

AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

OLD BUSINESS

1. Approval of Minutes

AUDIENCE PARTICIPATION

PRESENTATIONS

NEW BUSINESS

2. Public Hearing for Consideration of the Amended 2023 Budget
3. Approval of Leavenworth Fire District No. 1 Board appointment application
4. Banking Services
5. Resolution B-6-2023 GAAP Waiver
6. 2023 Wastewater Master Plan Update
7. MOU - Base Grant Administration

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

8. Fleet Reports
9. City Administrator Report

PROCLAMATIONS

OTHER ITEMS OF INTEREST

10. Directional Wayfinding Signs Information

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: December 15, 2023
SUBJECT: Approval of Minutes

The Regular Meeting Minutes of December 7, 2023 are enclosed for your review.

Action: Staff recommends a motion to approve the Regular Meeting Minutes of December 7, 2023, as presented.

AGENDA ITEM

CITY OF LANSING
CITY COUNCIL MEETING

REGULAR MEETING MINUTES
December 7, 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
Ward 3: Kerry Brungardt and Jesse Garvey
Ward 4: Dan Clemons and Gregg Buehler

Councilmembers Absent: Don Studnicka

OLD BUSINESS:

The Regular Meeting minutes of November 16, 2023, were provided for review.

Councilmember Buehler made a motion to approve the Regular Meeting Minutes of November 16, 2023, as presented. Councilmember Garvey seconded the motion. No discussion took place.

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

Audience Participation:

Presentations:

COUNCIL CONSIDERATION OF AGENDA ITEMS:

Application Approval for the Parks and Recreation Board

There are seven open positions on the Parks and Recreation Advisory Board. The positions were advertised, and seven applications were received. The PRAB met, reviewed the applications, and recommends the following new appointments:

- o Adam Bremer to the Lansing Parks and Recreation Advisory Board for a term ending December 31, 2024
- o Jeff Conklin to the Lansing Parks and Recreation Advisory Board for a term ending December 31, 2025

The PRAB also recommends the following re-appointments for a term ending December 31, 2025:

- o Robert Lamborn
- o Tricia Howell
- o Dana Fontenot
- o Casey Worrell
- o Bill Dupras

Councilmember Kirby made a motion to appoint Adam Bremer to the Lansing Parks and Recreation Advisory Board for a term ending December 31, 2024, and Robert Lamborn, Tricia Howell, Dana Fontenot, Casey Worrell, Bill Dupras and Jeff Conklin to the Lansing Parks and Recreation Advisory Board for a term ending December 31, 2025. Councilmember Buehler seconded the motion. No discussion took place.

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

Application Approval for the Tree Board

There are three open positions on the Tree Board. The positions were advertised, and one person has applied. The Tree Board met, reviewed the application, and recommends the appointment of Al Gledhill for a term ending December 31, 2026.

Councilmember Brungardt a motion to approve appointing Al Gledhill to the Tree Board for a term ending December 31, 2026. Councilmember Buehler seconded the motion. No discussion took place.

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

Approval of Leavenworth Fire District No. 1 Board re-appointment application

There are two open positions on the Leavenworth County Fire District No. 1 Board. The positions were advertised, and one person has re-applied.

Councilmember Buehler a motion to re-appoint Rob Gaslin 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 Buehler, Clemons, Brungardt, Gardner, Kirby, Majure, and Garvey; Nay: none; Abstain: none; Absent: Councilmember Studnicka; The motion was approved.

Approval of Annual CMB Licensing

Each year the businesses that hold a CMB License must be renewed by the city and the State. The required reviewing of the applications has been done, there are no changes to the applications from previous years. The licensing fee and Kansas State Stamp Tax have been paid for 2024.

Councilmember Brungardt made a motion to approve the Cereal Malt Beverage License renewals for Aldi Inc at 1217 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. Councilmember Buehler seconded the motion. No discussion took place.

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

REPORTS:

Department Heads: Nothing to report.

City Attorney: Nothing to report.

City Administrator: 276 children registered to play basketball in our Parks and Recs program. That's up from 210 last year. That's a huge increase and shows what a great job Parks and Recreation Director Crum, Christina Moberly, the staff, volunteers, and referees do. The other thing to keep in mind with that too is with that many teams and that many leagues, we just couldn't do that without the school district. We're thankful to the school district for letting us use their gymnasiums for practice. Some of our infrastructure projects are coming along well. We just received half of the light poles for Center Drive. Hopefully, we'll start seeing a little more progress on that project. The drainage project for Valley Drive, I think that's mostly complete. That will be on pause until school gets out, and they'll do the pipe under 4-H Rd. We put the quarterly financial report in the council packets. I've said this to you guys before, but especially to those that have been here ten years, twelve years. Just think about how far we've come. Think about where we were coming out of the recession. Our fund balances are much healthier than they were ten or twelve years ago. You guys deserve a lot of credit for that. The department heads deserve a lot of credit for that. We're just in a really good financial place right now. We added a Library Report in there. The Purple Wave Auction was completed last week. We raised \$41,000 selling our surplus equipment. That van that was 16 years old got \$17,000. Kinda shows you what the used car market is like right now. Our 2007 Ranger was covered in rust. That got almost \$7,000. We feel like we did pretty well on that vehicle auction.

Mayor McNeill thanked everyone that supported the Mayor's Christmas Tree Program.

Governing Body:

Councilmember Buehler: On this day in history, Mayor, it's December 7. Everybody knows what happened on December 7, 1941. However, on December 7, 1942, the first concert of the Philharmonic Society of New York, the third Philharmonic Symphony in the United States, was performed on Broadway Street in New York to 600 people.

Councilmember Clemons: Nothing to report.

Councilmember Brungardt: Finance Director Beth Sanford does an outstanding job. Everything she does is spot on. When I ask her a question, she is within a few dollars of knowing. Very impressed with the job she's doing.

Councilmember Gardner: Thank you to all the volunteers who signed up. I believe we're maxed out on board members for the Parks and Rec Advisory Board. So, that's going really well as well as the signups and coaches. I echo Councilmember Brungardt's words on Director Sanford.

Councilmember Kirby: Off what was said about the Mayor's Christmas Tree, I come up about once a week and the tree was full. The social media helped, and we got the word out. Then I saw this afternoon that all the tags had been taken. Thanks to everybody. I know we have people that take entire families. It's a good deal for the kids.

Councilmember Majure: Great job on the basketball, Director Crum. I want to complement the street crews with the snow and detail that we've had. Great job on that. The volunteers for the boards, thank you so much. Thank you to Rob Gaslin for what he's done over the last four years. The improvements to Town Centre and our road network out there look great. 18-wheelers will be able to get in and get out.

Councilmember Garvey: Thank you to the volunteers especially. Thank you to all our working employees in the city. Ditto what Councilmember Majure said about the snow removal. We appreciate all the hard work that you guys do.

ADJOURNMENT:

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

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

The meeting was adjourned at 7:12 PM.

ATTEST:

City Clerk Tish Sims, CMC

AGENDA ITEM

TO: Tim Vandall, City Administrator
 FROM: Elizabeth Sanford, Finance Director
 DATE: December 15, 2023
 SUBJECT: Public Hearing on and Consideration of the proposed Amended 2023 Budget

Due to changes throughout the 2023 budget year, certain amendments to the approved budget are needed. The proposed amendments are:

Capital Improvements Fund – Increase budget authority for additional costs on the Valley Drive and Towne Centre projects.

Police Equipment Reserve Fund – Change the classification of this fund from non-budgeted to budgeted, per the auditor’s recommendation.

Mayor’s Christmas Tree Fund – Increase the budget authority to allow for an increase in families participating in the Mayor’s Christmas Tree program.

To amend the budget, a public hearing is required. The notice of public hearing summarizing the proposed amendments was published in the *Leavenworth Times* on December 9, 2023.

Action:

Staff recommends that the Council open, hold, and close the public hearing on the 2023 Amended Budget and make a motion to adopt the same as presented.

2023

Amended Certificate For Calendar Year 2023

To the Clerk of Leavenworth County, State of Kansas
We, the undersigned, duly elected, qualified, and acting officers of
City of Lansing
certify that: (1) the hearing mentioned in the attached publication was held;(2) after the Budget Hearing this Budget was duly approved and adopted as the maximum expenditure for the various funds for the year.

| Table of Contents: | | Page No. | 2023 Amended Budget | | |
|--------------------------|----------------------|-----------|------------------------------------|---------------------------|------------------------------------|
| | | | Amount of 2022 Tax that was Levied | Adopted 2023 Expenditures | Proposed Amended 2023 Expenditures |
| Fund | <u>K.S.A.</u> | | | | |
| Capital Improvement Fund | | 2 | | 2,693,545 | 2,840,399 |
| Mayor's Christmas Tree | | 3 | | 4,000 | 16,500 |
| Police Equipment Reserve | | 4 | | 75,000 | 83,000 |
| | | | | | |
| | | | | | |
| Totals | | xxxxxxxxx | 0 | 2,772,545 | 2,939,899 |
| Summary of Amendments | | 5 | | | |

Attested date: _____

County Clerk

Assisted by:

Address:

Email:

Governing Body

CPA Summary

City of Lansing

2023

Adopted Budget

| Capital Improvement Fund | 2023 Adopted Budget | 2023 Proposed Budget |
|---------------------------------------|---------------------------|----------------------------|
| Unencumbered Cash Balance January 1 | 838,540 | 175,878 |
| Receipts: | | |
| Ad Valorem Tax | | |
| Delinquent Tax | | |
| Motor Vehicle Tax | | |
| Recreational Vehicle Tax | | |
| 16/20M Vehicle Tax | | |
| Reimbursed Expenses | 0 | 802,168 |
| Transfer from General | 1,725,000 | 1,725,000 |
| Federal Funds Exchange | 130,000 | 136,970 |
| | | |
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| | | |
| Interest on Idle Funds | 10 | 1,300 |
| Total Receipts | 1,855,010 | 2,665,438 |
| Resources Available: | 2,693,550 | 2,841,316 |
| Expenditures: | | |
| Drainage Maintenance | 50,000 | 25,000 |
| K-7 & Eisenhower Project | 0 | 373,829 |
| Street Contract | 750,000 | 911,104 |
| Sidewalk Construction | 20,000 | 700 |
| Curb Replacement | 100,000 | 0 |
| Drainage Contract | 500,000 | 522,165 |
| Bridge Maintenance | 25,000 | 4,000 |
| Storm Sewer Projects | 75,000 | 0 |
| Towne Centre Projects | 785,000 | 798,601 |
| | | |
| Cash forward | 388,545 | 205,000 |
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| Total Expenditures | 2,693,545 | 2,840,399 |
| Unencumbered Cash Balance December 31 | 5 | 917 |

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| CPA Summary |
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City of Lansing

2023

Adopted Budget

| Mayor's Christmas Tree | 2023 Adopted Budget | 2023 Proposed Budget |
|---------------------------------------|---------------------------|----------------------------|
| Unencumbered Cash Balance January 1 | 16,756 | 16,756 |
| Receipts: | | |
| Ad Valorem Tax | | |
| Delinquent Tax | | |
| Motor Vehicle Tax | | |
| Recreational Vehicle Tax | | |
| 16/20M Vehicle Tax | | |
| Donations | 4,000 | |
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| Interest on Idle Funds | | |
| Total Receipts | 4,000 | 0 |
| Resources Available: | 20,756 | 16,756 |
| Expenditures: | | |
| Distributions | 4,000 | 5,000 |
| Community Event | 0 | 1,500 |
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| Cash Forward | | 10,000 |
| Total Expenditures | 4,000 | 16,500 |
| Unencumbered Cash Balance December 31 | 16,756 | 256 |

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| CPA Summary |
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City of Lansing

2023

Adopted Budget

| Police Equipment Reserve | 2023 Adopted Budget | 2023 Proposed Budget |
|---------------------------------------|---------------------------|----------------------------|
| Unencumbered Cash Balance January 1 | 65,908 | 65,908 |
| Receipts: | | |
| Ad Valorem Tax | | |
| Delinquent Tax | | |
| Motor Vehicle Tax | | |
| Recreational Vehicle Tax | | |
| 16/20M Vehicle Tax | | |
| Fines and Fees | 8,000 | 8,000 |
| | 10,000 | 10,000 |
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| Interest on Idle Funds | | |
| Total Receipts | 18,000 | 18,000 |
| Resources Available: | 83,908 | 83,908 |
| Expenditures: | | |
| Capital Outlay | 75,000 | 83,000 |
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| Total Expenditures | 75,000 | 83,000 |
| Unencumbered Cash Balance December 31 | 8,908 | 908 |

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| CPA Summary |
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**Notice of Budget Hearing for Amending the
2023 Budget**

The governing body of
City of Lansing
will meet on the day of December 21, 2023 at 7:00 p.m. at Lansing City Hall, 800 1st Terrace, Lansing, KS 66043 for the purpose of hearing and answering objections of taxpayers relating to the proposed amended use of funds.

Detailed budget information is available at Lansing City Hall, 800 1st Terrace, Lansing, KS 66043 and will be available at this hearing.

Summary of Amendments

| Fund | 2023 Adopted Budget | | | 2023 Proposed Amended Expenditures |
|--------------------------|------------------------|----------------------------------|--------------|--|
| | Actual Tax Rate | Amount of Tax that was Levied | Expenditures | |
| Capital Improvement Fund | | | 2,693,545 | 2,840,399 |
| Mayor's Christmas Tree | | | 4,000 | 16,500 |
| Police Equipment Reserve | | | 75,000 | 83,000 |
| | | | 0 | 0 |
| | | | 0 | 0 |
| | | | 0 | 0 |

Elizabeth Sanford

Official Title: Finance Director

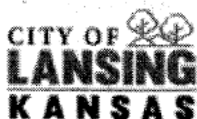
AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Tish Sims, City Clerk
DATE: December 15, 2023
SUBJECT: Fire Board Appointment

There is one open position on the Leavenworth County Fire District No. 1 Board. The term expires on December 31, 2023 and is a 4-year term. The position was advertised, and one person has applied.

Action: Appoint Becky Gordon to the Leavenworth County Fire District No. 1 Board for a 4-year term ending December 31, 2027.

AGENDA ITEM



CITY OF LANSING
800 First Terrace
Lansing, Kansas 66043
Telephone: 913-727-3036 * Fax: 913-727-1538
www.lansing.ks.us

APPLICATION FOR LEAVENWORTH COUNTY FIRE DISTRICT #1 BOARD

Name: Becky Gordon

Lansing Address: 102 S. 3rd Ct.

Home Phone: _____

Secondary Phone: [REDACTED]

E-mail: rebe [REDACTED] @gmail.com
or becky gor [REDACTED] @ gmail.com

Please attach a written statement expressing your interest in being appointed to the Leavenworth County Fire District #1 Board. Your written statement should address the following four topics:

1. Qualifications for the position.
2. Personal philosophy of the Leavenworth County Fire District #1 Board.
3. Desired accomplishments as a Board Member.
3. Willingness to attend monthly meetings.

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

This appointment is to fulfill a four-year term ending December 31, 2027 on the Leavenworth County Fire District #1 Board. Applicants must be a resident of Lansing, 18 years of age, a U.S. citizen, and registered to vote.

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

I am applying for the position on the Leavenworth County Fire District #1 Board as a citizen of Lansing who wishes to serve the community and can attend monthly meetings. I believe that the Fire Board, as a taxing entity, should serve the community in an effective and fiscally responsible manner. A well functioning fire department is key to a safe community, as my family has experienced personally in the past. I hope to help the board find solutions for the difficulties our department faces to be staffed and equipped to serve our community in this competitive field.

