
AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

OLD BUSINESS

- [1.](#) Approval of Minutes

AUDIENCE PARTICIPATION

PRESENTATIONS

- [2.](#) Historical Society Discussion
- [3.](#) Firefighter Pinning
- [4.](#) Public Works Week Proclamation

NEW BUSINESS

- [5.](#) Approval of 2024 Audit
- [6.](#) Library Board Re-appointments
- [7.](#) Ordinance No. 1131 – Unified Development Ordinance Amendment – Article 4 Zoning District & Use Standards
- [8.](#) Lansing Towne Centre North Final Plat
- [9.](#) Ordinance No 1132-Schedule of Fees Update
- [10.](#) Planning Commission Appointment – Brian Payne
- [11.](#) Change Order #1 – Town Centre Sewer Project (City Project 2021-03)

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

- [12.](#) Fire Run Report
- [13.](#) Fleet Report
- [14.](#) City Administrator Report

PROCLAMATIONS

OTHER ITEMS OF INTEREST

ADJOURNMENT

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

AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Tish Sims, City Clerk
DATE: May 6, 2025
SUBJECT: Approval of Regular Meeting Minutes

The Regular Meeting Minutes of May 1, 2025, are enclosed for your review.

Action: Staff recommends a motion to approve the Regular Meeting Minutes of May 1, 2025, as presented.

AGENDA ITEM # 1

CITY OF LANSING

CITY COUNCIL MEETING

REGULAR MEETING MINUTES
May 1, 2025

Call To Order:

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

Roll Call:

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

Councilmembers Present:

Ward 1: Gene Kirby and Kevin Gardner

Ward 2: Don Studnicka

Ward 3: Kerry Brungardt and Jesse Garvey

Ward 4: Dan Clemons and Pete Robinson

Councilmembers Absent: Councilmember Kowalewski

OLD BUSINESS:

The Regular Meeting minutes of April 17, 2025, were provided for review.

Councilmember Garvey made a motion to approve the Regular Meeting Minutes of April 17, 2025, as presented. Councilmember Robinson seconded the motion.

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

Public Hearing Continuation: Riverbend Heights RHID Adoption Resolution

The public hearing from April 17, 2025, reconvened at 7:03 PM. Mayor McNeill reiterated that those wanting to speak were given the choice of speaking at the April 17, 2025, meeting or the May 1, 2025, meeting. The following is a list of those who spoke at the April 17, 2025, meeting:

- Tom Dials – 12500 Knollwood Dr. Leavenworth, KS
- Lisa Holleron – 13382 McIntyre Leavenworth, KS
- Kirsten Workman – 331 Sage St Lansing, KS
- Pat Melvin – 13438 McIntyre Leavenworth, KS
- Scott Tenner – 13697 McIntyre Leavenworth, KS
- Julia Urwin – 24282 126th St Leavenworth, KS
- John Redden – 24170 131st St Leavenworth, KS
- Paul Cromer – 23916 131st St Leavenworth, KS
- Treena Gilfert – 24227 139th St Leavenworth, KS
- Daniel Page – 1101 Sycamore Ridge Dr Lansing, KS
- Janette Labbee-Holdeman – 820 4-H Rd Lansing, KS
- Janie Stockman – 24314 131st St Leavenworth, KS
- Betty Klinedist – 31891 159th St Leavenworth, KS
- Rebecca Mahan – 13883 McIntyre Rd Leavenworth, KS
- Chuck Urwin – 24282 126th St Leavenworth, KS

Public Comments began at 7:03 PM and ended at 7:52 PM:

- April Cromer – 23916 131st St Leavenworth, KS
- Tom Lauhon – 526 S. Hickory Trail Lansing, KS
- Lois Mein –
- Janie Stockman – 24314 131st St Leavenworth, KS
- Jim Zaleski – 98 Continental Lansing, KS
- Alicia VanSchoelandt – 208 S. Main St Lansing, KS

- Mary Wood – 471 Ash Lane Lansing, KS
- Paul Cromer – 23916 131st St Leavenworth, KS
- Rebecca Mahan – 13883 McIntyre Rd Leavenworth, KS
- Pat Melvin – 13438 McIntyre Leavenworth, KS
- John Redden – 24170 131st St Leavenworth, KS
- Paul Cromer – 23916 131st St Leavenworth, KS
- Ryan Burton – 13068 McIntyre Rd Leavenworth, KS
- Betty Klinedinst – 31891 159th St Leavenworth, KS

The developer and City are in agreement to pull this item from consideration. Staff recommends to decline the RHID Adoption Resolution.

Councilmember Kirby made a motion to close the public hearing. Councilmember Robinson seconded the motion.

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

Councilmember Brungardt made a motion to decline the RHID Adoption Resolution. Councilmember Kirby seconded the motion.

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

City Attorney Robinson clarified that HOA's inside the City are required to make the City a third party

Audience Participation: None

Presentations:

Economic Development Week Proclamation.

A proclamation in recognition of Economic Development Week on May 11th – 17th, 2025. Joshua Gentzler, Director of the Community and Economic Development Department received the proclamation.

Peace Officers' Memorial Day and National Police Week Proclamation.

A proclamation in recognition of Peace Officers' Memorial Day on May 15th and National Police Week on May 11th – 17th, 2025. Chief Steven Wayman of the Lansing Police Department received the proclamation.

Professional Municipal Clerk Week Proclamation.

A proclamation in recognition Professional Municipal Clerks Week on May 11th – 17th, 2025. Assistant City Clerk Leslie Welch and City Clerk Tish Sims received the proclamation.

City Clerk Tish Sims received her Master Municipal Clerk designation and pin.

Former Desoto City Clerk, MMC designee, IIMC President, and "Clerk Mom" Lana McPherson pinned City Clerk Sims, as she also pinned Sims for her CMC designation.

Councilman Kirby left the meeting at 7:53 PM.

COUNCIL CONSIDERATION OF AGENDA ITEMS:

Bid Approval for Ida/Gamble Street Sewer Relocation Project (City Project 2024-04)

This project will relocate sewers at that intersection and reroute them to the 7 Mile Interceptor to the south. The project will also remove aging infrastructure that is still connected to the sewer network.

Bid Results:

- Haven's Construction \$359,950.00
- Linaweaver Construction, Inc. \$375,167.50
- Rodriguez \$456,095.00
- Westland Construction \$351,236.00

The engineering estimate for this project was \$503,000.00. George Butler Associates, the design engineer, has reviewed the bids and found that Westland Construction met the requirements of the bid, and is a qualified, competent contractor in the state of Kansas.

Staff recommends a motion to accept the bid from Westland Construction for the construction of City Project 2024-04, in the amount of \$368,798 (Base bid plus 5% construction contingency).

Councilmember Studnicka made a motion to accept the bid from Westland Construction for the construction of City Project 2024-04, in the amount of \$368,798 (Base bid plus 5% construction contingency).. Councilmember Robinson seconded the motion.

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

REPORTS:

Department Heads: Nothing to discuss.

City Attorney: Nothing to discuss.

City Administrator:

- May 15 Tom Young from the Lansing Historical Society will be in attendance to update the Council on the prison tours.
- Leavenworth County Commissioners joint meeting/work session.
 - Scheduled 6:00 PM June 26, 2025, before work session
- June meeting rescheduled to June 17, 2025

Governing Body:

Councilmember Brungardt:

- Congratulations to City Clerk Tish Sims, Assistant City Clerk Leslie Welch, and all city staff.

Councilmember Studnicka:

- Congratulations to City Clerk Sims

Councilmember Gardner:

- Congratulations to City Clerk Sims
- Thanked the citizens at the meeting for voicing their opinion

Councilmember Garvey:

- Congratulations to City Clerk Sims and Assistant City Clerk Welch
- Took prison tour last weekend and highly recommend it.

Councilmember Robinson:

- Thank you to City Clerk Sims, Chief Wayman, and CED Director Gentzler
- Thank you to the citizens.

Councilmember Clemons:

- Congratulations to City Clerk Tish Sims on her MMC certification

ADJOURNMENT:

Councilmember Clemons made a motion to adjourn. Councilmember Brungardt seconded the motion.

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

The meeting was adjourned at 8:12 PM.

ATTEST:

City Clerk Tish Sims, CMC

AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Tish Sims, City Clerk
DATE: May 9, 2025
SUBJECT: Historical Society Discussion

Tom Young with the Lansing Historical Society will be in attendance to update the Council on the prison tours.

Policy Consideration: None.

Financial Consideration: None.

Action: None

AGENDA ITEM #2

AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Joe Gates, Fire Chief
DATE: May 9, 2025
SUBJECT: Pinning of Fire Captain & Firefighters

The City is proud to promote Jim Magee. Captain Magee will be pinned during the City Council meeting.

Firefighters Chris Concannon will receive his Senior Firefighter badge. Jordan Deruse, Travis Nirk, and Brock Pierce have now completed their one-year probation and will receive their Firefighter/EMT badge. The City is also pinning our volunteers Dave Babcock, Jim Dyson, Dustin Murphy with their Firefighter badge.

The City is thankful for a great staff of full-time, part-time and volunteer firefighters.

Financial Consideration: None

Policy Consideration: None

Action: None

AGENDA ITEM # 3

AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Tish, City Clerk
DATE: May 9, 2025
SUBJECT: National Public Works Week Proclamation

A proclamation in recognition of Public Works Week on May 18th – 24th, 2025.

Mike Spickelmier, Public Works Director will be in attendance to receive the proclamation.

Policy Consideration: N/A

Financial Consideration: N/A

Action: None



National Public Works Week Proclamation

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

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

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

WHEREAS, the year 2025 marks the 65th annual National Public Works Week sponsored by the American Public Works Association be it now,

NOW, THEREFORE, I, Anthony R. McNeill, Mayor of the city of Lansing, Kansas, do hereby proclaim Lansing's full support in designating May 18-24, 2025, as

National Public Works Week

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

In Witness Whereof, I have hereunto set my hand this 15th day of May, in the year Two Thousand Twenty-five.

City of Lansing

Anthony R. McNeill, Mayor

Tish Sims, CMC, City Clerk

AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Beth Sanford, Finance Director
DATE: May 9, 2025
SUBJECT: Approval of Audit Ending December 31, 2024

Staff from the firm of Adams Brown LLC performed an audit of the financial statements for the city of Lansing for the year ended December 31, 2024.

Alexis Crispin, a member of the firm, will present a brief overview of the audit and answer any questions.

Action:

Staff recommends a motion to approve the final audit for the city of Lansing for the year ended December 31, 2024.

AGENDA ITEM #5



April 17, 2025

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

We have audited the financial statement of **City of Lansing, Kansas** for the year ended December 31, 2024, and have issued our report thereon dated April 17, 2025. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards* and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated January 18, 2023. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by **City of Lansing, Kansas** are described in Note 1 to the financial statement. No new accounting policies were adopted and the application of existing policies was not changed during the year ended December 31, 2024. We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statement in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statement and because of the possibility that future events affecting them may differ significantly from those expected.

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

Difficulties Encountered in Performing the Audit

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

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statement taken as a whole. The attached schedule summarizes uncorrected misstatements of the financial statement. Management has determined that their effects are

City of Lansing, Kansas

Page 2

April 17, 2025

immaterial, both individually and in the aggregate, to the financial statement taken as a whole. The uncorrected misstatements or the matters underlying them could potentially cause future period financial statements to be materially misstated, even though, in our judgment, such uncorrected misstatements are immaterial to the financial statement under audit.

Disagreements with Management

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

Management Representations

We have requested certain representations from management that are included in the management representation letter dated April 17, 2025.

Management Consultations with Other Independent Accountants

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

Other Audit Findings or Issues

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

There were no changes to our initial assessment of risks of material misstatements to the financial statement, which were communicated to you in our letter dated February 19, 2025.

Other Matters

We were engaged to report on the supplementary information as outlined in the table of contents, which accompany the financial statement but is not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with the regulatory basis of accounting, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statement. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statement or to the financial statement itself.

Audit Recommendations

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

City of Lansing, Kansas

Page 3

April 17, 2025

- We recommend that the City's policies be updated to more clearly reflect information required by federal statute for procurements, grant management, and conflicts of interest.

We will review the status of these items during our next audit engagement. We have already discussed many of these items and suggestions with the appropriate personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

We would like to express our appreciation for the opportunity to perform the December 31, 2024 audit for **City of Lansing, Kansas** and to the employees for the cooperation and assistance given to us during the audit.

Restriction on Use

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

Adams Brown, LLC

ADAMSBROWN, LLC
Certified Public Accountants
Great Bend, Kansas

DRAFT

April 17, 2025

AdamsBrown, LLC
1520 Kansas Ave
Great Bend, Kansas 67530

This representation letter is provided in connection with your audit of the financial statement of City of Lansing, Kansas as of December 31, 2024 and for the year then ended, and the disclosures (collectively, the “financial statement”), for the purpose of expressing an opinion as to whether the financial statement is presented fairly, in all material respects, in accordance with the regulatory basis of accounting.

We confirm, to the best of our knowledge and belief, as of April 17, 2025, the following representations made to you during your audit.

Financial Statement

- We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated January 18, 2023, including our responsibility for the preparation and fair presentation of the financial statement in accordance with the regulatory basis of accounting and for preparation of the supplementary information in accordance with the applicable criteria.
- The financial statement referred to above is fairly presented in conformity with the regulatory basis of accounting and includes all properly classified funds and other financial information of the reporting entity required by the regulatory basis of accounting to be included in the financial reporting entity.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statement that is free from material misstatement, whether due to fraud or error.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- The methods, significant assumptions, and data used in making accounting estimates and their related disclosures are appropriate to achieve recognition, measurement, or disclosure that is reasonable in accordance with the regulatory basis of accounting.
- There are no known related-party relationships or transactions that need to be accounted for or disclosed in accordance with the regulatory basis of accounting.
- Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statement that would require adjustment to or disclosure in the financial statement or in the schedule of findings and questioned costs.

AdamsBrown, LLC
Page 2
April 17, 2025

- The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statement as a whole. A list of the uncorrected misstatements is attached to the representation letter. In addition, you have proposed adjusting journal entries that have been posted to the City's accounts. We are in agreement with those adjustments.
- The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with the regulatory basis of accounting.
- Guarantees, whether written or oral, under which the City is contingently liable, if any, have been properly recorded or disclosed.

Information Provided

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

AdamsBrown, LLC
Page 3
April 17, 2025

- We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statement, and we have not consulted a lawyer concerning litigation, claims, or assessments.
- We are not aware of any related parties or related-party relationships or transactions.

Government – specific

- There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- We have a process to track the status of audit recommendations.
- We have identified to you any previous audits, attestation engagements, and other studies related to the objectives of the audit and whether related recommendations have been implemented.
- We have identified to you any investigations or legal proceedings that have been initiated with respect to the period under audit.
- We have provided our views on reported conclusions and recommendations, as well as our planned corrective actions, for the report.
- The City has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or unencumbered cash balances.
- We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and legal and contractual provisions for reporting specific activities in separate funds.
- We have identified and disclosed to you all instances of identified and suspected fraud and noncompliance with provisions of laws, regulations, contracts and grant agreements that we believe have a material effect on the financial statement.
- There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statement, or as a basis for recording a loss contingency, or for reporting on noncompliance.
- As part of your audit, you assisted with preparation of the financial statement and disclosures, schedule of expenditures of federal awards, and data collection form. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for the financial statement and disclosures, schedule of expenditures of federal awards, and data collection form.
- The City has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.

AdamsBrown, LLC
Page 4
April 17, 2025

- The City has complied with all aspects of contractual agreements that would have a material effect on the financial statement in the event of noncompliance.
- The financial statement properly classifies all funds and activities.
- Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
- Deposits are properly classified as to risk and are properly disclosed.
- With respect to the supplementary information as outlined in the table of contents:
 - We acknowledge our responsibility for presenting the supplementary information in accordance with the regulatory basis of accounting, and we believe the supplementary information, including its form and content, is fairly presented in accordance with the regulatory basis of accounting. The methods of measurement and presentation of the supplementary information have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.
 - If the supplementary information is not presented with the audited financial statement, we will make the audited financial statement readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditors' report thereon.
- Expenditures of federal awards were below the \$750,000 threshold in each of the prior two audit periods.
- With respect to federal award programs:
 - We are responsible for understanding and complying with and have complied with the requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), including requirements relating to preparation of the schedule of expenditures of federal awards.
 - We acknowledge our responsibility for preparing and presenting the schedule of expenditures of federal awards (SEFA) and related disclosures in accordance with the requirements of the Uniform Guidance, and we believe the SEFA, including its form and content, is fairly presented in accordance with the Uniform Guidance. The methods of measurement or presentation of the SEFA have not changed from those used in the prior period and we have disclosed to you any significant assumptions and interpretations underlying the measurement or presentation of the SEFA.
 - If the SEFA is not presented with the audited financial statement, we will make the audited financial statement readily available to the intended users of the SEFA no later than the date we issue the SEFA and the auditors' report thereon.
 - We have identified and disclosed to you all of our government programs and related activities subject to the Uniform Guidance compliance audit, and have included in the SEFA, expenditures made during the audit period for all awards provided by federal agencies in the form of federal awards, federal cost-reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct

AdamsBrown, LLC
Page 5
April 17, 2025

appropriations, and other direct assistance.

- We are responsible for understanding and complying with, and have complied with, the requirements of federal statutes, regulations, and the terms and conditions of federal awards related to each of our federal programs and have identified and disclosed to you the requirements of federal statutes, regulations, and the terms and conditions of federal awards that are considered to have a direct and material effect on each major program.
- We are responsible for establishing, designing, implementing and maintaining, and have established, designed, implemented and maintained, effective internal control over compliance for federal programs that provides reasonable assurance that we are managing our federal awards in compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a material effect on our federal programs. We believe the internal control system is adequate and is functioning as intended.
- We have made available to you all federal awards (including amendments, if any) and any other correspondence with federal agencies or pass-through entities relevant to federal programs and related activities.
- We have received no requests from a federal agency to audit one or more specific programs as a major program.
- We have complied with the direct and material compliance requirements, including when applicable, those set forth in the *OMB Compliance Supplement*, relating to federal awards and confirm that there are no amounts questioned and no known noncompliance with the direct and material compliance requirements of federal awards.
- We have disclosed any communications from federal awarding agencies and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditors' report.
- We have disclosed to you the findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditors' report.
- Amounts claimed or used for matching were determined in accordance with relevant guidelines in OMB's Uniform Guidance (2 CFR part 200, subpart E).
- We have disclosed to you our interpretation of compliance requirements that may have varying interpretations.
- We have made available to you all documentation related to compliance with the direct and material compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.
- We have disclosed to you the nature of any subsequent events that provide additional evidence

AdamsBrown, LLC
Page 6
April 17, 2025

about conditions that existed at the end of the reporting period affecting noncompliance during the reporting period.

