



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

CITY COMMISSION STUDY SESSION
COMMISSION CHAMBERS
TUESDAY, OCTOBER 18, 2022 6:00 P.M.

Welcome to your City Commission Study Session – 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

Study Session:

1. Semi-Annual Report – University of Saint Mary (pg. 02)
2. Semi-Annual Report – Leavenworth County Development Corporation (pg. 03)
3. Sign Recognition Policy (pg. 15)
4. Business Improvement & Expansion Grant Program (ARPA Pilot Program) (pg. 22)

**STUDY SESSION POLICY REPORT
SEMI-ANNUAL REVIEW
PRESENTATION BY
UNIVERSITY OF SAINT MARY**

OCTOBER 18, 2022

Sister Diane Steele, University of Saint Mary will provide a semi-annual review to the City Commission.

**STUDY SESSION POLICY REPORT
SEMI-ANNUAL REVIEW
PRESENTATION BY
LEAVENWORTH COUNTY DEVELOPMENT CORPORATION**

OCTOBER 18, 2022

Lisa Haack, Executive Director with the Leavenworth County Development Corporation (LCDC) will provide an update to the City Commission.

Attachment:

- PowerPoint
- Projects & Leads Oct. 2022

Leavenworth County Development Corporation

October 18, 2022



LEAVENWORTH COUNTY
DEVELOPMENT CORPORATION

Business Recruitment

LCDC Sources and Results

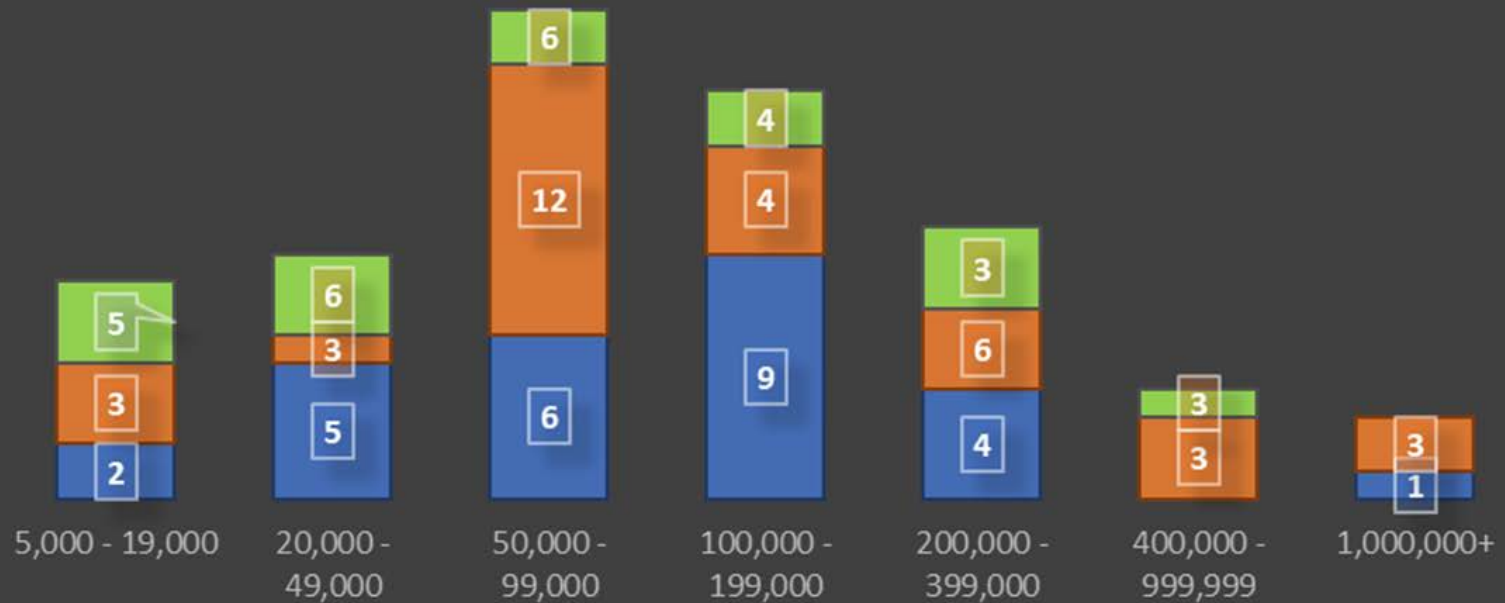
	2022 (to date)	2021	2020	2019	<u>Lead Sources</u> 2022(2021)
Leads	47	64	85	60	Commerce- 20(29)
Prospects	21	24	45	36	KCADC- 7(17)
Visits	2	5	4	4	LCDC- 19(14)
Locations	3	3	3	2	City/Chamber/Main St.- 1(4)

Locations:

- Stripes Global in Leavenworth
- DL Granite & Design Urban Hess Business Center
- IST bought a third lot in the Urban Hess Business Center

