



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

COUNCIL AGENDA
Regular Meeting
Thursday, December 3, 2015
7:00 P.M.

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.

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. Consent Calendar
 - a. Cereal Malt Beverage License Renewal – Petro Deli #2
 - b. Cereal Malt Beverage License Renewal – Shree Nivas Inc., dba Finish Line
 - c. Cereal Malt Beverage License Renewal – Truman Town dba Woody's Gas Express
 - d. Cereal Malt Beverage License Renewal – WKRP Management, LLC dba Pizza Hut
 - e. Request for Special Use Permit (125 Rock Creek Loop)
 - f. Request for Special Use Permit (128 E. Kansas)
 - g. Request for Special Use Permit (401 Fairlane)
 - h. Request for Special Use Permit (717 Holiday Dr.)
3. Leavenworth County Fire District No. 1 Board of Trustees Candidate Selection
4. Tree Board Appointment
5. PRAB Appointments
6. Ordinance No. 957: Vacating a Permanent Drainage Easement in Gamble's Crossing Subdivision
7. Public Hearing on the Proposed Amended 2015 Budget

Reports:


City Attorney; City Engineer; City Administrator; Councilmembers

Proclamations

Other Items of Interest

8. Thank you – Parks & Recreation
9. KDOT TEAP
10. KERIT Dividend Check

Adjournment

TO: Tim Vandall, City Administrator
FROM: Sarah Bodensteiner, City Clerk 
DATE: November 25, 2015
SUBJECT: Agenda Summary

Call To Order
 Pledge of Allegiance
 Roll Call

OLD BUSINESS:

1. **Approval of Minutes**
 The regular meeting minutes of November 19, 2015, are attached.
 - **ACTION:** A motion to approve the regular meeting minutes for November 19, 2015, as presented.

NEW BUSINESS:

Audience Participation
 Presentation

Items for Council Consideration:

2. **Consent Calendar**
 - Renewal of Cereal Malt Beverage licenses for Petro Deli #2, Shree Nivas, Inc. dba Finish Line, Truman Town dba Woody's Gas Express, and WKRP Management, LLC dba Pizza Hut. And renewal of Special Use Permits for a bee colony at 125 Rock Creek Loop and more than 4 animals for 128 E. Kansas, 401 Fairlane, and 717 Holiday Drive.
 - **ACTION:** A motion to approve the Consent Calendar as presented.
3. **Leavenworth County Fire District No. 1 Board of Trustees Candidate Selection**
 - City Council interviewed the applicants at the December 3, 2015 Special Meeting held at 5:30 p.m.
 - **ACTION:** A motion to nominate two (2) candidates to represent the City of Lansing on the Leavenworth County Fire District No. 1 Board of Trustees.
4. **Tree Board Appointment**
 - 2 Tree Board member terms will expire on December 31, 2015. Advertisements were posted and 1 candidate has applied.
 - **ACTION:** A motion to re-appoint John Bennett to the Lansing Tree Board for a term ending December 31, 2018.
5. **Parks and Recreation Advisory Board Appointments**
 - 5 PRAB member terms will expire on December 31, 2015. Advertisements for these positions were posted.
 - Michelle Briggs, Barbara Hindman, Bob Lamborn, Garrett Martin, and Mike Williams have expressed their desire to continue to serve on the Lansing Parks and Recreation Advisory Board.
 - **ACTION:** A motion to re-appoint Michelle Briggs, Barbara Hindman, Bob Lamborn, Garrett Martin, and Mike Williams to the Lansing Parks and Recreation Advisory Board for a term ending December 31, 2017.
6. **Ordinance No. 957: Vacating a Permanent Drainage Easement in Gamble's Crossing Subdivision**
 - When final public improvements for Gamble's Crossing subdivision were designed, it was determined that for Engineering purposes the drainage easement that had been dedicated since 1997 across lots 6 and 7, needed to be relocated.
 - A new permanent drainage easement, sufficient for construction and maintenance of the actual needed improvements, was dedicated to the City by the developer.
 - The old existing easement is not needed and if allowed to remain, would interfere will the siting of homes.
 - **ACTION:** A motion to adopt Ordinance No. 957: An ordinance vacating a permanent drainage easement across lots 6 and 7, Gamble's Crossing.
7. **Public Hearing on the Proposed Amended 2015 Budget**
 - In order to provide additional spending authority to help the families participating in the Mayor's Christmas Tree Program, staff recommends amended the budget from \$3,200.00 to \$5,200.00; no additional ad valorem tax will be levied.
 - **MOTIONS:**
 1. To open the public hearing
 2. To close the public hearing
 3. To adopt the amended 2015 budget as presented.



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

Proclamations

Other Items of Interest

8. Thank you – Parks & Recreation
9. KDOT TEAP
10. KERIT Dividend Check

Adjournment

TO: Tim Vandall, City Administrator 
FROM: Sarah Bodensteiner, City Clerk 
DATE: November 17, 2015
SUBJECT: Approval of Minutes

The regular meeting minutes for November 19, 2015, are enclosed for your review.

Action:
Staff recommends a motion to approve the regular meeting minutes for November 19, 2015, as presented.

**A
G
E
N
D
A
D
A
T
E
S
A
N
D
T
I
M
E
S
A
R
E
L
I
S
T
E
D
H
E
R
E
I
N
T
H
I
S
F
O
R
M
A
T
I
O
N
.**
1

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
Ward 4: Tony McNeill and Gregg Buehler

Councilmembers Absent: Kerry Brungardt

OLD BUSINESS:

Consent Calendar: Councilmember Buehler moved to approve the regular meeting minutes of November 5, 2015. Councilmember Studnicka seconded the motion. The motion was unanimously approved.

NEW BUSINESS:

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

COUNCIL CONSIDERATION OF AGENDA ITEMS:

Request to Modify Facilities Use Agreement, Rock Creek Ridge, 4th Plat: Councilmember Buehler moved to approve the request to modify the Facilities Use Agreement for Rock Creek Ridge, 4th Plat, to remove the trail system behind the homes and collect \$19,200.00 in park fees. Councilmember Pawlowski seconded the motion.

- Councilmember Studnicka stated why, because "I don't want a trail behind my house", is that where we're going with or what.
 - Councilmember Buehler replied because he asked if we could waive the trail, the trail went in a minimal area there. Part of the reason we waived the park fees was because he was going to put the trail in, there is still going to be a sidewalk which will in many areas connect to the trail system.
 - Councilmember Studnicka stated this one will not, according to the map, when I looked at the map.
 - Councilmember Pawlowski stated I walked over there and it does.
- Councilmember Studnicka stated our trail system will connect with his front 5' sidewalk that he's got there.
 - Councilmember Pawlowski replied yes.
 - City Administrator Tim Vandall stated there is a 5 foot sidewalk that will connect to that front sidewalk almost no matter what, but that rear trail would connect to an existing trail.
 - Councilmember Gardner asked the rear trail or are you talking about the sidewalk.
 - City Administrator Tim Vandall replied the rear trail that would be in the back, or not be in the back, depending on what you guys do, that would end up connected to another piece of the trail system.
 - Councilmember Gardner replied but the 5 foot sidewalk is going to connect.
 - City Administrator Tim Vandal replied yes, that will connect to another 5 foot sidewalk.
 - Councilmember Pawlowski stated that runs into the trail system.
 - City Administrator Tim Vandall replied yes, there is a picture of that and I think it's kind of a bluish house.
 - Councilmember McNeill stated the original request from Mr. Reilly was that they do not build the trail in the back anyway and that they put an 8 foot sidewalk in the front, so I mean, we're coming back and still waive the park fee, so in that discussion the last time we talked about this was we didn't want to the waive the park fee. If you weren't going to put the trail in the back then give us the park fee and build your sidewalk in the front; that's what we agreed to, that's what this says.
 - Councilmember Garvey stated but I think you're going to go back to a standard sidewalk if you collect the park fees.
 - Councilmember Buehler stated it's a sidewalk, a sidewalk is going to be there whether it is 5 feet or 8 feet, it's going to be there. The \$19,200.00 is money we can use to help develop the parks, for example water at Bernard Park, which has always been one of our priorities, we now have money in the parks fund where we can possibly use that to make some of those priority park adjustments.

- Mayor Kirby stated this sidewalk has been there from the get go, from the time that this land was platted.
 - Public Work Director John Young replied the plan for this trail behind the houses was in the original master trail plan, it was in the updated trail plan when you just finished the updated comprehensive plan. It connects to a trail that was built as part of Rock Creek Estates, 2nd Plat, with the knowledge that this was going to go forward through here, and while it would temporarily connect back to the sidewalk, the plan is for it to connect, eventually, to more trail that goes to 147th street when the Ryan property develops.
 - Councilmember Pawlowski stated but it doesn't hook up to the Ryan property.
 - Public Work Director John Young replied at this moment, because they wanted to connect it to a sidewalk.
 - Councilmember Pawlowski stated but in order for it to connect to the Ryan property it has to go over the creek.
 - Public Work Director John Young replied no, it stays on the South side of the creek.
 - Councilmember Pawlowski stated but those properties are developed already.
 - Public Work Director John Young replied no, the Ryan property is not developed.
 - Councilmember Pawlowski stated but it doesn't butt up against the Ryan property
 - Public Work Director John Young replied the Plat does and Tract C that this trail is in butts up against the Ryan property.
 - Councilmember Pawlowski stated but then you have to cross the creek.
 - Public Work Director John Young replied no, it stays on the South side of the range.
- Mayor Kirby stated let's just say it's waived, this back trail, is the City obligated at some point in the future to put it in.
 - Public Work Director John Young responded if the Ryan property is developed and that developer builds their section of the trail, this would be a gap, and I'm sure that somebody would ask the City to fill that gap. You're not going to do it for \$19,200.00, that's less than half of what the contractor bid to build this trail on this current contract that Reilly has.
 - Mayor Kirby stated so we could be obligated depending on the Ryan property.
 - Public Work Director John Young replied yes, depending on what happens in the future, what future councils want to do.
- Councilmember Pawlowski stated this trail currently goes behind those houses connects back up with the sidewalk and so if you're walking on it, you leave the trail, go down the trail, you come back, you go back up on the sidewalk. They are accessing the property from MG's property, which borders here, and then there's two other properties other here, so depending on how Ryan's property is developed, you can draw the trail at any place anywhere, it will hook up down on Willow with their sidewalk, but putting this trail in is not necessary for any other part of our trail system.
 - Mayor Kirby stated I just want to be sure that in 10 years or 15 years when the Ryan property, if and when, somebody comes back and says "hey you should've put the trail in and you didn't".
 - Public Work Director John Young stated you'll be stuck with a 5 foot sidewalk and not a trail.
 - Mayor Kirby stated I just want to be sure everybody knows what could happen down the road.
 - Councilmember Buehler stated I have no issue with it. If we want to have him put the trail in, I'm ok, I'll withdraw my motion.
- Councilmember McNeill stated let's go over the choices. If this decision then makes Reilly responsible for what he said was going to be quite an expensive endeavor, way more than what he thought.
 - Councilmember Buehler stated way more than the \$48,000.00 that he projected.
 - Councilmember McNeill stated right. We had a lot of folks on his side for even waiving the park fee and not even having to put that in and just putting the 8 foot sidewalk in the front. Dave, I know you were kind of in favor.
- Councilmember Trinkle asked if they develop the Ryan property, down the road, Gilman road comes through there, correct. And until we do something with Gilman that could sit there; I mean, would we connect the trail from Ryan's property over or are we going to the closest place to hook the trail which would be down where Andi's talking.

- Public Work Director John Young replied well again your transportation plan, in your comprehensive plan, shows a route from Gilman would be North of this drainage. The trail South of this drainage that goes up through there, and the whole idea, the reason Gilman hasn't been built is the Council some years ago decided to wait and let that happen, let that developer build it when it happened, when they develop it. It would be the same thing with that piece of the trail as it would be with Gilman Road. That's something in the future that your comprehensive plan shows, that doesn't necessarily mean it's going to happen, we can't tell you what time frame, and we don't know what future councils are going to do. But that's what we just went through the whole exercise for the comprehensive plan; in those parts where the transportation plan which included Gilman, and the trail plan which includes this piece of trail.
 - Councilmember Trinkle stated if you're looking at it from 2 connection points, I'm to understand there's 2 possible places we could hook the property up to the trails, correct.
 - Public Work Director John Young asked which property are you talking about.
 - Councilmember Trinkle stated Rock Creek would go across, down by Willow and hook into the Ryan property, is that what I'm to understand.
 - Public Work Director John Young replied right now there is an existing trail piece in Rock Creek Estates 2nd Plat that this would hook to. One end of that butts up against a City property; we've got a primitive trail across it, and the City has not done any improvements on it, but there is a primitive trail there, it hooks to Willow and goes across the drainage. That trail is on the North side of that drainage and that crosses over, it goes behind 5 houses on Willow and beside 2 houses, so there's like 7 houses that that is behind. That was put in before the houses; those were not the last houses to go into that subdivision. This trail, if it is built like it is supposed to be built according to the plan, would continue across the Ryan property on the South side of that same drainage all the way to 147th street. That is if the plan is followed.
 - Councilmember Trinkle asked where would it go from 147, would it go in front of the Ryan property, down to over here, the other housing area.
 - Public Work Director John Young replied yes, it would intersect with a trail along 147th street that's on the master plan.
 - Councilmember Trinkle stated so we'd have to get Gilman in and 147th. And we'd have to get Ryan's property developed.
 - Public Work Director John Young stated and that's the whole reason we do these plans, so you can plan ahead and not miss out on building the pieces on our way to get there.
 - Councilmember Gardner stated the \$48,000.00 that was originally budgeted for, you're saying now it's going to cost a lot more than that, is that what Reilly was saying.
 - Public Work Director John Young stated it appears that they left out, the designer or Reilly's, left out some stabilization. For instance, the Angel Falls Villas Trail, they built the North part of the Angel Falls Trail, they spent \$111,000.00 there, \$27,000.00 of that was for stabilization. They had that included in their bid. They spread that \$111,000.00 over 24 lots and we're talking about 42 or so. It looks like we didn't know what the designer had in mind at the time, apparently the contractor thinks that it's, even though he bid \$48,000.00, he believes it's not enough, I guess; that's my understanding of it anyway.
 - Councilmember McNeill stated it sounds to me like your recommendation is to basically continue to have them build the trail, but that wasn't the first recommendation.
 - Public Work Director John Young stated if I were to make a recommendation I would say yes, that's what's been the idea all along. It was still good in Reilly's, in this developers, opinion when they turned in the plans and signed the Facilities Use Agreement and put up the Bond to guarantee it would be done. There could be something in between; I guess as a business person sitting in your shoes, I wouldn't give it up for \$19,200.00.
 - Councilmember Buehler stated they were willing to give it for nothing 2 weeks ago.
 - Public Work Director John Young replied you guys are the ones making the policy, I have no vote.
 - Councilmember Pawlowski asked was Mr. Reilly invited to come to the meeting tonight. Was Mike invited to come to the meeting tonight?
 - City Administrator Tim Vandall replied he was the one who submitted the request and I told him I would put it on the agenda.

- Councilmember Gardner stated if that trail is put in how long does it sit there before people are able to use it, or how long before it connects up with something else where people can actually use it. Do we have to wait for the Ryan property to be developed before people use it?
 - Public Work Director John Young responded no, the way they designed it, actually, instead of just dead ending it, they showed that connection back to the sidewalk system, so as soon as those houses are built on that side of the street, there will be an actual loop that you can make there. Eventually that would just be something that had a connection, but it would go on across the property on over to Ryan's. That was the whole plan, and that's the reason they put it there, so it just wouldn't be a dead end.
- Councilmember Gardner asked so either way there won't be a dead end there whether they use the sidewalk or whether they use the trail.
 - Public Work Director John Young replied right. The way it's shown now, if they build it, the way it's shown on the plans that you guys approved, yes, you could do a loop there.
 - Councilmember Pawlowski stated if you walk on the sidewalk you can walk to 147th street too.
 - Councilmember Gardner replied that's what I'm saying, you can do it either way.
 - Councilmember Pawlowski interjected you can do that now.
 - Councilmember Gardner stated the car traffic and foot traffic, there would be no car traffic if there was a trail.
 - Public Work Director John Young stated and in fact as soon as a few more homes are built in the 3rd phase, there will be an 8 foot connection all the way over to the intersection with the high school, but it will all be in front.
- Councilmember Garvey asked how far would it be from the sidewalk to the trail if we put in the trail, distance wise.
 - Public Work Director John Young asked where they run parallel.
 - Councilmember Garvey replied yes.
 - Councilmember Pawlowski stated 1 lot.
 - Public Work Director John Young replied it would be whatever the depth of those lots are plus about half of the depth of Tract C.
- Councilmember Pawlowski stated part of the problem that Mike brought to us was in 3 places along there the grade is such that they have to run it right up along the property line. And that's his concern. Did we ever, Gregg, did you ever find out do we, who is responsible for the up-keep of the trail according to the Facilities Use Agreement.
 - City Attorney Greg Robinson replied if it goes in the back and in reading the documents, is that the home owners association would take care of that. If it goes in front and it's a sidewalk it becomes the property owner's responsibility to clear snow and also pay for any concrete that could be damaged over the years.
 - Councilmember Pawlowski stated so the existing trail that is behind those houses on Willow that's cracked and stuff, the home owners association is supposed to be repairing that now.
 - City Attorney Greg Robinson replied I can't speak to that, I haven't look at those documents; but my understanding is if it's the same proposal as this one, which it was explained to me that it is the same proposal that was used in this one, that would be yes.
 - Public Work Director John Young stated that's similar to Wyndham Hills trail. The home owners association, the same developer put that in, and they've been taking care of the portion on their property, on the home owner's association property, since it was put in.
- Mayor Kirby stated we have a motion to approve the request to modify the Facilities Use Agreement for Rock Creek Ridge, 4th Plat, to remove the trail system behind the homes and collect \$19,200.00 in park fees.
 - Councilmember Pawlowski asked can we designate that \$19,200.00 specifically to the water line.
 - City Administrator Tim Vandall replied that would be done during budget time.
- Mayor Kirby stated we have a motion, it's been seconded, we've had discussion.

The motion was approved, with Councilmembers Studnicka, Gardner, and McNeill voting against the motion.

Replacement of Pull-Type Rotary Mower: Councilmember McNeill moved to approve the bid of Heritage Tractor for a John Deere MX8 pull-type rotary mower in the amount of \$6,770.00 from fund 80, Equipment Reserve, 80-010-43301 (\$10,230.00 less than the amount set aside). Councilmember Studnicka seconded the motion.

- Councilmember Pawlowski stated it says we got a bid for 1 thing and then we're adding \$1,124.00 because it's the best value for the City over the long term. I know nothing about mowers, so my question is how long will this last, and what do we consider the long term.
 - Councilmember Gardner asked the life expectancy of it.
 - Councilmember Pawlowski replied yeah.
 - Public Works Director John Young stated we would expect it to last between 10 and 15 years. We would expect the John Deere mower to last considerably longer than the other, just because of the type of construction and because of experiences we've had with it. I'm confident that it will, and so is the Street Division, that it will last longer than any of the other items.
 - Councilmember Gardner stated I am confident that John Deere puts out the best equipment, I know that.
- Public Works Director John Young replied it has a different construction of the deck, and if you look at the picture of the old one in there you see what happens to them; it is much stronger and is also they designed that deck in a curved shape, a domed shape, which adds additional strength to it and also helps to shed the chaff off it and stuff; it's just a better design.
 - Councilmember Gardner stated you say it will last 10 to 15 years, what would you guess before you have to start making any repairs on it.
 - Public Works Director John Young replied we'll run this probably 8 years before anything unless you hit something.
 - Mayor Kirby stated these are guesses, you don't know how you're going to use it.
 - Public Works Director John Young stated we'll replace the blades, there will be minor things, you'll have hydraulic leaks from time to time, but you don't get into the trip box or anything really major for 10 to 15 years.
- Councilmember Trinkle asked is there an extended warranty or anything with this.
 - Public Works Director John Young stated no, they don't do extended warranties because too many people take them out and run them over boulders.
 - Councilmember Trinkle replied what are they going to warranty for us?
 - Street Division Superintendent Jeff Focht replied the standard warranty is for 1 year and the gear box is 5, and that's on all of them.
 - Public Works Director John Young stated that's across the board, doesn't matter which one you buy, that's about the same.
- Mayor Kirby stated that's a standard warranty and I will vouch for John Deere having strong decks, they do build a better deck.
 - Street Division Superintendent Jeff Focht stated we've had the one now we've had for 11 years.
- Councilmember Garvey asked the tractor that you use for this unit, do you use that tractor for other things besides just the mower or is it exclusively for the mower.
 - Street Division Superintendent Jeff Focht replied the mower and the Kubota tractor goes for different things.
 - Councilmember Garvey stated so you disconnect the mower and go use it for other things.

The motion was unanimously approved.

2015 Wastewater Rate Study: Councilmember Pawlowski moved to approve Ordinance No. 956: An Ordinance Adopting the Financial Plan and User Charge Rate Schedule for Residential and Commercial Customers in the City of Lansing, County of Leavenworth, State of Kansas. Councilmember Gardner seconded the motion.

