

Memo

Date: 12/01/2009
To: Basehor City Council
Cc: Mayor, Terry Hill
From: Mark Loughry, City Administrator
RE: 12/07/2009 Work Session

Council, attached you will find the agenda packet for the December 7th Work Session.

Agenda item one is an update on the major projects going on in the City. As most of the large projects are wrapping up I wanted to have a formal update from the project engineers. I estimate that all but the Wolf Creek Project will be substantially complete by the work session meeting.

Agenda item two is the request promised to the Council showing what will hopefully be all items needed for completion of the Wolf Creek Parkway project. You have a memo and spreadsheet from the project engineer MKEC detailing what is left to finish the project with change order 3A being the necessary items and change order 3B being the items that will need completed at some point. You also have a memo from MHS explaining where the project stands in its budget and giving a break down on current and proposed expenditures. We will be looking for direction from the Council on what they want to complete on the project and authorization to use the grant funding to offset any budget overruns.

Agenda item three is a resolution authorizing staff to conduct business with Commerce Bank. This is similar to the resolution we adopted for First State Bank and is mainly just a house keeping item. This resolution is necessary as we will be working with Commerce Bank to implement a Purchasing Card program.

Agenda item four is the request from Basehor Athletic Association (BAA). The Mayor requested this be back on the agenda so that the Council could give them a formal answer to their request for funding. I have attached the documents from the last time this came before the Council.

Agenda item five is a budget hearing. In reviewing the budget it is apparent that the Cedar Lakes maintenance budget was grossly under budgeted and will require a budget amendment. There are funds available in the budget in the form of cash carryover sufficient to cover the needed adjustment. This will require a public hearing and as such a notice has been sent to the newspaper. Going forward we hope to address these items during the budget cycle so as to avoid making late year budget amendments in the future.

Memo

Agenda item six is an update on the Theno Estates annexation request. AS you may recall the City has a request from the developer of Theno Estates to annex into the City limits of Basehor. I have had staff inventory the infrastructure at Theno Estates and we are comfortable that everything is to City standards and in good repair. We also asked the lots that had not already agreed for voluntary annexation to sign consent forms but received no response from any of the property owners. This would be considered an island annexation and as such we would not be able to force annex any of the lots that did not sign consent forms. As such it is very unlikely that the expense the City would be taking on would be offset by the increased tax base until several more of the undeveloped lots developed. With that in mind I believe that there is not sufficient justification for the City to annex this development. I am attaching memos from staff on the information we have gathered and a memo created in 2006 by the previous Planning Director.

Agenda item seven is the amendment to the International Building Code for fire sprinkler system requirements. When the City adopted the IBC 2003 version there were some additional changes adopted at the same time. The City at the time elected to take a more stringent approach to fire sprinkler systems requiring certain types of buildings have sprinklers at the 5,000 square feet guideline instead of the recommended 12,000 square feet. Basehor is the only community in the area that requires this and to date we have not had to enforce this on any construction. Recently a developer has approached the City with a potential retail store but feels this requirement adds too much overhead to their construction and so have asked that the Council consider remove this stricter requirement. While they cannot guarantee that lessening the restrictions they can guarantee they will not consider our location unless we revert back to the standard IBC 2003 version. It is my recommendation that we make the change to level the playing field with our neighbors and to hopefully entice the retail development to occur.

Agenda item eight is fairly self explanatory and is merely house keeping from action taken at the previous Council Meeting.

Agenda item nine is the proposed wage plan for 2010. I instructed the Department Heads to work out a proposed wage plan that addressed specific positions in the City that are behind for the region and to also address the way we administer our pay plan. I feel they have offered up a very comprehensive proposal that is well within budget and shows that they are sensitive to the current economy. It is my recommendation that we adopt this proposal for 2010, and it is my intent that we will utilize a similar plan during the 2011 budget process.

Agenda item ten is the abatement of a nuisance in the City limits. This is fairly self explanatory and part of the process required before City staff can take further action.

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

**AGENDA
WORK SESSION**

BASEHOR CITY COUNCIL

December 7, 2009

7:00 p.m.

Basehor City Hall

1. Update on Projects
 - a. Wolf Creek Parkway
 - b. Wastewater Treatment Plant Expansion
 - c. 150th Street – Craig St. north to Parallel
 - d. Basehor Town Center
2. Wolf Creek Parkway change order request.
3. Resolution authorizing mayor, city administrator, chief of police, city superintendent, and city clerk to conduct business with Commerce Bank
4. Basehor Athletic Association – Field of Dreams
5. Budget Hearing – Amendment to Cedar Lakes Maintenance Fund
6. Theno Estates Annexation
7. Amendment to 2003 International Building Code
8. Resolution adopting amendment to Personnel manual, Section A-5 allowing revisions to be made by Resolution
9. Wage Plan
10. Resolution for abatement of Environmental Code violation at 15821 Willow Dr.

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

(d)



BENEFIT DISTRICT SUMMARY

December 7, 2009

WATER LINE

12" Water Line Extension	
Contractor(s):	Consolidated No. 1
Budget w/ Contingency:	\$181,200.00
Contract Amount:	\$164,831.94
Additional Amount:	\$5,711.55
Budget Balance:	\$10,656.51
Percent of Work Complete:	100%
Total Payments to Date:	\$170,543.49
Remaining Payments:	\$0.00

SANITARY SEWER

Sewer Extension	
Contractor(s):	McCorkendale, Ron Weers, Smith & Loveless
Budget w/ Contingency:	\$638,000.00
Contract Amount:	\$599,164.50
Additional Amount:	\$27,651.05
Budget Balance:	\$11,184.45
Percent of Work Complete:	100%
Total Payments to Date:	\$615,751.55
Remaining Payments:	\$11,064.00

BASEHOR BLVD.

Street & Storm Improvements	
Contractor(s):	Blacktop Paving
Budget w/ Contingency:	\$1,360,700.00
Rev. Contract Amount:	\$1,142,997.00
Additional Amount:	\$52,715.72
Budget Balance:	\$164,987.28
Percent of Work Complete:	88%
Total Payments to Date:	\$1,057,732.12
Remaining Payments:	\$137,980.60

155TH STREET

Street & Storm Improvements	
Contractor(s):	Blacktop Paving
Budget w/ Contingency:	\$717,200.00
Rev. Contract Amount:	\$665,025.16
Additional Amount:	\$4,500.00
Budget Balance:	\$47,674.84
Percent of Work Complete:	86%
Total Payments to Date:	\$577,823.99
Remaining Payments:	\$91,701.17

SUMMARY

Budget w/ Contingency:	\$2,897,100.00	Percent of Work Complete:	90%
Contract Amount:	\$2,572,018.60	Total Payments to Date:	\$2,421,851.15
Additional Amount:	\$90,578.32	Remaining Payments:	\$240,745.77
Budget Balance:	\$234,503.08		



Basehor Town Center & 155th Street Improvements

Benefit District Construction Cost Summary

December 7, 2009

155th Street Improvements

Benefit District Budget			
Original Budget:	\$652,000.00		
Reserve for Contingency:	\$65,200.00		
Total for Construction:	\$717,200.00		
Street & Storm Sewer			
Contractor:	Blacktop Paving		
Original Contract Amount:	\$666,759.54		
Asphalt Indexing(+/-)	(\$12,875.98)	Percent of Work Complete:	86%
Change Orders:	\$8,500.00	Total Payments to Date:	\$573,323.99
Additions/Deductions:	\$2,641.60	Remaining Contract Amount:	\$91,701.17
Rev. Contract Amount:	\$665,025.16		
Additional Work - Water Line Relocation			
Contractor:	Consolidated No. 1	Percent of Work Complete:	100%
Contract Amount:	\$4,500.00	Total Payments to Date:	\$4,500.00
Change Orders:	\$0.00	Remaining Contract Amount:	\$0.00
Total:	\$4,500.00		
Change Order - Utility Potholing			
Contractor:	Blacktop Paving	Percent of Work Complete:	100%
Contract Amount:	\$1,500.00	Total Payments to Date:	\$1,500.00
Change Orders:	\$0.00	Remaining Contract Amount:	\$0.00
Total:	\$1,500.00		
Change Order - Tree Removal & Water Well Fill			
Contractor:	Blacktop Paving	Percent of Work Complete:	100%
Contract Amount:	\$7,000.00	Total Payments to Date:	\$7,000.00
Change Orders:	\$0.00	Remaining Contract Amount:	\$0.00
Total:	\$7,000.00		
Summary of Contracts			
Budget w/ Contingency:	\$717,200.00		
Rev. Contract Amount:	\$665,025.16		
Additional Work:	\$4,500.00		
Budget Balance:	\$47,674.84		



Basehor Town Center & 155th Street Improvements

Benefit District Construction Cost Summary

December 7, 2009

Basehor Blvd

Benefit District Budget		
Original Budget:	\$1,237,000.00	
Reserve for Contingency:	\$123,700.00	
Total for Construction:	\$1,360,700.00	
Street & Storm Sewer		
Contractor:	Blacktop Paving	
Original Contract Amount:	\$1,158,140.46	
Asphalt Indexing(+/-)	(\$16,985.84)	
Change Orders:	\$3,300.00	
Additions/Deductions:	(\$1,457.62)	
Rev. Contract Amount:	\$1,142,997.00	
		Percent of Work Complete: 90%
		Total Payments to Date: \$1,005,107.40
		Remaining Contract Amount: \$137,889.60
Additional Work - Power Distribution		
Contractor:	Heartland Midwest	
Contract Amount:	\$12,145.80	
Change Orders:	\$3,341.92	
Total:	\$15,487.72	
		Percent of Work Complete: 100%
		Total Payments to Date: \$15,487.72
		Remaining Contract Amount: \$0.00
Additional Work - Street Light Cable Installation		
Contractor:	KC Construction	
Contract Amount:	\$9,778.00	
Change Orders:	\$2,100.00	
Total:	\$11,878.00	
		Percent of Work Complete: 100%
		Total Payments to Date: \$11,878.00
		Remaining Contract Amount: \$0.00
Additional Work - Street Lights		
Contractor:	Westar Energy	
Contract Amount:	\$25,350.00	
Change Orders:	\$0.00	
Total:	\$25,350.00	
		Percent of Work Complete: 100%
		Total Payments to Date: \$25,350.00
		Remaining Contract Amount: \$0.00
Summary of Contracts		
Budget w/ Contingency:	\$1,360,700.00	
Rev. Contract Amount:	\$1,142,997.00	
Additional Work:	\$52,715.72	(Power Dist., Street Lights & Street Light Cable)
Budget Balance:	\$164,987.28	



Basehor Town Center & 155th Street Improvements

Benefit District Construction Cost Summary

December 7, 2009

SANITARY SEWER

Benefit District Budget

Original Budget:	\$580,000.00
Reserve for Contingency:	\$58,000.00
Total for Construction:	\$638,000.00

Phase 1 Gravity Sewer

Contractor:	McCorkendale Construction	Percent of Work Complete:	100%
Contract Amount:	\$367,017.50	Total Payments to Date:	\$383,373.55
Change Orders:	\$16,356.05	Remaining Payments:	\$0.00
Total:	\$383,373.55		

Phase 2 Lift Station & Force Main

Contractor:	Ron Weers Construction	Percent of Work Complete:	100%
Contract Amount:	\$99,345.00	Total Payments to Date:	\$232,378.00
Pumps (S&L):	\$132,802.00	Remaining Payments:	\$11,064.00
Change Orders:	\$11,295.00		
Total:	\$243,442.00		

Summary of Contracts

Budget w/ Contingency:	\$638,000.00
Contract Amounts:	\$626,815.55
Budget Balance:	\$11,184.45

WATER LINE

Benefit District Budget

Original Budget:	\$147,000.00
Engineering:	\$19,500.00
Total:	\$181,200.00

12" Water Line Extension

(Contract includes construction & engineering)

Contractor:	Consolidated No. 1	Percent of Work Complete:	100%
Budget w/ Contingency:	\$181,200.00	Total Payments to Date:	\$164,831.94
Contract Amount:	\$164,831.94	Late Invoices & Fire Hydrants	\$5,711.55
Additional Amount:	\$5,711.55	Remaining Payments:	\$0.00
Budget Balance:	\$10,656.51		



150TH STREET, CRAIG TO PARALLEL
PROJECT PROGRESS REPORT
DECEMBER 7, 2009

Recently Completed Tasks

Sidewalks Completed 10/13

Driveways and Final Asphalt Surfacing Completed 11/20

Substantial Completion and Punch List on 11/25

Final Seeding & Pavement Markings to be completed in Spring 2010



Asphalt Surface completed 11/20, looking North from the South end of the Project.

Calendar Days – Production Comparison

Notice to Proceed 7/20/09

Substantial Completion 11/25/07 (on time)

Project No. 2009.001.006
150th Street, Craig to Parallel

Contractor Pay Cutoff Date	Calendar Days Remaining	Calendar Days Expended	Percent Completion Based on Calendar Days Used	Work Completed To Date	Percent Complete Based on Production
7/20/2009	130	NTP*			
7/24/2009	126	4	3.08%	\$109,268.69	16.42%
8/15/2009	103	27	20.77%	\$206,775.65	31.08%
9/15/2009	72	58	44.62%	\$327,042.52	49.16%
10/15/2009	42	88	67.69%	\$497,943.68	74.85%
12/01/2009	0	130	100.00%	\$698,339.09	104.97%

NTP* - Denotes Date of Notice to Proceed by City

Change Order Summary

- Change Order No. 1 - \$6,520.53
Removal of unsuitable material at Sta. 47+70
- Change Order Item No. 2 - \$1,570
Storm Drainage Structure modification at Sta. 30+75.
- Change Order Item No. 3 - \$8,898.12
Driveway Modifications throughout project corridor
- Change Order Item No. 4 - \$500
Drainage ditch grading at Station 44+00
- Change Order Item No. 5 - \$6,338
Retaining Wall and Railing at Station 39+00
- Change Order Item No. 6 - \$420
Utility trenching for underground electric
- Change Order Item No. 7 - \$16,891.84
Temporary Rock Surfacing, 603.3 tons @ \$28 ton per contract

Change Order Total \$41,138.49 (6.18% of contract)

Overall Project Budget

Project No. 2009.001.006
150th Street, Craig to Parrallel

Project Phase	Capital Project Budget		Actual Project Capital Cost Projection		
	as of 4/1/2008 Concept Date	as of 4/1/2009 Bid Date	as of 7/22/2009 Contract Date	Projection as of 11/25/2009	Projected Over/Under Run
Preliminary Engineering	52,900	56,420 *	56,420	53,551	(2,869)
Right-of-Way & Easement Acquisition	69,130	69,130	21,455	21,455	(47,675)
Utility Relocations	117,700	117,700	105,812	105,812	(11,888)
Construction	730,800	816,786 **	665,265 ***	665,265	0
Construction Change Orders	0	0	0	41,138	41,138
Construction Engineering / Inspection ****	58,464	65,340	53,220	50,765	(2,455)
Total Capital Project Cost	\$1,028,994	\$1,125,376	\$902,172	\$937,986	(\$23,749)

* - Denotes Design Scope Additional Services Contract of \$3,520 per Administrator Slaugh

** - Construction budget increase due to Additional Landscaping Construction Requirements per Administrator Slaugh

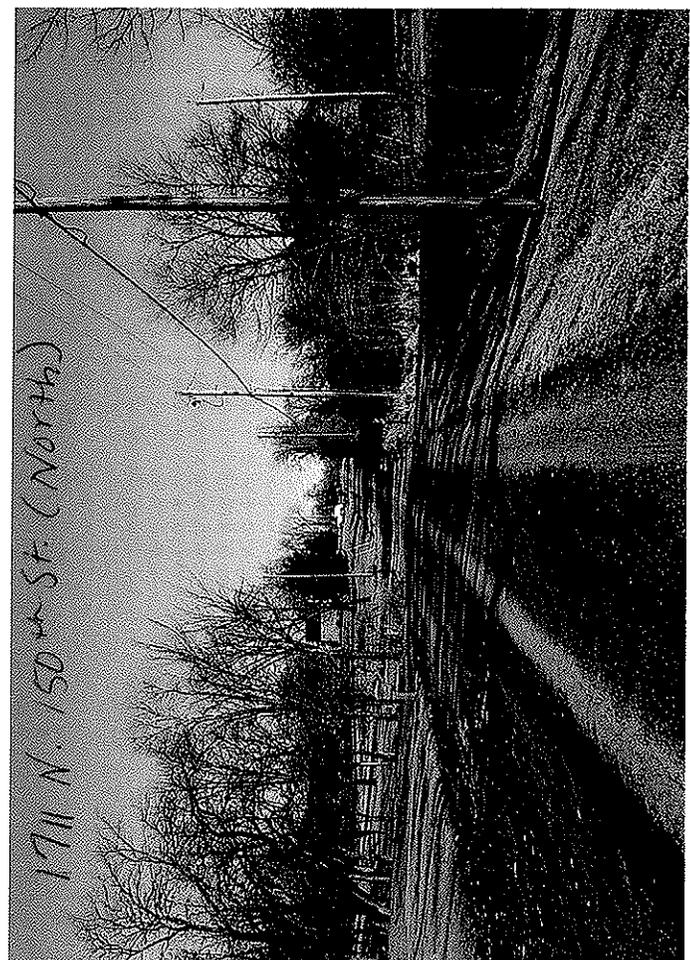
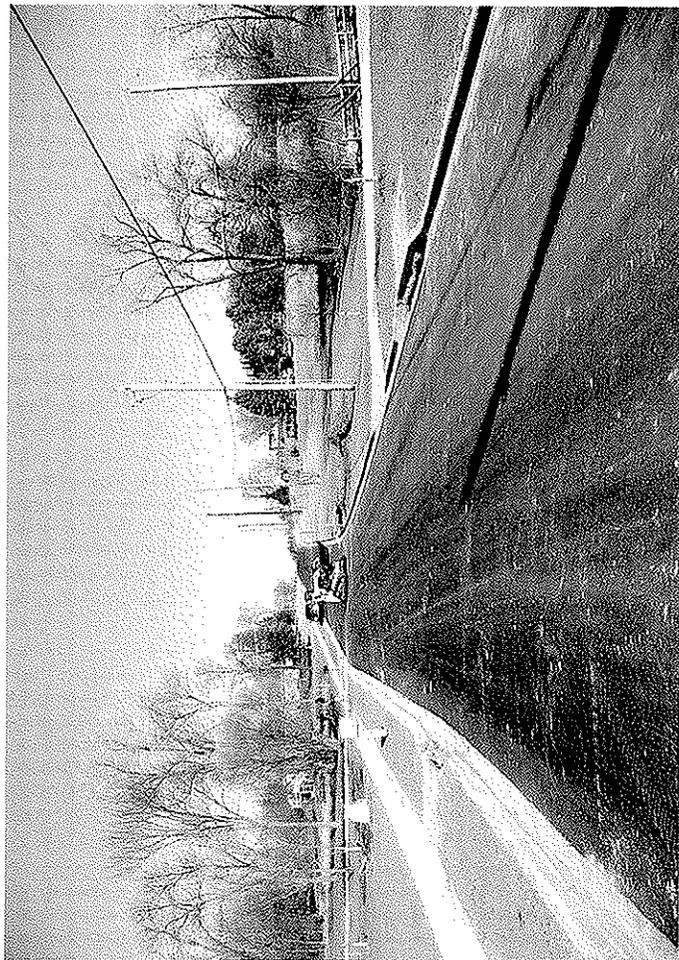
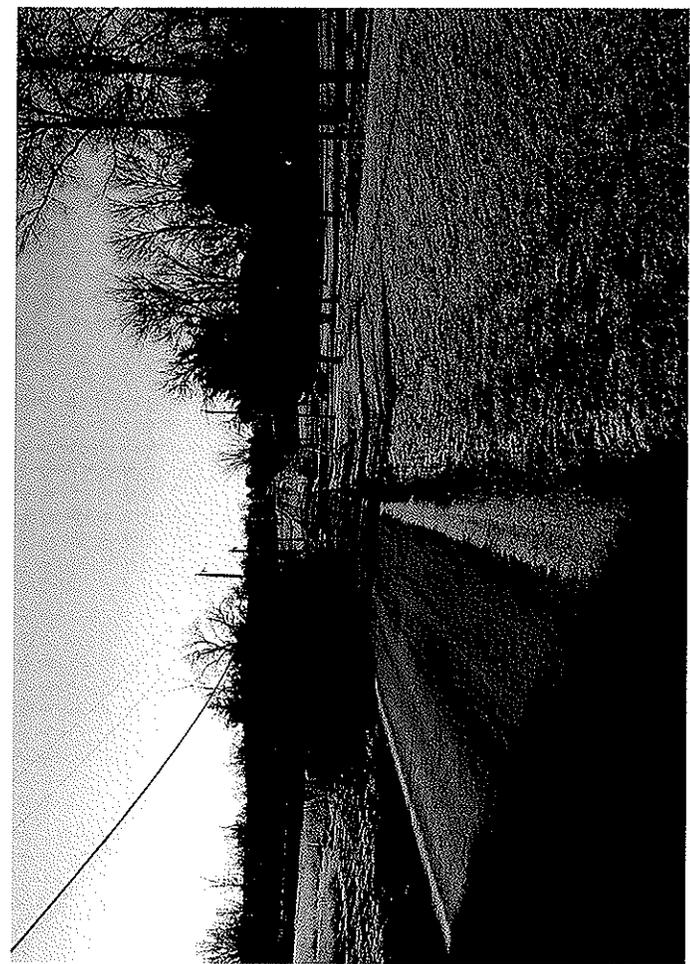
*** - Denotes Low Bid by Larkin Excavating

