

## **AGENDA**

### **CALL TO ORDER**

### **PLEDGE OF ALLEGIANCE**

### **ROLL CALL**

### **OLD BUSINESS**

- [1.](#) Approval of Minutes

### **AUDIENCE PARTICIPATION**

### **PRESENTATIONS**

### **NEW BUSINESS**

- [2.](#) Election of Council President
- [3.](#) Contract for Services - Aeration Basin Cleaning/Dewatering
- [4.](#) Leavenworth County Port Authority Board Vacancy
- [5.](#) Ward Map Update Discussion

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

### **PROCLAMATIONS**

### **OTHER ITEMS OF INTEREST**

- [6.](#) Monthly Department Vehicle and Equipment Mileage Reports
- [7.](#) CED Monthly Report

### **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  
THRU: Sarah Bodensteiner, City Clerk  
FROM: Shantel Scrogin, Assistant City Clerk  
DATE: January 12, 2022  
SUBJECT: Approval of Minutes

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The Regular Meeting Minutes of January 6, 2022, and the Special Meeting Minutes of January 10, 2022, are enclosed for your review.

Action: Staff recommends a motion to approve the Regular Meeting January 6, 2022, and the Special Meeting Minutes of January 10, 2022, as presented.

**CITY OF LANSING**  
CITY COUNCIL MEETING

**REGULAR MEETING MINUTES**  
January 6, 2022

**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:** Gene Kirby

**Ward 2:** Don Studnicka and Marcus Majure

**Ward 3:** Kerry Brungardt and Jesse Garvey

**Ward 4:** Gregg Buehler and Ron Dixon

**Councilmembers Absent:** Dave Trinkle

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**OLD BUSINESS:**

**Approval of Minutes:** Councilmember Buehler moved to approve the Regular Meeting Minutes of December 16, 2021, as presented. Councilmember Garvey seconded the motion. The motion was unanimously approved.

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

**Presentations**

**COUNCIL CONSIDERATION OF AGENDA ITEMS:**

**Ordinance No. 1078 – Codification of Ordinances:** Councilmember Buehler moved to approve and adopt Ordinance No. 1078. Councilmember Kirby seconded the motion. The motion was unanimously approved.

**Parks Master Plan – Supplemental Agreement:** Councilmember Brungardt moved to approve the supplemental agreement of bidding services and construction administration and observation services by Vireo in an amount not to exceed \$80,915.00. Councilmember Buehler seconded the motion.

- Councilmember Kirby asked what is the observation services.
  - Jason Crum responded actually I have Larry Reynolds with with me tonight from Vireo. I may let him address that one just so you know exactly.
    - Councilmember Kirby stated that's why I asked, I didn't want him to get too comfortable.
      - Jason Crum asked what's that.
        - Councilmember Kirby stated that's why I am asking I didn't want him to get too comfortable.
          - Jason responded oh, ok. Sorry.
            - Larry Reynolds replied observation services would be for us to be on site during construction making sure it's commencing with plans and specifications.
              - Councilmember Kirby stated ok, thank you.
                - Jason Crum stated just to make sure you understand that we're not going to have somebody on site always during the construction. It's going to be.
              - Councilmember Kirby responded periodic check in.
            - Councilmember Majure asked you mean you're not going to have someone there all the time.
              - Jason Crum stated do what.

- Councilmember Majure asked you're not going to have someone there all the time.
  - Jason Crum asked meaning.
    - Councilmember Garvey stated you thought you were going to have to pop a tent.
  - City Administrator Tim Vandall stated it's hard to tell you are joking with a mask on.
- Mayor McNeill asked any other questions on this.

The motion was unanimously approved.

**Award of Bid – Municipal Building Painting & Carpeting City Project 2021-05:** Councilmember Buehler moved to approve the bid from City Wide Facility Solutions for City Project 2021-05 in an amount not to exceed \$63,718.00. Councilmember Brungardt seconded the motion.

- Councilmember Majure stated I read through it. I read through it thoroughly. The question I have is are they going to come back with lack of staff to be able to accomplish all this work and services in a seemly time.
  - Library Director Terri Wojtalewicz replied I just reached out to them, and they are still on track for the end of January, and they should be fine with staffing. They allotted for this and penciled us in.
    - Councilmember Majure responded ok because we're increasing the cost in order to accommodate this so they could increase their staff in order to meet the timeline.
      - Library Director Terri Wojtalewicz replied they are fully aware.
        - Councilmember Majure stated thanks, appreciate it.
          - Councilmember Brungardt asked Terri would you say that because it's \$8,000 more, everything is just so much more expensive. Would that be a reason?
            - Library Director Terri Wojtalewicz responded that is what is going on, yes.
              - Councilmember Brungardt stated right.
                - Councilmember Garvey stated so \$6,000 for paint. That says it is.
              - Mayor McNeill stated the other fact is that you only had one bid out of the eight people.
            - Library Director Terri Wojtalewicz replied out of eight people and the paint is for the entire building, not just the library side. We're doing the entire building.
              - Councilmember Brungardt stated I don't find that outrageous.
          - Mayor McNeill stated I mean the options are to go out and rebid or accept this one. Rebid would delay it.
        - Councilmember Kirby stated I talked to Councilmember Trinkle who is not here tonight, and he was curious about the original \$55,000 bid.
          - Library Director Terri Wojtalewicz replied that was done in 2019.
      - Councilmember Kirby responded so a 2–3-year-old bid.
  - Library Director Terri Wojtalewicz stated it was a 2–3-year-old bid. When we put in the \$55,000, we did do a 10% increase to account for a year and half later when we did this in June of last year. Ten percent wasn't enough.
    - Councilmember Kirby stated it might be beneficial, I don't know if everybody realizes, it's not just paint and put carpet down. The shelves have to be wrapped, moved and all that. So, it's not just painting and carpeting. There's going to be a lot involved just to get to that point.
      - Library Director Terri Wojtalewicz responded right. They will be wrapping the shelves; they'll also be moving everything on the other side of the building as well.
        - Councilmember Garvey asked they're moving it, or you are.

