



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

**City Commission Regular Meeting**  
**Commission Chambers**  
**Tuesday, January 25, 2022 6:00 p.m.**

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**CALL TO ORDER** - The Governing Body met for a regular meeting and the following commission members were present in the commission chambers: Mayor Camalla Leonhard, Mayor Pro-Tem Jermaine Wilson, Commissioners Nancy Bauder, Edd Hingula and Griff Martin.

**Staff members present:** City Manager Paul Kramer, Assistant City Manager Penny Holler, Finance Director Ruby Maline, Deputy Finance Director Roberta Beier, Parks and Recreation Director Steve Grant, Parks and Recreation Superintendent Brian Bailey, Public Works Director Brian Faust, Engineering Technician Justin Stewart, Solid Waste Foreman Steve King, Project Coordinator Brian Stephan, Planning & Community Development Director Julie Hurley, Chief Building Inspector Harold Burdette, Police Chief Patrick Kitchens, City Attorney David E. Waters, City Clerk Sarah Bodensteiner, and Deputy City Clerk Cary L. Collins.

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

**PROCLAMATIONS AND AWARDS:**

**Mayor's Award to Michael Whitecotton** Mayor Leonhard presented the Mayor's Award to Michael Whitecotton for his contributions to the community and partnership with the city and Fort Leavenworth. Mr. Whitecotton accepted the award.

**OLD BUSINESS:**

**Consideration of Previous Meeting Minutes:**

Commissioner Wilson moved to accept the minutes from the January 11, 2022 regular meeting. Commissioner Martin seconded the motion and the motion was unanimously approved. Mayor Leonhard declared the motion carried 5-0.

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

Representative Pat Proctor

- Provided an update on HB2021 for a veteran's home in Leavenworth or a surrounding community.
- Site proposals were requested back in October and his goal is to get the location in Leavenworth.
- Has asked for representatives to be added from agencies such as the VFW and American Legion for input.
- Working to get sponsors and co- sponsors to help with a historical tax credit bill.
- Makes redevelopment very difficult and the goal is more investment in areas like Leavenworth with historic districts.
- Fire suppression tax credit is also being looked at so people will live in downtown areas.
- One of the goals is getting community banks to invest into these types of projects with incentives.

**General Items:**

### **Mayor's Appointments – Convention & Tourism Committee and Library Board**

Mayor Leonhard moved to appoint to the Convention & Tourism Committee Susie Young to a term ending January 31, 2025; and Reappoint Tony Baker, Brian Huntington, and George Marcec to terms ending January 31, 2025, and appoint to the Library Board Pauline Graeber to an unexpired term ending April 30, 2022. Commissioner Bauder seconded the motion and the motion was unanimously approved. Mayor Leonhard declared the motion carried 5-0.

**Update for Unsafe Structure 1006 Kickapoo Street** - Chief Building Inspector Harold Burdette provided the following background information: On April 3, 2021 the structure was damaged by fire; city received check from insurance proceeds for \$8,250. The Commission adopted Resolution B-2286; directing the owners to commence repairs and the City Commission would review the status of the project after 90 days. Staff provided an update on the progress of the project to the Commission on October 26, 2021, and the owners were given another 90 days to continue repairs.

Ownership has changed since the time of the fire.

Although the repairs to the structure have not progressed to the point that staff typically recommends returning the funds, staff does feel that the structure is no long an unsafe structure. The scope of work being undertaken exceeds the repairs that were needed due to the fire damage, but consistent progress is being made.

Commissioner Martin moved to determine that the structure is no longer considered unsafe or hazardous, and authorized the return of the insurance proceeds to the previous owner of record at the time of the fire in the amount of \$8,250.00. Commissioner Wilson seconded the motion and the motion was unanimously approved. Mayor Leonhard declared the motion carried 5-0.

**Project Update – 4<sup>th</sup> Street/K-7 Between Choctaw and Seneca** – City Manager Paul Kramer introduced Marty Shukert with RDG Planning & Design along with David Smalling from BHC, who are in town holding public meetings at the Riverfront Community Center regarding this project and here this evening to provide an update:

- Looking to make improvements from building face to building face in those areas
- Side streets could see some improvements in the design process
- Traffic study was completed
- Currently 4 lanes 10 foot wide, one option is 3 lane make lane sizes larger; nothing has been finalized, the sessions are for input and listening.
- It's a pleasure to work in this area, it's a very interesting space
- Dual goal for environment that moves motor traffic well and also moves foot traffic equally well
- Sessions went well with ideas and priorities for the businesses and making the areas less barrier ridden and more commodious
- There are more meetings Wednesday and Thursday and ending in a final debriefing with a little more concrete ideas
- Schedule: Design of roadways will happen in the late fall, tentative construction for spring of 2023; that's the general schedule.
- Attendance so far was 2 tonight, 12-15 at earlier session, a lot of Q&A about consolidating the lanes from 4 to 3 and how that would work and where would be the location to put the pedestrian area.

