

AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

1. Approval of Minutes

OLD BUSINESS

AUDIENCE PARTICIPATION

PRESENTATIONS

NEW BUSINESS

2. Temporary Special Event Application
3. Community Survey
4. Resolution B-7-2024
5. Design Criteria and Technical Specification Updates
6. Firewall Purchase

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

7. 1st Quarter Financial Summary and Economic Indicators Report
8. 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: May 30, 2024
SUBJECT: Approval of Minutes

The Regular Meeting Minutes of May 16, 2024 are enclosed for your review.

Action: Staff recommends a motion to approve the Regular Meeting Minutes of May 16, 2024, as presented.

AGENDA ITEM # 1

CITY OF LANSING
CITY COUNCIL MEETING

REGULAR MEETING MINUTES
May 16, 2024

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 Kevin Gardner
Ward 2: Marcus Majure
Ward 3: Kerry Brungardt and Jesse Garvey
Ward 4: Dan Clemons Pete Robinson

Councilmembers Absent: Donald Studnicka

OLD BUSINESS:

The Regular Meeting minutes of May 2, 2024, were provided for review.

Councilmember Clemons made a motion to approve the Regular Meeting Minutes of May 2, 2024, as presented. Councilmember Kirby seconded the motion. No discussion took place.

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

Audience Participation:

Presentations:

Public Works Week Proclamation

A proclamation in recognition of Public Works Week on May 19th–25th, 2024 was presented to Public Works Director Michael Spickelmier by Councilmember Majure and Mayor McNeill.

COUNCIL CONSIDERATION OF AGENDA ITEMS:

Leavenworth County Humane Society

The City Council heard a presentation and proposal from the Leavenworth County Humane Society at the March 28th work session. Feedback was received to continue working on the contract to find a number that was feasible for all parties. Costs for all impound services between LCHS and Leavenworth Animal Control totaled approximately \$21,000 in 2024. The fixed price for intake and impound shall be firm for the term of the contract, and shall be \$42,000.00 per year, payable in twelve \$3,500 monthly installments. Annual increase during the period of the contract shall not exceed the rate of estimated population increase of the jurisdiction or 5% per year whichever is lesser.

Councilmember Brungardt made a motion to approve the contract with Leavenworth County Humane Society for \$42,00.00 per year for the term of the contract, for pet animal sheltering services. Councilmember Majure seconded the motion. Councilmember Clemons asked City Administrator Tim Vandall to clarify regarding the monetary offset indicated for the unfilled Animal Control Officer. Discussion continued between the council and Leavenworth County Humane Society Director, Crystal Swann Blackdeer. Paragraph 20 of the contract was found to be a duplicate of paragraph 10 and will be removed. Ms. Blackdeer stated that paragraph 16 regarding the intake quarantine costs covers the cost of staff time and boarding as volunteers are not allowed to handle those animals. Ms. Blackdeer clarified that paragraph 17 is regarding extraordinary circumstances or life saving measure expenses and further stated that they have not charged the

city regarding additional standard veterinary costs. Though LCHS is a no-kill shelter, compassionate euthanasia does happen based on veterinary recommendations. Councilmember Clemons requested that “while under contract” be added to paragraph 24 and that the reference to any increase state “whichever is lesser” instead. Discussion continued regarding updating the cancellation period to reflect 30 days not 90 days in sections III and IX. Councilmember Robinson and Ms. Blackdeer discussed that roughly 26% or around 80 animals a year are turned over to LCHS from Lansing.

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

Engineering Services Contract – Ida/Gamble Street Sewer Relocation (City Project 2024-02)
The City Council was briefed at the April work session. This project will reroute sewers from the 43-year-old 21” interceptor to the new 36” interceptor that was installed as part of the 7 Mile Creek Action Plan. Staff have met with and negotiated a scope and fee for the design of this project and anticipates it will be bid in conjunction with the Town Centre project (scheduled for September 2024).

Councilmember Kirby made a motion to approve the scope and fee from GBA for design services of City Project 2024-02, in the amount of \$91,265.00 (base fee of \$86,919.00 plus a contingency of 5%). Councilmember Majure seconded the motion. Councilmember Clemons and Wastewater Director Anthony Zell discussed that this will address the area where the city received complaints regarding smell.

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

Engineering Services Contract – Phase I Inflow and Infiltration Study (City Project 2024-03)
Staff briefed the City Council at the April work session. This project will begin in the old Town of Progress, south of the prison and east of K7 highway. This sub-basin has shown to be one of the “leakiest” and should be addressed first. Future studies will allow for the same scope of work in other sub-basins over the next few years. Staff have met with and negotiated a scope and fee for the design of this project. Funds are available in the 2024 base budget, line account for collection system maintenance.

Councilmember Brungardt made a motion to approve the scope and fee from GBA for professional engineering services of City Project 2024-03, in the amount of \$132,253.00 (base fee of \$125,955.00 plus a contingency of 5%). Councilmember Clemons seconded the motion. No discussion took place.

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

Ordinance No. 1109 – Unified Development Ordinance Amendment - Section 4.02, Table 4-1: General Development Standards

At the February work session, Staff was tasked with reviewing the Unified Development Ordinance (UDO) to recommend revisions that would open up opportunity for development within the City. The first revision addresses Lansing’s capacity for residential development. This revision to the UDO

involves amending the allowed lot sizes within the R-1 and R-2 zoning districts. As a result of these changes, the minimum setback of the R-1 and R-2 districts are also adjusted to allow a building envelope that would allow construction on these lots.

Councilmember Robinson made a motion to approve and adopt Ordinance No.1109 to amend the City of Lansing’s Unified Development Ordinance. Section 4.02, Table 4-1: General Development Standards. Councilmember Majure seconded the motion.

Councilmember Kirby asked Community and Economic Development Director Joshua Gentzler to clarify the changes for the council. City Administrator Vandall and CED Director Gentzler stated that this is just changing the minimums of the lot sizes and setback requirements. Councilmember Garvey and CED Director Gentzler also confirmed that any pre-existing lots that did not meet the minimum lot size prior would now be conforming. Councilmember Brungardt, City Administrator Vandall and CED Director Gentzler discussed whether this would lead to an increased interest to build in Lansing.

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

Ordinance No. 1110 – Unified Development Ordinance Amendment - Section 4.02 General Development Standards, Section 4.03 Table 4-2: Permitted Uses, Section 4.03 Permitted Uses, and Section 4.04 Accessory Use Standards

Staff proposed to amend the UDO to allow Accessory Dwelling Units, also known as Casitas, Carriage Houses, or Granny Flats, by-right and remove the familial restrictions on the residents of the ADU on residentially zoned property. ADUs will require a building permit and must meet all relevant building code rules. Additionally, the exterior of the ADU must be of a similar façade to the main structure. The Planning Commission voted 4-1 in favor of recommending the adoption of the proposed language.

Councilmember Brungardt made a motion to approve and adopt Ordinance No. 1110, to amend the City of Lansing’s Unified Development Ordinance, Permitted uses and Accessory Use Standards. Councilmember Clemons seconded the motion. No discussion took place.

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

Ordinance No. 1111 – Unified Development Ordinance Amendment - Section 7.03 Required Parking

Staff proposed to amend the UDO to remove the Minimum Parking requirements from Article 7 of the UDO. The Planning Commission voted 5-0 in favor of recommending the adoption of the revision.

Councilmember Clemons made a motion to approve and adopt Ordinance No. 1111, to amend the City of Lansing Unified Development Ordinance. – Required Parking.

Councilmember Kirby seconded the motion. Councilmember Clemons and CED Director Gentzler discussed that this change will apply to both residential and commercial properties. Discussion continued between Mayor McNeill, City Administrator Vandall, and CED Director Gentzler regarding the guidelines for parking specifically for businesses.

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

Ordinance No. 1112 – Amending City Code Section 8-306

City Code Section 8-306 establishes the procedures for “Notice of violations, abatement; immediate hazard.” Currently, the code refers to K.S.A. 60-303(c) which specifically allows return receipt delivery (certified mail) to service notice of violations. The Code Enforcement division is currently limited in its ways of service and has proposed to expand the options available to be able to serve residents their notice of violations. Staff is proposing to amend Section 8-306 A.4. to allow all methods allowed by K.S.A. 60-303, including return receipt delivery and personal and residence service.

Councilmember Brungardt made a motion to approve and adopt Ordinance No. 1112, An Ordinance Amending City Code Section 8-306 Authorizing Personal Service of Notice of Violations. Councilmember Kirby seconded the motion. No discussion took place.

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

Ordinance No. 1113 – Mobile Food Vending Policy Manual

Ordinance No. 1113 adopts the Mobile Food Vending Policy Manual for the purpose of establishing fees, clarifying regulations and guidelines regarding mobile food vending.

Councilmember Clemons made a motion to approve and adopt Ordinance No. 1113 - Mobile Food Vending Policy Manual and establish fees, regulations, and guidelines regarding mobile food vending in the City of Lansing, Kansas. Councilmember Majure seconded the motion. Councilmember Clemons and City Clerk Tish Sims discussed the added clarification to the definition for a food vending vehicle.

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

Ordinance No. 1114 – Amending Fee Schedule

Ordinance No. 1114 adopts the updated fee schedule for service charges and fees for various departments, including Finance, Business License, Community & Economic Development and Parks & Recreation.

Councilmember Clemons made a motion to approve and adopt Ordinance No. 1114 Approval of Fee Schedule. Councilmember Majure seconded the motion. Councilmember Clemons and Parks and Recreation Director Jason Crum discussed when the pool fees would be added to the fee schedule.

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

Resolution No. B-6-2024 – A Resolution of Support

The City is submitting an application to the Kansas Department of Transportation for Transportation Alternatives Program funds for the Lansing Trail from 4-H Road to Lansing High School Project.

Councilmember Brungardt made a motion to approve Resolution B-6-2024, A Resolution of Support to be submitted by City Administrator Timothy Vandall and authorize the Mayor to sign the necessary documents. Councilmember Garvey seconded the motion. City Administrator Vandall stated that 18 letters of support came from adults, but 40 letters of support came from two fourth grade classroom students. He further discussed the breakout of costs and requirements of the city to maintain the sidewalk if approved. This route is listed on the Mid-America Regional Council’s Regional Bikeways Plan. This corridor is listed as a future transportation route. That’s one of the reasons why this project fit the grant requirements more so than other projects. Discussion continued regarding the requirements for the grant application compared to citizen requests.

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

Executive Session – Economic Development

Councilmember Kirby made a motion to go into Executive Session for the preliminary discussion of Economic Development activities, K.S.A. 75-4319(b)(4) for 15 minutes, beginning at 7:44 PM and returning to the Council Chambers at 7:59 PM and to include the Governing Body, City Administrator, City Attorney and Economic Development Director. Councilmember Clemons seconded the motion.

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

Councilmember Garvey made a motion to return to Open Session at 7:59 PM. Councilmember Clemons seconded the motion. No binding action was taken.

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

REPORTS:

Department Heads: CED Director Gentzler asked that the council give the code enforcement officer and that department a bit of grace as they are working on addressing the grass violation complaints.

City Attorney: Nothing to report.

City Administrator: The city’s employee benefits broker received bids for the updated health insurance. That came back at 5.8% to stay with United Healthcare. That will be the health insurance provider for the next 12 months. While it was a coincidence that they developers that have discussed building in Lansing had talked about more dense lots and closer setbacks, the other thing that came up was the RHID program. Without that program, investing millions of dollars doesn’t work. The builders cannot make the projects pencil out. RHID will likely come up again. During the

work session, there was discussion of looking at the future land use map. A link to that map was put in the City Administrator’s report for the council to review and discuss possible development of certain parcels. At one point, there was discussion about a citizen satisfaction survey, but it was not cost feasible at that time. At a conference, a company that provides citizen satisfaction surveys provided a tentative pricing that was a quarter of what the city was quoted 7 or 8 years ago. Mr. Vandall did advise the company to approach the council about the feasibility of it. That company may come to the June 6 meeting to discuss the benefits of citizen satisfaction surveys. A big thank you to those that wrote letters of support for the Trail Grant.

Governing Body:

Councilmember Gardner: City Administrator Vandall, your staff does an excellent job of responding to emails, allowing extra time to answer our questions, and in turn makes these meetings run a lot more efficiently. I appreciate you and your staff for all of that.

Councilmember Kirby: Last Wednesday was Police Officer Memorial Day, and it was Police Week in the United States. Police Chief Wayman and his staff do a good job despite the struggle to hire and keep staff. I appreciate the work of the Lansing Police Department. I had the opportunity to talk with Lori Redford, who I believe is the director of Independent Living at Twin Oaks about the micro-transit survey. That facility has issues with some of those folks and computers and the ability to submit more than one survey per computer. Some residents are using an address directly across Eisenhower from the facility to be able to access the bus service. We are going to meet with the Director of Activities at the facility. Can we print off paper surveys?

City Administrator Vandall: We can print off paper surveys.

Councilmember Kirby: The activity director is fairly confident the interest in the extended bus service is there. The residents know about the service from Leavenworth. There is a need for this service. I would hope in the near future we can do something to accommodate those people. Once we know what we’re going to do, we’ll get in touch with the director and set something up to be sure these people are heard.

Councilmember Majure: I want to thank my fellow councilmen and staff for tonight with the Leavenworth County Humane Society in what we’re doing and where we are going with that. That’s a really good thing. I want to thank City Administrator Vandall and his team and his staff and Mr. Gunter. You did a lot of work. There was a lot of issues, and ordinance, and more ordinance, and more things that we reviewed tonight that are for a good reason and a good cause that we’ve updated. I just cannot thank the staff enough for what you do, and how you are doing it. Police Chief Wayman, thanks so much, and our city lawyer for helping with all of this. Last thing, were we going to get a presentation on the fourth of July celebration?

City Administrator Vandall: We can give you an update on how the planning is coming along.

Councilmember Kirby: We are set to use the high school?

City Administrator: Yes.

Councilmember Majure: If we could see the layout and big festivities and food trucks, that would be a lot of fun.

Councilmember Garvey: Ditto what everyone else has said. Thank you to City Administrator Vandall and your staff. It’s all our city employees keeping our city rolling.

Councilmember Robinson: One thing that’s really clear to me since I’ve joined the board is that City Administrator Vandall and his team are very pro-active. There could be a lot more issues but because they are handling them so efficiently, even before it becomes an issue. It makes our job as council members a lot easier. I’m really impressed with...we have a work session, and we talk about how this will help our city grow and help the citizens pay less taxes. We make an idea, and you come here and we’re making that idea become truth. I know the people will appreciate it. Recently, one of my neighbors came to me and said that if their taxes continued to go up that they might not be able to continue living in Lansing. Prices are going up, and they’re on a fixed retirement income. This board has done a great job making sure we don’t increase taxes. I’m just so impressed with City Administrator Vandall and his staff.

Councilmember Clemons: The time is coming that we need to talk about the Fire Board in open session. Talk about where we’re going and the plans. What’s High Prairie going to do and not going to do. What’s Delaware going to do. What’s the Leavenworth County Commissioners stance on all of this. Maybe put it on the calendar for the next open meeting.

City Administrator Vandall: We had spoken with Delaware about having some type of joint meeting. Whether it’s downstairs or wherever that citizens can come in and ask us questions. That’s something we could do at some point this summer. We’re not positive about what High Prairie’s game plan is at the moment. I think they’ve scheduled a work session with the County Commissioners for next week. What they do is what they do. Best of luck to them. The meeting is at the courthouse.

Councilmember Majure: Let me just say, they are not out. High Prairie is seeking answers, seeking some questions. And they’re probably going to come back to Lansing. There is a lot of rumor mill about what High Prairie wants to do. There are emails flying. Those three elected officials represent the entire community of High Prairie. There are a lot of landowners and residents in High Prairie that want to ensure they have fire protection. And it is quality fire protection from Lansing that they know.

Discussion continued with the plan to put the Fire Board on a future agenda.

Councilmember Brungardt: Ditto to what everyone has said.

ADJOURNMENT:

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

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

The meeting was adjourned at 8:14 PM.

ATTEST:

City Clerk Tish Sims, CMC

AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Tish Sims, City Clerk
DATE: May 31, 2024
SUBJECT: Temporary Special Event License Application

Lindsay Conklin with 10 & 2 Coffee has applied for a temporary special event license for their summer concert series events. The outdoor concert series will take place on June 20 and July 18, 2024.

The State approved request for Temporary Extension of Premise Approval form is included with this application.

Action: Staff recommends a motion to approve the temporary special event license for 10 & 2 Coffee Lansing as presented.

AGENDA ITEM # 2

TEMPORARY SPECIAL EVENT LICENSE APPLICATION

Agenda Item 2.

Individual's Name Applying for License: Lindsay Conklin Date: 5/9/24

Address: 712 1st Terr Lansing KS 66043
Street Address City State Zip Code

Daytime Phone Number: 913-603-9404 Evening Phone Number: _____

Email: lindsay@tenandtwocoffee.com Business Name(if applicable): Ten + Two Coffee Lansing

I hereby apply for a license in the City of Lansing. This application is for the following type of temporary special event license:

- Type 1:** Fundraising or non-commercial events for nonprofit religious, educational or community service organizations; including any structures in conjunction with the event.
- Type 2:** Promotional activities or devices intended to attract attention to a specific place, business, organization, event or district, such as outdoor entertainment or display booths.
- Type 3:** Outdoor commercial activities intended to sell, lease, rent or promote specific merchandise or services (such as a tent sale, farmers market or product demonstration) or indoor seasonal events which will draw additional visitors to a property (such as haunted houses), and including licensed transient merchants requiring use of a tent or structure.
- Type 4:** Christmas Tree Sales
- Type 5:** Public events intended primarily for entertainment or amusement, such as concerts or festivals.
- Other:** Any special event not meeting the criteria of the Code of the City of Lansing, Chapter 5: Business Regulations, Sections 5-403 or 5-404

Event Location: 712 1st Terr Lansing KS 66043
Street Address City State Zip Code

Name and address of owner(s) of the event location:
Matt Warner 1719 Summit St Kansas City MO 64108
Name Street Address City State Zip Code

Description of Event: Summer Concert Series

Date(s) of Operation: 6/20/24 + 7/10/24 Hours of Operation: 5pm - 10pm

Anticipated Attendance: 350 State Tax Numbers: 93-0809516 Federal Tax Numbers: 93-0809516

Description of any structures to be used in conjunction with event: _____

An application shall be accompanied by the following items as applicable:

1. A sketch plan showing to scale the location of the proposed activities and structures in relation to existing buildings, parking areas, streets and property lines as shown on the approved site plan. In no event shall structures or display areas be located any closer than 25 feet to public right-of-ways adjacent to the property.
2. A letter from the property owner or manager, if different from the applicant, providing permission for the special event to occur on the property.
3. A separate application will need to be made to the Community & Economic Development Department for any signs to be displayed in conjunction with the special event. In no event shall signs be displayed on the public right-of-way. Signs for commercial activities shall only be displayed during hours of operation.

No city license shall be issued until the premise complies with all codes and ordinances of the City of Lansing. The Community & Economic Development Department must be contacted to schedule an inspection prior to license approval.