References:

Kyle Mitchell, pastor at CityWon church, Leavenworth KS

[REDACTED]

[REDACTED] Westwood Dr, Leavenworth KS

Hitomi Morford, LCRW Vice President

[REDACTED]

[REDACTED] Lincoln Ct, Leavenworth KS

Shannon Chambless, LINK Homeschool Co-op Coordinator

[REDACTED]

[REDACTED] George Rd, Tonganoxie KS

AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Elizabeth Sanford, Finance Director
DATE: December 15, 2023
SUBJECT: Banking Services Agreement

The City's current bank, Commerce Bank, recently closed their Lansing branch office. The city would like to bank that has a branch office in Lansing. Staff sent out an RFP for banking services to all local banks with branch offices in Lansing. The city received proposals from the Citizens National Bank, Commerce Bank, Country Club Bank, and Exchange Bank & Trust.

Staff evaluated the proposals and eliminated two banks due to the following:

- Commerce Bank does not have a local branch and would require additional staff time to make daily deposits at the closest branch in Leavenworth.
- Commerce Bank and Exchange Bank & Trust offered lower interest rates than the two other banks that submitted proposals.

Staff then met personally with officers from Country Bank and The Citizens National Bank. Staff is recommending the city enter into a banking service agreement with Country Club Bank based the ability for staff to initiate wire transfers electronically, place ACH filters/blocks on the accounts, and the type of account (automatic sweep) available for the general checking account.

A purchasing card program was initially included in the RFP, but after consideration, staff recommends remaining with Commerce Bank for this program. There is a considerable amount of work involved in switching banks, and removing the purchasing card program would eliminate some of that effort.

Action:

Staff recommends that the council authorize staff to execute an agreement with Country Club Bank for banking services..

AGENDA ITEM

BANKING SERVICES RFP RESPONSE SUMMARY

| REQUIRED BANKING SERVICES | Commerce Bank | Country Club Bank | The Citizens National Bank | Exchange Bank & Trust |
|---|--|---|--|---|
| Interest Bearing General checking account | Interest rate of 60% of Federal Funds Interest on Reserve Balance | Interest rate of 3.75% on balance \$3 - \$4.99 million / interest rate of 4% on balance above \$5 million | Interest rate is 75% of the 91-Day Treasury bill rate with a floor rate of 0.50% | Interest rate of .32% (68%) below 91-day Treasury bill rate |
| Online Banking | Yes | Yes | Yes | \$10/mo to view and transfer between accounts |
| ACH Services | Yes | Yes | Yes | \$30/mo, \$2 per batch, \$.10 per item |
| Wire Transfers | Yes | Yes | Yes - must contact a bank representative | Yes, must contact a bank representative |
| Monthly Electronic Data/Statements | Yes | Yes | Yes | Yes |
| Purchase Card Program | Yes- in house | Yes - through 3rd party /\$1500 one time fee | Yes - in house | \$95 annual fee - 3rd party |
| Availability of Funds Deposited | Same to next day depending on type | Same to next day depending on type | Same to next day depending on type | Same to next day depending on type |
| Supplies (deposit slips/bank bags) | charge for deposit slips/ bags provided | Yes at no charge | Yes at no charge | Yes at no charge |
| ACH Filters/Blocks | Available in ACH Risk Manager module | Yes | No | \$30 per occurrence |
| Returns/Chargebacks after 2 attempts | 1 attempt | Yes | Yes | Yes |
| Collateral/ Pledged Securities | Yes | Yes | Yes | Yes |
| Designated Account Liaison | Bill Petrie, Brian Habjan | Stephanie Mallory, Kevin Miller | Luke Terrell, Christian Morris | Derek Wohlgemuth |
| Record retention - 7 years | Yes | Yes | Yes | |
| Disaster Backup Plan | Yes | Yes | Yes | Backed up off-site |
| OPTIONAL | | | | |
| Credit Cards | In house Merchant Processing Services | 3rd Party | 3rd Party | 3rd Party |
| Automatic Sweep | Interest rate = 60% of Federal Funds Interest / \$130 monthly fee | IntraFi Insured Cash Sweep - 4% Interest on balances about \$5 million / \$155 monthly fee | No | No |
| OTHER VALUE ADDED SERVICES | | | | |
| | Business Plus purchasing card program - provides 1% purchase rebate credit to City's account | | Wealth Management services | Positive Pay \$10/mo |
| | Remote Deposit service | | Commerical Insurance | |
| | Positive Pay - Bank pays only checks that City has authorized | Positive Pay - Bank pays only checks that City has authorized | | |
| | My Milestones - Virtual financial education tool for city employees | | | |
| FEES | | | | |
| Estimated Annual Charges | \$6,100.00 | \$4,855.50 | \$1,800.00 | \$2,697.60 |
| Estimated Monthly Charges | \$508.33 | \$404.63 | \$150.00 | \$224.80 |
| Estimated Monthly Interest Earned on \$10 million balance | \$27,900.00 | \$33,972.60 | \$33,951.37 | \$30,782.58 |
| Branch located in Lansing | No | Yes | Yes | Yes |

AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Elizabeth Sanford, Finance Director
DATE: December 15, 2023
SUBJECT: Resolution No. B-6-2023 – A Resolution authorizing staff to waive the requirements of K.S.A. 75-1120a(a) as they apply to the city of Lansing for the year ended December 31, 2023.

Resolution No. B-6-2023 is a resolution that must be passed annually to exempt the city from complying with Generally Accepted Accounting Principles (GAAP). GAAP basis financial statements are difficult to read and interpret for those who do not have a financial background. In the state of Kansas, it is permissible to prepare financial statements using the Kansas Municipal Audit and Accounting Guide (KMAAG) or cash basis of accounting. This aligns the audited financial statements more closely with the financial statements used throughout the year.

Action:

Staff recommends that the Council approve Resolution No. B-6-2023.

AGENDA ITEM

RESOLUTION NO. B-6-2023

A RESOLUTION AUTHORIZING CITY STAFF TO WAIVE THE REQUIREMENTS OF K.S.A. 75-1120a(a) AS THEY APPLY TO THE CITY OF LANSING, KANSAS FOR THE YEAR ENDING DECEMBER 31, 2023.

WHEREAS, the City of Lansing, Kansas, has determined that the financial statements and financial reports for the year ended December 31, 2023 to be prepared in conformity with the requirements of K.S.A. 75-1120a(a) are not relevant to the requirements of the cash basis and budget laws of this state and are of no significant value to the Governing Body or the members of the general public of the city of Lansing and

WHEREAS, there are no revenue bond ordinances or resolutions or other ordinances or resolutions of the municipality which require financial statements and financial reports to be prepared in conformity with. K.S.A. 75-1120a(a) for the year ended December 31, 2023.

NOW, THEREFORE BE IT RESOLVED, by the Governing Body of city of Lansing, Kansas, in regular meeting duly assembled this 21st day of December 2023 that the Governing Body waives the requirements of K.S.A. 75-1120a(a) as they apply to the city of Lansing for the year ended December 31, 2023.

BE IT FURTHER RESOLVED that the Governing Body shall cause the financial statements and financial reports of the city of Lansing to be prepared on the basis of cash receipts and disbursements as adjusted to show compliance with the cash basis and budget laws of this State.

ADOPTED and **APPROVED** by the Governing Body of the city of Lansing on this 21st day of December 2023.

Anthony R. McNeill, Mayor


(SEAL)

ATTEST:

Tish Sims, City Clerk

:

AGENDA ITEM

TO: Tim Vandall, City Administrator
 FROM: Anthony J. Zell, Jr., Wastewater Utility Director 
 DATE: December 13, 2023
 SUBJECT: 2023 Sanitary Sewer 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. Due to the size of the document, only the executive summary is included with the agenda. A full report is on file at the City Clerk’s office if a more detailed review is necessary. Some of the key highlights include:

- Detailed where CCTV work and manhole inspections should occur in sub-basins showing excessive inflow/infiltration,
- Provided updated locations to remove inflow/infiltration,
- Revised the surcharge maps under various scenarios for the main interceptors to be used when planning future developments,
- Recommends the City formally adopt a 10-year storm interval vs. a 50-year storm interval when planning future developments,
 - Will need to be formally adopted by the City during Tech Spec/Design Criteria update.
- Included the agreement with KDHE and the City regarding future pipe sizes in the 9 Mile basin affected by the McIntyre interceptor,
- Included the agreement with Evergy (Westar) for the electrical poles that were installed on top of the City’s sewer main during the DeSoto Road project.

The adoption of these updates to the plan does not bind the City Council to future actions or commit the funds required to perform the necessary work. Once approved, a copy of this plan will be delivered to KDHE for review.

Policy Consideration: N/A

Financial Consideration: N/A

Recommended Action: A motion to adopt the 2023 sanitary sewer master plan update from George Butler Associates, as presented.

City of Lansing, Kansas Supplemental Report to the Sanitary Sewer Collection System Master Plan

December 2023

COLLEEN E. CONNOR
LICENSED
15081
KANSAS
PROFESSIONAL ENGINEER
12-12-23



PN: 15190

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EXECUTIVE SUMMARY

A. Project Purpose

The Sanitary Sewer Collection System Master Plan Update project was initiated to: a) determine the results of recent sewer improvements; and b) to determine the needs of the sanitary sewer collection system into the future.

This Master Plan Update is intended to review the success of past projects and strategically layout additional capital improvements to the collection system to provide safe and efficient sanitary sewer flow collection. One goal of the Master Plan Update was to identify necessary improvements to the existing collection system so the City can schedule the improvements to be completed to allow for growth in the region. Overall the sewer improvements projects that the city has undertaken since the last Master Plan have greatly improved the collection system, and eliminated the need for multiple projects that were previously outlined.

B. Results and Recommendations

One component of an aging collection system that does remain in the City's collection system is excessive infiltration and inflow (I/I). During the project it was determined by flow and rainfall monitoring that excessive I/I enters the system. I/I is rain water and ground water that enters the system through system defects. I/I is caused by the deterioration of the system and direct connections of storm drainage such as roof downspouts piped to the sanitary sewer collection system. I/I can reduce system capacity and can also inundate a system if left unchecked.

The growth of the city and excessive I/I has caused key interceptors in the City's collection system to be undersized for a 50-year design storm. Growth is expected to continue in Lansing, which will continue to reduce system capacity unless improvements are made.

To properly plan for improvements and expansion of the City's sewer system, the following study objectives were met:

1. Conducted flow and rainfall monitoring of the system and determined the current reaction of the system to rainfall.
2. Developed a computer capacity model and determined the current and future capacity needs of the main interceptors in the sanitary sewer collection system.
3. Developed a recommended plan to address existing and future capacity improvements. A phased plan for these recommendations is included to break down the improvements into manageable projects with a logical sequence of construction.

The project provided the following conclusions and recommendations:

1. Of the twelve basins established in the system during the flow monitoring stage, four basins were found to have excessive I/I that could be identified through I/I

inspections and potentially removed. It is recommended that these basins be inspected to identify and remove cost-effective I/I sources.

Removal of excessive I/I has the benefit of decreasing flow to the wastewater treatment plant, thereby extending the timeframe for a future plant expansion. Removal of excessive I/I will also extend the useful life of major interceptors by not overloading them.

2. A 50-year storm event was selected for storm protection and future growth design flow criteria for the City. This protection is Lansing's current design storm event, and is used by other municipalities. It provides extensive protection when combined with I/I removal. Further discussion of the design storm event is provided later in this section.
3. The hydraulic model identified the need for both relief sewers for existing conditions as well as areas that require relief for future growth conditions. Relief sewers are proposed for the following conditions:
 - a. Current Capacity Issues: Relief sewers to address pipes undersized under current conditions are shown as Project 1. These relief sewers are sized to provide capacity for existing flows as well as future growth.
 - b. Future Capacity Issues: Relief sewers were defined where pipes are not currently undersized, but do not have the capacity to serve future growth.

C. Phasing of Improvements

The phasing of these improvements should consider the following concepts:

- Current undersized sewers should be considered a higher priority than sewers needed to serve growth.
- The areas of excessive I/I resulted from many years of deterioration. Most I/I removal programs are completed over many years to spread costs of system renewal. However, the need for relief sewers for these areas is dependent on the understanding of the amount of I/I that can be removed. Therefore, the investigations to determine the potential for I/I reduction should be completed before the relief sewer improvements are implemented.
- The funding of the rehabilitation program should also consider that areas that currently do not exhibit excessive I/I will deteriorate and need attention in the future.
- The City needs to consider the available capacity in existing sewers in the approval process for proposed developments. Until capacity improvements are completed, the perceived cause of a basement backup or overflow will be new upstream developments, regardless of the actual cause (i.e. blockage).

The recommended phased plan is summarized in Table ES-1 and shown on

Figure ES- 1, Figure ES- 2-, and Figure ES- 3. The detailed plan for each project including figures showing project locations is presented in CHAPTER 4 of this report.

Table ES-1 Recommended Plan Summary

| PROGRESS | TASK | UNIT | AMOUNT | UNIT COST (\$/unit) | Estimated Cost (\$) | Completed Cost (\$) | Future Project Cost ⁽¹⁾ (\$) |
|--|---|------|------------------------|---------------------|----------------------|----------------------|---|
| <u>I/I Investigation and Reduction</u> | | | | | | | |
| Future | I/I Investigation (Basins 2B, 6, 8, 9) | LF | 55,000 | 10 | N/A | N/A | \$ 550,000 |
| Future | System Repair (Basins 2B, 6, 8, 9) | LF | 14,000 | 130 | \$ 1,820,000 | N/A | \$ 2,548,000 |
| SUBTOTAL | | | | | \$ 1,820,000 | \$ - | \$ 3,098,000 |
| <u>Relief Sewer for Existing System</u> | | | | | | | |
| | <u>Description</u> | | <u>Location</u> | | | | |
| Completed | 7-Mile Action Plan (12" to 36") | LF | 12,726 | | \$ 5,408,550 | \$ 4,706,835 | \$ - |
| Completed | Project 1 (10"-12" Pipe) | LF | 3,500 | | \$ 437,500 | \$ 397,706 | \$ - |
| In Progress | Project 2 (12"-15" Pipe) | LF | 3,300 | 130 | \$ 429,000 | \$ 429,000 | \$ - |
| Eliminated | Project 3 (10" Pipe) | LF | 2,100 | | ELIMINATED | \$ - | \$ - |
| Completed | Project 4 (10"-15" Pipe) | LF | 3,400 | | \$ 1,066,000 | \$ 2,502,801 | \$ - |
| Future | Project 4 (10"-15" Pipe) | LF | 4,800 | 160 | \$ 429,000 | | \$ 600,600 |
| Completed | Project 5 (12"-18" Pipe) | LF | 3,200 | | \$ 480,000 | \$ 422,000 | \$ - |
| Completed | Project 6A (36" Pipe) | LF | 4,700 | | \$ 2,350,000 | \$ 2,068,000 | \$ - |
| Future | Project 6B (36" Pipe) | LF | 4,700 | 620 | \$ 2,914,000 | | \$ 4,079,600 |
| 2014 SUBTOTAL | | | | | \$ 15,718,850 | \$ 10,526,342 | |
| 2022 SUBTOTAL | | | | | \$ 3,343,000 | | \$ 4,680,200 |
| <u>Future Relief Sewers for Growth</u> | | | | | | | |
| <u>Phase 1</u> | | | | | | | |
| Future | 9-Mile Interceptor (54" Pipe), Mary St to Main St | LF | 4,500 | 580 | \$ 2,610,000 | \$ - | \$ 3,654,000 |
| Future | Basin 10 (15"-21" Pipe) | LF | 4,400 | 200 | \$ 880,000 | \$ - | \$ 1,232,000 |
| <u>Phase 2</u> | | | | | | | |
| Future | 9-Mile Interceptor (48" Pipe), Main St SW | LF | 6,800 | 740 | \$ 5,032,000 | \$ - | \$ 7,044,800 |
| SUBTOTAL | | | | | \$ 8,522,000 | \$ - | \$11,930,800 |
| TOTAL | | | | | | | \$19,709,000 |

