

City of Baldwin City
PO Box 86
Baldwin City, Kansas 66006
Council Meeting Agenda

Baldwin City Community Center
712 Chapel St
Baldwin City, KS 66006

TUESDAY
October 20th, 2026
7:00 PM



A. Call to Order-Mayor Gerald Cullumber

B. Approval of Agenda

C. Consent Agenda

1. Minutes 10.06.2026
2. Scheduled Claims List

D. Public Comment:

Members of the public are welcome to comment on items relating to City business not listed on this Agenda. Please stand and wait to be recognized by the Mayor. As a general practice, the comments may or may not be acted upon by the Council during the meeting, or Council may refer the items to staff for follow up.

*If you wish to comment on an item listed on the agenda, a **sign-up sheet** is provided for you to sign in and provide your address. You will be called on when the Agenda item of interest is under discussion by the Council.*

E. Special Reports or Presentations

F. Old Business

G. New Business

1. Special Event-Movie
2. Ordinance 1540 - E-Bikes/E-Scooters
3. Ordinance 1541- Public Sidewalks in the Central Business District
4. Ordinance 1542 - Code Update
5. Resolution 2026-12 Midwest Public Risk Healthcare

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6. City Properties

H. Council Committee Reports

1. Budget and Finance - Scott Lauridsen/Peter Wentz
2. Community Development - Cory Venable/Peter Wentz
3. Public Safety -Jay King/Cory Venable
4. Public Works and Utilities - Julie Constantinescu/Jay King
5. Strategic Planning - Scott Lauridsen/Julie Constantinescu
6. Lake Advisory Committee-Jay King/Julie Constantinescu

I. City Administrator and Staff comments

J. Council and Mayor comments

K. Executive Session

L. Adjourn

City Council meets every first and third Tuesday of each month at 7:00 p.m. at the Baldwin Community Center. Council work sessions are held the last Tuesday of each month at 7:00 p.m. at the Baldwin Community Center.

City of Baldwin City
Minutes
Tuesday, October 6th 2026
Regular Council Meeting

A. Call to Order

The Baldwin City Council was called to Regular Session at 7:00 p.m. at the Baldwin City Community Center, 712 Chapel Street, with Mayor Gerald Cullumber presiding.

Present were Council Members: Jay King, Peter Wentz, Scott Lauridsen and Julie Constantinescu.

Also, attending: Russ Harding-City Administrator; Amara Packard-City Clerk; City Attorney-Jessica Wortham; and Chief Patrick-Police Department.

B. Approval of Agenda

Peter Wentz moved and Julie Constantinescu seconded to approve the agenda as presented. Motion passes 4-0.

C. Consent Agenda

Peter Wentz moved and Julie Constantinescu seconded to approve the consent agenda as presented. Motion passes 4-0.

1. Minutes 9.15.2026
2. Scheduled Claims List
3. Special Event-Hometown Halloween
4. Liquor License Application-This and That Antique

D. Public Comment

Niki Manbeck - 1097 N. 400 Rd - Niki asked the council to start public discussions regarding the future of the city owned properties.

E. Special Reports or Presentations

F. Old Business

G. New Business

1. US 56 Corridor Management Project Bids

Jason Hoskinson with BG Consultants presented to the council the four bids received for the US 56 Corridor project. This project will be from Eisenhower Street through First Street. Killough Construction submitted the lowest bid at \$2,108,742.45. Killough Construction is qualified and they have had a lot of good experience with them. Jason said his recommendation is to award the construction contract to Killough Construction contingent upon KDOT approval. This project is a

KDOT reimbursement grant of up to two million dollars.

Peter Wentz moved and Scott Lauridsen seconded to approve the US 56 corridor management project bid to Killough Construction contingent on KDOT approval. Motion passes 4-0.

2. Kansas State Rehabilitation Tax Credit Sale

City Administrator Russ Harding explained that the tax credits come from the community center building. The tax credits awarded to the city from the Kansas State Rehabilitation tax credit was \$453,855.00. This was sent out for bid and although he fielded numerous calls, there was only one bid submitted. It was for \$.93 on the dollar, which comes out at \$422,085.15. If approved, the closing day would be November 2nd. Russ recommends the sale of these tax credits as it will help the general fund, and the city's year end reporting.

Peter Wentz moved and Jay King seconded to approve the \$.93 on the dollar for all \$453,855.00 to Mid-America Bank. Motion passes 4-0.

3. Ordinance 1540 - E-Bikes/E-Scooters

Councilman Jay King explained that this ordinance will control the use of e-scooters and e-bikes. When they are downtown, they will have to walk their e-bike or e-scooter, they are not allowed to ride them on the sidewalks. There will be signage made for downtown for this ordinance, and there will be some sort of educational information sent home with kids from school reinforcing what the expectations of the ordinance are.

Ordinance 1540 defines the classes of the e-scooters and e-bikes. The ordinances are similar to what other towns already have in place.

This is the first reading.

4. Ordinance 1541 - Public Sidewalks in the Central Business District

Ordinance 1541 talks about the downtown business district. This discusses the sidewalks and what is allowed, and what is not.

This is the first reading.

Julie Constantinescu and Mayor Cullumber thanked Jay and his committee for the hard work they put into these ordinances. Greta has an impressive resume, and has volunteered at the library for a

5. Library Board Appointment

Randy Rezac with the Library Board of Trustees, introduced Greta Phillips as their recommendation for the library board appointment.

Peter Wentz moved and Julie Constantinescu seconded to approve Greta Phillips to the Library Board. Motion passes 4-0.

H. Committee Reports

1. Budget and Finance - Scott Lauridsen/Peter Wentz

- Tax credits
- Reviewed updated community center proforma.
- NRP rolling forecast

Next meeting 10/09/2026 at 9:00am, second floor of City Hall

2. Community Development - Cory Venable/Peter Wentz

- NRP benefits
- Building Codes
- ½ price building permits

Next meeting 10/19/2026 at 4:00pm, second floor of City Hall

3. Public Safety - Jay King/Cory Venable

- Ordinances 1540 and 1541
- Off leash dogs

Next meeting will be 10/22/2026 at 9:00am, second floor of City Hall

4. Public Works and Utilities - Julie Constantinescu/Jay King

Next meeting 10/08/2026 at 9:00am, Public Works Conference Room

5. Strategic Planning-Scott Lauridsen/Julie Constantinescu

Next meeting TBD at 10:00am, second floor of City Hall

6. Lake Advisory Committee-Jay King/Julie Constantinescu

Next meeting 10/20/2026 at 6:00pm, Executive Room at the Community Center

I. City Administrator and Staff Comments

Fall cleanup is coming up this Saturday, October 10th from 8am-1pm.

Paint The Town Purple is tomorrow evening.

J. Council & Mayor Comments

Councilman Peter Wentz let everyone know that he will not be able to make the next meeting on October 20th.

Mayor Cullumber thanked Russ for working on the sale of the tax credits.

K. Executive Session

L. Adjourn

Julie Constantinescu moved and Jay King seconded to adjourn the regular meeting. Motion passes 4-0. Time: 7:50 p.m.

Attest:

Amara M. Packard
City Clerk

10/20/2026 THRU 10/20/2026

INVOICE NUMBER	VENDOR NAME		GL ACCOUNT #	AMOUNT	PAYMENT		
	REFERENCE				AMOUNT	CHECK #	CHECK DATE
1FPC-F7C9-TK73	AMAZON CAPITAL SERVICES						
	PAINT THE TOWN PURPLE SUPPLIES	01.01.3900		118.95			
						118.95	41483287 10/20/26
1H4R-71PM-QWWC	PLATES	18.22.3800		13.06			
	DISH SOAP	18.22.3800		13.15			
	PAPER TOWELS	18.22.3800		22.56			
	SAFETY GLASSES	18.22.3800		25.58			
	COFFEE	18.22.3800		29.88			
	BOWLS	18.22.3800		12.98			
	SILVERWARE	18.22.3800		7.58			
						124.79	41483287 10/20/26
1KGY-7JPQ-QMF9	3 BLOOD PRESSURE CUFFS	01.04.3800		47.85			
	2 PAIRS BOOTS, 2 PAIRS PANTS	01.04.3610		224.44			
						272.29	41483287 10/20/26
1L39-4LGM-V3YH	BOOTS-958	01.05.3610		109.95			
	BOLT-958	01.05.3610		49.99			
	HARD DRIVE	01.05.4011		239.00			
	FIREWALL	01.05.4011		1,250.69			
	NAME PATCH-BROWN	01.05.3610		5.98			
	PLANNER	01.05.3110		9.49			
	RADIO BATTERIES	01.05.4810		240.00			
	SCREEN PROTECTORS	01.05.3110		8.96			
	PHONE CASE	01.05.3110		68.59			
	PHONE CHARGERS	01.05.3110		29.69			
	SUPPRESSOR CLEANING TUBES	01.05.2536		32.00			
	SUPPRESSOR CLEANIER	01.05.2536		112.63			
	SHIPPING	01.05.3110		.50			
						2,157.47	41483287 10/20/26
1L4Q-JYNV-7TMC	VAULT LOCATOR KIT	11.24.3355		76.46			
						76.46	41483287 10/20/26
1M3L-YH6X-JHMQ	6 PACKS DISINFECTING WIPES	01.01.3680		33.98			
						33.98	41483287 10/20/26
1RP3-KMC9-KTLL	LOCK CHAIN LINK,CARABINER CLIP	18.23.2530		43.97			
						43.97	41483287 10/20/26
1YDR-6VMN-F6GC	MED & LARGE BINDER CLIPS	01.04.3110		16.80			
						16.80	41483287 10/20/26
1YFH-KMLG-7VC7	6 PACK SCRUBBING BUBBLES	01.01.3680		40.61			
						40.61	41483287 10/20/26
6900905-00	ANIXTER INC						
	100 AMP LOADBREAK CUTOUT	11.25.4239		1,173.28			
						1,173.28	69732 10/20/26
6906217-06	BLT DOUBLE ARM 5/8X24" SQU NUT	11.25.4239		87.40			
						87.40	69732 10/20/26
6907050-00	PVC CEMENT	11.25.4131		624.82			
						624.82	69732 10/20/26
6911908-00	SWITCH DISC	11.25.4239		3,164.79			
						3,164.79	69732 10/20/26
6913844-03	SERVICE ENTRANCE SLEEVES	11.25.4239		501.46			
						501.46	69732 10/20/26
6913886-01	CONNECTORS	11.25.4239		2,826.84			
						2,826.84	69732 10/20/26
6914756-00	FUS TAPE,BUSHING CVRS,POLE WRP	11.25.4239		4,330.38			
						4,330.38	69732 10/20/26

