



City of Leavenworth  
100 N. 5<sup>th</sup> Street  
Leavenworth, Kansas 66048

CITY COMMISSION REGULAR MEETING  
COMMISSION CHAMBERS  
TUESDAY, JUNE 24, 2025 6:00 P.M.

Welcome to your City Commission Meeting – Please turn off or silence all cell phones during the meeting  
Meetings are televised everyday on Channel 2 at 6 p.m. and midnight and available for viewing on YouTube

**CALL TO ORDER** – Pledge of Allegiance Followed by Silent Meditation

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**PROCLAMATIONS:**

1. Parks & Recreation Month (pg. 02)

**OLD BUSINESS:**

**Consideration of Previous Meeting Minutes:**

2. Minutes from June 10, 2025 Regular Meeting **Action:** Motion (pg. 03)

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**NEW BUSINESS:**

**Public Comment:** *Public comment is limited to 3 minutes per speaker. In the interest of time, we ask that groups wishing to speak limit their public comment to one presenter. This is an opportunity for the City Commission to hear the thoughts of the public prior to conducting official City business. The Mayor, City Commission, and City staff have been asked not to respond to those giving public comment, and action may not be taken by the Commission on public comment items. The Mayor may direct staff to follow-up with specific individuals after the meeting. When speaking, please state your name and address. A signup sheet will be provided in the commission chambers for anyone wishing to speak.*

**General Items:**

3. Mayor's Appointments **Action:** Motion (pg. 07)  
4. Presentation of Proposed 2026 Operating Budget **Action:** None (pg. 08)

**Bids, Contracts and Agreements:**

5. Consider Award of Contract for Wastewater Treatment Plant Master Plan Update **Action:** Motion (pg. 09)  
6. Consider Award of Bid for CDBG Sidewalk Improvements Project – Kiowa Street **Action:** Motion (pg. 19)  
7. Consider Award of Bid for WPC Aeration Basin Blower Replacement **Action:** Motion (pg. 24)  
8. Consider Award of Bid for WPC Raw Sewage Basement Pump Room Repainting Project **Action:** Motion (pg. 26)

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**Consent Agenda:**

Claims for June 6 2025 through June 19, 2025, in the amount of \$1,675,720.11; Net amount for Payroll #12 effective June 13, 2025, in the amount of \$442,174.59 (No Police & Fire Pension). **Action:** Motion

**Other:**

**Adjournment**

**Action:** Motion

# City of Leavenworth, Kansas



## Proclamation

**WHEREAS,** *our parks and recreation are vitally important to establishing and maintaining the quality of life in our communities, ensuring the mental and emotional health of all citizens, and contributing to the economic and environmental well-being of a community and region; they build active communities that aid in the prevention of chronic disease, provide therapeutic recreation services for those who are mentally or physically disabled; and*

**WHEREAS,** *parks and recreation programs increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and*

**WHEREAS,** *parks and natural recreation areas improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development, and produce habitat for wildlife; and*

**WHEREAS,** *our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature; and*

**WHEREAS,** *the U.S. House of Representatives has designated July as Parks and Recreation Month; and*

**WHEREAS,** *the City of Leavenworth recognizes the benefits derived from parks and recreation resources.*

**NOW, THEREFORE,** I, Holly Pittman, Mayor of the City of Leavenworth, Kansas do hereby proclaim the month of July 2025 as:

## Parks & Recreation Month

*in the City of Leavenworth and I call upon all citizens and civic organizations of Leavenworth to observe this month, as sanctioned by the U.S. Congress, with appropriate ceremonies and activities.*

**IN WITNESS WHEREOF,** I set my hand and have affixed the Great Seal of the City of Leavenworth, Kansas this twenty-fourth day of June in the year of two-thousand and twenty-five.

\_\_\_\_\_  
Holly Pittman, Mayor

ATTEST:

\_\_\_\_\_  
Sarah Bodensteiner, CMC, City Clerk



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

City Commission Regular Meeting  
Commission Chambers  
Tuesday, June 10, 2025 6:00 p.m.

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

**Staff members present:** Assistant City Manager Penny Holler, Public Information Officer Melissa Bower, City Attorney David E. Waters and City Clerk Sarah Bodensteiner.

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

**PROCLAMATIONS:**

Mayor Pittman read a statement regarding her decision to present proclamations.

**The 2025 Celebration of Juneteenth** - Mayor Pittman read the proclamation recognizing the celebration of Juneteenth. The proclamation was accepted by Rev. Joseph Clark, President of the NAACP Leavenworth Chapter.

**Pride Month** - Mayor Pittman read the proclamation recognizing the month of June as Pride Month. The proclamation was accepted by Logan Pinedo with the Leavenworth Family Pride group.

**National Go Skateboarding Day** - Mayor Pittman read the proclamation recognizing June 21, 2025 as National Go Skateboarding Day. The proclamation was accepted by local skateboarders.

**OLD BUSINESS:**

**Consideration of Previous Meeting Minutes:**

Commissioner Hingula moved to accept the minutes from the May 27, 2025 regular meeting. Commissioner Martin seconded the motion and the motion was unanimously approved. Mayor Pittman declared the motion carried 5-0.

**Second Consideration Ordinances:**

**Second Consideration Ordinance No. 8263 Rescinding Certain Special Use Permits** – City Clerk Sarah Bodensteiner reviewed the Ordinance. There have been no changes since first introduced at the May 27, 2025 regular meeting.

Mayor Pittman called the roll and Ordinance 8263 was unanimously approved.

Commissioner Wilson stated he needed to recuse himself from the next agenda item and took a seat in the audience.

**Second Consideration Ordinance No. 8264 Allowing a Special Use Permit for an In-Home Child Care Center at 414 Pottawatomie Street** – Assistant City Manager Penny Holler reviewed the Ordinance. There have been no changes since first introduced at the May 27, 2025 regular meeting.

Mayor Pittman called the roll and Ordinance 8264 was unanimously approved.

Commissioner Wilson returned to the dais and rejoined the meeting.

