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## **AGENDA**

The Lansing City Council meeting is open to the public with limited seating capacity. To mitigate the spread of COVID-19 face coverings are strongly encouraged to attend the meeting. To attend the meeting in person, email [cityclerk@lansingks.org](mailto:cityclerk@lansingks.org) no later than 4:00 pm on the day of the meeting to reserve a seat. Seats are available on a first come first serve basis. The Lansing City Council meeting can be viewed the following day via YouTube at [www.lansingks.org/live](http://www.lansingks.org/live) and on Spectrum Cable Channel 2.

### **CALL TO ORDER**

### **PLEDGE OF ALLEGIANCE**

### **ROLL CALL**

### **OLD BUSINESS**

- [1.](#) Approval of Minutes

### **AUDIENCE PARTICIPATION**

### **PRESENTATIONS**

### **NEW BUSINESS**

- [2.](#) Approval of Audit Ending December 31, 2020
- [3.](#) Design Services Agreement - Wastewater Towne Centre Project
- [4.](#) Change Order Request - 2021 Capital Improvements Program
- [5.](#) Sanitary Sewer Easement - 00000 Fairlane
- [6.](#) Executive Session - Non-Elected Personnel
- [7.](#) Executive Session - Economic Development

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

### **PROCLAMATIONS**

- [8.](#) Public Works Week

### **OTHER ITEMS OF INTEREST**

- [9.](#) Monthly Department Vehicle and Equipment Mileage Reports
- [10.](#) Community & Economic Development Permit/Licenses & Code Enforcement Report

### **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.

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# AGENDA ITEM

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TO: Tim Vandall, City Administrator  
THRU: Sarah Bodensteiner, City Clerk  
FROM: Shantel Scrogin, Assistant City Clerk  
DATE: May 17, 2021  
SUBJECT: Approval of Minutes

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The Regular Meeting Minutes of May 6, 2021 are enclosed for your review.

Action: Staff recommends a motion to approve the Regular Meeting Minutes of May 6, 2021, as presented.

# CITY OF LANSING

## CITY COUNCIL MEETING

REGULAR MEETING MINUTES  
May 6, 2021

### 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 Dave Trinkle

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

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

**Ward 4:** Ron Dixon

**Councilmembers Absent:** Gregg Buehler

## OLD BUSINESS:

**Approval of Minutes:** Councilmember Kirby moved to approve the Regular Meeting Minutes of April 15, 2021, as presented. Councilmember Garvey seconded the motion. The motion was approved with Councilmember Brungardt abstaining.

**Audience Participation:** Mayor McNeill called for audience participation on an item not on the agenda and there was none.

### Presentations

### COUNCIL CONSIDERATION OF AGENDA ITEMS:

**Community Library Board Appointments:** Councilmember Brungardt moved to appoint Karen Averill, Ernest Young Jr., and Wendy Vodarick to the Lansing Community Library Advisory Board for a 4-year term expiring on April 30, 2025. Councilmember Studnicka seconded the motion. The motion was unanimously approved.

**Countywide Transportation Plan:** Greg Kaaz, Chairman of the Leavenworth County Port Authority presented a need for a county-wide transportation study. He began with previous transportation studies that had been done. Previous studies included a 2000 Kaw Connect Major Corridor Study, 2006 K-7 Corridor Management with three phases, 2007 US-24/40 Corridor Management Plan, 2008 T-Link & KDOT Consultation, a 2013 5 County study, a 2016 K-92 Centennial Bridge Study, the Patriot Highway Study and the most recent 2020 Eastern Gateway Concept Study. The idea of a Transportation Study is to have a priority list that MARC and KDOT would recognize, adopt and then get both federal and state funding for transportation improvements. An RFP would pull all these studies together to narrow down what the best options are. KDOT wants it to be a combined effort and everyone on the same page. Leavenworth County will be the lead agency and contract with the consultant engineer. There would be a simple agreement between the county and each city for their portion of the funding. It's estimated to be a 12-month study. The scope of the RFP would be working with the Steering Committee that includes public meetings, data collection of crash history, infrastructure, maintenance, traffic patterns and volume, review previous studies, develop a prioritized model to rank the identified projects and conduct high level evaluations of critical clearances. Once the RFP is done, a draft will be presented to the Port Authority to develop a consensus and then a final report will be issued. Greg Kaaz has been to the City of Leavenworth, Basehor, and Tonganoxie who all unanimously supported the project and their portion of funding it.

- Mayor McNeill asked back up three slides where you talked about elected officials voting on this. What elected officials?
  - Greg Kaaz replied County and City officials. You are talking issue a final report for adoption/endorsement by Elected County and City officials. So, the final report would come before you.
    - Mayor McNeill stated so all the different entities would be voting on it.
      - Greg Kaaz responded yes.
- Councilmember Garvey asked Greg how did you come up with the split on this.
  - Greg Kaaz replied there wasn't a magic formula. It seemed like a reasonable amount based off of size of city, benefit. It wasn't split like the LCDC funding is or anything like that.

- Councilmember Garvey asked based on population.
    - Greg Kaaz responded somewhat. I mean obviously City of Leavenworth/Lansing is probably going to benefit as much or more than Tonganoxie would. Although Tonganoxie is going to benefit to but if we do improvement on K-7 or the bypass, probably Lansing and Leavenworth are going to be the two that benefit the most from it.
- Councilmember Kirby asked is there any particular reason Easton is not on here.
  - Greg Kaaz replied no. I think we picked, what is it, 1<sup>st</sup> class cities, 2<sup>nd</sup> class cities.
    - City Administrator Tim Vandall responded major cities.
      - Greg Kaaz replied yeah kind of major cities.
        - City Administrator Tim Vandall stated I think Easton is only 300 or 400 people. Does that sound right. It's pretty small.
- Mayor McNeill asked Council have any other questions, discussion.
  - Councilmember Majure asked Greg so there is still consideration of the west side of 70, up the west side into Leavenworth.
    - Greg Kaaz replied definitely, definitely. I mean everything is on the table. I'm not saying that will be the one, but they are going to look at everything. Do what makes the most sense.
- Mayor McNeill stated I have at least one question. I know when they did the corridor study, we all kind of participated in that. They also came and gave everybody a briefing about how they were going to do the J cuts and then never heard another thing about it. I mean after the brief we were like that sounds good but then we never got a follow up. That thing died and it's not going to happen. I don't know about this but I know we are going to hear the big plan and here are our major things we are going to try to move forward with. At least from my opinion, is whatever happens we should be briefed whether it's a go or no go on this piece or that piece. It didn't seem like there was much follow up on the Corridor one. I would just throw that out there to say I think the governing body would appreciate any kind of follow up.
  - Greg Kaaz responded I don't know if Mike has heard any more but from what I have heard. The J cuts are still on the list and still scheduled to be done.
    - Mayor McNeill stated probably on the list with those other studies, the six or seven you named.
      - Greg Kaaz replied well I have seen a little close higher up than that. You have to keep in mind this is more of probably a ten-to-fifteen-year plan than a three-to-five-year plan. So even though they come up with something obviously it's going to depend on funding. It always depends on money. So as money comes available then it's somewhere to work on but it's nothing that's going to get completed in the next five years.
        - Mayor McNeill stated unless it's at the national level, they push what they are pushing which is infrastructure. We may get more money than we think we'll get. We don't know for sure. Ok, I appreciate your presentation.

Councilmember Kirby moved to approve the funding request of \$30,000 to assist with the Countywide Traffic Study. Councilmember Majure seconded the motion.

- Councilmember Studnicka asked question. If this motion is approved, where is that \$30,000 coming from us. What fund, item line.
  - City Administrator Tim Vandall replied it would come from the general fund, but I don't have the specific line item laid out yet but likely the general fund. There are funds on hand for that.
    - Councilmember Studnicka responded thank you.

The motion was unanimously approved.



**Approval of Bid – Capital Improvements Program 2021:** Councilmember Trinkle asked still going to try to hit some of the alleys or side streets and stuff we haven't got.

- Public Works Director Mike Spickelmier replied yes there is an alley programmed in this one.
  - Councilmember Trinkle asked we haven't got them all yet have we.
    - Public Works Director Mike Spickelmier responded oh no. It is our intention to continue to program alleys to include this year and forthcoming years. We've had, in my opinion, success in that.
- Councilmember Studnicka asked this includes the sidewalks, curbs.
  - Public Works Director Mike Spickelmier replied yes this includes replacement of deficient curb within the sections identified this year.
    - Councilmember Studnicka responded ok, and we had a question last year or the year before about the quality of concrete used in those curbs. They seem to be deteriorating faster than some others. Have you looked into that?
      - Public Works Director Mike Spickelmier stated we expect KCMB, the high granite better concrete and we're doing inspections now. It's really curbs that are about twenty years old that we seem to be having some trouble with at this point. At some point about twenty years ago, somebody started figuring out.
        - Councilmember Studnicka stated the only reason I ask that is we've had curbs put in prior to that and they are still good, and they are still solid so obviously it had to be a grade of concrete or mix.
          - Councilmember Kirby asked it was gravel wasn't it. Didn't they determine it was the gravel.
            - Mayor McNeill responded the amount of granite.
              - Public Works Director Mike Spickelmier replied some of it is gravel, some of it was part cement mix. They figured out a way to make it a little bit cheaper.
                - Councilmember Kirby asked this is going to have granite though.
              - Public Works Director Mike Spickelmier replied yes this is all granite. This is all our standard sidewalk mix we adopted to try to circumvent that happening in the future.
    - Mayor McNeill stated Marcus.
      - Councilmember Majure asked Mike this also includes improving and repairing some of the sidewalks that are not needing full repairs.
        - Public Works Director Mike Spickelmier responded while the majority of this work is curb and asphalt work, yes. So, we are going to talk a little bit about sidewalks in the next item but for this, for the mill and overlay CIP this is replacing anything we've identified as deficient curb, so we get that replaced before we overlay it because we're trying to get a fifteen-year life span out of an overlay. So, we really try to make sure we get it fixed today so that we don't have to mess with it hopefully for fifteen more years.

Councilmember Brungardt moved to approve the bid from Little Joe's Asphalt in an amount not to exceed \$512,446.85 for the 2021 Capital Improvements Program. Councilmember Garvey seconded the motion. The motion was unanimously approved.

**Sidewalk Cost Share Policy:** Public Works Director Mike Spickelmier stated we brought this up at a work session last September. We are starting to get some feedback from citizens wanting to do some sidewalk repairs in front of their house. Basically, by City Ordinance and Code, you are responsible for the maintenance of the sidewalk, but we also understand it's a pretty significant undertaking for a lot of folks, so

we are proposing a 50% cost share. So, if our code enforcement was to determine we have a problem, or a citizen brings forward a problem that the sidewalk is deteriorating in such a manner that we'll go out and confirm that as staff and then we'd like to offer them a cost share to do that. There are a lot of municipalities that are doing that now specifically KCK and Leavenworth here locally as well as some others throughout the state of Kansas. It's a fairly common way to do it and we just kind of want to be proactive and understand the burden of some of that responsibility to our citizens and we have funds available for sidewalk repair that we could utilize for that. We would also create a specific line item for this going forward so we can monitor to see what kind of demand we get from citizens.

Councilmember Studnicka moved to adopt the Sidewalk Cost Share Program as presented.  
Councilmember Brungardt seconded the motion. The motion was unanimously approved.

**Parks Master Plan:** Janette Labee-Holdeman at 820 4-H Road stated I live opposite the Ryan farm which is now going to auction which is kind of interesting. I would like to speak to you on this issue of item number six because it's near and dear to my heart as many of you know. I am still concerned that we are focused on softball, baseball fields and soccer fields. Where after the results of the survey they came in as 7 and number 11 of the desires of the community here in the City of Lansing. The items that came in first were a swimming pool and trails, walking and bike trails. So, I am here today to ask you to consider focusing especially in light of COVID to focus on those issues as well. Not just on fields, baseball, soccer fields out in a location where we really truly have no running water, we don't have any electricity. We just barely got, well we have water there, but we have no sewer or anything like that. One of the reasons, I have an actual solution to what I am asking you to consider today. There is a 19-acre lot right next door to Angel Falls which I personally love that is for sale for \$175,000. This 19-acre lot has about 12 acres of buildable property which would be ideal for a swimming pool, lots of parking, park benches. We could expand Angel Falls through that area and on the other side, this side, the south side so the trail system could be quite significant. So please consider that when you're thinking about the \$5 million, we are going to be spending on this particular item now for softball, baseball and soccer fields because I do believe COVID has really woke us up to the fact that we need to get out and walk. We see people all the time walking and jogging here and I really do believe that item number two which was the trail system is really a priority over some of the other issues we have where we don't even have utilities. Thank you for your time.

- Mayor McNeill responded thank you. Any discussion?
  - City Administrator Tim Vandall replied one of the people on the consultant team has experience with aquatics and things like that so we can get more firm numbers from him potentially about pools and things like that. I kind of come back to we can't build a pool for \$1 or \$2 million dollars. We just can't but we can talk to the consultant about options and ideas and report that back to the City Council. If that is reasonable to you all.
    - Councilmember Studnicka asked I think we were going down that path anyway weren't we.
  - City Administrator Tim Vandall responded we did add a pool to phase 2 of the Master Plan. We did do that.
    - Mayor McNeill stated Janette part of the plan is to move some things out there that are in center here. So, in the overall Master Plan, there has to be some movement from some pieces of the parks to other pieces of the parks which is what is this phase. I mean Jason you can probably talk to that. That is part of the reason we are doing that. Trail system, can you talk to that Jason in the Master Plan.
      - Parks & Recreation Director Jason Crum responded well included in the Master Plan, there was a revised City-wide Master Plan which obviously a lot of things we've acquired in the Master Plan have been through development. I think as things continue to develop obviously that is our biggest chance to add sections on or things onto that. I mean as far as within the parks go, we continue to try to improve and maintain the natural trails we have out at Bernard Park that we'll use until

those areas are developed. That is another future piece with City Park. I don't know if you guys remember the whole community park concept that went on with City Park, but it did have a walking trail as a portion of that. Same with Willow Park as well so as far as something we have on the table right now that we know is going to develop as a trail soon, we don't have anything right now that I am aware of. If anything comes along with any street improvements that we're doing.

- Mayor McNeill replied yeah, I mean DeSoto was a large addition. One of the things Janette, and you know, development has slowed as part of COVID too, right. The development of housing and new neighborhoods, things that we could use to help us to connect trails has really slowed to a halt. We can definitely take a look at how we improve the trails in the parks that we are improving. And we can look at the option of the property that is for sale. I hadn't even considered that. We can definitely have a work session or something.
  - Janette Labee-Holdeman stated we can have bake sale or something so we can raise the money for it.
    - Mayor McNeill responded ok. I'll buy some cookies.
  - Councilmember Majure stated I didn't know that land was for sale.
- Councilmember Studnicka asked you talking about the Ryan property.
  - Councilmember Majure replied no, not the Ryan property.
    - City Administrator Tim Vandall responded it's owned by the Methodist church.
  - Councilmember Majure stated she's talking about right next to the catholic church.
    - Councilmember Garvey stated from Mary Street back to the catholic church.
  - Councilmember Majure replied that nice flat area that you see deer out there all the time.
- Councilmember Studnicka responded I know. Mr. Reilly, the Reilly Group has been talking to the Archbishop and to the church finance council about that. They want to buy that 55 acres from Mary down to the church That is being looked at right now by the church and the finance council.
  - City Administrator Tim Vandall stated I think the one she is referring to is owned by the Methodist church.
    - Councilmember Studnicka responded oh the one that is further down.
      - City Administrator Tim Vandall replied yep.
        - Mayor McNeill stated just adjacent.
          - Councilmember Studnicka replied in the flood plain. The Methodist church couldn't build there because of something with environmental, some type of animal or reptile and that is why they moved out here to Reilly's old meat market. Something caused them to not build there, and they've had the property up for sale since.
        - City Administrator Tim Vandall stated that might predate my time. I'm not familiar with why they didn't build.

- Councilmember Studnicka asked could we check that and see. I mean it's for sale, but they couldn't build their church there because part of it was flood plain and all that, but it had something to do with some indigenous reptile, something environmental got involved and they couldn't misplace that habitat or something.
- Councilmember Brungardt stated Jason I have a question. I guess you need to refresh my memory because I was a proponent of the pool. I really thought it would be great for the community. However, am I missing something. We had a presentation, a gentleman came up and talked to us and said there are a lot of communities these days that pools just aren't used, they become a money pit, you know can't find kids to work in the summer. You guys remember that. That got me to thinking. I don't want to build something if it truly isn't going to be used and if its going to be a pool, its going to cost us. If we do put a pool in, it's going to cost money and it's not going to be a money maker, but you don't want to see it be a money pit either. I envision a pool like it was in the 70's. Kids go there all afternoon but then we are told during one of these meetings and one of the presentations, they're outdated. It's almost like they are a thing of the past.
  - Councilmember Garvey responded that was pre-COVID though. I think things have changed. I think a pool would be something people would be more interested in because it's an open-air atmosphere. You know you can social distance at a pool.
    - Councilmember Kirby stated look at all the pools that were closed last year.
      - Councilmember Garvey replied but they are all opening this year.
        - Councilmember Kirby replied but you are talking about COVID. When COVID was here the pools were closed.
          - Councilmember Garvey stated right but now all those pools are open.
            - Councilmember Brungardt asked the guy presenting to us before COVID right. So how has COVID, I'm lost on how that has, Jesse, I'm just not understanding how COVID has changed that.
              - Councilmember Garvey responded because it has changed, COVID has changed the mentality of our interactions with each other. You know people are looking to get outside more than they use to. It used to be kids would spend more time inside playing video games now I think they are spending more time outside. Just like Janette said there are a lot of people walking around the city right now. People are outside nonstop these days. When I get up to drive to church on Sunday morning, people are all over Ida and up De Soto walking on those new sidewalks.
            - Councilmember Brungardt replied we don't know if that is here to stay. I'm not convinced it is.
        - Parks & Recreation Director Jason Crum stated I think the thing to keep in mind like it was stated earlier I think those comments were taken into consideration about

the pool and put into the Master Plan. I think when we talked when this was presented, and we talked through those things. Those concerns were brought up, those things you are talking about and I think they are still relevant because I've read several articles lately about pools that are not going to be able to open this year for lack of staffing, things of that nature. Would we have that issue here, I don't know. But I know we can't seem to hire any other seasonal positions here with very much success. That is irrelevant, I guess. What I am trying to say is this was an intermediate step for us that we could afford that gives us some type of aquatic recreation facility.

- Mayor McNeill stated I mean it's a phased plan.
    - Parks & Recreation Director Jason Crum responded that's correct.
      - Mayor McNeill stated the bottom line, in phase 2 I believe is when we are going to get deep into discussion on a pool.
  - Parks & Recreation Director Jason Crum replied that's correct.
- Councilmember Studnicka responded or splash pads or something like that.
  - Mayor McNeill stated splash pads are in there.
    - Parks & Recreation Director Jason Crum responded splash pad is in this phase.
      - Councilmember Brungardt stated that is in phase 1.
        - Councilmember Garvey asked Janette can you come up to the microphone please.
          - Janette Labee-Holdeman stated stats I have from Leavenworth and Tonganoxie showed basically that the revenues, they didn't meet the salaries, did not meet the exact budget but on average for the City of Leavenworth and this can be 2018 numbers, obviously we didn't have anything since, they actually had to support it with \$40,000 because with the admissions and pool revenue which is snacks minus the salaries and benefit package, they ended up paying about \$40,000 and the City of Tonganoxie was around \$24,000 out of pocket.
            - Councilmember Kirby responded their pool was paid for.
              - Janette Labee-Holdeman replied yes but out of pocket, you know running the pool on a yearly basis running the pool from Memorial Day through September.
                - Mayor McNeill stated I think regardless we're going to have to go through phases right and if in phase 2 we decide that we will go for a pool and that's the governing bodies decision then we'll move forward with it. Well also, that's a bonding thing for a long time because we're going, it's going to be a large cost like most major efforts.
      - Councilmember Kirby responded this isn't shut the door on a pool.

- Mayor McNeill replied no, that's what I am trying to say. We're not shutting the door on it.
  - Janette Labee-Holdeman responded I understand but to me the disappointment is that you send out a survey and ask people what they want. Then you choose things that are way on the lower end of the list.
  - Mayor McNeill replied no, the way I read the survey was an aquatic feature. It includes pools, a splash pad and something else. And in this design, we do have a splash pad.
- Janette Labee-Holdeman responded yes pools and aquatics is what it said. And 73% of the people wanted that and 70% of the people wanted walking and biking trails. So, it's just a little bit unfair to not consider what the people actually voted on.
- City Administrator Tim Vandall stated one thing though in the comments section we also had several people say that they didn't want to raise property taxes and we also had multiple people griping at the City about the pool at the high school. Because they thought it was the City's pool. I feel like we also had a lot of citizens that thought the city oversaw the high school pool when we don't. So I felt like there was some misinformation in some people who did the survey.
- Mayor McNeil stated there is also another option right which is to bring it up to a special election. We have an election and if the people want to speak and say they want a pool. And they say I will pay for the pool, then we'll build a pool.
- Councilmember Garvey stated we have a budget to adhere by. I wish we could renovate every park in town. That would be awesome.
  - Mayor McNeill responded that would be similar to a bond. It's a vote for a bond.
    - Councilmember Garvey replied right. That would be awesome.
      - Mayor McNeill stated it would be similar for what they did for the school only it would be for a pool. So that is something we can discuss.
      - Councilmember Brungardt responded my thought, Mayor it was my understanding that if we did want a pool, we want to go that direction, we would have to bond.
        - Mayor McNeill replied we would, but this would put it up to a vote by the citizens. If they want to vote for that because it's there, we are on the Council and as the governing body we look out for the taxpayers as well. So, if they're up for it, we'd gladly do it. Jason did you have anything on this on phase one.
- Parks & Recreation Director Jason Crum stated the only thing else I would add, I'm not sure where we're going with it now but I just want to point out this does only take us through the design documents, this portion of it. So, if we do decide to bond phase 1 there is some additional money that would go into the design or actually the bidding and the construction/administration portion of it which we'll bring back at another time.
  - Mayor McNeill stated yeah this is just for the design of phase 1.
    - Parks & Recreation Director Jason Crum replied that's correct.
      - Councilmember Brungardt stated Jason you did a nice job on that. The organization of all that.
        - Parks & Recreation Director Jason Crum replied thank you.
          - Councilmember Brungardt stated I was part of that committee and I thought they worked really well together. We really respected each other's ideas.
            - Parks & Recreation Director Jason Crum responded thank you.
  - Councilmember Majure stated Jason I got a question. As we go through this and we're voting on the design piece of it, we're still looking at the fact that we only have one entrance and one exit

out of that with multiple baseball fields, softball fields and soccer fields. With one entrance and one exit and we're okay with that to a two-lane road.

- Parks & Recreation Director Jason Crum replied that is in the whole concept of that park was to have an additional exit and entrance into that, but it won't be included in this phase 1 part. No. I think that price tag probably goes up significantly.
  - Councilmember Majure asked that is going to be a problem isn't it. We're talking about building all this and having all this and the entrance coming in and going out. I mean it's real exciting for fireworks. I can't imagine what it's going to be like for practices and games and all that kind of stuff.
    - Councilmember Kirby responded it's going to be more spread out than it is with the fireworks.
      - Councilmember Brungardt replied I don't think it'll be near as bad.
        - Councilmember Majure responded no it's going to be just like it is at Willow Park every Saturday right outside my neighborhood. No parking, traffic jam, cluster everywhere.
          - Mayor McNeill stated we do have parking spaces built into this.
            - Parks & Recreation Director Jason Crum responded we do.
              - Mayor McNeill stated I mean there is plenty of parking, it is getting in and out like you're saying.
            - Councilmember Majure replied that is what I am saying the getting in and out. So in between games, it's going to be real interesting getting in and out. I mean I love everything about it but that has always been my biggest gripe is can we not improve the entrance and exit because I grew up and I raised kids through this. It takes two entrances and exits to get through weekend games because they are back-to-back, and they are not offset. Especially with this many fields and baseball, soccer and softball going on simultaneously we're not talking about all the games end at the same time, right.
          - Parks & Recreation Director Jason Crum responded no, generally the games of soccer, baseball and softball would not overlap. Practices would. You are correct on that. I guess I looked at the fact where we're playing currently. It's not the easiest place to get in and out of either and the parking is very limited.
        - Councilmember Majure stated that is kind of way I was thinking we're talking about spending a lot of money you think we'd probably improve that.
      - Parks & Recreation Director Jason Crum replied to me this is an improvement. Right but you can see how far that \$5 million dollars may go.
    - Councilmember Majure responded yeah.

- Parks & Recreation Director Jason Crum stated and with the cost of, I don't know what I don't know about the increase cost of construction is going to be because of building materials and all these things.
  - Mayor McNeill stated at one time we were going on the back side. There is an exit that goes out to the west.
- Parks & Recreation Director Jason Crum responded onto Gilman. That is what we looked at is going out the other way. Remember we had a segment of the trail we were going to improve further to get a secondary exit out of for fireworks and special events like that.
  - Mayor McNeill replied alright.
    - Councilmember Brungardt asked and that can be bonded too with the pool right.
      - Parks & Recreation Director Jason Crum responded I believe all that is part of phase 2.
        - Mayor McNeill stated right.
          - Councilmember Trinkle asked was there ever a talk about price to open that up Jason.
            - Parks & Recreation Director Jason Crum replied I don't know a specific number.
              - Councilmember Trinkle responded I mean we talked about it a number of times.
                - Mayor McNeill stated it would be in the design of phase 2. It'll give us a cost estimate on what that is going to take.
              - Councilmember Trinkle stated I know ever since we've been discussing about the fireworks, always been an issue about getting cars in and out. I wondered if they ever looked into put a tube in or something.
            - Parks & Recreation Director Jason Crum stated not to derail us any further but once this is built, we're going to have to have discussions about how we do fireworks. You know we may have to shoot them from one side of the stadium, baseball, and softball. It's going to be in that area. That's where those ball fields go.
          - Councilmember Dixon asked Mr. Mayor what is the plan for the current baseball and softball fields. Assuming this plan goes through, what is the plan for the current fields.
            - Mayor McNeill replied the current ones, that is the design of the aquatic park and other structures and some other things at City Park. We need to get Ron the overall Master Plan. We'll get you that.
        - Parks & Recreation Director Jason Crum replied I don't know if you want me to go into more specifics than that, but the main idea is to get soccer from Willow, baseball from City Park and open those up to be more neighborhood park type uses. There are several different features in there but as far as this phase goes at City Park, that is where the splash pad would go and a new shelter adjacent to it.

Councilmember Kirby moved to approve the contract with Vireo in an amount not to exceed \$466,076.75 for the Parks Master Plan Phase 1 Design Work. Councilmember Brungardt seconded the motion. The motion was unanimously approved.



**Structure Removal Cost Share Application – 1101 N. 2<sup>nd</sup> Street:** Councilmember Studnicka asked didn't we do this property once before.

- City Inspector Rebecca Savidge replied yes in 2019.
  - Councilmember Studnicka asked when.
    - City Inspector Rebecca Savidge replied we did in 2019 but then it wasn't acted upon.
      - Councilmember Studnicka asked was that because of him or because of us it didn't get acted on.
        - City Inspector Rebecca Savidge responded I believe the property owner had some issues in Florida and she went back to Florida. She is here tonight.
          - Councilmember Studnicka stated I'm just curious.
            - My name is Ruby Eisenring, and I am speaking about 1101 N. 2<sup>nd</sup> Street. With COVID and illnesses, it was all put on hold but because of the water seeping, the foundation off of the road that hasn't been looked at through the city, that house has to come down. And I am here to see that that is done.
              - Councilmember Studnicka replied ok, thank you.

Councilmember Trinkle moved to approve the structure removal cost share application and bid for 1101 North 2<sup>nd</sup> Street. Councilmember Kirby seconded the motion. The motion was unanimously approved.

**Ordinance No. 1061 – Future Land Use Map:** Councilmember Studnicka stated makes sense.

- Mayor McNeill stated I've got one comment which is I'd like to ask the Planning Commission to at least identify where the multi family housing be done in the future since this is being taken off the table on that corridor. Where do they foresee that going and I know that might not have been in the original land use map, but we do need to consider where we would put more multi families.
  - Community and Economic Development Director Matthew Schmitz replied so I brought that up during the meeting and asked that question of them after they made the motion to approve this as it is stated. The viewpoint I got from the Vice Chair was that they would rather see or believe multi family would make more sense on the southern end along K-7 somewhere. Just because that's, they feel like that is where it would be best suited.
    - Mayor McNeill asked so are they going to identify some areas out there in the future.
      - Community and Economic Development Director Matthew Schmitz responded we can. I was going to ask, hopefully with Tim's blessing, if we want to do some sort of joint work session between the Council and Planning Commission so that we can look at those areas and try to get a consensus between both bodies on what makes sense. So that we can make one more modification of this and hopefully have it laid out well for everybody.
        - Councilmember Studnicka replied that makes sense. I think that makes sense.
          - Mayor McNeill stated I think that would be a good idea.
            - Community and Economic Development Director Matthew Schmitz stated I will work with Tim on that then and the Planning Commission and we'll get something set up.

Councilmember Studnicka moved to accept the modifications to the Future Land Use Map and adopt Ordinance No. 1061. Councilmember Garvey seconded the motion. The motion was unanimously approved.

### **REPORTS:**

**City Attorney:** City Attorney Greg Robinson stated the lawsuit referring to drainage has been dismissed.

**City Administrator:** City Administrator Tim Vandall reported the Aetna health insurance renewal came back with a 6% increase which is approximately a \$20,000 increase.

- Councilmember Garvey asked if there had been any complaints about Aetna.
  - City Administrator Tim Vandall replied we were with a different provider the first few years he was here and there were several complaints but there really hasn't been with Aetna.

The Council agreed the 6% increase was acceptable since there hasn't been many complaints.

City Administrator Tim Vandall let the Council know there were old clay pipes installed in the West Kay, West Kansas, West Lois Street area near Towne Center back in the 1950's. Some of the sewer main is within 3 feet of existing homes so we had discussed creating an updated sewer system for max capacity at Towne Center. This would allow the area to already be updated if or when someone is ready to build at Towne Center. It would be similar to the one just finished in Mr. Trinkle's neighborhood. It's a type that wouldn't create debt and we could handle in house. Wastewater Utility Director Tony Zell will bring that forward at the next Council meeting or two.

**Governing Body:** Councilmember Majure thanked the three library volunteers. He also thanked Greg Kaaz for the presentation. He thanked Jason for the Master Plan discussion and said he knows his pet peeve with traffic at Bernard Park will sort out as it gets developed.

Councilmember Garvey stated he would like to have a work session about dog kennels and placement on properties. There was a dog kennel built in Rock Creek that he has some concerns about it. He knows there are no codes/regulations on it so they can do whatever they want.

- Community and Economic Development Director Matthew Schmitz stated there are no regulations that would prevent someone from putting a kennel near a fence. It's not right on the property line but is within 1-2 feet of the property line. If we want to review to modify those regulations or add regulations where kennels are allowed.
  - Mayor McNeil stated we can add it to a work session.

Councilmember Garvey asked about the status of the 4<sup>th</sup> of July fireworks.

