

We encourage everyone to view the meeting live via YouTube.

***Leavenworth County
Board of County Commissioners***

Regular Meeting Agenda
300 Walnut Street, Suite 225
Leavenworth, KS 66048
January 10, 2024
9:00 a.m.

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE
- III. ROLL CALL
- IV. PUBLIC COMMENT: Public Comment shall be limited to 15 minutes at the beginning of each meeting for agenda items **only** and limited to three minutes per person. Comments at the end of the meeting shall be open to any topic of general interest to the Board of County Commissioners and limited to five minutes per person. There should be no expectation of interaction by the Commission during this time.

Anyone wishing to make comments either on items on the agenda or not are encouraged to provide their comments in writing no later than 8:00 AM the Monday immediately preceding the meeting. These comments will be included in the agenda packet for everyone to access and review. This allows the Commission to have time to fully consider input and request follow up if needed prior to the meeting.
- V. ADMINISTRATIVE BUSINESS:
- VI. CONSENT AGENDA: The items on the Consent Agenda are considered by staff to be routine business items. Approval of the items may be made by a single motion, seconded, and a majority vote with no separate discussion of any item listed. Should a member of the Governing Body desire to discuss any item, it will be removed from the Consent Agenda and considered separately.
 - a) Approval of the minutes of the meeting of January 3, 2023
 - b) Approval of the schedule for the week January 15, 2024
 - c) Approval of the check register

- d) Approve and sign the OCB's
- e) **MOTION TO ADJOURN SINE DIE**
- f) **MOTION TO APPOINT A TEMPORARY CHAIRPERSON**
- g) **MOTION TO CONVENE**

VII. FORMAL BOARD ACTION:

- a) Consider a motion to appoint a new chairperson.
- b) Consider a motion to set regular meeting days.
- c) Consider a motion to approve the official newspaper of the County.
- d) Consider a motion to approve Resolution 2024-5, designating the bank depository for the County.
- d) Consider a motion to approve Resolution 2024-6, establishing a Municipal Investment Pool and authorizing the individuals listed to take all other actions deemed necessary or appropriate for the investment of funds.
- e) Consider a motion to approve Resolution 2024-7, setting the Elected Official's salaries.
- f) Consider a motion to approve the 2024 Leavenworth County Pay Plan Schedule.
- g) Consider a motion to appointment members to the Council on Aging Advisory Board as presented.
- h) Consider a motion to approve the Tonganoxie Road water main relocation agreement.

VIII. PRESENTATIONS AND DISCUSSION ITEMS: presentations are materials of general concern where no action or vote is requested or anticipated.

- a) Quarterly reports
 - Solid Waste
 - Planning and Zoning

IX. ADDITIONAL PUBLIC COMMENT IF NEEDED

X. ADJOURNMENT

LEAVENWORTH COUNTY COMMISSIONERS MEETING SCHEDULE

Monday, January 8, 2024

Tuesday, January 9, 2024

Wednesday, January 10, 2024

9:00 a.m. Leavenworth County Commission meeting
• Commission Meeting Room, 300 Walnut, Leavenworth KS

Thursday, January 11, 2024

Friday, January 12, 2024

ALL SUCH OTHER BUSINESS THAT MAY COME BEFORE THE COMMISSION

ALL MEETINGS ARE OPEN TO THE PUBLIC

COMMENTS SHOULD BE OF GENERAL INTEREST OF THE PUBLIC AND SUBJECT TO THE RULES OF DECORUM

*****January 3, 2024*****

The Board of County Commissioners met in a regular session on Wednesday, January 3, 2024. Commissioner Kaaz, Commissioner Mike Smith, Commissioner Doug Smith, Commissioner Stieben and Commissioner Culbertson are present; Also present: Mark Loughry, County Administrator; David Van Parys, Senior County Counselor; Misty Brown, Deputy County Counselor; Bill Noll, Infrastructure and Construction Services; John Jacobson, Planning and Zoning Director; Amy Allison, Planning and Zoning Deputy Director; John Richmeier, Leavenworth Times

Residents: Joe Herring

PUBLIC COMMENT:

Joe Herring commented on an agenda item.

ADMINISTRATIVE BUSINESS:

The Board discussed concerns regarding proposed legislation for property tax exemptions for disabled veterans.

Commissioner Culbertson will speak on behalf of the Board in Topeka along with written testimony.

A motion was made by Commissioner Culbertson and seconded by Commissioner Mike Smith to accept the consent agenda for Wednesday, January 3, 2024.

Motion passed, 5-0

Bill Noll presented an agreement with KDOT to spray noxious weeds in the state rights-of-way in the county.

A motion was made by Commissioner Doug Smith and seconded by Commissioner Mike Smith to approve an agreement with KDOT to spray the noxious weeds in the state rights-of-way in the county.

Motion passed, 5-0.

Amy Allison presented Resolution 2024-1, a rezone request from RR-5 to RR-2.5 for Blaser Farms.

A motion was made by Commissioner Mike Smith and seconded by Commissioner Culbertson to adopt Resolution 2024-1 and approve the rezoning as outlined in Case DEV-23-140 based on the findings on the Golden Factors as set forth in the staff report and as substantiated by the findings of fact as adopted by the Planning Commission.

Motion passed, 5-0.

Ms. Allison presented Resolution 2024-2, a rezone request from RR-5 to all RR-2.5 located at 25680 Tonganoxie Drive.

A motion was made by Commissioner Doug Smith and seconded by Commissioner Stieben to adopt Resolution 2024-2 and approve the rezoning as outlined in Case DEV-23-141 based on the findings on the Golden Factors as set forth in the staff report and as substantiated by the findings of fact as adopted by the Planning Commission.

Motion passed, 5-0.

Ms. Allison presented Resolution 2024-3, a rezone request from RR-5 to RR-1(43) located on Gilman Road.

A motion was made by Commissioner Doug Smith and seconded by Commissioner Stieben to adopt Resolution 2024-3 and approve the rezoning as outlined in Case DEV-23-142 based on the findings on the Golden Factors as set forth in the staff report and as substantiated by the findings of fact as adopted by the Planning Commission.

Motion passed, 5-0.

Ms. Allison presented Resolution 2024-4, a rezone request from RR-2.5 to RR-1 located on 171st St.

A motion was made by Commissioner Doug Smith and seconded by Commissioner Stieben to adopt Resolution 2024-4 and approve the rezoning as outlined in Case DEV-23-146 based on the findings on the Golden Factors as set forth in the staff report and as substantiated by the findings of fact as adopted by the Planning Commission.

Motion passed, 5-0.

David Van Parys presented an amended agreement with Rural Water District #9 for the relocation of a main water line.

A motion was made by Commissioner Kaaz and seconded by Commissioner Culbertson to review and consider the Tonganoxie Road water main relocation agreement and approve the agreement as submitted.

Motion failed, 2-2 Commissioners Mike Smith and Stieben voting nay and Commissioner Doug Smith abstained.

A motion was made by Commissioner Stieben to resubmit the agreement with staff making the changes.

It was the consensus of the Board to reconsider this issue next week. Staff will prepare a counter proposal.

The Board discussed the city of Tonganoxie request for annexation.

Misty Brown indicated the city of Tonganoxie will resubmit the annexation request.

Commissioner Stieben will accompany Commissioner Culbertson on January 11th in Topeka to testify on the veteran's bill. He will also speak at the Linwood Public Library on January 11th.

Commissioner Culbertson indicated the city of Basehor is now supporting the LAVTR bill.

A motion was made by Commissioner Doug Smith and seconded by Commissioner Mike Smith to adjourn.

Motion passed, 5-0.

The Board adjourned at 10:02 a.m.

LEAVENWORTH COUNTY COMMISSIONERS MEETING SCHEDULE

Monday, January 15, 2024 THE COURTHOUSE WILL BE CLOSED IN OBSERVANCE OF MARTIN LUTHER KING JR. DAY

Tuesday, January 16, 2024

Wednesday, January 17, 2024

9:00 a.m. Leavenworth County Commission meeting
• Commission Meeting Room, 300 Walnut, Leavenworth KS

Thursday, January 18, 2024

Friday, January 19, 2024

11:30 a.m. LCDC Annual Meeting
• Riverfront Community Center, 123 S. Esplanade St., Leavenworth KS

ALL SUCH OTHER BUSINESS THAT MAY COME BEFORE THE COMMISSION

ALL MEETINGS ARE OPEN TO THE PUBLIC

COMMENTS SHOULD BE OF GENERAL INTEREST OF THE PUBLIC AND SUBJECT TO THE RULES OF DECORUM

START DATE: 01/01/2024 END DATE: 01/05/2024

TYPES OF CHECKS SELECTED: * ALL TYPES

		P.O.NUMBER	CHECK#							
86	EVERGY	EVERGY KANSAS CENTRAL INC	338737	106447 AP	01/05/2024	4-001-5-32-392	ELEC SVC KPL BLDG	60.90		
754	HARRIS, JANA	JANA HARRIS	338738	106448 AP	01/05/2024	4-001-5-07-219	JANUARY 2024 MEDICAL SERVICE F	6,250.00		
26400	KANSAS GAS	KANSAS GAS SERVICE	338739	106449 AP	01/05/2024	4-001-5-14-220	510614745 1631910 36 GAS SERVI	483.30		
219	LCDC	LEAVENWORTH COUNTY DEVELOPMENT	338740	106450 AP	01/05/2024	4-001-5-01-203	LCDC ANNUAL MEETING COMM KAAZ	50.00		
219	LCDC	LEAVENWORTH COUNTY DEVELOPMENT	338740	106450 AP	01/05/2024	4-001-5-01-203	LCDC ANNUAL MEETING COMM KAAZ	50.00		
								*** VENDOR	219 TOTAL	100.00
1187	MCCLELLAN WILLIAM	WILLIAM MCCLELLAN	338741	106451 AP	01/05/2024	4-001-5-14-2	2024 TOWER LEASE PAYMENT	4,200.00		
639	PATTY, KRISTEN	KRISTEN B PATTY	338744	106454 AP	01/05/2024	4-001-5-09-231	COURT APPOINTED ATTORNEY - 202	590.00		
7098	QUILL CORP	QUILL CORP	338745	106455 AP	01/05/2024	4-001-5-01-301	6310540 BOCC SUPPLIES	252.95		
7098	QUILL CORP	QUILL CORP	338745	106455 AP	01/05/2024	4-001-5-01-301	6310540 BOCC SUPPLIES	11.97		
								*** VENDOR	7098 TOTAL	264.92
915	SMITHEREEN PEST MANA	SMITHEREEN PEST MANAGEMENT	338747	106457 AP	01/05/2024	4-001-5-31-212	204513 PEST CONTROL ALL SITES	590.00		
915	SMITHEREEN PEST MANA	SMITHEREEN PEST MANAGEMENT	338747	106457 AP	01/05/2024	4-001-5-32-211	204513 PEST CONTROL ALL SITES	85.00		
915	SMITHEREEN PEST MANA	SMITHEREEN PEST MANAGEMENT	338747	106457 AP	01/05/2024	4-001-5-33-211	204513 PEST CONTROL ALL SITES	125.00		
								*** VENDOR	915 TOTAL	800.00
608	TRAVELERS	THE TRAVELERS INDEMNITY COMPAN	338749	106459 AP	01/05/2024	4-001-5-14-224	4825F7093 DEDUCTIBLES	340.00		
608	TRAVELERS	THE TRAVELERS INDEMNITY COMPAN	338749	106459 AP	01/05/2024	4-001-5-14-224	4825F7093 DEDUCTIBLES	2,324.00		
								*** VENDOR	608 TOTAL	2,664.00
3510	UNIFORM ALLOWANCES	DISPATCH EYEGLASS ALLOWANCE		100.00						
								*** VENDOR	3510 TOTAL	1,300.00
2	WATER DEPT	WATER DEPT	338763	106473 AP	01/05/2024	4-001-5-14-220	WATER SVC COURTHOUSE	628.00		
2	WATER DEPT	WATER DEPT	338763	106473 AP	01/05/2024	4-001-5-32-392	WATER SVC JUSTICE CENTER	3,339.60		
2	WATER DEPT	WATER DEPT	338763	106473 AP	01/05/2024	4-001-5-33-392	WATER SVC CUSHING 2 METERS	69.89		
2	WATER DEPT	WATER DEPT	338763	106473 AP	01/05/2024	4-001-5-33-392	WATER SVC CUSHING 2 METERS	282.98		
								*** VENDOR	2 TOTAL	4,320.47
								TOTAL FUND 001		21,033.59

