

AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

OLD BUSINESS

1. Approval of Minutes

AUDIENCE PARTICIPATION

PRESENTATIONS

NEW BUSINESS

2. Appointments to the Parks and Recreation Advisory Board
3. Appointments to the Tree Board
4. CMB Renewals
5. Executive Session for Economic Development

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

6. 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.

AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Tish Sims, City Clerk
DATE: November 28, 2022
SUBJECT: Approval of Minutes

The Regular Meeting Minutes of November 17, 2022 are enclosed for your review.

Action: Staff recommends a motion to approve the Regular Meeting Minutes of November 17, 2022, as presented.

AGENDA ITEM

CITY OF LANSING
CITY COUNCIL MEETING

MEETING MINUTES
November 17, 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 and Dave Trinkle

Ward 2: Don Studnicka and Marcus Majure

Ward 3: Kerry Brungardt and Jesse Garvey

Ward 4: Dan Clemons and Gregg Buehler

Absent:

OLD BUSINESS:

Approval of Minutes of the Regular Meeting of November 3, 2022, as presented.

Councilmember Buehler made a motion to approve Regular Meeting Minutes of November 3, 2022, as presented. Councilmember Clemons seconded the motion. No discussion took place. **Roll Call Vote: Aye: Councilmembers Majure, Garvey, Buehler, Clemons, Brungardt, Studnicka, Trinkle, and Kirby. Nay: none; Abstain: none; Absent: none. The motion was approved.**

Audience Participation: None.

Presentations: None.

COUNCIL CONSIDERATION OF AGENDA ITEMS:

Housing Study Proposal

A few months ago, the City Council discussed conducting a housing study to pinpoint housing needs in Lansing and help guide the City on how to achieve the housing objectives. The City received two proposals to conduct the housing study, one from RDG and the other from Thomas P. Miller & Associates. RDG's proposal was \$30,000, and Thomas P. Miller & Associates proposal was \$79,500.

Councilmember Kirby made a motion to approve the proposal from RDG to conduct a housing study, for an amount not to exceed \$30,000 and authorize the necessary signatures.

Councilmember Studnicka seconded the motion. Discussion commenced between the Council, City Administrator, Mayor, and City Attorney elaborating on the difference between the Comprehensive Plan that is overarching and contains information pertinent to a wide array of future plans for the city versus the proposed housing study that would clarify the specific housing needs of our city. The City Administrator acknowledged that while the cost is a factor, the study allows for the possible use of state or federal programs like the Rural Housing Incentive District program and could affect zoning recommendations. He also stated that the study could be incorporated in the Comprehensive Plan or used to recommend zoning changes to fit the needs of the city. The City Attorney stated that if the council is going to restrict or expand any of the things that will affect the development world outside of our current code, legally they would need a housing study to reduce the risk of litigation. **Roll Call Vote: Aye: Councilmembers Majure, Buehler, Clemons, Brungardt, Studnicka, Trinkle, and Kirby. Nay: Garvey; Abstain: none; Absent: none. The motion was approved.**

Final Plat – Lansing Towne Centre Replat

The Mayor and City Council, property owners of 00000 Centre Dr., have applied for the approval of a final plat for the Lansing Towne Centre Replat subdivision, which will replat an existing group of four parcels into three tracts. If approved, the final plat will allow the property owner to subdivide approximately 18.11 acres into two lots and one tract, allowing for potential future projects to be considered. The property is currently zoned B-3, and no rezoning is being requested at this time. The final plat meets the requirements of the checklist. The Planning Commission voted to recommend the approval of this final plat application with a 5-0 vote.

Councilmember Clemons made a motion to approve the final plat for Lansing Towne Centre Replat. Councilmember Buehler seconded the motion. Discussion commenced regarding the layout of the plat and lots. **Roll Call Vote: Aye: Councilmembers Majure, Garvey, Buehler, Clemons, Brungardt, Studnicka, Trinkle, and Kirby. Nay: none; Abstain: none; Absent: none. The motion was approved.**

Property Sale - Lansing Towne Centre Replat, Lot 1

Kansas City Kansas Community College has approached staff about purchasing Lot 1 of the Lansing Towne Centre Replat for a purchase price of \$30,000 per acre, for a total price of \$360,000 for the 12 acres that make up Lot 1. The Commercial Real Estate Agreement would facilitate the sale of Lot 1 for the future construction of a Community College campus at this location.

