

AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

OLD BUSINESS

1. Approval of Minutes

AUDIENCE PARTICIPATION

PRESENTATIONS

2. Economic Development Week Proclamation
3. Peace Officer Memorial Day and National Police Week Proclamation

NEW BUSINESS

4. Ordinance No. 1105 - Amending Ordinance 1068
5. Ordinance 1106 Retail Sales of Alcoholic Liquor in Original Packaging
6. Ordinance 1107 Drinking Establishments
7. Ordinance 1108 Amending the Schedule of Fees related to licensing of Transient Vendors

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

8. Treasurer's Report for Quarter ending 3/31/2024
9. 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: April 26, 2024
SUBJECT: Approval of Minutes

The Regular Meeting Minutes of April 18, 2024 are enclosed for your review.

Action: Staff recommends a motion to approve the Regular Meeting Minutes of April 18, 2024, as presented.

AGENDA ITEM # 1

CITY OF LANSING
CITY COUNCIL MEETING

REGULAR MEETING MINUTES
April 18, 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: Don Studnicka and Marcus Majure
Ward 3: Jesse Garvey
Ward 4: Dan Clemons and Pete Robinson

Councilmembers Absent: Kerry Brungardt

OLD BUSINESS:

The Regular Meeting minutes of April 4, 2024, were provided for review.

Councilmember Clemons made a motion to approve the Regular Meeting Minutes of April 4, 2024, as presented. Councilmember Garvey seconded the motion. No discussion took place.

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

Audience Participation:

Presentations: Library Update - Library Director Terri Wojtalewicz will present an update on the Lansing Community Library.

COUNCIL CONSIDERATION OF AGENDA ITEMS:

Approval of Audit Ending December 31, 2023

Staff from the firm of Adams Brown LLC performed an audit of the financial statements for the City of Lansing for the year ended December 31, 2023. A member of the firm will present a brief overview of the audit and answer any questions.

Councilmember Clemons made a motion to approve the final audit for the City of Lansing for the year ended December 31, 2023. Councilmember Studnicka seconded the motion. No discussion took place.

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

Re-appointment of Planning Commission members

Janette Labbee Holdeman and Jerry Gies have applied for re-appointment to the Lansing Planning Commission to serve a three (3) year term ending on April 30, 2027.

Councilmember Kirby a motion to approve the Lansing Planning Commission reappointments of Janette Labbee-Holdeman and Jerry Gies for terms ending on April 30, 2027. Councilmember Studnicka seconded the motion. Council and Community and Economic

Development Director Joshua Gentzler discussed the number of members for the board, term lengths, and staggered terms.

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

Change Order for Curb Replacement on Centre Drive

Linaweaver Construction is currently mobilized on Centre Drive as part of the street lighting and island removal project. This action will add concrete curb replacement and remove the pavement markings for this year. The plan is to bid the mill & overlay of Centre Drive into the 2025 program and install the final pavement markings at that time. The City of Lansing Capital Improvement Fund 70 has the following line items: 70-010-43334 Curb Replacement \$250,000.

Councilmember Kirby made a motion to accept the proposed unit pricing from Linaweaver Construction for the additional curb replacement and removal of the pavement markings in the amount of \$244,172.30. Councilmember Clemons seconded the motion. Councilmember Clemons and Public Works Director Mike Spickelmier discussed curb cutouts.

Roll Call Vote: Aye: Councilmembers Clemons, Studnicka, Gardner, Kirby, Majure, Garvey, and Robinson; Nay: none; Abstain: none; Absent: Councilmember Brungardt; 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 10 minutes, beginning at 7:32 PM and returning to the Council Chambers at 7:42 PM and to include the Governing Body, City Administrator, City Attorney and Economic Development Director. Councilmember Gardner seconded the motion.

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

Councilmember Robinson made a motion to return to Open Session at 7:42 PM. Councilmember Kirby seconded the motion. No binding action was taken.

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

Councilmember Majure made a motion to approve Amendment 2 to a 60-day extension to the contract with Texas NH Management LLC. Councilmember Garvey seconded the motion. No discussion took place.

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

REPORTS:

Department Heads: Nothing to report.

City Attorney: Nothing to report.

City Administrator: Headshots for the City Council are scheduled for May 2.

