



City of Leavenworth
100 N. 5th Street
Leavenworth, Kansas 66048

CITY COMMISSION REGULAR MEETING
COMMISSION CHAMBERS
TUESDAY, DECEMBER 8, 2020 7:00 P.M.

Welcome to your City Commission Meeting – Please turn off or silence all cell phones during the meeting

Meetings are televised everyday on Channel 2 at 7 p.m. and midnight and available for viewing on YouTube and Facebook Live
In accordance with Kansas Open Meetings Act (KOMA), the meeting can be viewed on Channel 2 and via Facebook Live. The public is encouraged to view the meeting using one of those options. The Leavenworth City Commission meeting is open to the public with limited seating capacity. To mitigate the spread of COVID-19 face coverings and social distancing is REQUIRED to attend the meeting. To attend the meeting in person, email cwilliamson@firstcity.org no later than 4:00 pm on December 8 to reserve a seat. Seats are available on a first come first serve basis. If you are not attending the meeting but would like to submit public comments to be read during the Public Comments portion of the meeting, or submit questions on an agenda items to be read during discussion on that topic, email your comments or questions to cwilliamson@firstcity.org no later than 6:00 pm on December 8.

Call to Order – Pledge of Allegiance Followed by Silent Meditation

OLD BUSINESS:

Consideration of Previous Meeting Minutes:

- 1. Minutes from November 19, 2020 Special Meeting & November 24, 2020 Regular Meeting **Action:** Motion (pg. 3)

Second Consideration Ordinances

- 2. Second Consideration Ordinance 8156-Amend Sec. 18-94 Land Disturbance Fees and Bonds **Action:** Roll Call (pg. 16)

NEW BUSINESS:

Public Comment: *(i.e. Items not listed on the agenda or receipt of petitions- Please state your name and address)*
Any emails received by the public for public comment on non-agenda items will be read at this time.

Nominations:

- 3. Nominations for Terms December 8, 2020 – December 14, 2021 (pg. 19)
 - a. Mayor – December 8, 2020 – December 14, 2021 **Action:** Motion
 - b. Mayor Pro-Tem - December 8, 2020 – December 14, 2021 **Action:** Motion
 - c. Financial Claims Reviewer - December 8, 2020 – December 14, 2021 **Action:** Motion

Public Hearing:

- 4. Public Hearing for Amending the 2020 Budget (pg. 12)
 - a. Open Public Hearing **Action:** Motion
 - b. Staff and Public Comments
 - c. Close Public Hearing **Action:** Motion
 - d. Approve 2020 Budget Amendments **Action:** Motion

General Items:

- 5. Review Unsafe & Dangerous Structures Given Extension on October 27, 2020 **Action:** Motion (pg. 33)
- 6. Cereal Malt Beverage Licenses for 2021 **Action:** Motion (pg. 60)
- 7. Cancellation of the December 22, 2020 Commission Meeting **Action:** Motion (pg. 61)

Resolutions:

- 8. Resolution B-2273 Planters II Tenant Write-Off Accounts **Action:** Motion (pg. 62)
- 9. Resolution B-2274 Planters II Disposed Assets **Action:** Motion (pg. 64)

Bids, Contracts and Agreements:

- 10. Consider Bids for Demolitions Project 2020-02 **Action:** Motion (pg. 66)
- 11. Consider Purchase of 2 Monroe Spreaders from American Equipment **Action:** Motion (pg. 67)
- 12. Consider Purchase of ExecuTime Time Clocks/Scheduling Software **Action:** Motion (pg. 82)
- 13. Consider Janitorial Services Contract **Action:** Motion (pg. 85)

Consent Agenda:

Claims for November 21, 2020, through December 4, 2020, in the amount of \$1,203,598.68; Net amount for Longevity Pay effective November 27, 2020 in the amount of \$43,755.38 ; and Payroll #25 effective December 4, 2020 in the amount of \$337,784.69 (No Police & Fire Pension). **Action:** Motion

Other:

Adjournment **Action:** Motion



CALL TO ORDER - The Governing Body met for a special meeting and the following commission members were present in the commission chambers: Mayor Myron J. (Mike) Griswold, Mayor Pro-Tem Nancy Bauder and Commissioners Camalla Leonhard, Mark Preisinger and Jermaine Wilson.

Others present in the commission chambers: City Manager Paul Kramer, Assistant City Manager Taylour Tedder, Police Chief Pat Kitchens and City Clerk Carla K. Williamson.

Other members participating via teleconference: City Attorney David E. Waters

Mayor Griswold read the following statement from the agenda index:

*In accordance with Kansas Open Meetings Act (KOMA), the meeting can be viewed on Channel 2 and via Facebook Live. The Leavenworth City Commission special meeting is open to the public with limited seating capacity. To attend the meeting in person, email cwilliamson@firstcity.org no later than 2:00 pm on November 19 to reserve a seat. Seats are available on a first come first serve basis and face coverings and social distancing are **REQUIRED**. Comments may be emailed to cwilliamson@firstcity.org no later than 2:00 pm on November 19 and comments will be provided to the Commissioners.*

Mayor Griswold asked for a motion to open a special meeting.

Commissioner Preisinger moved to open a special meeting for Thursday November 19. Commissioner Leonhard seconded the motion and the motion was unanimously approved.

Consideration of Proposed Face Mask Ordinance – The Mayor introduced the item explaining the reason the Special Meeting has been called. The proposed ordinance was first reviewed on July 21, 2020 and at the conclusion of that meeting, no action was taken. At the November 17, 2020 Study Session there was a desire by the Commission to consider the draft again.

The presentation and comments to the Board of County Commissioners (BOCC) by County Health Officer Jamie Miller at the BOCC November 18, 2020 meeting was played for the Commissioners and public to view.

Mayor Griswold provided statistics from Mr. Jamie Miller. (provided in the presentation to the BOCC)

	10/30	11/16	Case Increase	% Increase
Active Cases	89	251	162	182%
Deaths	14	22	8	57%
Hospitalizations	78	84	6	
14 Day Moving average			29.07	16.03%

Over the last seven weeks the test positivity rate has increased by approximately 10 percentage points and the daily case count has increased by 14.1 cases per day. Mr. Miller reported 497 new cases/100,000 over the most recent two-week reporting period. The number exceeds the Gating Criteria for a Red Rating

established by the Unified School District (USD 453) in conjunction with the County in conjunction with the County Health Department set back in August. In fact, the number of 497 exceeds the Red Rating criteria of 201 or more new case per 100,000 over a two-week period by 296 cases. These numbers were all shared by Mr. Miller at the BOCC meeting on November 18th. Mr. Miller added that the spread in Leavenworth County is escalating and it is everywhere and we have to do something different.

Mr. Miller mentioned a letter dated November 17, 2020 that the six school district's superintendents sent to the BOCC. A portion of the letter stated that with exponential rise in positive COVID-19 cases throughout the community, student and staff absences are increasing due to potential exposure as close contacts, in most cases originating off school property when individuals are not practicing the same public health protocols as they do on campus.

Mayor Griswold referenced a study conducted by the KU Institute for Policy & Social Research over the summer and early fall. At the conclusion, researchers found that a 50% reduction in the spread of COVID-19 in counties that had a mask mandate compared to those without and that masks do not eliminate COVID but they significantly slow the spread of the disease.

Kansas Governor Laura Kelly is imposing a new statewide mask mandate as COVID-19 cases rapidly increase statewide. The executive order will go into effect at 12:01 am on November 25, 2020. County Commissioners will still have the ability to opt out of this order.

Commissioner Preisinger

- There are seven Counties in the metro area, all have COVID mitigation procedures in place excluding Leavenworth County
- The City is not looking at closure of business only a mask requirement
- Per the CDC 15% of U.S. population has contracted COVID since February and additional 15% projected to contract COVID in the next 75 days
- Sweden went with the herd immunity approach and saw the largest number of cases and deaths and have now changed their approach
- State of Utah had the same approach as Sweden and has the highest rates of cases and deaths in the U.S.
- Governor of Iowa also was strongly against masks but as of yesterday has changed and now has a mask mandate in place for her state
- Kansas hospitals are running short on beds
- True Patriots do what is right and put Americans first

Commissioner Leonhard

- On July 21st was not in favor of the mask ordinance at the time and wanted to watch the numbers
- Have been watching the numbers and they have skyrocketed
- Mask ordinance needed in order to keep business open; does want to keep business open
- It is time (to pass the ordinance)-need to take action

Commissioner Wilson

- Agree it is real
- Believes it is important to encourage the public to wear a mask
- Believes in the use of proper hygiene, social distancing and avoiding mass gatherings
- Best way is to stay home

- People have to choose to do the right thing/personal responsibilities
- Area who have mandates are still experiencing cases
- The city does not have the manpower to enforce the ordinance
- Is opposed to a mask mandate

Commissioner Bauder

- Several months ago she was in favor of a mandate
- Received more emails from people and business who want a mask mandate
- Refused to close business
- Need is in order to keep from closing businesses
- This is temporary
- Supports the mask ordinance

Mayor Griswold

- A special meeting was determined necessary to review and decide on the passage of a mask ordinance

David Waters

- Discussed the authority the city has to vote on and put the ordinance in place
- Home Rule powers by the KS constitution allows Cities to enact ordinance that protect the health, safety and public welfare of their citizens as long as ordinances are not in conflict with state laws
- Executive Order 20-52 Governor previously enacted was not accepted by Leavenworth County and the BOCC opted out of it
- If the County enacts the new order this would not affect the ordinance should the commission adopt the ordinance
- Mr. Waters reviewed each of the sections of the proposed ordinance
- In regards to Sec. 22-206 penalties and enforcement:
 - The fines are not a revenue generator or to place a burden on people. Fines were kept low to focus on education and enforcement. Failure could be trespassing and/or refusal to obey a lawful order
 - There would be ability to be heard by a judge
- Sec. 22-207 -- The expiration date is left blank for the commission to establish a date.

Mayor Griswold

- Discussed the penalties and how they differ from the Uniform Public Offense Code (UPOC) passed earlier in the year
- The (UPOC) addresses rules and fines for a County Health Order and this is different as this is a city offence
- This will not be a class C misdemeanor

Chief Patrick Kitchens

- Will treat the ordinance as any new ordinance with an educational element and allow for people who may not be aware of the ordinance
- If there are complaints or violations, will try to resolve through voluntary compliance
- If voluntary compliance does not work it would be enforcement through a citation based on the facts observed by the officer

- There may be some that are simply defiant and a citation would be issued after all other avenues have been exhausted
- The pandemic is serious, but a call for a mask violation would not be prioritized over a violent crime or calls that are of a higher priority

Commissioner Preisinger asked if the ordinance will handcuff the department in anyway if this is passed?

Chief Kitchens stated there may be an initial wave of calls but it has been discussed and it will be put in its appropriate level but it will not overwhelm the department.

Mayor Griswold:

- Should the Commission decide to pass the ordinance and have the ordinance take effect without a second reading the commission must declare an emergency by motion and vote.

