

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.

- **Due to the restriction of social distancing and prohibition of gathering of 10 or more people to mitigate the spread of COVID-19, the City Council Meeting will not be open to the public. In accordance with Kansas Open Meetings Act (KOMA), the meeting can be viewed live on Spectrum Cable Channel 2 and via YouTube at www.lansingks.org/live.**
- **Want to comment during Audience Participation?**
 - **Submit your comment to Cityclerk@lansingks.org no later than 6:00 p.m. on May 6th.**
- **Questions on agenda items will be read during discussion on that topic.**
 - **Submit your question to Cityclerk@lansingks.org no later than 6:00 pm on May 6th.**

Call To Order

Pledge of Allegiance

Roll Call

OLD BUSINESS:

1. Approval of Minutes

NEW BUSINESS:

Audience Participation

Presentations:

2. Waste Management COVID-19 Response

Council Consideration of Agenda Items:

3. Treasurer's Report for Quarter Ending March 31, 2020
4. Planning Commission Appointments
5. Ordinance No. 1040 – City Code Amendment, Chapter 5, Article 2
6. Approval of Bid – Capital Improvements Program 2020

Reports:

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

Proclamations:




- Municipal Clerks Week
- Lansing Police Week

Other Items of Interest:

- Monthly Department Vehicle and Equipment Mileage Reports
- Community & Economic Development Permits/Licenses & Code Enforcement Report

Adjournment

AGENDA ITEM

TO: Tim Vandall, City Administrator 
THRU: Sarah Bodensteiner, City Clerk 
FROM: Shantel Scrogin, Assistant City Clerk 
DATE: April 3, 2020
SUBJECT: Approval of Minutes

The Regular Meeting Minutes for April 2, 2020 are enclosed for your review.

Action: Staff recommends a motion to approve the Regular Meeting Minutes for April 2, 2020 as presented.

AGENDA ITEM #



Call To Order:

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

Roll Call:

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

Councilmembers Present:

Ward 1: Gene Kirby

Ward 2: Don Studnicka and Marcus Majure

Ward 3: Jesse Garvey and Kerry Brungardt

Ward 4: Tony McNeill and Gregg Buehler

Councilmembers Absent: Dave Trinkle

Councilmembers Kirby, Majure, Brungardt, McNeill and Buehler were present via teleconference.

OLD BUSINESS:

Approval of Minutes: Councilmember Studnicka moved to approve the regular meeting minutes of March 19, 2020, as presented. Councilmember Garvey seconded the motion. The motion was unanimously approved.

Audience Participation: Mayor Smith called for audience participation and no one came forward.

Presentations

COUNCIL CONSIDERATION OF AGENDA ITEMS:

Leavenworth County Port Authority Board Appointment: Councilmember Studnicka moved to appoint Dan Gutsall to the Leavenworth County Port Authority Board of Directors for a two-year term that will expire on March 25, 2022. Councilmember Garvey seconded the motion.

- Councilmember Kirby stated I just want to say I think he'll do a great job for us and I'm glad he offered to do the job. I think he'll do real good.
 - Mayor Smith responded I agree Gene. He's a good guy. He's been around town a long time. He's been part of that board anyway in one form or the other, so I totally agree.

The motion was unanimously approved.

Conditional Use Permit Renewal – 422 N. De Soto Road: Councilmember Studnicka moved to approve the Conditional Use Permit for 422 N. DeSoto Road. Councilmember McNeill seconded the motion. The motion was unanimously approved.

REPORTS:

Department Heads: Community & Economic Development Director Matthew Schmitz stated there is concern with the current COVID-19 situation, so the BBQ contest has been cancelled. If it was postponed, we'd be looking at the end of October and neither attendance nor good weather is guaranteed that time of year.

- Councilmember Garvey asked in lines with that where are we with the Independence Day Celebration if the pandemic extends into the summer.
 - Community and Economic Development Director Matthew Schmitz stated the deposit check has been cut for the vendor and last year they were very easy to work with when we couldn't have fireworks at Lansing Daze due to the wet conditions. He suggested pushing the Independence celebration out to August or September if needed. We can still get our money out of it that way.

City Attorney: City Attorney Greg Robinson had nothing to report.

City Engineer: City Engineer Matt Harding had nothing to report.

City Administrator: City Administrator Tim Vandall let the Council know surplus equipment will be sold on PurpleWave in the next couple of weeks. A couple of the vehicles don't run anymore but usually they sell. We will be selling a 2001 Ford Explorer, a 2002 F350, 2006 Dodge Charger and a 2012 Dodge

Charger. The Council previously discussed donating the football equipment from Parks and Recreation. We contacted our insurance company and they were fine with shoulder pads, jerseys, etc. being donated but there was some concern with the helmets. There will need to be further discussion on who the items will be distributed to though. While the BBQ contest has been cancelled, staff is debating on what will occur with the Fishing Derby and the Community wide garage sale. We aren't out any money if we cancel the garage sale and Parks & Recreation Director Jason Crum is looking into pushing the Fishing Derby into June if necessary. A dip in the Sales Tax is expected in the upcoming months and it's projected to be around a 25% loss. Our reserves will take a hit due to the pandemic.

Governing Body: Councilmember Garvey suggested everyone stay home. The sooner we can do that, the sooner this will be over. He wants everyone to be safe.

Councilmember Buehler thanked City Administrator Tim Vandall and City Clerk Sarah Bodensteiner for setting up the meeting so that many of us can still participate while staying home. He also provided a fun fact, on this day in 1917, President Woodrow Wilson asked Congress to declare war on Germany.

Councilmember McNeill asked that staff consider postponing City events instead of cancelling them because everyone is going to want to do things once they are able to leave the house again.

Councilmember Brungardt thanked Sarah for setting up the Zoom meeting and suggested the video version be used in the future.

Councilmember Kirby echoed what others stated about staying home and staying safe. We want this to end, so we need to stay home. He stated it's great that Council can meet this way so they can set an example by staying home.

ADJOURNMENT:



Councilmember Kirby moved to adjourn. Councilmember Garvey seconded the motion. The motion was unanimously approved. The meeting was adjourned at 7:16 p.m.

ATTEST:

Michael W. Smith, Mayor

Sarah Bodensteiner, City Clerk

AGENDA ITEM

TO: Tim Vandall, City Administrator and Governing Body Members 
FROM: Sarah Bodensteiner, City Clerk 
DATE: April 28, 2020
SUBJECT: Waste Management COVID-19 Response

John Blessing, Public Sector Solutions Representative, with Waste Management will brief the Council on what Waste Management has been doing in response to the COVID-19 situation.

Policy Consideration: N/A

Financial Consideration: N/A

Action: None

AGENDA ITEM #

2



A Safe and Secure Partnership

WM's Response to Lansing Kansas

1

Commitment to Our Customers

The COVID-19 pandemic continues to have an impact on all of us. Our commitment to *People First* is driving everything we do to keep our employees, customers and communities healthy and safe.

Here's what we are doing to help our customers:



SERVE

We continue to provide essential services to customers and their communities during these challenging times.

You can continue to depend on Waste Management.



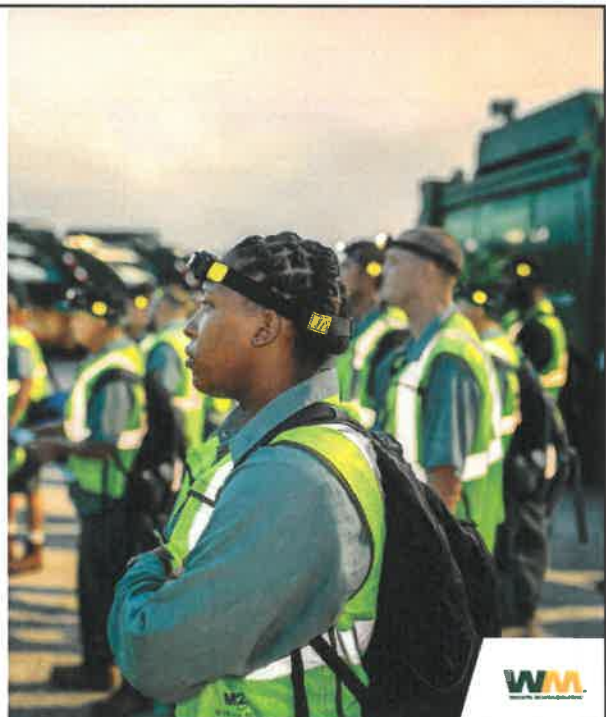
SOLVE

Your needs change daily—we are working diligently to provide solutions. We continue to service customers even in communities that have shelter in place/stay in home orders.



