

# City of Leavenworth, Kansas



January 2, 2012 - December 31, 2012

Kansas Permit No: M-MO12-SN01

Federal Permit No: KSR044011

February 25, 2013

# **CITY OF LEAVENWORTH**

## **Kansas Stormwater Annual Report Form for Municipal Separate Storm Sewer Systems (MS4s)**

January 2, 2012 – December 31, 2012

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## **SECTION 1: EXECUTIVE SUMMARY**

To satisfy of the requirements of NPDES permit, this annual report summarizes the City of Leavenworth's plans and actions to reduce the discharge of pollutants from the municipal separate storm sewer system (MS4) to the maximum extent practicable, to protect water quality, and to meet the appropriate water quality requirements of the Clean Water Act. The information contained within this report was obtained through interviews with city staff, review of permits and projects from 2012, and examining publications made available to the citizens of Leavenworth. These discussions with office and field personnel from the Public Works Department highlighted the key aspects and defined the current state of the stormwater management plan and provided insight into future improvements to the stormwater quality standards.

Stormwater quality is addressed most notably during the planning phase of projects. This begins at the review by the "Development Review Committee", which provides general advice and guidance to applicants and other staff on most projects prior to the design process. Stormwater quantity and quality issues are discussed. Construction drawing reviews have proven especially effective at reducing pollutants in stormwater by ensuring large and small projects attempt some measure of action. Plan reviews include evaluations of both the construction site erosion control plan and the drainage plan of the development. Addressing stormwater issues early in the design process has ensured that Best Management Practices (BMPs) are well suited for the site and adequate information is included in the plans for construction.

Leavenworth has been focused on incorporating BMPs such as native plantings and filter strips into their plans as most developments occupy existing lots with existing drainage systems. This past year, a large detention "dry" basin was designed and construction started with close attention paid to ensure proper grass and shrubs were planted to ensure bank stability and water quality were addressed. Public Works staff has also encouraged the use of filter strips on multiple development projects due to effective pollutant removal, low costs and low-cost maintenance efforts being required.

One of the least effective parts of the stormwater management plan lies with managing existing BMPs on private developments. Lack of maintenance to detention ponds by Home Associations continues to be a concern by both the HOA's and the City. Failure to maintain these systems can decrease the functionality of these critical stormwater infrastructure components over time and adversely impact water quality as well. In response the city will formally contact owners of these facilities to reinforce the importance of their responsibility to properly maintain these ponds. This in combination with the city's efforts to reach out and educate the citizens of Leavenworth through media such as the city website, the local cable television station (Channel 2), Facebook, and Twitter is aimed at creating an awareness of these BMPs and their significance.

Preparing for one of the largest changes to the stormwater management plan continues. The City did adopt a comprehensive revision to the planning documents – creating a "Master Development Regulations Manual" that assists in clarifying responsibilities of various Departments. Adoption of an updated stormwater infrastructure manual is still necessary and is a key goal for 2013. To prepare the

city has reviewed similar regulations from KC APWA section 5600, the Mid America Regional Council (MARC) BMP manual, and several municipalities including the City of Overland Park. The new regulations will be customized to highlight BMPs such as filter strips that city staff has come to believe are most suitable in the city of Leavenworth due to the existing soil types, maintenance requirements, and economy.



**C. Stormwater Management Program**

		Place mark in the appropriate box	
		Yes	No
1.	Has the Stormwater Management Plan (SMP) been developed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a.	If yes, Has it been submitted to KDHE as required by the permit?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b.	If no, it needs to be developed and submitted to KDHE preferably with this annual report but no later than February 1, 2011. Additionally, if the SMP requires modification as required by the last paragraph in Part II of the permit, the modified SMP must be submitted with this annual report..		

**D. Total Maximum Daily Load (TMDL) Best Management Practices**

The permit requires the implementation of these BMPs prior to October 1, 2006.

		Place mark in the appropriate box.		
		Yes	No	Not Applicable
1.	Were any best management practices (BMPs) intended to attenuate the discharge of TMDL regulated pollutants implemented? See your permit to determine if TMDL regulated pollutants are listed for the receiving streams affected by your stormwater system.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.	List all of the BMPs intended to attenuate the discharge of TMDL regulated pollutants as identified in the SMP and provide the requested information on the following table.			

**E. Stormwater Management Program Requirements (Six Minimum Control Measures)**

**1. Public Education and Outreach**

The permit requires the implementation of these BMPs prior to October 1, 2005. List all of the public education and outreach BMPs as identified in the SMP and provide the requested information in the following table.

<b>BMP ID Number</b>	<b>Brief BMP Description</b>	<b>Measurable Goal(s)</b>	<b>Progress on Achieving Goal(s) (Measured Result)</b>
1.1	Maintain a Library of Stormwater Educational Materials.	Provide copies of the Stormwater Master Plan for viewing at the Public Library.	The Stormwater Master Plan has remained available to the public at the Leavenworth Public Library.
1.2	Develop a Series of Educational Brochures on the Impacts of Stormwater Pollution.	Distribute brochures and make them available to the public.	This year's "City Connection" newsletters have highlighted Adopt-a-Park Program, Legacy Tree Program and the construction of detention basins. Parks Department has increased visibility and enforcement of the "dog doo" rules at parks with good effect. City Staff and Master Gardener Club present workshops on proper pesticide and herbicide use for homeowners.
1.3	Provide Information to Citizens regarding the City of Leavenworth Solid Waste Division.	Distribute trash bags to citizens with proper disposal handout.	Trash bags are distributed twice per year with additional bags available at the City offices. Flyers available through the City advertise the brush site, the recycling center, Free First Saturdays, and trash regulations.

1.4	Issue Press Release Regarding Local Stormwater Issues	Complete and send out monthly Press Releases to local media outlets.	Information regarding solid waste collection scheduling, snow removal operations, the Spring Clean Up, leaf collection program and general updates on stormwater issues are now also being released through social media such as Twitter and Facebook in addition to Cable Channel 2 to Leavenworth Residents.
1.5	Show Stormwater Information on Local TV Station	Broadcast community forums, in which continued water quality discussions take place.	In addition to normal programming, the brush site and leaf pick-up information has aired on the City Channel. First City Focus (TV video clips) has also presented short televised segments of interviews with public works employees in many areas including Stormsewer Construction and video inspection.
1.6	Provide Educational Stormwater Information on City Website.	Establish a series of informational articles addressing topics on Stormwater education.	The City website provides access to the City Connection Newsletter mentioned earlier, links to First City Focus episodes on YouTube, as well information on the Public Works Department for easy access to work schedules and regulations. Items incorporated into the updated Stormwater Design Manual will be highlighted upon adoption.



## 2. Public Involvement and Participation

The permit requires the implementation of these BMPs prior to October 1, 2005. List all of the public involvement and participation BMPs as identified in the SMP and provide the requested information in the following table.

BMP ID Number	Brief BMP Description	Measurable Goal(s)	Progress on Achieving Goal(s) (Measured Result)
2.1	Hold Public Meetings Regarding Stormwater Issues.	Provide the public an opportunity to discuss related Water Quality topics.	On-going stormwater issues are discussed at City Planning Commission and City Council Meetings in an Open Forum Environment.
2.2	Improve Lines of Communication with the Public.	Integrate contemporary methods of providing and receiving information to the Public.	The City Information Officer has opened up accounts with Facebook, Twitter, and Youtube which distributes information regarding City services, current City projects, and educational material. City staff email addresses and phone numbers are available on the City website.
2.3	Develop a Stormwater Stenciling Program.	Advertise to the Public the importance of Stormwater Management and the need for storm drain stenciling within the City.	Local volunteers such as the Boy Scouts have helped stencil storm inlets throughout the City. One round of stenciling has been completed.
2.4	Continue to Maintain and Clean Trash and Debris from Local Streams.	Establish an Adopt a Stream program.	City crews continue to clean streams on public property throughout the City. Volunteers have been especially effective on the Annual Spring Clean Up day at removing Trash from City Property. Additional parks (9 total) have been adopted through the Adopt a Park program which provides organizations the opportunity to clean and keep specific parks.

2.5	Establish a Reforestation Program.	Continue to promote Arbor Day to increase community involvement.	The City of Leavenworth continues to be part of the Tree City USA program sponsored by the Arbor Day Foundation. The Legacy Tree Program allows for a tree to be planted and dedicated in public spaces. Arbor Day is celebrated yearly. Legacy trees damaged by flooding in 2011 were replaced in 2012.
2.6	Collect rainfall and streamflow data to analyze citizen complaints.	Increase data sources to include more streamflow data and weather stations.	Davis Pro Weather stations have been installed at Fire Station #1 and David Brewer School in 2012 (total of 4 locations citywide). The data is available to all on the internet. This information has been used to assist in evaluating runoff for projects and citizen concerns. Increased data allows for City staff to better analyze flooding events and address the concerns of the public. The City has 4 portable digital depth recorders used to monitor performance of stream and detention basins.

3. Illicit Discharge Detection and Elimination

The permit requires the implementation of these BMPs prior to October 1, 2007.

	Place mark in the appropriate box.		
	Yes	No	Not Applicable
1. Has a program/plan been developed and is it presently implemented to detect and address illicit/prohibited discharges into the MS4?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Has a map of the MS4 been developed, showing the location of all outfalls, either pipes or open channel drainage, showing the names and location of all streams or lakes that receive discharges from those outfalls?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. The permit requires the permittee enact certain ordinances or resolutions if the permittee has such authority. Has an ordinance or resolution to prohibit non-stormwater discharges into the storm sewer system been enacted? Date Effective: <u>1999</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Has a copy of the ordinance or resolution been submitted to KDHE as required by the permit?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Have public employees, businesses, and the general public been informed of hazards associated with illegal discharges and improper disposal of waste?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6. List all of the illicit discharge detection and elimination BMPs as identified in the SMP and provide the requested information in the table on the following page.			

## Illicit Discharge Detection and Elimination

BMP ID Number	Brief BMP Description	Measurable Goal(s)	Progress on Achieving Goal(s) (Measured Result)
3.1	Stormsewer Mapping	Continue to update existing stormsewer structures as well as add new development structures to the city mapping systems.	An updated map of the existing stormsewer network is being developed by the city. Data is collected utilizing a GPS receiver and invert information is collected by opening all manholes. The GIS system will include all storm structures, ponds, and outfalls. Over 50% of the system has been mapped with a anticipated completion in Fall 2013. While the map is a work in progress - it is available to city users and design engineers.
3.2	Stormsewer Maintenance and Inspection	Provide dry weather storm sewer inspection.	A 2 Person Crew is devoted to stormsewer inspection Full-time. The crew provides on-going review of storm infrastructure, responds to public complaints, and provides maintenance for the storm system.
3.3	Inspection of Sanitary Sewer Systems	Inspect residential and commercial sanitary systems for improper discharge into storm drains.	The city purchased an upgraded Sewer TV system with better quality camera, and also integrated TV inspection into the GIS.
3.4	Procedural Training for City Staff.	City inspectors shall attend annual continuing educational programs.	City inspection staff attend continuing educational programs as required. City forces (Parks and Public Works) attend certification courses for herbicides and pesticides.
3.5	Establish a Program for Household Hazardous Waste Disposal.	Provide pick up for household hazardous waste on a regular Basis.	Used motor oil may be dropped off at the City's Recycling Center and all other household hazardous-waste may be dropped off at the Leavenworth County Transfer Station.

4. Construction Site Stormwater Runoff Control

The permit requires the implementation of these BMPs prior to October 1, 2007.

	Place mark in the appropriate box.		
	Yes	No	Not Applicable
<p>1. The permit requires the permittee enact certain ordinances or resolutions if the permittee has such authority. Has an ordinance or resolution to address construction site runoff from new development and redevelopment projects been enacted?  Date Effective: <u>1999</u></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>2. Has a copy of the ordinance or resolution been submitted to KDHE as required by the permit?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<p>3. Has a procedure or program been developed which requires construction site owners or operators to implement appropriate erosion and sediment control best management practices?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<p>4. Has a procedure or program been developed which requires construction site owners or operators to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at the construction site that are likely to cause adverse impacts to water quality?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<p>5. Has a procedure been developed that requires site plan review which incorporate consideration of potential water quality impacts?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<p>6. Has a procedure been developed for receipt and consideration of information submitted by the public?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<p>7. Has a procedure been developed for site inspection and enforcement of control measures?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<p>8. List all of the construction site stormwater runoff control BMPs as identified in the SMP and provide the requested information in the table on the following page.</p>			

Construction Site Stormwater Runoff Control

BMP ID Number	Brief BMP Description	Measurable Goal(s)	Progress on Achieving Goal(s) (Measured Result)
4.1	Construction Specifications and Standard Details.	Continue to develop and update the City specifications and design criteria.	Public Works staff has reviewed the stormwater regulations for several KC metro municipalities and will be developing updated design criteria for the City of Leavenworth. Adoption of new regulations is anticipated by Fall 2013.
4.2	BMP Fact Sheet	Develop BMP Guidelines and Distribute Materials to Developers.	The MARC BMP Manual and APWA design guidelines are readily available online. Upon adoption of an updated infrastructure manual, consulting firms will be made aware of changes to the code.
4.3	Construction Drawing Review	Require City review of all construction projects to ensure design addresses stormwater concerns.	All new residential and commercial developments are reviewed by City staff for stormwater concerns. BMPs have been incorporated into new development by consulting firms. NOI permits are required on projects that disturb areas in excess of 1 acre and require that a StormWater Pollution Prevention Plan (SWPPP) be developed.
4.4	Pre-Construction Meetings with Owner and Contractor.	Require meetings with owner and contractor prior to commencement of grading operations.	Pre-construction meetings have been conducted by City staff with contractors and developers on all new developments to discuss the implementation of proper erosion controls.

4.5	Construction Site Inspection and Enforcement	Increase the frequency of inspections and develop a site checklist.	City inspection staff checks construction sites a minimum of once a week. In addition, after a half inch or greater rainfall the site's BMPs functionality are checked. Stop work orders are issued if site erosion control measures are not in compliance and remedied in a timely manner. Temporary controls remain onsite until an acceptable grass stand is established.
4.6	Staff Training	Conduct monthly meetings with inspection staff and provide training to new staff	Inspection staff has attended Previous Concrete training. Staff meetings occur weekly on Wednesdays to discuss on going projects. New inspection staff members would be trained by experienced in-house inspection staff.

5. Post-Construction Site Stormwater Management in New Development and Redevelopment

The permit requires the implementation of these BMPs prior to October 1, 2007.

Place mark in the appropriate box.

Yes                  No

1. The permit requires the permittee enact a program to address post-construction stormwater runoff from new development and redevelopment.

The program developed to manage stormwater in new development and redevelopment projects must include the following elements:

- a. strategies which include a combination of structural and/or non-structural BMPs,
- b. measures to ensure adequate long-term operation and maintenance of BMPs.
- c. BMPs to prevent or minimize adverse water impacts.

Has a post construction stormwater runoff program been implemented?

2. List all of the post-construction site stormwater management in new development and redevelopment BMPs as identified in the SMP and provide the requested information in the table on the following page.



