
AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

OLD BUSINESS

- [1.](#) Approval of Minutes

AUDIENCE PARTICIPATION

PRESENTATIONS

- [2.](#) County Commission Demand Transfers discussion

NEW BUSINESS

- [3.](#) Hunt Conditional Use Permit – 104 Daisy Street
- [4.](#) Salt Prices for 2023-2024
- [5.](#) Centre Drive Improvements: Project 2023-04 Bid Results
- [6.](#) Purchase of StressCrete Poles and King Luminaire Equipment
- [7.](#) Engineering Services for the 147th Street Box Culvert
- [8.](#) Additional Construction and Inspection Services for the K7 & Eisenhower Project
- [9.](#) Construction Observation Services Contract - City Project 2021-04
- [10.](#) Executive Session - Acquisition of Real Property

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

- [11.](#) CED Report
- [12.](#) August Fleet Report
- [13.](#) 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: September 14, 2023
SUBJECT: Approval of Minutes

The Regular Meeting Minutes of September 7, 2023 are enclosed for your review.

Action: Staff recommends a motion to approve the Regular Meeting Minutes of September 7, 2023, as presented.

AGENDA ITEM

CITY OF LANSING

CITY COUNCIL MEETING

REGULAR MEETING MINUTES
September 7, 2023

Call To Order:

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

Roll Call:

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

Councilmembers Present:

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

Councilmembers Absent: Dan Clemons

OLD BUSINESS:

Approval of Minutes of the Regular Meeting of August 17, 2023, as presented:

Councilmember Buehler made a motion to approve Regular Meeting Minutes of August 17, 2023, as presented. Councilmember Garvey seconded the motion. No discussion took place. Roll Call Vote: Aye: Councilmembers Studnicka, Gardner, Kirby, Majure, Garvey, and Buehler; Nay: none; Abstain: Councilmember Brungardt; Absent: Councilmember Clemons. The motion was approved.

Audience Participation: None

Presentations: None

COUNCIL CONSIDERATION OF AGENDA ITEMS:

Public Hearing to Exceed the Revenue Neutral Rate and Consideration of Resolution No. B-4-2023

A public hearing is required for taxing entities who are planning on exceeding the revenue neutral rate (RNR). As presented at the June 29, 2023, work session, the City of Lansing intends to exceed the RNR of 32.920 mills.

Councilmember Brungardt made a motion to open the public hearing for Exceeding the Revenue Neutral Rate. Councilmember Buehler seconded the motion. No discussion took place. Roll Call Vote: Aye: Councilmembers Studnicka, Gardner, Kirby, Majure, Garvey, Buehler, and Brungardt; Nay: none; Abstain: none; Absent: Councilmember Clemons. The motion was approved.

Councilmember Kirby made a motion to close the public hearing for Exceeding the Revenue Neutral Rate. Councilmember Garvey seconded the motion. No discussion took place. Roll Call Vote: Aye: Councilmembers Studnicka, Gardner, Kirby, Majure, Garvey, Buehler, and Brungardt; Nay: none; Abstain: none; Absent: Councilmember Clemons. The motion was approved.

Mayor McNeill asked that the Finance Director Beth Sanford discuss the options for going to a revenue neutral rate. Director Sanford reviewed the Capital and Supplemental items that were not part of the base budget that were discussed at the previous work session. The base budget was under what was levied last year, but the capital and supplemental requests put the city over. To remain revenue neutral, some of the projects that exceeded the budget could be moved to 2025. There were

still ARPA funds not committed that could address the projects as well. The stormwater projects that were already discussed by Public Works Director Michael Spickelmier for the 2024 budget would be pushed further down the line. Discussion continued with Director Sanford and Councilmembers Gardner and Buehler regarding whether other projects had been pushed to next year's budget to remain revenue neutral and if everything could still be completed using ARPA funds. Councilmember Majure and City Administrator Vandall discussed if the ARPA funds had already been allocated. Director Sanford further explained the components involved in the mill levy and the tax money received by the city from assessed property values.

Councilmember Buehler made a motion to Dis-Approve Resolution No. B-4-2023. Councilmember Studnicka seconded the motion. No discussion took place. Roll Call Vote: Aye: Councilmembers Studnicka, Gardner, Kirby, Majure, Garvey, Buehler, and Brungardt; Nay: none; Abstain: none; Absent: Councilmember Clemons. The motion was approved.

Public Hearing on and Consideration of Proposed 2024 Budget

The proposed 2024 Budget will reflect a mill levy decrease of 1.598 mills from the previous year's mill levy, but still exceeds the revenue neutral rate by 1.93 mills, or \$233,277.

Councilmember Kirby made a motion to open the public hearing for the 2024 Budget. Councilmember Brungardt seconded the motion. No discussion took place. Roll Call Vote: Aye: Councilmembers Studnicka, Gardner, Kirby, Majure, Garvey, Buehler, and Brungardt; Nay: none; Abstain: none; Absent: Councilmember Clemons. The motion was approved.

Councilmember Brungardt made a motion to close the public hearing for the 2024 Budget. Councilmember Buehler seconded the motion. No discussion took place. Roll Call Vote: Aye: Councilmembers Studnicka, Gardner, Kirby, Majure, Garvey, Buehler, and Brungardt; Nay: none; Abstain: none; Absent: Councilmember Clemons. The motion was approved.

The new proposed 2024 Budget with a 32.920 mill levy not to exceed the revenue neutral rate was requested.

Councilmember Buehler made a motion Approve the 2024 Budget with a 32.920 mill levy. Councilmember Brungardt seconded the motion. No discussion took place Roll Call Vote: Aye: Councilmembers Studnicka, Gardner, Kirby, Majure, Garvey, Buehler, and Brungardt; Nay: none; Abstain: none; Abstain: none; Abstain: none; Abstain: none; Absent: Councilmember Clemons. The motion was approved.

Ordinance No. 1100: Court Fines and Fees Schedule

This ordinance establishes the fines and fees schedule for the Municipal Court and these changes must be adopted by ordinance in order to implement.

Councilmember Majure made a motion to approve Ordinance No. 1100 adopting the City of Lansing Municipal Court Fines and Fees Schedule. Councilmember Gardner seconded the motion. No discussion took place. Roll Call Vote: Aye: Councilmembers Studnicka, Gardner, Kirby, Majure, Garvey, Buehler, and Brungardt; Nay: none; Abstain: none; Absent: Councilmember Clemons. The motion was approved.

Ordinance No. 1101: 2023 Edition of the Standard Traffic Ordinance for Kansas Cities, 50th Edition

This ordinance adopts the annual Standard Traffic Ordinance published by the League of Kansas Municipalities with changes outlined in the Ordinance. This is an annual procedure for updating the Lansing Traffic Code.

Councilmember Buehler made a motion to approve Ordinance No. 1101 adopting the 2023 Standard Traffic Ordinance for Kansas Cities, 50th Edition. Councilmember Garvey seconded the motion. No discussion took place. Roll Call Vote: Aye: Councilmembers Studnicka, Gardner, Kirby, Majure, Garvey, Buehler, and Brungardt; Nay: none; Abstain: none; Absent: Councilmember Clemons. The motion was approved.

Ordinance No. 1102: 2023 Edition of the Uniform Public Offense Code for Kansas Cities, 39th Edition

Ordinance This ordinance adopts the annual Uniform Public Offense Code published by the League of Kansas Municipalities with changes as outlined in the Ordinance. This is an annual procedure for updating the Lansing Code of Public Offenses.