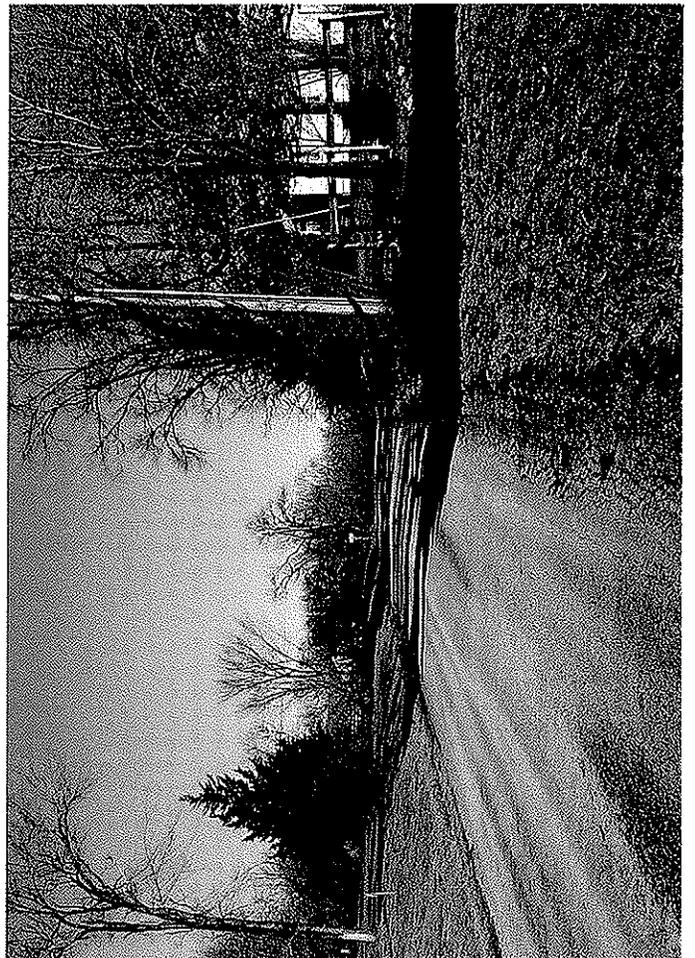
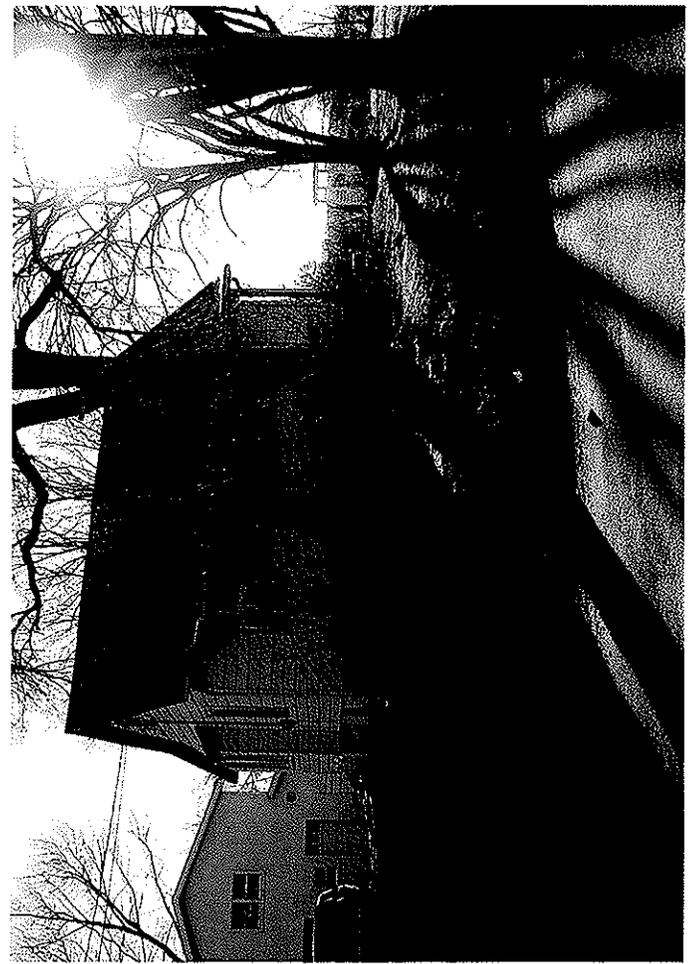
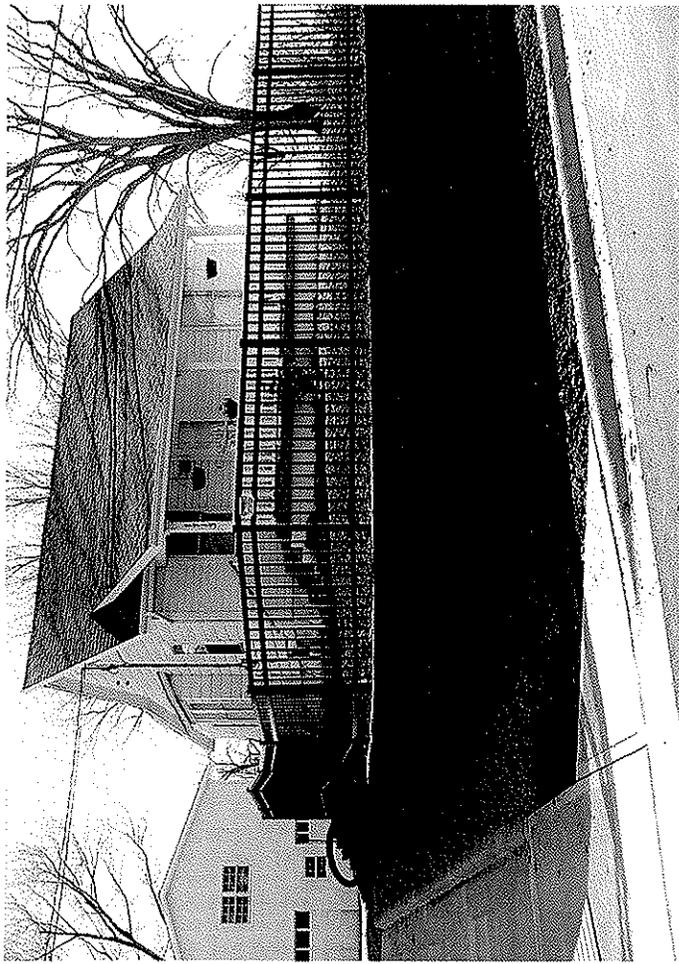
**** - Construction Engineering Budget is based on 8% of Construction Estimate. All work is performed hourly under City Engineering Annual Agreement.

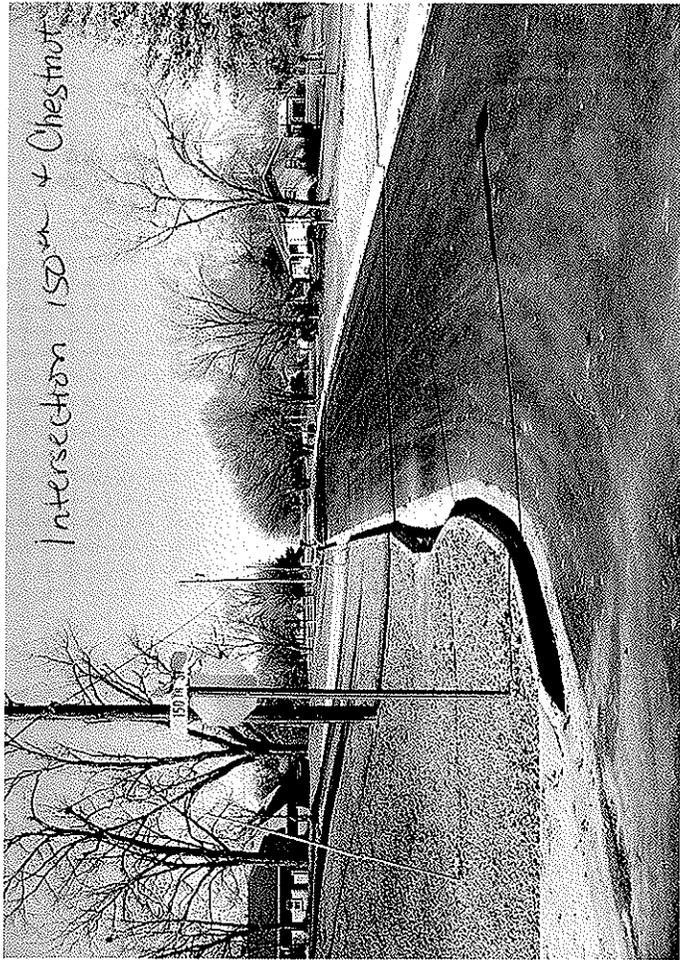
PROJECT PICTURES

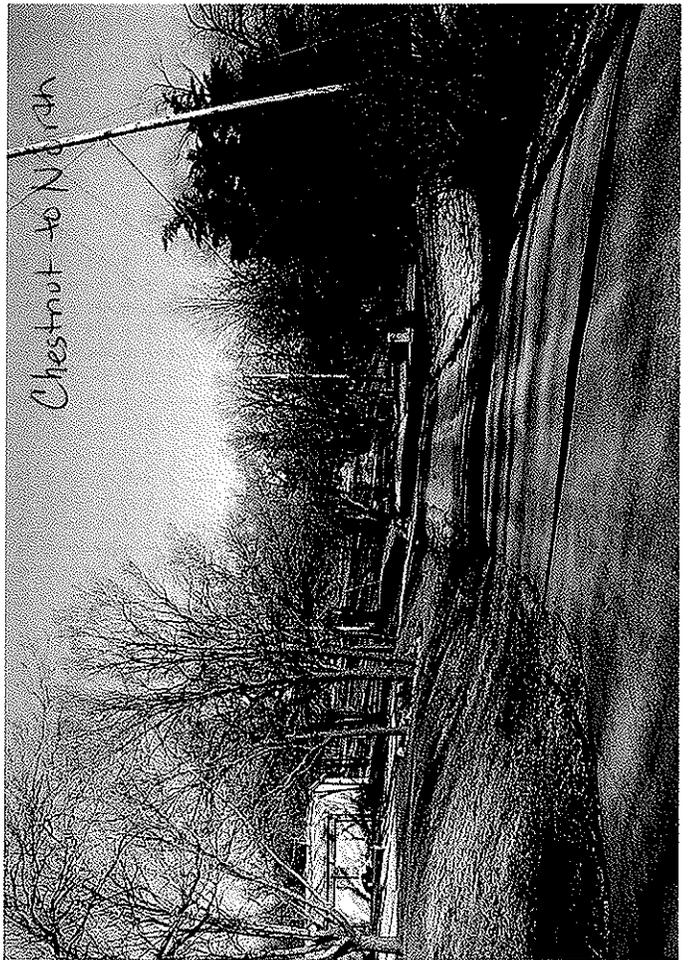
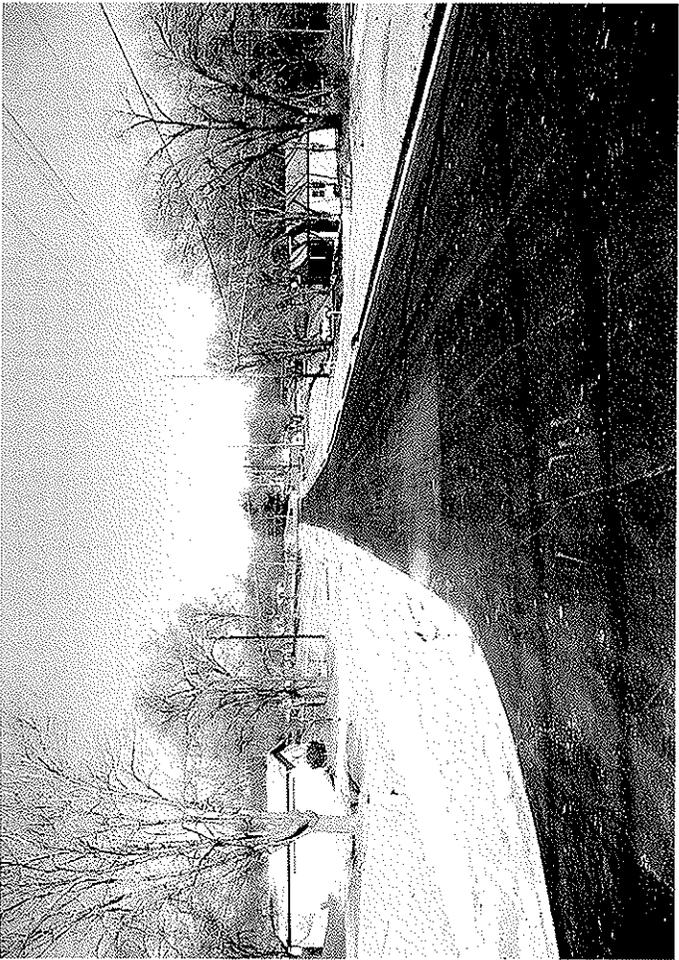
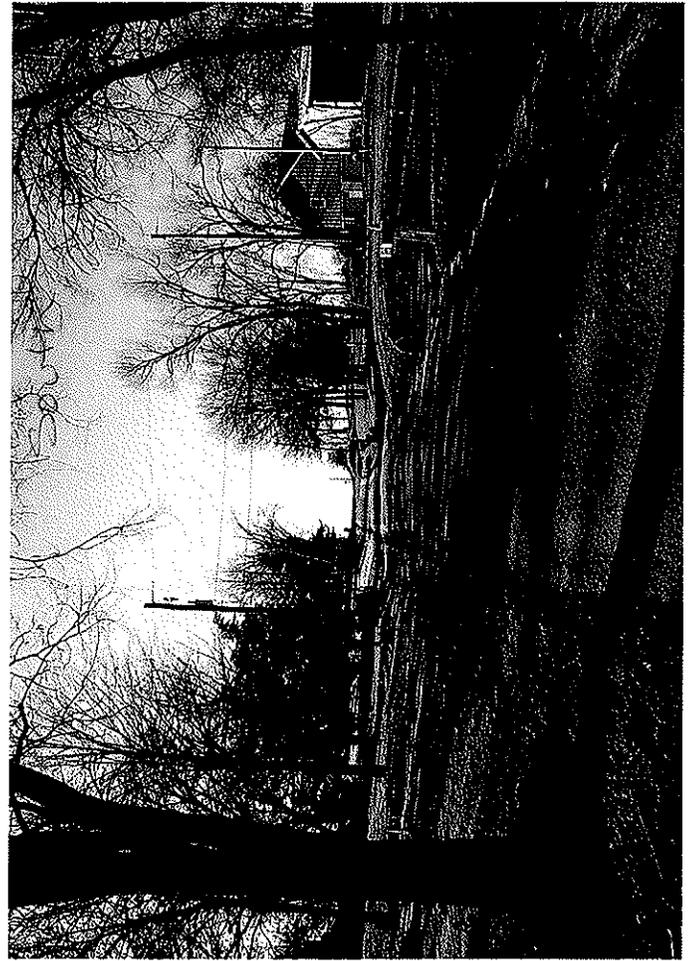
PROJECT PICTURES

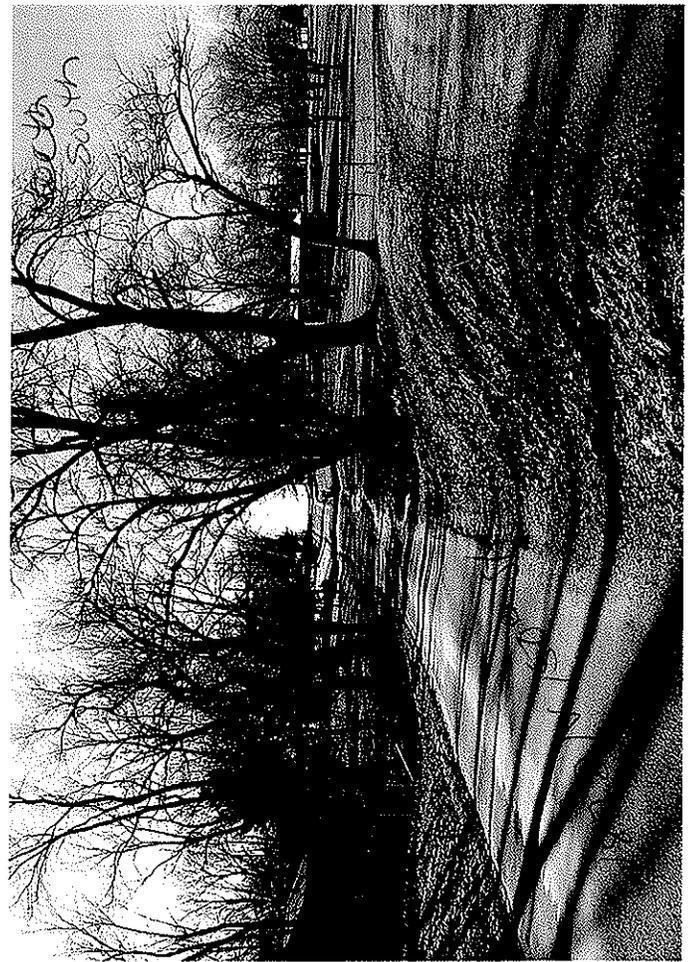




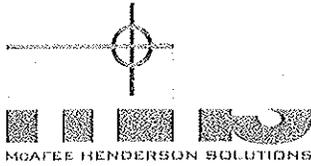








QUESTIONS?



December 1, 2009

Mr. Mark Loughry
City Administrator
City of Basehor
P.O. Box 406
Basehor, KS 66007

**RE: Wolf Creek Junction TDD
Loan 125 Expenditures**

Dear Mr. Loughry:

We have compiled a list of the total anticipated project expenditures for the Wolf Creek Parkway project. The enclosed spreadsheet is based on the best information that we have available through December 1, 2009. The sheet categorizes the itemized costs of all the project expenditures with a summary of the approved and pending change orders listed at the bottom of the page.

The design engineer is requesting approval of Change Order No. 3A which will allow completion of the "life safety" items for the road to be opened east of the Market to 150th Street. Approval of this change order will increase total construction costs by Blacktop Paving to be approximately \$1,088,215.72 which is subtotaled on Line 26 of the table. MHS recommends approval of this change order in order for the project to be opened to vehicle and pedestrian traffic. However, approval of Change Order 3 will increase the total project expenditures to exceed the TRF 125 loan proceeds of \$1.5 million by approximately \$201,783.

As we discussed in our meeting, numerous expenses were incurred by the developer in establishing the Transportation Development District prior to awarding the contract to Blacktop Paving. Many of these expenses were reimbursed in July 2009 in the amount of \$377,086.75 which paid for items such as preliminary grading, engineering, fencing, and attorney's fees.

We hope this information assists the Council in making their decisions on approval of Change Orders 3 and 4. Please feel free to contact me should you have any questions.

Sincerely,

Matt Henderson
MCAFEE HENDERSON SOLUTIONS, INC.

Project Expenditures

Project No. 2007.001.002
 Wolf Creek Junction, Phase 2
 12/1/2009

No.	Project Expenditure	Cost
1	MKEC Engineering Fees	\$111,154.87
2	Change Order 2B - Engineering Additional Services	\$32,100.00
3	MKEC Construction Staking Fees	\$9,300.00
4	Change Order 2B - Staking Additional Services	\$6,900.00
5	Subtotal MKEC Engineering and Surveying Fees ⁴	\$159,454.87
6	Legal Consultation to Developer (White, Goss, Bowers)	\$64,969.77
7	Construction (Fencing) ¹	\$98,278.35
8	Preliminary Grading of Site (H.E. Miller & Sons)	\$96,990.50
9	City Engineering Review & Production of Documents	\$15,677.50
10	City Attorney Review & Production of Documents	\$2,930.00
11	Gilmore & Bell Attorneys - Invoice 6492	\$812.50
12	Ordinance Publication & City Administration	\$1,370.00
13	Subtotal Administrative/Legal Pre-Construction Costs	\$279,658.62
14	Utilities	
15	Water Service - Consolidated Water No. 1	\$55,570.86
16	Water Relocation - Suburban (Change Order 2C)	\$54,856.00
17	Power Pole Relocation - Westar (Change Order 3B)	\$3,076.00
18	Gas Relocation - Atmos	\$0.00
19	Subtotal Utilities	\$113,502.86
20	Original Construction Contract w/ Blacktop Paving (Walls, Fencing, & Landscape) ²	\$929,824.00
21	Change Order No. 1 - Realignment of Sanitary Force Main	\$8,341.12
22	Change Order No. 2A - Realignment of Roadway - Paving, Earthwork, Storm, Erosion Control	\$20,754.00
23	Change Order No. 3A - Retaining walls for Roadway Construction and Guard Rail ²	\$129,296.60
24	Subtotal Construction	\$1,088,215.72
25	Construction Engineering / Inspection ³	\$58,400.00
26	Geotechnical Testing - Kleinfelder	\$1,181.00
27		
28	Total Capital Project Cost (Change Orders 1 through 3B)	\$1,701,783.07
29		
30	Additional Aesthetic Construction Items	
31	Change Order No. 4A - Landscaping, Pond Retaining Walls, Storm Pipe, etc...	\$208,434.00
32	Street Lighting ⁵ (Change Order 4B)	\$30,000.00
33		
34	Total Capital Project Cost Including Change Order 4 (Aesthetic Items)	\$1,940,217.07

¹ Fencing Materials Invoice Submitted by Mac's Fence. Developer assumed to complete remainder of Fencing Work above \$1,500,000 Total Construction Budget.

² Tree Landscaping and Walls Removed from Base Contract per Developer. Developer assumed responsibility to complete remainder of Landscaping & Wall Work above \$1,500,000 Total Budget.

³ Construction Engineering Budget based on 8% of Construction Estimate equates to \$74,386.00. All work is performed hourly under City Engineering Annual Agreement. Amounts shown is the amended budget based on Actual Hours Used and Estimated Hours to complete inspection activities.

⁴ MKEC Subtotal Billings Includes Professional Services for Engineering, Construction Staking, and Additional Services Requests (ASR)

⁵ Streetlight cost estimate for trenching, conduit, and wiring

Summary of Change Orders

Change Order No. 1 - Sanitary Reconfiguration (9/28/09)	\$	8,341.12
Change Order No. 2A - Wolf Creek Parkway Realignment	\$	20,754.00
Change Order No. 2B - MKEC Staking and Engineering	\$	39,000.00
Change Order No. 2C - Suburban Water	\$	54,856.00
<i>Subtotal Change Order No. 2</i>	\$	<i>114,610.00</i>
Change Orders 3A - Blacktop Paving Wall Construction for Road Improvements	\$	129,296.60
Change Order No. 3B - Westar Power pole Relocation	\$	3,076.00
<i>Subtotal Change Order No. 3</i>	\$	<i>132,372.60</i>
Total Change Orders 1 through 3B	\$	255,323.72
Change Order No. 4A - Landscaping, Pond Retaining Walls, Storm Pipe, etc...		\$208,434.00
Change Order No. 4B - Street Lights		\$30,000.00
<i>Subtotal Change Order No. 4</i>	\$	238,434.00
Total Change Orders 1 through 4B	\$	493,757.72

Mary Mogle

From: Matt Henderson [matt.henderson@mhs-eng.com]
Sent: Wednesday, December 02, 2009 11:34 AM
To: 'Mark Loughry'; 'Aaron Hale'
Cc: 'Gene Myracle '; 'Lloyd Martley'; cityclerk@cityofbasehor.org
Subject: RE: Wolf Creek Agenda Material
Attachments: WCJ TDD_Budget_table_20091201.pdf; WCJ TDD_Budget_letter_2009-12-01.pdf

Mary Ann,

Attached is a letter and table regarding the Wolf Creek expenditures. I spoke with Aaron this morning regarding the Change Order numbering. With not having final street light numbers we have broken that out separately. For our submittal, I have estimated the street light costs at \$30,000. Below is a listing of the change orders:

Critical

CO 3A – Westar Power, Pole Relocaiton

CO 3B – Blacktop Paving, retaining walls and guard rails (life safety items)

Non Critical

CO 4A – Blacktop Paving, decorative retaining walls, landscaping, etc.