Post-Construction Site Stormwater Management in New Development and Redevelopment

BMP ID Number	Brief BMP Description	Measurable Goal(s)	Progress on Achieving Goal(s) (Measured Result)
5.1	Construction Site Inspection and Maintenance of Long Term Controls.	Increase inspections.	Sites are inspected on a bi-weekly schedule following construction to ensure BMP's such as gutter-buddies remain in working order. City has been working on informing detention pond owners on their responsibility of maintaining permanent facilities.
5.2	Protect sensitive areas, such as wetlands and riparian areas.	Maintain or increase open space.	The City has purchased additional properties in flood prone areas. As part of the Stormwater Regulations being developed, Stream Buffers along creeks within the City would decrease the encroachment of developments into riparian areas.
5.3	Promote non-structural best management practices.	Minimize impervious surfaces and disturbance of soils and vegetation.	City staff have focused on encouraging developers to minimize grading impacts, provide tree preservation, and address project BMP's early in the plan review process.
5.4	Construction Drawing Review.	Require city review of all construction projects to ensure design addresses post construction storm water concerns.	All new residential and commercial developments are reviewed by City Staff. Additional measures addressing Stormwater Quality will be incorporated into the updated City specifications.
5.5	Analyze Existing Structural BMP Performances.	Evaluate local detention pond performances.	The City is utilizing 4 level recorders to evaluate the performance of selected detention ponds during storm events.

6. Pollution Prevention/Good Housekeeping for Municipal Operations

The permit requires the implementation of these BMPs prior to October 1, 2005. List all of the pollution prevention/good housekeeping for municipal operations BMPs as identified in the SMP and provide the requested information in the following table.

BMP ID Number	Brief BMP Description	Measurable Goal(s)	Progress on Achieving Goal(s) (Measured Result)
6.1	Storm Sewer and Catch Basin Cleaning.	Inspect and clean all storm sewer inlets on a quarterly basis.	The City has contracted for repairs to several storm structures. Two Full Time employees utilize the City's vacuum truck to remove debris from storm sewer inlets and performed several inlet repair .
6.2	Street Sweeping.	Increase street sweeping rotations throughout the City.	Arterial streets are required to be cleaned on a monthly basis, and residential streets must be swept twice per year. Leavenworth's crews have met these goals and have cleaned ALL streets a minimum of 4 times in 2012.
6.3	Snow Removal Operations.	Upgrade the City's Snow removal equipment.	The salt trucks are now ground speed controlled which allows for a more precise application rate of the salt/sand mix, and the ratio modified to reduce the amount of materials applied to the roadways. City has moved toward more salt/sand rather than all salt for most storms.
6.4	Leaf Pick Up.	Establish a City wide program offering leaf pick up.	Leaf collection is scheduled in half of the City and the other half is performed as weather and manpower allows. Other disposal options are available to the public - free brush site use and regular refuse collection

## **F. Recordkeeping and Reporting**

Attach a report which addresses the following subjects:

1. A general assessment of the appropriateness of the various BMPs included for each of the major program elements as follows:
  - a. TMDL regulated pollutants
  - b. Public Education and Outreach
  - c. Public Involvement and Participation
  - d. Illicit Discharge Detection and Elimination
  - e. Construction Site Stormwater Runoff Control
  - f. Post-Construction Site Stormwater Management in New Development and Redevelopment
  - g. Pollution Prevention/Good Housekeeping for Municipal Operations

Issues which may be addressed include:

- a. Are the BMPs appropriate for the local population?
  - b. Are the BMPs appropriate for the pollution sources?
  - c. Are the specific concerns related to the local receiving waters that may justify a change in BMPs?
2. An assessment of the effectiveness of the BMPs towards achieving the statutory goal of reducing the discharge of pollutants to the Maximum Extent Practicable (MEP).
3. Provide a summary of results of information collected and analyzed, if any, during the reporting period used to assess the success of the SMP. If the MS4 has tested the stormwater entering a receiving stream or the water in the receiving stream, please provide the laboratory test results and a map showing the location of the sampling. Also, provide an explanation of the conditions under which the sample was taken (recent rainfall amounts and dates, estimated amount of stormwater running in the ditch (ditch barely running, quarter full, half full, full, overflowing,) and stream conditions (barely running, quarter full, half full, full, overflowing its banks) and any other conditions that may help characterize the situation at the time the samples were taken. An explanation as to why the sample was taken or what the permittee intended to show would be helpful in understanding the test results.
4. Provide a summary of the planned minor changes in stormwater activities to accomplish the SMP designated goals that are scheduled to be undertaken during the next annual reporting cycle. Examples would be emphasizing (or de-emphasizing but not elimination) of a significant action to accomplish a designate goal – for instance, changing the direction of public education from annual public meetings to education of school children.
5. Provide a list of proposed major changes to the SMP. This should be a list of major changes in direction for any of the designated goals of the SMP. It does not include the minor changes in stormwater activities (listed in item 4) being planned to accomplish a previously designated goal. Examples of a major change would be the implementation of new BMPs and/or the deletion of a BMP. Include a projected schedule for the month or quarter when the BMP will be either implemented or discontinued.
6. Provide a list of other municipalities/contractors, if any, which will be responsible for implementing any of the program areas of the SMP.

**G. Certification**

“I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.”

  
\_\_\_\_\_  
Signature of Permittee (legally responsible person)

02/25/13  
\_\_\_\_\_  
Date Signed

J. SCOTT MILLER  
\_\_\_\_\_  
Name (printed)

CITY MANAGER  
\_\_\_\_\_  
Title

**40 CFR 122.22 Signatories to permit applications and reports.**

(a) Application. All permit applications shall be signed by either a principal executive officer or ranking elected official. All reports required by permits, and other information requested by the Director shall be signed by a person described in paragraph (a) of this section, or by a duly authorized representative of that person.

Submit this report to:

KANSAS DEPARTMENT OF HEALTH & ENVIRONMENT  
Technical Services Section  
1000 SW Jackson Street, Suite 420  
Topeka, KS 66612-1367

### **SECTION III: Recordkeeping and Reporting**

1. *A general assessment of the appropriateness of the various BMPs included for each of the major program elements as follows:*

- a. **TMDL Regulated Pollutants.** Not Applicable
- b. **Public Education and Outreach.** Stormwater information is disseminated to the public through numerous channels such as the city newsletter, press releases, and posting documents on the city website. For news and relevant material such as storm debris collection or flood recovery efforts, Facebook, Twitter, television and YouTube are being utilized by the Public Information Officer to reach a larger population in a timely manner. Considering all of these avenues to reach the public, the City's attempt to provide its citizens with updated material is very effective. Updated videos and information would increase the effectiveness of this means of communication.
- c. **Public Involvement and Participation.** The City engages the public by calling for volunteers to work on local initiatives through the several lines of communication discussed earlier. The Annual Spring Clean-Up has been effective in reducing pollution as well increasing the public awareness of stormwater BMPs and other City programs. Free drop-off of large items on Free Saturdays continues to be a popular program. Calls for civic organizations to clean and make improvements to city parks throughout the year are being made through an established Adopt-a-Park program with nine of the available twenty-one parks currently adopted. Arbor Day is observed yearly and the city continues to be part of the Tree City USA program. An Adopt-a-Stream program has not been established however cleaning along streams has occurred in public spaces through the Spring Clean-up and spontaneous citizen efforts.
- d. **Illicit Discharge Detection and Elimination.** In order to control improper disposal of waste to the storm sewer system, the City of Leavenworth makes material available through flyers and online regarding household hazardous waste and its proper disposal. Wastewater Superintendent has worked with Public Information Officer and representatives of Fort Leavenworth to distribute information for disposal of outdated medicines. This has also been posted to the Webpage. Parks Department reports that the "Pick up Your Dog Doo" plan has been very effective at the parks where it has been implemented. Storm sewers are examined with the city's camera truck which allows for sewer lines to be videotaped and searched for improper connections or line failures. The city continues to devote resources to updating the storm sewer map with current information through use of hand held GPS to locate all storm structures, ponds, and outfalls in the storm sewer network and opening all manholes for measurements and inspection. The final database will include horizontal location as well as invert and top elevations for all storm structures.
- e. **Construction Site Stormwater Runoff Control.** Plan review and construction site inspection are the City's first line of defense in protecting water quality in developing areas. The initial planning process for large and small developments has improved in the last year with a formal focus on stormwater quantity and quality as part of the Development Review Committee meeting with project sponsors and developers.

Weekly meetings are held in the Public Works office to review stormwater issues on current city and developer projects both in the design and construction phase. The City is continuing to work on updating the city design criteria to incorporate guidelines similar to the MARC BMP Manual.

- f. **Post-Construction Site Stormwater Management in New Development and Redevelopment.** The City of Leavenworth is taking appropriate action to improve stormwater quality from developed sites. First (on City funded projects), in order to reduce erosion from recently developed sites, contractors are responsible for landscaping for 2 years following construction rather than the previous period of one year. This practice ensures that an acceptable grass stand is established in the area to stabilize soils and increase infiltration by reducing runoff velocity. Also, the city has identified detention pond owners in order to inform them of proper maintenance procedures and requirements.
- g. **Pollution Prevention/Good Housekeeping for Municipal Operations.** The leaf collection program continues in the Fall (curbside pick-up has been reduced to one-half of the city each year), more efficient application of salt and sand to the roadways through better equipment, street sweeping operations, and extended sweeping season are all effective in decreasing pollutants from entering the storm sewer system. Beyond these steps the city has 2 full time employees dedicated to the cleaning of storm inlet structures with a vacuum truck.

2. *An assessment of the effectiveness of the BMP's towards achieving the statutory goal of reducing the discharge of pollutants to the Maximum Extent Practicable (MEP).*

The City of Leavenworth has evaluated the functionality of various types of BMPs in Leavenworth while preparing for the adoption of an updated stormwater design manual. BMP overall effectiveness, economy, and general upkeep needs will drive BMP selection on future developments in Leavenworth. For instance, most in-situ soils in Leavenworth have low permeability which has led the Public Works staff to favor BMPs focused more on pollutant removal rather than stormwater infiltration. Recently constructed detention basins and bank stabilization projects have not been tested during high rainfall events for effectiveness.

3. *Provide a summary of results of information collected and analyzed, if any, during the reporting period used to assess the success of the SMP.*

Stormwater from the MS4 has not been tested.

4. *Provide a summary of the planned minor changes in stormwater activities to accomplish the SMP designated goals that are scheduled to be undertaken during the next annual reporting cycle.*

Detention pond owners will be contacted directly to promote the importance of functioning detention facilities and proper maintenance to local home associations to improve pond operation and reduce erosion. City will observe performance of selected

detention ponds and related facilities during the heavy rainfall season and has invested in depth recording devices to measure stream and/or pond levels during high rainfall events.

**5. *Provide a list of proposed major changes to the SMP.***

The city currently follows KC Metro APWA section 5600 design guidelines. It is anticipated that updated stormwater regulations customized to the City of Leavenworth will be adopted by September 2013. The new design guidelines will encourage additional stormwater BMP's on future construction projects and protect riparian areas by designating stream buffers adjacent to waterways within the City.

**6. *Provide a list of other municipalities/contractors, if any, which will be responsible for implementing any of the program areas of the SMP.***

## **Section IV**

### **Examples Publications**



## BRUSH SITE 1803 S 2ND Street

The City of Leavenworth Solid Waste Division operates a Brush Site for residents to drop off organic materials. The Brush Site accepts tree limbs, grass clippings, straw, hay, leaves and other organic materials from general yard waste. Trees must be free of dirt and less than 12-inches in diameter. The site is open March through November, Tuesday through Saturday from 8:00 am to 4:00 pm with the last load accepted at 3:50 pm. The Brush Site is closed from December through February and is open on Saturdays only. For the two weeks following Christmas, the Brush Site is open regular hours to accept Christmas trees for recycling. The Brush Site supplies free mulch, composted dirt, backfill dirt and free firewood to residents during regular business hours. To pick up mulch and compost, residents need to arrive at the Brush Site in a vehicle that can support the weight of the mulch or compost and the vehicle must have sides. The staff will place the materials requested in your vehicle with a bobcat as time permits once a waiver is signed releasing the City of Leavenworth of any liability. Residents are welcome to load their vehicles by hand with their own tools. Leaves and grass clippings are always accepted free-of-charge. All other organic materials are accepted according to the fee schedule. On the 1st Saturday of each month, the Brush Site is free to City of Leavenworth residents. Commercial contractors and non-residents will still need to pay the nominal fee to dump any materials.

## Recycling Center One Block West of Municipal Service Center

The City of Leavenworth operates a Recycling Center one block west of the Municipal Service Center, 790 Thornton, at the intersection of Lawrence and Halderman Streets.

### E-Waste Recycling

The City of Leavenworth is the first city in Kansas to offer e-waste recycling. Citizens can drop off materials such as TV's, VCRs, DVD's, computers and video players at the Recycling Center near the Municipal Service Center.

**The Recycling Center is open  
Tuesday through Saturday  
8:30 a.m. to 12:30 p.m.**



**The Recycling Center is free,** but cannot accept commercially generated materials.

Commercial contractors can contact the Leavenworth County Recycling Facility and Transfer Station located at 13523 Gilman Rd in Lansing.

Hazardous Waste, Paint and Propane tanks are accepted at the County Transfer Station. For additional information about the County Transfer Station, please call 913/727-2858 or 913/727-3000. The County Transfer Station's operational hours are Mon. ~ Fri. 8 am to 4 pm and Sat. 8 am to 2 pm.

**The Recycle Center is open to the public all year and accepts the following items:**

- > Tin & aluminum cans
- > Car Batteries & Rechargeable Batteries (i.e. 9-volt batteries and batteries from hand tools) Battery sizes D, C, A, AA and AAA batteries are accepted at the Leavenworth County Transfer Station on Gilman Rd in Lansing.
- > Old Cell Phones
- > Used Automotive Oil
- > Plastics—We cannot accept motor oil bottles, pesticide/herbicide bottles, automotive product bottles (brake fluid, windshield washer fluid, etc), plastic bags, plastic toys, expanded #6 polystyrene materials (packing materials such as peanuts or packaging sheets/blocks), PVC pipe or plastic sheet materials.
- > Glass—clear, brown or green
- > Paper products (cardboard, magazines, paper, etc.)

We ask that you remove all lids and neck rings and clean and rinse any cans, plastic bottles and glass items.

### BRUSH SITE FEES

Car or Van	\$2.00
Pickup Truck	\$5.00
Flatbed/Single Axle Dump Truck	\$15.00
Dual Axle Dump Truck/Chipper Box	\$25.00

<b>Trailers:</b>	
1' to 8'	\$5.00
8' to 16'	\$10.00
Over 16'	\$10.00
(plus \$1.00 for each foot over 16')	

## CITY OF LEAVENWORTH



### Solid Waste Services

**Trash Services, Recycling  
Center, Brush Site, &  
Free Saturday Program**



Pick up day will be:  
Monday / Tuesday / Wednesday / Thursday  
Bags must be on curb by 7:00 A.M.

