



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

CITY COMMISSION REGULAR MEETING  
COMMISSION CHAMBERS  
TUESDAY, APRIL 28, 2026 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

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**PROCLAMATIONS:**

1. Proclamations: (pg. 02)
  - a. National Small Business Week
  - b. National Drinking Water Week
  - c. Child Care Provider Appreciation Day
  - d. Mental Health Awareness Month

**OLD BUSINESS:**

**Consideration of Previous Meeting Minutes:**

2. Minutes from April 14, 2026 Regular Meeting **Action:** Motion (pg. 06)

**Second Consideration Ordinances:**

3. Second Consideration Ordinance No. 8280 Rescinding Certain Special Use Permits **Action:** Roll Call Vote (pg. 12)
4. Second Consideration Ordinance No. 8281 Updating the Youth Advisory Commission **Action:** Roll Call Vote (pg. 14)

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**NEW BUSINESS:**

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

**General Items:**

5. Consider Special Event Street Closure Request for the Kansas Summer Spirit Festival **Action:** Motion (pg. 17)

**Resolutions:**

6. Resolution B-2420 Adoption of Safe Routes to School Plan **Action:** Motion (pg. 22)
7. Resolution B-2421 Community Development Block Grant Annual Action Plan **Action:** Motion (pg. 85)

**Bids, Contracts and Agreements:**

8. Consider Award of Re-Bid for 2026 Janitorial Services Contract **Action:** Motion (pg. 87)
9. Consider Award of Bid for CDBG Sidewalk Improvements Project **Action:** Motion (pg. 109)
10. Consider Award of Bid for Concrete Intersection Reconstruction Component of the 2026 Pavement Management Program **Action:** Motion (pg. 113)

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**Consent Agenda:**

Claims for April 10, 2026 through April 23, 2026, in the amount of \$1,199,945.88; Net amount for Payroll #8 effective April 17, 2026 in the amount of \$429,650.06 (Includes Police & Fire Pension in the amount of \$7,966.80). **Action:** Motion

**Other:**

**Adjournment**

**Action:** Motion

# City of Leavenworth, Kansas



## Proclamation

- WHEREAS,** *from the storefront shops that anchor Main Street to the high-tech startups that keep America on the cutting edge, small businesses are the backbone of our economy and the cornerstones of our nation's promise; and*
- WHEREAS,** *small business owners and Main Street businesses have energy and a passion for what they do; and*
- WHEREAS,** *when we support small business, jobs are created, and local communities preserve their unique culture; and*
- WHEREAS,** *because this country's 28 million small businesses create nearly two out of three jobs in our economy, we cannot resolve ourselves to create jobs and spur economic growth in America without discussing ways to support our entrepreneurs; and*
- WHEREAS,** *the President of the United States has proclaimed National Small Business Week every year since 1963 to highlight the programs and services available to entrepreneurs through the U.S. Small Business Administration and other government agencies; and*
- WHEREAS,** *the City of Leavenworth, Kansas supports and joins in this national effort to help America's small businesses do what they do best – grow their business, create jobs, and ensure that our communities remain as vibrant tomorrow as they are today; and*
- WHEREAS,** *the Leavenworth Main Street Program has been in existence since 1995, personally supporting and growing downtown small businesses and entrepreneurs within the community and specifically within the 28 blocks of the First City of Kansas.*

**NOW, THEREFORE,** *I, Nancy D. Bauder, Mayor of the City of Leavenworth, Kansas hereby proclaim May 3-9, 2026 to be:*

## National Small Business Week

*and urge all citizens to acknowledge and celebrate the achievements made by small business both locally and nationally and encourage all citizens to Live Local.*

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

\_\_\_\_\_  
Nancy D. Bauder, Mayor

ATTEST:

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

# City of Leavenworth, Kansas



## Proclamation

**WHEREAS,** *water is our most valuable natural resource; and*

**WHEREAS,** *drinking water serves a vital role in daily life, serving an essential purpose to health, hydration and hygiene needs for the quality of life our citizens enjoy; and*

**WHEREAS,** *tap water delivers public health protection, fire protection, support for our economy and the quality of life we enjoy; and*

**WHEREAS,** *the hard work performed by the entire water sector, designing capital projects, operators ensuring the safety and quality of drinking water or a member of a pipe crew maintaining the infrastructure communities rely on to transport high quality drinking water from its source to consumers' taps; and*

**WHEREAS,** *the coronavirus pandemic has shone a light on the importance of drinking water for health, hydration and hygiene needs; and*

**WHEREAS,** *we are all stewards of the water infrastructure upon which current and future generations depend; and*

**WHEREAS,** *the citizens of our city are called upon to help protect our source waters from pollution, practice water conservation and get involved with their water by familiarizing themselves with it;*

**NOW, THEREFORE,** *I, Nancy D. Bauder, Mayor of the City of Leavenworth, Kansas hereby proclaim May 3-9, 2026 as:*

## National Drinking Water Week

*and I urge all citizens to recognize the vital role water plays in our daily lives and to value the importance and fragility of our water resources.*

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

\_\_\_\_\_  
Nancy D. Bauder, Mayor

ATTEST:

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

# City of Leavenworth, Kansas



## Proclamation

**WHEREAS,** *Child Care Aware® of America and other organizations nationwide are recognizing Child Care Providers on this day; and*

**WHEREAS,** *child care provides a safe, nurturing place for the enrichment and development of millions of children nationwide, and is a vital force in our economy; and*

**WHEREAS,** *the pandemic illuminated how indispensable child care providers are for the well-being and economic security of Kansas' young children, families and communities.*

**WHEREAS,** *child care programs, which are mostly small businesses, run and staffed predominantly by women, continue to recover from health and financial hardships stemming from the pandemic while they have continued to meet the needs of families; and*

**WHEREAS,** *Kansas recognizes that child care has been and continues to be a lifeline for families, communities and the economy. As such, it has provided much-needed support to providers to help sustain the viability of child care; and*

**WHEREAS,** *the future depends on the quality of early childhood experiences provided to young children today; support for high-quality child care represents a worthy commitment to our children's future.*

**NOW, THEREFORE,** *I, Nancy D. Bauder, Mayor of the City of Leavenworth, Kansas hereby proclaim May 8, 2026 to be:*

## Child Care Provider Appreciation Day

*and I urge all citizens to recognize Child Care Providers for their important work, and how valuable they are for our communities.*

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

\_\_\_\_\_  
Nancy D. Bauder, Mayor

ATTEST:

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

# City of Leavenworth, Kansas



## Proclamation

- WHEREAS,** *mental health is essential to the overall health and well-being of individuals, families and communities; and*
- WHEREAS,** *mental health conditions affect millions of Americans each year, yet stigma and misunderstanding often prevent individuals from seeking help or speaking openly about their experiences; and*
- WHEREAS,** *increasing awareness and reducing stigma surrounding mental health encourages individuals to seek support, strengthen families, and helps build healthier, more resilient communities; and*
- WHEREAS,** *early intervention, prevention and access to quality behavioral health services can greatly improve outcomes and help individuals live healthy and productive lives; and*
- WHEREAS,** *organizations such as The Guidance Center, along with community partners, schools, healthcare providers and first responders, work every day to provide compassionate care, crisis support, treatment and recovery services to individuals and families in our community; and*
- WHEREAS,** *these services help individuals remain safe, stable and connected to their families, workplaces and communities while reducing unnecessary hospitalization and involvement with the criminal justice system; and*
- WHEREAS,** *open conversations about mental health help break down stigma, promote understanding, and remind individuals that seeking help is a sign of strength.*

**NOW, THEREFORE,** *I, Nancy D. Bauder, Mayor of the City of Leavenworth, Kansas hereby proclaim the month of May 2026 to be:*

## Mental Health Awareness Month

*and I urge all citizens to join in supporting mental wellness, reducing stigma and strengthening the behavioral health of our community.*

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

\_\_\_\_\_  
Nancy D. Bauder, Mayor

ATTEST:

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



**CALL TO ORDER** - The Governing Body met for a regular meeting and the following commission members were present in the commission chambers: Mayor Nancy Bauder, Mayor Pro Tem Rebecca Hollister, Commissioners Sam Maxwell, Holly Pittman and Joe Wilson.

**Staff members present:** City Manager Scott Peterson, Police Chief Patrick Kitchens, Public Works Director Brian Faust, Deputy Parks & Recreation Director Brian Bailey, Planning & Community Development Director Kim Portillo, Assistant to the City Manager Trevor Cook, City Attorney David E. Waters and City Clerk Sarah Bodensteiner.

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

**PROCLAMATIONS:**

**National Child Abuse Prevention Month** - Mayor Bauder read the proclamation proclaiming the month of April as National Child Abuse Prevention Month. The proclamation was accepted by the First Judicial District CASA Association.

**Sexual Assault Awareness Month** - Mayor Bauder read the proclamation proclaiming the month of April as Sexual Assault Awareness Month. The proclamation was accepted by the Alliance Against Family Violence.

**National Library Week** - Mayor Bauder read the proclamation proclaiming the week of April 19-25, 2026 as National Library Week. The proclamation was accepted by Leavenworth Library Director Matthew Nojonen.

**National Public Safety Telecommunicator's Week** - Mayor Bauder read the proclamation proclaiming the week of April 12-18, 2026 as National Public Safety Telecommunicator's Week. The proclamation was accepted by Police Chief Patrick Kitchens.

**Arbor Day** - Mayor Bauder read the proclamation proclaiming April 24, 2026 to be Arbor Day. The proclamation was accepted by Deputy Parks & Recreation Director Brian Bailey.

**OLD BUSINESS:**

**Consideration of Previous Meeting Minutes:**

Commissioner Maxwell moved to accept the minutes from the March 24, 2026 regular meeting. Commissioner Hollister seconded the motion and the motion was unanimously approved. Mayor Bauder declared the motion carried 5-0.

**Second Consideration Ordinance:**

**Second Consideration Ordinance No. 8278 Rezoning 2121 Spring Garden Street from Multi-Family Residential District (R-MF) to High Density Single Family Residential District (R1-6)** – Planning & Community Development Director Kim Portillo reviewed the Ordinance. There have been no changes since first introduced at the March 24, 2026 meeting.

Mayor Bauder called the roll and Ordinance No. 8278 was unanimously approved.

**Second Consideration Ordinance No. 8279 Rezoning 529 & 00000 Choctaw Street from Light Industrial District (I-1) to Central Business District (CBD)** – Planning & Community Development Director Kim Portillo reviewed the Ordinance. There have been no changes since first introduced at the March 24, 2026 meeting.

Mayor Bauder called the roll and Ordinance No. 8279 was unanimously approved.

**Second Consideration Ordinance No. 8280 Special Use Permit for Two-Family Dwelling at 1405 Cherokee Street** – Planning & Community Development Director Kim Portillo reviewed the Ordinance. There have been no changes since first introduced at the March 24, 2026 meeting.

Mayor Bauder called the roll and Ordinance No. 8280 was unanimously approved.

#### **NEW BUSINESS:**

**Public Comment:** *(Public comment is limited to 3 minutes)*

Suzanne Sievers, 86 6<sup>th</sup> Infantry, Ft. Leavenworth:

- Requesting transparency as to the oversight of CoreCivic
- Would like notice of CoreCivic oversight task force meetings
- Feels the City has failed at oversight and accountability thus far

Sarah Rader, 1301 Columbia Ave.:

- Would like a meeting between the oversight committee and the public
- Has questions about numbers and conditions at the CoreCivic facility

Daniel McIntosh, 1013 S 21<sup>st</sup> Ter.:

- Thanked Commission for putting the oversight board together
- Requested times, dates, and locations for future meetings
- Requests further transparency and urgency

William Rogers, 7362 Yecker Ave, KCKS:

- Referenced an article from 41 News that a City elected official gave quotes on
- Wonders when the City would spend the money if they had to shut down CoreCivic if costs to keep fighting them on the special use permit were too high
- Noted that CoreCivic will tell you they'll do their best but wonders if they really are

#### **General Items:**

#### **Mayor's Appointments**

Mayor Bauder moved to appoint to the Board of Zoning Appeals Laura Brown to terms ending May 1, 2029 and reappoint Jan Horvath to terms ending May 1, 2029; appoint to the Community Development Advisory Board Jackie Williams to an unexpired term ending August 31, 2029; appoint to the Leavenworth Planning Commission Jonathan Kesler and Jason Redmon to unexpired terms ending May 1, 2027, appoint Steve Tennant to terms ending May 1, 2029 and reappoint Kenneth Bateman and Mark Preisinger to terms ending May 1, 2029; reappoint to the Leavenworth Preservation Commission Dick Gibson and Ed Otto to terms ending May 1, 2029; reappoint to the Library Board Pauline Graeber to terms ending April 30, 2030. Commissioner Wilson seconded the motion and the motion was unanimously approved. Mayor Bauder declared the motion carried 5-0.

### **Bids, Contracts and Agreements:**

**Consider Award of Bid for the Mill & Overlay Component of the 2026 Pavement Management Program –** Public Works Director Brian Faust presented for consideration award of bid for the Mill & Overlay program of the 2026 Pavement Management Project. The streets were evaluated using both actual field observation and their Pavement Condition Index. The Mill & Overlay Program for 2026 includes the City streets:

- S 17th Street (Shawnee to Cherokee)
- Sanders Street (Grand Ave. to Dead End)
- S 10th Avenue (Gatewood to 180' south of Limit)
- 4th Street (Spruce to Custer)
- 5th Avenue (Spruce Street to Middle Street)
- N 22nd Street St (Ottawa Street to ~1150 S of Ottawa Street)
- Spruce Street (3rd St. to Esplanade)
- Congress Street (West 7th Street to 2nd Ave.)
- Pottawatomie Street (12th Street to 10th Street)
- Dakota Street (18th Street to 16th Street)
- Independence Ct (East and West of 14th to Cul de Sac, including Gatewood Ct)
- Delaware Street (15th Street to 14th Street)
- N 17th Street (Shawnee Street to Ottawa Street) \*All work on N 17th Street shall occur during the summer break at David Brewer School (June 1 to August 4, 2026}
- Parking lot Reconstruction at the Waste Water Treatment Plant (1800 S 2nd Street)
- Madison Street (Spruce Street to Quincy Street)
- Grand Avenue (Ohio Street to Halderman Street)

The project plans were prepared and the project was advertised for bid in the Leavenworth Times and Euna Procurement. Bids were opened on April 8, 2026. Little Joes Asphalt met all the bidding requirements and has previously performed mill & overlay work for the City.

Commissioner Hollister moved to award the base bid and alternates for the 2026 Pavement Management Program Mill & Overlay Program to Little Joes Asphalt in an amount not to exceed \$1,194,041.52 with an additional 5% contingency (approximately \$60,000) to cover issues that arise in the field. Commissioner Maxwell seconded the motion and the motion was unanimously approved. Mayor Bauder declared the motion carried 5-0.

**Consider Award of Bid for Indoor Pool Painting Project –** Deputy Parks & Recreation Director Brian Bailey presented for consideration that award of bid for the indoor pooling painting project. The indoor pool area was last painted nearly 38 years ago, and due to decades of moisture accumulation on ceilings, walls and

pipng, widespread water stains and rust are highly visible. The scope of work on this project includes painting the ceiling, walls, handrails, ductwork, and piping in the main pool area. After consideration options, staff elected to utilize TIPS-USA Cooperative Purchasing contract to obtain a contractor. The City has successfully utilized TIPS-USA Cooperative Purchasing contracts in the past. This contract allows the City to select a contractor that meets our needs while ensuring we receive the best possible price and adhere to standard governmental competitive purchasing practices. There is \$103,883 allocated in the 2026 Capital Improvements Program for the indoor pool painting project.

Commissioner Maxwell moved to award the bid by using the TIPS-USA Cooperative Purchasing contract for the 2026 Indoor Pool Painting Project with CertaPro Painters in an amount not to exceed \$89,994.06. Commissioner Wilson seconded the motion and the motion was unanimously approved. Mayor Bauder declared the motion carried 5-0.

**Consider Award of Contract for STAR Bond Project Revenue Study** – City Manager Scott Peterson presented for consideration authorization to enter into a professional services agreement for an independent revenue study for the proposed STAR Bond project. The City is currently awaiting the Kansas Department of Commerce’s preliminary approval of the developer’s proposed STAR Bond project to renovate the former Leavenworth Mall and Abeles Field. The City’s financial advisor for the project recommended the City proactively engage a revenue study for the project. The revenue consultant will use the developer’s proposed development plan to produce long-term projections of the incremental and new revenues expected to be generated by the project that will be available to cover debt service on the STAR Bonds. The City will use this information to help guide its negotiation with the developer on the types and amounts of locally approved incentives necessary to support the project. The city also anticipates that the firm selected as the STAR Bonds underwriter will use the revenue study to size and structure the bonds. Those purchasing the bonds will use the revenue study to gain confidence in the Project’s ability to be successful and support the principal and interest due to the STAR Bonds. The City’s financial advisor for the project administered a Request for Proposals (RFP) process, inviting qualified firms to provide their prior experience, qualifications and fee quotes for the work described. Four firms responded to the RFP and on review, City Staff in consultation with the City’s financial advisor for the project determined MuniCap’s proposal would best fit the needs of the project. Under the City’s Pre-Development Agreement with the developer, the developer will be responsible for bearing the cost of this work. There is no additional cost to the city for the revenue study.

Commissioner Wilson moved to authorize the City Manager to enter into a contract with MuniCap to serve as revenue consultant to produce an independent revenue study for the proposed STAR Bond project with a cost not to exceed \$70,000, plus out-of-pocket expenses. Commissioner Maxwell seconded the motion and the motion was unanimously approved. Mayor Bauder declared the motion carried 5-0.

#### **First Consideration Ordinances:**

**First Consideration Ordinance to Rescind Special Use Permits** – City Clerk Sarah Bodensteiner presented for first consideration an ordinance to rescind certain Special Use Permits. The property owners or operators of the Special Uses have advised staff they are no longer operating the approved special uses at their respective locations and as such the Special Use Permits were not renewed. The following are the special use permits to be rescinded: A Child Care Center at 220 Spruce Street and a

Taxi Cab Dispatch at 324 N 5<sup>th</sup> Street. The Special Use Permits are no longer applicable to the properties and as such, rescission of the Special Use Permits is requested.

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

**First Consideration Ordinance on Youth Advisory Commission Updates** - City Clerk Sarah Bodensteiner presented for first consideration an ordinance to re-establish and modernize the Youth Advisory Commission's structure and function. At the March 17, 2026, City Commission Study Session, the City Commission discussed the re-establishment of the Youth Advisory Commission, reflecting a shared interest in revitalizing youth engagement in local government and ensuring the Commission aligns with current community needs and priorities. Additional feedback and direction were provided during the March 24, 2026, meeting, and based on this input, City staff have drafted a proposed ordinance to update and modernize the Youth Advisory Commission. The ordinance is intended to re-establish the Youth Advisory Commission as an active advisory body to the City Commission, modernize its structure and operations, ensure alignment with current policy priorities and community demographics, and provide clear and consistent guidelines for membership and governance.

Attorney Waters will clean up the language regarding membership numbers prior to second consideration.

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

**Consent Agenda:**

Commissioner Wilson moved to approve claims for March 20, 2026 through April 9, 2026, in the amount of \$2,532,725.53; Net amount for Payroll #6 effective March 20, 2026 in the amount of \$426,557.57 (Includes Police & Fire Pension in the amount of \$7,966.80); and Payroll #7 effective April 3, 2026 in the amount of \$436,987.43 (No Police & Fire Pension). Commissioner Maxwell seconded the motion and the motion was unanimously approved. Mayor Bauder declared the motion carried 5-0.

**Other:**

City Manager Scott Peterson:

- Will be out of the office for the next 10 days but is available as needed

Commissioner Maxwell:

- Wished JROTC Raiders good luck at their upcoming competition

Commissioner Hollister:

- Applications for the Youth Advisory Commission will be available soon
- Thanked all the volunteers who participated in the Spring Clean-up

Commissioner Wilson:

- Will be in Salina for new commissioner training
- Spring Clean-up was great this year

Commissioner Pittman:

- Wished City Manager Peterson happy birthday
- Spring Clean-up was great this year

- Asked about the profanity on the old Sears store

Mayor Bauder:

- Noted the Spring Clean-up was great; thanked Melissa for all her hard work on it
- Mentioned the recycling center and there is separate bin for cardboard and paper

**Executive Session – Attorney Client Privilege** – Mayor Bauder moved the City Commission recess into executive session for 30 minutes for the purpose of discussing police services 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, Chief of Police, and City Attorney will be present. The open meeting will resume in the City Commission Chambers at 7:17 p.m. Commissioner Maxwell seconded the motion and the motion was unanimously approved. Mayor Bauder declared the motion carried 5-0.

Mayor Bauder, Commissioner Hollister and Commissioner Wilson returned to open session at 7:17 p.m.

**Executive Session – Attorney Client Privilege** - Mayor Bauder moved the City Commission recess into executive session for 30 minutes for the purpose of discussing open meetings act matters 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, and City Attorney will be present. The open meeting will resume in the City Commission Chambers at 7:47 p.m. Commissioner Hollister seconded the motion and the motion was approved. Mayor Bauder declared the motion carried 3-0.

The City Commission returned to open session at 7:47 p.m.

#### **Adjournment:**

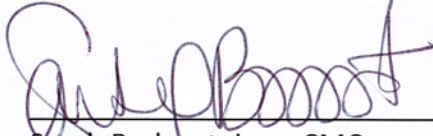
Commissioner Maxwell moved to adjourn the meeting. Commissioner Wilson seconded the motion and the motion was unanimously approved and the meeting was adjourned.

Time Meeting Adjourned 7:48 p.m.

Minutes taken by City Clerk Sarah Bodensteiner, CMC

**POLICY REPORT  
SECOND CONSIDERATION ORDINANCE 8281  
TO RESCIND CLOSE/NON-RENEWED SPECIAL USE PERMIT**

**APRIL 28, 2026**



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Sarah Bodensteiner, CMC  
City Clerk



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Penny Holler  
Assistant City Manager

**BACKGROUND:**

At the April 14, 2026 City Commission regular meeting the City Commission reviewed and placed on first consideration:

**AN ORDINANCE TO RESCIND CERTAIN SPECIAL USE PERMITS  
WITHIN THE CITY OF LEAVENWORTH KANSAS.**

There have been no changes to the ordinance since first introduced. Ordinance No. 8281 is now presented for second consideration and requires a roll call vote.

**ATTACHMENTS:**

- Ordinance No. 8281

(Summary Published in the Leavenworth Times on May 2, 2026)

**ORDINANCE NO. 8281**

**AN ORDINANCE TO RESCIND CERTAIN SPECIAL USE PERMITS WITHIN THE CITY OF LEAVENWORTH KANSAS.**

**WHEREAS**, under Appendix A of the City of Leavenworth Code of Ordinances, Development Regulations, Section 2.04 C, the Governing Body of the City of Leavenworth is given the power to administratively discontinue or rescind a special use permit; and

**WHEREAS**, property owners approved for a special use permit have discontinued the approved use for over twelve (12) months.

**WHEREAS**, property owners approved for a special use permit may request that such special use permit be rescinded.

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

**Section 1.** That the following special use permits are hereby rescinded:

<b>Name</b>	<b>Location</b>	<b>Use</b>	<b>Original Special Use Ordinance to Rescind</b>	<b>Date Approved</b>
Savannah Nelson	220 Spruce Street	Child Care Center	8147	10/27/2020
Veterans Cab Company Inc.	324 N 5 <sup>th</sup> Street	Taxi Cab Dispatch	7171	05/10/1994

**Section 2.** 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 City Commission of the City of Leavenworth, Kansas, on this 28th day of April, 2026.

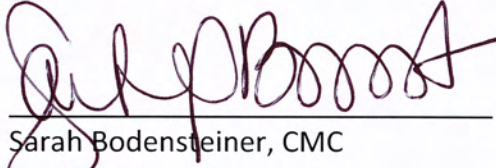
\_\_\_\_\_  
Nancy D. Bauder, Mayor

{Seal}  
ATTEST:

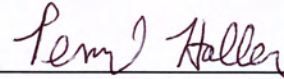
\_\_\_\_\_  
Sarah Bodensteiner, CMC, City Clerk

**POLICY REPORT  
SECOND CONSIDERATION ORDINANCE 8282  
UPDATING THE YOUTH ADVISORY COMMISSION**

**APRIL 28, 2026**



Sarah Bodensteiner, CMC  
City Clerk



Penny Holler  
Assistant City Manager

**BACKGROUND:**

At the April 14, 2026 City Commission regular meeting the City Commission reviewed and placed on first consideration:

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF LEAVENWORTH, KANSAS; CHAPTER 2 ADMINISTRATION, ARTICLE IV BOARDS, COMMISSIONS, COMMITTEES AND SIMILAR BODIES, DIVISION 4 YOUTH ADVISORY COMMISSION, SECTIONS 2-236 THROUGH 2-260 AND ESTABLISHING NEW AND REPLACEMENT SECTIONS.**

Attorney Waters revised the language regarding the number of members to allow flexibility in the amount of participants not to exceed 10 members. Other than his changes there have been no additional changes to the ordinance since first introduced. Ordinance No. 8282 is now presented for second consideration and requires a roll call vote.

**ATTACHMENTS:**

- Ordinance No. 8282

*(Summary Published in the Leavenworth Times on May 2, 2026)*

**ORDINANCE NO. 8282**

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF LEAVENWORTH, KANSAS; CHAPTER 2 ADMINISTRATION, ARTICLE IV BOARDS, COMMISSIONS, COMMITTEES AND SIMILAR BODIES, DIVISION 4 YOUTH ADVISORY COMMISSION, SECTIONS 2-236 THROUGH 2-260 AND ESTABLISHING NEW AND REPLACEMENT SECTIONS.**

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

**Section 1.** Section 2-236 through 2-260 of the Leavenworth Code of Ordinances is hereby deleted in its entirety and amended to read as follows:

**Sec. 2-236. Youth advisory commission; established.**

The city has created a youth advisory commission consisting of a maximum of ten (10) members, as determined or appointed from time to time by the city commission, all of whom shall live in the city and be between ages 14 and 19 years. The members of the youth advisory commission shall be appointed by the mayor with the consent with the city commission.

**Sec. 2-237. Membership.**

The youth advisory commission shall be comprised of a maximum of ten (10) students, , as determined or appointed from time to time by the city commission. Youth advisory commission members will be selected via an open application process. The application shall be submitted to the city manager’s office.

**Sec. 2-238. Term of office.**

Each youth advisory commission member will be appointed to office for a term not to exceed one (1) year or until age limitation is achieved, whichever is earlier.

