst Drive extends all the way from 142 Street to 171 Street. Therefore, corridor management funds may be available from KDOT now and in the future to construct other segments of the street and reconstruct segments that are substandard.

### Excise Tax

A transportation excise tax fee of \$38,772.76 will apply to the property and must be paid prior to the plat being recorded with the Leavenworth County Register of Deeds. All property being platted, other than single-family residential, must pay the excise prior to recording of the plat. Single-family residential property is allowed to pay the excise tax with the building permits (Ord. #387). This is based on the area of the property (9.89 acres) multiplied by nine cents (.09) per square foot.

## **Environmental Impacts**

### Stormwater Management

The property drains generally toward the southwest. Stormwater detention will be addressed during the plat and site development reviews for the property and will be designed according to Section 5600 of the APWA regulations.

### Soils

The soils located on the property are of the Shelby classifications. These soils are typically characterized by bedrock depths of greater than 60 inches and water table depths of greater than 10 feet below the surface and are suitable for development purposes.

### **Staff Recommendation**

Staff recommends approval of the preliminary and final plats with the following conditions.

1. If the developer wishes for the final plat to be approved in one phase, the public improvements shall be constructed to the east property line, unless the developer could assure that Phase II would be built when requested by the city (i.e. escrow account equal to the amount of the improvements).
2. If the developer is allowed to construct the street in phases, a variance must be granted as part of the plat approval by the Planning Commission.
3. The final plat shall have a note indicating that no access to U.S. 24/40 will be permitted.
4. Preliminary and final development plans shall be submitted to the Planning Department and receive the proper approvals prior to development of each lot.



# CITY OF BASEHOR

Planning & Zoning Department  
 2620 N. 155<sup>th</sup> Street, PO Box 406, Basehor, KS 66007  
 Phone: 913-724-1370 Fax: 913-724-3388  
 www.basehor.org



## APPLICATION FORM

DEC 31

Project Name & Description <b>SOUTH SIDE VILLAGE</b>		Total Site Acreage <b>9.89</b>	Present Zoning <b>R-3</b>
Legal Description (May be attached as separate sheet) <b>SEE ATTACHED SHEET</b>		Proposed Zoning <b>R-3</b>	
Project Address / General Location <b>S OF HWY 24/40 AND E. OF 153<sup>RD</sup> STREET</b>		Presubmittal Date <b>12/3/08</b>	
Parcel ID Number (CAMA Number)		Floor Area Classification	
Property Owner Name <b>BASEHOR PROPERTIES, LLC</b>	Phone <b>913-724-3154</b>	Fax	
Property Owner Address <b>P.O. BOX 516</b>	City <b>BASEHOR</b>	State <b>KS</b>	Zip <b>66007</b>
Applicant's Name (if different from above) <b>SAME</b>	Phone	Fax	
Applicant's Address	City	State	Zip
Applicant's mobile phone <b>913-208-5826</b>	Property Owner and/or Applicant's E-mail address <b>EMCLN7@SH@SUNFLOWER.COM</b>		

APPLICATION TYPE	
<input type="checkbox"/> Annexation	<input type="checkbox"/> Preliminary Development Plan (Submit Sheet A)
<input type="checkbox"/> Rezoning (Submit Sheet A)	<input type="checkbox"/> Final Development Plan (Submit Sheet A)
<input type="checkbox"/> Conditional Use Permit (Submit Sheet A)	<input type="checkbox"/> Lot Split
<input type="checkbox"/> Site Plan	<input type="checkbox"/> Preliminary Plat
<input type="checkbox"/> Variance (Submit Sheet B)	<input checked="" type="checkbox"/> Final Plat / Replat

PROJECT INFORMATION	
Existing Use <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Office <input type="checkbox"/> Agriculture <input checked="" type="checkbox"/> Vacant <input type="checkbox"/> Other _____	
Proposed Use <input checked="" type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Office <input type="checkbox"/> Agriculture <input type="checkbox"/> Other _____	