CO 4B- contractor unknown, street light conduit, wiring, trenching.

Please contact me with any questions.

Thanks,

Matt Henderson, PE

McAFEE HENDERSON SOLUTIONS, INC.

Civil Engineering - Land Surveying

15323 West 95th Street

Lenexa, Kansas 66219

913.888.4647 fax: 913.390.9865

www.mhs-eng.com

From: Mark Loughry [mailto:cityadm@cityofbasehor.org]
Sent: Wednesday, December 02, 2009 10:11 AM
To: 'Aaron Hale'; 'Matt Henderson'
Cc: 'Gene Myracle '; 'Lloyd Martley'; cityclerk@cityofbasehor.org
Subject: Wolf Creek Agenda Material

Aaron and Matt we are still waiting on the agenda material for the packets which are being printed as I type. Please get that information to Mary Ann (copied on this email) ASAP.

Mark Loughry, CPM
(913) 724-1370 ext 33
City Administrator
2620 N. 155th St.

12/2/2009

P.O. Box 406
Basehor, KS 66007
cityadm@cityofbasehor.org
www.cityofbasehor.org

Memo

To: Mark Loughry, City Administrator

From: Susan Adams, City Treasurer

CC: Mayor, City Council, City Clerk

Date: 12/2/2009

Re: Commerce Bank Resolution

This resolution is authorizing certain staff members to transact business at Commerce Bank on behalf of the City of Basehor.

Staff members authorized will be the mayor, city administrator, assistant city administrator, city clerk and city treasurer. In order for the mayor, city administrator, assistant city administrator, city clerk and the city treasurer to transact business with Commerce Bank it is necessary to sign the resolution. This will allow the aforementioned staff to sign the necessary documents associated with the banking resolutions.

MEMO

MKEC 11827 W. 112th St, Suite 200
ENGINEERING Overland Park, KS 66210
CONSULTANTS, INC. 913-317-9390 FAX 913-317-9385

TO: Mark Loughry, City Administrator, Basehor, KS

FROM: Aaron Hale, P.E.

CC: Joe McAfee, MHS – City Engineer
Matt Henderson, MHS – City Engineer

REFERENCE: Change Order # 3a/b and # 4a/b

DATE: December 7, 2009

The following is a summary of the request for Change Order #3 and #4. We have divided these change order into two parts, and "A" and "B". "A" represents items to be addressed by Blacktop Paving. "B" addresses items to be handled by Westar and installation of street light items.

Change Order #3a includes:

1. a single ADA ramp (at the NE location of Wolf Creek Parkway and 153rd Street);
2. retaining walls along Wolf Creek Parkway (along the box culverts and near the 150th Street intersection);
3. installation of a rod iron fence at the retaining wall locations on Wolf Creek Parkway (listed above); and

These items total \$129,296.60.

Change Order #3b includes:

1. relocation of Westar's power pole, located southeast of the Wolf Creek Junction and 150th Street intersection.

These items total \$3,079.00.

Change Order #4a includes:

1. installation of deciduous shade trees;
2. retaining walls within the pond;

These items total \$208,434.00.

Change Order #4b includes:

1. installation of conduit, wire, transformer, etc. for street lights

These items total \$30,000.00.

CHANGE ORDER

No. 3A

PROJECT Wolf Creek Junction, Phase 2, 2007.001-02

DATE OF ISSUANCE 12/7/09 EFFECTIVE DATE _____

OWNER City of Basehor

OWNER's Contract No. 207.001-02

CONTRACTOR Blacktop Paving ENGINEER MKEC Engineering Consultants Inc.

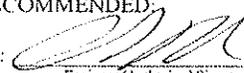
You are directed to make the following changes in the Contract Documents.

Description: Revise handicap ramp quantity; added walls along Wolf Creek Parkway and Rod Iron fence behind wall

Reason for Change Order: Developer not able to install

Attachments: (List documents supporting change) 1. Change order instructions; 2. Summary of changer order #3A

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price \$ <u>929,824.03</u>	Original Contract Times Substantial Completion: <u>July 28, 2009</u> Ready for final payment: <u>August 28, 2009</u> days or dates
Net changes from previous Change Orders No. <u>1</u> to No. <u>2A</u> \$ <u>29,095.12</u>	Net Change from previous Change Orders No. <u>1</u> to No. <u>1</u> <u>116</u> days
Contract Price Prior to this Change Order \$ <u>958,919.15</u>	Contract Times prior to this Change Order Substantial Completion: <u>November 22, 2009</u> Ready for final payment: <u>December 22, 2009</u> days or dates
Net Increase (decrease) of this Change Order \$ <u>129,296.60</u>	Net Increase (decrease) of this Change Order <u>21</u> days
Contract Price with all approved Change Orders \$ <u>1,088,215.75</u>	Contract Times with all approved Change Orders Substantial Completion: <u>November 22, 2009</u> Ready for final payment: <u>January 22, 2010</u> days or dates

RECOMMENDED:
By: 
Engineer (Authorized Signature)

APPROVED:
By: _____
Owner (Authorized Signature)

ACCEPTED:
By: _____
Contractor (Authorized Signature)

Date: 12/7/09
EJCDC No. 1910-8-B (1990 Edition)

Date: _____

Date: _____

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

**WOLF CREEK JUNCTION PHASE 2
PUBLIC STREET, STORM, AND SANITARY IMPROVEMENTS
CHANGE ORDER No. 3a**

ITEM DESCRIPTION	Unit	Original Quantity	Unit Price	Adjusted Quantity	Net Price of Change Order	Final	Original	Final
						Quantities w/ Change Order	Construction Bid Amount	Construction Cost w/ Change Order
PAVING								
Compacted Subgrade	SY	8,783	\$ 2.45	0	\$ -	8,783	\$ 21,518	\$ 21,518
Asphaltic Concrete, Surface	SY	7,366	\$ 6.80	0	\$ -	7,366	\$ 50,089	\$ 50,089
Asphaltic Concrete, Base (8")	SY	7,366	\$ 22.70	0	\$ -	7,366	\$ 167,208	\$ 167,208
Asphaltic Concrete, Base (4")	SY	0	\$ 18.95	0	\$ -		\$ -	\$ -
Curbs and Gutters, Type B	LF	3,793	\$ 10.71	0	\$ -	3,793	\$ 40,623	\$ 40,623
Curbs and Gutters, Type B Dry**	LF	573	\$ 10.71	0	\$ -	573	\$ 6,137	\$ 6,137
Signs	EA	3	\$ 200.00	0	\$ -	3	\$ 600	\$ 600
Handicap Ramps	EA	3	\$ 1,039.50	1	\$ 1,040	4	\$ 3,119	\$ 4,158
Concrete Sidewalk Construction	SY	2,192	\$ 22.84	0	\$ -	2,192	\$ 50,065	\$ 50,065
Pavement Markings	LS	1	\$ 7,250.00	0	\$ -	1	\$ 7,250	\$ 7,250
SECTION TOTAL - PAVING					\$ 1,040		\$ 346,609	\$ 347,648
WALLS - ORIGINALLY BY OWNER								
Walls along Wolf Creek Pkwy	SFF	0	\$ 23.37	4430	\$ 103,529	4,430	\$ -	\$ 103,529
SECTION TOTAL - WALLS	BF-3				\$ 103,529		\$ -	\$ 103,529
FENCE INSTALLATION - ORIGINALLY BY OTHERS								
Install Rod Iron Fence at ponds 48" Majestic	LF	0	\$ 50.00	300	\$ 15,000	300	\$ -	\$ 15,000
Install Rod Iron Fence at East End LABOR ON	LF	0	\$ 16.00	450	\$ 7,200	450	\$ -	\$ 7,200
Install Stone Columns at East End LABOR ON	EA	0	\$ 632.00	4	\$ 2,528	4	\$ -	\$ 2,528
SECTION TOTAL - FENCE INSTALLATION					\$ 24,728		\$ -	\$ 24,728

TOTAL Change Order Number 3a **\$ 129,297** **\$ 346,609** **\$ 475,906**

Summary of Change Orders

Original Construction Price	\$ 929,824.03
Changes from previous Change Orders (#1 - 2a)	\$ 29,095.12
<u>Contract Price Prior to this Change Order</u>	<u>\$ 958,919.15</u>
Changes from this Change Order (3a)	\$ 129,296.60
<u>Contract Price with all approved Change Orders</u>	<u>\$ 1,088,215.75</u>

CHANGE ORDER

INSTRUCTIONS

A. GENERAL INFORMATION

This document was developed to provide a uniform format for handling contract changes that affect Contract Price or Contract Times. Changes that have been initiated by a Work Change Directive must be incorporated into a subsequent Change Order if they affect Contract Price or Times.

Changes that affect Contract Price or Contract Times should be promptly covered by a Change Order. The practice of accumulating change order items to reduce the administrative burden may lead to unnecessary disputes.

If Milestones have been listed any effect of a Change Order thereon should be addressed.

For supplemental instructions and minor changes not involving a change in the Contract Price or Contract Times, a Field Order may be used.

B. COMPLETING THE CHANGE ORDER FORM

Engineer initiates the form, including a description of the changes involved and attachments based upon documents and proposals submitted by Contractor, or requests from Owner, or both.

Once Engineer has completed and signed the form, all copies should be sent to Contractor for approval. After approval by Contractor, all copies should be sent to Owner for approval. Engineer should make distribution of executed copies after approval by Owner.

If a change only applies to Contract Price or to Contract Times, cross out the part of the tabulation that does not apply.

CHANGE ORDER

No. 3B

PROJECT Wolf Creek Junction, Phase 2, 2007.001-02

DATE OF ISSUANCE 12/7/09 EFFECTIVE DATE _____

OWNER City of Basehor

OWNER's Contract No. 207.001-02

CONTRACTOR Blacktop Paving ENGINEER MKEC Engineering Consultants Inc.

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

Description: Adjustments to Westars power pole

Reason for Change Order: Revised alignment to Wolf Creek Parkway

Attachments: (List documents supporting change) 1. Change order instructions; 2. Summary of changer order #3B

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price \$ <u>929,824.03</u>	Original Contract Times Substantial Completion: <u>July 28, 2009</u> Ready for final payment: <u>August 28, 2009</u> days or dates
Net changes from previous Change Orders No. <u>1</u> to No. <u>3A</u> \$ <u>158,391.72</u>	Net Change from previous Change Orders No. <u>1</u> to No. <u>1</u> <u>116</u> days
Contract Price Prior to this Change Order \$ <u>1,088,215.75</u>	Contract Times prior to this Change Order Substantial Completion: <u>November 22, 2009</u> Ready for final payment: <u>December 22, 2009</u> days or dates
Net Increase (decrease) of this Change Order \$ <u>3,076.00</u>	Net Increase (decrease) of this Change Order <u>21</u> days
Contract Price with all approved Change Orders \$ <u>1,091,291.75</u>	Contract Times with all approved Change Orders Substantial Completion: <u>November 22, 2009</u> Ready for final payment: <u>January 22, 2010</u> days or dates

RECOMMENDED:
By: 
Engineer (Authorized Signature)

APPROVED:
By: _____
Owner (Authorized Signature)

ACCEPTED:
By: _____
Contractor (Authorized Signature)

Date: 12-7-09

Date: _____

Date: _____

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

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

**WOLF CREEK JUNCTION PHASE 2
PUBLIC STREET, STORM, AND SANITARY IMPROVEMENTS
CHANGE ORDER No. 3b**

ITEM DESCRIPTION	Unit	Original	Unit	Adjusted	Net Price of	Final	Original	Final
		Quantity	Price	Quantity	Change Order	Quantities w/ Change Order	Construction Bid Amount	Construction Cost w/ Change Order
UTILITY RELOCATION								
Westar - Relocate Pole ***	LS	0	\$ 3,076.00	1	\$ 3,076	1	\$ -	\$ 3,076
AT&T - Relocation	LS	0	\$ -	0	\$ -	-	\$ -	\$ -
Atmos - Relocation	LS	0	\$ -	0	\$ -	-	\$ -	\$ -
SECTION TOTAL - UTILITY RELOCATION					\$ 3,076		\$ -	\$ 3,076

TOTAL Change Order Number 3b **\$ 3,076** **\$ -** **\$ 3,076**

*** Pole located on SW corner of 150th Street and Wolf Creek Junction

Summary of Change Orders

Original Construction Price	\$ 929,824.03
Changes from previous Change Orders (#1 - 3a)	\$ 158,391.72
<u>Contract Price Prior to this Change Order</u>	<u>\$ 1,088,215.75</u>
Changes from this Change Order (3b)	\$ 3,076.00
<u>Contract Price with all approved Change Orders</u>	<u>\$ 1,091,291.75</u>

CHANGE ORDER

INSTRUCTIONS

A. GENERAL INFORMATION

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For supplemental instructions and minor changes not involving a change in the Contract Price or Contract Times, a Field Order may be used.

B. COMPLETING THE CHANGE ORDER FORM

Engineer initiates the form, including a description of the changes involved and attachments based upon documents and proposals submitted by Contractor, or requests from Owner, or both.

Once Engineer has completed and signed the form, all copies should be sent to Contractor for approval. After approval by Contractor, all copies should be sent to Owner for approval. Engineer should make distribution of executed copies after approval by Owner.

If a change only applies to Contract Price or to Contract Times, cross out the part of the tabulation that does not apply.

CHANGE ORDER

No. 4A

PROJECT Wolf Creek Junction, Phase 2, 2007.001-02

DATE OF ISSUANCE 12/7/09 EFFECTIVE DATE _____

OWNER City of Basehor

OWNER's Contract No. 207.001-02

CONTRACTOR Blacktop Paving ENGINEER MKEC Engineering Consultants Inc.

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

Description: Adding trees along Wolf Creek Parkway and added trees along pond edge

Reason for Change Order: Developer not able to install

Attachments: (List documents supporting change) 1. Change order instructions; 2. Summary of changer order #2A

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price \$ <u>929,824.03</u>	Original Contract Times Substantial Completion: <u>July 28, 2009</u> Ready for final payment: <u>August 28, 2009</u> days or dates
Net changes from previous Change Orders No. <u>1</u> to No. <u>3B</u> \$ <u>161,467.72</u>	Net Change from previous Change Orders No. <u>1</u> to No. <u>1</u> <u>116</u> days
Contract Price Prior to this Change Order \$ <u>1,091,291.75</u>	Contract Times prior to this Change Order Substantial Completion: <u>November 22, 2009</u> Ready for final payment: <u>December 22, 2009</u> days or dates
Net Increase (decrease) of this Change Order \$ <u>208,434.00</u>	Net Increase (decrease) of this Change Order <u>21</u> days
Contract Price with all approved Change Orders \$ <u>1,299,725.75</u>	Contract Times with all approved Change Orders Substantial Completion: <u>November 22, 2009</u> Ready for final payment: <u>January 22, 2010</u> days or dates

RECOMMENDED:
By: 
Engineer (Authorized Signature)

APPROVED:
By: _____
Owner (Authorized Signature)

ACCEPTED:
By: _____
Contractor (Authorized Signature)

Date: 12-7-09

Date: _____

Date: _____

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

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**WOLF CREEK JUNCTION PHASE 2
PUBLIC STREET, STORM, AND SANITARY IMPROVEMENTS
CHANGE ORDER No. 4a**

ITEM DESCRIPTION	Unit	Original	Unit	Adjusted	Net Price of	Final	Original	Final
		Quantity	Price	Quantity	Change Order	Quantities w/ Change Order	Construction Bid Amount	Construction Cost w/ Change Order
LANDSCAPE - ORIGINALLY BY OWNER								
Deciduous Shade Tree	EA	0	300	56	\$ 16,800	56	\$ -	\$ 16,800
Seeding	LS	0	0	0	\$ -	-	\$ -	\$ -
Temporary Seeding	AC	1100	17	0	\$ -	1,100	\$ 18,700	\$ 18,700
Permanent Seeding	AC	4000	0.6	0	\$ -	4,000	\$ 2,400	\$ 2,400
SECTION TOTAL - LANDSCAPE					\$ 16,800		\$ 21,100	\$ 37,900
WALLS - ORIGINALLY BY OWNER								
Pond walls *	SFF	0	\$ 23.37	8200	\$ 191,634	8,200	\$ -	\$ 191,634
SECTION TOTAL - WALLS					\$ 191,634		\$ -	\$ 191,634

TOTAL Change Order Number 4a **\$ 208,434** **\$ 21,100** **\$ 229,534**

* Quantity includes exposed face of wall only

Summary of Change Orders

Original Construction Price	\$ 929,824.03
Changes from previous Change Orders (#1 - 3b)	\$ 161,467.72
<u>Contract Price Prior to this Change Order</u>	<u>\$ 1,091,291.75</u>
Changes from this Change Order (4a)	\$ 208,434.00
<u>Contract Price with all approved Change Orders</u>	<u>\$ 1,299,725.75</u>

CHANGE ORDER

INSTRUCTIONS

A. GENERAL INFORMATION

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B. COMPLETING THE CHANGE ORDER FORM

Engineer initiates the form, including a description of the changes involved and attachments based upon documents and proposals submitted by Contractor, or requests from Owner, or both.

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CHANGE ORDER

No. 4B

PROJECT Wolf Creek Junction, Phase 2, 2007.001-02

DATE OF ISSUANCE 12/7/09 EFFECTIVE DATE _____

OWNER City of Basehor

OWNER's Contract No. 207.001-02

CONTRACTOR Blacktop Paving ENGINEER MKEC Engineering Consultants Inc.

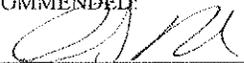
You are directed to make the following changes in the Contract Documents.

Description: Installation costs for conduit, wire, transformer, etc.

Reason for Change Order: Request to add street lights to project

Attachments: (List documents supporting change) 1. Change order instructions; 2. Summary of changer order #4B

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price \$ <u>929,824.03</u>	Original Contract Times Substantial Completion: <u>July 28, 2009</u> Ready for final payment: <u>August 28, 2009</u> days or dates
Net changes from previous Change Orders No. <u>1</u> to No. <u>4A</u> \$ <u>369,901.72</u>	Net Change from previous Change Orders No. <u>1</u> to No. <u>1</u> <u>116</u> days
Contract Price Prior to this Change Order \$ <u>1,299,725.75</u>	Contract Times prior to this Change Order Substantial Completion: <u>November 22, 2009</u> Ready for final payment: <u>December 22, 2009</u> days or dates
Net Increase (decrease) of this Change Order \$ <u>30,000.00</u>	Net Increase (decrease) of this Change Order <u>21</u> days
Contract Price with all approved Change Orders \$ <u>1,329,725.75</u>	Contract Times with all approved Change Orders Substantial Completion: <u>November 22, 2009</u> Ready for final payment: <u>January 22, 2010</u> days or dates

RECOMMENDED:
By: 
Engineer (Authorized Signature)

APPROVED:
By: _____
Owner (Authorized Signature)

ACCEPTED:
By: _____
Contractor (Authorized Signature)

Date: 12-7-09

Date: _____

Date: _____

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

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

**WOLF CREEK JUNCTION PHASE 2
PUBLIC STREET, STORM, AND SANITARY IMPROVEMENTS
CHANGE ORDER No. 4b**

ITEM DESCRIPTION	Unit	Original Quantity	Unit Price	Adjusted Quantity	Net Price of Change Order	Final	Original	Final
						Quantities w/ Change Order	Construction Bid Amount	Construction Cost w/ Change Order
STREET LIGHTS - NEW REQUEST								
Light Pole Installation	EA	0	\$ -	0	\$ -	-	\$ -	\$ -
Conduit Wire, transformer, etc. Installation	LS	0	\$30,000.00	1	\$ 30,000	1	\$ -	\$ 30,000
SECTION TOTAL - STREET LIGHTS					\$ 30,000		\$ -	\$ 30,000
TOTAL Change Order Number 4b					\$ 30,000		\$ -	\$ 30,000

Summary of Change Orders

Original Construction Price	\$ 929,824.03
Changes from previous Change Orders (#1 - 4a)	\$ 369,901.72
<u>Contract Price Prior to this Change Order</u>	<u>\$ 1,299,725.75</u>
Changes from this Change Order (4b)	\$ 30,000.00
<u>Contract Price with all approved Change Orders</u>	<u>\$ 1,329,725.75</u>

CHANGE ORDER

INSTRUCTIONS

A. GENERAL INFORMATION

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Memo

To: Mark Loughry, City Administrator

From: Susan Adams, City Treasurer

CC: Mayor, City Council, City Clerk

Date: 12/2/2009

Re: Commerce Bank Resolution

This resolution is authorizing certain staff members to transact business at Commerce Bank on behalf of the City of Basehor.

Staff members authorized will be the mayor, city administrator, assistant city administrator, city clerk and city treasurer. In order for the mayor, city administrator, assistant city administrator, city clerk and the city treasurer to transact business with Commerce Bank it is necessary to sign the resolution. This will allow the aforementioned staff to sign the necessary documents associated with the banking resolutions.



Commerce Bank

Corporate Resolution To Obtain Credit Card Account

The undersigned, _____ the Secretary of
City of Basehor, Kansas ("Corporation") a Kansas corporation, does hereby certify that the following resolutions were duly and regularly passed and adopted by the Board of Directors of this Corporation, at a meeting duly called, on the _____ day of _____, 2009, and such resolutions are still in full force and effect and have not been amended or revoked.

RESOLVED, that any one of the following:

be and each hereby is authorized directed and empowered to establish credit card accounts "(Accounts)" with the Commerce Bank, N.A. (Missouri) (herein called "Commerce") and to execute all documents to effectuate this purpose which he/she may deem necessary and proper, including without limitation any application and agreement to open the Accounts.

FURTHER RESOLVED, that any one of the foregoing named officers of this Corporation may from time to time request Commerce to issue bank cards to any person in connection with any of the Accounts.

FURTHER RESOLVED, that any one of the foregoing named officers of this Corporation may from time to time appoint an Administrator to assist Commerce in the administration of the credit card program as provided in the Commerce Bank Commercial Card Agreement.