## City of Leavenworth Solid Waste Services

### Weekly Garbage & Trash Pick Up

Garbage and household trash cannot be left in the yard and must be disposed of properly. This includes auto parts, appliance, furniture, building materials, tires, cardboard, plastics, or any other materials. Tree trimming and fallen limbs must be disposed of within a week. Trash cannot be set out prior to 24 hours in advance of your regular trash day.

**BAGS ONLY**



### FREE Saturdays

On the FIRST Saturday of each month, the City of Leavenworth offers "FREE Saturdays." This event is an excellent opportunity for residents to utilize the City's services at no charge. On FREE Saturdays the Brush Site is open from 8:00 am to 4:00 pm; and dumpsters are provided for residents at the north entrance of the Municipal Service Center for residents to drop-off materials such as large appliances, furniture, trash and tires, between the hours of 8:30 am to 12:30 pm. The Recycling Center is always free and is open normal hours from 8:30 am to 12:30 pm for drop off of recyclable items. Any time the FREE First Saturday falls on a holiday it will be held on the 2nd Saturday of that month.

We provide residential pick-up by City crews once each week. The City does not work on New Year's Day, President's Day, Martin Luther King Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day. When one of these holidays occurs between Monday and Thursday, the normal trash collection day will move one day later. The charge for the trash service appears on your water bill each month. Please review your water bill to ensure you are paying for the appropriate number of units. Should you have any questions, please call our office at 682-0650, week days from 7:30 A.M. to 4:00 P.M. **Please place refuse in disposable bags (not trash cans) securely tied and set next to the curb by 7:00 a.m. on your collection day. Trash cans are not allowed on the curb. Trash bags will not be picked up out of trash cans. If you have a container to throw away, please put a note on it that says "throw away" and make sure it weighs less than 60 pounds. City of Leavenworth Ordinance requires that you do not place your refuse out at the curbside more than 24 hours before your regular pick up day, as occasionally there are dogs and other small animals at large which might tear up the bags. You may spray bleach or ammonia on the inside of the trash bags to prevent animals from tearing into the bags. Trash must (by ordinance) be on the curb by 7:00 a.m. of your collection day to ensure pick up on that day.**

**DISPOSAL OF SYRINGES, BROKEN GLASS OR OTHER SHARP OBJECTS:** Replace the protective cover on syringes after use and place them or other sharp items in a sealed box or can. Mark the container "Sharp Objects" and place beside the refuse (not in a bag) at the curb for collection. You may also call the Service Center (682-0650) the day prior to your collection and we will post a notice for the crews collecting your address.

*Help us keep your refuse collectors safe!*

Brush, tree limbs, wood and carpet will be collected with your refuse; however, these items must be cut into five foot lengths and either boxed, bagged or tied into bundles of less than 60 pounds. Cement or bricks are not accepted.

**BOXES:** If you have hired a moving company you may ask them if they will return to pick up the packing boxes, if not, the city will pick them up with your regular refuse; however, we ask that you break down as many boxes as possible and tie them into bundles.

Almost everything, except hazardous materials and large appliances will be picked up with your regular refuse. If you have a large appliance you wish to discard, call the Municipal Service Center at 682-0650 by 4:00 p.m. Thursday and we will pick it up on Friday. If you have household chemicals or cans of paint to dispose of, you may call the County Transfer Station at 727-2858 to verify their guidelines.

**BAGS:** A package of 50 bags (an average of two bags per week) are furnished and delivered to your home twice a year (usually the last Saturday of March and September). If you should run out of bags between deliveries, you may use comparable bags from any store, or you can purchase bags at the City Clerk's Office, City Hall, 100 N. 5<sup>th</sup> Street, at a cost of \$6.00 for a package of 50 (30 gallon) bags.

### Special Item & Bulk Pick Up

The City of Leavenworth will pick up most furniture items, TV's, mattresses and box springs with the regular trash. Large, metal items such as appliances, metal desks and miscellaneous heavy metal items will be picked up on Fridays. To schedule a pick up, please call the Service Center at 682-0650 no later than 3:00 pm on Thursday for pick up on Friday.

### THE FOLLOWING ARE IMPORTANT PHONE NUMBERS TO REMEMBER:

EMERGENCY POLICE/FIRE/EMERGENCY	
MEDICAL SERVICES	911
POLICE ADMINISTRATION	651-2260
CITY HALL	682-9201
FIRE ADMINISTRATION	682-3346
MUNICIPAL SERVICE CENTER (SOLID WASTE & STREET)	682-0650
PARKS AND COMMUNITY ACTIVITIES	651-2203
ANIMAL CONTROL	682-0268
WATER POLLUTION CONTROL	682-1090

(For sewer line problems this number is answered 7 days a week, 24 hours a day)

For questions regarding your weekly trash pick up, call the Municipal Service Center at 913/682-0650



Love Where You Live

Live Where You Work

# First City Connection

Informing Leavenworth's residents and businesses

Summer 2012

## INSIDE:

The City's VIPs (Very Important Permits) What you need to know before throwing a garage sale or handling food in a commercial business is on Page 2.

First City=Business Friendly Find out why Leavenworth being named an E-Community could benefit you on Page 3.

2012 Sidewalk Program Check if your neighborhood can expect a new sidewalk this year on Page 4

GIS becomes Public Work's MVP Learn about the technology that is helping the City on several major projects this summer on Page 4.

Centennial Bridge Work What you didn't know about the project and when you can expect your drive over the river to return to normal on Page 5

City to move Park and Ride Catch the details on this before it happens on May 1 on Page 5.

In every issue:  
City Phone List.....Page 2  
Meet the City Commissioners..Page 2  
Know the Code.....Page 6

## 'Disaster' and 'Preparedness' Characters Teach Important Lessons

Disaster, meet Preparedness. These two characters are the stars of a new series of videos that provide critical information about key steps people should take to be prepared for emergencies — having a plan, having a supply kit and staying informed. The series includes seven videos that were released through YouTube, our City website, our local government cable channel and several other outlets in the region, beginning March 12.



The videos were produced by the Metropolitan Emergency Managers Committee, a regional forum for emergency managers and response agencies from cities and counties around the Kansas City region. MEMC members made a conscious decision to use humor to share important information in a fun, non-threatening way.

Each video focuses on a particular aspect of emergency preparedness, and refers viewers to the MEMC's preparedness website, [www.PrepareMetroKC.org](http://www.PrepareMetroKC.org).

### Have you taken steps to protect your family?

If not, now is the time to get started, especially with the increased risk of severe weather in the spring. Here are the first steps:

- Create a Supply Kit: Keep enough basics on hand for your family - water, food, first aid supplies, etc. Keep the items that you would most likely need during an evacuation in an easy-to-carry container, such as a large, covered trash container, a backpack or a duffle bag.
- Have a Plan: Meet with your family and talk about why you need a disaster plan. Decide on a meeting place and identify emergency contacts.
- Stay Informed: Know what the risks are in your area and how to prepare for each.

For more information, you can view the website above or contact your local emergency manager for Leavenworth County, Chuck Magaha at [cmagaha@leavenworthcounty.org](mailto:cmagaha@leavenworthcounty.org).

Follow the City on



City of Leavenworth



First\_City



City of Leavenworth

**April 21, 2012**  
City of Leavenworth  
Contact Sara Wright at 913-680-2610 for more information on how you can volunteer.  
**SPRING CLEAN-UP**

# City phone numbers

## City Offices

913-682-9201

## City Manager's Office

City Hall, 100 N. Fifth St.  
913-682-4232

## City Clerk's Office

City Hall, 100 N. Fifth St.  
913-682-9201

## Economic Development

City Hall, 100 N. Fifth St.  
913-680-2660

## Fire Department

(Administration calls only)  
3600 S. 20th Street Trafficway  
913-682-3346

## Human Resources

City Hall, 100 N. Fifth St.  
913-680-2637

## Inspections

City Hall, 100 N. Fifth St.  
913-684-0378

## Leavenworth Public Library

417 Spruce St.  
913-682-5666

## Municipal Court

Justice Center, 601 S. Third St.  
913-758-2900

## Parks and Recreation

Riverfront Community Center  
123 S. Esplanade St.  
913-651-2203

## Planning & Community Development

City Hall, 100 N. Fifth St.  
913-680-2626

## Police (Administration calls only)

Justice Center, 601 S. Third St.  
913-651-2260

## Public Housing

Planters II, 200 Shawnee St.  
913-682-2200

## Public Information Office

City Hall, 100 N. Fifth St.  
913-680-2610

## Public Works/Engineering

City Hall, 100 N. Fifth St.  
913-684-0375

## Service Center (Street and Refuse)

790 Thorton St.  
913-682-0650

## Sewer Emergencies (24 Hours)

913-682-1090

## Water Pollution Control

1800 S Second St.  
913-682-1090



**Larry Dedeke**  
Mayor  
913-651-3322  
ldedeke@aol.com



**Laura Janas Gasbarre**  
Mayor Pro Tem  
913-758-1834  
lgasbarre@firstcity.org



**Mark Preisinger**  
Commissioner  
913-775-2822  
mpreisinger@firstcity.org

## City Commissioners



**Davis Moulden**  
Commissioner  
913-651-4979  
dtm@lvnworth.com



**Phil Urban**  
Commissioner  
913-651-7133  
purban@firstcity.org

## Garage Sale Permits

It's garage sale season again and if you are gearing up to clean out those closets, you are not alone. However, the City Clerk would like to remind you to purchase a permit, prior to hosting your event.

To receive your permit in time for a weekend garage sale, please submit your request and payment by 5 p.m. on the Thursday before the weekend sale. You can stop by the Leavenworth City Clerk's Office, City Hall, 100 N. Fifth St., or register the garage sale on-line. Just go to the City's website: [www.lvks.org](http://www.lvks.org) then click on Departments and go to City Clerk.

The cost is only \$5 for a permit and your sale may run for three consecutive days. You are allowed to have one garage sale per quarter (January-March; April – June; July-September and October-December), which totals four per calendar year.

Please be considerate when advertising your garage sale. Signs may be displayed during the sale on the property holding the garage sale. For more information, contact the City Clerk's Office at 913-682-9201.

## Food Handler Training is Now Online

The City of Leavenworth requires that employees who handle food attend a food handler class. You may sign up for the class at the City Clerk's office. Classes are held at the Fire Station No. 1 on 20th Street Trafficway on the first Wednesday of each month at 5 p.m. Also, you can now take Food Handler Training online! The 70-minute StateFoodSafety.com online course is fully audio-visual and available in a five languages. After passing the online exam, you can print your City of Leavenworth Food Handler Permit. For more information, contact the City Clerk's Office at 913-682-9201.



StateFoodSafety.com

Fully audio-visual and interactive online food handler training now available in Mandarin, Korean, English, Spanish and Vietnamese.

# Public Works Updates

## 2012 Sidewalk Program

The City of Leavenworth Public Works Department continues to work on sidewalk improvements throughout the City. Major funding is from the local sales tax, with approximately \$300,000 of sales tax funding each year being used on a variety of sidewalk projects. City staff is supported by a local Sidewalk Committee that serves as an advisory board to the Leavenworth City Commission.

The current KLINK (cost-sharing project with Kansas Department of Transportation) project will be resurfacing Fourth Street. over the next few weeks. It includes major upgrades to ADA ramps adjacent to the roadway. The state of Kansas participates at a 50 percent level in the cost of roadway repairs, but the sidewalk upgrades are 100 percent City cost.

The first sidewalk project for 2012 will construct sidewalks from 18th to 20th on Osage Street. This work, which started this spring, will be along the northern side of Osage and will improve access to the David Brewer Park and the school.

The second 2012 project will include constructing new sidewalk at Eisenhower Road from Shrine Park to Hughes, at Vilas Street from 16th Terrace to 17th Street, and Tudor and Cambridge, that will connect to the pedestrian bridge. In addition, there will be sidewalk repairs and replacement on 10th Avenue, from Eisenhower to Gatewood Street.

A third program will include the Safe Routes to School. Plans are currently being reviewed by the state of Kansas who is funding these improvements, while the city was required to pay for design. The project will be improving sidewalks on Fifth Avenue, north of Thornton Street, and some walks around both Lincoln/Lawson and Anthony Schools.

In addition, the CIP Sales Tax funds allocated for sidewalks will be used to finish the sidewalk/trail connections to the new pedestrian bridge crossing Five-Mile Creek and will connect Candlewood Street to New Lawrence Road. The bridge should be complete in early spring with sidewalk/trail to follow in the summer.

Throughout the year, the City provides a cost-share program for residents to help pay the cost of sidewalk maintenance. More information regarding this program can be found on the City's website.



## GIS Applications Serve Key Role in Public Works Projects

For more than 150 years, the City of Leavenworth has built and maintained underground utilities like water lines, sanitary sewer systems and stormwater collection structures that provide essential services to the public. Since underground utilities are largely "invisible" to our top-side view, and since repairing damaged or failing infrastructure is extremely expensive, good recordkeeping and mapping is essential to making informed decisions.

The City is now working to integrate its historic records with modern methods of capturing and storing data into one effective and efficient system: the City's Geographic Information System (GIS).

### Sanitary Sewer Record Keeping

In the fall of 2011, the City of Leavenworth purchased a new camera truck for its Water Pollution Control Department. Using a robotic camera, a crew is able to capture images and data about sanitary sewer lines from right inside the sewer pipes buried deep beneath the ground. This data—in the form of still images (.jpg), video clips (.mpg) and data fields—is imported into the GIS where it is permanently recorded and stored within a geodatabase. Within the GIS, this data can be viewed, retrieved and analyzed. A computer screenshot of what it looks like is shown below.



### Stormwater and Sign Inventories

The City also continues to make improvements to its stormwater records with the highest degree of accuracy and precision available. Using the new Trimble GPS unit, the GIS department is working with stormwater crews to collect data about the tens of thousands of stormwater structures buried within the city limits. This data is essential for managing surface water runoff especially with the City's history of flash floods and recent dramatic fluctuations in Missouri River elevations.

Continuing a process that started in 2011, the GIS department has also implemented innovative technology to help comply with new Federal Highway Safety Administration regulations governing sign reflectivity. An operator using a "retroreflectometer" performs four key functions related to the task of building a sign inventory. First, a barcode reader identifies the sign with a unique Sign ID number and stores it in a database. Second, a built-in GPS captures the location for the sign in real-world, coordinate geometry. Third, the unit measures the amount of light reflectivity for both the legend and background from two critical angles. Finally, the operator is able to use a touch screen interface to record some basic assessments about the sign's physical qualities. Again, like the sanitary and stormwater data, this information is integrated into the GIS for storage, retrieval and analysis.

The GIS department continues to work with other City departments to implement new technologies that will provide valuable information related to costly municipal infrastructure. Good GIS application makes for better decisions and better decisions can save the City and its residents a significant amount of money in these fiscally difficult times.

# Economic Community Development

## Leavenworth Raises More than \$166,000 to Fund Loans for Local Entrepreneurs

During 2011, Leavenworth raised \$166,667 in donations through Kansas Entrepreneurship Tax Credits awarded by NetWork Kansas to selected Entrepreneurship Communities. As an Entrepreneurship Community, Leavenworth will use the donations to loan to local businesses for business startups and expansions, generating positive economic growth in the community.

