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## **AGENDA**

### **CALL TO ORDER**

### **PLEDGE OF ALLEGIANCE**

### **ROLL CALL**

### **OLD BUSINESS**

- [1.](#) Approval of Minutes

### **AUDIENCE PARTICIPATION**

### **PRESENTATIONS**

### **NEW BUSINESS**

- [2.](#) Appointment to Leavenworth County Port Authority Land Search Committee
- [3.](#) Executive Session - Economic Development

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

- [4.](#) 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.

# CITY OF LANSING

## CITY COUNCIL MEETING

MEETING MINUTES  
February 16, 2023

### Call To Order:

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

### Roll Call:

Councilmember Brungardt called the roll and indicated which Councilmembers were in attendance.

### Councilmembers Present:

**Ward 1:** Gene Kirby, Vacant

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

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

**Ward 4:** Dan Clemons and Gregg Buehler

**Absent:** Mayor McNeill

## OLD BUSINESS:

Approval of Minutes of the Regular Meeting of February 2, 2023, as presented.

**Councilmember Clemons made a motion to approve Regular Meeting Minutes of February 2, 2023, as presented. Councilmember Buehler seconded the motion.** No discussion took place.

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

**Audience Participation:** None.

**Presentations:** None.

### COUNCIL CONSIDERATION OF AGENDA ITEMS:

#### Equipment Replacement Request – Polaris Rangers

The Wastewater Utility Department has sent requests for bid for purchase of two, 2023 Polaris Ranger UTV's. These units will replace the current 2005 Polaris Rangers. The current units have served well beyond their useful service life and are starting to become obsolete due to parts availability. These UTV's are used daily within the department and are also used to support city events. The following two bids were received:

- Logistics365, Inc. \$26,078.42 each.
- Austin Sales, Inc. \$25,000.00 each.

**Councilmember Majure made a motion to approve the purchase of 2 Polaris Ranger UTV's from Austin Sales, Inc. for a total of \$50,000.00. Councilmember Buehler seconded the motion.**

Councilmember Garvey and Mr. Gordon Cuning, Wastewater Utility Superintendent, discussed the plan for the old equipment. **Roll Call Vote: Aye: Councilmembers Kirby, Majure, Garvey, Buehler, Clemons, Brungardt, and Studnicka. Nay: none; Abstain: none; Absent: none. The motion was approved.**

#### Southfork Pipe Liner Installation Change Order #1

Public Works is requesting a 5% contingency on this project to add additional rip/rap to the west side of the pipe and to install a small toe-wall to the area.

Public Works Director Spickelmier discussed when the original bid was adopted in October of 2022, we had a 5% contingency which was essentially \$2,750.00. The requested change order for the additional 100 tons of rip/rap and the additional toe-wall exceeds the contingency. So, the auditors require that this goes to the City Council. It is in the budget authority of staff, however, because it exceeds the contingency, we need concurrence from the City Council. Councilmember Studnicka and Director Spickelmier discussed the dollar amount of the change order as \$7,675.00. Public Works deducted \$5,000.00 for items not needed. Councilmember Clemons and Mr. Spickelmier discussed what rip/rap was. Councilmember Brungardt, Director Spickelmier, and City Administrator Vandall discussed the reasons for the formal change order request.

**Councilmember Kirby made a motion to approve Change Order #1 to the Southfork Pipe Liner Installation Project and authorize the necessary signatures. Councilmember Buehler seconded the motion.** Councilmember Majure expressed his appreciation for the work being done. **Roll Call Vote: Aye: Councilmembers Kirby, Majure, Garvey, Buehler, Clemons, Brungardt, and Studnicka. Nay: none; Abstain: none; Absent: none. The motion was approved.**

### **Fireworks Contract**

Each of the last three years the City has contracted the fireworks celebration with Victory Pyrotechnics. Victory Pyrotechnics is proposing a three-year contract which locks in the dates and prices and could potentially generate 8% savings or 14% more product depending on which option we choose. The date and location of this year's show was locked in previously, but this would also lock in the next two years for Saturday, June 29th, 2024, and Saturday, June 28th, 2025, with predetermined rain dates.

