

AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

OLD BUSINESS

1. Approval of Minutes

AUDIENCE PARTICIPATION

PRESENTATIONS

NEW BUSINESS

2. Appraisal Services for McIntyre Road Sanitary Sewer Interceptor Project
3. Parks & Rec Advisory Board ex-officio appointment
4. Executive Session - Economic Development

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

5. CED Report
6. Fleet Report
7. City Administrator Report

PROCLAMATIONS

OTHER ITEMS OF INTEREST

ADJOURNMENT

Regular meetings are held on the first and third Thursday of each month. For information on how to view prior meetings, please visit our website at <https://www.lansingks.org>. Any person wishing to address the City Council, simply proceed to the microphone in front of the dais after the agenda item has been introduced and wait to be recognized by the Mayor. When called upon, please begin by stating your name and address. A time designated "Audience Participation" is listed on the agenda for any matter that does not appear on this agenda. The Mayor will call for audience participation. Please be aware that the City Council and staff may not have had advance notice of your topic and that the City Council may not be able to provide a decision at the meeting. If you require any special assistance, please notify the City Clerk prior to the meeting.

AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Tish Sims, City Clerk
DATE: May 10, 2023
SUBJECT: Approval of Minutes

The Regular Meeting Minutes of May 4, 2023 are enclosed for your review.

Action: Staff recommends a motion to approve the Regular Meeting Minutes of May 4, 2023, as presented.

AGENDA ITEM

CITY OF LANSING
CITY COUNCIL MEETING

MEETING MINUTES
May 4, 2023

Call To Order:

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

Roll Call:

Councilmember Brungardt called the roll and indicated which Councilmembers were in attendance.

Councilmembers Present:

Ward 1: Kevin Gardner and Gene Kirby
Ward 2: Don Studnicka and Marcus Majure
Ward 3: Kerry Brungardt and Jesse Garvey
Ward 4: Dan Clemons

Absent: Gregg Buehler and Mayor McNeill

OLD BUSINESS:

Approval of Minutes of the Regular Meeting of April 20, 2023, as presented.

Councilmember Kirby made a motion to approve Regular Meeting Minutes of April 20, 2023, as presented. Councilmember Clemons seconded the motion. No discussion occurred. **Roll Call Vote: Aye: Councilmembers Studnicka, Gardner, Kirby, and Clemons. Nay: none; Abstain: Councilmembers Majure and Garvey; Absent: Councilmember Buehler. The motion was approved.**

Audience Participation: Rob Gaslin, Cottonwood Dr, City Appointed Chairman of the Board of Trustees for Fire District #1. Mr. Gaslin wished to fill in the gaps after the work session last week regarding how Fire District #1 currently operates with the city as it currently operates. He discussed how the Trustees act in the best interest of the whole district. He gave examples of how requested issues were addressed by the trustees, including lowering the temperature between the members and addressing more efficient protocols for emergency service calls. He stated that if he was not meeting the needs of the city and was asked by the mayor, he would step down. However, some weeks he spends more than forty volunteer hours per week with the Fire District. Lastly, he addressed the question raised by a citizen about the cost as a taxpayer for the Fire District. He stated that there was discussion at the work session about the city exceeding the 9 mill cap. He felt it was incongruent with the issue raised. Furthermore, the Fire District has learned to live within the cap and has been fiscally responsible with the budget.

Presentations: The Economic Development Week Proclamation was presented to Diana Dodd with the Leavenworth County Development Corporation by Councilmember Kirby.

COUNCIL CONSIDERATION OF AGENDA ITEMS:

JK Root Final Plat

The owners of 292 W. Gilman propose to subdivide a 1.2-acre parcel into a two-lot subdivision. The current driveway is on the city right-of-way on Gilman Road. On March 16th, 2023, the City Council approved the Preliminary Plat with several notes to add to the Final Plat. The City Council approved the continued, and expanded, usage of City property as a driveway for the two lots proposed by the Final Plat. The Planning Commission met on April 19, and voted 4-2 to recommend approval to the City Council.

