



Welcome To Your City Commission Meeting - Please turn off or silence all cell phones during the commission meeting.
Meetings are televised everyday on Channel 2 at 7 p.m. and midnight and available for viewing on YouTube

Call to Order – Pledge of Allegiance Followed by Silent Meditation

PROCLAMATIONS AND AWARDS:

- 1. Proclamations (pg. 2)
 - a. National Drinking Water Week
 - b. Small Business Week
 - c. Leavenworth Chapter of Delta Sigma Theta 30th Anniversary
 - d. Arbor Day
 - e. National Travel & Tourism Week
- 2. Mayor’s Awards

OLD BUSINESS:

Consideration of Previous Meeting Minutes:

- 3. Minutes from April 9, 2019 Regular Meeting **Action:** Motion (pg. 7)

Second Consideration Ordinance:

- 4. Second Consideration Ordinance 8099 Amending Chapter 14 Amusements & Entertainments
Action: Roll Call Vote (pg. 10)

NEW BUSINESS:

Citizen Participation: (i.e. Items not listed on the agenda or receipt of petitions- **Please state your name and address**)

General Items:

- 5. University of Saint Mary Marketing Class Presentation **Action:** Motion (pg. 16)
- 6. Consider Off-Premise CMB License for Star Gas 788 Spruce Street **Action:** Motion (pg. 17)
- 7. Extend review deadline for Dangerous Structure at 202 Pottawatomie **Action:** Motion (pg. 18)
- 8. Mayor’s Appointments **Action:** Motion (pg. 19)
- 9. Adopt City Commission Goals **Action:** Motion (pg. 20)

Consent Agenda:

Consent Agenda: Claims for April 6, 2019 through April 19, 2019, in the amount of \$902,193.95; Net amount for Payroll #8 effective April 12, 2019, in the amount of \$317,036.76; (No Police & Fire Pension). **Action:** Motion

Other:

Adjourn **Action:** Motion

City of Leavenworth, Kansas



Proclamation

- WHEREAS,** *water is our most valuable and important natural resource; playing a vital role in our daily lives; and the water produced by the Leavenworth Water Department is the most reliable and best-tasting water in all of Leavenworth County; and*
- WHEREAS,** *a safe, reliable water supply is critical to the success of our community – it creates jobs, attracts industry and investment, and provides for the health and welfare of citizens in ways ranging from disease prevention to fire suppression and the quality of life we enjoy; and*
- WHEREAS,** *we often take water supply for granted until it is threatened, either by drought, water main breaks, or some other event; any measure of a successful society – low mortality rates, economic growth and diversity, productivity, and public safety – are in some way related to access to safe water; and*
- WHEREAS,** *we are all stewards of the water supply and infrastructure upon which future generations depend; and*
- WHEREAS,** *each citizen of the City of Leavenworth is called upon to help protect our source waters from pollution, to practice responsible water conservation, to get involved in local water issues; and*

NOW, THEREFORE, *I, Jermaine Wilson, Mayor of the City of Leavenworth, Kansas hereby proclaim May 5-11, 2019 as:*

Leavenworth Drinking Water Week

and I urge all citizens to recognize the vital role water plays in our daily lives and to value the importance and fragility of our water resources.

IN WITNESS WHEREOF, *I set my hand and have affixed the Great Seal of the City of Leavenworth, Kansas this twenty-third day of April in the year of two-thousand and nineteen.*

Jermaine Wilson, Mayor

ATTEST:

Carla K. Williamson, CMC, City Clerk

City of Leavenworth, Kansas



Proclamation

- WHEREAS,** *from the storefront shops that anchor Main Street to the high-tech startups that keep America on the cutting edge, small businesses are the backbone of our economy and the cornerstones of our nation's promise; and*
- WHEREAS,** *small business owners and Main Street businesses have energy and a passion for what they do; and*
- WHEREAS,** *when we support small business, jobs are created, and local communities preserve their unique culture; and*
- WHEREAS,** *because this country's 28 million small businesses create nearly two out of three jobs in our economy, we cannot resolve ourselves to create jobs and spur economic growth in America without discussing ways to support our entrepreneurs; and*
- WHEREAS,** *the President of the United States has proclaimed National Small Business Week every year since 1963 to highlight the programs and services available to entrepreneurs through the U.S. Small Business Administration and other government agencies; and*
- WHEREAS,** *The City of Leavenworth, Kansas supports and joins in this national effort to help America's small businesses do what they do best – grow their business, create jobs, and ensure that our communities remain as vibrant tomorrow as they are today.*

NOW, THEREFORE, *I, Jermaine Wilson, Mayor of the City of Leavenworth, Kansas hereby proclaim May 5-11, 2019 to be:*

National Small Business Week

and urge all citizens to acknowledge and celebrate the achievements made by small business both locally and nationally and encourage all citizens to Live Local.

