



**CITY OF LANSING**  
**Council Chambers**  
800 1st Terrace  
Lansing, KS 66043

**COUNCIL AGENDA**  
**Regular Meeting**  
**Thursday, March 3, 2016**  
**7:00 P.M.**

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**WELCOME TO YOUR CITY COUNCIL MEETING**

Regular meetings are held on the first and third Thursday of each month at 7 pm and are televised on Cable Television Channel 2 on Monday 7 pm, Tuesday 10 am & 7 pm, Friday 5 pm, Saturday 1 pm and Sunday 7 pm.

Any person wishing to address the City Council, simply proceed to the microphone in front of the dais after the agenda item has been introduced and wait to be recognized by the Mayor. When called upon, please begin by stating your name and address. A time designated "Audience Participation" is listed on the agenda for any matter that does not appear on this agenda. The mayor will call for audience participation. Please be aware that the city council and staff may not have had advance notice of your topic and that the city council may not be able to provide a decision at the meeting. If you require any special assistance, please notify the city clerk prior to the meeting.

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***Call To Order***

***Pledge of Allegiance***

***Roll Call***

**OLD BUSINESS:**

1. Approval of Minutes

**NEW BUSINESS:**

***Audience Participation***

***Presentations***

***Council Consideration of Agenda Items:***

2. Ordinance No. 960 – Lansing Community Library Board
3. Change Order #2, 7 Mile Creek Action Plan (City Project 13-07)

***Reports:***

City Attorney; City Engineer; City Administrator; Councilmembers



***Proclamations:***

4. Flood Safety Awareness Week

***Other Items of Interest:***

5. Citywide Garage Sale Flyer

***Adjournment***

TO: Tim Vandall, City Administrator   
FROM: Sarah Bodensteiner, City Clerk   
DATE: February 25, 2016  
SUBJECT: Agenda Summary

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Call To Order  
Pledge of Allegiance  
Roll Call

**OLD BUSINESS:**

1. **Approval of Minutes**  
The regular meeting minutes of February 18, 2016, are attached.
  - **ACTION:** A motion to approve the regular meeting minutes of February 18, 2016, as presented.

**NEW BUSINESS:**

Audience Participation  
Presentation

**Items for Council Consideration:**

2. **Ordinance No. 960 – Lansing Community Library**
  - The Current ordinance regarding the Library is out of date and in need of revision.
  - The Library Board and City Attorney have reviewed the recommended changes for updating the current ordinance.
  - **ACTION:** A motion to adopt Ordinance No. 960, as presented.
3. **Change Order #2, 7 Mile Creek Action Plan (City Project 13-07)**
  - This request will eliminate future work by an unknown contactor, unfamiliar with the work area.
  - Now is a logical time to extend the sewer beyond the perimeter of the facility.
  - This work will eliminate duplication of effort and payment for the improvements.
  - Contractor is willing to honor their 2015 bid pricing.
  - Funds are available from the project fund, and should reduce the 9 Mile project cost.
  - **ACTION:** A motion to approve Change Order #2 from Linaweaver Construction for City Project 13-07, in the amount of \$133,759.95.

**Reports: City Attorney; City Engineer; City Administrator; Councilmembers**

**Proclamations:**

4. Flood Safety Awareness Week

**Other Items of Interest:**

5. Citywide Garage Sale Flyer

**Adjournment**

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AGENDA SUMMARY AGENDA SUMMARY



**Call To Order:**

The regular meeting of the Lansing City Council was called to order by Mayor Gene Kirby at 7:00 p.m.

**Roll Call:**

Mayor Gene Kirby called the roll and indicated which councilmembers were in attendance.

**Councilmembers Present:**

**Ward 1:** Kevin Gardner and Dave Trinkle

**Ward 2:** Andi Pawlowski and Don Studnicka

**Ward 3:** Jesse Garvey and Kerry Brungardt

**Ward 4:** Gregg Buehler and Tony McNeill

**Councilmembers Absent:**

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**OLD BUSINESS:**

**Approval of Minutes:** Councilmember Brungardt moved to approve the regular meeting minutes of February 4, 2016, as presented. Councilmember Garvey seconded the motion. The motion was unanimously approved.

