



**City of Leavenworth**  
**100 N. 5<sup>th</sup> Street**  
**Leavenworth, Kansas 66048**

**CITY COMMISSION STUDY SESSION**  
**COMMISSION CHAMBERS**  
**TUESDAY, JANUARY 19, 2021 7:00 P.M.**

**Welcome to your City Commission Study Session – Please turn off or silence all cell phones during the meeting**  
*Meetings are televised everyday on Channel 2 at 7 p.m. and midnight and available for viewing on YouTube and Facebook Live*  
**In accordance with Kansas Open Meetings Act (KOMA), the meeting can be viewed on Channel 2 and via Facebook Live. The public is encouraged to view the meeting using one of those options. The Leavenworth City Commission meeting is open to the public with limited seating capacity. To mitigate the spread of COVID-19 face coverings and social distancing is REQUIRED to attend the meeting. To attend the meeting in person, email [cwilliamson@firstcity.org](mailto:cwilliamson@firstcity.org) no later than 4:00 pm on the day of the meeting to reserve a seat. Seats are available on a first come first serve basis. If you are not attending the meeting but would like to submit questions on an agenda item to be read during discussion on that topic, email your comments or questions to [cwilliamson@firstcity.org](mailto:cwilliamson@firstcity.org) no later than 6:00 pm on the day of the meeting.**

**Study Session:**

1. Review Small Cell Facilities Fees and Agreements (pg. 2)
2. Review Demolition Process (pg. 7)
3. Discuss Saint Patrick’s Day Parade (pg. 14)

**STUDY SESSION POLICY REPORT  
SMALL CELL WIRELESS PROVIDERS FEES AND AGREEMENTS**

  
Carla K. Williamson, CMC City Clerk

JANUARY 19, 2021

  
Paul Kramer, City Manager

City Staff and David Waters, City Attorney, have been discussing the issue of Small Cell Wireless providers and requests from those providers. Below is the information provided by Mr. Waters in a memorandum on the topic.

**ISSUE:**

The City of Leavenworth (the "City") has recently received interest from wireless services providers (such as AT&T) and wireless infrastructure providers (companies that build out networks and then lease the facilities to the wireless service providers themselves) to install wireless and "small-cell" facilities within the City and on City-owned light poles. These small-cell antennae are low-powered cellular radio antennae used to enhance or boost wireless services, without the need for installing larger towers or antennae. These providers are beginning to make applications throughout the Kansas City metropolitan area.

**BACKGROUND:**

**Kansas Wireless Siting Act.**

In the summer of 2016, Governor Sam Brownback signed into law Senate Substitute for House Bill 2131, which contains what is now known as the Kansas New Wireless Deployment Act (the "Kansas Wireless Siting Act"). The Kansas Wireless Siting Act is now codified in K.S.A. 66-2019. As stated in the Kansas Wireless Siting Act, the Legislature determined that "wireless facilities are critical to ensuring that all citizens in the state have true access to broadband," that these facilities "have a significant economic benefit," and that "the permitting, construction, modification, maintenance and operation of these facilities ... are declared to be matters of statewide concern and interest" (rather than merely matters of local concern). K.S.A. 66-2019(a).

The Kansas Wireless Siting Act provides both "wireless service providers" and "wireless infrastructure providers" with expanded rights to use the City's public rights-of-way for the installation of their facilities. Indeed, a wireless services provider or wireless infrastructure provider "shall have the right to construct, maintain and operate wireless support structures, utility poles, small cell wireless facilities or distributed antenna systems along, across, upon, under or above the public right-of-way."

The City does retain certain regulatory powers. For example, the Kansas Wireless Siting Act provides that: the right to use and occupy the public right-of-way "shall always be subject and subordinate to the reasonable public health, safety and welfare requirements and regulations of the authority"; the City may also "exercise its home rule powers in its administration and regulation related to the management of the public right-of-way provided that any such exercise

must be competitively neutral and may not be unreasonable or discriminatory"; the City "shall have the right to prohibit the use or occupation of a specific portion of public right-of-way by a provider due to a reasonable public interest necessitated by public health, safety and welfare so long as such interest is exercised in a competitively neutral manner and is not unreasonable or discriminatory"; and a wireless services provider or wireless infrastructure provider "shall comply with all laws and rules and regulations governing the use of public right-of-way."

