

**AGENDA**  
**COMMUNITY DEVELOPMENT ADVISORY BOARD**  
**4:15pm on Monday,**  
**March 09, 2026**  
**City Hall**  
**100 N. 5<sup>TH</sup> Street**  
**Leavenworth**

1. Call to order, roll call
2. Vote to approve or disapprove 2-09-26 Meeting Minutes
3. Agencies to present & answer CDAB questions:
  - a. *Catholic Charities of NE KS*
  - b. *Leavenworth Interfaith Community of Hope*
  - c. *Leavenworth Mission*
  - d. *Alliance Against Family Violence*
  - e. *CASA*
4. Aggregate data sheets to be discussed.
5. Other matters, correspondence.
6. Next meeting April 13, 2026 to approve or disapprove agency funding and 2026 AAP.
7. Adjourn



**COMMUNITY DEVELOPMENT ADVISORY BOARD  
MONDAY, Feb 9, 2026, 4:15 P.M.  
COMMISSION ROOM, CITY HALL  
LEAVENWORTH, KANSAS**

Call to Order:

Board member Mike Seufert called the meeting to order at 4:15 p.m. and a quorum was present.

Board members present in the commission chambers:

Mike Seufert  
Sr. Paula Rose Jauernig  
Brian Keeley  
Mary Mack  
Kelly Butler  
Tony Majors (joined meeting late)

Board members absent:

None

City Staff members present:

Community Development Coordinator, Bradley Brandon  
Community Development Clerk, Katherine Criscione

Motion to roll call:

Board member Mike Seufert called the meeting to order and roll call. 6 of 6 members were present (5 present at opening of meeting, 1 arriving later), making a quorum.

Mr. Seufert deemed the meeting open.

Approval of the September 9, 2025 minutes:

Mr. Seufert requested a motion to approve the minutes, as presented.

Motioned by Board member Mary Mack.

Seconded by Board member Brian Keeley.

Motion carried in favor 5-0.

Election of Vice Chairman and Chairman:

Board member Brian Keeley volunteered for Vice Chairman.

Motioned by Board member Sr. Paula Rose Jauernig.

Seconded by Board member Mary Mack.

Motion carried in favor 5-0.

Board member Mary Mack was asked to be Chairperson.

Motioned by Vice Chairman Brian Keeley.

Seconded by Board member Sr. Paula Rose Jauernig.

Motion carried in favor 5-0.

Approval of the September 8, 2025 minutes:

Board member Mike Seufert requested a motion to approve the minutes, as presented.

Motioned by Chairperson Mary Mack.

Seconded by Vice Chairman Brian Keeley.

Motion carried in favor of 5-0.

Public Hearing for Unmet Needs for Low to Moderate Income Citizens and Input for the 2026 Annual Action Plan:

Mr. Seufert opened the floor for public input. There was no one present. Mr. Bradley Brandon stated he received no public comment, walk-ins, emails or phone calls. This public hearing is for citizens and stakeholders to give input for the 2026 Annual Action Plan for approval of submission to HUD. The public hearing was advertised in the newspaper, social media, public library, and the City's website.

Mr. Seufert requested a motion to close the public hearing.

Motion moved by Vice Chairman Keeley.

Seconded by Chairperson Mack.

Approved by a vote of 5-0.

The floor was turned over to Mr. Brandon. He stated he received no public comment, walk-ins, emails or phone calls. Since there was no public comment, Mr. Seufert moved to close the public hearing.

Vice Chairman Keeley motioned to close the public hearing.

Seconded by Chairperson Mack.

Motion carried in favor 5-0.

Update of CDBG programs status:

Home Repair Program – This program is still doing well. Our goal is 11. Currently, Mr. Brandon has only completed two jobs because we didn't get our funding until October, but we have until July 1st. He has 5 in progress. Radon tests are slowing things down. One job has been completed but payment hasn't been issued yet. Mr. Brandon feels like when summer arrives things will pick up. HVAC replacement is requested the most.

Home Ownership Program – Mr. Brandon has one job in the process. He has received two calls about the program this year. He has reached out to realtors and finance companies. He is not seeing much interest in the program.

Sidewalk Program – The environmental review has been completed. Mr. Brandon stated he sent out notifications to the tribes. Those notifications will be expiring on February 12<sup>th</sup>. If no one responds by then, it's an automatic green light to proceed. This year we will be doing the 200-300 block of Pottawatomie, on the south side *only*. The historic property on the north side will not be touched. Engineering has already reviewed the project and provided estimates; we're just waiting for HUD to release the funds. SHPO has given us the go ahead.

Demolitions – Mr. Brandon said notifications were sent to the tribes and those notifications will expire on March 6<sup>th</sup>. Currently, he has not heard from SHPO, but they have until March 3<sup>rd</sup> before their notifications expire. We have five properties in the process: 1430 9<sup>th</sup> Ave, 741 Pottawatomie, 426 Ottawa, 733 Pawnee and 1938 Ottawa. CDAB will be funding these demolitions and staff will present the 5 properties to the City Commission for approval.

Mr. Brandon explained the tribal council notification process. Letters are submitted to every tribal leader in the country whenever we break ground to ensure we are not disturbing any sacred lands. They have 30 days to respond. If the tribe/tribes do not respond within the 30 days, it is an automatic green light to proceed.

Sr. Jauernig asked if the requirement is there because this was Indian territory at any time. Mr. Brandon responded the requirement is in place because Federal money is being used. Anytime we use Federal money and break ground, the tribal councils need to be notified.

(Board member Tony Majors arrives)

Mr. Brandon asked if there were any more questions about his overview of the programs.

In regard to the Home Ownership Program, Mr. Brandon stated he looked back at the funding limits in 2015-2016; the grant for homeownership was \$12,000 for low income and \$8,000 for moderate income. Currently, the grant is \$8,000 for low income and \$5,000 for moderate income. He is proposing to raise the grant amount to \$10,000 blanketed across very low and low income. Mr. Brandon is planning to include this change in the Annual Action Plan.

Mr. Seufert asked what the income thresholds are for low to moderate income.

Mr. Brandon replied that the house can't be more than \$215,000 (changes every year). Mr. Brandon broke down the income guidelines.

Sr. Jauernig asked if low income is currently \$5,000. Mr. Brandon responded that low income (80%) is \$5,000. Half would go toward down payment, and the other half can be used toward closing costs or principal down payments.

Mr. Seufert acknowledged we do need to evolve the program.

Chairperson Mack clarified that the goal is to assist 5 people per year for the Home Ownership Program.

Sr. Jauernig asked if the grant loan had to be repaid. Mr. Brandon said it does *not* if the home is not sold or refinanced during the 5-year period stipulated. If it is sold or refinanced, there would be repayment.

Aggregate sheets - Mr. Brandon explained the score sheets as a reminder of how the scoring works. Each one has its own merit. He stated he would have a date to have the score sheets turned in by the next meeting, March 9<sup>th</sup>. He also asked the Board to cross out the 24-25 date and replace it with 26-27, as this is the year we are working on.

Board Member Kelly Butler clarified that just the written product is being judged on the sheet. Mr. Brandon acknowledged that yes, it's just the written product.

Other Business:

Mr. Seufert asked if there was any other discussion. Since there was none, there was a motion to adjourn the meeting.

Adjourn:

Movement and second to adjourn. Mr. Seufert announced the meeting adjourned.

Next Meeting:

March 9, 2026 @ 4:15 p.m.

Meeting adjourned at 4:44 p.m.

Minutes taken by Community Development Clerk, Katherine Criscione