
AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

OLD BUSINESS

- [1.](#) Approval of Minutes

AUDIENCE PARTICIPATION

PRESENTATIONS

NEW BUSINESS

- [2.](#) Ordinance 1083
- [3.](#) Buxton Economic Development Package - ARPA Funds
- [4.](#) Executive Session for Land Acquisition

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

- [5.](#) Fleet Reports
- [6.](#) 06.16.2022 City Administrator's 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: Shantel Scrogin, Assistant City Clerk
DATE: June 8, 2022
SUBJECT: Approval of Minutes

The Regular Meeting Minutes of June 2, 2022, are enclosed for your review.

Action: Staff recommends a motion to approve the Regular Meeting Minutes of June 2, 2022, as presented.

AGENDA ITEM

CITY OF LANSING

CITY COUNCIL MEETING

REGULAR MEETING MINUTES
June 2, 2022

Call To Order:

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

Roll Call:

Mayor McNeill called the roll and indicated which Councilmembers were in attendance.

Councilmembers Present:

Ward 1: Gene Kirby

Ward 2: Marcus Majure and Don Studnicka

Ward 3: Jesse Garvey and Kerry Brungardt

Ward 4: Dan Clemons

Councilmembers Absent: Dave Trinkle and Gregg Buehler

OLD BUSINESS:

Approval of Minutes: Councilmember Kirby moved to approve the Regular Meeting Minutes of May 19, 2022, as presented. Councilmember Majure seconded the motion. The motion was unanimously approved.

Audience Participation: Mayor McNeill called for audience participation and there was none.

Presentations: None

COUNCIL CONSIDERATION OF AGENDA ITEMS:

Re-appointment of Lansing Board of Zoning Appeals Member: Councilmember Brungardt moved to approve the Lansing Board of Zoning Appeals re-appointment of Mike Suozzo for a term ending on April 30, 2025. Councilmember Studnicka seconded the motion. The motion was unanimously approved.

2022 US Census Figure Ward Boundary Update: Councilmember Clemons moved to approve the Ward Boundary Map as presented. Councilmember Brungardt seconded the motion. The motion was unanimously approved.

Temporary Special Event Permit – Lansing Independence Days Event: Councilmember Kirby moved to approve the Temporary Special Event Permit and authorize Embrace the Grape of Kansas, LLC, to sell beer, wine and alcoholic beverages at the Lansing Independence Days Event. Councilmember Garvey seconded the motion. The motion was unanimously approved.

REPORTS:

Department Heads: Department Heads had nothing to report.

City Attorney: City Attorney had nothing to report.

City Administrator: City Administrator Tim Vandall let the Council know door hangers for the changes in the RV Ordinance are being put out today and tomorrow. We will give people a grace period before we start issuing tickets. Family Eye Care has walls going up and there is also a Site Plan submitted for the vacant lot between Mutual Savings and Anytime Fitness. We had the Bond Rating phone call last week and we were complimented for being in a stronger financial position that we were a few years ago. We were hoping the rating would go up but it remained stable at A1. It was noted we have a fair amount of debt for a city our size but that came from some of the wastewater projects that we had to do. The library will be kicking off their summer reading program on June 4th.

Governing Body: Councilmember Majure asked when the road construction would start at the K7 intersection.

- City Administrator Tim Vandall replied we were expecting it to start this week but the rain set it back.

Councilmember Garvey welcomed the two new police officers

ADJOURNMENT:

Councilmember Clemons moved to adjourn. Councilmember Brungardt seconded the motion. The motion was unanimously approved. The meeting was adjourned at 7:11 p.m.

ATTEST:

Assistant City Clerk, Shantel Scrogin

AGENDA ITEM

TO: Tim Vandall, City Administrator
 FROM: Tish Sims, City Clerk
 DATE: June 8, 2022
 SUBJECT: Ordinance No. 1083 – Approval of Fee Schedule

Ordinance No. 1083 adopts the updated fee schedule for service charges and fees for various departments. Attachment A summarizes the schedule. To implement the changes, a new fee schedule must be adopted by ordinance.

Changes:

Administration:

- Increased the Notary Stamp Fee to \$15.00 per stamp.
- Updated the fee for Electronic Documents /Videos on USB to \$25.00 per USB, this also would remove the Video Copies on Disc since this is a media that is no longer used.
- Institute a fee for re-inspections at \$75.00

Community Center:

- Removed Napkins, Tablecloths and Table Skirts – We don't offer these anymore.

Finance:

- Increased the Residential Refuse Collection Service Charges – Waste Management has increased their fees.

Action: Staff recommends a motion to adopt Ordinance No. 1083.

**AN ORDINANCE AMENDING SERVICE CHARGES AND FEES
FOR ADMINISTRATION, COMMUNITY CENTER, FINANCE,
AND ESTABLISHING SERVICE CHARGES FOR COMMUNITY
DEVELOPMENT, AND FOR ADMINISTRATION THEREOF.**

**NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY
OF LANSING, KANSAS:**

Section 1. That the service charges and fees for the departments and divisions of administration, Community Center, finance, community development, and for administration thereof are hereby established. (See attachment A Schedule of Fees)

Section 2. That this ordinance shall take effect and be in force from and after its approval, passage, and publication in the official city newspaper as provided by law.

PASSED AND APPROVED by the governing body of the City of Lansing, County of Leavenworth, State of Kansas, this 16th day of June 2022.

Anthony R. McNeill, Mayor

ATTEST

Tish Sims, CMC, City Clerk

APPROVED AS TO FORM:

Gregory Robinson, City Attorney

Published: Leavenworth Times
Publication Date:

CITY OF LANSING FORM OF SUMMARY FOR PUBLICATION OF ORDINANCE

Ordinance No. 1083: An Ordinance Amending Service Charges and Fees for Administration, Community Center, Finance and Establishing Service Charges for Community Development, and for Administration Thereof.

