



Welcome to your City Commission Meeting – Please turn off or silence all cell phones during the meeting
Meetings are televised everyday on Channel 2 at 7 p.m. and midnight and available for viewing on YouTube and Facebook Live

CALL TO ORDER – Pledge of Allegiance Followed by Silent Meditation

OLD BUSINESS

Consideration of Previous Meeting Minutes:

1. Minutes from November 23, 2021 Regular Meeting & December 7, 2021 Special Meeting **Action:** Motion (pg. 3)

Second Consideration Ordinances:

2. Second Consideration Ordinance 8181 Acquisition of Land by Condemnation for K-7 & Eisenhower Intersection Improvement Project **Action:** Roll Call Vote (pg. 8)

NEW BUSINESS:

Public Comment: (i.e. Items not listed on the agenda or receipt of petitions)-Public comment is limited to 2-3 minutes and no action will be taken by the Commission on public comment items - Please state your name and address. A sign up sheet will be provided in the commission chambers for anyone wishing to speak. Fill out the sheet with requested information when you enter the meeting.

General Items:

3. Nomination for terms December 14, 2021 to December 13, 2022 (pg. 16)
 - a. Mayor December 14, 2021 to December 13, 2022 **Action:** Motion
 - b. Mayor Pro-Tem December 14, 2021 to December 13, 2022 **Action:** Motion
 - c. Financial Claims Reviewer December 14, 2021 to December 13, 2022 **Action:** Motion
4. Consider Abatement of Administrative Fees on Nuisance Special Assessments 911 Cherokee Street **Action:** Motion (pg.17)
5. Consider Abatement of Administrative Fees on Nuisance Special Assessments 1517 9th Avenue **Action:** Motion (pg. 22)
6. Consider Abatement of Administrative Fees on Nuisance Special Assessments 617 Middle Street **Action:** Motion (pg. 27)
7. Consider Abatement of Administrative Fees on Nuisance Special Assessment 51 Logan Street **Action:** Motion (pg. 30)
8. Recommendation for Revisions to the Personnel Policy Manual **Action:** Motion (pg. 35)
9. 2022 Cereal Malt Beverage Licenses **Action:** Motion (pg. 43)
10. Cancellation of the December 28, 2021 City Commission Meeting **Action:** Motion (pg. 44)

Public Hearing:

11. Public Hearing for Amending the 2021 Budget (pg. 45)
 - a. Open Public Hearing **Action:** Motion
 - b. Staff and Public Comments
 - c. Close Public Hearing **Action:** Motion
 - d. Motion to Consider Amendments to the 2021 Budget **Action:** Motion
12. Resolution B-2301 Planters II Tenant Write-Off Accounts **Action:** Motion (pg. 48)

13. Resolution B-2302 Opioid Settlement Funding

Action: Motion (pg. 50)

Bids, Contracts and Agreements:

14. Consider Transfer of City Owned Lots to Geiger Ready-Mix Co., Inc Real Estate Contract

Action: Motion (pg. 56)

15. Consider Renewal of City Commercial Insurance Package 2022

Action: Motion (pg. 66)

Consent Agenda:

Claims for November 20, 2021, through December 10, 2021, in the amount of \$962,144.06; Net amount for Longevity Pay effective November 26, 2021 in the amount of \$41,029.67; and ARPA Premium Pay effective November 26, 2021 in the amount of \$149,717.46; and Payroll #24 effective December 3, 2021 in the amount of \$351,745.93 (No Police & Fire Pension).

Action: Motion

Other:

Adjournment

Action: Motion



CITY OF LEAVENWORTH
100 N. 5th Street
Leavenworth, Kansas 66048

City Commission Regular Meeting
Commission Chambers
Tuesday, November 23, 2021 7:00 p.m.

CALL TO ORDER - The Governing Body met for a regular meeting and the following commission members were present in the commission chambers: Mayor Nancy D. Bauder, Mayor Pro-Tem Camalla Leonhard, Commissioners Myron J. (Mike) Griswold and Mark Preisinger. Not present: Commissioner Jermaine Wilson.

Staff members present: City Manager Paul Kramer, Assistant City Manager Penny Holler, Police Chief Patrick Kitchens, Finance Director Ruby Maline, Public Works Director Brian Faust, Water Pollution Control Superintendent Tim Guardado, Assistant Water Pollution Control Superintendent Jon Lemke, City Attorney's Office Representative Katie Logan and Deputy City Clerk Cary Collins.

Mayor Bauder asked everyone to stand for the pledge of allegiance followed by silent meditation.

PROCLAMATIONS AND AWARDS:

Mayor Bauder presented Chris Hendrickson with the Trail Mob a Mayors Award for his work on clearing Havens Park trails. Chris thanked all of the volunteers, local sponsors, city representatives, and his son. He mentioned the Havens Trail Run that was conducted on November 20, 2021 at Havens Park, there were 70 participants; public restrooms are needed at Havens for park visitors and event participants.

OLD BUSINESS:

Consideration of Previous Meeting Minutes:

Commissioner Leonhard moved to accept the minutes from the November 9, 2021 regular meeting. Commissioner Wilson seconded the motion and the motion was unanimously approved. Mayor Bauder declared the motion carried 5-0.

Second Consideration Ordinance:

Second Consideration Ordinance 8180 Amending Sec. 8-139 Allowing Additional Businesses to Sell City Dog Tags - City Manager Paul Kramer presented the ordinance for second consideration. There have been no changes since first introduced on November 9, 2021.

Mayor Bauder called the roll and the ordinance passed 5-0.

Public Comment: *(Public comment on non-agenda items or receipt of petitions- limited to 2-3 minutes)*

Vicky Kaaz, Leavenworth County Commissioner invited the City Commissioners and city officials to attend a ribbon cutting ceremony for the completion of the road project at 20th and Eisenhower at 1:30 p.m. on December 1.

General Items:

Cancel Outstanding City Checks Prior to 2020 – Finance Director Ruby Maline presented for consideration to cancel 19 checks that remain outstanding after a period of two years from their issuance. After cancellation of the checks, if a check is presented for payment the Finance Department will honor the obligation and issue a new check. The funds revert to the original fund upon which the funds were drawn. The outstanding checks are as follows:

City of Leavenworth
Cancellation of
Outstanding AP Checks

Issue Date	Check #	Payee	Amount
12/03/18	290024212	Nancy Poff	163.00
01/11/19	290024612	Anthony Brown	14.00
02/01/19	290024844	Ana Dejesus	31.00
02/15/19	290024983	Roxanne Joslin	50.00
03/01/19	290025182	Jacquelyn Jackson	8.00
03/01/19	290025241	LaCarol Kennedy	46.00
04/19/19	290025766	Jerrica Renee Peace	100.00
05/15/19	290026043	Stephanie Key	300.00
05/15/19	290026104	David Griffith	115.55
05/17/19	290026125	Katelynn Johnson	0.85
06/07/19	290026368	John Allen	5.00
06/28/19	290026582	Joseph Bollin	25.00
07/01/19	290026702	Mercedes Wilson	4.00
07/19/21	290026882	Kevin or Brandy Crockett	5.00
08/02/19	290027048	Wanda Morris	5.42
08/16/19	290027275	Leavenworth Masonic Build	500.00
08/30/19	290027349	Emmanuel L Ross	0.63
09/03/19	290027487	Reginald Miller	54.00
09/19/19	290027607	Demetria Bedeaux	100.00
Total checks to be cancelled			1,527.45

Commissioner Griswold moved to cancel the outstanding checks prior to 2020 as presented. Commissioner Wilson seconded the motion and the motion was unanimously approved. The Mayor declared the motion carried 5-0

Bids, Contracts and Agreements:

Consider Contract for Wastewater Treatment Plant Condition Assessment - Public Works Director Brian Faust gave a Powerpoint Presentation on the WWTP Condition Assessment. Mr. Faust presented for approval the contract with HDR, Inc. for the Wastewater Treatment Plant Condition Assessment in the amount of \$178,810.00. Proposals were received from HDR Inc., Burns & McDonnell, Black & Veatch, and Alfred Benesch.

Commissioner Preisinger moved to approve the Wastewater Treatment Plant Condition Assessment Contract with HDR, Inc. for an amount not to exceed \$178,810.00 Commissioner Griswold seconded the motion and the motion was unanimously approved. Mayor Bauder declared the motion carried 5-0.

Consider Contract for Janitorial Services - Public Works Director Brian Faust presented for approval the contract with Southwest Janitorial Service for 2022 Janitorial Services at City Hall, 100 N 5th Street; Animal Control 2019 S 3rd Street; Municipal Service Center, 790 Thornton Street; and Waste Water Treatment Plant, 1800 S 2nd Street for an amount not to exceed \$89,160.00 with the option of two one-year renewals

for the subsequent fiscal years. Proposals were received from the following vendors: Southwest Janitorial Service, LLC; Allbright Cleaning Midwest, LLC; and Jani-King of Kansas City.

Commissioner Preisinger moved to approve the 2022 Janitorial Services contract with Southwest Janitorial Service with the option of two (2) one-year renewals for the subsequent fiscal years in the amount of \$89,160.00. Commissioner Griswold seconded the motion and the motion was unanimously approved. Mayor Bauder declared the motion carried 5-0.

First Consideration Ordinances:

First Consideration Ordinance; Acquisition of Land for K-7 & Eisenhower Intersection Improvement Project – Public Works Director Brian Faust presented for first consideration an ordinance that would authorize and provide the acquisition of lands or interests therein by condemnation for the K-7 and Eisenhower Intersection Improvement Project, also referred to as KDOT Project No. KDOT #52 KA-5575-01, in the City of Leavenworth, Kansas.

There was a consensus by the commission to place on first consideration.

Consent Agenda:

Commissioner Wilson moved to approve claims for November 6, 2021, through November 19, 2021, in the amount of \$788,916.84; Net amount for Payroll #23 effective November 19, 2021 in the amount of \$347,461.48 (Includes Police & Fire Pension in the amount of \$8,804.19). Commissioner Preisinger seconded the motion and the motion was unanimously approved. Mayor Bauder declared the motion carried 5-0.

Presentations to Outgoing Commissioners:

Mayor Bauder presented Commissioner Griswold and Commissioner Preisinger each a framed certificate with a key to the city. Commissioner Griswold and Commissioner Preisinger both thanked the commission and the community.

Other:

City Manager Paul Kramer:

- Next Tuesday, no meeting
- Trash Service will resume on Friday, November 26, no trash pickup on Thanksgiving
- Wished everyone a Happy Thanksgiving

Commissioner Wilson:

- Thanked Commissioners Preisinger & Griswold for their service
- Wished everyone a Happy Thanksgiving

Mayor:

- Mayors Tree Lighting on Friday, November. 19, fun event Thank you to Parks Department and Evergy
- Thank you to the Commissioners Preisinger & Griswold for their service
- Wished everyone a Happy Thanksgiving

Adjournment:

Commissioner Preisinger moved to adjourn the meeting. Commissioner Griswold seconded the motion and the motion was unanimously approved and the meeting was adjourned.

Time Meeting Adjourned 7:41 p.m.

Minutes taken by Deputy City Clerk Cary L. Collins, CMC



CITY OF LEAVENWORTH
100 N. 5th Street
Leavenworth, Kansas 66048

City Commission Special Meeting
Commission Chambers
Tuesday December 7, 2021 7:00 p.m.

CALL TO ORDER - The Governing Body met for a special meeting and the following commission members were present in the commission chambers: Mayor Nancy D. Bauder, Mayor Pro-Tem Camalla Leonhard, and Commissioner Jermaine Wilson.

Commissioners Elect Edd Hingula and Griff Martin were present for the meeting to be sworn in.

Staff members present: City Manager Paul Kramer, Assistant City Manager Penny Holler, Finance Director Ruby Maline, Deputy Finance Director Roberta Beier, Police Chief Patrick Kitchens, Parks and Recreation Director Steve Grant, Parks Superintendent Brian Bailey, Fire Chief Gary Birch, Deputy City Clerk Cary Collins and City Clerk Carla K. Williamson.

Mayor Bauder asked for a motion to open a Special Meeting.

Commissioner Leonhard moved to open the special meeting. Commissioner Wilson seconded the motion and the motion was unanimously approved. Mayor Bauder declared the motion carried 3-0.

2021 Elected Official Take Oath of Office – City Clerk Carla Williamson introduced the item and background on the election of the Commissioners and stated that Jermaine Wilson and Griff Martin will serve (4) four-year terms expiring on December 2, 2025 and Edd Hingula will serve a (2) two-year term expiring on December 5, 2023. A copy of the election results certified by Janet Klasinski, County Election Officer was included in the policy report. City Clerk Carla Williamson gave the oath of office to the three elected members.

Mayor Bauder asked for a motion to close the Special Meeting.

Commissioner Leonhard moved to close the special meeting. Commissioner Wilson seconded the motion and the motion was unanimously approved. Mayor Bauder declared the motion carried 5-0 and the commission moved to a Study Session.

Time Meeting Adjourned 7:08 p.m.

Minutes taken by City Clerk Carla K. Williamson, CMC

**POLICY REPORT
SECOND CONSIDERATION ORDINANCE 8181
AUTHORIZING THE ACQUISITION OF LAND BY CONDEMNATION FOR THE K-7 AND
EISENHOWER INTERSECTION IMPROVEMENT PROJECT**

DECEMBER 14, 2021



Carla K. Williamson, CMC
City Clerk



Paul Kramer
City Manager

BACKGROUND:

At the November 23, 2021 City Commission regular meeting the City Commission reviewed and placed on first consideration:

**AN ORDINANCE AUTHORIZING AND PROVIDING FOR THE ACQUISITION OF
LANDS OR INTERESTS THEREIN BY CONDEMNATION FOR THE K-7 AND
EISENHOWER INTERSECTION IMPROVEMENT PROJECT, ALSO REFERRED TO AS
KDOT PROJECT NO.: KDOT #52 KA-5575-01, IN THE CITY OF LEAVENWORTH,
KANSAS.**

There have been no changes to the ordinance since first introduced. Ordinance No. 8181 is now presented for second consideration and requires a roll call vote.

