
AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

OLD BUSINESS

- [1.](#) Approval of Minutes

AUDIENCE PARTICIPATION

PRESENTATIONS

NEW BUSINESS

- [2.](#) Ordinance # 1098 - Sewer & Solid Waste Assessments
- [3.](#) Ordinance #1099 - Weed Removal Assessments
- [4.](#) Enabling Resolution for Condemnation, B-2-2023. McIntyre Sanitary Sewer Interceptor Project
- [5.](#) Easement Acquisition - McIntyre Sanitary Sewer Interceptor Project
- [6.](#) Employment Contract Addendum

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

- [7.](#) 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: Tish Sims, City Clerk
DATE: July 26, 2023
SUBJECT: Approval of Minutes

The Regular Meeting Minutes of July 20, 2023 are enclosed for your review.

Action: Staff recommends a motion to approve the Regular Meeting Minutes of July 20, 2023, as presented.

AGENDA ITEM

CITY OF LANSING

CITY COUNCIL MEETING

MEETING MINUTES
July 20, 2023

Call To Order:

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

Roll Call:

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

Councilmembers Present:

Ward 1: Gene Kirby and Kevin Gardner

Ward 2: Marcus Majure

Ward 3: Kerry Brungardt and Jesse Garvey

Ward 4: Dan Clemons and Gregg Buehler

Absent: Don Studnicka

OLD BUSINESS:

Approval of Special Meeting Minutes of July 6, 2023, as presented.

Councilmember Buehler made a motion to approve Special Meeting Minutes of July 6, 2023, as presented. Councilmember Clemons seconded the motion. No discussion occurred. **Roll Call Vote: Aye: Councilmembers Buehler, Clemons, Brungardt, Kirby, Majure, and Garvey. Nay: none; Abstain: Councilmember Gardner; Absent: Councilmember Studnicka.** The motion was approved.

Approval of Minutes of the Regular Meeting of July 6, 2023, as presented.

Councilmember Garvey made a motion to approve Regular Meeting Minutes of July 6, 2023, as presented. Councilmember Buehler seconded the motion. No discussion occurred. **Roll Call Vote: Aye: Councilmembers Buehler, Clemons, Brungardt, Kirby, Majure, and Garvey. Nay: none; Abstain: Councilmember Gardner; Absent: Councilmember Studnicka.** The motion was approved.

Audience Participation:

Anna Ferguson, 118 E Kansas, requested the council review the decision by Code Enforcement regarding neighbor's 30' trees. Stated that a branch from the tree destroyed her home in 2019 and is less than 24' from her house. She was told by the city in 2021 that the neighbor had to remove the tree in its entirety. She was not informed that the city changed that decision to only require the neighbor to remove the branches from the trees. She has contacted the city every year regarding the tree.

Mayor Anthony McNeill and City Administrator Tim Vandall discussed communication with the tree owner. City Administrator Vandall stated that the owner is currently in Lithuania and asked that no action be taken until he is able to speak to the council.

Ms. Ferguson: Stated that the wife is the property owner, not the husband.

Mr. Vandall: Thanked Ms. Ferguson for the clarification and continued by showing the council the before and after photos of the tree in question. He stated that the property owner spent \$5,000 on the removal of the limbs which may have been partially the consideration. The property owner also disputes the idea that the tree is dead. Mr. Vandall acknowledged that he has been out to the property and did not know if the tree was alive or dead, but the property owner believes the tree to be alive.

Ms. Ferguson: Stated that nothing was growing on the tree and passed out pictures to the council...Council continued discussing whether the tree was dead.

City Administrator Vandall: Explained that the staff possibly did not consider the tree a hazard once the limbs were removed and spoke with the tree trimming company about it as well.

Ms. Ferguson: Continued by expressing her worry that the tree would continue to decay and fall over and either hit her home or injure herself or her family. The cost from the prior damage in 2019 was \$80,000 to her insurance and \$7,000 to her. She also indicated that the damage done to her fence by the same tree was paid for by her family. She stated that the tree has been an issue since 2015 when the first branch fell on her home, and the city contacted the property owner about the tree then.

The Council and Economic Development Director Joshua Gentzler discussed the codes related to dead trees.

Mayor McNeill and City Administrator Vandall discussed whether the property owner has been notified about the possible code violation and whether an inspection would be needed by an arborist.

Mr. Vandall: Stated that he would recommend that the property owner be given the opportunity to speak.

Mayor McNeill: Explained that they should hear both sides, but he wanted a way to move forward. If the tree was determined to be dead and in violation of the city code, then either the owner or the city would remove the tree. The council continued to discuss the process.

City Attorney Greg Robinson: Clarified that a citation would have to be issued first if the tree was determined to be dead. The property owner would have an opportunity to come in and make his argument through Code Enforcement, or he could concede the point and move on. If he can't take it down, the city would proceed as the mayor was discussing in reference to the weed...

Mayor McNeill: Stated that the city would send a letter then a citation as the city does with any Code Enforcement.

Rob Gaslin, Cottonwood Drive, with Fire District #1 Board of Trustees and Fire District #1 Chief Michael Stackhouse provided a handout, which is attached to and made part of the minutes, regarding a Framework for Strategic Planning. Discussed ISO classifications and PPC ratings for not just the Fire District but of the community's readiness for suppressing fires, analysis-results-evaluation strategies used to address the needs of the Fire District, and how that can resolve the lack of a Ladder Company as well as other needs for the growth discussed for Lansing. The Fire District has a goal to minimize debt financing. They are mitigating risk regarding the lack of an aerial capability by utilizing mutual aid agreements, pre-incident planning, and the possibility of strengthening fire codes. Councilmember Majure and Mr. Gaslin continued discussing how the funds are used to continually update equipment so that no firemen wear expired gear and prevent spikes in the budget.