680	NEXTRAN CORP	NEXTRAN TRUCK CENTERS	338743	106453 AP	01/05/2024	4-115-5-00-418	2024 MACK ROLLOFF STOCK #10033	198,688.00		
								TOTAL FUND 115		198,688.00

1220	CULLIGAN OF GREATER	CULLIGAN OF GREATER KANSAS CIT	338736	106446 AP	01/05/2024	4-126-5-00-225	1220762 WATER/COOLER RENTAL	42.00		
207	SUNFLOWER HEALING	KATHRYN KAY LUNA	338748	106458 AP	01/05/2024	4-126-5-00-705	DV CLASSES 5 CLIENTS	150.00		
207	SUNFLOWER HEALING	KATHRYN KAY LUNA	338748	106458 AP	01/05/2024	4-126-5-00-705	DV CLASSES 5 CLIENTS	50.00		
207	SUNFLOWER HEALING	KATHRYN KAY LUNA	338748	106458 AP	01/05/2024	4-126-5-00-705	DV CLASSES 5 CLIENTS	125.00		
207	SUNFLOWER HEALING	KATHRYN KAY LUNA	338748	106458 AP	01/05/2024	4-126-5-00-705	DV CLASSES 5 CLIENTS	75.00		
207	SUNFLOWER HEALING	KATHRYN KAY LUNA	338748	106458 AP	01/05/2024	4-126-5-00-705	DV CLASSES 5 CLIENTS	125.00		
								*** VENDOR	207 TOTAL	525.00
								TOTAL FUND 126		567.00

2666	MISC REIMBURSEMENTS	GRADY WHITE	338742	106452 AP	01/05/2024	4-133-5-00-203	1-2 REIM CDL EXAM FEE, COMM CL	41.75		

warrants by vendor

START DATE: 01/01/2024 END DATE: 01/05/2024

TYPES OF CHECKS SELECTED: * ALL TYPES

		P.O.NUMBER	CHECK#					TOTAL FUND 133	41.75
1220	CULLIGAN OF GREATER	CULLIGAN OF GREATER KANSAS CIT	338736	106446 AP	01/05/2024	4-136-5-00-203	1274542 WATER/COOLER SERVICE	21.00	
1220	CULLIGAN OF GREATER	CULLIGAN OF GREATER KANSAS CIT	338736	106446 AP	01/05/2024	4-136-5-00-223	1274542 WATER/COOLER SERVICE	21.00	
								*** VENDOR 1220 TOTAL	42.00
								TOTAL FUND 136	42.00
770	BASEHOR UNITED	BASEHOR UNITED METHODIST CHURC	338735	106445 AP	01/05/2024	4-145-5-00-246	COA MEALSITE UTILITY STIPEND	136.00	
770	BASEHOR UNITED	BASEHOR UNITED METHODIST CHURC	338735	106445 AP	01/05/2024	4-145-5-05-202	COA MEALSITE UTILITY STIPEND	56.00	
770	BASEHOR UNITED	BASEHOR UNITED METHODIST CHURC	338735	106445 AP	01/05/2024	4-145-5-07-202	COA MEALSITE UTILITY STIPEND	8.00	
								*** VENDOR 770 TOTAL	200.00
865	WEST HAVEN BAPTIST	WEST HAVEN BAPTIST CHURCH	338764	106474 AP	01/05/2024	4-145-5-00-246	COA MEALSITE UTILITY STIPEND	136.00	
865	WEST HAVEN BAPTIST	WEST HAVEN BAPTIST CHURCH	338764	106474 AP	01/05/2024	4-145-5-05-202	COA MEALSITE UTILITY STIPEND	56.00	
865	WEST HAVEN BAPTIST	WEST HAVEN BAPTIST CHURCH	338764	106474 AP	01/05/2024	4-145-5-07-202	COA MEALSITE UTILITY STIPEND	8.00	
								*** VENDOR 865 TOTAL	200.00
								TOTAL FUND 145	400.00
6917	RWD 1	RURAL WATER DIST #1	338746	106456 AP	01/05/2024	4-160-5-00-210	SOLID WASTE WATER METER	26.03	
								TOTAL FUND 160	26.03
								TOTAL ALL CHECKS	220,798.37

TYPES OF CHECKS SELECTED: * ALL TYPES

FUND SUMMARY

001	GENERAL	21,033.59
115	EQUIPMENT RESERVE	198,688.00
126	COMM CORR ADULT	567.00
133	ROAD & BRIDGE	41.75
136	COMM CORR JUVENILE	42.00
145	COUNCIL ON AGING	400.00
160	SOLID WASTE MANAGEMENT	26.03
	TOTAL ALL FUNDS	220,798.37

**Consent Agenda 2024-01-10
checks dated 0101-0105**

RESOLUTION 2024-5

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF
LEAVENWORTH COUNTY, KANAS DESIGNATING A BANK DEPOSITORY.**

WHEREAS, the Board of County Commissioners of Leavenworth County, Kansas wishes to designate an official bank depository for County funds in calendar and authorize certain representatives of the County in regard to the bank depository.

**NOW, THEREFORE, THE BOARD OF COUNTY COMMISSIONERS OF
LEAVENWORTH COUNTY, KANAS, SITTING IN REGULAR SESSION,
DOES HEREBY RESOLVE:**

1. Commerce Bank of Leavenworth County, Kansas is designated as the legal depository of all monies of Leavenworth County, Kansas, and all monies belonging to Leavenworth County shall be deposited in Commerce Bank from time to time in the name of said County; and
2. The County Treasurers, County Clerk and County Administrator are hereby designated as depositors to those account, and all checks, drafts, or orders drawn against said accounts shall require signature from at least two of the designated depositors, and
3. The County Administrator, and Leavenworth County's other officers, agents and employees are hereby authorized and directed to take such further action and execute such other documents, certificates and instruments as may be necessary or desirable to carry out and comply with the intent of this Resolution.
4. This Resolution shall be in full force and effect from and after the date of its adoption. To the extent any provisions of prior Resolutions contradict with this Resolutions, those provisions are hereby repealed and rescinded as it is the intent of the Board of County Commissioners that the provisions of this Resolution supersede those resolutions and replace them in their entirety.

ADOPTED this 10th day of January, 2024

**BOARD OF COUNTY COMMISSIONERS
OF LEAVENWORTH COUNTY, KANAS**

VICKY KAAZ, CHAIRPERSON

ATTEST:

Janet Klasinski, County Clerk

JEFF CULBERTSON, MEMBER

MIKE SMITH, MEMBER

DOUG SMITH, MEMBER

MIKE STIEBEN, MEMBER

**STATE OF KANSAS
MUNICIPAL INVESTMENT POOL**

Resolution 2024-6

WHEREAS, the undersigned is a municipality (the "Depositor"), as defined in K.S.A. 12-1675, as amended, and from time to time has funds on hand in excess of current needs, and

WHEREAS, it is the best interest of the Depositor and its inhabitants to invest funds in investments that yield a favorable rate of return while providing the necessary liquidity and protection of the principal; and

WHEREAS, the Pooled Money Investment Board (the "PMIB"), operates the Municipal Investment Pool (MIP), a public funds investment pool, pursuant to Chapter 254 of the *1996 Session Laws of Kansas*, and amendments thereto

NOW THEREFORE, be it resolved as follows:

1. The municipality designated below approves the establishment of an account in its name in the MIP for the purpose of transmitting funds for investment, subject to the MIP Participation Policy adopted by the Pooled Money Investment Board, and municipality acknowledges it has received a current copy of such Participation Policy. The Depositor's taxpayer identification number assigned by the Internal Revenue Service is _____.

2. The following individuals, whose signatures appear directly below, are officers or employees of the Depositor and are each hereby authorized to transfer funds for investment in the MIP and are each authorized to withdraw funds, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of funds:

Name (print or type)	Name (print or type)
Signature	Signature
Title County Administor	Title County Clerk
Name (print or type)	Name (print or type)
Signature	Signature
Title Accountant	Title Budget/Finance
3. Depositor Contact:	
Name (print or type)	Email
Title County Treasurer	Phone
Street Address 300 Walnut	Fax
City Leavenworth	State Kansas
ZIP 66048	

4. This Resolution and its authorization shall continue in full force and effect until amended or revoked by the Depositor and until the PMIB receives a copy of any such amendment or revocation, the PMIB is entitled to rely on same.

This resolution is hereby introduced and adopted by the Depositor at its regular/special meeting held on January 10, 2023 (date).

Municipality Name (print or type) Leavenworth County

Name (print or type)

Signature

Title

Date 1-10-2023

Attest:

Name (print or type)

Signature

Title

Date 1-10-2023

Note: Original signatures are required.