IN WITNESS WHEREOF, *I set my hand and have affixed the Great Seal of the City of Leavenworth, Kansas this twenty-third day of April in the year of two-thousand and nineteen.*

Jermaine Wilson, Mayor

ATTEST:

Carla K. Williamson, CMC, City Clerk

City of Leavenworth, Kansas



Proclamation

WHEREAS, *Delta Sigma Theta Sorority, Incorporated is a non-profit organization whose purpose is to provide assistance and support through established programs in local communities throughout the world. Founded on January 13, 1913 by twenty-two collegiate women at Howard University, the Sorority is currently a sisterhood of more than 200,000 predominately black college educated women. The major programs of the sorority are based upon the organization's Five-Point Programmatic Thrust: Economic Development, Physical and Mental Health, Educational Development, Political and International Awareness and Involvement; and*

WHEREAS, *the Leavenworth Alumnae Chapter of Delta Sigma Theta Sorority, Incorporated, was chartered on April 30, 1989 to provide quality community service and programming in the Leavenworth area. The Chapter was conceived by three torch bearers: Thorolese Hunt, Michele McRoy, and Charlene Wilson. Additional Charter members include: Dianne L. Butts, Gwendolyn L. Carr, Elaine M. Hicks, Renee R. Kerr, Cheryl D. Mills, Contejean B. Peoples, Sharon L. Reid, LaWanda F. Shockley, and Sonia R. Solomon; and*

WHEREAS, *the mission of Leavenworth Alumnae Chapter is to make a difference in the lives of people in the local communities through education, service, scholarship, and social action programs. The charter members displayed great fortitude and vision in establishing this chapter in the Leavenworth community, which provides positive contributions to the people of Leavenworth, Kansas.*

NOW, THEREFORE, *I, Jermaine Wilson, Mayor of the City of Leavenworth hereby recognize the Sorority's contributions over the past 30 years and do hereby proclaim April 30th, 2019 as:*

Leavenworth Alumnae Chapter of Delta Sigma Theta Sorority, Incorporated Charter Day

IN WITNESS WHEREOF, *I set my hand and have affixed the Great Seal of the City of Leavenworth, Kansas this twenty-third day of April in the year of two-thousand and nineteen.*

Jermaine Wilson, Mayor

ATTEST:

Carla K. Williamson, CMC, City Clerk

City of Leavenworth, Kansas



Proclamation

- WHEREAS,** *in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and*
- WHEREAS,** *this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and*
- WHEREAS,** *Arbor Day is now observed throughout the nation and the world; and*
- WHEREAS,** *trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife; and*
- WHEREAS,** *trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and*
- WHEREAS,** *trees in the City of Leavenworth, Kansas increase property values, enhance the economic vitality of business areas, and beautify our community.*

NOW, THEREFORE, *I, Jermaine Wilson, Mayor of the City of Leavenworth, Kansas hereby proclaim April 26, 2019 to be:*

Arbor Day

and I urge all citizens to celebrate Arbor Day, to support efforts to protect our trees and woodlands, to plant trees to gladden the heart and promote the well-being of this and future generations.

IN WITNESS WHEREOF, *I set my hand and have affixed the Great Seal of the City of Leavenworth, Kansas this twenty-third day of April in the year of two-thousand and nineteen.*

Jermaine Wilson, Mayor

ATTEST:

Carla K. Williamson, CMC, City Clerk

City of Leavenworth, Kansas



Proclamation

- WHEREAS,** *travel to and within Kansas provides significant economic benefits for the state; it generated more than \$11 billion in economic impact in 2017, with \$6.8 billion spent directly by travelers.*
- WHEREAS,** *travel is among the top 10 private-sector employers in Kansas, it is supporting 96,037 jobs in 2017, including 64,700 directly in the travel industry and 31,330+ in other industries.*
- WHEREAS,** *tourism-supported tax revenues in 2017 surpassed \$1.1 billion and included \$617 million in state and local tax revenues.*
- WHEREAS,** *meetings, events and incentive travel are core business functions that help companies strengthen business performance, educate employees and customers and reward business accomplishments.*
- WHEREAS,** *leisure travel, which accounts for more than 63 percent of all trips taken in Kansas, spurs countless benefits to travelers' health and wellness, creativity, cultural awareness, education, happiness, productivity and relationships.*
- WHEREAS,** *the City of Leavenworth realized approximately \$8.5 million from overnight visitor expenditures in 2017 per the Smith Travel Research Report, validating the unique significance of the American travel industry in the lives of the citizens of Leavenworth, Kansas.*

NOW, THEREFORE, *I, Jermaine Wilson, Mayor of the City of Leavenworth, Kansas hereby proclaim May 5-11, 2019 to be:*

National Travel & Tourism Week

and call upon the people of Leavenworth to observe this coming week, as sanctioned by the U.S. Congress, with appropriate ceremonies and activities.

IN WITNESS WHEREOF, *I set my hand and have affixed the Great Seal of the City of Leavenworth, Kansas this twenty-third day of April in the year of two-thousand and nineteen.*

Jermaine Wilson, Mayor

ATTEST:

Carla K. Williamson, CMC, City Clerk



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

City Commission Regular Meeting
Commission Chambers
Tuesday, April 9, 2019 7:00 p.m.

