



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

Staff members present: City Manager Paul Kramer, Assistant City Manager Penny Holler, Finance Director Roberta Beier, Leavenworth Housing Authority Section Eight Coordinator Patrick Tooley, Planning & Community Development Director Julie Hurley, Public Works Director Brian Faust, City Attorney David E. Waters and City Clerk Sarah Bodensteiner.

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

OLD BUSINESS:

Consideration of Previous Meeting Minutes:

Commissioner Hingula moved to accept the minutes from the February 13, 2024 regular meeting. Commissioner Wilson seconded the motion and the motion was unanimously approved. Mayor Martin declared the motion carried 5-0.

Second Consideration Ordinance:

Second Consideration Ordinance No. 8235 Amending Chapter 28 Nuisances of the Leavenworth Code of Ordinances – City Manager Paul Kramer reviewed the Ordinance. There have been no changes since first introduced at the February 13, 2024 meeting.

Mayor Martin called the roll and Ordinance No. 8235 was unanimously approved.

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

Louis Klemp, 1816 Pine Ridge Dr:

- Mentioned the following items:
 - Letter to the editor in the *Leavenworth Times* on February 20, 2024
 - Attended a Leavenworth Preservation Commission meeting
 - Mentioned the bridge and who is going to pay for it
 - Discussed traffic/roadway safety on 20th Street
 - Mentioned that the City should contact Portland Oregon regarding what they are doing with their roads

General Items:

Mayor's Appointments:

Mayor Martin moved to appoint to the Parks & Community Activities Board Marianne Tennant to fill the Convention & Tourism Committee Representative position to an unexpired term ending January 15, 2026.

Commissioner Bauder seconded the motion and the motion was unanimously approved. Mayor Martin declared the motion carried 5-0.

Resolutions:

Resolution B-2360 Annual Report for Stormwater 2023 – Public Works Director Brian Faust presented for adoption the annual Kansas Department of Health and Environment (KDHE) report for 2023 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 Bauder:

- Likes that we are tracking these activities; nice to see

Commissioner Wilson moved to adopt Resolution B-2360 approving the annual KDHE report for 2023 Stormwater activities. Commissioner Pittman seconded the motion and the motion was unanimously approved. Mayor Martin declared the motion carried 5-0.

Resolution B-2361 Section Eight Management Assessment Program (SEMAP) Certification – Leavenworth Housing Authority Section Eight Coordinator Patrick Tooley presented the 2023 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 Hingula:

- Asked about the response regarding Payment Standards on the report

Commissioner Bauder moved to adopt Resolution B-2361 Section Eight Assessment Program. Commissioner Pittman seconded the motion and the motion was unanimously approved. Mayor Martin declared the motion carried 5-0.

First Consideration Ordinance:

First Consideration Ordinance for Special Use Permit for Gas Station Use in North Neighborhood Redevelopment Overlay District at 300 N 4th Street – Planning & Community Development Director Julie Hurley presented for first consideration an ordinance to allow the operation of a gas station in the North Neighborhood Redevelopment Overlay District. The subject property is zoned R1-6 and falls within the overlay district. Gas stations are allowed in the North Neighborhood Redevelopment Overlay District with the approval of a Special Use Permit. There is currently a gas station on the property, which is considered an existing non-conforming use, as there is no Special Use Permit in place for its operation. The owner has requested a building permit to build an addition on the rear of the structure. The Special Use Permit would bring the property into conformance in order to enlarge their structure. The Planning Commission

considered this item at their February 5, 2024 meeting and voted 5-0 to recommend approval of the Special Use Permit.

Commissioner Bauder:

- Asked if the station will remain a Conoco station

Ms. Hurley:

- There is no indication that they are changing from Conoco

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

First Consideration Ordinance for Special Use Permit 920 N 14th Street for Two-Family Dwelling in R1-6 Zoning District – Planning & Community Development Director Julie Hurley 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 property is currently a quarter acre, vacant lot. The property was previously occupied by a two-story single-family home, which was demolished in 2009. The applicant intends to construct a new two-family dwelling on the property. The Planning Commission considered this item at their February 5, 2024 meeting and voted 5-0 to recommend approval of the Special Use Permit.

