



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

CITY COMMISSION REGULAR MEETING
COMMISSION CHAMBERS
TUESDAY, MARCH 14, 2023 6:00 P.M.

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

CALL TO ORDER – Pledge of Allegiance Followed by Silent Meditation

OLD BUSINESS:

Consideration of Previous Meeting Minutes:

1. Minutes from February 28, 2023 Regular Meeting **Action:** Motion (pg. 02)
-

NEW BUSINESS:

Public Comment: *(i.e. Items not listed on the agenda or receipt of petitions)-Public comment is limited to 2-3 minutes and no action will be taken by the Commission on public comment items - Please state your name and address. A sign-up sheet will be provided in the commission chambers for anyone wishing to speak.*

General Items:

2. Consider Updates to City Fee Schedule **Action:** Motion (pg. 06)

Resolutions:

3. Resolution B-2329 Approving a Loan from Kansas Public Water Supply Loan Fund for Leavenworth Waterworks **Action:** Motion (pg. 07)

Bids, Contracts and Agreements:

4. Consider Approval of Scope & Fee of Services for the Wilson Avenue Project **Action:** Motion (pg. 10)

Leavenworth Land Bank:

5. Conveyance of Property to Leavenworth Land Bank 310-312 Delaware Street (pg. 29)
a. Convene as the Leavenworth Land Bank Board of Trustees to accept the property **Action:** Motion
b. Reconvene as the Leavenworth City Commission **Action:** Motion
-

Consent Agenda:

Claims for February 25, 2023 through March 10, 2023, in the amount of \$2,683,805.75; Net amount for Payroll #05 effective March 10, 2023, in the amount of \$359,872.01 (No Police & Fire Pension). **Action:** Motion

Other:

Adjournment **Action:** Motion



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

Staff members present: City Manager Paul Kramer, Assistant City Manager Penny Holler, Public Works Director Brian Faust, Planning & Community Development Director Julie Hurley, City Attorney David E. Waters and City Clerk Sarah Bodensteiner.

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

OLD BUSINESS:

Consideration of Previous Meeting Minutes:

Commissioner Hingula moved to approve the minutes from the February 14, 2023 regular meeting. Commissioner Martin seconded the motion and the motion was unanimously approved. Mayor Wilson declared the motion carried 5-0.

Public Comment: (*Public comment on non-agenda items or receipt of petitions- limited to 2-3 minutes*)
Gail Kempter 906 9th Ave:

- Asked several questions regarding the changes to the refuse service regarding the trash bins

Mr. Kramer:

- Trash carts are optional
- People can continue to choose to use bags

City Public Information Officer Melissa Bower:

- Announced that volunteers are needed for the Leavenworth City Cleanup on April 22, 2023
- Volunteers will receive a t-shirt and a pool pass

General Items:

Mayor's Appointments:

Mayor Wilson moved to appoint to the 1st Judicial Juvenile Corrections Advisory Board Vicky Kaaz to an unexpired term ending February 14, 2024; appoint to the Leavenworth County Port Authority Dave Schroeder to a term ending March 25, 2027; and appoint to the Convention & Tourism Committee Jewell West III to an unexpired term ending January 31, 2025. Commissioner Bauder seconded the motion and the motion was unanimously approved. Mayor Wilson declared the motion carried 5-0.

Consider Cereal Malt Beverage License for Shop Smart #2, 700 Eisenhower Road – City Clerk Sarah Bodensteiner presented for consideration a request for an off premise Cereal Malt Beverage License for

Shop Smart #2 located at 700 Eisenhower Road. The request has been reviewed and approved by the Police Department.

Commissioner Bauder moved to approve the issuance of a 2023 off premise Cereal Malt Beverage License for Shop Smart #2 at 700 Eisenhower Road. Commissioner Leonhard seconded the motion and the motion was unanimously approved. Mayor Wilson declared the motion carried 5-0.

Resolutions:

Resolution B-2328 Annual Report for Stormwater 2022 – Public Works Director Brian Faust presented for adoption the annual Kansas Department of Health and Environment (KDHE) report for 2022 stormwater activities. The City is required to submit an annual report to KDHE for stormwater activities for the year. The report summarizes actions the City has taken the previous year to protect and enhance stormwater quality.

Commissioner Martin moved to adopt Resolution B-2328 approving the annual KDHE report for 2022 Stormwater activities. Commissioner Bauder seconded the motion and the motion was unanimously approved. Mayor Wilson declared the motion carried 5-0.

Bids, Contracts and Agreements:

Consider Bids for Property Maintenance Services – Planning & Community Development Director Julie Hurley presented for consideration the bids for the services to mow and maintain City owned properties in addition to the Code Enforcement mowing and corrective actions for properties with maintenance violations. Contracts will be issued for a period of two years with the option to renew for an additional two years. Bids were opened on February 21, 2023 and staff recommends awarding the contracts as follows:

Perpetual Lawn Care

<u>Cluster</u>	<u>Contractor</u>	<u>Price per Mowing</u>	<u>Not to Exceed</u>
1	Ground FX Lawn and Landscape	\$1,595.00	\$22,330.00
2	Wilkins Lawn Care	\$950.00	\$13,300.00
3	Mairs Lawn & Landscape LLC	\$375.00	\$5,250.00
4	Ground FX Lawn and Landscape	\$389.00	\$5,446.00
5	Ground FX Lawn and Landscape	\$335.00	\$4,690.00

Property Maintenance

<u>Contractor</u>	<u>Cost per sqft</u>
Affordable Lawn & Cemetery Care LLC	\$0.02

Mayor Wilson:

- Good to see the prices went down from last year

Mr. Kramer:

- We are happy with the bids that we received

Commissioner Bauder moved to approve the bids for property maintenance services for perpetual lawn care clusters 1, 4, and 5 to Ground FX Lawn and Landscape in an amount not to exceed \$32,466.00, for perpetual lawn care cluster 2 to Wilkens Lawn Care in an amount not to exceed \$13,300.00, perpetual lawn care cluster 3 to Mairs Lawn & Landscape LLC in an amount not to exceed \$5,250.00, and for Code Enforcement Property Maintenance to Affordable Lawn & Cemetery Care LLC at a cost of \$0.02 per sqft. Commissioner Martin seconded the motion and was unanimously approved. Mayor Wilson declared the motion carried 5-0.

Consider Award of Design Services Contract for Sanitary Sewer Flow Monitoring & Analysis Project – Public Works Director Brian Faust presented for consideration award of the Design Services Contract for the 2023 Sanitary Sewer Flow Monitoring & Analysis Project. The City of Leavenworth has been concerned with the amount of Inflow and Infiltration (I&I) that enters the wastewater system and I&I reduction was identified as an important issue in recent master plans. Flow monitoring was performed in 2012 to identify locations in need of repair or replacement. It is now time to re-evaluate this portion of the watershed to see if what we have been doing has made an impact in the amount of I&I entering our system. The project will use temporary flow monitors for 90 days with the option to extend another 30 days if the rainfall during the initial 90 days is small. The report will summarize the data collected, the flow parameters analyzed, the areas where excessive I&I is occurring, compare the infiltration and inflow reduction of the basin per foot versus estimated costs to fix the basin. The cost will be funded with Sanitary Sewer I&I Funds set aside for this type of work in a not-to-exceed amount of \$ 86,096.00. The City has been using GBA for professional services related to our Sanitary Sewer Projects for the past several years. They also completed Flow Monitoring in 2012 and have significant experience with this type of work in Kansas.

Commissioner Martin:

- Asked how much has been spent over the last 10 years

Mr. Faust:

- In 2022 we awarded contracts for a little over \$800,000 to address some repairs and fixes

Mr. Kramer:

- Often the fixes are for 100 year old lines that require total replacement

Commissioner Martin moved to award the design services contract for the Sanitary Sewer Flow Monitoring & Analysis Project to George Butler & Associates, Inc., in an amount not to exceed \$86,096.00. Commissioner Bauder seconded the motion and the motion was unanimously approved. Mayor Wilson declared the motion carried 5-0.

Consent Agenda:

Commissioner Leonhard moved to approve claims for February 11, 2023, through February 24, 2023, in the amount of \$1,033,114.50; net amount for Payroll #04 effective February 24, 2023, in the amount of \$372,487.10 (Includes Police & Fire Pension in the amount of \$10,383.15). Commissioner Bauder seconded the motion and the motion was unanimously approved. Mayor Wilson declared the motion carried 5-0.

Other:

City Manager Paul Kramer:

- Successfully filled all slots for 3-Mile Creek cleanup
- City began advertising for life guards for the summer
- Addressed some taste and smell issues in the water due to recent rainfall
- Thanked outgoing Leavenworth County Port Authority member Rick Schneider, for his service on the board

Commissioner Hingula:

- Saw the current production from River City Community Players *Curtains*
- Highly recommend seeing it

Commissioner Martin:

- Encourage everyone to use our trail system, it's a great system

Commissioner Bauder:

- Mentioned the Legislature trying to make local elections partisan which directly impacts our community, as it would eliminate Federal employees from participating
- Glad the measure didn't pass

Mayor Wilson:

- Important to remain non-partisan for our local government
- Like to find individuals to serve the community as a whole and not just a party

Executive Session – Attorney Client Privilege – Commissioner Hingula moved to recess into executive session for a period of 25 minutes for the purpose of discussing a real property matter with the City Attorney, under the justification for consultation with an attorney for the public body or agency which would be deemed privileged in the attorney-client relationship 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 6:55 p.m. Commissioner Bauder seconded the motion and the motion was unanimously approved. Mayor Wilson declared the motion carried 5-0.