Signature of Applicant: [Signature] Date: 5/9/24

The following departments have reviewed this application and recommend approval.	
Police Department Signature: <u>[Signature]</u>	Date: <u>05/14/2024</u>
Community & Eco. Development Signature: <u>[Signature]</u>	Date: <u>5/14/24</u>
City Clerk's Office Signature: <u>[Signature]</u>	Date: <u>5/14/2024</u>

Alcoholic Beverage Control
109 SW 9th Street, 5th Floor
PO Box 3506
Topeka KS 66601-3506



Phone: 785-296-7015
Fax: 785-296-7185
Kdor_abc.email@ks.gov
www.ksrevenue.gov/abc.html

REQUEST FOR TEMPORARY EXTENSION OF PREMISE APPROVAL

Licensee Information

Business DBA Name Ten & Two Coffee Lansing	License Number 12874	
Business Location Street Address 712 1st Terrace	City Lansing	Zip Code 66043
Contact Phone Person Matt Warner	Phone Number 913-547-5223	Email Address matt.warner@anytimefitness.com
Event Date(s) 6/20/2024 and 7/18/24	Event Start Time(s) 5:00pm	Event End Time(s) 10:00pm

Temporary Extension Information

Check all that apply:

I am extending onto unlicensed or unpermitted premises
 Is the area of the extension under the control of the licensee? Yes No
 I have attached written permission from the owner or city/county. Yes No

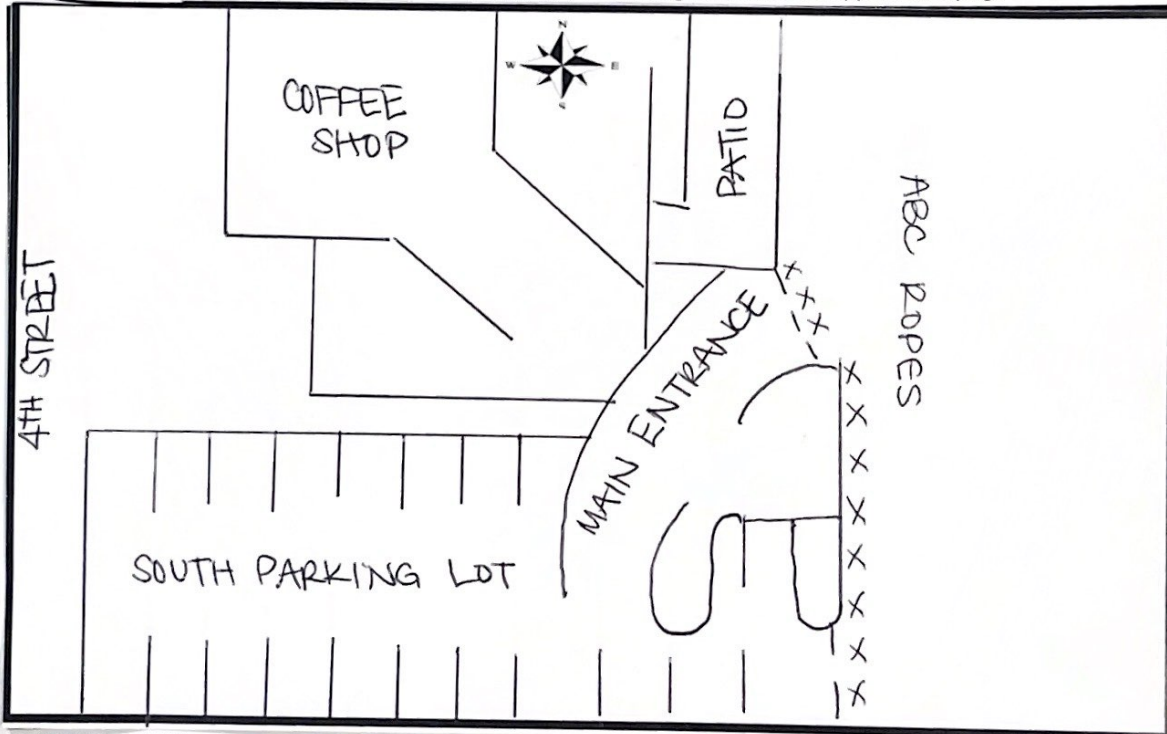
I am extending onto a temporarily permitted premises.
 What is the event name? _____

I am extending onto any of the following areas: public streets, alleys, roads, sidewalks or highways.

I have attached the ordinance or resolution approved by the local governing body. Yes No

Diagram: Draw a complete diagram of the premises for which you are seeking approval or attach your drawing. The diagram must indicate the current premise and the temporary extension area. **Architectural drawings will not be accepted.**

Check one: Diagram drawn below 8 1/2" X 11" drawing attached on supplemental page



Alcoholic Beverage Control
109 SW 9th Street, 5th Floor
PO Box 3506
Topeka KS 66601-3506




Phone: 785-296-7015
Fax: 785-296-7185
Kdor_abc.email@ks.gov
www.ksrevenue.gov/abc.html

Zoning: CERTIFICATE OF CITY, TOWNSHIP OR COUNTY CLERK

I HEREBY CERTIFY THAT THE PREMISES AT 712 1st Terrace Lansing 66043 is:
Location Street Address City Zip

(Check one box in each section below)

CITY LIMITS: **Inside** the incorporated city limits **Outside** the city limits Leavenworth
County



CLERK SIGNATURE Tish Sims City Clerk Township Clerk County Clerk
 PRINTED NAME TISH SIMS DATE 04/12/2024 PHONE 913-727-3036

I understand that I must maintain a copy of the approved diagram on the licensed premise and it must be available for immediate inspection upon request.

Under penalties of perjury, I declare the information contained in this document a true, accurate and complete disclosure of information.

[Signature] Matt Warner 4/9/24
 Licensee Signature Printed Name Date

ABC Office Use Only		
<input checked="" type="checkbox"/> DIAGRAM APPROVED AS SUBMITTED	Signature of ABC Official	Date
<input type="checkbox"/> DIAGRAM DENIED Reason Denied:		
	<u>Robert L. Holland</u>	<u>4/18/24</u>

AGENDA ITEM

TO: Mayor McNeill, Lansing City Council
FROM: Tim Vandall, City Administrator
DATE: May 31, 2024
SUBJECT: Community Survey

Representatives from True North Market Insights will be present to speak to the Council about a potential community survey for our residents.

Policy Consideration: Community surveys can be helpful to gauge priorities and help give staff and elected officials the pulse of the community. This can be helpful in establishing future projects and to help identify any blind spots and ways we can improve services for our residents. Ideally, by receiving feedback from our residents we can work to address issues and improve the quality of life for citizens in Lansing.

Financial Consideration: Projected costs for the community survey are within staff's purchasing authority. However, staff wanted to consult with the governing body about the idea prior to executing an agreement.

Action: Guidance and feedback from the governing body.

AGENDA ITEM # 3

2024 Comprehensive Community Survey Proposal



Company Information:

True North Market Insights, LLC
1310 Wagon Wheel Rd
Lawrence, KS 66049
Website: www.truenmi.com





Client Satisfaction Experts

- We are recognized national experts in satisfaction studies, working with a variety of different clients on satisfaction studies
- We design and manage satisfaction systems, including modeled importance to which dimensions most leader to satisfaction or greater quality of life
- Rachael, your project lead, has collaborated with over 100 local governments on community surveys across the nation

Lansing as a Case Study Example

- True North would like to use Lansing as a case study to showcase our innovative approach to community engagement and analysis.
- We will use Lansing as an example to other communities we plan to collaborate with.

Deeply Discounted Rate

- As a thank you for trusting True North to deliver Lansing strategic insights in understanding resident perceptions we would like to offer this to you at a deeply discounted rate.

We Will Do the Heavy Lifting

- We know you are busy and working with limited capacity. We will be the ones to develop, program, administer and analyze the survey. We will just need you for those upfront, honest, conversations about what's going on in your community.

True North is an Expert in Satisfaction Studies



Client Satisfaction Experts

- A recognized expert in satisfaction, experience, attitudinal, and user research
- Over 75+ years of combined team experience
- Both qualitative and quantitative satisfaction studies

We work with local and state governments, as well as hospitals, financial firms, and utilities, among other industries to better understand satisfaction. True North is at the forefront of advancing the Insights discipline by introducing new approaches based on the latest evidence from Behavioral Economics. True North has been recognized for these groundbreaking strides in satisfaction studies.



Community Insights Experts

- We design and manage satisfaction systems, including modeled importance dimensions that lead to satisfaction or greater quality of life.
- We are not just data providers, nor do we rely on a boilerplate – we provide insights and strategic consulting unique to each of our clients.
- Rachael, your project lead, has **Collaborated with over 100 local governments** on Community surveys across the nation.



Partners You Can Trust

- Digging deeper, re-cutting the data, and additional presentations are all part of a project. - ***We Do Not Nickel and Dime.***
- You will have only high-level researchers on your team.

Recent Awards



Top 100 Leader in Marketing by MARsum



Most Trusted Market Research and Analytics Firms in the World by Business Wire Magazine



Most Innovative Market Research Firm by IndustryWired

Don't take our word for it...

“Rachael is fantastic! She really understands how the survey process is supposed to work. She helped our Park District create a Community survey that helped guide our short and long-term strategic plan. It helped us get the data we were truly looking for.” - Johnathan Kiwala, Director, Kenilworth Park District, IL

“I have found their services to be exceptional. Their team of professionals is knowledgeable, experienced, and dedicated to ensuring their clients are fully satisfied with their work.” – Karla Martinez, Consumer Insights, State of Oregon

“True North always adds valuable insights to our projects and is easy to work with throughout the process.” – Phil Gooch, Insights Manager, Evergy

Objectives

Conduct a Community survey to gather feedback from residents to help the City of Lansing leaders make informed decisions on municipal service and program offerings.

Primary Objective and Background

Collaborate with the City of Lansing leadership team to develop a 2024 comprehensive community-wide survey.

The Community survey results will be used as a tool for leaders and decision-makers to understand better the Community's needs, preferences, and satisfaction levels regarding municipal services and programs. The goal is to provide leaders with the information needed to enhance Community members' overall quality of life and well-being.

How True North Will Meet These Objectives

Design questionnaire(s) based on previous trending and upfront conversations with the Lansing leadership working group team.

- Measure attitudes and Community perceptions on satisfaction with programs and services, safety, economic development, and land use.
- Identify programs and services most important to the resident's quality of life
- Administer the survey, ensuring it represents the City of Lansing residents demographically and geographically.

Reports will be "*management-ready*," providing recommendations for leadership on areas of strength and focus.

Administer a benchmark survey simultaneously among comparable cities using the same questionnaire as Lansing (optional).

Analyze as many surveys as we can get back.

Present final report and recommendations, either online or in-person, to City of Lansing leadership.

The Project Process

"Seek first to understand . . ."



- Kick-off meeting to fully understand expectations, decisions to be made, how the insights will be used, and unexpected challenges we may face.

- Design questionnaire based on kick-off meeting feedback.
- Sample or other issues may also need to be adjusted.

- City of Lansing, KS approvals.

- Purchase sample
- Program questionnaire
- Administer survey (online and post-cards)
- Collect responses
- Clean data
- Analyze
- Write report

- Deliver report
- Present report (as many times as needed).

Critical Issues for A Successful Community Survey

Data Collection Method



A multi-mode approach will ensure a representative sample.

Well Designed Questionnaire



The latest in behavioral science reveals that many scales on many attributes are a poor way to capture satisfaction.

Best-In-Class Analytics



Results should be more than reporting how many checked a box.

Analytical Frameworks for Decision-Making



A good reporting method will present data in a form that quickly and easily reveals the most important elements to address. Management should not have to sort through pages of numbers to determine where to focus their efforts.

A Team You Can Trust



Your insights team should be consultative, responsive, and trusted. More than a team that can produce numbers, it is an experienced team you can trust.



Critical Issues

Quantitative Approach and Methodology

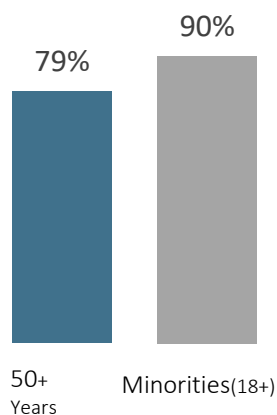
How we communicate has changed dramatically over just the last few years. To capture a truly representative sample, we must talk to residents in their preferred form.



Mobile Device

All segments of interest are heavy users of smartphones, including older adults and minorities. Most people are on their smartphones almost daily, if not multiple times throughout the day. More and more residents are taking surveys on their phones.

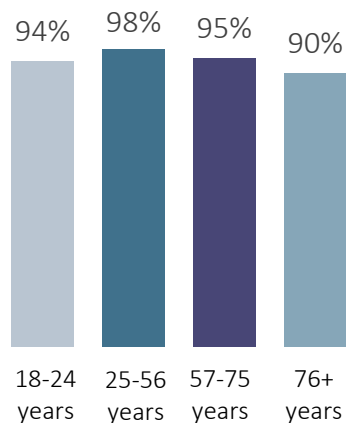
Use of Smart Phone



Computer

More than 90% of residents of all age groups use email as a form of Communication.

Use of Email



Mail

Physical mailed postcards are another way to give residents an opportunity to hold in their hands physically; potentially older residents.

A QR Code will be printed on the mail survey for those who prefer to take the survey on their smartphone.

We go where the people are

We don't rely on just one mode; we utilize the different modes most preferred by residents. We are more likely to get a good representative sample and higher response rates using all three methods. Additionally, when the City itself promotes the survey, this multi-mode approach makes it easier for residents to provide their opinions.

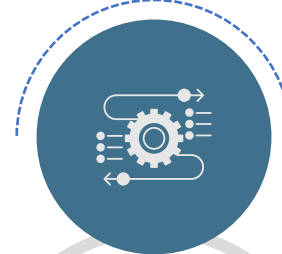
The Appropriate Mix of Respondents

A sample distribution that reflects the Community will lead to a more representative and meaningful survey.

Collect responses from different methods

- Different types of respondents will respond to different types of stimuli.
- Not all residents will respond to a paper and pencil survey; not all will respond to an emailed survey.
- To ensure a sample distribution that truly represents your Community attitudinally as well as demographically, True North will utilize mail, email, and online sources.

Different Invitation Methods



A quality sample is critical to quality results

- True North will execute the necessary steps and checks to ensure a good, quality sample.
- Including a screener to ensure we are talking to current residents of the City of Lansing.

Quality Sample

Trusted Results

Results will be “weighted” to ensure we truly represent Lansing’s community composition

No matter how good the sample is, the resulting sample distribution will likely under or overrepresent a segment. Therefore, True North will check the demographic distributions of the survey and compare that to the City distribution to ensure an accurate, representative sample.

- In addition, different demographics respond to surveys at different rates. Thus, True North may “weight” the sample analytically to reflect the true Community composition.



Data Weighting



Balanced List

Mail and online lists that represent the demographics of the Community will be used

- Balanced by age, income, and ethnicity.
- By including more lists (email, phone number for texting, address for mailing), we are more likely to achieve a good, balanced, representative sample.

Postcard Details



(Insert Specific Name)
Address Line 1
City of Lansing, KS

City of Lansing Community Survey!

We love Lansing, and we always want to make it better! **We want to hear from YOU** to better to understand your interests, concerns, and needs. This will better help us align city resources with resident priorities.

It will only take about 12 minutes to complete, and we would love to add your input to the decision-making process.

Thank you for your time!

-Tim Vandall, City Manager

Just scan the QR Code
to take the survey →



Postcard offers several benefits

- It can be more graphic, enticing, and a way to additionally remind residents of the survey
- Will attract a different type of resident who may not respond to the physically mailed surveys.
- It will serve as a reminder to those who saw the online survey, increasing response rates.
- We will survey every household in the City of Lansing, KS – giving everyone a chance to participate in this very important effort.



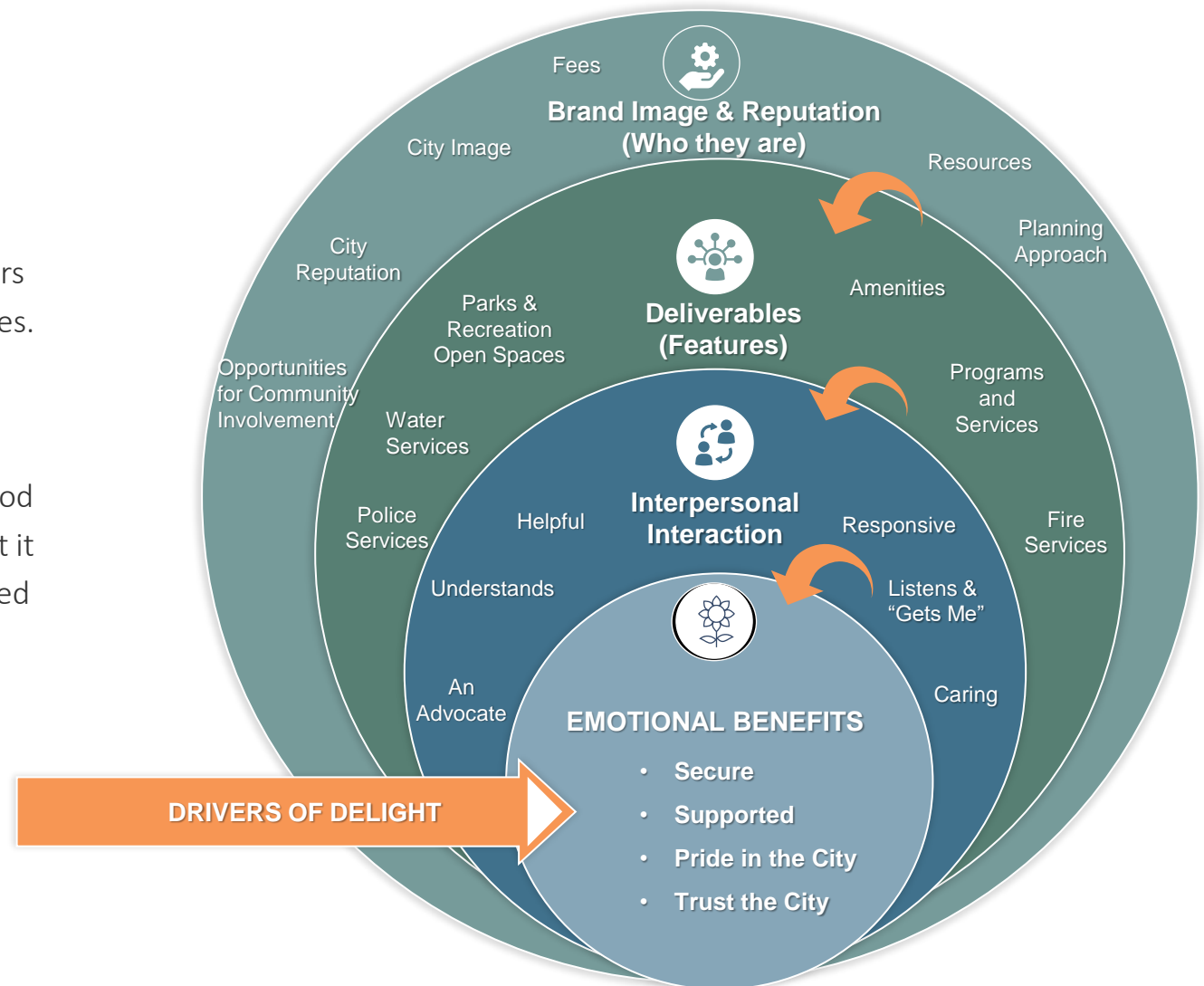
Give it a try!

A Satisfaction Framework

While many in our industry just ask about the deliverables, True North goes further to understand how brand image and interpersonal interactions create emotional benefits to residents.

A study such as this requires more than asking questions. And reporting data. It starts with an analytical framework.

- True North developed this satisfaction framework after years of satisfaction and experience studies across many industries.
- Each level has a role in the process. And each level can contribute to satisfaction or hinder it.
- This framework illustrates that the features themselves (good police protection) have a limited impact on satisfaction. But it is the benefits (feeling safe and secure) that result in satisfied residents. *Humans respond to benefits, not features.*



A Well-Designed Questionnaire

Customers will be more engaged with a well-designed programmed questionnaire.

True North will start survey development keeping the trending survey in mind. Rachael Snider, your project lead, is an expert in performance management and has Conducted multiple trending surveys across several industries.

A good questionnaire should not be a static document

- › There is a balance between trending data and staying relevant with the current set of management decisions.
- › True North will examine the survey to identify what is least important so that Lansing can add questions that address the latest strategic topics.

A good questionnaire considers look, feel, and ease of use

- › The questionnaire will represent the City of Lansing. We want it to be clear and easy to complete.
- › Many may take the survey on their smartphone. The questionnaire must work well in a mobile environment

Short Survey



Give it a try !

We use something similar for global satisfaction studies

A Comment on Scales



The latest behavioral science reveals that humans do not make decisions on a 5-point scale – we make choices among a set of alternatives



Scales have their place, but our industry relies too much on them. There are alternatives that are much better



Different ethnicities respond differently to scales. We want the responses to be a result of services, not the demographic makeup of the trade area.



True North will provide the standard Scales – but also offer alternatives to dig deeper into the issues.

The Questionnaire Must Work Well with a Cell Phone

However, most survey programs are designed for PC or even paper & pencil use and not with mobile in mind.



All socio-economic groups utilize smartphones.

A survey easily accessed and completed on a mobile device is important to ensure a good, representative sample



Many households do not have laptops or PCs. They only have a phone. For those who prefer to respond to the mail survey they also have that option.



All income groups and ethnic groups have a smartphone.



Programming for a mobile device is different from programming for a PC.

True North will design and program the questionnaire to allow it to be easily completed on a smartphone.

An example of how we use a mobile device for surveys is presented later in this proposal.

Lansing is a great place to raise a family

I feel safe in Lansing

Lansing is a great place to retire

Lansing has great public spaces

Optional: Evaluating Potential Policies and Plans

Evaluating new options is very different from evaluating existing services. True North recommends applying new approaches based on behavioral science that utilize choices, not just a series of scales, with our **Rapid Review** approach.

