

## AGENDA

### CALL TO ORDER

### PLEDGE OF ALLEGIANCE

### ROLL CALL

### OLD BUSINESS

- [1.](#) Approval of Minutes

### AUDIENCE PARTICIPATION

### PRESENTATIONS

- [2.](#) Pinning of Fire Chief & Fire Captains

### NEW BUSINESS

- [3.](#) Election of Council President
- [4.](#) After hours use of the Activity Center
- [5.](#) Request to purchase one-ton dump truck
- [6.](#) Ord No. 1125 Amending the Unified Development Ordinance

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

- [7.](#) Library Update
- [8.](#) Fleet Reports
- [9.](#) 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: January 10, 2025  
SUBJECT: Approval of Minutes

---

The Regular Meeting Minutes of January 2, 2025 are enclosed for your review.

Action: Staff recommends a motion to approve the Regular Meeting Minutes of January 2, 2025, as presented.

---

## AGENDA ITEM # 1

---

**CITY OF LANSING**  
CITY COUNCIL MEETING

**REGULAR MEETING MINUTES**  
January 2, 2025

**Call To Order:**

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

**Roll Call:**

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

**Councilmembers Present:**

**Ward 1:** Gene Kirby  
**Ward 2:** Donald Studnicka and Jake Kowalewski  
**Ward 3:** Kerry Brungardt and Jesse Garvey  
**Ward 4:** Pete Robinson

**Councilmembers Absent:** Kevin Gardner and Dan Clemons

**OLD BUSINESS:**

The Regular Meeting minutes of December 19, 2024, were provided for review.

**Councilmember Brungardt made a motion to approve the Regular Meeting Minutes of December 19, 2024, as presented. Councilmember Kirby seconded the motion.**

**Roll Call Vote: Aye: Councilmembers Brungardt, Studnicka, Kirby, Kowalewski, Garvey, and Robinson; Nay: none; Abstain: none; Absent: Councilmember Gardner and Clemons; The motion was approved.**

**Audience Participation:**

**Presentations:**

**COUNCIL CONSIDERATION OF AGENDA ITEMS:**

**Resolution B-1-2025, Authorizing the Administration of the Oath of Office to be held on the first regular meeting in January.**

**Councilmember Studnicka made a motion to approve Resolution B-1-2025, authorizing the administration of the Oath of Office for Members Elect of the Governing Body of Lansing, Kansas to be held at the first regular meeting occurring in January of the year following the General Election. Councilmember Kowalewski seconded the motion.**

**Roll Call Vote: Aye: Councilmembers Brungardt, Studnicka, Kirby, Kowalewski, Garvey, and Robinson; Nay: none; Abstain: none; Absent: Councilmember Gardner and Clemons; The motion was approved.**

**\*\*City Clerk Tish Sims administered the Oath of Office for Mayor Anthony McNeill.**

**Discussion of request for special Transient Vendor Licensing for utility companies**

The City has attempted to be stricter with transient vendors, with our policy recently being updated last year to increase fees and restrict the amount of time a person can be in town.

Agents from Clearwave Fiber would like to request a special Transient Vendor License for utility companies to obtain licenses for longer periods of time up to and including a yearly license. They feel that it is to the customers' advantage to know their local representative and to have multiple contacts with their customers. While Clearwave has been up-front about getting their vendor

license, other internet utilities have not. Staff would like guidance from the governing body regarding whether to allow utilities to have a longer license for transient vendors.

Discussion occurred between City Council, City Administrator Vandall, City Clerk Tish Sims, and Assistant City Clerk Leslie Welch. Staff will provide a proposal of changes to the code at a future meeting.

**Police Vehicle Purchase**

The Lansing Police Department requested bids for police package patrol vehicles from 3 vendors. The following bids were received:

- o Landmark Dodge No Bid Received
- o Davis Moore, Inc. \$43,897.00
- o Main Street Chrysler \$43,771.00

**Councilmember Brungardt made a motion to allow the Lansing Police Department to purchase one police vehicle from Main of Lansing Chrysler Dodge. The purchase price is \$43,771.00. This does not include the cost of emergency equipment to be added to the vehicles. Councilmember Kirby seconded the motion.**

**Roll Call Vote: Aye: Councilmembers Brungardt, Studnicka, Kirby, Kowalewski, Garvey, and Robinson; Nay: none; Abstain: none; Absent: Councilmember Gardner and Clemons; The motion was approved.**

**REPORTS:**

**Department Heads:**

**City Attorney:**

Nothing to report.

**City Administrator:**

- Reminder about the Volunteer Dinner on January 7, 2025.
- Provided update for Fire Department onboarding.
- Thanked the Fire District #1 Board members Rob Gaslin, Andi Pawloski, and Becky Gordon.

**Governing Body:**

**Councilmember Brungardt:**

- Thanked the City Clerk and Assistant City Clerk for their input on the possible changes to the Transient Vendor licenses.
- Happy New Year.

**Councilmember Studnicka:**

- Happy New Year.

**Councilmember Kirby:**

- Happy New Year.
- Thank you to the clerk’s office.
- Advised that there will be no difference to fire services for our citizens.

- Congratulated the Mayor.

Councilmember Kowalewski:

- Echoed what everyone else said.
- Advised citizens to prepare for the winter storm.

Councilmember Garvey:

- Congratulations to the Mayor.
- Discussed emails received from concerned citizens regarding changes to the solid waste. He was advised that the citizens would prefer no change. Discussion commenced with City Administrator Vandall and council regarding similar emails received. Consensus of council and citizens emails was that no changes to services should be made despite price increase.
- Welcomed Butler Automotive and congratulated Danny Asher of Dasher’s Garage on their retirement.

Councilmember Robinson:

- Congratulated the Mayor.
- Thanked the clerk’s office.
- Echoed previous comments and caution regarding the winter storm.

**Proclamations**

**ADJOURNMENT:**

**Councilmember Robinson made a motion to adjourn. Councilmember Brungardt seconded the motion.**

**Roll Call Vote: Aye: Councilmembers Brungardt, Studnicka, Kirby, Kowalewski, Garvey, and Robinson; Nay: none; Abstain: none; Absent: Councilmember Gardner and Clemons; The motion was approved.**

The meeting was adjourned at 7:21 PM.

**ATTEST:**

\_\_\_\_\_  
City Clerk Tish Sims, CMC

---

## AGENDA ITEM

---

TO: Mayor McNeill, Lansing City Council  
FROM: Tim Vandall, City Administrator  
DATE: January 10, 2025  
SUBJECT: Pinning of Fire Chief & Fire Captains

---

The City is proud to promote Joseph Gates from Interim Chief of the previous organization Leavenworth County Fire District #1 to permanent Fire Chief. Chief Gates will be pinned as the Fire Chief.

The City is also pleased to promote to both Kirk Mackey and Mark Alligood. Captains Mackey and Alligood will be pinned during the City Council meeting.

Joining the team are also Firefighters Travis Nirk, Jason Mindrup, Dalton Lopez, Jordan Deruse, and Brock Pierce. The City is also thankful for part time employees Jonathan Meyer and Derek Bisson. We also have volunteers Dave Babcock, Jim Dyson, Dustin Murphy and William Christopher on the department.

The City is actively recruiting Captains, Firefighters, part-time employees, and volunteers.

