

**CITY COUNCIL AGENDA  
Monday, October 27, 2014**

**Workshop – 7:15 p.m.**

WS-1 Personnel Policy Amendments

**Council Meeting – 7:30 p.m.**

1. Citizen Concerns About Items Not on Today's Agenda. (Copies of written material presented to the City Council also needs to be provided to the City Clerk.)  
CONSENT AGENDA - If a Councilmember has a simple question about an item, it can be asked before the Mayor calls for the vote on the Consent Agenda. An item only needs to be removed from the Consent Agenda if it warrants discussion.
2. Minutes of the October 13, 2014 City Council Meeting
3. Claims for City Operations for October 27, 2014
4. Public Housing Authority Claims for October 27, 2014
5. Appointments to Boards & Commissions
6. Extend Audit Contract with Mize & Houser for 2014 Audit

**REGULAR MEETING AGENDA**

7. Approve Sale of Property Located Behind 205 & 207 Oak Street
8. Award Bid for the 2014 Stormwater Repair Project
9. City Manager's Report
10. City Council Items
11. Mayor's Report



# *City of Bonner Springs*

P. O. Box 38, 205 East Second Street, Bonner Springs, KS 66012

## **WORKSHOP MEETING**

**7:15 p.m.**

## **REGULAR CITY COUNCIL MEETING**

**7:30 p.m.**

## **CITY HALL COUNCIL CHAMBERS**

Monday, October 27, 2014

*Life is Better in Bonner Springs*

**City Council Workshop Agenda**  
Monday, October 27, 2014

<b>Present:</b>	Stephens	_____
	Cooper	_____
	Reeves	_____
	Haas	_____
	Peterson	_____
	Knight	_____
	Freeman	_____
	Shannon	_____

Staff Present: \_\_\_\_\_

**AGENDA ITEM: Personnel Policy Amendments**

**NARRATIVE:** The enclosed memorandum provides the recommendations for amendments four sections of the Personnel Policy shown in "red" legislative style.

The City Staff seeks the City Council's consensus to place this item on the November 10, 2014 City Council Regular Agenda for approval.

# MEMORANDUM

**DATE:** 27 October 2014  
**TO:** Mayor and Council  
**FROM:** City Manager and Human Resources Director

**SUBJECT:** Changes to the Personnel Policy Handbook

**RECOMMENDATION:** Approve the attached changes to the Personnel Policy Handbook

**BACKGROUND:** Periodically City Staff reviews the Personnel Policy Handbook for needed changes, clarifications and additions to the handbook. The latest revision to the personnel policy handbook was completed in December of 2013.

**DISCUSSION:** The recommended changes to the Personnel Policy are shown in Legislative Style on the attached sheets. The sections that have changes are:

- 1. Grievance Procedures:** Two changes were made to the Grievance Procedure Policy. A sentence was added stating that employees have seven (7) working days from the date of a disciplinary action to request a hearing with the Grievance Review Committee. Another addition clarifies that termination of employment may be reviewed by the Review Committee. An informal survey was completed to see if other cities allow terminations to be reviewed through their Grievance Procedures and the majority do. Also, our MPR employment attorney stated that he agreed with the clarification to the policy.
- 2. Separation:** Under Separation, General Policy and Procedures, our current policy states that "Failure to comply with the resignation requirements may result in the loss of a part of the employee's separation benefits which include: a. Payment for all hours that the employee has worked." "Payment for all hours that the employee has worked" will be removed from the policy. The Fair Labor Standards Act states that employees must be paid for all hours worked.
- 3. Return to Work and Modified Duty Policy –** The changes to this section makes it compliant with EEOC guidelines. The addition to this section states that the policy also applies to women affected by pregnancy, childbirth or related medical conditions. This sentence is added in order to comply with the US Equal Employment Opportunity Commission guidelines and the Pregnancy Discrimination Act.
- 4. Nepotism/Relationship Policy:** Our current policy states that no one shall be hired into or transferred to a department or shift where their supervisor, department head, or a co-worker is a member of their immediate family. Many of our Seasonal employees at the Aquatic Center and for Summer Camp are related. We do not allow a supervisory or department head relationship but we do have many siblings working together. The policy will now read "no one shall be hired into or transferred to a department or shift where their supervisor, department head, or (with the exception of Seasonal employees) a co-worker is a member of their immediate family."

**Financial Impact:** None

## ***Grievance Procedure***

Employees have the right to present a grievance concerning disciplinary action. The following is the grievance procedure for the City of Bonner Springs.

- (A) Written Reprimands: The employee may provide a written rebuttal or comments refuting the violation and reprimand as well as matters in extenuation and mitigation which will be filed with the written reprimand.
- (B) All other forms of Disciplinary action ***including dismissal*** (Less Verbal or Written): The employee may see the next person in the "chain of command," up to the City Manager to refute the violation or disciplinary action taken or provide matters in extenuation and mitigation, provided that the employee first informs each level of the "chain of command" of their intention to do so.
- (C) If this issue is brought to the City Manager, he/she shall take all matters into consideration, and conduct any necessary inquiry before making a final decision.
- (D) If the employee is not satisfied with the decision of the City Manager, they may request a hearing with the Review Committee. ***The request must be made within seven working days of the date of the disciplinary action.*** The committee will be formed in response to employee request of a hearing with the committee. The Review Committee shall be composed of the Human Resource Director, two Department Heads selected by the Human Resource Director (The Department Head for the employee requesting a hearing will not be a member of the committee) and two employees randomly selected by the Human Resources Director from the Employee Review Panel (neither of whom shall be members of the employee's department). The Employee Review Panel shall be composed of volunteer employees with a minimum of five (5) years of tenure with the City, having no disciplinary history, and having participated in a training program for dealing with personnel issues provided by the Human Resource Director. The training program will be presented upon formation of the committee.

If the matter to be reviewed is of a technical nature, specific to the employee's department and the Human Resources Director determines it necessary or the employee requests it, a member of that department will be brought onto the committee in an advisory capacity. The person will be chosen by Human Resources based on departmental knowledge and the ability to be an objective representative of the profession. The Advisory employee will not be in the chain of command of the employee requesting the hearing and will not be involved in deliberation of the Committee's recommendation.

The Review Committee will meet with the employee to hear their issues, and will make a recommendation to the City Manager. The City Manager will take the committee's recommendation into consideration, but the decision of the City Manager is final. The City Manager shall make a report to the City Council, in executive session for personnel issues, following any hearing of the Review Committee.

- (E) If the complaint or grievance is with the City Manager, the employee may provide written comments to the City Attorney or an independent Counsel, after the employee has made an attempt to resolve the issue with the City Manager. If the City Attorney or independent Counsel believes that the complaint or grievance has merit, he/she will bring it to the attention of the Governing Body.
- (F) In no case shall an employee or group of employees take a grievance to the City Council or to any individual of the City Council.

## **SEPARATION**

### **General Policy and Procedure**

If an employee wishes to resign or retire from his or her position with the City, they must notify their Supervisor or Department Head of their intent in writing at least two weeks, excluding any vacation, holidays or sick time, prior to the last day at work. If a Department Head or an Administrative position wishes to resign or retire, they must give a minimum of 30 days written notification to the City Manager. Notification of intent to resign or retire must be written and signed. All uniforms, keys, City I.D. and equipment issued to the employee must be returned. Failure to comply with the resignation requirements may result in the loss of a part of the employee's separation benefits which include:

- ~~a. — Payment for all hours that the employee has worked.~~
- a. Payment for unused vacation.
- b. Payment of unused sick leave – retirement through the State sponsored plan only. See benefit section, sickness.
- c. Unused personal day and longevity is forfeited if not used – see benefit section.