SUPPORT

With a large investment in technology for our employees, we've mobilized customer support roles to work from home to protect the health and safety of our team while preserving the customer support you and your community need.



2

2

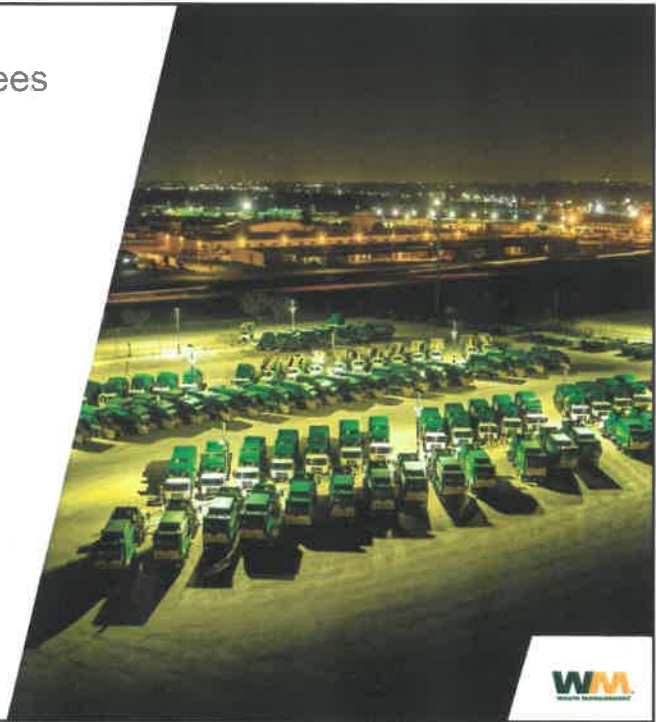
Serving & Protecting Our Employees

Frontline Employees – Servicing our Communities Every Day!

Protecting our frontline employees while they are providing essential services:

- Putting our *People First* commitment into practice
 - Adhering to the latest information from the Centers for Disease Control and Prevention (CDC), Occupational Safety & Health Administration (OSHA) and other agencies
 - 40 hour wage guarantees for hourly workers and secured benefits
 - Access to and assistance with expanded childcare and eldercare programs
- Prioritizing social distancing
 - Internal processes reorganized for our drivers and MRF workers to allow for safe distancing
 - Safety - sanitizers, masks, additional PPE for drivers and MRF workers
 - Provided remote work options

3



3

Serving Our Customers

Residential trash volumes have increased at a rapid rate as people shelter in place and work from home. Volumes are expected to continue increasing.

Local businesses are suspending, reducing, and canceling service.



4

Service Impacts

- **Service Times** - More materials at the curb equals longer collection times and multiple trips to the landfill, transfer stations or MRFs for WM. This means collection may occur later in the day.
- **Non-essential service suspension** - WM suspended services (i.e. spring collections) to focus on essential services in some areas.
- **Proactive Outbound Commercial Calls** – WM is working with commercial who need to alter service levels in order to match fluctuating customer volumes in order to re-balance routes.



4

Solutions Focused on Service

We are delivering service and support – today and always.



Delivering Essential Services

- Waste Management is here, open and ready to deliver essential services
- Services were suspended in some areas to ensure we had the appropriate resources for essential services
- Waste Management developed and is following a comprehensive COVID-19 pandemic response plan



Agile & Customer Focused

- In these uncertain times, you can depend on our vast network of resources
- Moved thousands of office-based employees to a work from home platform – with the technology, equipment, and training to provide continuous customer service
- Temporarily suspended collection calls and service cut-offs due to outstanding balances during these challenging times
- Proactively reaching out to customers to reduce or increase service in impacted industries



Adapting to a Changing World

- Call Centers fully operational with a work-from-home option (>2,000 team members)
 - Established platform technology and network capabilities, including chat, chatbot, and email
 - Developed remote work guidelines and training
- Additional self-service investments accelerated for customer ease
- Outbound calls to right-size commercial customers to re-balance routes



5

5

Solutions Focused on Communications

Developing Real-time Communication in Times of Need

- COVID-19 landing page on [wm.com](http://wm.com/covid19) (wm.com/covid19)
- Area Service Alerts – providing daily service updates – suspensions, reinstatement of services, etc. (wm.com/alerts)
- COVID-19 FAQs and automated “chatbot” on wm.com 24/7
- Proactive customer emails and outbound calls
- Social media posts, web banners templates – providing municipalities turn-key tools communicate to their constituents – available as desired

We Need Your Help to keep Residents and Businesses Informed

- Leverage your communication channels – data shows residents look to their city for reliable information during crisis
- Post waste and recycling collection updates on website – front page, waste and recycling pages and COVID-19 sections
- Schedule city outbound calls with key service messages
- Use social media to post service messages
- Update frequently as the situation evolves

WHAT CAN YOU DO TO SUPPORT THE RECYCLING INDUSTRY?

Recycling is being suspended in several areas during the virus. The materials overprints of these materials continue, and still continue for your valuable non-manufactured secondary goods. Please note that you are responsible for clean and empty and correct disposal, and keep the bins clean. Doing your part can help us keep recycling on track.

1. Break down cardboard boxes and flattened, or tear up to fit in your recycling cart
2. Shred your papers and card before recycling. Leave the lids on your bottles.
3. Please do not put in any other items of items in or on your recycling system for access and placement items to help you recycle right. <http://wm.com/recycling> to view more
4. Please do not put anything in your recycling bin.



With so many people working and sheltering at home, our residential trash collection crews are seeing a significant increase in the amount of trash we're collecting. To help our crews collect your trash as safely and efficiently as possible we ask that residents place all household trash in bags, and seal these bags before setting them at the curb for collection.

REMEMBER: Lids go in the trash – NOT in your recycling container.

Thank you for your patience and understanding.



Waste Management is focused on the collection and disposal of trash and recycling, which are a essential services for the health and safety of our communities.

To avoid a confusion of these essential services, we have temporarily suspended the collection of some non-essential services until further notice.

Thank you for your patience and understanding.

Visit wm.com/alerts for the latest service updates.



6

6

Supporting Recycling

It's now more important than ever to "Recycle Right."

Curbside recycling has increased as families spend more time at home, and we are consuming more products and packaging.

Recyclables play a critical role in supply chains. Mills rely on feedstock that comes from curbside programs to make new products for groceries and emergency supplies.

Now more than ever, it's important to keep recycling and recycle right – we all need to do our part to keep recycling supply chains working.

We are reminding customers to recycle right and not recycle face masks, plastic gloves, PPE, and disinfectant wipes with our Recycling Service Guidelines.



Recycle clean bottles, cans, paper, and cardboard.

Keep food and liquid out of your recycling.

No loose plastic bags and no bagged recyclables.

7



7

Supporting the Community

More than a service provider, Waste Management is a community partner.

WM Million Meals Campaign

- Goal of providing one million meals to neighbors who are experiencing food insecurity during this pandemic
- WM matched every dollar, up to \$50,000, donated by WM employees to Feeding America and Food Banks Canada
- At the end of our two-week Million Meals campaign, we proudly announced our results of raising over 189,000 dollars for Feeding America and Food Banks Canada. Thanks to the generosity of our WM family, we will be providing almost 1.9 million meals to neighbors in need across North America. In partnership with Feeding America and Food Banks Canada, we'll help provide vital resources to those truly in need in our local communities during this pandemic.

