



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

COUNCIL AGENDA
Regular Meeting
Thursday, August 4, 2016
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. Life Saving Award
3. Wastewater Department Capital Projects Update
4. Culvert and Stormwater Drainage Review

Council Consideration of Agenda Items:

5. Public Hearing on and Consideration of the Proposed 2017 Budget
6. Resolution No. B-4-16 – Expressing the Property Taxation Policy for the 2017 Budget
7. Ordinance No. 967 – Weed Removal Assessments
8. Ordinance No. 968 – Sewer & Trash Disposal Assessments
9. Conditional Use Permit – 1205 North Main Street (Rear Building)
10. Executive Session – Consultation with Attorney

Reports:

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

Proclamations

Other Items of Interest

Adjournment

AGENDA SUMMARY

TO: Tim Vandall, City Administrator 
FROM: Sarah Bodensteiner, City Clerk
DATE: July 29, 2016
SUBJECT: Agenda Summary

Call To Order

Pledge of Allegiance

Roll Call

OLD BUSINESS:

1. Approval of Minutes

The regular meeting minutes of July 21st, 2016, are attached.

- **MOTION:** To approve the regular meeting minutes of July 21st, 2016, as presented.

NEW BUSINESS:

Audience Participation

Presentations:

2. Life Saving Award

3. Wastewater Project Update to Council

4. Culvert and Stormwater Drainage Review

Items for Council Consideration:

5. Public Hearing on and Consideration of the Proposed 2017 Budget

- A list of items the Council discussed at the July 14, 2016 Work Session is attached.
- The proposed 2017 budget will keep the mill ley flat at 41.838.

- **MOTIONS:**

- To open the public hearing for the 2017 Budget.
- To close the public hearing for the 2017 Budget.
- To approve the 2017 Budget.

6. Resolution No. B-4-16 – Expressing the Property Taxation Policy for the 2017 Budget

- The amount of tax levied in the 2017 budget is higher than the tax levied in 2016 plus the computed CPI limit.
- Due to an increase in the City's estimated assessed valuation, state statute requires cities to pass a resolution when the tax levy exceeds the computed CPI limit.
- **MOTION:** To adopt Resolution No. B-4-16 as presented.

7. Ordinance No. 967 – Weed Removal Assessments

- Pursuant to City Code, this ordinance lists the name, address, and amounts dues for property owners who have failed to pay weed removal fees.
- Upon adoption by the Council and publication, this ordinance shall constitute a lien against the property.
- **MOTION:** To adopt Ordinance No. 967 for assessment of delinquent fees for weed removal.

8. Ordinance No. 968 – Sewer and Trash Disposal Assessments

- Pursuant to City Code, this ordinance lists the name, address, and amounts due for property owners whose accounts are at least two months past due.
- Residents are given the opportunity to set up payment plans to be removed from the ordinance, and are informed that their account will be submitted to a third party collection agency if they miss a payment.
- Upon adoption by the Council and publication, this ordinance shall constitute a lien against the property.
- **MOTION:** To adopt Ordinance No. 968 for assessment of delinquent fees sewer and trash bills.

9. Conditional Use Permit – 1205 North Main Street (Rear Building)

- A request has been made for a conditional use permit to allow a temporary animal shelter, along with office and meeting space.
- The request would allow the shelter to keep up to four (4) adult dogs and up to six (6) adult cats at this location.

AGENDA SUMMARY

TO: Tim Vandall, City Administrator
FROM: Sarah Bodensteiner, City Clerk
DATE: July 29, 2016
SUBJECT: Agenda Summary

- The application was considered at the July 20th Planning Commission meeting and was approved by a vote of 4-2.
 - **ACTION OPTIONS:**
 1. Deny the conditional use permit as presented.
 2. Remand the conditional use permit back to the Planning Commission.
 3. Approve the conditional use permit as presented.
10. **Executive Session – Consultation with Attorney**
- **MOTION:** To recess into executive session for consultation with an attorney on matters that would be privileged in Attorney-Client relationship for ____ minutes, beginning at ____PM and returning at ____PM.

**Reports: Department Heads; City Attorney; City Engineer; City Administrator;
Councilmembers
Proclamations
Other Items of Interest
Adjournment**

AGENDA ITEM

TO: Tim Vandall, City Administrator 

FROM: Sarah Bodensteiner, City Clerk 

DATE: July 27, 2016

SUBJECT: Approval of Minutes

The regular meeting minutes for July 21, 2016, are enclosed for your review.

Action: Staff recommends a motion to approve the regular meeting minutes for July 21, 2016, as presented.

AGENDA ITEM #

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

Ward 3: Jesse Garvey and Kerry Brungardt

Ward 4: Tony McNeill and Gregg Buehler

Councilmembers Absent: Don Studnicka

Mayor Kirby addressed the audience: I am sure that we are all aware of the recent events concerning the tragic and senseless deaths of police officers in our country lately. I want to express my deepest sympathies, prayers, and thoughts to the families and friends, the police departments, and communities that have been affected by these recent events. My hope and prayers are that we never feel that pain here at home. I looked at the Lansing Police Department Facebook page the other day and noted that Chief Wayman had expressed his and the department's thanks for the kind words of thanks and appreciation that they had received from our citizens. While it is always good to hear a thank you, we appreciate your efforts, we support you, it doesn't hurt sometimes to show, even in a small way, how we feel. I would like to go the extra mile to demonstrate our thanks to our Police Department; however, I can't do it alone, I need your help. Can we, together, have a picnic for our officers, their spouses, and their children? Can we show them we care, we thank them, and we appreciate their efforts to serve, protect, and defend? I know we can as I have seen the generosity of this community before. I have witnessed your spirit of giving, of coming together for a cause, one that has purpose and meaning. Can we do this? Yes we can. Will you help? I know many of you will.

OLD BUSINESS:

Approval of Minutes: Councilmember Buehler moved to approve the regular meeting minutes of July 7, 2016, as presented. Councilmember Pawlowski 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:

Treasurer's Report for Quarter Ending June 30, 2016: Councilmember Pawlowski moved to approve the Treasurer's Report for the quarter ending June 30, 2016, as presented. Councilmember Buehler seconded the motion. The motion was unanimously approved.

Ordinance No. 966 – Authorizing and Providing for the Issuance of General Obligation Refunding and Improvement Bonds, Series 2016-A: Councilmember Brungardt moved to adopt Ordinance No. 966. Councilmember Buehler seconded the motion. The motion was unanimously approved.

Resolution No. B-3-16 – A Resolution Prescribing the Form and Details of an Authorizing and Directing the Sale and Delivery of General Obligation Refunding and Improvement Bonds, Series 2016-A: Councilmember Buehler moved to adopt Resolution No. B-3-16. Councilmember Pawlowski seconded the motion.

- Councilmember Pawlowski asked so this interest cost is what we think it's going to be.
 - Finance Director Beth Sanford replied no this is what it is and I have Dustin Avey from Piper Jaffray and he can give you a brief overview of the sale that went on today.
- Dustin Avey of Piper Jaffray stated as was authorized at the meeting in June we actually had our bond sale today for phase 2 of the wastewater projects as well as the refinancing of the temporary note issue which was for phase 1 of the wastewater project which was also then refinancing the remaining balance of the 2006-A bonds. The City received 2 bids this morning, we had the bond sale here at City Hall at 11 a.m., 2 bids were received the winning bid was provided by R.W. Baird at an interest rate of 2.44%. The second bidder, the cover bid, was at 2.47%, these are very good bids and actually in all of our initial projections we were actually estimating at 2.87%, so obviously it came in much less than what was anticipated, part of that is obviously we are in a very low interest rate environment, we're at historically low levels, the lowest levels we've ever seen in the bond market, so obviously a good time from a financing perspective. Certainly we would suggest the approval of the Resolution in awarding bonds at a 2.44% to R.W. Baird. The savings from the 2006-A bonds was \$93,548.00, which is above the estimates of \$80,000.00 as previously estimated, so more than what was expected that as well.

The motion was unanimously approved.

Modification of Contract for Professional Services – Lansing Middle School: Councilmember Buehler moved to modify the compensation section of the prior contract of Professional Services of Design Energy Group for the Lansing High School and Lansing Middle School to increase the maximum not to exceed amount by \$3,000.00 for a total of \$147,613.00. Councilmember Brungardt seconded the motion.

- Councilmember Gardner asked what did they run into because at the meeting he said they could expedite everything and have everything going, and what trouble did they run into.
 - Community and Economic Development Director Stefanie Leif stated I know a few months ago, they did run into some unexpected construction from the prior construction of the middle school, some things that ended up being challenges along the way, but I know that they have received a temporary certificate of occupancy for a portion of the middle school, so they are quite close, they just need a little bit more time, there were just some things that came up with the construction that delayed it.
 - Mayor Kirby stated a few snags along the way.
- Councilmember Gardner asked this isn't one of those instances where they keep extending it.
 - Community and Economic Development Director Stefanie Leif stated that was our question, we're saying \$3,000.00 right now and I didn't want to come back in front of you again for another \$3,000.00 or another amount, but when he sent us the email he said this is \$3,000.00 plus reimbursables and if it goes beyond that he would actually do the work without charging the City for it.
 - Mayor Kirby asked do we have that in writing.
 - Community and Economic Development Director Stefanie Leif replied it's in an email actually, yeah.

The motion was unanimously approved.

Executive Session – Economic Development: Councilmember Pawlowski moved to recess into executive session for economic development purposes to discuss confidential data relating to the financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorship for 10 minutes beginning at 7:09 p.m. and returning at 7:19 p.m. Councilmember Gardner seconded the motion. The motion was unanimously approved.

Councilmember Pawlowski moved to return to open session at 7:19 p.m. Councilmember Trinkle seconded the motion. The motion was unanimously approved.

Councilmember Pawlowski moved to recess into executive session for economic development purposes to discuss confidential data relating to the financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorship for 15 minutes beginning at 7:21 p.m. and returning at 7:36 p.m. Councilmember Brungardt seconded the motion. The motion was unanimously approved.

Councilmember Pawlowski moved to return to open session at 7:36 p.m. Councilmember Brungardt seconded the motion. The motion was unanimously approved.

REPORTS:

City Attorney: City Attorney had nothing to report.

City Engineer: City Engineer Matt Harding advised that he and Public Works Director, Jeff Rupp, attended a meeting with the County Engineer and Design Engineer in regards to the McIntyre Road improvement project and they were advised that the plans originally drafted and provided to the City of Lansing have been re-designed and may still change in order to cut costs. The changes discussed were to replace the gravel driveways with asphalt driveways and also change from doing an asphalt road to a chip and seal improvement. He also mentioned that the improvements to McIntyre Road are not being done to the City of Lansing Technical Specifications nor the County of Leavenworth Technical Specifications. He advised that he and Jeff Rupp will be keeping a very close eye on this project and will brief the Council when more information is available.