Fire District #1 Chief Michael Stackhouse discussed with the Council the proposed 2024 budget of \$1,864,593.00 and the strategic planning tools that were used to determine that amount. Chief Stackhouse continued by discussing the personnel needs to include recruitment and retention. He has developed an adult cadet program for those that want to work but don't have the certifications to be a fire fighter with level-based contracts to compensate for the training received. He also wants to work with educational facilities and set up a youth cadet program.

Presentations:**COUNCIL CONSIDERATION OF AGENDA ITEMS:****Executive Session - Economic Development**

Councilmember Buehler made a motion to go into Executive Session to discuss personnel matters pursuant to the non-elected personnel matter exception, K.S.A. 75-4319(b)(1) for 20 minutes, beginning at 7:40 PM and returning to the Council Chambers at 8:00 PM.

Councilmember Kirby seconded the motion. No discussion occurred. Roll Call Vote: Aye: Councilmembers Buehler, Clemons, Brungardt, Gardner, Kirby, Majure, and Garvey. Nay: none; Abstain: none; Absent: Councilmember Studnicka. The motion was approved.

Councilmember Kirby made a motion to return to Open Session at 8:00 PM. Councilmember Buehler seconded the motion. No binding action was taken. Roll Call Vote: Aye: Councilmembers Buehler, Clemons, Brungardt, Gardner, Kirby, Majure, and Garvey. Nay: none; Abstain: none; Absent: Councilmember Studnicka. The motion was approved.

REPORTS:

Department Heads: Economic Development Director Joshua Gentzler updated the Council regarding the partnership with Zimmerman Properties on Covington Woods Phase II. He and City Administrator Tim Vandall discussed with the Council the possible locations for the 2024 Independence Day Festival. Director Gentzler also discussed the city's long-term partnership with St. Francis de Sales Catholic Church regarding the Fall Fest. However, the city's event planner Denise Souza has been informed by 30% of the previous vendors that the load-in to the Angel Falls location sites was problematic, and they will not be returning this year. Discussion with the Council continued regarding ways to resolve the vendors' concerns.

City Attorney: Nothing to discuss.

City Administrator: Nothing to discuss.

Governing Body:

Councilmember Buehler: Thanked everyone that came to the meeting. On this day in 1969, Apollo 11 successfully landed in the Sea of Tranquility on the Moon, and Neil Armstrong and Buzz Aldrin were the first men on the Moon. Also on this day in 1964, Gregg Buehler was born.

Councilmember Clemons: City Administrator Vandall sent out letters on activity involving a HOA in Ward 4. Some of the homeowners took exception to the development of the park. There was flatly erroneous information distributed, and a petition went out. After reviewing the diagrams for the development and the trail, the cement part of the trail is 8'. The city property is 40'. So, there's 16' on either side of the trail. The plans for the development have the back of the houses at the trail, and it's heavily wooded. The only thing to be careful of would be the utilities. Discussion continued between the Mayor and Council regarding the developer's rights, the Planning Commission, and the city's rights on its own property. Councilmember Clemons continued that at the Land Search Committee meeting last week, it came out that the golf course sold on June 30. No deed has been filed with the Office of Deeds. Not sure if it's a rumor or if it did sell.

Councilmember Brungardt: Thanked City Administrator Vandall for the heads-up email.

Councilmember Gardner: Thanked City Administrator Vandall for the email and those that came to the meeting.

Councilmember Kirby: The David A. Trinkle, Jr. Memorial Plaque has been installed at the park. The guy that installed it said it was the hardest rock he'd ever worked with, and it was paid for privately.

Councilmember Majure: Thanked City Administrator Vandall and staff. Stated it's a great place to serve and a great city.

Councilmember Garvey: Asked if the City could explore hiring an additional code enforcement officer. States he constantly sees code violations around the city. At 219 Fairlane Street, there are three boats behind the house in the grass. The City adopted a code a year ago that said citizens can't do that. These boats have been sitting behind this house for 23 years without moving. Discussion continued with City Administrator Vandall and the Council regarding more follow-up needed, how the violations are tracked, and possibly providing quarterly reports to the Council. CED Director Gentzler clarified how the code enforcement process works.

ADJOURNMENT:

Councilmember Majure made a motion to adjourn. Councilmember Brungardt seconded the motion. No discussion took place. **Roll Call Vote: Aye: Councilmembers Buehler, Clemons, Brungardt, Gardner, Kirby, Majure, and Garvey. Nay: none; Abstain: none; Absent: Councilmember Studnicka. The motion was approved.**

The meeting was adjourned at 8:16 p.m.

ATTEST:

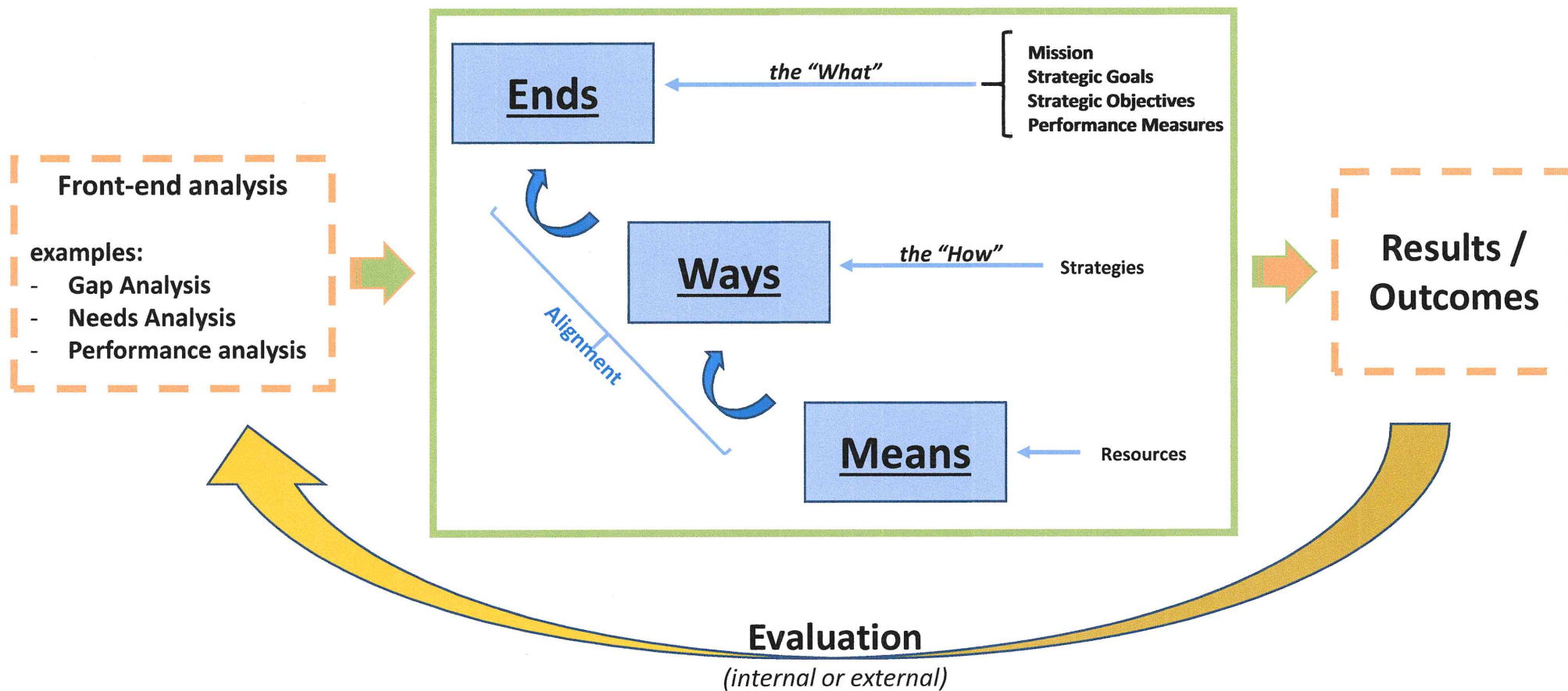
City Clerk Tish Sims, CMC



Leavenworth County Fire District No. 1

A Framework for Strategic Planning: Coupling 'Ends', 'Ways', and 'Means'

Agenda Item 1.





Leavenworth County Fire District No. 1

Strategic Planning Tool: Aerial Fire Suppression

Agenda Item 1.

1 of 1
07/20/2023

'ENDS'



(include any published standard or other reference)

1. Aerial Fire Suppression

- Aerial capability
 - o Elevated master stream
 - o Aerial rescue
- NFPA 1710
- ISO 549
- Current structures and future building proposals/plans within the District—especially within the City of Lansing (greater heights, greater horizontal spans, higher density)

'WAYS'



- 1) Acquisition of aerial apparatus
- 2) Minimize debt financing
- 3) Interim solutions to help manage current risk

'MEANS'

- 1) Fully fund annual contributions to the Fire Protection Reserve Fund
- 2) Explore grants
- 3) Adjust mutual aid and auto aid agreements as possible to provide interim coverage



Leavenworth County Fire District No. 1

Strategic Planning Tool: Adequate Staffing

Agenda Item 1.

1 of 1
07/20/2023

'ENDS'

(include any published standard or other reference)

1. Adequate staffing

- meets minimum staffing levels for deployment
- adequately trained and certified for emergency response
- ISO PPC Review, Section Fire Department, Sub-Section 571.- Credit for Company Personnel
- NFPA 1710 Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments 5.2.1 Fire Suppression Capability. Subsection 5.2.2 Staffing
- NFPA 1001 Standard for Fire Fighter Professional Qualifications Chapters 4-9 Requisite Knowledge and Requisite Skills

'WAYS'

- 1) Fire District No. 1 Board of Trustees authorization for personnel
- 2) Improved applicant pool
- 3) Improved personnel retention
- 4) Improved training as a component of increasing retention

'MEANS'

- 1) Pay scale adjustment to reflect inflation
- 2) Approval of performance raises to reflect industry standards and employee appreciation
- 3) Alternative hiring actions:
 - a. Applicant requirements to reflect in-house training vs. already certified
- 4) Seeking partnerships with educational facilities for cadet programs
- 5) Adding a pay per call stipend for volunteer firefighters
- 6) Adjusting the part-time firefighter hourly wage to be competitive with area wages
- 7) Continuous annual training required and implemented with firefighting staff
- 8) Specialty training implemented to a minimum level of staffing for technical rescue emergencies:
 - a. Rope Rescue (Basic requirement for all technical rescue facets)
 - b. Swiftwater Rescue
 - c. Trench and Structural collapse



Leavenworth County Fire District No. 1

Strategic Planning Tool: Training

Pa Agenda Item 1.

1 of 1
07/20/2023

'ENDS'

(include any published standard or other reference)

1. Training

- Personnel meet or exceed minimum training standards and performance expectations
- NFPA 1001 Standard for Fire Fighter Professional Qualifications
- NFPA 1041 Standard for Fire and Emergency Services Instructor Professional Qualifications
- NFPA 472 Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents

'WAYS'

- Fire District No. 1 Board of Trustees continue their emphasis on and support of resources for training and training development
- Trained and right-sized in-house instructor pool
- Selective use of qualified outside instructors for specialized skills
- On-site training props available for use to train in fire, EMS, and Haz-Mat, swift water, trench rescue, and structural collapse response

'MEANS'

- Approval of 2024 budget to include forcible entry door prop
- Approval of 2024 budget items to include
 - o Rope Rescue Training
 - o Water Rescue Training
 - o Trench Rescue/Structural Collapse Training
- Implementation of adult cadet program
 - o Multiple levels of hiring categories
 - Based on Experience & Certifications
 - Allows FD1 to train and evaluate the cadet much earlier in the employment stage
- Promote and require continuous education and training for in-house instructors



Leavenworth County Fire District No. 1

Strategic Planning Tool: Reporting Software

Page 1 of 1
Agenda Item 1.