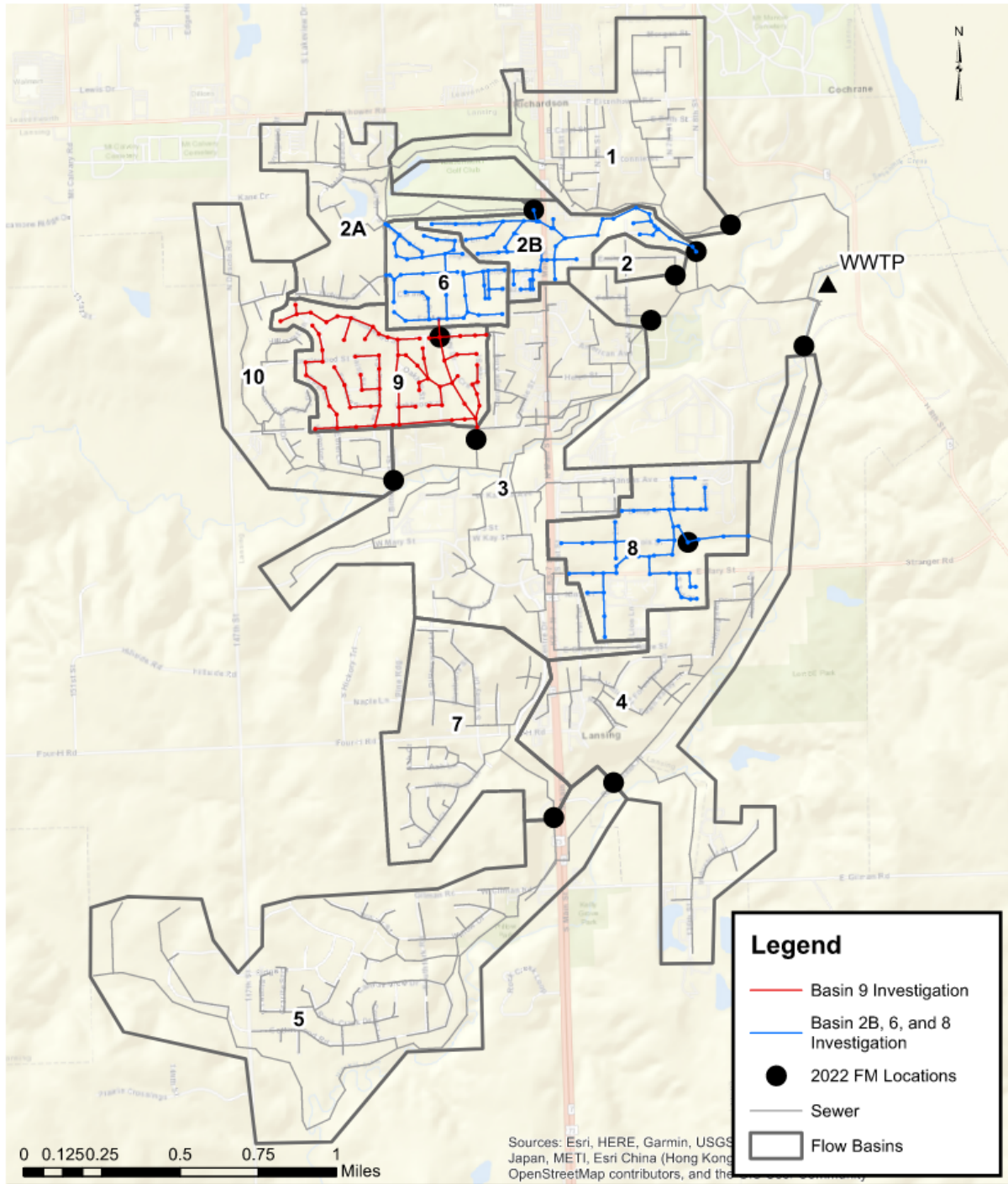
Notes:
 (1) Includes a contingency for project costs of 40%

Short term improvements include inflow and infiltration investigations for Basins 2B, 6, 8, and 9. These can be phased over multiple years to enable cost efficiencies.

Table ES-2 Recommended Short-Term Improvements

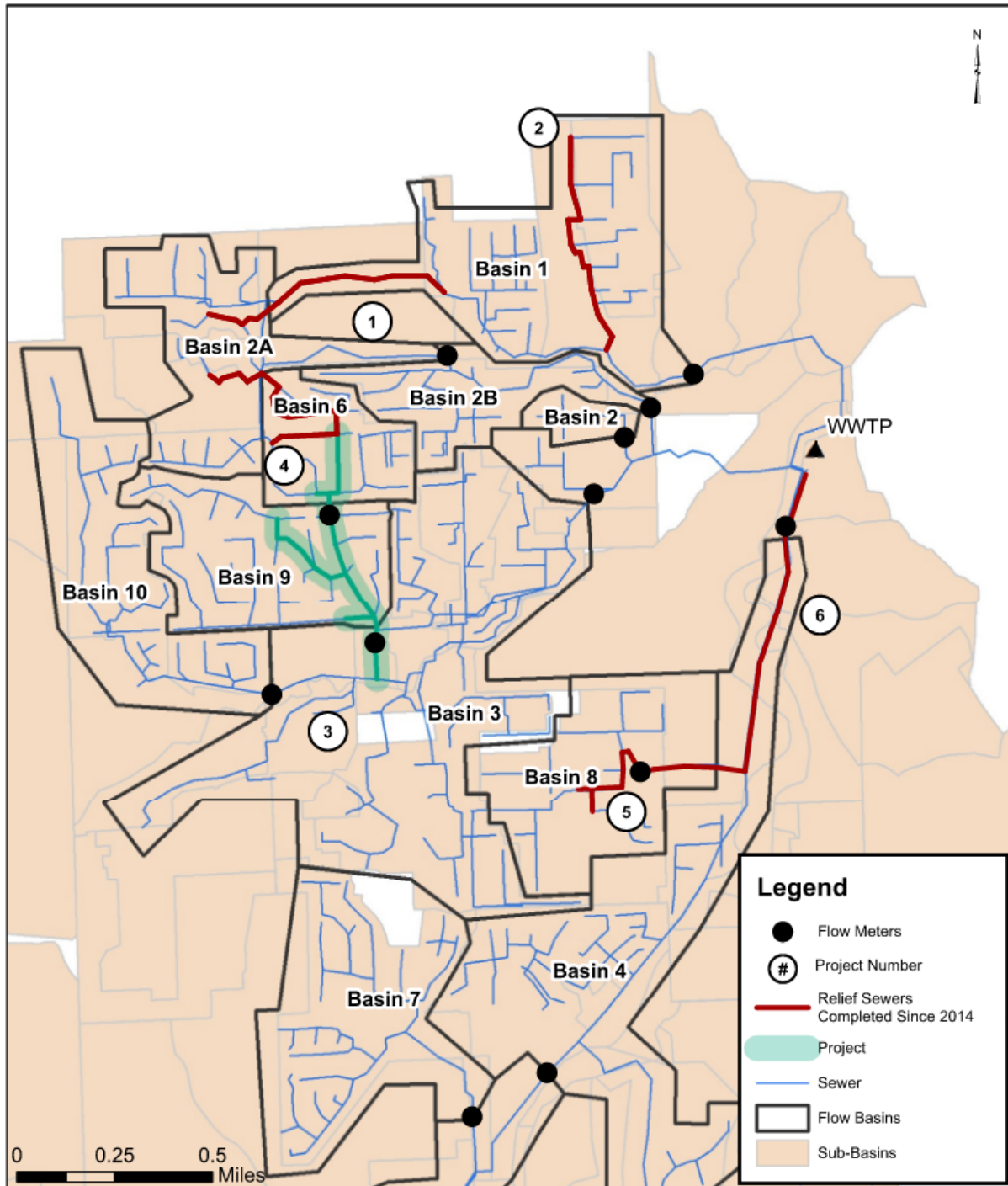
| Short Term Improvements | Estimated Project Cost |
|---|-------------------------|
| <p><u>I/I Investigations</u>: Investigation of areas with excessive I/I would help the City decided whether to initially fund rehabilitation to remove excessive I/I or relief sewers to provide capacity for the peak flows.</p> | <p>\$550,000</p> |
| <p>Total</p> | <p>\$550,000</p> |

Figure ES- 1 – Recommended I/I Investigations



| | | | |
|--|-------------------------|--|--|
| | PROJECT NUMBER 15190 | FIGURE ES-1 | LANSING, KS SANITARY SEWER MASTER PLAN |
| | JUNE 2023 | I/I FUTURE INVESTIGATIONS RECOMMENDATIONS | |

Figure ES- 2- Potential Relief Sewer Projects



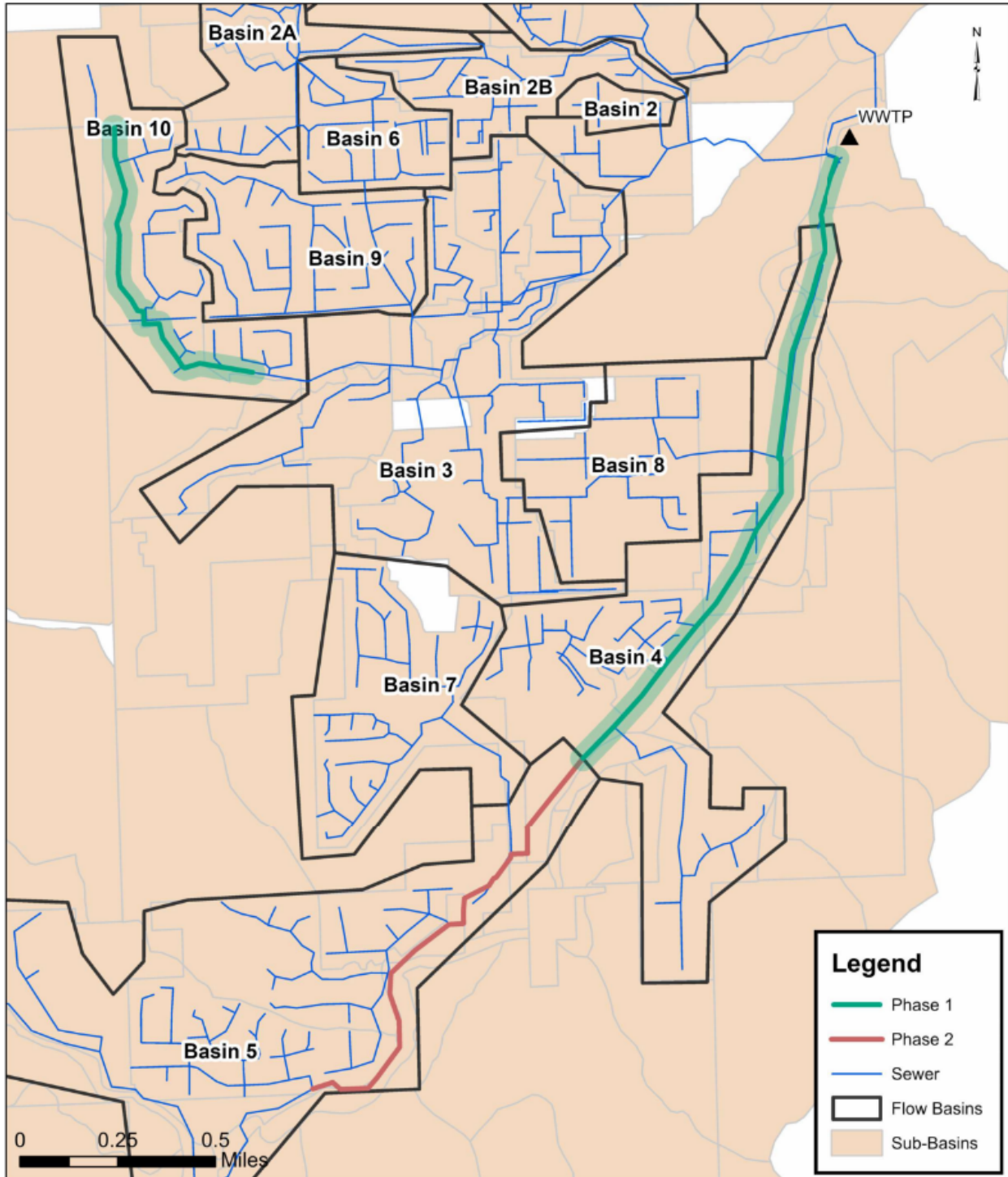
GBA

PROJECT NUMBER
15190
JUNE 2023

FIGURE ES-2
POTENTIAL RELIEF
SEWER PROJECTS

LANSING, KS
SANITARY SEWER
MASTER PLAN

Figure ES- 3 – Potential Relief Sewer Projects (Growth)



| | | | |
|------------|-------------------------|---|--|
| GBA | PROJECT NUMBER 15190 | FIGURE ES-3 POTENTIAL RELIEF SEWER PROJECTS (FUTURE) | LANSING, KS SANITARY SEWER MASTER PLAN |
| | JUNE 2023 | | |

D. Additional Considerations: 10-Year vs 50-Year Design Storm

One additional aspect to consider within this master plan document is the differences between designing sanitary sewer systems for a 10-year vs for a 50-year storm event. The City’s current design standards are based on a 50-year storm, which can result in an overly conservative sanitary sewer design. Many communities in the region, including Johnson County Wastewater and the City of Olathe, use a 10-year design storm for sanitary sewers. Others use a 25- or 50-year storm for sizing of interceptors. In determining the appropriate design storm for sewer sizing, the City should consider the following parameters: cost vs. appropriate size, system age, pipe material, and risk vs. benefits.

1. Future City Growth

The addition of future growth areas into the city could result in sewer extensions totaling 300,000 linear feet of new polyvinyl chloride (PVC) sewer pipe in the two watersheds. The existing system contains approximately 248,000 LF of pipe, primarily consisting of vitrified clay pipe (VCP). After future developments are complete more than 50% of the City’s sewer system will be constructed with PVC pipe. PVC pipe construction will result in less I/I volume in the system, reducing surcharge risk and the amount of flow to be treated. Note that generally, VCP sewers have more joints due to short pipe lengths and have lower quality pipe joints, both of which lead to higher leakage rates.

2. Comparison

Recent analyses of developing properties in the City have compared 10-year to 50-year design storm events for concrete comparisons of flow reactions in the interceptors. Sewer flows were incrementally different between the 10-year and 50-year analyses (0.2’ vs 0.6’ in the 9 Mile 21-inch interceptor).

Reviewing results for modeling the existing 9-Mile interceptor indicate an approximate 18-percent increase in pipe size to convey the 50-year design storm and a 14-percent increase in pipe size to convey the 10-year design storm. The table below provides pipe sizing comparisons for different watersheds under different storm parameters.