INDUSTRIAL BUILDING REQUESTS BY SIZE 2018-2022

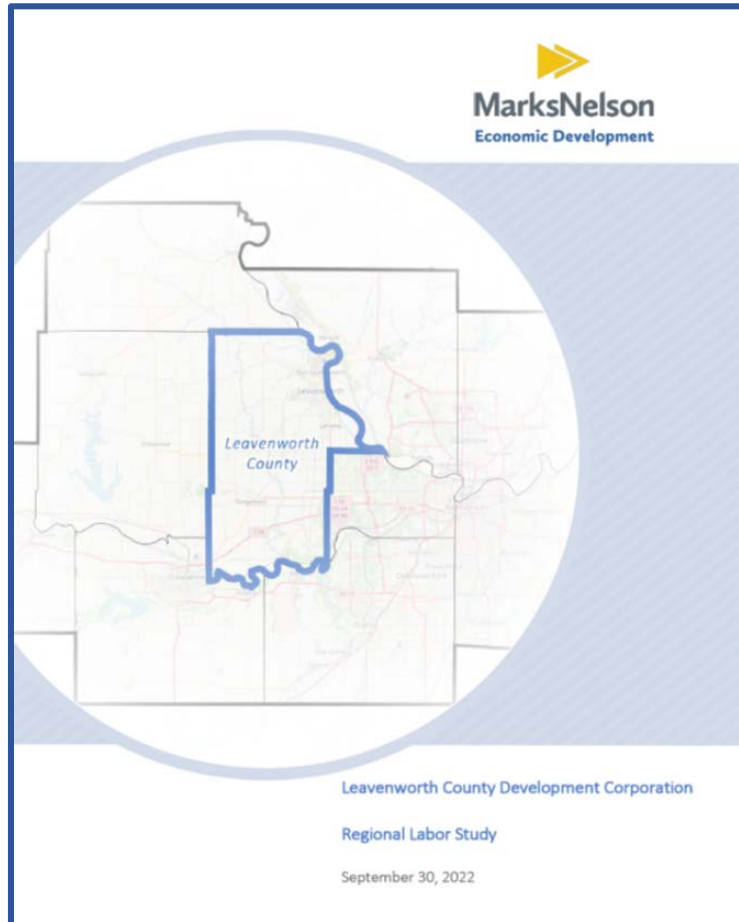
■ 2018-2019 ■ 2020 - 2021 ■ 2022 to date



- 2018-2019: 27
- 2020-2021: 34
- 2022 to date: 27

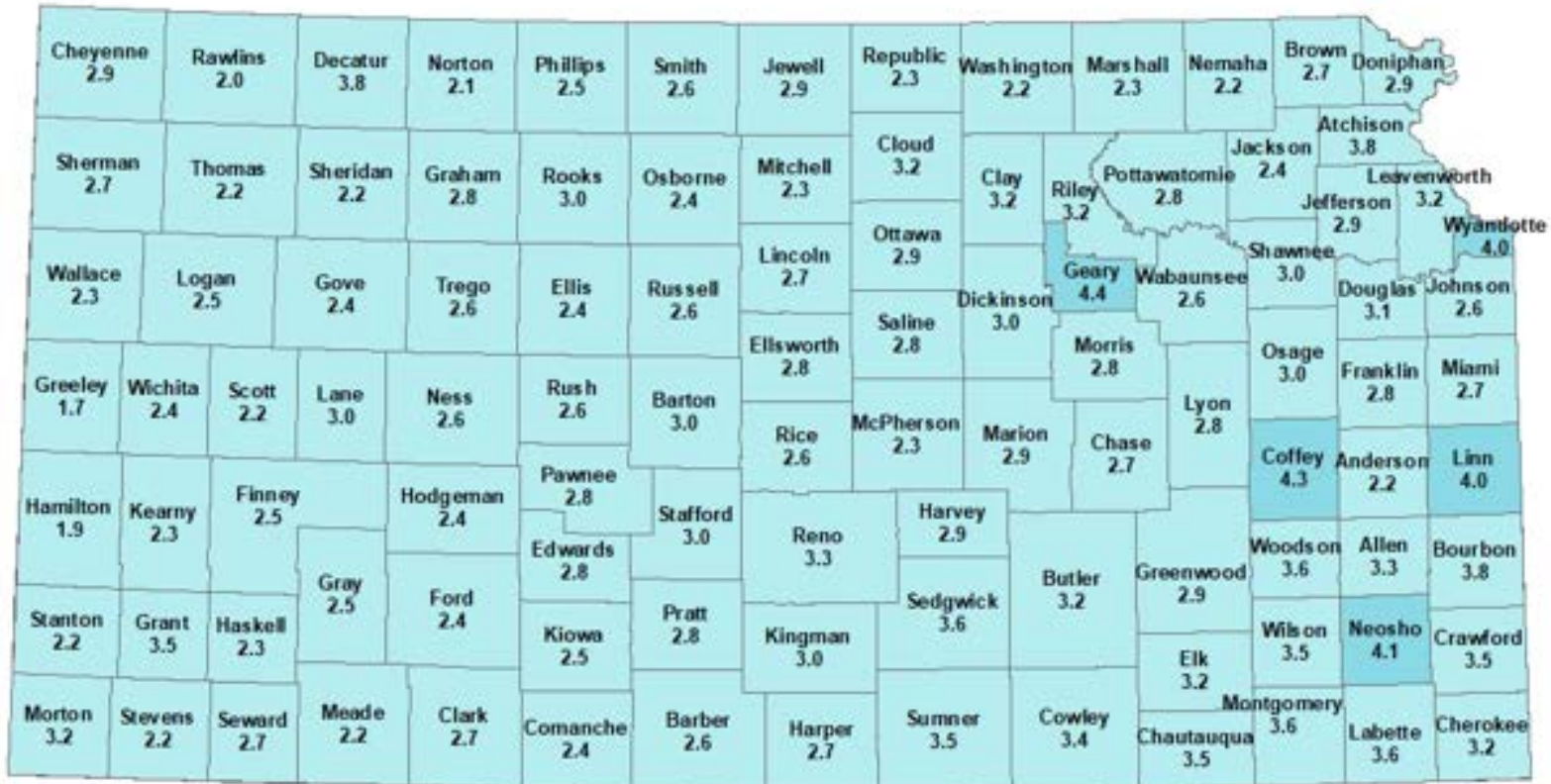


Labor Update



- 2,272,019 in labor shed
- 10 counties and 3 MSA's
- Expected growth 2.2%
- Net exporter of jobs

