



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

COUNCIL AGENDA
Regular Meeting
Thursday, June 2, 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. Lansing High School Valedictorians
3. Citizen Accommodations – Dylon Gear-Silvey and Jacob Caylor
4. Presentation to Karen Colstrum

Council Consideration of Agenda Items:

5. Lansing Library Board Appointment
6. Replacement of Concrete Paving at Wastewater Treatment Plant
7. Gamble Road Project Reimbursement
8. Economic Development Policy
9. West Mary Street Slope Failure
10. LCF Wastewater Services 30 Day Extension

Reports:

City Attorney; City Engineer; City Administrator; Councilmembers



Proclamations

Other Items of Interest:

11. Memorandum from Leavenworth County Development Corporation

Adjournment

AGENDA SUMMARY

TO: Tim Vandall, City Administrator 
FROM: Sarah Bodensteiner, City Clerk 
DATE: May 27, 2016
SUBJECT: Agenda Summary

Call To Order
Pledge of Allegiance
Roll Call

OLD BUSINESS:

1. **Approval of Minutes**

The regular meeting minutes of May 19, 2016, are attached.

- **ACTION:** A motion to approve the regular meeting minutes of May 19, 2016, as presented.

NEW BUSINESS:

Audience Participation

Presentations:

2. **Lansing High School Valedictorians**
3. **Citizen Accommodations – Dylon Gear-Silvey and Jacob Caylor**
4. **Presentation to Karen Colstrum**

Items for Council Consideration:

5. **Lansing Library Board Appointment**

- There are currently two vacancies on the Lansing Community Library Board which have been advertised.
- Karen Miller has applied and is interested in serving.
- **ACTION:** A motion to appoint Karen Miller to the Lansing Library Board to fill an unexpired term ending September 30, 2017.

6. **Replacing of Concrete Paving at Wastewater Treatment Facility**

- The Treatment Facility parking lot is failing and in need of repair. The most cost effective solution is to mill out the top 2 to 4 inches of defective concrete and overlay the entire area with asphalt.
- There are funds available for this project from the utility's acquisition account.
- **ACTION:** A motion to approve the add alternate bid of \$15,382.25 from Little Joe's Asphalt, Inc.

7. **Gamble Road Project Reimbursement**

- The Gamble Road project was completed in 2015, but there were not enough Exchange Funds banked to fully reimburse the city for the project expenses.
- Reserve Funds were used to cover the expenses, with the intent to replenish those reserves once the City received the 2016 Federal Fund Exchange disbursement.
- **ACTION:** A motion to authorize Public Works Director to sign and submit the Kansas Department of Transportation Federal Fund Exchange Request for Reimbursement for the Gamble Road Project.

8. **Economic Development Policy**

- On January 28, 2016, the Council reviewed the drafted policy at the work session. Included in the May 19, 2016, agenda packet, a revised draft policy was provided for review.
- Community and Economic Development Director, Stefanie Leif is here to further discuss the policy.

9. **West Mary Street Slope Failure**

- City Engineer Matt Harding has reviewed the Terracon Report, construction documents, and has had continued discussions with city staff regarding the slope failure on West Mary Street, and based on his review, no single party is responsible for the slope failure.
- The scope of the failure, without prompt remediation I likely to expand and threaten a portion of West Mary Street, and in order to best assure the integrity of West Mary Street, it is imperative to begin to implement the Terracon mitigation measures.
- **ACTION:** A motion to approve 1/3 of the cost of slope restoration on West Mary Street, not to exceed \$30,000.00.

AGENDA SUMMARY

TO: Tim Vandall, City Administrator
FROM: Sarah Bodensteiner, City Clerk
DATE: May 27, 2016
SUBJECT: Agenda Summary

10. LCF Wastewater Services 30 Day Extension

- This extension maintains the monthly rate from the previous contract, and will expire on June 30, 2016. Both parties are working on a long term agreement.
- **ACTION:** A motion to approve the Wastewater Utility Rate 30 Day extension with LCF, as presented.

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

Proclamations

Other Items of Interest:

11. Memorandum from Leavenworth County Development Corporation

Adjournment

AGENDA ITEM

TO: Tim Vandall, City Administrator 

FROM: Sarah Bodensteiner, City Clerk 

DATE: May 24, 2016

SUBJECT: Approval of Minutes

The regular meeting minutes for May 19, 2016, are enclosed for your review.

Action: Staff recommends a motion to approve the regular meeting minutes for May 19, 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 and Don Studnicka
Ward 3: Jesse Garvey and Kerry Brungardt
Ward 4: Tony McNeill and Gregg Buehler

Councilmembers Absent:

OLD BUSINESS:

Approval of Minutes: Councilmember Buehler moved to approve the regular meeting minutes of May 5, 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: Leavenworth County Development Corporation: Executive Director of the Leavenworth County Development Corporation, Steve Jack, presented an annual report to the City of Lansing. He discussed the 2016 marketing initiatives, both internal and external through multiple publications and events. Mr. Jack discussed the numerous groups and partners that work with LCDC and the costs associated with being members of those groups. Several Lansing projects and their project statuses were discussed. The Cameron Industries Production Facility, the kitchens were consolidated in 2013. There are currently 6 retail locations in the Kansas City area, and Cameron Industries anticipates growing to 8 retail locations this year. Lansing Lumber needed assistance related to financial challenges and opportunities, so they reached out to LCDC who brought in a company to provide consulting services, and now Lansing Lumber is in a strong position moving forward. A health care related business is interested in starting a new practice in Lansing, and is currently pursuing a location at Eisenhower Crossing. There are several projects that are currently on hold or pending at the time, Project Southern, Project Memphis, a Custom Shop, Auto Repair Shop, and Project Madison. Mr. Jack discussed the business retention and expansion/workforce development through the BRE program, and Classroom to Career day. As for the future, Mr. Jack discussed the E-community Loan Program, Industrial Park Development, and a major marketing effort by LCDC. In closing, Mr. Jack discussed the LCDC funding request from the City of Lansing, which is budgeted by the Community and Economic Development Department in the amount of \$16,924.00, which is up \$236.00 from 2016. Mr. Jack thanked the Council for their time, and looks forward to the continued relationship between LCDC and the City of Lansing.

COUNCIL CONSIDERATION OF AGENDA ITEMS:

Lansing Board of Zoning Appeals Appointment: Councilmember Trinkle moved to appoint Chad Neidig to the Lansing Board of Zoning Appeals to fill an unexpired term ending April 30, 2018. Councilmember Studnicka seconded the motion. The motion was unanimously approved.