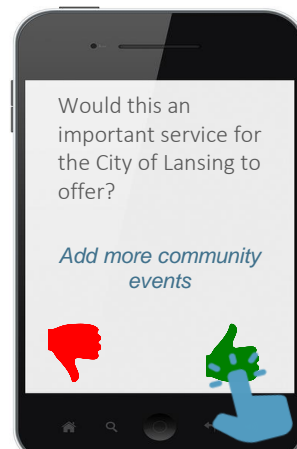
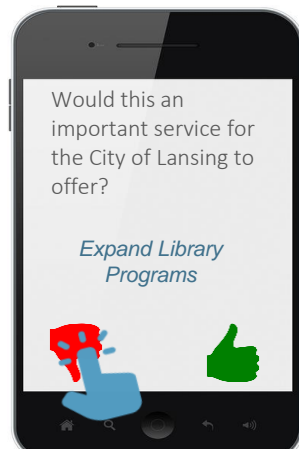
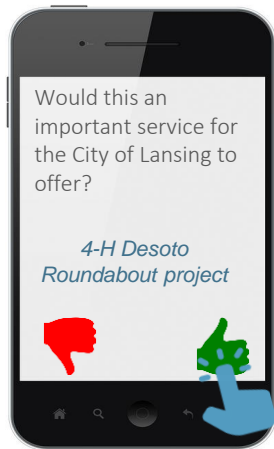


Humans don't make decisions on a 5-point scale. They make choices!

Following the same pattern humans use to decide in the real world, we can be more reflective of preferences and real behavior. Should the City have upcoming initiatives this could be a nice process to incorporate into the survey at no incremental cost.

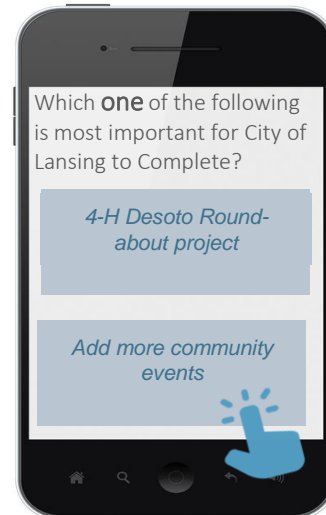
Step 1

Identify if the proposal falls into a set of important considerations for the City.



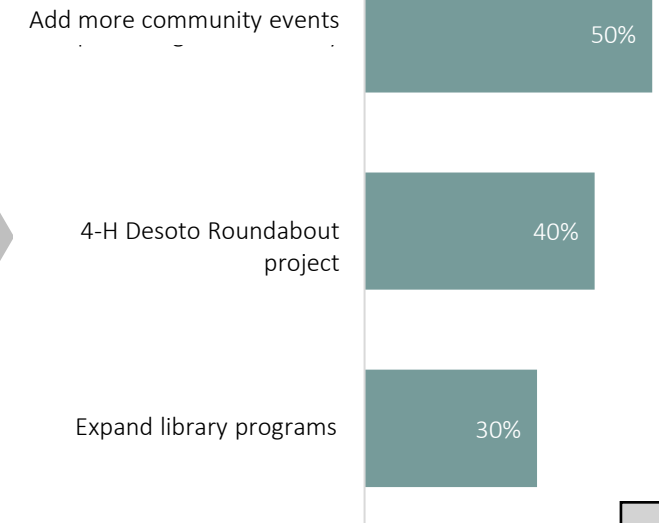
Step 2

Recall all those they consider to be important and ask which one they believe the City should undertake.







Output





Identify which proposals are most important overall



Projected Demographic Distribution

Based on US Census Data: Population 11,187/Total Households 3,639

 Gender	 Count	 Distribution	 Projected # of Surveys
Females	4,574	40%	120
Males	6,712	60%	180
Age			
HH with Children Under 10	1,231	11%	33
HH with Children Ages 10-17	1,187	10%	30
Ages 18 to 24	671	6%	18
Ages 25 to 34	1,678	15%	45
Ages 35 to 44	1,567	14%	42
Ages 45 to 54	1,678	15%	45
Ages 55 to 64	1,342	12%	36
Ages 65+	1,902	17%	51
Ethnicity			
White	8,167	73%	216
Hispanic	671	6%	18
Black/African American	1,566	14%	42
Multi-Racial	671	6%	18

 Housing	 Count	 Distribution	 Projected # of Surveys
Owner	8,838	79%	237
Renter	2,349	21%	63
Household Income			
Less than \$25,000	224	2%	6
\$25,000 to \$49,999	1,454	13%	39
\$50,000 to \$99,999	2,685	24%	72
\$100,000 to \$149,999	2,909	26%	78
\$150,000 to \$199,999	2,126	19%	57
Over \$200K	1,790	16%	48

 Estimates Based on **n=300 surveys**

*Other demographic characteristics such as income, geography (proportionate by zip codes), and other important factors will be determined.

Optional: A Better Way for Benchmarking

Benchmarking is useful, True North uses the gold standard.

Traditional benchmarks have many problems



Each city might ask the question differently or use different scales



Most benchmark comparisons are cumulative, using data from 5+ years ago



Different ethnic groups use scales differently. If a benchmark city has a different ethnic composition, this will create differences in a scaled response



The timing of when the survey was conducted can create differences. (Were previous studies executed pre-Covid)?



The Gold Standard

True North will execute your Core residential survey in benchmark cities at **the exact same time** your survey is being administered. *A much improved and useful benchmark!*



This allows you to benchmark...

- › Using the exact same survey instrument
- › At the exact same time
- › With the exact same sample definition
- › And executed the exact same way
- › Studying communities that are similar to the City of Lansing Kansas.



Results for all benchmark cities will be combined to create an overall benchmark

Where to Focus Your Efforts?

True North provides results in a framework to help leaders understand where to invest resources.

So where should the City of Lansing focus its efforts?



Perhaps those that are below the benchmarks?



Perhaps those services that get a lower score?



But what if those services do not impact residents' opinions of Lansing?



What if they are simply less important?

...Not all services are equally important.

Analytically identify the services that most lead to a **more satisfied customer!**

Improving these services will have a greater impact on the City of Lansing residents' satisfaction.

Solution



This is how we do it . . .

More Predictive Metrics Exist

Agenda Item 3.

While satisfaction serves as a baseline measure with a relatively low threshold for future behavior, research demonstrates that residents' likelihood to recommend carries significantly more weight, **being 2.5 times more predictive**. Simply satisfying residents is not the goal – we want them to love our community genuinely.

*Our aim is not just to satisfy our residents. We want to **Delight** them!*

We will ask both overall City satisfaction and how likely the resident is to recommend living in the City to a friend or family member.

Quality of life driver scores will be created based on the NPS score and the attribute associated. This will give clear direction to city managers on where to focus resources most efficiently.



Identifying the Most Important City of Lansing Services

Analytically derived importance scores based on a correlation between satisfaction and performance.

We don't rely just on what the respondent tells us; we analytically determine importance based on their responses.



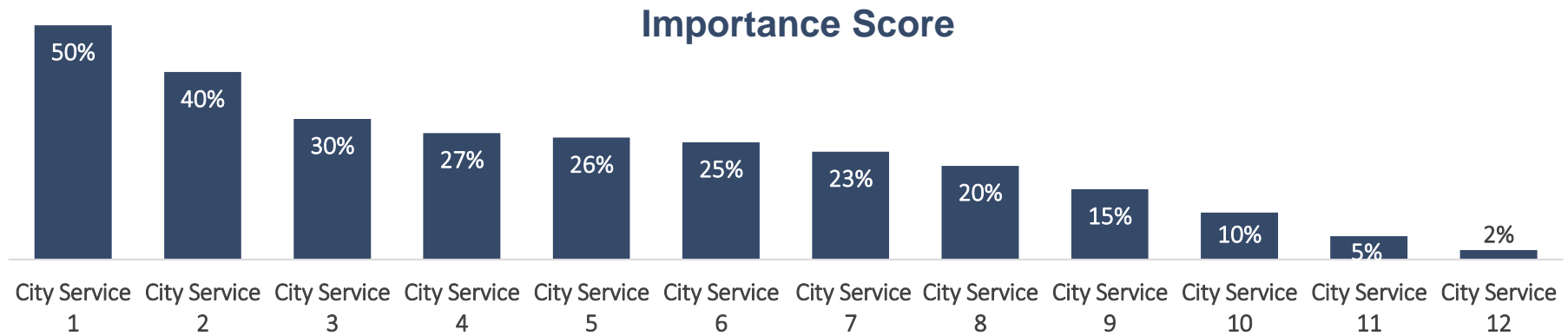
This typically reveals more emotionally driven dimensions.



Emotionally driven dimensions have been found to change perceptions and behaviors.



Although the results are analytically determined, the output is very easy to interpret.



Analysis Note

This type of analysis is emerging as a “best practice”; it is used to help identify where to focus limited resources.

Analytically, the importance score is derived based on a correlation between each service importance rating and the overall satisfaction score.

Analytical Frameworks for Decision Making

Clearly identifies areas of strength and areas of improvement.



True North will provide “decision-ready” results

- › You will not have to sort through a big PowerPoint to understand the challenges and opportunities.



Easily Consumable

- › A hallmark of a good analytical framework is that it is easy to understand.
- › The key findings will be clear and not bogged down with unnecessary data.



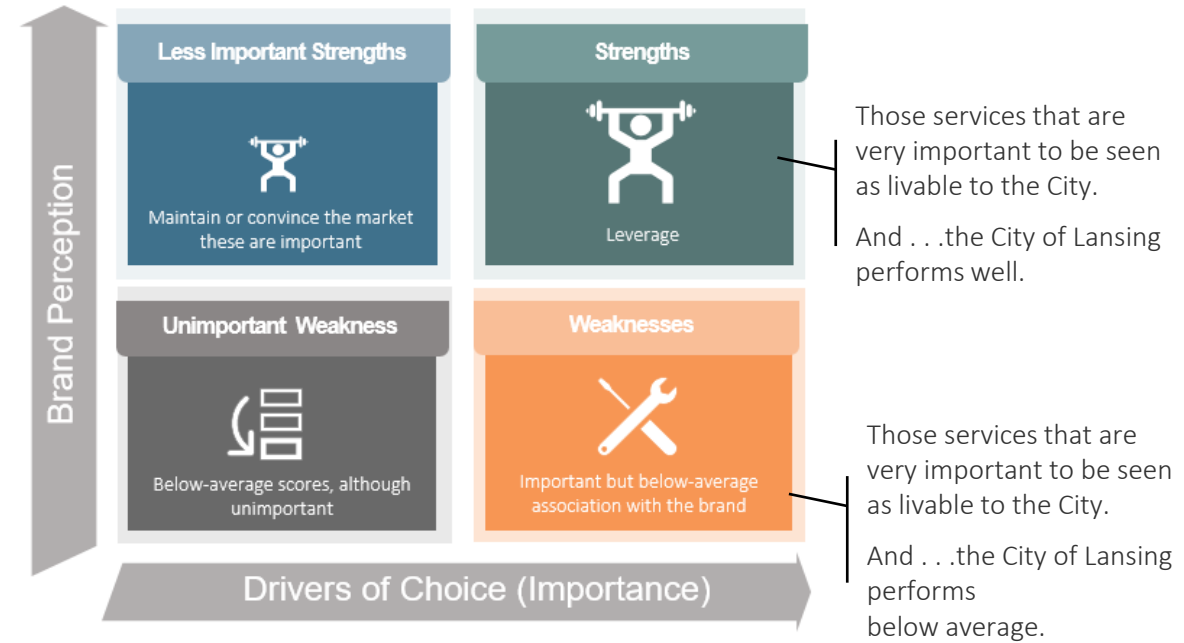
Action Map Example

- › This is one example of what we provide.
- › A quick glance reveals City of Lansing, KS strengths and opportunities. Maps will be created overall, and for each individual department.



Action Map

Identifies City of Lansing’s strengths and areas of opportunity



Deliverables

True North does not just provide data – we provide insights and a path forward.



True North Will Deliver a Management Ready Report

- Complete with an executive summary for those who don't have the time to review all the details.
- Organized and reported for easy consumption and understanding.
- It will have an Appendix of detailed tables.
- We will provide raw data and crosstab results.



The Projects Isn't Over Until You Get What You Need

- This is one of our operating principles. We are not interested in just providing a PowerPoint report. We are interested in helping our clients truly understand and make decisions.
- We are a collaborator and partner, not just another vendor. We understand you are buying insights and an understanding; we provide data-driven strategic consulting.



True North Will Deliver as Many Virtual Presentations as Desired

- Complete with an executive summary for those who don't have the time to review all the details.
- True North will deliver an in-person presentation if desired. In-person Conversations Can lead to better understanding.

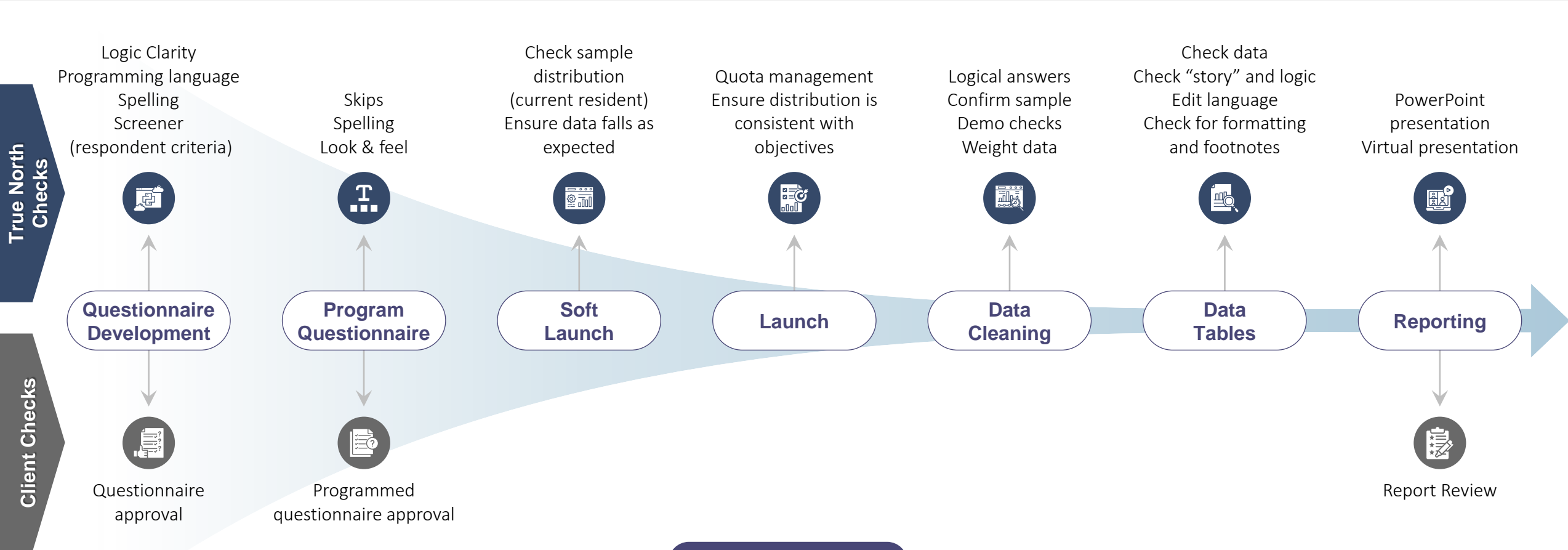
Quality Control Process for Quantitative Data

True North has a documented protocol to ensure high QC standards.

True North has a highly experienced project management team.

These checklists ensure quality controls are maintained.

In addition to these steps, experienced PMs are more likely to find any issues that fall outside of these checks.



Analysis note

We include a screener and soft launch the survey with residents to ensure an additional step to accurate results.

Tasks and Deliverables



Task 1: Survey Development (2 weeks)

- After the initial meeting with the City, True North will make changes to the questionnaire based on approved recommendations and feedback. The service area is confirmed, any available sample is purchased, and the City provides a database of resident addresses.
- Once the questionnaire is updated, True North will send it to the City to approve the final survey questionnaire.
- Once the questionnaire is approved, True North will program the study in Forsta and send mailers to the printer within 3 days.
- City leaders will be sent a link to the online version of the questionnaire for final approval.



Task 2: Survey Administration (4 weeks)

- Survey will have a soft launch with 200 residents to ensure everything is falling as it should.
- Full launch with all available emails/addresses.
- Send reminder emails after 1 week targeting those who have not completed those surveys and lower responding demographics.
- Send a second reminder to encourage participation to those who have not responded.
- The administration process in the field will last roughly 4-5 weeks. Goals: a total of *300 completes.

*We have found that when the City works to promote the survey in advance, we obtain higher response rates.



Task 3: Report Creation (2 weeks)

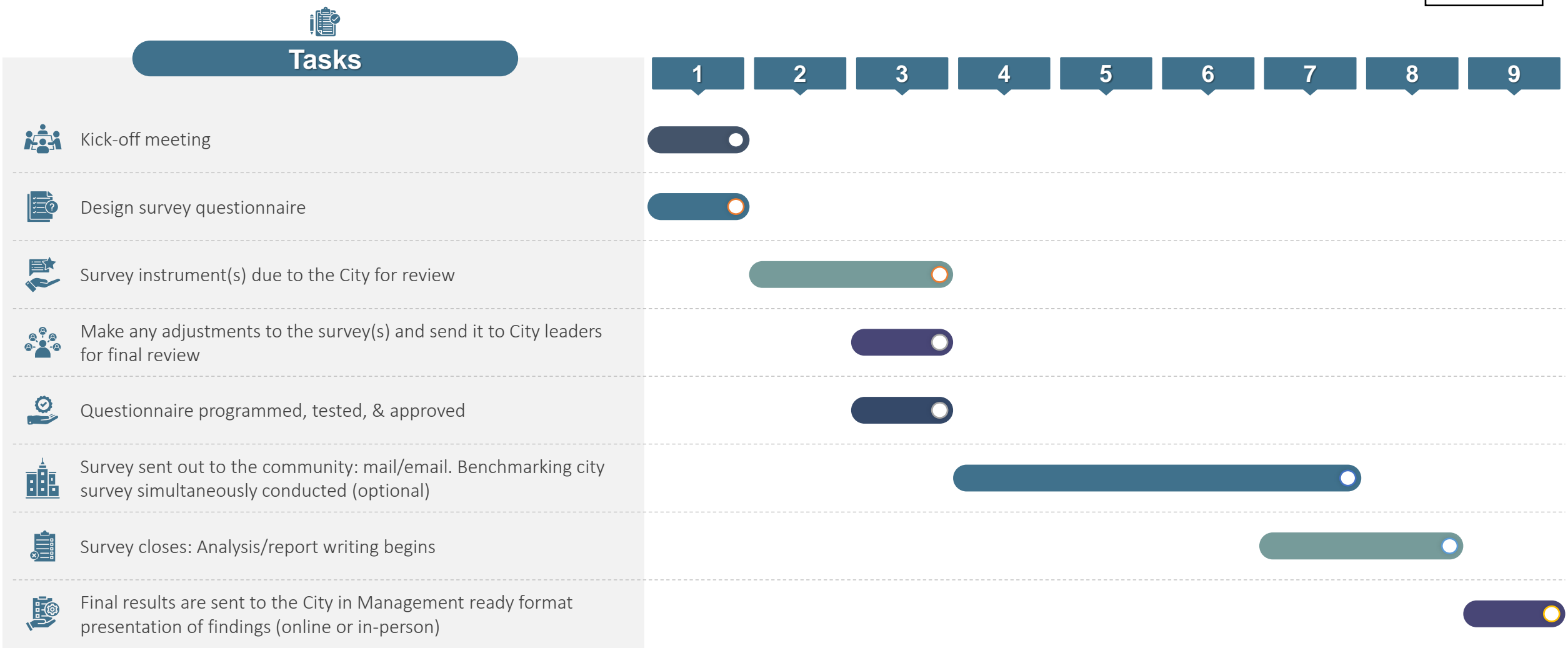
- Management-ready PowerPoint created and an appendix of detailed tables and findings, including comparisons across groups. Findings are broken down by various demographics.
- Final report submitted, including raw data.



Task 4: Presentation (1 week)

- PowerPoint presentation submitted.
- True North will deliver as many virtual presentations as needed. We recognize not everyone can be present at every meeting.
- Final report submitted to the City of Lansing and presentation by True North. This presentation can be placed on your website or sent to new employees as they come on board.
- An in-person presentation.