ATTACHMENTS:

- Ordinance No. 8181

(Publish in *The Leavenworth Times* on December 17, 2021)

ORDINANCE NO. 8181

AN ORDINANCE AUTHORIZING AND PROVIDING FOR THE ACQUISITION OF LANDS OR INTERESTS THEREIN BY CONDEMNATION FOR THE K-7 AND EISENHOWER INTERSECTION IMPROVEMENT PROJECT, ALSO REFERRED TO AS KDOT PROJECT NO.: KDOT #52 KA-5575-01, IN THE CITY OF LEAVENWORTH, KANSAS.

WHEREAS, on November 9, 2021, and pursuant to K.S.A. 26-201, the Governing Body of the City of Leavenworth, Kansas, did by Resolution No. B-2300 declare the necessity for, and authorize the completion of, a survey and description of lands or interests therein to be condemned by the City, for the purpose of for the use of the City for the purpose of rights-of-way, permanent easements, and temporary construction easements, including but not limited to for the completion of the K-7 and Eisenhower Intersection Improvement Project, also referred to as KDOT Project No.: KDOT #52 KA-5575-01 to include curb and gutter, sidewalks, asphalt pavement, storm drainage systems, and other improvements as shown on the plan documents;

WHEREAS, a survey and legal descriptions of the land or interests therein to be condemned have been made and prepared by a competent engineer and filed with the Clerk of the City of Leavenworth, Kansas, such legal description and interests being as shown and/or described on **Exhibit A**, which is attached hereto and incorporated herein by this reference.

WHEREAS, the Resolution was published once in the official City newspaper as shown in **Exhibit B**, which is attached hereto and incorporated herein by reference; and

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

SECTION I. It is hereby authorized and provided that the above-described lands and interests be acquired by condemnation pursuant to K.S.A. 26-201 and K.S.A. 26-501, *et seq.*, for the above described purposes.

SECTION II. This ordinance shall be in full force and effect from and after its adoption and publication as provided by law.

[Signature Page Follows Directly]

**ADOPTED BY THE CITY COMMISSION OF THE CITY OF LEAVENWORTH,
KANSAS ON THIS 14th DAY OF December 2021.**

Mayor

[SEAL]

ATTEST:

Carla K. Williamson, CMC, City Clerk

EXHIBIT A

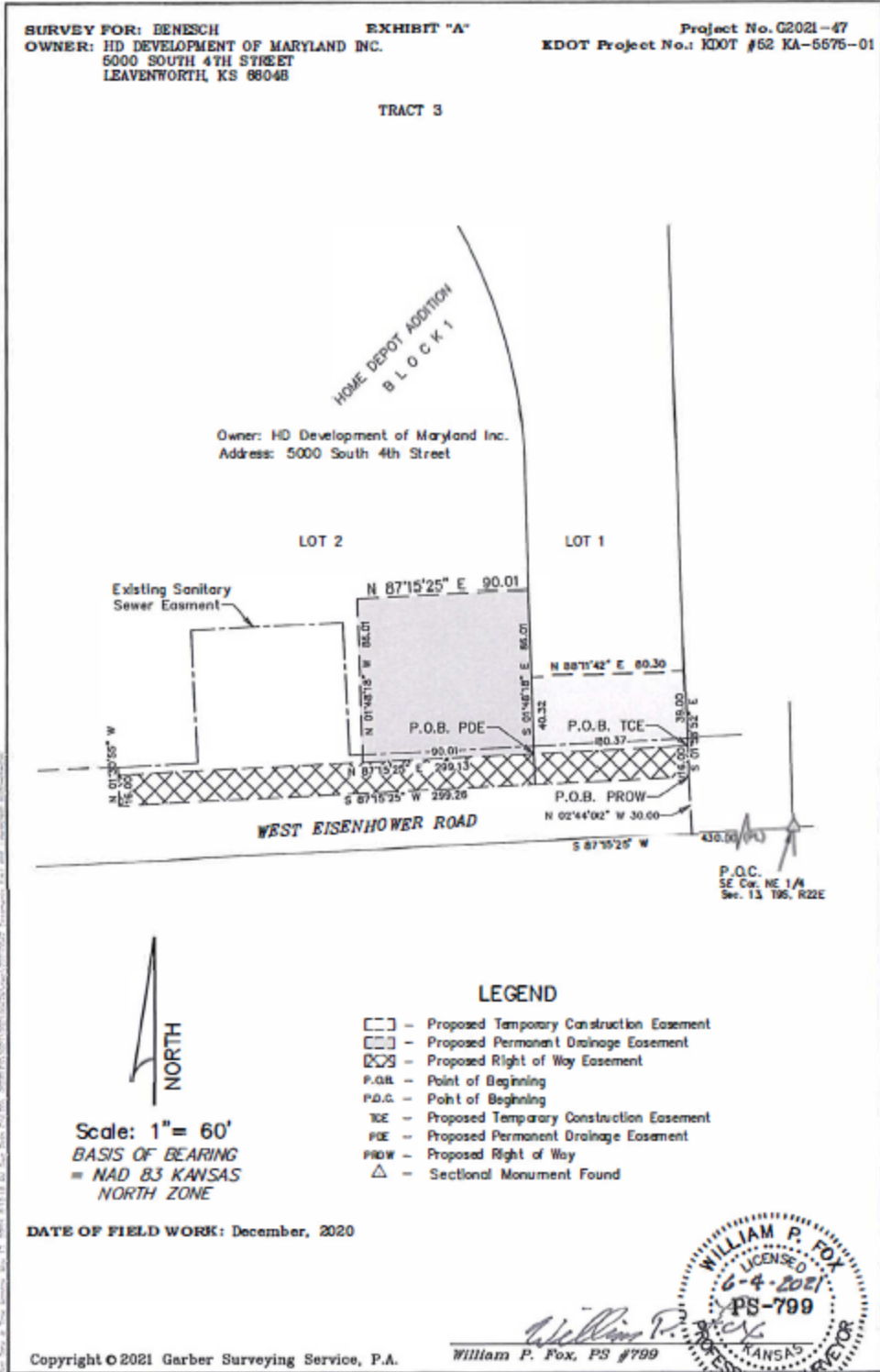
[Survey and Legal Descriptions]

Main Office
 2908 North Plum Street
 Hutchinson, KS 67502
 Office: (620) 665-7032
 Fax: (620) 663-7401



Garber Surveying Service, P.A.

Branch Offices
 Ashkanan 785-320-4810
 McPherson 620-241-4441
 Newton 316-283-5053
 Sedona 785-404-6302
 Wichita 316-260-9933



KDOT Project No: 52 KA-5575-01
Tract No.: 3
Parcel ID No. 1061301001032010
Owner: HD Development of Maryland Inc.
Situs Address: 5000 S 4th Street
Leavenworth, KS. 66043

Exhibit "A"

TEMPORARY CONSTRUCTION EASEMENT:

Containing 3186 square feet, more or less.

Commencing at the Southeast Corner of the Northeast Quarter of Section 13, Township 9 South, Range 22 East of the Sixth P.M. in Leavenworth County, Kansas; Thence S 87° 15' 25" W along the South line of said Northeast Quarter of Section 13-T9S-R22E, for a distance of 430.00 feet; thence N 2° 44' 02" W for a distance of 30.00 feet to a Southeast corner of Lot 1, Block 1, Home Depot Addition to Leavenworth, Kansas thence N 1°58'52" W along an Easterly line of Lot 1, Block 1, Home Depot Addition to Leavenworth, Kansas for a distance of 16.00 feet to THE POINT OF BEGINNING: thence S 87°15'25" W a distance of 80.37 feet to a point on the West line of Lot 1, Block 1; thence N 01°48'18" W along the West line of said Lot 1, Block 1, a distance of 40.32 feet; thence N 88°11'42" E a distance of 80.30 feet; to a point on an Easterly line of Lot 1, Block 1, Home Depot Addition; thence S 01°53'26" E a distance of 39.00 feet to THE POINT OF BEGINNING.

PERMANENT DRAINAGE EASEMENT:

Containing 7741 square feet, more or less.

Commencing at the Southeast Corner of the Northeast Quarter of Section 13, Township 9 South, Range 22 East of the Sixth P.M. in Leavenworth County, Kansas; Thence S 87° 15' 25" W along the South line of said Northeast Quarter of Section 13-T9S-R22E, for a distance of 430.00 feet; thence N 2° 44' 02" W for a distance of 30.00 feet to a Southeast corner of Lot 1, Block 1, Home Depot Addition to Leavenworth, Kansas; thence S 87°15'25" W along the South line of said Lot 1, Block 1 a distance of 80.42 feet to a common corner between Lot 1 and Lot 2 as platted in Home Depot Addition to Leavenworth, Kansas; thence N 1°48'18" W along the East line of said Lot 2, Block 1 Home Depot Addition to Leavenworth, Kansas for a distance of 16.00 feet to THE POINT OF BEGINNING; thence S 87°15'25" W a distance of 90.01 feet; thence N 01°48'18" W a distance of 86.01 feet; thence N 87°15'25" E a distance of 90.01 feet to a point on the East line of said Lot 2, Block 1; thence S 01°48'18" E along the East line of said Lot 2, Block 1 a distance of 86.01 feet to THE POINT OF BEGINNING.

KDOT Project No: 52 KA-5575-01
Tract No.: 3
Parcel ID No. 1061301001032010
Owner: HD Development of Maryland Inc.
Situs Address: 5000 S 4th Street
Leavenworth, KS. 66043

PERMANENT RIGHT-OF-WAY:

Containing 4787 square feet, more or less.

Commencing at the Southeast Corner of the Northeast Quarter of Section 13, Township 9 South, Range 22 East of the Sixth P.M. in Leavenworth County, Kansas; Thence S 87° 15' 25" W along the South line of said Northeast Quarter of Section 13-T9S-R22E, for a distance of 430.00 feet; thence N 2° 44' 02" W for a distance of 30.00 feet to a Southeast corner of Lot 1, Block 1, Home Depot Addition to Leavenworth, Kansas and the POINT OF BEGINNING; thence S 87°15'25" W along the South line of Lots 1 and 2, Block 1 Home Depot Addition to Leavenworth, Kansas for a distance of 299.26 feet to a Southwest corner of said Lot 2, Block 1, Home Depot Addition; thence N 01°30'55" W along a West line of said Lot 2, Block 1, Home Depot Addition a distance of 16.00 feet; thence N 87°15'25" E parallel with the South line of said Lots 2 and 1, Block 1, Home Depot Addition to Leavenworth, Kansas a distance of 299.13 feet to a point on an East line of said Lot 1, Block 1, Home Depot Addition; thence S 01°58'52" E along an East line of said Lot 1, Block 1, a distance of 16.00 feet to THE POINT OF BEGINNING.



EXHIBIT B

[Proof of Publication]

AFFP
RESOLUTION NO. B-2300 A RESOLU

Affidavit of Publication

STATE OF KANSAS)
COUNTY OF) SS
LEAVENWORTH)

Tammy Lawson, being duly sworn, says:

That she is Tammy Lawson of the Leavenworth Times, a daily newspaper of general circulation, printed and published in Leavenworth, Leavenworth County, Kansas; that the publication, a copy of which is attached hereto, was published in the said newspaper on the following dates:

November 12, 2021

RESOLUTION NO. B-2300 A RESOLUTION DECLARING THE NECESSITY TO APPROPRIATE PRIVATE PROPERTY CONNECTED WITH THE K-7 AND EISENHOWER INTERSECTION IMPROVEMENT PROJECT, FOR THE USE OF THE CITY AND AUTHORIZING A SURVEY AND DESCRIPTION LAND OR INTEREST TO BE CONDEMNED TO BE PREPARED BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF LEAVENWORTH, KANSAS: Section 1: That the Governing Body of the City of Leavenworth, Kansas, does hereby deem it necessary to appropriate private property for the use of the City for the purpose of rights-of-way, permanent easements and temporary construction easements to complete the K-7 and Eisenhower Intersection Improvement Project to include curb and gutter, sidewalks, asphalt pavement, storm drainage systems, and other improvements as shown on the plan documents. Section 2: That the Governing Body of the City of Leavenworth, Kansas, does hereby authorize a survey and description of the land or interest to be condemned to be made by a licensed land surveyor or a professional engineer who is competent to conduct a land survey and filed with the City Clerk. Section 3: That this resolution shall be published once in the official city newspaper as provided by K.S.A. 26-201. Section 4: This resolution shall be effective upon passage and publication as provided by law. Passed and approved this 9th day of November 2021. Nancy D. Bauder, Mayor (Seal) ATTEST: Carla K. Williamson, CMC, City Clerk. Published in the Leavenworth Times on November 12, 2021.

That said newspaper was regularly issued and circulated on those dates.

SIGNED:

Tammy Lawson
Tammy Lawson

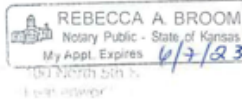
Subscribed to and sworn to me this 13 day of Nov, 21

Rebecca A. Broom
Rebecca A. Broom, , Leavenworth County, Kansas

My commission expires: June 07, 2023

00000105 00041383

Deputy City Clerk
City of Leavenworth - Legals
100 North 5th Street
Leavenworth, KS 66048



100 North 5th St
Leavenworth, KS

**POLICY REPORT
MAYOR, MAYOR PRO-TEM AND FINANCIAL CLAIMS REVIEWER
NOMINATIONS**

DECEMBER 14, 2021

Prepared by:



Carla K. Williamson, CMC
City Clerk

Reviewed by:



Paul Kramer
City Manager

ACTION:

Nominations for Mayor, Mayor Pro-Tem and Financial Claims Reviewer:

1. Mayor – December 14, 2021 to December 13, 2022 **Action: Motion**
2. Mayor Pro-Tem – December 14, 2021 to December 13, 2022 **Action: Motion**
3. Financial Claims Reviewer– December 14, 2021 to December 13, 2022 **Action: Motion**

POLICY REPORT
CONSIDER REQUEST TO ABATE ADMINISTRATIVE FEES ON 2021 SPECIAL ASSESSMENT/NUISANCE FEES
911 CHEROKEE STREET

DECEMBER 14, 2021

Prepared by:


Carla K. Williamson, CMC
City Clerk

Reviewed by:


Paul Kramer
City Manager

ISSUE:

On December 9, 2021 Jeffrey Richter submitted a formal request to the City Clerk asking that the City Commission consider abating administrative fees on the property located at 911 Cherokee Street.

