



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

**COUNCIL AGENDA**  
**Regular Meeting**  
**Thursday, April 20, 2017**  
**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:***

2. Citizens' Academy Graduation
3. DeSoto Road Land Acquisition Update
4. Direction for Solid Waste Assessment Group (SWAG)

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

5. Treasurer's Report for Quarter Ending March 31, 2017
6. Water Line to Bernard Park

***Reports:***

Department Heads: City Attorney; City Engineer; City Administrator; Councilmembers

***Proclamations***

***Other Items of Interest:***

7. Department Vehicle and Equipment Mileage Reports

***Adjournment***

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# AGENDA SUMMARY

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TO: Tim Vandall, City Administrator  
FROM: Sarah Bodensteiner, City Clerk  
DATE: April 13, 2017  
SUBJECT: Agenda Summary

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## Call To Order

## Pledge of Allegiance

## Roll Call

## OLD BUSINESS:

### 1. Approval of Minutes

- The special meeting minutes and regular meeting minutes of April 6, 2017, are attached.
- **MOTION:** To approve the special meeting minutes and regular meeting minutes of April 6, 2017, as presented.

## NEW BUSINESS:

## Audience Participation

## Presentations:

2. Citizens' Academy Graduation
3. DeSoto Road Land Acquisition Update
4. Direction for Solid Waste Assessment Group (SWAG)

## Items for Council Consideration:

### 5. Treasurer's Report for Quarter Ending March 31, 2017

- The Treasurer's Report for quarter ending March 31, 2017 has been included for your review.
- **MOTION:** To approve the Treasurer's Report for quarter ending March 31, 2017, as presented.

### 6. Water Line to Bernard Park

- Lan-Del is nearly ready to proceed with bidding out the project to place a water line at Bernard Park.
- Lan-Del has asked for confirmation from the City to proceed with the project.
- **MOTION:** To authorize the City Attorney and City Administrator to draft an agreement with Lan-Del stating the City will participate in costs of water line installation not to exceed \$95,000.00

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

## Proclamations

## Other Items of Interest:

7. Department Vehicle and Equipment Mileage Reports

## Adjournment

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## AGENDA ITEM

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TO: Tim Vandall, City Administrator 

FROM: Sarah Bodensteiner, City Clerk 

DATE: April 12, 2017

SUBJECT: Approval of Minutes

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The special meeting minutes and regular meeting minutes for April 6, 2017, are enclosed for your review.

Action: Staff recommends a motion to approve the special meeting minutes and regular meeting minutes for April 6, 2017, as presented.

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**AGENDA ITEM #**

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**Call To Order:**

The special meeting of the Lansing City Council was called to order by Mayor Mike Smith at 6:15 p.m.

**Roll Call:**

Mayor Mike Smith called the roll and indicated which councilmembers were in attendance.

**Councilmembers Present:**

**Ward 1:** Dave Trinkle and Gene Kirby

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

**Ward 3:** Jesse Garvey

**Ward 4:** Tony McNeill

**Councilmembers Absent:** Kerry Brungardt and Gregg Buehler

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**NEW BUSINESS:**

**COUNCIL CONSIDERATION OF AGENDA ITEMS:**

**Lansing Planning Commission Applicant Interviews:** The Governing Body interviewed the four applicants for the Lansing Planning Commission.

**ADJOURNMENT:** Councilmember Pawlowski moved to adjourn. Councilmember Kirby seconded the motion. The motion was unanimously approved. The meeting was adjourned at 6:36 p.m.

**ATTEST:**

\_\_\_\_\_  
Michael W. Smith, Mayor

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

**Call To Order:**

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

**Roll Call:**

Mayor Mike Smith called the roll and indicated which councilmembers were in attendance.

**Councilmembers Present:**

**Ward 1:** Dave Trinkle and Gene Kirby  
**Ward 2:** Andi Pawlowski and Don Studnicka  
**Ward 3:** Jesse Garvey  
**Ward 4:** Tony McNeill

**Councilmembers Absent:** Kerry Brungardt and Gregg Buehler

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**OLD BUSINESS:**

**Approval of Minutes:** Councilmember Trinkle moved to approve the regular meeting minutes of March 16, 2017, as presented. Councilmember Kirby seconded the motion. The motion was approved with Councilmember Studnicka abstaining from the vote.

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

**Presentation: Proclamation – Military Saves Week:** The governing body presented the Military Saves Week Proclamation to Tina Farr with Armed Forces Bank.

**Certificate of Completion – Terri Wojtalewicz:** Library Director Terri Wojtalewicz was presented a Certificate of Completion of the State of Kansas Applied Public Library Education program by Northeast Kansas Library System Consultant Mike McDonald.

**4-H & DeSoto Road Intersection and 147<sup>th</sup> Street Box Culvert Replacement Update:** Representatives from Alfred Benesch & Company briefed the governing body on the 4-H & DeSoto Road intersection and the 147<sup>th</sup> Street box culvert replacement projects. The representatives provided and discussed options for both projects, estimated costs, and answered questions from the governing body.