Councilmember Brungardt made a motion to approve Ordinance No. 1102 adopting the 2023 Uniform Public Offense Code for Kansas Cities, 39th Edition. Councilmember Buehler seconded the motion. Mayor McNeill and Becky Gordon discussed the UPOC changes. Roll Call Vote: Aye: Councilmembers Studnicka, Gardner, Kirby, Majure, Garvey, Buehler, and Brungardt; Nay: none; Abstain: none; Abstain: none; Abstain: none; Absent: Councilmember Clemons. The motion was approved.

REPORTS:

City Attorney: Nothing to discuss.

City Administrator: Nothing to discuss.

Department Heads: Nothing to discuss.

Governing Body:

Councilmember Studnicka: Nothing to discuss.

Councilmember Gardner: Thanked Director Sanford for explaining the options regarding the revenue neutral rate.

Councilmember Kirby: Echoed what Councilmember Gardner. Thanked the staff for their work on the budget. Thanked the department heads for their efforts regarding the budget.

Councilmember Majure: Expressed his thanks to everyone for their work.

Councilmember Garvey: Ditto. Go Chiefs!

Councilmember Buehler: Ditto. Thanked the staff and the council for doing the right thing. On this day in 1963, the pro football hall of fame opened in Canton, Ohio with 17 charter members.

Councilmember Brungardt: Stated it is such a pleasure serving with the fellow councilmembers and doing what is best for the city. Thanked Director Sanford for her work.

ADJOURNMENT:

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

The meeting was adjourned at 7:20 p.m.

ATTEST:

City Clerk Tish Sims, CMC

AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Tish Sims, City Clerk
DATE: September 14, 2023
SUBJECT: County Commission Demand Transfers discussion

Local Ad Valorem Tax Reduction (LAVTR) Funding has existed in Kansas statutes since 1965 but has not received any contributions since 2003. Per statute, LAVTR funds are calculated by a percentage of the total state sales and compensating use tax to local governments.

The local County Commissioners are encouraging the State Legislature to re-implement LAVTR funds to help local governments lower property taxes. With LAVTR in place, monies sent from the State of Kansas to local governments are directly applied to lowering property tax levies.

Action: No action necessary at this time.

AGENDA ITEM

AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Joshua Gentzler
DATE: September 15, 2023
SUBJECT: Hunt Conditional Use Permit – 104 Daisy Street

Overview: The Applicant is requesting the approval of a Day Care – In home, Major, as classified by Article 4 of the Lansing UDO. The Future Land Use Map of the Lansing Comprehensive Plan categorizes this property as Single-Family Residential. An In Home Day Care is allowed with a Conditional Use Permit as per UDO Article 4.03 Permitted Uses. The Applicant is licensed through the Kansas Department of Health and Environment (KDHE), license number 0009240, with a maximum capacity of 10 children. The UDO requires a Conditional Use Permit for any in-home day care with more than 6 children.

On August 16, 2023, the Planning Commission voted 6-0 (1 absence) to recommend approval of Case No. 2023-DEV-007, Hunt Day Care Conditional Use Permit.

Policy Consideration: n/a

Financial Consideration: n/a

Action: Staff recommends a motion to approve the Conditional Use Permit application for 104 Daisy Street.

Hunt Day Care
104 Daisy Street
Case # 2023-DEV-007 Conditional Use Permit

Project Facts

Applicant

Cindy Lu Hunt

Property Owner

Joseph & Cindy Hunt

Address

104 Daisy Street

Property ID

106-24-0-20-05-010.00

Zoning

R-2 (Single-Unit Residential District)

Future Land Use

Single-Family Residential

Land

10,289 SF (0.2 acres)

Building

Existing: Single-family home &
Outbuilding
Proposed: N/A

Requested Approvals

Conditional Use Permit



Project Summary

Summary

The Applicant is requesting the approval of a Day Care – In home, Major, as classified by Article 4 of the Lansing UDO. The Future Land Use Map of the Lansing Comprehensive Plan categorizes this property as Single-Family Residential. An In Home Day Care is allowed with a Conditional Use Permit as per **UDO Article 4.03 Permitted Uses**. The Applicant is licensed through the Kansas Department of Health and Environment (KDHE), license number 0009240, with a maximum capacity of 10 children. The UDO requires a Conditional Use Permit for any in-home day care with more than 6 children.

Planning Commission Recommendation

After the public hearing on August 16, 2023, the Planning Commission voted 6-0 (1 absence) to recommend approval of Case No. 2023-DEV-007, Hunt Day Care Conditional Use Permit.

Discussion points from Checklist

The checklist was reviewed and completed by the Director of Community & Economic Development. There are no concerns marked as outstanding, and the application is in order.

Factors to Be Considered

The following factors are to be considered by the Planning Commission and the City Council when approving or disapproving this Conditional Use Permit request:		
	Met	Not Met
1. Character of the neighborhood <i>Density: Surrounding parcels range in size from 0.2 acres to 0.3 acres in size.</i> <i>The average size of parcel is 0.26 acres in size.</i> <i>The surrounding residential properties average 3.8 Dwelling Units per Acre.</i> <i>Character: The neighborhood consists of Single-family residential uses.</i>	✓	
2. Zoning and uses of nearby property <i>Adjacent Uses: Single-Family Residential</i> <i>Adjacent Zoning: R-2</i>	✓	
3. Suitability of the Property for the uses to which it has been restricted <i>The Property is suitable for the land uses restricted by R-2 zoning.</i>	✓	
4. Extent to which removal of the restrictions will detrimentally affect nearby property <i>Nearby properties are unlikely to be detrimentally affected if the current zoning were to remain in place</i>	✓	
5. Length of time the property has been vacant as zoned <i>Vacant: <input type="checkbox"/></i> <i>Not Vacant: <input checked="" type="checkbox"/></i>		
6. Relative gain to economic development, public health, safety and welfare <i>The requested Conditional Use Permit application does have the potential to impact economic development, public health, safety or welfare by allowing the continuation of a Day Care for residents of the City of Lansing. This would contribute to the economic development of the city as another business would be allowed within the City.</i>	✓	
7. Conformance to the Comprehensive Plan <i>Future Land Use Map Category: Single-Family Residential</i> <i>Comprehensive Implementation Strategy (Article 6): The proposed use is compatible with the future land use designation.</i>	✓	

Acknowledgments

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

- Joshua Gentzler – Director, Community & Economic Development

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

- Ron Patterson – Field Supervisor, Lan-Del Water District

Staff Comments

The applicant is requesting a Conditional Use permit for a Day Care, In Home, Major on a R-2 – Single-Unit Residential District lot. Staff is generally in favor of this request.

Notice of City Codes

The Applicant is subject to all applicable City codes within the Municipal Code – whether specifically stated in this report or not – including, but not limited to, Zoning, Buildings and Construction, Subdivisions, and Sign Code. The Applicant is also subject to all applicable Federal, State, and local laws.

Recommendation

Staff recommends approval of Case No. 2023-DEV-007, Hunt Day Care Conditional Use Permit, at 104 Daisy Street.

Action Options

1. Approve Resolution #B-5-2023 (Case No. 2023-DEV-007); or
2. Deny of Resolution #B-5-2023 (Case No. 2023-DEV-007) for specified reasons; or
3. Table the case to another date, time and place.