Public Comments

Jessica Dalby – 2211 Shenandoah Drive

- Two points; one as the commissioner state what true patriots do
- As military retiree and as a true patriot we put America and Americans first that is what she put her life on the line for
- At the board meeting yesterday a Commissioner state a statistic that children placed in remote (learning) are more likely to suffer depression and suicide
 - There are more COVID deaths than suicide. She received calls from concerned parents and she want to correct that fact statement
- This is a strain on education and on the teachers and they are doing their very best

Education component and this is a strain on

Peggy Bair 1917 Westwood Drive

- Her joint surgeon had to stop surgeries last spring due to the COVID lockdown; she lives in Leavenworth and her surgeon is in Johnson County. He serves our community. He does not want a repeat of last spring's closing for either his patients or for his business.
- When she told Dr. Salin that she was coming to a city council meeting tonight to discuss "Should we wear a mask or not?" His response was "Are you kidding me? That's a question?" With the statistics that masks have created a 50% reduction in infection rate in counties where there is a mask mandate, Dr. Salin said "That's HUGE, though. If we cut cancer rates by 50%? That would be huge. That's ginormous in the medical world!"
- Leavenworth and Leavenworth County was given ample opportunity for months to voluntarily wear masks, social distance and hand washing to prevent the spread of COVID-19. If this voluntary work had been done, we would have seen a reduction in infection but, we did not see a reduction in cases. We have seen a steady rise in cases. Why? No mask mandate. Counties with mandates have seen a 50% reduction in cases. Logical next step? Mask mandate.
- Is a business owner in Leavenworth County
- Was shut down for 2 ½ months last spring. It has been devastating to try to recover from that.
- Choice now is: 1) Another lockdown/shutdown or 2)Mask mandate
- She chooses #2

Susan Pierce 1208 High

- Tested positive 2 times with COVID
 - Stayed home and did everything possible
 - A family member got COVID and she quarantined her grandkids
 - Doctor said she could come see the kids -Daughter came to see kids and took her mask off
 - To say we will be fine is ridiculous
 - Cannot rely on tests; Has COVID in her body and does not know the long-term effects
 - People are not getting tested because people don't want to know
 - Some are presumed positive but not counted
 - In favor of the Commission passing the ordinance
- Stacy Vega 231 Cherokee Street
 - Owns two businesses in town and is a nurse
 - Very disappointed that people are protesting
 - Not all businesses can do curbside
 - Businesses are scared to speak up because groups that are against are loud, but loud is not right
 - Cannot afford a close down
 - Every doctor knows masks will slow the spread
 - Family members went to family event resulting in death of her uncle; He was in his 60's with no underlying health conditions

Commissioner Preisinger:

- In elected office some will say we are not representing their opinion sometimes there are no easy answers and won't please everyone
- Elected to constituents to use best judgment in making decisions
- Will make sure if there is a motion made, there will be a second so there will be a vote and everyone knows where their commissioners stand

Mayor Griswold:

- Job of the Commission is to lead especially during a crisis
- Must consider the health and welfare of all citizens
- Not everyone can just stay home, they must get out for jobs

Commissioner Preisinger moved to declare Ordinance 8154 an emergency for us to act on. Commissioner Bauder seconded the motion. The motion passed 4-1 with Commissioner Wilson voting no.

Commissioner Preisinger moved to pass Ordinance 8154 with an expiration date of 11:59 pm January 31, 2021. Commissioner Leonhard seconded the motion. The motion passed 4-1 with Commissioner Wilson voting no.

Adjournment:

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

Time Meeting Adjourned 4:07 p.m.

Minutes taken by City Clerk Carla K. Williamson, CMC



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

City Commission Regular Meeting
Commission Chambers
Tuesday, November 24, 2020 7:00 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 Myron J. (Mike) Griswold, Mayor Pro-Tem Nancy Bauder and Commissioners Camalla Leonhard, Mark Preisinger. The following member was present virtually via teleconference: Commissioner Jermaine Wilson.

Others present in the commission chambers: City Manager Paul Kramer, Assistant City Manager Taylour Tedder, Human Resources Director Lona Lanter, City Attorney David E. Waters and City Clerk Carla K. Williamson. **Members participating via teleconference:** Finance Director Ruby Maline.

Mayor Griswold read the following statement from the agenda index:

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

Presentations and Awards:

Mayor's Award:

Mayor Griswold Presented the Mayor's Award to Norm Dawson for dedicated service and exceptional contributions to Leavenworth City and the surrounding community since his arrival in 1962. Mr. Dawson was active in countless community groups and causes, including the Leavenworth-Lansing Chamber of Commerce, Leavenworth Board of Education, United Way, and the Water Board, to name a few. One of Norm's most notable contributions was as a founding member of the Community Center Committee. This group was the driving force in transforming a dilapidated train depot into the Riverfront Community Center.

Employee Service Awards:

10 Year Awards

- Leslie Cline, Animal Control Supervisor
- Arlanda Hughes, Court Clerk
- Isaiah Maher, Fire Captain

- Darren Trinkle, Firefighter

25 Year Awards

- Rebecca Beaver, Street Foreman
- Sherman Harvey, Fire Captain
- Ralph Sorrell, Police Sergeant III

Other Milestone Achievements:

15 Years of Service

- Delta Anderson, Telecommunications Specialist
- James Beardsley, Streets Equipment Operator I
- Andrew Brinker, Police Sergeant I
- Larry Huninghake, Fire Captain
- Steve King, Solid Waste Foreman
- Clinton Marsh, Firefighter
- Michael Minard, Fire Captain
- Matthew Nickel, Police Sergeant
- Christopher Simpson, Fire Driver/Operator
- Roy Simpson, Streets Equipment Operator I
- Andrew Yunghans, Fire Driver/Operator

20 Years of Service

- Shawn Kell, Safety Officer/Health Inspector
- William McKeel, Fire Battalion Chief
- Justin Stewart, Engineer Tech II
- Karen Wilk, Telecommunications Specialist

30 Years of Service

- Pat Kitchens, Police Chief

35 Years of Service

- Karen Parker, Senior Accountant

OLD BUSINESS:

Consideration of Previous Meeting Minutes:

Commissioner Leonhard moved to approve the minutes from the November 10, 2020 regular meeting. Commissioner Preisinger seconded the motion and the motion was unanimously approved. The Mayor declared the motion carried 5-0.

Second Consideration Ordinances:

Second Consideration Ordinance 8155 to Amend Sec. 44-189 Emergency Snow Routes– City Manager Paul Kramer presented the ordinance for second consideration. The following changes have been made since placed on first consideration at the November 10, 2020 meeting.

- East-west streets:

- Added: Michals Road, Tonganoxie Road to Richmond Drive.
- North-South streets:
 - Change: Second Avenue, ~~Congress Spruce~~ Street to Limit Street.
 - Change: Fourth Street, Metropolitan Avenue to ~~Eisenhower Road~~ **Limit Street**.
 - Change: Fifth Street, Metropolitan Avenue to ~~Congress Spruce~~ Street.

Mayor Griswold called the roll on Ordinance 8155 and the ordinance passed unanimously 5-0.

NEW BUSINESS:

Public Comment: *emails received by the public for public comment on non-agenda items will be read at this time. No emails were received and no one was present in person for comment.*

Wendy Scheidt Director of Main Street 416 Cherokee

- Reminded everyone about Shop Small this Saturday
- Rockin’ Around the Christmas Tree Event started November 9th and will last through the holiday season

Sarah George – Lives in Leavenworth County but prefers not to give address

- Discuss the meeting called last week regarding the mask ordinance with 22 hour notice prior to the meeting time
- Contacted all the Commissioners about the meeting and has not received responses
- Does not feel the meeting was an emergency
- If such an emergency, shouldn’t the mask mandate have taken effect sooner
- Mayor is of the Democratic party, a party which supports my body my choice but chose to pass a mask ordinance
- Father was a police officer for 30 years in Denver and this ordinance is pitting citizen against the police officers
- Ask for a motion to reconsider the mask mandate approved on November 19 and consider it at a regular meeting and find a room that allows more citizens to participate

General Item:

Cancel Outstanding Checks Prior to 2019 – City Manager Paul Kramer presented for consideration 18 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
Cancellation of
Outstanding AP and PR Checks**

Issue Date	Check #	Payee	Amount
12/01/17	290019793	Corrine Mayo	\$170.00
12/08/17	290019890	Donna Bradford	\$20.00
01/05/18	290020213	Roger Swearingin	\$54.00
02/02/18	290020548	Reve Montour	\$89.00
02/23/18	290020764	Brandi Bennett	\$5.00
04/13/18	290021396	Ryan Davis	\$4.00
04/20/18	290021457	George Vega	\$15.00
04/27/18	290021571	Gerald Wisthoff II	\$9.80
05/04/18	290021690	Eryn Tucker	\$5.00
05/11/18	290021828	Robert Gilbert	\$14.77
05/25/18	290021925	Tamara Da Silva	\$300.00
07/02/18	290022428	Samuel Hennemann	\$35.00
07/02/18	290022445	Tracey Herold	\$105.00
08/02/18	290022790	Samuel Hennemann	\$35.00
08/17/18	290023004	Lizabeth Ritter	\$10.00
08/24/18	290023067	Richard R Dado	\$22.66
08/24/20	290023070	Russell Archer	\$6.00
11/02/18	290023863	Frederick Thompson Jr.	\$54.00
Total checks to be cancelled			<u>\$954.23</u>

Commissioner Preisinger moved to cancel the outstanding checks prior to 2019 as presented. Commissioner Bauder seconded the motion and the motion was unanimously approved. The Mayor declared the motion carried 5-0.

Mayor’s Appointments

Mayor Griswold moved to appoint to the Convention and Tourism Committee, Sherry Brown to an unexpired term ending January 31, 2021; and appoint to the Community Corrections Advisory Board, Jonathan Pheral to an unexpired term ending October 16, 2021. Commissioner Bauder seconded the motion and the motion was unanimously approved. The Mayor declared the motion carried 5-0.

COVID-19 Relief Small Business Grant Program Review – Assistant City Manager Taylour Tedder presented a review of the COVID-19 Relief Small Business Grant Program. Staff is proposing to launch the grant program to provide support to businesses that need assistance paying their employees, purchasing additional inventory, paying mortgage/rent and utilities. The one-time grant offers up to \$5,000.00. Applicants will be reviewed weekly and awarded based on need. If the Commission provides a consensus, the program will be launched November 25, 2020.

Public Comments:

Wendy Scheidt, Director of Main Street

- Many businesses are newer than 2 years old and would eliminate many who may need the grant
- Could the City consider grants for businesses in operation less than 24 months
- Previous grants from COVID or SPARKS funds went very quickly

- Some businesses do not have employees and are a sole proprietorship

Mr. Tedder stated that the 24 months is not a hard fast rule, but chose this based on previous grants and found that those who were in business less than 24 months had difficulty providing financial information. Mr. Kramer also stated that this was modeled after other programs and wanted to help those long time businesses, but want to look at new businesses as well.

There was a consensus by the City Commission for Staff to move forward with the program as presented with 24 months in business. Will look at the program in 30-60 days to see if there are funds available for businesses with less than 24 months in business.

