



City of Leavenworth  
100 N. 5<sup>th</sup> Street  
Leavenworth, Kansas 66048

CITY COMMISSION SPECIAL MEETING & STUDY SESSION  
COMMISSION CHAMBERS  
TUESDAY, MAY 5, 2020 7:00 P.M.

Welcome - Please turn off or silence all cell phones during the Study Session.

Meetings are televised everyday on Channel 2 at 7 p.m. and midnight and available for viewing on YouTube

- **Due to the restriction of social distancing and prohibition of gathering of 10 or more people to mitigate the spread of COVID-19, the City Commission meeting will not be open to the public. In accordance with Kansas Open Meetings Act (KOMA), the meeting can be viewed live on Channel 2 and via Facebook Live.**
- **Questions on Study Session items will be read during discussion on that topic.**
  - **Submit your question to [cwilliamson@firstcity.org](mailto:cwilliamson@firstcity.org) no later than 6:00 pm on May 5<sup>th</sup>.**
- **Members of the public wishing to receive agenda notifications can contact the city clerk [cwilliamson@firstcity.org](mailto:cwilliamson@firstcity.org) to be added to the agenda email distribution list. Agendas are also available for viewing on the city website [www.leavenworthks.org](http://www.leavenworthks.org)**

**Special Meeting:**

**Open Special Meeting**

**Action: Motion**

1. Resolution B-2247 Amended Citizen Participation Plan, Consolidated Plan (pg. 2) and Annual Action Plan
  - a. Open Public Hearing **Action: Motion**
  - b. Staff and Citizen Comments
    - i. **Citizens wishing to make comment please dial in to the GoToMeeting using your phone at 7:00 pm.  
Phone Number: 1-872-240-3311  
Access Code: 342-242-869  
Your call will be placed into queue for comment**
  - c. Close Public Hearing **Action: Motion**
  - d. Motion to Adopt Resolution B-2247 **Action: Motion**

**Close Special Meeting**

**Action: Motion**

**Study Session:**

1. Semi-Annual Report – University of Saint Mary (pg. 4)
2. Semi-Annual Report – Leavenworth Public Library (pg. 5)
3. Semi-Annual Report – Leavenworth County Development Corporation (pg. 6)

## POLICY REPORT

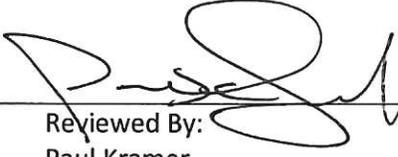
### Amended Citizen Participation Plan, Consolidated Plan and Annual Action Plan May 5, 2020



**Prepared By:**  
Mary Dwyer  
Community Development  
Coordinator



**Reviewed By:**  
Julie Hurley  
Director, Planning and  
Community Development



**Reviewed By:**  
Paul Kramer  
City Manager

#### **DISCUSSION**

In order to accept and allocate the CARES Act funds (\$201,489) awarded to the City to combat the effects of COVID-19, the City must amend their Citizen Participation Plan, Consolidated Plan and Annual Action Plan (AAP).

The proposed changes are as follows: The Citizen Participation Plan will add language to allow for a five day citizen review for urgent needs such as the COVID-19 response. The Consolidated 5 year Plan will be amended to add Special Economic Development as one of the funding areas. This addition will allow the City to award funds to small businesses in the form of a forgivable loan for COVID relief. The Annual Action Plan will be amended as follows: Public Service Agency Support will be increased by \$101,489 for COVID relief; and Special Economic Development will be added and funded at \$100,000 for a small business COVID relief program.

Details on how the money will be disbursed and programmatic operations will be provided to the City Commission once clarification is received from HUD.

#### **FINAL COPY:**

Certifications to be signed by the Mayor will be added to the plan before submission to HUD. The HUD submission will be electronic and printed. Printed copies will be distributed to the Leavenworth Public Library, and Community Development Department. Electronic copies will be sent to City website and recorded in Lazerfische.