AUGUST 2022 UNEMPLOYMENT RATES



Note: County unemployment rates are only available not seasonally adjusted

Source: Kansas Department of Labor, Labor Market Information Services and the Bureau of Labor Statistics; Local Area Unemployment Statistics (LAUS)

Created: September 2022



Business Retention & Expansion Program



- Annual Visits
- Gauge economic health
- Remove barriers to growth
- Connections to resources
- Assistance with programs
- Location One



LEAVENWORTH COUNTY

DEVELOPMENT CORPORATION

Josh Hoppes- LCDC President
Harland Russell- Past President
Jeremy Greenamyre- Vice President
Brian Habjan- Treasurer
Lauren Kaaz, At-large
Lisa Haack- Executive Director
Mary Mack- Office Manager



**LEAVENWORTH COUNTY
DEVELOPMENT CORPORATION**

Lisa Haack
Lhaack@LVcountyED.org
913-727-6111 (O)
785-375-3737 (M)



Prospects and Leads- October 2022

******* New Projects (1 Active) *******

Project Multiple- requests for four different projects. (DOC-Barb)

*******On Going Projects (16 Active) *******

Project Trunk- existing Leavenworth business interested about 3 acres for expansion. Working with the business and city. (LCDC-direct)

Project Harbor- biopharma manufacturer looking for at least 100 acres of shovel ready land to build in three phases a 900,000 SF facility. Did not submit (KCADC-Emily).

Project Heat- client requested information on the Leavenworth Business & Tech Park and the Gary Carlson Business Park with interest in about five acres to building a 5,000 SF facility. Working with the LCPA on Lot 7 in the Gary Carlson Business Park. (LCDC-direct)

Project Play- existing business interested in purchasing a lot in UHBC to build a 10,000 SF building. Will work with the Port Authority, (LCDC-direct)

Project Stairs-Existing company in Leavenworth interested in purchasing a building for expansion. Working with the City and the State. (LCDC-direct)

Project Singularity- Active again with 3rd new parameters. Manufacturer looking for 50 acres on a greenfield site. Submitted LBTP & newly requested information. (DOC-Randi)

Project Part- retailer looking for 10K-15K SF. After communication with the 4 cities and the county, there were two buildings and a site submitted. (LCDC-Mainstreet).

Project Quatros- business interested in purchasing a lot in UHBC for a warehouse/distribution building for an existing business. Working with LCPA (LCDC-direct).

Project Slat-manufacturer looking for 50-80 acres to build a new facility. Submitted the Leavenworth Business & Tech Park. Request for more information. (DOC-Randi).

Project Scott- existing service company interested in a lot in UHBC to build a 2400 SF building for their growing company. Purchased lot adjacent to UHBC. Working with them on an E-community loan (Direct-business).

Project Air-light manufacturer interested in property where they would build a 50K-60K SF facility. Sent requested information on properties in the Gary Carlson Business Park and the Tonganoxie Business Park. (Direct-builder)

Project Arch –Re-activated project for which LV Business & Technology Park was submitted. Short listed in the KC metro. On hold until fall. (KCADC–Chris)

Project Brady- Commercial business interested in Basehor. Going through permitting phase and will apply for Spec Bldg loan program (LCDC-Lisa)