Resolutions:

Resolution B-2272-Resolution of Intent to Issue Industrial Revenue Bonds (Luxury & Imports) – Assistant City Manager Taylour Tedder reviewed the Resolution expressing the intent of the City to issue its federally taxable industrial revenue bonds for improvements benefitting Rea Holding, LLC and Ted A. Rea, Inc. d/b/a Luxury & Imports. The resolution is a non-binding declaration of the official intent of the City to issue such Bonds and it is not bound or otherwise obligated to the Applicants to issue the Bonds if in its sole discretion it determines for whatever reason not to issue such Bonds. The bonds will be issued in the maximum principle amount of \$2,750,000. The City will not be liable or otherwise responsible for the payment of any costs or expense incurred or in connection with the issuance of the bonds.

Commissioner Bauder moved to approve Resolution B-2272 a resolution of intent to issue Industrial Revenue Bonds for Luxury & Imports. Commissioner Leonhard seconded the motion and the motion was unanimously approved. The Mayor declared the motion carried 5-0.

Bids, Contracts and Agreements:

Consider Amendment to 1994 Lease with Super Market Developers LLC (Price Chopper) – City Manager Paul Kramer presented for consideration the second amendment to the 1994 Parking Area/Lease Agreement with Price Chopper. The amendment includes the following changes:

1. The original lease (November 14, 1994) states that the agreement would expire at the earlier of the date (i) they are not operating a grocery store, or (ii) fifty-years (November 2044). The request is to extend that another 25 years. Considering the TIF and CID will not expire before the end of the initial term, it is not necessary. At the same time, the language saying the lease ends if they stop operating a grocery store is still in place, so this language is acceptable.
2. Request language will be added to confirm that the improvements required to be made back in 1994 have been completed. This change does not mean the City could not enforce code issues.
3. Removal of the requirement of constructing a fence with the City providing a gate.

Commissioner Preisinger moved to approve the amendment to the 1994 Lease agreement with Super Market Developers LLC (Price Chopper). Commissioner Leonhard seconded the motion and the motion was unanimously approved. The Mayor declared the motion carried 5-0.

First Consideration Ordinances:

First Consideration Ordinance Amending Sec. 18-94 Fees (Land Disturbance Surety Bonds and Fines) – City Clerk Carla Williamson presented for first consideration an ordinance to amend Sec 18-94 of the City Code of Ordinance to list the surety bonds and fines associated with Land Disturbance Permits. During the recodification of the City Code of Ordinances and restructuring of the City Fee Schedule, any references to bond requirements were removed from the fee schedule and placed into the code and any fees listed in the code were placed in the fee schedule. Prior to the recodification, the surety bond requirement and fines for land disturbance permits were one of those listed in the fee schedule and removed. It was recently discovered by staff that the section of the code that addressed surety bonds and fines was not amended to add in the information. This amendment will correct the error by placing the surety bond requirements, amounts and fines for failure to obtain the required land disturbance permits into the code. There are no changes to the surety bond requirements, amounts and fines for failure to obtain the required land disturbance permits that were previously listed.

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

CONSENT AGENDA:

Commissioner Leonhard moved to approve Claims for November 7, 2020, through November 20, 2020, in the amount of \$752,334.59; Net amount for Payroll #24 effective November 20, 2020 in the amount of \$353,526.03 (Includes Police & Fire Pension in the amount of \$11,839.36). Commissioner Preisinger seconded the motion and the motion was unanimously approved. The Mayor declared the motion carried 5-0.

Other:

Commissioner Preisinger

- Proud that Lansing passed an ordinance for a mask requirement in a Special Meeting this evening
- Fort Leavenworth, Leavenworth and now Lansing within the County have passed an requirement for wearing a mask; that is over half of the county population
- Commissioner Preisinger is on the First Judicial nominating committee in Kansas and in the process of filling a position vacant by a judge that is retiring; taking applications and will be reviewing in the upcoming months

Commissioner Bauder

- Overwhelming number of people emailing and supporting the decision to pass the mask ordinance last week

Executive Session:

Mayor Griswold moved to recess into executive session to discuss the contract of the City Manager pursuant to the nonelected personnel matters exception K.S.A. 75-4319 (b) 1. The open meeting to resume in the City Commission Chambers at 8:25 by the clock in the City Commission Chambers. Human Resources Director Lona Lanter and City Attorney David Waters are requested to attend. Commissioner Preisinger seconded the motion and the motion was unanimously approved. The Mayor declared the motion carried 5-0.

The City Commission returned to open session at 8:25 p.m.

Mayor Griswold moved to authorize the mayor to sign and execute an amendment to the City Manager contract in final form approved by the City Attorney, and upon acceptance of the amendment by the City Manager, reflecting such salary increase as previously approved by the city commission and extending the term until and through December 31, 2022 with provisions for annual extensions. Commissioner Preisinger seconded the motion and the motion was unanimously approved. The Mayor declared the motion carried 5-0.

Adjournment:

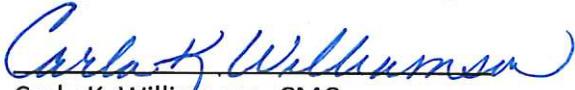
Commissioner Bauder moved to adjourn the meeting. Commissioner Leonhard seconded the motion and the motion was unanimously approved.

Time Meeting Adjourned 8:28 p.m.

Minutes taken by City Clerk Carla K. Williamson, CMC

**POLICY REPORT
SECOND CONSIDERATION ORDINANCE 8156
AMENDING CHAPTER 18 ENVIRONMENT, ARTICLE III LAND DISTURBANCE PERMITS,
SEC. 18-94 FEES, ESCROW ACCOUNT, SURETY BOND AND FINES**

DECEMBER 8, 2020



Carla K. Williamson, CMC
City Clerk



Paul Kramer
City Manager

BACKGROUND:

At the November 24, 2020 City Commission regular meeting the City Commission reviewed and placed on first consideration:

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF LEAVENWORTH, KANSAS; CHAPTER 18 ENVIRONMENT, ARTICLE III LAND DISTURBANCE PERMIT, SECTION 18-94 FEES, ESCROW ACCOUNT, SURETY BOND AND FINES. PROVIDING SUBSTITUTE PROVISIONS AND REPEALING THE SECTION AMENDED.

Ordinance No. 8156 is now presented for second consideration and requires a roll call vote.

ATTACHMENTS:

- Ordinance No. 8156

(Summary Publish in the Leavenworth Times on December 11, 2020)

ORDINANCE NO. 8156

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF LEAVENWORTH, KANSAS; CHAPTER 18 ENVIRONMENT, ARTICLE III LAND DISTURBANCE PERMIT, SECTION 18-94 FEES, ESCROW ACCOUNT, SURETY BOND AND FINES. PROVIDING SUBSTITUTE PROVISIONS AND REPEALING THE SECTION AMENDED.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF LEAVENWORTH, KANSAS:

Section 1. That the Code of Ordinance of the City of Leavenworth, Kansas, Chapter 18 Environment, Sec. 18-94 Fees, escrow account, surety bond and fines, is hereby deleted in its entirety and amended to read as follows:

Sec. 18-94. – Fees, escrow account, surety bond and fines.

(a) Prior to the issuance of a land disturbance permit, each applicant shall pay to the city a fee as established by the city commission as provided in the city fee schedule. Fees paid for a land disturbance permit, which is subsequently revoked by the city engineer, are not refundable. A person operating in compliance with the regulations of this article shall not be charged a permit fee when obtaining a land disturbance permit for construction or re-construction of city-owned and financed capital improvements projects.

(b) Any person who permits, authorizes, or maintains a land disturbance activity without first obtaining a valid land disturbance permit required by this article, shall pay additional permit fees as set out in the city fee schedule.

(c) The applicant shall establish and maintain throughout the permit period an escrow account, or a surety bond in the city's name, as sufficient surety for the city. The city engineer may determine that a specific type of surety instrument be required of an applicant based on the project proposed and the past performance of the applicant. The amount of the escrow account may be reduced with the approval, in writing, of the city engineer.

(1) The amount of the required surety per event shall be as follow:

Regulated land disturbance activity less than 1 acre:	No surety required
Regulated land disturbance activity 1-5 acres:	\$ 5,000
Regulated land disturbance activity more than 5 acres:	\$10,000
One (1) single family residence:	\$ 2,500
Two (2) – five (5) single family residences	\$ 5,000
More than five (5) single family residences	\$10,000
Utility companies/contractors working for a utility company with an annual land disturbance permit	\$ 5,000

(d) Failure to obtain the required land disturbance permit as required in this chapter shall be required to submit the following surety:

- | | |
|---|----------------|
| (1) First offense land disturbance activity less than 1 acre: | \$ 5,000 |
| Second offense and all other categories: | Surety doubles |

Section 2. REPEAL. Chapter 18 Environment, Sec. 18-94 Fees, escrow account, surety bond and fines, of the Code of Ordinances of the City of Leavenworth, Kansas, in existence as of and prior to the adoption of this ordinance, are hereby repealed.

Section 3. EFFECTIVE DATE. This Ordinance shall take effect and be in force from and after its passage, approval and publication in the official city newspaper.

PASSED and APPROVED by the Governing Body on this 8th day of December 2020.

Mayor

{Seal}

ATTEST:

Carla K. Williamson, CMC, City Clerk

**POLICY REPORT
MAYOR, MAYOR PRO-TEM AND FINANCIAL CLAIMS REVIEWER
NOMINATIONS**

DECEMBER 8, 2020

Prepared by:



Carla K. Williamson, CMC
City Clerk

Reviewed by:

Paul Kramer
City Manager

ACTION:

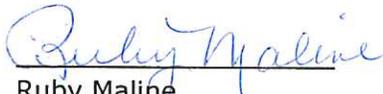
Nominations for Mayor, Mayor Pro-Tem and Financial Claims Reviewer:

1. Mayor – December 8, 2020 to December 14, 2021 **Action: Motion**
2. Mayor Pro-Tem – December 8, 2020 to December 14, 2021 **Action: Motion**
3. Financial Claims Reviewer– December 8, 2020 to December 14, 2021 **Action: Motion**

Policy Report No. FIN-20-08
Proposed Amendments to the 2020 Budget
December 8, 2020

Prepared By:

Approved By:


Ruby Maline
Finance Director


Paul Kramer
City Manager

Issue:

This is to propose a republication of the 2020 budget increasing the expenditure authority to accommodate unanticipated expenditures for the following funds:

- Community Grant Fund
- Home Depot TIF
- Sewer Fund
- Business & Technology Park Fund
- Refuse Restricted Fund
- Storm Water Fund
- Debt Service Fund
- Hotel TIF Fund

According to K.S.A. 79-2929a, municipalities are authorized to amend budgets to spend money not in the original budget as long as it does not require additional tax levies.

Background:

In August 2019, the Commission approved and adopted the 2020 budget establishing the maximum expenditures for various funds and the amount of ad valorem taxes levied to provide funding for those expenditures.

According to Kansas Statutes, funds cannot exceed the expenditure authority without amending the budget. Budget amendments must be made from existing revenues and cannot require additional tax levies. Before proposing an amendment to the budget, there must be a notice of public hearing published in the local newspaper at least 10 days prior to the hearing.

A Notice of Public Hearing for amending the 2020 budget was recently published in the *Leavenworth Times*.

