



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

City Commission Regular Meeting
Commission Chambers
Tuesday, October 8, 2024 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 Griff Martin, Mayor Pro Tem Holly Pittman, Commissioners Nancy Bauder, Edd Hingula (via telephone call-in) and Jermaine Wilson.

Staff members present: Interim City Manager Patrick Kitchens, Assistant City Manager Penny Holler, Finance Director Roberta Beier, Public Works Director Brian Faust, Public Information Officer Melissa Bower, 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:

Domestic Violence Awareness Month - Mayor Martin read the proclamation proclaiming the month of October as Domestic Violence Awareness Month. The proclamation was accepted by Christie Reed.

Military Retiree Appreciation Day - Mayor Martin read the proclamation proclaiming October 26, 2024 as Military Retiree Appreciation Day. The proclamation was accepted by Norm Greczyn.

OLD BUSINESS:

Consideration of Previous Meeting Minutes:

Commissioner Wilson moved to accept the minutes from the September 24, 2024 regular meeting. Commissioner Pittman seconded the motion and the motion was unanimously approved. Mayor Martin declared the motion carried 5-0.

Second Consideration Ordinances:

Second Consideration Ordinance No. 8252 Special Use Permit to Allow Child Care Center at 1830 S.

Broadway Street – Interim City Manager Patrick Kitchens reviewed the Ordinance. There have been no changes since first introduced at the September 24, 2024 meeting.

Mayor Martin called the roll and Ordinance No. 8252 was unanimously approved.

NEW BUSINESS:

Public Comment: (*Public comment on non-agenda items or receipt of petitions- limited to 2-3 minutes*)
None.

General Items:

Consider Cereal Malt Beverage License for Fast Track at 3122 S. 4th Street – City Clerk Sarah Bodensteiner presented for consideration approving the issuance of a 2024 Cereal Malt Beverage (CMB) License to Fast Track, located at 3122 S. 4th Street. Due to the sale of the Minit Mart to a new owner, a new Cereal Malt Beverage License is required to allow for the sale of Cereal Malt Beverages. The new owner has submitted the application for an off premise consumption Cereal Malt Beverage License for the location in town. The Police Department has reviewed and approved the application.

Commissioner Bauder moved to approve the issuance of a 2024 off premise consumption Cereal Malt Beverage License for Fast Track, located at 3122 S. 4th Street. Commissioner Pittman seconded the motion and the motion was unanimously approved. Mayor Martin declared the motion carried 5-0.

Bids, Contract and Agreements:

Consider Award of Bid for Audit Services – Finance Director Roberta Beier presented for consideration engaging a Certified Public Accountant firm to audit the City’s 2024 financial records, including the financial records of the Leavenworth Housing Authority, with the option for four, one-year renewals. The City policy is to solicit audit services every five years. Staff prepared a Request for Proposal for 2024 services. Proposals were received from three firms: Hood & Associates, Allen, Gibbs & Houlik, L.C., and BT&Co., P.A. During the 2025 Budget process, the City Commission approved \$75,000 for financial services, which includes approximately \$69,000 for audit services and \$6,000 for other financial services. Staff recommends approval of the proposal submitted by Hood & Associates for the 2024 audit with the option of four, one-year renewals.

Commissioner Pittman:

- Asked is this who we used before

Ms. Beier:

- Correct and I would recommend considering switching firms after this 5 year term

Commissioner Bauder moved to award the contract for 2024 audit services and 2024 REAC submission service in an amount not to exceed \$55,870.00 to Hood & Associates, CPAs, PC. Commissioner Wilson seconded the motion and the motion was unanimously approved. Mayor Martin declared the motion carried 5-0.

Consider Approval of 2025 Landfill Services Contract – Public Works Director Brian Faust presented for approval the refuse disposal contract with Waste Management (WM) for 2025. The City of Leavenworth has operated a municipal solid waste (MSW) collection and disposal service since at least the 1950’s. The City disposes, on average, 11,500 tons of municipal solid waste each year. This waste is collected by City employees and placed into City-operated trucks and transported to a state-approved disposal site. In addition to MSW, the City disposes of approximately 5,000 tons of special waste (sludge/grit) from the Wastewater Treatment Plant. The City has been using the Waste Management landfill in Shawnee since January 2019. In 2025, the cost to dispose of MSW at WM is increasing from \$31.80/ton to \$33.39/ton, and the cost for special waste will remain at \$56.04/ton. Staff is currently evaluating long-term options for hauling and disposal of our MSW and feel that the one-year option with WM is appropriate while we investigate options moving forward. The increase will cost an additional \$18,285 for MSW.

Commissioner Wilson:

- Asked how often do we use the Leavenworth County Transfer Station

Mr. Faust:

- When we are short staffed we use them, but we do call them ahead of time and a lot of times they cannot take our waste

Commissioner Wilson moved to approve the 1-year 2025 Landfill Services Contract with Waste Management in the amount of \$33.39 per ton for municipal solid waste and \$56.04 per ton for special waste. Commissioner Bauder seconded the motion and the motion was unanimously approved. Mayor Martin declared the motion carried 5-0.

Consent Agenda:

Commissioner Hingula moved to approve Claims for September 20, 2024 through October 3, 2024, in the amount of \$2,460,801.04; Net amount for Payroll #19 effective September 20, 2024 in the amount of \$432,092.26 (Includes Police & Fire Pension in the amount of \$7,491.38). Commissioner Bauder seconded the motion and the motion was unanimously approved. Mayor Martin declared the motion carried 5-0.

Other:

Interim City Manager Patrick Kitchens:

- October 22, 2024 at 5:30 pm will be the unveiling of Daughters of the American Revolution America 250 Plaque and reception at City Hall before the Commission Meeting

Commissioner Hingula:

- Pleased to attend the Leavenworth County Historical Society's Chuck Wagon Dance
- This Saturday, the Leavenworth County Radio Control Model Airplane Fly-in is happening at the old landfill on Gilman Road

Commissioner Pittman:

- Thanked Christine Fritchen on behalf of the Commissioners for all her hard work organizing the Camp Leavenworth 5k
- There is a lot going on this weekend in town
- The Jeep Jam is Saturday at Haymarket Square
- Leavenworth High School Homecoming parade is on Friday

Commissioner Bauder:

- Sorry to have missed Camp Leavenworth
- Nice to be home

Commissioner Wilson:

- Asked about the date of the Trunk or Treat at Sportsfield Park
- Prayers go out to the families in Florida for the recent and upcoming hurricanes

Adjournment:

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

Time Meeting Adjourned 6:25 p.m.

Minutes taken by City Clerk Sarah Bodensteiner, CMC