



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

City Commission Regular Meeting
Commission Chambers
Tuesday, January 11, 2022 6:00 p.m.

CALL TO ORDER - The Governing Body met for a regular meeting and the following commission members were present in the commission chambers: Mayor Camalla Leonhard, Mayor Pro-Tem Jermaine Wilson, Commissioners Nancy Bauder, Edd Hingula and Griff Martin.

Staff members present: City Manager Paul Kramer, Assistant City Manager Penny Holler, Deputy Finance Director Roberta Beier, Parks and Recreation Director Steve Grant, Public Works Director Brian Faust, Chief Building Inspector Harold Burdette, Water Pollution Control Superintendent Tim Guardado, Assistant Water Pollution Control Superintendent Jon Lemke, Recreation Program Supervisor Tabor Medill, City Attorney David E. Waters and Deputy City Clerk Cary L. Collins.

Mayor Leonhard asked everyone to stand for the pledge of allegiance followed by silent meditation.

Presentation to Outgoing Mayor Nancy D. Bauder – The City Commission presented a plaque to outgoing Mayor Bauder who held the position as Mayor from December 8, 2020 to December 14, 2021.

Commissioner Bauder thanked her fellow Commissioners and the public and highlighted her year as Mayor and her time served on the City Commission.

OLD BUSINESS:

Consideration of Previous Meeting Minutes:

Mayor Leonhard noted that her last name was spelled incorrectly on page one.

Commissioner Bauder moved to accept the minutes with the noted correction from the December 14, 2021 regular meeting. Commissioner Wilson seconded the motion and the motion was unanimously approved. Mayor Leonhard declared the motion carried 5-0.

Public Comment: *(Public comment on non-agenda items or receipt of petitions- limited to 2-3 minutes)*

None

General Items:

Mayor's Appointments, Mayor Leonhard moved to:

Reappoint to the **Airport Advisory Board** Keith Baker, John Carroll and William Kidder to terms ending December 31, 2024 and appoint Billy Summers as the Fort Leavenworth Representative;

Reappoint to the **Deer Management Advisory Committee** Dan Nicodemus, Tom Wells and Loyd Yonts to a term ending December 31, 2024 and appoint Whitney Harmon to a term ending December 31, 2024;

Reappoint to the **Parks & Community Activities Board** Shelly Cannon and Kara McDaniel to terms ending January 15, 2025;

Reappoint to the **Sister City Advisory Board** Kelly Butler, Whitney Moulden and Alisa Murphy to a term ending December 31, 2024 and appoint Georgia Moore to a term ending December 31, 2024.

Commissioner Martin seconded the motion and the motion was unanimously approved. The Mayor declared the motion carried 5-0.

Update for Unsafe Structure, 2201 Magnolia Drive; Given 90-Days at the October 12, 2021 Meeting - Chief Building Inspector Harold Burdette provided the following background information: On July 3, 2021 the structure was damaged by fire; city received check from insurance proceeds for \$27,046.40. A public hearing was held on October 12, 2021 regarding the status of repairs. The Commission adopted Resolution B-2298; giving the owners 90 days to complete the repairs.

The repairs of this structure have progressed to the point that staff is comfortable recommending to the City Commission that releasing the funds is appropriate and consistent with similar projects.

Commissioner Hingula moved to approve the release of the insurance proceeds in the amount of \$27,046.40 to the owner. Commissioner Bauder seconded the motion and the motion was unanimously approved. Mayor Leonhard declared the motion carried 5-0.

Review Unsafe and Dangerous Structures, 767 Charles Street; Given 60-Day Extension at the November 9, 2021 Meeting - Planning and Community Development Director Julie Hurley explained that on September 14, 2021, the City Commission voted to grant an extension to November 9, 2021. At the November 9, 2021 meeting, the City Commission voted to grant an extension to January 11, 2022 for 767 Charles Street. The current status of the property is as follows:

Single family house and accessory structure, last water service 02/18/2018. Property has been sold to Kevin Lis. Mr. Lis indicated to staff his intent to apply for the vacation of the City owned ROW behind the property, as a portion of the existing detached garage currently sits within the ROW. Mr. Lis intends to complete repairs and is actively working with a surveyor for the ROW to be vacated and staff has been in contact with that surveyor who is working on the survey. A building permit to re-roof a portion of the house was issued on December 10, 2021.

Mayor Leonhard

- Waiting for surveyor to submit paper
- Prior owner had plans to self-demo, will it be for a rental property?

Commissioner Bauder

- Condition of Garage?

Commissioner Hingula

- Building permit to re-roof a “portion” of the house was issued on 12/10/21, only a “portion”?
- How long to finish?

Kevin Lis, 716 S. 11th Street

- Windows are on order
- Probably will sell property
- New roof on garage from two years ago
- Will put siding on it
- 20 squares were replaced and covered the entire roof on house
- Six months to finish renovations
- Waiting for survey

Commissioner Martin moved to grant an extension to March 22, 2022 to complete repairs to 767 Charles Street. Commissioner Hingula seconded the motion and the motion was unanimously approved. Mayor Leonhard declared the motion carried 5-0.