Due to circumstances that were not anticipated when the 2020 budget was originally published, the above mentioned funds will exceed their expenditure authority, however, additional revenues are available to support the increased expenditures.

Recommendation:

Staff recommends that the 2020 budget for the above mentioned funds be amended as proposed. The proposed amendments require no additional tax levies.

Explanation of Amendments**Community Grant Fund**

The proposed amendment would add 2020 spending authority by \$1,000,000 to cover grants made to community organizations and businesses that were negatively impacted by the COVID-19 pandemic. The funding for these increased expenditures will come from a transfer from General Fund.

Home Depot TIF Fund

The proposed increase in this fund comes from additional TIF revenues received (\$112,699) that will need to be paid out.

Sewer Fund

The proposed amendment would increase the 2020 spending authority by \$3,192,149 to cover the transactions related to the debt refunding that was completed in June 2020. The additional funding comes from the bond proceeds.

Business and Technology Park

The proposed amendment would provide spending authority for the maintenance of the Business and Technology Park (\$30,000). The funding comes from the reserves in this fund.

Refuse Restricted Fund

The proposed amendment increases the budget authority for the Refuse Restricted to account for transactions resulting from KDHE activities related to the old City Landfill and the old Municipal Service Center (32,264). The funding for these expenses will come from a transfer from the Refuse Fund.

Storm Water Fund

The proposed amendment will increase spending authority to cover transactions related to storm water projects (\$3,533,311). These projects were funded by bond proceeds.

Debt Service Fund

The proposed amendment would increase the 2020 spending authority for the Debt Service Fund by \$536,513 to cover transactions related to the bond refunding that was completed in June 2020.

Hotel TIF

The proposed amendment would increase the Hotel TIF Fund spending authority by \$250,188 due to increased revenues that need to be paid out.

			2020 Amended Budget		
Table of Contents:			Amount of 2019 Tax that was Levied	Adopted 2020 Expenditures	Proposed Amended 2020 Expenditures
Fund	K.S.A.	Page No.			
Business & Technology Park		2			30,000
Community Grant Fund		3			1,000,000
Sewer Fund		4		6,126,264	9,318,413
Refuse Restricted		5		18,714	50,978
Storm Water		6		1,100,000	4,633,311
Debt Service Fund	10-113	7	1,676,329	4,174,762	4,711,275
Hotel TIF		8		537,451	787,639
Home Depot TIF		9		307,084	419,783
Totals		x	1,676,329	12,264,275	20,951,399

2020

**Amended
Certificate
For Calendar Year 2020**

To the Clerk of Leavenworth County, State of Kansas
We, the undersigned, duly elected, qualified, and acting officers of
City of Leavenworth, Ks
certify that: (1) the hearing mentioned in the attached publication was held;(2) after the Budget Hearing this Budget was duly approved and adopted as the maximum expenditure for the various funds for the year.

Table of Contents:		Page No.	2020 Amended Budget		Proposed Amended 2020 Expenditures
Fund	K.S.A.		Amount of 2019 Tax that was Levied	Adopted 2020 Expenditures	
Business & Technology Park		2			30,000
Community Grant Fund		3			1,000,000
Sewer Fund		4		6,126,264	9,318,413
Refuse Restricted		5		18,714	50,978
Storm Water		6		1,100,000	4,633,311
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Home Depot TIF		9		307,084	419,783
Totals		xxxxxxxxx	1,676,329	12,264,275	20,951,399
Summary of Amendments		10			

Attested date: _____

County Clerk

Assisted by: _____

Address: _____

Email: _____

Governing Body

CPA Summary

City of Leavenworth, Ks

2020

Adopted Budget

Sewer Fund	2020 Adopted Budget	2020 Proposed Budget
Unencumbered Cash Balance January 1	920,504	1,196,961
Receipts:		
Ad Valorem Tax		
Delinquent Tax		
Motor Vehicle Tax		
Recreational Vehicle Tax		
16/20M Vehicle Tax		
Charges for Services	5,197,853	5,197,853
Bond Proceeds	0	3,192,149
Miscellaneous	7,907	7,907
Interest on Idle Funds		
Total Receipts	5,205,760	8,397,909
Resources Available:	6,126,264	9,594,870
Expenditures:		
Personnel	1,309,234	1,309,234
Contractual Services	1,735,704	1,735,704
Commodities	490,590	490,590
Capital Outlay	752,805	752,805
Debt Service	763,333	3,955,482
Capital Lease	133,950	133,950
Capital Reserves	341,760	341,760
Operating Reserves	598,888	598,888
Total Expenditures	6,126,264	9,318,413
Unencumbered Cash Balance December 31	0	276,457

CPA Summary

2020

**Notice of Budget Hearing for Amending the
2020 Budget**

The governing body of
City of Leavenworth, Ks

will meet on the day of December 8, 2020 at 7:00 P.M. at City Hall 100 N. 5th Street for the purpose of hearing and answering objections of taxpayers relating to the proposed amended use of funds.

Detailed budget information is available at City Hall
and will be available at this hearing.

Summary of Amendments

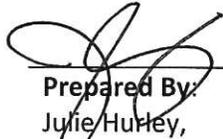
Fund	2020 Adopted Budget			2020 Proposed Amended Expenditures
	Actual Tax Rate	Amount of Tax that was Levied	Expenditures	
Business & Technology Park			0	30,000
Community Grant Fund			0	1,000,000
Sewer Fund			6,126,264	9,318,413
Refuse Restricted			18,714	50,978
Storm Water			1,100,000	4,633,311
Debt Service Fund	7.637	1,676,329	4,174,762	4,711,275
Hotel TIF			537,451	787,639
Home Depot TIF			307,084	419,783
			0	0
			0	0

Carla Williamson
Official Title: City Clerk

POLICY REPORT

Review Unsafe and Dangerous Structures

December 8, 2020



Prepared By:
Julie Hurley,
Director of Planning and
Community Development



Reviewed By:
Paul Kramer,
City Manager

DISCUSSION

On July 14, 2020, the City Commission adopted Resolution B-2257 regarding demolition of 18 structures. At that time, the Commission voted to grant a 60-day extension to 10 properties, including the 3 listed below. The properties were again reviewed by the City Commission on September 22. At that time, the Commission voted to grant a 30 day extension to the subject properties. The properties were again reviewed by the City Commission on October 27, 2020. At that time, the Commission voted to give the subject properties an extension to December 8, 2020.

At this time, the Commission shall discuss each property individually and provide a consensus on the decision of the Governing Body. The current status of each property is as follows:

1. **1914 W. 7th** – Single family house
Building permit issued on 10/8/2020 for installation of new siding, roof, foundation repair, and interior renovations. New roof and windows have been installed, new siding currently being installed. Ownership has changed to Glynée Taylor and Trisha Alton.
2. **504 Miami** – Single family house
Building permit issued on 5/11/2020 for exterior and interior renovations. Front porch has been removed and replaced, upstairs window on front of house has been replaced. Roof, siding, and windows still in need of repair or replacement.
3. **824 Osage** – Single family house and detached garage
Building permit issued on 5/22/2020 for roof. Roof on front portion of house has been repaired, new front steps installed, paint applied to front of house and porch area. Roof, siding, and windows/doors still in need of repair or replacement.

RECOMMENDED ACTION

Motion to proceed with the properties as discussed and agreed to by the Commission and as annotated by the City Clerk

voted to name the city-owned soccer complex the Frank Mazeitis Soccer Complex. The request is now presented to the City Commission for approval.

Commissioner Preisinger moved to approve the naming of the soccer game complex Frank Mazeitis Soccer Complex. Commissioner Bauder seconded the motion and the motion was unanimously approved. The Mayor declared the motion carried 5-0.

Review Unsafe and Dangerous Structures Given 30-Day Extensions on September 22 - Community Development Director Julie Hurley reviewed the 6 properties that were given 30 day extensions by the Commission at the September 22, 2020 meeting.

1033 Osage-Detached garage – Dumpster on the property at this time but no change.

No one was present to comment on the property

- Commissioner Preisinger from Sept 22 were told property was sold and we have heard nothing so far, would suggest to move forward with demolition.

Consensus by the Commission to Proceed with Demolition

1914 W. 7th-Single family house – Building permit issued on 10/8/2020 for installation of new siding, roof, foundation repair, and interior renovations. Work ongoing.

No one was present regarding the property

- Commissioner Preisinger stated that there were promises that rehab would begin the week of Sept 22 and nothing other than tearing off siding has been done. Feels that the Commission should proceed with demolition. Mayor Griswold agreed with Commissioner Preisinger and stated that the owner did not even show up to the meeting this evening to discuss. Commission Leonhard agreed to proceed with demolition.
- Commissioners Bauder and Wilson are in favor of giving an extension and Commission Wilson stated he had spoken to Trisha Alton. Commissioner Leonhard stated that she was in favor to give an extension if Commissioner Wilson has been in contact with Ms. Alton.
- Julie stated that Ms. Alton pulled a permit on October 8, 2020 but no definite proof that she is the owner at this time.

Consensus by the Commission to review again at the December 8, 2020 meeting.

504 Miami-Single family house – Building permit issued on 5/11/2020 for exterior and interior renovations. Minimal visible change.

Owner Ramon Muhammad (1208 W 21 Street Lawrence KS) was present

- Will hire a roofing company and still planning on using Christian Brothers to do the work
- Would need 60 days to complete
- Will be working on the back of the house
- Starting tearing down porch 2 days ago and new porch will be done this weekend
- Stated he has been busy with other jobs in Lawrence and trying to keep everyone happy
- Has heaters and will be able to work in the cold weather

- Commissioner Preisinger stated was commission was told at the last meeting stating that roof would begin. This has been going too long and neighbors said has been going on for 11 years without repairs. He is in favor or proceeding with demolition.
- Commissioner Bauder asked how long it will take to get the rest of the items done. Mr. Muhammad said that the porch will be built this weekend and then will start on roof and needs 60 days to complete. Commissioners Wilson and Leonhard are also in favor of a 60-day extension.
- After discussion among the Commissioners, it was agreed to review again at the December 8th meeting.

Consensus by the Commission to review again at the December 8, 2020 meeting.

513 Lawrence Ave-Single family house – Building permit issued on 6/23/2020 for interior and exterior renovations. Work ongoing. Substantial progress and staff recommends removal from the demolition list.

Consensus by the Commission to remove from the demolition list.

701 S 2nd –Single-family house – No active building permits, work ongoing
Calvin Locket, Owner 800 S. Esplanade

- About a week left on some concrete work
- Some siding left to install
- Still has a door to install
- Had some health issues that slowed him down
- Need about 1 week to complete

Consensus by the Commission to remove from demolition list.

City Attorney Waters stated that even though properties are off the demolition list they are still subject to Municipal Code and code enforcement issues.

824 Osage-Single family house and detached garage – Building permit issued on 5/22/2020 for roof. Work ongoing. Removed part of the roof and added some stairs.