**COUNCIL CONSIDERATION OF AGENDA ITEMS:**

**Community Center Fee Waiver Request:** Councilmember Studnicka moved to approve the fee waiver request from Leavenworth County Fire District No. 1.

- Councilmember Trinkle asked total for everything, is this a total fee waiver, waiving of fees.
  - City Administrator Tim Vandall replied staff had already told them that we would waive the hourly fees, so this is about twenty-five dollars, this is just the set-up fee.

Councilmember Trinkle seconded the motion.

- Councilmember McNeill stated I get the waiving of the fee because they are part of the City, but the set-up fee, they are asking us to set it up for them and tear it down and clean it up, or what?
  - City Clerk Sarah Bodensteiner replied that is a fee we automatically charge because we do set-up everything for them. It's kind of a safety feature along with making sure people don't ruin the floor, because typically if you're having people set-up tables and chairs they will drag them across the floor.
    - Councilmember McNeill asked so we don't offer anybody the opportunity to set it up themselves and tear it down themselves.
      - City Clerk Sarah Bodensteiner replied no and there is no tear down, all we ask for people to do is leave the tables and chairs as they were when they came in.
- Councilmember Kirby asked and the other normal rental fees have been waived.
  - City Administrator Tim Vandall replied yes, I think if we were charging full price, I think it would be two hundred dollars and staff has already waived the hourly fee so like I said this is a request for a twenty-five dollar waiver.
- Councilmember Trinkle asked is this something that we should vote on for an extension or are we going to do this every time we come together.
  - Councilmember Kirby stated that's not the way the motion was.
    - Councilmember Trinkle stated I know I'm just asking. Should this be something where we say lock it in like this for five years or what. Are we doing this the right way?
- Councilmember Pawlowski stated the set-up fee we've always, even when we've waived the other fees, we've always charged that because we have a guy we pay to come in and do the set-up and so we're just recouping our fees by having Jim come in and do that.
- Mayor Smith stated and Dave I would say that we'd want to bring this up every time and not do it for a permanent thing for other councils and things like that.

- Councilmember McNeill stated or even better make it unwaivable. I mean if we have to pay to set it up, why are we waiving a fee when we have to pay the fee, I mean we're paying somebody to do it.
  - Councilmember Pawlowski stated right.
    - Councilmember McNeill stated I get renting it and all that if you're part of the City or Fire Department or whatever, hey we'll waive the fee for you to have your thing here, but we can't waive the cost that we have to have somebody come in and set it up and clean it up, that doesn't make any sense.
- Councilmember Kirby stated they are here, do they want to come up. I'm making the offer I'm not telling you you have to.
  - Fire District No. 1 Fire Board Member Dean Moburg stated I'll give you guys a break and I'll talk instead of Rick. And we wanted to get clarification too as Dave was saying, we realize that the City Manager didn't have the responsibility or ability to waive along with the Mayor so we came to the Council. This is our appreciation dinner for the spouses and/or significant others. We use about twenty-five percent of the room, as far as clean up and set-up it should be minimal. It's just a precedent we're looking at with our cooperation we've had over the year as far as services rendered from the City to us and from the Fire District to the City, a presence at the Fishing Derby, a presence at Lansing DAZE, things like that there is no charge from us even though we're paying some of our firemen to be there, to be available in case of an emergency. So it's just a matter of fact that if we come to an individual and say we're having this and can we get a waive, a waiver, so be it but it was simply brought here, so that's why we're here.
- Councilmember Kirby stated a couple of things here because we can vote on a million dollars and nobody shows up and ask somebody to waiver a twenty-five dollar fee and peoples hair catches on fire. So I'm going to give to you what's been given to me, alright. As far as your participation in City-related activities and you're funded by tax dollars as well, okay, so I guess the question is we're a small town we only have one festival there isn't eight or ten going on, because you are funded by tax dollars you don't feel an obligation to go ahead and come to these activities anyway?
  - Fire District No. 1 Fire Board Member Dean Moburg replied we do have our responsibility to the tax payers of Fire District One, no doubt about that, it's the additional services rendered for specific needs of the City or the State, the prison is another can of worms that we're helping back and forth. This is a cooperation that's gone on and again it's not the amount of the fee just the fact that we're going to start charging one way or the other, then we might have to look at services rendered and it's not just our paid guys, but if there is an activity and we can't get a volunteer to come then our Chief comes, and again just a mutual cooperation between the City, Fire District and the townships.
    - Councilmember Kirby stated I guess the heartburn with people that I've talked to clear up to when I left home tonight was aren't we sticking the tax payer again for something they feel you guys ought to be doing anyway, and I get this back and forth, but I don't know it's twenty-five bucks and it's seems silly to me that we're arguing over twenty-five bucks. I will say that we discussed this last week and we informed the City Manager, even though we didn't take formal vote on it, that we would leave these matters up to him and trusted him to do it and of course you have the option to come but from a big picture point of view, I'm not real comfortable telling him one week later we don't like the fact that we're doing this for twenty-five dollars, okay, it's twenty-five dollars, so that's all I have.
- Councilmember McNeill stated I'll just say it I agree with some of what you said, but the actual waiving of the fee was like two hundred dollars. We waived that because we know that we do have a relationship and we do appreciate that. But the fact that we have a pay somebody to do the set-up and tear down for everybody, it's an automatic fee, I mean we don't waive the other fees for everybody who wants to use it, but we have to pay the person to set-up and tear down, that's just a sunk cost everybody has to pay when we give them the room. After waiving two hundred dollars I'm not sure why you guys come back and ask for twenty-five.
  - Fire District No. 1 Fire Board Member Dean Moburg replied just the fact that it's changed in the past there was no charge this is new this year this is why we're here tonight. Wondering why it changed.
- Councilmember Garvey stated I agree about the collaboration and partnership between the Fire Department and the City, so it's like we're brothers, and if my brother wanted to rent my house I wouldn't charge him the twenty-five dollars I'd say you can use it for free, that's my thought process.
- Councilmember Trinkle asked where are we standing on the motion.
  - Mayor Smith stated we've got a motion and a second.
    - Councilmember Studnicka stated we've got a motion on the floor to waive the fee and a second.