- City Administrator Tim Vandall stated we'd spoken a little bit at the work session about doing this from 2016 to 2019 and then in 2019 re-evaluating. The way the ordinance is written it does have it until 2020, so I don't know if we want to add that into the motion from 2016 until 2019 then we remove the 2020.

Councilmember Gardner withdrew his second.

Councilmember Pawlowski withdrew her motion.

- Councilmember Gardner asked does it have to be done tonight or do we put it in the ordinance and vote again.
 - City Administrator Tim Vandall replied we'd be able to do it tonight as long as we just state approval from 2016 to 2019.

Councilmember Pawlowski moved to approve Ordinance No. 956: Adopting the Financial Plan and User Charge Rate Schedule for Residential and Commercial Customers for the Sewer bills through 2019. Councilmember Gardner seconded the motion.

- Councilmember Studnicka asked Tony, clarify for me, based on our work session and everything, we're basing the Lansing Correctional Facility will chip in how many thousands of dollars, what was budgeted.
 - Wastewater Utility Director Tony Zell replied we are budgeting for them to pay a flat rate of \$56,000.00 per month.

The motion was unanimously approved.

Appointment to the Leavenworth County Fire District No. 1 Joint Board: Councilmember Pawlowski moved to appoint Tony McNeill, Jesse Garvey, and Mayor Gene Kirby to the Leavenworth County Fire District No. 1 Joint Board. Councilmember Buehler seconded the motion.

- Councilmember Pawlowski stated I'd like to nominate Tony and Jesse to be on the Fire Board.
 - Mayor Kirby stated you have to be able to make this meeting.
 - Councilmember Buehler asked when is the meeting.
 - Councilmember Pawlowski replied December 14th.
 - Mayor Kirby replied December 14, 2015 and it's at night. This isn't one of those things where you go "oh jeez I forgot I can't be there that night. Dave and Don have done it for a number of years and I haven't heard them say they don't want to do it again, but it's the council's discretion.
- Councilmember McNeill stated the motion isn't to pick 2, it's to allow the Mayor and 2.
 - Councilmember Pawlowski stated I'm making the motion to nominate Tony and Jesse to go and be our Fire Board Representatives.
 - Mayor Kirby stated this says and I'm going to read what it says here a motion to appoint Gene Kirby and 2 Councilmembers to the Joint Fire District Board when they will meet, ok.
- Councilmember McNeill replied we're just making a motion to appoint Mayor Gene Kirby and 2 councilmembers.
 - Councilmember Pawlowski stated you need to nominate 2 people.
 - City Attorney Greg Robinson stated the council is basically picking, the Mayor is part of it, but you need 2 council people to go to this meeting for this joint Leavenworth Fire District Board of Trustees, who then meet as its own entity, because they serve in lieu of the Board of County Commissioners, then that board meets solely to elect the vacancy positions for the Fire Board.
 - Councilmember Buehler asked so the 2 councilmembers are voted by name.
 - City Attorney Greg Robinson replied yes, by you folks here.
- Councilmember Gardner stated the way I read it is that it is volunteer; after the Mayor whoever is interested in it or do we have to appoint somebody.
 - City Clerk Sarah Bodensteiner stated you have to appoint 2 people by name.
 - Councilmember Gardner stated I guess I read it wrong.
- Councilmember Pawlowski stated and they appoint; we interview the candidates, then select them, and then they go and vote as our representatives. It's the craziest thing but that's how the legislature drew it up. I made the motion to appoint Tony and Jesse to be our representatives for the Fire Board with Gene.
- Councilmember Gardner asked are you guys interested in it.
 - Councilmember Garvey replied yeah.
 - Councilmember McNeill stated I'll do it if nobody else wants it.
 - Councilmember Pawlowski stated you're our council president so you should go.
 - Councilmember McNeill replied ok Andi.
- Councilmember Studnicka asked what are we voting on. Re-stated the motion.
 - City Clerk Sarah Bodensteiner replied the motion is to appoint Mayor Kirby, Tony McNeill and Jesse Garvey to represent the City on the Leavenworth County Fire District No. 1 Joint Board.

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 mentioned the Legislative Breakfast on December 9th at June's Cottage and to let him know if anyone was attending as they do need a head count. The Rcuts on the highway have been discussed with the County and they are looking at grants for the Rcuts project and the McIntyre Road project. If grant funds are available a possible joint meeting of the County Commissioners and City Council will be scheduled for further discussion. Financing options for the 9 mile sewer have begun between using the state revolving fund or GO Bonds/Temp Notes. The savings associated with the state revolving fund would potentially be less and involve more

staff time versus financing through GO Bonds/Temp notes. The question was raised about paying GO Bonds off early and it was confirmed that we could indeed call the bonds early.

Governing Body: Councilmember Studnicka commented on a job well done by Museum Site Supervisor for the Jazz event hosted at the Museum. He stated it was a wonderful event.

Councilmember Trinkle stated that the Council needs to have a study session and review the criteria and guidelines for how the Council will determine if park fees should or should not be waived. He also stated there are several other trail related items that are in the pipeline and the Council needs to have a set procedure on how to handle these things and what to request or have the developer provide in the future.

Mayor Kirby stated that we all knew what was expected in regards to the trail and waiving the park fees since that was what was proposed by the developer. If errors were present that is on them not the Council.

Councilmember Pawlowski seconded Councilmember Trinkle's remarks about having a study session to talk about parks and trails to work these items out and come up with a policy to work from.

Councilmember Garvey echoed Councilmember Trinkle and Councilmember Pawlowski's remarks regarding figuring out how to handle these requests in the future so that everyone is on the same page and holding people accountable. He also wished everyone a happy Thanksgiving.

Councilmember Buehler wished everyone a happy Thanksgiving and stated a fun fact in history "On this day in 1863, President Abraham Lincoln delivered the Gettysburg Address at the dedication ceremony for the military cemetery in Gettysburg, Pennsylvania".


Councilmember McNeill wished everyone a happy holiday.

ADJOURNMENT: Councilmember McNeill moved to adjourn. Councilmember Pawlowski seconded the motion. The motion was unanimously approved. The meeting was adjourned at 7:40 p.m.

ATTEST:

Louis E. Kirby, Mayor

Sarah Bodensteiner, City Clerk

TO: Tim Vandall, City Administrator 
FROM: Sarah Bodensteiner, City Clerk
DATE: November 16, 2015
SUBJECT: Cereal Malt Beverage License Renewal – Petro Deli #2

Petro Deli #2 Inc. at 601 S. Main Street has applied for a cereal malt beverage license renewal. The Police and Community Development Departments have reviewed and approved the application. The license fee of \$50.00 and the Kansas State Stamp Tax of \$25.00 have been paid.

Action:
Staff recommends a motion to approve the Cereal Malt Beverage License for Petro Deli #2 Inc. as presented.

**A
G
E
N
D
A
I
T
E
M
#**

2a



CITY OF LANSING

BUSINESS LICENSE APPLICATION

APPLICANT INFORMATION

Name: Petro Deli #2 Inc. Date of Birth: / /

Address: _____
Street City State Zip Code

Telephone (Day): _____ Telephone (Evening): _____ Driver's License #/State Issued: _____
Attach Copy

Vehicle Information (If operating from vehicle): _____
Year Make Model Color(s) State License #

Describe Product (Transient Vendor Only): _____

Statement of Applicant (Ice Cream Vendor, Transient Vendor, Massage Establishment or Therapist Only): I have (), have not (), been convicted of any crime, misdemeanor, or violation of any municipal ordinances. If so, please provide the nature of the offense and the punishment or penalty assessed. _____

BUSINESS INFORMATION

Name of Business: Petro Deli #2 Inc. Business Telephone: 913-727-2198

Type of Business: Convenience Store Business Fax: 913-727-2166 Website: N/A

Would you prefer to receive correspondence by email? Yes No If yes, please provide email address: _____

Business Address: 601 S. Main St. LANSING Ks 66043
Street City State Zip Code

Mailing Address (if different): (same)
Street City State Zip Code

On-Site Manager Name: Christy L. Turley Telephone: 913-449-8844

Kansas Sales Tax Number: 10071681001M Federal Tax ID #: 48-1189172

Owner Name: Rick + Cynthia Jaccard Owner Telephone: 913-351-6558

Owner Address: 12991 E Gilman Rd Leavenworth Ks 66048
Street City State Zip Code

LICENSE INFORMATION

(LICENSE TYPES AND FEES ON REVERSE)

Type of License: General Business, Food, Cereal Malt Renewal: Yes No

I declare under penalty of false statement that, to the best of my knowledge and belief, the statements made herein are true and correct.

Signature: Cynthia A Jaccard Title: owner Date: 11/19/15

No license shall be issued until the applicant or premise complies with all codes and ordinances of the City of Lansing. The Community Development Department may be contacted to schedule an inspection prior to license approval. The Police Department may also review this application prior to license approval.

FOR OFFICIAL USE ONLY:

Application Received By: [Signature] 11-20-15 Cost: 175 License Period: annual
Signature Date

Police Signature: [Signature] 11/23/15 Amount Received: 175 Cash Check Credit
Signature Date

Community Development Signature: _____
Signature Date

Notify: Finance Public Works Police Economic Development Insurance Attachment B Cereal Malt Beverage Form Articles of Incorporation Copy of Photo Identification Copy of State License Additional Code Items Late Fee

CORPORATE APPLICATION FOR LICENSE TO SELL CEREAL MALT BEVERAGES

(This form has been prepared by the Attorney General's Office)

City or County of Lansing

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| SECTION 1 – LICENSE TYPE | |
| Check One: <input type="checkbox"/> New License <input checked="" type="checkbox"/> Renew License <input type="checkbox"/> Special Event Permit | |
| Check One:
<input type="checkbox"/> License to sell cereal malt beverages for consumption on the premises.
<input checked="" type="checkbox"/> License to sell cereal malt beverages in original and unopened containers and not for consumption on the licensed premises. | |

| | | | |
|------------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| SECTION 2 – APPLICANT INFORMATION | | | |
| Kansas Sales Tax Registration Number (required): <u>10071681 001 M</u> | | | |
| Name of Corporation <u>Petro Deli #2 Inc</u> | | Principal Place of Business <u>Lansing</u> | |
| Corporation Street Address <u>601 S. Main</u> | | Corporation City <u>Lansing</u> | State <u>Ks</u> Zip Code <u>66043</u> |
| Date of Incorporation <u>Sept. 1996</u> | | Articles of Incorporation are on file with the Secretary of State. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| Resident Agent Name <u>Christy L. Turley</u> | | Phone No. | |
| Residence Street Address <u>1948 Puffer Rd.</u> | | City <u>KC</u> | State <u>Ks</u> Zip Code <u>66109</u> |

| | | | |
|-----------------------------------------------------------------------------|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| SECTION 3 – LICENSED PREMISE | | | |
| Licensed Premise
(Business Location or Location of Special Event) | | Mailing Address
(If different from business address) | |
| DBA Name <u>Petro Deli #2 Inc.</u> | | Name | |
| Business Location Address <u>601 S. Main St.</u> | | Address | |
| City <u>Lansing</u> State <u>Ks</u> Zip <u>66043</u> | City | State | Zip |
| Business Phone No. <u>913-727-2198</u> | | <input checked="" type="checkbox"/> Applicant owns the proposed business or special event location.
<input type="checkbox"/> Applicant does not own the proposed business or event location. | |
| Business Location Owner Name(s) <u>Rick + Cynthia Jaccard</u> | | | |

| | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------|---------------------------------------|
| SECTION 4 – OFFICERS, DIRECTORS, STOCKHOLDERS OWNING 25% OR MORE OF STOCK List each person and their spouse, if applicable. Attach additional pages if necessary. | | | |
| Name <u>Rick L. Jaccard</u> | | Position <u>President</u> | |
| Residence Street Address <u>12991 E. Gilman Rd.</u> | | City <u>Leavenworth</u> | State <u>Ks</u> Zip Code <u>66048</u> |
| Spouse Name | | Date of Birth | |
| Residence Street Address | | City | State Zip Code |
| Name <u>Cynthia A. Jaccard</u> | | Position <u>Vice-pres.</u> | |
| Residence Street Address <u>12991 E. Gilman Rd.</u> | | City <u>Leavenworth</u> | State <u>Ks</u> Zip Code <u>66048</u> |
| Spouse Name | | Age | |
| Residence Street Address | | City | State Zip Code |
| Name | | Position | |
| Residence Street Address | | City | State Zip Code |
| Spouse Name | | Age | |
| Residence Street Address | | City | State Zip Code |

| SECTION 5 - MANAGER OR AGENT INFORMATION | | | |
|--------------------------------------------------------------------------------|--------------|---------------|---------------------------------------------------------------------|
| My place of business or special event will be conducted by a manager or agent. | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, provide the following: | | | |
| Manager/Agent Name | Phone No. | Date of Birth | |
| Christy L. Turley | 913-449-8844 | 8/21/1974 | |
| Residence Street Address | City | Zip Code | |
| 11448 Bifer Rd. | KC, KS | 66109 | |
| Manager or Agent Spousal Information | | | |
| Spouse Name | Phone No. | Date of Birth | |
| Residence Street Address | City | Zip Code | |

| SECTION 6 - QUALIFICATIONS FOR LICENSURE | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| <p>Within two years immediately preceding the date of this application, have any of the individuals identified in Sections 4 & 5 been convicted of, released from incarceration for or released from probation or parole for any of the following crimes:
 (1) Any felony; (2) a crime involving moral turpitude; (3) drunkenness; (4) driving a motor vehicle while under the influence of alcohol (DUI); or (5) violation of any state or federal intoxicating liquor law.</p> | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| <p>Have any of the individuals identified in Sections 4 and 5 been managers, officers, directors or stockholders owning more than 25% of the stock of a corporation which:
 (1) had a cereal malt beverage license revoked; or (2) was convicted of violating the Club and Drinking Establishment Act or the CMB laws of Kansas.</p> | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| All of the individuals identified in Sections 4 & 5 are at least 21 years of age ¹ . | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

| SECTION 7 - DURATION OF SPECIAL EVENT | | | |
|---------------------------------------|------|-----------------------------|-----------------------------|
| Start Date | Time | <input type="checkbox"/> AM | <input type="checkbox"/> PM |
| End Date | Time | <input type="checkbox"/> AM | <input type="checkbox"/> PM |

I declare under penalty of perjury under the laws of the State of Kansas that the foregoing is true and correct and that I am authorized by the corporation to complete this application. (K.S.A. 53-601)


SIGNATURE Cynthia A. Jaccard DATE 11/19/15

| FOR CITY/COUNTY OFFICE USE ONLY: | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <input type="checkbox"/> License Fee Received Amount \$ _____ Date _____ | |
| (\$25 - \$50 for Off-Premise license or \$25-200 for On-Premise license) | |
| <input type="checkbox"/> \$25 CMB Stamp Fee Received Date _____ | |
| <input type="checkbox"/> Background Investigation <input type="checkbox"/> Completed Date _____ <input type="checkbox"/> Qualified <input type="checkbox"/> Disqualified | |
| <input type="checkbox"/> New License Approved Valid From Date _____ to _____ By: _____ | |
| <input type="checkbox"/> License Renewed Valid From Date _____ to _____ By: _____ | |
| <input type="checkbox"/> Special Event Permit Approved Valid From Date _____ to _____ By: _____ | |

A PHOTOCOPY OF THE COMPLETED FORM, TOGETHER WITH THE STAMP FEE REQUIRED BY K.S.A. 41-2702(e), MUST BE SUBMITTED WITH YOUR QUARTERLY REPORT (ABC-301) TO THE ALCOHOLIC BEVERAGE CONTROL, 915 SW HARRISON STREET ROOM 214, TOPEKA, KS. 66625-3512.

¹ Spouse not required to be over 21 years of age. K.S.A. 41-2703(b)(9)

Print Form

TO: Tim Vandall, City Administrator 
FROM: Sarah Bodensteiner, City Clerk
DATE: November 16, 2015
SUBJECT: Cereal Malt Beverage License Renewal – Shree Nivas Inc., dba Finish Line

Shree Nivas Inc., dba Finish Line at 506 N. Main Street has applied for a cereal malt beverage license renewal. The Police and Community Development Departments have reviewed and approved the application. The license fee of \$50 and the Kansas State Stamp Tax of \$25 have been paid.

Action:
Staff recommends a motion to approve the Cereal Malt Beverage License for Shree Nivas Inc., dba Finish Line as presented.

**A
G
E
N
D
A
I
T
E
M
#**

26



CITY OF LANSING

BUSINESS LICENSE APPLICATION

AKLAYYA PATEL APPLICANT INFORMATION

Name: SHREE NIVAS INC DBA Finish line Date of Birth: 9/4/71
 Address: 1118 N. 6th St. Leavenworth KS 66048
Street City State Zip Code
 Telephone (Day): 913-651-5800 Telephone (Evening): 913-290-0798 Driver's License #/State Issued: _____
cell # Attach Copy

Vehicle Information (If operating from vehicle): _____
Year Make Model Color(s) State License #

Describe Product (Transient Vendor Only): _____

Statement of Applicant (Ice Cream Vendor, Transient Vendor, Massage Establishment or Therapist Only): I have (), have not (), been convicted of any crime, misdemeanor, or violation of any municipal ordinances. If so, please provide the nature of the offense and the punishment or penalty assessed. _____

BUSINESS INFORMATION

Name of Business: SHREE NIVAS INC Business Telephone: 913-250-1175
 Type of Business: C-STORE with gas station Business Fax: 913-250-1176 Website: _____
 Would you prefer to receive correspondence by email? Yes No If yes, please provide email address: _____
 Business Address: 506 N. Main St. Lansing KS 66043
Street City State Zip Code
 Mailing Address (if different): As above
Street City State Zip Code
 On-Site Manager Name: Kishor PATEL Telephone: 913-250-1175
 Kansas Sales Tax Number: 004-205679538F-01 Federal Tax ID #: 20-5679538
 Owner Name: AKLAYYA B. PATEL Owner Telephone: 913-290-0798
 Owner Address: 1118 N. 6th St. Leavenworth KS 66048
Street City State Zip Code

LICENSE INFORMATION

(LICENSE TYPES AND FEES ON REVERSE)

Type of License: Cereal Malt Beverage/Food/General Business license Renewal: Yes No

I declare under penalty of false statement that, to the best of my knowledge and belief, the statements made herein are true and correct.

Signature: Aklavya Patel Title: President Date: 11/23/15

No license shall be issued until the applicant or premise complies with all codes and ordinances of the City of Lansing. The Community Development Department may be contacted to schedule an inspection prior to license approval. The Police Department may also review this application prior to license approval.