In 2017, the City adopted amendments (Supplemental Standards) for "commercial communication towers and antennas" in Article 10 of the City's Development Regulations to accommodate these legislative changes.

#### **New Limitations on Fees—FCC Order.**

In 2018, the FCC also issued a new order (Accelerating Wireline Broadband Deployment by Removing Barriers to Infrastructure Investment; Declaratory Ruling and Third Report and Order) (the "2018 FCC Order") which restricts municipalities as to the fees they may charge to wireless providers. Fees are now limited to a "reasonable approximation" of the City's costs for processing applications and for managing deployments in the public right-of-way", and fees must be non-discriminatory. Fees include "event" or "one-time" fees (such as application fees), fees or "rent" for access to the public right-of-way, and fees or rent for location on City-owned facilities, such as street lights. Fees that do not meet these standards may be deemed of having "the effect of prohibiting wireless telecommunications services" in violation of federal law if they materially inhibit the provision of such services.

The FCC did establish certain "safe harbors" within which the FCC will presume that fees being charged are not prohibited:

- \$500 for a single, up-front application that includes up to five (5) small wireless facilities, with an additional \$100 for each small wireless facility beyond five; and
- \$270 per small wireless facility per year for all recurring fees, "including any possible ROW access fee or fee for attachment to municipally-owned structures in the ROW".

As of this date, the 2018 FCC Order is being challenged, but no stay or injunction against its effectiveness or application has been granted. Therefore, this memorandum assumes that the 2018 FCC Order stands as binding law.

#### **Additional Franchise Limitations: Kansas Senate Bill No. 68 (2019) (Amending K.S.A. 12-2001).**

In an additional effort to limit municipal fees, in 2019 the wireless industry pushed the Kansas Legislature to pass legislation that prohibits cities from requiring franchise agreements or requiring franchise fees from wireless services providers. Kansas Senate Bill No. 68 (2019) amended K.S.A. 12-2001 by adding the following:

[Except as otherwise provided in the statute, a city] [s]hall not require a wireless services provider or a wireless infrastructure provider to enter into a franchise,



franchise agreement, franchise ordinance, contract franchise or contract franchise ordinance for the provision of wireless services ...

K.S.A. 12-2001(t)(1)(A). However, a city may still:

govern the use of the public right-of-way by a wireless services provider or a wireless infrastructure provider by requiring a small cell facility deployment agreement or a master license agreement, through permitting requirements or municipal ordinances or codes, or any combination thereof, in a manner consistent with federal and state law;

K.S.A. 12-2001(t)(1)(B). The term "small cell facility deployment agreement" is defined as follows:

[A]n agreement between a wireless services provider or wireless infrastructure provider and an authority for the deployment of small cell facilities on or adjacent to existing, modified, replacement or new utility poles within the public right-of-way pursuant to K.S.A. 66-2019 [the Kansas Wireless Siting Act], and amendments thereto, and federal law. A "small cell facility deployment agreement" is not a franchise, franchise agreement, franchise ordinance, contract franchise or contract franchise ordinance.

**DISCUSSION: General Consensus on Eligible Fees and form of Deployment Agreement.**

The City has been approached by AT&T for a new small cell facility deployment agreement.

As to fees, the City is now prohibited from charging wireless service providers and wireless infrastructure providers a "franchise fee", including any based on gross receipts. The new law instead allows the City to only assess wireless service providers and wireless infrastructure providers with a "fixed right-of-way access fee" for each small cell facility that requires use of the city's public right-of-way, "but such fee shall not be based on such provider's gross receipts derived from services provided within the city's corporate limits." K.S.A. 12-2001(t)(1)(C).