Attachments

1. Conditional Use Permit Checklist
2. Zoning Map
3. Future Land Use Map
4. 2023.07.21 Lan-Del Review

CONDITIONAL USE CHECKLIST

Checklist Completed by: Joshua Gentzler
 Conditional Use Case No. 2023-DEV-007
 Date Filed: July 10, 2023
 Date Advertised: July 26, 2023
 Date Notices Sent: July 26, 2023
 Public Hearing Date: August 16, 2023

I. Applicant's Name: Cindy Hunt

Applicant's Authorized Agent: N/A

II. Information in Application Correct? Yes ☒ No ☐

If no, explain: _____

III. Adjacent Zoning and Land Use:

<u>Direction</u>	<u>Land Use</u>	<u>Zoning</u>
North	Single Family Dwelling	R-2
South	Single Family Dwelling	R-2
East	Single Family Dwelling	R-2
West	Single Family Dwelling	R-2

IV. Present Use of Property: The property is a single family dwelling lot in the 2nd Phase of the Adam's Acres plat .

V. Conditional Use Requested: Request a conditional use permit for Day Care- In Home, Major which would allow a small Day Care to operate on the property.

Reference Unified Development Ordinance Section 2.07, B. Review Criteria:

VI. The proposed conditional use does or does not meet the standards:

A. The proposed conditional use complies with all applicable provisions of these regulations, including intensity of use regulations, yard regulations, and use limitations, unless specifically exempted by the provisions of these regulations. Day Care - In Home, Major is allowed in R-2 zoning with a Conditional Use Permit.

Yes ☒ No ☐

B. The proposed conditional use at the specified location will contribute to and promote the welfare or convenience of the public. _____

Yes ☒ No ☐

C. The proposed conditional use will not cause substantial injury to the value of other property in the neighborhood in which it is to be located. This location is currently developed and forcasted for single family development according to the Future Land Use Map. It is staff's opinion that this proposed conditional use meets this requirement.

Yes ☒ No ☐

D. The location and size of the conditional use, the nature and intensity of the operation involved in or conducted in connection with it, and the location of the site with respect to streets giving access to it are such that the conditional use will not dominate the immediate neighborhood so as to prevent development and use of neighboring property in accordance with the applicable zoning district regulations. In determining whether the conditional use will so dominate the immediate neighborhood, consideration shall be given to the location, nature, and height of buildings, structures, walls, and fences on the site; and the nature and extent of landscaping and screening on the site. The use of the property as Day Care - In Home, Major to allow for a day care is ancillary to the primary use as a residential home site due to the overall size of the property.

Yes ☒ No ☐

E. Off-street parking and loading areas will be provided in accordance with the standards set forth in these regulations, and such areas shall be screened from adjoining residential uses and located so as to protect such residential uses from any injurious effect. N/A

Yes ☐ No ☐

F. Adequate utility, drainage, and other such necessary facilities have been or will be provided. _____

Yes ☒ No ☐

G. Adequate access roads or entrance and exit drives will be provided and shall be so designed to prevent traffic hazards and to minimize traffic congestion in public streets and alleys. The existing driveways and entrance points are sufficient for this type of use. There is expected to be minimal traffic generated by this proposed use.

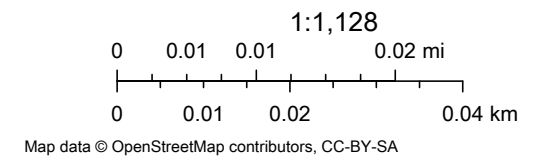
Yes ☒ No ☐

2023-DEV-007 CUP Hunt Day Care

Agenda Item 3.



August 7, 2023



Urban Growth Management Area



City Boundary


















Parcels



Future Land Use

Future Land Use

-  Airport
-  Business Park/Light Industrial
-  Civic
-  Proposed from Civic to Single Family Residential
-  Commercial
-  High Density
-  Proposed from High Density to Single Family Residential
-  Medium Density
-  Mixed Use
-  Office
-  Open Space Agriculture
-  Parks
-  Proposed from Parks to Single Family Residential
-  Rural Residential
-  Single-Family Residential



Joshua Gentzler

From: Ron Patterson <Rpatterson@lan-del.com>
Sent: Friday, July 21, 2023 12:52 PM
To: Joshua Gentzler
Subject: RE: Conditional Use Permit Request - Case 2023-DEV-007

Joshua,
 Lan-del has no problems with this.
 Thanks, Ron



From: Joshua Gentzler <jgentzler@lansingks.org>
Sent: Wednesday, July 19, 2023 4:43 PM
To: Anthony Zell Jr. <azell@lansingks.org>; Michael W. Spickelmier <mspickelmier@lansingks.org>; mstackhouse@fd1lvco.org; dasmus@fd1lvco.org; Ron Patterson <Rpatterson@lan-del.com>; Gordon Cunning <gcunning@lansingks.org>
Subject: Conditional Use Permit Request - Case 2023-DEV-007

All,

The City has received an application for a Conditional Use Permit request for the following:

Property Address: 104 Daisy Street
 Current Zoning: R-1
 Proposed Use: Daycare
 PID (Quick Ref): 106-24-0-20-05-010.00 (R16008)
 Owner: Cindy Lu Hunt
 Applicant: Cindy Lu Hunt

I've attached the application and any additional documents to this email. This is a pre-existing daycare that was unaware of the City's requirement for a Conditional Use Permit for their daycare.

Please review the request and return any comments by Wednesday, July 26th, 2023.

Joshua Gentzler
 Director, Community and Economic Development
 City of Lansing | 730 First Terrace Ste. 2, Lansing, KS 66043
 Phone: 913.364.6920
www.lansingks.org

AGENDA ITEM

TO: Tim Vandall, City Administrator

FROM: Mike Spickelmier, Director of Public Works *NEWS 9/14/2023*

DATE: September 21, 2021

SUBJECT: Salt Prices for 2023-2024

Policy Consideration: Cooperative purchase for salt is authorized under the City purchasing policy. Leavenworth County has again solicited pricing for bulk purchase of rock salt. The quantity includes material for LVCO, City of Leavenworth, City of Basehor, City of Tonganoxie, and the City of Lansing.

Financial Consideration: \$65,000 in 2023 Budget for Ice Control and \$65,000 in the 2024 budget. As of 9/1/2023, there is \$40,508.65 remaining in the 2023 budget for this purchase.

Salt prices for 2021: \$60.13 per ton

Salt prices for 2022: \$54.26 per ton

Salt prices for 2023: \$57.61 per ton.

The salt dome is partially filled, and will be full before winter.

Action:

1. Accept the bid of \$58.74 per ton from Central Salt LLC of Lyons KS in cooperation with Leavenworth County.

AGENDA ITEM



COUNTY OF LEAVENWORTH
Salt supplier bid opening 08.08.2023
BID TABULATION- FINAL



Item Description			Compass Minerals Overland Park, KS	Hutchinson Salt Baxter Springs, KS	Independent Salt Co. Kanopolis, KS	Cargill North Olmsed, OH	Central Salt LLC Lyons, KS
	Unit	Quantity	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price
Bid Price (Up to 3000 tons, with option to purchase additional.	Per Ton	1	No Bid	\$64.30	\$62.10	No Bid	\$58.74
Alternate Bid Price (to include Basehor, Tonganoxie, Lansing & Leavenworth Cities as per bid specifications)	Per Ton	1	No Bid	\$64.30	\$62.10	No Bid	\$58.74
Leavenworth County Contractor (local preference, percentage difference from lowest bid)							

AGENDA ITEM

TO: Tim Vandall, City Administrator

FROM: Mike Spickelmier, Director of Public Works *NEWS 9/14/23*

DATE: September 21, 2023

SUBJECT: Centre Drive Improvements: Project 2023-04 Bid Results

The bids were opened and read aloud at 1:30pm on 8.31.23 the results are as follows:

1. MAC	\$852,158.11
2. KHC	\$640,629.95
3. Lexeco	\$592,442.45
4. Linaweaver	\$535,310.45
5. Engr. Est	\$736,939.00

Policy Considerations: The awarding of the light poles and fixtures will be required to furnish to the contractor if this project is undertaken.