In 2011, the First City Development Corp. applied for Leavenworth to become a NetWork Kansas E-Community, and after an intensive application and interview process, was selected, gaining access to these tax credits to develop a locally controlled loan fund for entrepreneurs. Adequate financial capital is crucial to small business success and NetWork Kansas loan programs are designed to provide an additional source of capital to help Kansas entrepreneurs be successful.

These funds are available now to be awarded to local businesses as matching loans. The establishment of the E-Community loan fund represents a significant accomplishment for Leavenworth and is the result of ongoing collaboration among area banks, entrepreneurs, and residents. In addition to the establishment of the E-Community loan fund, Leavenworth will also complete a series of strategic activities during 2012 designed to enhance the effectiveness of the entrepreneurial ecosystem in order to drive long-term economic growth.

Three businesses in Leavenworth County have successfully utilized gap financing provided through the NetWork Kansas StartUp program since 2008: The Pot Rack, Kansas Country Store, and High Noon Saloon and Microbrewery. The Leavenworth E-Community fund will give entrepreneurs another potential source of capital.

The E-Community program, now in its fifth year, has grown from six communities in 2007 to 30 in 2011 and has raised more than \$5.9 million for Kansas entrepreneurs. Since 2007, NetWork Kansas E-Communities have loaned or granted \$1.6 million to businesses in their communities through this funding source and leveraged an additional \$9.3 million dollars, for a total investment of \$11 million dollars into businesses in E-Communities. This funding has spurred the creation or retention of 386 jobs in these same communities and has immeasurable positive effects on the entrepreneurial ecosystems of these participating areas.

First City Development Corp. will determine not only who can be awarded loans but the terms of loans. Decisions will be based primarily on the degree and nature of the risk and the potential value of the Community. For more information, contact: Gary Bartek, Economic Development Administrator - City of Leavenworth at 913-680-2660 or [gbartek@firstcity.org](mailto:gbartek@firstcity.org).



## City, School District Develops Promo Piece

Over the past year, the City has continued to expand upon its strategic partnership with the Leavenworth Public School District (USD-453) to launch a promotional piece that will be utilized in recruitment, promotion and community outreach for both entities.

Specifically, for the City, this promotional piece will be highly utilized by the Economic Development Department for recruiting businesses and in turn, their employees. The City's Human Resources Department, Public Information Office, Leavenworth County Development Corporation, Convention and Visitor's Bureau, Chamber of Commerce, Main Street Program, as well as other City staff and major employers within Leavenworth will be encouraged to utilize this project at their discretion.

While the intent is to update the video content periodically, as turnover is inevitable and key messages may vary over time, the first version of this promotional piece is currently ready for distribution. The flash file will be distributed via branded USB drives upon request or via the website link: <http://www.lvks.org/leadingtheway/>.

## Qualified First Time Homebuyers Can Receive City Assistance

The City of Leavenworth has funds available for qualified low to moderate income first time homebuyers who are currently renting in Leavenworth. Through the Community Development Block Grant, the City can provide up to \$12,000 for interest rate buy down, mortgage rate buy down, and/or down payment assistance. Applicants must meet income eligibility requirements as defined by HUD guidelines and must be credit-worthy and otherwise able to purchase and finance a home, but need assistance.

For additional requirements and information, contact Linda Cooper, Community Development Coordinator, at 913-680-2628 or email [lcooper@firstcity.org](mailto:lcooper@firstcity.org).



## UV Disinfection Improvements to the Wastewater Treatment Plant

More than 20 years ago, the Leavenworth, Kansas Wastewater Treatment Plant operated with chlorine as a form of disinfection. Due to the health risk and cost for this type of disinfection, chlorination was discontinued, and the building housing the terminated process was used for storage.

Now, due to increasing regulations governing Wastewater Treatment in Kansas, the Plant is currently under construction to improve the level of treatment they provide. This time, instead of turning to chlorine, the City of Leavenworth, with the help and guidance of Black and Veatch, decided on a safer more effective approach to the treatment of wastewater: Ultraviolet (UV) Disinfection.

This type of disinfection is where the wastewater passes under channels of UV lights which kills or harms microorganisms to the point they are rendered incapable of reproducing and infecting. The storage building, which was once the old chlorine building, is being converted into the new UV Building. The contractor for this project is BRB Contractors, Inc. and the engineer is Black and Veatch. Both are well-versed in wastewater treatment, and each has worked on past projects for the Leavenworth Treatment Plant, including the plant's expansion in 1993. The project is scheduled to be completed by Dec. 17, 2012.



## Work Continues on Centennial Bridge

### Traffic restricted to one lane until fall

As of March 13, the Kansas Department of Transportation resumed its second year of repair work on the K-92/Centennial Bridge spanning the Missouri River in Leavenworth. Repair work on the bridge will include concrete surface repairs on the piers, repairs to various elements of the structural steel, steel plate guardrail installation and street lighting replacement.

The bridge was originally owned and operated by the City of Leavenworth and funded by a toll system, however, since the mid-1970s, the Kansas Department of Transportation (KDOT) has taken over maintenance and operation of the bridge. This current bridge repair project will cost approximately \$2.7 million when all is said and done and the scheduled completion date for the entire project is now fall 2012, weather permitting.



Currently, the general contractor, APAC-Kansas, is upgrading the guard rails and repairing several deteriorated areas of concrete and steel. The replacement of the steel light poles was not included in the original scope of work, but after strong March winds blew one pole over, most of the existing light poles along the bridge had to be removed.

The lighting system, which was owned, operated and maintained in a partnership with Westar, Platte County Electric Co-op and the City of Leavenworth, was installed in 1956 and won an award for the best lighting project of its type. However, over years with minimal maintenance and heavy use of roadway deicing salt, the steel poles and wiring conduit have seen some

major deterioration, and a subcontractor, Mark One, has been hired to replace 25 light poles that span across the bridge. This time around, the City of Leavenworth will purchase and maintain 14 new lights on the west half of the bridge, while Platte-Clay Electric Cooperative, Inc. will purchase and maintain the 11 lights on the east side. Furthermore, since a majority of the poles have been removed, there is very limited street lighting on the bridge and drivers are urged to follow the temporary signal instructions and drive with extra caution during evening hours.

Work on the bridge continues daily, Monday through Friday with an occasional Saturday, during daylight hours, and traffic over Centennial Bridge will be restricted to one lane until fall. Drivers should expect some delays, especially during peak morning/evening rush hours, and are encouraged to use alternate routes, if possible. Local traffic is also encouraged to use Seventh, 10th or 20th streets to access the Fort Leavenworth.

Additional traffic impacts for the project include the complete closure of the bridge for replacement of the major bearings on the abutments. These closures will most likely occur over two weekends, beginning at 7 p.m. on Friday evening and reopening to all traffic at 5 a.m. on the following Monday morning. These closures are tentatively scheduled to occur in mid-summer and notice will be provided via a news release well in advance of the scheduled closures. Additionally, marked detours will be provided at that time.

## City, KDOT to Move Park and Ride by May 1

### New facility will be located at Second Street and Dakota

The City of Leavenworth and Kansas Department of Transportation (KDOT) are currently working to move the existing park and ride lot located off of Metropolitan Avenue, west of the Fourth Street intersection, to city-owned land at Second and Dakota streets, adjoining Bob Dougherty Park by May 1.

Upon the completion and opening of the new facility, the City will remove the entrance to the old facility and install new curb and sidewalk with end-of-road markers across the area of the old entrance. A new sign will be placed at the old facility directing the patrons to the new facility on Second Street and Dakota.

This relocation has been in the works for over a year now, after the City and KDOT came to an agreement that the State would reimburse the City 50 percent of the cost of constructing the new park and ride facility.

The new park and ride lot is intended for passenger vehicles only, and won't accommodate the tractor-trailers that have been parked on the existing lot. Signs have currently been placed at the facility mentioning the closing.



# Know the Code!

## A Reminder from your City's Planning and Zoning Department

With a wet and unseasonably warm spring upon us, the grass is already growing and in an effort to stay on top of the maintenance of your yard, it is time to get the mowers tuned up and ready to go. With that said, here are a just a few reminders from the City's Code Enforcement Division to help you through this spring and summer season:

### **Mowing Fees:**

Ordinance No. 7838 passed in May 2010 and directs City staff to assess additional administrative charges against each lot, as a special assessment, for any and all costs incurred by the City in the abatement of the nuisance. (The city clerk certifies the assessment to the county clerk for collection.) The additional administrative fees shall be:

\$100 administrative assessment fee for the FIRST mowing plus contractor expenses.

\$250 administrative assessment fee for the SECOND mowing plus contractor expenses.

\$500 administrative assessment fee for the THIRD mowing plus contractor expenses.

Any additional mowing after the third violation will be assessed a \$500 administrative assessment fee plus contractor expenses.



### **Yard Maintenance**

Grass and weeds must be kept shorter than 12 inches. All ground covers and vines shall be maintained to discourage undesirable creatures. Any noxious weeds are to be removed. Owners/occupants of properties abutting sidewalks, streets or public property shall maintain all vegetation so it does not interfere with travel or sight. Special care should be taken at intersections. Approximately 30 percent of overall code violations stem from weeds and tall grass violations. Only one notification per mowing season is sent on a grass and weed violation. The letter is sent via mail to the owner and occupant of the property. If the City mows your property the charge will include the contractor's fee and a city assessment fees listed above. Please note: these fees can add up to large amounts of monies if the City has to contract a property for mowing.

### **Garage Sales**

If you are having a garage sale, make sure you come in and get your permit. Signs must be placed ONLY in the location of the garage sale. Garage sale signs cannot be placed on any city signs, power or utility poles or on corners in the right-a-way. All signage must be removed immediately after the sale is over.

### **Garbage and Trash**

Refuse, rubbish, garbage and household trash cannot be left in the yard and must be disposed of properly. This includes auto parts, appliances, furniture, building materials, tires, cardboard, plastics or any other collected materials. Tree trimming and fallen limbs must be disposed of within a week.

### **Storm Damage of Trees**

Property owners have three months to remove all tree damage from the property due to a storm.

### **Vehicles**

All vehicles must be operable and legally licensed or stored in an enclosed structure. All cars not enclosed must be parked in an approved driveway or parking area. Vehicles may not be parked on any lawn/ yard area. All vehicle parking spaces shall be paved. Gravel is not allowed.

### **RV and Trailer Storage**

RV's, boats, and campers maybe parked for no more than 48 hours per month in the front or side yards, but may be parked in the back yard on a paved or aggregate block surface.

No commercial vehicles or trailers (12,000 Gross Vehicle Weight), including but not limited to, panel trucks, large equipment trailers, semi-trailers, etc., may be parked overnight in a residential area.

Small utility trailers maybe parked on the property (less than 12,000 Gross Vehicle Weight), including small trailers for hauling, leaves, wood or other yard debris.

### **Open Storage**

Property may not be parked, stored, or left inoperable in view of the public or neighboring properties. This includes abandoned, discarded or unused objects or equipment such as automobiles, furniture, appliances, cans or containers, construction materials, junk, trash, or other debris.

### **Fences**

All fences require a permit before being built. Electric and barbed wire fences are prohibited. Only 4-foot, see-through fences are permitted in front of the house. Six-foot, solid fences may be permitted on the sides and rear of a house. No fences are allowed on public property.

### **Signs**

All commercial signs require a permit before being installed. Each residence may have a single identification sign not to exceed two-square feet on each side. Real estate sale signs shall be kept behind the sidewalk. No sale signs are permitted off site.

For more information on Code Enforcement, please call 913-680-2627 or to report a violation online, visit [www.lvks.org](http://www.lvks.org).



# Know the Code!

## A Reminder from your City's Planning and Zoning Department

As we leave summer behind, it is time to think about fall clean-up. While the City ordinance does not regulate leaf clean-up on private property, we would ask that you keep sidewalks and streets cleared for the safety of pedestrians.

### **Yard Maintenance**

All drainage ditches on the property must be kept clear of all trash, brush, and leaves. Snow removal is the responsibility of the property owners/occupants, and all sidewalks, including the public sidewalk must be kept free of all snow and ice.

### **Garbage and Trash**

Refuse, rubbish, garbage and household trash cannot be left in the yard and must be disposed of properly. This includes auto parts, appliances, furniture, building materials, tires, cardboard, plastics or any other collected materials. Tree trimming and fallen limbs must be disposed of within a week.

### **Storm Damage of Trees**

Property owners have three months from the last storm to remove all tree damage from the property.

### **Vehicle**

All vehicles must be operable and legally licensed or stored in an enclosed structure. All cars not enclosed must be parked in an approved driveway or parking area. Vehicles may not be parked on any lawn/yard area. All vehicle parking spaces shall be paved. Gravel is not allowed.

### **RV and Trailer Storage**

RVs, boats and campers may be parked for no more than 48 hours per month in the front or side yards, but may be parked in the back yard on a paved or aggregate block surface. No commercial vehicles or trailers (12,000 Gross Vehicle Weight), including but not limited to, panel trucks, large equipment trailers, semi-trailers, etc., may be parked overnight in a residential area. Small utility trailers may be parked on the property (less than 12,000 Gross Vehicle Weight), including small trailers for hauling leaves, wood or other yard debris.

### **Open Storage**

Property may not be parked, stored or left inoperable in view of the public or neighboring properties. This includes abandoned, discarded or unused objects or equipment such as automobiles, furniture, appliances, cans or containers, construction materials, junk, trash, or other debris.

### **Building Maintenance**

The maintenance of a structure is the responsibility of the property owner. Exterior surfaces, including out buildings, fences and attached structures must be maintained free of breaks, holes, rotten wood, chipped and peeling paint, broken windows or doors, rust or any other condition that violates health, fire, building or zoning codes or other regulations.

### **Fences**

All fences require a permit before being built. Electric and barbed wire fences are prohibited. Only four-foot, see-through fences are permitted in front of the house. Six-foot, solid fences may be permitted on the sides and rear of a house. No fences are allowed on public property.

### **Signs**

All commercial signs require a permit before installation. Any home occupations may have a single identification sign not to exceed one-half-square-foot on each side. Real estate sale signs shall be kept behind the right-of-way (usually behind the public sidewalk or utility poles). No sale signs (garage sale or real estate) are permitted off site.



*For more information on Code Enforcement, please call (913) 680-2627. To report a violation online, visit [www.lvks.org](http://www.lvks.org).*

## Disinfection Project On Schedule, Passes Halfway Point

Nearly six months into the \$4.3 million Environmental Protect Agency mandated wastewater disinfection project, work is ahead of schedule and is expected to be done this December.

Currently, the City's former chlorine building is starting to transform into the new ultraviolet (UV) disinfection building. Since the old chlorine basin was drained, the center wall inside the basin was cut to fit the new system and micropiles, which are used to strengthen the existing structure to meet current building codes, were tested and installed. Additionally, new walls, beams, and slabs have been formed and poured to accommodate the future UV equipment, and new piping has been placed to direct the impending plant-flow into the UV basin.

Bricklayers have been busily constructing the masonry walls, the electricians are installing their conduit and the UV equipment is starting to arrive. The project's contractors are working on the construction of the system that will route the wastewater into the new building for UV disinfection and back into the existing system.



Construction crews continue work on the \$4.3 million wastewater disinfection project at the City's water treatment plant. Work is scheduled to be done by the end of the year.

