



**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, Deputy Public Works Director Mike Hooper, WPC Superintendent Chuck Staples, City Planner Julie Hurley, Finance Director Ruby Maline, Fire Chief Gary Birch, Public Information Officer Melissa Bower, City Attorney David E. Waters, Deputy City Clerk Cary L. Collins and City Clerk Carla K. Williamson.

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

**PRESENTATIONS AND PROCLAMATIONS:**

**New Employee Welcome Ceremony:** The following newly hired employees were welcomed:

Gabriel Okeke-Police Officer	present
Linda Whitelaw-Police Officer	present
Raylene Williams-Police Officer	not present
Robert Gorrell-Streets Equipment Operator I	not present
Jess White-Streets Equipment Operator I	not present
Christian Kennedy-GIS Technician	not present
Mariah Lietzen-Receivable/License Coordinator	present
Ashely Tapia-Police Officer	present
Shelby Jennings-Police Officer	present
Noah Eastman-Police Officer	present
Joshua Swanbeck-Police Officer	present
Levi Johnson-Firefighter	present
Kodie Thorsen-Firefighter	present
Heather Kietzman-Gabbert-Office Clerk II Inspections	not present
Brandon Walker-Stormwater Equipment Operator II	not present

**Proclamation:**

**Certified Government Financial Manager's Month** – Kevin Gullett from USD 453 was present to accept the Proclamation.

**OLD BUSINESS:**

**Consideration of Previous Meeting Minutes:**

Commissioner Dedeke moved to approve the minutes from the February 26, 2019 Regular Meeting as presented. Commissioner Bauder seconded the motion and was unanimously approved. The Mayor declared the motion carried 5-0.

## **Second Consideration Ordinance:**

**Second Consideration Ordinance No 8097 Amending the 2016 Development Regulations** – City Manager Paul Kramer presented for second consideration. The final ordinance before the Commission reflects the corrected language discussed on first consideration on February 26, 2019.

Mayor Wilson called the roll and Ordinance 8097 passed 5-0.

## **NEW BUSINESS:**

**Citizen Participation:** None

## **General Items:**

### **Mayor's Appointments:**

Mayor Wilson moved to recommend the following appointments:

Airport Advisory Board: Appoint Keith Baker to an unexpired term ending December 31, 2021; Board of Zoning Appeals: Reappoint Mike Bogner to a term ending May 1, 2022; City Planning Commission: Reappoint Camalla Leonhard to a term ending May 1, 2022; Leavenworth Preservation Commission: Reappoint Debi Denney and Sherry Hines-Whitson to terms ending April 15, 2022; Sidewalk Advisory Board: Reappoint John Carroll, Phil Martin, Dave Stokka and Stephen Tennant to terms ending March 15, 2022; Sister City Advisory Board: Appoint Kelly Butler and Whitney Moulden to unexpired terms ending December 31, 2021. Commissioner Bauder seconded the motion and was unanimously approved. The Mayor declared the motion carried 5-0.

**2019 Federal Legislative Program** – City Manager Paul Kramer presented the City priorities for the year. The Federal Legislative Program compiles local issues with our federal partners and federal ties to the City. The issues directly impact the City's municipal operations or delivery of services. Mr. Kramer reviewed various sections of the program to include:

- Defense Community Infrastructure Program (DCIP)
- Intergovernmental Services Agreements (IGSA)
- Sustainment, Restoration and Modernization (SRM) Funding
- Renovation Funding for USP-Leavenworth
- A new Veteran Affairs Medical Center (VAMC) hospital
- Chapel of the Veterans closed due to safety concerns; City supports renovation and reopening of the unique facility
- Continuation of Safe community grants
- Water quality regulations; In favor of smart regulations
- Support avoiding government shutdowns regardless of partisan differences
- Support Community Development Block Grants (CDBG) funding direct from federal government without having to go through a state application process

Commissioner Bauder moved to adopt the 2019 Federal Legislative Program. Commissioner Dedeker seconded the motion and was unanimously approved. The Mayor declared the motion carried 5-0.

**Resolutions:**

**Resolution B-2218 Set the Public Hearing for Unsafe & Dangerous Structures** – City Planner Julie Hurley presented for consideration Resolution B-2218. The resolution sets the time and place as May 14, 2019 in the City Commission Chambers at which time the owners, the owner’s agent, any lien holder of record, and any occupants of the structures may appear and be heard.

Commissioner Griswold moved to approve Resolution B-2218 to set a public hearing date of May 14, 2019 for review of 20 dangerous and unsafe structures. Commissioner Bauder seconded the motion and was unanimously approved. The Mayor declared the motion carried 5-0.

**Bids, Contracts and Agreements:**

**Consider Bids for Property Maintenance Services (Code Enforcement Mowing Rebids)** – City Planner Julie Hurley presented for consideration the bids for the services to mow and maintain City owned properties in addition to the Code Enforcement mowing and corrective actions for properties with maintenance violations. Contracts will be issued for a period of two years with the option to renew for an additional two years. Bids were opened on March 1, 2019 and staff recommends awarding the contracts as follows:

<b>Perpetual Lawn Care</b>			
<b>Cluster</b>	<b>Contractor</b>	<b>Price per Mowing</b>	<b>Not to Exceed</b>
1	Mow Joe	\$690.00	\$9,600.00
2	Mow Joe	\$380.00	\$5,320.00
3	Yonts Lawn Care	\$170.00	\$2,380.00
4	Mow Joe	\$155.00	\$2,170.00
5	Yonts Lawn Care	\$120.00	\$1,680.00

<b>Property Maintenance</b>	
<b>Contractor</b>	<b>Cost per sqft</b>
Yonts Lawn Care	\$0.004
Mow Joe	\$0.0035

Commissioner Griswold moved to approve the bid from Mow Joe for perpetual lawn care not to exceed \$17,150 and property maintenance at a cost of \$0.0035 per sqft and Yonts lawn Care for perpetual lawn care not to exceed \$4,060 and property maintenance at a cost of \$0.004 per sqft. Commissioner Presisinger seconded the motion and was unanimously approved. The Mayor declared the motion carried 5-0.