Timeframe and Project Fees



Note: The schedule is designed to conclude in 8-10 weeks but can be completed in a shorter timeframe if the City of Lansing needs it. Project is to be completed before May 31st, 2024.

TBD

Fee for Community Survey Design, Administration, and Analysis Services



Optional Services

\$2,500

Benchmark Services

\$1,200 (includes incentives)

Focus Groups (each)

A Word On Collaboration . . .

A true partner

An extension of your team



It is one thing to say you are a partner



It is something else to be one

- › Clients view us as an extension of their team, not as a hands-off vendor.
- › Our objective is always to answer the questions and to provide real insights, not simply to deliver a PowerPoint report.



True North works as a hands-on partner

- › Collaboration to us means that we need to understand your situation, objectives, strategies, and challenges. By knowing these, we can better deliver insights that can be actioned against.
- › Not all communities are the same. Not all utility commissions or boards are the same. Expectations and challenges are different.
- › Thus, we will work as partners throughout the process. Understanding, and capturing your thoughts and opinions.



It is for these reasons that True North has been named a “Most Trusted” research firm . . .



The True North Lansing Team

▶ Each with a minimum of 15 years experience



Agenda Item 3.

Organizational Structure



Dave Santee

Founder & President of True North Market Insights

Dave has worked on many different types of satisfaction studies across the nation within both the private and public sectors. He is an expert in research methods and understanding client satisfaction. Dave recently won **TOP 100 Marketing Leader in the US by MARsum** for his innovative research methodologies based on continued research in Behavioral Economics.



Carol Hastings

VP, Client Loyalty

Carol brings with her over 30+ years of experience. She currently heads up our largest clients' international satisfaction study



Chris Olliff

VP, Client Experience

Chris's brings 25+ years of experience, with strengths in fostering relationships and building connections



Rachael Snider

Director of Community Insights

MPA with 15 years of market research; worked with over 100 governmental clients



Christine Coleman

Senior Research Manager

Logistics and data management
25+ years experience



Ajith Menon

Manager, Research Technology

Masters in Market Research
12+ years experience
An expert in functional dashboards



Alejandra Cortes

Multicultural Research Mgr. & Sr. Project Manager

MBA, Multi-cultural expert.
Native Spanish speaker

▶ Rachael will be the day-to-day contact, ensuring the project runs smoothly



Rachael has tremendous experience working with over **100 communities** across the nation on governmental needs assessment studies. Her work includes resident satisfaction studies, parks and recreation needs assessment studies, program evaluation, and capitol improvement studies.


Rachael firmly believes in the significance of resident feedback and engagement, recognizing them as pivotal elements for fostering healthy communities.

Rachael has worked with city governments on several topics, including...

Rachael Snider
Director of Community
Insights
MPA & Performance
Management

-  Resident Satisfaction
- ✓ Identifying underlying reasons for low or high satisfaction scores
 - ✓ Identifying and establishing trends and performance measures
 - ✓ Providing actionable insights into areas for improving resident satisfaction

-  Capitol Improvement
- ✓ Identifying which projects residents are most important to residents – as well as what they are willing to pay for
 - ✓ Identifying which messages are going to meet the community objectives

-  Parks and Recreation
- ✓ Understanding barriers, needs, and issues associated with programs, services, and facilities
 - ✓ Identifying, strengths, weaknesses, and areas of opportunity for the park department

References



A variety of insights

#1

“I have worked with Rachael Snider on **more than 100 community needs assessment surveys and could not recommend her work more highly.** Rachael is a tremendously talented project manager who is very skilled at conducting statistical analysis.”

Ron Vine, Former VP of ETC Institute
Email: ronvine1950@gmail.com
Cell: (913) 747-5524

#2

“Rachael is fantastic! She really understands how the survey process is supposed to work. **She helped our Park District create a community survey that helped guide our short and long-term strategic plan. This also helped us with our Capital planning.** She was patient, knowledgeable, and very easy to work with. Her input regarding the statistical relevance for our questionnaire was extremely helpful. It helped us get the data we were truly looking for.”

Johnathan Kiwala, Kenilworth, IL
Parks and Recreation Director
Email: jkiwala@kpdistrict.org

#3

“I have had the pleasure of working closely with True North Market Insights, and **I have found their services to be exceptional.** It’s been very easy to work with True North. Their team of professionals are knowledgeable, experienced, and dedicated to ensuring that their clients are fully satisfied with their work. They consistently go above and beyond what is expected of them to ensure that their client’s needs are met. **I have no doubt that True North would be an asset to any organization that requires their services. They have my highest recommendation”**

Karla Martinez, Community Outreach,
State of Oregon, DFR
Email: karla.p.martinez@dcbs.oregon.gov
Cell:(503) 983-1667

#4

“I have worked with True North for several years now. **They always add valuable insights to our projects and are easy to work with throughout the process.** Dave and his team do a great job of reporting the results in a easy to understand format.”

Phil Gooch, Consumer Insights
Eversource Utilities
Email: Phil.Gooch@eversource.com
P: (917) 873-9965

TRUE NORTH

MARKET INSIGHTS

Clarity

Confidence



AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Beth Sanford, Finance Director
DATE: May 31, 2024
SUBJECT: Resolution No. B-7-2024 - A Resolution authorizing the offering for sale of General Obligation Bonds of the city of Lansing, Kansas.

Bond Counsel, Gilmore & Bell, has prepared Resolution B-7-2024, authorizing the offering for sale of General Obligation Bonds. These bonds will permanently finance a portion of the 2020-1 temporary note funds that were used to purchase land in Town Centre.

Action:

Staff recommends a motion to adopt Resolution No. B-7-2024.

AGENDA ITEM # 4

GILMORE & BELL, P.C.

CITY OF LANSING G.O. SALE RESOLUTION

- A. Excerpt of Minutes of Meeting authorizing offering for sale of Bonds
 - B. Resolution for a Competitive Sale
 - C. Certificate Deeming Preliminary Official Statement Final
-

**EXCERPT OF MINUTES OF A MEETING
OF THE GOVERNING BODY OF
THE CITY OF LANSING, KANSAS
HELD ON JUNE 6, 2024**

The City Council (the "Governing Body") met in regular session at the usual meeting place in the City at 7:00 p.m., the following members being present and participating, to-wit:

Present: _____
_____.

Absent: _____.

The Mayor declared that a quorum was present and called the meeting to order.

(Other Proceedings)

The matter of providing for the offering for sale of general obligation bonds came on for consideration and was discussed.

Council Member _____ presented and moved the adoption of a Resolution entitled:

**RESOLUTION AUTHORIZING THE OFFERING FOR SALE OF GENERAL
OBLIGATION BONDS OF THE CITY OF LANSING, KANSAS.**

Council Member _____ seconded the motion to adopt the Resolution. The Resolution was read and considered, and, the question being put to a roll call vote, the vote thereon was as follows:

Aye: _____
_____.

Nay: _____.

The Mayor declared the Resolution duly adopted by the Governing Body and the Clerk designated the same Resolution No. B-7-2024.

(Other Proceedings)

CERTIFICATE

I hereby certify that the foregoing Excerpt of Minutes is a true and correct excerpt of the proceedings of the Governing Body of the City of Lansing, Kansas, held on the date stated therein, and that the official minutes of such proceedings are on file in my office.

(SEAL)

Tish Sims, City Clerk

RESOLUTION NO. B-7-2024

RESOLUTION AUTHORIZING THE OFFERING FOR SALE OF GENERAL OBLIGATION BONDS OF THE CITY OF LANSING, KANSAS.

WHEREAS, pursuant to the provisions of the laws of the State of Kansas applicable thereto, by proceedings duly had, the governing body of the City of Lansing, Kansas (the “Issuer”) has previously authorized a certain internal project described as follows (the “Project”):

<u>Project Description</u>	<u>Ord. No.</u>	<u>Authority</u>	<u>Amount</u>
Property Acquisition	1044	Article 12, Section 5 of the Kansas Constitution	\$2,150,000

WHEREAS, the Issuer has previously issued the following temporary notes to temporarily finance a portion of the costs of the Project (the “Existing Notes”):

<u>Series</u>	<u>Dated Date</u>	<u>Maturity Date</u>	<u>Outstanding Amount</u>
2020-1	October 1, 2020	September 1, 2024	\$2,210,000

; and

WHEREAS, the Issuer desires to issue its general obligation bonds in order to permanently finance a portion of the costs of the Project and to retire a portion of the Existing Notes; and

WHEREAS, the City Council of the Issuer (the “Governing Body”) has selected the firm of Piper Sandler & Co. (“Municipal Advisor”) as municipal advisor for one or more series of general obligation bonds of the Issuer to be issued in order to provide funds to finance the Project; and

WHEREAS, the Issuer desires to authorize the Municipal Advisor to proceed with the offering for sale of said general obligation bonds and related activities; and

WHEREAS, one of the duties and responsibilities of the Issuer is to prepare and distribute a preliminary official statement relating to said general obligation bonds; and

WHEREAS, the Issuer desires to authorize the Municipal Advisor and Gilmore & Bell, P.C., Kansas City, Missouri, the Issuer’s bond counsel (“Bond Counsel”), in conjunction with Issuer officials and staff, to proceed with the preparation and distribution of a preliminary official statement and notice of sale and to authorize the distribution thereof and all other preliminary action necessary to sell said general obligation bonds; and

WHEREAS, due to the volatile nature of the municipal bond market and the desire of the Issuer to achieve maximum benefit of timing of the sale of said general obligation bonds, the Governing Body desires to authorize the Mayor (or member of the Governing Body authorized to exercise the power and duties of the Mayor in the Mayor’s absence) (the “Mayor”) to confirm the sale of such general obligation bonds, if necessary, prior to the next meeting of the Governing Body to adopt the necessary ordinance and resolution providing for the issuance thereof.

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF LANSING, KANSAS, AS FOLLOWS:

Section 1. The Issuer is hereby authorized to offer for sale the Issuer’s Taxable General Obligation Bonds, Series 2024-C (the Bonds”) described in the Notice of Bond Sale (the “Notice of Bond Sale”), which is to be prepared by Bond Counsel in conjunction with Issuer staff. All proposals for the purchase of the Bonds shall be submitted upon the terms and conditions set forth in the Notice of Bond Sale, and shall be reviewed by the Mayor, Finance Director, Municipal Advisor, and Bond Counsel as soon after the submittal hour as possible.

The Mayor is hereby authorized to award the sale of the Bonds to the submitter of the best proposal as determined pursuant to the provisions of the Notice of Bond Sale or to reject all proposals; provided, however, that (a) the principal amount of the Bonds shall not exceed \$1,350,000, (b) the final maturity of the Bonds shall be no later than September 1, 2034, and (c) the true interest cost of the Bonds shall not exceed 6.00%.

All proposals for the purchase of the Bonds shall be delivered to the Governing Body at its meeting to be held on the date referenced in the Notice of Bond Sale, at which meeting the Governing Body shall review such proposals and ratify the award of the sale of the Bonds or the rejection of all proposals.

Section 2. The Mayor and Finance Director, in conjunction with the Municipal Advisor and Bond Counsel, are hereby authorized to cause to be prepared a Preliminary Official Statement relating to the Bonds (the “Preliminary Official Statement”), and such officials and other representatives of the Issuer are hereby authorized to use such document in connection with the sale of the Bonds.

Section 3. The Clerk, in conjunction with the Municipal Advisor and Bond Counsel, is hereby authorized and directed to give notice of said sale by publishing a Notice of Intent to Seek Private Placement not less than 6 days before the date of the bond sale in a newspaper of general circulation in Leavenworth County, Kansas, and the Kansas Register and by distributing copies of the Notice of Bond Sale and Preliminary Official Statement to prospective purchasers of the Bonds. Proposals for the purchase of the Bonds shall be submitted upon the terms and conditions set forth in the Notice of Bond Sale and awarded or rejected in the manner set forth in the Notice of Bond Sale.

Section 4. For the purpose of enabling the purchaser(s) of the Bonds (the “Purchaser”) to comply with the requirements of Rule 15c2-12 of the Securities and Exchange Commission (the “Rule”), the Mayor and Finance Director or other appropriate officers of the Issuer are each hereby authorized: (a) to approve the form of said Preliminary Official Statement and to execute the “Certificate Deeming Preliminary Official Statement Final” in substantially the form attached hereto as *Exhibit A* as approval of the Preliminary Official Statement, such official’s signature thereon being conclusive evidence of such official’s and the Issuer’s approval thereof; (b) covenant to provide continuous secondary market disclosure by annually transmitting certain financial information and operating data and other information necessary to comply with the Rule to the Municipal Securities Rulemaking Board; and (c) take such other actions or execute such other documents as such officers in their reasonable judgment deem necessary to enable the Purchaser to comply with the requirement of the Rule.

Section 5. The Issuer agrees to provide to the Purchaser within seven business days of the date of the sale of the Bonds or within sufficient time to accompany any confirmation that requests payment from any customer of the Purchaser, whichever is earlier, sufficient copies of the final Official Statement to enable the Purchaser to comply with the requirements of the Rule and with the requirements of Rule G-32 of the Municipal Securities Rulemaking Board.

Section 6. The Mayor, Clerk and the other officers and representatives of the Issuer, the Municipal Advisor and Bond Counsel are hereby authorized and directed to take such other action as may be necessary

to: (a) carry out the sale of the Bonds, and (b) make provision for payment and/or redemption of the Existing Notes from proceeds of the Bonds and other available funds.

Section 7. The transactions described in this Resolution may be conducted, and documents related to the Bonds may be sent, received, executed, and stored, by electronic means or transmissions. Copies, telecopies, electronic files and other reproductions of original executed documents (or documents executed by electronic means or transmissions) shall be deemed to be authentic and valid counterparts of such documents for all purposes, including the filing of any claim, action or suit in the appropriate court of law.

Section 8. This Resolution shall be in full force and effect from and after its adoption by the Governing Body.

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ADOPTED by the Governing Body on June 6, 2024.

(SEAL)

Anthony R. McNeill, Mayor

ATTEST:

Tish Sims, City Clerk

EXHIBIT A

**CERTIFICATE DEEMING
PRELIMINARY OFFICIAL STATEMENT FINAL**

_____, 2024

To: _____

Re: City of Lansing, Kansas, Taxable General Obligation Bonds, Series 2024-C

The undersigned is the duly acting Finance Director of the City of Lansing, Kansas (the “Issuer”), and is authorized to deliver this Certificate to the purchaser (the “Purchaser”) of the above-referenced bonds (the “Bonds”) on behalf of the Issuer. The Issuer has previously caused to be delivered to the Purchaser copies of the Preliminary Official Statement (the “Preliminary Official Statement”) relating to the Bonds.

For the purpose of enabling the Purchaser to comply with the requirements of Rule 15c2-12(b)(1) of the Securities and Exchange Commission (the “Rule”), the Issuer hereby deems the information regarding the Issuer contained in the Preliminary Official Statement to be final as of its date, except for the omission of such information as is permitted by the Rule, such as offering prices, interest rates, selling compensation, aggregate principal amount, principal per maturity, delivery dates, ratings, identity of the underwriters and other terms of the Bonds depending on such matters.

CITY OF LANSING, KANSAS

By: _____
Title: Finance Director

AGENDA ITEM

TO: Tim Vandall, City Administrator

FROM: Tony Zell – Wastewater Director & Mike Spickelmier, City Engineer *MOUS 5/13/24*

DATE: May 16, 2024

SUBJECT: Updates to the Technical Specifications and Design Criteria for Sanitary Sewer

The following modifications and updates to the City of Lansing Technical Specifications are listed below:

DESIGN CRITERIA for Sanitary Sewers and Appurtenances – Section B

“All sewers are to be designed for anticipated flows from a **10-year** interval storm.”

Notes: This is a reduction from a 50-year storm to better reflect the current modeling and I&I projections. The intent is to provide more economical sanitary sewer infrastructure that both addresses the anticipated flows, without the need to overbuild for storm water infiltration.

TECHINICAL SPECIFICATION Section 1700 – Construction Recording.

This is a proposed addition to the Technical Specifications to direct construction work to provide video / photographic documentation of the conditions both pre and post construction. This is a mechanism provide this information in an effort to protect both parties in situations where there is discrepancy as to the site conditions.

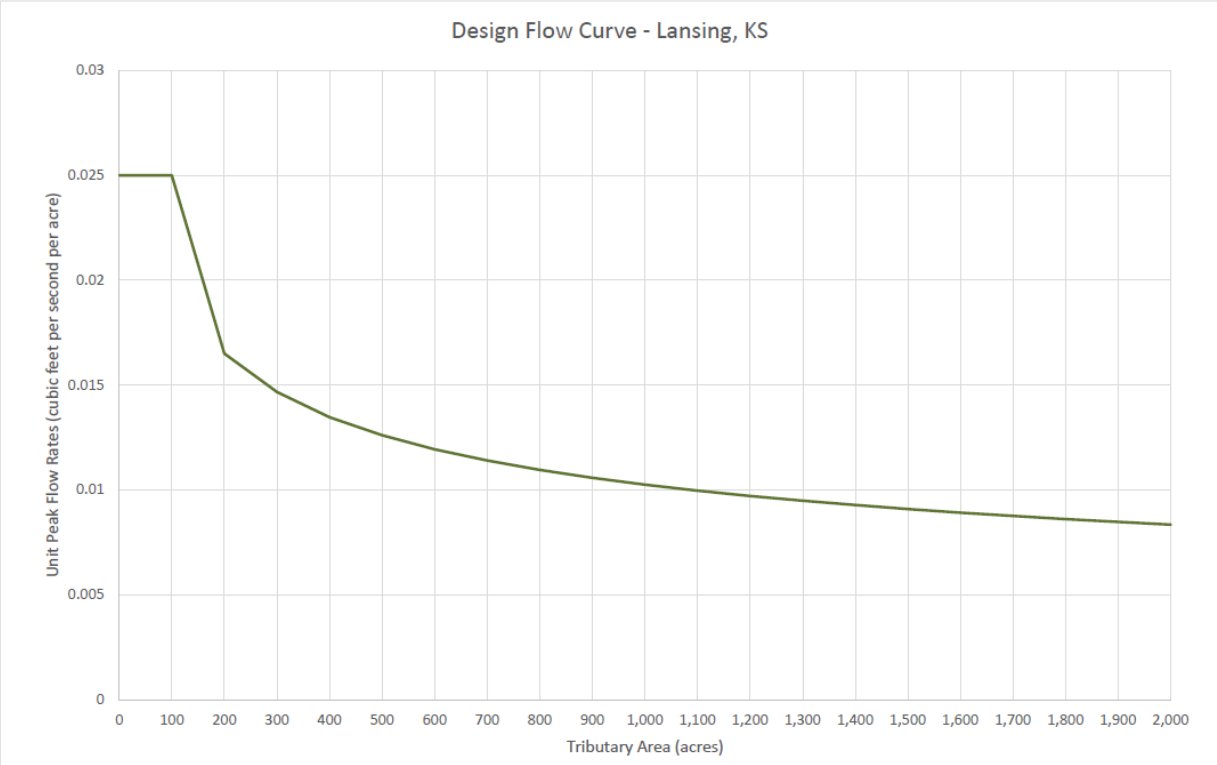
Action:

Revised the Sanitary Sewer Design Criteria from a 50 year to a **10-year** interval storm and add section **1700 Construction Recording** to the City of Lansing - Technical Specifications.

DESIGN CRITERIA FOR SANITARY SEWERS AND APPURTENANCES

- A. DESIGN FACTORS. Sanitary sewers shall be designed for the ultimate tributary population. Due consideration should be given to current zoning regulations and approved planning and zoning reports where applicable. Sewer capacities shall be adequate to handle the anticipated maximum hourly quantities of sewerage and industrial waste together with reasonable consideration given to infiltration/inflow.
- B. SEWER DESIGN. Sewers shall be designed for the total tributary area using the following minimum criteria:

Sewers up to and including a diameter of 18-inch are to be sized flowing two-thirds full; interceptors, main sewers, and relief interceptor sewers larger than 18-inch diameter are to be sized flowing three-fourths full. Lateral sewers may be designed to flow at capacity. All sewers are to be designed for anticipated flows from a 10-year interval storm.



- C. MAXIMUM SIZE. The diameter of sewers proposed shall not exceed the diameter of the existing or proposed outlet, whichever is applicable, unless directed by the Wastewater Utility Director or City Engineer.
- D. MINIMUM SIZE. No public sewer shall be less than eight (8) inches in diameter. Stublines for service connections shall not be less than six (6) inches in diameter.
- E. MATERIALS OF CONSTRUCTION. Sanitary sewers shall be constructed of pipe material resistant to or protected from degradation, acid and alkaline solutions, normal sewer temperature variation, abrasion, and industrial wastes or

other materials which may be transmitted by the collection system.