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

Zimmerman Property Rezoning

The Applicant proposes to rezone a 4.726-acre portion of Lot 1, Lansing Towne Centre, from B-3 to R-4. The rezoning, if approved, would allow the applicant to construct an apartment complex which would be categorized as a “Medium Apartment” Use under the UDO Article 4.03 Permitted Uses

Councilmember Kirby made a motion to approve Ordinance No. 1094: An Ordinance to rezone Lot 1-Lansing Towne Center, 00000 Centre Drive from a B-3 to an R-4. Councilmember Clemons seconded the motion. Councilmember Gardner and City Administrator Vandall discussed the sewer line adjustment. Jeff Beckler from Zimmerman Properties clarified the adjustment of the drawings based on the sewer easement and topographical challenges on the site. **Roll Call Vote: Aye: Councilmembers Studnicka, Gardner, Kirby, Majure, Garvey, Clemons and Brungardt. Nay: none; Abstain: none; Absent: Councilmember Buehler. The motion was approved.**

REPORTS:

Department Heads: Nothing to discuss.

City Attorney: Nothing to discuss.

City Administrator: The city is thrilled about the \$1.3 million grant. We’re thankful to the county. Originally, they had a joint application with us. The grant is a little less than had been asked for. So, the Town Center sewer project that was to be bid out in the fall is not time sensitive. That’s a project that we could tackle in 2024 if we wanted to use money earmarked for that as our match for this project. We could do that. This grant is going to open up hundreds of acres for future development in southern Lansing right on K-7 and the McIntyre corridor. It’ll be a great thing.

Governing Body:

Councilmember Kirby: Two weeks ago, a committee was formed to rename the fishing derby after Councilman Trinkle. I’ve had several meetings with the family. Last Monday, Don, Kevin, Jason (Director of Parks and Recreation) and I met at the park. Jason’s involvement is because we don’t want to interfere in his operation if we don’t have to. So, I think we’ve pretty much decided on a location that we want to use. We are currently in the process of determining what kind of signage we want, where we’re going to get it, how much it’s going to cost, and where we’re going to get the money. Those things are certainly down the road. I know there was some discussion about naming a ball field after Dave but to know the whole history, the fishing derby makes more sense. The family is 100% behind the fishing derby renaming. This is the 23rd year. Dave was active every year until Covid hit, and then he got sick. Dave used to go to the fishing derby with his tackle box full in case any little kids needed anything. He was instrumental in obtaining prizes and donations to give out to the kids. It was in fact his thing. Quick story, the first fishing derby the pond was so full of algae that the kids’ hooks wouldn’t fall into the water. So, Dave and Mark Brown ran home and got Dave’s flat bottom boat and a big, long board and went down and started paddling. Moved the algae out of the way so the kids’ hooks would fall into the water. We’re moving along. We’re making good progress. We’re exploring several different options. The family wishes to express their sincere appreciation for the effort we’re about to undertake here.

Councilmember Majure: I want to thank Rob for coming tonight. I appreciate your kind remarks and clarification of things and put a shout out to anybody that would like to come to our meetings. We have that open time and look for audience to come. We always like to hear from our audience.

Councilmember Garvey: Thanks Rob for coming in and sharing your thoughts. We appreciate it. Thanks to Gene and the committee for finding a way to honor Councilmember Trinkle's memory. He served a lot of years. He deserves something in this town that says he served. I agree 100% with what you guys are doing.

Councilmember Clemons: Nothing to discuss.

Councilmember Studnicka: Nothing to discuss.

Councilmember Gardner: I'd like to acknowledge the Economic Department, Joshua (Community and Economic Department Director), the Chief of Police, and Mike (Public Works Director) for the Public Works department this week. I got to meet Dave's so, and he did have some good insight and good information on what we were talking about.

Councilmember Brungardt: Mr. Gaslin, thanks for attending tonight. Appreciate your comments.

Proclamations:

- Lansing Police Week Proclamation
- Public Works Week Proclamation

ADJOURNMENT:

Councilmember Kirby made a motion to adjourn. Councilmember Studnicka seconded the motion. Roll Call Vote: Aye: Councilmembers Studnicka, Gardner, Kirby, Majure, Garvey, Clemons and Brungardt. Nay: none; Abstain: none; Absent: Councilmember Buehler. The motion was approved.

