



Welcome To Your City Commission Meeting - Please turn off or silence all cell phones during the commission meeting.
Meetings are televised everyday on Channel 2 at 7 p.m. and midnight

Call to Order – Pledge of Allegiance Followed by Silent Meditation

PROCLAMATIONS:

1. Parks and Recreation Month (pg. 2)

OLD BUSINESS:

Consideration of Previous Meeting Minutes:

2. Minutes from June 26, 2018 Regular Meeting **Action:** Motion (pg. 3)

Second Consideration Ordinance:

3. Second Consideration Ordinance 8081 Rezoning 1100 N. 2nd Street **Action:** Roll Call Vote (pg. 11)

NEW BUSINESS:

Citizen Participation: *(i.e. Items not listed on the agenda or receipt of petitions- Please state your name and address)*

General Items:

4. Consider Community Improvement District (CID) Application – AFS Leavenworth LLC **Action:** Motion (pg. 14)
5. Presentation of Proposed 2019 Budget (pg. 41)
6. Presentation of Business Park Research/Marketing Plan (pg. 42)

Consent Agenda:

Claims for June 23, 2018 through July 6, 2018 in the amount of \$1,414,542.34; Net amount for Pay #14 effective July 6, 2018 in the amount of \$338,977.56 (No Police & Fire Pension). **Action:** Motion

Executive Session:

7. Preliminary discussion of the acquisition of real property exception per K.S.A. 75-4319(b)(6) **Action:** Motion (pg. 43)

Other Items:

Adjourn: **Action:** Motion

City of Leavenworth, Kansas



Proclamation

WHEREAS, *our parks and recreation are vitally important to establishing and maintaining the quality of life in our communities, ensuring the mental and emotional health of all citizens, and contributing to the economic and environmental well-being of a community and region; they build active communities that aid in the prevention of chronic disease, provide therapeutic recreation services for those who are mentally or physically disabled; and*

WHEREAS, *parks and recreation programs increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and*

WHEREAS, *parks and natural recreation areas improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development, and produce habitat for wildlife; and*

WHEREAS, *our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature; and*

WHEREAS, *the U.S. House of Representatives has designated July as Parks and Recreation Month; and*

WHEREAS, *the City of Leavenworth recognizes the benefits derived from parks and recreation resources.*

NOW, THEREFORE, *I, Mark Preisinger, Mayor of the City of Leavenworth, Kansas do hereby proclaim the month of July 2018 as:*

Leavenworth Parks & Recreation Month

in the City of Leavenworth and I call upon all citizens and civic organizations of Leavenworth to observe this month, as sanctioned by the U.S. Congress, with appropriate ceremonies and activities.

IN WITNESS WHEREOF, *I set my hand and have affixed the Great Seal of the City of Leavenworth, Kansas this tenth day of July in the year of two-thousand and eighteen.*

Mark Preisinger, Mayor

ATTEST:

Carla K. Williamson, CMC, City Clerk



CALL TO ORDER - The Governing Body met in regular session and the following commission members were present: Mayor Mark Preisinger, Mayor Pro-Tem Jermaine Wilson, Commissioners Nancy Bauder, and Myron J. (Mike) Griswold; not present: Commissioner Larry Dedeker.

Others present: City Manager Paul Kramer, Assistant City Manager Taylour Tedder, Public Works Director Mike McDonald, Deputy Public Works Director Mike Hooper, Finance Director Ruby Maline, Information Systems Manager Carol Charity, City Planner Julie Hurley, Public Information Officer Melissa Bower, City Attorney David E. Waters and City Clerk Carla K. Williamson.

Mayor Mark Preisinger opened the meeting with the pledge of allegiance followed by silent meditation.

OLD BUSINESS:

Consideration of Previous Meeting Minutes:

Commissioner Bauder moved to approve the minutes from the June 12, 2018 regular meeting as presented. Commissioner Wilson seconded the motion and was unanimously approved. The Mayor declared the motion carried 4-0.

Second Consideration Ordinance:

Second Consideration Ordinance No. 8080 Industrial Revenue Bonds Zeck Ford– City Manager Paul Kramer stated that there have been no changes to the ordinance since it was first introduced on June 12, 2018. Ordinance No. 8080 was presented for second consideration and a roll call vote.

Mayor Preisinger called the roll and Ordinance No. 8080 was unanimously approved 4-0.

NEW BUSINESS:

Citizen Participation:

Raymond Martinez - 1028 Kenton:

- Problems with neighbor calling Code Enforcement
- Letters about property from Code Enforcement
- Items parked on concrete in back yard last year okay but this year not okay
- No one will work on his house; thinks neighbor is telling people not to do work on his house
- If he calls Code Enforcement about his neighbor nothing is done
- Trailer in neighbor's yard has not moved but nothing done
- His grass grows quick and cannot mow after it rains for a couple days
- Would like until the end of August to get his yard cleaned up

Mayor Preisinger discussed the process that Code Enforcement follows if there are code violations; also stated that the Commission is not in the practice of giving extensions on grass and weeds violations.

City Planner Julie Hurley discussed the normal process regarding requests for extensions. Normally they do not give extensions on removing junk and debris however if it is for repairs they work with the property owner. Mr. Martinez will contact Ms. Hurley to discuss property and violation letters.

Charlsey Filbert - 205 Topeka Ave:

- Discussed various studies on spraying of pesticides
- Discussed toxicity to bees
- Is the City letting people know when they are spraying in areas
- If the schedule is changed are Citizens made aware of the changes
- Would like to see a FaceBook update

The City Manager is preparing a memo that will come before the Commission at a future Study Session.

General Items:

Public Hearing for Unsafe and Dangerous Structures:

Open Public Hearing

Commissioner Griswold moved to open the public hearing. Commissioner Bauder seconded the motion and was unanimously approved. The Mayor then declared the motion carried 4-0.

Staff and Public Comments:

City Planner Julie Hurley reviewed each of the following structures that are unsafe or dangerous under K.S.A. 17-4759 and adopted by the City. Owners were first sent notification on March 29, 2018 of possible demolition. Owners were requested to contact staff by April 27, 2018 to discuss steps to bring structures into compliance and to sign a remediation agreement. Owners that contacted staff after April 27, 2018 were given a copy of the remediation agreement but not required to sign it. On May 8, 2018 the City Commission set the date and time of tonight's public hearing and notification of the public hearing was provided to the owners of the properties as required by statute, via certified mail, posting on the structure and publication in the official City newspaper. Three properties on the original list reviewed by the Commission are not on the list as the property owners are either demolishing the property on their own or have signed an agreement to have the City demolish.

1. A one-story wood frame house and any accessory structures on the property located at **617 Middle Street**, legally described as Lots 6 and 7, Block 15, Day's Subdivision, City of Leavenworth, Leavenworth County, Kansas. CAMA No. 0773603024005000.
 - a. City Planner Julie Hurley stated that there has been no change and no contact from the owner.
 - b. Owner not present.