**NEW BUSINESS:**

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

Mike Steiben, 19020 252<sup>nd</sup> St, Tonganoxie:

- Addressed concerns about the Pride Month Proclamation
- Addressed issues with books available at the library
- Wants to work together and have unity

Vanessa Reid, 2942 Goddard Circle:

- Concerned about how meetings are conducted at the City
- Feels public comment should be before proclamations
- Feels the proclamations are a personal agenda of the Mayor
- Requests people reflect on their values

Ruben Gonzalez, 12508 Augusta Drive, KCKS:

- Pastor of a church in Leavenworth
- Sees brokenness in the city
- Feels society's desire to be 'okay with culture' by having a Pride Proclamation

Debbie Cowans, 528 Chestnut Street:

- Read a letter from former State Representative Tony Barton opposing the Pride Month Proclamation

Bethany Gonzalez, 12508 Augusta Drive, KCKS:

- Provided statistics between LGBTQ and heterosexual peers
- Does not agree with Pride parades
- Concerned with mental health

William Nestler, 1101 Tamarisk Drive:

- Asked the commission if there has been discrimination in the LGBTQ community
- Should pass laws to protect the LGBTQ community and not parade them around

William Rogers, 7372 Yecker Ave, KCKS:

- Wanted to talk about love tonight
- Mentioned the Loving vs. Virginia decision regarding interracial marriage
- Mentioned Michael McConnell and Jack Baker who were the first to legally marry in 1971 in Minnesota

- Mentioned he'll have been married for 40 years in 2 weeks

Mike Trapp, 707 S Broadway:

- Appreciated the City's recognition of Pride Month
- Thanked the City for pursuing their land use powers regarding the CoreCivic issue
- Invited the community out on June 12th at O'Shea conference room at Sisters of Charity for a discussion/planning session to ensure voices are heard regarding the CoreCivic issue

**Staff Report:**

**Camp Leavenworth Update** – Assistant City Manager Penny Holler introduced Kelli O'Neill Wenzel with O'Neill Events and Management who provided an update on Camp Leavenworth. Updates included:

- There is an advisory board weekly meeting to get more feedback and ideas with key stakeholders
- Main Street is going to revamp the app for Camp Leavenworth
- Vendors and Food Truck signups are open
- 5 Bands are secured, both local and a headliner
- Exploring the marketing: bridge radio station, shifting dollars to digital
- Unable to obtain a carnival operator for this year, but will continue to plan for that in the future
- Looking to refresh other popular events
- Looking at adding a pickleball tournament
- 5K is back and working on military flyover
- Looking for sponsors and businesses to support the festival: allows us to grow the event

**Consent Agenda:**

Commissioner Martin moved to approve claims for May 23, 2025 through June 5, 2025, in the amount of \$2,331,339.61; Net amount for Payroll # 11 effective May 30, 2025 in the amount of \$443,245.19 (No Police & Fire Pension) Commissioner Bauder seconded the motion and the motion was unanimously approved. Mayor Pittman declared the motion carried 5-0.

**Other:**

Assistant City Manager Penny Holler:

- Mentioned the .gov website site change, the old .org will redirect you to the new site

Commissioner Hingula:

- Summer is here, and there are a lot of activities going on
- God bless

Commissioner Wilson:

- God bless, we are one community
- Happy Father's Day
- Have a great week and enjoy the weekend

Commissioner Martin:

- Mayor's proclamation on Pride Month does not reflect the views of all the commissioners or the city as a whole
- We are all equal in God's eye; it matters what God says

- World has its own view of what love is
- It's not about putting diversity first, it's about putting God first

Commissioner Bauder:

- Believe people have a right to be who they are and love who they want
- Don't feel that people should be judgmental
- Mentioned door to door solicitors and what licensing is needed

Mayor Pittman:

- Congratulated Jermaine Wilson as a recipient for the Sigma's Father of the Year Award
- Juneteenth is this weekend with the parade and festival
- Sweet Exchange Bake Sale is this Saturday to help the Deeper Window Association

**Adjournment:**

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

Time Meeting Adjourned 7:06 p.m.

Minutes taken by City Clerk Sarah Bodensteiner, CMC

**MAYOR'S APPOINTMENTS**

**JUNE 24, 2025**

**Mayor Pittman**

*"Move to*

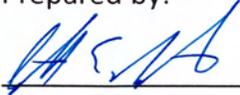
*Appoint to the **Building Code Board of Appeals** Michael Powell to a term ending May 1, 2030.*

**Requires a second and vote by the Governing Body.**

**POLICY REPORT**  
**Presentation of Proposed 2026 Operating Budget**

**June 24, 2025**

Prepared by:



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Scott Peterson  
City Manager

**SUBJECT:**

I will present an overview of the proposed operating budget for fiscal year 2026 (January 1, 2026 to December 31, 2026). A copy of the presentation will be handed out at this meeting.

As a reminder, budget work sessions are scheduled for Monday, July 14 from 8:30 a.m. until complete at City Hall.

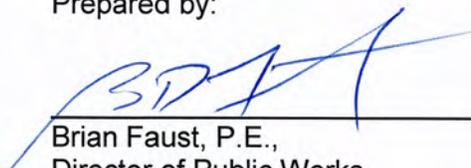
POLICY REPORT PWD NO. 25-28

REVIEW THE SCOPE OF SERVICES AND CONTRACT AWARD  
WITH BLACK & VEATCH RELATED TO UPDATE OF THE  
WASTEWATER TREATMENT PLANT MASTER PLAN

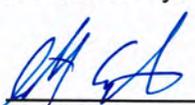
Project 2025-015

June 24, 2025

Prepared by:

  
Brian Faust, P.E.,  
Director of Public Works

Reviewed by:

  
Scott Peterson,  
City Manager

**ISSUE:**

Review the Scope of Services and possible contract award for updating the Wastewater Treatment Plant (WWTP) Master Plan.

**BACKGROUND:**

The City's current WWTP is approaching the end of its operational life and upcoming regulatory requirements will likely not be obtainable with our existing Trickling Filters. An updated master plan is needed to: (1) determine the type of treatment that will be most cost effective while meeting discharge limits and (2) define the layout for an updated plant and what components of the existing plant can be reused. This will help ensure that the City of Leavenworth continues to meet current and future state and federal regulations and provide sufficient capacity to support residential, commercial and industrial growth in the community.

Black & Veatch designed the upgrades to the old facility back in the mid-1970s, performed the 2010 Master Plan Update and designed the UV Disinfection System that was construction in 2012.