The meeting adjourned at 7:22 p.m.

ATTEST:

City Clerk Tish Sims, CMC

AGENDA ITEM

TO: Tim Vandall, City Administrator
 FROM: Anthony J. Zell, Jr., Wastewater Utility Director *AJZ*
 DATE: May 11, 2023
 SUBJECT: Request to Approve Appraisal Services for the McIntyre Road Sanitary Sewer Interceptor Project (City Project 2021-04)

Several years ago (2014) staff conducted a qualifications-based selection process for land appraisal services for the many sanitary sewer improvement projects that were ahead. The project team determined that Valbridge Property Advisors were the most qualified firm to perform the required scope of work, and previously entered a contract to appraise the necessary properties. Valbridge has provided appraisal services for the 7 Mi Creek Action Plan, 9 Mile Creek Action Plan, NW Sewer Interceptor, Eisenhower Commercial Extension, Ward One Upgrade, and most recently Town Centre extension.

The city's current purchasing policy (Section 4-4, Professional Services) allows the city to use qualified firms for similar work within 18 months if their performance has been satisfactory. The policy reads *"If a qualified firm has been chosen utilizing the QBS process within the last 18 months for a project of a similar nature, or there is an extension of an existing project, and satisfactory services were received, the City Administrator may direct staff to solicit that same firm for additional work on other projects, and not require an additional qualifications-based selection process."*

City staff has discussed the McIntyre Interceptor project with Valbridge Property Advisors and they are eager to work for the City of Lansing again. Valbridge has submitted a new contract for the project at a cost of \$1,650 per parcel for twelve land appraisals and evaluations. This cost per tract is slightly higher than previous projects.

A copy of their contract is attached for your review. The base costs associated with the appraisals is \$19,800, with a not to exceed cap of \$35,000, should the additional services be needed.

ACTION:

Policy Consideration: Section 4.4, Professional Services

Financial Consideration: Funds for the project are available in the Utility's reserves.

Action: A motion to approve the contract with Valbridge Property Advisors for appraisal services in support of the McIntyre Sanitary Sewer Interceptor Project (City project 2021-04).

AGENDA ITEM



May 10, 2023

Anthony J. Zell Jr. MBA, CPM
 Wastewater Utility Director
 The City of Lansing
 800 First Terrace
 Lansing, Kansas 66043

RE: Engagement Proposal for Appraisal Services

Dear Mr. Zell:

Thank you for the opportunity to present this proposal for appraisal services for the Lansing McIntyre Road Sewer Project. Per your request I have modeled this proposal on prior proposals we have submitted, as those were fairly consistent with industry practices and the scope of work outlined was comprehensive.

All appraisal services will conform to the Uniform Standards of Professional Appraisal Practice and the Professional Ethics of the Appraisal Institute. The proposed scope of work follows:

- For each parcel, identification of the economic unit, or larger parcel to be appraised, based upon the unity of use, contiguity, and ownership.
- Identify available utility and development infrastructure.
- Review the existing zoning, and master planned zoning, from the appropriate governmental authority. Estimate the Highest and Best use of the property.
- Research county records and other available sources for comparable sales data.
- Estimate property values based upon comparable data.
- Analyze and estimate value impacts due to takings and improvement losses (structures and other improvements).
- Analyze any damages to the remainder property due to the acquisitions.
- Preparation of valuations which delineate monetary impacts.

Any additional appraisals for properties beyond the estimated number of properties (12), or services beyond the specified scope, is an additional service.

Appraisal Report Updates

Any appraisal report that requires an update due to a change in market conditions attributed to delays in the project beyond the control of Valbridge Property Advisors I Kansas City is considered an additional service.

Condemnation Services

Valbridge Property Advisors I Kansas City can provide evidence and testimony showing good faith offers have been made. If needed, we can prepare condemnation exhibits and provide expert testimony as to valuation conclusions, with fees charged per the hourly schedule outlined later in this proposal.

Project Schedule

The appraisal services for the properties will take approximately 30 to 45 days to complete after receipt of items necessary to complete the assignment.

