



City of Leavenworth
100 N. 5th Street
Leavenworth, Kansas 66048

CITY COMMISSION REGULAR MEETING
COMMISSION CHAMBERS
TUESDAY, DECEMBER 9, 2025 6:00 P.M.

Welcome to your City Commission Meeting – Please turn off or silence all cell phones during the meeting
Meetings are available for viewing on YouTube

CALL TO ORDER – Pledge of Allegiance Followed by Silent Meditation

AWARDS AND PROCLAMATIONS:

1. Mayor's Award
2. Proclamation - Impaired Driving Prevention Month (pg. 03)
3. Employee Service Awards (pg. 04)

OLD BUSINESS:

Consideration of Previous Meeting Minutes:

4. Minutes from October 28, 2025 Regular Meeting, November 7, 2025 Special Meeting, November 12, 2025 Special Meeting and December 4, 2025 Special Meeting **Action:** Motion (pg. 06)

Second Consideration Ordinances:

5. Second Consideration Ordinance No. 8273 for Special Use Permit to Allow Automobile Sales in I-1 Zoning District at 1512 S 2nd Street **Action:** Roll Call Vote (pg. 14)
6. Second Consideration Ordinance No. 8274 for Special Use Permit to Allow Home Occupation in R1-6 Zoning District at 813 Kickapoo Street **Action:** Roll Call Vote (pg. 17)

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 sign-up sheet will be provided in the commission chambers for anyone wishing to speak.*

General Items:

7. 2025 Elected Officials Oath of Office (pg. 20)
8. Seating of Mayor, Mayor Pro Tem and Nomination for Financial Claims Reviewer (pg. 22)
 - a. Financial Claims Reviewer December 9, 2025 to December 8, 2026 **Action:** Motion
9. Mayor's Appointments **Action:** Motion (pg. 24)
10. Cancel Outstanding City Checks **Action:** Motion (pg. 25)
11. Cancellation of the December 23, 2025 Regular Meeting **Action:** Motion (pg. 27)
12. 2026 Cereal Malt Beverage Licenses **Action:** Motion (pg. 28)
13. Consider Amendments and Updates to the City Fee Schedule **Action:** Motion (pg. 29)

Public Hearing:

14. Public Hearing for Amending the 2025 Budget (pg. 33)
 - a. Open Public Hearing **Action:** Motion
 - b. Staff and Public Comments
 - c. Close Public Hearing **Action:** Motion
 - d. Motion to Consider Amendments to the 2025 Budget **Action:** Motion

Resolutions:

15. Resolution B-2412 Planters II Tenant Account Write-Offs

Action: Motion (pg. 36)

Bids, Contracts and Agreements:

16. Consider City Commercial Insurance Package 2026

Action: Motion (pg. 40)

17. Consider Award of Bid for Housing Needs Assessment

Action: Motion (pg. 42)

18. Consider Bids for Water Pollution Control Division 2026 Chemical Purchase

Action: Motion (pg. 74)

19. Consider Award of Contract for Sanitary Sewer Force Main Inspections

Action: Motion (pg. 76)

20. Consider Award of Bid for Wilson Avenue Reconstruction Project

Action: Motion (pg. 79)

21. Consider Award of Bid for Roof Upgrades at Leavenworth Public Library

Action: Motion (pg. 84)

22. Consider Award of Contract for Janitorial Services for City Facilities 2026

Action: Motion (pg. 87)

Consent Agenda:

Claims for October 24, 2025 through December 4, 2025, in the amount of \$3,901,265.18; Net amount for Payroll #22 effective October 31, 2025, in the amount of \$433,306.38 (No Police & Fire Pension); Net amount for Payroll #23 effective November 14, 2025, in the amount of \$424,449.10 (No Police & Fire Pension) and Net amount for Payroll #24 effective November 28, 2025, in the amount of \$433,130.68 (Includes Police & Fire Pension in the amount of \$7,753.58).

Action: Motion

Other:

Adjournment

Action: Motion

City of Leavenworth, Kansas



Proclamation

- WHEREAS,** *impaired driving remains a leading cause of preventable injuries and fatalities across the United States, claiming thousands of lives each year and impacting families and communities nationwide; and*
- WHEREAS,** *the health and safety of Leavenworth residents remain a top priority for the City and the City supports efforts to reduce preventable injury and loss throughout the community; and*
- WHEREAS,** *the holiday season brings increased travel and social gatherings, making December a critical time to raise awareness about the dangers of driving under the influence of alcohol or drugs; and*
- WHEREAS,** *law enforcement agencies, health professionals, community organizations and local residents work throughout the year to educate the public, promote safe transportation choices and prevent impaired driving; and*
- WHEREAS,** *the City of Leavenworth values the ongoing efforts of its Police Department and regional partners who work to reduce impaired driving and keep roadways safe for all who live, work and travel in our community; and*
- WHEREAS,** *responsible choices such as designating a sober driver, arranging alternate transportation or planning ahead can save lives and prevent tragedies; and*
- WHEREAS,** *the people of Leavenworth benefit when each of us commits to safe and responsible practices and through encouraging responsible decision-making.*

NOW, THEREFORE, *I, Holly Pittman, Mayor of the City of Leavenworth, Kansas hereby proclaim the month of December 2025 to be:*

Impaired Driving Prevention Month

And encourage all residents to join in supporting efforts to reduce impaired driving and keep our community safe throughout the holiday season and beyond.

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


Holly Pittman, Mayor

ATTEST:

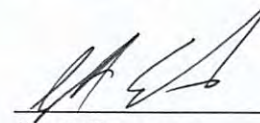
Sarah Bodensteiner, CMC, City Clerk

POLICY REPORT 25-03
Employee Service Awards
December 9, 2025

Prepared by:


Lona M. Lanter
HR Director

Reviewed by:


Scott Peterson
City Manager

Issue:

In 2025, six (6) employees reached a milestone in their career with the City of Leavenworth. These employees are being recognized for their faithful, dedicated, loyal and continuous service to the City.

In addition to recognizing the 10, 25 and 40 year awards, we are also recognizing those employees who have continued loyal service to the City with 15, 20 and 30 years of service.

Background:

In 1926, the League of Kansas Municipalities began the practice of recognizing city employees for faithful, continuous service. Loyal and dedicated officials and employees form the foundation of every city with strong, progressive government. The pride and devotion shown by these men and women in their jobs is an important factor in making Kansas communities a better place to live.

The following City of Leavenworth employees are being honored at this time:

10 Year Awards

Chris Parr, Parks Foreman

25 Year Awards

Shawn Kell, Fire Safety Officer/Health Inspector

Bill McKeel, Fire Admin Battalion Chief III/Fire Marshal

Justin Stewart, Project Manager-Public Works

Karen Wilk, Telecommunications Specialist

40 Year Awards

Karen Parker, Senior Accountant

We would also like to recognize the following individuals for milestone achievements listed below:

15 Years of Service

Isaiah Maher, Fire Captain II

Les Cline, Animal Control Supervisor

20 Years of Service

Steve King, Solid Waste Equipment Operator III

Andrew Yunghans, Fire Captain

James Beardsley, WPC Operator I

Christopher Simpson, Fire Captain I

Clinton Marsh, Fire Driver/Operator I

Larry Huninghake, Fire Captain

Matthew Nickel, Police Sergeant II

Michael Minard, Fire Captain II

Andy Brinker, Police Sergeant III

30 Years of Service

Becky Beaver, Operations Asst. Superintendent/ Interim Superintendent

35 Years of Service

Pat Kitchens, Police Chief



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

City Commission Regular Meeting
Commission Chambers
Tuesday, October 28, 2025 6:00 p.m.

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: City Manager Scott Peterson, Assistant City Manager Penny Holler, Fire Chief Gary Birch, Planning & Community Development Director Kim Portillo, Public Works Director Brian Faust, 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.

PRESENTATIONS AND PROCLAMATIONS:

Mayor's Award – Mayor Pittman noted that the recipient was unable to attend tonight, so the award will be presented at a later date.

National Family Literacy Day - Mayor Pittman read the proclamation proclaiming November 1, 2025 as National Family Literacy Day. The proclamation was accepted by members of the Captain Jesse Leavenworth Chapter of the NSDAR.

National American Indian Heritage Month - Mayor Pittman read the proclamation proclaiming the month of November 2025 as National American Indian Heritage Month. The proclamation was accepted by members of the Captain Jesse Leavenworth Chapter of the NSDAR.

OLD BUSINESS:

Consideration of Previous Meeting Minutes:

Commissioner Hingula moved to accept the minutes from the October 14, 2025 regular meeting. Commissioner Wilson seconded the motion and the motion was unanimously approved. Mayor Pittman declared the motion carried 5-0.

Second Consideration Ordinances:

Second Consideration Ordinance No. 8272 Amending Code of Ordinances Chapter 44, Traffic and Vehicles, Article III, Speed Limits – City Clerk Sarah Bodensteiner reviewed the Ordinance. There have been no changes since first introduced at the October 14, 2025 meeting.

Mayor Pittman called the roll and Ordinance No. 8272 was unanimously approved.

NEW BUSINESS:

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

Daniel McIntosh, 1013 S 21st Ter.:

- Read a statement from a CoreCivic detainee
- Urges the City Commission to oppose the CoreCivic ICE Detention Center
- Opposes private prisons who make money off inmates
- Stands in opposition of CoreCivic

General Items:

Cancellation of the November 11, 2025 City Commission Regular Meeting – The City Commission considered the request to cancel the November 11, 2025 City Commission Regular meeting due to City Offices being closed that day for the Veterans Day Holiday. Regular meeting dates and times are set by the City Code of Ordinances and allows for cancellation by the City Commission.

Commissioner Hingula moved to cancel the November 11, 2025 regular meeting due to the Veterans Day Holiday. Commissioner Bauder seconded the motion and the motion was unanimously approved. Mayor Pittman declared the motion carried 5-0.

Resolutions:

Resolution B-2409 Leavenworth Christmas Market Special Event Street Closure for Possession & Consumption of Alcohol – City Clerk Sarah Bodensteiner presented for consideration a resolution allowing for closure of streets during the December 6, 2025 Leavenworth Christmas Market sponsored by the Leavenworth Antique Mall to allow for the sale, possession and consumption of alcoholic liquor.

Commissioner Bauder moved to approve and adopt Resolution B-2409 as presented. Commissioner Martin seconded the motion and the motion was unanimously approved. Mayor Pittman declared the motion carried 5-0.

Resolution B-2410 Approving Participation with the Regional Resource Agreement through Mid-America Regional Council (MARC) – Fire Chief Gary Birch presented for consideration a Resolution, authorizing the City of Leavenworth, Kansas to participate in The Greater Kansas City Regional Resource Sharing Agreement for Emergency Response and Recovery within the Mid-America Regional Council (MARC) Area. This Resource Sharing Agreement (RSA) is designed to strengthen the local jurisdiction's ability to provide and request assistance quickly and legally, clarify liability, supplement existing agreements, and provide for any gaps related to the specialty Agreements already in place. The Mid-America Regional Council and the Regional Homeland Security Coordinating Committee (RHSCC) designed this agreement to strengthen resource sharing across the bi-state area within four counties in Kansas and five counties in Missouri. The "Mutual Aid Agreements" we currently have with our surrounding agencies provide assistance to the more routine day to day type of incidents, which can often exceed our daily resource levels. The State Mutual-Aid agreement is for incidents where there has been a declared emergency by the Governor of the State. It is the recommendation of staff to authorize said Resolution to participate with the Regional Resource Sharing Agreement within the MARC region.

Commissioner Martin moved to approve Resolution B-2410 approving participation with the Regional Resource Sharing Agreement through the Mid-America Regional Council as presented. Commissioner

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

Bids, Contract and Agreements:

Consider Concurrence of KDOT Award of Bid for Vilas Street Sidewalk Improvements Project – Public Works Director Brian Faust presented for consideration concurrence with the KDOT award of bid for the Vilas Street Improvement Project between 10th and 22nd. KDOT opened bids on this project on October 22, 2025. While KDOT will be the agency that officially awards the contract, our agreement with KDOT states that the award will be to the lowest responsible bidder upon concurrence in the award by the City. The City of Leavenworth submitted two Transportation Alternatives grant applications to KDOT on March 1, 2022, for sidewalk and ADA improvements along Vilas. During the review process, KDOT requested that the two projects be combined into one grant application. The Vilas Street Project was selected to receive federal funds from the Transportation Alternatives Program in July 2022. The total estimated cost for the construction of the project per our original agreement with KDOT was \$1,582,300 and the Federal Award was \$1,265,840 and the local share was \$316,460. The Federal funding is only available for construction and construction inspection. The city is financially responsible for the preliminary engineering, design, right-of-way, and utility relocation along with the 20% local construction match.

Commissioner Bauder moved the City Commission concur with KDOT's recommendation to award the Vilas Street Improvement Project between 10th and 22nd to Linaweaver Construction and BG Consultants for construction engineering. Commissioner Wilson seconded the motion and the motion was unanimously approved. Mayor Pittman declared the motion carried 5-0.

Consider Award of Design Contract for 4th Street CCLIP Project – Seneca to Metropolitan – Public Works Director Brian Faust presented for award of a design services contract with Affinis Corporation for the 4th Street Improvements (K-7/US 73 from Seneca St. to Metropolitan). This project is part of the KDOT City Connecting Link Improvement Program for Surface Preservation (CCLIP-SP). In March 2025, The City submitted a CCLIP-SP application to KDOT for a mill/overlay project on K-7/4th Street between Seneca and Metropolitan. This is the area immediately north of our downtown up to Metropolitan. KDOT notified the City in July that our project was selected for funding. The CCLIP-SP is a cost share program with KDOT covering 85% of eligible costs while the City's share is 15%. The maximum KDOT contribution will be \$400,000. Costs that are not eligible are preliminary engineering, acquisition of right-of-way, utility relocations and curb replacement. At this time, we do not envision additional right-of-way or utility relocations being required. The project will consist of a mill/overlay, localized full-depth base repairs, spot curb and sidewalk replacement along with any needed ADA upgrades at ramps. The design process includes a detailed traffic analysis of this corridor to determine if the 3-lane section from downtown can be safely extended northward. City Staff worked with Affinis on the grant application. After the City was notified that we received the grant, we worked with Affinis on the detailed project scope of services along with an engineering fee for the work. The engineering design work is a non-participating cost for the CCLIP-SP. As such, the city will be responsible for the entire cost of the design.

Commissioner Wilson moved to authorize the Mayor to sign a Design Services Contract with the Affinis Corporation for the K-7/4th Street Improvements Project from Seneca Street to Metropolitan, in an amount not to exceed \$220,180.00. Commissioner Martin seconded the motion and the motion was unanimously approved. Mayor Pittman declared the motion carried 5-0.

First Consideration Ordinances:

First Consideration Ordinance for Special Use Permit to Allow Automobile Sales in I-1 Zoning District at 1512 S 2nd Street – Planning & Community Development Director Kim Portillo presented for first consideration a Special Use Permit to allow the automobile sales on a property located at 1512 S 2nd Street. Automobile sales are an allowed use in I-1, Light Industrial District, with the approval of a Special Use Permit. The property is the old aluminum recycling center. It is bordered by industrial and commercial uses: a storage facility to the north, Geiger Ready Mix and Drexel Chemical Company to the east, and the former Abeles Field and a vacant City-owned lot to the south. The Planning Commission considered this item at their October 6, 2025 meeting and voted 6-0 to recommend approval of the Special Use Permit.

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

First Consideration Ordinance for Special Use Permit to Allow Home Occupation in R1-6 Zoning District at 813 Kickapoo Street – Planning & Community Development Director Kim Portillo presented for first consideration a Special Use Permit to allow a home occupation that is not conducted entirely within the principal dwelling unit. The subject property is zoned R1-6, High Density Single Family Residential District, with an existing single-family home on the lot. The subject property is surrounded by other single-family homes of a similar size and nature. The applicants proposed use requires a Special Use Permit because the essential components of the home occupation will occur outside of the principal dwelling. Section 4.04.B.G.(g) of the adopted Development Regulations mandates that a home occupation be conducted entirely within the principal residential building unless a Special Use Permit is issued. The applicant submitted a lot combination to combine her property with a vacant lot adjacent. The combine lot will be used for the exterior cultivation of cut flowers. This operation involves transplanting seedlings into six designated in-ground flowerbeds from February to October annually. Sales will occur off-site at local Farmers Markets and online. Staff confirms that the accessory use, the flower cultivation, will be located on the same lot as the principal residence, satisfying the requirements of Section 4.04.B.2.(d), which states "Accessory Uses are a structure or which is located on the same lot as the principle building or principal use served". The Planning Commission considered this item at their October 6, 2025 meeting and voted 6-0 to recommend approval of the Special Use Permit.

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

Consent Agenda:

Commissioner Martin moved to approve Claims for October 10, 2025 through October 23, 2025, in the amount of \$1,254,711.81; Net amount for Payroll #21 effective October 17, 2025, in the amount of \$424,142.86 (Includes Police & Fire Pension in the amount of \$7,753.58). Commissioner Wilson seconded the motion and the motion was unanimously approved. Mayor Pittman declared the motion carried 5-0.

Other:

City Manager Scott Peterson:

- Invited the Governing Body to ride in a Fire Truck for the Veterans Day Parade

Commissioner Bauder:

- Ginko tree outside of City Hall is looking gorgeous right now

Commissioner Hingula:

- Wished all the veterans Happy Veterans Day
- Extended an invitation to veterans to come to the Community Center for breakfast sponsored by the Rotary Club on Veterans Day

Commissioner Wilson:

- Thanked all veterans for their service and sacrifice

Mayor Pittman:

- City's Business Symposium is on November 3rd
- Received a lot of complaints about cars driving the wrong way on Delaware Street

Adjournment:

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

Time Meeting Adjourned 6:34 p.m.

Minutes taken by City Clerk Sarah Bodensteiner, CMC



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

City Commission Special Meeting
Commission Chambers
Friday, November 7, 2025 9:00 a.m.

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

Staff members present: City Manager Scott Peterson, Assistant City Manager Penny Holler, Assistant to the City Manager Trevor Cook, City Attorney David Waters (via video conference) and Deputy City Clerk Amie Kankelfitz.

Open Special Meeting:

Commissioner Bauder moved to open the special meeting. Commissioner Hingula seconded the motion and the motion was unanimously approved. Mayor Pittman declared the motion carried 4-0.

Executive Session – Attorney-Client Privilege – Mayor Pittman moved to recess into executive session for 30 minutes for the purpose of *discussing a development matter in consultation with an attorney which would be deemed privileged in the attorney-client relationship, pursuant to K.S.A. 75-4319 (b) 2.* The City Commission, City Manager, Assistant City Manager, and City Attorney will be present. The open meeting will resume in the City Commission Chambers at 9:31 a.m. Commissioner Bauder seconded the motion and the motion was unanimously approved. Mayor Pittman declared the motion carried 4-0.

The City Commission returned to open session at 9:31 a.m. Commissioner Martin did not return to open session.

Adjournment:

Commissioner Hingula moved to close and adjourn the special meeting. Commissioner Bauder seconded the motion and the motion was approved and the meeting was adjourned.

Time Meeting Adjourned 9:31 a.m.

Minutes taken by Deputy City Clerk Amie Kankelfitz



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

City Commission Special Meeting
Commission Chambers
Wednesday, November 12, 2025 5:00 p.m.

CALL TO ORDER - The Governing Body met for a special 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: City Manager Scott Peterson, Assistant City Manager Penny Holler, Assistant to the City Manager Trevor Cook and City Clerk Sarah Bodensteiner.

Open Special Meeting:

Commissioner Wilson moved to open the special meeting. Commissioner Martin seconded the motion and the motion was unanimously approved. Mayor Pittman declared the motion carried 5-0.

Resolution B-2411 STAR Bond Project Resolution of Support – Assistant City Manager Penny Holler presented for consideration a Resolution of support of the STAR Bond project application by Leavenworth Destination Development, LLC. During the 2025 Kansas Legislative Session, a budget proviso was approved that allows a STAR Bond District to be established on the site of a former mall. Legal experts support the understanding that this law applies to 3400 S 4th Street, the 20-acre site formerly known as the Leavenworth Plaza Mall. The law is temporary and requires an application, to create a STAR Bond District, be submitted to the Kansas Department of Commerce by December 31, 2025. Developer Rick Worner, with Leavenworth Destination, LLC, designed a STAR Bond District project and has requested a Resolution of Support for his application. The project will bring a regional tourism magnet to Leavenworth as well as shopping and dining destinations not currently available. The community receives new jobs, new amenities, a regional tourist draw and increased local government revenues from larger property and sales taxes. Per the developer's financial calculations, the project would not be feasible without the STAR Bond incentive. Staff agree that development at the former Leavenworth Plaza Mall site in the foreseeable future, while possible, is unlikely without STAR Bonds and other incentives given the level of investment required to move from a blighted, underutilized location to a thriving destination. Approving the Resolution of Support begins the state process which includes the first of two tourism and feasibility studies that must show project benefit. The Resolution does not bind the City to any future action. Ms. Holler introduced Rick Worner who provided an overview of the STAR Bond Project.