**Sec. 2-239. Purpose; duties.**

The youth advisory commission shall be an advisory body to the city commission on matters involving youth. The purpose and duties of the youth advisory commission shall be as follows:

- (1) Serve as a liaison between the city commission and the youth of the community on issues affecting youth;
- (2) Encourage the positive growth and development of youth;
- (3) Serve as a vehicle to familiarize youth with the city government;

- (4) Assist in minimizing community problems relating to youth;
- (5) Give advice and assistance on matters concerning the needs of youth;
- (6) With the direction and approval of the city manager or their designee, the youth advisory commission may develop and maintain bylaws, rules, and procedures consistent with the provisions of this division for the conduct of the youth advisory commission's activities;
- (7) The city commission or city manager will assign, and prioritize as necessary, projects for discussion and reporting. The youth advisory commission may generate its own discussion projects. The city commission will use the youth advisory commission as an advisory voice of youth on various items concerning youth in the city.

**Sec. 2-240 Meetings; organization.**

- (a) The members of the youth advisory commission shall meet at such times and places as may be determined by the youth advisory commission, but not less than monthly. Special meetings of the youth advisory commission may be called at any time by the chairperson, the mayor, or city manager. To the extent required by law, all meetings of the youth advisory commission shall be open to the public.
- (b) The youth advisory commission may organize itself by or with such officers or committees as it deems appropriate.

**Sec. 2-241—2-260. Reserved.**

**Section 4.** Sections 2-236 through 2-260 of the Leavenworth Code of Ordinances, in existence as of and prior to the adoption of this ordinance, are hereby repealed.

**Section 5.** This ordinance shall take effect and be in force from and after its publication in the official city newspaper as provided by law.

PASSED and APPROVED by the Governing Body on the 28th day of April, 2026.

\_\_\_\_\_  
Nancy D. Bauder, Mayor

{SEAL}

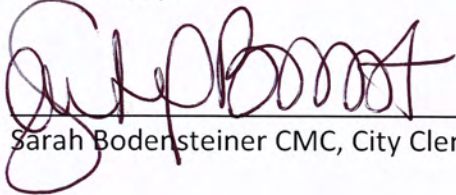
ATTEST:

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

**POLICY REPORT  
CONSIDER SPECIAL EVENT STREET CLOSURE REQUEST FOR  
KANSAS SUMMER SPIRIT FESTIVAL**

**APRIL 28, 2026**

Prepared by:

  
Sarah Bodersteiner CMC, City Clerk

Reviewed by:

  
Penny Holler, Assistant City Manager

**ISSUE:**

The City of Leavenworth has received a request to close one block of Cherokee Street, between 4<sup>th</sup> Street and 3<sup>rd</sup> Street from Thursday, June 25, 2026 through Saturday, June 27, 2026, for the Kansas Summer Spirit Festival.

**BACKGROUND:**

The City of Leavenworth received the Special Event Application and Street Closure Request Form from the event organizer for the Kansas Summer Spirit Festival, scheduled for Thursday, June 25 through Saturday, June 27, 2026. The requested closure is for Cherokee Street from 4th Street to 3rd Street. The proposed street closure would accommodate event setup, the festival activities—including vendor booths and a potential car show—and subsequent tear-down, pending approval.

The requested closure times are as follows: June 25, 2026, from 3:00 p.m. to 10:00 p.m.; June 26, 2026, from 8:00 a.m. to 10:00 p.m.; and June 27, 2026, from 8:00 a.m. to 10:00 p.m.

After speaking with the Chief of Police regarding the request, and considering the difficulties associated with opening and closing the road each day, the Police recommend that, if the closure is approved, the road be closed beginning on June 25, 2026, and remain closed through the festival's conclusion on Saturday, June 27, 2026, rather than implementing daily closure periods.

**COMMISSION OPTIONS:**

- Approve the Street Closure Request, as presented
- Deny the Street Closure Request, as presented

**ATTACHMENTS:**

- Special Event Application
- Street Closure Request Form
- Map of Requested Closure Area



# Special Event Application

The undersigned hereby makes application for a Special Event in the City of Leavenworth, Kansas under the provisions of the Code of Ordinances, Chapter 42 Streets, Sidewalks and Other Public Places, Article VII

Fee: \$25.00 Per Event (non-refundable)

Application must be filed with the City Clerk eight (8) weeks prior to the event.

### Event Information:

Name of Event: Kansas Summer Spirit Festival Type of Event: Music/Watch Party/Car Show  
 Description of Event: World Cup Watch Party, Multi music fest, Car Show  
 Date of Event: Start Date: 6/25/20 End Date: 6/27/20 Time of Event: Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
 Event Location: 325 Delaware St (South Parking lot) (attach route map)

### Applicant Information:

Applicant/Event Coordinator Name: Dave Richards  
 Applicant Address: 325 Delaware St City: Leavenworth State: KS Zip: 66048  
 Applicant Phone: 913-306-2800 Email: islandspicejamaicanrestaurant@gmail.com

### Sponsoring Organization Information:

Business Name: Leavenworth Community Service Organization  
 Business Address: PO Box 958 City: Leavenworth State: KS Zip: 66048  
 Business Phone: 913-306-2800 Email: \_\_\_\_\_

Needs from the city: \_\_\_\_\_

Will Event Have: Food Vendors  Alcohol  Inflatables  Amplified Sound

### Event Fees and Forms Needed:

- Due at time of event application:**
  - \* KDOR Packet
  - \* Loud Noise Permit: \$5/event
  - \* Park Reservation:
  - \* Street Closure Request
- Due a minimum of 2 weeks prior to event:**
  - \* Certificate of Insurance
  - \* Temporary Liquor Permit: \$25/day
- Due 1 week prior to event:**
  - \* Bounce House(s): Permit required from KS Dept of Labor:
  - \* Temporary Food Vendors: \$0-\$35/vendor (based on licensing provided)

I understand that no candy, gum, or items may be thrown, tossed or otherwise distributed from vehicles or individuals in a parade, run, race or walk.  
DR (initial)

<b>Event Coordinator Signature:</b>		<b>Date:</b>	
<u>4/15</u> Date	<u>SLB</u> Received By	<b>Office Use Only</b>	
Due at time of application: <input checked="" type="checkbox"/> Route Map	<input checked="" type="checkbox"/> Noise Permit	<input checked="" type="checkbox"/> KDOR	<input checked="" type="checkbox"/> Park Reservation
Due after application: <u>6/11</u> COI	<u>6/11</u> Temp Food	<input checked="" type="checkbox"/> Street Closure Request	<input type="checkbox"/> Inflatables Certifications
_____ Fire Chief	_____ Police Chief	_____ City Manager	



# Street Closure Request Form

Fee: \$25.00 Per Event (non-refundable)

Application must be filed with the City Clerk's Office no less than eight (8) weeks prior to the requested date(s).

Receipt of this form does not guarantee approval of a street closure. Street closure requests will be reviewed and may require approval from the City Commission at a future city commission meeting. If your event requires City Commission approval, the city clerk's office will contact you with the date of the City Commission meeting in which your request will be presented to the City Commission. You will want to attend that meeting in case questions arise in order to ensure the Commission understand the full aspect of what you are requesting.

Name of Event: Kansas Summer Spirit Fest Date of Event: 6/25-6/27/20  
 Event Description/Type of Event: Music Fest/World Cup/Car Show  
 Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_  
 Event Location: 325 Delaware St. (South Parking Lot)  
 Street Closure Start Time: \_\_\_\_\_ Street Closure End Time: \_\_\_\_\_  
 Estimated Attendance: 8,000 people Is this a public or private event?  Public  Private  
 Application Organization: Leavenworth CSO Phone: 913-306-2800  
 Address: PO Box 958 City: Leavenworth State/Zip: KS 66048  
 Event Coordinator: Dave Richards  
 Address: 325 Delaware St. City: Leavenworth State/Zip: KS 66048  
 Phone: 913-306-2800 Cell: \_\_\_\_\_ Email: \_\_\_\_\_

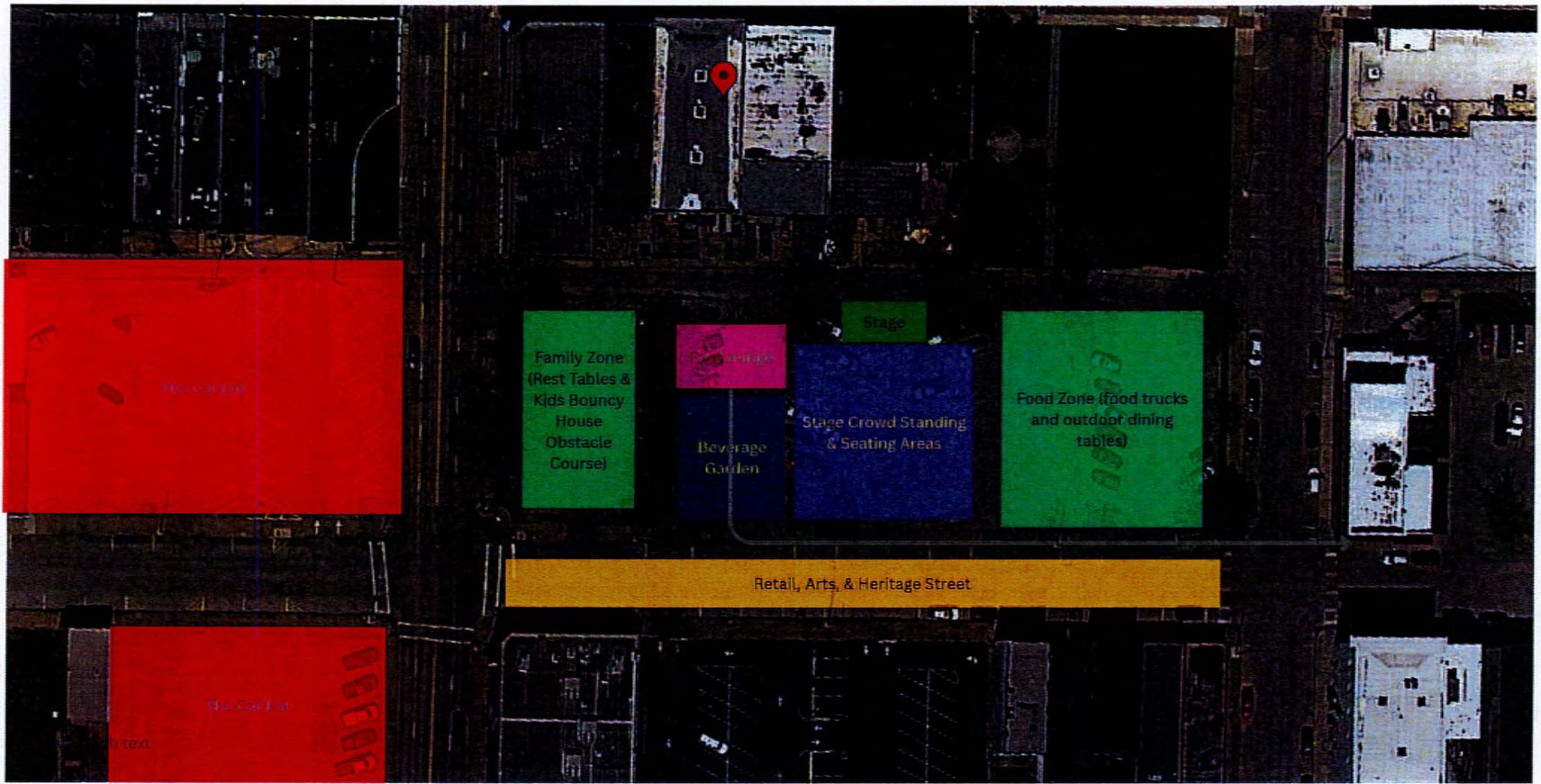
### STREET CLOSING

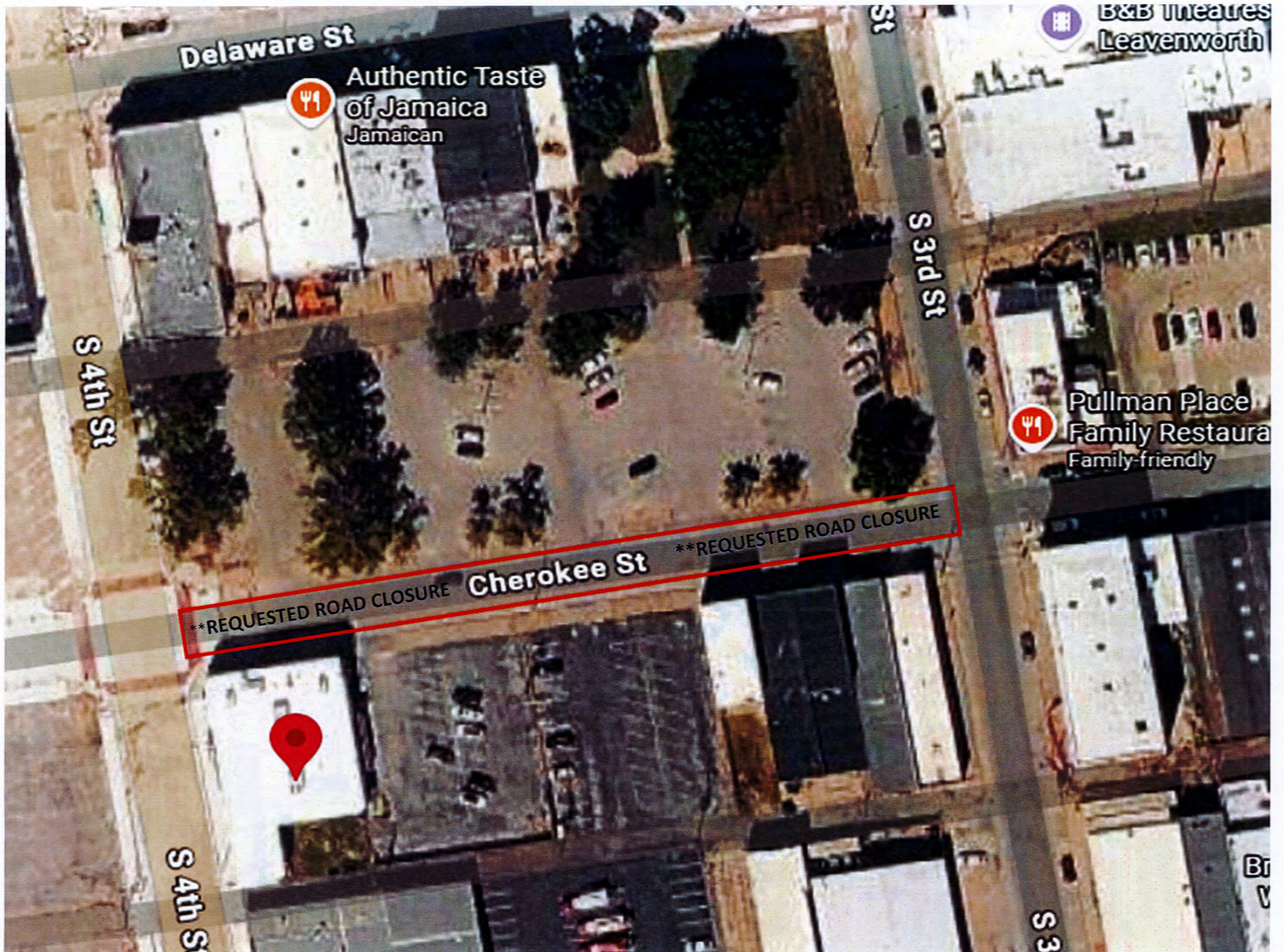
6/25 Proposed Street Closure: Cherokee from 4th-3rd From: 3pm To: 10pm  
 Proposed Street Closure: " From: \_\_\_\_\_ To: \_\_\_\_\_  
6/26 Proposed Street Closure: " From: 8am To: 10pm  
6/27 Proposed Street Closure: " From: 8am To: 10pm

\*No road closures will be approved for 4th Street/K-7\*  
\*\*Business and Resident Signature Approval for Street/Block Closure form MUST be submitted with this application.

Event Coordinator Signature: [Signature] Printed Name: Dave Richards

**Office Use Only**  
 Date Received: \_\_\_\_\_ Date Sent to PD for approval: \_\_\_\_\_ Approved by PD: \_\_\_\_\_ Schedule for Commission: \_\_\_\_\_  
 Date Scheduled for City Commission Consideration: \_\_\_\_\_ Approval: \_\_\_\_\_ Denial: \_\_\_\_\_  
 Date Event Coordinator notified of approval or denial: \_\_\_\_\_  
 Signed By: \_\_\_\_\_ Date: \_\_\_\_\_



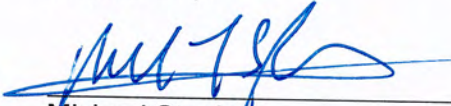


POLICY REPORT PWD NO. 26-17

THE SAFE ROUTES TO SCHOOL (SRTS) PLAN  
ADOPTION OF RESOLUTION NO. B-2420

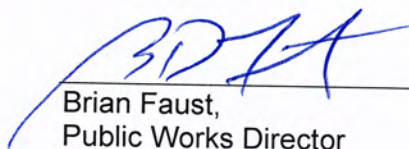
April 28, 2026

Prepared by:

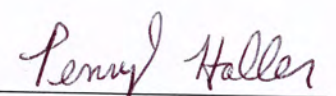


Michael Stephan,  
Deputy Public Works Director

Reviewed by:



Brian Faust,  
Public Works Director



Scott Peterson,  
City Manager

**ISSUE:**

Adopt a resolution approving the 2026 Safe Routes to School (SRTS) Action Plan.

**BACKGROUND:**

The City of Leavenworth adopted our Vision Zero Action Plan back in 2024. That plan identified a number of potential projects and steps that the city could take to help eliminate serious injury and fatality crashes in our community. One of the recommendations was to complete a Safe Routes to School Action Plan. In 2025 the city applied for and was awarded a grant through KDOT for creating the SRTS plan. The grant covered 100% of the cost and last week, Kevin Kroll from Toole Design presented their findings.

The plan identifies improvements around the schools that will help improve access for students to walk, bike and roll to school.

**BUDGET IMPACT:**

There is no immediate budget impact as the cost to prepare the plan was covered by KDOT. The plan does give the city a much better chance of receiving additional grant funding to implement some of the findings/recommendations in the plan. Grants typically come with a 'match' requirement of 10 to 20% of the project cost.

**RECOMMENDATION:**

It is recommended the City Commission adopt Resolution B-2420 supporting the Safe Routes to School Action Plan.

**ATTACHMENTS:**

- Resolution B-2420
- SRTS Plan

**RESOLUTION NO. B-2420**

**A RESOLUTION OF THE CITY OF LEAVENWORTH, KANSAS,  
FORMALLY ADOPTING THE SAFE ROUTES TO SCHOOL PLAN AND  
ENDORISING ITS GOALS**

**WHEREAS**, the safety of children and all community members traveling by foot, bicycle, or other active transportation modes is a priority of the City of Leavenworth, Kansas; and

**WHEREAS**, the City of Leavenworth, Kansas participated in the development of the Safe Routes to School Plan to improve safety, encourage walking and biking and plan for future infrastructure needs; and

**WHEREAS**, the City of Leavenworth, Kansas SRTS Plan establishes goals aligned with the Safe Streets and Roads for All (SS4A) program, including a commitment to reducing traffic-related fatalities and serious injuries.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF LEAVENWORTH, KANSAS:**

**SECTION 1.** That the City of Leavenworth, Kansas, hereby formally adopts the City of Leavenworth, Kansas Safe Routes to School Plan and supports its goals and implementation efforts.

**PASSED AND APPROVED** this 28th day of April 2026.

CITY OF LEAVENWORTH, KANSAS

\_\_\_\_\_  
Nancy D. Bauder, Mayor

ATTEST:

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

(SEAL)



**Kansas**  
Safe Routes to School



CITY OF LEAVENWORTH  
**Safe Routes to  
School Plan**

April 2026

# PROJECT TEAM

**Lead Contact**

Michael Stephan  
Deputy Director of Public Works  
Leavenworth, Kansas  
100 N 5th Street, Leavenworth, KS 66048

**Safe Routes to School Advisory Team Members:**

- Kellen Adams            Superintendent, USD 453
- James Vanek            Principal, Leavenworth High School
- Scott Kessler            Principal, Warren Middle School
- Kristy Tsen              Principal, Anthony Elementary School
- Wes Cackler             Counselor, David Brewer Elementary
- Kyle Varvel              Director of Facilities
- Beth Mattox             CFO, USD 453
- Sgt. Brandon Mance    Leavenworth Police Department
- Brendan Sheehan        Community Member

*Information contained in this document is for planning purposes and should not be used for final design of any project. All results, recommendations, concept drawings, and commentary contained herein are based on limited data and information and on existing conditions that are subject to change. Further analysis and engineering design are necessary prior to implementing any of the recommendations contained herein.*



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# Chapter 1: Introduction

The City of Leavenworth recognizes that schools are vital community resources and is committed to providing a safe environment for students traveling to and from school. To improve safety and transportation choices for students and residents, Leavenworth partnered with Unified School District 453 to apply for and was awarded a Safe Routes to School (SRTS) Planning Grant from the Kansas Department of Transportation (KDOT).

Communities were selected based on the quality of their applications and the number of students living within a reasonable walking, biking, and rolling distance to school. The applications were also assessed based on need such as the percentage of students eligible for free and reduced lunch based on household income, which often relates to car ownership and access, and indicates more reliance on walking, biking, and rolling for transportation. The grant award provided consultant support to develop this SRTS Plan for the following schools:

**TABLE 1: SCHOOLS ADDRESSED IN THIS PLAN**

School Name	Grades	Enrollment (2025-2026)	Eligible for Free & Reduced Lunch
Earl Lawson Early Education Center	K	295	51%
Anthony Elementary School	1-4	266	63%
David Brewer Elementary School	1-4	323	61%
Henry Leavenworth Elementary School	1-4	288	42%
Richard Warren Intermediate School	5-6	424	Unknown
Richard Warren Middle School	7-8	375	51%
Leavenworth High School	9-12	1159	31%

## Plan Purpose

Developing a SRTS Plan is an important step for a community interested in increasing the number of students walking, biking, and rolling to school. SRTS initiatives use a holistic approach to make it safer for children to walk, bike or roll to school, and, where it is safe, encourage children and families of all backgrounds and abilities to enjoy the many benefits of active travel. This plan was developed to:

- Identify barriers or issues that might discourage students from walking, biking, or rolling to school,
- Develop a list of infrastructure projects that can be built to improve walking, biking, and rolling conditions for students, and

- Recommend policy or programmatic changes that encourage more students to walk, bike, or roll to school.

This plan focuses on key safety issues for pedestrians and bicyclists in locations closest to the schools and along key access routes that are most likely to have a significant impact on safety and mobility. The recommendations to address these issues include a combination of short-term, relatively inexpensive projects as well as some long-term, complex, and more expensive projects.

Successful implementation of this plan will require partnership among key community stakeholders, including city staff, school staff, and community advocates.

## Timeline

The City of Leavenworth was awarded the SRTS Planning Grant in July 2025, and the planning effort took place starting in the fall semester of the 2025-2026 school year. While the City of Leavenworth was the lead applicant for the plan, city staff were supported by a local SRTS Team consisting of USD 453 staff, city police, and interested citizens. SRTS Team members participated in four meetings to provide input on existing conditions, comment on draft recommendations, and discuss the community’s near-term priorities.

Community input was gathered via an Online Map and Caregiver Survey, which were open from September 17, 2025, to October 24, 2025. The survey and map were promoted through the city and school district’s webpage and social media channels. Feedback received from the online map and survey helped the project team understand existing conditions and community concerns before conducting in-person site visits. The site visits took place on September 30th and October 1st, 2025, and included observing school arrival and dismissal and an assessment of existing walking, biking, and rolling infrastructure immediately around each school.



**FIGURE 1: PROJECT TIMELINE**

## What is Safe Routes to School?

The Kansas Safe Routes to School Vision is that Kansas students and their families of all backgrounds and abilities can walk, bike, and roll to school and in their communities safely, comfortably, and enjoyably. SRTS programs seek to accomplish this vision through a comprehensive set of strategies to improve safety and increase the number of students who walk, bike, and roll to school. These approaches are commonly known as the Es:

**Education** - Ensure that everyone learns how to travel safely through classes, training, and events that teach the skills needed to walk, bike, and roll safely.

**Encouragement** - Promote and generate enthusiasm around walking, biking, and rolling as ways to travel using events, activities, and programs.

**Engineering** - Provide infrastructure like sidewalks, paths, and crossings that allow people to walk, bike, and roll safely within the community and to and from schools.

**Evaluation** - Track progress toward achieving goals by reporting on and assessing what approaches work (or don't) and identifying program changes that can improve outcomes.

**Engagement** - Listen to and empower students, families, teachers, community groups, and school leaders in creating a SRTS program that works uniquely for them.

**Enforcement** - Deter the unsafe behaviors of drivers, pedestrians, and bicyclists and help all road users obey traffic laws and share the road safely.

## The Benefits of SRTS

SRTS efforts have a variety of benefits, including:

**Improving safety for students walking, biking, and rolling.** SRTS is focused on improving student safety during their journey to and from school. Through infrastructure improvements, walking, biking, and rolling to school can become a safer and more appealing choice for children and caregivers.

**Improving physical and mental health.** Habits for a healthy lifestyle begin in childhood. Regular physical activity – such as walking, biking, or rolling to school – is an important element of a healthy lifestyle, contributing to both physical and mental well-being. Physical activity has also been linked to improved academic performance.<sup>1</sup>

**Creating more options for everyone.** For families without regular access to a vehicle, it is especially important to have safe opportunities to walk, bike, or roll in and around their neighborhood and reduce transportation costs.

**Improving quality of life for all residents.** SRTS improvements benefit not only children, but impact quality of life for neighborhoods and the entire community. Shifting vehicle trips to walking, biking, or rolling trips can reduce greenhouse gas emissions, decrease school-related traffic congestion, and build stronger social connections.

<sup>1</sup> Brookshire, K., LaJeunesse, S., & Pullen-Seufert, N. (October 2019). Who is Walking or Biking to School: Patterns from the 2017 National Household Travel Survey and Future Directions. Pedestrian and Bicycle Information Center. Chapel Hill, NC.



## Chapter 2: Community Context and Current Travel Behaviors

This chapter provides background information and travel context for all seven schools in Leavenworth. The project team identified relevant local plans, policies and practices to better understand the factors influencing students' abilities and decision-making related to walking, biking, or rolling to school.