1 of 1
07/20/2023

'ENDS'

(include any published standard or other reference)

1. Reporting Software

- Ability to properly and securely retain records pertaining to emergency response, plan review, fire inspections, pre-plan documents, fire investigations, apparatus and equipment inventory records, maintenance logs, and staffing logs
- Ability to produce high quality reports for Insurance Services Office (ISO), Public entities, and internal use.
- Ability to organize data compatible with the National Fire Incident Reporting System (NIFRS)
- NFPA 1401 Legal Aspects of Record Keeping
- ISO PPC Item 581-Credit for Training

'WAYS'

- Fire District No. 1 Board of Trustees authorization for purchase of new software system
- Research viable software programs meeting the needs of Fire District No. 1
- Utilize company demonstrations to better understand the software programs that are available
- Research local area departments to see what they are using

'MEANS'

- Board of Trustees approval of software purchase
- Require training for all software users before implementation
- Ensure software program meets the needs before purchase

FD1 2024 Proposed Budget Highlight

Michael Stackhouse
Fire Chief



Personnel

69% of Annual Budget

13 Full Time Positions/2 Open Positions

Part Time Positions \$12.21 to \$14.00 hr.

Volunteer/Paid Per Call 15 Positions

- \$25.00 per run
- \$20.00 per training session

Contractual:

Station 1 and 2 Repair and Utilities

Equipment Repair

Annual Inspections/Tests

- Fire Extinguisher Inspections
- Ladder Tests
- SCBA Inspections
- Fire Alarm Inspections Station 1 and 2

Contractual-Continued

- Insurance
 - Firefighter Health
 - Equipment
 - Property
 - General Liability
 - Auto
 - Umbrella Liability
 - Inland Marine
 - Management Liability
 - Workman's Comprehensive

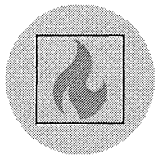
Contractual-Continued

- Professional Fees
 - Dues and Subscriptions
 - Legal Fees
 - Accounting Fees
 - Bonds
 - Legal Publications
 - Medical Director
 - Annual Physicals (NFPA 1500)
 - Medical Other
 - IT Services

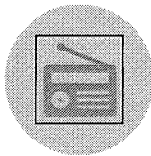
Contractual-Continued

- Telecommunications
 - Internet
 - Telephones
 - Cable/Satellite TV
- Truck Repairs

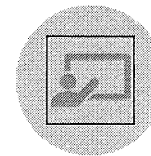
Commodities:



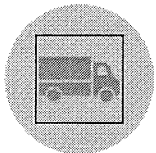
Fire Prevention
Materials



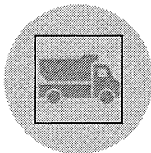
Radio Parts and
Batteries



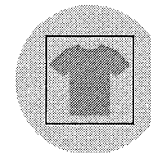
Training



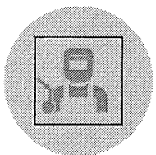
Truck Oil and
Filters



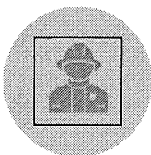
Truck Fuel and
Propane



Uniforms and
Turnout Gear



Office and
Janitorial Supplies



Firefighting
Supplies



Lease Purchase Debt

- Exchange Bank & Trust
 - Rescue 561 (2017 Pierce)
 - January 2024 Projected Balance: \$175,956.59
 - Projected Payoff: 11/01/2026
 - Engine 562 Pay Off September 2023
 - -\$53,000 Impact to 2024 Budget

Capital Expenses

- Command Vehicle (Replacing 2013 F250)
- Office Equipment
- Equipment New
 - Fire Hose
 - Battery Powered Scene Lighting
 - Training Props
 - Mobile Radio for Command Vehicle (Rear)
- Building Equipment
- Major Equipment

Transfer to Capital Reserve

- Fire Protection Reserve Fund:
 - Apparatus
 - Ladder/Quint
 - Engine
 - Tanker
- Fire Equipment Reserve Fund:
 - High Dollar Equipment
 - Self Contained Breathing Apparatus
 - Radios
 - Turnout Gear

Proposed 2024 Budget total: \$1,864,593

- Personnel: \$1,283,995
- Commodities: \$78,750
- Contractual: \$257,692
- Capital Outlay: \$158,556
- Transfer to Equipment Reserve: \$0
- Transfer to Fire Protection Reserve: \$25,000
- Debt Service: \$61,000

AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Elizabeth Sanford, Finance Director
DATE: July 24, 2023
SUBJECT: Ordinance No. 1098 – Sewer and Solid Waste Assessments

Pursuant to Chapter 16, Utilities, Section 16-116 and 16-209 (e) of the City's Code of Ordinances, a copy of Ordinance No. 1098 listing the account name, property address, and delinquent amounts for customers whose accounts are at least two (2) months past due is attached for your review. Upon adoption by the City Council and subsequent publication in the Leavenworth Times, this Ordinance shall constitute a lien against the real estate for which service is supplied.

Fifty-two (52) properties with a total delinquency of \$73,330.39 are listed on the ordinance.

