



**Welcome - Please turn off or silence all cell phones during the Study Session.**

*Meetings are televised everyday on Channel 2 at 7 p.m. and midnight*

**Study Session:**

1. Quarterly Report from Leavenworth School District (pg. 2)
2. Havens Park Bike Trails Review (pg. 3)
3. Review Sportsfield Usage Policy (pg. 4)
4. Adding New Programming to Channel 2 (pg. 8)

**STUDY SESSION POLICY REPORT  
PRESENTATION BY  
LEAVENWORTH UNIFIED SCHOOL DISTRICT NO. 453**

**MARCH 6, 2018**

Prepared by:



Carla K. Williamson, CMC  
City Clerk

Reviewed by:



Paul Kramer  
City Manager

**ISSUE:**

Superintendent Mike Roth with Leavenworth Unified School District No. 453 will provide a quarterly update to the City Commission.

**POLICY REPORT NO. P&R 02-18**  
**Parks & Recreation Department**  
**Havens Park Bike Trail Development**  
**March 6, 2018**

**PREPARED BY:**

  
Steve Grant  
Parks and Recreation Director

**REVIEWED BY:**

  
Paul Kramer  
City Manager

**ISSUE:**

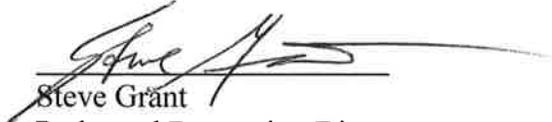
Chris Hendrickson will be presenting an update of the development of bike trails at Havens Park.

**BACKGROUND:**

In 2014, Chris Hendrickson approached the Parks and Recreation Department expressing his desire to develop trails at Havens Park for the purpose of mountain biking. Chris founded a volunteer group titled "Trail Mob". Chris and this volunteer group have spent countless hours developing these trails at Havens Park, with support from the Parks and Recreation Department with miscellaneous materials and signage. Usage of the trails by the public is increasing on a daily basis. The work of the volunteer group has been fantastic. Chris will present information as well as images of some of this work this evening.

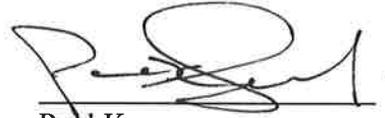
**POLICY REPORT NO. P&R 03-18**  
**Parks & Recreation Department**  
**Sportsfield Usage Policy Review**  
**March 6, 2018**

**PREPARED BY:**



Steve Grant  
Parks and Recreation Director

**REVIEWED BY:**



Paul Kramer  
City Manager

**ISSUE:**

Review current management policies at the Sportsfield Complex regarding field and complex usage.

**BACKGROUND:**

In the fall of 2010, the City of Leavenworth spent \$2.3 million on the complete reconstruction of the Sportsfield Complex located at 20th and Ottawa Streets. The complex opened for play in the spring of 2011. Since opening, the complex has been managed by the Parks and Recreation Department. The specialized maintenance of the fields and grounds is completed by the park maintenance staff, while field and complex utilization is managed through the Parks and Recreation administration offices and the Recreation Program Supervisor.

To help offset management/maintenance costs of the facility, the department charges for use of the fields at the complex. All of the City's youth baseball and softball programs utilize the Sportsfield Complex. Field usage costs are integrated into the registration fees of these leagues. For field usage unrelated to City-sponsored leagues, the department charges a nominal fee of \$25/hour per field for practice time or \$50 per field per game.

The one exception to this is usage by the Leavenworth School District. The City has a shared facility usage agreement with the school district in that the high school utilizes the Sportsfield complex for their baseball and softball programs. In return, the City utilizes several of the Leavenworth school gymnasiums for parks and recreation basketball programs.

Over the past few years, usage of the Sportsfield facility has increased as we have attracted tournaments to the facility. Users have indicated being impressed with the condition of the facility and the quality of the fields. This has led to an dramatic increase in the number of tournaments at the complex. Currently for 2018 we already have 7 separate tournament dates scheduled. Each tournament lasts from 2-4 days with various number of games. We enter into a separate contract for each tournament.

Aside from the Sportsfield complex, the City also maintains 8 ball fields located at neighborhood parks throughout the city. These fields are open to the public free of charge on a first come first serve basis, or may be reserved for a nominal fee. The fields range in size and base distances. See attachment. Over the past several years many of these field have been renovated as the budget allows, installing new infield material as well as bases and pitching plates.

The City has had other requests from community-based teams about the Sportsfield rental policy, which is one reason for the current project at the Eagles property. The process is under way currently for the renovation of the field at Eagles to accommodate 90' bases and 60'6" pitching distance for baseball practice purposes. We expect this work to be completed sometime in April.

**ATTACHMENT:**

Neighborhood ball fields/dimensions.

