



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

City Commission Regular Meeting
Commission Chambers
Tuesday, February 25, 2025 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 Holly Pittman, Mayor Pro Tem Nancy Bauder, Commissioners Edd Hingula, Griff Martin and Jermaine Wilson.

Staff members present: City Manager Scott Peterson, Assistant City Manager Penny Holler, Leavenworth Housing Authority Section Eight Coordinator Patrick Tooley, Planning & Community Development Director Kim Portillo, Public Works Director Brian Faust, City Attorney David E. Waters and City Clerk Sarah Bodensteiner.

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

OLD BUSINESS:

Consideration of Previous Meeting Minutes:

Commissioner Bauder moved to accept the minutes from the February 11, 2025 regular meeting. Commissioner Wilson seconded the motion and the motion was unanimously approved. Mayor Pittman 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)*

Annette Hamilton, 225 Pottawatomie St.:

- Noticed the City had a presentation scheduled from the Shelter, but the meeting was cancelled due to weather
- Spent 6 years homeless
- Wants to see more being done about the homeless community
- Looking at other cities that have programs to address homelessness and provide support and skills training
- Would like the city to look into some of those types of programs

William Rogers, 7362 Yecker Ave., Kansas City, Kansas:

- City Commission will be asked to vote on CoreCivic ICE Facility
- Speaks on behalf of previous workers of the CoreCivic facility
- Not against detention centers
- Not an immigration issue, it's a human rights issue
- Wants to ensure if anything is done that it's done in a safe manner

General Items:

Consider Approval of Special Event Street Closure Policy – City Manager Scott Peterson presented the final version of the Special Event Street Closure Policy, based on feedback received at the January 21, 2025 and February 11, 2025 discussions on the matter. Staff reconfigured the notification system for affected businesses and residents. Instead of requiring event coordinators to get signatures from all impacted businesses and residents, they will instead be required to only get signatures from affected businesses. For residences, they will be provided with a template letter that they will be required to either mail or deliver to all impacted residences. The letter does not require a signature from anyone living in each unit. The event coordinator will then be required to provide a list of all residence that were sent or delivered the letter. Staff believes this adequately addresses the concerns that some Commissioners had with requiring event coordinators to interact with every resident in the special event area.

Commissioner Bauder moved to approve the Special Event Street Closure Policy as presented. Commissioner Martin seconded the motion and the motion was unanimously approved. Mayor Pittman declared the motion carried 5-0.

Update for Unsafe and Dangerous Fire Damaged Structure 3851 Tonganoxie Dr. – Chief Building Inspector Harold Burdette reviewed the repairs to the structure located at 3851 Tonganoxie Drive that was damaged by fire on May 24, 2024. The City received a check from insurance proceeds for \$44,696.00. A public hearing was held on September 10, 2024 and the City Commission adopted Resolution B-2378 requiring the owner to make repairs. At this time, the garage portion of the house has been reconstructed, but the exterior still needs to be painted. The interior work has progressed to the point that inspections have been performed and the project has been approved for sheetrock installation. Staff recommends that the City Commission approve releasing the funds back to the property owner.

Commissioner Hingula moved to release the funds back to the property owner. Commissioner Wilson seconded the motion and the motion was unanimously approved. Mayor Pittman declared the motion carried 5-0.

Resolutions:

Resolution B-2391 Annual Report for Stormwater 2024 – Public Works Director Brian Faust presented for adoption the annual Kansas Department of Health and Environment (KDHE) report for 2024 stormwater activities. The City is required to submit an annual report to KDHE for stormwater activities for the year. The report summarizes actions the City has taken the previous year to protect and enhance stormwater quality.

Commissioner Wilson moved to adopt Resolution B-2391 approving the annual KDHE report for 2024 Stormwater activities. Commissioner Hingula seconded the motion and the motion was unanimously approved. Mayor Pittman declared the motion carried 5-0.