# Health & Safety

## City Assumes Hotel Inspection Duties

To ensure the safety and health of residents and visitors to the community, the City will be assuming inspection duties of hotel and motel rooms within the city limits. The change is necessary after the City was informed in 2010 that the state of Kansas put a hold on the annual hotel inspections due to budget cuts.

This decision started the City administration on a process to ensure the home rule rights of the City and enabled it to carryout the program. The City then trained Fire Department and Code Enforcement employees. The program enforced by City employees will be identical to the standards used by the state in the past. To start, City inspections will be complaint based, and inspectors will have all the authority that state inspectors had.

For more information on the hotel and motel lodging inspections, contact the Fire Department at 913-682-3346.

## City Officer Named State Officer of the Year

Leavenworth Police Officer Steve Traglio (seen below with Lonnie Durand of the local VFW chapter) has been named the Law Enforcement Officer of the year by the State of Kansas VFW organization. Traglio's nomination went through a multi-step process that included being nominated by the local Post Commander, selected by the District Chair, and selected by the State Chair for the final award.

As part of his award, Traglio will receive one plaque for his personal use, and the City will receive a plaque to commemorate the award. Traglio is a 29-year veteran of the department, and has received numerous awards, citizen commendation, the Leavenworth Police Department Medal of Valor award in 2011 and the Leavenworth Police Department Officer of the Year for 2010.



# Public Works Updates

## Annual Sidewalk Program Continues

Work continues on the City's annual sidewalk program, including more than 2,800 feet of new and improved surfaces this summer. Along with numerous smaller repairs and filling of sidewalk gaps, major projects included extensive repairs on the east side of 10th Avenue from Eisenhower Road to Gatewood Street, work to connect to the walking bridge on Candlewood and approximately one block of work on Vilas Street between 16th and 17th Streets.

One large section of new sidewalk residents are certain to notice is the 8-foot trail section on Eisenhower Road from Shrine Park Road to just east of Hughes Road. The section is part of the city's overall plan to increase walking and biking trails throughout the City.



New sidewalks as part of a sidewalk project at 17th and Vilas streets provide a safe path for residents. The sidewalks are part of the City's annual \$300,000 sidewalk program.

## Leaf Program Hits Southern Part of City this Fall



The fall 2012 leaf pickup program will take place from Spruce Street south, from the eastern to western edges of the City. There will be no leaf collection, other than the normal pick up from refuse collection, north of Spruce Street in 2012. Based on City policy, Public Works crews cover one half of the City each year (either north or south of Spruce Street).

To participate in the program, residents south of Spruce Street are asked to have leaves, free of sticks and branches, raked to their curbs starting on Monday, Nov. 5. For residents of the city only, leaves are accepted free at the brush disposal site, but any bags must be removed. For more information on the leaf collection program, contact the City's Public Works Service Center at 682-0650.

## New Signal Improves Downtown Safety

As part of an annual program to update traffic signals in downtown, City crews focused this summer on the outdated signals at 6th and Shawnee streets. The \$15,000 project included new signals that are an aesthetic upgrade and provide a much needed safety benefit for fire response. The new signals are equipped with emergency pre-emption, which enables fire personnel to move through the intersection with a control system. The project also included much needed improvements to the curbs and ramps at the intersection.

Another important upgrade in the signals is the inclusion of Light Emitting Diode (LED) lights, which last longer and cost significantly less than traditional lights. Similar projects with LED lights over the past few years have realized more than \$10,000 in electricity cost savings citywide.



Workers construct new curb ramps in anticipation of new traffic signals at the intersection of Sixth and Shawnee streets

# Economic Community Development

## Local Businesses Use City Program to Refresh Their Look

For new and existing commercial, retail or industrial businesses looking for a fresh new look for their building, the City of Leavenworth offers a grant program that reimburses 50 percent, up to \$10,000, of the costs for facility development of their business. Grant funds are awarded to encourage building updates and/or renovations to new and existing businesses within the city limits of Leavenworth.

These grants for small businesses are often used for new architectural façade renovation or new signage, which makes the City attractive for residents and more appealing for visitors. Small businesses with one or two owners are the most typical ownership types to benefit from the program.

Two local businesses, The Party Store (bottom right) at 506 Delaware and Stitch by Stich (top right) at 305 Cherokee, are good examples of new attractive store frontage made possible by the grant program.

Additional new construction, exterior lighting, exterior architectural changes and aesthetic detailing are also approved eligible improvement areas for small businesses under the program. A full list of eligible improvements is identified under the Program Overview and Objectives section of the application.

The amount of available funds for such grants is limited. For more information and to obtain a Small Business Economic Development and Grant Program application, contact the Economic Development Office at 913-680-2660.



# Community Development

## Program Provides Funding for Accessibility Projects



The City of Leavenworth has funds available to assist qualified low to moderate-income homeowners increase handicap accessibility in their homes. As part of the Community Development Block Grant, the Emergency Assistance Program allows for up to \$5,000 for repairs of an emergency nature for Americans with Disabilities Act based improvements. The photo to the left is an example of a wheelchair ramp constructed in Leavenworth earlier this summer. All applicants must meet federal income eligibility and other federal and municipal program requirements, and must be the resident and owner of the property. For more information, please contact Linda Cooper, Community Development Coordinator, at (913) 680-2628 or email [lcooper@firstcity.org](mailto:lcooper@firstcity.org).

# Parks

## Riverfront Park Campground

This cozy park alongside the Missouri River is the perfect place to relax. The campground offers basic and electric camping pads, tent camping, a bath house with four private units, a boat ramp, picnic shelter and dump station. For information and reservations, call the Park Manager at 913-290-0034.

### Daily Camping Fees:

Tent Site Only	\$10	Tent Site with Facilities	\$12
Basic Camper Pad Only	\$12	Camper Pad w/ Electric & Facilities	\$15
Pet Fee	\$2	Non-Camper Sewer Dumping	\$10



## Adopt-A-Park Program

If your group is looking for a way to make a difference in our community, why not consider adopting a Leavenworth City park or other landscaped public area?

**What Does Adopting a Park Require?** Participants can choose from a variety of tasks, to include establishing a presence in the parks and reporting vandalism and maintenance problems, picking up litter, painting, weeding, or gardening. Donations also may be made for park improvements. City staff will provide guidance and some materials for projects.

**How Do I Adopt a Park?** Contact Julie Anderson, Parks and Recreation Director, at 913-758-6713 or [janderson@firstcity.org](mailto:janderson@firstcity.org). Choose a park and decide what activities you will be able to do and how often. Once this is established, a sign will be erected in the park with your group's name and logo.



## Legacy Tree Program

Commemorate a special person or event with a living legacy. For a \$200 fee, a tree will be planted and a plaque erected at the planting site. Request forms are available at the Parks and Recreation Office.

## Park Information & Amenities

For a complete listing of City parks and facilities, visit our website at [www.lvks.org](http://www.lvks.org) or call 913-651-2203 for more information. All park and alcohol permits are issued at the Leavenworth Parks and Recreation Office, 123 S. Esplanade Street.

**Cater Your Picnic:** Let Cedar Ridge Catering help with your next picnic or party at Leavenworth city parks! Call them at 913-367-4357. Shelter reservation required.

**Picnic Shelters:** Rent a shelter for the day at a number of City parks. Rent additional tables for \$5 each. Small shelters may not have access to restroom facilities.

Shelters	Resident	Non-Resident	Number of Tables	Size
Cody	\$35	\$40	10	20 x 44 ft
David Brewer	\$25	\$30	7	25 x 25 ft
Dougherty	\$10	\$15	1	24 x 20 ft
Hawthorn	\$25	\$30	7	40 x 24 ft
North Esplanade	\$25	\$30	7	25 x 25 ft
Ray Miller	\$10	\$15	1	16 x 16 ft
Riverfront Park	\$25	\$30	7	38 x 20 ft
Stubby	\$10	\$15	1	17 x 17 ft
Wollman (East)	\$25	\$30	7	36 x 20 ft
Wollman (Main)	\$50	\$55	12	40 x 60 ft
Wollman (West)	\$25	\$30	7	36 x 20 ft
V.A. Park	\$10	\$15	1	16 x 16 ft

**Alcoholic Beverage Permit:** By City ordinance, alcoholic beverages are prohibited in City parks except as authorized by Parks and Recreation to Leavenworth area residents with a park reservation permit. There is a \$10 alcoholic beverage or beer permit fee.

**Game Kits:** Rent a kit at the Parks and Recreation Office for \$5 (with a \$20 refundable deposit) for up to three days. Each kit includes a volleyball and net, one baseball, two softballs, two bats, three gloves, a football and a soccer ball.

## Riverfront Community Center Fitness Facilities

The Leavenworth Riverfront Community Center offers many fitness development opportunities. Admission includes weight room, pool, track, gym and cardio room. Racquetball court fees are \$2.50 per hour. Call 913-651-2132 for reservations.

Admission type	Guest	Resident	Non-Resident
Daily Admission	Adult	\$2	\$2.50
	Youth (4-18), Senior Citizen (60+)	\$1.50	\$2
20 Punch Pass	Adult	\$35	\$45
	Youth (4-18), Senior Citizen (60+)	\$25	\$35
Monthly Pass	Adult	\$30	\$35
	Youth (4-18), Senior Citizen (60+)	\$20	\$25
6 Month Pass	Adult	\$75	\$85
	Youth (4-18), Senior Citizen (60+)	\$55	\$65
One Year Pass	Adult	\$140	\$150
	Youth (4-18), Senior Citizen (60+)	\$100	\$120

*Don't forget to ask about corporate rates!*

### Cardio and Weight Rooms

These rooms have stair steppers, stationary bikes, treadmills and a variety of weight equipment to help you reach your fitness goals. These rooms are locked at all times. Please check out a key at the Riverfront Community Center front desk.

### Indoor Track

The center also has a 1/10 mile indoor track that is open year-round during regular business hours.

### Personal Trainer

Looking for a personal trainer? Call A.J Williams at 913-565-0105.

## Fitness Classes

Register for all Riverfront Community Center fitness classes at 123 S. Esplanade St. or call 913-651-2203 for more information.

### Tae Kwon Do

This popular martial art combines combat techniques, self-defense, sport, and exercise.

**Days:** Tuesday and Thursday

**Times:** 6-6:30 p.m. - Little Tigers

6:30-7:15 p.m. - Ages 8-14

7:15-8:15 p.m. - Adults

**Fees:** \$55 per month for first family member; \$35 per additional family member

For more information, contact Master Hannon at 913-682-3677.



### Yoga

Release stress and fatigue, increase strength, balance and flexibility, and restore energy and vitality.

**Days:** Tuesday and Thursday

**Times:** 9-10 a.m.

**Fees:** \$5 a class, or purchase a 10-punch pass for \$35 resident/\$40 non-resident.



### CrossFit Program Under New Management!

Elizabeth Brown, owner/operator of Athletic Body & Mind, offers strength training programs for kids and adults. For more information, contact her at elizabethjbrown88@yahoo.com or 913-240-9265

**Days:** Tuesdays, Thursdays, and Saturdays

**Times:** 10 a.m. - noon (open gym)

**Fees:** Starts at \$30 per person, per month. Family and student discounts available.

### Toddler Time

Ages 5 and under are invited to the gym to have fun and exercise. Adult supervision required.

**Days:** Monday and Wednesday

**Times:** 10 a.m. to noon.

**Fees:** \$2 per child

### Zumba

Dance your way to fitness in this fun, high-energy class!

**Days:** Tuesday and Thursday

**Times:** 6:30-7:30 p.m.

**Fees:** \$5 per class

### Zumbatomic for Kids!

Specially choreographed, kid-friendly routines set to music kids love! Free rockin' bracelet and adult Aqua Zumba pass with paid registration

**Dates:** Sept. 11 - Oct. 4

**Days:** Ages 4-7 Thursdays; Ages 8-12 Tuesdays

**Times:** 4-4:45 p.m.

**Fees:** \$40 per month (4 classes)

# PARKS AND RECREATION First City Activity Guide

Your guide to fun and leisure activities in Leavenworth

Winter/Spring 2013

## Ballpark, retention pond construction set to begin

Residents may see construction at 21st and Choctaw streets as early as this winter, weather permitting, while crews build a retention pond in preparation for ball field improvements. The city closed on the purchase of property behind Eagles Lodge on Oct. 24. Construction of the entire project, including two ballfields, will take about a year. The retention pond is intended to aid water drainage on the ballfield and in residential areas.

This nearly \$1 million project will result in a new ball field measuring 285'x 310'x 285', additional parking, and a youth practice field. These new fields will be utilized for men's softball leagues and spring practices.



## Legacy Tree Program beautifies city, provides long-standing memorials for loved ones

The City of Leavenworth Parks and Recreation Department is fortunate to have over 400 acres of park land throughout the city. One of the greatest assets of any park is its trees, which

provide not only beauty but shade and numerous environmental benefits. Many of the trees in our parks are old and are beginning to show signs of disease and decay. While much of the

funding for necessary pruning and replanting is provided through the Parks Department budget, there is never enough money to accomplish everything. There is a continuing need for supplemental funding in the tree planting and maintenance budget.

The Parks Department has established the Legacy Tree Program for this reason. Through this program,

old trees will be replaced and other areas rejuvenated. Contributions are placed in the Park Special Gift Fund and are used only for the planting of Legacy trees. Legacy Tree Program supporters will be able to see their contributions live on in each tree while commemorating a special person, beloved pet or an event. For a \$200 fee, the Parks Department will order the tree species of your choice (approved by the Parks Department,) and plant and maintain your tree. Included in the fee is an installed 5-by-5-inch plaque with a maximum of 40 characters and spaces. There is a guaranteed one re-planting if the tree dies. For an additional \$100, you can request a 5" by 5" aluminum plaque with a maximum of 40 characters and spaces. For a larger plaque size and or dedication bench, please call the Parks and Recreation Department for pricing.



Leavenworth, KS 66048  
Postal Customer

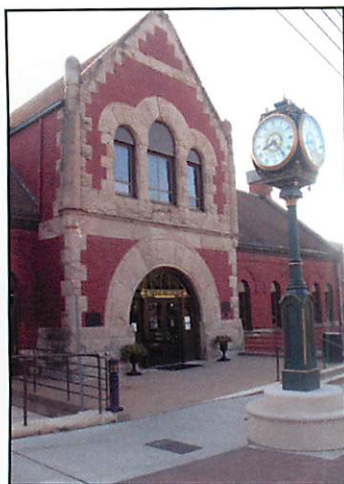
Leavenworth, KS 66048  
123 W. Esplanade  
Leavenworth Parks & Recreation

PRE-SORT STANDARD  
ECRWSS  
U.S. POSTAGE PAID  
Leavenworth, KS  
Permit No. 67



# Riverfront Community Center

## Meeting & Special Event Room Rentals



Beautiful and spacious rooms are available for hosting your special event. Call 913-680-2709 for reservations. A \$100 refundable damage/security deposit is required to confirm your reservation. If alcohol is to be served, this deposit is \$300. Hourly room rental rates include

set-up and break-down of tables and chairs and trash removal. Decorating time is charged at \$10 per hour. Table sizes are small rounds (seats four/36 inches) large rounds (seats eight/60 in.), and rectangular (seats six 3x6 ft). A limited number of eight-foot, small round, and half-round tables are available.