COMPLETE THIS AREA IF APPLYING FOR SITE PLAN, CONDITIONAL USE PERMIT, AND PRELIMINARY OR FINAL DEVELOPMENT PLANS (in acres)			
Total Site Area	Existing Floor Area	Existing Building Footprint	Open Space Area
No. of Buildings	Proposed Floor Area	Proposed Building Footprint	Pavement Coverage

COMPLETE THIS AREA IF SUBDIVIDING PROPERTY			
Proposed Number of Lots <b>3</b>	Maximum Lot Size <b>3.16</b>	Minimum Lot Size <b>1.99</b>	Average Lot Size <b>2.39</b>

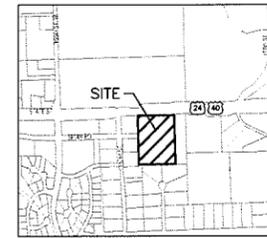
Property Owner/Agent Consent – I am the legal owner of record of the land specified in this application or am authorized and empowered to act as an agent on behalf of the owner of record on all matters relating to this application. I declare that the foregoing is true and correct and accept that false or inaccurate owner authorization may invalidate or delay action on this application.

x *[Signature]* \_\_\_\_\_  
 Signature Date

Office Use Only	
<input checked="" type="checkbox"/> Filing Fee \$ <b>265</b>	<input checked="" type="checkbox"/> Received by <u><i>[Signature]</i></u> <input checked="" type="checkbox"/> # of Plans <b>8</b>
<input checked="" type="checkbox"/> Attached Legal Description	<input type="checkbox"/> Property Ownership List

**FINAL PLAT**  
**SOUTH SIDE VILLAGE**  
 A SUBDIVISION IN THE NE QTR. SEC 11, T11S R22E  
 BASEHOR, LEAVENWORTH COUNTY, KS

**MKEC**  
 ENGINEERING  
 CONSULTANTS, INC.  
 1402 W. 127th STREET, SUITE 300  
 OVERLAND PARK, KS 66209  
 913.531.5250



**LOCATION MAP**  
 NOT TO SCALE

**PARCEL DESCRIPTION**

A tract of land in the Northeast Quarter of Section 11, Township 11 South, Range 22 East of the 6th Principal Meridian in Basehor, Leavenworth County, Kansas, described as follows:

Commencing at the Northwest corner of said Northeast Quarter section; thence along the West line thereof S01°40'10"E a distance of 92.06'; thence N88°33'13"E a distance of 579.53' to a point on the South right of way of US 24/40 Highway, as now established, said point being also the Northeast corner of Lot 55, "Briarwood Estates West", a subdivision of record in Leavenworth County, Kansas, and Point of Beginning; thence continuing along said South right of way N88°33'13"E a distance of 579.68'; thence departing said line S01°47'28"E a distance of 741.97' to a point on the North line of Lot 42 in said Briarwood Estates West plat; thence along said North line and its Westerly projection S88°32'15"W a distance of 581.29' to a point on the East line of said plat; thence along said East plat line N01°40'54"W a distance of 742.12' to the Point of Beginning, containing 9.89 acres, more or less, and subject to easements and restrictions of record.

**NOTES:**

1. Site is not in the 100 year floodplain per FIRM map #2001860150c.
2. Zoning: R-3
3. Detention shall be provided to match developed discharge to existing runoff.
4. Bearing Basis is assumed holding the North line of the Northeast Quarter as N88°29'27"E
5. Lot 3 shall not be developed until the Phase 2 street and storm sewer public improvements are complete.
6. Property is 9.89 Ac., more or less.

This plat of "SOUTH SIDE VILLAGE" has been submitted to and approved by the Basehor Planning Commission, Basehor, Kansas.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2009

BASEHOR PLANNING COMMISSION

Jason Logsdon, Chair

Attest: \_\_\_\_\_, Secretary  
 Dustin Smith

Joseph McAfee, City Engineer

Rights-of-way and easements as shown hereon accepted by the City of Basehor

Chris Garcia, Mayor

Attest: \_\_\_\_\_, City Clerk  
 Mary A. Mogle

South Side Village Basehor Properties, LLC, a Kansas limited liability company

Ed McIntosh, Member

STATE OF KANSAS, LEAVENWORTH COUNTY) ss:

This instrument was acknowledged before me on \_\_\_\_\_ day of \_\_\_\_\_, 2009, by Ed McIntosh, Member, SOUTH SIDE VILLAGE BASEHOR PROPERTIES, LLC, a Kansas limited liability company.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, the day and year last above written.