Staff does not submit this ordinance for assessment until August 25, 2023. Residents are given the opportunity to be removed from the Ordinance by setting up a payment plan with the city before that date. Unfortunately, some residents default on their payment plan after the Ordinance has been published and submitted to the County for assessment against the property. Staff has informed each resident interested in setting up a payment plan that the account will be submitted to a third-party collection agency if the resident misses a payment.

Action:

Staff recommends a motion to adopt Ordinance No. 1098 for assessment of delinquent sewer and trash bills.

AGENDA ITEM

ORDINANCE NO. 1098

AN ORDINANCE LEVYING ASSESSMENTS FOR UNPAID CHARGES AGAINST EACH LOT & PARCEL OF GROUND AS A SPECIAL ASSESSMENT TO CONSTITUTE A LIEN UPON THE PROPERTY FOR THE AMOUNT OF DELINQUENT FEES FOR SOLID WASTE DISPOSAL & SEWER ASSESSMENT OF THE CITY OF LANSING, KANSAS.

WHEREAS, section 16-116 and 16-209 (e) of the City of Lansing, Kansas, Code of Ordinances require the Finance Department to compile a list of all customers who are at least two (2) months delinquent on their solid waste Disposal and sewer services bills; and the Governing Body shall, by ordinance, levy and assess the charges and/or penalties against each lot or parcel of ground served as a special assessment.

WHEREAS, said Governing Body of the City of Lansing, Kansas, has determined that the cost for said services rendered be levied and assessed against each lot or parcel of ground for the unpaid charges as a special assessment, which shall constitute a lien upon the property for the amount of said delinquent fees.

WHEREAS, the assessment shall be collected at the same time and in the same manner as ordinary county ad valorem property taxes, subject to the same penalties and procedures provided for such taxes, and all laws applicable to the collection, levy and enforcement of county ad valorem property taxes.

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

SECTION 1. Special assessments to pay the cost, including late fees and accrued interest, of the solid waste collection and waste water collection, and treatment, of the City of Lansing, Kansas, be and the same are hereby levied against the several lots, pieces, and parcels of land liable for such special assessments as a result of their failure to pay the unpaid charges as delinquent fees, as follows, such lands being in the City of Lansing, Leavenworth County, Kansas:

BABCOCK, DAVID 109 N BROOKRIDGE ST	\$1,768.50	MISKOWIC, SARAH 213 HIGHLAND RD	\$680.96
BACKER, MISTY 901 ALLYSSA CT	\$1,551.52	MONTFORD, BRIDGET 128 PARK VIEW CT	\$679.75
BECK, HEATHER 809 SOUTHFORK ST	\$1,519.43	MONTGOMERY, TRENTEN 110 E LOIS ST	\$1,179.92
BERNARD, WILLIAM, 119 E LOIS ST	\$2,456.35	MURPHY,DUSTIN&SONYA406WYNDHAM	\$2,964.00
BLAKLEY, RANDALL 407MAPLECT	\$825.25	MURRAY, JENNIFER 518 VALLEY DR	\$1,781.84
BOWEN, RICHARD 130 EMILE ST	\$2,123.65	PARKS, MARY 593 E CONNIE ST	\$850.95
BRASWELL, GEORGE 410 HOLIDAY DR	\$1,041.83	QUINTANA, LAURA, 542 HITHERGREEN DR	\$1,540.14
BUFORD, MARY 324 VALLEY DR	\$579.16	RICHARDSON, GEORGE 629 IDA ST	\$993.41
CANONICA, IRENE 126 E KANSAS AVE	\$1,092.85	SANCHEZ, DARIEN/ HOLLY, 702 BROOKWOOD ST	\$2,603.63
DICKASON, AMANDA 416 HOLIDAY DR	\$8166.27	SANDERSON, JASON 120 KAREN LN	\$1,641.82
DUMLAO, SHARON 607 E BETH ST	\$452.01	SAVIDGE ,HEATHER 339 FAWNVALLEY ST	\$1,654.45
FAULK, DAVID/ KELLY, 1315 ROCK CREEK CT	\$460.35	SAWYER, CHERYL 119 ELMWOOD DR	\$2,193.46
GAUGER, WILLIAM 606 MORGAN ST	\$1,638.25	SCHMALBECK, ANNIE 707 HOLIDAY DR	\$1,697.14
GILBERT, RANDALL 304 BITTERSWEET LN	\$3,110.10	SKAGGS, JON 1014 N 3 rd ST	\$1,048.48
HOWELL, PATRICIA 875 HOLIDAY DR	\$836.21	SMART, BRIANNA 439 HITHERGREEN DR	\$2,460.25
HUNDLEY, CHASE, 127 PARK VIEW CT	\$698.94	STIMAC, MEGAN 427 HITHERGREEN DR	\$1,123.41
JENSEN, VICKI 105 TIMBERCREEK CIR	\$1,246.73	SUTTON, GEORGE 126 BROOKWOOD ST	\$1,078.32
JOHNSON, TODD 14092 ROBIN RD	\$314.14	THOMAS, WAYLON 801 MERION ST	\$2,029.73
JONES, CURTIS 703 IDA ST	\$456.97	TUTTLE, JAMIE 616 MEADOWLARK RD	\$1,880.95
KRISS, COURTNEY 119 ETHEL LN	\$933.37	VERZOLA, PATRICIA 303 WYNDHAM DR	\$593.18
KRITES, CHAD 504 1 st TER	\$1,358.12	WACKER, TERRIE 308 E KANSAS AVE	\$1,774.57
LINGENFELTER, GEORGE 905 IDA ST	\$288.15	WALSTRUM, MARK 309 FAWN VALLEY CT	\$2,244.47
MARTIN, EMMETT 806 ENGLEWOOD ST	\$1,245.37	WEDDLE, TIM 1008 N 4 th ST	\$1,245.37
MARTIN, THOMAS 310 HIGHLAND RD	\$3,777.45	WELLS, AUSTIN 121 WOODLAND RD	\$1,195.12
MARTIN, DAVID 115 KAREN LN	\$735.88	WRIGHT, ROBERT 700 WILLOW DR	\$1,017.23
MIERS, MICHAEL 26895 155 th ST	\$922.49		
MCKERNAN-POLLARD, JAMIE, 825 STONECREST DR	\$1,928.50		

SECTION 2. This ordinance shall take effect after publication once in the official city newspaper.