Insurance

Valbridge Property Advisors I Kansas City carries \$2,000,000 in professional liability insurance, as well as the required amount prescribed by law for Workers' Compensation. An E&O Declaration is available upon request.

Cost of Services

The base not to exceed cost for the appraisal services is \$1,650 per tract. Total costs will not exceed \$35,000. Any additional charges for expert witness work will be made at the hourly rate and fee schedule described in this section.

Fee Schedule

Hourly fees (associated with depositions, testimony, and consultation outside the defined scope of work) will be in accordance with the following rate schedule.

Hourly Rates

Principal Appraiser: \$375

Associate Appraiser: \$225

Out of Pocket Expenses

Reimbursement of out-of-pocket expenses at cost (maps, ownership documents, etc.).

Considerations

This proposal is predicated on the following items:

- Completed legal descriptions, tract maps, and construction drawings will be provided at the start of the individual appraisals.
- Field staking marking the acquisition boundaries will be provided before the assignment commences.

Title 6 Compliance

1. **Compliance With Regulations** - The contractor shall comply with the Regulations relative to nondiscrimination in federally assisted programs of United States Department of Transportation (USDOT), Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination** - The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of sub-contractors, including procurement of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
3. **Solicitations for Subcontracts, Including Procurement of Materials and Equipment** - In all solicitations either by competitive bidding or negotiations made by the contractor for work to be performed under a sub- contract, including procurement of materials or leases of equipment, each potential sub-contractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, sex, or national origin.

4. **Information and Reports** - The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the contracting agency or the appropriate federal agency to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of the contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify as appropriate, and shall set forth what efforts it has made to obtain the information.

5. **Sanctions for Noncompliance** - In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the contracting agency shall impose such contract sanctions as it or the USDOT may determine to be appropriate, including, but not limited to:

- a. Withholding of payments to the contractor under the contract until the contractor complies, and/or;
- b. Cancellation, termination, or suspension of the contract, in whole or in part.

6. **Incorporation of Provisions** - The contractor shall include the provisions of paragraphs (1) through (5) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontractor or procurement as the contracting agency or USDOT may direct as a means of enforcing such provisions including sanctions for noncompliance.

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a sub- contractor or supplier as a result of such direction, the contractor may enter into such litigation to protect the interests of the city and, in addition, the contractor may request the USDOT enter into such litigation to protect the interests of the United States.

Thank you for the opportunity.

Daniel Kann, MAI MRE
Certified General Real Property Appraiser Kansas #G-2764
Senior Managing Director
Valbridge Property Advisors I Kansas City

Approved and Authorized by: _____
Date: _____

AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Jason Crum
DATE: May 15, 2023
SUBJECT: Parks & Recreational Advisory Board Appointment

Former Council Member Dave Trinkle served as one of the ex-officio members of the Parks & Recreational Advisory Board (PRAB), and with his resignation from the Governing Body it has created an opening. Council Member Kevin Gardner is a member of PRAB, and staff recommends that Mr. Gardner should fill that ex-officio role, which will also create an open position on the PRAB.

Policy Consideration: n/a

Financial Consideration: n/a

Action: A motion to approve Council Member Kevin Gardner as an ex-officio member of the Parks and Recreation Advisory Board.

AGENDA ITEM

AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Tish Sims, City Clerk
DATE: May 10, 2023
SUBJECT: Executive Session – Economic Development

Executive Session will be called for a period of 30 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).

AGENDA ITEM

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

TO: Tim Vandall, City Administrator
FROM: Joshua Gentzler, Director, Community and Economic Development
DATE: 5/1/2023