The Leavenworth City Commission returned to open session at 6:55 p.m.

Adjournment:

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

Time Meeting Adjourned 6:56 p.m.

Minutes taken by City Clerk Sarah Bodensteiner, CMC

**POLICY REPORT
CONSIDER UPDATES TO CITY FEE SCHEDULE**


MARCH 14, 2023

Prepared By:



City Clerk's Office

Approved By:



Paul Kramer, City Manager

ISSUE:

Consider an update to the City Fee Schedule of the following:

- Add fees for Grease Discharge Permit of \$25.00 due to the adopted Grease Trap/Interceptors Regulations approved by the Governing Body December 13, 2022.
- Add late fee for Grease Discharge Permit of \$25.00 for payments received after April 30th and every month a Grease Discharge Permit is not current.

Utilities	
Grease Discharge	\$ Amount
Grease Discharge Permit	25.00
Late Fee – after April 30 - each month permit is not current	25.00

ACTION:


Motion to approve the amendments to the fee schedule as presented to be effective March 15, 2023.

**POLICY REPORT
RESOLUTION B-2329
APPROVING A LOAN FROM KANSAS PUBLIC WATER SUPPLY LOAN FUND
ADMINISTERED BY KDHE TO LEAVENWORTH WATERWORKS**

MARCH 14, 2023



Sarah Bodensteiner, CMC
City Clerk



Paul Kramer
City Manager

ISSUE:

Consider Resolution B-2329.

BACKGROUND:

The Resolution before the City Commission was requested by Leavenworth Waterworks in order to proceed with their Kansas Public Water Supply Loan Fund (KPWSLF) loan to finance the construction of a water storage tank. The Leavenworth Waterworks Board applied to Kansas Department of Health and Environment (KDHE) for a loan in an aggregate amount not to exceed \$5,800,000 to finance the project in May of 2022, to which the City Commission approved Resolution B-2313. The estimated costs of the project subsequently increased to \$7,000,000 and thus a new loan amount is required. The process requires that the City, as "owner" of the System approve the action by the Waterworks Board.

No City funds are being pledged or committed and the loan is the sole responsibility of Leavenworth Waterworks.

Joel Mahnken, General Manager Leavenworth Waterworks, will be present to answer any questions.

ACTION:

Approve Resolution B-2329

ATTACHMENTS:

- Resolution B-2329

RESOLUTION NO. B-2329

A RESOLUTION APPROVING A LOAN FROM THE KANSAS PUBLIC WATER SUPPLY LOAN FUND ADMINISTERED BY THE KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT TO THE LEAVENWORTH WATERWORKS BOARD; APPROVING THE FORM OF THE LOAN AGREEMENT, AND CONSENTING, WITH CERTAIN LIMITATIONS, TO CERTAIN COVENANTS AND PROVISIONS THEREOF.

WHEREAS, the City of Leavenworth, Kansas (the “City”) is a municipal corporation duly organized under the laws of the State of Kansas (the “State”) as a city of the first class; and

WHEREAS, the City owns a public water supply and distribution system (the “System”), which is statutorily managed, operated, maintained and controlled by the Leavenworth Waterworks Board (the “Waterworks Board”); and

WHEREAS, the members of the Waterworks Board (the “Waterworks Board Governing Body”) have heretofore determined it to be in the best needs of the customers of the System to undertake certain modifications and improvements to the System, described generally as follows (the “Project”):

Construction of A New 4 MG Ground water Storage Tank, 5,200 LF of 16-inch Transmission Main and New Telemetry Controls and Water Quality Monitoring Devices.

WHEREAS, pursuant to K.S.A. 65-163c *et seq.* (the “Act”), the Kansas Department of Health and Environment (“KDHE”) administers the Kansas Public Water Supply Loan Fund (the “Fund”) from which loans are made to certain qualified Municipalities (as said term is defined in the Act) to finance modification and improvements to public water supply systems; and

WHEREAS, the Waterworks Board has heretofore made an application to KDHE for a loan in an initial aggregate amount not to exceed \$5,800,000, subsequently increased to an aggregate amount not to exceed \$7,000,000 (the “Loan”) to finance the Project; and

WHEREAS, pursuant to Resolution No. B 2313 approved May 10, 2022, the City of Leavenworth approved the form of the loan agreement in the initial amount of \$5,800,000, and the Leavenworth Waterworks Board obtained a loan in such amount from KDHE; and

WHEREAS, the estimated costs of the Project subsequently increased from \$5,800,000 to \$7,000,000 and KDHE approved the increased loan amount of not to exceed \$7,000,000; and

WHEREAS, the City of Leavenworth wishes to approve the Leavenworth Waterworks Board in obtaining the Loan in the amount of \$7,000,000 to finance the Improvements; and

WHEREAS, the City owns the System, meets the definition of “municipality” in the Act, and desires to approve the action heretofore taken by the Waterworks Board to obtain the Loan to finance the Project and to consent to the covenants and agreements contained in the Loan Agreement insofar as they are capable of being performed only by the City as owner of the System;

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

Section 1. Approval of Loan. The action heretofore taken by the Waterworks Board to obtain approval of the Loan from KDHE under the Act in order to provide financing for the Project is hereby approved by the City as owner of the System.

Section 2. Approval of Form of Loan Agreement; Limitation on City Liability. The form of the Loan Agreement between KDHE and the Waterworks Board as heretofore exhibited to the City's governing body is hereby approved, and the City hereby consents to, and agrees to be bound by, the terms and provisions thereof solely as respects the System and the revenues generated from ownership and operation of the System. Neither the taxing power nor any of the general assets or revenues of the City is pledged or committed in any way to the performance of the covenants and agreements contained in the Loan Agreement.

Section 3. Further Proceedings. The Mayor, City Clerk and other officers and representatives of the City are hereby authorized and directed to sign such consents and take such action as may be necessary to implement this Resolution.

Section 4. Further Authority. This Resolution shall be in full force and effect from and after its adoption by a majority of the governing body of the City.

ADOPTED by the Governing Body of the City of Leavenworth, Kansas on March 14, 2023.

CITY OF LEAVENWORTH, KANSAS

By: _____
Jermaine Wilson, Mayor

(SEAL)

ATTEST:

Sarah Bodensteiner, CMC, City Clerk

POLICY REPORT PWD NO. 23-11

CONSIDER APPROVAL OF THE SCOPE AND FEE WITH WILSON & COMPANY FOR THE WILSON AVENUE PROJECT AND AUTHORIZE THE MAYOR TO EXECUTE THE CONTRACT

City Project No. 2021-954

March 14, 2023

Prepared By:



Earl Wilkinson,
Deputy Director of Public Works



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

Reviewed By:



Paul Kramer,
City Manager

ISSUE:

Consider approval of the scope & fee with Wilson & Company for the development of the Wilson Avenue Project plans and specifications.

BACKGROUND:

The City of Leavenworth requested a scope and fee to improve Wilson Avenue from Limit Street to the south - a distance of 1,300 feet. The primary purpose of the project is to improve commercial and industrial access on Wilson Avenue with a wider roadway that includes more pavement properly designed for the heavier loads. This will better accommodate supply and delivery trucks as they access companies along this section of Wilson Avenue. Also, the improvements will provide better stormwater and an ADA compliance sidewalk.

Staff also requested additional survey for the remaining portion of Wilson up to Saint Mary's Street, and a section of Ash Street from Wilson Avenue to 220 feet to the west. These are the remaining sections of the roadway that are unimproved in this area, which could be improved in the future.

The fee for completing the survey and design of Wilson Avenue from Limit Street to the south - a distance of 1,300 feet - is \$98,000. Adding the survey for the remaining portion of Wilson Avenue and Ash Street is an additional \$16,000, which would be a total cost of \$114,000. Staff is requesting the Commission select the option that they believe is more appropriate.

BUDGET IMPACT:

The cost will be funded with ARPA funds in an amount not to exceed \$98,000 or \$114,000.

POLICY:

The City generally uses the Qualifications Base Selections (QBS) process to select engineers for professional services. Wilson & Company is one of our on-call engineers that was selected through a QBS process, and they have significant experience with this type of work in Kansas.

RECOMMENDATION:

Staff recommends approval of the selected scope and fee choice with Wilson & Company for the Wilson Avenue Project, and the Mayor be authorized to execute a contract in an amount not to exceed either \$98,000 or \$114,000.

ATTACHMENTS:

Scope and Fee: Wilson & Company

Exhibit A-1
Scope of Services
Wilson Avenue Improvements
(St. Mary's Street to Limit Street)
City Project No. 2021-954
February 27, 2023

General Scope of Services

The purpose of this contract is to provide professional design services to develop Final Plans, Special Provisions, and Estimates for the Wilson Avenue Improvements project. The proposed improvements include Wilson Avenue from Limit Street south 1300 feet and consist of:

- 28-foot back-of-curb to back-of-curb road width,
- 5-foot sidewalk on the west side of the roadway,
- underground storm drainage system,
- street lighting.