The motion was approved, with Councilmembers Studnicka, Trinkle, and Garvey voting in favor of the motion, and Councilmembers McNeill, Kirby, and Pawlowski voting against the motion. Mayor Smith broke the tie voting to approve the motion.

**Kiwanis Request:** Councilmember Trinkle stated I have a question and I don't want my motion to make a difference on the question.

- City Administrator Tim Vandall replied I think Mr. Griffen is here from Kiwanis.
- Councilmember McNeill stated first we make the motion then we have discussion.
  - Councilmember Pawlowski stated no we don't.
    - City Administrator Tim Vandall stated you can discuss before you make a motion.

Councilmember McNeill moved to approve the request from Kiwanis to place American flags in KDOT right-of-way. Councilmember Kirby seconded the motion.

- Councilmember Trinkle stated it says here that you're going to get the City a certificate where we're out of it, has that all been done.
  - Kiwanis Representative Jim Griffen replied yes I've already taken care of that.
    - City Administrator Tim Vandall stated yep, I received that and that was in the Council Packets. I distributed that to the City Attorney also and he thought that was sufficient.
      - Councilmember Trinkle stated I just wanted that on public record. That's the only question I had I just wanted to make sure verbally that it was.
- Mayor Smith asked do you want to address the Council.
  - Kiwanis Representative Jim Griffen stated I just wanted to make sure you understand what we're doing. We're looking to do a field of honor type thing.
    - Councilmember Kirby stated you've done this before, you've done it out here before.
      - Kiwanis Representative Jim Griffen replied yeah out here and I don't know who does them for you guys here, but we're doing it in the land between the banks over there, we're looking to use that. We've sat down with KDOT and did the walk and they are okay with that so we just want to make sure. We're doing it as a fundraiser, so what we're doing is having, and it's geared towards the veterans, people sponsor flags, buy the flags the first year and then they sponsor them again, that's where we're going to raise funds, the following years, not the first year. So hopefully by people driving by and seeing it and by word of mouth, every successive holiday we'll increase the amount of flags that we fly.
- Councilmember Trinkle stated just as long as all the T's are crossed and I's dotted.
  - City Administrator Tim Vandall stated our staff and the Kiwanis club have spent a fair amount of time coordinating with KDOT on this and quite frankly we were surprised that they were okay with it, but I think the reason they were okay with it is because it's the City's liability, but since Kiwanis has provided us the insurance certificate we feel better about it.
    - Kiwanis Representative Jim Griffen stated one caveat to that, they did not, what my plan was on each flag pole, because they are going to be like eight or nine feet tall and they're going to be in recessed channels that are in the ground, and we'll get the utilities and all that before we put those in; and they'll be covered and ground level, no problem with mowing. The caveat that they said was because I wanted to put people's names, whoever the sponsor was and the person that flag is for, I wanted to put some information on each of the individual flags so people can actually see it, well they said they don't want to improve the foot traffic or increase the foot traffic along the sidewalk, so they said we can't do that and an additional request for us is to have a place to the west of where the flags would be along Centre Drive to have something, you know plaque, whatever stating, because I want people to be able to read their family's name and whoever they honor so a place to put something, so people can at least look and see hey that's for my dad.

The motion was unanimously approved.

**Temporary Cereal Malt Beverage License – Lansing DAZE Event:** Councilmember McNeill moved to approve the temporary cereal malt beverage license for the Lansing DAZE event. Councilmember Pawlowski seconded the motion.

- Councilmember Trinkle asked did you check these people pretty thoroughly.
  - City Administrator Tim Vandall replied are you talking to me or the Chief?
    - Councilmember Trinkle stated whoever wants to step up to the chair.
- City Administrator Tim Vandall replied nothing has changed since last year, same thing.

The motion was unanimously approved.