Financial Consideration: None

Policy Consideration: None

Action: None

---

## AGENDA ITEM # 2

---

---

# AGENDA ITEM

---

TO: Tim Vandall, City Administrator  
FROM: Tish Sims, City Clerk  
DATE: January 15, 2025  
SUBJECT: Election of Council President

---

Ordinance No. 1038 amended Section 1-204 of the Code of the City of Lansing, changing the timeframe of when the Council President is chosen.

Per Ordinance No. 1038, the Governing Body shall elect one of its own bodies as President of the Council at the second meeting in January. The President of the Council shall preside at all meetings of the Council in the absence of the Mayor. In the absence of both the Mayor and the President of the Council, the Governing Body shall elect one of its members as "Acting President of the Governing Body." The President or Acting President, when occupying the place of Mayor, shall have the same privileges as other Councilmembers but shall exercise no vetoing powers

Councilmember Don Studnicka is the current President of the Council.

Policy Consideration: The Council will need to elect one of its own as the President of the Council.

Financial Consideration: N/A

Action: The Governing Body will need to appoint a member of the Council as President of the Council.

---

# AGENDA ITEM

---

TO: Tim Vandall, City Administrator  
FROM: Jason Crum, Parks and Recreation Director  
DATE: January 15, 2025  
SUBJECT: After hours use of the Activity Center

---

Shane Thomas with Lansing Boy Scout Troop 165 has requested to use the Lansing Activity Center after hours from 4:00 p.m. on February 22 until 9:00 a.m. on February 23 for the Boy Scout Anti Campout. Mr. Thomas and I will be at the City Council meeting in order to answer any questions. The Special Event Application, Release of Liability and Agreement to Indemnify, facility request, fee waiver application, and the certificate of insurance are attached. A deposit of \$300.00 will be required if the request is approved.

Policy Consideration: N/A

Financial Consideration: N/A

Action:

A motion to approve or deny the request for Lansing Boy Scout Troop 165 to use the Lansing Activity Center for the Anti Campout event as requested.

---

## AGENDA ITEM # 4

---





# CITY OF LANSING PARKS SPECIAL EVENT PERMIT APPLICATION

Individual's Name Applying for License: Shane Thomas on behalf of boyscout troop 165 Date: 12/2/2024

Daytime Phone Number: 913-306-7857 Evening Phone Number: 913-306-7857

Business/Organization Name (if applicable): Boy scout troop 165

Address: \_\_\_\_\_  
Street Address City State Zip Code

Event Location:  Lansing Activity Center(108 S. Second St.)  Willow Park(127 W. Gilman Road)  City Park(400 N. 2nd Street)  
 Highland Park(217 Highland)  Kelly Grove Park(320 E. Gilman Road)  Kenneth W. Bernard Park(15650 Gilman Road)  
 Woodland Gazebo(150 Woodland)  Angel Falls Trail

Description of Event: Boyscout anti- campout to have a winter event

Date(s) of Operation: 22-23 Feb2025 Hours of Operation: 1600-0900

Anticipated Attendance: 35 State Tax Numbers: \_\_\_\_\_ Federal Tax Numbers: \_\_\_\_\_

Description of any structures to be used in conjunction with event: Lansing Activity Center

All requests for exceptions to the regulations set forth in the Code of the City of Lansing, Chapter 13: Parks and Public Property, Article 1. Park Regulations, shall be referred to the Governing Body for approval or disapproval. Such permit may be subject to such conditions and safeguards as the Government Body may deem necessary to protect the public health, safety and welfare. These conditions may include but shall not be limited to:

- A. Restrictions on the hours of operation, duration of the event, size of the activity or other operational characteristic.
- B. The posting of a performance bond to help ensure that the operation of the event and subsequent restoration of the site are conducted according to Government Body expectations.
- C. The provision of traffic control or security personnel to increase the public safety and convenience.
- D. Obtaining liability and personal injury insurance in such form and amount as the Government Body may find necessary to protect the safety and general welfare of the community.

An application shall be accompanied by the following items as applicable:

1. Proof of liability insurance in the amount of \$1,000,000.00 and Liability Release and Indemnification Clause.
2. A Certificate of Insurance with Endorsement naming the City of Lansing as additionally insured.
3. A sketch plan showing to scale the location of the proposed activities and structures in relation to existing buildings, parking areas, streets and property lines as shown on the approved site plan. In no event shall structures or display areas be located any closer than 25 feet to public right-of-ways adjacent to the property.
4. A separate application will need to be made to the Community Development Division for any signs to be displayed in conjunction with the special event. In no event shall signs be displayed on the public right-of-way. Signs for commercial activities shall only be displayed during hours of operation.

Signature of Applicant:  Date: 12/2/2024

**The following departments have reviewed this application for compliance with the Code of the City of Lansing, Chapter 13: Parks and Public Property, Article 1. Park Regulations.**

Police Department Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Community Development Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parks & Recreation Department Signature: \_\_\_\_\_ Date: \_\_\_\_\_

City Clerk's Office Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RELEASE OF LIABILITY & AGREEMENT TO INDEMNIFY**

The City of Lansing has authorized or granted permission to the "Sponsor" to conduct certain "Activities" at the "Location," all of which are identified as follows:

Sponsor:

**Boyscout Troop 165**

Activities, including all other conduct related thereto:

**Anti-campout indoor campout and associated activities**

Location:

**Lansing Activity Center**

For Sponsor, its staff, and any authorized participant attending and participating in the above-mentioned activity for the **Anti-campout indoor campout and associated activities** Sponsor acknowledges and accepts: (a) that participation in the listed Activity(ies) is voluntary; (b) that as Sponsor am aware, and am fully satisfied with the understanding, of the nature of the Activities, the abilities and limitations of any authorized participant with respect to the Activity(ies), and the nature of the involvement of participant in the Activity(ies), and (c) that there is an inherent risk that injuries, damages and even death may occur as a result of participation in the Activity(ies).

Nevertheless, in consideration for the City of Lansing's authorization and/or its grant of permission to utilize city-owned property or its facilities for the Sponsor's Activity(ies), I, as a duly-authorized agent for Sponsor, forever release, discharge and hold harmless the City of Lansing, its elected officials, any of its employees and agents (individually and collectively referred to herein as the "City of Lansing Released Parties") from any and all claims, demands, and causes of action, including without limitation those for personal or bodily injury or death, based on, arising out of, or related to participation in the Sponsor's Activity(ies).

In addition, Sponsor also agrees to supervise any minor child attending and participating in the above-mentioned activity(ies) for the **Anti-campout indoor campout and associated activities** and withdraw any Participant if he/she is unfit to safely participate in the Activity(ies) or if any actual or impending danger to his/her health or other well-being, and Sponsor agrees to indemnify and hold the City of Lansing Released Parties harmless from any and all liability, costs and damages, including attorney fees, if any participant, including Sponsor, of the sponsored activity(ies) asserts a claim, demand, and/or cause of action against the City of Lansing which is hereby released as set forth above.

**I have read, fully understand, and voluntarily agree to the foregoing.**

  
\_\_\_\_\_  
**Sponsor & Authorized Agent**

12/2/2025  
\_\_\_\_\_  
**Date**

# LANSING ACTIVITY CENTER

## Facility Request Form

Boy Scout Troop 165

NAME OF PERSON REQUESTING FACILITY: \_\_\_\_\_  
(The person named here must pay for the rental fees, will be refunded the damage deposit, if applicable, and will be held responsible for the facility.)