Councilmember Clemons made a motion to authorize the Mayor to sign the Commercial Real Estate Sales Contract and other pertinent documents on behalf of the City of Lansing, related to the sale of Lot 1 – Lansing Towne Centre Replat. Councilmember Garvey seconded the motion. Roll Call Vote: Aye: Councilmembers Majure, Garvey, Buehler, Clemons, Brungardt, Studnicka, Trinkle, and Kirby. Nay: none; Abstain: none; Absent: none. The motion was approved.

Dr. Mosier, President of KCKCC, was asked to speak to the council by the mayor regarding the future plans for the construction of the Community College campus. Dr. Mosier thanked everyone involved in supporting the initiative and stated that the estimated opening date would be 2027. Dr. Mosier recognized that the location would allow for multiple school districts to access the facility. He also discussed how mill levy revenue helps build and maintain the schools. Acknowledged the work he has done with the Lt. Governor to bring industry to the state of Kansas. Councilmember Majure asked if technical course options would be at this location. Dr. Mosier stated that both general and technical courses will be available. He also stated that they work with their business and industry partners to develop custom programs or courses to meet specific needs.

Ordinance No. 1091: An Ordinance amending the Unified Development Ordinance of the City of Lansing, Kansas - Section 7.04 Parking Lot Design, A. General Standards, Item 6

This item was remanded back to PC at the October 6th City Council meeting to revise the footage requirement in Item 7.b from 75' to 50'. At the work session on August 25, 2022, the Council came up with requirements for where gravel surfacing should be allowed in the City. The Planning Commission, at their September 21 and October 26th meetings approved recommending changes to the UDO to adopt the parking lot design general standards.

Councilmember Buehler made a motion to adopt Ordinance No. 1091, amending Section 7.04 Parking Lot Design, A. General Standards, Item 6 within the Unified Development Ordinance. Councilmember Studnicka seconded the motion. Roll Call Vote: Aye: Councilmembers Majure, Garvey, Buehler, Clemons, Brungardt, Studnicka, Trinkle, and Kirby. Nay: none; Abstain: none; Absent: none. The motion was approved.

Additional Construction and Inspection Services for the K7 & Eisenhower Project

The City Council approved the initial contract with Benesch for the Construction Engineering and Inspection for the K7 & Eisenhower Project for a total of \$109,650 in February of 2022. The original completion date for the project was November 20, 2022. This action will add up to 8 weeks of Inspection services to cover the remaining work on the project.

Councilmember Buehler made a motion to accept supplemental agreement for CE&I services from Benesch in the amount not to exceed \$38,000 and authorize the Mayor’s Signature. Councilmember Kirby seconded the motion. Discussion occurred between the Public Works Director, Wade Heim from Benesch Construction, and the Council regarding the contingency request and timeline for completion. **Roll Call Vote: Aye: Councilmembers Majure, Garvey, Buehler, Clemons, Brungardt, Studnicka, Trinkle, and Kirby. Nay: none; Abstain: none; Absent: none. The motion was approved.**

REPORTS:

Department Heads: Nothing to discuss.

City Attorney: Nothing to discuss.

City Administrator: Clarified that the updated sales tax rate would not take effect until July 1, 2023 and stated that even at a 9.4% tax rate Lansing would be below neighboring cities sales tax rates. The design contract would be on an upcoming council meeting. Around the December 15th council meeting, there will be documentation for the council to affirm the election and results. Those documents would then be forward on to the Kansas Department of Revenue to begin the process regarding the sales tax increase. No firm dates have been set regarding the timeline for the aquatic center. Completion would be closer to 2025 dependent on delays and supply chain. Public forums could be held to discuss design.

Governing Body:

Councilmember Majure: Recognized the Humane Society and their hard work. Thanked the PIO regarding the Lansing Journal. Thanked the CED Director, City Administrator, and staff for their hard work on the KCKCC proposal. Acknowledged the Public Works Director on all the hard work coordinating the K7 construction.