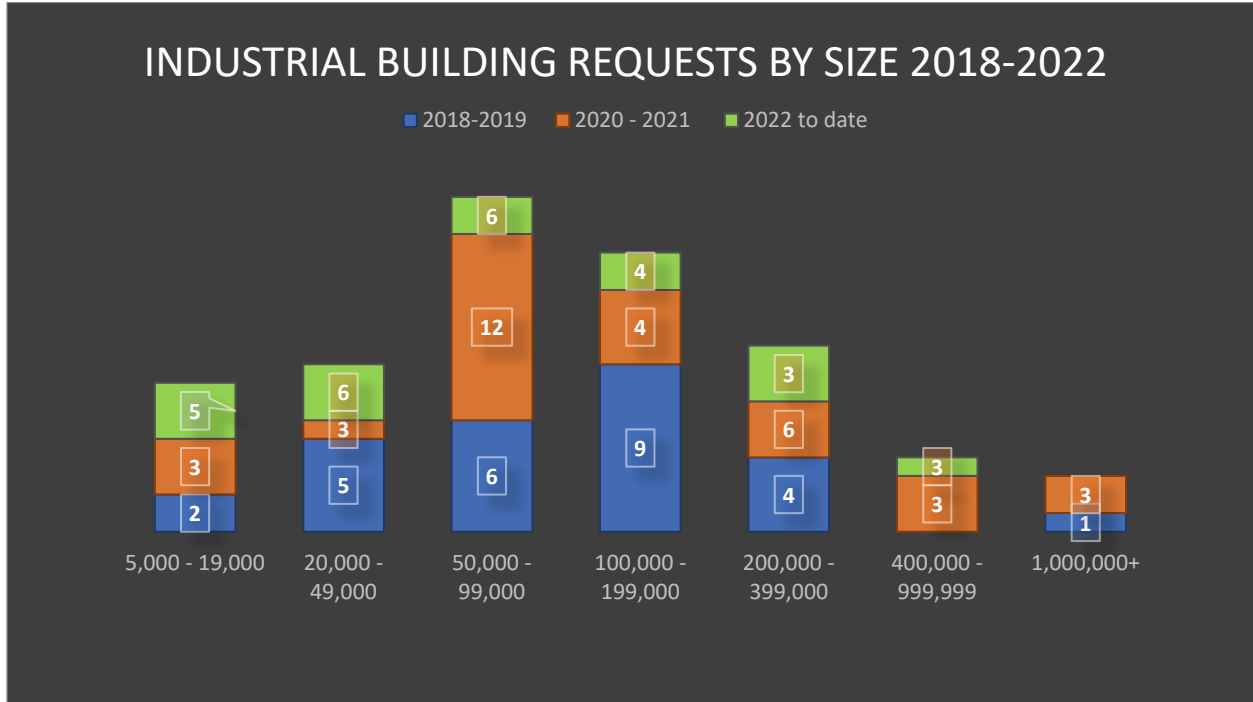
Kansas Veterans Home- 25-50 acres; \$30 million (65%-Fed; 35%-State); 125 jobs. Steve submitted packet on a 30-acre site in LV on behalf of property owner and City. They are still securing funding for this project.(LCDC-Steve)

Project Koala- International metal fab company. Progress has slowed, but they plan to re-focus in a few months. (KCADC-Chris/Commerce-Randi)

Project Bright-International company interested in 10 acres to build 50,000 sf facility. Company doing due diligence in Tonganoxie. Moving forward and will hopefully know more sometime during this quarter. (KCADC-Kim)

LCDC Sources and Results

	2022	2021	2020	2019	2022 ('21) Lead Source
Leads	47	64	85	60	Commerce -20(29)
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POLICY REPORT
Sign Recognition Policy

OCTOBER 18, 2022

SUBJECT:

Review proposed updates to Sign Recognition Policy


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


Reviewed By:
Penny Holler,
Assistant City Manager


Reviewed By:
Paul Kramer,
City Manager

DISCUSSION:

During the June 21, 2022 Study Session, the Commission reviewed the existing Sign Recognition Policy and discussed potential changes to the program. The current Sign Recognition Policy, adopted in January 2017, provides means for recognizing local community members who have achieved notable accomplishments in their lifetime through the placement of a sign. Potential changes discussed during the June 21st Study Session centered around providing new recognition signage at a centralized location in Ray Miller Park, along with refined criteria for selection of honorees.

The draft update to the Sign Recognition Policy creates a consistent and streamlined nomination criteria, as well as provides for a specific means of placing signs in Ray Miller Park. It also accounts for handling of existing recognition signs. And the draft policy provides latitude for the City Commission to use discretion in reviewing nominees for inclusion on the recognition signs.

Local sign vendor, Young Signs, has worked with staff to create several conceptual designs for the new recognition signs. The concepts are a modern approach to celebrating the great achievements of Leavenworth locals. Recognition sign structures will be built as outlined in the draft policy and will include space for multiple honorees to be added at future dates.

ATTACHMENTS:

Existing Sign Recognition Policy
Draft "Leavenworth Celebrates" Sign Recognition Policy
Conceptual design options

Leavenworth Celebrates Sign Recognition Policy

DRAFT October 18, 2022

The City of Leavenworth is home to many individuals and groups with high levels of success and service. The City has established the following policy to evaluate honoring those community members that have attained the highest levels of achievement or that bring lasting renown to the City through a recognition sign. The selection of such qualifying achievements that should be included with long-term signage must be approved by the City Commission and should meet the following criteria:

1. The honoree (individual or group) should have been either born in Leavenworth, raised in Leavenworth (for example, graduated from a Leavenworth high school), or have had a longtime presence within the Leavenworth community. Priority will be given to individuals/groups who have achieved success on the international or national level and made contributions to the Leavenworth community throughout their lifetime. Other types of City recognition may be considered for worthy individuals/groups whose success has an important but shorter-term impact to the City’s reputation, such as mayoral proclamations and temporary signage.
2. The highest levels of achievement or lasting renown to the City may result from success in various fields such as civic, academic, artistic/entertainment, athletic or the military. Other applicable service or distinctions may be approved by the City Commission.
3. Separate or additional signage is authorized for Sister/Brother City relationships and Medal of Honor recipients, as approved by the City Commission.
4. Leavenworth Celebrates recognition signs will be placed inside Ray Miller Park near the Veterans Affairs Hospital entrance area to encourage simplified viewing of all honorees and to allow City visitors access to additional honoree information through technology (ex. QR codes).
5. Honorees with City recognition signs in place before the establishment of the Leavenworth Celebrates Sign Recognition Policy will be included with new signage.
6. Honorees approved for inclusion in the Leavenworth Celebrates Sign Recognition Program may be presented with their recognition signs during a City Commission meeting or a separate ceremony when the sign is placed at Ray Miller Park, up to City Commission determination.
7. No specific time frame will be placed on the length of time that honorees are included in the Leavenworth Celebrates signage. If the signage must be removed or replaced due to damage, improper placement, or the need to update those honored, the City Commission can elect to do so without justification.
8. Signs will be commissioned by the City of Leavenworth following the standardized Leavenworth Celebrates design and created at the City’s expense.
9. To request the placement of a recognition sign in the City of Leavenworth, a written request should be formally submitted to the City Clerk. The request shall include background information and justification on why a recognition sign is appropriate. City Commission approval for each honoree is required.