RESOLUTION 2024-7
RESOLUTION SETTING THE SALARIES OF ELECTED OFFICIALS

WHEREAS, it is the duty of the Board of County Commissioners of Leavenworth County, Kansas to set the annual salaries of the Elected Officials of Leavenworth County, Kansas:

NOW THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Leavenworth County, Kansas, that the following salaries be set for the elected officials for the year 2024, effective January 10, 2024, as approved in the 2024 budget:

County Attorney	\$135,264.90
County Clerk	\$108,376.32
County Commissioners	\$ 53,106.56
County Treasurer	\$108,376.32
Register of Deeds	\$106,772.03
Sheriff	\$139,606.44

Adopted this 10th day of January, 2024

Board of County Commissioners
Leavenworth County, Kansas

Vicky Kaaz, Chairperson

Jeff Culbertson, Member

Doug Smith, Member

Mike Smith, Member

ATTEST:

Janet Klasinski, County Clerk

Mike Stieben, Member

2024

	Level	Step	Rate											
EMT IOC	4	5	\$ 18.04											
Paramedic IOC	9	17	\$ 25.44											
	1	2	3	4	5	6	7	8	9	10	11	12	13	
EMT	13.49	14.49	15.49	15.49	15.49	15.80	16.12	16.44	16.77	17.11	17.45	17.80	18.15	
	44,907.99	48,235.99	51,563.99	51,563.99	51,563.99	52,595.27	53,647.18	54,720.12	55,814.52	56,930.81	58,069.43	59,230.82	60,415.44	
Paramedic	19.68	20.68	21.68	21.68	21.68	22.12	22.56	23.01	23.47	23.94	24.42	24.91	25.41	
	65,509.58	68,837.58	72,165.58	72,165.58	72,165.58	73,608.89	75,081.07	76,582.69	78,114.34	79,676.63	81,270.16	82,895.56	84,553.47	
Lt	22.56	23.01	23.47	23.94	24.42	24.90	25.40	25.91	26.43	26.96	27.50	28.05	28.61	
	75,065.94	76,567.26	78,098.61	79,660.58	81,253.79	82,878.87	84,536.44	86,227.17	87,951.72	89,710.75	91,504.96	93,335.06	95,201.77	
supervisor	24.58	25.08	25.58	26.09	26.61	27.14	27.69	28.24	28.80	29.38	29.97	30.57	31.18	
	81,817.72	83,454.08	85,123.16	86,825.62	88,562.13	90,333.38	92,140.04	93,982.84	95,862.50	97,779.75	99,735.35	101,730.05	103,764.65	

14	15	16	17
18.52	18.89	19.26	19.65
61,623.74	62,856.22	64,113.34	65,395.61
25.91	26.43	26.96	27.50
86,244.54	87,969.44	89,728.82	91,523.40
29.18	29.76	30.36	30.96
97,105.80	99,047.92	101,028.87	103,049.45
31.80	32.44	33.09	33.75
105,839.95	107,956.75	110,115.88	112,318.20

SHERIFF'S OFFICE 2024 PAY SCALE

POSITION	LEVEL	2022 STEP 1	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20	STEP 21
REGISTRATION CLERK PT	2-SO	\$12.06	\$12.30	\$12.54	\$12.79	\$13.04	\$13.30	\$13.76	\$14.24	\$14.51	\$14.81	\$15.10	\$15.40	\$15.72	\$16.02	\$16.35	\$16.68	\$17.01	\$17.35	\$17.69	\$18.03	\$18.39	\$18.77
RECORDS SPECIALIST WARRANTS/NCIC SPECIALIST	9-SO	\$17.91	\$18.27	\$18.63	\$19.00	\$19.36	\$19.76	\$20.43	\$21.12	\$21.55	\$21.96	\$22.42	\$22.87	\$23.34	\$23.80	\$24.27	\$24.76	\$25.26	\$25.76	\$26.28	\$26.80	\$27.34	\$27.89
ADMINISTRATIVE SPECIALIST CIVIL PROCESS COORDINATOR EVIDENCE & DATA TECHNICIAN ANIMAL CONTROL SPECIALIST IOC	11-SO	\$19.77	\$20.17	\$20.56	\$20.97	\$21.39	\$21.81	\$22.55	\$23.32	\$23.79	\$24.25	\$24.75	\$25.26	\$25.76	\$26.27	\$26.80	\$27.34	\$27.89	\$28.43	\$28.99	\$26.56	\$30.17	\$30.78
DETENTION OFFICER 1 DISPATCHER 1 MEDICAL ASSISTANT	11-SO	\$20.35	\$20.76	\$21.16	\$21.58	\$22.00	\$22.42	\$23.19	\$23.99	\$24.46	\$24.98	\$25.47	\$25.97	\$26.50	\$27.03	\$27.58	\$28.13	\$28.70	\$29.26	\$29.85	\$30.45	\$31.05	\$31.68
DETENTION OFFICER 2 DISPATCHER 2	12-SO	\$21.07	\$21.49	\$21.91	\$22.35	\$22.79	\$23.23	\$24.02	\$24.86	\$25.34	\$25.87	\$26.38	\$26.90	\$27.44	\$27.99	\$28.56	\$29.12	\$29.71	\$30.30	\$30.91	\$31.53	\$32.16	\$32.80
DEPUTY	13-SO	\$22.89	\$23.35	\$23.81	\$24.27	\$24.73	\$25.23	\$26.08	\$26.98	\$27.53	\$28.09	\$28.66	\$29.23	\$29.81	\$30.41	\$31.02	\$31.64	\$32.28	\$32.91	\$33.58	\$34.24	\$34.93	\$35.63
ADMINISTRATIVE SPECIALIST II MAINTENANCE LEAD TECH MAINTENANCE SPECIALIST	13-SO	\$22.24	\$22.68	\$23.13	\$23.59	\$24.05	\$24.51	\$25.36	\$26.24	\$26.77	\$27.30	\$27.85	\$28.41	\$28.97	\$29.55	\$30.13	\$30.75	\$31.35	\$31.99	\$32.61	\$33.28	\$33.93	\$34.63
NURSE	14-SO	\$24.08	\$24.56	\$25.04	\$25.54	\$26.04	\$26.55	\$27.47	\$28.41	\$28.98	\$29.56	\$30.15	\$30.75	\$31.36	\$31.99	\$32.64	\$33.29	\$33.95	\$34.63	\$35.32	\$36.03	\$36.78	\$37.48
MASTER DEPUTY	15-SO	\$26.48	\$27.01	\$27.54	\$28.08	\$28.62	\$29.19	\$30.20	\$31.23	\$31.84	\$32.50	\$33.15	\$33.82	\$34.49	\$35.18	\$35.88	\$36.60	\$37.33	\$38.07	\$38.84	\$39.61	\$40.41	\$41.22
INFORMATIONS SYSTEMS TECHNICIAN RECORDS SUPERVISOR	15-SO	\$26.48	\$27.01	\$27.54	\$28.08	\$28.63	\$29.19	\$30.19	\$31.24	\$31.84	\$32.50	\$33.15	\$33.82	\$34.49	\$35.18	\$35.88	\$36.60	\$37.33	\$38.07	\$38.84	\$39.61	\$40.41	\$41.22
INFORMATION SYSTEMS TECH II	16-SO	\$31.31	\$31.93	\$32.55	\$33.19	\$33.86	\$34.51	\$35.67	\$36.93	\$37.67	\$38.42	\$39.20	\$39.98	\$40.78	\$41.59	\$42.43	\$43.27	\$44.13	\$45.02	\$45.92	\$46.84	\$47.78	\$48.73
CORPORAL COMMUNICATIONS SUPERVISOR	17-SO	\$31.00	\$31.62	\$32.24	\$32.86	\$33.51	\$34.18	\$35.34	\$36.55	\$37.27	\$38.03	\$38.81	\$39.59	\$40.39	\$41.19	\$42.02	\$42.86	\$43.72	\$44.58	\$45.48	\$46.39	\$47.31	\$48.26
SERGEANT	18-SO	\$34.23	\$34.92	\$35.60	\$36.30	\$37.01	\$37.75	\$39.02	\$40.35	\$41.15	\$42.02	\$42.86	\$43.72	\$44.58	\$45.48	\$46.39	\$47.31	\$48.26	\$49.23	\$50.22	\$51.22	\$52.25	\$53.28
OFFICE MANAGER INFORMATION SYSTEMS MANAGER HUMAN RESOURCES MANAGER NURSE MANAGER	18-SO	\$33.26	\$33.92	\$34.59	\$35.28	\$35.98	\$36.68	\$37.93	\$39.25	\$40.02	\$40.83	\$41.63	\$42.49	\$43.33	\$44.20	\$45.08	\$45.98	\$46.90	\$47.84	\$48.80	\$49.77	\$50.77	\$51.78
LIEUTENANT COMMUNICATIONS DIRECTOR	20-SO	\$37.78	\$38.54	\$39.29	\$40.07	\$40.86	\$41.66	\$43.07	\$44.54	\$45.44	\$46.34	\$47.30	\$48.25	\$49.22	\$50.20	\$51.21	\$52.23	\$53.27	\$54.34	\$55.43	\$56.53	\$57.67	\$58.82
EMERGENCY MANAGEMENT DIRECTOR	20-SO	\$36.71	\$37.44	\$38.18	\$38.94	\$39.71	\$40.49	\$41.88	\$43.30	\$44.15	\$45.07	\$45.97	\$46.89	\$47.83	\$48.79	\$49.76	\$50.76	\$51.77	\$52.80	\$53.86	\$54.93	\$56.04	\$57.16
CAPTAIN CHIEF	31-SO	\$41.72	\$42.56	\$43.39	\$44.24	\$45.12	\$46.01	\$47.58	\$49.20	\$50.18	\$51.21	\$52.23	\$53.27	\$54.35	\$55.43	\$56.54	\$57.67	\$58.82	\$60.00	\$61.20	\$62.42	\$63.68	\$64.94
SHERIFF GENERAL COUNSEL	31-SO	\$40.54	\$41.35	\$42.16	\$42.99	\$43.85	\$44.71	\$46.23	\$47.83	\$48.79	\$49.76	\$50.76	\$51.77	\$52.82	\$53.85	\$54.90	\$56.04	\$57.16	\$58.30	\$59.47	\$60.66	\$61.88	\$63.11
MAJOR	35-SO	\$50.67	\$51.68	\$52.68	\$53.73	\$54.79	\$55.87	\$57.79	\$59.77	\$60.95	\$62.14	\$63.44	\$64.70	\$65.99	\$67.32	\$68.66	\$70.04	\$71.44	\$72.87	\$74.32	\$75.81	\$77.32	\$78.88
SHERIFF	43-SO	\$55.94	\$57.06	\$58.17	\$59.32	\$60.49	\$61.69	\$63.80	\$65.99	\$67.32	\$68.66	\$70.04	\$71.44	\$72.87	\$74.32	\$75.81	\$77.32	\$78.88	\$80.45	\$82.06	\$83.70	\$85.37	\$87.08