Financial Considerations: Capital Improvement Fund 70 has the following line items:

433360 Town Centre Project \$785,000

NOTE: This line item is for all the project costs, and may require amendment to accommodate additional costs:

Design / Engineering	\$36,700
Light Poles and Fixtures	\$199,825.20
<u>Construction / contingency</u>	<u>\$562,075.97</u>
Estimated Project Costs:	\$798,601.17

Recommendations: If the Council chooses to proceed with the project, then accept the low bid and direct staff to proceed with the bid award and necessary budget adjustments.

Action: Accept the low bid from Linaweaver Construction for \$535,310.45 with a 5% construction contingency, and direct staff to proceed with the project and necessary budget adjustments.

AGENDA ITEM

AGENDA ITEM

TO: Tim Vandall, City Administrator

FROM: Mike Spickelmier, Director of Public Works *NEWS 9/14/2023*

DATE: September 21, 2023

SUBJECT: Purchase of StressCrete Poles and King Luminaire Equipment

Policy Consideration: Section 4-10 Sole Source Purchasing in the *Lansing Purchasing Manual*, allows for the purchasing of specific equipment for various technical requirements. The Stresscrete poles and fixtures were selected by a subcommittee of the city council for use in the upcoming Towne Centre project.

Financial Consideration: \$199,825.20 is the quote for the poles and luminaire equipment.

Notes: This poles for the installation are 'owner supplied' and are contingent upon proceeding with the project.

Action:

1. The City Council authorize the purchase of the 48 StressCrete Poles and King Luminaire equipment per the provide quote in the amount of \$199.825.20

AGENDA ITEM

K423 Allentown

The K423 Allentown luminaire offers a new vertical prism lens and has a similar style to the K137 Yarmouth. Available with high performance LED engines, it makes for a perfect solution for city streets, parks, schools and commercial areas.

Features:

- P4, B3 or R1 advanced LED optical system offering exceptional light quality, long usable life and energy efficiency
- Decorative design options including solid spun aluminum top, capitals, finials, plus decorative arms and poles available
- Features the acrylic vertical prism lens
- Compatibility with controls, antennas and other Smart City technology
- KingCoat™ finishing offering superior outdoor exposure qualities and outstanding corrosion and barrier protection



AGENDA ITEM

TO: Tim Vandall, City Administrator

FROM: Mike Spickelmier, Director of Public Works *MWS 9/14/2023*

DATE: September 21, 2023

SUBJECT: Engineering Services for the 147th Street Box Culvert

Policy Considerations: The City Council authorized the replacement of the 147th street box culvert in the 2024 budget.

Benesh did the initial design of the combined roundabout and culvert project at DeStoto and 4H road. This separate project will be broken out with it's own bid package.

Financial Consideration: The proposal is for \$31,350 for this work.

Recommendation: Is to accept the proposals and execute the supplemental agreement with Benesh for this project work.

Action: Approve the supplemental work agreement with Benesh in the amount of \$31,350.

AGENDA ITEM

ATTACHMENT A

SCOPE OF SERVICES

147th Street RCB Design for Lansing, KS

TASK 1 – General Project Tasks

1. Project Restart and Coordination Effort
2. Attend one (1) meeting with Lansing (Final Plans).
3. Hold one (1) internal project team meeting.
4. Perform quality control and quality assurance reviews on project deliverables.
5. Project administration, management, and invoicing

TASK 2 – Roadway Plan Preparation

Roadway Design Assumptions:

- Design per KDOT standards.
- Traffic control assumes full closure and detour route.
- R/W and easement negotiations are not included. To be completed by City or their representatives.
- No pavement design and geotechnical services.
- Assumes one (1) roadway typical section as shown in preliminary plans.

Roadway Plan Preparation Tasks:

1. Revise title sheet.
2. Finalize plan and profile sheet.
3. Update ROW and temporary construction easements.
4. Coordinate legal descriptions with survey subconsultant (J&J Surveying)
5. Develop plans sheets for casing for future sanitary sewer
6. Develop stormwater pollution prevention sheet as needed.
7. Update traffic control and create detour plans. (Assumption: Full Road Closure with a detour)
8. Finalize cross section and earthwork balances.
9. Finalize construction quantities and cost estimate.
10. Print and submit final plans.
11. Address final plan comments from City.

TASK 3 – Structural Plan Preparation

Structural Design Assumptions:

- Assumes no construction staging; full closure during construction.
- Design per KDOT standards.
- Standard size box and wing walls per KDOT standards.
- No geotechnical exploration included.

Structural Plan Preparation Tasks:

1. Confirm roadway section extents and design fill from preliminary plans.
2. Verify hydraulic design and RCB sizing.
3. Update culvert details in KDOT Standard RCB sheet.
4. Prepare special provisions and technical provisions.
5. Finalize quantities and cost estimate.

CLIENT SHALL PROVIDE/COMPLETE:

1. City standard specifications and bid package information.
2. R/W negotiations to be completed by the City of Lansing.
3. City to mail public meeting notices and advertisement.
4. Provide future sanitary sewer design criteria for elevation and size of casing.

SERVICES AVAILABLE BUT NOT INCLUDED IN CONTRACT:

1. Bid phase services, construction engineering and materials testing not included in the above scope of services.
2. No geotechnical services or pavement design services.
3. No additional traffic analysis.

SCHEDULE

Notice to Proceed	September 25, 2023
Submit Final Plans	December 11, 2023
ROW Documentation	January 15, 2024
Submit Final PSE Plans	February 15, 2024

COMPENSATION

Work completed by the Consultant for the above scope of services shall be compensated at a Lump Sum amount of \$31,350.

AGENDA ITEM

TO: Tim Vandall, City Administrator

FROM: Mike Spickelmier, Director of Public Works *NEWS 9/14/2023*

DATE: September 21, 2023

SUBJECT: Additional Construction and Inspection Services for the K7 & Eisenhower Project

The City Council approved the initial contract with Benesch for the Construction Engineering and Inspection for the K7 & Eisenhower Project for a total of \$109,650 in February of 2022. The original completion date for the project was November 20, 2022, which was the basis for the contract.

An additional \$38,000 was added in November of 2022 to cover the extension of This action will add up to 8 weeks of Inspection services to cover the remaining work on the project that extended into 2023.

Benesch is asking for an additional \$4,200.41

Policy Considerations: This expense was specifically identified in the three-party agreement between Leavenworth, Lansing and the Kansas Department of Transportation (KDOT). The terms of the agreement have 1/3 of this paid by Leavenworth and 2/3 paid by Lansing. KDOT does not pay for CE/I services.

Financial Considerations: This supplement to the contract would be paid out of the K7 & Eisenhower project fund.

Note: Leavenworth has been made aware of this request and is prepared to pay under the agreement.