- Library Director Terri Wojtalewicz replied they are. We will be there to oversee and make sure things are going well but they will be doing all the labor. And basically, there will be four moves on the library side. Fortunately, it's carpet tile so that should make it go quicker and not as much moving around as it was if it was rolled out.
  - Councilmember Brungardt stated thank you Terri.

The motion was unanimously approved.

**Request to Purchase – Police Department Vehicles:** Councilmember Garvey moved to approve the purchase of 2 police package patrol vehicles from CDJ Automotive, LLC D.B.A Main Street of Lansing in an amount not to exceed \$73,900.00. Councilmember Buehler seconded the motion.

- Councilmember Studnicka asked are these going to be trucks, SUV's or are these going to be sedans.
  - Police Chief Steve Wayman replied these are going to be trucks. What Dodge has done, Dodge has quit accepting orders for Durango's or Chargers mid-December. Chevy is also offline with Tahoe's. I haven't heard about Zeck or Ford. I know right now the trucks are available to be ordered. If we were to place an order for a Durango, it wouldn't come until 2023.
    - Councilmember Studnicka asked four door crew cab.
      - Police Chief Steve Wayman responded these are four door crew cabs, special service, not utility vehicles but police vehicles.
- Councilmember Brungardt asked Chief the picture we got in our packet, that's what you are getting.
  - Police Chief Steve Wayman stated that is what we're getting but they will be silver instead of black and white. The other problem with the Durango's this year, they only offer battleship grey which I'm not real fond of that color. Pricing is about the same. They match out with what we are buying the Durango's for anyway. As it was explained to me by two different Dodge dealerships, with Covid on assembly lines they had to increase space on assembly lines. So, they were able to produce 500 vehicles a month, they can only do 250 now with the added space. That is why they had to cut off the order deadline on it which I didn't know until one day before they were going to cut it loose or shut it down in December. This is a new concept with using the truck system, but I went up to Speedway and looked over the trucks and one thing that we are getting with them is the RAM cargo management system which is the bed with utility boxes on each side of the bed. After looking at it, I think it'll serve us, it won't be a problem with it.
- Councilmember Studnicka asked what about your special packages. You have enough cages and radios.
  - Police Chief Steve Wayman replied we'll have to get a cage for it and whether we get Durango's or whatever, we'd have to get cages. We only have to get one for this because there is just one partition between the front and back seat. We're going to recycle as much as equipment as we can out of it. Consoles will have to be brand new, radios we have, cage will have to be brand new. The rest of it we'll see what we got, and piece mill it together.
- Councilmember Majure asked what engine is going to be.
  - Police Chief Steve Wayman replied 5-7.
    - Councilmember Majure asked hemi.
      - Police Chief Steve Wayman responded 5-7 hemi.
        - Councilmember Majure stated a long-lasting engine.
          - Police Chief Steve Wayman stated we've done very well with 5-7's. We take care of the engines really well. The 5-7 platform has done very good for us throughout the years, so we've been running a 5-7 since '06. We haven't really had any issues with the 5-7.
- Councilmember Garvey stated and we're shopping locally again.

- City Administrator Tim Vandall stated I was going to mention the new owner of Main Street Chrysler Dodge Jeep Ram Jeep Doug Kinney is here. Welcome to our Council meeting.

The motion was unanimously approved.

**Request to Purchase – 1/2 Ton and 3/4 Ton Trucks CED and Public Works:** Councilmember Kirby moved to approve the purchase of 2 trucks from CDJ Automotive, LLS D.B.A. Main Street of Lansing in an amount not to exceed \$95,875.00. Councilmember Buehler seconded the motion.

- Councilmember Studnicka stated I have one question. Will these trucks be equipped to push snow? We have a couple trucks now that push snow.
  - Public Works Mike Spickelmier responded the intention was to configure the 3/4 Ton explicitly for the pushing of snow.
    - Councilmember Studnicka stated ok, thank you.
- Councilmember Majure asked are these coming with the 5-7 hemi engine also.
  - Public Works Mike Spickelmier replied the 3/4 Ton will have the V8, the 1/2 Ton light duty will only have a V6.
    - Councilmember Majure responded thanks Mike.

The motion was unanimously approved.

**Family Eye Care Site Plan (Informational Only) – 301 Center Dr:** Community & Economic Development Director Matthew Schmitz stated all the information is in the packet. The Planning Commission approved the Site Plan at their December meeting. So, we are bringing it forward to you guys so that you are aware of what the Site Plan looks like and what the Family Eye Care building is going to look like. At this point we've moved into the building review plan process, so they are submitting building plans and now we are starting the review process on that. The last I talked to Jonathan he was looking for somewhere around March when they would start turning dirt out there. Basically, as soon as the weather breaks.

- Mayor McNeill asked does anybody have any questions on the Site Plan we reviewed.
  - Councilmember Majure stated I don't have a question on the Site Plan or anything. I just want to make sure that we're all in agreement with the appearance and the way this building is going to go up. What is going to be there, that is what we are saying. That is the future of Lansing. This is what we are saying. Our building, we're ok with that.
    - Mayor McNeil responded I mean, basically it meets all the codes.
      - Councilmember Majure replied that is what I am asking.
        - City Administrator Tim Vandall stated it goes through the Planning Commission. That is the Planning Commissions purview at those meetings is to make sure those buildings meet the standards. They wouldn't be able to put up a metal building or a hot pink building.
          - Councilmember Majure stated the reason I am asking is because I read all of it, I looked at, it looks really nice. I just want to make sure we're all agreeing to, ok this is the first one that is going in and we're ok with this is the way, you know the rest will start looking a lot like
            - Community & Economic Development Director Matthew Schmitz responded I think you'll see other buildings in there that look, not that this one doesn't look good, but better than this one at a higher level even than what this one is. But this is a good first step. It'll be a really good-looking building when it's done. Should be on the same caliber as what Mutual Savings, you know that building, how that one is done. That one was done under the UDO which is what sets all those requirements.