#### **RECOMMENDED ACTION**

Motion to adopt or modify the resolution B-2247 adopting and authorizing

1. the amendment of the Citizen Participation Plan, Consolidated Plan and Annual Action Plan 2019-2020
2. the submission of the amended Consolidation Plan and the Annual Action Plan 2019-2020.

**RESOLUTION NO. B-2247**

**A RESOLUTION AMENDING THE CITIZEN PARTICIPATION PLAN, CONSOLIDATED PLAN 2017-2021 AND THE ANNUAL ACTION PLAN 2019-2020 APPROVED BY RESOLUTION B-2221 FOR THE CITY OF LEAVENWORTH COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM TO UNDERTAKE AND ACCEPT AND ALLOCATE THE CARES ACT FUNDS TO COMBAT THE EFFECTS OF COVID-19**

**WHEREAS**, notice to hold a virtual public hearing on this 5<sup>th</sup> day of May 2020 was published in the official city newspaper on the 23<sup>rd</sup> day of April 2020; and

**WHEREAS**, the acceptance of the federally allocated City of Leavenworth CARES Act CDBG-CV funds (\$201,489) awarded to the City to combat the effects of COVID-19 requires amending the Citizen’s Participation Plan, Consolidated Plan and Annual Action Plan 2019-2020; and

**WHEREAS**, the changes to the Citizens Participation Plan will add language to allow for a five (5) day citizen review for urgent needs such as the COVID-19 response; and

**WHEREAS**, the Consolidated 5 Year Plan will be amended to add Economic Development as one of the funding areas; and

**WHEREAS**, the Annual Action Plan will be amended to read: Public Service Agency Support will be increased by \$101,489; and Economic Development will be added and funded at \$100,000 for a small business grant program.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LEAVENWORTH, KANSAS:**

**Section 1.** The amended Citizens Participation Plan is hereby adopted as presented.

**Section 2.** The amended Consolidated Plan is hereby adopted as presented.

**Section 3.** The amended Annual Action Plan for July 1, 2019 through June 30, 2020 is hereby adopted as presented.

**Section 4.** The City has met the requirements for citizen participation in preparation of these amendments and has allowed the maximum feasible opportunity for persons or agencies to comment on the amendments.

**Section 5.** The City is taking all necessary steps to analyze and take appropriate action to further fair housing goals as outlined in the regional Fair Housing Assessment.

**Section 6.** This resolution shall take effect from and after its passage as provided by law.

**ADOPTED THIS** 5<sup>th</sup> day of May 2020.

\_\_\_\_\_  
Myron Griswold, Mayor

ATTEST:

\_\_\_\_\_  
Carla K. Williamson, CMC City Clerk

{SEAL}

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

**MAY 5, 2020**

Prepared by:



Carla K. Williamson, CMC  
City Clerk

Reviewed by:



Paul Kramer  
City Manager

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

**STUDY SESSION POLICY REPORT  
SEMI-ANNUAL REVIEW  
PRESENTED BY  
LEAVENWORTH PUBLIC LIBRARY**

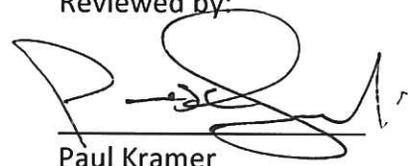
**MAY 5, 2020**

Prepared by:



Carla K. Williamson, CMC  
City Clerk

Reviewed by:



Paul Kramer  
City Manager

Library Director Matt Nojonen will provide the semi-annual update to the City Commission.

