

## **AGENDA**

### **CALL TO ORDER**

### **AGENDA ITEMS**

- [1.](#) Unfunded Stormwater Projects Update
- [2.](#) Leavenworth County Humane Society

### **ADJOURNMENT**

For information on how to view prior meetings, please visit our website at <https://www.lansingks.org>. If you require any special assistance, please notify the City Clerk prior to the meeting.

---

# WORK SESSION AGENDA ITEM

---

TO: Tim Vandall, City Administrator  
FROM: Mike Spickelmier, Director of Public Works *MWUS 2/16/2023*  
DATE: February 16, 2023  
SUBJECT: Unfunded Stormwater Projects Update

---

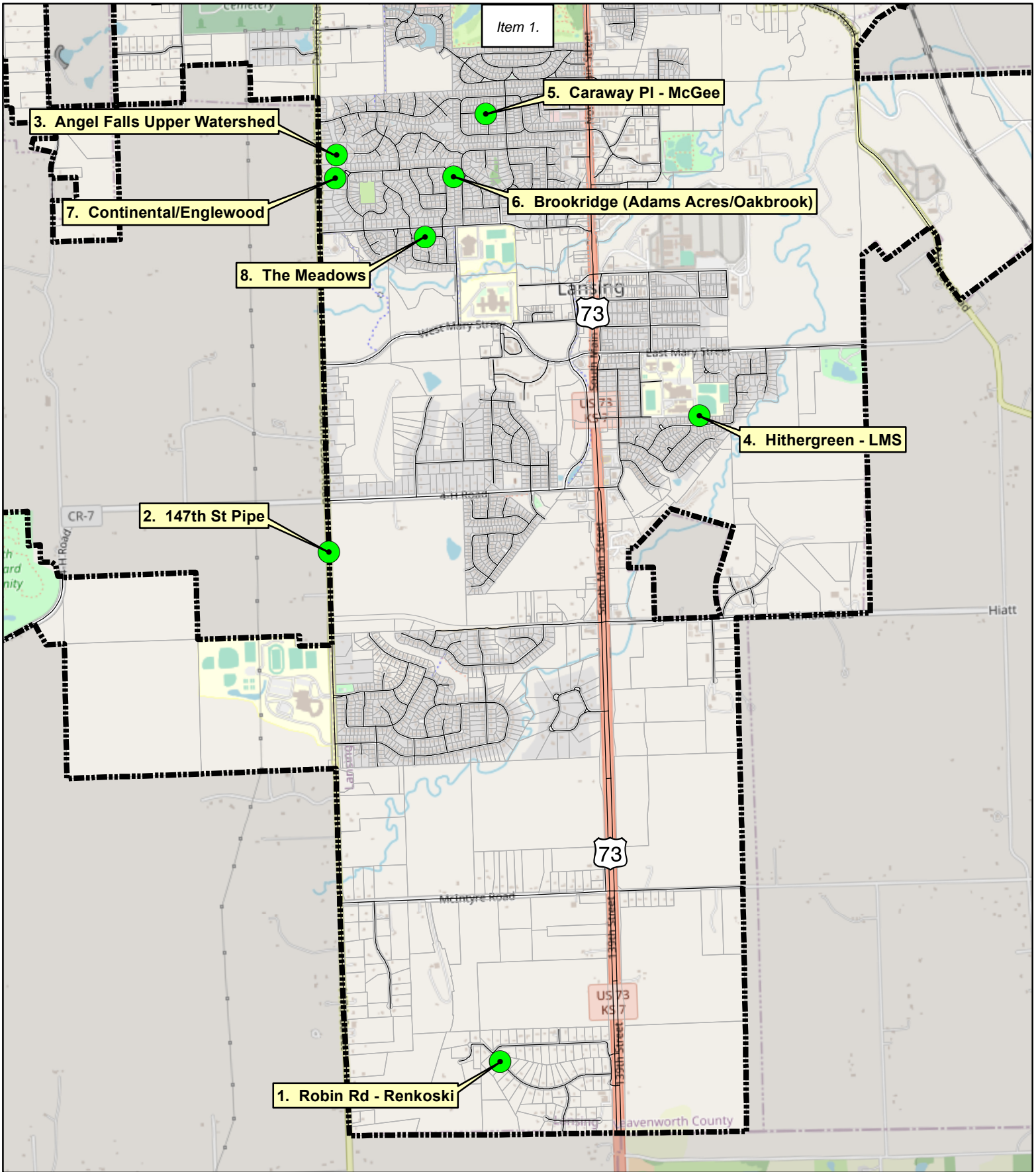
The following projects have been identified as future stormwater projects, but have not been programmed into the 5 year Capital Improvement Program (CIP)