FOR OFFICIAL USE ONLY:

Application Received By: [Signature] 11/23/15 Cost: 175 License Period: Annual
Signature Date
 Police Signature: [Signature] 11/23/15 Amount Received: 175 Cash Check Credit
Signature Date Additional Information: Insurance Attachment B
 Cereal Malt Beverage Form Articles of Incorporation
 Copy of Photo Identification Copy of State License
 Additional Code Items Late Fee
 Community Development Signature: _____
Signature Date
 Notify: Finance Public Works Police Economic Development

CORPORATE APPLICATION FOR LICENSE TO SELL CEREAL MALT BEVERAGES

(This form has been prepared by the Attorney General's Office)

City or County of _____

| SECTION 1 – LICENSE TYPE | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Check One: <input type="checkbox"/> New License <input checked="" type="checkbox"/> Renew License <input type="checkbox"/> Special Event Permit | |
| Check One:
<input checked="" type="checkbox"/> License to sell cereal malt beverages for consumption on the premises.
<input type="checkbox"/> License to sell cereal malt beverages in original and unopened containers and not for consumption on the licensed premises. | |

| SECTION 2 – APPLICANT INFORMATION | | | |
|------------------------------------------------------------------------|--------------------------------------------------------------------|--------------------|----------------------------------------------------------|
| Kansas Sales Tax Registration Number (required): | | | |
| Name of Corporation
SHREE NIVAS INC | Principal Place of Business
Lansing, KS | | |
| Corporation Street Address
506 N. Main ST. Lansing, KS 66043 | Corporation City
Lansing, KS | State
KS | Zip Code
66043 |
| Date of Incorporation | Articles of Incorporation are on file with the Secretary of State. | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Resident Agent Name | Phone No. 913-250-1175 | | |
| Residence Street Address | City | State | Zip Code |

| SECTION 3 – LICENSED PREMISE | | | |
|----------------------------------------------------------------------|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| Licensed Premise
(Business Location or Location of Special Event) | | Mailing Address
(If different from business address) | |
| DBA Name | | Name | |
| Business Location Address | | Address | |
| City | State | City | State |
| Zip | Zip | Zip | Zip |
| Business Phone No. | | <input type="checkbox"/> Applicant owns the proposed business or special event location.
<input type="checkbox"/> Applicant does not own the proposed business or event location. | |
| Business Location Owner Name(s) | | | |

| SECTION 4 – OFFICERS, DIRECTORS, STOCKHOLDERS OWNING 25% OR MORE OF STOCK | | | |
|-----------------------------------------------------------------------------------------|------------------------------|--------------------|---------------------------------|
| List each person and their spouse, if applicable. Attach additional pages if necessary. | | | |
| Name
AKLAYA B. PATEL | Position
President | | Date of Birth
9-4-71 |
| Residence Street Address
1118 N. 6th ST. | City
Leavenworth | State
KS | Zip Code
66048 |
| Spouse Name
DARSHINI A. PATEL | Position
Wife | | Date of Birth
3-9-78 |
| Residence Street Address
1118 N. 6th ST. | City
Leavenworth | State
KS | Zip Code
66048 |
| Name
Kishor P. PATEL | Position
Treasurer | | Date of Birth
1-17-65 |
| Residence Street Address
603 Willow CT | City
Lansing, | State
KS | Zip Code
66043 |
| Spouse Name
Archana K. PATEL | Position
Wife | | Age
40 |
| Residence Street Address
603 Willow CT | City
Lansing | State
KS | Zip Code
66043 |
| Name | Position | | Date of Birth |
| Residence Street Address | City | State | Zip Code |
| Spouse Name | Position | | Age |
| Residence Street Address | City | State | Zip Code |

SECTION 4 – OFFICERS, DIRECTORS, STOCKHOLDERS OWNING 25% OR MORE OF STOCK (CONTINUED)

| | | | |
|--------------------------|----------|-------|---------------|
| Name | Position | | Date of Birth |
| Residence Street Address | City | State | Zip Code |
| Spouse Name | Position | | Date of Birth |
| Residence Street Address | City | State | Zip Code |
| Name | Position | | Date of Birth |
| Residence Street Address | City | State | Zip Code |
| Spouse Name | Position | | Date of Birth |
| Residence Street Address | City | State | Zip Code |
| Name | Position | | Date of Birth |
| Residence Street Address | City | State | Zip Code |
| Spouse Name | Position | | Date of Birth |
| Residence Street Address | City | State | Zip Code |
| Name | Position | | Date of Birth |
| Residence Street Address | City | State | Zip Code |
| Spouse Name | Position | | Date of Birth |
| Residence Street Address | City | State | Zip Code |
| Name | Position | | Date of Birth |
| Residence Street Address | City | State | Zip Code |
| Spouse Name | Position | | Date of Birth |
| Residence Street Address | City | State | Zip Code |
| Name | Position | | Date of Birth |
| Residence Street Address | City | State | Zip Code |
| Spouse Name | Position | | Date of Birth |
| Residence Street Address | City | State | Zip Code |
| Name | Position | | Date of Birth |
| Residence Street Address | City | State | Zip Code |
| Spouse Name | Position | | Date of Birth |
| Residence Street Address | City | State | Zip Code |
| Name | Position | | Date of Birth |
| Residence Street Address | City | State | Zip Code |
| Spouse Name | Position | | Date of Birth |
| Residence Street Address | City | State | Zip Code |
| Name | Position | | Date of Birth |
| Residence Street Address | City | State | Zip Code |
| Spouse Name | Position | | Date of Birth |
| Residence Street Address | City | State | Zip Code |

| SECTION 5 – MANAGER OR AGENT INFORMATION | | |
|--------------------------------------------------------------------------------|-----------|----------------------------------------------------------|
| My place of business or special event will be conducted by a manager or agent. | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, provide the following: | | |
| Manager/Agent Name | Phone No. | Date of Birth |
| Residence Street Address | City | Zip Code |
| Manager or Agent Spousal Information | | |
| Spouse Name | Phone No. | Date of Birth |
| Residence Street Address | City | Zip Code |

| SECTION 6 – QUALIFICATIONS FOR LICENSURE | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| Within two years immediately preceding the date of this application, have any of the individuals identified in Sections 4 & 5 been convicted of, released from incarceration for or released from probation or parole for any of the following crimes:
(1) Any felony; (2) a crime involving moral turpitude; (3) drunkenness; (4) driving a motor vehicle while under the influence of alcohol (DUI); or (5) violation of any state or federal intoxicating liquor law. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Have any of the individuals identified in Sections 4 and 5 been managers, officers, directors or stockholders owning more than 25% of the stock of a corporation which:
(1) had a cereal malt beverage license revoked; or (2) was convicted of violating the Club and Drinking Establishment Act or the CMB laws of Kansas. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| All of the individuals identified in Sections 4 & 5 are at least 21 years of age ¹ . | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| SECTION 7 – DURATION OF SPECIAL EVENT | | |
|---------------------------------------|------|---------------------------------------------------------|
| Start Date | Time | <input type="checkbox"/> AM <input type="checkbox"/> PM |
| End Date | Time | <input type="checkbox"/> AM <input type="checkbox"/> PM |

I declare under penalty of perjury under the laws of the State of Kansas that the foregoing is true and correct and that I am authorized by the corporation to complete this application. (K.S.A. 53-601)

SIGNATURE *Ashley Patel* DATE 11/23/15

| FOR CITY/COUNTY OFFICE USE ONLY: | |
|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> License Fee Received | Amount \$ _____ Date _____
(\$25 - \$50 for Off-Premise license or \$25-200 for On-Premise license) |
| <input type="checkbox"/> \$25 CMB Stamp Fee Received | Date _____ |
| <input type="checkbox"/> Background Investigation | <input type="checkbox"/> Completed Date _____ <input type="checkbox"/> Qualified <input type="checkbox"/> Disqualified |
| <input type="checkbox"/> New License Approved | Valid From Date _____ to _____ By: _____ |
| <input type="checkbox"/> License Renewed | Valid From Date _____ to _____ By: _____ |
| <input type="checkbox"/> Special Event Permit Approved | Valid From Date _____ to _____ By: _____ |

A PHOTOCOPY OF THE COMPLETED FORM, TOGETHER WITH THE STAMP FEE REQUIRED BY K.S.A. 41-2702(e), MUST BE SUBMITTED WITH YOUR QUARTERLY REPORT (ABC-301) TO THE ALCOHOLIC BEVERAGE CONTROL, 915 SW HARRISON STREET ROOM 214, TOPEKA, KS. 66625-3512.

¹ Spouse not required to be over 21 years of age. K.S.A. 41-2703(b)(9)

Print Form

KANSAS DL

COMM CLS N COMM CLS **C**
 ISS **09-07-2010** EXP **09-04-2016**
 SEX **M** HT **5-06** EYES **BRO** WT **155**
 DOB **09-04-1971** ENDRS

Patel Aklayya B
PATEL AKLAYYA B
1112 N 6TH ST
LEAVENWORTH, KS 66048

LICENSING DIVISION
 SECRETARY OF REVENUE


Patel Aklayya B
 LICENSE NUMBER **K00-84-2048** REST

KANSAS DRIVER'S LICENSE USA KS

Patel Kishor
 3 DOB **01/17/1965**
 1 **PATEL**
 2 **KISHOR PARSOTTAM**
 8 **603 WILLOW COURT**
LANSING, KS 66043-1272

4d LIC NO. **K02-87-7299**
 4b ISS **09/04/2015**
 4c EXP **01/17/2020**
 9 DL CLASS **C**
 CDL CLASS
 9a END **NONE**
 12 REST **NONE**
 5 DD **62471351255**
PK15247M2017AB

15 SEX **M**
 16 HGT **5-07"**
 17 WGT **157 lb**
 18 EYES **BRO**
 01171965

TO: Tim Vandall, City Administrator 
FROM: Sarah Bodensteiner, City Clerk
DATE: November 16, 2015
SUBJECT: Cereal Malt Beverage License Renewal – Truman Town dba Woody's Gas Express

Truman Town dba Woody's Gas Express at 109 4-H Road has applied for a cereal malt beverage license. The Police and Community Development Departments have reviewed and approved the application. The license fee of \$50.00 and the Kansas State Stamp Tax of \$25.00 have been paid.

Action:

Staff recommends a motion to approve the Cereal Malt Beverage License for Truman Town dba Woody's Gas Express as presented.

**A
G
E
N
D
A
I
T
E
M
#**

Jc



CITY OF LANSING

BUSINESS LICENSE APPLICATION

APPLICANT INFORMATION

Name: ALI ATRA Date of Birth: 03/19/75
 Address: 3704 W 157th PLACE OVERLAND PARK , KS 66224
Street City State Zip Code
 Telephone (Day) 8166796707 Telephone (Evening): SAME Driver's License #/State Issued: KANSAS
Attach Copy
 Vehicle Information (If operating from vehicle): N/A
Year Make Model Color(s) State License #

Describe Product (Transient Vendor Only): _____
Statement of Applicant (Ice Cream Vendor, Transient Vendor, Massage Establishment or Therapist Only): I have (), have not (), been convicted of any crime, misdemeanor, or violation of any municipal ordinances. If so, please provide the nature of the offense and the punishment or penalty assessed. _____

BUSINESS INFORMATION

Name of Business: WOODY'S GAS EXPRESS Business Telephone: 913-250-0844
 Type of Business: GAS STATION WITH GAS Business Fax: 913-268-4189 Website: _____
 Would you prefer to receive correspondence by email? Yes No If yes, please provide email address: _____
 Business Address: 1094 H ROAD LANSING KS 66043
Street City State Zip Code
 Mailing Address (if different): _____
Street City State Zip Code
 On-Site Manager Name: ALI ATRA Telephone: _____
 Kansas Sales Tax Number: 004-273136963F-01 Federal Tax ID #: 27-3136963
 Owner Name: ALI ATRA + RAJAN ARORA Owner Telephone: 816-679-6707
 Owner Address: 3704 W 157th PLACE OVERLAND PARK KS 66224
Street City State Zip Code
RAJAN ARORA: 21014 W 60th TERR SHAWNEE KS 66218
Street City State Zip Code

LICENSE INFORMATION

(LICENSE TYPES AND FEES ON REVERSE)

Type of License: CMB - Off Premis. Food. General Renewal: Yes No

I declare under penalty of false statement that, to the best of my knowledge and belief, the statements made herein are true and correct.

X Signature: [Signature] Title: _____ Date: _____

No license shall be issued until the applicant or premise complies with all codes and ordinances of the City of Lansing. The Community Development Department may be contacted to schedule an inspection prior to license approval. The Police Department may also review this application prior to license approval.

| FOR OFFICIAL USE ONLY: | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| Application Received By: <u>[Signature]</u> | Date: <u>11/18/15</u> | Cost: <u>175</u> | License Period: <u>Annual</u> |
| Police Signature: <u>[Signature]</u> | Date: <u>11/20/15</u> | Amount Received: <u>175</u> | <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Check <input type="checkbox"/> Credit |
| Community Development Signature: _____ | Signature: _____ Date: _____ | Additional Information: <input type="checkbox"/> Insurance <input type="checkbox"/> Attachment B | |
| Notify: <input type="checkbox"/> Finance <input type="checkbox"/> Public Works <input type="checkbox"/> Police <input type="checkbox"/> Economic Development | | <input type="checkbox"/> Cereal Malt Beverage Form <input type="checkbox"/> Articles of Incorporation | |
| | | <input type="checkbox"/> Copy of Photo Identification <input type="checkbox"/> Copy of State License | |
| | | <input type="checkbox"/> Additional Code Items <input type="checkbox"/> Late Fee | |

CORPORATE APPLICATION FOR LICENSE TO SELL CEREAL MALT BEVERAGES

(This form has been prepared by the Attorney General's Office)

City or County of LANSING

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| SECTION 1 - LICENSE TYPE | |
| Check One: <input type="checkbox"/> New License <input checked="" type="checkbox"/> Renew License <input type="checkbox"/> Special Event Permit | |
| Check One: | |
| <input type="checkbox"/> License to sell cereal malt beverages for consumption on the premises. | |
| <input checked="" type="checkbox"/> License to sell cereal malt beverages in original and unopened containers and not for consumption on the licensed premises. | |

| | | | |
|---------------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| SECTION 2 - APPLICANT INFORMATION | | | |
| Kansas Sales Tax Registration Number (required): <u>004-273136963F-01</u> | | | |
| Name of Corporation
<u>TRUMAN TOWN LLC</u> | | Principal Place of Business
<u>109 4 H ROAD</u> | |
| Corporation Street Address
<u>5708 N MERCIER</u> | | Corporation City
<u>KANSAS CITY</u> | State
<u>MO</u> |
| Date of Incorporation
<u>JULY 29 2010</u> | | Articles of Incorporation are on file with the Secretary of State. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| Resident Agent Name
<u>ANUJ ARORA</u> | | Phone No. <u>913-980-0927</u> | |
| Residence Street Address
<u>21014 W 60th TERR</u> | | City
<u>SHAWNEE</u> | State
<u>KS</u> |
| | | Zip Code
<u>66218</u> | |

| | | | |
|-----------------------------------------------------------------------------|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| SECTION 3 - LICENSED PREMISE | | | |
| Licensed Premise
(Business Location or Location of Special Event) | | Mailing Address
(If different from business address) | |
| DBA Name
<u>WOODY'S GAS EXPRESS</u> | | Name | |
| Business Location Address
<u>109 4 H ROAD</u> | | Address | |
| City
<u>LANSING</u> | State
<u>KS</u> | Zip
<u>66043</u> | |
| Business Phone No.
<u>913-250-0844</u> | | <input type="checkbox"/> Applicant owns the proposed business or special event location.
<input type="checkbox"/> Applicant does not own the proposed business or event location. | |
| Business Location Owner Name(s)
<u>ALI ATRA + RAJAN ARORA</u> | | | |

| | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------|--------------------|
| SECTION 4 - OFFICERS, DIRECTORS, STOCKHOLDERS OWNING 25% OR MORE OF STOCK List each person and their spouse, if applicable. Attach additional pages if necessary. | | | |
| Name
<u>ALI ATRA</u> | | Position
<u>MEMBER</u> | |
| Residence Street Address
<u>3704 W 157th PLACE</u> | | City
<u>OVERLAND PARK</u> | State
<u>KS</u> |
| Spouse Name
<u>RAJAN ATRA</u> | | Date of Birth
<u>03-19-78</u> | |
| Residence Street Address | | City | State
<u>KS</u> |
| | | Zip Code
<u>66204</u> | |
| Name
<u>RAJAN ARORA</u> | | Position
<u>MEMBER</u> | |
| Residence Street Address
<u>21014 W 60th TERR</u> | | City
<u>SHAWNEE</u> | State
<u>KS</u> |
| Spouse Name
<u>RASHMI ARORA</u> | | Date of Birth
<u>9-13-53</u> | |
| Residence Street Address
<u>SAME AS SPOUSE</u> | | City | State
<u>KS</u> |
| | | Age
<u>9-22-56</u> | |
| Name
<u>ANUJ ARORA</u> | | Position
<u>MANAGING OFFICER</u> | |
| Residence Street Address
<u>21014 W 60th TERR</u> | | City
<u>SHAWNEE</u> | State
<u>KS</u> |
| Spouse Name
<u>NONE</u> | | Date of Birth
<u>7-31-78</u> | |
| Residence Street Address
<u>N/A</u> | | City | State
<u>KS</u> |
| | | Age
<u>11-17-80</u> | |
| | | Zip Code
<u>66218</u> | |

| SECTION 5 - MANAGER OR AGENT INFORMATION | | |
|--------------------------------------------------------------------------------|----------------------------------|---------------------------------------------------------------------|
| My place of business or special event will be conducted by a manager or agent. | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, provide the following: | | |
| Manager/Agent Name
ANUJ ARORA | Phone No.
913 980 0927 | Date of Birth
07-31-1978 |
| Residence Street Address
21014 W. 60TH PLACE | City
SHAWNEE | Zip Code
66218 |
| Manager or Agent Spousal Information | | |
| Spouse Name
NONE | Phone No.
N/A | Date of Birth |
| Residence Street Address
N/A | City | Zip Code |

| SECTION 6 - QUALIFICATIONS FOR LICENSURE | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| <p>Within two years immediately preceding the date of this application, have any of the individuals identified in Sections 4 & 5 been convicted of, released from incarceration for or released from probation or parole for any of the following crimes:
 (1) Any felony; (2) a crime involving moral turpitude; (3) drunkenness; (4) driving a motor vehicle while under the influence of alcohol (DUI); or (5) violation of any state or federal intoxicating liquor law.</p> | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| <p>Have any of the individuals identified in Sections 4 and 5 been managers, officers, directors or stockholders owning more than 25% of the stock of a corporation which:
 (1) had a cereal malt beverage license revoked; or (2) was convicted of violating the Club and Drinking Establishment Act or the CMB laws of Kansas.</p> | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| All of the individuals identified in Sections 4 & 5 are at least 21 years of age ¹ . | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

| SECTION 7 - DURATION OF SPECIAL EVENT | | |
|---------------------------------------|------|---------------------------------------------------------|
| Start Date | Time | <input type="checkbox"/> AM <input type="checkbox"/> PM |
| End Date | Time | <input type="checkbox"/> AM <input type="checkbox"/> PM |


I declare under penalty of perjury under the laws of the State of Kansas that the foregoing is true and correct and that I am authorized by the corporation to complete this application. (K.S.A. 53-601)

SIGNATURE *ANUJ ARORA* DATE 11-07-15

| FOR CITY/COUNTY OFFICE USE ONLY: | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <input type="checkbox"/> License Fee Received Amount \$ _____ Date _____
(\$25 - \$50 for Off-Premise license or \$25-200 for On-Premise license) | |
| <input type="checkbox"/> \$25 CMB Stamp Fee Received Date _____ | |
| <input type="checkbox"/> Background Investigation <input type="checkbox"/> Completed Date _____ <input type="checkbox"/> Qualified <input type="checkbox"/> Disqualified | |
| <input type="checkbox"/> New License Approved Valid From Date _____ to _____ By: _____ | |
| <input type="checkbox"/> License Renewed Valid From Date _____ to _____ By: _____ | |
| <input type="checkbox"/> Special Event Permit Approved Valid From Date _____ to _____ By: _____ | |

A PHOTOCOPY OF THE COMPLETED FORM, TOGETHER WITH THE STAMP FEE REQUIRED BY K.S.A. 41-2702(e), MUST BE SUBMITTED WITH YOUR QUARTERLY REPORT (ABC-301) TO THE ALCOHOLIC BEVERAGE CONTROL, 915 SW HARRISON STREET ROOM 214, TOPEKA, KS. 66625-3512.

¹ Spouse not required to be over 21 years of age. K.S.A. 41-2703(b)(9) Print Form

TO: Tim Vandall, City Administrator 
FROM: Sarah Bodensteiner, City Clerk
DATE: November 16, 2015
SUBJECT: Cereal Malt Beverage License Renewal – WKRP Management, LLC dba Pizza Hut

WKRP Management, LLC dba Pizza Hut at 407 N. Main Street has applied for a cereal malt beverage license renewal. The Police and Community Development Departments have reviewed and approved the application. The license fee of \$200 and the Kansas State Stamp Tax of \$25 have been paid.

Action: Staff recommends a motion to approve the Cereal Malt Beverage License for WKRP Management, LLC dba Pizza Hut as presented.

AGENDA ITEM #
2d



CITY OF LANSING

BUSINESS LICENSE APPLICATION

APPLICANT INFORMATION

Name: _____ Date of Birth: ____/____/____

Address: _____
Street City State Zip Code

Telephone (Day): _____ Telephone (Evening): _____ Driver's License #/State Issued: _____
Attach Copy

Vehicle Information (If operating from vehicle): _____
Year Make Model Color(s) State License #

Describe Product (Transient Vendor Only): _____

Statement of Applicant (Ice Cream Vendor, Transient Vendor, Massage Establishment or Therapist Only): I have (), have not (), been convicted of any crime, misdemeanor, or violation of any municipal ordinances. If so, please provide the nature of the offense and the punishment or penalty assessed. _____

BUSINESS INFORMATION

Name of Business: WKRP Management LLC DBA Pizzahut Business Telephone: 913-727-3232

Type of Business: Restaurant Business Fax: 913-727-5404 Website: Pizzahut.COM

Would you prefer to receive correspondence by email? Yes No If yes, please provide email address: _____

Business Address: 407 North Main Street Lansing KS 66043
Street City State Zip Code

Mailing Address (if different): PO Box 12865 Overland Park KS 66282
Street City State Zip Code

On-Site Manager Name: Andy Spear Telephone: 913-727-3232

Kansas Sales Tax Number: 004481194376F02 Federal Tax ID #: 48-1194376

Owner Name: WKRP Management, LLC Owner Telephone: 913-383-8177

Owner Address: 10880 Benson, Ste 2320 Overland Park KS 66210
Street City State Zip Code

LICENSE INFORMATION

(LICENSE TYPES AND FEES ON REVERSE)

Type of License: Food &st / General Business / CMB Renewal: Yes No

I declare under penalty of false statement that, to the best of my knowledge and belief, the statements made herein are true and correct.