### Catering

Catering options include the use of our in-house caterer, Cedar Ridge Catering, hiring an outside caterer (20% surcharge added) or rental of the kitchen. The phone number for Cedar Ridge Catering is 913-367-4357. Cash bars require a temporary liquor permit. For liquor permit information, contact the City Clerk's Office at 913-682-9201.

**123 S. Esplanade St.  
Leavenworth, KS 66048  
913-651-2132**



The Riverview Room is available for event rentals at \$50 an hour for residents or \$55 for nonresidents. For more information, please contact community center staff at 913-680-2709.

### Rental Items

- A/V Equipment - \$10 - \$25
- Dance Floor - \$50
- Patio Furniture - \$25
- Bar or Fireplace - \$25

Room	Resident	Non-Res.	Size	Number of People
Riverview Room	\$50/hr	\$55/hr	67 ft. x 55 ft.	100-300
Men's Waiting Room	\$35/hr	\$40/hr	36 ft. x 48 ft.	50-150
Women's Waiting Room	\$35/hr	\$40/hr	36 ft. x 38 ft.	25-100
South Wing	\$35/hr	\$40/hr	50 ft. x 30 ft.	20-100
Activity Room	\$10/hr	\$15/hr	33 ft. x 23 ft.	10-50
Gymnasium	\$45/hr	\$50/hr	70 ft. x 100 ft.	600
Indoor Pool	\$50/hr	\$55/hr	6 lanes/25 yards	75-100
Pool Balcony	\$10/hr	\$10/hr	12 ft. X 16 ft.	10-25
North Kitchen	\$20/hr	\$25/hr	20 ft. x 20 ft.	N/A
South Kitchen	\$15/hr	\$20/hr	13 ft. x 16 ft.	

Step back into the late 1800s when Fred Harvey was helping tame the west with his train depot restaurants and the Harvey Girls. A lovely lunch is served by the Harvey Girls, followed by a brief history of Fred Harvey and the girls. Reservations must be made two (2) weeks in advance with a minimum of 20 persons. For more details, contact the Manager (913) 680-2709 or the Chamber of Commerce at (913) 682-4113.



# Parks

## Riverfront Park Campground

This cozy park alongside the Missouri River is the perfect place to relax. The campground offers basic and electric camping pads, tent camping, a bath house with four private units, a boat ramp, picnic shelter and dump station. For information and reservations, call the park manager at 913-290-0034.

### Daily Camping fees:

Tent site only	\$10
Basic Camper Pad only	\$12
Pet Fee	\$2
Tent site with facilities	\$12
Camper pad with Electric and facilities	\$15
Non-camper sewer dumping	\$10

## Adopt-a-park program

If your group is looking for a way to make a difference in our community, why not consider adopting a Leavenworth city park or other landscaped public area?

What does adopting a park require? Participants can choose from a variety of tasks, to include establishing a presence in the parks and reporting vandalism and maintenance problems, picking up litter, painting, weeding or gardening. Donations also may be made for park improvements. City staff will provide guidance and some materials for projects. How do I adopt a park? Contact Julie Anderson, Parks and Recreation Director, at 913-758-6713 or [janderson@firstcity.org](mailto:janderson@firstcity.org). Choose a park and decide which activities you will be able to do and how often. Once this is established, a sign will be erected in the park with your group's name and logo.

Shelters	Resident	Non-Resident	Number of Tables	Size
Cody	\$35	\$40	10	20 x 44 ft
David Brewer	\$25	\$30	7	25 x 25 ft
Dougherty	\$10	\$15	1	24 x 20
Hawthorn	\$25	\$30	7	40 x 24
North Esplanade	\$25	\$30	7	25 x 25
Ray Miller	\$10	\$15	1	16 x 16
Riverfront Park	\$25	\$30	7	38 x 20
Stubby	\$10	\$15	1	17 x 17
Wollman (East)	\$25	\$30	7	36 x 20
Wollman (Main)	\$50	\$55	12	40 x 60
Wollman (West)	\$25	\$30	7	36 x 20
V.A. Park	\$10	\$15	1	16 x 16

## Park Information and Amenities

For a complete listing of city parks and facilities, visit [www.lvks.org](http://www.lvks.org), or call 913 651-2203 for more information. All park and alcohol permits are issued at the Leavenworth Parks and Recreation Office, 123 S. Esplanade Street.

Cater your picnic: Let Cedar Ridge Catering help with your next picnic or party at Leavenworth city parks. Call them at 913-367-4357. Shelter reservation required.

Picnic shelter: Rent a shelter for the day at several city parks. Rent additional tables for \$5 apiece. Small shelters may not have access to restroom facilities.

**Alcoholic Beverage Permit** - By City ordinance, alcoholic beverages are prohibited in City parks, except as authorized by Parks and Recreation to Leavenworth area residents with a park reservation permit. There is a \$10 alcoholic beverage or beer permit fee.

**Game Kits** - Rent a kit at the Parks & Recreation Office for \$5 (& a \$20 refundable deposit) for up to 3 days. Includes a volleyball & net, one baseball, two softballs, two bats, three gloves, a football, & a soccer ball.



The Wollman Park main shelter is available for rentals at \$50 for Leavenworth residents and \$55 for nonresidents. It has a capacity of about 100 people.

# Riverfront Community Center Fitness Facilities

Admission includes weight room, cardio room, pool, track and gym. Racquetball court reservations \$2.50/hour. Call for reservations.

Admission type	Guest	Resident	Non-Resident
Daily Admission	Adult	\$2	\$2.50
	Youth (4-18), Senior Citizen (60+)	\$1.50	\$2
20 Punch Pass	Adult	\$35	\$45
	Youth (4-18), Senior Citizen (60+)	\$25	\$35
Monthly Pass	Adult	\$30	\$35
	Youth (4-18), Senior Citizen (60+)	\$20	\$25
6 Month Pass	Adult	\$75	\$85
	Youth (4-18), Senior Citizen (60+)	\$55	\$65
One Year Pass	Adult	\$140	\$150
	Youth (4-18), Senior Citizen (60+)	\$100	\$120

Don't forget to ask about corporate rates! To pay "Resident" fees, you must live in the Leavenworth/Fort Leavenworth city limits. For more information, call (913) 651-2203.

## Cardio and Weight Rooms

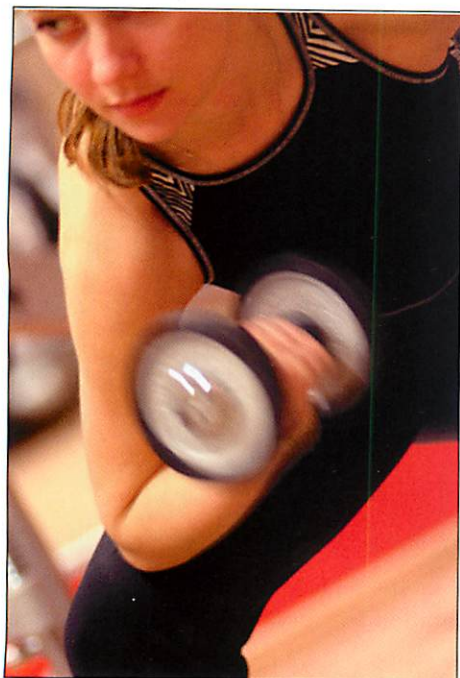
Stair steppers, stationary bikes, treadmills and a variety of weight equipment to help you reach your fitness goals. These rooms are locked at all times. Please check out a key at the Riverfront Community Center front desk.

## Indoor Track

The center has a 1/10-mile indoor track that is open year-round during regular business hours. Admission required.

## Fitness Classes

Register for all Riverfront Community Center fitness classes at 123 S. Esplanade St. or call 913-651-2203 for information.



### HOURS OF OPERATION:

Sunday - 1 p.m. to 5 p.m.  
Monday - Friday - 6 a.m. to 8 p.m.  
Saturday - 9 a.m. to 5 p.m.

### CLOSED ON HOLIDAYS:

New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, 4th of July, Labor Day, Veterans Day, Thanksgiving Day and Christmas Day  
Center closes at 5 p.m. on Christmas Eve and New Year's Eve.  
For general information, please e-mail [mwilliams@firstcity.com](mailto:mwilliams@firstcity.com)

## Tae Kwon Do

This popular martial art combines combat techniques, self-defense, sport and exercise.

**Days:** Tuesday and Thursday

**Times:** 6-6:30 p.m. - Little Tigers  
6:30-7:15 p.m. - Ages 8-14

7:15 - 8:15 p.m. - Adults

**Fees:** \$55 per month for first family member; \$35 per additional family member. For more information, contact Master Hannon at 913-682-3677.

## Yoga

Release stress and fatigue, increase strength, balance and flexibility and restore energy and vitality.

**Days:** Tuesday and Thursday

**Times:** 9-10 a.m.

**Fees:** \$5 for a class or purchase a 10-punch pass for \$35 resident/\$40 for non-resident.

## CrossFit Program

Elizabeth Brown, owner/operator of Athletic Body & Mind, offers strength training programs for kids and adults. For more information, e-mail [Elizabeth@athleticbodyandmind.com](mailto:Elizabeth@athleticbodyandmind.com).

**Days:** Tuesdays, Thursdays and Saturdays

**Times:** 10 a.m. - noon (open gym)

**Fees:** Starts at \$30 per person, per month. Family and student discounts available.

## Toddler Time

Ages 5 and under are invited to the gym to have fun and exercise. Adult supervision is required.

**Days:** Monday and Wednesday

**Times:** 10 a.m. to noon

**Fees:** \$2 per child

## Zumba

Dance your way to fitness in this fun, high-energy class.

**Days:** Mondays & Wednesdays, 5:30-6:30 p.m., Tuesdays & Thursdays, 6:30-7:30 p.m.

**Fees:** \$5 per class

## Zumbatomic for kids

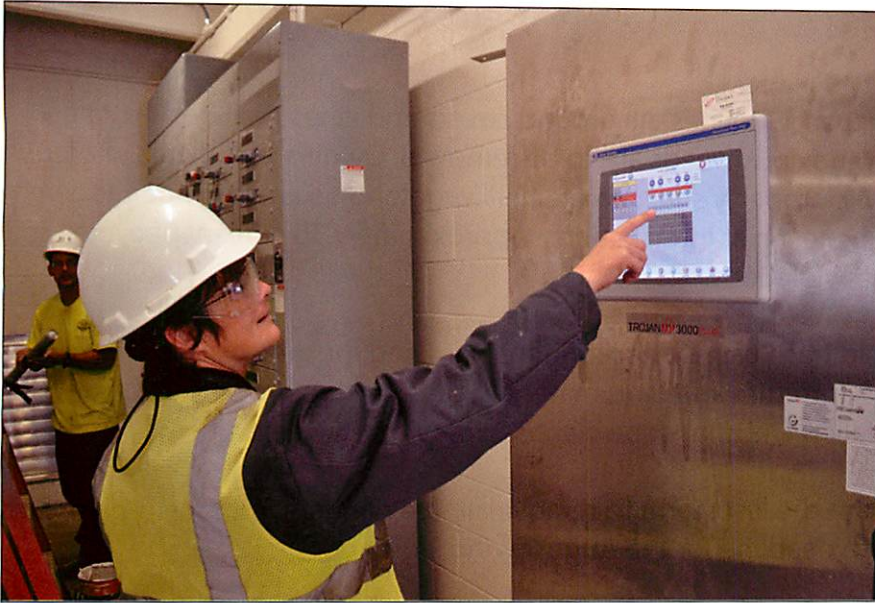
Specially choreographed, kid-friendly routines set to music kids love.

**Days:** Ages 8-12 choose a Tuesday session or a Thursday session.

**Times:** 4-4:45 p.m.

**Fees:** \$40 per month (4 classes)

# Water treatment system upgraded for the 21st century



Michele Coffman, assistant superintendent, water pollution control, uses the digital operations center to check on the array of ultraviolet light bulbs used to disinfect the City's wastewater.

The City's new wastewater treatment system is on schedule and is expected to be fully operational by the end of 2012.

The nearly \$4 million system treats harmful bacteria like E. coli using ultraviolet radiation and is a required change by the Kansas Department of Health and Environment and Environmental Protection Agency. It is being paid for by a 25 percent rate increase in sewer fees.

For this project, a new building was constructed on an open facility that had previously been used to chlorinate wastewater. The City had not been using the facility for water treatment for several decades. Inside the building, hundreds of UV light bulbs under the surface of the water irradiate bacteria and other harmful microorganisms. A computerized control center allows workers to check on how well the light bulbs are functioning. This system treats up to 3 million gallons of wastewater per day. The City's entire wastewater treatment process is now nearly chemical free. Upon treatment, wastewater is released into the Missouri River.



As part of its 150th anniversary celebration, and in honor of the City's partnership with the railroad, Union Pacific's Director of Public Affairs in Kansas and Missouri Ben Jones presented a Union Pacific coin to Leavenworth Mayor Larry Dedeke and City Manager J. Scott Miller Oct. 23 at City Hall underneath the statue of President Abraham Lincoln. Lincoln initially signed the Pacific Railway Act of 1862, which led to the establishment of a railroad system from coast to coast.

## Fire Safety Tips:

The Leavenworth Fire Department reminds residents to replace batteries in household smoke detectors twice a year. To help remember to change the batteries twice a year or as needed, residents should change batteries each time the time changes.

Other safety tips this holiday season:

- Inside or outside, use only lights that have been tested for safety. Identify these by the label from an independent testing laboratory.
- Check each set of lights, new or old, for broken or cracked sockets, frayed or bare wires or loose connections. Discard damaged sets or repair them before using.
- Fasten outdoor lights securely to trees, house, walls or other firm support to protect from wind damage.
- Use no more than three standard size sets of lights per single extension cord.
- Turn off all lights on trees and other decorations when you go to bed or leave the house. Lights could short and start a fire.
- Never use electric lights on a metallic tree. The tree could become charged with electricity from faulty lights, and any person touching a branch could be electrocuted. To avoid this danger, use colored spotlights above or beside a tree, never fastened to it.
- Keep "bubbling" lights away from children. These lights with their bright colors and bubbling movement can tempt curious children to break candle-shaped glass, which can cut, or attempt to drink liquid, which contains a hazardous chemical.

-- From the U.S. Consumer Product Safety Commission

# Know the code

## **Yard Maintenance**

- Grass and weeds must be kept shorter than 12 inches. All ground covers and vines shall be maintained to discourage undesirable creatures. Any noxious weeds are to be removed. Owners/occupants of properties abutting sidewalks, streets or public property shall maintain all vegetation so it does not interfere with travel or sight. Special care should be taken at intersections. Approximately 30 percent of overall code violations stem from weeds and tall grass violations.

## **Garbage and Trash**

- Refuse, rubbish, garbage and household trash cannot be left in the yard and must be disposed of properly. This includes auto parts, appliances, furniture, building materials, tires, cardboard, plastics or any other collected materials. Tree trimming and fallen limbs must be disposed of within a week.