- c. Mayor and Commissioners discussed the issue and agreed to demolish the one-story wood framed house and any accessory structures on the property.
2. A one-story wood frame house and any accessory structures on the property located at **1118 Kenton Street**, legally described as Lots 16,17 and 18, in Block 2, Stillings Subdivision of the City of Leavenworth, Leavenworth County, Kansas. CAMA No. 0773503002009000.
 - a. City Planner Julie Hurley stated that there has been no change and no contact from the owner.
 - b. Owner not present.
 - c. Mayor and Commissioners discussed the issue and agreed to demolish the one-story wood framed house and any accessory structures on the property.
3. A detached shed on the property located at **784 Miami Street**, legally described as Lot 18, Block 1114, Western Addition, City of Leavenworth, Leavenworth County, Kansas; ALSO a part of Lot 17, Block 114, Western Addition, City of Leavenworth, Leavenworth County, Kansas, described as follows: Commencing at the Southwest corner of the West line of Lot 17, Block 114; thence North along the West line of Lot 17, 40.00 feet to the point of beginning of this parcel, thence East 2.40 feet; thence South 37.00 feet parallel to the West line of Lot 17, thence 2.40 feet to the point of beginning, as per survey dated December 29, 1986 by Donald G. White. CAMA No. 0772604306008000.
 - a. City Planner Julie Hurley stated that there has been no change and no contact from the owner.
 - b. Owner not present.
 - c. Mayor and Commissioners discussed the issue and agreed to demolish the detached shed on the property.
4. A two-story wood frame house and any accessory structures on the property located at **625 Oak Street**, legally described as Lot 7, Block 33, Clark and Rees' Addition, City of Leavenworth, Leavenworth County, Kansas. CAMA No. 0773602022006000.
 - a. City Planner Julie Hurley stated that there has been no change and no contact from the owner. This structure was damaged by fire.
 - b. Owner not present.
 - c. Mayor and Commissioners discussed the issue and agreed to demolish the two-story wood framed house and any accessory structures on the property.
5. A two-story wood frame house and any accessory structures on the property located at **325 Pottawatomie Street**, legally described as Lot 20, Block 40, Leavenworth City Proper, City of Leavenworth, Leavenworth County, Kansas. CAMA No. 0772503212009000.
 - a. City Planner Julie Hurley stated that this house was damaged by fire and the owner has indicated possible intent to repair.
 - b. Owner not present.
 - c. Mayor and Commissioners discussed the issue and agreed to demolish the two-story wood framed house and any accessory structures on the property.

6. A two-story wood frame house and any accessory structures on the property located at **202 Pottawatomie Street**, legally described as Lots 1, 2, 3 and 4 in Block 28, in Leavenworth City Proper, in the City of Leavenworth, Leavenworth County, Kansas. CAMA No. 0772503103016000.
 - a. City Planner Julie Hurley stated that the owner has indicated intent to repair, no permits have been issued. Property is listed on the Kansas State Register of Historic Places, requiring review by the Leavenworth Preservation Commission (LPC); scheduled for review at the July 11, 2018 LPC meeting . There had been a fire in 2015.
 - b. Owner was present: Mr. Rickey L. Giles Jr.
 - Has done work on the porch
 - Has to work with the historical society on renovations
 - c. Mayor and Commissioners discussed the issue and agreed to keep the two-story wood framed house and any accessory structures on the demolition list and review again at the **October 9, 2018** City Commission meeting .

7. A two-story wood frame house and any accessory structures on the property located at **209 Elm Street**, legally described as Lot 3, Block 11, Fackler's Addition, City of Leavenworth, Leavenworth County, Kansas. CAMA No. 0773604005003000.
 - a. City Planner Julie Hurley stated that the owner has indicated possible intent to repair.
 - b. Owner Sandra Postem representing Platinum Enterprises addressed the Commission.
 - Purchased the property and was not aware it was on the demolition list
 - Plan was to renovate the property
 - Has not started renovation as waiting until after this public hearing
 - c. Mayor and Commissioners discussed the issue and agreed to keep the two-story wood framed house and any accessory structures on the demolition list and review again at the **October 9, 2018** City Commission meeting .

8. A one-story wood frame house and any accessory structures on the property located at **1410 Central Avenue**, legally described as Lots 19, 20 and the South 8 feet of Lot 21, Block 6, in Insley & Shire's Subdivision in the City of Leavenworth, Leavenworth County, Kansas. CAMA No. 0773504031021000.
 - a. City Planner Julie Hurley stated that the owner has indicated possible intent to repair. A tree had previously fallen on the house and was left; the tree has since been removed.
 - b. Owner Michael Cairns inherited the property from his father Robert A. Cairns was present and addressed the Commission.
 - Mr. Cairns has removed the tree and has done some repairs
 - Has discussed the sale of the property with a realtor

City Planner Julie Hurley recommended removal from the demolition list.

- c. Mayor and Commissioners discussed the issue and agreed to remove this property from the demolition list.

9. A one-story wood frame house and any accessory structures on the property located at **1517 9th Avenue**, legally described as the North 40 feet of the South 180 feet of Block One, Marshall's Subdivision, City of Leavenworth, Leavenworth County, Kansas. CAMA No. 1010201004006000.
 - a. City Planner Julie Hurley stated that there has been no contact from the owner. A tree from the neighboring property fell on the roof of the house. The neighboring property owner removed the portion of the tree on their property; a portion of the tree still remains on the roof of 1517 9th Avenue.
 - b. Owner not present.
 - c. Mayor and Commissioners discussed the issue and agreed to demolish the one-story wood framed house and any accessory structures on the property.

10. A one-story wood frame house and any accessory structures on the property located at **1529 10th Avenue**, legally described as Lots 13, 14 and 15, Wollman's Subdivision of the West half of Block 4, Marshall's Subdivision, City of Leavenworth, Leavenworth County, Kansas. CAMA No. 1010201006005000.
 - a. City Planner Julie Hurley stated that there has been no change and no contact from the owner.
 - b. Owner not present.
 - c. Mayor and Commissioners discussed the issue and agreed to demolish the one-story wood framed house and any accessory structures on the property.

11. A one-story wood frame house and any accessory structures on the property located at **1728 S. 4th Street**, legally described as Lot 37, the South half of Lot 38 and the South five feet of the North half of Lot 38, Block 2, Flesher's River View Subdivision, in the City of Leavenworth, Leavenworth County, Kansas. CAMA No. 1010102001022010.
 - a. City Planner Julie Hurley stated that there is a new owner that has acquired the property and is currently in the process of completing requested improvements.
 - b. Owner not present but submitted a letter regarding the progress.
 - Stated repairs to be completed by August 1, 2018
 - c. Mayor and Commissioners discussed the issue and agreed to keep the one-story wood framed house and any accessory structures on the demolition list and review again at the **August 14, 2018** City Commission meeting .

12. A two-story wood frame house and any accessory structures on the property located at **407 N. 10th Street**, legally described as Lot 4, Block 3, Ewing, Roelofsen and Company's Subdivision, City of Leavenworth, Leavenworth County, Kansas. CAMA No. 0772603402021000.
 - a. City Planner Julie Hurley stated that there is a new owner that has acquired the property and is currently in the process of completing requested improvements.
 - b. Owner not present but submitted a letter regarding the progress.
 - Stated repairs to be completed by August 1, 2018
 - c. Mayor and Commissioners discussed the issue and agreed to keep the two-story wood framed house and any accessory structures on the demolition list and review again at the **August 14, 2018** City Commission meeting .