Therefore, the City will need to develop and consider a new fixed fee to charge to wireless service providers and wireless infrastructure providers. And, any such fees should also comply with the parameters established by the above-described 2018 FCC Order.

For the past year, David Waters, City Attorney, has been working with several other city attorneys to develop a consensus among cities and one provider (AT&T) on an appropriate form of deployment agreement. Attached with this memorandum is that form.

Prior to considering any applications for small cell deployments, the recommendation of Mr. Waters is that the City review its fee schedule and make appropriate revisions to add appropriate fees. The same city attorney group mentioned above has been developing a consistent fee schedule for metropolitan-area cities fees, and these have been adopted by cities such as Overland Park, Prairie Village, Westwood, and others.

<u>Fee Category</u>	<u>Type of Fee</u>	<u>Fee Amount</u>
<b>ROW Access for small cell facility on an existing structure (i.e., existing utility pole)</b>	Annual ROW Access Fee	\$25.00/site <i>(Any per site franchise fee payment made pursuant to a wireless franchise shall satisfy payment of this fee)</i>
	<u>Non-Recurring Fees</u>	
	<ul style="list-style-type: none"> <li>ROW Permit Application Fee</li> </ul>	An amount equal to the fee for a ROW Permit as set by separate City resolution/adopted fee schedule <i>(To reimburse the City for costs incurred for review of the permit application and site design approval)</i>
<b>ROW Access for Small Cell Facility on a New Pole/Monopole</b>	Annual ROW Access and New Monopole Fee	\$565.00/site* <i>(Includes \$25.00 Annual ROW Access Fee and \$540.00 license fee for new monopole in ROW)</i>
	<u>Non-Recurring Fees</u>	
	<ul style="list-style-type: none"> <li>ROW Permit Application Fee</li> </ul>	An amount equal to the fee for a ROW Permit as set by separate City resolution/adopted fee schedule <i>(To reimburse the City for costs incurred for review of the permit application and site design approval)</i>
	<ul style="list-style-type: none"> <li>Small Cell Application Fee/Supplement Application Fee <i>Per K.S.A. 66-2019</i></li> </ul>	\$500.00 <i>(single, up-front application for up to 5 small wireless facilities)</i> \$100.00 <i>(for each small wireless facility beyond five in a single application)</i>
<b>Attachment of Small Cell Facility to Existing or Replacement City Streetlight or Utility Pole</b>	Annual ROW Access and Streetlight Attachment Fee <i>(Does not include use of City electricity - provider must obtain its own electricity)</i>	\$565.00/site* <i>(Includes \$25.00 Annual ROW Access Fee and \$540.00 Streetlight Attachment Fee)</i>

	<u>Non-Recurring Fees</u>	
	<ul style="list-style-type: none"> <li>● ROW Permit Application Fee</li> </ul>	An amount equal to the fee for a ROW Permit as set by separate City resolution/adopted fee schedule <i>(To reimburse the City for costs incurred for review of the permit application and site design approval)</i>
	<ul style="list-style-type: none"> <li>● Small Cell Application Fee/Supplement Application Fee <i>Per K.S.A. 66-2019</i></li> </ul>	<p>\$500.00 <i>(single, up-front application for up to 5 small wireless facilities)</i></p> <p>\$100.00 <i>(for each small wireless facility beyond five in a single application)</i></p>
	<ul style="list-style-type: none"> <li>● Make-Ready Work Costs</li> </ul>	The amount of the costs of all actual work done or contracted for by the City for any make-ready or other work done to accommodate permittee's small cell facility <i>(Includes reasonable material, labor, engineering and administrative and overhead costs)</i>
	<ul style="list-style-type: none"> <li>● Inspection Fee</li> </ul>	The amount of the costs of all actual work done or contracted for by the City for any necessary inspections <i>(Includes reasonable material, labor, engineering and administrative and overhead costs)</i>
	<ul style="list-style-type: none"> <li>● Unauthorized Attachment Penalty Fee</li> </ul>	Three times (3x) Annual ROW Access and Streetlight Attachment Fee per occurrence
	<ul style="list-style-type: none"> <li>● Failure to Timely Transfer, Abandon or Remove Facilities Penalty</li> </ul>	<ul style="list-style-type: none"> <li>● 1/5 Annual ROW Access and Streetlight Attachment Fee amount per day, per site during the first 30 days</li> <li>● The Annual ROW Access and Streetlight Attachment Fee amount per day, per site during second 30 days and thereafter</li> </ul>

**ACTION:**

Discuss and provide guidance to Staff on Fees that would come back to the Commission for formal approval prior to any agreements being considered.



