



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

CITY COMMISSION REGULAR MEETING
COMMISSION CHAMBERS
TUESDAY, MARCH 11, 2025 6:00 P.M.

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

CALL TO ORDER – Pledge of Allegiance Followed by Silent Meditation

OLD BUSINESS

Consideration of Previous Meeting Minutes:

1. Minutes from February 25, 2025 Regular Meeting **Action:** Motion (pg. 2)

Second Consideration Ordinances:

2. Second Consideration Ordinance No. 8262 Special Use Permit to Allow a Two-Family Dwelling at 1112 Spruce Street
Action: Roll Call Vote (pg. 7)
-

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:

3. Mayor's Appointment **Action:** Motion (pg. 10)

Bids, Contracts and Agreements:

4. Consider Award to Purchase and Install Water Pollution Control Screw Press **Action:** Motion (pg. 11)

Staff Report:

- Semi-Annual Report and Presentation from Leavenworth Public Library (pg. 31)
-

Consent Agenda:

Claims for February 21, 2025 through March 6, 2025, in the amount of \$1,903,135.74; Net amount for Payroll # 4 effective February 21, 2025 in the amount of \$440,432.55 (Includes Police & Fire Pension in the amount of \$7,753.58).

Action: Motion

Other:

Adjournment

Action: Motion



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

City Commission Regular Meeting
Commission Chambers
Tuesday, February 25, 2025 6:00 p.m.

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

Staff members present: City Manager Scott Peterson, Assistant City Manager Penny Holler, Leavenworth Housing Authority Section Eight Coordinator Patrick Tooley, Planning & Community Development Director Kim Portillo, Public Works Director Brian Faust, City Attorney David E. Waters and City Clerk Sarah Bodensteiner.

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

OLD BUSINESS:

Consideration of Previous Meeting Minutes:

Commissioner Bauder moved to accept the minutes from the February 11, 2025 regular meeting. Commissioner Wilson seconded the motion and the motion was unanimously approved. Mayor Pittman declared the motion carried 5-0.

NEW BUSINESS:

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

Annette Hamilton, 225 Pottawatomie St.:

- Noticed the City had a presentation scheduled from the Shelter, but the meeting was cancelled due to weather
- Spent 6 years homeless
- Wants to see more being done about the homeless community
- Looking at other cities that have programs to address homelessness and provide support and skills training
- Would like the city to look into some of those types of programs

William Rogers, 7362 Yecker Ave., Kansas City, Kansas:

- City Commission will be asked to vote on CoreCivic ICE Facility
- Speaks on behalf of previous workers of the CoreCivic facility
- Not against detention centers
- Not an immigration issue, it's a human rights issue
- Wants to ensure if anything is done that it's done in a safe manner

General Items:

Consider Approval of Special Event Street Closure Policy – City Manager Scott Peterson presented the final version of the Special Event Street Closure Policy, based on feedback received at the January 21, 2025 and February 11, 2025 discussions on the matter. Staff reconfigured the notification system for affected businesses and residents. Instead of requiring event coordinators to get signatures from all impacted businesses and residents, they will instead be required to only get signatures from affected businesses. For residences, they will be provided with a template letter that they will be required to either mail or deliver to all impacted residences. The letter does not require a signature from anyone living in each unit. The event coordinator will then be required to provide a list of all residence that were sent or delivered the letter. Staff believes this adequately addresses the concerns that some Commissioners had with requiring event coordinators to interact with every resident in the special event area.

Commissioner Bauder moved to approve the Special Event Street Closure Policy as presented. Commissioner Martin seconded the motion and the motion was unanimously approved. Mayor Pittman declared the motion carried 5-0.

Update for Unsafe and Dangerous Fire Damaged Structure 3851 Tonganoxie Dr. – Chief Building Inspector Harold Burdette reviewed the repairs to the structure located at 3851 Tonganoxie Drive that was damaged by fire on May 24, 2024. The City received a check from insurance proceeds for \$44,696.00. A public hearing was held on September 10, 2024 and the City Commission adopted Resolution B-2378 requiring the owner to make repairs. At this time, the garage portion of the house has been reconstructed, but the exterior still needs to be painted. The interior work has progressed to the point that inspections have been performed and the project has been approved for sheetrock installation. Staff recommends that the City Commission approve releasing the funds back to the property owner.

Commissioner Hingula moved to release the funds back to the property owner. Commissioner Wilson seconded the motion and the motion was unanimously approved. Mayor Pittman declared the motion carried 5-0.

Resolutions:

Resolution B-2391 Annual Report for Stormwater 2024 – Public Works Director Brian Faust presented for adoption the annual Kansas Department of Health and Environment (KDHE) report for 2024 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 Wilson moved to adopt Resolution B-2391 approving the annual KDHE report for 2024 Stormwater activities. Commissioner Hingula seconded the motion and the motion was unanimously approved. Mayor Pittman declared the motion carried 5-0.

Resolution B-2392 Section Eight Management Assessment Program (SEMAP) Certification – Leavenworth Housing Authority Section Eight Coordinator Patrick Tooley presented the 2024 SEMAP for approval by the City Commission. This assessment is an annual process and is submitted electronically after approval by the City Commission. Mr. Tooley provided an overview of the Section Eight Program. The Section Eight Program consists of the Housing Choice Voucher program and the Veterans Affairs Supportive Housing program. Both programs enable low income families to live in apartments, duplexes or houses in the

community that they would be unable to afford on their own. The families rent portion is based on their income. The program is 100% federally funded, including all Admin costs.

Commissioner Martin moved to adopt Resolution B-2392 Section Eight Assessment Program. Commissioner Bauder seconded the motion and the motion was unanimously approved. Mayor Pittman declared the motion carried 5-0.

Resolution B-2393 Resolution of Support for Leavenworth Waterworks Federal Grant Application – City Manager Scott Peterson presented for approval a Resolution of Support for the Leavenworth Waterworks Board to apply for a Federal Grant for improvements to the South Water Treatment Plant. The improvements to the plant will cost about \$50 million dollars in total. The Leavenworth Waterworks Board is currently requesting resolutions of support from its area partners to strengthen their application for funding. The Resolution commits no City funds to the project, it merely provides support from the community that most directly benefits from Leavenworth Waterworks. Water is an essential service, and residents and businesses expect a water system that provides clean, efficient, reliable water. These improvements will go directly toward improving that service in light of those goals. Furthermore, the more efficient Leavenworth Waterworks' system is, that means less water and contaminates that will ultimately end up in the City of Leavenworth's sewer system. Leavenworth Waterworks Superintendent Joel Mahnken described the project and the issues it would resolve if the grant funding is awarded, while requesting the support from the City Commission.

Commissioner Bauder moved to adopt Resolution B-2393 Leavenworth Waterworks Federal Grant Application. Commissioner Wilson seconded the motion and the motion was unanimously approved. Mayor Pittman declared the motion carried 5-0.

Resolution B-2394 Setting Public Hearing for Unsafe Fire Damaged Structures – Chief Building Inspector Harold Burdette provided the background information. The City of Leavenworth has received insurance proceeds on 3 different properties whose structures were significantly damaged by fire: 224 Miami Street, fire occurred on 10/23/2024, 1425 Grande Avenue, fire occurred on 12/1/2024, and 1933 Miami Street, fire occurred on 12/17/2024. The insurance proceeds are to be used by the City to either remove the structures if the owners decide not to address the issue, or be returned to the property owners once repairs are completed and the structures are ready for occupancy or the structures have been demolished by the owners. A public hearing is required to determine if the structures should be demolished or if the owners will commit to making improvements within a timeframe acceptable to the City Commission. This Resolution sets the Public Hearing date of April 22, 2025.

Commissioner Martin moved to adopt Resolution B-2394 setting April 22, 2025 as the date for the public hearing regarding the unsafe fire damaged structures. Commissioner Wilson seconded the motion and the motion was unanimously approved. Mayor Pittman declared the motion carried 5-0.

Bids, Contracts and Agreements:

Consider Award of Study and Design Services for 2025 Switchgear Replacement Project – Public Works Director Brian Faust presented for approval of a comprehensive study to create detailed drawings for the replacement of the existing switchgear. GE 15 KV switchgear was installed in the 1970's and is becoming obsolete. This poses significant risk due to the difficulty in obtaining replacement parts and the manual nature of the switchgear. The switchgear system at our facility is responsible for managing power

distribution for two separate feeds provided by Evergy. This setup allows for continuity of power supply during maintenance or outages by enabling staff to switch power between two feeds. An allocation of \$840,000 has been earmarked for this project in the 2025 Capital Improvement Program. The funding is designated to cover the costs associated with the replacement of the switchgear, including engineering studies, equipment procurement and installation.

Commissioner Wilson moved to approve the study and design from Black and Veatch for the 2025 Switchgear Replacement Project, in an amount not to exceed \$226,750.00. Commissioner Bauder seconded the motion and the motion was unanimously approved. Mayor Pittman declared the motion carried 5-0.

Consider Award of Supplemental Design Services Amendment for the 10th & Limit Project – Public Works Director Brian Faust presented for approval a supplemental design services amendment for the design of improvements at the intersection of 10th and Limit Street. The project is funded in Federal Fiscal Years 2025 and 2026. The City was notified of a grant opportunity for intersection improvements that would improve the safety at high-crash locations. The intersection of 10th & Limit Street was identified as a possible candidate. The City received an offer letter from KDOT stating that we are eligible for up to \$1,000,000 in funding to help cover the costs of these improvements. The City is required to fund 10% of the construction/construction engineering costs and 100% for the design, right-of-way acquisition, utility relocations, as well as any construction costs that exceed the \$1,000,000. The original scope and fee assumed easement acquisition from one property would be needed along with limited storm sewer work. As the design progressed, it became clear that additional right-of-way and easements would be needed to construct the needed ADA upgrades at all four intersections. The design fee supplement is \$19,738.50 and funding is available in the Grant Matching Capital Projects Fund.

Commissioner Bauder moved to approve the Supplemental Design Services Amendment with Merge Midwest Engineering for the safety improvements to the 10th & Limit Project, in an amount not to exceed \$19,738.50. Commissioner Wilson seconded the motion and the motion was unanimously approved. Mayor Pittman declared the motion carried 5-0.

First Consideration Ordinance:

First Consideration Ordinance for Special Use Permit to Allow a Two-Family Dwelling at 1112 Spruce Street – Planning & Community Development Director Kim Portillo presented for first consideration an ordinance to approve a special use permit to allow a two-family dwelling in the R1-6 zoning district. Two-family dwellings are allowed in the R1-6 zoning district with the approval of a special use permit. The applicant purchased the property in 2022 as a single family home. In 2024 a building permit was issued to install two egress windows in the finished basement, at which point staff became aware of the intent to use the structure as a two-family dwelling unit. The Planning Commission considered this item at their February 3, 2025 meeting and voted 4-0 to recommend approval of the Special Use Permit.