City Administrator: City Administrator Tim Vandall mentioned that Linaweaver Construction will begin work on West Mary to resolve the slope failure issue next week and they intend to have the project completed before school starts. A contract discussion will take place in August with the Leavenworth County Humane Society to save the City some money in regards to animal impound, which would save the City an estimated \$3,000.00 year in impound costs. The City of Leavenworth is exploring handling their own probation program due to a raise in costs, which is currently being handled through Leavenworth County. If the City of Leavenworth does break away from the County program that could change the rate the City pays to the County, and as such, the City of Lansing may look into working with the

City of Leavenworth for probation services if it's more cost effective. He also mentioned the meeting with the Department of Corrections on Friday in Topeka to discuss the Wastewater Utility Rate contract.

Governing Body: Councilmember Trinkle asked if the reason the County can make changes to the road design was because the Interlocal Agreement only stated improvements and not specifics to the McIntyre Road Project.

- City Attorney Greg Robinson replied that it depends on how the ballot question was worded as well as the language in the Interlocal Agreement on making changes to the plans.
 - City Administrator Tim Vandall stated he would contact the County Administrator to get further information and look into the ballot question and Interlocal Agreement verbiage.

Councilmember Gardner echoed the sentiments of the Mayor's letter regarding our Police and having a big and family oriented event. He also volunteered to help.

Councilmember Pawlowski asked if the entire area on McIntyre Road is on the City's growth area.

- City Engineer Matt Harding replied yes.

Councilmember Pawlowski stated that several years ago a house was being built on West McIntyre Road and the homeowner asked if they could install a gravel approach to the driveway, the Council required a concrete approach, as the council agreed that they did not want gravel on a new asphalt street. Concrete might not be necessary, but gravel and new asphalt is not ideal on a high volume high speed street.

- City Engineer Matt Harding replied that he mentioned to the Public Works Director that by not following the Technical Specifications of the City, what kind of precedent would that set for future development.

Councilmember Garvey stated that he thought having a picnic for the police department is a great idea and although what is currently happening around the states is tragic, hopefully there will be a good turn out to consider an annual police picnic, and he also volunteered to help at the picnic.

Councilmember Buehler provided a fun fact, in 1873 in Adair Iowa, Jesse James and the James Younger Gang pulled off the very first train robbery in the American old west.

ADJOURNMENT: Councilmember Buehler moved to adjourn. Councilmember Pawlowski seconded the motion. The motion was approved, with Councilmember Garvey voting against the motion. The meeting was adjourned at 7:56 p.m.

ATTEST:

Louis E. Kirby, Mayor

Sarah Bodensteiner, City Clerk


AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Steven L. Wayman, Chief of Police
DATE: July 29, 2016
SUBJECT: Life Saving Award (Officer Robin Mock)

The Lansing Police Department is honoring Officer Robin Mock for a Life Saving Award for an incident that occurred on May 24th, 2016 within the City of Lansing.

Action: None

AGENDA ITEM

TO: Tim Vandall, City Administrator 
FROM: Anthony Zell Jr, Wastewater Utility Director
DATE: July 28, 2016
SUBJECT: Wastewater Department Capital Projects Update

Currently, there are two major collection system infrastructure projects underway at this time.

Construction of the 7 Mile Creek Action Plan is approximately 85% complete, and is scheduled to be finished by October 1, 2016.

The 9 Mile Creek Action Plan is ready to move into the construction phase, with 270 days allotted for completion. A tentative notice to proceed date can be as early as mid-August.



The Director will provide an update to the Council about the status of the two projects.

Action: None.

AGENDA ITEM #

3

AGENDA ITEM



TO: Tim Vandall, City Administrator 
FROM: Sarah Bodensteiner, City Clerk 
DATE: July 28, 2016
SUBJECT: Culvert and Stormwater Drainage Review

City Engineer Matt Harding will brief the Council on the Culvert and Stormwater Drainage review findings.

AGENDA ITEM #

4

AGENDA ITEM

TO: Tim Vandall, City Administrator 
FROM: Elizabeth Sanford, Finance Director 
DATE: July 22, 2016
SUBJECT: Public Hearing on and Consideration of the Proposed 2017 Budget

Staff is pleased to present the Proposed 2017 Budget for the City of Lansing for consideration. The notice of public hearing summarizing the proposed 2017 budget was published in the *Leavenworth Times* on July 22, 2016.

The proposed 2017 Budget includes \$321,000 worth of *Capital and Supplemental Requests* as discussed at the June 23rd and July 14th work sessions and summarized as follows:

- General Fund:
 - 5 Rooftop HVAC units – 800 1st Terrace and 730 1st Terrace
 - 2 Police vehicles and packages
 - Structure removal cost share – Community Development
 - 2 Fountains for Centre Dr detention ponds
 - Durapatcher for street repairs
- Special Highway Fund:
 - Drainage work at 301 Ida Street
- Special Parks and Recreation Fund:
 - Activity Center flat roof replacement

The proposed 2017 budget reflects no increase to the mill levy.

Action:

Staff recommends that the Council open, hold, and close the public hearing on the Proposed 2017 Budget, and make a motion to adopt the same as presented.

City of Lansing

2017

Computation to Determine Limit for 2017

Amount of Levy

1. Total tax levy amount in 2016 budget	+ \$	<u>3,294,676</u>
2. Debt service levy in 2016 budget	- \$	<u>967,811</u>
3. Tax levy excluding debt service	\$	<u>2,326,865</u>

2016 Valuation Information for Valuation Adjustments

4. New improvements for 2016:	+	<u>549,885</u>	
5. Increase in personal property for 2016:			
5a. Personal property 2016	+	<u>1,089,515</u>	
5b. Personal property 2015	-	<u>1,296,411</u>	
5c. Increase in personal property (5a minus 5b)	+	<u>0</u>	
			(Use Only if > 0)
6. Valuation of annexed territory for 2016			
6a. Real estate	+	<u>0</u>	
6b. State assessed	+	<u>0</u>	
6c. New improvements	-	<u>0</u>	
6d. Total adjustment (sum of 6a, 6b, and 6c)	+	<u>0</u>	
7. Valuation of property that has changed in use during 2016		<u>56,315</u>	
8. Total valuation adjustment (sum of 4, 5c, 6d & 7)		<u>606,200</u>	
9. Total estimated valuation July 1, 2016		<u>79,574,864</u>	
10. Total valuation less valuation adjustment (9 minus 8)		<u>78,968,664</u>	
11. Factor for increase (8 divided by 10)		<u>0.00768</u>	
12. Amount of increase (11 times 3)	+ \$	<u>17,862</u>	
13. 2017 budget tax levy, excluding debt service, prior to CPI adjustment (3 plus 12)	\$	<u>2,344,727</u>	
14. Debt service levy in this 2017 budget		<u>842,769</u>	
15. 2017 budget tax levy, including debt service, prior to CPI adjustment (13 plus 14)		<u>3,187,496</u>	
16. Consumer Price Index for all urban consumers for calendar year 2015		<u>0.125%</u>	
17. Consumer Price Index adjustment (3 times 16)	\$	<u>2,909</u>	
18. Maximum levy for budget year 2017, including debt service, not requiring 'notice of vote publication' or adoption of a resolution prior to adoption of the budget (15 plus 17)	\$	<u>3,190,405</u>	

If the 2017 adopted budget includes a total property tax levy exceeding the dollar amount in line 18 you must, prior to adoption of such budget, adopt a resolution authorizing such levy and, subsequent to adoption of such budget, publish notice of vote by the governing body to adopt such budget in the official county newspaper and attach a copy of the published notice to this budget.

In no event will such resolution or published notice of the vote be required if the total budget year tax levy is \$1,000 or less.

Allocation of MV, RV, 16/20M, Commercial Vehicle, and Watercraft Tax Estimates

Budgeted Fund for 2016	Ad Valorem Levy Tax Year 2015	Allocation for Year 2017				
		MVT	RVT	16/20M Veh	Comm Veh	Watercraft
General	2,132,284	241,005	2,134	278	6,186	0
Debt Service	967,811	109,389	969	126	2,808	0
Library	194,581	21,993	195	25	564	0
TOTAL	3,294,676	372,387	3,298	429	9,558	0

County Treas Motor Vehicle Estimate	<u>372,387</u>				
County Treas Recreational Vehicle Estimate		<u>3,298</u>			
County Treas 16/20M Vehicle Estimate			<u>429</u>		
County Treas Commercial Vehicle Tax Estimate				<u>9,558</u>	
County Treas Watercraft Tax Estimate					<u>0</u>

Motor Vehicle Factor	<u>0.11303</u>				
Recreational Vehicle Factor		<u>0.00100</u>			
16/20M Vehicle Factor			<u>0.00013</u>		
Commercial Vehicle Factor				<u>0.00290</u>	
Watercraft Factor					<u>0.00000</u>

STATEMENT OF INDEBTEDNESS

Type of Debt	Date of Issue	Date of Retirement	Interest Rate %	Amount Issued	Beginning Amount Outstanding Jan 1,2016	Date Due		Amount Due 2016		Amount Due 2017	
						Interest	Principal	Interest	Principal	Interest	Principal
General Obligation:											
2006-A Refund & Improv	3/30/2006	9/1/2026	4.07	5,365,000	1,985,000	3/1 & 9/1	9/1	82,985	330,000	66,485	400,000
2008-A Refund & Improv	10/2/2008	9/1/2028	4.50	6,670,000	1,365,000	3/1 & 9/1	9/1	62,575	0	62,575	320,000
2010-A Refund & Improv	7/1/2010	9/1/2025	3.27	975,000	705,000	3/1 & 9/1	9/1	23,128	60,000	21,478	65,000
2012-A Taxable Refunding	11/1/2012	9/1/2015	1.35	1,910,000	0	3/1 & 9/1	9/1	0	0	0	0
2012-B Refunding	11/1/2012	9/1/2028	1.97	9,575,000	8,910,000	3/1 & 9/1	9/1	178,913	945,000	160,013	970,000
2015-A Refund & Improv	9/10/2015	9/1/2030	2.30	7,130,000	7,130,000	3/1 & 9/1	9/1	228,174	110,000	229,625	155,000
Total G.O. Bonds					20,095,000			575,775	1,445,000	540,175	1,910,000
Revenue Bonds:											
Total Revenue Bonds					0			0	0	0	0
Other:											
Temp Notes 2015-1	9/10/2015	9/1/2016	2.00	4,450,000	4,450,000	9/1	9/1		4,450,000		
Total Other					4,450,000			0	4,450,000	0	0
Total Indebtedness					24,545,000			575,775	5,895,000	540,175	1,910,000

STATEMENT OF CONDITIONAL LEASE-PURCHASE AND CERTIFICATE OF PARTICIPATION*

Item Purchased	Contract Date	Term of Contract (Months)	Interest Rate %	Total Amount Financed (Beginning Principal)	Principal Balance On Jan 1, 2016	Payments Due 2016	Payments Due 2017
Backhoe	11/13/2014	36	1.88	80,923	54,449	26,971	27,478
Totals					54,449	26,971	27,478

***If you are merely leasing/renting with no intent to purchase, do not list--such transactions are not lease-purchases.

**WORKSHEET FOR STATE GRANT-IN-AID TO PUBLIC LIBRARIES AND
REGIONAL LIBRARY SYSTEMS**

Budgeted Year: 2017

Library found in: City of Lansing
Leavenworth County

Two tests are used to determine eligibility for State Library Grant. If the grant is approved, then the municipality's library will be paid the grant on February 15 of each year.