Pursuant to the general laws of the State, a general summary of the subject matter contained in this ordinance shall be published in the official City newspaper in substantially the following form:

Ordinance No. 1083 Summary:

On June 2, 2022, the City of Lansing, Kansas, adopted Ordinance No. 1072, amending the service charges and fees for the departments and divisions of administration, Community Center, finance and establishing service charges for community development. A complete copy of this ordinance is available at www.lansingsks.org or at City Hall, 800 First Terrace, Lansing, KS 66043. This summary certified by Gregory Robinson, City Attorney.

This Summary is hereby certified to be legally accurate and sufficient pursuant to the laws of the State of Kansas.

DATED: June 2, 2022.

Gregory Robinson, City Attorney

ATTACHMENT A			
ACTIVITY CENTER			FEES
Classroom Rental	Resident		\$5.00 per hour
	Non-Resident		\$15.00 per hour
	Deposit		\$75.00
Gym Rental	Resident		\$15.00 per hour
	Non-Resident		\$30.00 per hour
	Deposit		\$150.00
ADMINISTRATION			FEES
Faxing			\$1.00 per page
Open Records Fees:	Open Records Research/Inspection Fees		\$25.00 deposit
	Copies		\$18.00 per hour
	Email Electronic Documents/Videos		\$0.25 per page
	Electronic Documents/Videos on USB	Change to \$25.00 per USB/Thumb Drive see video copies on disc	\$5.00 per email
	Notary Stamp	Change to \$15.00 per stamp	\$5.00 per USB
Re-inspection Fee	Video Copies on Disc	Remove, video copies now on USB/Thumb drives see above	\$3.00 per stamp
			\$25.00
Work Without A Permit Penalty			\$75.00
			\$250.00/First Offense, \$500.00/Second Offense, \$1000.00 /Third and Subsequent Offenses
BUSINESS LICENSES			FEES
	License Fee for all Home Based Businesses		\$25.00
	License Fee for all Non-Home Based Businesses		\$50.00
	Late Fee for all Business Licenses - 30 days past due		\$10.00 per day
	Lansing Business Door to Door License		\$30.00 per person for 6 month period
	License Fees for new businesses will be Prorated based on the date an Occupancy Permit is issued to the Business		
Adult Retail Business Licensing Fees:	Adult Business License		\$500.00
	Managers License		\$50.00
	Employee License		\$20.00
	Independent Contractor License		\$20.00
Alarm Company Licenses:	Alarm Responses (False):		
	1-3 False Alarms Responses		\$50.00 each
	4-5 False Alarm Responses		\$100.00 each
	Over 5 False Alarm Responses		\$200.00 each
Alcoholic Beverages:	Cereal Malt Beverages:		
		Consumption on Premises/General Retailer	\$200.00
		Not for Consumption on Premises/Limited Retailer	\$50.00
		State Stamp Tax:	\$25.00
		Application Fee to Change Location	\$25.00
		Temporary CMB License	\$50.00
	Occupation Taxes Levied To Manufacture Alcohol & Spirits		\$2,500.00
	Occupation Taxes Levied To Manufacture Beer:		
		1-100 Barrel Daily Capacity or an part thereof	\$200.00
		100-150 Barrel Daily Capacity	\$400.00
		150-200 Barrel Daily Capacity	\$700.00
		200-300 Barrel Daily Capacity	\$1,000.00
		300-400 Barrel Daily Capacity	\$1,300.00
		400-500 Barrel Daily Capacity	\$1,400.00
		500 or More Barrel Daily Capacity	\$1,600.00
	Occupation Taxes Levied To Manufacture Wine:		
		First Year's Operation	\$1000 paid in advance
	Spirits, Wine, or Beer Distributor (first and each additional place of business operating in the city by the same license)		\$1,000.00
	Non-Beverage User:		
		Class 1 (not to exceed 100 gallons)	\$10.00
		Class 2 (not to exceed 1000 gallons)	\$50.00
		Class 3 (not to exceed 5000 gallons)	\$100.00
		Class 4 (not to exceed 10000 gallons)	\$200.00
		Class 5 (in excess of 10000 gallons)	\$500.00
	Temporary Alcohol Liquor Permit		\$25 per day
	Drinking Establishment		\$600.00
	Private Clubs		\$600.00
	Retail Liquor		\$600.00
Arborist and/or Lawncare:	Arborist License Fee		\$30.00
	Lawncare License Fee		\$30.00
	Arborist Dead Tree Removal License		\$30.00
Animals:	Administrative Fee for Appeal		\$10.00
Auction:	New Goods		\$25.00 per day
	Other than New Goods		\$25.00 per day
Bath House or Massage Establishment:	License Fee		\$300.00
	Massage Establishment Renewal License Fee		\$150.00
	Employee Permits		\$50.00
Carnivals and Circuses:	Per Day		\$50.00
	Per Week		\$250.00
Fireworks Stands/Retail Sale			\$500.00
Food Establishment License Fee			\$50.00
Food Service (Food Truck, Mobile Vehicle or Cart)	Food Establishment License		\$50.00
	General Business License		\$50.00
Ice Cream Vendor			\$75.00 per vendor
Kennel License			\$25.00
Pawnbroker or Precious Metal Dealer License Fee			\$25.00
Solid Waste & Construction Disposal Refuse Collector			\$25.00 per truck
Special Use Permit			\$50.00
Temporary Special Event Permits:	Types requiring Administrative Approval		\$50.00
	Type 5 Permit & others requiring Government Body Approval		\$100.00
Tent Shows and Meetings			\$25.00
Tow Lot Conditional Use Permit			\$500.00
Transient Vendor License:	3 consecutive days		\$25.00 per vendor
	7 consecutive days (one week)		\$60.00 per vendor
	One month		\$125.00 per vendor
	Other Vendors Operating from a Motor Vehicle		\$75.00 per vehicle
COMMUNITY CENTER			FEES
Cleaning/Damage Deposit			\$75.00
Set-up Fee - Room 1, Room 2, and Room 2 with Kitchen Access			\$25.00 per event
Set-up Fee - Both Rooms 1 and 2 with Kitchen Access			\$50.00 per event
Napkins	Remove - no longer available		\$2.00 per item
Tableclothes	Remove - no longer available		\$10.00 per item
Table Skirts	Remove - no longer available		\$10.00 per item
Selling or Serving Alcohol - Off Duty Officer Retainer Fee			\$35.00 per hour
Tier I - Residential Rates:	Room 1 or Room 2 (No Kitchen Access)		\$20.00 per hour
	Room 2 with Kitchen Access		\$25.00 per hour