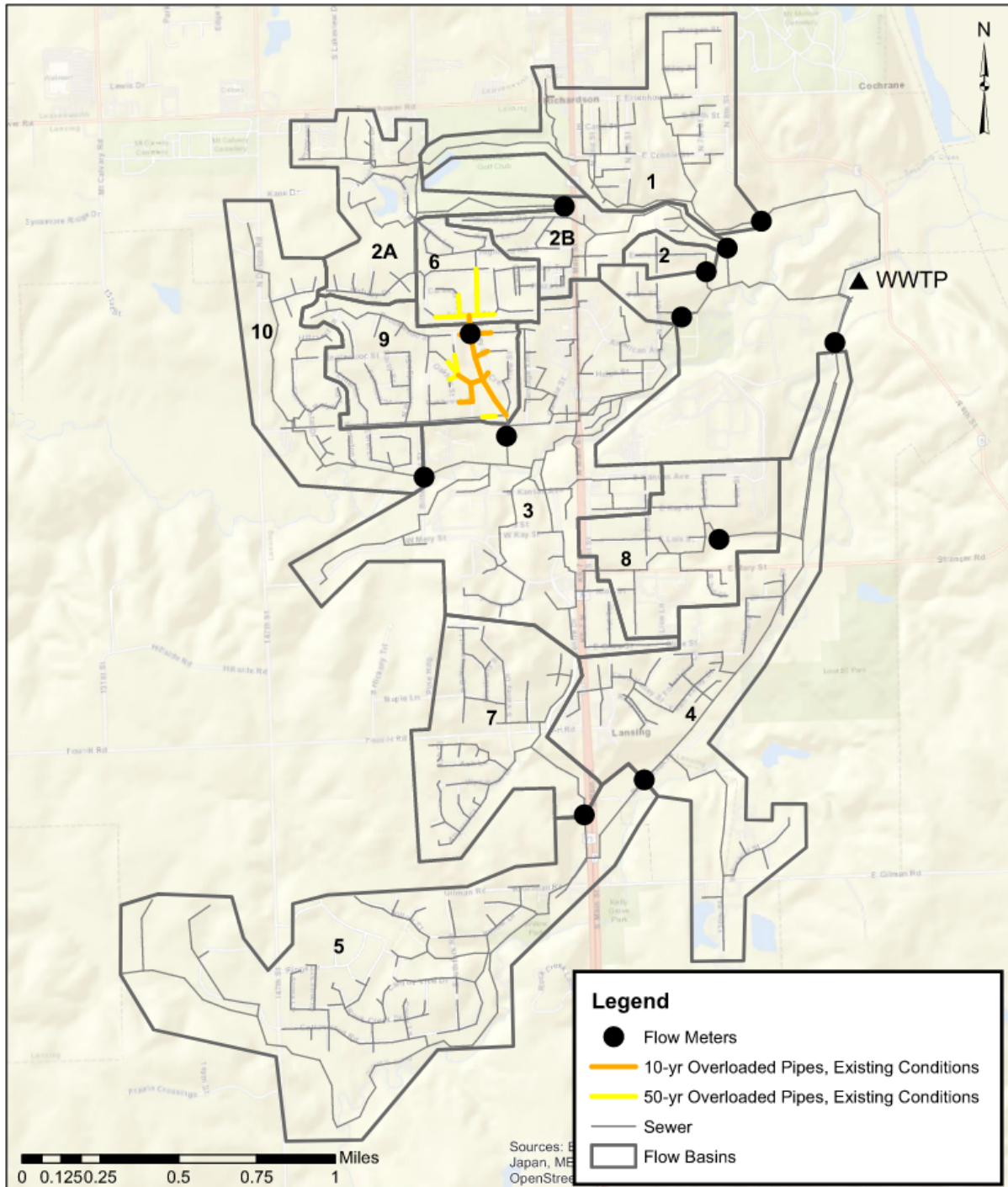
| Level of Protection (Storm Return Interval) | Pipe Size Required - 100 Ac. (in) | Pipe Size Required - 1,000 Ac. (in) | Pipe Size Required - 10,000 Ac. (in) |
|---|-----------------------------------|-------------------------------------|--------------------------------------|
| 10 | 10 | 24 | 66 |
| 50 | 10 | 27 | 72 |

The City of Lansing is fortunate in that basement backups are rarely reported. These would be indicators that the sewer system is undersized or is experiencing excessive I/I. Smaller pipe diameters result in lower sewer cost per linear foot, reducing overall project cost and capital improvements planning cost. Cost savings at the individual project level may seem small, but over the anticipated growth periods and future sewer expansions could amount to significant savings.

3. Recommendation

It is recommended that the 10-year design storm be utilized for future collection system planning. This recommendation is based on utilization of PVC pipe installation practices, the amount of PVC that is and will be installed in the City of Lansing collection system, the marginal difference in pipe size increases on the existing system to convey 10-year and 50-year design storm, and the low surcharge levels both seen with modeling and flow monitoring.

Figure 3-1 Model Results – Existing Conditions



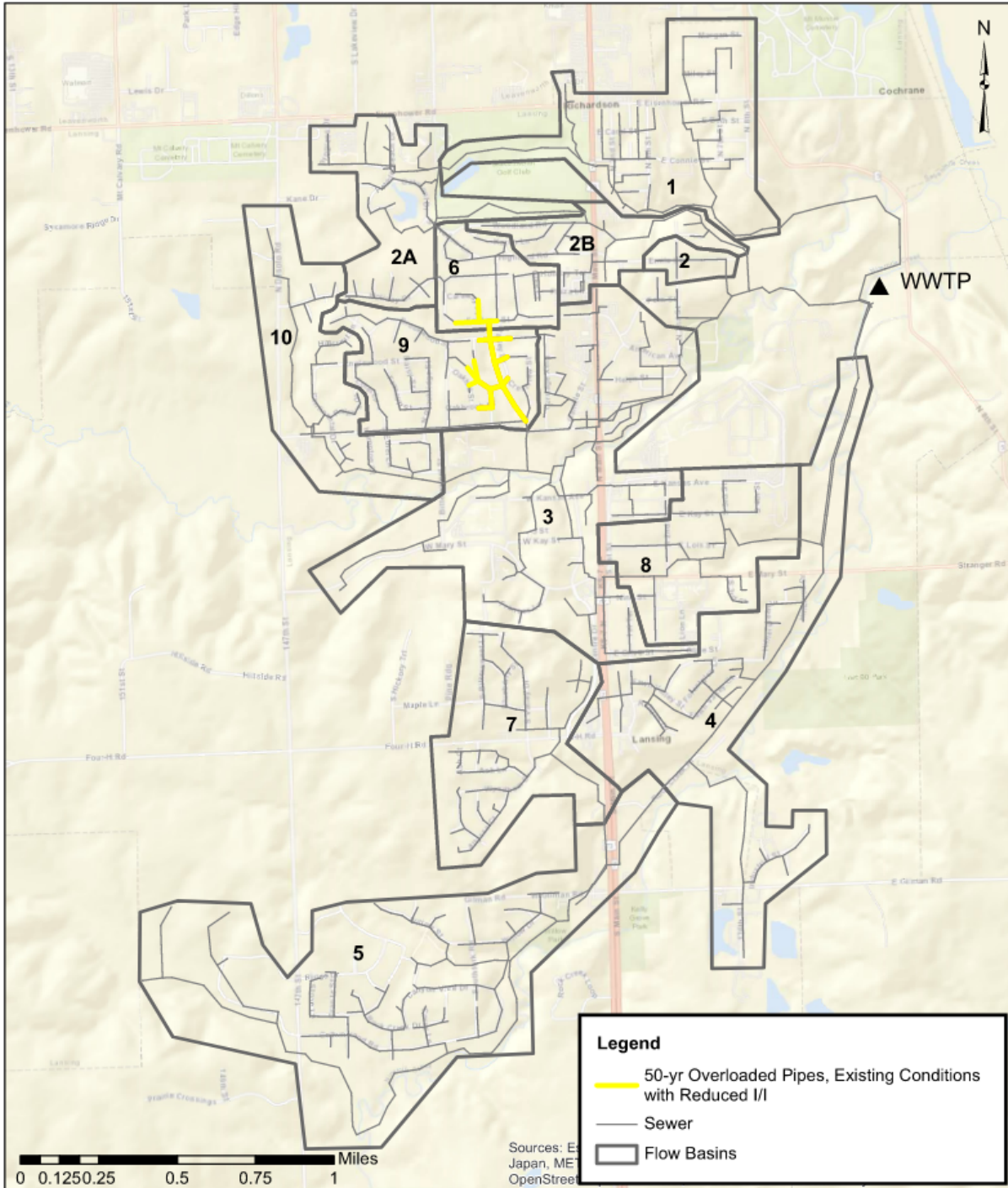
PROJECT NUMBER
15190

June 2023

FIGURE 3-1
MODEL RESULTS-
EXISTING CONDITIONS

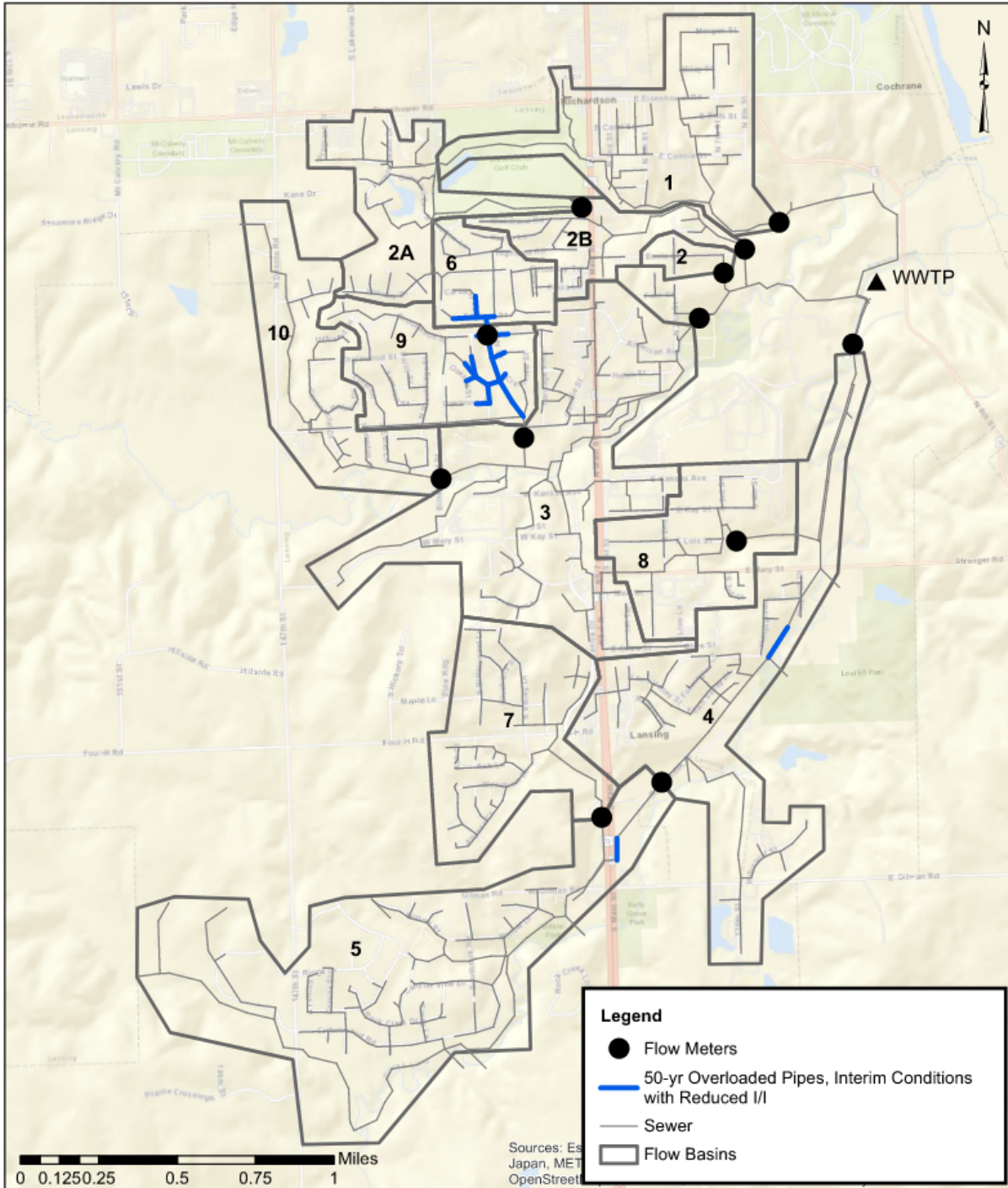
LANSING, KS
SANITARY SEWER
MASTER PLAN

Figure 3-2 Model Results – Existing Conditions with I/I Reduction



| | | | |
|------------|-------------------------|--|--|
| GBA | PROJECT NUMBER 15190 | FIGURE 3-2 MODEL RESULTS- EXISTING SEWERS WITH POTENTIAL I/I REDUCTION | LANSING, KS SANITARY SEWER MASTER PLAN |
| | June 2023 | | |

Figure 3-4 Model Results – Interim Growth Conditions with I/I Reduction




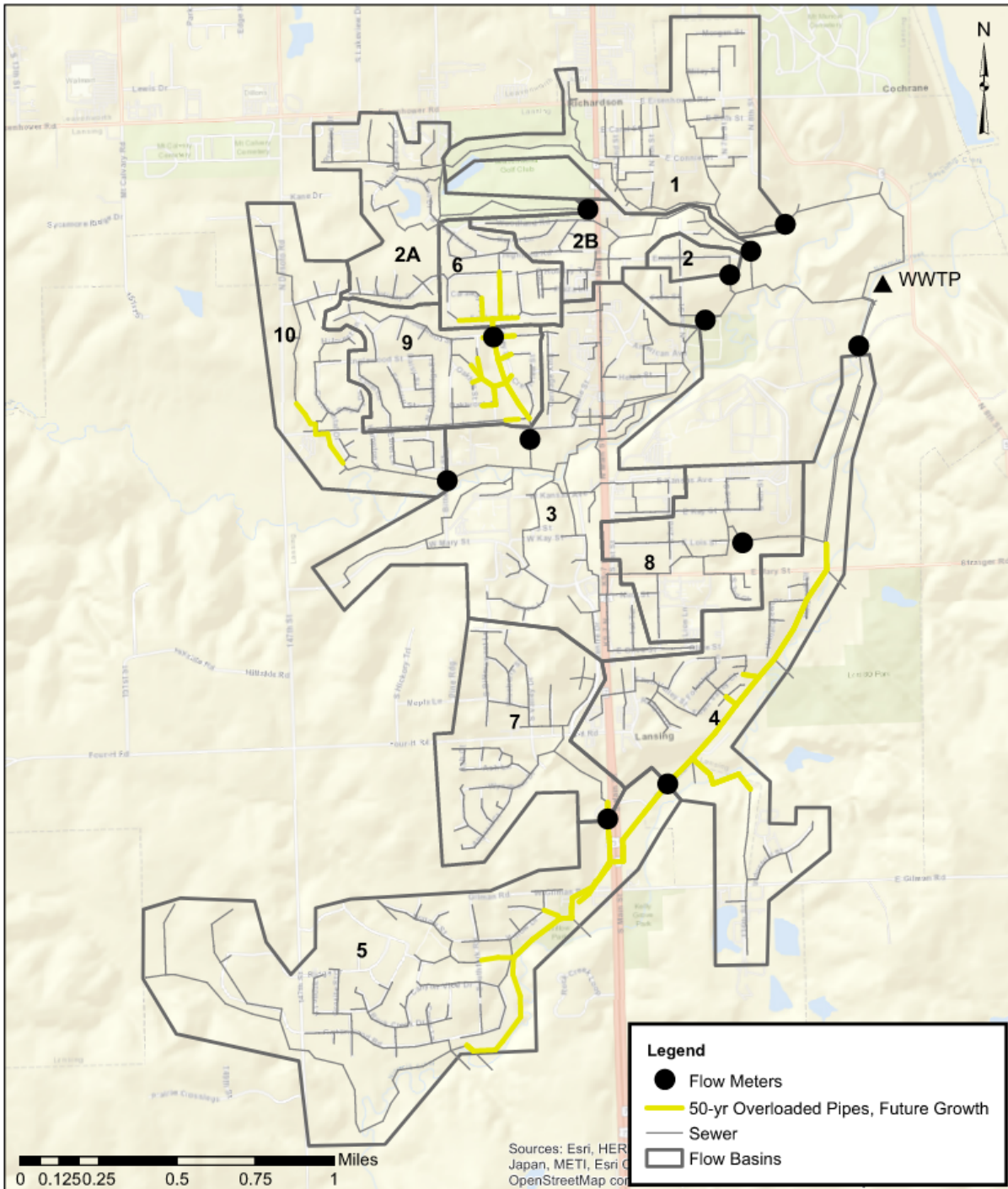

| | | | |
|---|-------------------------|---|--|
|  | PROJECT NUMBER 15190 | FIGURE 3-4 MODEL RESULTS-INTERIM GROWTH WITH POTENTIAL I/I REDUCTION | LANSING, KS SANITARY SEWER MASTER PLAN |
| | June 2023 | | |

Figure 3-5 Model Results – Future Growth Conditions



| | | | |
|---|-------------------------|---|--|
|  | PROJECT NUMBER 15190 | FIGURE 3-5 MODEL RESULTS-FUTURE GROWTH CONDITIONS | LANSING, KS SANITARY SEWER MASTER PLAN |
| | June 2023 | | |

AGENDA ITEM

TO: Mayor McNeill, Lansing City Council
FROM: Tim Vandall, City Administrator
DATE: December 15, 2023
SUBJECT: BASE Grant Documentation

Explanation: The City and Leavenworth County jointly applied for a BASE Grant in 2022. Leavenworth County was the applying agency on the initial grant application, whereas Lansing was the applying agency on the second application, which was successful. The award paperwork listed Leavenworth County as the award winner, as the State Department of Commerce told us they deleted the “duplicate application”, which was written by the City. Thus, all of the grant documents listed Leavenworth County as the awardee, but the State still listed the City of Lansing as the payee and point of contact. This had not been an issue as the sewer utility is operated and owned by the City of Lansing, and the project is within Lansing’s city-limits.

