



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

COUNCIL AGENDA
Regular Meeting
Thursday, September 19, 2019
7:00 P.M.

WELCOME TO YOUR CITY COUNCIL MEETING

Regular meetings are held on the first and third Thursday of each month at 7 pm and are televised on Cable Television Channel 2 on Monday 7 pm, Tuesday 10 am & 7 pm, Friday 5 pm, Saturday 1 pm and Sunday 7 pm.

Any person wishing to address the City Council, simply proceed to the microphone in front of the dais after the agenda item has been introduced and wait to be recognized by the Mayor. When called upon, please begin by stating your name and address. A time designated "Audience Participation" is listed on the agenda for any matter that does not appear on this agenda. The Mayor will call for audience participation. Please be aware that the city council and staff may not have had advance notice of your topic and that the city council may not be able to provide a decision at the meeting. If you require any special assistance, please notify the City Clerk prior to the meeting.

Call To Order

Pledge of Allegiance

Roll Call

OLD BUSINESS:

1. Approval of Minutes

NEW BUSINESS:

Audience Participation

Presentations:

Council Consideration of Agenda Items:

2. League of Kansas Municipalities Voting Delegates
3. Executive Session – Economic Development

Reports:

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




Proclamations

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: September 10, 2019
SUBJECT: Approval of Minutes

The Regular Meeting Minutes for September 5, 2019 are enclosed for your review.

Action: Staff recommends a motion to approve the Regular Meeting Minutes for September 5, 2019 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 and Dave Trinkle

Ward 2: Andi Pawlowski and Don Studnicka

Ward 3: Jesse Garvey and Kerry Brungardt

Ward 4: Gregg Buehler and Tony McNeill

Councilmembers Absent:

OLD BUSINESS:

Approval of Minutes: Councilmember McNeill moved to approve the regular meeting minutes of August 15, 2019 as presented. Councilmember Buehler seconded the motion. The motion was unanimously approved.

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

Presentations

COUNCIL CONSIDERATION OF AGENDA ITEMS:

Lansing Community Library Advisory Board Appointments: Councilmember Buehler moved to appoint Thomas Lauhon to the Lansing Community Library Advisory Board with a term expiring on April 30, 2022 and appoint Gale Hethcoat to the Lansing Community Library Advisory Board with a term expiring on April 30, 2023. Councilmember Pawlowski seconded the motion.

- Councilmember Kirby replied man, that was quick.
 - Mayor Smith stated and they are here. So, they're present. Welcome.
 - Councilmember Kirby replied I see that.
 - Councilmember Pawlowski stated hi Tom and Gale.

The motion was unanimously approved.

- Mayor Smith stated even though you've already come to a couple of our meetings, we appreciate you serving on these boards. Thank you very much.

Structure Removal Cost Share Application – 111 N. Main Street (Main Structure):

Councilmember Kirby moved to approve the structure removal cost share application and bid from Britz Wrecking for the main structure at 111 N. Main Street. Councilmember McNeill seconded the motion.

- Mayor Smith stated ok, go ahead Andi.
 - Councilmember Pawlowski stated so, these are both on the same parcel. My suggestion would be instead of doing it the way it's structured here is to do \$3,625 for the main structure and the \$375 for the small structure which totals \$4,000 which I believe was our intent in the first place.
 - Councilmember Kirby responded that's what I thought it was, \$4,000. That was my understanding.
 - Councilmember Garvey asked per lot.
 - Councilmember Kirby replied yeah.
 - Councilmember Garvey asked if you've got six buildings though.
 - Councilmember Pawlowski stated and according to Matt, it's not clear in the policy so we also need to make those policy adjustments.
 - Community & Economic Development Director Matthew Schmitz responded it is

clear in the policy. The policy says per structure. It doesn't say per lot. So, if the Council's intent is a \$4,000 per property reimbursement then we can do some wordsmithing or rewording on the policy and bring that back, modify the policy to clarify that intent.