Detailed Scope of Services

Section 1 – Data Collection and Field Survey

- 1.1 Section Corners and Property Corners. The Consultant will conduct section tie surveys as per KDOT standards. The section corners necessary to reestablish the existing right-of-way, platted lots, and unplatted properties. It is assumed these corners are monumented and referenced based on previous projects in the area. State reference forms will be completed and sent to the State and County for each recovered monument. A search for existing property corner monuments will be conducted. Any found monuments will be shown in the topography as an unconfirmed corner. A legal boundary survey will NOT be conducted at this time.
- 1.2 Survey Control. The Consultant will establish the survey control network of the project. Horizontal and vertical control points will be set along the proposed road corridor to be used for design surveys. References will be tied to each monument. Benchmarks will be set on permanent structures that have less likelihood of being disturbed. Elevations will also be determined for all horizontal control points. Datum: NAVD 88.
- 1.3 Utility Locates. The Consultant will contact utility companies through the Kansas One-Call system and as supplemented by the City for those utility companies not associated with the One-Call system. Utilities will be horizontally field located according to field marks by the utility companies or by a One-Call locator. If there is no response to the initial request, Kansas One-Call will be contacted a second time to re-issue the locate notices. The man-hours for this item are based on all utilities being marked within two (2) weeks of the time of the locate request. If a utility owner does not respond to the locate request, the Consultant will contact the City to discuss a plan of action and estimated cost to complete the survey.
- 1.4 Topographic Field Survey. Perform field surveys to obtain sufficient detail for the project design. The field information shall include topographic information to clearly identify breaklines, slopes, and terrain issues including; top of drainage channel banks and streambeds within 300' upstream and downstream of the proposed project.
- 1.5 Pavement Hardshots. Hard shots will be taken at the edge of pavement and centerline for areas without curb and gutter. In areas with curb and gutter, top of curb, gutter flow line, lip of gutter, and centerline will be shot. Hard shots will be taken in cross section fashion at 25-foot intervals.

- 1.6 Locate Storm and Sanitary Sewer Structures. The inflow/outflow elevations for storm and sanitary sewer structures will be located along with the size and type of structure and the size and type of the conduit entering and leaving the structure.
- 1.7 Locate Manmade Objects. Fixed location manmade objects visible on the surface will be located horizontally and vertically (at the ground).
- 1.8 Field Notes. Field notes will be indexed and bound as per KDOT standards. One (1) hard copy will be submitted to the City for their records.
- 1.9 Property Lines and Ownerships. Our research of the project indicates that the properties are within the GIST Survey, but the parcels are described by metes and bounds. The consultant will order O&E reports from a local title company. The deliverables from the title company will include the ownership name, identification of any encumbrances on the property, a description of the property, and copies of deeds and any easements associated with the property. The Consultant will use this information to develop the right-of-way and property information used in the base mapping. The Consultant has identified a total of 15 individual tracts.

Section 2 – Preliminary Plan Development (60% Complete)

- 2.1 Develop typical sections to be used for the design based on the geotechnical report and City recommendations.
 - Pavement type
 - Pavement thickness
 - Subgrade treatment
 - Backslopes and foreslopes
 - Lane widths
 - Sidewalk Locations
- 2.2 Develop one (1) horizontal alignment that will match the existing full-width street section at either end on the project (north end of base project and south end of alternate 2).
- 2.3 Develop one (1) vertical alignment that for the overall project limits, but closely matches existing grade at the limits of each alternate.
- 2.4 Develop underground storm drainage system.
 - 2.4.1 Prepare a drainage area map for the project. Each subbasin for each inlet structure will be clearly identified on the drawing.
 - 2.4.2 Design the location of curb inlets and drainage structures based on the City's minimum design requirements for a collector street.
- 2.5 Develop erosion control plan for the proposed improvements. The extent of the drawings will identify the general design for placement of silt fencing, wattles, sedimentation basins, and other erosion control measures during construction activities. The plan will be in a reduced scale and double-plan sheet format with existing and proposed contours.
- 2.6 Prepare cross sections at 25-foot intervals. Additional cross sections will be provided at entrances, side streets, crossroad culverts, and locations of critical interest to depict cuts, fills, or special features.

- 2.7 Prepare a preliminary drawing for the traffic control and construction phasing plan.
- 2.8 Prepare a preliminary drawing for the street lighting layout.
- 2.9 The following plan sheets will be prepared for the Field Check plan submittal.
 - Title Sheet
 - General Layout Sheet
 - Typical Section Sheets
 - Control and Reference Ties Sheet
 - Plan and Profile Sheets
 - Storm Sewer Plan and Profile Sheets
 - Erosion Control Sheets
 - Traffic Control and Construction Phasing Sheets
 - Street Lighting Sheets
 - Drainage Area Map
 - Cross Sections
- 2.10 The Consultant will prepare an Opinion of Probable Construction Cost using City standard bid items and recent bid tabs for the City of Leavenworth and the KDOT quarterly reports in conjunction with local cost information provided by the City.
- 2.11 The Consultant will attend a Preliminary Plan review meeting with City staff.

Section 3 – Easement Documents

- 3.1 Based on the comments received from the City during the Preliminary Plan review, the Consultant will revise only those elements in the preliminary plans that will affect the easement documents.
- 3.2 Prepare legal descriptions and exhibits that will include one (1) temporary easement description and one (1) right-of-way description per tract. The Consultant's fee is based on writing descriptions one (1) time. Any changes to the exhibit or the legal descriptions resulting from negotiations as part of the property acquisition process will be provided as Additional Service.

Section 4 – Final Plans, Special Provisions, and Estimate (100% Complete)

- 4.1 Based on the comments received from the City during the Preliminary Plan review, the Consultant will revise the construction plans. A written list of the comments will be assembled into a single document and distributed to the team members for their use during this plan development phase.
- 4.2 The Consultant will prepare specifications for any construction work items that are not covered under the City's Standard Specifications.
- 4.3 The Consultant will prepare an Opinion of Probable Construction Cost using City standard bid items and recent bid tabs for the City of Leavenworth and the KDOT quarterly reports in conjunction with local cost information provided by the City.
- 4.4 The Consultant will assist the City in preparing, submitting and communicating information for the following environmental permits which are anticipated for the project:
 - a. Notice of Intent (NOI) for Stormwater Runoff from Construction Activities.

- b. Kansas Department of Wildlife and Parks threatened and endangered species determination.
- c. Kansas Historical Society historical determination.
- d. Any other permit applications as required by the above agencies.

Section 5 – Utility Coordination

- 5.1 The Consultant will submit a Utility Location Report to each of the utility companies identified in the project corridor. The report will also include a project location sheet of the project for their use in locating their facilities.
- 5.2 The Consultant will attend a regularly scheduled meeting of the City’s Utility Group to discuss the project. The purpose of this meeting is to review the Utility Location Report forms received from the utility companies, inform the affected utility companies of the project schedule, confirm the location of their facilities along the project corridor based on field locates, and collect any additional information regarding company contacts, and proposed plans for upgrading their facility.
- 5.3 The Consultant will attend a regularly scheduled meeting with the City’s Utility Group to during the development of the Final Plans to review each of the utility company’s decisions that will need to have been made with regard to the relocation of their facilities that are in conflict with the proposed improvements. Coordination between the various utilities will be discussed. The location of any utility easements will be required for the Right-of-Way Plan preparation.
- 5.4 The Consultant will post an electronic set of Final Plans on the Consultant’s FTP site for the utility company’s use. The set of plans will be posted two weeks prior to a regularly scheduled City Utility Group meeting. The purpose of this meeting is to review the progress of each of the utility companies for the relocation of their facilities.

Section 6 – Project Meetings

- 6.1 The Consultant will attend a kick-off meeting at City Hall to discuss the project schedule, specific design issues that will need to be resolved and establish the dates of future team meetings. It is anticipated that this meeting will be approximately two (2) hours.
- 6.2 The Consultant will attend monthly meetings with the City to discuss project progress, design issues that may arise throughout the project, changes within other City projects that may affect the project, project schedule, and other items as needed. These meetings will occur during the Preliminary design phase only. Based on a three (3) month Preliminary Plan development schedule, a total of three (3) meetings will need to be scheduled.
- 6.3 The Consultant will attend one (1) public meeting to present the Preliminary Plans. The meeting will be held at location to be determined by the City in an “open house” format. The Consultant will prepare two (2) large display board mounted on foam core to allow people to view the proposed improvements. One (1) set of full-size plans will be available to discuss one-on-one items if necessary.

Section 7 – Project Management and Quality Control

- 7.1 The Consultant will prepare a Project Work Plan that covers the methodology, design criteria, and other pertinent information that will affect the project design and schedule. Other documents that will be used in the development of the Plans are:
- City of Leavenworth design criteria
 - KDOT Design Manual
 - AASHTO's "Manual on Uniform Traffic Control Devices" (MUTCD)
 - AASHTO's "A Policy on Geometric Design of Highways and Streets"
 - AASHTO's "Roadside Design Guide"
 - KDOT Standard Specifications for State Road and Bridge Construction
 - KDOT Standard Plans
 - KDOT Survey Manual
 - Other publications as directed by the City
- 7.2 This task will include coordination of the Consultant's project team, preparation of the monthly progress reports to the City, providing timely response to the City from the Project Manager, and QA/QC check of plans and quantities.