Conditional Use Permit – 24132 139th Street: Community and Economic Development Director Stefanie Leif stated good evening Mr. Mayor and Councilmembers, as the Mayor introduced this is a historic barn and home that is located off K-7, just immediately South of McIntyre, on the East side of K-7. For many years it has been a farm and residence, and they do have a historic barn that they do plan to renovate and restore and use for a variety of different events, weddings and reunions, and different events such as that. They did apply for a conditional use permit, they did include a site plan showing where they will have a parking lot, their access, and events will occur in the barn and around that immediate vicinity. A couple comments that the Planning Commission had when they did the public hearing on April 20th, a couple concerns regarding Fire District review and any concerns from the Fire Code. The applicant has since met with Chief Huhn, he is here this evening, what they are planning to do is because they haven't really made any improvements to the barn yet to hold these events, they will continue to keep Chief Huhn in the loop, he will review plans, and make sure that all the Fire Code access requirements are met before we issue a building permit on that property. The other concern was traffic impact as there is a gravel driveway that comes off of K-7, and there aren't any turn lanes that come into that property at this time. KDOT is requiring a Traffic Impact Study, primarily the trigger for that is that there is a change of use, so although there is not a Walmart going in there, when they do have events, there will be a lot of traffic coming in at that time and because there is a use change from agricultural to commercial use they do want to see a traffic impact study. Some of the commissioners were concerned that it wasn't there at that meeting, however, most of the commission was comfortable with as long as they do address the traffic impact study as a requirement prior to getting a building permit that would be ok with them. There are a few conditions that I added as recommendations for the Council to look at if you do choose to move forward with approving this, so those are at the bottom of the agenda item. I did want to introduce Chad Schimke is here tonight, he is the applicant, he will make a presentation after I finish up, and Chief Huhn is here as well as the Chairman of the Planning

Commission, Brian Schwanz is also here if you have any questions about the Planning Commission review, so at this time I'll turn it over to Mr. Schimke, thank you.

- Chad Schimke stated good evening Council, I do appreciate the opportunity to visit with everybody this evening, and I'll do my best not to go too long in this presentation. I realize I know very few sitting up there, and I definitely recognize some names as I've been a Lansing student K-12, I've lived here my entire life, except my time at KU, so hopefully that's appreciated by some and hated by others. I live just East, a few miles, I actually work in Leawood, I oversee and run about a 90 person online training company, specializing in insurance and financial services, so if anybody needs any help in that regard, I'd be happy to answer any questions you have. Event spaces is definitely not my expertise, but as Stefanie shared with you, just this last year we purchased the property as an investment, mainly for Ag use, that was the whole perspective, to get into farming, when we came across what this barn is and what it could be we got really excited, and that's why I'm here, why I've been visiting with planning and zoning, and learning about all the steps it takes to maybe move forward with this project. At times I've been accused by my family for being a little too serious, and since my family couldn't be here, I brought my boys, there to the right. The goal is to create a one of a kind event experience in the City of Lansing. We encourage family and friends to celebrate any of the below activities, and as Stefanie mentioned, this is historic, it's not quite the 100 year mark, but it's pretty dang close. The events include but are not limited to, I know you can see, I know right now graduations are a pretty hot topic. I've joked a little about what the uses could be for, weddings keep being brought up, it's not a very big space, it's 60x30 it's only about 1800 square feet, so depending on how small of a wedding get together you'd have, it's probably not the right facility for that. I would more so view it, as I've got a couple of properties that I've had to use, any get-together you'd have at your home that you'd rather not have 20, 30, 40 people at, whether because you don't want to pick up the mess or if you don't like everyone that's coming, it's up to you. But I think when you go through the list, birthdays, anniversaries, reunions, retirement parties, a company holiday party. I've got some neighbors and business owners here that I think would probably fall under the holiday party area. Bridal showers, gender reveals, baby showers, apparently I'm at that stage in my life where that's coming up, I didn't even know what a gender reveal was, so I'm still reeling. It's to be a fun family environment, something Lansing can be proud of. Again, I was a Lansing Lion graduate and proud of it. I've got two boys in the school district, so the community means more to me now, probably more than it did when I was a kid, you get some perspective when you get a little older, comes with the gray hair I think. And Stefanie did mention, I am taking the KDOT recommendations very seriously. There is an expense when looking at doing any type of impact study, and again, with the conversation I had with the Fire Chief, the reality is before I start to make any investments in architectural design and layouts, I need to make sure the City likes the idea before I go and spend several thousand more dollars on a project that I can't move forward with. So, I did bring just a few pictures for anybody who maybe hasn't seen what the barn really looks like. It's kind of hard to make out, but on the right you can make out 1926. As I understand it, most every one of those bricks was handmade by the prison at the time. It's a pretty neat space, you have to see it to really appreciate it, there's not a lot of these buildings still standing, so something we're really proud of. Just a quick look on the inside, you can see it's pretty plain Jane, a lot of exposed wood and brick. Definitely needs work, there's no question about it, it's 90 years old and it's been neglected to say the least, but structurally it's, the fun thing about it is they don't really build things like they used to, so it was built right. Here's kind of a lay out, you can see the larger piece of property on the left and there's a better view of the barn and home and actually a lean-to there for storage, and there's actually a couple newer versions of this, but unfortunately my designer was unavailable, but you can see where it says proposed event barn existing, so here's the barn where it exists and we'd look at parking to the North and there are two locations there that are super flat that would be easy to use if we are able to move forward. Hopefully those are a little more helpful to understand what it is and what we hope it could be and I'm happy to answer any questions from the Council.
- Councilmember Trinkle asked do we have to have a motion to discuss it.
 - City Administrator Tim Vandall stated no.
- Councilmember Gardner stated you say you're going to meet with Chief Huhn on site, have you met him on site yet.
 - Chad Schimke replied we had a conversation, and I know he's here this evening, we had a conversation while I was out of town, the only reason we didn't meet before having any kind of type of designs was I know everything about the barn is wrong and not up to code, it was built 90 years ago. So I think the reality is I have to have those designs and I want the Fire Chief to be with me along the way. Any business that you're going to run, for any type of retail or commercial use, has to be up to both Fire Code and City Code, right building permits, I've been involved in enough building projects I've got a pretty good feel for the checklist and I don't overlook any of that.
 - Councilmember Garvey stated it's old enough to be grandfathered in right, just kidding.
- Councilmember Gardner stated I have a question on the grandfathering also, you're going to do renovation and construction on this, how much of that building has to stay historic for it to be grandfathered, can he leave a doorway, teardown and rebuild the rest of it to be grandfathered or is it a certain percentage.

- City Administrator Tim Vandall stated I'm not sure the City really has a stance on this.
 - Chad Schimke stated it's a great question and what I get wrong here I'll have Stefanie correct. One of the reason's we've not gone forward with the historical society piece is it does provide a lot of limitations on what you can do. The goal is here to have something that's cooled and heated and can be used throughout the year, which would fall outside of the historic. The goal is for us to touch as little as we can, in especially the exterior, but as far as the interior having, again, heating, air, restrooms, we're already gone through the discussions on what it would take to get the right kind of plumbing and water.
 - Community and Economic Development Director Stefanie Leif stated I'll just add really quickly, so the historic aspect because the building is over 50 years old is why we use the term historic, it is not listed on the National Register of Historic Places, so it is not considered a federally designated historic site, but what I think you are referring to in what can stay and what can go, the building inspector will review it thoroughly and there may be sections in the Code that because it is historic they may be non-conforming, that is something that she would review as she reviews the building permit.
- Councilmember Gardner asked and the Conditional Use Permit has to be renewed every five years.
 - Community and Economic Development Director Stefanie Leif stated that's correct yes.
 - Councilmember Gardner asked do we do that or do you do that.
 - Community and Economic Development Director Stefanie Leif stated the Planning Commission does that, I don't know if the City Council, I'll have to double check the Code, but I think it's just the Planning Commission that renews them, but I'll confirm that, I'm not positive on that.
- Councilmember Gardner stated and the other question was like if a conditional use permit gets renewed five times, that's twenty-five years of being a commercial, does that automatically make it commercial zoning.
 - Community and Economic Development Director Stefanie Leif stated no, if there is a point that the City says this is always going to be a commercial use, if that area has changed and is now going to be primarily surrounded by commercial, at that point the City may look at re-zoning that property for commercial use, but until that happens it will just be conditional uses and conditional use permit renewed year after year, every five years.
- Councilmember Brungardt asked Chad how long will it take to complete the project.
 - Chad Schimke replied my guess is it's probably going to take at least three months.
 - Councilmember Brungardt stated that's not bad.
 - Chad Schimke replied no, it's not, again I think that's just because a lot of the wood inside is in such great shape, that's an early estimate. Unfortunately I've got too many architect friends that will probably try to drag that out so I pay them more, but having been a part of a few other projects that would be my hope. Could it go past that? Absolutely.
 - Councilmember Brungardt stated definitely within six months.
 - Chad Schimke replied yeah, for sure.
 - Councilmember Trinkle stated if you talk to the Chief is it going to have to be sprinkled?
 - Chad Schimke replied so, again that's all contingent upon the layout and plans, so it very well could be, and we would move forward based on those recommendations. The other thing I might share with the Council is as I understand it is that it is conditional for a reason. For any reason there is a complaint or something we're not doing right or above board, the City has every right to pull it at any given time, so I'm definitely not one who's going to risk the investment on the building by not making the City proud or the residents or neighbors.
 - Councilmember Trinkle stated the driveway, it looks like it is a right in right out, I mean there's no cross from the highway correct.
 - Chad Schimke replied there is a cut through on 7.
 - Councilmember Trinkle stated it's not adjacent to your driveway.
 - Chad Schimke replied it is adjacent.
 - Councilmember Trinkle stated if I cut across I can go through.
 - Chad Schimke replied correct.
 - Councilmember Trinkle asked can somebody turn in and turn out at the same time on the driveway, or is that something you've looked at as far as getting someone coming and someone going out.
 - Chad Schimke stated the base off of K-7 is wide enough for two lane, the drive itself is single, so