Councilmember Brungardt stated that discussion should take place before a motion is made. Councilmember Buehler discussed with the City Administrator what the staff would recommend. Mr. Vandall stated that Options 3 and 4 seemed the best, but we do not have a recommendation. He continued stating that Victory Pyrotechnics has been the only company to supply a bid for the event the last few years, and with a new Director coming on board, it would be nice to have this locked in. Councilmember Brungardt stated he liked the 8% cash savings option. Discussion continued regarding the upfront cost, calculated risk, and if the account funding the proposal would be sufficient without affecting other events that use the same account.

**Councilmember Buehler made a motion to approve the three-year contract with Victory Pyrotechnics and to select Option 3, paying \$49,000.00 Year 1 and authorize the necessary signatures. Councilmember Clemons seconded the motion. Roll Call Vote: Aye: Councilmembers Kirby, Majure, Buehler, Clemons, Brungardt, and Studnicka. Nay: Councilmember Garvey; Abstain: none; Absent: none. The motion was approved.**

### **REPORTS:**

**Department Heads:** Nothing to discuss.

**City Attorney:** Nothing to discuss.

**City Administrator:** Family Eyecare looks great. Check them out for your family eyecare needs. It's been great to see the dirt work getting started for the dental clinic. We're anticipating Take 5 Oil getting started soon. There are a lot of positive things going on in town right now. The park is close to being done. Parks and Recreation Director Crum, the Mayor, and I had been looking at doing a ribbon cutting event before all the games start. That may be the first few days in June or the last few days in

May. Councilmember Brungardt stated that it would be appropriate to invite previous councilmembers. Mr. Vandall stated that they are trying to make it an event and considering inviting the volunteer coaches to walk around and look before the games start. Councilmember Clemons asked if we can invite the school coaches that might be using the fields. Mr. Vandal agreed to reach out to see if they were interested.

### **Governing Body:**

Councilmember Kirby: Asked Public Works Director Spickelmier if the city is still negotiating regarding temporary lines on Main and Eisenhower. Mr. Spickelmier stated the contractor has not come off their price for the temporary pavement markers.

Councilmember Kirby that the unexpected and sudden passing of former Councilmember Dave Trinkle's wife has made matters worse for the family. So, remember the Trinkle family.

Councilmember Majure: Our hearts, prayers, and thoughts go out to the Trinkle family. Great job by all the staff. Great to see you here tonight, Tony. Great job on the QuikTrip intersection. Excited about the park.

Councilmember Garvey: Expressed his family's condolences to the Trinkle family on the sudden passing of Donna Trinkle. Definitely have his family in your thoughts and prayers. My family will continue to pray for his. It has been a sad week because of that, but on a good note the Chiefs won the Superbowl last week. They had a parade yesterday. It's been an awesome time to be a part of the Chief's kingdom.

Councilmember Buehler: Condolences to the Trinkle family. On this day in 1968, the city of Haleyville, Alabama, implemented the very first 911 emergency phone system.

Councilmember Clemons: Added his condolences to the Trinkle family. Losing a loved one is never easy and top of having medical issues is even more so. Our family will be keeping them in our prayers. Tim, I like the pictures and putting up the billboards of what's coming so citizens don't have to ask what's happening. My granddaughter called asking what they are building down there by the old Target, and I had no idea. I think that would be great. If Take 5 could put up a sign of what's coming soon. Get KCKCC to paint some pictures or whatever and put it up so our citizens don't have to ask what's happening. We have a lot of good things happening here in the city. I think we need to take advantage of that and get our citizens excited about that. Street Department did a great taking care of the streets with the snow and ice today.

Councilmember Brungardt: God Bless Dave and the Trinkle family. Losing a wife is brutal. Great presentations tonight. Thanks for braving the weather to come out here. Thought maybe we would cancel, but we're tough. Go Chiefs!