13. A one-story wood frame house and any accessory structures on the property located at **1030 Ironmoulders Street**, legally described as Lots 24, 25, 26 and 27, Block 9, Stillings Subdivision, City of Leavenworth, Leavenworth County, Kansas. CAMA No. 0773503011007000.

- a. City Planner Julie Hurley stated that the owner signed a remediation agreement with deadline date of June 22, 2018 to have repairs complete. Roof repaired, new windows and some new siding.
- b. Owner not present.
- c. Mayor and Commissioners discussed the issue and agreed to keep the one-story wood framed house and any accessory structures on the demolition list and review again at the **August 14, 2018** City Commission meeting .

Close Public Hearing:

Commissioner Griswold moved to close the public hearing. Commissioner Bauder seconded the motion and was unanimously approved. The Mayor then declared the motion carried 4-0.

Consider Resolution B-2203 Demolition or Repair of Unsafe & Dangerous Structures

Commissioner Bauder moved to approve Resolution B-2203 to Demolish or Repair Dangerous Structures with the changes agreed to. Commissioner Griswold seconded the motion and was unanimously approved. The Mayor then declared the motion **carried 3-0**. (Commissioner Wilson stepped away prior to the vote.)

Bids, Contracts and Agreements:

Consider Purchase of Microsoft Office 2016 Licenses – Information Systems Manager Carol Charity presented for consideration the purchase of licenses for Microsoft Office 2016. Staff recommends the purchase of the licenses from ISG Technologies in the amount of \$45,500.46.

Commissioner Bauder moved to approve the purchase of Microsoft Office 2016 Licenses from ISG Technologies in the amount not to exceed \$45,500.46. Commissioner Griswold seconded the motion and was unanimously approved. The Mayor then declared the motion carried 4-0.

Consider Bids for 2018 Pavement Management Program – Public Works Director Mike McDonald presented for consideration the bids for the 2018 Pavement Management Program. Staff recommends approval of the low bid submitted by McAnany Construction for the 2018 Pavement Management Program in the amount not to exceed \$1,058,555.13. Bids were opened on June 20, 2018 and were as follows:

Vendor	City/State	Base Bid	Bid Total
McAnany Construction	Shawnee KS	\$1,058,555.13	\$1,058,555.13
Linaweaver Construction	Lansing KS		No Bid
Kaaz Construction	Leavenworth KS		No Bid
Engineer's Base Bid Estimate:		\$1,024,367.00	

Commissioner Griswold moved to approve the low bid submitted by McAnany Construction for the 2018 Pavement Management Program in the amount of \$1,058,555.13. Commissioner Wilson seconded the motion and was unanimously approved. The Mayor then declared the motion carried 4-0.

Consider Inspection Services Agreement for the 2018 Pavement Management Program – Public Works Director Mike McDonald presented for consideration the contract with Affinis Corporation for inspection services of the 2018 Pavement Management Program.

Commissioner Bauder moved to approve the contract with Affinis Corporation for inspection services in an amount not to exceed \$56,570.00 for the 2018 Pavement Management program. Commissioner Wilson seconded the motion and was unanimously approved. The Mayor then declared the motion carried 4-0.

Consider Bids for New Lawrence Road Improvements – Public Works Director Mike McDonald presented for consideration the bids for the New Lawrence Road Improvement Project. Staff noted that the bid amount of \$396,777.23 by Lexeco stated in the agenda packet/policy report is incorrect and the correct bid amount from Lexeco is \$398,563.73. Staff recommends approval of the low bid submitted by Lexeco in the amount of \$398,563.73. Bids were opened on June 13, 2018 and were as follows:

Vendor	City/State	Base Bid	Bid Total
Lexeco	Leavenworth KS	\$398,563.73	\$398,563.73
Linaweaver Construction	Lansing KS	\$465,846.90	\$465,846.90
Amino Brothers Construction	Shawnee KS	\$539,382.84	\$539,382.84
Mega Construction	North Kansas City MO	\$551,306.00	\$551,306.00
Engineer's Base Bid Estimate:		\$521,794.00	

Commissioner Bauder moved to approve the bid submitted by Lexeco for the New Lawrence Road Improvement Project in an amount not to exceed \$398,563.73. Commissioner Griswold seconded the motion and was unanimously approved. The Mayor then declared the motion carried 4-0.

First Consideration Ordinances:

First Consideration Ordinance Rezoning 1100 N 2nd Street – City Planner Julie Hurley presented for first consideration an ordinance rezoning 1100 N. 2nd Street from Planned Unit Development (PUD) to Residential Mixed Use (RMX). The Planning Commission reviewed the request at their June 4, 2018 public hearing and recommended approval.

Consensus by the City Commission to place on first consideration.

CONSENT AGENDA:

Commissioner Griswold moved to approve claims for June 9, 2018 through June 22, 2018 in the amount of \$882,711.73; Net amount for Pay #13 effective June 22, 2018 in the amount of \$354,305.92 (Including Police & Fire Pension in the amount of \$11,572.36). Commissioner Bauder seconded the motion and was unanimously approved. The Mayor declared the motion carried 4-0.

Other:

Mayor Preisinger

- No Study Session on July 3, 2018
- Reminder that Fireworks are illegal in the City of Leavenworth
- The people of Leavenworth voted many years ago to make fireworks illegal; if a valid petition was submitted it could be put on a ballot for a vote of the people

City Manager Kramer:

- Ribbon Cutting is on Friday June 29th at 10:00 for new Business & Technology Park

Adjourn:

Commissioner Griswold moved to adjourn the meeting. Commissioner Bauder seconded the motion and was unanimously approved. The Mayor declared the motion carried and the meeting adjourned.

Time Meeting Adjourned 8:27 p.m.

Minutes taken by City Clerk Carla K. Williamson, CMC

**POLICY REPORT
SECOND CONSIDERATION
ORDINANCE No. 8081
REZONING 1100 N. 2ND STREET**

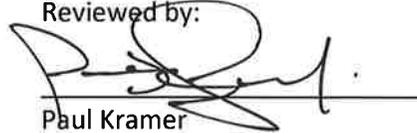
JULY 10, 2018

Prepared by:



Carla K. Williamson, CMC
City Clerk

Reviewed by:



Paul Kramer
City Manager

BACKGROUND:

At the June 26, 2018 City Commission meeting the City Commission reviewed and placed on first consideration;

AN ORDINANCE AMENDING THE 2016 DEVELOPMENT REGULATIONS OF THE CITY OF LEAVENWORTH, KANSAS BY REZONING 1100 N. 2ND STREET TO RESIDENTIAL MIXED USE (RMX).

There have been no changes since this item was placed on first consideration.

RECOMMENDATION:

Staff recommends approval of Ordinance No. 8081.

ACTION:

Ordinance No. 8081 is now presented for second consideration and requires a roll call vote.

ATTACHMENTS:

- Ordinance No. 8081

(Summary Published in the Leavenworth Times on July 13, 2018)

ORDINANCE NO. 8081

AN ORDINANCE AMENDING THE 2016 DEVELOPMENT REGULATIONS OF THE CITY OF LEAVENWORTH, KANSAS BY REZONING 1100 N. 2ND STREET TO RESIDENTIAL MIXED USE (RMX).

