

## AGENDA

### CALL TO ORDER

### PLEDGE OF ALLEGIANCE

### ROLL CALL

### OLD BUSINESS

1. Approval of Minutes

### AUDIENCE PARTICIPATION

### PRESENTATIONS

### NEW BUSINESS

2. Oath of Office

Councilmember Ward 1

Councilmember Ward 2

Councilmember Ward 3

Councilmember Ward 4

3. Leavenworth County Fire District No. 1 Joint Fire Board appointments

4. Purchase of Police Radios

5. Purchase of Police Vehicles

6. Independence Day Celebration Site Selection

### REPORTS - City Attorney, City Administrator, Department Heads, Councilmembers

7. City Administrator Report

### PROCLAMATIONS

### OTHER ITEMS OF INTEREST

### ADJOURNMENT

Regular meetings are held on the first and third Thursday of each month. For information on how to view prior meetings, please visit our website at <https://www.lansingks.org>. 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.

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# AGENDA ITEM

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TO: Tim Vandall, City Administrator  
FROM: Tish Sims, City Clerk  
DATE: December 28, 2023  
SUBJECT: Approval of Minutes

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The Regular Meeting Minutes of December 21, 2023 are enclosed for your review.

Action: Staff recommends a motion to approve the Regular Meeting Minutes of December 21, 2023, as presented.

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## AGENDA ITEM #

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**CITY OF LANSING**  
CITY COUNCIL MEETING

REGULAR MEETING MINUTES  
December 21, 2023

**Call To Order:**

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

**Roll Call:**

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

**Councilmembers Present:**

**Ward 1:** Kevin Gardner and Gene Kirby  
**Ward 2:** Marcus Majure and Don Studnicka  
**Ward 3:** Kerry Brungardt and Jesse Garvey  
**Ward 4:** Dan Clemons and Gregg Buehler

**Councilmembers Absent:**

**OLD BUSINESS:**

The Regular Meeting minutes of December 7, 2023, were provided for review.

**Councilmember Brungardt made a motion to approve the Regular Meeting Minutes of December 7, 2023, as presented. Councilmember Buehler seconded the motion. No discussion took place.**

**Roll Call Vote: Aye: Councilmembers Clemons, Brungardt, Gardner, Kirby, Majure, Garvey, and Buehler; Nay: none; Abstain: Councilmember Studnicka; Absent: none; The motion was approved.**

**Audience Participation:**

**Presentations:**

**COUNCIL CONSIDERATION OF AGENDA ITEMS:**

**Public Hearing on and Consideration of the Amended 2023 Budget**

The Capital Improvements Fund requires an amendment to increase budget authority for additional costs on the Valley Drive and Towne Centre projects. The Police Equipment Reserve Fund classification needs to change from non-budgeted to budgeted fund per the auditor's recommendation. The Mayor's Angel Tree Fund requires an increase in the budget authority to allow for an increase in the families participating in the program.

**Councilmember Buehler made a motion to open the public hearing for Amendments to the 2023 Budget. Councilmember Kirby seconded the motion. No discussion took place.**

**Roll Call Vote: Aye: Councilmembers Clemons, Brungardt, Studnicka, Gardner, Kirby, Majure, Garvey, and Buehler; Nay: none; Abstain: none; Absent: none; The motion was approved.**

**Councilmember Studnicka made a motion to close the public hearing for Amendments to the 2023 Budget. Councilmember Buehler seconded the motion. No discussion took place.**

**Roll Call Vote: Aye: Councilmembers Clemons, Brungardt, Studnicka, Gardner, Kirby, Majure, Garvey, and Buehler; Nay: none; Abstain: none; Absent: none; The motion was approved.**

**Councilmember Brungardt made a motion to adopt the amendments to the 2023 Budget as presented. Councilmember Studnicka seconded the motion. No discussion took place.**

**Roll Call Vote: Aye: Councilmembers Clemons, Brungardt, Studnicka, Gardner, Kirby, Majure, Garvey, and Buehler; Nay: none; Abstain: none; Absent: none; The motion was approved.**

**Approval of Leavenworth Fire District No. 1 Board appointment application**

There is one open position on the Leavenworth County Fire District No. 1 Board. The position was advertised, and one person has applied.

**Councilmember Brungardt made a motion to appoint Becky Gordon to the Leavenworth County Fire District No. 1 Board for a 4-year term ending December 31, 2027. Councilmember Majure seconded the motion. No discussion took place.**

**Roll Call Vote: Aye: Councilmembers Clemons, Brungardt, Studnicka, Gardner, Kirby, Majure, Garvey, and Buehler; Nay: none; Abstain: none; Absent: none; The motion was approved.**

**Banking Services Agreement**

The City’s current bank recently closed their Lansing office. Staff sent an RFP for banking services to all local banks with branch offices in Lansing. Staff evaluated the proposals, eliminating the two with the lowest interest rates, and personally met with officers from Country Club Bank and Citizens National Bank. Staff is recommending the City enter into a banking service agreement with Country Club Bank based on the ability for staff to initiate wire transfers, place ACH filters/blocks on the accounts, and the type of account available for the general checking account.

**Councilmember Kirby made a motion to authorize staff to execute an agreement with Country Club Bank for banking services. Councilmember Clemons seconded the motion. No discussion took place.**

**Roll Call Vote: Aye: Councilmembers Clemons, Brungardt, Studnicka, Gardner, Kirby, Majure, Garvey, and Buehler; Nay: none; Abstain: none; Absent: none; The motion was approved.**

**Resolution B-6-2023 GAAP Waiver**

This resolution must be passed annually to exempt the city from complying with Generally Accepted Accounting Principles (GAAP). In Kansas it is permissible to prepare financial statements using cash basis of accounting.