Governing Body:

Councilmember Clemons: Recognized Director Wojtalewicz and all the activities going on at the library. Director Sanford, another clean report. Leavenworth County Port Authority had a meeting this week. Once slides are provided by the secretary, they will be distributed to the council.

Councilmember Studnicka: Great job to Directors Wojtalewicz and Sanford for their work.

Councilmember Gardner: Echo what everyone else said.

Councilmember Kirby: Same as what everyone else said.

Councilmember Majure: Echo what everyone else said about Directors Wojtalewicz and Sanford. Thanked Janette Labbee-Holdeman and Jerry Gies for volunteering. Thanked Alexis Crispen with Adams Brown regarding the audit. City Administrator Vandall and Public Works Director Spickelmier are both doing a great job improving our streets.

Councilmember Garvey: Ditto what everyone else said. Confirmed that the lines will be replaced on the crosswalk on Valley and 4-H once second phase of construction is completed.

Councilmember Robinson: Congratulated Directors Wojtalewicz and Sanford for their work.

Proclamation: Municipal Clerk Week Proclamation

ADJOURNMENT:

Councilmember Robinson made a motion to adjourn. Councilmember Clemons seconded the motion. No discussion took place.

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

The meeting was adjourned at 7:48 PM.

ATTEST:

City Clerk Tish Sims, CMC

AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Tish, City Clerk
DATE: April 26, 2024
SUBJECT: Economic Development Week Proclamation

A proclamation in recognition of Economic Development Week on May 6th – 10th, 2024.

Joshua Gentzler, Director of the Community and Economic Development Department will be in attendance to receive the proclamation.

Policy Consideration: N/A

Financial Consideration: N/A

Action: None

AGENDA ITEM # 3



Economic Development Week

Whereas, communities rely on economic development professionals to promote economic well-being and quality of life; for communities like the City of Lansing that means coordinating activities that create, retain, and expand jobs in order to facilitate growth, enhance wealth, and provide a stable tax base; and

Whereas, economic developers stimulate and incubate entrepreneurship in order to help establish the next generation of new businesses, which is the hallmark of the American economy; and

Whereas economic developers are engaged in a wide variety of settings including rural and urban, local, state, provincial, and federal governments, public-private partnerships, chambers of commerce, universities, and a variety of other institutions; and

Whereas, economic developers attract and retain high-quality jobs, develop vibrant communities, and improve the quality of life in their regions; and

Whereas, economic developers work with the City of Lansing within Leavenworth County, Kansas.

Now, Therefore, I, Anthony R. McNeill, Mayor of the City of Lansing, in the State of Kansas, do hereby proclaim the week of May 6th - 10th, in the year Two-Thousand Twenty-four as

"Economic Development Week"

in the City of Lansing and remind individuals of the importance of this community celebration which supports expanding business opportunities and making lives better.

In witness thereof, I have hereunto set my hand and caused the official seal of the City of Lansing, Kansas to be affixed. This the 2nd day of May, in the year Two-Thousand Twenty-four.

City of Lansing

Anthony R. McNeill, Mayor

Tish Sims, City Clerk

AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Tish, City Clerk
DATE: April 26, 2024
SUBJECT: Peace Officers' Memorial Day and National Police Week Proclamation

A proclamation in recognition of Peace Officers' Memorial Day on May 15th and National Police Week on May 12th – 18th, 2024.

Chief Steven Wayman of the Lansing Police Department will be in attendance to receive the proclamation.

Policy Consideration: N/A

Financial Consideration: N/A

Action: None



Lansing Police Week Proclamation

Whereas, the Congress and President of the United States have designated May 15th as Peace Officers' Memorial Day, and the week in which May 15th falls as National Police Week; and

Whereas, the members of the law enforcement agency of Lansing play an essential role in safeguarding the rights and freedoms of Lansing; and

Whereas, it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency, and that members of our law enforcement agency recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

Whereas, the men and women of the law enforcement agency of Lansing unceasingly provide vital public service;

Now Therefore I, Anthony R. McNeill, Mayor of Lansing, call upon all citizens of Lansing and upon all patriotic, civic and educational organizations to observe the week of May 12 - 18, 2024, as

Lansing Police Week

with appropriate ceremonies and observances in which all our people may join in commemorating enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to their communities and, in so doing, have established for them an enviable and enduring reputation for preserving the rights and security of all citizens.