WM – Kansas City: Looking After Each Other

- With social distancing and other CDC recommendations in place, we have catered in breakfast for essential employees to show our support and appreciation during this storm.

8



8

Next Steps – Working Together

Working through the now and planning for the future, together.

Our commitment to each other

- Stay engaged and meet regularly in a preferred virtual environment and to provide COVID-19 updates
- Remain agile to continue to serve the needs of the community
- As your account manager and liaison, I'm engaging with you or staff on a regular basis and staying informed on your community's important issues by watching the virtual council meetings.

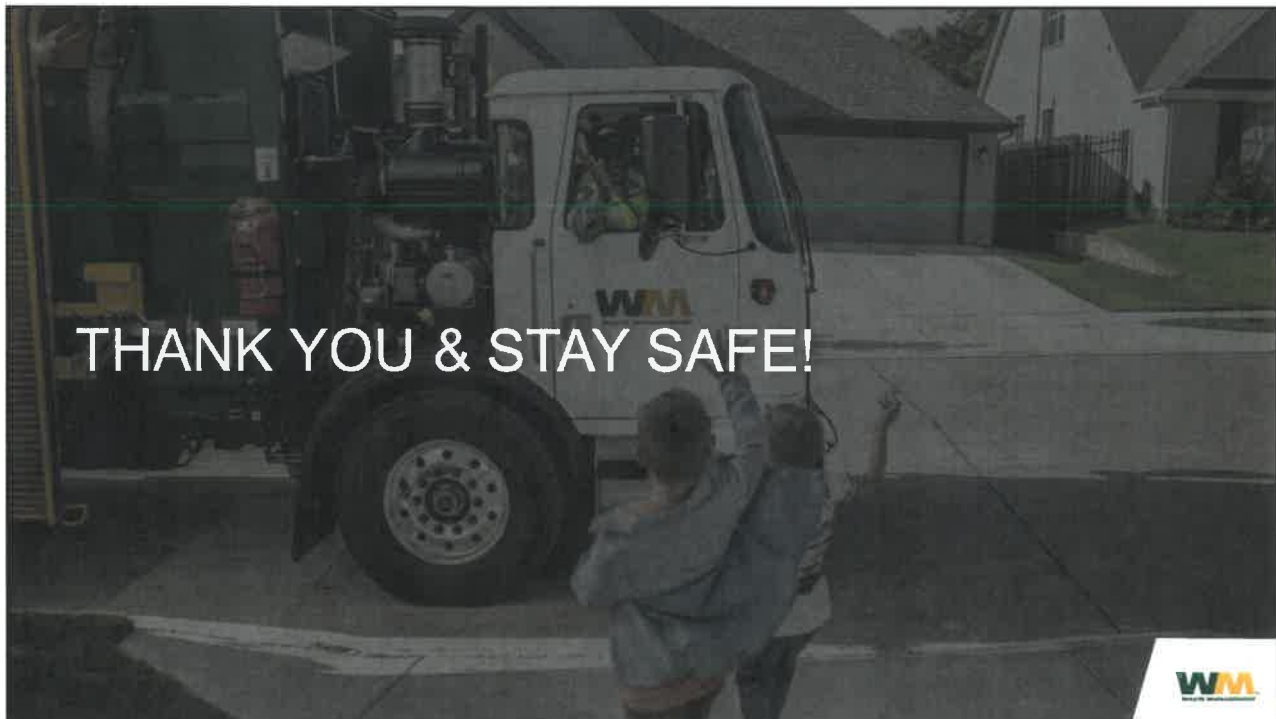
Increasing our ability to plan and communicate

- Confirming contact information and access details for the municipal locations to maintain accurate information to improve responses and reduces errors.
- Auditing residential and commercial addresses while ensuring our service levels continue to meet your community expectations.




9

9



10

AGENDA ITEM

TO: Tim Vandall, City Administrator 
FROM: Elizabeth Sanford, Director of Finance
DATE: May 1, 2020
SUBJECT: Treasurer's Report for Quarter Ending March 31, 2020

Please find the Treasurer's Report for the first quarter (January through March 31, 2020) attached for your review. This report is published quarterly in accordance with KSA 12-1608, 12-1609.

Action:

Staff recommends a motion to approve the Treasurer's Report for the quarter ending March 31, 2020 as presented.


**CITY OF LANSING
TREASURER'S REPORT - QUARTER ENDING MARCH 31, 2020**

Fund Name	Fund Number	Unencumbered Cash Balance 12/31/19 DR / (CR)	Receipts	Disbursements	Audit Adj. & Net Encumb. Liquidated 3/31/20	Unencumbered Fund Balance 3/31/20 DR / (CR)	Add Reserves, Account Payable, and Encumbrances	Subtract Receivables, Other Assets, and Net Fixed Assets	Treasurer's Cash Balance 3/31/20
General:	10	2,049,868.16	2,254,631.58	1,634,692.03	0.00	2,669,807.71	162,514.07	17,921.63	2,814,400.15
Special Revenue:									
Library	20	93,316.31	187,028.40	84,323.91	0.00	196,019.80	7,991.41	0.00	204,011.22
Consolidated Street & Highway	22	281,339.09	127,915.38	95,908.86	0.00	313,345.61	5,143.44	0.00	318,489.06
Special Parks & Recreation	23	216,020.08	164,801.43	7,847.21	0.00	372,974.30	0.00	0.00	372,974.30
Special Alcoholic Liquor	24	37,130.87	4,844.79	0.00	0.00	41,975.66	0.00	0.00	41,975.66
Sales Tax (\$.45) Fund	26	460,736.10	117,028.83	149,502.15	0.00	428,262.78	0.00	0.00	428,262.78
KS Regional Prisons Museum	62	143,188.60	318.21	143,506.81	0.00	0.00	0.00	0.00	0.00
Hillbrook Subdivision Escrow	66	0.00	0.00	0.00	0.00	0.00	17,935.40	0.00	17,935.40
Agency:									
Bonds Posted	41	0.00	0.00	0.00	0.00	0.00	11,918.89	0.00	11,918.89
Park Land Trust	59	23.62	0.00	0.00	0.00	23.62	0.00	0.00	23.62
Mayor's Christmas	61	15,954.77	74.00	0.00	0.00	16,028.77	0.00	0.00	16,028.77
Transient Guest Tax	63	71,430.75	34,730.21	36,646.51	0.00	69,514.45	7,200.00	0.00	76,714.45
Facilities Renovation	73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service:									
Bond & Interest	40	301,631.81	1,542,720.52	431,048.55	0.00	1,413,303.78	0.00	0.00	1,413,303.78
Enterprise:									
Wastewater Utility	50	13,396,559.87	694,867.72	836,031.98	(6,496.19)	13,261,891.80	307,625.45	11,548,853.20	2,020,664.05
Solid Waste Utility	51	493,394.38	159,750.11	111,547.01	0.00	541,597.48	0.00	378,607.92	162,989.56
Investment Fixed Assets	90	3,992,316.82	0.00	0.00	0.00	3,992,316.82	0.00	3,992,316.82	0.00
Capital Projects:									
Capital Projects Fund	70	695,699.35	235,094.87	27,754.00	0.00	903,040.22	0.00	0.00	903,040.24
Equipment Reserve Fund	80	123,304.52	25,132.78	14,038.00	0.00	134,399.30	0.00	0.00	134,399.30
Police Equipment Reserve Fund	45	27,377.25	1,850.00	3,533.83	0.00	25,693.42	0.00	0.00	25,693.42
Desoto Road Project Fund	84	56,719.72	0.00	57,023.52	0.00	(303.80)	21,498.52	0.00	21,194.72
Sewer Improvement Project	85	1,131,007.57	0.00	709,375.38	0.00	421,632.19	264,856.72	0.00	686,488.91
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total All Funds		23,587,018.64	5,550,788.83	4,342,779.75	(6,496.19)	24,801,523.91	806,683.90	15,937,699.57	9,670,508.27