10/20/2026 THRU 10/20/2026

INVOICE NUMBER	VENDOR NAME		GL ACCOUNT #	AMOUNT	PAYMENT		CHECK #	CHECK DATE
	REFERENCE				AMOUNT			
6917907-00	ANIXTER INC				1,339.24			
	BRKT STD, PWR SPLICE, OVAL EYE	11.25.4239				1,339.24	69732	10/20/26
6917907-03	DEAD END GRIPS	11.25.4239		485.07		485.07	69732	10/20/26
6917907-04	EYELET OVAL	11.25.4239		261.76		261.76	69732	10/20/26
	ARROWHEAD - 6822							
ACCT #6822 AUG 2026	LEVER HANDLE	01.04.3800		19.99		19.99	69733	10/20/26
	ATR LIGHTING ENTERPRISES							
4027348-IN	LED BULBS	11.24.2530		52.63		52.63	69734	10/20/26
	BAKER TILLY ADVISORY GROU							
BTAG-10043353	RETAINER FOR AUG 2026	01.01.2850		700.00				
	RETAINER FOR AUG 2026	11.26.2850		2,800.00				
	RETAINER FOR AUG 2026	12.11.2850		2,800.00				
	RETAINER FOR AUG 2026	18.21.2850		700.00		7,000.00	69735	10/20/26
BTAG-10078220	RETAINER FOR SEP 2026	01.01.2850		775.07				
	RETAINER FOR SEP 2026	11.26.2850		3,100.29				
	RETAINER FOR SEP 2026	12.11.2850		3,100.29				
	RETAINER FOR SEP 2026	18.21.2850		775.07		7,750.72	69735	10/20/26
BTAG-10119095	RETAINER FOR OCT 2026	01.01.2850		700.00				
	RETAINER FOR OCT 2026	11.26.2850		2,800.00				
	RETAINER FOR OCT 2026	12.11.2850		2,800.00				
	RETAINER FOR OCT 2026	18.21.2850		700.00		7,000.00	69735	10/20/26
	BALDWIN CITY MARKET							
ACCT #8 10/6/2026	10 GALLONS WATER REFILLS	01.01.3110		5.90		5.90	69736	10/20/26
	BENNETT BEAM CONSULTING							
0031	IT SERVICES 09/11/26-10/10/26	01.10.4012		6,735.00				
	IT SERVICES 09/11/26-10/10/26	11.26.4012		1,083.33				
	IT SERVICES 09/11/26-10/10/26	12.11.4012		1,083.33				
	IT SERVICES 09/11/26-10/10/26	18.21.4012		1,083.34				
	IT SERVICES 09/11/26-10/10/26	01.04.4012		65.00				
	IT SERVICES 09/11/26-10/10/26	01.05.4012		6,825.00				
	IT SERVICES 09/11/26-10/10/26	01.10.4010		694.10		17,569.10	69737	10/20/26
25-13	DIG COMMUNICATION 9/11-10/10	01.01.2850		235.00		235.00	69737	10/20/26
	BG CONSULTANTS INC							
22-1404#3	MAPLE LEAF TRAIL PHASE 2 DESIG	29.01.2850.0135		2,125.00		2,125.00	69738	10/20/26
26-1280#1	US-56 CORRIDOR MGMT PROJECT	29.01.2430.0139		873.40		873.40	69738	10/20/26
	C&B EQUIPMENT MIDWEST INC							
21332-00	EURODRIVE REPAIR	18.22.2530		703.33		703.33	69739	10/20/26
	CINTAS CORP *NON-ELECTRC*							
STM_SEP2026_12345043	SEPT2026 UNIFORMS	01.02.3610		341.55				

10/20/2026 THRU 10/20/2026

INVOICE NUMBER	VENDOR NAME		GL ACCOUNT #	AMOUNT	PAYMENT		CHECK #	CHECK DATE
	REFERENCE				AMOUNT			
		CINTAS CORP *NON-ELECTRC*						
		SEPT2026 TOWELS/MATS	01.02.2999		199.30			
						540.85	41483328	10/20/26
		CINTAS CORP - MATS						
4281761644/428323401		MAT SERVICE	01.05.2209		71.98			
						71.98	41483329	10/20/26
CITY HALL SEP 2026		MAT SERVICE	01.01.2999		193.02			
						193.02	41483288	10/20/26
		CINTAS CORP:*ELECTRC ONLY						
STM_SEP2026_12358637		SEPT2026 UNIFORMS	11.25.3610		604.25			
		SEPT2026 TOWELS/MATS	11.24.2999		297.40			
						901.65	41483291	10/20/26
		CINTAS FIRE PROTECTION						
0F58740733			01.04.2999		1,349.91			
						1,349.91	69740	10/20/26
0F58740802		2026 PWR PLANT FIRE INSPECTION	11.24.2999		1,016.39			
						1,016.39	69740	10/20/26
0F58740803		2026 WWTP FIRE INSPECTION	18.22.2999		844.37			
						844.37	69740	10/20/26
0F58740829		FIRE EXTINGUISHER CHECK/REPLAC	01.05.2999		482.44			
						482.44	69740	10/20/26
		CITY ELECTRIC SUPPLY						
LWR/007461		3" PVC PIPE, ELBOWS	11.25.4131		5,120.58			
						5,120.58	69741	10/20/26
LWR/007648		400 AMP CLAMP METER	11.25.3355		225.42			
		PLIERS WITH CRIMPER	11.25.3355		49.99			
		CES HD KLEIN STRIPPER	11.25.3355		41.99			
		UTILITY KNIFE BLADES	11.25.3355		13.98			
		M18 DEEP CUT BAND SAW KIT	11.25.3355		669.00			
		TRADESMAN PRO PHN HOLDER	11.25.3355		24.99			
		DEEP CUT 12/14 TPI EXTREME MTL	11.25.3355		29.97			
		DIABLO STEP DRILL BIT 3PC SET	11.25.3355		129.87			
		LW BLK DROP NOT	11.25.3355		55.56			
		COBTRATEC SMALL DROP KNIFE BLK	11.25.3355		75.00			
		TAX	11.25.3355		123.03			
						1,438.80	69741	10/20/26
		COMPANION ANIMAL HOSPITAL						
206480		SEP 2026 MO SVC CONTRACT	01.05.3891		400.00			
						400.00	69742	10/20/26
		CORE & MAIN - 084041 (EX)						
Z668059		12X30,12X15,3/4 & 1" INSERTS	12.12.3800		1,825.27			
						1,825.27	69743	10/20/26
		EVERGY - SOLAR						
SOLARPOWER SEPT 2026		SOLAR POWER SEPT 2026	11.27.2791		6,607.43			
						6,607.43	69744	10/20/26
		FORM ONE, LLC						
164412		CASE JACKETS	01.05.2331		136.68			
						136.68	69745	10/20/26
		GRAINGER-PW 255: EXEMPT						
9106863377		LEGEND PLATE BLK	18.22.2530		5.04			
		LEGEND PLATE RED	18.22.2530		5.64			
		CONTACT BLOCK	18.22.2530		125.28			
		PUSH BUTTON BLACK	18.22.2530		37.81			

10/20/2026 THRU 10/20/2026

VENDOR NAME			PAYMENT			
INVOICE NUMBER	REFERENCE	GL ACCOUNT #	AMOUNT	AMOUNT	CHECK #	CHECK DATE
INV-680148618	GRAINGER-PW 255: EXEMPT					
	PUSH BUTTON GREEN	18.22.2530		37.81		
	PUSH BUTTON RED	18.22.2520		37.81		
					249.39	69746 10/20/26
	GROUND'S GUYS OF OLATHE					
	50% DEPOSIT ON 2026 XMAS DECOR	01.01.2516		17,217.22		
					17,217.22	69747 10/20/26
109444	K&K GRINDING					
	KUBOTA MOWER IDLER WHEEL SHAFT	01.03.2530		350.00		
					350.00	69748 10/20/26
6090155	KANSAS ONE-CALL SYS, INC					
	SEPTEMBER_2026 LOCATES	11.25.2999		98.42		
	SEPTEMBER_2026 LOCATES	12.11.2999		98.42		
					196.84	69749 10/20/26
IN31589	MCCONNELL MACHINERY CO., I					
	HOLDER, SHAFT	01.03.2530		641.00		
					641.00	69750 10/20/26
916936	MID WEST EXTERMINATORS OF					
	PUBLIC WORKS PEST SERVICE	01.02.2999		50.00		
					50.00	69751 10/20/26
409041	OTTAWA SANITATION SERVICE					
	OCT2026 BILLING:TRASH&RECYCLG	24.01.2491		38,793.29		
	OCT2026 BILLING:TRASH&RECYCLG	24.01.2492		4,445.48		
					43,238.77	69752 10/20/26
409042	SEP2026 BILLING:TRASH&RECYCLG	01.01.2495		374.59		
	SEP2026 BILLING:TRASH&RECYCLG	01.02.2495		187.20		
	SEP2026 BILLING:TRASH&RECYCLG	01.03.2495		228.35		
	SEP2026 BILLING:TRASH&RECYCLG	01.04.2495		77.48		
	SEP2026 BILLING:TRASH&RECYCLG	01.05.2495		39.19		
	SEP2026 BILLING:TRASH&RECYCLG	01.06.2495		25.65		
	SEP2026 BILLING:TRASH&RECYCLG	03.01.2495		22.44		
	SEP2026 BILLING:TRASH&RECYCLG	11.24.2495		280.90		
	SEP2026 BILLING:TRASH&RECYCLG	12.11.2495		280.90		
	SEP2026 BILLING:TRASH&RECYCLG	18.22.2495		187.20		
	SEP2026 BILLING:TRASH&RECYCLG	27.01.2495		77.30		
						1,781.20 69752 10/20/26
2660254367	PACE ANALYTICAL SERVICES,					
	MONTHLY TESTING FEES	18.22.2202		301.00		
					301.00	41483292 10/20/26
2660254475	MONTHLY TESTING FEES	18.22.2202		1,332.00		
					1,332.00	41483290 10/20/26
10/20/2026	PETTY CASH					
	DRAWER SHORT BY \$20.00	01.01.7998		20.00		
					20.00	69753 10/20/26
2026-1012	POSTMASTER					
	POSTAGE-PERMIT #15 (UB)	11.26.2150		750.00		
	POSTAGE-PERMIT #15 (UB)	12.11.2150		750.00		
					1,500.00	69754 10/20/26
BB91034613A	PROFORMA					
	BUSINESS CARDS-KEVIN	01.02.2331		98.87		
					98.87	69755 10/20/26
SEPT 2026	ROYAL CLEANERS					
	SEPT 2026 DRY CLEANING	01.05.3630		62.47		
					62.47	69756 10/20/26

