

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
February 12, 2025
9:00 a.m.

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE/MOMENT OF SILENT PRAYER
- III. ROLL CALL
- IV. PUBLIC COMMENT: Public Comment shall be limited to 25 minutes at the beginning of each meeting and limited to five minutes per person. 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 February 5, 2025
 - b) Approval of the schedule for the week of February 17, 2025
 - c) Approval of the check register
 - d) Approve and sign the OCB's
- VII. FORMAL BOARD ACTION:

a) Consider a motion to approve a letter appointing Jon Khalil as the Leavenworth County's alternate trustee on the KERIT Board of Trustees.

b) **Resolution 2025-6, a special use permit for RJ Farm**

- Consider a motion that this request for a special use permit complies with the Golden Factors and move to adopt to Resolution 2025-6 and conditionally approve the special use permit as outlined in Case DEV-24-125 based on the recommendation and conditions of the Planning Commission and the findings as set forth in the staff report.
- Consider a motion that this request for a special use permit does not comply with the Golden Factors (**list factors**) and move to deny Resolution 2025-6 and deny the special use permit as outlined in Case DEV-24-125.
- Consider a motion that this request for a special use permit complies with the Golden Factors and move to adopt Resolution 2025-6 and conditionally approve the special use permit as outlined in Case DEV-24-125 based on the recommendation and conditions of the Planning Commission and the findings as set forth in the staff report subject to the following additional conditions (**list conditions or modifications**).
- Consider a motion to remand Case DEV-24-125 back to the Planning Commission for additional review due to (**State Reason(s) the BOCC cannot approve or disapprove the matter**).

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

a) Quarterly reports

- Information Systems
- Human Resources

IX. ADJOURNMENT

**WORK SESSION TO DISCUSS FIRE DISTRICT #1 –
STATUS OF HIGH PRAIRIE TOWNSHIP'S PETITION**

LEAVENWORTH COUNTY COMMISSIONERS MEETING SCHEDULE

Monday, February 10, 2025

Tuesday, February 11, 2025

Wednesday, February 12, 2025

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

Thursday, February 13, 2025

12:00 p.m. LCDC meeting

Friday, February 14, 2025

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

*****February 5, 2025 *****

The Board of County Commissioners met in a regular session on Wednesday, February 5, 2025. Commissioner Culbertson; Commissioner Smith, Commissioner Stieben, Commissioner Reid and Commissioner Dove are present; Also present: Mark Loughry, County Administrator; Misty Brown, County Counselor; John Jacobson, Planning and Zoning Director; Amy Allison, Planning and Zoning Deputy Director; Tammy Saldivar, Solid Waste Director; Bill Noll, Infrastructure and Construction Services; John Richmeier, Leavenworth Times

PUBLIC COMMENT:

Julie Downes, David Downes, Crystal Blackdeer, Joe Herring, Dennis Bixby and Louis Klemp commented.

ADMINISTRATIVE BUSINESS:

Commissioner Reid presented a letter of support for House Bill 2005.

Commissioner Culbertson suggested verbiage that puts a cap on the income.

A motion was made by Commissioner Stieben and seconded by Commissioner Dove to approve the letter with the suggested language added.

Motion passed, 5-0.

It was the consensus of the Board to participate in the St. Patrick's Day parade.

Commissioner Stieben inquired about the status of the 235th St. project.

Bill Noll gave a brief update on the project.

A motion was made by Commissioner Culbertson and seconded by Commissioner Stieben to accept the consent agenda for Wednesday, February 5, 2025 as presented.

Motion passed, 5-0.

A letter of support for SCR 1603 was presented for approval.

A motion was made by Commissioner Stieben and seconded by Commissioner Dove to approve the SCR 1603 letter.

Motion passed, 5-0.

Mike Spickelmeier presented the solid waste 5- year management plan.

A motion was made by Commissioner Culbertson and seconded by Commissioner Dove to approve the proposed text amendments to the County's 5-year solid waste management plan and forward the amendments to KDHE.

Motion passed, 5-0.

Mr. Spickelmeier requested approval of the 2025 solid waste committee roster.

A motion was made by Commissioner Stieben and seconded by Commissioner Dove to approve the Leavenworth County 2025 solid waste committee members roster and forward to KDHE.

Motion passed, 5-0.

Amy Allison presented Resolution 2025-7, repealing Resolution 2024-32 correcting a legal description.

A motion was made by Commissioner Stieben and seconded by Commissioner Culbertson to repeal Resolution 2024-32 and adopt Resolution 2025-7 to adopt legal description error.

Motion passed, 5-0.

Ms. Allison presented Resolution 2025-6, a special use permit for RJ Farms.

Aurelio Haro spoke.

A motion was made by Commissioner Smith and seconded by Commissioner Stieben to table Case DEV-24-125, a special use permit for RJ Farms to next week.

Motion passed, 5-0.

John Jacobson presented the quarterly report for Planning and Zoning.

Mr. Noll presented the quarterly report for Public Works.

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

Motion passed, 5-0.

The Board adjourned at 11:03 a.m.

LEAVENWORTH COUNTY COMMISSIONERS MEETING SCHEDULE

Monday, February 17, 2025 THE COURTHOUSE WILL BE CLOSED IN OBSERVANCE OF PRESIDENT'S DAY

Tuesday, February 18, 2025

12:00 p.m. LCPA meeting

Wednesday, February 19, 2025

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

Thursday, February 20, 2025

Friday, February 21, 2025

5:00 p.m. Leavenworth-Lansing Chamber of Commerce Annual Banquet
• 35th Infantry Division Headquarters, 4 Wagon Wheel Way, Building 1971, Ft. 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: 02/01/2025 END DATE: 02/07/2025

TYPES OF CHECKS SELECTED: * ALL TYPES

			P.O.NUMBER	CHECK#						
2489	BEDNAR, ROBERT	HONORABLE ROBERT BEDNAR	346901	112416 AP	02/07/2025	5-001-5-19-252	DOMESTIC COURT PRO TEM		3,750.00	
2541	BEST PLUMBING SPECIA	BEST PLUMBING SPECIALTIES,INC	346902	112417 AP	02/07/2025	5-001-5-07-357	65483 VLSO JAIL PLUMBING SUPPL		602.58	
283	BUSETTI ROBERT	ROBERT BUSETTI	346903	112418 AP	02/07/2025	5-001-5-07-219	DENTIST FOR INMATES		350.00	
156	CONVERGEONE	CONVERGEONE INC	346907	112422 AP	02/07/2025	5-001-5-18-254	AOSLVCO0001 APEX ONE/CENTRAL F		8,090.00	
902	DEBS RIVERVIEW	DEBS RIVERVIEW LLC	346910	112425 AP	02/07/2025	5-001-5-07-266	FEBRUARY ANIMAL SHELTERING SER		1,447.03	
21300	DIST CT EMPL REIMB	PATRICIA BAHLER	346911	112426 AP	02/07/2025	5-001-5-19-301	REIM NOTARY/BOND RENEWAL		75.00	
1227	EVANS REAL	EVANS REAL ESTATE CO	346912	112427 AP	02/07/2025	5-001-5-14-224	EXTENSION OF BOND - J CULBERTS		170.00	
120	GRENIER AUTOWORKS	ALFRED GRENIER II	346914	112429 AP	02/07/2025	5-001-5-07-213	LVSO UPFIT NEW 115 WITH EQUIP		1,900.00	
120	GRENIER AUTOWORKS	ALFRED GRENIER II	346914	112429 AP	02/07/2025	5-001-5-07-213	LVSO UPFIT NEW 115 WITH EQUIP		300.00	
							*** VENDOR	120 TOTAL		2,200.00
754	HARRIS, JANA	JANA HARRIS	346915	112430 AP	02/07/2025	5-001-5-07-219	MEDICAL SERVICES FOR JAIL INMA		6,250.00	
2900	HEALTH/EMS OVERPAY	TRICARE WEST FINANCE	346917	112432 AP	02/07/2025	5-001-5-05-290	2024-5426 REMB FOR OVERPAYMENT		243.33	
7655	J F DENNEY P	J F DENNEY PLUMBING & HEATING	346920	112435 AP	02/07/2025	5-001-5-53-207	SVC CALL TO REPAIR HEATER - NO		212.24	
99	JUROR									

warrants by vendor

START DATE: 02/01/2025 END DATE: 02/07/2025

TYPES OF CHECKS SELECTED: * ALL TYPES

		P.O.NUMBER	CHECK#							
99	JUROR									
							*** VENDOR	99 TOTAL	1,724.40	
1851	KANSAS ONE-CALL SYST	KANSAS ONE-CALL SYSTEM INC	346960	112475 AP	02/07/2025	5-001-5-18-213	08-LVCOKS01 LOCATES	15.96		
1629	KU PHYSICIANS	UNIVERSITY OF KANSAS HOSPITAL	346961	112476 AP	02/07/2025	5-001-5-14-321	SEXUAL ASSAULT EVIDENCE COLLEC	725.00		
4755	LV PAPER	LEAVENWORTH PAPER AND OFFICE S	346962	112477 AP	02/07/2025	5-001-5-19-301	DIST COURT TONER CARTRIDGES	293.35		
4755	LV PAPER	LEAVENWORTH PAPER AND OFFICE S	346962	112477 AP	02/07/2025	5-001-5-19-301	DIST CT CSO OFFICE SUPPLIES	1,240.52		
							*** VENDOR	4755 TOTAL	1,533.87	
2666	MISC REIMBURSEMENTS	LORELEI MULLINS	346965	112480 AP	02/07/2025	5-001-5-11-205	REIM MILEAGE JURY TRIAL JO CO	180.60		
482	PRICE, HANK	HANK PRICE	346975	112491 AP	02/07/2025	5-001-5-31-290	COURTHOUSE INT/EXT JAN WINDOW	100.00		
7098	QUILL CORP	QUILL CORP	346977	112493 AP	02/07/2025	5-001-5-07-301	8333027 SHERIFF OFFICE SUPPLIE	215.05		
4445	T MOBILE	T-MOBILE USA, INC	346981	112497 AP	02/07/2025	5-001-5-05-210	EMS WIRELESS SERVICE	291.23		
2	WATER DEPT	WATER DEPT	346985	112501 AP	02/07/2025	5-001-5-05-215	WATER SVC EMS ADMIN	47.21		
276	WEX	WEX BANK	346987	417	02/07/2025	5-001-5-14-901	0496-00-668063-1 FUEL REBATE T	112.68-		
276	WEX	WEX BANK	346987	417	02/07/2025	5-001-5-14-901	0496-00-668063-1 FUEL REBATE T	181.61-		
276	WEX	WEX BANK	346987	417	02/07/2025	5-001-5-21-200	2-5 HEALTH DEPT FUEL TO 1.23	48.32		
							*** VENDOR	276 TOTAL	245.97	
2669	YESCO	YESCO	346986	112502 AP	02/07/2025	5-001-5-33-209	711 MARSHALL REPAIR EXT LIGHT	441.29		
2669	YESCO	YESCO	346986	112502 AP	02/07/2025	5-001-5-33-209	711 MARSHALL REPAIR EXT LIGHT	38.29-		
							*** VENDOR	2669 TOTAL	403.00	
							TOTAL FUND 001		28,380.53	
7098	QUILL CORP	QUILL CORP	346977	112493 AP	02/07/2025	5-106-5-00-300	5645204 COMM CORR OFFICE SUPPL	131.76		
							TOTAL FUND 106		131.76	
12204	PROPIO LANGUAGE	PROPIO LANGUAGE SERVICES LLC	346976	112492 AP	02/07/2025	5-108-5-00-280	2-8 3129 IMM,PMI,WIC	17.44		
12204	PROPIO LANGUAGE	PROPIO LANGUAGE SERVICES LLC	346976	112492 AP	02/07/2025	5-108-5-00-280	2-8 3129 IMM,PMI,WIC	360.34		
12204	PROPIO LANGUAGE	PROPIO LANGUAGE SERVICES LLC	346976	112492 AP	02/07/2025	5-108-5-00-280	2-8 3129 IMM,PMI,WIC	.45		

warrants by vendor

START DATE: 02/01/2025 END DATE: 02/07/2025

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		P.O.NUMBER	CHECK#							
12204	PROPIO LANGUAGE	PROPIO LANGUAGE SERVICES LLC	346976	112492 AP	02/07/2025	5-108-5-00-606	2-8 3129 IMM,PMI,WIC	203.42		
							*** VENDOR	12204 TOTAL	581.65	
2	WATER DEPT	WATER DEPT	346985	112501 AP	02/07/2025	5-108-5-00-219	2-7 WATER SVC WIC/HEALTH	35.41		
2	WATER DEPT	WATER DEPT	346985	112501 AP	02/07/2025	5-108-5-00-606	2-7 WATER SVC WIC/HEALTH	11.80		
							*** VENDOR	2 TOTAL	47.21	
276	WEX	WEX BANK	346987	417	02/07/2025	5-108-5-00-304	2-5 HEALTH DEPT FUEL TO 1.23	25.56		
							TOTAL FUND 108		654.42	

24545	CDW GOVERN	CDW GOVERNMENT INC	346905	112420 AP	02/07/2025	5-115-5-00-409	3773122 UPS HARDWARE	180.45		
							TOTAL FUND 115		180.45	

12240	MODUS	INTECH SOFTWARE SOLUTIONS, INC	346967	112482 AP	02/07/2025	5-117-5-00-303	2025 ELECTIONS SOFTWARE SUBSCR	7,209.00		
							TOTAL FUND 117		7,209.00	

7098	QUILL CORP	QUILL CORP	346977	112493 AP	02/07/2025	5-125-5-00-301	5645204 COMM CORR OFFICE SUPPL	33.99		
							TOTAL FUND 125		33.99	

1220	CULLIGAN OF GREATER	CULLIGAN OF GREATER KANSAS CIT	346908	112423 AP	02/07/2025	5-126-5-00-225	122762 WATER/COOLER RENTAL	42.00		
113	SUMNERONE INC	SUMNERONE INC	346979	112495 AP	02/07/2025	5-126-5-00-321	50COL COPIES	133.59		
							TOTAL FUND 126		175.59	

9635	DASH	DASH MEDICAL GLOVES	346909	112424 AP	02/07/2025	5-127-5-00-3	VINYL GLOVES	59.60		
7098	QUILL CORP	QUILL CORP	346977	112493 AP	02/07/2025	5-127-5-00-3	5645204 OFFICE SUPPLIES COMM C	69.99		
7098	QUILL CORP	QUILL CORP	346977	112493 AP	02/07/2025	5-127-5-00-3	5645204 OFFICE SUPPLIES COMM C	17.99		
7098	QUILL CORP	QUILL CORP	346977	112493 AP	02/07/2025	5-127-5-00-3	5645204 OFFICE SUPPLIES COMM C	14.59		
							*** VENDOR	7098 TOTAL	102.57	
							TOTAL FUND 127		162.17	