PASSED AND APPROVED by the Governing Body of the City of Lansing, County of Leavenworth, State of Kansas on this 3rd day of August 2023.

{SEAL}

ATTEST:

Tish Sims, City Clerk

Anthony R. McNeill, Mayor

APPROVED AS TO FORM:

Published: *Leavenworth Times*

Date Published:

Gregory C. Robinson, City Attorney

AGENDA ITEM

TO: Tim Vandall, City Administrator
 FROM: Elizabeth Sanford, Finance Director
 DATE: July 24, 2023
 SUBJECT: Ordinance No. 1099 – Weed Removal Assessments

Pursuant to Chapter 8, Health and Welfare, Section 7, Weeds of the Code of the City of Lansing, Kansas, a copy of Ordinance No. 1099 listing the account name, property address, and delinquent amounts for property owners who failed to pay weed removal fees is attached. Upon adoption by the City Council and subsequent publication in the Leavenworth Times, this Ordinance shall constitute a lien against the real estate for which service was supplied.

Action:

Staff recommends a motion to adopt Ordinance No. 1099 for assessment of delinquent fees for weed removal.

AGENDA ITEM

AN ORDINANCE LEVYING ASSESSMENTS FOR UNPAID CHARGES AGAINST EACH LOT & PARCEL OF GROUND AS A SPECIAL ASSESSMENT TO CONSTITUTE A LIEN UPON THE PROPERTY FOR THE AMOUNT OF DELINQUENT FEES FOR WEED REMOVAL ASSESSMENTS OF THE CITY OF LANSING, KANSAS.

WHEREAS, said governing body of the city of Lansing, Kansas has determined that the cost for said services rendered be levied and assessed against each lot or parcel of ground for the unpaid charges as a special assessment, which shall constitute a lien upon the property for the amount of said delinquent fees, and after due notice, pursuant to Chapter VIII. Health and Welfare, Article 3 8-311, Weeds and Noxious Weeds of the Code of the City of Lansing, Kansas, said delinquent fees should be assessed against the property owners.

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

Section 1. Special assessments to pay the cost, including late fees and accrued interest, of the weed removal fees, of the city of Lansing, Kansas, be and the same are hereby levied against the several lots, pieces, and parcels of land liable for such special assessments as a result of their failure to pay the unpaid charges as delinquent fees, as follows, such lands being in the city of Lansing, Leavenworth County, Kansas:

Charles H. Bradshaw \$448.00
834 4H Road
Sub: N/A
Parcel ID: 052-107-25-0-20-01-017.00-0

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 of the City of Lansing, Kansas, on this 3rd day of August 2023.

{SEAL}

Anthony R. McNeill, Mayor

Attest:

Tish Sims, City Clerk

APPROVED AS TO FORM:

Published: *Leavenworth Times*
Date Published:

Gregory C. Robinson, City Attorney

STATEMENT

CITY OF LANSING
 Community & Economic Development
 730 FIRST TERRACE, SUITE 3
 LANSING, KS 66043

Date: October 5, 2022

Bradshaw, Charles H
 834 4H Road
 Lansing, KS 66043


Terms: Payable upon receipt

TOTAL DUE: \$ 448.00

6.5 hours	834 4H Road, Lansing, KS 66043 Parcel ID # 107-25-0-20-01-017-00-0 <i>Major Weed trimming and mowing, clean up 1 load Waste, taken to transfer station – 08/29/2022 T's Lawn service</i>	348.00
	First Remediation Administrative Fee	100.00
	<i>Warning- a 2nd abatement will put this property on "Chronic Nuisance" list (see enclosed habitual violator language.)</i>	
	<i>Total</i>	448.00

THANK YOU!

AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Anthony J. Zell, Jr., Wastewater Utility Director 
DATE: July 28, 2023
SUBJECT: Condemnation Resolution No. B-2-2023 (enabling action) for City Project 2021-04 (McIntyre Sanitary Sewer Interceptor Project)

The accompanying resolution is the first enabling steps to pursue condemnation, if necessary, of interests in property (permanent and temporary easements) necessary for the construction of the above referenced project. Enactment of the resolution clears the way to later enact a condemnation ordinance listing any specific easements that cannot reasonably be obtained through negotiation, if needed.

It is prudent to enact the resolution at this time so that the governing body does not have to wait an extra meeting cycle to enact a condemnation ordinance if it is needed. Delays due to the length of time required for condemnation have the potential to delay the completion of the project.

Every reasonable effort will be made to obtain all easements through negotiation with City staff and Skeens Consulting, regardless of whether this resolution is enacted.

Policy Consideration: N/A

Financial Consideration: N/A

Recommended Action: A motion to enact Resolution No. B-2-2023, a resolution of condemnation for permanent and temporary construction easements for City Project No. 2021-04, (McIntyre Sanitary Sewer Interceptor Project).

AGENDA ITEM

RESOLUTION NO. B-2-2023

RESOLUTION FINDING AND DECLARING THE NECESSITY OF APPROPRIATION OF PRIVATE PROPERTY BY ACQUIRING PERMANENT EASEMENTS AND TEMPORARY CONSTRUCTION EASEMENTS FOR THE USE OF THE CITY FOR THE CONSTRUCTION OF A PUBLIC SANITARY SEWER IMPROVEMENT, PROJECT NUMBER (2021-04).