- Community and Economic Development Director Matthew Schmitz replied one musician is signed and we are moving full steam ahead.
  - Councilmember Garvey asked if it was still planned to have it at Bernard Park.
    - Community and Economic Development Director Matthew Schmitz replied the only way we will do anything different is if it happens to rain.
      - Councilmember Garvey responded I just want to make sure we are enjoying our freedom with our firework display.

### **ADJOURNMENT:**

Councilmember Garvey moved to adjourn. Councilmember Brungardt seconded the motion. The motion was unanimously approved. The meeting was adjourned at 8:09 p.m.

**ATTEST:**

\_\_\_\_\_  
Mayor, Anthony R. McNeill

\_\_\_\_\_  
City Clerk, Sarah Bodensteiner, CMC

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## AGENDA ITEM

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TO: Tim Vandall, City Administrator  
FROM: Beth Sanford, Finance Director  
DATE: May 13, 2021  
SUBJECT: Approval of Audit Ending December 31, 2020

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Staff from the firm of Adams Brown Strategic Allies and CPAs performed an audit of the financial statements for the City of Lansing for the year ended December 31, 2020, which included a single audit of the federal funds received from the CARES Act.

Ms. Danielle Hollingshead, a Senior Audit Manager, and Ms. Jami Benyshek, a Manager for the firm, will present a brief overview of the audit and answer any questions.

Action:

Staff recommends a motion to approve the final audit for the City of Lansing for the year ended December 31, 2020.

May 20, 2021

AdamsBrown, LLC  
2006 Broadway Ave, Suite 2A  
Great Bend, KS 67530

This representation letter is provided in connection with your audit of the financial statements of City of Lansing, Kansas, which comprise the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information as of December 31, 2020, and the respective changes in financial position and, where applicable, cash flows for the year then ended, and the related notes to the financial statements (collectively, the “financial statements”), for the purpose of expressing opinions as to whether the financial statements are fairly presented, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

We confirm, to the best of our knowledge and belief, as of May 20, 2021, the following representations made to you during your audit.

#### **Financial Statements**

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated January 18, 2021, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria.
2. The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the government required by generally accepted accounting principles to be included in the financial reporting entity.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.
4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
5. Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
6. Related-party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with U.S. GAAP.

AdamsBrown, LLC  
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May 20, 2021

7. Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements or in the schedule of findings and questioned costs.
8. The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statement as a whole. A list of uncorrected misstatements is attached to the representation letter. In addition, you have proposed adjusting journal entries that have been posted to the City's accounts. We are in agreement with those adjustments.
9. The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
10. Guarantees, whether written or oral, under which the City is contingently liable, if any, have been properly recorded or disclosed.

#### **Information Provided**

11. We have provided you with:
  - a. Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records (including information obtained from outside of the general and subsidiary ledgers), documentation, and other matters and all audit or relevant monitoring reports, if any, received from funding sources.
  - b. Additional information that you have requested from us for the purpose of the audit.
  - c. Unrestricted access to persons within the City from whom you determined it necessary to obtain audit evidence.
  - d. Minutes of the meetings of the City Council or summaries of actions of recent meetings for which minutes have not yet been prepared.
12. All material transactions have been recorded in the accounting records and are reflected in the financial statements and the schedule of expenditures of federal awards.
13. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
14. We have no knowledge of any fraud or suspected fraud that affects the City and involves:
  - a. Management,
  - b. Employees who have significant roles in internal control, or
  - c. Others where the fraud could have a material effect on the financial statements.
15. We have no knowledge of any allegations of fraud or suspected fraud affecting the City's financial statements communicated by employees, former employees, regulators, or others.
16. We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.

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May 20, 2021

17. We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the **primary government** financial statements.
18. We have disclosed to you the identity of the City's related parties and all the related-party relationships and transactions of which we are aware, including any side agreements.

**Government – specific**

19. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
20. We have taken timely and appropriate steps to remedy fraud, noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that you have reported to us.
21. We have a process to track the status of audit findings and recommendations.
22. We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
23. We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.
24. The City has no plans or intentions that may materially affect the carrying value or classification of assets, deferred outflows of resources, liabilities, deferred inflows of resources, and fund balance or net position.
25. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts; legal and contractual provisions for reporting specific activities in separate funds.
26. We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.
27. We have identified and disclosed to you all instances that have occurred or are likely to have occurred of noncompliance with provisions of contracts and grant agreements that we believe have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
28. There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets except as noted in the audit report), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
29. As part of your audit, you assisted with preparation of the financial statements and related notes, schedule of expenditures of federal awards, and data collection form. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted

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responsibility for those financial statements and related notes, schedule of expenditures of federal awards, and data collection form.

30. The City has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
31. The City has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
32. The financial statements include all fiduciary activities required by GASBS No. 84.
33. The financial statements properly classify all funds and activities in accordance with GASBS No. 34, as amended and GASBS No. 84.
34. All funds that meet the quantitative criteria in GASBS Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
35. Investments are properly valued.
36. Components of net position (net investment in capital assets; restricted; and unrestricted) and classifications of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
37. Provisions for uncollectible receivables have been properly identified and recorded.
38. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
42. Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
43. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
44. Deposits and investment securities are properly classified as to risk and are properly disclosed.
45. Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.
46. We have appropriately disclosed the City's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
47. We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.
48. We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.

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49. With respect to the combining and individual fund financial statements and schedules:

- a. We acknowledge our responsibility for presenting the combining and individual fund financial statements and schedules in accordance with accounting principles generally accepted in the United States of America, and we believe the combining and individual fund financial statements and schedules, including their form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the combining and individual fund financial statements and schedules have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.
- b. If the combining and individual fund financial statements and schedules are not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditors' report thereon.

50. Expenditures of federal awards were below the \$750,000 threshold in each of the prior two audit periods.

51. With respect to federal award programs:

- a. We are responsible for understanding and complying with and have complied with the requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), including requirements relating to preparation of the schedule of expenditures of federal awards.
- b. We acknowledge our responsibility for preparing and presenting the schedule of expenditures of federal awards (SEFA) and related notes in accordance with the requirements of the Uniform Guidance, and we believe the SEFA, including its form and content, is fairly presented in accordance with the Uniform Guidance. The methods of measurement or presentation of the SEFA have not changed from those used in the prior period and we have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the SEFA.
- c. If the SEFA is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the SEFA no later than the date we issue the SEFA and the auditors' report thereon.
- d. We have identified and disclosed to you all of our government programs and related activities subject to the Uniform Guidance compliance audit, and have included in the SEFA, expenditures made during the audit period for all awards provided by federal agencies in the form of federal awards, federal cost-reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other direct assistance.
- e. We are responsible for understanding and complying with, and have complied with, the requirements of federal statutes, regulations, and the terms and conditions of federal awards related to each of our federal programs and have identified and disclosed to you the requirements of federal statutes, regulations, and the terms and conditions of federal awards that are considered to have a direct and material effect on each major program.
- f. We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance for federal programs that provides reasonable assurance that we are managing our federal awards in compliance with federal statutes, regulations, and the terms and



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May 20, 2021

conditions of federal awards that could have a material effect on our federal programs. We believe the internal control system is adequate and is functioning as intended.

- g. We have made available to you all federal awards (including amendments, if any) and any other correspondence with federal agencies or pass-through entities relevant to federal programs and related activities.
- h. We have received no requests from a federal agency to audit one or more specific programs as a major program.
- i. We have complied with the direct and material compliance requirements, including when applicable, those set forth in the *OMB Compliance Supplement*, relating to federal awards and confirm that there are no amounts questioned and no known noncompliance with the direct and material compliance requirements of federal awards.
- j. We have disclosed any communications from federal awarding agencies and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditors' report.
- k. We have disclosed to you the findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditors' report.
- l. Amounts claimed or used for matching were determined in accordance with relevant guidelines in OMB's Uniform Guidance (2 CFR part 200, subpart E) and OMB Circular A-87, *Cost Principles for State, Local, and Tribal Governments*, if applicable.
- m. We have disclosed to you our interpretation of compliance requirements that may have varying interpretations.
- n. We have made available to you all documentation related to compliance with the direct and material compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.
- o. We have disclosed to you the nature of any subsequent events that provide additional evidence about conditions that existed at the end of the reporting period affecting noncompliance during the reporting period.
- p. There are no such known instances of noncompliance with direct and material compliance requirements that occurred subsequent to the period covered by the auditors' report.
- q. No changes have been made in internal control over compliance or other factors that might significantly affect internal control, including any corrective action we have taken regarding significant deficiencies or material weaknesses in internal control over compliance, subsequent to the period covered by the auditors' report.
- r. Federal program financial reports and claims for advances and reimbursements are supported by the books and records from which the financial statements have been prepared.

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May 20, 2021

- s. The copies of federal program financial reports provided you are true copies of the reports submitted, or electronically transmitted, to the respective federal agency or pass-through entity, as applicable.
- t. We have charged costs to federal awards in accordance with applicable cost principles.
- u. We are responsible for and have accurately prepared the summary schedule of prior audit findings to include all findings required to be included by the Uniform Guidance, and we have provided you with all information on the status of the follow-up on prior audit findings by federal awarding agencies and pass-through entities, including all management decisions.
- v. We are responsible for and have ensured the reporting package does not contain protected personally identifiable information.
- w. We are responsible for and have accurately prepared the auditee section of the Data Collection Form as required by the Uniform Guidance.
- x. We are responsible for taking corrective action on each audit finding of the compliance audit and have developed a corrective action plan that meets the requirements of the Uniform Guidance.

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Signed

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Signed



May 20, 2021

To the City Council  
**City of Lansing, Kansas**  
 Lansing, Kansas

## Governance Letter

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of **City of Lansing, Kansas** for the year ended December 31, 2020. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards* and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated January 18, 2021. Professional standards also require that we communicate to you the following information related to our audit.

## Significant Audit Findings

### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by **City of Lansing, Kansas** are described in Note 1 to the financial statements. As described in Note 1, in 2020, the City implemented GASB Statement No. 84, *Fiduciary Activities* and GASB Statement No. 88, *Certain Disclosures Related to Debt*. We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the City's financial statements were for estimated useful lives for depreciation expense, allowance for doubtful accounts on property taxes, deferred outflows of resources, accounts payable/encumbrances, deferred inflows of resources, net pension liability, and accrued paid leave.

The financial statement disclosures are neutral, consistent, and clear.

### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

**City of Lansing, Kansas**

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May 20, 2021

*Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. The attached schedule summarizes uncorrected misstatements of the financial statements. Management has determined that their effects are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. The attached schedule summarizes misstatements detected as a result of audit procedures and corrected by management.

*Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

*Management Representations*

We have requested certain representations from management that are included in the management representation letter dated May 20, 2021.

*Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

*Other Matters*

We applied certain limited procedures to the management's discussion and analysis, schedule of revenues, expenditures and changes in fund balance – budget and actual for major governmental funds, schedule of proportionate share of collective net pension liability, and the schedule of the City's contributions, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

**City of Lansing, Kansas**

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May 20, 2021

We were engaged to report on the combining and individual fund financial statements and schedules, which accompanies the financial statements but is not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

*Audit Recommendation*

We wish to communicate to the governing body a recommendation that we discussed with management to improve operational or administrative efficiencies and for improving internal control.

- GASB Statement 34 Implementation Guide states that bonds, notes and other long-term liabilities directly related to and expected to be paid from proprietary funds be included in the accounts of such funds. Due to this interpretation, we recommended that material adjustments be made between the governmental funds and proprietary funds for the movement of the debt and capital assets related to the wastewater fund. The budgeted transfers from the wastewater fund to the bond and interest fund also needed eliminated as the debt payments will show as directly paid from the wastewater fund.
- The Budgeting for Kansas Municipalities manual states that utility funds must be monitored annually to ensure expenditures do not exceed budgeted limits. If a utility fund is going to exceed its budget, a budget amendment must be made. This manual also dictates which funds must follow the encumbrance basis of accounting and which ones are exempt. We suggest that this manual be reviewed so that no violations occur in the future.

We have already discussed these items and suggestions with the appropriate personnel and assisted in implementing the recommendations.

This information is intended solely for the use of the City Council and management of **City of Lansing, Kansas** and is not intended to be, and should not be, used by anyone other than these specified parties.



**ADAMSBROWN, LLC**

Certified Public Accountants  
Great Bend, Kansas



## The City of Lansing

Finance Department  
www.lansingks.org

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### Corrective Action Plan

May 20, 2021

Department of the Treasury

City of Lansing, Kansas respectfully submits the following corrective action plan for the year ended December 31, 2020.

Name and address of independent public accounting firm:

AdamsBrown, LLC  
2006 Broadway Ave #2A  
Great Bend, KS 67530

Audit Period: January 01, 2020 - December 31, 2020

The findings from the December 31, 2020 schedule of findings and questioned costs are discussed below. The findings are numbered consistently with the numbers assigned in the schedule.

#### **FINDINGS – FINANCIAL STATEMENT AUDIT**

##### **2020-001 – SIGNIFICANT DEFICIENCY**

###### **Condition**

The City's utility accounts receivable subsidiary ledgers did not tie to the general ledger in the appropriate funds.

###### **Recommendation**

We recommend that the City review the excel spreadsheets for each utility accounts receivable account and make sure it agrees to what is posted in the general ledger after entries are completed. We also recommend reaching out to the utility software to see if automated entries can be made for assessing penalties and interest.

###### **Action Taken**

As of the date of this letter, there will be an annual adjusting entry made to report an allowance for doubtful accounts using percentages from the previous year's collections to estimate the amount that will be collectible.

##### **2020-002 – SIGNIFICANT DEFICIENCY**

###### **Condition**

During our audit, we discovered capital assets with an initial cost of greater than \$5,000 and a useful life of greater than three years that were expensed entirely in the year of purchase.

**City of Lansing, Kansas**  
**Corrective Action Plan**  
**Page 2**

**Recommendation**

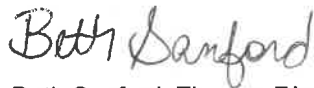
We recommend that when assets are purchased, they should be reviewed in accordance with the capitalization policy and recorded properly as either a capital asset to be depreciated or as an expense in the year of the purchase.

**Action Taken**

As of the date of this letter, the City has developed a spreadsheet to track purchases over \$5,000 (per the capital asset policy) in order to identify capital assets and record them properly.

If the Department of the Treasury has questions regarding this plan, please contact Beth Sanford at 913-727-2487 or [bsanford@lansingsks.org](mailto:bsanford@lansingsks.org).

Sincerely,

A handwritten signature in cursive script that reads "Beth Sanford".

Beth Sanford, Finance Director  
City of Lansing, Kansas

As management of the City of Lansing, we offer readers of the City's financial statements this narrative overview and analysis of the financial activities of the City of Lansing for the calendar year ended December 31, 2020.

### Financial Highlights

- Assets of the City of Lansing exceeded its liabilities at the close of the most recent calendar year by \$18,382,032.
- At the close of the current calendar year, the City of Lansing's governmental funds reported combined ending fund balances of \$5,867,396.
- At the end of the current calendar year, the unassigned fund balance for the general fund was \$3,048,303.
- The City's total long term-debt decreased by \$407,860 during the current calendar year.

### Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the City of Lansing's basic financial statements. The City of Lansing's basic financial statements comprise of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

**Government-wide financial statements.** The *government-wide financial statements* are designed to provide readers with a broad overview of the City of Lansing's finances, in a manner similar to a private-sector business.

The *statement of net position* presents information on all the City of Lansing's assets and liabilities, with the difference between the two reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City of Lansing is improving or deteriorating.

The *statement of activities* presents information showing how the City's net position changed during the most recent calendar year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

Government-wide financial statements distinguish functions of the City of Lansing that are principally supported by taxes and intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The governmental activities of the City of Lansing include general government, public safety, public works (roads, utilities and traffic controls), parks and recreation, library and employee benefits. The business-type activities of the City of Lansing include wastewater and solid waste activities. The City of Lansing has no component units, which are entities that are legally separate, but for which the City is financially accountable.

**Fund financial statements.** A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. City of Lansing, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All the funds of the City of Lansing can be divided into three categories: governmental funds, proprietary funds and fiduciary funds.



**CITY OF LANSING KANSAS**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**

**Governmental funds.** *Governmental funds* are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the calendar year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements.

By doing so, readers may better understand the long-term impact of the city's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The basic governmental funds financial statements can be found on pages 12 and 14 of this report. The City of Lansing adopts an annual appropriated budget for all governmental funds as required by state statute.

**Proprietary funds.** The City of Lansing maintains two proprietary funds. *Enterprise funds* are used to report the same functions presented as *business-type activities* in the government-wide financial statements. The City of Lansing uses enterprise funds to account for its Wastewater and Solid Waste activities. The basic proprietary fund financial statements can be found on pages 16-18 of this report.

**Fiduciary funds.** Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are *not* available to support the City of Lansing's own programs and therefore are not reflected in the government-wide financial statements. The accounting used for fiduciary funds is much like that used for proprietary funds. The basic fiduciary fund financial statements can be found on page 19 of this report.

### **Government-wide Financial Analysis**

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the City of Lansing, assets exceeded liabilities by \$18,382,032 at the close of 2020.

By far, the largest portion of the City of Lansing's net position reflects its investment in capital assets (e.g., land, buildings, machinery, equipment, and infrastructure), less any related debt used to acquire those assets that are still outstanding. The City of Lansing used these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the City of Lansing's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other resources, since the capital assets themselves cannot be used to liquidate these liabilities.

**CITY OF LANSING, KANSAS**  
MANAGEMENT'S DISCUSSION AND ANALYSIS

**CITY OF LANSING CONDENSED NET POSITION**  
December 31, 2020

	Governmental Activities	Business-Type Activities	<b>Total 2020</b>	Total 2019
<b>Assets</b>				
Current and Other Assets	\$ 12,007,636	2,788,953	<b>14,796,589</b>	13,217,142
Capital Assets, Net of Depreciation	20,326,581	17,575,167	<b>37,901,748</b>	37,578,444
<b>Total Assets</b>	<u>32,334,217</u>	<u>20,364,120</u>	<u><b>52,698,337</b></u>	<u>50,795,586</u>
<b>Deferred Outflows of Resources</b>	<u>1,250,245</u>	<u>89,388</u>	<u><b>1,339,633</b></u>	<u>790,946</u>
<b>Liabilities</b>				
Current and Other Liabilities	399,454	203,405	<b>602,859</b>	1,037,936
Long-Term Liabilities	19,483,592	11,696,474	<b>31,180,066</b>	30,697,298
<b>Total Liabilities</b>	<u>19,883,046</u>	<u>11,899,879</u>	<u><b>31,782,925</b></u>	<u>31,735,234</u>
<b>Deferred Inflows of Resources</b>	<u>3,866,171</u>	<u>6,842</u>	<u><b>3,873,013</b></u>	<u>3,685,712</u>
<b>Net Position</b>				
Net Investment in Capital Assets	7,435,248	6,181,034	<b>13,616,282</b>	10,694,687
Restricted for Expendable - Debt Service	91,434	-	<b>91,434</b>	301,632
Unrestricted	2,308,563	2,365,753	<b>4,674,316</b>	5,169,267
<b>Total Net Position</b>	<u>\$ 9,835,245</u>	<u>8,546,787</u>	<u><b>18,382,032</b></u>	<u>16,165,586</u>

A portion of the City of Lansing's net assets \$91,434 represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net assets \$4,674,316 may be used to meet the government's ongoing obligations to citizens and creditors.

At the end of the current calendar year, the City of Lansing can report positive balances in all three categories of net assets for the government as a whole.

Agenda Item 2.  
**CITY OF LANSING KANSAS**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**

**CITY OF LANSING CONDENSED STATEMENT OF ACTIVITIES**  
**December 31, 2020**

Functions/Programs	Expenses	Program Revenues		Net (Expenses) Revenues and Change in Net Position		Totals	
		Charges For Services	Operating Grants and Contributions	Governmental Activities	Business-Type Activities	2020	2019
<b>Governmental Activities</b>							
General Government	\$ (2,245,196)	451,781	1,615,003	(178,412)	-	(178,412)	(1,230,354)
Public Safety	(2,118,519)	6,102	-	(2,112,417)	-	(2,112,417)	(2,010,939)
Public Works	(2,551,382)	67,793	211,864	(2,271,725)	-	(2,271,725)	(2,886,153)
Library	(314,352)	4,742	7,057	(302,553)	-	(302,553)	(298,769)
Culture and Recreation	(902,266)	9,527	-	(892,739)	-	(892,739)	(883,374)
Small Business Grants	(220,000)	-	220,000	-	-	-	-
Interest	(449,617)	-	-	(449,617)	-	(449,617)	(825,252)
<b>Total Governmental Activities</b>	<b>(8,801,332)</b>	<b>539,945</b>	<b>2,053,924</b>	<b>(6,207,463)</b>	<b>-</b>	<b>(6,207,463)</b>	<b>(8,134,841)</b>
<b>Business-Type Activities</b>							
Sewer Utility	(2,931,999)	3,027,714	-	-	95,715	95,715	852,798
Refuse Utility	(597,067)	475,350	-	-	(121,717)	(121,717)	39,997
<b>Total Business-Type Activities</b>	<b>(3,529,066)</b>	<b>3,503,064</b>	<b>-</b>	<b>-</b>	<b>(26,002)</b>	<b>(26,002)</b>	<b>892,795</b>
<b>Total</b>	<b>\$ (12,330,398)</b>	<b>4,043,009</b>	<b>2,053,924</b>	<b>(6,207,463)</b>	<b>(26,002)</b>	<b>(6,233,465)</b>	<b>(7,242,046)</b>
<b>General Revenues and Transfers</b>							
Property Tax				\$ 4,174,186	-	4,174,186	3,844,042
Sales Tax				2,810,259	-	2,810,259	2,544,794
Franchise Tax				654,021	-	654,021	655,438
Motor Fuel Tax				460,657	-	460,657	713,165
Alcoholic Beverage Tax				48,926	-	48,926	54,486
Transient Guest Tax				135,739	-	135,739	189,540
Use of Money or Property				5,798	7,574	13,372	62,524
Costs of Issuance				(55,262)	(52,215)	(107,477)	(66,208)
Gain (Loss) on Sale of Assets				24,108	-	24,108	67,675
Transfers				(1,991,558)	1,991,558	-	-
<b>Total General Revenues and Transfers</b>				<b>6,266,874</b>	<b>1,946,917</b>	<b>8,213,791</b>	<b>8,065,456</b>
<b>Change in Net Position</b>				<b>59,411</b>	<b>1,920,915</b>	<b>1,980,326</b>	<b>823,410</b>
<b>Net Position - Beginning of Year</b>				<b>2,962,934</b>	<b>13,202,652</b>	<b>16,165,586</b>	<b>16,121,121</b>
<b>Prior Period Restatement</b>				<b>6,812,900</b>	<b>(6,576,780)</b>	<b>236,120</b>	<b>(778,945)</b>
<b>Net Position - End of Year</b>				<b>\$ 9,835,245</b>	<b>8,546,787</b>	<b>18,382,032</b>	<b>16,165,586</b>

As further explained in Note 13, the financial statements have been restated to accurately reflect the General Obligation Bonds for various sewer projects in the Wastewater Fund that was previously recorded in the Bond and Interest Fund and the related capital assets that were previously recorded in the governmental activities' assets. Additionally, a restatement was necessary to expense costs that were erroneously included in the construction process.

### Financial Analysis of the Government's Funds

As noted earlier, the City of Lansing uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

**Governmental funds.** The financial reporting focus of the City of Lansing's *governmental funds* is to provide information on near-term inflows, outflows, and balances of *spendable* resources. Such information may be useful in assessing the City of Lansing's financing requirements. In particular, *unreserved fund balance* may serve as useful measure of a government's net resources available for spending at the end of the calendar year.

As of the end of the current calendar year, the City of Lansing's governmental funds reported combined ending fund balances of \$5,867,396. Of this total amount \$5,736,921 constitutes the portion of the fund balance which is available to meet the future financial needs of the City. The remainder of the fund balance is nonspendable to indicate that it is not available for new spending because it has already been expended.

The general fund is the chief operating fund of the City of Lansing. At the end of the current calendar year, unassigned fund balance of the general fund was \$2,917,828. The City of Lansing's general fund balance increased by \$885,363 during the current calendar year.

**Proprietary funds.** The City of Lansing's proprietary fund provides the same type of information found in the government-wide financial statements, but in more detail. The ending net assets for the proprietary funds were \$8,546,787, a net decrease of \$4,655,865.

The unrestricted net assets of the two enterprise funds totaled \$2,365,753.

### General Fund Budgetary Highlights

The City continues to develop long term strategies to manage debt, while limiting the fiscal burden on the citizens of Lansing. Management is watching the City's debt load to ensure that future revenues will be sufficient to retire the debt without jeopardizing essential City services.

Revenues for the general fund operations were more than estimated by \$1,576,474, and departmental expenditures on the budgetary basis were less than appropriated amounts by \$994,652.

Transfers out of the general fund totaled \$1,194,000 for the year ended December 31, 2020 (see Statement of Revenues, Expenditures and Change in Fund Balances on page 14 of this report).

Revenues from ad valorem taxes represented the largest general fund revenue source with collections totaling \$2.54 million or 34% of all general fund revenues. At \$2.30 million or 30% of all general fund revenue collected, current year retail sales and use taxes represent the second largest revenue source for the general fund. The Mill Levy decreased by .001 mills in 2020, to 41.555 mills.

### Enterprise Operations

The City's enterprise operations consist of two separately accounted for operations which are administered by two different departments: Finance and Wastewater. Operating revenues for the City's combined enterprise operations *decreased* by \$138,510.

### Capital Asset and Debt Administration

**Capital assets.** The City of Lansing's investment in capital assets for its governmental and business type activities as of December 31, 2020 amount to \$37,901,748 (net of accumulated depreciation). This investment in capital assets includes land, land improvements, buildings, machinery and equipment, park and municipal facilities, roads, highways and sidewalks. The total increase in the City of Lansing's investment in capital assets for the current calendar year was \$323,304. Details of the City of Lansing's capital assets are continued in Note 3 to financial statements on pages 28-29.

**Long-term debt.** At the end of the current calendar year, the City of Lansing had total bonded debt outstanding of \$26,648,976, which comprises debt backed by the full faith and credit of the City. (More detailed information about the agency's long-term liabilities is presented in Note 6 to the financial statement on pages 29-31).

The City of Lansing's total debt decreased by 1.53% during the current year.

During the current year, the City of Lansing issued general obligation refunding debt in the principal amount of \$4,180,000 to advance refund prior years' general obligation debt.

The City Council authorized the issuance of temporary notes Series 2020-1 in the amount of \$2,210,000 for the purchase of Towne Centre. The notes mature on September 1, 2024, at which time they will be either repaid or financed via general obligation debt.

**CITY OF LANSING, KANSAS**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**

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**Economic Factors and Next Year's Budgets and Rates**

The local economy of City of Lansing is showing improvement from prior years. There has been moderate growth in sales tax revenues. The city continues to limit expenditures to ensure long-term financial sustainability. The assessed valuation is not estimated to change significantly for 2021. Prior year trends indicate that valuations will increase between 1% and 3%.

In adopting the budget for the ensuing calendar year 2021, City officials considered many factors in making judgments and estimates about the finances of the upcoming year. The biggest consideration was the impact of COVID-19 on revenues such as sales and use tax. Thus, City officials were extremely conservative.

Upcoming and current capital projects scheduled are:

- Street, Sidewalk and Drainage Projects
- Parks Phase I Design
- K7 & Eisenhower Intersection
- Development in Towne Centre

The primary objective of the Council was to continue to provide basic City services to the citizens, while attempting to keep the property tax rate substantially the same. The City's Mill Levy rate of 41.555 in 2020 remained unchanged for 2021.

**Requests for Information**

This financial report is designed to provide a general overview of the City of Lansing's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report, or requests for additional financial information should be addressed to the Finance Department, 800 1<sup>st</sup> Terrace, Lansing, Kansas 66043.

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**Beth Sandford**  
 Finance Director  
 City of Lansing, Kansas

**CITY OF LANSING, KANSAS**

Financial Statements With Independent Auditors' Report

For the Year Ended December 31, 2020

**CITY OF LANSING, KANSAS**  
Financial Statements With Independent Auditors' Report  
For the Year Ended December 31, 2020

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**CITY OF LANSING, KANSAS**  
Financial Statements With Independent Auditors' Report  
For the Year Ended December 31, 2020

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## INDEPENDENT AUDITORS' REPORT

To the Mayor and City Council  
**City of Lansing, Kansas**  
Lansing, Kansas

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of **City of Lansing, Kansas** as of and for the year ended December 31, 2020, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the *Kansas Municipal Audit and Accounting Guide*, and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## City of Lansing, Kansas

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### Summary of Opinions

<u>Opinion Unit</u>	<u>Type of Opinion</u>
Governmental Activities	Qualified
Business-Type Activities	Qualified
Each Major Fund	Unmodified
Aggregate Remaining Fund Information	Unmodified

### Basis for Qualified Opinion on Governmental Activities and Business-Type Activities

The financial statements do not include the required annual cost and long-term obligations of the City's other postemployment benefits as required by Governmental Auditing Standards Board Statements Number 75. Accounting principles generally accepted in the United States of America require the financial data for these other postemployment benefits be reported in the basic financial statements. Because of this departure from accounting principles generally accepted in the United States of America, the assets, liabilities and net position of the basic financial statements are not reasonably determinable and are presumed to be material.

### Qualified Opinion

In our opinion, based on our audit report, except for the effects of the matter described in the "Basis for Qualified Opinion on Governmental Activities and Business-Type Activities" paragraph, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and business-type activities of **City of Lansing, Kansas** as of December 31, 2020, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### Unmodified Opinions

In our opinion, based on our audit report, the financial statements referred to above present fairly, in all material respects, the respective financial position of each major fund and the aggregate remaining fund information of **City of Lansing, Kansas** as of December 31, 2020, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### Other Matters

#### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and required supplementary information listed in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

**City of Lansing, Kansas**

Page 3

*Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise **City of Lansing, Kansas**' basic financial statements. The combining and individual fund financial statements and schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements. The schedule of expenditures of federal awards is presented for purposes of additional analysis as required by Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and is not a required part of the basic financial statements.

The combining and individual fund financial statements and schedules and the schedule of expenditures of federal awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, except for the effects on the supplementary information of the qualified opinion on the basic financial statements as explained in the "Basis for Qualified Opinion" paragraph, the combining and individual fund financial statements and schedules and schedule of expenditures of federal awards are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated May 20, 2021 on our consideration of **City of Lansing, Kansas**' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of **City of Lansing, Kansas**' internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering **City of Lansing, Kansas**' internal control over financial reporting and compliance.



**ADAMSBROWN, LLC**

Certified Public Accountants  
Great Bend, Kansas

May 20, 2021

As management of the City of Lansing, we offer readers of the City's financial statements this narrative overview and analysis of the financial activities of the City of Lansing for the calendar year ended December 31, 2020.

### Financial Highlights

- Assets of the City of Lansing exceeded its liabilities at the close of the most recent calendar year by \$18,382,032.
- At the close of the current calendar year, the City of Lansing's governmental funds reported combined ending fund balances of \$5,867,395.
- At the end of the current calendar year, the unassigned fund balance for the general fund was \$3,048,303.
- The City's total term-debt decreased by \$407,860 during the current calendar year.

### Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the City of Lansing's basic financial statements. The City of Lansing's basic financial statements comprise of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

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Both government-wide financial statements distinguish functions of the City of Lansing that are principally supported by taxes and intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The governmental activities of the City of Lansing include general government, public safety, public works (roads, utilities and traffic controls), parks and recreation, library and employee benefits. The business-type activities of the City of Lansing include wastewater and solid waste activities. The City of Lansing has no component units, which are entities that are legally separate, but for which the City is financially accountable.

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**CITY OF LANSING KANSAS**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**

**Governmental funds.** *Governmental funds* are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the calendar year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements.

By doing so, readers may better understand the long-term impact of the city's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The basic governmental funds financial statements can be found on pages 12 and 14 of this report. The City of Lansing adopts an annual appropriated budget for all governmental funds as required by state statute.

**Proprietary funds.** The City of Lansing maintains two proprietary funds. *Enterprise funds* are used to report the same functions presented as *business-type activities* in the government-wide financial statements. The City of Lansing uses enterprise funds to account for its Wastewater and Solid Waste activities.

Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. The proprietary fund financial statements provide separate information for the Wastewater Fund and other proprietary funds, namely, Solid Waste activities, which is not considered to be a major fund of the City. The basic proprietary fund financial statements can be found on pages 16-18 of this report.

**Fiduciary funds.** Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are *not* available to support the City of Lansing's own programs and therefore are not reflected in the government-wide financial statements. The accounting used for fiduciary funds is much like that used for proprietary funds. The basic fiduciary fund financial statements can be found on page 19 of this report.

### **Government-wide Financial Analysis**

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the City of Lansing, assets exceeded liabilities by \$18,382,032 at the close of 2020.

By far, the largest portion of the City of Lansing's net position reflects its investment in capital assets (e.g., land, buildings, machinery, equipment, and infrastructure), less any related debt used to acquire those assets that are still outstanding. The City of Lansing used these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the City of Lansing's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other resources, since the capital assets themselves cannot be used to liquidate these liabilities.

**CITY OF LANSING KANSAS**  
MANAGEMENT'S DISCUSSION AND ANALYSIS

**CITY OF LANSING CONDENSED NET POSITION**  
December 31, 2020

	Governmental Activities 2020	Business-type Activities 2020	Total 2020
Current & other assets	\$13,257,881	\$ 2,878,341	\$16,136,221
Capital assets	20,326,581	17,575,167	37,901,748
Total assets	33,584,462	20,453,508	54,037,969
Long-term liabilities outstanding	18,085,450	10,402,407	28,487,857
Current & other liabilities	5,663,767	1,504,314	7,168,080
Total liabilities	23,749,217	11,906,721	35,655,937
Net position			
Invested in capital assets, net of related debt	7,435,248	6,181,034	13,616,282
Restricted	91,434	-0-	91,434
Unrestricted	2,308,563	2,365,753	4,674,316
Total Net Position	\$ 9,835,245	\$ 8,546,787	\$ 18,382,032

A portion of the City of Lansing's net assets \$91,434 represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net assets \$4,674,316 may be used to meet the government's ongoing obligations to citizens and creditors.

At the end of the current calendar year, the City of Lansing can report positive balances in all three categories of net assets for the government as a whole.

CITY OF LANSING KANSAS  
MANAGEMENT'S DISCUSSION AND ANALYSIS

CITY OF LANSING CONDENSED STATEMENT OF ACTIVITIES  
December 31, 2020

Functions/Programs	Expenses	Program Revenues		Net (Expenses) Revenues and Change in Net Position		Totals	
		Charges For Services	Operating Grants and Contributions	Governmental Activities	Business-Type Activities	2020	2019
<b>Governmental Activities</b>							
General Government	\$ (2,245,196)	451,781	1,615,003	(178,412)	-	(178,412)	(1,230,354)
Public Safety	(2,118,519)	6,102	-	(2,112,417)	-	(2,112,417)	(2,010,939)
Public Works	(2,551,382)	67,793	211,864	(2,271,725)	-	(2,271,725)	(2,886,153)
Library	(314,352)	4,742	7,057	(302,553)	-	(302,553)	(298,769)
Culture and Recreation	(902,266)	9,527	-	(892,739)	-	(892,739)	(883,374)
Small Business Grants	(220,000)	-	220,000	-	-	-	-
Interest	(449,617)	-	-	(449,617)	-	(449,617)	(825,252)
<b>Total Governmental Activities</b>	<b>(8,801,332)</b>	<b>539,945</b>	<b>2,053,924</b>	<b>(6,207,463)</b>	<b>-</b>	<b>(6,207,463)</b>	<b>(8,134,841)</b>
<b>Business-Type Activities</b>							
Sewer Utility	(2,931,999)	3,027,714	-	-	95,715	95,715	852,798
Refuse Utility	(597,067)	475,350	-	-	(121,717)	(121,717)	39,997
<b>Total Business-Type Activities</b>	<b>(3,529,066)</b>	<b>3,503,064</b>	<b>-</b>	<b>-</b>	<b>(26,002)</b>	<b>(26,002)</b>	<b>892,795</b>
<b>Total</b>	<b>\$ (12,330,398)</b>	<b>4,043,009</b>	<b>2,053,924</b>	<b>(6,207,463)</b>	<b>(26,002)</b>	<b>(6,233,465)</b>	<b>(7,242,046)</b>
<b>General Revenues and Transfers</b>							
Property Tax	\$	4,174,186	-	4,174,186	-	4,174,186	3,844,042
Sales Tax		2,810,259	-	2,810,259	-	2,810,259	2,544,794
Franchise Tax		654,021	-	654,021	-	654,021	655,438
Motor Fuel Tax		460,657	-	460,657	-	460,657	713,165
Alcoholic Beverage Tax		48,926	-	48,926	-	48,926	54,486
Transient Guest Tax		135,739	-	135,739	-	135,739	189,540
Use of Money or Property		5,798	7,574	13,372	-	13,372	62,524
Costs of Issuance		(55,262)	(52,215)	(107,477)	-	(107,477)	(66,208)
Gain (Loss) on Sale of Assets		24,108	-	24,108	-	24,108	67,675
Transfers		(1,991,558)	1,991,558	-	-	-	-
<b>Total General Revenues and Transfers</b>		<b>6,266,874</b>	<b>1,946,917</b>	<b>8,213,791</b>	<b>1,946,917</b>	<b>8,213,791</b>	<b>8,065,456</b>
<b>Change in Net Position</b>		<b>59,411</b>	<b>1,920,915</b>	<b>1,980,326</b>	<b>1,980,326</b>	<b>1,980,326</b>	<b>823,410</b>
<b>Net Position - Beginning of Year</b>		<b>2,962,934</b>	<b>13,202,652</b>	<b>16,165,586</b>	<b>16,165,586</b>	<b>16,165,586</b>	<b>16,121,121</b>
<b>Prior Period Restatement</b>		<b>6,812,900</b>	<b>(6,576,780)</b>	<b>236,120</b>	<b>236,120</b>	<b>236,120</b>	<b>(778,945)</b>
<b>Net Position - End of Year</b>	<b>\$</b>	<b>9,835,245</b>	<b>8,546,787</b>	<b>18,382,032</b>	<b>18,382,032</b>	<b>18,382,032</b>	<b>16,165,586</b>

As further explained in Note 13, the financial statements have been restated to accurately reflect the General Obligation Bonds for various sewer projects in the Wastewater Fund that was previously recorded in the Bond and Interest Fund and the related capital assets that were previously recorded in the governmental activities' assets. Additionally, a restatement was necessary to expense costs that were erroneously included in the construction process.

### Financial Analysis of the Government's Funds

As noted earlier, the City of Lansing uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

**Governmental funds.** The financial reporting focus of the City of Lansing's *governmental funds* is to provide information on near-term inflows, outflows, and balances of *spendable* resources. Such information may be useful in assessing the City of Lansing's financing requirements. In particular, *unreserved fund balance* may serve as useful measure of a government's net resources available for spending at the end of the calendar year.

As of the end of the current calendar year, the City of Lansing's governmental funds reported combined ending fund balances of \$5,867,396. Of this total amount \$5,736,921 constitutes the portion of the fund balance which is available to meet the future financial needs of the City. The remainder of the fund balance is nonspendable to indicate that it is not available for new spending because it has already been expended.

The general fund is the chief operating fund of the City of Lansing. At the end of the current calendar year, unassigned fund balance of the general fund was \$2,917,828. The City of Lansing's general fund balance increased by \$885,363 during the current calendar year.

**Proprietary funds.** The City of Lansing's proprietary fund provides the same type of information found in the government-wide financial statements, but in more detail. The ending net assets for the proprietary funds were \$8,546,787, a net decrease of \$4,655,865.

The unrestricted net assets of the two enterprise funds totaled \$2,365,753.

### General Fund Budgetary Highlights

The City continues to develop long term strategies to manage debt, while limiting the fiscal burden on the citizens of Lansing. Management is watching the City's debt load to ensure that future revenues will be sufficient to retire the debt without jeopardizing essential City services.

Revenues for the general fund operations were more than estimated by \$1,576,474, and departmental expenditures on the budgetary basis were less than appropriated amounts by \$994,652.

Transfers out of the general fund totaled \$1,194,000 for the year ended December 31, 2020 (see Statement of Revenues, Expenditures and Change in Fund Balances on page 14 of this report).

Revenues from ad valorem taxes represented the largest general fund revenue source with collections totaling \$2.54 million or 34% of all general fund revenues. At \$2.30 million or 30% of all general fund revenue collected, current year retail sales and use taxes represent the second largest revenue source for the general fund. The Mill Levy decreased by .001 mills in 2020, to 41.555 mills.

### Enterprise Operations

The City's enterprise operations consist of two separately accounted for operations which are administered by two different departments: Finance and Wastewater. Operating revenues for the City's combined enterprise operations *decreased* by \$138,510.

### Capital Asset and Debt Administration

**Capital assets.** The City of Lansing's investment in capital assets for its governmental and business type activities as of December 31, 2020 amount to \$37,901,748 (net of accumulated depreciation). This investment in capital assets includes land, land improvements, buildings, machinery and equipment, park and municipal facilities, roads, highways and sidewalks. The total increase in the City of Lansing's investment in capital assets for the current calendar year was \$323,304. Details of the City of Lansing's capital assets are continued in Note 3 to financial statements on pages 28-29.

**Long-term debt.** At the end of the current calendar year, the City of Lansing had total bonded debt outstanding of \$26,648,976, which comprises debt backed by the full faith and credit of the City. (More detailed information about the agency's long-term liabilities is presented in Note 6 to the financial statement on pages 29-31).

The City of Lansing's total debt decreased by 1.53% during the current year.

During the current year, the City of Lansing issued general obligation refunding debt in the principal amount of \$4,180,000 to advance refund prior years' general obligation debt.

The City Council authorized the issuance of temporary notes Series 2020-1 in the amount of \$2,210,000 for the purchase of Towne Centre. The notes mature on September 1, 2024, at which time they will be either repaid or financed via general obligation debt.



**CITY OF LANSING, KANSAS**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**

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**Economic Factors and Next Year's Budgets and Rates**

The local economy of City of Lansing is showing improvement from prior years. There has been moderate growth in sales tax revenues. The city continues to limit expenditures to ensure long-term financial sustainability. The assessed valuation is not estimated to change significantly for 2021. Prior year trends indicate that valuations will increase between 1% and 3%.

In adopting the budget for the ensuing calendar year 2021, City officials considered many factors in making judgments and estimates about the finances of the upcoming year. The biggest consideration was the impact of COVID-19 on revenues such as sales and use tax. Thus, City officials were extremely conservative.

Upcoming and current capital projects scheduled are:

- Street, Sidewalk and Drainage Projects
- Parks Phase I Design
- K7 & Eisenhower Intersection
- Development in Towne Centre

The primary objective of the Council was to continue to provide basic City services to the citizens, while attempting to keep the property tax rate substantially the same. The City's Mill Levy rate of 41.555 in 2020 remained unchanged for 2021.

**Requests for Information**

This financial report is designed to provide a general overview of the City of Lansing's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report, or requests for additional financial information should be addressed to the Finance Department, 800 1<sup>st</sup> Terrace, Lansing, Kansas 66043.

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**Beth Sandford**  
 Finance Director  
 City of Lansing, Kansas

**CITY OF LANSING, KANSAS**  
Statement of Net Position  
December 31, 2020  
(With Comparative Totals as of December 31, 2019)

<b><u>ASSETS AND DEFERRED OUTFLOWS OF RESOURCES</u></b>	Governmental Activities	Business-Type Activities	Totals	
			2020	2019
<b>Assets</b>				
Cash and Cash Equivalents	\$ 5,993,545	2,175,640	<b>8,169,184</b>	8,609,179
Receivables, Net of Allowance	3,732,851	608,247	<b>4,341,098</b>	4,590,560
Prepaid Expenses	130,475	5,066	<b>135,541</b>	17,403
Assets Held for Sale	2,150,765	-	<b>2,150,765</b>	-
Capital Assets				
Land	1,291,970	19,547	<b>1,311,517</b>	991,774
Depreciable Buildings, Property and Equipment, Net of Depreciation	18,968,330	17,520,155	<b>36,488,485</b>	29,949,797
Construction in Progress	-	35,465	<b>35,465</b>	6,636,873
Asset Not in Use	66,281	-	<b>66,281</b>	-
<b>Total Assets</b>	<b>32,334,217</b>	<b>20,364,120</b>	<b>52,698,336</b>	50,795,586
<b>Deferred Outflows of Resources</b>				
Pension Plan	1,250,245	89,388	<b>1,339,633</b>	790,946
<b>Total Assets and Deferred Outflows of Resources</b>	<b>33,584,462</b>	<b>20,453,508</b>	<b>54,037,969</b>	51,586,532
<b><u>LIABILITIES AND DEFERRED INFLOWS OF RESOURCES</u></b>				
<b>Liabilities</b>				
Accounts Payable	202,608	50,545	<b>253,153</b>	511,610
Customer Deposits	-	20,925	<b>20,925</b>	19,275
Accrued Interest Payable	142,830	99,790	<b>242,619</b>	288,946
Salaries and Wages Payable	54,016	32,145	<b>86,161</b>	218,105
Noncurrent Liabilities				
Net Pension Liability	4,228,749	302,341	<b>4,531,090</b>	3,640,462
Due Within One Year	1,398,142	1,294,067	<b>2,692,209</b>	2,678,584
Due in More Than One Year	13,856,701	10,100,066	<b>23,956,767</b>	24,378,252
<b>Total Liabilities</b>	<b>19,883,046</b>	<b>11,899,879</b>	<b>31,782,924</b>	31,735,234
<b>Deferred Inflows of Resources</b>				
Deferred Receivable - Property Taxes	3,732,851	-	<b>3,732,851</b>	3,531,495
Pension Plan	95,693	6,842	<b>102,535</b>	154,217
Early Debt Refunding	37,627	-	<b>37,627</b>	-
<b>Total Deferred Inflows of Resources</b>	<b>3,866,171</b>	<b>6,842</b>	<b>3,873,013</b>	3,685,712
<b>Total Liabilities and Deferred Inflows of Resources</b>	<b>23,749,217</b>	<b>11,906,721</b>	<b>35,655,937</b>	35,420,946
<b><u>NET POSITION</u></b>				
Net Investment in Capital Assets	7,435,248	6,181,034	<b>13,616,282</b>	10,694,687
Restricted for Expendable - Debt Service	91,434	-	<b>91,434</b>	301,632
Unrestricted	2,308,563	2,365,753	<b>4,674,316</b>	5,169,267
<b>Total Net Position</b>	<b>\$ 9,835,245</b>	<b>8,546,787</b>	<b>18,382,032</b>	16,165,586

Notes to the financial statements are an integral part of these statements.

**CITY OF LANSING, KANSAS**  
Statement of Activities  
For the Year Ended December 31, 2020  
(With Comparative Totals as of December 31, 2019)

		Program Revenues		Net (Expenses) Revenues and Change in Net Position		Totals	
		Charges For Services	Operating Grants and Contributions	Governmental Activities	Business-Type Activities	2020	2019
<b>Governmental Activities</b>							
General Government	\$	(2,245,196)	451,781	1,615,003	(178,412)	-	(178,412)
Public Safety		(2,118,519)	6,102	-	(2,112,417)	-	(2,112,417)
Public Works		(2,551,382)	67,793	211,864	(2,271,725)	-	(2,271,725)
Library		(314,352)	4,742	7,057	(302,553)	-	(302,553)
Culture and Recreation		(902,266)	9,527	-	(892,739)	-	(892,739)
Small Business Grants		(220,000)	-	220,000	-	-	-
Interest		(449,617)	-	-	(449,617)	-	(449,617)
<b>Total Governmental Activities</b>		<u>(8,801,332)</u>	<u>539,945</u>	<u>2,053,924</u>	<u>(6,207,463)</u>	<u>-</u>	<u>(6,207,463)</u>
<b>Business-Type Activities</b>							
Wastewater Utility		(2,931,999)	3,027,714	-	95,715	95,715	852,798
Solid Waste Utility		(597,067)	475,350	-	(121,717)	(121,717)	39,997
<b>Total Business-Type Activities</b>		<u>(3,529,066)</u>	<u>3,503,064</u>	<u>-</u>	<u>(26,002)</u>	<u>(26,002)</u>	<u>892,795</u>
<b>Total</b>	\$	<u>(12,330,398)</u>	<u>4,043,009</u>	<u>2,053,924</u>	<u>(6,207,463)</u>	<u>(26,002)</u>	<u>(6,233,465)</u>
<b>General Revenues and Transfers</b>							
Property Tax	\$			4,174,186	-	4,174,186	3,844,042
Sales Tax				2,810,259	-	2,810,259	2,544,794
Franchise Tax				654,021	-	654,021	655,438
Motor Fuel Tax				460,657	-	460,657	713,165
Alcoholic Beverage Tax				48,926	-	48,926	54,486
Transient Guest Tax				135,739	-	135,739	189,540
Use of Money or Property				5,798	7,574	13,372	62,524
Bond Costs of Issuance				(55,262)	(52,215)	(107,477)	(66,208)
Miscellaneous				24,108	-	24,108	67,675
Transfers				(1,991,558)	1,991,558	-	-
<b>Total General Revenues and Transfers</b>				<u>6,266,874</u>	<u>1,946,917</u>	<u>8,213,791</u>	<u>8,065,456</u>
<b>Change in Net Position</b>				59,411	1,920,915	1,980,326	823,410
<b>Net Position - Beginning of Year</b>				2,962,934	13,202,652	16,165,586	16,121,121
<b>Prior Period Restatement</b>				6,812,900	(6,576,780)	236,120	(778,945)
<b>Net Position - End of Year</b>	\$			<u>9,835,245</u>	<u>8,546,787</u>	<u>18,382,032</u>	<u>16,165,586</u>

The notes to the financial statements are an integral part of these statements.

CITY OF LANSING, KANSAS

Balance Sheet

Governmental Funds

December 31, 2020

(With Comparative Totals as of December 31, 2019)

	General Fund	Bond and Interest Fund	Town Centre Fund	Other Governmental Funds	Totals	
					2020	2019
<b><u>ASSETS</u></b>						
<b>Assets</b>						
Cash and Cash Equivalents	\$ 3,149,631	91,434	22,323	2,730,157	<b>5,993,545</b>	6,241,471
Property Taxes Receivable	2,381,912	1,049,744	-	301,195	<b>3,732,851</b>	3,531,495
Prepaid Expenses	130,475	-	-	-	<b>130,475</b>	17,403
<b>Total Assets</b>	<b>\$ 5,662,018</b>	<b>1,141,178</b>	<b>22,323</b>	<b>3,031,352</b>	<b>9,856,871</b>	9,790,369
<b><u>LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCE</u></b>						
<b>Liabilities</b>						
Accounts Payable	\$ 184,648	-	-	17,960	<b>202,608</b>	378,473
Salaries and Wages Payable	47,155	-	-	6,861	<b>54,016</b>	175,653
<b>Total Liabilities</b>	<b>231,803</b>	<b>-</b>	<b>-</b>	<b>24,821</b>	<b>256,624</b>	554,126
<b>Deferred Inflows of Resources</b>						
Deferred Receivable - Property Taxes	2,381,912	1,049,744	-	301,195	<b>3,732,851</b>	3,531,495
<b>Total Liabilities and Deferred Inflows of Resources</b>	<b>2,613,715</b>	<b>1,049,744</b>	<b>-</b>	<b>326,016</b>	<b>3,989,475</b>	4,085,621
<b>Fund Balance</b>						
Nonspendable	130,475	-	-	-	<b>130,475</b>	17,403
Restricted	-	91,434	22,323	1,710,996	<b>1,824,753</b>	2,779,156
Assigned	-	-	-	994,340	<b>994,340</b>	875,724
Unassigned	2,917,828	-	-	-	<b>2,917,828</b>	2,032,465
<b>Total Fund Balance</b>	<b>3,048,303</b>	<b>91,434</b>	<b>22,323</b>	<b>2,705,336</b>	<b>5,867,396</b>	5,704,748
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Balance</b>	<b>\$ 5,662,018</b>	<b>1,141,178</b>	<b>22,323</b>	<b>3,031,352</b>	<b>9,856,871</b>	9,790,369

The notes to the financial statements are an integral part of these statements.

**CITY OF LANSING, KANSAS**  
Reconciliation of the Statement of Net Position to the  
Balance Sheet for Governmental Funds  
December 31, 2020

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Fund balances of governmental funds from the balance sheet.	\$	5,867,396
<p>Amounts reported for governmental activities in the statement of net position differ from the fund balances of governmental funds on the preceding balance sheet as shown in the following reconciliation:</p>		
Capital assets and construction in process, net of depreciation, have not been included as financial resources in governmental fund activity on the balance sheet.		22,477,346
Long-term debt has not been included in the governmental funds activity on the balance sheet.		
General Obligation Bonds		(15,028,469)
Capital Leases		(13,629)
Compensated Absences		(212,745)
Net pension liability has not been included in the governmental fund activity on the balance sheet.		(4,228,749)
Deferred pension contributions and other resulting from the pension liability are recognized as deferred outflows and inflows on the balance sheet.		1,154,552
Early debt refunding has not been included in the governmental fund activity on the balance sheet.		(37,627)
Accrued interest payable for the current portion of interest due on bonds and capital leases has not been reported in the governmental funds on the balance sheet.		<u>(142,830)</u>
Net position of governmental activities as reported.	\$	<u><u>9,835,245</u></u>

The notes to the financial statements are an integral part of these statements.

**CITY OF LANSING, KANSAS**  
Statement of Revenues, Expenditures, and Changes in Fund Balance  
Governmental Funds  
December 31, 2020  
(With Comparative Totals for the Year Ended December 31, 2019)

	General Fund	Bond and Interest Fund	Town Centre Fund	Other Governmental Funds	Totals	
					2020	2019
<b>Revenues</b>						
Taxes	\$ 4,863,326	1,391,096	-	1,375,345	<b>7,629,767</b>	7,346,026
Intergovernmental	1,615,003	-	-	438,921	<b>2,053,924</b>	167,468
Licenses, Permits and Franchise Fees	764,893	-	-	-	<b>764,893</b>	748,386
Fines and Forfeitures	293,848	-	-	-	<b>293,848</b>	636,061
Interest	1,968	1,192	-	2,638	<b>5,798</b>	37,418
Other	38,992	-	-	121,157	<b>160,149</b>	203,969
<b>Total Revenues</b>	<b>7,578,030</b>	<b>1,392,288</b>	<b>-</b>	<b>1,938,061</b>	<b>10,908,379</b>	9,139,328
<b>Expenditures</b>						
General Government	1,842,870	-	2,150,765	177,540	<b>4,171,175</b>	2,112,058
Public Safety	2,150,651	-	-	16,018	<b>2,166,669</b>	2,030,544
Public Works	817,676	-	-	1,229,587	<b>2,047,263</b>	2,418,963
Culture and Recreation	636,898	-	-	334,595	<b>971,493</b>	1,144,411
Construction and Engineering	-	-	-	1,412,958	<b>1,412,958</b>	1,430,550
Debt Service	-	3,036,333	-	-	<b>3,036,333</b>	3,255,830
Small Business Grants	-	-	-	220,000	<b>220,000</b>	-
<b>Total Expenditures</b>	<b>5,448,095</b>	<b>3,036,333</b>	<b>2,150,765</b>	<b>3,390,698</b>	<b>14,025,891</b>	12,392,356
<b>Excess (Deficit) of Revenues Over Expenditures</b>	<b>2,129,935</b>	<b>(1,644,045)</b>	<b>(2,150,765)</b>	<b>(1,452,637)</b>	<b>(3,117,512)</b>	<b>(3,253,028)</b>
<b>Other Financing Sources (Uses)</b>						
Proceeds - General Obligation Bonds	-	1,000,000	-	-	<b>1,000,000</b>	2,065,000
Proceeds - Temporary Notes	-	-	2,210,000	-	<b>2,210,000</b>	-
Original Issue Premium	-	62,922	-	-	<b>62,922</b>	60,168
Bond Costs of Issuance	-	(18,350)	(36,912)	-	<b>(55,262)</b>	(66,208)
Transfers In	62,500	389,275	-	1,337,507	<b>1,789,282</b>	3,079,280
Transfers Out	(1,194,000)	-	-	(532,782)	<b>(1,726,782)</b>	(1,579,780)
<b>Net Other Financing Sources (Uses)</b>	<b>(1,131,500)</b>	<b>1,433,847</b>	<b>2,173,088</b>	<b>804,725</b>	<b>3,280,160</b>	3,558,460
<b>Net Change in Fund Balance</b>	<b>998,435</b>	<b>(210,198)</b>	<b>22,323</b>	<b>(647,912)</b>	<b>162,648</b>	305,432
<b>Fund Balance - Beginning of Year</b>	<b>2,049,868</b>	<b>301,632</b>	<b>-</b>	<b>3,353,248</b>	<b>5,704,748</b>	5,399,316
<b>Fund Balance - End of Year</b>	<b>\$ 3,048,303</b>	<b>91,434</b>	<b>22,323</b>	<b>2,705,336</b>	<b>5,867,396</b>	5,704,748

The notes to the financial statements are an integral part of these statements.

**CITY OF LANSING, KANSAS**  
Reconciliation of the Statement of Revenues,  
Expenditures, and Changes in Fund Balance of Governmental Funds  
to the Statement of Activities  
December 31, 2020

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Net change in fund balance - total governmental funds	\$	162,648
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Amounts reported for governmental activities in the statement of activities are different because of the following:

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets are allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlays (\$2,596,681) and change in construction in process (\$1,322,904) exceeded depreciation (\$1,041,376), transfers (\$2,054,058), and gain on sale of assets (\$817) in the current period.		823,334
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Long-term debt proceeds provide current financial resources to governmental funds, but issuing debt increases long-term liabilities in the statement of net position. Repayment of debt principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position. Bond proceeds were received (\$3,210,000), bond repayments were paid (\$2,575,000), and capital lease payments were made (\$3,905), which are recorded in the governmental funds as receipts and expenditures.		(631,095)
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The amortization of bond premiums and discounts affects long-term liabilities on the Statement of Net Position, but does not provide or consume current financial resources of the governmental		(2,835)
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Deferred refunding costs reduce current financial resources of governmental funds, but do not decrease long-term liabilities in the Statement of Net Position.		7,305
--	--	-------

An expense is recorded for pension liability when incurred. In the governmental funds, an expense is recorded when the benefits are paid.		(271,425)
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Accrued interest payable decreased from the prior year. This balance is not accounted for in the governmental funds. However, the changes are reflected in the statement of activities.		11,145
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An expense is recorded for compensated absences when incurred. In the governmental funds, an expense is recorded when the benefits are paid.		(39,666)
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Change in net position of governmental activities.	\$	59,411
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The notes to the financial statements are an integral part of these statements.

**CITY OF LANSING, KANSAS**  
Statement of Net Position  
Proprietary Funds  
December 31, 2020  
(With Comparative Totals as of December 31, 2019)

	<b>Business-Type Activities Enterprise Funds</b>		<b>Totals</b>	
	<b>Wastewater Fund</b>	<b>Solid Waste Fund</b>	<b>2020</b>	<b>2019</b>
<b><u>ASSETS AND DEFERRED OUTFLOWS OF RESOURCES</u></b>				
<b>Current Assets</b>				
Cash and Cash Equivalents	\$ 2,059,405	116,235	<b>2,175,640</b>	2,367,708
Receivables, Net of Allowance	521,155	87,092	<b>608,247</b>	1,059,065
Prepaid Expenses	5,066	-	<b>5,066</b>	-
<b>Total Current Assets</b>	<b>2,585,626</b>	<b>203,327</b>	<b>2,788,953</b>	<b>3,426,773</b>
<b>Noncurrent Assets</b>				
<b>Capital Assets</b>				
Land	19,547	-	<b>19,547</b>	-
Depreciable Buildings, Property, and Equipment, Net of Depreciation	17,520,155	-	<b>17,520,155</b>	10,171,704
Construction in Progress	35,465	-	<b>35,465</b>	-
<b>Total Noncurrent Assets</b>	<b>17,575,167</b>	<b>-</b>	<b>17,575,167</b>	<b>10,171,704</b>
<b>Deferred Outflows of Resources</b>				
Pension Plan	89,388	-	<b>89,388</b>	52,918
<b>Total Assets and Deferred Outflows of Resources</b>	<b>20,250,181</b>	<b>203,327</b>	<b>20,453,508</b>	<b>13,651,395</b>
<b><u>LIABILITIES AND DEFERRED INFLOWS OF RESOURCES</u></b>				
<b>Current Liabilities</b>				
Accounts Payable	4,176	46,369	<b>50,545</b>	133,137
Salaries and Wages Payable	32,145	-	<b>32,145</b>	42,452
Customer Deposits	20,925	-	<b>20,925</b>	19,275
Accrued Interest Payable	99,790	-	<b>99,790</b>	-
Current Portion of General Obligation Bonds Payable	1,294,067	-	<b>1,294,067</b>	-
<b>Total Current Liabilities</b>	<b>1,451,103</b>	<b>46,369</b>	<b>1,497,472</b>	<b>194,864</b>
<b>Noncurrent Liabilities</b>				
Net Pension Liability	302,341	-	<b>302,341</b>	243,561
General Obligation Bonds Payable	10,100,066	-	<b>10,100,066</b>	-
<b>Total Noncurrent Liabilities</b>	<b>10,402,407</b>	<b>-</b>	<b>10,402,407</b>	<b>243,561</b>
<b>Total Liabilities</b>	<b>11,853,510</b>	<b>46,369</b>	<b>11,899,879</b>	<b>438,425</b>
<b>Deferred Inflows of Resources</b>				
Pension Plan	6,842	-	<b>6,842</b>	10,318
<b>Total Liabilities and Deferred Inflows of Resources</b>	<b>11,860,352</b>	<b>46,369</b>	<b>11,906,721</b>	<b>448,743</b>
<b><u>NET POSITION</u></b>				
<b>Net Position</b>				
Invested in Capital Assets, Net of Related Debt	6,181,034	-	<b>6,181,034</b>	10,171,704
Unrestricted	2,208,795	156,958	<b>2,365,753</b>	3,030,948
<b>Total Net Position</b>	<b>\$ 8,389,829</b>	<b>156,958</b>	<b>8,546,787</b>	<b>13,202,652</b>

The notes to the financial statements are an integral part of these statements.



