



**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 (via telephone call-in).

**Staff members present:** City Manager Paul Kramer, Assistant City Manager Penny Holler, Chief Building Inspector Harold Burdette, Finance Director Roberta Beier, Parks and Recreation Director Steve Grant, Parks and Recreation Superintendent Brian Bailey, Deputy Public Works Director Earl Wilkinson, City Attorney David E. Waters and City Clerk Sarah Bodensteiner.

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

#### **OLD BUSINESS:**

##### **Consideration of Previous Meeting Minutes:**

Commissioner Wilson moved to accept the minutes from the June 14, 2022 regular meeting. Commissioner Hingula seconded the motion and the motion was unanimously approved. Mayor Leonhard declared the motion carried 5-0.

##### **Second Consideration Ordinance:**

**Second Consideration Ordinance No. 8188 Regarding Speed Limits Along 4<sup>th</sup> Street Between Eisenhower and Metropolitan**— City Manager Paul Kramer reviewed the Ordinance. There have been no changes since first introduced at the June 14, 2022 meeting.

Mayor Leonhard called the roll and Ordinance No. 8188 was unanimously approved.

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

Janet Klasinski, Leavenworth County Clerk:

- Upcoming August 2<sup>nd</sup> primary election
- Everyone will have the ability to vote
- Includes federal, local, and state races
- Also include constitutional amendment
- Projecting a high voter turnout for this primary election
- Advanced voting begins July 13th at the County Courthouse and goes until noon on August 1<sup>st</sup>
- Voter registration is open until July 12th
- Links on the County website to help with registration and advanced/mail in ballot requests
- Drop boxes are still up and available for ballot drop off
- Redistricting occurred this year and Leavenworth County had a lot of changes, and as such, new/updated voter registration cards were mailed out to registered voters
- Cards included information as to districts/precincts, information on requesting advanced ballots

- 3 ballots are available, so you do not have to have declared a party affiliation to vote in the primary
- At the time of voting an unaffiliated voter can declare if they so choose and would then get the corresponding ballot
- All party changes must have occurred by June 10th, as there is a deadline to change your party

### **General Items:**

**Update for Unsafe Structure 717 Spruce Street** – Chief Building Inspector Harold Burdette provided the following background information: On November 13, 2021 the structure was damaged by fire; City received a check from insurance proceeds for \$15,000. The Commission adopted Resolution B-2311, directing the owners to commence repairs and the City Commission would review the status of the project after 90 days. There was little to no damage to the exterior of the building but there is a window on the south side on the second floor that is broken and should be repaired. Interior repairs are nearly complete, except that there is no furnace at this time. The 2018 International Residential Code requires a heating facility in habitable rooms. Staff does not recommend releasing the funds until the window has been repaired and a heat source has been installed.

Commissioner Hingula moved to allow up to another 90 days for repairs to be made to 717 Spruce Street, to include a heating source and window repair. Commissioner Wilson seconded the motion and the motion was unanimously approved. Mayor Leonhard declared the motion carried 5-0.

**Request for Partial Reimbursement of Speculative Building Incentive Loan** – City Manager Paul Kramer presented that starting in mid-2021 the Leavenworth County Development Corporation, Leavenworth County Port Authority (LCPA), Leavenworth County and the City of Leavenworth started working with 21<sup>st</sup> Century Management LLC on a project to bring the headquarters of MAPS Inc., to the Gary Carlson Business Park in Leavenworth. As part of those efforts, the entities explored the first use of the LCPA Speculative Building Loan Program. The matter before the Commission is the request by the LCPA for repayment of the City’s portion of the \$200,000 loan given by the LCPA to MAPS Inc., which facilitated the company’s move to the City of Leavenworth. The City’s portion of the loan provided totals \$49,239.65.

Dan Gutshall Leavenworth County Port Authority Speculative Building Loan Committee Chairperson:

- In early 2018 a committee was created to provide options to perspective business partners to get companies to come to Leavenworth County
- Wanted to lower the hurdle for small business to get started with industrial construction
- Goal is to expand the industrial tax base
- Program was approved in November of 2018
- The \$200,000 loan provided the capital to construct the building
- Loan is a zero percent interest loan and will take approximately 24 months for the borrower to pay off the loan, with re-payment beginning in 2032
- Reviewed formulas for determining total funding and breakdown by entity
- Requesting reimbursement from the City to partially refund the investment by LCPA
- Reviewed return on investment projections for the City of Leavenworth
- Reviewed photos of the building progress of this particular project

Mr. Kramer:

- Source of funds for the City's portion is from the Economic Development Fund
- The City sets aside 15% of the Countywide sales tax monies and dedicates that to economic development efforts
- There are funds available to reimburse the Port Authority
- Dan's work has been instrumental in getting this project and company to Leavenworth

Commissioner Bauder moved to authorize reimbursement of payment of the City's portion of the loan provided to 21<sup>st</sup> Century Management LLC in the amount not to exceed \$49,239.65 to the Leavenworth County Port Authority. Commissioner Wilson seconded the motion and the motion was unanimously approved. Mayor Leonhard declared the motion carried 5-0.