FURTHER RESOLVED, Commerce is authorized to act upon these resolutions until written notice of revocation is delivered to Commerce, and that the authority hereby granted shall apply with equal force and effect to the successors in office of the officers named herein.

The undersigned further certifies that the specimen signatures appearing below are the signature of the officers authorized to sign for this corporation by authority of these resolutions.

SPECIMEN SIGNATURES:

NAME (typed)	TITLE (typed)	SIGNATURE

IN WITNESS WHEREOF, I have hereunto set my hand as _____ Secretary
and affixed the corporate seal of this Corporation this _____ day of _____, 2009.

(SEAL)

SECRETARY: _____



Basehor Athletic Association

Proposal to the City of Basehor regarding participation at the Field of Dreams

The Basehor Athletic Association (BAA) would like to thank the city of Basehor for the opportunity to present this information. BAA was founded on the principle of providing the youth of our community a facility to participate in recreational sports. With the city's help, together we will continue providing the recreational programs that allow our community youth the opportunity to participate right here in Basehor.

Currently, BAA receives no funding from the city, county, or school district. Without additional financial support, the Field of Dreams falls short every year to meet its financial obligations. The majority of the debt is tied to the land notes, with the remainder being short term loans related to annual operating and maintenance expenses, and a recent sewer connection project.

Calendar 2009

The immediate need for the Field of Dreams is to meet our 2009 obligations at First State Bank, and to keep our monthly recurring bills paid. We have approximately \$11,500 in interest due now. We have approximately \$5,000 in our checking account. Utilities and other basic services will be approximately \$4000 to the end of the year. This leaves a shortage of approximately **\$10,500** that we are asking the city to consider participating in.

Calendar 2010

For the 2010 calendar year, BAA would like the city to consider participating in some complex maintenance items estimated at \$25,000. This would include replacing concession stand windows, replacing worn fencing, general field excavation and resurfacing the fields that need attention, replacing broken bathroom fixtures, re-painting all backstops and dugouts, general landscaping for erosion control, repairing faulty lighting, etc. If the complex activities are run in 2010 similar to the 2009 calendar year, BAA will again need approximately \$15,000 toward the end of the year to keep the interest payments made, and meet the monthly utility and service obligations. BAA would also like to discuss the possibility of utilizing the cities resources for mowing at the complex. BAA will maintain the playing fields, but could utilize the city's resources to mow and trim the remainder of the complex. The total request for operating in the calendar year 2010 would be **\$40,000**, plus the cities cost of providing the mowing service. Another need is to assume the two short term loans at First State Bank and pay

them off to avoid further interest charges. The approximate payoff balance of those two notes would be \$33,000. This option would reduce the amount needed at the end of 2010.

Calendar 2011

For the calendar year 2011 budget planning, BAA requests the city to consider the following.

Pay off sewer connection project loan of approximately \$22,700 (If not already paid)

Pay off short term operating line of credit of approximately \$10,225 (If not already paid)

Assume long term complex loans totaling approximately \$295,292.

At this point in time, BAA will work closely with the city to assist or continue managing the recreation programs at the Field of Dreams. It would also be the right time to appoint a recreation board to manage the facilities and programs. BAA board members are willing to assist with this process and/or be a part of this new board.

Summary:

2009 - Financial contribution from the city of \$10,500.

2010 - Financial contribution from the city of \$40,000 for operating expenses. An additional \$33,000 would be needed to pay off the two short term loans, for a total of \$73,000.

2011 - Financial contribution of \$33,000 to pay off the short term loans if not done in 2010. The city would also assume the land notes at this time as well. In 2011, BAA will be acting as an advisory board to assist the city in running the recreational programs.

Basehor Athletic Association

2008 Actual

Current Assets

Cash (Checking Acct)	\$ 10,000.00
Inventory	\$ 2,500.00
Equipment owned	\$ 20,000.00
Total Current Asset's	\$ 32,500.00

Liabilities

FSB LOC balance	\$ 21,000.00	
BB/SB Fields Loan	\$ 165,133.00	\$ 12,355.00
Football field loan	\$ 134,387.00	\$ 10,054.00
New Mower Loan	\$ 5,000.00	19 months left
Short Term Loan	\$ 10,000.00	

Total Liabilities \$ 335,520.00

**2008 Actual thru August
Income**

Tournament Entries	\$ 8,520.00
Comp League entries	\$ -
Concession Income	\$ 53,000.00
Gate Income	\$ 9,800.00
Souvenir Income	\$ 2,000.00
Donations	\$ 36.00
Rec League Fees	\$ 41,700.00
Football Lease 2008	\$ 23,000.00
Signs/Advertising	\$ 2,800.00
BLHS Field Lease	\$ 3,500.00
MSP Field Lease	\$ 4,200.00
Pepsi Income	\$ 2,900.00

Total Income \$ 151,456.00

Expenses

Game balls	\$ 8,453.00
Salaries	\$ 27,000.00
Wages	\$ 26,500.00
Utilities	\$ 10,987.00
Concession Expenses	\$ 23,420.00
Maint. & Supplies	\$ 16,550.00
Trophies	\$ 5,000.00
Complex Insurance	\$ 5,957.00
Mower payments	\$ 3,000.00
T-Bones	\$ 6,000.00
Football Improvements	\$ 2,300.00
Sewer Permit Fees	\$ 2,000.00
Total Expenses	\$ 137,167.00

2009 Actual

Current Assets

Cash (Checking Acct)	\$ 5,800.00
Inventory	\$ 1,500.00
Equipment owned	\$ 20,000.00
Total Current Asset's	\$ 27,300.00

Fixed Assets

Property/Buildings \$ 416,000.00

Liabilities

FSB LOC balance	\$ 21,000.00	
BB/SB Fields Loan	\$ 162,802.00	\$ 12,355.00
Football field loan	\$ 132,490.00	\$ 10,054.00
New Mower Loan	\$ 1,500.00	6 months remaining
Short Term Loan	\$ 10,225.00	
Sewer Connection Loan	\$ 22,657.00	

Total Liabilities \$ 350,674.00

**2009 Actual
Income**

Complex Rental - MSP	\$ 19,613.00	
Concession Income	\$ 46,300.00	Includes gate
Gate Income	\$ 400.00	
Field Signs/Advertising	\$ 1,900.00	
Rec League Fees	\$ 34,289.00	
Football Lease 2009	\$ 23,000.00	
BLHS Field Lease	\$ 2,500.00	
Pepsi Income	\$ 2,960.00	
Westar Easement	\$ 4,000.00	
Maintenance reimburse.	\$ 5,095.00	

Total Income \$ 140,057.00

Expenses

Game balls	\$ -
Salaries	\$ 15,000.00
Wages	\$ 24,576.00
Utilities	\$ 14,443.00
Concession Expenses	\$ 32,060.00
Maint. & Supplies	\$ 28,254.00
Trophies	\$ 2,701.00
Complex Insurance	\$ 5,957.00
Mower payments	\$ 4,176.00
Short Term loan payoff's	\$ 32,882.00
Football Improvements	\$ 1,000.00
Short Term Int. Payment	\$ 4,141.27
Land Payments	\$ 22,409.00

Total Expenses \$ 187,599.27

Net Income/Loss \$ (47,542.27)

Kansas Legislature

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12-1925**Chapter 12.--CITIES AND MUNICIPALITIES****Article 19.--PUBLIC RECREATION AND PLAYGROUNDS****12-1925. Establishment by petition or by action of city or school district;**

election. (a) Whenever a petition signed by at least 5% of the qualified voters of the city or school district is filed with the clerk thereof, requesting the governing body of the city or school district to establish a recreation system and to levy an annual tax not to exceed one mill for such recreation system and to pay a portion of the principal and interest on bonds issued pursuant to K.S.A. 12-1774, and amendments thereto, the governing body of the city or school district shall submit the question of establishing a recreation system to the qualified voters thereof. Such election shall be called and held in the manner provided by the general bond law, and the cost of the election shall be borne by such city or school district.

(b) A petition requesting the governing bodies of a city and school district to establish a joint recreation system and signed by at least 5% of the qualified voters of the city or school district may be filed with the clerk of the city or school district. Upon receipt of the petition, the clerk shall set a day not less than five nor more than 10 days thereafter for the joint meeting of the two governing bodies for the consideration of the petition. Notice of the receipt of the petition and the date and place of the joint meeting shall be given immediately by the clerk to the executive officer of the city and school district by registered mail. If the petition is found sufficient, the proposition shall be submitted to the qualified voters within the city or school district, whichever has the greater assessed valuation. Such election shall be called and held in the manner provided by the general bond law, and the cost of the election shall be borne equally by the city and the school district.

(c) The governing body of any city and any school district may initiate the establishment of a joint district recreation system by adopting a joint ordinance or resolution proposing to establish a joint recreation system and to levy an annual tax not to exceed one mill for such recreation system and to pay a portion of the principal and interest on bonds issued pursuant to K.S.A. 12-1774, and amendments thereto. The proposal shall be submitted for approval by the voters of the city or school district, whichever has the greater assessed valuation, at an election called and held in the manner provided by the general bond law, and the cost of the election shall be borne equally by the city and the school district.

(d) Upon approval of the proposition by a majority of those voting on it at the election, the governing body of the city or school district if acting independently or the governing bodies of a city and school district acting jointly, by appropriate resolution or ordinance, shall provide for the establishment, maintenance and conduct of such recreation system as they deem advisable and practicable and shall appoint a recreation commission as provided by K.S.A. 12-1926 to be vested with the powers, duties and obligations necessary for the conduct of such recreation system.

History: L. 1987, ch. 71, § 4; July 1.

Number of registered voters in Basehor City Valuation	2,954 \$45,551,787
Number of registered voters in USD 458 USD 468 valuation	8,357 \$126,740,150

Memo

To: Mark Loughry, City Administrator

From: Susan Adams, City Treasurer

CC: Mayor, City Council, City Clerk

Date: 12/1/2009

Re: Budget Hearing – Amendment to Cedar Lakes Maintenance Fund

The fiscal year ends December 31, 2009. After review of the current budget, a budget amendment based on estimated actual expenditures is needed. The amended budget reflects the Cedar Lakes Estates Maintenance Fund.

The recommended modifications to the fund are detailed below.

Cedar Lakes Estates Maintenance Fund

2009 Budget

Contractual Services	\$17,000
----------------------	----------

2009 Amended Budget

Contractual Services	\$50,000
----------------------	----------

The contractual services for grinder pump repair and replacement have been higher than anticipated for the year due to the age of a number of grinder pumps. Currently the total expenditures for grinder pump repair and replacement total \$28,486. The city did receive maintenance fees from Leavenworth County in the amount of \$9,646 on November 2, 2009.

It is recommended that the City Council approve the increase for the expenditures outlined above.

A hearing will be scheduled for December 21, 2009 for amending the budget.

**Amended
 Certificate**

To the Clerk of Leavenworth, State of Kansas
 We, the undersigned, duly elected, qualified, and acting officers of
City of Basehor
 certify that: (1) the hearing mentioned in the attached publication was
 held;(2) after the Budget Hearing this Budget was duly approved and
 adopted as the maximum expenditure for the various funds for the year.

Table of Contents:			2009 Amended Budget		
Fund	K.S.A.	Page No.	Amount of 2008 Tax that was Levied	Adopted 2009 Expenditures	Proposed Amended 2009 Expenditures
Cedar Lakes Maintenance		2		17,000	50,000
0					
0					
0					
0					
0					
Totals		xxxxxxx	0	17,000	50,000
Summary of Amendments		0			

Attested date: _____

 County Clerk

Assisted by: _____

Address: _____

 Mayor Terry L. Hill

 James P. Washington

 David K. Breuer

 Iris Dysart

 Dennis Mertz

 William R. Moyer

State Use Only
Received _____
Reviewed by _____
Follow-up: Yes _____ No _____

Governing Body

**Notice of Budget Hearing for Amending the
 2009 Budget**

The governing body of
City of Basehor
 will meet on the 21 day of December, 2009, at 7:00 p.m. at Basehor City Hall for the purpose of
 hearing and answering objections of taxpayers relating to the proposed amended use of funds.

Detailed budget information is available at Basehor City Hall
 and will be available at this hearing.

Summary of Amendments

Fund	2009 Adopted Budget			2009 Proposed Amended Expenditures
	Actual Tax Rate	Amount of Tax that was Levied	Expenditures	
Cedar Lakes Maintenance			17,000	50,000
0			0	0
0			0	0
0			0	0
0			0	0
0			0	0

 Signature

Memo

Date: 12/01/2009
To: Basehor City Council
Cc: Mayor, Terry Hill
From: Mark Loughry, City Administrator
RE: Theno Estates Annexation

Council we have a request from the developer of Theno Estates to annex into the city limits of Basehor. Before proceeding with the voluntary annexation procedure Council directed staff to do some preliminary research and report back. I am attaching the reports by staff along with a memo from 2006 when this property previously requested annexation.

The following are items that I feel are important to consider prior to granting or denying the request for annexation.

- A majority of the property in Theno Estates is undeveloped lots (approximately 102) with existing infrastructure in place to city standards.
- There are six property owners in the development currently of which two have agreed to voluntarily annex.
- The four property owners that have chosen not to annex are lots with homes already built and so would in effect freeload on city services.
- This would be an island annexation and as such we would not be able to force annexation on the four owners that have not chosen to voluntarily annex.
- The services the city would be extending to the area would be law enforcement, code enforcement and public works services (sewer, street maintenance, storm water...).
- The existing valuation of the annexed land would generate approximately \$4,638 in ad valorem taxes based on the 2010 mill levy.
- This property would not go on the tax rolls until 2011 at the earliest and more than likely not until 2012.
- This development is within the Urban Growth Boundary for Basehor and does touch an existing island annexation.
- More than likely this property would not be able to be added onto the City Neighborhood Revitalization Program which I believe is the driving factor behind the application for annexation.
- The County has expressed their desire to eliminate or at least limit island annexations.

There are other items that need to be considered before annexing but I believe these to be the most pressing.

Memo

Generally speaking I am opposed to island annexations that do not include 100% of the property owners because of the freeloading effect and the inequity this creates. At this time the only benefit I see for the city is the ability to voluntarily annex a large portion of the land while it is still under the ownership of a few individuals rather than trying to deal with multiple owners in the future. However I believe that the City of Basehor could require that all future property owners sign a consent to annex prior to connecting to the city sewer system. This would allow the City to annex them at such time we felt it was appropriate and would alleviate any benefit of annexing them prior to being in contact with our contiguous boundary.

At this time I do not feel the benefits of annexing this sub division are sufficient to merit proceeding with the annexation.

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

MEMO

October 27, 2009

To: Mark Loughry, City Administrator

Subject: Theno Estates Infrastructure Condition

From: Gene Myracle Jr., City Superintendent

An inspection of the infrastructure in the Theno Estates Subdivision was conducted to determine condition prior to the possibilities of annexation of said development.

All streets, storm boxes, curbs and islands were inspected with the following report.

Storm boxes

All storm boxes have joints mortared with no signs of significant infiltration. Gutter buddies are still installed which are starting to divert flow away from inlets that may cause problems if developer prolongs removal. The development has established over 70% of vegetation on site so no additional silt fence or gutter stops are required.

End of Road Markers

At the end of 140th street and 140th Terrace, installation of road markers should be installed showing street ends. Single stop reflectors or barricades with reflectors should be installed.

Curbs & Islands

Inspecting the curbs throughout the subdivision did not show failure due to poor sub grade of curbs nor was there any signs of neglect while installation.

Entrance islands (2) are in far condition with landscaping placed and maintained to a minimal by homeowners or developer.

Street

The areas listed below are by station numbers per approved construction plans with Leavenworth County. All areas listed cover joints, cracks, or sub base failure.

- Station 12+75 shows a depressed area in the street. Possible sub base issue.
- Station 11+00 to 14+00 center line crack in surface asphalt.
- Station 16+50 to 17+50 asphalt pushing with cracks and gouges caused by heavy equipment driving on street.
- Station 18+00 center line crack in surface asphalt east side roadway.
- Station 19+00 center line crack in surface asphalt west side roadway.
- Station 28+50 east-west crack in asphalt curb to curb.
- Station 34+75 to 33+00 center line crack in surface asphalt.
- Station 20+00 to 22+50 center line crack in surface asphalt.

The overall evaluation of this development with the exception of some minor cracks that could be resolved by crack sealing or possibly surface overlaying with asphalt is very good.

With little to no maintenance ever taking place in this subdivision, I feel it has held up very well.

Sanitary sewer

The internal sewer system was not reviewed during this inspection due to the ownership by the City of Basehor. All sewer infrastructures were inspected at time of installation by a resident inspector from the city, and all testing reports are on file at the public works department.

This development operates with a lift station that pumps to the Falcon Lakes development which is maintained by the City of Basehor public works.

MEMORANDUM

To: Mark Loughry, City Administrator
From: Mary Mogle, City Clerk
Date: October 28, 2009
Re: Theno Estates Annexation

Back in July, the City received a request for voluntary annexation from Howard Theno & Sons Construction, Inc. and Brooke-Lynne Development, LLC. In the absence of a planning director and a city administrator, I requested the County assist us with the process. All necessary paperwork was forwarded to the County for review. Upon review, the current city administrator Mark Loughry, was advised that the County would not consider an island annexation unless all properties within the subdivision were to be included in the annexation.

At the direction of the city administrator, I prepared the documents for the city attorney to review and then mailed letters (certified/return receipt) to the four property owners within Theno Estates requesting voluntary annexation. Those letters were mailed on September 30th and to date I have received 3 out of 4 return receipts back. Property owners were given until October 5th to respond or schedule a meeting with the city administrator. Once again, to date, none of the property owners have made contact with city staff.

Property Owners:

Thomas and Stacy Morast	(r/r card received)
Todd and Kitti O'Donnell	(r/r card received)
Michael and Angela Huges	(r/r card received)
Thomas and Lisa Russell-Tutty	(r/r card not received-tracking ordered)*

*Tracking Results – Letter received by property owner on 10/05/09.
Property owner moved to Debarry, FL

Awaiting direction as to next step in process.



The City of Basehor

September 29, 2009

Thomas and Stacy Morast
22645 141st Terrace.
Basehor, KS 66007

Re: Annexation of the Theno Estates Subdivision into City of Basehor, Kansas

Dear Mr. and Mrs. Morast,

The City of Basehor recently received a request for annexation from Theno Estates (formerly Victory Crest) developer, Jeff Theno of Brooke-Lynne Development.

The City of Basehor adopted an annexation plan at the March 3, 2008 City Council meeting. One of the objectives of the plan is to pursue annexation of several subdivisions that are connected to the City of Basehor sanitary sewer system, which includes Theno Estates. Therefore, the City Council has directed staff to pursue voluntary annexation of your property prior to proceeding with annexation by other means.

The following provides some advantages to annexation that may assist you in your decision to become part of the Basehor community.

1. Police Service

One of the major advantages to annexation into the City of Basehor is the increased police patrol that will be provided by the Basehor Police Department. Our Police Department has two officers on duty at all times. Currently, Leavenworth County may have several officers on duty during the day, but fewer during the nighttime hours, which means much less concentration of law enforcement for residents in the unincorporated areas of the County. In most cases, the response times for a County officer will be much longer than a city officer, simply because there will likely be a city police officer within a few miles of Theno Estates at all times, as opposed to a County officer possibly having to travel across the County to respond to a call.

2. Lower Monthly Sewer Rates

The current sewer user rate for a resident of the Theno Estates is 125% of the rate for a city resident. This rate varies per user based on water usage in the low-water usage months of December, January and February of each year. However, the average monthly sewer charge for a city resident is about \$39.78 per month, whereas a non-resident may pay around \$50 per month.

3. Lower Trash Disposal Rates

The City currently has a contract for trash hauling with Deffenbaugh Industries. The rate for a city resident is \$9.99 per month. Depending on the location, the average trash hauling fee for a non-city resident is approximately \$24.00 per month.

4. Snow Removal and Street Maintenance

Annexation of Theno Estates will mean that the City will accept the street surfaces and storm drainages structures within the rights-of-way for maintenance purposes. This includes filling pot holes, asphalt overlays (as needed) and snow removal, all of which can likely be provided more efficiently by the City.

5. Building Code Enforcement

Leavenworth County currently has no building code enforcement that requires minimum standards for construction. Upon annexation, the city would begin providing building inspections based on 2003 International Building Codes and 2002 International Electrical Code. This will ensure a higher level of quality construction for homeowners purchasing homes in Theno Estates.

6. Zoning and Code Enforcement

Although everyone hopes that code enforcement through the city is not necessary, especially in new neighborhoods, if there are issues with abandoned/unlicensed vehicles, noxious weeds, etc. the city will pursue code enforcement to obtain compliance with local codes. As with police protection, this is another area where the city can provide this type of service more efficiently than Leavenworth County due to the city's higher ratio of employees to square miles of jurisdiction.

7. Representation in City Government

Upon annexation, the residents of Theno Estates will be subject to political representation by the City Council. Our Council members are elected at-large. Residents in Theno Estates will also be eligible to seek public office in the City of Basehor. Being part of the city allows Theno Estates residents greater input on all city government issues, such as service rates, city policy, regulations, etc.

Along with the advantages of a higher level of service associated with the City versus County living comes an increase in property taxes. The 2008 (used for 2009 calculations) total tax rate for a homeowner in the unincorporated portion of the County was 85.71 mills. A city resident paid an additional 28.621 mills for a total of 114.331 mills for city residents. This should equate to less than **\$500 per year in additional property taxes on a \$200,000 home.** The increase will also be partially offset by the savings in the lower rates as described above.

If you choose to annex voluntarily, please fill out the enclosed application, check the box next to "Annexation", and return it to City of Basehor – Attention Mark Loughry, P.O. Box 406, Basehor, KS 66007 no later than October 5, 2009. A notary public is available at City Hall Monday through Friday, 8:00 a.m. to 4:30 p.m. if needed. Please include with the application a complete legal description of your property.

If you have questions or would like to schedule a meeting, please feel free to contact me at (913) 724-1370 ext. 33. We welcome the opportunity to speak with you regarding this issue.