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

Consent Agenda:

Commissioner Martin moved to approve claims for February 7, 2025, through February 20, 2025, in the amount of \$1,272,027.58; Net amount for Payroll #3 effective February 7, 2025, in the amount of

\$424,072.75 (No Police & Fire Pension). Commissioner Bauder seconded the motion and the motion was unanimously approved. Mayor Pittman declared the motion carried 5-0.

Other:

City Manager Scott Peterson:

- A press release/FAQ has been created regarding the CoreCivic Special Use Permit Application Process and that will be posted to our website
- The Special Use Permit has been applied for by CoreCivic, we are required to hold a Public Hearing
- The Planning Commission will hold a Public Hearing on April 7, 2025
- Reviewed some misinformation regarding the March 11th City Commission Meeting regarding an Intergovernmental Support Agreement item coming before the Commission
- Announced the retirement of Arianne Burgoon

Commissioner Bauder:

- Read a statement she prepared regarding the federal workforce as a result of recent employment initiatives

Commissioner Hingula:

- Mentioned the Stakeholder Meeting that CoreCivic is holding on Saturday
- Enjoy the warm weather

Commissioner Wilson:

- Thanked Commissioner Bauder for her words
- God bless have a good week

Mayor Pittman:

- April 15th is the State of the City Address
- St. Patrick's Day Parade is coming up

Adjournment:

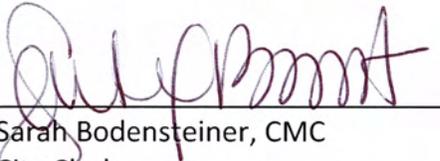
Commissioner Martin moved to adjourn the meeting. Commissioner Wilson seconded the motion and the motion was unanimously approved and the meeting was adjourned.

Time Meeting Adjourned 6:46 p.m.

Minutes taken by City Clerk Sarah Bodensteiner, CMC

**POLICY REPORT
SECOND CONSIDERATION ORDINANCE 8262
APPROVAL OF SPECIAL USE PERMIT FOR TWO-FAMILY DWELLING IN R1-6 ZONING
AT 1112 SPRUCE STREET**

MARCH 11, 2025



Sarah Bodensteiner, CMC
City Clerk

Scott Peterson
City Manager

BACKGROUND:

At the February 25, 2025 City Commission regular meeting the City Commission reviewed and placed on first consideration:

**AN ORDINANCE ALLOWING A SPECIAL USE FOR A TWO-FAMILY
DWELLING IN A HIGH DENSITY SINGLE FAMILY RESIDENTIAL
DISTRICT ZONING DISTRICT LOCATED AT 1112 SPRUCE STREET IN
THE CITY OF LEAVENWORTH, KANSAS.**

There have been no other changes since first consideration.

Ordinance No. 8262 is now presented for second consideration and requires a roll call vote.

ATTACHMENTS:

- Ordinance No. 8262

(Summary Published in the Leavenworth Times on March 15, 2025)

ORDINANCE NO. 8262

AN ORDINANCE ALLOWING A SPECIAL USE FOR A TWO-FAMILY DWELLING IN A HIGH DENSITY SINGLE FAMILY RESIDENTIAL DISTRICT ZONING DISTRICT LOCATED AT 1112 SPRUCE STREET IN THE CITY OF LEAVENWORTH, KANSAS.

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

WHEREAS, the City Planning Commission, after fully complying with the requirements of the Ordinances of the City of Leavenworth, Kansas, held a public hearing on the 3rd day of February 2025 in the Commission Room, 1st Floor of City Hall, 100 N. 5th Street, Leavenworth, Kansas, the official date and time set as was published in the Leavenworth Times newspaper and mailed to all property owners within 200 feet of the said property on the 8th day of January 2025; and

WHEREAS, the City Planning Commission did hear on the 3rd day of February 2025 in the Commission Room, 1st Floor of City Hall, 100 N. 5th Street, Leavenworth, Kansas and upon a motion made, duly seconded, and passed, the City Planning Commission adopted findings of fact and recommended approval of the request for a two-family dwelling in a High Density Single Family Residential District zoning district located at 1112 Spruce Street, Leavenworth, Kansas; and

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

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

Section 1. That a special use permit be issued for a two-family dwelling on the following described property:

The East one-half of Lot 40 and All of Lot 41, Block 35, CENTRAL SUBDIVISION, City of Leavenworth, Leavenworth County, Kansas; And more commonly referred to as 1112 Spruce Street, Leavenworth, Kansas.

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

PASSED AND APPROVED by the Leavenworth City Commission of the City of Leavenworth, Kansas on this 11th day of March, 2025.

Holly Pittman, Mayor

{Seal}

ATTEST:

Sarah Bodensteiner, CMC, City Clerk

MAYOR'S APPOINTMENTS

MARCH 11, 2025

Mayor Pittman

“Move to

*Appoint to the **Leavenworth Planning Commission** Kenneth Bateman to an unexpired term ending May 1, 2026.*

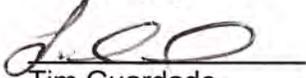
Requires a second and vote by the Governing Body.

**POLICY REPORT NO. 25-20
WATER POLLUTION CONTROL – BELT PRESS REPLACEMENT**

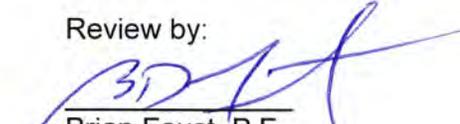
CITY PROJECT: 2023-008

March 11, 2025

Prepared by:


Tim Guardado,
WPC Superintendent

Review by:


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


Scott Peterson,
City Manager

ISSUE:

Consider approval of the pre-purchase of a new dewatering screw press (equipment only) and approval of the installation of the press. This will replace the older belt press at the Wastewater Treatment Plant.

BACKGROUND:

In 2023, the City began investigating the options for the replacement of the existing dewatering belt press at the WWTP. The existing press had been rebuilt in the past and the availability of parts and associated costs have become an issue. The City has paid to fly personnel to Kansas City to diagnose issues and then repair. If the press is down, the sludge is stored in holding tanks until repairs are complete. Depending on when a breakdown occurs, the plant has the capacity to hold material for a week or two.

In 2023, the City contracted with BG Consultants for the design of a new, more efficient, dewatering screw press. Two demonstration projects were done at WWTP to evaluate how the new type of dewatering press worked. Based on these demonstrations, the City moved ahead with the design of a replacement press. In order to get the equipment that we wanted and to help avoid markup of the equipment price, the City elected to work directly with the equipment manufacturers to pre-purchase the equipment. The City also worked with four contractors who had expertise in installing the equipment.

The new equipment will be installed immediately adjacent to the existing belt press. The existing press will remain in place and can be used in emergencies.

BUDGET IMPACT:

The City currently has roughly \$2.5M in ARPA funds available for Sewer Treatment Upgrade Projects. The upfront cost associated with purchasing the equipment and having it installed is \$997,900. As mentioned during the approval of the chemical purchases for 2025 (January 14, 2025), it is likely that the amount of polymer used (for sludge dewatering) will increase with the new press.

STAFF RECOMMENDATION:

Staff recommends the City Commission approve the purchase and installation of the press in two separate motions. The first motion is to authorize the Mayor to sign a contract for the purchase of the PWTech Volute Dewatering Press (Screw Press) from Process Wastewater Technologies LLC (PWTech) for \$714,200. The second motion is to authorize the Mayor to sign a contract for the installation of the press from Walters Morgan Construction, Inc. for \$283,700.

ATTACHMENTS:

BG Consultant Recommendation Letter
Bid from Walters Morgan for Installation
Contract with PWTech LLC (ready to sign)
Contract with Walters Morgan Construction, Inc. (sign after Walters Morgan provides required bonds)

*** by email only ***

City of Leavenworth
Attn: Brian Faust, P.E.

February 28, 2025

Re: Award of Construction Contract
2024 Screw Press Improvements @ the Wastewater Treatment Facility
Leavenworth, Kansas

Dear Mr. Faust:

Bid Opening for Installation of City Purchased Equipment

The bid opening for Leavenworth's 2024 Screw Press Improvements was held on Wed. February 26, 2025 at 2:00 p.m. Four contractors with treatment plant experience and qualifications were solicited for bids with three of the four expressing interest and performing site visits. One (1) bid was received by the City Clerk's office and was publicly opened and read aloud.

Walters Morgan Construction, Inc. of Manhattan, Kansas submitted the lowest responsive bid. We have prior experience with Walters Morgan Construction, Inc. on other similar treatment plant projects and we believe they are qualified to construct Leavenworth's 2024 Screw Press Improvements Project. Their bid is also below the engineer's opinion of project cost of \$350,000 for the installation of the equipment.

Based on our review of the bid and the information outlined above, BG Consultants, Inc. recommends the City of Leavenworth **award the 2024 Screw Press Improvements construction contract to Walters Morgan Construction, Inc. in the amount of \$283,700.00.**

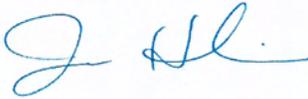
Contract for City Purchased Equipment

Several equipment manufacturers were solicited for equipment proposals at the onset of the project design. Proposals were evaluated, pilot testing was performed by the proposing companies, and City Staff selected a PWTech Screw Press to be the best solution for the project. The project design and the Waters Morgan Construction, Inc. bid proposal are both specific to the PWTech Screw Press.

We have reviewed the final proposal from PWTech and incorporated their proposal into an EJCDC prepurchase agreement. BG Consultants, Inc. recommends the City of Leavenworth **enter into an Agreement with Process Wastewater Technologies, LLC (PWTech) for the purchase of a PWTech Volute Dewatering Press with startup services in the amount of \$714,200.00.**

Please call me at 785-840-7299 or email me at jason.hoskinson@bgcons.com if you have any questions about the bidding process, results, and/or our review and recommendation.

Sincerely,

A handwritten signature in blue ink, appearing to read "J. Hoskinson".