10/20/2026 THRU 10/20/2026

INVOICE NUMBER	VENDOR NAME		GL ACCOUNT #	AMOUNT	PAYMENT		CHECK #	CHECK DATE
	REFERENCE				AMOUNT			
94479490	ROYAL METAL IND. INC.							
	ALUMINUM PLATE	18.22.2530		619.50				
						619.50	69757	10/20/26
726303	RUESCHOFF COMMUNICATIONS							
	SEPT2026 ANSWER SVC CALLS	11.25.2500		111.50				
	SEPT2026 ANSWER SVC CALLS	12.11.2500		111.50				
						223.00	69758	10/20/26
2605-83	SALTUS TECHNOLOGIES, LLC							
	DIGITICKET SOFTWARE	01.05.4010		2,755.00				
						2,755.00	69759	10/20/26
OCT 2026	SCHWARZ PEST MANAGEMENT							
	QUARTLY SERVICE	01.05.2850		160.00				
						160.00	69760	10/20/26
5225421-202609-1	TRANSUNION RISK & ALTERNA							
	SEPT 2026 TLO	01.05.2850		147.50				
						147.50	69761	10/20/26
SEP 2026 AP0681	UMB-CARD SERVICES							
	EIN CHECK FOR NEW VENDORS	01.01.2850		25.00				
	BIRTHDAY LUNCH EL PATRON	01.01.2450		90.29				
	MONTHLY ADOBE SOFTWARE	01.10.4010		29.99				
						145.28	41483289	10/20/26
SEP 2026 RH0699	KMEA ANNUAL CONFERENCE	01.01.2140		130.00				
	MONTHLY MAPLE PUBLICATION	01.01.2330		500.00				
						630.00	41483289	10/20/26
SEP 2026 TB0459	MOUNTING OF 4 TIRES	01.04.3350		120.00				
						120.00	41483289	10/20/26
UMB SEP 2026 RC9015	KTA CHARGES	01.01.2160		2.60				
						2.60	41483289	10/20/26
UMB_SEPT2026_PM0715	CRIMPER,BATTERY	11.25.4240		1,801.48				
	TRAINING - ZACK	11.25.2170		394.05				
	HARBOR FREIGHT	11.25.3355		109.33				
	APPLEBEES	11.25.2170		20.18				
	APPLEBEES	11.25.2170		20.71				
	GAS	11.25.3530		83.93				
	PANDA EXPRESS	11.25.2170		18.55				
						2,448.23	41483289	10/20/26
UMB_SEPT2026_AB1891	KWIK SHOP	01.05.3530		46.43				
	TA-GULF	01.05.3530		50.68				
	KWIK SHOP	01.05.3530		62.41				
	TA-GULF	01.05.3530		55.47				
	JUMP START	01.05.3530		62.20				
	CASEYS	01.05.3530		50.40				
	KWIK SHOP	01.05.3530		69.15				
	CASEYS	01.05.3530		64.20				
						460.94	41483289	10/20/26
UMB_SEPT2026_JW0574	MENARDS	11.24.2520		191.23				
	MENARDS	11.24.3355		167.64				
	HARBOR FREIGHT	11.24.3355		335.65				
	KMEA	11.24.2140		130.00				
	EBAY - CIRCUIT BREAKER	11.24.2530		723.98				
	NORTHERN TOOL	11.24.3355		39.99				
						1,588.49	41483289	10/20/26
UMB_SEPT2026_KJ0392	MEAL	01.05.2170		37.23				

10/20/2026 THRU 10/20/2026

INVOICE NUMBER	VENDOR NAME		GL ACCOUNT #	AMOUNT	PAYMENT		CHECK #	CHECK DATE
	REFERENCE				AMOUNT			
UMB_SEPT2026_MP9197	UMB-CARD SERVICES							
	THANK YOU ITEMS FOR DGSO IT		01.05.7999		51.87			
						89.10	41483289	10/20/26
	MEAL		01.05.2170		28.00			
	MEAL		01.05.2170		57.09			
	MEAL		01.05.2170		13.44			
UMB_SEPT2026_MR1483	HOTEL		01.05.2170		509.07			
	FUEL		01.05.3530		38.37			
						645.97	41483289	10/20/26
	EXTERNAL HARD DRIVES		01.05.3110		228.00			
	POSITIVE PROMO-HALLOWEEN BAGS		01.05.3900		520.72			
	VIN FORMS		01.05.3110		400.00			
UMB_SEPT2026_PT8365	SIRCHIE-TEST KITS		01.05.4810		79.68			
	EL PATRON-CC STAFF LUNCHES		01.05.2170		51.22			
						1,279.62	41483289	10/20/26
	POSTAGE		01.35.2150		11.02			
	POSTAGE		01.35.2150		33.06			
	INT'L CODE ONLINE TRAINING		01.35.2140		198.00			
UMB_SEPT2026_SD1836						242.08	41483289	10/20/26
	MAPLE LEAF FLAG		01.02.3800		184.73			
	ADOBE PRO & ADOBE EXPRESS		01.02.3110		29.98			
						214.71	41483289	10/20/26
	TRAINING - EMPORIA		18.21.2170		41.21			
	TRAINING - EMPORIA		18.21.2170		29.27			
UMB_SEPT2026_SY0723	WASTEWATER PERMIT FEES		18.21.2720		191.63			
						262.11	41483289	10/20/26
	POSTAGE		01.35.2150		59.20			
						59.20	41483289	10/20/26
	COMPUTER UPDATES		01.02.3355		252.00			
	COMPUTER UPDATES		12.12.3355		252.00			
UMB_SEPT2026_TA0582	COMPUTER UPDATES		11.25.3355		252.00			
	COMPUTER UPDATES		18.22.3355		252.00			
	COMPUTER UPDATES		01.03.3800		252.00			
	TIRES		01.02.3350		16.60			
	TIRES		01.04.3350		16.60			
	TIRES		11.25.3350		15.60			
UMB_SEPT2026_TZ6342						1,308.80	41483289	10/20/26
	HARD DRIVES		01.05.3110		119.00			
						119.00	41483289	10/20/26
	CAR WASH		01.05.3310		3.82			
						3.82	41483289	10/20/26
	HOLSTER		01.05.4810		72.54			
UMB_SEPT2026_VS0731	BURGERS-MEAL		01.05.2170		12.16			
	ACAPULCO MEXICAN-MEAL		01.05.2170		18.07			
	LAWRENCE BEER CO-MEAL		01.05.2170		20.13			
	LAWRENCE BEER CO-MEAL		01.05.2170		19.80			
	TOWNEPLACE SUITES-HOTEL		01.05.2170		696.60			
						839.30	41483289	10/20/26
UMB_SEPT2026_WB0707	WORTHAM, JESSICA							
	CITY ATTORNEY 10/1/26-10/11/26		01.01.2851		850.00			
	CITY ATTORNEY 10/1/26-10/11/26		01.07.2851		750.00			
	CITY ATTORNEY 10/1/26-10/11/26		01.35.2851		50.00			
						1,650.00	69762	10/20/26

CLAIMS BY VENDOR

VENDOR NAME		PAYMENT			
INVOICE NUMBER	REFERENCE	GL ACCOUNT #	AMOUNT	AMOUNT	CHECK # CHECK DATE
REPORT TOTAL					=====
					164,997.81

Staff Report

To: City Council

From: Pat Toth

Director, Community Development

Type: Special Event

Date: October 20th, 2026

General Information

Applicant:

Kel Robinson
Executive Producer
Royal Rose Productions

Property Owner:

N/A

Requested Action:

City Approval for shooting scenes in
the downtown area.

Proposal:

To shoot scenes for an upcoming
movie production in the month of
November and possibly December.

Existing Zoning and Land Use:

N/A

Comprehensive Plan:

N/A

File Date:

9/17/2026

Proposal:

The applicant is requesting the ability to utilize our downtown area to film scenes for an upcoming film. The name of the Film is “The Funeral Photographer”. The applicant is requesting 6 primary shoot days that generally start at 9:00 AM to 6:00 PM. There is an extra day of secondary re-shoots after the initial 6 primary shoot day. So, tentatively 7 total days of shooting. At this time the timeline will be two times a week either the first three weeks of November or the last three weeks in November and potentially one week into December.

The project will include building sets for certain scenes, potentially temporarily closing a road to traffic for an amount of time to shoot a “crash” scene. The applicant is responsible for traffic control and ensuring any adjacent businesses are not affected. There will not be any fast moving or “action” scenes as part of the shoots in town. It should be relatively confined to a few locations. Most shooting will be “dialog” pieces. Some will be interior of buildings, a few shall be along city sidewalks and public right of way. Agreements and details to the use of structures being used for shooting will be between structure owners and the production company.

Royal Rose Productions Responsibilities:

Royal Rose Productions is responsible for traffic control, policing their trash, bathroom facilities, security, and generally limiting their disruptions of day to day life for Baldwin City Citizens to a minimum. It is the responsibility of Royal Rose Productions to ensure that this entire process does not cause an undue burden on Baldwin City staff, citizens, business owners and the general town over all.

Baldwin City Potential Resources:

Community Development Staff has contacted the Production Company to understand the plan of action and to offer some resources to help facilitate a welcoming culture to the crew as they work in our community.

As the Director of Community Development, I have reached out to various departments within our governing organization to request what resources may be available.

If the council sees fit the following resources and materials could be provided to the crews to help with logistics in order to provide the best experience for all parties involved.

- (1) Street barriers.
- (2) Access to restrooms for movie staff and crew located at Sullivan Square.
- (3) Access to the parking lot located at 815 High Street as a staging area for the crew, vehicles, and materials required.

- (4) Access to electrical for use by crew and staff. (Baldwin City will re-coop electrical costs at the end of the project through the meter attached to the electrical hub.)
- (5) The use (if feasible) of one of the fire vehicles to be used in the film.

Benefits to the City:

While in discussion with Kel Robertson, it was explained that the City, if allowed to be used for shooting, would later receive royal check in which will be based on the success of the film.

During the time of shooting their crew will be taking a separate set of pictures and documentation then uploading these images and videos to a database used by all production companies to find locations of use for future feature films. This could potentially be beneficial to bring in outside traffic to increase sales revenue while spotlighting the community's unique charm within the greater regional area. In turn this could potentially improve tourism of the area and bring in more traffic to the historic districts in the area.

The downtown will be seen on a broader spectrum nationally and we will be able to show off the hard work that the town has put into the upkeep, beauty, and artistic yet rural culture of our community. This is a key to instilling civic pride for the citizens of the community and gives residents of Baldwin City something to be proud of when they see identifiable landmarks and reference points of their town on the big or small screen.

The educational benefit is also a large factor, with Baker University just a block away for the estimated area of use. This gives students and young people alike the opportunity to see firsthand the work that goes into creating a feature film. There is also the potential that citizens of the town can be part of the film itself. There will be an application process for citizens to sign up as extras if they so desire. The application process will be open to the public via the production company's website.

Items of Concern:

- (1) Road and sidewalk closures during business hours.
- (2) Ensuring emergency services have access to areas in the case of an emergency.
- (3) Blocking access to any of our business during shooting.
- (4) Noise and light pollution.
- (5) Property Damage and Liability.

Conditions to the Event Permit:

- (1) In the case of road or sidewalk closures, the city will need advanced notice of 7 days to allow notification of these closures, dates, and times to the general public.
- (2) At all times there shall be clear and easily accessible routes to all portions of the area being used for filming to allow for emergency vehicles and personnel.