**NEW BUSINESS:**

**Audience Participation:** Mayor Kirby called for audience participation and there was none.

**Presentation: Tobacco 21:** Dr. Whitlow presented a PowerPoint presentation and discussed the benefits of raising the tobacco buying age to 21. The Council will discuss this further at a future Work Session.

**Discussion: Memorandum of Understanding – Eisenhower Road:** City Administrator Tim Vandall discussed with the Governing Body the Memorandum of Understanding between the County of Leavenworth, City of Leavenworth, and City of Lansing regarding Eisenhower Road and if any changes or clarifications are needed. City Administrator Tim Vandall also discussed that if Grant funding is approved, sidewalks will be put in on the South side of the street. If no Grant funding is approved, the South side will only receive grading. Council discussed how they would implement adding sidewalks if the grant was approved. Also they discussed the equality of the project between Leavenworth and Lansing. Due to some uncertainty in the document and additional questions, the Council requested further discussion that will take place at the February 25, 2016 Work Session.

**COUNCIL CONSIDERATION OF AGENDA ITEMS:**

**Award of Bid:** Councilmember Buehler moved to award the bid for City Project 1-2016 City Hall and Municipal Annex Building re-Roof to Midwest Coating, Inc. Councilmember Pawlowski seconded the motion.

- Councilmember Gardner stated it says all work shall be completed within 90 days, is that both roofs or 90 days for each roof.
  - City Clerk Sarah Bodensteiner replied both roofs.
    - Councilmember Pawlowski stated excellent job.
- Councilmember McNeill stated I'll ask my standard question since we budgeted for \$205,000.00 this year and we're only spending \$104,000.00, almost \$105, then where is the...no, I mean we talked and are we going to put a lock on that \$100,000.00 or are we going to have options or recommendations or does that just roll into the large general fund of nowhere land.
  - City Administrator Tim Vandall replied we can talk about what you guys want to do with it. That can be something like what we've talked about water to Bernard Park.
    - Councilmember Buehler stated ah, good idea.
      - City Administrator Tim Vandall stated did that answer your question.
        - Councilmember McNeill stated yeah, I just would like to see recommendations to what we might use that money for since it's there.
- City Administrator Tim Vandall asked do you guys have any suggestions or ideas.
  - Councilmember Studnicka stated sidewalks on Eisenhower.
    - Councilmember Buehler stated water to Bernard Park.
      - Councilmember Pawlowski stated water to Bernard Park was our next big item.
        - Councilmember Trinkle stated water and power out at Bernard Park.

The motion was unanimously approved.

**Senate Bill 316 Opposition Letter:** Councilmember Buehler moved to authorize Mayor Kirby to sign the letter opposing Senate Bill 316, as presented. Councilmember Pawlowski seconded the motion. The motion was unanimously approved.

**Executive Session – Economic Development:** Councilmember Buehler moved to recess into executive session for economic development purposes to discuss confidential data relating to the financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorship for 15 minutes starting at 7:28 p.m. and returning at 7:43 p.m. Councilmember Pawlowski seconded the motion. The motion was unanimously approved.

Councilmember Studnicka moved to return to open session at 7:43 p.m. Councilmember Buehler seconded the motion. The motion was unanimously approved.

**Executive Session – Consultation with Attorney:** Councilmember Buehler moved to recess into executive session for consultation with an attorney on matters that would be deemed privileged in attorney-client relationship for 15 minutes starting at 7:43 p.m. and returning at 7:58 p.m. Councilmember Gardner seconded the motion. The motion was unanimously approved.

Councilmember Pawlowski moved to return to open session at 7:58 p.m. Councilmember Gardner seconded the motion. The motion was unanimously approved.

**REPORTS:**

**City Attorney:** City Attorney had nothing to report.

**City Engineer:** City Engineer had nothing to report.

**City Administrator:** City Administrator Tim Vandall stated that Terracon has taken borings at the slope failure near the middle school, but the report has not yet been completed. Lan Del has taken charge of the project and we will await the report from them. The creek clean-up has been progressing nicely and we anticipate completing the clean-up by the end of the month; the clean-up has progressed through 7 Mile Creek and has just begun the work in 9 Mile Creek. Tim also stated the population of Lansing is growing by 1, he and his wife are expecting a new addition in August.