Councilmember Garvey: Excited about the pool. Stated there are 6,966 registered voters in Lansing. 3,468 people voted in the election.

Councilmember Buehler: Excited about the KCKCC project and the completion of the K7 & Eisenhower intersection. On this day in history, November 17, 1940, the Green Bay Packers were the first NFL team to fly to an away game.

Councilmember Clemons: Thanked KCKCC and staff.

Councilmember Brungardt: Acknowledged that with patience, good things are starting to happen for the community like the pool, Bernard Park updates, and KCKCC opening a campus.

Councilmember Studnicka: Nothing to add.

Councilmember Trinkle: Recognized the hard work the Public Works Director has put into the K7 & Eisenhower construction. Acknowledged the continued work of the staff.

Councilmember Kirby: Agreed with previous statements by the councilmembers. Stated that KCKCC will pay off for years. Looks forward to the aquatic center. Reminded everyone about the Mayor’s Angel Trees out in City Hall.

ADJOURNMENT:

Councilmember Kirby made a motion to adjourn. Councilmember Brungardt seconded the motion. Roll Call Vote: Aye: Councilmembers Majure, Garvey, Buehler, Clemons, Brungardt, Studnicka, Trinkle, and Kirby. Nay: none; Abstain: none; Absent: none. The motion was approved.

The meeting was adjourned at 7:53 p.m.

ATTEST:

City Clerk Tish Sims, CMC

AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Jason Crum, Parks and Recreation Director
DATE: November 22, 2022
SUBJECT: Parks and Recreation Advisory Board Appointments

There are six positions on the Parks and Recreation Advisory Board with terms that will expire on December 31, 2022. The positions were advertised, and four people have applied.

The Lansing Parks and Recreation Advisory Board met on November 10th and reviewed the applications. The Lansing Parks and Recreation Advisory Board recommends the appointment of Kevin Gardner, Gahvin Frey, Eric Caldwell and Norine Lauhon to the Lansing Parks and Recreation Advisory Board for a term ending December 31, 2024.

Action: Appoint Kevin Gardner, Gahvin Frey, Eric Caldwell and Norine Lauhon to the Lansing Parks and Recreation Advisory Board for a term ending December 31, 2024.



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

APPLICATION FOR LANSING PARKS & RECREATION ADVISORY BOARD MEMBER

Name: Keon Gardner

Lansing Address: 1012 N 4th

Home Phone: _____ Cell Phone: 913-775-1467

E-mail: _____

Please attach a written statement expressing your interest in being appointed to the Lansing Parks and Recreation Advisory Board. Your written statement should address the following four topics:

1. Qualifications for the position.
2. Personal philosophy of Parks and Recreation Activities.
3. Desired accomplishments as a Board Member.
4. Willingness to attend board meetings on the 2nd Thursday of every other month.

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

This appointment is to fulfill a Parks & Recreation Advisory Board term of two (2) years expiring on December 31, 2024. Applicants must be a resident of the Lansing School District (USD 469), 18 years of age and a U.S. citizen.

All applications should be returned to Lansing City Hall, 800 First Terrace, marked to the "Attention of the City Clerk" by close of business Monday, October 31, 2022.

To: City of Lansing

Tim Vandall

Jason Crum

Sub: Lansing Parks and Recreation Advisory Board

I am interested in joining the Parks and Recreation Advisory Board. I believe that I can have a positive impact on the youth in Lansing and be a productive member of the Board. I am currently on the Lansing Tree Board, served on the city council for a short time, and been a previous member of the Parks and Recreation Advisory Board. I have time available now and feel I can contribute in areas that may need assistance.