Sincerely,


Mark Loughry
City Administrator

enc. Application for Annexation
Consent for Annexation

APPLICATION FORM

CITY OF BASEHOR

Planning & Zoning Department
 406, Basehor, KS 66007
 Phone: 913-724-1370 Fax: 913-724-3388
 www.basehor.org

2620 N. 155th Street, PO Box

Project Name & Description		Total Site Acreage	Present Zoning	
Legal Description (May be attached as separate sheet)			Proposed Zoning	
Project Address / General Location			Presubmittal Date	
Parcel ID Number (CAMA Number)			Floor Area Classification	
Property Owner Name	Phone		Fax	
Property Owner Address	City	State	Zip	
Applicant's Name (if different from above)	Phone		Fax	
Applicant's Address	City	State	Zip	
Applicant's mobile phone	Property Owner and/or Applicant's E-mail address			

APPLICATION TYPE	
<input checked="" 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 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 type="checkbox"/> Vacant <input type="checkbox"/> Other _____	
Proposed Use	
<input 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	Maximum Lot Size	Minimum Lot Size	Average Lot Size

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	_____ Date	Office Use Only <input type="checkbox"/> Filing Fee \$ _____ <input type="checkbox"/> Received by _____ <input type="checkbox"/> # of Plans _____ <input type="checkbox"/> Attached Legal Description <input type="checkbox"/> Property Ownership List
----------------------	---------------	---

Consent for Annexation

September 28, 2009

TO: City of Basehor, Kansas
RE: Annexation

CAMA 052-156-13-0-00-00-002-10-0-01

I am the sole owner of a parcel of property located at 22645 141st Terrace, Basehor, Kansas 66007 within Theno Estates subdivision. I do voluntarily consent to the annexation of my property into the City of Basehor.

Print name

Signature

Print name

Signature

Notary Public

My Commission Expires _____

(stamp)

MEMORANDUM

TO: Carl Slaugh, City Administrator
FROM: Dustin Smith, Planning Director
DATE: December 4, 2006

Re: Advantages and Disadvantages of Annexation

What are the pros and cons?

Unfortunately, the pros and cons of annexation are somewhat subjective and there is often no clear advantage or disadvantage to annexing land into a city. In many cases, annexation is politically motivated for tax purposes and seems to be driven by the prospect of an increase in tax revenue that will occur for the annexing jurisdiction. However, although the short-term revenues can be realized, the long-term costs are often overlooked in large part because the short-term increase in tax revenue is a tangible benefit, but the long-term costs are often intangible.

Advantage to Annexing Now

1. The city will be able to begin collecting property tax revenue from the property within the annexed area at a time when the maintenance levels on the internal streets are relatively low. This should allow the city to accumulate funds during the first few years of low maintenance, whereas if we wait several years to annex, it is likely that the maintenance level will be higher with less funds accumulated to pay the maintenance costs.
2. Establishment of our growth area – The Comprehensive Plan indicates the city's growth area extending up to Fairmount Road. The annexation of Victory Crest will further establish the city's intended growth boundary.
3. The City will capture the revenues from the building permits for the rest of the homes built within the subdivision (approximately 102). In this case, since Victory Crest is already on our sewer and paying the connection fees associated therewith, the increase in revenues for the building permit would be \$2,000-\$3,000 per unit. Therefore,

$$\begin{array}{r} 102 \text{ units remaining} \\ \times \$2,000 \\ \hline = \$204,000 \text{ in building permit revenues} \end{array}$$

This number will depend largely on how the city chooses to apply the street excise tax and park fees.

Disadvantages of Annexation

1. Most of the disadvantages are related to the extension of public services to the annexed area, which are discussed below.

What impact does it have on the city?

The impact of annexation on the city can depend largely on what type of development will occur in the area to be annexed. I am largely of the opinion that residential development does not pay for itself, which means that a purely residential city will lose money in the long-term, unless they have very high tax rates to off-set the costs. The reasoning behind this is that, in general, the costs of providing services to residential areas outweighs the benefits of their tax revenue and in order for a city to be viable, it must have a balance of residential and non-residential tax base. Therefore, if one is to believe that residential development does not pay for itself, the annexation would not be advised.

Police Protection

The annexed area will require the Basehor Police Department to begin providing police service to the area in terms of patrols, call response, etc. However, the Police Chief indicated that the annexation will not have a significant impact on the Police Department in terms of workload.

Public Works – Street Maintenance

Victory Crest includes approximately 6,000 lineal feet of streets, which will become the responsibility of the city maintenance crews upon annexation. Most likely, that portion of Fairmount Road adjacent to the subdivision will also become the responsibility of the city for maintenance purposes. Additional fuel costs and travel time will occur due to the distance of Victory Crest from the existing city limits.

The streets in Phase I of the subdivision are already constructed to the city's current design standards, according to Joe McAfee, the design engineer. Phase II will also be built to the current standard. Therefore, the city will not be taking in substandard streets. The sewer system is also designed to current city standards.

What advantages does annexation offer to residents on the perimeter?

1. In a case where the subdivision is connected to a city facility (i.e. sewer), the homeowner's within the subdivision have no representation by the elected officials that preside over the public facility. They also have no voting rights within the city. Therefore, the residents in Victory Crest, by being annexed, will have political representation within the city that controls their public sewer system.

2. The residents within the annexed area will also pay a lower sewer rate than if they remain in the County. Currently, sewer users in the unincorporated areas of the County pay a rate of 125% of what a city resident pays for sewer service. If annexation occurs, the residents in the annexed area will then pay the same rate as all other city residents.
3. The annexation area will have a higher level of public service than what they receive from the County. This should be especially realized in terms of police protection/response times.

Does the city receive any additional revenue by annexing property?

Short-Term

The city portion of the property taxes on a \$200,000 home are approximately \$525.61 per year, which is approximately 24% more than the same home that is located in the unincorporated County. Most of the homes in the Victory Crest will be in the \$200,000-\$250,000 range and there are a total of 106 lots in the subdivision. Therefore, the tax revenue resulting from the annexation of the entire subdivision at build-out will be approximately \$55,714.66 in today's dollar values. This will increase with the increase in any tax rates, mill levy rates, property valuations, etc.

Long-Term

The long-term costs of annexation are often overlooked. State statute requires that the annexing city have a plan for providing urban services for the annexed area as part of the annexation process. Usually these plans specify a time-period for when the city intends to extend urban services, including water, sewer, fire and police protection. In the case of Victory Crest, the city has already provided sanitary sewer service, fire protection is provided by Fairmount Township regardless of whether it is in the city or the county, and water is provided by a private firm. Therefore, the real costs associated with the annexation will come from the provision of street maintenance on Fairmount Road and internal streets and for providing police service. However, the specific costs associated with providing services to the annexed area are undetermined at this time.

What formula is used in planning to weigh the impact on city government?

To my knowledge there is no standard formula used to determine if annexation is an advantage.

Does it make any difference how far out a subdivision is, in terms of expense for public works to maintain the streets?

Yes! Obviously, the further away from the main part of the city the annexation area is, the higher the costs associated with providing services to that area. However, neither the Police Chief nor the City Superintendent expressed concern with the increase in costs to provide service for Victory Crest.

October 12, 2006

City of Basehor
Dustin Smith
Basehor KS 66007

Re: Brooke-Lynne Development, LLC
Victory Crest (formerly known as Theno Estates)

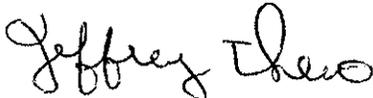
Dear Mr. Smith:

On behalf of Brooke-Lynne Development, LLC and Victory Crest (formerly known as Theno Estates), we are requesting that the City of Basehor voluntarily annex the subdivision at no additional cost to Brooke-Lynne Development LLC.

Please feel free to contact us for further discussion.

Sincerely,

Jeffrey Theno
Managing Member

A handwritten signature in black ink that reads "Jeffrey Theno". The signature is written in a cursive style with a large, prominent initial "J".

CITY OF BASEHOR

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



APPLICATION FORM

Project Name & Description Howard Theno & Son Builders, Inc.		Total Site Acreage Lots 1, 44, 50	Present Zoning PUD
Legal Description (May be attached as separate sheet) See attachments			Proposed Zoning R-1
Project Address / General Location 14210 Fairmount Road Basehor, Kansas 66007			Presubmittal Date
Parcel ID Number (CAMA Number) 156-1300000016			Floor Area Classification NA
Property Owner Name Howard Theno & Son Builders, Inc.	Phone 913/207-5178	Fax	
Property Owner Address 15805 Fairmount Road	City Basehor	State Kansas	Zip 66007
Applicant's Name (if different from above)	Phone	Fax	
Applicant's Address	City	State	Zip
Applicant's mobile phone	Property Owner and/or Applicant's E-mail address		

APPLICATION TYPE

<input checked="" 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 type="checkbox"/> Final Plat / Replat

PROJECT INFORMATION

Existing 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"/> 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	Maximum Lot Size	Minimum Lot Size	Average Lot Size
-------------------------	------------------	------------------	------------------

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 *Jeff Theno* 7/31/09
 Signature Date

Office Use Only

<input type="checkbox"/> Filing Fee \$ _____	<input type="checkbox"/> Received by _____	<input type="checkbox"/> # of Plans _____
<input type="checkbox"/> Attached Legal Description	<input type="checkbox"/> Property Ownership List	

July 31, 2009

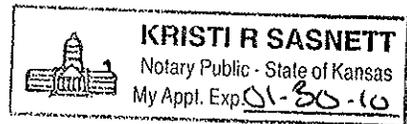
TO: City of Basehor, Kansas
RE: Re-zoning and Annexation

I am the owner of three parcels in Theno Estates. Those parcels are Lots 1, 44, and 50. These lots are located at 14210 Fairmount Road, Basehor, Kansas, 66007. I am aware these properties are currently zoned PUD (Planned Unit Development) and would approve a rezoning and annexation of them as Residential Development.

Howard Theno & Son Builders, Inc.

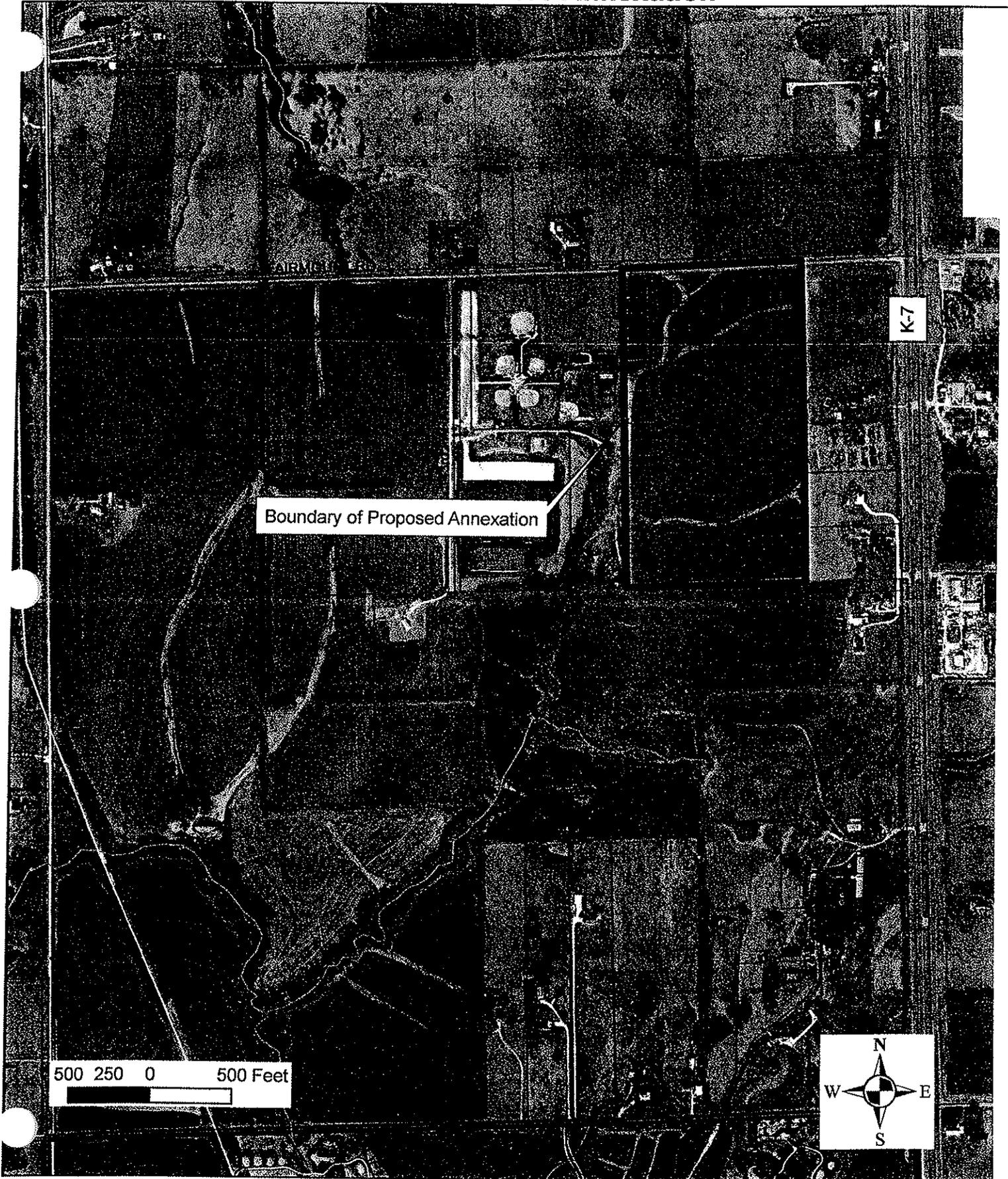

Jeffrey Theno


Notary Public



My Commission Expires _____
(stamp)

Theno Estates Annexation



ORDINANCE NO. _____

AN ORDINANCE AMENDING ORDINANCE 503 PERTAINING TO BUILDING CODE REQUIREMENTS FOR SPRINKLER SYSTEMS

WHEREAS, Ordinance 503 adopted the International Building Code, 2003 Edition, to govern building within the City of Basehor and, in connection therewith, certain revisions were made to the 2003 Code, to include revisions pertaining to sprinkler systems; and

WHEREAS, the Governing Body believes it is in the best interest of the City to delete certain revisions to the 2003 Code provided for by Ordinance 503, which revisions are unnecessary for the public health and safety, and may constitute a barrier to new construction within the City.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF BASEHOR, KANSAS:

SECTION 1. The revisions to Sub-Sections 903.1 through 903.5 of Section 903 of the International Building Code, 2003 Edition, which revisions are indicated in Section 2 of Ordinance 503 are hereby repealed. Said Sub-Sections, as contained within the 2003 International Building Code and without the revisions provided for by Ordinance 503, shall apply to construction commenced after the effective date of this Ordinance. All other revisions, provisions, sections, and requirements of Ordinance 503 shall remain in full force and effect.

SECTION 2. This ordinance shall take effect and be enforced from and after its publication once in the official city newspaper.

PASSED by the Governing Body of the City of Basehor, and approved by the Mayor on the ____ day of _____, 2009.

TERRY HILL, Mayor

ATTEST:

MARY MOGLE, City Clerk

APPROVED AS TO FORM:

Patrick G. Reavey, City Attorney

MEMO

To: Mayor & Council
From: Patrick Reavey, City Attorney
cc: Mark Loughry, City Administrator
Re: Resolution to make changes to Personnel Policy Manual by resolution
Date: December 7, 2009

On November 16, the City Council adopted Ordinance 563 amending Section 1-401 of Article 4 of Chapter 1 of the City Code to allow for revisions to the Uniform Personnel Policies and Guidelines Manual (hereinafter "Manual") to be made by Resolution rather than by Ordinance. Because the Manual contains a provision indicating any revisions to such Manual will be made via the same process as the Manual was adopted (which was by Ordinance), it is my recommendation that this provision of the Manual be revised (via the enclosed Resolution) to make it clear that any future revisions to the Manual will be by Resolution. Making this clear will avoid any argument that the Manual creates the mistaken impression that any revisions to the Manual will be implemented by Ordinance instead of Resolution.

RESOLUTION NO. _____

A RESOLUTION AMENDING SECTION A-5 AMENDMENT OF POLICIES OF ARTICLE A. GENERAL, OF THE UNIFORM PERSONNEL POLICIES AND GUIDELINES FOR THE CITY OF BASEHOR TO INDICATE THAT ANY REVISIONS TO SAID POLICIES AND GUIDELINES WILL BE BY RESOLUTION OF THE GOVERNING BODY

THEREFORE, BE IT RESOLVED THAT Section A-5 of Article A. General, of the Uniform Personnel Policies and Guidelines for the City of Basehor shall indicate that any revisions to said Policies or Guidelines shall be by Resolution of the Governing Body, and any revisions so made shall be communicated to employees governed by the same.

Passed by the Governing Body of the City of Basehor, Kansas this 21st day of December, 2009.

Mayor Terry Hill

ATTEST:

Mary A. Mogle, City Clerk

APPROVED AS TO FORM:

Patrick G. Reavey, City Attorney

A-5. Amendment of Policies.

These policies may be amended from time-to-time in the same manner as they were adopted.

PROPOSED WAGE PLAN 2010

For the past few weeks the department heads along with the treasurer have met to develop a proposal regarding the 2010 wage plan that will be beneficial for the employees as well as the city.

During the 2010 budget process the council approved an 8% increase which amounts to \$95,869.

During our discussions we identified a few positions that we felt needed to be adjusted and brought in line with surrounding cities before we started looking at the overall wage plan. In the past these adjustments have been made as a means of trying to bring our salaries in line with some of the other surrounding cities to avoid losing a well trained and valued employee to another city simply because of better pay. The city has been working on this problem for the past few years and we feel we are getting closer to being very competitive with surrounding cities. The positions that we identified this year as needing adjusted are:

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

These positions will all be adjusted by an 8% increase with the exception of Animal Control which will be adjusted by 12%. These adjustments equal \$12,874.40 or 13% of the allotted amount.

We are then recommending a 2.5% COLA across the board for all employees. This reflects 31% of the allotted amount and is equal to \$29,383.44.

Additionally, we are recommending a merit increase of up to 3%. The amount awarded for merit increase will be based on employee annual evaluations. This increase will be a percentage directly reflective of the scores received in evaluation of certain key elements of their jobs. The evaluations are to be completed by department heads and approved by the City Administrator. If the maximums were given to everyone, the increases would equal \$34,705.36 or 36% of the allotment. Keep in mind it is very unlikely that everyone will receive the maximums.

We are then recommending that the city acquire Long Term Disability/Short Term Disability for all employees. The cost for this benefit to the employees is estimated at \$6,200 or 7% of the total allotment. (See attached proposal)

We are then recommending that the city keep \$12,705.80 or 13% of the allotment and apply it to the increasing cost of other benefits (medical, dental, eye, etc.) that the city provides for its employees. With this recommendation we are hoping to offset the increase cost to the city for benefits that are provided for the employees. If there is an increase in any of the benefits that the city provides there will be money that has been budgeted to offset these costs in hopes of not increasing the amount employees are required to pay. If the cost of a benefit that is paid for by the city should go down then this money could be used to lower the city and employee cost of the benefit proportionately.

In summary this is how we have divided the budgeted 8%.

Total pool to start with -	95,869	100%
Adjustments	12,874.40	13%
COLA - 2.5%	29,383.44	31%
Merit - 3%	34,705.36	36%
Long Term/Short Term Disability	6,200.00	7%
Offset other benefit cost	12,705.80	13%
	Total 95,869	100%

We all feel this is a fair and equitable way of dividing the funds that were allotted to the city for employee increases.

We have also realigned the wage plan for the city creating a better breakdown of ranges with only minimum and maximum amounts of pay in each range. We have divided the wage plan into two categories (hourly employees and salary employees). We will be doing away with the current step increases. The ranges were set up based on MARC standards (see attached) and have a 2.5% margin between each range for the minimum amounts and the maximums are figured on a 60% margin and top out at 20 years of service. (see attached)

These changes will be a benefit to the city as well as the employees. The city will save money by having funds available to offset the rising cost of benefits for employees when they occur. There will not be any mid-year step increases that have not been budgeted for which will save the city money. The new wage plan will make it very clear which range an employee should be placed in when hired. This plan is designed to be submitted annually as part of the budget process.

It is our recommendation as department heads that council consider the above designed proposal. We believe by adopting this plan we have shown how these changes will benefit the city and employees during tough economic times.