2509	CENTRAL SALT, LLC	CENTRAL SALT, LLC	346906	112421 AP	02/07/2025	5-133-5-00-306	2-4 C00404 BULK DEICING SALT	1,524.48		
2509	CENTRAL SALT, LLC	CENTRAL SALT, LLC	346906	112421 AP	02/07/2025	5-133-5-00-306	2-4 C00404 BULK DEICING SALT	1,536.73		
2509	CENTRAL SALT, LLC	CENTRAL SALT, LLC	346906	112421 AP	02/07/2025	5-133-5-00-306	2-4 C00404 BULK DEICING SALT	1,530.90		
							*** VENDOR	2509 TOTAL	4,592.11	
2588	FOLEY EQUIPMENT	FOLEY EQUIPMENT	346913	112428 AP	02/07/2025	5-133-5-00-360	2-5 016993 LOCKING PIN, TIMING	629.26		
369	HOLLIDAY	HOLLIDAY SAND & GRAVEL CO	346918	112433 AP	02/07/2025	5-133-5-00-306	2-7 218331 IC SAND	4,291.16		
191	HOME DEPOT	HOME DEPOT USA	346919	112434 AP	02/07/2025	5-133-5-00-312	2-6 1111680 FILTER, GRAY HEAVY	38.98		
191	HOME DEPOT	HOME DEPOT USA	346919	112434 AP	02/07/2025	5-133-5-00-312	2-6 1111680 FILTER, GRAY HEAVY	111.59		
							*** VENDOR	191 TOTAL	150.57	
232	MHC KENWORTH	MHC KENWORTH-OLATHE	346963	112478 AP	02/07/2025	5-133-5-00-360	2-8 95988 FILTERS, TEMP SENSOR	73.33		
232	MHC KENWORTH	MHC KENWORTH-OLATHE	346963	112478 AP	02/07/2025	5-133-5-00-360	2-8 95988 FILTERS, TEMP SENSOR	163.26		
232	MHC KENWORTH	MHC KENWORTH-OLATHE	346963	112478 AP	02/07/2025	5-133-5-00-360	2-8 95988 FILTERS, TEMP SENSOR	35.52		
							*** VENDOR	232 TOTAL	272.11	
2666	MISC REIMBURSEMENTS	BILL NOLL	346966	112481 AP	02/07/2025	5-133-5-00-201	2025 SALINA SEMINAR SERIES MIL	230.30		
2666	MISC REIMBURSEMENTS	BILL NOLL	346966	112481 AP	02/07/2025	5-133-5-00-201	2025 SALINA SEMINAR SERIES MIL	32.00		
2666	MISC REIMBURSEMENTS	BILL NOLL	346966	112481 AP	02/07/2025	5-133-5-00-201	2025 SALINA SEMINAR SERIES MIL	56.00		
							*** VENDOR	2666 TOTAL	318.30	
781	NEW FRONTIER	NEW FRONTIER MATERIALS LLC	346969	112484 AP	02/07/2025	5-133-5-00-361	2-9 166713 TRAP ROCK	29,319.46		
781	NEW FRONTIER	NEW FRONTIER MATERIALS LLC	346969	112484 AP	02/07/2025	5-133-5-00-361	2-9 166713 TRAP ROCK	14,174.76		
							*** VENDOR	781 TOTAL	43,494.22	
680	NEXTRAN CORP	NEXTRAN TRUCK CENTERS	346970	112485 AP	02/07/2025	5-133-5-00-365	2-10 684042700 WRENCH	49.79		
11799	O'REILLY A	O'REILLY AUTOMOTIVE	346971	112487 AP	02/07/2025	5-133-5-00-310	2-15 19615 BLADES, FILTERS, PI	48.69		
11799	O'REILLY A	O'REILLY AUTOMOTIVE	346971	112487 AP	02/07/2025	5-133-5-00-312	2-15 19615 BLADES, FILTERS, PI	10.08		
11799	O'REILLY A	O'REILLY AUTOMOTIVE	346971	112487 AP	02/07/2025	5-133-5-00-312	2-15 19615 BLADES, FILTERS, PI	129.80		

warrants by vendor

START DATE: 02/01/2025 END DATE: 02/07/2025

TYPES OF CHECKS SELECTED: * ALL TYPES

		P.O. NUMBER	CHECK#						
11799	O'REILLY A	O'REILLY AUTOMOTIVE	346971	112487 AP	02/07/2025	5-133-5-00-312	2-16 19615 FILTERS, WIRE TERMI	8.99	
11799	O'REILLY A	O'REILLY AUTOMOTIVE	346971	112487 AP	02/07/2025	5-133-5-00-312	2-16 19615 FILTERS, WIRE TERMI	34.02	
11799	O'REILLY A	O'REILLY AUTOMOTIVE	346971	112487 AP	02/07/2025	5-133-5-00-312	2-16 19615 FILTERS, WIRE TERMI	119.90	
11799	O'REILLY A	O'REILLY AUTOMOTIVE	346971	112487 AP	02/07/2025	5-133-5-00-360	2-15 19615 BLADES, FILTERS, PI	71.15	
11799	O'REILLY A	O'REILLY AUTOMOTIVE	346971	112487 AP	02/07/2025	5-133-5-00-360	2-15 19615 BLADES, FILTERS, PI	532.41	
11799	O'REILLY A	O'REILLY AUTOMOTIVE	346971	112487 AP	02/07/2025	5-133-5-00-360	2-15 19615 BLADES, FILTERS, PI	12.60	
11799	O'REILLY A	O'REILLY AUTOMOTIVE	346971	112487 AP	02/07/2025	5-133-5-00-360	2-15 19615 BLADES, FILTERS, PI	41.70	
11799	O'REILLY A	O'REILLY AUTOMOTIVE	346971	112487 AP	02/07/2025	5-133-5-00-360	2-15 19615 BLADES, FILTERS, PI	387.18	
11799	O'REILLY A	O'REILLY AUTOMOTIVE	346971	112487 AP	02/07/2025	5-133-5-00-360	2-15 19615 BLADES, FILTERS, PI	109.20	
11799	O'REILLY A	O'REILLY AUTOMOTIVE	346971	112487 AP	02/07/2025	5-133-5-00-360	2-15 19615 BLADES, FILTERS, PI	27.54	
11799	O'REILLY A	O'REILLY AUTOMOTIVE	346971	112487 AP	02/07/2025	5-133-5-00-360	2-15 19615 BLADES, FILTERS, PI	279.80	
11799	O'REILLY A	O'REILLY AUTOMOTIVE	346971	112487 AP	02/07/2025	5-133-5-00-360	2-15 19615 BLADES, FILTERS, PI	111.72	
11799	O'REILLY A	O'REILLY AUTOMOTIVE	346971	112487 AP	02/07/2025	5-133-5-00-360	2-15 19615 BLADES, FILTERS, PI	167.34	
11799	O'REILLY A	O'REILLY AUTOMOTIVE	346971	112487 AP	02/07/2025	5-133-5-00-360	2-15 19615 BLADES, FILTERS, PI	173.90	
11799	O'REILLY A	O'REILLY AUTOMOTIVE	346971	112487 AP	02/07/2025	5-133-5-00-360	2-15 19615 BLADES, FILTERS, PI	279.80	
11799	O'REILLY A	O'REILLY AUTOMOTIVE	346971	112487 AP	02/07/2025	5-133-5-00-360	2-15 19615 BLADES, FILTERS, PI	60.30	
11799	O'REILLY A	O'REILLY AUTOMOTIVE	346971	112487 AP	02/07/2025	5-133-5-00-360	2-15 19615 BLADES, FILTERS, PI	2.76	
11799	O'REILLY A	O'REILLY AUTOMOTIVE	346971	112487 AP	02/07/2025	5-133-5-00-360	2-15 19615 BLADES, FILTERS, PI	29.52	
11799	O'REILLY A	O'REILLY AUTOMOTIVE	346971	112487 AP	02/07/2025	5-133-5-00-360	2-15 19615 BLADES, FILTERS, PI	17.65	
11799	O'REILLY A	O'REILLY AUTOMOTIVE	346971	112487 AP	02/07/2025	5-133-5-00-360	2-16 19615 FILTERS, WIRE TERMI	88.22	
11799	O'REILLY A	O'REILLY AUTOMOTIVE	346971	112487 AP	02/07/2025	5-133-5-00-360	2-16 19615 FILTERS, WIRE TERMI	49.89	
11799	O'REILLY A	O'REILLY AUTOMOTIVE	346971	112487 AP	02/07/2025	5-133-5-00-360	2-16 19615 FILTERS, WIRE TERMI	332.36	
11799	O'REILLY A	O'REILLY AUTOMOTIVE	346971	112487 AP	02/07/2025	5-133-5-00-360	2-16 19615 FILTERS, WIRE TERMI	125.70	
11799	O'REILLY A	O'REILLY AUTOMOTIVE	346971	112487 AP	02/07/2025	5-133-5-00-360	2-16 19615 FILTERS, WIRE TERMI	89.22	
11799	O'REILLY A	O'REILLY AUTOMOTIVE	346971	112487 AP	02/07/2025	5-133-5-00-360	2-16 19615 FILTERS, WIRE TERMI	30.50	
11799	O'REILLY A	O'REILLY AUTOMOTIVE	346971	112487 AP	02/07/2025	5-133-5-00-360	2-16 19615 FILTERS, WIRE TERMI	91.76	
11799	O'REILLY A	O'REILLY AUTOMOTIVE	346971	112487 AP	02/07/2025	5-133-5-00-360	2-16 19615 FILTERS, WIRE TERMI	23.42	
11799	O'REILLY A	O'REILLY AUTOMOTIVE	346971	112487 AP	02/07/2025	5-133-5-00-360	2-16 19615 FILTERS, WIRE TERMI	20.20	
11799	O'REILLY A	O'REILLY AUTOMOTIVE	346971	112487 AP	02/07/2025	5-133-5-00-360	2-16 19615 FILTERS, WIRE TERMI	35.30	
11799	O'REILLY A	O'REILLY AUTOMOTIVE	346971	112487 AP	02/07/2025	5-133-5-00-360	2-16 19615 FILTERS, WIRE TERMI	154.41	
11799	O'REILLY A	O'REILLY AUTOMOTIVE	346971	112487 AP	02/07/2025	5-133-5-00-360	2-16 19615 FILTERS, WIRE TERMI	26.46	
11799	O'REILLY A	O'REILLY AUTOMOTIVE	346971	112487 AP	02/07/2025	5-133-5-00-360	2-16 19615 FILTERS, WIRE TERMI	26.12	
11799	O'REILLY A	O'REILLY AUTOMOTIVE	346971	112487 AP	02/07/2025	5-133-5-00-360	2-16 19615 FILTERS, WIRE TERMI	7.95	
11799	O'REILLY A	O'REILLY AUTOMOTIVE	346971	112487 AP	02/07/2025	5-133-5-00-360	2-16 19615 FILTERS, WIRE TERMI	211.23	
11799	O'REILLY A	O'REILLY AUTOMOTIVE	346971	112487 AP	02/07/2025	5-133-5-00-360	2-16 19615 FILTERS, WIRE TERMI	30.50	
11799	O'REILLY A	O'REILLY AUTOMOTIVE	346971	112487 AP	02/07/2025	5-133-5-00-360	2-16 19615 FILTERS, WIRE TERMI	135.76-	
11799	O'REILLY A	O'REILLY AUTOMOTIVE	346971	112487 AP	02/07/2025	5-133-5-00-360	2-16 19615 FILTERS, WIRE TERMI	133.97	
11799	O'REILLY A	O'REILLY AUTOMOTIVE	346971	112487 AP	02/07/2025	5-133-5-00-360	2-16 19615 FILTERS, WIRE TERMI	14.98	
11799	O'REILLY A	O'REILLY AUTOMOTIVE	346971	112487 AP	02/07/2025	5-133-5-00-360	2-16 19615 FILTERS, WIRE TERMI	367.15	
11799	O'REILLY A	O'REILLY AUTOMOTIVE	346971	112487 AP	02/07/2025	5-133-5-00-364	2-15 19615 BLADES, FILTERS, PI	104.95	
11799	O'REILLY A	O'REILLY AUTOMOTIVE	346971	112487 AP	02/07/2025	5-133-5-00-365	2-16 19615 FILTERS, WIRE TERMI	15.99	
*** VENDOR 11799 TOTAL								4,500.57	
668	TIREHUB	TIREHUB INC	346982	112498 AP	02/07/2025	5-133-5-00-309	2-12 407362 TIRES	876.84	
668	TIREHUB	TIREHUB INC	346982	112498 AP	02/07/2025	5-133-5-00-309	2-12 407362 TIRES	412.88	
*** VENDOR 668 TOTAL								1,289.72	
1241	VANCE BROS	VANCE BROS LLC	346984	112500 AP	02/07/2025	5-133-5-00-362	2-13 437 PREMIUM PATCH	1,044.44	
1241	VANCE BROS	VANCE BROS LLC	346984	112500 AP	02/07/2025	5-133-5-00-362	2-13 437 PREMIUM PATCH	1,522.50	
*** VENDOR 1241 TOTAL								2,566.94	
TOTAL FUND 133								62,154.75	
1220	CULLIGAN OF GREATER	CULLIGAN OF GREATER KANSAS CIT	346908	112423 AP	02/07/2025	5-136-5-00-203	1274542 WATER/COOLER SERVICE	21.00	
1220	CULLIGAN OF GREATER	CULLIGAN OF GREATER KANSAS CIT	346908	112423 AP	02/07/2025	5-136-5-00-223	1274542 WATER/COOLER SERVICE	21.00	

warrants by vendor

TYPES OF CHECKS SELECTED: * ALL TYPES

			P.O. NUMBER	CHECK#						
						*** VENDOR			1220 TOTAL	42.00
7098	QUILL CORP	QUILL CORP	346977	112493 AP	02/07/2025	5-136-5-00-301	5645204 OFFICE SUPPLIES COMM C	62.66		
7098	QUILL CORP	QUILL CORP	346977	112493 AP	02/07/2025	5-136-5-00-321	5645204 OFFICE SUPPLIES COMM C	62.66		
7098	QUILL CORP	QUILL CORP	346977	112493 AP	02/07/2025	5-136-5-00-341	5645204 OFFICE SUPPLIES COMM C	62.65		
						*** VENDOR			7098 TOTAL	187.97
113	SUMNERONE INC	SUMNERONE INC	346979	112495 AP	02/07/2025	5-136-5-00-223	50COL COPIES	24.80		
113	SUMNERONE INC	SUMNERONE INC	346979	112495 AP	02/07/2025	5-136-5-00-243	50COL COPIES	24.81		
113	SUMNERONE INC	SUMNERONE INC	346979	112495 AP	02/07/2025	5-136-5-00-301	50COL COPIES	24.81		
						*** VENDOR			113 TOTAL	74.42
						TOTAL FUND 136				304.39