From the Scope of Services: This study will evaluate the capacity of the existing Wastewater Treatment Facility (WWTF) to meet discharge requirements and recommend improvements for a future planning period. The Kansas Department of Health and Environment (KDHE) has issued a National Pollutant Discharge Elimination System (NPDES) permit with suggested changes in operation and/or construction improvements to maximize the level of nutrient removal with the intent of achieving future Biological Nutrient Removal (BNR) goals.

**BUDGET IMPACT:**

Funding for this project is from the Sewer Fund Reserves.

**RECOMMENDATION:**

Staff recommends the City Commission authorize the Mayor to sign a contract with Black & Veatch in a not-to-exceed amount of \$370,019 for the 2025 Wastewater Treatment Plant Master Plan Update.

**ATTACHMENTS**

- Attachment A – Scope of Services
- Fee Determination - Black & Veatch

ATTACHMENT A  
TO  
CONTRACT FOR ENGINEERING SERVICES

Owner: City of Leavenworth  
Engineer: Black & Veatch Corporation  
Project: 2010 Master Plan Update

**I. GENERAL PROJECT DESCRIPTION**

The Scope of Services described in this attachment is to perform an update to the 2010 Master Plan. The updated Master Plan will include:

A study to evaluate the capacity of the existing Wastewater Treatment Facility (WWTF) to meet discharge requirements and to recommend improvements for a future planning period. The Kansas Department of Health and Environment (KDHE) has issued a National Pollutant Discharge Elimination System (NPDES) permit with suggested changes in operation and/or construction improvements to maximize the level of nutrient removal with the intent of achieving future Biological Nutrient Removal (BNR) goals.

The proposed study will provide a guide for future projects with recommended improvements to keep the treatment facility in compliance with current and anticipated future NPDES discharge permit parameters. In particular, the study will involve the following tasks:

1. Evaluate existing hydraulic and organic loads for the treatment facility and develop a long-range plan to meet all treatment and discharge requirements through year 2050. Identify plant modifications that can be implemented in a phased approach as loads or flows increase or discharge permit limits change.
2. Evaluate alternative facility improvements to reduce nutrient levels in the plant effluent based on the future anticipated permit goals for total nitrogen and phosphorus. Develop a plan to implement recommended facility improvements in the future, if required by KDHE, allowing the Owner to comply with the following treatment goals as indicated in the current plant's NPDES permit effective March 1, 2023:
  - BNR level goals: 10.0 mg/L Total Nitrogen (TN); 1.0 mg/L Total Phosphorus (TP).
3. Engineer will review the existing solids facilities and operations. Engineer will provide new solids loading for the existing system. A wet weather management/treatment alternative will be developed for use with the nutrient control alternative.

City of Leavenworth  
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5/27/2025

4. Evaluate the Owner's current Capital Improvements Plan (CIP) and make recommendation of whether items associated with the CIP should be implemented as planned or delay with construction of the recommended treatment improvements.
5. Evaluate funding options available to the Owner to be utilized for construction of the future treatment improvements.
6. Provide conceptual costs and implementation plan for the recommended treatment improvements.

## **II. SCOPE OF SERVICES**

The scope of services shall include the following phases:

- Phase 100 – Project Administration
- Phase 200 – Master Plan Update

These services are further defined in specific phases of the work that follow. Work under Phases 100 and 200 will not start until Owner has authorized the Engineer in writing to proceed.

### **PHASE 100 – PROJECT ADMINISTRATION**

1. Administration Services. Engineer will provide the management functions required to successfully complete the work associated with this scope of services, including project correspondence with the Owner; consultation with the Owner's staff; supervision and coordination of the Services; implementation of a workflow plan; scheduling and assignment of personnel resources and continuous monitoring of work progress; quality control reviews; and invoicing for the work performed.

### **PHASE 200 – MASTER PLAN UPDATE**

1. Project Initiation Meeting.
  - a. Engineer will conduct a Project Initiation Meeting at the Owner's facility to discuss the scope of work, review pertinent available data, project staffing, organization, and lines of communication; and present Engineer's initial work plan and schedule to confirm they meet the Owner's expectations. Agenda and schedule will be provided to Owner seven (7) days prior the Project Initiation Meeting.

The Project Work Plan will include the following:

- Project organization with organization chart
- Project and Owner team roles, phone numbers and email addresses
- Communication procedures
- Document control and distribution procedures
- Project schedule
- Workflows description/deliverables

Objectives of this meeting include the following:

- Confirm project objectives and goals.
  - Confirm project deliverables, schedule, and coordination/communication protocols.
  - Evaluate initial alternatives to be reviewed and refine final list.
- b. Engineer will prepare a summary of the meeting minutes of the Project Initiation Meeting and distribute to the Owner in a pdf format.
2. Kansas Department of Health and Environment (KDHE) Coordination and Permit Strategy.
- a. KDHE preliminary coordination meeting. Engineer shall assist the Owner in facilitating a meeting with KDHE to discuss regulatory strategy. Topics to discuss with KDHE include the following: requirements for and timing of Nutrient Removal (Goal) Limits for the plant's NPDES and future permit limits with temporary variances during construction. Engineer will be prepared to make, or assist the Owner, in the meeting presentation to the KDHE. Engineer and Owner will attend meetings with KDHE at the Topeka, Kansas office. Engineer will prepare a summary of the KDHE meeting minutes and distribute to the Owner and other attendees in a pdf format. A total of two (2) meetings are anticipated.
3. Nutrient Treatment Alternatives.
- a. Review up to 36 months of plant performance data and other plant records to determine historical flows and plant loadings. Recommend sampling of influent and effluent to characterize wastewater loadings. Engineer will develop a Sampling Plan.
- 1.) Owner to collect two weeks of composite influent, primary effluent, and secondary effluent samples for measurement of COD, ffCOD, BOD, ffBOD, TSS, VSS, TKN, TP, Ortho-P and NH3-N, and perform VFA analysis on influent samples only. During the two weeks of composite data collection, perform two days of diurnal sampling to obtain composite samples every two hours for a 24-hour period. Diurnal sampling will include analysis for all of parameters listed above. Engineer to provide confirmation that conditions are acceptable for sampling prior to Owner initiating this work. Engineer to prepare a Technical Memorandum (TM) summarizing this data.
- 2.) Meet with Owner and finalize TM. Engineer will conduct one (1) meeting at the Owner's Facilities to review the TM. TM will be updated and finalized based on

discussion during this meeting. Engineer will distribute the TM to the Owner in a pdf format.