Action: Accept supplemental agreement for CE&I services from Benesch in the amount not to exceed \$4,200.41


AGENDA ITEM



Exhibit B - Estimate for Inspection Services									
Project Name:					K-7 & Eisenhower Inspection				
Client:					City of Lansing				
Date Prepared					May 31, 2023				

		Princ.	Sr. Proj. Mgr.	Proj. Mgr.	Tech. Spec.	Designer I	Insp.	Insp. (OT)	Insp.	Insp. (OT)	Lab Testing	Vehicle (mileage)	Hotel/Per Diem	Total
			\$196.80											
Task #	Task Description		Personnel Hours								Expenses			
Task 1	Inspection Services													
	1.1	Address RFIs		13.5										
	1.2	Progress Meetings		8										
		HOURS SUBTOTAL	0	21.5	0	0	0	0	0	0	0	0	0	0
		COST SUBTOTAL	\$0.00	\$4,231.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LABOR HOURS: <u>21.5</u> LABOR COSTS: <u>\$4,231.20</u> Supplemental Request\$4,200.41														

AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Anthony J. Zell, Jr., Wastewater Utility Director 
DATE: September 14, 2023
SUBJECT: Construction Observation Services Contract for City Project 21-04 (McIntyre Sanitary Sewer Interceptor Extension Project)

Kansas state law requires full time construction observation during all active phases of all sanitary sewer construction. Lansing has previously used Monarch Engineering of Olathe, KS for these services, since Lansing does not have full-time staff that can be dedicated to this task.

Monarch Engineering has proposed a fee of \$75/hour and \$50/day travel expenses. The Director has asked other engineering firms for pricing, and most are nearly double these quoted fees. A copy of the agreement is attached.

Monarch Engineering has completed this work for Lansing on two recent sanitary sewer projects (NW Relief Sewer and Ward One Rehab project) with great success. The Director has a great long-standing relationship with the firm, and they have provided quality observation services in the past.

Policy Consideration: The City's purchasing policy Section 4.4.1 allows the City Administrator to waive the selection process for consultants who have worked on projects of a similar nature within the previous 18 months.

Financial Consideration: Funds will be taken from the Utility's engineering account (Fund 50) as part of the BASE grant.

Recommended Action: A motion to authorize staff to execute a contract for construction observation services in support of the McIntyre Interceptor Sanitary Sewer Project.

AGENDA ITEM

CONTRACT FOR CONSTRUCTION OBSERVATION SERVICES

This agreement is made in Johnson County, Kansas this _____ day of _____ 2023 by and between the City of Lansing, Kansas, hereinafter called the CLIENT, and Monarch Engineering Inc., hereinafter called the OBSERVER.

WHEREAS, the Client intends to manage the construction of certain sanitary sewer improvements in Leavenworth County, Kansas, herein referred to as the PROJECT.

WHEREAS, the CLIENT is empowered and authorized to contract with the OBSERVER for purpose of conducting construction observation and furnishing other related services in connection with the Project.

NOW, THEREFORE, the CLIENT and the OBSERVER, in consideration of the mutual covenants herein agree in respect to the performance of construction observation services by the OBSERVER and the Payment for these services by CLIENT as set forth below.

SECTION I. DEFINITIONS

As used throughout this agreement, the following terms shall have the following meanings unless otherwise stated or reasonably required by the contract.

- A. "Project" is as described above.
- B. "Engineer" means and includes a licensed professional engineer representing the design engineer. License is understood to be by the State Board of Technical Professionals for the practice of engineering in Missouri.
- C. "Inspector" shall be authorized representative of Monarch Engineering Inc.
- D. "Observer" is analogous to a substitute for the "Inspector" as described in Kansas Department of Health and Environment Regulations (K.A.R. No. 28-16-55, II. "Inspection of Sewerage System Construction, Part A") except the use of the word observer will not imply or be defined as being responsible for the quality of contractor work and shall be a representative of Monarch Engineering Inc.
- E. "Continuous" is defined as a physical presence, on the job site of a qualified observer while active phases of construction are in progress.
- F. "Qualified" is defined as an observer with an engineering degree and sewer construction training experience, an engineering technician or aide with

sewer construction training and experience, or an authorized representative who has construction background and training in sewer construction.

G. "Active Phases" is defined to include the following construction activities:

1. pipe laying: alignment, grade, embedment and jointing procedures
2. trench backfill
3. testing - air, hydrostatic, lamping, deflection, and TV or control structures, wet wells, dry wells, etc.,
4. any other construction activities specifically outlined in contract documents by the Client.

SECTION II. SCOPE OF SERVICES

Monarch Engineering Inc., shall provide continuous construction observation services in accordance with Kansas Department of Health and Environment Regulations (K.A.R. No. 28-16-55) entitled "Inspection of Sewerage Systems During Construction and Prohibited Connections"; II. "Inspection of Sewerage System Construction, Part A. Treatment Facilities, Mains, and Laterals")

"All sewerage construction projects shall have continuous inspections by a qualified inspector during active phases of sewerage construction to ensure that they comply with plans and specifications approved by the Kansas (State) Department of Health (now Kansas Department of Health and Environment) and to insure elimination of extraneous surface and groundwater. This shall include inspection of all sewers and manholes before they are covered but after the sewer are bedded."

- A. Construction observer will record information as directed by the Client, on the observer's plans for use on as-built drawings.
- B. Construction observer will record measurements taken by the contractor as directed by the Client.
- C. Construction observer will conduct preliminary inspections of materials to be used for the sanitary sewer installation. Observer will verify that pipe sizes and types, manholes diameters and type on-site meet the requirements of the Project plans and specifications.
- D. Construction observer will be present for materials testing, and verify

conformance as stipulated by the specifications outlined in contract documents.

- E. Upon the request of the Client, the construction observer will attend the final inspection of the completed sanitary sewer installation conducted by the Platte County Regional Sewer District.
- F. Given appropriate notice, construction observer will attend meetings as requested by the Client, with Client's, contractors, suppliers and other interested parties.
- G. Construction observer is not responsible for conducting soil compaction or materials testing, or any laboratory testing as required by the Client. Observer is responsible for verifying conformance of said tests to the specifications and notifying Client immediately if test results do not meet the requirements of the specifications.
- H. Each Observer will be responsible for providing observation services for one, and only one, construction crew on-site. If more than one pipe laying crew is working on the Project, the Client shall make provisions for additional Observation for the Project, unless the Observer can reasonably and reliably monitor work of each additional crew.

SECTION III. INDEPENDENT CONTRACTOR

- A. The Client and Observer agree that the Observer is an independent contractor and nothing in this Agreement is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the Observer as an employee of the Client for any purpose.
- B. It in no way should be implied or construed in any manner that the Client is responsible for wages, taxes, and benefits of the Observer or the Observer's representative(s).

SECTION IV. DRAWINGS AND SPECIFICATIONS

- A. All documents, including drawings, specifications, and computer software prepared by the Engineer is the property and responsibility of the Engineer. Errors and omissions in the plans and specifications are solely the responsibility of the Engineer.
- B. The Client shall provide one (1) full-sized and one (1) half-sized copy of the plans and specifications for each observer to be used on the project.

SECTION V. COMPENSATION TO OBSERVER

- A. The Client shall pay the Observer for completion of all construction observation services described in Section II on an hourly basis at **\$75.00 per hour**, for construction observation services rendered, and **\$50.00/day** for expenses.
- B. The Observer shall submit monthly invoices to the Client for construction observation services rendered and any reimbursable expenses which have been approved by the Client for the previous month.
- C. If the Client fails to make any payment in full the Observer for services and expenses within 30 days, the amount due the Observer shall include a collection fee and charge at a rate of one and a half percent (1.5%) per month from the beginning of month of which the invoice was submitted. Collection fee shall include, without limitation, legal fees, collection agency fees and expenses, court costs, collection bonds and reasonable Observer staff costs at standard billing rates for the Observer's time spent in efforts to collect.