The following types of commercial pipe are approved for gravity sanitary sewer systems constructed in the city of Lansing:

PVC Pipe	ASTM D3034, Type PSM Polyvinyl (Chloride), SDR 26 (SDR 21 will be required for depths in excess of 20 ft.); PVC Material shall conform to ASTM D1784 and shall have a cell classification of 12454-B, 12454-C, or 13364-B. Sizes 18" to 36" shall conform to ASTM F679-80. The minimum pipe stiffness for pipe used for stublines shall be SDR 26.
Reinforced Concrete Pipe	ASTM C76
Ductile Iron Pipe (only with approval of Engineer and with appropriate lining)	ANSI A21.51; ASTM A536, Grade 60-42-10; thickness Class 50, unless otherwise required by the Engineer.

The use of PVC pipe, ASTM D3034, shall be limited to residential or commercial areas as approved by the Wastewater Utility Director or City Engineer and shall not be used for pipelines exceeding 24 inches in diameter, unless approved by the City Engineer. Concrete pipe shall be approved on a per project basis as recommended by the Design engineer and approved by the City Engineer.

- F. MINIMUM SLOPE. All sewers shall be designed to give mean velocities when flowing one-half full of not less than 2.0 feet per second.

All velocity and flow calculations shall be based on the Manning Formula using an N value of 0.013. The following slopes shall be minimum for the size indicated.

SEWER SIZE	MINIMUM SLOPE IN PERCENT FULL AND HALF FULL FLOW
8"	0.40
10"	0.28
12"	0.22
15"	0.15
18"	0.12
21"	0.10
24"	0.08
27"	0.065
30"	0.058

Exceptions to these minimum slopes shall be made at the upper end of the lateral sewers serving under 30 dwelling units. Said sewers shall have a minimum slope of 0.80 percent. All sewers larger than 30 inches in diameter shall have the slope approved by the Wastewater Utility Director or City Engineer.

Where lateral sewers serve less than 10 dwelling units, the minimum slope shall not be less than 1.0 Percent.

- G. INCREASING PIPE SIZE. When a sewer joins a larger one, the invert of the larger sewer should be lowered sufficiently to maintain a continuous energy gradient.
- H. HIGH VELOCITY PROTECTION. In situations where flow is continuous and grit is a problem or where velocities greater than 10 feet per second are possible, special provisions shall be made to protect against abrasion damage to

the pipe and manhole. Such protection may be attained utilizing ductile iron pipe, and T-Lock lining of manholes.

- I. ALIGNMENT. All sewers shall be laid with straight alignment between manholes, with the bell-end pointed upstream or as per the manufacturer’s recommendation.
- J. MANHOLE CONSTRUCTION. Manholes shall be installed at the end of each line; at all changes in grade, size, or alignment; at all intersections; and at a distance not greater than four hundred (400) feet for sewers eighteen (18) inches or less in diameter and not greater than six hundred (600) feet for larger sewers.
- K. MANHOLES. The construction of all manholes shall conform to the details shown on Standard Details 31-1 through 31-4.

The minimum horizontal clear distance within the barrel of standard manholes should not be less than four (4) feet. Manholes with connecting pipe diameters greater than 24 inches shall have a minimum inside clear dimension of five (5) Feet. The Engineer may require diameters in excess of four (4) feet when warranted by excessive depth or other circumstances.

Drop manholes should be avoided as much as possible. However, an inside drop pipe shall be provided for a sewer entering a manhole at an elevation of twelve (12) inches or more above the manhole invert. The drop pipe shall have the same nominal diameter as that of the incoming sewer. The minimum diameter of an inside drop type manhole must be increased to five (5) feet.

Without utilizing drop manholes, the difference in elevation between the invert of any incoming sewer and the invert of the outgoing sewer should not exceed twenty-four (24) inches except where required to match crowns. When a sewer joins a larger one, the crown of the smaller sewer shall not be lower than the crown of the larger one. The minimum drop through manholes shall be 0.2 feet for manholes with greater than 45° turns and 0.1 feet for straight-through trough and up to 45° turns.

Where manholes are to be built in close proximity to streets, the top of manhole elevation shall be set within the following limits:

Minimum Elevation	¼" per foot rise above top back of curb
Maximum Elevation	½" per foot rise above top back of curb

All other sanitary sewer lines (sewer lines across unplatted land, etc.) shall have the tops of manholes set flush with the existing ground elevation. The top of all manholes shall be located a minimum of 1.0 feet above the 100-year flood elevation. Manholes adjacent to flood plain areas must have bolt-down lids.

Any variation from the above top of manhole criteria will require a letter of explanation to be submitted with the drawings and be subject to approval by the City Engineer or Wastewater Utility Director.

- L. SEWER LOCATIONS. Sanitary sewers shall be located within street or alley rights-of-way unless topography dictates otherwise. When located in easements outside of street pavement on private property, access shall be provided to all manholes. A manhole shall be provided at each street or alley crossing. End lines shall be extended to provide access from street or alley rights-of-way where possible. Imposed loading shall be considered in all locations. Not less than eight (8) feet of cover shall be provided over top of pipe in street and alley rights-of-way and five (5) feet in all other areas.

The center of sanitary sewer manholes shall be located five (5) feet beyond the right-of-way, and five (5) feet off a property line, within a dedicated easement. Other locations require the Engineer’s approval of a written request.

Tees and stub lines shall not be located within ten (10) horizontal feet of any pipe, structure, or other improvements without approval of the Engineer. Stub lines shall extend to the easement boundary, opposite of the right-of-way unless directed by the Engineer.

- M. CLEANOUTS AND LAMPHOLES. Cleanouts and lampholes will not be permitted on public lines. Cleanouts must be

installed on private service lines at a maximum spacing of 100 feet, and at alignment changes.

- N. PROTECTION OF WATER SUPPLIES. There shall be no physical connection between a public or private potable water supply system and a sewer, or appurtenance thereto, which would permit the passage of any wastewater or polluted water into the potable water supply.

Sanitary sewer lines and water lines shall be constructed a distance of ten (10) horizontal feet apart when they are to be installed parallel to each other. Exceptions to this requirement shall be granted only upon written approval by the Kansas Department of Health and Environment.

Where sanitary sewer lines are to be installed over or under and across water lines and a two (2) foot clearance cannot be obtained because of limited grades or grades of existing structures, then the sewer pipe shall be encased in concrete for a distance of at least ten (10) feet in each direction from the crossing.

- O. AERIAL CROSSINGS. Adequate support shall be provided at all joints in pipes utilized for aerial crossings. All aerial crossings shall be approved by the Wastewater Utility Director or City Engineer.
- P. UNSEWERED DWELLINGS. All existing addresses that will be provided access to the sewer that previously did not have sewer service available shall be identified by the Design Engineer. This identification shall include the approximate distance from the dwelling to the sewer.
- Q. MAXIMUM SLOPE. All sewers which are designed to flow at 10 feet per second or greater shall be reviewed by the Engineer for approval or alternate design considerations.
- R. EXTENSIONS OF THE SEWER. All extensions of the sanitary sewer shall be made so that future extensions may be made by upstream users. When a future sanitary sewer extension will be required to serve adjacent upstream properties, the location for the center of the uppermost manhole, whenever possible, should be at least five (5) feet beyond the plat boundary in a permanent sewer easement.
- S. ANALYSIS OF RECEIVING SEWER REQUIRED. Authorization to extend any existing sanitary sewer shall not be granted until an analysis of the receiving sewer system has been completed as outlined in Section T below.

- a. Any proposed developments or additions to the existing sanitary sewer pipe network whose additional flows WILL cause or will likely cause a bypass of untreated sewage to the environment or an existing building shall not be approved.
- b. Developments or additions to the existing sanitary sewer pipe network whose additional flows WILL NOT cause a bypass of untreated sewage to the environment or an existing building will be considered for approval on a case by case basis. Applicants seeking approval must submit sufficient engineering documents and downstream sewer analysis to the Lansing Wastewater Utility Department staff for their consideration in making a final determination and subsequent recommendation to the Lansing City Council.

- T. CITY OF LANSING SANITARY SEWER CAPACITY ANALYSIS PROCEDURE.

As required by the City, the developer shall submit complete sanitary sewer information by creating a spreadsheet with information containing:

1. Building use,
2. Acreage,
3. Square footage,
4. Point of connection to the public system,
5. 24-hour average and peak sanitary sewer flow graphs for the peak day, showing average daily and peak daily flows
6. Seasonal peak if it differs from daily peak
7. Flow line elevations,

8. Pipe diameters,
9. Flow depths and manhole top elevations,
10. Reach distances, reach slopes, and reach capacity using Manning's equation,
11. Also include any other information that would support approval.

The design engineer will then create a hydraulic model with existing flows in the system and add the proposed development to the model to determine adequacy of the receiving sewer downstream to the Wastewater Treatment Facility. As an alternative, for a fee (as listed in the City's current fee and fine schedule), the proposed development may submit the above information to the city to have it evaluated using the City's Sanitary Sewer Hydraulic Model for the trunk sanitary sewer system.

If there is not enough capacity in the existing modeled trunk sanitary sewer system, the developer may be required to upgrade the sanitary sewer system as determined by the City. The required sanitary sewer upgrades will be at the developer's expense. In instances in which KDHE issues the developer an extension permit based and contingent on an approved action plan prior to such time that the trunk capacity is adequate, developer expense for the trunk capacity upgrade may be a prorated portion, as determined by the City.

If the design flow exceeds the pipe capacity, and would cause surcharging to homes, businesses, or the environment, the system would be considered hydraulically overloaded.

If the engineer wishes to propose alternative methods of sanitary sewer evaluation, the engineer must submit a written proposal clearly detailing the method and assumptions to be used in that evaluation. The proposal will be reviewed by the City Engineer and Wastewater Utility Director for appropriateness for the situation. Do not submit alternative analyses until the proposed alternative method has been approved in writing by the Wastewater Utility Director.

DIVISION 1700 - CONSTRUCTION RECORDING

Section 1701 SCOPE:

It is the intent of this coverage to accurately, clearly document and define pre-existing, post-construction and/or construction conditions to minimize potential construction claims. Contractor shall provide a high-quality color audio and video recording of the existing surface conditions within the project's zone of influence. The zone of influence shall be defined as an area within a temporary construction easement or public right-of-way, as indicated by the Drawings, or within 35 feet of the proposed Work. Contractor shall furnish an original and one copy of the recording to the Owner.

The following recording(s) shall be completed:

1. Prior to any construction activity.
2. After completion of all construction activity.

Section 1702 GENERAL:

The Owner reserves the right to reject and request another recording because of poor quality, unintelligible audio or uncontrolled pan or zoom. Under no circumstances shall construction begin until the Owner has received, reviewed and accepted the recording.

A qualified, established recording company, knowledgeable in construction practices and experienced in recording of construction projects, shall perform the recording. If requested, the company shall provide examples of prior work and/or references.

Contractor shall obtain permission from property owners prior to entering said property.

This item of work is subsidiary to other costs of the project.

Section 1703 PRODUCTS:

All digital recordings shall be supplied on a USB storage device of sufficient capacity to include the entire project on one storage device.

Color digital photos shall be supplied on a USB storage device of sufficient capacity to include the entire project on one storage device.

Section 1704 COLOR AUDIO/VIDEO SURVEY:

Coverage shall include, but not be limited to, all existing roadways, sidewalks, fences, curbs, driveways, buildings and structures, ditches, above ground utilities, landscaping, trees, culverts, headwalls, retaining walls, signage and other physical features located within the project's zone of influence. Detailed attention shall be given to any defects, such as cracks, disturbed areas or other damaged items. The coverage may be expanded if Owner so directs.

All recording will be done during daylight hours and during dry, clear weather conditions.

Adequate lighting, to produce the proper detail and perspective, will be required to fill in areas covered by shadows.

If insufficient landmarks exist, Owner may request that excavation areas be marked (including stationing information) with highly visible fluorescent paint.

48 hours advance notice must be provided to the owner, so they will have the opportunity to accompany the videographer.

SECTION 1705 AUDIO AND VIDEO REQUIREMENTS:

Properly identify all recordings (on media and jacket) by recording number, Owner's name, project name and number, contractor's name, date of recording and location of recording.

A written record of the contents of each recording shall be supplied, and it shall be sufficiently detailed so that Owner may easily retrieve the footage of a specific location.

Each tape shall begin with a verbal description. During the recording location information such as street name, direction of travel, viewing side, existing conditions, etc., will be included. Translucent information (date and time) must appear on the recording.

Identify houses and buildings visually by house number and in such a manner that structures of the proposed Work, (i.e. manholes, etc.) can be located by reference. Use of station numbers is acceptable if the stationing is accurate and coincides with the drawings.

Information appearing on the recording must be continuous and run simultaneously with computer generated translucent digital information. No editing or overlaying of information at a later date will be acceptable.

The rate of speed in the general direction of travel during the recording shall not exceed 100 feet per minute. Panning rates and zoom-in and zoom-out rates shall be controlled sufficiently such that during playback, the picture shall always be in focus and maintain clarity.

SECTION 1706 PHOTOGRAPHIC REQUIREMENTS:

Original digital image files shall have dimensions of 1500 x 2100 pixels, or greater, and delivered in JPEG format without added compression.

Photographs shall be taken at intervals of not more than 50 feet, at each private driveway, and at other intervals and locations as deemed necessary to record the detailed conditions, possible field conflicts, and as may be designated by the Engineer.

Each photograph shall be identified in the view using the station number or street number, and sequential view number.

All prints shall be color and 5"x7" in size.

AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Joshua Gentzler, Community & Economic Development Director
DATE: May 31, 2024
SUBJECT: Firewall Purchase

Overview: Section 4-10 Sole Source Purchasing in the Lansing Purchasing Manual allows for the purchasing of specific equipment for various technical requirements. The City's firewalls have reached the end of life and need to be replaced. The City's IT department is requesting the approval of the replacement of our current Sonicwall firewalls with the industry standard Cisco Meraki firewall devices. The purchase will include both the hardware and required licenses to operate the equipment. The City will purchase 3-year licenses from Cisco to decrease yearly costs for the City.

Policy Consideration: N/A

Financial Consideration: \$30,000 was programmed in Line Item 10-060-43340 in the 2023 budget for Computer Hardware. The estimated cost of the hardware and licenses is \$17,832.42. Computer Hardware budget has \$28,386.76 remaining in the line item.

Action: The City Council authorize the Community & Economic Development Department to spend up to \$18,000 to purchase firewall hardware and licenses for the City's network from Rhino Networks.

AGENDA ITEM # 6



**FINANCIAL SUMMARY
&
ECONOMIC INDICATORS REPORT**

MARCH 2024

CITY ADMINISTRATOR, TIM VANDALL

*Prepared by:
Beth Sanford
Director of Finance*

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FINANCE DIRECTOR'S REPORT MARCH 2024

May 24, 2024

Mayor and City Council Members:

We are pleased to submit the quarterly *Financial Summary* and *Economic Indicators Report* for quarter ended March 31, 2024.

The Finance Department has been monitoring the local economy to ensure the city maintains stability despite the increased costs of commodities such as asphalt, electricity, and fuel. In February, general obligation bonds were issued to fund construction of the aquatic facility, the McIntyre sewer project, and the Town Centre sewer project.

Following are the results from two key economic indicators of the U.S. Economy:

- *Federal Fund Rate*: The Federal Open Market Committee (FOMC) voted to keep the target range for federal funds rate at **5.25% to 5.50%**.
- *Unemployment Rate*: According to the Bureau of Labor Statistics, the national unemployment rate for March is 3.7 percent. The local unemployment rate for March is 3.2 percent.

Key economic indicators of the local economy continue to reflect the general state of the U.S. economy. Two out of five indicators monitored in the *Economic Indicators* portion of the monthly report are negative, while three indicators reflect a neutral trend. These indicators are discussed in detail in the attached *Economic Indicators Summary*.

The Finance Department will continue to work closely with each Department. We will also monitor revenues, expenses, and key economic indicators in every effort to provide relevant and reliable financial information.

Respectfully submitted,

Elizabeth C. Sanford
Director of Finance

**MAJOR FUND FISCAL STATUS REPORT
MARCH 2024**

There are three major operating funds monitored in this report, as well as reports for funds accounting for major capital improvement projects. These reports are intended to provide a snapshot of the financial condition of the funds that have the most significant fiscal activity. The goal is to provide management with information on potential budgetary challenges due to revenue and expenditure trends.

GENERAL FUND

- The beginning unreserved cash fund balance for CY2024 was \$3,311,391.
- Ad Valorem revenues collected through March totaled \$1,842,059, approximately 58.1% of the annual budgeted ad valorem, and 16.8% higher than last year’s \$1,577,523 receipts through March.
- Combined Local and County Sales and Use taxes collected in March totaled \$201,853 a 5.19% decrease from the same period last year (\$212,908). Year-to-date Sales and Use Tax receipts total \$671,680 a 5.87% decrease over last year’s \$711,089 total.
- Year-to-date Franchise fees of \$153,578 are lower than last year’s March total of \$242,024.
- Year-to-date Court Fines & Fees totaled \$59,493, a 22.9 % decrease from last year’s \$77,124.
- Total General Fund revenues year to date through March were \$3,016,831 as compared to \$2,727,236 over the same period last year. Total revenues collected are 39.1% of the annual budget.
- All operating departments remain within expectations for their budget authority, with total expenditures of \$707,852 for March, as compared to \$710,244 last year. Additionally, year-to-date expenditures across departments totaled \$2,215,688, a 9.4% increase over last year’s \$2,205,013. The estimated month end unreserved cash fund balance is \$4,112,534.

WASTEWATER FUND

- The beginning unreserved cash fund balance is \$1,614,922.
- March’s receipts from Usage Charges were \$240,685, which are consistent with last March’s revenues of \$247,332. There was no sewer rate increase this year.
- Overall, operating expenditure accounts remain within budget expectations, with total expenditures of \$114,270 in March, as compared to \$96,975 last year. Year-to-date expenditures totaled \$377,633, a 1.7% increase over last year’s \$371,447.

SOLID WASTE FUND

- The beginning unreserved cash fund balance is \$139,453.
- March’s receipts from Usage Charges totaled \$50,259, consistent with the prior year’s revenue of \$47,398. Trash rates will increase from \$18.00 (\$16.00 senior rate) per month to \$19.00 (\$17.00 senior rate) per month.
- Operating expenditure accounts remain within budget expectations, with year-to-date expenditures through March totaling \$102,652, a 4.0% increase from last year’s \$98,718.

CAPITAL IMPROVEMENT PROJECTS – MULTIPLE FUNDS

The reports contained herein represent the various funds for which the city has ongoing capital improvement projects (CIP). CIP that is financed solely through debt proceeds are shown in a format to reflect the total project revenues and expenditures since inception. This format allows the user to see the funding source, the contractual obligations, and the remaining unreserved cash fund balances (if any) for each individual project.