- (3) In the case of blocked access to a business or business, written agreements from the business owner(s) shall allow such activities to disrupt normal business within designated hours. If an agreement is not reached it is up to the production company to figure out an alternative approach to accomplish its goal.
- (4) Any major noise or light pollution, general nuisance, disturbance, or anything that could cause panic or disturbance to citizens of the general public will need to be coordinated with City Staff, Police, and Fire and Emergency Services at least 7 days prior to shooting to allow the notification to the public of out of the ordinary occurrences may take place in the area of filming.
- (5) The city will require a high-value General Liability Insurance policy naming Baldwin City as an additional insured.

Staff's Recommendation:

Staff's recommendation is to **allow** for the filming of this feature film. It does not appear to have an extensive amount of downside or negative issues associated with the project. The issues that potentially do emerge can be navigated with the listed conditions. Overall, it is in staff opinion that there are multiple potential benefits short and long term, such as local stores will benefit economically, the opportunity to elevate the town's cultural profile, allowing the city to show our charming and hospitable attitude towards being a positive place to conduct business. Amongst other unseen opportunities and positives.

Attached:

Funeral Photographer Location Shooting Schedule.

Map

Application

THE FUNERAL PHOTOGRAPHER

GRAVESIDE SECRETS

LOCATION SHOOTING SCHEDULE

ROYALROSES PRODUCTIONS

Scheduling format: Six primary production days across three weeks, plus one optional makeup/reshoot block.

Standard shoot window: 9:00 AM–6:00 PM for primary location days. Week 3 makeup/reshoots: Saturday or Sunday, 11:00 AM–4:00 PM.

Daily requirement: Include set setup and teardown within each scheduled day.

PLANNING NOTES

- Exterior-only photography is planned for the car-wreck portion of Scene 9. Interior car coverage is excluded from Day 1.
- The screenplay does not identify a numbered “downtown city” establishing scene; downtown/drone footage is treated as additional production inserts.
- Scene 54 is a separate highway crime-scene sequence, not the Scene 9 car-wreck flashback.
- Scene/page references below follow the available script breakdown and should be checked against the locked shooting draft before call sheets are issued.

WEEK 1 • DAY 1

Car Wreck Exteriors & City Establishing Footage

Primary window: 9:00 AM–6:00 PM | Exterior scenes only (9:00 AM–6:00 PM)

Time	Scene / Coverage	Scene #	Script Pages	Characters / Notes
9:00–9:30	Crew call, safety briefing, set-up	—	—	Wreck-site safety, traffic control, camera/drone checks
9:30–12:00	Car wreck exterior / forest flashback	9 (EXT. portion only)	Approx. 8–9	Confirm exact exterior beats and cast from locked script; exclude INT. CAR coverage
12:00–12:30	Wreck inserts / environmental details	Production inserts	Added footage	Wreckage, road/forest details, cutaways; only with location and safety approval
12:30–1:00	Lunch	—	—	—
1:00–3:00	General city / downtown establishing shots	Added inserts	Not numbered in script	City traffic, skyline, storefronts, street activity; no scripted character list
3:00–4:30	Drone establishing footage	Added inserts	Not numbered in script	Licensed/authorized drone operator; comply with airspace, property and privacy rules
4:30–5:15	6K camera city/wreck pickups	Added inserts / Scene 9 ext.	Approx. 8–9 for Scene 9 ext.	Clean plates, wide shots, details and continuity
5:15–6:00	Media check, strike and teardown	—	—	Back up footage; confirm all exterior coverage before leaving

Day 1 note: Scene 54 (EXT. HIGHWAY, approximately pp. 65–66) is a separate highway crime-scene sequence. Schedule it only if the production intends to combine locations and has enough time; it is not part of the Scene 9 wreck flashback.

WEEK 1 • DAY 2

Coffee Shop — Interior & Exterior

Primary window: 9:00 AM–6:00 PM

Time	Scene / Coverage	Scene #	Script Pages	Characters
9:00–9:30	Crew call, setup, lighting and sound	—	—	Coffee shop set preparation
9:30–12:30	INT. COFFEE SHOP — DAY	32	Approx. 39–41	Noreen Jacobs; Ingrid Halvorsen
12:30–1:00	Lunch	—	—	—
1:00–2:45	Scene 32 dialogue coverage / inserts	32	Approx. 39–41	Noreen Jacobs; Ingrid Halvorsen; singles, reverses and details
2:45–3:00	Reset for exterior	—	—	Move gear and protect continuity
3:00–4:30	EXT. COFFEE SHOP — MORNING	52	Approx. 63–64	Detective Mara Marru
4:30–5:15	Exterior pickups / signage / entrances	32 / 52 inserts	Approx. 39–41 / 63–64	As needed; no additional scripted characters assumed
5:15–6:00	Footage check, teardown and location reset	—	—	Return location to agreed condition

Continuity note: Scene 52 has Detective Mara Marru leaving with coffee and a doughnut toward her cruiser; the following cruiser scene is not included in the coffee-shop location day unless separately approved.

WEEK 2 • DAY 1

Small-Town Bar — Interior & Exterior

Primary window: 9:00 AM–6:00 PM

Time	Scene / Coverage	Scene #	Script Pages	Characters
9:00–9:30	Crew call, set dressing, lighting and sound	—	—	Bar setup; prepare day-for-night look if needed
9:30–12:30	INT. BAR — NIGHT	47	Approx. 59–61	Noreen Jacobs; Jackson Lagoon
12:30–1:00	Lunch	—	—	—
1:00–3:15	Scene 47 dialogue coverage / pickups	47	Approx. 59–61	Noreen Jacobs; Jackson Lagoon
3:15–3:30	Reset for exterior	—	—	Move gear, maintain wardrobe and prop continuity
3:30–4:45	EXT. BAR — LATER	48	Approx. 62–63	Noreen Jacobs
4:45–5:15	Exterior inserts / car-not-starting beats	48	Approx. 62–63	Noreen Jacobs; verify all required exterior action
5:15–6:00	Footage check and teardown	—	—	Strike set and restore location

Production note: The script calls this location “BAR”; “small-town bar” is the production location description. Scene 47 is written as NIGHT, so coordinate blackout or controlled lighting with the location.

WEEK 2 • DAY 2

Sheriff’s Department — Interior & Exterior

Primary window: 9:00 AM–6:00 PM

Time	Scene / Coverage	Scene #	Script Pages	Characters
9:00–9:30	Crew call, setup and location safety	—	—	Sheriff’s Department setup
9:30–11:00	EXT. LARSH COUNTY SHERIFF’S DEPARTMENT	1, 84, 86, 88, 98	1, 85–87, 95	Scenes 1: FBI Agents Jonathan Price and Sarah Reyes; 84: Detective Mara Marru, Thomas Jr. (voice); 86 & 88: Detective Mara Marru; 98: Detective Mara Marru, Noah Gray
11:00–12:30	INT. DEPARTMENT / SHERIFF HOLT’S OFFICE	2–5	2–4	Scene 2: Officer, escorted person; Scene 3: Detective Mara Marru, Sheriff Ryan Holt; Scene 4: Mara Marru, Sarah Reyes, Jonathan Price; Scene 5: Sheriff Ryan Holt
12:30–1:00	Lunch	—	—	—
1:00–3:30	INT. MEETING ROOM / DEPARTMENT	6–8	4–6	Detective Mara Marru; FBI Agents Sarah Reyes and Jonathan Price; officers; Sheriff Ryan Holt; Dr. Bennett (county coroner)
3:30–4:30	Dialogue pickups / coverage	1–8, 84, 86, 88, 98	Pages listed above	Prioritize cast availability, matching eyelines and continuity
4:30–5:15	Office / station inserts and continuity	As needed	As needed	Signs, files, evidence details, empty plates where scripted/approved
5:15–6:00	Footage check, teardown and reset	—	—	Back up media; restore location

Scheduling caution: scenes 1–8 occur on consecutive pages and include several different spaces. Confirm room availability, company moves, cast calls and whether “continuous” action can be filmed in story order or grouped by setup.

WEEK 2 • ADDITIONAL PRIMARY DAYS

Day 5 — Downtown / General City Exteriors

9:00 AM–6:00 PM | Additional production inserts; no numbered downtown establishing scene was identified in the screenplay.

Time	Coverage	Scene #	Pages	Characters / Notes
9:00–9:30	Crew call, location permissions, safety briefing	Added inserts	N/A	Confirm traffic, pedestrian control and property permissions
9:30–12:00	Downtown wides and neighborhood establishing shots	Added inserts	N/A	No scripted characters required unless separately planned
12:00–12:30	Storefronts, street details, traffic cutaways	Added inserts	N/A	Avoid identifiable private individuals without releases
12:30–1:00	Lunch	—	—	—
1:00–3:00	Drone / elevated establishing coverage	Added inserts	N/A	Authorized operator and compliant flight plan
3:00–4:45	6K camera plates, movement and alternate angles	Added inserts	N/A	Capture clean plates and edit-friendly handles
4:45–5:15	Final establishing pickups	Added inserts	N/A	Check shot list before wrap
5:15–6:00	Media check, backups and teardown	—	—	Verify footage and strike safely

Day 6 — Exterior Pickups / Sheriff’s Department Overflow

9:00 AM–6:00 PM | Reserve day for missed exterior coverage, city inserts or sheriff’s department scenes that cannot be completed on the main location day.

Time	Coverage	Scene #	Pages	Characters / Notes
9:00–9:30	Crew call, setup and review of outstanding shots	TBD	TBD	AD and DP confirm prioritized pickup list
9:30–12:00	Sheriff’s Department exterior pickups	1, 84, 86, 88, 98	1, 85–87, 95	FBI Agents Jonathan Price and Sarah Reyes; Detective Mara Marru; Noah Gray; Thomas Jr. (voice), as required by selected scenes
12:00–12:30	Exterior details / signage / transitions	Added inserts	N/A	Only approved story-related details
12:30–1:00	Lunch	—	—	—
1:00–3:30	Missed city / wreck / location pickups	Scene 9 ext. and inserts	Approx. 8–9 plus added inserts	Use only if listed as outstanding after Days 1 and 5
3:30–4:45	Priority pickups from production report	TBD	TBD	Prioritize incomplete scripted coverage; do not add scenes without script/AD approval
4:45–5:15	Footage review and final shot confirmation	—	—	Check focus, sound, continuity and coverage
5:15–6:00	Teardown and location reset	—	—	Back up footage; return location

WEEK 3 • MAKEUP SCENES & RESHOOTS

Saturday or Sunday • 11:00 AM–4:00 PM

This is a contingency block for missing coverage, continuity corrections, dialogue repairs, inserts or approved reshoots. Confirm the exact scenes and cast from the production report before publishing the call sheet.