CALL TO ORDER - The Governing Body met in regular session and the following commission members were present: Mayor Jermaine Wilson, Mayor Pro-Tem Myron J. (Mike) Griswold, Commissioners Nancy Bauder, Larry Dedeke and Mark Preisinger.

Others present: City Manager Paul Kramer, Assistant City Manager Taylour Tedder, Public Works Director Mike McDonald, Operations Superintendent Curtis Marks, Solid Waste Foreman Steve King, Finance Director Ruby Maline, Police Chief Pat Kitchens, Fire Chief Gary Birch, Section 8 Manager Pat Tooley, City Attorney David E. Waters and City Clerk Carla K. Williamson.

Mayor Jermaine Wilson opened the meeting with the pledge of allegiance followed by silent meditation.

PROCLAMATIONS:

Barbershop Harmony Month – Bill Krondak and members of the quartet were present to accept the proclamation and sing a song.

National Child Abuse Prevention Month – Jere Deyo of CASA was present to accept the proclamation.

Fair Housing Month – Section 8 Manager Pat Tooley was present to accept the proclamation.

National Public Safety Telecommunicator's Week – Police Chief Pat Kitchens and Fire Chief Gary Birch were present to accept the proclamation.

OLD BUSINESS:

Consideration of Previous Meeting Minutes:

Commissioner Dedeke moved to approve the minutes from the March 26, 2019 regular meeting as presented. Commissioner Griswold seconded the motion and was unanimously approved. The Mayor declared the motion carried 5-0.

NEW BUSINESS:

Citizen Participation:

Larry Pinkerton:

Volunteer member of the American Red Cross. They are active in Leavenworth, but do not have a chapter in Leavenworth. They are a part of a regional chapter. Working to build up the volunteer force in the city. Blood drive, smoke alarms, pillowcase program and a variety of programs.

General Items:

Mayor's Appointment:

Mayor Wilson moved to recommend the following appointment:

Community Development Advisory Board:

Appoint Ralph Taylor to an unexpired term ending August 31, 2019. Commissioner Bauder seconded the motion and was unanimously approved. The Mayor declared the motion carried 5-0.

Authorize City Manager to Sign all Flood Related Documents: City Clerk Carla Williamson presented for consideration a motion by the City Commission to authorize the City Manager to sign all flood related documents. Staff met with the National Flood Insurance Program (NFIP) adjuster on April 3, 2019 to visit the Bridge Tenders building located in Landing Park that was affected by the flood. The adjuster informed staff that a letter authorizing someone from the city to sign flood related documents is required.

Commissioner Griswold moved to authorize the City Manager Paul Kramer to sign all flood related documents for the City of Leavenworth. Commissioner Dedeke seconded the motion and was unanimously approved. The Mayor declared the motion carried 5-0.

Bids, Contracts and Agreements:

Consider Rejecting all Bids Received for Refuse Bags – Public Works Director Mike McDonald presented for consideration the rejection of all bids received on March 25, 2019 for refuse bags. Bids were received from Jadcore, Dyna-Pak, Waste Zero, and Central Poly Bags Corporation.

Commissioner Bauder moved to reject all bids and direct staff to rebid refuse bags. Commissioner Dedeke seconded the motion and was unanimously approved. The Mayor declared the motion carried 5-0.

First Consideration Ordinance:

First Consideration Ordinance to Amend Chapter 14 Amusements & Entertainments – City Clerk Carla Williamson presented for first consideration an ordinance amending chapter 14 of the City Code of Ordinances. The amendments include the following:

- **Automatic Music & Amusement Devices:**
 - Recommend deletion of the requirement to license and register automatic music and amusement devices in the city. City staff has received an inquiry from a business wanting to open family fun centers. The requirement to license and pay \$40.00 per amusement device has caused the business to re-think opening the business in the City of Leavenworth. The annual licensing period for this license is March 1-February 28 of each year. If the commission decides to eliminate this license, it would be the recommendation of staff to refund all 2019 Automatic Music and Amusement Device license fees.
- **Dances:**
 - Recommend deletion of the requirement to obtain a permit to have a dance in the City of Leavenworth.
- **Pool and Billiards:**
 - Recommend deletion of these sections from the City Code. This section has been in the City Code since the 1920's. It is unnecessary to include this in the code, as gambling is prohibited and enforceable through federal and state regulations. In addition, the majority of pool tables are in establishments that also allow alcohol and the police department has right of entry based on liquor licensing.

- **Carnivals, Circuses and Street Shows:**
 - Amend language to further define the permit process and add in provision for insurance requirements.
- **Amusement Rides:**
 - Recommend language that rides are to be operated and maintained in accordance with federal, state and local regulations and list the state statute.