1. Robin Road Pipe (Renkoski)
2. 147<sup>th</sup> Street Reinforced Concrete Box (south of 4H Road)
3. Angels Falls Creek North (North of Ida)
4. Hithergreen / Lansing Middle School
5. Caraway Place (2021/2022 Interim improvements)
6. Brookridge (Adams Acres/ Oakbrook)
7. Continental/Englewood Inlet and Pipe
8. Meadowlark Lane (South of Ida)





---

## WORK SESSION ITEM #

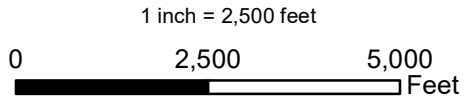
---



**Legend**

-  Unfunded Stormwater Project Locations
-  Streets
-  Parcels
-  City Boundary

**Unfunded Stormwater Projects**



**CITY OF**  
**LANSING**  
**KANSAS**

www.lansings.org

3

---

# AGENDA ITEM

---

TO: Mayor McNeill, Lansing City Council  
FROM: Tim Vandall, City Administrator  
DATE: February 17, 2023  
SUBJECT: Leavenworth County Humane Society

---

**Explanation:** The Leavenworth County Humane Society reached out to the City about financial challenges. After consultation with Mayor McNeill, we have encouraged them to attend a City Council work session to brief the Governing Body on their services and their present situation.

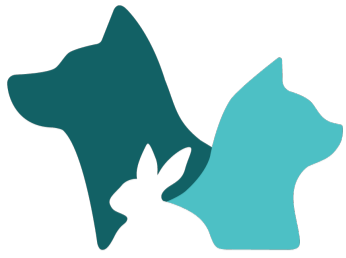
**Policy Consideration:** Four years ago the Council directed staff to work on a formal nonprofit policy, but to date we have not had any applications. That policy would max out contributions at \$5,000. Utilization of this policy in this instance would mean the contribution would be allocated during the 2023 budget period, and distributed in 2024. Even if nonprofits apply, they would still need to be approved for funding during the budget process.

**Financial Consideration:** This expense is not anticipated and therefore not budgeted. However, since we have struggled to fill the Animal Control Officer position for the last 12 months, funds normally allocated for that position could be used to offset this expense if the Council deems it appropriate.

**Action:** Guidance from City Council.

Item 2.