First test:

	Current Year <u>2016</u>	Proposed Year <u>2017</u>
Ad Valorem	\$194,581	\$289,951
Delinquent Tax	\$0	\$0
Motor Vehicle Tax	\$19,415	\$21,993
Recreational Vehicle Tax	\$196	\$195
16/20M Vehicle Tax	\$99	\$25
LAVTR	\$0	\$0
	\$0	\$0
TOTAL TAXES	\$214,291	\$312,164
Difference in Total Taxes:	\$97,873	
Qualify for grant:	Qualify	

Second test:

Assessed Valuation	\$78,748,107	\$79,574,864
Did Assessed Valuation Decrease?	No	
Levy Rate	2.471	3.644
Difference in Levy Rate:	1.173	
Qualify for grant:	Qualify	

Overall does the municipality qualify for a grant? **Qualify**

If the municipality would not have qualified for a grant, please see the below narrative for assistance from the State Library.

City of Lansing

2017

Adopted Budget General Fund - Detail Page 1	Prior Year Actual for 2015	Current Year Estimate for 2016	Proposed Budget Year for 2017
Expenditures:			
Administration			
Salaries	63,931	64,320	77,751
Contractual	1,642	2,150	2,150
Commodities	739	1,400	1,400
Capital Outlay	210	400	400
Total	66,522	68,270	81,701
Police			
Salaries	1,285,352	1,282,752	1,355,969
Contractual	70,650	77,500	80,200
Commodities	59,944	81,650	80,150
Capital Outlay	0	0	83,000
Total	1,415,946	1,441,902	1,599,319
Municipal Court			
Salaries	122,612	93,444	84,574
Contractual	84,196	90,875	102,675
Commodities	1,310	2,300	1,900
Capital Outlay	4,346	4,500	4,700
Total	212,464	191,119	193,849
Emergency Preparedness			
Capital Outlay	0	0	3,000
Total	0	0	3,000
Street			
Salaries	98,812	101,106	100,244
Contractual	45,265	52,300	52,500
Commodities	14,117	15,100	20,100
Capital Outlay	0	0	65,000
Total	158,194	168,506	237,844
Street Lighting			
Contractual	163,924	182,900	177,900
Total	163,924	182,900	177,900
Building Maintenance			
Salaries	27,491	31,277	47,559
Contractual	14,545	20,750	19,500
Commodities	773	750	750
Capital Outlay	0	46,000	17,000
Total	42,809	98,777	84,809
Community Development			
Salaries	206,640	141,990	121,253
Contractual	4,719	27,550	29,700
Commodities	66,408	13,050	14,700
Capital Outlay	0	144,500	82,500
Total	277,767	327,090	248,153
Finance			
Salaries	171,684	178,236	177,021
Contractual	24,045	25,350	26,025
Commodities	2,431	2,000	2,000
Capital Outlay	6,401	9,800	9,800
Total	204,561	215,386	214,846
Public Works			
Salaries	230,202	225,547	226,800
Contractual	49,056	44,640	58,323
Commodities	10,394	14,290	15,950
Capital Outlay	0	7,000	24,000
Total	289,652	291,477	325,073
Page 1 - Total	2,831,839	2,985,427	3,166,494

City of Lansing

2017

Adopted Budget General Fund - Detail Page 2	Prior Year Actual for 2015	Current Year Estimate for 2016	Proposed Budget Year for 2017
Expenditures:			
City Administrator			
Salaries	127,047	132,566	136,698
Contractual	1,843	5,000	4,200
Commodities	344	1,875	1,900
Total	129,234	139,441	142,798
Community Center			
Salaries	2,396	2,449	2,377
Contractual	3,621	6,000	8,000
Commodities	0	0	0
Capital Outlay	461	1,500	1,500
Total	6,478	9,949	11,877
Parks and Recreation			
Salaries	373,468	401,730	430,766
Contractual	39,882	49,150	49,150
Commodities	18,136	23,900	23,900
Capital Outlay	0	0	22,000
Total	431,486	474,780	525,816
Activity Center			
Salaries	69,508	73,478	73,525
Contractual	40,377	41,000	41,500
Commodities	1,107	500	1,100
Total	110,992	114,978	116,125
Economic Development			
Salaries	192,352	217,802	210,658
Contractual	2,847	475	3,050
Commodities	11,299	8,585	9,200
Capital Outlay	41,986	45,500	55,500
Total	248,484	272,362	278,408
Historical Museum			
Salaries	21,616	26,893	30,079
Contractual	5,256	7,750	8,450
Commodities	6,111	5,350	5,250
Capital Outlay	1,250	500	500
Total	34,233	40,493	44,279
Council			
Salaries	1,550	1,495	1,495
Contractual	38,773	40,992	40,992
Total	40,323	42,487	42,487
Human Resources			
Salaries	81,629	83,346	85,969
Contractual	4,581	5,300	5,300
Commodities	2,656	1,700	1,700
Total	88,866	90,346	92,969
Non Departmental			
Salaries	868	800	87,000
Contractual	327,086	326,500	270,200
Commodities	12,820	14,300	14,600
Capital Outlay	14,772	40,000	40,000
Transfers	1,116,500	1,086,237	1,029,357
Contingency			819,168
Total	1,472,046	1,467,837	2,260,325
Page 2 -Total	2,562,142	2,652,673	3,515,084
Page 1 -Total	2,831,839	2,985,427	3,166,494
Grand Total	5,393,981	5,638,100	6,681,578

(Note: Should agree with general sub-totals.)

City of Lansing

2017

FUND PAGE FOR FUNDS WITH A TAX LEVY

Adopted Budget	Prior Year Actual for 2015	Current Year Estimate for 2016	Proposed Budget Year for 2017
Debt Service			
Unencumbered Cash Balance Jan 1	470,805	534,174	521,550
Receipts:			
Ad Valorem Tax	1,053,339	967,811	xxxxxxxxxxxxxxxx
Delinquent Tax	10,082		
Motor Vehicle Tax	116,639	120,836	109,389
Recreational Vehicle Tax	1,149	1,223	969
16/20M Vehicle Tax	175	571	126
Commercial Vehicle Tax	2,485	2,712	2,808
Watercraft Tax	0	0	0
Special Assessments	162,326	259,527	256,714
Transfers from Other Funds	957,565	907,900	1,422,828
Bond Proceeds	7,130,000	6,095,000	0
Original Issue Premium	440,183	87,916	0
Interest on Idle Funds	29	10	10
Neighborhood Revitalization Rebate	(29,705)	-26,552	-20,033
Miscellaneous	0		
Does miscellaneous exceed 10% Total Rec			
Total Receipts	9,844,267	8,416,954	1,772,811
Resources Available:	10,315,072	8,951,127	2,294,361
Expenditures:			
Bond Principal	1,635,000	1,445,000	2,190,000
Bond Interest	616,370	575,775	722,584
Temp Note Principal	2,170,000	4,450,000	0
Temp Note Interest	16,636	86,775	0
Bond Issuance Costs	107,645	179,276	0
Bonds Refunded	5,235,247	1,692,752	0
Cash Basis Reserve (2017 column)			200,000
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	9,780,898	8,429,577	3,112,584
Unencumbered Cash Balance Dec 31	534,174	521,550	xxxxxxxxxxxxxxxx
2015/2016/2017 Budget Authority Amount	9,780,899	8,429,578	3,112,584
Non-Appropriated Balance			
Total Expenditure/Non-Appr Balance			3,112,584
Tax Required			818,222
Delinquent Comp Rate: 3.0%			24,547
Amount of 2016 Ad Valorem Tax			842,769

Adopted Budget	Prior Year Actual for 2015	Current Year Estimate for 2016	Proposed Budget Year for 2017
Library			
Unencumbered Cash Balance Jan 1	83,802	50,182	19,095
Receipts:			
Ad Valorem Tax	169,253	194,581	xxxxxxxxxxxxxxxx
Delinquent Tax	1,606		
Motor Vehicle Tax	20,155	19,415	21,993
Recreational Vehicle Tax	199	196	195
16/20M Vehicle Tax	28	99	25
Commercial Vehicle Tax	431	84	564
Watercraft Tax	0	119	0
Fines & Fees	3,810	5,000	5,000
Grants	0	0	0
Donations	1,219	500	200
Kansas State Library Grant	1,940	5,616	3,000
Interest on Idle Funds	8	10	10
Neighborhood Revitalization Rebate	(4,773)	-5,338	-6,892
Miscellaneous	2,873	2,500	
Does miscellaneous exceed 10% Total Rec			
Total Receipts	196,749	222,782	24,095
Resources Available:	280,551	272,964	43,190
Expenditures:			
Salaries & Benefits	183,879	194,559	236,608
Contractual	6,492	7,060	13,488
Commodities	10,968	15,150	14,000
Capital Outlay	29,030	37,100	35,600
Contingency			25,000
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	230,369	253,869	324,696
Unencumbered Cash Balance Dec 31	50,182	19,095	xxxxxxxxxxxxxxxx
2015/2016/2017 Budget Authority Amount	244,414	259,959	324,696
Non-Appropriated Balance			
Total Expenditure/Non-Appr Balance			324,696
Tax Required			281,506
Delinquent Comp Rate: 3.0%			8,445
Amount of 2016 Ad Valorem Tax			289,951

City of Lansing

2017

FUND PAGE FOR FUNDS WITH NO TAX LEVY

Adopted Budget Special Highway	Prior Year Actual for 2015	Current Year Estimate for 2016	Proposed Budget Year for 2017
Unencumbered Cash Balance Jan 1	196,147	310,207	303,493
Receipts:			
State of Kansas Gas Tax	316,247	307,320	304,010
County Transfers Gas	34,706	32,900	30,340
Permits	2,110	2,500	2,500
Inspection Fees	30,833		
Transfer from General	120,000	120,000	120,000
Interest on Idle Funds	17	25	25
Miscellaneous	0	0	0
Does miscellaneous exceed 10% Total Rec			
Total Receipts	503,913	462,745	456,875
Resources Available:	700,060	772,952	760,368
Expenditures:			
Salaries & Benefits	261,029	291,598	305,936
Contractual	42,424	56,000	61,200
Commodities	46,611	56,000	56,000
Capital Outlay	39,789	65,861	65,000
			45,000
Cash Forward (2017 column)			227,000
Miscellaneous	0	0	0
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	389,853	469,459	760,136
Unencumbered Cash Balance Dec 31	310,207	303,493	232
2015/2016/2017 Budget Authority Amount	476,237	469,617	760,136