Commissioner Bauder moved to adopt and approve Resolution B-2411 a Resolution in support of Leavenworth Destination Development, LLC's STAR Bond District application to the Kansas Department of Commerce. Commissioner Wilson seconded the motion and the motion was unanimously approved. Mayor Pittman declared the motion carried 5-0.

Adjournment:

Commissioner Hingula moved to close and adjourn the special meeting. Commissioner Martin seconded the motion and the motion was approved and the meeting was adjourned.

Time Meeting Adjourned 5:24 p.m.

Minutes taken by City Clerk Sarah Bodensteiner, CMC



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

City Commission Special Meeting
Commission Chambers
Thursday, December 4, 2025 5:00 p.m.

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

Staff members present: Human Resources Director Lona Lanter and City Clerk Sarah Bodensteiner.

Open Special Meeting:

Commissioner Martin moved to open the special meeting. Commissioner Bauder seconded the motion and the motion was unanimously approved. Mayor Pittman declared the motion carried 3-0.

Executive Session – Personnel Matters of Non-Elected Personnel – Mayor Pittman moved to recess into executive session for 20 minutes for the purpose of *discussing the annual evaluation of the City Manager, under the justification to discuss personnel matters of non-elected personnel* K.S.A. 75-4319 (b) 1. The City Commission and Human Resources Director will be present. The open meeting will resume in the City Commission Chambers at 5:22 p.m. Commissioner Bauder seconded the motion and the motion was unanimously approved. Mayor Pittman declared the motion carried 3-0.

The City Commission returned to open session at 5:22 p.m.

Adjournment:

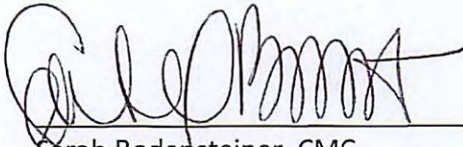
Commissioner Martin moved to close and adjourn the special meeting. Commissioner Bauder seconded the motion and the motion was approved and the meeting was adjourned.

Time Meeting Adjourned 5:23 p.m.


Minutes taken by City Clerk Sarah Bodensteiner, CMC

**POLICY REPORT
SECOND CONSIDERATION ORDINANCE 8273
SPECIAL USE PERMIT TO ALLOW AUTOMOBILE SALES
IN THE LIGHT INDUSTRIAL ZONING DISTRICT AT 1512 SOUTH 2ND STREET**

DECEMBER 9, 2025



Sarah Bodensteiner, CMC
City Clerk



Scott Peterson
City Manager

BACKGROUND:

At the October 28, 2025 City Commission regular meeting the City Commission reviewed and placed on first consideration:

**AN ORDINANCE ALLOWING A SPECIAL USE FOR AUTOMOBILE
SALES IN THE LIGHT INDUSTRIAL DISTRICT ZONING DISTRICT
LOCATED AT 1512 SOUTH 2ND STREET IN THE CITY OF
LEAVENWORTH, KANSAS.**

There have been no changes to the ordinance since first introduced. Ordinance No. 8273 is now presented for second consideration and requires a roll call vote.

ATTACHMENTS:

- Ordinance No. 8273

(Summary Published in the Leavenworth Times on December 13, 2025)

ORDINANCE NO. 8273

**AN ORDINANCE ALLOWING A SPECIAL USE FOR
AUTOMOBILE SALES IN THE LIGHT INDUSTRIAL
DISTRICT ZONING DISTRICT LOCATED AT 1512 SOUTH
2ND STREET IN THE CITY OF LEAVENWORTH, KANSAS.**

WHEREAS, under the Appendix A of the City Code of Ordinances, Development Regulations, of the City of Leavenworth, Kansas, the Governing Body of the City of Leavenworth is given the power to locate special uses in each zoning district by ordinance within said City; and

WHEREAS, the City Planning Commission, after fully complying with the requirements of the Ordinances of the City of Leavenworth, Kansas, held a public hearing on the 6th day of October 2025 in the Commission Room, 1st Floor of City Hall, 100 N. 5th Street, Leavenworth, Kansas, the official date and time set as was published in the Leavenworth Times newspaper and mailed to all property owners within 200 feet of the said property on the 10th day of September 2025; and

WHEREAS, the City Planning Commission did hear on the 6th day of October 2025 in the Commission Room, 1st Floor of City Hall, 100 N. 5th Street, Leavenworth, Kansas and upon a motion made, duly seconded, and passed, the City Planning Commission adopted findings of fact and recommended approval of the request for automobile sales in the Light Industrial District zoning district located at 1512 South 2nd Street, Leavenworth, Kansas; and

WHEREAS, upon a roll call vote duly passed, the Governing Body adopted the findings of fact and conclusions to allow special use for automobile sales for the property described herein in Section 1.

**BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF
LEAVENWORTH, KANSAS:**

Section 1. That a special use permit be issued for automobile sales on the following described property:

The South 20 feet of Lot Five (5), Block Eight (8), Fackler's Addition, all of Lot Six (6), Block Eight (8), Fackler's Addition and a certain piece of ground lying between the South line of Fackler's Addition and Lot Six (6), Block Eight (8), commonly known as Lot Seven (7), Block Eight (8), Fackler's Addition, City of Leavenworth, in Leavenworth County, Kansas; And more commonly referred to as 1512 South 2nd Street, Leavenworth, Kansas.

Section 2: That this Ordinance shall take effect and be in force from and after its passage by the Governing Body, and its publication once in the official City newspaper.

PASSED AND APPROVED by the Leavenworth City Commission of the City of Leavenworth, Kansas on this 9th day of December 2025.

Mayor

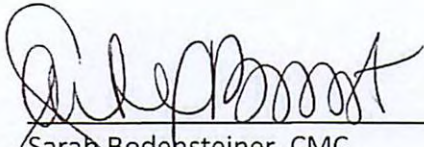
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ATTEST:


Sarah Bodensteiner, CMC, City Clerk

**POLICY REPORT
SECOND CONSIDERATION ORDINANCE 8274
SPECIAL USE PERMIT TO ALLOW HOME OCCUPATION
IN THE R1-6 ZONING DISTRICT AT 813 KICKAPOO STREET**

DECEMBER 9, 2025



Sarah Bodensteiner, CMC
City Clerk



Scott Peterson
City Manager

BACKGROUND:

At the October 28, 2025 City Commission regular meeting the City Commission reviewed and placed on first consideration:

**AN ORDINANCE ALLOWING A SPECIAL USE FOR A HOME
OCCUPATION THAT IS NOT CONDUCTED ENTIRELY WITHIN THE
PRINCIPAL RESIDENTIAL DWELLING IN A HIGH DENSITY SINGLE
FAMILY RESIDENTIAL DISTRICT ZONING DISTRICT LOCATED AT 813
KICKAPOO STREET IN THE CITY OF LEAVENWORTH, KANSAS.**

There have been no changes to the ordinance since first introduced. Ordinance No. 8274 is now presented for second consideration and requires a roll call vote.

ATTACHMENTS:

- Ordinance No. 8274

(Summary Published in the Leavenworth Times on December 13, 2025)

ORDINANCE NO. 8274

AN ORDINANCE ALLOWING A SPECIAL USE FOR A HOME OCCUPATION THAT IS NOT CONDUCTED ENTIRELY WITHIN THE PRINCIPAL RESIDENTIAL DWELLING IN A HIGH DENSITY SINGLE FAMILY RESIDENTIAL DISTRICT ZONING DISTRICT LOCATED AT 813 KICKAPOO STREET IN THE CITY OF LEAVENWORTH, KANSAS.

WHEREAS, under the Appendix A of the City Code of Ordinances, Development Regulations, of the City of Leavenworth, Kansas, the Governing Body of the City of Leavenworth is given the power to locate special uses in each zoning district by ordinance within said City; and

WHEREAS, the City Planning Commission, after fully complying with the requirements of the Ordinances of the City of Leavenworth, Kansas, held a public hearing on the 6th day of October 2025 in the Commission Room, 1st Floor of City Hall, 100 N. 5th Street, Leavenworth, Kansas, the official date and time set as was published in the Leavenworth Times newspaper and mailed to all property owners within 200 feet of the said property on the 10th day of September 2025; and

WHEREAS, the City Planning Commission did hear on the 6th day of October 2025 in the Commission Room, 1st Floor of City Hall, 100 N. 5th Street, Leavenworth, Kansas and upon a motion made, duly seconded, and passed, the City Planning Commission adopted findings of fact and recommended approval of the request for a home occupation that is not conducted entirely within the principal residential dwelling in a High Density Single Family Residential District zoning district located at 813 Kickapoo Street, Leavenworth, Kansas; and

WHEREAS, upon a roll call vote duly passed, the Governing Body adopted the findings of fact and conclusions to allow special use for a home occupation that is not conducted entirely within the principal residential dwelling for the property described herein in Section 1.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF LEAVENWORTH, KANSAS:

Section 1. That a special use permit be issued for a home occupation that is not conducted entirely within the principal residential dwelling on the following described property:

Lot 10, Block 13, EWING ROELOFSON & CO'S, a subdivision in the City of Leavenworth, Leavenworth County, Kansas;

AND

Lot Eleven (11), in Block Thirteen (13) in Ewing, Roelofson and Company Subdivision in the City of Leavenworth County, Kansas.

And more commonly referred to as 813 Kickapoo Street, Leavenworth, Kansas.

Section 2: That this Ordinance shall take effect and be in force from and after its passage by the Governing Body, and its publication once in the official City newspaper.

PASSED AND APPROVED by the Leavenworth City Commission of the City of Leavenworth, Kansas on this 9th day of December 2025.

Mayor

{Seal}

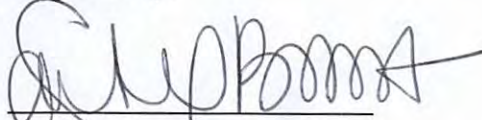
ATTEST:

Sarah Bodensteiner, CMC, City Clerk

**POLICY REPORT
OATH OF OFFICE
2025 ELECTED CITY COMMISSIONERS**

DECEMBER 9, 2025

Prepared by:



Sarah Bodensteiner, CMC
City Clerk

Reviewed by:



Scott Peterson
City Manager

ISSUE:

The oath of office will be given to the City Commissioners elected by the people of Leavenworth on the 4th Day of November 2025.

BACKGROUND:

Per the City Code of Ordinances Section 2-19(C)(2):

At each regular city election, there shall be elected two commissioners for a four-year term, and one commissioner for a two-year term. Subject to subsection (d) below, the candidates receiving the largest and second largest number of votes shall be elected for four-year terms, and the candidate receiving the third largest number of votes shall be elected for a two-year term commencing the second Tuesday in December following certification of the election, and until a successor is elected and qualified. In the event of any tie votes, such tie shall be resolved pursuant to K.S.A. 25-3108, as amended.

Rebecca Hollister and Joe Wilson will serve (4) four-year terms expiring on December 11, 2029 and Sam R. Maxwell IV will serve a (2) two-year term expiring on December 14, 2027.

ATTACHMENT:

- November 4, 2025 General Election Results

Fran Keppler
Leavenworth County Clerk
300 Walnut, Leavenworth, KS 66048

PHONE: 913-684-0422
FAX: 913-680-1489
EMAIL: fkeppler@leavenworthcounty.gov

December 05, 2025

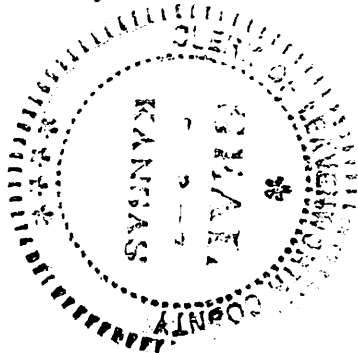
Sarah Bodensteiner
Leavenworth City Clerk
100 N. 5th St.
Leavenworth KS 66048

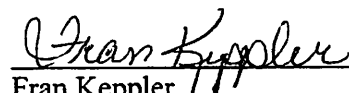
I, Fran Keppler, County Election Officer of Leavenworth County, Kansas, do hereby certify the election results from the General Election held on the 5th day of November 2025 for City Commission, City of Leavenworth.

City Commission:	Rebecca Hollister	1908
	Joe Wilson	1560
	Samuel R Maxwell	1487

WaterWorks Board	Eric R Price	1583
	Camalla M. Leonhard	1398
	Eric Peterson	1344

Witness my hand and seal this 05 day of December 2025.



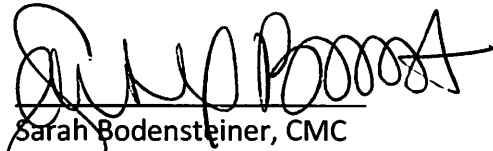


Fran Keppler
County Election Officer

**POLICY REPORT
SEATING OF MAYOR, MAYOR PRO TEM
AND NOMINATION FOR FINANCIAL CLAIMS REVIEWER**

DECEMBER 9, 2025

Prepared by:


Sarah Bodensteiner, CMC
City Clerk

Reviewed by:


Scott Peterson
City Manager

BACKGROUND:

In 2024, the City Commission adopted Ordinance No. 8239, amending the City Code of Ordinances regarding the terms of office of the members of the governing body and the selection of the Mayor and Mayor Pro Tem.

Sec. 2-22(b) of the City Code of Ordinances was amended to state the following:

- (1) The current mayor as of the effective date of the ordinance from which this section derives shall serve as mayor until the second Tuesday in December 2024. The current mayor pro tem as of the effective date of the ordinance shall serve as mayor pro tem until the second Tuesday in December 2024, at which time he or she shall become mayor. The candidate receiving the second-largest number of votes in the 2023 general election shall serve as mayor pro tem commencing as of the second Tuesday in December 2024.
- (2) Commencing with the 2025 general election and every subsequent general election thereafter, the candidate receiving the largest number of votes (elected for a four-year term) shall serve as mayor pro tem for a term of one year commencing as of the second Tuesday in December immediately following such general election, and until the second Tuesday in December one year thereafter, at which time he or she shall become mayor. In the event of a tie between the two candidates receiving the largest number of votes, the person to serve as mayor pro tem under this subsection shall be broken by a coin flip by the then-current mayor.
- (3) Commencing with the 2025 general election and every subsequent general election thereafter, the candidate receiving the second-largest number of votes (elected for a four-year term), or the person not selected by a coin flip as provided in subsection (2) above, shall serve as mayor pro tem for a term of one year commencing as of the second Tuesday in December that follows one year after such general election.
- (4) Commencing with the second Tuesday in December 2024, and then commencing with the second Tuesday of every December thereafter, the then-current mayor pro tem

shall serve as mayor for the upcoming year until the second Tuesday in December of the following year.

During the November 2023 election, Nancy Bauder received the second most votes and was nominated to the Mayor Pro Tem position in 2024 and has been serving in that position. During the November 2025 election, Rebecca Hollister received the most votes. As such, Nancy Bauder shall become Mayor effective December 9, 2025 to December 8, 2026, and Rebecca Hollister shall become Mayor Pro Tem effective December 9, 2025 to December 8, 2026.

The Finance Claims Reviewer position will need to be filled by a member of the City Commission.

ACTION:

Nominations for Financial Claims Reviewer:

1. Financial Claims Reviewer– December 9, 2025 to December 8, 2026 **Action:** Motion

MAYOR'S APPOINTMENTS

DECEMBER 9, 2025

Mayor Bauder

"Move to

*Appoint to the **Leavenworth Planning Commission** Mark Preisinger to an unexpired term ending May 1, 2026;*

*Appoint to the **Leavenworth County Port Authority** Jeremy Greenamyre to an unexpired term ending March 25, 2028;*

*Appoint to the **Sister City Advisory Board** Laurie Mefford to a term ending December 31, 2026;*

*Appoint to the **Grow Leavenworth County Development Corporation Board** Samantha Carpenter to an unexpired term ending May 31, 2026, and appoint Jonathan Kesler and Amanda Pearce to terms ending May 31, 2027.*

Requires a second and vote by the Governing Body.

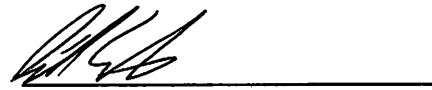
Policy Report
Finance
Cancellation of Outstanding City Checks
December 9, 2025

Prepared by:



Roberta Beier
Finance Director

Approved by:



Scott Peterson
City Manager

Issue:

According to KSA 10-816a, checks that remain outstanding two years after the date of issuance may be cancelled by the City Commission. The City has a total of 20 checks in the amount of \$2,749.62 that remain outstanding after two years (see attached listing). The list of payees was published in the Leavenworth Times on November 22, 2025, with instructions on how to request a replacement check.

Background:

It is appropriate to cancel outstanding checks after two years. After cancellation by the City Commission, if a check is presented for payment the Finance Department will honor the obligation and issue a new check.

Upon cancellation the funds revert to the original City fund upon which they were drawn.

Recommendation:

Staff recommend the City Commission authorize Staff to cancel 20 checks that remain outstanding two years after issuance and the balance of the checks, in the amount of \$2,749.62, revert to the City fund upon which such checks were drawn.

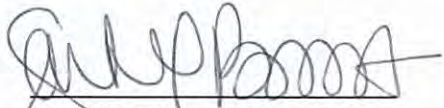
City of Leavenworth
Uncleared Checks > Two Years Old as of November 1, 2025
November 1, 2025

Check #	Check Date	Vendor #	Vendor Name	Amount
290040129	12/01/2022	1423	NANCY POFF	\$ 11.00
290040877	02/10/2023	1233	PUBLIC AGENCY TRAINING COUNCIL INI	\$ 350.00
290041072	03/01/2023	2546	LAKESHIA TAYLOR	\$ 11.00
290041138	03/10/2023	1	Christopher Deffenbaugh	\$ 100.00
290041176	03/10/2023	1600	FBI LEEDA INC	\$ 50.00
290041621	04/28/2023	1	Thelma Cason	\$ 5.00
290041741	05/05/2023	1	Greater Munson Auxillary	\$ 300.00
290041818	05/12/2023	1	Sebastian Schnellbacher	\$ 300.00
290041843	05/12/2023	2504	CAITLYNN CRUCE	\$ 86.00
290041856	05/19/2023	1	Katherine Garrison	\$ 50.00
290041983	06/01/2023	2546	LAKESHIA TAYLOR	\$ 11.00
290042006	06/02/2023	1	Leavenworth Mission	\$ 38.62
290042007	06/02/2023	1	Luis M. DeJesus	\$ 1,000.00
290042516	07/21/2023	2691	ALEX RAMIREZ BRICENO	\$ 165.00
290042619	08/01/2023	2220	KEITH BESSLER	\$ 54.00
290043170	09/22/2023	2692	YODELVY DE JESUS GARCIA MERENDEZ	\$ 165.00
290043312	10/06/2023	1	Robert Gilbert	\$ 10.00
290043571	11/01/2023	2546	LAKESHIA TAYLOR	\$ 11.00
290043691	11/17/2023	1	Micheal Todd	\$ 19.00
290043803	12/01/2023	1809	AMBER-RAE MOORE	\$ 13.00
				<u>\$ 2,749.62</u>

**POLICY REPORT
CANCELLATION OF THE
DECEMBER 23, 2025 REGULAR MEETING**

DECEMBER 9, 2025

Prepared by:


Sarah Bodensteiner, CMC
City Clerk

Reviewed by:


Scott Peterson
City Manager

ISSUE:

Request cancellation of the December 23, 2025 regular meeting. Traditionally the City Commission has chosen to cancel the 2nd Regular Commission Meeting in the month of December due to its proximity to the Christmas Holiday.

BACKGROUND:

Section 2-52(e) of the City Code of Ordinances states:

Cancellation or modification. The city commission may cancel or modify any ordinarily established meetings by motion and approval by a majority of a quorum at any regularly scheduled or special meeting. Notwithstanding the foregoing, the mayor (and, in the absence of the mayor, the mayor pro tem), after consulting with the city manager, shall be authorized to cancel a meeting and make a temporary change in a meeting date when such actions are reasonably necessary due to reasons of health, safety, or welfare, or the known inability to obtain a quorum. Appropriate notice of such cancellation or change in meeting date shall be provided to the public and commission members.

RECOMMENDATION:

Staff recommends cancellation of the meeting on December 23, 2025. The cancellation will be posted on the doors of City Hall and on social media.