STATEMENT OF BOND INDEBTEDNESS				
Bonds	General Obligation		Waste Water Revenue	Total
	Improvement	Revolving Loans		
Outstanding as of 1/1/20	\$ 25,825,000	\$ -	\$ -	\$ 25,825,000
Retired	-	-	-	-
Issued	-	-	-	-
Refunded	-	-	-	-
Outstanding as of 3/31/2020	\$ 25,825,000	\$ -	\$ -	\$ 25,825,000
Temporary Notes	\$ -	-	-	\$ -
Total Outstanding 3/31/2020	\$ 25,825,000	\$ -	\$ -	\$ 25,825,000

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

AGENDA ITEM

TO: Tim Vandall, City Administrator 
FROM: Sarah Bodensteiner, City Clerk
DATE: April 28, 2020
SUBJECT: Lansing Planning Commission Appointments

There are three (3) positions on the Planning Commission whose terms expired on April 30, 2020. These positions were advertised and three (3) applications were received. All of the applications to serve are from the existing board members, wishing to continue their service on the Planning Commission.

Action: A motion to appoint Michael Suozzo, Nancy McDougal, and Kirsten Moreland to the Lansing Planning Commission for a three-year term that will expire on April 30, 2023.

AGENDA ITEM #

4

CITY OF LANSING KANSAS

800 First Terrace, Lansing, Kansas 66043 - Telephone: 913-727-3036
Fax: 913-828-4579 - www.lansingks.org

APPLICATION FOR LANSING PLANNING COMMISSION

Name: MICHAEL SUOZZO

Lansing Address: 417 OAK BROOK DRIVE

Home Phone: 913 306 2180 (cell)

Business Phone: N/A

E-mail: MSUOZZO@GMAIL.COM

Please attach a one to two page written statement expressing your interest in being appointed to the Lansing Planning Commission. Your written statement should address the following four topics:

1. Qualifications for the position.
2. Personal philosophy of the Lansing Planning Commission and development in Lansing.
3. Desired accomplishments as a Lansing Planning Commission member.
4. Willingness to attend meetings.

Also, attach the name, address, and telephone number of three (3) personal references.

This volunteer position is for the Lansing Planning Commission for a three (3) year term ending on April 30, 2023. Applicants must be 18 years of age and a U.S. Citizen. Applicants must also be a resident of the City of Lansing or live within the Urban Growth Management Area outside of city limits.

****If necessary, applicants will be interviewed on Thursday, April 2, 2020, at a Special Meeting by the Governing Body. ****

All applications should be returned to Lansing City Hall, 800 First Terrace, marked "Attention of the City Clerk", no later than 5:00 p.m. on Thursday, March 26, 2020.

RAVD
SLB
3/26/20

26 Mar 2020

Michael A. Suozzo- Statement in support of application for Lansing Planning Commission

I request favorable consideration of my application for reappointment to the Lansing Planning Commission. I have owned a home in Lansing since 1977 and have been a full-time resident for the past 30 years. I have watched the community grow over that period and want to continue to give something back. I was appointed to the Lansing Planning Commission in 1997 and the following year volunteered to be the Planning Commission Representative to the Board of Zoning Appeals on which I am the president.

I believe that a strong and coherent set of zoning ordinances, strictly enforced, are necessary to ensure the orderly and safe growth of Lansing. However, in a community like Lansing, which developed and grew over the past 100+ years, there are very diverse areas of the town; some areas are less than 10 years old, others much older. My philosophy as a member of the commission is to apply common sense to each situation brought before it for action. I believe in applying the city Unified Development Ordinance guided by our comprehensive plan.

In the 23 years I have been a member of the board, I have attended 90 percent of the meetings

References:

Mr. Greg Robinson, 400 North Main St, Lansing, KS (913) 727-5800

Mr. Dave Anaya, 3121 Gilman Rd, Lansing, KS (913) 250-5029

Ms. Linda Kearn Oakbrook Drive, Lansing, KS (913) 727-1208

CITY OF LANSING KANSAS

800 First Terrace, Lansing, Kansas 66043 - Telephone: 913-727-3036
Fax: 913-828-4579 - www.lansingsks.org

APPLICATION FOR LANSING PLANNING COMMISSION

Name: Nancy McDougal
Lansing Address: 23630 147th St Leavenworth Ks
Home Phone: 913-683-1023
Business Phone: 913-721-1702
E-mail: nancy@firststateks.com

Please attach a one to two page written statement expressing your interest in being appointed to the Lansing Planning Commission. Your written statement should address the following four topics:

1. Qualifications for the position.
2. Personal philosophy of the Lansing Planning Commission and development in Lansing.
3. Desired accomplishments as a Lansing Planning Commission member.
4. Willingness to attend meetings.

Also, attach the name, address, and telephone number of three (3) personal references.

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If necessary, applicants will be interviewed on **Thursday, April 2, 2020, at a Special Meeting by the Governing Body. **

All applications should be returned to Lansing City Hall, 800 First Terrace, marked "Attention of the City Clerk", no later than 5:00 p.m. on Thursday, March 26, 2020.

RVP
3/27/20
SAB

August 29, 2018

Lansing City Hall
City Clerk
800 First Terrace
Lansing KS 66043

Re: Lansing Planning Commission

Please accept my application for the City of Lansing Planning commission vacancy. While I do not reside in the City of Lansing, I am in the urban footprint.

I have been in banking for the past 38 years and the last 35 have included mortgage lending. I feel that my lending experience will serve me greatly in this capacity. I currently serve on the Leavenworth County Fair Board and am Committee Chairperson for the Eastern Kansas Swine Show Series. I also have previously served as treasurer for the Leavenworth county 4-H/FFA Livestock Auction Committee, board member for Rural Water District #8, Southern Leavenworth County Leadership Development program, Tonganoxie Chamber of Commerce as well as served as a 4-H Community Leader.

My personal philosophy of the Lansing Planning Commission and development of Lansing would be to develop those areas within the current city limits that need development. My desired accomplishment would be to see the Pulley farm developed into commercial retail space that will add to the tax base of the City of Lansing and provide the community with services we currently do not have. This project, while it has a wonderful street that connects 4-H Road and Mary Street, so far only has produced 2 banks and Sonic. The West side of the street remains vacant.

In closing, I am willing to attend meetings and look forward to help the future development and growth of the City of Lansing.

Sincerely,



Nancy A. McDougal
23630 147th Street
Leavenworth KS 66048

References for Nancy McDougal

Bill New
18657 Jamison Road
Leavenworth KS 66048
913-845-2500 ext. 5147

Bill Grant
15463 Cedar Lane
Basehor KS 66007
913-845-2500 ext. 5171

Blake Waters
16719 Ruby Way
Basehor KS 66007
913-845-5134

Lansing Planning Commission Application

Name: Kirsten Moreland

Address: 310 E Mary Street, Lansing, KS 66043

Cell Phone: 913-449-3511

Work Phone: 785-842-2444

Email Address: Km0563@gmail.com

1. Qualifications for the position. I have been a member of the Lansing Planning Commission for over a decade. I live in the Lansing community and spend a great deal of time in and about Lansing. Both of my daughters attended the Lansing schools and graduated from Lansing High School.
2. Personal philosophy of the Lansing Planning Commission and development in Lansing. The purpose of the Lansing Planning Commission is to act as an advisor to the city council and city government. I think that the commission should reflect the community we serve. For this to happen, I think that the commission needs to reflect a cross section of our community. I believe that commissioners should be familiar with the UDO, the Comprehensive Plan and must thoroughly research every item brought before us on a monthly basis. Commissioners must weigh the information that they are given by city staff and that is presented by developers, architects, engineers and more. This requires knowledge and the initiative to ask hard questions and provide suggestions to the city council based on our findings. The city council and the Lansing community deserve to have a commissioner that is knowledgeable and aware of city goals.
3. Desired accomplishments as a Lansing Planning Commission member. If I can serve another term, I would like to assist with the update to the Comprehensive Plan. I think that we can draft a document that will allow the community to grow with intention and purpose. I was fortunate enough to assist with the inception of the UDO and believe that I can give more effort towards the Comprehensive Plan.
4. Willingness to attend meetings. I think that in the time that I have served on the Planning Commission I have missed two meetings, one planned and one unplanned (traffic in Lawrence). I have every intention of continuing that same commitment each and every month.