Adopted Budget

Adopted Budget Special Alcoholic Liquor	Prior Year Actual for 2015	Current Year Estimate for 2016	Proposed Budget Year for 2017
Unencumbered Cash Balance Jan 1	77,446	14,284	21,515
Receipts:			
Local Alcohol Liquor Tax	10,287	10,476	10,628
Donations	0	0	0
Safe Kids LVCO Grant	0	0	0
Interest on Idle Funds	8	5	5
Miscellaneous	0	0	0
Does miscellaneous exceed 10% Total Rec			
Total Receipts	10,295	10,481	10,633
Resources Available:	87,741	24,765	32,148
Expenditures:			
Contractual	0	750	750
Commodities	0	0	0
Capital Outlay	73,457	2,500	2,500
Cash Forward (2017 column)			28,898
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	73,457	3,250	32,148
Unencumbered Cash Balance Dec 31	14,284	21,515	0
2015/2016/2017 Budget Authority Amount	73,550	3,250	32,148

City of Lansing

2017

FUND PAGE FOR FUNDS WITH NO TAX LEVY

Adopted Budget Park Land Trust	Prior Year Actual for 2015	Current Year Estimate for 2016	Proposed Budget Year for 2017
Unencumbered Cash Balance Jan 1	11,600	16,000	23,600
Receipts:			
Park Land Fees	4,400	19,200	0
Interest on Idle Funds	0	0	0
Miscellaneous	0	0	0
Does miscellaneous exceed 10% Total Rec			
Total Receipts	4,400	19,200	0
Resources Available:	16,000	35,200	23,600
Expenditures:			
Capital Outlay	0	11,600	23,600
Cash Forward (2017 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	0	11,600	23,600
Unencumbered Cash Balance Dec 31	16,000	23,600	0
2015/2016/2017 Budget Authority Amount	12,200	11,600	23,600

Adopted Budget

Adopted Budget Mayor's Christmas Tree	Prior Year Actual for 2015	Current Year Estimate for 2016	Proposed Budget Year for 2017
Unencumbered Cash Balance Jan 1	5,223	8,805	4,283
Receipts:			
Donations	6,540	2,500	3,500
Interest on Idle Funds	0	0	0
Miscellaneous	0	0	0
Does miscellaneous exceed 10% Total Rec			
Total Receipts	6,540	2,500	3,500
Resources Available:	11,763	11,305	7,783
Expenditures:			
Contractual	2,958	7,022	7,783
Cash Forward (2017 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	2,958	7,022	7,783
Unencumbered Cash Balance Dec 31	8,805	4,283	0
2015/2016/2017 Budget Authority Amount	7,200	7,022	7,783

City of Lansing

2017

FUND PAGE FOR FUNDS WITH NO TAX LEVY

Adopted Budget	Prior Year	Current Year	Proposed Budget
KS Regional Prisons Museum	Actual for 2015	Estimate for 2016	Year for 2017
Unencumbered Cash Balance Jan 1	136,012	136,918	137,018
Receipts:			
Lansing DAZE/Golf Tournament	11,831	0	0
BBQ Contest	6,010	0	0
Gift Shop	308	100	100
Interest on Idle Funds	16	0	0
Miscellaneous	87	0	0
Does miscellaneous exceed 10% Total Rec			
Total Receipts	18,252	100	100
Resources Available:	154,264	137,018	137,118
Expenditures:			
Contractual	0	0	0
BBQ Contest	9,149	0	0
Lansing DAZE/Golf Tournament	8,197	0	0
Cash Forward (2017 column)			137,118
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	17,346	0	137,118
Unencumbered Cash Balance Dec 31	136,918	137,018	0
2015/2016/2017 Budget Authority Amount	20,000	0	137,118

Adopted Budget

Adopted Budget	Prior Year	Current Year	Proposed Budget
Transient Guest Tax	Actual for 2015	Estimate for 2016	Year for 2017
Unencumbered Cash Balance Jan 1	94,145	94,492	67,544
Receipts:			
Transient Guest Tax	104,094	90,000	95,000
Fireworks Donation	0	1,000	1,000
Fall Festival	662	300	500
Lansing DAZE/BBQ/Golf Tournament	0	16,000	16,000
Interest on Idle Funds	4	2	10
Miscellaneous	0	0	0
Does miscellaneous exceed 10% Total Rec			
Total Receipts	104,760	107,302	112,510
Resources Available:	198,905	201,794	180,054
Expenditures:			
Contractual	35,182	40,200	40,424
Commodities	12,417	12,750	12,750
Economic Development		0	25,300
Lansing DAZE/BBQ/Golf Tournament	25,591	49,500	49,500
Fireworks	20,185	21,000	21,000
Salads & Solutions	3,853	3,800	4,000
Fall Festival	7,185	7,000	7,000
Cash Forward (2017 column)			20,080
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	104,413	134,250	180,054
Unencumbered Cash Balance Dec 31	94,492	67,544	0
2015/2016/2017 Budget Authority Amount	114,180	148,266	180,054

City of Lansing

2017

FUND PAGE FOR FUNDS WITH NO TAX LEVY

Adopted Budget	Prior Year	Current Year	Proposed Budget
Capital Improvements	Actual for 2015	Estimate for 2016	Year for 2017
Unencumbered Cash Balance Jan 1	32,355	47,132	47,142
Receipts:			
Reimbursed Expenses	325,204	86,058	0
Transfer from General	712,500	832,237	775,357
Sidewalk Revenues	1,875	0	0
Interest on Idle Funds	7	10	10
Miscellaneous	0	0	0
Does miscellaneous exceed 10% Total Rec			
Total Receipts	1,039,586	918,305	775,367
Resources Available:	1,071,941	965,437	822,509
Expenditures:			
Signal Lights	72,915	4,000	6,400
Drainage Maintenance	35,000	36,750	50,000
Street Contract	578,286	560,000	471,657
Sidewalk Construction	16,136	16,275	100,000
DeSoto Road Project	1,564	103,000	77,300
Gamble Road	320,908	0	0
Curb Replacement	0	68,850	10,000
Drainage Contract	0	48,620	60,000
Bernard Park	0	80,800	0
Cash Forward (2017 column)			47,152
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	1,024,809	918,295	822,509
Unencumbered Cash Balance Dec 31	47,132	47,142	0
2015/2016/2017 Budget Authority Amount	991,114	704,495	822,509

See Tab A

See Tab C

Adopted Budget

Adopted Budget	Prior Year	Current Year	Proposed Budget
Equipment Reserve	Actual for 2015	Estimate for 2016	Year for 2017
Unencumbered Cash Balance Jan 1	149,435	146,341	174,456
Receipts:			
Sale of Assets	0	0	0
Reimbursed Expenses	960	126,818	125,000
Transfer from General	75,000	100,000	100,000
Interest on Idle Funds	8	10	10
Miscellaneous	0	0	0
Does miscellaneous exceed 10% Total Rec			
Total Receipts	75,968	226,828	225,010
Resources Available:	225,403	373,169	399,466
Expenditures:			
Capital Outlay	51,067	126,818	125,000
Lease Payments - Backhoe	27,995	27,995	27,995
Lease Payments - 2016 Lease	0	43,900	43,900
Cash Forward (2017 column)			202,571
Miscellaneous	0	0	0
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	79,062	198,713	399,466
Unencumbered Cash Balance Dec 31	146,341	174,456	0
2015/2016/2017 Budget Authority Amount	240,000	317,000	399,466

City of Lansing

2017

FUND PAGE FOR FUNDS WITH NO TAX LEVY

Adopted Budget Sewer Utility	Prior Year Actual for 2015	Current Year Estimate for 2016	Proposed Budget Year for 2017
Unencumbered Cash Balance Jan 1	15,596,259	15,887,259	15,947,684
Receipts:			
Usage Charges	2,263,759	2,301,810	2,501,852
Sewer Connection Fees	66,500	38,300	50,000
Late Charges	57,493	25,000	25,000
Special Assessments	1,903	0	0
City Service Charge	2,695	2,500	2,500
Collections Revenue	58,650	15,000	15,000
Sale of Assets	3,300	0	0
Interest on Idle Funds	31	25	25
Miscellaneous	791	0	
Does miscellaneous exceed 10% Total Rec			
Total Receipts	2,455,122	2,382,635	2,594,377
Resources Available:	18,051,381	18,269,894	18,542,061
Expenditures:			
Salaries & Benefits	410,418	437,090	454,442
Contractual	671,650	635,650	663,050
Commodities	111,183	110,570	112,070
Capital Outlay	86,306	129,000	182,000
Non Operating Expenditures:			
Debt Service	782,565	907,900	1,422,828
Equipment Reserve	102,000	102,000	102,000
Depreciation			800,000
Cash Forward (2017 column)			175,000
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	2,164,122	2,322,210	3,911,390
Unencumbered Cash Balance Dec 31	15,887,259	15,947,684	14,630,671
2015/2016/2017 Budget Authority Amount	2,773,072	3,095,454	3,911,390

City of Lansing

NON-BUDGETED FUNDS (A)
(Only the actual budget year for 2015 is to be shown)

2017

Non-Budgeted Funds-A

(1) Fund Name:		(2) Fund Name:		(3) Fund Name:		(4) Fund Name:		(5) Fund Name:		
Police Equipment Reserv		147th/DeSoto Rd		7 Mile Action Plan						
Unencumbered		Unencumbered		Unencumbered		Unencumbered		Unencumbered		Total
Cash Balance Jan 1	24,765	Cash Balance Jan 1	1,303,656	Cash Balance Jan 1	0	Cash Balance Jan 1		Cash Balance Jan 1		1,328,421
Receipts:		Receipts:		Receipts:		Receipts:		Receipts:		
Fines & Fees	14,426	Plan/Plat Review	50	Temp Note Proceeds	4,450,000					
Sale of Assets	1,202			Original Issue Prem	58,523					
Total Receipts	15,628	Total Receipts	50	Total Receipts	4,508,523	Total Receipts	0	Total Receipts	0	4,524,201
Resources Available:	40,393	Resources Available:	1,303,706	Resources Available:	4,508,523	Resources Available:	0	Resources Available:	0	5,852,622
Expenditures:		Expenditures:		Expenditures:		Expenditures:		Expenditures:		
Capital Outlay	18,083	Publications & Ads	82	Construction	1,400,756					
		147th St	329,303	Bond Issuance Costs	32,125					
		Engineer Studies	970,820							
Total Expenditures	18,083	Total Expenditures	1,300,205	Total Expenditures	1,432,881	Total Expenditures	0	Total Expenditures	0	2,751,169
Cash Balance Dec 31	22,310	Cash Balance Dec 31	3,501	Cash Balance Dec 31	3,075,642	Cash Balance Dec 31	0	Cash Balance Dec 31	0	3,101,453 **
										3,101,453 **

**Note: These two block figures should agree.

NOTICE OF BUDGET HEARING

2017

The governing body of

City of Lansing

will meet on August 4, 2016 at 7:00 p.m. at Lansing City Hall, 800 1st Ter, Lansing, KS for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds and the amount of ad valorem tax.