**Councilmember Brungardt made a motion to approve Resolution B-6-2023 waiving the requirements of the K.S.A. 75-1120a(a) for the year ending December 31, 2023. Councilmember Buehler seconded the motion. No discussion took place.**

**Roll Call Vote: Aye: Councilmembers Clemons, Brungardt, Studnicka, Gardner, Kirby, Majure, Garvey, and Buehler; Nay: none; Abstain: none; Absent: none; The motion was approved.**

**2023 Wastewater Master Plan Update**

George Butler and Associates has completed the flow study and updates to the City’s sanitary sewer master plan. A consultant from GBA presented the new information and updates to the City Council at the September work session.

**Councilmember Buehler made a motion to adopt the 2023 Sanitary Sewer Master Plan update from George Butler and Associates as presented. Councilmember Majure seconded the motion.** Councilmember Gardner and Waster Water Director Tony Zell discussed how the pipe size is determined. Councilmember Kirby asked Director Zell for clarification regarding whether section b on page 25 would be affected by our code.

**Roll Call Vote: Aye: Councilmembers Clemons, Brungardt, Studnicka, Gardner, Kirby, Majure, Garvey, and Buehler; Nay: none; Abstain: none; Absent: none; The motion was approved.**

**MOU - Base Grant Administration**

The City and Leavenworth County jointly applied for a BASE Grant in 2022. Leavenworth County was the applying agency on the first application, and Lansing was the applying agency for the second application. The award paperwork listed Leavenworth County as the award winner but the City as the payee and point of contact. The State Department of Commerce wanted to clean up the application documents and requested an MOU between the two entities, outlining that the City of Lansing would be administering the project and paying the match and that the County would not be financially responsible for the project.

**Councilmember Clemons made a motion to approve the MOU as presented. Councilmember Majure seconded the motion.** No discussion took place.

**Roll Call Vote: Aye: Councilmembers Clemons, Brungardt, Studnicka, Gardner, Kirby, Majure, Garvey, and Buehler; Nay: none; Abstain: none; Absent: none; The motion was approved.**

**REPORTS:**

**Department Heads:** Nothing to report.

**City Attorney:** Nothing to report.

**City Administrator:** We spoke about 9-10 months ago. The Humane Society had come in and spoke to the council. We referred them to a policy. They had filled all of those things out directly and submitted those things around budget time. So, for 2024 they did qualify for a \$5,000 contribution for that policy. Since we did talk about that at a work session in March, April, May? They did qualify for that based on the paperwork they submitted. That will take effect in early 2024. We spoke a little bit at a past meeting about that trail grant. Trying to get a multi-use trail out to Lansing High School. The grant we applied for in 2023 was the same grant where we did the intersection project in front of QuikTrip. There were other projects statewide that weren’t specific to trails. We knew it was an uphill climb. We applied anyway and were unsuccessful on that. Some folks from our engineering firm were telling us about a Transportation Enhancement Program. That’s actually the same program we used for the Angel Falls Trail. So, they think we would have a better chance of getting the grant if we applied for that. Unless told otherwise, the city would be applying for that grant to get a trail out to the high school. That said, we would need to keep the lines of communication open with the school board to see if there is any type of desire to do some type of partnership or

anything. As of right now, we are planning to apply for that grant, and that's the same program that we did for Angel Falls.

Mayor McNeill: What's the match on that?

City Administrator Vandall: At a minimum, I think we would have to pay 25%. But what inflated the costs so much on our estimate was there's no curb and gutter, and it's open ditch the entire way. It was just a lot more expensive than I think most people realized when we applied for that grant.

Councilmember Clemons: Is this the same thing we were discussing with our joint meeting with the School Board?

City Administrator Vandall: Same thing, but it's a different pot of money. This program is more specific to trails and things like that. Same project, different grant. When we applied the first time, we had letters from local legislators. The state suggested we get letters of support from lay people. People who have been challenged because they have to have their kids walk to school through the area. Or they show up to work late because they have to drive their kids to school. The state was really encouraging us to have people out in the community that are frustrated at the lack of sidewalks. If residents reach out to you guys, that is something we could ask them to do. If they would be open to writing a letter of support to the state for that grant.

Councilmember Clemons: When you say coordinate with the School Board, my interpretation of that is we would ask them to cost share of monies that we have to match for state funds.

City Administrator Vandall: On a \$3 million dollar grant, even if the grant is 75% our share would still be hundreds of thousands of dollars. That would be something we could reach out to them about to see if they're open to it. We kind of broached that topic at our joint meeting, but at that point we didn't know if we received the grant. So, everyone was waiting to see if we got it. That would always be a possibility that if we got that grant and say the city's match is \$800,000. If we got that grant, it's possible there wouldn't be a partnering agency. The city would have to budget for that.

Councilmember Brungardt: You said something about parents' reaching out to us about the inconvenience. What about us reaching out to them?

Mayor McNeill: The school and school administration and board have probably got more complaints than we've got. It's a safety issue for the school district in general.

City Administrator Vandall: I have mentioned it to the school superintendent if residents reach out to him. That's something we could tell people. Instead of just voicing frustration, if you could write a letter of support for this trail grant. It could help.

Mayor McNeill: We could do that on Facebook or something. Post something and give them a format on how they could write the letter. At least the intro part and have them say why they want it.

Councilmember Garvey: The school could have the kids write an essay on it.

City Administrator Vandall: One of the examples the state gave of a successful grant application had 40 letters of support.

