

AGENDA

BASEHOR CITY COUNCIL WORK SESSION

September 14, 2009

6:00 p.m.

Basehor City Hall

1. Discussion of Theno Estates Subdivision annexation.
2. Hear update from Larkin Excavating regarding 150th Street – Craig to Parallel project.
3. Discussion regarding Purchasing Policy.
4. Discussion regarding Planning Director position.
5. Timing and schedule of future meetings and work sessions.
6. Discuss creation of Assistant City Administrator position, job description, and pay scale.
7. Neighborhood Revitalization Plan – amendment to Interlocal Agreement

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

Minutes

BASEHOR CITY COUNCIL WORK SESSION

September 14, 2009

6:00 p.m.

Basehor City Hall

Official Presiding: Mayor Terry L. Hill

Members Present: President Jim Washington, David Breuer, Dennis Mertz

Members Absent: Iris Dysart, Bill Moyer

Staff Present: Mark Loughry, Mary Mogle, Gene Myracle

The work session was called to order at 6:09 p.m. with members President Washington, David Breuer, and Dennis Mertz.

1. Discussion of Theno Estates Subdivision annexation.

The city administrator reported tonight was an update and hoped to get an idea if Council was interested in staff proceeding for final approval. He noted there were some outstanding issues: 1) incomplete assessment of infrastructure, 2) need additional application, 3) County was of the opinion that all annexations should be addressed at the same time. There was also an item of an outstanding agreement that had yet to be signed addressing upsizing fees in the amount of \$41,516. Council had agreed to allow the developer to pay \$5,000 on the next eight building permit issued.

Mayor Hill asked if there were issues regarding the annexation. President Washington noted it was within the Comprehensive Plan and anyone connected to the City sewer was to be annexed into the City.

Councilmember Mertz noted excise tax was not addressed in the agreement and wanted to make sure the developer knew up front. The city superintendent explained the County currently issued building permits

Mr. Loughry reported Mr. Theno agreed to come in tomorrow and sign the agreement. The agreement still needs to be signed by the city.

Councilmember Breuer asked how soon it would take place and if they would be included in the rebate program since that was the driving force to annex. Mr. Loughry reported the occupied four lots would be notified of the annexation and would have an opportunity to voluntarily annex. President Washington suggested contacting the city

attorney because they disagree regarding island annexations. President Washington and Mr. Reavey disagree whether the back of a lot surrounded by city property qualifies as an island.

2. Hear update from Larkin Excavating regarding 150th Street – Craig to Parallel project.

Mr. Loughry reported the engineer called this afternoon and was under the impression he needed to provide written documentation similar to CAS Construction and was not able to attend this evening.

3. Discussion regarding Purchasing Policy.

The proposed purchasing policy has been reviewed by the city attorney. Mr. Loughry and Mr. Reavey discussed changes on page 5 and would like to add a portion back that would require contracts to be reviewed by the city attorney and would require certain signatures.

Councilmember Mertz would like to see a lien waiver required for payment and require any binding contract to have 702 & 703 forms. Mr. Loughry explained he thought that would be a problem since contractors provide a statutory bond and part of the bond requirement is that contractors must pay their subcontractors. Council had no problem adding that to the policy by including text that says contractors must pay their subcontractors in order to do business with the City.

Councilmember Mertz requested a 5% variance for local contractors be added, giving preference to local contractors, but in an amount not to exceed \$15,000. Councilmember Breuer noted he did not care for the program because he had lost bids in the past. Mr. Loughry reported attorneys do not care for this program because it shows preferential treatment and there are statutes that address it.

President Washington noted in a City of the Third Class the City did not have to accept the lowest bids.

Councilmember Breuer suggested pre-qualifying contractors before they can bid on a City project.

President Washington reported with the changes, he thought it was ready to come back to Council for approval.

Councilmember Mertz asked why the city administrator wanted to jump from \$2,500 to \$15,000 on purchasing limits. Mr. Loughry explained the City did not have a lot of purchases that were over \$15,000 and it would allow him to do business in the City without making big equipment purchases.