**CITY OF LANSING, KANSAS**  
Statement of Revenues, Expenses, and Changes in Net Position  
Proprietary Funds  
December 31, 2020  
(With Comparative Totals for the Year Ended December 31, 2019)

	<b>Business-Type Activities</b>		<b>Totals</b>	
	<b>Enterprise Funds</b>		<b>2020</b>	<b>2019</b>
	<b>Wastewater Fund</b>	<b>Solid Waste Fund</b>		
<b>Operating Revenue</b>				
Wastewater Service Charges	\$ 3,025,299	-	<b>3,025,299</b>	3,042,272
Solid Waste Service Charges	-	473,054	<b>473,054</b>	594,269
Other Income	2,415	2,296	<b>4,711</b>	5,033
<b>Total Operating Revenues</b>	<b>3,027,714</b>	<b>475,350</b>	<b>3,503,064</b>	<b>3,641,574</b>
<b>Operating Expenses</b>				
Salaries, Wages, and Benefits	431,178	-	<b>431,178</b>	422,667
Purchased Services	258,564	-	<b>258,564</b>	260,104
Commodities	36,907	-	<b>36,907</b>	25,571
Insurance	31,068	-	<b>31,068</b>	35,921
Sewer Maintenance	413,230	-	<b>413,230</b>	615,741
Waste Collection	-	553,826	<b>553,826</b>	539,597
Bad Debts	454,654	43,241	<b>497,895</b>	75,051
Depreciation and Amortization	985,917	-	<b>985,917</b>	774,127
<b>Total Operating Expenses</b>	<b>2,611,518</b>	<b>597,067</b>	<b>3,208,585</b>	<b>2,748,779</b>
<b>Net Operating Income</b>	<b>416,196</b>	<b>(121,717)</b>	<b>294,479</b>	<b>892,795</b>
<b>Nonoperating Revenues (Expenses)</b>				
Interest Income	7,306	268	<b>7,574</b>	25,106
Bond Issuance Costs	(52,215)	-	<b>(52,215)</b>	-
Bond Interest	(320,481)	-	<b>(320,481)</b>	-
Gain on Sale of Assets	-	-	<b>-</b>	45,500
<b>Total Nonoperating Revenues</b>	<b>(365,390)</b>	<b>268</b>	<b>(365,122)</b>	<b>70,606</b>
<b>Net Income Before Capital Contributions and Transfers</b>	<b>50,806</b>	<b>(121,449)</b>	<b>(70,643)</b>	<b>963,401</b>
<b>Capital Contributions and Transfers</b>				
Transfers Out	-	(62,500)	<b>(62,500)</b>	(1,499,500)
Contributed Capital	2,054,058	-	<b>2,054,058</b>	-
<b>Net Capital Contributions and Transfers</b>	<b>2,054,058</b>	<b>(62,500)</b>	<b>1,991,558</b>	<b>(1,499,500)</b>
<b>Change in Net Position</b>	<b>2,104,864</b>	<b>(183,949)</b>	<b>1,920,915</b>	<b>(536,099)</b>
<b>Net Position - Beginning of Year</b>	<b>12,861,745</b>	<b>340,907</b>	<b>13,202,652</b>	<b>13,738,751</b>
<b>Prior Period Restatement</b>	<b>(6,576,780)</b>	<b>-</b>	<b>(6,576,780)</b>	<b>-</b>
<b>Net Position - End of Year</b>	<b>\$ 8,389,829</b>	<b>156,958</b>	<b>8,546,787</b>	<b>13,202,652</b>

The notes to the financial statements are an integral part of these statements.

**CITY OF LANSING, KANSAS**

Statement of Cash Flows

Proprietary Funds

December 31, 2020

(With Comparative Totals as of December 31, 2019)

	<b>Business-type Activities</b>		<b>Totals</b>	
	<b>Enterprise Funds</b>		<b>2020</b>	<b>2019</b>
	<b>Wastewater Fund</b>	<b>Solid Waste Fund</b>		
<b>Cash Flows From Operating Activities</b>				
Receipts From Customers	\$ 2,860,177	561,409	<b>3,421,586</b>	3,418,127
Payments to Suppliers	(784,219)	(552,456)	<b>(1,336,675)</b>	(1,417,855)
Payments to Employees	(431,177)	-	<b>(431,177)</b>	(422,667)
<b>Net Cash Provided by Operating Activities</b>	<b>1,644,781</b>	<b>8,953</b>	<b>1,653,734</b>	<b>1,577,605</b>
<b>Cash Flows From Investing Activities</b>				
Interest on Investments and Deposits	7,306	268	<b>7,574</b>	25,106
<b>Cash Flows From Noncapital Financing Activities</b>				
Transfers to Other Funds	-	(62,500)	<b>(62,500)</b>	(1,499,500)
<b>Cash Flows From Capital and Related Financing Activities</b>				
Purchase and Construction of Capital Assets	(388,679)	-	<b>(388,679)</b>	(110,244)
Sale of Capital Assets	-	-	-	45,500
General Obligation Bond Proceeds	3,180,000	-	<b>3,180,000</b>	-
Principal Payments - General Obligation Bonds	(4,355,000)	-	<b>(4,355,000)</b>	-
Bond Refunding	135,599	-	<b>135,599</b>	-
Interest Payments	(362,796)	-	<b>(362,796)</b>	-
<b>Net Cash Used by Capital and Related Financing Activities</b>	<b>(1,790,876)</b>	<b>-</b>	<b>(1,790,876)</b>	<b>(64,744)</b>
<b>Net Increase (Decrease) in Cash</b>	<b>(138,789)</b>	<b>(53,279)</b>	<b>(192,068)</b>	<b>38,467</b>
<b>Cash - Beginning of Year</b>	<b>2,198,194</b>	<b>169,514</b>	<b>2,367,708</b>	<b>2,329,241</b>
<b>Cash - End of Year</b>	<b>\$ 2,059,405</b>	<b>116,235</b>	<b>2,175,640</b>	<b>2,367,708</b>
<b>Reconciliation of Net Operating Income to Net Cash Provided by Operating Activities</b>				
Net Operating Income	\$ 416,196	(121,717)	<b>294,479</b>	892,795
<b>Adjustments to Reconcile Net Operating Income to Net Cash Provided by Operating Activities</b>				
Depreciation and Amortization	985,917	-	<b>985,917</b>	774,127
(Increase) Decrease in Accounts Receivable	321,518	129,300	<b>450,818</b>	(145,885)
(Increase) Decrease in Prepaid Expenses	(5,065)	-	<b>(5,065)</b>	-
(Increase) Decrease in Deferred Outflows	(36,470)	-	<b>(36,470)</b>	(4,009)
Increase (Decrease) in Accounts Payable	(83,962)	1,370	<b>(82,592)</b>	46,513
Increase (Decrease) in Accrued Liabilities	(10,307)	-	<b>(10,307)</b>	2,359
Increase (Decrease) in Customer Deposits	1,650	-	<b>1,650</b>	(75)
Increase (Decrease) in Net Pension Liability	58,780	-	<b>58,780</b>	12,150
Increase (Decrease) in Deferred Inflows	(3,476)	-	<b>(3,476)</b>	(370)
<b>Net Cash Provided by Operating Activities</b>	<b>\$ 1,644,781</b>	<b>8,953</b>	<b>1,653,734</b>	<b>1,577,605</b>

The notes to the financial statements are an integral part of these statements.

**CITY OF LANSING, KANSAS**  
Statement of Fiduciary Net Position  
Combined Fiduciary Funds  
December 31, 2020  
(With Comparative Totals as of December 31, 2019)

	<u>2020</u>	<u>2019</u>
<b><u>ASSETS</u></b>		
Cash and Cash Equivalents	\$ <u>35,979</u>	<u>28,559</u>
<b><u>LIABILITIES</u></b>		
Due to Others	\$ 17,935	17,935
Bonds Posted Escrow	<u>18,044</u>	<u>10,624</u>
<b>Total Liabilities</b>	\$ <u>35,979</u>	<u>28,559</u>

**CITY OF LANSING, KANSAS**  
Statement of Changes in Fiduciary Net Position  
Combined Fiduciary Funds  
December 31, 2020  
(With Comparative Totals as of December 31, 2019)

	<u>2020</u>	<u>2019</u>
<b>Revenues</b>	\$ -	-
<b>Expenditures</b>	<u>-</u>	<u>-</u>
<b>Excess (Deficit) of Revenues Over Expenditures</b>	-	-
<b>Net Change in Fund Balance</b>	<u>-</u>	<u>-</u>
<b>Fund Balance - Beginning of Year</b>	\$ <u>-</u>	<u>-</u>

The notes to the financial statements are an integral part of these statements.

**CITY OF LANSING, KANSAS**  
Notes to Financial Statements  
December 31, 2020

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**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accounting and reporting policies of **City of Lansing, Kansas**, relating to the funds included in the accompanying financial statements, conform to generally accepted accounting principles applicable to state and local governments. Generally accepted accounting principles for local governments include those principles prescribed by the Governmental Accounting Standards Board (GASB), the American Institute of Certified Public Accountants in the publication entitled Audits of State and Local Governments (GASB 34 Edition), and by the Financial Accounting Standards Board, when applicable. The following is a summary of such significant policies.

**Financial Reporting Entity**

The City is a municipal corporation governed by an elected mayor and eight-member council. The City receives funding from local, state, and federal governmental sources and must comply with the requirements of these funding sources. The financial statements of the City consist of all the funds of the City and governmental entities that are considered to be controlled by or dependent on the City. Control or dependence is determined on the basis of budget adoption, taxing authority, funding, and appointment of the respective governing board. The City does not have a legally separate component unit.

**Use of Estimates**

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect certain reported amounts and disclosures that can affect these financial statements. Actual results could differ from those estimates.

**Government-Wide and Fund Financial Statements**

The government-wide financial statements, (i.e. the statement of net position and the statement of activities) report financial information for the City as a whole excluding fiduciary activities. As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The statement of activities reports the direct expenses of a given function offset by program revenues directly connected with the functional program. A function is an assembly of similar activities and may include portions of a fund or summarize more than one fund to capture the expenses and program revenues associated with a distinct functional activity. Direct expenses are those that are clearly identifiable with a specific function or segment.

Program revenues include charges for services which report fees, fines and forfeitures, and other charges to users of the City's services, operating grants which finance annual operating activities including investment income, and capital grants which fund the acquisition, construction, or rehabilitation of capital assets and include fees to developers. These revenues are subject to externally imposed restrictions to these program uses. Taxes and other revenue sources not properly included with program revenues are reported as general revenues.

Governmental fund financial statements distinguish revenues and expenditures from other financing sources and uses. Other financing sources and uses are increases or decreases in the fund balance of a governmental fund that are not considered revenues or expenditures. Only items identified as other financing sources and uses by authoritative standards may be classified as such (e.g. proceeds from the issuance of long-term debt and transfers between funds).

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the enterprise funds are

**CITY OF LANSING, KANSAS**  
Notes to Financial Statements  
December 31, 2020

charges to customers for sales and services. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

Separate financial statements are provided for governmental funds and proprietary funds. Major individual governmental funds and major proprietary funds are reported as separate columns in the fund financial statements.

**Measurement Focus, Basis of Accounting, and Financial Statement Presentation**

**Government-Wide Financial Statements**

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund and fiduciary fund financial statements, except for custodial funds, which have no measurement focus. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Special assessments are recognized as revenue when levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

**Fund Financial Statements**

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available within the current period or soon enough thereafter to pay liabilities of the current period. The City considers all revenues available if they are collected within 60 days after year end. Expenditures are recorded when the liability is incurred; however, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Those revenues susceptible to accrual are franchise taxes, special assessments, investment earnings, and certain Federal and State grants and entitlements. Licenses, permits, fees for services, and fines are not susceptible to accrual, because generally they are not measurable until received in cash. While property taxes and special assessments are shown on the balance sheet as current assets of the City, they are not recognized as revenue at year-end, because statutory provisions prohibit their use until the year for which they were levied and budgeted. Instead, they are offset by deferred inflows accounts.

The government reports the following major governmental funds:

**General Fund** – The general fund is the main operating fund of the City. This fund is used to account for all financial resources of the City, except those required to be accounted for in other funds. All general tax revenues and other receipts that are not restricted by law or contractual agreement to some other fund are accounted for in this fund. General operating expenditures, fixed charges, and capital improvement costs that are not paid through other funds are paid from the general fund.

**Bond and Interest Fund** – The bond and interest fund is used to account for the accumulation of financial resources for the payment of principal, interest, and related costs on general long-term debt paid primarily from taxes levied by the City. The fund balance of the bond and interest fund is reserved, to signify that amounts are restricted exclusively for bond and interest expenditures.

**Towne Centre Fund** – The Towne Centre fund accounts for the purchase and holding of land available for sale.

**CITY OF LANSING, KANSAS**  
Notes to Financial Statements  
December 31, 2020

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The government reports the following major proprietary funds:

**Wastewater Fund** – This fund provides accountability for all phases of operation and maintenance of the City's public sewer system.

**Solid Waste Fund** – This fund accounts for solid waste operations and maintenance.

The government also reports the following fund types:

**Special Revenue Fund** – to account for the proceeds of specific revenue sources that are legally restricted to expenditure for a specified purpose.

**Capital Projects Fund** – to account for financial resources to be used for the acquisition of major capital facilities and capital assets.

**Custodial Fund** – to account for assets held by the City either as trustee or agent for others.

**Budgetary Information**

Kansas statutes require that an annual operating budget be legally adopted for the general fund, special revenue funds (unless specifically exempted by statute), debt service funds and enterprise funds. Although directory rather than mandatory, the statutes provide for the following sequence and timetable in the adoption of the legal annual operating budget:

1. Preparation of the budget for the succeeding calendar year on or before August 1<sup>st</sup>.
2. Publication in local newspaper on or before August 5<sup>th</sup> of the proposed budget and notice of public hearing on the budget.
3. Public hearing on or before August 15<sup>th</sup>, but at least 10 days after publication of notice of hearing.
4. Adoption of the final budget on or before August 25<sup>th</sup>.

The statutes allow for the governing body to increase the originally adopted budget for previously unbudgeted increases in revenue other than ad valorem property taxes. To do this, a notice of public hearing to amend the budget must be published in the local newspaper. At least 10 days after publication, the hearing may be held and the governing body may amend the budget at that time. There were no such budget amendments for the year ended December 31, 2020.

The statutes permit transferring budgeted amounts between line items within an individual fund. However, such statutes prohibit expenditures in excess of the total amount of the adopted budget of expenditures of individual funds. Budget comparison statements are presented for each fund showing actual receipts and expenditures compared to legally budgeted receipts and expenditures.

All legal annual operating budgets are prepared using the modified accrual basis of accounting, modified further by the encumbrance method of accounting. Revenues are recognized when cash is received. Expenditures include disbursements, accounts payable, and encumbrances. Encumbrances are commitments by the municipality for future payments and are supported by a document evidencing the commitment, such as a purchase order or contract. All unencumbered appropriations (legal budget expenditure authority) lapse at year end. Encumbrances outstanding at year end are reported as reservations of fund balances and do not constitute liabilities because the commitments will be honored during subsequent years.

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A legal operating budget is not required for capital project funds, fiduciary funds and the following special revenue fund: Police Equipment Reserve Fund, Equipment Reserve Fund, and CARES Small Business Grant Fund.

Spending in funds which are not subject to the legal annual operating budget requirement is controlled by federal regulations, other statutes, or by the use of internal spending limits established by the governing body.

Fund	Expenses and Transfers Out		Expenditures and Transfers Out	
	Per Fund	Capital	Prepaid	Per Budget Basis
	Statement	Lease	Expenses	
General Fund	\$ 6,642,095	115,271	960	6,758,326

**Accounting for Capital Assets and Depreciation**

Capital assets, which include property, plant, equipment and infrastructure, are reported in the applicable governmental or business-type activities columns of the government-wide financial statements. Capital assets are defined by the City as assets with an initial, individual cost of \$5,000 or more and an estimated useful life in excess of three years. These assets are recorded at historical cost, estimated historical cost if actual cost is not available, or estimated fair value on the date donated.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. The sale or disposal of capital assets is recorded by removing cost and accumulated depreciation from the accounts and charging the resulting gain or loss to income.

Capital assets of proprietary funds are capitalized and depreciated over the remaining useful lives of the related capital asset categories, as applicable.

Depreciation has been provided over the estimated useful lives using the straight-line method. The estimated useful lives are as follows:

Office Equipment .....	5 years
Infrastructure .....	30 years
Machinery and Equipment .....	7 to 10 years
Sewer Treatment Plant and Improvements .....	30 to 40 years

The City reports its infrastructure assets on a network and subsystem basis. Accordingly, the amounts spent for the construction or acquisition of infrastructure assets are capitalized and reported in the government-wide financial statements, regardless of their amount.

**Statement of Cash Flows**

For purposes of the statement of cash flows, the City considers all restricted and unrestricted, highly liquid deposits as cash.

**Deposits and Investments**

The City follows the practice of pooling cash and investments of all funds. Each fund's portion of total cash and investments is summarized by fund type in the combined balance sheet.

K.S.A. 9-1401 establishes the depositories which may be used by the City. The statute requires banks eligible to hold the City's funds have a main or branch bank in the county in which the City is located or in an adjoining county if such institution has been designated as an official depository and the banks provide an

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acceptable rate of return on funds. In addition, K.S.A. 9-1402 requires the banks to pledge securities for deposits in excess of FDIC coverage. The City has no other policies that would further limit interest rate risk.

K.S.A. 12-1675 limits the City's investment of idle funds to time deposits, open accounts, and certificates of deposit with allowable financial institutions; U.S. government securities; temporary notes; no-fund warrants; repurchase agreements; and the Kansas Municipal Investment Pool. The rating of the City's investments is noted below.

As of December 31, 2020, the City had the following investments and maturities.

Investment Type	Fair Value	Investment Maturities (in years) Less than One	Rating
Kansas Municipal Investment Pool	\$ 2,443,475	2,443,475	N/A

**Concentration of Credit Risk**

State statutes place no limit on the amount the City may invest in any one issuer as long as the investments are adequately secured under K.S.A. 9-1402 and 9-1405. The City's allocation of investments as of December 31, 2020, is as follows:

Investments	Percentage of Investments
Kansas Municipal Investment Pool	100%

**Custodial Credit Risk – Deposits**

Custodial credit risk is the risk that in the event of a bank failure, the City's deposits may not be returned to it. State statutes require the City's deposits in financial institutions to be entirely covered by federal depository insurance or by collateral held under a joint custody receipt issued by a bank within the State of Kansas, the Federal Reserve Bank of Kansas City, or the Federal Home Loan Bank of Topeka, except during designated "peak periods" when required coverage is 50%. The City did not use "peak periods" during 2020. All deposits were legally secured at December 31, 2020.

At December 31, 2020, the City's and Fiduciary's carrying amount of deposits, including certificates of deposit, was \$5,725,709 and \$35,979, respectively. The bank balance was \$6,094,375. The bank balance was held by one bank resulting in a concentration of credit risk. Of the bank balance, \$250,000 was covered by FDIC insurance and \$5,844,375 was collateralized with securities held by the pledging financial institutions' agents in the City's name.

**Custodial Credit Risk – Investments**

For an investment, this is the risk that, in the event of the failure of the issuer or counterparty, the City will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. State statutes require investments to be adequately secured.

**Receivables**

The City records utility revenues on a monthly basis. The balance shown as accounts receivable at December 31, 2020 is comprised of accounts considered to be collectible by management. Balances are stated at net of anticipated uncollectible accounts. For the year ended December 31, 2020, allowance for doubtful accounts was estimated at \$1,143,999.

Collection of current year property tax by the County Treasurer is not completed, apportioned nor distributed to the various subdivisions until the succeeding year, such procedure being in conformity with governing state



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statutes. Property taxes are collected and remitted to the County Treasurer. Taxes levied annually on November 1<sup>st</sup> are due one-half by December 20<sup>th</sup> and one-half by May 10<sup>th</sup>. Taxes are recognized as revenue in the year received. Delinquent tax payments are recognized as revenue in the year received. Consequently, current year property taxes receivable are not available as a resource that can be used to finance the current year operations of the City and therefore, are not susceptible to accrual. At December 31, such taxes are recorded as taxes receivable, net of anticipated delinquencies with a corresponding amount recorded as deferred inflows of resources on the balance sheet of the appropriate funds. It is not practicable to apportion delinquent taxes at the end of the year and, further, the amounts are not material in relation to the basic government financial statements.

Recognized state-shared taxes represent payments received during the current fiscal period. State statutes specify distribution dates for such shared taxes. For revenue recognition purposes, amounts collected and held by the State on behalf of the City at year end are not due and receivable until the ensuing year.

**Prepaid Expenses**

Payments made to vendors for goods or services that will benefit periods beyond the date of this report are recorded as prepaid expenses.

**Compensated Absences**

The City's policy is a general leave policy of paid time off (PTO). PTO shall be accrued by full-time employees and shall have a maximum amount of PTO accrual based on the chart below. Full-time employees are permitted to carryover 200 hours of PTO. Regular part-time employees shall accrue 1.85 hours per pay period and are permitted to carryover 80 hours. Upon separation from employment with the City, employees who terminate in good standing will be paid for all accrued but unused PTO at their current rate of pay. The City's maximum potential liability under the plan at December 31, 2020 has been estimated at \$212,745.

	Per Pay Period (26)		Per Year		*Employees Hired on or after 1/1/2018	
	Hours	Days	Hours	Days	Hours	Days
1st Year (Group 1)	3.08	0.38	80	10.00	*80	*10
2nd - 5th Year (Group 2)	3.69	0.46	96	12.00	*96	*12
6th - 9th Year (Group 3)	5.54	0.69	144	18.00	*144	*18
10th Year & Beyond (Group 4)	7.38 or *6.46	0.92 or *0.81	192	24.00	*168	*21

**Deferred Compensation Plan**

City employees may participate in a deferred compensation plan created in accordance with Internal Revenue Code Section 457(b). Permanent and part-time employees are eligible to participate under the plan. Participation is on a voluntary payroll deduction basis. The plan permits deferral of compensation until future years. The employee is responsible for the amount of deferred compensation to be contributed. The amount selected is invested for the employee. The City is not required to make any contributions. The deferred compensation is not available to employees until termination, retirement, death, or in case of limited specific circumstances.

**Other Post Employment Benefits**

As provided by K.S.A. 12-5040, the City allows retirees to participate in the group health insurance plan. While each retiree pays the full amount of the applicable premium, conceptually, the City is subsidizing the retirees because each participant is charged a level of premium regardless of age. However, the cost of this subsidy has not been quantified in these financial statements.

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Under the Consolidated Omnibus Budget Reconciliation Act (COBRA), the City makes health care benefits available to eligible former employees and eligible dependents. Certain requirements are outlined by the City for this coverage. The premium is paid in full by the insured. There is no cost to the City under this program.

As provided by K.S.A.74-4927, disabled members in the Kansas Public Employees Retirement System (KPERS) receive long-term disability benefits and life insurance benefits. The plan is administered through a trust held by KPERS that is funded to pay annual benefit payments. The employer contribution rate is set at 1% for the year ended December 31, 2020. However, the cost of this benefit has not been quantified in these financial statements.

**Deferred Outflows and Inflows of Resources**

In addition to assets, the statement of net position may report a separate section for deferred outflows of resources. This separate financial statement element represents a consumption of net position that applies to future periods and so will not be recognized as an outflow of resources (expense/expenditure) until then. The City reports deferred charges on refunding results from the difference in the carrying value of refunded debt and its reacquisition price. The amount is deferred and amortized over the shorter of the life of the refunded or refunding debt. The City reports a collective deferred inflow of resources related to pensions, which is described in more detail in Note 6 – Defined Benefit Pension Plan.

In addition to liabilities, the statement of net position may report a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of net position that applies to future periods and will not be recognized as an inflow of resources (revenue) until that time. Unavailable revenue, which arises only under a modified accrual basis of accounting, is reported only in the governmental funds balance sheet. The governmental funds report unavailable revenue from several sources: long-term accounts and notes receivable, forgivable loans, property taxes and special assessments. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available. Deferred revenues are reported in both the government-wide statement of net position and the governmental funds balance sheet for property tax receivable. Property taxes are not recognized as revenue until the period for which they are levied. Additionally, the City reports collective deferred inflow of resources related to pensions, which is described in more detail in Note 6 – Defined Benefit Pension Plan.

**Net Position and Fund Balance**

In the government-wide and proprietary fund financial statements net position is classified into three components:

- Net investment in capital assets - consisting of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, leases, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- Restricted net position - consisting of net position with constraints placed on its use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation. The City first utilizes restricted resources to finance qualifying activities.
- Unrestricted net position - All other net position that does not meet the definition of "restricted" or "net investment in capital assets".

In the governmental fund financial statements, fund balance is comprised of five different classifications designed to disclose the hierarchy of constraints placed on how fund balance can be spent. The fund balance is classified as follows:

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- Non-spendable - Assets legally or contractually required to be maintained or are not in spendable form. Such constraint is binding until the legal requirement is repealed or the amounts become spendable.
- Restricted - Assets with externally imposed constraints, such as those mandated by creditors, grantors, and contributors, or laws and regulations. Such constraint is binding unless modified or rescinded by the applicable external body, laws, or regulations.
- Committed - Assets with a purpose formally imposed by resolution by the City Council, binding unless modified or rescinded by the City Council.
- Assigned - Comprised of amounts intended to be used by the City for specific purposes that are neither restricted nor committed. Intent is expressed by (1) the City Council or (2) a body or official to whom the City Council has delegated the authority to assign amounts to be used for specific purposes as prescribed by the City's fund balance and cash policy.
- Unassigned - All amounts not included in the other fund balance classifications. The general fund shall be the only fund to report positive unassigned fund balance. All other governmental funds may report negative unassigned fund balance.

In circumstances when an expenditure is made for a purpose which amounts are available in multiple fund balance classifications, fund balance is depleted in the order of restricted, committed, assigned, and unassigned.

**Adoption of New Governmental Accounting Standards Board Statements**

During the year, the City adopted GASB Statement No. 84, *Fiduciary Activities*. This Statement improves guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported. The statement establishes criteria for identifying fiduciary activities, with the focus of the criteria on (1) whether a government is controlling the assets of the fiduciary activity and (2) the beneficiaries with whom a fiduciary relationship exists. An activity meeting the criteria should be reported in a fiduciary fund.

During the year, the City adopted GASB Statement No. 88, *Certain Disclosures Related to Debt*, including Direct Borrowings and Direct Placement. This Statement clarifies which liabilities governments should include in their notes disclosures related to debt. This Statement defines debt that must be disclosed in the notes to financial statements as a liability that arises from a contractual obligation to pay cash in one or more payments to settle an amount that is fixed at the date the contractual obligation is established. Governments must also disclose amounts of unused lines of credit, assets pledged as collateral for debt, and the terms specified in debt agreements related to significant events of default with finance-related consequences, termination events with finance-related consequences, and subjective acceleration clauses. Within the notes, governments should separate information regarding direct borrowing and direct placements of debt from other debt.

**Pending Governmental Accounting Standards Board Statements**

GASB Statement No. 87, *Leases*, improves accounting and financial reporting for leases by governments. Statement 87 increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provision for the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of

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information about governments' leasing activities. The requirements of this Statement are effective for periods beginning after June 15, 2021. Management has not yet determined the effect this standard will have on the financial statements.

**NOTE 2 – RELATED PARTY TRANSACTIONS**

**City of Lansing, Kansas** paid a \$25,000 grant to 800 N., LLC during the year ended December 31, 2020. The City Attorney is one of the owners of the business.

**NOTE 3 – STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY**

**City of Lansing, Kansas** did not remit or provide a certificate to the state fiscal agent stating that funds are on deposit and held in trust for the payment of interest and principal at least 20 days prior to maturity of the bonds, which is a violation of K.S.A. 10-130.

**City of Lansing, Kansas** did not control expenditures so that no indebtedness was created in the Wastewater Fund, which is in violation of K.S.A. 79-2935.

**NOTE 4 – CAPITAL ASSETS**

Capital asset activity for the year ended December 31, 2020, was as follows:

	Beginning Balances	Increases	Decreases	Prior Period Restatement	Ending Balances
<b>Governmental</b>					
<b>Non-Depreciable Capital Assets</b>					
Land	\$ 991,774	300,196	-	-	1,291,970
Construction in Progress	6,636,873	1,322,904	(8,195,897)	236,120	-
Capital Assets Not in Use	-	66,281	-	-	66,281
<b>Total Non-Depreciable Capital Assets</b>	<b>7,628,647</b>	<b>1,689,381</b>	<b>(8,195,897)</b>	<b>236,120</b>	<b>1,358,251</b>
<b>Depreciable Capital Assets</b>					
Buildings, Improvements, and Infrastructure	28,060,106	5,998,276	-	(6,457,025)	27,601,357
Vehicles	976,363	107,621	(101,091)	-	982,893
Machinery and Equipment	1,930,097	115,376	(18,559)	-	2,026,914
<b>Total Depreciable Capital Assets</b>	<b>30,966,566</b>	<b>6,221,273</b>	<b>(119,650)</b>	<b>(6,457,025)</b>	<b>30,611,164</b>
Accumulated Depreciation	(11,188,473)	(1,041,376)	118,834	468,181	(11,642,834)
<b>Depreciable Capital Assets,       Net of Accumulated Depreciation</b>	<b>19,778,093</b>	<b>5,179,897</b>	<b>(816)</b>	<b>(5,988,844)</b>	<b>18,968,330</b>
<b>Governmental Activities, Capital Assets   Net of Accumulated Depreciation</b>	<b>\$ 27,406,740</b>	<b>6,869,278</b>	<b>(8,196,713)</b>	<b>(5,752,724)</b>	<b>20,326,581</b>

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	<u>Beginning Balances</u>	<u>Increases</u>	<u>Decreases</u>	<u>Transfers</u>	<u>Ending Balances</u>
<b>Business-Type Activities</b>					
<b>Non-Depreciable Capital Assets</b>					
Land	\$ -	19,547	-	-	19,547
Construction in Progress	-	35,465	-	-	35,465
<b>Total Non-Depreciable Capital Assets</b>	<b>-</b>	<b>55,012</b>	<b>-</b>	<b>-</b>	<b>55,012</b>
<b>Depreciable Capital Assets</b>					
Buildings, Improvements, and Infrastructure	22,799,063	2,370,081	-	6,457,025	31,626,169
Furniture and Fixtures	148,746	10,146	(25,689)	-	133,203
Vehicles	263,566	-	-	-	263,566
Machinery and Equipment	664,576	7,499	(18,928)	-	653,147
<b>Total Depreciable Capital Assets</b>	<b>23,875,951</b>	<b>2,387,726</b>	<b>(44,617)</b>	<b>6,457,025</b>	<b>32,676,085</b>
Accumulated Depreciation	(13,704,247)	(1,028,119)	44,617	(468,181)	(15,155,930)
<b>Depreciable Capital Assets,   Net of Accumulated Depreciation</b>	<b>10,171,704</b>	<b>1,359,607</b>	<b>-</b>	<b>5,988,844</b>	<b>17,520,155</b>
<b>Business-Type Activities, Capital Assets   Net of Accumulated Depreciation</b>	<b>\$ 10,171,704</b>	<b>1,414,619</b>	<b>-</b>	<b>5,988,844</b>	<b>17,575,167</b>

**NOTE 5 – CURRENT REFUNDING DEBT DEFEASANCE**

On October 1, 2020, the City issued Series 2020-A General Obligation Refunding bonds of \$4,180,000 (par value) with interest rates of 1.00% to 3.00%. The bond proceeds were used to current refund \$380,000 of Series 2010-A General Obligation bonds and \$3,975,000 of Series 2012-B General Obligation bonds. The Series 2020-A bonds were issued at a premium of \$263,011, and after paying issuance costs of \$64,594 and underwriter's discount of \$15,349, the net proceeds were \$4,363,068. The current refunding met the requirements of a debt defeasance and the term bonds in the amount of \$4,355,000 were called on October 1, 2020. The Series 2020-A bonds mature on October 1, 2028 and will be subject to optional redemption and payment prior to their stated maturity. The City completed the refunding to reduce its total debt service requirements and to obtain an economic gain (difference between the present value of the debt service payments on the old and new debt) of \$125,410.