BACKGROUND:

Mr. Richter purchased the property at the April 28, 2021 county tax sale. At that time there was a lien placed against the property for nuisance abatements totaling \$1,617.21. At the beginning of the tax sale it is always announced to potential buyers that the City may have liens against the property or mowing invoices that would be levied against the property as special assessment to the current year's tax statement. The breakdown of fees are attached.

In the past, the City Commission has reduced the fees for similar requests, to the actual cost of the mowing incurred by the city and a \$100.00 administration fee per assessment period. This would reduce the 2021 Special Assessments from \$1,617.21 to \$217.21.

The property is adjacent to properties and the house that is owned and lived in by Mr. Richter. He plans to keep the property mowed and groomed.



ACTION:

- Deny the request
- Reduce the 2021 Special Assessments on the property at 911 Cherokee from \$1,617.21 to \$217.21
- Reduce the 2021 Special Assessments to different amount

ATTACHMENTS:

- Breakdown of dates and fees
- Lien Filed November 23, 2020
- Letter From Jeffrey Richter

Property Owner Name	Invoice Date	Viol #	Property Address	CAMA	Date Mowed	Admin Fee	Mowing Cost	Billed Amount
HENRY, DEBORAH A	8/5/2020	30379	911 CHEROKEE STREET	0773501015002000	7/18/2020	\$500.00	\$39.07	\$539.07
HENRY, DEBORAH A	9/15/2020	30379	911 CHEROKEE STREET	0773501015002000	8/8 & 8/31/2020	\$1,000.00	\$78.14	<u>\$1,078.14</u>
HENRY, DEBORAH A			911 CHEROKEE STREET	0773501015002000				\$1,617.21
						Administrative Fees: \$1,500.00		
						Mowing cost incurred by City:	\$117.21	
						Staff Recommendation of Cost of mowing + \$100.00	\$217.21	

6 0 7 2 9 3 6
Tx:4053271



DOC #: 2020R12107
STACY R. DRISCOLL
REGISTER OF DEEDS
LEAVENWORTH COUNTY, KANSAS
RECORDED ON:
11/23/2020 11:48:59 AM
RECORDING FEE: 106.00
INDEBTEDNESS: 64139.95
PAGES: 6

November 17, 2020

Stacy Driscoll
Leavenworth County Register of Deeds
300 Walnut Street
Leavenworth, Kansas 66048

RE: Nuisance Abatements

Dear Ms. Driscoll:

Please see the attached spreadsheet of the summary billing for unpaid nuisance abatement fees on properties in the City of Leavenworth for a period from July 11, 2020 to November 5, 2020. The City understands that there is a cost for such liens.

If the City receives payment of any fees on the properties listed, we will notify the Register of Deeds office in writing to have the lien removed.

Sincerely,

Carla K. Williamson
Carla K. Williamson
City Clerk
100 N. 5th Street
Leavenworth, KS 66048
913-684-0335



STATE OF KANSAS)
) ss:
COUNTY OF LEAVENWORTH)

This instrument was acknowledged before me on 17th day of November 2020 by Carla K. Williamson.

Attachment: Five (5) Pages

Cary L. Collins
Notary Public Signature

CARY L. COLLINS
Notary Public - State of Kansas
My apt. Expires 3-15-2024
My appointment expires

Consolidated List - billings from 07-11-2020 to 11-05-2020

Property Owner	Property Address	Legal	CAMA	Total Billed
WESTFALL, JEFFREY L	1609 MICHAEL STREET	AMRON ACRES, Lot 19	0782704017003000	\$121.57
WESLEY, MONTARIAL A & LAKISHA	213 SOUTH 10TH STREET	CENTRAL SUBDIVISION, BLOCK 15, Lot 26	0773502010005000	\$1,027.84
HENRY, DEBORAH A	911 CHEROKEE STREET	CENTRAL SUBDIVISION, BLOCK 16, Lot 25 - 27	0773501015002000	\$1,617.21
DUCKWORTH, HARLAN J & HOOTEN, SHARLEE S	1002 CHEROKEE STREET	CENTRAL SUBDIVISION, BLOCK 26, E38'LTS 1-4	0773502009016000	\$924.74
JONES, HERBERT H & MARY A	501 NORTH 13TH STREET	CENTRAL SUBDIVISION, BLOCK 80, E210'(S) BLK 80 (SCALED)	0772603011005000	\$525.00
WACKER, THOMAS E	854 SHERMAN AVENUE	CENTRAL SUBDIVISION, S35, T08, R22E, BLOCK 13, PT BLK 13;BEG W69' FROM NE COR SE60'(S), SW43', NW75' (S), E28' TO POB (SCALED)	0773501014002000	\$2,291.05
WILLIAMSON, ANDY T L	616 SPRUCE STREET	CLARK & REES ADDITION, BLOCK 30, Lot 12, (SCALED)	0773602042012000	\$868.26
CHISHTI REAL ESTATE INC	619 OAK STREET	CLARK & REES ADDITION, BLOCK 33, Lot 5	0773602022004000	\$2,114.26
HUDSPETH, CHADWICK G	625 OAK STREET	CLARK & REES ADDITION, BLOCK 33, Lot 7	0773602022006000	\$2,316.45
KING, WILLIAM B	118 SPRUCE STREET	CLARK & REES ADDITION, BLOCK 5, Lot 11	0773601002006000	\$180.00
EDWARDS, MICHAEL	609 SOUTH 13TH STREET	CLAY'S REPLAT, S35, T08, R22E, Lot 4	0773502027003010	\$110.51
JORDAN, BILLY J JR & BARBARA A	1511 VILAS STREET	CLEVELAND PARK SUB, BLOCK 24, N172.14' OF E162.65' OF BLK 24	1020304014001000	\$196.42
LEWIS, REDIE	718 DAKOTA STREET	DAY & MACAULAY'S SUB, BLOCK 102, Lot 9	0772601409016000	\$112.47
JAMERSON, CHARLES E III & KIMBERLY R	1011 NORTH BROADWAY STREET	DAY & MACAULAY'S SUB, BLOCK 107, Lot 6	0772601307001000	\$1,049.98
ROSS, LEE A	714 KIOWA STREET	DAY & MACAULAY'S SUB, S26, T08, R22E, BLOCK 101, LT 6 LESS W2'	0772604101005000	\$261.95
SANTEE, DAVID ROY	615 PROSPECT STREET	DAY'S SUBDIVISION, BLOCK 18, W1/2 LT 6 & ALL LT 7	0773603039004000	\$2,861.44
CLARK, MATTHEW J & DONA A	1024 2ND AVENUE	DAY'S SUBDIVISION, BLOCK 8, Lot 22	0773603010012000	\$269.49
BRUNDY, JOSEPH W JR & DOROTHY E	1416 4TH AVENUE	DAY'S SUBDIVISION, S36, T08, R22E, BLOCK 19, Lot 19	0773603040011000	\$1,538.98

To whom it may concern,

My name is Jeff Richter. I am writing this letter to ask for assistance. I bought abandon lots 25, 26, and 27 in the tax auction this past year. The woman that owned it previously had passed away in a tragic house fire. This property is attached to my property and I really wanted to acquire it so that I could make sure it was taken care of properly. I bought it in April and since than have cleared the brush off the site, mowed it weekly and started to clean up the sidewalk in that area. I got a tax bill this year for \$1,728.20 for three abandon lots that are connected to my property. I found out that this was because the previous owner had a special on the property. I am writing this letter to ask if I could please get this special abated or removed so I can afford to continue to take care of these lots. My only intention is to make the block a little more presentable by mowing and grooming these lots. I was born and raised in Leavenworth and I really want our city to look its best and whatever we can do to help make that happen is what I am trying to do. So, if there is any help I could get with this special it would be gratefully appreciated.

Tax ID 1-03723

Jeffrey D. Richter

931 Cherokee St.

Leavenworth Ks. 66048

POLICY REPORT
CONSIDER REQUEST TO ABATE ADMINISTRATIVE FEES ON 2021 SPECIAL ASSESSMENT/NUISANCE FEES
1517 9th AVENUE

DECEMBER 14, 2021

Prepared by:

Carla K. Williamson

Carla K. Williamson CMC, City Clerk

Reviewed by:

Paul Kramer

Paul Kramer, City Manager

ISSUE:

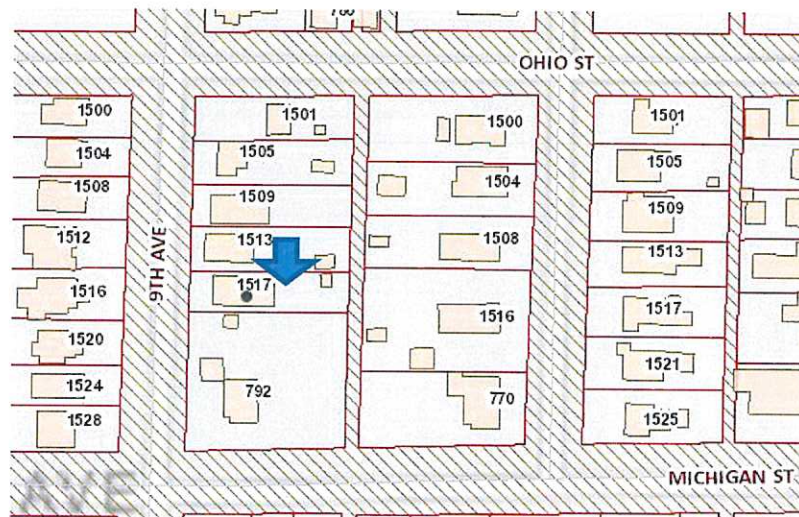
On December 8, 2021 Steven Graves submitted a formal request to the City Clerk asking that the City Commission consider abating administrative fees on the property located at 1517 9th Avenue.

BACKGROUND:

Mr. Graves purchased the property at the April 28, 2021 county tax sale. At that time there was a lien placed against the property for nuisance abatements totaling \$1,769.85. Before the sale on April 28, 2021 and filing of the deeds on May 25/26, 2021 to transfer the property, the city mowed the property (2) two times. At the beginning of the tax sale it is always announced to potential buyers that the City may have liens against the property or mowing invoices that would be levied against the property as a special assessment to the current year's tax statement. The breakdown of fees are attached which includes the mowing of the property in 2021 totaling \$2,166.41.

In the past, the City Commission has reduced the fees for similar requests, to the actual cost of the mowing incurred by the city and a \$100.00 administration fee per assessment period. This would reduce the 2021 Special Assessments from \$2,166.41 to \$316.41.

The property is adjacent to the property and house that is owned and lived in by the Graves family. The property is vacant. It is being maintained and is currently being used as a garden.



ACTION:

- Deny the request
- Reduce the 2021 Special Assessments on the property at 1517 9th Avenue from \$2,166.41 to \$316.41
- Reduce the 2021 Special Assessments to different amount

ATTACHMENTS:

- Breakdown of dates and fees
- Lien Filed November 23, 2020
- Email from Steven Graves

Property Owner Name	Invoice Date	Viol #	Property Address	CAMA	Date Mowed	Admin Fee	Mowing Cost	Billed Amount	
RICHMOND, LANCE WILLIAM & SULLIVAN, TES	8/5/2020	30172	1517 9TH AVENUE	1010201004006000	7/22/2020	\$500.00	\$23.28	\$523.28	
RICHMOND, LANCE WILLIAM & SULLIVAN, TES	9/15/2020	30172	1517 9TH AVENUE	1010201004006000	8/17 & 8/25/2020	\$600.00	\$123.28	\$723.28	
RICHMOND, LANCE WILLIAM & SULLIVAN, TES	10/5/2020	30172	1517 9TH AVENUE	1010201004006000	9/23/2020	\$500.00	\$23.29	\$523.29	
RICHMOND, LANCE WILLIAM & SULLIVAN, TES	5/5/2021	35752	1517 9TH AVENUE	1010201004006000	4/26/2021	\$100.00	\$23.28	\$123.28	
RICHMOND, LANCE WILLIAM & SULLIVAN, TES	6/3/2021	35752	1517 9TH AVENUE	1010201004006000	5/18/2021	\$250.00	\$23.28	\$273.28	
RICHMOND, LANCE WILLIAM & SULLIVAN, TES			1517 9TH AVENUE	1010201004006000				\$2,166.41	
			Administrative Fees			\$1,950.00			
			Mowing costs incurred by City				\$216.41		
			Staff Recommendation of Cost of mowing + \$100.00					316.41	

6 0 7 2 9 3 6
Tx:4059271



DOC #: 2020R12107
STACY R. DRISCOLL
REGISTER OF DEEDS
LEAVENWORTH COUNTY, KANSAS
RECORDED ON:
11/23/2020 11:48:59 AM
RECORDING FEE: 106.00
INDEBTEDNESS: 64139.95
PAGES: 6

November 17, 2020

Stacy Driscoll
Leavenworth County Register of Deeds
300 Walnut Street
Leavenworth, Kansas 66048

RE: Nuisance Abatements

Dear Ms. Driscoll:

Please see the attached spreadsheet of the summary billing for unpaid nuisance abatement fees on properties in the City of Leavenworth for a period from July 11, 2020 to November 5, 2020. The City understands that there is a cost for such liens.

If the City receives payment of any fees on the properties listed, we will notify the Register of Deeds office in writing to have the lien removed.

Sincerely,

Carla K. Williamson
Carla K. Williamson, CMC
City Clerk
100 N. 5th Street
Leavenworth, KS 66048
913-684-0335



STATE OF KANSAS)
) ss:
COUNTY OF LEAVENWORTH)

This instrument was acknowledged before me on 17th day of November 2020 by Carla K. Williamson.