2024 Leavenworth County Pay Plan Schedule

adjusted for 2% cola eff 1.1.2024
each step increases by 2%

Eff 1.1.2024

prepared 12.13.203

NON-EXEMPT - SUPPORT STAFF	Level	2023 Step 1	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21	Step 22	Step 23	Step 24	Step 25
Evening Class Monitor IOC	2	16.16	16.48	16.81	17.15	17.49	17.84	18.20	18.56	18.93	19.31	19.70	20.09	20.49	20.90	21.32	21.75	22.18	22.63	23.08	23.54	24.01	24.49	24.98	25.48	25.99	26.51
Custodian IOC, Custodian FT	3	16.24	16.56	16.90	17.23	17.58	17.93	18.29	18.65	19.03	19.41	19.80	20.19	20.60	21.01	21.43	21.86	22.29	22.74	23.19	23.66	24.13	24.61	25.11	25.61	26.12	26.64
Admin Clerk IOC-Soc Svcs, EMT Support Tech, EMT IOC, Engineering Asst/Intern, Noxious Weed Intern, Site Mgr IOC	4	16.34	16.67	17.00	17.34	17.69	18.04	18.40	18.77	19.14	19.53	19.92	20.32	20.72	21.14	21.56	21.99	22.43	22.88	23.34	23.80	24.28	24.77	25.26	25.77	26.28	26.81
In-home Support Specialist, In-home Support Service Specialist, Senior Home Maintenance Asst IOC, Senior Home Maintenance Specialist IOC, SW Facility Attendant	5	16.48	16.81	17.15	17.49	17.84	18.20	18.56	18.93	19.31	19.70	20.09	20.49	20.90	21.32	21.75	22.18	22.62	23.08	23.54	24.01	24.49	24.98	25.48	25.99	26.51	27.04
Catering Liason, Election Worker IOC, Nutrition & Transportation Driver, Nutrition Data Specialist, Nutrition Driver, Nutrition Support Specialist, Site Facilitator/Nutrition Driver, Transportation Driver	6	16.81	17.15	17.49	17.84	18.20	18.56	18.93	19.31	19.70	20.09	20.49	20.90	21.32	21.75	22.18	22.62	23.08	23.54	24.01	24.49	24.98	25.48	25.99	26.51	27.04	27.58
Administrative Assistant I, Appraisal Clerk I, Transportation Driver-Trainer	7	17.13	17.47	17.82	18.18	18.54	18.91	19.29	19.68	20.07	20.47	20.88	21.30	21.72	22.16	22.60	23.05	23.52	23.99	24.47	24.96	25.45	25.96	26.48	27.01	27.55	28.10
Activities Specialist, Breastfeeding Peer Counselor, Human Service Specialist T&V, Insurance Clerk/Receptionist, Nutrition Admin Support, Office Support-Receptionist, Program Support Specialist, Receptionist/Records Clerk, Records Clerk II, Scale Attendant, Tax Specialist IOC COA, Transportation Dispatch, Transportation Dispatcher, WIC Clerk/Program Aide	8	17.33	17.68	18.03	18.39	18.76	19.13	19.52	19.91	20.30	20.71	21.13	21.55	21.98	22.42	22.87	23.32	23.79	24.27	24.75	25.25	25.75	26.27	26.79	27.33	27.87	28.43
Account Clerk-PHEP-Public Health Emergency Prep, Account Insurance Clerk II, Assistant CAMA Manager, Discovery Dissemination Clerk I, Heavy Equipment Operator I, Legal Secretary I, Medical Biller/Records Clerk, Noxious Weed Operator I, Outreach Coord/Nutrition Support, Paramedic IOC, Solid Waste Scale Lead, Tax Specialist, Victim Witness Officer I	9	18.17	18.53	18.90	19.28	19.67	20.06	20.46	20.87	21.29	21.71	22.15	22.59	23.04	23.50	23.97	24.45	24.94	25.44	25.95	26.47	27.00	27.54	28.09	28.65	29.23	29.81
Engineering Technician, Environmental Technician/Code Enforcement Officer, Heavy Equipment Operator II, Heavy Vehicle Equipment Tech I, IT Technician, Lab Technologist, Parts Room Specialist II, Signage Technician II, Solid Waste Operator, Victim Witness Officer II	10	18.74	19.11	19.50	19.89	20.28	20.69	21.10	21.53	21.96	22.40	22.84	23.30	23.77	24.24	24.73	25.22	25.73	26.24	26.77	27.30	27.85	28.40	28.97	29.55	30.14	30.74

2024 Leavenworth County Pay Plan Schedule

adjusted for 2% cola eff 1.1.2024
each step increases by 2%

Eff 1.1.2024

prepared 12.13.203

NON EXEMPT - Front Line Supervisors, Entry Level Managers, and Professionals	Level	2023 Step 1	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21	Step 22	Step 23	Step 24	Step 25
Admin Assistant Senior II, Appraiser, Child Care Surveyor I, Diversion Officer II, GIS Technician I, Human Services Specialist I & A, Investigator II, Legal Secretary II, Personal Property Clerk, Records Account Specialist I, Senior In-home Support Specialist, Victim Witness Officer III	11	19.32	19.71	20.10	20.50	20.91	21.33	21.76	22.19	22.64	23.09	23.55	24.02	24.50	24.99	25.49	26.00	26.52	27.05	27.59	28.15	28.71	29.28	29.87	30.47	31.08	31.70
Account Specialist III, Annex Supervisor, Building Maintenance Technician, Child Care Surveyor II, GIS Technician II, Heavy Equipment Operator III, IT Technician II, Legal Secretary II/Dir. of Software Tech, Leisure & Learning Program Coordinator, Mechanic III, Office CAMA Manager, Parts Room Specialist III, Program Specialist II COA, PHEP, Records Account Specialist II, Signage Technician III, Solid Waste Operator II, Tax Specialist/ Web Tech	12	20.51	20.92	21.34	21.77	22.20	22.64	23.10	23.56	24.03	24.51	25.00	25.50	26.01	26.53	27.06	27.60	28.16	28.72	29.29	29.88	30.48	31.09	31.71	32.34	32.99	33.65
Executive Secretary/Grant Assistant	13	21.09	21.51	21.94	22.38	22.83	23.29	23.75	24.23	24.71	25.20	25.71	26.22	26.75	27.28	27.83	28.38	28.95	29.53	30.12	30.72	31.34	31.97	32.60	33.26	33.92	34.60
Building Maintenance Supervisor, Crewman Lead, EMS Medical Coder/Ins Clerk, Lead Tax Specialist, Maintenance Crewman Lead, Noxious Weed Crewman Lead, Personal Property Manager, Senior Appraiser, Senior Legal Secretary, Senior Legal Secretary/Victim Witness Officer III, Special Projects Crewman II	14	21.69	22.12	22.57	23.02	23.48	23.95	24.43	24.91	25.41	25.92	26.44	26.97	27.51	28.06	28.62	29.19	29.78	30.37	30.98	31.60	32.23	32.87	33.53	34.20	34.89	35.58
Off Mgr & Exec Admin Asst, Planner, Survey Technician	15	22.27	22.72	23.17	23.63	24.11	24.59	25.08	25.58	26.09	26.61	27.15	27.69	28.24	28.81	29.38	29.97	30.57	31.18	31.81	32.44	33.09	33.75	34.43	35.12	35.82	36.54

2024 Leavenworth County Pay Plan Schedule

adjusted for 2% cola eff 1.1.2024
each step increases by 2%

Eff 1.1.2024

prepared 12.13.2023

NON EXEMPT OR EXEMPT - Mid Level Supervisors, Managers, and Advanced Professionals																											
Level	2023 Step 1	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21	Step 22	Step 23	Step 24	Step 25	
Asst MV Deputy, BO Manager III/Accountant, HHW Coordinator/Facility Lead, HR Generalist III, Lead Equip Tech, Nutrition Coord, Public Relations & Planning Coord, Records Account Specialist III, Registered Dietician, Social Services Coord, Social Worker, Special Projects Supervisor, Tax Account Specialist IOC (COA), Transportation Supervisor	16	23.44	23.91	24.39	24.87	25.37	25.88	26.40	26.93	27.46	28.01	28.57	29.14	29.73	30.32	30.93	31.55	32.18	32.82	33.48	34.15	34.83	35.53	36.24	36.96	37.70	38.46
Planner II, RMA Appraiser	17	26.07	26.59	27.12	27.67	28.22	28.78	29.36	29.95	30.55	31.16	31.78	32.41	33.06	33.72	34.40	35.09	35.79	36.50	37.23	37.98	38.74	39.51	40.30	41.11	41.93	42.77
Director of Operations/Senior Legal Secretary, Office Manager/Diversion Officer II	18	26.37	26.90	27.44	27.98	28.54	29.11	29.70	30.29	30.90	31.51	32.14	32.79	33.44	34.11	34.79	35.49	36.20	36.92	37.66	38.42	39.18	39.97	40.77	41.58	42.41	43.26
Admin Ins Off Mgr, Mechanic Super, NW Ops Mgr, R&B Asst Super & Crewman Super	19	26.94	27.48	28.03	28.59	29.16	29.74	30.34	30.95	31.56	32.20	32.84	33.50	34.17	34.85	35.55	36.26	36.98	37.72	38.48	39.25	40.03	40.83	41.65	42.48	43.33	44.20
Attorney Intern, BO Manager/Vic Witness Officer, Fleet Ops Coord, GIS Analyst, Payroll Manager, Public Health Nurse, Senior IT Tech, Public Information Officer, Tax Account Supervisor, WIC Coordinator	20	27.53	28.08	28.64	29.22	29.80	30.40	31.00	31.62	32.26	32.90	33.56	34.23	34.91	35.61	36.33	37.05	37.79	38.55	39.32	40.11	40.91	41.73	42.56	43.41	44.28	45.17
EXEMPT EMPLOYEES - Executive - Professionals, Senior Management & Department Heads																											
Level	2023 Step 1	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21	Step 22	Step 23	Step 24	Step 25	
Assistant Chief Deputy, Assistant Deputy-Biz Mgr V, Clinical Manager, COA Assistant Director, Deputy County Appraiser, Deputy County Clerk, Motor Vehicle Deputy	30	28.12	28.68	29.26	29.84	30.44	31.05	31.67	32.30	32.95	33.61	34.28	34.96	35.66	36.38	37.10	37.85	38.60	39.37	40.16	40.97	41.78	42.62	43.47	44.34	45.23	46.13
Asst County Attorney, Deputy Dir Planning & Zoning	31	30.46	31.07	31.69	32.32	32.97	33.63	34.30	34.99	35.69	36.40	37.13	37.87	38.63	39.40	40.19	41.00	41.82	42.65	43.50	44.37	45.26	46.17	47.09	48.03	48.99	49.97
	32	32.81	33.47	34.14	34.82	35.51	36.22	36.95	37.69	38.44	39.21	40.00	40.80	41.61	42.44	43.29	44.16	45.04	45.94	46.86	47.80	48.75	49.73	50.72	51.74	52.77	53.83
EMS Field Ops Officer, EMS Training Officer	33	33.98	34.66	35.35	36.06	36.78	37.52	38.27	39.03	39.81	40.61	41.42	42.25	43.09	43.96	44.84	45.73	46.65	47.58	48.53	49.50	50.49	51.50	52.53	53.58	54.65	55.75
	34	35.15	35.85	36.57	37.30	38.05	38.81	39.58	40.38	41.18	42.01	42.85	43.70	44.58	45.47	46.38	47.31	48.25	49.22	50.20	51.21	52.23	53.28	54.34	55.43	56.54	57.67
Assistant Director, Chief Deputy Treasurer, Deputy County Attorney, Deputy IT Director, R&B Superintendent	35	36.31	37.04	37.78	38.53	39.30	40.09	40.89	41.71	42.54	43.39	44.26	45.15	46.05	46.97	47.91	48.87	49.85	50.84	51.86	52.90	53.95	55.03	56.13	57.26	58.40	59.57

Leavenworth County Request for Board Action

Date: January 10, 2024
To: Board of County Commissioners
From: Council on Aging

Department Head Approval: Connie Harmon

Additional Reviews as needed:

Budget Review **Administrator Review** **Legal Review**

Action Requested: Approval of the following candidates for appointment to the Council on Aging Advisory Board

- Donna Kindle
- Sharon Marsch
- Charles Owen
- Donna Ramsey
- Mateo Rosales

Recommendation: Approval

Analysis: Each of the board member candidates meets the requirement for board service based on the by-laws.