**NOTE 6 – LONG-TERM DEBT**

**General Obligation Bonds and Temporary Notes**

The City issues General Obligation Bonds (G.O. Bonds) and Temporary Notes to provide funds for the acquisition and construction or improvement of major capital assets. G.O. Bonds and Temporary Notes have been issued and are listed as outstanding by type as follows:

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**Governmental Activities**

	<u>Date Issued</u>	<u>Due Date</u>	<u>Original Amount</u>	<u>Amount Outstanding</u>	<u>Interest Rate</u>
General Obligation Bonds					
Street and Infrastructure Improvements and Refunding	2015	2030	\$ 7,130,000	\$ 6,060,000	2.25-4.00%
Street and Infrastructure Improvements and Refunding	2016	2021	1,615,000	210,000	3.00%
Street Improvements	2018	2038	5,500,000	5,080,000	3.00-4.00%
Street Improvements Refunding	2020	2028	1,000,000	1,000,000	1.00-3.00%
Temporary Note					
Towne Centre Land Acquisition	2020	2024	2,210,000	2,210,000	0.30%
Capital Lease					
Computer Equipment	2019	2023	22,800	13,629	7.49%

**Business Activities**

General Obligation Bonds					
Street and Infrastructure Improvements and Refunding	2016	2036	6,520,000	5,510,000	3.00%
Sewer Improvements	2019	2039	2,065,000	2,035,000	3.00-4.00%
Sewer Improvements Refunding	2020	2028	3,180,000	3,180,000	1.00-3.00%

The annual requirements to retire G.O. Bonds as of December 31, 2020 are as follows:

<u>Year</u>	<u>Principal Due</u>	<u>Interest Due</u>	<u>Total</u>
2021	\$ 2,585,000	730,767	<b>3,315,767</b>
2022	2,430,000	653,878	<b>3,083,878</b>
2023	2,505,000	570,478	<b>3,075,478</b>
2024	4,220,000	484,428	<b>4,704,428</b>
2025	1,505,000	414,348	<b>1,919,348</b>
2026-2030	5,900,000	1,491,206	<b>7,391,206</b>
2031-2035	4,090,000	768,793	<b>4,858,793</b>
2036-2039	2,050,000	145,888	<b>2,195,888</b>
<b>Total</b>	<b>\$ 25,285,000</b>	<b>5,259,786</b>	<b>30,544,786</b>

The annual requirements to retire capital leases as of December 31, 2020 are as follows:

<u>Year</u>	<u>Principal Due</u>	<u>Interest Due</u>	<u>Total</u>
2021	\$ 4,208	1,057	<b>5,265</b>
2022	4,535	730	<b>5,265</b>
2023	4,886	379	<b>5,265</b>
<b>Total</b>	<b>\$ 13,629</b>	<b>2,166</b>	<b>15,795</b>

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Long-term debt activity for the year ended December 31, 2020 was as follows:

<b>Governmental Activities</b>						
	Beginning Balance	Prior Period Adjustment	Additions	Reductions	Ending Balance	Due Within One Year
General Obligation Bonds	\$ 25,825,000	(11,900,000)	1,000,000	2,575,000	<b>12,350,000</b>	1,340,000
Temporary Notes	-	-	2,210,000	-	<b>2,210,000</b>	-
Original Issue Premiums	1,041,222	(530,655)	62,921	105,019	<b>468,469</b>	53,934
Capital Leases	17,535	-	-	3,906	<b>13,629</b>	4,208
Compensated Absences	173,079	-	39,666	-	<b>212,745</b>	-
<b>Total</b>	<b>\$ 27,056,836</b>	<b>(12,430,655)</b>	<b>3,312,587</b>	<b>2,683,925</b>	<b>15,254,843</b>	<b>1,398,142</b>
<b>Business Activities</b>						
	Beginning Balance	Prior Period Adjustment	Additions	Reductions	Ending Balance	Due Within One Year
General Obligation Bonds	\$ -	11,900,000	3,180,000	4,355,000	<b>10,725,000</b>	1,245,000
Original Issue Premiums	-	530,655	200,090	154,525	<b>576,220</b>	49,067
Early Debt Refunding	-	-	92,913	-	<b>92,913</b>	-
<b>Total</b>	<b>\$ -</b>	<b>12,430,655</b>	<b>3,473,003</b>	<b>4,509,525</b>	<b>11,394,133</b>	<b>1,294,067</b>

**NOTE 7 – DEFINED BENEFIT PENSION PLAN**

**Plan Description**

**City of Lansing, Kansas** participates in a cost-sharing multiple-employer defined benefit pension plan (Pension Plan), as defined in Governmental Accounting Standards Board Statement No. 67, Financial Reporting for Pension Plans. The Pension Plan is administered by the Kansas Public Employees Retirement System (KPERS), a body corporate and an instrumentality of the State of Kansas. KPERS provides benefit provisions to the following statewide pension groups under one plan, as provided by K.S.A. 74, article 49:

- Public Employees, which includes
  - State/School employees
  - Local employees
- Police and Firemen
- Judges

Substantially all public employees in Kansas are covered by the Pension Plan. Participation by local political subdivisions is optional, but irrevocable once elected.

Those employees participating in the Pension Plan for the Library are included in the Local employees group.

KPERS issues a stand-alone comprehensive annual financial report, which is available on the KPERS website at [www.kpers.org](http://www.kpers.org).

**Benefits**

Benefits are established by statute and may only be changed by the Legislature. Members with ten or more years of credited service, may retire as early as age 55 (police and firemen may be age 50 with 20 years of credited service), with an actuarially reduced monthly benefit. Normal retirement is at age 65, age 62 with ten years of credited service, or whenever a member's combined age and years of service equal 85 "points". Police and firemen's normal retirement ages are age 60 with 15 years of credited service, age 55 with 20 years, age 50 with 25 years, or any age with 36 years of service.

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Monthly retirement benefits are based on a statutory formula that includes final average salary and years of service. When ending employment, members may withdraw their contributions from their individual accounts, including interest. Members who withdraw their accumulated contributions lose all rights and privileges of membership. For all pension coverage groups, the accumulated contributions and interest are deposited into and disbursed from the membership accumulated reserve fund as established by K.S.A. 74-4922.

Members choose one of seven payment options for their monthly retirement benefits. At retirement a member may receive a lump sum payment of up to 50% of the actuarial present value of the member's lifetime benefit. The monthly retirement benefit is then permanently reduced based on the amount of the lump sum. Benefit increases, including ad hoc post-retirement benefit increases, must be passed into law by the Kansas Legislature. Benefit increases are under the authority of the Legislature and the Governor of the State of Kansas.

The 2012 Legislature made changes affecting new hires, current members and employers. A new cash balance retirement plan (KPERS 3) was created for new hires starting after January 1, 2015. Normal retirement age for KPERS 3 is 65 with 5 years of service or 60 with 30 years of service. Early retirement is available at age 55 with 10 years of service with a reduced benefit. Monthly benefit options are an annuity benefit based on the account balance at retirement.

For all pension coverage groups, the retirement benefits are disbursed from the retirement benefit payment reserve fund as established by K.S.A. 74-4922.

**Contributions**

Member contributions are established by state law, and are paid by the employee according to the provisions of Section 414(h) of the Internal Revenue Code. State law provides that the employer contribution rates are determined based on the results of an annual actuarial valuation. The contributions and assets of all groups are deposited in the Kansas Public Employees Retirement Fund established by K.S.A. 74-4921. All of the retirement systems are funded on an actuarial reserve basis.

For fiscal years beginning in 1995, Kansas legislation established statutory limits on increases in contribution rates for KPERS employers. Annual increases in the employer contribution rates related to subsequent benefit enhancements are not subject to these limitations. The statutory cap increase over the prior year contribution rate is 1.2% of total payroll for the fiscal year ended June 30, 2020.

The actuarially determined employer contribution rate (not including the 1% contribution rate for the Death and Disability Program) and the statutory employer capped contribution rate for local government employees are both 8.61%. The actuarially determined employer contribution rate (not including the 1% contribution rate for the Death and Disability Program) and the statutory employer capped contribution rate for police and firemen employees are both 21.93%. The member contribution rates as a percentage of eligible compensation for the fiscal year ended June 30, 2020 was 6.00% for local government employees and 7.15% for police and firemen.

Contributions to the pension plan for the City were \$200,413 for local government and \$249,089 for police and firemen for the year ended December 31, 2020.

**Employer Allocations**

Although KPERS administers one cost-sharing multiple-employer defined benefit pension plan, separate (sub) actuarial valuations are prepared to determine the actuarial determined contribution rate by group. Following this method, the measurement of the collective net pension liability, deferred outflows of resources, deferred inflows of resources, and pension expense are determined separately for each of the following groups of the plan:



**CITY OF LANSING, KANSAS**  
Notes to Financial Statements  
December 31, 2020

- State/School
- Local
- Police and Fireman
- Judges

To facilitate the separate (sub) actuarial valuations, KPERS maintains separate accounts to identify additions, deductions, and fiduciary net position applicable to each group. The allocation percentages presented for each group in the schedule of employer and nonemployer allocations are applied to amounts presented in the schedules of pension amounts by employer and nonemployer.

The allocation percentages for the City's share of the collective pension amounts as of December 31, 2020 were based on the ratio of each employer's contributions to the total employer and nonemployer contributions of the group for the fiscal year ended June 30, 2020.

The contributions used exclude contributions made for prior service, excess benefits and irregular payments.

**Net Pension Liability**

Net pension liability activity for the year ended December 31, 2020 was as follows:

	<u>Local Government</u>	<u>Police and Firemen</u>
Net Pension Liability	\$2,025,861	\$2,505,229
Measurement Date	June 30, 2020	June 30, 2020
Valuation Date	December 31, 2019	December 31, 2019
City's Proportion	0.117%	0.203%
Change in Proportion	-0.0012%	0.0065%

**Actuarial Assumptions**

The actuarial valuation used the following actuarial assumptions applied to all periods included in the measurement:

Actuarial Cost Method	Entry age normal
Price inflation	2.75%
Salary increase	3.25 to 11.75%, including inflation
Investment rate of return net of investment expense, including price inflation	7.50%

Mortality rates were based on the RP 2014 Mortality Tables, with age setbacks and age set forwards as well as other adjustments based on different membership groups. Future mortality improvements are anticipated using Scale MP-2016. Different adjustments apply to pre-retirement versus post-retirement mortality tables.

The actuarial assumptions used in the December 31, 2019 valuation were based on the results of an actuarial experience study conducted for the three year period January 1, 2016 through December 31, 2018. The experience study is dated January 7, 2020.

The long-term expected rate of return of pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of

**CITY OF LANSING, KANSAS**  
Notes to Financial Statements  
December 31, 2020

return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class of the most recent experience study, dated January 7, 2020, as provided by KPERS' investment consultant, are summarized in the following table:

<u>Asset Class</u>	<u>Long-Term Target Allocation</u>		<u>Long-Term Expected Real Rate of Return</u>	
U.S. Equities	23.50	%	5.20	%
Non-U.S. Equities	23.50		6.40	
Private Equity	8.00		9.50	
Private Real Estate	11.00		4.45	
Yield Driven	8.00		4.70	
Real Return	11.00		3.25	
Fixed Income	11.00		1.55	
Short-term Investments	4.00		0.25	
<b>Total</b>	<u>100.00</u>	%		

**Discount Rate**

The discount rate used to measure the total pension liability was 7.50%. The local groups do not necessarily contribute the full actuarial determined rate. Based on legislation passed in 1993 and subsequent legislation, the employer contribution rates certified by the Board may not increase by more than the statutory cap. The statutory cap was 1.2%.

**Sensitivity of the Net Pension Liability to Changes in the Discount Rate**

The following presents the City's proportionate share of the net pension liability calculated using the discount rate of 7.50%, as well as what the City's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower (6.50%) or 1 percentage point higher (8.50%) than the current rate:

	<u>1% Decrease (6.50%)</u>	<u>Discount Rate (7.50%)</u>	<u>1% Increase (8.50%)</u>
Local Employees	\$2,851,198	\$2,025,861	\$1,331,969
Police and Firemen	3,428,887	2,505,229	1,733,842

**Pension Expense**

For the year ended December 31, 2020, the City recognized pension expense of \$739,653, which includes the changes in the collective net pension liability, projected earnings on pension plan investments, and the amortization of deferred outflows of resources and deferred inflows of resources for the current period.

**Deferred Outflows of Resources and Deferred Inflows of Resources**

At December 31, 2020, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources for local employees and police and firemen:

**CITY OF LANSING, KANSAS**  
Notes to Financial Statements  
December 31, 2020

	<b>Deferred Outflows of Resources</b>	<b>Deferred Inflows of Resources</b>
Differences between actual and expected experience	\$ 107,052	26,045
Net differences between projected and actual earnings on investments	479,811	-
Changes in assumptions	295,443	-
Changes in proportion	229,038	76,490
City contributions subsequent to measurement date	228,289	-
<b>Total</b>	<b>\$ 1,339,633</b>	<b>102,535</b>

The \$228,289 reported as deferred outflows of resources related to pensions resulting from City contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability for the year ending December 31, 2021. Amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ended December 31	
2021	\$ 259,550
2022	297,282
2023	251,054
2024	192,429
2025	8,494
Thereafter	-

**NOTE 8 – INTERFUND TRANSFERS**

Interfund transfers within the reporting entity are substantially for the purpose of subsidizing operating functions, funding capital projects and asset acquisitions, or maintaining debt service on a routine basis as authorized by Kansas statutes. The City's operating transfers and statutory authority for the year ended December 31, 2020 were as follows:

From Fund	To Fund	Statutory Authority	Amount
General Fund	Consolidated Street and Highway Fund	K.S.A. 12-1,119	\$ 120,000
General Fund	Special Parks and Recreation Fund	K.S.A. 12-197	34,000
General Fund	Capital Improvement Fund	K.S.A. 12-1,118	740,000
General Fund	Equipment Reserve Fund	K.S.A. 12-1,117	100,000
General Fund	De Soto Road Project Fund	K.S.A. 12-1,118	200,000
Solid Waste Fund	General Fund	K.S.A. 12-825d	62,500
Sales Tax (\$.45) Fund	Bond and Interest Fund	K.S.A. 12-197	389,275
KS Regional Prisons Museum Fund	Special Parks and Recreation Fund	Closed Fund	143,507

In the governmental fund financial statements, total transfers in of \$62,500 tie to the total transfers out of \$62,500 from the proprietary funds.

**NOTE 9 – CONTINGENCIES**

**City of Lansing, Kansas** is party to various legal proceedings, such as foreclosure actions and tax appeals, which normally occur in governmental operations. The legal proceedings are not likely to have a material financial impact on the funds of the City.

**City of Lansing, Kansas** participates in numerous state and federal grant programs, which are governed by various rules and regulations for the grantor agencies. Costs charged to the respective grant programs are

**CITY OF LANSING, KANSAS**  
Notes to Financial Statements  
December 31, 2020

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subject to audit and adjustment by the grantor agencies; therefore, to the extent that the City has not complied with the rules and regulations governing the grants, refunds of any money received may be required. In the opinion of the City, any liability for reimbursement, which may arise as the result of the audits, is not believed to be material.

**NOTE 10 – RISK MANAGEMENT – CLAIMS AND JUDGMENTS**

**City of Lansing, Kansas** is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters.

The City has been unable to obtain workers' compensation insurance at a cost it considered to be economically justifiable. For this reason, the City joined together with other cities in the State to participate in the Kansas Eastern Region Insurance Trust (KERIT), a public entity risk pool currently operating as a common risk management and insurance program for 18 participating members. The agreement to participate provides that KERIT will be self-sustaining through member premiums and will reinsure through commercial companies for claims in excess of \$1,000,000 for each insured event. During 2020, the City contributed \$68,475 to the fund for this insurance coverage. Additional premiums may be due if total claims for the pool are different than what has been anticipated by KERIT management.

The City carries commercial insurance for all other risks of loss including property, general liability, inland marine, sewer liability, crime, automobile, earthquake, cyber, umbrella, and public official/employment liability coverage. There were no significant reductions in insurance coverage from the prior year. Settled claims resulting from these risks have not exceeded insurance coverage in any of the past three calendar years.

**NOTE 11 – TAX ABATEMENTS**

The Neighborhood Revitalization Rebate Program provides property tax abatements to promote revitalization and development of the **City of Lansing, Kansas** by stimulating new construction and the rehabilitation, conservation or redevelopment of the area in order to protect the public health, safety or welfare of the residents. Abatements are obtained through application by the property owner, including proof that the improvements or construction have been made, and equal 95 percent in the first year of the additional property tax resulting from the increase in assessed value as a result of the improvements or construction. The abatement is on a sliding scale from 95% to 20% over a 10-year process. The amount of the abatement is deducted from the recipient's County property tax bill. The total tax abatements for the year ended December 31, 2020 were \$27,114.

In addition, the **City of Lansing, Kansas** has designated a redevelopment district "Lansing Towne Centre" in which certain tax abatement may be negotiated for a development of that area. To date, no taxes have been abated for this designated redevelopment area.

**NOTE 12 – COMPARATIVE DATA**

Comparative data for the prior year has been presented in the accompanying financial statements in order to provide an understanding of the changes in **City of Lansing, Kansas'** financial position and operations. The comparative totals appear in the government-wide financial statements, fund financial statements, and the accompanying supplemental financial statements. However, complete comparative data has not been presented in all the financial statements since their inclusion would make the statement unduly complex and difficult to read.

**CITY OF LANSING, KANSAS**  
Notes to Financial Statements  
December 31, 2020

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**NOTE 13 – RESTATEMENT OF PRIOR YEARS’ FINANCIAL STATEMENTS**

General Obligation Bonds and their related capital assets should be reflected in the funds in which the debt will be paid. A prior period restatement was needed to accurately reflect the General Obligation Bonds for various sewer projects in the Wastewater Fund that was previously recorded in the Bond and Interest Fund and the related capital assets that were previously recorded in the governmental activity assets. Additionally, a prior period restatement was necessary to expense costs that were erroneously included in construction in process. The net amount of \$6,812,900 is reflected in the governmental activities and \$6,576,780 in the proprietary funds. The prior period restatement to the entity as a whole was \$236,120.

**NOTE 14 – RISKS AND UNCERTAINTIES**

On January 30, 2020, the World Health Organization (“WHO”) announced a global health emergency because of a new strain of coronavirus in Wuhan, China (the “COVID-19 outbreak”) and the risks to the international community as the virus spreads globally beyond its point of origin. In March 2020, the WHO classified the COVID-19 outbreak as a pandemic, based on the rapid increase in exposure globally. The full impact of the COVID-19 outbreak continues to evolve as of the date of this report. As such, it is uncertain as to the full magnitude that the pandemic will have on the City’s financial condition, liquidity and future results of operations. Management is actively monitoring the global and local situation on its financial condition, liquidity, operations, suppliers, industry and workforce. Given the daily evolution of the COVID-19 outbreak and the global responses to curb its spread, the City is not able to estimate the effects of the COVID-19 outbreak on its results of operations, financial condition or liquidity for fiscal year 2020.

The City received several federal grants in 2020 related to the COVID-19 pandemic and has applied for additional grants in 2021 for which the amount of funding to be awarded is unknown.

**CITY OF LANSING, KANSAS**

Required Supplementary Information

**CITY OF LANSING, KANSAS**

General Fund

Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual  
For the Year Ended December 31, 2020

(With Comparative Totals for the Prior Year Ended December 31, 2019)

	2020			2019 Actual
	Original and Final Budget	Actual	Variance Over (Under)	
<b>Revenues</b>				
Property Tax	\$ 2,210,824	<b>2,238,753</b>	27,929	2,282,345
Motor Vehicle Tax	280,960	<b>303,550</b>	22,590	305,478
Local Alcoholic Liquor Tax	15,923	<b>16,309</b>	386	18,162
Sales Tax	1,900,000	<b>1,839,359</b>	(60,641)	1,719,158
Compensating Use Tax	144,000	<b>465,355</b>	321,355	373,431
Franchise Fees	687,450	<b>654,021</b>	(33,429)	655,438
Licenses and Permits	97,000	<b>110,873</b>	13,873	92,948
Fines and Forfeitures	503,600	<b>293,848</b>	(209,752)	636,061
Federal Aid	-	<b>1,615,003</b>	1,615,003	38,228
Interest	12,500	<b>1,968</b>	(10,532)	14,248
Other	149,300	<b>38,992</b>	(110,308)	46,913
<b>Total Revenues</b>	<b>6,001,557</b>	<b>7,578,031</b>	<b>1,576,474</b>	<b>6,182,410</b>
<b>Expenditures</b>				
General Government				
City Administrator	151,932	<b>150,794</b>	(1,138)	149,079
Administration	789,731	<b>523,765</b>	(265,966)	586,493
Municipal Court	197,888	<b>196,983</b>	(905)	189,200
Building Maintenance	73,095	<b>65,010</b>	(8,085)	68,115
Community Development	359,135	<b>461,606</b>	102,471	192,592
Economic Development	331,189	<b>189,575</b>	(141,614)	326,107
Finance Department	281,173	<b>269,175</b>	(11,998)	259,129
Public Safety				
Police	1,883,041	<b>2,265,922</b>	382,881	1,919,841
Emergency Preparedness	3,000	-	(3,000)	-
Public Works				
General	340,659	<b>293,211</b>	(47,448)	316,661
Streets	317,844	<b>330,030</b>	12,186	173,767
Street Lights	241,700	<b>194,435</b>	(47,265)	191,145
Culture and Recreation				
Parks and Recreation	559,065	<b>517,513</b>	(41,552)	522,328
Activity Center	132,700	<b>115,750</b>	(16,950)	123,978
Community Center	12,271	<b>4,802</b>	(7,469)	9,017
Contingency	898,800	-	(898,800)	-
<b>Total Expenditures</b>	<b>6,573,223</b>	<b>5,578,571</b>	<b>(994,652)</b>	<b>5,027,452</b>
<b>Excess Revenues Over (Under) Expenditures</b>	<b>(571,666)</b>	<b>1,999,460</b>	<b>2,571,126</b>	<b>1,154,958</b>
<b>Other Financing Sources (Uses)</b>				
Transfers In	75,000	<b>62,500</b>	(12,500)	100,000
Transfers Out	(1,194,000)	<b>(1,194,000)</b>	-	(1,194,000)
<b>Net Other Financing Sources (Uses)</b>	<b>(1,119,000)</b>	<b>(1,131,500)</b>	<b>(12,500)</b>	<b>(1,094,000)</b>
<b>Excess Revenues and Other Financing Sources (Uses) Over (Under) Expenditures</b>	<b>(1,690,666)</b>	<b>867,960</b>	<b>2,558,626</b>	<b>60,958</b>
<b>Budgetary Basis Fund Balance - Beginning of Year</b>	<b>1,713,122</b>	<b>2,049,868</b>	<b>336,746</b>	<b>1,988,910</b>
<b>Budgetary Basis Fund Balance - End of Year</b>	<b>22,456</b>	<b>2,917,828</b>	<b>2,895,372</b>	<b>2,049,868</b>
<b>GAAP Adjustments</b>				
Prepaid Expenses		<b>130,475</b>		
<b>Fund Balance - End of Year</b>	<b>\$</b>	<b>3,048,303</b>		

The notes to the financial statements are an integral part of these statements.

**CITY OF LANSING, KANSAS**  
Schedule of Proportionate Share of Collective Net Pension Liability  
Kansas Public Employees Retirement System  
December 31, 2020

Fiscal Year-End Measurement Date	December 31, 2020 June 30, 2020	December 31, 2019 June 30, 2019	December 31, 2018 June 30, 2018	December 31, 2017 June 30, 2017	December 31, 2016 June 30, 2016
<b>KPERS</b>					
The City's proportion of the collective net pension liability	0.117%	0.118%	0.124%	0.110%	0.110%
The City's proportionate share of the net pension liability	\$ 2,025,861	1,649,682	1,727,017	1,595,387	1,701,593
The City's covered-employee payroll	\$ 2,212,814	2,184,288	2,097,324	1,958,228	1,954,711
The City's proportionate share of the collective net pension liability as a percentage of its covered-employee payroll	91.55%	75.52%	82.34%	81.47%	87.05%
<b>KP&amp;F</b>					
The City's proportion of the collective net pension liability	0.203%	0.197%	0.178%	0.176%	0.182%
The City's proportionate share of the net pension liability	\$ 2,505,229	1,990,780	1,716,770	1,651,496	1,687,619
The City's covered-employee payroll	\$ 1,114,203	1,049,088	905,865	880,889	845,319
The City's proportionate share of the collective net pension liability as a percentage of its covered-employee payroll	224.84%	189.76%	189.52%	187.48%	199.64%
Plan fiduciary net position as a percentage of the total pension liability	66.30%	69.88%	68.88%	67.12%	65.09%

GASB No. 68 requires presentation of ten years. Until a full 10 year trend is compiled, the City will present information for those years for which information is available.

*Changes of assumptions and other inputs*

Price inflation lowered from 3.00% to 2.75%  
Investment return was lowered from 8.00% to 7.75%  
General wage growth was lowered from 4.00% to 3.50%  
Payroll growth was lowered from 4.00% to 3.00%

The notes to the financial statements are an integral part of these statements.



**CITY OF LANSING, KANSAS**  
Schedule of the City's Contributions  
Kansas Public Employees Retirement System  
December 31, 2020

	2020	2019	2018	2017	2016
<b>KPERS</b>					
Contractually required contribution	\$ 193,080	188,581	186,844	172,284	175,942
Contributions in relation to the contractually required contribution	<u>193,080</u>	<u>188,581</u>	<u>186,844</u>	<u>172,284</u>	<u>175,942</u>
Contribution deficiency (excess)	\$ <u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
The City's covered-employee payroll	\$ 2,212,814	2,184,288	2,097,324	1,958,228	1,954,711
Contributions as a percentage of covered-employee payroll	8.73%	8.63%	8.91%	8.80%	9.00%
<b>KP&amp;F</b>					
Contractually required contribution	\$ 245,882	222,322	177,496	173,590	180,472
Contributions in relation to the contractually required contribution	<u>245,882</u>	<u>222,322</u>	<u>177,496</u>	<u>173,590</u>	<u>180,472</u>
Contribution deficiency (excess)	\$ <u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
The City's covered-employee payroll	\$ 1,114,203	1,049,088	905,865	880,889	845,319
Contributions as a percentage of covered-employee payroll	22.07%	21.19%	19.59%	19.71%	21.35%

GASB No. 68 requires presentation of ten years. Until a full 10 year trend is compiled, the City will present information for those years for which information is available.

The notes to the financial statements are an integral part of these statements.

**CITY OF LANSING, KANSAS**

Supplementary Information

**CITY OF LANSING, KANSAS**  
Combining Balance Sheet  
Nonmajor Governmental Fund Types  
December 31, 2020  
(With Comparative Totals as of December 31, 2019)

	Special Revenue Funds	Capital Project Funds	Totals	
			2020	2019
<b><u>ASSETS</u></b>				
Cash and Cash Equivalents	\$ 1,720,329	1,009,828	2,730,157	3,666,256
Property Taxes Receivable	301,195	-	301,195	296,959
<b>Total Assets</b>	<b>2,021,524</b>	<b>1,009,828</b>	<b>3,031,352</b>	<b>3,963,215</b>
<b><u>LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCE</u></b>				
<b>Liabilities</b>				
Accounts Payable	\$ 2,473	15,488	17,961	291,128
Salaries and Wages Payable	6,860	-	6,860	21,880
<b>Total Liabilities</b>	<b>9,333</b>	<b>15,488</b>	<b>24,821</b>	<b>313,008</b>
<b>Deferred Inflows of Resources</b>				
Deferred Receivable - Property Taxes	301,195	-	301,195	296,959
<b>Total Liabilities and Deferred Inflows of Resources</b>	<b>310,528</b>	<b>15,488</b>	<b>326,016</b>	<b>609,967</b>
<b>Fund Balance</b>				
Restricted	1,710,996	-	1,710,996	1,526,541
Assigned	-	994,340	994,340	1,826,707
<b>Total Fund Balance</b>	<b>1,710,996</b>	<b>994,340</b>	<b>2,705,336</b>	<b>3,353,248</b>
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Balance</b>	<b>\$ 2,021,524</b>	<b>1,009,828</b>	<b>3,031,352</b>	<b>3,963,215</b>

See independent auditors' report.

Agenda Item 2.

**CITY OF LANSING, KANSAS**  
Combining Balance Sheet  
Nonmajor Special Revenue Funds  
December 31, 2020  
(With Comparative Totals as of December 31, 2019)

	Transient Guest Tax Fund	Mayor's Christmas Fund	Special Alcohol Liquor Fund	Special Parks and Recreation Fund	Sales Tax (\$ .45) Fund	Park Land Trust Fund	Consolidated Street and Highway Fund	Police Equipment Reserve Fund	Equipment Reserve Fund	Library Fund	Totals	
											2020	2019
<b><u>ASSETS</u></b>												
<b>Assets</b>												
Cash and Cash Equivalents	\$ 126,932	16,852	53,475	400,082	538,244	24	277,393	17,462	158,336	131,529	<b>1,720,329</b>	1,512,379
Property Taxes Receivable	-	-	-	-	-	-	-	-	-	301,195	<b>301,195</b>	296,959
<b>Total Assets</b>	<u>126,932</u>	<u>16,852</u>	<u>53,475</u>	<u>400,082</u>	<u>538,244</u>	<u>24</u>	<u>277,393</u>	<u>17,462</u>	<u>158,336</u>	<u>432,724</u>	<b><u>2,021,524</u></b>	<u>1,809,338</u>
<b><u>LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCE</u></b>												
<b>Liabilities</b>												
Accounts Payable	\$ 54	-	-	-	-	-	962	-	-	1,457	<b>2,473</b>	20,678
Salaries and Wages Payable	-	-	-	-	-	-	3,923	-	-	2,937	<b>6,860</b>	21,880
<b>Total Liabilities</b>	<u>54</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>4,885</u>	<u>-</u>	<u>-</u>	<u>4,394</u>	<b><u>9,333</u></b>	<u>42,558</u>
<b>Deferred Inflows of Resources</b>												
Deferred Receivable - Property Taxes	-	-	-	-	-	-	-	-	-	301,195	<b>301,195</b>	296,959
<b>Total Liabilities and Deferred Inflows of Resources</b>	<u>54</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>4,885</u>	<u>-</u>	<u>-</u>	<u>305,589</u>	<b><u>310,528</u></b>	<u>339,517</u>
<b>Fund Balance</b>												
Restricted	<u>126,878</u>	<u>16,852</u>	<u>53,475</u>	<u>400,082</u>	<u>538,244</u>	<u>24</u>	<u>272,508</u>	<u>17,462</u>	<u>158,336</u>	<u>127,135</u>	<b><u>1,710,996</u></b>	<u>1,469,821</u>
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Balance</b>	<u>\$ 126,932</u>	<u>16,852</u>	<u>53,475</u>	<u>400,082</u>	<u>538,244</u>	<u>24</u>	<u>277,393</u>	<u>17,462</u>	<u>158,336</u>	<u>432,724</u>	<b><u>2,021,524</u></b>	<u>1,809,338</u>

See independent auditors' report.