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

CONSENT AGENDA:

Commissioner Bauder moved to approve Claims for March 23, 2019 through April 5, 2019, in the amount of \$1,093,778.55; Net amount for Payroll #7 effective March 29, 2019, in the amount of \$350,434.55; (No Police & Fire Pension). Commissioner Dedeke seconded the motion and was unanimously approved. The Mayor declared the motion carried 5-0.

Other:

City Manager Kramer

Bids were awarded on the Library bathroom renovation. The bids came in under \$25,000, which is within the City Manager's authority.

City Commission goal setting session is scheduled for tomorrow beginning at 1:00

Adjourn:

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

Time Meeting Adjourned 7:33 p.m.

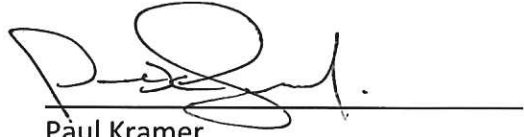
Minutes taken by City Clerk Carla K. Williamson, CMC

**POLICY REPORT
SECOND CONSIDERATION ORDINANCE 8099
AMENDING CHAPTER 14, AMUSEMENTS AND ENTERTAINMENTS
OF THE CODE OF ORDINANCES**

APRIL 23, 2019



Carla K. Williamson, CMC
City Clerk



Paul Kramer
City Manager

BACKGROUND:

At the March 26, 2019 City Commission regular meeting the City Commission reviewed and placed on first consideration:

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF
LEAVENWORTH, KANSAS, CHAPTER 14, AMUSEMENTS AND
ENTERTAINMENTS, PROVIDING SUBSTITUTE PROVISIONS AND REPEALING
THE CHAPTER AMENDED.**

As discussed at the March 26, 2019 meeting, staff recommended refunding the 2019 Automatic Music and Amusement license fees since the licensing period is March 1 – February 28 of each year. Upon approval of the ordinance, staff will issue refunds for all Automatic Music and Amusement licenses within the next 30 days.

Ordinance No. 8099 is now presented for second consideration and requires a roll call vote.

ATTACHMENTS:

- Ordinance No. 8099

(Summary Publish in the Leavenworth Times on April 26, 2019)

ORDINANCE NO. 8099

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF LEAVENWORTH, KANSAS, CHAPTER 14, AMUSEMENTS AND ENTERTAINMENTS, PROVIDING SUBSTITUTE PROVISIONS AND REPEALING THE CHAPTER AMENDED.

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

Section 1. That the Code of Ordinance of the City of Leavenworth, Kansas, Chapter 14, Amusements and Entertainments, is hereby deleted in its entirety and amended to read as follows:

Chapter 14 - AMUSEMENTS AND ENTERTAINMENTS

ARTICLE I. – DEFINITIONS & GENERAL PROVISIONS

Sec. 14-1 Definitions.

The following words, terms and phrases, when used in this Chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Carnival shall be defined as a traveling enterprise offering amusement activities, mechanical and/or electrical rides, booths for the conduct of games of skill or sideshows.

Circus shall be defined as a show or performance that includes, but is not limited to, feats of physical skill and daring, animal acts, or performances by jugglers or clowns.

Street Show shall be defined as the act of performing in public places for gratuities.

Amusement Rides shall be defined as (a) (1) any mechanical or electrical device that carries or conveys passengers along, around or over a fixed or restricted route or course or within a defined area for the purpose of giving its passengers amusement, pleasure, thrills or excitement, including, but not be limited to:

- (A) Rides commonly known as ferris wheels, carousels, parachute towers, bungee jumping, reverse bungee jumping, tunnels of love, roller coasters, boat rides, water slides, inflatable devices, commercial zip lines, trampoline courts and go-karts;
- (B) equipment generally associated with winter activities, such as ski lifts, ski tows, j-bars, t-bars, chair lifts and aerial tramways; and

(C) equipment not originally designed to be used as an amusement ride, such as cranes or other lifting devices, when used as part of an amusement ride.

(2) "Amusement ride" does not include:

(A) Games, concessions and associated structures;

(B) any single passenger coin-operated ride that: (i) Is manually, mechanically or electrically operated; (ii) is customarily placed in a public location; and (iii) does not normally require the supervision or services of an operator;

(C) nonmechanized playground equipment, including, but not limited to, swings, seesaws, stationary spring-mounted animal features, rider-propelled merry-go-rounds, climbers, slides and physical fitness devices;

(D) antique amusement rides;

(E) limited-use amusement rides;

(F) registered agritourism activities;

(G) any ride commonly known as a hayrack ride in which patrons sit in a wagon or cart that is then pulled by horses or a tractor or other motor vehicle;

(H) any ride commonly known as a barrel train, which has a series of handmade cars fashioned from barrels that are connected and pulled by a tractor or other motor vehicle; or

(I) any amusement ride owned by an individual and operated solely within a single county for strictly private use.

Antique amusement ride means an amusement ride, as defined in subsection (a)(1), manufactured prior to January 1, 1930.

Sec. 14-2. Severability.

In the event that any portion or section of this chapter is determined to be invalid, illegal or unconstitutional by a court of competent jurisdiction, the decision shall in no manner affect the remaining portions or sections of this chapter which shall remain in full force and effect.