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

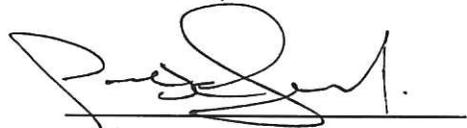
**MAY 5, 2020**

Prepared by:



Carla K. Williamson, CMC  
City Clerk

Reviewed by:



Paul Kramer  
City Manager

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

# Leavenworth County Development Corporation

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City of Leavenworth  
May 5, 2020

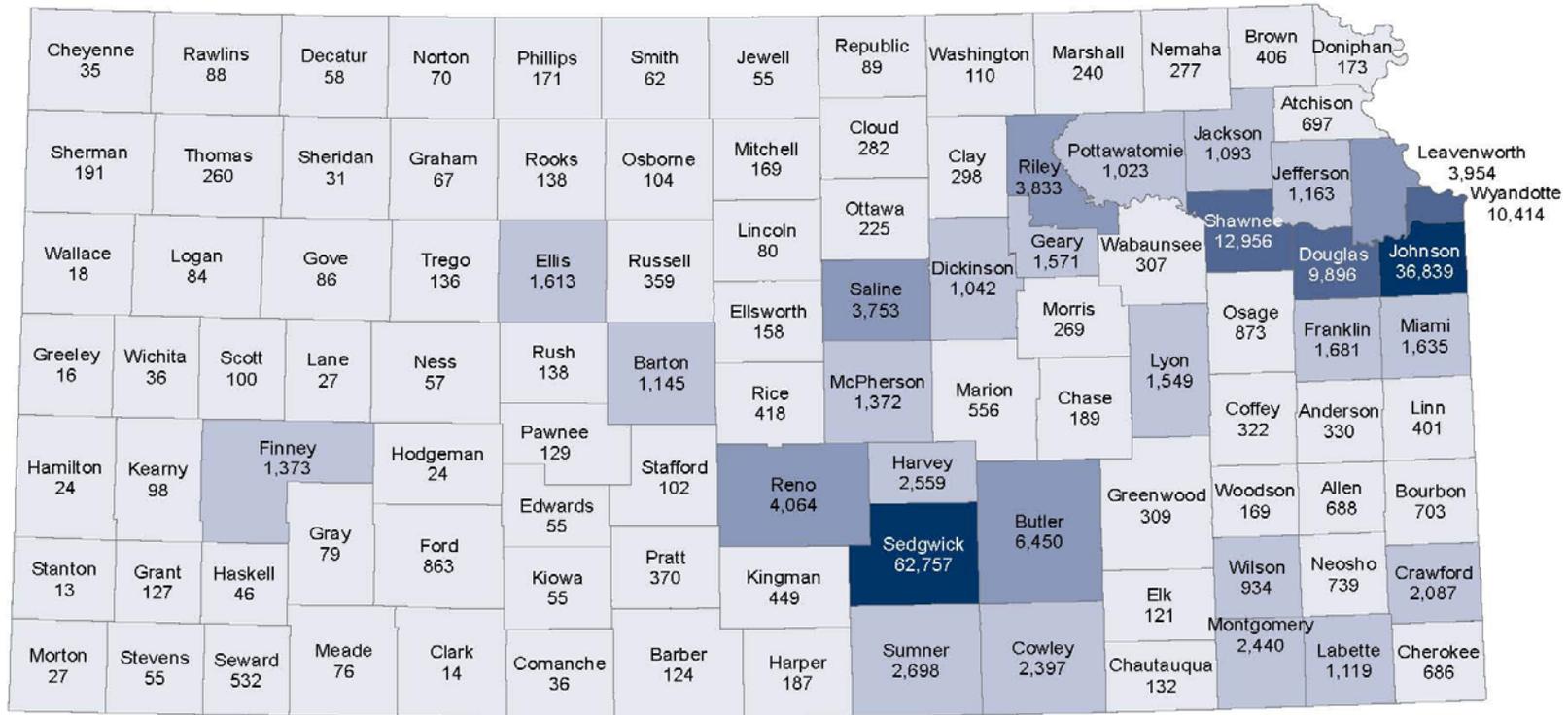


**LEAVENWORTH COUNTY**  
DEVELOPMENT CORPORATION



# Initial Jobless Claims by County

Initial Jobless Claims in Kansas, by County  
March 21 - April 25, 2020



Source: Institute for Policy & Social Research, The University of Kansas;  
data from Kansas Department of Labor, Labor Market Information Services.