Darlene Derringer (112 East Kay, Lansing) Owner was present

- Husband is not well
- Doing the best with the money they have
- Has renewed the roof permit
- The goal is to move back into the home
- Fixed part soffits of a side before they can do the roof
- Inspector came and said the roof was sound but does not know who it was that came out (claims they were city inspectors)
- Cannot say when it will be complete
- Have been working on it every day except when it snowed
- Does not know how long it has been vacant maybe a couple years at least
- Went to home depot and got an estimate on the roof materials but cannot remember how much the amount of the estimate

Manda Woodward (112 East Kay Lansing) Daughter of Owner Darlene Derringer was also present

- Extension needed and priority is the roof
- Is on a fixed income and doing step to get the roof done
- With the cost of the roof it will be nearly impossible to have it done by December

- Commissioner Preisinger asked about volunteer who came to look at the roof and reminded Ms. Derringer that the work on the roof must be done by a licensed roofer. Asked about estimates on how much it would cost to complete the repairs and would like to see a cost estimate on how much it would cost to do the needed repairs.

- Commissioner Wilson, Bauder and Leonhard agreed that the focus should be on the roof and agreeable to extend to the December 8 meeting.

- There was a discussion about what would be needed to occupy the home. A certificate of occupancy would include the requirement electrical service to the home and an inspection would be needed.

- City Manager Kramer discussed the inspection that was performed by the City of the electrical panel on August 21, 2020 and stated that the inspection concluded:
 - Breaker box needed to be replaced - rusted out beyond being able to be used
 - Is out of code since it has been disconnected for over a year and would need to be brought up to code (substantial electric works is needed)

- City Manager Kramer stated there are clearly numerous code enforcement issues that have not been cited because it is on the demolition list so those things are not being addressed.
- City Attorney Waters stated that if the Commission makes other request you are modifying the remediation plan; which can be done if the Commission wants staff do that. Concern is that if you are letting the owner leave with the expectation that no work is expected to be done but just to get expenses.

- After discussion among the commissioners, it was agreed that the expectation at the December 8, 2020 meeting is that the roof will be complete and then the commission would consider an additional extension.

Consensus by the Commission to review again at the December 8, 2020 meeting with expectation to see a new roof and consider giving an extension on other repairs needed to meet code.

Commissioner Preisinger moved to take action on the following properties: 1033 Osage garage, proceed with demolition; 1914 W 7th, review at the December 8, 2020 meeting; 504 Miami, review at the December 8, 2020 meeting; 513 Lawrence Ave, remove from the demolition list; 701 S 2nd remove from the demolition list; 824 Osage, maintain on the demo list with a review on December 8 with expectation that if a roof is completed by December 8 we will consider giving an extension on other things. Commissioner Leonhard seconded the motion and the motion was unanimously approved. The Mayor declared the motion carried 5-0.



PROPERTY REMEDIATION AGREEMENT

Owner: Clim Curry
 Site Address: 1914 West 7th Street
 Leavenworth, KS 66048

The owner(s) of the property located at 1914 West 7th Street recognize that the property is in violation of the City's Property maintenance ordinance(s). As such, they agree to bring the property in to compliance with City Ordinance standards, draw all necessary permits for the work to be performed, and meet the repair deadlines listed below. In return, the City agrees to stay the prosecution of any existing code violations, consider them abated after the property is found in compliance, and to work with the owners throughout this remediation process to help them resolve all code enforcement issues at the site.

	DEADLINE	TASK
1)	7/10/2020	Siding - replace/repair all exterior walls and siding. Soffits & eaves - Replace/repair all soffits and eaves.
2)	7/10/2020	Windows & doors - replace/repair all windows and doors.
3)	7/10/2020	Paint - remove all peeling paint and repaint entire structure.
4)		

I (Print the Owner's Name) _____ agree to honor the commitments as described above and understand that failure to do so may result in legal and remedial actions by the City of Leavenworth, possibly up to and including the demolition of unremediated structures. I also agree to maintain all yard areas by keeping the site free of junk and clutter, as well as excessive vegetation while I am remediating the property.

Notary Area

Signature

Date

1914 W. 7th Street - July



1914 W. 7th Street - September



1914 W. 7th Street – October



1914 W. 7th Street - Current



1914 W. 7th Street - Current



1914 W. 7th Street - Current



1914 W. 7th Street - Current





PROPERTY REMEDIATION AGREEMENT

Owner: Toya La Rose Morris & Sharode Monte Hayward
 Site Address: 504 Miami Street
 Leavenworth, KS 66048

The owner(s) of the property located at 504 Miami Street recognize that the property is in violation of the City's Property maintenance ordinance(s). As such, they agree to bring the property in to compliance with City Ordinance standards, draw all necessary permits for the work to be performed, and meet the repair deadlines listed below. In return, the City agrees to stay the prosecution of any existing code violations, consider them abated after the property is found in compliance, and to work with the owners throughout this remediation process to help them resolve all code enforcement issues at the site.

	DEADLINE	TASK
1)	July 10, 2020	Roof - replace entire roof Chimney - replace chimney
2)	July 10, 2020	Siding - replace/repair all exterior walls and sidings. Soffits & eaves - replace/repair all soffits and eaves.
3)	July 10, 2020	Windows & doors - replace/repair all windows & doors.
4)	July 10, 2020	Paint - remove ALL peeling paint and repaint entire exterior.
		Remove all dead and dying trees, limbs or other unsightly natural growth or unsightly appearances.

I (Print the Owner's Name) _____ agree to honor the commitments as described above and understand that failure to do so may result in legal and remedial actions by the City of Leavenworth, possibly up to and including the demolition of unremediated structures. I also agree to maintain all yard areas by keeping the site free of junk and clutter, as well as excessive vegetation while I am remediating the property.

Notary Area

Signature

Date

504 Miami Street - July



504 Miami Street - September



504 Miami Street - October



504 Miami Street - Current



504 Miami Street - Current



504 Miami Street - Current





PROPERTY REMEDIATION AGREEMENT

Owner: Herbert L. & Darlene W. Derringer
 Site Address: 824 Osage Street
 Leavenworth, KS 66048

The owner(s) of the property located at 824 Osage Street recognize that the property is in violation of the City's Property maintenance ordinance(s). As such, they agree to bring the property in to compliance with City Ordinance standards, draw all necessary permits for the work to be performed, and meet the repair deadlines listed below. In return, the City agrees to stay the prosecution of any existing code violations, consider them abated after the property is found in compliance, and to work with the owners throughout this remediation process to help them resolve all code enforcement issues at the site.

	DEADLINE	TASK
1)	July 10, 2020	Roof – replace entire roof
2)	July 10, 2020	Siding – replace/repair all exterior walls and sidings. Soffits & eaves – replace/repair all soffits and eaves.
3)	July 10, 2020	Windows & doors – replace/repair all windows & doors.
4)	July 10, 2020	Paint – remove ALL peeling paint and repaint entire exterior.
		Remove all dead and dying trees, limbs or other unsightly natural growth or unsightly appearances.

I (Print the Owner's Name) _____ agree to honor the commitments as described above and understand that failure to do so may result in legal and remedial actions by the City of Leavenworth, possibly up to and including the demolition of unremediated structures. I also agree to maintain all yard areas by keeping the site free of junk and clutter, as well as excessive vegetation while I am remediating the property.

Notary Area

Signature

Date

824 Osage Street - July



824 Osage Street – September



824 Osage Street - October



824 Osage Street - Current



824 Osage Street - Current



824 Osage Street - Current



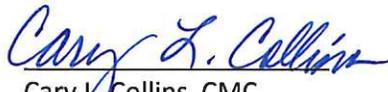
824 Osage Street - Current



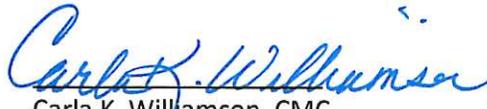
**POLICY REPORT
CEREAL MALT BEVERAGE LICENSES FOR 2021**

DECEMBER 8, 2020

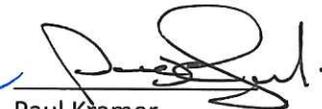
PREPARED BY:


Cary L. Collins, CMC
Deputy City Clerk

REVIEWED BY:


Carla K. Williamson, CMC
City Clerk

REVIEWED BY:


Paul Kramer
City Manager

ISSUE:

Request approval to issue Cereal Malt Beverage licenses effective January 1, 2021.

BACKGROUND:

The following 20 establishments made application for renewal of their Cereal Malt Beverage license and paid the applicable fee. The Leavenworth Police Department performed a records check and approved the applicants for renewal.

Establishment	Address	Consumption ON/OFF Premise
Abe's Place	5101 10 th Ave	ON
Eddie's Grocery	1101 Spruce St	ON
Little Bar	1431 10 th Ave	ON
Towne Pub Restaurant	1001 Ottawa St	ON
AZAD Inc dba 7-Eleven Store	701 Metropolitan Ave	OFF
Casey's Retail Store #1261	2004 Spruce St	OFF
Casey's Retail Store #2609	950 Eisenhower Rd	OFF
Casey's Retail Store #2826	2100 S 4 th St	OFF
CVS Pharmacy #5268	390 Limit St	OFF
Diamond Oil 2	1031 Metropolitan Ave	OFF
Dillon's #40	720 Eisenhower Rd	OFF
Four B dba Price Chopper	2107 S 4 th St	OFF
Hometown Store	111 N Broadway St	OFF
GOJRA, LLC dba K7 Stop	300 N 4 th St	OFF
Minit Mart #579	3122 S 4 th St	OFF
Murphy's USA #7486	1050 Eisenhower Rd	OFF
Star Gas	788 Spruce St	OFF
Walgreens #12923	2900 S 4 th St	OFF
Walmart Store #26	5000 10 th Ave	OFF
Woody's Food Mart	700 Eisenhower Rd	OFF

STAFF RECOMMENDATION:

Staff recommends approval to issue the 2021 Cereal Malt Beverage Licenses.

**POLICY REPORT
CANCELLATION OF THE
DECEMBER 22, 2020 REGULAR MEETING**

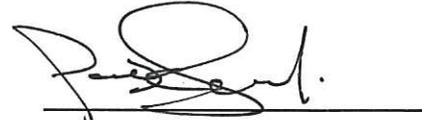
DECEMBER 8, 2020

Prepared by:



Carla K. Williamson, CMC
City Clerk

Reviewed by:



Paul Kramer
City Manager

ISSUE:

Request cancellation of the December 22, 2020 Regular Meeting due to the Christmas Holiday.

BACKGROUND:

Section 2-52(e) of the City Code of Ordinances states:

Cancellation or modification. The city commission may cancel or modify any ordinarily established meetings by motion and approval by a majority of a quorum at any regularly scheduled or special meeting. Notwithstanding the foregoing, the mayor (and, in the absence of the mayor, the mayor pro tem), after consulting with the city manager, shall be authorized to cancel a meeting and make a temporary change in a meeting date when such actions are reasonably necessary due to reasons of health, safety, or welfare, or the known inability to obtain a quorum. Appropriate notice of such cancellation or change in meeting date shall be provided to the public and commission members.

RECOMMENDATION:

Staff recommends cancellation of the meeting on December 22, 2020. The cancellation will be posted on the doors of City Hall and on social media.

CITY COMMISSION ACTION:

Motion to Cancel the December 22, 2020 Regular Meeting.