Councilmember Majure: Are our representatives fighting hard for this too? Have you been engaging with them?

City Administrator Vandall: They wrote letters of support for it, and they were aware of it. Another thing we had spoken about several months ago, I think I had thrown out to you guys the idea of doing another goal setting strategy and planning session potentially in early 2024. The last time we did this I think it was a Saturday morning. It's been maybe 5 years since we've done it. Be looking for that email. It's challenging trying to find a time that works for 20 different people. Once I get feedback from you guys, I can reach out to a facilitator for that. The last time we did it, it was 4 or 5 hours. One other thing, we'd spoken briefly about that sewer line near the creek. One of the things that's kind of unique about that, that sewer line that we've had challenges with problems with. If you guys recall that Town Centre Sewer Project that we wanted to tackle before we got the BASE Grant. That sewer line that we've had problems with the last 3 or 4 months, that would have been replaced by that Town Centre Sewer Project that we had to put on hold for the BASE Grant. That's something we want to look at replacing sooner rather than later. We think that will alleviate some of the sewer smell issues we've had in that area. If you guys recall, the plans for that are entirely done. The plans were completed. We just had to put it on hold because we didn't want to do a \$900,000 project on top of a \$3-4 million dollar project. Again, that sewer project would probably alleviate some of the problems we've had recently. Be thinking about that, and we'll probably bring maybe a financing game plan and a rough schedule to you guys in a meeting late January maybe February.

#### **Governing Body:**

Councilmember Clemons: Want to acknowledge Councilmember Buehler's 12 years and thank him for his service. Secondly, acknowledge our volunteers. We all know our city wouldn't meet its goals without them. To our citizens, Happy Holidays and be safe during your travels.

Councilmember Brungardt: Councilmember Buehler, I'm going to miss, "On this day in history..." It's been a pleasure knowing and working with you. Thank you to Mrs. Buehler. Merry Christmas to everybody.

Councilmember Studnicka: Ditto to Councilmember Buehler. Thanks for your 12-year run. I'd like to wish everybody in Lansing a very Merry Christmas and be safe.

Councilmember Gardner: Councilmember Buehler, it's been an honor being on the council with you. Becky Gordon, thank you for volunteering. Happy Holidays to everybody.

Mayor McNeill: Thank you, Councilmember Buehler.

Councilmember Kirby: With everything that's been said, I agree. Councilmember Buehler and I came on the council together. I never saw anybody get so excited about the wastewater treatment plant than he did. It's been enjoyable. Proud to serve with you. Unfortunately, most citizens of this city will never realize the contributions that you've made.

Councilmember Majure: Another year's gone by, and I can't thank the city administration and staff enough. How far the city has come could not be done without all of you. Congratulations to Becky Gordon. Thanks for signing up. Councilmember Buehler, I can't thank you enough. You have been a part of a lot of great things that have happened in this city. Thank you so much for your participation as well, Mrs. Buehler. I want to wish everybody a Merry Christmas and a Happy New Year. Please have safe travels.

Councilmember Garvey: Councilmember Buehler, thanks for your service. It's been an honor serving with you. Becky Gordon, thank you for serving the city. We thank all of our volunteers. I'd like to wish everybody a Merry Christmas and a Happy New Year. Safe travels.

Councilmember Buehler: After 12 years, this is my last meeting. We've done a lot of great things in the 12 years that I've been on the city council. 5 mayors, we've actually had more mayor turnover than we've had city council turnover. We've expanded the parks. We are putting in a pool. Which from the day I took office was one of the biggest complaints I got was how come we don't have a pool. We have a city administrator now that leads the staff in a great way. I still believe that hiring Tim Vandall was one of the best things we did while I was here. We've brought in lots of businesses. We've kept business. We're working on getting new housing put in. It's been a great 12 years. To the residents of Ward 4, it has been an absolute honor serving as your representative on the city council. To my wife, Kim, thank you for all the support and understanding. I could not have done that without your support. The city staff, it has been an honor to get to know all of you and to work with you. And the dedication you show to the city and the residents is truly inspiring. Lansing is, in my mind, the best city in the state of Kansas to live in. It's because of the city staff and everything that you do and time that you give to make this such a great community. To the volunteers, from the parks and recreation department to the Fire Board to all of the volunteers that we have. The city could not function without everything that you do. We truly appreciate everything you do. The City Council, for 12 years, we've done the right thing. We've made decisions to make Lansing a better place to live. Even though we have some political differences, we never let political party get in the way. We acted with common sense. You are a great group of people. The people that were on the council that are no longer on the council were a great group of people to work with. It has been an honor and a pleasure, and I'm glad to consider you all friends. I'd like to wish everybody a Merry Christmas and a Happy New Year. One last time, on this day in 1913, Arthur Winn published the very first crossword puzzle in the New York World.

**ADJOURNMENT:**

**Councilmember Buehler made a motion to adjourn. Councilmember Garvey seconded the motion.** No discussion took place.

**Roll Call Vote: Aye: Councilmembers Clemons, Brungardt, Studnicka, Gardner, Kirby, Majure, Garvey, and Buehler; Nay: none; Abstain: none; Absent: none; The motion was approved.**

The meeting was adjourned at 7:33 PM.

**ATTEST:**

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City Clerk Tish Sims, CMC



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# AGENDA ITEM

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TO: Tim Vandall, City Administrator  
FROM: Tish Sims, City Clerk  
DATE: December 28, 2023  
SUBJECT: Leavenworth County Fire District No. 1 Joint Board

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The Inter-local cooperation agreement for the Fire District requires a Joint Board to name Fire District Board of Trustee members. The Joint Board consists of the Mayor of the City of Lansing, two members of the Lansing City Council, the Delaware Township Board Trustee, and the High Prairie Township Board Trustee. The Joint Board will meet on January 9, 2024, at 7:00 p.m. to name the Fire District Board of Trustee members.