**Planning Commission Appointments:** Councilmember Studnicka moved to appoint Brian Schwanz, Michael Suozzo, and Kirsten Moreland to the Lansing Planning Commission for a three-year term that will expire on April 30, 2020. Councilmember Kirby seconded the motion. The motion was unanimously approved.

**Request to Advertise for Bids – Project 17-02: 2017 Capital Improvements Program:** Councilmember Pawlowski moved to authorize the Public Works Department to prepare contract documents and advertise for bids for Project No. 17-02: 2017 Capital Improvements Program. Councilmember Studnicka seconded the motion.

- Councilmember Pawlowski asked Jeff you're doing 147<sup>th</sup> Street south of McIntyre, that's like the third time this thing has been done, is that road just a mess underneath, is that what the problem is.
  - Public Works Director Jeff Rupp replied some of it is because of the petromat that was put down, there's pieces of it that have come up and when it breaks loose it will take more sections. So that's the area that is from McIntyre south to approximately, if you know where Marksberry lives, that's about where it's going to end for this phase, but that is a fairly long stretch. I believe it is a quarter mile and I would just add, and I know that you guys have a pretty small map that looks something like this in your packet and hopefully you can zoom in on your computer to see it, but it doesn't look like the eight streets that we're doing this year is much but Mr. Vandall and I drove the project today and it is a lot bigger in scope than you would think. Just for example Holiday Drive from where we left off last year to 147<sup>th</sup> Street is a half mile, that's a lot of asphalt. Like I said 147<sup>th</sup> was a quarter mile, Holiday is a half mile, and I think that Woodland is a half mile of what we're actually doing.
- Councilmember Pawlowski asked are you doing Cottonwood.
  - Public Works Director Jeff Rupp replied Cottonwood is just curb, but it's a lot of curb. In fact the curb and sidewalk, I will tell you, the curb and sidewalk this year is three times as much as we've ever done on both of those and it will probably only be this year we're making a very aggressive push on some areas that have been neglected for a long time, that they happened to turn out this way with the new ranking that we just did with the traffic impact and actual fatigue, we added a few extra categories. I will tell you that one particular section in particular is almost going to be a complete rehabilitation and that's from Fairlane up to about Holiday on Valley, that's where we've had a few recent projects in the last decade or so that has caused quite a bit of fatigue and ground settling and the sidewalks are in disarray and curbing.
    - Mayor Smith asked Jeff are you saying that's from Fairlane going north to Holiday.
      - Public Works Director Jeff Rupp replied its Valley from Fairlane.
        - Mayor Smith stated where we had failure because of lines that were put in.
          - Public Works Director Jeff Rupp replied yes and there is actually going to be a component in this year's project to actually fix the subgrade while we're doing that, but it's a fairly aggressive project as far as what we're doing. If you're actually able to drive these streets I would encourage it because it's a lot bigger than you think it is, like for example on Holiday, it's a thirty-two foot wide street for almost a half a mile, that's a lot of asphalt.
- Councilmember Pawlowski stated the one on Valley we've had discussions about that before because of the sinking on the west side of the street, but I was under the impression that we probably wouldn't undertake that until we replaced that sewer line that's opposite of it.
  - Public Works Director Jeff Rupp stated most of the settlement from the amount of time that has gone by, is done settling that's why we've put that element in there to basically bring the subgrade back up, which will be part of the project.
- Councilmember McNeill asked is any of this new sidewalks or is this just repairing old sidewalks.
  - Public Works Director Jeff Rupp replied I think all of it this year is repairing. The money we moved from the big project was moved into at large for the whole scope of this, but like I said the curbs and sidewalks are three times the amount we've ever done.
    - Councilmember McNeill asked is putting in sidewalks where they don't exist still in the plan somewhere.
      - Public Works Director Jeff Rupp replied yes.
        - Councilmember McNeill stated I'd like to see where that falls out if that's online or wherever.
          - City Administrator Tim Vandall asked what's that.
            - Councilmember McNeill stated new sidewalks where they don't exist, you know sidewalks where we don't have them.
              - Councilmember Garvey stated you're talking about Adam's Acres.



- Councilmember McNeill replied well I mean there are plenty of places in the city that don't have sidewalks on either side of the road.
- Public Works Director Jeff Rupp replied I haven't developed a plan that would review those kinds of projects yet but it is coming and that one that we were going to try to do is one of them.
- Councilmember Kirby asked when you started this earlier and you were talking Andi was asking about a place that seems like we've done more on 147<sup>th</sup>, you talked about a material that has failed, are we still using that material.
  - Public Works Director Jeff Rupp replied no.
    - Councilmember Kirby asked what was the advantage of that material.
      - Public Works Director Jeff Rupp replied well the intent, the idea of it if it's done properly and it's done in a certain way, everything has to be perfect for it to work, petromat is an oil based or a petroleum product it's supposed to help stop the cracking from coming up through the base if you're doing like a two inch overlay, it will stop some of the subsurface deterioration that will rise to the top, that's what it's supposed to do, and it has to be laid perfectly with no wrinkles.
      - Councilmember Kirby stated and this one wasn't.
        - Public Works Director Jeff Rupp replied I would say we got the b crew.
        - Councilmember Kirby replied I understand, it's not on you number one is I want to be sure we're not using it again if it's not going to work.
          - Councilmember Pawlowski stated if you haven't been down that road it's terrible down there.