Secs. 14-3—14-35. Reserved.

ARTICLE II. - CARNIVALS, CIRCUSES AND STREET SHOWS

Sec. 14-36. Permit required.

It shall be unlawful for any person, firm, partnership or corporation, other than the City of Leavenworth, to operate an exhibition of any product, merchandise or service for profit anywhere within the city, or to operate any carnival, circus, street show or similar public performance or amusement enterprise providing any amusement rides, or dispensing of food and beverage within the city, without first securing a permit from the city clerk for the operation of such exhibition, carnival, circus, amusement enterprise or street show. Fees are not prorated, refundable or transferable. Any application made, fees paid, and permits obtained under the provision of this chapter shall be in addition to and not in lieu of any other fees, permits, or licenses required to be paid or obtained under any other ordinances of the city.

Sec 14-37. Permit procedure.

- (1) Any person, firm, partnership or corporation desiring to secure a permit as provided for in this article shall make an application to the city clerk on a form provided by the city clerk for issuance of a permit at least sixty (60) days prior to the event. Each application shall be accompanied by a permit fee set forth in the city fee schedule.
- (2) Each application for a permit shall be accompanied by a plot plan specifying the location of such exhibition, carnival, circus, amusement enterprise or street show in relation to existing buildings, drive areas, location on the tract and the amount of space available for off-street parking of vehicles.
- (3) The city clerk will forward the application to the city manager, police chief or designee, fire chief or designee and the director of public works or designee for review and approval of the application.
- (4) The city clerk shall issue or deny the permit within fourteen (14) days following the application.
- (5) It is unlawful for any person, firm, partnership or corporation, other than the city to operate and maintain an exhibition, carnival, circus, amusement enterprise or street show other than in compliance with all terms, conditions and regulations of the permit as granted by the city clerk. Failure to comply with any such terms, conditions and regulations of a permit shall immediately void the permit.

Sec. 14-38. Appeal.

Upon receipt of written request delivered to the city clerk, an appeal of the denial, suspension or revocation shall be heard by the city manager within thirty (30) days. The permittee shall submit evidence at the hearing, which is relevant and material to the specific basis for the denial, suspension or revocation. The city manager shall make final determination.

Sec. 14-39. Insurance required.

A certificate of insurance shall accompany the permit application provided the following:

General Liability

- (1) Minimum limits of liability for commercial general liability insurance shall be \$5,000,000 each occurrence if amusement rides or other similar devices are used on the premises or \$1,000,000 for each occurrence if amusement rides or other similar devices are not in use on the premises.
- (2) Coverage is from an insurance carrier who is licensed to do business in the State of Kansas and carries a policyholder rating of A or better.
- (3) The certificate shall list in the description of operations the City of Leavenworth, its assigned, officers and affiliates as additional insured on a primary and non-contributory basis and include the name of the event and dates of the event.
- (4) The permittee, upon receipt of notice of any claim in connection with the permit, shall promptly notify the city with full details thereof including an estimate of the amount of loss or liability.

Sec. 14-40. Inspection of area by city staff.

An inspection of the location where the exhibition, carnival, circus, street show or similar amusement enterprise is to operate will be performed by city staff upon set up and prior to the start of the event. Inspections will include but not be limited to inspections by the city building inspector, city fire marshal and chief of police or their designees.

Sec. 14-41. Duty of permittee to restore location and bond required.

The permittee shall clean and restore the location where the exhibition, carnival, circus, street show or similar amusement enterprise operates during the term of the permit to the condition which existed thereon prior to the occurrence of the event. A cash bond in the amount of \$1,000.00 shall be deposited to guarantee property cleanup of the area.

The area will be inspected by city staff and any fees associated with the cleanup of the area required by the city will be deducted from the cash bond on file.

Any unused portion of the cash bond will be returned via check to the permittee within 14 days of the last day of the event.

Secs. 14-42—14-59. Reserved.

ARTICLE III. - AMUSEMENT RIDES

Sec. 14-60. Operations.

It shall be unlawful for an owner or operator of an amusement ride, antique amusement ride, limited-use amusement ride or registered agritourism activity, as defined in K.S.A. 44-1601 and amended thereto, to knowingly operate, or cause to be operated, any amusement ride without a valid permit issued by the State of Kansas. All Amusement rides shall be operated and maintained in accordance with all federal, state and local regulations, including but not limited to K.S.A. 44-1601 et seq.

Violation of this article is a Class B public offense.

Secs. 14-61—14-80. - Reserved.

Section 2. REPEAL. Chapter 14, Amusements and Entertainments, of the Code of Ordinances of the City of Leavenworth, Kansas, in existence as of and prior to the adoption of this ordinance, are hereby repealed.

Section 3: EFFECTIVE DATE. This Ordinance shall take effect and be in force upon publication in the official city newspaper.

PASSED and APPROVED by the Governing Body on this 23rd day of April 2019.

