



CALL TO ORDER - The Governing Body met in regular session and the following commission members were present: Mayor Jermaine Wilson, Mayor Pro-Tem Myron J. (Mike) Griswold, Commissioners Larry Dedeke and Mark Preisinger. Absent: Commissioner Nancy Bauder

Others present: City Manager Paul Kramer, Assistant City Manager Taylour Tedder, Public Works Director Mike McDonald, Chief Building Inspector Harold D. Burdette, Police Chief Pat Kitchens, Planning and Community Development Director Julie Hurley, Human Resources Director Lona M. Lanter, Human Resource Specialist Michelle Meinert, Public Information Officer Melissa Bower, City Attorney David E. Waters and Deputy City Clerk Cary L. Collins.

Mayor Jermaine Wilson opened the meeting with the pledge of allegiance followed by silent meditation.

OLD BUSINESS:

Consideration of Previous Meeting Minutes:

Commissioner Griswold moved to approve the minutes from the August 13, 2019 regular meeting as presented. Commissioner Dedeke seconded the motion and the motion was unanimously approved. The Mayor declared the motion carried 4-0.

Second Consideration Ordinance:

Second Consideration Ordinance No. 8108 – Uniform Public Offense Code 2019 – Police Chief Pat Kitchens reviewed the ordinance. Since it was first introduced on August 13, 2019, the ordinance was updated to include omitting and deleting section 11.15 *“Permitting a Dangerous Animal to be at Large”* The City will follow the process set out in our code of ordinances. Ordinance No. 8109 was presented for second consideration and a roll call vote.

Mayor Wilson called the roll and Ordinance No. 8108 was unanimously approved 4-0.

Second Consideration Ordinance No. 8109 – Standard Traffic Ordinance 2019 – Police Chief Pat Kitchens reviewed the ordinance. There have been no changes since it was first introduced on August 13, 2019. Ordinance No. 8109 was presented for second consideration and a roll call vote.

Mayor Wilson called the roll and Ordinance No. 8109 was unanimously approved 4-0.

Second Consideration Ordinance No. 8110 – Intersection Control Device Master Index 2019 – Police Chief Pat Kitchens reviewed the ordinance. There have been no changes since it was first introduced on August 13, 2019. Ordinance No. 8110 was presented for second consideration and a roll call vote.

Mayor Wilson called the roll and Ordinance No. 8110 was unanimously approved 4-0.

Second Consideration Ordinance No. 8111 – Demolition Assessments – Deputy City Clerk Cary Collins stated there have been no changes since it was first introduced on August 13, 2019. Ordinance No. 8111 was presented for second consideration and a roll call vote.

Mayor Wilson called the roll and Ordinance No. 8111 was unanimously approved 4-0.

Second Consideration Ordinance No. 8112 – Nuisance Assessments – Deputy City Clerk Cary Collins gave an update of the properties that have paid since the ordinance was first introduced on August 13, 2019. Ordinance No. 8112 was presented for second consideration and a roll call vote.

Mayor Wilson called the roll and Ordinance No. 8112 was unanimously approved 4-0.

NEW BUSINESS:

Citizen Participation:

John Stiglemire, 525 Cherokee:

- Requesting sidewalk for businesses
- Customers walking on grass
- Met with city about new parking lot and nothing was resolved
- Commissioner Griswold promised him a sidewalk
- From yellow line to yellow line where you park
- To finish out contract they were going to lay sod
- There is a sidewalk, would like concrete between curb and sidewalk in right of way

Paul Kramer:

- Dispute is over how the sidewalk looks
- City has moved to approach storm water, more green space
- Landing space required
- Sidewalk contractor has laid sod, there is no plan to fill in all grass between sidewalk and curb
- Purpose is to control storm water

Commissioner Griswold:

- His understanding was that there would be concrete from curb to sidewalk
- When he spoke with the Public Works Department, understood position is that area is designed for storm water run-off
- The more concrete you place the more heat absorbed downtown

John Stiglemire

- Why in this parking lot and no others
- Ten Penny, VFW have 4 to 5 people coming by car
- Someone with a wheelchair was unable to unload the wheelchair

Curt Gilfert, Advantage Printing

- Table until next meeting
- Trip hazards

- Grass should be bagged, customers are unhappy with the grass clippings
- There are ideas that they have and would like to come back to another meeting to bring photos and discuss
- Check out strip of grass in parking
- How close are we in to wrapping up the project

Paul Kramer:

- Still a project on west side of building
- It is all part of the same project

George Mays, 525 Cherokee

- Some comments made today were about the water run off
- It is not working, the problem is with drainage, it is not graded correctly
- Largest parking lot within area
- Total of 7 restaurants in area by October
- Parking lot problems with unloading, no landing space
- Overflow from Delaware, Farmer's Market, concerts, bars, VFW, Ten Penny, lots of businesses use that parking lot
- Sod that is in place is dead
- Told that Handicap parking spaces were up to code, when was code written
- Huge ramp on 6th St at Cherokee
- Accommodations for parking lots
- Handicap passengers do not have room to exit the vehicle
- People are walking across rock and falling
- Cost to maintain grass
- Handicap passenger unable to exit, curb and crabgrass there
- Crabgrass is growing up through sod

Commissioner Preisinger

- Asked about ADA ramps at 6th & Cherokee

Mayor Wilson

- Will get with City Staff to find out more information and reach out to Mr. Stiglemire, Mr. Gilfert and Mr. Mays

General Items:

Review 1021 S 2nd Street and 400 N 5th Street – Properties on Demolition List – Planning and Community Development Director Julie Hurley reviewed two properties on the demolition list.

1021 S 2nd Street:

At the August 13, 2019 meeting, a motion was made and approved to move forward with the demolition of 1021 S 2nd Street. Since that time Gabe Cotter, a local contractor is under contract to purchase the property and intends to make all necessary repairs. Mr. Cotter has previously satisfactorily rehabilitated other properties set for demolition.

Commissioner Preisinger moved to grant an extension to October 22nd for repairs to 1021 S 2nd Street. Commissioner Dedeke seconded the motion and the motion was unanimously approved. The Mayor declared the motion carried 4-0.

400 N. 5th Street:

Mark Swope, a representative of the owner attended the August 13, 2019 City Commission meeting and indicated that he had recently become involved in the property. The Commission approved a 14-day extension for the owner to sign the remediation agreement or show proof of change in ownership. Staff provided the remediation agreement to Mr. Swope on August 14, 2019. As of the writing of the policy report on Thursday August 22, 2019 no further contact had been made with staff. Ms. Hurley stated as of the time of the meeting, staff had no contact from Mr. Swope or the owner.

Mayor Wilson stated that he received an email from Mr. Swope with a notarized document from the wife, but Mr. Swope stated he was waiting on the husband. However, Ms. Hurley confirmed that no contact was made with the Community Development staff as directed.

Commissioner Preisinger moved to start the demolition process immediately. Commissioner Griswold seconded the motion and the motion failed 2 to 2. Mayor Wilson and Commissioner Dedeke voting no.

Commissioner Dedeke moved to grant a two-week extension to the individual involved, requiring that the current property owner sign a remediation agreement or Mr. Swope provides Power of Attorney by the Commissions next regular meeting date, September 10, 2019. Mayor Wilson seconded the motion. The motion was approved 3-1 with Commissioner Preisinger voting no. The Mayor declared the motion carried 3-1.

Employee Benefits Plan Renewal – Human Resources Director Lona Lanter reviewed the employee benefit coverages to go into effect December 1, 2019. Staff recommends renewal with the current United Health Care (UHC) for medical and vision coverage and Delta Dental for dental coverage. The changes are as follows:

UHC Medical

- 8.11% premium increase
- Plan design changes
 - Co-insurance for the current 90/70 buy-up plan will move from 10% co-insurance to 20% co-insurance for applicable services, changing the plan to an 80/70 from the current 90/70.
 - Out-of-pocket maximums will also increase by \$1,000 across all three plans offered.
 - In order to meet the budgeted allowances the employee share of premium for single coverage will be increased from 5% to 6% for the base plan

UHC Vision and Delta Dental

- No changes

Commissioner Dedeke moved to approve the employee benefits plan renewal presented. Commissioner Preisinger seconded the motion and the motion was unanimously approved. The Mayor declared the motion carried 4-0.

Recommended Revisions to the Personnel Policy Manual – Human Resources Director Lona Lanter reviewed the recommended changes to the City Personnel Policies & Procedures Manual.

Section III Employer and Employee Responsibilities, III-4 Safety Policy:

Paragraph G, The City Manager shall appoint a Safety Coordinator for the City. The Safety Committee shall meet on a monthly basis to review accidents involving personnel and equipment and make recommendations necessary to prevent such accidents from happening in the future. Recommendations ~~will~~ *may* be reviewed by the City Manager prior to implementation.

V Compensation, V-1 General Policy:

The City of Leavenworth has a market and performance based pay plan. It is market based in that the midpoint of any pay range represents the market position that the City Commission wants to pay for a City job with similar content. It is also market based in that each year the City's Human Resources Department will conduct a review and possible update of all pay ranges. This update ~~will~~ *may* be based ~~on~~ *upon market trends and* salary surveys to determine movement in the marketplace of all jobs with similar content as jobs within the City's organization. *Market information may also result in the implementation of a CASI (Commission Approved Salary Increase) being awarded, which would provide an across-the-board increase for all eligible employees.* The pay plan is performance based in that pay increases ~~will be~~ *may be awarded* based upon an individual's performance level. Unless an employee is promoted, an employee will not receive a pay increase (performance increase) unless he/she has received a performance rating of at least the competent level or above. This policy will remain in effect unless the City Commission adopts a new pay plan.