PERMITS AND LICENSES:	<u>Current Month</u>	<u>Year to Date</u>
Number of permits issued.....	34	123
Number of permits for new single-family housing completed.....	0	1
Number of permits for new multi-family housing completed.....	0	0
Number of occupancy certificates issued	0	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.....	\$574,216.84	\$5,398,105.97
Permit fees.....	\$5,110.00	\$22,029.50
Number of inspections performed	46	151
Number of trade licenses issued	1	8
Total trade contractor licenses issued	1	8
Number of occupational licenses issued	15	30
 CODE ENFORCEMENT:	 <u>Current Month</u>	 <u>Year to Date</u>
<u>Nuisance Report</u>		
Three Day Warnings:.....	36	100
Certified Letters Sent:	0	0
Compliance:	15	70
Compliance Review:	15	50
<u>Vehicle Report</u>		
Warning Letters/Verbal:	5	14
Certified Letters Sent (20 Days):	0	0
Compliance:	4	8
Compliance Review:	4	8
<u>Weeds Report</u>		
Three Day Warnings:.....	11	12
Certified Letters Sent:	1	1
Compliance:	1	2
Compliance Review:	1	1
<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

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	22800	22,948	148	
						0	
						0	
						0	
						0	
Total						148	

Equipment

Year	Make	Model	Description	Hours Start	Hours End	Hours Used	Comments
2018	Advance	SC1500	AutoScrubber Floor Machine	60.89	61.25	0.36	Community Center Cleaning
2018	Kubota	ZG227-A	Mower	279.5	286.1	6.6	
2021	Kaivac	1750	Cleaning Machine	10.3	10.31	0.01	
						0	
						0	
						0	
Total						6.97	

Lansing Community and Economic Development Department

Monthly Fleet Report

Month April **Year** 2023

Vehicles

Year	Make	Model	License Plate #	Description	Mileage Starting	Mileage Ending	Miles Driven	Comments
2006	Ford	Ranger XLT	67211	LT. Pick-up Ext	63,461	63,712	251	
2015	Dodge	Journey	A6545	SUV	79,617	80,696	1,079	KTag: KTA. 02497158
2022	Dodge	Ram	D100764	1500 Pick up Truck	2,318	2,604	286	

Parks and Recreation Fleet Report April 2023

Vehicles:

Year	Make	Model	Description	Mileage Start	Mileage Ending	Miles Driven	Current Use	Comments
2006	Dodge	Caravan	Minivan	53,147	53,304	157	AC/Parks use	
2014	Ford	F-350	Dump truck	23,354	23,456	102.0	Parks maintenance	
2016	Jeep	Patriot	SUV	67,031	67,065	34	Activity Center use	
2017	Chevrolet	Silverado	truck	22,709	23,031	322	Parks maintenance	
2018	Ford	F-350	4-dr crew	34,194	34,862	668	Parks maintenance	
Total						1283.00		

Equipment:

Year	Make	Model	Description	Hours Start	Hours End	Hours used	Current Use	Comments
1992	Massey Ferguson	1020	Tractor	1986.2	1986.2	0	Parks maintenance	
2005	Kubota	F3060	mower	379.7	382.3	2.6	Parks maintenance	
2007	Turbo Tool Cat	5600	utility vehicle	1285.8	1285.8	0	Parks maintenance	
2012	Wright	ZK	stander mower	1167.3	1174.5	7.2	Parks maintenance	
2016	ABI	Force	infield groomer	325	331.5	6.5	Parks maintenance	
2017	Kubota	ZD1211	mower	884.6	905.4	20.8	Parks maintenance	
2018	Polaris	Ranger	utility vehicle	390.6	394.6	4	Parks maintenance	
2019	Exmark	LZ 72	mower	607.7	626.1	18.4	Parks maintenance	
2019	Emark	LZ 96	mower	294.6	295.9	1.3	Parks maintenance	
2020	Kubota	ZD1211	mower	311.5	336.9	25.4	Parks maintenance	
2022	Wright	ZK	stander mower	12.2	18.8	6.6	Parks maintenance	
Total						92.80		