\_\_\_\_\_, Notary Public

My Term Expires: \_\_\_\_\_

I, James W. Sincos, state that a survey was made by me or under my direct supervision on the property shown hereon in accordance with the Kansas Minimum Standards for Boundary Surveys to the best of my knowledge and belief. Field work performed April 22, 2008.

James W. Sincos LS 1234

**CLOSURE REPORT**

Select figure: Figure Name: BOUNDARY  
 Course: N 88-33-13 E Distance: 579.68  
 Course: S 01-47-28 E Distance: 741.97  
 Course: S 88-32-15 W Distance: 581.29  
 Course: N 01-40-55 W Distance: 742.12  
 Perimeter: 2645.26  
 Area: 430818.10 9.89 acres  
 Mapcheck Closure - (Uses listed courses & COGO Units)  
 Error of Closure: 0.007 Course: N 27-28-13 W  
 Precision: 1:377460.62

**BENCHMARKS**

BM#1 1/2" rebar w/ plastic cap marked M1156 on W Prop. Line, ± 39' S of Q Road, ± 16' NE of telephone riser, ± 81' S of fire hydrant. ELEV.=927.48

BM#2 1/2" rebar w/ plastic cap marked Herring 1296 at SW corner of property. ELEV.=930.40

BM#3 Top center of Sanitary MH North side of Briar Road ± 738' W of property.

STATE OF KANSAS, LEAVENWORTH COUNTY) ss:

I hereby certify, as the County Treasurer of Leavenworth County, that all taxes and special assessments due and payable on the foregoing Subdivision have been paid this \_\_\_\_\_ day of \_\_\_\_\_, 2009

\_\_\_\_\_, County Treasurer  
 Janice Young

Entered on transfer record this \_\_\_\_\_ day of \_\_\_\_\_, 2009

\_\_\_\_\_, County Clerk  
 Linda Scheer

This is to certify that this instrument was filed for record in the Register of Deeds office this day of \_\_\_\_\_, 2009, at \_\_\_\_\_ o'clock \_\_\_\_\_ M; and is duly recorded.

\_\_\_\_\_, Register of Deeds  
 Stacy Driscoll

Attest: \_\_\_\_\_, Deputy  
 Sherri Edward

I hereby certify this plat meets the requirements of K.S.A. 58-2005. The face of this plat was reviewed based on Kansas minimum standards for boundary surveys. No field verification is implied. This review is for survey information only.

\_\_\_\_\_, County Surveyor

**DEDICATION**

As it known to all men that I, the undersigned lawful owner of the above described tract of land, have had cause for the same to be surveyed and platted under the name of "South Side Village Phase I" and have caused the same to be subdivided into lots and streets as shown and fully defined on this plat. All streets, drives, and roads, etc. shown on this plat and not heretofore dedicated to public use are hereby dedicated. An easement is hereby granted to the City of Basehor and public utility companies to enter upon, construct and maintain utilities, over, and under those areas outlined on this plat as utility easements. I confirm that the making of the plat meets my approval and confirm that all previous taxes have been paid in full.

South Side Village Basehor Properties, LLC.