	Kansas	Lvn County	Leavenworth	Leav %	Lansing	Lansing %	Basehor	Basehor %	Tonganoxie	Tongie %	Easton	Easton %	Linwood	Lin %	Unincorp	Unincorp %
			Shelter		Contract		Impound		Sub Contract				Contract		Contract	
			Full Time AC		AC vacant		Part Time AC		On Call AC				No AC		Part Time AC	
# Households	1,141,985	27,645	14,870	53.8%	3,305	12.0%	2,199	7.9%	1,939	7.0%	98	0.30%	166	0.60%	5,068	18.3%
Avg Household Size	2.48	2.74	2.54		2.95		2.83		2.72		2.6		2.5			
HS Grad + >25 yrs	91.4%	93.0%	93.1%		91.0%		95.9%		97.3%		66.9%		84.10%			
College Grad + >25 yrs	33.9%	33.5%	33.0%		38.7%		32.6%		31.2%		6.2%		11.6%			
Civ Veteran	172,750	9,155	4,904		1,473		634		359		24		30			
Foreign Born	7.0%	2.8%	2.8%		6.0%		2.1%		1.2%		0.5%		0.5%			
Median HH Income	\$ 61,091	\$ 76,307	\$ 60,870		\$ 87,154		\$ 84,906		\$ 75,417		\$ 43,071		\$52,727			
Per Cap Income	\$ 32,798	\$ 32,893	\$ 29,872		\$ 33,724		\$ 36,018		\$ 29,177		\$ 14,638		\$ 24,089			
Indivs < Pov Level	10.6%	8.5%	12.2%		1.1%		7.2%		5.6%		8.1%		11.3%			
Owner Occupied	66.2%	67.1%	49.1%		75.8%		74.3%		73.4%		85.4%		74.0%			
Med Value	\$ 157,600	\$195,000	\$136,800		\$177,600		\$237,900		\$ 166,900		\$54,148		\$129,600			
		4.1														
Total Pop	2,934,582	82,184	37,176		11,239		7,219		5,702		255		419		20,174	
Male	49.8%	53.3%	54.4%		61.0%		49.6%		47.4%		46.6%		45.3%			
Female	50.2%	46.7%	45.6%		39.0%		50.4%		52.6%		53.4%		54.7%			
Under 5	6.4%	6.4%	7.6%		5.1%		6.1%		9.3%							
Under 18	24.0%	23.4%	23.5%		20.1%		25.5%		31.5%		15.0%		27.0%			
18-65	59.7%	53.2%	44.4%		60.6%		54.1%		43.7%		57.0%		63.0%			
65+	16.3%	15.0%	13.3%		14.2%		14.3%		15.5%		28.0%		10.0%			
White	86.3%	84.8%	74.6%		71.6%		95.5%		92.2%		93.7%		92.6%			
Black	6.1%	9.3%	13.4%		17.2%		0.5%		0.3%		2.1%		0.0%			
Native	1.2%	0.9%	0.8%		0.4%		0.0%		0.0%		0.0%		0.0%			
Asian	3.2%	1.5%	1.5%		3.8%		1.4%		0.1%		0.0%		0.0%			
Island	0.1%	0.2%	0.2%		0.2%		0.0%		0.0%		0.0%		0.0%			
Two or More	3.1%	3.3%	7.3%		5.2%		2.5%		6.3%		1.1%		2.7%			
Hispanic or Latino	12.2%	7.3%	9.2%		8.3%		1.4%		5.0%		2.4%		4.1%			
<b>LCHS, Inc. is responsible under contract for sheltering 46.2% of the county's found pets.</b>																
Pet Hholds (57%)		15,758			7,280											
# Dog Hholds (38.4%)		10,651			4,985											
# Dogs (X 1.6)		17,042			7,873											
# Cat Hholds (25.4%)		7,022			3,244											
# Cats (X 1.8)		12,639			5,839											
# Cats + Dogs		29,681			13,712											
Free Roaming Cats 1 cat:7 people		3,949			1,824											
2035 Projection		91,722														
Pet Hholds (57%)		19,363														
# Dog Hholds (38.4%)		13,045														
# Dogs (X 1.6)		20,872														
# Cat Hholds (25.4%)		8,629														
# Cats (X 1.8)		15,532														
# Cats + Dogs		36,404														
Free Roaming Cats		13,103														
Sources:																
US Census Quick Facts, AVMA US Pet Ownership Statistics																



**SHELTER ANIMALS COUNT**

THE NATIONAL DATABASE

# TOTAL INTAKE & OUTCOME DATABASE

Leavenworth County Humane Society, Inc.  
2022 - 2022

REPORT GENERATED: 01/17/2023

## ORGANIZATION TOTALS

LIVE INTAKES	CANINE	FELINE	SUB TOTAL	OTHER*	TOTAL
STRAY/AT LARGE	99	142	241	0	241
RELINQUISHED BY OWNER	10	11	21	0	21
TRANSFERRED IN FROM AGENCY (IN STATE)	1	0	1	0	1
TRANSFERRED IN FROM AGENCY (OUT OF STATE)	0	0	0	0	0
TRANSFERRED IN FROM AGENCY (INTERNATIONAL)	0	0	0	0	0
TRANSFERRED IN FROM AGENCY (UNDESIGNATED)	0	0	0	0	0
OWNER INTENDED EUTHANASIA	0	0	0	0	0
SEIZURE	1	0	1	0	1
OTHER INTAKES	1	0	1	0	1
<b>TOTAL LIVE INTAKES</b>	<b>112</b>	<b>153</b>	<b>265</b>	<b>0</b>	<b>265</b>

This report is a snapshot of data for all species recorded by your organization, within the timeframe selected for the report. See additional pages for age breakouts for each species.