Sincerely,

Kevin Gardner



References:

Howard Jones - (Previous Supervisor and friend of over 40 years)

913-651-5843

Michael Bergen – (Previous co-worker and founder of Hands to Heart organization)

913-710-7356

Dave Trinkle – Lansing City Council member (Ward One)

913-727-6343



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

APPLICATION FOR LANSING PARKS & RECREATION ADVISORY BOARD MEMBER

Name: Gahvin Frey

Lansing Address: 400 W. Olive St., Lansing, KS 66043

Home Phone: 913-306-5882 **Cell Phone:** 913-306-5882

E-mail: gahvinfrey@gmail.com

Please attach a written statement expressing your interest in being appointed to the Lansing Parks and Recreation Advisory Board. Your written statement should address the following four topics:

1. Qualifications for the position.
2. Personal philosophy of Parks and Recreation Activities.
3. Desired accomplishments as a Board Member.
4. Willingness to attend board meetings on the 2nd Thursday of every other month.

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

This appointment is to fulfill a Parks & Recreation Advisory Board term of two (2) years expiring on December 31, 2024. Applicants must be a resident of the Lansing School District (USD 469), 18 years of age and a U.S. citizen.

All applications should be returned to Lansing City Hall, 800 First Terrace, marked to the "Attention of the City Clerk" by close of business Monday, October 31, 2022.

Subject: Application for Open Parks and Recreation Advisory Board position.

10/28/2022

Dear Advisory Board,

I moved to the Lansing community in the summer of 2016 with my wife and our 2 young children. Since then both our son and our daughter have been in fall and spring soccer, basketball, softball and t-ball. I personally have coached basketball for my daughter's teams and will coach for both our son and daughter this year. Also, I have been the "assistant coach" for softball and t-ball and helped during soccer whenever assistance was needed. In addition, prior to my relocation to Lansing, I watched my nephew grow up playing Lansing Parks and Rec sports, even coaching his basketball team one year.

The Parks and Recreation department in Lansing has developed a great program that allows children from our community to participate in a fun, safe and organized sports environment learning life lessons that will continue to benefit them long after their time on the team.

With all of these positive things, I know there is a lot of work that goes on behind the scenes that is often overlooked and underappreciated. I see the opportunity to serve as a board member for Parks and Rec as a way to help share my experience as a parent and community member, along with my professional experience to do my part and help when and where I can.

Below, you will find 3 personal references as requested. All of the references I have known for more than 10 years.

I look forward to the opportunity to serve my community in this manner and am willing to attend the meetings and be an active member of the board.

Please let me know if you have any questions or require additional information.

Thanks,

Gahvin J. Frey

913-306-5882
400 W. Olive St
Lansing, KS 66043
gahvinfrey@gmail.com

References:

Matthew Brown
823 Englewood
Lansing, KS 66043
913-221-7272

Jamar Jackson
1427 Miami St
Leavenworth, KS 66048
913-240-4016

Sandy Hattock
16211 Conley
Basehor, KS 66007
816-223-5146



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

APPLICATION FOR LANSING PARKS & RECREATION ADVISORY BOARD MEMBER

Name: Eric Caldwell

Lansing Address: 12002 Wolcott Dr. Kansas City Kansas 66109

Home Phone: 913-683-8103 **Cell Phone:** 913-683-8103

E-mail: Encorecapone@yahoo.com

Please attach a written statement expressing your interest in being appointed to the Lansing Parks and Recreation Advisory Board. Your written statement should address the following four topics:

1. Qualifications for the position.
2. Personal philosophy of Parks and Recreation Activities.
3. Desired accomplishments as a Board Member.
4. Willingness to attend board meetings on the 2nd Thursday of every other month.

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

This appointment is to fulfill a Parks & Recreation Advisory Board term of two (2) years expiring on December 31, 2024. Applicants must be a resident of the Lansing School District (USD 469), 18 years of age and a U.S. citizen.

All applications should be returned to Lansing City Hall, 800 First Terrace, marked to the "Attention of the City Clerk" by close of business Monday, October 31, 2022.



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

APPLICATION FOR LANSING PARKS & RECREATION ADVISORY BOARD MEMBER

Name: Norine Laubon-Muire Laubon
Lansing Address: 526 S. Hickory Trail
Home Phone: 913-634-2997 Cell Phone: 913-634-2997
E-mail: norine1777@gmail.com

Please attach a written statement expressing your interest in being appointed to the Lansing Parks and Recreation Advisory Board. Your written statement should address the following four topics:

1. Qualifications for the position.
2. Personal philosophy of Parks and Recreation Activities.
3. Desired accomplishments as a Board Member.
4. Willingness to attend board meetings on the 2nd Thursday of every other month.