Alternatives: Table, Deny, Approve

Budgetary Impact:

- Not Applicable
- Budgeted item with available funds
- Non-Budgeted item with available funds through prioritization
- Non-Budgeted item with additional funds requested

Total Amount Requested: n/a

Additional Attachments: Reappointment applications



Live Well.
Age Well.

LEAVENWORTH COUNTY COUNCIL ON AGING

711 Marshall Street, Suite 100
Leavenworth, KS 66048
Phone: 913.684.0777 Fax: 913.684.0779
Email: seniors1st@leavenworthcounty.gov

ADVISORY BOARD APPLICATION

On behalf of the *Leavenworth County Council on Aging* thank you so much for your interest in board service. We know that those with an interest in being a leadership volunteer have many choices. In our community, there are an array of remarkable organizations engaged in the important work of making our world a better place. We are humbled knowing that you are interested in us.

The following application offers us an opportunity to know more about you, your skills, attributes and what you would bring to our board. It also gives you a sense of what matters to us in any board candidate.

The goal of our process is to determine if we are a good fit for each other – your level of commitment and ability to deliver on our expectations so that we are confident that you can help us to increase the scope and impact of our work. On the other side, we want to know what motivates you and how you think about our organization so that we can help to create an excellent board experience for you.

Thank you again for your interest in our work and for taking the time to complete this application with thought and care. We look forward to reviewing it with that same level of thought and care and to continuing our conversations. Please return your completed application in person or by mail to Connie Harmon, Director or by email at charmon@leavenworthcounty.gov no later than 4:00pm on December 15th, 2024.

PERSONAL INFORMATION

- Name Donna Kindle
- Address [REDACTED]
- Home Number [REDACTED]
- Work Number [REDACTED]
- Mobile Number [REDACTED]
- Email Address [REDACTED]
- Employer —
- Employer Address —
- Type of Business / Organization —
- Preferred Method of Contact: Work Mobile Home

VOLUNTEER EXPERIENCE

Past and Present Membership: Boards, committees, task forces in the public sector (business, civic, community, religious, political, professional, recreational or social). Add most recent experience first.

Organization	Role/Title	Dates of Service
United Women of Faith Methodist church	several officers positions	'01 - '18
Volunteer Advent Health	clerical cardiac rehab	'07 to '17
Girl Scout leader		'88 - '95

WHY?

Those committed to volunteering in a leadership capacity have an abundance of organizations to choose from. We are most appreciative of your interest in ours and would like to hear more. Why our organization and not any other? Please share your motivation and what it is about the Council on Aging's work that has led you to raise your hand to be a leading ambassador for us.

as a senior I understand the needs and challenges the council works to ease.

OUR WORK

What excites you about the work of the Council on Aging? What do you see as 1-2 challenges and 1-2 opportunities for us in the next few years?

I see challenges dealing with "baby boomer" aging.
opportunities come from the challenges

FUNDRAISING

Among other responsibilities, board members play a key role in raising funds for our organization. It is an expectation of board service that you will introduce people in your sphere of influence to our work and invite them know and do more – as prospective volunteers, board members, staff and as donors. Our organization commits to providing you with the information and tools necessary for you to stand as a vocal and visible ambassador for our work.

Please add your thoughts regarding your level of comfort with this expectation.

TIME

Board service is a true commitment of time and energy. We estimate that board service could be a commitment of 2 to 4 hours each month. In addition, we ask Board members to attend 10 monthly, in-person meetings per year.

Do you have any concerns or potential conflicts that may serve as impediments to this time commitment? If so, please explain.

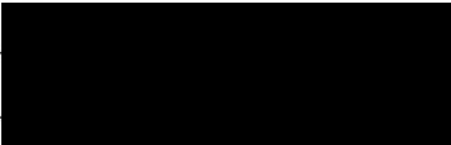
OTHER

Who recommended you for board service?

 Past director

Have you ever been convicted, plead guilty or plead no contest to a crime? If yes, please explain.

Please identify at least two references we may contact.

Name	Relationship	Best Contact (phone or email)
<i>Vilva Kindle</i>	<i>sister-in-law</i>	
<i>Elaine Foley</i>	<i>friend</i>	

RESUME

Please attach your most recent resume and/or include a professional bio below.



LEAVENWORTH COUNTY COUNCIL ON AGING
711 Marshall Street, Suite 100
Leavenworth, KS 66048
Phone: 913.684.0777 Fax: 913.684.0779
Email: seniors1st@leavenworthcounty.gov

ADVISORY BOARD APPLICATION

On behalf of the *Leavenworth County Council on Aging* thank you so much for your interest in board service. We know that those with an interest in being a leadership volunteer have many choices. In our community, there are an array of remarkable organizations engaged in the important work of making our world a better place. We are humbled knowing that you are interested in us.

The following application offers us an opportunity to know more about you, your skills, attributes and what you would bring to our board. It also gives you a sense of what matters to us in any board candidate.

The goal of our process is to determine if we are a good fit for each other – your level of commitment and ability to deliver on our expectations so that we are confident that you can help us to increase the scope and impact of our work. On the other side, we want to know what motivates you and how you think about our organization so that we can help to create an excellent board experience for you.

Thank you again for your interest in our work and for taking the time to complete this application with thought and care. We look forward to reviewing it with that same level of thought and care and to continuing our conversations. Please return your completed application in person or by mail to Connie Harmon, Director or by email at charmon@leavenworthcounty.gov no later than 4:00pm on December 15th, 2024.

PERSONAL INFORMATION

- Name Sharon R. Marsch
- Address [Redacted]
- Home Number N/A
- Work Number N/A
- Mobile Number [Redacted]
- Email Address [Redacted]
- Employer Retired (Maj + Prog Anal, Dept of Army)
- Employer Address N/A
- Type of Business / Organization _____
- Preferred Method of Contact: Work Mobile Home

VOLUNTEER EXPERIENCE

Past and Present Membership: Boards, committees, task forces in the public sector (business, civic, community, religious, political, professional, recreational or social). Add most recent experience first.

Organization	Role/Title	Dates of Service
See Attached		

WHY?

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See Attached

OUR WORK

What excites you about the work of the Council on Aging? What do you see as 1-2 challenges and 1-2 opportunities for us in the next few years?

See Attached

FUNDRAISING

Among other responsibilities, board members play a key role in raising funds for our organization. It is an expectation of board service that you will introduce people in your sphere of influence to our work and invite them know and do more – as prospective volunteers, board members, staff and as donors. Our organization commits to providing you with the information and tools necessary for you to stand as a vocal and visible ambassador for our work.

Please add your thoughts regarding your level of comfort with this expectation.

See Attached

TIME

Board service is a true commitment of time and energy. We estimate that board service could be a commitment of 2 to 4 hours each month. In addition, we ask Board members to attend 10 monthly, in-person meetings per year.

Do you have any concerns or potential conflicts that may serve as impediments to this time commitment? If so, please explain.

Not at this time. See Attached

OTHER

Who recommended you for board service? See Attached

Have you ever been convicted, plead guilty or plead no contest to a crime? If yes, please explain.

NO

Please identify at least two references we may contact.

Name	Relationship	Best Contact (phone or email)
See Attached		

RESUME

Please attach your most recent resume and/or include a professional bio below.

See Attached

Application Pages 2 and 3)

VOLUNTEER EXPERIENCE (Note, the majority of my volunteerism started after I retired and had more time to devote to those efforts.)

Organization: Leavenworth County Council on Aging

Role/Title: Volunteer

Dates of service: Since 2017 to present

Organization: Leavenworth County Council on Aging

Role/Title: Advisory Board Member

Dates of Service: Approximately 2020 to present

Organization: Immaculate Conception Church

Role: Altar Angel

Dates of Service: Approximately 2019 to present

Organization: Leavenworth County Live Wellness and Suicide Prevention Committee

Role: Participant (as the parent of an adult child that took his own life)

Dates of Service: 2019 -2020. Unfortunately the outbreak of COVID affected this volunteer opportunity as well as many others in the community.

Organization: Leavenworth County Special Olympics

Role: Support (Provided assistance as needed in Spouse's role as Assistant Basketball Coach)

Dates of Service: Approximately 2000-2006

WHY?

Unfortunately the senior population in some communities seem to be the forgotten. I initially learned about the Council on Aging and some of their services through a friend which subsequently led me trying to get my father involved. I was pleasantly surprised with the services and activities provided to Leavenworth County. From there I chose to become interested in volunteering for the many activities (including parties and games), functions and benefits. I have seen first hand through volunteerism and participation the value this agency provides to the community. As a member of this Advisory Board and an active senior myself I hope to bring suggestions and new ideas to the Council on Aging as well as continue to share the great services available to our community.

OUR WORK

Challenges: Useable physical space to accommodate additional activity suggestions and an increase in participants. Expansion of out of town affordable transportation for medical appointments/requirements due to the lack of some medical services locally.

Opportunities: Collaboration with local entrepreneurs to introduce new affordable activities for lower income seniors and for a wider variety of entertainers.

FUNDRAISING

I have no problem in helping to influence and inform others of the Council on Aging services and needs. I have passed on the need for VITA volunteers, the Adopt a Senior at Christmas Program, and encouraged others to participate in services offered as well as volunteer and donate. I believe Board Members could play a more active role in fundraising given the opportunities.

TIME

No concerns or potential conflicts with the time commitment. While serving as an Advisory Board I attended almost all of the board meetings with the exception of a several month period during 2022 due to the death of my spouse.

OTHER

I believe staff members recommended me for my first term of board service.