I further call upon all citizens of Lansing to observe May 15th, as Peace Officers' Memorial Day in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes.

In Witness Whereof, I have hereunto set my hand this 2nd day of May, in the Year of Two Thousand Twenty-four and cause the Seal of the City of Lansing to be affixed.

City of Lansing

Anthony R. McNeill, Mayor

Tish Sims, CMC, City Clerk

AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Tish Sims, City Clerk
DATE: April 29, 2024
SUBJECT: Ordinance No. 1105 – Amending Ordinance 1068

Ordinance No. 1068 adopted the changes set forth in HB 2137, repealed the previous ordinance that established the sales time on Sundays to Noon, and amended the City Code to reflect the changes of HB 2137.

While updating the Code to reflect the changes, a sentence was inadvertently left out. Under Section 6 of Ordinance 1068, the code amendment for Chapter 3, Article 3, Section 304 of the code of the City of Lansing is hereby amended to read as follows:
Sec. 3-304 Hours of sale. The wording “No person shall sell at retail any alcoholic liquor:” was omitted.

Policy Consideration: Sections in Chapter 3 (Beverages) have been amended to reflect the correction of hours of sale allowed.

Financial Consideration: N/A

Action: A motion to approve and adopt Ordinance No. 1105, An Ordinance amending Ordinance 1068 authorizing Sunday Sales of Alcoholic Liquor and Cereal Malt Beverages in the Original Package within the City of Lansing.

AGENDA ITEM # 4

ORDINANCE NO. 1105

AN ORDINANCE AMENDING ORDINANCE 1068 AUTHORIZING SUNDAY SALES OF ALCOHOLIC LIQUOR AND CEREAL MALT BEVERAGE IN THE ORIGINAL PACKAGE WITHIN THE CITY OF LANSING.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF LANSING:

Section 1. Chapter 3, Article 3, Section 304 of the code of the City of Lansing, is hereby amended to read as follows:

Sec. 3-304 Hours of sale. No person shall sell at retail any alcoholic liquor:

- A. On Sunday before 9:00 a.m. or after 8:00 p.m.
- B. On Easter Sunday, Thanksgiving Day, or Christmas Day; or
- C. Before 9:00 a.m. or after 11:00p.m. on any day when the sale is permitted. (K.S.A. 41-712)

Section 2. That this ordinance shall take effect from and after its adoption by the governing body and upon publication in the official city newspaper as provided by law.

PASSED and APPROVED by the Governing Body on the ____ day of _____, 2024.

Anthony R. McNeill, Mayor

{SEAL}

ATTEST:

Tish Sims, CMC, City Clerk

APPROVED AS TO FORM:

Gregory C. Robinson, City Attorney

AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Tish Sims, City Clerk
DATE: April 29, 2024
SUBJECT: Ordinance No. 1106 – Amending Fees for Retail Sales of Alcoholic Liquor in Original Packaging

In July of 2011 Ordinance #891 was approved establishing Business License fees for all Non-Home-Based Businesses. Prior to this fee, the cost for Liquor Licensing was at the State approved maximum of \$600.

Once businesses were charged fees, according to K.S.A. 41-310 (k), the fee for a retailer's license shall be \$500. While updating the Code to reflect the changes, the fee charged for liquor licensing was inadvertently left unchanged.

Policy Consideration: Sections in Chapter 3, Article 3, Section 302 (e) have been amended to reflect the correction license fees charged.

Financial Consideration: N/A

Action: A motion to approve and adopt Ordinance No. 1106, An Ordinance amending License Fees Related to Retail Sales of Alcoholic Liquor in the Original Package within the City of Lansing.

AGENDA ITEM # 5

ORDINANCE NO. 1106

AN ORDINANCE AMENDING LICENSE FEES RELATED TO RETAIL SALES OF ALCOHOLIC LIQUOR IN THE ORIGINAL PACKAGE WITHIN THE CITY OF LANSING.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF LANSING:

Section 1. Chapter 3, Article 3, Section 302(E) of the code of the City of Lansing is hereby amended to reflect the updated schedule of fees associated with license fees pertaining to Retailers: Alcoholic Liquors (including beer containing more than 3.2 percent of alcohol by weight), for consumption off the premises (sales in the original package only) - **\$600**.