V-2 Procedure for Determining Performance Increases:

Performance increases will only be awarded, *if applicable*, upon the completion and approval of a performance evaluation as per Section VII-2. of these Rules and Regulations. The exact percentage increases to be given will be dictated by the current pay increase chart, which shall be approved by the City Commission on an annual basis.

V-3 Promotion Pay Increases

Employees promoted into a position with a higher pay classification will receive the greater of a seven and one half percent (7-1/2%) increase or minimum pay for the classification. In the event that an employee is promoted more than one pay classification, s/he will be eligible for a seven and one half percent (7-1/2%) increase for each pay classification promoted, *to a maximum of 15%*, or the minimum pay for the classification ultimately promoted to, ~~or~~ whichever is greater. The promotion must be a logical progression within the employees department or division. For example, if an employee is promoted one pay classification, they are eligible for the greater of a seven and one half percent (7-1/2%) increase or minimum pay for the classification. If an employee were promoted two pay classifications, they would be eligible for the greater of a fifteen (15%) percent increase or minimum pay for the classification and so on. In addition, if the promoted employee has completed at least 90 days (one quarter) in his/her previous position since his/her last annual evaluation, the employee ~~will~~ *may* be eligible for a partial performance increase. For each completed quarter since the last annual evaluation, the employee ~~will~~ *would be eligible* to receive 25% of the performance increase, *if applicable*, that he/she would have received for one year of performance. Any variation must be approved by the City Manager.

A promoted employee will not be eligible for another performance increase, *if applicable*, until one year from the date of promotion.

Effective at the beginning of the new benefit plan year on December 1, 2019, for Section XVI (Health and Dental Insurance, A. Health Insurance):

1. For regular full time employees the City pays ~~95~~ 94% of the monthly premium for single base plan health coverage or 75% of the monthly premium for family or employee plus one base plan health coverage.
2. For regular part time employees the City pays 50% of the monthly premium for single base plan health coverage or 37 1/2% of the monthly premium for family or employee plus one base plan health coverage.

Commissioner Griswold moved to approve proposed revisions effective immediately for Section III and V and effective at the beginning of the new benefits plan year on December 1, 2019 for Section XVI. Commissioner Dedeke seconded the motion and the motion was unanimously approved. The Mayor declared the motion carried 4-0.

Mayor's Appointments:

Mayor Wilson moved to appoint the following:

Leavenworth Main Street Program Board:

- Reappoint Melissa Bower to a term ending August 15, 2021
- Appoint Kenneth C Bateman to a term ending August 15, 2022

Leavenworth Preservation Commission:

- Appoint Richard Gibson to an unexpired term ending April 15, 2020

Commissioner Dedeke seconded the motion and the motion was unanimously approved. The Mayor declared the motion carried 4-0.

Resolutions:

Resolution B-2231-Set Public Hearing for the Fire Damaged House 228-230 Ottawa Street – Chief Building Inspector Hal Burdette presented for approval Resolution B-2231 setting October 22, 2019 as the date for the public hearing to show cause why such structure should or should not be condemned as dangerous or hazardous.

Commissioner Preisinger moved to adopt Resolution B-2231. Commissioner Dedeke seconded the motion and the motion was unanimously approved. The Mayor declared the motion carried 4-0.

CONSENT AGENDA:

Commissioner Griswold moved to approve claims for August 10, 2019 through August 23, 2019, in the amount of \$974,652.00; Net amount for Payroll #17 effective August 16, 2019, in the amount of \$364,671.86; (Includes Police & Fire Pension in the amount of \$11,572.36). Commissioner Dedeke seconded the motion and the motion was unanimously approved. The Mayor declared the motion carried 4-0.

Other:

Commissioner Griswold:

- Received the First City Connection in his packet and it includes lots of information on CAMP Leavenworth.
- CAMP Leavenworth is a festival scheduled for September 20 and 21 in downtown Leavenworth
- Asked if First City Connection has been mailed out to citizens

Commissioner Preisinger:

- CAMP Leavenworth event coordinators, O'Neill Events and Marketing is handling the upcoming Irish Festival in Kansas City

City Manager Paul Kramer:

- Confirmed First City Connection has been mailed out to citizens
- Despite the holiday on Monday, there will be a Commission meeting on Tuesday, September 3, 2019

Adjourn:

Commissioner Dedeke moved to adjourn the meeting. Commissioner Griswold seconded the motion and the motion was unanimously approved.

Time Meeting Adjourned 7:56 p.m.

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