



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

CITY COMMISSION STUDY SESSION
COMMISSION CHAMBERS
TUESDAY, MAY 16, 2023 6:00 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 6 p.m. and midnight and available for viewing on YouTube

Study Session:

1. Semi-Annual Report from University of Saint Mary (pg. 02)
2. Update on Project Progress and Funding for American Rescue Plan Act (ARPA) (pg. 03)
3. Havens Park Traffic Flow Review (pg. 05)
4. Fire Department 2022 Annual Report (pg. 17)

**STUDY SESSION POLICY REPORT
SEMI-ANNUAL REVIEW
PRESENTATION BY
UNIVERSITY OF SAINT MARY**

MAY 16, 2023

Sister Diane Steele, University of Saint Mary will provide a semi-annual review to the City Commission.

Policy Report

Update on project progress and funding for American Rescue Plan Act (ARPA) projects
May 16, 2023

Prepared by:

A handwritten signature in black ink, appearing to read 'Paul Kramer', written over a horizontal line.

Paul Kramer
City Manager

Issue

Provide an update on American Rescue Plan Act (ARPA) overall program funding status and relevant project updates.

Attachments:

ARPA spending overview

City of Leavenworth ARPA Spending Ledger

PROGRAM OVERVIEW	Budget	Actual/Estimated	ARPA Balance	Project Update
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Total initial ARPA revenue	\$8,549,063	\$ 8,549,063.00		
2021 Expenses Beyond Revenue		\$ (1,152,219.83)	\$ 7,396,843.17	


Approved projects

Sewer plant improvements	\$ 3,050,000.00	\$ 134,000.00	\$ 4,346,843.17	1. Bar Screen Replacement: Equipment has been ordered. 2. Trickling Filter Replacement: Project is expected to bid in the next few weeks. 3. Replacement of the Belt Press: Award for design contract to BG Consultants to be considered by the Commission on 5-23.
Fire Truck Replacement	\$ 832,794.44	\$ 832,794.44	\$ 3,514,048.73	APPROVED AND ORDERED
Refuse Program Change Set Aside	\$ 645,000.00	\$ 645,000.00	\$ 2,869,048.73	APPROVED AND ORDERED
Fire Suppression/ADA Grants	\$ 200,000.00	\$ 11,199.00	\$ 2,669,048.73	One grant awarded with several other interested parties and inquiries into the program.
Wollman Aquatic Center Upgrades	\$ 346,660.00	\$ 190,000.00	\$ 2,479,048.73	Wollman pool upgrades, including rebuilt kiddie pool and main pool pumps and refurbishing adult pool features are complete.
Traffic Calming Pilot Project	\$ 200,000.00	\$ 170,000.00	\$ 2,279,048.73	Project concept approved by the City Commission. Final bid documents are being drafted, bids expected in Q3 2023.
City Hall Condensate Pipe Replacement	\$ 300,000.00	\$ 300,000.00	\$ 1,979,048.73	Mechanical contractor currently working on project specifications, with bid expected to be issued later this year.
Police Radio Encryption (appv. 7-12-22)	\$ 42,876.64	\$ 42,876.64	\$ 1,936,172.09	APPROVED AND ORDERED
City Hall HVAC Unit (approved 9-13-22)	\$ 100,500.00	\$ 100,500.00	\$ 1,835,672.09	APPROVED AND ORDERED
Housing project	\$ 600,000.00	\$ 600,000.00	\$ 1,379,048.73	APPROVED
Youth-related program	\$ 200,000.00	\$ 180,000.00	\$ 1,179,048.73	FUNDING AND CONTRACT APPROVED
Relocation of RFCC offices	\$ 348,685.00	\$ 348,685.00	\$ 830,363.73	Contractor has been selected. Project contract to be presented to the Commission in Q3 2023.
Wilson Avenue Widening	\$ 1,125,000.00	\$ -	(\$388,012.91)	Project design under way. Construction funding is dependent on available funding.