Section 2. Chapter 3, Article 3, Section 302 (E) of the code of the City of Lansing, is hereby amended to read as follows:

Sec. 3-302 (E) Retailers: Alcoholic liquors (including beer containing more than 3.2 percent of alcohol by weight), for consumption off the premises (sales in the original package only) - **\$500** [K.S.A. 41-310(k)]

Section 3. All other Ordinances or Sections of the Lansing Municipal Code which are in conflict herewith are hereby repealed.

Section 4. That this ordinance shall take effect from and after its adoption by the governing body and upon publication in the official city newspaper as provided by law.

PASSED and APPROVED by the Governing Body on the ____ day of _____, 2024.

Anthony R. McNeill, Mayor

{SEAL}

ATTEST:

Tish Sims, CMC, City Clerk

APPROVED AS TO FORM:

Gregory C. Robinson, City Attorney

AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Tish Sims, City Clerk
DATE: April 29, 2024
SUBJECT: Ordinance No. 1107 – Amending Fees for Drinking Establishments and Private Clubs

State statutes do not allow the total amount of fees to exceed \$600; when including liquor licenses and business licenses. To amend the fees charged, reducing this fee to \$500, when including the business license, so the fee will not exceed \$600.

Policy Consideration: Sections in Chapter 3, Article 4, Section 402 (a) to be amended to reflect the correction of license fees charged.

Financial Consideration: N/A

Action: A motion to approve and adopt Ordinance No. 1107, An Ordinance Amending the Schedule of Fees Related to Licensing of Drinking Establishments and Private Clubs within the City of Lansing.

AGENDA ITEM # 6

ORDINANCE NO. 1107

AN ORDINANCE AMENDING THE SCHEDULE OF FEES RELATED TO LICENSING OF DRINKING ESTABLISHMENTS AND PRIVATE CLUBS WITHIN THE CITY OF LANSING.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF LANSING:

Section 1. Chapter 3, Article 1, Section 109(A) of the code of the City of Lansing is hereby amended to reflect the updated schedule of fees associated with license fees pertaining to Caterer, Class A Club, Class B Club, Drinking Establishment, and Alcoholic Liquor Retailer **-\$600**.

Sec. 3-109(A) There is hereby levied a license fee every two years in the amount fixed by the Fee Schedule on each Caterer, Class A Club, Class B Club, Drinking Establishment, and Alcoholic Liquor Retailers. [K.S.A. 41-2622(b)]

Section 2. Chapter 3, Article 4, Section 402 (A) of the code of the City of Lansing is hereby amended to read as follows:

Sec. 3-402 (A) An annual license fee is hereby levied upon all corporations, partnerships or individuals operating a club within the City in the amount of **\$500.00**. The licensee shall operate under the license for a period of 24 months from the date of its issuance and shall be renewable every two years. No rebate or return of any portions of the license fee shall be made in case the license is revoked for any cause provided under this article or in the event that the club ceases to function prior to the completion of its 24-month period. [K.S.A. 41-2622(b)]

Section 3. All other Ordinances or Sections of the Lansing Municipal Code which are in conflict herewith are hereby repealed.

Section 4. That this ordinance shall take effect from and after its adoption by the governing body and upon publication in the official city newspaper as provided by law.

PASSED and APPROVED by the Governing Body on the ____ day of _____, 2024.

Anthony R. McNeill, Mayor

{SEAL}

ATTEST:

Tish Sims, CMC, City Clerk

APPROVED AS TO FORM:

Gregory C. Robinson, City Attorney

AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Tish Sims, City Clerk
DATE: April 29, 2024
SUBJECT: Ordinance No. 1108 – Amending Fees Related to Licensing of Transient Vendors

Ordinance No. 1108 amends the schedule of fees related to the licensing of transient vendors in Lansing. Review, approval, and enforcement of transient vendors in Lansing has become more time consuming in recent years. Updates to Ordinance No. 1108 increases costs to offset some of the staff time associated with transient vendors.

Policy Consideration: Sections in Chapter 5, Article 2, Amends the licensing of Transient Vendors to include KBI Background Reports, the amount of time and fees to be charged.

Financial Consideration: N/A

Action: A motion to approve and adopt Ordinance No. 1108, An Ordinance Amending the Schedule of Fees Related to Licensing of Transient Vendors within the City of Lansing.