- There are no such known instances of noncompliance with direct and material compliance requirements that occurred subsequent to the period covered by the auditors' report.
- No changes have been made in internal control over compliance or other factors that might significantly affect internal control, including any corrective action we have taken regarding significant deficiencies or material weaknesses in internal control over compliance, subsequent to the period covered by the auditors' report.
- Federal program financial reports and claims for advances and reimbursements are supported by the books and records from which the financial statement has been prepared.
- The copies of federal program financial reports provided you are true copies of the reports submitted, or electronically transmitted, to the respective federal agency or pass-through entity, as applicable.
- We have charged costs to federal awards in accordance with applicable cost principles.
- We are responsible for and have accurately prepared the summary schedule of prior audit findings to include all findings required to be included by the Uniform Guidance, and we have provided you with all information on the status of the follow-up on prior audit findings by federal awarding agencies and pass-through entities, including all management decisions.
- We are responsible for and have ensured the reporting package does not contain protected personally identifiable information.
- We are responsible for and have accurately prepared the auditee section of the Data Collection Form as required by the Uniform Guidance.

Anthony R. McNeill, Mayor

Elizabeth Sanford, Finance Director

CITY OF LANSING, KANSAS

Financial Statement
With Independent Auditors' Report

For the Year Ended December 31, 2024

DRAFT

CITY OF LANSING, KANSAS
Financial Statement With Independent Auditors' Report
For the Year Ended December 31, 2024

TABLE OF CONTENTS

Independent Auditors' Report	1
Summary Statement of Receipts, Expenditures and Unencumbered Cash – Regulatory Basis	5
Notes to Financial Statement	6

Regulatory–Required Supplementary Information

Schedule 1 - Summary of Expenditures - Actual and Budget – Regulatory Basis	15
Schedule 2 - Schedule of Receipts and Expenditures – Regulatory Basis Individually presented by fund	

Regulatory Basis Fund Types

General Fund

2-1 General Fund	16
------------------------	----

Special Purpose Funds

2-2 Library Fund	17
2-3 Consolidated Street and Highway Fund	18
2-4 Special Parks and Recreation Fund	19
2-5 Special Alcohol Liquor Fund	20
2-6 Special Alcohol Drug Fund	21
2-7 Sales Tax (\$.45) Fund	22
2-8 Police Equipment Reserve Fund	23
2-9 Park Land Trust Fund	24
2-10 Mayor's Christmas Fund	25
2-11 Transient Guest Tax Fund	26
2-12 Equipment Reserve Fund	27
2-13 Capital Improvement Fund	28
2-14 Swimming Pool Sales Tax Fund	29
2-15 ARPA Fund	30
2-16 Fire Fund	31
2-17 Domestic Violence Program Fund	32

Bond and Interest Funds

2-18 Bond and Interest Fund	33
2-19 Towne Centre Fund	34

Capital Project Funds

2-20 CIP Parks Fund	35
2-21 Towne Centre Sewer Fund	36
2-22 McIntyre Sanitary Sewer Fund	37

Business Funds

2-23 Wastewater Fund	38
2-24 Solid Waste Fund	39

CITY OF LANSING, KANSAS
Financial Statement With Independent Auditors' Report
For the Year Ended December 31, 2024

TABLE OF CONTENTS (continued)

Schedule 3 – Summary of Receipts and Disbursements – Regulatory Basis	
Agency Funds	40

Single Audit Information

Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	41
Independent Auditors' Report on Compliance for Each Major Federal Program and for the Passenger Facility Charge Program and on Internal Control Over Compliance Required by the Uniform Guidance	43
Schedule of Expenditures of Federal Awards.....	46
Notes to Schedule of Expenditures of Federal Awards	47
Schedule of Findings and Questioned Costs.....	48
Summary Schedule of Prior Audit Findings.....	50

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INDEPENDENT AUDITORS' REPORT

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

Report on the Audit of the Financial Statement

Adverse and Unmodified Opinions

We have audited the accompanying fund summary statement of regulatory basis receipts, expenditures, and unencumbered cash balances of **City of Lansing, Kansas**, as of and for the year ended December 31, 2024 and the related notes to the financial statement.

Adverse Opinion on U.S. Generally Accepted Accounting Principles

In our opinion, because of the significance of the matters discussed in the Basis for Adverse and Unmodified Opinions section of our report, the accompanying financial statement referred to above does not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the City as of December 31, 2024, or changes in financial position and cash flows thereof for the year then ended.

Unmodified Opinion on Regulatory Basis of Accounting

In our opinion, the accompanying financial statement referred to above presents fairly, in all material respects, the aggregate cash and unencumbered cash balance of the City as of December 31, 2024, and the aggregate receipts and expenditures for the year then ended in accordance with the financial reporting provisions of the *Kansas Municipal Audit and Accounting Guide* described in Note 1.

Basis for Adverse and Unmodified Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS), the *Kansas Municipal Audit and Accounting Guide* and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statement section of our report. We are required to be independent of the City, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our adverse and unmodified audit opinions.

Matter Giving Rise to Adverse Opinion on U.S. Generally Accepted Accounting Principles

As discussed in Note 1 of the financial statement, the financial statement is prepared by the City on the basis of the financial reporting provisions of the *Kansas Municipal Audit and Accounting Guide*, which is a basis of accounting other than accounting principles generally accepted in the United States of America. The effects on the financial statement of the variances between the regulatory basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

City of Lansing, Kansas

Page 2

Responsibilities of Management for the Financial Statement

Management is responsible for the preparation and fair presentation of this financial statement in accordance with the *Kansas Municipal Audit and Accounting Guide* as described in Note 1; this includes determining that the regulatory basis of accounting is an acceptable basis for the preparation of the financial statement in the circumstances. Management is also responsible for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of the financial statement that is free from material misstatement, whether due to fraud or error.

In preparing the financial statement, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of the Financial Statement

Our objectives are to obtain reasonable assurance about whether the financial statement as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statement.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- exercise professional judgment and maintain professional skepticism throughout the audit.
- identify and assess the risks of material misstatement of the financial statement, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statement.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, no such opinion is expressed.
- evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statement.
- conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the fund summary statement of

City of Lansing, Kansas

Page 3

regulatory basis receipts, expenditures and unencumbered cash balances (basic financial statement) as a whole. The schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, are presented for purposes of additional analysis and are not a required part of the basic financial statements. The summary of regulatory basis expenditures – actual and budget, individual fund schedules of regulatory basis receipts and expenditures – actual and budget, and summary of regulatory basis receipts and disbursements – agency funds (Schedules 1, 2 and 3 as listed in the table of contents) are presented for purposes of additional analysis and are not a required part of the basic financial statement; however, are required to be presented under the provisions of the *Kansas Municipal Audit and Accounting Guide*. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statement. The information has been subjected to the auditing procedures applied in the audit of the basic financial statement and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statement or to the basic financial statement itself, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the accompanying supplementary information is fairly stated, in all material respects, in relation to the basic financial statement as a whole, on the basis of accounting described in Note 1.

We also previously audited, in accordance with auditing standards generally accepted in the United States of America, the basic financial statement of the City as of and for the year ended December 31, 2023 (not presented herein), and have issued our report thereon dated April 18, 2024, which contained an unmodified opinion on the basic financial statement. The 2023 basic financial statement and our accompanying report are not presented herein, but are available in electronic form from the web site of the Kansas Department of Administration at the following link <https://admin.ks.gov/offices/accounts-reports/local-government/municipal-services/municipal-audits>. The 2023 actual column (2023 comparative information) presented in the individual fund schedules of regulatory basis receipts and expenditures – actual and budget for the year ended December 31, 2024 (Schedule 2 as listed in the table of contents) is presented for purposes of additional analysis and is not a required part of the basic financial statement. Such 2023 comparative information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the 2023 basic financial statement. The 2023 comparative information was subjected to the auditing procedures applied in the audit of the 2023 basic financial statement and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the 2023 basic financial statement or to the 2023 basic financial statement itself, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the 2023 comparative information is fairly stated in all material respects in relation to the basic financial statement as a whole for the year ended December 31, 2023, on the basis of accounting described in Note 1.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated April 17, 2025, on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

City of Lansing, Kansas
Page 4

Adams Brown, LLC

ADAMSBROWN, LLC
Certified Public Accountants
Great Bend, Kansas

April 17, 2025

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CITY OF LANSING, KANSAS
Summary Statement of Receipts, Expenditures and Unencumbered Cash
Regulatory Basis
For the Year Ended December 31, 2024

Funds	Beginning Unencumbered Cash Balance	Prior Year Cancelled Encumbrances	Receipts	Expenditures	Ending Unencumbered Cash Balance	Add Encumbrances and Accounts Payable	Ending Cash Balance
Regulatory Basis Fund Types							
General Fund	\$ 3,311,391	-	7,959,219	8,548,101	2,722,509	284,400	3,006,909
Special Purpose Funds							
Library Fund	165,386	-	454,517	393,849	226,054	12,211	238,265
Consolidated Street and Highway Fund	244,729	-	628,324	625,348	247,705	11,332	259,037
Special Parks and Recreation Fund	217,769	-	86,200	69,982	233,987	-	233,987
Special Alcohol Liquor Fund	81,989	-	17,443	-	99,432	-	99,432
Special Alcohol Drug Fund	36,442	-	42,460	-	78,902	-	78,902
Sales Tax (\$.45) Fund	654,602	-	699,515	719,844	634,273	-	634,273
Police Equipment Reserve Fund	28,956	-	71,578	43,465	57,069	-	57,069
Park Land Trust Fund	24	-	-	-	24	-	24
Mayor's Christmas Fund	11,710	-	2,375	5,759	8,326	2,435	10,761
Transient Guest Tax Fund	200,133	-	87,829	125,350	162,612	-	162,612
Equipment Reserve Fund	116,768	-	152,277	155,736	113,309	136,926	250,235
Capital Improvement Fund	240,326	40,693	1,178,796	504,720	955,095	-	955,095
Swimming Pool Sales Tax Fund	282,188	-	691,690	588,000	385,878	-	385,878
ARPA Fund	503,037	-	-	503,037	-	-	-
Fire Fund	-	-	809,635	-	809,635	-	809,635
Domestic Violence Program Fund	-	-	400	-	400	-	400
Bond and Interest Funds							
Bond and Interest Fund	601,862	-	3,212,901	3,740,525	74,238	-	74,238
Towne Centre Fund	453,208	-	587,536	1,040,744	-	-	-
Capital Project Funds							
CIP Parks Fund	(688,876)	-	9,534,387	6,560,221	2,285,290	3,078,636	5,363,926
Towne Centre Sewer Fund	-	-	1,169,591	1,115,952	53,639	1,081,884	1,135,523
McIntyre Sanitary Sewer Fund	(1,135,000)	-	2,487,960	1,193,546	159,414	-	159,414
Business Funds							
Wastewater Fund	1,614,922	292	3,028,306	3,114,663	1,528,857	142,566	1,671,423
Solid Waste Fund	139,453	-	658,362	647,499	150,316	54,285	204,601
Total Reporting Entity (Excluding Agency Funds)	<u>\$ 7,081,019</u>	<u>40,985</u>	<u>33,561,301</u>	<u>29,696,341</u>	<u>10,986,964</u>	<u>4,804,675</u>	<u>15,791,639</u>
Composition of Cash							
Kansas Municipal Investment Pool							\$ 10,467,856
Checking Accounts							5,341,243
Petty Cash							610
Total Cash							15,809,709
Agency Funds per Schedule 3							(18,070)
Total Reporting Entity (Excluding Agency Funds)							<u>\$ 15,791,639</u>

The notes to the financial statement are an integral part of this statement.

CITY OF LANSING, KANSAS
Notes to Financial Statement
December 31, 2024

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

City of Lansing, Kansas has established a uniform system of accounting maintained to reflect compliance with the applicable laws of the State of Kansas. The accompanying financial statement is presented to conform to the cash basis and budget laws of the State of Kansas, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. The following is a summary of such significant policies.

Financial Reporting Entity

The City is a municipal corporation governed by an elected mayor and eight-member council. A related municipal entity is an entity established to benefit the City and/or its constituents. The City has no related municipal entities.

Basis of Presentation – Fund Accounting

The accounts of the City are organized and operated on the basis of funds. In governmental accounting, a fund is defined as an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements.

The following types of funds comprise the financial activities of the City for the year ended December 31, 2024.

Regulatory Basis Fund Types

General Fund – the chief operating fund. Used to account for all resources except those required to be accounted for in another fund.

Special Purpose Fund – used to account for the proceeds of specific tax levies and other specific revenue sources (other than Capital Project and tax levies for long-term debt) that are intended for specified purposes.

Bond and Interest Fund – used to account for the accumulation of resources, including tax levies, transfers from other funds and payment of general long-term debt.

Capital Project Fund – used to account for the debt proceeds and other financial resources to be used for acquisition or construction of major capital facilities or equipment.

Business Fund – fund financed in whole or in part by fees charged to users of the goods or services (enterprise and internal service funds).

Agency Fund – fund used to report assets held by the municipal reporting entity in a purely custodial capacity (payroll clearing fund, county treasurer tax collection accounts, etc.).

Basis of Accounting

Regulatory Basis of Accounting and Departure from Accounting Principles Generally Accepted in the United States of America. The KMAAG regulatory basis of accounting involves the recognition of cash, cash equivalents, marketable investments, and certain accounts payable and encumbrance obligations to arrive at a net unencumbered cash and investments balance on a regulatory basis for each fund, and the reporting of changes in unencumbered cash and investments of a fund resulting from the difference in regulatory basis receipts and regulatory basis expenditures for the fiscal year. All recognized assets and

CITY OF LANSING, KANSAS

Notes to Financial Statement

December 31, 2024

liabilities are measured and reported at cost, unless they have been permanently impaired and have no future cash value or represent no future obligation against cash. The KMAAG regulatory basis does not recognize capital assets, long-term debt, accrued receivables and payables, or any other assets, liabilities or deferred inflows or outflows, other than those mentioned above.

The City has approved a resolution that is in compliance with K.S.A. 75-1120a(c), waiving the requirement for application of generally accepted accounting principles and allowing the City to use the regulatory basis of accounting.

Reimbursements

The City records reimbursable expenditures in the fund that makes the disbursement and records reimbursements as a receipt to the fund that receives the reimbursement. For purposes of budgetary comparisons, the expenditures are properly offset by the reimbursements under KMAAG regulatory basis of accounting.

NOTE 2 – BUDGETARY INFORMATION

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

- a. Preparation of the budget for the succeeding calendar year on or before August 1st.
- b. Publication in local newspaper on or before August 5th of the proposed budget and notice of public hearing on the budget.
- c. Public hearing on or before August 15th, but at least 10 days after publication of notice of hearing.
- d. Adoption of the final budget on or before August 25th.

If the City is holding a revenue neutral rate hearing, the budget timeline for the public hearing is adjusted to no sooner than August 20th and no later than September 20th, but at least ten days after all statutory notification and publication requirements have been met. Municipal budgets requiring a hearing to exceed the revenue neutral rate should be adopted on or before October 1st but may not be adopted prior to the revenue neutral rate hearing. The City did hold a revenue neutral rate hearing for this year.

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

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

All legal annual operating budgets are prepared using the regulatory basis of accounting, in which revenues are recognized when cash is received and expenditures include disbursements, accounts payable, and encumbrances, with disbursements being adjusted for prior year's accounts payable and encumbrances. Encumbrances are commitments by the City for future payments and are supported by a document evidencing the commitment, such as a purchase order or contract. Any unused budgeted

CITY OF LANSING, KANSAS
Notes to Financial Statement
December 31, 2024

expenditure authority lapses at year end.

A legal operating budget is not required for capital project funds, trust funds, and the following special purpose funds: ARPA Fund, Fire Fund, and Domestic Violence Program Fund.

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

NOTE 3 – DEPOSITS AND INVESTMENTS

City of Lansing, Kansas follows the practice of pooling cash and investments of all funds. Each fund's portion of total cash and investments is summarized by fund category in the summary statement of receipts, expenditures and unencumbered cash.

K.S.A. 9-1401 establishes the depositories which may be used by the City. The statute requires banks eligible to hold the City's funds have a main or branch bank in the county in which the City is located, or in an adjoining county if such institution has been designated as an official depository, and the banks provide an acceptable rate of return on funds. In addition, K.S.A. 9-1402 requires the banks to pledge securities for deposits in excess of FDIC coverage. The City has no other policies that would further limit interest rate risk.

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

As of December 31, 2024, the City had the following investments and maturities:

Investment Type	Fair Value	Investment Maturities (in years)	Rating
		Less than One	
Kansas Municipal Investment Pool	\$ 10,467,856	10,467,856	N/A

Concentration of Credit Risk

State statutes place no limit on the amount the City may invest in any one issuer as long as the investments are adequately secured under K.S.A. 9-1402 and K.S.A. 9-1405. The City's allocation of investments as of December 31, 2024, is as follows:

Investments	Percentage of Investments
Kansas Municipal Investment Pool	100%

Custodial Credit Risk – Deposits

Custodial credit risk is the risk that in the event of a bank failure, the City's deposits may not be returned to it. State statutes require the City's deposits in financial institutions to be entirely covered by federal depository insurance or by collateral held under a joint custody receipt issued by a bank within the State of Kansas, the Federal Reserve Bank of Kansas City, or the Federal Home Loan Bank of Topeka, except during designated "peak periods" when required coverage is 50%. The City does not use "peak periods". All deposits were legally secured at December 31, 2024.

CITY OF LANSING, KANSAS
Notes to Financial Statement
December 31, 2024

At December 31, 2024, the City's carrying amount of deposits was \$5,341,853 and the bank balance was \$5,527,654. The bank balance was held by two banks resulting in a concentration of credit risk. Of the bank balance, \$5,118,719 was covered by federal depository insurance and \$408,935 was collateralized with securities held by the pledging financial institutions' agents in the City's name.