- Councilmember Pawlowski replied that would be my preference. I think that was our intention.
- Councilmember Buehler stated but right now, it says \$4,000 per structure.
- Councilmember Pawlowski stated so my question is.
 - Councilmember McNeill asked up to, right.
 - Councilmember Pawlowski asked what.
 - Councilmember McNeill replied it's just up to 50% so if it cost \$1,000, then it's up to \$500.
 - Councilmember Pawlowski responded right but they split it into two separate motions here so can we do them under one or do we have to do it with two.
 - Mayor Smith stated I guess the question also is if that's the way you want to do this one since they followed the guidelines and readjust the next one.
- Councilmember Pawlowski responded no, our intention was \$4,000.
 - Mayor Smith replied I know what our intention was, but I know what the policy says.
 - Community & Economic Development Director Matthew Schmitz stated so one of the things I would point out.
 - Councilmember Pawlowski responded we still couldn't undo it.
 - Community & Economic Development Director Matthew Schmitz stated one of the things I would point out too with that line of thinking since we didn't get a chance to talk about this earlier today. Becky just brought it up and something I hadn't thought of either. There is another property in town that's one single parcel that has multiple structures on it. If the intent is \$4,000 per parcel then that means we're really limited on what we can do to reimburse to get that particular part done.
 - Councilmember Pawlowski responded we're doing this out of the goodness of our heart. It's still the property owner's responsibility to take care of their own property.
 - Community & Economic Development Director Matthew Schmitz replied totally understand, I just wanted to point that out.
 - Councilmember McNeill responded I mean we're not doing it out of the goodness of our heart, we're doing it to get rid of blight, that's the whole thing.
 - Councilmember Pawlowski replied well we are.
 - Councilmember Garvey stated but we're using tax dollars too.
 - Councilmember Pawlowski stated and we're doing it this way so that we don't spend all of our money in legal fees.
 - Councilmember Brungardt replied so I don't understand what you're asking Andi.
 - Councilmember Buehler stated she wants to make it \$4,000 for the lot.

- Councilmember Pawlowski replied for both.
 - Councilmember Garvey stated no matter how many structures are on the property, just one lump sum of property.
 - Councilmember Pawlowski stated so my suggestion is instead of \$4,000 on number three we make it \$3,625 and leave the \$375 on number four. That totals \$4,000.
- Councilmember Studnicka responded well, I think the problem is we have a policy that says per structure. These people followed the policy.
 - Councilmember Pawlowski replied no, it also has to come to the Council for approval.
 - Councilmember Studnicka responded it's here for approval.
 - Councilmember Brungardt stated but the problem that we run into is when we don't follow the policy it seems to bite us. Does that make sense?
 - Councilmember Pawlowski responded I do not believe for one minute that we intended for people to structure multiple things on one property.
 - Councilmember Buehler replied so we change it the next meeting.
 - City Administrator Tim Vandall stated I think I agree we can wordsmith it. I know we had spoken about this a little bit. My level of frustration would be a lot higher if it was more than \$375.
 - Councilmember Pawlowski responded I know but the point is its still tax dollars.
 - City Administrator Tim Vandall replied I know, I get that. I understand but most definitely, we can, if that is the direction of the Council, we can wordsmith it so it's \$4,000 per lot. If that is the guidance, we are getting from you guys.
 - Councilmember Pawlowski responded well if you bring us one that is more, it's a different situation then we can always adjust it at that point. True.
 - Councilmember Garvey replied maybe \$4,000 for the first structure, \$2,000 for the second structure something like that. Not \$4,000 for every structure.
- Councilmember Brungardt asked Matt can i hear your opinion, please.
 - Mayor Smith stated go ahead.
 - Community & Economic Development Director Matthew Schmitz responded I understand the intent and its taxpayer's dollars and we don't want to spend taxpayer dollars obviously just to spend them. We want to clean up blight with it and we want to make sure we are using it for that purpose. The thing I get a little concerned about is if we are going to change the policy so that we say that it's \$4,000 per parcel or per lot. We could perceivably get in a situation where we can't clean up the property because we've hamstrung ourselves on \$4,000 per lot.
 - Councilmember Pawlowski replied then we can take the owner to court like we should have done all these years. This policy didn't exist until three years ago.
 - Community & Economic Development Director Matthew Schmitz responded understood. I'm certainly not saying that the policy is the end all be all. I'm just trying to point out some of the other things we can run into if we go that route. In this particular situation, if the Council makes the stance tonight we should follow the policy as it's currently written then I think we need to take a

Wrecking for the garage structure at 111 N. Main Street. Councilmember Buehler seconded the motion. The motion was unanimously approved.