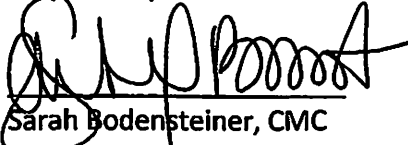
CITY COMMISSION ACTION:

Motion to Cancel the December 23, 2025 Regular Meeting.

**POLICY REPORT
CEREAL MALT BEVERAGE LICENSES FOR 2026**

DECEMBER 9, 2025

Prepared by:


Sarah Bodensteiner, CMC
City Clerk

Reviewed by:


Scott Peterson
City Manager

ISSUE:

Request approval to issue Cereal Malt Beverage licenses effective January 1, 2026.

BACKGROUND:

The following establishments made application for renewal of their Cereal Malt Beverage license and paid the applicable fee. The Leavenworth Police Department performed a records check and approved the applicants for renewal.

Establishment

Address

OFF PREMISE CONSUMPTION:

7-Eleven	609 Metropolitan Ave
Casey's General Store #1261	2004 Spruce St
Casey's General Store #2609	950 Eisenhower Rd
Casey's General Store #2826	2100 S 4 th St
Family Dollar	104 N Broadway St
Family Dollar	1906 Spruce St
Dillons #40	720 Eisenhower Rd
Home Town	111 N Broadway St
JK Mart	300 N 4 th St
Fast Track	3122 S 4 th St
Murphy USA #7486	1050 Eisenhower Rd
Price Chopper #20	2107 S 4 th St
Sam's Food Mart LLC	1031 Metropolitan Ave
Shop Smart #2	700 Eisenhower Rd
Walgreens #12923	2900 S 4 th St
Walmart #26	5000 10 th Ave

ON-PREMISE CONSUMPTION:

Eddie's Grocery	1101 Spruce St
Little Bar	1431 10 th Ave

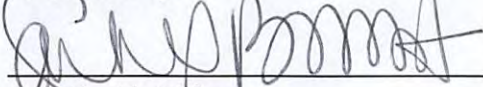
STAFF RECOMMENDATION:

Staff recommends approving the issuance of the 2026 Cereal Malt Beverage Licenses as presented.

POLICY REPORT
CONSIDER AMENDMENTS AND UPDATES TO CITY FEE SCHEDULE

DECEMBER 9, 2025

Prepared By:


 City Clerk's Office

Approved By:


 Scott Peterson, City Manager

ISSUE:

Consider amendments and updates to the City Fee Schedule of the following:

- Adding Notary Fee
- Amending Open Public Records Fees
- Increasing Duplicate Dog Tag Fee
- Increasing Duplicate Food Handler Card Fee
- Increasing Performing Arts Center Season Tickets
- Increasing Solid Waste Service Charges
- Increasing Sewer Service Charges

Administration – Add Notary Stamp fee, Amend Open Public Records fees

As part of the approved 2026 Budget, the addition of a notary stamp fee was approved for the Clerk's Office to charge for notary services. The Kansas Attorney General put out guidance regarding Flat fee and Per Page fees as they relate to Open Records. Staff worked with the City Attorney on ensuring our fees meet the guidance set forth by the AG.

Administration		
Additional Services—clerk:		\$ Amount
	Notary Stamp	15.00
Public information requests—clerk:		\$ Amount
	Open public records—Actual Costs	
	Staff labor per hour (Variable)	Up to 20.00
	City Attorney per hour (Variable)	Up to 325.00
	Black & White Copies (per page)	0.02
	Color Copies (per page)	0.04

Animals – Increase Duplicate Dog Tag fee

As part of the approved 2026 Budget, the duplicate dog tag fee is set to increase from \$1 to \$5

Animals		
Animal registration, license and tag:		
	Registration:	
	Dog Altered—per animal annually	10.00
	Dog Unaltered—per animal annually	20.00
	Pot-bellied pig—annually	35.00
	Late fee—after March 31	10.00
	Duplicate tag—each	5.00 1.00

Health and Sanitation – Increase Duplicate Food Handler Card fee

As part of the approved 2026 Budget, the duplicate food handler card fee is set to increase from \$1 to \$5

Health and Sanitation		
Food and food handlers:		\$ Amount
	Food services:	
	Health permit, annually—each location	100.00
	Temporary food service permit—each event up to three consecutive days	10.00
	Food handlers:	
	Food handler permit—each	10.00
	Duplicate food handler card—each	5.00 1.00
	On-line food handler class permit—each	20.00

Parks and Recreation – Increase Season Tickets for the Performing Arts Center

River City Community Players (RCCP) have requested increases to the Season Tickets

Parks and Recreation		
Performing Arts Center—Tickets		
	Youth—12 years old and under	10.00
	Student (with student ID)	12.00
	Adult	15.00
	Senior (62 and older)	12.00
	Military (with ID)	12.00
	Groups 8 or more (per person)	12.00
	Platinum season ticket	500.00 450.00
	Gold season ticket	400.00 360.00
	Silver season ticket	300.00 270.00
	Bronze season ticket	200.00 180.00
	Double copper season ticket	100.00 90.00
	Single copper season ticket	50.00 45.00
Other Miscellaneous		
	Legacy Tree Program—per tree	325.00
	Memorial Bench (contact parks & recreation for pricing options)*	*Varies

Solid Waste – Increase Collection and Disposal of Refuse Monthly fee

In the approved 2026 Budget, the collection and disposal of refuse monthly fee is set to increase by 8.7%.

Solid Waste		
Special pick-up for inactive residential homes:		\$ Amount
	Up to three cubic yards	100.00
	Over 3 cubic yards or requiring use of mechanized loading equipment	250.00
	Dumpster permit	10.00
Collection and disposal of refuse – Single family units and multi-family complexes –monthly		
	Monthly fee	21.62 19.89
Brush disposal site fees:		
	Car—each	2.00
	Pick-up truck—each	5.00
	Single axle dump/flat bed—each	15.00

Tandem axle dump high side bed—each	25.00
Truck with chipper box —each	25.00
Trailers:	
Up to 8 feet or fraction thereof—each	5.00
9 to 16 feet or fraction thereof—each	10.00
Each additional foot or fraction thereof over 16	1.00
Additional for modified trailers or beds with walls that exceed 4 feet in height	5.00

Utilities-Sewer Service Charges

In the approved 2026 Budget, sewer service charges are set to increase by 3%.

Utilities			
Grease Discharge			\$ Amount
Grease Discharge Permit			25.00
Late Fee – after April 30 - each month permit is not current			25.00
Sewer			\$ Amount
Sewer connections			
Sewer connection outside benefit district, sewer district or development-per square foot			.30
Sewer service charges			
Inside city customers with established service – monthly fee			
Minimum monthly charge			13.71 13.31
Volume charge – Per Ccf			
First 2 Ccf	Included in minimum monthly charge		
Next 13 Ccf	1,497 to 11,220 Gallons of Water		4.65 4.52
Next 285 Ccf	11,221 to 224,440 Gallons of Water		3.30 3.20
All over 300 Ccf	224,441 and up Gallons of Water		2.64 2.56
Outside city customers with established service – monthly fee			
Minimum monthly charge			15.18 14.74
Volume charge – Per Ccf			
First 2 Ccf	Included in minimum monthly charge		
Next 13 Ccf	1,497 to 11,220 Gallons of Water		4.91 4.77
Next 285 Ccf	11,221 to 224,440 Gallons of Water		3.43 3.33
All over 300 Ccf	224,441 and up Gallons of Water		2.75 2.67
New residential customer without established service– monthly fee			
Minimum monthly charge			36.98 35.91
Inside the City Extra strength surcharge for each mg/l over 350 mg/l-per month additional charge			
Biochemical oxygen demand (BOD)			0.00221685 0.00215228
Suspended solids (SS)			0.00153827 0.00149347
Outside the City Extra strength surcharge for each mg/l over 350 mg/l-per month additional charge			
Biochemical oxygen demand (BOD)			0.00237527 0.00230609
Suspended solids (SS)			0.00162885

			0.00158141
Other			
	Public improvement inspection fee—as percentage of total construction cost		6%

ACTION:

Motion to approve the amendments to the fee schedule as presented to be effective January 1, 2026.

Policy Report
Finance
Proposed Amendments to the 2025 Budget
December 9, 2025

Prepared by:



Roberta Beier
Finance Director

Approved by:



Scott Peterson
City Manager

Issue:

This Policy Report proposes a republication of the 2025 budget which will increase the expenditure authority to accommodate unanticipated expenditures for the following funds:

- Library Fund
- Library Employee Benefit Fund

According to K.S.A. 79-2929a, municipalities are authorized to amend the budget to spend money not in the original budget as long as the additional expenditures do not require additional tax levies

Background:

On August 27, 2024, the Commission approved and adopted the 2025 budget establishing the maximum expenditures for various funds and the amount of ad valorem taxes levied to provide funding for those expenditures.

According to Kansas Statutes, funds cannot exceed the expenditure authority without amending the budget. Budget amendments must be made from existing revenues and cannot require additional tax levies. Before proposing an amendment to the budget, there must be a notice of public hearing published in the local newspaper at least 10 days prior to the hearing.

The Notice of Public Hearing for amending the 2025 budget was published in the Leavenworth Times on Wednesday, November 26, 2025.

Due to circumstances that were not anticipated when the 2025 budget was originally published, the above-mentioned funds may exceed their expenditure authority. Additional revenues are available to support the increased expenditure.

Recommendation:

Staff recommend that the 2025 budget for the above-mentioned funds be amended as proposed. The proposed amendments require no additional tax levies.

Explanation of Amendments

Library Fund:

The proposed amendment would increase the Library Fund's spending authority by \$20,000. Delinquent tax collections and motor vehicle tax collections may exceed the 2025 budgeted amounts. All taxes that are collected for the Library are remitted directly to the Library. Therefore, the budget amendment increases the Library Fund's spending authority so that the taxes collected for the Library in December 2025, can be remitted to the Library in 2025 without exceeding the Library Fund's spending authority.

Library Employee Benefit Fund:

The proposed amendment would increase the Library Employee Benefit Fund's spending authority by \$8,000. Delinquent tax collections and motor vehicle tax collections may exceed the 2025 budgeted amounts. All taxes that are collected for the Library Employee Benefit Fund are remitted directly to the Library. Therefore, the budget amendment increases the Library Employee Benefit Fund's spending authority so that the taxes collected for the Library in December 2025, can be remitted to the Library in 2025 without exceeding the Library Employee Benefit Fund's spending authority.

2025

**Notice of Budget Hearing for Amending the
2025 Budget**

The governing body of
City of Leavenworth

will meet on the day of December 9, 2025 at 6 p.m. at City Hall, 100 N 5th St Leavenworth, KS 66048 for the purpose of hearing and answering objections of taxpayers relating to the proposed amended use of funds.

Detailed budget information is available at Office, City Clerk
and will be available at this hearing.

Summary of Amendments

Fund	2025 Adopted Budget			2025 Proposed Amended Expenditures
	Actual Tax Rate	Amount of Tax that was Levied	Expenditures	
Library Fund	3.486	1,100,801	1,193,441	1,213,441
Library Employee Benefit	0.977	308,515	333,175	341,175
			0	0
			0	0
			0	0
			0	0

Sarah Bodensteiner
Official Title: City Clerk

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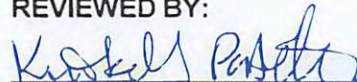
POLICY REPORT
RESOLUTION TO COLLECT UNCOLLECTIBLE TENANT ACCOUNTS
December 9, 2025

PREPARED BY:



Andrea Cheatom, Housing Manager
Leavenworth Housing Authority

REVIEWED BY:



Kimberly Portillo, Executive Director
Director of Planning and Community
Development

APPROVED BY:



Scott Peterson
City Manager

ISSUE:

Consider a resolution removing two (2) tenant accounts from the rent register at Planters II.

RESOLUTION:

Past due rent or damage assessments are determined to be uncollectible for various reasons. Some tenants are deceased or have been moved to nursing homes and have no ability to repay. Others have moved from the forwarding address provided to the LHA. Attempts to find or otherwise recover the money have been unsuccessful. The Resolution deletes the accounts in accordance with the procedures to keep the Housing Authority's rent register current. The process is required by the U.S. Department of Housing and Urban Development (HUD) and is included in management policy resolutions adopted for the operation of Planters II.

This housekeeping function is performed at least once each year.

COMMISSION ACTION:

Motion to adopt the attached resolution deleting uncollectable tenant accounts.



September 25, 2025

Thomas Eastburn
200 Shawnee St, Apt 906
Leavenworth, KS 66048

Dear Mr. Eastburn:

The following summarizes your account with the Housing Authority:

525.00	Full Repaint (75%)
857.71	Carpets Replaced (75%)
312.00	Unpaid Rent
15.00	Clean Stove
25.00	Clean Oven
20.00	Clean Refrigerator
20.00	Clean Freezer
20.00	Clean Cabinets/Countertops
20.00	Clean Toilet
20.00	Clean Kitchen Floor
15.00	Clean Kitchen Sink
40.92	Furniture/Personal Property Removal
17.00	Replace Round Toilet Seat
\$ 16.00	Replace Stove Drip Pans
\$ 1,923.63	Total expense
0.00	Pet Deposit
\$ 290.00	Security Deposit
\$ 290.00	Total Deposit
\$ 1,633.63	Balance due

If you have any questions, please do not hesitate to contact me.

Sincerely,

Andrea Cheatom

Andrea Cheatom
Housing Manager

Cc: Tenant file
Lindsey & Co.

Leavenworth Housing Authority  Equal Housing Opportunity
200 Shawnee Street • Leavenworth, Kansas 66048-2075 • (913) 682-2200



September 25, 2025

Tracy Stoudamire
3508 E Off St.
Wheeling, WV 26003

Dear Ms. Stoudamire:

The following summarizes your account with the Housing Authority:

525.00	Full Repaint (75%)
857.71	Carpets Replaced (75%)
251.00	Unpaid Rent
15.00	Clean Stove
25.00	Clean Oven
20.00	Clean Refrigerator
\$ 16.00	Replace Stove Drip Pans
\$ 1,709.71	Total expense
0.00	Pet Deposit
\$ 237.00	Security Deposit
\$ 237.00	Total Deposit
\$ 1,472.71	Balance due

If you have any questions, please do not hesitate to contact me.

Sincerely,

Andrea Cheatom

Andrea Cheatom
Housing Manager

Cc: Tenant file
Lindsey & Co.

RESOLUTION NO. B-2412

**A RESOLUTION AUTHORIZING CERTAIN TENANT ACCOUNTS
TO BE DELETED BY THE LEAVENWORTH HOUSING
AUTHORITY, LEAVENWORTH, KANSAS.**

WHEREAS, Planters II, the Leavenworth Public Housing Authority operating a 105 unit low income residents is required by program regulations to annually report uncollected tenant accounts; and,

WHEREAS, the uncollected tenant accounts listed in this resolution shall be deleted.

**BE IT RESOLVED BY THE LEAVENWORTH CITY COMMISSION ACTING AS
THE LEAVENWORTH HOUSING AUTHORITY COMMISSION, CITY OF
LEAVENWORTH, KANSAS:**

Section 1. The following tenant accounts are hereby deleted:

<u>Name</u>	<u>Amount</u>
Thomas Eastburn	\$1,633.63
Tracy Stoudamire	\$1,472.71

Section 2. This resolution shall be effective from and after its passage as provided by law.

PASSED AND APPROVED this 9th day of December 2025.

Nancy D. Bauder, Mayor

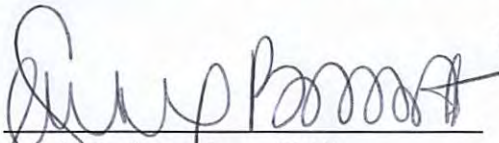
{SEAL}

ATTEST:


Sarah Bodensteiner, CMC
City Clerk

**POLICY REPORT
CONSIDER COMMERCIAL INSURANCE PACKAGE FOR 2026**

DECEMBER 9, 2025



Sarah Bodensteiner, CMC
City Clerk



Scott Peterson
City Manager

ISSUE:

To approve the City's Commercial Insurance Package effective January 1, 2026.

BACKGROUND:

Each year the City, in conjunction with Mike Reilly of the Reilly Company, reviews the renewal or possible bids for insurance coverage for the City. This year the renewal quote for the 2026 Insurance Package included coverage from both Travelers and Chubb.

Per the Premium Summary provided with the policy report, Travelers/Chubb quoted a price of \$797,894. This is an increase of 5.9% or \$44,742. A 5% increase was budgeted for 2026, the remaining balance will be paid from the General Fund Reserves.

The City's insurance broker, Mike Reilly of the Reilly Company will review the quote and answer any questions the Commission may have.

ACTION:

Motion to approve the 2026 commercial insurance package with Travelers/Chubb in the amount of \$797,894.00.

ATTACHMENTS:

- Premium Summary

PREMIUM SUMMARY


DESCRIPTION OF COVERAGE	TRAVELERS 2025-26	TRAVELERS/ CHUBB 2026-27
Property & Earthquake	\$254,964	\$192,000
Commercial Inland Marine	\$ 8,895	\$ 16,883
Commercial General Liability	\$ 85,403	\$115,864
Crime	\$ 1,719	\$ 1,719
Commercial Automobile	\$194,672	\$211,899
Public Officials E & O	\$ 21,701	\$ 35,725
Law Enforcement Liability	\$ 83,040	\$107,795
Employment Practices Liability	\$ 58,750	\$ 63,555
Umbrella Excess Liability	\$ 28,344	\$ 30,188
Airport Liability	\$ 2,696	\$ 2,696
Cyber Liability	\$ 12,968	\$ 19,570
Package Total	\$753,152	\$797,894

**POLICY REPORT
LEAVENWORTH CITY COMMISSION
HOUSING NEEDS ANALYSIS
Project No. 2025-0021**

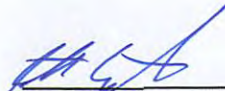
DECEMBER 9, 2025

SUBJECT:

Consider bids received and possible award of a consultant services contract with Baker Tilly Advisory Group for a Housing Needs Analysis.



Prepared By:
Kim Portillo, AICP
Director of Planning and
Community Development



Reviewed By:
Scott Peterson
City Manager

BACKGROUND:

At the March 18, 2025 City Commission Study Session, Community Development Staff presented an overview of the Reinvestment Housing Incentive District (RHID) program.

The Reinvestment Housing Incentive District (RHID) is a state-authorized initiative designed to support housing development in designated areas experiencing housing shortages by allowing property tax redirection to reimburse developers for infrastructure costs. In April 2023, Kansas Governor Laura Kelly signed Senate Bill 17, updating the Kansas Reinvestment Housing Incentive District Act (RHID). This legislation expanded eligibility to cities with populations up to 60,000 residents.

The City has seen an increase in interest in the RHID program since the amendments to the bill were approved, with interested developers reaching out to the Development Review Committee to assess the City's willingness to establish an RHID. In order to establish a designated district, cities must:

1. Complete a Housing Needs Analysis (HNA)
2. Establish the boundaries of the district
3. Pass a resolution to establish the district
4. Apply to the Secretary of Commerce for approval of the district
5. Create a development plan

At the March 18th City Commission Study Session, staff was directed to move forward with the first step in the process, the Housing Needs Analysis.

A project scope was developed by City Staff and a Request for Bid was opened on August 23rd, 2025. Staff evaluated the submitted proposals and requested fee proposals from the top five rated submittals. Cost-effectiveness was then evaluated and a final selection was made. The selected consultant is Baker Tilly Advisory Group with a proposed bid of \$54,500. Bid results are shown below.

Company	Bid
Baker Tilly Advisory Group	\$54,500
Urban Partners	\$56,000
Community Scale	\$57,620
RDG Planning Group	\$59,000
PGAV Planners	No bid provided
<i>Staff Estimate</i>	<i>\$60,000</i>

BUDGET IMPACT:

The RFP listed a maximum budget of \$60,000. The proposed bid is \$54,500. Funding for this project will come from the Economic Development Fund (50%) and City Managers Fund (50%).

RECOMMENDATION:

Staff recommends that the City Commission approve the proposed bid submitted by Baker Tilly Advisory group in the amount of \$54,500.

September 24, 2025

The City of Leavenworth, KS Housing Needs Analysis

**Statement of Qualifications for
Project No. 2025-0021**

Contents

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“

We really appreciate your support through our journey and ALL that we were able to learn with your coaching and guiding us.

Vice president | Baker Tilly client



The information provided here is of a general nature and is not intended to address the specific circumstances of any individual or entity. In specific circumstances, the services of a professional should be sought. © 2025 Baker Tilly Advisory Group, LP.