Tier II - Non-Residential Rates:	Room 1 & 2 with Kitchen Access	\$30.00 per hour
	Room 1 and Room 2 (No Kitchen Access)	\$35.00 per hour
	Room 2 with Kitchen Access	\$45.00 per hour
	Room 1 & 2 with Kitchen Access	\$50.00 per hour
Tier III - Lansing Civic Organizations**	Room 1 or Room 2 (No Kitchen Access)	\$10.00 per hour
	Room 2 with Kitchen Access	\$15.00 per hour
	Room 1 & 2 with Kitchen Access	\$20.00 per hour
	***501c Designation Required	
COMMUNITY AND ECONOMIC DEVELOPMENT		FEES
Appeals		\$75.00
Blasting Application Fee		\$500.00
Comprehensive Plan/Zoning Ordinance - Electronic Copy		\$35.00
Comprehensive Plan/Unified Development Ordinance - Paper Copies		\$45.00
Conditional Use Permit:		
	Application (Renewed every 5 years)	\$150.00
Maps		\$25.00
Nuisance Fees		
	First Remediation Administrative Fee	\$100.00
	Second Remediation Administrative Fee	\$150.00
	Further Remediations Administrative Fee	Increases an additional \$100.00 for each offense
	Chronic Nuisance Annual Monitoring Fee	\$300.00
Occupational and Trade Licenses:		
	Occupational License Fee (Construction other than trade licenses)	\$100.00
Oil & Gas:		
	Permit Filing Fee	\$300.00
	Processing Fee (if permit is refused or withdrawn)	\$200.00
Parkland Fees:		
	Residential Development Parkland Fee	\$400.00 per residential unit
	Commercial/Industrial Development Parkland Fee	\$0.10 per sq. ft. of lot area
Permits:		
	Building Permits (Other)	\$15.00 minimum
	Demolition Permits	\$150.00
	Electrical Permit	150.00 (New Single Family)
	Fence Permits	\$100.00
	Lawn Sprinkler System Permit	\$17.00
	Mechanical Permit	\$60.00 (New Single Family)
	Moving of Structure	\$250.00
	Plumbing Permit	\$75.00 (New Single Family)
	Pool Permits	\$20 less than 1000 gal. \$100.00 1000 gal. or more
	In-Ground Electrical	\$45.00
	Above Ground Electrical	\$17.00
	Temporary Sign Permits	\$50.00
	Sign Permits	\$100.00
	Sign Permits with Electric	\$150.00
Planned Developments:		
	Preliminary Plan	\$5.00 per Lot/\$300.00 Minimum
	Final Plan	\$5.00 per Lot/\$300.00 Minimum
Plats:		
	Administrative Plat	\$150.00
	Preliminary Plats	\$5.00 per Lot/\$300.00 Minimum
	Final Plats	\$5.00 per Lot/\$300.00 Minimum
Sewer Connection Fees:		
	Private Sewer Connection Fee (Septic)	\$400.00
	Sewer Hook-up Residential	\$3,000.00
	Sewer Hook-up Commercial	\$3,500.00
	Sewer Hook-up Industrial	\$4,500.00
Site Plans:		
	Administrative Site Plan	\$150.00
	Site Plan	\$250.00
Trade Licenses		
	Electrical & Plumbing:	
	*Contractor plus Master	\$125.00
	*Master	\$25.00
	*Journeyman	\$10.00
	*Apprentice	\$5.00
	Mechanical:	
	*Contractor plus Master	\$125.00
	*Master	\$25.00
	*Installer	\$10.00
	Exam Sponsors - Trades Test	\$50.00
Variances		\$75.00
Zoning Map Amendment		\$150.00
FINANCE		FEES
Return Check Fee		\$35.00
Utility Service Deposit (Refundable after 1 year)		\$75.00
Residential Refuse Collection Service Charge		Change to \$17.13
Residential Refuse Collection Service Charge (Senior)		Change to \$15.13
Sewer Usage Fee (Residential)		See Ordinance No. 977
Sewer Usage Fee (Commercial)		See Ordinance No. 977
PARKS AND RECREATION		FEES
Baseball:		
	Age 7-8	\$40.00/\$45.00 Non-Resident of USD 469
	Age 9-10	\$40.00/\$45.00 Non-Resident of USD 469
	Age 11-12	\$40.00/\$45.00 Non-Resident of USD 469
	Age 13-15	\$40.00/\$45.00 Non-Resident of USD 469
Basketball		\$45.00/\$50.00 Non-Resident of USD 469
Cheerleading		\$75.00/\$85.00 Non-Resident of USD 469
Football:		
	Age 6-7	\$50.00/\$60.00 Non-Resident of USD 469
	Age 8-9	\$115.00/\$125.00 Non-Resident of USD 469
	Age 10-11	\$115.00/\$125.00 Non-Resident of USD 469
Soccer (Spring and Fall):		\$35.00/\$40.00 Non-Resident of USD 469
Softball:		\$40.00/\$45.00 Non-Resident of USD 469
T-Ball (Co-ed):		\$40.00/\$45.00 Non-Resident of USD 469
Field Rental Fee per Day **		
	Per Field/No Lights	\$75 per day
	Per Field/With Lights	\$100 per day
Field Rental Deposit		\$75.00

*Non-Residents pay \$5.00 more for programs under \$50.00 and \$10.00 more for programs over \$50.00. Late registration fees are \$10.00 per child up to a total of \$20.00 per family per sport. ** Rentals subject to Liability Release/Indemnification and additional Insurance.