Lansing Police Department
 Vehicle Fleet End of Month Report

Apr-2023

Unit	Year	Make/Model	VIN Last 5	Mileage as of 4/3	Mileage as of 5/1	Miles Driven	Current Use	Future Use	Comments
1	2013	Ford Explorer	40459	107754	107754	0	N/A	N/A	Decommissioned
2	2020	Dodge Durango	96952	52988	54659	1671	Patrol	Patrol	Fit for patrol duty
3	2021	Dodge Durango	64458	31271	32193	922	Patrol	Patrol	Fit for patrol duty
4	2015	Ford Explorer	40976	88073	88681	608	Patrol	Patrol	Fit for patrol duty
5	2021	Dodge Durango	64459	7802	8400	598	Captain	Captain	Limited Use - Captain
7	2018	Ford Explorer	34004	27571	28007	436	Patrol	Patrol	Fit for patrol duty
8a	2017	Dodge Charger	86270	79164	79954	790	Patrol	Patrol	Fit for patrol duty
9	2018	Ford Explorer	34003	38621	39127	506	Patrol	Patrol	Fit for patrol duty
10	2022	Dodge Ram Truck	95063	2472	3536	1064	Chief	Chief	Limited Use - Chief
11	2003	Ford F150	64639	87721	88012	291	Animal Control	Animal Control	Limited Use - AC
12	2019	Dodge Durango	85335	30148	30860	712	Lieutenant	Patrol	Limited Use - Lieutenant
13a	2017	Dodge Charger	96163	91546	93254	1708	Patrol	Patrol	Fit for patrol duty
14	2022	Dodge Ram Truck	95064	3710	4679	969	N/A	Patrol	Fit for patrol duty
15	2021	Dodge Durango	34002	20627	22019	1392	Patrol	Patrol	Fit for patrol duty
				Mileage Total:		11667			

**Lansing Public Works Department
Monthly Fleet Report**

Month April Year 2023

Vehicles

Year	Make	Model	License Plate #	Description	Mileage Starting	Mileage Ending	Miles Driven	Comments
2022	Dodge	Ram 2500	B3859	Pick-up	1,410	1,487	77	
1998	Ford	1/2 ton	48091	Pick-up	71,636	71,861	225	
2005	Sterling	LT 8500	64614	Dump Truck	61,727	61,826	99	
2007	Elgin	Crosswind J+	70295	Street Sweeper	-	-	-	In the shop
2017	Chevrolet	3500	88437	Pick-up Truck	34,058	35,215	1,157	
2011	International	7400	75269	Dump Truck	23,000	23,049	49	
2016	Ford	F350 4x4	88468	One-ton Dump Truck	20,042	-	-	In the shop
2013	Ford	Explorer	80551	SUV	79,058	79,181	123	
2019	Ford	Ecosport	A4358	SUV	10,225	10,315	90	KTag- KTA. 02497157
2020	Chevrolet	3500	A8914	One-ton Dump Truck	7,331	7,436	105	
2005	Mack	Granite	B0282	Dump Truck	-	-	-	In the shop
2005	Ford	Ranger	57932	LT- Pick-up Ext	52,322	52,484	162	

Equipment

Year	Make	Model		Description	Hours Starting	Hours Ending	Hours Used	Comments
1997	JD	770BH		Grader	5,171	5,177	6	
2004	IR	DD-24		Asphalt Roller	314	314	0	
2006	IR	185		Air Compressor	229	233	0	
1997	Bobcat	763		Skid Steer	2,347	2,349	2	
2014	Case	580 SNWT		Backhoe	1,968	1,986	18	
2002	Crafco	110		Crack Sealer	842	860	18	
2003	Kubota	L3710		Tractor	1,631	1,631	0	
2009	Case	465		Skid Steer	776	783	7	
2018	John Deere	5065E		Tractor	218	218	0	
2018	Vermeer	BC1000		Chipper	15	15	0	
2022	Case	SV280B		Skidsteer	53	63	10	

April

City Influent	30.38 MG	City Avg Daily	1.01 MGD
LCF Influent	4.12 MG	LCF Daily Avg	0.138 MG
Total Biosolids	1.06 MG	Precip	2.25 inches

Vehicles

Year	Make	Model	Description	Mileage Start	Mileage Ending	Miles Driven	Current Use	Comments
1999	Sterling	Vactor	Jet Truck	8521	8521	0	Collection System	
2012	Chevrolet	Tahoe	SUV	110662	110821	159	Ops/Maint.	
2019	Ford	F250	Pick Up Truck	10915	10967	52	Ops/Maint.	
2019	Ford	F250	Flatbed Truck	4409	4415	6	Ops/Maint.	
2023	Polaris	Ranger	Ops Utility	19.8	53	33.2	Operations	
2005	Freightliner	M2106	Dump Truck	26639	26717	78	Biosolids Disposal	
Total						328.2		

