

AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

OLD BUSINESS

1. Approval of Minutes

AUDIENCE PARTICIPATION

PRESENTATIONS

NEW BUSINESS

2. Ordinance No. 1080 - Amend Chapter 15, Article III, Section 306 of the Code of the City of Lansing, Kansas
3. Structure Removal Cost Share Request - 400 E. Eisenhower Rd.
4. Library Board Appointment

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

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: Shantel Scrogin, Assistant City Clerk
DATE: February 23, 2022
SUBJECT: Approval of Minutes

The Regular Meeting Minutes of February 17, 2022, and the Special Meeting Minutes of February 24, 2022 are enclosed for your review.

Action: Staff recommends a motion to approve the Regular Meeting February 17, 2022, and Special Meeting Minutes of February 24, 2022, as presented.

AGENDA ITEM

CITY OF LANSING
CITY COUNCIL MEETING

REGULAR MEETING MINUTES
February 17, 2022

Call To Order:

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

Roll Call:

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

Councilmembers Present:

Ward 1: Gene Kirby and Dave Trinkle
Ward 2: Don Studnicka and Marcus Majure
Ward 3: Kerry Brungardt and Jesse Garvey
Ward 4: Gregg Buehler and Dan Clemons

Councilmembers Absent:

Councilmembers Majure, Garvey and Buehler were present via Zoom.

OLD BUSINESS:

Approval of Minutes: Councilmember Kirby moved to approve the Regular Meeting Minutes of February 3, 2022, as presented. Councilmember Studnicka seconded the motion. The motion was approved with Councilmember Trinkle abstaining.

Audience Participation: Mayor McNeill called for audience participation and there was none.

Presentations

COUNCIL CONSIDERATION OF AGENDA ITEMS:

Ordinance No. 1079 – Amend Chapter 10, Article 1, Section 104 and 107 of the Code of the City of Lansing, Kansas: Councilmember Kirby moved to approve Ordinance No. 1079. Councilmember Studnicka seconded the motion. The motion was unanimously approved.

Appointment of Municipal Court Judge: Councilmember Brungardt moved to approve Mayor McNeill to appoint Gary Fuller as Lansing’s Municipal Court Judge. Councilmember Clemons seconded the motion.

- City Administrator Tim Vandall stated Mr. Fuller has joined us on Zoom in case anyone has any questions, but we are excited for him.
 - Mayor McNeill asked anybody have any questions for Mr. Fuller.

The motion was unanimously approved.

Construction and Inspection Services for the K7 & Eisenhower Project: Councilmember Kirby moved to approve the proposal from Benesch in an amount not to exceed \$109,650.00. Councilmember Studnicka seconded the motion.

- Councilmember Trinkle stated I keep being asked when are we going to start seeing a mess. When are they going to start.
 - Public Works Director Mike Spickelmier replied the Kansas Department of Transportation authorized us to release the bids. The bids are scheduled to be open on March 23rd and the schedule from the contractor will be reviewed upon successful award of the bid. You should expect to see the bids in April, and we will have the schedule from the contractor then. They will have some leeway when they could start but we did give them 25 weeks to accomplish their work. Their schedule will start when their first traffic control devices are in place.
 - Councilmember Trinkle stated I noticed they showed pictures in the quarterly magazine and that’s got everybody fired up.
 - Public Works Director Mike Spickelmier responded yes.
 - Councilmember Trinkle stated I just needed to ask what I had been asked.
 - Public Works Director Mike Spickelmier replied the date certain right now is March 23rd is when the bid opening is

scheduled to happen. We will present to the Council in April.

- Councilmember Trinkle asked and one more thing, what are they going to do with The Shoebox. Is it sold? Is it part of the plan.
 - City Administrator Tim Vandall replied that is not part of the plan. I think there is people talking to them or it might be under contract but that doesn't have anything to do with this.
 - Councilmember Trinkle stated it went empty about the time all this started and it's still empty.
 - City Administrator Tim Vandall responded yeah, and they weren't even part of our land acquisition plan if I'm not mistaken right Mike.
- Public Works Director Mike Spickelmier replied no we intentionally held the east side of that intersection stable, so we didn't have to. We did all the work on the west to minimize our land acquisition.
 - Councilmember Trinkle stated that answers both questions.

The motion was unanimously approved.