### **Bids, Contracts and Agreements:**

**Consider Purchase and Installation of Stubby Park Restroom Facility** – Parks and Recreation Director Steve Grant presented for consideration the purchase and installation of the restroom facility at Stubby Park. In 2020, the playground equipment at Stubby Park was replaced. The overall footprint was widely expanded to multiple play features and composite play structures. The parking lot was also expanded along with additional access walkways installed. This expansion has made the site a destination playground, making it readily apparent for the need of a permanent restroom. After considering purchasing options, staff elected to utilize Sourcewell Cooperative Purchasing contract with BKM Construction, LLC to construct the restroom at the site. The restroom will be of block construction very similar materials and layout of the restroom facility at Hawthorn Park. This purchasing contract allows for the purchase and installation of a restroom facility that meets our needs by a qualified contractor. The City issued Temporary Notes in the amount of \$800,000 to fund parks projects in 2022 and the final contract amount for the Stubby Park restroom project can be accommodated within this budget.

Mayor Leonhard:

- Asked about the projected completion timeline

Commissioner Wilson:

- Asked if the park will be open during construction

Mr. Grant:

- Goal is to get started in late July with completion around late September or early October, weather and materials dependent
- The park will remain open during construction

Commissioner Hingula:

- Asked if there are any other items that need to be done at this park
- Excited that it's a local company

Mr. Grant

- The expanded parking will not be done as additional parking was added to 3<sup>rd</sup> Street

Commissioner Martin moved to award the proposal from BKM Construction, LLC on the Sourcewell Cooperative Purchasing contract for the construction of the restroom facility at Stubby Park in the amount not to exceed \$183,751.85. Commissioner Wilson seconded the motion and the motion was unanimously approved. Mayor Leonhard declared the motion carried 5-0.

**Consider Purchase and Installation of Havens Park Restroom Facility and Parking Area** – Parks and Recreation Director Steve Grant presented for consideration the purchase and installation of the restroom facility and parking area at Havens Park. In 2010, the City developed a master plan for Havens Park. Since that time, usage of the park has grown with the addition of many trails for walking, hiking and mountain biking. Users of the park have often inquired with the City about adding a restroom facility at the park. A restroom was also identified in the master plan as one of the first amenities needed as usage of the park increased. Staff has opted to utilize Sourcewell Cooperative Purchasing contract with Julius Kaaz Construction Company, Inc. to install a pre-fabricated permanent restroom at Havens Park, as well as parking and access walkways to the facility. The pre-fabricated restroom facility will be a CXT Cortex model, consisting of two unisex accessible restrooms. Head-in parking will consist of seven regular parking stalls and one van accessible stall. An accessible walkway will lead from the parking area to the restroom facility. The City issued Temporary Notes in the amount of \$800,000 to fund parks projects in 2022 and the final contract amount for the Havens Park restroom and parking project can be accommodated within this budget.

Mayor Leonhard:

- Likes the location and inclusion of future growth at the park

Commissioner Hingula

- Glad the contractor is local

Commissioner Bauder moved to award the proposal from Julius Kaaz Construction Company, Inc., on the Sourcewell Cooperative Purchasing contract for the construction of the restroom facility and parking area at Havens Park in the amount not to exceed \$330,776.15. Commissioner Wilson 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 June 11, 2022 through June 24, 2022, in the amount of \$1,268,266.17; Net amount for Payroll #12 effective June 17, 2022 in the amount of \$383,151.49 (Includes Police & Fire Pension in the amount of \$9,888.71). Commissioner Wilson seconded the motion and the motion was unanimously approved. Mayor Leonhard declared the motion carried 5-0.

**Other:**

City Manager Paul Kramer:

- City offices will be closed on July 4<sup>th</sup>
- July 5<sup>th</sup> Study Session will be the proposed 2023 budget and CIP, followed by a day long budget meeting on July 15<sup>th</sup>
- One week left of baseball and softball
- Thanks to all the workers at the ball fields and pool for all their hard work this season

Commissioners Martin and Hingula:

- Have a great week

Commissioner Wilson:

- God bless and happy 4<sup>th</sup>

Commissioner Bauder

- Happy 4<sup>th</sup> of July
- Encourages everyone to visit Havens Park; it is a beautiful park

Mayor Leonhard

- Wished everyone a happy 4th

**Adjournment:**

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

Time Meeting Adjourned 6:54 p.m.

Minutes taken by City Clerk Sarah Bodensteiner, CMC