Custodial Credit Risk – Investments

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

At December 31, 2024, the City had invested \$10,467,856 in the State's municipal investment pool. The municipal investment pool is under the oversight of the Pooled Money Investment Board. The board is comprised of the State Treasurer and four additional members appointed by the State Governor. The board reports annually to the Kansas legislature. State pooled monies may be invested in direct obligations of, or obligations that are insured as to principal and interest, by the U.S. government or any agency thereof, with maturities up to four years. No more than 10 percent of those funds may be invested in mortgage-backed securities. In addition, the State pool may invest in repurchase agreements with Kansas banks or with primary government securities dealers.

NOTE 4 – INTERFUND TRANSFERS

Interfund transfers within the reporting entity are substantially for the purpose of subsidizing operating functions, funding capital projects and asset acquisitions or maintaining debt service on a routine basis as authorized by Kansas statutes. **City of Lansing, Kansas'** interfund transfers and regulatory authority for the year ended December 31, 2024 were as follows:

From	To	Regulatory Authority	Amount
General Fund	Consolidated Street and Highway Fund	K.S.A. 12-1,119	\$ 275,000
General Fund	Capital Improvement Fund	K.S.A. 12-1,118	1,000,000
General Fund	Equipment Reserve Fund	K.S.A. 12-1,117	150,000
Sales Tax (\$.45) Fund	Bond and Interest Fund	K.S.A. 12-197	719,844
Swimming Pool Sales Tax Fund	Bond and Interest Fund	K.S.A. 12-197	588,000

NOTE 5 – CAPITAL PROJECTS

Capital project authorizations with approved change orders compared with expenditures from inception are as follows:

	Authorization	Expenditures to Date
Town Center Sewer Project	\$ 1,081,884	1,081,884
Aquatic Center Project	6,946,751	6,946,751
McIntyre Sanitary Sewer Project	3,144,753	3,002,735

NOTE 6 – LITIGATION

City of Lansing, Kansas is a party to various legal proceedings which normally occur in governmental operations. These legal proceedings are not likely to have a material financial impact on the affected funds of the City.

CITY OF LANSING, KANSAS
Notes to Financial Statement
December 31, 2024

NOTE 7 – RISK MANAGEMENT

City of Lansing, Kansas is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; business interruptions; errors and omissions; employee injuries and illnesses; natural disasters; and employee health, dental and accident benefits. The City has been unable to obtain commercial insurance at a cost it considered to be economically justifiable. For this reason, the City joined together with other cities in the State to participate in Kansas Eastern Region Insurance Trust (KERIT), a public entity risk pool currently operating as a common risk management and insurance program for 17 participating members.

The City provides an annual premium to Kansas Eastern Region Insurance Trust (KERIT) for its commercial insurance coverage. The agreement to participate provides that KERIT will be self-sustaining through member premiums and will reinsure through commercial companies for claims in excess of \$1,000,000 for each insured event, depending on the type of insured event. Additional premiums may be due if total claims for the pool are different than what has been anticipated by KERIT management.

Settled claims resulting from these risks have not exceeded commercial coverage in any of the three preceding years. There have not been significant reductions in coverage from prior years.

NOTE 8 – GRANTS AND SHARED REVENUES

City of Lansing, Kansas participates in numerous state and federal grant programs, which are governed by various rules and regulations for the grantor agencies. Costs charged to the respective grant programs are subject to audit and adjustment by the grantor agencies; therefore, to the extent that the City has not complied with the rules and regulations governing the grants, refunds of any money received may be required. In the opinion of the City, any liability for reimbursement, which may arise as the result of the audit, is not believed to be material.

NOTE 9 – DEFINED BENEFIT PENSION PLAN

General Information about the Pension Plan

Plan Description

City of Lansing, Kansas participates in the Kansas Public Employees Retirement System (KPERS) and the Kansas Police and Firemen's Retirement System (KP&F). Both are part of a cost-sharing, multiple-employer defined benefit pension plan as provided by Kansas law. KPERS and KP&F provide retirement benefits, life insurance, disability income benefits, and death benefits. Kansas law establishes and amends benefit provisions. KPERS and KP&F issue a publicly available financial report that includes financial statements and required supplementary information. KPERS' financial statements are included in its Annual Comprehensive Financial Report which can be found on the KPERS website at www.kpers.org or by writing to KPERS (611 S Kansas, Suite 100; Topeka, KS 66603) or by calling 1-888-275-5737.

Contributions

K.S.A. 74-4919 and K.S.A. 74-49,210 establish the KPERS member-employee contribution rates. KPERS has multiple benefit structures and contribution rates depending on whether the employee is a KPERS 1, KPERS 2 or KPERS 3 member. KPERS 1 members are active and contributing members hired before July 1, 2009. KPERS 2 members were first employed in a covered position on or after July 1, 2009, and KPERS 3 members were first employed in a covered position on or after January 1, 2015. Effective January 1, 2015, Kansas law established the KPERS member-employee contribution rate at 6% of covered salary for KPERS 1, KPERS 2 and KPERS 3 members. K.S.A. 74-4975 establishes the KP&F

CITY OF LANSING, KANSAS
Notes to Financial Statement
December 31, 2024

member-employee contribution rate at 7.15% of covered salary. Member contributions are withheld by their employer and paid to KPERS according to the provisions of Section 414(h) of the Internal Revenue Code.

State law provides that the employer contribution rates for KPERS 1, KPERS 2, KPERS 3 and KP&F be determined based on the results of each annual actuarial valuation. Kansas law sets a limitation on annual increases in the employer contribution rates. The actuarially determined employer contribution rate (not including the 1% contribution rate for the Death and Disability Program) and the statutory contribution rate was 9.26% for KPERS and 23.10% for KP&F for the fiscal year ended December 31, 2024. Contributions to the pension plan from the City were \$272,539 for KPERS and \$266,520 for KP&F for the year ended December 31, 2024.

Net Pension Liability

At December 31, 2024, the City's proportionate share of the collective net pension liability reported by KPERS was \$2,565,729 and \$2,686,945 for KP&F. The net pension liability was measured as of June 30, 2024, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of December 31, 2023, which was rolled forward to June 30, 2024. The City's proportion of the net pension liability was based on the ratio of the City's contributions to KPERS, relative to the total employer and non-employer contributions of the Local subgroup within KPERS. Since the KMAAG regulatory basis of accounting does not recognize long-term debt, this liability is not reported in this financial statement.

The complete actuarial valuation report including all actuarial assumptions and methods, and the report on the allocation of the KPERS collective net pension liability to all participating employers are publicly available on the website at www.kpers.org or can be obtained as described above.

NOTE 10 – OTHER POST EMPLOYMENT BENEFITS

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

Under the Consolidated Omnibus Budget Reconciliation Act (COBRA), the City makes health care benefits available to eligible former employees and eligible dependents. Certain requirements are outlined by the federal government for this coverage. The premium is paid in full by the insured.

As provided by K.S.A. 74-4927, disabled members in the Kansas Public Employees Retirement System (KPERS) receive long-term disability benefits and life insurance benefits. The plan is administered through a trust held by KPERS that is funded to pay annual benefit payments. The employer contribution rate is set at 1% for the year ended December 31, 2024.

NOTE 11 – COMPENSATED ABSENCES

Annual Leave

The City's policy regarding annual leave for all regular full-time employees is as follows:

CITY OF LANSING, KANSAS
Notes to Financial Statement
December 31, 2024

Years Worked	Amount Earned
0-1	3.08 hours/pay period
2-5	3.69 hours/pay period
6-9	5.54 hours/pay period
10 and over	6.46 hours/pay period

Annual leave earned may not be taken until the employee completes six months of employment. Full-time employee may not carry over more than 200 hours of annual leave from one calendar year to another.

Personal Day

Each employee, after the completion of his/her probationary period, shall be entitled to one personal day per calendar year. A personal day may not be carried over from one calendar year to another and will not be paid out upon termination of employment.

Sick Leave

The City's policy for sick leave permits all full-time employees to earn sick leave at the rate of 3.69 hours per pay period. Sick leave earned may not be taken until the employee completes six months of employment. Employees are allowed to accumulate a maximum of 528 hours of sick leave. Upon termination of employment employees are not compensated for any accumulated unused sick leave.

NOTE 12 – LONG-TERM DEBT

City of Lansing, Kansas has the following types of long-term debt.

General Obligation Bonds

On September 10, 2015, the City issued \$7,130,000 in Series 2015-A General Obligation Refunding and Improvement Bonds to finance improvements for the School District Benefit District and to establish an escrow account to redeem General Obligation Bonds, Series 2006-A and 2008-A.

On August 10, 2016, the City issued \$8,135,000 in Series 2016-A General Obligation Refunding and Improvement Bonds to finance the 7 Mile Creek Sewer Project and 9 Mile Sewer Project and to establish an escrow account to redeem General Obligation Bonds, Series 2006-A.

On October 31, 2018, the City issued \$5,500,000 in Series 2018-A General Obligation Bonds to finance the DeSoto Road Project.

On February 1, 2019, the City issued \$2,065,000 in Series 2019-A General Obligation Bonds to finance the Sewerage System Project.

On October 1, 2020, the City issued \$3,100,000 in Series 2020-A General Obligation Bonds to finance the 2010-A and 2012-A &B debt refunding.

On July 13, 2022, the City issued \$4,520,000 in Series 2022-A General Obligation Bonds to finance the Parks Project.

On February 15, 2024, the City issued \$2,230,000 in Series 2024-A General Obligation Bonds to finance the McIntyre and Town Centre Sewer Projects.

On February 15, 2024, the City issued \$9,000,000 in Series 2024-B General Obligation Bonds to finance the Aquatic Facility Project.

CITY OF LANSING, KANSAS
Notes to Financial Statement
December 31, 2024

On June 6, 2024, the City issued \$1,240,000 in Series 2024-C General Obligation Bonds to refund the Series 2020-1 General Obligation Temporary Notes to finance the Towne Centre Land Acquisition.

Temporary Note

On October 1, 2020, the City issued \$2,210,000 in Series 2020-1 General Obligation Temporary Notes to finance the Towne Centre Land Acquisition.

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CITY OF LANSING, KANSAS
Notes to Financial Statement
December 31, 2024

Changes in long-term liabilities for the City for the year ended December 31, 2024, were as follows:

Issue	Interest Rates	Date of Issue	Amount of Issue	Date of Final Maturity	Balance Beginning of Year	Additions	Reductions/ Payments	Balance End of Year	Interest Paid
General Obligation Bonds									
Series 2015-A	2.25 - 4.00%	2015	\$ 7,130,000	2030	\$ 3,780,000	-	735,000	3,045,000	100,025
Series 2016-A	3.00%	2016	8,135,000	2036	4,660,000	-	300,000	4,360,000	139,800
Series 2018-A	3.00 - 4.00%	2018	5,500,000	2038	4,435,000	-	230,000	4,205,000	155,475
Series 2019-A	3.00 - 4.00%	2019	2,065,000	2039	1,800,000	-	85,000	1,715,000	57,798
Series 2020-A	1.00 - 3.00%	2020	3,100,000	2028	880,000	-	660,000	220,000	24,700
Series 2022-A	3.85 - 4.00%	2022	4,520,000	2042	4,390,000	-	160,000	4,230,000	174,369
Series 2024-A	2.75-3.20%	2024	2,230,000	2028	-	2,230,000	220,000	2,010,000	51,282
Series 2024-B	2.70-4.00%	2024	9,000,000	2043	-	9,000,000	490,000	8,510,000	195,436
Series 2024-C	4.50-6.00%	2024	1,240,000	2034	-	1,240,000	-	1,240,000	-
Temporary Note									
Series 2020-1	0.30%	2020	2,210,000	2024	2,210,000	-	2,210,000	-	6,630
Total Contractual Indebtedness					\$ 22,155,000	12,470,000	5,090,000	29,535,000	905,515

Current maturities of long-term debt and interest for the next five years and in five year increments through maturity are as follows:

	YEAR								
	2025	2026	2027	2028	2029	2030-2034	2035-2039	2040-2043	Total
Principal									
General Obligation Bonds	\$ 2,505,000	2,515,000	2,415,000	2,475,000	1,545,000	7,885,000	6,755,000	3,440,000	29,535,000
Interest									
General Obligation Bonds	1,123,610	1,028,489	938,951	850,001	760,201	2,912,058	1,407,559	330,588	9,351,457
Total Principal and Interest	\$ 3,628,610	3,543,489	3,353,951	3,325,001	2,305,201	10,797,058	8,162,559	3,770,588	38,886,457

CITY OF LANSING, KANSAS

Regulatory-Required Supplementary Information

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Schedule 1

CITY OF LANSING, KANSAS
Summary of Expenditures - Actual and Budget
Regulatory Basis
For the Year Ended December 31, 2024

Funds	Certified Budget	Adjustment for Qualifying Budget Credits	Total Budget for Comparison	Expenditures Chargeable to Current Year	Variance Over (Under)
Regulatory Basis Fund Types					
General Fund	\$ 10,525,701	-	10,525,701	8,548,101	(1,977,600)
Special Purpose Funds					
Library Fund	547,443	-	547,443	393,849	(153,594)
Consolidated Street and Highway Fund	717,053	-	717,053	625,348	(91,705)
Special Parks and Recreation Fund	280,450	-	280,450	69,982	(210,468)
Special Alcohol Liquor Fund	100,750	-	100,750	-	(100,750)
Special Alcohol Drug Fund	30,000	-	30,000	-	(30,000)
Sales Tax (\$.45) Fund	1,094,844	-	1,094,844	719,844	(375,000)
Police Equipment Reserve Fund	26,500	61,579	88,079	43,465	(44,614)
Park Land Trust Fund	24	-	24	-	(24)
Mayor's Christmas Fund	16,500	-	16,500	5,759	(10,741)
Transient Guest Tax Fund	253,519	-	253,519	125,350	(128,169)
Equipment Reserve Fund	161,000	-	161,000	155,736	(5,264)
Capital Improvement Fund	1,609,000	-	1,609,000	504,720	(1,104,280)
Swimming Pool Sales Tax Fund	900,000	-	900,000	588,000	(312,000)
Bond and Interest Fund					
Bond and Interest Fund	4,215,634	-	4,215,634	3,740,525	(475,109)
Business Funds					
Wastewater Fund	5,158,846	-	5,158,846	3,114,663	(2,044,183)
Solid Waste Fund	835,500	-	835,500	647,499	(188,001)

Schedule 2-1

CITY OF LANSING, KANSAS
General Fund
Schedule of Receipts and Expenditures - Actual and Budget
Regulatory Basis
For the Year Ended December 31, 2024
(With Comparative Actual Totals for the Prior Year Ended December 31, 2023)

		Current Year		Variance
	Prior Year Actual	Actual	Budget	Over (Under)
Receipts				
Property Tax	\$ 2,666,848	3,142,606	3,150,840	(8,234)
Motor Vehicle Tax	326,954	303,274	275,586	27,688
Local Alcoholic Liquor Tax	19,047	14,854	24,716	(9,862)
Sales Tax	2,045,310	1,965,684	2,100,000	(134,316)
Compensating Use Tax	770,868	800,130	750,000	50,130
Franchise Fees	767,216	711,759	717,800	(6,041)
Licenses and Permits	147,983	158,782	112,000	46,782
Fines and Forfeitures	373,316	329,546	510,800	(181,254)
Federal Aid	-	8,291	-	8,291
Interest	40,030	239,734	17,000	222,734
Other	75,779	100,811	57,000	43,811
Bond Proceeds	-	183,748	-	183,748
Total Receipts	<u>7,233,351</u>	<u>7,959,219</u>	<u>7,715,742</u>	<u>243,477</u>
Expenditures				
General Government				
City Administrator	178,257	177,072	239,546	(62,474)
Administration	617,597	1,660,346	152,704	1,507,642
Municipal Court	281,808	291,887	291,890	(3)
Building Maintenance	95,926	120,823	98,392	22,431
Community Development	539,138	537,419	675,869	(138,450)
Information Technology	172,845	211,657	155,000	56,657
Finance Department	305,605	327,625	329,170	(1,545)
Public Safety				
Police	2,195,206	2,174,026	2,554,265	(380,239)
Emergency Preparedness	-	-	3,000	(3,000)
Public Works				
General	303,891	283,224	324,736	(41,512)
Streets	187,983	218,933	298,809	(79,876)
Street Lights	177,054	186,454	250,000	(63,546)
Culture and Recreation				
Parks and Recreation	724,320	782,637	782,353	284
Activity Center	144,938	145,166	150,919	(5,753)
Community Center	4,842	5,832	7,563	(1,731)
Contingency	-	-	709,585	(709,585)
Transfers Out	1,945,000	1,425,000	1,775,000	(350,000)
Cash Basis Reserve	-	-	1,726,900	(1,726,900)
Total Expenditures	<u>7,874,410</u>	<u>8,548,101</u>	<u>10,525,701</u>	<u>(1,977,600)</u>
Receipts Over (Under) Expenditures	(641,059)	(588,882)		
Unencumbered Cash - Beginning	3,933,436	3,311,391		
Prior Year Cancelled Encumbrances	<u>19,014</u>	<u>-</u>		
Unencumbered Cash - Ending	<u>\$ 3,311,391</u>	<u>2,722,509</u>		

Schedule 2-2

CITY OF LANSING, KANSAS
Library Fund
Schedule of Receipts and Expenditures - Actual and Budget
Regulatory Basis
For the Year Ended December 31, 2024
(With Comparative Actual Totals for the Prior Year Ended December 31, 2023)

	Prior Year Actual	Current Year		Variance Over (Under)
		Actual	Budget	
Receipts				
Taxes	\$ 341,744	436,451	434,121	2,330
Intergovernmental	7,441	7,624	6,000	1,624
Interest	1,326	4,204	400	3,804
Miscellaneous	8,000	6,238	1,000	5,238
Total Receipts	<u>358,511</u>	<u>454,517</u>	<u>441,521</u>	<u>12,996</u>
Expenditures				
Personal Services	294,946	300,328	351,843	(51,515)
Contractual Services	14,689	12,453	21,900	(9,447)
Commodities	10,803	13,804	22,200	(8,396)
Capital Outlay	65,449	67,264	71,500	(4,236)
Contingency	-	-	80,000	(80,000)
Total Expenditures	<u>385,887</u>	<u>393,849</u>	<u>547,443</u>	<u>(153,594)</u>
Receipts Over (Under) Expenditures	(27,376)	60,668		
Unencumbered Cash - Beginning	<u>192,762</u>	<u>165,386</u>		
Unencumbered Cash - Ending	\$ <u>165,386</u>	<u>226,054</u>		

