



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

**City Commission Regular Meeting**  
**Commission Chambers**  
**Tuesday, October 10, 2023 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 Pro-Tem Griff Martin, Commissioners Nancy Bauder, Edd Hingula and Camalla Leonhard (via telephone call-in). Absent: Mayor Jermaine Wilson

**Staff members present:** City Manager Paul Kramer, Assistant City Manager Penny Holler, Chief Building Inspector Harold Burdette, Parks & Recreation Director Steve Grant, Parks & Recreation Deputy Director Brian Bailey, Police Chief Patrick Kitchens, City Attorney David E. Waters and City Clerk Sarah Bodensteiner.

Mayor Pro-Tem Martin asked everyone to stand for the pledge of allegiance followed by silent meditation.

#### **PROCLAMATIONS:**

**Domestic Violence Awareness Month** – Mayor Pro-Tem Martin read the proclamation proclaiming the month of October as Domestic Violence Awareness Month. The proclamation was accepted by Katie Irvin.

**Military Retiree Appreciation Day** - Mayor Pro-Tem Martin read the proclamation proclaiming October 28, 2023 as Military Retiree Appreciation Day. The proclamation was accepted by Norm Greczyn.

#### **OLD BUSINESS:**

##### **Consideration of Previous Meeting Minutes:**

Commissioner Bauder moved to accept the minutes from the September 26, 2023 regular meeting. Commissioner Hingula seconded the motion and the motion was unanimously approved. Mayor Pro-Tem Martin declared the motion carried 4-0.

##### **Second Consideration Ordinances:**

**Second Consideration Ordinance No. 8226 Approval of Special Use Permit for 722 S 5<sup>th</sup> Street, Restaurant in OBD Zoning District** – City Manager Paul Kramer reviewed the Ordinance. There have been no changes since first introduced at the September 26, 2023 meeting.

Mayor Pro-Tem Martin called the roll and Ordinance No. 8226 was unanimously approved.

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

Maryann Neeland, 113 Topeka Ave:

- Started skate club for local skaters and skate boarders
- Worked with Parks & Recreation to build the skate park
- Eternally grateful for the skate park
- Would like to see an expansion of the existing skate park (bowl, seating, and lighting)

Billy Neeland, 113 Topeka Ave:

- Would like to see the skate park expanded and updated
- Asking for updates to the park
- Thanked Mayor Wilson for helping them along the way

### **General Items:**

**Review of Unsafe & Dangerous Fire Damaged Structure 805 N 18<sup>th</sup> Street** – Chief Building Inspector Harold Burdette provided the current status of the property granted 90-days to repair or remove the structure at the July 11, 2023 Public Hearing:

- Fire occurred on January 21, 2023
- Building permit was issued on July 31, 2023
- Roof has been replaced and the demolition of the interior has been completed
- Still awaiting replacement of the damaged exterior window

Commissioner Leonhard:

- Asked for clarification on the extension and if the majority of the remaining repairs are interior work

Mr. Burdette:

- Thinks the exterior repairs will be completed in the near future and confirmed the remaining majority of work is interior work

Commissioner Hingula moved to grant a 60-day extension to 805 N 18<sup>th</sup> Street to allow more time for repairs to be made to the structure. Commissioner Bauder seconded the motion and the motion was unanimously approved. Mayor Pro-Tem Martin declared the motion carried 4-0.

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

**Consider Award of Design-Build Contract for Parks & Recreation Office Construction** – Parks & Recreation Director Steve Grant presented for approval the design-build agreement for the design and construction of the Parks & Recreation Administrative Offices at the Riverfront Community Center. The 2023-2027 CIP programmed the construction of new administrative offices for the Parks Department. The new offices will occupy what is currently referred to as the “southwing” portion of the center, with access directly to the office area from Esplanade Street. The public will be more proficiently, professionally and safely served from this location. This project was identified as qualifying to be funded through the American Rescue Plan Act (ARPA). The City solicited qualifications from design-build teams for the project. Two design-build teams submitted proposals, which were reviewed by administrative staff. The approved CIP includes \$385,000 for the construction project. The final total project amount will come back to the City Commission for final approval once determined.