If an employee is terminated by the City, they shall receive payment for all hours that the employee has worked and payment for unused vacation if the employee worked for the City for more than 6 months. All uniforms, keys, City I.D. and equipment issued to the employee must be returned.

### **Return to Work and Modified Duty Policy**

The City encourages employees to return to the workplace as soon as possible after an injury or debilitating illness. ***This policy shall also apply to women affected by pregnancy, childbirth or related medical conditions.*** As soon as they are able to return to work with a conditional release from their attending physician, the employee may be assigned to a temporary modified duty assignment in accordance with the City's modified duty policy.

Generally, an employee's return to work on a modified duty assignment should be by consensus between the employee, the employee's attending physician, the Department Head and Human Resources. However, if the need for a modified duty assignment is the result of a workers compensation claim, and modified duty is determined to be appropriate as set out below, the employee will be required to perform the assigned modified duty.

The option of returning to a modified duty assignment will be offered to injured employees where all of the following criteria are met:

- (a) doctor's release authorizing the employee to return to a modified duty assignment has been received with an estimated date when normal duty assignment may be resumed.
- (b) there is legitimate, productive work that can be achieved by the modified duty assignment. An employee should not be brought back simply to put in time.
- (c) the employee's health is improving and there is good probability that they will fully recover.
- (d) the employee's modified duty work will not jeopardize their health and safety or the health and safety of others.

With regard to Item (c) above, it is specifically intended that no permanent modified duty positions will be created. Any permanent change in duties and responsibilities or the skills and capabilities for any position is subject to review and approval by the City Manager. To further emphasize this point, all modified duty assignments shall be subject to a 30-day review to consider renewal by the Department Head and Human Resources.

Refusal to work modified duty may be grounds for dismissal.

### **Nepotism/Relationship Policy**

To avoid favoritism or the appearance of favoritism or potential work place conflicts based on personal relationships, no one shall be hired into or transferred to a department or shift where their supervisor, department head, or *(with the exception of seasonal employees)* a co-worker is a member of their immediate family; share the same residence; or are personally involved/dating. Immediate family is defined to include only an employee's: father, step-father, mother, step-mother, spouse, child, step-child, brother, step-brother, sister, step-sister, grandparent, grandchild, mother-in-law, father-in-law, brother-in-law, and sister-in-law.

If, after employment, circumstances described above occur, one of the employees will be given a reasonable amount of time to either move to another department or shift (if a position is available) or resign as an employee.

These requirements do not apply to Volunteers.

**ITEM NO. 1.**

**City Council Regular Agenda  
Monday, October 27, 2014 – 7:30 p.m.**

**Present  
&  
Vote**

Stephens \_\_\_\_\_  
Cooper \_\_\_\_\_  
Reeves \_\_\_\_\_  
Haas \_\_\_\_\_

Peterson \_\_\_\_\_  
Knight \_\_\_\_\_  
Freeman \_\_\_\_\_  
Shannon \_\_\_\_\_

**Mayor Vote on Charter Ordinances & Planning Items \_\_\_\_\_**

**MOTION:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

**AGENDA ITEM: Citizen Concerns About Items Not on Today's Agenda. (Copies of written material presented to the City Council also needs to be provided to the City Clerk.)**

**ACTION: None**

**STAFF RECOMMENDATION: None**

This item is for comments and questions from the audience about items that are not included on today's agenda.

## **CONSENT AGENDA**

**The City Council will consider Consent Agenda items by one motion with no discussion unless the City Council, Staff or the audience requests removal of an item from the Consent Agenda. The City Council will consider an item removed from the Consent Agenda as the next item after their action on the Consent Agenda.**

**ITEM NO. 2.**

**City Council Regular Agenda  
Monday, October 27, 2014 – 7:30 p.m.**

**Present  
&  
Vote**

Stephens	_____	Peterson	_____
Cooper	_____	Knight	_____
Reeves	_____	Freeman	_____
Haas	_____	Shannon	_____

**Mayor Vote on Charter Ordinances & Planning Items \_\_\_\_\_**

**MOTION:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

**AGENDA ITEM: Minutes of the October 13, 2014 City Council Meeting**

**ACTION: Make a Motion to Approve the Minutes of the Regular Meeting Held on October 13, 2014**

**STAFF RECOMMENDATION: The City Clerk Recommends Approval**

Enclosed are the minutes for approval and enclosed is the Workshop Summary as information.

## City Council Minutes – Regular Meeting – Monday, October 13, 2014

The Bonner Springs City Council met in regular session at 7:30 p.m. on Monday, October 13, 2014.

**Governing Body Present:** Mayor Jeff Harrington; Councilmembers: Tom Stephens, George Cooper, Bob Reeves, Racheal Haas, Joe Peterson, Jack Knight, Eric Freeman and Roger Shannon

**City Staff Present:** Jack Helin, City Manager; Rita Hoag, City Clerk; Don Slone, Planning Director; Krista Gentry, Public Housing Authority Director; Kevin Bruemmer, Public Works Director; Matt Beets, Project Manager and Rick Sailer, Utilities Director

The Mayor opened with the Pledge of Allegiance to the Flag of the United States of America.

**Item No. 1 – Proclamation – National Business Women’s Week** – The Mayor presented a Proclamation to members of the Bonner Springs Business and Professional Women’s Organization in recognition of National Business Women’s Week.

**Item No. 2 - Citizen Concerns About Items Not on Today’s Agenda** – None Presented.

### CONSENT AGENDA

The Mayor read the Consent Agenda Items 3 through 5 and asked the Staff, audience or City Council if they wished to remove an item for separate consideration. No items were removed.

**Item No. 3 –Minutes of the September 22, 2014 City Council Meeting** – Presented for approval.

**Item No. 4 – Claims for City Operations – October 13, 2014** – Presented for approval were the Supplement Claims in the amount of \$168,152.99 and Regular Claims in the amount of \$189,761.68.

**Item No. 5 – Public Housing Authority Claims – October 13, 2014** – Presented for approval in the amount of \$3,761.24.

### CONSENT AGENDA APPROVAL

Cooper made a Motion to Approve the Consent Agenda as presented. Stephens seconded the motion and it carried on a vote of eight to zero.

### REGULAR MEETING AGENDA

**Item No. 6 – Special Use Permit SUP-132 Holliday Sand and Gravel Plant** – The Planning Director made a presentation:

- Introduced Mike O’Dell, Holliday Sand and Gravel.
- Operation in the dredge pit began in 1990 and this will probably be the final Special Use Permit request.
- Holliday Sand and Gravel will no longer dredge the Bonner Pit but will dredge the Shawnee Pit for about two more years.
- When Holliday Sand and Gravel completes dredging, they will dedicate the property to Bonner Springs and Shawnee to use as a park.
- The Special Use Permit request is to finish dredging, begin reclamation, get the bond released from State of Kansas and get ready to turn the pits over to the cities.

Cooper made a Motion to Approve an Ordinance to Approve a Special Use Permit SUP-132 Holliday Sand and Gravel Plant. Reeves seconded the motion and it carried on a vote of nine to zero. **Assigned Ordinance No. 2394.**

**Item No. 7 – Public Hearing and Approve Public Housing Authority Annual Plan for Fiscal Year 2015 and Five-Year Plan** – The Mayor opened the Public Hearing at 7:39 p.m. and the Public Housing Authority (PHA) Director made a presentation:

- Yearly the PHA submits a plan which includes the anticipated capital improvement projects for the year.
- Every five years the PHA submits a five-year plan to include long range goals.
- As required by Housing and Urban Development (HUD), a Resident Advisory Board formed and met on July 28, 2014 to provide feedback.
- The annual plan recommends the City Council allocate capital funds for operation costs to hire a full-time maintenance technician.