**Governing Body:** Mayor Kirby introduced Jeff Rupp the new Public Works Director.

Councilmember Buehler welcomed Jeff and provided a fun fact: On this day in 1885, Mark Twain’s *The Adventures of Huckleberry Finn* was first published.

Councilmember McNeill congratulated Tim and welcomed Jeff Rupp.

Councilmember Brungardt seconded Councilmember McNeill’s remarks.

Councilmember Trinkle welcomed Jeff Rupp, he asked who he calls for when his trash is not picked up.

- Mayor Kirby replied you call City Hall.

Councilmember Trinkle asked where Lansing DAZE and the BBQ would be held, as the Sponsorship flyer that was sent to businesses looking for sponsors did not contain the location.

- Community and Economic Development Director Stefanie Leif replied it will be held at the park, and the community flyer will include the location.

Councilmember Gardner thanked Dr. Whitlow for his presentation, welcomed Jeff Rupp, stated that he enjoyed the nice letters about the Police, and congratulated Chief Steve Wayman on his certificate of achievement.

Councilmember Pawlowski welcomed Jeff Rupp.

Councilmember Garvey welcomed Jeff Rupp and stated that there are 8 months, 20 days, 10 hours, 55 minutes, and 12 seconds until the November polls open.

**ADJOURNMENT:** Councilmember Garvey moved to adjourn. Councilmember Pawlowski seconded the motion. The motion was unanimously approved. The meeting was adjourned at 8:05 p.m.

**ATTEST:**

\_\_\_\_\_  
Louis E. Kirby, Mayor

\_\_\_\_\_  
Sarah Bodensteiner, City Clerk



**ORDINANCE NO. 960**

**A HOME RULE ORDINANCE OF THE CITY OF LANSING BY THE POWER VESTED PURSUANT TO ARTICLE 12, SECTION 5 OF THE CONSTITUTION OF THE STATE OF KANSAS PROVIDING FOR THE CREATION OF A LIBRARY BOARD OF THE CITY OF LANSING, AND REPEALING ORDINANCE NO. 721 AND ALL SECTIONS IN CONFLICT.**

**WHEREAS**, the Governing Body of the City of Lansing desires to provide for the creation of a Library Board for the purpose of advising the Governing Body on the operation and management of a community library; and

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

**PURPOSE.** To revise the policies and procedures necessary to permit the Lansing Community Library Board (LCLB) to advise the Governing Body on community library activities and to organize and operate the City's library program.

**REVIEW.** This document will be reviewed by the LCLB and revisions submitted for Governing Body consideration as often as necessary to ensure efficient and effective operation of the library program. A review of the complete document will be conducted by the LCLB prior to its February meeting each year. The agenda will include a discussion on the need to continue the policies in accordance with the latest revised document or to recommend additional changes.

**SECTION 1. ORGANIZATION.**

a. The LCLB will consist of seven (7) voting members and a non-voting advisor, the Library Director. The voting members shall be community volunteers, residing in the City of Lansing, who shall be appointed by the Mayor and approved by the City Council. All voting members shall be appointed for a term of four (4) years with no limit on number of terms. Board member terms will expire on the last day of April of a given year. Any Board member in office on the effective date of passage of this ordinance shall serve until the end of his or her term and his or her successor shall be appointed to serve terms of four (4) years, which are in conformance with an established staggered-term system. In addition to the appointed members of the LCLB the Mayor shall be ex officio a member of the LCLB. The Library Director is an employee of the City and shall serve until the termination of his or her employment.

b. The Chairperson, Vice-Chairperson, and Secretary of the LCLB shall be elected by a majority of the quorum of Board members at their May meeting each year. The Chairperson, Vice-Chairperson, and Secretary will serve one-year terms and may be re-elected to consecutive terms with no limit on number of terms.

c. The Board may establish any ad hoc committee needed for temporary functions and may accept volunteers from the community to serve on these committees. These committees may only make recommendations within the parameters designated by the Board. The Library Director shall not serve on these committees but shall act in an advisory

role.