Purpose of Function: Boy Scout Anti- Campout

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_  
(Cell): \_\_\_\_\_

Date(s) Requested	Day of Week	Time Requested
<u>22-23 February 2025</u>	<u>Saturday into Sunday</u>	<u>4PM</u> To <u>8 AM or 9am</u>
_____	_____	To _____

**Please check the category that applies to this reservation request:**

- Lansing Resident
- Lansing Civic Non-Profit or Senior Citizen Group
- City Function
- Non-Resident
- #101 Meeting Room (capacity up to 30)
- #106 Meeting Room (capacity up to 25)
- #201 Meeting Room (capacity up to 30)
- #205 Meeting Room (capacity up to 30)
- Gym (capacity up to 200)

Number of people attending: 35 How many tables? \_\_\_\_\_ How many chairs? \_\_\_\_\_  
(Tables & chairs available: 14 rectangle tables 6' length-seats six / 46 chairs)


Other Information: \_\_\_\_\_

1. Will food or refreshments be served?  Yes  No
2. Is this a private party?  Yes  No
  - a. (A private party is a gathering where invitations are sent or given. Tickets may not be sold at the door or prior to the event.)

**STATEMENT OF RESPONSIBILITY:**

As a condition precedent to the issuance of a permit for the use of facility at the Lansing Activity Center, I, the undersigned, knowingly and voluntarily assume the responsibility to abide by any and all county, state, and federal laws, city ordinances, and rules and regulations governing the use of the rooms on this request. It is further understood that the City of Lansing, Kansas, its officials, officers, and employees, are not responsible for accidents, injuries, illness, disaster, or loss to group or individual property relating to the use of the Lansing Activity Center. Furthermore, I agree to pay any rental fees, cleaning/damage deposit, and setup fees at the time reservations are made and agree to comply with the rules and regulations as stated in the rental policy. Following is a partial list of rules and regulations that may result in loss of cleaning/damage deposit.

1. Application will serve as reservation and must be made in person (no telephone reservations will be accepted.)
2. Rental fees and cleaning/damage deposit must be paid at the time reservations are made.
3. No adhering decorations on walls or ceilings. No loose glitter sparkles or sequins may be used for decorations.
4. All trash, debris, decorations, etc. shall be removed at the conclusion of the room rental. All spills must be cleaned up. The City staff will remove tables and chairs and normal floor cleaning only. If, after an activity, additional custodial maintenance is required (other than the normal cleaning process) the applicant may be charged accordingly.
5. Smoking is not permitted anywhere inside the building. Failure to comply will result in forfeiture of the deposit.
6. Person named on facility request form shall be responsible for their guests and compliance with the rules and regulations.
7. Any cancellation less than two weeks prior to the contracted function will result in forfeiture of all fees.
8. Fee waivers are available upon request.
9. Additional charges may be assessed if damage or cleaning requirements exceed the deposit.
10. Reservations without an advanced notice of two (2) weeks will be considered based upon staff availability.

Applicant's Signature:  Date: 12/2/2024

(Attached are the Activity Center Diagram and Reservation Fees.)

**ACTIVITY CENTER FEE SCHEDULE**

Description	Resident Fee	Non-Resident Fee	Cleaning/Damage Deposit
Classroom	\$5.00 per hour	\$15.00 per hour	\$75.00
Gymnasium	\$15.00 per hour	\$30.00 per hour	\$150.00
<i>Room(s) will be available one hour before the function.</i>			

Room Set-up:

COMMENTS:

Room Set-up:

**STAFF USE ONLY:**

\_\_\_\_\_ hours x \$ \_\_\_\_\_ per hour = \$ \_\_\_\_\_

Cleaning/Damage Deposit \$ \_\_\_\_\_

Key # \_\_\_\_\_

**TOTAL DUE** \$ \_\_\_\_\_

Amount Paid \$ \_\_\_\_\_

Balance Due \$ \_\_\_\_\_

---

**ACCOUNT STATUS:**

Rental Receipt # \_\_\_\_\_  Cash  Check

Deposit Receipt # \_\_\_\_\_  Cash  Check

\_\_\_\_\_  
Staff Member Signature

\_\_\_\_\_  
Date

Revised: 07/2017



**Activity Center  
Fee Waiver Application**

Fee waiver applications must be received 10 working days  
Prior to the date of Activity Center room reservation.  
A cleaning / damage deposit is required for all reservations,  
Including approved fee waivers.

Name of Organization / Individual: Boy Scout Troop 165

Address: 23785 s 139th st Leavenworth KS 66048

Phone Number: 913-+306-7857

Date of Activity Center Reservation: 22-23FEB2025

Room(s) Rented: GYM / upstairs classroom

Beginning and Ending Time of function: 4pm on Saturday -9 am Sunday

Briefly describe the purpose of this function: The purpose is to be able to hold a scout

team building exercise, winter activity while not actually going into a field environment

\_\_\_\_\_

\_\_\_\_\_



For Office Use Only

Approved ✓

Disapproved \_\_\_\_\_

By:  Date: 1-7-25

Applicant informed by: \_\_\_\_\_ Date: \_\_\_\_\_

---

# AGENDA ITEM

---

TO: Tim Vandall, City Administrator  
FROM: Jason Crum, Parks and Recreation Director  
DATE: January 15, 2025  
SUBJECT: Request to purchase one ton dump truck

---

The Parks and Recreation Department solicited bids for a one-ton gas dump truck with a snow plow from the local Dodge, Ford and Chevrolet Dealer. Requests for bids were delivered to the dealerships. This truck will replace the 2014 Ford F350 dump truck that the department currently operates with approximately 27,000 miles on it. This truck has been in the shop repeatedly with diesel emissions issues related to the exhaust system and that is why we are looking to replace it with a gas engine. Outside of the cost of repairs, we have been without the truck for a month or longer while waiting for parts and technicians. If approved, once we receive the new truck we will auction the existing truck on Purple Wave. Based on similar trucks that have sold, we hope to get a good return on the used vehicle. Others like it have realized as much as \$30,000. The following bid was received for the one ton dump truck with a snowplow:

**Mainstreet of Lansing** **\$87,017.00**

Financial Consideration:

This item is a City Council approved equipment replacement item for 2025. City Council approved \$90,000.00 for the purchase of this item in the 2025 equipment replacement process.

Policy Consideration: N/A

Action: Staff recommends a motion to approve the purchase of a Dodge one ton dump truck with a snow plow from Mainstreet of Lansing for \$87,017.00 from account number 80-010-43301 Equipment Reserve.

---

# AGENDA ITEM # 5

---

**City of Lansing**

800 First Terrace  
 Lansing, KS 66043  
 Telephone: 913-727-2960

**REQUEST FOR QUOTATION**

**TO:**  
 Potential Bidder

**DATE** | December 19, 2024  
**REQUISITIONED BY** | Cody Burnett, Parks and Rec  
**DELIVER BY (Date)** | March 21, 2025 or (ASAP)  
**SHIP VIA**  
**F.O.B.** | Delivered  
**TERMS** | Net 30 days after delivery

**Destination**  
 Lansing Service Center  
 400 E. Fairlane  
 Lansing, KS 66043

***This Is Not An Order.***

*The City of Lansing reserves the right to reject or accept any and all bids.*

QTY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1		New one-ton 4x4 gas engine truck, single cab and chassis, dual rear wheels, red in color		
		Automatic transmission		
		Western snow plow ultra mount package (8.5ft blade)		
		Fixed side dump body, 9ft, 16" sides, black in color, electric hoist, side board pockets, LED taillights		
		Cab protector with window.		
		Electric dump truck tarp system		
		2 Weather Guard underbody toolboxes, 1 each side		
		Heavy duty tow package with 2" ball and trailer light connection.		
		Amber LED directional light bar		
		Corner strobes in front and rear		
		Running boards		
		Reverse/Back up camera system		
			52,245	52,245
			34,772	34,772

**Comments** Quotes must be received by 3pm on Friday, January 3, 2025, at the Lansing City Clerk's office. See cover sheet for details.