**FINAL PLAT**  
**SOUTH SIDE VILLAGE**  
**BASEHOR, KS**

FINAL PLAT

SHEET TITLE

08249

PROJECT #

DESIGN BY

BSH

DRAWN BY

KJK

CHECKED BY

ASH

ISSUED

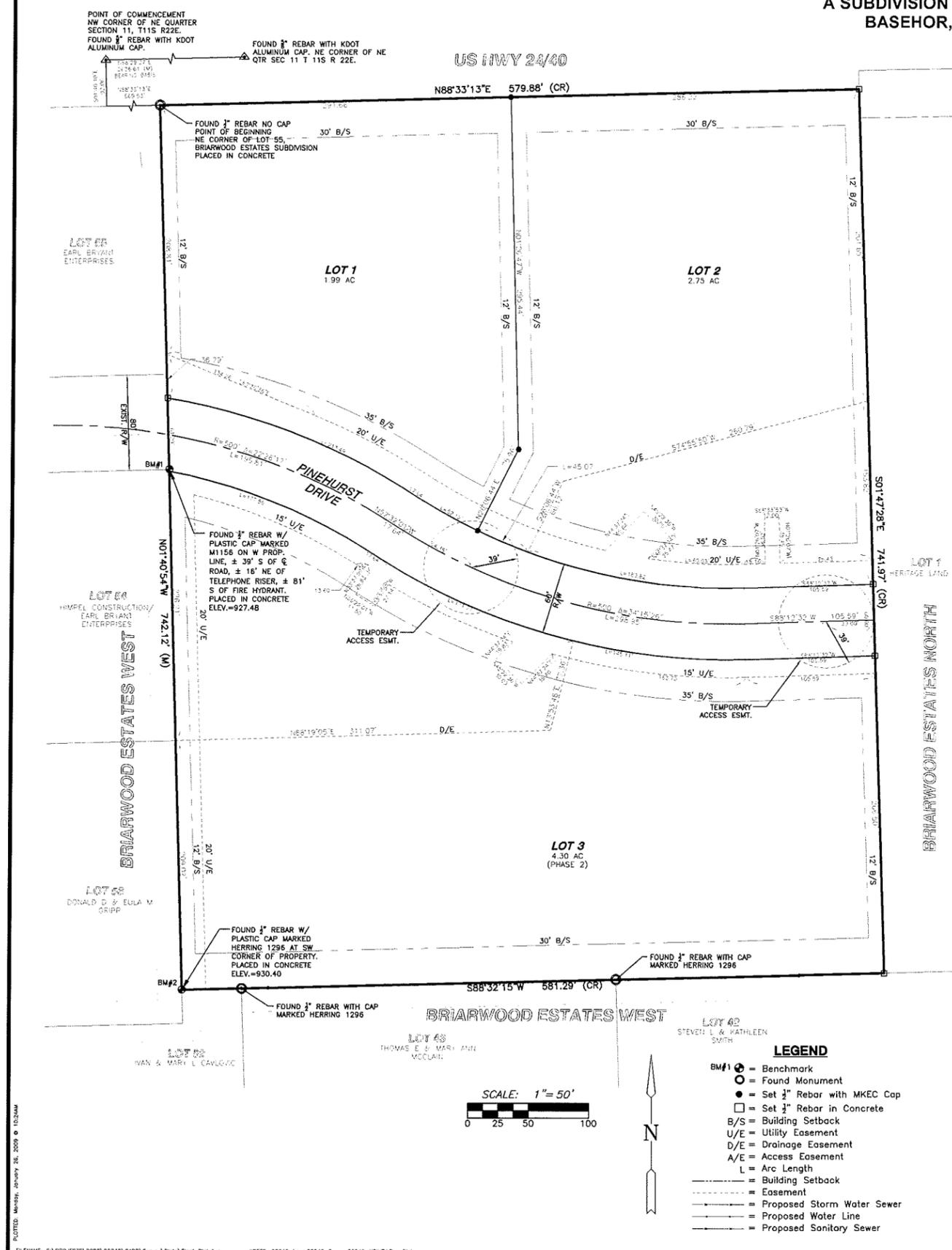
DECEMBER 30, 2008

REVISED

JANUARY 26, 2009

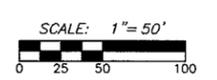
SHEET NO.