Jason Hoskinson, P.E., PTOE
Corporate Secretary

1/10

BID: WALTERS MORGAN

Document A310™ - 2010

Conforms with The American Institute of Architects AIA Document 310

Bid Bond

INSTALLATION

CONTRACTOR:
(Name, legal status and address)

SURETY:
(Name, legal status and principal place of business)

Walters-Morgan Construction, Inc.
5961 Corporate Drive
Manhattan, KS 66503

Liberty Mutual Insurance Company
175 Berkeley Street
Boston, MA 02116

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:
(Name, legal status and address)

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

BOND AMOUNT: \$ 5% Five Percent of Amount Bid

PROJECT:
(Name, location or address, and Project number, if any)
2024 Screw Press Improvements Project 2023-008

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

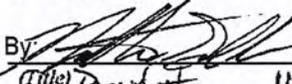
If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

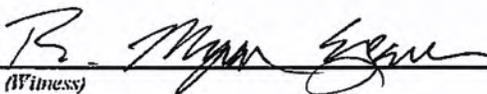
When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 26th day of February, 2025



(Witness) RILEY WOODWARD
PROJECT ESTIMATOR

Walters-Morgan Construction, Inc.
(Principal) _____ *(Seal)*
By: 
(Title) President Nathan Galle



(Witness)

Liberty Mutual Insurance Company
(Surety) _____ *(Seal)*
By: C. LaVonne Engeman
(Title) C. LaVonne Engeman Attorney-in-Fact
Surety Phone No. 617-357-9500





POWER OF ATTORNEY

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint C. LaVonne Engeman all of the city of Kansas City, state of MO, its true and lawful attorney-in-fact, with full power and authority hereby conferred to sign, execute and acknowledge the following surety bonds, undertakings, recognizances, contracts of indemnity, and all other surety obligations related thereto, the execution of which shall be binding upon the Companies as if it had been duly signed and executed by its own officers:

Principal Name: Walters-Morgan Construction, Inc.
Obligee Name: City of Leavenworth Kansas
Surety Bond Number: Bid Bond Bond Amount: See Bond Form

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 26th day of February, 2025.



Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

By: Nathan J. Zangerle
Nathan J. Zangerle, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

For bond and/or Power of Attorney (POA) verification inquiries, please call 610-832-8240 or email HOSUR@libertymutual.com.

STATE OF PENNSYLVANIA ss
COUNTY OF MONTGOMERY

On this 26th day of February, 2025, before me personally appeared Nathan J. Zangerle, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at Plymouth Meeting, Pennsylvania, on the day and year first above written.



Commonwealth of Pennsylvania - Notary Seal
Teresa Pastella, Notary Public
Montgomery County
My commission expires March 28, 2029
Commission number 1126044
Member, Pennsylvania Association of Notaries

By: Teresa Pastella
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV - OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII - Execution of Contracts: Section 5. Surety Bonds and Undertakings.

Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes Nathan J. Zangerle, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, of Liberty Mutual Insurance Company, The Ohio Casualty Insurance Company, and West American Insurance Company do hereby certify that this power of attorney executed by said Companies is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 26th day of February, 2025.



By: Renee C. Llewellyn
Renee C. Llewellyn, Assistant Secretary

SECTION III

PROPOSAL

4/10

BID PROPOSAL

(Must either be typewritten or in ink; all others will be rejected)

February 26, 2025
Leavenworth, Kansas

To: The Board of Commissioners of the City of Leavenworth, Kansas

The undersigned bidder proposes to accomplish the **City of Leavenworth Project No. 2023-008 2024 Screw Press Improvements**, including any and all work and material that may be necessary to complete the same according to the plans and specifications on file in the City Clerk's office and the rules, ordinances and regulations of the City and statutes of Kansas governing contracts with cities for public work and under the direction and to the satisfaction of the Board of Commissioners and City Engineer, at the following rates, to-wit:

2024 Screw Press Improvements Project 2023-008

Lump Sum Bid (Dollar Amount): \$ 283,700.⁰⁰

(Written): TWO HUNDRED EIGHTY THREE THOUSAND SEVEN HUNDRED DOLLARS

COMPANY NAME	<u>WALTERS MORGAN CONSTRUCTION, INC.</u>
BIDDER NAME	<u>NATHAN GALLE, PRESIDENT</u>

NATHAN R. GALLE

HEREBY agrees that the City of Leavenworth has a right to reject any and all bids or parts thereof. The undersigned bidder herewith deposits with the City Clerk the sum of FIVE PERCENT OF AMOUNT BID \$ 5% Dollars (Certified check, cashier's check or acceptable bid bond) and makes this bid on the condition and agreement that if said bidder shall fail to enter into a contract to do said work and file good and sufficient bonds as required by law on account of the work awarded to said bidder with the City Clerk within ten (10) working days after said work shall have been awarded to said bidder, that said deposit shall therefore be forfeited to the City of Leavenworth as and for liquidated damages by reason of such failure and that said award may be rescinded and contract awarded to the next lowest responsive bidder.

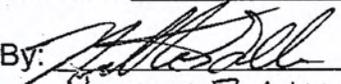
Completion date to be December 31, 2025 or liquidated damages shall be in accordance with Table 1 in Section 58 of the General Conditions of this document for each calendar day until project completion.

**2024 Screw Press Improvements
Project 2023-008**

Bidder: WALTERS MORGAN CONSTRUCTION, INC.

FEIN: 48-0574953

Address: 5961 CORPORATE DRIVE, MANHATTAN, KS 66503

By:  Title: PRESIDENT

NATHAN R. GALLE

Telephone No: 785.539.7513 Fax No: 785.539.6521

Email Address: NGALLE@WALTERSMORGAN.COM

SECTION IV

NON-COLLUSION

AFFIDAVIT

NON-COLLUSION AFFIDAVIT

The undersigned bidder or agent, being duly sworn on oath, say that he/she has not, nor has any other member, representative, or agent of the firm company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone such letting nor to prevent any person from bidding nor to include anyone to refrain for bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/ She further says that no person or persons, firms or corporation has; have to will receive directly, any rebate, fee gift, commission or thing of value on account of such of sale.

OATH AND AFFIRMATION

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING BID FOR PUBLIC WORKS ARE TRUE AND CORRECT.

Dated this 26 day of FEBRUARY, 2025

WALTERS. MORGAN CONSTRUCTION, INC.

(Name of Organization)

NATHAN R GARRE / PRESIDENT

(Title of person Signing)

[Handwritten Signature]

(Signature)

ACKNOWLEDGEMENT

STATE OF Kansas)

)SS

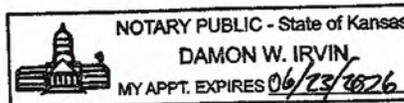
COUNTY OF Riley)

Before me, a Notary Public, personally appeared the above name and swore that the statements contained in the foregoing document are true and correct.

Subscribed and sworn to me this 26 day of February, 2025.

[Handwritten Signature]
Notary Public Signature

My Commission Expires: 06/23/2026



8/10



June 28, 2024

Nathan Galle
President
Walters-Morgan Construction, Inc.
5961 Corporate Drive
Manhattan, KS 66503

RE: Affirmative Action Program

Dear Mr. Galle,

Thank you for the information regarding your company's Affirmative Action Plan. I have reviewed the information you submitted and verified compliance with the City of Leavenworth's requirements for bidding on projects under or in excess of \$100,000. The renewal plan is valid to July 1, 2025.

When submitting bids on City projects, please attach a copy of this letter to satisfy the affirmative action requirements. The filed plan can be verified through this office.

It is your responsibility to update the annual plan as necessary, submit a new plan next year, and provide any reports that may be requested during the life of a contract with the City.

If you have any questions, please feel free to contact me.

Sincerely,

Paul Kramer
City Manager

9/10



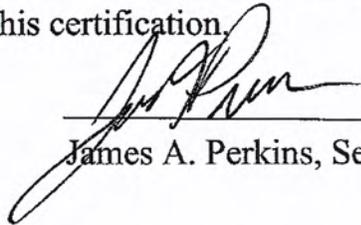
WALTERS-MORGAN CONSTRUCTION, INC.

**SECRETARY'S CERTIFICATE OF CORPORATE RESOLUTION AND
AUTHORIZED SIGNATURES**

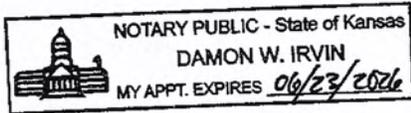
At a special meeting of the Board of Directors of Walters-Morgan Construction, Inc. held on October 03, 2024, a resolution was unanimously approved authorizing the following individuals to sign bid documents and contracts on behalf of the corporation:

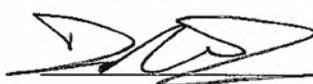
James A. Perkins, Vice President/Secretary/Treasurer
Nathan R. Galle, President

This resolution is in full force and effective on October 03, 2024. I certify that the Walters-Morgan Construction, Inc. Board of Directors has by corporate resolution authorized the above-named individuals to sign bid forms, contract documents, change orders and other associated construction documents, and that such resolution has not been modified, repealed or rescinded and is in full force and effect as of the date of this certification.


James A. Perkins, Secretary

Subscribed and sworn before me this 3 day of October, 2024.



Notary Public


My commission expires: 06/23/2026

10/10

**STATE OF KANSAS
OFFICE OF
SECRETARY OF STATE
SCOTT SCHWAB**

I, SCOTT SCHWAB, Secretary of State of the state of Kansas, do hereby certify, that according to the records of this office.

Business Entity ID Number: 0151902

Entity Name: WALTERS-MORGAN CONSTRUCTION, INC.

Entity Type: DOM: FOR PROFIT CORPORATION

State of Organization: KS

was filed in this office on July 30, 1953, and is in good standing, having fully complied with all requirements of this office.

No information is available from this office regarding the financial condition, business activity or practices of this entity.



In testimony whereof I execute this certificate and affix the seal of the Secretary of State of the state of Kansas on this day of March 22, 2023

A handwritten signature in cursive script that reads "Scott Schwab".

**SCOTT SCHWAB
SECRETARY OF STATE**

Certificate ID: 1257638 - To verify the validity of this certificate please visit <https://www.kansas.gov/bess/flow/validate> and enter the certificate ID number.

AGREEMENT

THIS AGREEMENT is by and between City of Leavenworth, Kansas (“Buyer”) and Process Wastewater Technologies, LLC (PWTech) (“Seller”).

Buyer and Seller hereby agree as follows:

ARTICLE 1 – GOODS AND SPECIAL SERVICES

1.01 Seller shall furnish the Goods and Special Services as specified or indicated in the Contract Documents.

ARTICLE 2 – THE PROJECT

2.01 The Project, of which the Goods and Special Services may be the whole or only a part, is identified as follows:

City of Leavenworth Dewatering: PWTech Volute Dewatering Press (ES-353)

ARTICLE 3 – ENGINEER

3.01 The Contract Documents for the Goods and Special Services have been prepared by BG Consultants, Inc. (“Engineer”), which is to act as Buyer's representative, assume all duties and responsibilities, and have the rights and authority assigned to Engineer in the Contract Documents in connection with Seller’s furnishing of Goods and Special Services.