**POLICY REPORT**  
**Review of Demolition Process**

**JANUARY 19, 2021**



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



**Reviewed By:**  
Paul Kramer  
City Manager

**DISCUSSION:**

At the direction of the Commission, staff is bringing forth a review of the current procedures for the demolition of dangerous and blighted structures. In general, the process is as follows:

- Code Enforcement staff identifies potential structures for demolition that meet the criteria as defined by State statute. Only vacant properties are considered for demolition.
- Code Enforcement staff identifies all issues which must be corrected in order for the property to no longer meet demolition criteria.
- Property owner is contacted and made aware of the potential for demolition, and given the opportunity to work with staff to bring the property into compliance with City property maintenance codes.
- City Commission reviews list of potential demolition properties at a Study Session, directs staff to proceed with properties deemed eligible.
- Title work is obtained for each property, public hearing is scheduled, legal notice is mailed and published.
- City Commission holds public hearing to discuss status of each property with respective owners. At this time, properties may be approved for demolition, removed from demolition list, or given an extension to complete repairs.
- After properties are approved for demolition, staff works to complete all steps required prior to demolition, minimum 6 week process.

A copy of the full Standard Operating Procedures is attached to this report. The current SOP has been designed to allow flexibility for staff and Commission to work with property owners to abate property maintenance issues and bring properties back to functional use.

Properties identified for potential demolition are in disrepair and may not only pose a danger to nearby residents, but cause a blighting effect on nearby properties and neighborhoods in general. As vacant properties, they are oftentimes harbors for illegal activity, posing further risk to the neighborhood.

Many municipalities in Kansas undertake forced demolitions of dangerous and blighted properties and have ordinances and procedures largely similar to those used in Leavenworth. The Unified Government has an extensive demolition program, an excerpt of their SOP related to the Demolition Hearing is included in this packet for comparison.

## DEMOLITIONS Involuntary (Forced)

### Planning:

1. Code Enforcement identifies properties which have a blighting influence on the area and completes demo packet, including pictures from all sides of structure, for each property. Code enforcement verifies length of property vacancy via water utilities. All properties identified shall have minimum 1 property maintenance violation in last year which has gone to court and the judge has authorized the city to remediate the issue(s). (2-3 weeks)
2. Chief Building Inspector reviews properties for building code violations and sends report to City Planner. (1 week)
3. City Planner reviews list of properties with City Manager. (1 day)
4. Code Enforcement Clerk starts new "City Initiated Demo" activity in MUNIS for each property.
5. City Planner coordinates with City Clerk to schedule item for City Commission study session for review of properties. (allow for 1 month to be placed on agenda)
6. Code Enforcement Officer develops Remediation Agreement for each property. Notice is mailed to each property owner stating that property has been identified as blighted and is eligible for demolition. If the property owner indicates intent to repair the structure and bring it into code compliance, Remediation Agreement is reviewed and presented for signature. Remediation agreement must be signed within 30 days of date on mailed notice. Deadline for repairs to be made shall be the Friday preceding the scheduled public hearing (approx. 75 days after study session review). Should all items listed on Remediation Agreement be completed prior to the deadline, staff shall recommend removal of property from Demolition List at public hearing.
7. City Commission reviews list of properties at study session, with potential removal of properties from list as recommended by City Planner.
8. Admin Asst. orders title work for structures that will go through public hearing process. Title work bills are processed through the CD Coordinator. Information entered on master demo sheet (R: Community\_Dev\CDBG\Demos\2017-18\2017-01 Demo Master Sheet Assessments). (2-3 weeks)
9. City Planner coordinates with City Clerk to schedule item for regular City Commission meeting to adopt resolution setting the public hearing. (allow for 1 month from study session)
10. City Commission adopts resolution setting a public hearing; public hearing to be 45 days after adoption of resolution.
11. City Clerk publishes Notice of Public Hearing Resolution. Shall be published once each week for two consecutive weeks on the same day of each week. At least 30 days shall elapse between the last publication and the date set for the hearing.