- b. Engineer will develop facility models which will include process modeling and hydraulic modeling.
  - Dynamic treatment process modeling software (such as GPS-X, BioWin or SUMO) will be used to develop a full-plant process model which will be calibrated with information received in Task 3.b. The process model will be modified as needed to evaluate alternative process configurations and quantify operational considerations to support evaluations throughout the Study.
  - A hydraulic model will be developed and calibrated to document the existing hydraulic profile for the Leavenworth WWTF. Once the existing model is field calibrated, additional hydraulic model runs will be completed and documented as different process conditions and designs are evaluated throughout this Study.
- c. Using future wastewater flows based on population projections and allowances for potential new industries provided by the Owner; establish the average annual and maximum month design flows, maximum peak flow, flow ranges and patterns, and hydraulic capacity of existing and expanded facilities.
- d. Develop a nutrient control alternative for consideration. Engineer will evaluate up to three (3) alternatives. Alternatives will include:
  - Biological phosphorus removal
    - Existing primary clarifiers with activated sludge
    - Aerobic granular sludge (No primary clarifiers)
  - Chemical phosphorus removal
    - Biological aerated filter

Each alternative shall have the flexibility to first achieve BNR effluent quality. The general impact of each alternative on future facility requirements and plant hydraulic profile will be identified. Engineer will develop a baseline alternative that utilizes sidestream mixed liquor (or RAS) fermentation and conventional BNR technology.

- e. Engineer will develop and evaluate options for carbon supplementation. The evaluation will compare the use of a gravity thickener for primary sludge fermentation and VFA production to offset the costs of purchasing chemicals for the required carbon supplementation. The two alternatives will be evaluated on three major categories: (1) Cost components, (2) Non-cost criteria, and (3) Risks criteria, with appropriate weighting factors for each category.
- f. Engineer will review the existing solids facilities and operations. Engineer will develop and evaluate options for solids facilities disposal and operations. The evaluation will compare three disposal options including the current operation and two other disposal methods consisting of a Class B and A operations. Engineer will provide review of the regulatory landscape as part of the evaluation. The two alternatives will be evaluated on three major categories: (1) Cost components, (2) Non-cost criteria, and (3) Risks criteria, with appropriate weighting factors for each category.
- g. Engineer will review the Owner's wet weather strategies and impacts on the nutrient control facilities. Engineer will evaluate up to two (2) alternatives. Alternatives will include:
  - Excess flow holding basins

- Disk cloth filters

The two alternatives will be evaluated on three major categories: (1) Cost components, (2) Non-cost criteria, and (3) Risks criteria, with appropriate weighting factors for each category.

- h. Engineer will review other existing facilities and provide recommended improvements. Facilities include influent screening and pumping and grit removal.
  - i. Engineer will compile a draft TM summarizing the results of the overall evaluations. The TM will include evaluation based on three major categories: (1) Cost components, (2) Non-cost criteria, and (3) Risks criteria, with appropriate weighting factors for each category. Engineer will submit to Owner five (5) draft copies and one (1) in a pdf format for review.
  - j. Engineer will conduct a meeting at Owner's facilities to review the TM. TM will be updated and finalized based on discussion during this meeting. Engineer will distribute the TM to the Owner in a pdf format.
4. Disinfection Alternatives.
    - a. Engineer will evaluate options to upgrade the existing ultraviolet disinfection (UV) system. It is anticipated that UV disinfection will be utilized for disinfection of dry and wet weather flows. Evaluate up to two (2) potential UV equipment manufacturers, the base case Trojan Signa and one (1) other option. Perform comparison of equipment capabilities and installation base on wet weather and review with Owner. Coordinate plant effluent water system with the development of the disinfection facility layout.
    - b. Engineer will compile a draft TM summarizing the results of the evaluations. The TM will include evaluation based on three major categories: (1) Cost components, (2) Non-cost criteria, and (3) Risks criteria, with appropriate weighting factors for each category. Engineer will submit to Owner (5) draft copies and one (1) in a pdf format of the TM to Owner for review.
    - c. Engineer will conduct a meeting at Owner's facilities to review the TM. TM will be updated and finalized based on discussion during this meeting. Engineer will distribute the TM to the Owner in a pdf format.
  5. Capital Improvement Program (CIP) Review.
    - a. Engineer will review the Owners existing CIP program. Engineer will make recommendation of whether items associated with the current CIP be implemented as planned or delay with the construction of the newly recommended nutrient treatment improvements. Engineer will provide an implementation schedule for CIP items that will proceed prior to construction of the nutrient removal facilities.
  6. Funding Strategy.
    - a. Engineer will help assist Owner to develop, identify, and assess the applicability of funding and financing sources for the infrastructure improvements identified in the updated Master Plan. The Funding Strategy will identify and document potential local funding mechanisms and approaches from Local, State, Federal and private sector investments to help fund components identified and the ongoing operation and maintenance of the WWTF. The Funding Strategy includes information such as funding

cycles, match requirements, administrative burden, and special considerations. Funding sources recommendation, at a minimum, will include State Revolving Funds, EPA Water Infrastructure Finance loan, and Innovation Act (WIFIA) and the Defense Community Infrastructure Program.

7. Opinion of Probable Construction Cost.
  - a. Based upon the preferred alternative options an opinion of probable construction cost (OPCC) will be developed. The OPCC will follow the recommendations of the Association for the Advancement of Cost Engineering (AACE) International Recommended practice No. 18R regarding methodology and accuracy. The cost opinion will be a Class 5 Cost, which is defined as a conceptual screening type of estimate with a project maturity level of 0% - 2%. This type of cost estimate is intended to be used for screening, planning, initial viability, and study purposes and is an order-of-magnitude type of estimate and is used based using budgetary type quotations that have been received by the Engineer for similar technologies. A draft OPCC will be prepared and summarized (tabular) in a pdf format. Engineer will distribute the OPCC to the Owner in a pdf format.
  