Signature: _____ Title: Managing Member Date: 11/5/2015

No license shall be issued until the applicant or premise complies with all codes and ordinances of the City of Lansing. The Community Development Department may be contacted to schedule an inspection prior to license approval. The Police Department may also review this application prior to license approval.

| FOR OFFICIAL USE ONLY: | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| Application Received By: _____
<small>Signature</small> | _____ <u>11/10/15</u>
<small>Date</small> | Cost: <u>325⁰⁰</u> | License Period: <u>Annual</u> |
| Police Signature: _____
<small>Signature</small> | _____ <u>11/15/15</u>
<small>Date</small> | Amount Received: <u>325⁰⁰</u> <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Check <input type="checkbox"/> Credit | Additional Information: <input type="checkbox"/> Insurance <input checked="" type="checkbox"/> Attachment B |
| Community Development Signature: _____
<small>Signature</small> | _____ <u>11/15/15</u>
<small>Date</small> | <input type="checkbox"/> Cereal Malt Beverage Form <input type="checkbox"/> Articles of Incorporation | <input type="checkbox"/> Copy of Photo Identification <input type="checkbox"/> Copy of State License |
| Notify: <input type="checkbox"/> Finance <input type="checkbox"/> Public Works <input type="checkbox"/> Police <input type="checkbox"/> Economic Development | | <input type="checkbox"/> Additional Code Items <input type="checkbox"/> Late Fee | |

CORPORATE APPLICATION FOR LICENSE TO SELL CEREAL MALT BEVERAGES

(This form has been prepared by the Attorney General's Office)

City or County of Lansing KS

| SECTION 1 – LICENSE TYPE | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Check One: <input type="checkbox"/> New License <input checked="" type="checkbox"/> Renew License <input type="checkbox"/> Special Event Permit | |
| Check One:
<input checked="" type="checkbox"/> License to sell cereal malt beverages for consumption on the premises.
<input type="checkbox"/> License to sell cereal malt beverages in original and unopened containers and not for consumption on the licensed premises. | |

| SECTION 2 – APPLICANT INFORMATION | | | |
|------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| Kansas Sales Tax Registration Number (required): 004481194376F02 | | | |
| Name of Corporation
WKRP Management, LLC | | Principal Place of Business
407 North Main Street, Lansing KS 66043 | |
| Corporation Street Address
10880 Benson, Ste 2320 | | Corporation City
Overland Park | State
KS |
| Date of Incorporation
11/12/1997 | | Articles of Incorporation are on file with the Secretary of State. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| Resident Agent Name
Steven R Patton | | Phone No.
(913) 383-8177 | |
| Residence Street Address
10880 Benson, Ste 2320 | | City
Overland Park | State
KS 66210 |
| | | Zip Code | |

| SECTION 3 – LICENSED PREMISE | | | |
|----------------------------------------------------------------------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| Licensed Premise
(Business Location or Location of Special Event) | | Mailing Address
(If different from business address) | |
| DBA Name
Pizza Hut | | Name
WKRP Management, LLC | |
| Business Location Address
407 North Main Street | | Address
PO Box 12865 | |
| City
Lansing | State
KS | City
Overland Park | State
KS |
| Zip
66043 | | Zip
66282 | |
| Business Phone No.
(913) 727-3232 | | <input checked="" type="checkbox"/> Applicant owns the proposed business location.
<input type="checkbox"/> Applicant does not own the proposed business location. | |
| Business Location Owner Name(s)
Dirt Developers, LLC | | | |

| SECTION 4 – OFFICERS, DIRECTORS, STOCKHOLDERS OWNING 25% OR MORE OF STOCK | | | |
|-----------------------------------------------------------------------------------------|--|-----------------------------|-------------------|
| List each person and their spouse, if applicable. Attach additional pages if necessary. | | | |
| Name
Nestor Weigand | | Position
Member | |
| Residence Street Address
150 North Market | | City
Wichita | State
KS |
| Date of Birth
01/02/1939 | | Zip Code
67202 | |
| Spouse Name | | Position | |
| Residence Street Address | | City | State |
| | | Zip Code | |
| Name
Steven R Patton | | Position
Managing Member | |
| Residence Street Address
3708 West 61st Terr | | City
Fairway | State
KS 66205 |
| Date of Birth
11/25/1960 | | Zip Code | |
| Spouse Name | | Position | |
| Residence Street Address | | City | State |
| | | Zip Code | |
| Name
Terry Ruder | | Position
Managing Member | |
| Residence Street Address
2764 West 162nd | | City
Stillwel | State
KS |
| Date of Birth
11/29/1946 | | Zip Code
66085 | |
| Spouse Name | | Position | |
| Residence Street Address | | City | State |
| | | Zip Code | |

SECTION 4 – OFFICERS, DIRECTORS, STOCKHOLDERS OWNING 25% OR MORE OF STOCK (CONTINUED)

| | | | |
|--------------------------|----------|-------|---------------|
| Name | Position | | Date of Birth |
| Residence Street Address | City | State | Zip Code |
| Spouse Name | Position | | Date of Birth |
| Residence Street Address | City | State | Zip Code |
| Name | Position | | Date of Birth |
| Residence Street Address | City | State | Zip Code |
| Spouse Name | Position | | Date of Birth |
| Residence Street Address | City | State | Zip Code |
| Name | Position | | Date of Birth |
| Residence Street Address | City | State | Zip Code |
| Spouse Name | Position | | Date of Birth |
| Residence Street Address | City | State | Zip Code |
| Name | Position | | Date of Birth |
| Residence Street Address | City | State | Zip Code |
| Spouse Name | Position | | Date of Birth |
| Residence Street Address | City | State | Zip Code |
| Name | Position | | Date of Birth |
| Residence Street Address | City | State | Zip Code |
| Spouse Name | Position | | Date of Birth |
| Residence Street Address | City | State | Zip Code |
| Name | Position | | Date of Birth |
| Residence Street Address | City | State | Zip Code |
| Spouse Name | Position | | Date of Birth |
| Residence Street Address | City | State | Zip Code |
| Name | Position | | Date of Birth |
| Residence Street Address | City | State | Zip Code |
| Spouse Name | Position | | Date of Birth |
| Residence Street Address | City | State | Zip Code |
| Name | Position | | Date of Birth |
| Residence Street Address | City | State | Zip Code |
| Spouse Name | Position | | Date of Birth |
| Residence Street Address | City | State | Zip Code |
| Name | Position | | Date of Birth |
| Residence Street Address | City | State | Zip Code |
| Spouse Name | Position | | Date of Birth |
| Residence Street Address | City | State | Zip Code |

| SECTION 5 – MANAGER OR AGENT INFORMATION | | |
|--------------------------------------------------------------------------------|-----------------------------|---------------------------------------------------------------------|
| My place of business or special event will be conducted by a manager or agent. | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, provide the following: | | |
| Manager/Agent Name
Andy Spear | Phone No.
(913) 727-3232 | Date of Birth
04/19/1980 |
| Residence Street Address
7301 North Laurel Avenue | City
Kansas City MO | Zip Code
64158 |
| Manager or Agent Spousal Information | | |
| Spouse Name | Phone No. | Date of Birth |
| Residence Street Address | City | Zip Code |

| SECTION 6 – QUALIFICATIONS FOR LICENSURE | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Within two years immediately preceding the date of this application, have any of the individuals identified in Sections 4 & 5 have been convicted of, released from incarceration for or released from probation or parole for any of the following crimes:
(1) Any felony; (2) a crime involving moral turpitude; (3) drunkenness; (4) driving a motor vehicle while under the influence of alcohol (DUI); or (5) violation of any state or federal intoxicating liquor law. | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Have any of the individuals identified in Sections 4 and 5 been managers, officers, directors or stockholders owning more than 25% of the stock of a corporation which:
(1) had a cereal malt beverage license revoked; or (2) was convicted of violating the Club and Drinking Establishment Act or the CMB laws of Kansas. | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| All of the individuals identified in Sections 4 & 5 are at least 21 years of age ¹ . | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

| SECTION 6 – DURATION OF SPECIAL EVENT | | |
|---------------------------------------|------|---------------------------------------------------------|
| Start Date | Time | <input type="checkbox"/> AM <input type="checkbox"/> PM |
| End Date | Time | <input type="checkbox"/> AM <input type="checkbox"/> PM |

I declare under penalty of perjury under the laws of the State of Kansas that the foregoing is true and correct and that I am authorized by the corporation to complete this application. (K.S.A. 53-601)

SIGNATURE  DATE 11/05/2015

| FOR CITY/COUNTY OFFICE USE ONLY: | |
|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> License Fee Received | Amount \$ _____ Date _____
((\$25 - \$50 for Off-Premise license or \$25-200 for On-Premise license)) |
| <input type="checkbox"/> \$25 CMB Stamp Fee Received | Date _____ |
| <input type="checkbox"/> Background Investigation | <input type="checkbox"/> Completed Date _____ <input type="checkbox"/> Qualified <input type="checkbox"/> Disqualified |
| <input type="checkbox"/> New License Approved | Valid From Date _____ to _____ By: _____ |
| <input type="checkbox"/> License Renewed | Valid From Date _____ to _____ By: _____ |
| <input type="checkbox"/> Special Event Permit Approved | Valid From Date _____ to _____ By: _____ |

A PHOTOCOPY OF THE COMPLETED FORM, TOGETHER WITH THE STAMP FEE REQUIRED BY K.S.A. 41-2702(e), MUST BE SUBMITTED WITH YOUR QUARTERLY REPORT (ABC-307) TO THE ALCOHOLIC BEVERAGE CONTROL, 915 SW HARRISON STREET ROOM 214, TOPEKA, KS. 66625-3512.

¹ Spouse not required to be over 21 years of age. K.S.A. 41-2703(b)(9)



City of Lansing
Police Department



To: Tim Vandall, City Administrator
CC: N/A
Thru: N/A
From: Ben Ontiveros, Captain *B*

Date: 11/24/2015
Subject: Permit Renewal (Animal)
125 Rock Creek Loop (Bradford)

Animal Control Officer Dave Asmus conducted a renewal inspection and found John Bradford, 125 Rock Creek Loop, Lansing, KS, to still be in compliance with city ordinances in regards to maintaining more than four animals.



CITY OF LANSING

ANIMAL PERMIT APPLICATION

Applicant Name: John Bradford

Address: 125 Rak Creek Loop, Lansing KS 46843
Street City State Zip Code

Proposed Location (if different): _____
Street City State Zip Code

Mailing Address (if different): _____
Street City State Zip Code

Telephone (Day): 913-683-0871 Telephone (Evening): (same) Email: JBradford@kc.rr.com

Property Owner Name: (same) Property Owner Telephone: _____

Property Owner Address: (same)
Street City State Zip Code

Number of Each Type of Animal: 4 ea

General Description of Each Animal: Bee Hives

Noises or Odors Anticipated: NONE

Housing Arrangements for All Such Animals including Safety or Structure, Locks, Fencing, etc.: caution signs posted

Interest in Such Animal(s): Hobby / Business Production of honey

Any Information Regarding Vicious or Dangerous Propensities of All Such Animals: _____

Safety Precautions to be Taken: Caution signs posted on/near property

Prior Incidents Involving Public Health or Safety: NONE

LICENSE INFORMATION

Type of License: More than 4 Animals (\$25.00)

Other: _____ (\$25.00)

Renewal: Yes No

I declare under penalty of false statement that, to the best of my knowledge and belief, the statements made herein are true and correct.

Signature: John Bradford Date: 2 Nov 2015

No license shall be issued until the applicant or premise complies with all codes and ordinances of the City of Lansing. The Police Department may also review this application and schedule an inspection prior to license approval.

FOR OFFICIAL USE ONLY:

Application Received By: Crainer 11/2/15
Signature Date

Additional Information Required: Copy of Insurance
 Indemnity Statement Vaccination Information
 Spay/Neuter Information Identification Photographs


Cost: \$2500 License Period: annual

Inspection Scheduled: _____

Amount Received: \$2500 Cash Check Credit

Police Signature: _____

Council Meeting Date: _____ Approved Denied

TO: Tim Vandall, City Administrator 
FROM: Ben Ontiveros, Captain
DATE: November 24, 2015
SUBJECT: Request for Special Use Permit (128 E. Kansas)

Debbie Spezia has submitted a request to renew a special use permit for 128 E. Kansas to have more than four animals on his property. Animal Control Officer Dave Asmus conducted a re-inspection and found the property to still be in compliance with city ordinances. There have been no complaints for this property.

Action:
A motion to approve the special use permit for 128 E. Kansas

**A
G
E
N
D
A
I
T
E
M
#**

24



City of Lansing
Police Department



To: Tim Vandall, City Administrator
CC: N/A
Thru: N/A
From: Ben Ontiveros, Captain *B*

Date: 11/24/2015
Subject: Permit Renewal (Animal)
128 E. Kansas (Spezia)

Animal Control Officer Dave Asmus conducted a renewal inspection and found Debbie Spezia, 128 E. Kansas St., Lansing, KS, to still be in compliance with city ordinances in regards to maintaining more than four animals.

10 23-1



CITY OF LANSING ANIMAL PERMIT APPLICATION

Applicant Name: Webbie Spezia
 Address: 128 E Kansas Lansing Ks 66043
Street City State Zip Code
 Proposed Location (if different): Same
Street City State Zip Code
 Mailing Address (if different): Same
Street City State Zip Code
 Telephone (Day): 913-547-2629 Telephone (Evening): --- Email: Frontline Rabbits@AOL
 Property Owner Name: Same Property Owner Telephone: Same

Property Owner Address: _____
Street City State Zip Code
 Number of Each Type of Animal: 60-65 adult Rabbits (varies)
 General Description of Each Animal: domestic show rabbits, Domestic show Cavies
AKA Guinea Pig - 1 Dog - 2 cats - 1 Rat
41

Noises or Odors Anticipated: none anticipated - or left without treatment

Housing Arrangements for All Such Animals including Safety or Structure, Locks, Fencing, etc.: individually housed with additional doors & locks

Interest in Such Animal(s): Show animals &/or pets

Any Information Regarding Vicious or Dangerous Propensities of All Such Animals: N/A public not allowed

Safety Precautions to be Taken: no public allowed

Prior Incidents Involving Public Health or Safety: N/A


LICENSE INFORMATION
 Type of License: More than 4 Animals (\$25.00) Other: _____ (\$25.00)
 Renewal: Yes No

I declare under penalty of false statement that, to the best of my knowledge and belief, the statements made herein are true and correct.

Signature: Webbie Spezia Date: 11-13-15

No license shall be issued until the applicant or premise complies with all codes and ordinances of the City of Lansing. The Police Department may also review this application and schedule an inspection prior to license approval.

FOR OFFICIAL USE ONLY:
 Application Received By: [Signature] 11/13/15
Signature Date
 Additional Information Required: Copy of Insurance
 Indemnity Statement Vaccination Information
 Spay/Neuter Information Identification Photographs
 Cost: 25- License Period: annual
 Amount Received: 25- Cash Check Credit
 Inspection Scheduled: _____
 Police Signature: _____
 Council Meeting Date: _____ Approved Denied

TO: Tim Vandall, City Administrator 
FROM: Ben Ontiveros, Captain
DATE: November 24, 2015
SUBJECT: Request for Special Use Permit (401 Fairlane)

Angelia M. De Haven has submitted a request to renew a special use permit for 401 Fairlane to have more than four animals on his property. Animal Control Officer Dave Asmus conducted a re-inspection and found the property to still be in compliance with city ordinances. There have been no complaints for this property.

Action:
A motion to approve the special use permit for 401 Fairlane

**A
G
E
N
D
A
I
T
E
M
#**

29



City of Lansing
Police Department



To: Tim Vandall, City Administrator

Date: 11/24/2015

CC: N/A

Subject: Permit Renewal (Animal)

Thru: N/A

401 Fairlane (DeHaven)

From: Ben Ontiveros, Captain *B*

Animal Control Officer Dave Asmus conducted a renewal inspection and found Angelia M. DeHaven, 401 Fairlane, Lansing, KS, to still be in compliance with city ordinances in regards to maintaining more than four animals.



CITY OF LANSING

ANIMAL PERMIT APPLICATION

Applicant Name: ANGELIA M. DEHAVEN

Address: 401 FAIRLANE STREET LANSING KANSAS 66043
Street City State Zip Code

Proposed Location (if different): SAME
Street City State Zip Code

Mailing Address (if different): SAME
Street City State Zip Code

Telephone (Day): 913-306-5683 Telephone (Evening): SAME Email: ljohnson6@kc.rr.com

Property Owner Name: ANGELIA M. DEHAVEN Property Owner Telephone: 913-306-5683

Property Owner Address: 401 FAIRLANE STREET LANSING KANSAS 66043
Street City State Zip Code

Number of Each Type of Animal: 5 CATS, 2 FEMALE, 3 MALE (dogs are on page 2)

General Description of Each Animal: DOMESTIC SHORT HAIR WHITE FEMALE, DOMESTIC SHORT HAIR ORANGETABBY MALE, DOMESTIC SHORT HAIR BLACK MALE, DOMESTIC SHORT HAIR TORTISESHELL FEMALE, DOMESTIC LONG HAIR BLACK/WHITE MALE.

Noises or Odors Anticipated: NO NOISE OR ODOR OFFENSIVE TO THE NEIGHBORS AS THESE ANIMALS ARE KEPT INSIDE AND LITTER IS CHANGED DAILY.

Housing Arrangements for All Such Animals including Safety or Structure, Locks, Fencing, etc.: MALE CATS ARE HOUSED IN ONE BEDROOM AND THE FEMALE CATS ARE HOUSED IN A SECOND BEDROOM.

Interest in Such Animal(s): THESE ANIMALS ARE RESCUES AND ARE FAMILY PETS.

Any Information Regarding Vicious or Dangerous Propensities of All Such Animals: NONE

Safety Precautions to be Taken: NONE

Prior Incidents Involving Public Health or Safety: NONE

LICENSE INFORMATION

Type of License: More than 4 Animals (\$25.00) Other: _____ (\$25.00) Renewal: Yes No

I declare under penalty of false statement that, to the best of my knowledge and belief, the statements made herein are true and correct.

Signature: [Signature] Date: 13 Nov 15

No license shall be issued until the applicant or premise complies with all codes and ordinances of the City of Lansing. The Police Department may also review this application and schedule an inspection prior to license approval.

FOR OFFICIAL USE ONLY:

Application Received By: Beth Sanford 11/13/15
Signature Date

Cost: 25.00 License Period: annual

Amount Received: 25.00 Cash Check Credit

Additional Information Required: Copy of Insurance
 Indemnity Statement Vaccination Information
 Spay/Neuter Information Identification Photographs

Inspection Scheduled: _____

Police Signature: _____

Council Meeting Date: _____ Approved Denied



CITY OF LANSING

ANIMAL PERMIT APPLICATION

Applicant Name: ANGELIA M. DEHAVEN

Address: 401 FAIRLANE STREET LANSING KANSAS 66043
Street City State Zip Code

Proposed Location (if different): SAME
Street City State Zip Code

Mailing Address (if different): SAME
Street City State Zip Code

Telephone (Day): 913-306-5683 Telephone (Evening): SAME Email: ljohnson6@kc.rr.com

Property Owner Name: ANGELIA M. DEHAVEN Property Owner Telephone: 913-306-5683

Property Owner Address: 401 FAIRLANE STREET LANSING KANSAS 66043
Street City State Zip Code

Number of Each Type of Animal: 10 DOGS, 5 MALE 5 FEMALE (cats are on page 1)

General Description of Each Animal: 8 MINIATURE DACHSHUNDS, 5 RED, 3 ARE MALE, 2 ARE FEMALE, 3 BLACK AND TAN, 2 ARE MALE, 1 IS FEMALE. 1 BLACK AND TAN CHIWEENIE, FEMALE. 1 BLACK AND TAN MEAGLE, FEMALE.

Noises or Odors Anticipated: MINIMAL NOISE OR ODOR AS THE ANIMALS ARE NOT LEFT OUTSIDE UNATTENDED AND THE YARD IS CLEANED 3 TIMES A WEEK.

Housing Arrangements for All Such Animals including Safety or Structure, Locks, Fencing, etc.: BACKYARD IS ENCLOSED BY A 6' PRIVACY FENCE WITH THE GATE CLOSED AND SECURLY LATCHED AND ANIMALS ARE KENNELED WHILE IN THE HOUSE ALONE.

Interest in Such Anima(l)s: EACH DOG WAS A RESCUE AND SOME HAVE SPECIAL NEEDS REQUIRING SPECIAL DIETS, MEDICATIONS, AND TREATMENTS.

Any Information Regarding Vicious or Dangerous Propensities of All Such Animals: NONE

Safety Precautions to be Taken: NONE

Prior Incidents Involving Public Health or Safety: NONE

LICENSE INFORMATION

Type of License: More than 4 Animals (\$25.00) Other: _____ (\$25.00) Renewal: Yes No

I declare under penalty of false statement that, to the best of my knowledge and belief, the statements made herein are true and correct.

Signature: [Signature] Date: 13 NOV 15

No license shall be issued until the applicant or premise complies with all codes and ordinances of the City of Lansing. The Police Department may also review this application and schedule an inspection prior to license approval.