- They are looking at parking lots for spaces that could be a catalyst for development

**Transfer of 600 Cherokee to Land Bank** – Director of Planning and Community Development Julie Hurley reviewed the property and the request to move the property into the Land Bank. She explained that the property was purchased in 2021 for redevelopment. After consulting with the County Appraiser and City Attorney, the property doesn't meet the criteria to be tax exempt. The County Appraiser suggested moving the property to the Land Bank. This is a holding spot so the property is tax exempt without a tax appeal, until it is transferred to a developer and/or owner.

Commissioner Wilson:

- What is the purpose of the Land Bank

Commissioner Hingula:

- What else is in the Land Bank
- Are we the only officers in the Land Bank
- Is the title clear

Ms. Hurley:

- The Land Bank's purpose is to take blighted properties in town and get them into productive use

City Attorney Waters:

- Explained that the Commission also serves as the Land Bank Board of Trustees
- Reviewed the process on how to convey and accept land into the Land Bank
- Tax Exemption is a good use of the Land Bank. Delinquent taxes are wiped out, so owners don't have to assume back taxes
- There may be easements, but clean title was achieved through the foreclosure process

Commissioner Bauder moved to convey the property into the Land Bank and then recess as the City Commission. Commissioner Wilson seconded the motion and the motion was unanimously approved. Mayor Leonhard declared the motion carried 5-0.

Commissioner Bauder moved to recess as the City Commission and convene as the Land Bank Board of Trustees. Commissioner Hingula seconded the motion and the motion was unanimously approved. Mayor Leonhard declared the motion carried 5-0.

Commissioner Hingula moved to accept the property into the Land Bank. Commissioner Wilson seconded the motion and the motion was unanimously approved. Mayor Leonhard declared the motion carried 5-0.

Commissioner Bauder moved to reconvene as the Leavenworth City Commission. Commissioner Martin seconded the motion and the motion was unanimously approved. Mayor Leonhard declared the motion carried 5-0.

## **Resolutions:**

**Resolution B-2303 Setting Hearing Date for Unsafe Structure 717 Spruce Street** – Chief Building Inspector Harold Burdette presented for approval a resolution to set a public hearing for March 22, 2022 regarding

the unsafe structure located at 717 Spruce Street. The structure was significantly damaged by fire on November 31, 2021.

Commission Hingula moved to adopt Resolution B-2303 setting March 22, 2022 as the date for the public hearing regarding the unsafe structure located at 717 Spruce Street. Commission Wilson seconded the motion and the motion was unanimously approved. Mayor Leonhard declared the motion carried 5-0.

### **Bids, Contracts and Agreements:**

**City Festival Management Contract – Camp Leavenworth** – City Manager Paul Kramer presented for consideration a comprehensive management contract with O’Neill Events and Marketing for the 2022 City of Leavenworth festival. Keli Wenzel, president of O’Neill is present for questions and discussion.

Mr. Kramer:

- Based on comments at the January 4 Study Session, identified areas of focus for 2022 festival, increasing awareness with local businesses for participation in the festival. Small changes to festival, including review of the timing, and placement of certain elements: entryway, s’mores location. A focus on activities and high-level musical talent.