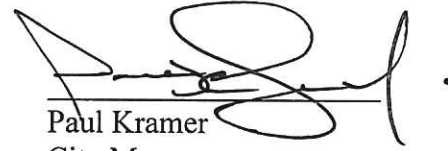
POLICY REPORT NO. P&R 07-23
Parks & Recreation Department
Havens Park Traffic Flow Review
May 16, 2023

PREPARED BY:


Steve Grant
Parks and Recreation Director


Brian Bailey
Park Superintendent

REVIEWED BY:


Paul Kramer
City Manager

ISSUE:

Review potential changes to vehicular traffic flow in Havens Park.

BACKGROUND:

Over the past several years staff, as well as volunteer groups, have added several miles of trails in Havens Park to include paved trails, hiking trails and mountain biking trails. In 2022, a permanent restroom was added to the park. As more and more trails have been developed, and now the addition of the restroom facility, usage of the park has increased dramatically.

DISCUSSION:

Staff is proposing the possibility of creating a trailhead closer to the restroom area. This would prohibit vehicular traffic from advancing beyond the trailhead, thus greatly reducing vehicle/walking/biking interactions. The roadway beyond the trailhead marker would become part of the overall trail system in the park, adding to the hiking and biking experience of the user, while also increasing safety. This stretch of trail would provide a relatively flat, even surface trail with a very high level of accessibility. A sign will be erected at the trailhead showing the various trail routes and associated distances.

ACTION:

Consensus for staff to move forward with traffic flow alterations or keep it as it is currently.



▶ 2023 Havens Park Trailhead

Havens Park Trail Extensions



Havens Park Restroom





Havens Park Overhead View



Havens Park Trail Head



Havens Park Trail Google Map View

<https://www.google.com/maps/@39.3212026,-94.9562963,3a,75y,212.72h,92.59t/data=!3m6!1e1!3m4!1s2-qhUhlvh4TvortfxpCcaA!2e0!7i16384!8i8192>

Decorative Bollards and Ornamental Rocks



Example of Trail Head Sign



HOLLIDAY PARK TRAIL MAP

Welcome to Holliday Park!



Eastern Tiger Swallowtail
Papilio glaucus



Monarch
Danaus plexippus



YOU ARE HERE

White River



Painted Lady
Vanessa cardui

Sugar Maple
Acer saccharum



Northern Cardinal
Cardinalis cardinalis
State bird of Indiana.

TRAIL DETAILS Trails not accessible to strollers, bikes and wheelchairs.

Trail 1 Distance: 0.1 miles Time: 7 minutes Short access to river, some stairs.	Trail 2 Distance: 0.3 miles Time: 6 minutes On ridge overlooks to river and stream.	Trail 3 Distance: 0.4 miles Time: 9 minutes Level but moderately rugged.	Trail 4 Distance: 0.29 miles Time: 5 minutes Access to river and pond, many steep stairs.	Trail 5 Distance: 0.16 miles Time: 3 minutes On top of ridge, level terrain.	Trail 6 Distance: 0.35 miles Time: 8 minutes Secluded route on ridge, some stairs.	Trail 7 Distance: 0.15 miles Time: 4 minutes Narrow foot path, rugged and often wet.	Trail 8 Distance: 0.24 miles Time: 5 minutes Wide, fairly level with boardwalk.
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MAP LEGEND

Road	Restrooms
Boardwalk	The Ruins
Trail	Nature Center
Stairs	Rock Garden
Water	Playground
Parking	
Open Area	
Forest	

Scale = 500 feet

There's something for everyone . . .
 More than three miles of trails lead hikers into the park's wooded ravines, past natural springs, and wetlands and along a dramatic stretch of the White River. Take time to explore the nature center, play on one of the city's best playgrounds and enjoy the unique beauty of the Ruins. We hope your visit today inspires curiosity and exploration of the natural world.

DURING YOUR VISIT
 While enjoying Holliday Park, please follow a few simple rules:

- Park grounds are open from dawn to dusk.
- Stay on the trail.
- All dogs on leash.
- No bikes on trails.
- Please do not litter.
- Leave wildflowers and other plants for others to enjoy.
- Observe wildlife from a distance.