REFERENCES

Alan Hottman, Prior CoWorker and currently the Director of Information Management, Fort Leavenworth, [REDACTED]
or [REDACTED]

Cindy White, Acquaintance (spouse of prior supervisor who was the Director of Information Management, Fort Leavenworth), [REDACTED]
[REDACTED]

Terri Castillo, Friend (since high school), [REDACTED]

RESUME/PROFESSIONAL BIO

After 38 years of Federal Government Service, I have a myriad of experience in the program analyst and business management field. I began my career with the Federal Government as a Clerk Typist and retired in May of 2017 as a Supervisory Program and Management Analyst (Chief, Business Management Branch), Directorate of Information Management, Department of the Army. In that capacity I provided management oversight of budget, Human Resources, supply and property accountability, acquisition, as well as safety and security responsibilities. I attended numerous workshops as well as professional development and specialized training courses to include service management, customer relations, manpower and force management, cost and performance management, productivity improvement, communicating and counseling, and writing courses. I served as an organizations Public Affairs Representative and authored a number of stories /articles that were published in Army organization publications and developed that organization's first local newsletter. I also have experience in the civilian bank sector as a Mail Teller/Loan Clerk and Clerk/Receptionist. As a Department of Defense dependent (16 years old) I was honored to volunteer as a Typist for 5 hours per week for the 50th Fighter Tactical Wing on Germany.



Live Well.
Age Well.

LEAVENWORTH COUNTY COUNCIL ON AGING

711 Marshall Street, Suite 100
Leavenworth, KS 66048
Phone: 913.684.0777 Fax: 913.684.0779
Email: seniors1st@leavenworthcounty.gov

ADVISORY BOARD APPLICATION

On behalf of the *Leavenworth County Council on Aging* thank you so much for your interest in board service. We know that those with an interest in being a leadership volunteer have many choices. In our community, there are an array of remarkable organizations engaged in the important work of making our world a better place. We are humbled knowing that you are interested in us.

The following application offers us an opportunity to know more about you, your skills, attributes and what you would bring to our board. It also gives you a sense of what matters to us in any board candidate.

The goal of our process is to determine if we are a good fit for each other – your level of commitment and ability to deliver on our expectations so that we are confident that you can help us to increase the scope and impact of our work. On the other side, we want to know what motivates you and how you think about our organization so that we can help to create an excellent board experience for you.

Thank you again for your interest in our work and for taking the time to complete this application with thought and care. We look forward to reviewing it with that same level of thought and care and to continuing our conversations. Please return your completed application in person or by mail to Connie Harmon, Director or by email at charmon@leavenworthcounty.gov no later than 4:00pm on December 15th, 2024.

PERSONAL INFORMATION

- Name Donna Ramsey
- Address [REDACTED]
- Home Number [REDACTED]
- Work Number _____
- Mobile Number [REDACTED]
- Email Address [REDACTED]
- Employer _____
- Employer Address _____
- Type of Business / Organization _____
- Preferred Method of Contact: Work Mobile Home

VOLUNTEER EXPERIENCE

Past and Present Membership: Boards, committees, task forces in the public sector (business, civic, community, religious, political, professional, recreational or social). Add most recent experience first.

Organization	Role/Title	Dates of Service
Leavenworth Council on Aging	Board member	2018 - 2023
COA Meals on Wheels	Deliverer	1998 - 2023
First United Methodist Church, LVN	Church Council Sunday School Teacher	Long Time!
First UMC, Leavenworth	Choir Blood drive chairman	2010 - 2015
Beecham UMC	Bell Choir member	2021 - present
Daughters of American Revolution	Chaplain	2018

WHY?

Those committed to volunteering in a leadership capacity have an abundance of organizations to choose from. We are most appreciative of your interest in ours and would like to hear more. Why our organization and not any other? Please share your motivation and what it is about the Council on Aging's work that has led you to raise your hand to be a leading ambassador for us.

I began helping with Meals on Wheels when we lived in Alexandria, VA. Our church was one of several that cooked the meals and I delivered meals. I saw first hand how important the meals and the contact we made was to the senior citizens who needed help. When we moved here in 1986, I suited in The Summers for MOW delivery. I started delivering weekly when I quit full time teaching.

I feel that our COA does so much for our older citizens & I feel all money spent by our COA is spent wisely and effectively.

OUR WORK

What excites you about the work of the Council on Aging? What do you see as 1-2 challenges and 1-2 opportunities for us in the next few years?

I am amazed at all the programs and COA offers! Having said that — my living does not excite me but I think it is wonderful that some people love it! I really like the Pen Pal program.

FUNDRAISING

Among other responsibilities, board members play a key role in raising funds for our organization. It is an expectation of board service that you will introduce people in your sphere of influence to our work and invite them know and do more – as prospective volunteers, board members, staff and as donors. Our organization commits to providing you with the information and tools necessary for you to stand as a vocal and visible ambassador for our work.

Please add your thoughts regarding your level of comfort with this expectation.

I believe in the work our COA is doing and I am "all in" for suggesting people donate to the cause of COA

TIME

Board service is a true commitment of time and energy. We estimate that board service could be a commitment of 2 to 4 hours each month. In addition, we ask Board members to attend 10 monthly, in-person meetings per year.

Do you have any concerns or potential conflicts that may serve as impediments to this time commitment? If so, please explain.

Ice, snow and doctor's appointments are my only concerns

OTHER



Who recommended you for board service?

I think Scarlet asked me.

Have you ever been convicted, plead guilty or plead no contest to a crime? If yes, please explain.

No

Please identify at least two references we may contact.

Name	Relationship	Best Contact (phone or email)
<i>Rev. Dr. Dave York</i>	<i>Pastor of LWN First UMC</i>	
<i>Kathy McKinley</i>	<i>Music director First UMC</i>	

RESUME

Please attach your most recent resume and/or include a professional bio below.

I am a teacher by profession - elementary education, then adults - now



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PERSONAL INFORMATION

- Name MATEO A. ROSALES
- Address [REDACTED]
- Home Number N/A
- Work Number [REDACTED]
- Mobile Number [REDACTED]
- Email Address [REDACTED]
- Employer BRIGHTSTAR CARE OVERLAND PARK /OLATHE
- Employer Address 25501 W VALLEY PARKWAY, SUITE 150, OLATHE, KS 66061
- Type of Business / Organization HOME HEALTH / HOME CARE
- Preferred Method of Contact: Work Mobile Home

VOLUNTEER EXPERIENCE

Past and Present Membership: Boards, committees, task forces in the public sector (business, civic, community, religious, political, professional, recreational or social). Add most recent experience first.

Organization	Role/Title	Dates of Service
NONUS LIFECARE VOLUNTEER PROGRAM	Volunteer coordinator	2021-2023

WHY?

Those committed to volunteering in a leadership capacity have an abundance of organizations to choose from. We are most appreciative of your interest in ours and would like to hear more. Why our organization and not any other? Please share your motivation and what it is about the Council on Aging's work that has led you to raise your hand to be a leading ambassador for us.

I have been in Home Health & Hospice for awhile now, and when I started thinking about what could I do with my knowledge to help others I thought of the Council on Aging. I often find myself wanting to go the extra mile for others, and when I can I do. But how can I take that a step forward? By helping those in the community which I reside.

OUR WORK

What excites you about the work of the Council on Aging? What do you see as 1-2 challenges and 1-2 opportunities for us in the next few years?

I think the opportunity to help others excites me the most. As well as leverage the connection I have made to benefit others. I would say the biggest challenges the COA faces in the coming year are an increase in people needing help and an increase in people wanting help. Families are more likely now more than ever getting connected and utilizing community services. However, this leaves the opportunity to network more and help more families.

FUNDRAISING

Among other responsibilities, board members play a key role in raising funds for our organization. It is an expectation of board service that you will introduce people in your sphere of influence to our work and invite them know and do more – as prospective volunteers, board members, staff and as donors. Our organization commits to providing you with the information and tools necessary for you to stand as a vocal and visible ambassador for our work.

Please add your thoughts regarding your level of comfort with this expectation.

I am very comfortable with this. Everything costs money and in order to do good it takes all of us to pitch in and ask for help.

TIME

Board service is a true commitment of time and energy. We estimate that board service could be a commitment of 2 to 4 hours each month. In addition, we ask Board members to attend 10 monthly, in-person meetings per year.

Do you have any concerns or potential conflicts that may serve as impediments to this time commitment? If so, please explain.

N/A

OTHER

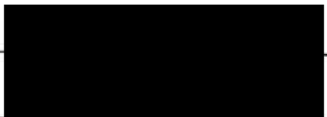
Who recommended you for board service?

N/A

Have you ever been convicted, plead guilty or plead no contest to a crime? If yes, please explain.

No

Please identify at least two references we may contact.

Name	Relationship	Best Contact (phone or email)
CARLO CRISITA	PROFESSIONAL	
BRYAN WILLIAMS	PROFESSIONAL	

RESUME

Please attach your most recent resume and/or include a professional bio below.

Currently I am the Branch Manager at Brightstar Care overland Park/olathe since May of 2023. I oversee close to 200 employees.

Mateo A. Rosales

Operations Manager

PROFILE

Enthusiastic leader eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Clear understanding of maintaining Giles and following company policies and procedures. Motivated to learn, grow and excel in a fast paced company.

EXPERIENCE

Operations Manager, Novus LifeCare; Kansas City, MO – 2021-Present

Collaborated on hiring and training of new employees, professional growth of staff, and team building and motivation.

Followed programs closely to assess the effectiveness and make proactive changes to meet changing demands.

Developed succession plans and promotion paths for all staff.

Maintained company compliance with all local, state, and federal laws, in addition to establishing organizational standards.

Maintained optimal staffing levels by tracking vacancies and initiating recruitment and interview processes to identify qualified candidates

Ensure RAP's and EOE's were on time. That RAP's were not held up and streamlined the process.

Collaborated with legal and compliance teams to review paperwork, obtain feedback and procure available information for new training processes.

Liaised between multiple business divisions to improve communications.

Administrator-in-Training, Novus LifeCare; Kansas City, MO – 2019-2021

Collaborated on hiring and training of new employees, professional growth of staff, and team building and motivation.

Followed programs closely to assess the effectiveness and make proactive changes to meet changing demands.

Developed succession plans and promotion paths for all staff.

Maintained company compliance with all local, state, and federal laws, in addition to establishing organizational standards.

Maintained optimal staffing levels by tracking vacancies and initiating recruitment and interview processes to identify qualified candidates.

Ensure RAP's and EOE's were on time. That RAP's were not held up and streamlined the process.

Establish practices for continued success with long-term goals such as upfront billing accountability to better serve 2020 PDGM changes as well as upcoming 2021 RAP billing changes. Develop Quality Assurance programs to protect against future audits and to help clinical staff develop more successful habits.

Director of Human Resources, Novus LifeCare; Kansas City, MO — 2017-2019

Collaborated on hiring and training of new employees, professional growth of staff, and team building and motivation.

Followed programs closely to assess the effectiveness and make proactive changes to meet changing demands.

Developed succession plans and promotion paths for all staff.

Maintained company compliance with all local, state, and federal laws, in addition to establishing organizational standards.

Maintained optimal staffing levels by tracking vacancies and initiating recruitment and interview processes to identify qualified candidates.

Directed each phase of the hiring process, encompassing employment verification, employee relations investigations, criminal background checks, and onboarding.