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

This appointment is to fulfill a Parks & Recreation Advisory Board term of two (2) years expiring on December 31, 2022. Applicants must be a resident of the Lansing School District (USD 469), 18 years of age and a U.S. citizen.

All applications should be returned to Lansing City Hall, 800 First Terrace, marked to the "Attention of the City Clerk".

~~RECEIVED
MAR 1 2022
CITY OF LANSING~~

I'm Norine Lauhon and have an interest in applying for the current opening for the Lansing Parks and Recreation Advisory Board.

Please note the following written statement addressing the requested topics and providing the requested references.

My qualifications for the position:

I'm recently retired after being employed by SPX Cooling Technologies for more than fifty years. I held a management position for a good portion of the fifty years and participated in numerous team initiatives. These experiences provide a good background for determining a given mission and goals for the subject at hand and working together for success.

Personal philosophy of Parks and Recreation Activities:

I've lived in Lansing, Ks, for over forty years and value our community and the family atmosphere that we have. My philosophy is that the citizens of our community be listened to and the Lansing Parks and Recreation Board support their needs if economically feasible.

Desired accomplishments as a Board Member:

My desired accomplishments are to quickly understand the needs of the Lansing Parks & Recreation Board needs and contribute to the best of my ability.

Willingness to attend board meetings on the 2nd Thursday of every other month:

If I'm successful in filling this opening, I'm committing to attend the scheduled board meetings – if not personally attending the participation will be remote via Zoom or Go To Meetings.

References:

Mike and Kathy Lemke

602 South Hickory Trail, Lansing, Ks.

620-339-5866

Terri Wojtalewicz

Director Lansing City Library

913-364-6900

Eric Rathburn

514 Delaware, Leavenworth, Ks.

913-221-2411

AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Jason Crum, Parks and Recreation Director
DATE: November 22, 2022
SUBJECT: Tree Board Appointments

There are three positions on the Tree Board with terms that will expire December 31, 2022. The positions were advertised, and three people have applied.

The Tree Board met on November 10th and reviewed the applications. The Tree Board recommends the appointment of Bethany Magee, Dale Eikmeier and Kevin Gardner to the Tree Board for a term ending December 31, 2025.

Action: Appoint Bethany Magee, Dale Eikmeier and Kevin Gardner to the Tree Board for a term ending December 31, 2025.

AGENDA ITEM



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

APPLICATION FOR TREE BOARD MEMBER

Name: Bethany Magee

Lansing Address: 883 Clearview Drive, Lansing, KS

Home Phone: 913-683-4389

Secondary Phone: _____

E-mail: bethany.magee@gmail.com

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

1. Qualifications for the position.
2. Personal philosophy concerning community trees.
3. Desired accomplishments as a Board Member.
4. Willingness to attend board meetings on the 2nd Thursday of January, March, May, September and November at 5:30 p.m.
5. The name, address, and telephone number of three personal references.

There is a vacancy position on the Tree Board. One position is to fulfill a term expiring on December 31, 2022. Applicants must be a resident of the Lansing Unified School District #469 (USD 469), be 18 years of age, and a U.S. citizen.

All applications should be returned to Lansing City Hall, 800 First Terrace, marked to the "Attention of the City Clerk".

Hello,

I am Bethany Magee and I am a new resident of Lansing,KS. As a recent graduate of the Citizens' Academy, I am anxious to contribute to the community and the Tree Board seems to be a great place to begin.

I have a Fisheries and Wildlife Biology degree from Kansas State which may be beneficial to the Tree Board. I appreciate the effect of trees and local flora on the "curb appeal" of a city and to the emotional well-being of its citizens. I hope that my participation can help add to these as well as strengthening my bond to my new hometown.