**GENERAL FUND
FISCAL YEAR 2024
MARCH**

	Prior Year Month	Current Year Month	% Change	Prior Year-to-Date	Current Year-to-Date	% Change	Current Year Budget	YTD % of Budget
UNRESERVED CASH BALANCE FORWARD				\$ 3,048,383	\$ 3,311,391	8.6%	\$ 3,311,391	
REVENUES								
Ad Valorem Tax	\$ 30,480	\$ 35,112	15.2%	\$ 1,577,523	\$ 1,842,059	16.8%	\$ 3,169,581	58.1%
In Lieu of	5,141	4,279	-16.8%	\$ 11,794	\$ 17,902	51.8%	\$ 15,848	113.0%
Motor Vehicle Tax	19,973	22,072	10.5%	\$ 31,891	\$ 33,590	5.3%	\$ 265,377	12.7%
Recreational Vehicle Tax	273	177	-35.1%	\$ 298	\$ 194	-34.8%	\$ 3,207	6.1%
Local Alcohol Liquor Tax	5,604	3,033	-45.9%	\$ 5,604	\$ 3,033	-45.9%	\$ 24,716	12.3%
16M and 20M Truck Tax	249	2,369	850.9%	\$ 2,423	\$ 3,614	49.2%	\$ 7,002	51.6%
Neighborhood Revitalization	-	-	-0-	\$ (10,205)	\$ (14,618)	43.2%	\$ (34,589)	42.3%
Local Sales & Use Tax	108,028	230,510	113.4%	\$ 367,366	\$ 351,424	-4.3%	\$ 1,500,000	23.4%
County Sales & Use Tax	104,880	209,805	100.0%	\$ 343,722	\$ 320,256	-6.8%	\$ 1,350,000	23.7%
Franchise Taxes	112,480	38,768	-65.5%	\$ 242,024	\$ 128,760	-46.8%	\$ 717,800	17.9%
Licenses	3,085	1,880	-39.1%	\$ 12,490	\$ 10,495	-0-	\$ 52,000	20.2%
Permits	5,313	6,310	18.8%	\$ 17,455	\$ 12,421	-28.8%	\$ 69,500	17.9%
Court Fees and Fines	25,353	22,231	-12.3%	\$ 77,124	\$ 59,493	-22.9%	\$ 469,500	12.7%
Animal Control	1,218	1,185	-2.7%	\$ 3,135	\$ 3,123	-0.4%	\$ 25,000	12.5%
Community Center	795	95	-88.1%	\$ 3,885	\$ 3,940	1.4%	\$ 13,000	30.3%
Activity Center	110	555	404.5%	\$ 220	\$ 305	38.6%	\$ 800	38.1%
Interest Earnings	2,278	14,319	528.5%	\$ 6,370	\$ 31,914	401.0%	\$ 17,000	187.7%
Grants	-	-	-0-	\$ -	\$ -	-0-	\$ -	-0-
Transfers	-	183,748	-0-	\$ -	\$ 183,748	-0-	\$ -	-0-
Other	-	-	-0-	\$ 34,117	\$ 25,178	-26.2%	\$ 50,000	50.4%
TOTAL REVENUES	\$ 425,260	\$ 776,447	82.6%	\$ 2,727,236	\$ 3,016,831	10.6%	\$ 7,715,742	39.1%
EXPENDITURES								
Administration	\$ 12,108	\$ 10,661	-11.9%	\$ 33,381	\$ 39,541	18.5%	\$ 152,704	25.9%
Police	162,065	161,425	-0.4%	\$ 474,602	\$ 470,596	-0.8%	\$ 2,554,264	18.4%
Municipal Court	18,322	31,123	69.9%	\$ 68,592	\$ 84,351	23.0%	\$ 291,890	28.9%
Emergency Operations	-	-	-0-	\$ -	\$ -	-0-	\$ 3,000	0.0%
Streets	18,275	60,390	230.5%	\$ 42,923	\$ 87,526	103.9%	\$ 298,809	29.3%
Street Lighting	12,624	12,636	0.1%	\$ 31,620	\$ 28,846	-8.8%	\$ 250,000	11.5%
Building Maintenance	7,901	8,477	7.3%	\$ 25,923	\$ 23,153	-10.7%	\$ 98,392	23.5%
Community Development	45,033	38,965	-13.5%	\$ 106,568	\$ 122,542	15.0%	\$ 675,869	18.1%
Finance	22,602	21,141	-6.5%	\$ 73,847	\$ 73,996	0.2%	\$ 329,169	22.5%
Public Works	22,011	23,047	4.7%	\$ 63,882	\$ 66,526	4.1%	\$ 324,737	20.5%
City Administrator	13,693	13,562	-1.0%	\$ 36,529	\$ 38,650	5.8%	\$ 188,785	20.5%
Community Center	122	122	0.0%	\$ 366	\$ 366	0.0%	\$ 7,563	4.8%
Parks & Recreation	60,093	58,094	-3.3%	\$ 158,442	\$ 180,835	14.1%	\$ 782,353	23.1%
Activity Center	14,269	10,786	-24.4%	\$ 50,989	\$ 38,871	-23.8%	\$ 150,919	25.8%
Information Technology	13,972	17,095	22.4%	\$ 60,745	\$ 57,623	-5.1%	\$ 177,000	32.6%
Council Expenses	2,913	3,118	7.1%	\$ 21,871	\$ 20,774	-5.0%	\$ 50,760	40.9%
Nondepartmental	284,241	237,209	-16.5%	\$ 774,732	\$ 881,494	13.8%	\$ 2,539,585	34.7%
TOTAL EXPENDITURES	\$ 710,244	\$ 707,852	-0.3%	\$ 2,025,013	\$ 2,215,688	9.4%	\$ 8,875,799	25.0%
NET REVENUES OVER EXPENDITURES	\$ (284,985)	\$ 68,595		\$ 702,223	\$ 801,143		\$ (1,160,057)	
ENDING FUND BALANCE				\$ 3,750,606	\$ 4,112,534	9.6%	\$ 2,151,334	191.16%

**WASTEWATER FUND
FISCAL YEAR 2024
MARCH**

	Prior Year Month	Current Year Month	% Change	Prior Year-to-Date	Current Year-to-Date	% Change	Current Year Budget	YTD % of Budget
UNRESERVED CASH BALANCE FORWARD				\$ 2,059,405	\$ 1,614,922	-21.6%	\$ 1,614,922	
REVENUES								
Interest Earnings	\$ 1,282	\$ 4,419	244.8%	\$ 5,774	\$ 16,260	181.6%	\$ 9,000	180.7%
Usage Charges	247,332	240,685	-2.7%	\$ 739,924	\$ 736,667	-0.4%	\$ 3,030,000	24.3%
Sewer Connection Fees	-	-	-0-	\$ 6,000	\$ -	-100.0%	\$ 15,000	0.0%
Late Charges & Penalties	10,682	10,923	2.2%	\$ 24,812	\$ 32,926	32.7%	\$ 80,000	41.2%
Collections Revenue	-	2,319	-0-	\$ -	\$ 20,572	-0-	\$ -	-0-
City Svc Charge/Reimb Expenses	-	35	-0-	\$ 5,709	\$ 683	-88.0%	\$ 3,000	22.8%
TOTAL REVENUES	\$ 259,296	\$ 258,380	-0.4%	\$ 782,219	\$ 807,108	3.2%	\$ 3,137,000	25.7%
EXPENDITURES						-0-		
Operations	\$ 96,975	\$ 114,270	17.8%	\$ 242,502	\$ 270,087	11.4%	\$ 1,623,183	16.6%
Bond Principal & Interest	-	-	-0-	\$ 126,947	\$ 106,151	-16.4%	\$ 1,023,163	10.4%
Acquisition	30	-	-100.0%	\$ 1,998	\$ 1,395	-30.2%	\$ 182,500	0.8%
Depreciation	-	-	-0-	\$ -	\$ -	-0-	\$ -	-0-
TOTAL EXPENDITURES	\$ 97,005	\$ 114,270	17.8%	\$ 371,447	\$ 377,633	1.7%	\$ 2,828,846	13.3%
NET REVENUES OVER EXPENDITURES	\$ 162,291	\$ 144,111		\$ 410,772	\$ 429,475		\$ 308,154	
ENDING FUND BALANCE				\$ 2,470,177	\$ 2,044,397	-17.2%	\$ 1,923,076	106.3%

**SOLID WASTE FUND
FISCAL YEAR 2024
MARCH**

	Prior Year Month	Current Year Month	% Change	Prior Year-to-Date	Current Year-to-Date	% Change	Current Year Budget	YTD % of Budget
UNRESERVED CASH BALANCE FORWARD				\$ 144,756	\$ 139,453	-3.7%	\$ 139,453	
REVENUES								
Usage Charges	\$ 47,398	\$ 50,259	6.0%	\$ 142,654	\$ 149,954	5.1%	\$ 575,000	26.1%
City Service Charge	-	-	-0-	\$ -	\$ 278	-0-	\$ 1,500	18.5%
Late Charges & Penalties	3,573	4,503	26.0%	\$ 14,497	\$ 13,181	-9.1%	\$ 55,000	24.0%
Collections Revenue	-	994	-0-	\$ -	\$ 8,816	-0-	\$ 50	17632.8%
Interest & Misc Revenues	198	269	35.7%	\$ 554	\$ 758	36.7%	\$ 800	94.7%
Reimbursed Expenses	260	128	-50.8%	\$ 434	\$ 368	-15.2%	\$ 1,000	36.8%
TOTAL REVENUES	\$ 51,430	\$ 56,153	9.2%	\$ 158,139	\$ 173,355	9.6%	\$ 633,350	27.4%
EXPENDITURES								
Operations	-	-	-0-	\$ -	\$ -	-0-	\$ -	-0-
Recycling Expense	-	-	-0-	\$ -	\$ -	-0-	\$ 1,500	0.0%
Solid Waste Contract	48,877	51,326	5.0%	\$ 98,753	\$ 102,652	3.9%	\$ 600,000	17.1%
Bad Debt	(35)	-	-100.0%	\$ (35)	\$ -	-100.0%	\$ 30,000	0.0%
Transfer to General Fund	-	-	-0-	\$ -	\$ -	-0-	\$ -	-0-
TOTAL EXPENDITURES	\$ 48,842	\$ 51,326	5.1%	\$ 98,718	\$ 102,652	4.0%	\$ 631,500	16.3%
NET REVENUES OVER EXPENDITURES	\$ 2,588	\$ 4,827		\$ 59,421	\$ 70,703		\$ 1,850	
ENDING FUND BALANCE				\$ 204,177	\$ 210,156	2.9%	\$ 141,303	148.7%

**CONSOLIDATED STREET & HIGHWAY
FISCAL YEAR 2024
MARCH**

	Prior Year Month	Current Year Month	% Change	Prior Year-to-Date	Current Year-to-Date	% Change	Current Year Budget	YTD % of Budget
UNRESERVED CASH BALANCE FORWARD				\$ 277,211	\$ 244,729	-11.7%	\$ 244,729	
REVENUES								
Interest Earnings	\$ 312	\$ 572	83.3%	\$ 872	\$ 1,674	91.9%	\$ 2,000	83.7%
Spec City/Cty Highway (CNTY)	8,818	8,188	-7.1%	\$ 8,818	\$ 8,188	-7.1%	\$ 33,680	24.3%
Permits	50	25	-50.0%	\$ 100	\$ 25	-75.0%	\$ 800	3.1%
Inspection Fees	-	-		\$ -	\$ -		\$ -	
Spec City/Cty (STATE)	1,088	2,297	111.2%	\$ 81,620	\$ 77,933	-4.5%	\$ 323,320	24.1%
FEMA	-	-	-0-	\$ -	\$ -	-0-	\$ -	-0-
State/Federal Grants*	-	-	-0-	\$ -	\$ -	-0-	\$ -	-0-
Transfers	16,667	34,375	106.2%	\$ 36,667	\$ 103,125		\$ 275,000	37.5%
Other	-	-	-0-	\$ -	\$ -	-0-	\$ -	-0-
TOTAL REVENUES	\$ 26,935	\$ 45,458	168.8%	\$ 128,078	\$ 190,946	149.1%	\$ 634,800	30.1%
EXPENDITURES								
Payroll & Benefits	\$ 29,187	\$ 34,036	16.6%	\$ 85,540	\$ 108,471	26.8%	\$ 371,053	29.2%
Engineering Services	-	-	-0-	\$ -	\$ -	-0-	\$ 40,000	0.0%
Maintenance/Equip & Facilities	3,630	2,840	-21.8%	\$ 5,116	\$ 24,153	372.1%	\$ 50,000	48.3%
Training	-	-	-0-	\$ -	\$ -	-0-	\$ 5,000	0.0%
Ice Control	-	-	-0-	\$ 24,491	\$ 25,218	3.0%	\$ 65,000	38.8%
Gas & Oil	858	663	-22.8%	\$ 1,850	\$ 2,695	45.7%	\$ 25,000	10.8%
Mowing - State & Local	-	-	-0-	\$ -	\$ -	-0-	\$ 26,000	0.0%
Gen Street Maintenance	3,219	753	-76.6%	\$ 4,869	\$ 2,379	-51.1%	\$ 70,000	3.4%
Curb Replacements	-	-	-0-	\$ -	\$ -	-0-	\$ -	-0-
Acquisition	-	-	-0-	\$ -	\$ -	-0-	\$ -	-0-
Other	-	-	-0-	\$ -	\$ -	-0-	\$ -	-0-
TOTAL EXPENDITURES	\$ 36,894	\$ 38,292	3.8%	\$ 121,867	\$ 162,916	33.7%	\$ 652,053	25.0%
NET REVENUES OVER EXPENDITURES	\$ (9,959)	\$ 7,166		\$ 6,211	\$ 28,030		\$ (17,253)	
ENDING FUND BALANCE				\$ 283,422	\$ 272,759	-3.8%	\$ 227,476	119.9%

**CAPITAL IMPROVEMENT PROJECT FUND
FISCAL YEAR 2024
MARCH**

FUND 70 - CAPITAL IMPROVEMENTS

	Prior Year Month	Current Year Month	% Change	Prior Year-to-Date	Current Year-to-Date	% Change	Current Year Budget	YTD % of Budget
UNRESERVED CASH BALANCE FORWARD				\$ 175,879	\$ 240,326	36.6%	\$ 240,326	
REVENUES								
Interest Earnings	\$ 111	\$ 1,868	1585.3%	\$ 310	\$ 5,467	1664.6%	\$ 800	683.4%
Sale of Assets	-	-	-0-	\$ -	\$ -	-0-	\$ -	-0-
K7 & Main Reimbursement 147th Street	76,407	-	(1)	\$ 437,354	\$ -	-100.0%	\$ -	-0-
Main Street Enhancement	-	-	-0-	\$ -	\$ -	-0-	\$ -	-0-
Federal Funds Exchange	-	-	-0-	\$ -	\$ -	-0-	\$ 130,000	0.0%
Transfer from General Fund	239,583	175,000	(0)	\$ 527,083	\$ 525,000	-0.4%	\$ 1,325,000	39.6%
Reimb from Capital Projects	-	-	-0-	\$ -	\$ -	-0-	\$ -	-0-
TOTAL REVENUES	\$ 316,102	\$ 176,868	56.0%	\$ 964,747	\$ 530,467	55.0%	\$ 1,455,800	36.4%
EXPENDITURES								
Drainage Maintenance	\$ 1,134	-	-100.0%	\$ 1,134	\$ -	-100.0%	\$ 20,000	0.0%
Street Contract	-	-	-0-	\$ -	\$ -	-0-	\$ 800,000	0.0%
Curb Replacement	-	-	-0-	\$ -	\$ -	-0-	\$ 250,000	0.0%
Drainage Contract	-	5,791	-0-	\$ 49,208	\$ 6,176	-87.5%	\$ 400,000	1.5%
K7 & Eisenhower Project	-	-	-0-	\$ 92,559	\$ -	-100.0%	\$ -	-0-
Sidewalk Construction	-	-	-0-	\$ -	\$ -	-0-	\$ 25,000	0.0%
Bridge Maintenance	-	-	-0-	\$ -	\$ -	-0-	\$ 25,000	0.0%
Storm Sewer Projects	-	-	-0-	\$ -	\$ -	-0-	\$ -	-0-
Towne Centre Projects	-	-	-0-	\$ -	\$ -	-0-	\$ -	-0-
TOTAL EXPENDITURES	\$ 1,134	\$ 5,791	410.7%	\$ 142,901	\$ 6,176	-95.7%	\$ 1,520,000	0.4%
NET REVENUES OVER EXPENDITURES	\$ 314,968	\$ 171,078		\$ 821,846	\$ 524,291		\$ (64,200)	
ENDING FUND BALANCE				\$ 997,725	\$ 764,617	-23.4%	\$ 176,126	434.1%

**WASTEWATER CIP PROJECT FUND
FISCAL YEAR 2024**

FUND 52 - WW TOWN CENTRE SANITARY SEWER PROJECT

	FY 2024	FY 2025	FY 2026	Cumulative Total	Available Funds
UNRESERVED CASH BALANCE FORWARD	\$ -	\$ 1,107,304	\$ 1,107,304		\$ -
REVENUES					
Interest Earnings	\$ -	\$ -	\$ -	\$ -	\$ -
Bond Proceeds	1,092,700	-	-	1,092,700	1,092,700
Original Issue Premium	48,673	-	-	48,673	48,673
	-	-	-	-	-
TOTAL REVENUES	\$ 1,141,373	\$ -	\$ -	\$ 1,141,373	\$ 1,141,373
EXPENDITURES				Cumulative Project Expenditures	Contractual Obligations
Bond Issuance Costs	\$ 26,532	\$ -	\$ -	26,532	\$ -
Original Issue Discount	\$ 7,537	\$ -	\$ -	7,537	\$ -
Engineering Services	\$ -	\$ -	\$ -	-	\$ -
McIntyre Sanitary Sewer	\$ -	\$ -	\$ -	-	\$ -
TOTAL EXPENDITURES	\$ 34,069	\$ -	\$ -	\$ 34,069	\$ -
NET REVENUES OVER EXPENDITURES	\$ 1,107,304	\$ -	\$ -	\$ 1,107,304	\$ 1,141,373
ENDING FUND BALANCE	\$ 1,107,304	\$ 1,107,304	\$ 1,107,304	\$ 1,107,304	\$ 1,141,373

**WASTEWATER CIP PROJECT FUND
FISCAL YEAR 2024**

FUND 54 - WW MCINTYRE SEWER PROJECT

	FY 2023	FY 2024	FY 2025	Cumulative Total	Available Funds
UNRESERVED CASH					
BALANCE FORWARD	\$ -	\$ (1,135,000)	\$ 17,396		\$ -
REVENUES					
Interest Earnings	\$ -	\$ -	\$ -	\$ -	\$ -
Bond Proceeds	-	1,137,300	-	1,137,300	1,137,300
Original Issue Premium	-	50,660	-	50,660	50,660
	-	-	-	-	-
TOTAL REVENUES	\$ -	\$ 1,187,960	\$ -	\$ 1,187,960	\$ 1,187,960
EXPENDITURES				Cumulative Project Expenditures	Contractual Obligations
Bond Issuance Costs	\$ -	\$ 27,719	\$ -	27,719	\$ -
Original Issue Discount	\$ -	\$ 7,845	-	7,845	\$ -
Engineering Services	\$ -	\$ -	-	-	\$ -
McIntyre Sanitary Sewer	\$ 1,135,000	\$ -	-	1,135,000	-
TOTAL EXPENDITURES	\$ 1,135,000	\$ 35,564	\$ -	\$ 1,170,564	\$ -
NET REVENUES OVER EXPENDITURES	\$ (1,135,000)	\$ 1,152,396	\$ -	\$ 17,396	\$ 1,187,960
ENDING FUND BALANCE	\$ (1,135,000)	\$ 17,396	\$ 17,396	\$ 17,396	\$ 1,187,960

**CAPITAL IMPROVEMENT PROJECT FUND
FISCAL YEAR 2024**

FUND 87 - TOWNE CENTRE DRIVE

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Cumulative Total	Available Funds
UNRESERVED CASH BALANCE FORWARD	\$ -	\$ 22,322	\$ 94,429	\$ 453,208	\$ 453,208		\$ -
REVENUES							
Interest Earnings	\$ -	\$ -	\$ -	\$ -	\$ 6,053	\$ 6,053	\$ -
Temp Note Proceeds	2,210,000	-	-	-	-	2,210,000	2,210,000
Sale of Assets (Land)	-	72,106	358,779	-	578,687	1,009,572	1,009,572
	-	-	-	-	-	-	-
TOTAL REVENUES	\$ 2,210,000	\$ 72,106	\$ 358,779	\$ -	\$ 584,740	\$ 3,225,626	\$ 3,219,572
EXPENDITURES						Cumulative Project Expenditures	Contractual Obligations
Bond Issuance Costs	\$ 36,912	\$ -	\$ -	\$ -	\$ -	36,912	\$ 36,912
Publications						-	
Land Acquisition	\$ 2,150,766					2,150,766	\$ 2,150,766
TOTAL EXPENDITURES	\$ 2,187,678	\$ -	\$ -	\$ -	\$ -	\$ 2,187,678	\$ 2,187,678
NET REVENUES OVER EXPENDITURES	\$ 22,322	\$ 72,106	\$ 358,779	\$ -	\$ 584,740	\$ 1,037,948	\$ 1,031,895
ENDING FUND BALANCE	\$ 22,322	\$ 94,429	\$ 453,208	\$ 453,208	\$ 1,037,948	\$ 1,037,948	\$ 1,031,895

**PARKS CAPITAL IMPROVEMENT PROJECT FUND
FISCAL YEAR 2024**

FUND 88 - PARKS CIP AQUATIC CENTER

	FY 2023	FY 2024	FY 2025	Cumulative Total	Available Funds
UNRESERVED CASH BALANCE FORWARD	\$ -	\$ (688,876)	\$ 8,363,769		\$ -
REVENUES					
Interest Earnings	\$ -	\$ -	\$ -	\$ -	\$ -
Bond Proceeds	-	9,000,000	-	9,000,000	9,000,000
Original Issue Premium	-	567,516	-	567,516	567,516
	-	-	-	-	-
TOTAL REVENUES	\$ -	\$ 9,567,516	\$ -	\$ 9,567,516	\$ 9,567,516
EXPENDITURES				Cumulative Project Expenditures	Contractual Obligations
Bond Issuance Costs	\$ -	\$ 136,929	\$ -	136,929	\$ -
Original Issue Discount	\$ -	\$ 110,710	-	110,710	\$ -
Engineering Services	\$ 688,876	\$ -	-	688,876	\$ -
Construction	\$ -	\$ 74,110	-	74,110	\$ -
Transfer to General Fund	-	\$ 183,748	-	183,748	\$ -
Transfer to Special Parks	-	\$ 9,375	-	9,375	\$ -
TOTAL EXPENDITURES	\$ 688,876	\$ 514,872	\$ -	\$ 1,203,748	\$ -
NET REVENUES OVER EXPENDITURES	\$ (688,876)	\$ 9,052,645	\$ -	\$ 8,363,769	\$ 9,567,516
ENDING FUND BALANCE	\$ (688,876)	\$ 8,363,769	\$ 8,363,769	\$ 8,363,769	\$ 9,567,516

CITY OF LANSING
KEY ECONOMIC INDICATOR'S REPORT SUMMARY
MARCH 31, 2024

There are five economic indicators monitored in this report. These reports are intended to provide an overall perspective of historical trends and analysis of current economic activity. The unemployment rate, sales tax and transient guest tax reflect negative trends, and both permits/fees and utility customers remain neutral.