- d. A record shall be kept of all proceedings.

**SECTION 2. POWERS AND DUTIES.** The LCLB shall have the following powers and perform the following duties:

- a. The LCLB shall act principally in an advisory capacity to the City staff and the Governing Body in matters pertaining to the library program. The LCLB shall also pursue any grant opportunities for development of the City's library system or programs and the Library Director shall secure approval of the City Administrator for any grant applications.

- b. Establish policies and procedures to govern library activities. Board members will not make major policy changes without approval of the City Council.

- c. The LCLB will review all proposals and propositions for the construction, reconstruction, and improvement of public library facilities, the acquisition of major library equipment, and the institution of new library programs.

- d. The Governing Body shall refer all major proposals and propositions for the construction, reconstruction, and improvement of public library facilities, including the acquisition of land for library purposes, the acquisition of major library equipment and facilities, and library systems to LCLB. The LCLB shall make reports and recommendations to the Governing Body on all matters referred to LCLB, and such further recommendations as deemed advisable within a reasonable time frame specified by the Governing Body.

- e. Identify and recommend to the Governing Body replacements for any LCLB member who resigns from the Board, has excessive absences from meetings, or who desires not to serve past his or her current term. Excessive absence is defined as three (3) successive non-work related absences or four (4) non-work related absences in a calendar year.

- f. Submit to the City Attorney for legal review and City Council for approval of all ideas or proposals for producing income. Assist the Library Director as necessary to collect, account for, and turn-in all library revenues to the Finance Department.

- g. Provide names and phone numbers of LCLB members for contact by public on library information.

- h. Propose an annual prioritized budget and capital improvements list for improvement of current facilities and equipment or acquisition of new facilities or equipment. The Library Director shall have all budgeting and purchasing responsibility for the Board. The LCLB shall have no autonomous budget. LCLB members shall not obligate the City to the expenditure of funds. All library activities will be financially self-sufficient, within the confines of the annual budgets, unless otherwise approved by the City Council.

- i. Recruit volunteers to help manage its individual activity.



j. All powers and duties prescribed herein are delegated to the LCLB as a unit and all action hereunder shall be of the LCLB acting as a whole. No action of an individual member is authorized except as authorized by and through the LCLB.

**SECTION 5. MEETINGS.**

The LCLB will normally meet the fourth Tuesday of each month at the Lansing Community Library at 6:30 p.m. Changes to the day, time, or location will be published on the door, bulletin board, or website at the Lansing Community Library, and in the official City newspaper, if possible. All meetings shall be open to the public in accordance with the Open Meetings Act (K.S.A. 75-4317 et seq)

**SECTION 6. ENFORCEMENT.**

That this Ordinance shall take effect and be in force from and after its passage and publication in the official City newspaper as provided by law.

**PASSED AND APPROVED** by the Governing Body of the City of Lansing, Kansas, this \_\_\_day of \_\_\_\_\_, 2016.

**CITY OF LANSING, KANSAS**

{SEAL}



\_\_\_\_\_  
Louis E. Kirby, Mayor

**Attest:**

\_\_\_\_\_  
Sarah Bodensteiner, City Clerk

Date Published:

Published: Leavenworth Times

**TO:** Tim Vandall, City Administrator   
**FROM:** Anthony J. Zell, Jr., Wastewater Utility Director   
**DATE:** February 24, 2016  
**SUBJECT:** Change Order #2, 7 Mile Creek Action Plan (City Project 13-07)

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The junction structure at the wastewater treatment facility is essentially complete. The contractor still has to make some final piping connections to tie everything together. In order to complete that work, the area around the structure will need to be excavated, lines bypassed, and new pipe installed. When discussing the phasing of the work with the design team and contractor, it made sense to install the first complete run of new 54" pipe to a solid termination point, i.e. the first upstream manhole.

The current construction contract with Linaweaver requires them to install only 57 feet of pipe, plug the opening, and backfill it. They would then reinstall the perimeter security fence, seed the area, rock the storage area, and be complete. Once the 9 Mile project begins later this year, a contractor will have to tear down the fence, remove the rock, work around the fiber optic cables, and disturb the area as they begin laying pipe. Essentially, the city would be paying for the duplication of work.