Commissioner Bauder:

- Asked about the notification requirement

Ms. Hurley:

- State statute requires notification to property owners within 200 feet of the property requesting the Special Use Permit and no comments were received

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

First Consideration Ordinance Development Regulations Text Amendments – Planning & Community Development Director Julie Hurley presented for consideration an ordinance amending various sections of the Development Regulations of the City Code of Ordinances. The Planning Commission held a public hearing for the proposed text amendments at their February 5, 2024 meeting and voted unanimously to recommend approval. Ms. Hurley reviewed the articles that have amendments.

Commissioner Bauder:

- Asked about tiny homes

Ms. Hurley:

- There have been inquiries about them, but no permits for construction

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

First Consideration Ordinance Amending Chapter 2, Article II of the Leavenworth Code of Ordinances – City Manager Paul Kramer presented for consideration an ordinance amending Division I of Article II, of Chapter 2 of the Leavenworth Code of Ordinances. The City Commission provided consensus at the January

23, 2024 Study Session to formalize the current practice regarding the annual selection of Mayor and Mayor Pro-Tem. In addition, the revised ordinance sets the swearing in of Commissioners at the first regular meeting in December following the election. The City Manager's Office and City Attorney have prepared the revised ordinance to reflect changes to the City Code.

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

Staff Report:

Camp Leavenworth Feedback Session – Assistant City Manager Penny Holler and Kelli Wenzel from O'Neill Events and Management provided a recap of Camp Leavenworth 2023 and received feedback on updates for the 2024 event. Discussion items included:

- Highlights of the event
- New Elements added in 2023
- After Action Review and items to consider in 2024
- 2024 possibilities

Commissioner Bauder:

- Asked about an option to have other organizations run the beer tent

Commissioner Pittman:

- Would like to see more done to incorporate more of the downtown
- Would like to see a headliner musical act
- Would like to see rides for kids

Mayor Martin:

- Mentioned pop up petting zoo and pony rides

Ms. Wenzel:

- We are looking into how to engage more teens
- Could look at a contest idea for marketing

Mr. Kramer:

- If the Commission wants to go the route of a headliner, let us know, because after the Melissa Etheridge year, the Commission went away from a headliner

Ms. Wenzel:

- Costs of having a headliner is more expensive since COVID, but we are continuing to watch the trends to see if that starts to even back out

Commissioner Wilson:

- Would like to see a tie in to sports activities or a teenage talent show to get a teen draw

Commissioner Hingula:

- Mentioned having the historical society present to talk about the history of Leavenworth

Revenue Overview Presentation – Finance Director Roberta Beier presented a budget discussion focusing on expenditures and a comprehensive understanding of the City’s revenue sources. Staff presented a comprehensive overview of 2023 actual and 2024 budgeted revenue, including how an analysis of recent revenue trends will impact the 2025 budget process. Discussion items included:

- City-wide total revenue -> Net annual revenue
- Fund Accounting
- Revenue review
- Sales tax
- Ad Valorem tax
- Impact on 2025 budget process

Consent Agenda:

Commissioner Hingula moved to approve claims for February 9, 2024, through February 22, 2024, in the amount of \$1,360,004.37; Net amount for Payroll #3 effective February 9, 2024, in the amount of \$387,387.52 (No Police & Fire Pension). Commissioner Wilson seconded the motion and the motion was unanimously approved. Mayor Martin declared the motion carried 5-0.

Other:

Commissioner Hingula:

- Mentioned the RCCP will present Into the Woods starting on Friday

Commissioner Pittman:

- Attended the ROTC Drill over the weekend, great event

Commissioner Bauder:

- St. Patrick’s Day Committee held a concert the other night, it was sold out and the Irish dancers were there
- Parade is on March 17th

Commissioner Wilson:

- God bless and have a great week

Mayor Martin:

- Heard from state legislators
- Leavenworth is in the same boat as many communities about budgets
- Have a good rest of the week

Adjournment:

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

Time Meeting Adjourned 7:52 p.m.

Minutes taken by City Clerk Sarah Bodensteiner, CMC