FOR OFFICIAL USE ONLY:

Application Received By: Beth Sanford 11/13/15 Additional Information Required: Copy of Insurance
Signature Date Indemnity Statement Vaccination Information
 Spay/Neuter Information Identification Photographs

Cost: _____ License Period: _____ Inspection Scheduled: _____

Amount Received: _____ Cash Check Credit Police Signature: _____

Council Meeting Date: _____ Approved Denied

TO: Tim Vandall, City Administrator *P*
FROM: Ben Ontiveros, Captain
DATE: November 24, 2015
SUBJECT: Request for Special Use Permit (717 Holiday Dr.)

J. Cooper has submitted a request to renew a special use permit for 717 Holiday Dr. to have more than four animals on his property. Animal Control Officer Dave Asmus conducted a re-inspection and found the property to still be in compliance with city ordinances. There have been no complaints for this property.

Action:
A motion to approve the special use permit for 717 Holiday Dr.

**A
G
E
N
D
A
I
T
E
M
#**
2h



City of Lansing
Police Department



To: Tim Vandall, City Administrator

Date: 11/24/2015

CC: N/A

Subject: Permit Renewal (Animal)

Thru: N/A

717 Holiday (Cooper)

From: Ben Ontiveros, Captain *B*

Animal Control Officer Dave Asmus conducted a renewal inspection and found J. Cooper, 717 Holiday Dr., Lansing, KS, to still be in compliance with city ordinances in regards to maintaining more than four animals.



CITY OF LANSING

ANIMAL PERMIT APPLICATION

Applicant Name: J Cooper

Address: 717 Holiday Dr. Lansing KS 48043
Street City State Zip Code

Proposed Location (if different): _____
Street City State Zip Code

Mailing Address (if different): _____
Street City State Zip Code

Telephone (Day): 913 485 9934 Telephone (Evening): _____ Email: Coopj65@gmail.com
State Zip Code

Property Owner Name: J Cooper Property Owner Telephone: _____

Property Owner Address: 717 Holiday Dr Lansing KS 48043
Street City State Zip Code

Number of Each Type of Animal: 2 Dogs 1 Cat 10 Rabbits (adults)

General Description of Each Animal: Dachshunds, house cat, mini Rex - 4-H project

Noises or Odors Anticipated: _____

Housing Arrangements for All Such Animals including Safety or Structure, Locks, Fencing, etc.: Yard is fenced.
Dogs and cats - house pets. Rabbits housed in shed

Interest in Such Animal(s): Pets - 4-H projects

Any Information Regarding Vicious or Dangerous Propensities of All Such Animals: None

Safety Precautions to be Taken: Locked gates

Prior Incidents Involving Public Health or Safety: _____

LICENSE INFORMATION

Type of License: More than 4 Animals (\$25.00) Other: _____ (\$25.00) Renewal: Yes No

I declare under penalty of false statement that, to the best of my knowledge and belief, the statements made herein are true and correct.

Signature: J Cooper Date: 11-10-15

No license shall be issued until the applicant or premise complies with all codes and ordinances of the City of Lansing. The Police Department may also review this application and schedule an inspection prior to license approval.

FOR OFFICIAL USE ONLY:

Application Received By: [Signature] 11/2/15
Signature Date

Cost: 25- License Period: Annual

Amount Received: 25- Cash Check Credit

Additional Information Required: Copy of Insurance
 Indemnity Statement Vaccination Information
 Spay/Neuter Information Identification Photographs

Inspection Scheduled: _____

Police Signature: _____

Council Meeting Date: _____ Approved Denied



CITY OF LANSING

ANIMAL PERMIT APPLICATION

Applicant Name: J COOPER (J. M. Cooper)

Address: 717 HOLIDAY DR LANSING Ks 66043
Street City State Zip Code

Proposed Location (if different): _____
Street City State Zip Code

Mailing Address (if different): _____
Street City State Zip Code

Telephone (Day): 913 485 9934 Telephone (Evening): SAME Email: COOPJ65C@GMAIL.COM
Street City State Zip Code

Property Owner Name: J COOPER Property Owner Telephone: 913 485 9934

Property Owner Address: 717 HOLIDAY DR LANSING Ks 66043
Street City State Zip Code

Number of Each Type of Animal: 2-DOGS, 1-CAT, 10 ADULT RABBITS

General Description of Each Animal: DACHSHUNDS - HOUSE CAT - MINI Rex RABBITS
(approximately 20 rabbits)

Noises or Odors Anticipated: NORMAL BARKING FROM DOGS - NONE FROM OTHERS.

Housing Arrangements for All Such Animals including Safety or Structure, Locks, Fencing, etc.: DOGS & CAT INSIDE PETS.
BACK YARD IS FENCED. RABBITS HOUSED IN HUTCHES

Interest in Such Animal(s): DOGS & CAT PETS - RABBITS ARE 4-H PROJECT.

Any Information Regarding Vicious or Dangerous Propensities of All Such Animals: NONE

Safety Precautions to be Taken: LOCKED GATES

Prior Incidents Involving Public Health or Safety: NONE

LICENSE INFORMATION


Type of License: One Dangerous Animal (\$20.00) More than One Dangerous Animal (\$25.00) More than Four Animals (\$25.00) Renewal: Yes No

I declare under penalty of false statement that, to the best of my knowledge and belief, the statements made herein are true and correct.

Signature: J Cooper Date: 6-10-15

No license shall be issued until the applicant or premise complies with all codes and ordinances of the City of Lansing. The Police Department may also review this application and schedule an inspection prior to license approval.

| FOR OFFICIAL USE ONLY: | |
|------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Application Received By: <u>[Signature]</u>
<small>Signature Date</small> | Additional Information Required: <input type="checkbox"/> Copy of Insurance
<input type="checkbox"/> Indemnity Statement <input type="checkbox"/> Vaccination Information
<input type="checkbox"/> Spay/Neuter Information <input type="checkbox"/> Identification Photographs |
| Cost: <u>25</u> License Period: <u>annual</u> | Inspection Scheduled: _____ |
| Amount Received: <u>25</u> <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit | Permit Approved: _____ |
| | Police Signature: _____ |

TO: Tim Vandall, City Administrator 
FROM: Sarah Bodensteiner, City Clerk
DATE: November 18, 2015
SUBJECT: Leavenworth County Fire District No. 1 Board of Trustees Candidate Selection

The Council interviewed candidates for the Leavenworth County Fire District No. 1 Board of Trustees. Two (2) candidates will need to be selected to represent the City. On December 14, 2015, the candidates will be appointed by the Joint Fire Board to fulfil a 4 year term expiring December 31, 2019.

Action:

A motion to nominate two (2) candidates to represent the City of Lansing on the Leavenworth County Fire District No. 1 Board of Trustees.

AGENDA ITEM # 3

TO: Tim Vandall, City Administrator *P*
FROM: Jason Crum, Parks and Recreation Director *JC*
DATE: November 17, 2015
SUBJECT: Tree Board Reappointments

The Lansing Tree Board recommends the reappointment of John Bennett to the Lansing Tree Board for a term ending December 31, 2018.

Staff recommends the reappointment of John Bennett to the Lansing Tree Board for a term ending December 31, 2018.

Action: Reappoint John Bennett to the Lansing Tree Board for a term ending December 31, 2018.

**A
G
E
N
D
A
I
T
E
M
#**

4



CITY OF LANSING

800 First Terrace

Lansing, Kansas 66043

Telephone: 913-727-3036 * Fax: 913-828-4579

www.lansing.ks.us

APPLICATION FOR TREE BOARD MEMBER

Name: John Bennett

Lansing Address: 410 Highgreen Drive

Home Phone: 727-6500

Secondary Phone: 306-1000

E-mail: JBennett10@KC.RR.com

Please attach a written statement expressing your interest in being appointed to the Lansing Tree Board. Your written statement should address the following four topics:

1. Qualifications for the position.
2. Personal philosophy concerning community trees.
3. Desired accomplishments as a Board Member.
4. Willingness to attend board meetings on the 2nd Thursday of January, March, May, September and November at 6:00 p.m.
5. The name, address, and telephone number of three personal references.



This appointment is to fulfill a Tree Board term of three (3) years. Applicants must reside within the City of Lansing urban growth management area, be 18 years of age and a U.S. citizen. *Applicants for the open positions will be considered on November 12, 2015, at the Lansing Tree Board Meeting at 6:00 p.m. at the Lansing Activity Center.

All applications should be returned to Lansing City Hall, 800 First Terrace, marked to the "Attention of the City Clerk" by close of business Friday, October 30, 2015.

Application for Tree Board Member:

John Bennett

1. Qualifications: Degree in Agriculture from the University of Missouri, 1961. Born and raised on a farm, and had a large garden for several years. Member of Lansing Tree Board since it's inception.
2. Philosophy: Trees provide a healthy environment for all.
3. Desired accomplishments: To represent residents, and continue improvements in the city.
4. Willingness to attend: Yes
5. Personal references: Gene Young, Ricky Dodson, Dr. Jay Carter.

TO: Tim Vandall, City Administrator 
FROM: Jason Crum, Parks and Recreation Director 
DATE: November 17, 2015
SUBJECT: PRAB Reappointments

The Lansing Parks and Recreation Advisory Board recommends the reappointment of Michelle Briggs, Barbara Hindman, Bob Lamborn, Garrett Martin and Mike Williams to the Lansing Parks and Recreation Advisory Board for a term ending December 31, 2017.

Staff recommends the reappointment of Michelle Briggs, Barbara Hindman, Bob Lamborn, Garrett Martin and Mike Williams to the Lansing Parks and Recreation Advisory Board for a term ending December 31, 2017.

Action: Reappoint Michelle Briggs, Barbara Hindman, Bob Lamborn, Garrett Martin and Mike Williams to the Lansing Parks and Recreation Advisory Board for a term ending December 31, 2017.

A
G
E
N
D
A
D
I
S
C
U
S
S
I
O
N
S

5



CITY OF LANSING

800 First Terrace

Lansing, Kansas 66043

Telephone: 913-727-3036 * Fax: 913-828-4579

www.lansing.ks.us

APPLICATION FOR LANSING PARKS & RECREATION ADVISORY BOARD MEMBER

Name: Michelle Briggs

Lansing Address: 522 Forestglen

Home Phone: 913 727 1226 Cell Phone: 620 655 5190

E-mail: briggslansing@yahoo.com

Position Interested In: Asst. Baseball

Please attach a written statement expressing your interest in being appointed to the Lansing Parks and Recreation Advisory Board. Your written statement should address the following four topics:

1. Qualifications for the position.
2. Personal philosophy of Parks and Recreation Activities.
3. Desired accomplishments as a Board Member.
4. Willingness to attend board meetings on the 2nd Thursday of every other month.

Also, attach the name, address, and telephone number of three personal references.

This appointment is to fulfill a Parks & Recreation Advisory Board term of two (2) years. Applicants must be a resident of the Lansing School District, 18 years of age and a U.S. citizen. *Applicants for the open positions will be considered on November 12, 2015, at the Parks & Recreation Advisory Board Meeting at 7:00 p.m. at the Lansing Activity Center.

All applications should be returned to Lansing City Hall, 800 First Terrace, marked to the "Attention of the City Clerk" by close of business on Friday, October 30, 2015.

Michelle Briggs

Parks and Recreation Board

1. Qualifications for the position

I have been a member of the board and understand the requirements of the position. I believe the board can be most productive with experienced members. I am also an experienced teacher, and have coached youth programs for more than 20 years.

2. Personal philosophy of Parks and Recreation Activities

As a professional educator, I believe that we need to provide athletic activities to help children stay fit, teach them teamwork, and provide them skills so they can play at the competitive level when they leave the parks and rec program.

3. Desired accomplishments as a Board Member

I want to see the parks and rec program as a feeder program for our middle school and high school sports. I believe that coaches need to be volunteers who will teach the necessary skills at each level. Skill development is more important than winning. I want to make good decisions on topics as they come before the board. I want to make sure we select members to the board that believe in our programs.

4. Willingness to attend board meetings

During the time that I have been on the board, I have had minimal absences for meetings. I think my record of attendance is proof that I am a reliable member. If there are any applicants for my current position, I want the board to consider selecting the new member if they meet the expectations of the board.

Personal References;

Tom and Cheryl Farris
(913) 683-2315
(913) 683-9364

Gary Mattingly
1412 147th Street
(913) 727-3357

Mike Basler
306 E. Mary
(913) 954-9218



CITY OF LANSING

800 First Terrace

Lansing, Kansas 66043

Telephone: 913-727-3036 * Fax: 913-828-4579

www.lansing.ks.us

APPLICATION FOR LANSING PARKS & RECREATION ADVISORY BOARD MEMBER

Name: Barbara Hindman

Lansing Address: 508 2nd St. Lansing KS 66043

Home Phone: N/A Cell Phone: (913) 775-0730

E-mail: barhindman@hotmail.com

Position Interested In: Cheerleading Commissioner

Please attach a written statement expressing your interest in being appointed to the Lansing Parks and Recreation Advisory Board. Your written statement should address the following four topics:

1. Qualifications for the position.
2. Personal philosophy of Parks and Recreation Activities.
3. Desired accomplishments as a Board Member.
4. Willingness to attend board meetings on the 2nd Thursday of every other month.

Also, attach the name, address, and telephone number of three personal references.

This appointment is to fulfill a Parks & Recreation Advisory Board term of two (2) years. Applicants must be a resident of the Lansing School District, 18 years of age and a U.S. citizen. *Applicants for the open positions will be considered on November 12, 2015, at the Parks & Recreation Advisory Board Meeting at 7:00 p.m. at the Lansing Activity Center.

All applications should be returned to Lansing City Hall, 800 First Terrace, marked to the "Attention of the City Clerk" by close of business on Friday, October 30, 2015.

My name is Barbara Hindman; I am reapplying for the Cheerleading Commissioner position. My qualifications for this position include; I have currently held the position since 2011, I have coached cheer teams for 5 years. I also served as the Committee Chairperson of the Lansing Boy Scout Troop for 4 years. I am willing to attend meetings on the 2nd Thursday of every other month.

My personal philosophy on Parks and Recreation activities is for the children to have a fun and provide the fundamentals of the sports. It is also important for them to learn sportsmanship and teamwork. I believe the younger years are important for the youth to learn the sport and be given a fair opportunity to participate in the games, before becoming too competitive. As cheerleading commissioner I stress the importance of having fun, good sportsmanship, teamwork, supporting the team in various ways (Banners, treat bags, locker signs, and anything else the girls can think up), and the basics of cheer.

My desired accomplishments as a Board Member are to be a participant in the board meetings and to give my opinions and ideas, and to support my fellow Board Members. My desire is to set up a cheer clinic with the high school cheerleaders to teach girls a few basics of cheerleading. I was able to do this in the past and it was very successful. I also provided the girls with an opportunity of doing a half time performance at our last three Super Bowl showings. I coordinated with the Lansing Lionettes to teach the girls a dance. I have found my time as commissioner fun and rewarding, when I see the girls having fun and enjoying supporting their teams and classmates.

Sincerely,

Barbara Hindman

References

**Don Studnicka
526 Forest Glen
Lansing, KS 66043
913-727-2907**

**Joe Sebes
127 S Ethel Lane
Lansing, KS 66043
913-651-4437**

**Doug Scalard
1311 Limit Street
Leavenworth, KS 66048
913-451-2966**



CITY OF LANSING

800 First Terrace

Lansing, Kansas 66043

Telephone: 913-727-3036 * Fax: 913-828-4579

www.lansing.ks.us

APPLICATION FOR LANSING PARKS & RECREATION ADVISORY BOARD MEMBER

Name: BOB LAMBORN

Lansing Address: 971 RIDGE DR., LANSING, KS 66043

Home Phone: 913-250-6130 Cell Phone: 913-702-2003

E-mail: KANSASMARBLER@ATT.NET

Position Interested In: BASEBALL COMMISSIONER

Please attach a written statement expressing your interest in being appointed to the Lansing Parks and Recreation Advisory Board. Your written statement should address the following four topics:

1. Qualifications for the position.
2. Personal philosophy of Parks and Recreation Activities.
3. Desired accomplishments as a Board Member.
4. Willingness to attend board meetings on the 2nd Thursday of every other month.

Also, attach the name, address, and telephone number of three personal references.

This appointment is to fulfill a Parks & Recreation Advisory Board term of two (2) years. Applicants must be a resident of the Lansing School District, 18 years of age and a U.S. citizen. *Applicants for the open positions will be considered on November 12, 2015, at the Parks & Recreation Advisory Board Meeting at 7:00 p.m. at the Lansing Activity Center.

All applications should be returned to Lansing City Hall, 800 First Terrace, marked to the "Attention of the City Clerk" by close of business on Friday, October 30, 2015.

My name is Bob Lamborn, and I am a retired park and recreation professional. I served about twenty years as the Director of Recreation for the Sublette Recreation Commission in Sublette, Kansas.

I am a graduate in the field from Kansas State University. I have graduated from the National Park and Recreation Association's Executive Development School and Resources Management School. I served on the Board of Directors of the Kansas Park and Recreation Association in various capacities for ten years.

I was a registered official in three varsity sports for the Kansas State High School Activities Association for fifteen years. I have officiated various sports from grade school to the Division I college level.

I was a middle school and high school assistant and head coach for basketball, softball, and baseball.

I believe that individuals of all ages should have the opportunity to enrich their lives through parks and recreation. These opportunities can be provided through free time activities, education, facilities, and structured programs.

It would be my desire to assist the Park and Recreation Department when called upon to do so and to provide insight when asked. I would like to see the Lansing Park and Recreation Department be proactive in providing opportunities to the residents of Lansing and to be on the leading edge of developments in the park and recreation field.

I have the ability to attend monthly meetings and would enjoy being of service, so I would appreciate the opportunity to serve on the advisory board.

I am a current member of the Lansing Parks & Recreation Advisory Board, serving as Baseball Commissioner. I have served for one and a half baseball seasons. I would like to continue serving and helping to improve the quality of baseball and other programs offered by Lansing Parks and Recreation.

References-

Bill Yount

P.O. Box 74

Sublette, KS 67877

1-620-353-3301

Rod Elsey

P.O. Box 148

Sublette, KS 67877

1-620-629-1859

Shandi Lopez

P.O. Box 914

Sublette, KS 67877

1-620-290-2846



CITY OF LANSING
800 First Terrace
Lansing, Kansas 66043
Telephone: 913-727-3036 * Fax: 913-828-4579
www.lansing.ks.us

APPLICATION FOR LANSING PARKS & RECREATION ADVISORY BOARD MEMBER

Name: Garrett Martin

Lansing Address: 116 Bittersweet LN

Home Phone: _____ **Cell Phone:** 913-702-4505

E-mail: Garrett.a.martin4.ctr@mail.mil

Position Interested In: Softball commissioner

Please attach a written statement expressing your interest in being appointed to the Lansing Parks and Recreation Advisory Board. Your written statement should address the following four topics:

1. Qualifications for the position.
2. Personal philosophy of Parks and Recreation Activities.
3. Desired accomplishments as a Board Member.
4. Willingness to attend board meetings on the 2nd Thursday of every other month.

Also, attach the name, address, and telephone number of three personal references.

This appointment is to fulfill a Parks & Recreation Advisory Board term of two (2) years. Applicants must be a resident of the Lansing School District, 18 years of age and a U.S. citizen. *Applicants for the open positions will be considered on November 12, 2015, at the Parks & Recreation Advisory Board Meeting at 7:00 p.m. at the Lansing Activity Center.

All applications should be returned to Lansing City Hall, 800 First Terrace, marked to the "Attention of the City Clerk" by close of business on Friday, October 30, 2015.

APPLICATION FOR LANSING PARKS & RECREATION ADVISORY BOARD MEMBER

1. Qualifications for the position:

I have been working this position for the last 4 years, I have been a board member for the last 5 years. I have worked continuously to improve equipment and work with full time staff to improve not only our softball program but our fields as well.

2. Personal philosophy of Parks and Recreation Activities.

I am committed to building relationships with parents, children of our city, as well as city employees and local professional organizations that are consistent with building friendly and fun leisure services which advocate quality of life for all, enhancement of individual health and fitness, choice, and decision making through leisure expression whether that be something as simple as walking on our city's walking trails or participating in our sports programs.

3. Desired accomplishments as a Board Member.

To Improve our softball facilities and supporting other members of the board in their areas so that all of our facilities are on par or better than other communities by working with full time staff, and working with members of the community.



4. Willingness to attend board meetings on the 2nd Thursday of every other month

This hasn't changed, still willing

Mike Williams serves as the USD 469 representative on the Lansing Parks and Recreation Advisory Board. His appointment will expire on December 31, 2015. When it was time to advertise for the other positions on the PRAB that were expiring, I contacted School District Superintendent Randy Bagby to ensure that the district was comfortable with having Mike Williams to continue serving in that capacity. Dr. Bagby informed me that as long as the PRAB and the City were happy with his service that he was comfortable with Mike Williams to continue to serve as their representative. The Parks and Recreation Advisory Board recommended his reappointment at the November meeting.