ARTICLE 4 – POINT OF DESTINATION

4.01 The Point of Destination is designated as:

*Leavenworth Wastewater Treatment Plant
1800 South 2nd Street
Leavenworth, KS 66048*

ARTICLE 5 – CONTRACT TIMES

5.01 *Time of the Essence*

A. All time limits for Milestones, if any, including the submittal of Shop Drawings and Samples, the delivery of Goods, and the furnishing of Special Services as stated in the Contract Documents, are of the essence of the Contract.

5.02 *Milestones*

A. *Date for Submittal of Shop Drawings and Samples:* Seller shall submit all Shop Drawings and Samples required by the Contract Documents to Buyer for Engineer’s review and approval on or before **eight (8) weeks from date of this Agreement.** It is

the intent of the parties that (1) Engineer conduct such review and issue its approval, or a denial accompanied by substantive comments regarding information needed to gain approval, within **15 days** of Seller's submittal of such Shop Drawings and Samples; and (2) resubmittals be limited whenever possible. If more than one resubmittal is necessary for reasons not the fault and beyond the control of Seller, then Seller shall be entitled to seek appropriate relief under Paragraph 7.02.B of the General Conditions.

- B. *Date for Delivery of Goods:* The Goods are to be delivered to the Point of Destination and ready for Buyer's receipt of delivery within **sixteen (16) weeks from date of Owner's written acceptance of Shop Drawings**.
- C. *Days for Furnishing Special Services:* The furnishing of Special Services to Buyer will commence within **14 days** after Buyer or Buyer's Contractor notifies Seller of the completion of installation of the Goods.

5.03 *Buyer's Final Inspection*

- A. *Days to Achieve Final Inspection:* Buyer shall make its final inspection of the Goods pursuant to Paragraph 8.01.C of the General Conditions within **3 business days** after Buyer's acknowledgement of receipt of delivery of the Goods and Seller's completion of furnishing Special Services, if any.

ARTICLE 6 – CONTRACT PRICE

6.01 Buyer shall pay Seller for furnishing the Goods and Special Services in accordance with the Contract Documents as follows:

- A. A Lump Sum of **Seven Hundred Fourteen Thousand Two Hundred and NO/100 Dollars (\$714,200.00)** as included with Seller's Proposal dated February 18, 2025 (see attached) with the following milestones.
 1. Submittal Approval
 2. Shipping / Delivery
 3. O&M Manuals Delivered
 4. Startup Services Completed

ARTICLE 7 – PAYMENT PROCEDURES

7.01 *Submittal and Processing of Payment*

- A. Seller shall submit Applications for Payment in accordance with Article 10 of the General Conditions. Applications for Payment will be processed by Engineer as provided in the General Conditions.

7.02 *Progress Payments; Retainage*

- A. Buyer shall make progress payments on account of the Contract Price on the basis of Seller's Applications for Payment as follows:

1. Upon receipt of the first Application for Payment submitted in accordance with Paragraph 10.01.A.1 of the General Conditions and accompanied by Engineer's recommendation of payment in accordance with Paragraph 10.02.A of the General Conditions, an amount equal to **20 percent** of the Contract Price, less such amounts as Engineer may determine in accordance with Paragraph 10.02.A.3 of the General Conditions.
2. Upon receipt of the second such Application for Payment accompanied by Engineer's recommendation of payment in accordance with Paragraph 10.01.A.2 of the General Conditions, an amount sufficient to increase total payments to Seller to **90 percent** of the Contract Price, less such amounts as Engineer may determine in accordance with Paragraph 10.02.A.3 of the General Conditions.
3. Upon receipt of the third such Application for Payment accompanied by Engineer's recommendation of payment in accordance with Paragraph 10.01.A.2 of the General Conditions, an amount sufficient to increase total payments to Seller to **95 percent** of the Contract Price, less such amounts as Engineer may determine in accordance with Paragraph 10.02.A.3 of the General Conditions.

7.03 *Final Payment*

- A. Upon receipt of the final Application for Payment accompanied by Engineer's recommendation of payment, Buyer shall pay Seller the amount recommended by Engineer, less any sum Buyer is entitled to set off against Engineer's recommendation, including but not limited to liquidated damages.

ARTICLE 8 – INTEREST

- 8.01 All monies not paid when due as provided in Article 10 of the General Conditions shall bear interest at the statutory rate.

ARTICLE 9 – SELLER'S REPRESENTATIONS

- 9.01 In order to induce Buyer to enter into this Agreement, Seller makes the following representations:
 - A. Seller has examined and carefully studied the Contract Documents and the other related data identified in the Bidding Documents, as applicable to Seller's obligations identified in Article 1 above.
 - B. Seller is familiar with and is satisfied as to all Laws and Regulations that may affect cost, progress, and the furnishing of the Goods and Special Services.
 - C. Seller has carefully studied, considered, and correlated the information known to Seller; information commonly known to sellers of similar goods doing business in the locality of the Point of Destination and the site where the Goods will be installed or where Special Services will be provided; information and observations obtained from Seller's visits, if any, to the Point of Destination and site where the Goods are to be installed or Services will be provided; and any reports and drawings identified in the Bidding Documents regarding the Point of Destination and the site where the Goods

will be installed or where Special Services will be provided, with respect to the effect of such information, observations, and documents on the cost, progress, and performance of Seller's obligations under the Contract Documents.

- D. Seller has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Seller has discovered in the Contract Documents, and the written resolution (if any) thereof by Engineer is acceptable to Seller.
- E. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for furnishing Goods and Special Services.

ARTICLE 10 – CONTRACT DOCUMENTS

10.01 Contents

- A. The Contract Documents consist of the following:
 - 1. This Agreement (pages 1 to 6, inclusive);
 - 2. General Conditions (pages 1 to 31, inclusive);
 - 3. Exhibits to this Agreement (enumerated as follows):
 - a. Seller's Proposal dated February 18, 2025, solely as to the prices set forth therein (pages 1 to 16, inclusive);
 - 4. The following which may be delivered or issued on or after the Effective Date of the Agreement and are not attached hereto:
 - a. Notice to Proceed;
 - b. Change Order(s);
 - c. Work Change Directive(s).
- B. The documents listed in Paragraph 10.01.A are attached to this Agreement (except as expressly noted otherwise above).
- C. There are no Contract Documents other than those listed above in this Article 10.
- D. The Contract Documents may only be amended, or supplemented as provided in Paragraph 3.04 of the General Conditions.

ARTICLE 11 – MISCELLANEOUS

11.01 Terms

- A. Terms used in this Agreement will have the meanings indicated in the General Conditions and the Supplementary Conditions.

11.02 *Assignment of Contract*

- A. No assignment by a party hereto of any rights under or interests in the Contract Documents will be binding on another party hereto without the written consent of the party sought to be bound. Specifically but without limitation, moneys that may become due and moneys that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by Laws and Regulations). Unless specifically stated to the contrary in any written consent to such an assignment, such an assignment will not release or discharge the assignor from any duty or responsibility under the Contract Documents.

11.03 *Successors and Assigns*

- A. Buyer and Seller each binds itself, its partners, successors, assigns, and legal representatives to the other party hereto, its partners, successors, assigns, and legal representatives in respect to all covenants, agreements, and obligations contained in the Contract Documents.

11.04 *Severability*

- A. Any provision or part of the Contract Documents held to be void or unenforceable under any Law or Regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Buyer and Seller. The Contract Documents shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

11.05 *Seller's Certifications*

- A. Seller certifies that it has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract. For the purposes of this Paragraph 11.05:
 - 1. "corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value likely to influence the action of a public official in the bidding process or in the Contract execution;
 - 2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process or the execution of the Contract to the detriment of Buyer, (b) to establish Bid or Contract prices at artificial non-competitive levels, or (c) to deprive Buyer of the benefits of free and open competition;
 - 3. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Buyer, a purpose of which is to establish Bid prices at artificial, non-competitive levels; and
 - 4. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

11.06 *Limitations*

- A. Buyer and Seller waive against each other, and against the other's officers, directors, members, partners, employees, agents, consultants, and subcontractors, any and all claims for or entitlement to incidental, indirect, or consequential damages arising out of, resulting from, or related to the Contract. The terms of this mutual waiver do not apply to or limit any claim by either Buyer or Seller against the other based on any of the following: (a) contribution or indemnification, (b) costs, losses, or damages attributable to personal or bodily injury, sickness, disease, or death, or to injury to or destruction of the tangible property of others, (c) intentional or reckless wrongful conduct, or (d) rights conferred by any bond provided by Seller under this Contract.

IN WITNESS WHEREOF, Buyer and Seller have signed this Agreement. Counterparts have been delivered to Buyer and Seller. All portions of the Contract Documents have been signed or identified by Buyer and Seller or on their behalf.

This Agreement will be effective on _____ which is the Effective Date of the Agreement.

Buyer: City of Leavenworth, Kansas

Seller: Process Wastewater Technologies, LLC

By: _____
[Corporate Seal]

By: _____
[Corporate Seal]

Attest: _____

Attest: _____

Address for giving notice:
100 N. 5th Street
Leavenworth, KS 66048

Address for giving notice:

(If Buyer is a corporation, attach evidence of authority to sign. If Buyer is a public body, attach evidence of authority to sign and resolution or other documents authorizing execution of Buyer-Seller Agreement.)

Agent for service of process:

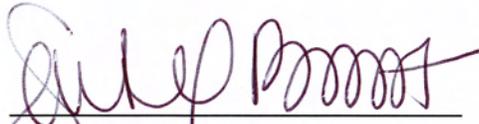
(If Seller is a corporation or a partnership, attach evidence of authority to sign.)

Designated Representative:
Name: Brian Faust, P.E.
Title: Director of Public Works/City Engineer
Address: 100 N. 5th Street, Leavenworth, KS 66048
Phone: (913) 684-0375
Email: brian.faust@firstcity.org

Designated Representative:
Name: _____
Title: _____
Address: _____
Phone: _____
Email: _____

**STAFF REPORT
SEMI-ANNUAL REVIEW AND PRESENTATION BY
LEAVENWORTH PUBLIC LIBRARY**

MARCH 11, 2025



Sarah Bodensteiner, CMC
City Clerk



Scott Peterson
City Manager

ISSUE:

Matt Nojonen, Library Director of the Leavenworth Public Library will present to the City Commission.

LEAVENWORTH PUBLIC LIBRARY ANNUAL REPORT 2024

SUMMARY

2024 was a successful year on multiple fronts. Many specific Strategic Plan initiatives were achieved. Every Technology Plan goal was achieved, improving access and efficiency for patrons and staff. Two key administrative positions (Assistant Director, Youth Services Manager) were filled with experienced, talented and energetic candidates. Four positions were vacated compared to six in 2023, eight in 2022. Library use continues to increase at a steady pace. A full report on Library use is in the January 2025 Board packet.