For full definitions, visit [ShelterAnimalscount.org/IOD](https://ShelterAnimalscount.org/IOD)

LIVE OUTCOMES	CANINE	FELINE	SUB TOTAL	OTHER*	TOTAL
ADOPTION	70	127	197	0	197
RETURNED TO OWNER (RTO)	48	4	52	0	52
TRANSFERRED OUT TO AGENCY (INSTATE)	3	10	13	0	13
TRANSFERRED OUT TO AGENCY (OUT OF STATE)	1	0	1	0	1
TRANSFERRED OUT TO AGENCY (INTERNATIONAL)	0	0	0	0	0
TRANSFERRED OUT TO AGENCY (UNDESIGNATED)	0	0	0	0	0
RETURNED TO FIELD (RTF)	0	0	0	0	0
OTHER LIVE OUTCOMES	0	0	0	0	0
<b>TOTAL OUTCOMES</b>	<b>122</b>	<b>141</b>	<b>263</b>	<b>0</b>	<b>263</b>

### LIVE INTAKES:

1) "Transfer in to agency (undesignated)" represents Transfer In data prior to when agency location break outs (in state, out of state, international) were added to the database.

### LIVE OUTCOMES:

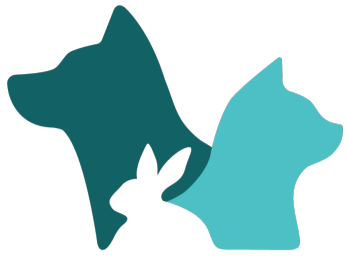
2) "Transfer out to agency (undesignated)" represents Transfer Out data prior to when agency location break outs (in state, out of state, international) were added to the database.

OTHER OUTCOMES	CANINE	FELINE	SUB TOTAL	OTHER*	TOTAL
DIED IN CARE	2	9	11	0	11
LOST IN CARE	0	0	0	0	0
SHELTER EUTHANASIA	3	4	7	0	7
OWNER INTENDED EUTHANASIA	0	0	0	0	0
<b>TOTAL OTHER OUTCOMES</b>	<b>5</b>	<b>13</b>	<b>18</b>	<b>0</b>	<b>18</b>

### \*Others:

Rabbits, equines, small mammals, farm animals, birds, and reptiles & amphibians.

ANIMAL COUNTS	CANINE		FELINE		OTHER*	
	TOTAL IN CARE	TOTAL IN FOSTER	TOTAL IN CARE	TOTAL IN FOSTER	TOTAL IN CARE	TOTAL IN FOSTER
BEGINNING COUNT	38	15	32	2	0	0
ENDING COUNT	27	6	29	3	0	0



**SHELTER  
ANIMALS  
COUNT**

THE NATIONAL DATABASE

**CANINE  
INTAKE & OUTCOME DATABASE**

Leavenworth County Humane Society, Inc.  
2022 - 2022

REPORT GENERATED: 01/17/2023

**CANINE**

LIVE INTAKES	ADULTS	UP TO 5 MONTHS	AGE UNKNOWN	TOTAL
STRAY/AT LARGE	94	5	0	99
RELINQUISHED BY OWNER	10	0	0	10
TRANSFERRED IN FROM AGENCY (IN STATE)	1	0	0	1
TRANSFERRED IN FROM AGENCY (OUT OF STATE)	0	0	0	0
TRANSFERRED IN FROM AGENCY (INTERNATIONAL)	0	0	0	0
TRANSFERRED IN FROM AGENCY (UNDESIGNATED)	0	0	0	0
OWNER INTENDED EUTHANASIA	0	0	0	0
SEIZURE	1	0	0	1
OTHER INTAKES	1	0	0	1
<b>TOTAL LIVE INTAKES</b>	<b>107</b>	<b>5</b>	<b>0</b>	<b>112</b>