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

1. Pursuant to K.S.A. 26-201, the City Council deems it necessary and hereby finds and declares the necessity to appropriate private property by acquiring by condemnation for permanent easements and temporary construction easements for the use of the City for construction of City Project 2021-04, a public sanitary sewer improvement located in the city limits of the City of Lansing.
2. A survey has been conducted by Darren Sean Cahalan, Kansas Registered Land Surveyor #1341, with a description of the land or interest to be condemned, and has been filed with the City Clerk.

This resolution shall be published once in the official city newspaper, *The Leavenworth Times*.

ADOPTED AND APPROVED by the governing body of the City of Lansing, Kansas, on this 3rd day of August, 2023.

Anthony McNeill, Mayor

(SEAL)


ATTEST:

Tish Sims, City Clerk

Published: *The Leavenworth Times*

Date Published: _____

AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Anthony J. Zell, Jr., Wastewater Utility Director 
DATE: July 28, 2023
SUBJECT: Request to Complete Easement Acquisition for City Project 21-04 (McIntyre Sanitary Sewer Interceptor Extension Project)

The next step in the McIntyre Interceptor Project is to acquire the necessary temporary and permanent sanitary sewer easements for the construction of the improvements. Attached is a summary table of the needed parcels, along with the values of the appraisals. While some of these improvements occur in existing easements or adjacent to road right-of-way, the new easements necessitate the removal of fences, gates, vegetation screening, and dozens of mature trees.

The acquisition consultant is awaiting council approval before meeting with the affected property owners and negotiating agreements. An enabling resolution for condemnation has already been filed, and we have asked the consultant to move forward with acquisition as quickly as possible. Offer letters will be mailed next week.

The opinion of just compensation for the temporary easements, permanent easements, and cost to cure items as determined by Valbridge Property Advisors is \$218,987.00. Attached is a summary spreadsheet with the tract ID numbers and appraised values.

Policy Consideration: N/A

Financial Consideration: Funds will be taken from the Utility's acquisition account (Fund 50).

Recommended Action: A motion to authorize staff and Skeen's Consulting to complete easement acquisition activities for the McIntyre Interceptor Sanitary Sewer Project.

AGENDA ITEM

**McIntyre Sanitary Sewer Interceptor Project
Property Appraisal Values**

Project Owner ID	TCE	Perm	Cost to Cure	Additional	Total	Comments
1	\$ 760	\$ 2,100	\$ 15,000		\$ 17,860	Fencing, screening, various trees
2	\$ 5,909	\$ 2,414	\$ -		\$ 8,323	
3	\$ 4,316	\$ 3,265	\$ 14,250		\$ 21,831	15 Trees @ \$950, loss of screening
4	\$ 1,282	\$ 2,031	\$ 16,500		\$ 19,813	22 trees @ \$950
5	\$ 1,338	\$ 2,124	\$ 17,250		\$ 20,712	23 trees @ \$950
6	\$ 2,202	\$ 3,579	\$ 30,350		\$ 36,131	40 trees @ \$950, 35' fence
7	\$ 1,570	\$ 1,931	\$ 16,500		\$ 20,001	22 trees @ \$750
8	\$ 2,573	\$ 1,802	\$ 9,750		\$ 14,125	13 trees @ \$950
9	\$ 3,125	\$ 1,597	\$ 7,500		\$ 12,222	10 trees @ \$750
10	\$ 1,591	\$ 947	\$ 2,450		\$ 4,988	barb wire fencing
11	\$ 21,097	\$ 14,052	\$ -		\$ 35,149	
12	\$ 435	\$ 197	\$ 7,200		\$ 7,832	landscaping, lighting, steel fence(est)
	\$ 46,198	\$ 36,039	\$ 136,750	\$ -	\$ 218,987	

AGENDA ITEM

TO: Anthony McNeill, Mayor
FROM: Tish Sims, City Clerk
DATE: July 27, 2023
SUBJECT: Employment Contract Addendum

Subsequent to Contract Employee's annual employment review by the City Council conducted on July 20, 2023, the Parties agreed to an addendum of the City Administrator's employment agreement.

Action: A motion to authorize the Mayor to sign Addendum No. 7 to the City Administrator's Contract and provide a financial incentive based on the results of the performance evaluation

AGENDA ITEM

City Administrator's Report

August 3, 2023

Agenda Items:

Ordinance No. 1098, for sewer and solid waste assessments, is on the agenda. Approval of this ordinance would constitute a lien against the 52 properties that are delinquent. The 52 properties are currently \$73,330.39 delinquent. This ordinance is not submitted until August 25th, so residents who pay or set up a payment plan prior to that date can be removed from the list.

Ordinance No. 1099 is an ordinance levying assessments for unpaid charges relating to removal of weeds and vegetation on the property. The parcel's amount totals \$448, including a \$100 administrative fee for staff time.

Resolution B-2-2023 is on the agenda for Thursday evening. Land acquisition for the McIntyre sewer project is commencing. The City will work through discussions with all property owners and make every reasonable effort to obtain the easements through negotiations. If negotiations are unsuccessful, Resolution B-2-2023 clears the way to later enact a condemnation ordinance listing any specific easements that cannot be obtained through negotiation.

A motion to authorize staff and Skeen's Consulting got complete easement acquisition activities for the McIntyre project is on the agenda. A summary of the impacted parcels is included, along with a financial summary is included on the agenda. It is worth noting this project entails temporary construction easements, permanent easements, and cost to cure items, which in this case is mostly trees. Funds for land acquisition are available in the Wastewater Utility Fund. The total project will be reimbursed \$1.3 million from the State of Kansas.

