



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 and Jermaine Wilson.

Staff members present: City Manager Scott Peterson, Assistant City Manager Penny Holler, Finance Director Roberta Beier, Riverfront Community Center Manager Tammy Metzgar, Caleb Phillips for 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.

AWARDS:

Employee Service Awards – Eleven employees reached milestones in their career with the City of Leavenworth reaching ten and twenty-five years of service with the City. We are also recognizing employees who have continued loyal service to the City with fifteen, twenty and thirty years of service. City Manager Scott Peterson read the names of the following employees:

10 Years

- Sarah Brummer – Police Detective
- Sean Fisher – Records Supervisor
- Charles Fitzhugh III – Maintenance Supervisor-RFCC
- Laura Flynn – Police Detective I
- Patrick Fuimaono – WPC Operator II
- Cody Kear – Police Detective I
- Amy Peters – IT Manager-Public Safety
- Ezekiel Stevenson – Police Sergeant I
- Glenn Young – Maintenance Mechanic

15 Years

- Pamela Cline - Accountant
- Ted Glass – Police Sergeant III
- Scott Lee – Fire Captain
- Heather Mowery – Police Detective III
- Reginald Williams – WPC Operator III

20 Years

- Arianne Burgoon – HR Administrative Specialist
- Timothy Guardado – WPC Superintendent
- Lona Lanter – HR Director
- Tesh St. John – Police Detective III

25 Years

- Erin Bartlett – Fire Battalion Chief
- Andrew Brooks – Fire Admin Battalion Chief/Fire Marshall

30 Years

- Roger Hundley – Police Sergeant II

OLD BUSINESS:

Consideration of Previous Meeting Minutes:

Commissioner Hingula moved to accept the minutes from the November 12, 2024 Regular Meeting. Commissioner Pittman seconded the motion and the motion was unanimously approved. Mayor Martin declared the motion carried 5-0.

NEW BUSINESS:

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

Ray Hillebrand, 1345 Cheyenne St.:

- Has issue with Zoning Department over a shed he has
- Shed has been identified as a shipping container
- Disputes the labeling as a shipping container
- Manufacturer has the item labeled on its website as a shed
- Asking the Commission to resolve the issue

Alex Forse, 820 Osage St.:

- Leavenworth has a serious problem with open drug use
- People don't feel safe going to parks when there are drug users there
- Doesn't feel the City is doing anything about it
- Asking the City to do something about the issue of rising drug use

Louis Klemp, 1816 Pine Ridge Dr.:

- Provided photos and a USB of images of a recent vehicular accident
- Discussed speeding issues throughout town
- People need to slow down
- People are getting killed

General Items:

Consider Transient Merchant Permit Waiver Request for Military Collectors Show at Riverfront Community Center – City Clerk Sarah Bodensteiner presented for consideration an application for a waiver requested by Edward Trevor Brown for the use of the Riverfront Community Center on February 7-8, 2025 for a Military Collectors Show. The show has been held at the RFCC for several years. City Code prohibits Transient Merchant permits on city property, but does allow the Commission to grant waivers. All fees for use of the facility and permits would still apply should the waiver be granted.

Commissioner Bauder moved to grant the waiver of a Transient Merchant Permit for use of the Community Center for the Military Collectors Show on February 7-8, 2025. Commissioner Wilson seconded the motion and the motion was unanimously approved. Mayor Martin declared the motion carried 5-0.

Cancellation of Outstanding City Checks – Finance Director Roberta Beier presented for consideration to cancel 40 checks that remain outstanding after a period of two years from their issuance. After cancellation of the checks, if a check is presented for payment, the Finance Department will honor the obligation and issue a new check. The funds revert to the original fund upon which the funds were drawn. The outstanding checks are as follows:

**City of Leavenworth
Uncleared Checks > Two Years Old as of November 1, 2024
November 1, 2024**

Check #	Check Date	Vendor #	Vendor Name	Amount
290036190	12/02/2021	2098	MAIJA HERSKIND	14.00
290036191	12/02/2021	2099	MICHAEL BARLOW	56.00
290036406	12/17/2021	1	Fire District 1 of Leavenworth County	300.00
290036500	12/30/2021	1	Phillip Roland	100.00
290036595	01/03/2022	2099	MICHAEL BARLOW	56.00
290036606	01/03/2022	2201	HAYLEE TRADER	78.00
290036786	01/21/2022	1706	KIJA CAMMOCK	70.00
290036875	02/01/2022	1896	LARRY JUONI	54.00
290036885	02/01/2022	2099	MICHAEL BARLOW	56.00
290036906	02/01/2022	2234	WILLIAM F MCGOVERN	489.00
290037174	03/01/2022	2099	MICHAEL BARLOW	56.00
290037183	03/01/2022	2179	SCOTT HILTERBRAND	18.00
290037209	03/01/2022	2391	SHANIN COMBS	12.00
290037514	04/01/2022	2099	MICHAEL BARLOW	56.00
290037553	04/01/2022	2391	SHANIN COMBS	10.00
290037558	04/01/2022	2412	SANDRA BAPTIST	124.00
290037633	04/08/2022	2368	ZACHARY THIEL	30.00
290037634	04/08/2022	2382	BLAKE CHADWICK	70.00
290038104	06/01/2022	1	Joseph E. Miller	500.00
290038196	06/03/2022	1	Breanna Johnson	219.49
290038240	06/10/2022	1	Diana Ausmus	300.00
290038242	06/10/2022	1	Ingrid Babri	300.00
290038284	06/10/2022	1954	TYRIEK FORD	9.62
290038307	06/17/2022	1	Brian Stephens	50.00
290038316	06/17/2022	1	Tremain Parris	14.00
290038370	06/24/2022	1	Jessica Ellison	100.00
290038448	07/01/2022	1310	DERRICK COLLINS	54.00
290038456	07/01/2022	1552	BRIAN GRIFFITH	54.00
290038517	07/01/2022	2425	HILARY KOZAK	124.00
290038615	07/15/2022	1	Justin M. Musterman	80.00
290038783	07/22/2022	2436	ROBIN GOEBEL	37.50
290038783	07/22/2022	2436	ROBIN GOEBEL	37.50
290038858	08/01/2022	1310	DERRICK COLLINS	54.00
290038865	08/01/2022	1707	LEAH HERZOG	80.00
290039117	08/26/2022	871	BERRY COMPANIES INC	566.18
290039180	09/01/2022	1310	DERRICK COLLINS	54.00
290039523	10/03/2022	1310	DERRICK COLLINS	54.00
290039555	10/03/2022	2219	MICHAELA BANKS	16.00
290039594	10/03/2022	10780	BAKER HOMES LLC	352.00
290039768	10/26/2022	287	THE WEBSTAIRANT STORE	0.01
				<u>4,705.30</u>