Attachment: Five (5) Pages

Cary L. Collins
Notary Public Signature

CARY L. COLLINS
Notary Public - State of Kansas
My appt. Expires 3-15-2024
My appointment expires

Consolidated List - billings from 07-11-2020 to 11-05-2020

Property Owner	Property Address	Legal	CAMA	Total Billed
BRUNGARDT, SANDIE	621 KIOWA STREET	LEAVENWORTH,PLT ORIG, BLOCK 93, Lot 22	0772604103009000	\$860.60
BRUNGARDT, SANDIE	619 KIOWA STREET	LEAVENWORTH,PLT ORIG, BLOCK 93, Lot 23	0772604103008000	\$635.16
PALLESEN, RANDALL D	119 SENECA STREET	LEAVENWORTH,PLT ORIG, S25, T08, R22E, BLOCK 17, Lot 15 - 16	0772503405004000	\$2,090.36
MEDARIS, CATHY ANN	201 OSAGE STREET	LEAVENWORTH,PLT ORIG, S25, T08, R22E, BLOCK 26, Lot 32	0772503107001000	\$2,042.36
DIAZ, GABRIELA MIRANDA	326 DAKOTA STREET	LEAVENWORTH,PLT ORIG, S25, T08, R22E, BLOCK 35, Lot 13 - 14	0772502013004000	\$112.13
MULLINS, BRIAN ALAN	317 POTTAWATOMIE STREET	LEAVENWORTH,PLT ORIG, S25, T08, R22E, BLOCK 40, E1/2 LT 25 & ALL LT 26	0772503212005000	\$2,062.91
SATURN HOLDINGS LLC	318 NORTH 4TH STREET	LEAVENWORTH,PLT ORIG, S25, T08, R22E, BLOCK 41, Lot 17 - 18	0772503213011000	\$121.07
OLD CANAL FINANCIAL	323 OSAGE STREET	LEAVENWORTH,PLT ORIG, S25, T08, R22E, BLOCK 41, Lot 21	0772503213008000	\$2,041.08
INVERSE ASSET FUND LLC	420 OTTAWA STREET	LEAVENWORTH,PLT ORIG, S25, T08, R22E, BLOCK 55, Lot 11	0772503205013000	\$560.48
PAYNE, HARRY F	506 DAKOTA STREET	LEAVENWORTH,PLT ORIG, S25, T08, R22E, BLOCK 61, Lot 3 - 4	0772502011007000	\$1,044.38
MUHAMMAD, RAMON	504 MIAMI STREET	LEAVENWORTH,PLT ORIG, S25, T08, R22E, BLOCK 67, W19'LT 3	0772503302002000	\$109.34
AGESEN PROPERTIES LLC	1240 SANDERS STREET	LINDA SUBDIVISION, Lot 1	0773502028002000	\$125.00
AGESEN, RALPH K(DEC'D); TR	1250 SANDERS STREET	LINDA SUBDIVISION, Lot 2	0773502028002010	\$125.00
WILLIAM & SULLIVAN, TES	1517 9TH AVENUE	BLOCK 1, N40' OF S180' OF BLK 1	1010201004006000	\$1,769.85
BARR, TYLER A	934 OSAGE STREET	MIX'S SUBDIVISION, BLOCK 2, Lot 17	0772603401006000	\$2,572.90
AILIN, RACHEL RS	836 MIAMI STREET	MIX'S SUBDIVISION, BLOCK 4, Lot 22 - 24	0772604305014000	\$1,089.70
US BANK TRUST NATIONAL ASSOCIATION	807 NORTH 12TH STREET	MORRIS METRO SUB BL 1-4, BLOCK 1, N1/2 LT 4 & ALL LT 5	0772603002018000	\$663.42
DALLAS;TRUST & FORD, LINDA	2501 GIRARD AVENUE	NEELY'S FOREST ADDITION, BLOCK 7, N1/2 LT 6 & ALL LT 7	1010204013002000	\$200.00

Carla Williamson

From: Steven Graves
Sent: Wednesday, December 8, 2021 9:41 AM
To: Carla Williamson
Cc: Steven Graves
Subject: Respectfully request to address City Commission Meeting on 14 Dec 2021 to consider Abating Mowing Citation Penalties levied on 2021 Real Estate Taxes for 1517 9th Ave

Dear Ms Carla Williamson,

Thanks for taking my call yesterday regarding 2021 property taxes associated with 1517 9th Ave Leavenworth KS 66048. (real estate tax statement #7536, tax id 2021 1-09797) . I am writing to request that I be added to the agenda on the upcoming City Commission Meeting to be held at 7pm on 14 December to make the following request to the Commission regarding 2021 Real Estate Tax Statement #7536.

I purchased the vacant lot (1517 9th Ave Leavenworth KS 66048) at Sheriffs Tax Sale at the end of April 2021 and received deed and permission to access property to mow it following Memorial Day 2021 (~May 31, 2021). Unfortunately, there were 2 mowing fees assessed with penalties (totaling \$350) for mowings done by the City in April 2021 and May 2021 prior to my taking possession of the lot when the Deed arrived. . (City mowed 4/26/2021 and 5/18/2021). There were also additional mowings assessed with penalties during 2020 that were added to the 2021 property tax bill. These mowings occurred on 9/23/2020, 8/17/2020, 8/25/20, and 7/22/2020. Each of these events had a penalties added that totaled \$1700. Although each individual mowing cost itself was less than \$24 per event, the total tax charges levied due to mowing, penalties totaled \$2166.41. (as indicated by L2 fee of \$2166.44)

I respectfully request that the penalties and fees related to MOWING citation/violations be abated or forgiven since I was not in possession of the property at the time of their occurrence. I respectfully request that I only be billed for the actual mowing charges and up to only one \$100 administrative fee to that the city performed to manage the actions listed.

Given that the actual 2021 real estate taxes amounted to \$92.75, the total 2021 tax bill with fees and penalties attached is 2259.16 I respectfully request that the real estate tax statement #7536 for 2021 be amended to include only the actual mowing costs and Property tax of \$92.75 in addition to the admin fee of \$100 if the city commission so approves.

Given each actual mowing costs \$23.28, I request that I be charged for the actual mowing event costs and request that the City abate the remaining fees that are tied to penalties and fines.

The relevant City of Leavenworth invoices for the administrative fines and mowing activities are numbered: 5810, 5935, 6058, 6574, 6672. I will provide copies of these invoices if needed.

My wife and I have maintained the lot and established a garden in the summer of 2021 and intend to maintain the lot in the future in accordance with the cities codes and statutes.

Respectfully,
Steve

Steven M. Graves
792 Michigan Ave
Leavenworth KS 66048

POLICY REPORT
CONSIDER REQUEST TO ABATE ADMINISTRATIVE FEES ON 2021 SPECIAL ASSESSMENT/NUISANCE FEES
617 MIDDLE STREET

DECEMBER 14, 2021

Prepared by:


Carla K. Williamson CMC, City Clerk

Reviewed by:


Paul Kramer, City Manager

ISSUE:

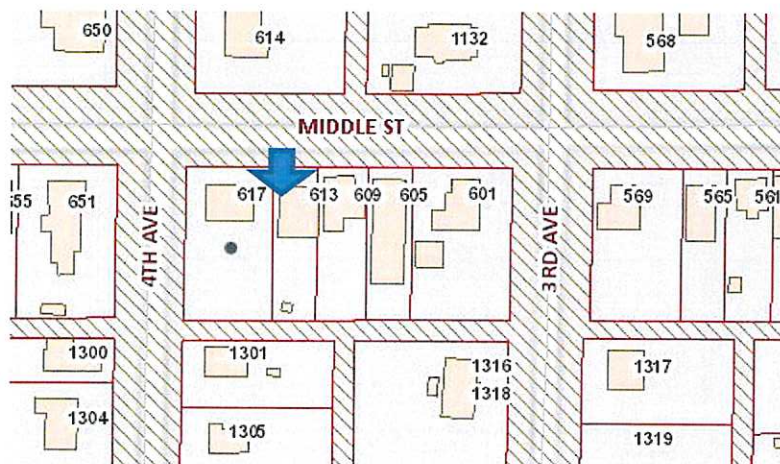
On December 8, 2021 Amanda Headrick submitted a formal request to the City Clerk asking that the City Commission consider abating administrative fees on the property located at 617 Middle Street.

BACKGROUND:

Mr. and Mrs. Headrick purchased the property at the April 28, 2021 county tax sale. In April 2021, before the sale of the property was finalized, the city mowed the property one time and removed a large tree that had fallen. At the beginning of the tax sale it is always announced to potential buyers that the City may have liens against the property or mowing invoices that would be levied against the property as a special assessment to the current year's tax statement. The breakdown of fees are attached which includes the mowing of the property and removal of the tree in April before the sale totaling \$739.98.

In the past, the City Commission has reduced the fees for similar requests, to the actual cost of the mowing incurred by the city and a \$100.00 administration fee. This would reduce the 2021 Special Assessments to \$639.98.

The property is adjacent to the property and house that is owned and lived in by the Headrick family. They plan to build a fence and extend their backyard for their children to play.



ACTION:

- Deny the request
- Reduce the 2021 Special Assessments on the property at 617 Middle to \$639.98
- Reduce the 2021 Special Assessments to different amount

ATTACHMENTS:

- Breakdown of dates and fees
- Email from Amanda Headrick

Property Owner Name	Invoice Date	Viol #	Property Address	CAMA	Date Mowed	Admin Fee	Mowing Cost	Billed Amount
CAMMACK, CURTIS W	5/5/2021	35688	617 MIDDLE STREET	0773603024005000	4/18/2021	\$100.00	\$500.00	\$600.00
CAMMACK, CURTIS W	5/5/2021	35791	617 MIDDLE STREET	0773603024005000	4/26/2021	\$100.00	\$39.98	\$139.98
CAMMACK, CURTIS W			617 MIDDLE STREET	0773603024005000				\$739.98
						Administrative Fees:	\$200.00	
						Mowing cost incurred by City:	\$539.98	
						Staff Recommendation of Cost of mowing + \$100.00	\$639.98	

Carla Williamson

From:
Sent: Wednesday, December 8, 2021 10:52 AM
To: Carla Williamson
Subject: 617 Middle St

Hello Ms. Williamson,

This is my formal request for the property of 617 Middle St to be on the docket to be discussed at the December 14th city meeting to possibly abate the administrative fees associated with the mowing fees from before the lot was in our care. My husband and I purchased this lot at the sheriffs auction in April of this year. We own the adjacent property of 613 Middle St and plan on building a fence, and making this into a great backyard for our two small daughters to play in. We also plan to keep up the general aesthetic of the lot and plant a garden as well.

Thankyou!

Amanda Headrick

*** THIS EMAIL CAME FROM AN EXTERNAL SOURCE. PLEASE BE CAUTIOUS WHEN CLICKING ON LINKS OR ATTACHMENTS.

POLICY REPORT
CONSIDER REQUEST TO ABATE ADMINISTRATIVE FEES ON 2021 SPECIAL ASSESSMENT/NUISANCE FEES
51 LOGAN STREET

DECEMBER 14, 2021

Prepared by:

Carla K. Williamson
Carla K. Williamson CMC, City Clerk

Reviewed by:

Paul Kramer
Paul Kramer, City Manager

ISSUE:

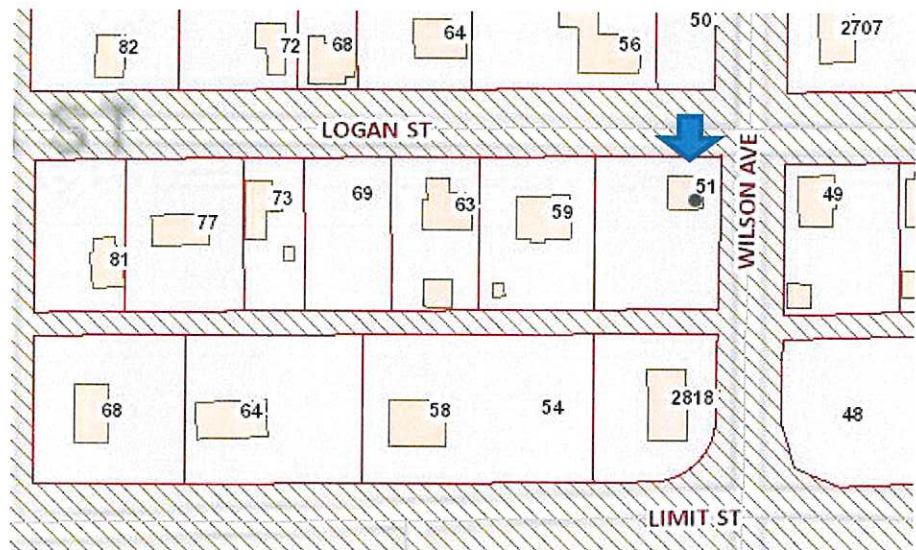
On December 7, 2021 Christina Gepner submitted a formal request to the City Clerk asking that the City Commission consider abating administrative fees on the property located at 51 Logan Street.

BACKGROUND:

Ms. Gepner purchased the property at the April 28, 2021 county tax sale. At that time there was a lien placed against the property for nuisance abatements totaling \$1,647.12. Before the sale on April 28, 2021 and filing of the deeds on May 25/26, 2021 to transfer the property, the city mowed the property (1) one additional time. At the beginning of the tax sale it is always announced to potential buyers that the City may have liens against the property or mowing invoices that would be levied against the property as a special assessment to the current year's tax statement. The breakdown of fees are attached which includes the mowing of the property in 2021 totaling \$1,796.16.

In the past, the City Commission has reduced the fees for similar requests, to the actual cost of the mowing incurred by the city and a \$100.00 administration fee. This would reduce the 2021 Special Assessments from \$1,796.16 to \$296.16.

The property was purchased to revitalize however, they are unable to complete due to costs. The plan is to sell the property to a developer.