References:


Rhyne' Bell 913-605-2275

Janet Labbee 913-775-0412

Laurie Wilson, 785-550-3164

RM
4/8/20
2018

AGENDA ITEM

TO: Tim Vandall, City Administrator 
FROM: Sarah Bodensteiner, City Clerk
DATE: April 28, 2020
SUBJECT: Ordinance No. 1040 – City Code Amendment Chapter 5, Article 2

As discussed at the April 30, 2020 Work Session, this ordinance amends the City Code to require transient vendors to submit their application 2 days in advance of soliciting, wear a City issued Transient Vendor badge, and follow the established guidelines/regulations.

Policy Consideration: N/A

Financial Consideration: N/A

Action: Motion to adopt Ordinance No. 1040, as presented

ORDINANCE NO. 1040

AN ORDINANCE OF THE CITY OF LANSING, KANSAS AMENDING UNDER CHAPTER 5, ARTICLE 2, OF THE CODE OF THE CITY OF LANSING, KANSAS, AND AMENDMENTS THERETO.

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

SECTION 1. Chapter 5, Article 2, of the code of the City of Lansing is hereby amended to read as follows:

Sec. 5-201 Definitions.

For the purposes of this article, the following words as used herein shall be considered to have the meanings herein ascribed thereto:

Established place of business is any business operated from a permanent building or structure within the City for which the required deposits provided by the City have been made and which place of business is open for business during regular business hours.

Ice cream vendor is any vendor who does not have an established place of business within the corporate limits of the City who sells or offers to sell to the general public ice cream from a motorized vehicle, defined as a motor driven vehicle possessing two or more wheels, operating on the streets or on property within the City owned by another.

Other vendors operating from a motorized vehicle is any vendor who does not have an established place of business within the corporate limits of the City who sells or offers to sell to the general public goods, wares, merchandise, or personal property of any nature whatsoever from a motorized vehicle, defined as a motor driven vehicle possessing two or more wheels, operating on the streets or on property within the City owned by another.

Peddler shall mean any person, whether a resident of the City or not, traveling by foot, wagon, automotive vehicle, or any other type of conveyance, from place to place, from house to house, or from street to street, carrying, conveying or transporting goods, wares, merchandise, meats, fish, vegetables, fruits, garden truck, farm products or provisions, offering and exposing the same for sale, or making sales and delivering articles to purchasers, or who, without traveling from place to place, shall sell or offer the same for sale from a wagon, automotive vehicle, or conveyance, and further provided, that one who solicits orders and as a separate transaction makes deliveries to purchasers as a part of a scheme or design to evade the provisions of this article shall be deemed a peddler.

Residence shall mean and include every separate living unit occupied for residential purposes by one or more persons, contained within any type of building or structure.

Soliciting shall mean and include any one or more of the following activities:

1. Seeking to obtain orders for the purchase of goods, wares, merchandise, foodstuffs, services, of any kind, character, or description whatever, for any kind of consideration whatever; or
2. Seeking to obtain prospective customers for application or purchase of insurance of any type, kind, or character; or

3. Seeking to obtain subscriptions to books, magazines, periodicals, newspapers and every other type or kind of publication.

Solicitor or canvasser shall mean any individual, whether resident of the City or not, traveling either by foot, wagon, automobile, motor truck, or any other type of conveyance, from place to place, from house to house, or from street to street, taking or attempting to take orders for sale of goods, wares and merchandise, personal property of any nature whatsoever for future delivery, or for services to be furnished or performed in the future, whether or not such individual has, carries, or exposes for sale a sample of the subject of such sale or whether he or she is collecting advance payments on such sales or not. Such definition shall include any person, who, for himself, herself or for another person, hires, leases, uses, or occupies any building, structure, or portion thereof, or any other place within the City for the sole purpose of exhibiting samples and taking orders for future delivery.

Street salesman shall mean any person engaged in any manner in selling merchandise of any kind from a wagon or stand temporarily located on the public streets or sidewalks of this City as authorized by a permit.

Transient merchant, itinerant merchant or itinerant vendor are defined as any person, whether as owner, agent, consignee or employee, whether a resident of the City or not, who engages in a temporary business of selling and delivering goods, wares and merchandise within such City, and who, in furtherance of such purpose, hires, leases, uses or occupies any building, structure, motor vehicle, or public room in hotels, lodging houses, apartments, shops or any street, alley or other place within the City, for the exhibition and sale of such goods, wares and merchandise, either privately or at public auction. Such definition shall not be construed to include any person who, while occupying such temporary location, does not sell from stock, but exhibits samples only for the purpose of securing orders for future delivery only. The person so engaged shall not be relieved from complying with the provisions of this article merely by reason of associating temporarily with any local dealer, trader, merchant or auctioneer, or by conducting such transient business in connection with, as a part of, or in the name of any local dealer, trader, merchant or auctioneer.

Transient vendor is any person who does not have an established place of business within the corporate limits of the City who sells or offers to sell to the general public, goods, wares, merchandise, or personal property of any nature whatsoever from a conveyance, stand, table, or other means set up or located on the streets or sidewalks of the City or on property within the City owned by another.

Sec. 5-202 Certificate of registration and license.

No transient vendor, merchant, solicitor, or peddler as defined in Section 5-201 of this article shall engage in such business within the corporate limits of the City without first obtaining a license therefore unless specifically excluded from the permit requirement under Section 5-203. Any applicant for a license under this article shall file with the City Clerk a sworn application as outlined in Section 5-204.

Sec. 5-203 Exclusions.

The provisions of this article shall not apply to:

- A. Sales or displays at trade shows, expositions or conventions, fairs, festivals or shows operated primarily for amusement, entertainment, recreation, or education.
- B. Sales or displays at public sales or shows of crafts or items made by hand and sold, offered for sale, or displayed by the individual making such crafts or handmade items.

- C. Persons soliciting for a charitable contribution, as long as the person soliciting charitable funds submits a letter to the City Clerk identifying the recipient of the funds, fund raising methods and the dates during which the funds will be collected.
- D. Persons advertising or offering goods, wares, merchandise, or services by the hanging of any flyer or handbill on any residence or business door provided that no contact or attempt at physical or verbal contact is made.
- E. Persons advertising or offering goods, wares, merchandise, or services by placing flyers or handbills on vehicles, however, in lieu of a permit, persons distributing handbills on vehicles located on private property must obtain prior permission of the property owner.
- F. Federal, state, county or City census takers or political candidates or their agents.
- G. Advertisements and solicitations delivered by the United States Post Office and newspapers filed and recorded with any recording officer as provided by law or any periodical or current magazine regularly published with not less than four issues per year and sold to the public.
- H. Persons distributing information for noncommercial purposes or proselytizing, poll-taking or other similar activity for noncommercial purposes.
- I. Sales at wholesale to retail merchants by commercial travelers or selling agents in the usual course of business.
- J. Fairs and convention center activities conducted primarily for amusement or entertainment.
- K. Any general fair, auction, or bazaar sponsored by any church, religious, or non-profit organization.
- L. Garage sales held on premises devoted to residential use.
- M. Sales of agricultural goods raised or produced by the seller and sold at an approved Farmer's Market.
- N. School sponsored bazaars and sales, and concessions at school athletic events; and,
- O. Promotional trade or hobby shows conducted within structures which are zoned, and site planned for commercial use pursuant to the Unified Development Ordinance (UDO).

