



City of Leavenworth
100 N. 5th Street
Leavenworth, Kansas 66048

CITY COMMISSION STUDY SESSION
COMMISSION CHAMBERS
TUESDAY, JANUARY 21, 2020 7:00 P.M.

Welcome - Please turn off or silence all cell phones during the Study Session.

Meetings are televised everyday on Channel 2 at 7 p.m. and midnight and available for viewing on YouTube

Study Session:

1. Stubby Park Sign Usage Policy (pg. 2)
2. Review Black & Veatch Study of Flooding Issues Randolph Street (pg. 4)
3. Review Adoption of 2018 International Fire Code (pg. 5)

Policy Report
Stubby Park sign usage policy
January 21, 2020

Prepared by:



Paul Kramer
City Manager

Issue:

With the completion of the electronic messaging board sign at Stubby Park, staff will review a draft of the usage policy for the sign with the City Commission. Some of the framework for the draft usage policy is taken from the original Channel 2 guidelines of use.

The usage policy will not be adopted by vote of the City Commission, but will instead function as an administrative policy that will be modified as needed. The purpose of this item is to get general feedback in forming the final policy.

**CITY OF LEAVENWORTH – STUBBY PARK LED MONUMENT SIGN
GUIDELINES FOR UTILIZATION**

I. Introduction

The City of Leavenworth City Commission approved the installation a 4' X 8' LED 2-sided message board on 4th Street in Stubby Park. The sign is designed to highlight, market and inform the general public about general information, emergencies and community events. A committee was formed to oversee the bid process and vendor interview/selection process. This committee consisted of the Assistant City Manager, Convention & Visitor Bureau Manager, Community Development Director, Parks and Recreation Director, and Parks & Community Activities Advisory Board President.

II. Purpose

The purpose of the Stubby Park monument sign is to inform the public by conveying information about events, organizations and news relevant to the citizens of Leavenworth.

III. Policy Guidelines. Publishing shall be limited to:

- A) City sponsored events such as parades, conferences, festivals, or ceremonies.
- B) Various announcements and notices of services/programs administered by the City of Leavenworth.
- C) Emergency information or declarations as required by Leavenworth Police Department, Leavenworth Fire Department, and the City Manager's Office.
- D) Other governmental agencies, non-profits or City sponsored organizations to promote open, public events deemed by the City to serve a general community purpose. The sign will not advertise nor promote business-related information or information related to events that are private in nature. Determination of eligibility and content will be at the sole discretion of the Parks and Recreation Director, and ultimately the City Manager. Determination will be based primarily on the extent the information is directly or substantially related to the interests of the residents of the City of Leavenworth. Entities eligible for submitting information, by application, include, but are not limited to: the Leavenworth Public Library, the Leavenworth Historic Society, the Leavenworth Farmers Market, Main Street, the Leavenworth Lansing Chamber of Commerce, the Leavenworth and Lansing Boards of Education, the Leavenworth County Port Authority, the Leavenworth County Development Corp., the Leavenworth County Board of County Commissioners and the State of Kansas.

IV. Requests for Sign Publishing

- A) All requests for publishing shall be submitted to the Parks and Recreation Director or designated representative for review and approval. Except in the case of emergency notifications, all requests must be received a minimum of seven days prior to the requested publish date. Disputes/questions regarding publishing eligibility shall be referred to the City Manager, or designee, for final approval.
- B) All publishing shall be conducted by City of Leavenworth Parks and Recreation trained staff.
- C) All publishing shall be concise as determined by publishing staff members.
- D) Messages must include all pertinent information such as time, date and location.

**POLICY REPORT PWD NO. 20-03
REVIEW STUDY OF FLOODING ISSUES IN 1000 BLOCK OF RANDOLPH STREET**

Project 2019 - 901

January 21, 2020

Prepared by:



Michael G. McDonald, P.E.
Director of Public Works

Reviewed by:



Paul Kramer,
City Manager

ISSUE:

Review the report regarding flooding issues in 1000 block of Randolph.