Parks & Recreation Director

Jason Crum

TO: Tim Vandall, City Administrator 
FROM: John W. Young, Director of Public Works 
DATE: November 27, 2015
SUBJECT: Ordinance No. 957: An Ordinance Vacating a Permanent Drainage Easement in Gamble's Crossing Subdivision

When Gamble's Crossing was platted, it incorporated an existing permanent drainage easement that had been dedicated in 1997 across the new lots 6 and 7. When the final Public Improvements for the subdivision were designed, it was determined that for engineering reasons the drainage easement and drainage improvements needed to be relocated. A new permanent drainage easement sufficient for construction and maintenance of the actual needed improvements was dedicated to the city by the developer. The old existing easement is not needed and, if allowed to remain, would interfere with the siting of homes.

Action: A motion to adopt Ordinance No. 957: An ordinance vacating a permanent drainage easement across Lots 6 and 7, Gamble's Crossing.

**A
G
E
N
D
A
I
T
E
M
#**


ORDINANCE NO. 957

AN ORDINANCE VACATING A PERMANENT DRAINAGE EASEMENT OVER LOTS 6 AND 7,
GAMBLE'S CROSSING

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

Section 1. The previously platted permanent drainage easement which was originally dedicated on October 2, 1997, and recorded with the Leavenworth County, Kansas, Register of Deeds in Book 743, Page 62, is no longer of use and has been replaced by a permanent drainage easement dedicated on May 2, 2015, and recorded with the Leavenworth County, Kansas, Register of Deeds as Document No. 2015R03622. The new permanent drainage easement is suitable for current conditions and there is no foreseeable need to retain the **older** existing permanent drainage easement; and

Pursuant to K.S.A. 14-423, be it ordained by the Governing Body of the city of Lansing, Kansas, that the following described utility easement be vacated:

A 20.00 foot wide tract of land in the Northeast One-Quarter of Section 24, Township 09 South, Range 22 East in the city of Lansing, Leavenworth County, Kansas, being a part of the abandoned Lansing Brighton Railroad Right-of-Way and a part of Lots 4 and 5, Block 3, Gambles 3rd Addition, the centerline of which being described as follows:

Commencing at the Southwesterly corner of Lot 54 as platted in Carriage Hill Subdivision; thence Northeasterly on the Southerly line of said Subdivision and on a curve to the left having a radius of 71620 feet, an initial tangent bearing of North 65°59'12" East, a central angle of 5°28'44" and an arc length of 6849 feet to the Point of Beginning of the above-described centerline; thence South 29°29'32" East a distance of 4.13 feet to a point; thence South 86°00'12" East a distance of 10808 feet to a point; thence South 72°39'02" East a distance of 272.00 feet to the Point of Termination, except that part in Gamble Street and except that part in the abandoned Atchison, Topeka and Santa Fe Railroad Right-of-Way.

Section 2. That this ordinance shall become effective thirty (30) days after the publication thereof unless one or more interested parties files a written protest in the Office of the City Clerk of the city of Lansing, Kansas, before the expiration of such time.

PASSED AND APPROVED by the governing body of the city of Lansing, County of Leavenworth, State of Kansas, this third day of December, 2015.

Louis E. Kirby, Mayor

ATTEST:

Sarah Bodensteiner, City Clerk

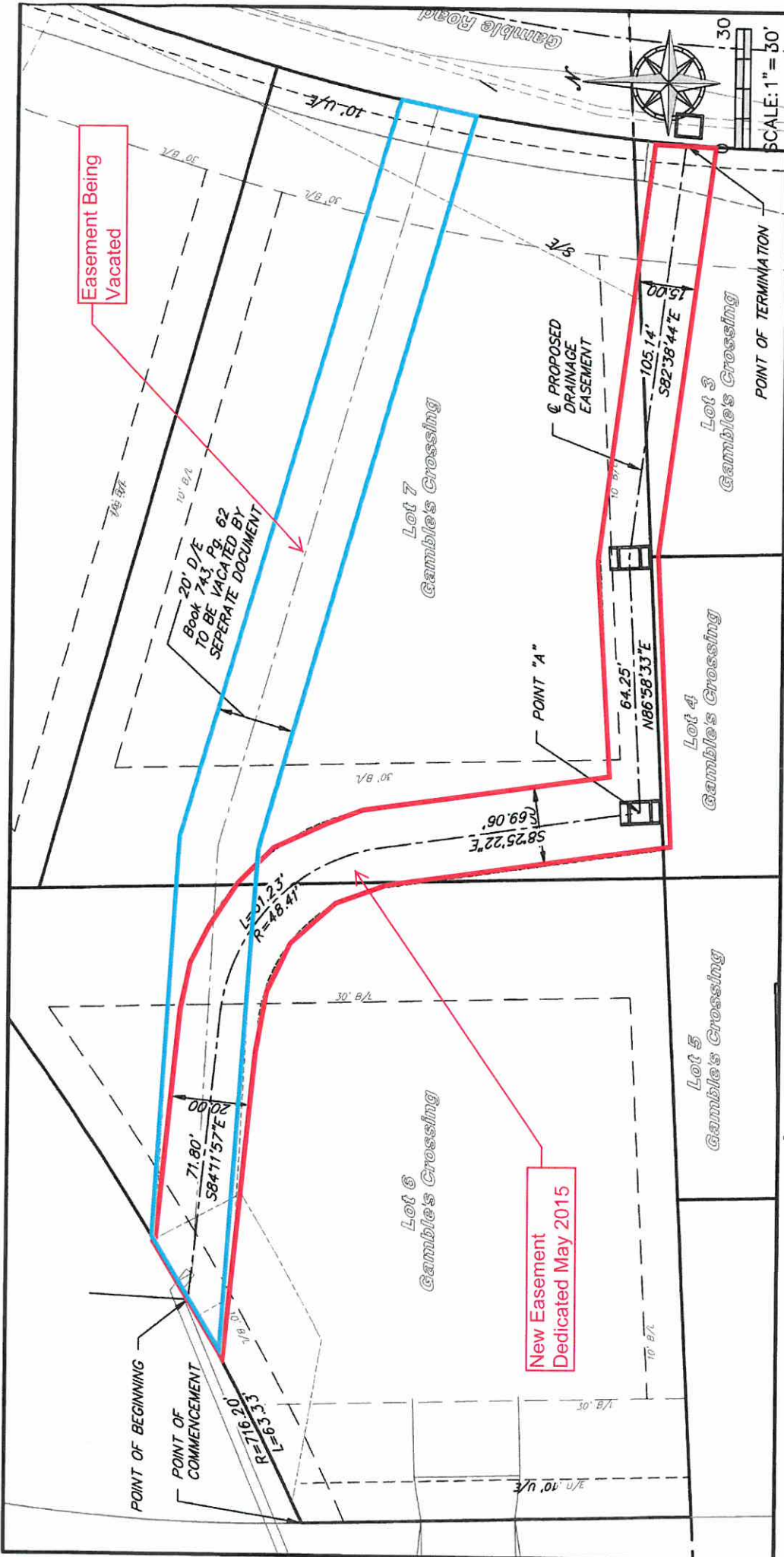
(SEAL)

APPROVED AS TO FORM:

Gregory C. Robinson, City Attorney

Published: *The Leavenworth Times*

Date: _____



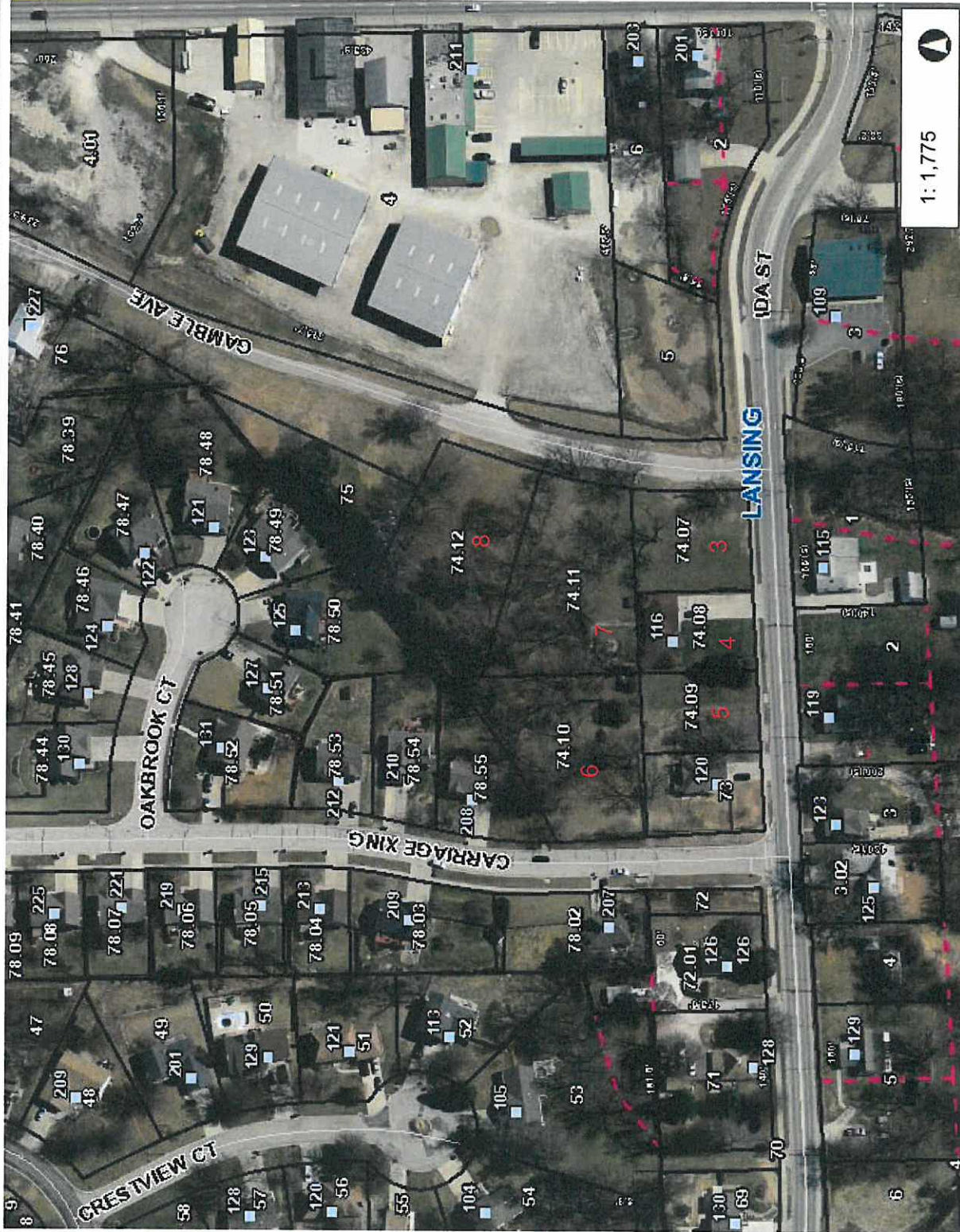
PROJECT NO. 2013.071
DATE: 05-01-2015
BY: ELM

McAFEE HENDERSON SOLUTIONS, INC.
 Civil Engineering & Land Surveying
 15323 W. 95th Street Lenexa, KS 66219
 Ph: (913) 888-4617 Fax: (913) 390-9865



Leavenworth County, KS

Easement Vacation



1:1,775





This map is a user generated static output from an internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
THIS MAP IS NOT TO BE USED FOR NAVIGATION



Legend

- Address Point
- Address Points Leavenworth
- Parcel
- Parcel Number
- Subdivisions
- Lot Line
- City Limit Line
- Major Road
- <all other values>
- 70
- Road
- Railroad
- Section
- County Boundary

Notes

TO: Tim Vandall, City Administrator 
FROM: Elizabeth Sanford, Finance Director 
DATE: November 23, 2015
SUBJECT: Public Hearing on the Proposed Amended 2015 Budget.

A list of funds that require increases to the 2015 adopted budget is listed below for your review and action. Please also find attached, the *Notice of Hearing* on the *Proposed Amended 2015 Budget*, as published in the Leavenworth Times on November 20, 2015. No additional ad valorem tax will be levied.

| Fund Name | 2015 Adopted Budget | 2015 Proposed Amendment | 2015 Proposed Amended Budget |
|---------------------------------------------------------------------------------------------------------------------------|---------------------|-------------------------|------------------------------|
| Mayor's Christmas Tree Fund: | \$3,200 | \$2,000 | \$5,200 |
| <i>To provide additional spending authority to help the families participating in the Mayor's Christmas Tree program.</i> | | | |

Motion:

Staff recommends that the Council make a motion to adopt the Amended 2015 Budget as presented.

2015

**Amended
Certificate
For Calendar Year 2015**

To the Clerk of Leavenworth County, State of Kansas
We, the undersigned, duly elected, qualified, and acting officers of
City of Lansing
certify that: (1) the hearing mentioned in the attached publication was held;(2) after the Budget Hearing this Budget was duly approved and adopted as the maximum expenditure for the various funds for the year.

| | | 2015
Amended Budget | | | |
|-----------------------------|---------------|------------------------|------------------------------------------|---------------------------------|------------------------------------------|
| | | Page
No. | Amount of
2014
Tax that was Levied | Adopted
2015
Expenditures | Proposed Amended
2015
Expenditures |
| Table of Contents: | | | | | |
| Fund | K.S.A. | | | | |
| Mayor's Christmas Tree Fund | | 1 | | 3,200 | 5,200 |
| | | | | | |
| | | | | | |
| | | | | | |
| Totals | | xxxxxxxxx | 0 | 3,200 | 5,200 |
| Summary of Amendments | | 2 | | | |

Attested date: _____

County Clerk

Assisted by:

Address:

Email:

Governing Body

City of Lansing

2015

Adopted Budget

| Mayor's Christmas Tree Fund | 2015
Adopted
Budget | 2015
Proposed
Budget |
|---------------------------------------|---------------------------|----------------------------|
| Unencumbered Cash Balance January 1 | 5,223 | 5,223 |
| Receipts: | | |
| Ad Valorem Tax | 0 | 0 |
| Delinquent Tax | 0 | 0 |
| Motor Vehicle Tax | 0 | 0 |
| Recreational Vehicle Tax | 0 | 0 |
| 16/20M Vehicle Tax | 0 | 0 |
| Donations | 2,500 | 4,000 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Interest on Idle Funds | 0 | 0 |
| Total Receipts | 2,500 | 4,000 |
| Resources Available: | 7,723 | 9,223 |
| Expenditures: | | |
| Distributions | 3,200 | 5,200 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Total Expenditures | 3,200 | 5,200 |
| Unencumbered Cash Balance December 31 | 4,523 | 4,023 |

**Notice of Budget Hearing for Amending the
2015 Budget**

The governing body of
City of Lansing

will meet on the day of December 3, 2015 at 7:00 p.m. at Lansing City Hall, 800 1st Terrance, Lansing, Kansas for the purpose of hearing and answering objections of taxpayers relating to the proposed amended use of funds.

Detailed budget information is available at Lansing City Hall
and will be available at this hearing.

Summary of Amendments

| Fund | 2015
Adopted Budget | | | 2015
Proposed Amended
Expenditures |
|-----------------------------|------------------------|----------------------------------|--------------|------------------------------------------|
| | Actual
Tax Rate | Amount of Tax
that was Levied | Expenditures | |
| Mayor's Christmas Tree Fund | | | 3,200 | 5,200 |
| | | | 0 | 0 |
| | | | 0 | 0 |
| | | | 0 | 0 |
| | | | 0 | 0 |
| | | | 0 | 0 |

Elizabeth Sanford
Official Title: Finance Director

Dear Lansing Parks & Rec,

Thank you for your help with my eagle project.
and allowing me to do a project ~~by~~ for the
City. Thank you for being easy to work with.
You guys always do a great job taking care
of our city. We love all the new trails!
Thank you Thankyou thankyou!

Sincerely,

Stephen Motina

1 Introduction and Summary

This section will discuss the Traffic Engineering Assistance Program (TEAP) administered by the Kansas Department of Transportation (KDOT), the application by the City of Lansing, Kansas describing existing conditions issues, along with a high-level overview of the recommended strategies to address the issues presented.

1.1 TEAP OVERVIEW

TEAP is administered by KDOT and provides federal funds to local municipalities and counties that have traffic engineering needs but do not typically have the staff or funds to investigate the issues. These funds are generally used on roadways and intersections that are not state routes addressed by KDOT staff.

1.2 SUMMARY

This TEAP Study provided an extensive review of the signing and pavement marking on the public, and some private, roads surrounding the existing Lansing School District Elementary School, Middle School, and High School as of June 2015. Extensive recommended signing modifications are included within the report both to bring the signs into conformance with national standards, and also to improve signing consistency and focus drivers' attention on important aspects of the transportation network surrounding each school.

As part of the study, a review of a proposed crosswalk south of the Elementary School on W Mary Street near W Kay Street was conducted. This study recommends a crosswalk at this intersection, with signing, pavement markings, and physical modifications of W Mary Street which will influence driver behavior. As part of this study, a previous traffic study conducted on W Mary Street at W Kay Street in 2008, which did not recommend a crosswalk at this location, was thoroughly critiqued.

2 Existing Issues Description

The City of Lansing Public Works Director, Mr. John Young, submitted an application to KDOT requesting a traffic study be performed at schools in the existing Lansing School District in Lansing Kansas including the existing High school, Middle School, and Elementary School to determine whether the existing signage and pavement markings are appropriate. The problem statement read as follows:

“Existing High School will be utilized as Junior High School beginning August 2015. Existing Middle School will be utilized as Elementary School beginning August 2015. Community wishes to make sure appropriate traffic engineered school signing/markings is in place on adjacent streets at both locations before the changes in use take place.”

During the in-person meeting with the City of Lansing it was clarified that the existing High School will not be used as a Junior High until August 2016, not August 2015 as described in the application.

Additional information from the study application and from a phone call with the Public Works Director provided additional concerns regarding pedestrian safety at specific intersections as well as parking spillover from the schools to adjacent residential neighborhoods during after school activities.

This study will focus on evaluating the existing geometric configurations at the schools and adjacent residential roadways, traffic signage, pavement markings, reduced school speed limits, posted speed limits and existing crosswalk locations. In addition, a review of the existing city ordinances and state statutes will be conducted to determine school zone designations and any active status of school zone violation fines.

2.1 OVERVIEW OF AREA

The study area consists of schools within the existing USD 469 school district in Lansing, KS. This includes Lansing High School, Lansing Middle School and Lansing Elementary School. The City of Lansing, KS is located in Leavenworth County and is considered part of the Kansas City metropolitan area. Lansing is located approximately 30 miles northwest of Kansas City, KS. The City population in 2013 was estimated to be 11,642 (United States Census Bureau, 2015).

The existing Lansing High School is located to the east of K-7/US-73 on the south east area of the City. Land use surrounding the High School is residential.

The Middle School and Elementary School are located on the west side of K-7/US73. The Elementary School is located directly south of the Middle School. The land use surrounding the Middle School is residential, while the land use surrounding the Elementary School is a mixture of low density residential and undeveloped forest. The undeveloped forest is located west and southwest of the elementary school.

Figure 1 shows an aerial map of the study area. The areas highlighted in red will be analyzed for signs and pavement markings and those in orange will be reviewed for parking spillover.



Figure 1 - TEAP Study Area (USD 469), Lansing, KS

2.2 REVIEW OF PREVIOUS STUDIES

Related studies conducted in this area were provided by the City of Lansing. Two studies were reviewed in order to identify any previous recommendations which may have impacted the study area.

One of the primary resources used for evaluations within this report, and previous reports, is the Manual on Uniform Traffic Control Devices (MUTCD). The MUTCD is the national standard for all traffic control devices installed on any street or highway open to public travel in accordance with federal law. Traffic control devices consist of signs, pavement markings, and other devices used to regulate, warn, or guide traffic on streets or highways. The current edition is the 2009 MUTCD. The MUTCD is freely available in electronic format at mutcd.fhwa.dot.gov.

2.2.1 TEAP Speed Limit Study from 2007

The first study reviewed was a TEAP study that was performed by Bucher, Willis & Ratliff in the year 2007. This was a Speed Limit Study to “Identify proper speed limits along DeSoto Road, McIntyre Road, Gilman Road east of K-7/US-73, Gilman Road/Canyon View/Cottonwood/Willow, East Mary Street, 4H Road, Ida Street, and 155th Street in Lansing, Kansas” (Bucher, Willis & Ratliff, 2007). The existing speed limits were identified and recommended speeds along these roadways were determined using the 85th percentile speed of free flowing traffic along with engineering judgment in accordance to the MUTCD guidelines.

The following regulatory speed limits were recommended:

- Increase from 35 mph to 40 mph at Desoto Road, McIntyre Road and Gilman Road east of K-7/US-73 Highway.
- Increase from 35 mph to 45 mph on East Mary Street east of the K-7/US-73 Highway while maintaining the school zone speed limit at the school on East Mary Street, and add a 35 mph speed limit west of the school for eastbound traffic.
- No changes to the speed limits on Gilman Road/Canyon View/Cottonwood/Willow and at 4H Road.
- Increase from 25 mph to 35 mph on Ida Street.