### Policies and Practices

This plan builds upon previous efforts to improve transportation safety and active mobility in Leavenworth. The following plans were identified and reviewed at the outset of this project:

#### First City Vision Zero Action Plan (2024)

In 2024, the City adopted the First City Vision Zero Action Plan and set a goal of eliminating all traffic fatalities and serious injuries with an interim target of at least a 50 percent reduction by 2035. The Plan focuses on three core areas—Safe Speeds, Safe Users, and Safe Streets, through strategies such as traffic calming, safer street design, targeted enforcement, safety education, and prioritization of high-injury corridors and intersections. The plan included extensive public engagement and collaboration with partners including USD 453. The plan strongly supports walking, biking, and rolling safety, particularly for children and other vulnerable road users. The Plan recommended updating the previous Safe Routes to School Plan.

#### Safe Routes to School Plan (2011)

The previous Leavenworth Safe Routes to School Plan was developed collaboratively by the City of Leavenworth and USD 453 to improve the safety, accessibility, and appeal of walking, biking, and rolling to school for elementary and intermediate students. The plan identified key barriers such as

---

#### LEAVENWORTH SAFE ROUTES TO SCHOOL PLAN

gaps in sidewalks, high traffic speeds, unsafe crossings, and caregiver safety concerns. The plan provided school-specific infrastructure and programmatic recommendations.

### City of Leavenworth City-Wide Trail Master Plan (2010)

The City of Leavenworth City-Wide Trail Master Plan provides a long-term vision for a connected network of multi-use trails and on-street bicycle routes linking neighborhoods to schools, parks, activity centers, and the regional trail system. The Plan emphasizes greenway loops, use of abandoned railroad corridors, and trails along streams and natural corridors to create a safe, attractive, and functional system for users of all ages and abilities, including children. By promoting non-motorized transportation and recreation, the Plan supports SRTS and active mobility for parents and children. The Plan serves as a guiding framework for future planning, design, and implementation of trail investments that reinforce SRTS goals by expanding safe connections to the City's transportation network.

## Bicycle and Pedestrian Crashes

Bicycle and pedestrian crashes that produced either a fatality or serious injury within the study area largely occurred on arterial and collector roads throughout the city. There were notably such crashes near Earl M Lawson Early Education Center (4<sup>th</sup> Street) and Leavenworth High School (10<sup>th</sup> Street and Halderman Street). Other USD 453 schools did not have bicycle or pedestrian crashes directly adjacent to campus, but may have a history along common walking routes. See Figure 2.

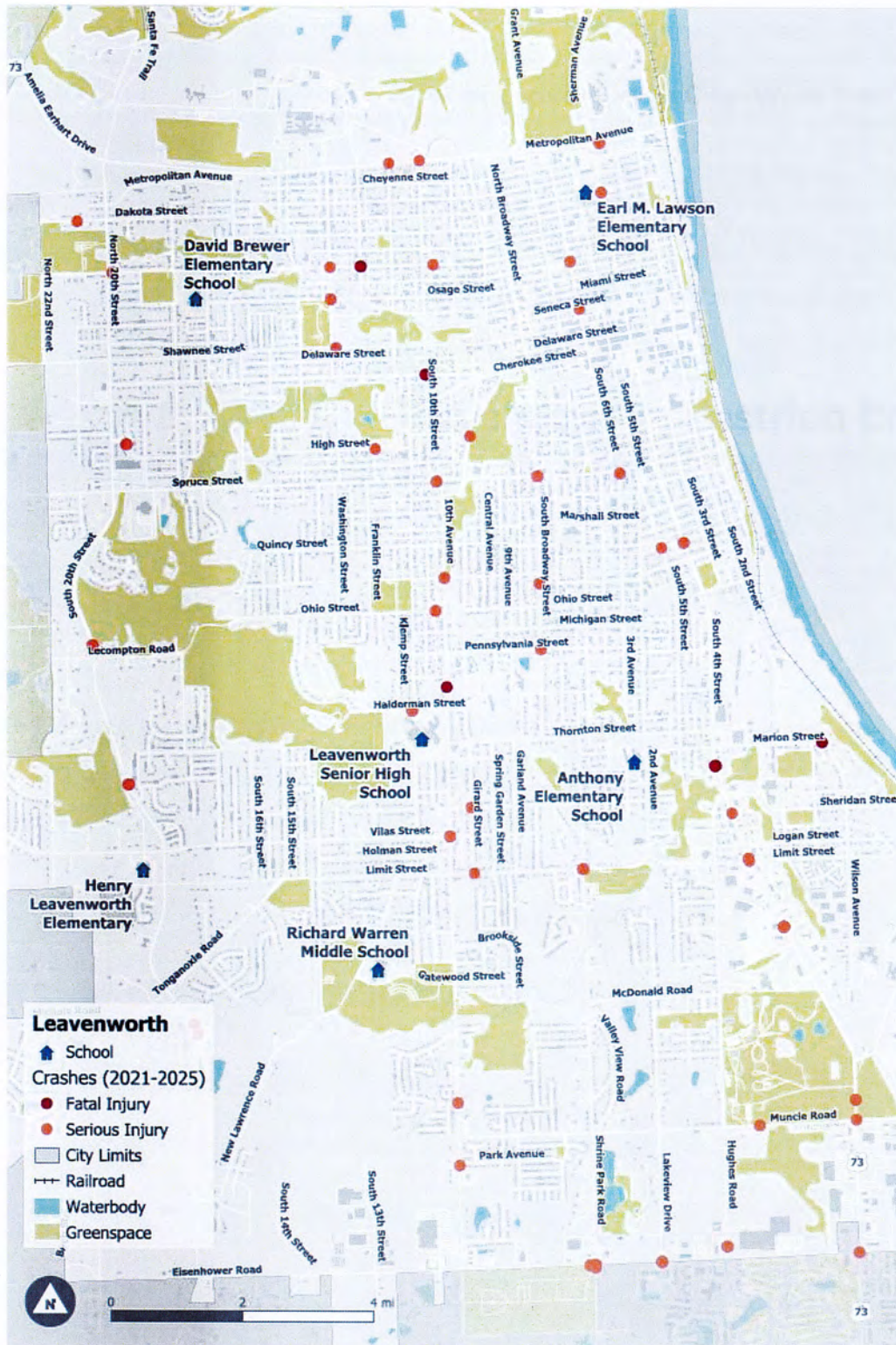


FIGURE 2: FATAL AND SERIOUS INJURY CRASH MAP

LEAVENWORTH SAFE ROUTES TO SCHOOL PLAN

# Community Concerns

An interactive online map was available from September 17 to October 24, 2025 to allow community members to pinpoint locations where they noted a concern. The map received 6 responses from members across the Leavenworth community (not just caregivers or students).

The issues that received the most pinpoints and comments were:

- The lack of sidewalks or concerns related to sidewalk conditions,
- A lack of drivers yielding to pedestrians crossing the street, and
- Vehicle speeds.

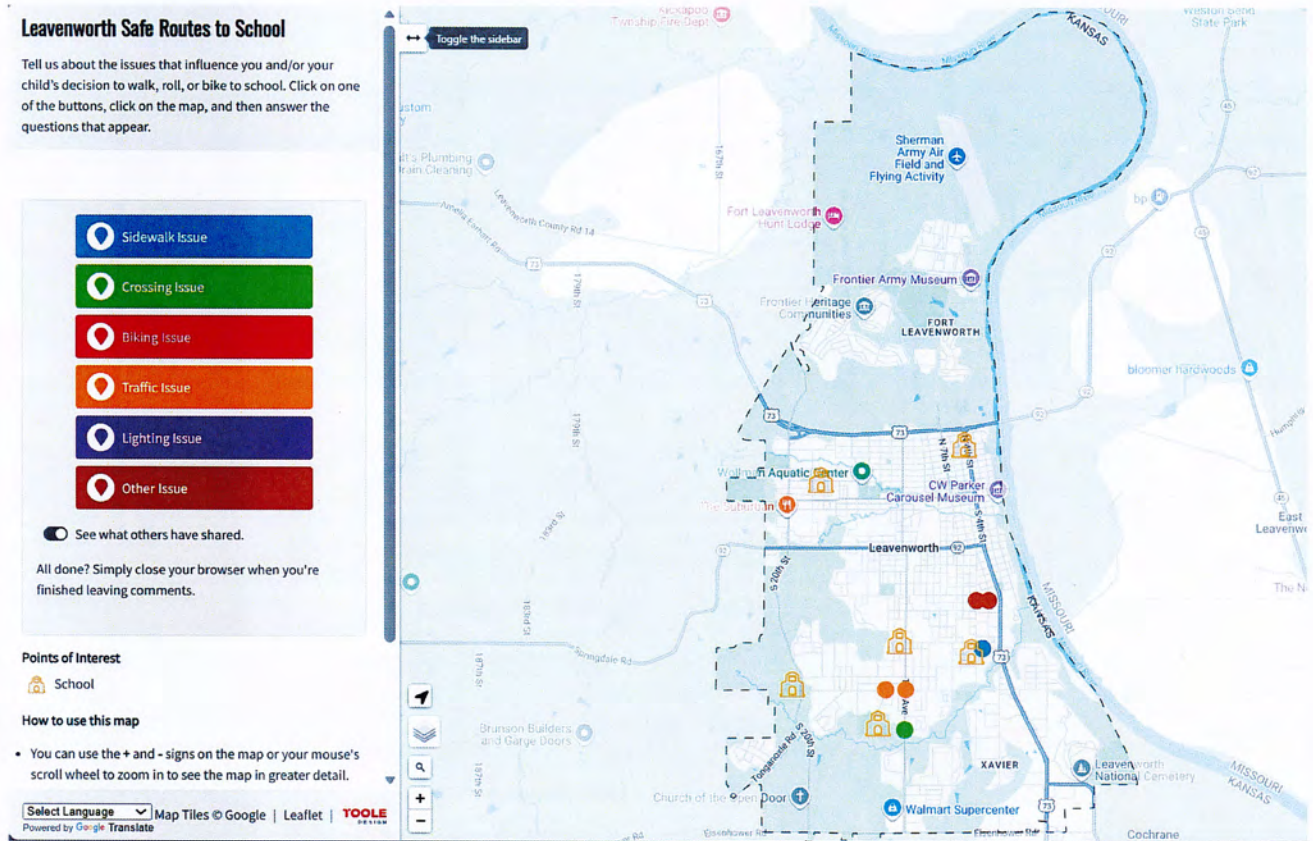


FIGURE 3: ONLINE MAPPING TOOL

# Current Student Travel Patterns

In addition to observing school arrival or dismissal during the site visits, information about student travel to school was collected through a Caregiver Survey and Student Travel Tallies.

The tables and charts below provide information about trends in student travel to and from school. **Note that the survey response rate represents a fraction of the student population and may not reflect the experiences and perspectives of all families.**

## Caregiver Survey

The **Caregiver Survey** was open from September 17, 2025 to October 24, 2025. This survey asked questions about the “why” behind travel to and from school, e.g., how far families live from school and other barriers, and attitudes around walking, biking and rolling.

Fifty-six caregivers responded with most responses (57%) from elementary caregivers. Over half (57%) of respondents currently drive their student(s) to school, citing distance, travel safety, and a lack of sidewalks as their top three concerns when considering how their student gets to and from school.

Figure 4 shows the largest share of survey respondents (38%) report their student lives 1.5 miles or more from school. However, 25% report living a half mile or less from school, which is generally considered a reasonable walking distance for students who are upper elementary school age or older.

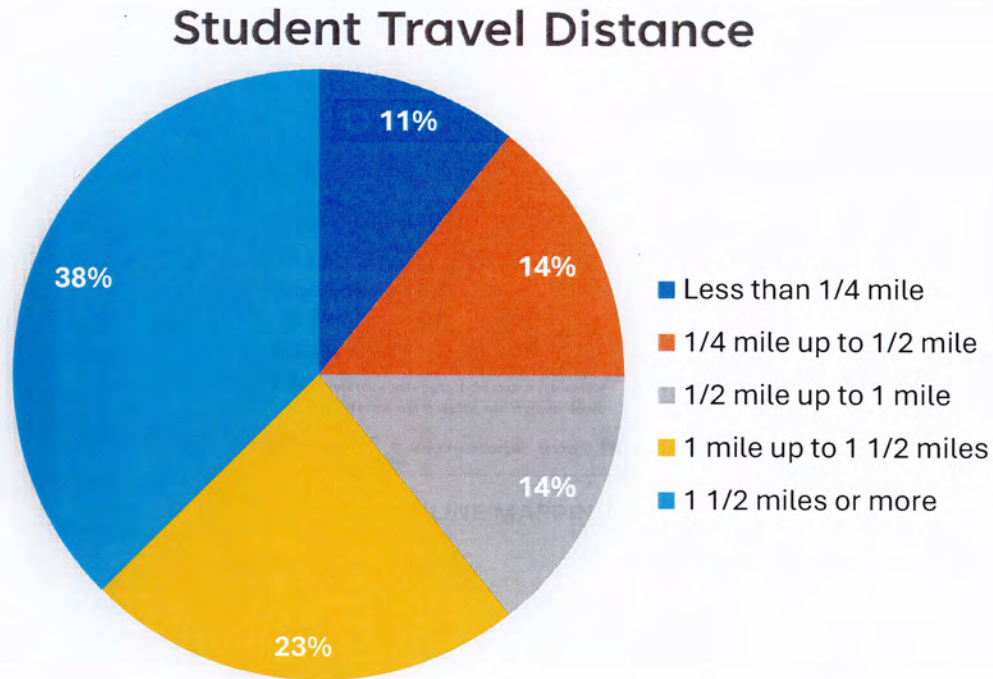


FIGURE 4: STUDENT TRAVEL DISTANCE TO SCHOOL

Respondents were asked how their students would ideally travel to and from school. Responses to this question indicated that roughly a third of students would ride the school bus, another third would walk or bike, and the final third prefer to drive their student to and from the school.

### Ideal Travel Mode to School

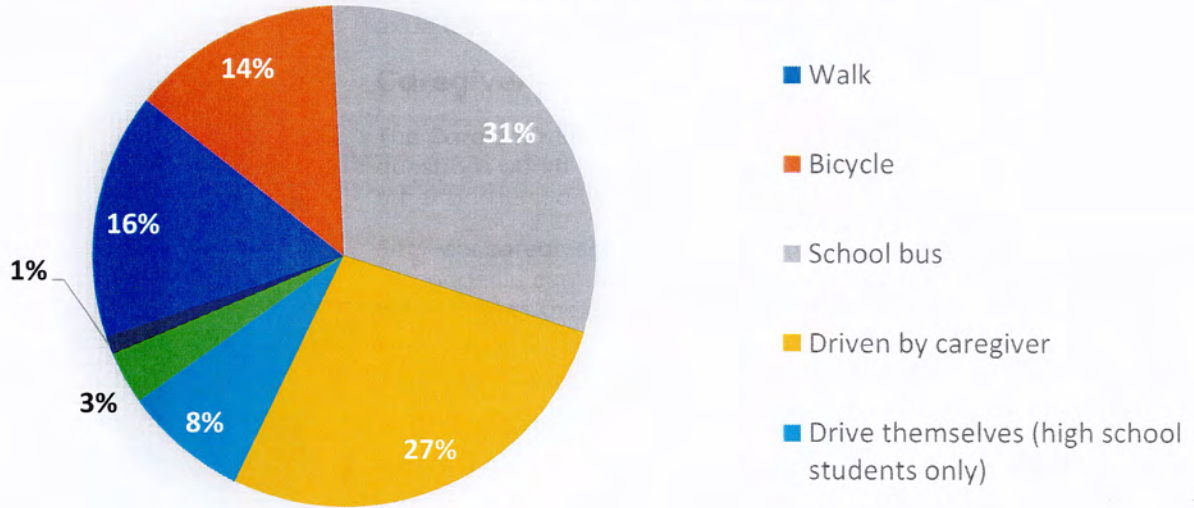


FIGURE 5: REPORTED IDEAL MODE OF TRAVEL TO/FROM SCHOOL

### Actual Travel Mode (to School)

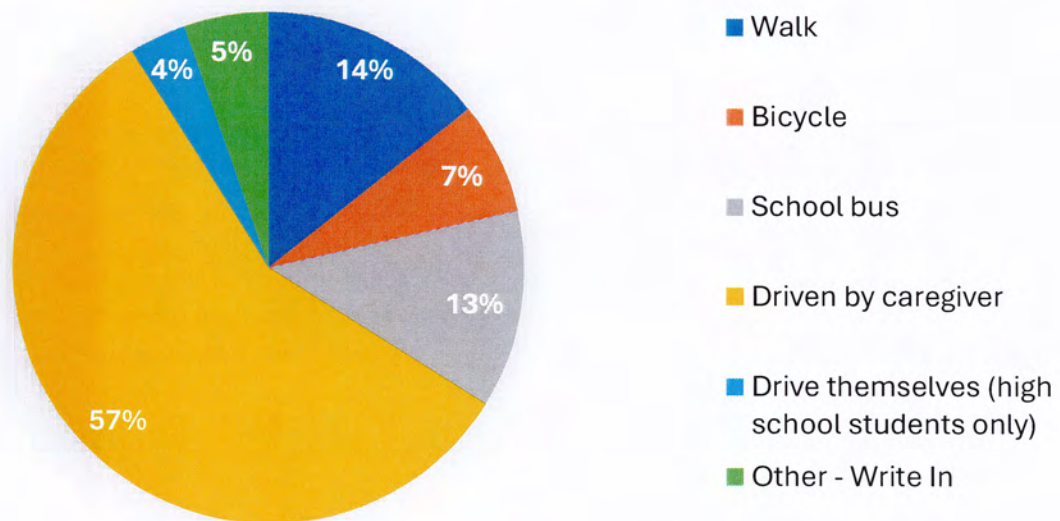


FIGURE 6: ACTUAL REPORTED TRAVEL MODE TO SCHOOL

## Student Travel Tallies

Classroom teachers took Student Travel Tallies on September 30 and October 1, 2025. The tallies show “what” is happening at a single point in time. Within each classroom, teachers asked and recorded student responses to questions about how they got to school and how they planned on traveling home from school that day. These tallies reveal that about two-thirds of students were driven to or from school in a family vehicle or carpool.

This contrasts with survey results which suggest many of these caregivers would ideally like their students to walk, bike, roll, or take the bus to school as shown in Figure 5. Tallies also show that many students walk home from school after being dropped off in a family vehicle in the morning. This pattern is most prominent with middle school students.

**TABLE 2: REPORTED MODE OF TRAVEL TO SCHOOL**

Grade Level	Total Tallies	Walk	Bike	School Bus	Family Vehicle	Carpool
Elementary	959	63	23	197	650	26
Middle	884	62	16	366	425	15
High	181	16	2	43	97	23

**TABLE 3: REPORTED MODE OF TRAVEL FROM SCHOOL**

Grade Level	Total Tallies	Walk	Bike	School Bus	Family Vehicle	Carpool
Elementary	1,002	88	22	219	644	29
Middle	875	102	17	366	373	17
High	183	18	2	41	104	18

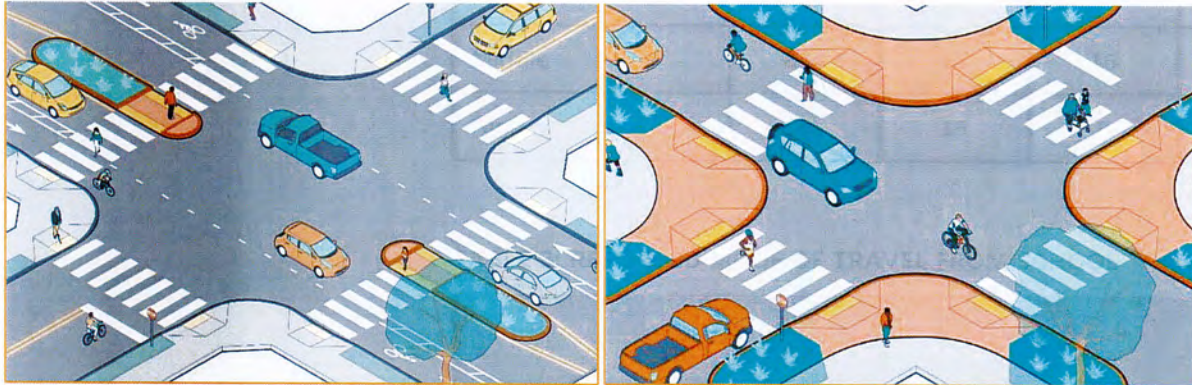
# Chapter 3: Engineering Recommendations by School

This chapter describes the project team’s overall approach to identifying engineering (infrastructure) issues and recommendations and includes a summary of observations and engineering recommendations for each school. Generally, the engineering recommendations in this chapter should be prioritized based on school proximity and along key routes to and from each campus.

## Our Approach

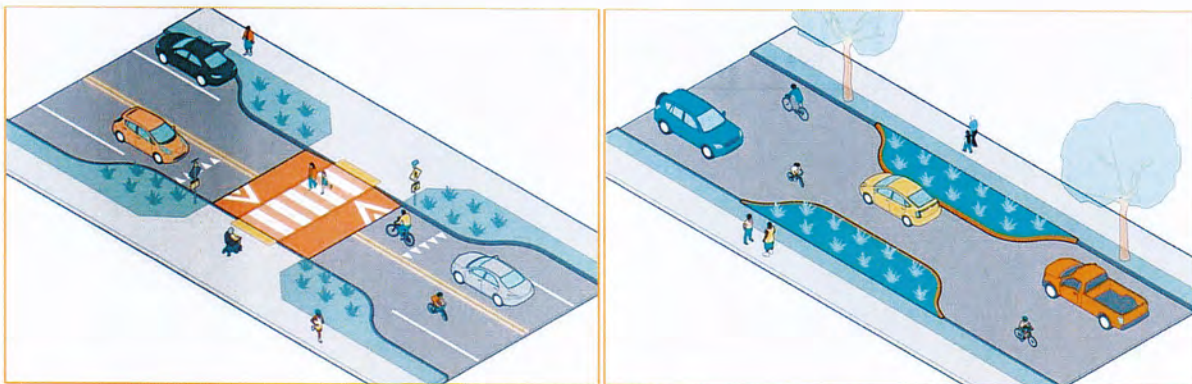
### Centering Children’s Travel Needs

Children are different sizes and have different physical and cognitive capabilities than adults. The engineering recommendations in this plan adhere to the following principles to create safe walking, biking and rolling environments for children:



1 Provide dedicated space for walking/biking

2 Simplify crossings



3 Increase visibility

4 Design for safe vehicle speeds

# Anthony Elementary School

## Observations and Walk Audits

- **Date/time of observation:** The project team observed arrival from 7:45 to 8:15 AM and dismissal from 3:15 to 3:45 PM at Anthony Elementary School on Tuesday, September 30<sup>th</sup>.
- **Main drop-off/pick-up locations:** Parents and caregivers drop-off in the designated parking lot off Marion Street. The bus drop-off is located on the south end of the school building in the driveway along Evergreen Street at 3rd Avenue. Buses come up 3rd Avenue to enter the loop. Students enter the property from Evergreen Street and walk around the building to the main entrance off Marion Street.
- **Crossing guards:** Crossing guards are stationed along Evergreen Street at 2nd Avenue and 3rd Avenue where students exit the school property.
- **Behaviors:** A handful of caregivers were observed dropping off their students along Evergreen Street. Cars park along both sides of Evergreen Street, which can make it difficult to see any pedestrians or bicyclists crossing the road. Bicyclists and pedestrians arrived primarily from the south of the school. The students then walk north along the west side of the building and around to the main entrance. There is a bike rack at the southwest side of the school building. There are plenty of spaces, but it is an older style bike rack that can lead to damaging bikes.



FIGURE 7: (LEFT) STUDENTS LEAVE SCHOOL DURING DISMISSAL. (RIGHT) POOR SIDEWALK CONDITIONS AND OBSTRUCTIONS ALONG 2ND AVENUE.