**POLICY REPORT
RESOLUTION TO COLLECT UNCOLLECTIBLE TENANT ACCOUNTS
December 8, 2020**

PREPARED BY:



Andrea Cheatom, Housing Manager
Leavenworth Housing Authority

REVIEWED BY:



Julie Harley, Executive Director
Director of Planning and Community
Development

APPROVED BY:



Paul Kramer
City Manager

ISSUE:

Consider a resolution removing seven (7) tenant accounts from the rent register at Planters II.

RESOLUTION:

Past due rent or damage assessments are determined to be uncollectible for various reasons. Some tenants are deceased or have been moved to nursing homes and have no ability to repay. Others have moved from the forwarding address provided to the LHA. Attempts to find or otherwise recover the money have been unsuccessful. The Resolution deletes the accounts in accordance with the procedures to keep the Housing Authority's rent register current. The process is required by the U.S. Department of Housing and Urban Development (HUD) and is included in management policy resolutions adopted for the operation of Planters II.

This housekeeping function is performed at least once each year.

COMMISSION ACTION:

Motion to adopt the attached resolution deleting uncollectable tenant accounts.

RESOLUTION NO. B-2273

A RESOLUTION AUTHORIZING CERTAIN TENANT ACCOUNTS TO BE DELETED BY THE LEAVENWORTH HOUSING AUTHORITY, LEAVENWORTH, KANSAS.

WHEREAS, Planters II, the Leavenworth Public Housing Authority operating a 105 unit low income residents is required by program regulations to annually report uncollected tenant accounts; and,

WHEREAS, the uncollected tenant accounts listed in this resolution shall be deleted.

BE IT RESOLVED BY THE LEAVENWORTH CITY COMMISSION ACTING AS THE LEAVENWORTH HOUSING AUTHORITY COMMISSION, CITY OF LEAVENWORTH, KANSAS:

Section 1. The following tenant accounts are hereby deleted:

<u>Name</u>	<u>Amount</u>
Jacob Allee	\$1,274.85
Carolyn Dykes	\$ 204.00
Emelda Lawson	\$ 55.00
James Loch	\$ 747.96
Lynn Mariche	\$1,085.16
Otto Sparks	\$ 5.80
Edwin Vorbeck	\$ 71.57

Section 2. This resolution shall be effective from and after its passage as provided by law.

PASSED AND APPROVED this 8th day of December 2020.

Mayor

{SEAL}

ATTEST:

Carla K. Williamson, CMC
City Clerk

**POLICY REPORT
RESOLUTION TO REMOVE PROPERTY FROM THE LEAVENWORTH HOUSING
AUTHORITY INVENTORY
DECEMBER 8, 2020**

PREPARED BY:



Andrea Cheatom, Housing Manager
Leavenworth Housing Authority

REVIEWED BY:



Julie Hurley, Executive Director
Director of Planning and Community
Development

APPROVED BY:



Paul Kramer
City Manager

ISSUE:

Consider a resolution removing property from the assets inventory at the Leavenworth Housing Authority (Planters II).

RESOLUTION:

A broken office chair and Carpet Shampooer have been disposed of. The Resolution deletes the property from the asset inventory in accordance with the procedures established by the U.S. Department of Housing and Urban Development (HUD) to keep the inventory log current. The process is required by the U.S. Department of Housing and Urban Development (HUD).

COMMISSION ACTION:

Motion to adopt the attached resolution removing disposed of property from the Leavenworth Housing Authority's (Planters II) inventory.

RESOLUTION B-2274

A RESOLUTION AUTHORIZING DISPOSAL OF PROPERTY FROM THE INVENTORY OF THE LEAVENWORTH HOUSING AUTHORITY, LEAVENWORTH KANSAS.

WHEREAS, Planters II, the Leavenworth Public Housing Authority operating a 105 unit low income residents in accordance with federal procedures annually updates inventor on hand; and,

WHEREAS, the items listed in this resolution were disposed of and/or were determined to be no longer inoperable during 2020.

BE IT RESOLVED BY THE LEAVENWORTH CITY COMMISSION ACTING AS THE LEAVENWORTH HOUSING AUTHORITY COMMISSION, CITY OF LEAVENWORTH, KANSAS:

Section 1: The following described property is herewith removed from inventory from the housing equipment inventory for items located at Planters II.

<u>INV#</u>	<u>DESCRIPTION</u>	<u>SERIAL #</u>	<u>COMMENTS</u>	<u>COST</u>
2118	Carpet Shampooer	H12E01710697	Hoover	\$249.96
2220	Office Chair	N/A	Giantex	\$ 69.99

Section 2: This resolution shall become effective from and after its passage as provided by law.

PASSED AND APPROVED this 8th day of December 2020.

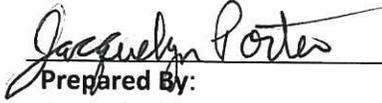
Mayor

{SEAL}

ATTEST:

Carla K. Williamson, CMC
City Clerk

POLICY REPORT
Leavenworth City Commission
Consider Bids for Demolition Project CD 2020-02
December 8, 2020



Prepared By:
Jacquelyn Porter
City Planner



Reviewed By:
Julie Hurley
Director of Planning
and Community Dev.



Reviewed By:
Paul Kramer
City Manager

DISCUSSION

There was only one completed bid that was submitted by Denton Excavating dba Midland Wrecking. Bids were solicited for the demolition of five residential properties, four city initiated demolitions (407 N. 20th, 1612 W. 7th, 420 Ottawa, and 934 Ottawa) and one public work initiated demolition (713 S. 3rd St.). The single bid was received for \$52,415.

RECOMMENDED ACTION

Staff recommends acceptance of the bid by Denton Excavating dba Midland Wrecking for \$52,415. Sufficient funds are in the Community Development Block Grant for this contract.

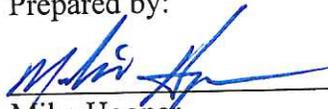
POLICY REPORT NO. 20-56

CONSIDER PURCHASE OF
TWO (2) SALT/SAND SPREADERS
WITH DEALER INSTALLED PRE-WETTING SYSTEM

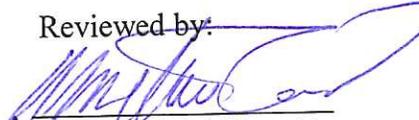
PUBLIC WORKS DEPARTMENT
STREET DIVISION

December 8, 2020

Prepared by:


Mike Hooper
Deputy Director of Public Works

Reviewed by:


Michael G. McDonald,
Director of Public Works

Approved By:


Paul Kramer,
City Manager

ISSUE

Consider the purchase of two salt/sand spreaders with dealer installed pre-wetting system. One spreader for a single axle dump truck, and the other spreader for a 1 ton flat bed.

BACKGROUND

The City budgeted \$27,675.00 in the 2020 CIP for the purchase of two salt/sand spreaders with a pre-wetting system for the Street Division. The salt/sand spreaders will be replacing a spreader purchased in 2000 and one purchased in 2008. Both are in need of major repairs for continued use by the department past this winter season. Staff delayed the purchase request until the Finance Department could determine the effect the COVID Pandemic would have on the budget.

Bids were requested from American Equipment Company and Henke Manufacturing for the Salt/Sand Spreaders and the associated pre-wet system. Henke is unable to bid direct with the City as a manufacturer, so their bid was submitted through American Equipment Co. Following is a result of the bid request.

<u>VENDOR</u>	<u>MODEL</u>	<u>TOTAL</u>
➤ American Equipment Co.	Henke Model HXC Series For Single Axle Dump Truck	\$22,501.00
Henke does not make a spreader for the 1 ton flat bed.		
➤ American Equipment Co.	Monroe Model MD 108-50-44 For 1 ton flat bed	\$11,616.00
➤ American Equipment Co.	Monroe Model MCV 120-84-50 For Single Axle Dump Truck	\$19,699.00

The Monroe spreaders are priced through the Sourcewell Cooperative Purchasing contract.

Delivery of the equipment is expected to be in 210 – 240 days from confirmation of the order.

STAFF RECOMMENDATIONS

Staff recommends the City Commission accept the bids of \$19,699.00 and \$11,616.00 for a total cost of \$31,315.00 for the Monroe salt/sand spreaders from American Equipment Co.

POLICY

The City Commission can either approve or reject the low bid from American Equipment Co.

ATTACHMENTS

- American Equipment Quote – Monroe - 1 Ton
- American Equipment Quote – Monroe – Single Axle
- American Equipment Quote – Henke – Single Axle

American

EQUIPMENT CO.
 3250 Harvester Road
 Kansas City, Kansas 66115
 (Phone) 913-342-1450 (Fax) 913-342-1377
 sales@americanequipment.us

QUOTATION

DATE	Quotation #
11/24/2020	112420/8JB

NAME / ADDRESS
City of Leavenworth Purchasing Office 100 North 5th, City Hall Leavenworth, KS 66048

TO CONFIRM ORDER
Quote Accepted by _____
Date _____
P.O. # _____

LEAD TIME	TERMS	REP	FOB	PHONE	FAX #		
210-240 days ...	Due on Rece...	JLB	KC,KS	913-758-6611	913-682-0282		
QTY	ITEM	DESCRIPTION			U/M	COST	Total
1	300	Equipment for single axle plow truck with 10' dump: Truck has hydraulics and controls installed THIS QUOTE IS IN REFERENCE TO SOURCEWELL EQUIPMENT PRICING, - MONROE CONTRACT # 080114-MTE, - LEAVENWORTH, KS.,CITY OF, MEMBER # 96347 Monroe MODEL:MCV-120-84-50, 201SS, DUAL AUGER - 10 feet; 84" width; 50" height - 45 degree sloped sides with 2" double crimped top edge - 7 gauge longitudinals tied together with 3" FORMED channel cross sills, removable 7 ga. 201SS auger trough - DUAL 7" stepflighted STEEL augers with 1/2" fighting - Augers to be driven by a 24.9 C.I.R. hydraulic motors (3.6 to 1 planetary drive) - TOP GRATES AND H-BEAM mild steel painted black - 20" POLY spinner disc with six fins (driven by top mounted motor) - SS INVERTED-V - Tilt up spinner assembly - TAILGATE LATCH BAR KIT - New hydraulic hoses at rear including new QD's - Ratchet tie downs (4) total SKU # 00132436-C				19,699.00	19,699.00
Quoted by John Blogin					Total		

American

EQUIPMENT CO.
 3250 Harvester Road
 Kansas City, Kansas 66115
 (Phone) 913-342-1450 (Fax) 913-342-1377
 sales@americanequipment.us

QUOTATION

DATE	Quotation #
11/24/2020	112420/8JB

NAME / ADDRESS
City of Leavenworth Purchasing Office 100 North 5th, City Hall Leavenworth, KS 66048

TO CONFIRM ORDER
Quote Accepted by _____
Date _____
P.O. # _____

LEAD TIME	TERMS	REP	FOB	PHONE	FAX #		
210-240 days ...	Due on Rece...	JLB	KC,KS	913-758-6611	913-682-0282		
QTY	ITEM	DESCRIPTION			U/M	COST	Total
		LDS-333 ELECTRIC PRE-WET FOR 10' MSV V-BOX APPLICATION: - Standard Equipment: Electric 12 VDC sealed 3 GPM pump/motor combination with integral pump shut off switch all within sealed NEMA fiberglass enclosure. Two (2) 1 GPM brass spray nozzles, strainer and hoses for applying liquid. In-cab controller has on/off switch with variable rate control and harnessing SKU # 00016818 - DUAL 100 GAL. POLY TANK KITS WITH SS MOUNTING HARDWARE SKU # 00148672-C - DUAL TANK CROSS-OVER PLUMBING KIT, SKU # 05050311 - ENCLOSURE MOUNTING KIT, SKU # 0017725-C - BULK FILL KIT, SKU # 05050320 - FLUSHER KIT, SKU # 05050319 - QUICK DISCONNECT KIT ALL OF THE ABOVE INSTALLED					
Quoted by John Blogin					Total	\$19,699.00	

This quote is valid for 30 days. Applicable taxes not included.

