



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

City Commission Regular Meeting
Commission Chambers
Tuesday, March 24, 2020 7:00 p.m.

Due to the restriction of social distancing and prohibition of gathering of 10 or more people to mitigate the spread of COVID-19, the City Commission meeting is not be open to the public. In accordance with Kansas Open Meetings Act (KOMA), the meeting can be viewed live on Channel 2 and via Facebook Live. Citizens were offered the opportunity to submit questions for the City Commission to be read during public comment unless they are related to an agenda item. Questions on agenda items will be read during discussion on that topic. Questions were to be submitted to cwilliamson@firstcity.org no later than 6:00 pm on March 24th.

CALL TO ORDER - The Governing Body met for a regular meeting and the following commission members were present in the commission chambers: Mayor Myron J. (Mike) Griswold and Commissioner Camalla Leonhard. The following commission members attended via phone: Mayor Pro-Tem Nancy Bauder, Commissioners Mark Preisinger and Jermaine Wilson.

Others present in the commission chambers: City Manager Paul Kramer, Police Chief Pat Kitchens, and City Clerk Carla Williamson. Staff members participating via phone: Assistant City Manager Taylour Tedder, Public Works Director Mike McDonald, Public Information Officer Melissa Bower and City Attorney David Waters.

Mayor Griswold called the meeting to order and opened the meeting with the pledge of allegiance followed by silent meditation.

PROCLAMATIONS:

The following proclamations were read by the Mayor.

Vietnam Veteran Day March 29, 2020
Military/America Saves Month
"Start by Believing" Sexual Assault Awareness Month
Association of Government Accountant Month

OLD BUSINESS:

Consideration of Previous Meeting Minutes:

Commissioner Leonhard moved to approve the minutes from the March 10, 2020 regular meeting. Commissioner Preisinger seconded the motion and the motion was unanimously approved. The Mayor declared the motion carried 5-0.

COVID-19 Update:

City Manager Paul Kramer:

- Leavenworth County held a special meeting today at 9:00 a.m. regarding the COVID-19 Health Crisis; There is a lot of information and encourages everyone to watch that meeting on the Leavenworth County website.
- City trash pickup still in place
- Large item pickup still in place
- Trash bag delivery scheduled for March 28 is postponed to May 30 – bags are delivered by the Lions Club
- No trash bag sales at this time due to city hall closed to the public
- Brush dump and recycling center closed
- Riverfront Community Center closed and all activities cancelled through April 23 as ordered by the County Health Department
- Municipal Court on March 26, April 2, 9, 16, 23 and 30 have been cancelled. Anyone with court dates during this time should contact Municipal Court.
- Parks playground equipment is off limits per Leavenworth County Health Department order
- Parks are still open but all must observe social distancing
- Basketball courts open for individuals to use but courts will be monitored closely; no games and if games or groups congregate they will be asked to leave
- Tennis courts open but if groups congregate they will be closed
- Dog Park is closed - concerned about social clustering
- Easter Egg Hunt scheduled for April 4 postponed; no new date set at this time
- Spring Cleanup schedule for April 18 postponed no new date at this time
- Dog Tags renewal has been further extended to May 30
- Senior Rebate renewal requirement waived and automatically renewed for 2020 if already participating
- Library closed - check out e-books and watch the library website for additional information
- Follow City Facebook page and City Website for updated information on COVID-19
- The City is concerned about the City budget and taking actions now

Chief Kitchens Update:

- Leavenworth County Public Health Order took effect 12:01 AM on 3/24/2020
- All Law Enforcement within the county and cities are tasked with enforcing that order
- All Law Enforcement entities in the County met to discuss the expectation
- Some businesses have been ordered to be closed by the order
- On Tuesday March 24th the Leavenworth Police Department conducted an assessment of businesses open and those closed to see if they were in compliance, made note
- On Wednesday March 25th will send officers for a compliance check
- The process will be to discuss and educate businesses about the order with an opportunity to contact the Health Department for a clarification
- Enforcement mode will go into effect the morning of Thursday March 26th
- Will issue citations as needed
- Car tags and Driver's license:
 - Governor Kelly issued an executive order extending renewals of car tags and licenses. The order was distributed to Law Enforcement.
- Travel restrictions:

- To clarify rumors; the police department is not stopping cars or people to check to see if they are in compliance. There are no papers that persons need to verify that they are essential and traveling to work.

Commissioner and Mayor Comments:

The Commissioners thanked the City Manager and Police Chief for the update and for all their efforts

Mayor Griswold:

Read a brief statement regarding city efforts, the County Health Department, and business in the City. Thoughts go out to all health care professionals. Stay at home for them so they can stay at work for us. Next Mayor Facebook Town Hall on Friday March 27, 2020 at 10:00 am.

NEW BUSINESS:

Public Comment: *emails received by the public for public comment on non-agenda items will be read at this time.*----None were received.

General Items:

Revised Port Authority Agreement and Board Appointment – City Manager Paul Kramer reviewed the Leavenworth County Port Authority Agreement previously reviewed at the March 19, 2020 City Commission meeting. At that time, the commission recommended revisions and sent the agreement back to the Leavenworth County Board of County Commissioners to consider the changes. The revised agreement is now presented for consideration and approval.

Commissioner Leonhard moved to approve the Leavenworth County Port Authority agreement with Leavenworth County as presented. Commissioner Bauder seconded the motion and the motion was unanimously approved. The Mayor declared the motion carried 5-0.

The agreement allows the City of Leavenworth to appoint two of the seven board members to the board. Staff recommends the City appoint Rick Schneider to a term expiring March 25, 2023 and Greg Kaaz to a term expiring March 25, 2024.