WHEREAS, under the 2016 Development Regulations of the City of Leavenworth, Kansas, the Governing Body of the City of Leavenworth is given the power to amend, supplement or change existing zoning regulations within said City; and

WHEREAS, the City Planning Commission, after fully complying with the requirements of the Ordinances of the City of Leavenworth, Kansas, held a public hearing on the 4th day of June, 2018 in the Commission Room, 1st Floor of City Hall, 100 N. 5th Street, Leavenworth, Kansas, the official date and time set as was published in the Leavenworth Times newspaper on the 10th day of May 2018; and

WHEREAS, upon a motion made, duly seconded, and passed, the Planning Commission adopted findings of fact and recommended approval of the request Rezoning of 1100 N. 2nd Street, Leavenworth Kansas from Planned Unit Development (PUD) to Residential Mixed Use (RMX); and

WHEREAS, upon a roll call vote duly passed, the Governing Body adopted the findings of fact and conclusions to rezone the property described herein.

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

Section 1: That the following described property, to-wit:

Lot 1, block 5, Bridgeport Replat, City of Leavenworth, Leavenworth County, Kansas AND A tract of land in the Northwest Quarter of Section 25, Township 8 South, Range 22 East of the 6th P.M., in Leavenworth County, Kansas, lying between the centerline of Second St. extended and the West right of way line of the Missouri Pacific Railroad, the South line of Metropolitan Ave. extended, and the South right of way line of the Centennial Bridge, except part taken or used for street purposes. AND All that part of vacated Water Street lying adjacent to Lot 1, Block 4, Bridgeport Replat, City of Leavenworth, Leavenworth County, Kansas, and being more particularly described as follows: Beginning at the Northeast corner of said Lot 1; thence N 88°55'05" E along the North line of said Lot 1 (extended) a distance of 60.35 feet to a point on the Easterly line of said vacated Water Street; thence S 11°16'23" E along East line of said vacated Water Street a distance of 186.99 feet to the intersection of said East line with the South line (extended) of said Lot 1; thence S 78°35'02" W along said South line (extended) a distance of

60.00 feet to the Easterly line of said Lot 1; thence N 11°16'23" W along said East line, a distance of 193.65 feet to the Point of Beginning.

And more commonly known as **1100 N. 2nd Street, Leavenworth.**

Section 2: That the “Zoning District Map” adopted under the 2016 Development Regulations of the City of Leavenworth, Kansas shall be and the same is hereby corrected to conform to the rezoning as set forth in Section 1 above.

Section 3: That this Ordinance shall take effect and be in force from and after its passage, approval and publication in the official City newspaper of the City of Leavenworth, Kansas, as provided by law.

PASSED and APPROVED by the Governing Body on the 10th day of July, 2018.

Mark Preisinger, Mayor

{Seal}

ATTEST:

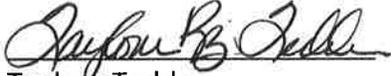
Carla K. Williamson, CMC, City Clerk

APPROVED AS TO LEGAL FORM:

David E. Waters, City Attorney

POLICY REPORT
APPLICATION FOR CREATION OF A COMMUNITY IMPROVEMENT DISTRICT
July 10, 2018

Prepared By:


Taylour Tedder
Assistant City Manager

Reviewed By:


Paul Kramer
City Manager

ISSUE:

The issue before the City Commission is to consider an application for the creation of a Community Improvement District (CID) for AFS Leavenworth, LLC with an estimated project cost of \$2,293,434, with CID eligible expenses estimated at \$792,884. The applicant proposed a 22-year 1.5% CID on sales tax transactions on the property to offset some of the improvement costs.

BACKGROUND:

The AFS Leavenworth, LLC project was presented to the City Commission at the June 5, 2018 Study Session. The applicant, who currently owns the former Country Mart property located at 1904-1920 Spruce St., wishes to redevelop the property into climate controlled self-storage, along with maintaining a retail component on the remainder of the building.

A CID sales tax is a sales tax which is in addition to the state and local sales tax within the CID, which may be used by the applicant within the CID for broad purposes specified in KSA 12-6a26, et seq. (the "Act"). A CID sales tax must be in increments of .10% or .25%, cannot exceed 2%, and may not exceed 22 years in duration.

The creation of a CID and approval of a CID sales tax is within the sole discretion of the Mayor and City Commission and requires that the City follow statutory proceedings specified in the Act, including filing a petition by at least 55% of the property owners in the CID, notice and public hearings by the City Commission, and approval of a CID sales tax by the Mayor and City Commission, in their sole discretion. If approved, the Mayor and City Commission may impose limitations and restrictions on uses of a CID sales tax by the applicant, and on amounts and the duration of the CID sales tax. The implementation of any approved CID sales tax is governed by a CID Development Agreement between the City and the applicant.

AFS Leavenworth, LLC has requested that the Mayor and City Commission indicate their initial support of a CID sales tax within their property located at 1904-1920 Spruce Street.

Staff has evaluated the request, and when looking to the Commission adopted Economic Development Incentive Policy, this request does not pass the “but-for” principle. Any incentive granted by the City shall be subject to the “but-for” principle, meaning that the incentive must make such a difference in determining the establishment or expansion of the business that the business would not otherwise be established or expanded in the City, if it were not for the availability of the incentive. It is the policy of the governing body that private business should not be subsidized with public funds, the indirect consequences of tax incentives, unless some public good results and the public subsidy can reasonably be expected to make a significant difference in achieving economic growth and the creation of new jobs within the City.

Therefore, since the applicant has already assumed ownership and began renovation of the property, they do not pass the “but-for” principle, and staff recommends denial of the request for a CID at this time.

ACTION:

1. Move to express the initial and conditional support by the Mayor and City Commission for a CID sales tax within the project area located at 1904-1920 Spruce St., subject to all applicable statutory proceedings, as well as limitations and restrictions on uses of a CID sales tax by the applicant, and on amounts and the duration of a CID sales tax which may be determined by the Mayor and City Commission in their sole and absolute discretion.

OR,

2. Deny the request.

ATTACHMENT:

Application

Project Summary

Economic Development Incentive Policy



City of Leavenworth, Kansas
Application for Community Improvement District

Date: 6-20-18

Application for creation of a community improvement district:

Indicate the type of community improvement district funding sought (check all that apply):

Community Improvement District (CID) – Sales Tax 1.5% Proposed

Community Improvement District (CID) – Special Assessment

A. Applicant Information

- a. Project Name: AFS Leavenworth, LLC
- b. Project Address: 1904-1920 Spruce Street
- c. Name of Corporation/Partnership: AFS Leavenworth, LLC
- i. Address: 601 East South Street, Ozark, MO 65721
- d. Primary Contact:
- i. Name: Trent Overhue
- ii. Address: Same as above
- iii. Phone: (402) 659-3540
- iv. Fax:
- v. Email: trent@nsinvestments.com

B. Project Team (to extent applicable)

- a. Attorney:
- i. Name: Howard L. Neuhaus
- ii. Address: 3924 North 90th Street, Omaha, NE 68134
- iii. Phone: (402) 571-1196
- iv. Fax:
- v. Email: hlneuhauslaw@cox.net



City of Leavenworth, Kansas
Application for Community Improvement District

b. Construction Contractor:

i. Name: to be determined

ii. Address:

iii. Phone:

iv. Fax:

v. Email:

c. Engineer:

i. Name: to be determined

ii. Address:

iii. Phone:

iv. Fax:

v. Email:

a. Architect:

i. Name: to be determined

ii. Address:

iii. Phone:

iv. Fax:

vi. Email:

C. Applicant Background

a. Brief summary description of the applicant's business:

See general information in Appendix B



City of Leavenworth, Kansas
Application for Community Improvement District

b. Attach a list of officers, members, shareholders or partners with more than five percent (5%) interest in the applicant:

Trent Overhue, Trustee; Robi Overhue, Trustee; Frank Overhue, Trustee; Travis Overhue, Trustee

c. Provide references to demonstrate the applicant's past experience and financial capacity to successfully plan and complete development projects of similar type and scale:

See Application Appendix B

D. Project information

a. Provide a detailed description of the proposed project, including location, current status of the zoning and uses of the property with proposed changes, site plan, budget and schedule:

See Application Appendix A



City of Leavenworth, Kansas

Application for Community Improvement District

b. Describe how the project will serve a public purpose:

Address issues such as:

- *Enhancement or diversification of the city's economic and tax base*
- *Rehabilitation and redevelopment of existing site*
- *Number and types of jobs created by the project*

1. Redevelopment of an underperforming and struggling mid-1980s neighborhood commercial center.
2. Due to age/deterioration/market changes, the current structure is 75% vacant and in need of substantial new investment and rehabilitation.
3. Proposed uses include converting the building into a modern mixed-use commercial center featuring climate controlled inside storage and retail.
4. Approximately 10-15 full and part time jobs will be created as a result of the project
5. Estimated dates to commence the Project is summer of 2018.
6. Estimated date of completion is summer 2019.

c. Provide a detailed description of the proposed method of funding the project:

Address issues such as:

- *Initial funding of project costs by equity or private debt*
- *Details of any proposed CID special assessments, details and term*
- *Details of any proposed CID sales taxes, including amount and anticipated sources of sales tax revenues*
- *Details of any proposed "pay-as-you-go" reimbursements*
- *Details of any proposed bonds authorized under the CID act*

Combination of private equity and bank loan. Anticipate a pay-as-you-go reimbursement of costs.



City of Leavenworth, Kansas
Application for Community Improvement District

E. Other

The City may require such additional information as determined, in its discretion, in order to consider this application, including, but not limited to, applicant financial information and additional information regarding the proposed project.

F. Application Fee and Deposit

Applicants will be required to provide a non-refundable application fee(s) of \$1000 to be paid to the City of Leavenworth.

A further deposit of \$5,000 is required to be placed in escrow pursuant to a funding agreement to be used by the city to complete the analysis of the CID application and proposed funding, and to pay costs associated with attorney's fees, financial advisor fees, and other professional services and expenses incurred by the city in connection with the proposed CID. Should the entire \$5,000 be utilized, the applicant may be required to place additional funds in escrow. Any unused portion of this deposit will be returned to the application.

Applicant acknowledges that the Governing Body of the City of Leavenworth is under no obligation to approve any application for creation of a CID and that the decision is discretionary with the City.

The undersigned; certifies that all information provided in the application is true and correct to the best of the undersigned's knowledge, agrees to update as necessary all information required herein, authorizes the City of Leavenworth to check credit references and verify financial and other information, agrees to provide any additional information as may be requested by the city after the filing of this application, and agrees to provide the application fee, escrow deposit, and to pay the additional funds into escrow as described above.

Applicant Name:

Signature: 

Title:

Date:

Leavenworth, Kansas
City Clerk
100 North 5th Street
Leavenworth, KS 66048
Welcome

002862-0014 Bev W. 07/02/2018 12:07PM

MISCELLANEOUS

Description: GL MANUAL
ENTRY (MISC19)

2018 Item: MISC19 1,000.00

Description: GL MANUAL
ENTRY (MISC19)

2018 Item: MISC19 4,000.00

5,000.00

Subtotal 5,000.00

Total 5,000.00

CHECK 5,000.00

Check Number 1004

Change due 0.00

Paid by: AFS LEAVENWORTH LLC

Comments: CID APPLICATION - DEPOSIT
AFS

Thank you for your payment

CUSTOMER COPY

CITY OF LEAVENWORTH, KANSAS
PROJECT OVERVIEW (PRELIMINARY)

1. APPLICANT INFORMATION

Company Name: AFS Leavenworth, LLC
Phone: (402) 659-3540
Address: 601 E. South Street, Ozark, MO 65721
Contact: Trent Overhue
Email: trent@nsiinvestments.com

Applicant Consultant: Development Dynamics, LLC
Phone: (636) 561-8602
Address: 1001 Boardwalk Springs Place, Suite 50, O'Fallon, MO 63368
Contact: Pat Nasi
Email: pnasi@d2team.org

Applicant Counsel: Howard L. Nehaus
Phone: (402) 571-1196
Address: 3934 North 90th Street Omaha, NE 68134
Email: hlneuhauuslaw@cox.net

2. PROPERTY INFORMATION

Property Class: Commercial
Location: 1904-1920 Spruce Street
Parcel ID #: 052-078-34-0-20-09-006.01-0
Brief Description: SUBDIVISION WO9, S34, T08, R022, PT; BL KS1,2,3, BEG NW Cor BLK 3 #371.6" SELY 239', S 330' W 150, S 70, W 16.61; S 40, W402.9, N143.6, W 16.1, N354.3 34
2017 Assessed Value: \$ 301,498
2017 Property Tax: \$ 40,263.86

3. CID REQUEST

Number of Parcels or Lots within Proposed District: One
Total Sq. Ft. in proposed District: 79,050 sq. ft. building; 6.1 acres
Does Applicant own all the Property within the District? Yes
Will the proposed District have 100% participation? Yes

Figure 1: Sampling of Conditions



Figure 2: Proposed Boundary Map



4. PROJECT DESCRIPTION

1. Redevelopment of an underperforming and struggling mid-1980s neighborhood commercial center.
2. Due to age/deterioration/market changes, the current structure is 75% vacant and in need of substantial new investment and rehabilitation.
3. Proposed uses include converting the building into a modern mixed-use commercial center with featuring climate controlled inside storage and retail.
4. Approximately 10-15 full and part time jobs will be created as a result of the project
5. Applicant proposes a pay-at-you-go CID (maximum 22 years with sales tax at 1.5%).
6. Estimated dates to commence the Project is fall of 2018.
7. Estimated date of completion is spring 2019.

Figure 3: Project Description by component:

	Total Project Costs	CID Eligible Costs
Acquisition	\$ 945,000	\$ -
Redevelopment Costs (CID Project)		
Conversion to Storage	435,550	-
Doors/Windows	30,000	-
Floor Prep/Finish	40,000	-
Office Improvements	50,000	-
Site Prep/Demolition	60,000	60,000
Roof Replacement	275,000	275,000
Parking Lot repairs	25,000	25,000
Façade Improvements	120,000	120,000
Electrical/HVAC Upgrades	70,000	70,000
Sprinkler System	25,000	25,000
Signage Upgrades	30,000	30,000
Landscaping Improvements	25,000	25,000
Contingency - (10% of CID eligible costs)	63,000	63,000
Professional fees (Architectural/Engineering/Legal/Carry) - (8%)	99,884	99,884
Totals	\$ 2,293,434	\$ 792,884

6. ADDITIONAL INFORMATION (Exhibit A):

As much as a CID might help with the Project feasibility, it is only as helpful as the revenue generated by the retail tenant customers. The Applicant would also like discussion/consideration of current property tax/assessed valuation cap or growth limitations if possible.