someone could be pulling out with someone pulling in there is adequate space to do that today.

- Councilmember Trinkle stated maybe this is Stefanie's question, but you're talking about, say you've got fifty people in at the function, do we have an equation or a deal about how many parking stalls that consider so many cars for so many people, what the total capacity of the barn will be, is that something that we've looked at too.
 - Community and Economic Development Director Stefanie Leif stated right, the Zoning Code does address parking requirements, so depending on the size of the building and the type of use and whether it's employees or depending on the use there is an equation for that and we'll look at that further along with their building permit plans and when we know how the space is going to be finished out and how many people, what maximum occupancy will be, that's how we'll figure that out.
- Councilmember Trinkle stated and as you expand do they if they want to add do they have to come back and revise the conditional use. Say he wants to add on, they have to come back for that right, isn't that how that works.
 - Community and Economic Development Director Stefanie Leif stated right at this time, the site plan that is in your packet is what they are limited to for their conditional use permit so if down the road, say he does want to expand and do different events and wants to expand and add a pavilion or add on to the barn, at that time we would ask them to come back and amend their conditional use permit because it would be changing the nature of what was agreed to by the City.
- Councilmember Trinkle stated so you've got how many acres there?
 - Chad Schimke replied there is just shy of one hundred and fourteen.
 - Councilmember Trinkle asked so you've got room for parking and whatever.
 - Chad Schimke stated there should be, now on that site plan we've definitely scaled it down so it's just surrounding the building.
- Councilmember Trinkle asked what about the house, what will you use it for, is there somebody living in it now?
 - Chad Schimke replied so our plan is to potentially use it as an office, it's what we've been doing as of late is just bringing it up, it has also been neglected, so it's been windows...
 - Councilmember Trinkle asked but its vacant now.
 - Chad Schimke replied no, I've got someone that's taking care of the property who is there currently, but it will likely be an office. There's been a lot of clean up.
- Councilmember Buehler asked do upgrades have to be ADA compliant on the inside with the American Disabilities Act, does all of that have to be ADA compliant, or does the age of the building grandfather.
 - Chad Schimke replied I would imagine so, I mean that's going to come from the designer, the architect as well as the City, but I would think so.
- Councilmember Garvey asked what's the opinion of the neighbors around there.
 - Councilmember Pawlowski stated they are all for it.
 - Chad Schimke replied I think it's been relatively positive, there's been a few here or there.
 - Mayor Kirby stated I was at the Planning Commission meeting and they were all in favor of it, and Brian's here.
- Councilmember Brungardt stated I think it's great, I love the idea.
- Councilmember McNeill stated I love the idea, so I hope it works out.
- Councilmember Pawlowski stated I was just going to say does Brian have anything he wants to add.
 - Planning Commission Chairman Brian Schwanz stated if you have any questions I'd be happy to answer them.
 - Mayor Kirby stated then he doesn't have anything he wants to add.

Councilmember Studnicka moved to approve the conditional use permit, as presented. Councilmember Trinkle seconded the motion.

- Councilmember Gardner stated your timeline starts with the Traffic Study.
 - Chad Schimke replied yes.
 - Councilmember Gardner stated and if that's too difficult you're going to go scrap it, but you will address the items, the recommendations.
 - Chad Schimke replied that is correct.
 - Councilmember Gardner stated and you'll follow that up with the permit application and the Fire District requirements and then you'll get into septic system upgrade, the renovation and construction of the parking lots that will be the next phase and after all that you'll get the certificate of occupancy.
 - Chad Schimke replied yes.

The motion was unanimously approved.

Award of Bid – 2016 Capital Improvements Program, City Project 16-02: Councilmember McNeill moved to award the bid for City Project 16-02 to Little Joe's Asphalt, Inc., of Bonner Springs, Kansas. Councilmember Trinkle seconded the motion.

- Councilmember Pawlowski stated so before when we've done this...he wants to go first, go ahead Gregg.
- Councilmember Buehler stated my question is, is Little Joe's the one that did the 4-H Road a couple years ago where we had that problem and it took them forever to come back and fix it, does anybody know.
 - Councilmember Trinkle stated I don't think it was them.
 - Councilmember Studnicka stated it wasn't asphalt.
 - Councilmember Garvey stated are you talking about DeSoto by the cemetery.
 - Councilmember Buehler stated no I'm talking about 4-H Road.
 - Councilmember Studnicka stated he's talking about 4-H out here when they basically chip and sealed it.
 - Councilmember Pawlowski stated that was bad.
 - Councilmember Studnicka stated but that was a chip and seal, not asphalt.
- Councilmember Pawlowski stated my question was we have 560 in the fund, but we're doing 521, and in past years sometimes we've done 521 and then all of a sudden more shows up, and my question is there's always a contingency fund is that included in this.
 - Councilmember Trinkle stated last year they were able to do more because it come in under, it's been under the last couple of years, isn't it.
 - Councilmember Pawlowski stated no my question is there a contingency in this 521.
 - Public Works Director Jeff Rupp replied well there is the option to use some of the money that wasn't used up by the bid to expand into other capital projects or to just expand sidewalks, curb repair, or even some streets. We've got a list and we can do that, but those are just options.
- Councilmember Pawlowski stated ok but here's my question, at this amount we're doing what's on this list and if we do anymore, you're going to come back to the Council and ask for it.
 - Public Works Director Jeff Rupp replied yes.
 - Councilmember Pawlowski stated because sometimes we just did stuff and nobody asked.
 - Councilmember Gardner stated like a 5% contingency in case.
 - Councilmember Pawlowski stated I was just curious, so we're just doing the list.
 - Public Works Director Jeff Rupp replied we'll do the list.
- Councilmember Pawlowski stated and if you want to add more you'll come back to the Council.
 - Councilmember Brungardt asked what are you talking about.
 - Councilmember Studnicka stated explain yourself.
 - Councilmember Garvey stated I think last time it happened money was left over.
 - Councilmember Pawlowski stated we had a parking lot that was done that we all told them that we didn't want and it just got done because there was extra money. I just wanted to know if that extra money was going to get spent without us knowing about it or if they were going to come back to us and ask
 - Councilmember Brungardt asked so you're saying if they came under they could use the money for other projects.
- Councilmember Trinkle stated and they come back and it usually steps down where they've got the roads graded, if the next road that needs it, if we have money left over they use it and we do another road right, that's the way they've always done it in the past.
 - Public Works Director Jeff Rupp replied we can do it that way, I don't want to defend what was or wasn't done.
 - Councilmember Pawlowski stated I know but I just wanted to make sure.
 - Public Works Director Jeff Rupp stated the problem is the asphalt company will be on site and it's going to cost to move them back in, if we wanted to extend the contract prices, and that's probably why some things were moved ahead in days gone by, but there are other issues, capital issues, that that money could go to so my preference would be to put together a package and use that money in a difference space.
- Councilmember Pawlowski stated we had surprises happen before and I just wanted clarification.
 - Councilmember McNeill stated he has a priority list that we have looked at and said we like that priority list, so when money is left over from something that can't be used for this because it doesn't have