Baker Tilly US, LLP and Baker Tilly Advisory Group, LP and its subsidiary entities provide professional services through an alternative practice structure in accordance with the AICPA Code of Professional Conduct and applicable laws, regulations and professional standards. Baker Tilly US, LLP is a licensed independent CPA firm that provides attest services to clients. Baker Tilly Advisory Group, LP and its subsidiary entities provide tax and business advisory services to their clients. Baker Tilly Advisory Group, LP and its subsidiary entities are not licensed CPA firms.

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As of June 3, 2025, Baker Tilly and Moss Adams have merged. Combined statistics are based on data currently available. Actual counts may vary slightly and will be finalized during the integration process.

1. Cover letter

Diana Gregory, Purchasing Agent
City of Leavenworth, Kansas
Planning & Community Development Department
Delivered electronically via Bonfire Procurement Portal

Baker Tilly Advisory Group, LP
7285 West 132nd Street
Suite 220
Overland Park, KS 66211
+1 (816) 333 7294
bakertilly.com

Dear Ms. Gregory,

Thank you for the opportunity to submit our qualifications in response to the City of Leavenworth's (City) Request for Qualifications (RFQ No. 2025-0021) for a Housing Needs Analysis. At Baker Tilly, we understand the critical role housing plays in shaping vibrant, economically resilient communities. We are excited about the opportunity to work alongside with the City to deliver a data-driven, actionable analysis that supports the establishment of Reinvestment Housing Incentive Districts (RHIDs) and informs future housing policy.

- **Deep Kansas City metropolitan area and Kansas market experience.** Our team has worked extensively across the region, supporting municipalities and public sector clients with housing studies, RHID Feasibility Studies, and economic development projects. We understand the nuances of local housing markets and the policy tools available to support growth.
- **Sophisticated data tools and proven methodology.** We use advanced analytics to assess current housing stock, project future demand, and evaluate economic impact. Our approach includes stakeholder engagement, affordability analysis, and infrastructure capacity review to ensure recommendations are grounded in reality and tailored to Leavenworth's needs.
- **Strategic focus on RHIDs and incentive-based development.** We recognize the importance of laying the groundwork with the Kansas Department of Commerce to enable RHIDs for housing development as a critical path item for Leavenworth's growth.

We are confident that our qualifications, combined with our commitment to cost-effective delivery within the City's \$60,000 budget ceiling, position us as a strong collaborative firm for this engagement. Our team is enthusiastic about the opportunity to support Leavenworth's housing and economic development goals and looks forward to the next steps in the selection process.

All conditions contained in the attached proposal are valid for a period of at least 90 days.

We can't wait to get started.

Sincerely,

A handwritten signature in black ink, appearing to read "Jolena Presti".

Jolena Presti, Managing Director
+1 (414) 777 5490 | jolena.presti@bakertilly.com

2. Firm background

As your guide, we champion your goals, anticipate your challenges and chart a new course together.

Venturing beyond the expected with the City

We'll pursue this Housing Needs Analysis for the City by treating your challenges as our own. The world never stands still, and neither do we. Transformational success doesn't follow a familiar path. We reach it by seeing what others don't, by stepping confidently into the unknown and by routinely asking hard questions of the City to pursue undiscovered answers.

Guiding you with our resources, reputation and reach

Baker Tilly consulting at a glance

Making decisions today to shape tomorrow is never easy. That's why the City needs a consulting firm with the right blend of industry insight, Kansas experience, functional expertise and technical know-how. Baker Tilly is that firm. Our reputation for quality is well-documented. As a leading advisory, tax and assurance firm, we were named a "Leader in Consulting" by Accounting Today. Below are key facts about our consulting practice, including the depth of resources that stand ready to support the City's project team, and build a strong community:



2,800+
consulting
team members



200+
consulting
principals



40%
of Baker Tilly's \$3B
in FY25 firm revenue



20+
years of consulting
experience



100+
worldwide office
locations



300+
workplace and culture
awards

GIVING YOU THE TOOLS YOU NEED TO NAVIGATE THE FUTURE

Baker Tilly will successfully guide the City through changing landscapes with skills, stability and strength as one of the oldest and largest advisory, tax and assurance firms in the United States.

Upholding tradition while focusing on what's ahead

Where we've been and where we're going with the City

We started by planting strong roots nearly a century ago. From there, we never stopped growing. Since our founding, we have grown to encompass more than 50 different business combinations, each with its own rich history. We have augmented our scope across industries, services and areas of expertise to better serve our clients. And we have expanded our reach from coast-to-coast

What hasn't changed? Our dedication, values and passion for enhancing and protecting our clients' value. That legacy continues with our service to the City.



2. FIRM BACKGROUND

Delivering specialized expertise to our public sector clients

Unlike many other firms, Baker Tilly is organized by sector, not service line. What does this mean for the City? It means you will be served by a carefully selected team that blends our government-focused professionals with experienced specialists in the activities of the City. The City will work with a knowledgeable team that understands your specific challenges and provides innovative solutions to help you overcome them.



State and local government is a complex, unique environment shaped by fiscal, regulatory and operational considerations not found in other sectors. Recognizing this complexity and eager to serve as a true valued advisor to the public sector, **nearly 350 Baker Tilly professionals — including more than 30 principals** — focus directly on serving governments and provide hundreds of thousands of client service hours annually to organizations like the City.

Nationwide, our public sector practice serves more than 3,500 state and local governmental entities, including municipalities, counties, school districts, utilities, transit organizations, airports and special authorities. Several of these client groups are now served by dedicated specialists in distinct sub-practices.



COMMITMENT TO THE PUBLIC SECTOR

Baker Tilly has been in business for nearly a century, and public sector entities were some of our first clients.

The City will benefit from our public sector specialization in several specific ways:

- **Dedication to the public sector:** Your engagement team members live and breathe government and work exclusively with the public sector year-round. This translates into insights only experience can bring, as well as an understanding of the best ways to communicate and collaborate with public sector entities.
- **Specialized training and continuing education:** the City can be assured of an engagement team with the necessary skills and timely knowledge to effectively perform your engagement.
- **Sector involvement:** Members of our public sector practice are leaders in key sector organizations, including the American Planning Association (APA), the American Institute of Certified Public Accountants (AICPA) and its Governmental Audit Quality Center (GAQC), and the International City/County Management Association (ICMA). Because of our work with these groups, we know about dynamic trends and consequential developments in state and local government — and are equipped with leading practices to help the City best respond to them.

2. FIRM BACKGROUND

- **Knowledge sharing with the City:** At Baker Tilly, serving governments goes beyond delivering services — we also supply our clients with crucial thought leadership in the form of webinars, workshops, articles and our regular newsletter, CommuniTIES.
- **Year-round consultation:** Throughout our relationship, we will be available for routine calls and technical questions, connecting you with recommendations and ideas to address the inevitable operational issues that arise. We can also alert you to new opportunities for us to collaborate and create value for the City.

Navigating the real estate landscape to help shape a better tomorrow

We understand the industry to help you realize greater value, from concept to completion

Staying ahead of the curve is essential in the dynamic real estate industry. Baker Tilly equips the City with forward-thinking strategies to effectively navigate complexities and seize opportunities. The housing sector—especially in smaller cities like Leavenworth—is facing a convergence of challenges: aging housing stock, affordability gaps, and limited new development. These issues are compounded by economic development pressures, workforce retention concerns, and the need for strategic use of incentive tools like RHIDs. Across Kansas and Missouri, municipalities are increasingly turning to data-driven housing needs analyses to justify and structure incentive programs that can unlock private investment and support long-term growth. With our expertise, you'll remain a step ahead.

Why it matters

Working with a specialized team results in an impactful experience — and solutions that are informed by sector-specific knowledge, leading to more effective and efficient outcomes.

Leading the City's Housing Needs Analysis and uncovering opportunities along the way

At Baker Tilly, we take market research seriously and view each of our clients through a strategic lens. Our market assessment team not only provides the level of detail necessary to evaluate market depth, but we also include qualitative research and interpretation of market indicators and strategic recommendations for project development.

The specialists who will be assigned to your engagement have considerable experience providing primary and secondary market research to support development or repositioning initiatives and the strategic planning process. In addition, as a development advisor and recognized feasibility consultant, we bring practical experience and a comprehensive view to ensure realistic recommendations. **We know that the City wants to achieve a study that will be approved by the Department of Commerce and will allow the City to create RHIDs, and we believe this is the right firm to get the job done.**

Delivering experience

We've been conducting housing market studies for over 20 years and have completed more than 1,200 housing market studies to date. On average, we complete more than 100 market analyses and more than 100 financial projections for multifamily projects each year. Our clients include municipalities and counties, housing agencies, developers, investors/syndicators and lending institutions. Our housing and economic development practice team offers advisory consulting services to our clients for financing the construction and development of market-rate and affordable new housing units — including public housing, mixed-finance family, senior and supportive housing — and rehabilitating existing housing.

2. FIRM BACKGROUND

Baker Tilly has dedicated staff with expertise in affordable housing and community development including professionals with varied backgrounds in finance, real estate and urban planning. We are active members of the National Council of Housing Market Analysts and have completed the peer review process to ensure we are knowledgeable of quality market study procedures and finalized products.

Proving our readiness to move you forward

The City will benefit from our real estate resources, reach and reputation — all designed to guide you on the journey ahead.

With our coast-to-coast coverage, from San Francisco to New York, you will benefit from a “best of both worlds” solution that pairs the technical qualifications and resources of the largest firms with the specialization and attentive service of boutique firms. We focus on long-term growth, quality assurance and investments to help the City achieve its objectives.

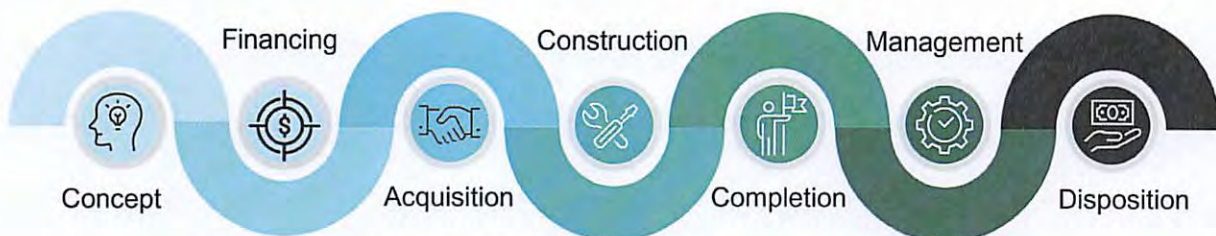


BY THE NUMBERS: YOUR BAKER TILLY REAL ESTATE PRACTICE TEAM

Your core engagement team's knowledge is enhanced by the depth of our national industry resources.

Tailoring our services to the real estate industry's needs

Although our proposal addresses your current needs, your needs will evolve. The City will have access to our specialized real estate advisory, assurance and tax services designed to address your opportunities and challenges at any stage of the real estate life cycle.



HELPING CLIENTS REALIZE GREATER VALUE, FROM CONCEPT TO COMPLETION

Baker Tilly helps real estate developers, owners, investors and property managers navigate a rapidly changing landscape. Through every project life cycle, you can expect a comprehensive approach to your business needs.

Our approach to market analysis

Our market research team is unique in that we deliver much more than data and statistics. We believe that market intelligence should be evaluated within the context of the local market in addition to comparisons of national norms, and that data should be infused with market intelligence gleaned from conversations with stakeholders and local influencers.

2. FIRM BACKGROUND

WHAT WE HEARD LEAVENWORTH NEEDS	HOW BAKER TILLY WILL MEET YOUR NEEDS
A team with relevant sector experience	<ul style="list-style-type: none"> • An experienced and qualified project team that includes housing professionals • Specialized knowledge and direct experience gained from serving public sector clients like City of Leavenworth, KS • Support from our public sector practice with a bench strength of 350 professionals • In-depth understanding of your organization and your most pressing challenges
Significant and diverse public sector expertise	<ul style="list-style-type: none"> • Collaborative, multidisciplinary practice that brings decades of experience and diverse perspectives, including professionals from Baker Tilly's public sector advisory and municipal advisory groups • Depth of experience working with municipal governments and understanding their operations, challenges and opportunities • Expertise in a broad range of sectors, including advanced manufacturing, life sciences and medical devices, and other sectors relevant to City of Leavenworth, KS
Local perspective	<ul style="list-style-type: none"> • Deep understanding of housing issues in the state • Significant presence in Kansas and Missouri with valuable insights from our local liaison Tom Kaleko
Deep data insights	<ul style="list-style-type: none"> • Streamlined approach that pairs technical expertise with innovative technology to add efficiencies • Data collection from multiple sources, including ArcGIS mapping, Lightcast labor analytics, Harvard's U.S. Cluster Mapping Project, O*Net OnLine occupational data, PolicyMap, GreenStreet, and Placer.ai • Sophisticated data analytics team that delivers insights beyond traditional analysis, combining qualitative and quantitative data with spatial analysis to develop place-based recommendations
Implementation focus	<ul style="list-style-type: none"> • Plans and other deliverables that are carefully crafted to address the desired outcomes of the City's leadership team • Focus on positioning your community for housing growth and advancement in your targeted areas • Attention to specific recommendations, metrics, timelines and milestone development

2. FIRM BACKGROUND

Sharing our expertise in urban planning and development

Urban planning, land use, development, permitting and inspection activities are critical to the success of a local government. Baker Tilly has developed a robust practice in this functional area, and our project team members bring relevant qualifications in urban planning to the City's engagement.

Representative projects completed by members of the City's project team include some recent engagements with the following with more details later on in this SOQ:

- **Selma, AL Housing Authority – HUD Choice Neighborhood affordable housing market analysis**
- **Lawrence, KS – HOME-ARP plan, demographic analysis and needs assessment**
- **Raleigh, NC – HOME-ARP plan and created a demographic profile based on a conducted needs assessment and gap analysis**
- **Cleveland, OH – Community benefits scorecard and stakeholder engagement**
- **Washington D.C. Housing Authority – HUD Choice Neighborhood market analysis**
- **Ottawa, KS – But-For Analysis and Financial Feasibility Study for Woodridge Estates RHID**
- **Gardner, KS – RHID Financial Feasibility Study**
- **Romulus, MI – Housing market analysis and needs assessment**
- **Chicago, IL – Market testing and verification of workforce housing condominiums on publicly owned site**
- **Swampscott, MA – Site and corridor opportunity analysis for oceanfront parcel**
- **Sheboygan, WI – Strategic Plan and stakeholder engagement**
- **St. Louis Development Corporation – Incentives scorecard and development proposal model**
- **Philadelphia, PA – 52nd Street Corridor Investment Playbook and stakeholder engagement**

Our services in this area include process reviews, stakeholder engagement and surveying, technology deployment and organizational redesign.

3. The right team

We assemble the right team with the right experience for the City to serve you project after project and take you further than anyone thought possible.

Leading the City's Housing Needs Analysis services and uncovering opportunities along the way

Meeting you where you are — with the resources you need

To make sure the best talent serves the City, we'll go wherever it takes. With top-level talent around the nation and even the globe, we have the ability — and the responsibility — to assign team members to the City's work based on the best skills to take the City forward. Each team member is chosen based on their skills and experience, not just their location — hand-picked to bring individual strengths that directly benefit your engagement. We've looked deeply at your expectations and needs, and make this recommendation based on our robust experience focused on the housing sector and serving cities like yours.

Meet the Housing Needs Analysis team we've assembled to achieve everything you envision. Selected intentionally for your goals and backed by our specialized resources, these individuals are collaborative and multidisciplinary. Their passion for the housing sector will make them an unstoppable force on your behalf. **You'll find their bios below and complete resumes in the Appendix.**

THE TEAM TO ACHIEVE THE CITY'S GOAL

Your engagement leadership team orchestrates our services to bring the right people with the right experience together to move you forward

Jolena Presti — Managing Director

Engagement role: Engagement director



Jolena has more than 25 years of experience in developing and advancing innovative strategies in housing, redevelopment and economic and community solutions for clients nationwide. As a development advisory team leader, Jolena provides strategic advisory services to a diverse range of clients, including municipalities, private developers, economic development organizations, impact investors and not-for-profit organizations. She has a proven track record of driving team strategy and providing leadership in cross-functional collaboration and client initiatives.





Tom L. Kaleko — Principal

Engagement role: Local principal



Tom leads Baker Tilly's municipal advisory professionals in Kansas and Missouri. He has provided financial advice to cities, counties and school districts since 2005. Previously, he served for 20 years in various city management capacities. Tom has extensive experience helping high-growth communities address their capital needs. He specializes in the areas of economic development and development finance — aiding in the evaluation and financing of mutually beneficial public-private partnerships. Tom was the featured presenter at the 2024 Kansas Government Finance Officers Association annual conference on the topic of Reinvestment Housing Incentive Districts. He is the author of multiple analyses prepared in the creation of RHIDs.

3. THE RIGHT TEAM

THE TEAM TO ACHIEVE THE CITY'S GOAL	
<i>Your engagement leadership team orchestrates our services to bring the right people with the right experience together to move you forward</i>	
	Marta Purdy, AICP — Director
	Engagement role: Housing program director Marta joined Baker Tilly in 2021 and has more than 15 years of experience in urban redevelopment, housing and execution of public-private partnership (P3) projects. Marta is a strategic thinker who leverages creative insights to achieve economic and social impacts. She leads interdisciplinary teams to manage complex redevelopment strategies, analyze housing needs, develop effective financing strategies and deliver client results. Before joining Baker Tilly, Marta worked at a boutique urban planning and economic development consulting firm for 12 years working throughout the Midwest.
	Kristian Vaughn, EDFP, ENV SP — Senior Manager
	Engagement role: Economic data specialist Kristian is an experienced economic development strategist, urban science researcher and project manager with 10 years of experience in community economics, real estate finance, land use management and public policy in the governmental, private consulting and not-for-profit sectors. His specialties include financial structuring of impactful community-based real estate, economic impact modeling of investments, engaging stakeholders in facilitated discussions and focus group sessions and supporting municipal staff and neighborhood organizations in the development and implementation of economic strategies to catalyze reinvestment in commercial corridors and residential neighborhoods.
	Mary Itz, AICP — Manager
	Engagement role: Project manager Mary is a professional urban planner. She works collaboratively with clients on a wide range of strategic initiatives related to affordable housing, community development, strategic planning, budgeting, community planning and infrastructure. Prior to joining Baker Tilly, Mary worked in cities for 15 years managing affordable housing and community development programs and grants.
	Andrea Ferreira — Senior Consultant
	Engagement role: Housing market specialist Andrea collaborates with clients on a wide range of strategic initiatives, including affordable housing, economic, community and real estate development. She brings five years of experience in real estate development and urban planning consulting and previously worked on engagements nationally across a range of asset classes.

AN INTEGRATED TEAM WORKING TOGETHER FOR SUCCESS

Each professional on your team was selected for a reason, but it's our collective brainpower and collaboration that will ultimately make a difference for the City of Leavenworth.

Walking with you in Leavenworth, with resources around the globe

It's the best of both worlds. The City will have a responsive, accessible, local engagement team year-round here in our Overland Park office while gaining access to resources that span the nation and the globe.

Kansas City local presence

300+

Kansas City-area clients

Office

in Overland Park

30+ years

of experience serving area clients



Baker Tilly office locations

Being there matters

Our local presence minimizes your travel costs, improves efficiencies and helps us build a strong, lasting relationship.

Creating an engaging culture for our clients and our people, evidenced by hundreds of workplace awards

A high level of continuity is the cornerstone of how we'll build a lasting relationship with the City. You'll see the same team members, and you won't encounter the hassle of onboarding new Baker Tilly team members to your project. Our firm's commitment to an employee-centered workplace is a transformative shift embraced by everyone in our organization.

300+ workplace awards received

Industry recognition

accountingTODAY
2025 Top 100 Firms

USA TODAY
MOST RECOMMENDED TAX & ACCOUNTING FIRMS 2025

INSIDE public accounting
TOP 500 FIRMS 2025

CONFIDENTIALITY
TOP 100 VARS 2025

Regarded as one of the nation's leading advisory, tax and assurance firms

FORTUNE BEST WORKPLACES IN CONSULTING & PROFESSIONAL SERVICES™ 2023

vault TOP RANKED

Ranked as a Fortune Best Workplace in Consulting & Professional Services and a Vault Accounting 50 top 10 accounting and advisory firm based on workplace prestige and quality

Culture awards

2023 People COMPANIES THAT CARE

Forbes BEST LARGE EMPLOYERS 2023

Forbes 2024 BEST EMPLOYERS FOR DIVERSITY

Forbes BEST EMPLOYERS FOR WOMEN 2023

Celebrated by Forbes as a best employer in multiple categories

Great Place To Work Certified JUL 2024-JUL 2025 USA

Recognized by Great Place to Work®, People and U.S. News as a firm that puts its employees and communities first

FORTUNE BEST WORKPLACES FOR INCLUSIVENESS™ 2023

Acknowledged nationwide for building an inclusive workplace

ADVANCING AN ENGAGING CULTURE

Our commitment to attracting and retaining a top-quality workforce benefits the City through engaged team members and staff continuity.