12. Admin Asst. sends copy of resolution to each property owner, agent, lienholder, and occupant at their last known address notice of possible demolition. To be mailed certified. Envelopes must be stamped "Deliver to Addressee Only". (1 week)
13. Code Enforcement Officer posts copy of resolution on property along with "NOTICE OF UNSAFE OR DANGEROUS STRUCTURE" notice. Notification shall take place 1 week after city commission meeting and be completed within 3 days (1 week).
14. City Commission holds Public Hearing. If a forced demolition is pursued and taken to the City Commission, the Commissioners will be presented photographs of the property. They will review if there is a compelling reason for delaying the process: a. if the process has not been followed appropriately; b. if funding has been secured and verified after the deadline for repairs and an extension is needed; c. if change of ownership changes the time to rehabilitate the project. If no compelling rationale is presented, the Commission will vote to proceed with the demolition. If the Commission finds that a compelling rationale for extension has been presented, an extension of 45 days will be granted.
15. Any extensions or removals are to be communicated to Code Enforcement Clerk, Admin Asst. and CD Coordinator via email. (45 days)
16. Repeat steps #11-13 for properties granted an extension at Public Hearing. Any extensions or removals are to be communicated to Code Enforcement Clerk, Admin Asst. and CD Coordinator via email.
17. Red demolition folders will remain with Planning Admin Asst. throughout the process. Planning will retain the files in perpetuity. Properties removed from demolition list are converted to purple folder and filed.
18. Code Enforcement Clerk fills out the demo permit application, arranges utility disconnects (CD Coordinator will arrange for LDPs and sewers to be capped) and enters into MUNIS. All fees will be specified to be paid by the CDBG grant and will be paid by CD coordinator. Need to verify the house is vacant for at least one year or CDBG grant will have to pay relocation to most recent tenant. If it is under 1 year determine whether to proceed and what funding will pay for the demolition. Information entered on master demo sheet. (allow for 4-6 week)
19. City Planner signs demolition permit application after all utility disconnects have been completed, and approves prerequisites and marks approval in MUNIS. Any "hold" in MUNIS should also be released and fee removed at this time.
20. After CD Coordinator provides notice the demolition is complete, Code Enforcement Officer performs final inspection and signs "Final Site Inspection" line on Demolition Permit application, notifies City Planner that final inspection is complete.
21. Code Enforcement Clerk scans completed demolition permit application and attaches in MUNIS, notifies City Planner that MUNIS application is complete.
22. City Planner issues demolition permit in MUNIS and closes application.