<b>SUBTOTAL</b>	87.017
<b>FREIGHT</b>	
<b>TAX RATE</b>	0.000%
<b>TAX</b>	0.00
<b>TOTAL DUE</b>	87.017

\_\_\_\_\_  
 Authorized by Date



**MAINSTREET OF LANSING CHRYSLER DODGE J**  
**555 N MAIN ST**  
**LANSING, KS 660431309**

**Configuration Preview**

<b>Date Printed:</b>	2024-12-26 4:58 PM	<b>VIN:</b>	<b>Quantity:</b>	1
<b>Estimated Ship Date:</b>		<b>VON:</b>	<b>Status:</b>	BA - Pending order
			<b>FAN 1:</b>	00U91 Lansing KS Police Department
			<b>FAN 2:</b>	
			<b>Client Code:</b>	
			<b>Bid Number:</b>	TB5065
			<b>PO Number:</b>	

<b>Sold to:</b> MAINSTREET OF LANSING CHRYSLER DODGE JEEP RAM (27161) 555 N MAIN ST LANSING, KS 660431309	<b>Ship to:</b> MAINSTREET OF LANSING CHRYSLER DODGE JEEP RAM (27161) 555 N MAIN ST LANSING, KS 660431309
---	--

**Vehicle:** **2025 3500 REG CAB CHASSIS 4X4 (143.5 in WB - CA of 60 in) (DD8L63)**

	Sales Code	Description	MSRP(USD)
<b>Model:</b>	DD8L63	3500 REG CAB CHASSIS 4X4 (143.5 in WB - CA of 60 in)	50,825
<b>Package:</b>	2UA	Customer Preferred Package 2UA	0
	ESL	6.4L V8 HEMI HD Engine	0
	DFX	8-Spd Auto 8HP75-LCV Transmission	0
<b>Paint/Seat/Trim:</b>	PR4	Flame Red Clear Coat	0
	APA	Monotone Paint	0
	*TX	HD Vinyl 40/20/40 Split Bench Seat	0
	-X8	Black/Diesel Gray	0
<b>Options:</b>	4DH	Prepaid Holdback	0
	4ES	Delivery Allowance Credit	0
	MAF	Fleet Purchase Incentive	0
	A7B	Tradesman Level 1 Equipment Group	2,595
	XAW	Rear Backup Alarm	145
	XAC	ParkView Rear Back-up Camera	495
	TBB	Full Size Spare Tire	395
	MDA	Front License Plate Bracket	0
	WLA	Dual Rear Wheels	1,395
	5N6	Easy Order	0
	4FM	Fleet Option Editor	0
	4FT	Fleet Sales Order	0
	163	Zone 63-Dallas	0
	4EA	Sold Vehicle	0
<b>Non Equipment:</b>	4FA	Special Bid-Ineligible For Incentive	0
<b>Bid Number:</b>	TB5065	Government Incentives	0
<b>Discounts:</b>	YG6	6.2 Additional Gallons of Gas	0
<b>Destination Fees:</b>			1,995

**Total Price:** 57,845.

<b>Order Type:</b>	Fleet	<b>PSP Month/Week:</b>	
<b>Scheduling Priority:</b>	1-Sold Order	<b>Build Priority:</b>	99
<b>Salesperson:</b>	Waylon R Thomas		
<b>Customer Name:</b>	City of Lansing		
<b>Customer Address:</b>	400 Fairlane Lansing KS 66043 USA		

-4600 - Discount  
52,245.

**Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.**

---

# AGENDA ITEM

---

TO: Tim Vandall, City Administrator  
FROM: Joshua Gentzler  
DATE: January 16, 2025  
SUBJECT: Ordinance No. 1125 – Unified Development Ordinance Amendment – Article 3.04  
Subdivision Standards and Article 4.02 General Development Standards

---

*Overview:* The proposed amendment to the Unified Development Ordinance (UDO) aims to enhance the viability of residential development in Lansing by addressing lot layout and utility easements. Following the April 2024 amendments that adjusted minimum lot sizes to align with market trends, this amendment reduces the minimum interior side setbacks for R-1 and R-2 zoning districts from 10 feet to 5 feet. Additionally, it decreases the width of side lot utility easements from 7.5 feet to 5 feet. These changes support home construction on narrower lots without requiring developers to pursue discretionary approvals or planned development processes.

This amendment represents a collaborative effort with the development community to optimize land use while maintaining essential public utility access. By fostering flexibility in lot design and reducing regulatory barriers, this initiative aligns with Lansing's strategic goals for residential growth and housing diversity.

For full review, please see the attached report.

*Policy Consideration:* n/a

*Financial Consideration:* n/a

*Action:* Staff recommends a motion to adopt Ordinance No. 1125 to amend the City of Lansing Unified Development Ordinance.

---

## AGENDA ITEM # 6

---



Summary

This UDO amendment is proposed to ensure the building envelope of residential lots do not preclude the development of homes. After the April 2024 amendments, which started to right-size the minimum lot size for current market development trends, discussions with the development community led to this amendment which better supports the initial amendment by reducing setbacks. This will enable home building on skinnier lots within Lansing, without developers resorting to planned developments or other discretionary review processes.

Community & Economic Development Comments

Introduction

The proposals within this text amendment are written to reflect the need for reduced side setbacks to create building envelopes for R-1 and R-2 lots that allow for development at the minimum lot frontage.

Summary of Changes

Article 3. Subdivision Standards

**Paragraph 3.04 K. Other Utilities** is amended to reduce the utility easement width on side lot lines from 7.5 feet to 5 feet.

Article 4. Zoning Districts & Use Standard

**Table 4-1: General Development Standards** is amended to reduce the Minimum Interior Side setback from 10 feet to 5 feet.

Acknowledgments

The following City of Lansing staff members reviewed this project and provided information for this report:

- Joshua Gentzler, AICP – Director, Community & Economic Development

Recommendation

Staff recommends approval of Case 2024-UDO-003 Easements.

Action Options

**Motion verbiage:**

“I move that we... *(add below statement to finish motion)*”

1. Approve the text amendments as proposed and recommend adoption of Case 2024-UDO-003 to the City Council””; or
2. Amend Staff’s proposed text amendments by \_\_\_\_\_ *(state the amendment)* and recommend adoption of Case 2024-UDO-003, as amended, to the City Council””; or
3. Deny Case 2024-UDO-003 for specified reasons””; or
4. Table the case to another date, time and place.