**FIGURE 8: MAP OF ANTHONY ELEMENTARY SCHOOL ENGINEERING RECOMMENDATIONS**

**TABLE 4: ANTHONY ELEMENTARY SCHOOL ENGINEERING RECOMMENDATIONS**

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Map ID	Location	Issue	Recommendation	Lead Implementer(s)
1	Thornton St & 5th Ave	Concern about driver turning movements or speeds, Concern about lack of driver yielding	Create protected pedestrian refuge island on east side of Thornton St and 5th Ave in existing painted median area. Install RRFB	City of Leavenworth
		Crossing is unmarked, Crosswalk markings faded, Crosswalk markings not high visibility	Install new high-visibility crosswalk east of 5th Ave across Thornton St and on south leg of Maple Ave and Thornton St. Remark existing crosswalk with high-visibility markings north leg of intersection.	
		Missing curb ramp	Install new curb ramps for new crossing east side of intersection of Thornton St and 5th Ave.	
2	Thornton St & 4th Ave	Crossing is unmarked	Install new high-visibility crosswalk and stop bars on north and south legs.	City of Leavenworth
3	4th Ave (Thornton St to Evergreen St)	No sidewalk	Install new sidewalk west side of street.	City of Leavenworth
4	Marion St (Maple Ave to School campus)	No sidewalk	Install new sidewalk	City of Leavenworth
5	2nd Ave and Evergreen St	Crosswalk markings faded, Stop bar at controlled crossing faded	Remark existing crosswalk with high-visibility markings and remark existing stop bar west leg	City of Leavenworth

Map ID	Location	Issue	Recommendation	Lead Implementer(s)
		Concern about lack of driver yielding	Install curb extensions on 2nd Ave to calm traffic speeds and reduce crossing distances	
		Curb ramp not aligned with crossing, Curb ramp obstructed	Install new curb ramp at southwest and northwest corners, Remove debris from existing curb ramps	
6	3rd Ave & Evergreen St	Parked cars obstruct sight lines	Restrict parking in advance of crosswalk on Evergreen St	City of Leavenworth
		Missing curb ramp	Install new curb ramp with recommended sidewalk south side of Evergreen St	
		Crossing is unmarked, Crosswalk markings faded, Crosswalk markings not high visibility, No yield bar at mid-block crossing	Install new high-visibility crosswalk on south leg when sidewalk is built, Mark new yield bar, Remark existing crosswalks north and west legs	
7	Maple Ave & Evergreen St	Curb ramp obstructed	Reconstruct or repair existing curb ramp on west side of intersections to clear soil/vegetation	City of Leavenworth
		Concern about driver turning movements or speeds, Concern about lack of driver yielding	Install RRFB	
		Crosswalk markings faded, Crosswalk markings not high visibility, Yield bar faded	Mark new yield bar, Remark existing crosswalk with high-visibility markings	
8	Evergreen St (2nd Ave to Maple Ave)	School zone signage and marking incomplete	Develop broader school zone signage and marking plan	City of Leavenworth
		No sidewalk	Install new sidewalk on south side of Evergreen St	

Map ID	Location	Issue	Recommendation	Lead Implementer(s)
9	2nd Ave (Sherman St to Thornton St)	School zone signage and marking incomplete	Develop broader school zone signage and marking plan	City of Leavenworth
10	3rd Ave (Evergreen St to Santa Fe St)	School zone signage and marking incomplete	Develop broader school zone signage and marking plan	City of Leavenworth
		No sidewalk	Install new sidewalk on east side of 3rd Ave. Install ADA compliant curb ramps and assess need for high-visibility crosswalks and stop bars as needed at intersecting streets to facilitate crossings and encourage motor vehicle yielding	
11	2nd Ave (Limit St to Thornton St)	Sidewalk lacks sufficient buffer, Sidewalk obstructed (vegetation or other obstacle), Sidewalk uplifted or cracked	Reconstruct sidewalk to widen or install buffer from roadway, clear overgrown vegetation	City of Leavenworth
12	2nd Ave & Santa Fe St	Curb ramp not aligned with crossing, Curb ramp obstructed, Missing curb ramp	Install new curb ramps on west side, Remove debris from east side and reconstruct NE corner to align with crossing	City of Leavenworth
		Crossing is unmarked	Install new high-visibility crosswalk west and east legs of intersection	
13	Sante Fe St & Maple Ave	Crossing is unmarked, Crosswalk markings not high visibility, Yield bar faded	Install new high-visibility crosswalks, mark new stop bars north and south legs.	City of Leavenworth
		Long crossing distance	Install curb extensions on Maple Ave	
		Observed driver speeds appear to exceed speed limit	Install speed feedback signs, Install traffic calming measures such as roundabout, speed humps, chicanes, or pinch points, or narrow travel lanes (may require additional study)	

Map ID	Location	Issue	Recommendation	Lead Implementer(s)
14	Santa Fe St (10th Ave to 2nd Ave)	No sidewalk	Install new sidewalks between Leavenworth High School and Anthony Elementary School.	City of Leavenworth

# David Brewer Elementary School

## Observations and Walk Audits

- **Date/time of observation:** The project team observed arrival from 7:40 to 8:05 AM and dismissal from 3:30-4:00 PM at David Brewer Elementary School on Tuesday, September 30<sup>th</sup>.
- **Main drop-off/pick-up locations:** Parents and caregivers drop-off students in the driveway in front of the school along 17th Street as well as along the curb in front of school on 17th Street and along Osage Street at the intersection of 17th Street. A few instances of double-parking were observed in front of school. One bus dropped-off in the front driveway area while another dropped off along 17th Street.
- **Crossing guards:** One crossing guard is typically positioned in front of the school building on North 17th Street and Osage Street. During the morning of the observation, the crossing guard was observed helping students into the school then returning to the intersection. The crossing guard stated a lot of students cross North 17th Street to get to caregivers.
- **Behaviors:** Most students walking crossed using the crosswalk with the help of the crossing guard at Osage Street. Students walk down Ottawa Street from the east, crossing onto North 17th Street to the school entrance. Ottawa Street is not stop-controlled at 17th, leading to some fast turns from Ottawa onto North 17<sup>th</sup> Street, which raises safety concerns given the number of children using that crossing. A number of students exited through the rear of the school with a crossing guard at dismissal to walk home or meet caregivers parked behind the school.

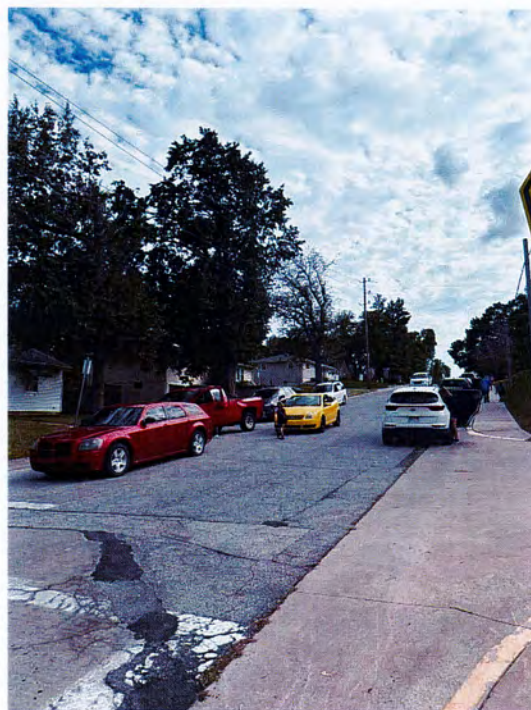
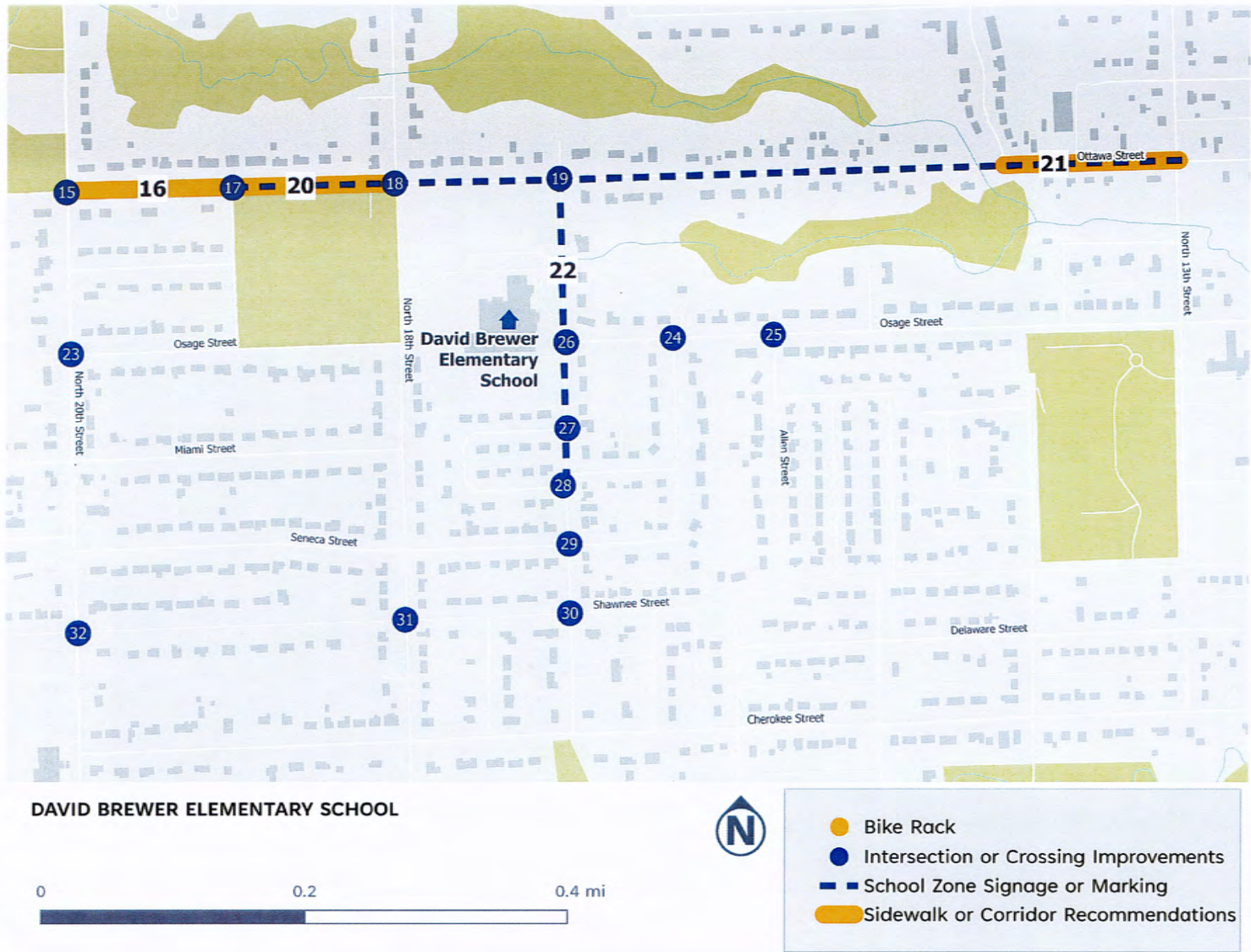


FIGURE 9: (LEFT) STUDENTS ARRIVE OUTSIDE DAVID BREWER ELEMENTARY. (RIGHT) STUDENTS CROSS MIDBLOCK ON 17TH STREET AT DISMISSAL.



**FIGURE 10: MAP OF DAVID BREWER ELEMENTARY SCHOOL ENGINEERING RECOMMENDATIONS**

**TABLE 5: DAVID BREWER ELEMENTARY SCHOOL ENGINEERING RECOMMENDATIONS**

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Map ID	Location	Issue	Recommendation	Lead Implementer(s)
15	20th St & Ottawa St	Crossing is unmarked	Install new high-visibility crosswalk on north leg, Mark new stop bar	City of Leavenworth
		Crossing lacks appropriate crossing signage, Long crossing distance	Install advance pedestrian warning sign, Install curb extensions, Install pedestrian crossing signs with downward pointing arrows on 20th Ave	
16	Ottawa St (20th St to 18th St)	Sidewalk is discontinuous, switches sides	Install new sidewalk, Reconstruct or repair sidewalk	City of Leavenworth
17	19th St & Ottawa St	Crossing is unmarked	Install new high-visibility crosswalk on south leg, Mark new stop bar	City of Leavenworth
18	18th St & Ottawa St	Curb ramp does not appear to be ADA compliant, Curb ramp not aligned with crossing, Missing curb ramp	Install new curb ramp west leg, Reconstruct or repair existing curb ramp on all legs	City of Leavenworth
		Crossing is unmarked	Install new high-visibility crosswalk on north and west legs	
19	17th St & Ottawa St	Crosswalk markings not high visibility	Remark existing crosswalk with high-visibility markings all legs	City of Leavenworth
20	Ottawa St (13th Terr to 19th St)	School zone signage and marking incomplete	Develop broader school zone signage and marking plan	City of Leavenworth

Map ID	Location	Issue	Recommendation	Lead Implementer(s)
21	Ottawa St (13th Terr to 13th St)	No sidewalk	Install new sidewalk on north side	City of Leavenworth
22	17th St (Ottawa St to Michael St)	School zone signage and marking incomplete	Develop broader school zone signage and marking plan	City of Leavenworth
23	20th St & Osage St	Crosswalk markings not high visibility	Remark existing crosswalk with high-visibility markings, Mark new stop bar north leg	City of Leavenworth
		Concern about lack of driver yielding, Long crossing distance	Install curb extensions along 20th St	
24	16th St & Osage St	Crossing is unmarked, No stop bar at controlled crossing	Install new high-visibility crosswalk, Mark new stop bar south leg	City of Leavenworth
25	Osage St & Allen St	Crossing is unmarked, No stop bar at controlled crossing	Install new high-visibility crosswalk, Mark new stop bar south leg	City of Leavenworth
26	17th St & Osage St	Concern about driver turning movements or speeds, Parked cars obstruct sight lines	Install RRFB, Install raised crosswalk, Restrict parking in advance of crosswalk or Study intersection for STOP control	City of Leavenworth
		Missing curb ramp	Install new curb ramps on northwest, northeast, and southeast corners	
		Crosswalk markings not high visibility, No stop bar at controlled crossing	Mark new stop bar, Remark existing crosswalk with high-visibility markings. Stop bar on Osage St.	
27	17th St & Miami St	Missing curb ramp	Install new curb ramp west side	City of Leavenworth
		Crossing is unmarked	Install new high-visibility crosswalk on west leg	

Map ID	Location	Issue	Recommendation	Lead Implementer(s)
28	17th St & Michael St	Crossing is unmarked	Install new high-visibility crosswalk on west leg	City of Leavenworth
		Missing curb ramp	Install new curb ramp west side	
29	17th St & Seneca St	Missing curb ramp	Install new curb ramp west side	City of Leavenworth
30	17 St & Shawnee St	Crossing is unmarked	Install new high-visibility crosswalk, Mark new stop bar all legs	City of Leavenworth
31	18th St & Shawnee St	Crossing is unmarked, Crosswalk markings not high visibility	Remark existing crosswalk with high-visibility markings east leg, Install new high-visibility crosswalk other legs	City of Leavenworth
32	20th St & Shawnee St	Curb ramp does not appear to be ADA compliant	Reconstruct or repair existing curb ramp northeast and southwest legs	City of Leavenworth
		Crossing is unmarked	Install new high-visibility crosswalks on all legs	
		Concern about driver turning movements or speeds, Concern about lack of driver yielding, Long crossing distance	Install curb extension on northeast corner to reduce crossing distance of 20th St, Install curb radius reduction on southeast corner to slow right turns	

# Earl Lawson Early Education Center

## Observations and Walk Audits

- **Date/time of observation:** The project team observed arrival from 7:40 to 8:15 AM and dismissal from 3:20-3:40 PM at Earl Lawson Early Education Center on Tuesday, September 30, 2025.
- **Main drop-off/pick-up locations:** Caregivers generally use the drop-off in front of the school's main entrance along the circular driveway. School buses drop-off in the driveway on the east side of the school bordering 4th Street.
- **Crossing guards:** No crossing guards were present.
- **Behaviors:** Many children were observed walking with a caregiver to school. One driver was observed parked facing the wrong direction on N 5th Street to better access the curb on the school side of the street. Some caregivers were observed parked along N 5th Street and Dakota Street to avoid the drop-off queue.



FIGURE 11: (LEFT) VEHICLES WAIT ALONG 5TH STREET TO ENTER THE CIRCLE DRIVE OUTSIDE THE SCHOOL. (RIGHT) 4TH STREET IS A BUSY ARTERIAL IMMEDIATELY ADJACENT TO THE EAST OF THE SCHOOL.



FIGURE 12: MAP OF EARL LAWSON EARLY EDUCATION CENTER ENGINEERING RECOMMENDATIONS

**TABLE 6: EARL LAWSON EARLY EDUCATION CENTER ENGINEERING RECOMMENDATIONS**

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Map ID	Location	Issue	Recommendation	Lead Implementer(s)
33	6th St & Cheyenne St	Crossing is unmarked, No stop bar at controlled crossing	Install new high-visibility crosswalk on west leg, Mark new stop bars on all legs	City of Leavenworth
		Curb ramp does not appear to be ADA compliant	Reconstruct or repair existing curb ramp on southwest corner across Cheyenne St	
34	5th St (Pawnee St to Cheyenne St)	No sidewalk, Sidewalk obstructed (vegetation or other obstacle)	Remove vegetation from sidewalk and install new sidewalk on west side of 5th St as needed	City of Leavenworth
35	4th St & Pawnee St	Crossing is unmarked, No stop bar at controlled crossing	Install new high-visibility crosswalk on all legs, Mark new stop bars on all legs	City of Leavenworth
		Concern about lack of driver yielding, Concern about multiple threat condition, Long crossing distance, No pedestrian signal, Pedestrians/bicyclists unable to find sufficient gaps in traffic	Install RRFB after lane reconfiguration to 3 lanes	
36	5th St & Pawnee St	Crossing is unmarked, No stop bar at controlled crossing	Install new high-visibility crosswalks on all legs, Mark new stop bars on all legs	City of Leavenworth
		Concern about lack of driver yielding, Long crossing distance	Install curb extensions, Study intersection for STOP control on 5th St	City of Leavenworth

Map ID	Location	Issue	Recommendation	Lead Implementer(s)
		Curb ramp does not appear to be ADA compliant, Curb ramp not aligned with crossing	Reconstruct or repair existing curb ramps on northwest, southwest, and southeast corners.	
37	6th St & Pawnee St	Crossing is unmarked	Install new high-visibility crosswalks on all legs	City of Leavenworth
		Curb ramp does not appear to be ADA compliant, Missing curb ramp	Install new curb ramps on southeast corner, Reconstruct or repair existing curb ramps southwest and northwest corners	City of Leavenworth
38	4th St (Pawnee St to Johnson St)	Existing sidewalk is potentially confusing for pedestrians	Install new sidewalk closer to 4 <sup>th</sup> St right of way	City of Leavenworth
39	4th St (Seneca St to Pawnee St)*	Street designed for higher speeds	Install speed feedback signs, Implement 4 to 3 lane road reconfiguration	City of Leavenworth
40	5th St & school entrance	Crosswalk markings slippery when wet	Update crosswalk paint to increase friction	City of Leavenworth
		Concern about lack of driver yielding, Long crossing distance, Parked cars obstruct sight lines	Install curb extensions at mid-block crossing, Install in-street pedestrian crossing sign	
41	4th St & Dakota St	Crossing is unmarked, No stop bar at controlled crossing	Install new high-visibility crosswalk on east leg, Mark new stop bar on east leg	City of Leavenworth
42	5th St & Dakota St	Crossing is unmarked, No stop bar at controlled crossing	Install new high-visibility crosswalk on west leg, Mark new stop bar on west leg	City of Leavenworth
43	5th St (Kiowa St to Cheyenne St)	School zone signage and marking incomplete	Develop broader school zone signage and marking plan	City of Leavenworth
44	4th St & Johnson St	Curb ramp does not appear to be ADA compliant, Missing curb ramp	Install new curb ramp east side of school driveway along Johnson St, Reconstruct or	City of Leavenworth

Map ID	Location	Issue	Recommendation	Lead Implementer(s)
			repair existing curb ramp on west side of school driveway	
		Crosswalk markings not high visibility	Remark existing crosswalks with high-visibility markings on south leg	
45	6th St & Dakota St	Crossing is unmarked	Install new high-visibility crosswalks on all legs	City of Leavenworth
46	5th St & Johnson St	Concern about lack of driver yielding	Study intersection for STOP control	City of Leavenworth
47	7th St & Dakota St	Concern about lack of driver yielding	Install RRFB on south leg	City of Leavenworth
48	3rd St & Kiowa St	No sidewalk	Install new sidewalk north and south sides	City of Leavenworth
		Curb ramp does not appear to be ADA compliant	Reconstruct or repair existing curb ramp on southwest corner	
49	4th St & Kiowa St	Crossing is unmarked	Install new high-visibility crosswalk on west, east, and south legs, Mark new stop bars on east and west legs	City of Leavenworth
50	5th St & Kiowa St	Crossing is unmarked, No stop bar at controlled crossing	Install new high-visibility crosswalks on all legs, Mark new stop bar on east and west legs	City of Leavenworth
51	Kiowa St (6th St to 5th St)	Sidewalk obstructed (vegetation or other obstacle), Sidewalk uplifted or cracked	Reconstruct or repair sidewalk on north side, Remove vegetation	City of Leavenworth
52	3rd St & Kickapoo St	Crossing is unmarked, No stop bar at controlled crossing	Install new high-visibility crosswalk on east and north legs, Mark new stop bars east and west legs	City of Leavenworth

Map ID	Location	Issue	Recommendation	Lead Implementer(s)
		Curb ramp does not appear to be ADA compliant, Missing curb ramp	Reconstruct or repair existing curb ramp northwest and northeast corner	
53	Kickapoo St (2nd St to 4th St)	No sidewalk	Install new sidewalk on both sides	City of Leavenworth
54	4th St & Kickapoo St	Crossing is unmarked, No stop bar at controlled crossing	Install new high-visibility crosswalks on all legs, Mark new stop bars on all legs	City of Leavenworth
		Concern about driver turning movements or speeds, Concern about lack of driver yielding, Concern about multiple threat condition, Long crossing distance	Reconfigure roadway from 4 to 3 lanes and Install RRFB	
55	5th St & Kickapoo St	Crossing is unmarked, No stop bar at controlled crossing	Install new high-visibility crosswalk on all legs, Mark new stop bars all legs	City of Leavenworth
		Long crossing distance, Parked cars obstruct sight lines	Install curb extensions on 5th St	
		Curb ramp does not appear to be ADA compliant	Reconstruct or repair existing curb ramps on northeast, southeast, and southwest corners.	

\*A lane reconfiguration from 4 to 3 lanes on 4<sup>th</sup> Street is already being undertaken by the City of Leavenworth Public Works Department. This plan adopts the boundaries of that project, which extend further than are normally considered for Safe Routes plans.

# Henry Leavenworth Elementary School

## Observations and Walk Audits

- **Date/time of observation:** The project team observed arrival from 7:40 to 8:00 AM and dismissal from 3:30 to 4:00 PM at Henry Leavenworth Elementary School on Wednesday, October 1st.
- **Main drop-off/pick-up locations:** Caregivers drop-off in the driveway loop on the northwest side of the school building entering off Vilas Street. Buses drop-off in a driveway located on the east side of the school building accessed from Vilas Street. All students used either the entrance on the northwest side of the school building or the entrance on the east side by the bus drop-off.
- **Crossing guards:** One crossing guard is typically positioned on South 20th Street and Vilas Street. Students cross together in a large group with a volunteer crossing guard (most of these students are biking).
- **Behaviors:** Drivers are discouraged from turning left from Vilas Street to enter the school driveway but many were observed making the left or continuing down Vilas Street to make a U-turn. Students were observed riding bikes from the east side of 20th Street. A well-utilized bike rack is located on the school campus, but somewhat far from the entrances. Most students were biking unaccompanied by an adult. During dismissal students walking or on bicycle cross 20th Street in groups using the signalized crossing at Vilas Street. Speed is a concern on 20th Street near the school.



FIGURE 13: (LEFT) CHILDREN WAIT TO CROSS 20TH STREET DURING DISMISSAL. (RIGHT) A STUDENT ARRIVES TO SCHOOL ALONG VILAS STREET.



**FIGURE 14: MAP OF HENRY LEAVENWORTH ELEMENTARY SCHOOL ENGINEERING RECOMMENDATIONS**

**TABLE 7: HENRY LEAVENWORTH ELEMENTARY SCHOOL ENGINEERING RECOMMENDATIONS**

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Map ID	Location	Issue	Recommendation	Lead Implementer(s)
56	20th St & 19th Terr	Concerns with driver turning speeds	Install curb radius reduction	City of Leavenworth
		Crosswalk markings not high visibility, Crosswalk narrow	Remark existing crosswalk with high-visibility markings, Widen crosswalk to match sidewalk width	
57	17th St (Vilas St to Evergreen St)	No sidewalk	Install new sidewalk on west side	City of Leavenworth
58	Vilas St & 17th St	Curb ramp not aligned with crossing	Reconstruct or repair existing curb ramps northeast and northwest corners	City of Leavenworth
		Crossing is unmarked	Install new high-visibility crosswalk on north and east legs	
59	Vilas St & Kensington Pl	Crossing is unmarked	Install new high-visibility crosswalk north leg	City of Leavenworth
		Curb ramp does not appear to be ADA compliant	Reconstruct or repair and realign existing curb ramps northwest and northeast corners	
60	Vilas St & 22nd St	Crossing is unmarked	Install new high-visibility crosswalk, Mark new stop bar south side	City of Leavenworth
		Curb ramp does not appear to be ADA compliant	Reconstruct or repair existing curb ramps	

Map ID	Location	Issue	Recommendation	Lead Implementer(s)
61	20th St & Villas St	APS/audio signal missing or inaudible, Long crossing distance, Pedestrian pushbutton difficult to access, Pedestrian signal not on auto recall, Signal timing results in relatively long delays for pedestrians	Install curb radius reduction, Prohibit Right Turn on Red, Put pedestrian signal on auto recall, Relocate pedestrian pushbutton, Study intersection for protected left turn, Study signal for retiming to provide more frequent crossing opportunities, Upgrade or repair pedestrian signal	City of Leavenworth
		Existing speed limit not appropriate to neighborhood or school zone context, Observed driver speeds appear to exceed speed limit, Street designed for higher speeds	Install speed feedback signs, Install traffic calming measures such as roundabout, speed humps, chicanes, or pinch points, or narrow travel lanes (may require additional study), Reduce speed limit (may require study)	
		Curb ramp does not appear to be ADA compliant	Reconstruct or repair existing curb ramp on northwest corner	
		Crosswalk markings faded, Crosswalk narrow	Remark existing crosswalks, Widen crosswalk to match sidewalks	
62	Vilas St & 19th Terr	Missing curb ramp	Install new curb ramps northeast and southeast corners	City of Leavenworth
		Crossing lacks appropriate crossing signage	Install school crossing signs with downward pointing arrows	
		Crossing is unmarked	Install new high-visibility crosswalk, Mark new stop bar	
63	20th St (Limit St to Vilas St)	Existing speed limit not appropriate to neighborhood or school zone context, Observed driver speeds appear to exceed speed limit, Street designed for higher speeds	Install speed feedback signs, Install traffic calming measures such as roundabout, speed humps, chicanes, or pinch points, or narrow travel lanes (may require additional study), Reduce speed limit (may require study), Study for road diet	City of Leavenworth

Map ID	Location	Issue	Recommendation	Lead Implementer(s)
64	Limit St & school entrance	Crossing is unmarked, Stop bar at controlled crossing faded	Install new high-visibility crosswalk, Remark existing stop bar across driveway	City of Leavenworth
65	20th St & Limit St	Concern about lack of driver yielding, Long crossing distance	Install advance pedestrian warning sign, Install curb radius reduction, Install median crossing island, Install school crossing signs with downward pointing arrows, Study crossing for PHB, Study intersection for traffic signal	City of Leavenworth
		Crossing is unmarked, Crosswalk markings not high visibility	Install new high-visibility crosswalk, Mark new stop bar, Remark existing crosswalk with high-visibility markings	
66	Limit St & Somerset Dr	Crossing is unmarked, No stop bar at controlled crossing	Install new high-visibility crosswalk, Mark new stop bar west leg	City of Leavenworth
		Missing curb ramp	Install new curb ramp northwest corner	
67	20th St (19th Terr to S of Limit St)	School zone signage and marking incomplete	Develop broader school zone signage and marking plan	City of Leavenworth

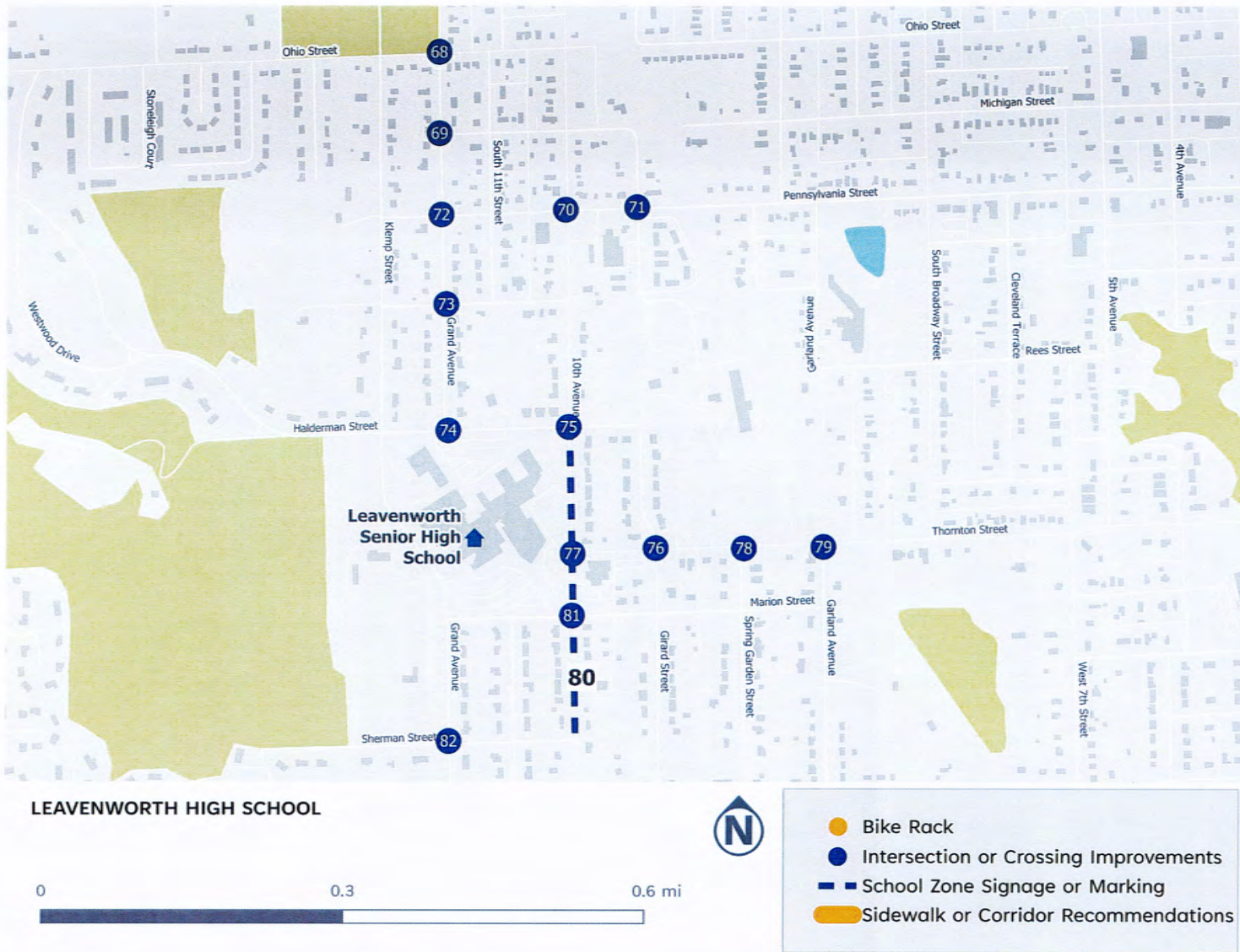
# Leavenworth Senior High School

## Observations and Walk Audits

- **Date/time of observation:** The project team observed arrival from 7:15 to 8:00 AM and dismissal from 2:45 to 3:30 PM at Leavenworth Senior High School on Wednesday, October 1st.
- **Main drop-off/pick-up locations:** Caregivers or students park and drop-off on the north side of the school building via Halderman Street, on the east side of the school building via 10th Avenue, and on the south side of the school building via Marion Street. Bus drop-off mainly occurs on the north side of the school building. Some buses were observed using the driveway from 10th Avenue.
- **Crossing guards:** No crossing guards were present.
- **Behaviors:** Many students walk, using the signal at 10th Avenue and Thornton Street. Several were observed crossing at 10th Avenue and Marion Street and 10<sup>th</sup> Avenue and Halderman Street despite neither intersection having traffic controls, indicating a need for improved pedestrian safety. Additionally, there were several students who biked to and from school.