4. Samples of similar projects completed

Don't just take our word for it. Talk with similar clients to learn how we help them overcome challenges and reach new heights.

Demonstrating that we've been down this path before

The experiences of our clients speak more about Baker Tilly's capabilities than any proposal ever could. That's why we encourage you to talk with our clients. Here are a few individuals who welcome the opportunity to share their Baker Tilly experience.

Each will give you an authentic perspective as you consider your own needs.

SELMA HOUSING AUTHORITY, HOUSING MARKET IDENTIFICATION AND DEMAND ANALYSIS			
Name	Cicely N. Curtis	Title	Chief Operating Officer
Phone	+1 (334) 874 6271 ext.230	Fax	+1 (334) 874-5567
Period	February 2025 to May 2025	Total contract	\$50,000.00
Email	ccurtis@selmahousing.com		
Services	Baker Tilly provided Selma Housing Authority with detailed housing market analysis assessing neighborhood and city stock, identifying housing supply gaps, quantifying the need for additional housing typologies, and providing recommendations for development and neighborhood stabilization.		

CITY OF LAWRENCE, KANSAS HOME-ARP PLAN			
Name	Caitlyn Dolar	Title	Housing Initiatives Project Specialist
Phone	+1 (785) 832-3113	Fax	N/A
Period	December 2022 to March 2023	Total contract	\$70,000.00
Email	cdolar@lawrenceks.org		
Services	Baker Tilly worked with the City to develop a HOME-ARP allocation plan by engaging with the local Continuum of Care (CoC), public housing authorities (PHAs), and community organizations. This included focus groups, online surveys, and public participation efforts to gather data and identify housing and homelessness projects. Baker Tilly's demographic analysis and needs assessment helped the City identify opportunities to address homelessness among HOME-ARP qualifying populations.		

CITY OF RALEIGH, NORTH CAROLINA, HOUSING PLANS			
Name	John Niffenegger	Title	Federal Programs Manager
Phone	+1 (919) 996 4330	Fax	N/A
Period	March 2022 to May 2025	Total contract	Various
Email	john.niffenegger@raleighnc.gov		

4. SAMPLES OF SIMILAR PROJECTS COMPLETED

CITY OF RALEIGH, NORTH CAROLINA, HOUSING PLANS	
Services	Baker Tilly assisted the City with completing a HOME-ARP allocation plan by completing consultation activities with its local CoC, in addition to local PHAs, and community-based organizations (i.e., providers of various supportive services, veteran-based groups, domestic violence service providers, public/private agencies that address qualifying populations) through the use of focus groups and online stakeholder needs assessment surveys. Additionally, we led public participation efforts on behalf of the City and collected qualitative and quantitative data for support of the identification of potential projects addressing housing and homelessness. Baker Tilly also prepared a demographic profile on behalf of the City and conducted a thorough needs assessment and gap analysis that highlighted areas of opportunity for the City to develop future projects to support HOME-ARP qualifying populations to address homelessness. Following this project, Baker Tilly completed the market analysis and needs assessment for the City's Consolidated Plan in 2025.

CLEVELAND, OHIO, DEVELOPMENT PROCESS IMPROVEMENTS			
Name	Kate Connor Warren	Title	Special Advisor to the Mayor
Phone	+1 (216) 664-4198	Fax	+1 (216) 664-2815
Period	June 2023 to July 2025	Total contract	\$150,000.00
Email	kwarren@clevelandohio.gov		
Services	Baker Tilly has worked with the City of Cleveland for the past two years on analysis and program development to improve the permitting process, engage community stakeholders, provide economic development incentives and develop a community benefits scorecard.		

DAHA SEIN, NEW LIFE CHURCH MASTER PLAN REDEVELOPMENT			
Name	Aziz Housseini	Title	CEO
Phone	+1 (404) 446 9835	Fax	N/A
Period	April 2024 to Present	Total contract	\$30,000.00
Email	aah@dahasein.com		
Services	Baker Tilly is subcontracting with Daha Sein to provide a detailed analysis of a proposed mixed-use redevelopment program, including evaluation of site control, development context, residential density and unit counts, and verification of commercial uses and square footage. We also developed pro formas for each of the development types and verified this with specific regional market data and conducted an economic impact analysis of the proposed development and its component parts.		

EXPERIENCE MATTERS. ESPECIALLY THE EXPERIENCE OUR CLIENTS RECEIVE
Connect with our clients to learn more. Additional references are available by request.

Sharing our experience

On the following pages, you will find samples of similar work our team completed.

4. SAMPLES OF SIMILAR PROJECTS COMPLETED

Housing Market Identification and Demand Analysis

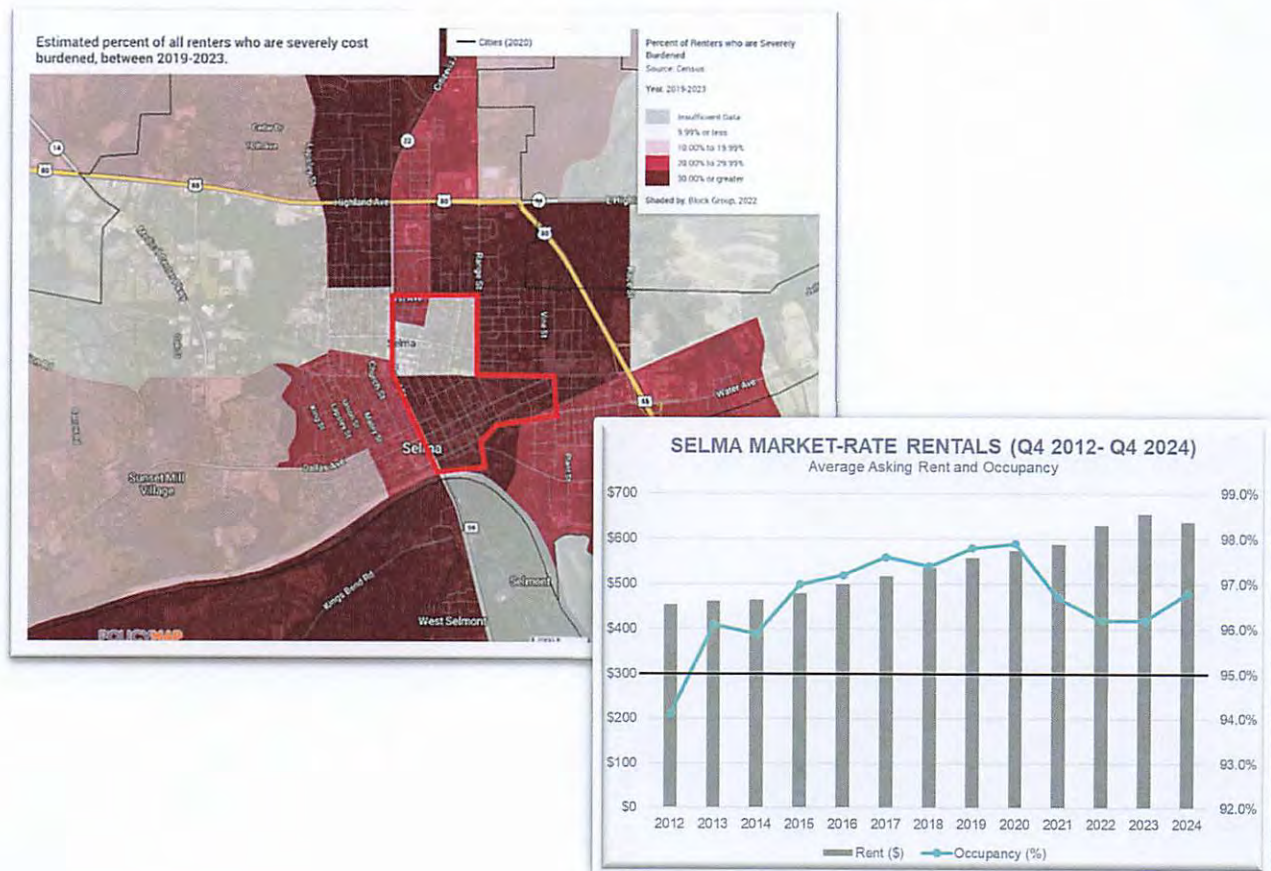
Client Need: Selma Housing Authority needed a Housing Needs Analysis to prioritize reinvestment in their portfolio and consider demand for public housing redevelopment and new construction as part of HUD's Choice Neighborhood program.

Solution

- Leveraged multiple data sources and market interviews to develop a comprehensive perspective of the local housing market.
- Identified specific challenges to housing market growth – vacancy, obsolescence of housing stock, limited new construction.
- Analyzed growth patterns of new housing units in the region, despite demographic headwinds.
- Provided current and future industry analysis to support income stability for residents.
- Identified micro-markets of most need for housing rehabilitation and development.

Results

- Produced a Housing Needs Analysis compliant with U.S. HUD regulations for the CNI program.
- Positioned GWC neighborhood for growth opportunities for rehab and infill development with different housing types.
- Identified neighborhood amenities and housing supportive services for residents.



4. SAMPLES OF SIMILAR PROJECTS COMPLETED

Infill Development Proposal

Client Need: A developer client was competing for developer rights to an infill site at a desirable CTA station for affordable housing. The RFP submittal required market analysis to support the project's investment thesis based on Brookings Institute research on teacher retention.

Services

- Neighborhood Asset Mapping: Qualitative assessment of neighborhood conditions and amenities available to residents.
- Housing Affordability Analysis: Estimate potential market capture of income cohorts based on essential workers: teachers, police, and fire/EMS.
- Network & Accessibility Analysis: Calculate accessibility for daily commute based on CTA lines to South and West Sides based on 35-minute travel time to public schools, police stations, and fire stations.

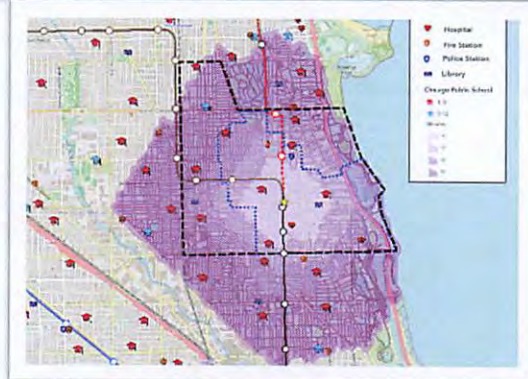
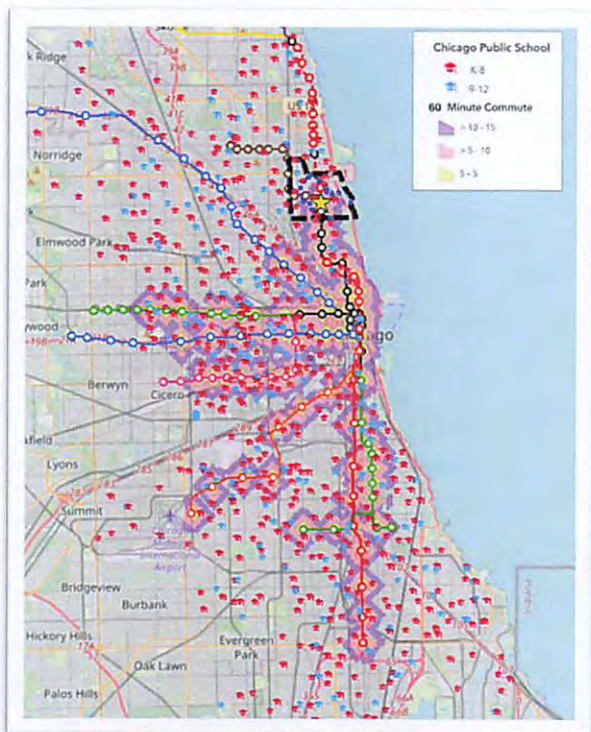
Analysis solution

Developed a layered analysis of multiple geographic variables into a cohesive argument to justify development concept.

- Neighborhood amenities within Lakeview neighborhood and 44th Aldermanic Ward
- Accessibility based on commute times on CTA lines with a focus on the Red Line into the South and West Sides
- Overlay of key employment locations of essential public workers

Results

Produced competitive developer application for submittal to municipal reviewing body. Analysis structured in three parts: neighborhood quality of life, job accessibility by CTA lines, and market share of housing affordability.



4. SAMPLES OF SIMILAR PROJECTS COMPLETED

Community District Development

Client Need: A large church in the Atlanta area required an economic performance analysis of their proposed Community District development. Due to the project's scale, the analysis needed to assess the District's ability to perform in a historically disinvested market.

Services

- Design Analysis of Site Economics: Validate the conceptual site plan with building massing and density, floor plates, and parking ratios.
- Market Verification of Delivery Schedule: Estimate existing product pipeline and absorption rates to anticipate a reasonable delivery schedule.
- Construction Phasing & Impact Analysis: Based on the delivery schedule, anticipate construction phasing and impact, including job creation, labor income, and taxes.
- Tenancing Strategies & Operational Impact Analysis: Consider tenancing strategies for mixed-use space (retail, office, MOB) and potential new economic activity generated by businesses and employees.

Solution

A multidisciplinary analysis including pro forma modeling, architectural site analysis, market verification, and economic impact.

- Independent validation of the conceptual site plan with space programming, unit counts, and rent roll
- Financial modeling of different housing types to deliver affordable units
- Social and economic impact analysis of the District

Results

A holistic analysis of the District's economic performance over a 10-year time horizon. The final report was used as a confidential promotional tool to recruit project partners and funders.



5. Service approach

We blend technology with the knowledge of our team members to deliver quality and insights. Our Housing Needs Analysis offerings unravel the complexities of the housing sector to reveal opportunities waiting to be explored.

Conducting the Housing Needs Analysis using a proven approach

Baker Tilly's development advisory team assists clients in planning, financing and developing quality housing developments and communities. We provide applied research expertise in housing and advisory services to private and public sector developers, owners, managers and affordable housing financing institutions in both rural and urban markets.

Your project team has a specialized focus on housing strategy, redevelopment, economic development and public-private partnerships and will pull from Baker Tilly's nationally recognized expertise in real estate development, as-needed. Our approach to your housing study includes:



Rapid, Data-Driven Policy Response

In a time of constrained budgets and rising demand, you need **evidence-based insights**. Our deliverables will equip you and other decision-makers to respond with precision and confidence.



Strategic Planning for Immediate Community Impact

With unprecedented pressure to respond to housing shortages, economic disparities, and shifting demographics, **we will help you act decisively** aligning strategies with urgent community needs to drive inclusive growth and long-term resilience.



Actionable Strategies for Pressing Priorities

The housing crisis is no longer a future concern—it's a present emergency. We will help you assess challenges and opportunities, and **craft actionable, locally tailored strategies** to expand affordability and retain and grow your workforce and tax base.



Inclusive & Transparent Methods

We believe that collaborating with local stakeholders can help build a stronger long-term relationship for you and encourage a **unified approach to future implementation**. Our deliverables are clear and easily accessible so that anyone can understand.

Looking to the future – designation of RHIDs

Your Baker Tilly team has experience with supporting the creation of and development within Reinvestment Housing Incentive Districts throughout Kansas, including producing feasibility studies and applications on behalf of developers. We understand the RHID process, and our staff will form a foundation analysis and can help along the way.

Creating a customized analysis for Leavenworth

The Housing Needs Analysis is your first step to developing Reinvestment Housing Incentive Districts and our team will provide both qualitative and quantitative analysis to find

- A shortage of quality housing at various price ranges
- A need for additional financial incentives to encourage private sector housing development
- A shortage of housing is preventing future economic growth and development
- Additional financial Incentives are needed for construction or renovation of quality housing

We will employ a mixed-methods approach to assess the housing market and needs across Leavenworth. Our analysis methods seek to balance data analytics with market opinions and perspectives to validate the findings. The analysis will utilize a variety of data sources, public media stories, existing community plans and analyses, and community and stakeholder input to develop a holistic perspective about the City's housing needs to provide the City with the guidance needed to develop a well-informed Housing Needs Analysis,

Baker Tilly proposes a comprehensive scope of services grounded in robust data analysis, stakeholder engagement, and actionable recommendations aligned with the City's housing goals. Our work plan encompasses six core tasks designed to culminate in a Housing Needs Analysis that informs policy and future investment, including but not limited to proposed RHID areas and program structure. Below is a summary of the scope and corresponding deliverables.

Work plan and major tasks

Task 1: Kickoff activities and project planning

Baker Tilly will initiate and mobilize the City to ensure that all participants share a common understanding and commitment to the project's goals and objectives. Baker Tilly will confirm the project's scope, objectives, timeline and key responsibilities for the project team. We will establish parameters of stakeholder and community engagement.

During this task, our engagement team will work with the City to complete all project kickoff activities, including a project kickoff meeting and the identification of the main points of contact. This task will begin the project management during the project that will ensure strong communication between Baker Tilly and the City.

Deliverables:

- Kickoff meeting
- Project plan and engagement plan

Task 2: Background review and data collection

Baker Tilly will assess the economic drivers, socio-economic characteristics, and demographic trends that are shaping the local housing market and place them within the context of Leavenworth. This will be done by reviewing a combination of existing City plans, policies, and program goals, as well as drawing data from national sources such as the American Community Survey and from proprietary databases to which Baker Tilly subscribes. Our innovative approach to capturing nuanced and impactful market forces and trends uses an integrated data ecosystem to access key details about real estate markets and commercial business activity across communities to understand local economic drivers and the potential for future investment. Data sources, including the Case-Shiller National Home Price Index, ESRI Business Analyst, PolicyMap, Placer.ai, CoStar, GreenStreet, IBISWorld, Lightcast and IMPLAN, help build a comprehensive perspective of the market dynamics related to trends in labor, land, and capital in a given market.

5. SERVICE APPROACH

Information to be utilized in analyzing the existing conditions and trends of demographic, economic, and housing issues will include:

- Characteristics of the current households including family type, tenure, age distribution, vacancy rates and household type
- Current income characteristics of the population and income by tenure
- Employment by industry sector and recent trends in employment growth
- Age, type, condition, tenure, price, and affordability of existing housing
- Trends in population and household growth, as well as current public projections of population and household growth in future years

We will develop a holistic data portrait of the community and conduct trends analysis of key factors impacting local housing markets. This data will help Baker Tilly understand the current demographic and economic characteristics of households in the community, what these characteristics will look like in the future, and the impact potential changes will have on housing planning and policy decisions. This information may be used to inform and shape stakeholder engagement.

Deliverables:

- Preliminary summary of demographic, economic, and housing data and trends

Task 3: Stakeholder and community engagement

Baker Tilly acknowledges that inclusive community participation is critical to understand current housing and economic conditions, trends and anticipated growth/demand, and the gaps that currently exist. Baker will work alongside the City to design an engagement process that maximizes community outreach by offering various opportunities for participation. Baker Tilly will help the City identify a broad range of key stakeholders to be included in this process that will enhance the findings of the analysis. To maximize participation, our team will utilize a mix of online and in-person tools, which include:

- **Stakeholder focus groups**—Conduct interviews, as-needed, with City staff, local officials, business leaders, developers, realtors, housing agency leaders, key landlords, and other identified stakeholders to help identify opportunities, provide local knowledge and establish a housing and economic baseline. The project team anticipates leading two virtual focus group meetings with identified stakeholders. Based on previous experience with similar projects, a virtual format will allow for greater attendance at the meetings and is more convenient for stakeholders.
- **Online stakeholder survey**—After completion of the stakeholder focus group meetings, Baker Tilly will design and distribute a brief online survey to stakeholders. Based on previous experience with similar projects, a survey tool will allow the project team to obtain additional detail from stakeholders and provide additional quantitative and qualitative data. The survey also allows stakeholders to provide additional input that they may not have felt comfortable providing in a focus group setting. The survey will be designed in coordination with the City after completion of the focus group meetings so that the information collected during the focus group sessions can shape the format and content of the survey questions.
- **Online community survey**—The project team will work in coordination with the City to design a publicly accessible survey that will allow members of the public to provide input on local housing needs from the perspective of residents. This survey can be posted to the City's website and social media platforms, and paper copies of the survey can also be distributed in key locations, so the survey is accessible to residents that do not have computer/internet access.