Section 8 – Construction Phase Services

- 8.1 At this time, construction phase services are not included in this contract. Should the City desire to have Wilson & Company perform construction phase services, including but not limited to the following items, a scope and fee will be negotiated as a supplemental service.
- Provide construction management reviews
 - Provide on-site inspection
 - Provide materials testing
 - Review shop drawings
 - Review RFI's, change orders, pay applications, etc.
 - Final inspection and letter of acceptance
 - Preparation of record drawings

Assumptions

1. Full-size plan sheets are to be 22" x 34". US Customary (English) units of measure will be used in developing the design, construction plans, supplemental specifications, quantity estimates and estimates of probable construction.
2. Plan scale will be 1"=20'. Profile scale will be 1"=20' horizontal and 1"=10' vertical. The scale of other sheets will be modified depending on the level of detail required.
3. Two (2) full size and two (2) half size plan sets will be submitted to the City for review at each milestone.

City Responsibilities

1. Provide list of property owner names and addresses of affected tracts. The Consultant will use the information for sending letters to each of the property owners along the project corridor to inform

- them that surveyors will need to have access to their property for the purpose of obtaining property line and topographic information.
2. Provide the City standard design criteria for the design of roadways and storm drainage systems to the Consultant.
 3. Provide the City standard details to the Consultant for use in the project.
 4. Provide the Consultant with copies of all drainage and infrastructure plans, reports, studies, etc. along the project area.
 5. Notify all property owners along the project and other interested parties of any public meetings.
 6. Arrange and provide the facilities for all public and utility meetings.
 7. Provide any recent bid tabs to assist in the development of the opinion of probable costs.
 8. Acquire all proposed right-of-way and easements, if required.
 9. Obtain all necessary permits from the State or Federal agencies. The Consultant will assist the City as noted in the Scope of Services.
 10. Prepare the Project Manual for use during the bidding process.

Items Not Included in the Scope of Services

1. Any work requested by the City that is not included in the basic services will be classified as supplemental services. Supplementary services shall include, but are not limited to the following:
 - a. Changes in the scope, extent, or character of the project.
 - b. Revisions to the plans when inconsistent with previous approvals or instructions by the City.
 - c. Updating plans to reflect development that has occurred after the Final Plans are complete.
2. Geotechnical investigations and recommendations.
3. No environmental investigations, permits or services are included except as specifically identified.
4. Full property survey or setting of new property corners if they are missing is not required.
5. Flagging of the proposed right-of-way and easements as part of the appraisal process.
6. Preparation of any environmental clearance documents, except as noted in the scope of services.
7. Revisions or modifications to the construction plans, legal descriptions, and/ or exhibits created by negotiations between the City and the property owner during property acquisition.
8. Printing and review of bidding documents.
9. Design of an irrigation system for the landscaped and grassed areas.
10. Design of any major crossroad structures for the Kansas Overload Provision and the AASHTO Alternate Military Load will not be required.
11. Channel change work, other than directly at the inlet and/or outlet end of roadway drainage structures, will not be required.

Proj.: Wilson Avenue Improvements
 By: JCKlandt
 Date: February 27, 2023
 Client: City of Leavenworth
 Notes: Full Depth Reconstruction

**EXHIBIT A
 FEE ESTIMATE WORKSHEET**

Fee Reviewed by
 CD Longman
 Date:
 02/27/23
 TASK CODE
 WCI CLASS

TASK ID	WORK TASK DESCRIPTION	ESTIMATED MANHOURS							TOTAL HOURS	LABOR EFFORT	EXPENSE EFFORT	TOTAL FEE
		P7 QA/QC Manager	P8 Project Manager	P3 Project Engineer	P04 CADD Designer	P86 Survey Manager	P85 Survey Crew Chief	P84 Surveyor				
SECTION 01 - DATA COLLECTION and FIELD SURVEY												
1.1	Section Corners and Property Corners					1	4	4	9.00	\$ 1,116.00	\$ 162.50	\$ 1,278.50
1.2	Survey Control					1	2	2	5.00	\$ 648.00	\$ 162.50	\$ 810.50
1.3	Utility Locates				4	1	4	4	13.00	\$ 1,620.00	\$ 162.50	\$ 1,782.50
1.4	Topographic Field Survey				8	2	16	16	42.00	\$ 5,112.00	\$ 750.00	\$ 5,862.00
1.5	Pavement Hand-dots						2	2	4.00	\$ 468.00	\$ 162.50	\$ 630.50
1.6	Locate Storm and Sanitary Sewer Structures				4	1	4	4	13.00	\$ 1,620.00	\$ 162.50	\$ 1,782.50
1.7	Locate Manmade Objects				4	1	4	4	13.00	\$ 1,620.00	\$ 262.50	\$ 1,882.50
1.8	Field Notes						4		4.00	\$ 552.00	\$ -	\$ 552.00
1.9	Property Lines and Ownerships		4			4			8.00	\$ 1,000.00	\$ 3,750.00	\$ 5,350.00
	Subtotal	0	4	0	20	11	40	36	111.00	\$ 14,356.00	\$ 5,575.00	\$ 19,931.00
SECTION 02 - Preliminary Plan Development												
2.1	Develop Typical Sections			4	4				8.00	\$ 1,004.00	\$ -	\$ 1,004.00
2.2	Develop Horizontal Alignment			2	4				6.00	\$ 754.00	\$ -	\$ 754.00
2.3	Develop Vertical Alignment	1	16	4					21.00	\$ 2,724.00	\$ -	\$ 2,724.00
2.4	Develop Underground Storm Drainage System	2	24	12					38.00	\$ 4,952.00	\$ -	\$ 4,952.00
2.5	Develop Erosion Control Plan	1	2	8					11.00	\$ 1,478.00	\$ -	\$ 1,478.00
2.6	Prepare Cross Sections	2	12	24					38.00	\$ 4,964.00	\$ -	\$ 4,964.00
2.7	Develop Traffic Control and Construction Phasing Plan	1	8	8					17.00	\$ 2,228.00	\$ -	\$ 2,228.00
2.8	Prepare Street Lighting Layout	1	8	4					13.00	\$ 1,724.00	\$ -	\$ 1,724.00
2.9	Prepare Preliminary Plans	4	4	48	48				104.00	\$ 13,968.00	\$ -	\$ 13,968.00
2.10	Prepare Construction Cost Estimate	1	2						3.00	\$ 470.00	\$ -	\$ 470.00
2.11	Attend Preliminary Plan Review Meeting	4	4						8.00	\$ 1,380.00	\$ 56.00	\$ 1,436.00
	Subtotal	4	17	150	116	0	0	0	267.00	\$ 35,646.00	\$ 56.00	\$ 35,702.00
SECTION 03 - EASEMENT DOCUMENTS												
3.1	Revise Preliminary Plans for Easements Based on City Comments		2	4	12				18.00	\$ 2,452.00	\$ -	\$ 2,452.00
3.2	Prepare Legal Descriptions and Exhibits				12	8			20.00	\$ 2,952.00	\$ -	\$ 2,952.00
	Subtotal	0	2	4	24	8	0	0	38.00	\$ 5,404.00	\$ -	\$ 5,404.00
SECTION 04 - FINAL PLANS, SPECIAL PROVISIONS, and ESTIMATE												
4.1	Revise Preliminary Plans Based on City Comments	4	4	24	40				72.00	\$ 9,960.00	\$ -	\$ 9,960.00
4.2	Prepare Specifications	2	4						6.00	\$ 940.00	\$ -	\$ 940.00
4.3	Prepare Construction Cost Estimate	1	2						3.00	\$ 470.00	\$ -	\$ 470.00
4.4	Prepare Environmental Permits	2	8	8					18.00	\$ 2,448.00	\$ -	\$ 2,448.00
	Subtotal	4	9	38	48	0	0	0	99.00	\$ 13,818.00	\$ -	\$ 13,818.00
SECTION 05 - UTILITY COORDINATION												
5.1	Utility Location Report		2	4	4				10.00	\$ 1,444.00	\$ -	\$ 1,444.00
5.2	Attend City Utility Meeting to Review Utility Location Report		4	4					8.00	\$ 1,380.00	\$ 56.00	\$ 1,436.00
5.3	Attend City Utility Meeting to Review Final Check Plans		4	4					8.00	\$ 1,380.00	\$ 56.00	\$ 1,436.00
5.4	Attend City Utility Meeting to Review Relocation Status		4	4					8.00	\$ 1,380.00	\$ 56.00	\$ 1,436.00
	Subtotal	0	14	16	4	0	0	0	34.00	\$ 5,584.00	\$ 224.00	\$ 5,808.00
SECTION 06 - PROJECT MEETINGS												
6.1	Attend Project Kick-Off Meeting		2	2					4.00	\$ 690.00	\$ 56.00	\$ 746.00
6.2	Attend Coordination Meetings (3)		9	9					18.00	\$ 3,105.00	\$ 168.00	\$ 3,273.00
6.3	Attend Public Meeting		2	4	8				14.00	\$ 1,948.00	\$ 370.00	\$ 2,318.00
	Subtotal	0	13	15	8	0	0	0	36.00	\$ 5,743.00	\$ 594.00	\$ 6,337.00
SECTION 07 - PROJECT MANAGEMENT and QUALITY CONTROL												
7.1	Prepare Project Work Plan		2						2.00	\$ 440.00	\$ -	\$ 440.00
7.2	Project Management, Coordination, and QC Reviews		48						48.00	\$ 10,560.00	\$ -	\$ 10,560.00
	Subtotal	0	50	0	0	0	0	0	50.00	\$ 11,000.00	\$ -	\$ 11,000.00
TOTALS		8	109	203	220	19	40	36	635.00	\$ 91,551.00	\$ 6,449.00	\$ 98,000.00