23. Admin. Assistant files red folder in designated filing cabinet.

---

**CD Coordinator**

1. Section 106 Review (Environmental) – Email signed letter, photos, & color historic district map to Review and Compliance Coordinator in the Cultural Resources Division of the SHPO as soon as Commission orders demo if structure is on the National Register or located within a historic district or over 50 years old, SHPO required. (1 week to photo and gather data on properties, SHPO review up to 30 days)
2. If needed, cite need for Phase one review and discuss with City Planner to determine process to continue with demo. Take photos of current condition of sidewalks. (1 week)
3. Send emails to get bids for asbestos inspections and environmental review of property and environs with HUD ERR form. Require winning bidder to submit KDHE Form ASB-10 (filled out with inspection information) as part of each asbestos inspection report. Give 2 weeks for bid response. **NOTE:** Due to KDHE requirements for the demo itself and to keep the demo bids low, asbestos inspections are now done for **all** properties. (2 weeks for bid process and award).
4. If needed, cite need for Phase one review and discuss with City Planner to determine process to continue with demo. Take photos of current condition of sidewalks. (1 week)
5. Coordinate asbestos and environmental inspections with low bidder. (2 weeks for inspection).
6. Contact the City Clerk office one week before the bid is to be let and make them aware of the project scope.
7. When we get asbestos inspection back, create the bid packet. Send the bid packet to City Clerk office for review. Have City Clerk sign Notice to Contractors and ask Deputy Clerk to publish in LV Times ASAP (try to allow 2 weeks from publish date to bid opening).
8. Email bid packet to demo contractors and City Clerk. (Be sure to include voluntary demos on the list.) Email copy to KDHE, Phil Schlaman (pschlaman@kdheks.gov) w/cover letter “KDHE Notification”. (1week for bid packet, 2weeks for bid process)  
Total Bid Packet includes:
  1. Notice to Contractors (w/City Clerk’s signature & City seal)
  2. Bid Form
  3. Statement of Work (Demo Bid Packet)
  4. Insurance Language for Demo Projects
  5. Asbestos Inspection Report findings
9. Set up bid opening w/City Clerk & Deputy Clerk to take place in Clerk’s office (via email).
10. Bid Opening: City Clerk opens bids and CD Coordinator fills out bid tabulation form. (1 day)

11. Check list of excluded parties from internet [www.sam.gov](http://www.sam.gov).
12. Do policy report and take to City Commission for approval of low bid. Attach tabulation form, bid packet, Notice to Contractors, and low bid (not bond). (2 weeks)
13. Mary complete assessment for each property.
14. Code Enforcement officer send letter with estimate to property owner asking if they intend to repay.
15. Once low bid is approved by City Commission, start P.O. for demo contract in MUNIS.
16. Winning bidder has 10 days after CC approval to get performance bond, contract documents (contract generated by Clerk's office) & insurance to City Clerk. **NOTE:** City Clerk generates contract. Verify receipt of all items w/City Clerk! (2 weeks)
17. CD Coordinator holds Pre-Demolition Conference w/contractor in office (may take place the same day as Bid Opening or may be up to 10 days after documents are submitted to Clerk)
  - Verify that contractor will submit asbestos paperwork (ASB-10) to KDHE 10 days prior to demo
  - Non-discrimination
  - Drug free workplace
  - Give special order for demos (if one is more important than others)
  - Contractor tells us where they will do disposal
  - Notice to Proceed
  - Agree on start date
  - Review LDP permit and submittal process and verify that contractor realizes they are to pull the permit, (1 week)
  - Have contractor sign demo permit application.
18. Type up minutes of Pre-Demo Conference and mail/give with Notice to Proceed to contractor.
19. After each structure is demolished, contractor will call for an "open hole inspection". No wood or debris is to remain in the hole. Floor of basement must be broken up.(45 working days)
20. When demos are done, do final inspection on each property and take photos for HUD purposes only. Check for debris, broken glass, smooth grading, no pipes or tree roots sticking out of ground, ensure lot is covered with grass seed & straw. Receive receipt for grass seed. (1 week)
21. Sign off on demo permit, give copy to Code Enforcement Clerk to scan & enter in R-drive, place original in property demo file (1 day)
22. Once inspections are done, fill out Certification of Completion form for each property and place in the individual property demo file. (1 day)