For references, I present;

Carolyn and Lou Klemp
637 Willow Street
Lansing, KS 66043
913-727-3868

John and Sharon Sandercox
2217 Kingman Street
Leavenworth, KS 66048
913-651-5643

Holly and Jeff Pittman
1108 S. Broadway
Leavenworth, KS 66048
913-912-3459

Thank you for your consideration,
Bethany Magee



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

APPLICATION FOR TREE BOARD MEMBER

Name: Dale Eikmeier

Lansing Address: 527 S. Desoto RD

Home Phone: 913 680 8557

Secondary Phone: _____

E-mail: deikmeier@kc.rr.com

Please attach a written statement expressing your interest in being appointed to the Lansing Tree Board. Your written statement should address the following four topics: 1. Qualifications for the position.

- 2. Personal philosophy concerning community trees.
- 3. Desired accomplishments as a Board Member.
- 4. Willingness to attend board meetings on the 2nd Thursday of January, March, May, September and November at 6:00 p.m.
- 5. The name, address, and telephone number of three personal references.

This appointment is to fulfill a Tree Board term of three (3) years expiring on December 31, 2025. Applicants must be a resident of the Lansing Unified School District #469 (USD 469), be at least 18 years of age, and a U.S. citizen.

All applications should be returned to Lansing City Hall, 800 First Terrace, marked to the "Attention of the City Clerk" by close of business Monday, October 31, 2022.

1. Qualifications for the position.

Have successfully completed a three-year term on the Tree Board

2. Personal philosophy concerning community trees.

Lansing being designated a Tree City enhances its reputation and desirability as a place to live. The board must continue to promote tree planting and maintenance of Tree City status.

3. Desired accomplishments as a Board Member. Continu to support development of the Arboretum.

4. Willingness to attend board meetings on the 2nd Thursday of January, March, May, September and November at 6:00 p.m. Yes

5. The name, address, and telephone number of three personal references.

Randy Dorf 913 306 4641

417 S 2nd Ste D 101 St Leavenworth KS 66048

Karen Jessup 913 6806903

Hillside, Leavenworth KS 66048

Mike Kermashek 913 724 1590

23115 148th St Leavenworth KS 66048



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

APPLICATION FOR TREE BOARD MEMBER

Name: Kevin Coardner

Lansing Address: 1012 N 4th

Home Phone: _____

Secondary Phone: 913-775-1467

E-mail: _____

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

1. Qualifications for the position.
2. Personal philosophy concerning community trees.
3. Desired accomplishments as a Board Member.
4. Willingness to attend board meetings on the 2nd Thursday of January, March, May, September and November at 6:00 p.m.
5. The name, address, and telephone number of three personal references.

This appointment is to fulfill a Tree Board term of three (3) years expiring on December 31, 2025. Applicants must be a resident of the Lansing Unified School District #469 (USD 469), be at least 18 years of age, and a U.S. citizen.

All applications should be returned to Lansing City Hall, 800 First Terrace, marked to the "Attention of the City Clerk" by close of business Monday, October 31, 2022.

Tree Board Application

(printer not functioning properly)

Name: Kevin R. Gardner
Address: 1012 n 4th street
Phone: 913-775-1467

- 1) **Qualifications:**
 - a. Current member reapplying for position, participant in events, steady attendee at meetings.
- 2) **Personal philosophy:**
 - a. Trees are vital to communities and policies need updated and regulated.
- 3) **Desired accomplishments:**
 - a. Increase awareness and help develop an arboretum in Lansing
- 4) **Willingness to attend meetings:**
 - a. Available on these nights.



AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Tish Sims, City Clerk
DATE: November 28, 2022
SUBJECT: Request for Cereal Malt Beverage License Renewals

The following businesses have applied for renewal of their cereal malt beverage licenses.

- GMRG ACQ 1 LLC dba Pizza Hut – 407 North Main Street
- Lansing Quike Stop – 601 South Main Street
- QuikTrip #188 – 1205 North Main Street
- Shree Nivas Inc. dba Finish Line – 506 North Main Street
- Truman Town LLC dba Woody’s Gas Express – 109 4-H Road

The City Clerk, Police Chief, and City Inspector of the Community & Economic Development Departments have reviewed and approved the application. The licensing fee and Kansas State Stamp Tax have been paid.