Initial Claims, March 21 - April 25



# COVID-19 Response

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- COVID-19 Webpage ([www.LVCountyED.org](http://www.LVCountyED.org))
  - SBA Programs – Paycheck Protection Program (PPP) and Economic Injury Disaster Loan (EIDL) Program
  - Hospitality Relief Emergency Loan (HIRE) program
  - Stay At Home Orders
  - Workforce Safety Guidance for Businesses
  - Webinar Opportunities
  - Updated every day or two
- Hosted a webinar with Commerce Secretary Toland.
- Quarterly LCDC Newsletter w/ COVID-19 Information
- E-mails & phone calls to local businesses as assistance becomes available.
- Participated in a KC Chamber, KCADC, MARC, Civic Council business survey. Sent out results on 4/29.

# Active Recruitment Projects

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- Project Badge (Commerce)
  - Government-owned/private sector-operated project looking for 500 acres
  - Reviewing options throughout the county for assembling properties
- Project Rosco (CBIZ/Commerce)
  - Biopharma company looking for 50,000 sf building or 10 acre site (45 jobs @ \$75,000/yr.)
  - Submitted flyers, maps and incentive letters from Tonganoxie Business Park & new Leavenworth Park
- Project Brown (KCADC)
  - 300-500K sf building or 30-40 acres (food/bakery?)
  - Submitted flyers for both LV and Tongie parks.

# Active Recruitment Projects

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- Project Franklin (LCDC)
  - 100 acres to build 80-100,000 sf facility
  - City and LCDC have been working with the company during much of 2019
  - City, State and LCDC met with firm on 2/27
  - COVID-19 is delaying project
- Project Polaris (KCADC)
  - Build-to-suit 350-400,000 sf building
  - Targeted LV plus 13 other cities in KC metro area
  - Submitted the new park and water/sewer info
- Project Harvey (KCADC)
  - 10+ acres or 120,000 – 150,000 sf facility
  - Sent flyers on new Tongie and LV parks