The Mayor closed the Public Hearing at 7:42 p.m. Reeves made a Motion to Approve a Resolution to Approve the Public Housing Authority Annual Plan for Fiscal Year 2015 and the Five-Year Plan. Stephens seconded the motion and it carried on a vote of eight to zero. **Assigned Resolution No. 2014-14.**

**Item No. 8 – Award Bid for the Purchase of a Pickup Truck for the Public Works Department to Shawnee Mission Ford** – The Public Works Director made a presentation:

- The City received two bids for a 2015 Flatbed Pickup Truck with a snow plow frame from Shawnee Mission Ford - \$39,548 with trade in and Olathe Ford - \$41,123 with trade in.
- Staff recommends the City Council award the bid to purchase the flatbed truck to Shawnee Mission Ford for a total amount of \$39,548 plus trade in of an inoperable 2007 truck with 52,248 miles.
- The 2014 Public Works budget includes \$45,000 to purchase a truck.
- Cooper made a Motion to Award the Bid for the Purchase of a Flatbed Truck for the Public Works Department to Shawnee Mission Ford in the Total Amount of \$39,548. Shannon seconded the motion and it carried on a vote of eight to zero.

**Item No. 9 – Cooperative Agreement with Mid America Regional Council for Membership in Operation Green Light** – The Public Works Director made a presentation:

- In February 2012, Staff made a presentation to the City Council about Operation Green Light and the City Council reached consensus to join Operation Green Light.
  - The City's annual cost is \$800 per traffic signal. The membership agreement includes four traffic signals on K-7 for an amount to total \$3,200 per year.
- Stephens made a Motion to Approve a Cooperative Agreement with Mid America Regional Council for Membership in Operation Green Light for an Annual Cost of \$3,200. Reeves seconded the motion and it carried on a vote of eight to zero.

**Item No. 10 – Project Acceptance, Final Change Order and Final Payment to Metro Asphalt, Inc. for the 2014 Street Program Mill and Overlay Work in the Total Amount of \$72,440.04** – The Project Manager made a presentation:

- Staff recommends the City Council:
    - Approve the final Change Order in the amount of \$4,252.92.
    - Accept the 2014 Streets Program with Metro Asphalt in amount of \$536,914.82.
    - Approve final payment to Metro Asphalt in the total amount of \$72,440.04.
  - The Change Order was originally for approximately three hundred feet of full depth repair on East Riverview but Staff and the Contractor determined the entire road between 126 Street and I-70 needed to be resurfaced.
  - The original bid from Metro Asphalt for the 2014 Street Program was \$532,661.90. The Change Order for \$4,252.92 brings the total project cost to \$536,914.82 which left a balance of \$1,832.83 available in the 2014 Street Repair Project Fund to carryover to 2015.
- Stephens made a Motion to Accept the Project, Approve a Final Change Order and Approve Final Payment to Metro Asphalt, Inc. for the 2014 Street Program Mill and Overlay Work in the Total Amount of \$72,440.04. Peterson seconded the motion and it carried on a vote of eight to zero.

**Item No. 11 – Swingster Interceptor Sewer Repair Project Final Acceptance, Final Change Order and Approve Final Payment** – The Utilities Director made a presentation:

- Staff recommends the City Council:
  - Accept the Swingster Interceptor Project in the amount of \$ 85,482.42.
  - Approve the final Change Order to Jay's Plumbing in the amount of \$18,709.42 for Work Change Directives 1 through 4.
  - Approve final payment to Jay's Plumbing in the total amount of \$16,348.42.
- The contractor removed a partially collapsed interceptor pipe and replaced approximately four hundred fifty feet (450') of eight-inch (8") Ductile Iron Pipe with twelve-inch (12") PVC pipe, replaced a manhole and added a manhole.
- Work Change Directives 1 through 4:
  - No. 1 - Additional pipe work to reroute flow from a deteriorated manhole to a newly replaced manhole -\$4,287.97.
  - No. 2 - Adjusted spacers to correct an elevation problem on the new manhole - \$2,287.82.
  - No. 3 - Corrected an underestimate of the amount of flowable fill needed on the project - \$9,133.63.
  - No. 4 – Removed concrete which encased the old pipe so the contractor could disconnect and remove the old pipe - \$3,000.
- The contractor exceeded the allotted fifteen work days for the project and the City assessed \$500.00 per day for liquidated damages for an amount of \$6,000.
- The City Council approved an amended 2014 Wastewater Budget which included \$115,000 for the Swingster Interceptor Project.
- The total estimated project cost is \$122,490.33.

➤ Work remains to epoxy line two manholes for an amount of \$4,000 that is not part of the contract with Jays Plumbing.

➤ The Manhole Replacement Line Item in the Amended 2014 Wastewater Budget will fund the \$7,490.33 that is over the budgeted amount.

Cooper made a Motion to Approve a Final Change Order, Approve Project Acceptance and Approve Final Payment to Jay's Plumbing in the Total Amount of \$16,348.42. Peterson seconded the motion and it carried on a vote of eight to zero.

**Item No. 12 – Acceptance and Final Payment to Smith and Loveless for the Lake Forest Lift Station Upgrade Project** – The Utilities Director made a presentation:

➤ The City Council approved the Lake of the Forest Lift Station Upgrade Project in September 2013 and authorized the City Manager to sign an agreement with Smith and Loveless for an amount not to exceed \$27,000. The City Manager signed an agreement for an amount of \$22,997.

➤ Staff approved the installation of Ground Fault Protection and to upgrade the power supply to the 208 volt Wye system recommended by Westar for a total of \$6,475. These changes increased the project cost to \$29,472 which is \$2,742 over the amount approved.

➤ The total Project expense to date is \$186,604.15.

➤ The 2014 Bond proceeds fund \$100,000 and the Wastewater Operation Budget funds the balance of \$95,000 for the Project.

Cooper made a Motion to Accept the Completed Project and Approve Payment in the Total Amount of \$29,472 to Smith and Loveless for the Lake Forest Lift Station Upgrade Project. Haas seconded the motion and it carried on a vote of eight to zero.

**Item No. 13 – City Manager's Report** – The City Manager added items as follows:

➤ Wished the United States Navy "Happy Birthday" on its 239<sup>th</sup> Birthday.

➤ Reviewed the Tow Charge item in the City Manager's Report and recommended the City not regulate as free competition will resolve any issues. The City Council concurred.

**Item No. 14 – City Council Items** –

➤ Cooper complimented Bonner Beautiful and the Parks and Recreation Department on the appearance of Centennial Park.

**Item No. 15 – Mayor's Report** –

➤ Returned from the League of Kansas Municipalities Conference and expressed his appreciation for the Bonner Springs City Staff.

➤ Met with the Mayor's Youth Advisory Council and challenged them to bring their community's concerns to the meetings.

**Item No. 16 – Executive Session to Discuss Personnel Matters** - At 8:10 p.m., Stephens made a Motion to Adjourn to Executive Session for Personnel Matters for a Period Not to Exceed Five Minutes. Cooper seconded the motion and it carried on a vote of eight to zero. At 8:12 p.m., Stephens made a Motion to Return to Regular Session With No Action Taken. Cooper seconded the motion and it carried on a vote of eight to zero.

The meeting adjourned at 8:13 p.m.