Attachments

1. Redline of **UDO Articles 3 & 4**
2. Proposed amendment of **UDO Articles 3 & 4**

- I. **Upsizing.** Whenever any portions of the required public improvements are part of a planned future facility for the City, serving an area larger than the subdivision and its impact, the City and applicant will enter into an upsizing agreement. The City and the applicant shall negotiate the following aspects of the agreement prior to approval of the plat:
1. The applicant shall construct the facilities as planned by the City for future capacity as part of the subdivision and development process.
  2. The applicant shall be responsible for the portion of the costs required to serve the proposed subdivision based on actual total cost to build the facilities absent any upsizing agreement.
  3. The City shall be responsible for any incremental costs to expand the facility to the planned capacity, beyond the capacity to serve the subdivision. The City's participation may be based by the applicant bidding the project with bid alternates, one alternate to build the minimum required facility to serve the subdivision or development and the second bid alternate being for the upsized facility planned by the City.
  4. The agreement shall be subject to approval by the City Attorney.
- J. **Lighting.** The applicant shall install street lighting in accordance with the current edition of the City of Lansing Technical Specifications and Design Criteria for Public Improvement Projects. All street light locations shall be shown on the construction drawings for the development. The cost of installation for such street lighting shall be paid by the applicant.
- K. **Other Utilities.** Where alleys are not provided, permanent easements of not less than ten (10) feet in width shall be provided on each side of all rear lot lines, and ~~seven and one-half~~ seven and one-half (7.5) feet on each side of side lot lines, where necessary, for utility poles, wires, conduits, underground conductors, storm and sanitary sewers, gas, water and heat mains, and other public utilities. These easements shall provide for a continuous right-of-way. Where the utility company or agency has the need for a wider easement than required above for a specific location, this easement shall be shown on the plat. Utility easements shall not be obstructed by structures, retaining walls or trees. A property owner may install fences and landscape the easement with grass and shrubs at his or her own risk.

*"B-3" Regional Business District.* The intent of the B-3 district is to provide for those commercial uses which are intensive in nature and require larger lots and direct access to major streets. The B-3 district is most appropriate for automobile oriented, regional commercial and office development. Within this area, pedestrian links shall be provided to connect the local streets located on each side of K-7 that serve to connect the residential neighborhoods, schools and parks.

*"I-1" Light Industrial District.* The intent of the I-1 district is to permit industrial uses that are not obnoxious due to appearance, noise, dust, or odor; that do not require intensive land coverage; and that can be compatibly developed with adjacent districts.

*"I-2" Heavy Industrial District.* The intent of the I-2 district is to allow basic or primary industries which are generally incompatible with residential or commercial uses.

**4.02 GENERAL DEVELOPMENT STANDARDS**

A. **Generally.** The height, area, and bulk requirements for the various districts are established by Table 4-1. The Development Standards for each district are dependent on the provisions in Article 5 and Article 6.

**Table 4-1: General Development Standards**

ELIGIBLE ZONING DISTRICT	HEIGHT, AREA AND BULK STANDARDS					
	MIN. SIZE	LOT STANDARDS MIN. WIDTH	HEIGHT	FRONT	MINIMUM SETBACK INTERIOR SIDE	REAR
A-1	1 acre	160 ft.	2.5 stories / 35 ft.	40 ft.	16 ft.	40 ft.
R-1	6,000 s.f.	50 ft.	2.5 stories / 35 ft.	20 ft.	<del>10</del> 5 ft.	20 ft.
R-2	4,000 s.f.	40 ft.	2.5 stories / 35 ft.	15 ft.	<del>10</del> 5 ft.	15 ft.
R-3	See Article 5 development standards specific to R-3 Walkable Neighborhood District.					
R-4	10,000 s.f.	60 ft.	3 stories / 45 ft.	25 ft.	10 ft.	30 ft.
R-5	See Article 5 for development standards specific to Residential Manufactured Home Planned District.					
B-1	6,000 s.f.	50 ft.	3 stories / 45 ft.	Sec. 5.03*	0 ft. **	25 ft.
B-2	6,000 s.f.	50 ft.	3 stories / 45 ft.	Sec. 5.03*	0 ft. **	None.
B-3	10,000 s.f.	60 ft.	3 stories / 45 ft.	Sec. 5.03*	0 ft. **	20 ft.
I-1	6,000 s.f.	50 ft.	3 stories / 45 ft.	20 ft.	N/A**	25 ft.
I-2	10,000 s.f.	80 ft.	3 stories / 45 ft.	20 ft.	N/A**	N/A**

\*Front setbacks for commercial districts are based on street contexts and allowed Frontage Types defined in 5.03.

\*\*If abutting residential district, setback shall be a minimum of 10 ft.

- I. **Upsizing.** Whenever any portions of the required public improvements are part of a planned future facility for the City, serving an area larger than the subdivision and its impact, the City and applicant will enter into an upsizing agreement. The City and the applicant shall negotiate the following aspects of the agreement prior to approval of the plat:
1. The applicant shall construct the facilities as planned by the City for future capacity as part of the subdivision and development process.
  2. The applicant shall be responsible for the portion of the costs required to serve the proposed subdivision based on actual total cost to build the facilities absent any upsizing agreement.
  3. The City shall be responsible for any incremental costs to expand the facility to the planned capacity, beyond the capacity to serve the subdivision. The City's participation may be based by the applicant bidding the project with bid alternates, one alternate to build the minimum required facility to serve the subdivision or development and the second bid alternate being for the upsized facility planned by the City.
  4. The agreement shall be subject to approval by the City Attorney.
- J. **Lighting.** The applicant shall install street lighting in accordance with the current edition of the City of Lansing Technical Specifications and Design Criteria for Public Improvement Projects. All street light locations shall be shown on the construction drawings for the development. The cost of installation for such street lighting shall be paid by the applicant.
- K. **Other Utilities.** Where alleys are not provided, permanent easements of not less than ten (10) feet in width shall be provided on each side of all rear lot lines, and five (5) feet on each side of side lot lines, where necessary, for utility poles, wires, conduits, underground conductors, storm and sanitary sewers, gas, water and heat mains, and other public utilities. These easements shall provide for a continuous right-of-way. Where the utility company or agency has the need for a wider easement than required above for a specific location, this easement shall be shown on the plat. Utility easements shall not be obstructed by structures, retaining walls or trees. A property owner may install fences and landscape the easement with grass and shrubs at his or her own risk.

*"B-3" Regional Business District.* The intent of the B-3 district is to provide for those commercial uses which are intensive in nature and require larger lots and direct access to major streets. The B-3 district is most appropriate for automobile oriented, regional commercial and office development. Within this area, pedestrian links shall be provided to connect the local streets located on each side of K-7 that serve to connect the residential neighborhoods, schools and parks.

*"I-1" Light Industrial District.* The intent of the I-1 district is to permit industrial uses that are not obnoxious due to appearance, noise, dust, or odor; that do not require intensive land coverage; and that can be compatibly developed with adjacent districts.

*"I-2" Heavy Industrial District.* The intent of the I-2 district is to allow basic or primary industries which are generally incompatible with residential or commercial uses.

**4.02 GENERAL DEVELOPMENT STANDARDS**

A. **Generally.** The height, area, and bulk requirements for the various districts are established by Table 4-1. The Development Standards for each district are dependent on the provisions in Article 5 and Article 6.

**Table 4-1: General Development Standards**

ELIGIBLE ZONING DISTRICT	HEIGHT, AREA AND BULK STANDARDS					
	MIN. SIZE	LOT STANDARDS MIN. WIDTH	HEIGHT	FRONT	MINIMUM SETBACK INTERIOR SIDE	REAR
A-1	1 acre	160 ft.	2.5 stories / 35 ft.	40 ft.	16 ft.	40 ft.
R-1	6,000 s.f.	50 ft.	2.5 stories / 35 ft.	20 ft.	5 ft.	20 ft.
R-2	4,000 s.f.	40 ft.	2.5 stories / 35 ft.	15 ft.	5 ft.	15 ft.
R-3	See Article 5 development standards specific to R-3 Walkable Neighborhood District.					
R-4	10,000 s.f.	60 ft.	3 stories / 45 ft.	25 ft.	10 ft.	30 ft.
R-5	See Article 5 for development standards specific to Residential Manufactured Home Planned District.					
B-1	6,000 s.f.	50 ft.	3 stories / 45 ft.	Sec. 5.03*	0 ft. **	25 ft.
B-2	6,000 s.f.	50 ft.	3 stories / 45 ft.	Sec. 5.03*	0 ft. **	None.
B-3	10,000 s.f.	60 ft.	3 stories / 45 ft.	Sec. 5.03*	0 ft. **	20 ft.
I-1	6,000 s.f.	50 ft.	3 stories / 45 ft.	20 ft.	N/A**	25 ft.
I-2	10,000 s.f.	80 ft.	3 stories / 45 ft.	20 ft.	N/A**	N/A**

\*Front setbacks for commercial districts are based on street contexts and allowed Frontage Types defined in 5.03.