# NEIGHBORHOOD BALLFIELDS

## Cody Park

**Bases set at 70' --- cannot go any deeper due to the outfield grass**

**Pitching plate set at 35'**

**Outfield fence dimensions:**

**Rightfield: 272'**

**Centerfield: 288'**

**Leftfield: 228'**

**Use for our adult softball leagues**

## Dougherty Park

**Bases set at 60'**

**Pitching plate set at 50'**

**No outfield 'restrictions' --- no outfield fence**

**Use for teams through our 9-10 year old teams**

## Eagles Field

**Bases set at 90'**

**Pitching plate set at 60'6"**

**No outfield 'restrictions' --- no outfield fence**

**Use for teams through all ages**

## Hawthorne Park – Field #1

**Bases adjustable for 60', 65', and 70'**

**Pitching plate adjustable for 40', and 43'**

**Outfield fence dimensions:**

**Rightfield: 188'                      10' high fence**

**Centerfield: 246'**

**Leftfield: 228'**

**Use for teams through our 11-13 year old teams**

## **Hawthorne Park – Field #2**

**Bases adjustable for 60'**

**Pitching plate adjustable for 35', and 40'**

**Outfield fence dimensions:**

**Rightfield: 192'**

**Centerfield: 173'**

**Leftfield: 167' 10' high fence**

**Use for teams through our 11-13 year old teams**

## **Jefferson Park**

**Bases set at 60'**

**Pitching plate adjustable --- no permanent pitching plate**

**No outfield 'restrictions' --- no outfield fence**

**Use for teams through our 7-8 year old teams**

## **Sportsfield #5 – Field #1**

**Bases set at 60'**

**Pitching plate set at 35'**

**Outfield fence dimensions:**

**Rightfield: 175'**

**Centerfield: 200'**

**Leftfield: 200'**

**Use for teams through our 11-13 year old teams**

## **Southside Park**

**Bases set at 60'**

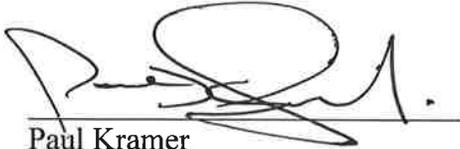
**Pitching plate set at 35'**

**No outfield 'restrictions' --- no outfield fence**

**Use for teams through our 9-10 year old teams**

**Policy Report**  
Adding new programming to Channel 2  
March 6, 2018

Prepared by:



Paul Kramer  
City Manager

**Background:**

The City of Leavenworth operates government access Channel 2. Channel 2 is run out of the City Manager's Department, Public Information Office, where content is managed and scheduled.

The Channel 2 schedule is included, and largely consists of City Commission and City board and committee meetings, as well as the Leavenworth County Board of County Commission meetings and board meetings of the Leavenworth School District (USD453). At other times, the channel includes community announcements, special programming and prepared content.

**Subject:**

At the February 27 City Commission meeting the idea was brought forward of airing the Lansing City Council meetings. Lansing holds two meetings a month – occurring on the first and third Thursday of the month – that last, on average, about 45 minutes.

The City has a long-standing video sharing relationship with Lansing, and technically there is no challenge in acquiring or airing the footage.

In speaking with the Lansing City Administrator, they would be interested in airing the Leavenworth City Commission's regular business meetings.

The affairs of Lansing and Leavenworth cross over regularly with items like: Eisenhower Road, mutual aid for law enforcement and fire, development planning, school district boundaries, the Chamber of Commerce, LCDC, LCPA and more.



City of Leavenworth  
 100 N. 5<sup>th</sup> St.  
 Leavenworth, KS 66048

## City's Channel 2 schedule to change in 2018

Dec. 28, 2017 | [Public Information Office](#)

Beginning in 2018, the City of Leavenworth is adjusting its Channel 2 schedule to accommodate for Leavenworth County Board of Commission meetings.

The City's Channel 2 is available in Leavenworth for cable subscribers. It is a government access channel.

Meetings will be aired in the following time slots every day:

- 8 a.m. USD 453 School Board meetings
- 11:30 a.m. Leavenworth County Board of Commission meetings
- 2 p.m. Leavenworth Planning Commission, Leavenworth Preservation Commission, Board of Zoning Appeals and Community Development Advisory Board. These meetings are not always held each month but will air as they become available.
- 7 p.m. Leavenworth City Commission (Tuesday night meetings are aired live.)

Additionally, the above mentioned City meetings are available on the City's YouTube Page, [www.youtube.com/leavenworthkansas](http://www.youtube.com/leavenworthkansas). City Commission meetings are streamed live on the City's YouTube page.

When meetings are not airing, Channel 2 will feature informational slides with City and community information. To find out how to submit information, contact [melissab@firstcity.org](mailto:melissab@firstcity.org).

|          | Monday  | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|----------|---|---------|-----------|----------|--------|----------|--------|
| 7:00 AM  |   |         |           |          |        |          |        |
| 8:00 AM  | 8 a.m. USD 453 School Board   |         |           |          |        |          |        |
| 9:00 AM  |   |         |           |          |        |          |        |
| 10:00 AM |   |         |           |          |        |          |        |
| 11:00 AM | 11:30 Leavenworth County Commission   |         |           |          |        |          |        |
| NOON     |   |         |           |          |        |          |        |
| 1:00 PM  |   |         |           |          |        |          |        |
| 2:00 PM  | 2 p.m. City: Planning Commission, Preservation, Board of Zoning Appeals, Community Development Advisory Board |         |           |          |        |          |        |
| 3:00 PM  |   |         |           |          |        |          |        |
| 4:00 PM  |   |         |           |          |        |          |        |
| 5:00 PM  | 7 p.m. City Commission  |         |           |          |        |          |        |
| 6:00 PM  |   |         |           |          |        |          |        |
| 7:00 PM  |   |         |           |          |        |          |        |
| 8:00 PM  |   |         |           |          |        |          |        |
| 9:00 PM  |   |         |           |          |        |          |        |
| 10:00 PM |   |         |           |          |        |          |        |