Schedule 2-3

CITY OF LANSING, KANSAS
Consolidated Street and Highway Fund
Schedule of Receipts and Expenditures - Actual and Budget
Regulatory Basis
For the Year Ended December 31, 2024
(With Comparative Actual Totals for the Prior Year Ended December 31, 2023)

		Current Year		Variance
	Prior Year Actual	Actual	Budget	Over Over (Under)
Receipts				
Intergovernmental	\$ 348,761	346,122	357,000	(10,878)
Interest	4,436	6,552	2,000	4,552
Permits	1,769	650	800	(150)
Transfers In	120,000	275,000	275,000	-
Total Receipts	<u>474,966</u>	<u>628,324</u>	<u>634,800</u>	<u>(6,476)</u>
Expenditures				
Personal Services	335,131	434,614	371,053	63,561
Contractual Services	64,047	78,507	121,000	(42,493)
Commodities	50,165	50,095	90,000	(39,905)
Capital Outlay	58,105	62,132	70,000	(7,868)
Cash Basis Reserve	-	-	65,000	(65,000)
Total Expenditures	<u>507,448</u>	<u>625,348</u>	<u>717,053</u>	<u>(91,705)</u>
Receipts Over (Under) Expenditures	(32,482)	2,976		
Unencumbered Cash - Beginning	<u>277,211</u>	<u>244,729</u>		
Unencumbered Cash - Ending	<u>\$ 244,729</u>	<u>247,705</u>		

Schedule 2-4

CITY OF LANSING, KANSAS
Special Parks and Recreation Fund
Schedule of Receipts and Expenditures - Actual and Budget
Regulatory Basis
For the Year Ended December 31, 2024
(With Comparative Actual Totals for the Prior Year Ended December 31, 2023)

	Prior Year Actual	Current Year		Variance Over (Under)
		Actual	Budget	
Receipts				
Taxes	\$ 19,047	14,854	24,716	(9,862)
Interest	242	1,988	25	1,963
Fees	55,219	56,745	64,985	(8,240)
Miscellaneous	5,012	3,238	2,700	538
Bond Proceeds	-	9,375	-	9,375
Total Receipts	<u>79,520</u>	<u>86,200</u>	<u>92,426</u>	<u>(6,226)</u>
Expenditures				
Culture and Recreation	59,705	69,982	90,450	(20,468)
Cash Basis Reserve	-	-	190,000	(190,000)
Total Expenditures	<u>59,705</u>	<u>69,982</u>	<u>280,450</u>	<u>(210,468)</u>
Receipts Over (Under) Expenditures	<u>19,815</u>	<u>16,218</u>		
Unencumbered Cash - Beginning	<u>197,954</u>	<u>217,769</u>		
Unencumbered Cash - Ending	<u>\$ 217,769</u>	<u>233,987</u>		

Schedule 2-5

CITY OF LANSING, KANSAS
Special Alcohol Liquor Fund
Schedule of Receipts and Expenditures - Actual and Budget
Regulatory Basis
For the Year Ended December 31, 2024
(With Comparative Actual Totals for the Prior Year Ended December 31, 2023)

		Current Year		Variance
	Prior Year Actual	Actual	Budget	Over Over (Under)
Receipts				
Taxes	\$ 19,046	14,854	24,716	(9,862)
Interest	794	2,589	300	2,289
Total Receipts	<u>19,840</u>	<u>17,443</u>	<u>25,016</u>	<u>(7,573)</u>
Expenditures				
Contractual Services	-	-	750	(750)
Capital Outlay	-	-	50,000	(50,000)
Cash Basis Reserve	-	-	50,000	(50,000)
Total Expenditures	<u>-</u>	<u>-</u>	<u>100,750</u>	<u>(100,750)</u>
Receipts Over (Under) Expenditures	19,840	17,443		
Unencumbered Cash - Beginning	<u>62,149</u>	<u>81,989</u>		
Unencumbered Cash - Ending	\$ <u>81,989</u>	<u>99,432</u>		

Schedule 2-6

CITY OF LANSING, KANSAS
Special Alcohol Drug Fund
Schedule of Receipts and Expenditures - Actual and Budget
Regulatory Basis
For the Year Ended December 31, 2024
(With Comparative Actual Totals for the Prior Year Ended December 31, 2023)

	Prior Year Actual	Current Year		Variance Over (Under)
		Actual	Budget	
Receipts				
Opioid Settlement	\$ 33,365	41,274	-	41,274
Interest	139	1,186	-	1,186
Total Receipts	33,504	42,460	-	42,460
Expenditures				
Contractual	-	-	30,000	(30,000)
Receipts Over (Under) Expenditures	33,504	42,460		
Unencumbered Cash - Beginning	2,938	36,442		
Unencumbered Cash - Ending	\$ 36,442	78,902		

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Schedule 2-7

CITY OF LANSING, KANSAS
Sales Tax (\$.45) Fund
Schedule of Receipts and Expenditures - Actual and Budget
Regulatory Basis
For the Year Ended December 31, 2024
(With Comparative Actual Totals for the Prior Year Ended December 31, 2023)

	Prior Year Actual	Current Year		Variance Over (Under)
		Actual	Budget	
Receipts				
Taxes	\$ 671,405	685,338	665,000	20,338
Interest	9,778	14,177	3,000	11,177
Total Receipts	681,183	699,515	668,000	31,515
Expenditures				
Capital Outlay	-	-	100,000	(100,000)
Transfers Out	722,987	719,844	719,844	-
Cash Forward	-	-	275,000	(275,000)
Total Expenditures	722,987	719,844	1,094,844	(375,000)
Receipts Over (Under) Expenditures	(41,804)	(20,329)		
Unencumbered Cash - Beginning	696,406	654,602		
Unencumbered Cash - Ending	\$ 654,602	634,273		

Schedule 2-8

CITY OF LANSING, KANSAS
Police Equipment Reserve Fund
Schedule of Receipts and Expenditures
Regulatory Basis
For the Year Ended December 31, 2024
(With Comparative Actual Totals for the Prior Year Ended December 31, 2023)

	Prior Year Actual	Current Year		Variance Over (Under)
		Actual	Budget	
Receipts				
Fines and Fees	\$ 7,967	7,949	8,000	(51)
Reimbursed Expenses	-	61,579	-	61,579
Sale of Assets	-	2,050	10,000	(7,950)
Total Receipts	7,967	71,578	18,000	53,578
Expenditures				
Capital Outlay	44,919	43,465	26,500	16,965
(a) Adjustment for Qualifying Budget Credits	-	-	61,579	(61,579)
Total Expenditures	44,919	43,465	88,079	(44,614)
Receipts Over (Under) Expenditures	(36,952)	28,113		
Unencumbered Cash - Beginning	65,908	28,956		
Unencumbered Cash - Ending	\$ 28,956	57,069		

(a) Adjustment for Qualifying Budget Credit

Reimbursed Expenses Over Amount Budgeted \$ 61,579

Schedule 2-9

CITY OF LANSING, KANSAS
Park Land Trust Fund
Schedule of Receipts and Expenditures - Actual and Budget
Regulatory Basis
For the Year Ended December 31, 2024
(With Comparative Actual Totals for the Prior Year Ended December 31, 2023)

		Current Year		
	Prior Year Actual	Actual	Budget	Variance Over (Under)
Receipts	\$ -	-	-	-
Expenditures				
Park Land Expenses	-	-	24	(24)
Receipts Over (Under) Expenditures	-	-		
Unencumbered Cash - Beginning	24	24		
Unencumbered Cash - Ending	\$ 24	24		

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Schedule 2-10

CITY OF LANSING, KANSAS
Mayor's Christmas Fund
Schedule of Receipts and Expenditures - Actual and Budget
Regulatory Basis
For the Year Ended December 31, 2024
(With Comparative Actual Totals for the Prior Year Ended December 31, 2023)

		Current Year		
	Prior Year Actual	Actual	Budget	Variance Over (Under)
Receipts				
Donations	\$ 1,781	2,375	4,000	(1,625)
Expenditures				
Distributions	3,438	5,759	4,500	1,259
Community Events	-	-	1,000	(1,000)
Cash Basis Reserve	-	-	11,000	(11,000)
Total Expenditures	3,438	5,759	16,500	(10,741)
Receipts Over (Under) Expenditures	(1,657)	(3,384)		
Unencumbered Cash - Beginning	13,367	11,710		
Unencumbered Cash - Ending	\$ 11,710	8,326		

Schedule 2-11

CITY OF LANSING, KANSAS
Transient Guest Tax Fund
Schedule of Receipts and Expenditures - Actual and Budget
Regulatory Basis
For the Year Ended December 31, 2024
(With Comparative Actual Totals for the Prior Year Ended December 31, 2023)

	Prior Year Actual	Current Year		Variance Over (Under)
		Actual	Budget	
Receipts				
Taxes	\$ 104,902	70,992	70,000	992
Interest	1,495	6,387	400	5,987
Events	8,193	10,450	18,000	(7,550)
Total Receipts	<u>114,590</u>	<u>87,829</u>	<u>88,400</u>	<u>(571)</u>
Expenditures				
Contractual Services	20,502	20,534	27,769	(7,235)
Commodities	14,399	41,487	12,750	28,737
Events	96,757	63,329	65,000	(1,671)
Cash Basis Reserve	-	-	148,000	(148,000)
Total Expenditures	<u>131,658</u>	<u>125,350</u>	<u>253,519</u>	<u>(128,169)</u>
Receipts Over (Under) Expenditures	<u>(17,068)</u>	<u>(37,521)</u>		
Unencumbered Cash - Beginning	<u>217,201</u>	<u>200,133</u>		
Unencumbered Cash - Ending	<u>\$ 200,133</u>	<u>162,612</u>		

Schedule 2-12

CITY OF LANSING, KANSAS
Equipment Reserve Fund
Schedule of Receipts and Expenditures - Actual and Budget
Regulatory Basis
For the Year Ended December 31, 2024
(With Comparative Actual Totals for the Prior Year Ended December 31, 2023)

		Current Year		
	Prior Year Actual	Actual	Budget	Variance Over (Under)
Receipts				
Interest	\$ 2,093	2,277	800	1,477
Sale of Assets	33,250	-	10,000	(10,000)
Transfers In	100,000	150,000	100,000	50,000
Total Receipts	135,343	152,277	110,800	41,477
Expenditures				
Capital Outlay	80,000	155,736	125,000	30,736
Cash Basis Reserve	-	-	36,000	(36,000)
Total Expenditures	80,000	155,736	161,000	(5,264)
Receipts Over (Under) Expenditures	55,343	(3,459)		
Unencumbered Cash - Beginning	55,119	116,768		
Prior Year Cancelled Encumbrances	6,306	-		
Unencumbered Cash - Ending	\$ 116,768	113,309		

Schedule 2-13

CITY OF LANSING, KANSAS
Capital Improvement Fund
Schedule of Receipts and Expenditures - Actual and Budget
Regulatory Basis
For the Year Ended December 31, 2024
(With Comparative Actual Totals for the Prior Year Ended December 31, 2023)

		Current Year		Variance
	Prior Year Actual	Actual	Budget	Over Over (Under)
Receipts				
Intergovernmental	\$ 136,970	139,947	130,000	9,947
Interest	3,809	21,396	1,200	20,196
Reimbursed Expenses	802,167	17,453	-	17,453
Transfers In	1,725,000	1,000,000	1,325,000	(325,000)
Total Receipts	2,667,946	1,178,796	<u>1,456,200</u>	<u>(277,404)</u>
Expenditures				
Capital Outlay	2,610,837	504,720	1,520,000	(1,015,280)
Cash Basis Reserve	-	-	89,000	(89,000)
Total Expenditures	2,610,837	504,720	<u>1,609,000</u>	<u>(1,104,280)</u>
Receipts Over (Under) Expenditures	57,109	674,076		
Unencumbered Cash - Beginning	175,879	240,326		
Prior Year Cancelled Encumbrances	7,338	40,693		
Unencumbered Cash - Ending	\$ <u>240,326</u>	<u>955,095</u>		

Schedule 2-14

CITY OF LANSING, KANSAS
Swimming Pool Sales Tax Fund
Schedule of Receipts and Expenditures - Actual and Budget
Regulatory Basis
For the Year Ended December 31, 2024
(With Comparative Actual Totals for the Prior Year Ended December 31, 2023)

	Prior Year Actual	Current Year		Variance Over (Under)
		Actual	Budget	
Receipts				
Taxes	\$ 281,558	685,338	665,000	20,338
Interest	630	6,352	200	6,152
Total Receipts	282,188	691,690	<u>665,200</u>	<u>26,490</u>
Expenditures				
Transfers Out	-	588,000	<u>900,000</u>	<u>(312,000)</u>
Receipts Over (Under) Expenditures	282,188	103,690		
Unencumbered Cash - Beginning	-	282,188		
Unencumbered Cash - Ending	\$ <u>282,188</u>	<u>385,878</u>		

Schedule 2-15

CITY OF LANSING, KANSAS
ARPA Fund
Schedule of Receipts and Expenditures
Regulatory Basis
For the Year Ended December 31, 2024
(With Comparative Actual Totals for the Prior Year Ended December 31, 2023)

	Prior Year Actual	Current Year Actual
Receipts	\$ -	-
Expenditures		
Capital Outlay	394,668	503,037
Receipts Over (Under) Expenditures	(394,668)	(503,037)
Unencumbered Cash - Beginning	897,705	503,037
Unencumbered Cash - Ending	\$ 503,037	-

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Schedule 2-16

CITY OF LANSING, KANSAS
Fire Fund
Schedule of Receipts and Expenditures
Regulatory Basis
For the Year Ended December 31, 2024
(With Comparative Actual Totals for the Prior Year Ended December 31, 2023)

	Prior Year Actual	Current Year Actual
Receipts		
Intergovernmental	\$ -	809,635
Expenditures	-	-
Receipts Over (Under) Expenditures	-	809,635
Unencumbered Cash - Beginning	-	-
Unencumbered Cash - Ending	\$ -	809,635

DRAFT

Schedule 2-17

CITY OF LANSING, KANSAS
Domestic Violence Program Fund
Schedule of Receipts and Expenditures
Regulatory Basis
For the Year Ended December 31, 2024
(With Comparative Actual Totals for the Prior Year Ended December 31, 2023)

	Prior Year Actual	Current Year Actual
Receipts		
Fines and Fees	\$ -	400
Expenditures	-	-
Receipts Over (Under) Expenditures	-	400
Unencumbered Cash - Beginning	-	-
Unencumbered Cash - Ending	\$ -	400

DRAFT

Schedule 2-18

CITY OF LANSING, KANSAS
Bond and Interest Fund
Schedule of Receipts and Expenditures - Actual and Budget
Regulatory Basis
For the Year Ended December 31, 2024
(With Comparative Actual Totals for the Prior Year Ended December 31, 2023)

	Prior Year Actual	Current Year		Variance Over (Under)
		Actual	Budget	
Receipts				
Taxes	\$ 1,269,692	629,385	652,805	(23,420)
Interest	6,938	11,711	800	10,911
Bond Proceeds	-	1,240,000	2,210,000	(970,000)
Bond Issuance Premium	-	23,961	-	23,961
Transfers In	722,987	1,307,844	719,844	588,000
Total Receipts	<u>1,999,617</u>	<u>3,212,901</u>	<u>3,583,449</u>	<u>(370,548)</u>
Expenditures				
Principal Payments	1,361,641	3,021,306	3,569,140	(547,834)
Interest Payments	520,094	638,615	446,494	192,121
Bond Issuance Costs	-	80,604	-	80,604
Cash Basis Reserve	-	-	200,000	(200,000)
Total Expenditures	<u>1,881,735</u>	<u>3,740,525</u>	<u>4,215,634</u>	<u>(475,109)</u>
Receipts Over (Under) Expenditures	117,882	(527,624)		
Unencumbered Cash - Beginning	<u>483,980</u>	<u>601,862</u>		
Unencumbered Cash - Ending	<u>\$ 601,862</u>	<u>74,238</u>		

Schedule 2-19

CITY OF LANSING, KANSAS
Towne Centre Fund
Schedule of Receipts and Expenditures
Regulatory Basis
For the Year Ended December 31, 2024
(With Comparative Actual Totals for the Prior Year Ended December 31, 2023)

	Prior Year Actual	Current Year Actual
Receipts		
Sale of Assets	\$ -	572,634
Interest	-	14,902
Total Receipts	-	587,536
Expenditures		
Temporary Note Principal	-	1,040,744
Receipts Over (Under) Expenditures	-	(453,208)
Unencumbered Cash - Beginning	453,208	453,208
Unencumbered Cash - Ending	\$ 453,208	-

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Schedule 2-20

CITY OF LANSING, KANSAS
CIP Parks Fund
Schedule of Receipts and Expenditures
Regulatory Basis
For the Year Ended December 31, 2024
(With Comparative Actual Totals for the Prior Year Ended December 31, 2023)

	Prior Year Actual	Current Year Actual
Receipts		
Bond Proceeds	\$ -	8,806,877
Interest	-	159,994
Bond Premium	-	567,516
Total Receipts	-	9,534,387
Expenditures		
Bond Issuance Costs	-	247,639
Construction	-	6,279,875
Contractual	688,876	32,707
Total Expenditures	688,876	6,560,221
Receipts Over (Under) Expenditures	(688,876)	2,974,166
Unencumbered Cash - Beginning	-	(688,876)
Unencumbered Cash - Ending	\$ (688,876)	2,285,290

Schedule 2-21

CITY OF LANSING, KANSAS
Towne Centre Sewer Fund
Schedule of Receipts and Expenditures
Regulatory Basis
For the Year Ended December 31, 2024
(With Comparative Actual Totals for the Prior Year Ended December 31, 2023)

	Prior Year Actual	Current Year Actual
Receipts		
Bond Proceeds	\$ -	1,092,700
Bond Premium	-	48,673
Interest	-	28,218
Total Receipts	-	1,169,591
Expenditures		
Bond Issuance Costs	-	26,532
Bond Discount	-	7,537
Capital Outlay	-	1,081,883
Total Expenditures	-	1,115,952
Receipts Over (Under) Expenditures	-	53,639
Unencumbered Cash - Beginning	-	-
Unencumbered Cash - Ending	\$ -	53,639

Schedule 2-22

CITY OF LANSING, KANSAS
McIntyre Sanitary Sewer Fund
 Schedule of Receipts and Expenditures
 Regulatory Basis
 For the Year Ended December 31, 2024
 (With Comparative Actual Totals for the Prior Year Ended December 31, 2023)