2588	FOLEY EQUIPMENT	FOLEY EQUIPMENT	346913	112428 AP	02/07/2025	5-137-5-00-320	2-3 016993 SEALS, WASHERS, CUS	225.48		
2588	FOLEY EQUIPMENT	FOLEY EQUIPMENT	346913	112428 AP	02/07/2025	5-137-5-00-320	2-3 016993 SEALS, WASHERS, CUS	1,101.02		
2588	FOLEY EQUIPMENT	FOLEY EQUIPMENT	346913	112428 AP	02/07/2025	5-137-5-00-320	2-3 016993 SEALS, WASHERS, CUS	3,825.11		
						*** VENDOR			2588 TOTAL	5,151.61
11799	O'REILLY A	O'REILLY AUTOMOTIVE	346971	112487 AP	02/07/2025	5-137-5-00-320	2-4 19615 WIPER BLADES, FILTER	209.85		
11799	O'REILLY A	O'REILLY AUTOMOTIVE	346971	112487 AP	02/07/2025	5-137-5-00-320	2-4 19615 WIPER BLADES, FILTER	256.32		
11799	O'REILLY A	O'REILLY AUTOMOTIVE	346971	112487 AP	02/07/2025	5-137-5-00-320	2-4 19615 WIPER BLADES, FILTER	35.82		
11799	O'REILLY A	O'REILLY AUTOMOTIVE	346971	112487 AP	02/07/2025	5-137-5-00-320	2-4 19615 WIPER BLADES, FILTER	406.88		
11799	O'REILLY A	O'REILLY AUTOMOTIVE	346971	112487 AP	02/07/2025	5-137-5-00-320	2-4 19615 WIPER BLADES, FILTER	82.57		
11799	O'REILLY A	O'REILLY AUTOMOTIVE	346971	112487 AP	02/07/2025	5-137-5-00-320	2-4 19615 WIPER BLADES, FILTER	47.61		
11799	O'REILLY A	O'REILLY AUTOMOTIVE	346971	112487 AP	02/07/2025	5-137-5-00-320	2-4 19615 WIPER BLADES, FILTER	53.85-		
						*** VENDOR			11799 TOTAL	985.20
						TOTAL FUND 137				6,136.81

2621	CAFE	TERRY BOOKER	346904	112419 AP	02/07/2025	5-145-5-00-256	COA MEALS RESERVED 1/13 - 1/31	14,755.00		
2621	CAFE	TERRY BOOKER	346904	112419 AP	02/07/2025	5-145-5-00-256	COA MEALS RESERVED 1/13 - 1/31	11,953.50		
2621	CAFE	TERRY BOOKER	346904	112419 AP	02/07/2025	5-145-5-00-256	COA MEALS RESERVED 1/13 - 1/31	15,223.00		
						*** VENDOR			2621 TOTAL	41,931.50
8416	IRON MOUNTAIN	IRON MOUNTAIN INC	346989	419	02/07/2025	5-145-5-00-208	COA SHREDDING	68.15		
4755	LV PAPER	LEAVENWORTH PAPER AND OFFICE S	346962	112477 AP	02/07/2025	5-145-5-00-345	COA SITE CUTLERY (C1)	149.60		
4755	LV PAPER	LEAVENWORTH PAPER AND OFFICE S	346962	112477 AP	02/07/2025	5-145-5-05-301	COA SITE CUTLERY (C1)	63.80		
4755	LV PAPER	LEAVENWORTH PAPER AND OFFICE S	346962	112477 AP	02/07/2025	5-145-5-07-302	COA SITE CUTLERY (C1)	6.60		
						*** VENDOR			4755 TOTAL	220.00
2059	MIDWEST OFFICE TECH	MIDWEST OFFICE TECHNOLOGY INC	346964	112479 AP	02/07/2025	5-145-5-00-208	OPK596_K COLOR COPIER - COA	387.87		
2059	MIDWEST OFFICE TECH	MIDWEST OFFICE TECHNOLOGY INC	346964	112479 AP	02/07/2025	5-145-5-00-208	OPK596_K COLOR COPIER - COA	29.36		
						*** VENDOR			2059 TOTAL	417.23
345	OLIVER PACKING	OLIVER PACKING & EQUIPMENT CO	346972	112488 AP	02/07/2025	5-145-5-00-345	TRAYS & FILM C1&C2	2,063.41		
345	OLIVER PACKING	OLIVER PACKING & EQUIPMENT CO	346972	112488 AP	02/07/2025	5-145-5-00-345	TRAYS & FILM C1&C2	4,086.00		
345	OLIVER PACKING	OLIVER PACKING & EQUIPMENT CO	346972	112488 AP	02/07/2025	5-145-5-05-301	TRAYS & FILM C1&C2	879.98		
345	OLIVER PACKING	OLIVER PACKING & EQUIPMENT CO	346972	112488 AP	02/07/2025	5-145-5-06-301	TRAYS & FILM C1&C2	668.62		
345	OLIVER PACKING	OLIVER PACKING & EQUIPMENT CO	346972	112488 AP	02/07/2025	5-145-5-06-321	TRAYS & FILM C1&C2	2,228.73		
345	OLIVER PACKING	OLIVER PACKING & EQUIPMENT CO	346972	112488 AP	02/07/2025	5-145-5-07-302	TRAYS & FILM C1&C2	91.03		
345	OLIVER PACKING	OLIVER PACKING & EQUIPMENT CO	346972	112488 AP	02/07/2025	5-145-5-07-321	TRAYS & FILM C1&C2	445.75		
						*** VENDOR			345 TOTAL	10,463.52
770	POLL	BASEHOR UNITED METHODIST CHURC	346973	112489 AP	02/07/2025	5-145-5-00-246	FEBRUARY UTILITY STIPEND FOR M	136.00		
770	POLL	BASEHOR UNITED METHODIST CHURC	346973	112489 AP	02/07/2025	5-145-5-05-202	FEBRUARY UTILITY STIPEND FOR M	58.00		
770	POLL	BASEHOR UNITED METHODIST CHURC	346973	112489 AP	02/07/2025	5-145-5-07-202	FEBRUARY UTILITY STIPEND FOR M	6.00		
						*** VENDOR			770 TOTAL	200.00
865	POLL	WEST HAVEN BAPTIST CHURCH	346974	112490 AP	02/07/2025	5-145-5-00-246	FEBRUARY UTILITY STIPEND FOR M	136.00		
865	POLL	WEST HAVEN BAPTIST CHURCH	346974	112490 AP	02/07/2025	5-145-5-05-202	FEBRUARY UTILITY STIPEND FOR M	58.00		
865	POLL	WEST HAVEN BAPTIST CHURCH	346974	112490 AP	02/07/2025	5-145-5-07-202	FEBRUARY UTILITY STIPEND FOR M	6.00		

START DATE: 02/01/2025 END DATE: 02/07/2025

TYPES OF CHECKS SELECTED: * ALL TYPES

		P.O.NUMBER	CHECK#							
							*** VENDOR	865 TOTAL		200.00
276	WEX	WEX BANK	346987	417	02/07/2025	5-145-5-00-304	COA FUEL TO 1.23.25		2,753.20	
							TOTAL FUND 145			56,253.60

615	KIMLEY-HORN	KIMLEY-HORN & ASSOCIATES, INC	346992	1783 AP	02/07/2025	5-171-5-02-201	2-1 268604000.1 SSS4 SVC TO 12		20,500.00	
							TOTAL FUND 171			20,500.00

2138	ABSOLUTE COMFORT TEC	ABSOLUTE COMFORT TECHNOLOGIES	346898	112413 AP	02/07/2025	5-174-5-00-210	I-70 TOWER ALARM REPAIR		498.94	
8020	APCO INT'L	APCO INTERNATIONAL	346899	112414 AP	02/07/2025	5-174-5-00-202	PUBLIC SAFETY ONLINE COURSE RT		35.00	
1737	AT&T-CAROL STREAM IL	AT&T	346900	112415 AP	02/07/2025	5-174-5-00-210	913A38-0682 421 2 3 TOWERS COM		435.80	
1737	AT&T-CAROL STREAM IL	AT&T	346900	112415 AP	02/07/2025	5-174-5-00-210	913A38-0682 421 2 3 TOWERS COM		435.80	
1737	AT&T-CAROL STREAM IL	AT&T	346900	112415 AP	02/07/2025	5-174-5-00-210	913A38-0682 421 2 3 TOWERS COM		435.80	
							*** VENDOR	1737 TOTAL		1,307.40
8686	EVERGY EFT	EVERGY KANSAS CENTRAL INC	346990	420	02/07/2025	5-174-5-00-210	ELEC SVC 3 TOWERS		435.84	
8686	EVERGY EFT	EVERGY KANSAS CENTRAL INC	346990	420	02/07/2025	5-174-5-00-210	ELEC SVC 3 TOWERS		321.00	
8686	EVERGY EFT	EVERGY KANSAS CENTRAL INC	346990	420	02/07/2025	5-174-5-00-210	ELEC SVC 3 TOWERS		271.57	
							*** VENDOR	8686 TOTAL		1,028.41
2962	MOTOROLA SOLUTIONS	MOTOROLA SOLUTIONS CREDIT CO	346968	112483 AP	02/07/2025	5-174-5-00-261	1000301747 SVC CONTRACT 911 SY		106,964.03	
870	SPX TECHNOLOGIES	SPX AIDS TO NAVIGATION, INC	346978	112494 AP	02/07/2025	5-174-5-00-210	133505 MONITORING CONTRACT 911		480.00	
870	SPX TECHNOLOGIES	SPX AIDS TO NAVIGATION, INC	346978	112494 AP	02/07/2025	5-174-5-00-210	133505 MONITORING CONTRACT 911		480.00	
870	SPX TECHNOLOGIES	SPX AIDS TO NAVIGATION, INC	346978	112494 AP	02/07/2025	5-174-5-00-210	133505 MONITORING CONTRACT 911		480.00	
							*** VENDOR	870 TOTAL		1,440.00
							TOTAL FUND 174			111,273.78

840	BATEMEN LAW GROUP	BATEMAN LAW GROUP LLC	346988	418	02/07/2025	5-176-5-00-206	VETERANS TREATMENT CT DEF COUN		1,700.00	
207	SUNFLOWER HEALING	KATHRYN KAY LUNA	346980	112496 AP	02/07/2025	5-176-5-00-205	MONITOR COORDINATOR VET TREATME		1,300.00	
							TOTAL FUND 176			3,000.00

8686	EVERGY EFT	EVERGY KANSAS CENTRAL INC	346990	420	02/07/2025	5-195-5-00-290	ELEC SVC COMM CORR (PD 2/5)		609.75	
11982	UNIFIED GO	WYANDOTTE CO SHERIFF	346983	112499 AP	02/07/2025	5-195-5-00-3	JUVENILE HOUSING JAN 2025		10,350.00	
							TOTAL FUND 195			10,959.75

18885	HAYNES EQU	HAYNES EQUIPMENT CO	346916	112431 AP	02/07/2025	5-210-5-00-2	SD#1 SVC CALLS GILMAN RD		415.00	
18885	HAYNES EQU	HAYNES EQUIPMENT CO	346916	112431 AP	02/07/2025	5-210-5-00-2	SD#1 SVC CALLS GILMAN RD		2,687.39	
18885	HAYNES EQU	HAYNES EQUIPMENT CO	346916	112431 AP	02/07/2025	5-210-5-00-2	SD #1 SVC CALL GILMAN RD		415.00	
18885	HAYNES EQU	HAYNES EQUIPMENT CO	346916	112431 AP	02/07/2025	5-210-5-00-2	SEWER DIST 1 SVC CALL 160TH CT		415.00	
							*** VENDOR	18885 TOTAL		3,932.39
							TOTAL FUND 210			3,932.39

							TOTAL ALL CHECKS			311,443.38

TYPES OF CHECKS SELECTED: * ALL TYPES

FUND SUMMARY

001	GENERAL	28,380.53
106	OPIOID SETTLEMENT	131.76
108	COUNTY HEALTH	654.42
115	EQUIPMENT RESERVE	180.45
117	CO CLERK TECHNOLOGY	7,209.00
125	CPJJ	33.99
126	COMM CORR ADULT	175.59
127	COMM CORR ADULT NON GRANT	162.17
133	ROAD & BRIDGE	62,154.75
136	COMM CORR JUVENILE	304.39
137	LOCAL SERVICE ROAD & BRIDGE	6,136.81
145	COUNCIL ON AGING	56,253.60
171	S TAX CAP RD PROJ: BONDS	20,500.00
174	911	111,273.78
176	VETERANS TREATMENT COURT (16.753)	3,000.00
195	JUVENILE DETENTION	10,959.75
210	SEWER DISTRICT 1: HIGH CREST	3,932.39
	TOTAL ALL FUNDS	311,443.38

Consent Agenda 2-12-2025
Checks 2/1 - 2/7

Leavenworth County Request for Board Action

Date: June 21, 2024

To: Board of County Commissioners

Cc: Mark Loughry

From: Misty Brown, County Counselor

Department Head Approval:

Additional Reviews as needed:

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

Action Requested: Consideration of a letter appointing Jon Khalil, Deputy County Counselor as Leavenworth County's alternate trustee on the KERIT Board of Trustees.

Recommendation: Approval of appointment and authorizing the Chairperson to sign the letter on behalf of the Leavenworth Board of County Commissioners.

Analysis: Leavenworth County is a participant in the Kansas Eastern Region Insurance Trust (KERIT), a self-insurance program that offers workers' compensation coverage for public sector organizations in eastern Kansas. The County Administrator serves as the County's Trustee, while the HR Director acts as the alternate trustee, allowing them to vote on the County's behalf at KERIT meetings, provided they are residents of Kansas. The attached letter appoints the Deputy County Counselor as the alternate trustee due to his extensive background in workers' compensation. The appointment would allow him to vote on behalf of the County as he is a Kansas resident. The HR Director will retain the ability to attend board meetings in a non-voting capacity.