Resolution B-2392 Section Eight Management Assessment Program (SEMAP) Certification – Leavenworth Housing Authority Section Eight Coordinator Patrick Tooley presented the 2024 SEMAP for approval by the City Commission. This assessment is an annual process and is submitted electronically after approval by the City Commission. Mr. Tooley provided an overview of the Section Eight Program. The Section Eight Program consists of the Housing Choice Voucher program and the Veterans Affairs Supportive Housing program. Both programs enable low income families to live in apartments, duplexes or houses in the

community that they would be unable to afford on their own. The families rent portion is based on their income. The program is 100% federally funded, including all Admin costs.

Commissioner Martin moved to adopt Resolution B-2392 Section Eight Assessment Program. Commissioner Bauder seconded the motion and the motion was unanimously approved. Mayor Pittman declared the motion carried 5-0.

Resolution B-2393 Resolution of Support for Leavenworth Waterworks Federal Grant Application – City Manager Scott Peterson presented for approval a Resolution of Support for the Leavenworth Waterworks Board to apply for a Federal Grant for improvements to the South Water Treatment Plant. The improvements to the plant will cost about \$50 million dollars in total. The Leavenworth Waterworks Board is currently requesting resolutions of support from its area partners to strengthen their application for funding. The Resolution commits no City funds to the project, it merely provides support from the community that most directly benefits from Leavenworth Waterworks. Water is an essential service, and residents and businesses expect a water system that provides clean, efficient, reliable water. These improvements will go directly toward improving that service in light of those goals. Furthermore, the more efficient Leavenworth Waterworks’ system is, that means less water and contaminates that will ultimately end up in the City of Leavenworth’s sewer system. Leavenworth Waterworks Superintendent Joel Mahnken described the project and the issues it would resolve if the grant funding is awarded, while requesting the support from the City Commission.

Commissioner Bauder moved to adopt Resolution B-2393 Leavenworth Waterworks Federal Grant Application. Commissioner Wilson seconded the motion and the motion was unanimously approved. Mayor Pittman declared the motion carried 5-0.

Resolution B-2394 Setting Public Hearing for Unsafe Fire Damaged Structures – Chief Building Inspector Harold Burdette provided the background information. The City of Leavenworth has received insurance proceeds on 3 different properties whose structures were significantly damaged by fire: 224 Miami Street, fire occurred on 10/23/2024, 1425 Grande Avenue, fire occurred on 12/1/2024, and 1933 Miami Street, fire occurred on 12/17/2024. The insurance proceeds are to be used by the City to either remove the structures if the owners decide not to address the issue, or be returned to the property owners once repairs are completed and the structures are ready for occupancy or the structures have been demolished by the owners. A public hearing is required to determine if the structures should be demolished or if the owners will commit to making improvements within a timeframe acceptable to the City Commission. This Resolution sets the Public Hearing date of April 22, 2025.

Commissioner Martin moved to adopt Resolution B-2394 setting April 22, 2025 as the date for the public hearing regarding the unsafe fire damaged structures. Commissioner Wilson seconded the motion and the motion was unanimously approved. Mayor Pittman declared the motion carried 5-0.

Bids, Contracts and Agreements:

Consider Award of Study and Design Services for 2025 Switchgear Replacement Project – Public Works Director Brian Faust presented for approval of a comprehensive study to create detailed drawings for the replacement of the existing switchgear. GE 15 KV switchgear was installed in the 1970’s and is becoming obsolete. This poses significant risk due to the difficulty in obtaining replacement parts and the manual nature of the switchgear. The switchgear system at our facility is responsible for managing power

distribution for two separate feeds provided by Evergy. This setup allows for continuity of power supply during maintenance or outages by enabling staff to switch power between two feeds. An allocation of \$840,000 has been earmarked for this project in the 2025 Capital Improvement Program. The funding is designated to cover the costs associated with the replacement of the switchgear, including engineering studies, equipment procurement and installation.