ACTION:

- Deny the request
- Reduce the 2021 Special Assessments on the property at 51 Logan Street from \$1,796.16 to \$296.16
- Reduce the 2021 Special Assessments to different amount

ATTACHMENTS:

- Breakdown of dates and fees
- Lien Filed November 23, 2020
- Email from Christina Gepner

Invoice	Property Owner Name	Invoice Date	Viol #	Property Address	CAMA	Date Mowed	Admin Fee	Mowing Cost	Billed Amount
5808	MATZEDER, ROBERT A	8/5/2020	30166	51 LOGAN AVENUE	1010104019001000	7/22/2020	\$500.00	\$49.04	\$549.04
5932	MATZEDER, ROBERT A	9/15/2020	30166	51 LOGAN AVENUE	1010104019001000	8/17/2020	\$500.00	\$49.04	\$549.04
6163	MATZEDER, ROBERT A	11/5/2020	30166	51 LOGAN AVENUE	1010104019001000	9/23/2020	\$500.00	\$49.04	\$549.04
6572	MATZEDER, ROBERT A	5/5/2021	35750	51 LOGAN AVENUE	1010104019001000	4/26/2021	\$100.00	\$49.04	\$149.04
	MATZEDER, ROBERT A			51 LOGAN AVENUE	1010104019001000				\$1,796.16
							Administrative fees		\$1,600.00
							Mowing cost incurred by City		\$196.16
							Staff Recommendation of Cost of mowing + \$100.00		\$296.16



DOC #: 2020R12107
 STACY R. DRISCOLL
 REGISTER OF DEEDS
 LEAVENWORTH COUNTY, KANSAS
 RECORDED ON:
 11/23/2020 11:48:59 AM
 RECORDING FEE: 106.00
 INDEBTEDNESS: 64139.95
 PAGES: 6

November 17, 2020

Stacy Driscoll
 Leavenworth County Register of Deeds
 300 Walnut Street
 Leavenworth, Kansas 66048

RE: Nuisance Abatements

Dear Ms. Driscoll:

Please see the attached spreadsheet of the summary billing for unpaid nuisance abatement fees on properties in the City of Leavenworth for a period from July 11, 2020 to November 5, 2020. The City understands that there is a cost for such liens.

If the City receives payment of any fees on the properties listed, we will notify the Register of Deeds office in writing to have the lien removed.

Sincerely,

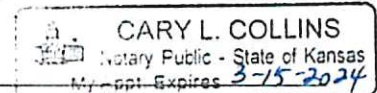
Carla K. Williamson
 Carla K. Williamson, GMC
 City Clerk
 100 N. 5th Street
 Leavenworth, KS 66048
 913-684-0335



STATE OF KANSAS)
) ss:
 COUNTY OF LEAVENWORTH)

This instrument was acknowledged before me on 17th day of November 2020 by Carla K. Williamson.

Cary L. Collins
 Notary Public Signature



Attachment: Five (5) Pages

My appointment expires

Consolidated List - billings from 07-11-2020 to 11-05-2020

Property Owner	Property Address	Legal	CAMA	Total Billed
BROWN, FLOSSIE & KING, DELORES	651 SOUTH STREET	REES' DONIPHANÞTON'S, BLOCK 14, LT 1 & VAC ALLEY ADJ	1010102019001000	\$1,735.01
KING, CHARLES LEROY & BROWN, FLOSSIE	653 SOUTH STREET	REES' DONIPHANÞTON'S, BLOCK 14, LT2 & VAC ALLEY ADJ	1010102019001010	\$1,573.46
OFFICER, ALVIN	1518 3RD AVENUE	DONIPHANÞTON'S, BLOCK 2, Lot 13	1010102004007000	\$200.00
LYLE, JULIE B	650 MICHIGAN STREET	REES' DONIPHANÞTON'S, BLOCK 3, LTS 13&14 & VAC ALLEY ADJ	1010102005005000	\$148.20
SOUTH HILLSIDE DEVELOPMENT LLC	2300 WILSON AVENUE	RUTTER'S REPLAT, S01, T09, R22E, Lot 4	1010104006001130	\$1,620.93
BATTISTA, LEAH N & ROBERT J	4600 LAKEVIEW DRIVE	S13, T09, R22E, ACRES 4.54, PT W1/2 NW1/4; BEG 30'S & 30'W NE COR, S575.8', W335.53', N575.8', E335.53' TO POB	1061300000003000	\$300.00
COOK, SALLY JEAN	407 NORTH 20TH STREET	S27, T08, R22E, PT W1/2SW1/4; BEG 419'S INTER S LI OTTAWA & W LI 20TH ST, S109', W290.4', N109', E290.4' TO POB	0782703003042000	\$215.78
HARDWICK, DAVID AUSTIN	714 PROSPECT STREET	S35, T08, R22E, PT SE1/4 BEG AT SE COR LT 7 BLK 3 BUETTINGER'S 2ND, N107', E38', S107', W38' & ALSO TR BEG SE COR LT 24, SHOYER PL SUB, W44', N138.5', E44', S138.5' TO POB	0773504026015000	\$424.80
BISWELL, CHRISTOPHER	2316 2ND AVENUE	SIDNEY PLACE, BLOCK 3, Lot 1 - 3	1010103008006000	\$149.60
HERNANDEZ, KETZY	50 LOGAN AVENUE	SOUTHSIDE PARK SUB, BLOCK 33, Lot 12	1010104013009000	\$943.34
MOWERY, MICHAEL J & MARY A	306 LIMIT STREET	SOUTHSIDE PARK SUB, BLOCK 38, LTS 12-16 & S1/2 VAC ALLEY ADJ	1010104017008000	\$300.00
CAMMACK, CURTIS W	617 MIDDLE STREET	SOUTHSIDE PARK SUB, S01, T09, R22E, BLOCK 36, Lot 10 - 11	0773603024005000	\$1,769.94
MATZEDER, ROBERT A	51 LOGAN AVENUE	SOUTHSIDE PARK SUB, S01, T09, R22E, BLOCK 36, Lot 10 - 11	1010104019001000	\$1,647.12

Carla Williamson

From: Christina Gepner
Sent: Tuesday, December 7, 2021 2:10 PM
To: Carla Williamson
Subject: Petition to the Commission

Dear Carla,

In April of this year we bought a home at 51 Logan Street at the Leavenworth tax auction with the goal of revitalizing a property that had been abandoned for at least 6 years. Unfortunately, we overpaid for this property by a significant order of magnitude, and it was in need of more work than we could put into it. We have found a developer who would like to come in and rehab the home and during the closing process we found out that there are \$1791 in mowing fees assessed, which is 9% of the purchase price. We have been mowing and taking care of the property since we purchased it in April 2021. All fees incurred were prior to our purchase. We understand that the administrative fees assessed make up most of our balance and are there to incentivize homeowners in violation.

We'd like to request that the Commission consider our request to remove the hefty administration fees associated with the mowing nuisance fees. While we understand it's easiest to wipe the balance if we haven't closed, we have been under contract on his home for 3.5 months already going through the clear title process and these fees were a last minute surprise. If we are able to get closed on the home prior to your meeting a refund would be greatly appreciated. We have a good relationship with the developers and look forward to seeing this home restored and making it a home again!

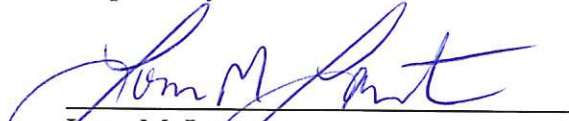
Sincerely,

Dave & Christina Gepner
Meeple Management
15605 161st St
Bonner Springs, KS 66012

*** THIS EMAIL CAME FROM AN EXTERNAL SOURCE. PLEASE BE CAUTIOUS WHEN CLICKING ON LINKS OR ATTACHMENTS.


POLICY REPORT 21-06
Recommendation for Revisions to the
Personnel Policy Manual
December 14, 2021

Prepared by:



Lona M. Lanter
HR Director

Reviewed by:



Paul Kramer
City Manager

ISSUE:

Review and approve policy revisions to the City Personnel Policies & Procedures Manual, submitted by the Human Resources Director.

STAFF RECOMMENDATION: Staff recommends approval of the proposed revisions that would be effective January 1, 2022.

BACKGROUND:

Periodically changes to The City of Leavenworth Personnel Manual are recommended. These changes can originate in any number of ways. The revisions listed below have originated from submission from Staff and/or Employee Council, with all revisions reviewed and accepted by the Employee Council to update the policies. The revisions for many of the identified sections are primarily housekeeping items and outline or more clearly identify the processes and procedures that are currently in place. The revision for Section XI-3 recognizes the addition of Juneteenth as a federal holiday and identifies the eligibility criteria for the City Manager Holiday. The revision for Section XVI-13 is a requested change to the current annual maximum reimbursement from \$2,000 to \$2,500. This change was made to reflect increased tuition costs while still adhering to the approved budget allocations for 2022.

REVISIONS TO CURRENT POLICY:

Government Organization

CITY MANAGER

City Hall • 100 North 5th Street • 682-4232

The City Manager's Department also includes Information Systems, Municipal Court *and Probation Services. (move from current location under Finance.)*

Probation Services (ADD this division)

Justice Center • 601 South 3rd Street • 758-6645

This division serves as liaison between the court and persons convicted of violations to provide an alternative for the court.

POLICE

Justice Center • 601 South 3rd Street • 651-2260

~~*G.R.E.A.T. and D.A.R.E. (Remove – no longer active)*~~

~~The Gang Resistance Education And Training and The Drug and Alcohol Resistance Education (G.R.E.A.T. and D.A.R.E.) programs are taught in the local schools from kindergarten through high school. Officers conduct classes throughout the school year and sponsor two one week summer camps. They work closely with school administrators and teachers to involve students and parents in the concept of both programs.~~

Key City Telephone Numbers

City Hall	682-9201	City Manager	680-2600
City Clerk	682-9201	Secretary to City Manager	680-2604
Community Development	680-2626	Assistant City Manager	680-2602
Code Inspection	680-2622	Public Information Office	680-2610
Planters II	682-2200	Human Resources Department	680-2606
Parks & Recreation	651-2203	Finance Department	684-0346
Community Center	651-2132	Information Systems	684-0369
Wollman Aquatic Center	682-7946	Municipal Court	758-2900
Animal Control	682-0268	<i>Probation Office</i>	758-6645
Inspection	684-0378	Public Works	684-0375
Water Pollution Control	682-1090	City Service Center	682-0650

Department Fax Numbers

City Clerk	651-7148	<i>Probation</i>	651-8179
City Manager	682-3874	Parks & Recreation	651-2160
Engineering	682-1521	Human Resources	682-3874
Fire Department	680-2770	Police Department	758-2974
Housing	682-4515	Service Center	682-0282
Municipal Court	680-0043	WPC/Sewer	682-7639

Mayor and City Commission

Nancy Bauder, Mayor
Camalla Leonhard, Mayor Pro-Tem
Jermaine Wilson, Commissioner
Griff Martin, Commissioner
Edd Hingula, Commissioner

Paul Kramer - City Manager
Penny Holler - Assistant City Manager

Department Heads

City Clerk – Carla Williamson
Finance Director – Ruby Maline
Fire Chief – Gary Birch
Human Resources Director – Lona Lanter
Parks & Recreation Director – Steve Grant
Planning & Community Development Director – Julie Hurley
Police Chief – Patrick Kitchens
Public Works Director – *Brian Faust*

City Attorney – David Waters
City Prosecutor – *Catalina Thompson*
Municipal Judge – *Vacant*
Senior Municipal Court Clerk – Debbi Gillespie
Information Systems Manager - Carol Charity
Public Information Officer – Melissa Bower

Update Organization Chart to reflect the removal of Civil Service Commission and to move Information Services under the Assistant City Manager and to add Probation Services under the Assistant City Manager.

SECTION II – INTRODUCTION

II-1. PURPOSE

The purpose of this Personnel Rules and Regulations Manual is to familiarize all City employees with the rules and regulations governing the employees of the City of Leavenworth. This manual has been constructed by the Employee Council, the City Manager and the Human Resources Department. This manual is adopted as the official Personnel Rules and Regulations for the City of Leavenworth by the Leavenworth City Commission effective **April 11, 2000** with most recent revisions dated ~~November 1, 2017~~, *January 1, 2022*, and supersedes all previous editions.

II-4. MAINTENANCE OF THE RULES AND REGULATIONS

The personnel manual may be revised and updated at any time during the year upon the approval of the City Manager. Should a modification become necessary, input will be solicited from the Employee Council and Department Managers prior to any change becoming effective. ~~Revised pages will be distributed to all employees for inclusion in their personal copies of the manual.~~ *All Personnel Manual revisions will be updated electronically through the Employee Self-Serve (ESS) portal. Notification will be sent electronically when updates are available and employees can either access through ESS or print the updates from ESS if they prefer paper copy.* Each year the manual will be reviewed in its entirety by the City Manager, Department Heads, and Employee Council Representatives. After the review, any proposed revisions, as well as administrative updates approved by the City Manager will be presented to the City Commission for their approval.

SECTION III – EMPLOYER AND EMPLOYEE RESPONSIBILITIES

III-9. OTHER RESPONSIBILITIES

E. **Take-home Vehicle:** *Only designated Public Safety (Police and Fire) employees are to be assigned a take-home vehicle. Department Heads are responsible for approving/assigning take home vehicles in each of their respective departments. Individuals that are to be assigned a take-home vehicle, whether for daily use or an on-call basis, must be approved by the City Manager on an annual basis. The following is the approval procedure:*

1. ~~Department Directors will prepare a written request for the City Manager which will indicate the individuals to be assigned vehicles, the length of the assignment, the location of home storage, the vehicle type and number and a bona fide City purpose for each assignment.~~

2. ~~After obtaining approval from the department director and City Manager, the division manager will forward copies of the approved request to the Human Resources Department, the Garage Superintendent, and City Clerk's Office.~~

SECTION XI – ATTENDANCE AND LEAVE

XI-3. HOLIDAY LEAVE. *(Addition of Federal Holiday that became effective June 17, 2021.)*

A. The following days shall be holidays for all City employees:

New Year's Day	Labor Day
Martin Luther King's Birthday	Veteran's Day
President's Day	Thanksgiving Day
Memorial Day	Day After Thanksgiving
<i>Juneteenth (Add)</i>	Christmas Day
Independence Day	City Manager's Holiday**

**The City Manager's Holiday is available to any employee after they have completed at least 90 days of continuous employment in good standing and can be used on any one work day the employee selects and must be used before the last day of the pay period for each calendar year. Must be pre-approved by supervisor and taken for employee's entire shift, cannot be taken in increments. This holiday will not be eligible for carryover into the following year or be paid out if unused.