FIGURE 15: (LEFT) STUDENTS CROSS 10TH AVENUE AT THORNTON STREET. (RIGHT) VEHICLES WAIT TO TURN ONTO 10TH AVE DURING DISMISSAL.



**FIGURE 16: MAP OF LEAVENWORTH SENIOR HIGH SCHOOL ENGINEERING RECOMMENDATIONS**

**TABLE 8: LEAVENWORTH SENIOR MIDDLE SCHOOL ENGINEERING RECOMMENDATIONS**

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Map ID	Location	Issue	Recommendation	Lead Implementer(s)
68	Grand Ave & Ohio St	Curb ramp not aligned with crossing	Reconstruct or repair existing curb ramp on east leg	City of Leavenworth
		Crossing is unmarked	Install new high-visibility crosswalk on south and east legs	
69	Grand Ave & Michigan St	Crossing is unmarked	Install new high-visibility crosswalk on east leg	City of Leavenworth
70	10th Ave & Pennsylvania St	Crosswalk markings faded, Crosswalk markings not high visibility	Remark existing crosswalk with high-visibility markings	City of Leavenworth
		Curb ramp does not appear to be ADA compliant	Reconstruct or repair existing curb ramp	
71	Pennsylvania St & Lawrence Ave	Crossing is unmarked	Install new high-visibility crosswalk, Mark new stop bar	City of Leavenworth
		Curb ramp does not appear to be ADA compliant	Reconstruct or repair existing curb ramp on south leg	
72	Grand Ave & Pennsylvania St	Crossing is unmarked	Install new high-visibility crosswalk on east leg	City of Leavenworth
73	Grand Ave & South St	Crossing is unmarked	Install new high-visibility crosswalk east leg	City of Leavenworth
74		Missing curb ramp	Install new curb ramp on southeast corner	

Map ID	Location	Issue	Recommendation	Lead Implementer(s)
	Halderman St & Grand Ave	Crossing is unmarked	Install new high-visibility crosswalk east leg	City of Leavenworth
75	10th Ave & Halderman St	Street designed for higher speeds	Install traffic calming measures such as roundabout, speed humps, chicanes, or pinch points, or narrow travel lanes (may require additional study)	City of Leavenworth
		Concern about driver turning movements or speeds, Concern about lack of driver yielding	Install RRFB, Install advance pedestrian warning sign, Install median crossing island	
		Curb ramp does not appear to be ADA compliant, Curb ramp not aligned with crossing	Reconstruct or repair existing curb ramps all corners, May need to relocate drainage inlet	
		Crossing is unmarked	Install new high-visibility crosswalks, Mark new stop bars on all legs	
76	Thornton St & Lawrence Ave	Crossing is unmarked	Install new high-visibility crosswalks on east and south legs	City of Leavenworth
77	10th Ave & Thornton St	Concern about driver turning movements or speeds, Pedestrian signal not on auto recall	Install median crossing island, Put pedestrian signal on auto recall	City of Leavenworth
		Crosswalk markings faded	Remark existing crosswalk with high-visibility markings on east leg	
		Observed driver speeds appear to exceed speed limit, Street designed for higher speeds	Install traffic calming measures such as roundabout, speed humps, chicanes, or pinch points, or narrow travel lanes (may require additional study)	
78	Thornton St & Spring Garden St	Crossing is unmarked	Install new high-visibility crosswalk on south leg	City of Leavenworth

Map ID	Location	Issue	Recommendation	Lead Implementer(s)
79	Thornton St & Garland St	Crossing is unmarked	Install new high-visibility crosswalk on south leg	City of Leavenworth
80	10th Ave (Halderman St to Sherman St)	School zone signage and marking incomplete	Develop broader school zone signage and marking plan	City of Leavenworth
81	10th Ave & Marion St	Crossing is unmarked	Install new high-visibility crosswalks on south, east, and west legs	City of Leavenworth
		SCHOOL pavement marking missing, School advance warning sign missing, School zone signage and marking incomplete	Install new SCHOOL pavement marking, Install new school advance warning sign	
		Curb ramp does not appear to be ADA compliant, Curb ramp not aligned with crossing	Reconstruct or repair existing curb ramps on southeast, northeast, and northwest corners	
		Concern about driver turning movements or speeds, Concern about lack of driver yielding, Crossing lacks appropriate crossing signage, Long crossing distance	Install RRFB, Install advance pedestrian warning sign, Install median crossing island, Install pedestrian crossing signs with downward pointing arrows	
82	Grand Ave & Sherman St	Crossing is unmarked	Install new high-visibility crosswalk on west leg	City of Leavenworth
		Observed higher speeds on street	Install traffic calming measures such as a mini-roundabout, speed humps, chicanes, or pinch points, or narrow travel lanes (may require additional study)	

# Richard Warren Middle School

## Observations and Walk Audits

- **Date/time of observation:** The project team observed arrival from 7:20 to 8:00 AM and dismissal from 2:30 to 3:15 PM at Richard Warren Middle School on Wednesday, October 1st.
- **Main drop-off/pick-up locations:** Parents and caregivers drop-off on the east side of the school building in the designated drop-off area off Gatewood Street. The parking lot directly south of the drop-off area across Gatewood Street is also used by caregivers. Students were observed using the crosswalk to walk to the southeast entrance. The bus drops off on the west side of the school building along New Lawrence Street.
- **Crossing guards:** One crossing guard is typically positioned at New Lawrence Street. During the morning of the observation, the crossing guard was observed also helping students into the school.
- **Behaviors:** During afternoon dismissal, around 50 kids walked along the north side of Gatewood Street toward 10th Avenue with around 30 crossing 10th Avenue and many entering the apartment building across the street. An e-bike rider weaved through pedestrians on the north sidewalk of Gatewood making his way toward 10<sup>th</sup> Avenue. Several other bicyclists were also spotted; most chose to walk their bikes on school property. Most bicyclists were not wearing helmets.



**FIGURE 17: (LEFT) STUDENTS RIDE BIKES AS PART OF PHYSICAL EDUCATION CLASS. (RIGHT) STUDENTS DEPART RICHARD WARREN MIDDLE SCHOOL DURING AFTERNOON DISMISSAL.**



FIGURE 18: MAP OF RICHARD WARREN MIDDLE SCHOOL ENGINEERING RECOMMENDATIONS

**TABLE 9: RICHARD WARREN MIDDLE SCHOOL ENGINEERING RECOMMENDATIONS**

Information contained in this document is for planning purposes and should not be used for final design of any project. All results, recommendations, concept drawings, and commentary contained herein are based on limited data and information and on existing conditions that are subject to change. Further analysis and engineering design are necessary prior to implementing any of the recommendations contained herein.

Map ID	Location	Issue	Recommendation	Lead Implementer(s)
83	Limit St & 10th Ave	Curb ramp does not appear to be ADA compliant	Reconstruct or repair existing curb ramp all corners, Widen crosswalk or assess curb ramp for improved alignment	City of Leavenworth
		Crosswalk markings faded, Crosswalk markings not high visibility	Remark existing crosswalks with high-visibility markings, Remark existing stop bars, Repave crosswalk surface area and remark crosswalks on all legs	
		Concern about driver turning movements or speeds	Install curb radius reduction to slow turning speeds	
84	Limit St & New Lawrence Rd	Curb ramp does not appear to be ADA compliant	Reconstruct or repair existing curb ramp southwest corner	City of Leavenworth
		Crossing is unmarked	Install new high-visibility crosswalk south side	
85	New Lawrence Rd & Tanglewood St	Crossing is unmarked, No stop bar at controlled crossing	Install new high-visibility crosswalk, Mark new stop bar east leg	City of Leavenworth
		Curb ramps on west side do not appear to be ADA compliant	Reconstruct or repair existing curb ramp on west side	
86	10th Ave (Limit St to Eisenhower Rd)	Existing speed limit not appropriate to neighborhood or school zone context, Observed driver speeds appear to exceed speed limit, Street designed for higher speeds	Reduce speed limit (may require study), Study for road diet to match other portions of 10th Ave.	City of Leavenworth

		Lack of pedestrian walkway, Sidewalk lacks sufficient buffer, Sidewalk obstructed (vegetation or other obstacle), Sidewalk uplifted or cracked	Install new sidewalk where needed, Narrow travel lanes to create buffer on street (utilizing paint, bollards, etc.), Reconstruct or repair sidewalk as needed, Reconstruct sidewalk to widen or install buffer from roadway	
87	New Lawrence Rd & Wildwood St	Sidewalk obstructed (vegetation)	Trim vegetation	City of Leavenworth
88	New Lawrence Rd & Intermediate School Parking Lot	Crossing is unmarked, No stop bar at controlled crossing	Install new high-visibility crosswalk, Mark new stop bar across driveway	City of Leavenworth
89	Meadow Ln & 10th Ave	Crossing is unmarked	Install new high-visibility crosswalk, Mark new stop bar west leg	City of Leavenworth
		Curb ramp does not appear to be ADA compliant	Reconstruct or repair existing curb ramps northwest and southwest corner	
90	New Lawrence Rd (S 14th St to Tanglewood St)	School zone signage and marking incomplete	Develop broader school zone signage and marking plan	City of Leavenworth
91	On campus	Bike rack in poor location	Relocate bike rack to the side of the pavement, Replace existing rack with inverted U racks, secure bike rack to the ground	USD 453
92	Gatewood St (10th Ave to New Lawrence Rd)	School zone signage and marking incomplete	Develop broader school zone signage and marking plan	City of Leavenworth
93	Gatewood St & Entrance of	Missing curb ramp	Install new curb ramps to connect new crosswalk to parking lot	City of Leavenworth

	Middle School Parking Lot	Concern about driver turning movements or speeds, Concern about lack of driver yielding	Install median crossing island, Install raised crosswalk	
		Crossing is unmarked, Crosswalk markings faded	Mark new yield bar, Install new high-visibility crosswalk across Gatewood St, Remark existing crosswalk with high-visibility markings	
94	Gatewood St & E Parking Lot	Crossing is unmarked	Install new high-visibility crosswalk across parking lot driveway	City of Leavenworth
		Curb ramp does not appear to be ADA compliant	Reconstruct or repair existing curb ramp north side crossing Gatewood St	
95	Gatewood St & Middle School Parking lot	Crossing is unmarked, Crosswalk markings faded	Install new high-visibility crosswalk, Mark new stop bar on south side Remark existing crosswalk with high-visibility markings, Remark existing stop bar	City of Leavenworth
		Concern about driver turning movements or speeds, Concern about lack of driver yielding	Install median crossing island, Install raised crosswalk, Install/upgrade lighting	
		Curb ramp does not appear to be ADA compliant, Curb ramp not aligned with crossing	Reconstruct or repair existing curb ramp southeast corner	
96	Gatewood St & Middle School side entrance walkway	Concern about lack of driver yielding	Install in-street pedestrian crossing sign, Install median crossing island	City of Leavenworth
		Crosswalk markings faded, Crosswalk markings not high visibility, No yield bar at mid-block crossing	Mark new yield bar, Remark existing crosswalk with high-visibility markings	
		Curb ramp does not appear to be ADA compliant	Reconstruct or repair existing curb ramp on south side	

97	Gatewood St & 10th Ave	Crossing is unmarked, Crosswalk markings not high visibility, No stop bar at controlled crossing	Install new high-visibility crosswalks, Remark existing stop bars, Remark existing crosswalks with high-visibility markings on all legs	City of Leavenworth
		Concern about driver turning movements or speeds, Concern about lack of driver yielding	Install curb radius reduction, Prohibit Right Turn on Red	
		Curb ramp does not appear to be ADA compliant, Curb ramp not aligned with crossing	Reconstruct or repair existing curb ramps all corners	
98	Gatewood St & S Parking Lot exit	Crossing is unmarked	Install new high-visibility crosswalk, Mark new stop bar across driveway	City of Leavenworth

## Engineering Concepts

To better communicate priority engineering improvements, concept designs were developed for four locations in Leavenworth. These concepts do not illustrate finished designs but are meant to provide a shared vision that can be used in public meetings or for grant applications.

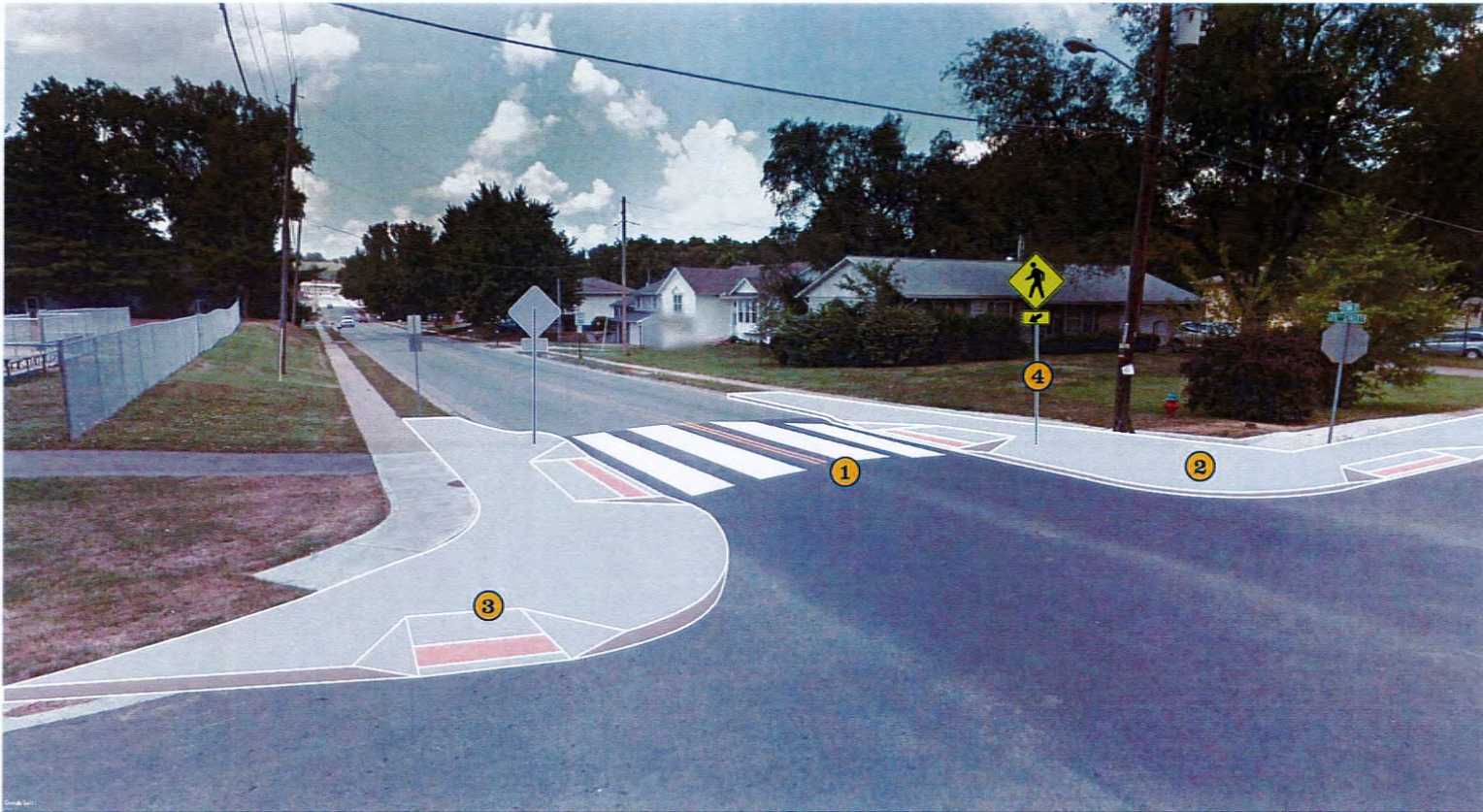


Leavenworth

### **2nd Avenue & Evergreen Street (Looking North)**

- ① Remark existing crosswalk on west leg
- ② Narrow crossing of 2nd Avenue and improve visibility on Evergreen Street with curb extension(s)
- ③ Install new accessible curb ramps on rebuilt corner(s)

**FIGURE 19: 2ND AVENUE AND EVERGREEN STREET CURB EXTENSION AND "PINCH POINT"**



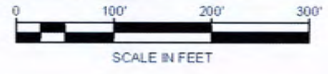
Leavenworth

### **20th Street & Ottawa Street (Looking North)**

- ① Install high-visibility crosswalk on north leg
- ② Narrow crossing of 20th Street with curb extensions
- ③ Install new accessible curb ramps on rebuilt corners
- ④ Install pedestrian crossing signs with downward pointing arrows

**FIGURE 20: 20TH STREET AND OTTAWA CURB EXTENSION AND "PINCH POINT"**

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 2/23/2026



THIS IS A PRELIMINARY CONCEPT. FIELD VERIFICATION, SITE CONDITION ASSESSMENTS, ENGINEERING ANALYSIS AND DESIGN ARE NECESSARY PRIOR TO IMPLEMENTING ANY OF THE RECOMMENDATIONS CONTAINED HEREIN.

**TOOLE**  
 DESIGN  
 10TH AVENUE  
 LEAVENWORTH  
 KDOT SAFE ROUTES TO SCHOOL  
 02/18/2026  
 PRELIMINARY CONCEPT - NOT FOR CONSTRUCTION

**FIGURE 21: 10TH STREET REDESIGN TO IMPROVE CROSSINGS AND SLOW TRAFFIC**



# Chapter 4: Education, Encouragement, and Enforcement Recommendations

The education, encouragement, and enforcement recommendations in this chapter build upon and compliment the engineering recommendations in this plan. These programmatic recommendations help promote walking, biking, and rolling as fun, healthy, and safe ways to get around Leavenworth.

More resources to support SRTS programming can be found at:

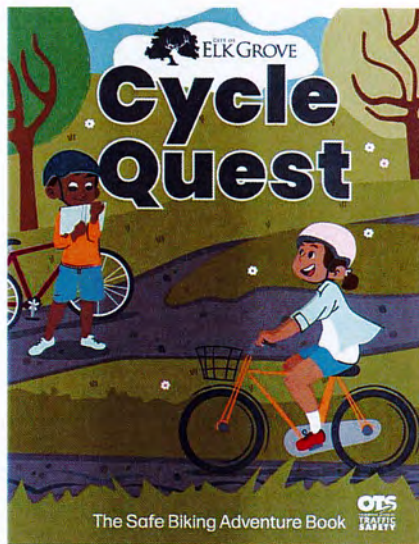
- Kansas Safe Routes to School: [Resources & Education — Kansas Safe Routes to School](#)
- Safe Kids Kansas: [https://www.safekidskansas.org/bike\\_safety.htm](https://www.safekidskansas.org/bike_safety.htm)
- Safe Routes Partnership: [www.saferoutespartnership.org/](http://www.saferoutespartnership.org/)
- National Center for Safe Routes to School: [www.saferoutesinfo.org/](http://www.saferoutesinfo.org/)

## Education Programming

SRTS education can foster student’s life-long skills for safe walking, biking, or rolling. Education messages directed at the broader school community can help adults be safety role models and encourage safe driving.

**TABLE 10: EDUCATION RECOMMENDATIONS**

Recommendation	Description	Lead Implementer(s)
<b>Provide pedestrian and bicycle safety education to students</b>	Students should receive age-appropriate pedestrian and bicycle education that is regularly reinforced (e.g., annually) and provides opportunities for skills practice. School-based education works best when integrated into the PE or Health curriculum.	USD 453
<b>Conduct a bicycle rodeo</b>	Bike rodeos teach children skills related to walking, biking, and rolling safely, which can increase both student and caregiver’s confidence for walking, biking, and rolling to school.	USD 453, Leavenworth Police Department
<b>Conduct parent and staff safety education campaign</b>	Prepare and distribute information packets for parents, caregivers, and school staff at the beginning of the school year containing school arrival and dismissal maps, a written description of the rules and procedures for arrival and dismissal, and general safety information. Procedures should emphasize driving safely, being alert for pedestrians and bicyclists, and respecting the school crossing guard(s).	USD 453
<b>Provide walking, biking, and rolling maps</b>	Walking, biking, and rolling route maps can show the location of pedestrian and bicycle infrastructure and estimated walk/bike/roll times.	USD 453, City of Leavenworth
<b>Provide Travel Training for middle and high school students</b>	Provide a multimodal-specific curriculum for middle and high school students with material on safe walking, biking, rolling, driving, and transit behaviors.	USD 453



### Walking and Biking on the Sidewalk

Alex bikes to school every morning. Sometimes Alex remembers to bike responsibly and safely. Sometimes they don't.

The images below show Alex's trip to school. Put an X through the images that aren't safe, and circle the ones that are. After you circle the images that are safe, number them 1-4 to tell the story of Alex's trip to school.

**Hey Grown-Ups!**  
According to Pennsylvania law, children under the age of 12 can ride on the sidewalk. Once they turn 12 they are legally supposed to ride in the road.

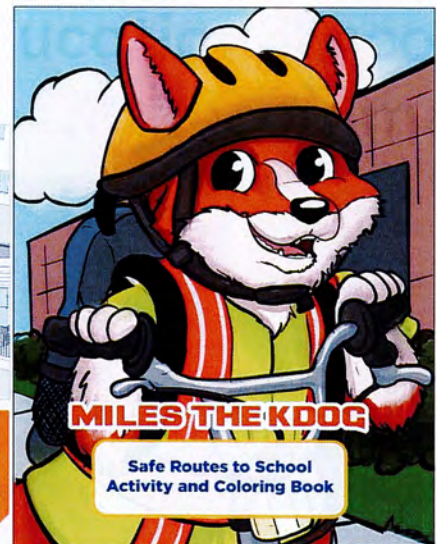


FIGURE 23: BICYCLE SAFETY PROGRAMMING & MATERIALS

# Encouragement Programming

SRTS encouragement programs can establish a culture supportive of active transportation and foster life-long habits for active transportation.

**TABLE 11: ENCOURAGEMENT RECOMMENDATIONS**

Recommendation	Description	Lead Implementer(s)
<b>Participate in Walk to School Day and Bike to School Day</b>	Walk and Bike to School Days encourage students and their families to try walking, biking, and rolling in a supportive environment. Consider incorporating competitions between schools in the same area or district wide. Once established, they can lead to monthly walking, biking, and rolling events to maintain momentum and enthusiasm.	USD 453, Leavenworth PD
<b>Encourage and support walking school buses and bike trains</b>	Walking school buses and bike trains are groups of children who walk, bike, or roll to school together with adult supervision. Organize adult volunteers to "pick up" students on their journey to and from school.	USD 453
<b>Establish a frequent walker/bicyclist program</b>	Frequent walker and bicyclist programs provide small rewards or incentives to students who regularly walk, bike, and roll to school. Frequent walker and biker programs require a system for tracking student trips. For example, students can be assigned a punch card that volunteers or teachers can punch each time a trip is completed.	USD 453
<b>Give away bicycle helmets, lights, and locks</b>	Schools can partner with other community organizations to acquire and fit the helmets for students who do not have them. Coordinate helmet, light, and lock giveaways with bike and helmet safety education and skills practice.	USD 453, KDOT
<b>Share success stories</b>	Improve awareness of SRTS efforts and build excitement by sharing success stories via local and social media.	USD 453



**FIGURE 24: BIKE TRAIN**

## Enforcement Programming

SRTS enforcement efforts aim to increase the safety of children walking, biking, or rolling to school by helping to change unsafe behaviors of all roadway users (drivers, pedestrians, bicyclists). While SRTS enforcement strategies may include law enforcement, it is important to discuss enforcement strategies with the school community and be sensitive to any concerns regarding the role of law enforcement.