AGENDA ITEM # 7

ORDINANCE NO. 1108

AN ORDINANCE AMENDING THE SCHEDULE OF FEES RELATED TO LICENSING OF TRANSIENT VENDORS WITHIN THE CITY OF LANSING.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF LANSING:

Section 1. Chapter 5, Article 2, Section 204(I) of the code of the City of Lansing is hereby added to reflect additional license requirements pertaining to Transient Vendors.

Sec. 5-204(I) The applicant must submit a KBI report processed in the last three (3) months at the time of application.

Sec. 5-204(J) The applicant may only apply for two (2) Transient Vendor licenses per calendar year. No annual license will be issued.

Section 2. Chapter 5, Article 2, Section 207(A) of the code of the City of Lansing is hereby amended to reflect the updated schedule of fees associated with Transient Vendors.

Sec. 5-207(A) Transient Vendor. A fee of \$30 shall be charged for each licensee and shall be valid for a period of not more than one day; or \$200 for a period of one week.

Section 3. All other Ordinances or sections of the Lansing Municipal Code which are in conflict herewith are hereby repealed.

Section 4. That this ordinance shall take effect from and after its adoption by the governing body and upon publication in the official city newspaper as provided by law.

PASSED and APPROVED by the Governing Body on the ____ day of _____, 2024.

Anthony R. McNeill, Mayor

{SEAL}

ATTEST:

Tish Sims, CMC, City Clerk

APPROVED AS TO FORM:

Gregory C. Robinson, City Attorney

**CITY OF LANSING
TREASURER'S REPORT - QUARTER ENDING MARCH 31, 2024**

Fund Name	Fund Number	Unencumbered Cash Balance 12/31/23 DR / (CR)	Receipts	Disbursements	Audit Adj. & Net Encumb. Liquidated 3/31/24	Unencumbered Fund Balance 3/31/24 DR / (CR)	Add Reserves, Account Payable, and Encumbrances	Subtract Receivables, Other Assets, and Net Fixed Assets	Treasurer's Cash Balance 3/31/24
General:	10	2,848,984.94	3,016,831.19	2,215,688.28	(462,406.18)	4,112,534.03	234,423.89	0.00	4,346,957.92
Special Revenue:									
Library	20	173,677.84	249,467.34	93,570.30	8,291.84	321,283.04	10,223.70	0.00	331,506.76
Domestic Violence Program Fund	21	0.00	100.00	0.00	0.00	100.00	0.00	0.00	100.00
Consolidated Street & Highway	22	244,728.03	190,945.71	162,916.00	0.00	272,757.74	12,473.60	0.00	285,231.36
Special Parks & Recreation	23	132,876.75	35,309.72	13,186.34	(84,892.20)	239,892.33	0.00	0.00	239,892.33
Special Alcoholic Liquor	24	81,989.41	3,694.60	0.00	0.00	85,684.01	0.00	0.00	85,684.01
Special Alcohol Drug	25	36,442.31	4,269.94	0.00	0.00	40,712.25	0.00	0.00	40,712.25
Sales Tax (\$.45) Fund	26	513,824.47	166,735.94	179,961.00	(140,777.60)	641,377.01	0.00	0.00	641,377.01
Swimming Pool	28	282,188.40	164,414.44	0.00	0.00	446,602.84	0.00	0.00	446,602.84
Hillbrook Subdivision Escrow	66	0.00	0.00	0.00	0.00	0.00	17,453.40	0.00	17,453.40
Agency:									
Bonds Posted	41	0.00	0.00	0.00	0.00	0.00	27,600.14	0.00	27,600.14
Park Land Trust	59	23.62	0.00	0.00	0.00	23.62	0.00	0.00	23.62
Mayor's Christmas	61	11,710.05	70.00	0.00	0.00	11,780.05	0.00	0.00	11,780.05
Transient Guest Tax	63	200,132.87	26,851.56	25,441.22	0.00	201,543.21	0.00	0.00	201,543.21
ARPA	49	503,037.03	0.00	0.00	0.00	503,037.03	0.00	0.00	503,037.03
Debt Service:									
Bond & Interest	40	593,570.06	496,887.88	223,246.93	(8,291.84)	875,502.85	0.00	0.00	875,502.85
Enterprise:									
Wastewater Utility	50	185,454.59	807,107.87	377,633.23	(1,449,280.23)	2,064,209.46	22,473.98	94,433.74	1,992,249.70
Solid Waste Utility	51	164,236.80	173,354.55	102,651.66	0.00	234,939.69	0.00	32,655.80	202,283.89
Capital Projects:									
Capital Projects Fund	70	240,326.16	530,466.97	6,175.52	0.00	764,617.61	296,783.00	0.00	1,061,400.63
Equipment Reserve Fund	80	116,767.77	38,082.09	0.00	0.00	154,849.86	80,000.00	0.00	234,849.86
Police Equipment Reserve Fund	45	28,955.75	31,174.00	0.00	0.00	60,129.75	0.00	0.00	60,129.75
Town Centre Sewer	52	0.00	1,141,373.15	34,068.71	0.00	1,107,304.44	0.00	0.00	1,107,304.44
McIntyre Sanitary Sewer	54	0.00	1,187,959.80	35,563.97	0.00	1,152,395.83	0.00	0.00	1,152,395.83
CIP Parks	88	0.00	9,567,516.35	514,871.83	688,876.00	8,363,768.52	300,165.30	0.00	8,663,933.82
Lansing Town Centre	87	453,208.47	578,686.89	0.00	0.00	1,031,895.36	0.00	0.00	1,031,895.36
Total All Funds		10,804,452.14	18,411,299.99	3,984,974.99	(1,448,480.21)	26,679,257.35	1,001,597.01	4,119,406.36	23,561,448.05