- Mayor Smith stated I think Tim, the consensus of the Council, they would like to discuss it again sometime, look in on that. So think about when we could do that.

Ordinance No. 1030 – City Code Changes – Chapter 2 Animals: Councilmember Kirby moved to approve Ordinance No. 1030 as presented. Councilmember Pawlowski seconded the motion.

- Councilmember Trinkle asked so this is giving Steve every, what we as a Council were doing.
 - Mayor Smith replied yep.
 - Councilmember Kirby responded but if they don't like the answer Steve gave them, they can appeal it.
 - Mayor Smith stated they can appeal it back to us.
 - Councilmember Trinkle stated well I think we would be the final say.
 - Mayor Smith replied exactly.
 - Councilmember Kirby responded right.

The motion was unanimously approved.

Ordinance No. 1031 – City Code Changes – Chapter 5 Business: Councilmember Brungardt moved to approve Ordinance No. 1031 as presented. Councilmember Kirby seconded the motion. The motion was unanimously approved.

Ordinance No. 1032 – Fee Schedule Approval: Councilmember Brungardt moved to approve Ordinance No. 1032 as presented. Councilmember Kirby seconded the motion. The motion was unanimously approved.

Ordinance No. 1033 – Fee, Bond, Court Fees & Costs Establishment by Municipal Court Judge: Councilmember Buehler moved to approve Ordinance No. 1033, as presented. Councilmember Pawlowski seconded the motion.

- Councilmember Studnicka asked question.
 - Mayor Smith replied go ahead Don.
 - Councilmember Studnicka asked does this fall in line with the state raising their fees and all that too.
 - City Clerk Sarah Bodensteiner responded yes. The reason this one was brought back is because the Animal Permit Fee that was being moved from the Clerk's office to the Police Department was added to their fee schedule. So, everything is updated as it should be. The only addition was we had to amend to add the new pet stuff.
 - Councilmember Studnicka thank you.

The motion was unanimously approved.

REPORTS:

Department Heads: Department Heads had nothing to report.

City Attorney: City Attorney had nothing to report.

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

City Administrator: City Administrator Tim Vandall let the Council know Aldi is open and they did a great job with it. He encourages everyone to check it out.

Governing Body: Councilmember Garvey asked about there being no curbs on McIntyre Road.

- City Administrator Tim Vandall stated they were only doing curbs on the side with homes up to the Lansing city limits.
 - Councilmember Pawlowski replied actually just up to the creek.

- City Administrator Tim Vandall stated ok, so they're not doing curbs on the north side.

Councilmember Buehler thanked Tom and Gale for volunteering because we can't do this without volunteers. He also provided a fun fact, on this day in 1906, the first legal forward pass in American football was thrown by Bradbury Robinson of St. Louis University to teammate, Jack Schneider in a 22-0 win over Carol College.

Councilmember McNeill, Councilmember Brungardt and Councilmember Trinkle echoed Councilmember Buehler's sentiments to Tom and Gale for volunteering to the Library Board.

ADJOURNMENT:

Councilmember Trinkle moved to adjourn. Councilmember Pawlowski seconded the motion. The motion was approved with Councilmember Garvey voting against the motion. The meeting was adjourned at 7:18 p.m.

ATTEST:

Michael W. Smith, Mayor

Sarah Bodensteiner, City Clerk

AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Sarah Bodensteiner, City Clerk
DATE: September 12, 2019
SUBJECT: League of Kansas Municipalities Voting Delegates

The League of Kansas Municipalities Annual Conference will be October 12-14, in Overland Park, Kansas. For this conference, the Governing Body may elect three (3) voting delegates from among the City's officers to represent the City in the conduct and management of the affairs of the League of Kansas Municipalities. The Governing Body may also designate three (3) alternate voting delegates.