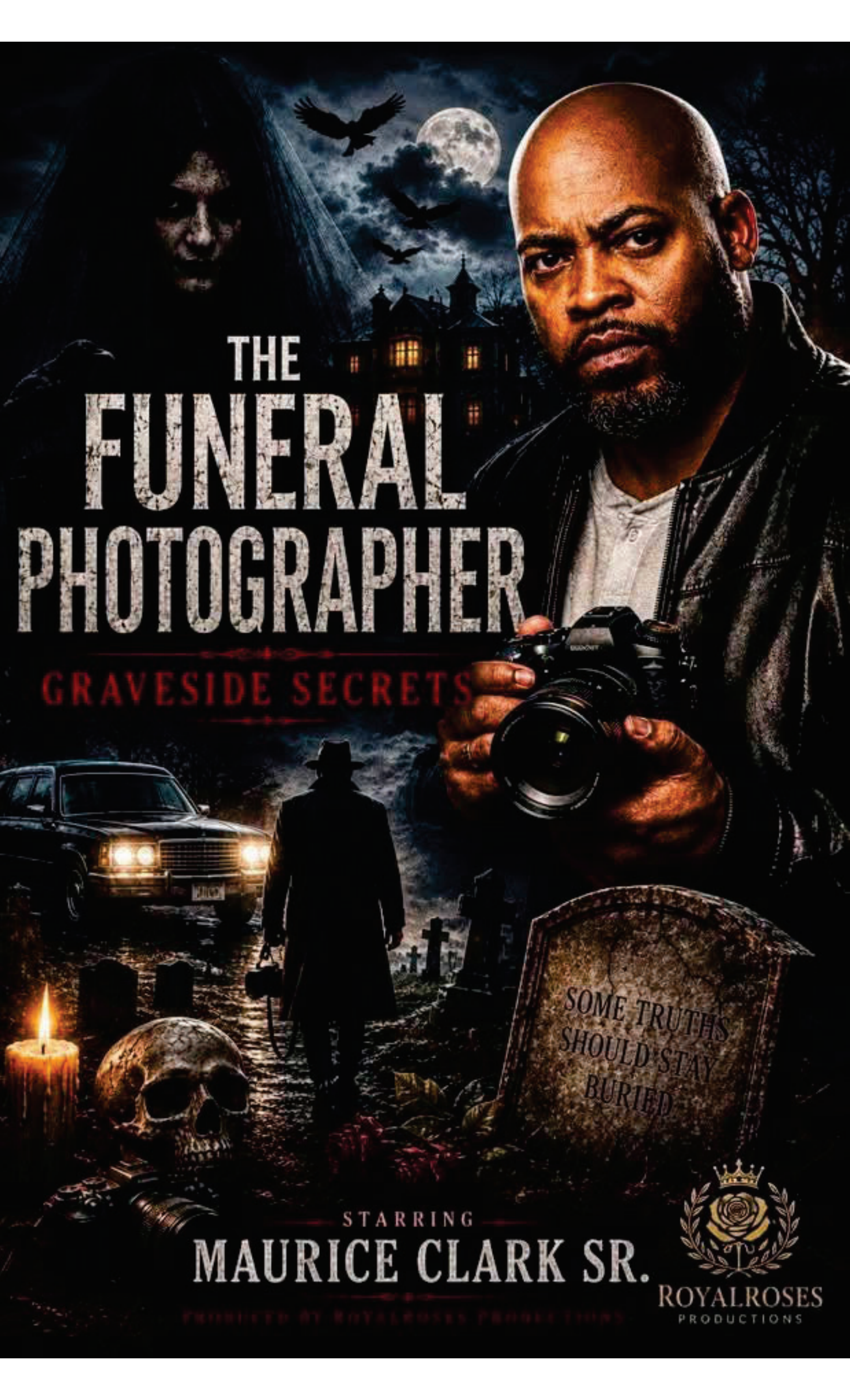
Time	Activity	Scene / Pages	Characters / Notes
11:00–11:30	Crew call, setup, review priority list	TBD	Only required cast/crew report
11:30–1:00	Highest-priority reshoots	TBD	Use production report; verify wardrobe, props, sound and continuity
1:00–1:30	Lunch	—	—
1:30–3:15	Pickups, inserts and continuity corrections	TBD	Include missing reaction shots, clean plates or dialogue only if needed
3:15–3:30	Final playback / media check	—	Confirm all requested shots are captured and usable
3:30–4:00	Teardown and location reset	—	Back up footage and clear location

FINAL PRODUCTION CHECKLIST

- Confirm locked screenplay version and scene/page references.
- Confirm cast availability for every scheduled scene.
- Secure location permission, parking, access and restoration requirements.
- For exteriors, confirm weather contingency, safety controls and local permissions.
- For drone work, confirm operator qualifications, airspace authorization and property permissions.
- Reserve setup and teardown time every shoot day.
- Back up camera media before leaving each location.

IMPORTANT

This is a location-based planning schedule, not a final call sheet. Scene pages are approximate where indicated. Any added city/drone footage is production coverage rather than a numbered screenplay scene. The 6 primary days are distributed across Weeks 1–2; Week 3 is a separate optional makeup/reshoot block.



THE FUNERAL PHOTOGRAPHER

GRAVESIDE SECRETS

STARRING
MAURICE CLARK SR.

PRODUCED BY ROYALROSES PRODUCTIONS



ROYALROSES
PRODUCTIONS

THE FUNERAL PHOTOGRAPHER

GRAVESIDE SECRETS

FINAL CASTING LIST

FULL FEATURE FILM (2.5 HOURS)

CHARACTER	ACTOR	CLASSIFICATION
Noah Gray	Maurice Clark Jr.	Lead Cast
Helena Gray	Dina Ntyce	Main Cast
Thomas Lagoon	Chuck Williams	Support. Cast
Margaret Lagoon	Mary Wilkens	Support. Cast
Jonah Lagoon	Christian Middleton	Primary Antagonist
Amelia Lagoon	Holly Krakowski	Support. Cast
Eliza Lagoon	Nicole Hall	Primary Antagonist
Thomas Jr Lagoon	Charles Silvertooth	Support. Cast
Jackson Lagoon	Devin Coyanzo	Support. Cast
Veiled Woman - Eleanor Voss	Chrissy Sparks	Main Character
Lillian Voss	Kataryna Lewis	Support. Cast
Ingrid Halvorsen	Caroline Baehner	Support. Cast
David Halvorsen	Matthew Hollyday	Support. Cast
Cemetery Forman	Dave Dean	Support. Cast
Cemetery Gardener	Rahkeem Brown	Support. Cast
Trash Truck Driver - Roco	Aaron "Stylez" Johnson	Support. Cast
Judge Harrison	OPEN	Featured Cast
Dr. Bennett Reed	Sonny Gaitan	Support. Cast
Defense Attorney Richard Sloan	Alvin Burks	Support. Cast
State Attorney - Maclon Haze	Cliff Hurd	Support. Cast
State Detective - Mara Murru	Missy Anderson	Main Cast
FBI Agent Sarah Reyes	Adriana Ruiz	Support. Cast
FBI Agent Johnathan Price	Bobby Wilson	Support. Cast
Sheriff Ryan Holt	Bam Brown	Support. Antagonist
Dotts City Deputy 1 - Alex	DP Pick	Featured Cast
Dotts City Deputy 2 - Ray	DP Pick	Featured Cast
City News Reporter	Alicia Thorpe	City News Reporter
News Camera Guy	Joshua Pate	Support. Cast

DIRECTED BY
KEL ROBINSON

PRODUCED BY
ROYAL ROSES PRODUCTION STUDIOS

WRITTEN BY
KEL ROBINSON



9th St

8th St

High St

7th St

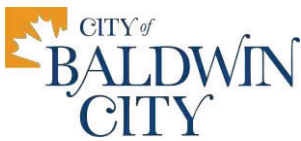
High St

7th St

Parking area

Electrical Hub

Bathrooms



SPECIAL EVENTS APPLICATION

Submit completed application to City Clerk Office thirty (30) days prior to event

Date: 9/17/2026

Name of contact person Kel Robinson

Phone 816-715-1321

Email Royalrosesproductions@gmail.com

Name of Sponsoring Business or Organization *(if different than above)*

Mobile Film Studio - Kansas City ,Mo.

home address 4915 n Wallace Dr Kansas City mo 64116

Address or location of event _____

Describe the **type of event** proposed__ **Date(s)** of proposed event: _____

Full Feature Film Set /

5 scenes max

Car wreck scene - ambulance , police and FB / Single street , starting at a corner

Casual Encounters at a local coffee shop

Casual encounters at towns small town bar

Trash truck

Small build for sheriff's department or similar

Normal traffic flow , normal town morning - EXTRAS WILL BE WANTED

Hours of operation: Wednesdays 11am to 6pm. & Fridays 11am to 3pm.

3 to 4 weeks max

Please describe the **details** of your event in the space provided below. Attach additional sheets if necessary

Attendance: Total anticipated attendance: Persons 15 to 25 cast and crew Vehicles 15 plus 3 equipment trailers

Yes some electricity / will pay upfront fee

Electrical - does your event require electricity? ☐ No ☐ Yes (if yes, show location(s) on map & Complete Green Utility Card)

Code 15-222 b., (1) – (b): Electrical Service shall not be installed until receipt of written request, \$25 activation fee. All energy consumed shall be metered and billed according to the rate set forth in Section 15-201(c).

☞ Only the City, or its designee, may install or activate such temporary services and any materials used shall remain the property of the City.

Yes if possible near center Downtown 1 street

Barricades – does your event require street closure? ☐ No ☐ Yes (if yes, show location(s) on map)

we will handle company trash for royalroses ☐
Trash: How will trash be managed? Provide ☐ Own Trash Receptacles
☐
_____ Request City Services (show location(s)
on map)

Restrooms: Number of Portable Restrooms 1 (show location(s) on map)

Company to place/remove

Company contact info

RoyalRosesproductionstudios.com

Filming 4 full feature films in Missouri with 90% Missouri cast members

Royalrosesproductions@gmail.com

Own a streaming platform launching on Roku

Hulu

Roku

Apple TV

Tubi

Echo Tv

Structures: Are temporary buildings, site improvements or alterations, grills, tents, canopies, inflatable structures, or live music proposed with this request? ☐ No ☒ Yes (If yes, show location(s) on map)

If yes, please describe:

Possible canopy tents max 3

Staged parking for crew work space

2 , 20 foot light poles

7 special lighting equipments

6 , 6k cameras
Audio recording sound booms
Sample car for car wreck scene
Safety equipment
Safety team
Personal state certified security

Last film day would like to sponsor a small town cook out and theater play 45minutes

Signs: Are signs or attention attracting devices proposed with this event? ☐ No ☐ Yes (if yes, show on map)
No

Publicizing Event: Will the proposed event be advertised to the public?
No , public is welcome to attend for viewing offset we ask for 20 years distance from sets if no locals are appearing in film as extras

☐ No ☐ Yes – Flyers ☐ Yes – Newspapers ☐ Yes – Radio/TV (*Please attach copy*)

APPLICATION CHECKLIST

☐ **Completed Application**

☐ **Map -** Attach a map showing street(s) and location of the event as described above.
Map to Include Locations for: Electrical, Barricade, Trash, Restrooms, Structures, and Signs

☐ **Insurance coverage** – Applications for all events *held on public property and/or assisted by the City of Baldwin City must* be accompanied by a Certificate of Insurance identifying the City as "Additional Insured." Proof of Liability and Bodily Injury Insurance Coverage at a minimum amount of \$500,000.00 combined single limit per occurrence with a minimum aggregate limit of \$1,000,000 is required. Insurance certificates must reference the event to be held and be dated within 30 days of the event. Contact City Clerk, Amara Packard at apackard@baldwincity.gov or call 785.594.6427 to confirm if applicable to your event.