BACKGROUND:

The 1000 block of Randolph has had a history of flooding along the creeks and particularly churches that have been located at 1017 Randolph Street for at least 30 years. Studies of problems in this area date back to at least 2000.

The basic stormwater system in this area is a stone arch that runs west from 10th Avenue. Various other structures tie into this, some open channel creeks/streams, corrugated metal pipe and various street crossings. The City was approached by Rock of Ages Church at 1017 Randolph Street to find some way to address the flooding of their buildings. Staff ultimately hired Black & Veatch in early 2019 to update the study they had performed in 2000 by including actual rainfall patterns and using improved software to identify possible alternatives to address the flooding issue.

That study was concluded in November 2019 and has been reviewed by City staff. A copy of the study has been provided to Rock of Ages Church and can also be found at a link at the page below:

<https://www.leavenworthks.org/publicworks/page/construction-projects>

The study evaluated the relationship a variety of interrelated factors:

- How capacity of the stone arch is impacting by previous repairs to the stone arch
- Capacity of the existing CMP (Corrugated Metal Pipe) installed by private property owners (Church)
- Possible detention basin west of Grand Avenue
- Possible rerouting of flow from north of Randolph east under 10th Avenue
- Comparison of actual rainfall information with rainfall provided by the study software

The study provides some interesting insight. The basic stormwater system (if fully restored with appropriate sized CMP) appears to be designed for a "5-Year Storm" of about 350cfs (Cubic Feet per Second) before overtopping. The system as it is currently configured will overtop at about 170cfs which is slightly less than a "2-Year Storm".

Several options were identified as being able to increase the overall system capacity, and these options are not entirely independent of each other. It is important to note that completion of ALL of these projects will not create system capacity to exceed a "10-year Storm".

- Replace undersized repair in existing stone arch
- Replace with correct size or remove existing CMP in the parking lot area
- Relocate flows from the north
- Construct detention basin

Staff has added these alternatives to the listings of identified potential stormwater projects. It is anticipated that a study session review of existing potential projects and selection of priority projects will occur in early 2020.

**POLICY REPORT NO. 20-002
CONSIDER ADOPTION OF THE 2018
INTERNATIONAL FIRE CODES**

January 21, 2020

Prepared by:



Gary Birch
Fire Chief

Reviewed by:



Paul Kramer
City Manager

ISSUE:

Consider adopting the 2018 International Fire Code from the current 2006 International Fire Code through the City Code of Ordinances.

RECOMMENDATION:

Staff is proposing that section 105.6.32 "Open Burning" regulation be amended from our current practice.

BACKGROUND:

Code allows permitted open burning and non-permitted burning in approved containers. The fire department's definition of "approved containers" is currently defined internally as (screen covered barrels, and outdoor fireplaces) without a permit. Permits are required for the burning of tree branches and brush piles with wind and distance stipulations.

Recommending: No burning in the city limits of Leavenworth:

Exceptions:

- Open pit air destructors – permit required
- Ceremonial Bonfires – permit required
- Prescribed Burns – permit required
- Recreational / Camp fires (3'x3'x2') 25' from structure or combustible material
- Portable outdoor fireplaces 15' from structure or combustible material

After reviewing the issue at two study sessions and performing some research on area departments and entities, staff believes a compromise to the above regulations could be to include a twice per year authorized burning exception for permitted and inspected brush and tree debris. This system is in use in Kansas City, Kansas and allows property owners to burn tree debris during two 30 day periods—most likely April in the spring and a time period of September 15 to October 15 in the fall—to accommodate needs. Staff is still recommending the elimination of any other type of burning not included in the above mentioned exceptions, including burn barrels, in the City of Leavenworth. The two burn periods, along with curb side pickup and the City's brush site provide more than adequate ways to deal with brush and tree debris within City limits.

COMMISSION ACTION:

Reach a consensus on moving forward with the process of adopting the 2018 International Fire Codes along with the changes as discussed.