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: Incidental publication costs

Additional Attachments:

Proposed letter



COUNTY OF LEAVENWORTH

300 Walnut Street
Leavenworth, Kansas 66048
(913) 684-0417
Facsimile (913) 684-0410

February 12, 2025

Mr. Nic Sanders
Kansas Eastern Regional Insurance Trust
120 W 12th St, Suite 1000
Kansas City, MO 64105-1659

Dear Mr. Sanders and KERIT Board of Trustees:

Leavenworth County would like to update our Trustee information for the KERIT Board. Effective immediately our designated Trustee and Alternate Trustee will be as follows:

Trustee:

Mark Loughry, County Administrator
300 Walnut, Suite 225
Leavenworth, KS 66048
(913) 684-0417
mloughry@leavenworthcounty.org

Alternate Trustee:

Jon Khalil, Deputy County Counselor
300 Walnut
Leavenworth, KS 66048
(913) 684-04
jkhalil@leavenworthcounty.org

Sincerely,

Mike Smith, Chairman
Leavenworth County

**Leavenworth County
Request for Board Action
Resolution 2025-06
Special Use Permit RJ Farm
Regular Agenda**

Date: February 5, 2025
To: Board of County Commissioners
From: Planning & Zoning Staff

Department Head Review: John Jacobson, Reviewed

Additional Reviews as needed:

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

Action Requested: Consider the Planning Commission’s recommendation regarding the Applicant’s Special Use Permit as outlined in case DEV-24-125 be approved with conditions.

Analysis: The applicant is requesting a Special Use Permit for outdoor events to host rodeos but can also include weddings, birthdays, etc. This request does not include approval for any event that is defined as a private event per the Leavenworth County Zoning & Subdivision Regulations. The applicant is proposing to hold up to 15 events per calendar year, with maximum attendance capped at 300 people. Most of these events will be one-day events but can also extend to multi-day events. The narrative indicated that they plan on holding weekend events with operable hours being from 12 pm to 11 pm. Staff, competitors and vendors will be on-site before and after operation times for setting up and clean up.

Third-party vendors will be used for portable toilets, retail sales and food sales. The applicant will not provide or sell alcohol. An entry fee will be required for some events. Adequate parking for 400 vehicles is provided, however it is likely that most events will not generate that much parking. The owners have upgraded their entrance to allow for two-way traffic in and out of the property. No parking or stacking will be permitted on the public right-of-way. Any waste generated from the events will need to be removed or handled in compliance with the proposed conditions and all local, state and federal regulations. The existing stage is located within the Floodplain and has received a floodplain permit.

The property owner has been noticed for zoning violations in the past regarding events without permits. During the summer of 2024, the applicant applied for and was approved for a temporary special use permit for a rodeo event. No complaints were received. Staff recommends this permit be classified as Type 3 with a time limit recommendation of 5 years per the conditions and uses proposed.

Planning Commission Recommendation: The Planning Commission voted 5-1 (3 absent) to recommend approval of Resolution 2025-06 (Case No. DEV-24-125) of a Special Use Permit for RJ Farms with amended conditions. Condition #8 has been amended to “*The conditional special use permit shall be limited to one year.*”

Alternatives:

1. Approve Case DEV-24-125 (Resolution 2025-06), Special Use Permit for Fairgrounds with Outdoor Events for RJ Farm, with Findings of Fact with a majority vote; or

Motion: *Chairman, I find that this request for a Special Use Permit complies with the Golden Factors and move to adopt Resolution 2025-26 and conditionally approve the Special Use Permit as outlined in Case DEV-24-125 based on the recommendation and conditions of the Planning Commission and the findings as set forth in the Staff Report.*

2. Deny Case DEV-24-125 (Resolution 2025-06), Special Use Permit for Fairgrounds with Outdoor Events for RJ Farm, with Findings of Fact by overriding the Planning Commission’s recommendation with a 2/3 majority vote; or

Motion: *Chairman, I find that this request for a Special Use Permit does not comply with Golden Factors (LIST FACTORS) and move to deny Resolution 2025-06 and deny the Special Use Permit as outlined in Case DEV-24-125.*

3. Revise or Modify the Planning Commission Recommendation to Case DEV-24-125 (Resolution 2025-06), Special Use Permit for Fairgrounds with Outdoor Events for RJ Farm, with Findings of Fact by overriding the Planning Commission’s recommendation with a 2/3 majority vote; or

Motion: *Chairman, I find that this request for a Special Use Permit complies with the Golden Factors and move to adopt Resolution 2025-26 and conditionally approve the Special Use Permit as outlined in Case DEV-24-125 based on the recommendation and conditions of the Planning Commission and the findings as set forth in the Staff Report subject to the following additional conditions (LIST CONDITIONS OR MODIFICATION(S)).*

4. Remand the case back to the Planning Commission with a majority vote and a statement specifying the basis for the Board failure to approve or disapprove.

Motion: *Chairman, I move to remand Case No. DEV-24-125 back to the Planning Commission for additional review due to (STATE THE REASON(S) THE BOCC CANNOT APPROVE OR DISAPPROVE THE MATTER).*

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:

\$0.00

Additional Attachments: Staff Report, Planning Commission Minutes

FACTORS TO BE CONSIDERED:		
<i>The following factors are to be considered by the Planning Commission and the Board of County Commissioners when approving or disapproving this Special Use Permit request:</i>	Met	Not Met
<p>1. Character of the Neighborhood: <i>Density: The surrounding neighborhood is not dense, parcels ranging in size from 5.8 acres to over 150 acres.</i></p> <p><i>Nearby City Limits: The City of Linwood is approximately 2.3 miles to the southeast.</i></p> <p><i>Initial Growth Management Area: This parcel is not located within an Urban Growth Area.</i></p>	✓	
<p>2. Zoning and uses of nearby property: <i>Adjacent Uses: Most of the adjacent parcels are residential and agricultural in nature.</i></p> <p><i>Adjacent Zoning: Adjacent parcels are zoned RR-5 and MXD.</i></p>	✓	
<p>3. Suitability of the Property for the uses to which is has been restricted: <i>The property is 17.5 acres. The property is suitable as a rural residence, for agricultural uses and the proposed use is allowed with a Special Use Permit.</i></p>	✓	
<p>4. Extent to which removal of the restrictions will detrimentally affect nearby property:</p> <p><i>The use is unlikely to detrimentally impact neighboring parcels.</i></p> <p><i>The proposed use will have increased noise levels; however, staff is proposing a condition that noise levels shall not exceed 60 dB as measured from the property line.</i></p> <p><i>Traffic: Proposed events will increase traffic to the site but with approximately 1.5 events per month, traffic at the elevated levels will be for a short term and infrequent.</i></p> <p><i>Lighting: The applicant indicated that exterior lighting will be used. Staff recommends placing a condition that foot-candles will have no net increase, as measured from the property line.</i></p> <p><i>Outdoor Storage: No outdoor storage is proposed with this request.</i></p> <p><i>Parking: Parking is provided and is adequate for the proposed use.</i></p> <p><i>Visitors/Employees: The applicants are requesting to hold events with up to 300 attendees. All events may not have the maximum capacity proposed. Staff will be on-site to support the events and provide parking assistance. Staff recommends placing a condition for the maximum event attendees at 300.</i></p> <p><i>Waste: The applicant does not store chemicals, lubricants, oils or other chemicals on the property. The proposal states that a third-party portable vender will be utilized. Any waste generated from the property must be disposed of in compliance with all applicable local, state and federal laws.</i></p>	✓ (Condition 15) ✓ ✓ (Condition 14) ✓ ✓ ✓ (Condition 7) ✓ (Condition 17, 18 & 19)	
<p>5. Length of time the property has been vacant as zoned:</p> <p><input type="checkbox"/> Vacant:</p> <p><input checked="" type="checkbox"/> Not Vacant: <i>The property does have an existing barn, stage and arena on-site.</i></p>	✓	

<p>6. Relative gain to economic development, public health, safety and welfare: <i>The proposed application would allow for another business to be located within Leavenworth County. There does not appear to be any detrimental effects to the public health, safety or welfare.</i></p>	✓	
<p>7. Conformance to the Comprehensive Plan: <i>Future Land Use Map: County Road 1 County Road 1 shows this area as remaining RR-5, its current zoning designation. Since this use is allowed with a Special Use Permit in that zoning designation, staff feels that it meets the intent of the Comprehensive Plan.</i></p>	✓	

STAFF COMMENTS:

The applicant is requesting a Special Use Permit for outdoor events to host rodeos but can also include weddings, birthdays, etc. This request does not include approval for any event that is defined as a private event per the Leavenworth County Zoning & Subdivision Regulations. The applicant is proposing to hold up to 15 events per calendar year, with maximum attendance capped at 300 people. Most of these events will be one-day events but can also extend to multi-day events. The narrative indicated that they plan on holding weekend events with operable hours being from 12 pm to 11 pm. Staff, competitors and vendors will be on-site before and after operation times for setting up and clean up.

Third-party vendors will be used for portable toilets, retail sales and food sales. The applicant will not provide alcohol. An entry fee will be required for some events. Adequate parking for 400 vehicles is provided, however it is likely that most events will not generate that much parking. The owners have upgraded their entrance to allow for two-way traffic in and out of the property. No parking or stacking will be permitted on the public right-of-way. Any waste generated from the events will need to be removed or handled in compliance with the proposed conditions and all local, state and federal regulations. The existing stage is located within the Floodplain and has received a floodplain permit.

The property owner has been noticed for zoning violations in the past regarding events without permits. During the summer of 2024, the applicant applied for and was approved for a temporary special use permit for a rodeo event. No complaints were received.

Staff recommends this permit be classified as Type 3 with a time limit recommendation of 5 years per the conditions and uses proposed.

STAFF RECOMMENDED CONDITIONS:

1. Provide an updated site plan showing the location of the additional 50 parking spaces outlined in narrative.
2. Property entrance shall be built to the specifications of the Driveway Template designed by David Lutgen. Applicant shall provide confirmation to staff by way of photographs to verify improvement.
3. The applicant shall provide a certificate of general liability insurance in the amount of \$1,000,000 and shall indicate Leavenworth County as the certificate holder prior to commencement of activities on the site.
4. Provide a copy of the contract for the Portable Toilet provider.
5. The applicant shall comply with the Narrative submitted on December 12, 2024.
6. Events shall be limited to 15 events in a calendar year.
7. Occupancy for all events shall be limited to 300 people. Employees shall be limited to 15 people.
8. The conditional special use permit shall be limited to 5 (five) years.
9. No events shall take place inside the agricultural building.
10. There shall be no on-street parking allowed.
11. Traffic shall not queue onto the public road network when entering the site.

12. No events shall be allowed within any public rights-of-way.
13. No signage shall be allowed in the right-of-way. Sign permits shall be required for any on-site or off-site signage. The applicant shall provide an owner authorization form for any off-site signs. All signage shall comply with Article 25, Sign Regulations of the Leavenworth County Zoning and Subdivision Regulations.
14. Lighting generated from the event shall be limited 0.00 foot-candles net gain, as measured at the property line.
15. Noise generated from an event held at this facility including, but not limited to: live music, DJ, and noise from guests shall be limited to 60 decibels at the property line. No amplifiers will be permitted for any live music band.
16. No extension cords may cross driveways or drive aisles.
17. All dumpsters shall be screened from public right-of-way.
18. All garbage and animal waste must be removed from the property and disposed of in accordance with local and state requirements and within 2 business days of the event.
19. All portable restrooms must be maintained in a professional manner and removed from the property within 2 business days of the event.
20. The applicant shall comply with the following:
 - a. Leavenworth Fire District 2 email, dated October 18, 2024
 - b. RWD #10, dated October 31, 2024
 - c. Public Works memo, dated December 23, 2024
 - d. Emergency Management, dated December 12, 2024
21. That no public nuisance be allowed or created upon the subject real property.
22. This SUP shall comply with all local, state, and federal rules and regulations that may be applicable.
23. That the conditional Special Use Permit granted herein is subject to revocation upon the breaching of the conditions set forth herein, or any substantial change in the use of the subject property. The RJ Farm Events, and its assigns or successors in interest, hereby consent to, and authorize, entry onto the subject property by employees or agents of the county for the purpose of inspecting the subject property for compliance with the conditions set forth herein.

ATTACHMENTS:

A: Application & Narrative

B: Zoning Map

C: Memorandums

Whispering Plains Army
Lot 1

#185

SPECIAL USE PERMIT APPLICATION

Leavenworth County Planning Department
300 Walnut, St., Suite 212
County Courthouse
Leavenworth, Kansas 66048
913-684-0465

RR 5 PAID 400.00 Energy RWD 10
458 SWP 222-09 17.50 002.07 Reno

County Rd 1 plan

APPLICANT/AGENT INFORMATION	OWNER INFORMATION (If different)
NAME <u>Arnelio Haro / Norma Brockenberry</u>	NAME _____
ADDRESS <u>17564 W 158th Terr</u>	ADDRESS _____
CITY/ST/ZIP <u>Olathe KS 66062</u>	CITY/ST/ZIP _____
PHONE <u>(913) 424-0785</u>	PHONE _____
EMAIL <u>brockenberrynorma@yahoo.com</u>	EMAIL _____
CONTACT PERSON <u>Norma</u>	CONTACT PERSON _____

PROPERTY INFORMATION

PID: 222-09 002.07 Zoning District: RR 5

Address of property 21985 Cantrell road Parcel size 17.5 acres

Current use of the property Farming

Does the owner live on the property? Yes No

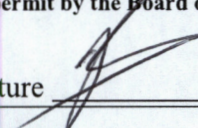
Proposed Special Use Family activities, Music and food, Rodeos, Hispanic culture parties

TAX ASSESSEMENT STATEMENT

Upon the granting of a Special Use Permit by the Leavenworth County Board of County Commissioners, the assessable nature of the above referenced property and structures on the property may result in a change of the Appraised Class and Value and in the next year's Tax Assessment.

I, the applicant, have read and understand that there may be a change in the appraised value of my property due to the presence of a Special Use Permit for my property. (Check one) Yes No

I, the undersigned am the (circle one) owner, duly authorized agent, of the aforementioned property situated in the unincorporated portion of Leavenworth County, Kansas. By execution of my signature, I do hereby officially apply for a Special Use Permit and acknowledge the potential of a change in the Appraised Value of my property as indicated above. I hereby agree to "cease and desist" the operation of the activity upon denial of the permit by the Board of County Commissioners.

Signature  Date 8/21/24

ATTACHMENT A

PROPOSED SPECIAL USE PERMIT INFORMATION

Name of Business RJ Farm

Existing and Proposed Structures One

Number of structures used for Special Use Permit one

Will the use require parking? Yes No How many parking spaces are proposed/available? 400

Is the proposed use seasonal? Yes No
If yes, what months will the use be active? _____ through _____
Month Month

Reason for requesting a Special Use Permit: To be able to have events following the city regulations and requirements

Estimated Traffic

In this section, you are determining the impact your proposed use will have on the county roadways. A vehicle visiting your site is to be considered two trips because the visitor/employee/user will use the roadways twice. If you are planning to expand the use that may generate additional traffic during the duration of the permit, provide the traffic generation for the full expansion.

How many total Passenger vehicle trips (both entering and exiting) will be generated by the Special Use Permit?
Daily _____ Weekly _____ Monthly 800 - 2 events

If applicable, how many total Commercial (delivery, heavy trucks, equipment, etc.) vehicle trips (both entering and exiting) will be generated by the Special Use Permit?
Daily _____ Weekly _____ Monthly 4

If applicable, describe Seasonal trips not accounted for above: What type (Passenger and Commercial) vehicle trips, how many trips per vehicle type in the seasonal timeframe, and describe the seasonal time frame (months, weeks, or days) in a calendar year.