In addition, Exhibit A to this Project summary provides a sampling (examples) of elevations from other projects completed by the Applicant, similar in nature, where struggling properties have been transformed into attractive and productive properties.

EXHIBIT A

Sample Exterior Renderings



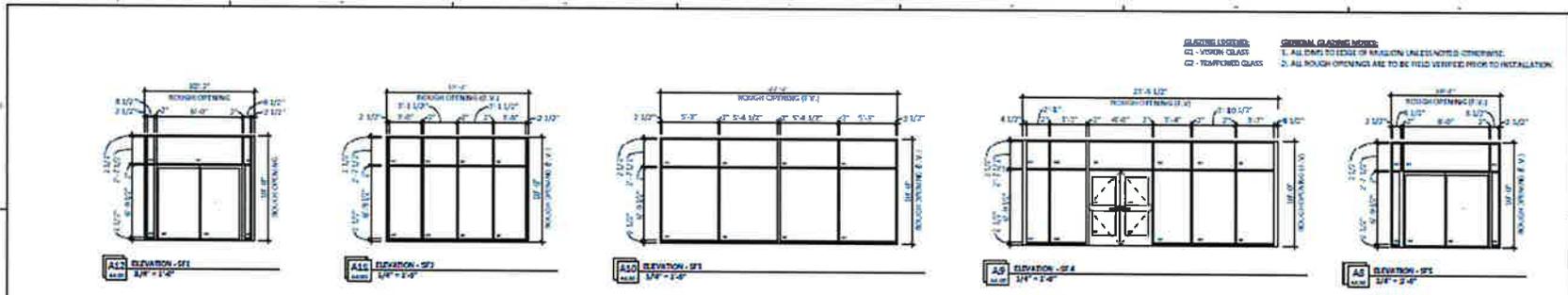


Sampling of similar conversion projects:



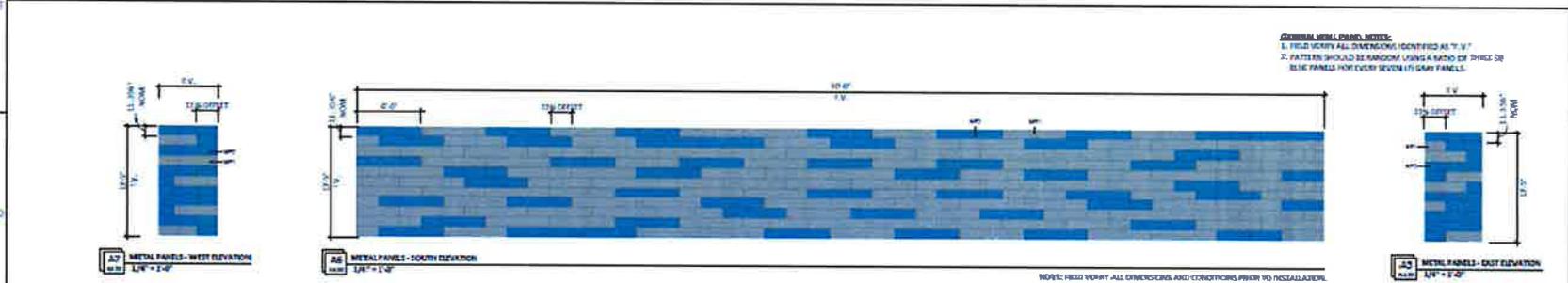






GLASS NOTES:
 G1 - VISION GLASS
 G2 - TEMPERED GLASS

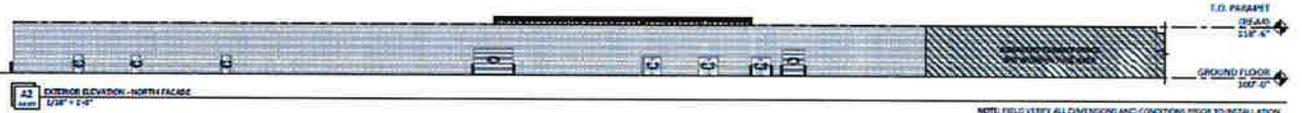
GENERAL GLASSING NOTES:
 1. ALL DIMS TO FACE UNLESS NOTED OTHERWISE.
 2. ALL ROUGH OPENINGS ARE TO BE FIELD VERIFIED PRIOR TO INSTALLATION.



GENERAL METAL PANEL NOTES:
 1. FIELD VERIFY ALL DIMENSIONS IDENTIFIED AS 'V.V.'
 2. PATTERN SHOULD BE RANDOM USING A RATIO OF THREE (3) BLUE PANELS FOR EVERY SEVEN (7) SAND PANELS.

NOTE: FIELD VERIFY ALL DIMENSIONS AND CONDITIONS PRIOR TO INSTALLATION.

IDENTIFIER	MANUFACTURER	TYPE	FINISH	SIZE	COMMENTS	REMARKS
M1	PAC-CLAD	HARDWARE CLAD METAL PANELS	COLOR: SEE	VARIABLES		FIELD VERIFY BEFORE COATING METAL PANELS
M2	PAC-CLAD	INSULATED GLASS WINDOW UNITS	SLATE BLUE	VARIABLES		FIELD VERIFY BEFORE COATING METAL PANELS
M3	PAC-CLAD	INSULATED GLASS WINDOW UNITS	COLOR: SEE	VARIABLES		FIELD VERIFY BEFORE COATING METAL PANELS
F1	DIETHELM WILSON	CONCRETE BLOCK			SECTION 8, REFINISH/TEST	FINISH CONCRETE BLOCK
F2	DIETHELM WILSON	CONCRETE BLOCK			SECTION 8, REFINISH/TEST	CONCRETE BLOCK
F3	DIETHELM WILSON	CONCRETE BLOCK			SECTION 8, REFINISH/TEST	CONCRETE BLOCK
F4	DIETHELM WILSON	CONCRETE BLOCK			SECTION 8, REFINISH/TEST	CONCRETE BLOCK
F5	DIETHELM WILSON	CONCRETE BLOCK			SECTION 8, REFINISH/TEST	CONCRETE BLOCK
F6	DIETHELM WILSON	CONCRETE BLOCK			SECTION 8, REFINISH/TEST	CONCRETE BLOCK
F7	DIETHELM WILSON	CONCRETE BLOCK			SECTION 8, REFINISH/TEST	CONCRETE BLOCK
F8	DIETHELM WILSON	CONCRETE BLOCK			SECTION 8, REFINISH/TEST	CONCRETE BLOCK



NOTE: FIELD VERIFY ALL DIMENSIONS AND CONDITIONS PRIOR TO INSTALLATION.







City of Leavenworth

Economic Development Incentive Policy

Section 1: Industrial Revenue Bonds (IRB) and Economic Development Exemptions (EDX)

Purpose: The purpose of this policy is to establish the official policy of the City of Leavenworth for the granting of economic development incentives, including uses in accordance with the provisions of Section 13 of Article 11 of the Constitution of the State of Kansas as required by K.S.A. 1990 Supp. 79-251. The appropriate purpose and use of incentives is to broaden and diversify the tax base, create new job opportunities for the citizens of the City of Leavenworth, and promote the economic growth and welfare of the City of Leavenworth. Economic development incentives are necessary because of the inherent competition for new businesses and jobs. This policy is intended to complement other government incentive programs.