## **Storm Damage of Trees**

- Property owners have three months from the last storm to remove all tree damage from the property. The end of November marks the three-month deadline for the August wind storm.

## **Vehicles**

- All vehicles must be operable and legally licensed or stored in an enclosed structure. All cars not enclosed must be parked in an approved driveway or parking area. Vehicles may not be parked on any lawn/ yard area. All vehicle parking spaces shall be paved. Gravel is not allowed.

## **RV and Trailer Storage**

- RV's, boats, and campers may be parked for no more than 72 hours per month in the front or side yards, but may be parked in the back yard on a paved or aggregate block surface indefinitely.
- No commercial vehicles or trailers (12,000 Gross Vehicle Weight), including but not limited to, panel trucks, large equipment trailers, semi-trailers, etc., can be parked overnight in a residential area.
- Small utility trailers may be parked on the property (less than 12,000 Gross Vehicle Weight), including small trailers for hauling, leaves, wood or other yard debris.

## **Open Storage**

- Property may not be parked, stored, or left inoperable in view of the public or neighboring properties. This includes abandoned, discarded or unused objects or equipment such as automobiles, furniture, appliances, cans or containers, construction materials, junk, trash, or other debris.

## **Building Maintenance**

- The maintenance of a structure is the responsibility of the property owner. Exterior surfaces, including out buildings, fences and attached structures must be maintained free of breaks, holes, rotten wood, chipped and peeling paint, broken windows or doors, rust or any other condition that violates health, fire, building or zoning codes or other regulations.

## **Fences**

- All fences require a permit before being built. Electric and barbed wire fences are prohibited. Only 4-foot, see-through fences are permitted in front of the house. Six-foot, solid fences may be permitted on the sides and rear of a house. No fences are allowed on public property. Corner lot fencing has changed, the fence on the addressed side of the lot must not be erected further out than the front corner of the house, on the other street side a solid fence may be built with a setback of 15 feet from the property line, or 50 percent of the setback if the distance from the house to the property line is less than 15 feet.

## **Signs**

- All commercial signs require a permit before being installed. Each residence may have a single identification sign not to exceed two-square feet on each side. Real estate sale signs shall be kept behind the sidewalk. No sale signs are permitted off site.

For more information on Code Enforcement, please call 913-680-2627 or to report a violation online, visit [www.lvks.org](http://www.lvks.org).



Please clean  
up after  
your dog

No

Thank you for  
cleaning up  
after  
your dog



[www.lincproducts.com](http://www.lincproducts.com) 1-800-338-2697

## MEMORANDUM

TO: Michael McDonald, Public Works Director

FROM: Curtis Marks Sr., Solid Waste Foreman *CM*

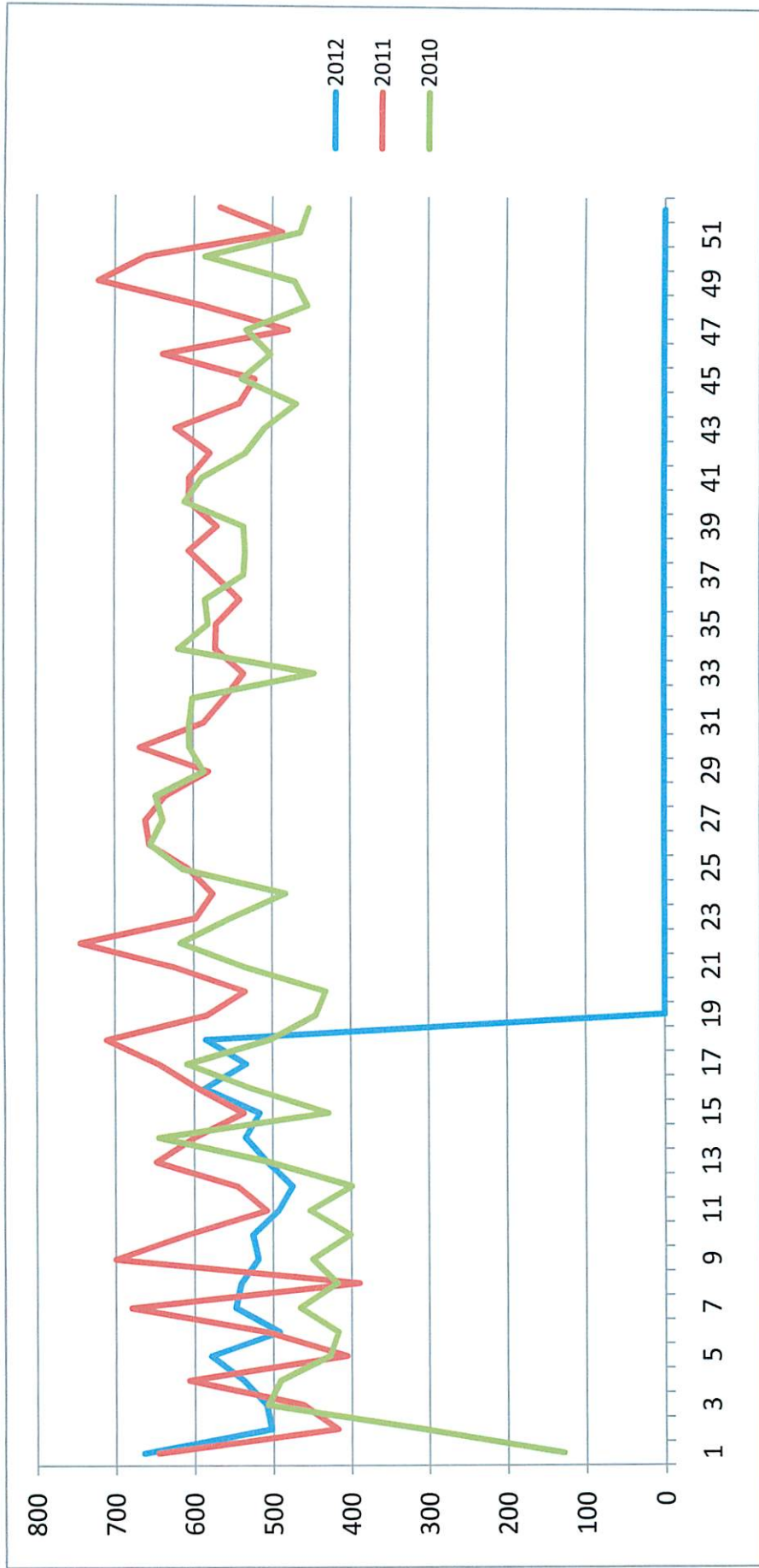
SUBJECT: Recycling Site Usage Chart

DATE: May 10, 2012


The attached chart represents the residential participation rate at Leavenworth's voluntary drop-off recycling site, from 2010 to current. The City of Lansing started a pilot program Deffenbaugh for voluntary curbside recycling sometime in the 90's and implemented City-wide curbside effective March 1, 2012. The switch was mainly due to ineffective tracking of the participation rate. Therefore, all residents have an additional fee of \$2.50 per unit consolidated into their refuse collection billing to cover the expense. According to the attached chart, the year 2011 shows the participation rate totals for our voluntary drop-off site to be at its highest. The chart also shows that rate drop sometime in February 2012 until our current week's total. I believe that once the residents of Lansing knew that they were implementing a City-wide policy, they started to take advantage of it. John Kram (Recycling Site Attendant) has had long-time Lansing residents state that as long as they have to pay for this service, they wouldn't be utilizing our site. This would explain the decrease in numbers for Leavenworth's site this year. I will continue to track numbers and let you know of any significant changes.




C.c. Ed Davis, Operations Superintendent  
File


# CITY OF LEAVENWORTH RECYCLE CENTER



# MEMORANDUM

TO: J. Scott Miller, City Manager 

CC: Paul Kramer, Assistant City Manager   
Michael G. McDonald, Public Works Director   
Ed Davis, Superintendent City Operations 

BY: Curtis Marks Sr, Solid Waste Foreman 

RE: SPRING CLEAN UP 2012 – AFTER ACTION REPORT

DATE: May 8, 2012

The 2012 Spring Clean-Up kick-off event was held on Saturday, April 21 at Warren Middle School. Weather conditions were very good and there were plenty of volunteers on hand to enjoy the opening ceremonies and refreshments. There were 49 volunteer clean up teams with approximately **1,310** volunteers which was up over last year's cleanup efforts. There were enough volunteer teams to cover nearly every section of the City this year. (We were officially three short, but I think some people ended up going over into those non-accounted for grids.)

The City offered free limb disposal at the Brush Site on South Second Street and free use of dumpsters at the Service Center. Household Hazardous waste; paint, cleaners and poisons were also accepted and the following week were picked up by Leavenworth County Transfer Station for disposal. There were approximately 462 citizens that utilized these free services which included recycling.

There was a total of 4.06 tons of recyclables hauled to the Deffenbaugh recycling location which yielded \$225.75, with 7.73 tons of trash and 4.32 tons construction & demolition debris. The total tipping fees of \$417.10 was up versus 2011 at \$234.30.

Personnel costs were \$2,131.88. The Solid Waste Division provided cleanup crews with five collectors; three employees working with hazardous material; two brush site attendants; one employee taking count at the Shred-It locations and one employee at the Recycle Center. As in year's past, the Solid Waste Division pays one-half of the Shred-it Service. Citizens Saving and Loan pays the other half.

The number of volunteers increased this year, however the cost of the t-shirts decreased, which ended up saving approximately \$900 off the cost of t-shirts for a total of \$5,484.50. Plastic gloves, supplies and refreshments provided at the opening ceremony ended up costing us approximately \$450.00 Additionally there was a janitorial fee of \$120, which went up from year's past, for use of the school, and we continue to pay the standard \$150 for sound system and DJ costs.



## **Recommendations**

City planning staff associated with this event believe that we should possibly entertain sponsorship from local businesses to defray the cost of t-shirts and/or refreshments.

Curtis Marks (Solid Waste Foreman) also believes that it is worth looking into integrating this annual event with the "First Saturday" cleanup, which falls either two weeks prior or two weeks after the usual "Spring Clean-Up" event. This would eliminate some of the additional overtime that is paid out. History shows that First Saturday events evolved from the annual Spring Clean Up event, in an effort to provide this generous service all year long to Leavenworth's City residents. Paid staff for Solid Waste would extend its working hours the first Saturday in either April or May, from 4-5 hours to a full 8 hour day. This should cut overtime paid out to Solid Waste approximately in half.

C.c. File

## Development Review Committee Meeting

June 7, 2012 1:30 pm

**DRC Committee Members in Attendance:** City Manager J. Scott Miller, Fire Chief Mark DeMaranville, City Inspector Hal Burdette, City Planner Berrin Nejad, Public Works Director Mike McDonald, Deputy Public Works Director Bob Patzwald, Economic Development Administrator Gary Bartek and Deputy City Clerk Cheryl Bogner.

**Others attending:** Thomas Lundberg with Easterly Schneider Associates, Inc. for O'Reilly Auto Parts and Randy Hermann for the First United Methodist Church project.

### AGENDA ITEMS:

#### 1. O'Reilly Auto Parts

Mr. Lundberg stated the following:

- New retail store on South 4<sup>th</sup> Street
- Continue operation of existing store
  - Sales support a second store
- New store will have similar arrangement/layout as existing store


Site plans were reviewed which indicated the following:

- Two entrances shown on 4<sup>th</sup> Street
  - New access shown
    - Engineers are working on the permitting process with KDOT, no word yet
    - Also Private access easement on south side
      - Closing southern entrance
      - City can support closing one and opening one
    - Optimum traffic flow in and out
    - Trash pickup at back of property
    - Deliveries made after hours

Public Works Director Mike McDonald discussed utility issues showing the storm sewer and private sewer Mr. Lundberg indicated their engineer designs all the details of the utilities.

Sanitary sewer is not adjacent to the property. The city sewer appears to be on one of the properties north of the proposed building lot. Deputy Public Works Director Bob Patzwald noted that the sanitary sewer is obviously connected now; City would want evidence there is an access agreement with either Select Products or Hardees. City doesn't have survey on it.

The storm sewer internal to the property is believed to be private; cannot build over the top of it

- 
- Water retention/Water quality considerations
  - Sidewalks (5' wide) would be required if none present now
    - Not on O'Reilly property but in public ROW
    - If ends up partially on O'Reilly property, City would need an easement
    - City preference - sidewalk placement not against curb, but if necessary - 6' wide
  - No sprinkler systems in ROW
  - Property does not appear to have been platted in the past
    - Create a "one lot" subdivision
  - DRC to review again when platted
  - Submit plans to Chief Inspector Hall Burdette
  - No issues for Fire Department

O'Reilly is committed to building; start time frame may depend on coordination of their construction crews, but they are committed to this project.

City Planner Berrin Nejad asked if there were alternatives to the "red" façade. Mr. Lundberg indicated the company would like to stay with the "red" as the public identifies it with O'Reilly. Ms. Nejad advised Mr. Lundberg for his group to start with the subdivision.

## 2. First United Methodist Church Concept Phasing Plans

Mr. Hermann stated the church wanted to provide an update on their plans and find out what questions City Hall may have regarding the plans. Additionally, Mr. Hermann requested the information and plans be held in confidence with the DRC group as they are preliminary and there are certain processes the Church needs to go through to get approvals, etc. Church members are looking for internal growth and to reach young people through ministry; thus the need for a gymnasium, classrooms, and restrooms, etc.

- Designs presented for three (3) phases of construction/additions
  - No plans for the church to build all at one time
    - Could take up to 15 years to complete phases
  - One story structure which also includes lower level
    - One story will take up more space
  - Appearance of construction phases need to be consistent with Church

Public Works noted consideration needs to be given to water retention. Church is responsible for handling. City uses Kansas City Public Works Association as standard. Guidelines (handout) are available through their office.

Parking was discussed at great length. Police Chief Pat Kitchens did not believe the church had adequately addressed parking as they are adding significant offices and a gymnasium.

- Options for parking
  - Chestnut Street which is presently a "one-way" street
    - Occasional complaints from residents on Chestnut for lack of parking
    - Public Works indicated angle parking on Chestnut is an option, but PW is not recommending it
      - Public safety a concern
      - City Manager Scott Miller said "no" to angle parking on two-way traffic
  - Parking lot on NW corner of 5<sup>th</sup> and Chestnut Sts
  - With new construction, building on SE corner of 5<sup>th</sup> and Chestnut may go away adding more parking space
  - Parishioners also park in bank lot
    - No agreement with bank for use of lot
    - Parking is orderly and do not block ATM
  - Church is in "Office/Business District" not "Central Business District"
  - A variance may be needed for parking

Economic Development Administrator Gary Bartek commented that people using the basketball facilities, etc. (new construction) would probably not contribute to as much of a need for parking as church services. Mr. Hermann noted that the church is not adding additional offices, but moving offices from the main church to the new construction, thus not adding to the need for additional parking for office workers. It was concluded that the architect should calculate parking requirements by phase; may have to build it into plan (phase 2).

If the City buys into the concept, they would develop plans for the exterior and obtain approval for their plans from the City; they would go to the Church for approvals, raise the money for construction and possibly turn dirt next spring.