☐ **Non-Profit:** Fee's may be waived by the City Administrator if a letter showing non-profit status is included with application.

☐ **Application fees:** \$100.00

☐ **Utility fees:** If electric service is requested, a fee of \$25.00 plus the cost of electricity used will be assessed. Applicants must complete a Green Utility Card in advance and include with the application.

☐ **Alcohol:** If alcohol is to be served or sold a copy of the *approved KSDR Form ABC-892 Temporary Permit Application and Agreement* on file with the City Clerk.

***Fillable Form ABC-892** available online:

I certify that the information contained in and attached to this application is correct, and I agree to abide by the terms of the Code of the City of Baldwin City, Kansas, which regulate special events, and by the specific terms and stipulations of this permit.

By signing this application, the applicants for a Special Event Permit agree to hold the City of Baldwin City and its employees harmless for any and all claims, lawsuits, or liability including attorney fees, costs allegedly arising out of loss, damages, or injury to person or person's property occurring during the course of or pertaining to the Special Event caused by the conduct of employees or agents of applicants.

Applicants Signature: *Executive Film Producer Kel Robinson*

**Applications for a special event filed after thirty (30) days prior to the event
may not be considered**

Published in the Lawrence Journal World on the ____ day of _____, 2026

ORDINANCE NO. 1540

AN ORDINANCE AMENDING CHAPTER XIV, ARTICLE 5, §§ 14-501, 14-504, 14-505, AND ADDING 14-507, OF THE CODE OF THE CITY OF BALDWIN CITY, KANSAS; AND REPEALING ANY OTHER ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH.

WHEREAS, the Governing Body of the City of Baldwin City, Kansas has reviewed the provisions contained in CHAPTER XIV, ARTICLE 5, §§ 14-501, 14-504, 14-505, and adding 14-507 of the City Code; and

WHEREAS, the Governing Body finds that the regulations within CHAPTER XIV, ARTICLE 5, §§ 14-501, 14-504, 14-505, are no longer necessary, have become outdated, or are otherwise deemed no longer in the best interest of the City and must be amended. The Governing Body furthermore finds that adding §14-507 is in the best interest of the city; and

WHEREAS, the Governing Body desires to amend CHAPTER XIV, ARTICLE 5, §§ 14-501, 14-504, 14-505, and adding 14-507 of the City Code in its entirety to promote clarity and accuracy within the City Code; and

WHEREAS, the Governing Body finds it is appropriate and advisable to amend the City Code accordingly.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF BALDWIN CITY, KANSAS:

Section 1. CHAPTER XIV, ARTICLE 5, §§ 14-501, 14-504, 14-505, and adding 14-507 of the City Code of the City of Baldwin City, Kansas is hereby amended to add and establish a new §14-501, 14-504, 14-505, and adding 14-507, titling Chapter XIV, Article 5, Recreational Use Vehicles, to read as follows

14-501. Definitions.

The definitions used by the State of Kansas shall apply to this ordinance, to wit:

- (a) Golf cart. Golf cart shall be defined as set forth at K.S.A. 8-126 and amendments thereto.
- (b) Work-site utility vehicle. Work site utility vehicle shall be defined as set forth at K.S.A. 8-126 and amendments thereto.
- (c) Micro utility truck. Micro utility truck shall be defined as set forth at K.S.A. 8-126(ii) and amendments thereto.

(d) All-terrain vehicle. All-terrain vehicle shall be defined as set forth at K.S.A. 8-126 (bb) and amendments thereto.

(e) Pocket bike. Pocket bike shall be defined as every device having two tandem wheels, or three wheels, which may be propelled by a gasoline engine and on which the headlights are lower than 24 inches from the ground, its tailpipe is lower than 15 inches, and no vehicle identification number is located on the vehicle nor can ownership of the vehicle be registered.

(f) Motorized scooter or e-Scooter. Motorized scooter or an e-Scooter shall be defined by K.S.A. 8-1498 or a vehicle consisting of a footboard between two small end wheels, controlled by an upright steering handle attached to the front wheel, propelled by an electric or gasoline motor, and no vehicle identification number is located on the vehicle nor can ownership of the vehicle be registered. Class 1 motorized scooters or e-Scooters have speeds limited to 15 mph or less; Class 2 motorized scooters or e-Scooters have speeds between 15 mph and 25 mph. Class 3 motorized scooters or e-Scooters have speeds that go above 25 mph. For purposes of this article, references to e-Scooters shall include motorized scooters.

(g) e-Bike or Motorized Bike. A Motorized bicycle or e-Bike is defined by K.S.A. 8-1439a or is an electric-assisted bicycle that has both pedals for human propulsion and an electric motor as defined by K.S.A. 8-149a. Class 1 e-Bikes are pedal-assisted with a motor assisting the rider up to 20 mph. Class 2 e-Bike has a motor that can assist the rider or propel the bike up to 20 mph without the need for the rider to pedal. Class 3 e-Bikes can go over 20 mph with or without rider assistance and shall be treated as a Motor-driven cycle or motorcycle as defined by K.S.A. 8-1439. For purposes of this article, references to e-Bikes shall include motorized bikes.

(h) Recreational Motorized Transportation Devices are any device that does not meet any of the definitions above including but not limited to hoverboards, electric skateboards, e-Trikes, electric unicycles, Segways, eWheels, electric or motorized enclosed bicycles, electric or motorized off-road scooters, electric folding tricycles, electric kick scooters, electric one wheel, or a walkcar (rideable laptops), or any other form of motorized or electric recreational transportation device not used as a mobility aid for disabled persons.

(i) Article 14 does not apply to any Assistive Device used as a mobility aid for an individual with a disability as defined by Kansas State Law or defined as any device that a consumer purchases or accepts transfer of in this state which is used for a major life activity which includes, but is not limited to, manual wheelchairs, motorized wheelchairs, motorized scooters, power wheelchairs, and other electric/motorized or powered aides that enhance the mobility of an individual with a disability.

The operation of all-terrain vehicles and pocket bikes shall be prohibited within the corporate limits of the City of Baldwin City and shall not be operated on any City-owned property or within the City Limits on the streets, roads, alleys, and sidewalks.

14-505 Violations; traffic infraction; penalties.

A violation of this article shall be deemed a traffic infraction or may be issued an unclassified misdemeanor ticket with a fine of no more than \$100. A parent or guardian may be cited should a child under 14 have a violation within this article.

14-507 E-Bikes and E-Scooters

- a. Persons, including children, operating an e-Bike or e-Scooter must follow all traffic rules and regulations per state law and city ordinances. Any violations of traffic laws or ordinances may be cited the same as any other motor vehicle driver.
- b. Recreational Motorized Transportation Devices that are not capable of exceeding 20 mph shall be treated as a Class 2 e-Bike. Any Recreational Motorized Transportation Devices that exceeds 20 mph shall be treated as a Class 3 e-Bike and shall operate under the same rules and regulations as a motorcycle.
- c. Persons or children operating a Class 1 or Class 2 e-Bike or e-Scooter shall not be required to maintain vehicle liability insurance, driver's license, registration, certificate of title, or a license plate.
- d. Children under the age of 16 are prohibited from operating any Class 3 e-Bike, e- Scooter, motorized scooter, or motorized bike on any City-owned property or within the City Limits on the sidewalks, roads, alleys, and streets.
- e. Any persons over the age of 16 operating a Class 3 e-Bike, e-Scooter, motorized scooter, or motorized bike must have a driver's license or permit, liability insurance, and follow all the same state requirements as a driver for a motor vehicle or motorcycle.
- f. Class 1 and Class 2 e-Bikes, e- Scooters, motorized bikes, and motorized scooters may be ridden on the roadways and follow the same traffic rules as manual bicycles, however, if there is a usable path for bicycles that is adjacent to the roadway, riders shall use such path and not use the roadway. Riders must yield to pedestrians. Class 3 devices or any recreational device designed to exceed 20mph must be ridden on the roadway with the same rules as a motorcycle or motor vehicle.
- g. Per Kansas State Law, it is unlawful for any person to operate an e-Scooter or e-Bike on any interstate highway, federal, or state highway within the city but crossing a federal or state highway is not prohibited.
- h. E-Bikes, e-Scooters, motorized bikes, motorized scooters, and any other Recreational Motorized Transportation Device must be ridden by one (1) rider only unless it is designed for two (2) or more riders or the riders are using a purchased commercial-made attachment designed to be used with the device allowing for multiple riders such as but not limited to

a mounted child seat, passenger kit/tandem kit, rear racks with passenger capability, passenger platform, or trailer passenger carrier.

- i. E-Bikes, e-Scooters, motorized bikes, and motorized scooters manufactured after January 1, 2023, shall apply a label that is permanently affixed in a prominent location to each device that contains the classification number, top assisted speed, and motor wattage.
- j. No person shall tamper with or modify the e-Bike, e-Scooter, motorized bike, or motorized scooter in a manner that changes the motor-powered speed capability or engagement of an electric-assisted bicycle, unless the label is replaced after the modification and indicates the new classification.
- k. E-Bikes, e-Scooters, motorized bikes, motorized scooters, and any other Recreational Motorized Transportation Devices may only be operated from sun-up to sundown. Operating devices at night after sundown is prohibited with the exception of children operating the device to travel to school or return home after school so long as the device is designed to be ridden at night including but not limited to headlights, taillights, reflective tape or other visibility aids such as a slow-moving vehicle emblem.
- l. For violations of this ordinance that do not qualify as a traffic infraction, first-time offenders may be fined an amount not to exceed \$25 for an unclassified misdemeanor offense. Repeat offenders may be fined an amount not to exceed \$100 for an unclassified misdemeanor. A parent or guardian may be fined for a child under the age of 14 violating this offense.

Section 2. Repeal of Conflicting Ordinances. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 3. Effective Date. This ordinance shall take effect and be in full force from and after its publication in the official city newspaper.

PASSED AND APPROVED by the Governing Body of the City of Baldwin City, Kansas this 20th day of October, 2026.

Gerald Cullumber, Mayor

ATTEST:

Amara Packard, City Clerk

APPROVED AS TO FROM:

Jessica Wortham, City Attorney

Published in the Lawrence Journal World on the ____ day of _____, 2026

ORDINANCE NO. 1541

AN ORDINANCE AMENDING CHAPTER XIII, ARTICLE 1, §13-115 OF THE CODE OF THE CITY OF BALDWIN CITY, KANSAS; AND REPEALING ANY OTHER ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH.