American

EQUIPMENT CO.
 3250 Harvester Road
 Kansas City, Kansas 66115
 (Phone) 913-342-1450 (Fax) 913-342-1377
 sales@americanequipment.us

QUOTATION

DATE	Quotation #
11/24/2020	112420/9JB

NAME / ADDRESS
City of Leavenworth Purchasing Office 100 North 5th, City Hall Leavenworth, KS 66048

TO CONFIRM ORDER
Quote Accepted by _____
Date _____
P.O. # _____

LEAD TIME	TERMS	REP	FOB	PHONE	FAX #
210-240 days ...	Due on Rece...	JLB	KC,KS	913-758-6611	913-682-0282
QTY	ITEM	DESCRIPTION	U/M	COST	Total
1	300	Equipment for 1 ton dump truck with 9 foot dump: Truck has hydraulics & controls installed THIS QUOTE IS IN REFERENCE TO SOURCEWELL EQUIPMENT PRICING, - MONROE CONTRACT # 080114-MTE, - LEAVENWORTH, KS.,CITY OF, MEMBER # 96347 Monroe MODEL:MD 108-50-44, HYD.AUGER, 201SS - 9 feet; 50" width; 44" height - 3.6 CUBIC YARD CAPACITY - HYDRAULIC DRIVE AUGER UNIT WITH DUAL MOTORS (HYD DRIVE FOR AUGER DISCHARGE AND HYD. DRIVE SPINNER DISC) - Steel auger is 6" in diameter, has a 4" pitch - TOP GRATES mild steel painted black - SPINNER ASSEMBLY WITH POLY SPINNER DISC - SS INVERTED-V - TAILGATE LATCH BAR KIT - New hydraulic hoses at rear including new QD's - Ratchet tie downs (4) total SKU # 00017281-C LDS-333 ELECTRIC PRE-WET FOR 10' MSV V-BOX APPLICATION: - Standard Equipment: Electric 12 VDC sealed 3 GPM pump/motor combination with integral pump shut off switch all		11,616.00	11,616.00
Quoted by John Blogin				Total	

American

EQUIPMENT CO.
 3250 Harvester Road
 Kansas City, Kansas 66115
 (Phone) 913-342-1450 (Fax) 913-342-1377
 sales@americanequipment.us

QUOTATION

DATE	Quotation #
11/24/2020	112420/9JB

NAME / ADDRESS
City of Leavenworth Purchasing Office 100 North 5th, City Hall Leavenworth, KS 66048

TO CONFIRM ORDER
Quote Accepted by _____
Date _____
P.O. # _____

LEAD TIME	TERMS	REP	FOB	PHONE	FAX #		
210-240 days ...	Due on Rece...	JLB	KC,KS	913-758-6611	913-682-0282		
QTY	ITEM	DESCRIPTION			U/M	COST	Total
		within sealed NEMA fiberglass enclosure. Two (2) 1 GPM brass spray nozzles, strainer and hoses for applying liquid. In-cab controller has on/off switch with variable rate control and harnessing SKU # 00016818 - DUAL 35 GAL. POLY TANK KITS WITH SS MOUNTING HARDWARE SKU # 00068258-B - DUAL TANK CROSS-OVER PLUMBING KIT, - ENCLOSURE MOUNTING KIT, - BULK FILL KIT, SKU # 05050320 - FLUSHER KIT, SKU # 05050319 - QUICK DISCONNECT KIT ALL OF THE ABOVE INSTALLED					
Quoted by John Blogin					Total	\$11,616.00	

This quote is valid for 30 days. Applicable taxes not included.

American

EQUIPMENT CO.
 3250 Harvester Road
 Kansas City, Kansas 66115
 (Phone) 913-342-1450 (Fax) 913-342-1377
 sales@americanequipment.us

QUOTATION

DATE	Quotation #
11/18/2020	111820/22JB

NAME / ADDRESS
City of Leavenworth Purchasing Office 100 North 5th, City Hall Leavenworth, KS 66048

TO CONFIRM ORDER
Quote Accepted by _____
Date _____
P.O. # _____

LEAD TIME	TERMS	REP	FOB	PHONE	FAX #	
120 -150 days	Due on Rece...	JLB		913-758-6611	913-682-0282	
QTY	ITEM	DESCRIPTION		U/M	COST	Total
1	300	Equipment for single axle plow truck with 10' dump: Truck has hydraulics and controls installed Henke Manufacturing Corp. Henke HXC series v-box spreader with removable conveyor cartridge: Hopper: 10ft length x 60in overall height x 82in width 6.88 cubic yard capacity 10 gauge ends, sides, and ribs that are continuously welded on the inside Hopper top edge is a 2 formed channel to increase stiffness, and the sides, front, and rear are sloped at 40deg, 10deg, and 18deg respectively 7 gauge longills 7 gauge boltin replaceable conveyor floor 304 stainless steel unpainted stainless steel construction 24in wide conveyor chain with 22,000 lb tensile strength and 4.5in flight spacing (every other link) Conveyor chain has 3/8in x 1-1/2in Cross bars fully welded on both the top and bottom Cross bars have a "jog" bend on both ends to ensure full contact with the conveyor floor			22,501.00	22,501.00
Quoted by John Blogin					Total	

American

EQUIPMENT CO.
 3250 Harvester Road
 Kansas City, Kansas 66115
 (Phone) 913-342-1450 (Fax) 913-342-1377
 sales@americanequipment.us

QUOTATION

DATE	Quotation #
11/18/2020	111820/22JB

NAME / ADDRESS
City of Leavenworth Purchasing Office 100 North 5th, City Hall Leavenworth, KS 66048

TO CONFIRM ORDER
Quote Accepted by _____
Date _____
P.O. # _____

LEAD TIME	TERMS	REP	FOB	PHONE	FAX #	
120 -150 days	Due on Rece...	JLB		913-758-6611	913-682-0282	
QTY	ITEM	DESCRIPTION		U/M	COST	Total
		2in drive and idle shafts that are keyed to maintain alignment and prevent slipping 9 tooth drop forged steel sprockets 50:1 gearbox Speed sensor standard Remote chain tensioners are standard Twin heavy-duty cartridge removal pull bars (allows for an attachment point to remove cartridge) Spinner chute with tilt up spinner and dump over feature Telescopic chute assembly works by having the lower spinner housing slide onto the outside of the upper chute 2 adjustable internal baffles 4 external spread control baffles (3 adjustable, front fixed) The 3 adjustable spinner deflectors have formed corners to effectively control the material spread pattern and are easily adjustable and removable without tools Top mounted hydraulic motor Spinner comes hinged from Henke allowing it to swing up (hand crank winch available) All hydraulic motors are mounted directly to their work piece				
Quoted by John Blogin				Total		

American

EQUIPMENT CO.
 3250 Harvester Road
 Kansas City, Kansas 66115
 (Phone) 913-342-1450 (Fax) 913-342-1377
 sales@americanequipment.us

QUOTATION

DATE	Quotation #
11/18/2020	111820/22JB

NAME / ADDRESS
City of Leavenworth Purchasing Office 100 North 5th, City Hall Leavenworth, KS 66048

TO CONFIRM ORDER
Quote Accepted by _____
Date _____
P.O. # _____

LEAD TIME	TERMS	REP	FOB	PHONE	FAX #	
120 -150 days	Due on Rece...	JLB		913-758-6611	913-682-0282	
QTY	ITEM	DESCRIPTION		U/M	COST	Total
		to reduce maintenance 10-gauge 304 unpainted stainless steel construction Spinner disk: 20" diameter urathane with 6 fins Inverted-V for 10ft hopper is adjustable for material flow 304 unpainted stainless steel construction Standard duty top grate screens for 10ft hopper with 2-1/2in x 2-1/2in square openings Openings are constructed with 3/8in OD round bar welded over a 1-1/2in x 1-1/2in x 1/4in angle framework Structural steel I-beam center support Painted steel construction - satin black Curb-side mounted 3.3 GPM electric pre-wet pump with flow meter and weather pack connection Spinner chute mounted pre-wet spray bar with (2) two brass fan nozzles and quick disconnect Twin 100 gallon poly pre-wet tanks (200 gallons in total)				
Quoted by John Blogin					Total	

American

EQUIPMENT CO.
 3250 Harvester Road
 Kansas City, Kansas 66115
 (Phone) 913-342-1450 (Fax) 913-342-1377
 sales@americanequipment.us

QUOTATION

DATE	Quotation #
11/18/2020	111820/22JB

NAME / ADDRESS
City of Leavenworth, Purchasing Office 100 North 5th, City Hall Leavenworth, KS 66048

TO CONFIRM ORDER
Quote Accepted by _____
Date _____
P.O. # _____

LEAD TIME	TERMS	REP	FOB	PHONE	FAX #	
120 -150 days	Due on Rece...	JLB		913-758-6611	913-682-0282	
QTY	ITEM	DESCRIPTION		U/M	COST	Total
		Fill port, drainage port and ball valves - pre-plumbed 304 unpainted stainless steel, raised mounting brackets Remote grease lines to rear of spreader (4) four weld-on tie-down brackets mounted on the upper streetside and curbside of the hopper Tailgate latch bar & (4) ratchet straps AEC to install & test OPTION/S: Heavy duty storage legs with tubular sub-frame for 10ft hopper A36 painted steel - satin black ADD \$ 2,275 Rear mounted swing up ladder with six steps 304 unpainted stainless steel construction ADD \$ 574 DOT light bar with (2) LED stop/tail/turn lights, (2) LED amber warning lights, (2) LED backup lights & (3) marker/clearance lights installed in 304 unpainted stainless steel housing				
Quoted by John Blogin					Total	

American

EQUIPMENT CO.
 3250 Harvester Road
 Kansas City, Kansas 66115
 (Phone) 913-342-1450 (Fax) 913-342-1377
 sales@americanequipment.us

QUOTATION

DATE	Quotation #
11/18/2020	111820/22JB

NAME / ADDRESS
City of Leavenworth Purchasing Office 100 North 5th, City Hall Leavenworth, KS 66048

TO CONFIRM ORDER
Quote Accepted by _____
Date _____
P.O. # _____

LEAD TIME	TERMS	REP	FOB	PHONE	FAX #	
120 -150 days	Due on Rece...	JLB		913-758-6611	913-682-0282	
QTY	ITEM	DESCRIPTION		U/M	COST	Total
		Light bar mounted at rear of hopper with 10' of wiring harness (in cab control and plug connection not included) ADD \$ 988				
		Manual hand crank winch for spinner with 304 unpainted stainless steel brackets and hardware ADD \$ 488				
Quoted by John Blogin					Total	\$22,501.00

This quote is valid for 30 days. Applicable taxes not included.