	Prior Year Actual	Current Year Actual
Receipts		
Bond Proceeds	\$ -	1,137,300
Bond Premium	-	50,660
Federal Aid	-	1,300,000
Total Receipts	-	2,487,960
Expenditures		
Capital Outlay	1,135,000	1,157,982
Bond Issuance Costs	-	35,564
Total Expenditures	1,135,000	1,193,546
Receipts Over (Under) Expenditures	(1,135,000)	1,294,414
Unencumbered Cash - Beginning	-	(1,135,000)
Unencumbered Cash - Ending	\$ (1,135,000)	159,414

Schedule 2-23

CITY OF LANSING, KANSAS
Wastewater Fund
Schedule of Receipts and Expenditures - Actual and Budget
Regulatory Basis
For the Year Ended December 31, 2024
(With Comparative Actual Totals for the Prior Year Ended December 31, 2023)

		Current Year		Variance
	Prior Year Actual	Actual	Budget	Over Over (Under)
Receipts				
Service Charges and Fees	\$ 3,013,585	2,973,099	3,125,000	(151,901)
Interest	36,625	53,632	9,000	44,632
City Service Charge	-	1,575	3,000	(1,425)
Reimbursed Expenses	13,609	-	-	-
Total Receipts	<u>3,063,819</u>	<u>3,028,306</u>	<u>3,137,000</u>	<u>(108,694)</u>
Expenditures				
Salaries, Wages, and Benefits	493,540	615,020	639,843	(24,823)
Purchased Services	85,765	356,628	777,800	(421,172)
Commodities	46,445	41,413	128,540	(87,127)
Capital Outlay	-	-	257,500	(257,500)
Insurance	45,700	32,000	-	32,000
Sewer Maintenance	1,340,052	775,158	1,200,000	(424,842)
Bond Interest	1,527,254	1,294,444	1,023,163	271,281
Cash Basis Reserve	-	-	1,132,000	(1,132,000)
Total Expenditures	<u>3,538,756</u>	<u>3,114,663</u>	<u>5,158,846</u>	<u>(2,044,183)</u>
Receipts Over (Under) Expenditures	(474,937)	(86,357)		
Unencumbered Cash - Beginning	2,089,332	1,614,922		
Prior Year Cancelled Encumbrances	<u>527</u>	<u>292</u>		
Unencumbered Cash - Ending	<u>\$ 1,614,922</u>	<u>1,528,857</u>		

Schedule 2-24

CITY OF LANSING, KANSAS
Solid Waste Fund
Schedule of Receipts and Expenditures - Actual and Budget
Regulatory Basis
For the Year Ended December 31, 2024
(With Comparative Actual Totals for the Prior Year Ended December 31, 2023)

	Prior Year Actual	Current Year		Variance Over (Under)
		Actual	Budget	
Receipts				
Service Charges and Fees	\$ 603,845	653,523	630,050	23,473
Interest	2,671	2,907	900	2,007
City Service Charges	-	675	1,500	(825)
Reimbursed Expenses	1,192	1,257	1,500	(243)
Total Receipts	<u>607,708</u>	<u>658,362</u>	<u>633,950</u>	<u>24,412</u>
Expenditures				
Waste Collection	613,011	647,499	601,500	45,999
Cash Basis Reserve	-	-	234,000	(234,000)
Total Expenditures	<u>613,011</u>	<u>647,499</u>	<u>835,500</u>	<u>(188,001)</u>
Receipts Over (Under) Expenditures	(5,303)	10,863		
Unencumbered Cash - Beginning	<u>144,756</u>	<u>139,453</u>		
Unencumbered Cash - Ending	\$ <u>139,453</u>	<u>150,316</u>		

Schedule 3

CITY OF LANSING, KANSAS
Agency Funds
Summary of Receipts and Disbursements
Regulatory Basis
For the Year Ended December 31, 2024

Fund	Beginning Cash Balance	Receipts	Disbursements	Ending Cash Balance
Bonds and Fines Escrow	\$ 17,309	370,854	370,093	18,070
Hillbrook Subdivision Escrow 04-24	17,453	-	17,453	-
Total	\$ 34,762	370,854	387,546	18,070

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CITY OF LANSING, KANSAS

Single Audit Information

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

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

We have audited, in accordance with the auditing standards generally accepted in the United States of America, the *Kansas Municipal Audit and Accounting Guide* and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statement of **City of Lansing, Kansas**, as of and for the year ended December 31, 2024, and the related notes to the financial statement, and have issued our report thereon dated April 17, 2025. The report on the audited financial statement was adverse because it was not presented in conformity with accounting principles generally accepted in the United States of America; however, it was unqualified as presented on a prescribed basis of accounting that demonstrates compliance with the cash basis and budget laws of the State of Kansas, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

Report on Internal Control Over Financial Reporting

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

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether **City of Lansing, Kansas'** financial statement is free from material misstatement, we performed tests of its compliance with certain provisions of laws,

City of Lansing, Kansas

Page 2

regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statement. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

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

**ADAMSBROWN, LLC**

Certified Public Accountants

Great Bend, Kansas

April 17, 2025

DRAFT

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

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

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited **City of Lansing, Kansas'** compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of **City of Lansing, Kansas'** major federal programs for the year ended December 31, 2024. **City of Lansing, Kansas'** major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, **City of Lansing, Kansas** complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2024.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of **City of Lansing, Kansas** and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of **City of Lansing, Kansas'** compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to **City of Lansing, Kansas'** federal programs.

City of Lansing, Kansas

Page 2

Auditors' Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on **City of Lansing, Kansas'** compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about **City of Lansing, Kansas'** compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding **City of Lansing, Kansas'** compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of **City of Lansing, Kansas'** internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of **City of Lansing, Kansas'** internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over Compliance

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

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in

City of Lansing, Kansas

Page 3

internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

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

Adams Brown, LLC

ADAMSBROWN, LLC

Certified Public Accountants

Great Bend, Kansas

April 17, 2025

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CITY OF LANSING, KANSAS
Schedule of Expenditures of Federal Awards
For the Year Ended December 31, 2024

Federal Grantor/ Pass-through Grantor/ Program Title	Assistance Listing Number	Agency or Pass-through Number	Passed Through to Sub-Recipients	Federal Expenditures
U.S. Department of Transportation				
Passed Through the Kansas Department of Transportation				
Highway Safety Cluster				
State and Community Highway Safety	20.600	SP-1300-24	\$ -	8,291
U.S. Department of the Treasury				
Direct Award				
COVID-19 Funding				
Coronavirus State and Local Fiscal				
Recovery Funds	21.027	N/A	-	503,037
Passed through Kansas Department of Commerce				
COVID-19 Funding				
Coronavirus State and Local Fiscal				
Recovery Funds	21.027	FY24-BASE2-LEA	-	1,300,000
Total U.S. Department of the Treasury			-	1,803,037
U.S. Institute of Museum and Library Sciences				
Passed through Kansas State Library				
Grants to States	45.310	N/A	-	316
Total Expenditures of Federal Awards			\$ -	1,811,644

See accompanying notes to schedule of expenditures of federal awards.

CITY OF LANSING, KANSAS
Notes to Schedule of Expenditures of Federal Awards
For the Year Ended December 31, 2024

NOTE 1 – BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards includes the federal grant activity of **City of Lansing, Kansas** under programs of the federal government for the year ended December 31, 2024. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the schedule presents only a selected portion of the operations of the City, it is not intended to and does not present the financial position of the City.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the schedule are presented on the basis of accounting that demonstrates compliance with the cash basis and budget laws of the State of Kansas, which is a comprehensive basis of accounting other than generally accepted accounting principles. Such expenditures are recognized following the cost principles contained in the Uniform Guidance cost principles, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Pass-through entity identifying numbers are presented where available.

NOTE 3 – INDIRECT COST RATE

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

NOTE 4 – OTHER EXPENDITURES

The City did not receive any federal awards in the form of noncash assistance, insurance, loans, or loan guarantees, and incurred no expenditures in relation thereof for the year ended December 31, 2024.

CITY OF LANSING, KANSAS
Schedule of Findings and Questioned Costs
For the Year Ended December 31, 2024

SECTION I - SUMMARY OF AUDITORS' RESULTS

FINANCIAL STATEMENTS

Type of auditor's report issued on whether the financial statement was prepared in accordance with a special purpose framework that is not in compliance with GAAP:

Unmodified

Internal control over financial reporting

- | | | | | |
|---|-------|-----|----------------------|---------------|
| • Material weakness identified? | _____ | Yes | _____ <u>X</u> _____ | No |
| • Significant deficiency identified? | _____ | Yes | _____ <u>X</u> _____ | None Reported |
| • Noncompliance material to financial statements noted? | _____ | Yes | _____ <u>X</u> _____ | No |

FEDERAL AWARDS

Internal control over major programs:

- | | | | | |
|--------------------------------------|-------|-----|----------------------|---------------|
| • Material weakness identified? | _____ | Yes | _____ <u>X</u> _____ | No |
| • Significant deficiency identified? | _____ | Yes | _____ <u>X</u> _____ | None Reported |

Type of auditors' report issued on compliance for major programs:

Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR section 200.516(a)?

_____ Yes _____ X _____ No

Identification of major programs:

_____ Assistance Listing Number _____	_____ Name of Federal Program _____
21.027	Coronavirus State and Local Fiscal Recovery Funds

Dollar threshold used to distinguish between Type A and Type B programs:

\$ 750,000

Auditee qualified as low-risk auditee?

_____ Yes _____ X _____ No

CITY OF LANSING, KANSAS
Schedule of Findings and Questioned Costs
For the Year Ended December 31, 2024

SECTION II – FINANCIAL STATEMENT FINDINGS

None noted in current year.

SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

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

DRAFT

Summary Schedule of Prior Audit Findings
For the Year Ended December 31, 2024

SECTION II – FINANCIAL STATEMENT FINDINGS

No matters noted for the year ended December 31, 2023.

SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

No single audit was performed for the fiscal year ended December 31, 2023.

DRAFT

AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Terri Wojtalewicz, Library Director
DATE: May 9, 2025
SUBJECT: Lansing Library Board Appointment

Marsha Jaskowiec and Wendy Vodarick have applied for re-appointment to the Lansing Community Library Board to serve another four (4) year term ending on April 30, 2029.

Policy Consideration: n/a

Financial Consideration: n/a

Action: Staff and Library Advisory Board recommends a motion to approve the Lansing Community Library Advisory Board Re-appointments of Marsha Jaskowiec and Wendy Vodarick to fill terms ending on April 30, 2029.

AGENDA ITEM # 6

CITY OF LANSING KANSAS

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

APPLICATION FOR LIBRARY ADVISORY BOARD MEMBER

Name: Marsha Jaskowiec

Lansing Address: 1314 Summit Lane

Home Phone: 913-775- [REDACTED]

Secondary Phone: —

E-mail: + [REDACTED] @yahoo.com

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 for a four (4) year term on the Lansing Community Library Advisory Board expiring April 30, 2029. 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" no later than 5pm on March 31, 2025.

To whom it may concern,

I wish to formally submit my application to renew my position on the Lansing Library Advisory Board. I'm currently employed by USD 469, and work as a Librarian Aid in both the Lansing Middle School and High School Library. I have been in the position for seven years. I have learned a great deal about the way a library functions and the role it can play in the community.

As a library employee, I help develop book selections and programs that best suit the needs of the various individuals. I process new books, assist with shelving, repair materials, and work with students to select appropriate materials. I also plan and set up displays and assist the school librarian in running programs for students.

As a mother and a library patron, I attended library programs in various communities. This included programs designed for various ages. At times, I also contributed efforts toward these programs and learned about the planning involved at various levels. In the past, I worked on a committee for strategic planning with the Lansing Library. I have also been a board member in multiple service industries throughout my career. During my tenure with Human Animal Bond Animal Therapy Group, I served as both Treasurer and Director. I helped to develop products for publication to promote the all-volunteer program.

As a Board Member, I would like to pursue more activities for tweens and teens. This may include book clubs, game nights, and other ways to encourage involvement with the library. Of course, I am also interested in working on programs for all ages.

I am willing to attend the monthly meetings, as well as any committee meetings or necessary training. I am passionate about our community library and would love the opportunity to continue working on the Advisory Board.

Sincerely,

Marsha Jaskowiec



Personal References:

Amy Walter, [REDACTED] Summit Lane, Lansing, KS 66043, 913-[REDACTED]

Kathy Sheehan, [REDACTED] S 23rd St., Leavenworth, KS 66048, 719-[REDACTED]

Emily Lawler-White, [REDACTED] 165th St., Leavenworth, KS 66048, 913-2-[REDACTED]

CITY OF LANSING KANSAS

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

APPLICATION FOR LIBRARY ADVISORY BOARD MEMBER

Name: Wendy Vodarick

Lansing Address: 2 [REDACTED] 147th St, Leavenworth, KS 66048

Home Phone: —

Secondary Phone: (484) [REDACTED]

E-mail: w[REDACTED]@gmail.com

RECEIVED
04/18/2025
CITY OF LANSING

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 for a four (4) year term on the Lansing Community Library Advisory Board expiring April 30, 2029. 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" no later than 5pm on March 31, 2025.

1. The skills and/or experience I possess to help further the library goals are that I have been on the board for the last 8 years. I am a huge advocate for the library. I spread the word online and by word of mouth as much as possible and as often as possible.

2. My desired accomplishment as a board member is to help out the community in any way I can. I am willing to do whatever I can to help make it the best library it possibly can be.

3. I am willing and able to attend meetings and trustee trainings

1. Michelle Steger

████████ Ridge Dr
Lansing, KS

66043

(913) ██████████

2. Rachel Dugan

████████ Ridge Dr
Lansing, KS

66043

(215) ██████████

3. Laura Mack

████████ Wyndham Dr
Lansing, KS

66043

(254) ██████████

AGENDA ITEM

TO: Tim Vandall, City Administrator
 FROM: Joshua Gentzler
 DATE: May 15, 2025
 SUBJECT: Ordinance No. 1131 – Unified Development Ordinance Amendment – Article 4 Zoning District & Use Standards

Overview: The proposed text amendment introduces new uses to Article 4.03 Permitted Uses, amends Article 4.05 Specific Use Standards to support the new uses and clarifies Accessory Building regulations in Article 4.02. The Planning Commission voted 4-0 to recommend approval of the text amendment.

Generally, the amendment:

1. Introduces Public Utility Facilities, distinguishing “Minor” vs. “Major” facilities and detailing performance and operational standards (setbacks, height, buffering, fencing, etc.).
2. Restricts the location and number of Accessory Structures.

For full review, please see the attached report.

Policy Consideration: n/a

Financial Consideration: n/a

Action: Staff recommends a motion to adopt Ordinance No. 1131 to amend the City of Lansing Unified Development Ordinance.

AGENDA ITEM # 7

ORDINANCE NO. 1131

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

WHEREAS, the Planning Commission of the city of Lansing has recommended to amend the adopted Unified Development Ordinance, Sections 4.02, 4.03, and 4.05. The official Unified Development Ordinance is adopted by reference in Lansing City Code, Section 17-101; and,

WHEREAS, after proper legal publication and notice pursuant to the statutes of the State of Kansas, a public hearing was held by the Planning Commission on April 23, 2025, at 7:00 p.m. at the Lansing City Hall, Lansing, Kansas.

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

SECTION 1. Unified Development Ordinance, **Article 4 Zoning Districts & Use Standards** is hereby amended, in part. See Exhibit A - May 2025 Unified Development Ordinance Amendment.

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 15th day of May, 2025.

Anthony R. McNeill, Mayor

ATTEST

Tish Sims, City Clerk

(SEAL)

Publication Date: _____

Published: The Leavenworth Times

CITY OF LANSING
FORM OF SUMMARY FOR PUBLICATION OF ORDINANCE

Agenda Item 7.

Ordinance No. 1131: An Ordinance amending the Unified Development Ordinance of the City of Lansing, Kansas.

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

Ordinance No. 1131 Summary:

On May 15th 2025, the City of Lansing, Kansas, adopted Ordinance No. 1131, an ordinance amending Article 4 of the Unified Development Ordinance of the City of Lansing, Kansas. A complete copy of this ordinance is available at www.lansingks.org or at City Hall, 800 First Terrace, Lansing, KS 66043. This summary certified by Gregory C. Robinson, City Attorney.

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

DATED: May 15, 2025

Gregory C. Robinson, City Attorney

Exhibit A

May 2025 Unified Development Ordinance Amendment

4.02 General Development Standards

- D. Accessory Buildings.** Accessory buildings shall be permitted in association with and on the same lot as a principal building and are subject to the following additional limitations:
1. *Generally.* All accessory structures shall meet the following:
 - a. No lot shall contain more than one (1) accessory building, in addition to any permitted Accessory Dwelling Unit, with the following exception
 - i. In the A-1 district, a greater number of accessory buildings may be permitted to support legitimate agricultural uses and/or on parcels larger than 2 acres.
 - b. Not erected in any required front or side yard.
 - c. Not erected closer than 5 feet to any other building.
 - d. The total amount of all accessory building(s) shall not cover more than 30% of the rear yard.
 - e. No additional street access will be provided on a residentially zoned lot unless located on a corner.
 2. *Small Sheds.* Accessory buildings 120 square feet or less and less than 10 feet tall shall be limited to one per lot, located behind the rear building line of the principal building, and be no closer than 5 feet from the rear or side property line.
 3. *Detached Building.* Accessory buildings over 120 square feet shall meet the following:
 - a. Located behind the front building line.
 - b. Be at least five feet from the rear or side lot line, except that any accessory building providing garage access off a rear alley may be located within three feet of the rear lot line.
 - c. Be no more than one and one-half stories, or no higher than the principal building, whichever is less.
 - d. Be limited to no more than 30% of the required rear yard.
 - e. Be constructed with materials, architectural details and style, and roof forms that are compatible with the principal structure. Any accessory building larger than 120 square feet not meeting this criteria shall meet the setback requirements for the principal structure.