HOLLIDAY PARK FOUNDATION

To learn more about our facilities and programs, visit us at: www.hollidaypark.org

Havens Park Difficulties

- Dumping
- Graffiti
- Off-Roading
- Drug Activity
- Other Illegal Activities



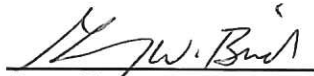


Thank You and Enjoy Our Parks

**POLICY REPORT NO FD #2023-01
Fire Department 2022 Annual Report**

May 16, 2023

Prepared by:



Gary Birch
Fire Chief

Approved by:



Paul Kramer
City Manager

ISSUE:

The Fire Department prepared the 2022 annual report to provide an overview of the Department's related activities along with the first quarter of 2023.

Upon presentation, staff will make the report available on our Department website to review.



2022 ANNUAL REPORT

2023 QUARTERLY REPORT

JANUARY-MARCH

CITY OF LEAVENWORTH, KS
FIRE DEPARTMENT

Contents

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Message from the Chief



Gary W. Birch
2013-Present

"The Leavenworth Fire Department continued to experience an ever-changing environment during 2022, which again required a lot of understanding, collaboration and willingness to adapt. While a majority of our focus centered on ensuring the safest work environment for our employees, which allowed us to sustain the expected high level of service, we also maintained our goals of continual improvement.

The members of this department are dedicated and strive for excellence. This culminated in 2022 with our members' willingness to work overtime to prevent others from being mandated to do so. The Covid years of 2020-2021 presented us with operational challenges, but unlike those years, 2022 presented us with staffing shortages never experienced in the history of this department with eight of our members resigning for other fire departments.

Management and Labor collaborated and made some adjustments in our procedures, which maintained our daily minimum staffing while minimizing a hardship placed on our members.

Much appreciation to our City Manager and City Commission for approving our Finance Director's plan who, through hours of researching and effort, eventually adjusted our starting salary to be more competitive to the surrounding departments.

Although there were obstacles to overcome, the morale of our department has remained high. Members took it upon themselves to do extra work like landscaping around the stations, pouring concrete around the training tower, and even built a roof prop for realistic training.

It is very humbling to see our personnel's level of commitment to meet the continued expectations of our citizens. In nearly 47 years in the fire service, I have never worked with such great people. I am personally grateful to lead an organization that continues to focus on improvement and is up to the challenge to meet the needs of our community."



Sincerely,

Chief Birch

Mission

To protect:

- Life
- Property
- Environment

Vision

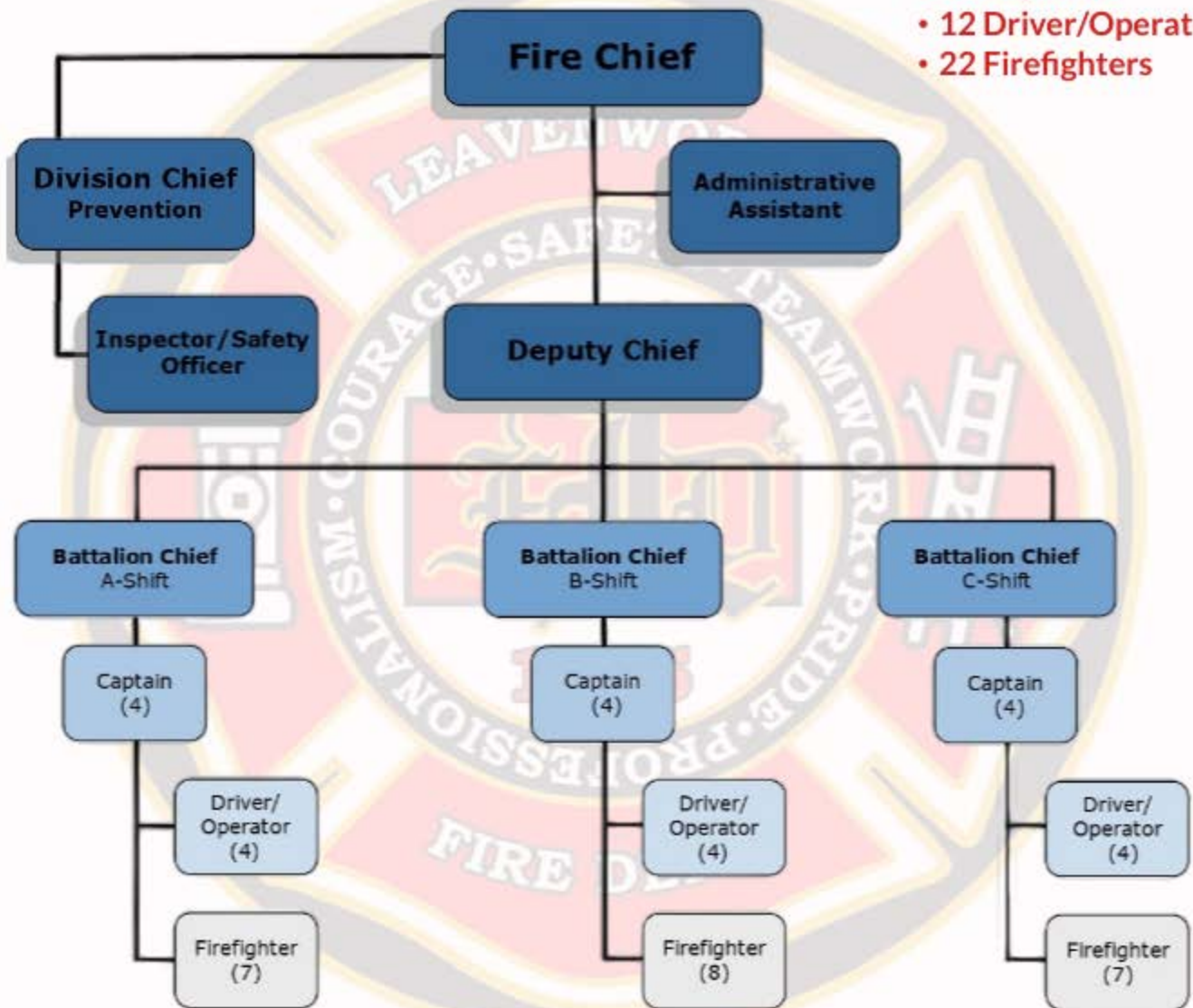
- We will strive to be role models in the community and leaders in our profession.
- We will be accountable to those we serve, our fellow firefighters, and the organizations we interact with.
- We are committed to providing the best public service through innovative training, education, and equipment.

Values

- Safety
- Teamwork
- Pride
- Professionalism
- Courage

Organization and Structure

- 5 Admin Staff
- 3 Battalion Chiefs
- 12 Captains
- 12 Driver/Operators
- 22 Firefighters