- Councilmember Majure stated it looks good from all the pictures.
      - Community & Economic Development Director Matthew Schmitz responded sure.
    - Councilmember Garvey asked even though it's physical address is not on Main Street or is it.
      - Community & Economic Development Director Matthew Schmitz replied it is not. It's 301 Center Drive.
        - Councilmember Garvey asked right, but it will still be part of the Main Street overlay district.
      - Community & Economic Development Director Matthew Schmitz responded there is no Main Street overlay district.
        - Councilmember Garvey stated we got rid of that didn't we.
          - Community & Economic Development Director Matthew Schmitz replied yeah, that's ok.
      - Mayor McNeil stated it just got pulled into the UDO.
    - Community & Economic Development Director Matthew Schmitz responded basically we got rid of the Main Street overlay district but basically, we took those standards, the ones we were happy with, we're going to apply them to the entire city. So now instead of applying just along K-7, it's everywhere in the city. If you build a commercial building anywhere the city, you have to meet those requirements.
      - Mayor McNeil asked anymore questions for Matt on this one. Ok, thanks Matt. I appreciate it.

**REPORTS:**

**Department Heads:** Department Heads had nothing to report.

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

**City Administrator:** City Administrator Tim Vandall stated the Special Meeting schedule for January 10<sup>th</sup> has to shift to 5:30pm due to the Joint Board Meeting with Fire District No.1 being at 6:00pm on January 10<sup>th</sup>. Last year we did not have an event planner, instead, Community & Economic Development Director Matthew Schmitz organized those events, and we are looking to add a part time person as an event planner. It would most likely be 10-12 hours a week, possibly a little more in the summer and less in the winter. It was mentioned at a previous Council meeting that we would be following the school's mask guidance in regard to our recreational sports. Since then, the school has shifted their guidance so we will be strongly encouraging the use of masks now during basketball season. Public Works Director Mike Spickelmier and Kelly Hanne have been working on ideas for ward maps and we'll try to give you guys a couple of good options at the next meeting. City Administrator Tim Vandall has been working along with Mayor McNeill and Community & Economic Development Director Matthew Schmitz on a policy to utilize the American Rescue Plan Act funds where we can work together with people to install sewer lines that promote growth within Lansing. We are talking with others about it and will hopefully have it on the agenda at a future meeting. City Clerk Sarah Bodensteiner came on board and almost immediately got promoted to City Clerk. She has always done an amazing job, been professional, had a great attitude and has been a pleasure to work with. We are grateful she is just going up the road so hopefully we will still see her, and we wish her well.

**Governing Body:** Councilmember Studnicka wished Sarah the best and hates to see her go. Councilmember Kirby stated he was sorry to see Sarah go but good luck to her. He reminded everyone to be safe and smart. We are all tired of the virus stuff, but we know what we have to do to beat it. Councilmember Majure thanked Sarah for all she has done. She will truly be missed. He thanked the guests at the meeting and working with the city to provide those services to us. He thanked the City Attorney for his work on the Ordinance. He finished with the Covid numbers are ramping up, but we have less hospitalizations. He said wear your mask, be careful and be safe.

Councilmember Garvey thanked Doug Kenny for being a local business and doing business with us. He thanked the city employees who got up early New Years Day to push snow. He told Sarah he would miss her texts on Thursday mornings. We appreciate everything she has done for the city. She's gone above and beyond, and she will be truly missed.

Councilmember Buehler dittoed what everyone else has said. He thanked Ron for volunteering. He thanked Sarah for everything she has done, she has been a big help and best of luck in the future.

Councilmember Dixon congratulated Sarah and said best wishes to her. He told the Council it has been a privilege and honor to serve and thanked them all.

Mayor McNeill stated he will personally miss Sarah; her humor and she has done a great job. He is happy for her new opportunity and wishes her the best.

Councilmember Brungardt stated he was very happy for Sarah, and she will be missed. The next person will have big shoes to fill. He also asked everyone to be safe, get vaccinated and wished people would do what they need to do to keep everyone safe.

**ADJOURNMENT:**

Councilmember Brungardt moved to adjourn. Councilmember Buehler seconded the motion. The motion was unanimously approved. The meeting was adjourned at 7:27 p.m.

**ATTEST:**

\_\_\_\_\_  
Mayor, Anthony R. McNeill

\_\_\_\_\_  
Assistant City Clerk, Shantel Scrogin



**CITY OF LANSING**  
**CITY COUNCIL SPECIAL MEETING**

**SPECIAL MEETING MINUTES**  
**January 10, 2022**

**Call To Order:**

The special meeting of the Lansing City Council was called to order by Mayor McNeill at 5:30 p.m.

**Roll Call:**

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

**Councilmembers Present:**

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

**Councilmembers Absent:**

**NEW BUSINESS:**

**COUNCIL CONSIDERATION OF AGENDA ITEMS:**

**Oaths of Office:** City Clerk Sarah Bodensteiner issued the Oath of Office to Councilmember Clemons, Councilmember Brungardt, Councilmember Studnicka and Councilmember Trinkle.

**ADJOURNMENT:**

Councilmember Brungardt moved to adjourn. Councilmember Buehler seconded the motion. The motion was unanimously approved. The meeting was adjourned at 5:32 p.m.

**ATTEST:**

\_\_\_\_\_  
Mayor, Anthony R. McNeill

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Assistant City Clerk, Shantel Scrogin

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## AGENDA ITEM

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TO: Tim Vandall, City Administrator  
FROM: Shantel Scrogin, Assistant City Clerk  
DATE: January 11, 2022  
SUBJECT: Election of Council President

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Per the City Code, the Governing Body shall elect one of its own bodies as President of the Council at the second meeting in January. The President of the Council shall preside at all meetings of the Council in the absence of the Mayor. In the absence of both the Mayor and the President of the Council, the Governing Body shall elect one of its members as "Acting President of the Governing Body." The President or Acting President, when occupying the place of Mayor, shall have the same privileges as other Councilmembers but shall exercise no vetoing powers

Councilmember Studnicka is the current President of the Council.