STRATEGIC PLAN KEY INITIATIVES

EFFECTIVE COMMUNICATIONS

Improve Digital Communications to be More Targeted and Effective

New website launched on 1/15/2024.

3,728 e-newsletter subscribers as of December 31.

200,906 newsletters sent, 75,983 opened (38%--US average across all industries 32%)

Raise Awareness and Use of Library Services and Programs

Library information was shared at all the outreach events described under Community Engagement
3,700 newsletters were printed, 3,474 were mailed the rest were distributed in the Library.

Library program marketing posted on all public computer screen savers.

Library information was published in the Leavenworth Times

Article in Leavenworth Times countywide publication called "Progress" March 2024.

Develop an internal process to keep staff more informed of library programs and services

Quarterly in-service days were held in Feb/May/Aug/Nov. Subjects addressed included: interlibrary loan, operating microfilm readers, intro to the seed library, anti-harassment and discrimination, how to shut off utilities in an emergency, using the new Aspen Discovery layer, how to administer NARCAN, operating new Clearly digital fax, how to use Kanpay, KPERS 457 retirement plan. New partnerships were identified including: Hope Inc., the Alliance Against Family Violence, the Council on Aging and the Leavenworth Mission.

Identify opportunities to promote library programs and services outside of library

Library information was shared at all the outreach events noted in Community Engagement section.

Nine events marketed on electronic message board at Stubbe Park.

Created two pre-movie video ads screened over 56,000 times at B&B Theater.

Develop a New and Comprehensive Branding and Marketing Strategy

Branding completed. Book bags, lip balm and refrigerator magnets with new logo distributed to users.
Marketing Plan created.

Create Opportunities for Outreach Within the Community

139 Outreach programs were provided in four Leavenworth pre-schools and 1,512 children attended.

Other community outreach effort included: youth programs at Farmer's Market in May, Juneteenth

Celebration June 15, Leavenworth Family Pride picnic June 23, Kansas City Symphony Mobile Music Box June 27, Chamber of Commerce New Teacher Blast Off July 30, Ft. Leavenworth Home School Association Resource Fair August 9, TRIO End of Summer Bash August 10, University of Saint Mary Community Showcase August 22, Leavenworth Trunk or Treat October 19, Nettie Hartnett Elementary Haunted Hallway October 24, David Brewer Fall Festival October 25, NEKCAP (Northeast Kansas Community Action Program) Fall Festival November 1, Mayor's Tree Lighting and Holiday Market November 22.

Develop and Foster Mutually Beneficial Relationships Within the Community

The Library partnered with numerous local organizations including: Red Cross blood drives, USMC Toys for Tots, Hope Inc. pet supply collection, Interfaith Community of Hope hygiene products, provided space for TRIO to help their clients complete FAFSA financial aid forms, LVArts presented drama classes for youth every Saturday in June,

Establish the Library as the Go-to Community Hub

98,025 people entered the Library, up 5% from 2023 (93,585)
387 Library programs attracted 10,780 attendees.

Highlight: 13 special Summer Reading programs attracted 894 attendees.

Community groups used Library meeting rooms 608 times.

Volunteer Income Tax Assistance prepared 154 tax returns in Library meeting rooms.

12,050 people used a Library computer.

7,741 people used the Library's wireless network.

EXCEPTIONAL SERVICES

New **Technology Plan** approved in June. See report below for details on tech that improved service to patrons.

Hire, train, and retain dedicated staff

Retention rate has improved: four departures compared to eight in 2022.

Three internal promotions were completed.

Four in-service training events (see EFFECTIVE COMMUNICATIONS report for details).

External training events included: Missouri Library Association annual conference, Kansas Library Association annual conference, webinars on unattended children, onboarding employees, providing voter information, using Aspen Discovery layer.

Library provided discount Community Center fitness memberships.

Hosted KPERS representative to share information about Optional Group Life program September 18.

Curate a balanced collection of physical and digital resources

2024 materials budget \$229,400, increased 8.31% over 2023 (\$211,800).

6,282 items were added to the collection, up 11% from 2023 (5,676).

10,138 items were weeded from the collection, up 197% from 2023 (3,410).

2,138 music CDs were weeded, effort was also made to clear the bottom shelves in all areas of the adult collection to improve accessibility.

Seed library created.

Raised Kanopy's "cost barrier" to \$4.00, preventing cost-based block of access to some films.

CONTEMPORARY FACILITIES

9 Security cameras were installed in June. Additional camera installed in July and September.
20 new tables were purchased for use in Library meeting rooms in November.
New shelving for adult DVD collection installed in November.

Research and Plan for a Site and Facility That Meets Needs of the Community

Director approached City Commission regarding conducting a Needs Assessment.

TECHNOLOGY PLAN 2024 GOALS

Continuously maintain the quality of our public and staff workstations

Objective 1: Conduct annual review of current workstations. Completed July 2024.

Objective 2: Replace workstations that are 5 years old and/or are experiencing failure

Seven staff workstations replaced January 2025. All other equipment is 3 years old or less.

Objective 3: Replace peripherals as needed based on age, user needs and cost of operation. Postage meter replaced December 2024. No other peripherals needed to be replaced.

Continuously maintain network security

Objective 1: Maintain current network security technology. Threatlocker software adopted in 2025.

Requires review and permission to install any web based resource.

Objective 2: Stay up to date on changing threats to security. Regular communication with Conard and their support if/when suspicious emails or other potential security risks are received.

Objective 3: Train all new employees on the importance of security. This is addressed as part of each new employee's orientation/training and each employee signs Use of Library Technology statement.

Expand Library's Digital Content

Objective 1: Analyze use of current resources and drop services that underperform. Freegal music streaming service adopted in January 2023. Dropped at the end of 2024 due to rapidly declining use. Newsbank database will be dropped in 2025 for the same reason.

Objective 2: Identify new content that improves services to patrons. Library staff tested Craftsy from Overdrive and Fiero Code from Library Ideas.

Objective 3: Adopt new content in 2024. No new content that was reviewed met Library expectations, no new content adopted. Other services planned for testing in 2025 including Indieflix and Quello.

Objective 4: Budget for new content in 2025. \$17,000 budgeted for 2025.

Replace current fax technology

Clearly digital fax went live September 2024. It allows faxing from three locations instead of one.

Provide card pay system for patron fees

Kanpay went live February 2024.

Provide link for library donations on website

Donation link on new website that went live January 2024.

FINANCES

The Library’s FY2024 general fund budget reduced the mill rate from 3.516 to 3.405. The Library’s FY2024 Employee Benefit Fund budget reduced the mill rate from .965 to .905. Total City revenues exceeded budget projections by approximately \$11,452. A full Financial Report for 2024 is in the Board packet.

FY2024 CITY REVENUE	BUDGETED	RECEIVED	CHANGE
GENERAL FUND	\$1,156,418	\$1,166,037.92	0.83%
EMPLOYEE BENEFIT FUND	\$308,530	\$310,364.71	0.59%

Personnel costs were on target with two exceptions. Unanticipated increases in benefit and KPERS costs caused deficits in those categories.

FY2024 PERSONNEL EXPENDITURES			
CATEGORY	Budgeted	Spent	Balance
Salaries	\$870,000	\$843,644	\$26,356
Med/Dental/Vision Benefits	\$167,000	\$176,861	-\$9,861
KPERS incl Insurance	\$72,396	\$76,727	-\$4,331
Medicare	\$13,000	\$12,009	\$991
Social Security	\$55,000	\$51,348	\$3,652
Unemployment	\$1,000	\$826	\$174
Total Personnel	\$1,178,396	\$1,161,415	\$16,981

The EBF balance at the end of 2024 will carryover into 2025.

FY2024 EMPLOYEE BENEFIT FUND EXPENDITURES			
	Revenue	Spent	Balance
	\$310,365	\$317,771	-\$7,406
Surplus 12/31/2023	\$43,198		\$35,792
Balance 12/31/2024			\$28,386

2024 was a successful year on multiple fronts. Library use continues to increase at a steady pace. Many of the Library's Strategic Plan initiatives were achieved, and staff will be planning some new goals for 2025.

Effective Communications



Raise
Awareness and
Use of Library
Services
and Programs

Improve Digital
Communications
to be More
Targeted and
Effective

Develop
Internal Process
to Keep
Staff More
Informed

Identify
Opportunities
to Promote
Outside of
Library

- Launched new Website on Jan. 5, 2024.
- Continued to expand new branding and marketing strategy, which was introduced in September 2023.
- 3,728 e-newsletter subscribers as of Dec. 31, 2024, with average open rate of 38 percent.
- Developed video ads to run in between movies at B & B Theater.
- Published printed newsletter and mailed to 3,700 community members in May 2024.
- Utilized monthly staff meetings and quarterly staff in-service days to communicate new initiatives and reinforce existing policies and procedures.

Exceptional Services

- Hire, train and retain dedicated staff
 - Filled two key administrative positions (Assistant Director and Youth Services Manager) with experienced, talented and energetic candidates.
 - Promoted three internal candidates to positions of higher responsibility.
 - Conducted four in-service training events for staff.
- Curate a balanced collection of physical & digital resources
 - Materials budget: \$229,400, increased 8.31 percent over 2023.
 - 6,282 items added to the collection, up 11 percent from 2023.
 - 10,138 items weeded from the collection, Up 167 percent from 2023
 - 2,138 music CDs weeded
 - Started clearing the bottom shelves in adult collection to improve accessibility
 - Created a Seed Library
 - Raised Kanopy's "cost barrier" to \$4, preventing cost-based block of access to some films



Exceptional Services: Technology Plan

All goals met by end of year, improving access and efficiency for patrons and staff.