\_\_\_\_\_ Rita Hoag, City Clerk

**City Council Workshop Meeting – Monday, October 13, 2014 – 7:15 p.m.**

**Governing Body Present:** Mayor Jeff Harrington; Councilmembers: Tom Stephens, George Cooper, Bob Reeves, Racheal Haas, Joe Peterson, Jack Knight, Eric Freeman and Roger Shannon

**City Staff Present:** Jack Helin; City Manager; Rita Hoag, City Clerk; Don Slone, Planning Director and Rick Sailer, Utilities Director

**WS – 1 – Sale of Property** – The City Manager made a presentation:

➤ As part of the Urban Renewal Project in the mid -1970s, the City purchased a portion of property behind the former Miller Pharmacy building at 205 and 207 Oak Street.

➤ Do not believe the City wants liability or maintenance responsibility for the property and it is not useful for public parking.

➤ Staff recommends that the City sell the property back to Roger Miller, the original property owner, for the original purchase price with an agreement that he build a dumpster enclosure. Mr. Miller is agreeable to these terms.

➤ Staff recommends the City Council reach consensus to execute an agreement to sell the property.

The City Council reached consensus with no opposition to authorize the City Manager to execute the Agreement and Kansas Warranty Deed. The item will be placed on the October 27, 2014 City Council meeting for approval.

The meeting adjourned at 7:21 p.m.

**ITEM NO. 3.**

**City Council Regular Agenda  
Monday, October 27, 2014 – 7:30 p.m.**

**Present  
&  
Vote**

Stephens	_____	Peterson	_____
Cooper	_____	Knight	_____
Reeves	_____	Freeman	_____
Haas	_____	Shannon	_____

**Mayor Vote on Charter Ordinances & Planning Items \_\_\_\_\_**

**MOTION:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

**AGENDA ITEM: Claims for City Operations for October 27, 2014**

**ACTION: Make a Motion to Approve the Claims for City Operations for October 27, 2014**

**STAFF RECOMMENDATION: The City Manager and City Clerk Recommend Approval and State that all Expenditures Comply with the State of Kansas Cash Basis Law**

Enclosed are the Supplement Claims for City Operations in the amount of \$23,538.09 and the Regular Claims in the amount of \$181,537.08 and includes payments for the Lake Forest Lift Station Upgrade.

Note: If a Councilmember has questions on any of the claims, it would be helpful to call or email ahead in order to get a detailed answer.

Check Register Report

SUPPLEMENTAL CHECK REGISTER

Date: 10/10/2014

Time: 2:42 pm

Page: 1

Bonner Springs City Hall

BANK: UNION BANK & TRUST

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
<b>UNION BANK &amp; TRUST Checks</b>							
125169	10/10/2014	Printed		2470	ATMOS ENERGY	GAS SERVICE	550.18
125170	10/10/2014	Printed		7193	CHASE PROCESSING	PAYROLL DEDUCTIONS	670.00
125171	10/10/2014	Printed		0898	ICMA RETIREMENT CORPORATION	PAYROLL DEDUCTS/BENEFITS	3,717.36
125172	10/10/2014	Printed		0981	ING FINANCIAL PARTNERS	PAYROLL DEDUCTIONS	818.38
125173	10/10/2014	Printed		3960	JOHN HANCOCK	PAYROLL DEDUCTS/BENEFITS	310.00
125174	10/10/2014	Printed		2195	KANSAS PAYMENT CENTER	PAYROLL DEDUCTIONS	1,101.37
125175	10/10/2014	Printed		2014	KCPL	ELECTRIC SERVICE	494.37
125176	10/10/2014	Printed		9879	MAINSTREET CREDIT UNION	PAYROLL DEDUCTIONS	2,672.32
125177	10/10/2014	Void	10/10/2014			Void Check	0.00
125178	10/10/2014	Void	10/10/2014			Void Check	0.00
125179	10/10/2014	Printed		6709	NUTS & BOLTS	BUILDING MAINT/ELECTRICAL SUPP	447.72
125180	10/10/2014	Printed		2726	BRANDON SPIESS	BASEBALL UMPIRE FEES	230.00
125181	10/10/2014	Printed		3790	WESTAR ENERGY	ELECTRIC SERVICE	12,526.39

<b>Total Checks: 13</b>	<b>Checks Total (excluding void checks):</b>	<b>23,538.09</b>
<b>Total Payments: 13</b>	<b>Bank Total (excluding void checks):</b>	<b>23,538.09</b>
<b>Total Payments: 13</b>	<b>Grand Total (excluding void checks):</b>	<b>23,538.09</b>