UNEMPLOYMENT RATE:

(NEUTRAL)

The preliminary unemployment rate for the Leavenworth County area for the month of March is 3.2%, as compared to the March 2023 rate of 2.9%. In comparison, the national unemployment rate stands at 3.8%, while the State unemployment rate registers at 2.7% for the same period.

SALES TAX:

(NEGATIVE)

Combined City and County Sales and Use Tax for the first quarter totaled \$671,680, a 5.54% decrease over last year's \$711,089 total for January through March.

TRANSIENT GUEST TAX:

(NEGATIVE)

Total revenue received from the State represents the remaining gross seven percent (7%) city guest tax. The State retains a 2% administration fee and submits 98% to the city. The revenues are received from the State on a quarterly basis (February, May, August, and November of each year). The revenue received through March was \$25,113 as compared to last year's receipts of \$29,981 for the same period.

PERMITS AND FEES:

(NEUTRAL)

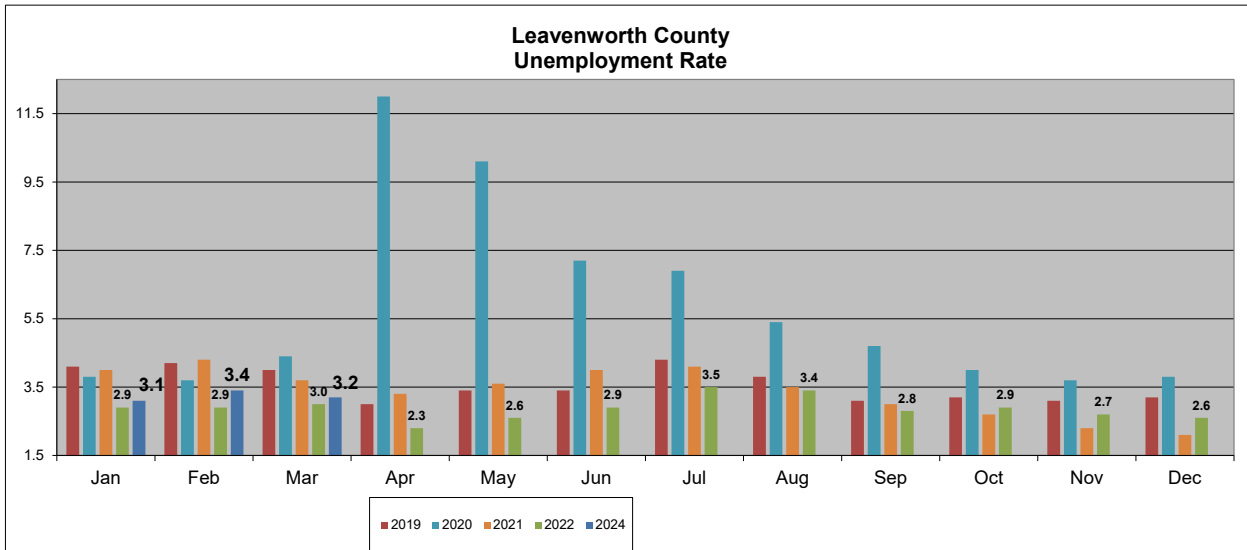
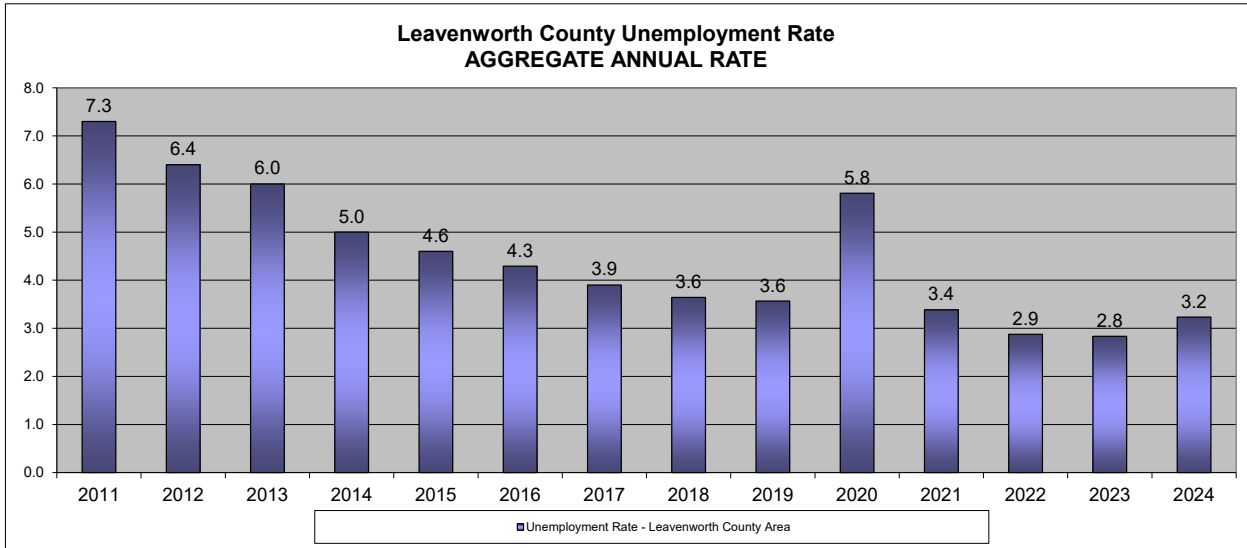
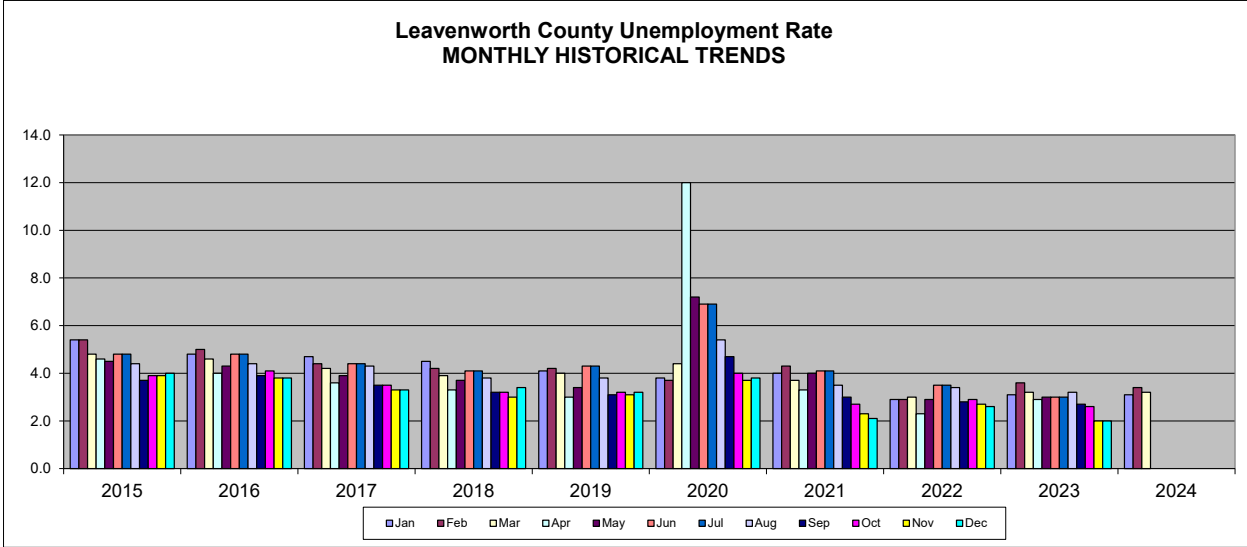
The City issued 89 permits valued at \$903,469 between January and March 2024. This reflects a decrease over the previous year's 89 permits valued at \$4,823,889 for the first quarter. No new residential or commercial permits were issued during this period.

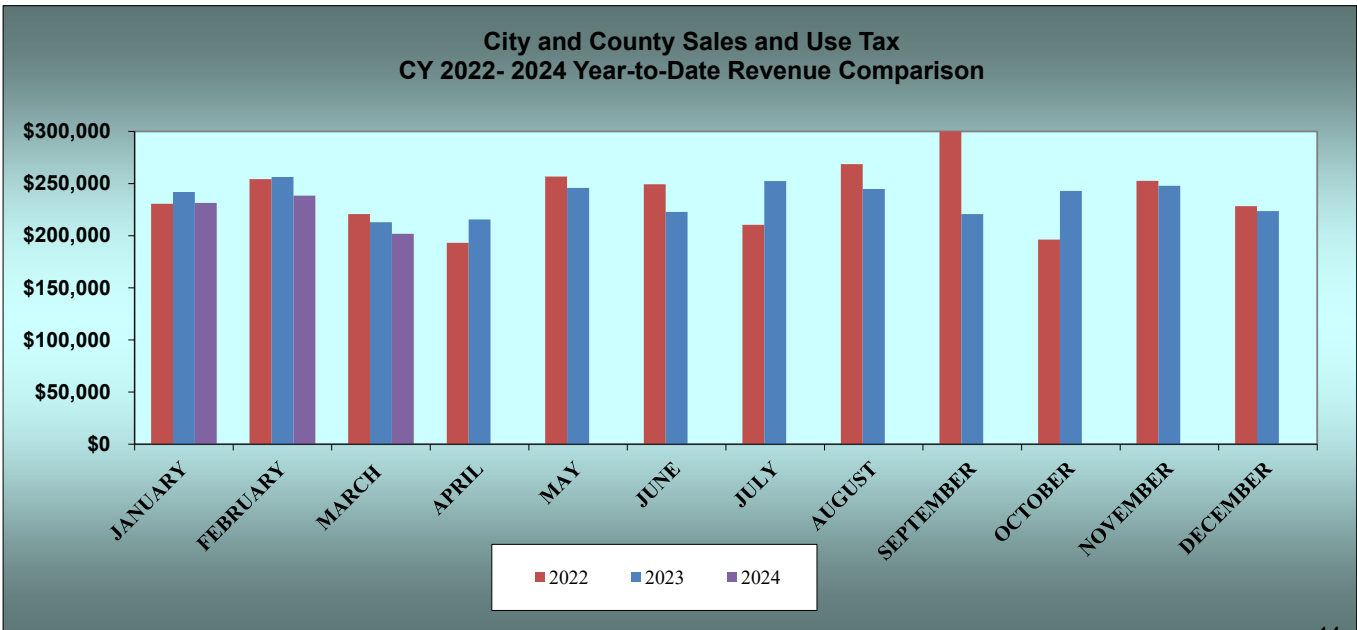
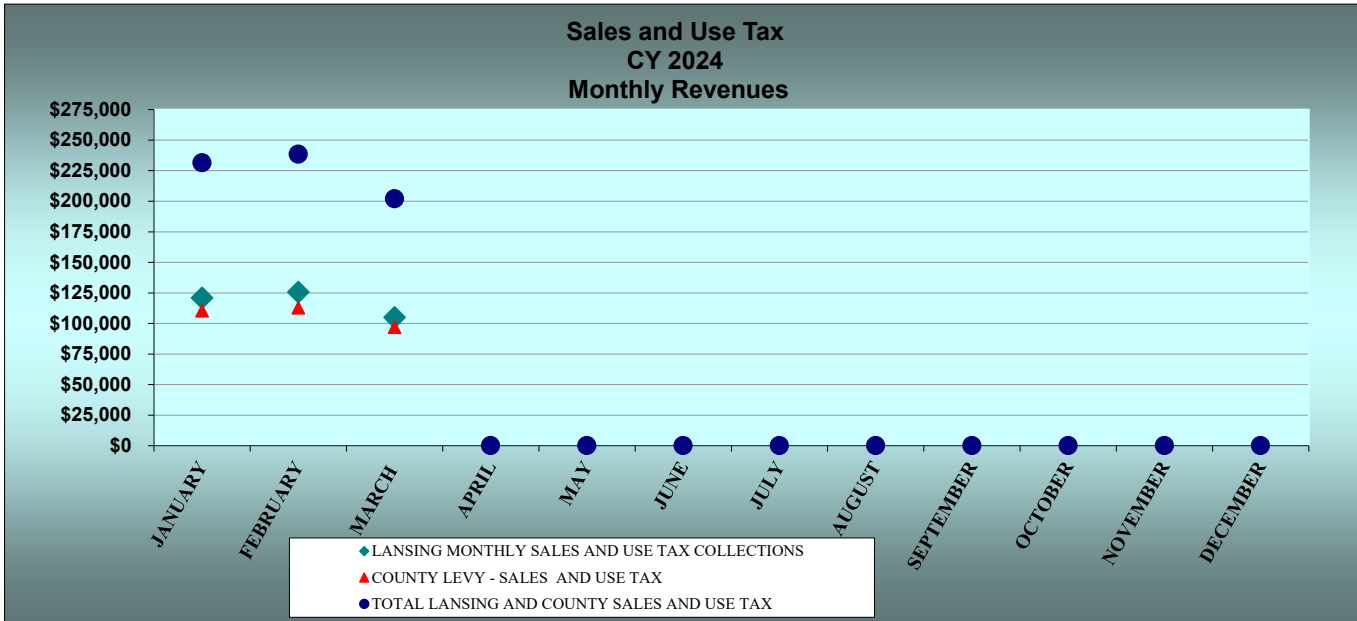
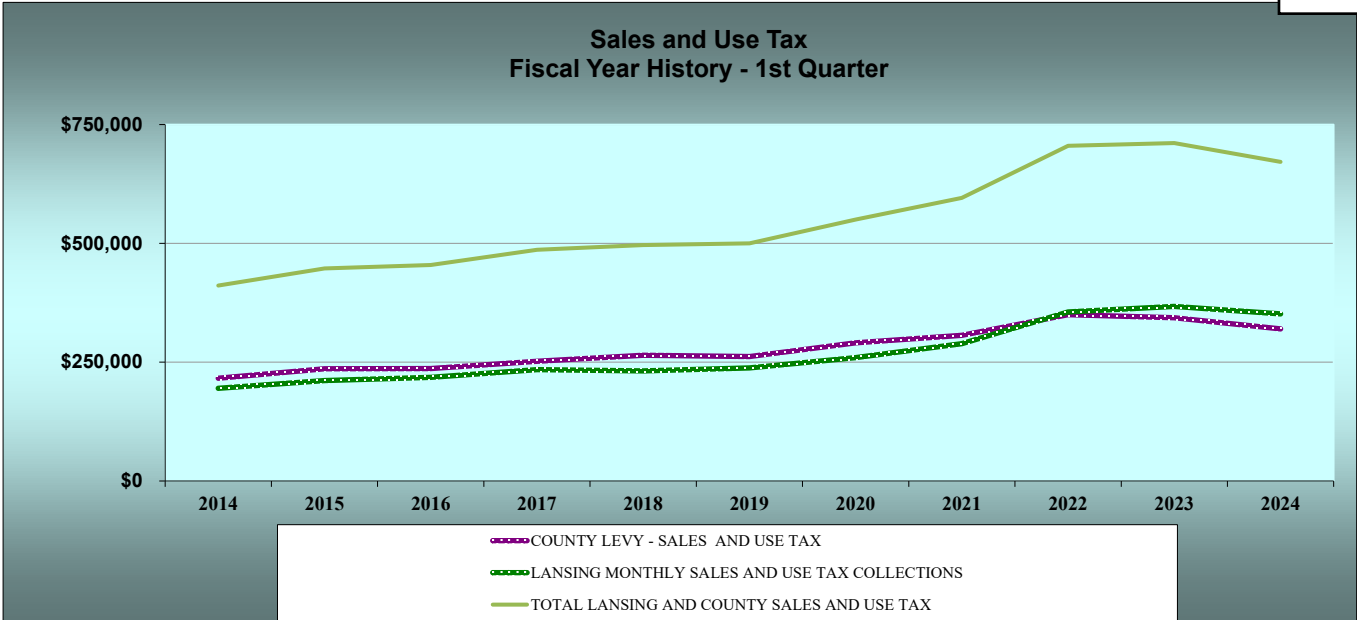
UTILITY CUSTOMERS:

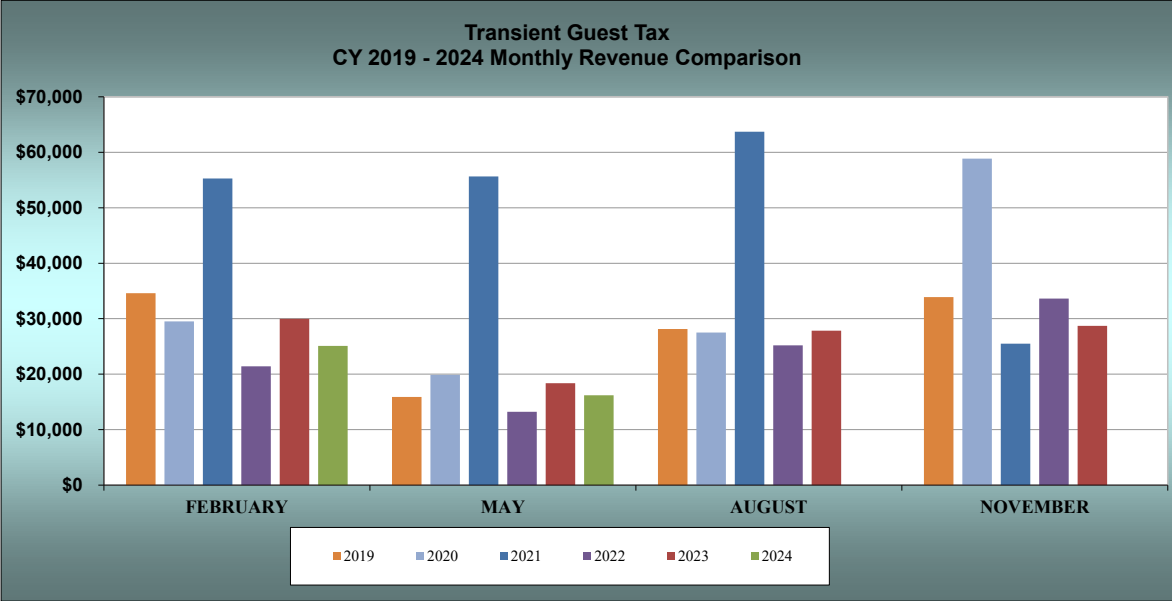
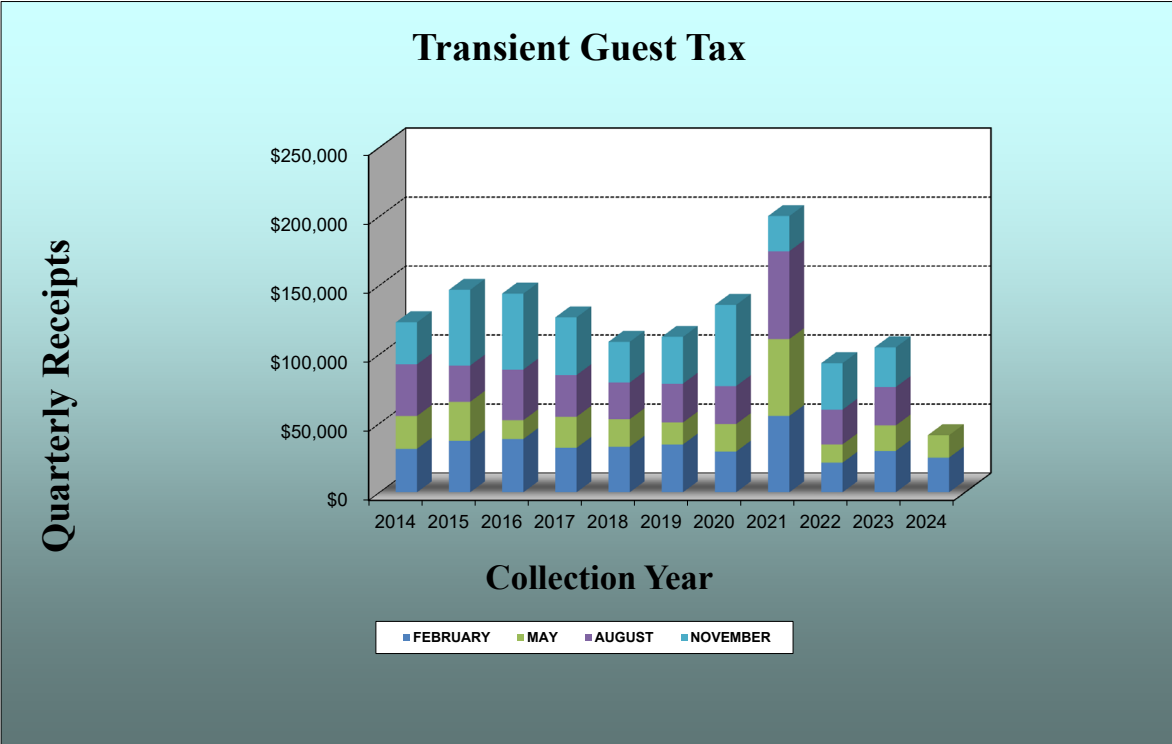
(NEUTRAL)

The first quarter's final billing cycles reflected 2,602 (January), 2,614 (February), and 2,608 (March) residential accounts billed; and 126 (January & February), and 125 (March) commercial accounts billed for the same period. The average number of residential accounts billed during the first quarter increased by approximately 28 households compared to the 2023 first quarter average billing.