Jermaine Wilson, Mayor

{Seal}

ATTEST:

Carla K. Williamson, CMC, City Clerk

Policy Report
University of Saint Mary Marketing Class Presentation
April 23, 2019

Prepared by:



Paul Kramer
City Manager

Background:

The City Commission included in its 2018-2019 Goal Setting Session a directive to engage in partnerships that could benefit the overall appearance of the City. With that in mind, I met with Sister Diane Steele in the fall of 2018 to talk about a potential project for a class at the University of Saint Mary (USM).

Issue:

After a few more meetings with leadership and faculty, the project was assigned to the Strategic Marketing Class, led by Bethany Stanley, Assistant Professor Economics and Marketing.

I met with the students three times in person to talk about a project to bring awareness to the litter/trash problem that is a chronic problem in the community. From our sessions, as well as frequent e-mail feedback, the class created a number of ideas and created a multi-faceted marketing effort.

Members of the class will present their program at the meeting.

Moving forward, staff will evaluate how to implement parts of the campaign, with Commission direction and input.

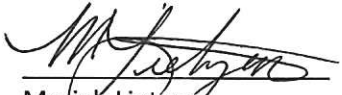
**POLICY REPORT
2019 CEREAL MALT BEVERAGE LICENSE**

April 23, 2019

Prepared by:

Reviewed by:

Reviewed by:



Mariah Lietzen
Receivable/License Coordinator



Carla K. Williamson, CMC
City Clerk



Paul Kramer
City Manager

ISSUE:

Consider approval of a 2019 Off Premise Cereal Malt Beverage License requested by Sai Namah, LLC. The business name is Star Gas and they are located at 788 Spruce Street.

BACKGROUND:

The application has been approved by the Police Department and the Fire Department who also serves as the city health inspector.

ACTION:

Motion to approve the 2019 off premise Cereal Malt Beverage License for Sai Namah, LLC, 788 Spruce Street Leavenworth, Kansas.

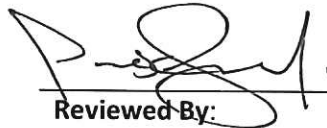
POLICY REPORT

**Review Unsafe and Dangerous Structures
202 Pottawatomie Street**

APRIL 23, 2019



Prepared By:
Julie Hurley,
Director of Planning and Community
Development



Reviewed By:
Paul Kramer,
City Manager

DISCUSSION

The owner of 202 Pottawatomie has made application to the State of Kansas for grant funds to be used in the rehabilitation of this structure as it is listed on the Kansas Register of Historic Places. The hearing for grant funds took place on February 8, 2019. The State Historic Preservation Office has indicated that grant recipients will not be announced until early May, 2019. The owner of the property has stated that the scope of his continued rehabilitation will be dependent upon grant funds. Staff will present the property for review after grant funds have been awarded and the property owner is able to finalize the scope of his work and source of funding.

RECOMMENDED ACTION

- Motion to continue item for discussion to May 14, 2019.

CITY OF LEAVENWORTH

TO: CITY COMMISSIONERS
FROM: JERMAINE WILSON, MAYOR
SUBJECT: CITY APPOINTMENTS
DATE: APRIL 23, 2019

I move to recommend the following appointment:

Building Code Board of Appeals:

- Reappoint Jim Powell to a term ending May 1, 2024

Electrical Board of Appeals:

- Appoint Craig Schmidling to a term ending May 1, 2024

Library Board:

- Reappoint Lisa Weakley to a term ending April 30, 2023
- Appoint Irene N. Spiller to a term ending April 30, 2023

Mechanical Board of Appeals:

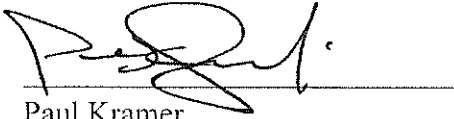
- Appoint Carl Kreutzer to a term ending May 1, 2024

Plumbing Board of Appeals:

- Appoint Michael McCann to a term ending May 1, 2024

Policy Report
2019-20 City Commission Goals
April 23, 2019

Prepared by:



Paul Kramer
City Manager

Subject:

The City Commission held its annual goal setting session on Wednesday, April 10. The goals are not designed as an exhaustive list of efforts to be undertaken by City staff over the next year, but instead represent guidance to staff on allocating resources to big-picture Commission priorities.

Highlighted changes:

1) Economic Development

Removed:

- Lobby for the CMOP to stay in Leavenworth
- The historic marker program is complete

Modified

- “Vetpreneurs” has been modified to add proactive elements, including presentations, hiring events and expanding partnerships

Added

- Exploring ways to make aesthetic improvements in the downtown
- Pursue all avenues to showcase, market and draw interest to bring development to the Business and Technology Park. Efforts to include, but not limited to engaging third-party experts, partnering with business development organizations, proactively recruiting and reaching out to individual industries.

2) Community Improvement

Modified

- Rental property has been modified to include implementation and collecting data

Added

- Determine options for chronic code violation properties

3) Public Safety

No changes

4) Roadways and Infrastructure

No changes

5) Outreach and Transparency

Removed

- Four (4) different financial policies

Added

- Review and recommend changes to Purchasing Policy, specifically areas related to bidding on City projects.