Policy Consideration: The Council will need to elect one of its own as the President of the Council.

Financial Consideration: N/A

Action: The Governing Body will need to appoint a member of the Council as President of the Council.

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## AGENDA ITEM #

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## AGENDA ITEM

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TO: Tim Vandall, City Administrator  
FROM: Anthony J. Zell, Jr., Wastewater Utility Director   
DATE: January 14, 2022  
SUBJECT: Contract for Services – Aeration Basin Cleaning/Dewatering

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This fall, one of the three aeration basins at the treatment plant needed to be taken offline due to a gearbox malfunction. Staff and a contractor pumped the contents of the aeration basin (designated D1) into aeration basin D2. Upon completion of the pumping operation, approximately one foot of solids and inorganic material remained at the bottom of the tank and associated chambers.

Staff solicited bids from two local contractors who specialize in this type of material remediation. Crews will work with small skid steer loaders and vacuum trucks to remove the remaining material. The majority of the organic material will be reintroduced to the facility for further treatment and processing. The remaining inorganic material (rocks, gravel, eggshells, etc.) will be vacuumed into dewatering boxes, which will allow the free water to drain. Once the boxes have drained sufficiently to pass the requirements of the landfill, the boxes will be taken to the landfill and properly disposed of.

In order to get the best pricing for the work, a daily or hourly rate for the cleaning was sought. Hydro-Klean bid an hourly rate of \$750, while Environmental Works submitted a daily rate of \$9,054 (\$1,132/hr.) It is estimated that this project will take approximately 5 days to complete. The actual disposal costs will be paid directly to the landfill to reduce pass-through costs. One bidder (HydroKlean) did not include costs for the containers for material storage or transport costs to the landfill. The complete bid, from Environmental Works, has a higher rate, but includes all costs and fees for storage and transport. Staff has also worked with Environmental Works during the last basin dewatering project in 2006.

Included with this memo are copies of both bid estimates and some photographs of basin D1.

Policy Consideration: N/A

Financial Consideration: Funds for this are available in the Utility's base budget.

Action: A motion to approve the bid estimate from Environmental Works for cleaning and dewatering the aeration basin at a rate of \$9,054/day.

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## AGENDA ITEM #

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December 21, 2021

Mr. Anthony Zell  
 Wastewater Utility Director  
 City of Lansing, KS.  
 800 First Terrace  
 Lansing, KS. 66043

*Submitted via email: azell@lansingks.org*

**RE: Basin cleaning**

Dear Mr. Zell,

Environmental Works, Inc. (EWI) is pleased to offer this proposal to clean the aeration basin located at the City of Lansing Wastewater facility.

The specific Scope of Work includes:

- **Using a vacuum truck EWI will pump all free liquids from basin and off-load into plants head works for processing.**
- **EWI will use 2 Dingo skid steers to pile remaining grit to be vacuumed out using a Guzzler vacuum truck and vacuum boxes.**
- **EWI will utilize the same Guzzler and vacuum boxes to pump the grit, solids from the 6 vaults.**
- **Vacuum boxes will be set on pad for dewatering before shipment to the landfill.**
- **A special waste permit will need to be submitted and approved with the Johnson County Landfill prior to shipment.**
- **Once grit and solids are removed EWI will power wash the floor of the basin then the wash water will be vacuum out using the liquid vacuum truck to be off loaded into the plants head works.**
- **Work is estimated to take approximately 5 days**

EWI can complete the cleaning of the basin for a daily rate of \$9,054.00 using the time and materials rates below, estimated time to complete the project is 5 days.

Field Supervisor	\$85/hour	Field Trucks	\$25 / per hour each
3-Technician	\$65/hour per person	2 operators	\$75 / per hour
Level C PPE	\$25/day level D each	Power Washer	\$55.00 / per hour

Vacuum Truck	\$95 / hour	Guzzler	\$145 / hour
(2) Dingo skid steers	\$905/ week each	(6) Vacuum Boxes	\$50 / day
Roll-off truck	\$95 / hour	Solid's disposal	\$65.50 / ton

Final invoice will be for actual time and materials spent to complete the project.

Disposal of grit as a Special Waste will require analysis for TCLP VOC's, metals, PCB's, Flash. Landfill disposal charge will be for actual tonnage received at the landfill.

Quote is valid for 90 days, will have to update actual rates within 90 days of project.

If you have any questions or comments regarding this proposal, feel free to contact me at (816) 605-8977. If this proposal is acceptable to you, please sign the attached Environmental Services Agreement and return the signature page to my attention at [mdale@environmentalworks.com](mailto:mdale@environmentalworks.com)

Michael Dale  
Client Manager



Hydro-Klean, LLC  
333 NW 49th Place  
Des Moines, IA, 50313  
Phone: 515-283-0500

# Quote

Quote Nbr.: Q002954  
Order Date: 12/17/2021  
Valid Until:  
Sales Person: Tameka Kueser  
Customer ID: 100450  
Payment Terms: Net 30 Days

**Job Site:**  
City of Lansing, KS  
800 First Terrace  
Lansing KS 66043  
United States of America

**Bill to:**  
City of Lansing, KS  
800 First Terrace  
Lansing KS 66043  
United States of America

\*\*\* This Quote has not been approved by Hydro-Klean Management! \*\*\*

### Job Description

Projected probable project cost to perform the following tasks on a unit cost basis: Variations in the work scope will require execution of a change order.

HK Solutions will use industrial vacuum truck to remove grit from basins and place into roll-off containers. Following removal of grit, organic materials will be pumped into adjacent basin.

Proposal does not include roll-off containers, transportation or disposal. Waste transportation will be calculated port-to-port and provided at a later date.

NO.	ITEM	QTY.	UOM	PRICE	Amount
1	Vac and Pump Grit from Basins and 3 Cells	1.0000	HOUR	750.0000	750.00

\*NOTE: Quote does not include any applicable taxes

Prepared By: Tameka Kueser  
Approved By: Wade Anderson

Accepted By: \_\_\_\_\_  
Date: \_\_\_\_\_  
PO#: \_\_\_\_\_

\*Quote Total: 750.00

Agenda Item 3.