Recently, new employees at the State Department of Commerce wanted to clean up the application since documentation still lists Leavenworth County as the awardee. The State requested an MOU between the two entities, essentially outlining that the City of Lansing would be administering the project and paying the match; additionally, this MOU affirms Leavenworth County is not financially responsible for the project. We have been operating under this premise since the grant was awarded anyway, but new employees at the Department of Commerce would like this formalized.

Policy Consideration: This MOU has been reviewed by City Attorney Gregory J. Robinson, ESQ.

Financial Consideration: The BASE Grant will award \$1.3Million toward the McIntyre sewer project. Additionally, Leavenworth County contributed \$240,000 toward design engineering on this project back in 2021.

Linaweaver Construction’s bid for the full project was \$2,995,003. This MOU formalizes that the City of Lansing is responsible for the remaining match.

Action: Approval of MOU, as presented.



COUNTY OF LEAVENWORTH

300 Walnut St., Suite 106
Leavenworth, Kansas 66048-2725
(913) 684-0412
www.leavenworthcounty.gov

MEMORANDUM OF UNDERSTANDING BASE GRANT APPLICATION, CITY OF LANSING, KANSAS

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 13th Day of December 2023, by Leavenworth County, Kansas, hereinafter referred to as the "County," and the City of Lansing, Kansas, hereinafter referred to as the "City."

WHEREAS, the County has received a grant opportunity titled BASE GRANT 2.0 relative to the extension of a sewer line, and

WHEREAS, the City has expressed a willingness to assume all fiscal responsibilities, management, and maintenance related to the grant application; and

WHEREAS, the parties have determined to enter into this MOU for the aforesaid public purposes as authorized and provided by K.S.A. 12-2908.

NOW, THEREFORE, the County and the City agree to the following terms and conditions:

1. ****Grant Application Responsibility:****

a. The City shall assume full responsibility for the preparation, submission, fiscal responsibilities, fulfillment, reporting and management of the grant application and award responsibilities for BASE Grant 2.0.

b. The City shall adhere to all guidelines, deadlines, and requirements specified by the granting authority.

2. ****Fiscal Responsibilities:****

a. The City shall manage all financial aspects of the grant, including but not limited to taking receipt of all grant funds, budgeting, accounting, and reporting.

b. The County shall transfer zero funds to the City for the successful execution of the grant as the responsibilities shall solely rest upon the City.

3. ****Management and Maintenance:****

a. The City shall oversee the day-to-day management of the grant, including project implementation, bids, awards, construction, planning, monitoring, and evaluation.

b. The City shall keep the County informed of the progress and any significant developments related to the grant project.

4. **Term of Agreement:**

This MOU shall commence on the effective date and continue until the completion of the grant-funded project, unless terminated earlier by mutual agreement.

5. **General Indemnification.**

To the extent permitted by law and subject to the Kansas Tort Claims Act, including but not limited to the exceptions and maximum liability provisions, the City shall defend, indemnify, hold harmless, and save the County and their authorized representatives from any and all costs, liabilities, expenses, suits, judgments, damages to persons or property or claims of any nature whatsoever arising out of or in connection with the provisions or performance of this MOU by the County, the County's employees, or subcontractors. The City shall not be required to defend, indemnify, hold harmless, and save the County for negligent acts or omissions of the County or their authorized representatives or employees.

6. **Indemnification by Contractors.**

The City will require Contractors working on the sewer extension project relative to the BASE GRANT 2.0 to indemnify, hold harmless, and save the City and the County from personal injury and property damage. The City will ensure that the contract with the Contractor requires the contractor to secure sufficient insurance coverage and names the County as an additional insured.

8 **No Third-Party Beneficiaries**

No third party beneficiaries are intended to be created by this MOU, and nothing in this MOU authorizes third parties to maintain a suit for damages pursuant to the terms or provisions of this Agreement.

9 **APPLICABLE LAW.**

This Agreement shall be construed under the laws of the State of Kansas.

IN WITNESS WHEREOF, the County and the City, by their duly authorized representatives, have executed this Memorandum of Understanding as of the date first above written.

Mark Loughry
County Administrator
Leavenworth County, Kansas

Tim Vandall
City Administrator
City of Lansing, Kansas

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

Vehicles

| Year | Make | Model | Description | Mileage Start | Mileage Ending | Miles Driven | Comments |
|-------|------|-------|-------------|---------------|----------------|--------------|--------------------------------|
| | | | | | | 0 | |
| 2023 | Ram | 1500 | SSV Pickup | | | 0 | Vehicle getting plow installed |
| | | | | | | 0 | |
| | | | | | | 0 | |
| | | | | | | 0 | |
| Total | | | | | | 0 | |

Equipment

| Year | Make | Model | Description | Hours Start | Hours End | Hours Used | Comments |
|-------|---------|---------|----------------------------|-------------|-----------|------------|---------------------------|
| 2018 | Advance | SC1500 | AutoScrubber Floor Machine | 64.1 | 64.1 | 0 | Community Center Cleaning |
| 2018 | Kubota | ZG227-A | Mower | 392.5 | 392.5 | 0 | |
| 2021 | Kaivac | 1750 | Cleaning Machine | 11.2 | 11.2 | 0 | |
| | | | | | | 0 | |
| | | | | | | 0 | |
| | | | | | | 0 | |
| Total | | | | | | 0 | |

Lansing Community and Economic Development Department

Monthly Fleet Report

Month November **Year** 2023

Vehicles

| Year | Make | Model | License Plate # | Description | Mileage Starting | Mileage Ending | Miles Driven | Comments |
|-------------|-------------|--------------|------------------------|--------------------|-------------------------|-----------------------|---------------------|---------------------|
| 2006 | Ford | Ranger XLT | 67211 | LT. Pick-up Ext | 66,111 | - | - | - |
| 2015 | Dodge | Journey | A6545 | SUV | 83,419 | 84,087 | 668 | KTag: KTA. 02497158 |
| 2022 | Dodge | Ram | D100764 | 1500 Pick up Truck | 5,444 | 5,752 | 308 | |
| 2019 | Ford | Ecosport | A4358 | SUV | 11,241 | 11,464 | 223 | KTag- KTA. 02497157 |

Parks and Recreation Fleet Report November 2023

Vehicles:

| Year | Make | Model | Description | Mileage Start | Mileage Ending | Miles Driven | Current Use | Comments |
|--------------|-----------|-----------|-------------|---------------|----------------|--------------|---------------------|----------|
| 2006 | Dodge | Caravan | Minivan | 54,705 | 54,903 | 198 | AC/Parks use | |
| 2014 | Ford | F-350 | Dump Truck | 24,471 | 24,818 | 347 | Parks maintenance | |
| 2016 | Jeep | Patriot | SUV | 67,443 | 67,462 | 19 | Activity Center use | |
| 2017 | Chevrolet | Silverado | Truck | 25,409 | 25,899 | 490 | Parks maintenance | |
| 2018 | Ford | F-350 | 4-DR Crew | 39,172 | 39,800 | 628 | Parks maintenance | |
| Total | | | | | | 1682.00 | | |

Equipment:

| Year | Make | Model | Description | Hours Start | Hours End | Hours used | Current Use | Comments |
|--------------|-----------------|------------------|-----------------|-------------|-----------|------------|-------------------|----------|
| 1992 | Massey Ferguson | 1020 | Tractor | 1990.1 | 1990.1 | 0 | Parks maintenance | |
| 2005 | Kubota | F3060 | Mower | 427.9 | 427.9 | 0 | Parks maintenance | |
| 2007 | Turbo Tool Cat | 5600 | Utility Vehicle | 1311.9 | 1313 | 1.1 | Parks maintenance | |
| 2012 | Wright | ZK | Stander Mower | 1201.9 | 1204.5 | 2.6 | Parks maintenance | |
| 2016 | ABI | Force | Infield Groomer | 375.4 | 381.7 | 6.3 | Parks maintenance | |
| 2017 | Kubota | ZD1211 | Mower | 1036.2 | 1042.5 | 6.3 | Parks maintenance | |
| 2018 | Polaris | Ranger | Utility Vehicle | 476.5 | 484.1 | 7.6 | Parks maintenance | |
| 2019 | Exmark | LZ 72 | Mower | 762.4 | 768.1 | 5.7 | Parks maintenance | |
| 2019 | Emark | LZ 96 | Mower | 323.9 | 323.9 | 0 | Parks maintenance | |
| 2020 | Kubota | ZD1211 | Mower | 489.6 | 498.2 | 8.6 | Parks maintenance | |
| 2022 | Wright | ZK | Stander Mower | 53.5 | 53.6 | 0.1 | Parks maintenance | |
| 2024 | Cushman | Hauler Pro Elite | Golf Cart | 2 | 2.4 | 0.4 | Parks maintenance | |
| Total | | | | | | 38.70 | | |

Lansing Police Department
 Vehicle Fleet End of Month Report

Nov-2023

| Unit | VIN Last 4 | Year | Make/Model | Mileage as of 12/2 | Mileage as of 12/5 | Miles Driven | Assigned/ Current Use | Future Use | Comments |
|------|------------|------|---------------|-----------------------|--------------------|--------------|-----------------------|------------|---------------------------|
| 1 | 9291 | 2023 | Dodge Durango | 1834 | 2440 | 606 | Chief | Chief | Limited use Chief |
| 2 | 4459 | 2021 | Dodge Durango | 13644 | 13776 | 132 | Captain | Captain | Limited use Captain |
| 3 | 6163 | 2017 | Dodge Charger | 97091 | 97443 | 352 | Lieutenant | Lieutenant | Limited use Lieutenant |
| 4 | Reserved | | | | | | | | |
| 5 | Reserved | | | | | | | | |
| 6 | 9963 | 2023 | Dodge Durango | 3053 | 3410 | 357 | Patrol | Sergeant | |
| 7 | Reserved | | | | | | | | |
| 8 | 0967 | 2015 | Ford Explorer | | | | | Detective | Out of Service (unusable) |
| 9 | Reserved | | | | | | | | |
| 10 | 4004 | 2018 | Ford Explorer | 33919 | 34860 | 941 | SRO | SRO | Limited use SRO |
| 11 | 6952 | 2020 | Dodge Durango | 67152 | 67681 | 529 | Patrol | Patrol | |
| 12 | 5335 | 2019 | Dodge Durango | 35580 | 37044 | 1464 | Patrol | Patrol | |
| 13 | 6270 | 2017 | Dodge Charger | 84334 | 85337 | 1003 | Patrol | Patrol | |
| 14 | 5064 | 2022 | Dodge Ram | 9014 | 9514 | 500 | Patrol | Patrol | |
| 15 | 4580 | 2021 | Dodge Durango | 29699 | 30877 | 1178 | Patrol | Patrol | |
| 16 | 4003 | 2018 | Ford Explorer | 42699 | 43311 | 612 | Patrol | Patrol | |
| 17 | 5063 | 2022 | Dodge Ram | 10575 | 11087 | 512 | Patrol | Patrol | |
| 18 | 4458 | 2021 | Dodge Durango | 37384 | 38184 | 800 | Patrol | Patrol | |
| | | | | Mileage Total: | | 8986 | | | |

**Lansing Public Works Department
Monthly Fleet Report**

Month November Year 2023

Vehicles

| Year | Make | Model | License Plate # | Description | Mileage Starting | Mileage Ending | Miles Driven | Comments |
|------|---------------|--------------|-----------------|--------------------|------------------|----------------|--------------|-------------|
| 2022 | Dodge | Ram 2500 | B3859 | Pick-up | 2,294 | 2,498 | 204 | |
| 1998 | Ford | 1/2 ton | 48091 | Pick-up | 72,943 | 73,122 | 179 | |
| 2005 | Sterling | LT 8500 | 64614 | Dump Truck | 62,584 | - | - | In the shop |
| 2007 | Elgin | Crosswind J+ | 70295 | Street Sweeper | 7,260 | 7,260 | 0 | |
| 2017 | Chevrolet | 3500 | 88437 | Pick-up Truck | 35,543 | 36,002 | 459 | |
| 2011 | International | 7400 | 75269 | Dump Truck | 23,687 | 23,908 | 221 | |
| 2016 | Ford | F350 4x4 | 88468 | One-ton Dump Truck | 20,932 | 21,061 | 129 | |
| 2013 | Ford | Explorer | 80551 | SUV | 81,984 | 82,339 | 355 | |
| 2020 | Chevrolet | 3500 | A8914 | One-ton Dump Truck | 8,212 | 8,233 | 21 | |
| 2005 | Mack | Granite | B0282 | Dump Truck | 55,011 | 55,187 | 176 | |
| 2005 | Ford | Ranger | 57932 | LT- Pick-up Ext | 52,718 | 52,743 | 25 | |

Equipment

| Year | Make | Model | Description | Hours Starting | Hours Ending | Hours Used | Comments |
|------|------------|----------|----------------|----------------|--------------|------------|----------------------|
| 1997 | JD | 770BH | Grader | 5,184 | 5,184 | 0 | |
| 2004 | IR | DD-24 | Asphalt Roller | 325 | 325 | 0 | |
| 2006 | IR | 185 | Air Compressor | 239 | 342 | 0 | |
| 1997 | Bobcat | 763 | Skid Steer | 2,373 | 2,373 | 0 | |
| 2014 | Case | 580 SNWT | Backhoe | 2,028 | 2,045 | 17 | |
| 2002 | Crafco | 110 | Crack Sealer | 875 | 885 | 10 | |
| 2003 | Kubota | L3710 | Tractor | 1,631 | 1,631 | 0 | Placed on Purplewave |
| 2009 | Case | 465 | Skid Steer | 822 | 822 | 0 | |
| 2018 | John Deere | 5065E | Tractor | 262 | 262 | 0 | |
| 2018 | Vermeer | BC1000 | Chipper | 15 | 19 | 4 | |
| 2022 | Case | SV280B | Skidsteer | 95 | 95 | 0 | |
| 2023 | Bobcat | CT5558 | Tractor | 10 | 10 | 1 | |