Equipment

Year	Make	Model	Description	Hours Start	Hours Ending	Hours Used	Current Use	Comments
1991	Case	1825	Uni-Loader	992	992	0	Plant Activities	
1999	Sterling	Vactor	Jet Truck	229	229	0	Collection System	
2004	John Deere	7920	Tractor	1348	1356	8	Biosolids Disposal	
2005	Polaris	Ranger #1	Utility Vehicle	1502	1507	5	Operations	
2004	Case	621D	Loader	2531	2542	11	Operations	
2023	Polaris	Ranger	Ops Utility	5.5	11	5.5	Operations	
2005	Polaris	Ranger #2	Utility Vehicle	1681	1687	6	Maintenance	
2006	JCB	531-70	Telehandler	701	701	0	Plant Activities	



City of Lansing
800 First Terrace
Lansing, Kansas 66043

City Administrator's Report
May 18, 2023

Agenda Items:

The City has utilized Valbridge Services for appraisal services for all our sewer projects dating back to 2014. Their work has always been exemplary. Valbridge has submitted a proposal for appraisal services for all the parcels to be impacted by the future McIntyre sewer project. Their proposed cost for appraisals is \$1,650 per parcel for twelve appraisals. Their proposal would not exceed \$35,000 if additional services are needed.

Former Councilman Trinkle served as an ex-officio member of the Parks & Recreation Advisory Board. As Councilman Gardner is already a member of the PRAB, we need to approve him as an ex-officio member of PRAB. This would create another volunteer opening on the PRAB.

An executive session for economic development is on the agenda for Thursday evening.

Library:

The library has a few fun events coming up. First, the City Council, co-workers, and patrons are invited to help us celebrate her 25 years of service to the City and her upcoming retirement. We will be honoring Debbie Kirby on Friday, June 2nd between 1pm – 3pm. We are also happy to welcome Elisha Herrell as our full-time Circulation Assistant and Katie Nordberg as one of our part-time Circulation Assistants. Finally, the Summer Reading Kickoff is also coming up on Saturday, June 3rd. We have the Kansas City Zoo coming to visit our community with a few of their animal ambassadors for you to meet and we'll be hosting an ice cream party once they've said goodbye. We hope you see many in the area at the library.

Wastewater:

The City was notified that our joint-grant application with Leavenworth County to provide sewer toward the McIntyre corridor was approved! The grant totals \$1.3Million, with the City's minimum match being \$433,333, for a total of \$1,733,333. We believe to get the line to the Epic Estates property, the project would likely need to be in the \$2.2-\$2.3Million range, which would increase the City's match. We can utilize Wastewater Funds on hand for our share of the project. We can also potentially push back the Town Centre Sewer Replacement project to late 2024 as that improvement is not time sensitive. The next step for this project is to acquire easements or permission from landowners to perform geotechnical work to refine the cost estimate. Upon full completion, this project would extend sewers to McIntyre Road and include installation of nearly 9,500' of pipe. This project will free up hundreds of acres for future development along K7 and McIntyre Road.

The City Council approved staff to advertise the Town Centre Sewer Replacement project for bids in the fall of 2023. All of the temporary and permanent easements for the project have been signed. 100% plans, specifications, and permitting are complete. The latest engineer estimate for construction is \$900,000. The Town Center sewer project could be postponed to late 2024 to provide resources for our match on the McIntyre sewer project.

Update on ARPA Funds:

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

- \$1,823,526.76 American Rescue Plan Act Funds Received
- \$800,000 High Speed Internet in Lansing
- \$90,822 Sewer Improvements near Fairlane
- \$80,000 Sewer Improvements near First Terrace
- \$35,000 Economic Development Data (Buxton)
- \$817,704.76 remaining.

While there is currently \$817,704.76 in ARPA funds remaining, we do not yet know the final amount of the Town Center water main, on which we are partnering with LanDel. We have also had residential developers reach out to us regarding sewer lines to assist and promote residential growth.