Proj.: Wilson Avenue Improvements
 By: JCKlaudt
 Date: February 27, 2023
 Client: City of Leavenworth
 Notes: Full Depth Reconstruction

Fee Reviewed by:
 CDLoughman
 Date:
 02/27/23

EXHIBIT A
 FEE ESTIMATE WORKSHEET - EXPENSES

		ESTIMATED EXPENSES						
TASK I.D.	WORK TASK DESCRIPTION	TASK CODE	MISC	6010	7020	1000 SUB1	DIRECT EXPENSE SUBTOTAL	EXPENSE EFFORT (\$)
		UNIT CODE	Passenger Vehicle	GPS Equipment	Survey Vehicle	Title Reports		
	UNIT		Mile	Day	Mile	Unit	(\$)	
	UNIT COST		\$0.80	\$125.00	\$1.00	\$250.00		
SECTION 01 - DATA COLLECTION and FIELD SURVEY								
1.1	Section Corners and Property Corners			0.50	100.00		\$ 162.50	\$ 162.50
1.2	Survey Control			0.50	100.00		\$ 162.50	\$ 162.50
1.3	Utility Locates			0.50	100.00		\$ 162.50	\$ 162.50
1.4	Topographic Field Survey			2.00	500.00		\$ 750.00	\$ 750.00
1.5	Pavement Hardshots			0.50	100.00		\$ 162.50	\$ 162.50
1.6	Locate Storm and Sanitary Sewer Structures			0.50	100.00		\$ 162.50	\$ 162.50
1.7	Locate Manmade Objects			0.50	200.00		\$ 262.50	\$ 262.50
1.8	Field Notes						\$ -	\$ -
1.9	Property Lines and Ownerships					15.00	\$ -	\$ 3,750.00
	Subtotal		0.00	5.00	1200.00	15.00	\$ 1,825.00	\$ 5,575.00
SECTION 02 - Preliminary Plan Development								
2.1	Develop Typical Sections						\$ -	\$ -
2.2	Develop Horizontal Alignment						\$ -	\$ -
2.3	Develop Vertical Alignment						\$ -	\$ -
2.4	Develop Underground Storm Drainage System						\$ -	\$ -
2.5	Develop Erosion Control Plan						\$ -	\$ -
2.6	Prepare Cross Sections						\$ -	\$ -
2.7	Develop Traffic Control and Construction Phasing Plan						\$ -	\$ -
2.8	Prepare Street Lighting Layout						\$ -	\$ -
2.9	Prepare Preliminary Plans						\$ -	\$ -
2.10	Prepare Construction Cost Estimate						\$ -	\$ -
2.11	Attend Preliminary Plan Review Meeting		70.00				\$ 56.00	\$ 56.00
	Subtotal		70.00	0.00	0.00	0.00	\$ 56.00	\$ 56.00
SECTION 03 - EASEMENT DOCUMENTS								
3.1	Revise Preliminary Plans for Easements Based on City Comments						\$ -	\$ -
3.2	Prepare Legal Descriptions and Exhibits						\$ -	\$ -
	Subtotal		0.00	0.00	0.00	0.00	\$ -	\$ -
SECTION 04 - FINAL PLANS, SPECIAL PROVISIONS, and ESTIMATE								
4.1	Revise Preliminary Plans Based on City Comments						\$ -	\$ -
4.2	Prepare Specifications						\$ -	\$ -
4.3	Prepare Construction Cost Estimate						\$ -	\$ -
4.4	Prepare Environmental Permits						\$ -	\$ -
	Subtotal		0.00	0.00	0.00	0.00	\$ -	\$ -
SECTION 05 - UTILITY COORDINATION								
5.1	Utility Location Report						\$ -	\$ -
5.2	Attend City Utility Meeting to Review Utility Location Report		70.00				\$ 56.00	\$ 56.00
5.3	Attend City Utility Meeting to Review Preliminary Plans		70.00				\$ 56.00	\$ 56.00
5.3	Attend City Utility Meeting to Review Final Check Plans		70.00				\$ 56.00	\$ 56.00
5.4	Attend City Utility Meeting to Review Relocation Status		70.00				\$ 56.00	\$ 56.00
	Subtotal		280.00	0.00	0.00	0.00	\$ 224.00	\$ 224.00
SECTION 06 - PROJECT MEETINGS								
6.1	Attend Project Kick-Off Meeting		70.00				\$ 56.00	\$ 56.00
6.2	Attend Coordination Meetings (3)		210.00				\$ 168.00	\$ 168.00
6.3	Attend Public Meeting		70.00	314.00			\$ 370.00	\$ 370.00
	Subtotal		350.00	314.00	0.00	0.00	\$ 594.00	\$ 594.00
SECTION 07 - PROJECT MANAGEMENT and QUALITY CONTROL								
7.1	Prepare Project Work Plan						\$ -	\$ -
7.2	Project Management, Coordination, and QC Reviews						\$ -	\$ -
	Subtotal		0.00	0.00	0.00	0.00	\$ -	\$ -
UNIT TOTALS			700.00	314.00	5.00	1200.00	15.00	
EXPENSE TOTALS			\$560.00	\$314.00	\$625.00	\$1,200.00	\$3,750.00	\$2,699.00
								\$6,449.00

EXHIBIT B

Project: Wilson Avenue Improvements
 Date: February 15, 2023
 Client: City of Leavenworth



CLASS	TITLE	REGULAR BILLING RATE	OVERTIME BILLING RATE
FC1	Junior Construction Observer	\$ 65.00	\$ 97.50
FC2	Construction Observer/Inspector	\$ 77.00	\$ 115.50
FC3	Construction Observer/Inspector	\$ 92.00	\$ 138.00
FC4	Construction Observer/Inspector	\$ 110.00	\$ 165.00
FC5	Senior Construction Observer/Inspector	\$ 125.00	\$ 125.00
FC6	Senior Construction Observer/Inspector	\$ 150.00	\$ 150.00
FS1	Survey Tech I	\$ 48.00	\$ 72.00
FS2	Survey Tech II	\$ 60.00	\$ 90.00
FS3	Survey Tech III	\$ 75.00	\$ 112.50
FS4	Crew Chief, Senior Crew Chief	\$ 96.00	\$ 144.00
FS5	Chief Surveyor (Licensed)	\$ 138.00	\$ 207.00
FS6	Survey Manager (Licensed)	\$ 180.00	\$ 180.00
FS7	Operations Manager (Licenced)	\$ 240.00	\$ 240.00
IA1	Intern I	\$ 38.00	\$ 57.00
IA2	Intern II	\$ 54.00	\$ 81.00
OD1	CADD Technician (entry level)	\$ 48.00	\$ 72.00
OD2	CADD Technician	\$ 60.00	\$ 90.00
OD3	CADD Technician	\$ 80.00	\$ 120.00
OD4	CADD Technician	\$ 100.00	\$ 150.00
OD5	Senior CADD Technician/CADD Manager	\$ 115.00	\$ 172.50
OP1	Apprentice Stereo Operator	\$ 50.00	\$ 75.00
OP2	Stereo Operator	\$ 63.00	\$ 94.50
OP3	Stereo Operator/GIS Analyst	\$ 82.00	\$ 123.00
OP4	Stereo Operator/GIS Analyst	\$ 110.00	\$ 165.00
OP5	Chief Photogrammetrist	\$ 124.00	\$ 124.00
OP6	Chief Photogrammetrist	\$ 180.00	\$ 180.00
OP7	Chief Photogrammetrist	\$ 240.00	\$ 240.00
P1	Graduate Enginner (Unlicensed)	\$ 95.00	\$ 95.00
P2	Graduate Enginner (Unlicensed)	\$ 105.00	\$ 105.00
P3	Staff Detail Designer (Unlicensed)	\$ 125.00	\$ 125.00
P4	Staff Detail Designer (Licensed)	\$ 147.00	\$ 147.00
P5	Project Designer (Licensed)	\$ 194.00	\$ 194.00
P6	Project Designer (Licensed)	\$ 220.00	\$ 220.00
P7	Department Head, Principal (Licensed)	\$ 260.00	\$ 260.00
P8	Principal (Licensed)	\$ 245.50	\$ 245.50
PD1	CADD Designer	\$ 82.00	\$ 123.00
PD2	CADD Designer	\$ 88.00	\$ 132.00
PD3	CADD Designer	\$ 110.00	\$ 165.00
PD4	Senior CADD Designer	\$ 126.00	\$ 126.00
PD5	Senior CADD Designer	\$ 140.00	\$ 140.00

Exhibit A-2
Scope of Services
Wilson Avenue Improvements
(St. Mary's Street to Limit Street)
City Project No. 2021-954
February 27, 2023

General Scope of Services

The purpose of this contract is to provide professional design services to develop Final Plans, Special Provisions, and Estimates for the Wilson Avenue Improvements project. The proposed improvements include Wilson Avenue from Limit Street south 1300 feet and consist of:

- 28-foot back-of-curb to back-of-curb road width,
- 5-foot sidewalk on the west side of the roadway,
- underground storm drainage system,
- street lighting.

Survey will be completed for 2,600 feet along Wilson Avenue from Limit Street south to the already improved section of Saint Mary's Street. The additional survey will be utilized for future improvement phases to Wilson Avenue.