Deliverables:

- Two virtual stakeholder focus groups
- Online stakeholder survey
- Online community survey

5. SERVICE APPROACH

Task 4: Analysis of existing housing supply and future housing need

The goal of this task is to understand market demand for housing products within the community and position the City for growth, while ensuring that existing housing stock remains competitive with new construction in the local market. To do that, consumer and household preferences within the market will need to be evaluated.

Analyze rental and homeowner market conditions

Baker Tilly will conduct a supply analysis for both renters and homeowners aimed at assessing if there is sufficient quantity of diversity of supply to meet the demands of a growing population and allow a new generation of residents to enter the market. The analysis will analyze the characteristics of renter and owner housing serving target populations in the market including:

- Location and type of housing
- Rent levels, unit sizes, unit distributions and occupancy rates of rental housing
- Homeowner sales, price, and rent versus own cost differentials
- Features and amenities offered in the market
- Identify new housing development under construction and planned in the market

Demand analysis

The analysis will determine what additional demand or need exists in the market to support a proposed expansion of the rental and owner housing stock.

- Comment on the overall level of demand for rental housing in the market based both on net demand for additional rental housing and needs addressing the existing population/housing stock
- Comment on the overall level of demand for ownership housing in the market, based both on net demand for ownership housing and needs addressing the existing population/housing stock
- Identification of gaps between projected housing needs and projected supply for units by type of housing and affordability levels (including housing needs and gaps based on population's market segments, which may include older adults, disabled, families, working professionals)
- Identification of barriers to housing development needed

Deliverables:

- Draft section: Existing Housing Supply Review
- Draft section: Future Housing Need

Task 5: Economic Impact

The economic impact analysis will incorporate stakeholder interviews, workforce data, and input from local employers to understand how housing availability shapes labor markets and business growth. Methodologies will include comparative analysis of peer cities, review of local policies, and synthesis of survey and focus group data to determine the effect of housing shortages on recruitment, retention, and regional investment. Economic data evaluated will include commuting patterns and the employment base at local employers like Fort Leavenworth, VA Medical Center, schools, government entities, and private employers. Our methods will forecast the various tax revenues that will be generated, localized spending, and potential jobs that will be created, utilizing data-driven best practices and impact modeling in IMPLAN and Lightcast. By evaluating the interplay between housing supply and economic development, the section will provide actionable insights for future policy and investment decisions.

Deliverable:

- Draft section: Economic Impact

Task 6: Recommendations and report

Based on the findings from prior tasks, Baker Tilly will provide tactical direction for the City's housing needs. By balancing market realities with community priorities, we will contextualize appropriate demand estimates for various housing types and determine a focused investment strategy to encourage and support new housing deliveries. We will identify areas where housing investment is most needed and

5. SERVICE APPROACH

propose boundaries of incentive districts considering infrastructure capacity and other potential development barriers. This may include identifying underutilized properties that may benefit from incentives. The final report will include a variety of recommended strategies, including RHID program structures.

Baker Tilly will assemble the final deliverable that presents a holistic analysis — including data methods, summary tables, maps, and narrative — that describes historical and current housing market conditions, relevant market factors influencing housing production, and recommendations on potential strategies that should be considered to advance the housing investment in the community. The report will present a balanced perspective as a tool that local policymakers can use to pursue RHID designation.

Deliverables:

- Draft report
- Final report

Effective delivery to meet City’s expectations

Our project approach is designed to be cost efficient and will not exceed the maximum budget listed in the RFP of \$60,000. The chart below represents our customized approach to deliver a Housing Needs Analysis, with stakeholder engagement, within five months. And it’s just our starting point. We’ll collaborate closely with you to finalize a client service plan that meets all your needs — especially your timing.

TASK	2025		2026		
	Nov	Dec	Jan	Feb	Mar
Task 1: Kickoff					
Task 2: Data collection					
Task 3: Stakeholder/community engagement					
Task 4: Housing supply and need					
Task 5: Economic impact					
Task 6: Draft and final report					

Baker Tilly recognizes that our approach must be flexible and adaptable. As timing of meetings, focus group sessions, and reviews of deliverables may change, we will maintain open communication throughout the engagement and adjust the approach and timing as required.

Staying on schedule while exploring every opportunity

To stay on track, every expedition needs a well-planned course map with milestones to track timing and progress. As we build your plan together, we use strategies like these to stay ahead of the curve:



Working backward from your required reporting due date
Meeting your deadlines is our number-one priority. Like you, Baker Tilly recognizes that a surprise-free approach is vital to building a genuine, meaningful relationship.



Focusing significant principal time in the early engagement stages
Experienced leaders know the terrain best. It's why ours join you on the journey early on, helping to spot potential risks and plan a course for success.



Setting a clear plan of action through our client service timeline
We'll update your team on any new items, and you can view the status of your engagement any time.



Emphasizing regular communication with management
New regulatory changes. Industry trends. Best practice insights. We'll bring you all of this and more throughout the year.

Appendix A: Full resumes of proposed team

MANAGING DIRECTOR

Jolena Presti

Jolena Presti is a managing director with Baker Tilly's development advisory practice.



Baker Tilly Advisory Group, LP

790 N Water St
Suite 2000
Milwaukee, WI 53202
United States

T: +1 (414) 777 5490
jolena.presti@bakertilly.com

bakertilly.com

Education

Master of Public Administration
Master of Urban Planning
University of Washington

Bachelor of Arts in business
administration and marketing
Lakeland University
(Plymouth, Wisconsin)

Jolena has more than 25 years of experience in developing and advancing innovative strategies in housing, redevelopment and economic and community solutions for clients nationwide. As a development advisory team leader, Jolena provides strategic advisory services to a diverse range of clients, including municipalities, private developers, economic development organizations, impact investors and not-for-profit organizations. She has a proven track record of driving team strategy and providing leadership in cross-functional collaboration and client initiatives.

Specific experience

- Leads strategic and innovative planning initiatives for housing, economic development, redevelopment, public-private partnerships (P3) and long-term planning, ensuring successful implementation and growth
- Guides municipalities and developers through urban planning, master planning and redevelopment stages, maximizing economic growth and real estate transformation
- Conducts comprehensive market and financial feasibility analyses, providing gap analysis and funding strategies to advance project success
- Performs in-depth financial analysis of economic development strategies, P3s and development initiatives, optimizing available project financing options
- Advises on complex project implementation strategies across various land uses, including mixed-use districts, housing, manufacturing and downtown areas, often engaging in P3 and multi-partner initiatives
- Develops and implements multi-layered funding strategies, including incentives, grants, tax programs and private funding, to support project financing

Industry involvement

- Harbor District, Inc. Milwaukee, Wisconsin, board member
- Fox Point Bayside Educational Foundation, board member
- Industrial Asset Management Council (IAMC)
- MidAmerica Economic Development Council (MAEDC)
- Wisconsin Economic Development Association (WEDA)
- Certified Urban Planner (AICP), American Institute of Certified Planners
- APA, National and Wisconsin Chapters

PRINCIPAL

Tom L. Kaleko

Tom Kaleko is a principal with Baker Tilly Municipal Advisors, LLC, and he has advised local governments for more than 40 years.



Baker Tilly Municipal Advisor, LLC

7285 W 132nd St
Suite 220
Overland Park, KS 66213
United States

T: +1 (816) 333 7294
tom.kaleko@bakertilly.com

bakertilly.com

Education

Master of Public Administration
University of Kansas

Bachelor of Business
Administration
University of Tennessee

Registered municipal advisor
representative

Tom leads Baker Tilly's municipal advisory professionals in Missouri and Kansas. He has provided financial advice to cities, counties and school districts since 2005. Previously, he served for 20 years in various city management capacities. Tom has extensive experience helping high-growth communities address their capital needs. He specializes in the areas of economic development and development finance – aiding in the evaluation and financing of mutually beneficial public-private partnerships.

Specific experience

- General obligation, special obligation, lease revenue and utility revenue bonds
- Development finance
- Housing and economic development
- High-growth communities
- Complex issue presentation

Industry involvement

- ICMA
- Government Finance Officers Association (GFOA)
- Kansas Association of City/County Management (KACM)
- Missouri City/County Management Association (MCMA)
- Kansas Government Finance Officers Association (KSGFOA)
- Missouri Government Finance Officers Association (MOGFOA)

Thought leadership

- "Reinvestment Housing Incentive Districts," presentation to the Kansas Government Finance Officers Association
- "Due Diligence and Risk Management Measures for Economic Development Incentive Approvals;" Missouri Municipal Review; with Joe Lauber, Lauber Municipal Law
- "Discovering the Possible, Collaborative Capital Financing in Kansas;" presentation to the Midwest Regional Public Finance Conference
- "Fundamentals of Municipal Bonds;" presentation to the Public Risk Management Association
- "Municipal Bond Continuing Disclosure;" presentation to the Southwest Missouri Government Finance Officers Association
- "Tax Increment Financing Districts and Transportation Development Districts;" presentation to the League of Kansas Municipalities

PRINCIPAL

Tom L. Kaleko

Page 2

Thought leadership, (cont.)

- “Evaluating Economic Development Proposals,” presentation to the Missouri Municipal League
- “Priority Based Budgeting,” presentation to the Kansas Government Finance Officers Association
- “Financing Capital Improvements in Missouri,” presentation to the Southwest Missouri City Clerks/Finance Officers Association
- “Basic Questions/Foundations for Incentives,” presentation to the Missouri Economic Development Council

DIRECTOR

Marta Purdy, AICP

Marta Purdy is a director with Baker Tilly's development advisory practice.



Baker Tilly Advisory Group, LP

4807 Innovate Lane
Madison, WI 53707
United States

T: +1 (608) 240 2539
marta.purdy@bakertilly.com

bakertilly.com

Education

Master of City and Regional
Planning
University of North Carolina at
Chapel Hill

Bachelor of Arts in geography
University of Wisconsin – Madison

Marta joined Baker Tilly in 2021 and has more than 15 years of experience in urban redevelopment, housing and execution of public-private partnership (P3) projects. Marta is a strategic thinker who leverages creative insights to achieve economic and social impacts. She leads interdisciplinary teams to manage complex redevelopment strategies, analyze housing needs, develop effective financing strategies and deliver client results. Before joining Baker Tilly, Marta worked at a boutique urban planning and economic development consulting firm for 12 years working throughout the Midwest.

Specific experience

- Provides consulting leadership and services for housing, redevelopment, economic development, market assessment, feasibility studies and targeted area and citywide planning initiatives for communities including Louisville, Kentucky; Shreveport, Louisiana; Palo Alto, California; Moline, Illinois; Waterloo, Iowa; Rifle, Colorado; Elkhart, Indiana; San Antonio, Texas
- Works closely with public and private sector leaders, including Fortune 500 companies, to advance growth and development in communities through effective relationship management, data analytics, problem solving and excellent client service
- Directs housing and community development projects, including the U.S. Department of Housing and Urban Development (HUD)-funded planning initiatives, neighborhood- and citywide market analysis and housing policy initiatives
- Performs financial and feasibility analyses in redevelopment initiatives and economic development strategies to optimize available project financing tools, credits and incentives
- Advises on complex project implementation strategies focused on advancing client growth initiatives, often engaging the public sector, business leaders, corporate and not-for-profit organizations
- Leads development of strategies, concepts and budgets to advance place-based and/or industry-led initiatives, including advanced manufacturing, aerospace and sports/entertainment industries

Industry involvement

- AICP
- APA National and Wisconsin Chapters

SENIOR MANAGER

Kristian Vaughn, EDFP, ENV SP

Kristian is a senior manager with Baker Tilly's development advisory practice.



Baker Tilly Advisory Group, LP

790 N Water Suite
Suite, 2000
Milwaukee, WI 53202
United States

T: +1 (414) 644 5731

kristian.vaughn@bakertilly.com

bakertilly.com

Education

Doctor of Philosophy in
architecture
Master's degree in urban planning
Bachelor's degree in history and
Spanish
University of Wisconsin-Milwaukee

Kristian is an experienced economic development strategist, urban science researcher and project manager with 10 years of experience in community economics, real estate finance, land use management and public policy in the governmental, private consulting and not-for-profit sectors.

His specialties include financial structuring of impactful community-based real estate, economic impact modeling of investments, engaging stakeholders in facilitated discussions and focus group sessions and supporting municipal staff and neighborhood organizations in the development and implementation of economic strategies to catalyze reinvestment in commercial corridors and residential neighborhoods.

Specific experience

- Develops financial analysis and economic impact methods to assess the viability and performance of real estate investments, including capital investment, operational expenditures and job creation; methods include detailed quantitative analysis and market verification that are customized to municipal, not-for-profit and private sector contexts
- Assists municipal staff in creating economic development strategies for planning and neighborhood revitalization, focusing on small business growth, real estate investments and community identity
- Supports municipal staff with permit processes, redevelopment scenarios and zoning projects, ensuring stakeholder alignment, legal compliance and public presentations
- Designs and conducts community engagement activities including 1:1 interviews, focus group discussions, open houses and public hearings; preparations for community activities include drafting meeting handouts, creating display boards, developing social media content and collecting and organizing feedback

Industry involvement

- APA
- Institute for Sustainable Infrastructure (ISI)
- Urban Land Institute (ULI)
- WEDA

Continuing professional education

- Economic Development Finance Professional (EDFP)
- Envision Sustainability Professional (ENV SP)

MANAGER

Mary Itz, AICP

Mary is a manager with Baker Tilly's development advisory practice.



Baker Tilly Advisory Group, LP

11750 Katy Freeway
Suite 1100
Houston, TX 77079
United States

T: +1 (713) 744 8436
mary.itz@bakertilly.com

bakertilly.com

Education

Master of City and Regional
Planning
University of Pennsylvania

Bachelor of Arts in international
studies and sociology
American University
(Washington, D.C.)

Mary is a professional urban planner. She works collaboratively with clients on a wide range of strategic initiatives related to affordable housing, community development, strategic planning, budgeting, community planning and infrastructure. Prior to joining Baker Tilly, Mary worked in cities for 15 years managing affordable housing and community development programs and grants.

Specific experience

- Develops housing and community development need assessments, market analyses and implementation strategies
- Designs and conducts inclusive community and stakeholder engagement input opportunities through a variety of methods, including surveys, interviews, focus groups, open houses and public hearings
- Manages the preparation of reports for the U.S. Department of Housing and Urban Development (HUD), including disaster recovery action plans, consolidated plans, annual action plans, consolidated annual performance and evaluation reports and analysis of impediments to fair housing choice
- Provides technical assistance to public and private sector clients for federal grants, including community development block grant (CDBG), HOME investment partnerships grant (HOME), housing opportunities for persons with HIV/AIDS (HOPWA), emergency solutions grant and community project funding (CPF)
- Updates grant reporting systems to ensure compliance with HUD regulations, including IDIS and DRGR
- Created and implemented actions to affirmatively further fair housing, including community grant programs and marketing campaigns
- Assisted with the Texas grow homes project (pilot program for Texas disaster relief)

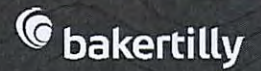
Industry involvement

- AICP
- APA Nation and Texas Chapters

Community involvement

- Preservation Houston, volunteer/member
- Houston Livestock Show and Rodeo, Ranching and Wildlife, volunteer/member
- Junior League of Houston, volunteer/member

SENIOR CONSULTANT



Andrea Ferreira

Andrea is a senior consultant with Baker Tilly's development advisory practice.



Baker Tilly Advisory Group, LP

3740 Davinci Court
Suite 400
Peachtree Corners, GA 30092
United States

T: +1 (404) 410 2032

andrea.ferreira@bakertilly.com

bakertilly.com

Education

Master of City and Regional
Planning
Georgia Institute of Technology

Bachelor of Arts in architecture
Wellesley College

Andrea collaborates with clients on a wide range of strategic initiatives, including affordable housing, economic, community and real estate development. She brings five years of experience in real estate development and urban planning consulting and previously worked on engagements nationally across a range of asset classes.

Specific experience


- Led market feasibility analyses for workforce and mixed-income housing projects under Florida's Live Local Act
- Prepared financial feasibility and multiuse market analyses for planned large-scale mixed-use developments nationally
- Performed housing needs assessments for universities and research institutions, including conducting surveys and charrettes with key community stakeholders
- Assisted with comprehensive plans and developed recommendations for new city development internationally
- Conducted National Environment Protection Authority early scoping and environmental impact analysis for the Charlotte Area Transit System light rail expansion

POLICY REPORT NO. 25-46

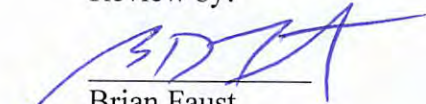
WATER POLLUTION CONTROL – 2026 CHEMICAL PURCHASE

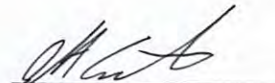
December 9th, 2025

Prepared by:


Tim Guardado,
WPC Superintendent

Review by:


Brian Faust
Public Works Director


Scott Peterson,
City Manager

ISSUE:

Consider approval of bids for the purchase of chemicals used in the operation and maintenance of the Wastewater Treatment Plant.

BACKGROUND:

Chemicals are used for a variety of processes in the treatment of wastewater. A summary of the uses is shown below.

- **Hydrogen Peroxide** is injected into the raw sludge line before the belt press to control the release of hydrogen sulfide gas in the pressroom.
 - Projected year usage for 2026: 24 - 55 gallon drums (approximately 12,400lbs)
- **Sodium Hypochlorite** and **Sodium Hydroxide** are used in the wet air scrubber to control odors from the dewatering operation.
 - Projected year usage for 2026: 6 - 55 gallon drums. 3 Sodium Hypochlorite (approx. 1650lbs) and 3 Sodium Hydroxide (approx. 2100lbs).
- **Ferrous chloride** is added to the influent to control odors from the plant processes.
 - Projected usage for 2026: 33,000 gallons (approx. 1.43lbs per gallon = 47,000lbs of Fe).
- **Polymer** is a coagulating agent used in the sludge dewatering process.
 - Projected usage for 2026: 11,000 pounds

Chemical	Price in 2023	Price for 2024	Price for 2025	2026 Bid	Vendors for 2026
Ferrous Chloride	\$1.29/lb. Fe	\$1.69/lb Fe	\$1.665/lb Fe	\$3.30/lb Fe	Technology International Inc.
Sodium Hypochlorite	\$3.30/gal	\$3.42/gal	\$3.42/gal	\$3.30/gal	Edwards Chemicals
Sodium Hydroxide	\$0.64/lb.	\$0.335/lb.	\$0.335/lb.	\$0.167/lb	Edwards Chemicals
Hydrogen Peroxide	\$0.39/lb.	\$0.45/lb.	\$0.30/lb.	\$0.30/lb	Brenntag Mid-South
Polymer	\$2.77/lb.	\$2.64/lb.	\$2.64/lb.	\$2.64/lb	Atlantic Coast Polymers

BUDGET IMPACT:

The 2026 Budget includes \$105,000 for the purchase of chemicals for the WWTP. The bids received were similar to past years except for the bid for Ferrous Chloride. This bid was double the amount of the previous years.

STAFF RECOMMENDATION:

Staff recommends approval by the City Commission of the low bids that meet the specifications for the following chemicals (Sodium Hypochlorite, Sodium Hydroxide, Hydrogen Peroxide and Polymer) in a total amount of \$37,000.

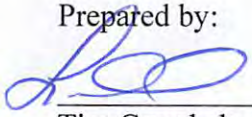
Staff recommends the bid received for Ferrous Chloride from Technology International Inc. be rejected. Staff will evaluate our specifications and make any changes that are appropriate and then rebid this item.

POLICY REPORT NO. 25-47
WATER POLLUTION CONTROL
2025 FORCE MAIN INSPECTIONS

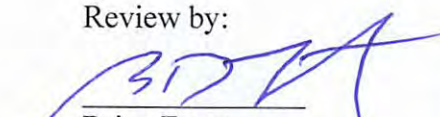
City Project No. 2025-031

December 9th, 2025

Prepared by:


Tim Guardado,
WPC Superintendent

Review by:


Brian Faust
Public Works Director


Scott Peterson,
City Manager

ISSUE:

Consider award of a contract for the inspection and associated detailed condition assessment of 4 sanitary force mains.

BACKGROUND:

The city operates four wastewater lift stations, three were originally constructed in the 1970's and one was constructed in 2012. These lift stations pump sewage through pressurized pipelines where gravity flow is not possible.

Because these assets are now more than 50 years old, they are reaching the end of their typical service life. Aging force mains are susceptible to structural deterioration, internal corrosion, joint failures and pressure-related issues.

Over the past few years, the city has experienced several force main breaks. Each break required emergency mobilization, excavation and repair as well as coordination to prevent or contain wastewater overflows. These failures indicated that the system is becoming increasingly vulnerable and may contain additional sections at risk of similar failures.