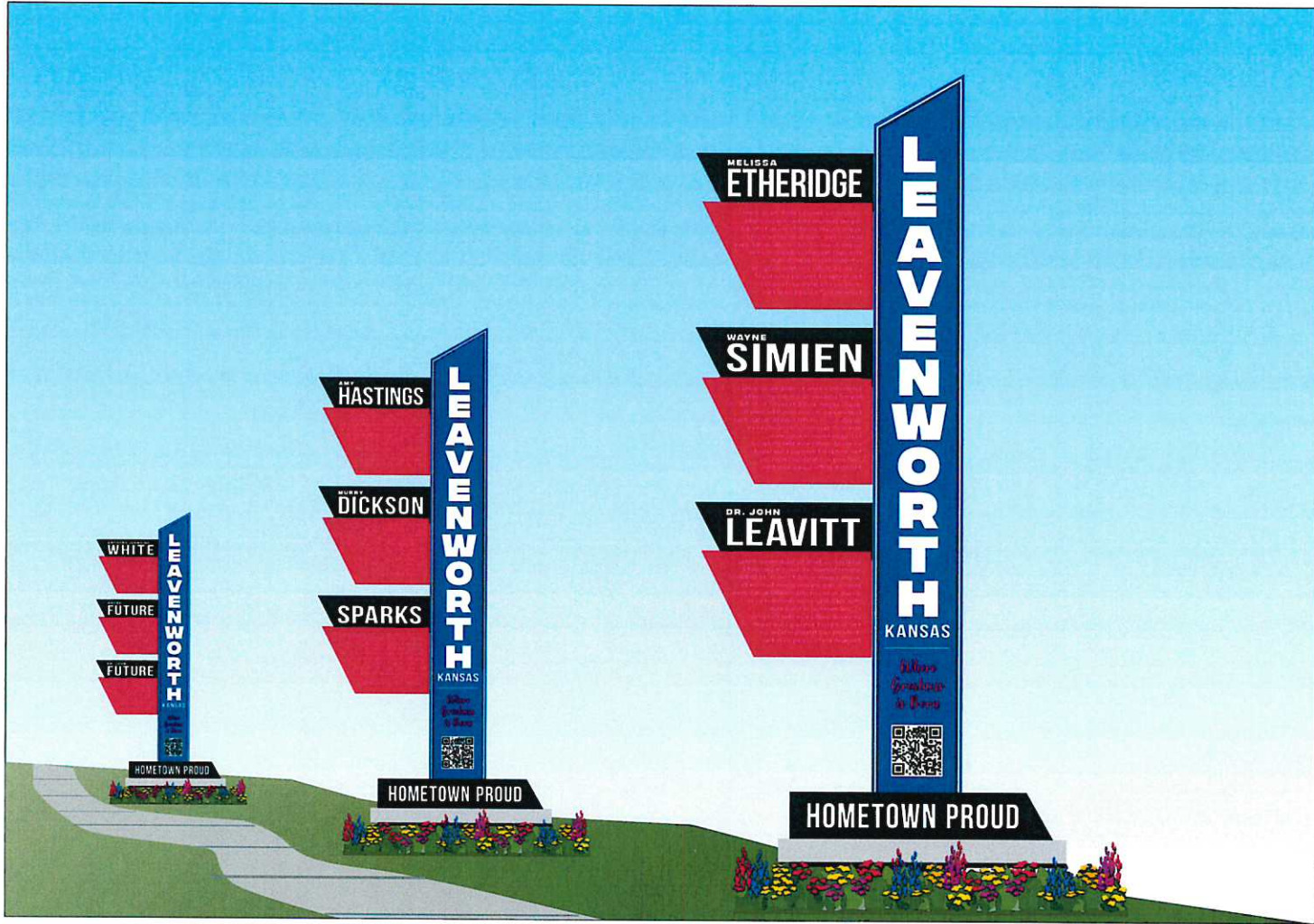
CITY OF LEAVENWORTH
100 N. 5th Street, Leavenworth, Kansas 66048