Detailed Scope of Services

Section 1 – Data Collection and Field Survey

- 1.1 Section Corners and Property Corners. The Consultant will conduct section tie surveys as per KDOT standards. The section corners necessary to reestablish the existing right-of-way, platted lots, and unplatted properties. It is assumed these corners are monumented and referenced based on previous projects in the area. State reference forms will be completed and sent to the State and County for each recovered monument. A search for existing property corner monuments will be conducted. Any found monuments will be shown in the topography as an unconfirmed corner. A legal boundary survey will NOT be conducted at this time.
- 1.2 Survey Control. The Consultant will establish the survey control network of the project. Horizontal and vertical control points will be set along the proposed road corridor to be used for design surveys. References will be tied to each monument. Benchmarks will be set on permanent structures that have less likelihood of being disturbed. Elevations will also be determined for all horizontal control points. Datum: NAVD 88.
- 1.3 Utility Locates. The Consultant will contact utility companies through the Kansas One-Call system and as supplemented by the City for those utility companies not associated with the One-Call system. Utilities will be horizontally field located according to field marks by the utility companies or by a One-Call locator. If there is no response to the initial request, Kansas One-Call will be contacted a second time to re-issue the locate notices. The man-hours for this item are based on all utilities being marked within two (2) weeks of the time of the locate request. If a utility owner does not respond to the locate request, the Consultant will contact the City to discuss a plan of action and estimated cost to complete the survey.
- 1.4 Topographic Field Survey. Perform field surveys to obtain sufficient detail for the project design. The field information shall include topographic information to clearly identify breaklines, slopes, and terrain issues including; top of drainage channel banks and streambeds within 300' upstream and downstream of the proposed project.

- 1.5 Pavement Hardshots. Hard shots will be taken at the edge of pavement and centerline for areas without curb and gutter. In areas with curb and gutter, top of curb, gutter flow line, lip of gutter, and centerline will be shot. Hard shots will be taken in cross section fashion at 25-foot intervals.
- 1.6 Locate Storm and Sanitary Sewer Structures. The inflow/outflow elevations for storm and sanitary sewer structures will be located along with the size and type of structure and the size and type of the conduit entering and leaving the structure.
- 1.7 Locate Manmade Objects. Fixed location manmade objects visible on the surface will be located horizontally and vertically (at the ground).
- 1.8 Field Notes. Field notes will be indexed and bound as per KDOT standards. One (1) hard copy will be submitted to the City for their records.
- 1.9 Property Lines and Ownerships. Our research of the project indicates that the properties are within the GIST Survey, but the parcels are described by metes and bounds. The consultant will order O&E reports from a local title company. The deliverables from the title company will include the ownership name, identification of any encumbrances on the property, a description of the property, and copies of deeds and any easements associated with the property. The Consultant will use this information to develop the right-of-way and property information used in the base mapping. The Consultant has identified a total of 23 individual tracts.

Section 2 – Preliminary Plan Development (60% Complete)

- 2.1 Develop typical sections to be used for the design based on the geotechnical report and City recommendations.
 - Pavement type
 - Pavement thickness
 - Subgrade treatment
 - Backslopes and foreslopes
 - Lane widths
 - Sidewalk Locations
- 2.2 Develop one (1) horizontal alignment that will match the existing full-width street section at either end on the project (north end of base project and south end of alternate 2).
- 2.3 Develop one (1) vertical alignment that for the overall project limits, but closely matches existing grade at the limits of each alternate.
- 2.4 Develop underground storm drainage system.
 - 2.4.1 Prepare a drainage area map for the project. Each subbasin for each inlet structure will be clearly identified on the drawing.
 - 2.4.2 Design the location of curb inlets and drainage structures based on the City's minimum design requirements for a collector street.
- 2.5 Develop erosion control plan for the proposed improvements. The extent of the drawings will identify the general design for placement of silt fencing, wattles, sedimentation basins, and other erosion control measures during construction activities. The plan will be in a reduced scale and double-plan sheet format with existing and proposed contours.

- 2.6 Prepare cross sections at 25-foot intervals. Additional cross sections will be provided at entrances, side streets, crossroad culverts, and locations of critical interest to depict cuts, fills, or special features.
- 2.7 Prepare a preliminary drawing for the traffic control and construction phasing plan.
- 2.8 Prepare a preliminary drawing for the street lighting layout.
- 2.9 The following plan sheets will be prepared for the Field Check plan submittal.
 - Title Sheet
 - General Layout Sheet
 - Typical Section Sheets
 - Control and Reference Ties Sheet
 - Plan and Profile Sheets
 - Storm Sewer Plan and Profile Sheets
 - Erosion Control Sheets
 - Traffic Control and Construction Phasing Sheets
 - Street Lighting Sheets
 - Drainage Area Map
 - Cross Sections
- 2.10 The Consultant will prepare an Opinion of Probable Construction Cost using City standard bid items and recent bid tabs for the City of Leavenworth and the KDOT quarterly reports in conjunction with local cost information provided by the City.
- 2.11 The Consultant will attend a Preliminary Plan review meeting with City staff.

Section 3 – Easement Documents

- 3.1 Based on the comments received from the City during the Preliminary Plan review, the Consultant will revise only those elements in the preliminary plans that will affect the easement documents.
- 3.2 Prepare legal descriptions and exhibits that will include one (1) temporary easement description and one (1) right-of-way description per tract. The Consultant's fee is based on writing descriptions one (1) time. Any changes to the exhibit or the legal descriptions resulting from negotiations as part of the property acquisition process will be provided as Additional Service.

Section 4 – Final Plans, Special Provisions, and Estimate (100% Complete)

- 4.1 Based on the comments received from the City during the Preliminary Plan review, the Consultant will revise the construction plans. A written list of the comments will be assembled into a single document and distributed to the team members for their use during this plan development phase.
- 4.2 The Consultant will prepare specifications for any construction work items that are not covered under the City's Standard Specifications.
- 4.3 The Consultant will prepare an Opinion of Probable Construction Cost using City standard bid items and recent bid tabs for the City of Leavenworth and the KDOT quarterly reports in conjunction with local cost information provided by the City.

- 4.4 The Consultant will assist the City in preparing, submitting and communicating information for the following environmental permits which are anticipated for the project:
- a. Notice of Intent (NOI) for Stormwater Runoff from Construction Activities.
 - b. Kansas Department of Wildlife and Parks threatened and endangered species determination.
 - c. Kansas Historical Society historical determination.
 - d. Any other permit applications as required by the above agencies.

Section 5 – Utility Coordination

- 5.1 The Consultant will submit a Utility Location Report to each of the utility companies identified in the project corridor. The report will also include a project location sheet of the project for their use in locating their facilities.
- 5.2 The Consultant will attend a regularly scheduled meeting of the City’s Utility Group to discuss the project. The purpose of this meeting is to review the Utility Location Report forms received from the utility companies, inform the affected utility companies of the project schedule, confirm the location of their facilities along the project corridor based on field locates, and collect any additional information regarding company contacts, and proposed plans for upgrading their facility.
- 5.3 The Consultant will attend a regularly scheduled meeting with the City’s Utility Group to during the development of the Final Plans to review each of the utility company’s decisions that will need to have been made with regard to the relocation of their facilities that are in conflict with the proposed improvements. Coordination between the various utilities will be discussed. The location of any utility easements will be required for the Right-of-Way Plan preparation.
- 5.4 The Consultant will post an electronic set of Final Plans on the Consultant’s FTP site for the utility company’s use. The set of plans will be posted two weeks prior to a regularly scheduled City Utility Group meeting. The purpose of this meeting is to review the progress of each of the utility companies for the relocation of their facilities.

Section 6 – Project Meetings

- 6.1 The Consultant will attend a kick-off meeting at City Hall to discuss the project schedule, specific design issues that will need to be resolved and establish the dates of future team meetings. It is anticipated that this meeting will be approximately two (2) hours.
- 6.2 The Consultant will attend monthly meetings with the City to discuss project progress, design issues that may arise throughout the project, changes within other City projects that may affect the project, project schedule, and other items as needed. These meetings will occur during the Preliminary design phase only. Based on a three (3) month Preliminary Plan development schedule, a total of three (3) meetings will need to be scheduled.
- 6.3 The Consultant will attend one (1) public meeting to present the Preliminary Plans. The meeting will be held at location to be determined by the City in an “open house” format. The Consultant will prepare two (2) large display board mounted on foam core to allow people to view the proposed improvements. One (1) set of full-size plans will be available to discuss one-on-one items if necessary.

Section 7 – Project Management and Quality Control

- 7.1 The Consultant will prepare a Project Work Plan that covers the methodology, design criteria, and other pertinent information that will affect the project design and schedule. Other documents that will be used in the development of the Plans are:
- City of Leavenworth design criteria
 - KDOT Design Manual
 - AASHTO's "Manual on Uniform Traffic Control Devices" (MUTCD)
 - AASHTO's "A Policy on Geometric Design of Highways and Streets"
 - AASHTO's "Roadside Design Guide"
 - KDOT Standard Specifications for State Road and Bridge Construction
 - KDOT Standard Plans
 - KDOT Survey Manual
 - Other publications as directed by the City
- 7.2 This task will include coordination of the Consultant's project team, preparation of the monthly progress reports to the City, providing timely response to the City from the Project Manager, and QA/QC check of plans and quantities.