**TABLE 12: ENFORCEMENT RECOMMENDATIONS**

Recommendation	Description	Lead Implementer(s)
<b>Establish school drop-off and pick up monitors</b>	This will reinforce school procedures on and around the school campus.	USD 453
<b>Establish student safety patrols</b>	Student safety patrols would provide ongoing reinforcement of safe pedestrian and bicyclist behavior. Resources are available through <a href="#">AAA School Safety Patrol</a> .	USD 453
<b>Support crossing guards</b>	Establish robust training and procedures for crossing guards to ensure adequate staffing. Find more information in these <a href="#">Adult Crossing Guard Guidelines</a> .	USD 453
<b>Partner with local law enforcement</b>	Include law enforcement representatives on advisory committees to help with education and purposeful speed enforcement in school zones.	Leavenworth PD, USD 453



**FIGURE 25: CROSSING GUARD AT DAVID BREWER ELEMENTARY SCHOOL**

# Chapter 5: Implementation

It will take time and the combined efforts of individuals, local and regional entities, KDOT, and other partners to implement the recommendations in this plan. Staff within the City of Leavenworth Public Works Department will serve as the primary implementor of the plan and will be responsible for initiating key actions with partners to ensure the success of this SRTS Plan. The immediate steps that should be taken by the City of Leavenworth to begin the process of implementation include the following:

1. **Adopt** - Work with City Council and USD 453 to formally adopt the SRTS Plan.
  - a. Many KDOT funding programs are more likely to award funding for projects that are part of an adopted plan.
2. **Assess** - Identify three to five priority recommendations to work towards over the next year.
  - a. Work with the Leavenworth SRTS Advisory Committee to assign lead roles and set up regular check-ins to evaluate progress.
  - b. Incorporate the priority recommendations into internal work plans for the city and/or school district.
3. **Apply** - Apply for funding to implement priorities within the plan.

## Priority Recommendations

The Safe Routes to School Team met in February 2026 to discuss priorities, roles, and next steps. The group identified at least one engineering priority at each school along with district-wide programmatic interests.

**TABLE 13: ENGINEERING PRIORITIES**

School	Priorities	Map Location
Anthony Elementary School	-Sidewalk connections and conditions -Crossings on 2nd St and Maple Ave -Updating school zone markings	5, 7
David Brewer Elementary School	-Slowing down traffic at 17th St and Osage St -Crossing at 20th St and Ottawa St	26, 15
Earl Lawson Early Education Center	-Curb Extension and crossing on 5th St	40
Henry Leavenworth Elementary	-Crossings at Vilas St and Limit St and 20th St	61, 65
Leavenworth Senior High School	-Crossings at Marion St, Thornton St, and Halderman St	75, 77, 81
Richard Warren Middle School	-Mid-block crossing on Gatewood St, -Intersection crossing at 10th Ave and Gatewood St	93, 97

Programmatic priorities included educational and encouragement activities that supplement existing efforts.

- **Develop pedestrian and bicycle safety materials** to distribute to students and caregivers at the start of each school year. These materials should explain the Safe Routes to School program, outline each school's safety priorities, and include information on e-bike and e-scooter safety and a caregiver buying guide.
- **Host a Bike Rodeo** event to teach students essential riding skills and build confidence for biking to and from school. This could also include skill development opportunities through alternative physical education classes or a school-based bike club.
- **Organize walking school buses and bike trains** to provide supervised group travel to and from school. These programs encourage students to walk, bike, or roll in a structured and safe environment and would require coordination by the school or a partnering organization. When established, register the program at the Kansas Safe Routes to School website.

More resources and information on how to get started are available on KDOT's website: [Resources & Education — Kansas Safe Routes to School](#).

## Next steps

The Leavenworth Safe Routes to School Plan identifies the actions and strategies that the City of Leavenworth, USD 453, and partners should take to make walking, biking, and rolling to school a safer and more enjoyable experience for students. After the Plan is adopted, focus shifts to implementation. Implementation requires a sustained and lasting effort through the next several years to maintain momentum and gradually build both an active Safe Routes community and improve the safety of the roadway network surrounding schools.

Implementation also requires funding. The City, School District, and partners will work to identify projects and funding sources that can supplement cost burdens and enable larger capital projects.

To facilitate this transition to implementation, a calendar of actions for the first year after the plan is adopted can be found at the end of this plan.

## Federal Funding Opportunities

Federal grant opportunities may be used to fund plan recommendations. Most notably, Leavenworth completed the First City Vision Zero Plan after receiving a Safer Streets and Roads for All (SS4A) grant. Completion of this plan means the City is eligible to apply for additional planning, demonstration, and implementation dollars that can fund Safe Routes to School recommendations and other safety priorities identified in that plan.

## KDOT Funding Opportunities

The table below lists funding opportunities administered by KDOT that can be used for SRTS projects. More information about these funding opportunities can be found on KDOT's website or by contacting the KDOT Safe Routes to School Coordinator.

**TABLE 14: KDOT FUNDING OPPORTUNITIES**

Funding Source	Description	Timeline	Applicability
<a href="#"><u>Transportation Alternatives (TA) Program</u></a>	TA Construction funds can be used for surface transportation projects and programs defined as transportation alternatives, such as on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, community improvement activities, and environmental mitigation.	Call for projects typically held every two years, on even years.	Projects
<a href="#"><u>KDOT SRTS Programming Grant</u></a>	KDOT Safe Routes to School (SRTS) Programming grant funds can be used to plan and implement education, encouragement, engagement, enforcement, and evaluation activities.	Call for projects typically held every year, in April.	Programs
<a href="#"><u>Traffic Engineering Assistance Program (TEAP)</u></a>	The Traffic Engineering Assistance Program (TEAP) provides traffic analysis services for roadways outside of the KDOT management system at no cost to the community. Local jurisdictions apply for funds by describing their potential issues. If the application is selected, a consultant reviews the location, analyzes the data, and develops feasible recommendations for the local jurisdiction to implement.	Applications accepted year-round.	Projects
<a href="#"><u>Cost Share Program</u></a>	The KDOT Cost Share Program is a flexible funding program for transportation projects that improve safety, support job retention and growth, improve access or mobility, relieve congestion, and help areas across the state improve the transportation system. There is a 15% local cash match requirement.	Call for projects in spring and fall.	Projects
<a href="#"><u>Recreational Trails Program (RTP)</u></a>	The Recreational Trails Program (RTP) provides funds to states for developing and maintaining recreational trails and trail-related facilities for motorized and nonmotorized recreational trail uses. Though this SRTS planning effort did not result in any trail recommendations, there may be trail projects that inadvertently improve or create safe routes for students getting to and from school.	Call for projects typically held every fall.	Projects
<a href="#"><u>Highway Safety Improvement Program Funds (HSIP)</u></a>	Highway Safety Improvement Program (HSIP) is a federal aid program with the purpose of achieving a significant reduction in fatal and serious injury crashes on all public roads.  The Kansas Vulnerable Road User Safety Assessment (VRUSA) was published in 2023 and includes recommendations and the identification of high risk and high injury networks. In response, the Bureau of Transportation Safety committed HSIP funds to support pedestrian and bicycle projects that include countermeasures identified in the VRUSA.	Call for projects typically held every two years, on even years.	Projects

## Other Kansas Funding Opportunities

Funding Source	Description	Applicability
<a href="#">KDHE Chronic Disease Risk Reduction (CDRR) Community Grant Program</a>	KDHE Chronic Disease Risk Reduction (CDRR) Community Grant Program provides funding, training, and technical assistance to communities to address chronic disease risk reduction through evidence-based strategies that impact tobacco use, physical activity, and nutrition. The <i>Increase Physical Activity</i> strategy is especially relevant to SRTS because funds can be used to improve community infrastructure and opportunities for physical activity. Applications are due in the spring.	Programs
<a href="#">Blue Cross Blue Shield of Kansas Pathways Program</a>	These competitive grants, which accept application in even-numbered years, offer \$100,000 in capacity funding to health coalitions focused on active living in Kansas (excluding Johnson and Wyandotte counties). Additionally, organizations that partner with these coalitions may qualify for non-competitive implementation grants ranging from \$5,000 to \$50,000.	Programs
<a href="#">Sunflower Foundation</a>	<p>Sunflower Foundation partners with communities, schools, and nonprofits across Kansas to ensure that all Kansans have access to trails and can enjoy the many benefits that come with connecting to nature.</p> <p>Sunflower Foundation typically funds public access trails, not standard sidewalks, though projects that intersect with Safe Routes to School may qualify. Eligible applicants include 501(c)(3) nonprofits (or those with a fiscal sponsor) and state, local, or municipal government entities.</p>	Projects
<a href="#">Kansas Main Street Technical Assistance Program</a>	<p>The Kansas Department of Commerce (KDC) offers the Kansas Main Street Program, a self-help, technical assistance program that targets revitalization and preservation of downtown districts through the development of a comprehensive strategy for historic preservation, organization, design, promotion, and economic vitality.</p> <p>Any community interested in learning more about how to revitalize their downtown is encouraged to sign up as an Affiliate Community, which can attend the same quarterly trainings normally reserved for Designated Kansas Main Street communities. Anyone – including individuals, businesses and civic organizations – may join the Affiliate Program</p>	Projects Programs

## Other Funding Opportunities & Resources

Beyond the state level, there are many other organizations that provide funding for projects or activities that improve walking, biking, and rolling. Below are a few links to start with:

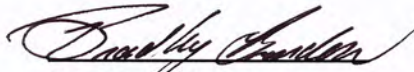
Funding Source	Description	Applicability
<a href="#">AARP Community Challenge</a>	AARP provides small grants to fund “quick-action” projects that make a community more livable for people of all ages and abilities.	Projects Programs
<a href="#">Kansas State University Grant Support Services</a>	Kansas State University offers grant writing assistance and support. See Grant Searches, Personal Coaching and Grant Feedback for free help to find grants, review your proposals, or connect you with a contract grant writer. For more information see the <a href="#">KSRE Grant Writing Flyer</a> .	Projects Programs
<a href="#">Union Pacific Community Ties Giving Program</a>	The Union Pacific railroad offers grants within several “priority cause areas”: safety, workforce development, community vitality, and environmental sustainability.	Projects Programs
<a href="#">Kansas Active Transportation Resources</a>	This KDOT webpage provides a comprehensive list of active transportation resources, including planning and design guidance, engagement and education resources, and performance measures among other topics.	Programs
<a href="#">People for Bikes</a>	In addition to information on the PeopleForBikes Industry Community Grant Program, this webpage suggests several other funding sources to consider for engineering, education, and encouragement projects.	Projects Programs

## SRTS Team 12-Month Schedule

April 2026	May	June	July
<p>Apply for <a href="#">KDOT SRTS Programming Grant</a></p> <p>SS4A Application Development and submittal</p> <p>Leavenworth SRTS Team Meeting to discuss Bike to School Day and other business</p>	<p><b>May 7<sup>th</sup> - Bike to School Day</b> Bike rodeo and/or bike bus event</p>	<p>Develop pedestrian and bicycle safety materials for next school year</p>	<p>Develop pedestrian and bicycle safety materials for next school year</p>
August	September	October	November
<p>Classes Resume</p> <p>Leavenworth SRTS Team Meeting to discuss Walk to School Day and other business for fall semester</p>	<p>Register for KDOT Walk to School Day</p>	<p><b>October 7<sup>th</sup> - International Walk to School Day</b></p>	
December	January 2027	Feb	March
	<p>Leavenworth SRTS Team Meeting to discuss activities for spring semester</p>		<p>Register for KDOT Bike to School Day</p> <p>Leavenworth SRTS Team Meeting to discuss Bike to School Day (2027) and other business</p>

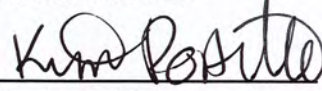
**POLICY REPORT**  
**Community Development Block Grant**  
**2026 Annual Action Plan**  
**April 28, 2026**

**PREPARED BY:**



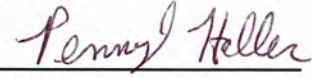
Prepared by:  
Bradley Brandon  
Community Development  
Coordinator

**REVIEWED BY:**



Reviewed by:  
Kim Portillo  
Director of Planning &  
Community Development

**REVIEWED BY:**



Reviewed by:  
Scott Peterson  
City Manager

**Discussion:**

As an entitlement community, Leavenworth is required by the Department of Housing and Urban Development (HUD) to submit an Annual Action Plan. The Annual Action Plan is formulated using an electronic planning tool, provided by HUD, and reflects the corresponding 5 year Consolidated Plan. The 2026 Annual Action Plan is the fifth year of the City's 2022-26 Consolidated Plan and has a grant period of July 1, 2026 to June 30, 2027.

The entitlement award figure for the 2026 grant year has yet to be announced, therefore, the 2025 grant year award, \$369,060, is being used as a projected figure. Any difference in actual award will result in a proportionate increase or decrease from the estimated funding levels to match actual allocation amounts. Distribution in funding to CDBG programs is reflective of recent years. On April 13, 2026, CDAB approved the 2026 Annual Action Plan in its draft form and to be updated once HUD has announced the entitlement award figure.

CDAB held two open public meetings to solicit community input on February 9, 2026 and April 13, 2026. No public comments were received. The needs in the community will continue to be monitored with the statistics received from our public service agencies, requests for Community Development Block Grant program funds for low to moderate income, and by the staff in Community Development.

The proposed 2026 Annual Action Plan can be viewed at:

<https://www.visitleavenworthks.com/cd/page/community-development-block-grant-and-emergency-solutions-grant>

Scroll to the bottom of the page and click the link entitled, **2026 Annual Action Plan Draft**.

**Final Copy:**

Certifications to be signed by Mayor Nancy Bauder and/or the City Manager will be added to the plan before electronic submission to HUD. Printed copies will be distributed to the Leavenworth Public Library and in the Leavenworth City Community Development Department, as well as, uploaded to the City's website.

**Recommended Action:**

Motion to adopt the attached resolution adopting and authorizing the submission of the 2026 Annual Action Plan to HUD.

**RESOLUTION NO. B-2421**

**A RESOLUTION AUTHORIZING AND ADOPTING THE 2026-2027 ANNUAL ACTION PLAN OF THE CITY OF LEAVENWORTH COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM**

**WHEREAS**, the Community Development Advisory Board (CDAB) held public hearings on February 9, 2026 and April 13, 2026 to receive input from citizens and agencies having interest in the Community Development Block Grant program; and

**WHEREAS**, the CDAB recommends approval of the 2026-2027 Annual Action Plan to and by the Governing Body.

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COMMISSION, CITY OF LEAVENWORTH, KANSAS, AS FOLLOWS:**

**Section 1.** The Annual Action Plan for July 1, 2026 through June 30, 2027 is hereby adopted as presented.

**Section 2.** The City has met the requirements for citizen participation in preparation of this plan and has allowed the maximum feasible opportunity for persons or agencies to identify needs and present concepts to help meet those needs through the CDBG program.

**Section 3.** The City has reviewed its housing and non-housing needs in preparation of this document. This document is not in conflict with any provisions of the Five-year Action Plan prepared for the operation and administration of public housing programs in Leavenworth.

**Section 4.** The City has consulted with representatives of area agencies in the preparation of this document, for the purpose of furthering the objectives of the CDBG program.

**Section 5.** The City is taking all necessary steps to analyze and take appropriate action to further fair housing goals as outlined in the regional Fair Housing Assessment.

**Section 6.** This resolution shall take effect from and after its passage as provided by law.

**ADOPTED THIS** 28th day of April 2026.

\_\_\_\_\_  
Nancy D. Bauder, Mayor

{Seal}

ATTEST:

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

POLICY REPORT PWD NO. 26-18

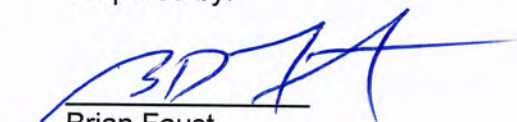
CONSIDER AWARDING THE REBID OF THE 2026 JANITORIAL SERVICES CONTRACT FOR CITY FACILITIES

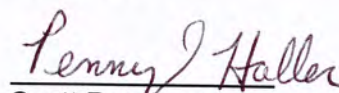
PROJECT NO. 2025-0025

April 28, 2026

Prepared by:

Reviewed by:

  
Brian Faust  
Director of Public Works

  
Scott Peterson  
City Manager

**ISSUE:**

Consider award for the 'rebid' of the 2026 Janitorial Services Contract to Woodley Building Maintenance for City Hall, WPC, Animal Control and the Municipal Service Center.

**BACKGROUND:**

In December of 2025, the city contracted with City Wide Facility Solutions out of Kansas City to provide cleaning services for the four (4) city facilities. The contract started on January 5, 2026 and work to date has been acceptable.

The issue that immediately arose was that City Wide did not include 'consumable supplies' – i.e. toilet paper, paper towels, trash bags, etc, in their bid. Prior to the award to City Wide, staff specifically asked if their bid included supplies and they answered it did. After the award, they stated supplies included all the cleaning supplies but NOT 'consumables'.

City Wide notified the city that there would be additional cost every month to provide the consumables. At that point, staff felt it best to rebid the service and clearly state that the bids were to include all supplies – including consumables.

The project specifications were prepared by city staff, and the project was advertised on the Bonfire/Euna online bidding platform. Bids were received on April 16<sup>th</sup> and the results are shown below and on the attached bid tabulation.

Company	Location	Bid/Month	Bid/Year
Woodley Building Maintenance	Kansas City MO	\$6,149.00	\$73,788.00
WCD Enterprises, LLC	Scottsdale AZ	\$6,167.00	\$74,004.00
Jan Pro of Kansas City	Kansas City MO	\$6,530.00	\$78,360.00
City Wide Facilities Solutions	Kansas City MO/KS	\$6,695.00	\$80,340.00
Southwest Janitorial Service	Garden City KS	\$7,050.00	\$84,600.00
Crystal Clear Enterprise, Inc	Grandview MO	\$13,385.56	\$160,626.72
Queen of Clean <sup>1</sup>	Leavenworth KS	Did not meet minimum bid requirements	
Sweet N Discrete Cleaning Services <sup>2</sup>	Leavenworth KS?	Did not meet minimum bid requirements	
Service Systems, Inc. <sup>3</sup>	Overland Park KS	Did not meet minimum bid requirements	

<sup>1</sup> The bid from Queen of Clean only cleaned WPC and MSC 2 days/week instead of the 5 days/week required in the bid documents. Also included a \$4000 upfront cleaning fee not shown on fee schedule.

<sup>2</sup> The bid from Sweet N Discrete did not include a completed proposal.

<sup>3</sup> The bid from Service Systems did not include a completed non-collusion affidavit.

The low bid was submitted by Woodley Building Maintenance in the total yearly amount of \$73,788. The reference checks for Woodley were very positive.

**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

The rebid contract for the janitorial services will run from June 1, 2026 to May 31, 2027.

**POLICY:**

From the City's Purchasing Policy: 'Bids will be awarded to the lowest qualified bidder, taking into consideration conformity with the specifications, terms of delivery, and other conditions imposed in the bid request.'

The qualified low bidder is Woodley Building Maintenance and they are based in Kansas City.

The options for the City Commission are:

- Approve lowest qualified bidder (staff's recommendation)
- Reject all bids and direct staff on changes for new bid process
- Select non-lowest responsible bidder and if necessary, direct staff to develop additional staffing/budget request for unmet janitorial needs

**RECOMMENDATION:**

Staff recommends that the City Commission authorize the Mayor to sign a contract with Woodley Building Maintenance in the total amount of \$73,788 for the 2026 Janitorial Services at City Hall, WPC, Animal Control and the Municipal Service Center.

**ATTACHMENTS:**

- Bid Tabulation
- Bid Packet

Company	City Hall/Month	MSC/Month	WPC/Month	Animal Control/Month	Total/Month (their calcs)	Yearly Total (their calcs)	Total/Month (our calcs)	Yearly Total (our calculations)	
WCD Enterprise	\$ 3,492.00	\$ 1,100.00	\$ 1,125.00	\$ 450.00	\$ 6,167.00	\$ 74,004.00	\$ 6,167.00	\$ 74,004.00	
Woodley Building Maintenance	\$ 2,955.00	\$ 1,366.00	\$ 1,366.00	\$ 462.00	\$ 6,179.00	\$ 74,148.00	\$ 6,149.00	\$ 73,788.00	
Jan Pro of Kansas City	\$ 2,270.00	\$ 2,125.00	\$ 1,835.00	\$ 300.00	\$ 6,530.00	\$ 78,360.00	\$ 6,530.00	\$ 78,360.00	
City Wide Facility Solutions	\$ 3,429.00	\$ 1,138.00	\$ 1,320.00	\$ 808.00	\$ 6,695.00	\$ 80,340.00	\$ 6,695.00	\$ 80,340.00	
Southwest Janitorial	\$ 3,200.00	\$ 1,400.00	\$ 1,700.00	\$ 750.00	\$ 7,050.00	\$ 84,600.00	\$ 7,050.00	\$ 84,600.00	
Crystal Clear Enterprise, Inc.	\$ 5,958.60	\$ 2,839.74	\$ 3,610.87	\$ 976.35	\$ 13,385.56	\$ 160,626.72	\$ 13,385.56	\$ 160,626.72	
Queens of Clean	Did not meet minimum requirements								x
Sweet N Discrete Cleaning Services	Did not meet minimum requirements								x
Service Systems, Inc	Did not meet minimum requirements								x

# CITY OF LEAVENWORTH

Request for Proposal  
**JANITORIAL SERVICES**  
Project No. 2026-0003



**Proposal Submittal Deadline:  
April 16, 2026 at 3:00 p.m.**

**Pre-proposal meeting request deadline:  
April 9, 2026 @ 3pm**  
(Required if not on sign in sheet from November 2025 meeting)

**Please submit proposals on the City's Euna Procurement Portal at  
Euna Supplier Network (former Bonfire)**

**<https://leavenworthks.bonfirehub.com>**  
For assistance contact Purchasing Agent Diana Gregory  
[diana.gregory@leavenworthks.gov](mailto:diana.gregory@leavenworthks.gov) or 913-364-5816

**Questions deadline April 9<sup>th</sup> at 3pm**

## Requests for Proposals (RFP)

### I. OVERVIEW

The City of Leavenworth (the "City") will receive Proposals from all qualified individuals and firms desiring to be considered to provide janitorial services including providing all equipment, materials, consumables and other subsidiary supplies that may be necessary at the following four locations.

1. **City Hall:** 100 N. 5<sup>th</sup> Street
2. **Animal Control Building:** 2019 S. 3<sup>rd</sup> Street
3. **Municipal Service Center:** 790 Thornton Street
4. **Waste Water Treatment Plant (2 buildings):** 1800 S. 2<sup>nd</sup> Street

Any vendor that did not sign in to show attendance at the November pre-proposal meeting for 2026 Janitorial services *is required* to request a meeting at the City Hall location by submitting a question in the Euna Procurement Portal, or by contacting the Purchasing Agent prior to April 9, 2026 to be eligible to submit a proposal.

Unless stated in the proposal submission, the successful proposer is expected to provide all outlined services. The City reserves the right to award based on what is in the best interest of the City.

The contract resulting from this Request for Proposal shall commence on June 1, 2026 for an initial period of one-year, with the option to renew for up to four (4) additional one (1) year periods upon written agreement of both parties. The Proposer must submit its request for a contract extension to the City in writing not less than sixty (60) days prior to the contract expiration date.

### II. PROPOSAL TIMELINE

To be considered, the Proposals must be received online in the Euna/Bonfire portal at <https://leavenworthks.bonfirehub.com> by 3:00 p.m. on April 16, 2026.

It is anticipated the City will review proposals and have a decision made by April 28, 2026, with the selected firm being notified on April 29, 2026.

Questions regarding specific technical aspects of the service requested or seeking clarification may be asked directly in the Euna/Bonfire Procurement Portal.

No oral clarification will be binding on the City. It is the responsibility of the interested parties to periodically check Bonfire for updates prior to submitting a response. The City will be bound only by this RFP and any written addendum issued hereunder. Any addendum issued will be required to be signed and to be part of a complete submission.

The City may ask the successful contractor to quote monthly rates for additional locations if the need arises. A formalized contract amendment will be issued in the event the parties agree to additional services at alternate/additional locations.