November

| | | | |
|-----------------|----------|----------------|-------------|
| City Influent | 22.83 MG | City Avg Daily | .761 MGD |
| LCF Influent | 4.17 MG | LCF Daily Avg | 0.139 MG |
| Total Biosolids | .809 MG | Precip | 1.53 inches |

Vehicles

| Year | Make | Model | Description | Mileage Start | Mileage Ending | Miles Driven | Current Use | Comments |
|-------|--------------|--------|---------------|---------------|----------------|--------------|--------------------|----------|
| 1999 | Sterling | Vactor | Jet Truck | 8521 | 8521 | 0 | Collection System | |
| 2012 | Chevrolet | Tahoe | SUV | 113166 | 113321 | 155 | Ops/Maint. | |
| 2019 | Ford | F250 | Pick Up Truck | 11401 | 11526 | 125 | Ops/Maint. | |
| 2019 | Ford | F250 | Flatbed Truck | 4895 | 4914 | 19 | Ops/Maint. | |
| 2023 | Polaris | Ranger | Ops Utility | 221 | 247 | 26 | Operations | |
| 2023 | Polaris | Ranger | Maint Utility | 92 | 99 | 7 | Maintenance | |
| 2005 | Freightliner | M2106 | Dump Truck | 27110 | 27197 | 87 | Biosolids Disposal | |
| Total | | | | | | 419 | | |

Equipment

| Year | Make | Model | Description | Hours Start | Hours Ending | Hours Used | Current Use | Comments |
|------|------------|--------|---------------|-------------|--------------|------------|--------------------|----------|
| 1991 | Case | 1825 | Uni-Loader | 994 | 994 | 0 | Plant Activities | |
| 1999 | Sterling | Vactor | Jet Truck | 229 | 229 | 0 | Collection System | |
| 2004 | John Deere | 7920 | Tractor | 1371 | 1379 | 8 | Biosolids Disposal | |
| 2004 | Case | 621D | Loader | 2556 | 2565 | 9 | Operations | |
| 2023 | Polaris | Ranger | Ops Utility | 59 | 68 | 9 | Operations | |
| 2023 | Polaris | Ranger | Maint Utility | 38 | 43 | 5 | Maintenance | |
| 2006 | JCB | 531-70 | Telehandler | 708 | 714 | 6 | Plant Activities | |



City of Lansing
800 First Terrace
Lansing, Kansas 66043

City Administrator's Report
December 21, 2023

Agenda Items:

The City has one remaining spot available on the Leavenworth County Fire District #1 Board. Becky Gordon has submitted an application for the available spot and her application materials are in the agenda. A motion to approve Ms. Gordon to the LCFD1 Board is requested. The City Council will also need to appoint the Mayor and two council members to the Joint Board.

Throughout the year there are updates to certain funds which result in the need to amend the 2023 Budget. Three amendments are included on the agenda, and a notice in the Leavenworth Times was included. The three funds include the Capital Improvements Fund to increase the budget authority for Valley Drive and Center Drive projects, increase the budget authority in the Mayor's Christmas Tree Fund, and change the classification of the Police Equipment Reserve Fund from non-budgeted to budgeted, per our auditor's recommendation. The Council will need to open, hold, and close a public hearing prior to action. Finance Director Elizabeth Sanford will be present to address any questions.

The City's current bank, Commerce Bank, recently closed their Lansing branch. As a result, the City sent out an RFP to banks within Lansing. The City received proposals from Citizens National Bank, Commerce Bank, Country Club Bank, and Exchange Bank & Trust. The review committee took into consideration things like the presence of a local branch, interest rates, the ability to perform automatic daily sweeps, and place wire transfers electronically. Upon consideration, the staff's recommendation is to execute an agreement with Country Club Bank for banking services. The current purchasing cards through Commerce Bank will remain.

Resolution B-6-2023 is a resolution that must be passed annually to exempt the City from complying with Generally Accepted Accounting Principles (GAAP). GAAP basis financial statements are difficult to read and interpret for those who do not have a financial background. In Kansas, it is permissible to prepare financial statements using the Kansas Municipal Audit and Accounting Guide (KMAAG), or cash basis of accounting. The staff recommends approval of Resolution B-6-2023.

George Butler and Associates (GBA) has completed the flow study and updates to the City's sanitary sewer master plan. A consultant from GBA presented information to the City Council at the September work session. A full copy of the report is included in the City Clerk's office upon request, but there are several highlights listed in the agenda memo. Staff recommends a motion to approve the 2023 Sanitary Sewer Master Plan update.

The State Department of Commerce is requesting an MOU between the City of Lansing and Leavenworth County to clarify that the BASE Grant match and administration will be conducted by the City of Lansing. Leavenworth County was the applying entity on the original BASE Grant, while Lansing was the applying entity on the second round of applying for the grant. While we were successful in the application on the second round, the State considered the second application a duplication of the first, so all of the documentation listed Leavenworth County as the awardee. The City has already been operating under the belief that we are paying the full match and covering administration of the grant anyway, but this MOU verifies that for the State.

Surplus Equipment:

The auction concluded on Tuesday, November 28th. The surplus auction generated \$41,150 in revenue for the City, with the 2007 Ford Econoline van being sold for \$17,000 and the 2006 Ford Ranger going for \$6,700. The funds generated are deposited into the Equipment Replacement Fund, to help in the acquisition of future equipment.

Shortly after the initial auction concluded, a 2015 Ford Explorer used in the Police Department experienced major transmission issues. Based on the estimate to replace the transmission, we have also placed this Explorer on public auction on www.Purplewave.com.

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 16th. The islands have been removed, with asphalt being poured the week of November 13th. 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 1980s.

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. Examples of the signs designed by Young Sign Company are included in the Council materials.



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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 for the McIntyre Sewer Project began on the east side of K7 to prep the area for the blasting contractor. Blasting will only be used on vacant land east of K7 Highway. After the holiday season, clearing will begin on the residential lots on the west side of K7 and pipe installation will begin at Willow Park. The Notice to Proceed is listed for January 2nd, 2024, the substantial completion listed at November 17th, and Final Completion set for December 17th, 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.

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 \$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.

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.



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An eight-lot preliminary plat is on the agenda for the December 20th Planning Commission meeting. The parcel is on West Eisenhower, directly west of the parcel formerly used as a go-kart track.

YTD Sales Tax Update:

We anticipate one more disbursement from the State. As of the November disbursement, sales tax revenues are below.

| | 2022 YTD | 2023 YTD | Difference |
|--|-----------------|-----------------|-------------------|
| Local Sales & Use Tax (1.45%) | \$1,990,192 | \$2,200,531 | \$210,339, 10.57% |
| County Sales Tax | \$934,826 | \$891,039 | -\$43,787, -4.68% |
| County Use Tax | \$343,454 | \$344,119 | \$665, .19% |
| 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 has generated \$615,929 so far this year, on pace for \$671,923.

The special sales tax for the aquatic center, which began on July 1st, has generated \$227,509 so far this year, on pace for \$272,509.

Parks & Recreation:

There are currently 276 children registered for youth basketball through the City’s Parks & Recreation Department. This is an increase from 210 children in the 2022/2023 season. The total number of teams for each division is below.

| | 2022/2023 Season | 2023/2024 Season (current) |
|---|-------------------------|-----------------------------------|
| 1 st & 2 nd Grade (co-ed) | 10 Teams | 12 Teams |
| 3 rd & 4 th Girls | 3 Teams | 4 Teams |
| 3 rd & 4 th Boys | 6 Teams | 10 Teams |



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| | | |
|---|---------|---------|
| 5 th & 6 th Girls | 3 Teams | 4 Teams |
| 5 th & 6 th Boys | 3 Teams | 6 Teams |
| Total Participants | 210 | 276 |

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) and Wastewater Tech I.

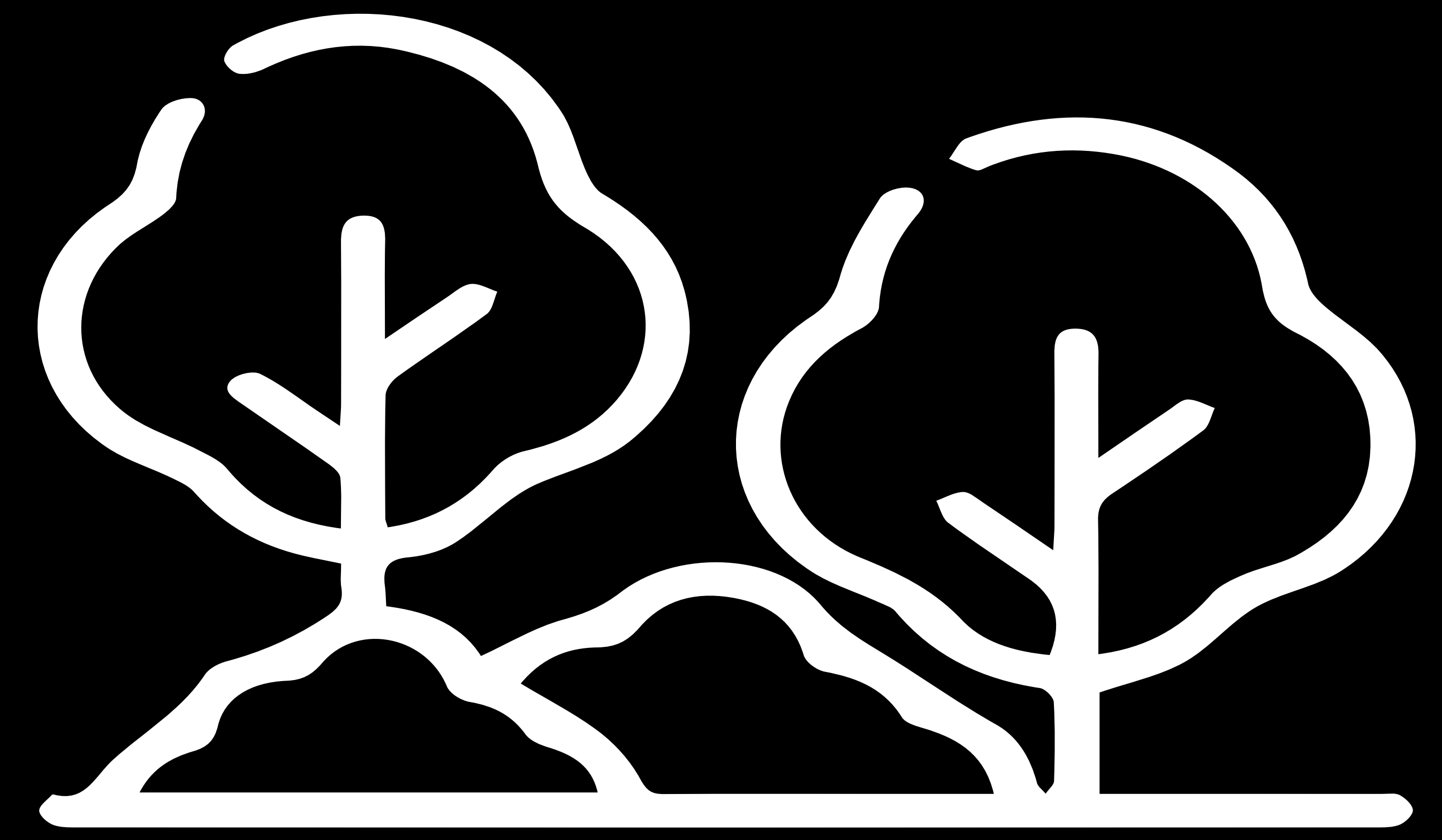
The Vice President and Treasurer of the Lansing Historical Society have reached out to reopen the lines of communication regarding the plans to utilize the Lansing Correctional Facility for tours and a museum. The independent 501C3 for the Regional Prisons Museum was disbanded in 2019, with funds being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

- Wednesday, December 20th Planning Commission Meeting, 7:00pm, City Hall
 - Preliminary Plat-Eight Lot Subdivision
- Thursday, December 21st City Council Meeting, 7:00pm, City Hall
- Monday, December 25th Christmas Day-City Offices Closed
- Monday, January 1st New Years Day-City Offices Closed
- Thursday, January 4th City Council Meeting, 7:00pm, City Hall
- Monday, January 8th Special Meeting, Swear in Elected Officials, 5:30pm
- Monday, January 15th Martin Luther King Jr Day, City Offices Closed
- Thursday, January 18th City Council Meeting, 7:00pm, City Hall
- Thursday, January 25th City Council Work Session, 7:00pm, City Hall
 - Public Works & CIP Overview