Passenger: Months _____ Weeks _____ Days _____
Commercial: Months _____ Weeks _____ Days _____

When are trips to the site expected to occur (i.e. throughout the day, limited certain hours, etc.)? If applicable, separate occurrences by vehicle type (Passenger, Commercial, Seasonal Passenger, and Seasonal Commercial):
early in the morning commercial trucks delivering Johnny on the Spots Music Truck, food truck

What is the anticipated route(s) from the nearest State Highway to the Site? I-70 located to the South

Special Use Permit Renewal

Describe any change to operations since the SUP was last issued including traffic trips compared to this SUP:
None

Have you added any buildings since the SUP was last issued? Yes No Any parking? Yes No

Janet Klasmaker
COUNTY CLERK

Mail Tax Statement to:
17504 W 158th Terr
Olathe KS 66062
Property Address _____

JOINT TENANCY QUIT CLAIM DEED Pursuant to K.S.A. 79-1437 (e), a real estate validation questionnaire is not required due to exemption no. 9.

GRANTOR Aurelio HARO
(single/married person(s))

CONVEY and QUITCLAIM TO
Aurelio HARO AND Norma Brackenberry
(single/married person(s))

As JOINT TENANTS and not as tenants in common, with full rights of survivorship, the whole estate to vest in the survivor in the event of the death of either, all of the following described real estate in the County of Leavenworth, State of Kansas, to-wit:

Lot 1 in Whispering Plains, a subdivision in Leavenworth county, Kansas, according to the recorded plat thereof, in Leavenworth county, Kansas.
A.H

for the sum of One Dollar, the receipt of which is hereby acknowledged. This conveyance is made subject to easements, restrictions, reservations and covenants of record, if any.

Dated this 12 day of April A.D. 20 22

Aurelio Haro
GRANTOR (Signature)

[Signature]
GRANTOR (Signature)

Aurelio HARO
(Printed Name)

Norma Brackenberry
(Printed Name)

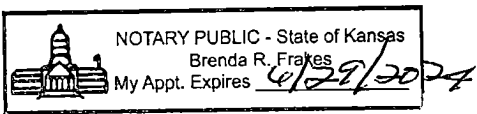
STATE OF KANSAS, COUNTY OF LEAVENWORTH

Be it remembered that before me, a notary public in and for the State and County aforesaid, personally appeared Aurelio HARO & Norma Brackenberry Known to me be the same person(s) who executed the within Transfer on Death Deed and who acknowledged the execution of same as a free act and deed. In witness whereof, I have hereunto set my hand and affixed my official seal the day and year last above written.

Brenda R. Frakes
NOTARY PUBLIC (Signature)

Brenda R. Frakes
(Printed Name)

My commission expires: 6/29/2024



OWNER AUTHORIZATION

I/WE Aurelio Haro, Norma Brockenberry, hereby referred to as the "Undersigned", being of lawful age, do hereby on this 8 day of 21, 2024, make the following statements, to wit:

1. I/We the Undersigned, on the date first above written, am the lawful, owner(s) in fee simple absolute of the following described real property
See Attachment "A" attached hereto and incorporated herein by reference.
2. I/We the undersigned, have previously authorized and hereby authorize Joe Herring (Hereinafter referred to as "Applicant"), to act on my/our behalf for the purpose of making application with the Planning Office of Leavenworth County, Kansas, _____ (common address) the subject real property, or portion thereof, and which authorization includes, but is not limited to, all acts or things whatsoever necessarily required of Applicant in the application process.
3. I/We the Undersigned, hereby agree to protect, defend, indemnify and hold the Board of County Commissioners of Leavenworth County, Kansas, its officers employees and agents (hereinafter collectively referred to as the "County"), free and harmless from and against any and all claims, losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities, whether false, fraudulent, meritless or meritorious, of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind and character (hereinafter "claims"), in connection with, relating to, or arising directly or indirectly out of this authorization and the actions taken by the Applicant and the County in reliance thereof. I, the Undersigned, hereby further agree to investigate, handle, respond to, provide defense for and defend any such claims at my sole expense and agree to bear all other costs at my sole expense and agree to bear all other costs and expenses related thereto, even if such claims are groundless, false or fraudulent.
4. It is understood that in the event the Undersigned is a corporation or partnership then the individual whose signature appears below for and on behalf of the corporation or partnership has in fact the authority to so bind the corporation or partnership to the terms and statements contained within this instrument.

IN WITNESS THEREOF, I, the Undersigned, have set my hand and seal below.

Aurelio Haro
Owner

[Signature]
Owner

STATE OF KANSAS
COUNTY OF ~~LEAVENWORTH~~ Johnson (KH)

The foregoing instrument was acknowledged before me on this 21 day of August, 2024,
by Norma Brockenberry.

My Commission Expires: 09/08/2024

KELSIE HODES
Notary Public-State of Kansas
My Appt. Expires 09/08/2024

Kelsie Hodges
Notary Public

ATTACHMENT C

This narrative is for the events to be held at RJ farm at 21985 Cantrell Road on a tract of ground with approximately 17.5 acres of land. Land has an agriculture building which could be used for shelter in case of emergency. There are some residential houses to the northeast of the events site, all are over 1000 feet from the event area. The south half of the property is treed and in flood plain. The closest residence to the south over this area is 1320 feet from the event area. Portable restrooms will be provided by a 3rd party vendor A1 rental located in Topeka KS. These events should not cause any conflict with the surrounding parcels there will be 0 decibels increased at the property line and 0 increased of foot candle, no light will spill over to the adjoining property. Majority of the other parcels are agriculture in nature and very few residents. Attendees are encouraged to use 222nd Street to Cantrell Road to access the event. Cantrell road is gravel and dust will be created but with the encourage route all vehicles should travel in front of agriculture property and the distance on the gravel road would be 1320 feet. Majority of the traffic volume will occur at the beginning and end of the event. Parking is all on the site and can handle the expected number of vehicles and trailers. The event will have parking staff on-site, keeping personal vehicles and vehicles with trailers separate, all parking will be taking place in the open fields on the property. The proposed events hours of operation 12pm -11pm one day event. Pre- event checking and commercial vehicles traffic will begin at 10am-12pm (porta potty, trash truck, music vehicle and food vendors). The proposed number of events will be approximately 15 public events per year if all the plans were to fall in place, most of them are rodeos but few private smaller events such as but not limited to weddings and birthdays. The expected number of attendees on this public events is 300 and there will be a required fee depending on the event. Number of employees at the property when doing this public events will be 3-10 depending on the magnitude of the event. Employees will each create 2 trips per event. Safety signs are posted around the farm they are different sizes, no signs are digital or lighted there will be no outdoor displays. There is no chemical, oils, fluids or lubricants usage. No outdoor storage of materials. The farm uses well water to clean, as for potable water it will be brought in with sodas and other soft drinks, as for any alcohol beverage none will be sold by the applicant. Food and any retail vendors will be provided by a 3rd party vendors. Any advertising will be done on the company website or digital platform example (Facebook, Instagram, etc). For emergency and safety, there will be security employees keeping people safe and the right channels notified in case of an emergency. The entrance and exit have ample space for a vehicle to come in and out at the same time. In the events there will be generators used for electricity. There will be 400 parking spots vehicles including 50 trailers there will be no parking outside the property at all-time, all the parking will be within the facility.

Aurelio Haro

Norma Brockenberry

RJ farm

21985 Cantrell road Linwood KS 66052

2. There will be no outdoor storage of materials
3. 3-10 employees
4. There will be signage of safety displayed at the entrance of the farm
5. There will be 0 decibels increased at the property line
6. 0 increased of foot candles at the property line no light will spill over at the adjoining property
7. No outdoor display
8. Yes by 3rd party vendors
9. 300 a fee will be require yes for the rodeos
10. Yes 3rd party vendor
11. None will be sold by the applicant
12. No chemicals or hazardous material will be used
13. No oils or lubricants materials be used
14. A1 portable 3rd party located in Topeka
15. Emergency plan already sent on 12/12/24
16. Hours of operation 12pm-11pm one day events. Pre event checking and commercial vehicle traffic will begin at 10am (porta potty , trash truck, music vehicle) and food vendors. Clean up will happen within 24 hours at the end of every event
17. 15 public events most of them rodeos but few private smaller events such as but no limited too such as weddings and birthdays.

Department of public works Olsson

2. The expected number of trips per month. Will varied depending on the events and type of events the number was about 400 (200 in and 200 out)

3. Expected number of livestock trailers about 50

1. No street parking space will be needed

1. Expected guest 300 with 400 parking spaces needed with some driving solo and other with 2 attendees per vehicle.

15- public events most of them rodeos a year-each event include 300 guest (2 attendees per vehicle) 50 truck with trailers (1 attendee per vehicle) 10 employees, 2 commercial vehicles (1 trash truck 1 porta potty) 3 supportive vehicles 2 food and 1 music. With a few smaller private events.

1. All parking will be inside the premises no outside parking
2. Driveway template done by professional Kansas engineer David Lutgen
3. All vehicles will be parked inside the premises inside the farm no outside parking will be allowed
4. The drive way is dirt road and two vehicle are able to come in and out at the same time since it is an open ground, the entrance gate 20' wide.

SITE PLAN

Lot 1, WHISPERING SUBDIVISION,
Leavenworth County, Kansas.

PREPARED FOR:

HARO, AURELIO & BROCKENBERRY, NORMA
21985 Cantrell Road
Linwood, KS 66086
PID # 222-09-0-00-00-002.07

Parking Note:

Grid is show for the referenced
350 parking space per narrative
Standard Parking - 10'x20'
Oversized Parking - 15'x40'
Parking area is grass.

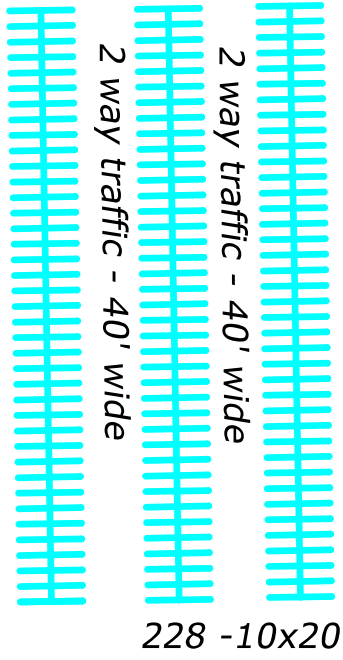
ADDITIONAL NOTES:

- Sound System in Stage Area
- Vendor Area, if any, as shown.
- Lighting, if any, will be around Stage Area and/or Rodeo Area

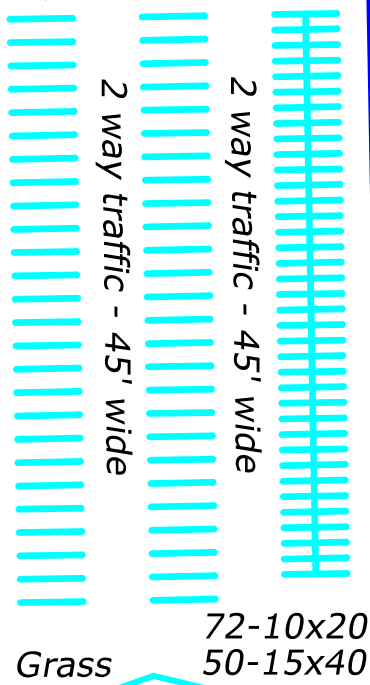
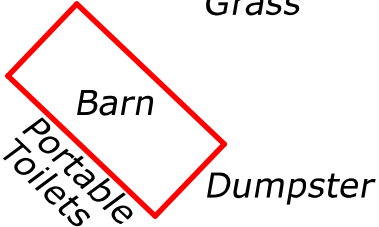
CANTRELL ROAD
330'

40' R/W
20' Gate

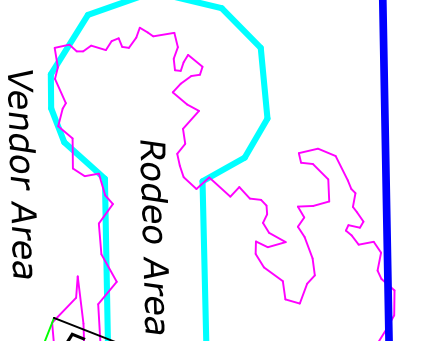
Parking Area
Grass



Grass



Grass



Fence Line

Gravel Driveway

Fence Line

817.5'

817.2'

Stage is built on piers
Stage deck elev. 820'+
< 700 Sq.Ft. in Area

BFE 817.75', Prorated

BFE 817.62', Prorated

Special Flood Hazard
Area - Zone A
20103C0325G



Not to Scale

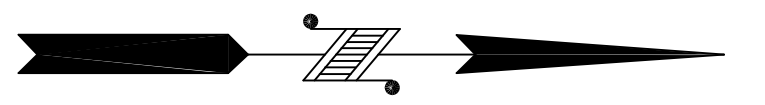
Job # K-24-1804
May 30, 2024 Rev. 11-2-24

J.Herring, Inc. (dba)
HERRING
SURVEYING
COMPANY

315 North 5th Street, Leav., KS 66048
Ph. 913.651.3858 Fax 913.674.5381
Email - survey@teamcash.com

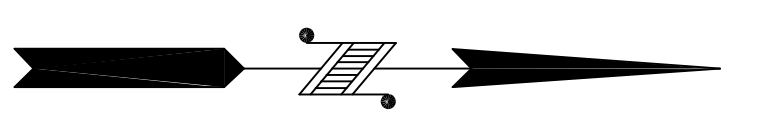
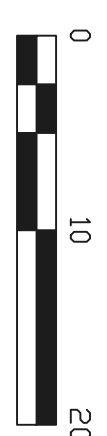
THIS DOES NOT CONSTITUTE A BOUNDARY SURVEY

AUTOCAD VER.13 INFORMATION BLOCK		
DRAWING:	BY:	DATE:
XREF DWG1: NONE	XREF DWG2: NONE	
XREF DWG3: NONE	XREF DWG4: NONE	



SHEET NO. 1	HARO EVENT LINWOOD KS	Designed By _____ Drawn By _____ Checked By _____ Issue Date: _____ Job No. _____	5					
	EASTBOUND RIGHT TURN		4					
			3					
			2					
			1					
			NO.	DATE	REVISIONS	BY	APP'D.	