**CITY OF LANSING, KANSAS**  
Combining Balance Sheet  
Nonmajor Capital Project Funds  
December 31, 2020  
(With Comparative Totals as of December 31, 2019)

	<b>Capital Improvement Fund</b>	<b>DeSoto Road Project Fund</b>	<b>Totals</b>	
			<b>2020</b>	2019
<b><u>ASSETS</u></b>				
Cash and Cash Equivalents	\$ 980,096	29,732	<b>1,009,828</b>	2,153,877
<b><u>LIABILITIES AND FUND BALANCE</u></b>				
<b>Liabilities</b>				
Accounts Payable	\$ -	15,488	<b>15,488</b>	270,450
<b>Fund Balance</b>				
Assigned	980,096	14,244	<b>994,340</b>	1,883,427
<b>Total Liabilities and Fund Balance</b>	\$ 980,096	29,732	<b>1,009,828</b>	2,153,877

See independent auditors' report.

**CITY OF LANSING, KANSAS**  
Combining Statement of Revenues, Expenditures, and Changes in Fund Balance  
Nonmajor Governmental Fund Types  
December 31, 2020  
(With Comparative Totals for the Prior Year Ended December 31, 2019)

	<b>Special Revenue Funds</b>	<b>Capital Project Funds</b>	<b>Totals</b>	
			<b>2020</b>	<b>2019</b>
<b>Revenues</b>				
Taxes	\$ 1,375,345	-	<b>1,375,345</b>	1,374,913
Intergovernmental	227,057	211,864	<b>438,921</b>	129,240
Interest	2,542	96	<b>2,638</b>	13,522
Other	53,801	67,356	<b>121,157</b>	134,256
<b>Total Revenues</b>	<u>1,658,745</u>	<u>279,316</u>	<u><b>1,938,061</b></u>	<u>1,651,931</u>
<b>Expenditures</b>				
General Government	177,540	-	<b>177,540</b>	341,343
Public Safety	16,018	-	<b>16,018</b>	87,903
Public Works	494,668	734,919	<b>1,229,587</b>	1,737,390
Culture and Recreation	334,595	-	<b>334,595</b>	489,087
Construction and Engineering	39,474	1,373,484	<b>1,412,958</b>	1,430,551
Small Business Grants	220,000	-	<b>220,000</b>	-
<b>Total Expenditures</b>	<u>1,282,295</u>	<u>2,108,403</u>	<u><b>3,390,698</b></u>	<u>4,086,274</u>
<b>Excess (Deficit) of Revenues Over Expenditures</b>	<u>376,450</u>	<u>(1,829,087)</u>	<u><b>(1,452,637)</b></u>	<u>(2,434,343)</u>
<b>Other Financing Sources (Uses)</b>				
Proceeds - General Obligation Bonds	-	-	-	2,065,000
Original Issue Premium	-	-	-	60,168
Bond Costs of Issuance	-	-	-	(20,530)
Transfers In	397,507	940,000	<b>1,337,507</b>	1,194,000
Transfers Out	(532,782)	-	<b>(532,782)</b>	(385,780)
<b>Net Other Financing Sources (Uses)</b>	<u>(135,275)</u>	<u>940,000</u>	<u><b>804,725</b></u>	<u>2,912,858</u>
<b>Net Change in Fund Balance</b>	241,175	(889,087)	<b>(647,912)</b>	478,515
<b>Fund Balance - Beginning of Year</b>	<u>1,469,821</u>	<u>1,883,427</u>	<u><b>3,353,248</b></u>	<u>2,874,733</u>
<b>Fund Balance - End of Year</b>	<u>\$ 1,710,996</u>	<u>994,340</u>	<u><b>2,705,336</b></u>	<u>3,353,248</u>

See independent auditors' report.

Agenda Item 2.

**CITY OF LANSING, KANSAS**  
Combining Statement of Revenues, Expenditures, and Changes in Fund Balance  
Nonmajor Special Revenue Funds  
December 31, 2020  
(With Comparative Totals for the Prior Year Ended December 31, 2019)

	Transient Guest Tax Fund	Mayor's Christmas Fund	Special Alcohol Liquor Fund	Special Parks and Recreation Fund	KS Regional Prisons Museum Fund	Sales Tax (\$ .45) Fund	Park Land Trust Fund	Consolidated Street and Highway Fund	Police Equipment Reserve Fund	Equipment Reserve Fund	CARES Small Business Grant Fund	Library Fund	Totals	
													2020	2019
<b>Revenues</b>														
Taxes	\$ 135,739	-	16,309	16,310	-	505,545	-	365,129	-	-	-	336,313	<b>1,375,345</b>	1,374,913
Intergovernmental	-	-	-	-	-	-	-	-	-	-	220,000	7,057	<b>227,057</b>	13,831
Interest	51	-	35	962	318	712	-	269	-	134	-	61	<b>2,542</b>	12,829
Other	5,739	2,328	-	9,526	-	-	-	439	6,103	24,924	-	4,742	<b>53,801</b>	134,256
<b>Total Revenues</b>	<b>141,529</b>	<b>2,328</b>	<b>16,344</b>	<b>26,798</b>	<b>318</b>	<b>506,257</b>	<b>-</b>	<b>365,837</b>	<b>6,103</b>	<b>25,058</b>	<b>220,000</b>	<b>348,173</b>	<b>1,658,745</b>	1,535,829
<b>Expenditures</b>														
General Government	86,082	1,431	-	-	-	-	-	-	-	90,027	-	-	<b>177,540</b>	341,343
Public Safety	-	-	-	-	-	-	-	-	16,018	-	-	-	<b>16,018</b>	87,903
Public Works	-	-	-	-	-	-	-	494,668	-	-	-	-	<b>494,668</b>	720,510
Culture and Recreation	-	-	-	20,243	-	-	-	-	-	-	-	314,352	<b>334,595</b>	489,087
Construction and Engineering	-	-	-	-	-	39,474	-	-	-	-	-	-	<b>39,474</b>	89,804
Small Business Grants	-	-	-	-	-	-	-	-	-	-	220,000	-	<b>220,000</b>	-
<b>Total Expenditures</b>	<b>86,082</b>	<b>1,431</b>	<b>-</b>	<b>20,243</b>	<b>-</b>	<b>39,474</b>	<b>-</b>	<b>494,668</b>	<b>16,018</b>	<b>90,027</b>	<b>220,000</b>	<b>314,352</b>	<b>1,282,295</b>	1,728,647
<b>Excess (Deficit) of Revenues Over Expenditures</b>	<b>55,447</b>	<b>897</b>	<b>16,344</b>	<b>6,555</b>	<b>318</b>	<b>466,783</b>	<b>-</b>	<b>(128,831)</b>	<b>(9,915)</b>	<b>(64,969)</b>	<b>-</b>	<b>33,821</b>	<b>376,450</b>	(192,818)
<b>Other Financing Sources (Uses)</b>														
Transfers In	-	-	-	177,507	-	-	-	120,000	-	100,000	-	-	<b>397,507</b>	254,000
Transfers Out	-	-	-	-	(143,507)	(389,275)	-	-	-	-	-	-	<b>(532,782)</b>	(385,780)
<b>Total Other Financing Sources</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>177,507</b>	<b>(143,507)</b>	<b>(389,275)</b>	<b>-</b>	<b>120,000</b>	<b>-</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>(135,275)</b>	(131,780)
<b>Net Change in Fund Balance</b>	<b>55,447</b>	<b>897</b>	<b>16,344</b>	<b>184,062</b>	<b>(143,189)</b>	<b>77,508</b>	<b>-</b>	<b>(8,831)</b>	<b>(9,915)</b>	<b>35,031</b>	<b>-</b>	<b>33,821</b>	<b>241,175</b>	(324,598)
<b>Fund Balance - Beginning of Year</b>	<b>71,431</b>	<b>15,955</b>	<b>37,131</b>	<b>216,020</b>	<b>143,189</b>	<b>460,736</b>	<b>24</b>	<b>281,339</b>	<b>27,377</b>	<b>123,305</b>	<b>-</b>	<b>93,314</b>	<b>1,469,821</b>	1,794,419
<b>Fund Balance - End of Year</b>	<b>\$ 126,878</b>	<b>16,852</b>	<b>53,475</b>	<b>400,082</b>	<b>-</b>	<b>538,244</b>	<b>24</b>	<b>272,508</b>	<b>17,462</b>	<b>158,336</b>	<b>-</b>	<b>127,135</b>	<b>1,710,996</b>	1,469,821

See independent auditors' report.

**CITY OF LANSING, KANSAS**  
Combining Statement of Revenues, Expenditures, and Changes in Fund Balance  
Nonmajor Capital Project Funds  
December 31, 2020  
(With Comparative Totals for the Prior Year Ended December 31, 2019)

	<b>Capital Improvement Fund</b>	<b>DeSoto Road Project Fund</b>	<b>Sewer Improvement Fund</b>	<b>Totals</b>	
				<b>2020</b>	<b>2019</b>
<b>Revenues</b>					
Intergovernmental	\$ 211,864	-	-	<b>211,864</b>	115,409
Interest	96	-	-	<b>96</b>	693
Other	67,356	-	-	<b>67,356</b>	-
<b>Total Revenues</b>	<b>279,316</b>	<b>-</b>	<b>-</b>	<b>279,316</b>	116,102
<b>Expenditures</b>					
Public Works	734,919	-	-	<b>734,919</b>	1,016,881
Construction and Engineering	-	242,476	1,131,008	<b>1,373,484</b>	1,340,745
<b>Total Expenditures</b>	<b>734,919</b>	<b>242,476</b>	<b>1,131,008</b>	<b>2,108,403</b>	2,357,626
<b>Excess (Deficit) of Revenues Over Expenditures</b>	<b>(455,603)</b>	<b>(242,476)</b>	<b>(1,131,008)</b>	<b>(1,829,087)</b>	(2,241,524)
<b>Other Financing Sources (Uses)</b>					
Proceeds - General Obligation Bonds	-	-	-	-	2,065,000
Original Issue Premium	-	-	-	-	60,168
Bond Costs of Issuance	-	-	-	-	(20,530)
Transfers In	740,000	200,000	-	<b>940,000</b>	940,000
<b>Total Other Financing Sources (Uses)</b>	<b>740,000</b>	<b>200,000</b>	<b>-</b>	<b>940,000</b>	3,044,638
<b>Net Change in Fund Balances</b>	<b>284,397</b>	<b>(42,476)</b>	<b>(1,131,008)</b>	<b>(889,087)</b>	803,114
<b>Fund Balance - Beginning of Year</b>	<b>695,699</b>	<b>56,720</b>	<b>1,131,008</b>	<b>1,883,427</b>	1,080,313
<b>Fund Balance - End of Year</b>	<b>\$ 980,096</b>	<b>14,244</b>	<b>-</b>	<b>994,340</b>	1,883,427

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**CITY OF LANSING, KANSAS**

**Transient Guest Tax Fund**

Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual

For the Year Ended December 31, 2020

(With Comparative Totals for the Prior Year Ended December 31, 2019)

	2020			2019 Actual
	Original and Final Budget	Actual	Variance Over (Under)	
<b>Revenues</b>				
Taxes	\$ 80,000	<b>135,739</b>	55,739	189,540
Interest	400	<b>51</b>	(349)	371
Other	17,300	<b>5,740</b>	(11,560)	16,724
<b>Total Revenues</b>	<u>97,700</u>	<u><b>141,530</b></u>	<u>43,830</u>	<u>206,635</u>
<b>Expenditures</b>				
Contractual	41,094	<b>24,121</b>	(16,973)	29,612
Commodities	12,750	<b>16,334</b>	3,584	13,278
Economic Development	11,135	-	(11,135)	44,271
Events	81,000	<b>45,628</b>	(35,372)	81,509
<b>Total Expenditures</b>	<u>145,979</u>	<u><b>86,083</b></u>	<u>(59,896)</u>	<u>168,670</u>
<b>Excess (Deficit) of Revenues Over Expenditures</b>	(48,279)	<b>55,447</b>	103,726	37,965
<b>Budgetary Basis Fund Balance - Beginning of Year</b>	<u>48,279</u>	<u><b>71,431</b></u>	<u>23,152</u>	<u>33,466</u>
<b>Budgetary Basis Fund Balance - End of Year</b>	\$ <u>-</u>	<u><b>126,878</b></u>	<u>126,878</u>	<u>71,431</u>

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**CITY OF LANSING, KANSAS**

**Mayor's Christmas Fund**

Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual

For the Year Ended December 31, 2020

(With Comparative Totals for the Prior Year Ended December 31, 2019)

	2020			2019 Actual
	Original and Final Budget	Actual	Variance Over (Under)	
<b>Revenues</b>				
Other	\$ 4,000	<b>2,329</b>	(1,671)	3,619
<b>Expenditures</b>				
Personal Services	4,000	<b>1,432</b>	(2,568)	1,436
Contingency	13,772	-	(13,772)	-
<b>Total Expenditures</b>	<b>17,772</b>	<b>1,432</b>	(16,340)	1,436
<b>Excess (Deficit) of Revenues Over Expenditures</b>	(13,772)	<b>897</b>	14,669	2,183
<b>Budgetary Basis Fund Balance - Beginning of Year</b>	13,772	<b>15,955</b>	2,183	13,772
<b>Budgetary Basis Fund Balance - End of Year</b>	\$ -	<b>16,852</b>	16,852	15,955

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**CITY OF LANSING, KANSAS**

**Special Alcohol Liquor Fund**

Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual

For the Year Ended December 31, 2020

(With Comparative Totals for the Prior Year Ended December 31, 2019)

	2020			2019 Actual
	Original and Final Budget	Actual	Variance Over (Under)	
<b>Revenues</b>				
Taxes	\$ 15,923	<b>16,309</b>	386	18,162
Interest	200	<b>35</b>	(165)	261
<b>Total Revenues</b>	<u>16,123</u>	<u><b>16,344</b></u>	<u>221</u>	<u>18,423</u>
<b>Expenditures</b>				
Contractual	750	-	(750)	95
Capital Outlay	2,000	-	(2,000)	31,176
Contingency	29,359	-	(29,359)	-
<b>Total Expenditures</b>	<u>32,109</u>	<u>-</u>	<u>(32,109)</u>	<u>31,271</u>
<b>Excess (Deficit) of Revenues Over Expenditures</b>	(15,986)	<b>16,344</b>	32,330	(12,848)
<b>Budgetary Basis Fund Balance - Beginning of Year</b>	<u>15,986</u>	<u><b>37,131</b></u>	<u>21,145</u>	<u>49,979</u>
<b>Budgetary Basis Fund Balance - End of Year</b>	<u>\$ -</u>	<u><b>53,475</b></u>	<u>53,475</u>	<u>37,131</u>

See independent auditors' report.

**CITY OF LANSING, KANSAS**  
**Special Parks and Recreation Fund**  
Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual  
For the Year Ended December 31, 2020  
(With Comparative Totals for the Prior Year Ended December 31, 2019)

	<b>2020</b>			
	Original and Final Budget	Actual	Variance Over (Under)	2019 Actual
<b>Revenues</b>				
Taxes	\$ 15,923	<b>16,309</b>	386	18,162
Interest	2,500	<b>962</b>	(1,538)	3,776
Other	71,235	<b>9,527</b>	(61,708)	67,599
<b>Total Revenues</b>	89,658	<b>26,798</b>	(62,860)	89,537
<b>Expenditures</b>				
Culture and Recreation	308,603	<b>20,243</b>	(288,360)	163,670
<b>Excess (Deficit) of Revenues Over Expenditures</b>	(218,945)	<b>6,555</b>	225,500	(74,133)
<b>Other Financing Sources (Uses)</b>				
Transfers In	34,000	<b>177,507</b>	143,507	34,000
<b>Excess Revenues and Other Financing Sources (Uses) Over (Under) Expenditures</b>	(184,945)	<b>184,062</b>	369,007	(40,133)
<b>Budgetary Basis Fund Balance - Beginning of Year</b>	184,945	<b>216,020</b>	31,075	256,153
<b>Budgetary Basis Fund Balance - End of Year</b>	\$ -	<b>400,082</b>	400,082	216,020

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**CITY OF LANSING, KANSAS**  
**KS Regional Prisons Museum Fund**  
Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual  
For the Year Ended December 31, 2020  
(With Comparative Totals for the Prior Year Ended December 31, 2019)

	<b>2020</b>			
	Original and Final Budget	<b>Actual</b>	Variance Over (Under)	2019 Actual
<b>Revenues</b>				
Interest	\$ 2,000	<b>318</b>	(1,682)	3,293
Other	-	-	-	100
<b>Total Revenues</b>	2,000	<b>318</b>	(1,682)	3,393
<b>Expenditures</b>	-	-	-	-
<b>Excess (Deficit) of Revenues Over Expenditures</b>	2,000	<b>318</b>	(1,682)	3,393
<b>Other Financing Uses</b>				
Transfers Out	145,797	<b>143,507</b>	(2,290)	-
<b>Excess Revenues and Other Financing Sources (Uses) Over (Under) Expenditures</b>	(143,797)	<b>(143,189)</b>	608	3,393
<b>Budgetary Basis Fund Balance - Beginning of Year</b>	143,797	<b>143,189</b>	(608)	139,796
<b>Budgetary Basis Fund Balance - End of Year</b>	\$ -	<b>-</b>	-	143,189

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**CITY OF LANSING, KANSAS**

**Sales Tax (\$.45) Fund**

Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual

For the Year Ended December 31, 2020

(With Comparative Totals for the Prior Year Ended December 31, 2019)

	2020			2019 Actual
	Original and Final Budget	Actual	Variance Over (Under)	
<b>Revenues</b>				
Taxes	\$ 445,000	<b>505,545</b>	60,545	452,205
Interest	200	<b>711</b>	511	1,763
<b>Total Revenues</b>	445,200	<b>506,256</b>	61,056	453,968
<b>Expenditures</b>				
Capital Outlay	468,498	<b>39,473</b>	(429,025)	89,804
<b>Excess (Deficit) of Revenues Over Expenditures</b>	(23,298)	<b>466,783</b>	490,081	364,164
<b>Other Financing Uses</b>				
Transfers Out	389,275	<b>389,275</b>	-	385,780
<b>Net Change in Fund Balance</b>	(412,573)	<b>77,508</b>	490,081	(21,616)
<b>Budgetary Basis Fund Balance - Beginning of Year</b>	412,573	<b>460,736</b>	48,163	482,352
<b>Budgetary Basis Fund Balance - End of Year</b>	\$ -	<b>538,244</b>	538,244	460,736

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**CITY OF LANSING, KANSAS**

**Park Land Trust Fund**

Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual

For the Year Ended December 31, 2020

(With Comparative Totals for the Prior Year Ended December 31, 2019)

	2020			2019 Actual
	Original and Final Budget	Actual	Variance Over (Under)	
<b>Revenues</b>	\$ -	-	-	-
<b>Expenditures</b>				
Capital Outlay	-	-	-	16,500
<b>Excess (Deficit) of Revenues Over Expenditures</b>	-	-	-	(16,500)
<b>Budgetary Basis Fund Balance - Beginning of Year</b>	-	24	24	16,524
<b>Budgetary Basis Fund Balance - End of Year</b>	\$ -	24	24	24

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**CITY OF LANSING, KANSAS**  
**Consolidated Street and Highway Fund**

Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual  
For the Year Ended December 31, 2020

(With Comparative Totals for the Prior Year Ended December 31, 2019)

	<b>2020</b>		Variance Over (Under)	2019 Actual
	Original and Final Budget	Actual		
<b>Revenues</b>				
Intergovernmental	\$ 358,810	<b>365,130</b>	6,320	377,192
Interest	1,500	<b>269</b>	(1,231)	1,951
Other	1,500	<b>437</b>	(1,063)	797
<b>Total Revenues</b>	<u>361,810</u>	<u><b>365,836</b></u>	<u>4,026</u>	<u>379,940</u>
<b>Expenditures</b>				
Personal Services	292,527	<b>276,859</b>	(15,668)	275,260
Contractual	122,200	<b>83,244</b>	(38,956)	92,542
Commodities	56,000	<b>66,651</b>	10,651	75,615
Capital Outlay	70,000	<b>67,913</b>	(2,087)	277,093
Contingency	198,732	<b>-</b>	(198,732)	-
<b>Total Expenditures</b>	<u>739,459</u>	<u><b>494,667</b></u>	<u>(244,792)</u>	<u>720,510</u>
<b>Excess (Deficit) of Revenues Over Expenditures</b>	(377,649)	<b>(128,831)</b>	248,818	(340,570)
<b>Other Financing Sources</b>				
Transfers In	<u>120,000</u>	<u><b>120,000</b></u>	<u>-</u>	<u>120,000</u>
<b>Excess Revenues and Other Financing Sources (Uses) Over (Under) Expenditures</b>	(257,649)	<b>(8,831)</b>	248,818	(220,570)
<b>Budgetary Basis Fund Balance - Beginning of Year</b>	<u>257,649</u>	<u><b>281,339</b></u>	<u>23,690</u>	<u>501,909</u>
<b>Budgetary Basis Fund Balance - End of Year</b>	<u>\$ -</u>	<u><b>272,508</b></u>	<u>272,508</u>	<u>281,339</u>

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**CITY OF LANSING, KANSAS**

**Library Fund**

Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual

For the Year Ended December 31, 2020

(With Comparative Totals for the Prior Year Ended December 31, 2019)

	2020			2019 Actual
	Original and Final Budget	Actual	Variance Over (Under)	
<b>Revenues</b>				
Taxes	\$ 336,059	<b>336,313</b>	254	319,652
Intergovernmental	4,700	<b>7,057</b>	2,357	4,831
Interest	450	<b>61</b>	(389)	444
Other	5,800	<b>4,742</b>	(1,058)	8,892
<b>Total Revenues</b>	<b>347,009</b>	<b>348,173</b>	<b>1,164</b>	<b>333,819</b>
<b>Expenditures</b>				
Personal Services	257,921	<b>245,383</b>	(12,538)	244,808
Contractual	11,150	<b>4,177</b>	(6,973)	6,766
Commodities	17,590	<b>14,366</b>	(3,224)	12,065
Capital Outlay	55,000	<b>50,427</b>	(4,573)	45,278
Contingency	70,000	-	(70,000)	-
<b>Total Expenditures</b>	<b>411,661</b>	<b>314,353</b>	<b>(97,308)</b>	<b>308,917</b>
<b>Excess Revenues Over (Under) Expenditures</b>	<b>(64,652)</b>	<b>33,820</b>	<b>98,472</b>	<b>24,902</b>
<b>Budgetary Basis Fund Balance - Beginning of Year</b>	<b>67,652</b>	<b>93,315</b>	<b>25,663</b>	<b>68,413</b>
<b>Budgetary Basis Fund Balance - End of Year</b>	<b>\$ 3,000</b>	<b>127,135</b>	<b>124,135</b>	<b>93,315</b>

See independent auditors' report.

**CITY OF LANSING, KANSAS**

**Bond and Interest Fund**

Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual

For the Year Ended December 31, 2020

(With Comparative Totals for the Prior Year Ended December 31, 2019)

	<b>2020</b>			
	Original and Final Budget	Actual	Variance Over (Under)	2019 Actual
<b>Revenues</b>				
Taxes	\$ 1,389,334	<b>1,391,096</b>	1,762	1,272,540
Interest	7,000	<b>1,192</b>	(5,808)	9,648
<b>Total Revenues</b>	<u>1,396,334</u>	<u><b>1,392,288</b></u>	<u>(4,046)</u>	<u>1,282,188</u>
<b>Expenditures</b>				
Principal - Bonds	2,575,000	<b>2,575,000</b>	-	2,500,000
Interest and Commissions	822,199	<b>461,333</b>	(360,866)	755,830
Contingency	200,000	-	(200,000)	-
<b>Total Expenditures</b>	<u>3,597,199</u>	<u><b>3,036,333</b></u>	<u>(560,866)</u>	<u>3,255,830</u>
<b>Excess Revenues Over (Under) Expenditures</b>	<u>(2,200,865)</u>	<u><b>(1,644,045)</b></u>	<u>556,820</u>	<u>(1,973,642)</u>
<b>Other Financing Sources (Uses)</b>				
Bond Proceeds	-	<b>1,000,000</b>	1,000,000	-
Original Issue Premium	-	<b>62,922</b>	62,922	-
Bond Costs of Issuance	-	<b>(18,350)</b>	(18,350)	(45,678)
Transfers In	1,927,071	<b>389,275</b>	(1,537,796)	1,785,280
<b>Net Other Financing Sources (Uses)</b>	<u>1,927,071</u>	<u><b>1,433,847</b></u>	<u>(493,224)</u>	<u>1,739,602</u>
<b>Excess Revenues and Other Financing Sources (Uses) Over (Under) Expenditures</b>	<u>(273,794)</u>	<u><b>(210,198)</b></u>	<u>63,596</u>	<u>(234,040)</u>
<b>Budgetary Basis Fund Balance - Beginning of Year</b>	<u>284,017</u>	<u><b>301,632</b></u>	<u>17,615</u>	<u>535,672</u>
<b>Budgetary Basis Fund Balance - End of Year</b>	<u>\$ 10,223</u>	<u><b>91,434</b></u>	<u>81,211</u>	<u>301,632</u>

See independent auditors' report.

**CITY OF LANSING, KANSAS**  
Combining Statement of Fiduciary Net Position  
Custodial Funds  
December 31, 2020  
(With Comparative Totals for the Prior Year Ended December 31, 2019)

	<b>Bonds and Fines Escrow Fund</b>	<b>Hillbrook Subdivision Escrow 04-24 Fund</b>	<b>Totals</b>	
			<b>2020</b>	<b>2019</b>
<b><u>ASSETS</u></b>				
Cash and Cash Equivalents	\$ 18,044	17,935	<b>35,979</b>	28,559
<b><u>LIABILITIES</u></b>				
<b>Liabilities</b>				
Due to Others	\$ -	17,935	<b>17,935</b>	17,935
Bonds Posted Escrow	18,044	-	<b>18,044</b>	10,624
<b>Total Liabilities</b>	<b>\$ 18,044</b>	<b>17,935</b>	<b>35,979</b>	28,559

**CITY OF LANSING, KANSAS**  
Combining Statement of Changes in Fiduciary Net Position  
Custodial Funds  
December 31, 2020  
(With Comparative Totals for the Prior Year Ended December 31, 2019)

	<b>Bonds and Fines Escrow Fund</b>	<b>Hillbrook Subdivision Escrow 04-24 Fund</b>	<b>Totals</b>	
			<b>2020</b>	<b>2019</b>
<b>Revenues</b>	\$ -	-	-	-
<b>Expenditures</b>	-	-	-	-
<b>Excess (Deficit) of Revenues Over Expenditures</b>	-	-	-	-
<b>Fund Balance - Beginning of Year</b>	-	-	-	-
<b>Fund Balance - End of Year</b>	<b>\$ -</b>	<b>-</b>	<b>-</b>	<b>-</b>

See independent auditors' report.

**CITY OF LANSING, KANSAS**

Single Audit Information

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING  
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL  
STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the City Council  
**City of Lansing, Kansas**  
Lansing, KS

We have audited, in accordance with the auditing standards generally accepted in the United States of America, the *Kansas Municipal Audit and Accounting Guide* and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of **City of Lansing, Kansas** as of and for the year ended December 31, 2020, and the related notes to the financial statement, and have issued our report thereon dated May 20, 2021. The report on the audited financial statement was qualified because it did not include the required annual cost and long-term obligations of the other postemployment benefits as required by Governmental Auditing Standards Board Statements Number 75 and accounting principles generally accepted in the United States of America.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statement, we considered **City of Lansing, Kansas'** internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statement, but not for the purpose of expressing an opinion on the effectiveness of **City of Lansing, Kansas'** internal control. Accordingly, we do not express an opinion on the effectiveness of **City of Lansing, Kansas'** internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs (2020-001 and 2020-002) that we consider to be significant deficiencies.

**City of Lansing, Kansas**

Page 2

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether **City of Lansing, Kansas'** financial statement is free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**City of Lansing, Kansas' Response to Findings**

**City of Lansing, Kansas'** response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. **City of Lansing, Kansas'** response was not subjected to the auditing procedures applied in the audit of the financial statement and, accordingly, we express no opinion on it.

**Purpose of This Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



**ADAMSBROWN, LLC**

Certified Public Accountants  
Great Bend, Kansas

May 20, 2021

## INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

To the City Council  
**City of Lansing, Kansas**  
Lansing, Kansas

### Report on Compliance for Each Major Federal Program

We have audited the **City of Lansing, Kansas'** compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have direct and material effect on each of the **City of Lansing, Kansas'** major federal programs for the year ended December 31, 2020. **City of Lansing, Kansas'** major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

### Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

### Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the **City of Lansing, Kansas'** major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the **City of Lansing, Kansas'** compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our qualified opinion on compliance for major federal programs. However, our audit does not provide a legal determination of the **City of Lansing, Kansas'** compliance.

### Opinion on Each Major Federal Program

In our opinion, **City of Lansing, Kansas** complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2020.

**City of Lansing, Kansas**

Page 3

**Report on Internal Control Over Compliance**

Management of **City of Lansing, Kansas** is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered **City of Lansing, Kansas'** internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of **City of Lansing, Kansas'** internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.



**ADAMSBROWN, LLC**  
 Certified Public Accountants  
 Great Bend, Kansas

May 20, 2021



**CITY OF LANSING, KANSAS**  
Schedule of Expenditures of Federal Awards  
For the Year Ended December 31, 2020

Federal Grantor/ Pass-through Grantor/ Program Title	Assistance Listing Number	Agency or Pass-through Number	Federal Expenditures
<b>U.S. Department of Transportation</b>			
Passed Through Kansas Department of Transportation State and Community Highway Safety	20.600	SP-1300-20	\$ 1,567
<b>U.S. Department of the Institute of Museum and Library Services</b>			
Passed Through the State Library of Kansas Grants to States	45.310	20-LSTA-Notable	227
<b>U.S. Department of the Treasury</b>			
Passed Through Leavenworth County COVID-19 Funds Coronavirus Relief Fund	21.019	N/A	<u>1,833,436</u>
<b>Total Expenditures of Federal Awards</b>			<b>\$ <u>1,835,230</u></b>

Note - the City did not pass any funds through to subrecipients for the year ended December 31, 2020.

See accompanying notes to schedule of expenditures of federal awards.

**CITY OF LANSING, KANSAS**  
Notes to Schedule of Expenditures of Federal Awards  
For the Year Ended December 31, 2020

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**NOTE 1 – BASIS OF PRESENTATION**

The accompanying schedule of expenditures of federal awards includes the federal grant activity of **City of Lansing, Kansas** and is presented in accordance with generally accepted accounting principles. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

**NOTE 2 – INDIRECT COST RATE**

The City has elected not to use the 10% de minimis cost rate allowed under Section 200.414(f) of the Uniform Guidance.