UNEMPLOYMENT RATE

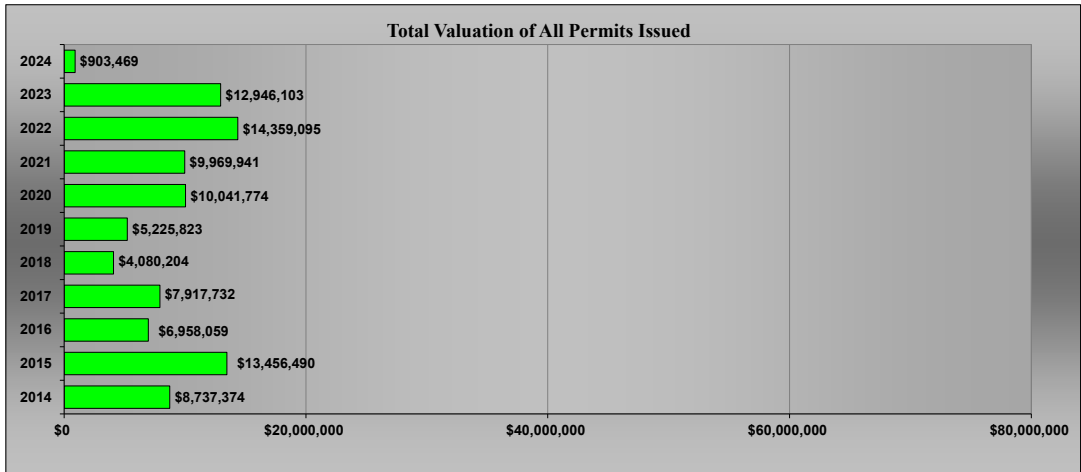
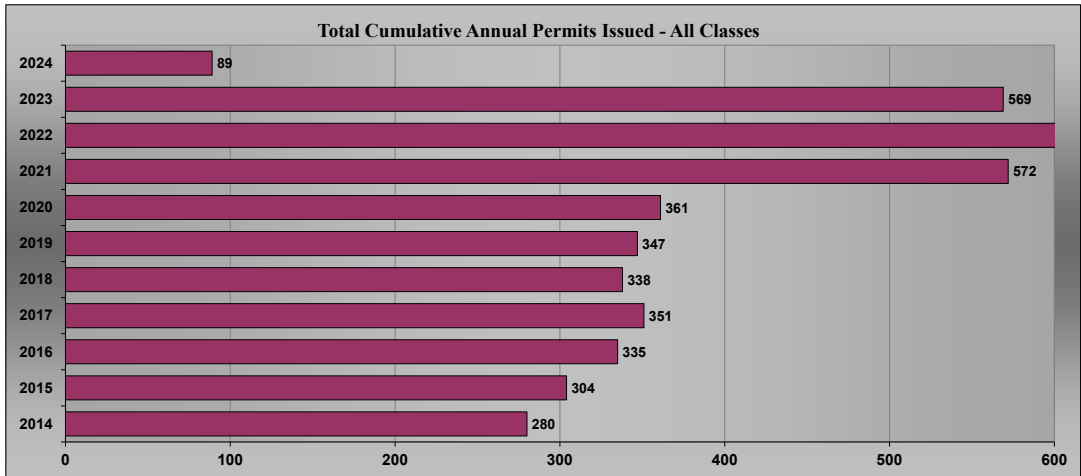
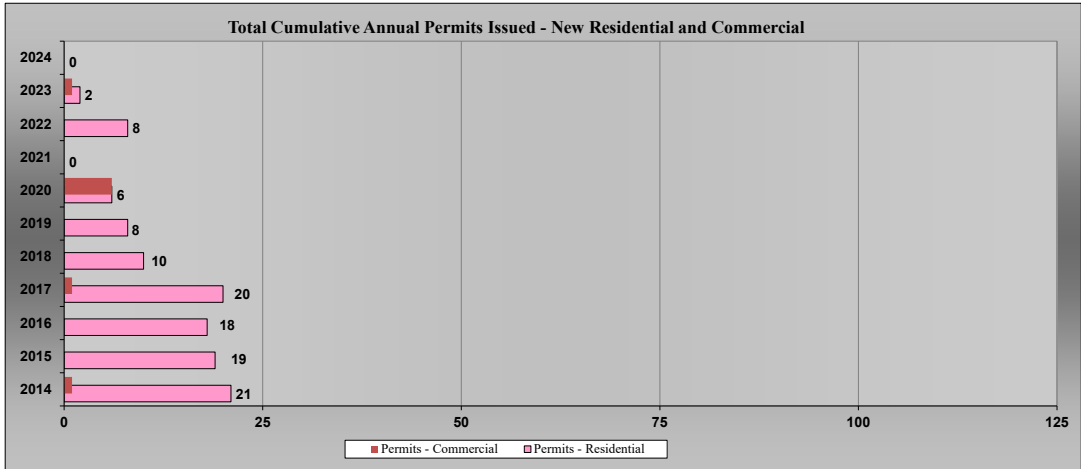
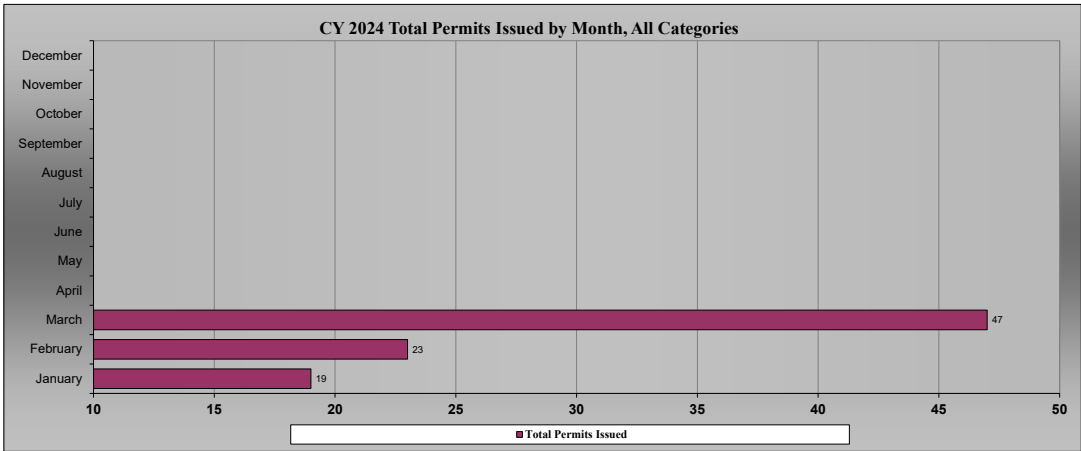




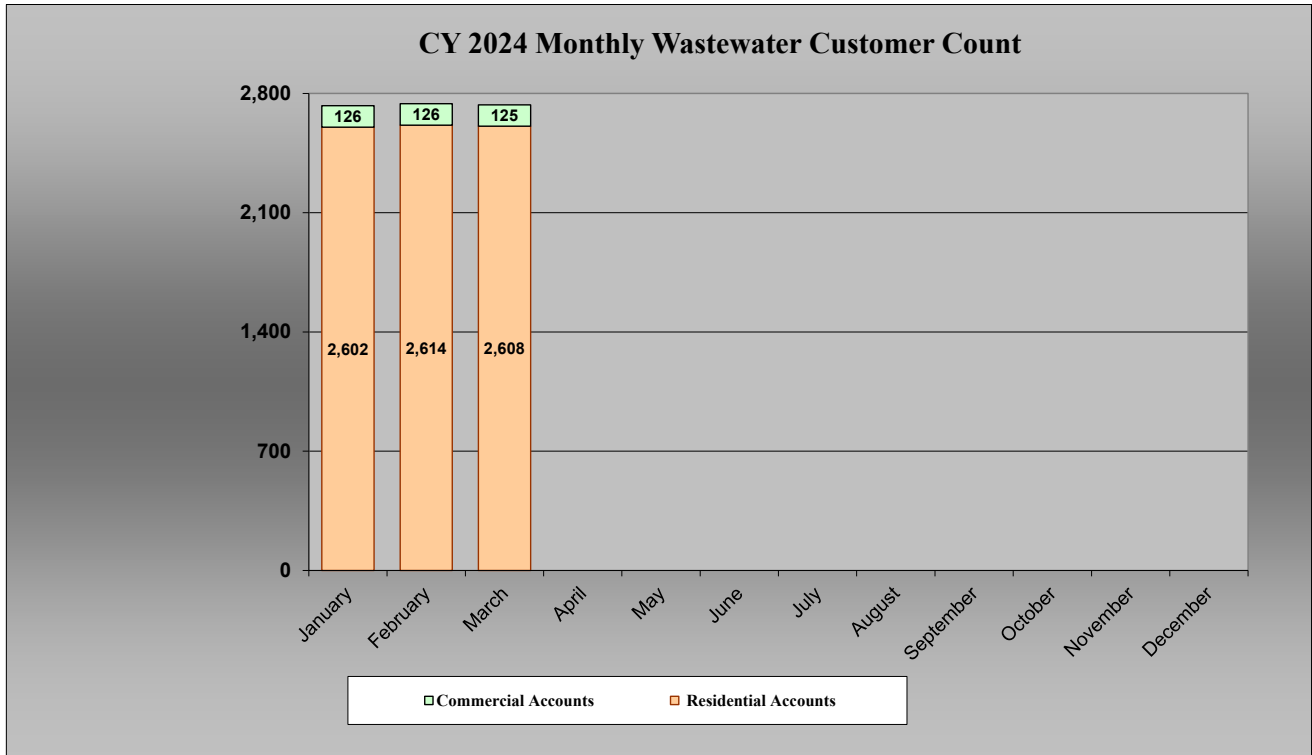
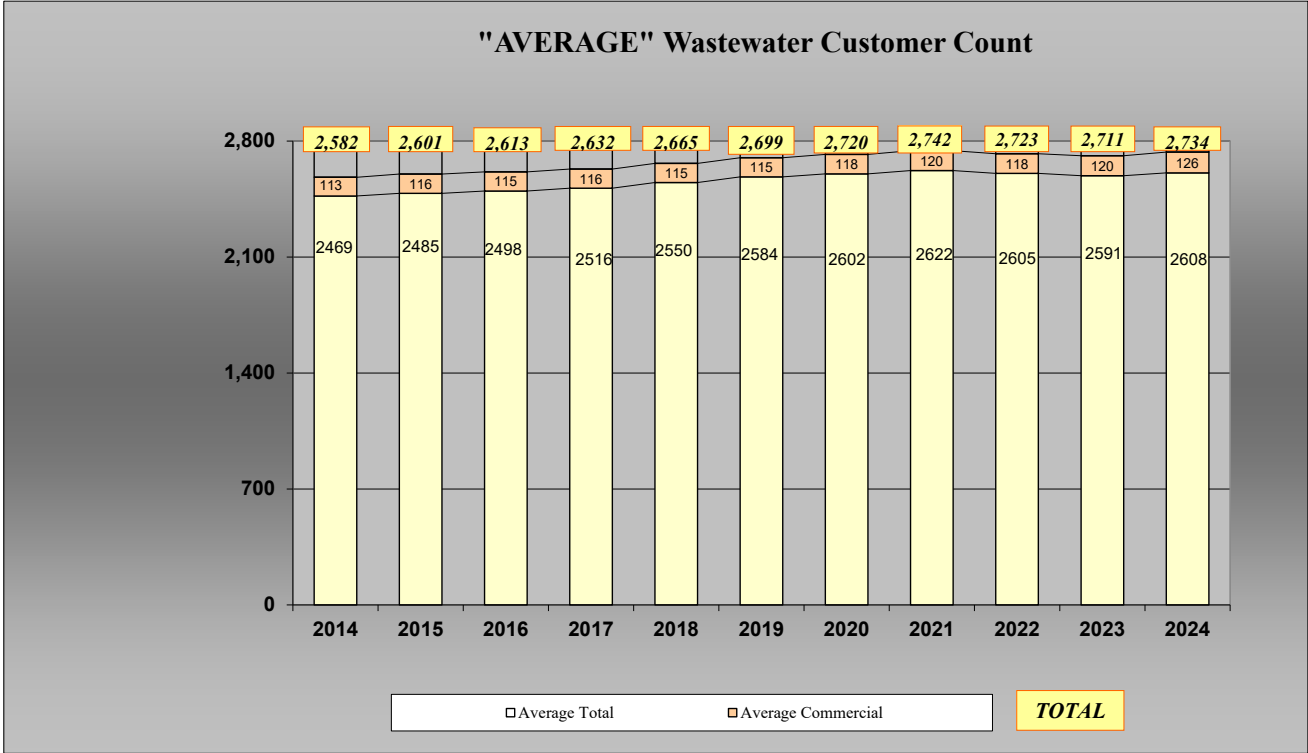


PERMITS ISSUED AND TOTAL VALUATION HISTORY

Agenda Item 7.



WASTEWATER UTILITY CUSTOMER HISTORY





End of Report



City of Lansing
800 First Terrace
Lansing, Kansas 66043

City Administrator's Report
June 6, 2024

Agenda Items:

10 & 2 Coffee has applied for a temporary special event license for their summer concert series. The concert series will take place on June 20th and July 18th. Staff recommends a motion to approve the temporary special event license for 10 & 2 Coffee.

Representatives from True North Market Insights will be in attendance to discuss the potential for a community survey for our residents. This could help outline priority or identify future projects that are important to Lansing's citizens.

Resolution B-7-2024 authorizes the offering for sale of General Obligation Bonds. These bonds would permanently finance the temporary notes that were used to purchase the land in Town Centre. The City purchased over 41 acres for \$2,150,000 in 2020. Prior to the City's purchase, the Town Center property was privately owned. The principal amount of this bond issuance is anticipated to be \$1,240,000, and to be paid off over ten years.

Revisions to our sanitary sewer technical specifications are on the agenda. Modifying the design criteria from a 50-year storm to a 10-year storm will better reflect our current sewer modeling and I&I projections. The intent is to provide more economical sanitary sewer infrastructure that addresses the anticipated flows, without the need to overbuild for storm water infiltration. Wastewater Director Tony Zell and Public Works Director Mike Spickelmier will be present to address any questions.

The City's IT firewalls have reached the end of their life and need to be replaced. Our IT consultant is recommending replacing the current Sonicwall firewalls with the industry standard Cisco Meraki firewalls. The purchase will include both the hardware and required licenses to operate the equipment. This expense is slated to be under \$18,000, with funds still available in the Computer Hardware line item.

The financial summary and economic indicators report from the City Treasurer is included in the agenda materials.

The survey to evaluate the micro transit program was completed last week. I will go over the results Thursday evening.

Wastewater:

Construction of the McIntyre Sewer Project continues and is approximately 90% complete. Pipe installation continues in an area where rock was previously not broken with blasting, so daily



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totals have slowed. Performance testing is ongoing and there have been no failures to date. The entrance to Rock Creek Loop was paved last week and was open to the public on May 31st. Final grading and temporary seeding are ongoing and will continue. Final permanent seeding will resume this fall. This project will be paid for partially by a GO Bond, a \$1.3Million grant from the State of Kansas, and Leavenworth County also contributed \$240,000 for design.

A kickoff meeting for the Inflow/Infiltration Mitigation Project began on May 24th. Staff and GBA have been coordinating the public outreach and social media campaign to alert all businesses, residents, the school district, and emergency services in the area. The project area is roughly defined as east of K7, from E Kansas Street south to East Olive Street. Smoke testing will begin in this area starting Juen 17th and will last about one week. This will be followed up with dyed water testing of some manholes and cleaning and CCTV of pipe in the area. This project will identify defects and repairs in the collection system that contribute to excessive flows during rain events.

The Town Center Sewer Replacement Project is set to go to bid in September of this year, with construction to take place afterward. This project is expected to take 120 days.

Contract documents for the Ida/Gamble Sewer Relocation Project were approved at the May 16th City Council Meeting. A kickoff meeting was held on May 24th. The project will relocate sewers near the intersection that are oversized for current flows to the new 7 Mile 36” interceptor. It is anticipated the project will be bid in conjunction with the Town Center Sewer Project this fall.

Community & Economic Development:

Dirt work for the apartment project began last week. The initial phase of the project will involve removing a significant amount of dirt from the site, which will take 4-6 weeks to complete. Linaweaver Construction is the subcontractor for site work on the project.

Public Works:

Installation of the new stormwater pipe under 4H Road and Valley Drive is ongoing. This repair will close 4H Road temporarily. Some utility conflicts have slowed down the installation slightly. We hope to have this project completed by June 7th.

Based on discussion at the January 25th work session, we will likely delay the box culvert repairs on 147th Street to 2025. The goal of this delay is to not have two major roads in close proximity closed concurrently during the summer of 2024.



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A resident utilized the City’s sidewalk reimbursement program. As a reminder, the City will share a portion of the costs to replace dilapidated or damaged sidewalks. In this recent instance, we contributed \$1,420 to improve the sidewalks on Caraway Place.

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. In order for the City to complete this project, the property owner would need to grant a utility easement. Staff has reached out to the property owner about a right of entry agreement, which means upon completion of the project, all maintenance in the area would fall to the property owner.

Contractor J.M. Fahey began construction on this summer’s pavement preservation plan. Curb demolition began the week of May 22nd, with asphalt paving slated to begin in mid-July. The crosswalk requested by USD469 will be a part of the capital improvement plan this summer.

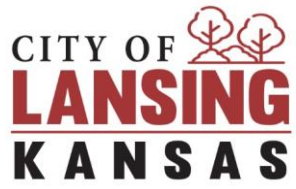
Update on ARPA Funds:

A summary of the total amount received from the federal government, and what we have spent the funds on is below. The ARPA funds need to be committed by 12-31-2024 and spent by 12-31-2026. ARPA funds can be used for fire equipment.

- \$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

Meetings & Announcements:

- Thursday, June 6th City Council Meeting, 7:00pm, City Hall
- Wednesday, June 19th Planning Commission Meeting, 7:00pm, City Hall
- Thursday, June 20th City Council Meeting, 7:00pm, City Hall
- Thursday, June 27th Work Session, 7:00pm, City Hall
 - Budget Briefing & Compilation
- Saturday, June 29th Firework Celebration! Lansing High School Parking Lot
- Thursday, July 4th Independence Day-City Offices Closed
- Thursday, July 11th Make Up City Council Meeting, 7:00pm, City Hall



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Sincerely,

Tim Vandall