Sec. 5-204 License required.

All persons defined in Section 5-201 and 5-301.A, except those excluded per Section 5-203, desiring to do business within the City shall apply at least two (2) business days prior to the start of peddling or soliciting to the City Clerk for a license authorizing such business. Applications for licenses shall be sworn and in writing and shall contain the following information:

- A. Name, date of birth, a copy of the applicant's state or federally issued photo identification card, and applicant's Kansas Sales Tax Certificate, if applicable, designating the City of Lansing as recipient of municipal sales taxes collected.
- B. Address of applicant and address of location, if in a set location, where applicant intends to offer goods, wares, merchandise, or personal property for sale.
- C. A brief description of the nature of the business to be conducted and the goods to be sold, and if the goods are farm or orchard products, a statement whether they are produced or grown by applicant, and if not, the name and address of the producer or grower.

- D. If applicant is employed, name and address of the employer, together with credentials establishing applicant's relationship to such employer.
- E. Length of time for which the right to do business is desired.
- F. If a vehicle is to be used, a description of the same, together with the state vehicle license number carried on such vehicle.
- G. A statement as to whether or not the applicant has within two years prior to the date of the application been convicted of any crime, misdemeanor, or violation of any municipal ordinance regulating transient vendors, and if so, the nature of the offense and the punishment or penalty assessed therefor.
- H. If doing business from a set location, the application shall be accompanied by the written permission of the owner, or tenant in possession of the location described in the application, from which or in front of which the application intends to offer goods, services, merchandise or personal property for sale.

Sec. 5-205 Licensing procedure.

No license shall be issued to conduct business within the City to any applicant who has within two years preceding the date of such application been convicted of any crime or misdemeanor, other than a traffic offense, or of violating any municipal law regulating vendors. All applications for licenses hereunder shall be approved by the City Clerk. Upon receipt of an application, the City Clerk shall forthwith submit copies to the Chief of Police or his or her designated representative. In the absence of the City Clerk, the City employee then in charge of the business office of the City, shall investigate the qualifications of license applicants and approve or disapprove the issuance of licenses.

Sec. 5-206 Issuance of license.

Upon receipt of a completed application, the City Clerk shall issue a license badge. Such license badge shall contain the name of the licensee, the company the licensee is representing, the length of time the license shall be operative, and a photo of the licensee.

The City Clerk shall keep a permanent record of all such licenses issued. The licensee shall always carry the license badge and show it to any resident or officer of the City should they request to see it. The license badge is not and may not be used as an endorsement of the City.

Sec. 5-207 License fees.

- A. *Transient vendor.* A fee of \$25.00 shall be charged for each licensee and shall be valid for a period of not more than three consecutive days; or \$60.00 for a period of one week (7 days); or \$125.00 for a period of one month.
- B. *Ice cream vendor.* A fee of \$75.00 shall be charged for each licensee and shall be valid to December 31st of that year. In addition, the current fee required to run a background check will also be charged by the City Clerk.
- C. *Food carts, food trucks, or other vendors operating from a motorized vehicle.* A fee of \$75.00 shall be charged for each licensee and shall be valid to December 31st of that year. If vendor is selling food or beverages, the licensee must also obtain a Food Establishment license.

Sec. 5-208 Fees for license; transferability; exhibition

The fees for the license required by this article shall be as prescribed by Section 5-207. No license issued under the provisions of this article shall be used by any person, other than the one to whom it was issued. Any person engaged in activities as described in Section 5-201 shall exhibit their

licenses at the request of any citizen. No fee shall be required of one selling products of the farm or orchard produced by the seller.

Sec. 5-209 Prohibited acts

- A. No vendor shall sell or offer to sell to the general public goods, wares, merchandise, or personal property of any nature whatsoever without first obtaining a license to do so as required by this article.
- B. Making any assertion, representation or statement or using any plan or scheme which misrepresents the purpose of the visit
- C. Transient vendors may only conduct business from 9:00 a.m. to 8:00 p.m. Sales are prohibited during all other times.
- D. The maximum speed at which the motorized vehicle may travel while selling or offering to sell goods to the general public shall not exceed 12 miles per hour.
- E. No transient vendor shall make more than two stops in any one block.
- F. Vendors may only solicit at the main entrance of a residence and may not solicit to the same residence more than once in a 30 day period.
- G. Sales are prohibited to persons standing in a City street.
- H. Double parking is prohibited.
- I. U-turns are prohibited.
- J. Driving in a reverse direction is prohibited.
- K. Loitering is prohibited.
- L. Soliciting at residences or businesses that have a 'No Solicitors' or 'No Trespassers' sign is prohibited.
- M. Vendors must leave a residence or business should the owner ask you to leave. Violators can be arrested and prosecuted for criminal trespassing.
- N. Using the license badge as an endorsement of the City or by any department or officer of the City.

Sec. 5-210 Revocation of license.

- A. The Chief of Police, his/or her designee, the Community and Economic Development Director, his/or her designee, and any Code Enforcement Officer may revoke any license issued under this article, for any of the following causes:
 - 1. Any violation of this article.
 - 2. Conducting the business as defined in Section 5-209 in an unlawful manner or in such a manner as to constitute a breach of the peace or to constitute a menace to the health, safety or general welfare of the City. Notice of the revocation of a license shall be in writing to the applicant and the City Clerk and set forth the grounds of revocation.
 - 3. Fraud, misrepresentation or false statement contained in the application for license.
 - 4. Fraud, misrepresentation or false statement made in the course of carrying on the business.
 - 5. Unauthorized use of the public right-of-way for sale or display of merchandise, or for display of an advertising sign.

6. Violation of a site plan requirement for an existing land use or violation of the Unified Development Ordinance (UDO).
7. Multiple complaints regarding aggressive behavior including persistence or rudeness.

If a license is revoked for any reason, no refunds will be issued for application or permitting fees.

- B. Any person aggrieved by the action of the Chief of Police, City Clerk, or other employee of the City in the denial of an application or revocation of a license as provided in this article, shall have the right of appeal to the Governing Body. Such appeal shall be taken by filing with the City Clerk within fourteen (14) days after notice of revocation or denial of the license has been mailed to such applicant's last known address setting forth the grounds for appeal. The Governing Body shall set a time and place for a hearing on such appeal and notice of such hearing shall be given to the applicant in the same manner as provided herein for notice of hearing on revocation. The decision and order of the Governing Body on such appeal shall be final and conclusive.

Sec. 5-211 Penalty.

Any violation of the terms of this article is declared to be a violation of this code and any person convicted of such violation is punishable by a minimum fine of \$150.00 and a maximum fine not to exceed \$500.00 or by imprisonment in the Leavenworth County Jail for not to exceed 10 days, or by both such fine and imprisonment.

Sec. 5-212 Disturbing the peace.

No peddler, canvasser or solicitor, nor any person in his or her behalf, shall shout, make an outcry, blow a horn, ring a bell or use any sound device, including any loud-speaking radio or sound amplifying system upon any of the streets, alleys, parks or other public places of the City or upon any private premises in the City where sound of sufficient volume is emitted or produced therefore to be capable of being plainly heard upon the streets, avenues, alleys, parks or other public places, for the purpose of attracting attention to any goods, wares or merchandise which such licensee proposes to sell; however, such regulations shall not apply to ice cream vendors selling from vehicles.

Sec. 5-213 Structures.

No person conducting activities pursuant to this article shall erect or cause to be erected out of doors any temporary structure, awning, tent, or stand for the purpose of storing, selling, or displaying goods or services without prior approval of the Community and Economic Development Department.

Sec. 5-214 Improved surfaces/parking.

