



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

**City Commission Regular Meeting**  
**Commission Chambers**  
**Tuesday, June 11, 2024 6:00 p.m.**

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

**Staff members present:** Interim City Manager Patrick Kitchens, Assistant City Manager Penny Holler, Convention & Visitors Bureau Manager Kristi Lee, Public Information Officer Melissa Bower, Public Works Director Brian Faust, City Attorney David E. Waters and City Clerk Sarah Bodensteiner.

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

**PROCLAMATIONS:**

**2024 Celebration of Juneteenth** – Mayor Martin read the proclamation recognizing the 2024 Celebration of Juneteenth. The proclamation was accepted by Joana Scholtz.

**Wagga Wagga Week** – Mayor Martin read the proclamation declaring June 19-24, 2024 as Wagga Wagga Week. The proclamation was accepted by Convention & Visitors Bureau Manager Kristi Lee.

**OLD BUSINESS:**

**Consideration of Previous Meeting Minutes:**

Commissioner Hingula moved to accept the minutes from the May 28, 2024 regular meeting. Commissioner Pittman seconded the motion and the motion was unanimously approved. Mayor Martin declared the motion carried 4-0.

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

Misty Underwood, 2229 Girard Ave:

- Lack of parking on street
- No parking signs in overabundance
- Requests the City look into the matter

**General Items:**

**Mayor's Appointments:**

Mayor Martin moved to appoint to the Grow Leavenworth County Development Corporation Board Haley Shaw to a term ending May 31, 2026 and to Reappoint Alyssa Smith and Lisa Weakley to terms ending May 31, 2026. Commissioner Wilson seconded the motion and the motion was unanimously approved. Mayor Martin declared the motion carried 4-0.

**Bids, Contracts and Agreements:**

**Consider Award of Bid for the 4<sup>th</sup> Street Improvement Project (Choctaw to Seneca)** – Public Works Director Brian Faust presented for consideration award of the construction contract for the 4<sup>th</sup> Street Improvements Project from Choctaw to Seneca. The City entered into an agreement with Brungardt Honomichl & Company (BHC) and KDOT in September 2021 for the design of the improvements to 4<sup>th</sup> Street. With KDOT’s participation in the project there were a number of additional steps and paperwork required before the project was bid. KDOT opened bids for the project on December 13, 2023 and the bids received were higher than both the budget and engineer’s estimate. In addition to the bid cost, project inspection, anticipated change orders and future landscaping would push the project to nearly \$2 million per block. Based on direction received during the December 19<sup>th</sup> Commission Study Session, the City notified KDOT that we would not be moving forward with the project as designed. City staff worked with the design consultant, BHC, to arrive at a modified design scope for a project that would provide the needed upgrades to the street while limiting the subsurface replacement of the sanitary and storm lines. Funding from KDOT is not being utilized for this redesign. The revised scope focused on reducing all construction related costs. On January 9, 2024, the City Commission authorized the Mayor to sign a design contract with BHC. The revised design leaves the street at its current width but will provide for a mill and overlay of the pavement from Choctaw to Seneca along with reconstruction of the Cherokee, Delaware, and Shawnee intersections. The four blocks will have ADA upgrades and the pavement will be striped for 3 lanes as per the original design. Bids were opened on June 4, 2024 and 3 bids were received, with the low bid being slightly over the engineer’s estimate by 3.2%. The amended budget, after design costs, is \$3.8 million, and staff feels that even with possible change orders, the project should come in under budget.

Commissioner Pittman:

- Asked if the Veterans Day Parade will be impacted

Mr. Faust:

- The road should be open by then
- There are incentives for the contractor to be done in time for the parade to occur in its traditional route

Mr. Kitchens:

- We’ve been communicating with the Veterans Parade Committee about this project and we have some options if the road will not be ready in time

Commissioner Hingula:

- Asked if this project will prompt a re-look at the speed limit

Mr. Kitchens:

- We don’t anticipate a change to the speed

Mr. Faust:

- In conjunction with the Vision Zero Action Plan and the pedestrians and bicycles in the downtown, we want to keep the speed lower in those areas

Mayor Martin:

- Asked for a refresher in why the costs were so high

Mr. Faust:

- Reviewed the underground and extremely old stormwater line, which was why bids came in so high

Commissioner Wilson moved to award the bid for the 4<sup>th</sup> Street Improvement Project (Choctaw to Seneca) to Linaweaver Construction, in an amount not to exceed \$3,145,630.00 and authorize the City Manager to approve change orders up to \$315,000.00. Commissioner Pittman seconded the motion and the motion was unanimously approved. Mayor Martin declared the motion carried 4-0.

**Consent Agenda:**

Commissioner Hingula moved to approve Claims for May 24, 2024 through June 6, 2024, in the amount of \$2,047,339.43; Net amount for Payroll #11 effective May 31, 2024 in the amount of \$419,212.21 (No Police & Fire Pension). Commissioner Wilson seconded the motion and the motion was unanimously approved. Mayor Martin declared the motion carried 4-0.

**Other:**

Interim City Manager Patrick Kitchens:

- Provided an update on the Vilas Street Project
- Project is still in process, but has been delayed while we continue to work to finalize the easement acquisitions

Commissioner Hingula:

- Attended the International Student Officer Badging Ceremony and graduation of CGSC
- Great installation next door and great partner in our community

Commissioner Pittman:

- A lot of great things going on in the downtown
- Juneteenth event is coming up
- Deeper Window Association bake sale is coming

Commissioner Wilson:

- Looking forward to Juneteenth Celebration
- Recognized the refuse workers for their hard work in the heat

Mayor Martin:

- Have a blessed week

**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 6:23 p.m.

Minutes taken by City Clerk Sarah Bodensteiner, CMC