A motion to authorize the Mayor to sign an addendum to the City Administrator's contract based on a satisfactory performance evaluation is on the agenda.

Some notable projects have approaching bid openings, including the Town Center Water Line project on August 2nd, Valley Drive & 4H storm sewer replacement on August 9th, and the Town Center upgraded lighting and island removal on August 30th.

Update on ARPA Funds:

The City currently has \$817,704.76 remaining in ARPA Funds. The funds need to be committed by 12-31-2024 and spent by 12-31-2026. A summary of the total amount received from the federal government, and what we have spent the funds on is below.

- \$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)
- \$817,704.76 remaining.

At previous City Council meetings, we had discussed utilizing ARPA funds for the Town Center water line. We have also had residential developers reach out to us regarding sewer lines to assist and promote residential growth. There are also other near-shovel ready projects that could be completed in 2024.

2024 Budget:

The City Council held a budget work session on June 29th. The preliminary budget shows the mill levy decreasing from 36.448 to 34.85 mills. The mill levy in 2021 was 41.571, so the mill levy would decrease 6.721 mills between 2021 and 2024. An example of how this would break down on a \$300,000 home that increased valuation by \$15,000 is below:

- \$300,000 Home x .115 x 36.448(current mill levy)/1,000=\$1,257.46 City Property Taxes
- \$315,000 Home x .115 x 34.850 (proposed mill levy)/1,000=\$1,262.44 City Property Taxes

Public Works:

The Clearwave permit has been closed out, with the remaining items being resolved over the last few weeks. The AT&T permit is still open, so please reach out to us if there are additional items needing to be resolved.

Concrete work and mill & overlay are in full swing! We are hopeful the vast majority of the project will be complete by the time school begins in August. Pavement markings have not yet been installed. Evaluating streets and curb for next year's CIP will begin in October.

Public Works has been assisting the Community & Economic Development Department for the access of Take5 Oil. As discussed in the Planning Commission and City Council meetings last year, they are planning to repave areas that are already paved. The alley has been in its current position and alignment since at least 1966.

Wastewater:

A draft of the flow study and revisions to the Wastewater Master Plan were submitted to staff and are currently under review by Director Zell. A review meeting will be scheduled to refine the draft in August, with a presentation before the City Council in September.

Geotech work for the McIntyre Interceptor Sewer Project will conclude by August 4th. Valbridge Property Advisors have submitted appraisal costs for council consideration, which is on the agenda for August 3rd. After approval, property acquisition will be performed by staff and Skeens Consulting group, which should take approximately 90 days. Front end bid documents are near completion, and final plans will be sent to KDHE once the downstream aerial crossing design is complete. Upon full completion, this project would extend sewers to McIntyre Road and include installation of nearly 9,500' of pipe.

Staff is recommending delaying the Town Center sewer project until completion of the McIntyre property. All of the temporary and permanent easements for the project have been signed. 100% plans, specifications, and permitting are complete. The latest engineer estimate for construction is \$900,000.

YTD Sales Tax Update:

	2022 YTD	2023 YTD	Difference
Local Sales & Use Tax (1.45%)	\$1,189,833	\$1,254,320	\$64,487, 5.42%
County Sales Tax	\$584,422	\$559,247	-\$25,175, -4.31%
County Use Tax	\$209,515	\$222,921	\$13,406, 6.39%
Guest Tax	\$59,837	\$76,148	\$16,311, 27.26%

The .45% sales tax has generated \$388,839 in the first seven months of 2023, on pace for \$666,582 in 2023. The new special sales tax for the pool began July 1, 2023, raising Lansing's overall nonfood sales tax rate from 8.95% to 9.4%. We anticipate receiving those disbursements in the next two months.

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

Community & Economic Development:

Construction of Take 5 Oil is progressing. The City is working to ensure the alley provides access to both customers and existing property owners. While there may be minor delays, the



City of Lansing
800 First Terrace
Lansing, Kansas 66043

City is working with the contractor to ensure adjacent property owners always have access to their property. Take5 is anticipating an early September opening date.

Steady progress has been made at 670 First Terrace (south of Mutual Savings). A mid-August completion date is anticipated. Once complete, this building will be the new home of Filliman Dental. Additionally, the lot is deep enough to also accommodate a large commercial building on the east side of the lot (to be built at a future date). Access for these properties will be off First Terrace.

Staff has begun holding meetings with Zimmerman Properties to go over development rules, procedures, and the layout for the 50-unit apartment complex. Fire District 1 was represented in the development meeting and will be kept informed as the process continues. The parcel will be split off from the larger parcel through the platting process, which would also dedicate utility easements at the same time. The projected closing date is in late December or early January.

Meetings & Announcements:

The City currently has an opening on the Parks & Recreation Advisory Board and multiple openings on the Building Trade Board of Appeals and Plumbing Trade Board of Appeals. The City also has openings for Police Officer (I/II).

- Thursday, August 3rd City Council Meeting, 7:00pm, City Hall
- Wednesday, August 16th Planning Commission Meeting, 7:00pm, City Hall
- Thursday, August 17th City Council Meeting, 7:00pm, City Hall
- Thursday, August 31st City Council Work Session, 7:00pm, City Hall
- Monday, September 4th Labor Day Holiday, City Offices Closed
- Thursday, September 7th City Council Meeting, 7:00pm, City Hall
 - 2024 Budget Approval
- Wednesday, September 20th Planning Commission Meeting 7:00pm, City Hall
 - Preliminary Plat & Site Plan-Zimmerman Properties
- Thursday, September 21st City Council Meeting, 7:00pm, City Hall
- Thursday, September 28th City Council Work Session, 7:00pm, City Hall

Sincerely,

Tim Vandall