As of the date of this memo, Mayor Mike Smith is slated to attend the conference.

Action: Governing Body will need to designate three (3) voting delegates for the League of Kansas Municipalities Annual Conference.

AGENDA ITEM #

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AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Sarah Bodensteiner, City Clerk
DATE: September 11, 2019
SUBJECT: Executive Session – Economic Development

Executive Session will be called to provide an update on Economic Development activities in reference to confidential data relating to the financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorship.

AGENDA ITEM #

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Other Items of Interest: Monthly Department Vehicle and Equipment Mileage Reports

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	19782	19,951	169	
						0	
						0	
						0	
						0	
Total						169	

Equipment

Year	Make	Model	Description	Hours Start	Hours End	Hours Used	Comments
2018	Advance	SC1500	AutoScrubber Floor Machine	22.87	23.3	0.43	Community Center Cleaning
2018	Kubota	ZG227-A	Mower	88.3	99.1	10.8	
						0	
						0	
						0	
						0	
Total						11.23	

Parks and Recreation Fleet Report August 2019

Vehicles

Year	Make	Model	Description	Mileage Start	Mileage Ending	Miles Driven	Current Use	Comments
2002	Ford	Explorer	SUV	128,642		n/a	Parks maintenance	Removed 9/2019
2011	Dodge	Charger	passenger car	77,811	77,839	28	Activity Center use	
2014	Ford	F-350	Dump truck	12652.5	12726.9	73.9	Parks maintenance	
2016	Jeep	Patriot	SUV		63704	n/a		Added to fleet 9/2019
2017	Chevrolet	Silverado	truck	11260	11501	241	Parks maintenance	
2018	Ford	F-350	4-dr crew	8185	8941	756	Parks maintenance	
Total						1,099		

Equipment

Year	Make	Model	Description	Hours Start	Hours End	Hours used	Current Use	Comments
1992	Massey Ferguson	1020	Tractor	1977	1977	0	Parks maintenance	
2005	Kubota	F3060	mower	288.6	294.3	5.7	Parks maintenance	
2007	Turbo Tool Cat	5600	utility vehicle	1082.1	1089.3	7.2	Parks maintenance	
2012	Wright	ZK	stander mower	1029.2	1036.7	7.5	Parks maintenance	
2014	Kubota	ZD331LP-72	mower	1322.9	1337	14.1	Parks maintenance	
2016	ABI	Force	infield groomer	189.7	191.4	1.7	Parks maintenance	
2017	Kubota	ZD1211	mower	437.6	463.6	26	Parks maintenance	
2018	Polaris	Ranger	utility vehicle	103.5	106.9	3.4	Parks maintenance	
2019	Exmark	LZ 72	mower	69.3	89.5	20.2	Parks maintenance	
2019	Emark	LZ 96	mower	56.7	70.4	13.7	Parks maintenance	
Total						99.5		

Lansing Public Works Department

Monthly Fleet Report

Month August Year 2019

Vehicles

Year	Make	Model	Description	Mileage Starting	Mileage Ending	Miles Driven	Comments
2008	Ford	Ranger XLT	LT. Pick-up Ext	56,709	56,737	28	
2007	Ford	Ranger XLT	LT. Pick-up Ext	45,499	45,840	341	
1998	Ford	1/2 ton	Pick-up	65,635	65,778	143	
2005	Ford	Ranger	LT. Pick-up Ext	43,926	44,155	229	
2005	Sterling	LT 8500	Dump Truck	52,344	52,504	160	
2007	Elgin	Crosswind J+	Street Sweeper	6,174	6,174	0	
1992	Ford	700	Dump Truck	64,002	64,002	0	
2017	Chevrolet	3500	Pick-up Truck	12,746	13,348	602	
2002	Ford	F350 4x4	Dump Truck	75,715	75,773	58	
2011	International	7400	Dump Truck	17,086	17,252	166	
2016	Ford	F350 4x4	One-ton Dump Truck	9,762	9,933	171	
2006	Dodge	Charger	Sedan	124,571	124,694	123	
2013	Ford	Explorer	SUV	65,356	65,550	194	
2019	Ford	Ecosport	SUV	0	246	246	