B. Holiday pay is provided to all probationary & regular non-exempt employees to compensate for work on scheduled holidays.

1. **For all full time non-exempt employees except uniformed fire department personnel:** If an employee is required to work on a holiday, they will have the option to be compensated for one regular day's pay plus 1/2 times a regular day's pay or have one day of vacation leave added to their accumulated vacation leave in the pay period in which the holiday falls. *Shift workers who are scheduled to work and take the day off will not be charged vacation, but will be paid regular time for holiday with no additional compensation or accumulated vacation leave options available.* Shift workers who are not scheduled to work a holiday will have the option to be compensated for one additional day's pay or have one day of vacation leave added to their accumulated vacation leave in the pay period in which the holiday falls. It is the employee's responsibility to indicate on the time sheet in which the holiday falls, whether to have vacation leave added or to receive compensation as stated in previous sentence. If no preference is indicated, the employee shall receive the monetary compensation.

2. **For Uniformed Fire Department Personnel on Shift:** All uniformed Fire Department employees on shift will have the option of receiving 14.4 hours of regular base pay or 14.4 hours of vacation leave added to his/her vacation leave balance for each City holiday. If the employee works on a holiday, he/she will be entitled to an additional 7.19 hours of regular base pay, or 7.19

hours of vacation leave added to his/her vacation leave balance. *Effective for any new hire on or after January 1, 2022, shift Fire Department employees who are scheduled to work and take the day off will not be charged vacation, but will be paid regular time for holiday with no additional compensation or accumulated vacation leave options available.* Holiday pay will be paid or vacation leave hours will be added in the pay period in which the holiday falls. It is the employee's responsibility to indicate on the time sheet in which the holiday falls whether to have the vacation leave added or to receive compensation. If no preference is indicated, the employee shall receive the monetary compensation.

3. **For Uniformed Police Department Personnel:** All uniformed Police Department employees will have the option of receiving 8.4 hours of regular base pay or 8.4 hours of vacation leave added to his/her vacation leave balance for each City holiday. If the employee works on a holiday, they will have the option to be compensated for 8.4 hours of regular base pay plus 1/2 times the 8.4 hours of regular base pay, total of 12.6 hours pay, OR have 8.4 hours of vacation leave added to their accumulated vacation leave in the pay period in which the holiday falls. *Uniformed Police Department employees who are scheduled to work and take the day off will not be charged vacation, but will be paid regular time for holiday with no additional compensation or accumulated vacation leave options available.* Holiday pay will be paid or vacation leave hours will be added in the pay period in which the holiday falls. It is the employee's responsibility to indicate on the time sheet in which the holiday falls whether to have the vacation leave added or to receive compensation. If no preference is indicated, the employee shall receive the monetary compensation.

SECTION XI – ATTENDANCE AND LEAVE

Updated FMLA Forms will be added at the end of Section XI to replace the outdated forms.

SECTION XVI – EMPLOYEE BENEFITS

XVI-3. HEALTH AND DENTAL INSURANCE

D. Enrollment in health and/or dental insurance is done at time of employment. Open enrollment periods for health/dental insurance will be announced by the Human Resources Department. Employees may change plans or add dependent coverage only during open enrollment except when there is a *qualifying status change event* ~~change of family status~~.

E. Retirees currently enrolled under the City's group plans may remain with the City's plan but must pay 100% of the premium. *Retiree coverage under health insurance terminates once the retiree turns 65, dental and vision coverage does not have an age limit.*

F. Proposed changes to health and dental insurance coverage and/or providers will be reviewed with the Employee Council ~~prior to a decision being made. The Employee Council may make recommendations to the City Commission.~~ A meeting with, *or an e-mail to*, the Employee Council to discuss and explain the plans offered *and any plan updates or cost increases will occur* ~~be held~~ prior to open enrollment to assist in disseminating information to all employees.

XVI-5. COMMUNITY CENTER PASS PROGRAM

All regular full time and regular part time employees have free access during open use periods to the gymnasium, weight room, cardiac room, jogging/walking track and swimming pool. Racquetball court rental is available. Spouses and *dependent children under age 18* are entitled to reduced seasonal pass rates.

XVI-7. ACCIDENT, CANCER, AND/OR INTENSIVE CARE INSURANCE – *Change title of this section to: VOLUNTARY SUPPLEMENTAL INSURANCE*

XVI-13. TUITION REIMBURSEMENT POLICY

B. **Policy Statement:** This policy applies to all full time City employees who have completed at least one year of service with the City of Leavenworth. (A pro-rated portion will be paid to regular part time employees based on the number of hours worked per week). Full time employees in regular positions may qualify for reimbursement of 100% of tuition expenses and up to 50% of the cost of books for both credit and non-credit classes. For employees participating in this program, combined tuition and book reimbursements shall not exceed \$2,000 \$2,500 per calendar year. In no case will these reimbursements exceed the actual cost of tuition and 50% of book costs. None of the following are eligible for reimbursement: travel expenses, optional incidental fees, activity fees, late fees or shipping/handling charges for books. *The only additional fees, outside of tuition, that will be considered eligible for reimbursement will be on-line course fees.*

C. **General Rules, Provisions and Requirements:**

In order to be eligible for reimbursement the employee must complete the following procedure:

7. After completion of the course, the employee should submit a copy of his/her grades and proof of tuition payment and total book cost to *the Human Resources Department his/her supervisor* within 90 days of completion of course. **Any submission after 90 days of course completion will not be eligible for reimbursement.** ~~It should then be forwarded to the Human Resources Department by the supervisor immediately upon receipt.~~ A "C" grade is the minimum grade acceptable in each course (2.0 or better on a 4.0 scale). If enrolled in approved graduate courses, a grade of "B" would be required. If enrolled in a non-credit course, a satisfactory rating or a certificate of completion must be received. When taken as "pass/fail," the individual must show proof of passing the course. Single courses or those not part of a degree program must be shown to be job-related. Courses taken for a degree (major courses and general requirements) must be for a major in a field directly related to the individual's municipal government work. After verification of grades *and tuition/book costs*, a copy of the completed form will be forwarded to ~~the Finance and Administration Departments~~ for processing.

XVI-14. EDUCATION SAVINGS PROGRAM *(Remove – no longer in use)*

~~The City of Leavenworth offers employee participation in a payroll deduction after taxes education savings program. The program is called Learning Quest and is a 529 education savings program established by the State of Kansas. It offers individuals an easy way to invest for a college education for anyone. 529 plans offer the advantages of tax deferred earnings growth and reduced taxes on withdrawals. State sponsored educational savings programs also allow a person to invest larger sums of money than other education savings methods. The maximum allowable contribution under this plan is \$235,000. This account can be used for an education at any accredited post secondary school in the United States. An employee can name anyone as the beneficiary even themselves. For enrollment on the Learning Quest educational savings program, contact Human Resources.~~

APPENDIX VIII – FLEET SAFETY POLICY

**City of Leavenworth
Management Statement**

~~The City of Leavenworth changed insurance carriers effective January 1, 2013, from Traveler's to One Beacon. As a result of this carrier change, new policies will be put into place effective immediately to maintain compliance with One Beacon coverage guidelines and policies.~~

The Fleet Safety Program for the City of Leavenworth will be applied to all prospective and current employees. ~~effective March 21, 2013.~~ This program will directly apply to all City employees and applicants who have driving responsibilities associated with their current, or applied for, position.

The City of Leavenworth places the safety of its employees as its highest priority. The purpose of the fleet safety policy is to maintain insurability of City employees, prevent vehicle accidents and to promote safe driving practices while maintaining City of Leavenworth vehicles and equipment in proper operating condition.

Additionally, the fleet safety policy serves as the uniform best practice standard governing the privilege of operating City of Leavenworth vehicles and/or equipment within the scope of employment. Violations will be reviewed through self-reported violations as required in the Personnel Manual and through random audits of MVR checks. Violation of this policy shall lead to disciplinary action, up to and including demotion or termination.

The fleet safety policy applies to all City of Leavenworth full-time, part-time, temporary and seasonal employees. In addition to the provisions of this policy, all employees are required to comply with applicable Federal and Kansas DOT motor vehicle and local traffic laws, and the established City of Leavenworth driving safety work rules, policies and procedures.

I have read the Fleet Safety Policy, ~~dated March 21, 2013.~~ I understand this policy establishes the terms and conditions for maintaining driving privileges with the City of Leavenworth. My signature below serves as acknowledgement and understanding of the policy and the consequences of violation of any policy provisions.

Name (print) _____

Department _____

Signature _____

Date _____

Driver Selection - New Drivers

Employee Owned Vehicles - Certificates of Insurance

When use of personal vehicles is required for business purposes, treat the same as operation of an entity vehicle. Follow the same driver selection policies and procedures. In the case of new drivers who utilize their personal vehicles for entity business, they shall be required to obtain and maintain valid *personal* motor vehicle insurance throughout their employment with the City. A minimum limit of \$100,000 is suggested. *A signed acknowledgement will be required to confirm agreement to personal vehicle insurance obligations.*

Driver Qualification - Existing Drivers

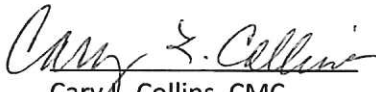
Employee Owned Vehicles - Certificates of Insurance

In the case of existing drivers who utilize their personal vehicles for entity business, City of Leavenworth employees who are required to operate a vehicle or equipment to conduct City business or as part of their position shall be required to obtain and maintain valid *personal* motor vehicle insurance throughout their employment with the City. A minimum limit of \$100,000 is suggested. *A signed acknowledgement will be required to confirm agreement to personal vehicle insurance obligations.*

**POLICY REPORT
CEREAL MALT BEVERAGE LICENSES FOR 2022**

DECEMBER 14, 2021

PREPARED BY:


Cary L. Collins, CMC
Deputy City Clerk

REVIEWED BY:


Carla K. Williamson, CMC
City Clerk

REVIEWED BY:


Paul Kramer
City Manager

ISSUE:

Request approval to issue Cereal Malt Beverage licenses effective January 1, 2022.

BACKGROUND:

The following 22 establishments made application for renewal of their Cereal Malt Beverage license and paid the applicable fee. The Leavenworth Police Department performed a records check and approved the applicants for renewal.

Establishment

Address

OFF PREMISE CONSUMPTION:

7-Eleven	609 Metropolitan Ave
Casey's General Store #1261	2004 Spruce St
Casey's General Store #2609	950 Eisenhower Rd
Casey's General Store #2826	2100 S 4 th St
CVS Pharmacy #5268	390 Limit St
Dillons #40	720 Eisenhower Rd
Home Town	111 N Broadway St
Leavenworth Operations (K-7 Stop)	300 N 4 th St
Minit Mart #576	3122 S 4 th St
Murphy USA #7486	1050 Eisenhower Rd
Price Chopper #20	2107 S 4 th St
Sam's Food Mart LLC	1031 Metropolitan Ave
Shop Smart #2	700 Eisenhower Rd
Star Gas	788 Spruce St
Walgreens #12923	2900 S 4 th St
Walmart #26	5000 10 th Ave

ON-PREMISE CONSUMPTION:

Abe's Place	5101 10 th Ave
Ava's Island Café	732 Shawnee St
Eddie's Grocery	1101 Spruce St
Little Bar	1431 10 th Ave
Nu Way	510 Shawnee
The Towne Pub Restaurant	1001 Ottawa St

STAFF RECOMMENDATION:

Staff recommends approving the issuance of the 2022 Cereal Malt Beverage Licenses as presented.

**POLICY REPORT
CANCELLATION OF THE
DECEMBER 28, 2021 REGULAR MEETING**


DECEMBER 14, 2021

Prepared by:



Carla K. Williamson, CMC
City Clerk

Reviewed by:



Paul Kramer
City Manager

ISSUE:

Request cancellation of the December 28, 2021 regular meeting.

BACKGROUND:

Section 2-52(e) of the City Code of Ordinances states:

Cancellation or modification. The city commission may cancel or modify any ordinarily established meetings by motion and approval by a majority of a quorum at any regularly scheduled or special meeting. Notwithstanding the foregoing, the mayor (and, in the absence of the mayor, the mayor pro tem), after consulting with the city manager, shall be authorized to cancel a meeting and make a temporary change in a meeting date when such actions are reasonably necessary due to reasons of health, safety, or welfare, or the known inability to obtain a quorum. Appropriate notice of such cancellation or change in meeting date shall be provided to the public and commission members.

RECOMMENDATION:

Staff recommends cancellation of the meeting on December 28, 2021. The cancellation will be posted on the doors of City Hall and on social media.

CITY COMMISSION ACTION:

Motion to Cancel the December 28, 2021 Regular Meeting.

Policy Report No. FIN-21-12
Proposed Amendments to the 2021 Budget
December 14, 2021

Prepared By:

Approved By:


Ruby Maline
Finance Director


Paul Kramer
City Manager

Issue:

This is to propose a republication of the 2020 budget increasing the expenditure authority to accommodate unanticipated expenditures for the following funds:

- 911 Fund
- Business & Technology Park Fund
- Debt Service Fund
- CIP Sales Tax
- Retail TIF Fund

According to K.S.A. 79-2929a, municipalities are authorized to amend budgets to spend money not in the original budget as long as it does not require additional tax levies.

Background:

In August 2020, the Commission approved and adopted the 2021 budget establishing the maximum expenditures for various funds and the amount of ad valorem taxes levied to provide funding for those expenditures.