No person shall conduct activities pursuant to this article on unimproved surfaces, or on a parking lot or aisleway area that constitutes a required parking area under the provisions of the Unified Development Ordinance (UDO).

Sec. 5-215 Setbacks.

Display of merchandise and parking of vehicles for the sale or display of merchandise shall be subject to the building setback requirements of the zoning district in which any activity subject to the provisions of this article is being conducted.

Sec. 5-216 Signs.

Signs shall be limited to one sign per location and shall comply with the rules and regulations promulgated by the Unified Development Ordinance (UDO). No sign shall be placed in City-owned right of way.

Sec. 5-217 Vehicles.

No transient merchants shall sell products or services directly from any vehicle exceeding two (2) tons in rated load capacity.

Sec. 5-218 Use of street.

No peddler shall have any exclusive right to any location in the public streets. No peddler shall be permitted to operate in any congested area where his or her operations might impede or inconvenience the public. For the purpose of this article, the judgment of a police officer, exercised in good faith, shall be deemed conclusive as to whether the area is congested or the public impeded or inconvenienced.

Sec. 5-219 Enforcement.

It shall be the duty of any police officer, Community and Economic Development Director or his/her designee, or Code Enforcement Officer to require any person engaged in the activities as defined in this article, who is not known by such officer to be duly licensed, to produce his or her license badge and to enforce the provisions of this article against any person found to be violating the same.

SECTION 2. AMEND. This ordinance shall amend Chapter 5, Article 2, of the Lansing City Code.

SECTION 3. SEVERABILITY. If any section, clause, sentence, or phrase of this ordinance is found to be unconstitutional or is otherwise held invalid by a court of competent jurisdiction, it shall not affect the validity of any remaining parts of this ordinance.

SECTION 4. This ordinance shall take effect from and after its passage, approval and publication in the official City newspaper.

PASSED AND APPROVED by the Governing Body of the City of Lansing, County of Leavenworth, State of Kansas, this 7th day of May 2020.

{SEAL}

Michael W. Smith, Mayor

Attest:

Sarah Bodensteiner, City Clerk

APPROVED AS TO FORM:

Gregory Robinson, City Attorney

Published: *Leavenworth Times*

Date Published:

CITY OF LANSING
FORM OF SUMMARY FOR PUBLICATION OF ORDINANCE

Ordinance No. 1040: An Ordinance of the City of Lansing Kansas Amending Under Chapter 5, Article 2, of the Code of the City of Lansing, Kansas and Amendments Thereto.

Pursuant to the general laws of the State, a general summary of the subject matter contained in this ordinance shall be published in the official City newspaper in substantially the following form:

Ordinance No. 1040 Summary:


On May 7, 2020, the City of Lansing, Kansas, adopted Ordinance No. 1040, amending Chapter 5 Article 2 of the Code of the City of Lansing, Kansas and amendments thereto. A complete copy of this ordinance is available at www.lansingks.org or at City Hall, 800 First Terrace, Lansing, KS 66043. This summary certified by Gregory C. Robinson, City Attorney.

This Summary is hereby certified to be legally accurate and sufficient pursuant to the laws of the State of Kansas.

DATED: May 7, 2020

Gregory C. Robinson, City Attorney

AGENDA ITEM

TO: Tim Vandall, City Administrator 

FROM: Mike Spickelmier, Director of Public Works *MCUS 4/29/2020*

DATE: April 30, 2020

SUBJECT: City of Lansing Project No. 20-03: 2020 Pavement Preservation Project – Award of Bid

Policy Consideration: The 2020 Pavement Preservation Project was budgeted for \$555,000 with additional funds set aside for alley paving.

Bids were solicited and read aloud at 10:30 a.m. on April 28, 2020. The bid results are listed below:

Bidder	Base Bid	Alternate	Total Bid
1. Engineer's Estimate	\$554,043.30	\$46,874.35	\$600,917.65
2. Seal-O-Matic	\$476,190.78	\$36,772.69	\$512,963.47
3. McAnany Const.	\$558,180.65	\$37,732.30	\$595,912.95
4. Little Joe's Asphalt	\$429,957.80	\$29,346.50	\$459,304.30
5. J.M. Fahey Const.	\$527,499.23	\$32,500.77	\$560,000.00

Financial Consideration: The budget for this project is \$555,000 from Fund 70-43320. There were also funds set aside for alley surfacing budgeted in Fund 22-43312.

Other Considerations: The estimate was prepared prior to bid solicitation in early March 2020 when crude oil prices were in the \$50/barrel range. Current oil prices are now in the \$20/barrel range. This has resulted in a significant cost savings on the price of asphalt. We are proposing the following options:

- In addition to the alley work, we could pave the 750' of Kane Drive east of DeSoto.
 - This is one of the few remaining sections of gravel road in Lansing.
 - Estimated cost is \$12,000.
 - This would be a 2" overlay atop existing surface/alignment, similar to the alley work.
 - This would not meet current Tech Specs, but be an interim solution until such time as the road could be brought to city standards.
- Extend the mil & overlay of DeSoto Road from Mary Street to 4H Road (edge of proposed roundabout).
 - Estimated cost is \$85,000.
 - The road has reduced traffic volume due to the work on the north end.
 - There is no curb work on this section of roadway.
 - This will put the roadway in very good shape for the next 10+ years and tie the projects together.

Any proposed alternates would stay within the allocated budget authority.

Action: Accept the bids, including alternates, and award the 2020 Pavement Preservation Project to low bidder, Little Joe's Asphalt, in the amount of \$459,304.30 for the unit prices submitted.



51st Annual Professional Municipal Clerks Week

Whereas, The Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

Whereas, The Office of the Professional Municipal Clerk is the oldest among public servants, and

Whereas, The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

Whereas, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

Whereas, The Professional Municipal Clerk serves as the information center on functions of local government and community.

Whereas, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

Whereas, it is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.

Now, Therefore, I, Michael W. Smith, Mayor of the City of Lansing, in the State of Kansas proclaim the week of May 3 through May 9, 2020 as

Professional Municipal Clerks Week

And further extend appreciation to our Professional Municipal Clerk, Sarah Bodensteiner, and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

In Witness Whereof, I have hereunto set my hand this 7th day of May, in the year Two Thousand Twenty.



City of Lansing

Handwritten signature of Michael W. Smith in blue ink.

Michael W. Smith, Mayor

Handwritten signature of Sarah Bodensteiner in blue ink.

Sarah Bodensteiner, City Clerk



Lansing Police Week Proclamation

Whereas, the Congress and President of the United States have designated May 15th as Peace Officers' Memorial Day, and the week in which May 15th falls as National Police Week; and

Whereas, the members of the law enforcement agency of Lansing play an essential role in safeguarding the rights and freedoms of Lansing; and

Whereas, it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency, and that members of our law enforcement agency recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

Whereas, the men and women of the law enforcement agency of Lansing unceasingly provide vital public service;

Now Therefore I, Michael W. Smith, Mayor of Lansing, call upon all citizens of Lansing and upon all patriotic, civic and educational organizations to observe the week of May 10 - 16, 2020, as

Lansing Police Week

with appropriate ceremonies and observances in which all our people may join in commemorating enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to their communities and, in so doing, have established for them an enviable and enduring reputation for preserving the rights and security of all citizens.

I further call upon all citizens of Lansing to observe May 15th, as Peace Officers' Memorial Day in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes.

In Witness Thereof, I have hereunto set my hand this 7th day of May, in the Year of Two Thousand Twenty and cause the Seal of the City of Lansing to be affixed.



City of Lansing

Handwritten signature of Michael W. Smith in black ink.

Michael W. Smith, Mayor

Handwritten signature of Sarah Bodensteiner in blue ink.