Councilmember Studnicka: From myself and my family, condolences to the Trinkle family.

### **ADJOURNMENT:**

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

The meeting was adjourned at 7:27 p.m.

**ATTEST:**

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City Clerk Tish Sims, CMC

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## AGENDA ITEM

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TO: Tim Vandall, City Administrator  
FROM: Tish Sims, City Clerk  
DATE: February 24, 2023  
SUBJECT: Approval of Minutes

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The Regular Meeting Minutes of February 16, 2023 are enclosed for your review.

Action: Staff recommends a motion to approve the Regular Meeting Minutes of February 16, 2023, as presented.

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## AGENDA ITEM #

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## AGENDA ITEM

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TO: Tim Vandall, City Administrator  
FROM: Tish Sims, City Clerk  
DATE: February 24, 2023  
SUBJECT: Appointment to Leavenworth County Port Authority Land Search Committee

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Leavenworth County Port Authority (LCPA) is standing up a Land Search Committee for the purpose of identification of future industrial parks in Leavenworth County.

Council Member Dan Clemons is the representative for the City of Lansing on the LCPA.

Policy Consideration: None.

Financial Consideration: None.

Action: A motion to appoint Council Member Dan Clemons as representative of City of Lansing to the Land Search Committee

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## AGENDA ITEM #

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## AGENDA ITEM

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TO: Tim Vandall, City Administrator  
FROM: Tish Sims, City Clerk  
DATE: February 24 2023  
SUBJECT: Executive Session-Economic Development

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**Explanation:** Executive session to discuss data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships, permitted by K.S.A. 75.4319 (b)(4).

**Policy Consideration:** None

**Financial Consideration:** None

**Action:** Motion to Enter Into Executive Session For 30 Minutes.





**City of Lansing**  
800 First Terrace  
Lansing, Kansas 66043

## **City Administrator's Report**

March 2, 2023

### **Agenda Items:**

A special meeting to interview the two candidates for City Council is scheduled for 6pm.

Voting to appoint an applicant to the Ward One vacancy is on the special meeting agenda for Thursday night.

A motion to appoint Councilman Clemons to the Leavenworth County Port Authority land search committee is on the agenda.

An executive session for economic development for at least 30 minutes is on the agenda.

### **Community & Economic Development:**

At the February 15<sup>th</sup> Planning Commission meeting the Planning Commission voted 3-1 to approve a preliminary plat with conditions. The main condition included verifying the City Council was agreeable to a joint driveway at 292 West Gilman (one additional lot). The existing home at 292 West Gilman has had their driveway on city right-of-way for over 20 years based on the property owner dedicating 60' of property for a future roadway in the late 1990s. This will be an action item on the March 16<sup>th</sup> City Council agenda.

We anticipate demolition of the former ShoeBox building at the corner of Eisenhower/K7 to begin shortly. Once demolition is complete, construction of Take5 Oil Change will begin. Although there may be minor delays, the City is working with the contractor to ensure adjacent property owners have access to their property at all times.

Dirt work has begun for the new dental office south of Mutual Savings. Once complete, this project will house a new 3,500 SF dental clinic; the lot is deep enough to also accommodate a 6,000 SF building on the east side of the lot (to be built at a future date). Access for these properties will be off First Terrace.

Work continues on the townhomes at Fairlane and Santa Fe. The completion date for the 14-unit townhome complex is tentatively scheduled for the summer of 2023. We have been invited to tour the units in May once they are near completion.

### **Public Works:**

We anticipate the K7/Eisenhower project to be completed once asphalt is poured this spring. Unfortunately, we still do not have an exact date yet but should be once the weather becomes warmer. There had been past discussions about the current pavement markings; we had an

estimate for \$20,330 for temporary markings, which we felt was excessive for something that would be removed and paved over in 1-2 months.