Since the 9 Mile project design is complete, the team asked Linaweaver if they would be willing to install the additional 244' feet of pipe and set the first upstream manhole. Linaweaver provided a change order for consideration, honoring the unit pricing from his 2015 bid of the 7 Mile project.

There is no indication that pricing for the work might be cheaper in the future, so it makes sense to complete the work while the contractor is on site, and excavations are ongoing. This also has the potential to reduce the overall price of the 9 Mile project. Funds for this request are available from the project fund 82-010-43333.

A copy of Linaweaver Change Order is attached, as well as the engineering plans for the work.

Recommended Action: A motion to approve Change Order #2 from Linaweaver Construction for City Project 13-07, in the amount of \$133,759.95.

AGENDA ITEM #

3

**LINAWEAVER CONSTRUCTION, INC.**  
**719 E. GILMAN RD. LANSING KS 66043**  
**(913) 351-3474 FAX (913) 351-2749**

2.1.16

Anthony J. Zell, Jr., CPM  
Wastewater Utility Director  
City of Lansing, Kansas

Re: 7 Mile Sanitary Sewer Project

Change order # 2

Dear Mr. Zell,

As per requested the below price includes the material, labor, and equipment to furnish and stall 244 lf of 54'' PVC Pipe, 8' Diameter Manhole and trench check.

**Scope of Work Includes:**

Furnish and Install 244 lf of 54'' PVC	@ \$ 360.00 per ft	= \$ 87,840.00
Trenching for 244 lf of 54'' PVC pipe	@ \$ 80.00 per ft	= \$ 19,520.00
Special Trench 244 lf for 54'' pipe	@ \$ 30.00 per ft	= \$ 7,320.00
Trench Check 1 each	@ \$ 2,500.00 per each	= \$ 2,500.00
8' Dia Manhole 1 each	@ \$ 8,200.00 per each	= \$ 8,200.00
8' Dia Manhole 7.51 vf	@ \$ 450.00 per vf	= \$ 3,379.50
Seeding and Erosion Control	@ \$ 1,500.00 ls	= \$ 1,500.00
Repairs to Fence	@ \$ 3,000.00 LS	= \$ 3,000.00
Staking	@ \$ 700.00 lf	= \$ 700.00

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**TOTAL \$ 133,759.95**

Estimated Time for the work is 30 working days.

If you have any questions or need further information, please feel free to contact me or Spencer Foster at any time.

Sincerely,

Mark Linaweaver



**City of Lansing, Michigan**  
 Department of Public Works  
 Water Services Division



**City of Lansing, Kansas**  
 7 Mile Sanitary Sewer Improvements  
 Phase 2

NO. 7 5-6-15 66647 Junction Structure & Vent Piping

NO.	DATE	BY	DESCRIPTION
1	5-6-15	66647	Junction Structure & Vent Piping

NO.	DATE	BY	DESCRIPTION
1	5-6-15	66647	Junction Structure & Vent Piping

NO.	DATE	BY	DESCRIPTION
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1	5-6-15	66647	Junction Structure & Vent Piping

NO.	DATE	BY	DESCRIPTION
1	5-6-15	66647	Junction Structure & Vent Piping

**NOTES:**

- See Sheets 26 and 28 for Phasing of Construction Including Advancement of 12-inch and 21-inch Sewers.
- Contractor Shall Coordinate all Construction Activities with the Wastewater Treatment Plant Superintendent.

Scale: 1" = 20' FEET



**OWNER'S INFORMATION**

ID	OWNER NAME	ESTIMATION REQUIREMENTS
1	CITY OF LANSING	1 Year & 6 Months (Final Production Files)