Three 6" transfer pumps draining basin D1 (left) into D2 (right)



Agenda Item 3.



Inorganic solids in aeration zone



Inorganic solids in anoxic zone



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## AGENDA ITEM

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TO: Mayor McNeill, Lansing City Council  
FROM: Tim Vandall, City Administrator  
DATE: January 12, 2022  
SUBJECT: LCPA Board Vacancy

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**Explanation:** The formation of the Leavenworth County Port Authority was updated two years ago, with each community now having representation to the LCPA Board. Leavenworth County and the City of Leavenworth each have two representatives, while Lansing, Basehor, and Tonganoxie each have one representative. Dan Gutshall has represented Lansing but has asked to not be reappointed. Elected officials are able to serve on the LCPA Board. The LCPA Board meetings are the third Tuesday of each month, and as needed. If no City Council members desire to serve on this board, we can make the volunteer position open to the public, but the volunteer should have a financial or economic development background.

**Policy Consideration:** The LCPA is a quasi-governmental agency whose mission is to assist in the development of economic opportunities via the planning, construction, and marketing of industrial property/facilities in Leavenworth County. The LCPA works hand in hand with LCDC to facilitate growth and development in Leavenworth County. The City of Lansing is allocated one person to serve on our behalf to the LCPA Board.

**Financial Consideration:** None

**Action:** A motion to approve a member of the governing body to the LCPA Board, or to advertise the position to the public.

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# AGENDA ITEM

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TO: Mayor McNeill, Lansing City Council  
FROM: Tim Vandall, City Administrator  
DATE: January 11, 2022  
SUBJECT: Updated Ward Maps Based on 2020 Census Data

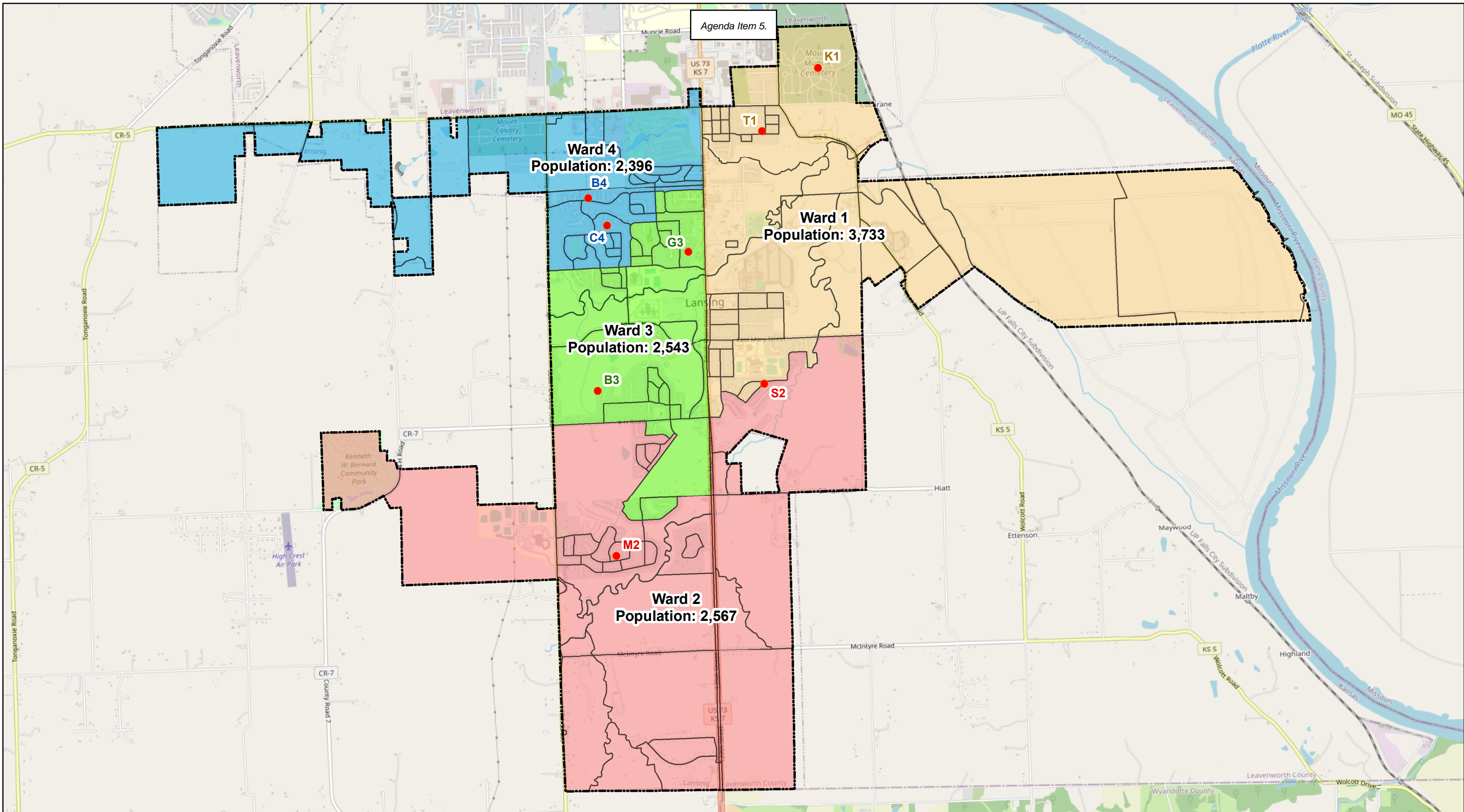
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**Explanation:** Per Section 6-301 of the City Code and pursuant to the provisions of K.S.A. 14-103 and K.S.A. 14-207, the City shall be divided into wards for election purposes. Overall data from the 2020 census was released last year, with more specific data subsets released in late 2021. Staff preliminary worked to create maps that balanced our population and created reasonable boundaries. After several drafts, staff is presenting the eighth draft for consideration and comments. Our GIS/Engineering Technician Kenny Hanne will be present at the meeting.