HOURLY EMPLOYEES

Range	Title	Minimum	Maximum
0	Seasonal employment	hourly	hourly
1		10.98	17.56
2		11.25	18.00
3	Maintenance Worker (1)	11.53	18.44
4		11.82	18.92
5		12.12	19.40
6		12.42	19.88
7	Police Clerk	12.73	20.37
8	Wastewater Operator (1)	13.04	20.86
	Receptionist/Utility Clerk	13.04	20.86
9		13.37	21.40
10		13.70	21.92
11	Part-time police officers	14.05	22.48
12		14.40	23.04
13	Police Court Clerk	14.76	23.61
	Maintenance Worker (2)	14.76	23.61
14	Police Officer (1) No academy	15.13	24.20
	Assistant City Clerk	15.13	24.20
	Administrative Assistant	15.13	24.20
15	Animal Control Officer	15.51	24.81
16	Police Officer (2)	15.89	25.42
17		16.29	26.07
18		16.70	26.72
19	Building Code Inspector	17.12	27.39
20	Wastewater Operator (2)	17.54	28.06
21	Police Sergeant	17.98	28.76
	City Treasurer	17.98	28.76
	City Planner	17.98	28.76
22		18.43	29.49
23		18.89	30.22
24		19.37	31.00
25		19.85	31.76
26	Police Lieutenant/Detective	20.34	32.54
27		20.85	33.36
28		21.37	34.19
29		21.91	35.06
30	City Clerk	22.45	35.92
	City Superintendent	22.45	35.92

SALARIED EMPLOYEES

Range	Title	Minimum	Maximum
AA	City Engineer	30.20	48.32
	Finance Director	30.20	48.32
BB	Chief of Police	30.95	49.52
CC	Assistant City Administrator	31.73	50.77
DD		32.52	52.04
EE	City Administrator	33.33	53.33

MARC 2009 WAGE SCALE

RANGE	TITLE	MINIMUM	MAXIMUM
1	Parks Laborer	\$9.78	\$19.89
	Clerical	\$10.88	\$16.18
	Maintenance Worker 1	\$10.98	\$17.23
	Animal Control Officer	\$11.01	\$19.33
	Police Clerk	\$11.15	\$20.29
2	Management Intern	\$11.44	N/A
	Maintenance Worker 2	\$11.77	\$19.51
3	Wastewater Operator 1	\$12.81	\$20.78
	Court Clerk	\$13.40	\$29.66
	Wastewater Operator 2	\$14.01	\$23.16
4	Assistant City Clerk	\$14.63	\$26.04
	Police Officer 2	\$14.99	\$25.31
	Treasurer	\$15.00	\$48.85
	Police Officer 3	\$15.48	N/A
5	Police Corporal	\$17.27	\$28.58
	Police Sgt.	\$17.96	\$30.87
	Building Code Inspector	\$18.30	\$25.34
	Planner	\$18.57	\$29.62
6	Lieutenant/Detective	\$20.36	\$32.34
	City Clerk	\$22.93	\$35.40
	Chief of Police	\$25.24	\$49.39
	City Superintendent	\$25.81	\$47.79
	Planning Director	\$28.26	\$47.67
	City Administrator	\$32.76	\$63.47
	City Engineer	\$26.00	\$45.56

**City of Basehor
2009 WAGE SCALE**

Range	Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	Parks Laborer	\$9.78	\$10.02	\$10.42	\$10.12	\$10.37	\$10.63	\$10.90	\$11.17	\$11.45	\$11.74
	Clerical	\$10.88	\$10.72	\$10.99	\$11.26	\$11.54	\$11.83	\$12.13	\$12.43	\$12.74	\$13.06
	Maintenance Worker 1	\$10.98	\$10.82	\$11.09	\$11.36	\$11.65	\$11.94	\$12.24	\$12.54	\$12.86	\$13.18
	Animal Control Officer	\$11.01	\$10.84	\$11.12	\$11.39	\$11.68	\$11.97	\$12.27	\$12.58	\$12.89	\$13.21
	Police Clerk	\$11.15	\$10.99	\$11.26	\$11.54	\$11.83	\$12.13	\$12.43	\$12.74	\$13.06	\$13.39
2	Management Intern	\$11.44	\$11.28	\$11.56	\$11.85	\$12.14	\$12.45	\$12.76	\$13.08	\$13.40	\$13.74
	Maintenance Worker 2	\$11.77	\$11.59	\$11.88	\$12.18	\$12.48	\$12.79	\$13.11	\$13.44	\$13.78	\$14.12
3	Wastewater Operator 1	\$12.81	\$12.61	\$12.93	\$13.25	\$13.58	\$13.92	\$14.27	\$14.63	\$14.99	\$15.37
	Court Clerk	\$13.40	\$13.21	\$13.54	\$13.87	\$14.22	\$14.58	\$14.94	\$15.31	\$15.70	\$16.09
	Wastewater Operator 2	\$14.01	\$13.81	\$14.15	\$14.51	\$14.87	\$15.24	\$15.62	\$16.01	\$16.41	\$16.82
4	Assistant City Clerk	\$14.63	\$14.41	\$14.77	\$15.14	\$15.52	\$15.91	\$16.30	\$16.71	\$17.13	\$17.56
	Police Officer 2	\$14.99	\$14.77	\$15.14	\$15.51	\$15.90	\$16.30	\$16.71	\$17.12	\$17.55	\$17.99
	Treasurer	\$15.00	\$14.78	\$15.15	\$15.52	\$15.91	\$16.31	\$16.72	\$17.14	\$17.57	\$18.00
	Police Officer 3	\$15.48	\$15.25	\$15.63	\$16.02	\$16.42	\$16.83	\$17.25	\$17.69	\$18.13	\$18.58
5	Police Corporal	\$17.27	\$17.02	\$17.44	\$17.88	\$18.32	\$18.78	\$19.25	\$19.73	\$20.23	\$20.73
	Police Sergeant	\$17.96	\$17.93	\$18.38	\$18.84	\$19.31	\$19.79	\$20.29	\$20.79	\$21.31	\$21.85
	Building/Code Inspector	\$18.30	\$18.03	\$18.48	\$18.94	\$19.41	\$19.90	\$20.40	\$20.91	\$21.43	\$21.96
	Planner	\$18.57	\$18.30	\$18.75	\$19.22	\$19.70	\$20.20	\$20.70	\$21.22	\$21.75	\$22.29
	Lieutenant/Detective	\$20.36	\$20.06	\$20.56	\$21.08	\$21.60	\$22.14	\$22.70	\$23.26	\$23.85	\$24.44
7	City Clerk	\$22.93	\$22.59	\$23.16	\$23.73	\$24.33	\$24.94	\$25.56	\$26.20	\$26.85	\$27.52
8	Chief of Police	\$25.24	\$24.87	\$25.49	\$26.13	\$26.78	\$27.45	\$28.14	\$28.84	\$29.57	\$30.30
	City Superintendent	\$25.81	\$25.43	\$26.07	\$26.72	\$27.39	\$28.07	\$28.77	\$29.49	\$30.23	\$30.99
9	Planning Director	\$28.26	\$27.85	\$28.55	\$29.26	\$30.00	\$30.74	\$31.51	\$32.30	\$33.11	\$33.94
10	City Administrator	\$32.76	\$35.00	\$37.23	\$39.47	\$41.70	\$43.94	\$46.17	\$48.41	\$50.64	\$52.88

Notes:

(1) Steps are in 2.5% increments, represent two years of experience, and apply to both full and part time employees.

(2) Ranges based on starting wage at step 1 and increase by 15%.

(3) Non-KLET certified officers hired at the Officer 2 level.



BlueCross
BlueShield
of Kansas



Proposal of Coverage

Presented to: City of Basehor

Presented by: Lisa Toyne

Class

- One** | All active eligible full-time persons, excluding leased, contracted and 1099 employees.
- An eligible person means an individual who is a resident citizen of the United States or alien legally residing in the United States.
 - Employees must work at least 30 hours each week or the group may select a higher hourly requirement.
 - A non-contributory benefit must have 100 percent of the eligible, full-time members enrolled (not based on enrollment in a health plan). Late enrollees will be subject to back billing of premium due to AICK.

Long Term Disability (LTD)	Schedule of Benefits	Standard Features
Number of eligible employees	25	<input checked="" type="checkbox"/> Prior insurance credit
Minimum employee service requirement (or the group may select a longer period).	Present 30 days Future 30 days	<input checked="" type="checkbox"/> 10% or \$100 minimum benefit
Benefit percentage	66 2/3%	<input checked="" type="checkbox"/> Three-month survivor benefit
Benefit maximum	6,000	<input checked="" type="checkbox"/> Waiver of premium
Elimination period	90 days	<input checked="" type="checkbox"/> Return to work incentive
Benefit duration	ADEA 1 w/SSNRA	<input checked="" type="checkbox"/> Cost of living freeze
Integration approach	Primary & Family	<input checked="" type="checkbox"/> Accumulation of elimination period
Pre-existing conditions limitation	12/12/24	<input checked="" type="checkbox"/> Mental illness & substance abuse benefit
Own occupation period	24 months	<input checked="" type="checkbox"/> Recurrent disability benefits
Benefit calculation/loss of income (residual)	Yes	<input checked="" type="checkbox"/> Recommended treatment
COLA - 1/2 CPI or 3% with 5 adjustments	Yes	<input checked="" type="checkbox"/> Rehabilitation
Monthly covered payroll	81,172	<input checked="" type="checkbox"/> Family care credit
Premium rate	.30%	<input checked="" type="checkbox"/> Workplace modification benefit
Estimated monthly premium	\$ 243.52	<input checked="" type="checkbox"/> Job offered but refused
Rates are guaranteed to your groups anniversary date.		

- Salaried benefits are calculated using basic annual earnings. Covered earnings will not include commissions, bonuses, overtime or any other extra compensation.
- The rates for term life, ad&d, short term disability and long term disability benefits are to be sold as a package. Rates may change if sold separately.

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.

- 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
- contributions you make through a salary reduction agreement with the Employer to:
 - an Internal Revenue Code (IRC) Section 401(k), 403(b) or 457 deferred compensation arrangement;
 - an executive non-qualified deferred compensation arrangement; or
 - 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.

Authorization - This proposal is based on the assumption that all employees are actively at work and not out on disability. Any variation to the proposed plan or census could cause a rate adjustment.

Effective date of coverage

Executive contact signature

Date signed

Agent representative

Date signed

This quotation is guaranteed for 90 days from the date it was prepared, on November 10, 2009. Enrollment material must be received at least two weeks before the effective date of coverage.

LTD AICK 05/09



BlueCross
BlueShield
of Kansas



Proposal of Coverage

Presented to: City of Basehor

Presented by: Lisa Toyne

Class

One | All active eligible full-time persons, excluding leased, contracted or 1099 employees.

- An eligible person means an individual who is a resident citizen of the United States or alien legally residing in the United States.
- Employees must work at least 20 hours each week or the group may select a higher hourly requirement.
- A non-contributory benefit must have 100 percent of the eligible, full-time members enrolled (not based on enrollment in a health plan). Late enrollees will be subject to back billing of premium due to AICK.

	Schedule of Benefits	Lives	Rate	Volume	Premium
Short term disability (STD)	66 2/3% of basic weekly wage to a maximum of \$1,000	25	.22/\$10 unit	1,237.0/\$10 units	\$ 272.14

Rates are guaranteed to your groups anniversary date.

- A loss of income must be demonstrated to be eligible for benefits. Owners may not be eligible for coverage.
- STD benefits begin on the 15th day for accidental injury; 15th day for sickness. Maximum benefit period: 13 weeks.
- Salaried benefits are calculated using basic annual earnings. Covered earnings will not include commissions, bonuses, overtime or any other extra compensation.
- Short term disability benefits are non-occupational.
- Benefits may be reduced by other income received during the disability but will not be reduced to an amount less than the minimum weekly benefit while a benefit is payable. The maximum benefit period will reduce 50 percent at age 70. Coverage terminates at retirement.
- The rates for term life, ad&d, short term disability and long term disability benefits are to be sold as a package. Rates may change if sold separately.

Authorization

This proposal is based on the assumption that all employees are actively at work and not out on disability. Any variation to the proposed plan or census could cause a rate adjustment.

Effective date of coverage

Executive contact signature

Date signed

Agent representative

Date signed

This quotation is guaranteed for 90 days from the date it was prepared, on November 10, 2009. Enrollment material must be received at least two weeks before the effective date of coverage.

Memorandum

To: Mark Loughry
CC: Mary Mogle, Mr. Mayor and City Council
From: Mark Lee, Building Official
Date: 12/7/09
Re: Council Meeting/Consider resolution for abatement of Municipal code violations

Mark Lee, Building Official Recommendations

History: On October 27, 2009 a violation letter was sent to the registered owners of 15821 Willow Drive. This letter was in regards to a large pile of debris removed from the home and placed in the back yard.

The letter gave the homeowner a time limit of 10 days to remove the debris from said property the violation letters came back undeliverable. The homeowners are no longer picking up mail at the current mailing address and no forwarding mail address is known.

I am bringing forth a resolution that would allow the city to abate the violation after another 10 day grace period in which the homeowner could at that time request a hearing before the governing body. If such a hearing is not asked for by the property owner then the city has the right to abate without further notice. In conjunction with this all incurred costs would be directly billed to the property owner and if not paid would then be assessed against the property.

RESOLUTION NO. _____

ORDER OF VIOLATION OF SECTIONS 8-101 OF ARTICLE 1 AND SECTION 8-208 OF ARTICLE 2 OF CHAPTER VIII OF THE CITY CODE FOR PROPERTY LOCATED AT 15821 WILLOW DRIVE

NOW THEREFORE, BE IT ORDAINED by the Governing Body of the City of Basehor that you -- as the owner or occupier of the property located at 15821 Willow Drive -- are in violation of Section 8-101 of Article 1 and Section 8-208 of Article 2 of Chapter VIII of the City Code for the following reasons:

You are allowing to exist on your property the following: *Filth, lumber, rocks, any other offensive or disagreeable things or substances as well as unsightly and hazardous conditions.*

You shall have **10 days** from the date this Order is served on you to request a hearing before the Governing Body pursuant to Section 8-109. Such request for hearing must be made in writing and filed with the City Clerk. You shall have **10 days** from the date this Order is served on you to abate the conditions listed herein above. Your failure to abate the conditions listed above, or to request a hearing, will result in you being prosecuted in Municipal Court for such violations and/or the City may abate the conditions itself and assess the costs for the same to your property, which assessment shall constitute a lien against your property.

IT IS SO ORDERED BY THE GOVERNING BODY OF THE CITY OF BASEHOR, KANSAS AND APPROVED BY THE MAYOR ON THE _____ DAY OF _____, 2009.

(seal)

TERRY HILL, Mayor

ATTEST:

APPROVED AS TO FORM:

MARY ANNE MOGLE, City Clerk

PATRICK G. REAVEY, City Attorney

CERTIFICATE OF SERVICE

A copy of the foregoing Order was served on _____, 2009 by

_____ Certified Mail, Return Receipt Requested

_____ Personal Service

_____ Door Hangers, Conspicuous Posting, Personal Notification, Telephone
Communication, or First Class Mail [only allowed in certain circumstances]

on:

[OWNER OR OCCUPIER OF PROPERTY]

[OWNER OR OCCUPIER OF PROPERTY]

MARK LEE, Code Enforcement Officer



The City of Basehor

October 27, 2009

Richard & Tammy Hayes
PO Box 37
Basehor, KS 66007

CC: Hazel Hayes

RE: CODE VIOLATION AT 15821 WILLOW STREET

Mr. & Mrs. Hayes,

In an effort to maintain the City of Basehor as a safe, clean and attractive city in which to reside in; certain codes and ordinances have been put into effect which regulates property maintenance.

You are hereby being found to be in violation of the following Municipal Codes of the City of Basehor:

Chapter VIII; Article 1: Health Nuisances and Article 2: Environmental Code, these municipal code sections state:

8-101: NUISANCES UNLAWFUL; DEFINED. It shall be unlawful for any person to maintain or permit any nuisance within the city as defined, without limitation, as follows:

(a) Filth, excrement, lumber, rocks, dirt, cans, paper, trash, metal or any other offensive or disagreeable thing or substance thrown or left or deposited upon any street, avenue, alley, sidewalk, park, public or private enclosure or lot whether vacant or occupied;

(g) All articles or things whatsoever caused, kept, maintained or permitted by any person to the injury, annoyance or inconvenience of the public or of any neighborhood;

8-105: NOTICE. Any person, corporation, partnership or association found by the public officer to be in violation of section 8-101 shall be served a notice of such violation. The notice shall be served by restricted mail, postage prepaid, return receipt requested; provided that if the owner or his or her agent in charge of the property is a resident of Leavenworth County, Kansas, the notice may personally be served by the public officer or a law enforcement officer. (K.S.A. 12-1617e; Ord. 222, Sec. 18)

8-106: SAME; CONTENTS. The notice shall state the condition(s) which is (are) in violation of section 8-101. The notice shall also inform the person, corporation, partnership or association that

(a) He, she or they shall have 10 days from the date of serving the notice to abate the condition(s) in violation of section 8-101; or

(b) He, she or they have 10 days from the date of serving the notice to request a hearing before the governing body of the matter as provided by section 8-109;

(c) Failure to abate the condition(s) or to request a hearing within the time allowed may result in prosecution as provided by section 8-107 and/or abatement of the condition(s) by the city as provided by section 8-108.

(Ord. 222, Sec. 19)

8-108: ABATEMENT. In addition to, or as an alternative to prosecution as provided in section 8-107, the public officer may seek to remedy violations of this section in the following manner. If a person to whom a notice has been sent pursuant to section 8-105 has neither alleviated the conditions causing the alleged violation nor requested a hearing before the governing body within the time periods specified in section 8-206, the public officer may present a resolution to the governing body for adoption authorizing the public officer or other agents of the city to abate the conditions causing the violation at the end of 10 days after passage of the resolution. The resolution shall further provide that the costs incurred by the city shall be charged against the lot or parcel of ground on which the nuisance was located as provided in section 8-110. A copy of the resolution shall be served upon the person in violation in one of the following ways:

(a) Personal service upon the person in violation;

(b) Service by restricted mail, postage prepaid, return receipt requested; or

(c) In the event the whereabouts of such person are unknown and the same cannot be ascertained in the exercise of reasonable diligence, an affidavit to that effect shall be made by the public officer and filed with the city clerk, and the serving of the resolution shall be made by publishing the same once each week for two consecutive weeks in the official city newspaper and by posting a copy of the resolution on the premises where such condition exists.

(Ord. 222, Sec. 21)

8-109: HEARING. If a hearing is requested within the 10 day period as provided in section 8-106, such request shall be made in writing to the governing body. Failure to make a timely request for a hearing shall constitute a waiver of the person's right to contest the findings of the public officer before the governing body. The hearing shall be held by the governing body as soon as possible after the filing of the request therefore, and the person shall be advised by the city of the time and place of the hearing at least five days in advance thereof. At any such hearing, the person may be represented by counsel, and the person and the city may introduce such witnesses and evidence as is deemed necessary and proper by the

governing body. The hearing need not be conducted according to the formal rules of evidence. Upon conclusion of the hearing, the governing body shall record its determination of the matter by means of adopting a resolution and serving the resolution upon the person in the matter provided in section 8-108. (Ord. 222, Sec. 22)

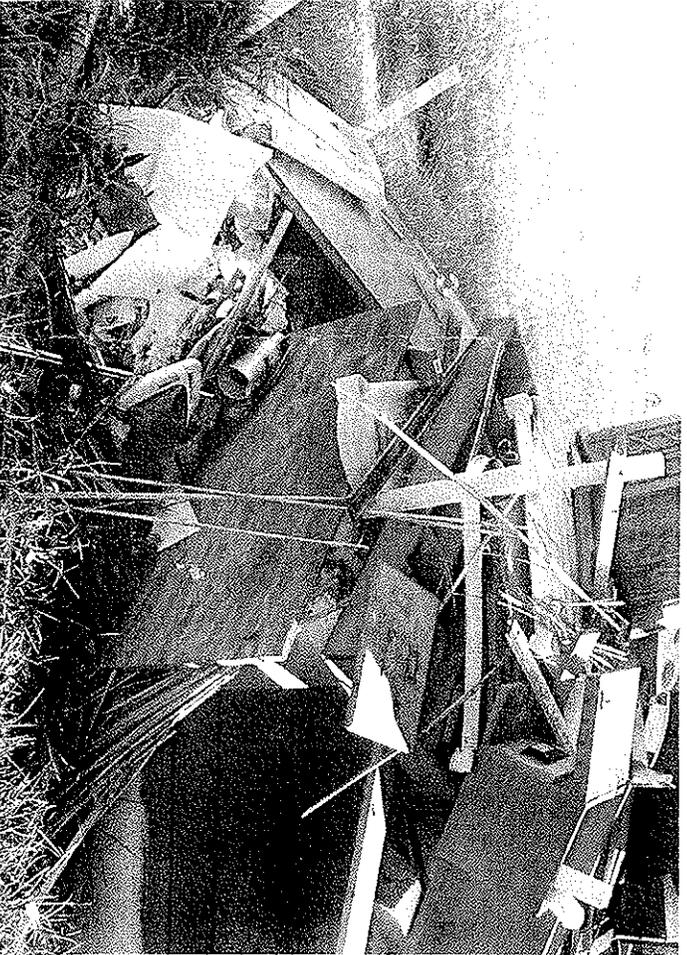
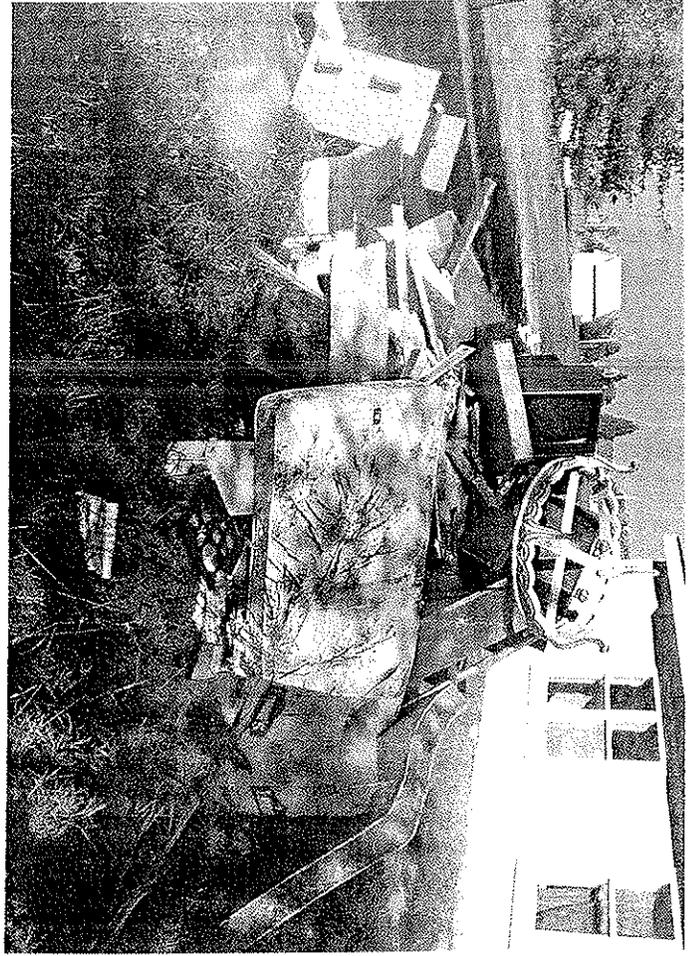
8-202: LEGISLATIVE FINDING OF FACT. The governing body has found that there exist within the city unsightly and hazardous conditions due to: dilapidation, deterioration or disrepair of walls, siding, fences or structure exteriors; accumulations increasing the hazards of accidents or other calamities; structural defects; uncleanliness; unsightly stored or parked material, equipment, supplies, machinery, vehicles or parts thereof. Such conditions are inimical to the general welfare of the community in that they have a blighting influence on the adjoining properties, the neighborhood and the city, or are injurious to the health and safety of the residents of the city. **The governing body desires to promote the public health, safety and welfare by the repair, removal, abatement, and regulation of such conditions in the manner hereafter provided.** (Ord. 222, Sec. 1)

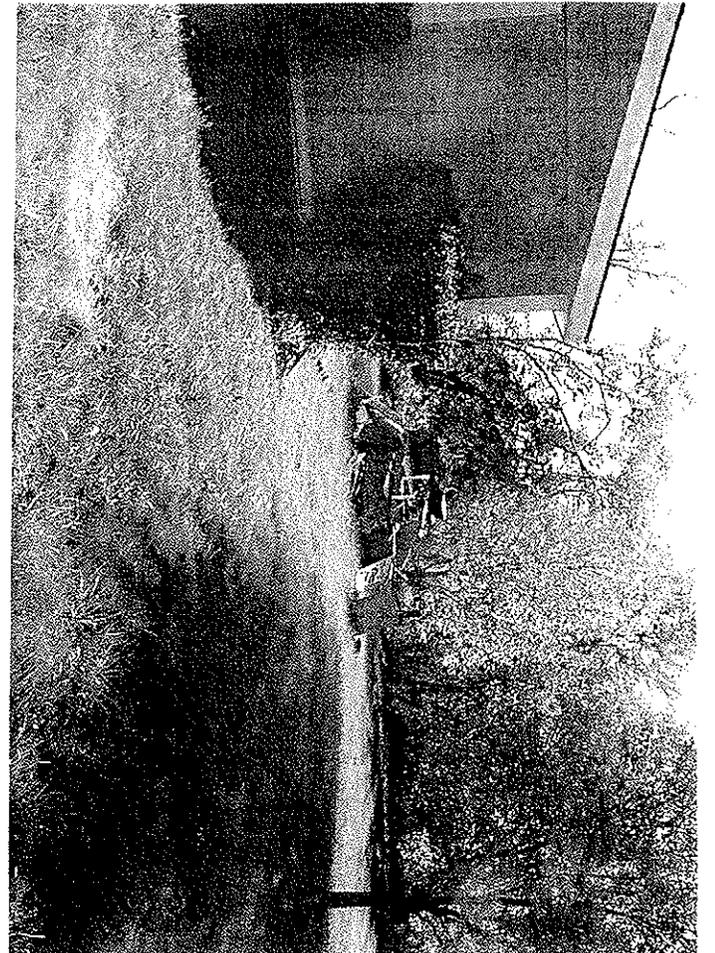
The accumulation of large amounts of debris behind the house must stop immediately and shall be removed from the premises within the allotted timeframe (ten days) the entire area around the structure must also comply with city codes, the pool must be removed, excess debris from tree line as well as general clean-up. If the debris is not removed within the allotted timeframe the city will precede with abatement and all incurred costs will be assessed against the property.