PUBLIC WORKS			FEE
Driveway/Sidewalk in ROW			\$25.00
Floodplain Development Permit			\$100.00
Lawn Sprinkler System in ROW			\$25.00
Permit for Temporary Right-of-Way Use			\$100.00
Stormwater Discharge Application Filing Fee			\$100.00
Utility Permit Base Fee			\$50.00
	Linear Utility Fee		\$25.00 per block
* No fee for work performed by Franchisee's own employees			
LANSING COMMUNITY LIBRARY			FEE
Fax			\$1.00 per page
Black and White Copies/Prints			\$0.10 per page
Color Copies/Prints			\$0.25 per page
Processing Fee for broken cases, missing dust jacket, barcode, labels			\$3.00
Replacement fee for lost library card			\$1.00/ First time request is free
Lost or damaged item			Replacement value of item listed in system
Headphones			\$1.00
Collections Processing Fee			\$25.00

AGENDA ITEM

TO: Tim Vandall, City Administrator

FROM: Matthew R. Schmitz, MPA – Director, Community & Economic Development

DATE: June 16, 2022

SUBJECT: Buxton Economic Development Package – ARPA Funds



Explanation: During our recent trip to International Council of Shopping Centers (ICSC) in Las Vegas, the City Administrator, Mayor, and CED Director met with Buxton to see what services they could provide the City of Lansing for Economic Development support. Buxton provided a thorough overview of their services during that meeting, and then during a follow-up zoom meeting on June 3rd, they showed examples of data and reports that were more specific to Lansing. Staff was pleased with the amount and relevance of the data and feels that this would be a great addition to our toolkit for Economic Development moving forward.

During our conversations, Buxton pointed out that their services are eligible for funding under the American Rescue Plan Act (ARPA). Additional information regarding the eligibility under ARPA is on page 7 of the attached proposal. Staff feels this would be an excellent use of ARPA funds to assist with Economic Development, analysis, and retention and attraction of businesses for Lansing.

Policy Considerations: Because the data that Buxton provides is proprietary in nature, and there are not others in the market who can provide this, Staff feels comfortable that this meets the requirements of the purchasing policy as a sole-source vendor.

Action: A motion to authorize the Mayor to sign the contract with Buxton for a 365 day term at a cost of \$35,000 to be funded by monies received from ARPA.

AGENDA ITEM



PROPOSAL

Economic Development Package

PREPARED FOR

City of Lansing

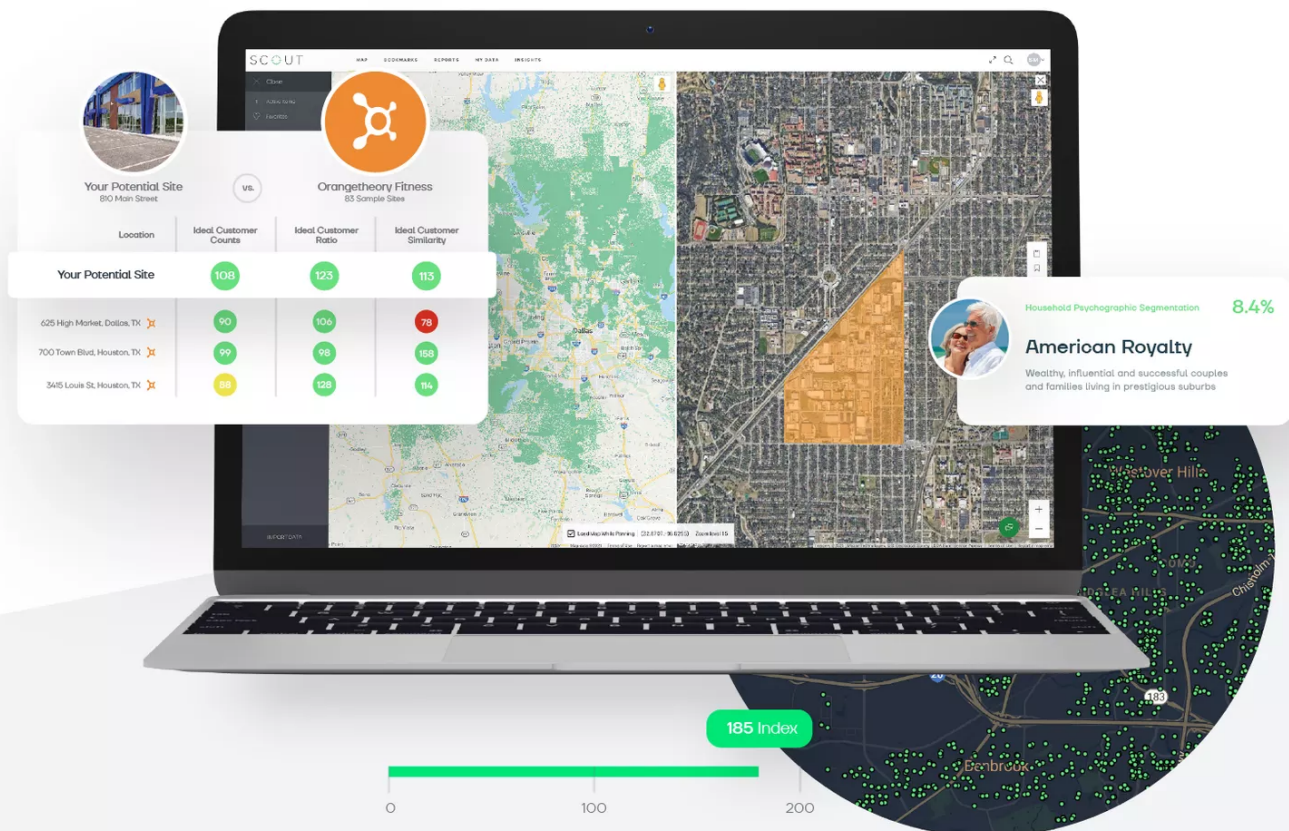


The Buxton Difference

Decades of Experience. One Powerful Platform.