**NOTE 3 – OTHER EXPENDITURES**

The City did not receive any federal awards in the form of noncash assistance, insurance, loans, or loan guarantees and incurred no expenditures in relation thereof for the year ended December 31, 2020.

**CITY OF LANSING, KANSAS**  
Schedule of Findings and Questioned Costs  
For the Year Ended December 31, 2020

**SECTION I - SUMMARY OF AUDITORS' RESULTS**

**FINANCIAL STATEMENTS**

Type of auditors' report issued:		<u>Qualified</u>		
Internal control over financial reporting				
• Material weakness identified?	<u>        </u>	Yes	<u>  X  </u>	No
• Significant deficiency identified?	<u>  X  </u>	Yes	<u>        </u>	None Reported
• Noncompliance material to financial statements noted?	<u>        </u>	Yes	<u>  X  </u>	No

**FEDERAL AWARDS**

Internal control over major programs:				
• Material weakness identified?	<u>        </u>	Yes	<u>  X  </u>	No
• Significant deficiency identified?	<u>        </u>	Yes	<u>  X  </u>	None Reported

Type of auditors' report issued on compliance for major programs:		<u>Unmodified</u>		
Any audit findings disclosed that are required to be reported in accordance with 2 CFR section 200.516(a)?	<u>        </u>	Yes	<u>  X  </u>	No

Identification of major programs:

<u>Assistance Listing Number</u>	<u>Name of Federal Program</u>
21.019	Coronavirus Relief Fund

Dollar threshold used to distinguish between Type A and Type B programs:		<u>\$ 750,000</u>		
Auditee qualified as low-risk auditee?	<u>        </u>	Yes	<u>  X  </u>	No

See accompanying notes to schedule of expenditures of federal awards.

**CITY OF LANSING, KANSAS**  
Schedule of Findings and Questioned Costs  
For the Year Ended December 31, 2020

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**SECTION II – FINANCIAL STATEMENT FINDINGS**

**SIGNIFICANT DEFICIENCY**

2020-001

**Criteria**

Accounts receivable balances should be reported net of the allowance for doubtful accounts in the correct funds.

**Condition**

The City's utility accounts receivable subsidiary ledgers did not tie to the general ledger in the appropriate funds.

**Effect**

The statement of net position does not accurately reflect the outstanding balances of accounts receivable that are expected to be collected in the correct funds.

**Cause**

The City is manually adjusting for penalty and interest on aged accounts. During the process to adjust for utility accounts deemed uncollectable, the City materially misstated the journal entry between funds.

**Recommendation**

We recommend that the City review the excel spreadsheets for each utility accounts receivable account and make sure it agrees to what is posted in the general ledger after entries are completed. We also recommend reaching out to the utility software to see if automated entries can be made for assessing penalties and interest.

**Status**

See corrective action plan.

2020-002

**Criteria**

Capital assets purchased or constructed during the year should be capitalized and depreciated over their useful life.

**Condition**

During our audit, we discovered capital assets with an initial cost of greater than \$5,000 and a useful life of greater than three years that were expensed entirely in the year of purchase.

**Effect**

The cost of the assets were not spread over their useful life.

**Cause**

Items were not properly capitalized in accordance with the City's policy.

**CITY OF LANSING, KANSAS**  
Schedule of Findings and Questioned Costs  
For the Year Ended December 31, 2020

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Recommendation

We recommend that when assets are purchased, they should be reviewed in accordance with the capitalization policy and recorded properly as either a capital asset to be depreciated or as an expense in the year of the purchase.

Views of Responsible Officials and Planned Corrective Actions

See corrective action plan.

**SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS**

No material findings or questioned costs are required to be disclosed under the Uniform Guidance.

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Summary Schedule of Prior Audit Findings  
For the Year Ended December 31, 2020

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**SECTION II – FINANCIAL STATEMENT FINDINGS**

**SIGNIFICANT DEFICIENCY**

2019-001

Condition

The City should report accounts receivable balances net of allowance for doubtful accounts. The statement of net position should reflect the outstanding accounts receivable balances expected to be collected. Using historical percentages collected is a reasonable estimate for current allowance accounts.

Corrective Actions

Corrective actions were taken to calculate an allowance for doubtful accounts; however, the adjustments made between the proprietary funds to do so were materially incorrect.

Status

Repeat finding. See 2020-001.

2019-002

Condition

City of Lansing, Kansas did not identify all capital assets purchased or constructed during the year. Capital assets with an initial cost of \$1,000 and a useful life greater than three years should be capitalized and depreciated over their estimated useful life. This spreads the cost over the useful life rather than recognizing the entire cost in one year.


Corrective Actions

The City began tracking purchases over \$5,000 (per the Capital Asset policy) in a spreadsheet that would allow them to identify any capital assets and properly record them.

Status

Repeat finding. See 2020-002.

# AGENDA ITEM

TO: Tim Vandall, City Administrator  
 FROM: Anthony J. Zell, Jr., Wastewater Utility Director   
 DATE: May 12, 2021  
 SUBJECT: Town Centre Trunk Sewer Replacement Project – Design Engineering Services Agreement

**History and Background:** The Town Centre sanitary sewers were installed in the early 2000's in conjunction with the other public improvements on that property. The new 10" PVC sewer line was run to the northern limits of the project boundary, and then connected to an existing 8" VCP pipe near the intersection of W Kay and Centre Drive. Unbeknownst to current staff, a decision was made at some point during the planning of that project to not upgrade the existing sewers to handle the flows generated by the development. Staff has since examined the pipe network between the connection point and the newly replaced 7 Mile Interceptor and have determined that the existing pipes will need to be replaced with larger pipes. Hydraulic modeling and analysis were completed by George Butler Associates (GBA) and confirmed staff's assessment.

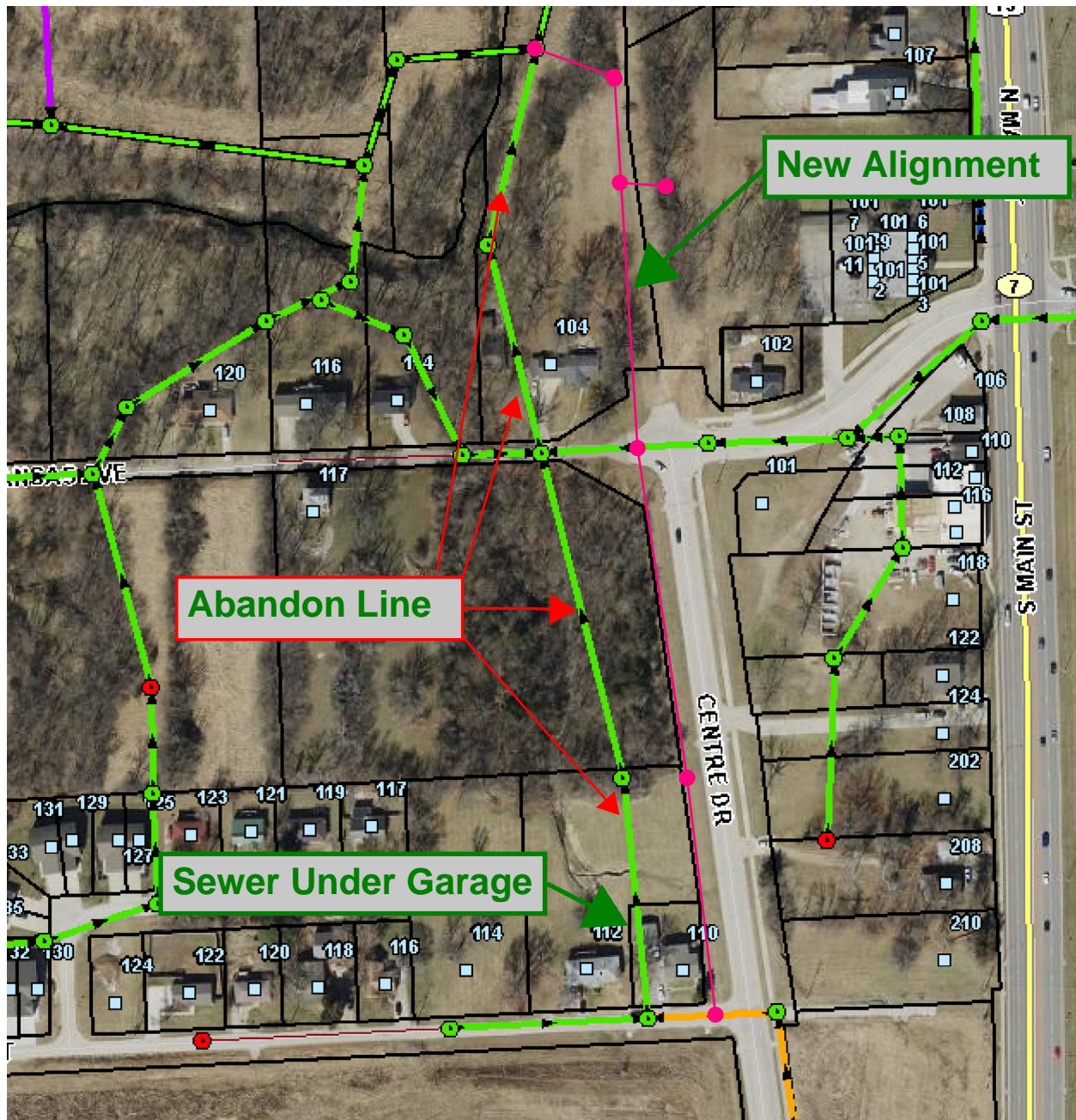
The scope and size of this project is similar to the recently completed Ward One project; however, this particular disturbs more land, includes rerouting of existing sewers that cross under an existing garage, and a sewer main that unfortunately runs within nine feet of a house foundation. Additionally, this project will relocate sewers to a more desirable location for lots located adjacent to the alignment and enhance sewerability of lots that did not have easy access.

Staff has negotiated a scope and fee for design, survey, geotechnical work, and easement preparation. Several modifications were made from the original scope used on other projects to minimize costs allow this project to be completed without the need to issue debt. Design work for this project will allow for it to be "shovel ready" when future businesses are ready to locate in Town Centre.

**Policy Consideration:** GBA has completed extensive collection system design work for the city in the last five years. The purchasing policy allows the city to solicit services from a competent, qualified firm who has successfully completed projects similar in scope within the last 18 months.

**Financial Consideration:** Funds for this project are available from the Utility's Engineering Services Account (Line Item 50-050-41120).

**Action:** A motion to approve the scope and services agreement with George Butler Associates for design engineering services for the Town Centre Trunk Sewer Replacement Project in an amount of \$78,396.00 (Seventy-eight thousand three-hundred ninety-six dollars.)





**ATTACHMENT A**

**SCOPE OF SERVICES FOR SUPPLEMENTAL AGREEMENT NO. X**

**TOWN CENTER SEWER EXTENSION FROM EAST MARY TO SEVEN MILE CREEK  
INTERCEPTOR**

**1. Project Management and Coordination**

- a. Project Coordination, monitoring and administration
- b. Kickoff meeting and review meetings. Attend one (1) kickoff meeting with the City. Discussions shall be held to review and confirm the project goals and objectives, to evaluate basic concerns on objectives and implementation of the project, and to confirm the scope of work. Discuss City's future growth plans and any effects that growth may have on the sewer network. Provide agenda and prepare minutes for meeting.

Review meetings. Attend design review meetings as outlined below. Provide agenda and prepare minutes for meeting.

Preliminary Design (30%) Submittal: Meet with City staff to review the comments for the 30% design submittal.

90% Design Submittal: Meet with City staff to review the comments for the 90% design submittal.

- c. Quality assurance and quality control. Engineer shall implement a Quality Assurance / Quality Control program on all phases of the project to provide an independent review of the work. Quality control reviews will include checks for conformance with regulatory agency requirements, completeness and correctness of evaluations, design accuracy, feasibility of implementing recommendations, and adherence to contract requirements.

**2. Site Investigation, Data Collection, Records Research**

- a. Review existing records, data, and other documents
  - i. Obtain from City and review current or past studies conducted that may affect the project work. Obtain any design documents that may affect the project work.
  - ii. Obtain from City any GIS Information to incorporate with the project. (i.e. Sewer Network, Land Uses, etc.)
  - iii. Review any available City data on rainfall, smoke testing, dye-water testing, manhole inspections, building inspections, private I&I removal records, flow monitoring, and CCTV files as appropriate.
  - iv. Obtain from City and review past sewer and roadway projects in the project area that may affect the work.
  - v. Obtain proposed surface elevations for new development if available.

- b. Coordinate with utilities including relocations. Contact utility companies to obtain atlas maps of utility locations in the project area.

### 3. **Project Development**

- a. The conceptual alignment will be reviewed and refined in the field by the Engineer. The Engineer will evaluate alignment with respect to local, state, and federal requirements including stream setbacks, stream crossings, and wetlands. The Engineer will also evaluate temporary easements and potential access easements based on conditions observed in the field. The Engineer will note any grade-dependent facilities and stream flow lines. The Engineer shall use GPS equipment to obtain horizontal coordinates for each of the points of deflection for the proposed alignment. Alignment will be evaluated for constructability, trenchless construction applicability, and utility clearance in the field.
  - i. Prior to beginning field activities, the Engineer will notify all property owners along the proposed sewer alignments, in writing, of the survey activities and the anticipated schedule. The Engineer will attempt to obtain from the property owners, the approximate elevations and orientation of all existing sewer service lines from existing structures to on-site sewage disposal systems and the approximate location of on-site sewage disposal system tanks, laterals, and mound systems.
- b. Review all available City television inspection video tapes of specific line segments, as well as cleaning history. Review will determine locations of existing service connections for the design of reconnections.
- c. Establish sewer design criteria. Design criteria will be based on City and KDHE standards. Provide a computer spreadsheet which indicates the factors and calculations used to arrive at the pipe design slopes and sizes.
- d. The Engineer will develop opinions of probable construction cost (OPCC) for each conceptual alignment, including costs for trenchless construction methods, for rock excavation and for surface restoration as applicable.
- e. Identify required permits and associated permit requirements. Regulatory agencies with permitting needs include KDHE (sewer extension and construction stormwater), KDOT, Kansas DWR, US Army Corps of Engineers. Permits anticipated include Land Disturbance Permit, Notice of Intent, NPDES, and SWPPP.

### 4. **Preliminary Design (30% Submittal)**

This task will conclude with the preparation and submission of six (6) sets of the Preliminary Design Documents to include the following:

- Conceptual design with plan view showing the pipeline alignment and existing utilities
- Engineer's option of probable construction cost
- List of technical specifications

- Updated design spreadsheets for sewer alignments

The following paragraphs outline the steps to be taken to gather information for the Preliminary Design Documents.

- a. Survey. Perform Control Surveys and Topographical Surveys. Survey will be accomplished via topographic survey.
  - i. Perform horizontal and vertical control survey to establish the base for layout of property and lot lines. Field surveying will be accomplished using modern electronic distance measuring and field data collection equipment. Horizontal control will be based on the North Zone Kansas State Plane Coordinate System – NAD 83. Vertical control will be based on FEMA LIDAR flight NAVD 88. Horizontal and vertical (x, y, and z) accuracy tolerances will be +/- 2 cm or less. All field survey data will be collected using survey grade RTK methods. Reference reports shall be filed with the county and state for all section corners, quarter corners and center corners located for a project as required by state law. The Engineer will survey the locations of grade dependent facilities.
  - ii. Obtain an Ownership Certification (an Ownership and Encumbrance report) from a title company for each property. Using the title report information, the Engineer will position the existing property and lot lines on the horizontal control network. The Engineer will notify the City of any discrepancies encountered in the layout of the properties. The Engineer will provide copies of the ownership certifications to the City.
    - a. Perform topographical surveys as necessary to prepare construction drawings. Benchmarks for construction will be set along the project at intervals not exceeding one quarter of a mile. The minimum corridor width for establishing topographical features along the alignment is 80 feet. The minimum topographical features that will be obtained are top of creek banks, flow line of creek, drainage structures, dense wooded area outlines, and all trees in residential lots in the corridor, decorative shrubs and bushes, landscaping improvements, mailboxes, signs, fences, curbs, sidewalks, driveways, roadways, overhead and underground utilities including storm conveyance facilities, buildings, structures and any other features which will assist the City, regulatory agencies and contractors in reviewing and bidding the proposed improvements. Ground elevations will be obtained along the project baseline every 50 feet and at significant breaks in the profile. Points of intersection (PI's) along the project baseline will be marked with an iron bar and wood lath. PI's will be physically referenced using three ties to markers on physical objects and state plane coordinates shall be determined, and the ties and coordinates shall be shown on the plan sheets. The location of on-site sewage disposal system tanks, laterals, and mound systems shall be shown on the drawings to the greatest extent possible.
- b. Develop design Base Map. Produce project Base Map to include utilities, right-of-way, and easements.

- c. Develop project plan & profile sheets. All drawings shall conform to the City drafting standards and minimum plan requirements where applicable. All drawings shall be produced using AutoCAD Version 2018 or later. Drawings shall be at a 1" = 20' scale. Drawings which shall include, but not be limited to:
  - i. Title Sheet
  - ii. General Layout Sheet
  - iii. Plan and Profile Sheets. Profile based on GIS.
- d. Prepare legal descriptions. Following City approval of the alignment and easement layout, prepare legal descriptions of easements and easement exhibits. The easement descriptions will be provided to the City in a word processing file format. The easement exhibit will show an easement number, owner's name(s), scale, north arrow, square footage of sanitary sewer easements and the location of all temporary and permanent easements. Provide an overall easement layout map showing ownership names, easement and tract (PID) numbers, street names and property lines.
- e. Identify underground utilities to pothole and discuss the need with the City.
- f. Prepare list of technical specifications and engineer's opinion of probable construction cost (EOPCC). The EOPCC for this 30% design submittal will be generalized with an appropriate contingency to address unknowns and less detailed design documents.

5. **Design Submittal (90% Design)**

- a. Coordinate potholing and subsurface geotechnical borings.
  - i. The Engineer shall procure the services of a sub-consultant to perform potholing to get the actual elevation of the top of the utilities. The Engineer shall coordinate the potholing with the utility companies. Sub-consultant will perform a maximum of four potholes.
  - ii. Outline a plan for obtaining geotechnical subsurface information for the project as follows:
    - At every manhole location.
    - The depth of soil borings will be to one (1) foot below proposed sewer invert elevation or to auger refusal, whichever is deepest.
    - At every third manhole and at the end of every tunnel or horizontal bore, if auger refusal is encountered above sewer invert elevation, rock corings will be made to a depth of one (1) foot below the sewer invert elevation. Obtain two rock cores to one foot below sewer invert on every horizontal bore.

Obtain subsurface information including any clearing necessary to access the alignment via truck-mounted or all-terrain drill rigs.

Soil boring and coring logs will be made available by the Engineer for the prospective bidders.

The Engineer will re-stake or re-establish the boring locations in the field.

- b. Prepare final construction plans, technical specifications, and engineer's opinion of probable construction cost.

Prepare City's front-end documents. Front-end documents will include instructions to bidders, bid forms, bond forms, general conditions (a version from the National Society of Professional Engineers, unmodified) and an Exhibit A that lists the duties, responsibilities and limitations of the authority of the resident project representative, supplemental conditions, and special provisions to the technical specifications.

- c. Assist the City in obtaining approvals and permits. Assist City in obtaining approvals from government authorities having jurisdiction over the project by attending a maximum of two (2) meetings. Assist the City in obtaining regulatory approvals, including KDHE and DWR applications. Ensure that any applicable local codes or other requirements are satisfied by the design. The Engineer shall prepare a Soil and Erosion Control Plan, Floodplain Development Permit, apply for Kansas Clean Water Act Section 401 permit, submit Kansas Notice of Intent, and apply for applicable City soil and erosion control and land disturbance permits. It is assumed the selected contractor will be responsible for obtaining the Work in ROW permit.
- d. Perform field staking of the proposed right-of-way limits, within sub-meter accuracy, for the properties selected by the City.
- e. Submit six (6) sets of the 90% Design Submittal. Submittal will include half-size drawings, technical specifications, front-end documents, Engineer's opinion of probable construction cost.

6. **Final (100%) Design Submittal**

- a. Incorporate City comments from 90% submittal.
- b. Submit one set of full size stamped and signed final drawings along with specifications and contract documents.
- c. Submit one copy of a final quantity calculations and engineer's construction cost estimate.
- d. Submit all digital files (AutoCAD, MS Word, MS Excel, etc) for the project.

7. **Bid and Construction Support**

- a. Coordinate with Drexel Technologies, Inc. (913.341.2333) to provide and distribute project drawings and contract specifications in accordance with City's Purchasing Procedures to all interested parties. Consider inquiries prior to the bid opening from contractors, subcontractors, and suppliers, and draft addenda to the project contract documents as required.

- b. Attend virtual Bid Opening and provide an engineer opinion of construction costs. Review the bids for completeness and accuracy. Develop a bid tabulation spreadsheet and submit it to the City in a PDF format. Submit a written recommendation of contract award to the City.

Prior to recommending award, consult with, advise and submit a written report to the City on the responsibility and responsiveness of the proposed contractor, the acceptability of proposed subcontractors, substitute materials and equipment proposed by the contractor. The Engineer shall review the following criteria in determination of contractor and sub-contractor acceptability:

- i. Contractor's Audited Financial Statement.
  - ii. The contractor's and sub-contractors' personnel and their relative experience, and the quality and availability of the equipment and machinery. The contractor and sub-contractor must also establish that the supervisor directly in charge of the work has been actively engaged in construction and coordination for the type of work required by the bid documents for a continuous period of at least two (2) years within the five (5) years preceding the bid opening.
  - iii. The contractor's and sub-contractors' performance record in performance of other similar contracts for public and private improvements.
  - iv. Obtain references from the proposed contractor and contact a minimum of three of the references and, if requested by the City, a minimum of three of the sub-contractors' references.
  - v. The nature and extent of other contract commitments involving the use of the contractor's and sub-contractors' personnel, machinery and equipment.
  - vi. Whether or not the contractor or sub-contractors have been denied contract award by other public entities, and if so, the reasons thereof, including entity name, type of work, and date of denial.
  - vii. Any other fact that, in the Engineer's opinion, would materially affect the ability of the contractor or sub-contractors to properly, adequately, expeditiously and satisfactorily prosecute the work.
  - viii. Provide the successful bidder with eight (8) sets of the contract specifications ready for contract execution.
- c. Assist the City in conducting a pre-construction conference with the contractor and all interested parties. Provide a written summary of the conference. The Engineer will notify all affected utility companies in writing, prior to the pre-construction conference.
  - d. Engineer shall provide CAD files to contractor to perform detailed construction staking.
  - e. Consult with the City and act as the City's professional engineering representative in dealing with the contractor. Attend and provide up to two (2) site visits during construction at appropriate stages.

- f. Review contractor's submittals. Provide submittal list, review shop drawings, test results and other submittals which the contractor submits, to show conformance to the contract documents. Review any change order requests and provide written recommendations to the City.
- g. Review requests for information. Review and respond to up to ten (10) requests for information and clarification from contractor and provide written recommendations to the City.
- h. Final completion inspection and identify punch list deficiencies.
- i. Prepare and submit record drawings.
  - i. The Engineer will determine the as-constructed distance between manholes, changes in horizontal alignments, pipe invert elevations and manhole rim elevations using electronic surveying equipment. A list of coordinate values for each manhole will also be provided. It is assumed that the contractor will provide record information to the Engineer following construction.
  - ii. Provide the City with two (2) sets of paper prints of as-constructed drawings. The AutoCAD files will be given to the City upon completion of the project with an ESRI shape file of the alignment and manholes completed for the project. The shape file will be populated with manhole and pipe data.

#### 8. **Contingency Items**

- a. Phase 1 Bat Habitat Assessment. If desired by the City, Engineer will perform a Phase 1 Bat Habitat Assessment to help determine potential nesting locations within the project corridor.
- b. Property Owner Meetings. Assist the City with meeting with property owners as necessary for the project. Revise easement documents as needed. Assist City with requests for realignments by property owners, developers, etc.
- c. Contractor Meeting. Review alignments and preliminary plans with Contractor to discuss construction methods, feasibility and any alternate construction methods.
- d. Owner/ Contractor Meetings. Attend meetings as necessary with property owner and Contractor.

#### Assumptions:

- 1. Impacts to potential jurisdictional waters (e.g. tributaries, wetlands, ponds/lakes) is not anticipated. If project impacts do occur, then a routine *Preliminary Jurisdictional Waters Delineation* (Delineation) and Corps Section 404 permitting can be performed as an Additional Service.
- 2. Detailed endangered species and cultural resource surveys is not anticipated. If resource agencies require these detailed surveys, then they can be performed as an Additional Service.

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# AGENDA ITEM

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TO: Tim Vandall, City Administrator

FROM: Mike Spickelmier, Director of Public Works *NEWS 5/14/2021*

DATE: May 17, 2021

SUBJECT: 2021 Mill & Overlay Additional Roadway Sections

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Policy Consideration: At the April 29, 2021 Work Session, the Mill & Overlay bids were discussed and because they came in so favorably, the Governing Body discussed adding additional streets to the 2021 Program. The 2021 Mill & Overlay Bid was awarded to Little Joe's Asphalt on 5/6/2021. Staff reached out to Little Joe's and requested pricing for the additional streets.

The additional road sections are as follows: Bittersweet Ln, Sage St., Bittersweet Ct, and Pine Ridge Ct.

Financial Consideration: 750,000 was budgeted in Fund 70 for this work in 2021.

- Base Bid Award: \$512,446.85
  - CO#1: \$184,770.00
  - Total: \$697,216.85
- 

Action: Approve Change Order #1 from Little Joe's Asphalt for the additional Mill & Overlay work in an amount not to exceed \$184,770.



## Change Order #1

The undersigned proposes to accomplish the **City of Lansing Project No. 21-01, Change Order #1** including any and all work and material that may be necessary to complete the same according to the plans, special conditions, and technical specifications as outlined in the contract between the Owner and the Contractor. The city reserves the right to award or reject the proposed changes

### Unit Price Worksheet (Change Order #1)

Bid Item No.	Spec No.	Item Description	Quantity	Bid Unit	Bid Unit Price (Dollars & Cents)	Extended Cost (Dollars & Cents)
CO1-1	SP-1, Div.1600	Mobilization	1	L.S.	850 <sup>00</sup>	850 <sup>00</sup>
CO1-2	SP-2, MUTCD	Traffic Control	1	L.S.	450 <sup>00</sup>	450 <sup>00</sup>
CO1-3	SP-3, Div.1300	Asphaltic Concrete Overlay (BM-2) or HMA	1350	Ton	74 <sup>00</sup>	99,900 <sup>00</sup>
CO1-5	SP-5	Milling (2")	8500	S.Y.	4 <sup>00</sup>	34,000 <sup>00</sup>
CO1-8	SP-8, SD21-11 Div.3100	Manhole Adjustment (post-overlay)	1	Each	1000 <sup>00</sup>	1,000 <sup>00</sup>
CO1-9	SP-9, SD21-1, Div 2100	Concrete Curb & Gutter (Match exist.- Type A Typ.)	966	L.F.	45 <sup>00</sup>	43,470 <sup>00</sup>
CO1-10	SP-10, Div. 6200	Lawn Restoration (Behind Curb & Gutter repairs)	800	S.F.	4 <sup>50</sup>	3,600 <sup>00</sup>
CO1-11	SP-11, Div 2100, Photo	Concrete Curb Inlet Transition (6' min. length)	20	L.F.	45 <sup>00</sup>	900 <sup>00</sup>
CO1-12	SP-12, Div 2100	Concrete Driveway Repair	5	S.Y.	120 <sup>00</sup>	600 <sup>00</sup>

Total for Change Order #1

\$ 184,770<sup>00</sup>

Signature for Bidder

Theresa Buhler

Signature for Owner

\_\_\_\_\_

# Little Joe's Asphalt, Inc.

P O Box 516  
Bonner Springs, KS 66012

Phone: (913)721-3261

Fax: (913)721-3144

## A WOMEN'S BUSINESS ENTERPRISE

Estimate #: 17897

<b>Submitted To:</b> City Of Lansing	<b>Date:</b> 5/12/202
<b>Address:</b> Lansing City Hall 730 1st Terrace, Suite 3 Lansing, KS 66043	<b>Phone:</b> (913)727-2400 <b>Fax:</b> (913)351-3618
<b>Contact:</b> Mike Spickelmier	<b>Job Name:</b> Pavement Preservation 2021
	<b>Job Location:</b> Lansing, KS
	<b>Prop. Owned By:</b> City Of Lansing

### Change Order #1

34. C01-1 Mobilization	1 LS	\$850.00
35. C01-2 Traffic Control	1 LS	\$450.00
36. C01-3 Asphaltic concrete overlay (BM-2) or HMA 10% RAP	1,350 Tons	\$74.00/TN \$99,900.00
37. C01-5 Milling (2")	8,500 SY	\$4.00/SY \$34,000.00
38. C01-8 Manhole Adjustment (Post Overlay)	1 EA	\$1,000.00/EA \$1,000.00
39. C01-9 Concrete Curb & Gutter (Match Existing - Type A Typ.)	966 LF	\$45.00/LF \$43,470.00
40. C01-10 Lawn Restoration (Behind Curb and Gutter Repairs)	800 SF	\$4.50/SF \$3,600.00
41. C01-11 Curb Inlet Transition (6' min. length)	20 LF	\$45.00/LF \$900.00
42. C01-12 Concrete Driveway Repair	5 SY	\$120.00/SY \$600.00

The total price for the Change Order #1 items is: \$184,770.00

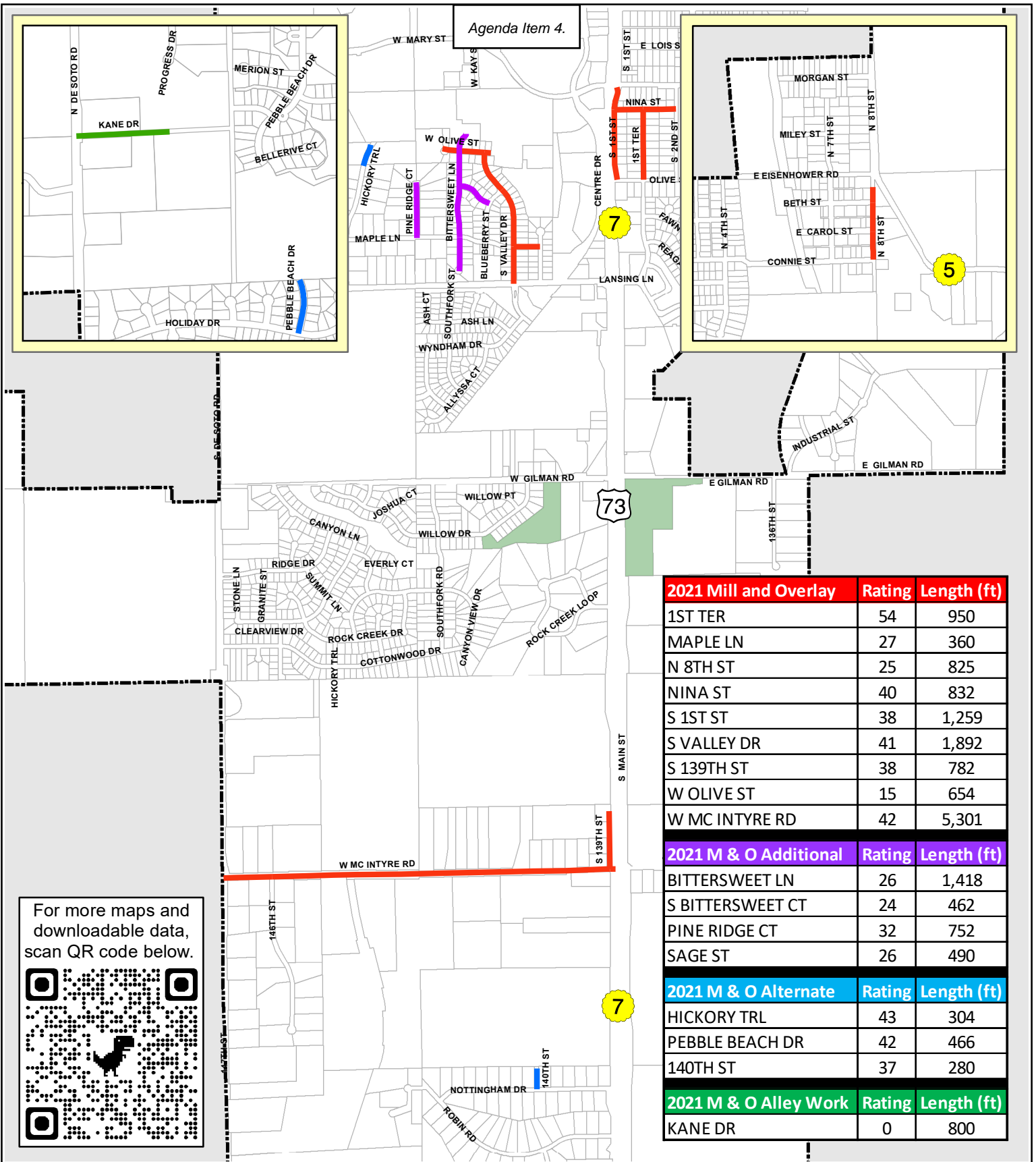
**ESTIMATE EXPIRATION:** This estimate is valid for 30 days.