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

BUDGET SUMMARY

Proposed Budget 2017 Expenditures and Amount of 2016 Ad Valorem Tax establish the maximum limits of the 2017 budget.

Estimated Tax Rate is subject to change depending on the final assessed valuation.

FUND	Prior Year Actual for 2015		Current Year Estimate for 2016		Proposed Budget Year for 2017		
	Expenditures	Actual Tax Rate *	Expenditures	Actual Tax Rate *	Budget Authority for Expenditures	Amount of 2016 Ad Valorem Tax	Estimate Tax Rate *
General	5,393,981	24.786	5,638,100	27.077	6,681,578	2,196,508	27.603
Debt Service	9,780,898	13.879	8,429,577	12.290	3,112,584	842,769	10.591
Library	230,369	2.230	253,869	2.471	324,696	289,951	3.644
Special Highway	389,853		469,459		760,136		
Special Alcoholic Liquor	73,457		3,250		32,148		
Park Land Trust			11,600		23,600		
Mayor's Christmas Tree	2,958		7,022		7,783		
KS Regional Prisons Museu	17,346				137,118		
Transient Guest Tax	104,413		134,250		180,054		
Capital Improvements	1,024,809		918,295		822,509		
Equipment Reserve	79,062		198,713		399,466		
Special Parks & Recreation	113,746		126,700		379,872		
Sewer Utility	2,164,122		2,322,210		3,911,390		
Solid Waste	543,980		559,500		1,039,442		
Non-Budgeted Funds-A	2,751,169						
Totals	22,670,163	40.895	19,072,545	41.838	17,812,376	3,329,228	41.838
Less: Transfers	1,974,065		2,069,137		2,552,185		
Net Expenditure	20,696,098		17,003,408		15,260,191		
Total Tax Levied Assessed Valuation	77,000,472		78,748,107		79,574,864		
Outstanding Indebtedness, January 1,							
2014			2015		2016		
G.O. Bonds	21,045,000		19,520,000		20,095,000		
Revenue Bonds	0		0		0		
Other	0		2,170,000		4,450,000		
Lease Purchase Principal	110,297		106,677		54,449		
Total	21,155,297		21,796,677		24,599,449		

*Tax rates are expressed in mills

Elizabeth Sanford
City Official Title: Finance Director

2017 Neighborhood Revitalization Rebate

Budgeted Funds for 2017	2016 Ad Valorem before Rebate**	2016 Mil Rate before Rebate	Estimate 2017 NR Rebate
General	2,143,565	26.938	52,233
Debt Service	822,135	10.332	20,033
Library	282,852	3.555	6,892
0			0
0			0
0			0
0			0
0			0
0			0
0			0
0			0
0			0
0			0
0			0
0			0
TOTAL	3,248,552	40.824	79,158

2016 July 1 Valuation: 79,574,864



Valuation Factor: 79,574.864

Neighborhood Revitalization Subj to Rebate: 1,939,034

Neighborhood Revitalization factor: 1,939.034

**This information comes from the 2017 Budget Summary page. See instructions tab #13 for completing the Neighborhood Revitalization Rebate table.

AGENDA ITEM

TO: Tim Vandall, City Administrator 
FROM: Elizabeth Sanford, Finance Director 
DATE: July 20, 2016
SUBJECT: Resolution No. B-4-16 – A Resolution Expressing the Property Taxation Policy of the Governing Body of the City of Lansing, Kansas, with Respect to Financing the Annual Budget for 2017.

The amount of tax levied in the 2017 budget is higher than the tax levied in 2016 plus the computed CPI limit, due to an increase in the city's estimated assessed valuation. K.S.A. 79-2925b requires cities to pass a resolution when the tax levy exceeds the computed CPI limit.

Resolution No. B-4-16 allows a levy of property taxes in the 2017 budget exceeding the amount levied in 2016.

Action:

Staff recommends a motion to adopt Resolution No. B-4-16, as presented.

AGENDA ITEM #



RESOLUTION NO. B-4-16

A RESOLUTION EXPRESSING THE PROPERTY TAXATION POLICY OF THE GOVERNING BODY OF THE CITY OF LANSING, KANSAS, WITH RESPECT TO FINANCING THE ANNUAL BUDGET FOR 2017.

WHEREAS, K.S.A. 79-2925b, as amended, provides that a levy of property taxes to finance the 2017 budget of the City of Lansing exceeding the amount levied to finance the 2016 budget of the City of Lansing, as adjusted to reflect changes in the Consumer Price Index for All Urban Consumers for calendar year 2015, be authorized by a resolution adopted in advance of the adoption of a budget supported by such levy; and

WHEREAS, K.S.A. 79-2925b, as amended, also provides that current year revenue that is produced and attributable to the taxation of (1) new improvements, (2) increased personal property valuation other than increased valuation of oil and gas leaseholds and mobile homes, (3) property located within added jurisdictional territory, and (4) property which has changed in use shall not be considered when determining whether revenue produced from property tax has increased from the preceding year; and

WHEREAS, the City of Lansing, Kansas provides essential services to its citizens; and

WHEREAS, the cost of providing these services continues to increase.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF LANSING, KANSAS, AS FOLLOWS:

Section 1. A levy of property taxes in support of the 2017 budget exceeding the amount levied in 2016, as adjusted pursuant to K.S.A. 79-2925b, as amended, is hereby approved.

ADOPTED by the governing body on August 4, 2016.



(SEAL)

Louis E. Kirby, Mayor

ATTEST:

Sarah Bodensteiner, City Clerk

AGENDA ITEM

TO: Tim Vandall, City Administrator 
FROM: Elizabeth Sanford, Finance Director 
DATE: July 20, 2016
SUBJECT: Ordinance No. 967 – Weed Removal Assessments

Pursuant to Chapter 8, Health and Welfare, Section 7, Weeds of the Code of the City of Lansing, Kansas, a copy of Ordinance No. 967 listing the account name, property address, and delinquent amounts for property owners who failed to pay weed removal fees. Upon adoption by the City Council and subsequent publication in the Leavenworth Times, this Ordinance shall constitute a lien against the real estate for which service was supplied.

Action:

Staff recommends a motion to adopt Ordinance No. 967 for assessment of delinquent fees for weed removal.

AGENDA ITEM #

7

ORDINANCE NO. 967

AN ORDINANCE LEVYING ASSESSMENTS FOR UNPAID CHARGES AGAINST EACH LOT & PARCEL OF GROUND AS A SPECIAL ASSESSMENT TO CONSTITUTE A LIEN UPON THE PROPERTY FOR THE AMOUNT OF DELINQUENT FEES FOR WEED REMOVAL ASSESSMENTS OF THE CITY OF LANSING, KANSAS.

WHEREAS, said governing body of the city of Lansing, Kansas has determined that the cost for said services rendered be levied and assessed against each lot or parcel of ground for the unpaid charges as a special assessment, which shall constitute a lien upon the property for the amount of said delinquent fees, and after due notice, pursuant to Chapter VIII. Health and Welfare, Article 3 8-311, Weeds and Noxious Weeds of the Code of the City of Lansing, Kansas, said delinquent fees should be assessed against the property owners.

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

Section 1. Special assessments to pay the cost, including late fees and accrued interest, of the weed removal fees, of the city of Lansing, Kansas, be and the same are hereby levied against the several lots, pieces, and parcels of land liable for such special assessments as a result of their failure to pay the unpaid charges as delinquent fees, as follows, such lands being in the city of Lansing, Leavenworth County, Kansas:

Charles V. Householder Jr. & Tonja G. Robinson
1005 N 4th Street
Legal: Block 4 Town of Richardson N1/2 of Lot 16 & Lots 17 & 18
Sub: Richardson, Town of
Parcel ID: 052-094-18-0-30-08-013.00-0-01

\$70.00

Kelley Lynn Jones
204 East Kansas Avenue
Legal: Block 4 Town of Progress W1/2 of Lot 2
Sub: Progress, Town of
Parcel ID: 052-094-19-0-30-03-005.00-0-01

\$390.00

Nathen A. Harmon
208 S 2nd Street
Legal: Block 6 Town of Progress N70' of S145'(S) Lot 11 & E50' of N70' of S145'(s) Lot 12 (Scaled)
Sub: Progress, Town of
Parcel ID: 052-094-19-0-30-05-019.00-0-01

\$388.00

Section 2. That this ordinance shall take effect from and after its adoption by the governing body and upon publication in the official city newspaper as provided by law.

PASSED AND APPROVED by the Governing Body of the City of Lansing, Kansas, on this 4th day of August 2016.

{SEAL}

Louis E. Kirby, Mayor

Attest:



Sarah Bodensteiner, City Clerk

APPROVED AS TO FORM:

Published: *Leavenworth Times*
Date Published:

Gregory C. Robinson, City Attorney

AGENDA ITEM

TO: Tim Vandall, City Administrator 
FROM: Elizabeth Sanford, Finance Director 
DATE: July 28, 2016
SUBJECT: Ordinance No. 968 – Sewer and Trash Disposal Assessments

Pursuant to Chapter 16, Utilities, Section 16-116 and 16-209 (e) of the City's Code of Ordinances, a copy of Ordinance No. 968 listing the account name, property address, and delinquent amounts for customers whose accounts are at least two (2) months past due is attached for your review. Upon adoption by the City Council and subsequent publication in the Leavenworth Times, this Ordinance shall constitute a lien against the real estate for which service is supplied.

Residents are given the opportunity to be removed from the Ordinance by setting up a payment plan with the City. Unfortunately, some residents default on their payment plan after the Ordinance has been published and submitted to the County for assessment against the property. Staff has informed each resident interested in setting up a payment plan that the account will be submitted to a third party collection agency if the resident misses a payment.

This Ordinance will be distributed in final form at the August 4, 2016 City Council meeting to allow for receipt of payments through 5:00 p.m. on Thursday, August 4, 2016.

Action: Staff recommends a motion to adopt Ordinance No. 968 for assessment of delinquent sewer and trash bills.

AGENDA ITEM #



ORDINANCE NO. 968

AN ORDINANCE LEVYING ASSESSMENTS FOR UNPAID CHARGES AGAINST EACH LOT & PARCEL OF GROUND AS A SPECIAL ASSESSMENT TO CONSTITUTE A LIEN UPON THE PROPERTY FOR THE AMOUNT OF DELINQUENT FEES FOR SOLID WASTE DISPOSAL & SEWER ASSESSMENT OF THE CITY OF LANSING, KANSAS.

WHEREAS, section 16-116 and 16-209 (e) of the City of Lansing, Kansas, Code of Ordinances require the Finance Department to compile a list of all customers who are at least two (2) months delinquent on their solid waste Disposal and sewer services bills; and the Governing Body shall, by ordinance, levy and assess the charges and/or penalties against each lot or parcel of ground served as a special assessment.