WHEREAS, the Governing Body of the City of Baldwin City, Kansas has reviewed the provisions contained in Chapter XIII, Article 1, §13-115 of the City Code; and

WHEREAS, the Governing Body finds that the regulations within Chapter XIII, Article 1, §13-115 are no longer necessary, have become outdated, or are otherwise deemed no longer in the best interest of the City; and

WHEREAS, the Governing Body desires to amend Chapter XIII, Article 1, §13-115 in its entirety to promote clarity and accuracy within the City Code; and

WHEREAS, the Governing Body finds it is appropriate and advisable to amend the City Code accordingly.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF BALDWIN CITY, KANSAS:

Section 1. Chapter XIII, Article 1, §13-115 of the Code of the City of Baldwin City, Kansas is hereby amended to add and establish a new §13-115, Public Sidewalks in the Central Business District, to read as follows

- (a) Based on pedestrian traffic and safety reasons, only mobility aids for persons with disabilities or strollers/wagons for small children shall be permitted on public sidewalks located in the central business district of the city. Mobility aids for persons with disabilities include but are not limited to wheelchairs, walkers, rascals/motorized wheelchairs, and other power-driven mobility devices.
- (b) It shall be unlawful for any person to ride or operate any other wheeled device used for recreation purposes such as but not limited to bicycles, skateboards, roller skates, in-line skates (roller blades), hoverboards, segways, scooters, e-scooters, e-bikes, pocket bikes, golf carts, go-karts, ATVs, UTVs, or any other manual/electric/motorized wheeled devices on any public sidewalks located in the central business district of the city. Exempted from this prohibition is the walking of bicycles and scooters.
- (c) For the purpose of this section, “public sidewalks located in the central business district of the city” shall mean any sidewalk located on any dedicated public right-of-way and upon which sidewalk fronts any real property classified as CB central business on the Official

Zoning Map of the City of Baldwin City, Kansas, as amended and as the map is amended from time to time specifically excluded.

- (d) City equipment is hereby exempt from the provisions of this ordinance provided the devices are those used for city business by municipal departments such as, but not limited to, fire, police, public works, sanitation, maintenance, recreation, and emergency services. Examples of City equipment includes but is not limited to: ATVs, UTVs, or any other manual/electric/motorized wheeled device that is owned, rented, or operated by a city employee for use on city business.
- (e) A person 14 and up violating this ordinance may be cited for an unclassified misdemeanor punishable by a fine no more than \$100. A parent or guardian may be cited for an unclassified misdemeanor for a child under 14 violating this ordinance for an unclassified misdemeanor punishable by a fine no more than \$100.

Section 2. Repeal of Conflicting Ordinances. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 3. Effective Date. This ordinance shall take effect and be in full force from and after its publication in the official city newspaper.

PASSED AND APPROVED by the Governing Body of the City of Baldwin City, Kansas this 20th day of October, 2026.

Gerald Cullumber, Mayor

ATTEST:

Amara Packard, City Clerk

APPROVED AS TO FROM:

Jessica Wortham, City Attorney

ORDINANCE NO. 1542

AN ORDINANCE ADOPTING THE INTERNATIONAL BUILDING CODE 2024 EDITION, INTERNATIONAL RESIDENTIAL CODE 2024 EDITION, INTERNATIONAL EXISTING BUILDING CODE 2024 EDITION, INTERNATIONAL MECHANICAL CODE 2024 EDITION, INTERNATIONAL PLUMBING CODE 2024 EDITION, THE INTERNATIONAL FUEL GAS CODE 2024 EDITION, THE NATIONAL ELECTRICAL CODE 2026 EDITION, INTERNATIONAL POOL AND SPA CODE 2024 EDITION, INTERNATIONAL PROPERTY MAINTENANCE CODE, THE EDITION OF THE INTERNATIONAL FIRE CODE ADOPTED BY THE KANSAS STATE FIRE MARSHAL AND AMENDING SECTIONS 4-202, 4-202a, AND 4-202b, 4-301, 4-401 AND ADDING SECTIONs 4-202c, 4-301a, 4-401a TO THE CODE OF THE CITY OF BALDWIN CITY, KANSAS

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF BALDWIN CITY, KANSAS

Chapter 4, Article 2 Section 4-202 of the City code regulating the building code is amended as follows:

4-202. International Building Code Incorporated.

There is hereby adopted and incorporated by reference, for the purpose of establishing rules and regulations for the construction, alteration, repair, moving, removal, conversion, demolition, equipment, use, occupancy, location, height, area, and maintenance of buildings or structures in the City of Baldwin City that certain standard building codes known as the 2024 Edition of the International Building Code, (other than Chapter 11 and Chapter 13), the 2024 Edition of the International Existing Building Code, 2024 Edition of the International Swimming Pool and Spa Code, 2024 Edition International Property Maintenance Code, and the International Fire Code as adopted by the State of Kansas and such code being made as part of the ordinances and Code of the City of Baldwin City, as if the same has been set out in full herein, all as authorized and in the manner prescribed by K.S.A. 12-3009 through 12-3012 including any amendments thereto, as provided by law, and the same are adopted by reference and incorporated as a part of this chapter as if set out at length in this chapter, and provisions of such building code shall be controlling for the purpose of this chapter within the corporate limits of the city.

Any person violating any provision of the above code shall be as provided by section 1-118 of this code.

4-202a. International Residential Code Incorporated.

There is hereby and incorporated by reference, as the regulatory code for the construction, alteration, renovation and repair of one and two family dwellings, the International Residential Code, 2024 Edition, the International Existing Building Code, the 2024 Edition of the International Existing Building Code, 2024 Edition of the International Swimming Pool and Spa Code, 2024 Edition International Property Maintenance Code, and the International Fire Code as adopted by the State of Kansas as recommended by the International Code Council, such code being made as part of the ordinances and code of the city as if the same has been set out in full herein, all as authorized and in the manner prescribed by K.S.A 12-3009 through 12-3012 including any amendments thereto. No fewer than three copies of the International Residential Code, 2024 Edition shall be marked or stamped "Official Copy as Incorporated by the Code of the City of Baldwin City," and shall be filed with the city clerk to be open to inspection and available to the public at all reasonable hours of Business.

Any person violating any provision of the above code shall be as provided by section 1-118 of the code.

4-202b Amendments. 2024 International Residential Code (IRC)

- (1) Section R105.2 Work exempt from permit.
 - a. Section R105.2 (2), strike in its entirety. Fences shall require a permit.
 - b. Section R105.2 (5), to read as follows: "Sidewalk and driveways not in the public right of way."
- (2) Section R309.2 Fire Sprinklers, strike this section in its entirety.
- (3) Section R310.2.2 *Alteration, repair, additions*, to read as follows: where one or more sleeping rooms are added to create in existing dwellings, the sleeping room and the area outside each sleeping area in the immediate vicinity of the bedroom shall be equipped with smoke alarms located as required for new dwellings.
- (4) Section R311.2.2. *Alteration, repair, additions*, to read as follows: where one or more sleeping rooms are added or created in existing dwellings, a carbon monoxide alarm shall be installed outside of the sleeping area in the immediate vicinity of the sleeping room.
- (5) Section R317.5 Automatic Fire Sprinkler Systems, strike this section in its entirety.
- (6) Section R507.3 Exception 2.3, to read as follows: The walking surface is not more than 30 inches (508 mm) above grade at any point within 36 inches (914 mm) measured horizontally from the edge.
- (7) Table 602.10.6.2 Note: Delete Note: Header shall not extend over more than one opening.
- (8) Section R908.4 Exception: (3), to read as follows: "Where the existing roof has one or more applications of any type of roof covering."
- (9) Chapter 11 Energy Efficiency; strike in its entirety, except to require the following minimum insulation R-values:

a. Ceiling	R-38
b. Wood Frame Wall	R-13
c. Mass Wall	R-13
d. Floor	R-30
e. Finished Basement Wall	R-10
f. Crawl Space Wall	R-10

4-202c Amendments. 2024 International Building Code (IBC)

- (1) Chapter 11 Accessibility strike; in its entirety and replaced with the American Disabilities Act of 2010 requiring the use of the 2010 ADA Standards for Accessible Design.
- (2) Chapter 13 Energy Efficiency; strike in its entirety.
- (3) Section 2902. Exception #2, to read as follows: Separate toilet facilities shall not be required in structures or tenant spaces with a total occupant load including both employees and customers of 25 or fewer.
- (4) Section 2902.6, to read as follows: Drinking fountains shall not be required for occupant load of 25 or fewer.

Chapter 4, Article 3 Section 4-301. Plumbing, Mechanical, and Fuel Gas Code of the City code regulating the building code is amended as follows:

4-301. International Plumbing, Mechanical, and Fuel Gas Code incorporated

There is hereby adopted and incorporated by reference for the purpose of establishing rules and regulations for the practice of mechanical, plumbing; including installation, maintenance, extension and alteration of all pipes, ducts, fixtures, HVAC, ERV, HRV, appliances and appurtenances in connection with public sewer or public water systems are regulated by the 2024 Edition of the International Mechanical Code and the 2024 Edition of the International Plumbing Code. All fuel gas piping installation, modifications, repairs, or extension are regulated by the 2024 Edition of the International Fuel Gas Code as recommended by the International Code Council is being made as a part of the ordinances and code of the city as if the same had been set out in full herein, all as authorized and in the manner prescribed by K.S.A 12-3009 through 12-3012 including amendments thereto. No fewer than three copies of the International Plumbing Code, International Fuel Gas Code, and the International Mechanical Code 2024 Editions, shall be marked or stamped "Official Copy as Incorporated by the code of the City of Baldwin City" and shall be filed with the city clerk to be open to inspection and available to the public at all reasonable hours of business.

Any person violating any provision of the above code shall be as provided by section 1-118 of the city code.

4-301a Amendments.

- (1) Section M1505 Mechanical Ventilation; Strike this section in its entirety.

Chapter 4, Article 4. Section 4.401 Electrical Code of the City code regulating the building code is amended as follows:

4-401 2026 National Electric Code

There is hereby adopted and incorporated by reference for the purpose of establishing rules and regulations for the practice of Electrical; installation, modification, repairs, or extension of any electrical systems are regulated by the 2026 Edition of the National Electrical Code is hereby incorporated by reference herein and made a part of the article as authorized and in the manner prescribed by K.S.A. 12-3009 through K.S.A 12-3012. No fewer than three copies of the 2026 Edition of the National Electric Code, shall be marked or stamped "Official Copy as Incorporated by the code of the City of Baldwin City" and shall be filed with the city clerk to be open to inspection and available to the public at all reasonable hours of business.

Any person violating any provision of the above code shall be as provided by section 1-118 of the city code.