Check Register Report

CHECK REGISTER

Date: 10/22/2014

Time: 2:34 pm

Page: 1

Bonner Springs City Hall

BANK: UNION BANK & TRUST

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
<b>UNION BANK &amp; TRUST Checks</b>							
125182	10/21/2014	Printed		0293	ABY MANUFACTURING GROUP INC	REFINISH BADGE-PD	50.50
125183	10/21/2014	Printed		3562	ALAMAR	UNIFORMS-POLICE	864.23
125184	10/21/2014	Printed		7084	AT&T U-VERSE	INTERNET SVC 9/10/14-10/9/14	340.00
125185	10/21/2014	Printed		2470	ATMOS ENERGY	GAS SERVICE	377.95
125186	10/21/2014	Printed		4293	BACK N THYME	SCARECROW ON PARADE WINNER	50.00
125187	10/21/2014	Printed		9975	KENNEDY BACON	VOLLEYBALL UMPIRE FEES	118.00
125188	10/21/2014	Void	10/21/2014			Void Check	0.00
125189	10/21/2014	Void	10/21/2014			Void Check	0.00
125190	10/21/2014	Void	10/21/2014			Void Check	0.00
125191	10/21/2014	Void	10/21/2014			Void Check	0.00
125192	10/21/2014	Printed		6536	BANKCARD PROCESSING CENTER	EQUIPMENT,TRAINING,VESTS	5,454.65
125193	10/21/2014	Printed		0109	BERNING TIRE COMPANY	TIRE F/LAWNMOWER-PARKS	47.95
125194	10/21/2014	Printed		2849	BOCKYN LLC	RECREATION SOFTWARE FEES	150.00
125195	10/21/2014	Printed		2926	BONNER SPRINGS GARDEN GIRLS	SCARECROW ON PARADE WINNER	50.00
125196	10/21/2014	Printed		1615	BONNER SPRINGS SENIOR CENTER	SCARECROW ON PARADE WINNER	100.00
125197	10/21/2014	Printed		4172	BOUND TREE MEDICAL	MEDICAL SUPPLIES-EMS	552.49
125198	10/21/2014	Printed		2647	SANTANA ALI CALDERON	SOCCER UMPIRE FEES	50.00
125199	10/21/2014	Printed		0019	CHEMQUEST INC	CHEMICALS-WATER	3,291.75
125200	10/21/2014	Printed		3597	CITY OF LAWRENCE KANSAS	DEATH & HOMICIDE TRAINING-PD	195.00
125201	10/21/2014	Printed		0213	COLEMAN EQUIPMENT INC	EQUIPMENT MAINT-PW	217.68
125202	10/21/2014	Printed		1413	CONCORDIA TRACTOR, INC	EQUIPMENT REPLACEMENT PARTS-PW	89.73
125203	10/21/2014	Printed		0222	CONRAD FIRE EQUIPMENT INC	VEH MAINT/REPAIRS-FIRE	36.57
125204	10/21/2014	Printed		3200	CREATIVE LANDSCAPING& CONCRETE	MOWING-PROPERTY MGMT	555.00
125205	10/21/2014	Printed		5320	CREATIVE PRODUCTS SOURCING INC	DARE SUPPLIES-PD	299.94
125206	10/21/2014	Printed		6683	KENNETH RAY CROSBY	DRAIN LINE REPAIR-PD	1,457.00
125207	10/21/2014	Printed		0238	DEFFENBAUGH DISPOSAL SERVICE	DUMPSTER RENTALS	547.00
125208	10/21/2014	Printed		2817	EAGLE AUTO STRIPPING INC	PAINT F/HANDRAILS-COMM CNT	197.56
125209	10/21/2014	Printed		0274	EMERGENCY MEDICAL PRODUCTS	MEDICAL SUPPLIES-EMS	79.20
125210	10/21/2014	Printed		2923	ENTERCOM COMMUNICATION CORP	RADIO ADS F/TIBLOW DAYS-CTC	589.99
125211	10/21/2014	Printed		2621	EXPRESS WASH AMERICA LLC	CAR WASHES-PD,UT	16.00
125212	10/21/2014	Printed		2621	EXPRESS WASH AMERICA LLC	REIMBURSE ELECTRICAL PERMIT	35.00
125213	10/21/2014	Void	10/21/2014			Void Check	0.00
125214	10/21/2014	Printed		4342	FELDMANS	PORT PUMP,SHOVELS,RAKE,MACHETE	650.36
125215	10/21/2014	Printed		7083	FOUNDATION ENGINEER SPECIALIST	ROOF SUPPORT VALIDATION	385.00
125216	10/21/2014	Printed		6505	FUN SERVICES OF KC LLC	DOG BOUNCER F/OPEN HOUSE-FIRE	195.00
125217	10/21/2014	Printed		2908	JASON GIVENS	REPLACES CK #125072	42.02
125218	10/21/2014	Printed		6880	GLENNARD PINE SERVICE LLC	EMAIL HOST 11/2014-11/2015	260.00
125219	10/21/2014	Printed		0781	GOODYEAR WHOLESALE TIRE	TIRES F/PD VEHICLES	951.08
125220	10/21/2014	Printed		1942	GRASS PAD INC	BUSHES & POTTING MIX	287.40
125221	10/21/2014	Printed		2925	LINDA GROHUSKY	SCARECROW ON PARADE WINNER	50.00
125222	10/21/2014	Printed		7242	HELGET GAS PRODUCTS INC	OXYGEN - EMS	140.44
125223	10/21/2014	Printed		2503	JAYS UNIFORMS	UNIFORMS-FIRE	249.27
125224	10/21/2014	Printed		3108	JC COMMUNICATIONS BEST	AFTER HRS ANSWERING SVC	73.00
125225	10/21/2014	Printed		1022	JO CO LANDFILL INC	LANDFILL CHARGES/SEPT 16-30	2,299.08
125226	10/21/2014	Printed		1596	JOHN DEERE LANDSCAPES	IRRIGATION HEADS F/PARK	6.14
125227	10/21/2014	Printed		2934	KANSAS TRUCK EQUIPMENT COMPANY	DODGE MINI VAN F/TIBLOW (20%)	7,434.80
125228	10/21/2014	Printed		1773	KDHE BUREAU OF WATER	WASTEWATER PERMIT FEE-UT	320.00
125229	10/21/2014	Printed		1921	KUSTOM SIGNALS INC	EQUIPMENT MAINT-PD	29.00

## Check Register Report

CHECK REGISTER

Date: 10/22/2014

Time: 2:34 pm

Page: 2

Bonner Springs City Hall

BANK: UNION BANK & TRUST

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
<b>UNION BANK &amp; TRUST Checks</b>							
125230	10/21/2014	Printed		2929	RONNIE SUE LACY	REFUND RESTITUTION FEES	135.00
125231	10/21/2014	Printed		0852	LANMAN INCORPORATED	COMPUTER MAINT-UT,PW,SC,CC	712.50
125232	10/21/2014	Printed		2419	LARUE DISTRIBUTING INC	COFFEE AND SUPPLIES-PD/EMS	213.94
125233	10/21/2014	Printed		3603	LEI VALLEY REDEVELOPMENT LLC	REIMBURSE OFF-SITE SEWER	1,500.00
125234	10/21/2014	Void	10/21/2014			Void Check	0.00
125235	10/21/2014	Printed		1836	LOWE'S CREDIT SERVICES	LADDER,EMERGENCY LIGHTS,SEALER	468.82
125236	10/21/2014	Printed		6137	METRO COURIER INC	DELIVERY CHARGES-UT	28.92
125237	10/21/2014	Printed		7057	MIZE HOUSER & COMPANY P.A.	EMPLOYER COMPLIANCE WORKSHOP	50.00
125238	10/21/2014	Printed		6849	MJV-A LLC	UNIFORM CLEANING -PD	534.00
125239	10/21/2014	Printed		2478	MOORE MEDICAL CORP	FIRST AID SUPPLIES-EMS/PD	46.36
125240	10/21/2014	Printed		2933	EMILY NELSON	VOLLEYBALL UMPIRE FEES	84.00
125241	10/21/2014	Printed		0136	NEW DIRECTIONS	4TH QUARTER EAP SERVICES	865.10
125242	10/21/2014	Printed		6244	NEXTEL	RAVEN-X/AIR CARDS-PD	174.52
125243	10/21/2014	Printed		3094	NORRIS EQUIPMENT CO LLC	PARTS F/LAWNMOWER-PARKS	70.45
125244	10/21/2014	Printed		5050	NORTHERN SAFETY CO INC	SAFETY EQUIPMENT-PW	147.38
125245	10/21/2014	Printed		0947	O'REILLY AUTO STORES INC	VEH/BUILDING/EQUIP MAINTENANCE	364.86
125246	10/21/2014	Printed		0187	OLATHE WINWATER WORKS	METER ADAPTERS-UT	187.50
125247	10/21/2014	Printed		3393	PAGE ANALYTICAL	LAB TESTING F/WWTP	510.00
125248	10/21/2014	Printed		3531	PERRY & TRENT LLC	LEGAL SERVICES	715.00
125249	10/21/2014	Printed		2290	PMSI	HOT APPLIED CRACK SEALANT-PW	3,795.75
125250	10/21/2014	Printed		2932	JOHN PORTER	REFUND RESTITUTION FEES	15.00
125251	10/21/2014	Printed		0646	PUSHWATER ENTERPRISES INC	SERVICE ORDER FORMS & FLYERS	284.95
125252	10/21/2014	Printed		3932	QUILL	OFFICE CHAIR-PD	117.21
125253	10/21/2014	Printed		2931	JULIE REES	REFUND RESTITUTION FEES	156.00
125254	10/21/2014	Printed		1811	RICOH USA, INC.	COPIER LEASES	1,054.56
125255	10/21/2014	Printed		3714	SAMS CLUB DIRECT	FOOD F/SENIOR CENTER ACTIVITY	24.01
125256	10/21/2014	Printed		0893	MICHAEL SAMS	REPLACES CK#120619	10.29
125257	10/21/2014	Printed		1594	FAITH L. SEATON	SOCCER UMPIRE FEES	100.00
125258	10/21/2014	Printed		6495	JUSTUS A SEATON	SOCCER UMPIRE FEES	50.00
125259	10/21/2014	Printed		1684	RAENEY SEATON	SOCCER UMPIRE FEES	34.00
125260	10/21/2014	Printed		1085	ESTHER KAY SHAVER	REFUND RESTITUTION FEES	100.00
125261	10/21/2014	Printed		8441	SHAWNEE COPY CENTER	BUSINESS CARDS-FIRE	140.00
125262	10/21/2014	Printed		8226	SHERWIN WILLIAMS CO	PAINT-UT	53.76
125263	10/21/2014	Printed		5018	SIGNCO	SIGNS-UT/PW	374.40
125264	10/21/2014	Printed		8136	SMITH & LOVELESS INC	LIFT STATION REHABILITATION-UT	29,472.00
125265	10/21/2014	Printed		9993	SOUTHEASTERN EMERGENCY	MEDICAL SUPPLIES-EMS	257.40
125266	10/21/2014	Printed		6081	STAPLES ADVANTAGE	TONER,CALENDAR,THERMAL ROLLS	87.86
125267	10/21/2014	Printed		2935	SHUMIN TAN	REFUND SEIZED ASSETS-PD	4,029.48
125268	10/21/2014	Printed		2466	TFM COMM INC	VEHICLE EQUIPMENT-PD	1,469.25
125269	10/21/2014	Printed		3388	TRINITY AUTOMOTIVE INC	VEHICLE MAINT/REPAIRS-PD	426.00
125270	10/21/2014	Printed		8302	UNIFIED SCHOOL DISTRICT #204	NAVIGATOR BOOKS-DRUG & ALCOHOL	1,894.85
125271	10/21/2014	Printed		6819	UNIFIRST COPRORATION	UNIFORM,RUG RENTAL-PW,UTIL	159.20
125272	10/21/2014	Printed		5442	UNITED COMMUNICATIONS CORP	PAGER MAINT/REPAIRS-FIRE	188.40
125273	10/21/2014	Printed		6332	UTILITY SOLUTIONS LLC	LAKE FOREST LS IMPROVEMENTS-UT	98,331.57
125274	10/21/2014	Printed		8402	VALLEY FEED & SUPPLY COMPANY	TURF MAINT,SCARECROW SUPPLIES	248.98
125275	10/21/2014	Printed		0915	VERIZON WIRELESS	COMMUNICATION - IND PK - UT	51.04
125276	10/21/2014	Printed		8404	VESTA LEE LUMBER COMPANY	BRUSHES & DUCT TAPE-PW/UT	15.46
125277	10/21/2014	Printed		0712	W W GRAINGER	CHAIR REPLACEMENT WHEEL-PARKS	10.26
125278	10/21/2014	Printed		2930	MICHAEL WAITE	REFUND RESTITUTION FEES	20.00