Executive Session – Personnel Matters: Councilmember Kirby moved to a go into Executive Session pursuant to the non-elected personnel matter exception K.S.A. 75-4319(b)(1) for 15 minutes, beginning at 7:07 PM and returning to the Council Chambers at 7:22 PM. Councilmember Clemons seconded the motion. The motion was unanimously approved.

Councilmember Kirby moved to return to open session at 7:22 PM. Councilmember Studnicka seconded the motion. The motion was unanimously approved.

REPORTS:

Department Heads: Community and Economic Development Director Matthew Schmitz brought up other options for the 4th of July festivities since Bernard Park will be under construction at that time. A couple of options include Towne Center where it would primarily be fireworks and maybe some food trucks. Another option would be talking to the high school and seeing if we can use their parking lot for rides with a possibility of shooting off fireworks south of the school near the trail. If we, have it at the high school, we will not be able to have alcohol.

- City Administrator Tim Vandall stated when we shot fireworks off at Towne Center a couple of years ago, it was Labor Day weekend, so we were able to shoot them off earlier since it got dark earlier. We would have to light this off at 9:45 or 10 since it would be summer. It would be loud within the city limits at that time.
 - Mayor McNeill said it is a catch 22 no matter what we do.

Majority of the Council thought Towne Center would be the best location.

City Attorney: City Attorney Greg Robinson had nothing to report.

City Administrator: City Administrator Tim Vandall reported the State Department of Commerce has a new branch program called the BASE Grant that stands for Building a Stronger Economy. The rules are pretty liberal as for what you can apply for as long as it is something that will have a positive impact on the economy. We spoke to the County about a joint sewer construction project to McIntyre Road. The State talked about joint applications are looked up on favorably. The grant is likely to cover 75% so we would pay the additional funds. Grant applications that also ask for a little less than the maximum amount may also be

looked at favorably as it allows the State to stretch the grant money a little further. So, if it max's out at 75% and we apply for 65%, our grant would be for around \$2.9 million and our contribution would be around \$1 million with the County adding \$500,00. Council thought it sounded good.

- Councilmember Clemons asked where that would take the sewer to, all the way to McIntyre or just to the north corner.
 - City Administrator Tim Vandall replied no, it takes it all the way through that property, almost all the way to McIntyre Road.

The library has been under construction, and it looks fantastic. Make sure you check it out next week when they open back up.

Governing Body: Councilmember Garvey asked if staff would be working all night long because of the current snowstorm.

- Public Works Director Mike Spickelmier replied they have demobilized for the evening. Staff is on standby in case we get more.
 - Councilmember Garvey stated they really appreciate the employees out there cleaning off the streets. It was a lot of snow and they worked hard to get those streets clean.

Councilmember Buehler stated they were out bright and early and did a great job.

Councilmember Clemons stated we got a lot of snow, and he appreciates all they do to clear it.

Councilmember Brungardt told Mike to tell the guys thank you and he knows Mike has to be tired too. He also thanked Steve for all his guys do too.

Councilmember Studnicka said good job on the streets as always. He also welcomed Judge Fuller.

Councilmember Trinkle said good job on the streets. We always get compliments.

Councilmember Kirby agreed with what everyone has said. This one was tricky since it hit right before morning rush hour, but they always do a great job.

Councilmember Majure told Mike they can't thank him enough. There were some issues with dead ends and snow piled in front of driveways, but they did do an amazing job. He let Chief Wayman know we support our officers, and we support him.

Mayor McNeill stated we did get some complaints about the snow removal but just as Gene said we just didn't have the time with the amount of snow that came down to get everything cleared. There is still work to be done.

ADJOURNMENT:

Councilmember Majure moved to adjourn. Councilmember Kirby seconded the motion. The motion was unanimously approved. The meeting was adjourned at 7:45 p.m.

ATTEST:

Mayor, Anthony R. McNeill

Assistant City Clerk, Shantel Scrogin

CITY OF LANSING
CITY COUNCIL SPECIAL MEETING

SPECIAL MEETING MINUTES
February 24, 2022

Call To Order:

The special meeting of the Lansing City Council was called to order by Mayor McNeill at 6:45 p.m.