Mayor Hill said \$15,000 seemed like a lot of money; however, if it helps to move daily business forward, he supported it. Council would also be reviewing purchases made, and

it seems that Council would approve most purchases anyways, so the \$15,000 limit would save time

President Washington reported staff would not buy something that was not in the budget; and if Council starts to get department head plans, they would know about things that would fall under the plan. The requirement is three written quotes on major purchases.

Councilmember Mertz asked if contractor payments would still be on the vendor payment summary and could be removed from the Consent Agenda. Mr. Loughry reported the treasurer report would be information only. Mr. Loughry was uncomfortable with detailed garnishment information being provided to Council, as this is an HR function. Councilmember Mertz said he was concerned about check numbers being missing from summary, numbers not in sequence. Mr. Loughry reported he spoke with the finance person and a memo would be provided to explain any discrepancies that occur. This memo will be included with the voided or approved check.

Mr. Loughry will add the lien waiver portion, put back in language requiring the signature of the city attorney, and place it on next week's agenda for Council approval. Mayor Hill asked Mr. Loughry to get with the city attorney regarding a lien waiver form.

4. Discussion regarding Planning Director position.

Mr. Loughry reported changing the makeup of the position. He would like to see a civil engineer on staff and contract out a planner when needed. He also recommended changing the title from Planning Director to City Engineer and they would handle planning issues. They would be project manager for large projects such as 150th Street improvements and Wolf Creek development, but would not be the only person working on these. Mr. Loughry felt this would be the best time to make this change, as it would be easier now to hire a City Engineer due to the state of the economy. For planning services in the interim, several options are being researched currently that would provide adequate staff until the City Engineer got up to speed.

President Washington said he had past discussions with the mayor and city administrator about hiring a retired civil engineer part-time and thought the city administrator's suggestion would be the preferable solution and would help control costs. He suggested hiring someone with at least three to five years of experience. Mayor Hill said he was leaning toward hiring an engineer as the planner. Councilmember Breuer thought an engineer would be able to help the city superintendent. Mr. Loughry did not feel it would take Council action since it was not a new position unless Council wanted to take formal action. Council did not feel they needed to take formal action and directed the city administrator to move forward with his search to fill the position.

Mr. Loughry said he wanted to make it clear that he thought MHS Engineering did a good job, but an on-site City Engineer position would save money and would allow this person to take on additional tasks that need to be completed.

Mayor Hill said he thought in the past the City should have an on-site city attorney; however, with an experienced city administrator he did not think that was necessary now.

5. Timing and schedule of future meetings and work sessions.

Mayor Hill reported work sessions are getting less and less important on meeting nights. Mr. Loughry reported by having work sessions prior to a meeting did not give staff ample time to research Council's questions. He explained his preference would be to do away with work sessions before the regular meetings and have regular meetings every other week and a work session between the regular meetings. President Washington suggested having three meeting nights per month, rotating work sessions and meetings.

The city administrator reported the intent was to speed up the meetings.

The first Monday of each month will be a work session starting at 7:00 p.m., and the third Monday of each month will be a meeting starting at 7:00 p.m. An ordinance will be prepared for action at the 9/21 meeting. Any meeting falling on a holiday will be held the following Monday. Council has not enacted the calendar for October.

6. Discuss creation of Assistant City Administrator position, job description, and pay scale.

There is a consensus of moving forward. Mr. Loughry did not want to bring up the issue without Lloyd being present. It would require modifying the job description, which does not require formal action.

7. NRP

Patrick reviewed the changes made after the last meeting. He made corrections to the Interlocal Agreement, which will need to come before Council again for adoption. USD #458 will take it to their school board on October 3.

Carol Washington asked who the City's HR person is. This is the city clerk. She also questioned whether there is some reason the City did not have a check signature machine? She felt it is costly for staff to sign the checks. A signature stamp was suggested, but Mr. Loughry does not prefer the signature stamp for security reasons. There is software that will print signatures. He prefers to sign the checks. He thinks it is necessary to evaluate if three people need to sign each check. A copy of the check register will be presented to the Council for review.

Carol Washington noted that whenever the change of meeting dates takes effect, everything will need to be updated with the information, such as the Chamber website and newspaper. She also noted that people normally come during hot button issues.

Adjourned at 7:30 p.m.

Submitted for Council review this 5th day of October 2009.

Mary A. Mogle, City Clerk

Transcribed by Dana Dotson, Intern to City Administrator