**Policy Consideration:** In addition changing wards for certain homes, residences that are in new wards could also potentially have new polling places, as Ward One currently votes at the Fire Station on East Kansas, Ward Two votes in the Community Center of City Hall, and Wards Three and Four vote at St Francis de Sales church on Ida St.

**Financial Consideration:** This does not impact the finances of the City.

**Action:** Provide feedback and general consensus to staff. Once a general consensus is achieved, the map will need to be formally adopted by ordinance at a future Council meeting.



Agenda Item 5.

**Ward 4**  
Population: 2,396

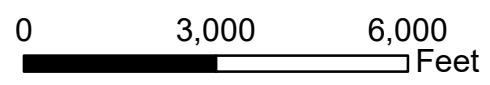
**Ward 1**  
Population: 3,733

**Ward 3**  
Population: 2,543

**Ward 2**  
Population: 2,567

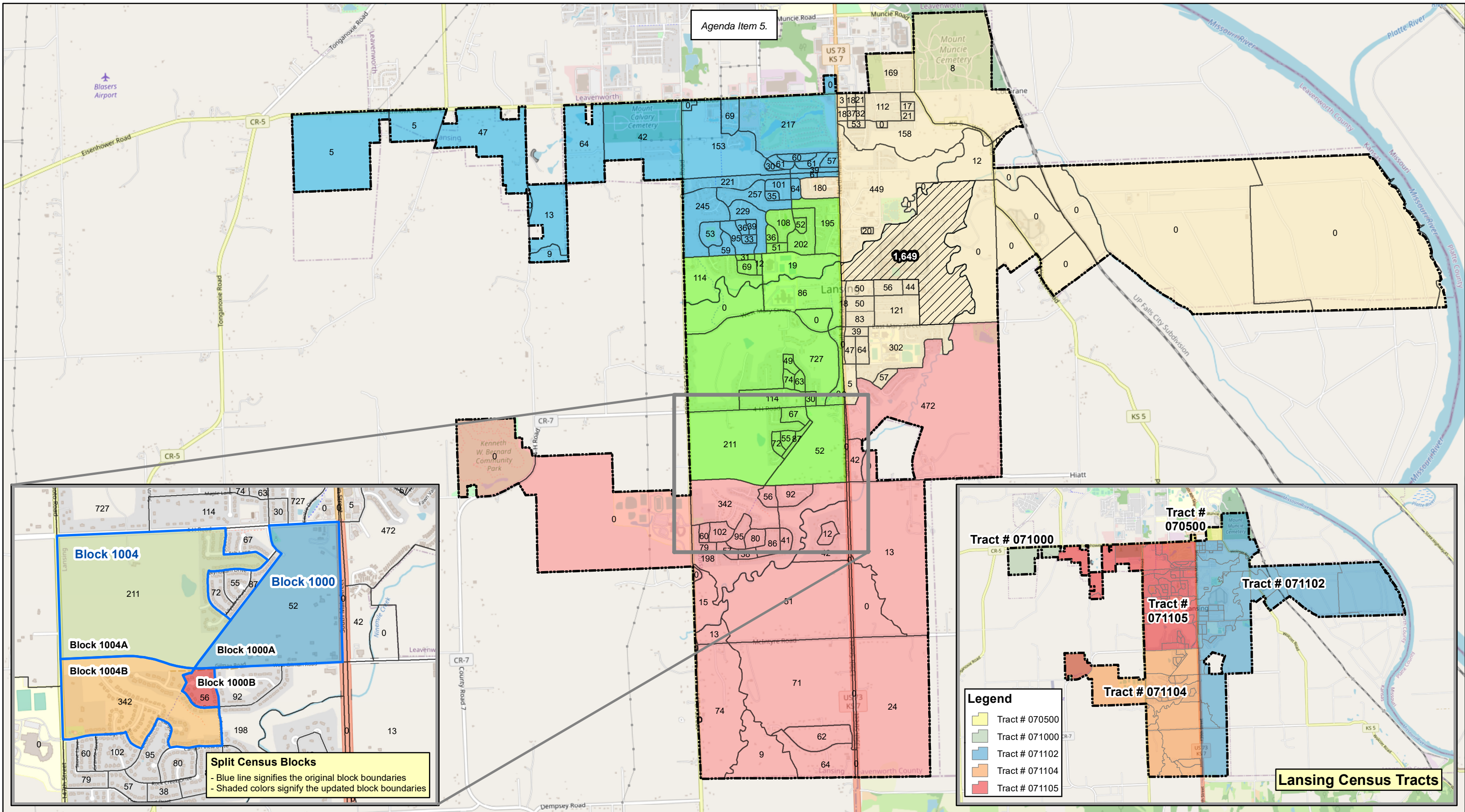
- Legend**
- Critical\_Residents
  - Ward 1
  - Ward 2
  - Ward 3
  - Ward 4

**Lansing Ward Boundaries Original**



1 in = 3,000 feet



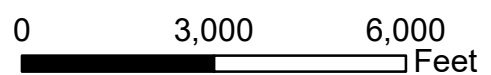


Agenda Item 5.