Roll Call:

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

Councilmembers Present:

Ward 1: Gene Kirby and Dave Trinkle

Ward 2: Don Studnicka

Ward 3: Kerry Brungardt and Jesse Garvey

Ward 4: Dan Clemons

Councilmembers Absent: Marcus Majure and Gregg Buehler

NEW BUSINESS:

COUNCIL CONSIDERATION OF AGENDA ITEMS:

Contract for BASE Grant – Joint Funding Agreement: Councilmember Kirby moved to approve the contract with Leavenworth County to move forward with BASE Grant application to construct a sewer line to McIntyre Road. Councilmember Brungardt seconded the motion. The motion was unanimously approved.

ADJOURNMENT:

Councilmember Kirby moved to adjourn. Councilmember Studnicka seconded the motion. The motion was unanimously approved. The meeting was adjourned at 6:49 p.m.

ATTEST:

Mayor, Anthony R. McNeill

Assistant City Clerk, Shantel Scrogin

AGENDA ITEM

TO: Tim Vandall, City Administrator

FROM: Matthew Schmitz, MPA – Director, Community and Economic Development 

DATE: March 3, 2022

SUBJECT: Ordinance No. 1080 – Updating Chapter 15, Article III, Section 306 – Parking certain vehicles in districts allowing residential structures of the City of Lansing, KS Code

Explanation: During the January 27th City Council Work Session, staff discussed with council potential updates to the City Code in reference to recreation vehicles (RVs) in Lansing. The attached ordinance would codify the changes discussed during that meeting as follows:

- 1. Increase in weight restriction from 9,200lbs to 12,001lbs, and change from GVWR to license plate identifying weight.**
2. Reduce the time that an RV can be parked on public streets from seven to three days.
3. Addition of clear requirement that a RV must be parked on impervious hard surface if stored outside and said surface must include the entire undercarriage of the vehicle to include the towing mechanism.
4. Addition of requirement that any RVs parked on a driveway in front of a home cannot cover more than 400 sq. ft. of the driveway.
5. Addition of a requirement that the RV must be 14' from the curb and 4' from side lot lines and cannot block sidewalks when parked in a private driveway.
6. Addition of requirement that RVs stored in a side yard cannot be stored on side yard adjacent to a street.
7. Reduction from no more than three (3) RVs allowed on a property to no more than two (2) parked on private property which are viewable from the street at any one time.
8. Addition of clear requirement that no RV shall be utilized for living, sleeping, or housekeeping purposes when parked on private property not approved for such use.

Staff wishes to point out that item 1 above, bolded, was not discussed at length during the Work Session, but Staff believes this will be much easier to enforce since it is based on a publicly viewable license plate rather than a gross vehicle weight rating (GVWR) that is generally found on a placard placed on the driver's side door frame or other interior location of the vehicle and not viewable without access to the interior of the vehicle.

Policy Considerations: The modification of this part of the code and control over the location of recreational vehicles in town is consistent with other cities in the area as outlined during the work session discussion.

Financial Consideration: Not applicable.

Action: Motion to approve Ordinance No. 1080, an ordinance updating Chapter 15, Article III, Section 306 of the City of Lansing, KS Code in reference to Parking certain vehicles in districts allowing residential structures.

AGENDA ITEM

ORDINANCE NO. 1080

AN ORDINANCE OF THE CITY OF LANSING, KANSAS, AMENDING CHAPTER 15, ARTICLE III SECTION 306 – PARKING CERTAIN VEHICLES IN DISTRICTS ALLOWING RESIDENTIAL STRUCTURES OF THE CODE OF THE CITY OF LANSING, KANSAS, 2022 EDITION, AND AMENDMENTS THERETO.

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

SECTION 1.

Chapter 15, Article III, Section 306 of the Code of the City of Lansing, Kansas, 2022 Edition, shall be amended to read as follows:

Sec. 15-306. – Parking certain vehicles in districts allowing residential structures.