LIVE OUTCOMES	ADULTS	UP TO 5 MONTHS	AGE UNKNOWN	TOTAL
ADOPTION	63	7	0	70
RETURNED TO OWNER (RTO)	48	0	0	48
TRANSFERRED OUT TO AGENCY (INSTATE)	3	0	0	3
TRANSFERRED OUT TO AGENCY (OUT OF STATE)	1	0	0	1
TRANSFERRED OUT TO AGENCY (INTERNATIONAL)	0	0	0	0
TRANSFERRED OUT TO AGENCY (UNDESIGNATED)	0	0	0	0
RETURNED TO FIELD (RTF)	0	0	0	0
OTHER LIVE OUTCOMES	0	0	0	0
<b>TOTAL OUTCOMES</b>	<b>115</b>	<b>7</b>	<b>0</b>	<b>122</b>

OTHER OUTCOMES	ADULTS	UP TO 5 MONTHS	AGE UNKNOWN	TOTAL
DIED IN CARE	2	0	0	2
LOST IN CARE	0	0	0	0
SHELTER EUTHANASIA	3	0	0	3
OWNER INTENDED EUTHANASIA	0	0	0	0
<b>TOTAL OTHER OUTCOMES</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>5</b>

ANIMAL COUNT	TOTAL IN CARE	TOTAL IN FOSTER
BEGINNING COUNT	38	15
ENDING COUNT	27	6

This report is a snapshot of data for all species recorded by your organization, within the timeframe selected for the report. See additional pages for age breakouts for each species.

For full definitions, visit [ShelterAnimalscount.org/IOD](https://ShelterAnimalscount.org/IOD)

**LIVE INTAKES:**

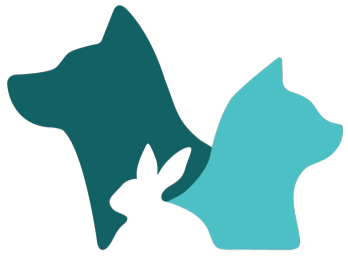
1) "Transfer in to agency (undesignated)" represents Transfer In data prior to when agency location break outs (in state, out of state, international) were added to the database.

**LIVE OUTCOMES:**

2) "Transfer out to agency (undesignated)" represents Transfer Out data prior to when agency location break outs (in state, out of state, international) were added to the database.

**\*Others:**

Rabbits, equines, small mammals, farm animals, birds, and reptiles & amphibians.



**SHELTER ANIMALS COUNT**

THE NATIONAL DATABASE

**FELINE INTAKE & OUTCOME DATABASE**

Leavenworth County Humane Society, Inc.  
2022 - 2022

REPORT GENERATED: 01/17/2023

**FELINE**

LIVE INTAKES	ADULTS	UP TO 5 MONTHS	AGE UNKNOWN	TOTAL
STRAY/AT LARGE	76	66	0	142
RELINQUISHED BY OWNER	10	1	0	11
TRANSFERRED IN FROM AGENCY (IN STATE)	0	0	0	0
TRANSFERRED IN FROM AGENCY (OUT OF STATE)	0	0	0	0
TRANSFERRED IN FROM AGENCY (INTERNATIONAL)	0	0	0	0
TRANSFERRED IN FROM AGENCY (UNDESIGNATED)	0	0	0	0
OWNER INTENDED EUTHANASIA	0	0	0	0
SEIZURE	0	0	0	0
OTHER INTAKES	0	0	0	0
<b>TOTAL LIVE INTAKES</b>	<b>86</b>	<b>67</b>	<b>0</b>	<b>153</b>

LIVE OUTCOMES	ADULTS	UP TO 5 MONTHS	AGE UNKNOWN	TOTAL
ADOPTION	81	46	0	127
RETURNED TO OWNER (RTO)	3	1	0	4
TRANSFERRED OUT TO AGENCY (INSTATE)	10	0	0	10
TRANSFERRED OUT TO AGENCY (OUT OF STATE)	0	0	0	0
TRANSFERRED OUT TO AGENCY (INTERNATIONAL)	0	0	0	0
TRANSFERRED OUT TO AGENCY (UNDESIGNATED)	0	0	0	0
RETURNED TO FIELD (RTF)	0	0	0	0
OTHER LIVE OUTCOMES	0	0	0	0
<b>TOTAL OUTCOMES</b>	<b>94</b>	<b>47</b>	<b>0</b>	<b>141</b>