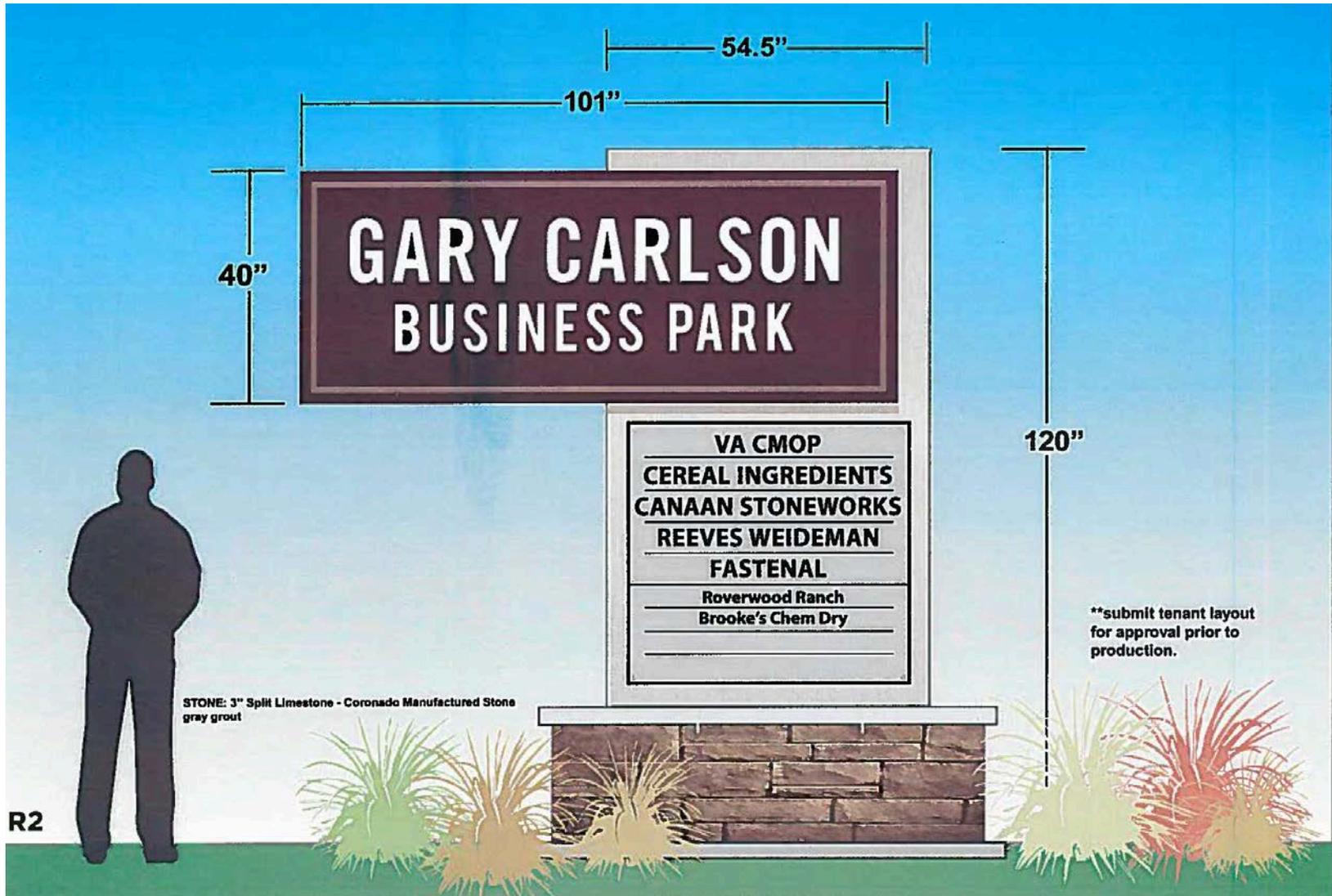
# Business Recruitment Marketing & Assistance

## LCDC Sources and Results

	2020 (to date)	2019	2018	2017	<u>Lead Sources</u> 2020 (2019)
Leads	30	60	70	86	Commerce – 8 (19)
Prospects	15	36	37	42	KCADDC – 13 (20)
Visits	2	4	5	11	LCDC – 9 (17) CBIZ – 1 (0)
Locations*	2	2	3	7	City/Chamber/Main St. – 0 (4)

\*Locations in 2020 include **Mutual Savings Association** branch bank in Lansing and **Wilson Glass** in the Urban Hess Business Park in Tonganoxie.