**Consider Bids for the 2019 Pavement Management (Granite Seal Program)** – Public Works Director Mike McDonald presented for consideration the bids for the 2019 Pavement Management Project. Staff

recommends the approval of the low bid for base and alternate by Mid-American Road Builders in the amount of \$505,816.80. Bids were opened on March 6, 2019 and bids were as follows:

<u>Company</u>	<u>City</u>	<u>Base Bid</u>	<u>Alternate Bid</u>	<u>Total Bid</u>
Mid-American Road Builders	St Joseph MO	\$358,772.60	\$147,044.20	\$505,816.80
Harbour Construction	Kansas City KS	\$383,682.35	\$158,172.45	\$541,854.80
Vance Brothers	Kansas City MO	\$528,158.90	\$217,316.30	\$745,475.20
<i>Engineer's Estimate</i>		<i>\$547,588.50</i>		

Commissioner Bauder moved to approve the base and alternate bid from Mid-American Road Builders for the 2019 Granite Seal Project. Commissioner Dedeke seconded the motion and was unanimously approved. The Mayor declared the motion carried 5-0.

**Consider Bid for Water Pollution Control (WPC) Laboratory Air Handler Replacement Project** - Public Works Director Mike McDonald presented for consideration the bid for the Water Pollution Control (WPC) Laboratory Air Handler Replacement Project. Staff recommends the City Commission approve the single bid received from D’Agostino Mechanical in an amount not to exceed \$51,475.00.

Commissioner Griswold moved to approve the bid from D’Agostino Mechanical in an amount not to exceed \$51,475.00. Commissioner Preisinger seconded the motion and was unanimously approved. The Mayor declared the motion carried 5-0.

**First Consideration Ordinance:**

**First Consideration Ordinance Amending Chapter 10, Alcoholic Beverage** - City Clerk Carla Williamson presented for first consideration an ordinance amending Chapter 10 of the City Code of Ordinances. Effective April 1, 2019 major changes to the state statutes regarding the sale of Cereal Malt Beverage goes into effect. As a result, it was necessary to amend the City ordinance. City Attorney David Waters and Staff took the opportunity to review and amend the entire chapter related to alcoholic beverage to bring the ordinance in line with current state regulations. City Attorney David E. Waters reviewed some of the updates that were made to be in compliance with state regulations.

The Ordinance allows for the sale of enhanced cereal malt beverage, which includes beer containing not more than 6% alcohol by volume. The only change to the ordinance is in Article II Division 2, which would allow for a Special Event Cereal Malt Beverage permit to be issued by the City. Staff would recommend adding this provision and would recommend a permit fee of \$100.00 per event in addition to the State Stamp fee of \$25.00. The ordinance is now placed on first consideration and requires a consensus by the City Commission.

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

**City Festival Management Contract** – City Manager Paul Kramer presented for consideration a comprehensive management contract with O’Neill Events and Marketing for the 2019 City of Leavenworth Festival. The funding will come from the transient guest taxes collected. Project Fee and Compensation include the following:

**Festival Event Management**

- \$5,625.00 per month for 8 months - Total \$45,000.00

**Financial Management**

- \$250.00 per month for 8 months – Total \$2,000.00

**Sponsorship Bonus Compensation**

- City of Leavenworth will pay O’Neill Events & Marketing a 10% bonus on any cash sponsorships
- City of Leavenworth will pay all commission on any sponsorship agreements secured by O’Neill Events & Marketing regarding Camp Leavenworth
- O’Neill Events & Marketing will bill sponsorship commission separately from monthly management fees, two weeks after the festival

**Festival Third Party Software Hard Costs**

- O’Neill Events & Marketing will procure and solidify the following third-party software services;
  - Volunteer Management - \$800.00 annually (estimate)
  - Sponsorship Management - \$250.00 annually (estimate)

**Terms**

- \$5,875.00 due the 15<sup>th</sup> of each month March – November
- Third Party Software costs and sponsorship commission billed separately

Commissioner Dedeker expressed reservations stating that he thinks it is too expensive especially for the first year and feels that the income and expenses are unrealistically high.

Commissioner Bauder stated that the festival requires additional work the first year and feels that the contract is reasonable.

Commissioner Preisinger stated that he believes the festival will do well if there are no other competing events in the area at the same time.

Commissioner Preisinger moved to approve the comprehensive management contract with O’Neill Events and Marketing for the 2019 City of Leavenworth Festival as presented. Commissioner Bauder seconded the motion and was unanimously approved. The Mayor declared the motion carried 5-0.

**CONSENT AGENDA:**

Commissioner Bauder moved to approve claims for February 23, 2019 through March 8, 2019, in the amount of \$1,570,666.75; Net amount for Payroll #5 effective March 1, 2019, in the amount of \$330,781.39; (No Police & Fire Pension). Commissioner Dedeker seconded the motion and was unanimously approved. The Mayor declared the motion carried 5-0.

**Other:****Adjourn:**

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

Time Meeting Adjourned 8:17 p.m.

Minutes taken by City Clerk Carla K. Williamson, CMC