With more than two decades of experience developing analytics solutions for clients in both the private and public sector, Buxton is on a mission to revolutionize the way businesses and communities understand their consumers and make decisions.

Today, we've distilled our data, insights, and experience into powerful technology designed to give you the tools you need to answer your most important planning and development questions. Empower your community leaders with data visualization, reporting, and tools to guide your strategic decision-making processes.



Listen to What Our Clients Have to Say...



"If you are with Buxton, you are in very good hands. They have the same passion for my city that I have for my city. The folks there have a responsiveness that I have never seen." - McAllen, TX

"We've had a whole series of successes, and I attribute that to data from Buxton." - Celina, TX

"SCOUT is amazing because you can do custom reports for any retailer, and it will tell you consumer propensity information, daytime population numbers, traffic counts... Buxton has the best people, the best information, and the best service." - Rochester, NH

Benefits of the Economic Development Package

With three great applications housed in one web-based platform, Buxton's Economic Development Package gives you on-demand information to make smarter, faster economic development decisions.

Put Consumers at the Center of Your Growth Strategy

Understand the residents in your community not just in terms of demographics, but also in terms of psychographics.

Empower Community Leaders

Give decision-makers in your community access to best-in-class data that will assist them in making better planning and development decisions.

Use Data to Tell Your Community's Story

Get to know your community through data visualization and reporting. Use data to support economic development and communicate with decision makers.

Identify Brands That Fit Your Community

Discover the retail, restaurant, and consumer services brands that are a strong fit for the consumers in your community to guide business attraction efforts.

Get Information Faster

On-demand reporting speeds up the decision-making process by providing data when you need it to answer questions when they arise.

Recommended Package

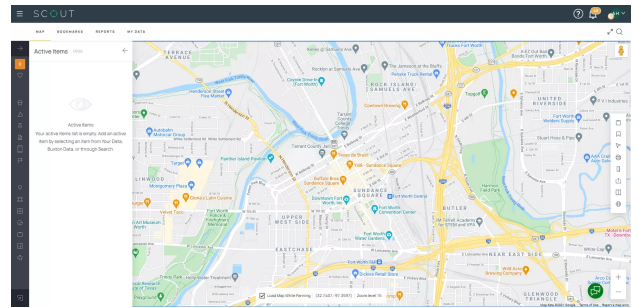
Buxton offers a variety of different applications and packages within the Buxton Platform. Based on City of Lansing's unique business needs, Buxton recommends the Economic Development Package. We are constantly making improvements to our products; therefore, features may be added or changes may be made to the products listed below.

Economic Development Package

This public sector technology package comes standard with SCOUT, Match, and Mobilytics.

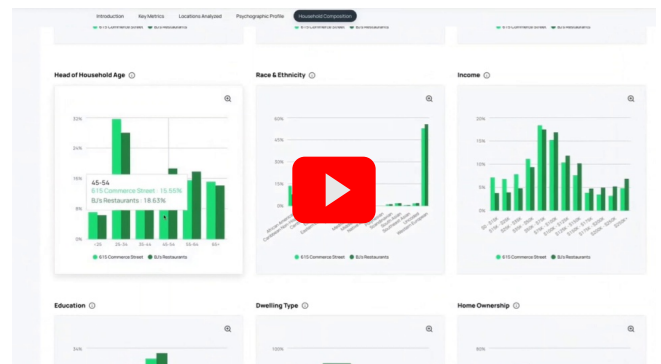
SCOUT with Public Sector Reporting

SCOUT is Buxton's proprietary analytics technology application in the Buxton Platform that comes with a host of standard data, mapping, and reporting capabilities. Visualize data, run reports, and empower your community with in-depth market insights. Click [here](#) to learn more.



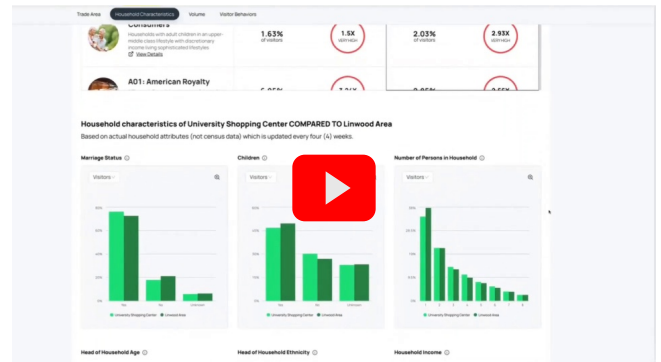
Match

The Match application helps users find retail or restaurant brands that are a good fit for a potential site. Actively pursue your targeted retailers and make a compelling case for their expansion to your community by providing data-driven metrics around the most important success variable – customers. Click [here](#) for more information.



Mobilytics

The Mobilytics application within the Buxton Platform allows users to define and analyze a study area by leveraging Buxton's proprietary consumer mobile device data. Mobilytics uses household level data to provide the most granular and detailed view of visitors possible. Click [here](#) to learn more.



User Access

Users have access to all the applications in your subscription. Three (3) users are included in the Economic Development Package at no cost. Additional users may be purchased for additional fees.

Standard Support Package

Your subscription includes support from Buxton's Support Team. This includes one live training session (up to 1 hour), which will be recorded and available throughout the duration of your Contract term; account set up; access to our Support Team during normal business hours (8 a.m. to 5 p.m. Central Time); access to live chat; and access to our knowledge base and training materials within the platform.

Technical Requirements

The Buxton Platform can be accessed at the following URL:

www.buxtonco.com.