Mr. Kramer:

- Noted there is currently no administrative office or space at the Community Center, which is why this project was brought forward

Commissioner Hingula:

- Asked when will the design portion begin

- Do you have a target completion date
- Have you had any discussions on the layout of the space
- What will you do with the vacated space

Mr. Grant:

- Once you approve the contract we can get started
- Hopeful to have it completed by late winter or early spring
- We've had very preliminary discussions on layout but that will all get refined
- The vacated space will become the maintenance office and some storage

Commissioner Leonhard:

- Excited for this project and long overdue

Commissioner Bauder moved to approve the Design-Build Contract for the Parks & Recreation Administrative Offices Project with Sands Construction, LLC, and authorize the Mayor to execute the Contract, as well as Exhibit B Insurance and Bonds. Commissioner Hingula seconded the motion and the motion was unanimously approved. Mayor Pro-Tem Martin declared the motion carried 4-0.

**Consider Approval to Purchase Bomb Robot for the Police Department** – Police Chief Patrick Kitchens presented a request to pre-approve a sole source purchase of a new bomb robot for the Police Department. The Police Department operates a 3-person bomb unit that has various equipment including a bomb robot, necessary to mitigate hazardous devices. The current bomb robot is 21 years old and has reached the end of its useful lifecycle. Staff is having difficulty getting parts and technical support to keep it functioning. The City Commission allocated \$230,000 in the 2024 CIP to acquire a new bomb robot. The robot takes 32-36 weeks to build. The request before the Commission is to receive pre-approval with ordering a new robot so the vendor can begin. The monies will not be allocated until 2024 when the robot is complete. If authorized to proceed now, we anticipate receiving the new bomb robot by mid-May 2024. We anticipate receiving federal funds through the Mid-American Regional Council to offset the cost of the new robot in the amount of \$105,000.

Mayor Pro-Tem Martin:

- Asked about an exit clause on our Purchase Order documents

Commissioner Hingula moved to pre-approve the purchase of a new bomb robot for the Police Department from ICOR Technologies in 2024, in an amount not to exceed \$222,009.60. Commissioner Bauder seconded the motion and was unanimously approved. Mayor Pro-Tem Martin declared the motion carried 4-0.

### **Staff Report:**

**Convention & Visitors Bureau Semi-Annual Report** – CVB Manager Kristi Lee provided a briefing to the City Commission on the activities and operations of the Convention & Visitors Bureau. Discussion points included:

- National Tourism Industry Update (Travel and AI)
- State of Kansas Tourism Industry (Total Economic Impact up 20% from 2020)
- Kansas Tourism Accomplishments in 2022
- City of Leavenworth Tourism Industry (Leavenworth Statistics)

- Transient Guest Statistics
- Staffing updates for the CVB Department
- Upcoming Events

Commissioner Bauder:

Commented it's great to see the increases and getting people into our community

Mayor Pro-Tem Martin:

Noted it's great to keep getting the buzz and information out about our community

**Consent Agenda:**

Commissioner Leonhard moved to approve claims for September 23, 2023 through October 6, 2023, in the amount of \$1,524,022.47; Net amount for payroll #20 effective October 6, 2023, in the amount of \$371,068.30 (No Police & Fire Pension). Commissioner Bauder seconded the motion and the motion was unanimously approved. Mayor Pro-Tem Martin declared the motion carried 4-0.

**Other:**

City Manager Paul Kramer:

- October 24<sup>th</sup> meeting will include a 4<sup>th</sup> Street Project Presentation
- Cody Park Sports Court Open House events are coming up; looking for public feedback
- October 21<sup>st</sup> is the Trunk or Treat event

Commissioner Leonhard:

- Thanked everyone who attended the St. Joseph Parish Germanfest
- It was a great event

Commissioner Hingula:

- A lot of things are going on within the City
- Attended Oktoberfest at Willcott Brewing and it was a great event
- Also attended the Germanfest; the sauerbraten was good

Commissioner Bauder:

- Received a nice letter from a rider of the LV Ride service; great to hear positive things

Mayor Pro-Tem Martin:

- Thoughts and prayers go out to Nation of Israel regarding the terrible attacks and lives lost

**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 6:51 p.m.

Minutes taken by City Clerk Sarah Bodensteiner, CMC