Directed and controlled various benefit programs, including 401K, medical, dental, and vision packages.

Develop protocols and procedures in order to accomplish short-term goals of passing credentialing audits, reestablishing billing and receivables, hire and train new staff in order to build a productive culture.

EDUCATION

MidAmerica Nazarene University, Olathe, KS — BA, Current

Kansas City Kansas Community College, KCK, KS — AAS, 2021

Basehor-Linwood High School, Basehor, KS — HSD, 2018

SKILLS

Onboarding, Performance evaluations, Records Management, Organizational development, Compensation and benefits, Office Administration, Staff Management, and Strategic planning

Bonner Springs, KS 66012 | 



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The following application offers us an opportunity to know more about you, your skills, attributes and what you would bring to our board. It also gives you a sense of what matters to us in any board candidate.

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Thank you again for your interest in our work and for taking the time to complete this application with thought and care. We look forward to reviewing it with that same level of thought and care and to continuing our conversations. Please return your completed application in person or by mail to Connie Harmon, Director or by email at charmon@leavenworthcounty.gov no later than 4:00pm on December 15th, 2024.

PERSONAL INFORMATION

- Name CHARLES S OWEN
- Address [REDACTED]
- Home Number [REDACTED]
- Work Number [REDACTED]
- Mobile Number [REDACTED]
- Email Address [REDACTED]
- Employer RETIRED US ARMY, ARMED FORCES BANK
- Employer Address _____
- Type of Business / Organization _____
- Preferred Method of Contact: Work Mobile Home

VOLUNTEER EXPERIENCE

Past and Present Membership: Boards, committees, task forces in the public sector (business, civic, community, religious, political, professional, recreational or social). Add most recent experience first.

Organization	Role/Title	Dates of Service
Boy Scouts	Scout Master	1981 - 1990 1990
USHER ^{READER} MAIN Post CHAPEL	USHER ^{READER}	1981 - 2020
SECRETARY PINE RIDGE DRIVE	SECRETARY HOA	2006 - 2015
COA	BOARD MEMBER	2016, 2023 2016
MEALS ON WHEELS	DRIVER/DELIVERER	2015 - 2020
US ARMY	OFFICER	1963 - 1990
ARMED FORCES BANK	ASST VP	1990 - 2007

WHY?

Those committed to volunteering in a leadership capacity have an abundance of organizations to choose from. We are most appreciative of your interest in ours and would like to hear more. Why our organization and not any other? Please share your motivation and what it is about the Council on Aging's work that has led you to raise your hand to be a leading ambassador for us.

I like what the COA does in helping the ~~seniors~~ seniors in the community. This service not available elsewhere. The employees are so helpful and hard workers.

OUR WORK

What excites you about the work of the Council on Aging? What do you see as 1-2 challenges and 1-2 opportunities for us in the next few years?

Great to help others.

FUNDRAISING

Among other responsibilities, board members play a key role in raising funds for our organization. It is an expectation of board service that you will introduce people in your sphere of influence to our work and invite them know and do more – as prospective volunteers, board members, staff and as donors. Our organization commits to providing you with the information and tools necessary for you to stand as a vocal and visible ambassador for our work.

Please add your thoughts regarding your level of comfort with this expectation.

We support COA.

TIME

Board service is a true commitment of time and energy. We estimate that board service could be a commitment of 2 to 4 hours each month. In addition, we ask Board members to attend 10 monthly, in-person meetings per year.

Do you have any concerns or potential conflicts that may serve as impediments to this time commitment? If so, please explain.

I have time to serve as needed

OTHER

Who recommended you for board service?

Linda the last director

Have you ever been convicted, plead guilty or plead no contest to a crime? If yes, please explain.

No

Please identify at least two references we may contact.

Name	Relationship	Best Contact (phone or email)
<i>Tom Schmidt</i>	<i>neighbor</i>	
<i>Marianne Goodberg</i>	<i>neighbor</i>	

RESUME

Please attach your most recent resume and/or include a professional bio below.

I am not applying for a job.

Leavenworth County Request for Board Action

Date: December 28, 2023

To: Board of County Commissioners

From: David Van Parys, Senior County Counselor

Department Head Approval:

Additional Reviews as needed:

Budget Review **Administrator Review** **Legal Review**

Action Requested: Review and consider the Tonganoxie Road Water Main Relocation Agreement.

Recommendation: Consider the Water Main Relocation Agreement.

Analysis: The Board of County Commission previously approved a public road improvement project described as “High Risk Rural Roads Project No. 52C-5119-01 – Tonganoxie Road (199th Street – Mitchell Road)”. In order to complete the project, it is necessary to relocate water facilities owned by Leavenworth County Rural Water District No. 9 (hereinafter “RWD#9”) which are presently located in private right-of-way or partly within public right of way and/or utility easements. The Water Main Relocation Agreement sets out the terms and conditions of the location. It is estimated that the County will reimburse RWD#9 costs in the amount of \$80,300.00 to perform the relocation. It must be noted that the cost to the County may exceed the estimated amount if the actual cost of construction, relocation and/or inspection exceeds the estimated cost.

Alternatives: Table, Deny or Approve

Budgetary Impact:

- Not Applicable
- Budgeted item with available funds
- Non-Budgeted item with available funds through prioritization
- Non-Budgeted item with additional funds requested

Total Amount Requested:

Additional Attachments:

Agreement
Exhibits A & B

STATE	PROJECT NO.	YEAR	SHEET NO.	TOTAL SHEETS
KS	52 C-5119-01	2023	7	120

F.A. PROJ. HSIP-496(223)

UNPLATTED
Tract 18
Matthew Keyton & Amanda Keyton
Warranty Deed
Doc. No. 2022R05974
Prop. No. 052-147-26-0-00-010.00-0

UNPLATTED
Tract 19
C & A Investments 1, LLC
Quit Claim Deed - Doc. No. 2018R07480
Prop. No. 052-147-26-0-00-009.01-0

UNPLATTED
Tract 20
Vichai Yang & Mai Yia Yang
Kansas Warranty Deed - Doc. No. #2018R00249
Prop. No. 052-147-35-0-00-004.00-0

LOT 1, ESTATES AT STRANGER CREEK
Tract 4
Jon B. Williams Trust
Kansas Warranty Deed - Doc. No. 2018R03787
Prop. No. 052-147-35-0-00-003.02-0

LOT 2, ESTATES AT STRANGER CREEK
Tract 3
Larry J. & Charlotte D. Stockman
Warranty Deed (description includes entire boundary of Estates at Stranger Creek)
Doc. No. 2018R02456
Prop. No. 052-147-35-0-00-003.03-0

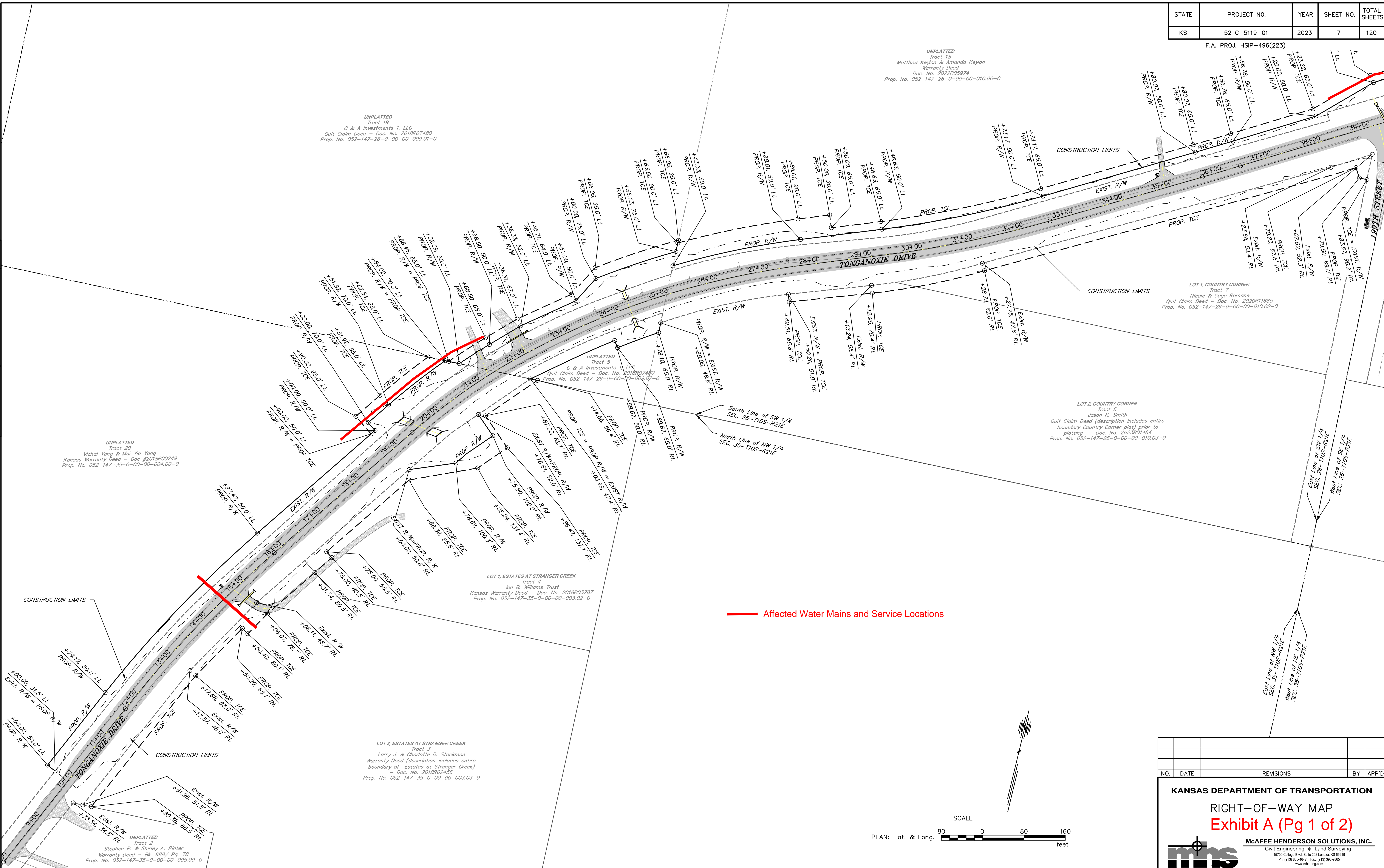
LOT 1, COUNTRY CORNER
Tract 7
Nicole & Gage Romona
Quit Claim Deed - Doc. No. 2020R11685
Prop. No. 052-147-26-0-00-010.02-0

LOT 2, COUNTRY CORNER
Tract 6
Jason K. Smith
Quit Claim Deed (description includes entire boundary Country Corner plat) prior to platting - Doc. No. 2023R01464
Prop. No. 052-147-26-0-00-010.03-0