STATEMENT OF BOND INDEBTEDNESS				
Bonds	General Obligation		Waste Water Revenue	Total
	Improvement	Revolving Loans		
Outstanding as of 1/1/24	\$ 24,300,000	\$ -	\$ -	\$ 24,300,000
Retired	-	-	-	-
Issued	-	-	-	-
Refunded	-	-	-	-
Outstanding as of 3/31/2024	\$ 24,300,000	\$ -	\$ -	\$ 24,300,000
Temporary Notes	\$ 2,210,000			\$ 2,210,000
Total Outstanding 3/31/2024				\$ 26,510,000

*Published quarterly in accordance with KSA 12-1608, 12-1609 - Elizabeth Sanford, Director of Finance.



City of Lansing
800 First Terrace
Lansing, Kansas 66043

City Administrator's Report
May 2, 2024

Agenda Items:

The Treasurer's Report is included in the agenda materials.

There are proclamations for National Peace Officers Memorial Day/Lansing Police Week and Economic Development Week on the agenda.

Ordinance No. 1105 amends the wording of Ordinance No. 1068 to better reflect the changes from HB 2137, which allowed Sunday sales of liquor and cereal malt beverages in the original package within the City of Lansing.

Ordinance No. 1106 amends licensing fees for drinking establishments in Chapter 3, Article 3, Section 302(E) to \$500 per KSA 41-310k. State statutes do not allow the total amount of fees to exceed \$600; when including liquor licenses and business licenses our previous fee amount was greater than \$600. By reducing this fee to \$500, when including the business license, the fee will not exceed \$600.

Ordinance No. 1107 amends fees for private clubs in Chapter 3, Article 1, Section 109 (A) to \$500 per KSA 41-2622b. Similar to Ordinance No. 1106, State statutes do not allow the total amount of fees to exceed \$600; when including liquor licenses and business licenses our previous fee amount was greater than \$600. By reducing this fee to \$500, when including the business license, the fee will not exceed \$600.

Ordinance No. 1108 amends the schedule of fees related to the licensing of transient vendors in Lansing. Review, approval, and enforcement of transient vendors in Lansing has become more time consuming in recent years. Updates to Ordinance No. 1108 increases costs to offset some of the staff time associated with transient vendors.

Wastewater:

Construction of the McIntyre Sewer Project continues and is ahead of schedule. One crew encountered a natural spring that surfaced after blasting was complete and caused them to use pumps to remove groundwater. Future long-term remediation to drain the water to the nearby creek is under consideration at this time. To date, 5,716' out of 9,110' has been installed, along with 25 of the 36 manholes. The aerial crossing over the 9 Mile Creek is complete and has been seeded. This project is scheduled for substantial completion in November of 2024. 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.



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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.