- A. No person shall stand or park any vehicle with a license plate indicating a vehicle weight of 12,001 pounds or more on any street or alley or on any public property within districts allowing residential structures except under the provisions contained in subsection C.
- B. No person shall park a recreational vehicle to include, but not limited to, camper, van, boat, four-wheeler, trailer or other operable vehicle on any street, alley or right of way within the City limits of Lansing for a period exceeding three (3) consecutive days. Slight movement of the vehicle within the same residential area shall not restart the counting of the time period of three (3) consecutive days.
- C. Notwithstanding subsection A., a person may stand or park the following vehicles on private property within any district allowing residential structures subject to the following restrictions:
 1. Any vehicle with a license plate indicating a weight of 12,000 pounds or less;
 2. Any vehicle for which the Governing Body has issued a special permit; or
 3. Any vehicle while loading or unloading such vehicle or while the vehicle is being used in the performance of a service to, or upon, property in the block where the vehicle is parked, subject to all other provisions regulating parking.
 4. Any recreational vehicle must be parked on impervious hard surface if stored outside. Said surface must include the entire undercarriage of the vehicle to include the towing mechanism.
 5. Recreational vehicles parked on a driveway in front of a home must not cover more than 400 sq. ft of the driveway.
 6. Any recreational vehicle parked in a private driveway must be 14' from the curb and 4' from side lot line and cannot block sidewalk.
 7. If a recreational vehicle is stored in a side yard, it must not be where the location would be adjacent to a street.
 8. No more than two (2) recreational vehicles as defined in subsection B. shall be allowed to be parked on private property, and viewable from the street, at any one time.
- D. No person shall stand or park any vehicle in any residential district between the hours of 8:00 p.m. and 8:00 a.m. with an auxiliary motor, air conditioner, or any refrigeration unit in operation.
- E. No recreational vehicle shall be utilized for living, sleeping, or housekeeping purposes when parked on

private property not approved for such Agenda Item 2.

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.

PASSED AND APPROVED by the governing body of the city of Lansing, Kansas, this 3rd day of March, 2022.

Anthony R. McNeill, Mayor

ATTEST

Tish Sims, City Clerk

(SEAL)

APPROVED AS TO FORM:

Gregory C. Robinson, City Attorney

Publication Date: _____

Published: The Leavenworth Times

CITY Agenda Item 2. SING
FORM OF SUMMARY FOR PUBLICATION OF ORDINANCE

Ordinance No. 1080: An Ordinance of the City of Lansing, Kansas, amending Chapter 15, Article III Section 306 – Parking certain vehicles in districts allowing residential structures of the code of the City of Lansing, Kansas, 2022 Edition, and amendments thereto.

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. 1080 Summary:

On March 3, 2022, the City of Lansing, Kansas, adopted Ordinance No. 1080, an ordinance of the City of Lansing, Kansas, amending Chapter 15, Article III Section 306 – Parking certain vehicles in districts allowing residential structures of the code of the City of Lansing, Kansas, 2022 Edition and amendments thereto. A complete copy of this ordinance is available at www.lansingsks.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: March 3, 2022

Gregory C. Robinson, City Attorney

AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Matthew Schmitz, MPA – Director, Community and Economic Development
DATE: March 3, 2022
SUBJECT: Structure Removal Cost Share Application – 400 E. Eisenhower Road

MRS

Explanation: The property owner at 400 E. Eisenhower Road (Parkwood North MHP LLC) is requesting assistance in removing ten mobile homes within the newly acquired park.

The City's structure removal policy allows for reimbursement of half of the demolition costs up to \$4,000, but this is more geared towards single family homes and small properties, etc. Staff thought it would be prudent to bring forward this plan for removal of ten mobile homes, along with the bid that Parkwood North received to discuss this with council and get input on how to handle this. If we reimburse half of the cost for each mobile home being removed, similar to how our policy is written, that will mean a total cost to the City of \$10,000 which exceeds the maximum amount in the policy of \$4,000. Since these are individual lots within a larger property though, it is somewhat unclear how the policy should be applied in this situation. Staff would recommend assisting with the full \$10,000 amount due to the impact that removing ten of these structures will have on that park, and the length of time that the City has been trying to achieve results at this park.

A map of the park showing the mobile homes to be removed, as well as a copy of the bid is attached for review.

Policy Considerations: The City's payment to the contractor would be released within thirty (30) days once the site has been cleared, a final inspection has been completed by the City Inspector and owner's payment to the contractor has been verified by contractor.

Financial Consideration: The low bid was \$20,000; the Council could contribute 50% of the demolition costs for \$10,000.

Action: Motion to approve removal costs of up to \$10,000 to remove ten mobile homes or deny request for structure removal assistance at 400 E. Eisenhower Road, Lansing, Kansas.