Our previous Joint Board members were Mayor McNeill, Councilmember Studnicka, and Councilmember Brungardt.

Action: A motion to appoint Mayor Anthony McNeill and two (2) Councilmembers to the Leavenworth County Fire District No. 1 Joint Fire Board.

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# AGENDA ITEM

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TO: Tim Vandall, City Administrator  
FROM: Steve Wayman, Chief of Police  
DATE: December 20, 2023  
SUBJECT: Purchase of Police Radios

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### Base 800 Digital Radios

The Lansing Police Department is replacing the base radios in each of the patrol units. The current radios are approximately 15 years old. At least two of the current radios have had to be replaced. The current radios are no longer manufactured by Motorola, so once they go out of service, they are not fixable.

We purchase our radios from TBS electronics out of Topeka, this is the same company that we purchased through 15 years ago. TBS electronics also does all of our maintenance on all of our radio systems.

The cost for 11 replacement radios is \$37,844.07, upon ordering of the radios it is an unknown delivery date currently.

These items were an approved C&S request for the budget year 2024 for a cost not to exceed \$38,000.00

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Policy Consideration: None for this Item

Financial Consideration: Budget approved for 2024 budget

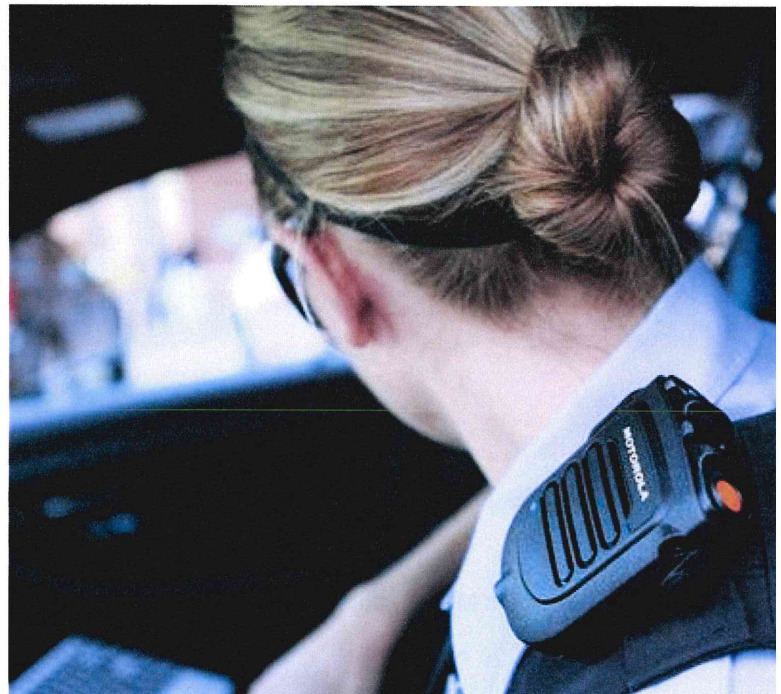
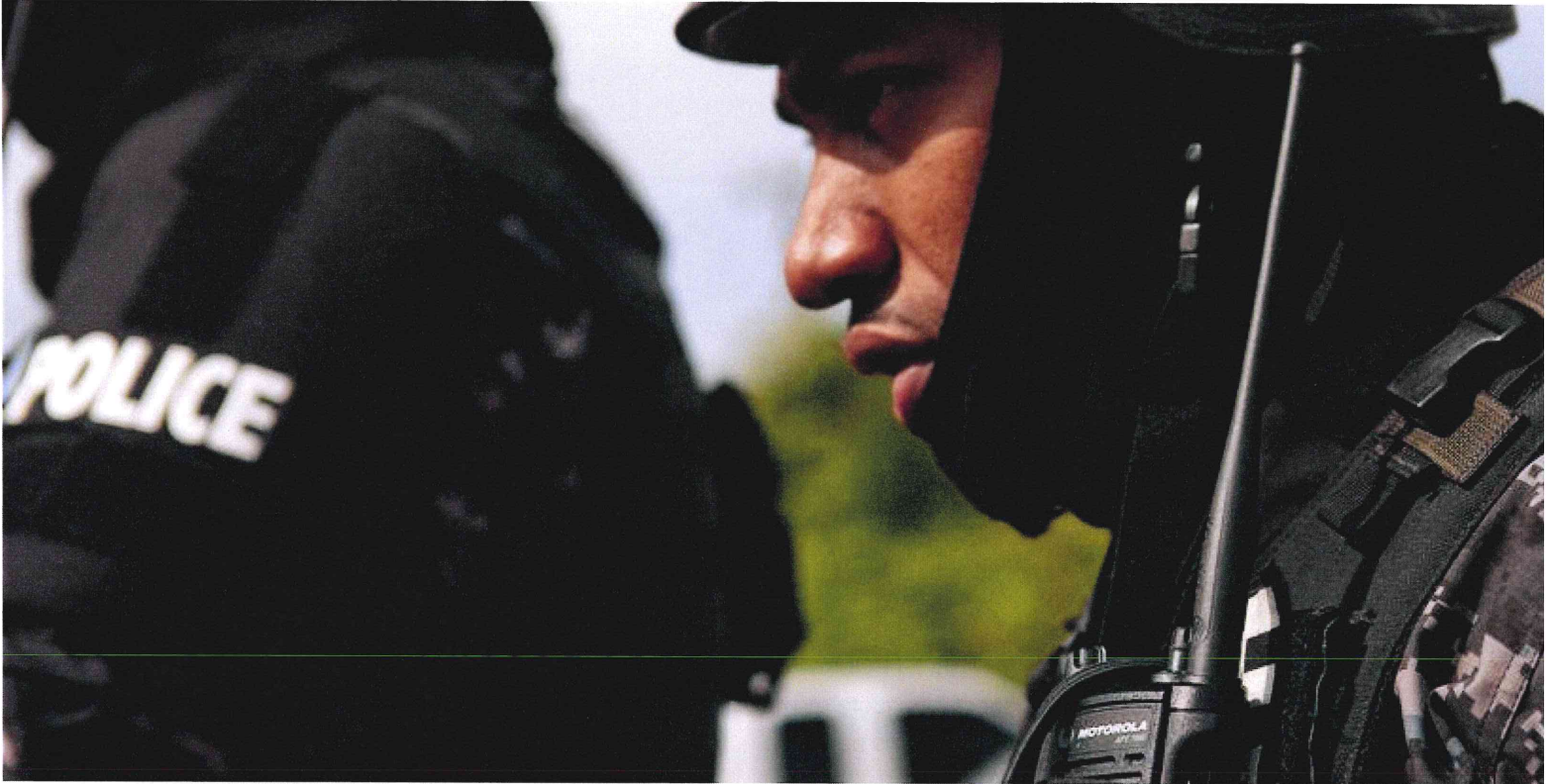
Action:

The Lansing Police Department is requesting to purchase 11 800 Digital Base radios from TBS electronics for the amount of \$37,844.07

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# AGENDA ITEM #4

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## LANSING POLICE DEPT, CITY OF

12/16/2023





QUOTE-2456535

Billing Address:  
 LANSING POLICE DEPT, CITY  
 OF  
 800 FIRST TERR  
 LANSING, KS 66043  
 US

Quote Date:12/16/2023  
 Expiration Date:02/02/2024  
 Quote Created By:  
 Brad Grabar  
 bgrabar@tbselectronics.com

End Customer:  
 LANSING POLICE DEPT, CITY OF  
 Steve Wayman  
 swayman@lansingsks.org  
 913-727-3000

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
	APX™ 4500 Enhanced					
1	M22URS9PW1BN	APX4500 ENHANCED 7/800 MHZ MOBILE	11	\$2,117.44	\$1,270.46	\$13,975.06
1a	G24AX	ENH: 3 YEAR ESSENTIAL SVC	11	\$216.00	\$216.00	\$2,376.00
1b	G67DQ	ADD: REMOTE MOUNT O2 APXM	11	\$327.00	\$196.20	\$2,158.20
1c	G142AD	ADD: NO SPEAKER APX	11	\$0.00	\$0.00	\$0.00
1d	QA02756AD	ADD: 3600 OR 9600 TRUNKING BAUD SINGLE SYSTEM	11	\$1,727.00	\$1,036.20	\$11,398.20
1e	GA01606AA	ADD: NO BLUETOOTH/ WIFI/GPS ANTENNA NEEDED	11	\$0.00	\$0.00	\$0.00
1f	G843AH	ADD: AES ENCRYPTION AND ADP	11	\$523.00	\$313.80	\$3,451.80
1g	GA00804AA	ADD: APX O2 CH (GREY)	11	\$541.00	\$324.60	\$3,570.60
1h	G89AC	ADD: NO RF ANTENNA NEEDED	11	\$0.00	\$0.00	\$0.00
1i	G444AH	ADD: APX CONTROL HEAD SOFTWARE	11	\$0.00	\$0.00	\$0.00
1j	W22BA	ADD: STD PALM MICROPHONE APX	11	\$79.00	\$47.40	\$521.40



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.  
 Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800



<b>Purchase Order Checklist</b>	
<b>Marked as PO/ Contract/ Notice to Proceed on Company Letterhead (PO will not be processed without this)</b>	
<b>PO Number/ Contract Number</b>	
<b>PO Date</b>	
<b>Vendor = Motorola Solutions, Inc.</b>	
<b>Payment (Billing) Terms/ State Contract Number</b>	
<b>Bill-To Name on PO must be equal to the <i>Legal</i> Bill-To Name</b>	
<b>Bill-To Address</b>	
<b>Ship-To Address (If we are shipping to a MR location, it must be documented on PO)</b>	
<b>Ultimate Address (If the Ship-To address is the MR location then the Ultimate Destination address must be documented on PO )</b>	
<b>PO Amount must be equal to or greater than Order Total</b>	
<b>Non-Editable Format (Word/ Excel templates cannot be accepted)</b>	
<b>Bill To Contact Name &amp; Phone # and EMAIL for customer accounts payable dept</b>	
<b>Ship To Contact Name &amp; Phone #</b>	
<b>Tax Exemption Status</b>	
<b>Signatures (As required)</b>	

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# AGENDA ITEM

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TO: Tim Vandall, City Administrator  
FROM: Steve Wayman, Chief of Police  
DATE: December 21, 2023  
SUBJECT: Purchase of Police Vehicles

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## VEHICLES

The Lansing Police Department requested bids for police package patrol vehicles from 3 vendors. Listed below are the results that were received.

<u>Dealer</u>	<u>Make</u>	<u>Cost per vehicle</u>	<u>Total Cost</u>
Landmark Dodge	Dodge Durango Police	No Bid Received	
Davis Moore, Inc.	Dodge Durango Police	No Bid Received	
Main Street Chrysler	Dodge Durango Police	\$43,465.00	\$43,465.00

This is for the cost of the vehicles only and does not include the additional cost of Upfitting the vehicles with emergency equipment.