enough there, but it goes down the priority list, bingo, we can do A, B, and C, that's more reason from picking it, for approving the priority list.

- City Administrator Tim Vandall stated I'd say if the 521 comes in at 505 we can come back and talk to you guys about doing something else.
 - Councilmember Trinkle interjected doing another street or something, that's the way we did it last year, picking up another street or something.
 - City Administrator Tim Vandall stated we would keep you guys posted.
- Councilmember Brungardt stated if we have this prioritized and they have money left over, and they just did the next one on the list, why couldn't they, does anybody have heartburn with them doing that.
 - Councilmember Buehler stated it's if they are going to take it.
 - Councilmember Pawlowski stated my question was is 521 the limit on this deal.
 - City Administrator Tim Vandall replied yes.
- Councilmember Pawlowski stated ok, we could have more money in there and go to the next street, but we aren't going to spend more than the 521.
 - Councilmember Brungardt stated right, I don't think they should have to come back and say well we've got 30,000 left and we've got money to do this.
 - Councilmember Pawlowski stated no, and that's not what I meant. I was asking about the difference between the 521 and the 560, no.
 - Councilmember Brungardt stated ok, because that would be micromanaging at its core.
 - Councilmember Pawlowski stated I was just asking between the 521 and the 560.

The motion was unanimously approved.

Wastewater Utility Rate Agreement: Mayor Kirby stated the current agreement between the City and LCF for wastewater utility rates expires May 31, 2016. The changes have been verbally approved by LCF and upon Council approval, will be sent to LCF for final signatures, and then the snag hit.

- City Administrator Tim Vandall stated we were contacted by LCF yesterday about a couple of things they wanted to add on top of this. One involves a separate agreement for mowing, as you guys can see there's an attachment included in this that outlines areas where they would mow, that's something they want to make separate now. The other change that they proposed involved giving them the opportunity to opt-out with 12 months' notice, one of the big things we talked about that I was really happy with was that this was a 6 year agreement, so I kind of felt like it made everything a little bit easier for both parties, you didn't have to worry about one thing happening or the rate increasing. So that's something I'd like to discuss with Greg Robinson a little bit when he gets back. This giving the facility the opportunity to opt-out with 12 months' notice, it doesn't really protect the City that much.
 - Councilmember Brungardt stated not at all, not at all.
 - Councilmember Garvey stated without deficiencies of service, just say I want to quit
 - Mayor Kirby stated we could sign a contract May 31st and then July they could say oh hey here's are year notice.
 - Councilmember McNeill stated as long as we can give them a 3 month notice for shutting it off completely, following that if they want to do that.
- Councilmember Brungardt stated that's ridiculous.
- Councilmember Buehler asked so are you recommending that we defer.
 - City Administrator Tim Vandall replied yes, so the recommendation is to table it until next meeting.
 - Mayor Kirby stated we need a motion to remove this item from the agenda.

Councilmember Brungardt moved to remove this item from the agenda. Councilmember Buehler seconded the motion. The motion was unanimously approved.

REPORTS:

City Attorney: City Attorney had nothing to report.

City Engineer: City Engineer has nothing to report.

City Administrator: City Administrator Tim Vandall mentioned that the City has received a formal request from Land-Del in regards to the slope repairs on W. Mary Street. The estimated cost is between \$80,000 and \$90,000, which would be split between the 3 entities with an estimated cost to the City of \$28,000 to \$30,000. The City Engineer and Public Works Director are checking on some other items so we can ensure this project is done correctly, so it will be on the agenda for the first meeting in June.

- Public Works Director Jeff Rupp stated that the final report came in and mimicked the draft version in stating that the existing soil condition with the environment that it was in was the cause of the failure. The slope is being monitored and has not moved, even after the recent rains, but it will continued to be monitored until the issue is resolved.
- Councilmember Pawlowski asked if the City should be concerned for future projects where areas of landscape are cut in order to avoid the situation that the City is currently involved in.
 - City Engineer Matt Harding advised that when land it cut no additional burden is placed on the landscape so it is deemed stable, the issues of the failure occur more often when fill is used. The City certainly could consult a geotechnical consultant and use the current situation as a case study to see if the City should be doing things differently in the future.
 - Councilmember Trinkle asked if the City should be concerned about the area around Bittersweet Bridge having the same problem.
 - City Engineer Matt Harding said the area would need to be tested to see what type of soil is there, whether it is fill or not.

Governing Body: Councilmember Buehler stated that Lansing DAZE was a huge success, there was a very good turnout. He congratulated the Parks & Recreation Department for a successful Fishing Derby. He also provided a fun fact, on this day in 1962, in a birthday salute to President John F. Kennedy at Madison Square Garden, Marilyn Monroe delivered her famous happy birthday song.

Councilmember McNeill echoed the sentiments of Lansing DAZE and really enjoyed the new location and additional kids rides, he also enjoyed the Fishing Derby and his granddaughter caught 3 fish so everyone was happy. He thanked the staff for their efforts on both events.

Councilmember Brungardt complimented the staff for the Fishing Derby and Lansing DAZE and announced that there are 5 days of school left.

Councilmember Studnicka echoed the sentiments about the Fishing Derby and Lansing DAZE from previous councilmembers.

Councilmember Trinkle gave kudos to staff for Lansing DAZE and the Fishing Derby and was pleased with the turnout for the Fishing Derby as the participant numbers increased from previous years. He asked Stefanie if she checked on the email she received from a couple in southern Kansas who came up for Lansing DAZE and thoroughly enjoyed themselves. He has heard a lot of compliments from the event and everyone did a good job.

Councilmember Gardner stated the events were well run and well received by all, the congratulated the Police Chief for having another thank you letter from a resident about the Police Department.

Councilmember Pawlowski stated she had a lot of fun at Lansing DAZE and the band was good as well as the fireworks.

Councilmember Garvey also attended Lansing DAZE and complimented the fireworks display. He stated he was with a couple who had never been and they will definitely be returning and spreading the word that others should attend next year.


ADJOURNMENT: Councilmember Garvey moved to adjourn. Councilmember Pawlowski seconded the motion. The motion was unanimously approved. The meeting was adjourned at 8:13 p.m.