1 of 1



**LEGEND**

- BM#1 ⊕ = Benchmark
- = Found Monument
- ⊙ = Set 1/2" Rebar with MKEC Cap
- ⊚ = Set 1/2" Rebar in Concrete
- B/S = Building Setback
- U/E = Utility Easement
- D/E = Drainage Easement
- A/E = Access Easement
- L = Arc Length
- = Building Setback
- - - = Easement
- - - = Proposed Storm Water Sewer
- - - = Proposed Water Line
- - - = Proposed Sanitary Sewer



PLATTED: Mch 2009, January 26, 2009 © 08249

## Agenda Item

To: Mayor, & City Council

From: Gene Myracle Jr., PWD

Subject: Maintenance Building PWD

Presented to you this evening is a request for the purchase of a 60' X 80' steel structure to be utilized by Basehor public works.

Staff contacted three building suppliers, one wood pole barn structure, and two steel building manufactures.

The building quote requested from the three manufactures is as follows:

- 60' X 80' structure with a 10' overhang full length one side.
- 3 overhead doors 16' X 16' with manual chain operators.
- 3 windows 3' X 3' hung high
- 1 pedestrian door 36" X 68"
- 3" Insulation on roof and walls
- 6" Gutter and down spouts
- Structure erection

The estimates received from the building suppliers with the above items:

- Double K Construction, Inc           \$ 91,860.00 dollars
- Wick Buildings (wood)               \$ 83,595.00 dollars
- Worldwide Steel Buildings         \$ 66,115.00 dollars

Estimates were also received for the construction of the 6" concrete slab floor with # 4 rebar, footings, and pier bolts to be placed by building shop drawings.

The following bids received for the concrete work to be performed:

- Mid America Contracting Inc.       \$ 32,320.00 dollars
- Palenske Construction               \$ 31,960.00 dollars

Requested electrical bids, but have only receive one contractor to submit by date of packet deadline.

The following items have been bid for electrical:

- 100 Amp service panel with breakers.
- 6 - 250 watt interior shop lights
- 2 -400 watt exterior lights with timers
- 4 - 4 way receptacles
- Wire, and labor

An electrical bid was received from:

- Elite Electric Inc. \$ 5,100.00 dollars

The heating supply will be units hung from the ceiling, out of the driving isles to allow equipment to travel without any obstructions. Heating units will be gas operated, and have self spark igniters. Pricing for these units were received to run the gas main in the building and provide unit heaters.

- Earl Bryant Enterprises, Inc \$ 5,000.00 dollars

This maintenance shop will not have restrooms although water will be ran from the water main at the head works building to a hydrant for clean up of the shop and equipment. Westland construction will dig the ditch and staff will install the water line.

My request would be for the approval of the metal structure provided by Worldwide Steel Buildings, concrete work by Palenske Construction, electrical by Elite electric, and heaters by Earl Bryant. Water line, shelves, hangers and other supplies will be purchased and installed by PWD staff.

Total requested not to exceed \$ 122,500.00 dollars.

Please contact me at my office # 724-2000 to discuss any questions.

Funding in the amount of \$150,000 was budgeted for the project in account 12-000-850 Capital Improvement

## AGENDA ITEM INFORMATION FORM

**Agenda Item:** Consider approval to go to bid on the 150<sup>th</sup> Street project from Craig Road north to Parallel.

**Department:** Public Works and Administration

**Background/Description of Item:**

The 150<sup>th</sup> Street project, from Craig Road north to Parallel Rd., has been underway since approval was granted to proceed with design Dec. 3, 2007. After design was completed the effort began to acquire the right of way and easements necessary to build the project.

To date the necessary signed documents have been obtained from all but four of the 19 properties. Some modifications have been proposed by property owners and reviewed by staff and engineer to improve the project.

The utility companies are making plans to make the necessary relocations for the project to proceed.

3/13/09	City will acquire easements by this date
3/16/09	City Council agenda item to go to bid (advertise for bid?)
3/26/09	Open Bids (Begin collection of contract documents from lowest qualified bidder)
4/6/09	City Council Notice of Award
4/20/09	Contractor Notice to Proceed

**Funding Source:** Consolidated Street and Highway

**Recommendation:** Approve letting the 150<sup>th</sup> Street project for bid.

Prepared by: Carl E. Slaugh, City Administrator  
Council Date: March 16, 2009