AUTOCAD VER.13 INFORMATION BLOCK		
DRAWING:	BY:	DATE:
XREF DWG1: NONE	XREF DWG2: NONE	
XREF DWG3: NONE	XREF DWG4: NONE	

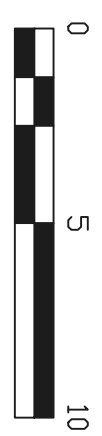
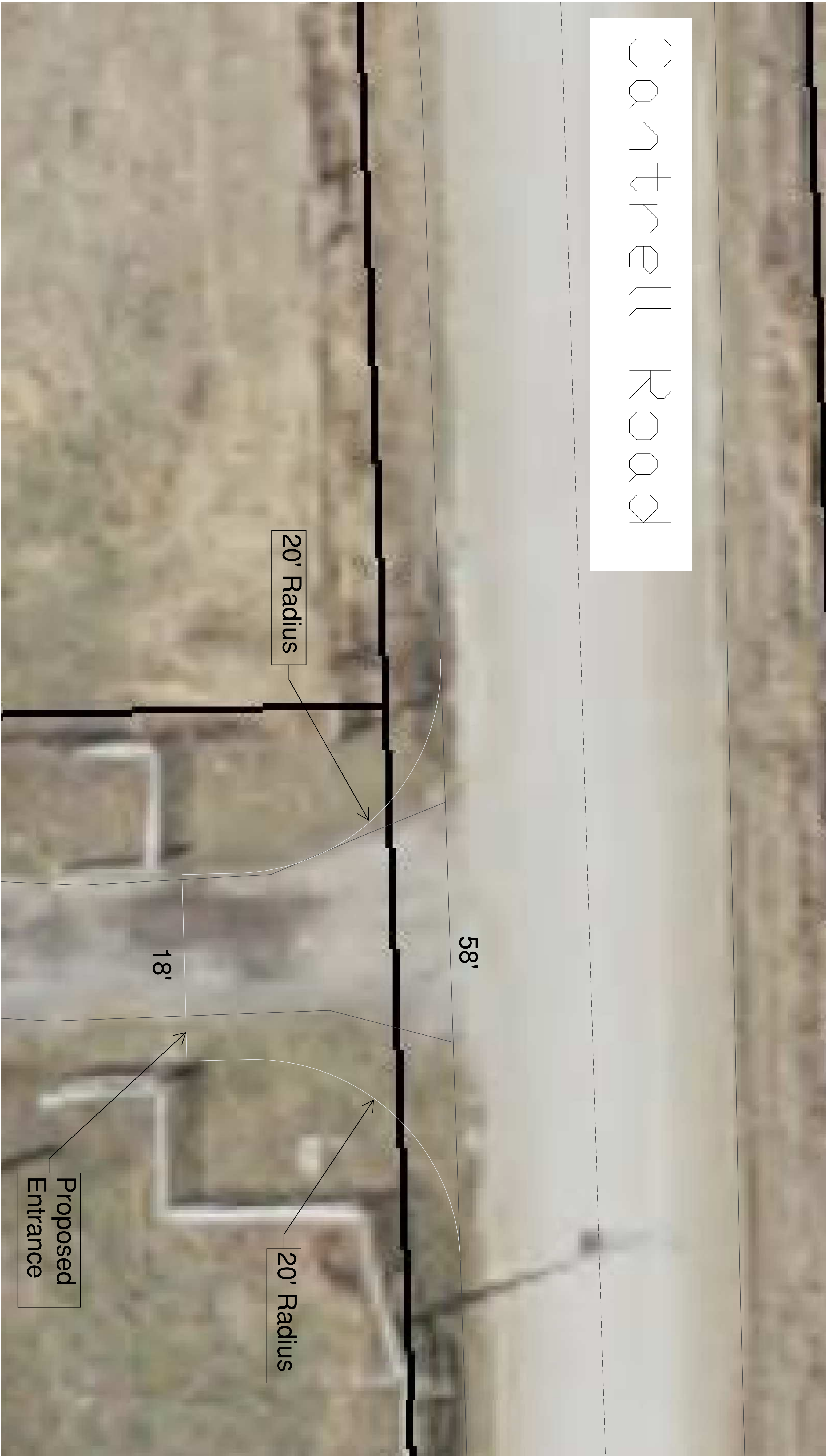


SHEET NO. 2	HARO EVENT LINWOOD KS
	WESTBOUND LEFT TURN

Designed By _____	5			
Drawn By _____	4			
Checked By _____	3			
Issue Date: _____	2			
Job No. _____	1			

NO.	DATE	REVISIONS	BY	APP'D

AUTOCAD VER.13 INFORMATION BLOCK		
DRAWING:	BY:	DATE:
XREF DWG1: NONE	XREF DWG2: NONE	
XREF DWG3: NONE	XREF DWG4: NONE	



Designed By	2.5				
Drawn By	2.4				
Checked By	2.3				
Issue Date:	2.2				
Job No.	2.1				
	NO.	DATE	REVISIONS	BY	APP'D

HARO EVENT
LINWOOD KS

RECOMMENDED ENTRANCE DIMENSIONS

SHEET NO.

2

Tax History Inquiry for HARO,AURELIO & BROCKENBERRY,NORMA

[View Parcel Information](#) --- [Tax Search Page](#)

Property Address											
CANTRELL RD											
Tax ID		Sec-Twn-Rng	Sub	Blk	Lot	Description				Parcel Id/Cama	Parcel Classes
2024 RealEstate - 31495		09-12-21E	WHISPERING PLAINS		1	WHISPERING PLAINS, S09, T12, R21E, LOT 1; , ACRES 17.53				222-09-0-00-00-002.07-0	Agricultural Real Estate
Tax Unit	USD	Cty/Twn	Assessed Valuation	Mill Levy	Ad Valorem	Special Assessments	Total Tax	Total Paid	DIq	Book-Page	Date of Transfer
101	458	RENO TOWNSHIP	\$7746	116.402	\$901.66	\$0	Amount \$901.66	Amount \$0	No	0842 - 1974	0

[Click here for Additional Years](#)

[View Parcel Information](#) --- [Tax Search Page](#)

Tax Search powered by  **Aumentum**[™]
TECHNOLOGIES



Laura Kelly, Governor
Mark A. Burghart, Secretary
www.ksrevenue.gov

CERTIFICATE OF TAX CLEARANCE

Norma S Brockenberry

ISSUE DATE
10/28/2024

TRANSACTION ID
T66C-8EKH-8XDP

CONFIRMATION NUMBER
C4CA-TM3T-JXJJ

TAX CLEARANCE VALID THROUGH 01/26/2025

*Verification of this certificate can be obtained on our website, www.ksrevenue.org,
or by calling the Kansas Department of Revenue at 785-296-3199*

September 30, 2024

Amy Allison
Deputy Director
Leavenworth County Planning & Zoning Department
300 Walnut St
Leavenworth, KS 66048

Re: Haro Cantrell Rd Property

Ms. Allison,

I have reviewed the construction of the stage that is located on the Haro property on Cantrell Rd east of 222nd St in Leavenworth County. Based upon the location within the floodplain and the type of construction, driven piers, it is my engineering opinion that this structure will not cause a rise on the floodplain.

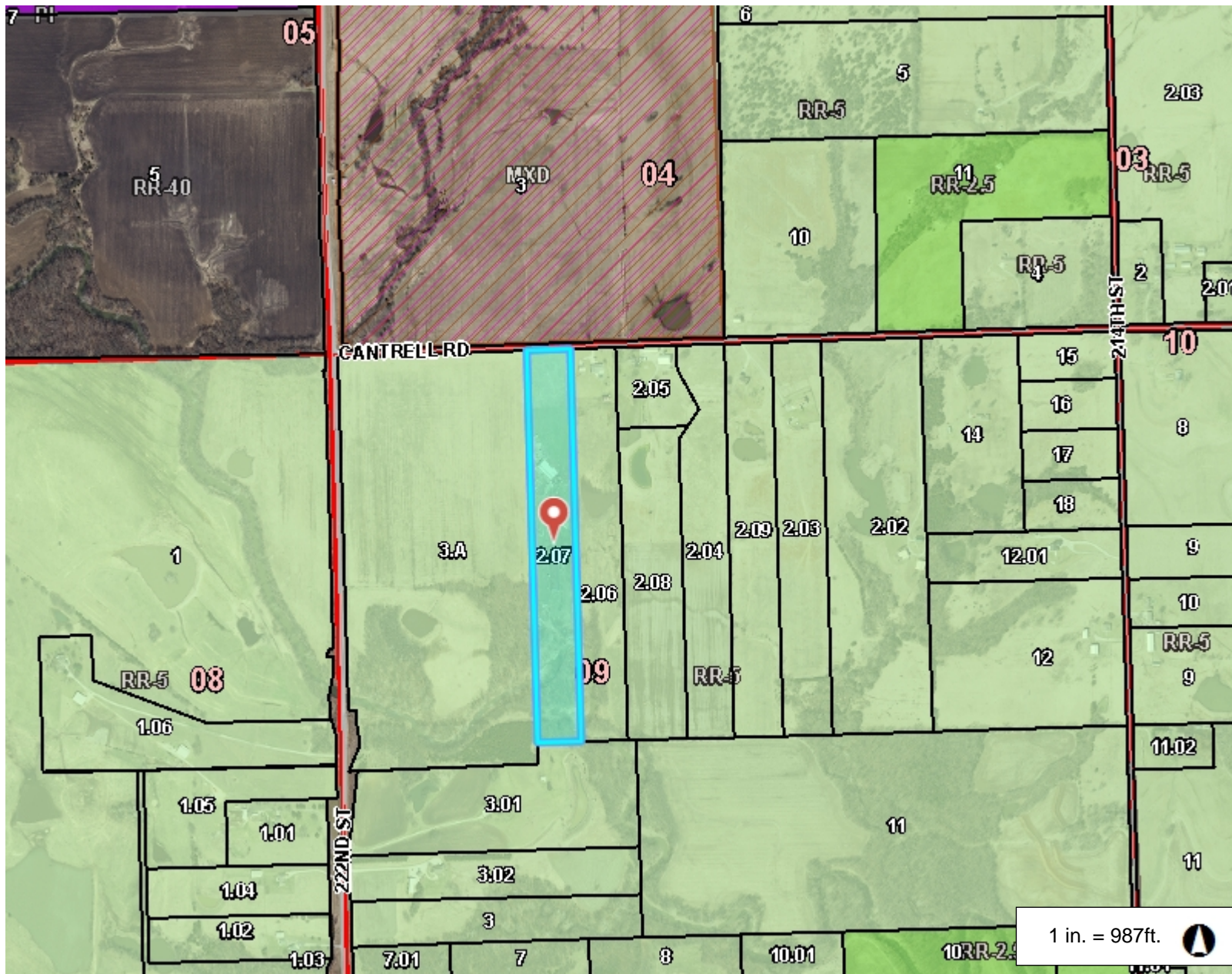
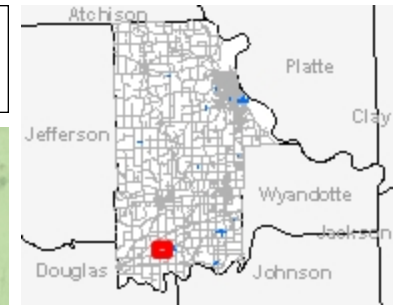
Thank you,



David Lutgen, P.E.



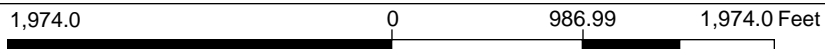
DEV-24-125 RJ FARM SUP



Legend

- Parcel Number
- Parcel
- City Limit Line
- Major Road
 - <all other values>
 - 70
- Road
 - <all other values>
 - PRIVATE
- Railroad
- Section
- Section Boundaries
- County Boundary
- Zoning
 - B-1
 - B-2
 - B-3
 - I-1
 - I-2
 - I-3
 - MXD
 - PC
 - PI
 - PR-1
 - PR-2
 - PR-3

1 in. = 987ft.



This Cadastral Map is for informational purposes only. It does not purport to represent a property boundary survey of the parcels shown and shall not be used for conveyances or the establishment of property boundaries.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

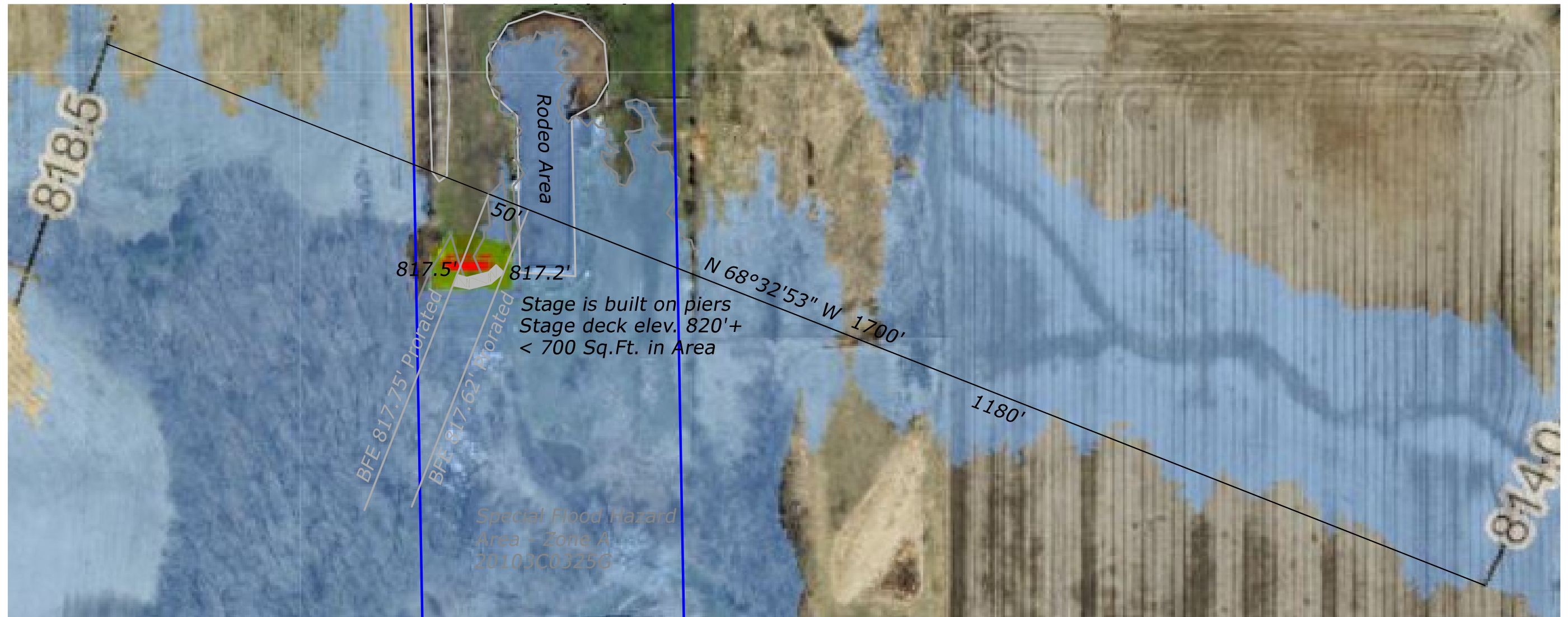
Notes

ELEVATION EXHIBIT

Lot 1, WHISPERING SUBDIVISION,
Leavenworth County, Kansas.