8. Develop Long Range Master Plan Update.
  - a. Develop recommendations to update the 2010 Master Plan Update covering the planning period through year 2050. All information and analysis generated during the evaluations shall be compiled, organized, and included in the update. The technical memoranda developed for the evaluations will be written as portions of the study. Elements of that plan will include the identification of capital improvement projects to rehabilitate, replace, upgrade, and expand treatment units to treat loads and regulatory impacts over the planning period. Develop capital values for each of the projects based on agreed upon contingency factors, indexed to year 2025 prices. Engineer will submit to Owner five (5) draft copies and one (1) in a pdf format for review.
  - b. Engineer will conduct one (1) meeting at the Owner's facilities to review the Master Plan. The study will be finalized based on discussion during the meeting. Engineer will distribute eight (8) hard copies and one (1) in a pdf format to the Owner.
  
9. City Commission Meetings.
  - a. Engineer will assist the Owner in participation at up to two (2) City Commission meetings. Engineer will be prepared to make, or assist the Owner, in a public presentation to the City Commission on the Master Plan update process to provide information and accept input and guidance. Engineer will provide presentation materials and hand-outs for each meeting.

### III. SCHEDULES

Scope of Services is anticipated to be performed as shown below.

Project Administration

June 2025 – October 2025

City of Leavenworth  
Master Plan Update  
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#### IV. SUPPLEMENTAL SERVICES

Certain assumptions have been made in preparing this Scope of Services. To the extent possible, they are stated herein and are reflected in the budget for services. If the work tasks or level of effort required are different from the assumptions presented, or if the Owner desires additional services (Supplemental Services), the resultant change may serve as a basis for modifying the Agreement as agreed upon by both the Owner and Engineer.

Supplemental services are not in the scope of work for this contract. These services will be performed at Owner's request with compensation adjustments. Supplemental services that Owner might choose to add to the scope of services include, but are not limited to, the following items:

A. Additional services shall include, but are not limited to:

- Assistance in financially related transactions for the project.
- Safety and Security Assessments.
- Value Engineering reviews and services. Revision of designs, drawings, and specifications to incorporate changes arising from the Value Engineering review.
- Additional meetings or permitting requirements with local, State, or Federal agencies to discuss the project.
- An environmental assessment report and/or environmental impact statement as requested by Owner or required by review agencies.
- Appearances at public hearings or before special boards.
- Establishing a project communications site.
- Surveys, geotechnical borings, or aerial/drone photographs.
- 3-D Modeling, Renderings or Photo realistic drawings.
- Conducting pilot plant studies, sampling, and tests other than those previously included.
- Excessive visits to the plant for Condition Assessment or CIP.
- Additions to an engineering report to update or revise original recommendations.
- Supplemental engineering work required to meet the requirements of regulatory or funding agencies that become effective after the date of this agreement.
- Services resulting from significant delays, changes, or price increases caused directly or indirectly by shortages of materials, equipment, or energy.
- Changes in the general scope, extent, or character of the project, including, but not limited to:
  - Changes in size or complexity.
  - Owner's schedule, design, or character of construction.

## **V. OWNER'S RESPONSIBILITIES**

The Owner will furnish, as required by the work and not at the expense of the Engineer, the following items:

1. All maps, drawings, reports, records, audits, annual reports, and other data that are available in the files of the Owner and which may be useful in the work involved under this contract.
2. Provide forecasts of population growth for the Owner.
3. The services of at least one of the Owner's employees or staff who has the right of entry to, and who has knowledge of, the existing WWTP and collection system facilities.
4. Access to public and private property when required in performance of the Engineer's services.
5. All past plant assessment information, plant equipment preventative maintenance record forms, service reports, and additional information that the Owner may have on existing equipment or facilities at the Leavenworth WWTF.
6. Collection of samples and completion of analysis of samples as identified in the Sampling plan.
7. Coordination of other Owner agencies.
8. Releases to the news media concerning the project as approved by Owner.
9. And any other information to be determined.