4.03 Permitted Uses

Table 4-2: Permitted Uses	A1	R1	R2	R3	R4	R5	B1	B2	B3	I1	I2
COMMUNICATIONS AND UTILITIES											
Public Utility Facility – Minor*	C	C	C	C	C	C	■	■	■	■	■
Public Utility Facility – Major*	C						C	C	C	C	C

B. Description of Uses. This subsection contains general descriptions associated with the use of land and buildings organized by categories and types and enabled by zoning districts in **Table 4-2**. Where a proposed use is not generally listed or appears to meet the description of more than one use type, the Director shall make an interpretation on the most relatively equivalent described use considering:

- (1) the similarity of the use in terms of scale, impact and operations to other described uses;
- (2) the typical building formats and site designs associated with the use from existing examples;
- (3) the potential contribution of the use and typical formats to the intent of the zoning district.

Any use that may not be interpreted as relatively equivalent to a use described in this section or the use table is not anticipated by these regulations and may only be allowed by a text amendment.

[...]

Communications and Utilities

The Communications and Utilities category is for buildings, structures, or other physical improvements that provide essential public services or support the communication/distribution of information.

Public Utility Facility – Minor. Utility services of a local nature, including, but not limited to, electrical, telecommunication outside plant cabinets or vaults, switching facilities and substations, regional pumping station, sewage lift station, water tanks, and similar facilities to provide the local area with electricity, water, and other utility services. May include Office – Limited in districts where that use is permitted as indicated in Table 4-2.

Public Utility Facility – Major. Utility services of a regional nature, including generating plants, telecommunication regeneration or building sized facilities, electrical switching facilities and primary substations, water and wastewater treatment plants, and similar facilities to provide the general public with electricity, natural gas, steam, water, sewage collection, or other similar service. May include General Office or Large Office where those uses are permitted as indicated in Table 4-2.

4.05 Specific Use Standards

G. Public Utility Facilities. Where Public Utility Facilities are noted as a permitted or conditional use subject to additional standards (as indicated in Table 4-2), all of the following standards shall be met:

1. *Setback.* All buildings and structures shall have a minimum setback of 50 feet from residentially zoned property.
2. *Height.* Public Utility Facilities may exceed the required height limit subject to the following conditions:
 - a. Building is set back one additional foot for each additional foot the building exceeds the height limit for the applicable zoning district.
 - b. Building is set back three additional feet for each additional foot the building exceeds the height limit for the applicable zoning district when adjacent to property residentially zoned parcels.
 - c. The maximum building height shall not exceed 20 feet over the maximum building height for the applicable zoning district.
3. *Buffering.* Buffering shall adhere to the following requirements, as provided in Article 6:
 - a. Public Utility Facilities – Minor shall be subject to Level 2 buffering requirements.
 - b. Public Utility Facilities – Major shall be subject to Level 3 buffering requirements.
4. *Fencing.* Fencing may be permitted provided all the following standards shall be met:
 - a. Fencing may be permitted around the perimeter of the facility as indicated on a site plan and required by Article 6 of these regulations.
 - b. Perimeter fencing shall be a minimum of six feet in height.
 - c. *Materials.*
 - (i) Fencing adjacent to the public right-of-way shall be wrought iron or aluminum simulating wrought iron.
 - (ii) All other fencing shall be per approved materials established in Article 5.03 and shall be designed to match the architecture of surrounding structures.
 - (iii) Razor wire and barbed wire shall be permitted on perimeter fencing at the discretion of the Director.
5. *Equipment and Accessory Regulations.* Where Public Utility Facilities (Minor or Major) require or include auxiliary power systems (such as backup generators, battery arrays, or fuel cells) or storage tanks (such as diesel, gasoline, propane, or chemical tanks), the following additional standards apply:
 - a. *Location and Siting*
 - (i) Setbacks
 - a. All auxiliary power equipment, fuel tanks, or chemical storage units shall meet the same setback requirements as the principal utility structure unless otherwise specified.
 - b. Generators, batteries, or other mechanical equipment shall not project into any required setback or buffer unless specifically approved in the site plan.
 - (ii) Placement
 - a. Equipment and tanks shall be located behind the principal building or facility to the maximum extent feasible.

- b. If located in a side yard, the applicant must demonstrate that other layout alternatives are not practicable and that all screening standards in subsection (2) are met.
 - b. *Screening and Aesthetics*
 - (i) Screening Requirements
 - a. All auxiliary power units and storage tanks shall be fully screened from view at the property line where abutting public streets or residential districts, through a combination of solid fencing or walls, landscaping, or berms.
 - b. Fencing or walls shall be designed to be architecturally compatible with the principal facility (using similar materials, textures, or colors).
 - (ii) Landscape Buffers
 - a. If mechanical equipment or tanks exceed six (6) feet in height, additional landscaping and/or screening may be required around the enclosure, in addition to the requirements of Article 6, to soften the visual impact.
 - (iii) Site surface
 - a. Site shall be grades with material that is consistent with the adjoining neighborhood guidelines and uses.
 - c. *Noise, Vibration, and Emissions*
 - (i) Generator Operation
 - a. Routine testing of standby generators shall occur only during weekday daytime hours (e.g., 7 AM to 7 PM) unless an emergency dictates otherwise.
 - b. Noise levels at the property line shall not exceed local decibel limits for mechanical equipment.
 - (ii) Vibration and Exhaust
 - a. Engines shall be installed with vibration-dampening technology and mufflers. Exhaust shall be directed away from neighboring properties to limit impacts.
 - d. *Safety and Compliance*
 - (i) Spill Control/Containment
 - a. Tanks shall have secondary containment structures sized to hold discharge as required by other municipal, state, and federal regulations.
 - b. No fueling or chemical transfer areas shall discharge onto unpaved surfaces or into storm drains without an approved spill protection plan.
 - e. *Access, Maintenance, and Signage*
 - (i) Equipment Access

- a. The design shall ensure safe access for maintenance and fueling, without encroaching into parking areas, required internal drives, or public ROW.
- (ii) Maintenance
 - a. All auxiliary equipment and tanks shall be maintained in good working order, free from leaks, rust, and peeling paint, with all required hazard labels visible.
- (iii) Operational Plan
 - a. The City may require the applicant to submit an operational or emergency response plan describing fueling procedures, emergency shutoffs, and protocols for spill response, plus contact information for responsible parties.
- (iv) Additional Conditions
 - a. As part of site plan approval or conditional use permit review, the Planning Commission or Governing Body may impose other conditions or performance requirements based on the scale of the facility and potential impacts on surrounding areas (e.g., noise abatement walls, daylight-only fueling, or more stringent landscaping if near residential).



Planning Commission Staff Report April 23, 2025

Case 2025-UDO-001 Accessory Structures and Utility Uses

Summary

The proposed text amendment updates and clarifies regulations governing two key areas of the Unified Development Ordinance (UDO):

1. Public Utility Facilities, distinguishing “Minor” vs. “Major” facilities and detailing performance and operational standards (setbacks, height, buffering, fencing, etc.).
2. Location and number of Accessory Structures.

Community & Economic Development Comments

Introduction

- The current code provides no guidance for modern utility infrastructure, resulting in the inability to utilize property within Lansing for these needed facilities.
- Accessory structure regulations allow multiple sheds and outbuildings due to a 2024 ordinance revision. Staff’s proposal is to restore the limitation on the number of accessory structures on the majority of residential lots within the City and restrict access points a property owner can request.

Summary of Changes

Accessory Structure

4.05 Specific Use Standards. D Accessory Buildings is amended to refine the section on accessory buildings by clarifying the number of allowed buildings and the restricted nature of access allowed to the building.

Utilities

Table 4-2. Permitted Uses is amended to add Public Utility Facility – Minor and Public Utility Facility – Major to introduce two new categories—Public Utility Facility (Minor) and Public Utility Facility (Major)—with permitted or conditional use distinctions across zoning districts. Additional standards are introduced in **4.05 Specific Use Standards** to address setbacks, height allowances, fencing, buffering, screening, noise limits, and backup power systems.

Article 4.03 Permitted Uses, Paragraph B. Description of Uses is introduced to provide for further explanation of Table 4-2 and to introduce the definition section of **4.03**.

Analysis

These proposed amendments better regulate utility infrastructure uses by adding options for these uses within Lansing and promote well-designed accessory buildings. By clarifying scale and location for accessory structures, the amendments align with the Comprehensive Plan’s goal of ensuring harmonious neighborhood character. Regarding utility facilities, the amendments include standards that limit noise, protect nearby residential areas with greater buffering, and maintain the design quality of the community.

Acknowledgments

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

- Joshua Gentzler, AICP – Director, Community & Economic Development
- Michael Spickelmier, PE – Director, Public Works
- Tim Vandall, MPA – City Administrator
- Tony Zell, MPA – Director, Wastewater

Recommendation

Staff recommends approval of Case 2025-UDO-001 Accessory Structures and Utility Uses.

Action Options**Motion verbiage:**

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

1. Approve the text amendments as proposed and recommend adoption of Case 2025-UDO-001 to the City Council"; or
2. Amend Staff's proposed text amendments by _____ *(state the amendment)* and recommend adoption of Case 2025-UDO-001, as amended, to the City Council"; or
3. Deny Case 2025-UDO-001 for specified reasons"; or
4. Table the case to another date, time and place.

Attachments

1. Redline of **UDO Article 4**
2. Proposed amendment of **UDO Article 4**

4.02 General Development Standards

- D. Accessory Buildings.** Accessory buildings shall be permitted in association with and on the same lot as a principal building and are subject to the following additional limitations:
1. **Generally.** All accessory structures shall meet the following:
 - a. No lot shall contain more than one (1) accessory building, in addition to any permitted Accessory Dwelling Unit, with the following exception
 - i. In the A-1 district, a greater number of accessory buildings may be permitted to support legitimate agricultural uses and/or on parcels larger than 2 acres.
 - b. Not erected in any required front or side yard.
 - c. Not erected closer than 5 feet to any other building.
 - d. The total amount of all accessory building(s) shall not cover more than 30% of the rear yard.
 - e. No additional street access will be provided on a residentially zoned lot unless located on a corner.
 2. **Small Sheds.** Accessory buildings 120 square feet or less and less than 10 feet tall shall be limited to one per lot, located behind the rear building line of the principal building, and be no closer than 5 feet from the rear or side property line.
 3. **Detached Building.** Accessory buildings over 120 square feet shall meet the following:
 - a. Located behind the front building line.
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 - c. Be no more than one and one-half stories, or no higher than the principal building, whichever is less.
 - d. Be limited to no more than 30% of the required rear yard.
 - e. Be constructed with materials, architectural details and style, and roof forms that are compatible with the principal structure. Any accessory building larger than 120 square feet not meeting this criteria shall meet the setback requirements for the principal structure

Table 4-2: Permitted Uses	A1	R1	R2	R3	R4	R5	B1	B2	B3	I1	I2
COMMUNICATIONS AND UTILITIES											
<u>Public Utility Facility – Minor*</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>■</u>	<u>■</u>	<u>■</u>	<u>■</u>	<u>■</u>
<u>Public Utility Facility – Major*</u>	<u>C</u>						<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>

B. Description of Uses. This subsection contains general descriptions associated with the use of land and buildings organized by categories and types and enabled by zoning districts in Table 4-2. Where a proposed use is not generally listed or appears to meet the description of more than one use type, the Director shall make an interpretation on the most relatively equivalent described use considering:

- (1) the similarity of the use in terms of scale, impact and operations to other described uses;
- (2) the typical building formats and site designs associated with the use from existing examples;
- (3) the potential contribution of the use and typical formats to the intent of the zoning district.

Any use that may not be interpreted as relatively equivalent to a use described in this section or the use table is not anticipated by these regulations and may only be allowed by a text amendment.

Communications and Utilities

The Communications and Utilities category is for buildings, structures, or other physical improvements that provide essential public services or support the communication/distribution of information.

Public Utility Facility – Minor. Utility services of a local nature, including, but not limited to, electrical, telecommunication outside plant cabinets or vaults, switching facilities and substations, regional pumping station, sewage lift station, water tanks, and similar facilities to provide the local area with electricity, water, and other utility services. May include Office – Limited in districts where that use is permitted as indicated in Table 4-2.

Public Utility Facility – Major. Utility services of a regional nature, including generating plants, telecommunication regeneration or building sized facilities, electrical switching facilities and primary substations, water and wastewater treatment plants, and similar facilities to provide the general public with electricity, natural gas, steam, water, sewage collection, or other similar service. May include General Office or Large Office where those uses are permitted as indicated in Table 4-2.

4.05 Specific Use Standards

1. **Public Utility Facilities.** Where Public Utility Facilities are noted as a permitted or conditional use subject to additional standards (as indicated in Table 4-2), all of the following standards shall be met:
 - a. **Setback.** All buildings and structures shall have a minimum setback of 50 feet from residentially zoned property.
 - b. **Height.** Public Utility Facilities may exceed the required height limit subject to the following conditions:
 - i. Building is set back one additional foot for each additional foot the building exceeds the height limit for the applicable zoning district.
 - ii. Building is set back three additional feet for each additional foot the building exceeds the height limit for the applicable zoning district when adjacent to property residentially zoned parcels.
 - iii. The maximum building height shall not exceed 20 feet over the maximum building height for the applicable zoning district.
 - c. **Buffering.** Buffering shall adhere to the following requirements, as provided in Article 6:
 - i. Public Utility Facilities – Minor shall be subject to Level 2 buffering requirements.
 - ii. Public Utility Facilities – Major shall be subject to Level 3 buffering requirements.
 - d. **Fencing.** Fencing may be permitted provided all the following standards shall be met:
 - i. Fencing may be permitted around the perimeter of the facility as indicated on a site plan and required by Article 6 of these regulations.
 - ii. Perimeter fencing shall be a minimum of six feet in height.
 - iii. **Materials.**
 1. Fencing adjacent to the public right-of-way shall be wrought iron or aluminum simulating wrought iron.
 2. All other fencing shall be per approved materials established in Article 5.03 and shall be designed to match the architecture of surrounding structures.
 3. Razor wire and barbed wire shall be permitted on perimeter fencing at the discretion of the Director.

- e. Equipment and Accessory Regulations. Where Public Utility Facilities (Minor or Major) require or include auxiliary power systems (such as backup generators, battery arrays, or fuel cells) or storage tanks (such as diesel, gasoline, propane, or chemical tanks), the following additional standards apply:

i. Location and Siting

1. Setbacks

- a. All auxiliary power equipment, fuel tanks, or chemical storage units shall meet the same setback requirements as the principal utility structure unless otherwise specified.
- b. Generators, batteries, or other mechanical equipment shall not project into any required setback or buffer unless specifically approved in the site plan.

2. Placement

- a. Equipment and tanks shall be located behind the principal building or facility to the maximum extent feasible.
- b. If located in a side yard, the applicant must demonstrate that other layout alternatives are not practicable and that all screening standards in subsection (2) are met.

ii. Screening and Aesthetics

1. Screening Requirements

- a. All auxiliary power units and storage tanks shall be fully screened from view at the property line where abutting public streets or residential districts, through a combination of solid fencing or walls, landscaping, or berms.
- b. Fencing or walls shall be designed to be architecturally compatible with the principal facility (using similar materials, textures, or colors).

2. Landscape Buffers

- a. If mechanical equipment or tanks exceed six (6) feet in height, additional landscaping and/or screening may be required around the enclosure, in addition to the requirements of Article 6, to soften the visual impact.

3. Site surface

- a. Site shall be graded with material that is consistent with the adjoining neighborhood guidelines and uses.

iii. Noise, Vibration, and Emissions

1. Generator Operation

- a. Routine testing of standby generators shall occur only during weekday daytime hours (e.g., 7 AM to 7 PM) unless an emergency dictates otherwise.
- b. Noise levels at the property line shall not exceed local decibel limits for mechanical equipment.

2. Vibration and Exhaust

- a. Engines shall be installed with vibration-dampening technology and mufflers. Exhaust shall be directed away from neighboring properties to limit impacts.

iv. Safety and Compliance

1. Spill Control/Containment

- a. Tanks shall have secondary containment structures sized to hold discharge as required by other municipal, state, and federal regulations.
 - b. No fueling or chemical transfer areas shall discharge onto unpaved surfaces or into storm drains without an approved spill protection plan.
- v. Access, Maintenance, and Signage
 - 1. Equipment Access
 - a. The design shall ensure safe access for maintenance and fueling, without encroaching into parking areas, required internal drives, or public ROW.
 - 2. Maintenance
 - a. All auxiliary equipment and tanks shall be maintained in good working order, free from leaks, rust, and peeling paint, with all required hazard labels visible.
 - 3. Operational Plan
 - a. The City may require the applicant to submit an operational or emergency response plan describing fueling procedures, emergency shutoffs, and protocols for spill response, plus contact information for responsible parties.
 - 4. Additional Conditions
 - a. As part of site plan approval or conditional use permit review, the Planning Commission or Governing Body may impose other conditions or performance requirements based on the scale of the facility and potential impacts on surrounding areas (e.g., noise abatement walls, daylight-only fueling, or more stringent landscaping if near residential).

AGENDA ITEM

TO: Tim Vandall, City Administrator
 FROM: Joshua Gentzler
 DATE: May 9, 2025
 SUBJECT: Lansing Towne Centre North Final Plat

Overview: The applicant is requesting the approval of a final plat for the Lansing Towne Centre 2rd Replat subdivision, which will replat Lot 2 of Lansing Town Centre Replat and Lot 6, of Lansing Towne Centre. This final plat, if approved, will subdivide approximately 9.63 acres into three (3) lots of 2.63, 4.00, and 3.00 acres respectively, allowing for the potential future development. No modification of zoning is being requested in association with this Final Plat.

On April 23rd, 2025, the Planning Commission approved the Final Plat by a vote of 4-0 (3 absences) to recommended approval of the dedication of land as described by the Final Plat.

Policy Consideration: n/a

Financial Consideration: n/a

Action: Staff recommends a motion to approve the dedication of land as described by the Lansing Towne Centre 2nd Replat.

AGENDA ITEM #8

Project Facts

Applicant

City of Lansing

Owner

City of Lansing

Address

00000 Centre Drive

Property ID

107-25-0-10-02-001.14

107-25-0-10-02-001.20

Zoning

B-3 Regional Business District

Future Land Use

Mixed Use

Land

9.63 acres

Building

Existing: None

Proposed: None

Requested Approvals

Preliminary & Final Plat



Summary

The applicant is requesting the approval of a Preliminary and Final Plats for the Lansing Towne Centre 2nd Replat subdivision, which will replat a 3-lot subdivision. The purpose of this plat is to enable future development on this property.