The Buxton Platform is a web-based application accessible on any desktop, laptop, or mobile tablet device that has an Internet connection. When operating the platform, Buxton's recommended hardware configuration is 4-core CPU and 8 GB RAM (or higher). Modern-day laptops or desktops purchased within the last 3 to 5 years will perform without issue. The recommended browser for accessing the Buxton Platform is the latest version of Chrome.

The American Rescue Plan Act (ARPA)

The Coronavirus State and Local Fiscal Recovery Funds (SLFRF), part of the American Rescue Plan Act (ARPA), delivers funds to state, local, and Tribal governments across the country. These funds must be used on or after March 3, 2021, obligated by December 31, 2024, and expended by December 31, 2026.

How Communities Can Use the Federal Funds

The federal government has stipulated that municipalities and counties, as well as their non-profit partners, can use the ARPA funds to support the following four categories impacted by COVID-19: small businesses, hospitality, travel, and tourism. Additionally, the funds can be used to implement economic relief programs by investing in data analysis, targeted outreach, technology infrastructure, and evaluation and evidence resources, as well as capacity building resources, such as consultants.

How Buxton's Technology Meets the Federal Guidelines

Buxton's public sector technology is a qualified tool that cities can purchase with funds from the ARPA to guide their economic recovery efforts. More specifically, the applications within the Buxton Platform, such as SCOUT, Mobilytics, and Match, provide the evaluation, evidence, and data analysis resources that you need to help small businesses, hospitality, travel, and tourism, as well as help with economic recovery.

Using the SCOUT Application

SCOUT includes a suite of standard reports on consumer demographics, lifestyles, and more. This tool enables users to gather, assess, share, and use data to help small businesses, representatives of key industries, and local government leaders to make informed economic development decisions.

Using the Mobilytics Application

Mobilytics can help communities evaluate the composition and volume of visitors in any area of your community over any time period, providing insights into pre- and post-pandemic consumer trends for your downtown, business districts, key tourist attractions, and more. Communities can also include or exclude visitors based on distance from home to understand non-resident consumers and improve tourism marketing strategies. Additionally, Mobilytics reports can be offered as a resource to small businesses to give them the local market knowledge necessary to revise their business strategies. Ultimately, it is a tool that empowers local governments to make data-driven decisions to guide economic recovery.

Using the Match Application

With Match, communities can evaluate the feasibility of a brand to fill a vacant location. These insights provide the evidence you need to recruit retail and restaurant businesses, which can help stimulate the economy, support tourism and visits from non-residents, and increase tax revenue. Also, Match may be used to identify feasible opportunities to address needs of underserved neighborhoods and communities, such as food, health, and banking deserts.

For more information regarding the government's final rules for the American Rescue Plan Act (ARPA), please visit <https://home.treasury.gov/system/files/136/SLFRF-Final-Rule-Overview.pdf>.

Price Estimate

The price outlined below reflects Buxton's standard pricing for the elements outlined in this proposal based on the recommended access level specified below. Pricing is subject to change once all elements are negotiated and finalized through a formal Order Form. Prior to any fee changes, the client will be notified. This estimate is valid through June 30, 2022.

Access Level: National

Length of Contract Term: 365 days

Total Fee: \$35,000 per year

**Fees shown above do not include any taxes that may apply. Any such taxes are the responsibility of Client. This is not an invoice.*

Interested?

Thank you again for the opportunity to present this Proposal. If you are interested in partnering with Buxton, please select from the menu below and we will issue a formal Order Form for you to review and sign.

We look forward to working with you!

Ryan Shelburne

rshelburne@buxtonco.com

806.425.1262

AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Tish Sims, City Clerk
DATE: June 9, 2022
SUBJECT: Executive Session – Preliminary Discussion of the Acquisition of Real Property

Executive Session will be called for the preliminary discussion of the acquisition of real property, K.S.A. 75-4319(b)(6).

AGENDA ITEM

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

Vehicles

Year	Make	Model	Description	Mileage Start	Mileage Ending	Miles Driven	Comments
2007	Ford	Econoline	15 Passenger Wagon	22150	22,150	0	Out of Service
						0	
						0	
						0	
						0	
Total						0	

Equipment

Year	Make	Model	Description	Hours Start	Hours End	Hours Used	Comments
2018	Advance	SC1500	AutoScrubber Floor Machine	54.49	54.59	0.1	Community Center Cleaning
2018	Kubota	ZG227-A	Mower	246.4	250.2	3.8	
2021	Kaivac	1750	Cleaning Machine	6.9	7.2	0.3	
						0	
						0	
						0	
Total						4.2	

Lansing Community and Economic Development Department

Monthly Fleet Report

Month May **Year** 2022

Vehicles

Year	Make	Model	License Plate #	Description	Mileage Starting	Mileage Ending	Miles Driven	Comments
2006	Ford	Ranger XLT	67211	LT. Pick-up Ext	59,433	59,748	315	
2005	Ford	Ranger	57932	LT. Pick-up Ext	50,357	50,603	246	
2015	Dodge	Journey	A6545	SUV	78,376	78,388	12	KTag: KTA. 02497158

Parks and Recreation Fleet Report May 2022

Vehicles:

Year	Make	Model	Description	Mileage Start	Mileage Ending	Miles Driven	Current Use	Comments
2006	Dodge	Caravan	Minivan	51,315	51,554	239	AC/Parks use	
2014	Ford	F-350	Dump truck	22159.5	22310.0	150.5	Parks maintenance	
2016	Jeep	Patriot	SUV	66101	66182	81	Activity Center use	
2017	Chevrolet	Silverado	truck	20023	20324	301	Parks maintenance	
2018	Ford	F-350	4-dr crew	26987	27772	785	Parks maintenance	
Total						1556.50		

Equipment:

Year	Make	Model	Description	Hours Start	Hours End	Hours used	Current Use	Comments
1992	Massey Ferguson	1020	Tractor	1984.5	1984.5	0	Parks maintenance	
2005	Kubota	F3060	mower	344.6	352	7.4	Parks maintenance	
2007	Turbo Tool Cat	5600	utility vehicle	1259.5	1261.6	2.1	Parks maintenance	
2012	Wright	ZK	stander mower	1153.2	1157.7	4.5	Parks maintenance	
2016	ABI	Force	infield groomer	276.2	284.8	8.6	Parks maintenance	
2017	Kubota	ZD1211	mower	805.6	826.7	21.1	Parks maintenance	
2018	Polaris	Ranger	utility vehicle	328.1	332.7	4.6	Parks maintenance	
2019	Exmark	LZ 72	mower	491.2	512.1	10.9	Parks maintenance	
2019	Emark	LZ 96	mower	262	272.3	10.3	Parks maintenance	
2020	Kubota	ZD1211	mower	190.7	207	16.3	Parks maintenance	
2022	Wright	ZK	stander mower	2.3	5.7	3.4	Parks maintenance	
Total						89.20		

Lansing Police Department Vehicle Fleet End of Month Report

May-2021

Unit	Year	Make/Model	Last 5 VIN	Mileage as of 05/02	Mileage as of 06/01	Miles Driven	Current Use	Future Use	Comments
1	2013	Ford Explorer	40459	96597	98360	1763	Detective	Detective	Limited Use - Detective
2	2020	Dodge Durango	96952	31941	33725	1784	Patrol	Patrol	Fit for patrol duty
3	2021	Dodge Durango	64458	12194	13334	1140	Patrol	Patrol	Fit for patrol duty
4	2015	Ford Explorer	40976	74470	75608	1138	Patrol	Patrol	Fit for patrol duty
5	2021	Dodge Durango	64459	4069	4751	682	Captain	Captain	Limited Use - Captain
6	2019	Dodge Durango	85334	0	0	0	Sergeants	Sergeants	On Order
7	2018	Ford Explorer	34004	20002	20741	739	Patrol	Patrol	Fit for patrol duty
8a	2017	Dodge Charger	86270	70034	71091	1057	Patrol	Patrol	Fit for patrol duty
9	2018	Ford Explorer	34003	34381	34842	461	Lieutenant	Lieutenant	Limited Use - Lieutenant
10	2022	Dodge Ram	XXXXX	0	0	0	Patrol	Patrol	On Order
11	2003	Ford F150	64639	86808	86808	0	Animal Control	Animal Control	Fit for animal control duty
12	2019	Dodge Durango	85335	21250	22202	952	Chief	Chief	Limited Use - Chief
13a	2017	Dodge Charger	96163	80080	81333	1253	Patrol	Patrol	Fit for patrol duty
15	2021	Dodge Durango	34002	5435	6631	1196	Patrol	Patrol	Fit for patrol duty
17	2022	Dodge Ram	XXXXX	0	0	0	Patrol	Patrol	On Order
					Mileage Total:	12165			

**Lansing Public Works Department
Monthly Fleet Report**

Month May **Year** 2022

Vehicles

Year	Make	Model	License Plate #	Description	Mileage Starting	Mileage Ending	Miles Driven	Comments
2022	Dodge	Ram 2500		Pick-up	0	168	168	
1998	Ford	1/2 ton	48091	Pick-up	69,723	69,891	168	
2005	Sterling	LT 8500	64614	Dump Truck	60,324	60,530	206	
2007	Elgin	Crosswind J+	70295	Street Sweeper	6,600	6,652	52	
2017	Chevrolet	3500	88437	Pick-up Truck	30,189	30,500	311	
2011	International	7400	75269	Dump Truck	22,214	22,415	201	
2016	Ford	F350 4x4	88468	One-ton Dump Truck	17,930	18,383	453	
2013	Ford	Explorer	80551	SUV	74,630	75,186	556	
2019	Ford	Ecosport	A4358	SUV	8,640	8,775	135	KTag- KTA. 02497157
2020	Chevrolet	3500	A8914	One-ton Dump Truck	4,829	4,994	165	
2005	Mack	Granite	B0282	Dump Truck	44,789	44,789	0	

Equipment

Year	Make	Model		Description	Hours Starting	Hours Ending	Hours Used	Comments
1997	JD	770BH		Grader	5,162	5,162	0	
2004	IR	DD-24		Asphalt Roller	303	304	1	
2006	IR	185		Air Compressor	226	226	0	
1997	Bobcat	763		Skid Steer	2,308	2,310	2	
2014	Case	580 SNWT		Backhoe	1,815	1,822	7	
2002	Crafco	110		Crack Sealer	842	842	0	
2003	Kubota	L3710		Tractor	1,631	1,631	0	
2009	Case	465		Skid Steer	738	-	-	In Shop
2018	John Deere	5065E		Tractor	176	181	5	
2018	Vermeer	BC1000		Chipper	13	13	0	

May			
City Influent	40.54 MG	City Avg Daily	1.308 MGD
LCF Influent	.445 MGD	LCF Daily Avg	0.144 MG
Total Biosolids	1.03 MG	Precip	6.20 inches

Vehicles

Year	Make	Model	Description	Mileage Start	Mileage Ending	Miles Driven	Current Use	Comments
1999	Sterling	Vactor	Jet Truck	8506	8506	0	Collection System	
2012	Chevrolet	Tahoe	SUV	108395	108799	404	Ops/Maint.	
2019	Ford	F250	Pick Up Truck	10262	10350	88	Ops/Maint.	
2019	Ford	F250	Flatbed Truck	3723	3915	192	Ops/Maint.	
2005	Freightliner	M2106	Dump Truck	25801	25894	93	Biosolids Disposal	
Total						777		

Equipment

Year	Make	Model	Description	Hours Start	Hours Ending	Hours Used	Current Use	Comments
1991	Case	1825	Uni-Loader	980	986	6	Plant Activities	
1999	Sterling	Vactor	Jet Truck	228.6	228.6	0	Collection System	
2004	John Deere	7920	Tractor	1328	1330	2	Biosolids Disposal	
2005	Polaris	Ranger #1	Utility Vehicle	1439	1450	11	Operations	
2004	Case	621D	Loader	2480	2484	4	Operations	
2005	Polaris	Ranger #2	Utility Vehicle	1593	1605	12	Maintenance	
2006	JCB	531-70	Telehandler	677	689	12	Plant Activities	

City Administrator's Report

June 16, 2022

Agenda Items:

Kala Maxfield with Clearwave Fiber will be present Thursday evening to talk with the Council about their timeline and their upcoming rollout.