		Staffing Summary																	Hours	Labor	Subcontract	Travel Expenses	PM&M Expenses	Project Total		
Client Position	Project Director	Project Manager	Chief/Typical/Exec/Asst	Manager/General	CADD/Technical/Checker - S	CADD/Technical/Checker - Other	S Estimator	S Engineering Manager	Engineering Manager	Design Engineer Level 3	Design Engineer Level 1	S Process Engineer	S Process Engineer - 2	Process Engineer - 3	S Process Engineer - 1	S Process Engineer - 4	S Process Engineer - C	CADD/Technical/Checker - Other								
Discipline	PM&S - Project Management	PM&S - Project Management	PM&S - Project Admin Support	PM&S - Project Controls	PM&S - Project Accounting	PM&S - Project Billing	PM&S - Project Estimating	PM&S - Quality	Design Engineer	EIE - Civil	EIE - Mechanical	EIE - Process Engineering	MEP/Process													
Sub-Discipline	PM - PD/CD	PM - PM	Admin - Gen	PJC - General	Accounting - General	Billing - General	Estim - General	Qual - Gen	Civil - Treatment Facilities	Civil - Treatment Facilities	Mech - Bys - Equip	Proc Eng - Waterwaste	VOOC - Civil													
Additional Information																										
HOURLY/COPT TOTALS BY USD \$		30	94	47	25	18	93	27	51	261	421	64	62	151	492	18	32	40			1,870					
BILLING RATE BY DISCIPLINE \$		300.00	310.00	87.50	170.00	114.00	144.00	225.00	274.00	243.00	170.00	225.00	243.00	241.00	147.00	243.00	243.00	244.00								
CONTRACT TOTALS BY USD \$		9,000	29,140	4,114	4,975	2,088	1,850	6,045	14,178	52,818	73,475	15,207	16,166	53,271	72,224	5,274	5,720	5,760			348,999		5,000		370,419	
Task	Description																									
Task 1	Task 100 - Project Administration																									
101	Administration Services	16	16	16	20	18	13														88				18,358	
	Task 1 Subtotals	16	16	16	20	18	13														88				18,358	
Task 2	Task 200 - Water Plan Update																									
201	Meet Project Initiation meeting								4					1	6						11				3,077	
202	Develop meeting minutes & deliver to Owner								1					1	4						6				1,672	
203	Attend up to two (2) EIR/CE meetings	4	4	4						4				2	4						14				3,942	
204	Review 30 months of Water Data/Develop Sampling Plan													48	83						136		210		17,023	
205	Develop T&E Survey to Owner								1					4	26						31				7,318	
206	Meet with Owner and Analyze TM								1					2	5						3				2,368	
207	Develop Curative Treatment Study													4	42						46			133	10,882	
208	Develop Hydraulic Model of WWTTP							7	24	62				4	10	42					87				20,348	
209	Enhance Aerial/ground and Map/Depth Design Plans								2	10				2	8	14					36				8,516	
210	Equip Primary Clarifiers with/without Sludge Option								6	20				2	8	20					56				12,514	
211	Ambient Granular Sludge Option								6	20				2	8	20					56				12,514	
212	Biological Aeration Filter Option								6	20				2	8	20					56				12,514	
213	Gravel Treatment Option								4	14				2	8	20					40				10,048	
214	Facilities of Chemical Option								4	14				2	8	20					40				10,048	
215	Developed Unit Based Design Options								12	36				4	16	36					96		36	34	18,008	
216	Develop Flow Modeling Studies Option								2	6				1	4	10					13				3,544	
217	Cost/Quality Study Option								2	6				1	4	10					13				3,544	
218	Provide recommendation of ailing facilities								2	6				1	4	10					13				3,544	
219	Develop TM and Submit to Owner								26	40				4	16	36					100				18,580	
220	Meet with Owner and Review TM								6	14				2	8	20					30			120	17,200	
221	Develop up to two (2) options								5	15				2	6	12					23				5,222	
222	Draft TM and Submit to Owner								5	15				2	6	12					23			120	9,200	
223	Meet with Owner and Review TM								4	10				2	6	12					20				8,913	
224	Review EIR/CEP and make Recommendations								4	10				2	6	12					20				4,980	
225	Develop Funding Strategy								12	36				4	16	36					72				7,417	
226	Develop update Master Plan and Submit to Owner								12	36				4	16	36					72				15,136	
227	Meet with Owner and Review Master Plan								32	72				4	16	36					108				20,444	
228	Develop update Master Plan and Submit to Owner								8	24				4	16	36					40				41,007	
229	Meet with Owner and Review Master Plan								4	12				2	8	20					20				4,107	
230	Attend up to two (2) City Commission meetings								4	12				4	16	36					40					8,017
	Task 2 Subtotals	14	46	37	27	27	27	51	201	421	64	62	151	492	18	32	40	40	40		3,221		356,440	5,000	351,440	

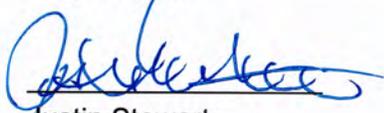
POLICY REPORT PWD NO. 25-29

CONSIDER APPROVAL OF LOW BID FOR CONSTRUCTION OF THE  
2025 CDBG SIDEWALK IMPROVEMENTS PROJECT  
KIOWA STREET (4th Street to 2nd Street)

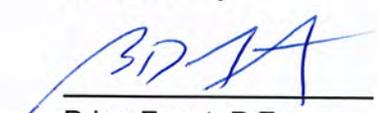
City Project 2025-002

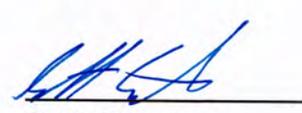
June 24, 2025

Prepared by:

  
Justin Stewart,  
Project Manager

Reviewed by:

  
Brian Faust, P.E.,  
Director of Public Works

  
Scott Peterson,  
City Manager

**ISSUE:**

Consider bids received and possible award of the 2025 CDBG Sidewalk Improvements Project on Kiowa Street.

**BACKGROUND:**

This project is part of the on-going sidewalk repair and replacement work partially funded by the City's portion of the countywide sales tax.

For 2025, funding is available to complete a section of sidewalk on Kiowa Street from 4th Street to 2nd Street. In addition to dedicated sidewalk funding, Community Development is providing CDBG funding to assist with the project.

CDBG funding is subject to federal regulations and an environmental review and request for release of funds, from HUD, was completed. Results of the environmental review reveal the Northern Long-Eared Bat is a threatened endangered species. The USFWS Kansas Ecological Services Field Office reviewed the project and recommends that any tree clearing take place outside of June and July due to pup-rearing months for the Northern Long-Eared Bat.

The project plans were prepared by City Staff and the project was advertised for bid in the Leavenworth Times and on our BONFIRE website. Bids were accepted on June 13, 2025 and the bid results are shown below and in the attached bid tabulation.

Company	City	Base Total Bid
Baker Construction	Leavenworth, KS	\$ 96,737.50
Linaweaver Construction	Lansing, KS	\$105,723.00
Lexeco	Leavenworth, KS	\$136,563.55
<i>Engineer's Estimate</i>		<i>\$105,182.50</i>

Baker Construction was the low bidder and have met all of the bidding requirements. They have completed several projects for the City in previous years and the prior work was completed within the required timeframe and specifications. The company has completed numerous concrete projects for other cities in Kansas and Missouri and has the experience to satisfactorily perform this work for the City of Leavenworth.

The sidewalk improvements are expected to begin no later than July 21, 2025 with completion in 30 calendar days. The project consists of new ADA compliant ramps, sidewalks, curbs, and drive entrances along the north and south sides of Kiowa Street from 4th east to 2nd Street.

Inspection will be by City Staff.

**POLICY:**

The City Commission generally awards a contract to the lowest bidder if the bid is less than the Engineer's Estimate and whose evaluation by the City indicates that the award will be in the best interest of the City. The qualified low bid from Baker Construction was under the Engineer's Estimate and the contractor is well qualified for this work.

**BUDGET IMPACT:**

The total project cost is \$96,737.50. There is CDBG funding available in the amount of \$82,637. The CDBG Funds will cover most of the cost of this project with the remaining coming from the Streets Capital Projects Fund – Annual Sidewalk Program.

**RECOMMENDATION:**

Staff recommends that the City Commission approve the qualified low bid submitted by Baker Construction for the 2025 CDBG Sidewalk Improvements Project on Kiowa Street between 4th Street and 2nd Street in the amount of \$96,737.50.