Incentive Programs: Economic development incentives available from the City Leavenworth may include (but are not limited to) industrial revenue bonds (IRBs), property tax abatements, sales tax exemptions, forgivable loans and infrastructure improvements.

Eligibility: To be eligible for public incentives of any kind, a business must be engaged in one or more of the following activities:

- A. **Manufacturing:** Determined by appropriate NAICS (North American Industry Classification System) codes.
- B. **Service Sector:** Majority of revenues must be derived from transactions originating outside of the Kansas City Metropolitan Statistical Area (MSA).
- C. **Research and Development:** The conducting of research, development or testing for scientific, medical, food product or industrial purposes.
- D. **Warehousing and Distribution:** Majority of goods stored/shipped must be destined for end-users located outside of the Kansas City MSA.
- E. **Corporate Headquarters:** May include "back office" operations and customer service activities. Majority of revenues must be derived from transactions originating outside of the Kansas City MSA.
- F. **Transportation:** Freight or passenger transportation services. Majority of revenue must be derived from interstate commerce/travel.

- G. *Commercial Redevelopment*: Must address rejuvenation of official redevelopment areas, if such areas are designated by the governing body.
- H. *Tourism*: Attractions, facilities and events considered likely to attract at least 30% of attendees from outside of the Kansas City MSA.
- I. *Housing*: Housing developments for seniors and the disabled are of highest priority. It is the City's intention to encourage development of housing for residents of all ages, abilities and incomes.
- J. *Medical Services*: Regional medical centers, hospitals and specialized medical facilities considered likely to attract at least 30% of patients from outside of Leavenworth.

Policy Considerations: Additional considerations for determining the advisability of incentives are as follows:

- A. No incentive shall be granted if the incentive would create, in the judgment of the governing body, an unfair advantage for one business over another competing business within the City.
- B. Any incentive granted by the City shall be subject to the "but-for" principle, meaning that the incentive must make such a difference in determining the establishment or expansion of the business that the business would not otherwise be established or expanded in the City, if it were not for the availability of the incentive. It is the policy of the governing body that private business should not be subsidized with public funds, the indirect consequences of tax incentives, unless some public good results and the public subsidy can reasonably be expected to make a significant difference in achieving economic growth and the creation of new jobs within the City.
- C. A business must be current in its payment of ad valorem property taxes to be considered for any public incentive.
- D. In addition to the above criteria, in making a decision to approve or disapprove an incentive, the City Commission will consider the following information:
 - 1. How well the new jobs match skills available in the local labor market;
 - 2. The utilization of labor skills of unemployed persons in the community;
 - 3. The degree to which the business improves the diversification of the economy of the City;
 - 4. The potential for future expansion and additional job creation;

5. The impact of creating other new jobs and businesses, including the utilization of local products or other materials in manufacturing;
6. The beneficial impact on a particular area of the City, including designated enterprise zones and areas in need of revitalization or redevelopment;
7. The compatibility of business location with land use and development plans, and the availability of existing infrastructure and essential public services, and the extent to which additional direct or indirect public costs to the City and to other local units of government would be necessary, such as the cost of extension of public services;
8. The extent to which the economic and employment benefits of the incentive accrues to the residents and taxpayers who indirectly “subsidize” the business as a result of the foregone tax revenue.

Compliance: All Economic Development Incentives will be formalized in a written agreement between the City of Leavenworth and the recipient company. The recipient company will be required to meet the following performance criteria:

1. Jobs created as agreed upon
2. Capital investment in real property as agreed upon
3. Compliance with all applicable governmental laws, rules and regulations
4. Compliance with other conditions imposed by the Economic Development Incentive Agreement

The City of Leavenworth reserves the right to audit a company to assure compliance with the Economic Development Incentive Agreement. The City Commission may discontinue any ongoing incentives and require the incentives already received to be repaid in full or in part, as set forth in the Economic Development Incentive Agreement, if performance criteria are not met.

Application Process: Applying for incentives is a multi-step process. Approximately 60-90 days are needed to complete most projects. This time frame begins the day an application is submitted and allows time for staff review, public hearing or other actions, City Commission consideration and approval. Refer to the Incentives Application Packet for additional information.

Project Evaluation: Each project will be evaluated on an individual basis. Changing economic conditions and availability of funds may cause the City of Leavenworth to modify, amend or discontinue any economic development incentive program. Should an incentive program be discontinued, the City Commission will honor any incentive committed to before the discontinuance of the program. Economic development incentives may not be transferred or

otherwise conveyed to another party, unless approved by the City Commission.

Step 1: Cost Benefit Analysis

All requests for local incentives will require a Cost Benefit Analysis (CBA) to be completed prior to consideration. This analysis captures the impact of capital investments, construction costs, salaries, visitor traffic and other benefits. An agent designated by the City will conduct the Cost Benefit Analysis and any fees associated with this application will be the responsibility of the applicant. The CBA will be used initially to determine the viability of the proposed project and must show a positive economic impact upon the City. The ratio of public benefits to public costs must be not less than 1.3 to one.

Step 2: Incentive Matrix

The City Commission will determine the amount, terms and conditions of property tax abatements and forgivable loans based on a matrix that equates incentive levels with job creation and capital investment. Refer to the Incentives Application for more information.

The City of Leavenworth is authorized under state law to grant tax abatements on private business property either in connection with the issuance of IRBs or under Article 11 of the state constitution that enables economic development exemptions (EDX) for certain types of businesses. While IRB abatements may be granted for all types of businesses included in the list of eligible businesses, EDX abatements are limited by state law to expanding manufacturing, research and development, and warehousing and distribution businesses that create or retain jobs.

The maximum term of tax abatement on real property improvements under this Policy shall be ten years. The initial term shall be five years, plus a possible additional five years subject to review and approval of the City Commission at the end of the initial term. The recommended percentage of property taxes to be abated shall be based on new job creation and capital investment by the eligible business, as follows:

Job Creation: For the purpose of determining the recommended percentage of tax abatement, the number of new full-time equivalent (FTE) jobs created by the project will be used to determine the recommended abatement. For the purpose of this Policy, FTE jobs are defined as full-time employees who are paid to work at least 2,080 hours per year, or part-time or temporary employees consolidated to obtain the full-time equivalent of 2,080 hours per year. It is the City's preference that new jobs be full-time positions with competitive benefits.

The amount of recommended tax abatement based solely on FTE job creation is based on a sliding scale that allows smaller projects to benefit. A property tax

abatement may be recommended for each new FTE job as follows: 3% for the first five new FTE jobs, 2% for six to 10 new FTE jobs, 1.5% for 11 to 20 new FTE jobs, 1% for 21 to 50 new FTE jobs and 0.6% for each new FTE job in excess of 50, up to a maximum tax abatement for job creation of 100%.

Capital Investment: A property tax abatement may be recommended for each \$50,000 of private investment in plant and equipment as follows: Between \$50,000 and \$500,000 – 1.0% (up to 9%); between \$500,000 and \$1 million – 0.75% (up to 7.5%); between \$1 million and \$2 million – 0.5%; (up to 10%) between \$2 million and \$5 million – 0.25% (up to 15%); above \$5 million – 0.10%. The maximum recommended tax abatement for capital investment is 100%.