ATTEST:

Louis E. Kirby, Mayor

Sarah Bodensteiner, City Clerk

AGENDA ITEM

TO: Tim Vandall, City Administrator 
FROM: Sarah Bodensteiner, City Clerk
DATE: May 26, 2016
SUBJECT: Lansing High School Valedictorians


There were three (3) Valedictorians from the 2015-2016 Graduating class of Lansing High School: Thomas Carr, Kylie Farris, and Richard Totleben. Mayor Kirby will recognize the Lansing High School Valedictorians for their outstanding academic achievements.

Action: None

AGENDA ITEM #

2

AGENDA ITEM

TO: Tim Vandall, City Administrator 
FROM: Steven L. Wayman, Chief of Police
DATE: May 24, 2016
SUBJECT: Citizen Accommodations – Dylon Gear-Silvey and Jacob Caylor

The Lansing Police Department is awarding Dylon Gear-Silvey and Jacob Caylor a Citizen Accommodation for actions that they took during an armed robbery of the Jimmy John's located in Lansing, Kansas.

On April 28, 2016, a masked subject entered the Jimmy John's in Lansing, Kansas brandishing what was believed to be a pistol and demanded money from the clerk behind the counter. Mr. Silvey stepped out from behind the counter to get a better look at the suspect and then believed that the weapon may have been a fake. Mr. Silvey then charged the suspect taking him to the ground.



During this time, Mr. Caylor was in the drive thru lane with his wife and observed what was transpiring inside the store and saw Mr. Silvey attempting to subdue the suspect. Mr. Caylor rushed into the store to assist Mr. Silvey and they both physically held the suspect until the Police Department arrived and took the suspect into custody.

The actions of Mr. Silvey prevented an Aggravated Robbery and directly contributed to the arrest of a dangerous suspect.

The actions of Mr. Caylor directly contributed to the arrest of a dangerous suspect.

Because of the actions that both of these individuals took that night, they are being presented with a Citizen Accommodation from the City of Lansing.

AGENDA ITEM

TO: Tim Vandall, City Administrator 
FROM: Terri Wojtalewicz, Library Director 
DATE: May 26, 2016
SUBJECT: Presentation to Karen Colstrom



We would like to recognize the outgoing Library Board Chairperson for her many years of service to the mission and vision of the Lansing Community Library. After serving 13 years on the Library Board and several terms as the Library Board Chairperson, Karen Colstrom, will be stepping down from the Board. Her commitment and dedication to the growth of the Library has been invaluable.

Action: None

AGENDA ITEM #

4

AGENDA ITEM

TO: Tim Vandall, City Administrator 
FROM: Terri Wojtalewicz, Library Director 
DATE: May 26, 2016
SUBJECT: Lansing Library Board Appointment

After meeting with Library Board Applicant, Karen Miller, the Lansing Community Library Board voted unanimously to recommend Karen Miller to serve on the Lansing Community Library Board for a term expiring on September 30, 2017. This is fulfilling a position that became open with the resignation of a board member.

Action: Staff recommends a motion to approve the appointment of Karen Miller to the Lansing Community Library Board to fill an unexpired term ending September 30, 2017.

AGENDA ITEM #

5



CITY OF LANSING

800 First Terrace

Lansing, Kansas 66043

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

www.lansing.ks.us

APPLICATION FOR LIBRARY BOARD MEMBER

Name: Karen Miller

Lansing Address: 130 Emile St, Lansing

Home Phone: 913.547.4956

Secondary Phone: _____

E-mail: Karen.miller01@yahoo.com

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

1. Qualifications for the position.
2. Desired accomplishments as a Board Member.
3. Willingness to attend board meetings and trustee training.

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

This appointment is to fulfill a Library Board term expiring September 30, 2017. Applicants must be a resident of Lansing in the USD 469 school district, 18 years of age, a U.S. citizen, and registered to vote.

All applications should be returned to Lansing City Hall, marked to the "Attention of the City Clerk" .

April 24, 2016

To Whom It May Concern:

I am interested in becoming a member of the Lansing Library Board. I am currently a Library Media Specialist at Eisenhower Elementary School, Ft. Leavenworth, KS. I have been in this position for four years. I have a total of 20 years experience in education, mostly dealing with Reading, English, and Literature classes.

As a board member, I would like to see more of the Lansing community experiencing the wonderful things this library has to offer. Terri and her crew do a fabulous job coming up with entertaining, family-oriented events such as the summer reading programs for kids. With my experience as a librarian, I believe I will be an asset to the board and be able to give valuable advice regarding programming and budget issues.

If selected for this position, and I am more than willing to attend the monthly board meetings and participate in trustee training.

Please feel free to contact these personal references as needed:

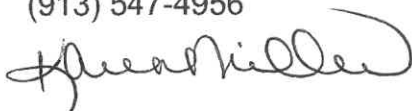
Terri Wojtalewicz
715 Rock Creek Dr
Lansing, KS 66043
(913) 702-4826

Kim Cupp
3812 Lakeview Dr
Leavenworth, KS 66048
(913) 775-3368

Cindy Wepking
Principal, Eisenhower Elementary School
1 Eisenhower Circle
Ft. Leavenworth, KS 66027
(913) 651-6663

Thank you for your consideration for this position. I am looking forward to hearing from you soon!

Karen Miller
(913) 547-4956



AGENDA ITEM

TO: Tim Vandall, City Administrator *TV*
FROM: Anthony Zell Jr, Wastewater Utility Director *AZ*
DATE: May 26, 2016
SUBJECT: Replacement of Concrete Paving at Wastewater Treatment Facility

The concrete paving on the northern front half of the parking lot at the Wastewater Treatment Facility is failing and in need of repair. Over the course of the last eleven winters, road salts have taken their toll on the joints of the concrete paving, causing irreversible damage. The most cost effective solution is to mill out the top two to four inches of defective concrete, and overlay the entire area with asphalt. This will remove the bad concrete, preserve the remaining 6 to 8 inches of good concrete, and seal the entire area with an impermeable surface.

Staff met with Public Works personnel as they began to assemble bid documents for the 2016 CIP program. As part of that program, add alternate bids were received from three contractors. The low bid for the CIP project was awarded to Little Joe's Asphalt, Inc. of Bonner Springs, Kansas. Little Joe's bid for the work at the WWTP is \$15,382.25. Funds are available for this project from the utility's acquisition account, 50-050-43301.

The attached photos show the condition of the concrete, and the aerial photo outlines the location of the needed repairs.

Action: A motion to approve the add alternate bid of \$15,382.25 from Little Joe's Asphalt, Inc.