**Delivery time of the police vehicles from order date is approximately 120 days.**

Policy Consideration: None for this Item

Financial Consideration: Budget approved for 2024 budget

Action:

The Lansing Police Department is requesting to purchase one police vehicle from Main of Lansing Chrysler Dodge. The purchase price for the One replacement vehicle is \$43,465.00. This does not include the cost of emergency equipment to be added to the vehicles.



MAINSTREET OF LANSING CHRYSLER DODGE J  
555 N MAIN ST  
LANSING, KS 660431309

Configuration Preview

Date Printed: 2023-12-04 2:21 PM VIN:  
Estimated Ship Date: VON:

Quantity: 1  
Status: BA - Pending order  
FAN 1: 00U91 Lansing KS Police Department  
FAN 2:  
Client Code:  
Bid Number: TB4065  
PO Number:

Sold to:  
MAINSTREET OF LANSING CHRYSLER DODGE  
JEEP RAM (27161)  
555 N MAIN ST  
LANSING, KS 660431309

Ship to:  
MAINSTREET OF LANSING CHRYSLER DODGE JEEP RAM (27161)  
555 N MAIN ST  
LANSING, KS 660431309

Vehicle: 2024 DURANGO PURSUIT VEHICLE AWD (WDEE75)

	Sales Code	Description	MSRP(USD)
Model:	WDEE75	DURANGO PURSUIT VEHICLE AWD	43,075
Package:	22Z	Customer Preferred Package 22Z	0
	EZH	5.7L V8 HEMI MDS VVT Engine	3,115
	DFD	8-Spd Auto 8HP70 Trans (Buy)	0
Paint/Seat/Trim:	PSE	Triple Nickel	395
	APA	Monotone Paint	0
	*C5	Cloth Bucket Seats w/ Shift Insert	0
	-X9	Black	0
Options:	4DH	Prepaid Holdback	0
	4ES	Delivery Allowance Credit	0
	MAF	Fleet Purchase Incentive	0
	CKD	Floor Carpet	150
	5N6	Easy Order	0
	4FM	Fleet Option Editor	0
	4FT	Fleet Sales Order	0
	174	Zone 74-Denver	0
	4EA	Sold Vehicle	0
Non Equipment:	4FA	Special Bid-Ineligible For Incentive	0
Bid Number:	TB4065	Government Incentives	0
Discounts:	YG1	7.5 Additional Gallons of Gas	0
Destination Fees:			1,595

Total Price: 48,330.

~~48,330~~  
43,465

Order Type: Fleet  
Scheduling Priority: 1-Sold Order  
Salesperson: Waylon R Thomas  
Customer Name: Lansing Police Dept.  
Customer Address: 800 1st Terrace  
Lansing KS 66043 USA

PSP Month/Week:  
Build Priority: 99

Instructions:

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.



# AGENDA ITEM

TO: Tim Vandall, City Administrator  
 FROM: Joshua Gentzler, AICP Candidate, Community & Economic Development Director  
 DATE: January 3, 2024  
 SUBJECT: Independence Day Celebration Site Selection

**Explanation:** The City must select a location for the 2024 Independence Day Celebration. Due to the division and selling of the northern lot of Lansing Towne Centre, the Independence Day celebration can no longer be held at Mary Street and Centre Drive. During an after-action meeting, City Staff from all departments discussed where to hold the celebration in 2024 proposed two potential locations: Kenneth Bernard Park and Lansing High School.

The Community and Economic Development Department would like the City Council to provide direction on which location to choose. If the Council would like to explore utilizing Lansing High School, the City will need Lansing Unified School District to agree to hosting the event on High School property.

A brief summary of Staff’s discussion of location:

**Kenneth Bernard Park**

Pro

- + Significant recent investment
- + City-owned property
- + Scenic location

Con

- Limited access/traffic concerns
- No walkability
- No emergency shelter

**Lansing High School**

Pro

- + Walkable location
- + Multiple access points
- + Emergency Shelter

Con

- Not City property
- Not central to City

**Policy Consideration:** None.

**Financial Consideration:** None.

**Action:**

- 1) Authorize CED to approach Lansing USD to determine if LHS is a viable option for the Independence Day Celebration.
- 2) Authorize usage of Kenneth Bernard Park as site for Independence Day Celebration.