Affected Water Mains and Service Locations

DATE	BY	REFERENCES NOTED	REFERENCES CHECKED

Drawn By: kjs
 Plotted: 20 Jun 2023 - 3:42pm
 File: P:\active Projects\2021\2021.046 - KDOT 52 C-5119-01 - County Route 51\dwg\plan_sets\Street1_21-046_R0W-Map.dwg



NO.	DATE	REVISIONS	BY	APP'D

KANSAS DEPARTMENT OF TRANSPORTATION
RIGHT-OF-WAY MAP
Exhibit A (Pg 1 of 2)

MCAFFEE HENDERSON SOLUTIONS, INC.
 Civil Engineering & Land Surveying
 1570 College Blvd., Suite 202, Lenexa, KS 66219
 Ph: (913) 686-4647 Fax: (913) 390-6666
 www.mhse-eng.com

LEAVENWORTH CO RWD NO. 9						
PRELIMINARY COST ESTIMATE, TONGIE RD. RELOCATION						
SEPTEMBER 18, 2023						
<u>Item</u>	<u>Description</u>		<u>Unit</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Extension</u>
1	4" Cl. 200 PVC Pipe, bored	1	L.F.	500	\$ 50.00	\$ 25,000
2	1" HDPE Service Line	2	L.F.	200	20.00	4,000
3	4" Valve & Box		EA.	4	1,700	6,800
4	2" Road Crossing	2	EA.	1	6,000	6,000
5	Connect to Existing Pipeline		EA.	5	2,000	10,000
6	Relocate & Reconnect Existing Service		EA.	3	1,500	4,500
7	Cleanout		EA.	1	2,000	2,000
8	Contingencies		L U M P S U M			6,000
	Total Construction Cost					\$ 64,300
	Engineering					\$ 10,000
	Inspection (by RWD #9 @ \$40/hr.)					\$ 3,000
	Legal & Abstracting					\$ 1,000
	Easement Purchases					\$ 2,000
	Total Project Cost					\$ 80,300
	<i>1 -- Sta. 18+25 to Sta. 21+75 and Sta. 38+50 to 40+00</i>					
	<i>2 -- Sta. 14+75 -- service to two meters</i>					

COUNTY OF LEAVENWORTH SOLID WASTE DEPARTMENT

Quarterly Report January 10, 2024 - Year End 2023 Totals

Tonnage/Materials

- 40,113 customers serviced.
- 32,858 tons processed.
- 17,100 tons of MSW (municipal solid waste).
- 14,752 tons of C & D (construction and demolition).
- 7 tons of free brush.
- 884 tons total brush processed.
- 1217 free tires.
- 85 tons total tires processed.
- 24 tons of Special Waste (Grit)

Annual Clean-up

- 579 Residents – 302 tons

KDHE

- The annual composting permit is renewed until 7/31/24.
- The annual transfer station permit is renewed until 7/31/24.
- The 2022–5-Year Solid Waste Management Plan Update is due 3/12/2027.
- The annual stormwater permit is renewed until 3/28/24.
- The annual HHW permit is renewed until 8/1/24.
- HHW pickup is due 6/27/24.
- Annual inspection completed in August with no violations.

HHW

- Had 1346 appointments.

MEETINGS/TRAINING

- Staff completed required 8-hour HHW recertification.
- New hires completed required 24-hour HHW and received certification.
- Attended SWANA/KDHE Works Conference. Received Outstanding Solid Waste Management Award.
- Attended MARC meetings.
- Attended SW Committee meetings.
- Held Monthly safety meetings.
- Attended County safety meetings.
- Attended KDHE Keims training webinars.
- Paylocity training.
- Battery training sponsored by Hamm.

MISCELLANEOUS

- Partnered with Bill Broecker and Lions for plastic bag recycling and have collected 574 lbs. since the start in May.



4th Quarter Report

PLANNING & ZONING

JOHN JACOBSON

Planning & Zoning Department News

The Planning & Zoning Department has continued to offer exceptional customer service, timely processing of applications and is continuously reviewing and offering amendments to the Zoning and Subdivision Regulations to support development in Leavenworth County.

The department has processed 70 single-family homes, an increase of 12.5% and 150 accessory building permits, an increase of 20% in 2023. Additionally, the department processed 112 development cases, which includes 61 plats, an increase of 31% for subdivisions in 2023.

As a number of policy changes take effect that were adopted earlier in 2023 that expedite current process and codify long standing development practices, the department has experienced a substantial reduction in SUP issuance and variance requests. Additionally, there has been a substantial increase in property rezones and building permit issuance.

The Department is also responsible for administration of building codes. The department has become an active member of the International Code Council, assembled code materials to begin the code adoption process and established January 24, 2024 as the first meeting of the Building Code Appeals Board.

Staff has begun working towards the annual the 2024 Comprehensive Plan Review. Staff has forwarded the existing comprehensive plan to department heads. The annual plan review will focus on the implementation schedule progress and the development of action matrices intended to be used in conjunction with existing schedule goals.

Departmental Updates

The department has recently hired a development planner and is currently fully staffed for the first time in nearly a year. The departmental staffing will allow a more thorough field review of development actions and assist current planners with case review. Staff will continue to evaluate and accommodate processes in order to provide the most efficient and comprehensive service possible.

Applications

The department is continually evaluating all permits, processes and applications for inconsistencies. Staff removed any items that were not relevant or were outdated. Staff clarified processes, provided clear information and expectations in order to provide a better experience to developers and applicants. Staff will continue to evaluate the permits and applications to ensure the best product possible. Staff has continued to modify and further clarify our applications. In addition to updating applications for the public, Staff has worked to clarify and adopt internal policies in order to ensure that all applications are evaluated on a clear, concise and consistent basis. This is an ongoing process.

Joint Review Committee

Since instituting the Joint Review Committee with Planning, Public Works, Survey and legal departments, several policy items relative to the platting process have been identified and clarified by the corresponding department. These process changes are actively implemented where allowable and appropriate. Any substantial changes will be included in the annual policy review for consideration and

potentially codification. Having these meetings in place has been a key factor in our Staff being able to continue to provide excellent customer service. In addition to the meetings, Staff continues to work with all respective departments to help facilitate a clear and common goal. Staff is often able to identify potential issues with an application prior to the application being officially submitted which has helped speed up the development process.

Development Submittal Meeting

Staff has a protocol for a development submittal meeting. This is intended to ensure that the appropriate documents are submitted upon application. In addition to staff level inter-departmental meetings, all associated departments are now participating in pre-application development submittal meetings. These meetings are intended to give the applicant more resources and answer policy questions to address respective application deficiencies before formal submittal.

In the event the appropriate documents are not provided, the application is deemed incomplete and will not be accepted.

The applicant/developer will be informed of the missing items immediately so that they can obtain the appropriate documents and resubmit. Developers are strongly encouraged to schedule a pre-application meeting prior to the deadline in order to provide time to procure any missing documents or address rudimentary regulatory concerns. Upon further review, there may be additional information needed. If so, and the requested information is not provided by the applicant, the submittal is deemed incomplete and cannot move forward for consideration by the appropriate board or commission.

Regulation Updates

Staff has been active in recommending a number of changes and or clarifications in policy in 2023.

A general annual review of policy will occur at the planning commission level then forwarded to the BOCC in the first quarter of each year. Policy review is a critical component of administration to verify that the adopted regulations are commensurate with the vision of the comprehensive plan and the intent of the governing body.

Comprehensive Plan

Although all areas of the current plan will be evaluated for consistency and considered in the review, a primary focus on plan implementation and the development of action matrices will be primary goals.

Committees

Planning and Zoning Staff are members of numerous committees, primarily committees spearheaded by the Mid-America Regional Council and the Kansas Department of Transportation. Participation in these committees helps ensure Leavenworth County is up-to-date with funding opportunities, planning initiatives and plan making which may affect Leavenworth County.

Building Codes Appeals Board

This group while serving in its primary function as an appeals board, also serves as an advisory committee to the Board of County Commissioners. The board at the request of the BOCC has determined that an adoptive code change should occur in 2024. Planning staff have acquired the

necessary materials for that change and have scheduled the first meeting of the committee for Jan. 24, 2024. Ideally, a code review is a 4-6-month process. After this review, any local amendments will be sent to the BOCC for review and consideration.

Active Transportation Programming Committee (ATPC)

The Active Transportation Programming Committee oversees federal programs that provide funds to sponsors of transportation projects that benefit pedestrians, bicyclists and other non-motorized transportation users. The committee assists in reviewing project applications and provides recommendations to the Total Transportation Policy Committee (TTPC), Air Quality Forum and MARC Board of Directors. The committee also assists in monitoring and reporting on the progress of funded projects.

Bicycle-Pedestrian Advisory Committee

The Bicycle-Pedestrian Advisory Committee (BPAC) is a regional forum that is briefed on bicycle and pedestrian matters in the Kansas City area. It is one of MARC's planning modal committees that advises the Total Transportation Policy Committee and contributes to MARC's bicycle/pedestrian planning efforts. BPAC also serves an advisory role on certain funding and programming activities administered through the MPO processes.

Sustainable Places Policy Committee

The Sustainable Places Policy Committee provides leadership and policy advice to MARC's Board of Directors in regional sustainable development. Under the guidance of the SPPC, MARC works with local communities to update and implement land-use strategies that support transportation, equity, environment and conservation principles.

Air Quality Forum

The Air Quality Forum is a policy committee comprised of local elected officials, air quality and transportation agency personnel, and business and community group representatives. The Forum reviews regional air quality issues and makes policy recommendations regarding those issues to the MARC Board of Directors and the states of Kansas and Missouri. There are 31 seats on the Forum. Local governments occupy 21 seats, four are held by state air and transportation agencies, three by business and economic development concerns, and three are designated for health and environmental groups.

Planning Commission

The Planning Commission meets on the second Wednesday of each month to hear development cases. Typically, these cases include Special Use Permits, Plats and Rezoning requests. The Planning Commission is tasked with hearing development cases, and providing a recommendation to the Board of County Commissioners. The Planning Commission also holds work sessions periodically in order to assist staff in amending regulations or to have study sessions to review relevant case law. Staff has begun holding work sessions with the Planning Commission to provide education and guidance for new Commissioners.

Work Sessions

Work Sessions with the BOCC are held regularly. Staff also regularly holds work sessions with the Planning Commission. The next identified work session will be regarding the requirement for and criteria of development plan submittal during zoning amendments or on any planned district.

Development

Development in the County is trending higher from 2022 for new Single-Family Homes and new accessory structures. While no one can make a viable prediction of eventual new construction performance due to variable market conditions, the number of rezoning's and tract splits in the last quarter of 2023 indicate a probable rise in plat development actions (buildable lots) in Leavenworth County in 2024. The number of Special Use Permits and variances have continued to decrease. The overall numbers are listed below:

Development Type	2022 Totals	2023 Totals
Single Family Homes	59	70
Accessory Buildings	113	150
Special Use Permits	9	4
Temporary Special Use Permits	15	14
Rezoning	5	9
Subdivision Plats	42	61
Tract Splits and BLA's	19	22
Variances	6	2