Consider Amendments and Updates to City Fee Schedule - City Manager Kramer explained that from time to time City staff will bring updates to the city fee schedule which is adopted by the City Commission. Mr. Kramer presented to the Commission the following proposed amendments and updates to the City Fee Schedule:

- Add missing language to garage sale permit “up to 3 consecutive days”
- Updates and changes to Performing Arts Center fees
- Add fees for Lot split and Lot combination application fees

Mr. Kramer explained that we did not have existing fees for Lot Split and Lot Combination applications, these are two actions that we take in the Planning and Community Development Office. We have fees for most of our development processes, but for those two we did not. Amounts suggested fall in line with the fees that we have for the zoning and subdivision regulations and other areas of the city.

The second item is an increase requested by the River City Community Players (RCCP) related to ticket prices at the Performing Arts Center. Mr. Kramer invited RCCP President Ron Mazzia to come to the podium to explain why they believe that an increase in fees which supports their operations is necessary.

Ron Mazzia gave an overview of current operating costs of the River City Community Players and the fees charged by surrounding area theatres/venues. Fees have not increased in over ten years; however, the production costs has increased significantly due to results of COVID-19 in 2020 and 2021.

Commissioner Martin

- Okay with increasing Performing Arts Center Fees
- Not in favor of new fees, in regards to Lot Split and Lot Combination applications

Commissioner Hingula

- In regards to Lot Split and Lot Combination fee, is it possible to make it a refundable or partially refundable fee?

City Manager Kramer

- Would not want to do a refund, would rather go smaller or not have a fee

Commissioner Wilson moved to approve the amendments to the fee schedule as presented to be effective January 12, 2022. Commissioner Bauder seconded the motion. The motion passed 3-2 with Commissioner Martin and Commissioner Hingula voting no. Mayor Leonhard declared the motion carried 3-2.

Bids, Contracts and Agreements:

Consider Shared Facility Usage Agreement with University of St. Mary - Parks and Recreation Director Steve Grant presented for consideration a “Shared Usage Facility Agreement” with the University of St. Mary (USM).

In October of 2021 USM Athletic Director Rob Miller approached the City of Leavenworth Parks and Recreation Department with interest in the possibility of utilizing the City-owned tennis courts at David Brewer Park for their new tennis program that will commence in September of 2022. Staff discussed the inquiry, as well as the city’s needs for additional court space for youth basketball games. City staff responded with the possibility of a shared facility agreement between the two parties in which USM would be able to utilize tennis courts at David Brewer free of charge, and in return the Parks and Recreation Department would be able to utilize the McGilley Field House basketball courts owned and operated by USM for games associated with the City youth basketball program. USM administrative staff responded favorably to the agreement.

City Attorney David Waters, along with input from City staff, drew up the agreement. The agreement is for two years and may be extended at its end by a mutual written agreement of both parties. This agreement is vital for the Parks and Recreation Department in administering the youth basketball program. The agreement was presented to the Parks and Community Activities Advisory Board at their December 10, 2021 meeting. The Board voted unanimously for approval of the agreement to be recommended to the City Commission.

Commissioner Martin moved to approve entering into the “Shared Facility Usage Agreement” with the University of St. Mary. Commissioner Wilson seconded the motion and the motion was unanimously approved. Mayor Leonhard declared the motion carried 5-0.

Consider Sole-Source Purchase of Ultraviolet Lamps from Ray Lindsey Company - Public Works Director Brian Faust presented for consideration the sole-source purchase of 480 Low-Pressure, High-Volume Ultraviolet (UV) Lamps and Associated parts to replace all lamps in Channel #1 of our Trojan 3000plus UV system.

Commissioner Bauder moved to approve the sole-source purchase of 480 UV lamps with the associated parts and supplies from Ray Lindsey Company for a cost not to exceed \$132,294.24. Commissioner Martin seconded the motion and the motion was unanimously approved. Mayor Leonhard declared the motion carried 5-0.

Consent Agenda:

Commissioner Martin moved to approve claims for December 11, 2021, through January 7, 2022, in the amount of \$3,246,898.88; Net amount for Payroll #25 effective December 17, 2021 in the amount of \$361,315.89 (Includes Police & Fire Pension in the amount of \$8,804.19) and Payroll #26 effective December 31, 2021 in the amount of \$369,272.42 (No Police & Fire Pension). Commissioner Wilson

seconded the motion and the motion was unanimously approved. Mayor Leonhard declared the motion carried 5-0.

Other:

City Manager Paul Kramer

- A couple years ago the city commission tasked staff with making more registrations if not everything available online.
- The city implemented an online registration program called “Event Brite”
- The Parks and Recreation Director shared with him today that he just received the 2021 report from Event Brite and over 9,000 events were registered for; i.e., picnic shelter reservations, youth participation, aquacize, etc.
- 1820 people used service more than once and 2759 brand new to use service

Commissioner Bauder

- This past week COVID numbers have increased from 300 to 900 and those are the ones who were tested
- To public, get out there and get vaccine, health system overwhelmed
- ER in greater KC area is a mess
- Worked in health care for over 30 years

Commissioner Martin

- Terrible what’s been going on in Country
- Remind everyone we have freedom in Country, your health care choices are your choices
- Get informed and find out what you want to do for your family

Mayor Leonhard

- Thanked Nancy for her service and professionalism in serving as Mayor in 2021.

Adjournment:

Commissioner Hingula moved to adjourn the meeting. Commissioner Wilson seconded the motion and the motion was unanimously approved and the meeting was adjourned.

Time Meeting Adjourned 7:01 p.m.

Minutes taken by Deputy City Clerk Cary L. Collins, CMC