1.02

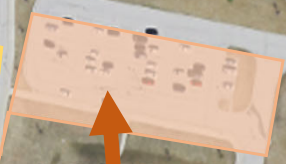
Fireworks Area



Vendors/Rides

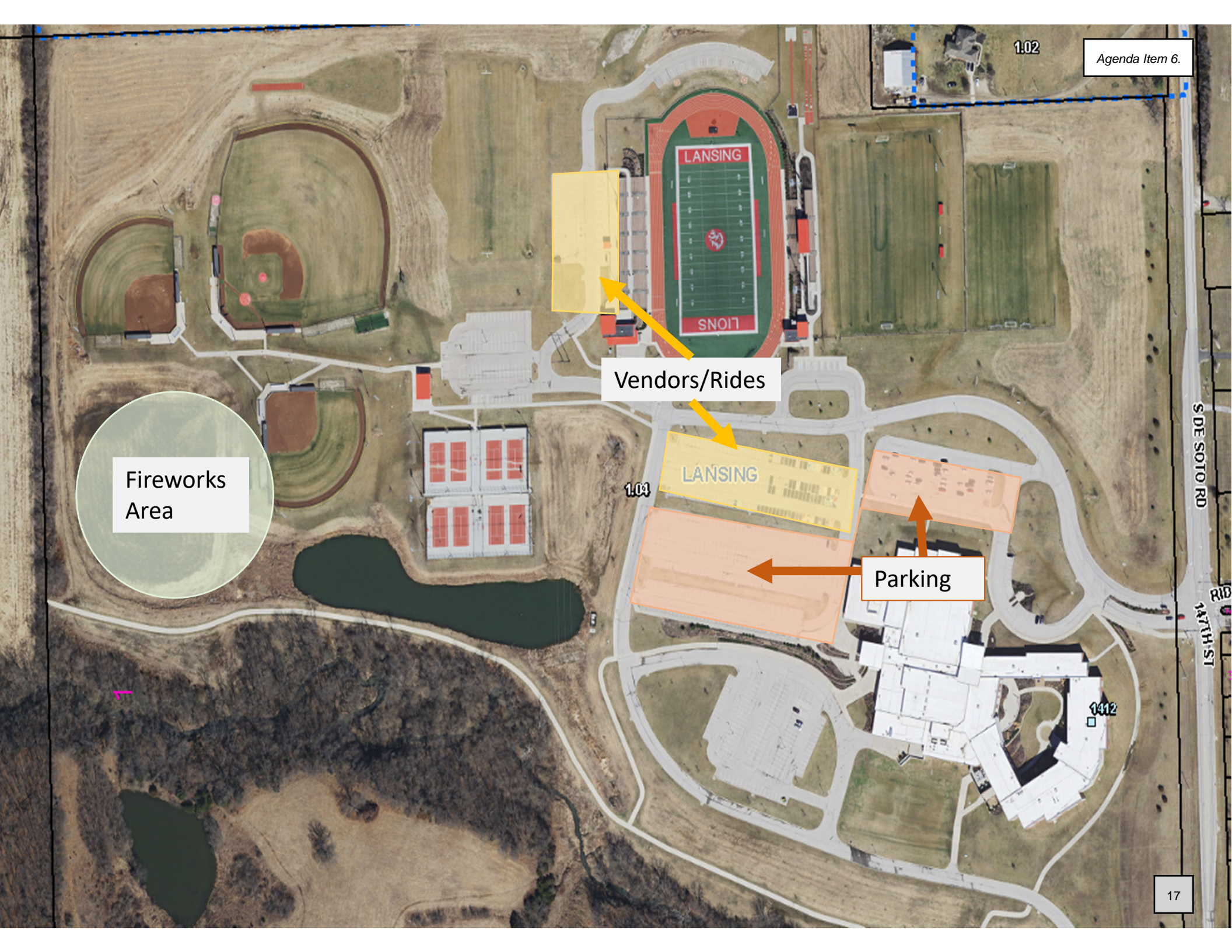


1.04



Parking

1.12







City of Lansing  
800 First Terrace  
Lansing, Kansas 66043

## City Administrator's Report

January 4, 2024

### Agenda Items:

The oath of office will be given to Mr. Kirby, Mr. Majure, Mr. Garvey, and Mr. Robinson on Thursday evening.

The City Council will need to designate the Mayor and two councilmembers to serve on the joint board to formally appoint Fire District One appointees. The next LCFD1 Board meeting is Tuesday, January 9<sup>th</sup> at 7pm, with the Joint Board meeting prior to the 7pm meeting. At previous City Council meetings, the governing body has designated Rob Gaslin and Becky Gordon to the board, along with Andi Pawlowski who was reappointed two years ago.

Staff will seek guidance from the governing body on the location of the fireworks celebration this summer. We anticipate construction taking place in Town Center, which will make the location we've used the previous two years unavailable. Ideas can include Bernard Park or possibly reaching out to USD 469 if LHS could be an option.

The current radios in the LPD patrol units are 15 years old. Our current radios are no longer manufactured by Motorola, so when they go out of service, they are not replaceable. Chief Wayman received a bid to replace 11 radios for \$37,844.07. This expense was included in the 2024 budget process last summer. Chief Wayman will be present to answer any questions.

The Lansing Police Department reached out to three dealerships to request a bid to purchase a Dodge Durango. Main Street Chrysler Dodge Jeep Ram of Lansing was the only vendor to submit a bid, which came in at \$43,465. This expense was included in the 2024 budget process. This does not include the cost of upfitting the vehicle with emergency equipment. Staff is requesting approval of the bid from Main Street Chrysler Dodge Jeep Ram.

### Public Works:

The storm drain and asphalt work along Valley Drive is now complete. Replacement of the pipe under 4H Road will take place in the summer of 2024.

The first batch of light poles for Center Drive arrived last week. The existing decorative poles on Center Drive were removed the week of October 16<sup>th</sup>. The islands have been removed, with asphalt being poured the week of November 13<sup>th</sup>. A total asphalt overlay is not included at this time, but the staff is evaluating the pros/cons of including Center Drive in our annual CIP for 2024. Pavement markings are scheduled for the spring or upon completion of full pavement.

Staff has followed up with a property owner about completing the drainage project on Robin Road. Unfortunately, the failing pipe is not within an easement since there was no drainage easement established when Sherwood Forrest was platted as a county-subdivision in the 1980's.

In order for the City to complete this project, the property owner would need to grant a utility easement.

The City began work on decorative wayfinding signs near City Hall. The permitting process took significantly longer than anticipated but has been accepted by KDOT. The signage would indicate the directions to City Hall, the Library, Bernard Park, and Lansing High School. There will also be northbound and southbound signs. The signs would replace eight green highway signs, decluttering the signage along K7 when coming into Lansing.