4-401a Amendments

- (1) Article 210.12(B) Dwelling Units, to read as follows: All 120-volt, nominal, single-phase, 10-, 15-, and 20-ampere branch circuits supplying outlets or devices installed in the following locations shall be protected by any of the means described in 210.12(A):

- (1) Bedrooms
- (2) Sleep rooms
- (3) Any room that Authority Having Jurisdiction (AHJ) has determined that may require AFCI protection based on use of room.

Section 2. Effective Date. This Ordinance shall be in full force and effect from the after its passage and publication in the official city newspaper as provided by law.

Baldwin City is not waiving mandated requirements by state statute or state-adopted codes, unless the state law allows itself for local amendment.

PASSED AND APPROVED BY THE GOVERNING BODY OF THE CITY OF BALDWIN CITY, KANSAS on the ____ day of _____, _____

Gerald Cullumber, Mayor

ATTEST:

Amara Packard, City Clerk

APPROVED AS TO FORM

Jessica Wortham, City Attorney

Staff Report

To: City Council

From: Pat Toth

Director, Community Development

Type: Building Code Update

Date: October 20th, 2026

General Information

Applicant:

Baldwin City
Community Development
Department

Property Owner:

N/A

Requested Action:

Update Building Codes

Proposal:

To update the current adopted
Building Codes to the ICC 2024
Building Codes.

Existing Zoning and Land Use:

N/A

Comprehensive Plan:

N/A

File Date:

N/A

Proposal:

City Staff is requesting to update the city adopted building codes from the 2003 International Residential Code and the 2003 International Building Code to the following:

2024 International Residential Code
2024 International Building Code
2026 National Electric Code
2006 International Fire Code (Match with the Kansas Fire Marshall Regulations)
2024 International Plumbing Code
2024 International Mechanical Code
2024 International Fuel Gas Code
2024 International Existing Building Code

This proposal was triggered by a new Kansas bill that was passed known as Senate Bill 418. While this bill does not directly have any language that suggests we must update our codes it does set the standard in which a developer may use third party inspections and reviewers to expedite the building and development timeline. The updating of our codes is in order to hold ourselves and any third-party organization to the highest building standards regarding public safety.

Contractor Meeting and Discussion:

On June 4th, 2026, the local contractor council were invited to the Public Works office in order to discuss and review the proposed Building Code changes and update. The majority of discussion was very positive and overall well received. No significant doubt or negative feedback was brought to staff's attention. The general consensus is at this time, the local builders agree that they are already constructing to the codes that are being proposed. Staff is recommending certain amendments to portions of the codes that both staff and the contractors find to be more inline with the type of construction practices applicable to this area and designed to reign specifications that will significantly increase the cost of construction and create an unaffordability situation for future development.

Discussion:

City Staff is requesting to update our outdated codes in which we dictate how construction is conducted inside the city limits of Baldwin City. There are multiple reasons that staff is making this request.

1. Builders are already building to the standard that is being proposed for adoption.

2. Currently commercial construction has surpassed our ability to utilize our current codes for plan review due to construct practice have changed and new material and components have been brought to market that our codes do not have language for.
3. Much of the “changes” are just language clarifications that make the codes more easily interpreted and understood for all contractors, engineers, and inspectors alike.
4. The State has approved State Statutes that require jurisdictions to update their Building Codes to meet the minimum requirements of the State (ICC 2018) if they have already building regulations adopted.
5. The amendments being proposed are designed to use common sense construction practices that are still applicable while limiting high construction costs at a time when the nation is seeing a housing crisis due to unaffordability.

How the requested updates affect the community:

1. The changes will for the most part will not change any portion of construction within or jurisdiction significantly.
2. Residential builders will almost see no changes as the majority of builders are currently building to the requirements of the updated regulations already.
3. Commercial Construction is generally designed by professional Engineers and Architects that already generally know the regulations that are associated with the International Code Council and design their structures and projects accordingly. This will simplify the situation to what is adopted now due to the fact our current codes are so outdated that designs must be accepted on a separate code cycle per each project. This will actually make the design process easier and more streamlined as everything will now be designed to the same standards going forward.
4. Jumping directly to the 2024 ICC will bring us to a code cycle to allow us a reasonable amount of time before we will need to go through the process again.

Amendments being considered.

Residential (IRC) Amendments:

- (1) Section R105.2 Work exempt from permit.
 - a. Section R105.2 (2), strike in its entirety. Fences shall require a permit.
 - b. Section R105.2 (5), to read as follows: “Sidewalk and driveways not in the public right of way.”
- (2) Section R302.5.1, to read as follows: Openings from a private garage directly into a room used for sleeping purposes shall not be permitted. Other openings between the garage and dwelling unit shall be equipped with solid wood doors not less than 1

- 3/8th inches (35mm) in thickness, solid roc honeycomb-core steel doors not less than 1 3/8th inches (35mm) thick, or 20-minute fire-rated doors.
- (3) Section R309.2 Fire Sprinklers, strike this section in its entirety.
 - (4) Section R310.2.2 *Alteration, repair, additions*, to read as follows: where one or more sleeping rooms are added to create in existing dwellings, the sleeping room and the area outside each sleeping area in the immediate vicinity of the bedroom shall be equipped with smoke alarms located as required for new dwellings.
 - (5) Section R311.2.2. *Alteration, repair, additions*, to read as follows: where one or more sleeping rooms are added or created in existing dwellings, a carbon monoxide alarm shall be installed outside of the sleeping area in the immediate vicinity of the sleeping room.
 - (6) Section R317.5 Automatic Fire Sprinkler Systems, strike this section in its entirety.
 - (7) Section R507.3 Exception 2.3, to read as follows: The walking surface is not more than 30 inches (508 mm) above grade at any point within 36 inches (914 mm) measured horizontally from the edge.
 - (8) Table 602.10.2 Note: Delete Note: Header shall not extend over more than one opening.
 - (9) Section R908.4 Exception: (3), to read as follows: "Where the existing roof has one or more applications of any type of roof covering."
 - (10) Chapter 11 Energy Efficiency; strike in its entirety, except to require the following minimum insulation R-values:
 - a. Ceiling R-38
 - b. Wood Frame Wall R-13
 - c. Mass Wall R-13
 - d. Floor R-30
 - e. Finished Basement Wall R-10
 - f. Crawl Space Wall R-10

Commercial (IBC) Amendments:

- (1) Chapter 11 Accessibility strike; in its entirety and replaced with the American Disabilities Act of 2010 requiring the use of the 2010 ADA Standards for Accessible Design.
- (2) Chapter 13 Energy Efficiency; strike in its entirety.
- (3) Section 2902. Exception #2, to read as follows: Separate toilet facilities shall not be required in structures or tenant spaces with a total occupant load including both employees and customers of 25 or fewer.
- (4) Section 2902.6, to read as follows: Drinking fountains shall not be required for occupant load of 25 or fewer.

Plumbing/Mechanical (IPC/IMC) Amendments:

- (1) Section M1505 Mechanical Ventilation; Strike this section in its entirety.

Electrical (NEC) Amendments:

- (1) Article 210.12(B) Dwelling Units, to read as follows: All 120-volt, nominal, single-phase, 10-, 15-, and 20-ampere branch circuits supplying outlets or devices installed in the following locations shall be protected by any of the means described in 210.12(A):
 - (1) Bedrooms
 - (2) Sleep rooms
 - (3) Any room that Authority Having Jurisdiction (AHJ) has determined that may require AFCI protection based on use of room.

Summary:

Baldwin City is in need of updating the regulations and codes that govern the way we construct residential, commercial, and industrial structures to protect the general public from dangers of poor or unsafe construction practices. Staff is recommending that the city update the full range of Building Codes other than the Fire Code in which will stay in line with the State adopted regulation. The fire code is the only set of codes adopted by the Kansas State Fire Marshal that covers the entire jurisdiction of the state. Thus, keeping in line with the State Fire Marshal, this simplifies the development process for all builders to know the standards across the board. Updating the rest of the codes will allow for the use of all available tools and mechanisms of engineered and approved building materials and methods that allow for designers, developers, builders, and contractors to have every available tool at their disposal to build, repair, remodel, and upgrade to the best, safest, efficient, and common-sense oriented construction practices of our current time.

Planning Commission Discussion:

Conversation of the Planning Commission Meeting dated August 11th, 2026 and a second meeting dated September 8th, 2026 was generally about the updating of the Baldwin City Codes. Points that were discussed at length included as follows:

1. Automatic door swing hinges between the dwelling and garage. The consensus of the commission was that if homeowners would like to remove the self-closing hinges after the completion of the construction of their home that is their prerogative however, the

City will continue to require any method of construction that could potentially save a life from fire spread.

2. It was requested for more information about the changes to the Existing Building Code between the 2003 to the 2024 IEBC
3. It was Requested that more information be made available to show the major differences between the 2018 and the 2024 ICC editions.
4. Conversation about mechanical ventilation was discussed based on the individual homes that choose to completely spray foam.
5. Electrical changes and requirements.
6. Other generalized discussion.

Staff Recommendation:

After consideration of the factors as part of Chapter 4, Article 2, and all applicable sections, Staff is recommending to the City Council recommend approval of the updating of the adopted Building Codes and amendments for the City of Baldwin City.

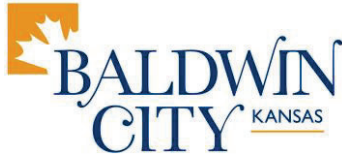
Planning Commission Recommendation:

After discussing and examination of the proposed update Planning Commission recommended approval by a unanimous vote 5-0.

Specific Action Requested:

An Affirmative motion in support of this item would read as follows: "I make a motion to approve the updating of the City Building Codes to the 2024 edition of the International Building and Residential Codes and the 2026 edition of the National Electrical Code with all associated sub-codes and amendments proposed."

A motion to recommend denial for this item would read as follows: "I make a motion to deny the updating the City Building Codes to the 2024 edition of the International Building and Residential Codes and the 2026 edition of the National Electrical Code with all associated sub-codes and amendments proposed based on the findings.....[address reasons for recommending denial]"



P.O. Box 86, 803 Eighth St., Baldwin City, KS 66006 (785) 594-6427 FAX: 594-6586

Resolution 2026-12

RESOLUTION FOR MEMBERSHIP WITH MIDWEST PUBLIC RISK

Whereas, the City of Baldwin City, desires to participate and be admitted to Midwest Public Risk to participate in its Employee Benefits programs, and;

Whereas, the City of Baldwin City has read the Midwest Public Risk Bylaws and its definitions, rights and obligations, and;

Whereas, the City of Baldwin City, agrees to the member obligations found in Section 5.3 (b) of the Midwest Public Risk Bylaws,

Therefore be it Resolved that in accordance with Midwest Public Risk Bylaws that the City of Baldwin City, requests admittance to membership in the Employee Programs effective this 1st day December 2026.

Be it further Resolved that Amara Packard shall be designated our member representative.

Russ Harding City Administrator

10/12/26_____
(Date)

Amara Packard Member Representative

10/12/26_____
(Date)