Discussion points from Checklist

The checklist was reviewed and completed by the Director of Community & Economic Development. Items marked no are discussed below:

Preliminary Plat

- Item 3 – Physical copies of the plat were not submitted.
- Item 6– Letters from utilities were not requested due to the proposed plat being located an existing area with utility service already in place. Lan-DeI did not respond to the request for review.

Final Plat

- Item 1 – Approval granted with passage of plat with this case.
- Item 2 & 4 - Hard copies not yet provided
- Item 9D – Statement of paid taxes not provided. Register of Deeds will not record document until completed.

Community & Economic Development / Public Works and City Engineer / Wastewater Comments

Community & Economic Development (from Article 2.02-D of the UDO):

- The application is in accordance with the Comprehensive Plan and in particular the physical patterns, arrangement of streets, blocks, lots and open spaces, and public realm investments that reflect the principles and concepts of the plan.
 - The City's 2030 Comprehensive Plan Future Land Use Map has defined this area as commercial use. This adds an additional commercially zoned property to the City.
- Compliance with the requirements of this Land Development Code, and in particular the blocks and lots proposed are capable of meeting all development and site design standards under the existing or proposed zoning.
 - The current zoning for the site is B-3 Regional Business District. All proposed lots have the potential to provide building sites conforming to City zoning requirements.
- Any phasing proposed in the application is clearly indicated and demonstrates a logical and coordinated approach to development, including coordination with existing and potential development on adjacent property.
 - No phasing has been indicated on the preliminary plat.
- Any impacts identified by specific studies or technical reports, including a preliminary review of storm water, are mitigated with generally accepted and sound planning, engineering, and urban design solutions that reflect long-term solutions and sound fiscal investments.
 - The Public Works Director / City Engineer has reviewed the Preliminary and Final Plat.
- The application does not deter any existing or future development on adjacent property from meeting the goals and policies of the Comprehensive Plan.
 - The current use conforms with the goals and policies of the Comprehensive Plan, and the application would not deter future development from meeting current goals and policies.
- The design does not impede the construction of anticipated or planned future public infrastructure within the area.
 - There are no impacts to planned future public infrastructure within the area.
- The recommendations of professional staff, or any other public entity asked to officially review the plat.
 - There are no items outstanding other than those listed in specific sections within this report.

Public Works / City Engineer:

➤ None

Wastewater:

➤ None

Acknowledgments

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

- Joshua Gentzler, AICP – Director, Community & Economic Development
- Michael Spickelmier, P.E. – Director, Public Works / City Engineer
- Anthony Zell, MBA – Director, Wastewater
- Kirk Mackey – Captain, Fire Department

Recommendation

Staff recommends approval of Cases 2025-DEV-003 & 004, Lansing Towne Centre 2nd Replat Preliminary & Final Plat.

Action Options

“I move to _____.”

1. Approve Cases No. 2025-DEV-003 & 004; or
2. Conditionally approve Cases No. 2025-DEV-003 & 004 for specified reason[s]; or
3. Deny Case No. 2025-DEV-003 & 004 for specified reason[s]; or
4. Table the case to another date, time and place.

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.



PLANNING COMMISSION APRIL REGULAR MEETING

Council Chambers, 800 1st Terrace, Lansing, KS 66043
Wednesday, April 23, 2025, at 7:00 PM

MINUTES

CALL TO ORDER

The April regular meeting of the Lansing Planning Commission was called to order by Chairman Jerry Gies at 7:01 p.m.

ROLL CALL / QUORUM ANNOUNCEMENT-

In attendance were Chairman Jerry Gies, Vice-Chairman Brian Payne, Commissioners Ginger Riddle, and Janette Labbee-Holdeman. Commissioners Nancy McDougal, Richard Hannon and Mike Suozzo were not present. Chairman Gies noted that there was a quorum present.

OLD BUSINESS-

1. Approval of Minutes, March 19th, 2025, Regular Meeting

A motion was made by Commissioner Labbee-Holdeman to approve the minutes as written, and it was seconded by Commissioner Riddle. Motion passed 3-0, with Vice Chairman Brian Payne abstaining.

NEW BUSINESS-

2. Cases 2025-UDO-001- Text Amendment- Accessory Structures and Utility Uses

The proposed text amendment updates and clarifies regulations governing two key areas of the Unified Development Ordinance (UDO): 1. Public Utility Facilities, distinguishing "Minor" vs. "Major" facilities and detailing performance and operational standards (setbacks, height, buffering, fencing, etc.). 2. Location and number of Accessory Structures.

The public hearing was opened at 7:02pm with no discussion, it was closed at 7:02pm.

Mr. Gentzler explained more in depth about utilities and gave an overview of how this recommended amendment came about. There was also discussion about what the changes will be, should the text amendment be approved. Currently there is no way for the City of Lansing or Lan'del to put any type of utility substation or substructure within the city limits. There were conversations had with fiber providers and for the use of fiber there needs to be a power station to recharge the signal. There was nothing in the UDO regarding this issue so this amendment will give us some guidance for future conditional uses, etc. Mr. Gentzler defined the 'Minor' and 'Major' facilities for clarification purposes. Discussion was then had about different structures this would apply to and what type of structures would be exempt, etc. There was a brief discussion about the process that would happen in the future regarding public utility facilities.

With no further discussion, Commissioner Riddle moved to recommend approval of Case 2025-UDO-001 to the City Council based on staff's recommendation and the analysis of the Golden Factors. Commissioner Payne seconded the motion. Motion carried 4-0.

3. Cases 2025-DEV-003 & 004- Lansing Towne Centre Replats

The applicant is requesting the approval of a Preliminary and Final Plats for the Lansing Towne Centre 2nd Replat subdivision, which will replat a 3-lot subdivision. The purpose of this plat is to enable future development on this property.

Discussion on this case began with Mr. Gentzler putting the map on the screen to show the boundary line adjustments. Chairman Gies inquired about possible buyers, and it was stated that the city will be working with possible buyer/s in the future for development purposes.

With no further discussion about the Preliminary Plat, Commissioner Riddle moved to recommend approval of Case 2025-DEV-003 to the City Council based on staff's recommendation and the analysis of the Golden Factors. Commissioner Payne seconded the motion. Motion carried 4-0.

With no further discussion about the Final Plat, Commissioner Riddle moved to recommend approval of Case 2025-DEV-004 to the City Council based on staff's recommendation and the analysis of the Golden Factors. Commissioner Payne seconded the motion. Motion carried 4-0.

NOTICES AND COMMUNICATIONS-

Prior to the May Planning Commission meeting, there will be a training session for commissioners and staff.

REPORTS- Commission and Staff Members-

Commissioner Gies stated that at the May meeting, there will be an election of officers

ADJOURNMENT-

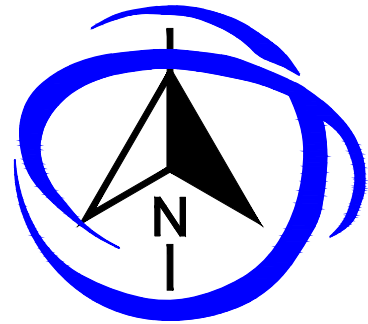
Commissioner Labbee-Holdeman moved to adjourn, and the motion was seconded by Commissioner Payne. The meeting was adjourned by acclamation at 7:15 pm.

Respectfully submitted,
Melissa Baker, Secretary

Reviewed by,
Joshua Gentzler, Community and Economic Development Director

LANSING TOWNE CENTRE 2ND REPLAT

A REPLAT OF LOT 2 AND TRACT B, LANSING TOWNE CENTRE REPLAT, AND LOT 6, LANSING TOWNE CENTRE A SUBDIVISION OF LAND IN THE CITY OF LANSING, LEAVENWORTH COUNTY, KANSAS



FINAL PLAT

LEGEND

- ▲ SECTION CORNER
● BENCHMARK AS NOTED
○ FOUND PROPERTY CORNER AS NOTED
○ SET 1/2" X 24" REBAR CAP ALC CLS 363

GENERAL NOTES

1. THE BASIS FOR THE BEARING SYSTEM FOR THIS PLAT IS THE KANSAS NORTH ZONE U.S. STATE PLANE 1983.
2. ALL DISTANCES SHOWN HEREON ARE GROUND DISTANCES IN FEET.
3. FLOODPLAIN NOTE: ACCORDING TO "FIRM" MAP COMMUNITY PANEL NUMBERS 20103C0232G, EFFECTIVE JULY 16, 2015, THIS PLAT IS LOCATED IN ZONES "X".
4. ERROR IN CLOSURE: 1 PART IN 4356261.667
5. CURRENT ZONING: B-3
6. NO TITLE WORK WAS PROVIDED ON THIS SURVEY.
7. REFERENCED SURVEYS:
 - FINAL PLAT OF LANSING TOWNE CENTRE DOC. #2008P00022
 - LANSING TOWN CENTRE REPLAT DOC. #2022P00043
8. RECORDED DEEDS:
 - DOC #: 2020R03412
 - DOC #: 2020R10150
9. OPEN SPACE REQUIREMENTS OF UDO 3.02 MET VIA EXISTING TRAIL ALONG CENTRE DRIVE AND SOUTH MAIN STREET/ KANSAS HIGHWAY 7.
10. ACCESS POINTS ARE LIMITED TO ONE PER LOT.

PLAT DETAILS

GROSS ACREAGE	9.63 ACRES
PUBLIC DEDICATION	0.00 ACRES
TOTAL BUILDABLE LOTS	3
MAXIMUM LOT SIZE	4.00 ACRES
AVERAGE LOT SIZE	3.21 ACRES

This is to certify on this 19TH day of MARCH, 2025 this field survey was completed on the ground by me or my firm under my direct supervision and that said survey meets or exceeds the Kansas Minimum Standards for boundary surveys.



ANDREA N. WEISHAUBT PLS 1730

JOB NO:25-030S

SCALE

50 25 0 50
SCALE IN FEET

SEC-TWN-RNG

25-9S-22E

PREPARED FOR

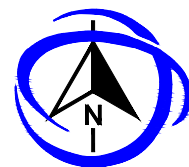
CITY OF LANSING

ADDRESS:
800 1ST TERRACE
LANSING, KS 66043

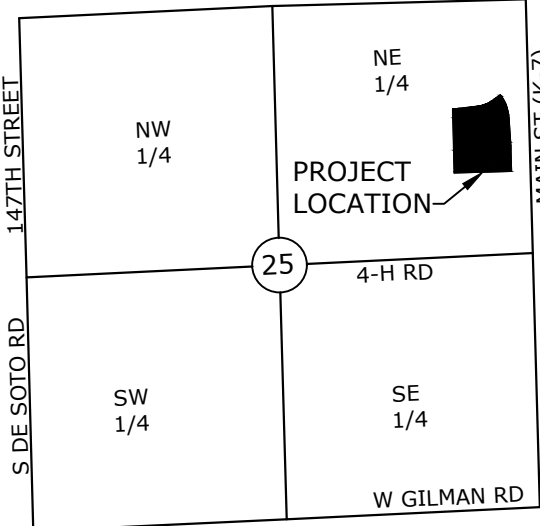
DATE

MARCH 19, 2025

VICINITY MAP



SCALE 1"=2000'
SEC. 25-T9S-R22E



DEED PER DESCRIPTION DOC # 2020R03412:

LOTS 1, 5, 6, 7, 8, 9, AND TRACT A, LANSING TOWNE CENTRE, A REPLAT OF LOTS 1-9 AND PART OF LOT 10, BLOCK 2, LOTS 1-7 AND PART OF LOTS 8, 9, AND 10, BLOCK 1, IN SCHMIDT'S SUBDIVISION AND AN UNPLATTED TRACT IN THE NE 1/4 OF SECTION 25, TOWNSHIP 9 SOUTH, RANGE 22 EAST IN THE CITY OF LANSING, LEAVENWORTH COUNTY, KANSAS.

AND, LOT 2, LANSING TOWNE CENTRE, 2ND PLAT, A REPLAT OF LOTS 2, 3, AND 4 OF LANSING TOWNE CENTRE IN THE SE 1/4 OF SECTION 24, TOWNSHIP 9 SOUTH, RANGE 22 EAST & NE 1/4 OF SECTION 25, TOWNSHIP 9 SOUTH, RANGE 22 EAST IN THE CITY OF LANSING, LEAVENWORTH COUNTY, KANSAS.

SURVEYORS SUGGESTED DESCRIPTION:

A REPLAT OF LOT 2 AND TRACT B, LANSING TOWNE CENTRE REPLAT, AND LOT 6 LANSING TOWNE CENTRE FINAL PLAT, A SUBDIVISION OF LAND IN THE CITY OF LANSING, LEAVENWORTH COUNTY, KANSAS, BEING PREPARED BY ROGER B DILL PLS 1408 DATED MARCH 19, 2025; BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF LOT 2, LANSING TOWNE CENTRE REPLAT, A SUBDIVISION OF LAND IN THE CITY OF LANSING, LEAVENWORTH COUNTY, KANSAS; THENCE SOUTH 88°27'42" WEST, ALONG THE SOUTH LINE OF SAID LOT 2, A DISTANCE OF 600.54 FEET; TO A POINT ON THE WEST LINE OF SAID LANSING TOWNE CENTRE; THENCE NORTH 01°24'31" WEST, ALONG SAID WEST LINE, A DISTANCE OF 664.10 FEET; TO A POINT ON THE NORTH LINE OF TRACT B OF SAID LANSING TOWNE CENTRE REPLAT; THENCE NORTH 82°41'42" EAST ALONG THE NORTH LINE OF SAID TRACT B, AND THE NORTH LINE OF LOT 6 OF LANSING TOWNE CENTRE, A SUBDIVISION OF LAND IN THE CITY OF LANSING, LEAVENWORTH COUNTY, KANSAS, A DISTANCE OF 278.86 FEET; THENCE NORTHEASTERLY, ALONG THE NORTH LINE OF SAID LOT 6, ON A CURVE TO THE LEFT, HAVING A RADIUS OF 300.00 FEET, AN ARC LENGTH OF 152.39 FEET, HAVING A CHORD BEARING OF NORTH 68°07'44" EAST, AND A CHORD LENGTH OF 150.76 FEET; THENCE NORTH 53°34'35" EAST, CONTINUING ALONG SAID NORTH LINE, A DISTANCE OF 102.42 FEET, TO THE NORTHEAST CORNER OF SAID LOT 6, ALSO BEING A POINT ON THE WEST RIGHT OF WAY LINE OF CENTRE DRIVE, THE NEXT FOUR (4) CALLS BEING ALONG THE WEST RIGHT OF WAY LINE OF SAID CENTRE DRIVE; THENCE ON A CURVE TO THE RIGHT HAVING A RADIUS OF 465.00 FEET, AN ARC LENGTH OF 263.11 FEET, HAVING A CHORD BEARING OF SOUTH 20°15'40" EAST, AND A CHORD LENGTH OF 259.61 FEET; THENCE SOUTH 04°03'06" EAST, A DISTANCE OF 250.55 FEET; THENCE ON A CURVE TO THE RIGHT HAVING A RADIUS OF 1965.00 FEET, AN ARC LENGTH OF 86.21 FEET, HAVING A CHORD BEARING OF SOUTH 02°47'43" EAST, AND A CHORD LENGTH OF 86.20 FEET; THENCE SOUTH 01°32'18" EAST, A DISTANCE OF 220.71 FEET, TO THE POINT OF BEGINNING OF THE HEREIN DESCRIBED TRACT OF LAND. CONTAINING 419,385.09 SQFT OR 9.63 ACRES MORE OR LESS

DEDICATION:

THE UNDERSIGNED PROPRIETOR OF THE ABOVE DESCRIBED TRACT OF LAND HAS CAUSED THE SAME TO BE SUBDIVIDED IN THE MANNER AS SHOWN ON THE ACCOMPANYING PLAT, WHICH SUBDIVISION AND PLAT SHALL HEREAFTER BE KNOWN AS "LANSING TOWNE CENTRE 2ND REPLAT"

EASEMENT SHOWN ON THIS PLAT ARE HEREBY DEDICATED FOR PUBLIC USE AND SAID EASEMENTS MAY BE EMPLOYED TO LOCATE AND MAINTAIN SEWERS, WATER LINES, GAS LINES, POLES AND WIRES AND ANY OTHER FORM OF PUBLIC UTILITY NOW AND HEREAFTER USED BY THE PUBLIC OVER, UNDER AND ALONG THE STRIPS MARKED "UTILITY EASEMENT" OR "U/E".

STREETS SHOWN ON THE ACCOMPANYING PLAT AND NOT HERETOFORE DEDICATED FOR PUBLIC USE ARE HEREBY SO DEDICATED.

BUILDING LINES OR SETBACK LINES (B/L) ARE HEREBY ESTABLISHED AS SHOWN ON THE ACCOMPANYING PLAT AND NO BUILDING OR PORTION THEREOF SHALL BE BUILT OR CONSTRUCTED BETWEEN THIS LINE AND ALL LOT LINES.

IN TESTIMONY WHEREOF,

I, undersigned owner of LANSING TOWNE CENTRE 2ND REPLAT have set our hands this ____ day of ____, 20__.

LANSING CITY, MAYOR, TONY MCNEILL

ACKNOWLEDGEMENT:

STATE OF KANSAS
COUNTY OF

BE IT REMEMBERED THAT ON THIS ____ DAY OF ____, 20__, BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC, IN AND FOR SAID COUNTY AND STATE, CAME _____ TO ME PERSONALLY KNOWN TO BE THE SAME PERSON WHO EXECUTED THE FORGOING INSTRUMENT OF WRITING, AND DULY ACKNOWLEDGED THE EXECUTION OF SAME. IN TESTIMONY WHEREOF, I HAVE HEREUNTO SET MY HAND AND AFFIXED MY NOTARY SEAL THE DAY AND YEAR ABOVE WRITTEN.

NOTARY PUBLIC _____

PRINT NAME: _____

My Commission Expires: _____

APPROVALS

THIS PLAT OF LANSING TOWNRE CENTRE 2ND REPLAT HAS BEEN SUBMITTED AND APPROVED BY THE LANSING PLANNING COMMISSION THIS ____ DAY OF ____, 20__.

CHAIRMAN - JERRY GIES

SECRETARY - MELISSA BAKER

THIS PLAT APPROVED BY THE CITY COUNCIL OF LANSING, KANSAS, THIS ____ DAY OF ____, 20__.