A wastewater force main is a pressurized pipeline that conveys sewage from a lift (pump) station to a downstream gravity sewer system, treatment plant, or another force main. Unlike gravity sewers, which rely on slope, a force main uses mechanical pumping to move wastewater through the line. Force mains are critical for moving flow across long distances, flat terrain, or areas where gravity service is not feasible.

The objective of this project is to perform a comprehensive internal condition assessment of four (4) wastewater sanitary sewer force mains, totaling approximately 10,000 linear feet. The inspection will utilize internal, free-swimming, tether-less inspection equipment to identify structural defects, blockages, corrosion, and leaks.

The 4 lift stations and associated force mains are:

- A. VA
- B. Select
- C. Hallmark
- D. Westglen

Total Length: ~10,000 LF
Material: cast iron and PVC
Diameter Range: 6 – 10"

Operating Pressure: unknown

Flow Conditions: Active/live system with continuous/semi-continuous flow

BUDGET IMPACT:

An allocation of \$90,000 has been earmarked for this project in the 2025 Capital Improvement Program for repair of force mains. This funding is designated to cover the costs associated with the inspections and reporting of the condition of the force mains. The actual cost of \$105,000 however funding is available to cover this difference.

STAFF RECOMMENDATION:

Staff recommends the City Commission authorize the Mayor to sign a contract with American Pipeline Solutions for inspection of the four force mains for a total not to exceed \$105,000.

ATTACHMENTS:

- Contract
- 2025 CIP Sheet



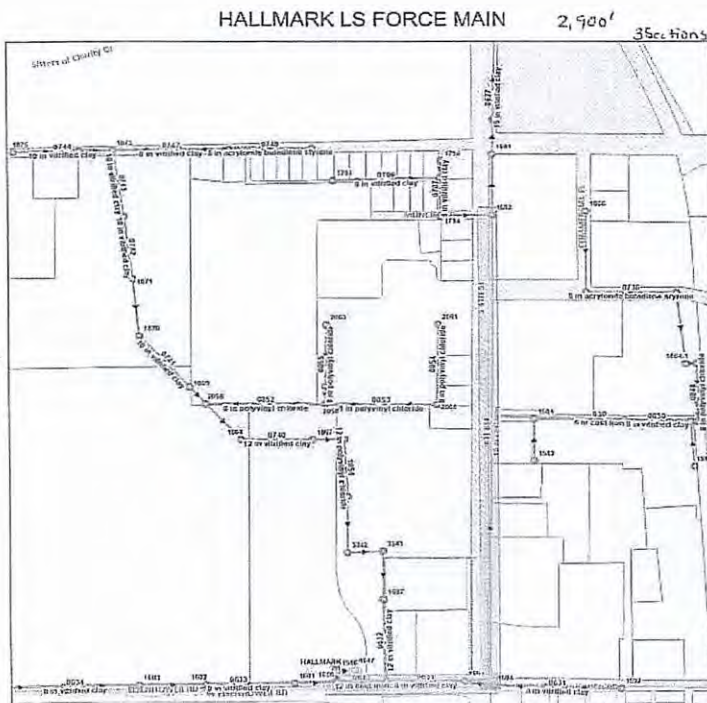
Force main break at the Hallmark Lift Station

Capital Improvements Program
2025 - 2029
Sewer Fund - Sewer Line Maintenance at Hallmark

Purpose / Description:

This allocation provides for the systematic repairs to sections of the force main by Hallmark. The original main was constructed in the 1970s and is currently in the process of being repaired to prevent failure.

Comments	Source	Year	Requested	Scheduled
Hallmark Force Main	Sewer Fund Operating Budget	2025	\$ 90,000	\$ 90,000
"	"	2026	-	-
"	"	2027	99,000	99,000
"	"	2028	103,500	103,500
"	"	2029	-	-
			\$ 292,500	\$ 292,500



POLICY REPORT PWD NO. 25-49

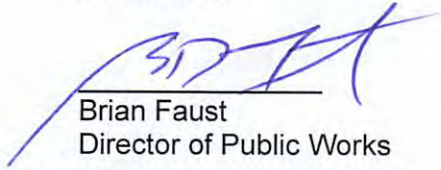
CONSIDER AWARD OF A CONTRACT FOR THE RECONSTRUCTION OF WILSON AVENUE
BETWEEN LIMIT AND ASH ST


CITY PROJECT NO. 2023-001

December 9, 2025

Prepared by:

Reviewed by:


Brian Faust
Director of Public Works


Scott Peterson
City Manager

ISSUE:

Consider award of a contract with Linaweaver Construction for the reconstruction of Wilson Avenue between Limit and just north of Ash Street.

BACKGROUND:

Wilson Avenue south of Limit Street is currently a narrow 2-lane rural section with open ditches and no sidewalk. There is industrial manufacturing on the west side of Wilson and large trucks access the manufacturing facilities on a regular basis. While the eastside has not been developed, there have been inquiries about the potential for residential development.

The project will relocate the existing watermain and reconstruct Wilson Avenue to include curb/gutter, an enclosed stormwater system and sidewalk on the westside. The relocation of the waterline will be a 50/50 cost share with Leavenworth Waterworks.

The project plans and specifications were prepared by Wilson & Company, and the project was advertised on the Bonfire/Euna online bidding platform. Bids were received on December 3rd and the results are shown below and on the attached bid tabulation.

Company	Location	Bid Price
Linaweaver Construction	Lansing, Kansas	\$ 1,225,113.70
Kings Construction	Oskaloosa, Kansas	\$ 1,226,672.94
Kansas Heavy Construction	Tonganoxie, Kansas	\$ 1,507,582.20
Leavenworth Excavating	Leavenworth, Kansas	\$ 1,586,882.30
J M Fahey	Kansas City, Kansas	\$ 1,642,015.75
Engineer's Estimate		\$ 2,041,940.00

The low bid was submitted by Linaweaver Construction in the amount of \$1,225,113.70 and based on the evaluation by city staff, they are qualified to perform this work. While the contract amount is \$1,225,113.70, the city will be reimbursed by Leavenworth Waterworks for 50% of the waterline relocation cost. The water portion of the contract is \$319,877.70, so the reimbursement will be approximately \$159,938.80 (depending on final quantities).

BUDGET IMPACT:

The budget estimate for this project was \$2M with a portion of the funding included in the 2026 CIP. As the low bid was significantly under the \$2M estimate, there is adequate funding available to complete the project.

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 indicates that the award will be in the best interest of the City. The qualified low bid from Linaweaver Construction Inc. was under the Engineer's Estimate and the contractor is qualified for this work.

RECOMMENDATION:

Staff recommends that the City Commission authorize the Mayor to sign a contract with Linaweaver Construction Inc, in the amount of \$1,225,113.70 for the reconstruction of Wilson Avenue from Limit Street to just north of Ash Street.

ATTACHMENTS:

- Contract
- Bid Tab
- CIP Sheet



CITY OF LEAVENWORTH
Project No. 2023-001
Wilson Avenue Improvements
December 3, 2025

ENGINEER'S ESTIMATE	
	\$2,041,940.00

BASE BID				\$1,642,015.75		\$1,507,582.20		\$1,226,672.94	
Wilson Avenue Improvements				JM FAHEY CONSTRUCTION		KANSAS HEAVY CONSTRUCTION		KINGS CONSTRUCTION	
Item	Description	Unit	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	Mobilization	LS	1.00	\$90,000.00	\$90,000.00	\$140,000.00	\$140,000.00	\$98,150.00	\$98,150.00
2	Contractor Furnished Staking	LS	1.00	\$12,150.00	\$12,150.00	\$26,000.00	\$26,000.00	\$16,000.00	\$16,000.00
3	Clearing and Grubbing	LS	1.00	\$54,000.00	\$54,000.00	\$13,600.00	\$13,600.00	\$19,500.00	\$19,500.00
4	Demolition (ie. Roadway, Storm Sewer)	LS	1.00	\$31,000.00	\$31,000.00	\$52,000.00	\$52,000.00	\$55,000.00	\$55,000.00
5	Embankment	CY	334.00	\$14.00	\$7,476.00	\$19.00	\$10,146.00	\$5	\$2,670.00
6	Unclassified Excavation	CY	3494.00	\$44.50	\$155,483.00	\$24.00	\$83,856.00	\$30	\$104,820.00
7	Curb Inlet (4"x4")	EA	11.00	\$7,000.00	\$77,000.00	\$6,785.00	\$74,635.00	\$4,263.00	\$46,893.00
8	Curb Inlet (8"x4")	EA	2.00	\$10,000.00	\$20,000.00	\$11,400.00	\$22,800.00	\$6,700.00	\$13,400.00
9	Area Inlet (8"x4")	EA	2.00	\$9,800.00	\$19,600.00	\$11,400.00	\$22,800.00	\$6,900.00	\$13,800.00
10	Junction Box (8"x4")	EA	1.00	\$8,800.00	\$8,800.00	\$10,300.00	\$10,300.00	\$6,400.00	\$6,400.00
11	Storm Sewer Pipe (15" RCP)	LF	546.00	\$176.00	\$96,096.00	\$100.00	\$54,600.00	\$60	\$32,760.00
12	Storm Sewer Pipe (18" RCP)	LF	468.00	\$162.00	\$75,816.00	\$104.00	\$48,672.00	\$68	\$31,824.00
13	Storm Sewer Pipe (24" RCP)	LF	72.00	\$183.25	\$13,194.00	\$135.00	\$9,720.00	\$85	\$6,120.00
14	Storm Sewer Pipe (42" RCP)	LF	64.00	\$163.75	\$23,280.00	\$350.00	\$22,400.00	\$165	\$10,560.00
15	Storm Sewer Pipe (38"x60" S.L. RCP)	LF	75.00	\$144.00	\$10,800.00	\$385.00	\$28,875.00	\$168	\$27,600.00
16	Flared End Section (42" RCP)	EA	1.00	\$1,125.00	\$1,125.00	\$3,270.00	\$3,270.00	\$2,750.00	\$2,750.00
17	Flared End Section (60" Equiv RCP)	EA	1.00	\$4,200.00	\$4,200.00	\$4,600.00	\$4,600.00	\$7,500.00	\$7,500.00
18	Curb Flume	EA	1.00	\$453.00	\$453.00	\$1,800.00	\$1,800.00	\$500	\$500.00
19	Connect to Exit Manhole	EA	1.00	\$1,831.00	\$1,831.00	\$2,190.00	\$2,190.00	\$1,750.00	\$1,750.00
20	Rock Riprap (250-12", T+24")	SY	37.00	\$205.00	\$7,585.00	\$100.00	\$3,700.00	\$119	\$4,403.00
21	Granular Filter (T+6")	SY	37.00	\$205.00	\$7,585.00	\$42.00	\$1,554.00	\$20	\$740.00
22	Asphaltic Cement Conc., Surface (KDOT SR-12.5A Super)	SY	3487.00	\$11.00	\$38,357.00	\$11.55	\$40,274.85	\$10.48	\$36,543.76
23	Asphaltic Cement Conc., Base (6")	SY	3487.00	\$30.00	\$104,610.00	\$31.25	\$108,968.75	\$28.42	\$99,100.58
24	Conc. Pavement (KCMMS-4K) (8")	SY	498.00	\$149.50	\$74,451.00	\$152.00	\$75,696.00	\$38	\$48,804.00
25	Granular Subbase (AB-3 Compacted) (6")	SY	3002.00	\$13.00	\$39,026.00	\$28.10	\$140,556.20	\$11.80	\$59,023.60
26	Type B (MR-25) Compaction (6")	SY	5166.00	\$6.00	\$30,996.00	\$2.90	\$14,981.40	\$0.50	\$2,583.00
27	Type CG-1 Curb	LF	2703.00	\$28.75	\$77,711.25	\$26.80	\$72,440.40	\$26	\$70,278.00
28	Type CG-1 Driveway Curb	LF	240.00	\$49.00	\$11,760.00	\$35.30	\$8,472.00	\$35	\$8,400.00
29	Conc. Commercial Driveway (8")	SF	2928.00	\$15.75	\$46,116.00	\$18.40	\$53,875.20	\$9.78	\$28,635.84
30	Conc. Driveway (8")	SF	395.00	\$14.00	\$5,530.00	\$10.40	\$4,108.00	\$7.75	\$3,061.25
31	Gravel Driveway (6")	SF	668.00	\$3.25	\$2,171.00	\$2.70	\$1,803.60	\$1.65	\$1,102.20
32	Conc. Casing	LF	35.00	\$210.00	\$7,350.00	\$165.00	\$5,775.00	\$100	\$3,500.00
33	Double 4" Solid Yellow Line	LF	1435.00	\$7.25	\$3,231.00	\$3.30	\$4,738.80	\$2	\$2,872.00
34	12" Solid White Stop Bar	LF	12.00	\$16.50	\$198.00	\$22.00	\$264.00	\$15	\$180.00
35	Conc. Sidewalk (4")	SF	6115.00	\$9.25	\$56,563.75	\$7.40	\$45,251.00	\$6.25	\$38,218.75
36	ADA Curb Ramp	EA	1.00	\$2,800.00	\$2,800.00	\$1,650.00	\$1,650.00	\$2,000.00	\$2,000.00
37	ADA Detectable Warning	EA	1.00	\$181.00	\$181.00	\$650.00	\$650.00	\$75	\$75.00
38	4" HDPE Waterline w/Excavation & Backfill	LF	79.00	\$165.75	\$13,094.25	\$72.00	\$5,688.00	\$145	\$11,455.00
39	6" HDPE Waterline w/Excavation & Backfill	LF	124.00	\$197.00	\$24,428.00	\$87.00	\$10,788.00	\$130	\$16,120.00
40	8" HDPE Waterline w/Excavation & Backfill	LF	664.00	\$123.00	\$81,672.00	\$89.00	\$59,096.00	\$85	\$56,440.00
41	12" HDPE Waterline w/Excavation & Backfill	LF	712.00	\$141.50	\$100,748.00	\$114.00	\$81,168.00	\$105	\$74,760.00
42	6"x22.5" Bend w/Backing Block	EA	2.00	\$807.00	\$1,614.00	\$1,040.00	\$2,080.00	\$850	\$1,700.00
43	6"x15" Bend w/Backing Block	EA	2.00	\$1,105.00	\$2,210.00	\$870.00	\$1,740.00	\$1,000.00	\$2,000.00
44	12"x15" Bend w/Backing Block	EA	2.00	\$2,210.00	\$4,420.00	\$1,450.00	\$2,900.00	\$2,500.00	\$5,000.00
45	6"x4" Reducer	EA	1.00	\$1,072.00	\$1,072.00	\$730.00	\$730.00	\$1,000.00	\$1,000.00
46	8"x6" Reducer	EA	1.00	\$1,325.00	\$1,325.00	\$760.00	\$760.00	\$1,000.00	\$1,000.00
47	12"x6" Reducer	EA	1.00	\$1,658.00	\$1,658.00	\$1,575.00	\$1,575.00	\$1,500.00	\$1,500.00
48	8"x6" Tee	EA	2.00	\$1,775.00	\$3,550.00	\$1,170.00	\$2,340.00	\$1,500.00	\$3,000.00
49	12"x8" Tee	EA	1.00	\$2,431.00	\$2,431.00	\$1,700.00	\$1,700.00	\$2,000.00	\$2,000.00
50	6" Cap	EA	1.00	\$663.00	\$663.00	\$1,175.00	\$1,175.00	\$500	\$500.00
51	12" Cap	EA	1.00	\$884.00	\$884.00	\$1,600.00	\$1,600.00	\$850	\$850.00
52	4" Gate Valve	EA	1.00	\$2,210.00	\$2,210.00	\$2,050.00	\$2,050.00	\$2,000.00	\$2,000.00
53	6" Gate Valve	EA	2.00	\$2,763.00	\$5,526.00	\$2,540.00	\$5,080.00	\$2,500.00	\$5,000.00
54	8" Gate Valve	EA	2.00	\$1,868.00	\$7,736.00	\$3,500.00	\$7,000.00	\$3,500.00	\$7,000.00
55	12" Gate Valve	EA	5.00	\$5,968.00	\$29,840.00	\$5,700.00	\$28,500.00	\$6,000.00	\$30,000.00
56	8" Solid Sleeve	EA	1.00	\$2,000.00	\$2,000.00	\$1,480.00	\$1,480.00	\$1,000.00	\$1,000.00
57	1" Copper Service Line	EA	2.00	\$5,305.00	\$10,610.00	\$2,325.00	\$4,650.00	\$5,000.00	\$10,000.00
58	1 1/2" Copper Service Line	EA	1.00	\$7,300.00	\$7,300.00	\$3,250.00	\$3,250.00	\$5,000.00	\$5,000.00
59	Fire Hydrant Assembly	EA	3.00	\$11,715.00	\$35,145.00	\$9,000.00	\$27,000.00	\$15,000.00	\$45,000.00
60	Remove and Reset Chainlink Fence	LF	24.00	\$50.50	\$1,212.00	\$50.50	\$1,212.00	\$100	\$2,400.00
61	Remove and Reset Metal Fence	LF	150.00	\$100.00	\$15,000.00	\$97.90	\$14,685.00	\$75	\$11,250.00
62	Rock Ditch Check	EA	2.00	\$995.00	\$1,990.00	\$840.00	\$1,680.00	\$1,000.00	\$2,000.00
63	Silt Fence	LF	1316.00	\$2.00	\$2,632.00	\$2.00	\$2,632.00	\$5	\$6,580.00
64	Hydroseed	AC	1.00	\$4,300.00	\$4,300.00	\$5,720.00	\$5,720.00	\$5,000.00	\$5,000.00
65	Area Inlet Protection	EA	2.00	\$110.50	\$221.00	\$175.00	\$350.00	\$200	\$400.00
66	Curb Inlet Protection	EA	17.00	\$110.50	\$1,878.50	\$90.00	\$1,530.00	\$100	\$1,700.00
67	Construction Entrance	EA	1.00	\$2,122.00	\$2,122.00	\$2,100.00	\$2,100.00	\$1,500.00	\$1,500.00
68	Traffic Control	LS	1.00	\$5,747.00	\$5,747.00	\$8,300.00	\$8,300.00	\$6,000.00	\$6,000.00
TOTAL BASE BID:				\$1,642,015.75		\$1,507,582.20		\$1,226,672.94	



CITY OF LEAVENWORTH
Project No. 2023-001
Wilson Avenue Improvements
December 3, 2025