City of Leavenworth
Public Works Department
Policy Report 20-56 Purchase of Salt Spreaders
December 8, 2020

Spreader #328



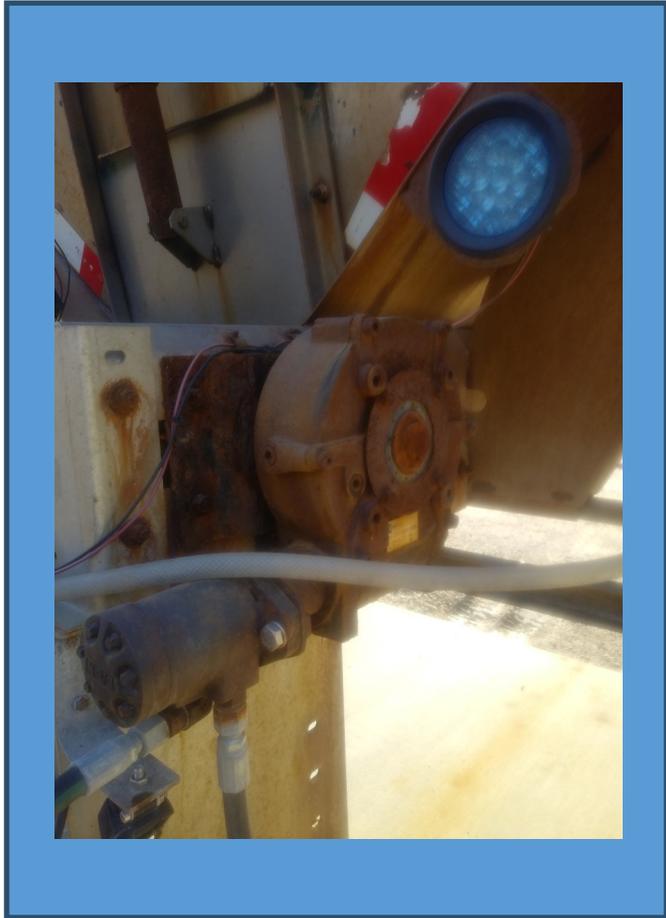
Spreader #323



Spreader #323



City of Leavenworth
Public Works Department
Policy Report 20-56 Purchase of Salt Spreaders
December 8, 2020



Policy Report No. FIN-20-09
ExecuTime Time Clock/Scheduling Software
December 8, 2020

Prepared By:

Approved By:

Ruby Maline
Finance Director


Paul Kramer
City Manager

Issue:

This is to request funding for the implementation of the ExecuTime software and time clocks.

Background:

In August 2019, the Commission approved and adopted the 2020-2024 CIP, which included a phased implementation of Executime time clock/scheduling software for 2020 and 2021. When the COVID-19 pandemic began to have an impact on revenues, several projects were postponed, including the Executime program. In August 2020, the Commission approved and adopted the 2021-2025 CIP program.

ExecuTime is a timekeeping product offered by Tyler Technologies that interfaces with our current financial system and allows the organization to create digital time-sheets and can be customized to accommodate overtime rules and regulations governing various departments who provide 24-7 service. It will streamline the payroll process by addressing the inefficiencies, duplications, and errors.

With the COVID-19 pandemic, ExecuTime will also help employees who are working from home and will reduce in-person exposure.

Once the project has been approved, we have to issue a PO to get on the implementation schedule; currently the timeframe for us to implement is February 2021.

Recommendation:

Staff recommends approval of the purchase the ExecuTime time management software in an amount not to exceed \$42,826:

License (net of discount)	\$19,146
Implementation (128 hours)	\$23,680

Funding is available in the Special Project fund.

Other Services

Description	Quantity	Unit Price	Unit Discount	Extended Price
Project Management	24	\$185.00	\$0.00	\$4,440.00
Self-Service Installation Fee - Client Hosted (Existing Customers)	1	\$1,500.00	\$0.00	\$1,500.00
TOTAL:				\$5,940.00

Summary	One Time Fees	Recurring Fees
Total Tyler Software	\$45,814.00	\$12,818.00
Total Tyler Services	\$44,420.00	\$0.00
Total 3rd Party Hardware, Software and Services	\$0.00	\$0.00
Summary Total	\$90,234.00	\$12,818.00
Contract Total	\$103,052.00	

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held for six (6) months from the Quote date or the Effective Date of the contract, whichever is later.

Customer Approval: _____ Date: _____
 Print Name: _____ P.O. #: _____

All primary values quoted in US Dollars

Tyler Discount Detail

Description	License	License Discount	License Net	Maintenance Basis	Year One Maint Discount	Year One Maint Net
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Financials:						
Contract Management	\$6,050.00	\$908.00	\$5,142.00	\$1,089.00	\$0.00	\$1,089.00
Project & Grant Accounting	\$10,250.00	\$1,538.00	\$8,712.00	\$1,845.00	\$0.00	\$1,845.00

Payroll/HR:						
ExecuTime Time & Attendance Mobile Access	\$5,075.00	\$761.00	\$4,314.00	\$1,015.00	\$0.00	\$1,015.00
ExecuTime Time & Attendance	\$22,525.00	\$3,379.00	\$19,146.00	\$4,505.00	\$0.00	\$4,505.00

Productivity:						
eProcurement	\$10,000.00	\$1,500.00	\$8,500.00	\$1,800.00	\$0.00	\$1,800.00



Quoted By: Jeff Keller
 Date: 7/8/2020
 Quote Expiration: 1/4/2021
 Quote Name: City of Leavenworth KS-ERP-Executime, eProcurement, Contract Mgmt and Proj & Grant Mgmt
 Quote Number: 2020-112907
 Quote Description:

Sales Quotation For

City of Leavenworth
 100 N 5th St
 Leavenworth, KS 66048-1970
 Phone +1 (913) 682-9201

Tyler Software and Related Services

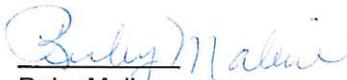
Description	License	Impl. Hours	Impl. Cost	Data Conversion	Module Total	Year One Maintenance
Financials:						
Contract Management	\$6,050.00	24	\$4,440.00	\$0.00	\$10,490.00	\$1,089.00
Project & Grant Accounting	\$10,250.00	32	\$5,920.00	\$0.00	\$16,170.00	\$1,845.00
Human Capital Management:						
ExecuTime Time & Attendance Mobile Access	\$5,075.00	0	\$0.00	\$0.00	\$5,075.00	\$1,015.00
ExecuTime Time & Attendance	\$22,525.00	128	\$23,680.00	\$0.00	\$46,205.00	\$4,505.00
Productivity:						
eProcurement	\$10,000.00	24	\$4,440.00	\$0.00	\$14,440.00	\$1,800.00
Additional:						
Tyler System Management Services Contract	\$0.00	0	\$0.00	\$0.00	\$0.00	\$2,564.00
Sub-Total:	\$53,900.00		\$38,480.00	\$0.00	\$92,380.00	\$12,818.00
<i>Less Discount:</i>	<i>\$8,086.00</i>		<i>\$0.00</i>	<i>\$0.00</i>	<i>\$8,086.00</i>	<i>\$0.00</i>
TOTAL:	\$45,814.00	208	\$38,480.00	\$0.00	\$84,294.00	\$12,818.00

**Policy Report No. FIN-20-10
Janitorial Services**

December 8, 2020

Prepared By:

Reviewed By:



Ruby Maljre
Finance Director



Paul Kramer
City Manager

Issue:

The issue before the City Commission is to consider entering into an agreement for janitorial services for four City-owned facilities managed by the Public Works and Police Departments. These facilities are the Leavenworth City Hall, 100 N 5th St, Leavenworth, KS, the Animal Control Building, 2019 S. 3rd St, Leavenworth, KS, the Municipal Service Center, 790 Thornton Street, Leavenworth, KS, and the Leavenworth Waste Water Treatment Plant, 1800 2nd Street, Leavenworth, KS.

Background:

In 2018, the City selected Allbright Cleaning Midwest, LLC to administer Janitorial Services for the Municipal Service Center and Waste Water Treatment Plant. The current contract was for one year with the option of (2) one-year renewals. It is set to expire on December 31, 2020. In September of 2020, City staff was notified that LV Cleaning, Inc. would no longer be providing Janitorial Services to City Hall and the Animal Control Building. As a result, staff prepared and submitted a request for proposals for janitorial services for the above mentioned city-owned buildings for a one-year agreement, with the option of two (2) one-year renewals for the subsequent fiscal years.

Staff advertised in the newspaper and sent requests for proposals to eleven (11) janitorial firms. Including seven (7) located within the Leavenworth City limits. Five firms toured the facilities and attended a mandatory pre-proposal meeting on November 16. The City received proposals from four firms. However, Kansas Disinfectant, LLC failed to include the addendum presented during the pre-proposal meeting and posted on the city website. Therefore, their proposal was not read. The following is a list of the qualified proposals:

• Jani-King of Kansas City	• Hy-Quality, LLC
• Allbright Cleaning Midwest, LLC	

Representatives from Public Works, Finance, the City Managers Office and the Police Department reviewed each proposal and evaluated each one based on the following attributes:

Understanding of the organization's objectives

Their schedule

Their team

The financial benefits to the city

Overall impressions of the proposal

Their track record

Understanding our objectives is defined as how well has the contractor demonstrated that they understand the task requested in the RFP document.

Their schedule is defined as how well the contractor's timeline addresses our organization's objectives and circumstances.

Their team is defined as what resources the contractors are willing to commit to the building and how well the contractor can deliver the service to ensure successful service.

Financial cost/benefit to the City is defined as how well the financial cost relates to the budgeted amount for each building.

The overall impression is defined as the overall impression of the contractor's suitability for this project.

Their track record is defined as the contractor's history regarding janitorial services. This measure was scored following reference checks.

The proposed contract is for a one-year agreement for Janitorial Services with the option of two (2) one-year renewals for the subsequent fiscal years. The total not to exceed amount for all four buildings is \$ 75,384.

Budget Impact:

The 2021 operating budget includes the cost of janitorial services.

Recommendation:

Based on the results of the review, staff recommends awarding the contract janitorial services to the following contractors:

City Hall	Animal Control Building	Waste Water Treatment Plant	Municipal Service Center
Jani-King of Kansas City In an amount not to exceed \$42,120	Jani-King of Kansas City In an amount not to exceed \$7,692	Jani-King of Kansas City In an amount not to exceed \$10,836	Jani-King of Kansas City In an amount not to exceed \$14,736

Attachments:

1. Summary of Scoring for Proposals

Results from the RFP Review Committee

Contractors	Leavenworth City Hall	Leavenworth Animal Control Building	Wastewater Treatment Plant	Leavenworth Municipal Service Center
Jani-King of Kansas City	1	1	1	1
Allbright Cleaning Midwest, LLC	2	2	2	2
Hy-Quality, LLC	3	3	3	3