According to Kansas Statutes, funds cannot exceed the expenditure authority without amending the budget. Budget amendments must be made from existing revenues and cannot require additional tax levies. Before proposing an amendment to the budget, there must be a notice of public hearing published in the local newspaper at least 10 days prior to the hearing.

A Notice of Public Hearing for amending the 2021 budget was recently published in the *Leavenworth Times*.

Due to circumstances that were not anticipated when the 2021 budget was originally published, the above mentioned funds will exceed their expenditure authority, however, additional revenues are available to support the increased expenditures.

Recommendation:

Staff recommends that the 2021 budget for the above mentioned funds be amended as proposed. The proposed amendments require no additional tax levies.

Explanation of Amendments**911 Fund**

The proposed amendment would add 2021 spending authority by \$109,580 to cover expenditures related to 911 fees. This is a new revenue source that provides support for 911 Dispatcher related expenditures.

Business and Technology Park

The proposed amendment would provide spending authority for the maintenance of the Business and Technology Park (\$421,173). The funding comes from the reserves in this fund.

Debt Service Fund

The proposed amendment would increase the 2021 spending authority for the Debt Service Fund by \$3,063,145 to cover transactions related to the bond refunding that was completed in June 2021.

CIP Sales Tax Fund

The proposed amendment would provide spending authority for the CIP Sales Tax fund in the amount of \$2,074,462 for the purchase of the 100' aerial ladder fire truck and capital projects. The funding for this comes from the sale of bonds (\$1,310,000) and higher than anticipated balance carried forward (\$764,462).

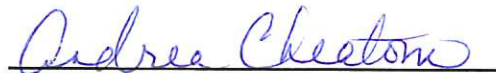
Retail TIF

The proposed amendment would increase the Retail TIF Fund spending authority by \$62,203 due to increased revenues that need to be paid out.

Table of Contents:			2021 Amended Budget		
			Page No.	Amount of 2020 Tax that was Levied	Adopted 2021 Expenditures
Fund	K.S.A.				
911 Fund		2			113,863
Business & Technology Fund		3			421,173
Debt Service	10-113	4	1,780,810	3,766,681	7,043,536
CIP Sales		5		3,529,497	5,603,959
Retail TIF		6		298,772	360,975
Totals			1,780,810	7,594,950	13,539,223

**POLICY REPORT
RESOLUTION TO COLLECT UNCOLLECTIBLE TENANT ACCOUNTS
December 14, 2021**

PREPARED BY:


Andrea Cheatom, Housing Manager
Leavenworth Housing Authority

REVIEWED BY:


Julie Hurley, Executive Director
Director of Planning and Community
Development

APPROVED BY:


Paul Kramer
City Manager

ISSUE:

Consider a resolution removing three (3) tenant accounts from the rent register at Planters II.

RESOLUTION:

Past due rent or damage assessments are determined to be uncollectible for various reasons. Some tenants are deceased or have been moved to nursing homes and have no ability to repay. Others have moved from the forwarding address provided to the LHA. Attempts to find or otherwise recover the money have been unsuccessful. The Resolution deletes the accounts in accordance with the procedures to keep the Housing Authority's rent register current. The process is required by the U.S. Department of Housing and Urban Development (HUD) and is included in management policy resolutions adopted for the operation of Planters II.

This housekeeping function is performed at least once each year.

COMMISSION ACTION:

Motion to adopt the attached resolution deleting uncollectable tenant accounts.

RESOLUTION NO. B-2301

A RESOLUTION AUTHORIZING CERTAIN TENANT ACCOUNTS TO BE DELETED BY THE LEAVENWORTH HOUSING AUTHORITY, LEAVENWORTH, KANSAS.

WHEREAS, Planters II, the Leavenworth Public Housing Authority operating a 105 unit low income residents is required by program regulations to annually report uncollected tenant accounts; and,

WHEREAS, the uncollected tenant accounts listed in this resolution shall be deleted.

BE IT RESOLVED BY THE LEAVENWORTH CITY COMMISSION ACTING AS THE LEAVENWORTH HOUSING AUTHORITY COMMISSION, CITY OF LEAVENWORTH, KANSAS:

Section 1. The following tenant accounts are hereby deleted:

<u>Name</u>	<u>Amount</u>
Kristine Munn	\$ 131.48
Stacey Pearson	\$1,478.00
Shalite Yoakum	\$ 43.00

Section 2. This resolution shall be effective from and after its passage as provided by law.

PASSED AND APPROVED this 14th day of December 2021.

Mayor

{SEAL}

ATTEST:

Carla K. Williamson, CMC
City Clerk

Policy Report
Resolution related to opioid settlement funding
December 14, 2021

Prepared by:



Paul Kramer
City Manager

Issue:

Kansas is part of the multi-state litigation aimed at holding the producers and distributors of opioids accountable for the negative effects that their drugs have had on the American public. In 2021, the State Legislature passed HB 2079 to govern the distribution of settlement funds. The bill requires 75 percent of settlements funds to go to the state and 25 percent of these funds to be split between municipal governments. Pursuant to this legislation, the League of Kansas Municipalities, the Kansas Association of Counties and the Attorney General's office are finalizing the required Memorandum of Understanding (MOU) governing how the local funds will be split and used.

In order to receive settlement funds, the City of Leavenworth will need to certify previous or expected costs to the City of at least \$500, agree to spend any settlement funds for lawful purposes, and waive any remaining claims related to the opioid litigation. HB 2079 stipulates that any City that has not already filed suit, which Leavenworth has not, must go through the steps outlined by the Attorney General to receive settlement funds.

At this time, the City has fulfilled the first step, which was to register with the national opioid settlement website. The second step is for the governing body to adopt the resolution attached to this policy report. There may be additional steps, which will be communicated and presented to the governing body at the appropriate time.

Budget impact:

There is no budget impact related to this item.

Attachments:

- 1) The required resolution to proceed in the process detailed above is included for Commission review.
- 2) Correspondence from the Attorney General related to this process.

RESOLUTION NO. B-2302

A RESOLUTION OF THE CITY OF LEAVENWORTH, KANSAS, APPROVING THE EXECUTION AND DELIVERY OF AN AGREEMENT TO RELEASE AND ASSIGN THE CITY'S OPIOID CLAIMS TO THE KANSAS ATTORNEY GENERAL AND CERTIFYING COSTS ATTRIBUTABLE TO SUBSTANCE ABUSE AND ADDICTION MITIGATION IN EXCESS OF \$500.00.

WHEREAS, in 2021, the Kansas Legislature enacted HB 2079, the Kansas Fights Addiction Act (the "Act"), authorizing municipalities such as the City of Leavenworth, Kansas (the "City") to access opioid litigation settlement funds and become eligible for certain state grants by entering an agreement releasing the City's opioid litigation claims to the Attorney General and assigning any future opioid litigation claims to the Attorney General (the "Agreement"); and

WHEREAS, the City believes it has sustained damages related to the opioid epidemic and could potentially recover such damages (the "Claims"); and

WHEREAS, to the extent required by the Act, the City desires to enter an agreement releasing and assigning its Claims to the Attorney General in order to access opioid litigation settlement funds and become eligible for certain state grants.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF LEAVENWORTH, KANSAS:

Section 1. Authorization of the Agreement. To the extent required by the Act, the City hereby authorizes the release of its legal Claims arising from covered conduct to the Attorney General, and the assignment of any future legal Claims arising from covered conduct to the Attorney General, pursuant to an agreement to be entered into by and between the Attorney General and the City, in such form as the City Manager and the City Attorney, working with the Attorney General, shall negotiate consistent with the provisions of this resolution (the "Agreement").

Section 2. Execution of the Agreement. The Mayor, City Manager, and other appropriate officers of the City are hereby authorized and directed to execute, seal, attest and deliver the Agreement and such other settlement agreements, documents, certificates and instruments as may be necessary and desirable to carry out and comply with the intent of this resolution.

Section 3. Certification of Costs and Expenses. The City hereby certifies that it believes it has incurred costs and expenses related to substance abuse or addiction mitigation in excess of \$500.00 and that the City can utilize the opioid litigation settlement funds for the lawful purposes established in the Act and the Agreement. The Mayor, City Manager, and other appropriate officers of the City are hereby authorized to execute, seal, attest and deliver such other documents, certificates and instruments as may be necessary and desirable to certify these costs and expenses or similar costs and expenses, for and on behalf of the City.

Section 4. Effective Date. This resolution shall be in full force and effect from and after its adoption.

ADOPTED this 14th day of December, 2021, by majority vote of the Governing Body.

Mayor

ATTEST:

Carla K. Williamson CMC, City Clerk

{Seal}



STATE OF KANSAS
OFFICE OF THE ATTORNEY GENERAL

RECEIVED DEC 02 2021

DEREK SCHMIDT
ATTORNEY GENERAL

MEMORIAL HALL
120 SW 10TH AVE., 2ND FLOOR
TOPEKA, KS 66612-1597
(785) 296-2215 • FAX (785) 296-6296
WWW.AG.KS.GOV

November 29, 2021

Paul Kramer
City of Leavenworth
100 N 5th St.
Leavenworth, Kansas 66048

RE: Information about Opioid Settlements and the Kansas Fights Addiction Act

Dear Representative of City of Leavenworth:

By now, your subdivision has likely received notice from the settlement administrator of your right to participate in two separate national legal settlements with opioid distributors and with a manufacturer. I am writing to provide more information to assist in your evaluation of these settlements, and to encourage you to consider participating in these settlements.

For several years, the State of Kansas, through the Office of the Attorney General, has been investigating and litigating claims related to the business practices of various companies involved in the manufacturing, distribution, and sales of prescription opioid medications. Some of these business practices led to the overprescribing of opioids, caused addiction, and harmed Kansas citizens, Kansas communities and its taxpayers. We have sought to secure changes in these business practices going forward, and to recover funds to address substance abuse in Kansas.

We are investigating multiple business practices of multiple companies; therefore, there will be multiple and varied settlements. These settlements are not and cannot be identical to each other. Therefore, Kansas must comply with a complicated set of requirements.

Kansas State Law (The KFAA)

In an effort to create as much uniformity as possible, our office worked closely with the League of Kansas Municipalities and the Kansas Association of Counties to assist the Kansas Legislature as it enacted the Kansas Fights Addiction Act (KFAA). This statute governs how moneys recovered through the state's opioid litigation is to be distributed and used in Kansas. In general, the statute requires most of the recoveries be directed to activities that combat substance abuse.

The KFAA creates two new funds in the state treasury: The Kansas Fights Addiction Fund and the Municipalities Fight Addiction Fund. The statute requires that 75 percent of moneys recovered through the Office of the Attorney General be deposited to the Kansas Fights Addiction Fund and 25 percent be deposited to the Municipalities Fights Addiction Fund.

Moneys in the Kansas Fights Addiction Fund will be distributed through a new grant program, and are to be used to prevent, reduce, treat or mitigate the effects of substance abuse and addiction. The statute contains requirements that funds be fairly distributed throughout the state. An 11-member board will review grant applications and determine awards. The Kansas Association of Counties and League of Kansas Municipalities will each appoint a representative to this board. Any state entity, municipality or not-for-profit private entity that provides services for abating or remediating substance abuse or addiction can apply for a grant through the program, if they meet the criteria established by Kansas law and the grant review board. Kansas law requires grant applicants to have released their legal claims against each opioid litigation defendant that has settled with the State of Kansas.

The Municipalities Fight Addiction Fund will be distributed, in a separate procedure, to two groups. The first group contains non-litigating subdivisions that chose to rely on the State to represent their opioid-harm related interests. The second group is comprised of litigating subdivisions that decide to assign their rights of recovery to the Kansas Attorney General's Office. Moneys in the Municipalities Fight Addiction Fund will be distributed based on an agreement between the Kansas Attorney General's Office, the League of Kansas Municipalities, and the Kansas Association of Counties. That agreement will be reflected in a Memorandum of Understanding, which will also outline certain responsibilities of local governments receiving moneys from this fund. In order to access this fund, each litigating subdivision has until January 1, 2022, to agree to the terms of that agreement.

Specific Settlements

In February, the Office of the Attorney General settled with McKinsey & Company, one of the world's largest consulting firms, and it has agreed to pay the State of Kansas \$4.8 million. This was the first settlement resulting in moneys to be distributed through the KFAA. Our office also is now in the process of finalizing settlements with Purdue Pharma and Mallinckrodt Pharmaceuticals. Each of those settlements is complicated by the respective companies' bankruptcies, and no funds have yet been received by Kansas.

Kansas also has reached two other tentative settlements that resulted in the notice you may already have received from the settlement administrator. Kansas has entered into a settlement agreement in principle with America's three largest pharmaceutical distributors: McKesson Corporation, AmerisourceBergen Corporation, and Cardinal Health (collectively the "Distributors") and also with the pharmaceutical company Johnson and Johnson ("J&J"). These settlements are particularly complicated because they involve not only the participating states, but also thousands of local governments, including many in Kansas. Some of these governments retained their own counsel and separately sued some or all of these defendants. The resulting multi-district litigation, centralized in Cleveland, Ohio, is among the most complicated civil actions in U.S. history.

The obligation of many litigating states, cities and counties to pay the private outside counsel they chose to hire to represent them in this opioid litigation has complicated the resolution of claims against the Distributors and J&J. Unsurprisingly, states, cities and counties that elected not to retain private counsel have been reluctant to pay attorney's fees with recovered moneys, and instead advocate using those funds to fight substance abuse.

In Kansas, about three dozen municipalities retained private counsel, while other municipalities in the state relied on the Office of Attorney General to obtain recoveries for them. The Office of Attorney General did not retain private counsel, and instead handled these cases internally. This generated approximately \$3 million in additional recovered funds available for substance abuse services – funds that would have been paid in attorney’s fees. Provisions of the settlements with the Distributors and J&J set aside about \$2 billion in separate funds to pay private attorneys’ fees and costs.