PREPARED FOR:

HARO, AURELIO & BROCKENBERRY, NORMA
21985 Cantrell Road
Linwood, KS 66086
PID # 222-09-0-00-00-002.07



Job # K-24-1804
May 30, 2024 Rev. 9-3-24

J.Herring, Inc. (dba)
HERRING
SURVEYING
COMPANY



315 North 5th Street, Leav., KS 66048
Ph. 913.651.3858 Fax 913.674.5381
Email - survey@teamcash.com



Not to Scale

THIS DOES NOT CONSTITUTE A BOUNDARY SURVEY



October 31, 2024

Amy Allison
Leavenworth County Planning & Zoning
300 Walnut St, Suite 212
Leavenworth, KS 66048

Re: Special Use Permit Application for 21985 Cantrell Rd – Haro Rodeo

Dear Ms. Allison.

This letter is in response to your request for comments regarding the Special Use Permit Application for 21985 Cantrell Rd.

RWD10 has an existing main and can provide water service to this address with the purchase of a benefit unit.

If you have any additional questions or concerns, please do not hesitate to contact us.

Regards,

Steve Conley
Leavenworth County RWD10 | District Manager

MEMO

To: Planning & Zoning
From: Leavenworth County Emergency Management
Subject: Haro Event Space @ 00000 Cantrell road, Linwood KS, 66052
Date: January 3, 2025

Thank you for the opportunity to help review the Haro event space once again. Our team referred back to the previous time we were able to sit down with owners and operators of the Rodeo Event space, Aurelio Haro and Norma Brockenberry.

We discussed four aspects of maintaining a safe and secure environment for their various events. They stated they have several ways to receive weather information and alerts for their events, and continuously monitor for any hazard or severe weather. They have plans put in place to postpone or cancel events if severe weather would occur. If weather were to occur without notice they have shelter for both event-goers and animals to be housed to wait out the storm. They can house approximately 300 people in their barn and have additional shelter for animals on the side, if the barn is at max capacity. They also have a wide and clear exit path from the event area that is well lit, marked by reflective signs and directed by staff to allow traffic to easily be moved. If the original route is no longer available for use, they have claimed to have an alternative route provided by their neighbor of their property.

After reviewing the property and the information they gave us, we have a few recommendations for the property and the facility operations. The Haro property for the event needs to have a 911 address to allow first responders to easily find the facility. The alternative route that they have does not seem to be a clear road. It needs to be well marked all the way through from the property to the main road. There should be a point of contact for an emergency outside of the event, such as a hazardous material incident. We also recommend a sign posted on the outside of the facility of emergency contacts for emergency responders to make contact if the applicant is not present during the emergency. There are no further recommendations at this time.

Allison, Amy

From: Ryan McCallister <Ryan.McCallister@evergy.com>
Sent: Friday, October 11, 2024 11:25 AM
To: Allison, Amy
Subject: RE: DEV-24-125 Special Use Permit - Haro Rodeo

Notice: This email originated from outside this organization. Do not click on links or open attachments unless you trust the sender and know the content is safe.

Internal Use Only

Hey Amy,

Evergy has no conflict with this area. Let me know if there is anything else that I can help with.

Thanks!

Ryan McCallister

Evergy
Distribution Designer
ryan.mccallister@Evergy.com
O (785) 865-4844

From: Allison, Amy <AAllison@leavenworthcounty.gov>
Sent: Thursday, October 10, 2024 4:26 PM
To: Magaha, Chuck <cmagaha@lvsheriff.org>; Anderson, Kyle <KAnderson@leavenworthcounty.gov>; Miller, Jamie <JMiller@leavenworthcounty.gov>; Patzwald, Joshua <jpatzwald@lvsheriff.org>; Brown, Misty <MBrown@leavenworthcounty.gov>; Mitch Pleak <mpleak@olsson.com>; Noll, Bill <BNoll@leavenworthcounty.gov>; McAfee, Joe <JMcAfee@leavenworthcounty.gov>; Design Group Lawrence Service Center <designgrouponlawrenceservicecenter@evergy.com>; 'LVCO RWD10' <RWD10@conleysandu.com>; 'kritter@lvcofd2.com' <kritter@lvcofd2.com>; 'dritter@lvcofd2.com' <dritter@lvcofd2.com>
Cc: PZ <PZ@leavenworthcounty.gov>
Subject: RE: DEV-24-125 Special Use Permit - Haro Rodeo

This Message Is From an External Sender

This message came from outside your organization.

Report Suspicious

Good Afternoon,

The Department of Planning and Zoning has received a Special Use Permit application to operate a private rodeo event space at the property located at 21985 Cantrell Road.

The Planning Staff would appreciate your written input in consideration of the above request. Please review the attached information and forward any comments to us by Thursday, October 24, 2024.

If you have any questions or need additional information, please contact me at (913) 684-0465 or at pz@leavenworthcounty.gov

Thank you,

Allison, Amy

From: Anderson, Kyle
Sent: Wednesday, October 16, 2024 1:52 PM
To: Allison, Amy
Subject: RE: RE: DEV-24-125 Special Use Permit - Haro Rodeo

Multiple events have been held on this property without a Special Use Permit or Temporary Special Use Permit. After a codes court case they did apply for and receive a TSUP for their last event in July. Our office did not receive any complaints about that event.

Kyle Anderson
Environmental Technician/Code Enforcement
Leavenworth County Planning & Zoning
300 Walnut St. Ste. 212
Leavenworth, KS 66048
913-684-1084

Disclaimer: This message and any attachments are intended only for the use of the recipient or their authorized representative. The information provided in this email is limited in scope and response detail by available information, current zoning and subdivision regulations. Depending on the level of development, the applicable regulations can change. Final approval cannot be granted until a complete application has been submitted, reviewed and approved by the governing body. Nothing in this message or its contents should be interpreted to authorize or conclude approval by Leavenworth County.

From: Allison, Amy <AAllison@leavenworthcounty.gov>
Sent: Thursday, October 10, 2024 4:26 PM
To: Magaha, Chuck <cmagaha@lvsheriff.org>; Anderson, Kyle <KAnderson@leavenworthcounty.gov>; Miller, Jamie <JMiller@leavenworthcounty.gov>; Patzwald, Joshua <jpatzwald@lvsheriff.org>; Brown, Misty <MBrown@leavenworthcounty.gov>; Mitch Pleak <mpleak@olsson.com>; Noll, Bill <BNoll@leavenworthcounty.gov>; McAfee, Joe <JMcafee@leavenworthcounty.gov>; 'designgrouplawrenceservicecenter@evergy.com' <designgrouplawrenceservicecenter@evergy.com>; 'LVCO RWD10' <RWD10@conleysandu.com>; 'kritter@lvcofd2.com' <kritter@lvcofd2.com>; 'dritter@lvcofd2.com' <dritter@lvcofd2.com>
Cc: PZ <PZ@leavenworthcounty.gov>
Subject: RE: DEV-24-125 Special Use Permit - Haro Rodeo

Good Afternoon,

The Department of Planning and Zoning has received a Special Use Permit application to operate a private rodeo event space at the property located at 21985 Cantrell Road.

The Planning Staff would appreciate your written input in consideration of the above request. Please review the attached information and forward any comments to us by Thursday, October 24, 2024.

If you have any questions or need additional information, please contact me at (913) 684-0465 or at pz@leavenworthcounty.gov

Thank you,

Amy Allison, AICP
Deputy Director
Planning & Zoning

Allison, Amy

From: Dylan Ritter <dritter@lvcofd2.com>
Sent: Monday, October 21, 2024 2:34 PM
To: Allison, Amy
Cc: Magaha, Chuck; Anderson, Kyle; Miller, Jamie; Patzwald, Joshua; Brown, Misty; Mitch Pleak; Noll, Bill; McAfee, Joe; designgrouplawrenceservicecenter@evergy.com; LVCO RWD10; kritter@lvcofd2.com; PZ
Subject: Re: DEV-24-125 Special Use Permit - Haro Rodeo

Notice: This email originated from outside this organization. Do not click on links or open attachments unless you trust the sender and know the content is safe.

Leavenworth County Fire District #2 has no issues with this proposal.

However, we would recommend that the driveway be wide enough for both entry and exit to occur simultaneously. The goal being that people attending the rodeo be able to egress the property in a safe and timely manner in the event of an emergency.

On Thu, Oct 10, 2024 at 4:26 PM Allison, Amy <AAllison@leavenworthcounty.gov> wrote:

Good Afternoon,

The Department of Planning and Zoning has received a Special Use Permit application to operate a private rodeo event space at the property located at 21985 Cantrell Road.

The Planning Staff would appreciate your written input in consideration of the above request. Please review the attached information and forward any comments to us by Thursday, October 24, 2024.

If you have any questions or need additional information, please contact me at (913) 684-0465 or at pz@leavenworthcounty.gov

Thank you,

Amy Allison, AICP

Deputy Director

Planning & Zoning

Leavenworth County

913.364.5757

Disclaimer

This message and any attachments are intended only for the use of the recipient or their authorized representative. The information provided in this email is limited in scope and response detail by available information, current zoning and subdivision regulations. Depending on the level of development, the applicable regulations can change. Final approval cannot be granted until a complete application has been submitted, reviewed and approved by the governing body. Nothing in this message or its contents should be interpreted to authorize or conclude approval by Leavenworth County.

--

Dylan Ritter
Assistant Chief
Leavenworth County Fire District #2
100 Main Street
P.O. Box 270
Linwood, KS, 66052
(913) 339-8973



October 31, 2024

Amy Allison
Leavenworth County Planning & Zoning
300 Walnut St, Suite 212
Leavenworth, KS 66048

Re: Special Use Permit Application for 21985 Cantrell Rd – Haro Rodeo

Dear Ms. Allison.

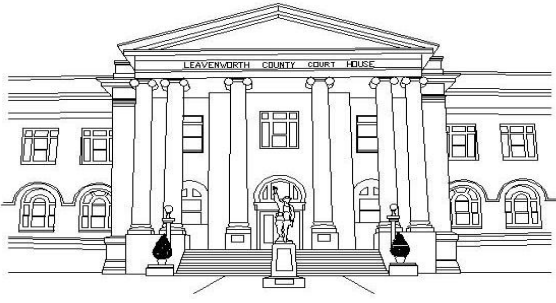
This letter is in response to your request for comments regarding the Special Use Permit Application for 21985 Cantrell Rd.

RWD10 has an existing main and can provide water service to this address with the purchase of a benefit unit.

If you have any additional questions or concerns, please do not hesitate to contact us.

Regards,

Steve Conley
Leavenworth County RWD10 | District Manager



COUNTY OF LEAVENWORTH

Department of Public Works

300 Walnut, Suite 007

Leavenworth, Kansas 66048-2815

Phone (913) 684-0470

Fax (913) 684-0473

December 23, 2024

Rodeo SUP DEV-24-125 – Public Works Review

The Public Works Department have reviewed the following documents:

- 2024.10.10 Application.
- 2024.11.08 Site Plan.
- 2024.12.13 Updated Narrative
- 2024.12.13 Turning Template seal date 7-1-24.

Below are comments from the received documents listed above. Based on the review of the requested information below, additional comments, investigations, and studies may be generated. Direct any questions to Amy Allison at aallison@leavenworthcounty.gov.

Cantrell Road is a two-lane gravel roadway with a width of approximately 21 feet.

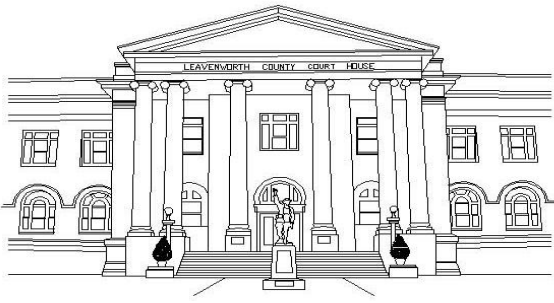
The SUP proposes 15 events a year. The rodeo event is the largest presented trip generator. If all events contained the same trips as the rodeo event the total trips per year for passenger vehicles would be 6,390 passenger trips and 60 commercial trips. Average trips per day would be 17.5 passenger trips and 0.16 commercial trips. The application states, the applicant will encourage vehicles to use 222nd Street to Cantrell Road for events. 222nd Street is a hard surfaced roadway. Cantrell Road is a gravel roadway. SUP's average daily trips proposed do not require a traffic impact study and physical roadway assessment for both gravel and hard surfaced roadways.

Additional Information Request:

1. Olsson Comment (10.18.24): Provide expected number of guests per event. Provide how many guests are expected per vehicle. Provide number of employees per event (assume one employee per vehicle).

Applicant Response (11.08.24): Updated narrative states employees will range between 3 to 10 depending on the event type. Events will include family gatherings, birthdays, weddings, rodeos with music and food, along with some being open to public. The proposed number of events will be approximately 52 per year.

Olsson Response (11.18.24): Provide additional detail for the type of proposed 52 events per year with an estimate of guests, guests per vehicle, employees, commercial vehicles, and support



COUNTY OF LEAVENWORTH

Department of Public Works

300 Walnut, Suite 007

Leavenworth, Kansas 66048-2815

Phone (913) 684-0470

Fax (913) 684-0473

vehicles (trash, food trucks, music trucks) for each. Update application to coordinate with the narrative.

Example:

- 20 family gathering events a year – Each event includes up to 40 guests (2 attendees per vehicle), 2 employees, 1 commercial vehicle (porta potty), 0 support vehicles. Events on Friday through Sunday – 12 pm to 8 pm.
- 10 birthday events a year – 20 guests (2 attendees per vehicle), 1 employee, 1 commercial vehicle (porta potty), 0 support vehicles. Events on Friday through Sunday – 12 pm to 8 pm.
- 10 wedding events a year – Each event includes up to 200 guests (2 attendees per vehicle), 5 employees, 2 commercial vehicles (trash truck and porta potty), 2 support vehicles (1 music and 1 food). Events on Friday through Sunday – 12 pm to 10 pm.
- 10 rodeo events a year – Each event includes up to 300 guests (2 attendees per vehicle), 50 truck and trailers (1 attendee per vehicle), 10 employees, 2 commercial vehicles (trash truck and porta potty), 2 support vehicles (1 music and 1 food). Events on Saturdays – 12 pm to 10 pm.

Note: Commercial vehicles, defined by TIF Policy, is: Commercial Vehicles (Vehicles with a greater classification than 12,000 lbs including trailer or daily combined gross vehicle(s) weight including trailer(s) greater than 60,000 lbs).