The motion was unanimously approved.

**Executive Session – Consultation with Attorney:** Councilmember Studnicka moved to recess into executive session for consultation with an attorney on matters that would be privileged in Attorney-Client relationship for 20 minutes, beginning at 7:55 p.m. and returning to the Council Chambers at 8:15 p.m. Councilmember Kirby seconded the motion. The motion was unanimously approved.

Councilmember Kirby moved to return to open session at 8:15 p.m. Councilmember Pawlowski seconded the motion. The motion was unanimously approved.

### **REPORTS:**

**Department Heads:** Department Heads had nothing to report.

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

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

**City Administrator:** City Administrator Tim Vandall advised that he has received communication from Lan-Del regarding the water line project to Bernard Park. Things have moved along and an agenda item will be brought forward at a future meeting. Tim also mentioned that an invitation has been received for the Lansing Educational Foundation breakfast on Friday, May 5<sup>th</sup> and if anyone wants to attend they can contact either Sarah or himself for the RSVP by April 28<sup>th</sup>. Tim discussed the upcoming sales tax forum on Thursday, April 13<sup>th</sup> and invited all to attend and spread the word. Tim mentioned the City wide garage sale is slated for the upcoming weekend and reminded the governing body about the joint work session with the Lansing School Board on Monday, April 10<sup>th</sup> at 6pm at the district office.

**Governing Body:** Councilmember Pawlowski discussed the need to review the interlocal agreement for the joint fire board that was started in 2003 and has not been looked at since and she feels it is time to do so to determine what options are available.

- City Administrator Tim Vandall stated that the City can put a committee together in order to discuss this topic and crunch numbers and what is and what is not reasonable for cities of our size.

Councilmember Garvey congratulated Library Director Terri Wojtalewicz on her achievement and mentioned that people have asked him about the sales tax and he is glad people are asking questions and hopes more people turn out to the forums.

Councilmember McNeill congratulated Terri on her achievement.

Councilmember Studnicka echoes the sentiments of Councilmember McNeill.

Councilmember Trinkle congratulated Terri and asked Councilmember Kirby about the Friends of Lansing 501c.

- Councilmember Kirby stated that the group has received its 501c status but currently has a pending application with the IRS. He mention that they knew the process would be slow but it is moving steadily along.

Mayor Smith congratulated Terri and told Mike McDonald it was good to see him again.

Councilmember Kirby echoed the congratulations to Terri and asked Finance Director Beth Sanford about the status of the solid waste committee.

- Finance Director Beth Sanford stated she is in the process of getting sample RFP's from other cities to see what they've done before she seeks out volunteers to serve on the committee.

**ADJOURNMENT:** Councilmember Kirby moved to adjourn. Councilmember Pawlowski seconded the motion. The motion was unanimously approved. The meeting was adjourned at 8:25 p.m.

**ATTEST:**



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Michael W. Smith, Mayor

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Sarah Bodensteiner, City Clerk

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# AGENDA ITEM

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TO: Tim Vandall, City Administrator   
FROM: Stefanie Leif, Community & Economic Development Director   
DATE: April 13, 2017  
SUBJECT: Citizens' Academy 2016-17 Graduates

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On April 20, 2017, fifteen (15) participants will graduate from the seventh annual Lansing Citizens' Academy. The Citizens' Academy provides an interactive experience for participants to learn about the functions and responsibilities of each city department. Further, participants meet city staff members and learn about ways to volunteer on boards and commissions.

Sessions were held monthly from September 2016 through April 2017, and sessions were led by staff and often held in the department's facilities. Each session lasted approximately two hours with an opportunity for participants to evaluate each session at the end. Participants have stated that they enjoy the opportunity to learn about the operations of the departments, meeting staff, and building a greater understanding of the intricacies of city government.

Due to the success of the program, staff recommends that the city again offer the program in 2017-18.

The graduates of the Lansing Citizens' Academy are as follows:

April Pedersen	Jon Moss
Brenda Garvey	Kathy Graves
	Kaye Hackworth
Crystal Swann	Kenneth Elkins
Blackdeer	Lisa Snodgrass
Everett B. Rogers III	Peter Im
Janna Hoffpauer	Steven Hoffpauer
Jerry Gies	Terry Rogers

Policy Consideration: No policy consideration.

Financial Consideration: The costs are minimal and include snacks for the participants at sessions and the graduation reception and plaques to signify their graduation from the program.

Action: Mayor Smith will present plaques to the graduates.

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**AGENDA ITEM #**



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# AGENDA ITEM

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TO: Tim Vandall, City Administrator   
FROM: Jeff A. Rupp, Director of Public Works   
DATE: April 13, 2017  
SUBJECT: DeSoto Road Land Acquisition Update

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A representative from SMH Consultants will present an update on the Land Acquisition Process for the DeSoto Road Project.