WHEREAS, said Governing Body of the City of Lansing, Kansas, has determined that the cost for said services rendered be levied and assessed against each lot or parcel of ground for the unpaid charges as a special assessment, which shall constitute a lien upon the property for the amount of said delinquent fees.

WHEREAS, the assessment shall be collected at the same time and in the same manner as ordinary county ad valorem property taxes, subject to the same penalties and procedures provided for such taxes, and all laws applicable to the collection, levy and enforcement of county ad valorem property taxes.

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

SECTION 1. Special assessments to pay the cost, including late fees and accrued interest, of the solid waste collection and waste water collection, and treatment, of the City of Lansing, Kansas, be and the same are hereby levied against the several lots, pieces, and parcels of land liable for such special assessments as a result of their failure to pay the unpaid charges as delinquent fees, as follows, such lands being in the City of Lansing, Leavenworth County, Kansas:

ANDERSON, JORDAN 927 S VALLEY DR	\$1,178.32	DOLD, SAMANTHA	
ANDERSON, NATHAN 281 HOLIDAY DR	\$1,350.32	207 CARRIAGE CROSSING	\$956.52
ARAUJO, LUIS 607 WILLOW CT	\$1,202.81	DUBOIS, BRIAN 717 S DESOTO RD	\$457.25
BABCOCK, DAVID 109 N BROOKRIDGE ST	\$1,961.67	DUMLAO, SHARON 607 E BETH ST	\$520.45
BAZIL, DERALD 315 FAWN VALLEY CT	\$1,914.55	DUPREE, DEBRA 127 WOODLAND RD	\$1,089.21
BECK, HEATHER 809 SOUTHFORK ST	\$1,880.55	EAST, APRIL 221 E LOIS ST	\$1,234.01
BEEMAN-KLEMISH, KATHLEEN		ENGELMAN, CHRISTINA 410 FAIRLANE ST	\$1,622.29
615 BROOKMEADOW RD	\$780.28	FAIRBANKS, LARRY 316 HIGHLAND RD	\$1,048.69
BELL, DAVID 578 HITHERGREEN DR	\$1,525.44	FAIRBANKS, RICHARD 118 S 3RD CT	\$717.39
BERG, VINA 102 W KANSAS AVE	\$310.60	FLORES, GINNY 821 STONECREST DR	\$2,120.01
BERNARD, WILLIAM 119 E LOIS ST	\$1,204.54	GARCLA, PAMELA 512 CARAWAY PL	\$1,549.40
BOBO, JAMES 101 KAREN LN	\$1,383.35	GARDNER, JOHN 319 FAIRLANE ST	\$429.22
BOLLIN, MICHAEL 402 HITHERGREEN DR	\$1,485.23	GAUGER, WILLIAM 606 MORGAN ST	\$1,625.20
BOWMAN, SUZAN 930 STONECREST DR	\$429.72	HAWKINS, JASON 877 HOLIDAY DR	\$1,214.55
BOYD, MICHAEL C 102 KAREN LN	\$1,034.83	HICKMAN, MICHAEL 120 KAREN LN	\$1,359.38
BRASWELL, GEORGE 410 HOLIDAY DR	\$282.05	HIGINBOTHAM, JOSEPH	
BROWN, TIMOTHY 106 HELEN ST	\$1,870.43	809 ENGLEWOOD ST	\$252.86
CALDWELL, ERIC 328 FAWN VALLEY ST	\$241.85	HUBBARD, JAMES 305 S 2ND ST	\$1,697.09
CANONICA, IRENE 126 E KANSAS AVE	\$1,246.69	HUNLEY, ALPHONSO	
CAREY, JAMES 502 FORESTGLEN LN	\$822.69	204 CANYON VIEW DR	\$201.89
CARPENTER, JENNIFER 409 S DESOTO RD	\$457.25	HUTCHINSON, ERIC 904 OAKMONT DR	\$1,467.63
CHINN, ADRIAN JOSEPH 938 N 4TH ST	\$310.37	JACKSON, JAMES SR 311 S 1ST ST	\$710.87
CLARK, MIMI 255 HOLIDAY DR	\$1,766.19	JACKSON, RICK 101 CRESTVIEW ST	\$632.74
CLARK, SHIRLEY 110 W KAY ST	\$942.05	JENNINGS, KEITH 119 KAREN LN	\$1,691.09
COPE, LACY 715 N 2ND ST	\$1,238.60	JENSEN, VICKI 105 TIMBERCREEK CIR	\$1,603.33
DESCH, HOPE 132 WOODLAND DR	\$1,283.62	JOHNSON, JACK 122 E KANSAS AVE	\$804.89
DIPMAN, TIFFANY 711 S BITTERSWEET CT	\$1,099.68	JOHNSON, TODD 14092 ROBIN RD	\$483.93

JONES, CURTIS 703 IDA ST	\$329.12	SAVIDGE, HEATHER	
KARPIERZ, LARA 601 VALLEY DR	\$449.19	339 FAWN VALLEY ST	\$1,501.11
KENDRCK, DANA 506 FORESTGLEN LN	\$393.65	SCHROEDER, KELLY 312 HOLIDAY DR	\$1,610.11
LECH, ZACH 504 S 2ND ST	\$440.25	SIMS, MANUEL 300 BROOKWOOD ST	\$703.42
LOAN, ALVIN 107 FERNCLIFF ST	\$1,425.35	SMOTHERMAN, DAVID 724 N DESOTO	\$457.25
LOGAN, KRISTIE 704 N 2ND ST	\$441.23	SPEAR, TERESA 107 E MARY	\$1,398.83
MAJOR, PAUL 119 CONTINENTAL DR	\$584.65	SPEENCE, MELANIE 102 S 2ND ST	\$1,579.33
MARTIN, EMMETT 806 ENGLEWOOD ST	\$1,221.21	STORHAUG, JARED 103 WOODLAND RD	\$1,409.79
MARTIN, GARRETT 116 BITTERSWEET LN	\$1,285.83	STROBLE, JUSTIN 272 HOLIDAY DR	\$1,422.73
MARTIN, THOMAS 310 HIGHLAND RD	\$1,310.11	TERRON, SCOTT 512 FAIRLANE ST	\$1,649.96
MCBOOM, MARY 704 E CONNIE ST	\$1,785.83	THEEL, ERIC 414 HOLIDAY DR	\$569.38
MCGUIRE, CINDY 605 FAIRLANE ST	\$1,448.29	THOMAS, RAYMOND JR	
MIERS, MICHAEL 26895 155TH ST	\$444.74	131 OAKRIDGE CT	\$1,413.61
MILLS, CHRISTINA 440 HITHERGREEN DR	\$400.11	THOMAS, WAYLON 801 MERION ST	\$725.72
MITCHELL, BETTY 128 OAKRIDGE CT	\$1,118.97	THOMPSON, RANDY 104 FERNCLIFF ST	\$384.88
MITCHELL, MICHAEL V		THOMPSON, SANDRA	
113 N BROOKRIDGE ST	\$1,973.78	608 E EISENHOWER ST	\$3,052.07
MOORE, ALLEN 624 S HICKORY TRAIL	\$457.25	THORNTON, STEVEN 121 KAREN LN	\$1,783.88
MOPPIN, CARL DAVID 211 EMILE ST	\$1,480.14	TUTTLE, STEVEN 313 FAWN VALLEY CT	\$401.38
MUNSTERMAN, MIKE 112 WOODLAND RD	\$1,737.00	VAN DE BERGHE, KELLY 124 FERN ST	\$1,706.57
MURRAY, JENNIFER 518 VALLEY DR	\$1,252.69	VROMAN JR., S M 1210 N 7TH ST	\$882.77
NEWMAN, CYNTHIA 113 ETHEL LN	\$1,913.59	WACKER, TERRIE 308 E KANSAS	\$1,510.59
PARKER, JO ANNE 132 BITTERSWEET LN	\$649.30	WALKER, JAMES	
PARKS, MARY 593 E CONNIE ST	\$1,514.07	231 CARRIAGE CROSSING	\$1,265.65
PEACE, THOMAS 1213 N 7TH ST 1/2 A	\$1,147.26	WALSTRUM, MARK 309 FAWN VALLEY CT	\$1,862.83
PEACE, THOMAS 1213 N 7TH ST 1/2 B	\$1,048.98	WARDEN, ROBERT 515 VALLEY DR	\$1,531.65
PETERS, CYNDI 553 HITHERGREEN DR	\$757.17	WATKINS, LOUIS 815 IDA ST	\$400.63
RAGAN, KAREN 232 N DESOTO RD	\$457.25	WEDDLE, TIMOTHY 1008 N 4TH ST	\$1,383.35
RODRIGUEZ, KRISTIN 933 WYNDHAM DR	\$600.93	WOOD, CHARLES 220 E CONNIE ST	\$601.71
ROMINE, ANTHONY 516 VALLEY DR	\$325.48	WOOLEY, SEAN 451 HITHERGREEN DR	\$372.52
RUMLEY, JAMES 708 E EISENHOWER RD	\$992.74	YOUNG, JACK 705 E CONNIE ST	\$1,271.65
SANTIAGO, DAVID 908 N 8TH ST	\$413.58	ZATEZALO, MITCH 123 WOODLAND RD	\$351.43

SECTION 2. This ordinance shall take effect after publication once in the official city newspaper.

PASSED AND APPROVED by the Governing Body of the City of Lansing, County of Leavenworth, State of Kansas, this 4th day of August, 2016.

{SEAL}

ATTEST:

Sarah Bodensteiner, City Clerk

Louis E. Kirby, Mayor




APPROVED AS TO FORM:

Published: *Leavenworth Times*

Date Published:

Gregory C. Robinson, City Attorney

AGENDA ITEM

TO: Tim Vandall, City Administrator 
FROM: Rebecca Savidge, City Inspector 
THRU: Stefanie Leif, Community and Economic Development Director 
DATE: July 28, 2016
SUBJECT: Conditional Use Permit – 1205 North Main Street (rear building)

Background:

- Crystal Swann Blackdeer, acting as the agent for Leavenworth County Co-op, property owner, has applied for a conditional use permit to allow a temporary animal shelter, along with office and meeting space. The location address is 1205 North Main Street (rear building) and all aspects of the shelter will be enclosed in the building.
- The property is zoned I-1 (Light Industrial) and has been used as a pet grooming facility in the past. A recent zoning text amendment has allowed this use to be conditionally permitted in this zoning category.
- The request would allow the shelter to keep up to four adult dogs and up to six adult cats at this location.
- This location has four temporary outside kennels that are screened from public view and will only be used for holding kennels when indoor kennels are cleaned and prepared for the animal to return to that space.
- No additional construction will be performed other than the installation of indoor kennels.

Standards of Evaluation: Lansing Zoning Ordinance, Article 9, Section 3 “Conditional Uses” applies to this application. Please see attached checklist of standards of evaluation and analysis. This application was considered at the July 20 Planning Commission meeting and approved 4-2. The minutes from that meeting are attached for your review.