**MOBILIZATIONS:** Price based on a 1 mobilization(s).

**SALES TAX:** The project referenced herein is tax exempt.

<b>ACCEPTED:</b> The above prices, specifications and conditions are satisfactory and are hereby accepted. Buyer _____ Signature _____ Date of Acceptance _____	<b>CONFIRMED:</b> <b>Little Joe's Asphalt, Inc.</b> Authorized Signature _____ Title <u>Don Bruns, Estimator</u>
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# Agenda Item 4.



2021 Mill and Overlay	Rating	Length (ft)
1ST TER	54	950
MAPLE LN	27	360
N 8TH ST	25	825
NINA ST	40	832
S 1ST ST	38	1,259
S VALLEY DR	41	1,892
S 139TH ST	38	782
W OLIVE ST	15	654
W MC INTYRE RD	42	5,301
2021 M & O Additional	Rating	Length (ft)
BITTERSWEET LN	26	1,418
S BITTERSWEET CT	24	462
PINE RIDGE CT	32	752
SAGE ST	26	490
2021 M & O Alternate	Rating	Length (ft)
HICKORY TRL	43	304
PEBBLE BEACH DR	42	466
140TH ST	37	280
2021 M & O Alley Work	Rating	Length (ft)
KANE DR	0	800

## 2021 Streets Mill and Overlay Proposed Locations Lansing, Kansas

### Legend

- 2021 M & O Base
- 2021 M & O Additional
- 2021 M & O Alternate
- 2021 M & O Alley Work
- Parks
- Parcels
- City Boundary

1 inch = 1,750 feet

0 1,750 3,500 Feet



CITY OF  
**LANSING**  
**KANSAS**  
www.lansingks.org

Date: 119  
Author: [redacted]

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## AGENDA ITEM

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TO: Tim Vandall, City Administrator  
FROM: Matthew R. Schmitz, Director, Community & Economic Development  
DATE: May 20, 2021  
SUBJECT: Sanitary Sewer Easement – 00000 Fairlane (Santa Fe Townhomes)

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Explanation: Jeremy Greenamyre of Greenamyre Rentals, Inc., owner of the property at 00000 Fairlane (corner of Santa Fe and Fairlane), has executed the attached Sanitary Sewer Easement for an upcoming project.

The upcoming project at this corner is expected to be a multi-family development and the parcel is currently zoned appropriately for this (R-4 Multi-Family Residential District). The Site Plan has yet to be submitted to the Planning Commission but will be submitted and reviewed at the Planning Commission level. No building permits can be issued for this property until the Site Plan is approved and accepted by the Planning Commission.

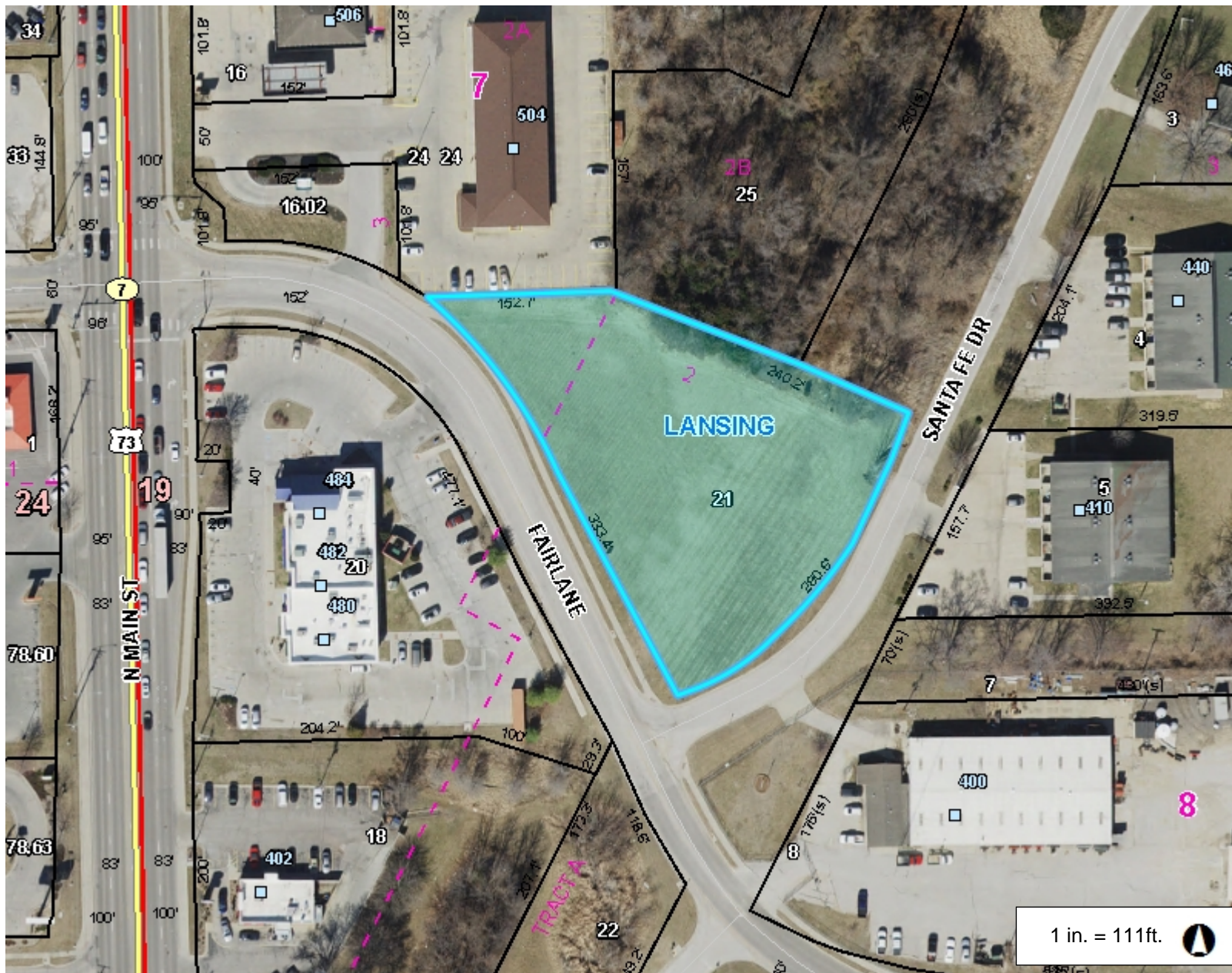
Policy Considerations: None.

Action: None required – This item is informational and does not require an official action.



# Leavenworth County, KS

Agenda Item 5.



## Legend

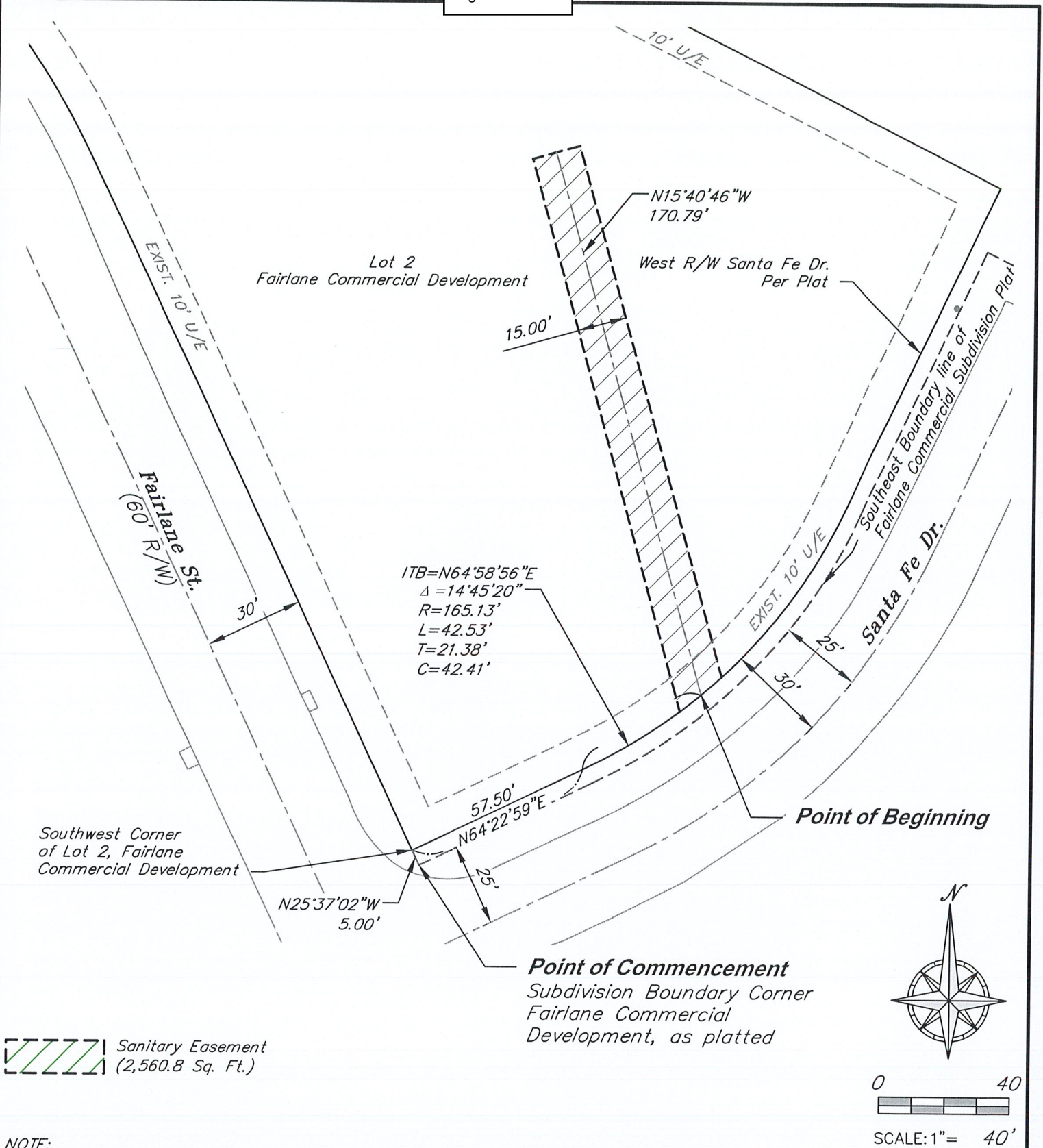
- Address Point
- Parcel Number
- Lot Line
- Parcel
- ⋮ City Limit Line
- Major Road
- <all other values>
- 70
- Road
- + Railroad
- Section
- Section Boundaries
- County Boundary

## Notes

This Cadastral Map is for informational purposes only. It does not purport to represent a property boundary survey of the parcels shown and shall not be used for conveyances or the establishment of property boundaries.

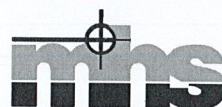
THIS MAP IS NOT TO BE USED FOR NAVIGATION





**NOTE:**  
THE PURPOSE OF THIS EXHIBIT IS ONLY FOR THE REPRESENTATION OF THE PROPOSED EASEMENTS SHOWN HEREON. THIS EXHIBIT DOES NOT CONSTITUTE A BOUNDARY SURVEY.

# EXHIBIT A SANITARY SEWER EASEMENT GREENAMYRE RENTALS INC.



**McAFEE HENDERSON SOLUTIONS, INC.**  
Civil Engineering + Land Surveying  
15700 College Blvd., Suite 202 Lenexa, KS 66219  
Ph: (913) 888-4647 Fax: (913) 390-9865



## **SANITARY SEWER EASEMENT**

**THIS CONVEYANCE** is made on this 20th day of May 2020, by and between **GREENAMYRE RENTALS INC**, a Kansas Corporation, its successors, administrators, and assigns, all of which are hereinafter collectively referred to as Grantor, and **CITY OF LANSING, KANSAS**, a Municipal Corporation of the State of Kansas, its successors, administrators, and assigns, all of which are hereinafter collectively referred to as Grantee.

**IN CONSIDERATION** of the sum of One Dollar and other valuable considerations, receipt and sufficiency of which is hereby acknowledged, Grantor hereby grants and conveys unto Grantee a perpetual easement for the purposes of constructing, altering, extending, relocating, maintaining, operating, and authorizing the location of public sanitary sewer facilities and services, including, but not limited to, sanitary sewers, manholes, and other appurtenances thereto in any part of said Sanitary Sewer Easement, over, under and through the following described real estate lying and situated in the County of Leavenworth, State of Kansas, to-wit:

**SEE EXHIBIT "A" ATTACHED HERETO  
AND INCORPORATED HEREIN BY  
THIS REFERENCE**

**THIS SANITARY SEWER EASEMENT** is executed, delivered, and granted upon the following conditions and considerations:

1. Grantor understands and agrees the utilities constructed hereunder shall be, in every respect, managed by Grantee as a public utility as if placed in a dedicated, Grantee-owned Right of Way (ROW) of the City of Lansing, Kansas. Grantor and Grantee further agree this Easement shall be subject to regulation and management by the City of Lansing, Kansas, and the right of the City, in its sole discretion, to demand the future relocation of any utility to be constructed and maintained in the future within this Easement, with the cost of such relocation to be paid by the utility.



2. The rights granted herein shall not be construed to interfere with or restrict Grantor from the use of the described real estate with respect to the construction and maintenance of property improvements within this Easement so long as the same are so constructed as not to impair the strength or interfere with the access, use, or maintenance of said sanitary sewer facilities.

3. Grantee, its employees and agents, shall have the right of ingress and egress at all times to enter upon the described real estate for the purposes herein described, using such reasonable route across Grantor's remaining real estate as Grantor may designate.

4. Grantor hereby waives and releases Grantee, its employees and agents, from any and all claims for damage, known and unknown, foreseen and unforeseen, arising by reason of the use of the described real estate for the purposes herein described; provided, Grantee shall restore any disturbed property to Grantor to a neat and presentable condition. All such restoration shall be completed as soon as reasonably practicable.

5. This Easement is not a waiver of a claim for damage to or use of any property not restored promptly to Grantor, nor a waiver of any claim for personal injury made in accordance with the Kansas Tort Claims Act.

6. This Easement shall apply to all interests in the described real estate, now owned or hereafter acquired or assigned by Grantor or Grantee; this covenant shall run with the land.

**IN WITNESS WHEREOF**, Grantor has authorized and caused this conveyance to be signed on its behalf by its OFFICER on the day and year first above written.

**GREENAMYRE RENTALS INC**

  
JEREMY GREENAMYRE, OFFICER



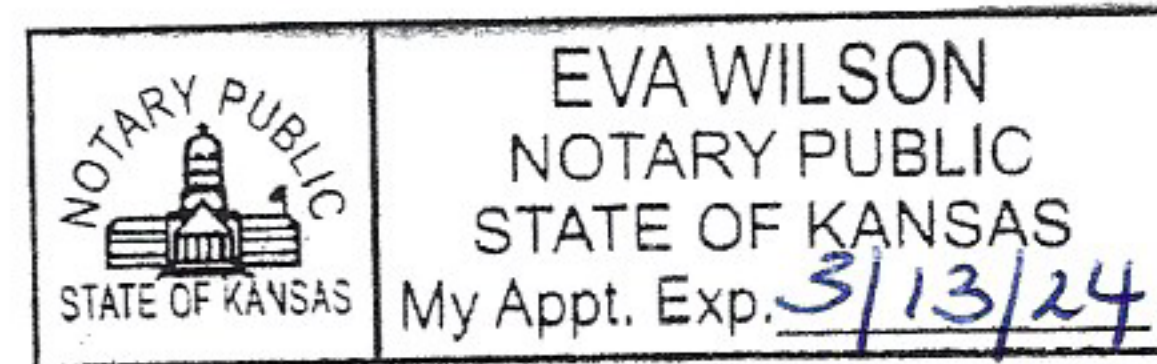
# ACKNOWLEDGMENT

STATE OF Kansas )  
 )ss.  
COUNTY OF Leavenworth )

THIS INSTRUMENT was acknowledged before me on this 14<sup>th</sup> day of May <sup>2021</sup>~~2020~~, by JEREMY GREENAMYRE as OFFICER of GREENAMYRE RENTALS INC, a Kansas Corporation.

Challw  
Notary Public

3/13/24  
My Appointment Expires





**EXHIBIT "A"**

PARCEL NUMBER(S): 094-19-0-20-03-021.00-0  
SITUS ADDRESS: 00000 Fairlane, Lansing, KS 66043  
OWNER: GREENAMYRE RENTALS INC  
MAILING ADDRESS: 2500 S 2<sup>nd</sup> St., Leavenworth, KS 66048

**LEGAL DESCRIPTION:**

A tract of land being a part of Lot 2, Fairlane Commercial Development, a subdivision plat recorded as Document 2009P00010 at the Register of Dees office of Leavenworth County, being more particularly described as follows:

Commencing at a Subdivision Plat Boundary Corner of Fairlane Commercial Development in common with the East Right-of-Way line of Fairlane Street and North Right-of-Way line of Santa Fe Drive; thence N 25°37'02" W along the East line of said Fairlane Street, a distance of 5.00 feet to the Southwest Corner of said Lot 2, Fairlane Commercial Development, said point also being 30.00 feet North of the centerline of said Santa Fe Drive as shown per said plat; thence N 64°22'59" E along the South line of said Lot 2 being 30.00' North of and parallel with said centerline, a distance of 57.50 feet to a point of curvature; thence continuing along said South line of said Lot 2, Northeasterly along a curve to the left having a radius of 165.13 feet, a delta angle of 14°45'20", an initial tangent bearing of N 64°58'56" E, and an arc length of 42.53 feet to the Point of Beginning of the centerline of a 15.0 feet wide sanitary easement lying 7.50 feet on each side of following course; thence N 15°40'46" W, a distance of 170.79 feet to the termination of said centerline with side of said 15.0 feet wide easement being trimmed or extended to terminate on the South line of said Lot 2, containing 2,560.1 Sq. Ft., more or less.



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## AGENDA ITEM

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TO: Tim Vandall, City Administrator  
FROM: Sarah Bodensteiner, City Clerk  
DATE: May 17, 2021  
SUBJECT: Executive Session – Personnel Matters of Non-Elected Personnel

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Executive Session will be called for 10 minutes to discuss personnel matters of non-elected personnel.

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## AGENDA ITEM

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TO: Tim Vandall, City Administrator  
FROM: Sarah Bodensteiner, City Clerk  
DATE: May 17, 2021  
SUBJECT: Executive Session – Economic Development

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Executive Session will be called for 15 minutes to review Economic Development activities pursuant to the discussion of confidential data relating to the financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorship, K.S.A. 75-4319(b)(4).



## National Public Works Week Proclamation

**WHEREAS**, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of Kansas; and

**WHEREAS**, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings and other structures and facilities essential for our citizens; and

**WHEREAS**, it is in the public interest for the citizens, civic leaders and children in Lansing to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs in their respective communities; and

**WHEREAS**, the year 2021 marks the 61st annual National Public Works Week sponsored by the American Public Works Association be it now,

**NOW, THEREFORE**, I, Anthony R. McNeill, Mayor of the city of Lansing, Kansas, do hereby proclaim Lansing's full support in designating May 16-22, 2021, as

### National Public Works Week

and I urge all citizens to join with representatives of the American Public Works Association and government agencies in activities, events and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees, and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

**In Witness Whereof**, I have hereunto set my hand this 20th day of May, in the year Two Thousand Twenty-one.

City of Lansing

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Anthony R. McNeill, Mayor

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Sarah Bodensteiner, CMC, City Clerk

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	21049	21,134	85	
						0	
						0	
						0	
						0	
Total						85	

Equipment

Year	Make	Model	Description	Hours Start	Hours End	Hours Used	Comments
2018	Advance	SC1500	AutoScrubber Floor Machine	39.22	40.05	0.83	Community Center Cleaning
2018	Kubota	ZG227-A	Mower	167.1	180.2	13.1	
2021	Kaivac	1750	Cleaning Machine	2.2	3	0.8	
						0	
						0	
						0	
Total						14.73	

**Lansing Community and Economic Development Department  
Monthly Fleet Report**

**Month** April **Year** 2021

**Vehicles**

<b>Year</b>	<b>Make</b>	<b>Model</b>	<b>License Plate #</b>	<b>Description</b>	<b>Mileage Starting</b>	<b>Mileage Ending</b>	<b>Miles Driven</b>	<b>Comments</b>
2006	Ford	Ranger XLT	67211	LT. Pick-up Ext	53,309	53,821	512	
2005	Ford	Ranger	57932	LT. Pick-up Ext	48,419	48,568	149	
2015	Dodge	Journey	A6545	SUV	76,308	76,329	21	
2006	Dodge	Caravan	66257	Van	49,689			Moved to Parks/Rec

## Parks and Recreation Fleet Report April 2021

### Vehicles:

Year	Make	Model	Description	Mileage Start	Mileage Ending	Miles Driven	Current Use	Comments
2006	Dodge	Caravan	Minivan	49,689	49,807	118	AC/Parks use	
2014	Ford	F-350	Dump truck	20679.2	20939.7	260.5	Parks maintenance	
2016	Jeep	Patriot	SUV	64990	65063	73	Activity Center use	
2017	Chevrolet	Silverado	truck	16754	17119	365	Parks maintenance	
2018	Ford	F-350	4-dr crew	18907	19500	593	Parks maintenance	
Total						1409.50		

### Equipment:

Year	Make	Model	Description	Hours Start	Hours End	Hours used	Current Use	Comments
1992	Massey Ferguson	1020	Tractor	1980.7	1982	2.7	Parks maintenance	
2005	Kubota	F3060	mower	315.4	317.9	2.5	Parks maintenance	
2007	Turbo Tool Cat	5600	utility vehicle	1210.1	1212.4	2.3	Parks maintenance	
2012	Wright	ZK	stander mower	1111.5	1119.3	7.8	Parks maintenance	
2016	ABI	Force	infield groomer	237.9	239.9	2	Parks maintenance	
2017	Kubota	ZD1211	mower	628	649.5	21.5	Parks maintenance	
2018	Polaris	Ranger	utility vehicle	238.9	243.1	4.2	Parks maintenance	
2019	Exmark	LZ 72	mower	341.2	368.6	27.4	Parks maintenance	
2019	Emark	LZ 96	mower	193.6	199.2	5.6	Parks maintenance	
2020	Kubota	ZD1211	mower	15.1	33.9	18.8	Parks maintenance	
Total						94.80		



## Lansing Police Department Vehicle Fleet End of Month Report

Apr-2021

Unit	Year	Make/Model	Last 5 VIN	Mileage as of 04/01	Mileage as of 05/01	Miles Driven	Current Use	Future Use	Comments
1	2013	Ford Explorer	40459	86135	87921	1786	Detective	Detective	Limited Use - Detective
2	2020	Dodge Durango	96952	12491	14242	1751	Patrol	Patrol	Fit for patrol duty
3	2015	Ford Explorer	40975	0	0	0			Retired
4	2015	Ford Explorer	40976	59479	60603	1124	Patrol	Patrol	Fit for patrol duty
5	2012	Dodge Charger	07027	0	0	0			Retired
6	2019	Dodge Durango	85334	32812	35162	2350	Sergeants	Sergeants	Limited Use - Sergeants
7	2018	Ford Explorer	34004	9086	9329	243	Captain	Captain	Limited Use - Captain
8a	2017	Dodge Charger	86270	58554	59653	1099	Patrol	Patrol	Fit for patrol duty
9	2018	Ford Explorer	34003	29767	29982	215	Patrol	Patrol	Limited Use - Lieutenant
10	2011	Dodge Charger	52349	0	0	0			Retired
11	2003	Ford F150	64639	86164	86333	169	Animal Control	Animal Control	Fit for animal control duty
12	2019	Dodge Durango	85335	12135	13477	1342	Chief	Chief	Limited Use - Chief
13a	2017	Dodge Charger	96163	57472	58693	1221	Patrol	Patrol	Fit for patrol duty
15	2018	Ford Explorer	34002	0	0	0			Awaiting Replacement
17	2016	Dodge Charger	23367	50864	52520	1656	Patrol	Patrol	Fit for patrol duty
					<b>Mileage Total:</b>	12956			

**Lansing Public Works Department  
Monthly Fleet Report**

Month April Year 2021

**Vehicles**

Year	Make	Model	License Plate #	Description	Mileage Starting	Mileage Ending	Miles Driven	Comments
2008	Ford	Ranger XLT	70321	LT. Pick-up Ext	58,594	58,594	0	
1998	Ford	1/2 ton	48091	Pick-up	67,363	67,546	183	
2005	Sterling	LT 8500	64614	Dump Truck	57,395	57,792	397	
2007	Elgin	Crosswind J+	70295	Street Sweeper	6,692	6,930	238	
2017	Chevrolet	3500	88437	Pick-up Truck	23,895	24,201	306	
2011	International	7400	75269	Dump Truck	20,007	20,081	74	
2016	Ford	F350 4x4	88468	One-ton Dump Truck	15,168	15,297	129	
2013	Ford	Explorer	80551	SUV	70,321	70,594	273	
2019	Ford	Ecosport	A4358	SUV	4,859	4,859	0	
2020	Chevrolet	3500	A8914	One-ton Dump Truck	1,529	1,637	108	
2005	Mack	Granite	B0282	Dump Truck	43,004	43,027	23	
2006	Dodge	Caravan	66257	Van	49,689			

**Equipment**

Year	Make	Model		Description	Hours Starting	Hours Ending	Hours Used	Comments
1997	JD	770BH		Grader	5,122	5,123	1	
2004	IR	DD-24		Asphalt Roller	299	299	0	
2006	IR	185		Air Compressor	218	218	0	
1997	Bobcat	763		Skid Steer	2,257	2,257	0	
2014	Case	580 SNWT		Backhoe	1,600	1,603	3	
2002	Crafco	110		Crack Sealer	821	821	0	
2003	Kubota	L3710		Tractor	1,631	1,631	0	
2009	Case	465		Skid Steer	694	710	16	
2018	John Deere	5065E		Tractor	114	120	6	
2018	Vermeer	BC1000		Chipper	8	8	0	

April of 2021

City Influent	29.63	City Avg Daily	.987 MGD
LCF Influent	.415 MG	LCF Daily Avg	.138 MGD
Total Biosolids	0.921	Precip	2.71 inches

#### Vehicles

Year	Make	Model	Description	Mileage Start	Mileage Ending	Miles Driven	Current Use
1999	Sterling	Vactor	Jet Truck	8352	8352	0	Collection System
2012	Chevrolet	Tahoe	SUV	105133	105319	186	Ops/Maint.
2019	Ford	F250	Pick Up Truck	8897	9073	176	Ops/Maint.
2019	Ford	F250	Flatbed Truck	2624	2742	118	Ops/Maint.
2005	Freightliner	M2106	Dump Truck	24775	24869	94	Biosolids Disposal
Total						574	

#### Equipment

Year	Make	Model	Description	Hours Start	Hours Ending	Hours Used	Current Use
1991	Case	1825	Uni-Loader	967	969	2	Plant Activities
1999	Sterling	Vactor	Jet Truck	2271	2271	0	Collection System
2004	John Deere	7920	Tractor	1281	1290	9	Biosolids Disposal
2005	Polaris	Ranger #1	Utility Vehicle	1366	1373	7	Operations
2004	Case	621D	Loader	2411	2421	10	Operations
2005	Polaris	Ranger #2	Utility Vehicle	1457	1468	11	Maintenance
2006	JCB	531-70	Telehandler	631	634	3	Plant Activities

**COMMUNITY AND ECONOMIC DEVELOPMENT  
PERMITS/LICENSES AND CODE ENFORCEMENT REPORT FOR APRIL**

**TO:** Tim Vandall, City Administrator

**FROM:** Matthew R. Schmitz, Director, Community and Economic Development

**DATE:**

<b>PERMITS AND LICENSES:</b>	<b><u>Current Month</u></b>	<b><u>Year to Date</u></b>
Number of permits issued.....	50	135
Number of permits for new single-family housing completed.....	0	0
Number of permits for new multi-family housing completed.....	0	0
Number of occupancy certificates issued.....	1	3
Number of permits for new single-family housing currently in process or pending issuance.....	0	0
Number of permits for new multi-family housing currently in process or pending issuance.....	0	0
Total valuation of residential and commercial construction and remodeling for which permits were issued.....	\$2,191,017.08	\$2951595.70
Permit fees.....	\$13,445.50	\$10,179.50
Number of inspections performed.....	22	125
Number of trade licenses issued.....	9	105
Total trade contractor licenses issued.....	25	268
Number of occupational licenses issued.....	16	60
<b>CODE ENFORCEMENT:</b>	<b><u>Current Month</u></b>	<b><u>Year to Date</u></b>
<u>Nuisance Report</u>		
Three Day Warnings:.....	25	125
Certified Letters Sent:.....	1	2
Compliance:.....	14	101
Compliance Review:.....	22	112
<u>Vehicle Report</u>		
Warning Letters/Verbal:.....	8	17
Certified Letters Sent (20 Days):.....	1	1
Compliance:.....	8	14
Compliance Review:.....	8	17
<u>Weeds Report</u>		
Three Day Warnings:.....	28	28
Certified Letters Sent:.....	2	2
Compliance:.....	18	18
Compliance Review:.....	18	18
<u>Infiltration of Storm Water System</u>		
Three Day Warnings:.....	0	0
Certified Letters Sent:.....	0	0
Compliance:.....	0	0
Compliance Review:.....	0	0
<u>Additional Actions</u>		
Violation Publications:.....	0	0
Number of Court Actions:.....	0	0
Abated:.....	0	0
Citations:.....	0	0
Contracted for Work:.....	0	0