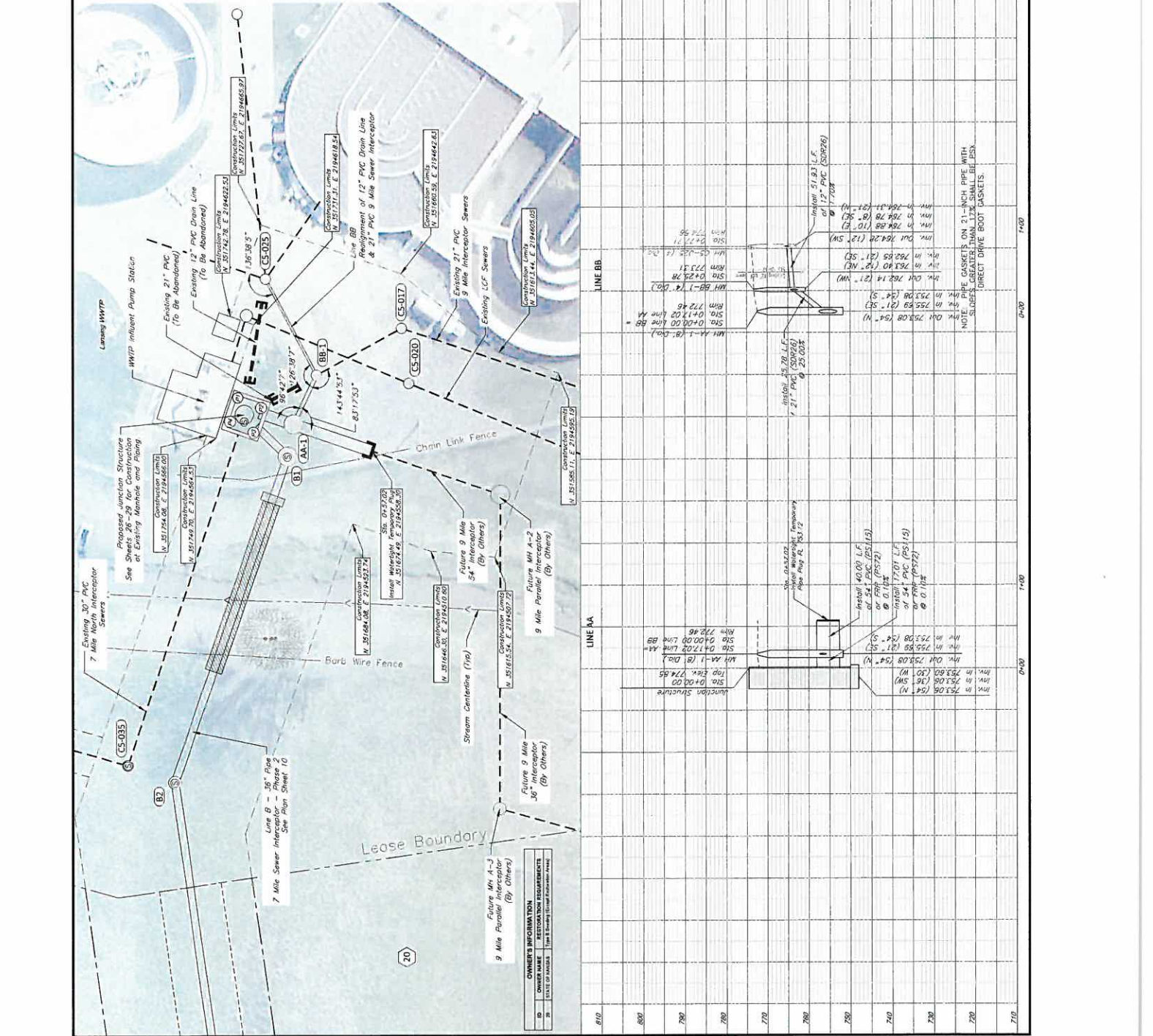
Plan & Profile - Sheet 9 of 29

Horizontal Scale: 1" = 20'  
 Vertical Scale: 1" = 2'

NOTE: PIPE GASKETS ON 21-INCH PIPE WITH GREATER THAN 1/2" SMALL BE PSD. SLOPES DIRECT DRIVE BOOT GASKETS.