Commissioner Leonhard moved to approve the appointment of Rick Schneider to a term expiring March 25, 2023 and Greg Kaaz to a term expiring March 25, 2024 to the Leavenworth County Port Authority board. Commissioner Preisinger seconded the motion and the motion was unanimously approved. The Mayor declared the motion carried 5-0.

Increase Dangerous Structure Administrative Fees – City Clerk Carla Williamson presented for consideration a request to increase the administrative fee for demolitions from \$100.00 to \$1,000.00. The current administrative fee charged by the City for facilitating a demolition is \$100.00. This fee does not come close to covering staff time involved in the demolition process. The process to demolish a property involves approximately 10 separate staff members spread over a minimum of 6 months for each structure. This includes various surveys, notices to utility companies, billings and if the owner does not pay the costs, staff goes through the process of assessment to the property taxes, which includes publications and filings. Property owners have told staff that they prefer to let the city do the demolition of their property because

they think that the city gets a better rate. The increase of the administrative fee will act as an additional incentive for property owners to either fix up a property or demolish on their own.

Commissioner Leonhard moved to approve the increase of the administrative fee for demolitions to \$1,000.00. Commissioner Preisinger seconded the motion and the motion was unanimously approved. The Mayor declared the motion carried 5-0.

Public Hearing for Fire Damaged Structure 1109 Spruce Street Postponed – City Manager Paul Kramer announced that the public hearing set for tonight by Resolution B-2241 will be postponed to April 14, 2020. Staff has been in contact with the owner and monitoring the property and repairs are being done on the structure.

Commissioner Leonhard moved to postpone the public hearing on the fire-damaged structure at 1109 Spruce Street as unsafe or dangerous until April 14, 2020. Commissioner Preisinger seconded the motion and the motion was unanimously approved. The Mayor declared the motion carried 5-0.

Cool Hand Like Gravel Grinder Event – City Clerk Carla Williamson announced that after the agenda packet was completed the event coordinator informed the City that they would be postponing this event due to the COVID-19 outbreak in addition to the County Health Department stay at home order. Staff asked the Commission to remove this item from the agenda.

Commissioner Leonhard moved to remove the item from the agenda. Commissioner Preisinger seconded the motion and the motion was unanimously approved. The Mayor declared the motion carried 5-0.

Bids, Contracts and Agreements:

Bids for Police Vehicles – Police Chief Patrick Kitchens presented for consideration the rejections of bids submitted for police vehicles and approve the acquisition of police vehicles from Shawnee Mission Ford using the state contract in the amount of \$182,054.00 for four Ford SUV's. None of the bids received from the in house bid process were acceptable due to failure to include required documents or failure to meet the bid specifications.

Commissioner Leonhard moved to reject the bids submitted for police cars and authorize staff to proceed with the acquisition of four Ford SUV's from Shawnee Mission Ford in the amount of \$182,054.00. Commissioner Preisinger seconded the motion and the motion was unanimously approved. The Mayor declared the motion carried 5-0.

Consider Bid for 9th and Ottawa Street Stormwater Emergency Repairs – City Manager Paul Kramer presented the request for approval of a contract with Rodriguez Mechanical in the amount of \$82,450.00 for the 9th and Ottawa Street stormwater emergency repairs. During the week of March 16, 2020 staff inspected the site and found that a sinkhole they had been monitoring since late 2018 had grown in size and is jeopardizing the roadway and sewer lines. Staff sent out an emergency request for bids to contractors. Staff recommends approval of the low bid from Rodriguez Mechanical in the amount of \$82,450.00.

Commissioner Leonhard moved to approve the low bid from Rodriguez Mechanical in the amount of \$82,450.00 for the 9th and Ottawa Street stormwater emergency repairs. Commissioner Bauder seconded the motion and the motion was unanimously approved. The Mayor declared the motion carried 5-0.

Consider Purchase Agreement for Property at 713 S 3rd Street - City Manager Paul Kramer presented for approval a contract to purchase the property at 713 S 3rd Street for \$53,500.00. The property is needed to complete the 2nd & Chestnut Stormwater Repair Project.

Commissioner Leonhard moved to approve the acquisition of that certain real property commonly known as 713 S 3rd Street for a price not to exceed \$53,500.00 (exclusive of title costs or closing fees) from Steven L. Stich a/k/a Stephen L. Stich, and directing the Mayor or City Manager to execute any documents that may be necessary for closing, including but not limited to an assignment/assumption of real estate contract with Shadow Partners, LLC. Commissioner Preisinger seconded the motion and the motion was unanimously approved. The Mayor declared the motion carried 5-0.

CONSENT AGENDA:

Commissioner Leonhard moved to approve claims for March 7, 2020 through March 20, 2020 in the amount of \$670,844.11; Net amount for Payroll #6 effective March 13, 2020, in the amount of \$324,322.30; (No Police & Fire Pension). Commissioner Preisinger seconded the motion and the motion was unanimously approved. The Mayor declared the motion carried 5-0.

Other Items from City Manager Kramer:

- March 31st - 5th Tuesday no meeting
- Study Session on April 7 cancelled and those items will be rescheduled
- Goal Setting scheduled for April 8 will be moved to another date undetermined at this time

Adjournment:

Commissioner Leonhard moved to adjourn the meeting. Commissioner Bauder seconded the motion and the motion was unanimously approved. Commissioner Wilson had left the call and did not vote. 4-0

Time Meeting Adjourned 8:21 p.m.

Minutes taken by City Clerk Carla K. Williamson, CMC