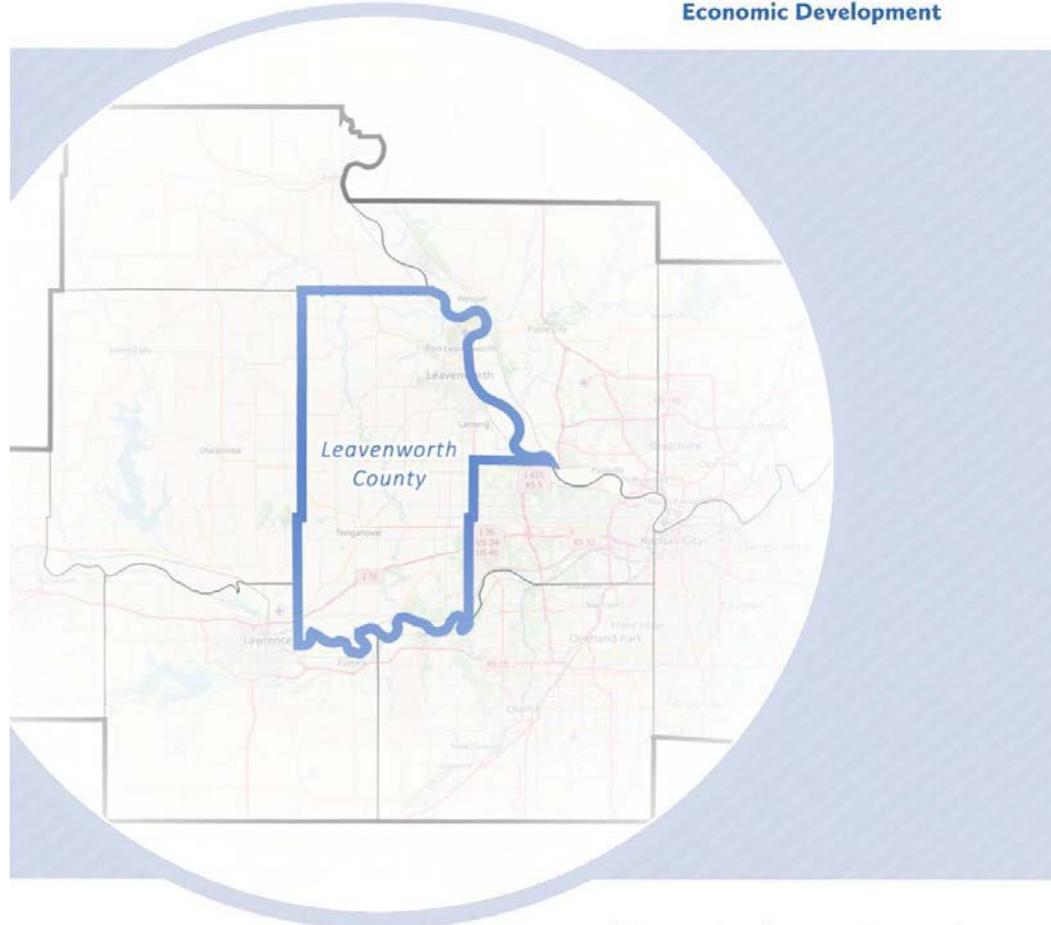
# LCPA New Signage at Gary Carlson Park



# Leavenworth County Labor Study



**MarksNelson**  
Economic Development



Leavenworth County Development Corporation

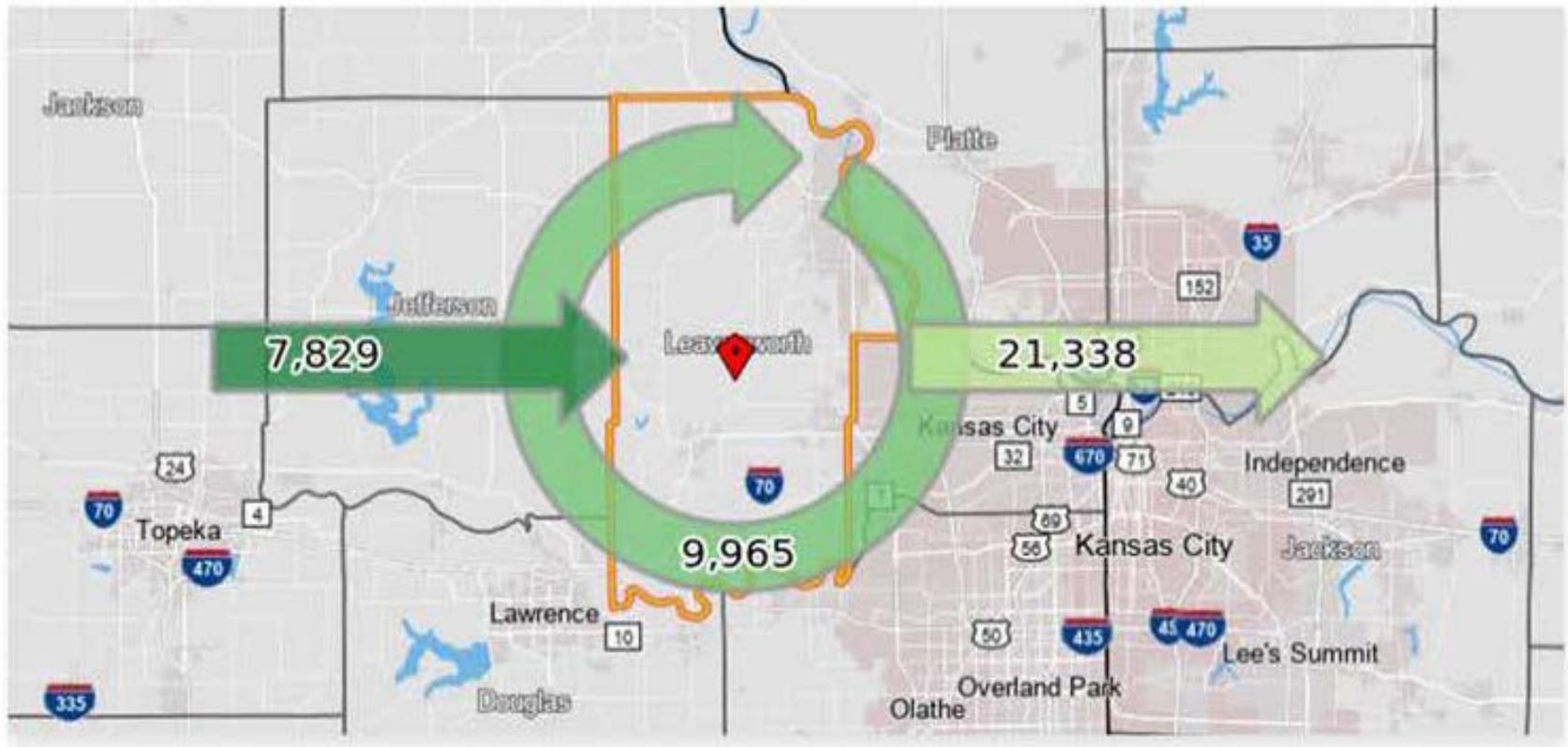
Regional Labor Study



**LC**  
**DC**

# Leavenworth County Labor Study

## *Inflow / Outflow*