Location Premium: Businesses in the City of Leavenworth shall be encouraged to locate and/or expand within special redevelopment areas of the City if any such areas are determined by the City Commission. To foster such action, businesses may be recommended for additional tax abatement for locating into special redevelopment areas, as may be determined from time-to-time by separate action of the City Commission. See the City's Special Development District options for more information.

Step 3: Policy Considerations

The policy considerations found in this section will be applied to the project to determine the degree to which the project meets the purpose of economic development incentives as set forth in this policy as well as other considerations unique to the specific project.

Payments-In-Lieu-of-Taxes (PILOTs): Any business receiving tax abatements may be required to make payments in lieu of taxes equal to the amount of property tax abated. Said PILOT payments shall be payable to the Leavenworth County Treasurer for distribution to all local taxing jurisdictions which levy taxes on the abated property. A business may also be required to make PILOT payments at any time in the event of non-compliance with the conditions imposed by the economic development incentive agreement, as an alternative to complete cancellation of the tax abatement.

Exceptions: Exceptions to the conditions set forth in this policy may be made by the Leavenworth City Commission.

Section 2: Special Development Districts

- I. **Transportation Development District Financing (TDD)** – Transportation Development Districts may be created for the purpose of financing certain projects, including bridges, streets, interchanges, intersections, signage, signalization, parking lots, parking garages, bus stops and stations, airports, docks, lake or river ports, railroad, light rail, mass transit facilities and any other transportation related project or infrastructure.
- II. **Community Improvement District (CID)** – The district charges additional sales tax or assesses a special property tax, with proceeds going to pay for capital improvements, infrastructure and certain operational costs. Fifty-five percent of property owners within the proposed district must approve the district. If a special assessment is used, 100% of the property owners must give approval.
- III. **Tax Increment Financing (TIF)** – TIF is a real estate redevelopment technique applicable to industrial, commercial, and residential projects. TIF uses the anticipated increase in sales and/or property tax revenues to retire the bonds sold to finance qualifying redevelopment costs. Qualifying costs can include public improvements (streets, sanitary sewers, storm sewers, drainage improvements, underground water, gas, electrical services in public right of way); site preparation; parking facilities; landscaping and decorative amenities, and land acquisition costs. It cannot be used for the construction of buildings or other structures to be owned or leased by a developer.
- IV. **STAR (Sales Tax) Bonds** – Sales Tax Revenue (STAR) Bonds are special bond projects for major commercial or tourist areas. The threshold is usually \$50 million in capital investment and \$50 million in gross annual sales. Both an incremental state and local sales tax can be used to fund the project.
- V. **Neighborhood Revitalization Property Tax Rebate Plan** – Certain areas of the City have been designated for property tax rebates for improvements to existing property or new development of residential, multi-family, commercial, industrial, and historical properties. The Plan provides a 95% property tax rebate for a period up to 10 years, depending upon the value of the improvements. See the NRA application for map of eligibility and more information.

Eligibility for any special development districts must meet the following criteria:

- *Generate development that will enhance the city's economic conditions;*
- *Result in significant property improvements that otherwise would not be economically feasible;*
- *Promote the redevelopment of property that would otherwise remain unimproved;*

- *Apply to commercial, industrial or mixed-use properties.*
- *Exceptions may be granted on a case-by-case basis by the Leavenworth City Commission.*

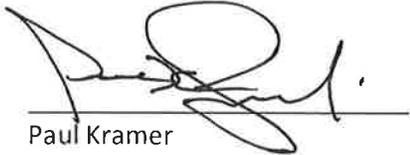
Eligibility for special development district incentives will be based on job creation and capital investment. A preliminary application shall be submitted to the Assistant City Manager's office. The purpose of the preliminary application process is to determine the extent to which the applicant meets the eligibility criteria as described in this policy. Applicants that are determined to meet the City's criteria shall be invited to submit a formal application. The City Commission may make exceptions to applicant criteria.

Section 3: Grants, Loans, State Programs

- **City Small Business Grant Program**
 - *Matching grant for non-maintenance improvements to business property. \$5,000 available per business, or \$15,000 for a multi-tenant building. Eligibility includes one grant per business entity every 24 month period. See grant application for more information.*
- **NetWork KS E-Community Loans**
 - *Grow Leavenworth County Development Corporation offers low-interest loans to businesses for start-up or expansion efforts up to \$75,000 for up to 15 years. Eligibility includes a 40% match via bank loan or grant funds. Approval is also based on job creation and capital investment. See loan application for more information.*
- **Waiver of City Permits/Fees**
 - *City permit, inspection, and/or utility connection fees may be waived in part or whole on a case-by-case basis.*
- **Reduced sale price on City-owned property**
 - *A discounted sale price on City land may be granted upon approval by the City Commission in lieu of or in addition to incentives.*
- **LCDC Micro-grants**
 - *A minimum of \$250 to maximum of \$1,500 is available to applicants with less than 15 employees and less than \$500,000 in revenue located in Leavenworth County. Contact Leavenworth County Development Corporation for more information.*
- **State incentives such as KIT (Kansas Industrial Training), KIR (Kansas Industrial Retraining), HPIP (High Performance Incentive Program), PEAK (Promoting Employment Across Kansas Program), and more.**
 - *Contact Leavenworth County Development Corporation or the Kansas Department of Commerce for more information.*

Policy Report
Presentation of Proposed 2019 Budget
July 10, 2018

Prepared by:

A handwritten signature in black ink, appearing to read 'Paul Kramer', is written over a horizontal line.

Paul Kramer
City Manager

Subject:

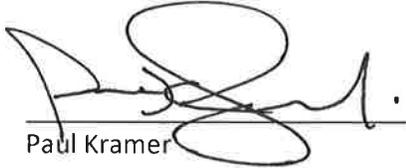
I will make a brief presentation of the proposed operating budget for fiscal year 2019 (January 1, 2019 to December 31, 2019). A copy of the presentation will be handed out at this meeting.

As a reminder, budget work sessions are scheduled for Wednesday and Thursday (Friday if needed) afternoons (1-5 p.m.) July 11, 12 and 13 in the City Hall Commission Chambers.

Policy Report

Presentation of business park research/marketing plan
July 10, 2018

Prepared by:

A handwritten signature in black ink, appearing to read 'Paul Kramer', written over a horizontal line.

Paul Kramer
City Manager

Subject:

Newmark Grubb Zimmer has completed the "Research Report and Recommendations" document for the Leavenworth Business and Technology Park. This commissioned study was done in preparation for the opening of the new park.

I will briefly go through the report and outline some ways it will be used going forward.

**EXECUTIVE SESSION
PRELIMINARY DISCUSSION OF THE ACQUISITION OF REAL PROPERTY**

JULY 10, 2018

CITY COMMISSION ACTION:

Motion:

Move to recess into executive session to discuss the acquisition of real property pursuant to the *preliminary discussion of the acquisition of real property* exception per K.S.A. 75-4319 (b) (6). The open meeting to resume in the City Commission Chambers at _____ by the clock in the City Commission Chambers. City Manager Paul Kramer, Assistant City Manager Taylor Tedder and City Attorney David Waters are requested to be present during the Executive Session.