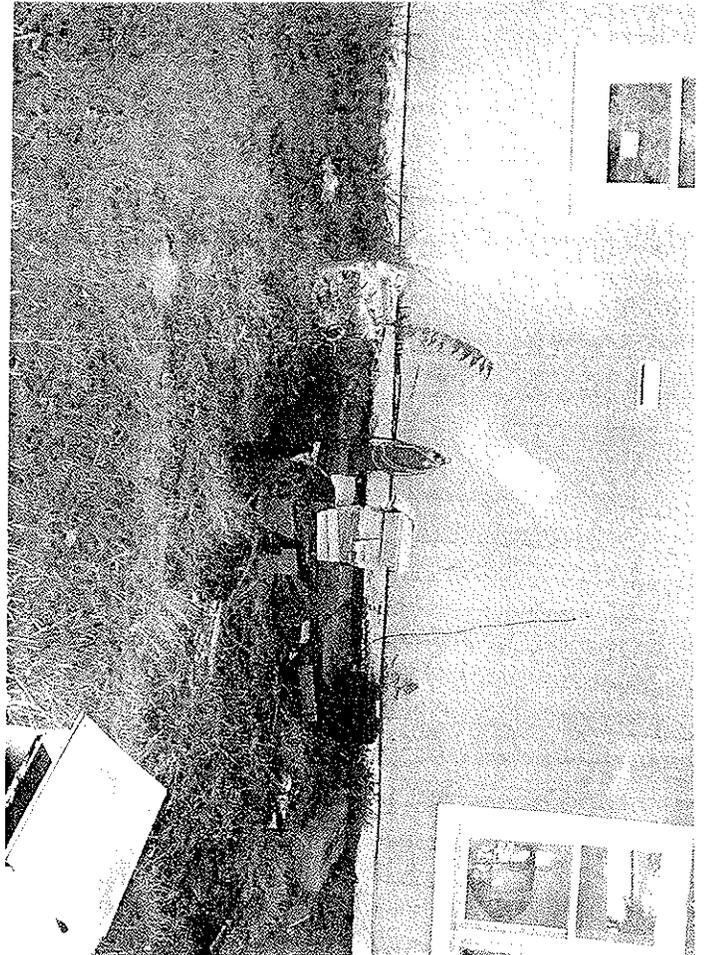
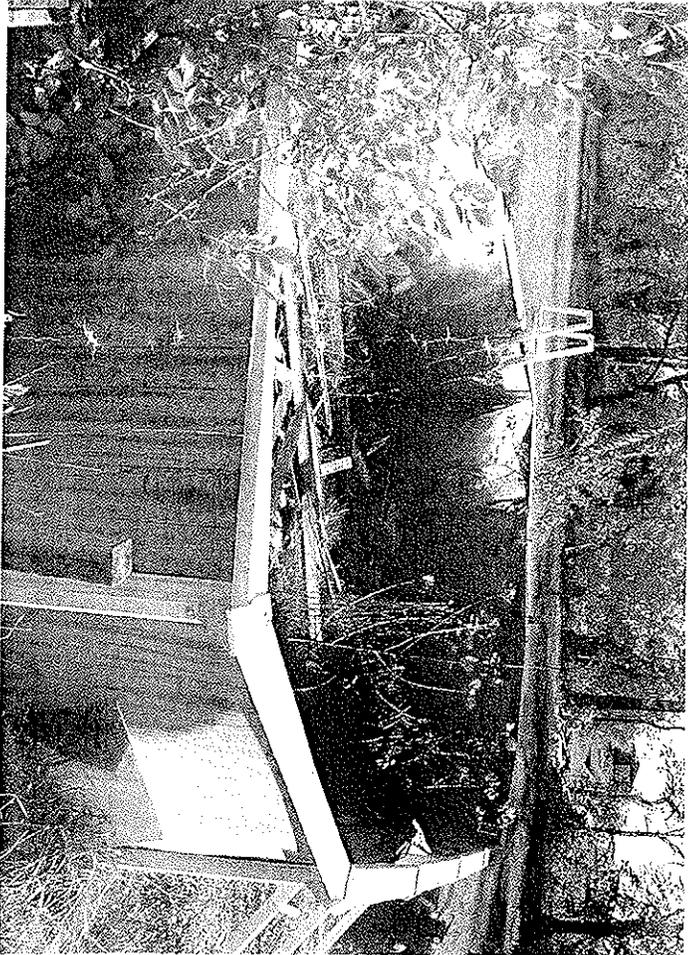
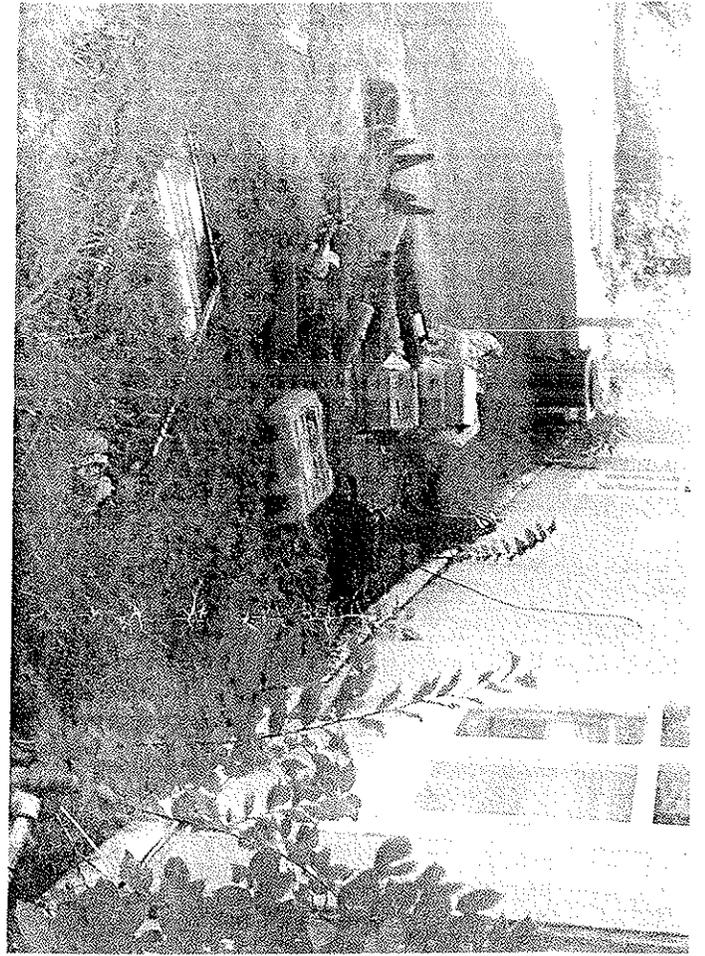
Respectfully,

Mark J. Lee

Mark J. Lee
Building Official
Codes Enforcement Officer
City of Basehor







Memo

Date: December 7, 2009

To: Mayor and City Council

From: Mark Loughry, City Administrator

Re: City Administrator's Report

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

1. November 2, 2009 Work Session Minutes – For Review
2. December 2009 Calendar of Events
3. Legislative Breakfast Letter

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

**Minutes
WORK SESSION**

**BASEHOR CITY COUNCIL
November 2, 2009
7:00 p.m.
Basehor City Hall**

Official Presiding: President Jim Washington

Members Present: David Breuer, Iris Dysart, Dennis Mertz, Bill Moyer
Members Absent: Mayor Terry Hill

Staff Present: Mark Loughry, Lloyd Martley, Mary Mogle, Gene Myracle,
Patrick Reavey

Newspaper: Kaitlyn Syring, *Basehor Sentinel*

In the absence of Mayor Hill, Council President Jim Washington called the work session to order with all members present. The city attorney was in attendance.

1. Steve Jack, LCDC Executive Director – Quarterly Update

LCDC Executive Director Steve Jack gave a PowerPoint presentation highlighting past and future projects. Mr. Jack requested Council input as to what the City would like to see LCDC work on to assist in the area of economic development.

LCDC President Dan Gutshall thought it would be helpful if the City of Basehor developed some written policies regarding incentives, zoning, and infrastructure. This would assist the organization when approaching perspective developers and business owners.

Council requested LCDC research what they could do to help promote retail development in the City (i.e. Wolf Creek, Pinhurst, Honey Creek) and the possibility of setting one or two definable goals to work toward for year 2010.

Mr. Jack reported they have budgeted \$70,000 to spend on advertising next year.

2. Basehor Athletic Association Proposal

Basehor Athletic Association (BAA) President Ty Garver (14100 Nelson Ct) and three board members were present to request financial assistance from the City of Basehor. Mr. Garver explained the proposal was a starting point and hoped to open a dialogue with

the Council. The BAA was in need of a \$10,500 donation immediately to make an interest payment and then requested an additional \$40,000 for year 2010. Mr. Garver explained the baseball and softball program included over 400 participants and the football program included about 100 participants.

Although Council agreed the facility was an asset to the community, it was a concern that the organization did not have a balanced budget.

Council discussed the possibility of creating a Recreation Commission through the City and Basehor-Linwood School District and directed the city administrator and Councilmember Mertz to obtain more information and report back at the December work session.

3. Mark Lee, Building Inspector/Codes Enforcement Officer – Update on Flood Plain issues.

Building Inspector Mark Lee explained the Federal Emergency Management Agency (FEMA) had updated the flood plain maps earlier this year which has created some issues for area property owners. Residents that should not be in flood areas are now shown in flood zone classifications and must now purchase flood insurance. Mr. Lee explained FEMA was talking about doing a revalidation to correct the maps. Until then, a property owner would be responsible for costs to survey and file all necessary paperwork correcting their individual properties.

Council discussed that although this was not a City issue, a letter should be sent to Congresswoman Lynn Jenkins and other congressional and legislative representatives in an effort to make them aware of the issues and hopefully assist with map corrections.

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The city administrator informed Council that he included this item on the agenda in anticipation of having figures ready on what it would take to finish the Wolf Creek Parkway project; however, the information is not available at this time.

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A revised Interlocal Agreement was provided by the County regarding connection fees for Glenwood Estates, Sewer District No. 3. The new agreement would allow residents of the District to pay a discounted sewer connection fee of \$2,000 in lieu of 100% annexation. The city administrator provided a spreadsheet showing anticipated revenue and project costs.

Council discussed creating an impact fee for unplatted properties that developed along the sewer main route in a effort to recoup lost revenue. The County would recoup their expenses when General Obligation Bonds were issued; however, the school district would not have a means to recoup the \$200,000 they would contribute toward the project.

6. Technology Agreement

Due to a conflict of interest President Washington turned the gavel over to Councilmember Dysart and left the room during discussion.

Current technology is in need of upgrading. The city administrator solicited proposals from four companies, Mulberry Tech, The Purple Guys, Redwood Technologies, and Erickson Solution Groups. Of the four companies interviewed The Purple Guys provided the most comprehensive service for a reasonable amount of money (\$24,900/yr). The proposals do not include equipment. Once a company is selected, they will come on site and perform an audit and provide recommendations. Although this was not a budgeted expense, money is available in the General Fund.

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Payroll and Human Resource services have become time consuming for staff and in some areas staff did not have the expertise needed. To outsource payroll with ProPayroll, it would cost approximately \$3,000 per year. The City would also have the option to have employees clock in and out by a time clock or computer and time would be uploaded to the service provider.

Human Resource Solutions would provide services such as background checks, assist with the hiring and exit process, worker's compensation, and develop Personnel policies. The cost for this service would be \$550 per month.

Council had no issues with the city administrator moving forward on the ProPayroll and Human Resource Solutions services since they were within his spending authority.

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The city administrator announced he would like input from the Governing Body as to who they would like to see work on a committee to help promote the Neighborhood Revitalization Plan and the steps necessary to proceed.

It was suggested that Councilmember Breuer and the city administrator work on possible names. Councilmember Breuer agreed to facilitate the committee and Councilmember Mertz volunteered to participate as a member. It was decided representatives from the School District, Chamber of Commerce, real estate companies, banks, builders, lumber company and developers should be asked to participate on the committee. Staff was directed to put together literature regarding the plan and possible promotion ideas.

It was also recommended that information be provided to the potential 400 workers and staff associated with the new Veterans Administration project.

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The city attorney will draft an ordinance amending the Code of Basehor and a resolution adopting amendments to Article R of the Personnel Policies and Guidelines manual.

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The city attorney explained the law changed where the City could no longer hold a landlord liable for his tenants' delinquent bill unless the City took the property owner to court. Council discussed the possibility of creating a deposit or connection fee process.

There were no recommended changes to the proposed ordinance at this time.

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The city administrator announced it was his intent to go out for bids next year.

Submitted for Council review this 7th day of December, 2009.



Mary A. Mogle, City Clerk

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

DECEMBER			
MONTH/DAY	TIME	EVENT	LOCATION
1	7:00 p.m.	Planning Commission Meeting	City Hall Meeting Room
7	7:00 p.m.	City Council Meeting	City Hall Meeting Room
8	1:00 p.m.	Municipal Court	City Hall Meeting Room
9	4:00 p.m.	Park Advisory Board meeting <i>(canceled due to lack of agenda items)</i>	City Hall Meeting Room
12	6:30 - 9:00 p.m.	Public Holiday Open House	VFW Hall
14	7:30 a.m.	2010 Legislative Agenda Breakfast	Leavenworth Courthouse Basement Conf. Room
18	6:00 - 10:00 p.m.	Staff Holiday Party	Falcon Lakes Club House
21	7:00 p.m.	City Council Meeting	City Hall Meeting Room
24 & 25		City Hall Closed for holiday	

Next Meetings:

(City Hall closed Jan. 1, 2010)

Jan. 4, 2010 Work Session

Jan. 18, 2010 Regular Meeting



COUNTY OF LEAVENWORTH

BOARD OF COUNTY COMMISSIONERS

300 Walnut

Leavenworth, Kansas 66048-2815

(913) 684-0417

Facsimile (913) 680-2842

email: bocc@leavenworthcounty.org

November 17, 2009

Re: **2010 Legislative Agenda Breakfast**
Time: 7:30 a.m.
Date: December 14th, 2009
Place: Leavenworth County Courthouse Basement Conference Room

Dear Legislator,

The Board of County Commissioners of Leavenworth County along with the cities of Basehor, Lansing, Leavenworth, and Tonganoxie wish to invite you to attend the 2009 Legislative Agenda Breakfast. The date, time, and place of the event are set out above.

The purpose of the breakfast is for County and City officials to discuss issues of concern with their local legislators. At this meeting the County and Cities will present legislators with a list of priorities for the 2010 legislative session. Given the difficult budget decisions that face both state and local governments, the Commission believes that this breakfast will provide a forum to share ideas and allow you to understand the issues of concern to citizens in Leavenworth County. Should have any questions feel free to contact me at 684-0416 or hmorgan@leavenworthcounty.org.

Please RSVP to Wanda Doty at (913) 684-0417 by December 7th. We look forward to seeing you on December 14th.

Sincerely,



Heather Morgan
Leavenworth County Administrator

CC: Basehor City Council
Basehor City Administrator
Lansing City Council
Lansing City Administrator
Leavenworth City Council
Leavenworth County Board of County Commissioners
Leavenworth City Administrator
Tonganoxie City Council
Tonganoxie City Administrator

**Minutes
WORK SESSION**

**BASEHOR CITY COUNCIL
November 2, 2009
7:00 p.m.
Basehor City Hall**

Official Presiding: President Jim Washington

**Members Present: David Breuer, Iris Dysart, Dennis Mertz, Bill Moyer
Members Absent: Mayor Terry Hill**

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Submitted for Council review this 7th day of December, 2009.

Mary A. Mogle, City Clerk

Minutes

BASEHOR CITY COUNCIL

November 16, 2009

7:00 p.m.

Basehor City Hall

Official Presiding: Mayor Terry Hill

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

Members Absent: None

**Staff Present: Mark Loughry, Lloyd Martley, Mary Mogle, Gene Myracle,
and Patrick Reavey**

Newspaper: Kaitlyn Syring, *Basehor Sentinel*

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

The regular meeting was called to order by Mayor Hill at 7:06 p.m. with all members present. The city attorney was present.

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. October 19, 2009
- b. Approve Treasurer's Report
- c. Approve calendar of events – December 2009
- d. Casey's General Store – Cereal Malt Beverage License renewal for year 2010

Amendment to October 19, 2009 Minutes –
Council Member Reports – David Breuer (page 6) Change "Moyer" to "Breuer".

A motion was made by Councilmember Mertz and seconded by President Washington to approve the Consent Agenda as presented with a correction to the October 19th minutes as noted. Motion passed 5-0.

3. CALL TO PUBLIC

Members of the public are welcome to use this time to comment about any matter relating to City business that is listed on this Agenda. The comments that are discussed under "Call to Public" may or may not be acted upon by the Council during this meeting. There is a five-minute time limit. (Please wait to be recognized by the mayor then proceed to the podium; state your name and address).

No comments at this time.

UNFINISHED BUSINESS

(none to review at this time)

BUSINESS**4. GLENWOOD ESTATES, SEWER DISTRICT NO. 3:** Consider a resolution pertaining to connection fees for Glenwood Sewer District No. 3.

The proposed resolution would reduce the sewer connection fee to Glenwood Sewer District No. 3 residents from \$4,425 to \$2,000 per household in lieu of 100% voluntary annexation.

Council discussed the costs associated with the project and the fact that the City should not expect 100% of the property owners to sign the "Consent for Annexation" forms. Although Council Members agreed it was not the City's responsibility to reduce the connection fees, it was a legal means for the City to help the Glenwood Residents since the City did not control the area. It was suggested that the resolution be amended to include a deadline as to when the forms were to be returned to the City.

A motion was made by President Washington and seconded by Councilmember Mertz to approve Resolution 2009-20 pertaining to connection fees for Glenwood Sewer District No. 3 and include a signing date of March 1, 2010. Motion passed 4-1 with Councilmember Dysart voting against.

RES. 2009-20. A RESOLUTION PERTAINING TO ANNEXATION OF, AND CONNECTION FEES FOR, GLENWOOD ESTATES.

5. COLLECTION OF DELINQUENT ACCOUNTS: Consider ordinance amending Article 1 of Chapter XV of the City Code pertaining to Utility Services.

Adoption of Ordinance 562 would allow staff to utilize different options to collect delinquent accounts. Currently liens are placed on properties or sent to the State of Kansas Setoff Program. The Setoff program has not been as successful as anticipated. Additional options would be to utilize collection agencies or in extreme cases, take the debtor to court.

Council discussed the new tenant laws, possibility of implementing a connection fee or deposits, and penalty rate.

A motion was made by President Washington and seconded by Councilmember Moyer to approve Ordinance 562 and include a 10% penalty in Section 15-108. Motion passed 5-0.

ORD 562. AN ORDINANCE AMENDING ARTICLE 1 OF CHAPTER XV OF THE CITY CODE PERTAINING TO UTILITY SERVICES

6. **AMENDMENT TO CHAPTER 1, ARTICLE 4, CODE OF BASEHOR:** Consider ordinance amending Article 4 of Chapter 1, of the City Code pertaining to Personnel Policy and Employee Benefits allowing changes to be made by resolution.

Currently the Code of Basehor does not provide language as to how changes are to be made to the Personnel Policies and Guidelines manual. By adopting the proposed ordinance it would allow amendments to be made by resolution.

A motion was made by Councilmember Moyer and seconded by President Washington to approve Ordinance 563 amending Article 4 of Chapter 1, of the city Code pertaining to Personnel Policy and Employee Benefits allowing changes to be made by resolution. Motion passed 5-0.

ORD. 563. AN ORDINANCE AMENDING SECTION 1-401 OF ARTICLE 4 OF CHAPTER 1 OF THE CITY CODE PERTAINING TO REVISIONS TO THE UNIFORM PERSONNEL POLICIES AND GUIDELINES FOR THE CITY OF BASEHOR.

7. **AMENDMENT TO ARTICLE R. EMPLOYEE RECOGNITION POLICY OF THE PERSONNEL AND GUIDELINES POLICY:** Consider resolution amending Article R. Employee Recognition Policy.

Currently the City uses the League of Kansas Municipalities Recognition program as a means to recognize employees with 10 or more years of service. LKM's program was less than desirable. Changes to the policy would allow Council to set the dollar amount and the city administrator to decide the form of service award. The policy would also add two additional categories (1) certificate for one year of service; and (2) \$50 service award for five years of service.

The city administrator noted he and the city attorney thought an additional resolution would be forthcoming addressing changes to the Personnel Policy and Employee Benefits Code. The issue was still being researched.

A motion was made by Councilmember Moyer and seconded by President Washington to approve Resolution 2009-21 amending Article R. Employee Recognition Policy. Motion passed 5-0.

RES 2009-21. A RESOLUTION AMENDING ARTICLE R OF THE UNIFORM PERSONNEL POLICIES AND GUIDELINES FOR THE CITY OF BASEHOR PERTAINING TO THE EMPLOYEE RECOGNITION POLICY

8. **AUDITING SERVICES:** Consider contract renewal for 2009 auditing services with Lowenthal Webb & Odermann, P.A.

The accounting firm of Lowenthal Webb & Odermann, P.A. will perform a GAAP audit for year 2009; with a cost not exceed \$18,400 (01-001-785 General Fund).

It is the intent of the city administrator to go out for bid for auditing services in year 2010.