Equipment

Year	Make	Model	Description	Hours Starting		Hours Used	Comments
1997	JD	770BH	Grader	5,064	5,064	0	
2004	IR	DD-24	Asphalt Roller	279	283	4	
2006	IR	185	Air Compressor	198	198	0	
1993	Ford	5030	Tractor	523	523	0	Purple Wave Item
1997	Bobcat	763	Skid Steer	2,152	2,166	14	
2014	Case	580 SNWT	Backhoe	1,229	1,238	9	
2002	Crafc	110	Crack Sealer	808	808	0	
2003	Kubota	L3710	Tractor	1,614	1,614	0	in the shop
2009	Case	465	Skid Steer	626	631	5	
2018	John Deere	5065E	Tractor	36	47	11	

Aug-19

City Influent	36.819 MG	City Avg Daily	1.188 MGD
LCF Influent	13.89 MG	LCF Daily Avg	.448 MGD
Total Biosolids	0.971	Precip	9.18 inches

Vehicles

Year	Make	Model	Description	Mileage Start	Mileage Ending	Miles Driven	Current Use	Comments
1999	Sterling	Vactor	Jet Truck	8237	8245	8	Collection System	
2012	Chevrolet	Tahoe	SUV	100977	101529	552	Ops/Maint.	
2019	Ford	F250	Pick Up Truck	1819	2183	364	Ops/Maint.	
2019	Ford	F250	Flatbed Truck	217	599	382	Ops/Maint.	
2005	Freightliner	M2106	Dump Truck	22447	22937	490	Biosolids Disposal	
Total						1796		

Equipment

Year	Make	Model	Description	Hours Start	Hours Ending	Hours Used	Current Use	Comments
1991	Case	1825	Uni-Loader	952	953	1	Plant Activities	
1999	Sterling	Vactor	Jet Truck	2250	2252	2	Collection System	
1999	Aries	Saturn III	Camera Trailer	344	344	0	Collection System	
2004	John Deere	7920	Tractor	1219	1219	0	Biosolids Disposal	unable to aerate sludge due to field flooding
2005	Polaris	Ranger #1	Utility Vehicle	1266	1271	5	Operations	
2004	Case	621D	Loader	2318	2320	2	Operations	
2005	Polaris	Ranger #2	Utility Vehicle	1270	1278	8	Maintenance	
2006	JCB	531-70	Telehandler	584	584	0	Plant Activities	

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

TO: Tim Vandall, City Administrator

FROM: Matthew R. Schmitz, Director, Community and Economic Development *MRS*

DATE: September 3, 2019

PERMITS AND LICENSES:	<u>Current Month</u>	<u>Year to Date</u>
Number of permits issued.....	26	206
Number of permits for new single-family housing	0	2
Number of permits for new multi-family housing	0	0
Number of occupancy certificates issued	1	11
Total valuation of residential and commercial construction and remodeling for which permits were issued.....	\$114,741.13	\$2,506,767.31
Permit fees.....	\$1,911.50	\$27,297.00
Number of inspections performed	64	390
Number of trade licenses issued	10	282
Total trade contractor licenses issued.....	5	104
Number of occupational licenses issued	6	94

CODE ENFORCEMENT:	<u>Current Month</u>	<u>Year to Date</u>
<u>Nuisance Report</u>		
Three Day Warnings:.....	32	168
Certified Letters Sent:.....	1	3
Compliance:.....	25	128
Compliance Review:.....	33	156
<u>Vehicle Report</u>		
Warning Letters/Verbal:.....	5	43
Certified Letters Sent (20 Days):.....	1	2
Compliance:.....	5	25
Compliance Review:.....	8	37
<u>Weeds Report</u>		
Three Day Warnings:.....	26	238
Certified Letters Sent:.....	0	18
Compliance:.....	21	184
Compliance Review:.....	26	232
<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:.....	1	5
Citations:.....	1	1
Contracted for Work:.....	1	6