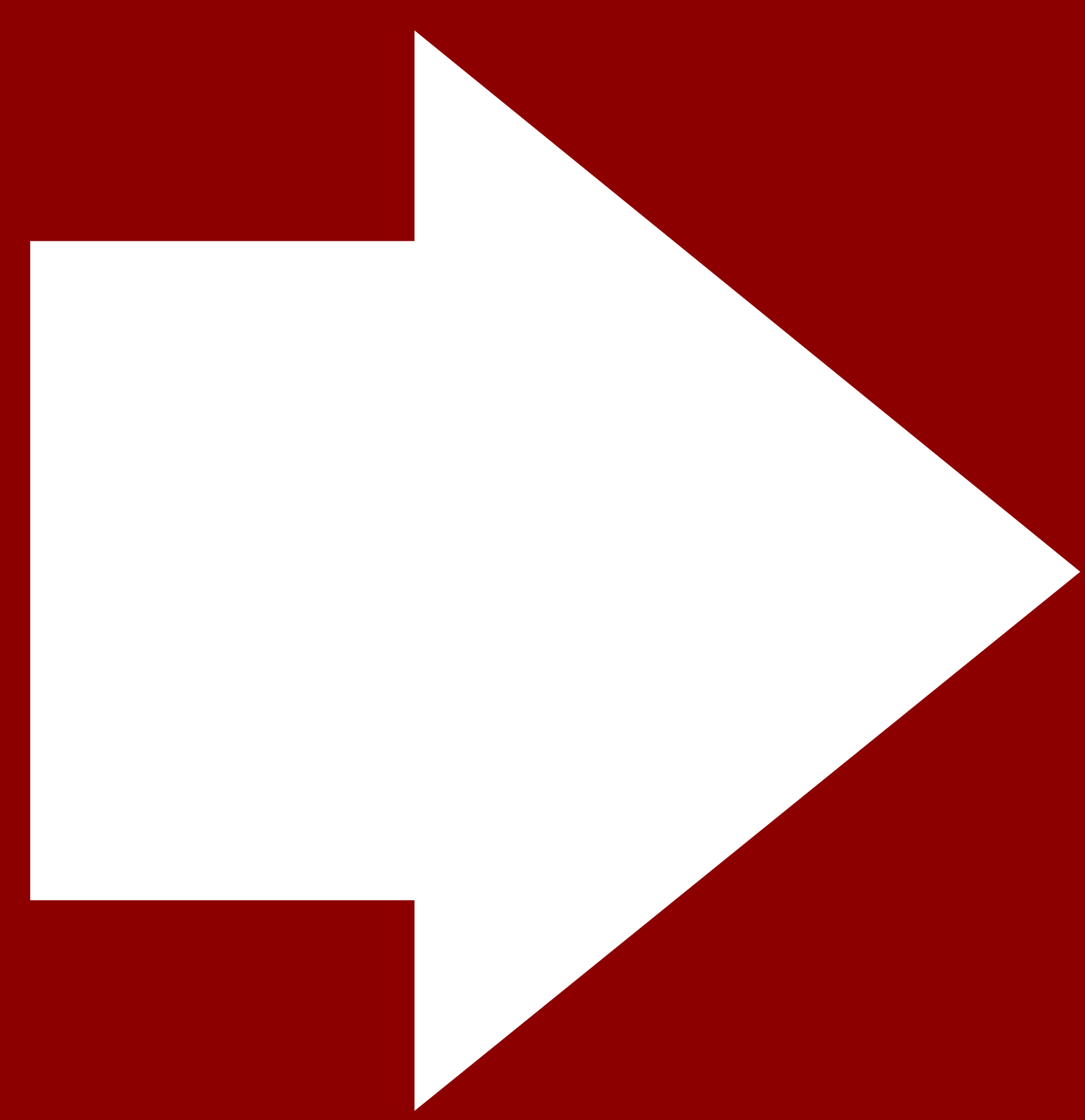
Sincerely,

Tim Vandall

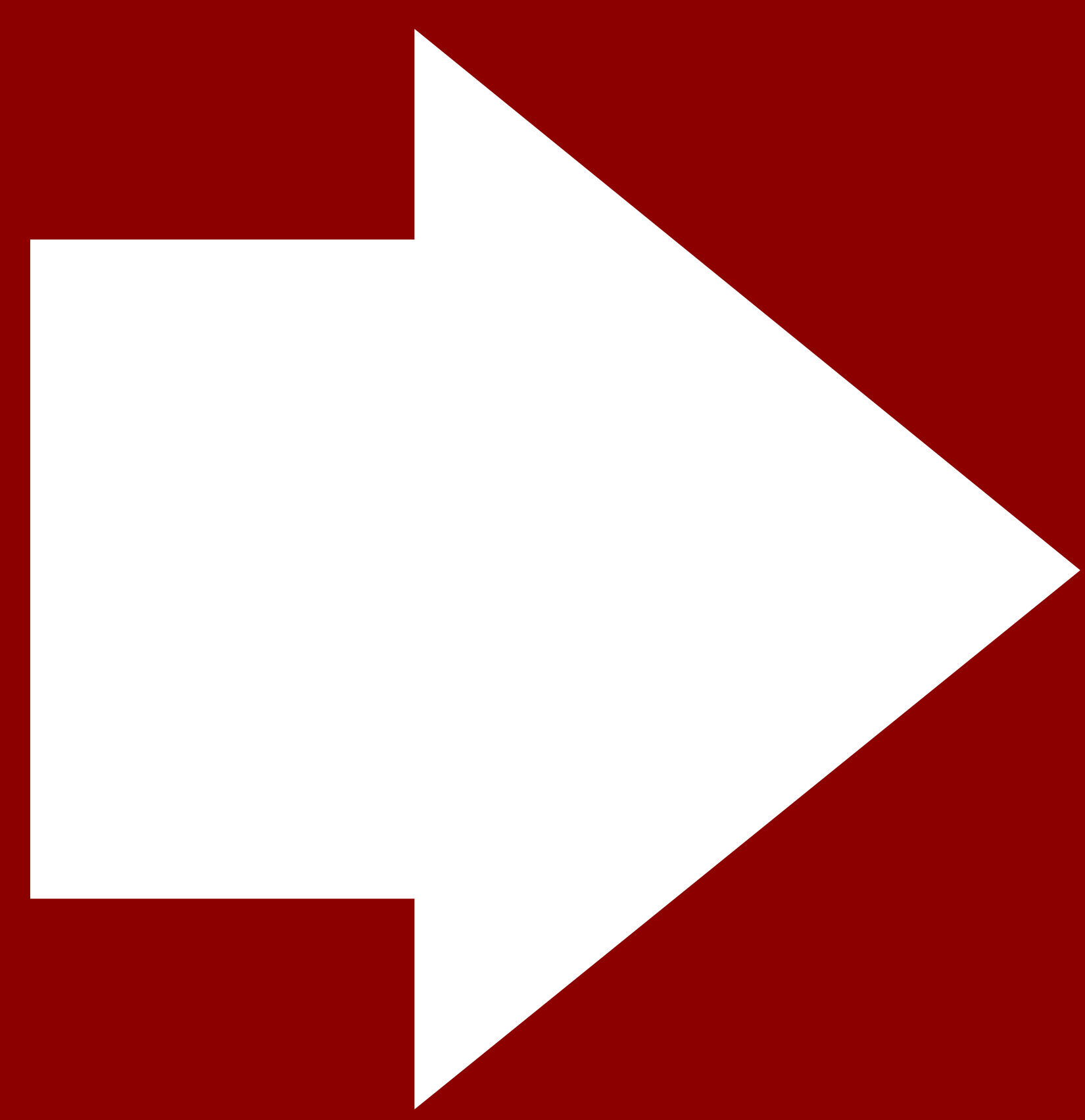
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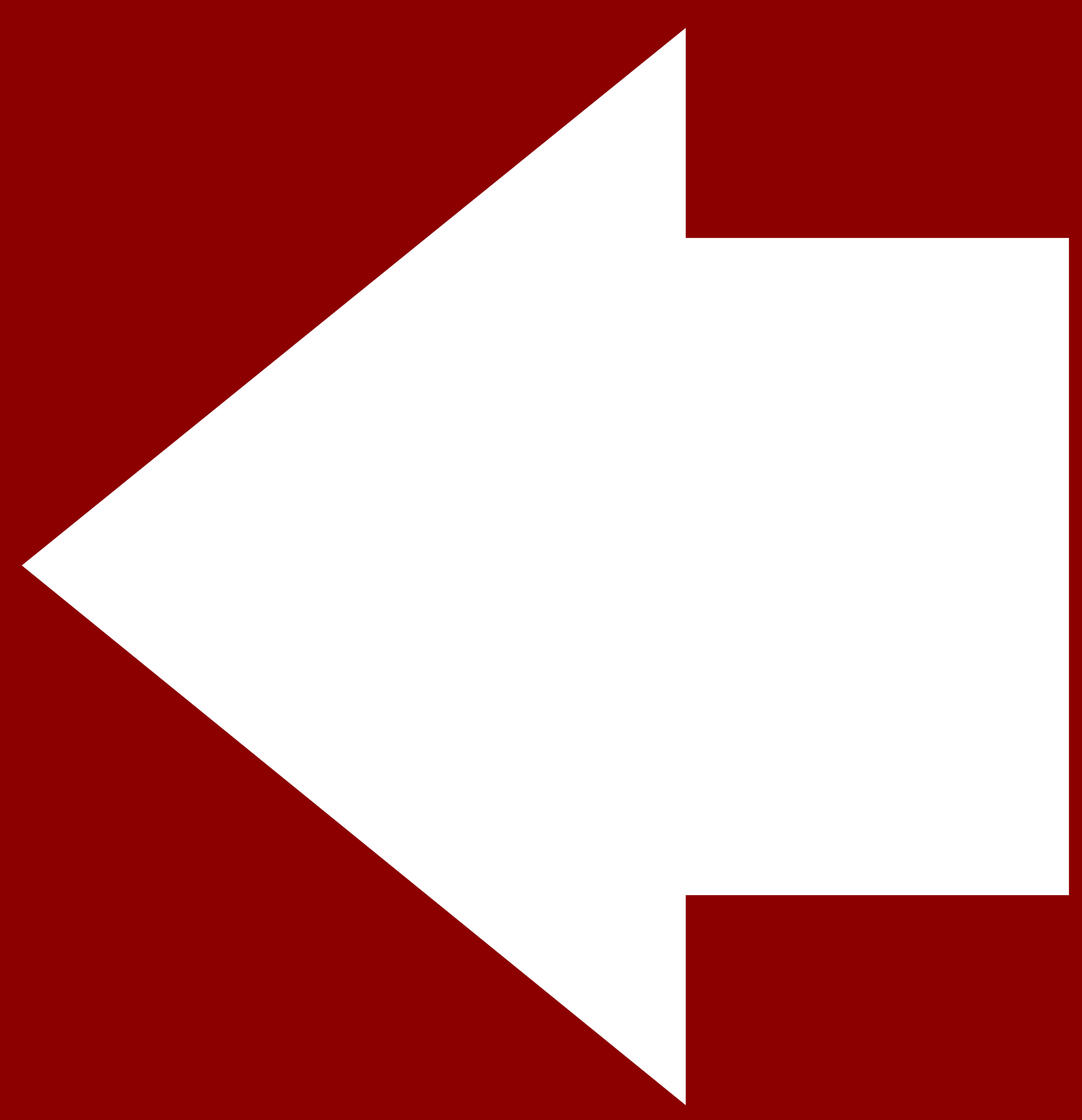
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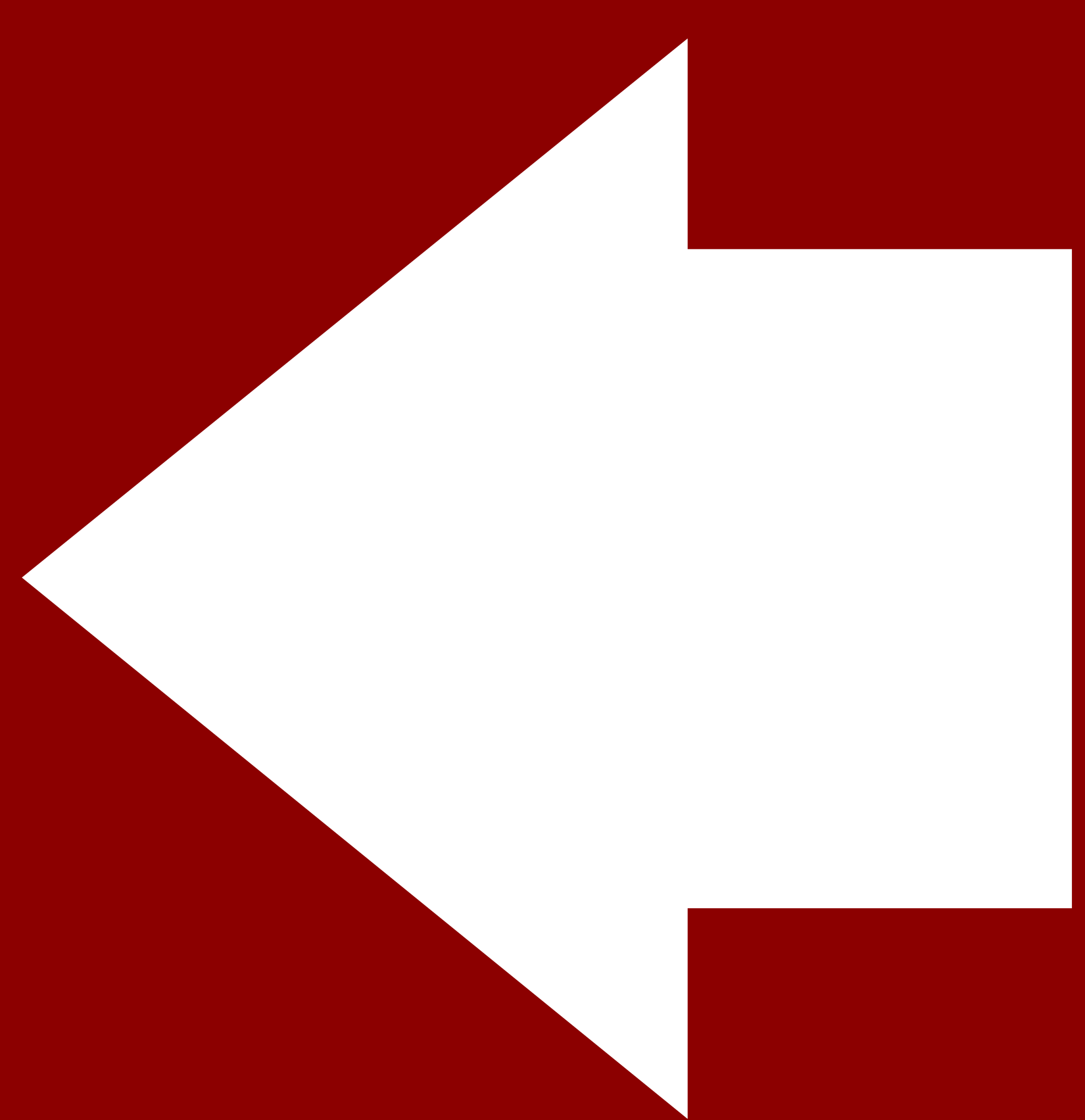
City Hall