Public Works:

The K7/Eisenhower intersection project is substantially complete! Thanks to everyone who came out for the ribbon cutting on April 13th. This project will make the busiest intersection in Leavenworth County safer and will improve the flow of traffic.

Work on the Southfork pipe liner is complete. The City is holding back the final payment until grass is established on the area torn up by construction.

Some concrete curb work from our annual Capital Improvement Plan is scheduled to begin soon near Debra Street. Additionally, we anticipate some asphalt work near Debra Street and North 4th Street to begin next week. The contractor will begin placing door hangar notifications very soon.

Lawn restoration work continues. No right of way permits have been completed or closed at this time from either Clearwave or AT&T. Each company submitted a \$10,000 bid bond, so there is certainly an incentive for each company to restore soil within the right-of-way to preconstruction conditions. No permits will be released from bonds until soil restoration has been accepted.



City of Lansing
800 First Terrace
Lansing, Kansas 66043

Community & Economic Development:

Construction of Take 5 Oil is underway. Although there may be minor delays, the City is working with the contractor to ensure adjacent property owners have access to their property at all times.

Steady progress has been made at 670 First Terrace (south of Mutual Savings). Once complete, this project will house a new 3,500 SF dental clinic; the lot is deep enough to also accommodate a large commercial building on the east side of the lot (to be built at a future date). Access for these properties will be off First Terrace.

Work continues on the townhomes at Fairlane and Santa Fe. The completion date for the 14-unit townhome complex is tentatively scheduled for the summer of 2023. We have been invited to tour the units in early June once they are near completion.

Parks & Recreation:

We have scheduled a ribbon cutting and community open house for Bernard Park on Monday, May 22nd from 6pm-8pm. The event will feature the national anthem, cutting of a ribbon, tours of the fields, concessions/shaved ice, and Mayor McNeill throwing out the first pitch.

We had 101 children registered for the 2023 Fishing Derby! 271 total fish were caught by the young anglers! The event was a major success!

Summer Parks & Recreation registration figures are below.

Division	Total Teams 2022	Total Teams 2023
T-Ball	8	10
Coach Pitch Baseball	6	6
U10 Baseball	4	5
U12 Baseball	2	3
U14 Baseball	2	3
U8 Softball	3	3
U10 Softball	2	2
U12 Softball	2	2
U15 Softball	2	2

We have a grand total of 269 total baseball participants in 2023, as opposed to 244 in 2022. We have 116 softball participants in 2023 and 113 in 2022. Great job to our Parks & Recreation staff for overseeing registration and the seasons. And thank you to our volunteer coaches, without whom none of this would be possible!



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YTD Sales Tax Update:

Table with 4 columns: Category, 2022 YTD, 2023 YTD, Difference. Rows include Local Sales & Use Tax (1.45%), County Sales Tax, County Use Tax, and Guest Tax.

The .45% sales tax has generated \$217,334 in the first four months of 2023, on pace for \$652,001 in 2023. The new special sales tax for the pool will begin July 1, 2023, raising Lansing’s overall nonfood sales tax rate to 9.4%.

Meetings & Announcements:

The City currently has an opening on the Parks & Recreation Advisory Board and multiple openings on the Building Trade Board of Appeals and Plumbing Trade Board of Appeals.

The City currently has openings for Police Officer (I/II) and Animal Control Officer.

- Wednesday, May 17th Planning Commission Meeting, 7:00pm, City Hall
- Rezones, Fairway Estates & Fairlane Townhomes II
Thursday, May 18th City Council Meeting, 7:00pm, City Hall
Monday, May 22nd Bernard Park Ribbon Cutting & Open House, 6pm-8pm
Thursday, May 25th City Council Work Session, 7:00pm, City Hall
- Capital & Supplemental Budget Request Review
Monday, May 29th Memorial Day, City Offices Closed
Thursday, June 1st City Council Meeting, 7:00pm, City Hall
Thursday, June 15th City Council Meeting, 7:00pm, City Hall
Wednesday, June 21st Planning Commission Meeting, 7:00pm, City Hall
Thursday, June 29th City Council Work Session, 7:00pm, City Hall
- 2024 Budget Construction & Review

Sincerely,

Tim Vandall