LINE KA

LINE BB



**PROJECT INFORMATION**

OWNER: City of Lansing  
 PROJECT NO: 2015-217  
 DATE: 11/11/2015

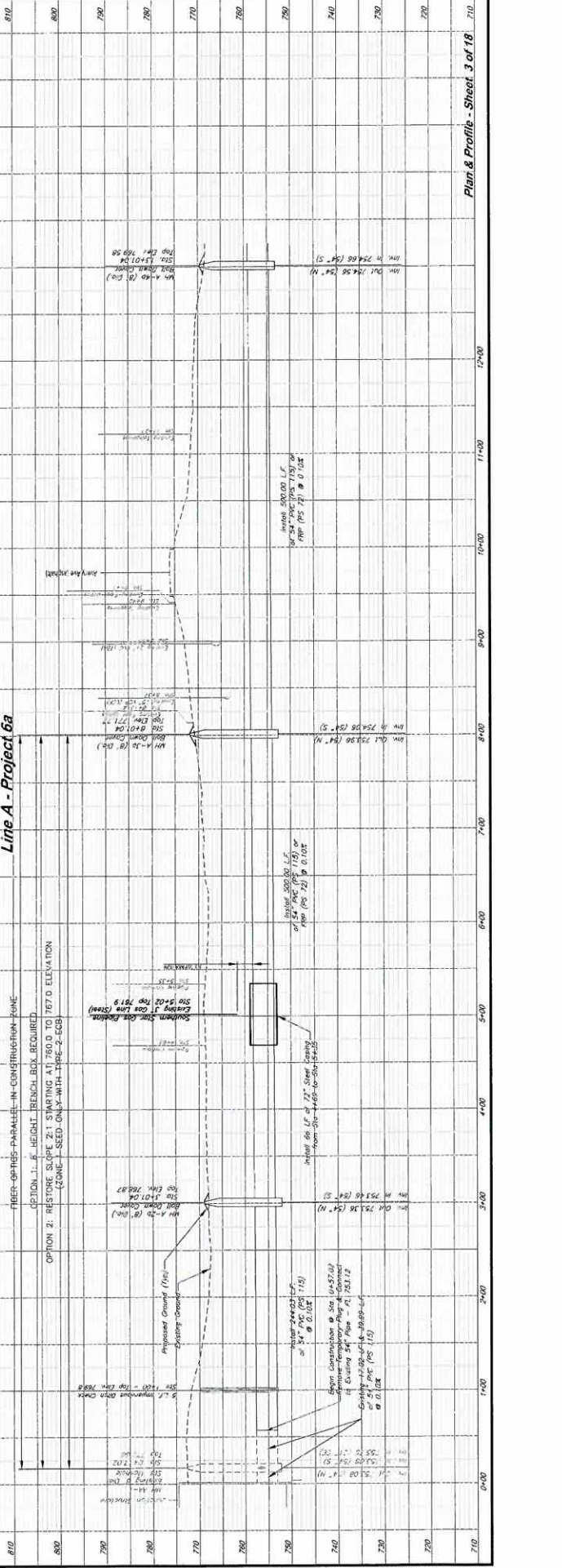
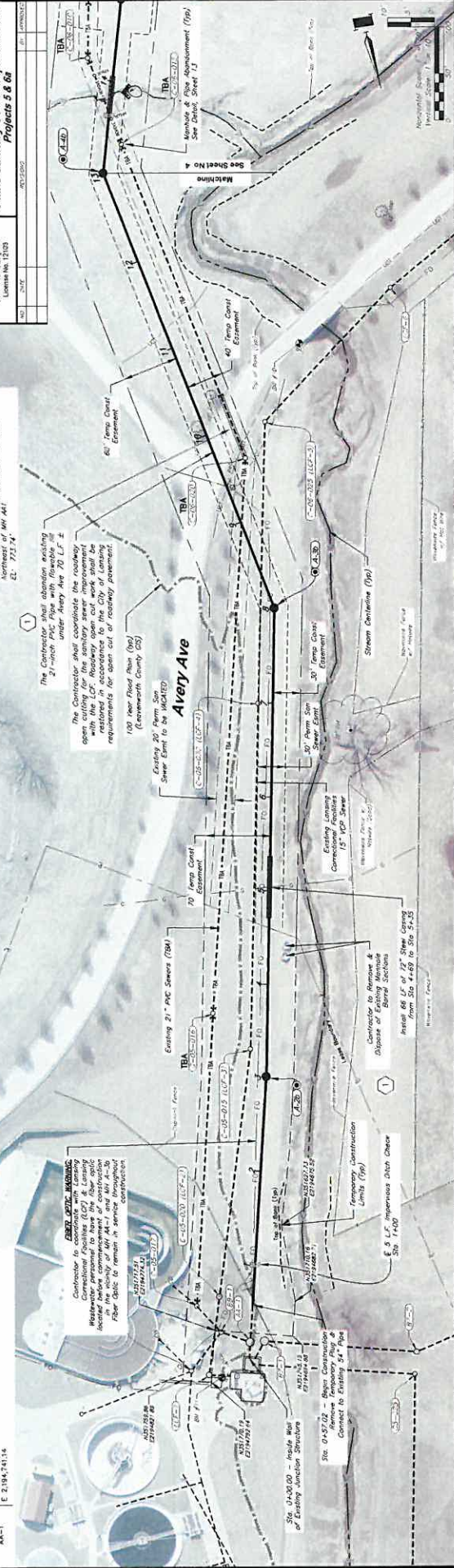
**DESIGNER:**  
**GBA architects engineers**  
 5901 Riverside Boulevard  
 Lansing, MI 48906  
 Tel: 517.487.7150