Commissioner Wilson moved to cancel checks that remain outstanding after two years of issuance and that these balances, in accordance with K.S.A. 10-816a, revert back to the City Fund upon which such checks

were drawn in the amount of \$4,705.30. Commission Bauder seconded the motion and the motion was unanimously approved. Mayor Martin declared the motion carried 5-0.

Resolutions:

Commonwealth Development Affordable Housing Fee Waiver Request – Assistant City Manager Penny Holler presented for consideration approving a revised Resolution and Fee Waiver Letter for the 2604 2nd Avenue affordable housing project by Commonwealth Development Corporation. Commonwealth Development Corporation is planning to build affordable housing on 2nd Avenue near Fire Station No. 3. The project will include 43 units for those that meet eligible income levels based on the Area Median Income (AMI). At the April 9, 2024 meeting, approval was provided for the project to receive Industrial Revenue Bonds, a waiver of City fees up to \$40,000 and a Resolution of support for the project. Those items were included in the submittal by Commonwealth Development Corporation to the Kansas Housing Resources Corporation for Low Income Housing Tax Credits. While the project scored well on the tax credit criteria, it did not receive enough points to receive tax credits during that round. Commonwealth intends to resubmit their application in 2025 and have requested a revised fee waiver letter. Commonwealth Development Corporation has requested a revised fee waiver letter in the amount of \$80,000.00. Staff has reviewed the request and recommends a fee waiver in the amount of \$40,000.00, as the higher fee waiver level may be an undue burden to the City's hard costs for sanitary sewer infrastructure.

Commissioner Bauder moved to adopt Resolution B-2387 a Resolution of support of Low Income Housing Tax Credits for Commonwealth Development Corporation Housing Development at 2604 2nd Avenue. Commissioner Wilson seconded the motion and the motion was unanimously approved. Mayor Martin declared the motion carried 5-0.

Mayor Martin moved to approve the updated Fee Waiver letter for the Commonwealth Development Corporation Housing Development project at 2604 2nd Avenue. Commissioner Wilson seconded the motion and the motion was unanimously approved. Mayor Martin declared the motion carried 5-0.

First Consideration Ordinance:

First Consideration Ordinance for Special Use Permit to Allow Assisted Living Facility in R1-9 Zoning District – City Manager Scott Peterson presented for first consideration an ordinance to approve a special use permit at 303 N. Esplanade Street to allow an Accessory Dwelling Unit in a Medium Density Single Family Residential Zoning District within the North Esplanade Historic District. The property is occupied by an existing single family home and detached accessory building which contains a two-car garage and an existing dwelling unit. The accessory building was constructed in 2004, with approval of a Major Certificate of Appropriateness. The accessory building has contained a dwelling unit since the time of its construction. At the time of construction, ADUs were not specifically addressed by the Development Regulations. The applicants wish to bring the existing ADU into conformance with current Development Regulations through the approval of a SUP in order to obtain a separate address for the unit to support mail delivery and emergency services. Notification was sent to property owners within 200' of the subject property, as required by Kansas statute. Staff has received no inquiries or comments regarding the proposed use. The Planning Commission considered the item at their November 4, 2024 meeting and voted 4-0 to recommend approval of the Special Use Permit. Staff recommends approval of the Special Use Permit request for an

Accessory Dwelling Unit in a property zoned Medium Density Single Family Residential based on the analysis and findings provided in the report.

There was a consensus by the Commission to place on first consideration.

Consent Agenda:

Commissioner Hingula moved to approve claims for November 8, 2024 through November 21, 2024, in the amount of \$914,488.44; Net amount for payroll #23 effective November 15, 2024, in the amount of \$411,540.29 (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:

City Manager Scott Peterson:

- Enjoy your Thanksgiving

Commissioner Hingula:

- Thanked people for showing up to the meeting
- Have a good Thanksgiving with family and friends

Commissioner Pittman:

- Thanked City Staff for handling the panhandler issue at Limit and Hughes
- Wished everyone a Happy Thanksgiving

Commissioner Wilson:

- Recognized Steve Durkin from the Guidance Center for attending
- Have a good Thanksgiving

Commissioner Bauder:

- Thanked everyone for coming out to the tree lighting ceremony

Mayor Martin:

- Thanked everyone for attending the tree lighting ceremony
- Wished everyone a Happy Thanksgiving

Adjournment:

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

Time Meeting Adjourned 6:33 p.m.

Minutes taken by City Clerk Sarah Bodensteiner, CMC