Sarah Bodensteiner, City Clerk

City Clerk's Office/Building Maintenance Vehicle and Equipment Report

Vehicles

Year	Make	Model	Description	Mileage Start	Mileage Ending	Miles Driven	Comments
2007	Ford	Econoline	15 Passenger Wagon	20417	20,467	50	
						0	
						0	
						0	
						0	
Total						50	

Equipment

Year	Make	Model	Description	Hours Start	Hours End	Hours Used	Comments
2018	Advance	SC1500	AutoScrubber Floor Machine	31.05	33.38	2.33	Community Center Cleaning
2018	Kubota	ZG227-A	Mower	111.1	115.2	4.1	
						0	
						0	
						0	
						0	
Total						6.43	

Parks and Recreation Fleet Report March 2020

Vehicles:

Year	Make	Model	Description	Mileage Start	Mileage Ending	Miles Driven	Current Use	Comments
2011	Dodge	Charger	passenger car	77973	77982	9	AC/Parks use	
2014	Ford	F-350	Dump truck	13847	14128	281	Parks maintenance	
2016	Jeep	Patriot	SUV	64612	64703	91	Activity Center use	
2017	Chevrolet	Silverado	truck	12929	13219	290	Parks maintenance	
2018	Ford	F-350	4-dr crew	13118	13355	237	Parks maintenance	
Total						908.00		

Equipment:

Year	Make	Model	Description	Hours Start	Hours End	Hours used	Current Use	Comments
1992	Massey Ferguson	1020	Tractor	1979	1980.7	1.7	Parks maintenance	
2005	Kubota	F3060	mower	298.7	298.7	0	Parks maintenance	
2007	Turbo Tool Cat	5600	utility vehicle	1119.3			Parks maintenance	Out for service
2012	Wright	ZK	stander mower	1060.9	1061.1	0.2	Parks maintenance	
2014	Kubota	ZD331LP-72	mower	1377.7	1379.7	2	Parks maintenance	
2016	ABI	Force	infield groomer	216.2	225.4	9.2	Parks maintenance	
2017	Kubota	ZD1211	mower	491.4	493.6	2.2	Parks maintenance	
2018	Polaris	Ranger	utility vehicle	126	129.8	3.8	Parks maintenance	
2019	Exmark	LZ 72	mower	155.7	160.3	4.6	Parks maintenance	
2019	Emark	LZ 96	mower	97.1	100.6	3.5	Parks maintenance	
Total						27.20		

**Lansing Public Works Department
Monthly Fleet Report**

Month March Year 2020

Vehicles

Year	Make	Model	Description	Mileage Starting	Mileage Ending	Miles Driven	Comments
2008	Ford	Ranger XLT	LT. Pick-up Ext	57,332	57,337	5	
2007	Ford	Ranger XLT	LT. Pick-up Ext	47,937	48,371	434	
1998	Ford	1/2 ton	Pick-up	66,026	66,192	166	
2005	Ford	Ranger	LT. Pick-up Ext	45,433	45,674	241	
2005	Sterling	LT 8500	Dump Truck	53,996	54,269	273	
2007	Elgin	Crosswind J+	Street Sweeper	6,189	6,293	104	
1992	Ford	700	Dump Truck	64,361	64,361	0	
2017	Chevrolet	3500	Pick-up Truck	16,303	16,853	550	
2002	Ford	F350 4x4	Dump Truck	76,696	76,946	250	
2011	International	7400	Dump Truck	18,203	18,312	109	
2016	Ford	F350 4x4	One-ton Dump Truck	11,607	11,894	287	
2013	Ford	Explorer	SUV	66,833	66,985	152	
2019	Ford	Ecosport	SUV	2,588	2,858	270	

Equipment

Year	Make	Model	Description	Hours Starting	Hours Ending	Hours Used	Comments
1997	JD	770BH	Grader	5,073	5,080	7	
2004	IR	DD-24	Asphalt Roller	288	288	0	
2006	IR	185	Air Compressor	207	209	2	
1997	Bobcat	763	Skid Steer	2,195	2,196	1	
2014	Case	580 SNWT	Backhoe	1,392	1,406	14	
2002	Crafco	110	Crack Sealer	808	808	0	
2003	Kubota	L3710	Tractor	1,619	1,619	0	
2009	Case	465	Skid Steer	648	651	3	
2018	John Deere	5065E	Tractor	51	51	0	

March

City Influent	41.82 MG	City Avg Daily	1.35 MGD
LCF Influent	11.43 MG	LCF Daily Avg	.369 MGD
Total Biosolids	1.08	Precip	3.28 inches

Vehicles

Year	Make	Model	Description	Mileage Start	Mileage Ending	Miles Driven	Current Use	Comments
1999	Sterling	Vactor	Jet Truck	8252	8272	20	Collection System	
2012	Chevrolet	Tahoe	SUV	102541	103417	876	Ops/Maint.	
2019	Ford	F250	Pick Up Truck	4658	5129	471	Ops/Maint.	
2019	Ford	F250	Flatbed Truck	1342	1503	161	Ops/Maint.	
2005	Freightliner	M2106	Dump Truck	23844	23932	88	Biosolids Disposal	
Total						1616		

Equipment

Year	Make	Model	Description	Hours Start	Hours Ending	Hours Used	Current Use	Comments
1991	Case	1825	Uni-Loader	956	957.7	1.7	Plant Activities	
1999	Sterling	Vactor	Jet Truck	2253	2254	1	Collection System	
2004	John Deere	7920	Tractor	1220	1242.9	22.9	Biosolids Disposal	
2005	Polaris	Ranger #1	Utility Vehicle	1315	1321.4	6.4	Operations	
2004	Case	621D	Loader	2333	2354.5	21.5	Operations	
2005	Polaris	Ranger #2	Utility Vehicle	1346	1353.6	7.6	Maintenance	
2006	JCB	531-70	Telehandler	605	606.5	1.5	Plant Activities	

**COMMUNITY AND ECONOMIC DEVELOPMENT
PERMITS/LICENSES AND CODE ENFORCEMENT REPORT FOR MARCH**

TO: Tim Vandall, City Administrator
FROM: Matthew R. Schmitz, Director, Community and Economic Development *MRS*
DATE: April 1, 2020

PERMITS AND LICENSES:	<u>Current Month</u>	<u>Year to Date</u>
Number of permits issued.....	20	63
Number of permits for new single-family housing completed.....	1	3
Number of permits for new multi-family housing completed.....	0	0
Number of occupancy certificates issued.....	1	11
Number of permits for new single-family housing currently in process or pending issuance.....	0	0
Number of permits for new multi-family housing currently in process or pending issuance.....	1	1
Total valuation of residential and commercial construction and remodeling for which permits were issued.....	\$995,234.39	\$1,979,917.66
Permit fees.....	\$8,403.50	\$22,510.00
Number of inspections performed.....	43	168
Number of trade licenses issued.....	5	285
Total trade contractor licenses issued.....	2	92
Number of occupational licenses issued.....	6	67
 CODE ENFORCEMENT:		
	<u>Current Month</u>	<u>Year to Date</u>
<u>Nuisance Report</u>		
Three Day Warnings:.....	36	95
Certified Letters Sent:.....	1	3
Compliance:.....	25	74
Compliance Review:.....	29	79
<u>Vehicle Report</u>		
Warning Letters/Verbal:.....	8	19
Certified Letters Sent (20 Days):.....	0	0
Compliance:.....	3	13
Compliance Review:.....	5	22
<u>Weeds Report</u>		
Three Day Warnings:.....	3	3
Certified Letters Sent:.....	2	2
Compliance:.....	1	1
Compliance Review:.....	0	0
<u>Infiltration of Storm Water System</u>		
Three Day Warnings:.....	0	0
Certified Letters Sent:.....	0	0
Compliance:.....	0	0
Compliance Review:.....	0	0
<u>Additional Actions</u>		
Violation Publications:.....	0	0
Number of Court Actions:.....	0	0
Abated:.....	0	0
Citations:.....	0	0
Contracted for Work:.....	0	0