Check Register Report

CHECK REGISTER

Date: 10/22/2014

Time: 2:34 pm

Page: 3

Bonner Springs City Hall

BANK: UNION BANK & TRUST

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
<b>UNION BANK &amp; TRUST Checks</b>							
125279	10/21/2014	Printed		2845	WATTS UP	BULBS F/COMMUNITY CENTER	290.92
125280	10/21/2014	Printed		3790	WESTAR ENERGY	ELECTRIC SERVICE	2,225.87
125281	10/21/2014	Printed		3012	WORK ZONE	NO SMOKING SIGNS F/PARKS	54.48
<b>Total Checks: 100</b>						<b>Checks Total (excluding void checks):</b>	<b>181,537.08</b>
<b>Total Payments: 100</b>						<b>Bank Total (excluding void checks):</b>	<b>181,537.08</b>
<b>Total Payments: 100</b>						<b>Grand Total (excluding void checks):</b>	<b>181,537.08</b>

**ITEM NO. 4.**

**City Council Regular Agenda  
Monday, October 27, 2014 – 7:30 p.m.**

**Present  
&  
Vote**

Stephens	_____	Peterson	_____
Cooper	_____	Knight	_____
Reeves	_____	Freeman	_____
Haas	_____	Shannon	_____

**Mayor Vote on Charter Ordinances & Planning Items \_\_\_\_\_**

**MOTION:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

**AGENDA ITEM: Public Housing Authority Claims for October 27, 2014**

**ACTION: Make a Motion to Approve the Public Housing Authority Claims for October 27, 2014**

**STAFF RECOMMENDATION: The City Manager & Public Housing Authority Director Recommend Approval**

Enclosed are the claims in the total amount of \$59,385.91 which includes payments for liability insurance and bathroom renovations.

Check Register Report

PUBLIC HOUSING CHECK REGISTER

Date: 10/22/2014

Time: 2:31 pm

Page: 1

Bonner Springs City Hall

BANK: UNION BANK & TRUST-PHA

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
<b>UNION BANK &amp; TRUST-PHA Checks</b>							
97024	10/22/2014	Printed		P827	P ATMOS ENERGY	TENANT UTILITY REIMBURSEMENT	135.39
97025	10/22/2014	Printed		P 797	P BANKCARD PROCESSING CENTER	WATER HEATER,ADOBE SOFTWARE	1,081.58
97026	10/22/2014	Void	10/22/2014			Void Check	0.00
97027	10/22/2014	Printed		P506	P CITY OF BONNER SPGS	REIMB WAGES/BENEFITS/UTIL	10,505.68
97028	10/22/2014	Printed		P832	P CREATIVE LANDSCAPING&CONCRET	MOWING-6 SITES	1,100.00
97029	10/22/2014	Printed		P540	P DEFFENBAUGH DISPOSAL SVC	REFUSE SERVICE	250.72
97030	10/22/2014	Printed		P304	P DORIS DRAGUSH	SECURITY DEPOSIT REFUND	227.00
97031	10/22/2014	Printed		P617	P HOUSING AUTHORITY RISK	COMMERCIAL LIABILITY INSURANCE	1,835.00
97032	10/22/2014	Printed		P616	P HOUSING INSURANCE SVCS INC	COMMERCIAL PROPERTY INSURANCE	16,012.00
97033	10/22/2014	Printed		P433	P KONE INC	ELEVATOR MAINTENANCE	957.54
97034	10/22/2014	Printed		P422	P KRUEGER CONSULTANTS INC	CONSULTANT/ENG SVC-2012 OFP	530.00
97035	10/22/2014	Printed		P503	P LOWES COMPANIES INC	GARBAGE DISPOSALS,FLOOR FINISH	401.70
97036	10/22/2014	Printed		P753	P RICOH USA, INC	COPIER LEASE	178.49
97037	10/22/2014	Printed		P665	P SAMANTHA KING	REISSUE UNCLAIMED URP CHECKS	104.00
97038	10/22/2014	Printed		P987	P THE WILSON GROUP INC	BATHROOM RENOVATIONS	25,763.80
97039	10/22/2014	Printed		P472	P WESTAR ENERGY	TENANT UTILITY REIMBURSEMENT	303.01

<b>Total Checks: 16</b>	<b>Checks Total (excluding void checks):</b>	<b>59,385.91</b>
<b>Total Payments: 16</b>	<b>Bank Total (excluding void checks):</b>	<b>59,385.91</b>
<b>Total Payments: 16</b>	<b>Grand Total (excluding void checks):</b>	<b>59,385.91</b>

**ITEM NO. 5.**

**City Council Regular Agenda  
Monday, October 27, 2014 – 7:30 p.m.**

**Present  
&  
Vote**

Stephens	_____	Peterson	_____
Cooper	_____	Knight	_____
Reeves	_____	Freeman	_____
Haas	_____	Shannon	_____

**Mayor Vote on Charter Ordinances & Planning Items \_\_\_\_\_**

**MOTION:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

**AGENDA ITEM: Appointments to Boards & Commissions**

**ACTION: Make a Motion to Approve an Appointment to Boards & Commissions**

**STAFF RECOMMENDATION: The Mayor Recommends Approval**

Vaughn Trent Board - Reappoint Jeannine Gallagher whose two-year term ends November 2014 for another two-year term to end November 2016. Her bio form is on file in the City Clerk's office.