Ms. Wenzel:

- 2<sup>nd</sup> year of festival did show growth, but also recognize events like this do ebb and flow with community input
- A desire to build on the growth from 2021.
- Appreciates the feedback as those are also goals O’Neill has for the event.
- Very excited to be back and make it a signature event.
- Works closely with Kristi from CVB for ideas regarding marketing, but the marketing aspect is ever changing
- Provides suggestions on placement of signs that the Parks Department put out
- Difficult to find local liquor stores/companies to participate because of the liquor laws and requirements

Commissioner Hingula:

- Who are the designated Leavenworth festival representatives
- Asked about signage needs and who would distribute them
- Local liquor stores, how can we work with them
- Who decides if an audit is needed
- Are you going to try and get radio to come up and broadcast

Commissioner Martin:

- Do the people on your staff handle 1 piece each or wear multiple hats
- Can we get a detailed/breakdown summary on marketing
- When will you lock a group/business down

Commissioner Wilson:

- What big ideas do you have in store

Mayor Leonhard:

- Volunteered first year and it was great and came back again last year and it was also great. Very happy with what they've done and very excited for this year.
- When Chiefs win super bowl will you be in charge of the parade

Commissioner Hingula moved to approve the comprehensive management contract with O'Neill Events and Marketing for the 2022 City of Leavenworth festival. Commissioner Wilson seconded the motion and the motion was unanimously approved. Mayor Leonhard declared the motion carried 5-0.

**Consider Bids for Demolitions, Project No. CD 2021-01** – Director of Planning and Community Development Julie Hurley presented for consideration approval of the expenditure of \$26,850 for demolition of 4 structures that were identified as unsafe and dangerous and authorized to be demolished by Resolution B-2292. Bids were opened on January 11, 2022 and no general funds are used for demolitions.

Commissioner Martin moved to accept the demolition of 4 properties from Madget Demolition, in an amount not to exceed \$26,850. Commissioner Bauder seconded the motion and the motion was unanimously approved. Mayor Leonhard declared the motion carried 5-0.

**Rejection of Bids for City Hall HVAC Upgrades Project No. 2021-971** – Public Works Director Brian Faust presented for consideration rejection of all bids for the City Hall HVAC Upgrades Project and allow staff to re-evaluate the project.

Mr. Faust:

- Installed in 2005, runs 24 hours a day and reached end of useful life, and maintenance is getting more expensive and equipment is harder to maintain.
- Firms stated prior to bid due date that they are seeing 30% increase in costs.
- Incomplete bids happen when the company didn't provide all the required paperwork, which is clearly laid out in the bid specs

Mayor Leonhard:

- Why was one bid incomplete
- How long are bids good

Commissioner Martin:

- On the re-evaluation, what were you thinking, what direction will you go

Commissioner Bauder moved to reject all bids for the City Hall HVAC Upgrades and allow staff to re-evaluate the project. Commissioner Wilson seconded the motion and the motion was unanimously approved. Mayor Leonhard declared the motion carried 5-0.

**Consider Award of 2022 New/Unused Truck Cab & Chassis with Refuse Compaction Body** – Public Works Director Brian Faust presented for consideration authorizing the solid waste division to purchase a refuse truck consisting of Freightliner M2-106 Chassis with Cobra Magnum Packer Body through Sourcewell national pricing in the amount of \$202,449.72. The trade-in value of the 2008 Freightliner is valued at \$23,500.00. The net cost to the City is \$179,699.72.

Commissioner Hingula:

- What route is the new one going on

Commissioner Martin:

- Can you explain about Sourcewell and why we would use this process

Mr. Faust:

- When we go out for bid it's very local, Sourcewell gives us the ability to go nationally

Commissioner Wilson moved to approve purchasing the new unit for the quoted price of \$179,699.72 after trade-in and freight. Commissioner Bauder seconded the motion and the motion was unanimously approved. Mayor Leonhard declared the motion carried 5-0.

**Consider Bids Water Pollution Control Division Chemicals** – Public Works Director Brian Faust presented for consideration the bids for WPC chemicals. Staff recommends approval of the low bids for the following chemicals as shown not to exceed \$65,000.00.

<b>Chemical</b>	<b>Price Paid 2020</b>	<b>Price Paid 2021</b>	<b>Cost for 2022</b>	<b>Vendors for 2022</b>
Ferrous Chloride	\$0.99/lb. Fe	\$0.96/lb. Fe	\$0.95/lb. Fe	OFS, Inc.
Hydrogen Peroxide	\$0.315/lb.	\$0.31/lb.	\$0.35/lb.	Brenntag Mid-South
Sodium Hypochlorite	\$2.00/gal	\$1.50/gal	\$1.66/gal	Edwards Chemicals
Sodium Hydroxide	\$0.25/lb.	\$0.235/lb.	\$0.329/lb.	Brenntag Mid-South
Polymer	\$1.87/lb.	\$1.92/lb.	\$2.53/lb.	Atlantic Coast Polymers

Commissioner Hingula moved to accept the bids for chemicals as presented. Commissioner Wilson seconded the motion and the motion was unanimously approved. Mayor Leonhard declared the motion carried 5-0.