Policy Consideration: N/A

Financial Consideration: The licensing fee and Kansas State Stamp Tax have been paid.

Action: Staff recommends a motion to approve the Cereal Malt Beverage License renewals for for GMRG ACQ 1 LLC dba Pizza Hut at 407 North Main Street, Lansing Quike Stop at 601 South Main Street, QuikTrip #188 at 1205 North Main Street, Shree Nivas Inc. dba Finish Line at 506 North Main Street, and Truman Town LLC dba Woody’s Gas Express at 109 4-H Road.

AGENDA ITEM

AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Tish Sims, City Clerk
DATE: November 28, 2022
SUBJECT: Executive Session – Economic Development

Executive Session will be called for 30 minutes to review Economic Development activities pursuant to the discussion of confidential data relating to the financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorship, K.S.A. 75-4319(b)(4).

AGENDA ITEM



City of Lansing
800 First Terrace
Lansing, Kansas 66043

City Administrator's Report
December 1, 2022

Agenda Items:

Six positions on the Parks & Recreation Advisory Board were slated to expire on December 31, 2022. Four people have applied for the positions to end on December 31, 2024. The City received applications from Kevin Gardner, Gahvin Frey, Eric Caldwell, and Norine Lauhon for the open positions.

There are three openings on the Tree Board slated to expire on December 31, 2025. The City received three applications, from Bethany Magee, Dale Eikmeier, and Kevin Gardner for the open positions.

The City received renewal requests from several businesses for the renewal of their cereal malt beverage licenses. Pizza Hut at 407 North Main Street, Lansing Quike Stop (formerly Petro Deli) at 601 South Main Street, QuikTrip at 1205 North Main Street, Finish Line at 506 North Main Street, and Woody's Gas Express at 109 4H Road have all submitted the required paperwork and licensing documents to the State. Staff is recommending approval of all cereal malt beverage license renewals.

An executive session for 30 minutes to discuss economic development activities is being requested on Thursday evening.

Public Works:

The asphalt base in front of TSC was completed on November 23rd, which is on schedule and allows for the center island work the week of December 1st. All businesses have had accessibility throughout the duration of the project. We are still hopeful for substantial completion before the end of the year, but there is some concern about laying asphalt when it is too cold or if the asphalt plants potentially shut down. If asphalt cannot be poured, the intersection would be open during the winter months, but there'd potentially be a small 1" lip where the surfacing would be placed in the spring. We plan to have an agenda item at an upcoming meeting to recap and affirm all the smaller change orders previously approved during the project.

Clearwave Fiber has been issued 14 permits within Lansing, and an additional four KDOT permits to conduct work in the right-of-way. Clearwave is in the process of planting grass in some areas, with additional seeding likely to take place over the next couple of months. AT&T has been issued six permits, and one KDOT permit to work in the right-of-way. AT&T will likely continue working in Lansing in 2023 and perhaps beyond. AT&T has also stated they will cease installation of the above ground utility boxes in front yards but may still install in rear

utility easements. Moving forward, AT&T will utilize at-grade utility boxes, also known as flowerpots. To date, no right-of-way permits for fiber providers have been closed out.

We had our first resident utilize the sidewalk cost share program, with a resident being reimbursed \$2,300 for replacing a portion of sidewalk on their property.

We hope to hear back soon from KDOT regarding our grant cost share application to replace the bridge along DeSoto.

The City is again working with KDOT to replace the plain green signage along K7 with wayfinding signs directing drivers to City Hall, the Library, Lansing High School, etc.

Community & Economic Development:

Director of Community & Economic Development Matthew Schmitz will brief the Council on the planning for the annual fireworks show on Thursday night. We'd like to verify the proposed date of July 1st with the Council, as well as discuss the location of the event.

Staff received requests to update our previously approved ARPA policy to allow the City to assist commercial and industrial projects. Mr. Schmitz and Mr. Vandall are working to ensure the updated policy would only cover eligible expenses, but can also assist commercial businesses that generate jobs, property taxes, and sales taxes. Once the update is complete, we will bring the updated policy to the Council for approval.