Action Requested:

The 2019-20 City Commission Goals are attached hereto for your reading, information and consideration for approval.

ATTACHMENTS: 2018-19 Commission Goals; and proposed 2019-20 Commission Goals

City Commission Goals
2018-2019

Adopted April 24, 2018

Leavenworth City Commission Goals 2018-2019

1. Economic Development

- a. Business Attraction, Retention, & Expansion
 - i. Lobby and advocate for federal funding for new construction, renovation and repair for existing and proposed Bureau of Prisons facilities
 - ii. Implement marketing plan for new business park and continue efforts to market the City in general
 - iii. Support local and destination transportation efforts for the City
 - iv. Engage and explore options to promote Leavenworth as a destination for “vetrepreneurs,” transitioning service members and military retirees
 - v. Actively pursue a grocery store for North Leavenworth
 - vi. Lobby and advocate for the VA CMOP to stay in Leavenworth
- b. Downtown Development & Revitalization
 - i. Plan/pursue future downtown and northeast improvement projects using all available recruitment and retention methods
 - ii. Work to reduce the number of unoccupied and/or abandoned buildings using available tools, methods and incentives.
- c. Tourism
 - i. Boost travel demand through statewide industry events and extend invitations to meet in Leavenworth for future meetings
 - ii. Concentrate on the SMERF markets (Social, Military, Education, Religious and Fraternal), as well as emerging markets: sports tourism, the arts (film festivals, art festivals, etc.)
 - iii. Complete historic marker repair/replacement
 - iv. Identify projects/programs to reinvest transient guest tax funds

2. Community Improvement

- a. Community Appearance and Image
 - i. Study all facets of a Rental Inspection Program
 - ii. Adopt the 2015 International Property Maintenance Code
 - iii. Engage in partnerships to benefit look, perception and quality of life in the City
 - iv. Continue actions by Code Enforcement to reduce and eliminate blighted properties

Leavenworth City Commission Goals 2018-2019

b. Community Amenities

- i. Update and improve amenities at less-used City parks to spur growth
- ii. Streamline registration, reservation and payment process for Parks and Recreation projects
- iii. Increase youth participation in City activities
- iv. Support partnerships to continue increased use of Havens Park

3. Public Safety

a. Police

- i. Address recent trends in domestic violence incidents
- ii. Engage in targeted initiatives to reduce drug crimes in high risk areas
- iii. Continue to focus on community engagement
- iv. Continue to grow and expand crime analysis and mapping initiative with technological enhancements
- v. Make state funding of mental health facilities a top legislative priority

b. Fire

- i. Explore the replacement of Fire Station No. 3

4. Roadways and Infrastructure

a. Roadways

- i. Create a long-term collector/arterial street plan (Thornton, Limit, Vilas, 10th Avenue, County Road 5)
- ii. Explore options for streetscape improvements (4th Street, 7th Street, Cherokee)
- iii. Pursue improvements to roadways, landscaping and amenities on the west side of the Centennial Bridge to improve the aesthetics of the entryway to the City

b. Infrastructure

- i. Support projects and improvements that lead to annexation
- ii. Implement storm water maintenance program with transparent reporting, outreach and updates

5. Outreach and Transparency

a. Public information

Leavenworth City Commission Goals 2018-2019

- i. Complete new City website with increased usability, transparency, and mobile capability
 - ii. Explore new ways for the Commission to reach the public (i.e., podcasts, social media, etc.)
 - iii. Continue performance measurement tools for measuring how we are doing in providing City services – including exploring citizen satisfaction surveys
 - iv. Streamline registration, reservation, and payment processes for all services
- b. Openness
- i. Make Development Regulations available online in real time to public, staff, and development community
- c. Financial Management
- i. Create Investment Policy
Complete – need to schedule for Commission review.
 - ii. Establish a uniform Cash Management Policy and Procedure
Complete – need to schedule for Commission review.
 - iii. Create a Grant Management Policy
Complete – need to schedule for Commission review.
 - iv. Prepare a long-term financial plan that incorporates the long-term capital improvements plan to help establish the structure and issuance of debt
Complete – need to schedule for Commission review.