23. Fill out Certification of Completion form for entire demo contract and place in demo master file. Fax copy to demo contractor. (1 day)
24. Upon receipt of signed demo permits, invoice, dumping receipts & grass seed receipts from contractor, process for payment. (1 day)
25. Check county website again to verify property owners (in case property has recently sold). (1 day)
26. Fee assessed will be as follows, whether voluntary demolition or forced demolition:
  - a. Certificate of title
  - b. utilities disconnection (if applicable)
  - c. Demolition permit
  - d. environmental review asbestos and hazardous materials
  - e. demolition costs
  - f. administrative fee
27. **For Forced Demos** (public hearing process), do assessment. Include owner & address plus mortgage holders & addresses. Assessments are emailed to Deputy City Clerk, copy to Code Enforcement Clerk to scan, copy in Assessment binder, copy in demo address file. Clerk's office sends bill to property owner, they have 30 days to pay, or next step is for Clerk's Office to do an ordinance to assess it against their taxes through the County. (NOTE: On assessments, include actual property owner and address PLUS any mortgage holders & addresses.) (1 day)
28. **For Voluntary Demos:** Fill in lien or "Voluntary Demo Agreement", date according to when Commission approved the demo contract, have owner sign lien. CD Coordinator or Code Enforcement Officer signs on bottom of form. After demo is completed, fill in dollar amount and give to Admin Asst. to file at courthouse. Put copy in file and record in R-drive Lien List. (1 day)
29. File master file (in CD Coordinator's file cabinet).

## **DEMOLITION HEARING**

The Public Officer or his designee, typically the Demolition Program Coordinator, will hold the demolition hearing at the specified time indicated on the Complaint, with the owner and/ or interested parties of the structure, and commonly the Code Enforcement Officer attends as a witness.

The Process is explained to the owner of why the structure was referred for demolition. Next the owner is shown that the criteria was met according to state and local laws. The owner is asked what their intentions for the property are. If they respond they have no economical means for repair, or they have no interest in the property, they are given the opportunity to sign an Authorization to raze and assess fees.

If the property owner indicates their interest is to repair the structure and bring it into code compliance, a list of requirements is reviewed, and a follow –up hearing is scheduled for 30 days later. All parties are required to show they have available to them the funds for total estimated cost of repairs, by means of a letter on bank letterhead, a grant, or other documentation proving the funds are available to complete the repairs before any work can be done or permits application. The owner is also responsible to provide bids from Unified Government Occupational tax Licensed Contractors for each, Electrical, Mechanical and Plumbing repairs, as well as Kansas State Licensed Engineer or Architect reports for significant structural repairs. The owner is asked to either provide bids for the repairs that fall under the Building Permit, or provide a detailed Scope of Work, which outlines the repairs and materials room by room and the exterior. All repairs are required to be done within 6 months as per the timeline requirement portion of the Scope of Work. Additional time may be given on a case by case situation, and if the owner is showing progress.

The Order is filed after the Hearing or follow-up Hearing, if no significant process has been made. Once the Order has been filed the owner has 30 days to file an appeal, or abate the nuisance themselves.

## **ADDITIONAL PROCESSES**

30 days after the Order has been filed, provided no legal actions, the sewer, water, gas, electricity, and phone is requested to be disconnected from the mains by this office.

Sewer/Water Abandonments- A bid for the water/sewer abandonments is submitted to 3 KCK licensed plumbers. The contract is awarded to the lowest and most responsive bidder. Each package has up to 2-3 weeks to be completed.

**Policy Report**  
St. Patrick's Day Parade  
January 19, 2021

Prepared by:



Paul Kramer  
City Manager

**Subject:**

At the January 12 City Commission meeting, the Commission provided a consensus to discuss the 2021 St. Patrick's Day parade at the next Study Session.

The 2020 parade was cancelled due to the COVID-19 pandemic. Along with concerns over mass gatherings, further consideration was given to the festive/party/social aspects traditionally associated with this holiday and this event. The specific aspects associated with this event differ from other City events, such as the Veteran's Day parade, and gave special cause for concern. Additionally, at the time the decision was made for 2020, the pandemic was in its beginning stages, and there many unknowns.

The City attempted to canvass the metro area for what other St. Patrick's Day parades are doing for 2021, and it turns out that there are not a lot of examples.

- Lawrence: The City of Lawrence has put a moratorium on all of these types of events until after April 1, which effectively cancels the parade.
- North Kansas City (NKC): NKC has a well-known Snake Saturday parade, which they have moved to Oct. 23, 2021.

The issue is before the Commission for discussion.