2.2.2 Traffic Study - Crosswalk Evaluation on W Mary Street at W Kay Street from 2008

The second traffic study reviewed was a pedestrian crossing evaluation for the City of Lansing that was prepared by Wilson & Company. The study was to “Evaluate the feasibility and safety of a proposed crosswalk on West Mary Street at West Kay Street in proximity to Lansing Elementary School” (Wilson & Company, 2008). The study was requested by residents from the multifamily dwelling units located along Francis Lane to provide a more direct route for pedestrians and students walking from the residential areas to the elementary school.

At the time of the study, there was a pedestrian crosswalk on the east leg of the intersection of W Mary Street & Bittersweet Street, and another pedestrian crosswalk on the east leg of W Mary Street & S Main Street. These crossing locations were out-of-the-way of reasonably direct walking routes to the Elementary School from local residential units. It is likely that students and pedestrians were crossing W Mary Street at the shortest possible path between their origin and destination.

The study along W Mary Street reviewed the crash history, driver speeds both during and outside of school hours, existing signing, and sight distance at the proposed crossing near W Kay Street. The crash history aspect of this report will not be discussed further as there was no pattern of crashes identified by the 2008 study. There were no recommendations for modified signing, but the study recorded the existing signing at the time, which appears to closely match what was found in 2014. Signing will be discussed later in this report.

The 2008 Report’s information on driver speeds along W Mary Street and the sight distance study for the proposed crosswalk deserve further discussion as they directly affect the current study. The entirety of the 2008 Traffic Study concerning the W Mary Street crosswalk at W Kay Street is included in the appendix for reference, but applicable parts of the study will be quoted and referenced extensively in this report.

2.2.2.1 2008 Traffic Study Report Driver Speed Data in Relation to School Zone Speeds

The 2008 study recorded 64 hours of speed data from 2:00 p.m. on Monday, December 1, 2008 to 6:00 a.m. on Thursday, December 4, 2008. Of this data, three time periods were more closely analyzed and are shown in Table 1.

Table 1 - Vehicle Speed Data on W Mary Street near W Kay Street

| Date and Time | | Direction of Travel | | Speed (mph) | | | |
|---------------|----------------------------|---------------------|----------|-------------|---------|---------|-----------------|
| Date | Time | Street | Approach | Posted | Average | Median | 85th Percentile |
| 12/3/2008 | All Day | W Mary Street | Both | 35 | 27.5 | 29.0 | 34.0 |
| 12/3/2008 | 6 a.m. – 6 p.m. | W Mary Street | Both | 35 | 27.0 | 28.0 | 34.0 |
| 12/3/2008 | School Arrival & Dismissal | W Mary Street | Both | 20 | 26 | Unknown | Unknown |

Source: (Wilson & Company, 2008)

Typically when 85th percentile speeds are used as guidance when setting regulatory speed limits, free-flowing traffic is used (Federal Highway Administration, 2009, p. 2B.13). As such, only the first vehicle in a platoon, or group of vehicles, should be counted toward the 85th percentile speed. The following drivers were not free flowing as they were restricted by the speed of drivers in front of them. Typical times when free flow speeds are observed outside of the peak hours. Mid-morning hours and mid-afternoon hours are often conducive for obtaining free-flow speeds of drivers. It's unknown if the 2008 Traffic Study only counted free-flowing vehicles, or if all vehicles were counted. As a result, the actual speeds during off-peak hours with free-flowing vehicles only may be higher than depicted in Table 1.

The 85th percentile speed is used in traffic engineering as a determining factor in setting regulatory speed limits. According to the Institute of Transportation Engineers (ITE) "The most widely accepted method by state and local agencies is to set the limit at or below the speed at which 85 percent of the traffic is moving." The 85th percentile speed is how drivers 'vote with their feet.' Studies have shown that 'crash rates are lowest at around the 85th percentile speed.'" (Institute of Transportation Engineers). The Manual on Uniform Traffic Control Devices (MUTCD) 2009 provides guidance stating that "When a speed limit within a speed zone is posted, it should be within 5 mph of the 85th percentile speeds for free-flowing traffic." (Federal Highway Administration, 2009, p. 2B.12.12). The speed data from 2008 shows that drivers are following the posted speed limit of 35 mph very well, as the 85th percentile speed of 34.0 mph is under the regular 35 mph posted speed.

Drivers do not appear to be slowing down to stay within the school speed limit of 20 mph with an average speed during this time period of 26 mph. In fact, the average speed only decreased 1.0 to 1.5 mph from their non-school time average travel speeds, even though the speed limit was lowered by 15 mph during school arrival and dismissal.

2.2.2.2 2008 Traffic Study Report Sight Distance Analysis for Proposed Crosswalk Location

The 2008 Traffic Study Report measured sight distances at the proposed pedestrian crosswalk location. Their measured sight distances are reproduced in Figure 2.

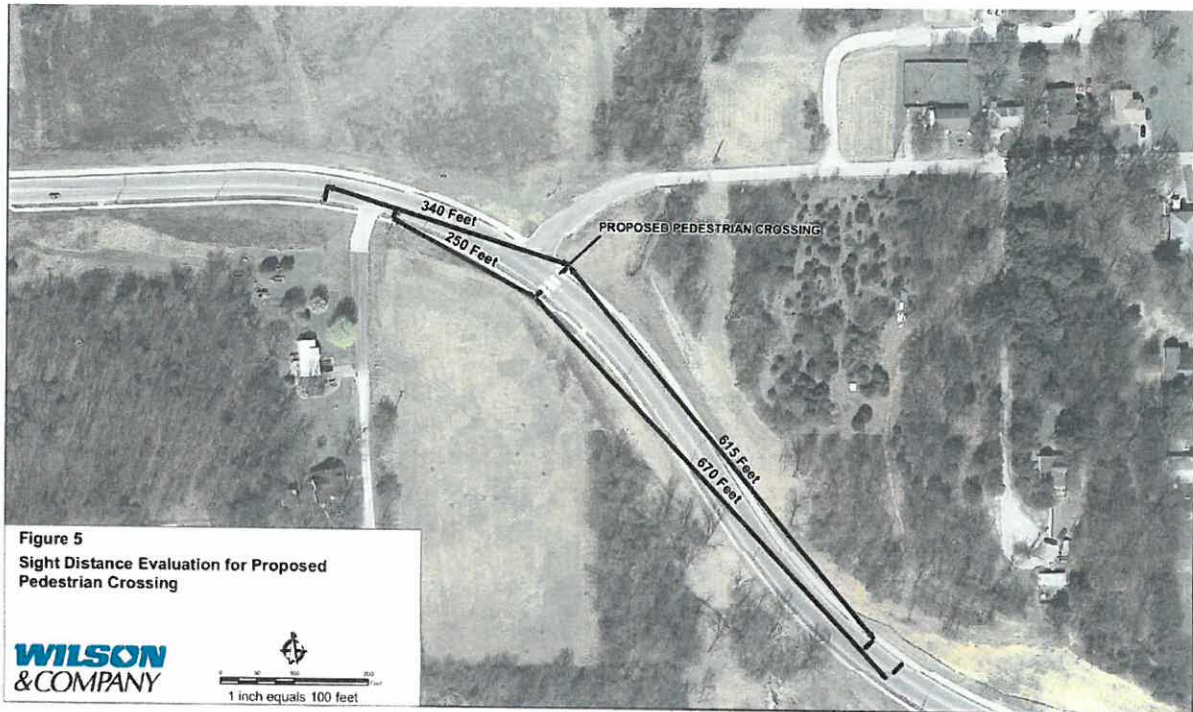


Figure 2 - 2008 Traffic Study Report's Sight Distance Evaluation for Proposed Pedestrian Crossing (W Mary Street & W Kay Street)

The sight distance analysis section from the 2008 Traffic Study Report is reproduced below:

"Sight Distances were measured at the proposed pedestrian crosswalk location on December 4, 2008. Figure 5 [Figure 2 in this report] shows the measured sight distances from the north and south sides of W. Mary Street at the proposed crossing location. From the south side of W. Mary Street, the sight distances were 670 feet to the east and 250 feet to the west. From the north side of the [sic] W. Mary Street, the sight distances were 615 feet to the east and 340 feet to the west.

*Using rectified aerial photography from the City of Lansing, a curve was best fit to identify the approximate design speed for W. Mary Street. Based on the current geometry, it appears that W. Mary Street is designed to 40mph criteria. A Policy on Geometric Design of Highways and Streets, 2004 Edition, AASHTO [2] recommends a Decision Sight Distance of **330 feet** on a road with a design speed of **40 mph**. It is observed that the available sight distance to the west of the proposed pedestrian crosswalk is inadequate from the south side of the [sic] W. Mary Street and the available sight distance from the north side of W Mary Street is 10 feet more than the minimum acceptable decision sight distance. Although convenient, this proposed crossing location would not be a safe location to install a pedestrian crossing, as the vehicles traveling eastbound would not have the sufficient decision sight distance to decelerate safely to a full stop." Source: (Wilson & Company, 2008) Emphasis in the original.*

The 2008 Report goes on to recommend an additional pedestrian crosswalk on the west leg of the intersection of W Mary Street and what the 2008 Report incorrectly refers to as Main Street, which is actually Center Drive. S Main Street is actually US-73/K-7/S Main Street and is a four-lane divided

highway located approximately 500 feet east of Center Drive. The 2008 Report did not investigate any additional traffic calming techniques at the proposed pedestrian crossing location at W Kay Street.

After reviewing the 2008 Traffic Study Report, it was determined there were some incorrect as well as overly conservative uses of engineering methodologies and applications during the sight distance review for the proposed pedestrian crossing at W Mary Street & W Kay Street.

The first issue in the 2008 Report is the use of decision sight distance as the method for determining the suitability of a pedestrian crossing as opposed to stopping sight distance. For evaluation of this, a discussion on sight distances, stopping sight distances, and decision sight distances is needed.

American Association of State Highway and Transportation Official's (AASHTO) "A Policy on Geometric Design of Highways and Streets," commonly referred to as the "Green Book" provides guidance on which type of sight distance should be evaluated and how to evaluate the sight distance. The 2008 Report used the most recent Green Book at the time, which was the 2004 Green Book. The current edition of the Green Book is the 2011 edition. Both the 2004 and the 2011 Green Book will be quoted as applicable.

The 2004 Green Book states the following about stopping sight distances:

"Sight distance is the length of the roadway ahead that is visible to the driver. The available sight distance on a roadway should be sufficiently long to enable a vehicle traveling at or near the design speed to stop before reaching a stationary object in its path. Although greater lengths of visible roadway are desirable, the sight distance at every point along a roadway should be at least that needed for a below-average driver or vehicle to stop.

Stopping sight distance is the sum of two distances: (1) the distance traversed by the vehicle from the instant the driver sights an object necessitating a stop to the instant the brakes are applied; and (2) the distance needed to stop the vehicle from the instant brake application begins. These are referred to as the brake reaction distance and braking distance, respectively." Source: (American Association of State Highway and Transportation Officials, 2004, p. 110)

The 2004 Green Book recommends a brake reaction time of 2.5 seconds for stopping sight distance calculations which "should be large enough to include the reaction times needed by nearly all drivers under most highway conditions," "encompasses the capabilities of most drivers, including those of older drivers," and "exceeds the 90th percentile of reaction time for all drivers". "The need for greater reaction time in the most complex situation encountered on the roadway, such as those found at multiphase at-grade intersection and at ramp terminals on through roadways, can be found later in this chapter in the section on 'decision sight distance.'" Source: (American Association of State Highway and Transportation Officials, 2004, p. 111).

The 2004 Green Book also discusses the use of decision sight distance, the start of which section still refers to stopping sight distance:

“Stopping sight distances are usually sufficient to allow reasonably competent and alert drivers to come to a hurried stop under ordinary circumstances. However, these distances are often inadequate when drivers must make complex or instantaneous decisions, when information is difficult to perceive, or when unexpected or unusual maneuvers are required. Limiting sight distances to those needed for stopping may preclude drivers from performing evasive maneuvers, which often involve less risk and are otherwise preferable to stopping. ...

Decision sight distance is the distance needed for a driver to detect an unexpected or otherwise difficult-to-perceive information source or condition in a roadway environment that may be visually cluttered, recognize the condition or its potential threat, select an appropriate speed and path, and initiate and complete the maneuver safely and efficiently. Because decision sight distance offers drivers additional margin for error and affords them sufficient length to maneuver their vehicles at the same or reduced speed, rather than to just stop, its values are substantially greater than stopping sight distance.” Source: (American Association of State Highway and Transportation Officials, 2004, p. 115).

The 2008 Traffic Study Report uses decision sight distance, with Avoidance Maneuver A, which is a stop on a rural road which equates to 3.0 seconds of pre-maneuver time (similar to perception reaction time in this case). Using the 3.0 second value within the decision sight distance equation includes an extra 0.5 seconds of perception reaction/pre-maneuver time than is required using the stopping sight distance value of 2.5 seconds.

Decision sight distance, as used and applied in the 2008 Traffic Study Report is incorrect, and stopping sight distance or a different analysis method is more appropriate. Drivers will be alert to the possible presence of pedestrians due to the pedestrian warning signs. Drivers need to come to a complete stop at a marked pedestrian crosswalk. Drivers do not need to make complex decisions or perform unusual or evasive maneuvers when confronted with a pedestrian crossing on a two-lane road, they only need to stop.

The second issue is with the use of the design speed of 40 mph as determined from aerial photography, rather than the posted speed limit. If W Mary Street actually was designed with a 40 mph design speed using 2004 Green Book recommendations it would have a stopping sight distance sufficient for drivers travelling 40 mph to come to a complete stop if an object was spotted in the road ahead. “Stopping sight distance is provided continuously along each highway or street so that drivers have a view of the roadway ahead that is sufficient to allow drivers to stop. The provision of stopping sight distances at all locations along each highway or street, including intersection approaches, is fundamental to intersection operation” (American Association of State Highway and Transportation Officials, 2004, p. 650).

A 40 mph design speed will have a stopping sight distance longer than a 35 mph posted speed limit stopping sight distance. However, this is somewhat irrelevant, as it is unknown from the available data when W Mary Street was designed and the design speed and guidelines that were used at the time. What is relevant is that drivers should not be travelling at 40 mph on a 35 mph posted regulatory speed limit. In fact, the data collected as part of the 2008 Traffic Study Report shows that even the 85th

percentile of drivers are only travelling 34.0 mph (Table 1) back in 2008. Speed data provided by the City of Lansing collected in 2014 showed that the 85th percentile on the east leg of the intersection of W Mary Street & Bittersweet Street (approximately 1,000 ft to the west of W Kay Street) is 36 mph with an average speed of 27.99 mph.

An inferred 40 mph design speed on W Mary Street, as used and applied in the 2008 Traffic Study Report is incorrect as well as overly conservative, and using the posted regulatory speed limit of 35 mph with supporting recorded driver travel speeds is more fitting.

Using even these two corrected assumptions in the 2008 Traffic Study Report would have resulted in using the stopping sight distance for 35 mph as the criteria for implementing a pedestrian crosswalk. The design value for stopping sight distance at 35 mph with no grade to the roadway is 250 feet (American Association of State Highway and Transportation Officials, 2004, p. 112). As measured in the 2008 TEAP Report, 250 feet of sight distance or more was available for all sight lines at the proposed crosswalk location.

2.2.3 Speed Data from 2014 Provided by City of Lansing

In addition to the two studies reviewed, the City of Lansing provided a table of recorded driver speeds through the City in 2014 along with a map of those recorded locations. Details about specific driver speeds at selected locations are shown in Table 2, while Figure 3 shows a map with more precise geographic locations of the recorded speed data. It's highly unlikely the speed data represents off-peak free-flowing vehicles only, so the information about 85th percentile speeds should be used with care.

The review team acknowledges the Lansing Lion paw print pavement markings found at the High School (Figure 32). As school property is primarily parking areas or driving aisles, the property owner currently has some leeway in conforming to the MUTCD (Federal Highway Administration, 2009, pp. I-1). This may change in future editions of the MUTCD. The review team found that while the Lansing Lion paw prints are non-standard pavement markings, they were not overly distracting or confusing when driving slowly through the High School driveways and parking lots. In particular, it's likely not worth the expense of removing the paw print pavement markings. The review team suggests the paw print pavement markings located on the High School property not be repainted in the future and to let them fade away.



Figure 32 - Example Lansing Lion Paw Print Pavement Markings found near the High School

However, the Lansing Lion paw print pavement markings located on City of Lansing public streets should be removed as the City should be following the MUTCD. Paw print pavement markings were found on Olive Street on the south side of the high school grounds and should be removed.

3.5 PEDESTRIAN CROSSWALK ANALYSIS NEAR THE ELEMENTARY SCHOOL

The City of Lansing and Lansing School District (USD 469) requested during a joint meeting with the study team that an evaluation of a school crossing be conducted as part of the TEAP study. The City staff and Lansing School District staff expressed concerns with students crossing W Mary Street between the intersections of W Mary Street & W Kay Street (south leg) and W Mary Street & Frances Lane. The students are crossing W Mary Street along this section of roadway as it's the most direct path between their residence and the Elementary School and Middle School. During the 2008 Traffic Study Report, the Lansing Heights Apartments at Frances Lane already existed, but there has been an additional apartment complex (Covington Woods Apartments) constructed since 2008. This new apartment complex is located just southeast of the intersection of W Mary Street and W Kay Street (south leg).

The existing crosswalk locations for students to cross W Mary Street are out of the way for students (Figure 33). As part of the 2008 Traffic Study Report it was suggested that a crosswalk be added on the west leg of W Mary Street and Center Drive for students crossing W Mary Street from the Lansing Heights Apartments. This suggested and implemented crosswalk location is an extra distance of 900 feet each way to and from school each day. The students from the new Covington Woods apartments would need to walk to the east leg of the intersection of W Mary Street and Bittersweet Street to cross W Mary Street. The extra walking distance for the students from the Covington Woods Apartments is approximately 1,100 feet.



Figure 33 - Extra Walking for Apartment-based Students to Elementary School using Existing Crosswalks

For the purposes of discussion, it is assumed the average student has to walk an extra 1,000 feet to school because of the available crosswalk locations. The MUTCD sets the walking pace to 3.5 feet per second for crosswalks, although most pedestrians likely walk closer to the previously used 4.0 feet per second. For pedestrians walking an extra 1,000 feet each way to school, this equates to an additional 4 minutes and 45 seconds at 3.5 feet per second. By walking a little quicker at 4.0 feet per second, the additional walking time is approximately 4 minutes and 10 seconds. To put this into perspective for drivers, at 30 mph, for an extra 4 minutes of delay, a driver would have to travel 2 miles out of their way. For an equivalent situation, between the extra distance travelled and the delay incurred, most drivers would be upset, and just take the shorter route, which is what students are doing.

Students are highly unlikely to walk out of their way to the existing crosswalk locations, and are likely to be resentful if the school or parents attempt to force them to do so. This may result in fewer students walking to school, which will only add to the vehicular congestion at the Elementary School, and the associated vehicle emissions from parents driving to pick their students up. Discouraging students from walking to school is a negative result both from a traffic operations and a healthy community viewpoint.

A better solution is to attempt to accommodate, to the extent possible, the route students are likely to walk. Students generally prefer the shortest crossing distance and may not walk as few as 100 feet to cross at a controlled crossing if out of their way. A crosswalk at a controlled location in the vicinity of where students want to cross, and are crossing W Mary Street already, is the place to start. As noted in Section 3.1, Crash Analysis, there was a rear-end, property damage only crash on Wednesday, February 15, 2012 at 7:25 a.m. when one driver yielded to a pedestrian crossing W Mary Street and the following

driver failed to stop in time. Pedestrians are continuing to cross in the area of W Mary Street and W Kay Street (north leg).

The 2008 Traffic Study Report had some concerns about a crossing at this location. During the review of that report, the methodology and assumptions used were found to be incorrect as well as overly conservative and did not take into account the human factors of pedestrians and students. The study also did not evaluate other engineering measures which could be used to supplement a crosswalk.

As discussed in Section 2.2.2.2, 2008 Traffic Study Report Sight Distance Analysis for Proposed Crosswalk Location, a more appropriate methodology to use for determining acceptable sight distances is the Stopping Sight Distance for 35 mph. The posted speed is 35 mph outside of school hours, and the crossing should provide enough sight distance for drivers travelling at that speed to stop for pedestrians in the crossing. The design stopping sight distance for 35 mph is 250 feet (American Association of State Highway and Transportation Officials, 2011, pp. 3-4).

The Stopping Sight Distance methodology may also be conservative for the purposes of a pedestrian crossing. The assumption is that the driver's eye height is 3.5 feet above the roadway, which is understandable. The object height, or what the driver needs to see in order to stop, is assumed to be 2.0 feet tall. The 2011 Green Book goes on to state why a 2.0-foot object height was selected.