**ATTACHMENTS:**

Bid Tabs  
Project Site Map  
Annual Sidewalk Program – CIP Funding Sheet

City of Leavenworth  
 2025 CDBG Sidewalk Improvements  
 Project 2025-002  
 Bid Tabs

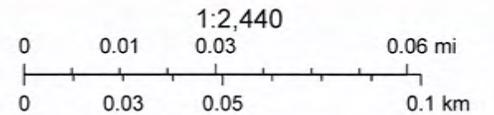


				Engineers Est.		Baker Construction		Linaweaver Construction		Leavenworth Excavating		Average
Kiowa Street (4th St. to 2nd St.)						Unit	Extension	Unit	Extension	Unit	Extension	
1	Mobilization	LS	1	\$ 10,000.00	\$ 10,000.00	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00	\$ 5,000.00	\$ 13,600.00	\$ 13,600.00	\$ 7,033.33
2	Contractor Construction Staking	LS	1	\$ 2,000.00	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00	\$ 2,500.00	\$ 2,500.00	\$ 1,900.00	\$ 1,900.00	\$ 1,800.00
3	Clearing & Grubbing	LS	1	\$ 1,500.00	\$ 1,500.00	\$ 1,000.00	\$ 1,000.00	\$ 1,500.00	\$ 1,500.00	\$ 3,000.00	\$ 3,000.00	\$ 1,833.33
4	Stormwater Pollution Prevention (Erosion Control)	LS	1	\$ 1,500.00	\$ 1,500.00	\$ 2,500.00	\$ 2,500.00	\$ 500.00	\$ 500.00	\$ 1,600.00	\$ 1,600.00	\$ 1,533.33
5	Traffic Control	LS	1	\$ 1,000.00	\$ 1,000.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 8,400.00	\$ 8,400.00	\$ 4,466.67
6	Site Restoration (Fine Grading & Contractor Furnished Top Soil)	LS	1	\$ 4,000.00	\$ 4,000.00	\$ 2,500.00	\$ 2,500.00	\$ 4,500.00	\$ 4,500.00	\$ 9,300.00	\$ 9,300.00	\$ 5,433.33
7	Hydroseeding	LS	1	\$ 2,000.00	\$ 2,000.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 3,600.00	\$ 3,600.00	\$ 2,866.67
8	Remove Existing Sidewalk (Concrete or Brick)	SF	1865	\$ 5.00	\$ 9,325.00	\$ 2.00	\$ 3,730.00	\$ 2.50	\$ 4,662.50	\$ 3.10	\$ 5,781.50	\$ 2.53
9	Construct 5' Wide Concrete Sidewalk (4") (AE)	SF	3507	\$ 10.00	\$ 35,070.00	\$ 10.00	\$ 35,070.00	\$ 10.50	\$ 36,823.50	\$ 11.15	\$ 39,103.05	\$ 10.55
10	Remove Existing Driveway (Concrete, Brick or Gravel)	SY	62.5	\$ 54.00	\$ 3,375.00	\$ 18.00	\$ 1,125.00	\$ 25.00	\$ 1,562.50	\$ 37.60	\$ 2,350.00	\$ 26.87
11	Construct Concrete Residential Driveway (6") (AE)	SY	62.5	\$ 135.00	\$ 8,437.50	\$ 135.00	\$ 8,437.50	\$ 100.00	\$ 6,250.00	\$ 141.20	\$ 8,825.00	\$ 125.40
12	Construct ADA Compliant Ramp w/Curb & Gutter (Type A)	EA	5	\$ 2,500.00	\$ 12,500.00	\$ 2,500.00	\$ 12,500.00	\$ 3,500.00	\$ 17,500.00	\$ 3,371.00	\$ 16,855.00	\$ 3,123.67
13	Construct ADA Compliant Ramp w/Curb & Gutter (Type B)	EA	1	\$ 2,500.00	\$ 2,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,640.00	\$ 3,640.00	\$ 3,546.67
14	Construct ADA Compliant Ramp w/Curb & Gutter (Type C)	EA	2	\$ 2,000.00	\$ 4,000.00	\$ 3,500.00	\$ 7,000.00	\$ 3,500.00	\$ 7,000.00	\$ 3,490.00	\$ 6,980.00	\$ 3,496.67
15	Remove & Replace Concrete Curb & Gutter (Combined) (AE)	LF	145	\$ 55.00	\$ 7,975.00	\$ 75.00	\$ 10,875.00	\$ 65.00	\$ 9,425.00	\$ 80.20	\$ 11,629.00	\$ 73.40
<b>Kiowa Street (4th St. to 2nd St.) Total:</b>					\$ 105,182.50		\$ 96,737.50		\$ 105,723.50		\$ 136,563.55	\$ 113,008.18

# ArcGIS Web Map



6/6/2025, 8:03:45 AM



Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

**Capital Improvements Program  
2025 - 2029  
Streets Capital Projects Fund - Annual Sidewalk Program**

**Purpose / Description:**

Charter Ordinance 54 defines sidewalk replacement and repairs as a specific use of a portion of the county-wide sales and use tax. Projects can be full block replacement or localized sections either associated with other projects or as stand-alone projects.

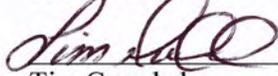
Comments	Source	Year	Requested	Scheduled
Replacement and repair of City sidewalks	Sales tax	2025	\$ 103,749	\$ 103,749
"	"	2026	110,000	110,000
"	"	2027	100,000	100,000
"	"	2028	100,000	100,000
"	"	2029	100,000	100,000
			<b>\$ 513,749</b>	<b>\$ 513,749</b>



**POLICY REPORT NO. 25-30**  
**WATER POLLUTION CONTROL – 2025 AERATION BASIN BLOWER REPLACEMENT**

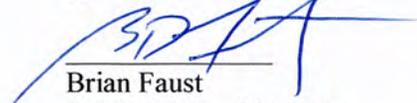
June 24<sup>th</sup>, 2025

Prepared by:

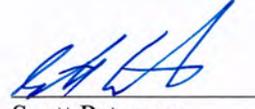


Tim Guardado,  
WPC Superintendent

Review by:



Brian Faust  
Public Works Director



Scott Peterson,  
City Manager

**ISSUE:**

Removal and replacement of two Hoffman blowers for the grit removal system.