SIGN RECOGNITION POLICY

Adopted January 10, 2017

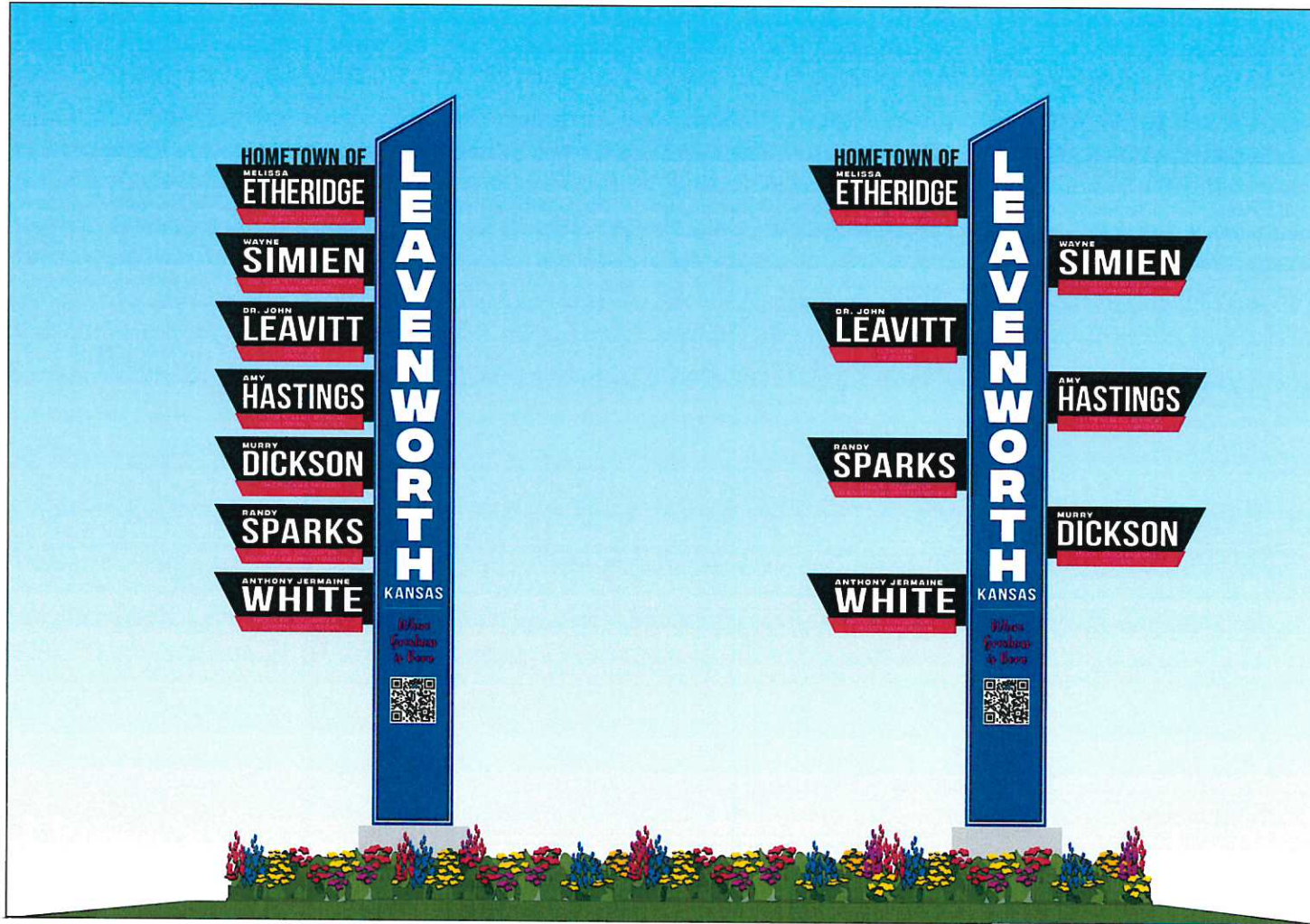
The City of Leavenworth is committed to recognizing local community members who achieve great levels of success within their lifetime. The City of Leavenworth has established the following policy to evaluate the placement of signage on major thoroughfares within the City. All signage must be approved by the City Commission and the honoree's accomplishments should meet the following criteria:

1. The honoree should have either been born raised or have had a longtime presence within the Leavenworth community. Priority will be given to persons who have achieved success on the state or national level and made contributions to the local Leavenworth community throughout their lifetime. To be recognized, worthy individuals can achieve success in various fields; achievements in the civic, academic, artistic/entertainment, athletic or military background are all considered applicable. Other applicable service or distinctions may be approved by the City Commission on a case-by-case basis. Additional signage considered appropriate is the recognition of our Sister/Brother City relationship and Medal of Honor recipients.
2. The location for recognition signage within the City of Leavenworth shall be on the east side of 4th Street South of the V.A. entrance.
3. No specific time frame will be placed on the length of time that a sign is erected. If a time comes when the signage needs to be removed because of damage, excessive use of signage or improper placement, the current City Commission can elect to do so without the need for justification.
4. Signs will be commissioned by the City of Leavenworth and created at the City's expense if created in-house, otherwise at applicant's expense.
5. To request the placement of a recognition sign in the City of Leavenworth, the requesting individual or representative of the honoree should formally submit their request in writing to the City Commission and City Manager and submit the request to the Office of the City Clerk. Requests shall provide background and justification as to why a recognition sign is warranted.