- Continuously maintain the quality of computer hardware
 - Conducted annual review of workstations in July
 - Replaced postage meter in December
- Replace current fax technology
 - Clearly digital fax went live in September
- Provide card payment system for patron fees
 - Kanpay went live in February
- Provide link for library donations on website
 - Link went live in January

Community Engagement

- Establish the Library as the Go-to Community Hub



98,025
people entered
the Library,
up 5 percent
from 2023

12,050
people used
a Library
computer

7,741
people used
the Library's
wireless
network

387 Library
programs
attracted
10,780
attendees

Community
groups used
Library
meeting rooms
608 times

13 special
Summer Reading
programs
attracted 894
attendees

Volunteer
Income
Tax Assistance
prepared 154 tax
returns in Library
meeting rooms

- Create Opportunities for Outreach Within the Community

- 139 storytime programs provided in four Leavenworth preschools, with 1,512 children in attendance
- Participation in community events:
 - Leavenworth Farmers Market/City Market
 - Leavenworth Juneteenth Celebration
 - Leavenworth Family Pride Picnic
 - Kansas City Mobile Music Box
 - Community Baby Shower
 - Chamber of Commerce New Teacher Blast Off
 - Ft. Leavenworth Homeschool Assoc. Resource Fair
 - TRIO End of Summer Bash
 - University of Saint Mary Community Showcase
 - Leavenworth Trunk or Treat
 - Nettie Harnett Elementary Haunted Hallway
 - David Brewer Elementary Fall Festival
 - NEK-CAP Fall Festival
 - Mayor's Tree Lighting and Holiday Market

- Develop and Foster Mutually Beneficial Relationships Within the Community

- K-State Research & Extension - support for Volunteer Income Tax Assistance
- Interfaith Community of Hope hygiene products drive
- American Red Cross blood drives
- USMC Toys for Tots
- Hope Inc. pet supply drive
- TRIO FAFSA application assistance
- LV Arts children's drama classes



Contemporary Facility

- Research and Plan for a Site and Facility That Meets the Needs of the Community
 - Installed security cameras in June
 - Purchased 20 new tables in November for use in Library meeting rooms
 - Installed new shelving for adult DVD collection in November
 - Director approached City Commission regarding conducting a Needs Assessment

**FACILITIES DEVELOPMENT TEAM
DRAFT RFQ (3/7/2023)**

This draft is modeled after several recent samples received from other libraries and documents I have prepared for past projects. The plan is to ask for an official City liaison when we meet with the Commissioners but how much control will they want to exert over this stage of the project? Other similar questions are likely to help shape this document. But it's never too early to start.

**REQUEST FOR QUALIFICATIONS
PROFESSIONAL DESIGN SERVICES**

The Board of Trustees of the Leavenworth Public Library (the "Owner") in cooperation with _____ intends to contract with a professional design firm for professional design services ("Professional design services") in connection with the Project as described below.

I. Project Description

A. Assessment of Current Facility/Programming. The professional design services will consist initially of providing an assessment of the Owner's current facility at 417 Spruce Street, Leavenworth KS and developing a program consisting of detailed and thorough lists of architectural spaces including, but not limited to size, physical characteristics, adjacencies, systems, technology and contents that meet future service needs of the community including budget, schedule requirements and recommendations for implementation of the program including the feasibility of the current site and facility. The Owner, at its option, may either utilize the firm selected for the assessment and programming to provide the services in Part B of Article 1 or solicit additional statements of qualifications from professional design firms for those services. The firm providing the assessment and programming under Part A of Article 1 is not guaranteed that it will be utilized by the Owner to provide the services set forth in Part B of Article 1.

B. Implementation of the Program. Professional design services may also include but are not limited to: assisting the Owner in evaluating statements of qualifications and technical and pricing proposals of a construction manager at risk; standard schematic design, design development and construction document phase services; GMP proposal phase, construction phase, closeout phase and post-closeout phase services; civil, structural, mechanical, electrical, plumbing, HVAC, fire protection, technology, communications, security, sound, lighting, landscape ace and such additional services as may be necessary or appropriate.

II. Evaluation Criteria for Selection

Statements of qualifications should separately describe the firm's capabilities to provide the Professional Design Services and the statements of qualifications should include:

- (a) a cover letter providing the name, address and phone number of the office where the personnel assigned to the Project will be based and principal contact person;
- (b) company overview including the number of years of existence, legal form of firm, location of home office, number of licensed professionals and general firm history;
- (c) the technical training, education and library programming experience of the firm's owners and key personnel who will be assigned to perform services on the Project;

- (d) services the firm typically performs in-house versus services that the firm typically performs through a consultant;
- (e) relevant past library programming work and performance of any prospective consultants and the firm's previous experience when working with its proposed consultants;
- (f) availability of key personnel who will be assigned to perform services on the Project;
- (g) experience in new construction, renovations and additions;
- (h) the firm's experience with Leavenworth City or other Leavenworth entities with jurisdiction over the Project and their requirements;
- (i) the firm's track record and ability to deliver a project on scope, on time and within budget.
- (j) list of completed library projects or projects under construction, the scope of each project, the names of any other architectural firms involved in these projects and if any of those firms served as the lead design professionals.
- (k) Anticipated schedule for completion of Part I A

III. Questions and Inquiries

Questions regarding interpretation of the content of this Request for Qualifications must be directed by email to:

The subject line of the email should clearly read "Request for Qualifications for Professional Design Services."

Answers to any questions shall be in writing and shall be posted on the Owner's webpage at _____

The Owner will endeavor to notify firms who are on record with the Owner as having received a copy of this Request for Qualifications when an update has been posted to the Owner's webpage. All firms will be presumed to have actual knowledge of all information posted on the Owner's website relating to the Request for Qualifications.

Firms considering responding to this Request for Qualifications are strictly prohibited from communicating with any member of Owner's staff or representatives of the Owner except as set forth in this Part III.

IV. Submittal Instructions

Firms interested in being considered should submit one electronic copy of the firm's statement of qualifications by email to

The subject line of the email should clearly read "Statement of Qualifications for Professional Design Services."

Statements of qualifications must be submitted not later than _____. Statements of qualifications submitted after this date and time will not be accepted.

V. Selection Process

Statements of Qualifications will be opened at (DATE/TIME/PLACE)

Responding firms will be evaluated separately and ranked in order of their qualifications. As part of this evaluation, the Owner may hold interviews with individual firms. The Owner expects to enter into contract negotiations with the firm ranked most qualified to perform the services needed. The Owner reserves the right, in any manner the Owner deems appropriate, to enter into more than one contract for components of the Project rather than a single contract for the entire Project and to rank and select more than one firm to provide services for components of the Project rather than a single firm for the entire Project.

Library Maintenance
City of Leavenworth

ACCOUNT	ACCOUNT NAME	ORG	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	Total
1101-50-60-440-5865-	Lib Maint - Insurance Proceeds	01440	-	(10,734.18)	-	-	-	-	-	-	-	-	(10,734.18)
1101-50-60-440-6612-	Lib Maint - Pest Svc	01440	-	616.00	-	-	-	-	361.00	372.00	383.00	-	1,732.00
1101-50-60-440-6618-	Lib Maint - Lawn Svc	01440	-	-	-	-	-	-	-	995.00	-	-	995.00
1101-50-60-440-6803-	Lib Maint - NC B/G M&R	01440	6,508.28	34,003.07	14,375.83	14,433.87	16,479.03	6,974.86	16,527.21	29,823.62	42,566.08	36,945.94	218,637.79
1101-50-60-440-6899-	Lib Maint -Other Equipment M&R	01440	-	423.72	-	-	-	-	-	-	-	-	423.72
1101-50-60-440-6903-	Library -Miscellaneous Permits	01440	-	60.00	60.00	60.00	60.00	60.00	60.00	120.00	60.00	60.00	600.00
1101-50-60-440-7301-	Lib Maint - B/G Sup	01440	15.48	-	-	-	811.38	237.84	424.80	124.98	597.33	689.68	2,901.49
1101-50-60-440-7399-	Lib Maint - Other Sup	01440	-	-	-	-	-	-	-	-	998.14	-	998.14
1101-50-60-440-7999-	Purchasing Card Default	01440	-	-	-	-	-	-	-	-	-	-	-
			8,538.76	26,384.61	16,452.83	16,511.87	19,369.41	9,292.70	19,394.01	33,457.60	46,627.55	39,719.62	215,553.96

CIP Projects	
E1418: 2014-770 LIBRARY ATRIUM WINDOW - 2014	79,998.27
L1202: LIBRARY HVAC - 2012/2013	241,772.35
L1301: LIBRARY RESTROOM TILES - 2013	3,003.60
L1302: LIBRARY HVAC UPGRADE - 2013	227.65
L1401: LIB FIRE SUPPRESSION CTL PANEL - 2014	4,064.50
L1402: LIBRARY HVAC - 2014	105,000.00
L1501: LIBRARY EMERGENCY LIGHTING - 2015	20,000.00
L1701: LIBRARY HVAC - 2017	463,439.00
2022: Parking Lot	
2025 CIP: Roof Urethane Coating	100,000.00
2025 CIP: West Wall Panel Attachment	11,000.00
2022: Landscaping at Library	2,160.00

don't know this amount it was part of Pavement Management Prog. I have asked engineering for this information, but have not heard back from them yet.

LEAVENWORTH CITY COMMISSION FACILITY REPORT TUESDAY MARCH 11, 2025

The 12,000 sf Carnegie building opened in 1902. By the early 1980's, it was no longer capable of meeting community needs and maintenance expenses were growing. A thorough examination of the Carnegie and an analysis of projected changes in the community and the industry were needed to shape the future.

<u>April 1983</u>	Library Board discussed needs assessment as the first step. The assessment would include examining other sites for a possible relocation.
<u>February 1984</u>	City Commission voted to pay 75% (\$3,000) of the cost of a needs assessment.
<u>September 1984</u>	Needs assessment report completed.

DEFICIENCIES OF THE CARNEGIE IDENTIFIED IN 1984 NEEDS ASSESSMENT

1. "Lighting and electrical systems in the building were not scientifically checked and many areas appear to be well below the recommended level of 70 foot candles."

Current status: Remains a significant problem. Poor light mentioned several times by public on 2022 Strategic Plan survey. Inefficient fluorescent bulbs use more energy and burn out quickly; \$4,000 was spent on bulbs between 5/22 and 3/23 and installation time/money is costly. The only storage space for bulbs is a boiler room on the second floor, hundreds of feet from most fixtures. Changing bulbs in the main area requires two people and a lift. Many banks of lights are in recessed ceilings, making them difficult and dangerous to reach; some are over spaces that do not allow a ladder to open completely and require climbing over toilets, toilet paper holders and other obstacles. Existing fixtures use over a dozen different size/shapes of bulbs. Skylights in the addition leak and require frequent repairs.

2. "Acoustical control is very poor...open spaces and hard surfaces easily transmit noise throughout the interior."

Current status: Remains a significant problem. "Lack of quiet space" was mentioned 12 times as a "Least Favorite" feature of the Library on the 2022 Strategic Plan survey. Fluorescent lighting in public spaces emits a constant buzzing noise. Serving patrons at circulation desks carries voices throughout the library, disturbing other users and compromising patron confidentiality. Public internet terminals used 12,050 times in 2024 are packed together and assisting users in need inevitably disturbs other users. Many complaints are received and employees have to manage angry patrons in a building that offers virtually no alternative. The Library has one 5' x 8' quiet space available for patrons. The second floor Board Meeting room has been opened for public use, offering a partial solution, but it cannot be used on evenings or weekends when no employees work on the second floor, leaving the space completely unsupervised.

3. “Can only be entered by the physically handicapped with great difficulty.”

Current status: Remains a significant problem. Airlock doors at the main entrance do not have an electric opener. This is also an obstacle for users carrying multiple bags of books, using strollers or wrangling children. The only solution is to prop the airlock door open, increasing heating and cooling costs.