Policy Consideration: n/a

Financial Consideration: n/a

Action: none

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AGENDA ITEM #

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# AGENDA ITEM

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TO: Tim Vandall, City Administrator *TV*  
FROM: Elizabeth Sanford, Finance Director *ES*  
DATE: April 13, 2017  
SUBJECT: Direction for Solid Waste Assessment Group (SWAG)

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Staff is in the process of advertising for citizen volunteers to serve on the Solid Waste Assessment Group (SWAG). I am looking for direction on which solid waste service options the council would like the group to explore in depth. Some options require more data compilation than others, and I would like to be prepared to discuss council recommended options at the first meeting.

The solid waste service options include:

- Contract with a solid waste provider for services
  - *Develop an RFP and solicit bids*
- Contract with another city for solid waste service
  - *Contact surrounding cities who might be willing to contract services*
- Provide our own solid waste service
  - *Develop a budget for the solid waste fund that includes equipment purchases, personnel services, purchase or construction of a building to store vehicles, cost of trash disposal, fuel, and other commodities*
  - *Determine the monthly rate to charge citizens to cover these costs*
- Allow citizens to contract for solid waste services with companies that are licensed by the city
  - *Identify local solid waste providers, identify days of operation in the city, and issue business licenses*
  - *This option would remove the city from the solid waste business*

Action:

Direct staff as to which options the council would like the Solid Waste Assessment Group to research.

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AGENDA ITEM #



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# AGENDA ITEM

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TO: Tim Vandall, City Administrator   
FROM: Elizabeth Sanford, Director of Finance   
DATE: April 13, 2017  
SUBJECT: Treasurer's Report for Quarter Ending March 31, 2017

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Please find the Treasurer's Report for the first quarter (January through March 31, 2017) attached for your review. This report is published quarterly in accordance with KSA 12-1608, 12-1609.

**Action:**

Staff recommends a motion to approve the Treasurer's Report for the quarter ending March 31, 2017 as presented.

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**AGENDA ITEM #**

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5

**CITY OF LANSING**  
**TREASURER'S REPORT - QUARTER ENDING MARCH 31, 2017**

Fund Name	Fund Number	Unencumbered Cash Balance 12/31/16 DR / (CR)	Receipts	Disbursements	Audit Adj. & Net Encumb. Liquidated 3/31/17	Unencumbered Fund Balance 3/31/17 DR / (CR)	Add Reserves, Account Payable, and Encumbrances	Subtract Receivables, Other Assets, and Net Fixed Assets	Treasurer's Cash Balance 3/31/17
<b>General:</b>	10	1,417,328.25	2,217,553.54	1,396,366.52	0.00	2,238,515.27	112,874.74	14,812.56	2,336,577.42
<b>Special Revenue:</b>									
Library	20	20,778.94	186,675.75	75,436.26	0.00	132,018.43	3,755.94	0.00	135,774.36
Consolidated Street & Highway	22	418,661.93	120,849.52	75,633.31	0.00	463,878.14	3,716.40	0.00	467,594.55
Special Parks & Recreation	23	305,228.22	40,765.84	18,478.94	0.00	327,515.12	0.00	0.00	327,515.12
Special Alcoholic Liquor	24	25,148.86	2,503.92	0.00	0.00	27,652.78	0.00	0.00	27,652.78
KS Regional Prisons Museum	62	137,016.52	172.78	0.00	0.00	137,189.30	0.00	0.00	137,189.30
Hillbrook Subdivision Escrow	66	20,000.00	0.00	0.00	0.00	20,000.00	0.00	0.00	20,000.00
<b>Agency:</b>									
Bonds Posted	41	0.00	0.00	0.00	0.00	0.00	3,932.36	0.00	3,932.36
Park Land Trust	59	35,200.00	0.00	0.00	0.00	35,200.00	0.00	0.00	35,200.00
Mayor's Christmas	61	10,483.13	119.00	0.00	0.00	10,602.13	0.00	0.00	10,602.13
Transient Guest Tax	63	85,146.96	28,986.32	25,735.93	0.00	88,397.35	0.00	0.00	88,397.35
Facilities Renovation	73	0.00	0.00	0.00	0.00	0.00	69,932.72	0.00	69,932.72
<b>Debt Service:</b>									
Bond & Interest	40	674,610.83	1,049,712.20	386,626.52	0.00	1,337,696.51	0.00	0.00	1,337,696.51
<b>Enterprise:</b>									
Wastewater Utility	50	14,922,842.50	722,169.23	527,891.31	0.00	15,117,120.42	282,143.19	13,352,069.43	2,047,194.18
Solid Waste Utility	51	521,577.38	148,596.52	101,526.47	0.00	568,647.43	3.48	242,625.78	326,025.13
Investment Fixed Assets	90	3,992,316.82	0.00	0.00	0.00	3,992,316.82	0.00	3,992,316.82	0.00
<b>Capital Projects:</b>									
Capital Projects Fund	70	194,115.82	394,851.28	30,355.26	0.00	558,611.84	0.00	0.00	558,611.84
Equipment Reserve Fund	80	184,918.29	25,044.72	113,976.00	0.00	95,987.01	0.00	0.00	95,987.01
Police Equipment Reserve Fund	45	31,193.06	1,717.50	0.00	0.00	32,910.56	0.00	0.00	32,910.56
147th St/9B Interceptor Fund	79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7 Mile Creek Project Fund	82	610,870.45	0.00	494,367.40	0.00	116,503.05	0.00	0.00	116,503.05
9 Mile Creek Project Fund	83	1,814,730.67	0.00	404,932.68	0.00	1,409,797.99	0.00	0.00	1,409,797.99
<b>Total All Funds</b>		<b>25,422,168.63</b>	<b>4,939,718.12</b>	<b>3,651,326.60</b>	<b>0.00</b>	<b>26,710,560.15</b>	<b>476,358.83</b>	<b>17,601,824.59</b>	<b>9,585,094.36</b>