AGENDA ITEM # *6*

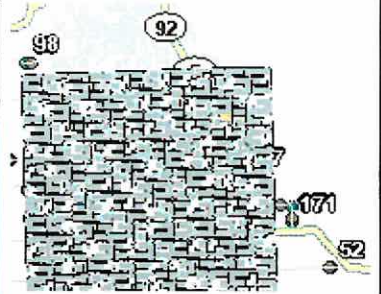








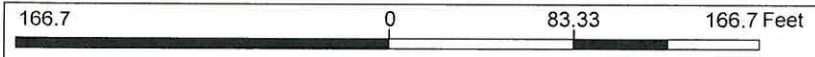
Lansing, KS



Legend

- Basin
- Sub Basin
- Address Points
- Parcel
- Subdivisions
- City Limit Line
- Major Road**
- <all other values>
- 70
- Road
- Railroad

1: 1,000





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

Notes

City of Lansing
2016 CIP Bid Tabulations
Project No. 16-02

ITEM NO	ITEM DESCRIPTION	UNIT	QTY.	LITTLE JOE'S ASPHALT		MCANANY CONSTRUCTION		SEAL-O-MATIC PAVING COMPANY	
				UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	Mobilization	L.S.	1	\$6,000.00	\$6,000.00	\$11,000.00	\$11,000.00	\$25,100.00	\$25,100.00
2	Traffic Control	L.S.	1	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$7,300.00	\$7,300.00
3	Asphaltic concrete overlay (BM-2) or HMA Commercial Grade (Class A); No RAP	TONS	6,612	\$57.62	\$380,983.44	\$69.95	\$462,509.40	\$69.60	\$460,195.20
4	Milling (0"-2")	S.Y.	31,418	\$1.88	\$59,065.84	\$1.38	\$43,356.84	\$1.63	\$51,211.34
5	Curb & Gutter (Lansing Type A) (2'0") [includes asphalt wedging for spot repairs]	L.F.	970	\$26.50	\$25,705.00	\$39.00	\$37,830.00	\$45.32	\$43,960.40
6	Curb & Gutter (Lansing Type B) (2'6") [includes asphalt wedging for spot repairs]	L.F.	130	\$35.00	\$4,550.00	\$39.00	\$5,070.00	\$48.57	\$6,314.10
7	Concrete Sidewalk (4") – Remove and Replace	S.Y.	234	\$55.00	\$12,870.00	\$60.00	\$14,040.00	\$82.11	\$19,213.74
8	Seeding (Curb and Gutter and Sidewalk)	L.S.	1	\$2,360.00	\$2,360.00	\$1,100.00	\$1,100.00	\$2,800.00	\$2,800.00
9	Concrete Driveway Repair	S.Y.	22	\$67.00	\$1,474.00	\$84.00	\$1,848.00	\$100.73	\$2,216.06
10	Asphalt Driveway Wedge (5' max.)	S.Y.	670	\$18.00	\$12,060.00	\$29.95	\$20,066.50	\$46.47	\$31,134.90
11	Manhole Adjustment (post-overlay)	EACH	8	\$970.00	\$7,760.00	\$600.00	\$4,800.00	\$4,263.00	\$34,104.00
12	Pavement Marking - 4" (White) (Traffic Paint)	L.F.	5,302	\$0.27	\$1,431.54	\$0.14	\$742.28	\$0.42	\$2,226.84
13	Pavement Marking 4" (Yellow) (Traffic Paint)	L.F.	5,692	\$0.27	\$1,536.84	\$0.14	\$796.88	\$0.42	\$2,390.64
14	Pavement Marking - 24" (White) (Traffic Paint)	L.F.	89	\$1.25	\$111.25	\$0.87	\$77.43	\$3.21	\$285.69
15	Pavement Marking Left Arrow (White) (Traffic Paint)	EACH	2	\$200.00	\$400.00	\$54.00	\$108.00	\$70.00	\$140.00
	GRAND TOTAL BASE BID				\$521,307.91		\$608,345.33		\$688,592.91
	ALTERNATES/ADD ALTERNATES								
16	Wastewater Treatment Plant Parking Lot - Asphaltic concrete overly (BM-2) or HMA commercial Grade (Class A): No RAP	TONS	170	\$76.00	\$12,920.00	\$77.00	\$13,090.00	\$98.21	\$16,695.70
17	Wastewater Treatment Plant Parking Lot - Regular Milling (0"-4")	S.Y.	735	\$3.35	\$2,462.25	\$2.45	\$1,800.75	\$12.51	\$9,194.85
					\$15,382.25		\$14,890.75		\$25,890.55

AGENDA ITEM

TO: Tim Vandall, City Administrator 
FROM: Jeff A. Rupp, Director of Public Works 
DATE: May 27, 2016
SUBJECT: Gamble Road Project Reimbursement

The final request for reimbursement for the Gamble Road project is attached. The Gamble Road project was completed in 2015, but there were not enough Exchange Funds banked to fully reimburse the city for the project expenses. Reserve funds were used to cover the expenses, with the intent to replenish those reserves once the city received the 2016 Federal Fund Exchange disbursement.

The Federal-Aid Fund Exchange Master Agreement was approved by the council at the April 21, 2016, council meeting. The signed, approved copy of the agreement has since been received.

Action: Request the Council authorize the Public Works Director to sign and submit the Kansas Department of Transportation Federal Fund Exchange Request for Reimbursement for the Gamble Road project.

AGENDA ITEM # 



**KANSAS DEPARTMENT OF TRANSPORTATION
Federal Fund Exchange
Request for Reimbursement**

City/County: Lansing/Leavenworth

Date of Request: _____

Description of Work and Location: Improvements to Gamble Road

Project Name: Gamble Road Improvements - Project No. 06-03

Work begin date: April 20, 2015

Work completed date: July 16, 2015

The undersigned officer of the city/county states that (1) the following items, quantities and services of work have been completed and incorporated into the Project and (2) a warrant has been issued by the City/County for the expenses included in this request and the City/County is submitting the request for reimbursement for payment issued, and (3) the same have been approved and paid by the City/County. Therefore reimbursement is hereby requested to be paid in accordance with Federal Fund Exchange Agreement No. 92-16.

Firm/Supplier	Invoice No.	Description of Services/Materials	Amount
Linaweaver Construction	13988	Street construction	148,629.60
Linaweaver Construction	14023	Street construction	171,906.70
		Total Requested on 7-31-15	320,536.30
		2015 FFE Reimbursement	234,478.76
Total amount request			\$ 86,057.54 -

Please attach copies of all invoices.

Print Name Jeffry A. Rupp

Signature _____
CITY OR COUNTY OFFICIAL

Director of Public Works _____
TITLE

AGENDA ITEM

TO: Tim Vandall, City Administrator 
FROM: Stefanie Leif, Community & Economic Development Director 
DATE: May 26, 2016
SUBJECT: Economic Development Policy – draft #2

On January 28, 2016, the City Council held a work session to discuss a draft economic development policy. Based on City Council feedback as well as review and revisions by the City's bond counsel, Gilmore & Bell, staff has prepared a second draft of the policy for Council review. Please note that incentives prescribed by statute have been removed from the policy at the recommendation of Gilmore & Bell since they are governed by state law, not local law. Further, the policy states that application fees are listed in the City Code fee schedule. The fees are not currently part of this schedule, so they will be added to the fee schedule and adopted by the City Council following adoption of the policy.

Also attached for the City Council's reference is a document prepared by Gilmore & Bell outlining "big picture" considerations for staff and the Council to consider when developing and adopting an economic development policy.

Action: Discuss and recommend to staff revisions to policy.



CITY OF LANSING
ECONOMIC DEVELOPMENT POLICY
DRAFT 5-19-16 City Council Meeting

Purpose

The City of Lansing Economic Development Policy is intended to serve as the official policy for those interested in economic development incentives. This policy does not provide information on possible incentives from other economic development partners; including, but not limited to Leavenworth County, Leavenworth County Development Corporation, Leavenworth County Port Authority, Leavenworth-Lansing Chamber of Commerce, Kansas City Area Development Council, Kansas Small Business Development Center, and Kansas Department of Commerce. The City of Lansing is committed to the retention and expansion of current businesses, attraction of new businesses, and increasing the quality of life for the citizens of Lansing.