\*\*If abutting residential district, setback shall be a minimum of 10 ft.

**ORDINANCE NO. 1125**

**AN ORDINANCE OF THE CITY OF LANSING, KANSAS, AMENDING THE UNIFIED DEVELOPMENT ORDINANCE, AS ADOPTED BY REFERENCE.**

WHEREAS, the Planning Commission of the city of Lansing has recommended to amend the adopted Unified Development Ordinance, Section 3.04 and 4.02. The official Unified Development Ordinance is adopted by reference in Lansing City Code, Section 17-101; and,

WHEREAS, after proper legal publication and notice pursuant to the statutes of the State of Kansas, a public hearing was held by the Planning Commission on December 18, 2024, at 7:00 p.m. at the Lansing City Hall, Lansing, Kansas.

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

**SECTION 1.** Unified Development Ordinance, **Section 3.04 K. Other Utilities** on Page 3-22 is hereby amended, in part, to be as follows:

**K. Other Utilities.** Where alleys are not provided, permanent easements of not less than ten (10) feet in width shall be provided on each side of all rear lot lines, and five (5) feet on each side of side lot lines, where necessary, for utility poles, wires, conduits, underground conductors, storm and sanitary sewers, gas, water and heat mains, and other public utilities. These easements shall provide for a continuous right-of-way. Where the utility company or agency has the need for a wider easement than required above for a specific location, this easement shall be shown on the plat. Utility easements shall not be obstructed by structures, retaining walls or trees. A property owner may install fences and landscape the easement with grass and shrubs at his or her own risk.

Unified Development Ordinance, **Section 4.02 General Development Standards, Table 4-1: General Development Standards** on Page 4-2 is hereby amended, in part, to be as follows:

**Table 4-1: General Development Standards**

ELIGIBLE ZONING DISTRICT	HEIGHT, AREA AND BULK STANDARDS					
	MIN. SIZE	LOT STANDARDS MIN. WIDTH	HEIGHT	FRONT	MINIMUM SETBACK INTERIOR SIDE	REAR
R-1	6,000 s.f.	50 ft.	2.5 stories / 35 ft.	20 ft.	5 ft.	20 ft.
R-2	4,000 s.f.	40 ft.	2.5 stories / 35 ft.	15 ft.	5 ft.	15 ft.

**SECTION 2. SEVERABILITY.** If any section, clause, sentence, or phrase of this ordinance is found to be unconstitutional or is otherwise held invalid by a court of competent jurisdiction, it shall not affect the validity of any remaining parts of this ordinance.

**SECTION 3. EFFECTIVE DATE.** This ordinance shall take effect from and after its passage, approval



and publication by summary in the official city newspaper.

Agenda Item 6.

**PASSED AND APPROVED** by the governing body of the city of Lansing, Kansas, this 16<sup>th</sup> day of January, 2025.

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

ATTEST

\_\_\_\_\_  
Tish Sims, City Clerk

(SEAL)

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

Published: The Leavenworth Times

**CITY OF LANSING**  
**FORM OF SUMMARY FOR PUBLICATION OF ORDINANCE**

Agenda Item 6.

**Ordinance No. 1125: An Ordinance amending the Unified Development Ordinance of the City of Lansing, Kansas.**

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

**Ordinance No. 1125 Summary:**

On January 16<sup>th</sup> 2025, the City of Lansing, Kansas, adopted Ordinance No. 1125, an ordinance amending the Unified Development Ordinance of the City of Lansing, Kansas, Sections 3.04 and 4.02. A complete copy of this ordinance is available at [www.lansingks.org](http://www.lansingks.org) or at City Hall, 800 First Terrace, Lansing, KS 66043. This summary certified by Gregory C. Robinson, City Attorney.

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

DATED: January 16, 2025

---

Gregory C. Robinson, City Attorney

# CITY OF LANSING LIBRARY

## DECEMBER 2024 RECAP



Agenda Item 7.



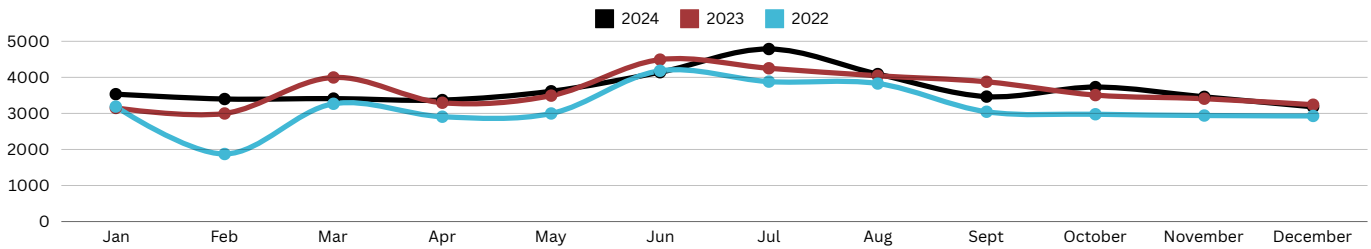
Our Noon Year's Eve party on December 31st was a blast! We loved ringing in the new year with everyone. Here's to an awesome 2025!

### A MESSAGE FROM THE DIRECTOR



Join the "Pages for Paws & Purrs" Reading Challenge! Set a book goal from 01/01 to 02/28 and gather pledges for each book you read or listen to. The more you read, the more we raise for Leavenworth County Humane Society to support local dogs and cats. Readers of all ages can join—register here: <https://tinyurl.com/hkx268yk>.

### MONTHLY CIRCULATION: PHYSICAL & DIGITAL CHECKOUTS



### A SNAPSHOT OF LIBRARY USAGE FOR DECEMBER 2024

**1645**  
PATRON  
VISITS


**155**  
PATRONS PARTICIPATED IN  
**15** PROGRAMS

**2051**  
PHYSICAL  
CHECKOUTS

**1131**  
DIGITAL  
CHECKOUTS

IN 2024...