Section 8 – Construction Phase Services

- 8.1 At this time, construction phase services are not included in this contract. Should the City desire to have Wilson & Company perform construction phase services, including but not limited to the following items, a scope and fee will be negotiated as a supplemental service.
- Provide construction management reviews
 - Provide on-site inspection
 - Provide materials testing
 - Review shop drawings
 - Review RFI's, change orders, pay applications, etc.
 - Final inspection and letter of acceptance
 - Preparation of record drawings

Assumptions

1. Full-size plan sheets are to be 22" x 34". US Customary (English) units of measure will be used in developing the design, construction plans, supplemental specifications, quantity estimates and estimates of probable construction.
2. Plan scale will be 1"=20'. Profile scale will be 1"=20' horizontal and 1"=10' vertical. The scale of other sheets will be modified depending on the level of detail required.
3. Two (2) full size and two (2) half size plan sets will be submitted to the City for review at each milestone.

City Responsibilities

1. Provide list of property owner names and addresses of affected tracts. The Consultant will use the information for sending letters to each of the property owners along the project corridor to inform them that surveyors will need to have access to their property for the purpose of obtaining property line and topographic information.
2. Provide the City standard design criteria for the design of roadways and storm drainage systems to the Consultant.
3. Provide the City standard details to the Consultant for use in the project.
4. Provide the Consultant with copies of all drainage and infrastructure plans, reports, studies, etc. along the project area.
5. Notify all property owners along the project and other interested parties of any public meetings.
6. Arrange and provide the facilities for all public and utility meetings.
7. Provide any recent bid tabs to assist in the development of the opinion of probable costs.
8. Acquire all proposed right-of-way and easements, if required.
9. Obtain all necessary permits from the State or Federal agencies. The Consultant will assist the City as noted in the Scope of Services.
10. Prepare the Project Manual for use during the bidding process.

Items Not Included in the Scope of Services

1. Any work requested by the City that is not included in the basic services will be classified as supplemental services. Supplementary services shall include, but are not limited to the following:
 - a. Changes in the scope, extent, or character of the project.
 - b. Revisions to the plans when inconsistent with previous approvals or instructions by the City.
 - c. Updating plans to reflect development that has occurred after the Final Plans are complete.
2. Geotechnical investigations and recommendations.
3. No environmental investigations, permits or services are included except as specifically identified.
4. Full property survey or setting of new property corners if they are missing is not required.
5. Flagging of the proposed right-of-way and easements as part of the appraisal process.
6. Preparation of any environmental clearance documents, except as noted in the scope of services.
7. Revisions or modifications to the construction plans, legal descriptions, and/ or exhibits created by negotiations between the City and the property owner during property acquisition.
8. Printing and review of bidding documents.
9. Design of an irrigation system for the landscaped and grassed areas.
10. Design of any major crossroad structures for the Kansas Overload Provision and the AASHTO Alternate Military Load will not be required.
11. Channel change work, other than directly at the inlet and/or outlet end of roadway drainage structures, will not be required.

Proj: Wilson Avenue Improvements
 By: JCKlanft
 Date: February 27, 2023
 Client: City of Leavenworth
 Notes: Full Depth Reconstruction

**EXHIBIT A
 FEE ESTIMATE WORKSHEET**

Fee Reviewed by
 CDLaughlan
 Date:
 02/27/23

TASK ID	WORK TASK DESCRIPTION	ESTIMATED MANHOURS							TOTAL HOURS	LABOR EFFORT	EXPENSE EFFORT	TOTAL FEE	
		P7 QA/QC Manager	P6 Project Manager	P3 Project Engineer	PD4 CADD Designer	ES6 Survey Manager	ES5 Survey Crew Chief	ES4 Surveyor					
SECTION 01 - DATA COLLECTION and FIELD SURVEY													
1.1	Section Corners and Property Corners					2		8	8	18.00	\$ 2,232.00	\$ 225.00	\$ 2,457.00
1.2	Survey Control							1	4	9.00	\$ 1,116.00	\$ 225.00	\$ 1,341.00
1.3	Utility Locates					8		2	8	26.00	\$ 3,240.00	\$ 225.00	\$ 3,465.00
1.4	Topographic Field Survey					16		4	32	84.00	\$ 10,224.00	\$ 1,000.00	\$ 11,224.00
1.5	Pavement Handshots							4	4	8.00	\$ 936.00	\$ 225.00	\$ 1,161.00
1.6	Locate Storm and Sanitary Sewer Structures					8		2	8	26.00	\$ 3,240.00	\$ 225.00	\$ 3,465.00
1.7	Locate Manmade Objects					8		2	8	26.00	\$ 3,240.00	\$ 325.00	\$ 3,565.00
1.8	Field Notes								8	8.00	\$ 1,104.00	\$ -	\$ 1,104.00
1.9	Property Lines and Ownerships								8	12.00	\$ 2,320.00	\$ 5,750.00	\$ 8,070.00
	Subtotal	0	4	0	40	21	80	72	217.00	\$ 27,632.00	\$ 8,200.00	\$ 35,832.00	
SECTION 02 - Preliminary Plan Development													
2.1	Develop Typical Sections			4	4					8.00	\$ 1,004.00	\$ -	\$ 1,004.00
2.2	Develop Horizontal Alignment			2	4					6.00	\$ 754.00	\$ -	\$ 754.00
2.3	Develop Vertical Alignment		1	16	4					21.00	\$ 2,724.00	\$ -	\$ 2,724.00
2.4	Develop Underground Storm Drainage System		2	24	12					38.00	\$ 4,952.00	\$ -	\$ 4,952.00
2.5	Develop Erosion Control Plan		1	2	8					11.00	\$ 1,478.00	\$ -	\$ 1,478.00
2.6	Prepare Cross Sections		2	12	24					38.00	\$ 4,964.00	\$ -	\$ 4,964.00
2.7	Develop Traffic Control and Construction Phasing Plan		1	8	8					17.00	\$ 2,228.00	\$ -	\$ 2,228.00
2.8	Prepare Street Lighting Layout		1	8	4					13.00	\$ 1,724.00	\$ -	\$ 1,724.00
2.9	Prepare Preliminary Plans	4	4	48	48					104.00	\$ 13,968.00	\$ -	\$ 13,968.00
2.10	Prepare Construction Cost Estimate		1	2						3.00	\$ 470.00	\$ -	\$ 470.00
2.11	Attend Preliminary Plan Review Meeting		4	4						8.00	\$ 1,380.00	\$ 56.00	\$ 1,436.00
	Subtotal	4	17	130	116	0	0	0	267.00	\$ 35,646.00	\$ 56.00	\$ 35,702.00	
SECTION 03 - EASEMENT DOCUMENTS													
3.1	Revise Preliminary Plans for Easements Based on City Comments		2	4	12					18.00	\$ 2,452.00	\$ -	\$ 2,452.00
3.2	Prepare Legal Descriptions and Exhibits				12	8				20.00	\$ 2,952.00	\$ -	\$ 2,952.00
	Subtotal	0	2	4	24	8	0	0	38.00	\$ 5,404.00	\$ -	\$ 5,404.00	
SECTION 04 - FINAL PLANS, SPECIAL PROVISIONS, and ESTIMATE													
4.1	Revise Preliminary Plans Based on City Comments	4	4	24	40					72.00	\$ 9,960.00	\$ -	\$ 9,960.00
4.2	Prepare Specifications		2	4						6.00	\$ 940.00	\$ -	\$ 940.00
4.3	Prepare Construction Cost Estimate		1	2						3.00	\$ 470.00	\$ -	\$ 470.00
4.4	Prepare Environmental Permits		2	8	8					18.00	\$ 2,448.00	\$ -	\$ 2,448.00
	Subtotal	4	9	38	48	0	0	0	99.00	\$ 13,818.00	\$ -	\$ 13,818.00	
SECTION 05 - UTILITY COORDINATION													
5.1	Utility Location Report		2	4	4					10.00	\$ 1,444.00	\$ -	\$ 1,444.00
5.2	Attend City Utility Meeting to Review Utility Location Report		4	4						8.00	\$ 1,380.00	\$ 56.00	\$ 1,436.00
5.3	Attend City Utility Meeting to Review Final Check Plans		4	4						8.00	\$ 1,380.00	\$ 56.00	\$ 1,436.00
5.4	Attend City Utility Meeting to Review Relocation Status		4	4						8.00	\$ 1,380.00	\$ 56.00	\$ 1,436.00
	Subtotal	0	14	16	4	0	0	0	34.00	\$ 5,584.00	\$ 224.00	\$ 5,808.00	
SECTION 06 - PROJECT MEETINGS													
6.1	Attend Project Kick-Off Meeting		2	2						4.00	\$ 690.00	\$ 56.00	\$ 746.00
6.2	Attend Coordination Meetings (3)		9	9						18.00	\$ 3,105.00	\$ 168.00	\$ 3,273.00
6.3	Attend Public Meeting		2	4	8					14.00	\$ 1,948.00	\$ 449.00	\$ 2,397.00
	Subtotal	0	13	15	8	0	0	0	36.00	\$ 5,743.00	\$ 673.00	\$ 6,416.00	
SECTION 07 - PROJECT MANAGEMENT and QUALITY CONTROL													
7.1	Prepare Project Work Plan		2							2.00	\$ 440.00	\$ -	\$ 440.00
7.2	Project Management, Coordination, and QC Reviews		48							48.00	\$ 10,560.00	\$ -	\$ 10,560.00
	Subtotal	0	50	0	0	0	0	0	50.00	\$ 11,000.00	\$ -	\$ 11,000.00	
TOTALS		8	109	203	240	29	80	72	741.00	\$ 104,847.00	\$ 9,153.00	\$ 114,000.00	