To maximize the amount of money recovered by the State of Kansas, made available through the KFAA to fight substance abuse and its effects throughout the state, we must maximize the number of political subdivisions that decide to assign their claims to the Office of Attorney General. Therefore, we encourage you to consider doing this – it will not only make your entity eligible to receive funds through the KFAA but will also maximize the amount of money that can be shared by political subdivisions and service providers statewide.

Conclusion

This is complicated litigation, and we encourage you to consult your legal counsel to determine the most beneficial course of action for your political subdivision. As Attorney General, my hope is to maximize the overall recovery that comes to our state to combat substance abuse. We want each subdivision to be informed about the settlements, and we ask you to contact the League of Kansas Municipalities, the Kansas Association of Counties, or Assistant Attorney General Chris Teters to discuss them further. You may reach AAG Teters at (785) 296-3751 or chris.teters@ag.ks.gov.

You will also find additional information about the KFAA, our efforts to recover resources for opioid remediation, other settlements, and the Municipalities Fight Addiction Fund agreement at <https://ag.ks.gov/opioids>.

Additional information will be posted on the above website as it becomes available.

Thank you for your attention to this important matter that offers a rare opportunity to make additional funding available to fight substance abuse throughout our state.

Sincerely,



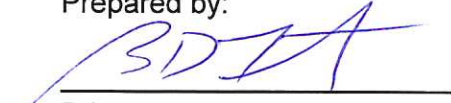
Derek Schmidt
Kansas Attorney General

POLICY REPORT PWD NO. 21-44

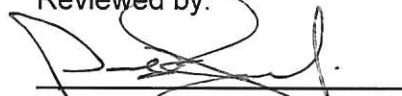
CONSIDER THE TRANSFER OF TWO (2) CITY-OWNED LOTS AT 3RD AND MAPLE STREET
TO THE GEIGER READY-MIX COMPANY

December 14, 2021

Prepared by:


Brian Faust, P.E.,
Director of Public Works

Reviewed by:


Paul Kramer,
City Manager

ISSUE:

The issue before the City Commission is to consider transferring ownership of two (2) City-owned lots at the intersection of 3rd and Maple to Geiger Ready-Mix Co. Inc. Geiger Ready-Mix would like to construct additional parking on these lots to provide overflow parking for their employees, space for their trucks & trailers and to provide additional parking for users of Stubby Park. The additional parking would provide safer off-street parking for those wishing to sled down the Stubby Park hill.

The two lots are shown on the map below and are further described as:

Lot numbered Ten (10) in Block numbered Ten (10) in Fackler's Addition to the City of Leavenworth, according to the map or plat hereof on recorded in the office of the Register of Deeds in and for said County of Leavenworth; and

Lot numbered Nine (9), in Block Ten (10), in Fackler's Addition in the City of Leavenworth.



BACKGROUND:

The City acquired Lot 9 and Lot 10 in 2009 at the Sheriff's sale for \$150 per lot. The reason for the purchase was a possible extension of the parking lot for Stubby Park.

City staff reviewed this proposal and location, and offers the following observations:

1. During certain times of the year, vehicles are parked along 3rd Street to access the hill for sledding. The paved section of 3rd is narrow with no curb & gutter. Providing a hard surface lot on the east side of 3rd will help improve safety for both the traveling public and for residents using the park.
2. Additional parking for Geiger would reduce or eliminate the number of Geiger employees who are currently parking on Maple.
3. Geiger plans to use the Lot 9 (westernmost lot) for employee parking (during work hours) and Lot 10 for truck/equipment parking. During times when the Stubby Park hill will be used for sledding the majority, if not all the spaces in Lot 9, will be available for public use.
4. The City is currently responsible for maintaining these two lots.
5. The cost for the parking lot improvements on these two lots will be greater than \$100,000.

Staff is reluctant to recommend that the City relinquish ownership of public property without some public purpose being served. With Geiger constructing additional parking and allowing access to the public for Stubby Park, staff feels that the public will benefit from Geiger owning these two (2) lots.

BUDGET IMPACT:

The City purchased these lots for \$150/lot (\$300 total) in 2009. Since that time, the City has been responsible for its maintenance. Transferring the two lots to Geiger Ready-Mix will eliminate our maintenance responsibilities, put these properties back on the tax role, and provide paved parking for both Geiger employees as well as the general public.

RECOMMEDATION:

Staff recommends the Commission authorize the Mayor to sign the Quit-Claim Deed and the Real Estate Sales Contract to transfer ownership of Lot 9 and Lot 10 of Fackler's Addition in the City of Leavenworth to Geiger Ready-Mix Co. Inc.

ATTACHMENTS:

- Quit-Claim Deed
- Real Estate Sales Contract
- Parking lot layout
- Letter requesting transfer of lots to Geiger

*Per K.S.A. 79-1437e(a)(12),
no real estate validation questionnaire required*

KANSAS QUIT-CLAIM DEED

THIS KANSAS QUIT-CLAIM DEED is made as of the 14th day of December, 2021, by and between the **City of Leavenworth, Kansas**, a Kansas municipal corporation ("Grantor"), and **Geiger Ready-Mix Co., Inc.**, a Kansas corporation ("Grantee"), whose mailing address is 1333 S. 2nd Street, Leavenworth, Kansas 66048.

Said Grantor, in consideration of the sum of TEN AND NO/100 DOLLARS (\$10.00), and other good and valuable consideration to it paid by the said Grantee, the receipt and sufficiency of which is hereby acknowledged, does by these presents REMISE, RELEASE and FOREVER QUIT CLAIM, subject as hereinafter provided, all of Grantor's rights, titles and interests in and to the following-described property unto the Grantee, its successors and assigns:

Lot numbered Ten (10) in Block numbered Ten (10) in Fackler's Addition to the City of Leavenworth, according to the map or plat hereof on recorded in the office of the Register of Deeds in and for said County of Leavenworth; and

Lot numbered Nine (9), in Block Ten (10), in Fackler's Addition in the City of Leavenworth.

TO HAVE AND TO HOLD THE SAME, with all the rights, immunities, privileges and appurtenances thereto belonging, unto the said Grantee and unto its successors and assigns forever; so that neither the Grantor nor its successors or assigns, nor any other person or persons, for whom or in whose name or behalf, shall or will hereinafter claim or demand any right or title to the aforesaid premises or any part thereof, but they and each of them shall, by these presents, be excluded and forever barred.

[Signature Pages Follow Directly]

REAL ESTATE SALE CONTRACT

THIS REAL ESTATE SALE CONTRACT (this "Contract") is made as of the last date of signature indicated below (the "Effective Date"), by and between the **City of Leavenworth, Kansas**, a Kansas Municipal Corporation (as "Seller") and **Geiger Ready-Mix Co., Inc.**, a Kansas corporation whose mailing address is 1333 S. 2nd Street, Leavenworth, Kansas 66048 (as "Buyer").

REAL ESTATE INVOLVED:

Lot numbered Ten (10) in Block numbered Ten (10) in Fackler's Addition to the City of Leavenworth, according to the map or plat hereof on recorded in the office of the Register of Deeds in and for said County of Leavenworth; and

Lot numbered Nine (9), in Block Ten (10), in Fackler's Addition in the City of Leavenworth.

CONSIDERATION;

NOW, THEREFORE, in consideration of the mutual covenants and promises herein contained, the parties hereto agree as follows, to-wit:

PAYMENT OF CONSIDERATION: The Seller agrees to sell to the Buyer and the Buyer agrees to buy from the Seller the premises and to pay therefore the sum of \$10.00 as follows: Payment in full prior to closing.

QUIT CLAIM DEED: Seller will transfer to Buyer at Closing by Quit Claim deed with the property accepted by buyer. Seller makes no warranties, representations or statements about any legal documents, records, files, or information provided to Buyer, nor any physical items and conditions relating to the Property including, but not limited to any environmental conditions on the Property. No agents, employees, brokers or other persons are authorized to make any representations or warranties for Seller. By its execution of this Agreement, Buyer acknowledges that Seller has made no warranties, representations or statements whatsoever concerning any condition or matter relating to the Property, including such matters as title to the Property, legal status of the Property, use of the Property (including, but not limited to, the operation of the Property for Buyer's intended purposes), availability or cost of utilities, or physical condition of the Property. Seller has relied upon this acknowledgment as a material inducement to enter into this Agreement. If this transaction closes and Buyer acquires the Property, Buyer is acquiring the Property "AS IS" and "WHERE IS," and it acknowledges and agrees that it relies upon no warranties, representations or statements by Seller or any other persons for Seller in entering into this Agreement or in closing the transaction described in this Agreement.

TITLE INSURANCE AND COSTS: Based on the transfer by Quit Claim deed no title insurance is provided to buyer. No cost shall be incurred by the Seller.

REAL ESTATE TAXES: Real estate taxes shall be paid by Seller to date.

ASSIGNMENT: Buyer shall not assign this Contract, sell the premises subject to this Contract, or allow any person to take possession of the property, at any time prior to Buyer obtaining title.

THIS CONTRACT is and shall be binding and obligatory upon the parties hereto, their heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF, the parties hereto have executed this contract this 14th day of December 2021.

SELLER:

SELLER: City of Leavenworth, KS

By: _____

Name: _____

Title: Mayor

Date: _____

ATTEST:

By: _____

Name: Carla K. Williamson, CMC

Title: City Clerk

Date: _____

BUYER:

By: _____

Name: Brian D. Schwinn
Geiger Ready-Mix Co. Inc
1333 S. 2nd Street
Leavenworth KS 66048

Date: _____



October 26, 2021

P.O. Box 50
Leavenworth, KS 66048-0050
www.geigerreadymix.com

Mr. Faust,

Central Dispatch
913-281-0111
Fax 913-281-1492

Administrative Office
913-772-4010
Fax 913-772-8661

Leavenworth, Kansas

Kansas City, Kansas

Olathe, Kansas

Liberty, Missouri

Lee's Summit, Missouri

As part of parking improvements for Geiger Ready-Mix there is a possibility to expand the parking behind the current maintenance shop to help fill a need for current & future growth. There have been past conversations that the city of Leavenworth would like to construct a parking lot on the two-city owned lots at 220 Maple St. & 224 Maple St. to be used for Stubby Park parking, which will be great for the sleigh riders. Geiger Ready-Mix worked through Napier Engineering to design a parking lot that will allow the additional parking needed by Geiger Ready-Mix & this design will require the use of the city owned lots.

When we first approached the City about purchasing these two lots the conversation quickly turned into a win/win solution to have both the extra parking for Geiger Ready-Mix & a parking lot for Stubby Park sled riding. The proposed parking lot design will require the two city owned lots to be transferred to Geiger Ready-Mix with the understanding that the west vehicle parking area at 3rd St. & Maple St. be accessible to the public while visiting Stubby park.

The West parking lot is designed with 9 parking spaces that will be used for our End Dump & Tanker driver's personal vehicles. Currently we plan to have 5 to 6 of those spots being filled during peak business operating hours leaving 3 to 4 spots available at any given time. Evenings & weekends will be open for park visitors. The nature of the ready-mix business is weather dependent making snow days bad for production, while good for park visitors going sledding. This will be a win for Geiger Ready-Mix getting the additional parking area for trucks & trailers using their currently owned property & the partial city lot at 220 Maple St. This is also a win for the City of Leavenworth getting the maintenance responsibilities of the city owned property transferred to Geiger Ready-Mix while still getting additional access for public parking for Stubby Park at no cost to the City.

"BUILDING MATERIALS SINCE 1892"



P.O. Box 50
Leavenworth, KS 66048-0050
www.geigerreadymix.com

Central Dispatch
913-281-0111
Fax 913-281-1492

Administrative Office
913-772-4010
Fax 913-772-8661

Leavenworth, Kansas

Kansas City, Kansas

Olathe, Kansas

Liberty, Missouri

Lee's Summit, Missouri

Geiger Ready-Mix would like to request the City of Leavenworth to transfer lots known as 220 Maple St. & 224 Maple St. over to Geiger Ready-Mix Co, Inc for the reasons explained in this letter & in further detail with the attached Final Development Plan for Geiger Parking Lot Expansion.

Respectfully,

A handwritten signature in blue ink, appearing to read "Brian Schwinn".

Brian Schwinn

Geiger Ready-Mix

Leavenworth KS Plant Manager/Sales

913-433-6882

"BUILDING MATERIALS SINCE 1892"

**POLICY REPORT
CONSIDER COMMERCIAL INSURANCE PACKAGE FOR 2022**

DECEMBER 14, 2021



Carla K. Williamson, CMC
City Clerk



Paul Kramer
City Manager

ISSUE:

To approve the City's Commercial Insurance Package effective January 1, 2022.

BACKGROUND:

Each year the City, in conjunction with Mike Reilly of the Reilly Company, reviews the renewal or possible bids for insurance coverage for the City. This year, our current provider Travelers, provided a renewal quote for the 2022 coverage.

Per the Premium Summary provided with the policy report, Travelers quoted a price of \$438,934.00. This is an increase of \$24,966.00 (approximately 5.5%). A 5% increase was budgeted for 2022.

The City's insurance broker, Mike Reilly will review the quote and answer any questions the Commission may have.

ACTION:

Motion to approve the 2022 commercial insurance package with Travelers in the amount of \$438,934.00.

ATTACHMENTS:

- Premium Summary

PREMIUM SUMMARY

DESCRIPTION OF COVERAGE	TRAVELERS 2021-22	TRAVELERS 2022-23
Property & Earthquake	\$130,515	\$134,342
Commercial Inland Marine	\$ 8,811	\$ 7,901
Commercial General Liability	\$ 60,774	\$ 58,481
Crime	\$ 646	\$ 1,289
Commercial Automobile	\$ 97,881	\$111,688
Public Officials E & O	\$ 14,197	\$ 18,698
Law Enforcement Liability	\$ 53,478	\$ 56,147
Public Entity Employment Practices Liability	\$ 28,169	\$ 29,058
Umbrella Excess Liability	\$ 16,370	\$ 16,356
Cyber Liability	\$ 3,127	\$ 4,974
Package Total	\$413,968	\$438,934