The Public Works Department has been working with an engineering firm to design minor repairs for the bridge in Bernard Park. Depending on budget considerations, we may schedule the work for 2024. We are also looking to add the LES Crosswalk as an alternate for the annual CIP. Staff is currently working on street evaluations and ratings for mill and overlay in 2024.

**Wastewater:**

Tree clearing is near completion on the east side of K7 to prepare the area for the blasting contractor. Blasting will only be used on vacant land east of K7 Highway. Beginning January 2<sup>nd</sup>, clearing will begin on the west side of K7 and pipe installation will begin at Willow Park. The substantial completion date is listed at November 17<sup>th</sup>, and Final Completion set for December 17<sup>th</sup>, 2024. The City is receiving \$1,300,000 in grant funding from the State, and also received \$240,000 from Leavenworth County for engineering design of the project.

Staff will begin reviewing the timing and potential financing of the Town Center Trunk Sewer Replacement project. This project was originally slated to proceed in 2023 but was shelved when the City received the \$1.3 million BASE Grant from the State for the McIntyre Sewer Project. The sewer pipe this is replacing is an older clay tile pipe, which recently had minor cracking.

**Update on ARPA Funds:**

A summary of the total amount received from the federal government, and what we have spent the funds on is below.

- \$1,823,526.76 American Rescue Plan Act Funds Received
- \$800,000 High Speed Internet in Lansing
- \$90,822 Sewer Improvements near Fairlane
- \$80,000 Sewer Improvements near First Terrace
- \$35,000 Economic Development Data (Buxton)
- \$314,667.73 Water Line Center Drive
- \$503,037.03 ARPA Funds Remaining

We anticipate utilizing ARPA funds to partially fund a storm sewer project next year. We also had a potential multi-use commercial/residential building along K7 inquire about utilizing



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\$80,000 in ARPA funds to assist with utility work for that project. ARPA funds can also be used for fire equipment. The ARPA funds need to be committed by 12-31-2024 and spent by 12-31-2026.

**YTD Sales Tax Update:**

The final year end sales tax updates are below.

	2022 Year End	2023 Year End	Difference
Local Sales & Use Tax (1.45%)	\$2,152,907	\$2,431,676	\$278,769, 12.95%
County Sales Tax	\$1,019,942	\$962,955	-\$56,987, -5.59%
County Use Tax	\$374,361	\$375,517	\$1,156, .31%
Guest Tax	\$93,461	\$104,902	\$11,441, 12.24%

The total non-food sales tax rate in Lansing is broken down as follows:

- 6.5% State Sales Tax (varies on food)
- 1% Countywide Sales Tax
- 1% City General Sales Tax-General Fund
- .45% DeSoto Road & Park Improvements (20 years)
- .45% Aquatic Center (20 years)
  - 9.4%
- 1% Community Improvement Dist. (Mainstreet Chrysler Dodge Jeep Ram property only)

The special sales tax to pay for DeSoto Road and Bernard Park improvements generated \$671,405 this year.

The special sales tax for the aquatic center, which began on July 1<sup>st</sup> generated \$282,565 this year.

**Community & Economic Development:**

A portion of concrete pavement in the alley east of Take5 Oil was poured last week, but the project is not yet complete. Once the existing pole is removed, the final concrete pours will take place. Curbing in the alley was poured so while the alley is not completed, you get an idea of the layout further west. The City recently paved the southern portion of the alley, which was discussed in a City Council meeting back in 2022.

The preliminary plat for Sunnydale Acres was approved by Planning Commission at their December meeting. The final plat will be heard at an upcoming Planning Commission meeting, followed by final approval at a future City Council meeting.

**Surplus Equipment:**

Shortly after the November auction concluded, a 2015 Ford Explorer used in the Police



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Department experienced major transmission issues. Based on the estimate to replace the transmission, we have also placed this vehicle on public auction on [www.Purplewave.com](http://www.Purplewave.com) . The auction for this Explorer concludes on January 9<sup>th</sup>.

**Meetings & Announcements:**

Following up on a discussion from an earlier Council meeting, staff has begun researching mass notification systems. One system, which is operated by our current website provider, is anticipated to be around \$13,000/year. Staff is reviewing different capabilities of the system, but also discussing the merits of the cost and how often it would be used.

There are currently openings for Police Office (I/II).

The Vice President and Treasurer of the Lansing Historical Society have reached out to reopen the lines of communication regarding the plans to utilize the Lansing Correctional Facility for tours and a museum. The independent 501C3 for the Regional Prisons Museum was disbanded in 2019, with funds being disposed of according to the by-laws of the organization. We anticipate future meetings with the Historical Society as their plans become clearer.

- Monday, January 1<sup>st</sup> New Years Day-City Offices Closed
- Thursday, January 4<sup>th</sup> City Council Meeting, 7:00pm, City Hall
  - Swearing In New & Returning Councilmembers
- Monday, January 15<sup>th</sup> Martin Luther King Jr Day, City Offices Closed
- Thursday, January 18<sup>th</sup> City Council Meeting, 7:00pm, City Hall
- Thursday, January 25<sup>th</sup> City Council Work Session, 7:00pm, City Hall
  - Public Works & CIP Overview
- Thursday, February 1<sup>st</sup> City Council Meeting, 7:00pm, City Hall
- Wednesday, February 14<sup>th</sup> Planning Commission Meeting, 7:00pm, City Hall
- Thursday, February 15<sup>th</sup> City Council Meeting, 7:00pm, City Hall
- Monday, February 19<sup>th</sup> President’s Day, City Offices Closed

Sincerely,

Tim Vandall