SECTION VI. SERVICES BY AND PAYMENT TO OTHERS

Any work authorized by the Client, performed by someone other than the Observer or the Observers representative, in connection with the proposed improvements, shall be paid by the Client directly to the third party or parties. In addition to payments for actual construction work, this work shall include necessary permits, licenses, ownership certificates, material testing, advertising costs, cost of test borings, subsurface explorations, and other special test when required. Fees for such extra work shall be subject to negotiation between the Observer, Client and the third party. Fees shall be approved prior to the execution of the extra work.

SECTION VII. SUBCONTRACTING OF SERVICES

- A. The Observer shall not Subcontract any of the services to be performed under this Agreement without the approval of the Client regarding the work to be subcontracted and the individuals proposed to accomplish the subcontracted portion of the project.
- B. All wages, taxes and benefits of all Subcontractors contracted by the Observer, shall be the responsibility of the Observer.

SECTION VIII. MEDIATION

- A. Mediation may, in the discretion of the parties, be the means to settle all questions arising under this contract. If both parties consent in writing, any matter in dispute under this contract may be submitted to mediation. If each of the parties to this agreement has given consent, mediation shall be conducted in accordance with the provisions of the Kansas Uniform Arbitration Act as amended (K.S.A. 5-401 et seq.). In the event that the parties have by their written consent elected to submit a matter to arbitration, arbitration shall be the exclusive remedy of the parties. Any decision rendered by the mediator(s) shall be final and judgement may be entered upon the decision or award in accordance with the provisions of the Kansas Uniform Arbitration Act.
- B. Unless the parties mutually agree in writing to submit a dispute to mediation pursuant to Section IX (A) of this Agreement, any dispute arising between the parties shall be resolved pursuant to Kansas law in the District Court of Kansas, Johnson County, Kansas.

SECTION IX. RIGHT TO TERMINATE CONTRACT

- A. Termination for Convenience:

The Client or Observer may, when the interests of the Client or Observer so require, terminate this contract in whole or in part, for their convenience. The Client's or the Observer's representative shall give written notice of the termination to the other party specifying that the contract or a designated part thereof shall be terminated and when termination becomes effective. The Observer shall incur no further obligations in connection with the terminated work on the date set in the notice of termination, the Observer

will stop work to the extent specified. Compensation shall be limited to work already completed. The Observer shall be paid the contracted value of the services rendered up to the time of termination on the basis of the payment provisions of this Agreement. Compensation shall not include anticipatory profit or consequential damages which shall not be allowed.

B. Termination for Default:

If the Observer is violating any of the conditions of this agreement or is executing the same in bad faith, the Client may serve written notice on the Observer of its intention to terminate the contract and unless within five (5) days after the serving of the notice, a satisfactory arrangement has been made for the continuance thereof, this contract shall terminate. Upon termination, the Observer shall be paid the reasonable value of those services satisfactorily rendered in accordance with the compensation agreement herein, provided the Observer submits a written, itemized statement of all work completed prior to termination. The Client retains the right to withhold the compensation or any portion thereof for damages incurred as a result of the Observer's breach of this Agreement. Copies of all completed reports, computations and data prepared pursuant to this Agreement shall be delivered to the Client when and if this Agreement is terminated.

C. Erroneous Termination for Default

If, after notice of termination of the Observer's right to proceed under the provisions of this clause, it is determined for any reason that the Observer was not in default under the provisions of this clause, the right and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to the clause entitled "Termination for Convenience".

D. If the Client fails to make payment to the Observer in accordance with the payment terms herein, this shall constitute a material breach of this Agreement and shall be cause for termination of this Agreement by the Observer.

SECTION X. FORCE MAJEURE

A. Neither party hereto shall be liable for its failure to perform hereunder due to contingencies beyond its reasonable control, including, but not limited to, strikes, riots, war, fire and acts of nature not including normal weather.

- B. The Observer shall attempt contact the project contractor to determine whether construction is scheduled for that day. The Observer shall be entitled to four (4) hours compensation for each day the Observer arrives at the project site after the contractor has informed the Observer work is scheduled, or the contractor's decision was not available prior to arriving at the site.

SECTION XI PERIOD OF SERVICE

- A. Services described in this Agreement, and the Observer's compensation for said services, have been agreed upon in anticipation of the orderly and continuous progress of the project through completion of construction. If delays occur due to reasons beyond the control of the Observer, the time of performance of the Observer shall be adjusted appropriately.
- B. If such delay or suspension extends for more than one year for reasons beyond the Observer's control, or if the Observer for any reason is required to render services more than one year after substantial completion, the compensation provided for elsewhere in this Agreement shall be subject to re-negotiation.

SECTION XII GENERAL TERMS

A. Conformity to Law:

The Observer agrees to comply with and conform to all applicable laws and administrative codes in the performance of the tasks and duties as required by this Agreement.

B. Worker's Compensation:

The Observer acknowledges his status as an independent contractor and, therefore, waives any and all claims against the Client which may arise from personal injury by an accident arising out of and in the course of the performance of his duties under this Agreement.

C. This Agreement represents the entire and integrated agreement between the Client and the Observer and supersedes all prior negotiations, representations, or agreements related to the subject matter hereof, either written or oral. This Agreement may be amended only in writing executed and delivered by the parties hereto.

D. Limitation of Liability: In recognition of the relative risks and benefits of the Project to both the Client and the Observer, the risks have been allocated such that the Clients agrees, to the fullest extent permitted by law, to limit the liability of the Observer to the Client for any and all claims, losses, costs, damages, of any nature whatsoever or claims expenses from any cause or causes, including attorney's fees and costs and expert witness fees and costs, so that the total aggregate liability of the Observer to the Client shall not exceed \$5,000. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

IN WITNESS WHEREOF, the parties hereto by their authorized representatives have hereunto subscribed their names this _____ day of June, 2023.

Executed in duplicate with copy to the Client and Observer.

CLIENT

CITY OF LANSING

OBSERVER

MONARCH ENGINEERING, INC.

Anthony Zell
Director of Wastewater Utilities

Matthew L. Harding, P.E.
President

AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Tish Sims, City Clerk
DATE: September 14, 2023
SUBJECT: Executive Session – Preliminary Discussion of the Acquisition of Real Property

Executive Session will be called for the preliminary discussion of the acquisition of real property, K.S.A. 75-4319(b)(6) for a period of 20 minutes.

AGENDA ITEM

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

Agenda Item 11.