A motion was made by President Washington and seconded by Councilmember Dysart to approve the renewal contract with Lowenthal Webb & Odermann, P.A. for the 2009 audit not to exceed \$18,400. Motion passed 5-0.

9. **TECHNOLOGY AGREEMENT:** Consider approval of contract for Information Technology Services.

President Washington announced he had a conflict of interested and excused himself from the room.

Several companies were interviewed regarding technology services. Out of those companies, Purple Guys provided the most comprehensive package for a reasonable price. There would be a monthly fee of \$2,075 for unlimited remote services and a \$4,150 deposit required at time of signing. The deposit would be applied to the Service Fee in the 11th and 12th month following the effective date. Additional fees would be assessed for equipment and on-site services.

A motion was made by Councilmember Breuer and seconded by Councilmember Moyer to accept the contract agreement with Purple Guys as presented. Motion passed 4-0.

10. **CITY ADMINISTRATOR REPORT**

- *Check Register* – Two separate check registers were included in the City Administrator report since there were two runs of checks made since the last Council meeting.
- *Park & Tree Advisory Board* – Due to lack of agenda items, the Park & Tree Advisory Board will not meet again until March 2010.
- *Potential Business* – Currently working with a company that would like to locate to Basehor. He is in the process of researching codes to see if they need to be changed to accommodate the business.

11. **MAYOR'S REPORT**

a. *FW Senior Thanksgiving Dinner, Nov. 21, 2009* – Mayor Hill reminded Council Members that their presence was requested to assist with the VFW Senior Dinner on November 21, from 5:00 p.m. to 8:00 p.m.

VFW member Ed Bush noted Council could work as long as they wanted to and were not expected to work the entire evening, it was their choice. They anticipate feeding approximately 200 people.

12. COUNCIL MEMBER REPORTS

Dennis Mertz

Councilmember Mertz reported he has been working with the Basehor Athletic Association and the city administrator to see what the City of Basehor could do to help the organization with their financial needs. The organization was requesting the City assist with a \$10,500 donation to make an interest payment that was due in October. If assistance could not be given at this time, they would petition to the School District and City to hold an election to create a Recreation Commission.

Council discussed whether it was advantageous to contribute since there was no way of recouping the money at this time.

Council agreed to add the topic to the next work session agenda. Councilmember Mertz and city administrator would research placing a question on the ballot to create a Recreation Commission.

Councilmember Breuer suggested developing a good plan ready to present to the public prior to placing on the ballot.

Bill Moyer

Councilmember Moyer reported at the last meeting he was harsh with his comments [regarding the Basehor Athletic Association] that got published in the newspaper. He wanted to go on record that he would support a Recreation Commission and would like to see it managed properly.

Fees from other sports districts were discussed.

Iris Dysart

KDOT Reimbursement – Councilmember Dysart questioned if reimbursement of \$135,000 for the triangle property [150th & 24/40 Hwy] had been received. The city administrator reported he did not think it had but would check with the treasurer again. He explained that several calls and emails had been sent back and forth to KDOT and was advised that it was being processed.

TDD Payment Process - Council discussed how the payment process would work regarding collection and repayment of the Wolf Creek Transportation Development District loan.

David Breuer

Councilmember Breuer noted he had an issue to discuss but would reserve discussion until after he discussed it with the council president and mayor.

Rebate Program – He would discuss at a future meeting ideas for advertising and promotion of the new rebate program.

13. EXECUTIVE SESSION (if needed)

None needed.

14. ADJOURNMENT

A motion was made by President Washington and seconded by Councilmember Breuer to adjourn the November 16, 2009 regular meeting. Motion passed 5-0. Meeting adjourned at 8:40 p.m.

Submitted for Council approval with/without corrections or additions this 21st day of December, 2009.

Mayor Terry L. Hill

Attest:

Mary A. Mogle, City Clerk

**WOLF CREEK : TION PHASE 2
PUBLIC STREET, STORM, AND SANITARY IMPROVEMENTS
CHANGE ORDERS**

ITEM DESCRIPTION	UNIT	QTY.	Original Bid		Change Order #1 & 2		Change Order #3a		Change Order #3b		Change Order #4a		Change Order #4b	
			UNIT PRICE	EXTENSION	Quantity	EXTENSION	Quantity	EXTENSION	Quantity	EXTENSION	Quantity	EXTENSION	Quantity	EXTENSION
EARTHWORK														
Compaction of Earthwork	CY	28,361	1.00	28,361.00	-5,286	-5,286.00	0	0	0	0	0	0	0	0
Excavation	CY	35,740	2.61	93,281.40	14,937	37,420	0	0	0	0	0	0	0	0
Construction Fence	LF	0	2.5	0	400	3,000	0	0	0	0	0	0	0	0
SECTION TOTAL - EARTHWORK				121,642.40		33,133.57								
PAVING														
Compacted Subgrade	SY	8,783	2.45	21,518.35	1,052	2,577	0	0	0	0	0	0	0	0
Asphaltic Concrete, Surface	SY	7,366	6.8	50,088.80	-1,745	-11,866	0	0	0	0	0	0	0	0
Asphaltic Concrete, Base (6")	SY	7,366	22.7	167,208.20	-1,745	-39,612	0	0	0	0	0	0	0	0
Asphaltic Concrete, Base (4")	SY	0	18.95	0	2,965	56,187	0	0	0	0	0	0	0	0
Curbs and Gutters, Type B	LF	3,793	10.71	40,633.03	648	6,940	0	0	0	0	0	0	0	0
Curbs and Gutters, Type B Dry **	LF	573	10.71	6,136.83	-573	-6,137	0	0	0	0	0	0	0	0
Signs	EA	3	200	600.00	0	0	0	0	0	0	0	0	0	0
Handicap Ramps	EA	3	1,039.5	3,118.50	0	0	0	0	0	0	0	0	0	0
Concrete Sidewalk Construction	SY	2,192	22.84	50,065.28	-618	-14,115	1	1,040	0	0	0	0	0	0
Pavement Markings	LS	1	725.00	725.00	0	0	0	0	0	0	0	0	0	0
Street Patch on 150th Street	LS	0	615.00	0	1	1,500	0	0	0	0	0	0	0	0
Winter Service Charge for Concrete	C.Y.	0	6	346,608.99	215	1,120	0	0	0	0	0	0	0	0
SECTION TOTAL - PAVING				929,824.03		29,095.12		1,039.50		3,076.00		208,434.00		30,000.00
SANITARY SEWER														
Manholes (4' Dia)	EA	14	2575	36,050.00	-3	-7,725	0	0	0	0	0	0	0	0
8 SDR 35 Pipe "	LF	2,395	26.78	64,138.10	-326	-8,730	0	0	0	0	0	0	0	0
6 SDR 26 Pipe "	LF	183	28.84	5,277.72	0	0	0	0	0	0	0	0	0	0
6 Service Lines "	LF	125	25.75	3,218.75	-60	-1,545	0	0	0	0	0	0	0	0
8 x 6" Tee "	EA	8	41.2	329.60	-4	-165	0	0	0	0	0	0	0	0
Rock Excavation	CY	500	30.9	15,450.00	-352	-10,977	0	0	0	0	0	0	0	0
Mobilization for New Sanitary Man	LS	0	3500	0	1	3,500	0	0	0	0	0	0	0	0
Connect to Existing Manhole 2-1	EA	0	795	0	1	795	0	0	0	0	0	0	0	0
4" PVC C-900 Foreman	LF	0	24.75	0	848	20,988	0	0	0	0	0	0	0	0
Reinforced Concrete Encasement	LF	0	85	0	35	2,925	0	0	0	0	0	0	0	0
4" DIP Bends w/ Thrust Blocking	EA	0	475	0	3	1,425	0	0	0	0	0	0	0	0
Connect to Existing Foremain	EA	0	900	0	1	900	0	0	0	0	0	0	0	0
Disconnect from Lift Station & PM Removal	LS	0	1000	0	1	1,000	0	0	0	0	0	0	0	0
Manholes (5' Dia w/ Inside Drop)	EA	0	5800	0	1	5,800	0	0	0	0	0	0	0	0
SECTION TOTAL - SANITARY SEWER				124,464.17		8,341.12		1,039.50		3,076.00		208,434.00		30,000.00
STORM WATER														
End Section (15 HDPE) "	EA	1	216.3	216.30	-1	-216	0	0	0	0	0	0	0	0
End Section (15 RCP) "	EA	1	247.2	247.20	-1	-247	0	0	0	0	0	0	0	0
End Section (18 RCP) "	EA	1	257.5	257.50	0	0	0	0	0	0	0	0	0	0
End Section (30 RCP) "	EA	2	731.3	1,462.60	0	0	0	0	0	0	0	0	0	0
End Section (42 RCP) "	EA	2	844.6	1,689.20	0	0	0	0	0	0	0	0	0	0
End Section (54 RCP) "	EA	2	1133	2,266.00	0	0	0	0	0	0	0	0	0	0
Area Inlets (7.0' x 3.25')	EA	1	6901	6,901.00	0	0	0	0	0	0	0	0	0	0
Area Inlets (5.5' x 3.5')	EA	1	3974	3,974.00	0	0	0	0	0	0	0	0	0	0
Area Inlets (10' x 4')	EA	4	3090	12,360.00	-1	-3,090	0	0	0	0	0	0	0	0
Curb Inlets (8' x 5')	EA	1	2987	2,987.00	0	0	0	0	0	0	0	0	0	0
Curb Inlets (6.5' x 6.5')	EA	1	3502	3,502.00	0	0	0	0	0	0	0	0	0	0
Curb Inlets (6' x 4')	EA	7	2884	20,188.00	0	0	0	0	0	0	0	0	0	0
Curb Inlets (6' x 5')	EA	3	2987	8,961.00	0	0	0	0	0	0	0	0	0	0
Junction Box (6.5' x 4')	EA	1	3502	3,502.00	0	0	0	0	0	0	0	0	0	0
Manholes (4' Dia Precast)	EA	1	2884	2,884.00	0	0	0	0	0	0	0	0	0	0
Manholes (5' Dia Precast)	EA	2	2781	5,562.00	0	0	0	0	0	0	0	0	0	0
Storm Sewer (10' x 3' RCB)	LF	2	3914	7,828.00	-1	-3,914	0	0	0	0	0	0	0	0
Storm Sewer (15 HDPE) "	LF	63	1030	74,100.00	0	0	0	0	0	0	0	0	0	0
Storm Sewer (15 HDPE) *	LF	63	27.81	1,752.03	-63	-1,752	0	0	0	0	0	0	0	0
Storm Sewer (24 HDPE) "	LF	244	35.02	8,544.88	50	1,751	0	0	0	0	0	0	0	0
Storm Sewer (30 HDPE) "	LF	558	46.35	25,863.30	-221	-10,243	0	0	0	0	0	0	0	0
Storm Sewer (36 HDPE) "	LF	502	55.62	27,921.24	0	0	0	0	0	0	0	0	0	0
Storm Sewer (42 HDPE) "	LF	209	60.27	12,700.93	0	0	0	0	0	0	0	0	0	0
Storm Sewer (48 HDPE) "	LF	87	94.76	8,244.12	0	0	0	0	0	0	0	0	0	0
Storm Sewer (15 HDPE) *	LF	266	29.87	7,945.42	-47	-1,404	0	0	0	0	0	0	0	0
Storm Sewer (18 RCP) "	LF	244	32.96	8,042.24	-21	-6,921	0	0	0	0	0	0	0	0
Storm Sewer (24 RCP) "	LF	164	42.23	6,925.72	16	672	0	0	0	0	0	0	0	0
Storm Sewer (30 RCP) "	LF	110	55.62	6,118.20	0	0	0	0	0	0	0	0	0	0
Storm Sewer (42 RCP) "	LF	140	81.37	11,391.80	0	0	0	0	0	0	0	0	0	0
Storm Sewer (54 RCP) "	LF	153	129.28	19,856.34	0	0	0	0	0	0	0	0	0	0
SECTION TOTAL - STORM WATER				301,413.02		(18,498.80)		103,529.10		0.00		191,634.00		0.00
EROSION CONTROL														
Silt Fence	LF	7,934	1.2	9,520.80	-874	-1,049	0	0	0	0	0	0	0	0
Inlet Protection/Sediment Barrier	EA	15	75	1,125.00	-2	-150	0	0	0	0	0	0	0	0
NAG C350 Erosion Control Mat	SY	21	20	420.00	16	320	0	0	0	0	0	0	0	0
NAG S75 Erosion Control Mat	SY	1,417	1.45	2,054.65	3,223	4,673	0	0	0	0	0	0	0	0
NAG P550 Erosion Control Mat	SY	845	11	9,295.00	0	0	0	0	0	0	0	0	0	0
Big Rip	SY	271	30	8,130.00	-62	-1,860	0	0	0	0	0	0	0	0
Temporary Construction Entrance	EA	2	800	1,600.00	0	0	0	0	0	0	0	0	0	0
Stow Bales	LS	1	800	800.00	-1	-800	0	0	0	0	0	0	0	0
Rock Check Dam	LS	0	1,000	0	1	1,000	0	0	0	0	0	0	0	0
Stitching	LS	1	4,250	4,250.00	0	0	0	0	0	0	0	0	0	0
SECTION TOTAL - EROSION CONTROL				35,695.45		2,134.55		103,529.10		0.00		191,634.00		0.00
LANDSCAPE - ORIGINALLY BY OWNER														
Deciduous Shade Tree	EA	0	300	0	0	0	0	0	0	0	0	0	0	0
Seeding	LS	0	1100	0	17.0	18,700	0	0	0	0	0	0	0	0
Temporary Seeding	AC	0	4000	0	0.6	2,400	0	0	0	0	0	0	0	0
Permanent Seeding	AC	0	0	0	0	0	0	0	0	0	0	0	0	0
SECTION TOTAL - LANDSCAPE				0		21,100.00		0				16,800.00		0.00
WALLS - ORIGINALLY BY OWNER														
Pond walls *	SFF	0	23.37	0	4,430	103,529.10	0	0	0	0	0	0	0	0
Walks along Wolf Creek Phwy *	SFF	0	23.37	0	0	0	0	0	0	0	0	0	0	0
SECTION TOTAL - WALLS				0		103,529.10		0				0		0
FENCE INSTALLATION - NEW REQUEST														
Light Pole Installation	EA	0	0	0	0	0	0	0	0	0	0	0	0	0
Install Rod Iron Fence at ponds 48" Water	LF	0	50	0	300	15,000	0	0	0	0	0	0	0	0
Install Rod Iron Fence at East End Labor	LF	0	16	0	450	7,200	0	0	0	0	0	0	0	0
Install Stone Columns at East End Labor	EA	0	632	0	4	2,528	0	0	0	0	0	0	0	0
SECTION TOTAL - FENCE INSTALLATION														

**WOLF CREEK ... CTION PHASE 2
PUBLIC STREET, STORM, AND SANITARY IMPROVEMENTS
CHANGE ORDERS**

ITEM DESCRIPTION	UNIT	QTY.	Blacktop Paving		Change Order #1 & 2		Change Order #3a		Change Order #3b		Change Order #4a		Change Order #4b	
			Original Bid	EXTENSION	Quantity	EXTENSION	Quantity	EXTENSION	Quantity	EXTENSION	Quantity	EXTENSION	Quantity	EXTENSION
UNIT PRICE	EXTENSION	EXTENSION	EXTENSION	EXTENSION	EXTENSION	EXTENSION	EXTENSION	EXTENSION	EXTENSION	EXTENSION	EXTENSION	EXTENSION	EXTENSION	EXTENSION
EARTHWORK														
Compaction of Earthwork	CY	29,361	1.00	29,361.00										
Excavation	CY	35,740	2.61	93,281.40										
Construction Fence	LF	0	2.5	121,642.40										
SECTION TOTAL - EARTHWORK														
PAVING														
Compacted Subgrade	SY	8,283	2.45	21,518.35										
Asphaltic Concrete, Surface	SY	7,366	6.8	50,089.80										
Asphaltic Concrete, Base (6")	SY	7,366	22.7	167,208.20										
Asphaltic Concrete, Base (4")	SY	0	18.95	18,950.00										
Curbs and Gutters, Type B	LF	3,293	10.71	40,623.03										
Curbs and Gutters, Type B Dry**	LF	573	10.71	6,136.83										
Slopes	EA	3	200	600.00										
Handmade Ramps	EA	3	1039.5	3,118.50										
Concrete Sidewalk Construction	SY	2,192	22.84	50,065.28										
Pavement Markings	LS	1	7250	7,250.00										
Street Patch on 150th Street	LS	1	6150	7,250.00										
Winter Service Charge for Concrete	C.Y.	0	6	346,608.99										
SECTION TOTAL - PAVING														
SANITARY SEWER														
Manholes (4' Dia)	EA	14	2525	36,050.00										
8 SDR 35 Pipe	LF	2,293	26.28	64,138.10										
8 SDR 26 Pipe	LF	183	28.84	5,277.72										
6 Service Lines**	LF	125	25.75	3,218.75										
8 x 6" Tee	EA	8	41.2	329.60										
Rock Excavation	CY	500	30.9	15,450.00										
Mobilization for New Sanitary Plan	LS	0	3500	15,450.00										
Connect to Existing Manhole 3-1	EA	0	2951	0										
4" PVC C-900 Force Main	LF	0	24.25	0										
Reinforced Concrete Encasement	LF	0	848	20,888.00										
4" DTP Bends w/ Thrust Blocking	EA	0	475	2,975.00										
Connect to Existing Force Main	EA	0	900	1,425.00										
Disconnect from Lift Station & PM Removal	LS	0	1000	0										
Manholes (5' Dia w/ Inside Drop)	EA	0	5800	5,800.00										
SECTION TOTAL - SANITARY SEWER														
STORM WATER														
End Section (15 HDPE)**	EA	1	216.3	216.30										
End Section (15 RCP)**	EA	1	247.2	247.20										
End Section (18 RCP)**	EA	1	257.5	257.50										
End Section (30 RCP)**	EA	2	731.3	1,462.60										
End Section (42 RCP)**	EA	2	844.6	1,689.20										
End Section (54 RCP)**	EA	2	1133	2,266.00										
Area Inlets (7'0" x 3'2.5')	EA	1	6901	6,901.00										
Area Inlets (5'5" x 3'5')	EA	1	5974	5,974.00										
Area Inlets (10' x 4')	EA	1	3090	12,360.00										
Curb Inlets (8' x 5')	EA	1	2987	2,987.00										
Curb Inlets (6.5' x 6.5')	EA	1	3502	3,502.00										
Curb Inlets (6' x 5')	EA	1	2987	2,987.00										
Curb Inlets (6' x 6')	EA	1	3502	3,502.00										
Junction Box (6.5' x 4')	EA	1	2884	2,884.00										
Manholes (4' Dia Precast)	EA	1	2781	2,781.00										
Manholes (5' Dia Precast)	EA	2	3914	7,828.00										
Storm Sewer (10' x 3' RCB)	LF	70	1030	72,100.00										
Storm Sewer (15 HDPE)**	LF	63	27.81	1,752.03										
Storm Sewer (24 HDPE)**	LF	244	46.35	25,863.30										
Storm Sewer (36 HDPE)**	LF	558	55.82	22,921.24										
Storm Sewer (42 HDPE)**	LF	209	60.77	12,700.93										
Storm Sewer (54 HDPE)**	LF	87	94.76	8,244.12										
Storm Sewer (15 RCP)**	LF	266	29.87	7,945.42										
Storm Sewer (18 RCP)**	LF	244	32.96	8,042.24										
Storm Sewer (24 RCP)**	LF	164	42.23	6,925.72										
Storm Sewer (30 RCP)**	LF	110	55.62	6,118.20										
Storm Sewer (42 RCP)**	LF	140	81.37	11,391.80										
Storm Sewer (54 RCP)**	LF	153	129.28	19,836.34										
SECTION TOTAL - STORM WATER														
EROSION CONTROL														
Silt Fence	LF	7,934	1.2	9,520.80										
Inlet Protection/Sediment Barrier	EA	15	75	1,125.00										
NAG C350 Erosion Control Mat	SY	21	20	420.00										
NAG S75 Erosion Control Mat	SY	1,417	1.45	2,054.65										
NAG P550 Erosion Control Mat	SY	845	11	2,295.00										
Temp. Construction Entrance	EA	221	30	6,630.00										
Straw Bales	LS	1	800	1,600.00										
Rock Check Dam	LS	1	1000	800.00										
Seeding	LS	1	4250	4,250.00										
SECTION TOTAL - EROSION CONTROL														
LANDSCAPE - ORIGINALLY BY OWNER														
Deciduous Shade Tree	EA	0	300	0										
Seeding	LS	0	1100	18,700.00										
Temporary Seeding	AC	0	4000	2,400.00										
Permanent Seeding	AC	0	0	0										
SECTION TOTAL - LANDSCAPE														
WALLS - ORIGINALLY BY OWNER														
Pond walls**	SFF	0	23.37	0										
Walls along Wolf Creek Pkwy**	SFF	0	23.37	0										
SECTION TOTAL - WALLS														
FENCE INSTALLATION - ORIGINALLY BY OTHERS														
Install Rod Iron Fence at Ponds 48" Nailer	LF	0	50	0										
Install Rod Iron Fence at East End Labor	LF	0	16	0										
Install Stone Columns at East End Labor	EA	0	632	0										
SECTION TOTAL - FENCE INSTALLATION														
STREET LIGHTS - NEW REQUEST														
Light Pole Installation	EA	0	0	0										
Conduit Wire, transformer, etc. installatio	LS	1	30000	30,000.00										
SECTION TOTAL - STREET LIGHTS														
UTILITY RELOCATION														
Water - Relocate Pole***	LS	0	3076	0										
AT&T - Relocation	LS	0	0	0										
Atmos - Relocation	LS	0	0	0										
SECTION TOTAL - UTILITY RELOCATION														
TOTAL BID - LESS LANDSCAPING AND WALLS														
SUBSEQUANT TOTALS FOR EACH CHANGE ORDER														
Total Through Change Order #1 and #2				\$ 29,095.12				\$ 129,296.60		\$ 3,076.00		\$ 208,434.00		\$ 30,000.00
Total Through Change Order #3a				\$ 958,918.15			\$ 1,088,215.75		\$ 1,091,291.75		\$ 1,299,725.75		\$ 1,329,725.75	
Total Through Change Order #3b														
Total Through Change Order #4a														
Total Through Change Order #4b														
Blacktop's Original Bid														

* Quantity includes exposed face of wall only
 ** Fence placed on top of retaining wall along Wolf Creek Parkway - materials supplied by developer
 *** Pole located on SW corner of 150th Street and Wolf Creek Junction