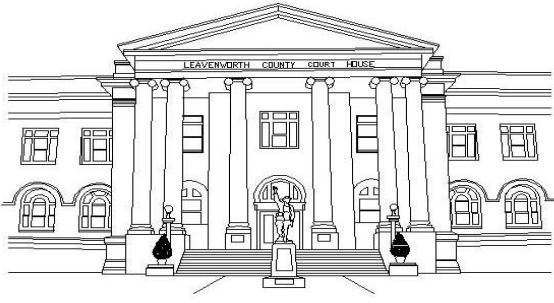
Applicant Response (12.13.24): 15 public events most of them rodeos a year-each event include 300 guests (2 attendees per vehicle), 50 truck with trailers (1 attendee per vehicle), 10 employees, 2 commercial vehicles (1 trash truck/1 porta potty), 3 support vehicles (2 food and 1 music). Smaller private events may occur on the property. There will be 400 parking spots provided on site, including parking for 50 trucks with trailers. Parking outside the property will not be provided.

Olsson Response (12.23.24): 11.08.2024 site plan depicting stalls contains 350 parking spaces (300 standard and 50 oversized). Provide a revised site plan depicting 400 parking spaces.

2. Olsson Comment (10.18.24): Clarify total number of trips expected per month. Reviewing application, is 800 the number of trips per event (400 in/400 out)?

Applicant Response (11.08.24): No response provided

Olsson Response (11.18.24): Repeat comment. Update application to coordinate with the narrative.



COUNTY OF LEAVENWORTH

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Applicant Response (12.13.24): The expected number of trips per month. Will varied depending on the events and type of events the number was about 400 (200 in and 200 out).

Olsson Response (12.23.24): No further comment.

3. Olsson Comment (10.18.24): Provide expected number of and size of livestock trailers anticipated for the event to the application. Per application, is four the total number of commercial vehicles being proposed to support each event (ie trash trucks, barricades) or is that the monthly number.

Applicant Response (11.08.24): No response provided.

Olsson Response (11.18.24): Repeat comment. Update application to coordinate with the narrative.

Applicant Response (12.13.24): Expected number of livestock trailers about 50.

Olsson Response (12.23.24): No further comment.

Public Work Comments:

1. Olsson Comment (10.18.24): No on street parking shall be allowed. All generated traffic shall be parked within the private site.

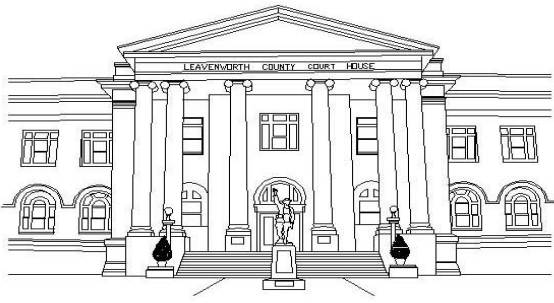
Applicant Response (11.08.24): The event will have parking staff on-site, keeping personal vehicles and vehicles with trailers separate, all parking will be taking place in the open fields on the property.

Olsson Response (11.18.24): No further comment.

2. Olsson Comment (10.18.24): Applicant to provide a turning template study to ensure driveway entrance size is adequate for trucks entering and exiting the site. Study shall be performed by a KS Professional Engineer.

Applicant Response (11.08.24): No response provided.

Olsson Response (11.18.24): Repeat comment.



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Applicant Response (12.13.24): Driveway template done by professional Kansas engineer David Lutgen.

Olsson Response (12.23.24): Driveway template proposes the driveway to be improved. Driveway to be improved including any necessary driveway storm pipe. 18 foot drive should extend south from the entrance approximately 42 feet to allow for truck and trailer exiting the property and allow an incoming truck and trailer to enter the property from the public street. Provide transition from 18-foot drive width to existing approximate 13-foot drive width. Contact County for permitting requirements.

3. Olsson Comment (10.18.24): Parking operations should be contained entirely on site; traffic should not queue onto the public road network when entering the site.

Applicant Response (11.08.24): The event will have parking staff on-site, keeping personal vehicles and vehicles with trailers separate, all parking will be taking place in the open fields on the property.

Olsson Response (11.18.24): No further comment.

4. Olsson Comment (10.18.24): The private driveway appears to be a dirt roadway with a width of approximately 12 feet, which would accommodate only one-way traffic. Designated bulb out areas will be required for vehicles that attempt to travel contraflow (need to support concurrent entering and exiting traffic). Provide locations with details on the site plan.

Applicant Response (11.08.24): No response provided.

Olsson Response (11.18.24): Repeat comment.

Applicant Response (12.13.24): The drive way is dirt road and two vehicle are able to come in and out at the same time since it is an open ground, the entrance gate is 20' wide.

Olsson Response (12.23.24): See Public Works comment #2 response dated 12.23.24. Applicant states adequate width is available on site for two way traffic

RESOLUTION 2025-06

A resolution of the Leavenworth County Kansas Board of County Commission, conditionally issuing a Special Use Permit for a fairgrounds – RJ Farm on the following described property:

Lot 1 in Whispering Plains, a subdivision in Leavenworth County, Kansas, according to the recorded plat thereof, in Leavenworth County, Kansas more commonly known as 00000 Cantrell Road.

WHEREAS, it is hereby found and determined that a request for a Special Use Permit as described above was filed with the Secretary of the Leavenworth County Planning Commission, on the 10th day of October, 2024, and

WHEREAS, it is hereby found that the Leavenworth County Planning Commission, after notice as required by law, did conduct a public hearing upon the granting of such request for a Special Use Permit on the 8th day of January, 2025; and

WHEREAS, it is hereby found that the Leavenworth County Planning Commission, based upon specific findings of fact incorporated by reference herein, did recommend that the Special Use Permit be conditionally approved, subject to special conditions as set forth; and

WHEREAS, the Board of County Commission considered, in session on the 5th day of February, 2025, the Applicant's request for the Special Use Permit and the recommendation of the Leavenworth County Planning Commission.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commission of Leavenworth County, Kansas, that:

- I. Based upon the recommendation and findings of fact of the Leavenworth County Planning Commission and the findings as set forth in the staff report and adopted by the Planning Commission and the findings of fact adopted by the Board of County Commission in regular session on the 5th day of February, 2025, and incorporated herein by reference, **Case No. DEV-24-125, Special Use Permit for a Fairground – RJ Farm is conditionally approved subject to the performance and observation of the conditions and stipulations set forth herein.**
- II. The SUP granted in Section I. is hereby contingent upon the performance and observations of the following additional and supplementary regulations, stipulations, condition and restrictions, of which any violations shall constitute an additional basis for revocation:
 1. Provide an updated site plan showing the location of the additional 50 parking spaces outlined in narrative.
 2. Property entrance shall be built to the specifications of the Driveway Template designed by David Lutgen. Applicant shall provide confirmation to staff by way of photographs to verify improvement.
 3. The applicant shall provide a certificate of general liability insurance in the amount of \$1,000,000 and shall indicate Leavenworth County as the certificate holder prior to commencement of activities on the site.
 4. Provide a copy of the contract for the Portable Toilet provider.
 5. The applicant shall comply with the Narrative submitted on December 12, 2024.

6. Events shall be limited to 15 events in a calendar year.
7. Occupancy for all events shall be limited to 300 people. Employees shall be limited to 15 people.
8. The conditional special use permit shall be limited to 1 (one) year.
9. No events shall take place inside the agricultural building.
10. There shall be no on-street parking allowed.
11. Traffic shall not queue onto the public road network when entering the site.
12. No events shall be allowed within any public rights-of-way.
13. No signage shall be allowed in the right-of-way. Sign permits shall be required for any on-site or off-site signage. The applicant shall provide an owner authorization form for any off-site signs. All signage shall comply with Article 25, Sign Regulations of the Leavenworth County Zoning and Subdivision Regulations.
14. Lighting generated from the event shall be limited 0.00 foot-candles net gain, as measured at the property line.
15. Noise generated from an event held at this facility including, but not limited to: live music, DJ, and noise from guests shall be limited to 60 decibels at the property line. No amplifiers will be permitted for any live music band.
16. No extension cords may cross driveways or drive aisles.
17. All dumpsters shall be screened from public right-of-way.
18. All garbage and animal waste must be removed from the property and disposed of in accordance with local and state requirements and within 2 business days of the event.
19. All portable restrooms must be maintained in a professional manner and removed from the property within 2 business days of the event.
20. The applicant shall comply with the following:
 - a. Leavenworth Fire District 2 email, dated October 18, 2024
 - b. RWD #10, dated October 31, 2024
 - c. Public Works memo, dated December 23, 2024
 - d. Emergency Management, dated December 12, 2024
21. That no public nuisance be allowed or created upon the subject real property.
22. This SUP shall comply with all local, state, and federal rules and regulations that may be applicable.
23. That the conditional Special Use Permit granted herein is subject to revocation upon the breaching of the conditions set forth herein, or any substantial change in the use of the subject property. The RJ Farm Events, and its assigns or successors in interest, hereby consent to, and authorize, entry onto the

subject property by employees or agents of the county for the purpose of inspecting the subject property for compliance with the conditions set forth herein.

III. This Resolution shall be in full force and effect from and after its adoption and publication in the Leavenworth Times.

located in Section 9, Township 12 South, Range 21, in Leavenworth County, Kansas more commonly known as 00000 Cantrell Road (PID No. 222-09-0-00-00-002.07).

Adopted this 5th day of February, 2025
Board of County Commission
Leavenworth, County, Kansas

Mike Smith, Chairman

ATTEST

Jeff Culbertson, Member

Fran Keppler

Vanessa Reid, Member

Willie Dove, Member

Mike Stieben, Member



Information Systems Department Quarterly Report

February 6, 2025

REPORT PERIOD: FOURTH QUARTER 2024

Budget

Total Budget	\$760,283.00
Total Expenditures	\$709,623.53
End of Year Balance	\$50,659.47

Personnel

Department is fully staffed.

A reorganization took place wherein a help desk technician position was abolished and a new deputy director position was created. This action was necessary in order to best transition to new departmental leadership due to anticipated retirement of the existing director. The new deputy director position has been filled.

Projects by Department or Category

Network Administration

Reconfigured the CJIS segment of our network in an effort to improve security.

There are three other network related projects we are looking at implementing in house. These efforts are targeted at improvements to security, routing and other optimizations. Details would be inappropriate to discuss in a public forum.

Server Administration

Applied security and software patches to the server farm and a multitude of applications and services.

Microsoft Exchange (Email)

Microsoft has proclaimed Exchange Server 2019 as end-of-life effective October of 2025. They have also decided to no longer offer the on-premise Exchange Server licensing that we have always utilized, which is forcing the county to make a decision to either change to a different email solution or migrate to Exchange Online. Meetings are being held and options are being researched. At the time of this report, the best option appears to be migrating to Exchange Online.

Transfer Station

Assisted Carolina Software with updating the Transfer's Station primary application called WasteWorks.

Cybersecurity

No security events took place during this reporting period.

Help Desk Activity (1/1/2024-12/31/2024)

1863 tickets, a decrease of ~12% for the same period of 2023 (2110 tickets).

DEPARTMENT	TICKETS		
	2024	2023	+/- %
Sheriff's Office	622	704	-12%
County Attorney's Office	172	210	-18%
District Court	171	247	-31%
Council on Aging	103	107	-4%
Treasurer's Office	101	101	-
EMS	89	77	+16%
Appraiser's Office	83	82	+1%
Information Systems	74	105	-30%
Register of Deeds	71	61	+16%
Human Resources	69	50	+38%
Public Works	66	81	-19%
Community Corrections	54	69	-22%
Clerk's Office	40	50	-20%
Commission/Administration	29	21	+38%
Planning and Zoning	28	38	-26%
Health Department	27	28	-4%
Transfer Station	23	33	-30%
GIS	21	22	-5%
KSU Extension Office	20	21	-5%
Buildings and Grounds	0	3	-100%
	1863	2110	-12%

This data represents documented service requests contained within the help desk management system and does not provide a complete view of all activity undertaken by the department.

The data shows that the Sheriff's Office generates about a third of the help desk tickets. The Sheriff's Office is the largest county "department". Sheriff's Office employees are very judicious in creating support tickets. On the county only side, end users are less likely to create tickets and more prone to phone calls for assistance or in person visits. These requests require the help desk technician remember to create a ticket after the fact, which lends itself to forgetfulness.

The Sheriff's Office has two full time IT Technicians dedicated to its office's tickets. Though, it is not uncommon for the county I.S. Department to be involved with the resolution of some issues as the required work may exceed the authorized scope of the Sheriff's Office technical division. Examples of this would be user account administration and modifications to the network or phone system.

The County I.S. Department had two help desk technicians and one senior technician through most of 2024. In 2025, we will be operating with one helpdesk technician and one senior technician. The data indicates a ticket to staff ratio of 414:1 for the county and 311:1 for the Sheriff's Office. Our current reorganization creates a county ratio of 620:1.



2/12/2025

Quarterly Report (Q1)

Leavenworth County, Human Resources

Monica Swigart, HR Administrator

Headcount

	2024				
	Headcount	Arrivals	Departures	Turnover	Avg Tenure
Q1 2024	424	23	29	6.8%	7.6
Q2 2024	427	30	26	6.1%	7.6
Q3 2024	441	32	19	4.3%	7.4
Q4 2024	435	28	33	7.6%	7.4
2024 Totals	432	113	107	24.8%	7.5 Years

	2023				
	Headcount	Arrivals	Departures	Turnover	Avg Tenure
Q1 2023	433	32	24	5.6%	7.9
Q2 2023	443	29	23	5.2%	7.8
Q3 2023	434	22	31	7.1%	7.7
Q4 2023	431	20	23	5.3%	7.6
2023 Totals	435	103	103	23.2%	7.7 Years

CURRENT & UPCOMING 2025

- Of the 107 departures in 2024, 85 were voluntary
 - 35 Better Pay/Benefits
 - 24 Personal Reasons
 - 17 Retirement
 - 4 Change Careers
 - 3 Job Abandonment
 - 2 Relocated
- W2's posted on Paylocity 1/17/25 and were mailed as well
- Would like to recognize Jenna for her hard work! Adjusting the 1/1 pay date to 12/31 and entering increases for the 1/29 check took many additional hours
- Wellness Incentive Program began 10/1/24 and currently has 63 employees and 16 spouses taking advantage of this discounted health premiums
- Safety Metrics
 - WC claims 2023 – 45
 - WC claims 2024 – 37
 - 2025 YTD - 2

Voluntary Departures 2024

- Better Pay/Benefits 41%
- Personal Reasons 28%
- Retirement 20%
- Change Careers 5%
- Job Abandment 4%
- Relocated 2%