**ITEM NO. 6.**

**City Council Regular Agenda  
Monday, October 27, 2014 – 7:30 p.m.**

<b>Present &amp; Vote</b>	Stephens _____	Peterson _____
	Cooper _____	Knight _____
	Reeves _____	Freeman _____
	Haas _____	Shannon _____

**Mayor Vote on Charter Ordinances & Planning Items \_\_\_\_\_**

**MOTION:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

**AGENDA ITEM: Extend Audit Contract with Mize & Houser for 2014 Audit**

**ACTION: Make a Motion to Approve a One-Year Contract Extension Mize, Houser & Company to Perform Audit Services for the City for Fiscal Year 2014**

**STAFF RECOMMENDATION: The City Manager, Finance Director & City Clerk Recommend Approval**

The enclosed memorandum provides the recommendation to extend the contract with Mize, Houser & Company for another one-year period for an amount of \$15,620. If the auditors need to perform a single audit, the fee will increase by \$2,100 to \$17,720.

## Finance Director Memorandum

Date: October 22, 2014  
To: Mayor & City Council  
Through: John Helin, City Manager *John Helin*  
From: Tillie LaPlante, Finance Director

Subject: **2014 Audit Recommendation**

Recommendation : The City Council approve a one-year contract extension with Mize, Houser & Company to perform audit services for the City for the year that ends December 31, 2014.

Discussion: In 2001, Lowenthal, Singleton, Webb, and Wilson began to provide audit services for the City of Bonner Springs. In 2004, after the receipt of only two bids for audit proposals, the City Council approved a two-year contract with Lowenthal, Singleton, Webb and Wilson to provide the audit services for 2004 and 2005. The bid from the other audit firm was 50% higher than the Lowenthal, Singleton, Webb and Wilson bid. The City Council approved contract extensions for Lowenthal, Singleton, Webb and Wilson, which merged with Mize Houser and Company in 2012, through our latest audit period for 2013. Below is a chart that shows the cost of the City's audit from 2004 through 2013 along with the 2014 proposed contract cost.

<u>Audit Year</u>	<u>Cost of Audit</u>	<u>% Increase</u>
2004	\$13,000	
2005	\$13,200	1.53%
2006	\$13,500	2.27%
2007	\$15,800*	2.22%
2008	\$14,160	2.61%
2009	\$14,530	2.61%
2010	\$14,630	0.68%
2011	\$16,775*	1.00%
2012	\$14,925	1.00%
2013	\$17,225*	2.00%
2014	\$17,780**	3.23%

\*Includes an additional \$2,000 for a single audit required because the City received over \$500,000 in federal grant funds.

\*\*Includes an additional \$2,100 for a single audit if the City receives over \$500,000 in federal grant funds.

Mize, Houser & Company (formerly Lowenthal, Webb and Odermann, P.A.) audited the City's financial statements since 2001. The company is very familiar with our accounting system. Their staff is very easy to work with and the auditor in charge has been involved with the City's audit since 2001. I consult with them on various issues throughout the year when questions arise and they are always very helpful and responsive to my questions. The firm keeps current with all governmental accounting standards and informs me immediately of any new regulations which will impact the City.

The firm currently audits several cities in Kansas which include Shawnee, Topeka, Baldwin, Mission, Desoto, Eudora, Lawrence, Garnett, Spring Hill, Edgerton and Salina along with several school districts across the state. The majority of these entities have used Mize, Houser & Company for their audit services for several years.

Financial Impact: The cost of the 2014 audit proposal submitted by Mize, Houser & Company is \$15,680 if no single audit is required. This is an increase of 3% or \$455 over the 2013 base audit cost. The single audit cost, if needed increased from \$2,000 in 2013 to \$2,100 in 2014. This is the first increase in the single audit cost since 2004. The amount budgeted in 2015 to perform the 2014 audit is \$17,750 which is \$30 less than the contract amount if we need a single audit.

We anticipate that the City will receive over \$500,000 in federal grant funds in 2014 due to the 134 Street KDOT project reimbursements which will require a single audit.

**ACTION FOR CONSENT AGENDA**

MOTION: \_\_\_\_\_

SECOND: \_\_\_\_\_

Stephens \_\_\_\_\_  
Cooper \_\_\_\_\_  
Reeves \_\_\_\_\_  
Haas \_\_\_\_\_

Peterson \_\_\_\_\_  
Knight \_\_\_\_\_  
Freeman \_\_\_\_\_  
Shannon \_\_\_\_\_

- Reminder:**
- 1. Councilmembers need to abstain on check numbers on the claims issued to their personal business.**
  - 2. If a Councilmember has a simple question about a Consent Agenda item, it can be asked before the Mayor calls for a vote on the Consent Agenda.**
  - 3. If a Councilmember feels a Consent Agenda item warrants discussion, then it needs to be removed from the Consent Agenda.**

Staff Present: \_\_\_\_\_

**REGULAR AGENDA**

**The City Council will consider the following items individually.**

**ITEM NO. 7.**

**City Council Regular Agenda  
Monday, October 27, 2014 – 7:30 p.m.**

**Present  
&  
Vote**

Stephens	_____	Peterson	_____
Cooper	_____	Knight	_____
Reeves	_____	Freeman	_____
Haas	_____	Shannon	_____

**Mayor Vote on Charter Ordinances & Planning Items \_\_\_\_\_**

**MOTION:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

**AGENDA ITEM: Approve Sale of Property Located Behind 205 & 207 Oak Street**

**ACTION: Make a Motion to Approve the Sale of Property Located Behind 205 & 207 Oak Street & Authorize the City Manager to Sign the Warranty Deed & Agreement**

**STAFF RECOMMENDATION: The City Manager, City Clerk & Planning Director Recommend Approval**

The Staff discussed this item with the City Council at their Workshop Meeting on Monday, October 13, 2014 and provided a Staff Report that contained information for this item. After discussion, the City Council reached consensus to place the item on the Regular Meeting Agenda for Monday.

Enclosed is the Warranty Deed and Agreement. The owners of 205 and 207 Oak Street signed the Agreement.

**KANSAS WARRANTY DEED**

On this this \_\_\_\_\_ day of October, 2014 between the City of Bonner Springs, Kansas, a Kansas Municipal Corporation "Grantor" of the County of Wyandotte, State of Kansas, party of the first part, conveys and warrants to Roger B. Miller and Sheila A. Miller, Husband and Wife, of the County of Wyandotte, State of Kansas, parties of the second part, for and in consideration of the sum of One Dollar (\$1.00) duly paid and other valuable consideration, the receipt of is hereby acknowledged, subject to restrictions, reservations and easements of record, if any, as described below:

A part of the Southeast one-half (SE ½) of Lot 2, Block 4, TIBLOW, now a part of Bonner Springs, Kansas, described as follows:

Beginning at a point on the Northeasterly line of Lot 2, said point being 36 feet Northwesterly from the Northwesterly line of 2<sup>nd</sup> Street, thence Northwesterly along the Northeasterly line of said Lot 2, a distance of 64 feet to the most Northerly corner of the Southeast one-half (SE ½) of said Lot 2; thence Southwesterly and parallel to the Northwesterly line of 2<sup>nd</sup> Street, a distance of 34 feet; thence Southeasterly and parallel to the Northeasterly line of Oak Street, a distance of 40 feet; thence Southwesterly parallel to the Northwesterly line of 2<sup>nd</sup> Street, a distance of 3.66 feet; thence Southeasterly and parallel to the Northeasterly line of Oak Street a distance of 24 feet; thence Northeasterly and parallel to the Northwesterly line of 2<sup>nd</sup> Street a distance of 37.66 feet to the point of beginning.