Proj.: Wilson Avenue Improvements
 By: JCKlaudt
 Date: February 27, 2023
 Client: City of Leavenworth
 Notes: Full Depth Reconstruction

Fee Reviewed by
 CDLoughman
 Date:
 02/27/23

EXHIBIT A
FEE ESTIMATE WORKSHEET - EXPENSES

		ESTIMATED EXPENSES					DIRECT EXPENSE SUBTOTAL (\$)	EXPENSE EFFORT (\$)
TASK I.D.	WORK TASK DESCRIPTION	7010 Passenger Vehicle Mile \$0.80	MISC Misc. Expenses Unit \$1.00	6010 GPS Equipment Day \$125.00	7020 Survey Vehicle Mile \$1.00	1000 SUB1 Title Reports Unit \$250.00		
SECTION 01 - DATA COLLECTION and FIELD SURVEY								
1.1	Section Corners and Property Corners			1.00	100.00		\$ 225.00 \$ 225.00	
1.2	Survey Control			1.00	100.00		\$ 225.00 \$ 225.00	
1.3	Utility Locates			1.00	100.00		\$ 225.00 \$ 225.00	
1.4	Topographic Field Survey			4.00	500.00		\$ 1,000.00 \$ 1,000.00	
1.5	Pavement Hardshots			1.00	100.00		\$ 225.00 \$ 225.00	
1.6	Locate Storm and Sanitary Sewer Structures			1.00	100.00		\$ 225.00 \$ 225.00	
1.7	Locate Manmade Objects			1.00	200.00		\$ 325.00 \$ 325.00	
1.8	Field Notes						\$ - \$ -	
1.9	Property Lines and Ownerships					23.00	\$ - \$ 5,750.00	
	Subtotal	0.00	0.00	10.00	1200.00	23.00	\$ 2,450.00 \$ 8,200.00	
SECTION 02 - Preliminary Plan Development								
2.1	Develop Typical Sections						\$ - \$ -	
2.2	Develop Horizontal Alignment						\$ - \$ -	
2.3	Develop Vertical Alignment						\$ - \$ -	
2.4	Develop Underground Storm Drainage System						\$ - \$ -	
2.5	Develop Erosion Control Plan						\$ - \$ -	
2.6	Prepare Cross Sections						\$ - \$ -	
2.7	Develop Traffic Control and Construction Phasing Plan						\$ - \$ -	
2.8	Prepare Street Lighting Layout						\$ - \$ -	
2.9	Prepare Preliminary Plans						\$ - \$ -	
2.10	Prepare Construction Cost Estimate						\$ - \$ -	
2.11	Attend Preliminary Plan Review Meeting	70.00					\$ 56.00 \$ 56.00	
	Subtotal	70.00	0.00	0.00	0.00	0.00	\$ 56.00 \$ 56.00	
SECTION 03 - EASEMENT DOCUMENTS								
3.1	Revise Preliminary Plans for Easements Based on City Comments						\$ - \$ -	
3.2	Prepare Legal Descriptions and Exhibits						\$ - \$ -	
	Subtotal	0.00	0.00	0.00	0.00	0.00	\$ - \$ -	
SECTION 04 - FINAL PLANS, SPECIAL PROVISIONS, and ESTIMATE								
4.1	Revise Preliminary Plans Based on City Comments						\$ - \$ -	
4.2	Prepare Specifications						\$ - \$ -	
4.3	Prepare Construction Cost Estimate						\$ - \$ -	
4.4	Prepare Environmental Permits						\$ - \$ -	
	Subtotal	0.00	0.00	0.00	0.00	0.00	\$ - \$ -	
SECTION 05 - UTILITY COORDINATION								
5.1	Utility Location Report						\$ - \$ -	
5.2	Attend City Utility Meeting to Review Utility Location Report	70.00					\$ 56.00 \$ 56.00	
5.3	Attend City Utility Meeting to Review Preliminary Plans	70.00					\$ 56.00 \$ 56.00	
5.3	Attend City Utility Meeting to Review Final Check Plans	70.00					\$ 56.00 \$ 56.00	
5.4	Attend City Utility Meeting to Review Relocation Status	70.00					\$ 56.00 \$ 56.00	
	Subtotal	280.00	0.00	0.00	0.00	0.00	\$ 224.00 \$ 224.00	
SECTION 06 - PROJECT MEETINGS								
6.1	Attend Project Kick-Off Meeting	70.00					\$ 56.00 \$ 56.00	
6.2	Attend Coordination Meetings (3)	210.00					\$ 168.00 \$ 168.00	
6.3	Attend Public Meeting	70.00	393.00				\$ 449.00 \$ 449.00	
	Subtotal	350.00	393.00	0.00	0.00	0.00	\$ 673.00 \$ 673.00	
SECTION 07 - PROJECT MANAGEMENT and QUALITY CONTROL								
7.1	Prepare Project Work Plan						\$ - \$ -	
7.2	Project Management, Coordination, and QC Reviews						\$ - \$ -	
	Subtotal	0.00	0.00	0.00	0.00	0.00	\$ - \$ -	
UNIT TOTALS		700.00	393.00	10.00	1200.00	23.00		
EXPENSE TOTALS		\$560.00	\$393.00	\$1,250.00	\$1,200.00	\$5,750.00	\$3,403.00 \$9,153.00	

EXHIBIT B

Project: **Wilson Avenue Improvements**
 Date: February 15, 2023
 Client: City of Leavenworth



CLASS	TITLE	REGULAR BILLING RATE	OVERTIME BILLING RATE
FC1	Junior Construction Observer	\$ 65.00	\$ 97.50
FC2	Construction Observer/Inspector	\$ 77.00	\$ 115.50
FC3	Construction Observer/Inspector	\$ 92.00	\$ 138.00
FC4	Construction Observer/Inspector	\$ 110.00	\$ 165.00
FC5	Senior Construction Observer/Inspector	\$ 125.00	\$ 125.00
FC6	Senior Construction Observer/Inspector	\$ 150.00	\$ 150.00
FS1	Survey Tech I	\$ 48.00	\$ 72.00
FS2	Survey Tech II	\$ 60.00	\$ 90.00
FS3	Survey Tech III	\$ 75.00	\$ 112.50
FS4	Crew Chief, Senior Crew Chief	\$ 96.00	\$ 144.00
FS5	Chief Surveyor (Licensed)	\$ 138.00	\$ 207.00
FS6	Survey Manager (Licensed)	\$ 180.00	\$ 180.00
FS7	Operations Manager (Licenced)	\$ 240.00	\$ 240.00
IA1	Intern I	\$ 38.00	\$ 57.00
IA2	Intern II	\$ 54.00	\$ 81.00
OD1	CADD Technician (entry level)	\$ 48.00	\$ 72.00
OD2	CADD Technician	\$ 60.00	\$ 90.00
OD3	CADD Technician	\$ 80.00	\$ 120.00
OD4	CADD Technician	\$ 100.00	\$ 150.00
OD5	Senior CADD Technician/CADD Manager	\$ 115.00	\$ 172.50
OP1	Apprentice Stereo Operator	\$ 50.00	\$ 75.00
OP2	Stereo Operator	\$ 63.00	\$ 94.50
OP3	Stereo Operator/GIS Analyst	\$ 82.00	\$ 123.00
OP4	Stereo Operator/GIS Analyst	\$ 110.00	\$ 165.00
OP5	Chief Photogrammetrist	\$ 124.00	\$ 124.00
OP6	Chief Photogrammetrist	\$ 180.00	\$ 180.00
OP7	Chief Photogrammetrist	\$ 240.00	\$ 240.00
P1	Graduate Enginner (Unlicensed)	\$ 95.00	\$ 95.00
P2	Graduate Enginner (Unlicensed)	\$ 105.00	\$ 105.00
P3	Staff Detail Designer (Unlicensed)	\$ 125.00	\$ 125.00
P4	Staff Detail Designer (Licensed)	\$ 147.00	\$ 147.00
P5	Project Designer (Licensed)	\$ 194.00	\$ 194.00
P6	Project Designer (Licensed)	\$ 220.00	\$ 220.00
P7	Department Head, Principal (Licensed)	\$ 260.00	\$ 260.00
P8	Principal (Licensed)	\$ 245.50	\$ 245.50
PD1	CADD Designer	\$ 82.00	\$ 123.00
PD2	CADD Designer	\$ 88.00	\$ 132.00
PD3	CADD Designer	\$ 110.00	\$ 165.00
PD4	Senior CADD Designer	\$ 126.00	\$ 126.00
PD5	Senior CADD Designer	\$ 140.00	\$ 140.00

POLICY REPORT

Transfer of 310-312 Delaware Street to Land Bank

March 14, 2023



Prepared By:
Julie Hurley,
Director of Planning and Community
Development



Reviewed By:
Paul Kramer,
City Manager

DISCUSSION

The property located at 310-312 Delaware was previously transferred from the City of Leavenworth to the Leavenworth Youth Achievement Center, Inc., for the operation of a community services organization. The Leavenworth Youth Achievement Center is no longer in operation, and is conveying ownership of the property back to the City of Leavenworth in order to facilitate the redevelopment of the property.

Placing the property in the Land Bank will make the property exempt from all property or ad valorem taxes levied until such time that ownership of the property is transferred to another owner for redevelopment.

RECOMMENDED ACTION

- Motion to accept conveyance of the property located at 310-312 Delaware Street to the Leavenworth Land Bank.