Leavenworth, Kansas

POPULATION: 37,000

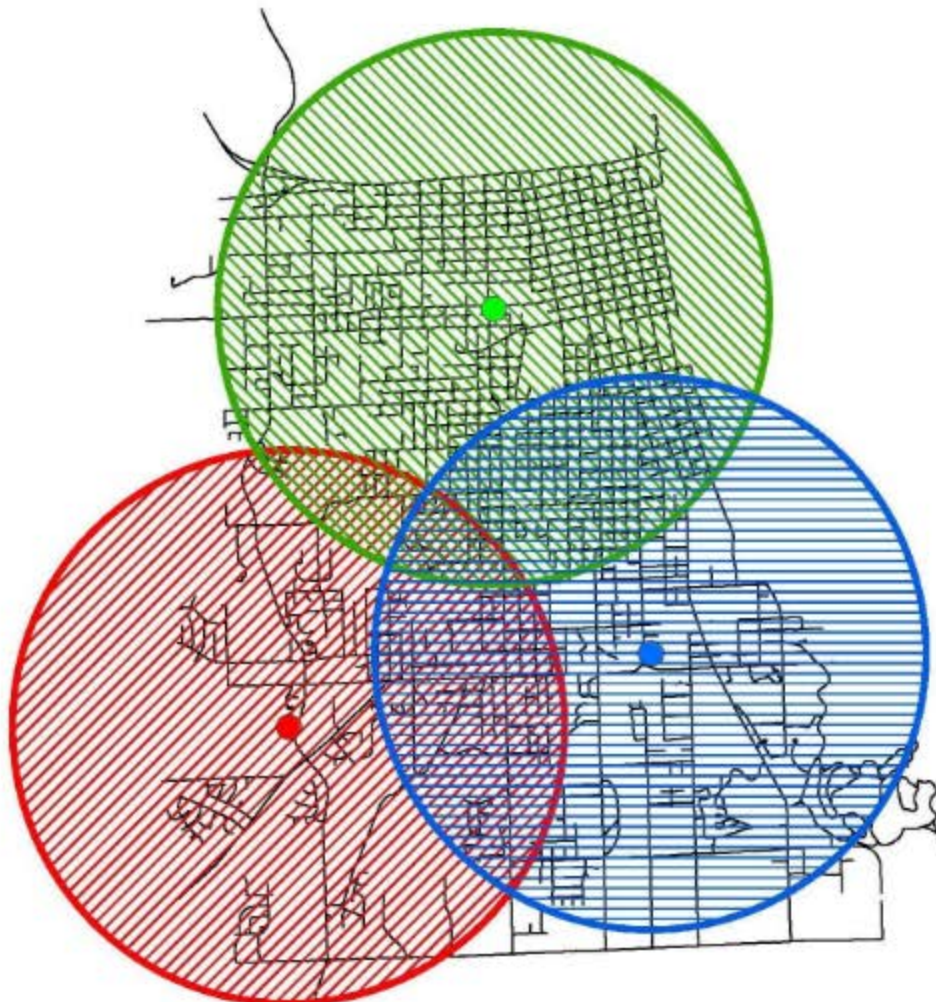
SQUARE MILES: 24

FIRE STATIONS: 3

Simple 1.5 Mile Buffers
Around Each Fire Station



Legend	
Station	
	1
	2
	3



LOCATION INFORMATION



Fire Headquarters

3600 S. 20th St.

- Admin Offices
- Battalion 101
- Engine 1
- Rescue Boat
- Haz-Mat Trailer
- Training Tower



Station 2

925 Shawnee St.

- Engine 2
- Quint 2
- Truck 2



Station 3

2805 2nd Ave.