**24,048 PEOPLE**   
have visited the library

**43,885 ITEMS**   
borrowed, digital and  
physical

**18,881 SESSIONS**   
logged for wi-fi and  
public computer usage.

**2,338 CHILDREN**   
received take-home craft  
kits, sponsored by the  
Friends of the Library

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

Vehicles

Year	Make	Model	Description	Mileage Start	Mileage Ending	Miles Driven	Comments
2023	Ram	1500	SSV Pickup	3,493	3,674	181	Oil Changed @ 3025 miles
						0	
						0	
						0	
						0	
Total						181	

Equipment

Year	Make	Model	Description	Hours Start	Hours End	Hours Used	Comments
2018	Advance	SC1500	AutoScrubber Floor Machine	76.27	76.27	0	Community Center Cleaning
2018	Kubota	ZG227-A	Mower	408	408	0	
2021	Kaivac	1750	Cleaning Machine	13.4	13.4	0	
						0	
						0	
						0	
Total						0	

**Lansing Community and Economic Development Department**

**Monthly Fleet Report**

**Month** December      **Year** 2024

**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>
2015	Dodge	Journey	A6545	SUV	87,567	87,625	58	KTag: KTA. 02497158
2019	Ford	Ecosport	A4358	SUV	14,774	14,963	189	KTag- KTA. 02497157
2022	Dodge	Ram	D100764	1500 Pick up Truck	10,310	10,431	121	

### Parks and Recreation Fleet Report December 2024

***Vehicles:***

Year	Make	Model	Description	Mileage Start	Mileage Ending	Miles Driven	Current Use	Comments
2006	Dodge	Caravan	Minivan	56,885	57,055	170	AC/Parks use	
2014	Ford	F-350	Dump Truck	27,353	27,399	46	Parks maintenance	
2016	Jeep	Patriot	SUV	68,010	68,118	108	Activity Center use	
2017	Chevrolet	Silverado	Truck	31,012	31,265	253	Parks maintenance	
2018	Ford	F-350	4-DR Crew	48,329	48,822	493	Parks maintenance	
<b>Total</b>						<b>1070.00</b>		

***Equipment:***

Year	Make	Model	Description	Hours Start	Hours End	Hours used	Current Use	Comments
1992	Massey Ferguson	1020	Tractor	1993.8	1993.8	0	Parks maintenance	
2005	Kubota	F3060	Mower	461.1	461.1	0	Parks maintenance	
2007	Turbo Tool Cat	5600	Utility Vehicle	1357.9	1357.9	0	Parks maintenance	
2012	Wright	ZK	Stander Mower	1259.3	1260.9	1.6	Parks maintenance	
2016	ABI	Force	Infield Groomer	419.9	420	0.1	Parks maintenance	
2017	Kubota	ZD1211	Mower	1187.1	1187.1	0	Parks maintenance	
2018	Polaris	Ranger	Utility Vehicle	577.7	580.7	3	Parks maintenance	
2019	Exmark	LZ 72	Mower	939.1	939.1	0	Parks maintenance	
2019	Emark	LZ 96	Mower	376.6	376.6	0	Parks maintenance	
2020	Kubota	ZD1211	Mower	706	707.4	1.4	Parks maintenance	
2022	Wright	ZK	Stander Mower	84.6	84.6	0	Parks maintenance	
2024	Cushman	Hauler Pro Elite	Golf Cart	8.1	8.2	0.1	Parks maintenance	
<b>Total</b>						<b>6.20</b>		

Lansing Police Department  
 Vehicle Fleet End of Month Report

Dec-2024

Unit	VIN Last 4	Year	Make/Model	Mileage as of 12/1	Mileage as of 1/1	Miles Driven	Assigned/ Current Use	Future Use	Comments
1	9291	2023	Dodge Durango	11535	12170	635	Chief	Chief	Limited use Chief
2	4459	2021	Dodge Durango	16460	16591	131	Captain	Captain	Limited use Captain
3	9829	2024	Dodge Durango	308	1632	1324	Lieutenant	Lieutenant	Limited use Lieutenant / <b>Not in use</b>
4	Reserved								
5	Reserved								
6	9963	2023	Dodge Durango	20191	21393	1202	Patrol	Sergeant	
7	Reserved								
8	Reserved								
9	Reserved								
10	4004	2018	Ford Explorer	44319	44705	386	SRO	SRO	Limited use SRO
11	4219	2024	Dodge Durango	3816	6341	2525	New	Patrol	Not assigned
12	5335	2019	Dodge Durango	65694	66282	588	Patrol	Patrol	
13	6270	2017	Dodge Charger	97272	99152	1880	Patrol	Patrol	
14	5064	2022	Dodge Ram			0	Patrol	Patrol	Crashed 10-14-24
15	4580	2021	Dodge Durango	57729	60047	2318	Patrol	Patrol	
16	4003	2018	Ford Explorer	50628	51212	584	Patrol	Patrol	
17	5063	2022	Dodge Ram	21452	22639	1187	Patrol	Patrol	
18	4458	2021	Dodge Durango	55215	56936	1721	Patrol	Patrol	
				<b>Mileage Total:</b>		14481			

**Lansing Public Works Department  
Monthly Fleet Report**

Month December Year 2024

**Vehicles**

Year	Make	Model	License Plate #	Description	Mileage Starting	Mileage Ending	Miles Driven	Comments
2022	Dodge	Ram 2500	B3859	Pick-up	4,925	4,986	61	
1998	Ford	1/2 ton	48091	Pick-up	75,360	75,360	0	
2005	Sterling	LT 8500	64614	Dump Truck	64,488	64,511	23	
2007	Elgin	Crosswind J+	70295	Street Sweeper	7,680	7,680	0	
2017	Chevrolet	3500	88437	Pick-up Truck	41,139	41,460	321	
2011	International	7400	75269	Dump Truck	25,796	25,828	32	
2016	Ford	F350 4x4	88468	One-ton Dump Truck	23,140	23,166	26	
2013	Ford	Explorer	80551	SUV	86,686	87,027	341	
2020	Chevrolet	3500	A8914	One-ton Dump Truck	11,555	11,591	36	
2005	Mack	Granite	B0282	Dump Truck	56,128	61,555	5,427	
2005	Ford	Ranger	57932	LT- Pick-up Ext	53,386	53,439	53	

**Equipment**

Year	Make	Model	Description	Hours Starting	Hours Ending	Hours Used	Comments
1997	JD	770BH	Grader	5,198	5,198	0	
2004	IR	DD-24	Asphalt Roller	341	341	0	
2006	IR	185	Air Compressor	248	248	0	
1997	Bobcat	763	Skid Steer	2,390	2,390	0	
2014	Case	580 SNWT	Backhoe	2,205	2,216	11	
2002	Crafco	110	Crack Sealer	909	909	0	
2009	Case	465	Skid Steer	914	916	2	
2018	John Deere	5065E	Tractor	306	306	0	
2018	Vermeer	BC1000	Chipper	22	22	0	
2022	Case	SV280B	Skidsteer	166	166	0	
2023	Bobcat	CT5558	Tractor	41	41	0	



December

City Influent	23.23 MG	City Avg Daily	.749 MGD
LCF Influent	3.64 MG	LCF Daily Avg	.117 MG
Total Biosolids	.688 MG	Precip	.57 inches

Vehicles

Year	Make	Model	Description	Mileage Start	Mileage Ending	Miles Driven	Current Use
1999	Sterling	Vactor	Jet Truck	9032	9032	0	Collection System
2012	Chevrolet	Tahoe	SUV	117943	118118	175	Ops/Maint.
2019	Ford	F250	Pick Up Truck	13809	13930	121	Ops/Maint.
2019	Ford	F250	Flatbed Truck	6340	6365	25	Ops/Maint.
2023	Polaris	Ranger	Ops Utility	733	754	21	Operations
2023	Polaris	Ranger	Maint Utility	356	360	4	Maintenance
2005	Freightliner	M2106	Dump Truck	28292	28372	80	Biosolids Disposal
Total						426	

Equipment

Year	Make	Model	Description	Hours Start	Hours Ending	Hours Used	Current Use
1991	Case	1825	Uni-Loader	998	998	0	Plant Activities
1999	Sterling	Vactor	Jet Truck	257.8	257.8	0	Collection System
2004	John Deere	7920	Tractor	1425	1425	0	Biosolids Disposal
2004	Case	621D	Loader	2632	2635	3	Operations
2023	Polaris	Ranger	Ops Utility	219	227	8	Operations
2023	Polaris	Ranger	Maint Utility	124	126	2	Maintenance
2006	JCB	531-70	Telehandler	745	797	52	Plant Activities



City of Lansing  
800 First Terrace  
Lansing, Kansas 66043

**City Administrator's Report**  
January 16, 2025

**Agenda Items:**

The City will honor and formally pin Fire Chief Joseph Gates on Thursday evening. Captains Kirk Mackey and Mark Alligood will be pinned, as well. The City would also like to recognize our new full-time employees who joined the team two weeks ago. We are currently advertising and interviewing for all open positions in the Fire Department.