Construction continues at Family Eye Care. The building is closed in and they are working on interior work, as well as exterior site work. Work on the parking lot is currently taking place. The Planning Commission granted a modification to the FEC site plan by allowing them to remove the small retaining wall on the property.

Work has begun on the townhomes at Santa Fe and Fairlane. A completion date is tentatively scheduled for next year. We have reached out to the developer of the Fairway Estates Fifth Plat. We hope to receive updated plans for this single-family home subdivision shortly.

Discussions are beginning at LCDC regarding the sites of future industrial parks in Leavenworth County. These discussions could be expedited if the existing parks in the area are filled soon. Completion of the sewer line toward McIntyre could make that site appealing, or even construction to the southern edge of the property to begin, as we discussed in the summer. As the discussions progress, staff will keep the Council abreast of the industrial park search.

YTD Sales Tax Update:



City of Lansing
800 First Terrace
Lansing, Kansas 66043

	2021 YTD	2022 YTD	Difference
Local Sales & Use Tax (1.45%)	\$1,517,837	\$1,798,385	\$280,548, 18.48%
County Sales Tax	\$830,650	\$846,514	\$15,864, 1.91%
County Use Tax	\$248,637	\$311,560	\$62,863, 25.28%
Guest Tax	\$200,109	\$93,460	-\$106,648, -53.29%

Through the October disbursement, the .45% sales tax has generated \$557,499, on pace for \$668,999 throughout the year. The 2022 debt payment for DeSoto Road is \$388,075. Based on current projections, this would leave \$280,924 toward park improvements this year.

*A hotel in Lansing was used in 2021 for isolation during the pandemic. Current Transient Guest Tax figures are less but comparable to 2019 figures

Final valuations were completed, and the County recently sent us our finalized mill levy of 36.448. Based on the final mill levy, property taxes on a \$300,000 home would be \$1,257.46, a decrease from \$1,415.57 last year (41.031 mills). One mill in Lansing currently generates \$109,171.72.

Wastewater:

Three of the four easements needed for the Town Center Sewer Replacement project have been negotiated and signed. The final parcel is involved in a probate case and contact with the property owners has been limited. One of the family members is in the process of purchasing the property. 100% plans and specifications are complete and permitting is ongoing. The latest engineer estimate for construction is \$900,000. Construction of this project will follow, as directed by the City Council.

The owner of a gas main in conflict with the sewer alignment for the McIntyre Sewer Interceptor project has been found and contacted; however, there still seems to be confusion about the entity that owns the pipe. Staff reached out to a private law firm for assistance on this issue with preliminary positive results. The next step for the project is to acquire easements or permission from landowners to perform Geotech work to refine the project cost estimate. 90% plans are under staff review currently. This project would extend sewers to McIntyre Road and include the installation of nearly 9,500 feet of pipe.

A draft report of the flow study and revision to the Wastewater Master Plan will be delivered in the upcoming months.



City of Lansing
800 First Terrace
Lansing, Kansas 66043

Meetings & Announcements:

The City currently has an opening on the Parks & Recreation Advisory Board and multiple openings on the Building Trade Board of Appeals and Plumbing Trade Board of Appeals.

The City currently has openings for Police Officer, Parks & Recreation Laborer, and part-time Librarian.

- Thursday, December 1st City Council Meeting, 7:00pm, City Hall
- Sunday, December 4th Mayor’s Christmas Tree Lighting Ceremony
- Thursday, December 15th City Council Meeting, 7:00pm, City Hall
- Wednesday, December 21st Planning Commission Meeting, 7:00pm, City Hall
- Friday, December 23rd Christmas Even Holiday, Offices Closed Half Day
- Monday, December 26th Christmas Holiday, City Offices Closed
- Friday, December 30th New Year’s Eve Holiday, Officed Closed Half Day
- Monday, January 1st New Year’s Day, City Offices Closed
- Thursday, January 5th City Council Meeting, 7:00pm, City Hall
- Wednesday, January 18th Planning Commission Meeting, 7:00pm, City Hall
- Thursday, January 19th City Council Meeting, 7:00pm, City Hall
- Thursday, January 26th City Council Work Session, 7:00pm, City Hall

Sincerely,

Tim Vandall