### III. SCOPE OF SERVICES AND DELIVERABLES

The anticipated scope of services to be provided by the contractor under this proposal includes all equipment, materials, supplies, and labor:

#### A. **Services and Schedule Expectations**

1. **CITY HALL:** The Contractor must arrive between 4:30 and 5:30 pm to begin cleaning facility on weekdays at City Hall. The parts of the buildings that are to be cleaned by the Contractor are as follows:

**CITY HALL**

**First Floor**

- Main Corridors, Light Court, and Entrances
- City Manager’s and Assistant City Manager’s Offices
- City Manager’s Conference Room
- Mayor’s Office
- Commission Chambers
- Human Resources Training Room
- Human Resources Office and File Room
- Leavenworth Convention and Visitors Bureau Office

**Second Floor**

- Community Development Offices
- Engineering Offices
- Finance Offices
- IT Offices
- Second Floor Conference Room

**Common Areas**

- Stairwells and railings
- Elevator
- First and Second Floor Breakrooms
- First and Second Floor Men’s and Women’s restrooms

*Approximate Square Footage: 23,000 sq.ft.*

#### **General Cleaning**

Spot clean interior glass doors	As needed
Clean and polish all water fountains	Daily
Mop all hard surface floors	Weekly as needed
Sweep all hard surface floors	Daily
Vacuum all carpeted areas (except HR File Room)	Weekly
Vacuum Human Resources (HR) File Room	Monthly

#### **Main Corridors, Light Court, and Entrances**

Spot clean all walls, light switches, and doors	Daily
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All hard floors swept	Daily
Mop all hard floors	Weekly
Vacuum all carpet	Weekly
Clean entrance/exit glass doors	Daily
Vacuum rugs in entryways	As needed

**General Offices/Cubicles**

Spot clean all walls, light switches, and doors	Daily
Clean/dust all "cleared" horizontal & vertical surfaces	Weekly
Clean all glass or plexi-glass dividers	Daily

**HR Training Room**

Spot clean all walls, light switches	Weekly
Clean/Dust all "cleared" horizontal and vertical surfaces	Weekly

**Conference Rooms and Commission Chambers**

Spot clean all walls, light switches, and doors	Daily
Clean/Dust all "cleared" horizontal and vertical surfaces	Weekly

**Periodic Cleaning**

Dust windowsills, blinds, fire sensors	Bi-weekly
Detail dust-high and low areas for cobwebs	Weekly
Clean/dust air intakes and ceiling vents	Quarterly
Detail vacuum cloth furniture	Monthly
Spot clean carpet stains or spills	As needed
Shampoo all carpeted areas	Semi-annually

**Stairwells and railings**

All hard floors swept	Daily
Vacuum or dust mop	Daily
All hard floors wet mopped lightly	Weekly

**Elevator**

Spot clean all walls, control panel, switches and doors	Daily
Detail vacuum all carpet	Weekly

**First and Second Floor Breakrooms**

Spot clean all walls, light switches, and doors	Weekly
Restock paper and soap products	Daily
Clean and wipe exterior of cabinets	Weekly
Clean and wipe sink and counter area	Daily
Clean exterior of refrigerator	Daily
Clean exterior of microwaves	Daily
Empty trash, replace liner each time	Daily
Sweep and mop floors	Daily

**All Restrooms**

Restock paper and soap products	Daily
Clean sinks and countertops	Daily
Clean and polish restroom dispensers and fixtures	Daily
Clean and polish restroom metal and mirrors	Daily
Clean and disinfect sanitary napkin dispensers	Daily
Clean and disinfect all toilets and urinals	Daily
Spot clean tile walls and toilet partitions	Daily
Sweep and mop floors	Daily

**Trash**

Empty all trash, change liners if soiled	Daily
Leave extra trash liners in bottom of cans	As needed
Collect recycling in bin and place in basement	As needed
Take trash to dumpster	Daily

**End of Night**

Turn off lights and lock doors per instructions	Daily
Set alarm per instructions	Daily

2. **ANIMAL CONTROL**: The Contractor must arrive no sooner than 5:30pm to begin cleaning facility twice weekly on weekdays at Animal Control Building. The animal care rooms are cleaned by City of Leavenworth employees and are not to be cleaned by the contractor. The parts of the buildings that are to be cleaned by the Contractor are as follows:

<p><b><u>ANIMAL CONTROL</u></b> Corridors and Entrances General Office Area Cubicle Work Station and Office Area Breakroom Community Room Men’s and Women’s restrooms</p> <p style="text-align: center;"><i>Approximate Square Footage: 2,500 sq.ft.</i></p>
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**General Cleaning**

Spot clean interior glass	2 days a week
Clean and polish all water fountains	2 days a week
Sweep and mop all hard surface	2 days a week
Vacuum all carpeted areas	2 days a week

**Corridors and all Entrances**

Spot clean walls, doors and light switches	2 days a week
All hard floors swept, dust-mopped and mopped	2 days a week
Vacuum all carpet	2 days a week

Clean entrance/exit glass doors	2 days a week
Vacuum rugs in entryways	Weekly

**General Offices**

Spot clean all walls, light switches and doors	2 days a week
Clean/Dust all “cleared” horizontal surfaces	2 days a week
Empty trash, replace liner each time	2 days a week
Detail vacuum all carpet	2 days a week

**Cubicle Work Stations and Offices**

Clean/Dust “cleared” horizontal surfaces	2 days a week
Empty trash, replace liner if soiled	2 days a week
Detail vacuum under and around workstation	2 days a week

**Breakroom**

Spot clean all walls, light switches and doors	2 days a week
Restock paper and soap products	2 days a week
Clean and Wipe exterior of cabinets	2 days a week
Clean and Wipe sink and counter area	2 days a week
Clean exterior of refrigerator	2 days a week
Clean exterior of microwaves	2 days a week
Empty trash, replace liner each time	2 days a week
Sweep and mop floors	2 days a week

**Community Room**

Spot clean all walls, light switches and doors	2 days a week
Clean/Dust all “cleared” horizontal and vertical surfaces	2 days a week
Detail vacuum all carpet	2 days a week

**Periodic Cleaning**

Dust window sills, blinds, fire sensors	Bi-weekly
Detail dust – high and low areas and cobwebs	Quarterly
Clean/Dust air intakes and ceiling vents	Quarterly
Spot clean carpet stain or spills	Monthly
Shampoo all carpets	As needed

**All Restrooms**

Restock paper and soap products	2 days a week
Clean sinks and countertops	2 days a week
Clean and polish restroom dispensers and fixtures	2 days a week
Clean and polish restroom metal and mirrors	2 days a week
Clean and disinfect sanitary napkin dispensers	2 days a week
Clean and disinfect all toilets and urinals	2 days a week
Spot clean tile walls and toilet partitions	2 days a week
Sweep and mop floors	2 days a week

**Trash**

Empty all trash, change liners if soiled	2 days a week
Take trash to dumpster	2 days a week
Leave extra trash liners in bottom of cans	As needed
Clean/Wipe all trash can lids	2 days a week
Collect and place recycling in bin	2 days a week

**End of Night**

Turn off lights and lock doors per instructions	2 days a week
Set alarm per instructions	2 days a week

3. **MUNICIPAL SERVICE CENTER** The Municipal Service Center is located at 790 Thornton Street, Leavenworth, KS 66048. The Contractor must arrive no earlier than 4:00 pm to begin cleaning facility on weekdays. The parts of the building to be cleaned by the Contractor are as follows:

<p><b><u>MUNICIPAL SERVICE CENTER</u></b>  Main Corridors 1<sup>st</sup> Floor and Entrances  Office Area/Rooms  Conference Rooms  Breakroom  Stairwells &amp; railings  Men’s and Women’s restrooms</p> <p style="text-align: center;"><i>Approximate Square Footage: 5,500 sq.ft.</i></p>
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**General Cleaning**

Clean and polish all water fountains	Daily
Sweep and mop all hard surface floors	Daily
Vacuum all carpeted areas	Daily

**Main Corridors and Entrances**

Spot clean walls, doors, and light switches	Daily
Clean entrance/exit glass doors	Daily
Vacuum rugs in entryway	As needed
Spot clean door interior glass	As needed

**General Offices and Cubicles**

Spot clean all walls, light switches and doors	Daily
Clean/Dust all “cleared” horizontal/vertical surfaces	Weekly
Detail vacuum all carpet	Daily

**Conference Rooms**

Spot clean all walls, light switches and doors	Daily
Clean/Dust all “cleared” horizontal/vertical surfaces	Weekly
Detail vacuum all carpet	Daily

**Breakroom**

Spot clean all walls, light switches and doors	Daily
Restock paper and soap products	Weekly
Clean and Wipe exterior of cabinets	Daily
Clean and Wipe sink and counter area	Daily
Clean exterior of refrigerator	Daily
Clean exterior of microwaves	Weekly
Empty trash, replace liner each time	Daily
Sweep and mop floors	Daily

**Periodic Cleaning**

Dust window sills, blinds, fire sensors	Bi-weekly
Detail dust – high and low areas and cobwebs	Quarterly
Clean/Dust air intakes and ceiling vents	Quarterly
Detail vacuum cloth furniture	Monthly
Spot clean carpet stain or spills	As needed

**All Restrooms**

Restock paper and soap products	Daily
Clean sinks and countertops	Daily
Clean and polish restroom dispensers and fixtures	Daily
Clean and polish restroom metal and mirrors	Daily
Clean and disinfect sanitary napkin dispensers	Daily
Clean and disinfect all toilets and urinals	Daily
Spot clean tile walls and toilet partitions	Daily
Sweep and mop floors	Daily

**Trash**

Empty all trash, change liners if soiled	Daily
Leave extra trash liners in bottom of cans	As needed
Take trash to dumpster	Daily

**End of Night**

Turn off lights and lock doors per instructions	Daily
Set alarm per instructions	Daily

4. **WASTE WATER PLANT:** The Leavenworth Waste Water Plant is a secure building located at 1800 S. 2nd Street, Leavenworth, KS 66048. The Contractor must arrive no earlier than 4:00 pm to begin cleaning facility on weekdays. The parts of the two (2) buildings that are to be cleaned by the Contractor are as follows:

**WASTE WATER PLANT (2 Buildings)**

Main Corridors 1<sup>st</sup> Floor and Entrances  
Office Area/Rooms  
Conference Rooms  
Laboratory Areas  
Breakroom  
Stairwells & railings  
Men's and Women's restrooms

*Approximate Square Footage: 6,000 sq.ft.*

**General Cleaning**

Clean and polish all water fountains Daily  
Sweep and mop all hard surface floors Daily  
Vacuum all carpeted areas Daily

**Corridors and Entrances**

Spot clean walls, doors, and light switches Daily  
Clean entrance/exit glass doors Daily  
Vacuum rugs in entryway As needed  
Spot clean door interior glass As needed

**General Offices and Cubicles**

Spot clean all walls, light switches and doors Daily  
Clean/Dust all "cleared" horizontal/vertical surfaces Weekly  
Detail vacuum all carpet Daily

**Conference Rooms**

Spot clean all walls, light switches and doors Daily  
Clean/Dust all "cleared" horizontal/vertical surfaces Weekly  
Detail vacuum all carpet Daily

**Breakroom**

Spot clean all walls, light switches and doors Daily  
Restock paper and soap products Weekly  
Clean and Wipe exterior of cabinets Daily  
Clean and Wipe sink and counter area Daily  
Clean exterior of refrigerator Daily  
Clean exterior of microwaves Weekly  
Empty trash, replace liner each time Daily  
Sweep and mop floors Daily

**Periodic Cleaning**

Dust window sills, blinds, fire sensors Bi-weekly  
Detail dust – high and low areas and cobwebs Quarterly  
Clean/Dust air intakes and ceiling vents Quarterly

Detail vacuum cloth furniture	Monthly
Spot clean carpet stain or spills	As needed

**All Restrooms**

Restock paper and soap products	Daily
Clean sinks and countertops	Daily
Clean and polish restroom dispensers and fixtures	Daily
Clean and polish restroom metal and mirrors	Daily
Clean and disinfect sanitary napkin dispensers	Daily
Clean and disinfect all toilets and urinals	Daily
Spot clean tile walls and toilet partitions	Daily
Sweep and mop floors	Daily

**Trash**

Empty all trash, change liners if soiled	Daily
Leave extra trash liners in bottom of cans	As needed
Take trash to dumpster	Daily

**End of Night**

Turn off lights and lock doors per instructions	Daily
Set alarm per instructions	Daily

**B. Cleaning Specifications**

- **Carpet Cleaning** – Shall be accomplished by using a commercial hot water extractor type machine and a detergent compatible with the carpet being cleaned. All furniture must be removed prior to the start of the work and replaced when the carpet is dry.

A carpet is considered clean when all soil and embedded dirt and grit have been removed, it is free of all stains and has been restored to its original appearance, as wear and tear will allow. Immediately after cleaning, the carpet is only slightly damp to the touch.

- **Carpet Vacuuming** – Shall be accomplished with a commercial type vacuum with a rotary brush or brush beater bar and shall not cause damage to furniture, doors, trim or other objects.

A floor is considered properly vacuumed when it is free of all dust, dirt, lint and debris (except embedded dirt and grit), including corners, edges and under furniture.

- **Sweeping** – Shall be accomplished with a brush broom or chemically treated dry mop and a sweeping compound to minimize airborne dust and bacteria.

A floor is considered properly swept when it is free of all dust, dirt, grit, lint and debris, including corners, edges and under furniture.

- **Damp Mopping** – Shall be accomplished with an appropriate stain removal agent, hot water and detergent. The smallest amount of water possible shall be used to perform this work.

A floor is considered properly damp mopped when all dirt, dust, marks, film, streaks, debris and standing water have been removed.

- **Spray Buffing** – Shall be accomplished with a spray application of a floor finish (the same as exists on the floor being spray buffed), followed by thorough machine buffing with a cylindrical or pad type machine.

A floor is considered properly spray buffed when it has a uniform clean and maximum glossy appearance.

- **Floor Refinishing** – Shall be accomplished by first stripping all floor finish using a product especially prepared for removing the specific finish and compatible with the floor material and mechanical agitation as required, followed by rinsing with plain water. The floor shall be allowed to thoroughly dry, then two (2) coats of a floor finish (acceptable to the City), shall be applied, with thorough machine buffing after each coat. All furniture must be removed prior to the start of work and replaced when the floor is dry. The floor finishing shall include all mopboards/covebase, including the bathrooms and corridor mopboards/covebase.

Stripping is considered properly done when all dirt, stains, old floor finish and debris have been completely removed down to the original flooring material.

- **Spot Cleaning** – Shall be accomplished by using cleaning agents suitable for the stain being removed and compatible with the surface of material being cleaned.

A surface or material is considered spot cleaned when it is free of all stains, deposits and soil and is free of cleaning marks.

- **Surface Cleaning** – Walls, Doors, Ducts, Door Grills, Ledges, Furniture and Cabinets - Shall be accomplished by damp cleaning of all surfaces of the object using germicidal detergent solution. NOTE: All heating elements located on a wall and all exposed pipes below head level shall be considered part of the wall for cleaning purposes. The horizontal surfaces of furniture cabinets are to be dusted whenever such surface is clear of books, papers, files, etc. Building occupants are responsible for clearing these areas for dusting.

A surface is considered properly cleaned when it is free of film, dirt, stains, tarnish, streaks, lint, cleaning marks and has a uniform clean appearance.

- **Windows, Glass Entrances, Glass or Plexiglass Cases, Mirrors, Miscellaneous Glass Cleaning** – Shall be accomplished by using a cleaning agent formulated for the object being cleaned and shall include adjacent surfaces. Scouring powder shall not be used.

A window or glass surface is considered clean when the surface is entirely free of streaks, film, deposits, stains and has a uniformly bright appearance.

- **Light Fixtures Cleaning** - Shall be accomplished by using a detergent solution suitable for the removal of insects without causing damage to the light fixture finish.

A light fixture is considered clean when all exposed components are free of dust, loose dirt and lint.

- **Receptacles, Emptying and Cleaning** – Shall include the emptying and cleaning of all waste receptacles inside and outside of each facility as follows: The contents of waste receptacles shall be emptied and stored in an area designated for this purpose. The receptacles shall then be damp wiped or washed with a germicidal/disinfectant detergent solution. Replace all receptacle liners as necessary.
- **Metal Cleaning** – Shall be accomplished by using a polishing compound especially prepared for the metal being polished. The type of objects in this category shall include, but is not limited to, unpainted metal doors, handrails, kick plates, hinges, push/pull hardware and unpainted metal in elevators.

Metal shall be considered clean when it is free of deposits, tarnish and has a uniform bright appearance. Cleaning compound must be removed from all adjacent areas and crevices.

- **Toilets and Urinals** - Shall be washed using a sanitary toilet bowl cleaner capable of removing hard water deposits, both inside and out. Toilet seats shall be washed with a germicidal/disinfectant detergent solution. All exposed pipes shall be washed with a germicidal detergent solution and polished with a compound especially prepared for the metal being polished. Scouring powder may be used only on ceramic fixtures to remove stubborn stains or hard water deposits.
- **Wash Basins, Wash Fountains and Drinking Fountains** – Shall be washed using a germicidal/disinfectant detergent solution. All exposed pipes shall be washed with a germicidal detergent solution and polished with a compound especially prepared for the metal being polished. Scouring powder may be used only on ceramic fixtures to remove stubborn stains or hard water deposits.
- **Plumbing Fixtures** - Shall be considered clean when they are free of all stains, soil, dirt, spots, tarnish streaks, cleaning marks, lint, have a uniform clean bright appearance and are free from offensive odors.
- **Restroom Cleaning** – Includes ceramic tile and grout, wainscots, partitions, shower walls and dispensers, shall be washed using a germicidal/disinfectant detergent solution. Soap and towel dispensers shall then be cleaned and disinfected with an appropriate product.

These surfaces shall be considered clean when they are free from all stains, soil, dirt, streaks, lint, cleaning marks and have a uniform clean appearance.

- **Restroom Floor Cleaning** – Shall be dry swept and then washed using a germicidal/disinfectant detergent solution suitable for the floor material being washed.

A restroom floor is considered clean when it is free of all soil, dirt, stains, streaks, debris, offensive odors and standing water has been removed. NOTE: Restroom floor refinishing, if applicable, shall be accomplished when all floors in the same area are scheduled for refinishing.

- **Dispenser Servicing** - Shall be accomplished by using City approved supplies provided by the Proposer and shall include dispensers of all types. For a list of current products

please see section 2.5/Attachment C. The City shall be responsible for purchasing and stocking Purell hand sanitizing dispensers.

- **Trash & Recycle Removal** - All non-biohazard trash and recycling is to be removed by the Contractor and transported to the building dumpster(s) located outdoors. All non-biohazard trash shall be placed in plastic trash bags and sealed with twist ties or similar products prior to placing into dumpster. In accordance with Waste Management procedures all recycling is to be placed freely in marked containers or receptacles without the use of any type of bag. The Proposer shall supply all trash bags.

#### **IV. CONTRACTOR REQUIREMENTS**

**Contractor Personnel:** The Contractor is responsible for training his/her employees on the security requirements of the City and is responsible for enforcing the security of the buildings.

**Equipment and Supplies:** The Contractor will provide all janitorial services management supervision, labor, equipment, materials, subsidiary supplies, and consumables including but not limited to paper towels, toilet paper, hand soap, and cleaning products. The Contractor must provide their own equipment "at their sole cost". The Contractor must provide materials, subsidiary supplies, and consumables "at their sole cost" and this cost should be considered in their total fee proposal per location. The Contractor will plan, schedule, and ensure effective performance for all described services.

**Insurance:** The Contractor shall be required to maintain and carry in force for the duration of the contract, general liability insurance and a janitorial services bond in the following amounts. The chosen contractor shall furnish to the City Clerk a Certificate of Insurance verifying such coverage of the types and minimum liability limits as set forth in the insurance pages included in the final contract agreement.

**Invoicing and Payment:** Invoices shall be prepared and submitted monthly to respective departments as appropriate for payment. Invoices should contain the purchase order number. Monthly invoices should reflect the fee as presented on the fee schedule. Exceptions include a reduction in price per square foot when cleaning area is blocked or an area is considered to be in "default" of contract; or an increase in price due to a requested emergency cleanup or an agreed upon alternative service.

**Operations E-mail:** Provide an active e-mail address to be linked to City of Leavenworth Facility Operations for complaint report response with 24 hours and remedial actions within 48 hours

**Storage:** The City will provide space in the individual buildings for the storage of an inventory of consumables, materials, and equipment which will be used in the performance of the work under the contract. The Contractor will be responsible for maintaining the space in a neat and orderly condition. The City will not be responsible for damage or loss of the Contractor's stored materials, replacement parts or equipment.

## **V. PROPOSAL CONTENT**

It is the City's intent to select the most advantageous proposal based on the evaluation criteria set forth in this Request for Proposal. Responses shall be submitted electronically. Each proposal should be concise and limited to information requested. Legibility, clarity, and completeness are essential.

All firms desiring to be considered must include the following information in their proposal submittal:

1. A cover letter summarizing key points of the proposal. It should be signed by an individual with authority to bind the proposer and should state that all conditions contained in the attached proposal are valid for a period of at least 90 days.
2. Description of your firm, its organization, size and nature of general services, office facilities available, and a description of any special equipment which will assist in fulfilling the services solicited herein.
3. Description of your company's approach to provide the required services including a list of items the proposer will provide at their cost under this contract
4. Describe any characteristics or capabilities which may make the Proposer uniquely qualified to provide the services to the City.
5. Describe experience in providing services in similar buildings and provide two (2) references on the sheet provided and attach 2 letters of recommendation
6. Statement acknowledging Insurance requirements or a copy of insurance
7. Non-Collusion Affidavit provided
8. Fee Schedule provided

All firms desiring to be considered may be required to comply with the City's Affirmative Action (AA) and Equal Opportunities (EEO) requirements.

## **VI. EVALUATION CRITERIA**

The City will select the top submissions deemed most beneficial to the City based on its evaluation of the proposals by a selection committee of no fewer than two individuals. The selection will be made based upon the following criteria:

1. Cost of janitorial services including consumables and all subsidiary costs to be provided on the fee schedule
2. Quality of janitorial services to be provided
3. Experience in providing services in similar buildings
4. Discuss any additional information necessary to assist the City in evaluating your proposal

Selection of a proposal will be based on an evaluation of the total package of services offered by the Proposer as determined by the City.

During the evaluation process, the City reserves the right, where it may serve the City's best interest, to request additional information or clarifications. Firms may be requested to make oral presentations or the City may award a contract, based on proposals received, without

discussion of such proposals. A Proposer's initial offer should therefore be based on the most favorable terms available from a price and technical standpoint.

Firms will be notified in writing if they were or were not selected to provide the services.

## **VII. GENERAL CONDITIONS**

### **A. CONFIDENTIALITY**

Proposals will be available for public inspection after the award announcement, except as to the extent that a respondent designates trade secrets or other proprietary data to be confidential. Proposals and all accompanying documents will become the property of the City and will not be returned. Material designated as confidential must be readily separable from the remainder of the proposal to facilitate public inspection of the non-confidential portion of the proposal. A respondent's designation of material as confidential will not necessarily be conclusive, and the respondent may be required to provide justification why such material should not be disclosed, on request, under the Kansas Open Records Act ("KORA"). The City accepts no liability for the inadvertent or unavoidable release of any confidential information submitted.

### **B. DURATION OF PRICES**

The fee proposal submitted is irrevocable for a period of 90 days from the proposal due date. The City is exempt from the payment of Federal and excise taxes and from Kansas sales tax.

### **C. PREPAYMENT**

No prepayment of any kind will be made prior to completion of work.

### **D. ACCEPTANCE OF TERMS AND CONDITIONS**

By submitting a statement of qualifications, respondent accepts the terms and conditions set forth in this RFP. If an addendum is found to be needed it shall become effective upon execution by the City.

### **E. PRIVACY**

The proposer agrees all data, records, and information, which the Proposer, and their employees, obtains access to for the purposes of this proposal, remains at all times exclusively the property of the City. Proposer agrees it will take all reasonable steps and the same protective precautions to protect the City's proprietary information from disclosure to third parties as with Proposer's own proprietary and confidential information. Proposer agrees that all data, regardless of form that is generated as a result of this Request for Proposal is the property of the City.

### **F. INDEMNIFICATION**

Proposers agree to indemnify and hold harmless the City, its officers, employees and agents from and against all claims, damages, losses and expenses arising out of the submission of any proposal and any possible subsequent limitation on the amount or type of damages, compensation or benefits payable for or by the Proposer or any agent of the Proposer.

## **G. COST FOR PROPOSAL PREPARATION**

Proposers responding to this RFP must agree to furnish all supplies, materials, labor, equipment, and incidentals necessary to provide the equipment/materials/services described herein and any addendums hereto. The City shall not be responsible for any costs incurred by any firm for the preparation and/or submission of any proposals, including interviews. No obligation, either expressed or implied, exists on the part of the City to make an award or to pay any costs incurred in the preparation or submission of a response. All costs associated with the preparation or submission of a proposal is solely the responsibility of the candidate.

## **H. MODIFY OR WITHDRAW**

Proposers may modify or withdraw their submitted proposals at any time prior to the solicitation closing by providing a written request for modification or withdrawal to the Purchasing Agent. Requests for withdrawal of proposals will not be accepted after the solicitation closing. Any proposals not so withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days, to provide the City the services.

## **I. RESERVATION OF RIGHTS TO REJECT, WAIVE AND REISSUE**

The City reserves the right to reject any and all proposals, in part or as a whole, waive any irregularities, reissue all or part of this Request for Proposals, and not award any contract, all at its discretion and without penalty. Alternatively, it may elect to negotiate requested modifications, conduct interviews or request presentations from proposers who are within an acceptable competitive range, as determined by the City.

The City reserves the right to negotiate separately with any proposer after the opening of this Request for Proposal when such action is considered in its best interest.

The City reserves the right to independently investigate or request clarification of the contents of any proposal, including requesting that the proposer provide additional information, or make one or more presentations. The City also reserves the right to conduct an inspection of claims made by any proposing organization for legitimacy.

The City has discretion to accept a proposal that does not conform with all RFP requirements if the City determines that the non-conformance is not substantial or material.

The City also reserves the right to delay any of the dates set forth, if it is determined to be in the best public interest to do so.

## **J. SUBCONTRACTORS**

Proposers may not assign or sublet the contract services or any part thereof without the prior written consent of the City Manager, or his or her duly appointed representative. Proposers must request approval in writing for any such assignment for subcontracting, including the name of such assignee or subcontractor(s) he or she intends to use, the specific services or materials to be furnished by such assignee or subcontractor, the assignee or subcontractor's place of business, and other information as the City Manager may require.

## **K. COMPLIANCE WITH SPECIFICATIONS**

Proposers shall abide by and comply with the true intent of the specifications of this Request for Proposals and not take advantage of any unintentional error or omission. Proposers shall comply with all federal, state and local laws, including Leavenworth Municipal Code Regulations in relation to services provided.

## **L. TERMINATION PROCESS**

The Janitorial Service or the City may terminate the contract resulting from a proposal, in whole or in part, without showing cause, by giving thirty (30) days written notice to or from the Janitorial Service stating when the termination shall become effective.

Failure of the Proposer to perform the services satisfactorily, on schedule or to perform any of the covenants and conditions of a contract resulting from the proposal is hereby deemed sufficient reason to terminate the contract. Upon the occurrence of any event of default, the City may take any one or all of the following actions:

1. Give the Proposer a written notice specifying the event of default and requiring it to be remedied within seven (7) days from the date of notice; and if the event of default is not remedied, terminate the contract, effective two (2) days after giving the Proposer notice of termination;
2. Give the Proposer a written notice specifying the event of default. The portion of the contract price attributable to the period of time from the date of notice until the City determines that the Proposer has cured the event of the default, shall be retained by the City as liquidated damages and shall never be paid to the Proposer;
3. Set off against any obligation the City may owe to the Proposer any damages the City suffers by reason of any event of default or other claim the City may have against the Proposer;
4. Treat the contract as breached and pursue any of its remedies at law or in equity, or both.