<b>STATEMENT OF BOND INDEBTEDNESS</b>				
Bonds	General Obligation		Waste Water Revenue	Total
	Improvement	Revolving Loans		
Outstanding as of 1/1/17	\$ 25,130,000	\$ -	\$ -	\$ 25,130,000
Retired	-	-	-	-
Issued	-	-	-	-
Refunded	-	-	-	-
Outstanding as of 3/31/2017	\$ 25,130,000	\$ -	\$ -	\$ 25,130,000
Temporary Notes	\$ -	-	-	\$ -
Total Outstanding 3/31/2017	\$ 25,130,000	-	-	\$ 25,130,000

\*Published quarterly in accordance with KSA 12-1608, 12-1609 - Elizabeth Sanford, Director of Finance.

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# AGENDA ITEM

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TO: Mayor; Lansing City Council  
FROM: Tim Vandall, City Administrator   
DATE: April 12, 2017  
SUBJECT: Water Line to Bernard Park

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**Explanation:** Lan-Del has notified the City that they are nearly ready to proceed with bidding out the project to place a water line in Bernard Park. Lan-Del would like confirmation from the City to proceed. City staff has verbally told Lan-Del that if costs significantly exceed projected costs, we may want to reevaluate the timing of the line installation, and this statement would be included in our formal notice to Lan-Del.

**Financial Consideration:** Lan-Del expects the City's total costs to be in the \$85,000-\$95,000 range, which includes easements and fees. City staff and Lan-Del have verbally discussed that the City would pay for the line size we would need, and Lan-Del would install a larger line to accommodate for future growth in the area, and pay the difference between line sizes. Staff will ensure this is also included in our notice.

**Policy Consideration:** Lan-Del's former engineer designed the water line extension, and their attorney has overseen the easement process. Lan-Del would oversee bidding the project out, as well as inspecting the line to make sure installation is correct.

**Action:** Authorize City Attorney and City Administrator to draft agreement with Lan-Del stating the City will participate in costs of water line installation not to exceed \$95,000.

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**AGENDA ITEM #**

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**David C. Van Parys**  
**Attorney at Law**  
**24830 163rd Street**  
**Leavenworth, KS 66048**  
**(913-683-5089**  
**dvanparyslaw@gmail.com**

April 6, 2017

Mr. Tim Vandall  
City Administrator  
City of Lansing, KS

HAND DELIVERED APRIL 6, 2017

Re: Agreement for Extension of Public Water Service to the  
Kenneth Bernard Park by the Lan-Del Water District

Dear Tim,

The board of directors of the Lan-Del Water district have reached an agreement for the acquisition of the necessary private easement in order to allow the district to extend water service to the Kenneth Bernard Park. The district, through the employ of a licensed engineer, estimates that the total cost of the extension to the park (materials, construction, easement) will be in the range of \$85-\$95 thousand, this amount of course being dependent upon the letting of the bid for the extension. Prior to proceeding to obtain the easement and letting the project for bid, the district would wish to have the affirmation by the city that the city would reimburse the district for the costs of the extension.

Would you please bring this matter before the city council at your early opportunity and let me know if the city wishes the extension to proceed? I do wish to assure you that the district is cognizant of the fact that cost containment is in the best interests of both parties.