- Legend**
- Ward 1
  - Ward 2
  - Ward 3
  - Ward 4
  - Prison population of 1,649 was excluded from analysis during the creation of proposed ward boundaries

**Proposed 2022 Lansing Ward Boundaries**

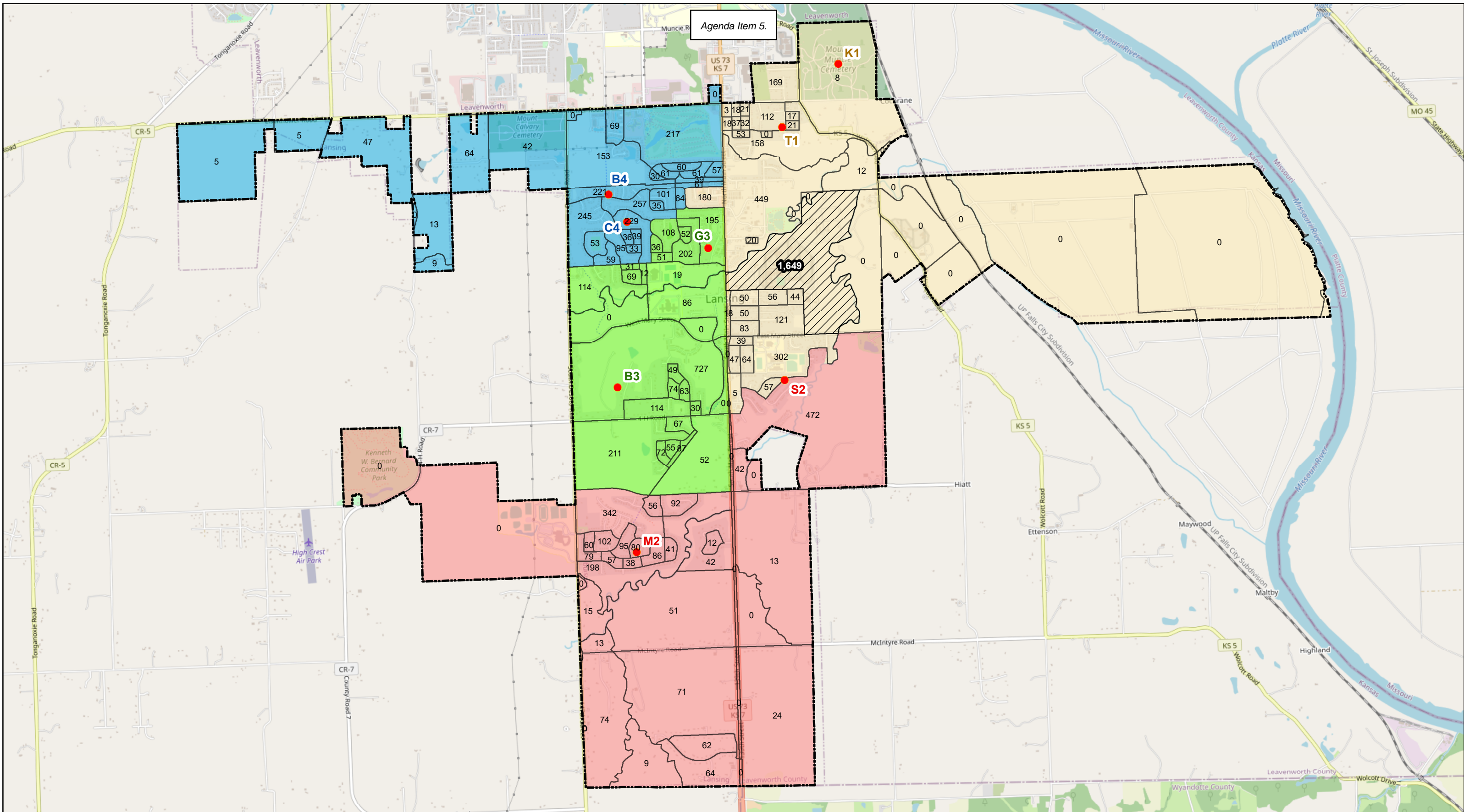
1 in = 3,000 feet



- Legend**
- Tract # 070500
  - Tract # 071000
  - Tract # 071102
  - Tract # 071104
  - Tract # 071105

**Lansing Census Tracts**





**Lansing Ward Boundaries  
Update 9 - Excluding Prison Population**

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	21715	21,753	38	
						0	
						0	
						0	
						0	
Total						38	

Equipment

Year	Make	Model	Description	Hours Start	Hours End	Hours Used	Comments
2018	Advance	SC1500	AutoScrubber Floor Machine	47.89	48.82	0.93	Community Center Cleaning
2018	Kubota	ZG227-A	Mower	228.9	229.1	0.2	
2021	Kaivac	1750	Cleaning Machine	4.3	4.8	0.5	
						0	
						0	
						0	
Total						1.63	

**Lansing Community and Economic Development Department**

**Monthly Fleet Report**

**Month** December      **Year** 2021

**Vehicles**

<b>Year</b>	<b>Make</b>	<b>Model</b>	<b>License Plate #</b>	<b>Description</b>	<b>Mileage Starting</b>	<b>Mileage Ending</b>	<b>Miles Driven</b>	<b>Comments</b>
2006	Ford	Ranger XLT	67211	LT. Pick-up Ext	57,261	57,780	519	
2005	Ford	Ranger	57932	LT. Pick-up Ext	49,010	49,293	283	
2015	Dodge	Journey	A6545	SUV	77,459	77,459	0	KTag: KTA. 02497158

## Parks and Recreation Fleet Report December 2021

### *Vehicles:*

Year	Make	Model	Description	Mileage Start	Mileage Ending	Miles Driven	Current Use	Comments
2011	Dodge	Charger	passenger car	50,842	50,900	58	AC/Parks use	
2014	Ford	F-350	Dump truck	service	21401.00	0	Parks maintenance	service
2016	Jeep	Patriot	SUV	65682	65766	84	Activity Center use	
2017	Chevrolet	Silverado	truck	18969	19234	265	Parks maintenance	
2018	Ford	F-350	4-dr crew	23547	23977	430	Parks maintenance	
Total						837.00		

### *Equipment:*

Year	Make	Model	Description	Hours Start	Hours End	Hours used	Current Use	Comments
1992	Massey Ferguson	1020	Tractor	1983.4	1983.5	0.1	Parks maintenance	
2005	Kubota	F3060	mower	343.2	343.2	0	Parks maintenance	
2007	Turbo Tool Cat	5600	utility vehicle	1237.7	1238	0.3	Parks maintenance	
2012	Wright	ZK	stander mower	1150.2	1151.7	1.5	Parks maintenance	
2016	ABI	Force	infield groomer	273.8	273.8	0	Parks maintenance	
2017	Kubota	ZD1211	mower	786.6	788.7	2.1	Parks maintenance	
2018	Polaris	Ranger	utility vehicle	309.2	315.1	5.9	Parks maintenance	
2019	Exmark	LZ 72	mower	475.5	475.5	0	Parks maintenance	
2019	Emark	LZ 96	mower	250.1	250.1	0	Parks maintenance	
2020	Kubota	ZD1211	mower	181.9	181.9	0	Parks maintenance	
Total						9.90		