- Engine 3

APPARATUS FLEET

1 TRAILER



PUMPERS ENGINES

3



2 BOATS

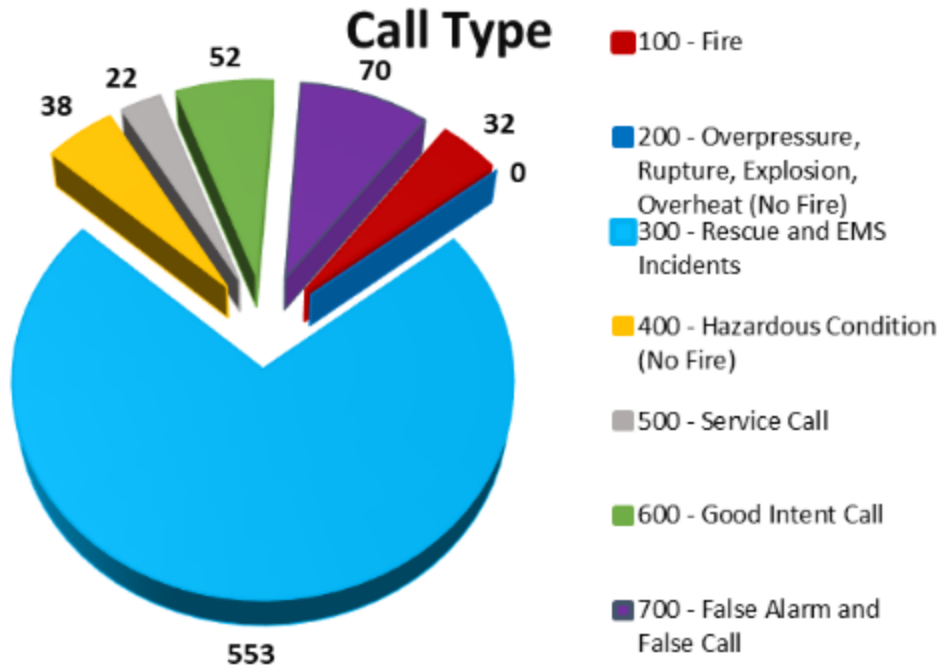


AERIALS

2



EMERGENCY RESPONSE ACTIVITY



2023 1st Quarter Total Calls

767

2023 Average Per Day

8.52

Fire % of Total

32%

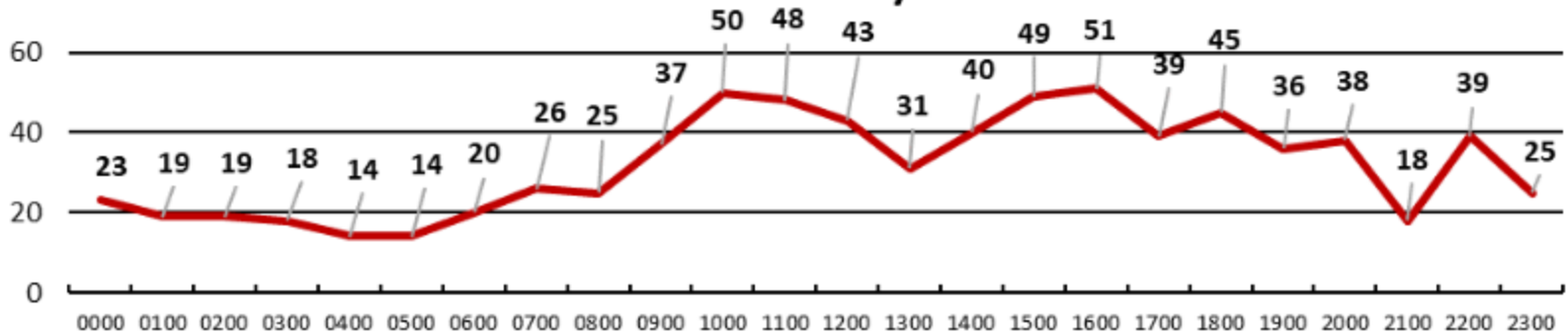
EMS % of Total

68%

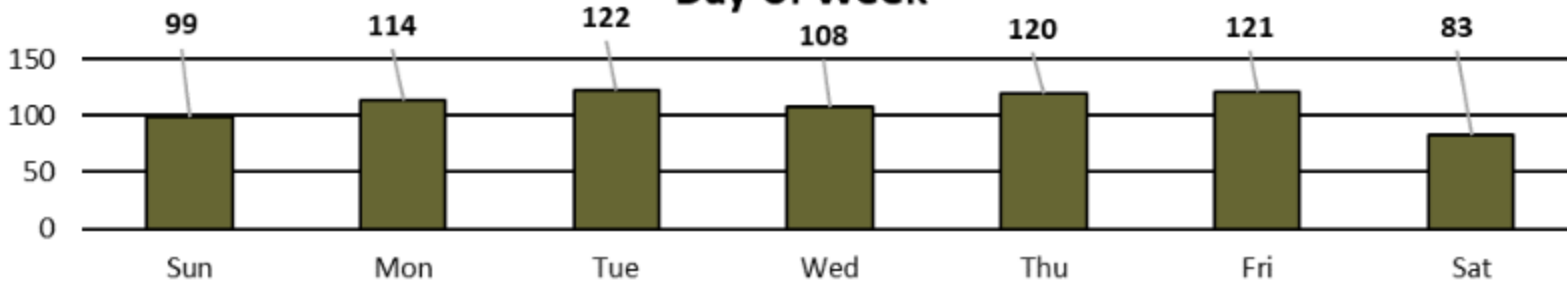
Civilian Injuries/Deaths

8/0

Time of Day



Day of Week



EMERGENCY RESPONSE ACTIVITY

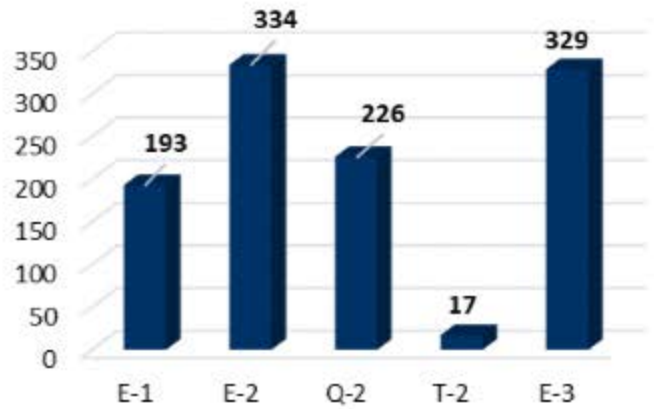
FRACTILE RESPONSE GOAL

(In Minutes)

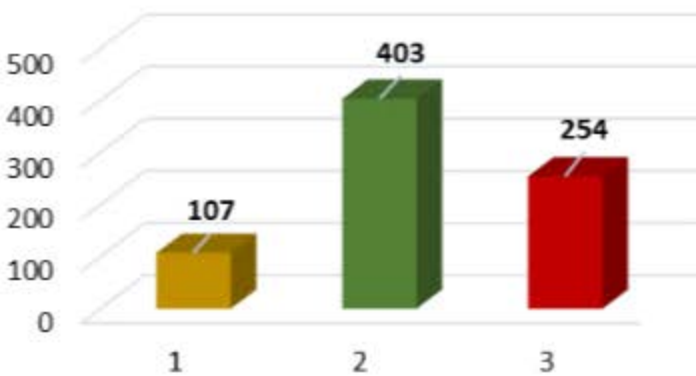
	National Average	2022	1st Quarter 2023
Turnout Time	1:20	2:26	1:32
First Travel Time	4:00	5:30	3:32



2023 CALLS PER APPARATUS



2023 CALLS PER STATION



2022 AT A GLANCE



599

BUSINESS
INSPECTIONS
COMPLETED



FIRE HYDRANTS
FLOW TESTED &
PAINTED

1353



28

GIVEN

MUTUAL AID ASSISTS



7

RECEIVED



59

SMOKE
DETECTORS
INSTALLED



22

COMMUNITY
EVENTS
ATTENDED



11

STATION
TOURS
GIVEN



9

SCHOOLS/
DAYCARES
VISITED

TRAINING



- Extrication
- Trench Rescue
- Haz-Mat
- Roof Access
- Bailout
- EMS
- Water Rescue



COMMUNITY ACTIVITIES

On any given day, staff participate in a variety of activities serving the community to promote fire safety.

Often you can find staff installing smoke detectors, giving a station tour, visiting schools, and participating in public events.

Vietnam Traveling Memorial Wall ● Carry the Load ● Salvation Army Red Kettle Campaign

Veteran's Day Parade ● Wreaths Across America ● LFD Honor Guard





Station Life

In addition to responding to fire and medical emergencies, staff are responsible for, and take pride in, performing additional tasks and activities that include maintaining the building, grounds and vehicles at their assigned stations, as well as studying and training to stay current with life-saving and firefighting techniques.

As time permits, focus on physical fitness and promotional advancement intertwines with other duties of daily life at the stations that act as their second home.