6. Other Items Receiving General Support

- a. Schedule the City Attorney to conduct periodic training regarding advisory board scope of authority, duties, and responsibilities (Planning Commission, Zoning Board of Appeals and Preservation Commission)
- b. Provide Annual Updates
 - i. Main Street Program
- c. Provide semi-annual updates and reports
 - i. Leavenworth Public Library
 - ii. Leavenworth County Development Corp
 - iii. Leavenworth CVB
- d. Provide quarterly updates and reports
 - i. Leavenworth School Board

City Commission Goals 2019-2020

Scheduled for adoption April 23, 2019

Leavenworth City Commission Goals 2019-2020

1. Economic Development

a. Business Attraction, Retention, & Expansion

- i. Lobby and advocate for federal funding for new construction, renovation and repair for existing and proposed Bureau of Prisons facilities.**
- ii. Pursue all avenues to showcase, market and draw interest to bring development to the Business and Technology Park. Efforts to include, but not limited to engaging third-party experts, partnering with business development organizations, proactively recruiting and reaching out to individual industries.**
- iii. Implement marketing plan for new business park and continue efforts to market the City in general.**
- iv. Support local and destination transportation efforts for the City.**
- v. Promote Leavenworth as a destination for “vetrepreneurs,” transitioning service members and military retirees through informational presentations, hiring events and expanding partnerships.**
- vi. Actively pursue a grocery store for North Leavenworth.**
- ~~**vii. Lobby and advocate for the VA CMOP to stay in Leavenworth**~~

b. Downtown Development & Revitalization

- i. Plan/pursue future downtown and northeast improvement projects using all available recruitment and retention methods.**
- ii. Work to reduce the number of unoccupied and/or abandoned buildings using available tools, methods and incentives.**
- iii. Explore efforts to improve the aesthetic appearance of downtown, including lawn maintenance and landscaping, reducing litter, decorative elements, etc.**

c. Tourism

- i. Boost travel demand through statewide industry events and extend invitations to meet in Leavenworth for future meetings.**
- ii. Concentrate on the SMERF markets (Social, Military, Education, Religious and Fraternal), as well as emerging markets: sports tourism, the arts (film festivals, art festivals, etc.)**
- ~~**iii. Complete historic marker repair/replacement**~~
- iv. Identify projects/programs to reinvest transient guest tax funds.**

Leavenworth City Commission Goals 2019-2020

2. Community Improvement

a. Community Appearance and Image

- i. Implement rental property program and collect relevant data.
- ii. **Adopt the 2018 International Property Maintenance Code.**
- iii. **Engage in partnerships to benefit look, perception and quality of life in the City.**
- iv. **Continue actions by Code Enforcement to reduce and eliminate blighted properties.**
- v. Determine options to focus on perpetually blighted properties, including all legal opportunities available to the City Commission.

b. Community Amenities

- i. **Update and improve amenities at less-used City parks to spur growth.**
- ii. **Streamline registration, reservation and payment process for Parks and Recreation projects.**
- iii. **Increase youth participation in City activities.**
- iv. **Support partnerships to continue increased use of Havens Park.**

3. Public Safety

a. Police

- i. **Address recent trends in domestic violence incidents.**
- ii. **Engage in targeted initiatives to reduce drug crimes in high risk areas.**
- iii. **Continue to focus on community engagement.**
- iv. **Continue to grow and expand crime analysis and mapping initiative with technological enhancements.**
- v. **Make state funding of mental health facilities a top legislative priority.**

b. Fire

- i. **Explore the replacement of Fire Station No. 3.**

4. Roadways and Infrastructure

a. Roadways

Leavenworth City Commission Goals 2019-2020

- i. Create a long-term collector/arterial street plan (Thornton, Limit, Vilas, 10th Avenue, County Road 5).
- ii. Explore options for streetscape improvements (4th Street, 7th Street, Cherokee).
- iii. Pursue improvements to roadways, landscaping and amenities on the west side of the Centennial Bridge to improve the aesthetics of the entryway to the City.

b. Infrastructure

- i. Support projects and improvements that lead to annexation.
- ii. Implement storm water maintenance program with transparent reporting, outreach and updates.

5. Outreach and Transparency

a. Public information

- i. Complete new City website with increased usability, transparency, and mobile capability.
- ii. Explore new ways for the Commission to reach the public (i.e., podcasts, social media, etc.)
- iii. Continue performance measurement tools for measuring how we are doing in providing City services – including exploring citizen satisfaction surveys.
- iv. Streamline registration, reservation, and payment processes for all services.

b. Openness

- i. Make Development Regulations available online in real time to public, staff, and development community.

c. Financial Management

- i. Review and recommend changes to the Purchasing Policy, focusing on the bidding process, to increase eligible bidders and simplify the bidding process.
- ii. ~~Create Investment Policy~~
- iii. ~~Establish a uniform Cash Management Policy and Procedure~~
- iii. ~~Create a Grant Management Policy~~
- iv. ~~Prepare a long-term financial plan that incorporates the long-term capital improvements plan to help establish the structure and issuance of debt~~

6. Other Items Receiving General Support

Leavenworth City Commission Goals 2019-2020

- a. Schedule the City Attorney to conduct periodic training regarding advisory board scope of authority, duties, and responsibilities (Planning Commission, Zoning Board of Appeals and Preservation Commission).**
- b. Provide Annual Updates**
 - i. Main Street Program
- c. Provide semi-annual updates and reports**
 - i. Leavenworth Public Library
 - ii. Leavenworth County Development Corp
 - iii. Leavenworth CVB
 - iv. St Mary University
 - v. Alliance Against Family Violence
- d. Provide quarterly updates and reports**
 - i. Leavenworth School Board