AGENDA ITEM

Parkwood North Mobile Home Park

Address: 400 E Eisenhower Rd, Lansing, KS 66043

Phone: (913) 364-2828

Website: www.parkwoodcourtmhp.com

 Homes
Needing Demo



Dennis Parker

Mobile Home Demolition

ESTIMATE

67 Royal Drive
Kansas City, KS 66111
913-526-3060

ESTIMATE #: 1332
DATE: 2/17/22

TO
Parkwood North MHP LLC
90 Royal Drive
Kansas City, KS 66111
913-660-6777

FOR Demolition of 10 mobile homes

Description	Amount
Parkwood North-Lot 4A	\$2,000
Parkwood North-Lot 7	\$2,000
Parkwood North-Lot 13	\$2,000
Parkwood North-Lot 19	\$2,000
Parkwood North-Lot 20	\$2,000
Parkwood North-Lot 31	\$2,000
Parkwood North-Lot 33	\$2,000
Parkwood North-Lot 34	\$2,000
Parkwood North-Lot 35	\$2,000
Parkwood North-Lot 39	\$2,000
Total	\$20,000

Make all checks payable to Dennis Parker
Payment is due within 14 days of completion of work.
If you have any questions concerning this invoice, contact Dennis at 913-526-3060.

THANK YOU FOR YOUR BUSINESS!

AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Terri Wojtalewicz, Library Director *TW*
DATE: February 23, 2022
SUBJECT: Lansing Library Board Appointment

After meeting with Library Board Applicant, Timothy Moran, on February 22, 2022, the Lansing Community Library Board voted unanimously to recommend Timothy Moran to serve on the Lansing Community Library Board for a term expiring on April 30, 2023. This is fulfilling a position that became open with the resignation of a board member.

Policy Consideration: n/a

Financial Consideration: n/a

Action: Staff recommends a motion to approve the appointment of Timothy Moran to the Lansing Community Library Board to fill an unexpired term ending April 30, 2023.

AGENDA ITEM



800 First Terrace, Lansing, Kansas 66043 - Telephone: 913-727-3036
Fax: 913-828-4579 - www.lansingks.org

APPLICATION FOR LIBRARY ADVISORY BOARD MEMBER

Name: Timothy MORAN ; Timothy Moran
Lansing Address: 103 Willow Point
Home Phone: 913-547-2844
Secondary Phone: 913-547-2845
E-mail: TMMORAN@FASTMAIL.US

Please attach a written statement expressing your interest in being appointed to the Lansing Community Library Board. Your written statement should address the following three topics:

1. What skills and/or experience do you possess that will help further the library goals in any of the following areas: Library Services, Programming, Public Relations, or Strategic Planning?
2. What do you hope to accomplish as a Board Member?
3. Willingness to attend board, committee, and training meetings.

Also attach the name, address, and telephone number of three personal references.

This appointment is to fill an un-expired term on the Lansing Community Library Advisory Board expiring April 30, 2023. Applicants must be a resident of Lansing Unified School District # 469, at least 18 years of age, a U.S. citizen, and registered to vote.

All applications should be returned to Lansing City Hall, marked to the "Attention of the City Clerk".

RECEIVED
JAN 27 2021 SS
CITY OF LANSING

Timothy MORAN

In filling the Lansing Community Library Advisory Board position, I understand that I will attend board, committee, and training meetings as part of this position.

I would like to be part of the effort to continue building the Lansing Library forward to fully serve the community's needs and one that the citizens of Lansing can be proud of.

Having a wide range of paid and volunteer experiences, I feel I can contribute to the four areas of focus on the board. First, I have worked in school libraries in Junior and Senior High schools. Second, I have developed extended digital, computer-based, and paper education formats, focusing on a wide range of lifestyles and education levels. Third, I am a Rotarian and have worked on many projects that required public relations to garner support for our efforts in the greater community. Finally, I was a certified project manager in my work life. I developed and managed various programs that combined funding, production, testing, and use of both soft and physical objects.

I have lived in Lansing since 2003 and plan to live here in the foreseeable future. I have worked with the Leavenworth Master Gardners to make the library's butterfly garden.

Living in other countries in both Europe and Asia, I value the importance of free public libraries, which sets American cities apart from others in the world.

Timothy Moran