4. “Deliveries and service are very difficult.”

Current status: Remains a significant problem. All interlibrary loan items and shipments of new library material are hoisted in and lowered out of a loading dock 5 feet above the ground. In 2024, 13.9 tons of interlibrary loan materials were handled in this manner. Once those tons of material are processed, every pound is put on a cart, pushed on and off an elevator and several hundred feet between the cataloging department and the main desk. In 2024, staff walked 107 miles between the main desk and exterior book drop in the west parking lot. Their path crosses an exit lane used by 98,025 patrons in 2024 and is taken after dark and in all weather conditions.

5. “Toilet facilities are not accessible to the physically handicapped.”

Current status: Remains a significant problem. Two commodes in the addition are fairly accessible but there is not enough room in any of the other four restrooms for a wheelchair user to get on/off the commodes.

NEW FACILITY NEEDS IDENTIFIED IN 1984 NEEDS ASSESSMENT

1B. “All discussions have emphasized the importance of a single-floor facility to solve accessibility and delivery problems.”

Current status: Remains a significant problem (see #4 above). 4,000 sf (13%) of the current facility is on a mezzanine, forcing departments, storage and services to poor locations. From 2020-2024, elevator maintenance cost \$16,817.

2B. “Circulation desk and staff areas should be centrally located and provide good views to all parts of the library so a limited number of personnel can supervise the majority of the public space.”

Current status: Remains a significant problem. No entrance can be seen from any service desk. Glass block at the circulation office obscures view of the main desk. Shelf placement blocks the view of seating in the main and youth service areas. The floor plan requires a minimum of five employees seven days a week to ensure that public assistance is readily available and no areas are unsupervised. Staffing the addition with one employee creates a personal safety risk due to the isolation of that space; it cannot be viewed from any other service desk or from any other service area.

3B. “Loading and delivery area should be located immediately adjacent to the staff and work areas for a smooth flow of materials.”

Current status: Remains a significant problem (details above under #4).

4B. “Communication systems/computers, “Communication systems...are a rapidly developing field of library services...the most important consideration is flexibility.”

Current status: Remains a significant problem. There is no flexibility. Location of power supplies and data lines dictates location of public internet terminals, staff workstations, network copiers and printers, barcode scanners and other vital electronic tools. Wireless connectivity has improved access for some patrons but many users and all employees face the same obstacles that make relocating computers impossible without a large scale re-wiring of the facility.

5B. “Outlets in work areas must be numerous. Floor outlets should be provided in reading and study areas.”

Current status: Remains a significant problem. Modern technology and contemporary use of a library turn the entire facility into a “work area” and there are not enough outlets to meet that need. Extension cords are daisy-chained across multiple carrels in the main area of the Library so patrons can plug in their laptops and other devices while they use the wireless network. This creates fire and electric shock hazards.

6B. “HVAC should be simple and effective. Recent trend towards sophisticated systems which employ complex control systems to achieve energy savings. These systems are frequently difficult and expensive to maintain.”

Current status: Remains a significant problem. Daikin equipment installed in 2017 had a positive impact on electric bills but the controls are hard to operate and maintain. The control panel shows an average of three to six “alarms” on an almost daily basis. Frequent power surges and blackouts trip a breaker outside the Library which severs communication between the electronic HVAC controls and the system.

7B. “The programmed space needs given in this report allow for 20 years of expected growth.”

Current status: Has become a significant problem. The facility has exceeded its projected functional use by 18 years. The Jahn building was 20% (6,000 sf) smaller than the size of the facility recommended by the needs assessment. As noted in #1B above, a further 13% of the current facility is on a mezzanine that serves virtually no feasible use as public space. 101 separate negative responses about the facility were made on the 2022 Strategic Plan survey.

Survey responses to *3 Least Favorite Things About the Library*: facility (45 comments), lighting (17 comments), quiet spaces (12 comments), bathrooms (8 responses), furniture (6 responses), carpet (5 responses), ventilation (3 responses).

8B. The Jahn site is “Difficult to expand due to sloping site, adjacent homes, alley.”

Current status: Remains a significant problem. The slope represents a frequent and particularly serious issue due to the hazards of walking downhill on ice and snow to reach the main entrance. The main parking lot, including spaces for handicapped parking, are in the shadow of the building for most of the day and remain ice/snow covered for long periods. The slope forced a design accommodation that creates what can only be described as dead space between the first floor and the mezzanine. This dead space is why the ceiling in the main area is problematically high, resulting in the lighting problems described in #1 above. The slope also forced installing steps in the emergency exit leading from the Jahn meeting room which makes it almost impossible for a disabled person to safely escape an emergency.

SUMMARY

City voters and City government have supported the Library since 1899 when 1,315 voters approved the “establishment and maintenance of a free public library.” Since then, the City has committed public funds for the maintenance and improvement of the former Carnegie facility and the current Library at 417 Spruce. These investments represent the City’s continued interest in quality library services, which the community as well as the Board, administration and staff of the Library deeply appreciate.

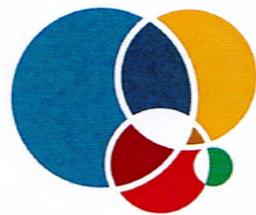
Future projects include CIP funds for a new urethane roof coating and repair or replacement of the west wall panel attachment which is partially detached. These planned expenditures are yet another positive expression of the City’s exceptional care and commitment.

Given the fundamental needs identified in 1984 that have yet to be achieved, the clear message about shortcomings expressed by the public in 2022 and the dramatically different ways the community uses the Library, the Board believes a more comprehensive approach offers real benefits and long term solutions that will improve the functionality and efficiency of the Library facility and services.

The Library requests the City Commission’s support and funding for a needs assessment to be conducted in 2026.

Facility Needs

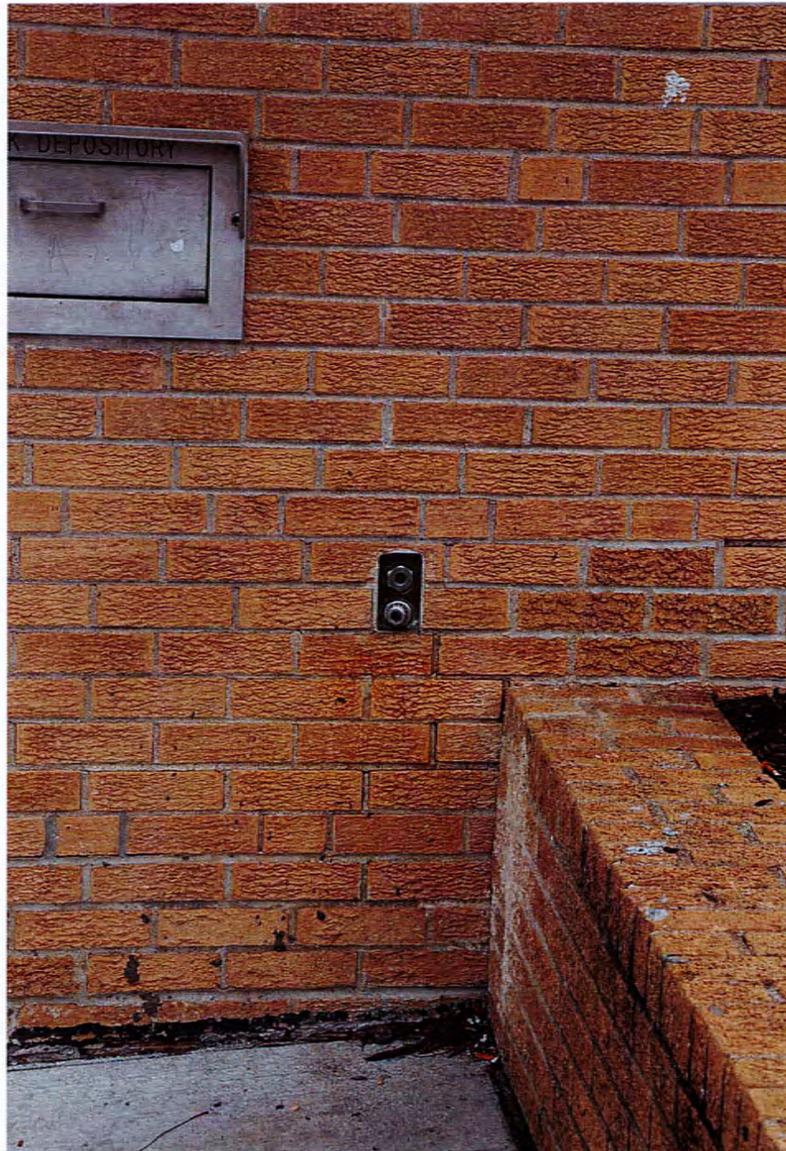
3/11/25



**LEAVENWORTH
PUBLIC LIBRARY**

Where People and Ideas Gather

Exterior water connection does not work. Watering adjacent garden beds requires connecting 50' hose to different hose bibb.





Alcove at 4th and Spruce is used for sleeping and excretion. Several hundred dollars have been spent on bio-hazard cleaning.



Interior door does not have auto-opener and must be propped open for use by disabled, parents with strollers, etc. Heating and cooling wasted.



Replacing light bulbs
in main area requires
two people and a lift.