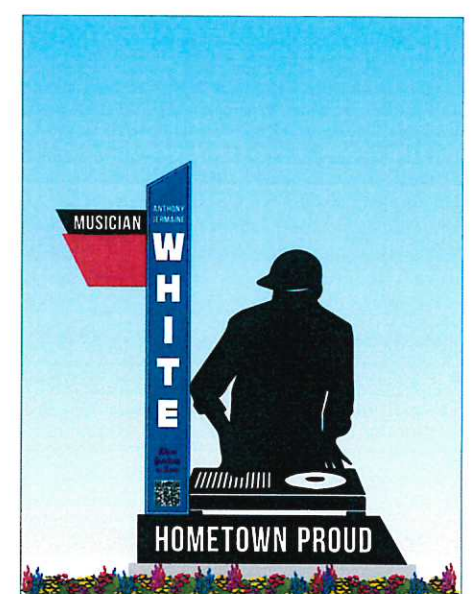
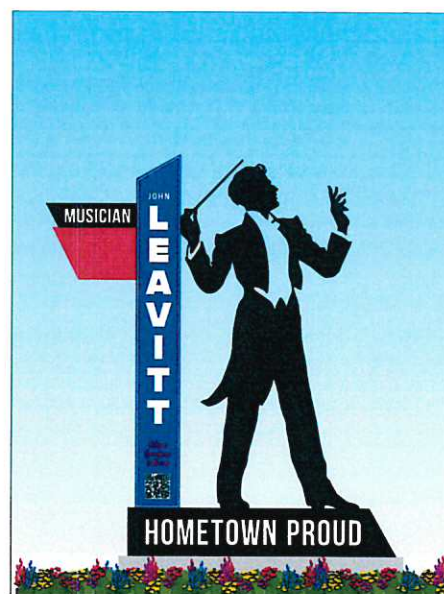
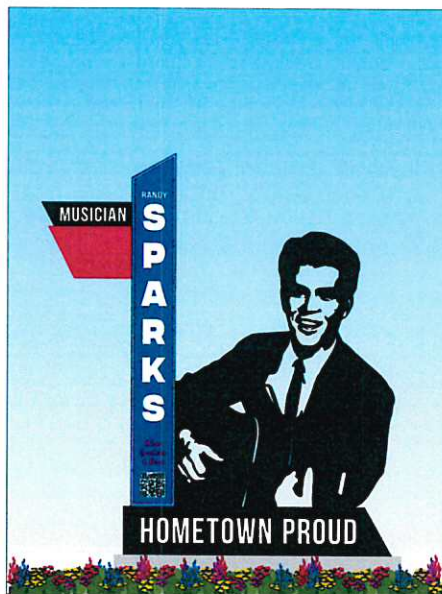
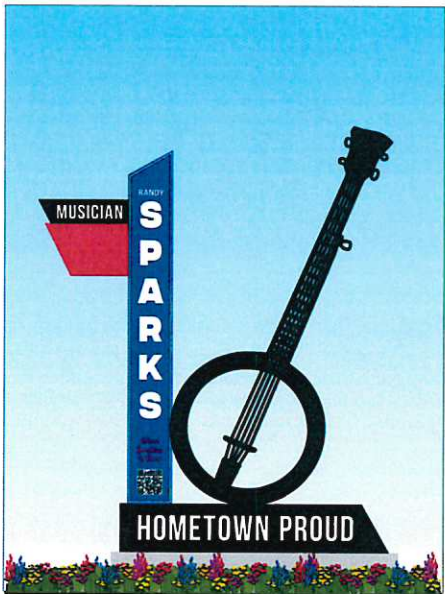
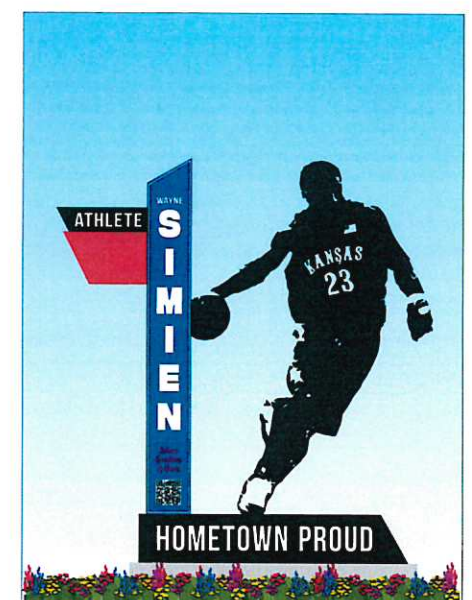
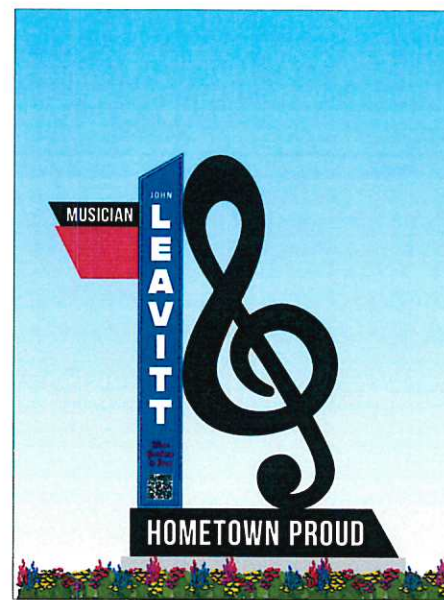
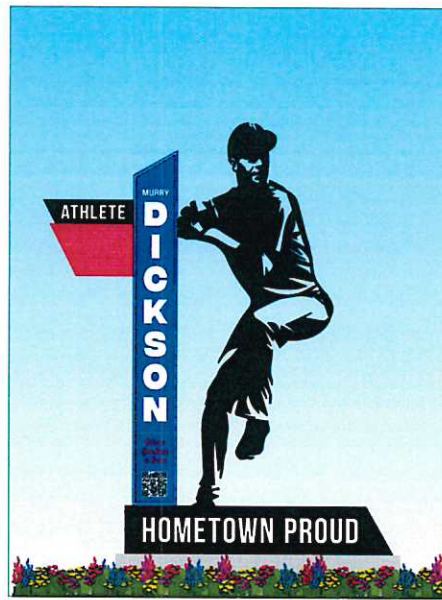
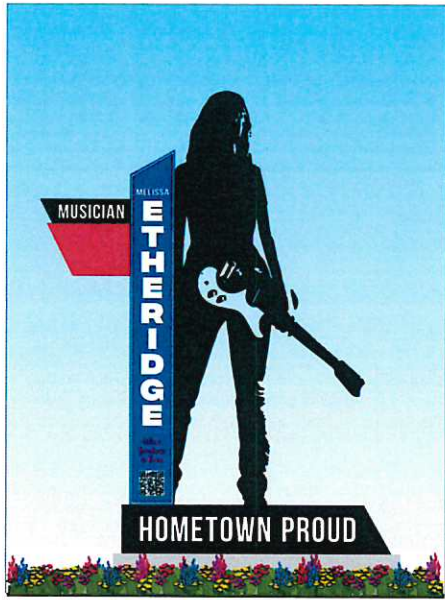
LEAV HOMETOWN CONCEPT 5 - COMBINED PILLAR ROW