A contract with Buxton to provide data and economic development assistance for new and existing businesses is on the agenda for Thursday evening. This service totals \$35,000 per year and can be paid for by funds from the American Rescue Plan Act.

Updates to the fee schedule are on the agenda for Thursday evening. Some of the updates include a re-inspection fee applied when our inspector is called into an inspection where the caller is not ready, and our inspector needs to be called back multiple times. Other modifications include updates to the Community Center for items we no longer have available, a fee for notary services, and the \$.44 change in trash fees.

An executive session for land acquisition is on the agenda.

Public Works:

The recent rains have pushed back the start date for the K7/Eisenhower intersection project, but work should begin any day. We are reaching out to KDOT to inquire if we can repair the curb and gutter on the east side of the project corridor as part of this project. The construction schedule is 25 weeks, so we are hoping for completion in mid-November. Please encourage drivers to utilize detours or to drive the intersection during non-peak hours. There will be traffic congestion.

We anticipate bidding for the Southfork Road pipe repairs to take place this summer, with construction tentatively slated for the fall.

Curb work along Southfork and Corey Lane is nearly complete. Sidewalk improvements on Centre Drive are slated to be completed by June 20th. Crossroad culverts in northeast Lansing are being installed by the Street Department prior to asphalt being poured. We anticipate mill and overlay to full kick off in July.

The City received our NFIP (National Flood Insurance Program) five-year recertification last week and we retained our Class 7 rating! This means residents who purchase flood insurance in Lansing qualify for up to a 15% discount because of our flood mitigation activities! Major kudos to Kelly Hanne and Mike Spickelmier for their hard work on this recertification!

Parks & Recreation:

The City was fortunate to receive a \$10,000 grant from Royals Charities to go toward the construction of our new ballfields at Bernard Park! Thank you to the Kansas City Royals and Royals Charities!

Work on Bernard Park began mid-May. A construction access road was built to keep heavy equipment and deliveries off the main entrance. The road is located to the west of the main entrance. Road closed barricades have been installed to limit traffic. A crosswalk was painted leading toward the playground, shelter, and soccer fields and signs were installed to provide pedestrian access to those amenities. Temporary construction fencing has been installed for park user safety. A job trailer and construction materials have been delivered to site. Earthwork has started on the construction site.

Library:

The library recently held its Summer Reading Kickoff. Staff was pleased to have 115 people turn out to attend the Operation Wildlife program. All the scheduled programs are now full and library staff are excited to be able to host a relatively normal summer program. Staff has also partnered with Leavenworth Public Library to host an outdoor concert featuring the Atchison Jazz Express on July 10th on the lawn just south of City Hall. There are several community members who play in this musical group. Finally, after reviewing the numbers for the library, it appears that the library is making a comeback from the last couple of years.

Community & Economic Development:

The new building for Family Eye Care is progressing. Framing has begun.

Construction has started on the addition for Mainstreet CDJR. The addition consists of three additional service bays and a car wash bay.

A site plan for a dental office at 00000 Main Street (between Anytime Fitness and Mutual Savings) will be heard at the June 15th Planning Commission meeting.

Wastewater:

Offer letters for the four properties impacted by the Town Center Sewer project were mailed the week of May 23rd and staff will begin negotiating for acquisition. Construction of this project will follow, as directed by the Council.

Potholing of utilities along the McIntyre Sewer Interceptor project corridor are scheduled for the week of May 16th. Plan design is ongoing. This project would extend sewers to McIntyre Road and include installation of 9,500' of pipe.



City of Lansing
800 First Terrace
Lansing, Kansas 66043

Year End Sales Tax Update:

	2021 YTD	2022 YTD	Difference
Local Sales & Use Tax (1.45%)	\$710,655	\$852,584	\$141,929, 19.97%
County Sales Tax	\$396,812	\$411,072	\$14,260 (3.59%)
County Use Tax	\$115,668	\$155,913	\$40,245 (34.79%)
Guest Tax	\$110,875	\$34,227	-\$76,227 (-68.75%)

Through the May disbursement, the .45% sales tax has generated \$264,332, on pace for \$634,322 throughout the year. The 2022 debt payment for DeSoto Road is \$388,075. Based on current projections, this would leave \$246,247 toward park improvements this year.

Meetings & Announcements:

The City currently has an opening for part time positions Animal Control Officer and Assistant City Clerk. The City also has volunteer openings on the Planning Commission and Board of Zoning Appeals.

In the midst of COVID and the national blood shortage in late 2020/2021, the City teamed up the Community Blood Center to host blood drives in the Community Center at no cost. Through the five blood drives in the Community Center, 345 total units of blood have been donated. Each unit can help as many as three people. The next blood drive in the Community Center is Friday, July 1st from noon to 6pm. If able, be sure to come by and support this worthy organization!

- Wednesday, June 15th Planning Commission Meeting, 7:00pm, City Hall
 - Site Plan, 00000 S Main St, (S of Mutual Savings)
- Thursday, June 16th City Council Meeting, 7:00pm, City Hall
- Thursday, June 23rd Special Meeting, 6:30pm, Approval of KBP GO Bonds
- Thursday, June 23rd Budget Work Session, 7:00pm, City Hall
- Saturday, July 2nd Fireworks & Lansing Daze! Bernard Park
- Monday, July 4th Independence Day, City Office Closed
- Thursday, July 7th City Council Meeting

Sincerely,

Tim Vandall