Types of Economic Development Tools Available

The City will consider using all legally-available economic development tools, with some limited exceptions. A brief listing of tools currently available are as follows:

- Lansing Job Bounty Program
- Lansing Tourism and Convention Promotion Facilities Renovation Fund
- Tax Increment Finance (TIF)
- Transportation Development District (TDD)
- Community Improvement District (CID)
- Industrial Revenue Bonds (IRB)
- Infrastructure Development Assistance (Special Assessment Districts and fee waivers)
- Tax exemptions and/or abatements
- Sales Tax Reimbursement

For more information regarding each of these tools, contact the City of Lansing Community & Economic Development Director at 913-727-5488 or sleif@lansing.ks.us.

Even if permitted by state law, the City will not consider the use of cash grants to applicants. Similarly, the City will generally only use incentives to pay or reimburse the applicant for capital expenditures (as opposed to operating expenses – with the exception of the Job Bounty Program).

Preferred Economic Development Projects

Economic Development projects that provide a return on investment, livable wages, and add to the city's tax base, and increase quality of life for residents and visitors to the community.

Retroactive Granting of Incentives; "But For" Principle

No incentives will be distributed on a retroactive funding basis. Incentives will be granted pursuant to the guidelines of this policy and effective on the date indicated and approved by the City Council.

Each application for incentives shall demonstrate that the incentive will make such a difference in determining the decision of the business to locate, expand or remain in the city that the business would not otherwise be established, expanded or retained without the availability of the incentive. The city may request additional documentation such as a business plan and/or financial statements to assist the city in determining these factors.

Job Bounty Program

The Job Bounty program of the City is to encourage new and/or existing businesses to hire employees. To participate in the Job Bounty program, a prospective employer must agree to hire at least ten (10) full-time employees at an hourly wage of no less than \$10.00 per hour. For the purpose of this program, a full-time employee is one who works forty (40) hours per week or two thousand eighty (2080) hours per year. Anything below these levels will be considered part-time and will not be eligible for benefits under this program.

For those employers creating ten (10) or more full-time jobs paying no less than \$10.00/hour, the Job Bounty program, subject to the City's budgetary limitations, shall receive the following:

1. For each full-time position created paying no less than \$10.00/hour base salary, not including employee benefits, tips, commissions, bonuses, or other incentives, the City will pay to the employer \$1,000 per job provided that funds shall be paid in 20% increments over a five (5) year period. The employer will be required to provide, at the end of each year, in order to receive Job Bounty funds for that year, an audited payroll showing those ten (10) or more jobs were filled throughout the one year period.
2. For full-time jobs exceeding \$15.00 per hour base salary, not including employee benefits, tips, commissions, or other incentives, the City will be \$1,500 per job on the same basis as noted previously including creation of a minimum of ten (10) jobs per company per agreement.

No Job Bounty proceeds will be paid for the creation of jobs that do not meet established hour and wage requirements as outlined above. The Development Agreement shall stipulate a minimum number of jobs created to be eligible for the incentive. If this minimum is not met by the employer within a designated timeframe, no Job Bounty funds will be distributed. Job Bounty funding is allocated on a one-time occurrence per company.

Tourism and Convention Promotion Facilities Renovation Fund

The City of Lansing established a Facilities Renovation Fund in 1998 for the purpose of renovation of such businesses, hotel, motel, and tourist court facilities who are subject to the Transient Guest Tax. After the first of February of each year, businesses subject to the tax may apply for revenue collected from the previous four quarters. This tax is levied upon businesses in the amount of seven percent (7%) (*as of May 2016*) of the gross rental receipts for lodging or sleeping accommodations. Funds requested by the business shall not exceed its actual remittances to the State of Kansas for half of the seven percent (7%) total transient guest tax levy, minus state administrative expenses. No business may claim remittances from another business, and no new business may claim remittance which it has not paid to the State. Funds requested may be used for any of the following:

- a. Reimburse an expenditure for capital improvement
- b. Reimburse payments for retiring the debt on a capital improvement
- c. Reimburse payments for a lease/purchase of capital improvements
- d. Perform a capital improvement
- e. Reimburse a down payment on a lease agreement or reimburse a lease buyout
- f. Reimburse for new hotel related construction in the city of Lansing

Applications for this program are available at the City of Lansing. Eligible business may submit an application which will then be reviewed and approved by the City Administrator or his/her designee.

General Application Process

When an economic development incentive request is made to the Lansing City Council various City staff members will be involved in reviewing the applicant's materials. All requests for assistance must include the following:

- General description of the project
- Description of types of incentive tools requested to be used, including amount of assistance requested
- General description of developer/company requesting assistance

City staff will review the information and make a recommendation to the City Council as to the viability of the proposal. City staff may request additional information from the applicant in order to more fully evaluate the request and make an appropriate recommendation to the City Council.

If a recommendation is made to the City Council and should the City Council agree "in principle" with the City Administrator's recommendation, the City and the applicant will enter into negotiations to draft a development agreement and begin any statutorily-required process for the City Council to consider approval of the requested economic development tool(s).

Application Fees

Applications fees are outlined in the fee schedule within the adopted Lansing City Code.

Payment of Certain Costs and Administrative Fees

Prior to beginning negotiation of any development agreement, the applicant is required to enter into a funding agreement with the City of Lansing. The funding agreement will include provisions for the applicant to pay for any expense in regards to the evaluation of the proposal and negotiating and implementing the requested incentive, including necessary outside consulting, attorney fees, financial advisers, and bond counsel. The funding agreement will require the application to make an initial deposit of at least \$5,000.00, which the City may use to pay such third party expenses.

Development Agreement

Any incentive granted pursuant to this policy shall be accompanied by a Development Agreement setting forth the specific rights and obligations of the applicant and the City. The Agreement shall include provisions governing the situation if an applicant fails to meet the wage, number of jobs, and/or capital investment projections agreed upon between the City and the Developer. Each incentive shall be reviewed annually by city staff, and in the case of failure to meet the terms of the Development Agreement, by the City Council.

Waiver of Policy Requirements

The City Council reserves the right to grant or not to grant an incentive under circumstances beyond the scope of this policy, or to waive any procedural requirement. However, no such action or waiver shall be taken or made except upon a finding by the City Council that a compelling or imperative reason or emergency exists, and that such action or waiver is found and declared to be in the public interest.

Amendments

The City Council retains the right to amend any portion of this policy as needed.

Review of Policy

This policy will be subject to a review by the City Council every three years.

ECONOMIC DEVELOPMENT POLICY DEVELOPMENT: BIG PICTURE CONSIDERATIONS


- What does the City want to incentivize?
 - Sometimes easier to provide a list of things the City doesn't want to incentivize
 - Things to consider:
 - Target industries (bioscience, financial services, etc.)
 - Target development types (commercial, retail, residential, warehouse, etc.)
 - Geographic areas for development
 - Job creation; minimum wages
 - Minimum \$ amount of investment
- What will the City use public \$ for?
 - Only public improvements?
 - Limited private improvements?
 - Capital expenditures vs. operating expense
 - Site work vs. vertical construction
 - Project management expenses? Construction financing?
 - Limit on expenses to be paid – only reimburse costs incurred after incentive approved?
- What public \$ will the City use?
 - Only revenues from project – both sales and property tax or just one or the other?
 - Other City funds? Does the City want to limit potential sources?
 - Will the City specify limits on amount of public \$?
 - Examples: IRB less than 100% abatement? TIF capture less than 100% increment? CID/TDD limit on amount of sales tax?
- What risk is the City willing to take?
 - Up-front grant vs. pay-go vs. special obligation bonds vs. general obligation bonds
 - If something other than Pay-Go, will the City require any developer guarantees?
- If the City gives public \$, will it require heightened development standards?
- Does the City want to specify a maximum % of total project costs that the incentives will fund?
- Will the City require a minimum amount of equity investment from the developer?