ENGINEER'S ESTIMATE	
	\$2,041,940.00

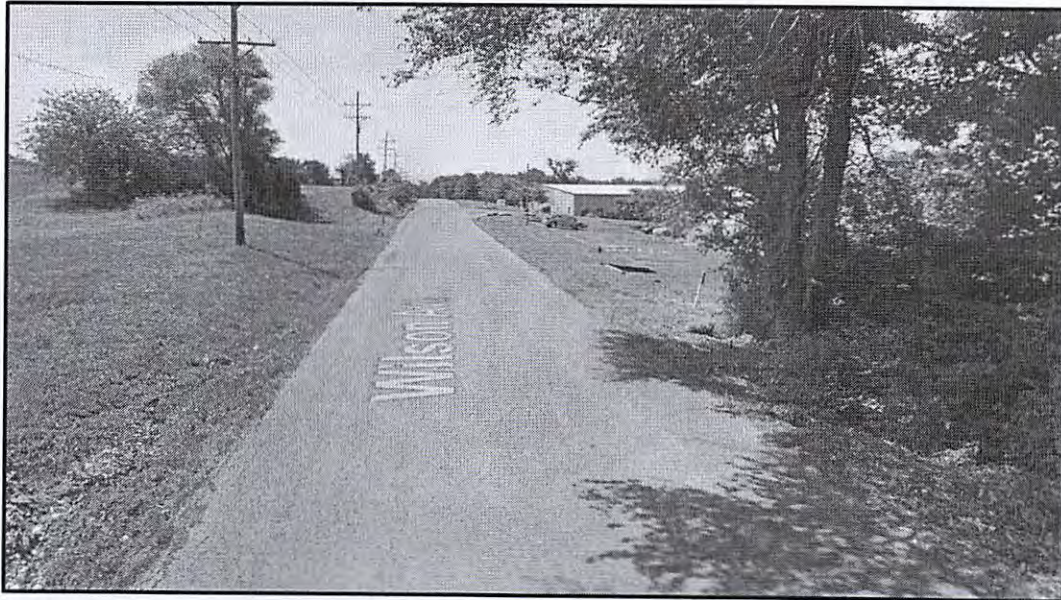
BASE BID				\$1,586,882.30		\$1,225,113.70	
Wilson Avenue Improvements				LEAVENWORTH EXCAVATING		LINAWEAVER CONSTRUCTION	
Item	Description	Unit	Quantity	Unit Price	Extension	Unit Price	Extension
1	Mobilization	LS	1.00	\$158,600.00	\$158,600.00	\$60,000.00	\$60,000.00
2	Contractor Furnished Staking	LS	1.00	\$16,000.00	\$16,000.00	\$17,500.00	\$17,500.00
3	Clearing and Grubbing	LS	1.00	\$14,000.00	\$14,000.00	\$22,500.00	\$22,500.00
4	Demolition (ie. Roadway, Storm Sewer)	LS	1.00	\$96,750.00	\$96,750.00	\$50,000.00	\$50,000.00
5	Embankment	CY	534.00	\$2	\$1,068.00	\$10	\$5,340.00
6	Unclassified Excavation	CY	3494.00	\$39	\$136,266.00	\$20	\$69,880.00
7	Curb Inlet (4"x4")	EA	11.00	\$6,739.00	\$74,129.00	\$6,500.00	\$71,500.00
8	Curb Inlet (8"x4")	EA	2.00	\$10,165.00	\$20,330.00	\$11,000.00	\$22,000.00
9	Area Inlet (8"x4")	EA	2.00	\$9,280.00	\$18,560.00	\$11,000.00	\$22,000.00
10	Junction Box (8"x4")	EA	1.00	\$9,444.00	\$9,444.00	\$9,000.00	\$9,000.00
11	Storm Sewer Pipe (15" RCP)	LF	545.00	\$98.25	\$53,644.50	\$85	\$46,410.00
12	Storm Sewer Pipe (18" RCP)	LF	468.00	\$101.20	\$47,361.60	\$90	\$42,120.00
13	Storm Sewer Pipe (24" RCP)	LF	72.00	\$142.45	\$10,256.40	\$110	\$7,920.00
14	Storm Sewer Pipe (42" RCP)	LF	64.00	\$224.10	\$14,342.40	\$200	\$12,800.00
15	Storm Sewer Pipe (38"x60" E.L. RCP)	LF	75.00	\$471.10	\$35,332.50	\$450	\$33,750.00
16	Flared End Section (32" RCP)	EA	1.00	\$1,925.00	\$1,925.00	\$3,500.00	\$3,500.00
17	Flared End Section (60" Equiv RCP)	EA	1.00	\$7,415.00	\$7,415.00	\$8,500.00	\$8,500.00
18	Curb Flume	EA	1.00	\$1,025.00	\$1,025.00	\$1,200.00	\$1,200.00
19	Connect to Exist Manhole	EA	1.00	\$2,672.00	\$2,672.00	\$3,500.00	\$3,500.00
20	Rock Riprap (D50-12", T+24")	SY	37.00	\$103.80	\$3,840.60	\$125	\$4,625.00
21	Granular Filter (T+6")	SY	37.00	\$33.10	\$1,224.70	\$125	\$4,625.00
22	Asphaltic Cement Conc., Surface (KDOT SR-12.5A Super)	SY	3487.00	\$10.40	\$36,264.80	\$10	\$34,870.00
23	Asphaltic Cement Conc., Base (6")	SY	3487.00	\$31.25	\$108,968.75	\$26	\$90,662.00
24	Conc. Pavement (KCMMS-4K) (8")	SY	498.00	\$112.65	\$56,099.70	\$125	\$62,250.00
25	Granular Subbase (A-3 Compacted) (6")	SY	3007.00	\$27.30	\$111,544.60	\$12	\$60,024.00
26	Type B (MR-95) Compaction (6")	SY	5166.00	\$2.25	\$11,623.50	\$2.50	\$12,915.00
27	Type CG-1 Curb	LF	2709.00	\$25.45	\$68,791.35	\$23	\$62,169.00
28	Type CG-1 Driveway Curb	LF	240.00	\$23.45	\$6,108.00	\$23	\$5,520.00
29	Conc. Commercial Driveway (8")	SF	2928.00	\$13.75	\$40,260.00	\$10	\$29,280.00
30	Conc. Driveway (6")	SF	399.00	\$13.75	\$5,431.25	\$12	\$4,740.00
31	Gravel Driveway (6")	SF	668.00	\$2.60	\$1,736.80	\$1.50	\$1,002.00
32	Conc. Casing	LF	35.00	\$40.10	\$1,403.50	\$175	\$6,125.00
33	Double 4" Solid Yellow Line	LF	1435.00	\$2.15	\$3,087.40	\$2.20	\$3,159.20
34	12" Solid White Stop Bar	LF	12.00	\$16.20	\$194.40	\$20	\$240.00
35	Conc. Sidewalk (4")	SF	6115.00	\$7.15	\$43,722.25	\$6.50	\$39,747.50
36	ADA Curb Ramp	EA	1.00	\$1,575.70	\$1,575.70	\$1,500.00	\$1,500.00
37	ADA Detectable Warning	EA	1.00	\$808.65	\$808.65	\$250	\$250.00
38	4" HDPE Waterline w/Excavation & Backfill	LF	79.00	\$105.65	\$8,346.35	\$75	\$5,925.00
39	6" HDPE Waterline w/Excavation & Backfill	LF	124.00	\$106.60	\$13,218.40	\$75	\$9,300.00
40	8" HDPE Waterline w/Excavation & Backfill	LF	664.00	\$96.70	\$64,208.80	\$80	\$53,120.00
41	12" HDPE Waterline w/Excavation & Backfill	LF	712.00	\$127	\$90,424.00	\$100	\$71,200.00
42	4"x22.5" Bend w/Backing Block	EA	2.00	\$1,324.45	\$3,048.90	\$850	\$1,700.00
43	6"x45" Bend w/Backing Block	EA	2.00	\$1,796.50	\$3,593.00	\$1,000.00	\$2,000.00
44	12"x45" Bend w/Backing Block	EA	2.00	\$5,024.15	\$10,048.30	\$2,500.00	\$5,000.00
45	6"x4" Reducer	EA	1.00	\$1,698.60	\$1,698.60	\$1,000.00	\$1,000.00
46	8"x6" Reducer	EA	1.00	\$1,952.90	\$1,952.90	\$1,000.00	\$1,000.00
47	12"x8" Reducer	EA	1.00	\$2,217.85	\$2,217.85	\$1,500.00	\$1,500.00
48	6"x6" Tee	EA	2.00	\$2,694.70	\$5,389.40	\$1,500.00	\$3,000.00
49	12"x8" Tee	EA	1.00	\$4,302.40	\$4,302.40	\$2,000.00	\$2,000.00
50	6" Cap	EA	1.00	\$899.65	\$899.65	\$500	\$500.00
51	12" Cap	EA	1.00	\$1,102.25	\$1,102.25	\$850	\$850.00
52	4" Gate Valve	EA	1.00	\$4,030.60	\$4,030.60	\$2,000.00	\$2,000.00
53	6" Gate Valve	EA	2.00	\$4,517.55	\$9,035.10	\$2,500.00	\$5,000.00
54	8" Gate Valve	EA	2.00	\$1,871.70	\$7,743.40	\$3,500.00	\$7,000.00
55	12" Gate Valve	EA	5.00	\$6,319.25	\$31,796.25	\$6,000.00	\$30,000.00
56	8" Solid Sleeve	EA	1.00	\$1,729.40	\$1,729.40	\$1,000.00	\$1,000.00
57	1" Copper Service Line	EA	2.00	\$5,403.30	\$10,806.60	\$5,000.00	\$10,000.00
58	1 1/2" Copper Service Line	EA	1.00	\$6,095.50	\$6,095.50	\$5,000.00	\$5,000.00
59	Fire Hydrant Assembly	EA	1.00	\$12,230.00	\$36,690.00	\$12,500.00	\$37,500.00
60	Remove and Reset Chainlink Fence	LF	24.00	\$132.55	\$3,181.20	\$85	\$2,040.00
61	Remove and Reset Metal Fence	LF	150.00	\$74.80	\$11,220.00	\$85	\$12,750.00
62	Rock Ditch Check	EA	2.00	\$2,764.00	\$5,528.00	\$850	\$1,700.00
63	Silt Fence	LF	1316.00	\$1.85	\$5,066.60	\$2.50	\$3,290.00
64	Hydroseed	AC	1.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
65	Area Inlet Protection	EA	2.00	\$544.25	\$1,088.50	\$85	\$170.00
66	Curb Inlet Protection	EA	17.00	\$189	\$3,213.00	\$85	\$1,445.00
67	Construction Entrance	EA	1.00	\$3,300.00	\$3,300.00	\$2,500.00	\$2,500.00
68	Traffic Control	LS	1.00	\$5,600.00	\$5,600.00	\$7,500.00	\$7,500.00
TOTAL BASE BID:				\$1,586,882.30		\$1,225,113.70	

Capital Improvements Program
2026 - 2030
Streets Capital Projects Fund - Wilson Avenue Improvements

Purpose / Description:

This project would improve the rural section of Wilson Avenue from Limit Street southward between Idaho and Ash. Currently, this stretch of road is a very narrow, 2-lane section which has commercial and industrial businesses located on the west side. Existing businesses are seeking to expand, but are limited by the narrow roadway. A waterline will need to be relocated and Waterworks will pay 50% of the waterline relocation. During the 2025 - 2029 CIP Budget Process, the City Commission approved \$815,654 of this project to be paid for from the Economic Development Fund. Since that approval, the estimated cost of the project has increased to \$2,000,000; therefore, project funding is short another \$320,000 and the project remains unscheduled.

Comments	Source	Year	Requested	Scheduled
Improvements to Wilson Ave.	Total cost	2026	\$ 2,000,000	
"	Design costs expended in 2023	2026	(114,000)	
"	City funds allocated to project	2026	(603,346)	
"	Waterworks	2026	(147,000)	
"	Economic Development Fund	2026	(815,654)	
		2027		
		2028		
		2029		
		2030		
	Remaining funds that need to be allocated in order to schedule project		\$ 320,000	\$ -



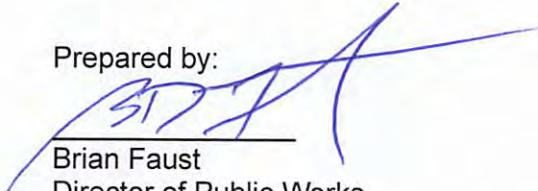
POLICY REPORT PWD NO. 25-50

CONSIDER AWARD OF A CONTRACT FOR ROOF UPGRADES AT THE LEAVENWORTH PUBLIC LIBRARY


CITY PROJECT NO. 2025-016

December 9, 2025

Prepared by:


Brian Faust
Director of Public Works

Reviewed by:


Scott Peterson
City Manager

ISSUE:

Consider award of a contract with American Roofing Inc. for the upgrades to the library roof at 417 Spruce Street.

BACKGROUND:

The roof at the Leavenworth Public Library is in need of upgrades to help preserve the structure. The current roof has reached the end of its useful life and leaks are occurring and upgrades to the roofing material are needed.

The project plans and specifications were prepared by city staff, and the project was advertised on the Bonfire/Euna online bidding platform. Bids were received on December 3rd and the results are shown below and on the attached bid tabulation.

Company	Location	Bid Price
American Roofing	Leavenworth, Kansas	\$ 73,437.00
CityWide Maintenance Co.	Lenexa, Kansas	\$ 87,600.00
Crow Commercial	Kansas City, Missouri	\$ 96,963.26
H&H Roofing & Restoration	Leawood, Kansas	\$133,070.50
Boone Brothers Roofing	Olathe, Kansas	\$136,000.00
Delta Innovative	Kansas City, Kansas	\$185,000.00
New Beginning, LLC	Kansas City, Kansas	\$190,000.00
Trusted Roofing, LLC	Lee's Summit, Missouri	\$275,000.00
Engineer's Estimate		\$ 93,337.00

The low bid was submitted by American Roofing Inc. in the amount of \$73,437.00 and based on the evaluation by city staff, they are qualified to perform this work.

BUDGET IMPACT:

The budget estimate for this project was \$100,000 and the project was included in the 2025 CIP.

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 indicates that the award will be in the best interest of the City. The qualified low bid from American Roofing Inc. was under the Engineer's Estimate and the contractor is qualified for this work.

RECOMMENDATION:

Staff recommends that the City Commission authorize the Mayor to sign a contract with American Roofing Inc. in the amount of \$73,437.00 for the upgrades to the roof of the Leavenworth Public Library.

ATTACHMENTS:

- Contract
- Bid Tab
- CIP Sheet



CITY OF LEAVENWORTH
Project No. 2025-002!
Leavenworth Public Library Roof Rehabilitation
December 3, 2021

BASE BID											
Leavenworth Public Library Roof Rehabilitation				AMERICAN ROOFING INC.		BOONE BROTHERS ROOFING		CITYWIDE MAINTENANCE CO.		CROW COMMERCIAL	
Item	Description	Unit	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	Mobilization	LS	1.00	73,437.00	\$73,437.00	\$136,000.00	\$136,000.00	\$87,600.00	\$87,600.00	\$96,963.26	\$96,963.26
TOTAL BASE BID:					\$73,437.00		\$136,000.00		\$87,600.00		\$96,963.26

BASE BID											
Leavenworth Public Library Roof Rehabilitation				DELTA INNOVATIVE		H&H ROOFING & RESTORATION		NEW BEGINNING LLC		TRUSTED ROOFING LLC	
Item	Description	Unit	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	Mobilization	LS	1.00	185,000.00	\$185,000.00	\$133,070.50	\$133,070.50	\$190,000.00	\$190,000.00	\$275,000.00	\$275,000.00
TOTAL BASE BID:					\$185,000.00		\$133,070.50		\$190,000.00		\$275,000.00

**Capital Improvements Program
2025 - 2029
Buildings & Grounds - Library Maintenance**

Purpose / Description:

This allocation provides funding to make point repairs and apply a urethane roof coating to the roof of the Library building. This postpones the need for a complete \$500,000 roof replacement by approximately 15 to 20 years. It also provides funding for the replacement and/or repair of the west wall exterior metal panel attachment.

Comments	Source	Year	Requested	Scheduled
Library roof urethane coating	Sales tax	2025	\$ 100,000	\$ 100,000
Replacement and repair of west wall panel	"	2025	11,000	11,000
		2026	-	-
		2027	-	-
		2028	-	-
		2029		
			\$ 111,000	\$ 111,000



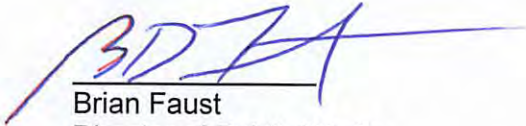
POLICY REPORT PWD NO. 25-51

CONSIDER AWARD OF THE 2026 JANITORIAL SERVICES CONTRACT FOR CITY FACILITIES

PROJECT NO. 2025-0025

December 9, 2025

Prepared by:



Brian Faust
Director of Public Works

Reviewed by:



Scott Peterson
City Manager

ISSUE:

Consider award of the 2026 Janitorial Services Contract with City Wide Facility Solutions for City Hall, WPC, Animal Control and the Municipal Service Center.

BACKGROUND:

In late 2021, the city hired Southwest Janitorial Services out of Garden City, KS to provide cleaning services for the four (4) city facilities. Based on input from staff at the various buildings, city staff looked at 2 options moving forward:

Option 1: Hire one full-time staff member that would be responsible for cleaning the buildings. This option requires the purchase of all needed paper products, cleaning supplies and equipment needed for this task. Questions were raised about services if the employee was sick, on vacation or left employment with the city.

Option 2: Rebid janitorial services to the private sector.

The 2026 CIP does not include an additional FTE, but funding is available for either option. Based on concerns raised regarding Option 1, staff rebid the janitorial services for 2026.

The project specifications were prepared by city staff, and the project was advertised on the Bonfire/Euna online bidding platform. There was a mandatory pre-bid meeting on November 13th where interested firms toured the 4 facilities. All seven (7) bidders attended the mandatory meeting. Bids were received on November 25th and the results are shown below and on the attached bid tabulation.

Company	Location	Bid Amount	Bid/Year
City Wide Facility Solutions	Kansas City	\$5,795/Month	\$69,540
Linnie Hernandez	Martin Luther King Dr	\$6,000/Month	\$72,000
WCD Enterprises, LLC	Scottsdale, AZ	\$6,167/Month	\$74,004
Service Systems, Inc.	Overland Park, KS	\$7,224/Month	\$86,688
Lanway Janitorial LLC	Lansing, KS	\$7,425/Month	\$89,100
Queen of Clean, LLC	Leavenworth, KS	\$7,440/Month	\$89,280 ^a
Southwest Janitorial Service, LLC	Garden City, KS	\$8,200/Month	\$98,400

^a The total bid from Queen of Clean for the first year is \$104,430 as they included a \$15,150 initial cleaning fee in their proposal.

The low bid was submitted by City Wide Facility Solutions in the total yearly amount (includes City Hall, WPC, Animal Control and the Municipal Service Center) of \$69,540. Staff called the 2 references provided (City of Gardner KS and the City of Lee's Summit) and discussed the number of buildings and the services provided. Both references were very pleased with City Wide and would use them in the

future. Staff also contacted City Wide to verify that the quote included staffing and paper products. Based on the reference checks, city staff feels they are qualified to perform this work.

BUDGET IMPACT:

The 2026 budget included janitorial services in the amount of:

• Animal Control:	\$ 11,000
• Service Center:	\$ 21,830
• WPC:	\$ 22,000
• City Hall:	\$ 48,500
Total Budgeted:	\$103,330

POLICY:

The City Commission generally awards a contract to the lowest bidder. There were 2 bidders from Leavenworth County (Lanway Janitorial and Queen of Clean) and both were approximately 28% higher than the low bid on their yearly cost. Queen of Clean included an additional \$15,150 in their proposal for the initial cleaning in 2026.

RECOMMENDATION:

Staff recommends that the City Commission authorize the Mayor to sign a contract with City Wide Facility Solutions in the total amount of \$69,540 for the 2026 Janitorial Services at City Hall, WPC, Animal Control and the Municipal Service Center.

ATTACHMENTS:

- Contract
- Bid Tab
- Posting – bid results

2026 Janitorial Services Bids: Project No. 2025-0025

Company	Cost/Month				Monthly Total	Yearly Total
	City Hall	Animal Control	Service Center	WPC		
City Wide Facility Services	\$ 2,970.00	\$ 700.00	\$ 985.00	\$ 1,140.00	\$ 5,795.00	\$ 69,540.00
Linnie Hernandez	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 6,000.00	\$ 72,000.00
WCD Enterprises, LLC	\$ 3,492.00	\$ 450.00	\$ 1,150.00	\$ 1,075.00	\$ 6,167.00	\$ 74,004.00
Service Systems, Inc.	\$ 2,770.00	\$ 977.00	\$ 1,770.00	\$ 1,707.00	\$ 7,224.00	\$ 86,688.00
Lanway Janitorial LLC	\$ 3,335.00	\$ 750.00	\$ 1,670.00	\$ 1,670.00	\$ 7,425.00	\$ 89,100.00
Queen of Clean LLC	\$ 3,600.00	\$ 720.00	\$ 1,440.00	\$ 1,680.00	\$ 7,440.00	\$ 89,280.00
Southwest Janitorial	\$ 3,630.00	\$ 840.00	\$ 1,630.00	\$ 2,100.00	\$ 8,200.00	\$ 98,400.00
2026 Budget	\$ 4,042.00	\$ 917.00	\$ 1,819.00	\$ 1,833.00	\$ 8,611.00	\$ 103,332.00



City of Leavenworth
Purchasing Office
100 North 5th Street
City Hall
Leavenworth, Kansas 66048
(913) 364-5816
For: Project 2025-0025

PUBLIC NOTICE – BID OPENING

December 4, 2025

Thank you for so much for your interest and response to our “Janitorial Services” Project. The following submissions were received during the solicitation period:

	Monthly	Yearly Based on monthly pricing submitted	Initial Cleaning	Total Bid
Queens of Clean	\$7,440.00	\$89,280.00	\$15,150.00	\$104,000.00
City Wide Facility Solutions	\$5,795.00	\$69,540.00		\$69,540.00
WCD Enterprises, LLC	\$6,167.00	\$74,004.00		\$74,004.00
Southwest Janitorial Service LLC	\$8,200.00	\$98,400.00		\$98,400.00
Lanway Janitorial LLC	\$7,425.00	\$89,100.00		\$89,100.00
Service Systems, Inc.	\$7,224.00	\$86,688.00		\$86,688.00
Cleaning Company	\$6,000.00	\$72,000.00		\$72,000.00

The above information only lists the base bid and does not factor in any qualifications, maintenance, warranty, or other considerations that will impact the decision making process. The Staff will review the submissions and make a recommendation to the Finance Director, City Manager and/or City Commission for final approval.

Diana Gregory

City of Leavenworth Purchasing Agent