Exterior walls spalling,
allowing moisture
penetration



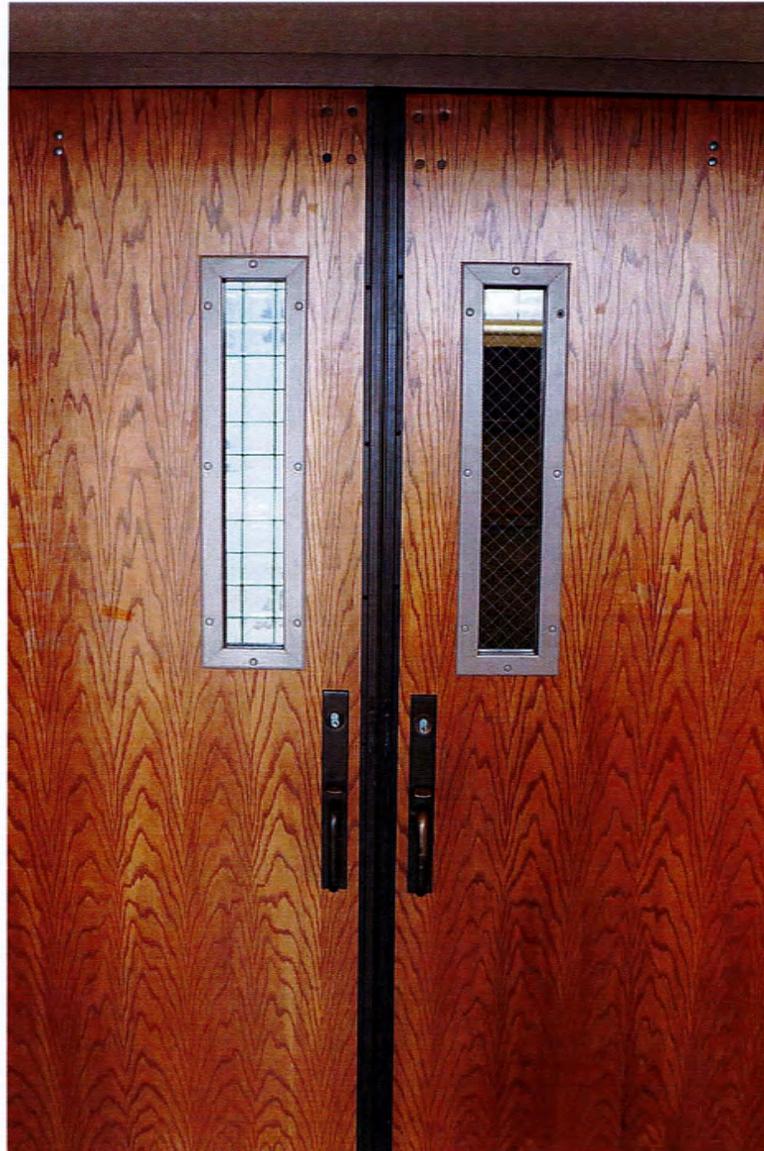
Additional spalling



First floor janitor closet
inadequate space for
equipment and supplies



Locks on Jahn Room doors are not reliable after multiple repair attempts.



Emergency exit route from
Jahn Room has stairs.



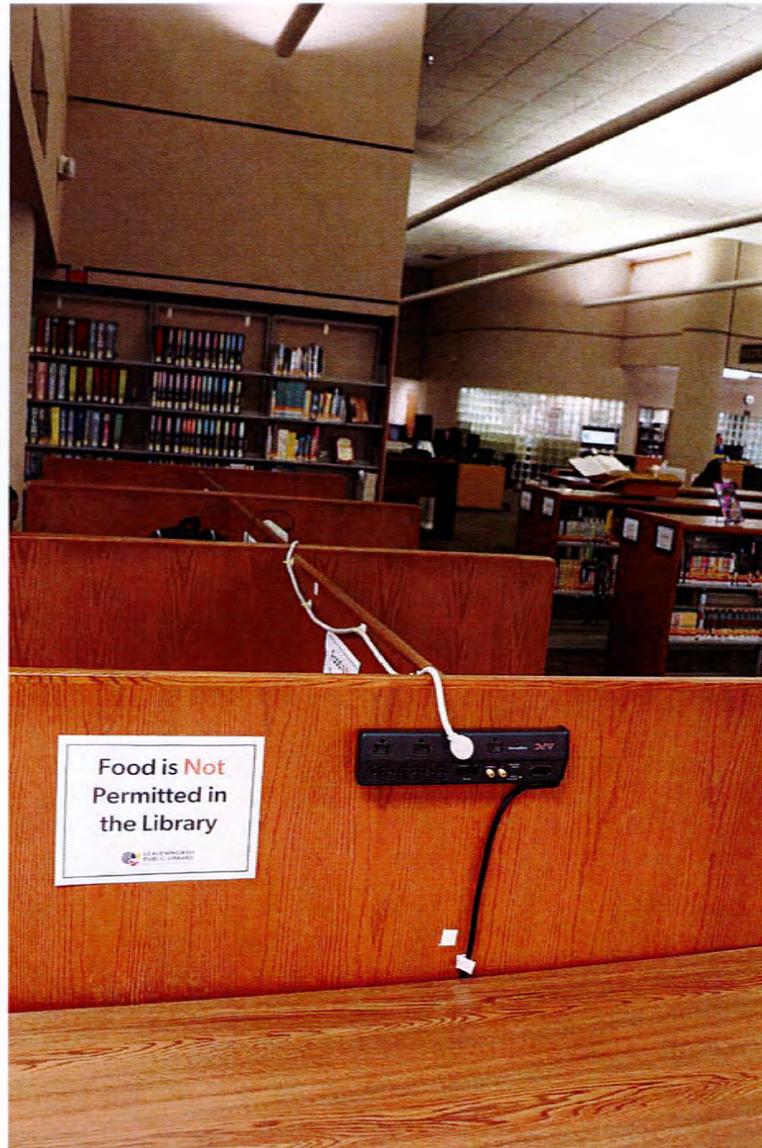
Ceiling tiles discolored
by dust blown through
HVAC system

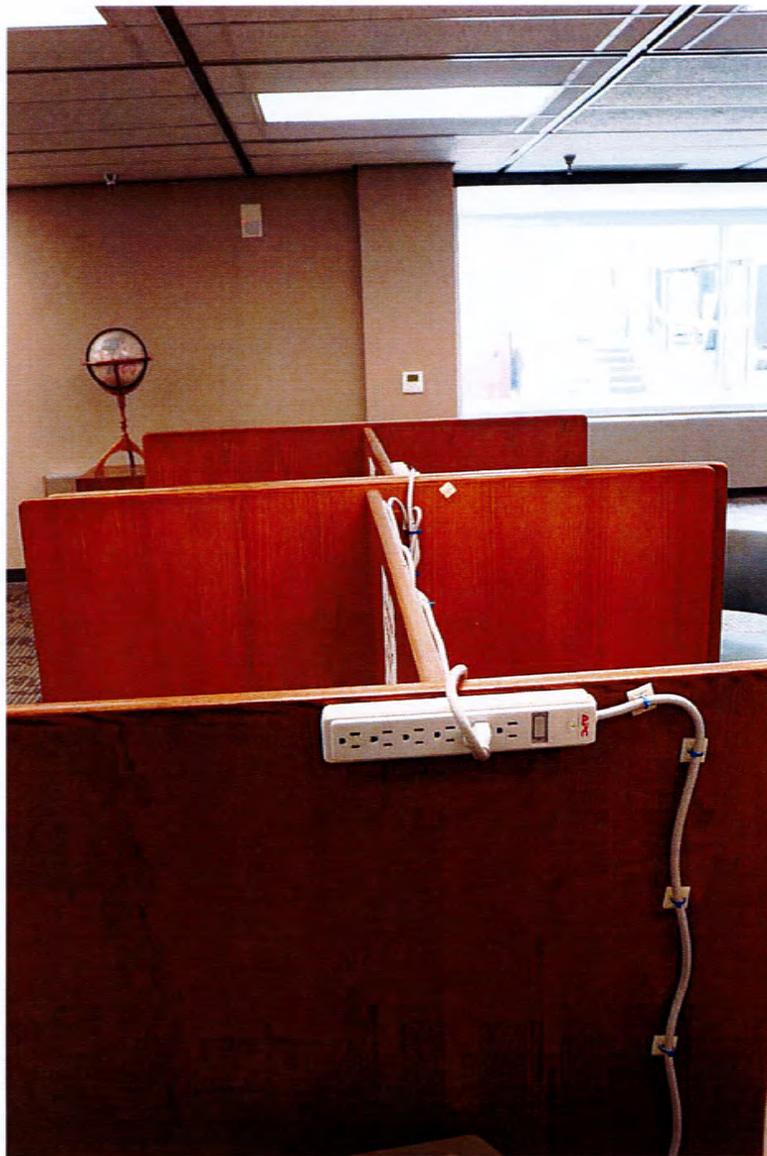


Skylights need frequent repair



Inadequate power supply
in main area requires
daisy-chain of extension
cords and power strips
for patrons using their
own devices







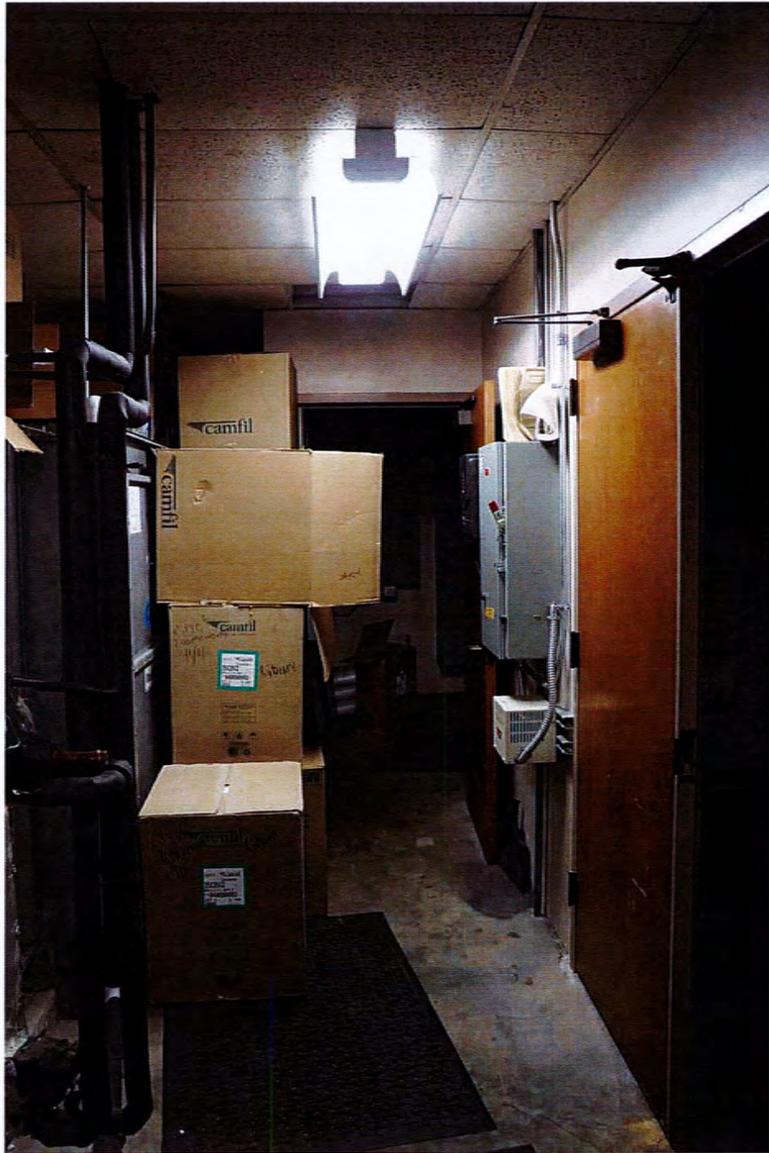


Locks on East Room doors are not reliable after multiple repair attempts.











Steps and hallway from staff entrance are dark, no light switch at the bottom of the stairs