Clearwave Fiber has been issued 14 permits within Lansing, and an additional four KDOT permits to conduct work in the right-of-way. Clearwave is in the process of planting grass in some areas, with additional seeding likely to take place over the next couple of months. AT&T has been issued six permits, and one KDOT permit to work in the right-of-way. AT&T will likely continue working in Lansing in 2023 and perhaps beyond. AT&T has also stated they will cease installation of the above ground utility boxes in front yards but may still install in rear utility easements. Moving forward, AT&T will utilize at-grade utility boxes, also known as flowerpots. No permits will be released from bonds until soil restoration has been accepted.

Work on the Southfork pipe line is 95% complete. The contractor will install more rip-rap and perform cleanup on the area. The added rock to the ramp will help to stabilize the soil.

The consultant for the countywide transportation study will host an open house in the Community Center at 5pm on April 6<sup>th</sup>; following the open house, they will attend that evening's City Council meeting to update the governing body on their progress.

#### **YTD Sales Tax Update:**

	<b>2022 YTD</b>	<b>2023 YTD</b>	<b>Difference</b>
<b>Local Sales &amp; Use Tax (1.45%)</b>	\$168,256	\$185,536	\$17,280, 10.27 %
<b>County Sales Tax</b>	\$81,575	\$80,822	-\$753, -.9%
<b>County Use Tax</b>	\$33,005	\$33,081	\$76, .23%
<b>Guest Tax</b>	\$21,421	\$29,980	\$8,559, 36.96%

The .45% sales tax generated \$57,616 in the first month of 2023, on pace for \$691,392. The 2022 debt payment for DeSoto Road was \$389,475, leaving \$301,917 toward park improvements this year. The new special sales tax for the pool will begin July 1, 2023.

#### **Wastewater:**

The City Council approved staff to advertise the Town Centre Sewer Replacement project for bids in the fall of 2023. All of the temporary and permanent easements for the project have been signed. 100% plans, specifications, and permitting are complete. The latest engineer estimate for construction is \$900,000.

The 90% plans for the McIntyre Sewer Interceptor have been reviewed by staff and returned to the design engineer. The next step for the project is to acquire easements or permission from



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Lansing, Kansas 66043

landowners to perform geotechnical work and a tree survey to refine the cost estimate. The tree survey has been completed and will be incorporated into the plans. This project will extend sewers to McIntyre Road and include the installation of nearly 9,500 feet of pipe.

#### **Parks & Recreation:**

We have tentatively scheduled a ribbon cutting and community open house for Bernard Park on Monday, May 22<sup>nd</sup> from 6pm-8pm. We'd like the event to feature the national anthem, cutting of a ribbon, tours of the fields, concessions/shaved ice, and Mayor McNeill throwing out a first pitch. We are working to confirm the date.

Several months ago, we briefly discussed the prospect of contracting out our concession stand for the summer. The City requested proposals from interested parties and received one response. We are currently in discussions with the interested company and will attempt to have a contract for concession services at a future meeting. We anticipate this on the April 6<sup>th</sup> agenda.

#### **Meetings & Announcements:**

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

The State of the City and Business Appreciation Lunch is Friday, May 5<sup>th</sup> in the Community Center! This will be our first event in two years!

The City currently has openings for Police Officer I/II, and Animal Control Officer.

- Thursday, March 2<sup>nd</sup> Special Meeting, 6:00pm, City Hall
  - Interview Ward One Candidates
- Thursday, March 2<sup>nd</sup> City Council Meeting, 7:00pm, City Hall
- Wednesday, March 15<sup>th</sup> Planning Commission Meeting, 7:00pm, City Hall
- Thursday, March 16<sup>th</sup> City Council Meeting, 7:00pm, City Hall
- Thursday, March 23<sup>rd</sup> City Council Work Session, 7:00pm
- Thursday, April 6<sup>th</sup> City Council Meeting, 7:00pm, City Hall
  - Recognition of Citizens Academy Graduates
- Wednesday, April 19<sup>th</sup> Planning Commission Meeting, 7:00pm, City Hall
- Thursday, April 20<sup>th</sup> City Council Meeting, 7:00pm, City Hall

Sincerely,

Tim Vandall