**BACKGROUND:**

The Water Pollution Control Plant's grit removal system is supported by three Hoffman blowers and motors that were originally installed in the 1970s. Over the years, these units have been periodically rebuilt to extend their service life. However, due to their age and decreasing reliability, replacement of the equipment is now necessary to ensure continued operational efficiency and to reduce the risk of unplanned failures.

The grit removal process is a critical component of wastewater treatment, as it removes abrasive materials such as sand, gravel, and other inorganic particles from the influent. If not effectively removed, this grit can cause significant damage to downstream systems, including wearing out pump impellers, plugging pumps, and reducing the efficiency of treatment processes.

As part of the Capital Improvement Project (CIP), funding was allocated for the replacement of the aging blower units. Staff used the Bonfire procurement portal, requesting quotations for the removal and replacement of one, two, and all three blowers and associated motors. Only one response was received, from JCI Industries.

Upon review, staff determined that the cost associated with replacing two of the three blower units falls within the available CIP budget for this project. Therefore, proceeding with the replacement of two blowers at this time is recommended, with potential consideration for the third unit in a future budget cycle.

**BUDGET IMPACT:**

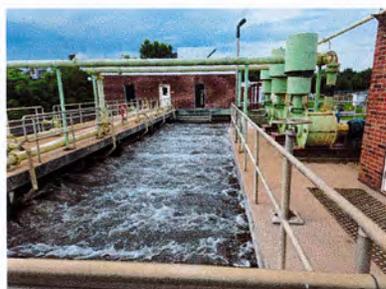
An allocation of \$150,000 has been earmarked for this project in the 2025 Capital improvement projects. This funding is designated to cover the costs associated with the replacement of the old Hoffman blowers, including equipment procurement, removal and installation.

**STAFF RECOMMENDATION:**

Staff recommends the City Commission approve the quote for the removal and replacement of two blowers and motors at a cost of \$137,722 from JCI Industries.

**ATTACHMENT:**

Bidder Spreadsheet



## BID PROPOSAL

The undersigned bidder proposes to accomplish the **Project No. 2025-013, "Multistage Blower Aeration Basin – Blower Replacement"** including any and all work and material that may be necessary to complete the same according to the plans and specifications on file in the City Clerk's office and the rules, ordinances and regulations of the City and statutes of Kansas governing contracts with cities for public work.

**Multistage Blower Aeration Basin – Blower Replacement  
Project 2025-013  
SUMMARY OF QUANTITIES**

<b>BASE BID</b>				
<b>ITEM NO.</b>	<b>ITEM DESCRIPTION</b>	<b>UNIT</b>	<b>QTY</b>	<b>TOTAL</b>
1	Option 1 - Removal, Purchase and Installation of 1 blower and motor	LS	1	\$68,861
2	Option 2 - Removal, Purchase and Installation of 2 blowers and motors	LS	1	\$137,722
3	Option 3 - Removal, Purchase and Installation of 3 blowers and motors	LS	1	\$206,583
4	Spare Parts for (1) Blower (Oil and Seal Kits)		1	\$2575
		<b>COMPANY NAME</b> JCI Industries, LLC / an OTC Industrial Technologies Co		
		<b>BIDDER NAME</b> Brandon Ford (Key Contract)		

Pricing will be entered into the bid table on Bonfire.

**This is a drop in replacement for the current blowers. They do not need to adjust through DO sensors. They just run constant and do not adjust for anything. No need to put new PLC for this setup.**

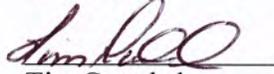
Brandon Ford **HEREBY** agrees that the City of Leavenworth has a right to reject any and all bids or parts thereof.

Final Completion date to be **Thirty (30) Calendar Days for the Base Bid** after receiving the equipment or liquidated damages shall be in accordance with Table 1 in Section 58 of the General Conditions of this document for each calendar day until project completion.

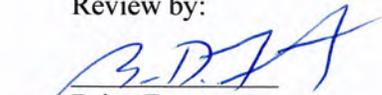
**POLICY REPORT NO. 25-31**  
**WATER POLLUTION CONTROL – 2025 RAW SEWAGE BASEMENT PUMP ROOM REPAINTING**

June 24<sup>th</sup>, 2025

Prepared by:

  
Tim Guardado,  
WPC Superintendent

Review by:

  
Brian Faust  
Public Works Director

  
Scott Peterson,  
City Manager

**ISSUE:**

Painting of the Raw Sewage basement pumping station.

**BACKGROUND:**

The Raw Sewage Basement houses critical infrastructure including pipes, pumps, and valves that are essential to the operation of the wastewater treatment process. Many of these components have been in service for decades, and the protective paint coatings applied in the past have deteriorated significantly over time due to the harsh, high-moisture environment typical of this area.

In recent years, ongoing maintenance work—particularly the repair and replacement of various pumps and valves—has further exposed uncoated or partially coated metal surfaces. As a result, the existing paint has started to flake off, and unprotected areas have begun to show signs of corrosion and rust. This degradation not only affects the structural integrity and longevity of the equipment, but also poses operational risks if left unaddressed.

To restore and protect these components, sandblasting and repainting of the affected pipes, pumps, and valves is required. This work will remove deteriorated coatings and surface corrosion, and apply new protective coatings to help preserve equipment, reduce the need for future repairs, and maintain the integrity of the wastewater treatment process.

Staff used the Bonfire procurement portal, requesting quotations for sandblasting and painting of the raw sewage basement pipes, valves and pumps. Two quotes were received.

Genesis	\$54,136
TMI's	\$98,780

**BUDGET IMPACT:**

The cost of the sandblasting and painting will come from the Wastewater treatment plant budget.

**STAFF RECOMMENDATION:**

Staff recommends the City Commission approve the quote for sandblasting and painting of the Raw Sewage pumping station basement for the cost of \$54,136.00 from Genesis Environmental Solutions, Inc.

**ATTACHMENT:**

Bidder Spreadsheet



2025 Raw Sewage Basement Pump Room Repainting

Bids opened: 11-Jun-25

Number of bidders: 2

Bidder	Lump sum price	Business Address
Genesis Environmental Solutions	\$54,136	8422 S. State Route 7, Blue Springs MO
TMI	\$98,780	3291 Terminal Rd, St. Paul, MN