- What is the application process?
 - Forms?
 - Fee Schedule?
- Funding Agreement? Amount of required deposit?
- How will the City evaluate the proposed project?
 - What format will the City use for determining Cost-Benefit?
 - Does the City require a “but-for” test? What is the standard that will be applied?
 - Who does the analysis?
- Consider whether application /evaluation process should differ depending on type of incentive requested.

- If incentives are approved:
 - Will the City charge an annual administration fee? How much?
 - What annual financial reporting, if any, will be required?

- Other considerations:
 - Should policy specify specific consequences for not meeting development expectations, or does the City leave this to be negotiated as part of the Development Agreement?

AGENDA ITEM

TO: Tim Vandall, City Administrator 
FROM: Matt Harding, City Engineer
DATE: May 27, 2016
SUBJECT: West Mary Slope Failure


Explanation: I have read the Terracon Geotechnical Engineering Report, West Mary Street Slope Evaluation, reviewed the construction documents for both West Mary Street and the Lansing Elementary School, and discussed observations of the failure with city staff. Based upon my review of the situation, there does not appear to be any single party responsible for this slope failure. Furthermore, the scope of this failure, without prompt remediation is likely to expand, and threaten a portion of West Mary Street.

The slope failure occurred in an area where the Kansas Department of Transportation, KDOT, graded for the construction of West Mary Street, the elementary school cut to a 3 (Horizontal) : 1 (Vertical) slope down to their parking area, and Lan-Del installed a water line. It does not appear that any party did anything that was obviously out of the norm.

Once the recent wet weather pattern changes, I believe it is imperative to begin to implement the Terracon mitigation measures for this slope failure in order to best assure the integrity of the West Mary Street. I have recommended that the City of Lansing start process of preparing construction documents that will give sufficient guidance to the contractor as to how best implement the concept drawings offered by Terracon.

Action: Approve 1/3 of the cost of slope restoration on West Mary Street, not to exceed \$30,000.

AGENDA ITEM

TO: Gene Kirby, Mayor; Lansing City Council
FROM: Tim Vandall, City Administrator 
DATE: May 27, 2016
SUBJECT: LCF Wastewater Services-30 day extension

Explanation. The City received the enclosed 30 day extension of the LCF wastewater contract last Wednesday. The extension maintains the monthly rate from the previous contract, \$56,000/month, for the month of June 2016. This extension expires June 30, 2016. The contract has been reviewed by Gregory Robinson. Both sides are working on a long term agreement.

Action: Motion to approve Wastewater Utility Rate Agreement 30 day extension with LCF, as presented.

**AMENDMENT TO
WASTEWATER UTILITY RATE AGREEMENT BETWEEN
THE CITY OF LANSING, KANSAS, AND THE
LANSING CORRECTIONAL FACILITY**

This AMENDMENT TO WASTEWATER UTILITY RATE AGREEMENT (Agreement), made and entered into this ____ day of May, 2016, by and between the CITY of LANSING, KANSAS, a Kansas Municipal Corporation duly organized under the laws of the State of Kansas, hereinafter referred to as "City," and LANSING CORRECTIONAL FACILITY, 301 East Kansas Avenue, Lansing, Kansas, 66043, hereinafter referred to as "LCF".

WHEREAS, the parties had entered into the above-referenced agreement on January 9, 2014, with a term commencing on June 1, 2014, and ending May 31, 2016; and

WHEREAS, the parties are now engaged in negotiations concerning a successor agreement, but have not achieved a mutual understanding, such that further time is necessary to complete those negotiations.

NOW, THEREFORE, City and LCF in consideration of the mutual covenants and agreements contained herein, do mutually agree as follows:

1. The term of the Agreement is hereby extended for 30 days, so that it shall now terminate on June 30, 2016.
2. All other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment as of the day and year first above written.

Rex Pryor, Warden
Lansing Correctional Facility
Lansing, Kansas

Gene Kirby, Mayor
City of Lansing, Kansas

ATTEST:

Sarah Bodensteiner, Lansing City Clerk



LEAVENWORTH
COUNTY

DEVELOPMENT CORP
DEDICATED TO THE
INDUSTRY OF INNOVATION

MEMORANDUM

To: Tim Vandall, Lansing City Administrator
From: Steve Jack
Date: May 25, 2016
Re: LCDC Return on Investment

Tim:

I appreciated the opportunity last week to appear before the Lansing City Council to discuss the work being done on behalf of the city by LCDC. To follow up a question raised at the meeting, I have asked Wichita State to calculate the direct benefits to the city from projects LCDC has worked on.

Three of these companies are located both in the city and in the Lansing school district. While Cereal Ingredients is located in Leavenworth, it is still in USD 469 and property tax benefits flow to the district.

To measure return on investment I utilized the expertise of WSU to ensure more accurate estimates than we can make in house, and so these numbers are generally more conservative than figures reported to the city previously. For example, a mill levy rate of 15.575 for the school district was used, which excludes the 21.50 mills for education that goes to the state and the capital outlay mill levy. These funds were excluded because the school district doesn't directly benefit from them. Also the formula uses a 40.895 mill levy for the city. The figure won't be updated on the WSU model to the new mill levy of 41.833 until this summer.

The following chart shows the estimated impact of four projects for which LCDC provided incentives, business assistance or strategic planning services:

	Direct Jobs	Indirect Jobs	Direct 2016 Payroll	Indirect 2016 Payroll	Total 2016 Payroll	2016 City Tax Benefit	2016 USD Tax Benefit	2016 Lansing Tax Benefit
Cameron Industries	20	26	\$500,002	\$683,553	\$1,183,555	\$1,265	0	\$1,265
Lansing Lumber	8	4	\$232,400	\$83,222	\$315,622	\$6,884	\$2,622	\$9,506
RFM Seating	13	13	\$437,671	\$454,696	\$892,367	\$8,717	\$2,957	\$11,674
Cereal Ingredients	N/A	N/A	N/A	N/A	N/A	0	\$19,469	\$19,469
TOTALS	41	43	\$1,170,073	\$1,221,471	\$2,391,544	\$16,866	\$25,048	\$41,914

These four projects each show a direct impact on city and USD revenues. The analysis does not include the 5 employees at Cereal Ingredients who live in Lansing or the 45 employees at the V.A. CPAC who also live in Lansing, because the facilities where they work are actually in Leavenworth. It should be acknowledged, though, that the facilitation of jobs in other communities in the county which are filled by Lansing residents does in fact benefit the community.

As I mentioned at last week's council meeting, we are continuing the effort to recruit new businesses to Lansing. National projects like Project Southern and Project Memphis are still in play but are on hold. Life Family Chiropractic, TLC Customs, First Stop Auto/Truck & Repair/Service and Project Madison are all more locally or regionally-based projects that we are currently working on for Lansing.

Again, thanks for your support of LCDC. We look forward to continuing our partnership and stand ready to answer any additional questions you or the council may have.

Sincerely,

A handwritten signature in blue ink that reads "Steve Jack". The signature is written in a cursive, flowing style.

Steve Jack
Executive Director