Action: *Options - Deny, remand back to the Planning Commission, or approve subject to the following conditions:*

1. More specificity of quarantine requirements
2. Hours and frequency of care
3. Area they will be utilizing outside their space defined
4. A walk-thru of the property, with testing of fire alarm and fire safety items being completed for final occupancy of the building.
5. All state licenses must be obtained and on file with the Community and Economic Development Department prior to the certificate of occupancy being issued.

**Lansing Planning Commission
Regular Meeting
July 20, 2016**

These minutes have not
yet been approved.

Call to order – The monthly meeting of the Lansing Planning Commission was called to order by Chairman Brian Schwanz at 7:00 p.m. and he welcomed new member Frank Reyes to the Commission. Other members present were Vice-Chairman Ron Barry, and Commissioners Mike Suozzo, Kirsten Moreland, Chad Neidig, and Frank Reyes. Commissioner Chuck Holland was unable to attend. Chairman Schwanz noted there was a quorum present.

Approval of Minutes, June 15, 2016, Regular Meeting – Commissioner Suozzo made a motion to approve the minutes of the June 15, 2016, meeting, seconded by Commissioner Neidig. The motion passed, with Commissioner Reyes abstaining.

Old Business – none

New Business – Public Hearing – 1205 North Main Street (rear building). Chairman Schwanz noted that Crystal Swann Blackdeer, acting as the agent for Leavenworth County Co-op, property owner, is requesting a conditional use permit to allow an office and meeting space, and temporary indoor shelter for up to four adult dogs and up to six adult cats at 1205 North Main Street (rear building), Lansing, Kansas. He stated the property is zoned I-1, Light Industrial.

Chairman Schwanz opened the public hearing at 7:02 p.m. At this time, Dr. Kim Pearl stated Crystal was not able to be here this evening and introduced herself as the president of the board of the Leavenworth County Humane Society and stated she will be happy to answer any questions anyone might have.

Since no one else from the audience wished to address the Commission, Chairman Schwanz closed the public hearing at 7:03 p.m. He then stated that the closing of the public hearing, in accordance with Kansas Statute 12-757(f), begins the 14-day protest period. Chairman Schwanz then asked members if they had any questions.

Vice-Chairman Barry asked since this property had a similar use previously, did it have a conditional use permit? City Inspector Rebecca Savidge stated it did not because it was a pet grooming business and there was no overnight staying. Vice-Chairman Barry asked if the overnight staying was the reason a conditional use permit was needed for this application and Ms. Savidge stated “yes”.

Chairman Schwanz asked Community and Economic Development Director Stefanie Leif if the city had received any feedback from any other occupants around the area. Ms. Leif replied that she had received a phone call with a concern about barking dogs, but she believes Crystal sent out a letter from the Humane Society to interested parties in the area explaining more about the application, how many animals they plan to have there, and if there would be any outside pens or not. Ms. Leif stated, however, staff did not receive a formal letter from anyone and no one is here tonight to comment.

Commissioner Reyes then stated there is not a lot of grass area around that building. He then asked if they plan on doing this over the weekend, and if they’re going to be open over the

**Lansing Planning Commission
Regular Meeting
July 20, 2016
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weekends and holidays, and if so, who will be coming in, how often will someone be coming in, where will staff be walking the animals, and where will they be relieving their excrement. Dr. Pearl stated there is a small grassy area nearby and anything the animals do will be picked up, so nothing will be left outdoors. She also stated this is something they will be emphasizing when they start their classes – how important it is to clean up after your animals, not only because it's not pretty or clean and no one wants to step in it, but that it also causes disease. Dr. Pearl stated that as far as hours go, since they're not going to be keeping any animals for quite some time until they're fully stocked and prepared, they will only be keeping office hours of approximately four half-days a week. Commissioner Reyes then asked what their plan is for the weekends, and Dr. Pearl stated when they do start keeping animals, they will have someone working on the weekends and do have Saturday hours planned. Commissioner Reyes asked about Sundays and Dr. Pearl said someone would come in to take care of the animals on Sunday, but they probably wouldn't have office hours. Commissioner Reyes asked just where they'd be walking the dogs and Dr. Pearl said they'd only be walking them in that grassy area by the building.

Commissioner Moreland asked Ms. Savidge if the building is such where they can wash out indoor kennels and she stated they can because it's all concrete flooring and that's the way it was done before. Commissioner Moreland asked if kennels are required to have different sewage and Ms. Savidge replied that they do have drains in there that are hooked to the sewer. Chairman Schwanz asked if the sewer capacity would handle that and Ms. Savidge said it would. Chairman Schwanz asked City Engineer Matt Harding if he thought it would be a problem and he stated he did not. Mr. Harding asked if the Co-op was hooked to Leavenworth and Ms. Savidge said Aldi is, but not the Co-op.

Mr. Harding then asked about the red structure on the north side of the property in one of the photos in the packet and Ms. Savidge said that it is the Co-op building. Vice-Chairman Barry stated, for this conditional use permit, we're just looking at the one small red building, and Ms. Savidge said that was correct.

Chairman Schwanz asked if the address for the whole property is 1205 North Main Street and Ms. Savidge said that was correct. He then asked since the application is just for the rear building if we need to be more specific if we approve the conditional use permit. City Attorney Greg Robinson stated they could certainly put it on record that they're just talking about a specific building. Ms. Savidge then stated that 911 addressing and Westar show this as the rear building.

Vice-Chairman Barry then asked Dr. Pearl if they were concerned at all about space if they had a lot of large dogs in there at the same time. Dr. Pearl stated that's why they set such a low limit on the number of animals they could have. She stated their intention is just to have a place where animals that have been lost and picked up by the police can be brought and they can be returned to their owners within 48 hours. Vice-Chairman Barry asked what happens if the dogs are still there after 48 hours. Dr. Pearl said that would depend on the situation. She said if a previous owner has been listed, they'll try to reach out to that person, but if the animal

**Lansing Planning Commission
Regular Meeting
July 20, 2016
Page 3**

goes unclaimed, they'll follow their normal procedure for vetting and fostering the animal, so they won't be staying there to live. Commissioner Moreland asked if they have kennels or are they just talking about keeping them in crates and Dr. Pearl said they have kennels in place.

Mr. Robinson stated someone had voiced a concern regarding economic development and the length of the lease. He said since the conditional use permit is good for five years and someone wanted to come in and buy Co-op, if the permit goes with the land, would the economic development be held hostage to that lease. Mr. Robinson also stated that this would, of course, be between the owner and the one leasing the property.

Commissioner Reyes stated he understood animals can be picked up by Leavenworth County, Leavenworth, and Lansing police and animal control and brought to this facility and Dr. Pearl said only Lansing police when the facility opens. He stated his concern was that if an animal is brought in with no record of shots, etc., that animal would have to be separated from the other animals, such as if he brought in his own animal. Dr. Pearl stated they would be separated and Commissioner Reyes said Dr. Pearl had already said their area was too small. Dr. Pearl said since this is just a stepping stone for them, they want to keep their animal inductions as small as possible. She stated they are trying to be supportive of the Lansing police so they don't have to use the Leavenworth facility anymore, and don't have any intentions of expanding outside of Lansing for quite some time. She stated they want to start by fostering the Lansing relationship since this is where they own their property and plan to build their multi-million dollar facility. Ms. Savidge clarified for Commissioner Reyes, since he is new and might not have known this, that the Humane Society has purchased land to build a facility out in the Industrial Park, so this is just a temporary facility. Mr. Robinson also stated that this service they're trying to provide is a requirement of a municipality, so if someone like this organization doesn't want to do it, the city would have to contract with another entity or build our own. Vice-Chairman Barry stated we do contract with Leavenworth now and Ms. Savidge stated we do and are charged for it.

Ms. Leif asked if Dr. Pearl could talk more about the barriers and separation of the animals and Dr. Pearl said unfortunately, Crystal had that information and she does not. Commissioner Reyes said he thought it was about distance, not barriers between animals, and Dr. Pearl stated she couldn't offer any more on that topic right now. Commissioner Neidig asked if Dr. Pearl was a veterinarian and she stated she was not, but is an optometrist in downtown Leavenworth.

At this time, Sandy Collins stated she could perhaps help answer some of the concerns about disease, etc. and said the animals will get shots upon intake, but the kennels purchased are the same as at the shelter and have solid partitions between them, so the animals are separated. Commissioner Reyes said that the shelter doesn't take private animals, and Ms. Collins stated they also don't take private animals, just strays or animals that may have been dropped off at someone's home. They are there basically for emergencies for which people don't have any other resources.

Since there were no other questions, Chairman Schwanz asked Commissioners to consider the checklist for this conditional use permit. Vice-Chairman Barry asked on 6C, which states

**Lansing Planning Commission
Regular Meeting
July 20, 2016
Page 4**

“The proposed conditional use will not cause substantial injury to the value of other property in the neighborhood in which it is to be located”, what the basis was for the “yes” answer. Ms. Leif stated that staff drew up the checklist to exactly match the conditional use permit standards of evaluation. She said they looked at whether it met the standard or not and believed that it did and would not cause substantial injury to the value of the property. Vice-Chairman Barry stated that his question, however, was the same and wondered what the “yes” answer was based on as it applies to the rest of the Co-op or Aldi or the other surrounding businesses, and also the impact on economic development when you have a lot like this with two different uses. Ms. Savidge stated she based her answer on previous years, as this has been a dog grooming facility for around five years and hasn’t decreased any property values or caused any injury to the surrounding neighborhood, as it’s all commercial use. Mr. Robinson stated that, from a legal perspective, one could argue that someone wouldn’t intentionally do something to their own property to devalue it. Vice-Chairman Barry stated he had misunderstood and thought the Humane Society had purchased this property, but Ms. Savidge stated they are just renting it. Ms. Savidge also reiterated this is just a temporary place until their building is built.

Commissioner Neidig asked about the Light Industrial zoning and stated since he wasn’t at the last meeting, if what could be put in here had been decided and Ms. Savidge stated it was approved at the last meeting for this to be allowed to be conditionally permitted.

Chairman Schwanz then entertained a motion on the checklist as a finding of fact. Commissioner Suozzo made a motion to approve the checklist for 1205 North Main Street, rear building, as a finding of fact, seconded by Commissioner Moreland. The motion passed 3-2, with Vice-Chairman Barry and Commissioner Reyes voting “no” and Commissioner Neidig abstaining. Commissioner Neidig asked if he had the opportunity to change his abstention and Chairman Schwanz said “correct” and asked if he wanted to change his vote. Commissioner Neidig said he just wanted to make sure he was recognized.