# Leavenworth County Labor Study

## LEAVENWORTH, KS – LEAVENWORTH BUSINESS & TECHNOLOGY PARK

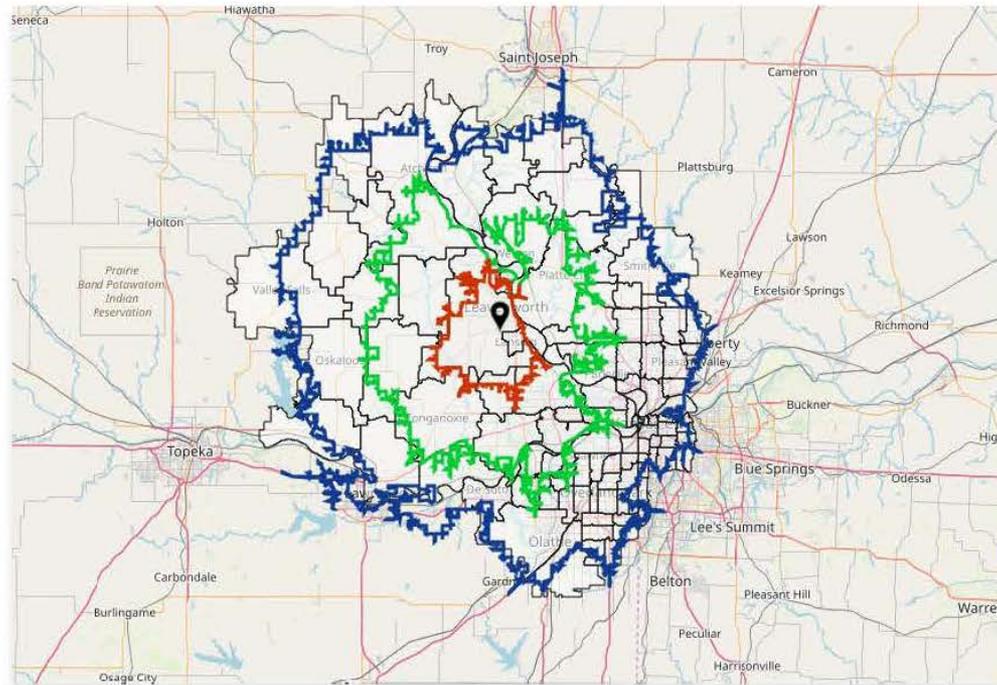
The City of Leavenworth is the largest municipality in the county with an estimated population of 37,422 in 2019. Leavenworth is also home to two major economic drivers in the region: Fort Leavenworth and USP Leavenworth.