Boy Scout Troop 165 has requested to use the Lansing Activity Center after hours from 4pm on February 22<sup>nd</sup> until 9am on February 23<sup>rd</sup> for the Boy Scout Anti Campout. Mr. Thomas will be present to answer any questions. A fee waiver application was received, but a refundable deposit of \$300 would be required.

Last fall, the City authorized bids for the acquisition of a one-ton dump truck for the replacement of a 2014 Ford F350 dump truck in the Parks & Recreation Department. The truck would be fully equipped and includes a snowplow, as well. The dump truck it is replacing is diesel and has issues due to the emissions standards and the vehicle rarely being utilized for highway driving. The one bid received came from Mainstreet Chrysler Dodge Jeep Ram of Lansing for \$87,017. We anticipate receiving \$30,000-\$35,000 when placing the Ford on the auction site Purplewave.com, which will offset the costs of the new truck.

Ordinance No. 1125 amends the UDO to update interior side setbacks in R1 and R2 zoning districts from 10' to 5'. Additionally, it decreases the width of side lot utility easements from 7.5' to 5'. These changes support home construction on narrower lots. By fostering flexibility in lot design and reducing regulatory barriers, this initiative aligns with Lansing's strategic goals for residential growth and housing diversity. This change was recommended by the Planning Commission with a 5-0 vote.

Selection of the Council President is on the agenda for Thursday evening. The Council President presides over meetings in the Mayor's absence.

We anticipate a request to expand the RHID to the McIntyre parcel at the February 6<sup>th</sup> meeting. The current preliminary plans show 412 lots (not 500), with three points of access. The subdivision would establish an HOA to ensure curb appeal and aesthetics. The developer is presently working on a traffic impact study and drainage study. The preliminary plat has not yet been submitted. The RHID harnesses the increase in property taxes to offset infrastructure costs, thereby lowering the final cost of the homes. Establishment of the RHID allows the sale of new homes in late 2026 to be in the lower 300s.



City of Lansing  
800 First Terrace  
Lansing, Kansas 66043

We anticipate a survey for our residents to chime in on recycling questions later this week. As a reminder, switching to every other week recycling would increase our costs approximately \$1.08/month, while maintaining our current setup of recycling every week would increase costs \$3.38/month. WM would provide citizens with a 95-gallon recycling bin (same as trash) upon request if we switch to recycling every other week. Yard waste would not be impacted at this price point. Thus far, the majority of residents who have reached out to staff have requested maintaining our current service.

**Public Works:**

The City received a total of 11.5” of snow last week. Based on FEMA codes for the equipment utilized, materials spread, and staff time, the City spent \$53,351.56 on the abatement of the recent blizzard. We are grateful to the Street Department staff, led by Kenny Payne, who oversees the effort along with Public Works Director Mike Spickelmier.

**Year End Sales Tax Update:**

The year-end sales tax updates are below.

	2023 Year-End	2024 Year-End	Difference
Local Sales & Use Tax (1.9%)	\$2,431,677	\$2,855,576	*\$423,899
County Sales Tax	\$962,955	\$905,621	-\$57,334, -5.95%
County Use Tax	\$375,517	\$375,294	-\$233, -.06%
Guest Tax	\$104,902	\$70,992	-\$33,910, -32.32%

\* When excluding the new sales tax for the pool, our local sales tax figures decreased from 2023.

The total non-food sales tax rate in Lansing is broken down as follows:

- 6.5% State Sales Tax (varies on food)
- 1% Countywide Sales Tax
- 1% City General Sales Tax-General Fund
- .45% DeSoto Road & Park Improvements (20 years)
- .45% Aquatic Center (20 years)
- 9.4% TOTAL
- 1% Community Improvement Dist. (Mainstreet Chrysler Dodge Jeep Ram property only)



City of Lansing  
800 First Terrace  
Lansing, Kansas 66043

The special sales tax to pay for the Aquatic Center has generated \$685,338 in 2024. The special sales tax to pay for DeSoto Road and Bernard Park Improvements also generated \$685,338 (both special sales taxes are for the same amount, .45%).

While sales tax revenues have dropped precipitously, one positive is our interest revenue has increased due to higher savings interest rates and a new bank which allows the City to reinvest funds over a certain threshold every day. We anticipate the fiscal year to fully close in late January, at which point we'll have a fuller picture of our carryover for each fund, which will impact the 2026 budget this summer.

**Wastewater:**

Linaweaver Construction is in the process of submitting shop drawings for engineer review and construction staking for the Town Centre Trunk Sewer Replacement project. A preconstruction meeting was held on December 8<sup>th</sup>, with construction beginning in the middle of January 2025. Project completion is scheduled for 120 days.

Plans for the Ida/Gamble Sewer Relocation Project are under staff review. The easement consultant has indicated that the property owners have verbally agreed to the easement offers. The City will provide payment in January 2025 once all documents have been signed. The project will relocate sewers near this intersection that are oversized for the current flows.

The City's GIS contractor has begun incorporating manhole inspection data to the GIS site for staff use. The final report will be presented at the January 2025 work session. The project has identified defects and repairs in the collection system that contribute to excessive flows during rain events. Several buried manholes have also been located within the project area, which have not been located, and a small project will be bid in 2025 to raise those to grade so inspections can be performed.

**Meetings & Announcements:**

There are multiple openings for Police Officer I/II. Starting pay for police officers is \$50,107/year, with opportunities for overtime. Officers with experience, education, or certification can be started higher on the pay scale. Additionally, the City offers a \$3,000 sign-on bonus for new, uncertified police officers! The City has also begun advertising for Firefighter positions. Interested candidates can apply by clicking on the "How Do I?" tab under the website homepage and clicking job opportunities.

The City is hosting a hiring open house for lifeguards at 5:30pm on Tuesday, January 14<sup>th</sup> in the Community Center.

- Wednesday, January 15      Planning Commission Meeting, 7:00pm, City Hall



**City of Lansing**  
800 First Terrace  
Lansing, Kansas 66043

- Thursday, January 16 City Council Meeting, 7:00pm, City Hall
- Monday, January 20 Martin Luther King Jr Day, City Offices Closed
- Thursday, January 23 City Council Work Session, 7:00pm, City Hall
  - Public Works CIP Discussion
  - Wastewater Update
  
- Thursday, February 6 City Council Meeting, 7:00pm, City Hall
- Monday, February 17 President's Day, City Offices Closed
- Wednesday, February 19 Planning Commission Meeting, 7:00pm, City Hall
- Thursday, February 20 City Council Meeting, 7:00pm, City Hall
- Thursday, February 27 City Council Work Session

Sincerely,

Tim Vandall