"The selection of a 2.00-ft object height was based on research indicating that objects with heights less than 2.00 ft are seldom involved in crashes. Therefore, it is considered that an object 2.00 ft in height is representative of the smallest object that involves risk to drivers. An object height of 2.00 ft is representative of the height of automobile headlights and taillights. Using object heights of less than 2.00 ft for stopping sight distance calculations would result in longer crest vertical curves without a documented decrease in the frequency or severity of crashes. Object height of less than 2.00 ft could substantially increase construction costs because additional excavation would be needed to provide the longer crest vertical curves. It is also doubtful that the driver's ability to perceive situations involving risk of collisions would be increased because recommended stopping sight distances for high-speed design are beyond most drivers' capabilities to detect objects less than 2.00 ft in height." (American Association of State Highway and Transportation Officials, 2011, pp. 3-15)

The 2.00-foot object height was selected because smaller objects are of low risk to drivers, it was not likely cost-effective for construction, happened to be at approximately taillight height, and drivers at high speeds can't see smaller objects that far out. If in the case of a crosswalk, the driver is not travelling at high speeds (typically defined as over 45 mph), and the "object," an actual pedestrian, is taller than 2.00 feet, presumably drivers would be able to see them further away and have time to stop.

At intersections where sight distance is being evaluated for drivers, Intersection Sight Distance is used. For intersection sight distance, the driver's eye height is still assumed to be 3.5 feet above the roadway, but the object height increases. The object height for intersection sight distance is 3.5 feet because it is assumed one driver would need to be able to see the other. Included in this is an allowance for the height of the car above the driver's eye height which helps drivers identify an approaching "object" or vehicle. This suggests that different situations should use different object height assumptions.

Even at age 3, the 10th percentile in height of a female child in America is nearly 2 feet, 11 inches tall (National Center for Health Statistics, 2000). This is not to suggest that a 3 year old child should be crossing a road alone, but only to give an idea of the height of the “object” drivers should be looking for as it is more than 2 feet which is used for stopping sight distance.

Given that the smallest pedestrian or “object” in the crosswalk should be nearly 3 feet tall, and not 2 feet tall as used for stopping sight distance, even meeting the minimum design stopping sight distance with a 2-foot object height for 35 mph should be sufficient sight distance for drivers to stop for pedestrians in a crosswalk.

As a check for the stopping sight distance, the study team returned to the proposed crosswalk site on Thursday, July 23, 2015 with their stopping sight distance equipment. Two 2-foot tall rods supported by 18-inch tall traffic cones represented the objects (Figure 34). The 2-foot tall rods were placed approximately 6 feet west along the roadway from the street light located on the south side of the road. A third rod that was 3.5 feet tall was carried and used to determine the driver’s eye height. The distance was then measured with a rolling wheel. The 2-foot tall objects were placed just outside the gutter on the street which represents the first possible location that a conflict between a pedestrian and a vehicle would likely occur.



Figure 34 - Stopping Sight Distance 2-Foot Object Height Markers and Rolling Wheel

The sight distance was measured by walking along W Mary Street in the direction of each approach and looking at the 3.5-foot driver's eye height rod to see if the 2-foot object was still visible. The measured sight distance was the furthest distance that the study team could see from the 3.5-foot driver's eye height with the 2-foot object still visible. The distance between the two rods was then measured along the vehicle path of travel. The resulting sight distances are shown in Figure 35 and Figure 36. Photos from the field determined sight distance study are shown in Figure 37 through Figure 40. The proposed crosswalk was located on the east side of W Kay Street as this location would be suitable for a raised median, and would help keep students out of the path of southbound right turning drivers, who are primarily looking left, and not right, for conflicts.

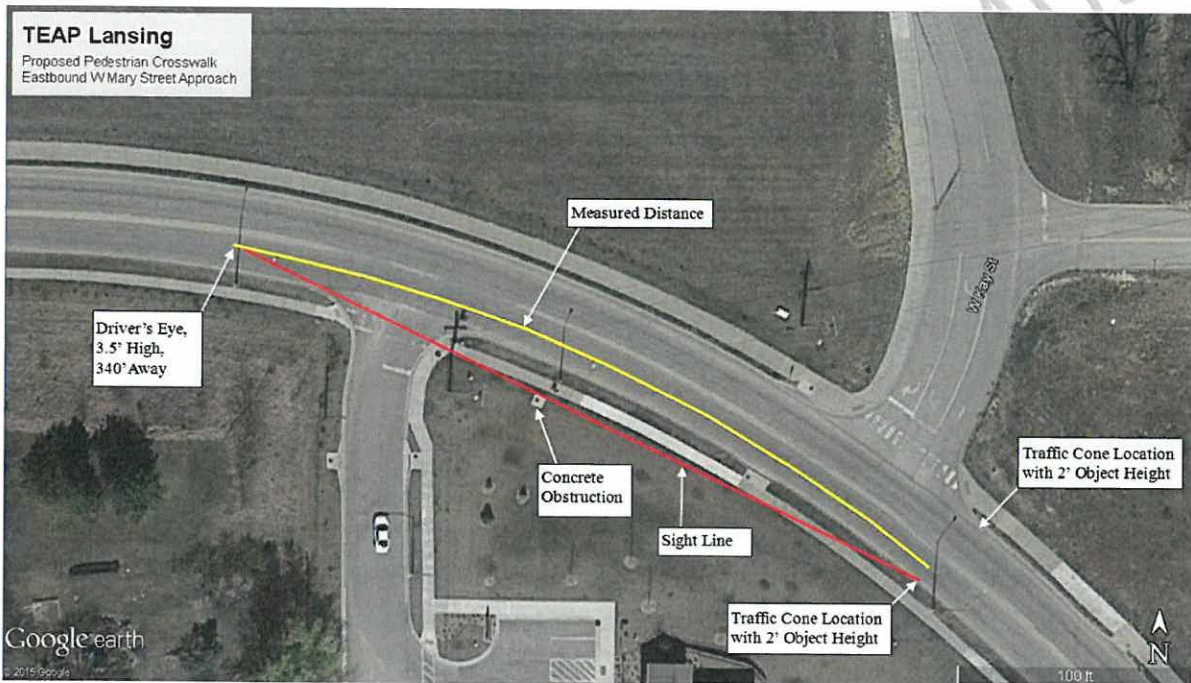


Figure 35 - Field Observed Sight Distance for Eastbound W Mary Street Approach to Proposed Crosswalk at W Kay Street

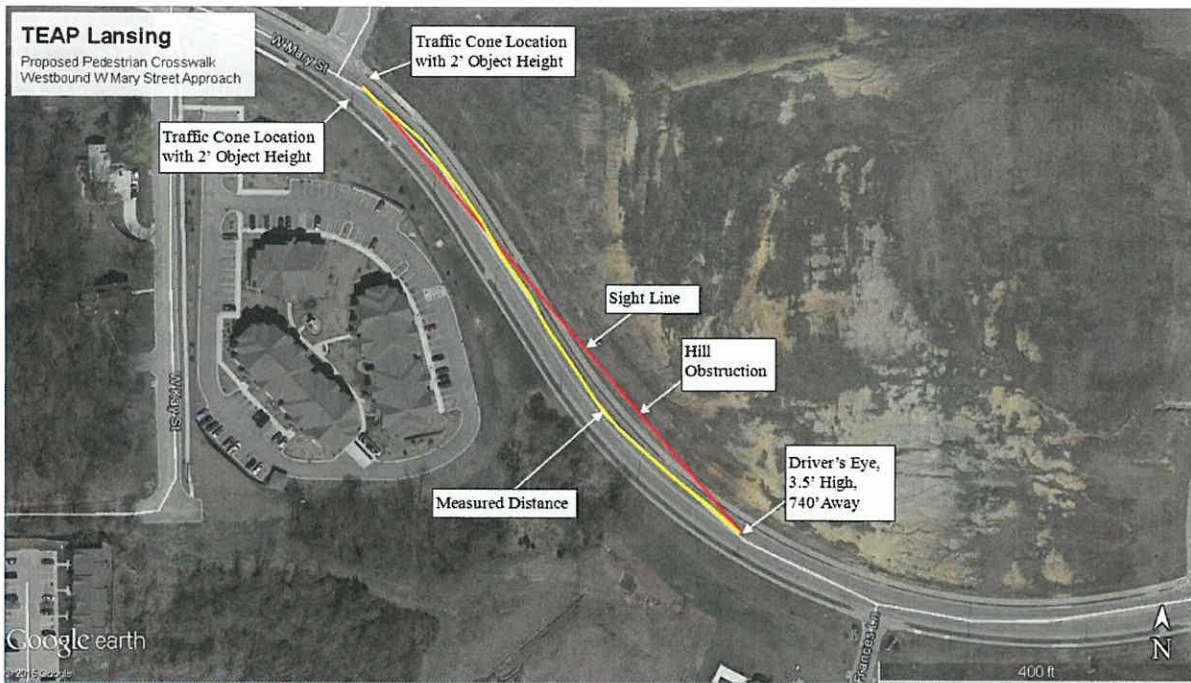


Figure 36 - Field Observed Sight Distance for Westbound W Mary Street Approach to Proposed Crosswalk at W Kay Street



Figure 37 - Eastbound Approach with 2-Foot Object in View, 340 Feet Away (Wide Angle Photo)



Figure 38 - Eastbound Approach with 2-Foot Object in View, 340 Feet Away (Moderate Zoom Photo)



Figure 39 - Eastbound Approach with 2-Foot Object in View, 340 Feet Away (High Zoom Photo)



Figure 40 - Viewing Westbound Approach at Crosswalk Showing Sufficient Sight Distance to the East

Figure 39 is particularly interesting as it clearly shows the concrete box that is the restriction on additional sight distance as seen in the field. If a young pedestrian “object” were taller than 2 feet, the sight distance would increase, as drivers would be able to see the pedestrian over the top of the concrete box.

Next, the approach grades were checked. As stopping sight distance at 35 mph on a level roadway is 250 feet, the observed 740 feet of sight distance for westbound would be sufficient, even if a slight downgrade was accounted for. The required stopping sight distance with a correction for grade for westbound drivers will not be calculated. For eastbound drivers, two different methods were used to determine grade. The first was a cell phone digital level application which was laid on the pavement in three locations along the approach. The average downgrade was 2.63 degrees. 2.63 degrees converted to percent grade is 4.6%. The second method involved creating a track on a cell phone which could create a.kmz file that shows location and elevation. This method found that the eastbound downgrade had an average slope of -1.9%, with a maximum slope of -3.1%. Using a very conservative -6% downgrade results in a 35 mph stopping sight distance of 271 feet (American Association of State Highway and Transportation Officials, 2011, pp. 3-5).

The study team also drove the corridor in the eastbound direction along W Mary Street and tested stopping once the 2-foot rod on the south side of the road was visible. The study team had no issues stopping once the 2-foot rod was visible. Additionally, the study team passenger noted that the driver tended to stop before (west of) the intersection of W Mary Street & W Kay Street, as it’s not typical that drivers stop in an intersection. The distance from the 2-foot rods to the west side of the intersection is

approximately 70 feet. As there is 340 feet of measured sight distance, and the calculated stopping distance required is 271 feet, which leaves an additional 69 feet of buffer between the driver and the crossing pedestrian. Conveniently, this should allow most eastbound drivers to stop near the entry to the intersection and wait for the pedestrian to cross which would be a natural location for drivers to want to yield.

The study team returned to the proposed crosswalk site on Friday, August 7, 2015 with their radar gun to measure free flowing driver speeds after a brief discussion with KDOT staff who thought it would be prudent to collect the speed data. Free flow driver speeds were collected from 9:20 a.m. to 11:15 a.m. The results of the speed study are shown in Table 6. There were a total of 51 vehicles recorded for eastbound and 81 vehicles recorded for westbound West Mary Street. Typically recorded speeds would be corrected to account for the cosine effect which is an error that occurs when the vehicle is traveling in a different direction than the radio waves from the speed detection device. This results in the radar gun detecting a relative speed rather than the actual speed (Goodson, 1985, p. 1188). However, as we were located on the outside of the curve, drivers were approaching us directly and the speeds do not need to be corrected.

Table 6 - Vehicle Spot Speed Data on West Mary Street at West Kay Street

| Date and Time | | Direction of Travel | | Speed (mph) | | | | | Pace | |
|---------------|-----------------|---------------------|----------|-------------|---------|--------|-------|-----------------|-------------|-----------------|
| Date | Time | Street | Approach | Posted | Average | Median | Modal | 85th Percentile | 10 mph pace | Percent in pace |
| 8/7/2015 | 9:20 - 11:15 am | Mary | EB | 35 | 32 | 31 | 34 | 34 | 25 - 34 | 82% |
| 8/7/2015 | 9:20 - 11:15 am | Mary | WB | 35 | 33 | 32 | 32 | 36 | 29 - 38 | 84% |

The field measured stopping sight distance study found that there is sufficient sight distance for drivers in both directions of travel along W Mary Street to come to a complete stop before the proposed crosswalk location.

Additionally, adding a raised median with a pedestrian refuge area can improve the safety of a proposed crosswalk on W Mary Street just east of W Kay Street (north leg). "Providing raised medians or pedestrian refuge areas at pedestrian crossings at marked crosswalks has demonstrated a 46 percent reduction in pedestrian crashes. At unmarked crosswalk locations, pedestrian crashes have been reduced by 39 percent. Installing raised pedestrian refuge islands on the approaches to unsignalized intersections has had the most impact reducing pedestrian crashes." Constructing a raised median has been shown to reduce vehicle speeds on the roadway and creates a two-stage crossing for the pedestrians. The pedestrians only need to watch for one direction of vehicle traffic at a time, and then may pause in the middle of the raised median to look for vehicles in the opposite direction of travel (Federal Highway Administration, 2013).

A basic example of a pedestrian refuge island is shown in Figure 41 and Figure 42. The median/refuge islands is preferably 8 feet wide (4 feet minimum) for accommodation of pedestrian comfort and safety. On refuges 6 feet or wider that serve designated pedestrian crossings, detectable warning strips complying with the requirements of the ADA must be installed. As West Mary Street is 35 feet wide,

even allowing the typical two 12-foot wide vehicle travel lanes, the median refuge could be a minimum of 7 feet wide, allowing for two 2-foot wide curbs surrounding the raised median.



Figure 41 - Basic Raised Median with Pedestrian Refuge near Hall Street & W 41st Street in Hays, KS (Driver's Viewpoint)



Figure 42 - Basic Raised Median with Pedestrian Refuge near Hall Street & W 41st Street in Hays, KS (from Sidewalk)

The installation of a raised median with pedestrian refuge at the east leg of the intersection of W Mary Street & W Kay Street should still accommodate school buses turning at the intersection at a minimum. During a design phase for the raised median, other vehicle turning movements may need to be checked such as for larger semi-trucks which may be delivering food or equipment to the school. At the same time, it is also possible to post restrictions on bus or truck turning movements if attempting to accommodate a certain vehicle type creates too many compromises in the design or location of the raised median.

5 Pedestrian Crosswalk near the Elementary School Recommendations

A pedestrian crosswalk near the Elementary School is recommended on the east leg of the intersection of W Mary Street & W Kay Street (north leg). There are three parts to the implementation: signing and pavement marking, school crossing guards, and the raised pedestrian median refuge.

The signing and pavement marking recommended for this crosswalk was addressed in the Section 4.1.

An adult school crossing guard is recommended during arrival and dismissal at the Elementary School for the recommended new crosswalk. The adult crossing guard can stop traffic to allow younger school children to cross the street at this location.

A sketch of the recommended raised median with pedestrian refuge is shown in Figure 53. Signing for the median itself would need to be included during the design phase of a raised median, and should include object markers (OM1-1) and Keep Right (R4-7) signs on the nose of each side of the median.

The preliminary median design incorporated a review of the AASHTO School Bus entering and exiting the Elementary School at W Kay Street. In order to accommodate a school bus, the median was narrowed through tapers on the west side of W Mary Street. This design modification was made to keep the crossing location as close as possible to the intersection, without moving the crossing too far east.

The median width at the location of the pedestrian crossing should be a minimum width of 6 feet. During design, consider an offset median crossing so that pedestrians must face oncoming vehicles before completing the crossing.

As part of the design of the crosswalk, the lane widths were modified on the southbound W Kay Street approach to W Mary Street. The existing three lanes are each 12 feet wide, for a total width of 36 feet. It may be helpful to make the two southbound lanes only 10-11 feet wide rather than 12 feet wide so that the northbound receiving lane can be 14-16 feet wide which will help with turning movements.

The estimated cost of constructing a raised median with pedestrian refuge for the crosswalk with the appropriate signing and pavement marking is \$100,000.

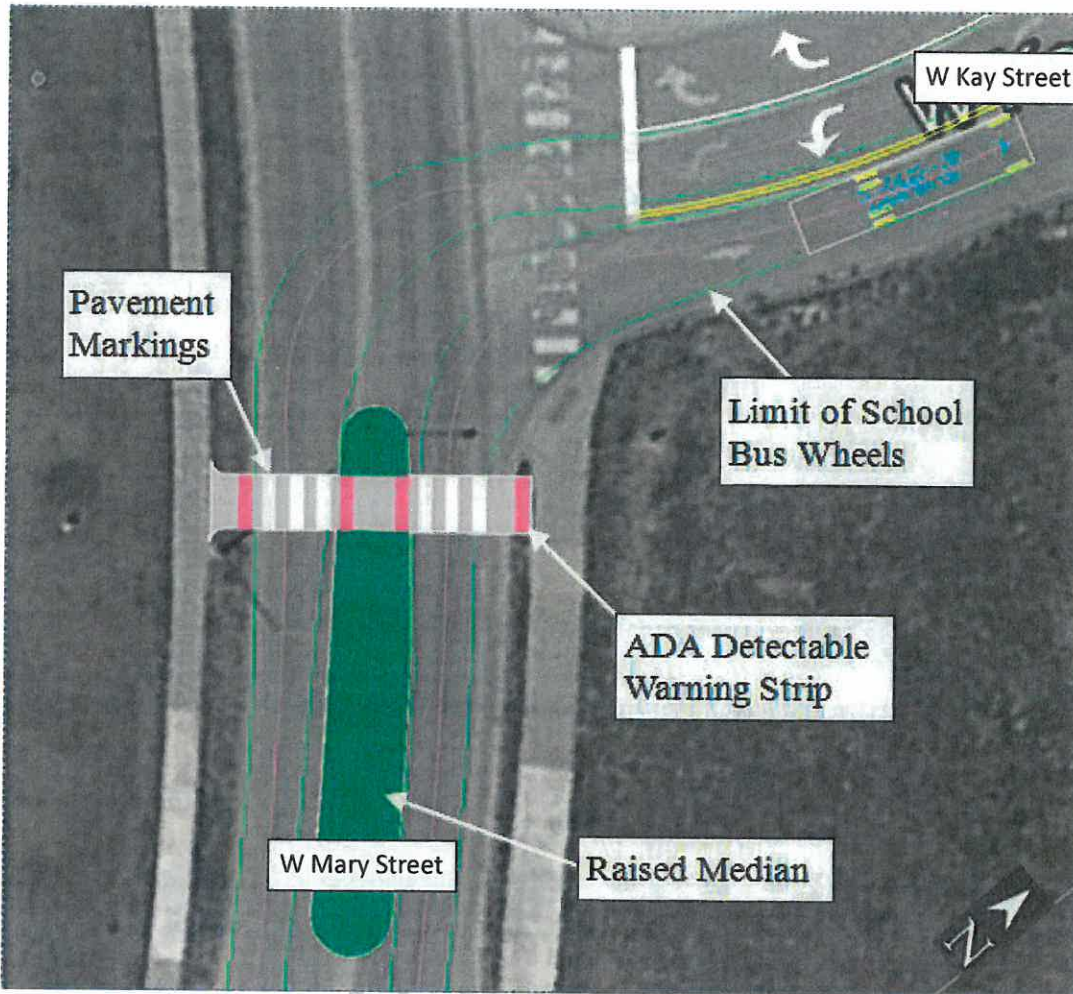


Figure 53 - Recommended Raised Median with Pedestrian Refuge at W Mary Street & W Kay Street



KANSAS EASTERN REGION INSURANCE TRUST

Preventing Loss & Promoting Safety

October 29, 2015

Ms. Sunshine Petrone
Human Resources Director
City of Lansing
800 First Terrace
Lansing, KS 66043

Dear Ms. Petrone:

Regarding 2015 Dividend Distribution Check

Your efforts to reduce claims and accidents has resulted in the ability for the Board of Trustees to make periodic dividend distributions. On October 13, 2015, the KERIT Board of Trustees approved a dividend distribution of \$750,245 to the members. Enclosed is a check for your organization's share of the total distribution.

Dividends represent the financial surplus - the premiums and investment income remaining after the trust paid claims and operating costs for given claim years. Dividends are a significant benefit of a self-insured workers compensation pool, as are advanced premium discounts. In a for-profit insurance company, members would not receive these dividends; these funds would instead become profit for shareholders.

The dividends vary by jurisdiction according to premiums paid and losses incurred for each claim year. See attached schedule for more information.

We truly appreciate your participation in KERIT's workers' compensation program and your dedication to KERIT's PLUS (Preventing Losses Utilizing Safety) Program.

Sincerely,

Thomas Brown
KERIT Chair

Enclosure(s)

10