Commissioner Wilson moved to approve the study and design from Black and Veatch for the 2025 Switchgear Replacement Project, in an amount not to exceed \$226,750.00. Commissioner Bauder seconded the motion and the motion was unanimously approved. Mayor Pittman declared the motion carried 5-0.

Consider Award of Supplemental Design Services Amendment for the 10th & Limit Project – Public Works Director Brian Faust presented for approval a supplemental design services amendment for the design of improvements at the intersection of 10th and Limit Street. The project is funded in Federal Fiscal Years 2025 and 2026. The City was notified of a grant opportunity for intersection improvements that would improve the safety at high-crash locations. The intersection of 10th & Limit Street was identified as a possible candidate. The City received an offer letter from KDOT stating that we are eligible for up to \$1,000,000 in funding to help cover the costs of these improvements. The City is required to fund 10% of the construction/construction engineering costs and 100% for the design, right-of-way acquisition, utility relocations, as well as any construction costs that exceed the \$1,000,000. The original scope and fee assumed easement acquisition from one property would be needed along with limited storm sewer work. As the design progressed, it became clear that additional right-of-way and easements would be needed to construct the needed ADA upgrades at all four intersections. The design fee supplement is \$19,738.50 and funding is available in the Grant Matching Capital Projects Fund.

Commissioner Bauder moved to approve the Supplemental Design Services Amendment with Merge Midwest Engineering for the safety improvements to the 10th & Limit Project, in an amount not to exceed \$19,738.50. Commissioner Wilson seconded the motion and the motion was unanimously approved. Mayor Pittman declared the motion carried 5-0.

First Consideration Ordinance:

First Consideration Ordinance for Special Use Permit to Allow a Two-Family Dwelling at 1112 Spruce Street – Planning & Community Development Director Kim Portillo presented for first consideration an ordinance to approve a special use permit to allow a two-family dwelling in the R1-6 zoning district. Two-family dwellings are allowed in the R1-6 zoning district with the approval of a special use permit. The applicant purchased the property in 2022 as a single family home. In 2024 a building permit was issued to install two egress windows in the finished basement, at which point staff became aware of the intent to use the structure as a two-family dwelling unit. The Planning Commission considered this item at their February 3, 2025 meeting and voted 4-0 to recommend approval of the Special Use Permit.

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

Consent Agenda:

Commissioner Martin moved to approve claims for February 7, 2025, through February 20, 2025, in the amount of \$1,272,027.58; Net amount for Payroll #3 effective February 7, 2025, in the amount of

\$424,072.75 (No Police & Fire Pension). Commissioner Bauder seconded the motion and the motion was unanimously approved. Mayor Pittman declared the motion carried 5-0.

Other:

City Manager Scott Peterson:

- A press release/FAQ has been created regarding the CoreCivic Special Use Permit Application Process and that will be posted to our website
- The Special Use Permit has been applied for by CoreCivic, we are required to hold a Public Hearing
- The Planning Commission will hold a Public Hearing on April 7, 2025
- Reviewed some misinformation regarding the March 11th City Commission Meeting regarding an Intergovernmental Support Agreement item coming before the Commission
- Announced the retirement of Arianne Burgoon

Commissioner Bauder:

- Read a statement she prepared regarding the federal workforce as a result of recent employment initiatives

Commissioner Hingula:

- Mentioned the Stakeholder Meeting that CoreCivic is holding on Saturday
- Enjoy the warm weather

Commissioner Wilson:

- Thanked Commissioner Bauder for her words
- God bless have a good week

Mayor Pittman:

- April 15th is the State of the City Address
- St. Patrick's Day Parade is coming up

Adjournment:

Commissioner Martin moved to adjourn the meeting. Commissioner Wilson seconded the motion and the motion was unanimously approved and the meeting was adjourned.

Time Meeting Adjourned 6:46 p.m.

Minutes taken by City Clerk Sarah Bodensteiner, CMC