OTHER OUTCOMES	ADULTS	UP TO 5 MONTHS	AGE UNKNOWN	TOTAL
DIED IN CARE	6	3	0	9
LOST IN CARE	0	0	0	0
SHELTER EUTHANASIA	4	0	0	4
OWNER INTENDED EUTHANASIA	0	0	0	0
<b>TOTAL OTHER OUTCOMES</b>	<b>10</b>	<b>3</b>	<b>0</b>	<b>13</b>

ANIMAL COUNT	TOTAL IN CARE	TOTAL IN FOSTER
BEGINNING COUNT	32	2
ENDING COUNT	29	3

This report is a snapshot of data for all species recorded by your organization, within the timeframe selected for the report. See additional pages for age breakouts for each species.

For full definitions, visit [ShelterAnimalscount.org/IOD](https://ShelterAnimalscount.org/IOD)

**LIVE INTAKES:**

1) "Transfer in to agency (undesignated)" represents Transfer In data prior to when agency location break outs (in state, out of state, international) were added to the database.

**LIVE OUTCOMES:**

2) "Transfer out to agency (undesignated)" represents Transfer Out data prior to when agency location break outs (in state, out of state, international) were added to the database.

**\*Others:**

Rabbits, equines, small mammals, farm animals, birds, and reptiles & amphibians.



	Dog	Cat	Total
January	14	12	26
February	6	9	15
March	14	8	22
April	12	14	26
May	14	21	35
June	11	18	29
July	11	15	26
August	9	19	28
September	10	4	14
October	6	12	18
November	4	10	14
December	3	12	15
<b>Total</b>	<b>114</b>	<b>154</b>	<b>268</b>



LEAVENWORTH COUNTY  
**HUMANE**  
 S.O.C.I.E.T.Y

100 W. Gilman Road, Lansing KS 66043 913-250-0506 LvnCoHS@live.com

## Intakes / Outcomes 2022

Contracts with Basehor (Tonganoxie), Lansing, Linwood, Bonner Springs and County

Intakes 2019 = 296 Intakes 2020 = 455 Intakes 2021 = 422

Continued operations without interruption under COVID-19 local, state, industry and CDC guidance

*Intakes suspended by order of Board of Directors end of August 2022*

Source	Stray	Relinquish	Transfer	Other
January	23	3	0	0
February	15	0	0	0
March	22	0	0	0
April	22	4	0	0
May	31	3	0	0
June	26	3	0	0
July	25	0	0	1
August	28	1	1	0
September	14	0	0	0
October	14	4	0	0
November	12	1	0	0
December	12	2	0	0
<b>Total</b>	<b>244</b>	<b>21</b>	<b>1</b>	<b>1</b>

*Let's Go Home!®*

From	January	February	March	April	May	June	July	August	September	October	November	December	Total	% of intakes
County	10	11	8	12	18	14	13	19	10	10	1	0	126	47%
Basehor	0	0	2	0	3	2	2	0	0	1	4	2	16	6%
Lansing	10	2	10	11	11	10	10	9	4	7	7	2	93	35%
Linwood	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tonganoxie	Represented in Basehor numbers*													
Bonner Springs	5	1	2	2	1	2	1	1	0	0	1	0	16	6%

Outcome	January	February	March	April	May	June	July	August	September	October	November	December	Total
Adopted	27	16	14	15	18	9	17	13	25	20	7	9	190
Transferred	0	0	0	1	0	2	1	10	0	0	0	0	14
Return to Owner	11	3	8	6	3	4	4	2	4	1	1	2	49
Escaped	0	0	0	0	0	0	0	0	0	0	0	0	0
Died in Care	0	2	0	1	3	0	0	0	0	2	1	1	10
Euthanized	0	0	0	1	2	0	0	1	3	0	0	0	7

**94%  
Live  
Outcome**

## *Non-Profit Organization Funding Policy*

### **I. PURPOSE**

The goal of the City's Non-Profit funding program is to establish a policy for requests for resources on behalf of non-profit organizations. This policy shall provide the necessary guidance to both the City and the non-profits on these types of funding arrangements

### **II. POLICY**

While the City of Lansing has no financial responsibility to assist non-profit organizations with funding, services, or resources, it is anticipated that there may be requests in the future. To ensure consistency and fairness, the following guidelines have been established:

- a. The City will budget no more than \$5,000 annually for non-profit requests.
- b. The City would assume no liability for any project for which the City provides funding.
- c. The non-profit organization must tie the funding request to a service which will directly benefit the citizens of Lansing; and the non-profit shall in return perform such services as are being funded to residents by the City.
- d. As a rule, funding for non-profit organizations serving Leavenworth County should be provided by Leavenworth County to ensure that Lansing residents are not subject to double payment through their municipal and county taxes. However, City Council reserves the right to make contributions to non-profit organizations that provide services that meet the basic needs of Lansing residents based upon the merit of the request. Requests for funding for non-profit organizations shall not require matching funds. Evaluations of such funding requests will be made based upon the services delivered to citizens and the perceived need of such services. The amount of funding shall not exceed \$5,000. These funds, once identified, will be budgeted for the proposed budget year only, and no guarantees of future year funding is implied or assured.
- f. Each request for funding/labor will be considered by the Mayor and City Council during the annual budget process. A decision will be made at that time regarding appropriation of funding for the non-profit based upon services to be provided and the merit of the request.
- g. Funds will be forwarded to the agency in a grant-style manner, on a reimbursement basis once the purpose has been justified.
- h. Organizations receiving funds under this policy will be required to provide reports to the government which ensure compliance with the services to be delivered. The City reserves the right to review, audit, and require additional documentation evidencing compliance with the funds awarded under this policy.
- i. All requests for funding must be made using the attached form (Non-Profit Request Form). 501(c)(3) non-profit organizations should include a copy of the previous calendar year form 990. Other nonprofits should attach a copy of their current fiscal year budget.

### **III. RESPONSIBILITY FOR POLICY**

The Finance Director is responsible for compiling all Non-Profit Funding Requests. The City Council is responsible for evaluating the appropriateness of each Non-Profit Funding Request and providing direction to the City Administrator of funding approvals.

**END OF POLICY STATEMENT**

*(See attached Non-Profit Request Form)*

## Non-Profit Organization Funding Policy

### NON-PROFIT REQUEST FORM

**1) Organization Information:**

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Service/Program(s) for which funds are requested:  
\_\_\_\_\_

**2) Financial Summary (budget for fiscal year of funds being requested):**

BUDGETED EXPENDITURES:		BUDGETED REVENUES:		% of Total Revenues
Total Annual Budget:	\$	Donations/In-Kind	\$	%
(Less) Non-Recurring Capital Expenditures included in Budget:	\$	Federal Funding	\$	%
		State Funding	\$	%
		Service/Program Fees	\$	%
		City of Lansing Funding Request	\$	%
= NET OPERATING BUDGET	\$	= TOTAL REVENUES	\$	100 %

**3) Client Service Summary (Based on prior year actual):**

1. Total *Individual* Clients Served Annually: \_\_\_\_\_  
(Individual, distinct clients - do NOT count repeat services/visits)

2. Total *Cumulative* Clients Served Annually: \_\_\_\_\_  
(Based on total provision of services, includes "repeating" individuals)

3. Individual *Lansing* Residents Served Annually: \_\_\_\_\_

4. Percent of Lansing (#3) to Total Individual Clients Served (#1): \_\_\_\_\_%

*(Supporting documentation on Lansing residents who will benefit from the services/program must be included with the funding request application. See Section 5.c.)*

## *Non-Profit Organization Funding Policy*

**4) Please attach documents detailing the following information:**

- a. Funding amount requested;
- b. Funding uses and scope of services to be provided using the funds;
- c. Supporting documentation on Lansing residents who will benefit from the services/program;
- d. A brief synopsis of the reporting which will be provided to the City to ensure compliance with the use of the funds;
- e. A copy of the organizations annual budget;
- f. 501(c)(3) Non-Profit organizations must provide a copy of the previous calendar year form 990; other organizations must submit the previous calendar year's Income Statement and Balance Sheet; or a copy of the last annual audit completed by the organization
- g. A listing of board/organization members.

**5) Authority for Funding Request:**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

***NOTE: Incomplete Funding Request submissions, or submissions that appear to have inaccuracies, will be considered ineligible for consideration of funding by the City of Lansing.***