The City Council was briefed on the Ida/Gamble Sewer Project at the April work session. Staff will work with GBA to develop the scope for the project and negotiate a fee for design. The project will relocate sewers near this intersection that are oversized for current flows to the new 7 Mile 36” interceptor. It is anticipated this project will be bid with the Town Center Sewer Project this fall, which will allow the City to save money on mobilization.

Community & Economic Development:

A preconstruction meeting for the 50-unit apartment complex on West Mary Street is scheduled for May 1st. Construction is slated to begin in the very near future.

Closing for the parcel the City is purchasing from the Catholic Church is now slated for the end of May.

The updates discussed at the March work session were reviewed and recommended by the Planning Commission at their April meeting. Staff plans to brief the Council on the discussion at an upcoming Council meeting and have an ordinance reflecting the changes at a future meeting.

Staff has been reviewing the future land use map based on several of the properties discussed at the April work session. A copy of the Future Land Use Map can be found at the link below: <https://gis.lansingks.org/apps/29e66ee7ab8f4e83a2566418843c0556/explore>

Director of Community & Economic Development Joshua Gentzler will brief the Council on updates in his department Thursday night.

Public Works:

The storm drain and asphalt work on Valley Drive in the Stonecrest subdivision was completed in late 2023. The pipe liner near the creek and church was completed recently. The tentative date for Linaweaver Construction to begin the final portion of the project is May 29th. Please note, this repair will close 4H Road temporarily. Staff will work to ensure residents in the area know of the temporary detour.

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.

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.



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In order for the City to complete this project, the property owner would need to grant a utility easement.

The City is looking to apply for a grant from the KDOT Transportation Alternatives program to fund a 10' trail from Lansing High School to the existing trail that terminates on 4H Road, at the northwest corner of the Wyndham Subdivision. Please note this area has no curb or gutter, which may need to be evaluated as part of our application. We will work to receive community feedback from residents to help support our application. Lansing's Angel Falls Trail was funded by the Transportation Alternatives program.

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

YTD Sales Tax Update:

The final year end sales tax updates are below.

	2023 YTD	2024 YTD	Difference
Local Sales & Use Tax (1.9%)	\$701,082	\$882,977	\$181,895, 25.94%*
County Sales Tax	\$320,110	\$290,983	-\$29,127, -9.09%
County Use Tax	\$122,827	\$126,315	\$3,488, 2.84%
Guest Tax	\$29,980	\$25,113	-\$4,867, -16.23%

*Additional .45% sales tax for aquatic center began July 2023.

The total non-food sales tax rate in Lansing is broken down as follows:

- **6.5%** State Sales Tax (varies on food)
- **1%** Countywide Sales Tax
- **1%** City General Sales Tax-General Fund
- **.45%** DeSoto Road & Park Improvements (20 years)
- **.45%** Aquatic Center (20 years)



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- 9.4%
- 1% Community Improvement Dist. (Mainstreet Chrysler Dodge Jeep Ram property only)

The special sales tax to pay for the Aquatic Center has generated \$211,914 through the first four months of the year. The special sales tax to pay for DeSoto Road and Bernard Park Improvements also generated \$211,914 (both special sales taxes are for the same amount, .45%). Both of these special sales taxes are on pace to generate \$635,742 this year, which pays off the debt for both projects.

Meetings & Announcements:

As discussed at a previous Council meeting, staff is releasing a survey to our residents to gauge interest in partnering with Leavenworth on their RideLV Micro transit program. Be on the lookout for QR codes leading to the survey and encourage residents to participate in the survey.

There are currently openings for Part Time Parks & Recreation Facility Maintenance, Parks & Recreation Maintenance, Seasonal Parks & Recreation Laborer, and Police Office (I/II). There are also two openings on the Tree Board, and numerous openings on the Building and Plumbing Trade Boards of Appeal.

- Saturday, May 4th Fishing Derby, 9am-11am, Bernard Park
- May 10th & 11th Spring Citywide Garage Sale
- Wednesday, May 15th Planning Commission Meeting, 7:00pm, City Hall
- Thursday, May 16th City Council Meeting, 7:00pm, City Hall
- Monday, May 27th Memorial Day, City Offices Closed
- Thursday, May 30th Work Session, 7:00pm, City Hall
 - Budget Updates for 2024
- 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

Sincerely,

Tim Vandall