TO: Tim Vandall, City Administrator
FROM: Joshua Gentzler, Director, Community and Economic Development
DATE: 9/1/2023

PERMITS AND LICENSES:	<u>Current Month</u>	<u>Year to Date</u>
Number of permits issued.....	47	430
Number of permits for new single-family housing completed.....	0	1
Number of permits for new multi-family housing completed.....	0	1
Number of occupancy certificates issued	3	10
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	\$669,807.42	\$10,604,368.62
Permit fees.....	\$5,837.00	\$64,748.00
Number of inspections performed	62	444
Number of trade licenses issued	1	14
Total trade contractor licenses issued	1	14
Number of occupational licenses issued	6	53
CODE ENFORCEMENT:	<u>Current Month</u>	<u>Year to Date</u>
<u>Nuisance Report</u>		
Three Day Warnings:.....	36	223
Certified Letters Sent:	2	4
Compliance:	29	167
Compliance Review:	32	187
<u>Vehicle Report</u>		
Warning Letters/Verbal:	5	38
Certified Letters Sent (20 Days):	1	1
Compliance:	3	22
Compliance Review:	8	33
<u>Weeds Report</u>		
Three Day Warnings:.....	22	132
Certified Letters Sent:	3	11
Compliance:	18	96
Compliance Review:	26	125
<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:	2	3
Citations:	1	1
Contracted for Work:.....	2	4

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	23197	23,286	89	
						0	
						0	
						0	
						0	
Total						89	

Equipment

Year	Make	Model	Description	Hours Start	Hours End	Hours Used	Comments
2018	Advance	SC1500	AutoScrubber Floor Machine	10.8	11.1	0.3	Community Center Cleaning
2018	Kubota	ZG227-A	Mower	313.8	324.5	10.7	
2021	Kaivac	1750	Cleaning Machine	62.42	62.89	0.47	
						0	
						0	
						0	
Total						11.47	

Lansing Community and Economic Development Department

Monthly Fleet Report

Month August **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	65,008	65,433	425	
2015	Dodge	Journey	A6545	SUV	82,958	83,059	101	KTag: KTA. 02497158
2022	Dodge	Ram	D100764	1500 Pick up Truck	4,224	4,744	520	

Parks and Recreation Fleet Report August 2023

Vehicles:

Year	Make	Model	Description	Mileage Start	Mileage Ending	Miles Driven	Current Use	Comments
2006	Dodge	Caravan	Minivan	54,126	54,428	302	AC/Parks use	
2014	Ford	F-350	Dump Truck	24,040	24311.0	271	Parks maintenance	
2016	Jeep	Patriot	SUV	67,300	67355	55	Activity Center use	
2017	Chevrolet	Silverado	Truck	24,276	24810	534	Parks maintenance	
2018	Ford	F-350	4-DR Crew	37,245	38284	1,039	Parks maintenance	
Total						2201.00		

Equipment:

Year	Make	Model	Description	Hours Start	Hours End	Hours used	Current Use	Comments
1992	Massey Ferguson	1020	Tractor	1988.6	1990	1.4	Parks maintenance	
2005	Kubota	F3060	Mower	411	424.2	13.2	Parks maintenance	
2007	Turbo Tool Cat	5600	Utility Vehicle	1305	1310	5	Parks maintenance	
2012	Wright	ZK	Stander Mower	1189.1	1200.8	11.7	Parks maintenance	
2016	ABI	Force	Infield Groomer	365.2	372.2	7	Parks maintenance	
2017	Kubota	ZD1211	Mower	980.7	1020.5	39.8	Parks maintenance	
2018	Polaris	Ranger	Utility Vehicle	437	455.6	18.6	Parks maintenance	
2019	Exmark	LZ 72	Mower	708.7	744.7	36	Parks maintenance	
2019	Emark	LZ 96	Mower	312.5	322.1	9.6	Parks maintenance	
2020	Kubota	ZD1211	Mower	427.9	473.3	45.4	Parks maintenance	
2022	Wright	ZK	Stander Mower	39.9	48.4	8.5	Parks maintenance	
Total						196.20		

Lansing Police Department
Vehicle Fleet End of Month Report

Aug-2023

Unit	VIN Last 5	Year	Make/Model	Mileage as of 8/2	Mileage as of 9/4	Miles Driven	Assigned/ Current Use	Future Use	Comments
1	29291	2023	Dodge Durango	15	15	0	Chief	Chief	
2	64459	2021	Dodge Durango	11899	12519	620	Captain	Captain	
3	96163	2017	Dodge Charger	95979	95979	0	Lieutenant	Lieutenant	
6	29963	2023	Dodge Durango	253	1605	1352	Sergeant	Sergeant	
8	40967	2015	Ford Explorer	90270	90723	453	Detective	Detective	
10	34004	2018	Ford Explorer	30684	31731	1047	SRO	SRO	
11	96952	2020	Dodge Durango	60786	63202	2416	Patrol	Patrol	
12	85335	2019	Dodge Durango	32083	33410	1327	Patrol	Patrol	
13	86270	2017	Dodge Charger	82782	83339	557	Patrol	Patrol	
14	95064	2022	Dodge Ram	8147	8976	829	Patrol	Patrol	
15	24580	2021	Dodge Durango	25500	26759	1259	Patrol	Patrol	
16	34003	2018	Ford Explorer	40752	41467	715	Patrol	Patrol	
17	95063	2022	Dodge Ram	5142	5542	400	Patrol	Patrol	Officers at KLETC
				Mileage Total:		10975			

Lansing Public Works Department

Monthly Fleet Report

Month August Year 2023

Vehicles

Year	Make	Model	License Plate #	Description	Mileage Starting	Mileage Ending	Miles Driven	Comments
2022	Dodge	Ram 2500	B3859	Pick-up	1,936	2,029	93	
1998	Ford	1/2 ton	48091	Pick-up	72,470	72,646	176	
2005	Sterling	LT 8500	64614	Dump Truck	62,371	62,400	29	
2007	Elgin	Crosswind J+	70295	Street Sweeper	7,229	7,260	31	
2017	Chevrolet	3500	88437	Pick-up Truck	34,673	35,010	337	
2011	International	7400	75269	Dump Truck	23,228	23,410	182	
2016	Ford	F350 4x4	88468	One-ton Dump Truck	20,621	20,833	212	
2013	Ford	Explorer	80551	SUV	80,938	81,373	435	
2019	Ford	Ecosport	A4358	SUV	10,595	10,745	150	KTag- KTA. 02497157
2020	Chevrolet	3500	A8914	One-ton Dump Truck	7,788	7,968	180	
2005	Mack	Granite	B0282	Dump Truck	54,885	54,996	111	
2005	Ford	Ranger	57932	LT- Pick-up Ext	52,566	52,607	41	

Equipment

Year	Make	Model		Description	Hours Starting	Hours Ending	Hours Used	Comments
1997	JD	770BH		Grader	5,180	5,180	0	
2004	IR	DD-24		Asphalt Roller	319	322	3	
2006	IR	185		Air Compressor	234	234	0	
1997	Bobcat	763		Skid Steer	2,368	2,370	2	
2014	Case	580 SNWT		Backhoe	2,012	2,017	5	
2002	Crafco	110		Crack Sealer	860	860	0	
2003	Kubota	L3710		Tractor	1,631	1,631	0	
2009	Case	465		Skid Steer	793	806	13	
2018	John Deere	5065E		Tractor	240	255	0	
2018	Vermeer	BC1000		Chipper	15	15	0	
2022	Case	SV280B		Skidsteer	79	86	7	

August			
City Influent	27.74 MG	City Avg Daily	.895 MGD
LCF Influent	4.08 MG	LCF Daily Avg	0.132 MG
Total Biosolids	.686 MG	Precip	3.28 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	112204	113025	821	Ops/Maint.	
2019	Ford	F250	Pick Up Truck	11126	11252	126	Ops/Maint.	
2019	Ford	F250	Flatbed Truck	4635	4712	77	Ops/Maint.	
2023	Polaris	Ranger	Ops Utility	127	142	15	Operations	
2023	Polaris	Ranger	Maint Utility	50	62	12	Maintenance	
2005	Freightliner	M2106	Dump Truck	26927	26992	65	Biosolids Disposal	
Total						1116		