Scale : TBD



LEAV HOMETOWN CONCEPT 3 - COMBINED PILLARS

Scale : TBD



LEAV HOMETOWN CONCEPT 1 - INDIVIDUAL FREESTANDING TRIBUTE INSTALLATIONS

Scale : TBD

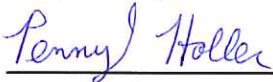


LEAV HOMETOWN CONCEPT 2 - COMBINED - W/ HIGHLIGHT FIGURE

Scale : TBD

Policy Report
Business Improvement and Expansion Grant Program (ARPA Pilot Program)
October 18, 2022

Prepared By:



Penny Holler
Assistant City Manager

Reviewed By:



Paul Kramer
City Manager

ISSUE:

Review drafted Business Improvement and Expansion Grant (ARPA Pilot Program).

BACKGROUND:

The City currently has the Small Business Economic Development Grant that provides up to \$5,000 to Leavenworth businesses that make investments into retail and commercial buildings (up to \$15,000 for projects supporting two or more businesses). There are several eligible categories of expenses including fire suppression (sprinklers) and ADA accessible improvements.

The current level of the Small Business Economic Development Grant may not adequately address the high cost of certain improvements. Multiple businesses considering purchasing existing buildings, expanding into previously vacant space in their current building, and changing the use or occupancy level of their current space have expressed their concern with required fire suppression and interior ADA improvements. The City sets requirements based on 2018 International Existing Building Code (IEBC). Those requirements apply to “repair, alteration, addition, and change of occupancy” for existing and historic buildings that are different from the standards for newly constructed buildings. As a rule, businesses should balance the short-term cost for those updates with their ability to increase profits in the long-term. In some circumstances, the short-term investment of \$20,000 to \$60,000 is too high of a barrier despite the potential future profitability through revitalized and enhanced space.

Some local business owners have requested the City assist with additional grant funding for such improvements. The use of ARPA funds could be considered for that purpose. The funds are time-limited (must be under contract by December 31, 2024) and are ideal for one-time expenses such as a pilot program. A drafted grant program, structurally similar to the Small Business Economic Development Grant, is attached for the Commission to review and provide further guidance to staff.

ATTACHMENTS:

Draft Business Improvement and Expansion Grant Program (ARPA Pilot Program)



Business Improvement and Expansion Grant (ARPA Pilot Program)

Purpose: The purpose of the grant is to provide financial assistance to help overcome the potentially prohibitive costs for adding fire suppression and accessibility improvements to existing buildings.

Background: In recent years, City staff have encountered two common scenarios when working with local building owners. The first is that someone will purchase an existing building with a vision for the type of business that will occur there without conducting due diligence on what renovations or updates will be needed to accommodate those plans. This leads to frustration with the City when they learn of safety requirements that may include high cost items such as sprinklers (fire suppression) or interior ADA-compliant changes like additional restrooms. These are also somewhat technical areas and may require an engineer or architect to develop plans for such updates (an additional cost).

The second common scenario is that a local business plans to utilize vacant space in their existing building and learns of the required updates for safety and accessibility. Many local buildings, especially in the historic downtown, were not constructed with modern requirements in mind. However, the City is responsible for applying not only international building codes for existing buildings but also for ensuring a common sense approach for public safety to mitigate dangerous circumstances.

Goals:

- Provide financial assistance to help overcome the initial high cost of fire suppression and ADA accessible improvements
- Encourage better utilization of existing business spaces
- Increase the quality of available business spaces to draw new business to Leavenworth
- Lower building insurance premiums

Criteria:

- \$200,000 ARPA funding available on a first-come, first-serve basis until funds are expended
- 50% of eligible expenses up to \$30,000 (on a \$60,000 project)
- Citywide, existing retail and commercial buildings (Zoned business district)
- Must directly support a current or identified business (not speculative)
- For improvements made or under contract to be performed between November 1, 2022 and December 30, 2024 (Mandatory ARPA timeframe)
- Improvements made before November 1, 2022 are not eligible (the grant is not retroactive)
- Eligible improvements will remain with the property to support a future business should the building be sold or re-purposed:
 - Engineer/architect plan development expenses
 - Leavenworth Waterworks main connection fees
 - Installation and supply costs from a licensed contractor
- Can utilize the Small Business Economic Development Grant (if eligible) or the Business Improvement and Expansion Grant (not both for the same expenses)
- Completed application and contractor's quote for work required

October 2022 Draft