Library

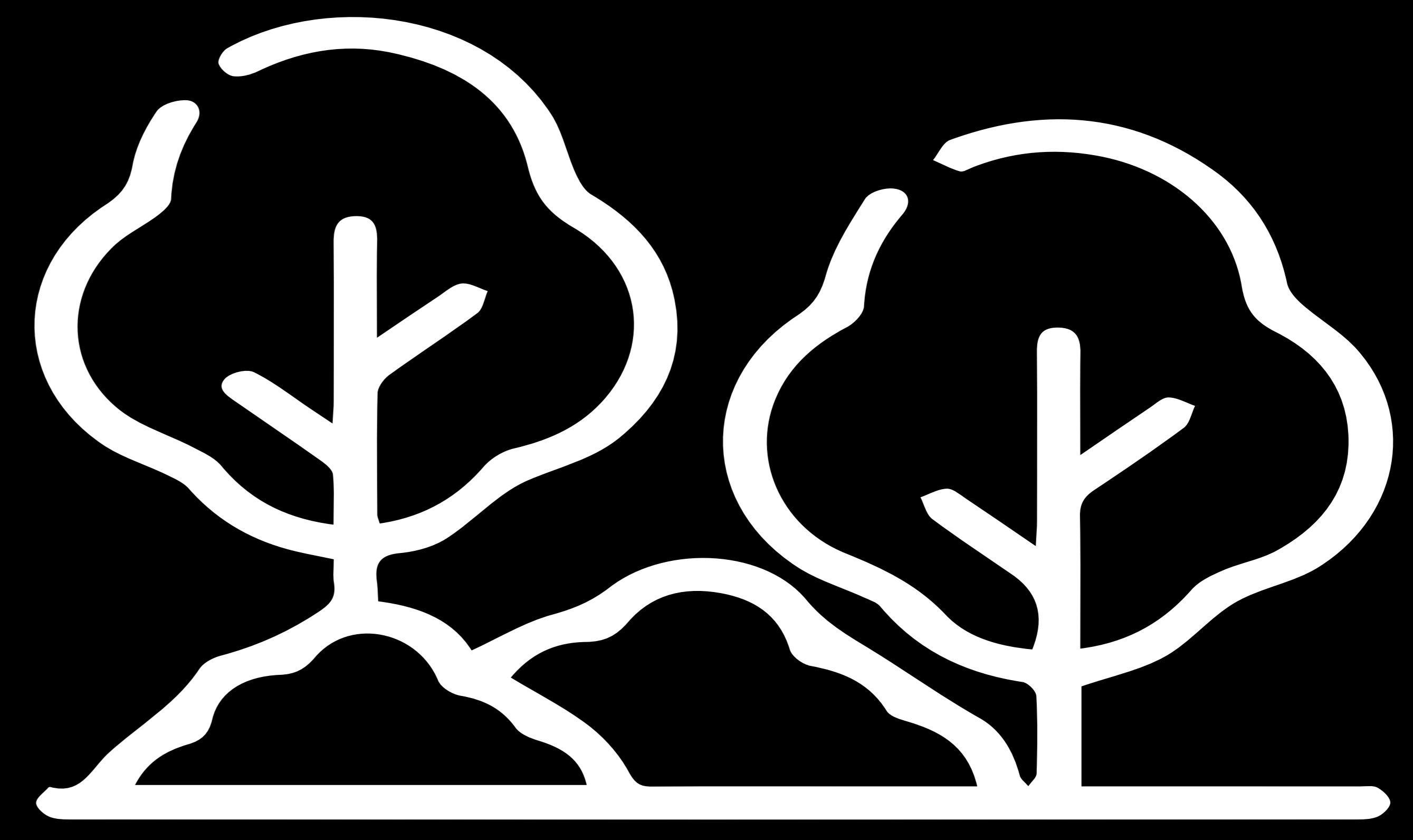


Bernard Park

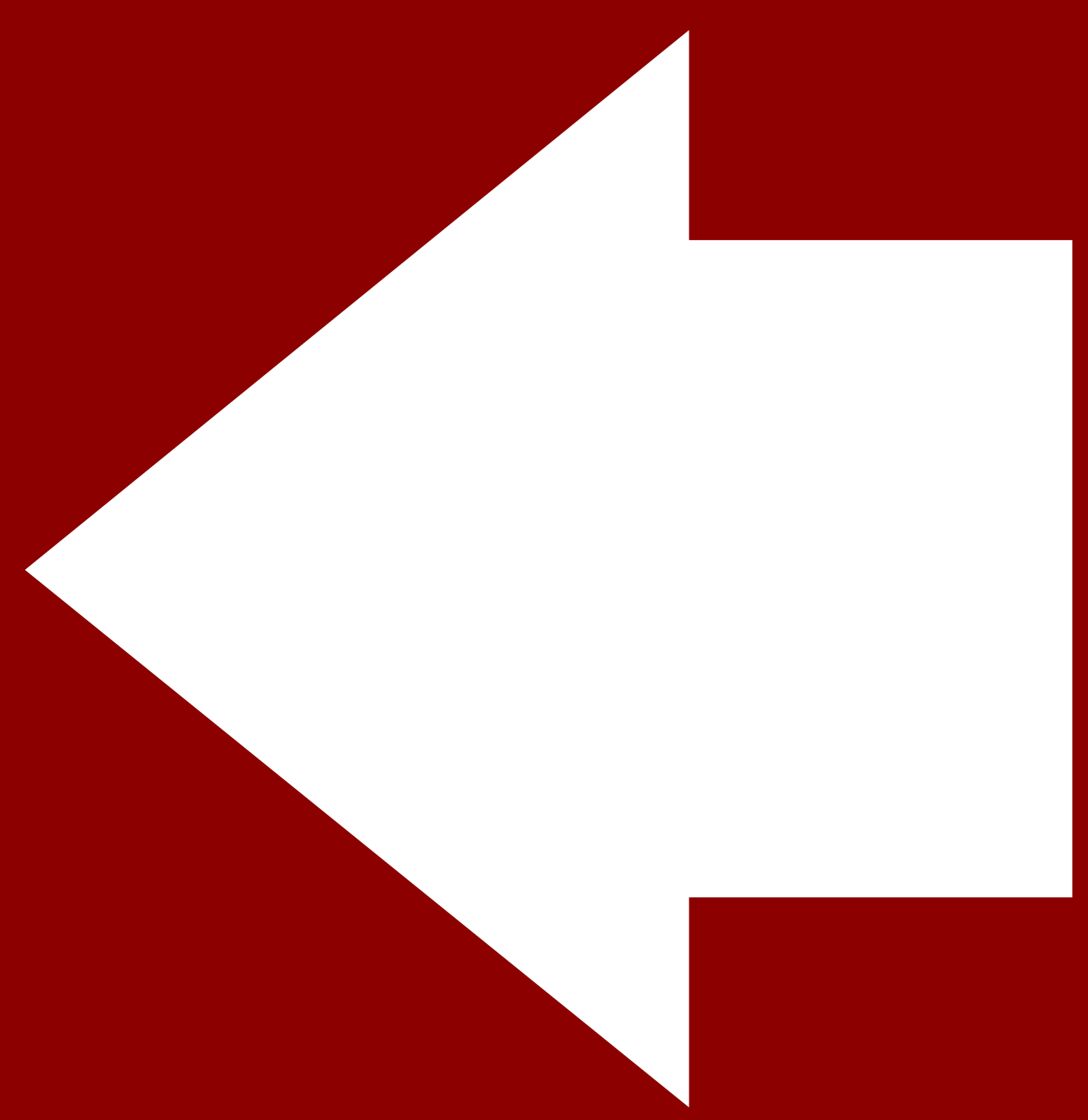


**Lansing
High School**

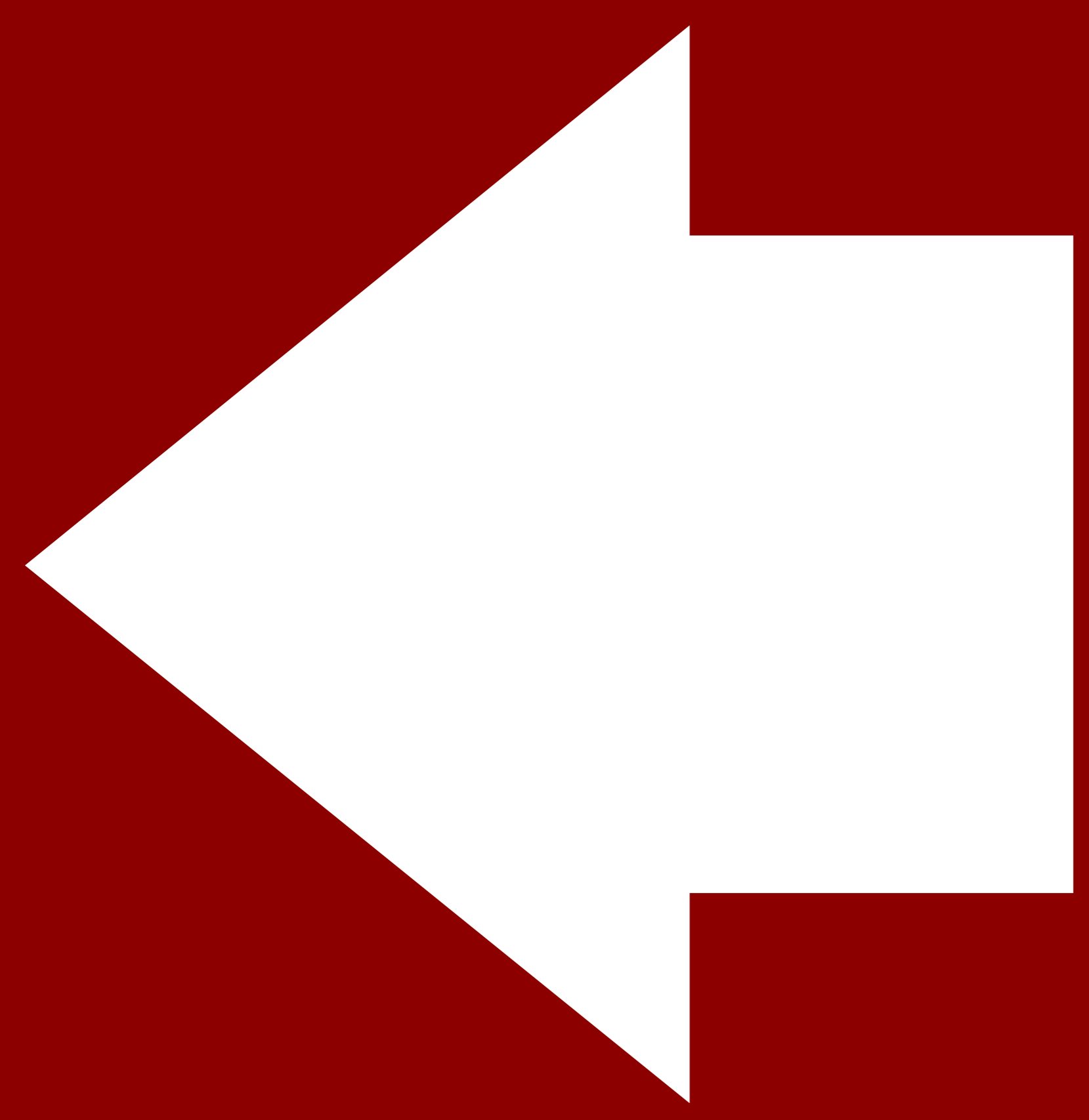
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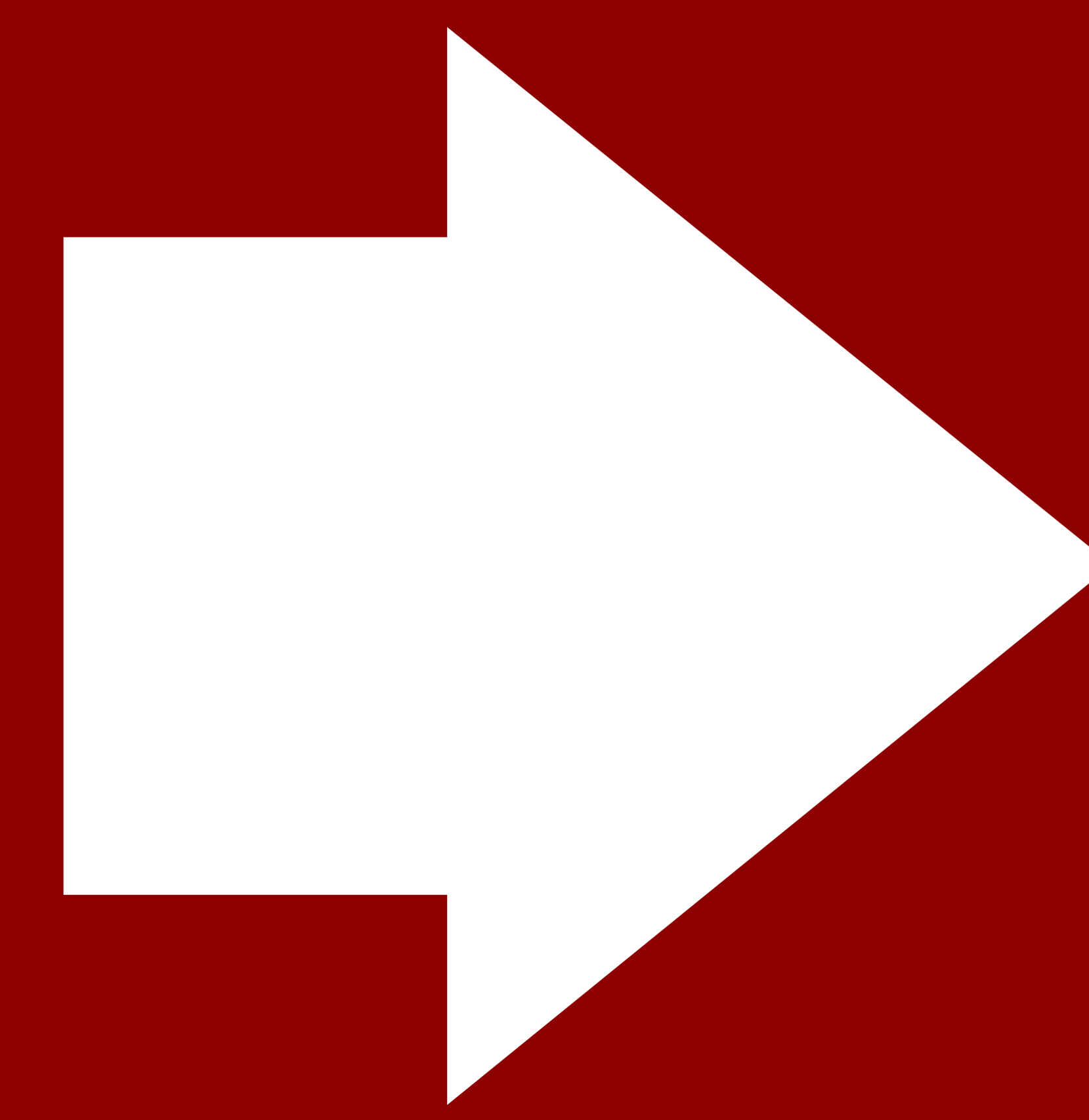
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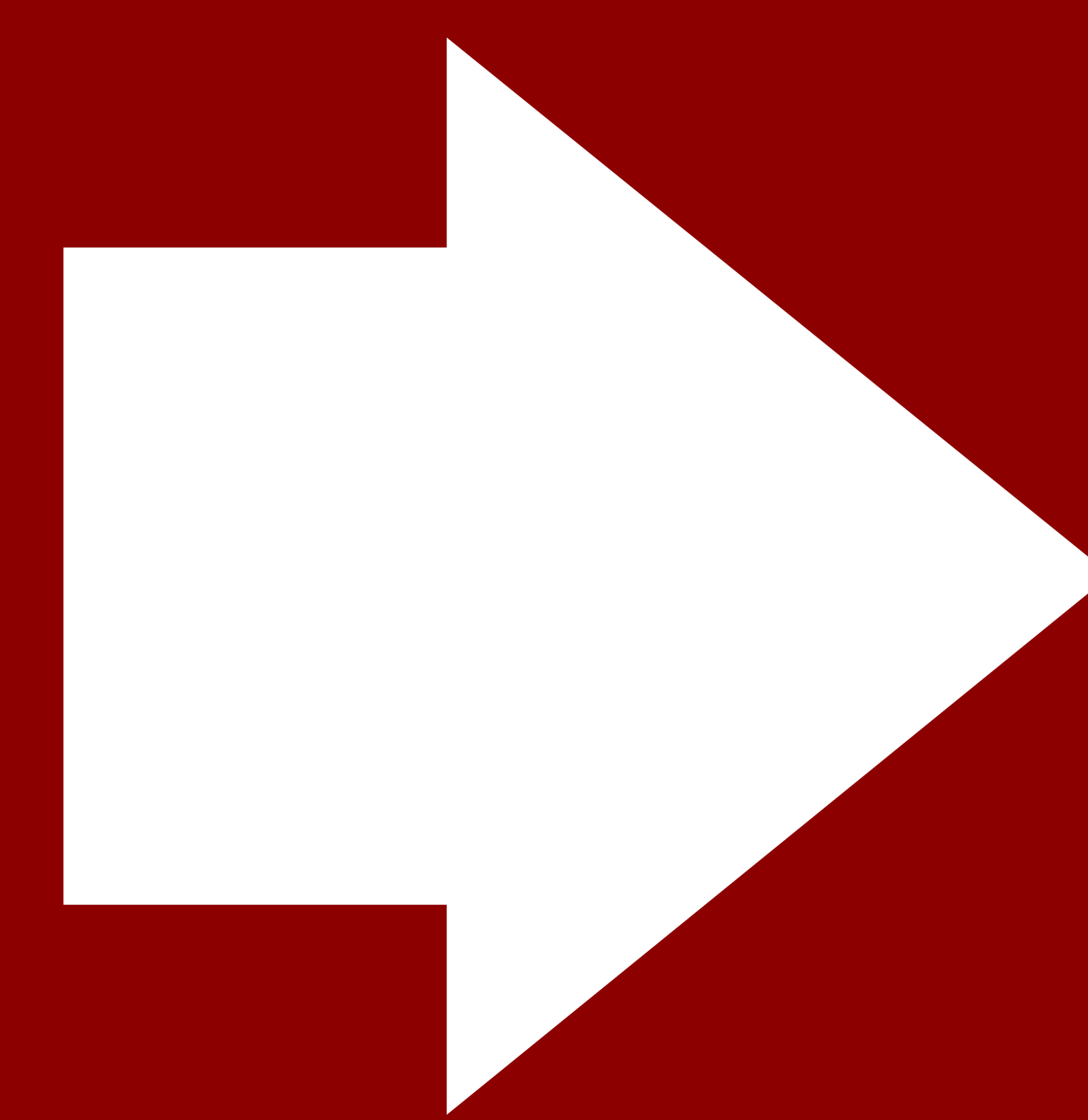
City Hall



Library



Bernard Park



**Lansing
High School**