Equipment

Year	Make	Model	Description	Hours Start	Hours Ending	Hours Used	Current Use	Comments
1991	Case	1825	Uni-Loader	993	993	0	Plant Activities	
1999	Sterling	Vactor	Jet Truck	229	229	0	Collection System	
2004	John Deere	7920	Tractor	1365	1368	3	Biosolids Disposal	
2005	Polaris	Ranger #1	Utility Vehicle	1505	1505	0	Operations	
2004	Case	621D	Loader	2550	2551	1	Operations	
2023	Polaris	Ranger	Ops Utility	33	38	5	Operations	
2023	Polaris	Ranger	Maint Utility	19	26	7	Maintenance	
2005	Polaris	Ranger #2	Utility Vehicle	1697	1697	0	Maintenance	
2006	JCB	531-70	Telehandler	703	704	1	Plant Activities	

City Administrator's Report
September 21, 2023

Agenda Items:

A representative from the County Commission will be present to speak to the Council about LAVTR (Local Ad Valorem Tax Reimbursement) and encouraging the State of Kansas to reinstitute the funding to assist cities in reducing property taxes. The City of Lansing has not received LAVTR funds since 2002.

A Conditional Use Permit for a daycare at 104 Daisy Street is on the agenda. This was heard and recommended by the Planning Commission by a 6-0 vote. Staff recommends approval of the Conditional Use Permit.

The City works together with Leavenworth County and other communities to cooperatively purchase street salt. The low bid came from Central Salt LLC out of Lyons, KS for a total of \$58.74 per ton. This expense would come from the Ice Control Line Item in the budget, which is penciled in at \$65,000.

Bids for the rehabilitation of Centre Drive were opened on August 31st, with Linaweaver Construction coming in as the low bid at \$535,310.45. This project would remove the islands and existing decorative lighting (bidding for decorative lighting is a separate agenda item). This project would not provide for an overlay over the entire roadway, but that component could be added at a later time (perhaps once construction of a commercial building is complete). The total amount the Council budgeted for this project last year was \$785,000. Staff is recommending approval of the Linaweaver Construction bid, with a 5% contingency.

The City has been working with StressCrete out of Atchison, Kansas to replace the decorative lighting along Town Center. For the last several years the City has struggled with acquiring replacement parts, which led to a desire to work with a local company for light pole replacement. A subcommittee composed of elected officials and staff selected the design of the Allentown luminaire. The cost to acquire the 48 concrete poles and luminaires totals \$199,825.20. The light poles and construction bid with contingency total \$798,601.17. A representative from StressCrete will be present and have examples to show the Council.

The City had issues with a culvert on 147th Street rusting out in 2016. A temporary repair was installed and has lasted since that time. Since the roadway services thousands of vehicles per day accessing Lansing High School, a more permanent box culvert for 147th Street was included in the 2024 budget. Engineering services for this project are on the agenda in an amount of \$31,350.

The construction engineering and inspection company for the K7/Eisenhower intersection project, Alfred Benesch & Company, is requesting an additional \$4,200.41 for inspection services on the

project beyond the contract. Inspection services were not covered as a part of the KDOT grant. The total amount already paid for inspection totals \$147,650.

Wastewater Director Zell has inquired with multiple engineering firms to get estimates for inspection of the McIntyre Sewer Line. Monarch Engineering of Olathe (Matt Harding) is the most reasonable proposing a fee of \$75/hour and \$50/day for travel expenses. State law requires full time construction observation on a project of this scale. Monarch Engineering has performed sewer inspection services for the City before, recently assisting with sewer installation near Fairlane and another project in northern Ward One near Connie Street.

A 20-minute executive session for land acquisition is on the agenda for Thursday evening.

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.

Linaweaver is progressing on the water line project for Center Drive. Lan-Del is administering this project, with the City of Lansing covering the bulk of the costs through our ARPA funds. We anticipate the City's share to be over \$300,000 but will not have a final number until the project is near completion. We anticipate utilizing a portion of ARPA funds for the box culvert on 147th Street.

Public Works:

The Kansas Department of Transportation Local Consult meeting will be held October 17th in Lenexa. Based on the results of the recent transportation study, Lansing staff will attend and advocate on behalf of K5 improvements. We are hoping for a good turnout from Leavenworth County to this event.

A Notice to Proceed for the drainage project at 4H & Valley was issued on 8/22/23, but we are still awaiting the final schedule from Linaweaver Construction. This project will repair a corroded pipe that caused a sinkhole in the Stonecrest Subdivision, and repair that pipe that goes under 4H Road.

The annual Capital Improvement Plan is near completion, with paving still slated to take place on Nottingham, Debra Lane, and a portion of an alley to be completed.

The City was notified last week that our grant application to replace the bridge on 147th Street was not successful. The City will continue to maintain the bridge and have it inspected annually. We will likely apply for grant funding again in the future, as we anticipate replacement costs of the bridge to exceed \$1million.

Wastewater:

A draft of the flow study and revisions to the Wastewater Master Plan are under review. A review meeting will be scheduled to refine the draft in August, with a presentation before the City Council at the September 28th work session.

Skeens Consulting Group has been working with property owners to secure easements for the McIntyre Sewer Project. 100% plans and specifications are under staff and KDHE review at this time. The project is scheduled to bid in mid-October, with construction beginning shortly thereafter. Upon completion, this project would extend sewer to McIntyre Road, creating investment and development potential along the K7/McIntyre corridor.

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

YTD Sales Tax Update:

	2022 YTD	2023 YTD	Difference
Local Sales & Use Tax (1.45%)	\$1,403,199	\$1,484,606	\$81,407, 5.8%
County Sales Tax	\$669,736	\$646,382	-\$23,354, -3.49%
County Use Tax	\$245,529	\$260,861	\$15,332, 6.24%
Guest Tax	\$59,837	\$76,148	\$16,311, 27.26%

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

- **6.5%** State Sales Tax (varies on food)
- **1%** Countywide Sales Tax
- **1%** City General Sales Tax-General Fund
- **.45%** DeSoto Road & Park Improvements (20 years)
- **.45%** Aquatic Center (20 years)

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

Community & Economic Development:

Filliman Dental is now open! Be sure to check out their new building. The property has additional space for another commercial building.

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

Meetings & Announcements:

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

Please note the permits and licenses report on Agenda Item 11 in the agenda packet!

- Wednesday, September 20th Planning Commission Meeting 7:00pm, City Hall
 - Preliminary Plat & Site Plan-Zimmerman Properties
- Thursday, September 21st City Council Meeting, 7:00pm, City Hall
- Thursday, September 28th City Council Work Session, 7:00pm, City Hall
 - Update on Wastewater Master Plan
- Tuesday, October 3rd Volunteer Recognition Dinner, Community Center
- Thursday, October 5th City Council Meeting, 7:00pm, City Hall
- Monday, October 9th Staff Development Day, City Offices Closed
- Saturday, October 14th Fall Festival-Angel Falls Trail
- Wednesday, October 18th Planning Commission Meeting, 7:00pm, City Hall
- Thursday, October 19th City Council Meeting, 7:00pm, City Hall
- Thursday, October 26th City Council Work Session, 7:00pm, City Hall
- Saturday, October 28th Spooky Center, Lansing Activity Center

Sincerely,

Tim Vandall