The area selected for the Leavenworth labor shed centers around the Leavenworth Business and Technology Park, specifically the intersection of 13<sup>th</sup> and Eisenhower Rd:

Latitude: 39°16'00.3"N  
Longitude: 94°56'20.1"W

In total, the labor shed consists of 102 zip codes spanning counties in both Kansas and Missouri.

### *Leavenworth Labor Shed*



### *Leavenworth Business & Technology Park*



# Leavenworth County Labor Study

## Area Demographics



### Population Trends

Leavenworth has experienced a 4% bump in population since 2000 and population projections extend this growth trend through at least 2024. The city's population is relatively young in comparison to the nation (35.4 to 38.5) and about 77% of the population is over the age of 16, which is widely considered working age. The labor shed has also seen strong population growth since 2000 with well over 1.3M residents within a 45-min drive.

	<i>Leavenworth</i>	<i>15-min Drive-Time Radius</i>	<i>30-min Drive-Time Radius</i>	<i>45-min Drive-Time Radius</i>
2000 Population	35,940	47,351	137,619	1,040,257
2010 Population	35,249	50,021	167,798	1,131,696
2019 Population (Estimate)	37,422	53,400	186,108	1,243,966
2024 Population (Projection)	38,648	55,343	195,386	1,307,298
Median Age (2019)	35.4	37.3	37.7	36.8
Population 16+ (2019)	28,802	35,205	114,923	791,396



### Household Characteristics

Household income is roughly on par with national levels (\$60,548) but median home value is much lower than both the surrounding region and national averages (\$234,154) making Leavenworth a very affordable location.

Household Count (2019)	12,194	15,689	48,883	410,812
Average Size (2019)	2.62	2.62	2.67	2.46
Median Household Income (2019)	\$58,607	\$65,281	\$76,251	\$63,083
Median Home Value (2019)	\$139,746	\$172,420	\$201,919	\$200,017

# 2020 Marketing Meetings, Tours, and Events

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- **Pre-Pandemic Meetings** w/ VanTrust, EPC Real Estate, BTC Construction, LS Commercial & McCownGordon Construction
- Austin Baier (CBRE) Site Tours – **June 5/Rescheduled**
- Team KS Dallas Site Consultant Concert – **June/Postponed**
- KCADC Real Estate Council Event at the K – August 20
- KCADC Animal Health Homecoming Dinner – August 31
- LCDC Golf Tournament – September 16
- SIOR Event – September 24
- KC SmartPort Briefing – October 6/**Rescheduled from April**
- KCADC Annual Meeting – November 18
- MetroWire Industrial Summit – November 19



# LEAVENWORTH COUNTY

## DEVELOPMENT CORPORATION

Harland Russell – LCDC President

Steve Jack – Executive Director

Lisa Haack – ED Coordinator

Mary Mack – Office Manager