**Consider the Purchase of 2022 Software Upgrade Related to 911** – Police Chief Patrick Kitchens presented for consideration and approval the initial 3 year purchase of Microsoft SQL Server Enterprise Core Edition with License and Software Assurance from ISG Technology, LLC in the amount of \$47,451.06.

Chief Kitchens:

- System is overseen/operated by MARC, system needs to stay up to date
- Update in 3 particular areas-text 911 and would allow photos video to be texted to the dispatcher, Rapid SOS; locating ability would greatly increase to an exact location instead of 500 foot radius of current technology. Final component is business intelligence, which would allow police to more rapidly and efficiently research.
- This infrastructure is the first step in setting up the police in order to make improvements to services for the public
- Department already has ISG technology, this is just another module to add
- 1 license comes with purchase but that goes to whole police department

Mayor Leonhard:

- With text to 911, what is the radius

Commissioner Martin:

- The current process for research is very manual, so it sounds like this will make this more efficient
- How many licenses

Commissioner Hingula:

- Is that the only vendor that can do this or did this already go out to bid

Commissioner Hingula moved to approve the purchase of Microsoft SQL Server Enterprise Core Edition with License and Software Assurance from ISG Technology, LLC in the amount of \$47,451.06. Commissioner Wilson seconded the motion and the motion was unanimously approved. Mayor Leonhard declared the motion carried 5-0.

**Consider Bids for Purchase of 2022 SWAT Locker Replacements** – Police Chief Patrick Kitchens presented for consideration and approval the bid for the replacement of lockers used by the SWAT team from Southwest Solutions Group, Inc., in an amount of \$38,991.21.

Chief Kitchens:

- Old lockers are from 90's late 90's, they are high school locker size, and just don't hold it all.
- Price increases were due to the price of sheet metal
- This includes delivery and installation, but not electrical work, which will be funded from the building maintenance fund

Commissioner Bauder:

- This is expensive

Commissioner Hingula:

- This includes delivery and installation

Commissioner Martin moved to approve the bid from Southwest Solutions Group, Inc. in an amount not to exceed \$38,991.21 for the purchase of replacement of lockers used by members of the SWAT team. Commissioner Bauder seconded the motion and the motion was unanimously approved. Mayor Leonhard declared the motion carried 5-0.

**Consider Purchase and Installation of Hawthorn Park Splash Pad** – City Manager Paul Kramer presented for consideration and approval the purchase and installation of the splash pad at Hawthorn Park in an amount not to exceed \$169,489.50.

Commissioner Wilson moved to approve the proposal from Playscapes Recreation LLC on the Greenbush Cooperative Purchasing for the purchase and installation of the splash pad at Hawthorn Park in an amount not to exceed \$169,489.50. Commissioner Bauder seconded the motion and the motion was unanimously approved. Mayor Leonhard declared the motion carried 5-0.

**First Consideration Ordinance:**

**First Consideration of Municipal Judge Charter Ordinance No. 62** – City Manager Paul Kramer presented for first consideration a Charter Ordinance that would exempt the city from K.S.A. 13-6281, and would allow for staff to follow previously established processes for appointing a Municipal Court Judge.

There was consensus by the Commission to place on first consideration.

**Consent Agenda:**

Commissioner Martin moved to approve claims for January 1, 2022, through January 14, 2022, in the amount of \$1,782,462.15; Net amount for Payroll #01 effective January 14, 2022 in the amount of \$353,602.39 (No Police & Fire Pension). Commissioner Bauder seconded the motion and the motion was unanimously approved. Mayor Leonhard declared the motion carried 5-0.

**Other:**

**Commissioner Bauder**

- COVID numbers have gone down which is a good sign and we'll be through this soon

**Commissioner Martin**

- Nothing further to add but God bless

**Commissioner Hingula**

- Friday the 28<sup>th</sup> there will be a candlelight vigil at Leavenworth County Courthouse

**Commission Wilson**

- God bless have a good week

**Adjournment:**

Commissioner Bauder moved to adjourn the meeting. Commissioner Hingula seconded the motion and the motion was unanimously approved and the meeting was adjourned.

Time Meeting Adjourned 7:35 p.m.

Minutes taken by City Clerk Sarah Bodensteiner, CMC