Sincerely,



David C. Van Parys  
Attorney for the Lan-Del  
Water District

Cc: Board of Directors, Lan-Del Water District

Lansing Police Department  
 Vehicle Fleet End of Month Report

Mar-2016

Unit	Year	Make/Model	Mileage as of 03/02	Mileage as of 03/31	Miles Driven	Current Use	Future Use	Comments
1	2013	Ford Explorer	58151	59188	1037	Patrol	Patrol	Fit for patrol duty
2	2012	Dodge Charger	30618	31319	701	Sergeants	Sergeants	Limited Use - Sergeants
3	2015	Ford Explorer	19761	21360	1599	Patrol	Patrol	Fit for patrol duty
4	2015	Ford Explorer	14961	15355	394	Patrol	Patrol	Fit for patrol duty
5	2012	Dodge Charger	21458	21699	241	Captain	Captain	Limited Use - Captain
6	2013	Ford Explorer	40587	41129	542	Patrol	Patrol	Fit for patrol duty
7	2011	Dodge Charger	97073	97606	533	Detective	Detective	Limited Use - Detective
8	2011	Dodge Charger	69278	70285	1007	Patrol	Patrol	Fit for patrol duty
9	2012	Chevy Tahoe	80156	81148	992	Patrol	Patrol	Fit for patrol duty
10	2011	Dodge Charger	34150	34419	269	Chief	Chief	Limited Use - Chief
11	2003	Ford F150	74590	75290	700	Animal Control	Animal Control	Fit for Animal Control duties
13	2010	Dodge Charger	95556	99661	4105	Patrol	Patrol	KLETC Training Use
14	1995	Ford EOC Vehicle	162184	162184	0	EOC	EOC	Limited Use - EOC
15	2016	Dodge Charger	6859	7855	996	Patrol	Patrol	Fit for patrol duty
17	2016	Dodge Charger	8706	9832	1126	Patrol	Patrol	Fit for patrol duty
					0			
				<b>Mileage Total:</b>	14242			

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**Lansing Public Works Department****Monthly Fleet Report**Month March Year 2017**Vehicles**

Year	Make	Model	Description	Mileage Starting	Mileage Ending	Miles Driven	Comments
2008	Ford	LT	LT. Pick-up Ext	51,594	51,794	200	
2007	Ford	LT	LT. Pick-up Ext	35,210	35,499	289	
1998	Ford	1/2 ton	Pick-up	59,516	59,700	184	
2001	Ford	Ranger	LT. Pick-up Ext	115,398	115,577	179	
2005	Ford	Ranger	LT. Pick-up Ext	39,113	39,215	102	
2000	Ford	Explorer	SUV	184,512	184,887	375	
2005	Sterling	LT 8500	Dump Truck	47,058	47,138	80	
2007	Elgin	Crosswind J+	Street Sweeper	5,169	5,288	119	
1992	Ford	700	Dump Truck	62,857	62,887	30	
2000	Ford	F350 4x4	Pick-up Utility	95,514	95,628	114	
2002	Ford	F350 4x4	Dump Truck	70,413	70,736	323	
2011	International	7400	Dump Truck	11,529	11,830	301	
2016	Ford	F350 4x4	One-ton Dump Truck	1,579	1,703	124	
2006	Dodge	Charger	Sedan	121,325	121,453	128	

**Equipment**

<b>Year</b>	<b>Make</b>	<b>Model</b>	<b>Description</b>	<b>Hours Starting</b>	<b>Hours Ending</b>	<b>Hours Used</b>	<b>Comments</b>
1997	JD	770BH	Grader	4,980	4,985	5	
2004	IR	DD-24	Asphalt Roller	252	252	0	
2006	IR	185	Air Compressor	177	177	0	
1993	Ford	5030	Tractor	423	423	0	
1997	Bobcat	763	Skid Steer	2,020	2,021	1	
2014	Case	580 SNWT	Backhoe	560	574	14	
2002	Crafco	110	Crack Sealer	778	778	0	
2003	Kubota	L3710	Tractor	1,456	1,462	6	
2009	Case	465	Skid Steer	529	530	1	
2004	Case	621D	Front Loader	2,013	2,186	173	

Mar-17

City Influent	31.19 MG	City Avg Daily	1.00 MG
LCF Influent	12.32 MG	LCF Daily Avg	.397 MG
Total Biosolids	1.11 MG	Precip	

Vehicles

Year	Make	Model	Description	Mileage Start	Mileage Ending	Miles Driven	Current Use	Comments
1995	Dodge	3500	Flatbed Truck	87389	87389	0	Collection System	
1999	Sterling	Vactor	Jet Truck	8052	8052	0	Collection System	
2002	Ford	350	Pick Up Truck	90184	90541	357	Ops/Maint.	
2006	Ford	Cr Vic	Sedan	147736	148717	981	Ops/Maint.	
2005	Ford	550	Flatbed Truck	41670	41821	151	Ops/Maint.	
2005	Freightliner	M2106	Dump Truck	18211	18332	121	Biosolids Disposal	
Total						1610		

Year	Make	Model	Description			Hours Used	Current Use	Comments
1991	Case	1825	Uni-Loader	938	938	0	Plant Activities	
1999	Sterling	Vactor	Jet Truck	2219	2219	0	Collection System	
1999	Aries	Saturn III	Camera Trailer	343	343	0	Collection System	
2004	John Deere	7920	Tractor	1132	1136	4	Biosolids Disposal	
2005	Polaris	Ranger #1	Utility Vehicle	1137	1144	7	Operations	
2004	Case	621D	Loader	2172	2174	2	Operations	
2005	Polaris	Ranger #2	Utility Vehicle	1049	1056	7	Maintenance	
2006	JCB	531-70	Telehandler	515	515	0	Plant Activities	