**REVISIONS**

ID	DATE	DESCRIPTION
1	11/11/2015	Issue for Construction

**MANHOLE ABANDON COORDINATE TABLE**

Manhole Name	Manhole Coordinates
A-2b	N 351,470.52 E 2,194,600.34
A-3b	N 351,439.25 E 2,194,631.47
A-4b	N 351,439.25 E 2,194,631.47
AA-1	N 351,739.83 E 2,194,741.14



## *Proclamation - Flood Safety Awareness Week*

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*Whereas, Flood Safety Awareness Week is an opportunity to raise awareness about the importance of preparing for and understanding flooding, and to encourage all citizens to better prepare their homes, businesses, and communities for the upcoming flood season; and*

*Whereas, the Kansas Hazard Mitigation Plan identifies flooding as one of the costliest types of natural disaster in Kansas, in terms of lives lost, injuries, and property damage; and*

*Whereas, floods threaten people, homes, and other property in every County in Kansas; and*

*Whereas, floods can happen anytime, anywhere, and without warning; and*

*Whereas, damage from a flood is not normally covered under a standard homeowners policy; and*

*Whereas, this spring and summer flooding in 2013 saw three flood deaths in Kansas and widespread flooding across the State; and*

*Whereas, this winter has already seen flooding in one county and this spring will bring seasonal rainfall, which can bring the potential for flooding; and*

*Whereas, the National Oceanic and Atmosphere Administration's National Weather Service will initiate Spring Seasonal Weather Awareness on March 1, 2016.*

*Now, Therefore, I, Louis E. Kirby, Mayor of the city of Lansing, Kansas, do hereby recognize March 21-25, 2016, as*

### *Flood Safety Awareness Week*

*in the city of Lansing, Kansas, and urge all citizens to recognize this observance and review their flood preparedness.*

*In Witness Whereof, I have hereunto set my hand this 3rd day of March, in the year Two Thousand Sixteen.*

\_\_\_\_\_  
*Louis E. Kirby, Mayor*

\_\_\_\_\_  
*Sarah Bodensteiner, City Clerk*



4

# **City of Lansing's 4th Annual Citywide Garage Sale Friday April 1 and Saturday April 2**



**Families, clubs, and organizations are invited to participate in the Garage Sale. The City will advertise each participant by publishing a list of the garage sale locations and placing information on the City's website [www.lansing.ks.us](http://www.lansing.ks.us).**

**Participants are encouraged to register online at [www.lansing.ks.us](http://www.lansing.ks.us) by March 25, 2016.**

**A map will be available at City Hall, and on the city's website. This event is free to participants and will feature garage sales throughout the City and draw treasure hunters from surrounding areas. Permits are not required. Remember, hanging signs on any utility pole is illegal and subject to fines.**

**For more info contact Jessica Waters  
at [jwaters@lansing.ks.us](mailto:jwaters@lansing.ks.us) or  
913.727.5488**