Vendor/Contractor acknowledges that City's power to enter into the Contract is subject to provisions of the Kansas Cash Basis Law (K.S.A. 10-1101, et seq.), the Kansas Budget Law (K.S.A. 79-1935), and other laws of the State of Kansas. City reserves the absolute right, at any time and without cause, to terminate this Contract and Vendor/Contractor's services in order to comply with such laws.

# Fee Schedule

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## Janitorial Services

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Project No. 2026-0003

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Includes all costs of insurance, bonds, equipment, materials, appurtenances, supplies, consumables, other subsidiary items, and labor that may be necessary to complete the project as identified in the "Project Scope" as well as according to the plans and specifications and the rules, ordinances, and regulations of the City and statutes of Kansas governing contracts with cities.

#	Item Description	Total Price per Month
1	City Hall: 100 N. 5th Street	\$
2	Animal Control Building: 2019 S. 3rd Street	\$
3	Municipal Service Center: 790 Thornton Street	\$
4	Waste Water Treatment Plant: 1800 S. 2nd Street (2 buildings)	\$
5	MONTHLY BID PRICE - ALL LOCATIONS (Sum of 1-4)	\$
6	TOTAL BID PRICE - ALL LOCATIONS (Monthly Bid Price X 12)	\$
7	Proposed reduction in price per square foot when cleaning area blocked or an area considered to be in "default" of contract.	\$ /SF
8	Proposed hourly rate for emergency cleanup:	\$ /HR
Alternative Services (Optional)		
A	Carpet Extraction (price per square foot)	\$
B	Floor Refinishing (price per square foot)	\$
C	Outside window washing (price per hour)	\$

Please list any buildings you would not be equipped to service:

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Initial to Acknowledge 24 hour email requirement

Initial to Acknowledge insurance requirement

Initial to Acknowledge references requirement

Initial to Acknowledge the cost of all subsidiary materials, supplies, and consumables including, but not limited to, paper towels, toilet paper, hand soap is the responsibility of the contracted vendor.

The bid amount given above should represent these costs as there shall be no separate invoicing for these items.

Bidder:	_____
FEIN:	_____
Address:	_____
By:	_____
Title:	_____
Signature:	_____
Date:	_____
Telephone No.:	_____
E-mail Address:	_____

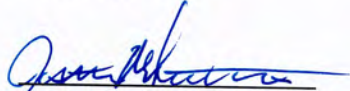
POLICY REPORT PWD NO. 26-20

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

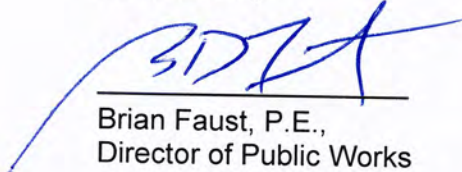
City Project 2026-027

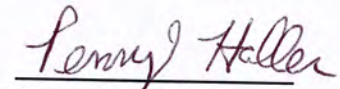
April 28, 2026

Prepared by:

  
Justin Stewart,  
Project Manager

Reviewed by:

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

  
Scott Peterson,  
City Manager

**ISSUE:**

Consider bids received and possible award of the 2026 CDBG Sidewalk Improvements Project on Pottawatomie Street.

**BACKGROUND:**

This project is part of the on-going sidewalk repair and replacement work. For 2026, funding is available to complete a section of sidewalk on Pottawatomie Street from 4th Street to 2nd Street using only Community Development Block Grant (CDBG) funding.

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

The project plans were prepared by City Staff and the project was advertised for bid in the Leavenworth Times and on our BONFIRE website. Bids were accepted on April 22, 2026 and the bid results are shown below and in the attached bid tabulation.

Company	City	Base Total Bid
Sands Construction LLC	Leavenworth, KS	\$ 63,213.60
Linaweaver Construction	Lansing, KS	\$ 75,490.00
Baker Construction	Leavenworth, KS	\$103,996.00
Byrne and Jones	Olathe, KS	\$109,272.24
LEXECO	Leavenworth, KS	\$115,007.80
<i>Engineer's Estimate</i>		\$ 88,838.00

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

The sidewalk improvements are expected to begin no later than May 11, 2026 with completion in 30 calendar days. The project consists of new ADA compliant ramps, sidewalks, curbs, and

drive entrances along the north and south sides of Pottawatomie Street from 4th east to 2nd Street.

Inspection will be by City Staff.

**POLICY:**

From the City's Purchasing Policy: 'Bids will be awarded to the lowest qualified bidder, taking into consideration conformity with the specifications, terms of delivery, and other conditions imposed in the bid request.'

The qualified low bid from Sands Construction was under the Engineer's Estimate and the contractor is well qualified for this work.

**BUDGET IMPACT:**

The total project cost is \$63,213.60. There is CDBG funding available in the amount of \$84,682. The CDBG Funds will cover the cost of this project.

**RECOMMENDATION:**

Staff recommends that the City Commission approve the qualified low bid submitted by Sands Construction for the 2026 CDBG Sidewalk Improvements Project on Pottawatomie Street between 4th Street and 2nd Street in the amount of \$63,213.60 with an additional 10% contingency (approximately \$6,000) to cover issues that arise in the field.

**ATTACHMENTS:**

Bid Tabs  
Project Site Map



**CITY OF LEAVENWORTH**  
 Project No. 2025-027  
 2026 CDBG Sidewalk Improvements  
 April 22, 2026

**BASE BID**

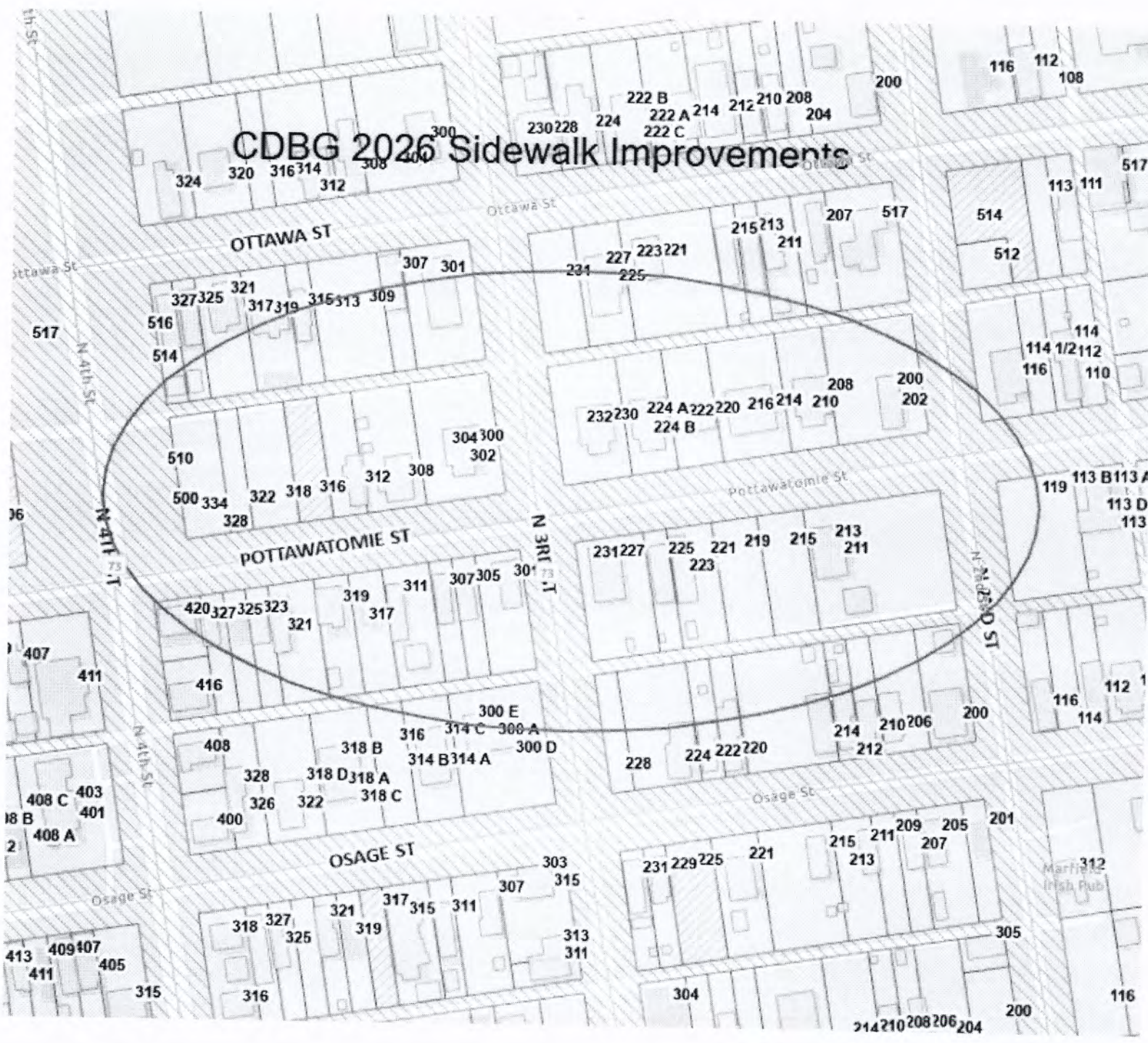
2026 CDBG Sidewalk Improvements				Engineer's Estimate		Baker Construction, Inc.		Byrne and Jones		Leavenworth Excavating and Equipment Co. Inc.	
Item	Description	Unit	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	Mobilization	LS	1	\$10,000.00	\$10,000.00						
2	Contractor Construction Staking	LS	1	\$2,000.00	\$2,000.00	5000.00	\$5,000.00	8248.00	\$8,248.00	11300.00	\$11,300.00
3	Clearing & Grubbing	LS	1	\$1,500.00	\$1,500.00	2500.00	\$2,500.00	2667.00	\$2,667.00	3500.00	\$3,500.00
4	Stormwater Pollution Prevention (Erosion Control)	LS	1	\$1,500.00	\$1,500.00	5000.00	\$5,000.00	3733.00	\$3,733.00	2500.00	\$2,500.00
5	Traffic Control	LS	1	\$3,000.00	\$3,000.00	5000.00	\$5,000.00	987.00	\$987.00	2500.00	\$2,500.00
6	Site Restoration (Fine Grading & Contractor Furnished Top Soil)	LS	1	\$4,000.00	\$4,000.00	2500.00	\$2,500.00	3374.00	\$3,374.00	5000.00	\$5,000.00
7	Hydroseeding	LS	1	\$2,500.00	\$2,500.00	5000.00	\$5,000.00	6218.00	\$6,218.00	5000.00	\$5,000.00
8	Remove Existing Sidewalk (Concrete or Brick)	SF	3352	\$3.00	\$10,056.00	5000.00	\$5,000.00	4267.00	\$4,267.00	3500.00	\$3,500.00
9	Construct 5' Wide Concrete Sidewalk (4") (AE)	SF	3356	\$12.00	\$40,272.00	3.00	\$10,056.00	5.92	\$19,843.84	3.50	\$11,732.00
10	Remove Existing Drive (Concrete or Brick)	SY	10	\$26.00	\$260.00	15.00	\$50,340.00	11.00	\$36,916.00	15.55	\$52,185.80
11	Construct ADA Compliant Truncated dome panel	SF	40	\$45.00	\$1,800.00	50.00	\$500.00	102.53	\$1,025.30	60.00	\$600.00
12	Construct ADA Compliant Ramp 6" thick (Type A)	SF	170	\$35.00	\$5,950.00	70.00	\$2,800.00	148.73	\$5,949.20	40.00	\$1,600.00
13	Remove & Replace Concrete Curb & Gutter (Combined) (AE)	LF	80	\$75.00	\$6,000.00	30.00	\$5,100.00	33.67	\$5,723.90	55.00	\$9,350.00
<b>Pottawatomie Street (4th St. to 2nd St.) Total:</b>					<b>\$88,838.00</b>		<b>\$103,996.00</b>		<b>\$109,272.24</b>		<b>\$115,007.80</b>

\*\$109,342.00  
 Amount From Bid Proposal

2026 CDBG Sidewalk Improvements				Engineer's Estimate		Linaweaver Construction, Inc.		Sands Construction, LLC	
Item	Description	Unit	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	Mobilization	LS	1	\$10,000.00	\$10,000.00				
2	Contractor Construction Staking	LS	1	\$2,000.00	\$2,000.00	6500.00	\$6,500.00	4682.00	\$4,682.00
3	Clearing & Grubbing	LS	1	\$1,500.00	\$1,500.00	500.00	\$500.00	1600.00	\$1,600.00
4	Stormwater Pollution Prevention (Erosion Control)	LS	1	\$1,500.00	\$1,500.00	1500.00	\$1,500.00	1784.00	\$1,784.00
5	Traffic Control	LS	1	\$1,500.00	\$1,500.00	750.00	\$750.00	1750.00	\$1,750.00
6	Site Restoration (Fine Grading & Contractor Furnished Top Soil)	LS	1	\$3,000.00	\$3,000.00	500.00	\$500.00	2865.00	\$2,865.00
7	Hydroseeding	LS	1	\$4,000.00	\$4,000.00	2000.00	\$2,000.00	5500.00	\$5,500.00
8	Remove Existing Sidewalk (Concrete or Brick)	SF	3352	\$3.00	\$10,056.00	1500.00	\$1,500.00	365.00	\$365.00
9	Construct 5' Wide Concrete Sidewalk (4") (AE)	SF	3356	\$12.00	\$40,272.00	2.50	\$8,380.00	1.60	\$5,363.20
10	Remove Existing Drive (Concrete or Brick)	SY	10	\$26.00	\$260.00	10.00	\$33,560.00	8.65	\$29,029.40
11	Construct ADA Compliant Truncated dome panel	SF	40	\$45.00	\$1,800.00	65.00	\$650.00	120.00	\$1,200.00
12	Construct ADA Compliant Ramp 6" thick (Type A)	SF	170	\$35.00	\$5,950.00	10.00	\$400.00	64.50	\$2,580.00
13	Remove & Replace Concrete Curb & Gutter (Combined) (AE)	LF	80	\$75.00	\$6,000.00	85.00	\$14,450.00	13.50	\$2,295.00
<b>Pottawatomie Street (4th St. to 2nd St.) Total:</b>					<b>\$88,838.00</b>		<b>\$75,490.00</b>		<b>\$63,213.60</b>

\*\$63,213.00  
 Amount From Bid Proposal

# CDBG 2026 Sidewalk Improvements



POLICY REPORT PWD NO. 26-19

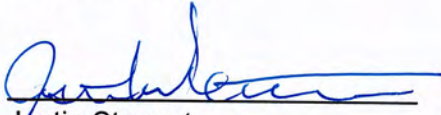
2026 PAVEMENT MANAGEMENT PROGRAM  
BID PACKAGE NO. 3 – CONCRETE INTERSECTIONS

Project 2025-009


April 28, 2026

Prepared by:

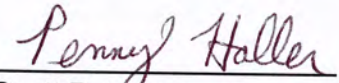
Reviewed by:



Justin Stewart,  
Project Manager



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



Scott Peterson,  
City Manager

**ISSUE:**

Consider bids received and possible award of the 2026 Pavement Management – Concrete Intersection Reconstruction Program.

**BACKGROUND:**

The components of the 2026 Pavement Management Program include: (1) mill and overlay (m/o), (2) micro-surfacing (surface seal), and (3) concrete intersection reconstruction. There are several concrete intersections across the city that have reached a point where complete reconstruction is needed. In 2026, the two intersections scheduled for reconstruction include:

- 20<sup>th</sup> and Dakota
- 18<sup>th</sup> and Ottawa

Starting in 2024, the City Commission authorized the use of Sales Tax for the annual Pavement Management Program. The funding for 2026 covers the costs of the three program components.

The project plans were prepared by in-house staff and the project was advertised for bid in the Leavenworth Times and Euna Procurement. Bids were opened on April 22, 2026. Bid results are shown below and in the attached bid tabulation.

Company	City	Total Bid
Linaweaver Construction	Lansing, KS	\$195,635.00
Baker Construction	Leavenworth, KS	\$200,455.00
Tenoch Construction	Kanas City, KS	\$211,968.85
LEXECO	Leavenworth, KS	\$266,200.00
Engineering Estimate		\$256,483.00

Linaweaver was the low bidder and has completed numerous projects for the City. The prior work was completed within the required timeframe and specifications.

Work is expected to begin as soon as possible and be shall complete by August 11, 2026. Only one intersection at a time can be closed with a maximum closure length per intersection of 28 days.

**BUDGET IMPACT:**

The 2026 budget included \$2.205M for the Pavement Management Program.

Micro-surfacing:	\$ 528,622
Mill/Overlay:	\$1,194,041
<u>Concrete Intersections:</u>	<u>\$ 195,635</u>
Total:	\$1,918,298 (m/l)

The city included an incentive clause for opening an intersection early (\$1,500/day up to a maximum on \$10,500 per intersection) and a liquidated damages clause of \$2,000/day for failure to open after 28 days.

**POLICY:**

From the City's Purchasing Policy: 'Bids will be awarded to the lowest qualified bidder, taking into consideration conformity with the specifications, terms of delivery, and other conditions imposed in the bid request.'

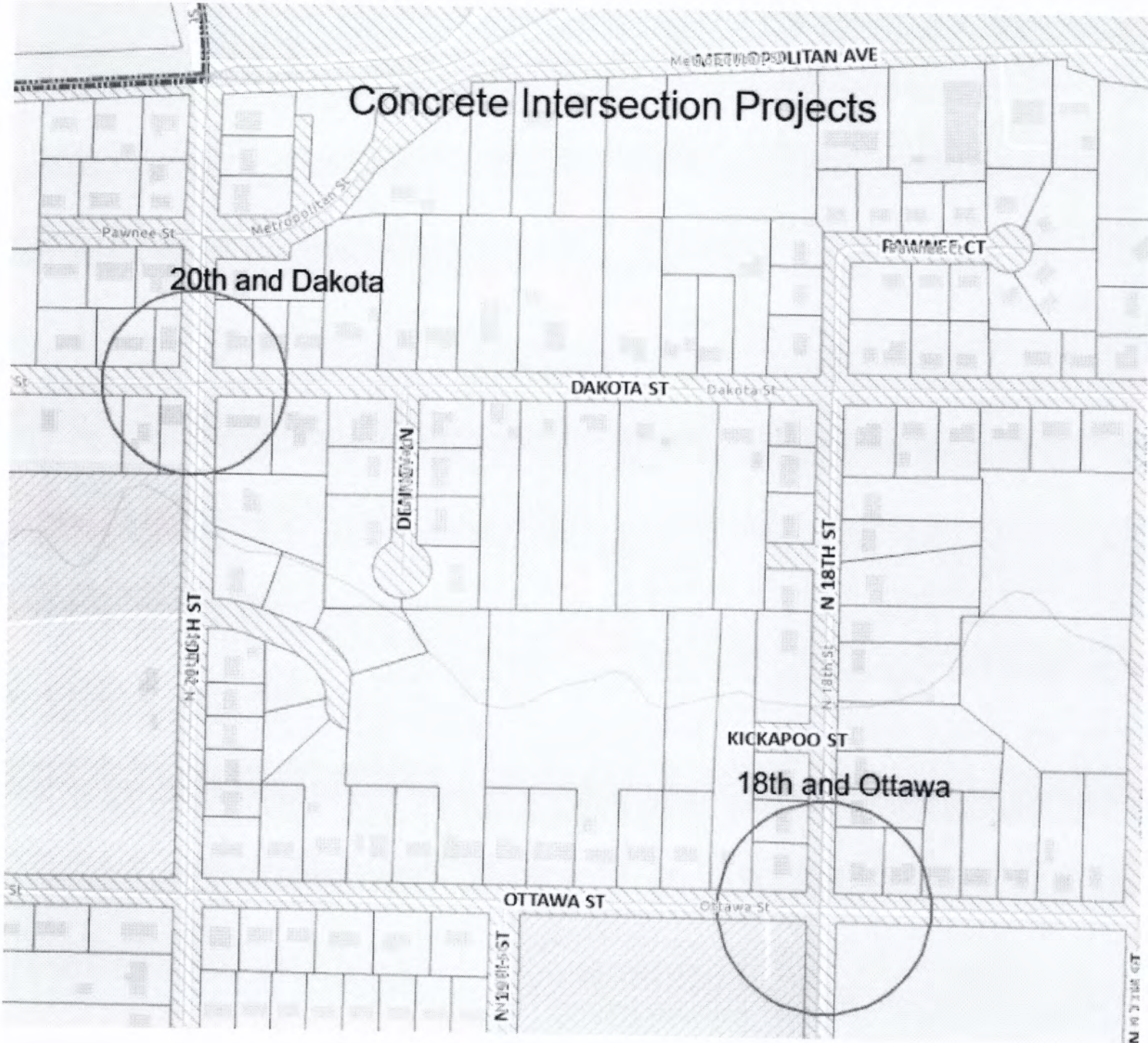
The qualified low bid from Linaweaver Construction was under the Engineer's Estimate and the contractor is well qualified for this work.

**RECOMMENDATION:**

Staff recommends that the City Commission authorize the mayor to sign a Construction Services Contract for the 2026 PMP Concrete Intersection Reconstruction Program with Linaweaver Construction in the amount of \$195,635 with up to an additional \$21,000 in incentives along with a 10% contingency (approximately \$19,500) to cover issues that arise in the field.

**ATTACHMENTS:**

Project Street Map  
Bid Tabs  
CIP Sheet





**CITY OF LEAVENWORTH**  
 Project No. 2025-009  
 2026 PMP Intersection Reconstruction  
 April 22, 2026

BASE BID									
2026 PMP Intersection Reconstruction				Engineer's Estimate		Baker Construction, Inc.		Leavenworth Excavating and Equipment Co. Inc.	
Item	Description	Unit	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	MOBILIZATION	LS	1.00	20,000.00	\$ 20,000.00	5000.00	\$5,000.00	26500.00	\$26,500.00
2	FULL DEPTH PATCH	CY	33.00	150.00	\$ 4,950.00	150.00	\$4,950.00	300.00	\$9,900.00
3	CONCRETE PAVEMENT (10") (R&R)	SY	686.00	200.00	\$ 137,200.00	170.00	\$116,620.00	170.00	\$116,620.00
4	6" GRANULAR SUBBASE, AB-3 COMPACTED	SY	726.00	28.00	\$ 20,328.00	25.00	\$18,150.00	55.00	\$39,930.00
5	4" CONCRETE SIDEWALK (R&R)	SF	213.00	20.00	\$ 4,260.00	15.00	\$3,195.00	30.00	\$6,390.00
6	ADA RAMPS (R&R)	SY	74.00	450.00	\$ 33,300.00	250.00	\$18,500.00	300.00	\$22,200.00
7	ADA TRUNCATED DOME PANEL, BRICK RED, CAST IRON or STEEL	SF	80.00	45.00	\$ 3,600.00	70.00	\$5,600.00	70.00	\$5,600.00
8	CURB & GUTTER (24") (R&R)	LF	179.00	75.00	\$ 13,425.00	60.00	\$10,740.00	80.00	\$14,320.00
9	REGRADE MANHOLES	EACH	1.00	3,000.00	\$ 3,000.00	2000.00	\$2,000.00	3700.00	\$3,700.00
10	PERMANENT PAVEMENT MARKINGS, 24" WHITE (MULTI COMPONENT E	LF	428.00	15.00	\$ 6,420.00	25.00	\$10,700.00	30.00	\$12,840.00
11	TRAFFIC CONTROL	LS	1.00	10,000.00	\$ 10,000.00	5000.00	\$5,000.00	8200.00	\$8,200.00
				<b>TOTAL BASE BID:</b>	<b>\$ 256,483.00</b>		<b>\$200,455.00</b>		<b>\$266,200.00</b>

2026 PMP Intersection Reconstruction				Engineer's Estimate		Linaweaver Construction, Inc.		Tench Construction Inc	
Item	Description	Unit	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	MOBILIZATION	LS	1.00	20,000.00	\$ 20,000.00	15000.00	\$15,000.00	3500.00	\$3,500.00
2	FULL DEPTH PATCH	CY	33.00	150.00	\$ 4,950.00	250.00	\$8,250.00	18.00	\$594.00
3	CONCRETE PAVEMENT (10") (R&R)	SY	686.00	200.00	\$ 137,200.00	120.00	\$82,320.00	180.95	\$124,131.70
4	6" GRANULAR SUBBASE, AB-3 COMPACTED	SY	726.00	28.00	\$ 20,328.00	20.00	\$14,520.00	22.50	\$16,335.00
5	4" CONCRETE SIDEWALK (R&R)	SF	213.00	20.00	\$ 4,260.00	15.00	\$3,195.00	15.45	\$3,290.85
6	ADA RAMPS (R&R)	SY	74.00	450.00	\$ 33,300.00	350.00	\$25,900.00	378.45	\$28,005.30
7	ADA TRUNCATED DOME PANEL, BRICK RED, CAST IRON or STEEL	SF	80.00	45.00	\$ 3,600.00	125.00	\$10,000.00	20.00	\$1,600.00
8	CURB & GUTTER (24") (R&R)	LF	179.00	75.00	\$ 13,425.00	50.00	\$8,950.00	60.00	\$10,740.00
9	REGRADE MANHOLES	EACH	1.00	3,000.00	\$ 3,000.00	1800.00	\$1,800.00	500.00	\$500.00
10	PERMANENT PAVEMENT MARKINGS, 24" WHITE (MULTI COMPONENT E	LF	428.00	15.00	\$ 6,420.00	25.00	\$10,700.00	24.00	\$10,272.00
11	TRAFFIC CONTROL	LS	1.00	10,000.00	\$ 10,000.00	15000.00	\$15,000.00	13000.00	\$13,000.00
				<b>TOTAL BASE BID:</b>	<b>\$ 256,483.00</b>		<b>\$195,635.00</b>		<b>\$211,968.85</b>

Capital Improvements Program  
2026 - 2030  
Streets Capital Projects Fund - Annual Pavement Management Program

**Purpose / Description:**

This allocation provides for the annual surface preservation (micro-surface/granite chip/seal, etc.), rehabilitation (mill/overlay with minor base patching), and reconstruction of the City's streets.

Comments	Source	Year	Requested	Scheduled
Street resurfacing, projects are identified annually	Sales Tax	2026	\$ 2,205,000	\$ 2,205,000
"	"	2027	2,315,300	2,315,300
"	"	2028	2,431,100	2,431,100
Less allocation for 4th Street from Seneca to Metropolitan Grant Matching Project		2028	(953,000)	(953,000)
"	"	2029	2,552,700	2,552,700
"	"	2030	2,680,335	2,680,335
			<u>\$ 11,231,435</u>	<u>\$ 11,231,435</u>