**Lansing Public Works Department  
Monthly Fleet Report**

**Month** December      **Year** 2021

**Vehicles**

Year	Make	Model	License Plate #	Description	Mileage Starting	Mileage Ending	Miles Driven	Comments
2008	Ford	Ranger XLT	70321	LT. Pick-up Ext	NA	NA	NA	Sold Purple Wave
1998	Ford	1/2 ton	48091	Pick-up	68,940	69,016	76	
2005	Sterling	LT 8500	64614	Dump Truck	59,089	59,306	217	
2007	Elgin	Crosswind J+	70295	Street Sweeper	6,952	6,952	0	
2017	Chevrolet	3500	88437	Pick-up Truck	27,355	27,966	611	
2011	International	7400	75269	Dump Truck	21,598	21,767	169	
2016	Ford	F350 4x4	88468	One-ton Dump Truck	16,640	16,833	193	
2013	Ford	Explorer	80551	SUV	72,581	72,957	376	
2019	Ford	Ecosport	A4358	SUV	7,660	7,712	52	KTag- KTA. 02497157
2020	Chevrolet	3500	A8914	One-ton Dump Truck	3,225	3,861	636	
2005	Mack	Granite	B0282	Dump Truck	44,053	44,207	154	

**Equipment**

Year	Make	Model		Description	Hours Starting	Hours Ending	Hours Used	Comments
1997	JD	770BH		Grader	5,154	5,156	2	
2004	IR	DD-24		Asphalt Roller	303	303	0	
2006	IR	185		Air Compressor	226	226	0	
1997	Bobcat	763		Skid Steer	2,298	2,299	1	
2014	Case	580 SNWT		Backhoe	1,682	1,713	31	
2002	Crafco	110		Crack Sealer	842	842	0	
2003	Kubota	L3710		Tractor	1,631	1,631	0	
2009	Case	465		Skid Steer	726	729	0	
2018	John Deere	5065E		Tractor	167	167	0	
2018	Vermeer	BC1000		Chipper	9	9	0	

Agenda Item 6.

December			
City Influent	25.05 MG	City Avg Daily	.808 MGD
LCF Influent	.453 MG	LCF Daily Avg	.146 MGD
Total Biosolids	0.37	Precip	.38 inches

Vehicles

Year	Make	Model	Description	Mileage Start	Mileage Ending	Miles Driven	Current Use	Comments
1999	Sterling	Vactor	Jet Truck	8489	8503	14	Collection System	
2012	Chevrolet	Tahoe	SUV	106639	106798	159	Ops/Maint.	
2019	Ford	F250	Pick Up Truck	9745	9822	77	Ops/Maint.	
2019	Ford	F250	Flatbed Truck	3386	3390	4	Ops/Maint.	
2005	Freightliner	M2106	Dump Truck	25378	25413	35	Biosolids Disposal	
Total						289		

Equipment

Year	Make	Model	Description	Hours Start	Hours Ending	Hours Used	Current Use	Comments
1991	Case	1825	Uni-Loader	973	973	0	Plant Activities	
1999	Sterling	Vactor	Jet Truck	2282	2285	3	Collection System	
2004	John Deere	7920	Tractor	1315.6	1316	0.4	Biosolids Disposal	
2005	Polaris	Ranger #1	Utility Vehicle	1420	1427	7	Operations	
2004	Case	621D	Loader	2457.2	2458	0.8	Operations	
2005	Polaris	Ranger #2	Utility Vehicle	1540	1551	11	Maintenance	
2006	JCB	531-70	Telehandler	664.3	666	1.7	Plant Activities	

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

**TO:** Tim Vandall, City Administrator

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



**DATE:**

<b><i>PERMITS AND LICENSES:</i></b>	<b><u>Current Month</u></b>	<b><u>Year to Date</u></b>
Number of permits issued.....	41	572
Number of permits for new single-family housing completed.....	0	0
Number of permits for new multi-family housing completed.....	0	0
Number of occupancy certificates issued.....	2	7
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 .....	0	0
Total valuation of residential and commercial construction and remodeling for which permits were issued.....	\$267,024.56	\$9,969,941.14
Permit fees.....	\$4,849.50	\$69,524.50
Number of inspections performed .....	42	449
Number of trade licenses issued .....	0	127
Total trade contractor licenses issued .....	0	394
Number of occupational licenses issued .....	3	137
 <b><i>CODE ENFORCEMENT:</i></b>	 <b><u>Current Month</u></b>	 <b><u>Year to Date</u></b>
<b><u>Nuisance Report</u></b>		
Three Day Warnings:.....	20	355
Certified Letters Sent:.....	0	5
Compliance:.....	10	278
Compliance Review:.....	13	338
<b><u>Vehicle Report</u></b>		
Warning Letters/Verbal:.....	7	47
Certified Letters Sent (20 Days):.....	0	2
Compliance:.....	5	33
Compliance Review:.....	6	39
<b><u>Weeds Report</u></b>		
Three Day Warnings:.....	0	145
Certified Letters Sent:.....	0	7
Compliance:.....	0	87
Compliance Review:.....	2	145
<b><u>Infiltration of Storm Water System</u></b>		
Three Day Warnings:.....	0	0
Certified Letters Sent:.....	0	0
Compliance:.....	0	0
Compliance Review:.....	0	0
<b><u>Additional Actions</u></b>		
Violation Publications:.....	0	0
Number of Court Actions:.....	0	0
Abated:.....	0	5
Citations:.....	2	2
Contracted for Work:.....	0	5