Chairman Schwanz then entertained a motion on the conditional use permit application itself for 1205 North Main Street, rear building, to recommend approval, approval with conditions, or disapproval. Commissioner Reyes made a motion to approve the application with the following conditions: more details on quarantine of animals when they’re brought in and the outside care of the areas the animals are going to be utilizing to relieve themselves. Commissioner Neidig asked if that included frequency of care and Commissioner Reyes said it did. Ms. Leif also noted that at the bottom of the agenda item, there are two other conditions that staff had recommended: a walk-thru of the property, with testing of fire alarm and fire safety items being completed for final occupancy of the building and that all state licenses must be obtained and on file with the Community and Economic Development Department prior to the certificate of occupancy being issued. Chairman Schwanz asked Commissioner Reyes if he wanted to add those conditions to his motion and he said he would. Chairman Schwanz stated there is a motion to approve with conditions of more specificity of quarantine requirements; hours and frequency of care; a walk-thru of the property, with testing of fire alarm and fire safety items being completed for final occupancy of the building; and that all state licenses must be obtained and on file with the Community and Economic Development Department prior to the certificate

**Lansing Planning Commission
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July 20, 2016
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of occupancy being issued. Commissioner Reyes wanted to add in addition to the area they will be utilizing outside their space defined. Commissioner Suozzo seconded the motion. Vice-Chairman Barry asked for a clarification as to how, with the conditions the way they are stated, those conditions would be met. He asked if they just need to put these in writing and Chairman Schwanz said he believed as far as the hours and frequency of care and the area outside defined, as well as the quarantine of animals, they would need to put this in writing to have on file in the Community and Economic Development Department. Ms. Savidge added that the state requirements are something she collects with their state license before issuing the certificate of occupancy. Chairman Schwanz noted these conditions have to be met before a certificate of occupancy can be issued, but the permit can still go before the Council with these conditions; however, the Council can change these conditions. He added that the Commission's motion, then, is to recommend approval with these conditions, and the Council can approve, deny, or change. Mr. Robinson stated the Council could also send it back to the Planning Commission.

Vice-Chairman Barry then asked Ms. Savidge if these conditions then become a basis down the road for her re-inspection and she stated those are typically done at least once a year. She also stated these conditions are passed on to the Fire Department, which does an annual inspection. She said inspections would also be done if a complaint was received. Vice-Chairman Barry asked if these, then, would be her checklist, and she replied "yes".

Commissioner Neidig then asked which state agency oversees this type of organization and Ms. Savidge said she believes it's the Department of Agriculture.

Chairman Schwanz stated there is a motion and second on the floor and asked if there was further discussion. Since there was none, roll was called and the motion passed 4-2, with Commissioner Neidig and Vice-Chairman Barry voting "no". Chairman Schwanz asked when this would go to the City Council and it was stated it will go August 4.

Notices and Communications – Chairman Schwanz noted that Ms. Leif had put a link on the agenda for some free training webinars. She said members just need to register and then can watch them from their home computers. She stated these are usually held from 12:00 p.m. – 1:30 p.m. on Fridays. Vice-Chairman Barry asked if there was a cost to the city for these and Ms. Leif stated there was not, as these are free, but the ones through Mid-America Regional Council usually have a fee of around \$25.00.

Reports – Commission and Staff Members – Chairman Schwanz stated he went before the City Council to let them know he enjoyed the training that was offered and hoped they also enjoyed their training. Commissioner Reyes said he believed they did, as he attended that meeting and he enjoyed the training.

Adjournment – Commissioner Moreland made a motion to adjourn, seconded by Vice-Chairman Barry. The motion was approved by acclamation and the meeting adjourned at 7:33 p.m.

Lansing Planning Commission
Regular Meeting
July 20, 2016
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Following the meeting, a work session was held to discuss the following:

1. Comprehensive Plan review of chapter 3, Transportation; and chapter 4, Community Facilities
2. Discussion of future zoning and subdivision code amendments
 - Article 9, Conditional Use Permits – permit to run with land
 - Article 9, Conditional Use Permits – kennel standards
 - Subdivision Regulations – preliminary and final plat: plat copies and sizes; consideration at separate meetings
 - Subdivision Regulations – parks in lieu payments

Respectfully submitted,

Cynthia Tripp, secretary

Reviewed by,

Stefanie Leif, Community and Economic Development Director

CONDITIONAL USE CHECKLIST

Conditional Use Case No. CU2016-2
Date Filed: June 1, 2016
Date Advertised: June 25, 2016
Date Notices Sent: June 28, 2016
Public Hearing Date: July 20, 2016

I. **Applicant's Name:** Leavenworth County Cooperative Association

Applicant's Authorized Agent: Crystal Swann Blackdeer

II. **Information in Application Correct?** Yes No

If no, explain: _____

III. **Adjacent Zoning and Land Use:**

<u>Direction</u>	<u>Land Use</u>	<u>Zoning</u>
North	Commercial (ALDI grocery)	B-2
South	Commercial (Retail)	B-3
East	Commercial (Leavenworth City)	
West	Commercial (Leavenworth City)	

IV. **Present Use of Property:** Industrial, Gas Station/Feed Store

V. **Conditional Use Requested:** Animal Shelter/Kennel with Office Space

Excerpt from Lansing Zoning Ordinance, Article 9, Section 3:

VI. **The proposed conditional use does or does not meet the standards:**

A. **The proposed conditional use complies with all applicable provisions of these regulations, including intensity of use regulations, yard regulations, and use limitations, unless specifically exempted by the provisions of these regulations.** _____

Yes No

B. **The proposed conditional use at the specified location will contribute to and promote the welfare or convenience of the public.** _____

Yes No

C. **The proposed conditional use will not cause substantial injury to the value of other property in the neighborhood in which it is to be located.**

Yes No

D. **The location and size of the conditional use, the nature and intensity of the operation involved in or conducted in connection with it, and the location of the site with respect to streets giving access to it are such that the conditional use will not dominate the immediate neighborhood so as to prevent development and use of neighboring property in accordance with**

the applicable zoning district regulations. In determining whether the conditional use will so dominate the immediate neighborhood, consideration shall be given to the location, nature, and height of buildings, structures, walls, and fences on the site; and the nature and extent of landscaping and screening on the site. _____

Yes No

E. Off-street parking and loading areas will be provided in accordance with the standards set forth in these regulations, and such areas shall be screened from adjoining residential uses and located so as to protect such residential uses from any injurious effect. Per Occupant Load

Yes No

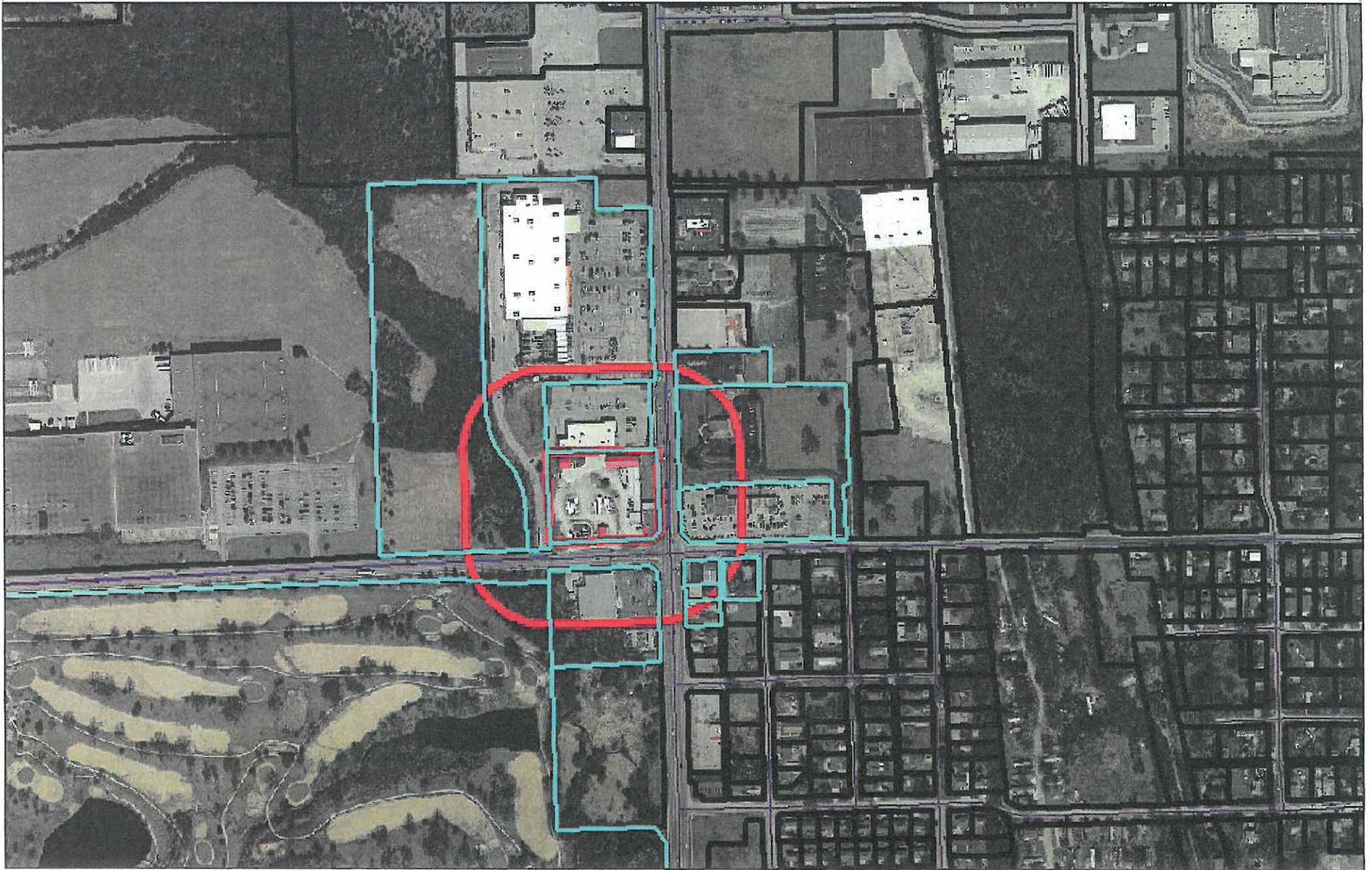
F. Adequate utility, drainage, and other such necessary facilities have been or will be provided. Already exist

Yes No

G. Adequate access roads or entrance and exit drives will be provided and shall be so designed to prevent traffic hazards and to minimize traffic congestion in public streets and alleys. Already exist

Yes No

Leavenworth County Kansas



Leavenworth County Humane Society
Radius Search:

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2018-08-08

GEOGRAPHICAL INFORMATION SYSTEMS

Map data provided by Esri, DeLorme, Garmin, and other sources.
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LEAVENWORTH COUNTY COMMISSION

ROBERT HOLLAND
CLYDE GRUBER
DENNIS BERRY

1 inch = 457.02 feet



AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Sarah Bodensteiner, City Clerk *SB*
DATE: July 29, 2016
SUBJECT: Executive Session – Consultation with Attorney

Executive Session will be called for consultation with Attorney.

AGENDA ITEM #

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