City Planner Nejad indicated the church would need to come back to DRC before moving onto next phase. Ms. Nejad also noted DRC would like to see exterior drawings.

### 3. Central Business District (CBD) Uses Chart – Gary Bartek

Economic Development Administrator Bartek reviewed recommended changes (June 7<sup>th</sup> memo and tables) for the City of Leavenworth Development Regulations. The changes reflected in the tables will correct typographical errors and/or better align our permitted uses to City economic development goals within two important business zoning districts.

Use Category changes were recommended for: Jails and Prisons, Heliport, Indoor Shooting Ranges, Car Wash/Truck Wash, and Petroleum Pipeline and Pressure Control Stations. It was recommended Car Wash/Truck Wash should be Special Use Permit(s) for NBD. Additionally, Petroleum Pipeline and Pressure Control Stations should be Special Use Permit for all use categories: R1-25, R1-9, R1-6, CBD, GBD, I-1, I-2, and FP. The DRC was in agreement with Mr. Bartek's recommendations. **Note:** A copy of Mr. Bartek's June 7<sup>th</sup> memo and tables discussed are provided under the K drive:\Bulletin Board\Development Review Committee.

### UPCOMING ISSUES:

City Planner Nejad will provide recommended changes to Development Regulations at the June 14<sup>th</sup> DRC meeting.

Police Chief Pat Kitchens will provide a preliminary site plan to DRC. A few dates were discussed; July 5<sup>th</sup> and 19<sup>th</sup>. Chief Kitchens commented the plans may not be ready as early as July 5<sup>th</sup>, therefore DRC review is scheduled for July 19<sup>th</sup>.

### OLD BUSINESS:

Nothing discussed.

Meeting adjourned at 2:28 pm

## Development Review Committee Meeting

July 19, 2012 1:30 pm

**DRC Committee Members in Attendance:** City Manager Scott Miller, Assistant to the City Manager Paul Kramer, Police Chief Pat Kitchens, Assistant Fire Chief Mark Nietzke, Public Works Director Mike McDonald, Deputy Public Works Director Bob Patzwald, City Planner Berrin Nejad, Chief Inspector Hal Burdette, Economic Development Administrator Gary Bartek and Deputy City Clerk Cheryl Bogner.

Others attending: Architect Bill Johnson, June and Chris Meyer, Jeremy Greenamyre, and Mike Greenamyre.

### AGENDA ITEMS:

#### OLD BUSINESS

##### 1) **June's North** – Convention Center/Banquet Hall – 608 Pottawatomie (7<sup>th</sup> and Pottawatomie)

Site plan still needed for review by Public Works and Inspections

- Parking Lot
  - Presently 68 spaces
    - Rough calculation reveals more spaces are needed
      - One (1) parking space per 30' sq. ft. of occupied area
      - 130 spaces approximately – need an additional 62 spaces
  - Need official memo between the Meyers and the Church for use of parking lot across street
  - Show property lines
  - ADA parking
    - Calculate required spaces
    - Determine correct location of parking
  - Possible paved parking over public property line
- Close off alley entrance to parking lot on 7<sup>th</sup> St side
  - Wall approximately 12" high
    - Owner considered this due to run off of gravel/ water and parking of old vehicles in their lot
    - Don't want to create problems for people backing out of their properties
  - How many spaces will be lost if closed?
    - Four (4), possibly more
  - Closing entrance to parking lot from alley not an issue for the Fire Department
    - Need for turn-around
      - Show in site plan
  - Show fire hydrants in site plan
  - Owner indicated they would look at this later
- Water Quality and Quantity issues need to be addressed
  - Reasonable way to address
  - Show contours on site plan
  - Part of curb missing (20-30 yrs) - 7<sup>th</sup> and Pottawatomie area
    - Water run-off stripped pavement off road
  - No storm sewer on property – ½ block away
  - City must enforce new guidelines regarding water quality and quantity
  - Landscape not a problem
    - More landscaping may help water issues
  - Removing a portion of the pavement may help with water issues
- Public Safety – Fire
  - Fire alarm system is not required based on calculation of space and occupancy load
  - Fire sprinkler system is required
    - Check Chapter 34 of Building Codes
    - Chief Inspector Burdette recommended a fully compliant fire alarm system as the best avenue for protection

- Architect to calculate score for appropriate system
- Owner noted smoke detectors in the restrooms and public areas are monitored by Central System

**Site plan needs:**

- Parking lot layout
- Best practices for water management
- Property lines and setbacks
- Curbs and real stops
- 2' contours (related to water quality)
- Provide three (3) sets
  - City Planner Nejad also wants to review
- Prior to Inspections issuing building permits for inside work
  - Address fire sprinkler/fire alarm system
    - Do the calculations
    - Do the research
      - Code is about safety
- Okay to install kitchen cooking hood if it is designed for the equipment in place
- Architect to provide Inspections report on Chapter 34 from Building Code book

*This project does not need to come back to DRC*

**NEW BUSINESS:**

1) Multi-family Development, NE Corner of 3<sup>rd</sup> and Seneca – Jeremy Greenamyre

- New Construction
  - Two story building
  - Multi-family living
    - Two bedroom units – 20 units total
    - Flat roof in keeping with the appearance of other buildings
- Zoning
  - Rezone to General Business District (GBD)
  - Requires 30' of commercial space on ground level
    - Developer wants to avoid commercial space
  - Does GBD work with a Special Use Permit (SUP)
    - Comprehensive plan shows this parcel as GBD (updated in 2010)
    - Look at rezoning to Residential Multi-Family (RMF)
  - Project too small for Planned Unit Development (PUD)
  - Can't tailor the zoning to fit the use, i.e. the use needs to work with the zoning
  - Area around the proposed project is zoned multi-family, residential, GBD and one parcel has no zoning
  - Consider amending Comprehensive Plan
    - Amend first
      - Needs to go to City Commission
      - Then change zoning
        - Multi-family works
- Sidewalks
  - North side of parcel has sidewalks
  - Sidewalks (and grassy area) needed on east side
- Fencing
  - No tall fence on front side of building
  - 6' fence on back side of project
- Setbacks
  - Initial drawing showed 25' off Seneca and 3<sup>rd</sup> Street, 6' off
  - Working to more evenly distribute space

- Parking
  - 22 parking spots available
  - Hammerhead at end of parking for turning
  - Parking area does not access alley
  - Parking available on street
    - 3<sup>rd</sup> Street is a "truck" route
  - Address ADA accessible parking
  
- Market rate rent
- No hard deadlines for completing project
- First new construction in this area in almost 30 years
- Project will need to go to Leavenworth Preservation Commission for site plan stage
  - Email Ms. Salley Hatcher the plan

**UPCOMING ISSUES:**

Nothing discussed.

Meeting adjourned at 2:55 pm

## Development Review Committee Meeting

September 6, 2012 1:30 pm

**DRC Committee Members in Attendance:** City Manager J. Scott Miller, Assistant to the City Manager Paul Kramer, Deputy Police Chief Dan Nicodemus, Public Works Director Mike McDonald, Deputy Public Works Director Bob Patzwald, Chief Inspector Hal Burdett, Assistant Fire Chief Mark Nietzke, City Planner Berrin Nejad, and Deputy City Clerk Cheryl Bogner

Others attending: Mr. Ned Nelson, Director of Operations, Mr. Goodcents Subs and Pastas

### AGENDA ITEMS:

#### 1. Mr. Goodcents Drive Thru Site Plan – 4<sup>th</sup> and Limit Street

Mr. Nelson indicated Mr. Goodcents wants to add a drive thru window at the back of the building and noted the original plans for the building included a drive thru window. Cost at the time of construction, kept the restaurant from including the drive thru. The building is set up inside out for the window and this project will not have much effect on the building.

#### Items discussed:

- Enter drive thru from the north
  - Come out by Taco Bell
- Connect new driveway to existing driveway
- Water quality and quantity
  - Drainage
  - Storm drain at end of driveway
  - Consider water run off
    - Driveway elevation/pitch
    - Utilize grassy area at back of building
      - Best purification
    - Water could travel the curb line
  - Be proactive
- Vehicle stacking
  - Site plan shows eight (8)
    - Meets code
- No problems noted from the Fire and Police Departments

#### **OTHER DISCUSSION:**

City Manager Scott Miller indicated there has been some talk about town regarding the Clark Mechanical Building. Mr. Miller recommended bringing it to DRC for discussion.

No DRC next week, September 13<sup>th</sup>.

#### UPCOMING ISSUES:

Nothing discussed.

#### OLD BUSINESS:

Meeting adjourned at 1:45 pm



Members attending: City Manager Scott Miller, Assistant to the City Manager Paul Kramer, Public Works Director Mike McDonald, Deputy Public Works Director Bob Patzwald, Acting Fire Chief Mark Nietzsche, Deputy Police Chief Dan Nicodemus, Chief Inspector Hal Burdette, City Planner Berrin Nejad, Economic Development Administrator Gary Bartek and Deputy City Clerk Cheryl Bogner.

**AGENDA ITEMS:**

**1. Sisters of Charity of Leavenworth – Replacement of Ross Hall**

Also present: Mark Geisman, Facilities Manager for the University of St. Mary, Architect Mark Boltec and Brett Napier with Napier Engineering

Replacement of Ross Hall is at the *design* level. Ross Hall is a retirement home and offers a higher level of nursing care (but will not be licensed). Marillac Hall will remain in use (built approximately 10 yrs ago). During deconstruction of Ross Hall and new construction, sisters will be moved temporarily to Marillac. The project is expected to take about one and half years.

**New Ross Hall**

- Two and three story construction with partial green roof
- Reducing number of rooms from 52 to 45
- Tie new construction into Marillac Hall
  - Offer courtyard feature
- Roadway to west of Ross Hall will be extended out to accommodate new building
- Parking lot to west will be a staging area for construction
- Expand existing parking lot to north
  - Plans double number of parking stalls (adding 50-60)
    - Increase to accommodate campus population
- Evaluate utilities for possible reroute (now under Marillac)
- Stay off planned easement of Muncie Rd Improvement
- Muncie improvements were taken out of forecast
  - We have zero plans for Hughes/Muncie Road
    - No action for at least five years
  - Road narrows; consider widening as part of construction project if accessing property from Muncie
  - Avoid conflicts with neighbors
- Intent is to use access road off of Hughes Rd (by boiler plant)
  - Consider pedestrian access (school children) as cross walk dumps into driveway
- Storm water management
  - Water quality and quantity
    - Minimal impact with new construction per Architect
    - Will incorporate water quality/quantity concerns into parking lot expansion
- Plan to harvest storm water for irrigation
- Fire department has no issues with project
  - Fire hydrant presently on property
- Work with Inspections Department on code issues and permits
  - Can't pick and choose codes to be utilized – must accept codes as a "group"
  - Printed building permits informational package available on website
  - Will need permit for demolition
- Value of project – \$15 million
- 30,000 sq. ft. project

Project does not need to come back to DRC. Public Works wants to look at site plan.

## 2. 00000 S 17<sup>th</sup> Street

The property at 601 Topeka is for sale. The applicant is interested in purchasing it if the property to the east, which is 00000 S 17<sup>th</sup> Street, is buildable or has any other issues. Potential Buyer and Joe Herring, Surveyor, were present.

- Public Works has not determined yet what has been vacated
- 75' lot frontage required
- No single dwellings
  - Cannot have accessory structure by itself
- Recommend platting the two lots to make one large lot
- Public Works indicated the 17<sup>th</sup> Street property is probably not buildable
- City is not in the position to extend 17<sup>th</sup> Street
- Possible encroachment by garage on 17<sup>th</sup> Street side of property
  - Recommend the surveyor clean up the property lines

Public Works suggested going through the platting process and provide a site grading plan with existing contours and also show what the potential buyer is proposing. It was also recommended the buyer contact the utility companies (water, electricity, etc.) for questions regarding their availability.

Deputy Public Works Director Patzwald will send project surveyor Joe Herring an email addressing issue for driveway and size limitations, etc. (accessory structures cannot exceed the square footage of a house).

## 3. 501 Olive Street

Potential buyer is interested in property for an auto care shop. The buyer is proposing to operate utilizing the main floor for the auto care business. Individual has hired a structural engineer and architect to check out the building. They have received a letter stating additional testing is required. Public Works wants to review site plan, storm water plan and expressed concerns for paved parking.

- Rezoning application - From Office Business District to General Business District
  - Individual will not purchase if rezoning is denied

City Planner Nejad to advise the potential buyer that the DRC does not have any problem with rezoning because it allows for consistency in the area, however, the proposal may not be accepted by the Planning Commission or the City Commission.

## 4. 1720 Lecompton Road

Chief Inspector Burdette indicated he had received a complaint from Commissioner Preisinger on the condition of the carport, the porch and gravel driveway. Mr. Burdette is addressing the need for a permit for the porch. The gravel driveway was permissible while house was under construction, but now needs to be paved or removed.

City Manager Miller suggested giving the homeowner until spring, 2013 to remove or resurface the driveway or the issue will be addressed in Court. Mr. Miller also recommended no extensions be given on this matter.

No permit was issued for the carport which is against the main structure and does not meet zoning requirements. The structure needs to be cleaned up since several materials were used in the construction. A carport should have two sides open; if not, it is then considered a garage.

City Planner Nejad will address the driveway and carport issues. Mr. Burdette will follow up with Mr. Preisinger.

Other items discussed:

Mr. Burdette indicated Foutch Brothers are still trying to secure funding for the Stove Factory Lofts. We don't have structural plans yet.

Nothing has been received from the Marriott yet for the hotel site.

**UPCOMING ISSUES:**

Nothing.

**OLD BUSINESS:**

Nothing.

**OTHER ISSUES:**

Meeting adjourned: 2:37 pm

Copy to Robert Sanders

Agreement of Clean-up Guidelines  
Along Creek Bed on City Property

Original at the  
Service Center  
on file

I, Robert L SANDERS JR, agree to abide by the following rules established by the City of Leavenworth pertaining to cleaning of the creek beds located on City property, north of property owned by Lake's Auto Salvage on Marion Street:

- There will be no digging below ground level for any reason.
- There will be no vehicle allowed off road on City property.
- All debris, if submerged below ground level, will be cut at ground level before removing.
- No electrical equipment will be allowed that is supplied by a generator as a tool for removal.
- Signature is required as confirmation of this written agreement, along with any listed personal information.
- Metals are the only items to be removed from this area.
- The official timeline is thirty days from the date that this agreement is signed.

Print the following:

Name: Robert L SANDERS JR

Address: 4101 54th St Trafficway Bld 160 - F 251

Home Phone: 689-2000-Ex 56696

Cell Phone Number: 316 655 9152

Social Security Number: 519-76-3083

Date of Birth: 5-28-60

**This area was a landfill and there are various types of potential hazards that could be exposed if the ground is interrupted. You will be held directly accountable if any and all safety measures are not followed. You will not be allowed to exceed your timeline for removal of "metals only" for any reasons.**

Signature/Date *John H. Smith Jr* *2/2/12*

City Staff Witness Signature /Date *Curtis Mark, Sr* *02.02.12*

2<sup>nd</sup> City Staff Witness Signature/Date *Bobby Beaver* *2-2-12*

Termination Date of Agreement: *03.03.12*