Signed this \_\_\_\_\_ day of October, 2014

City of Bonner Springs, Kansas

ATTEST:

By: \_\_\_\_\_  
John N. Helin, City Manager

\_\_\_\_\_  
Rita Hoag, City Clerk

(Seal)







**ITEM NO. 8.**

**City Council Regular Agenda  
Monday, October 27, 2014 – 7:30 p.m.**

**Present  
&  
Vote**

Stephens	_____	Peterson	_____
Cooper	_____	Knight	_____
Reeves	_____	Freeman	_____
Haas	_____	Shannon	_____

**Mayor Vote on Charter Ordinances & Planning Items \_\_\_\_\_**

**MOTION:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

**AGENDA ITEM: Award Bid for the 2014 Stormwater Repair Project**

**ACTION: Make a Motion to Award the Bid for the Two 2014 Stormwater Repair Program Projects to Westland Construction in an Amount Not to Exceed \$22,750**

**STAFF RECOMMENDATION: The City Manager, City Clerk, Public Works Director & Finance Director Recommend Approval**

The enclosed memorandum provides the recommendation to award the bid for the two 2014 Stormwater Repair Program Projects and describes this year's two stormwater repair projects.

**CITY OF BONNER SPRINGS  
PUBLIC WORKS DIRECTOR MEMORANDUM**

DATE: October 20, 2014  
TO: Mayor and City Council  
THRU: City Manager *Smith*  
FROM: Public Works Director

**SUBJECT: 2014 Stormwater Repair Program Projects**

**Recommendation**

Award the bid to Westland Construction in an amount not to exceed \$22,750 for two Stormwater Repair Program Projects.

**Discussion**

The two projects include the replacement of a deteriorated corrugated metal storm drain pipe between 109 and 115 South Garfield and the replacement of one stormwater curb inlet at 203 Shiedley.

On October 20, 2014, the City Clerk opened two bids as follows:

- **Westland Construction**                      **\$22,750**
- Wiedenmann Inc.                              \$42,950

The bids came in within budget. Staff purposely reduced the amount of work for this year's program in order to have carryover to 2015 for a larger, under road, culvert replacement in the 300 block of Garfield. Westland Construction is a reputable contractor who performs quality work.

**Financial Impact**

The 2014 Stormwater Utility Fund has \$67,406 available for this work. This leaves \$44,656 for contingencies and to carry over to 2015.

**ITEM NO. 9.**

**City Council Regular Agenda  
Monday, October 27, 2014 – 7:30 p.m.**

<b>Present &amp; Vote</b>	Stephens	_____	Peterson	_____
	Cooper	_____	Knight	_____
	Reeves	_____	Freeman	_____
	Haas	_____	Shannon	_____

**Mayor Vote on Charter Ordinances & Planning Items** \_\_\_\_\_

**MOTION:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

**AGENDA ITEM:** City Manager's Report

**ACTION:** None

**STAFF RECOMMENDATION:** None

Report attached.

# City Managers Update

Date: October 27, 2014

To: Mayor and City Council

## 1. Council Follow Up Items.

- a. **Towing** – We provided information to our Police Officers to share with motorists on what tow companies are available to them as well as what they charge and their response time.
2. **Senior Center** – The Senior Center won “Best of Show”, the top award for this year’s “Scarecrows on Parade”. They used most of the money they won (\$100) to buy can goods for the Vaughn-Trent food pantry. Well done for winning and especially for supporting our local food pantry with your winnings!
3. **New 911 Dispatch Procedures** – In response to the few Ebola cases in the US, our 911 Dispatch has enacted new protocols to alert first responders to take extra protective measures as a precaution on certain calls.
4. **New Tiblow Transit Mini Van Ramp Accessible** - We received the new van this week purchased through a KDOT 5311 Grant that pays 80 percent of the cost. The total cost is \$37,174, KDOT pays \$29,739.20 and the City pays \$7,434.80. The City Council amended the 2014 Tiblow Transit budget to fully cover the City’s cost. If you would like to check out the new van prior to the meeting on Monday, October 27, it will be parked in the Tiblow Bay at City Hall.
5. **Invitation to Kim Beets Farewell Reception November 6** - Enclosed in a City letterhead envelope in your agenda packet is an invitation from the Library Board.
6. **Utility Department Update:**
  - a. Well #6 was successfully drilled and the water source and volume is above average. The new building was set last week, and interior pipe work will begin this week. The external pipe work and the external electrical work has been completed. Interior electrical work will begin in a few weeks, after the pipe work is completed. The project is on time and within budget, we expect start-up in December or early January.
  - b. Well #4 chemical treatment was completed. We are awaiting delivery of new column pipe for the well after which the pump and motor will be installed and start-up performed. We spent some additional money on this well with the intention to bring this well back on line for Public Drinking Water. The high manganese levels from this well had rendered the water untreatable with the treatment system that the Department operates. The modifications and improvements to the Well are being done to get the well back-in-service.
  - c. Lake of the Forest Lift Station work is 98% complete – start-up of the new pump station was performed on Friday 24 October. The Facility includes a new emergency power backup Generator and larger pumps to increase flows during wet weather events. In the past we have had to report by-pass conditions to KDHE during wet weather days. The project’s budget was revised due to the additional work and equipment which improves the Department abilities to meet KDHE and Federal regulations.

d. The Backwash Settling Tank Project was awarded. We are waiting for finalization of Contract Documents. A Pre-Construction meeting will be scheduled for early November, with work to start the following week. An increase for funding request to KDHE for the Kansas Public Water System Loan Fund program has been submitted and we expect to receive confirmation prior to start of construction.

7. **Certified Mill Levy** – The Unified Government Clerk released the Certified Levies and valuations for 2015. Our valuation increased and the mill levy decreased. The assessed value used for the 2015 budget was \$69,004,957 that increased to \$69,045,005. The mill levy decreased from the rate used for the 2015 budget.

	<b>Used for 2015 Budget</b>	<b>Certified</b>	<b>Difference</b>
General Fund	24.007	23.994	-0.013
Debt Service	4.478	4.476	-0.002
Library	5.149	5.146	-0.003
<b>Total Bonner Springs</b>	<b>33.634</b>	<b>33.616</b>	<b>-0.018</b>
State	1.500	1.500	.000
County	38.508	38.488	-0.020
KCK Community College	26.121	26.108	-0.013
USD 204	63.036	63.008	-0.028
Total Bonner Springs Wyandotte County	162.799	162.720	-0.079

**ITEM NO. 10.**

**City Council Regular Agenda  
Monday, October 27, 2014 – 7:30 p.m.**

**Present  
&  
Vote**

Stephens \_\_\_\_\_  
Cooper \_\_\_\_\_  
Reeves \_\_\_\_\_  
Haas \_\_\_\_\_

Peterson \_\_\_\_\_  
Knight \_\_\_\_\_  
Freeman \_\_\_\_\_  
Shannon \_\_\_\_\_

**Mayor Vote on Charter Ordinances & Planning Items \_\_\_\_\_**

**MOTION:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

**AGENDA ITEM:** City Council Items

**ACTION:** None

**STAFF RECOMMENDATION:** None

**ITEM NO. 11.**

**City Council Regular Agenda  
Monday, October 27, 2014 – 7:30 p.m.**

<b>Present &amp; Vote</b>	Stephens	_____	Peterson	_____
	Cooper	_____	Knight	_____
	Reeves	_____	Freeman	_____
	Haas	_____	Shannon	_____

**Mayor Vote on Charter Ordinances & Planning Items** \_\_\_\_\_

**MOTION:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

**AGENDA ITEM:** Mayor's Report

**ACTION:** None

**STAFF RECOMMENDATION:** None

The Mayor will give a verbal report at the meeting on Monday.