MAYOR - TONY MCNEILL

ATTEST: CITY CLERK - TISH SIMS

DIRECTOR OF PUBLIC WORKS - MICHAEL SPICKELMIER

DIRECTOR OF COMMUNITY & ECONOMIC DEVELOPMENT - JOSHUA GENTZLER, AICP

CITY ATTORNEY - GREORGY ROBINSON

I HEREBY CERTIFY, AS THE COUNTY TREASURER OF LEAVENWORTH COUNTY, KANSAS THAT ALL TAXES AND SPECIAL ASSESSMENTS DUE AND PAYABLE ON THE FOREGOING SUBDIVISION HAVE BEEN PAID ON THIS ____ DAY OF ____, 20__.

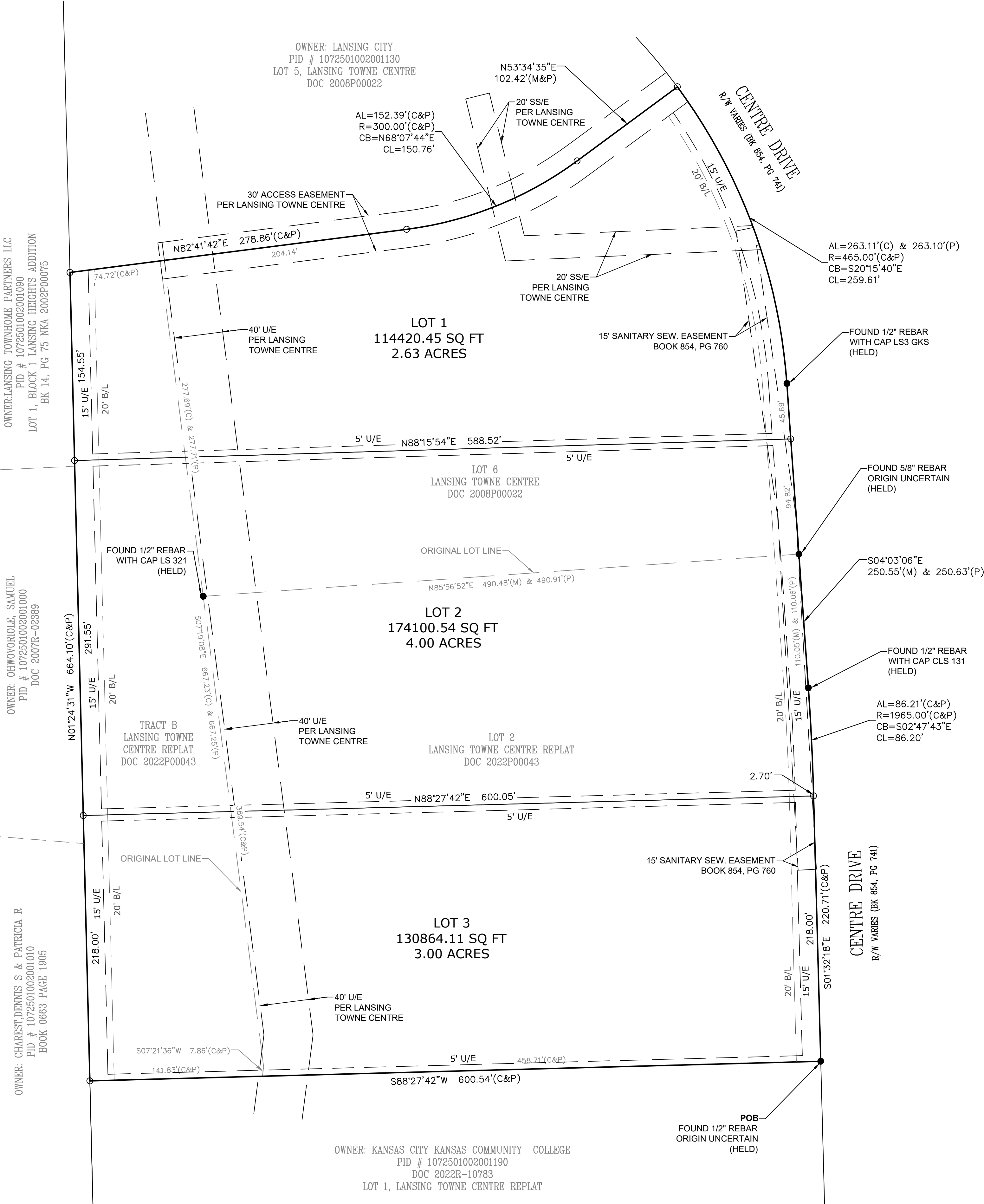
LEAVENWORTH COUNTY TREASURER

This is to certify that this instrument was filed for record in the Register of Deeds office on the ____ day of ____, 2025, in Book ____, Page ____.

REGISTER OF DEEDS, TERRILOIS G. MASHBURN

I hereby certify this plat meets the requirements of K.S.A. 58-2005. The face of this plat was reviewed for compliance with Kansas Minimum Standards for Boundary surveys. No field verification is implied. This review is for survey information only.

LEAVENWORTH COUNTY SURVEYOR
DANIEL BAUMCHEN, PS-1363



From: [K Mackey](#)
To: [Joshua Gentzler](#)
Cc: [Joe Gates](#)
Subject: RE: [Internal] - Prelim & Final Plat review request - Lansing Towne Centre - 2025-DEV-003 & 2025-DEV-004
Date: Tuesday, March 25, 2025 11:46:29 AM

I don't see anything wrong with the plans.

**Kirk Mackey, Inspector, Kansas CFI, IAAI F.I.T.
Captain
Lansing City Fire
111 East Kansas St
Lansing, KS 66043
(913)727-5844
kmackey@lansingks.org**

From: Joshua Gentzler <jgentzler@lansingks.org>
Sent: Thursday, March 20, 2025 2:28 PM
To: Michael W. Spickelmier <mspickelmier@lansingks.org>; Anthony Zell Jr. <azell@lansingks.org>; Ron Patterson <rpatterson@lan-del.com>; Design Group Leavenworth <designgroupleavenworth@evergy.com>; Powell, Cris J. <Cris.Powell@onegas.com>; K Mackey <kmackey@lansingks.org>; Joe Gates <jgates@lansingks.org>
Subject: [Internal] - Prelim & Final Plat review request - Lansing Towne Centre - 2025-DEV-003 & 2025-DEV-004

All,

The City has received an application for a Preliminary and Final Plat request for the following:

Current Zoning: B-3
Property Address: 00000 Centre Drive, Lansing, KS 66043
PID (Quick Ref): 107-25-0-10-02-001.14 & 107-25-0-10-02-001.20 (R16571 & R16572)
Owner: City of Lansing
Applicant: City of Lansing

These will be cases:

- 2025-DEV-003 Preliminary Plat
- 2025-DEV-004 Final Plat

I've attached the Preliminary and Final Plat to this email.

Please review the request and return any comments by Thursday, March 27th, 2025.

Regards,

Joshua Gentzler, AICP
Director, Community and Economic Development

AGENDA ITEM

TO: Tim Vandall, City Administrator
 FROM: Tish Sims, City Clerk
 DATE: May 9, 2025
 SUBJECT: Ordinance No. 1132 – Approval of Fee Schedule

Ordinance No. 1132 adopts the updated fee schedule for service charges and fees for various departments. Attachment A summarizes the schedule. To implement the changes, a new fee schedule must be adopted by ordinance.

Changes:

Business License:

- Moved Contractors such as Lawn Care, Landscaper, Arborist and Tree Trimmer from the Trade Licensing to Business Licensing. No changes in fees.

Finance:

- Increased the Residential Refuse Collection Service Charges – Waste Management has increased their fees.

Parks and Recreation

- Senior rates (65 & Older) for the Aquatic Center.
 - Daily pass - \$4
 - Punch Pass(10) – \$40
 - Individual season pass - \$55

Action: Staff recommends a motion to adopt Ordinance No. 1132, approval of Fee Schedule.

AGENDA ITEM #9

**AN ORDINANCE AMENDING SERVICE CHARGES AND FEES FOR
FINANCE, BUSINESS LICENSE, COMMUNITY AND ECONOMIC
DEVELOPMENT AND FOR PARKS AND RECREATION THEREOF.**

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

Section 1. That the service charges and fees for the department and division of Finance, Business License, and for Parks & Recreation thereof are hereby established. (See attachment A Schedule of Fees)

Section 2. That this ordinance shall take effect and be in force from and after its approval, passage, and publication in the official city newspaper as provided by law.

PASSED AND APPROVED by the governing body of the City of Lansing, County of Leavenworth, State of Kansas, this 15th day of May 2025.

Anthony R. McNeill, Mayor

ATTEST

Tish Sims, CMC, City Clerk

APPROVED AS TO FORM:

Gregory Robinson, City Attorney

Published: Leavenworth Times
Publication Date:

CITY OF LANSING FORM OF SUMMARY FOR PUBLICATION OF ORDINANCE

Ordinance No. 1132: An Ordinance Amending Service Charges and Fees for Finance, Business License, Community and Economic Development and for Parks and Recreation Thereof.

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. 1132 Summary:

On May 15, 2025, the City of Lansing, Kansas, adopted Ordinance No. 1132, amending the service charges and fees for the department and division of Finance, Business License, and Parks & Recreation. A complete copy of this ordinance is available at www.lansingks.org or at City Hall, 800 First Terrace, Lansing, KS 66043. This summary was certified by Gregory Robinson, City Attorney.

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

DATED: May 15, 2025.

Gregory Robinson, City Attorney

SCHEDULE OF FEES

ACTIVITY CENTER		FEES
Classroom Rental		
Resident		\$5.00 per hour
Non-Resident		\$15.00 per hour
Deposit		\$75.00
Gym Rental		
Resident		\$15.00 per hour
Non-Resident		\$30.00 per hour
Deposit		\$150.00
ADMINISTRATION		FEES
Faxing		\$1.00 per page
Open Records Fees:		\$25.00 deposit
Open Records Research/Inspection Fees		\$25.00 per hour
Copies		\$0.25 per page
Email Electronic Documents/Videos		\$5.00 per email
Electronic Documents/Videos on USB		\$25.00 per USB
Notary Stamp		\$15.00 per stamp
Work Without A Permit Penalty		\$250.00/First Offense, \$500.00/Second Offense, \$1000.00 /Third and Subsequent Offenses
Reinspection Fee		\$75.00
BUSINESS LICENSES		FEES
This requirement shall not apply to those businesses required to have an occupational license through the Community and Economic Development Department		
License Fee for all Home Based Businesses		\$25.00
License Fee for all Non-Home Based Businesses		\$50.00
Late Fee for all Business Licenses - 30 days past due		\$10.00 per day
Adult Retail Business Licensing Fees:		
Adult Business License		\$500.00
Managers License		\$50.00
Employee License		\$20.00
Independent Contractor License		\$20.00
Alarm Company Licenses:		
Alarm Responses (False):		
1-3 False Alarms Responses		\$50.00 each
4-5 False Alarm Responses		\$100.00 each
Over 5 False Alarm Responses		\$200.00 each
Alcoholic Beverages:		
Cereal Malt Beverages:		
Consumption on Premises/General Retailer		\$200.00
Not for Consumption on Premises/Limited Retailer		\$50.00
State Stamp Tax		\$25.00
Application Fee to Change Location		\$25.00
Temporary CMB License		\$50.00
Occupation Taxes Levied To Manufacture Alcohol & Spirits		\$2,500.00
Occupation Taxes Levied To Manufacture Beer:		
1-100 Barrel Daily Capacity or an part thereof		\$200.00
100-150 Barrel Daily Capacity		\$400.00
150-200 Barrel Daily Capacity		\$700.00
200-300 Barrel Daily Capacity		\$1,000.00
300-400 Barrel Daily Capacity		\$1,300.00
400-500 Barrel Daily Capacity		\$1,400.00
500 or More Barrel Daily Capacity		\$1,600.00
Occupation Taxes Levied To Manufacture Wine:		
First Year's Operation		\$1000 paid in

Spirits, Wine, or Beer Distributor (first and each additional place of business operating in the city by the same license)		
Non-Beverage User:		
Class 1 (not to exceed 100 gallons)		\$10.00
Class 2 (not to exceed 1000 gallons)		\$50.00
Class 3 (not to exceed 5000 gallons)		\$100.00
Class 4 (not to exceed 10000 gallons)		\$200.00
Class 5 (in excess of 10000 gallons)		\$500.00
Temporary Alcohol Liquor Permit		\$25 per day
Drinking Establishment		\$500.00
Private Clubs		\$500.00
Retail Liquor		\$500.00
Animals:		
Administrative Fee for Appeal		\$10.00
Arborist and/or Lawncare:		
*Arborist License Fee		\$30.00
*Tree Trimmer		\$30.00
*Lawncare License Fee		\$30.00
*Arborist/Lawncare License Fee		\$30.00
*Arborist Dead Tree Removal License		\$30.00
Auction:		
New Goods		\$25.00 per day
Other than New Goods		\$25.00 per day
Bath House or Massage Establishment:		
License Fee		\$300.00
Massage Establishment Renewal License Fee		\$150.00
Employee Permits		\$50.00
Carnivals and Circuses:		
Per Day		\$50.00
Per Week		\$250.00
Fireworks Stands/Retail Sale		\$500.00
Food Establishment License Fee		\$50.00
Food Service (Food Truck, Mobile Vehicle, Trailer, or Cart)		
Mobile Food Vendor License (Initial Application)	Must supply copy of State Health inspection, State License, Proof of Insurance	\$100.00
Mobile Food Vendor License Renewal Fee	Must supply copy of State Health inspection, State License, Proof of Insurance	\$50.00
Ice Cream Vendor		\$75.00 per vehicle
Kennel License		\$25.00
Pawnbroker or Precious Metal Dealer License Fee		\$25.00
Solid Waste & Construction Disposal Refuse Collector		\$25.00 per truck
Special Use Permit		\$50.00
Temporary Special Event Permits:		
Types requiring Administrative Approval		\$50.00
Type 5 Permit & others requiring Government Body Approval		\$100.00
Tent Shows and Meetings		\$25.00
Tow Lot Conditional Use Permit		\$500.00
Transient Vendor License:		
Per day	Maximum 2 weeks in one calendar year.	\$30.00 per vendor
7 consecutive days (one week)	Maximum 2 weeks in one calendar year.	\$200.00 per vendor
COMMUNITY CENTER		FEES
Cleaning/Damage Deposit		\$75.00
Set-up Fee - Room 1, Room 2, and Room 2 with Kitchen Access		\$25.00 per event
Set-up Fee - Both Rooms 1 and 2 with Kitchen Access		\$50.00 per event
Selling or Serving Alcohol - Off Duty Officer Retainer Fee		\$35.00 per hour
Tier I - Residential Rates:		
Room 1 or Room 2 (No Kitchen Access)		\$20.00 per hour
Room 2 with Kitchen Access		\$25.00 per hour
Room 1 & 2 with Kitchen Access		\$30.00

Tier II - Non-Residential Rates:	
Room 1 and Room 2 (No Kitchen Access)	\$35.00 per hour
Room 2 with Kitchen Access	\$45.00 per hour
Room 1 & 2 with Kitchen Access	\$50.00 per hour
Tier III - Lansing Civic Organizations***	
Room 1 or Room 2 (No Kitchen Access)	\$10.00 per hour
Room 2 with Kitchen Access	\$15.00 per hour
Room 1 & 2 with Kitchen Access	\$20.00 per hour
***501c3 Designation Required	
COMMUNITY AND ECONOMIC DEVELOPMENT	
FEES	
Appeals	\$75.00
Blasting Application Fee	\$500.00
Comprehensive Plan/Zoning Ordinance - Electronic Copy	\$35.00
Comprehensive Plan/Unified Development Ordinance - Paper Copies	\$45.00
Conditional Use Permit:	
Application (Renewed every 5 years)	\$150.00
Maps	\$25.00
Nuisance Fees	
First Remediation Administrative Fee	\$100.00
Second Remediation Administrative Fee	\$150.00
Further Remediations Administrative Fee	Increases an additional \$100.00 for each offense
Chronic Nuisance Annual Monitoring Fee	\$300.00
Occupational and Trade Licenses:	
Occupational License Fee (Construction other than trade licenses)	\$100.00
Oil & Gas:	
Permit Filing Fee	\$300.00
Processing Fee (if permit is refused or withdrawn)	\$200.00
Parkland Fees:	
Residential Development Parkland Fee	\$400.00 per residential unit
Commercial/Industrial Development Parkland Fee	\$0.10 per sq. ft. of lot area
Permits:	
Building Permits (Other)	\$15.00 minimum
Demolition Permits	\$150.00
Electrical Permit	150.00 (New Single Family)
Fence Permits	\$100.00
Lawn Sprinkler System Permit	\$17.00
Mechanical Permit	\$60.00 (New Single Family)
Moving of Structure	\$250.00
Plumbing Permit	\$75.00 (New Single Family)
Pool Permits	\$20 less than 1000 gal. \$100.00 1000 gal. or more
In-Ground Electrical	\$45.00
Above Ground Electrical	\$17.00
Temporary Sign Permits	\$50.00
Sign Permits	\$100.00
Sign Permits with Electric	\$150.00
Planned Developments:	
Preliminary Plan	\$5.00 per Lot/\$300.00 Minimum
Final Plan	\$5.00 per Lot/\$300.00 Minimum
Plats:	
Administrative Plat	\$150.00
Preliminary Plats	\$5.00 per Lot/\$300.00 Minimum
Final Plats	\$5.00 per Lot/\$300.00 Minimum
Re-inspection Fee	\$75.00
Sewer Hydraulic Analysis	\$500.00
Sewer Connection Fees:	
Private Sewer Connection Fee (Septic)	\$400.00
Sewer Hook-up Residential	\$3,000.00
Sewer Hook-up Commercial	\$3,000.00

Sewer Hook-up Industrial		
Site Plans:		
Administrative Site Plan		\$150.00
Site Plan		\$250.00
Trade Licenses		
Electrical & Plumbing:		
*Contractor plus Master		\$125.00
*Master		\$25.00
*Journeyman		\$10.00
*Apprentice		\$5.00
Mechanical:		
*Contractor plus Master		\$125.00
*Master		\$25.00
*Installer		\$10.00
Utility Service Deposit (Refundable after 1 year)		\$75.00
Residential Refuse Collection Service Charge	2025 Increase from \$19.00/mo to \$22.00/mo	
Residential Refuse Collection Service Charge (Senior)	2025 Increase from \$17.00/mo to \$20.00/mo	
Sewer Usage Fee (Residential)		See Ordinance No. 977
Sewer Usage Fee (Commercial)		See Ordinance No. 977
LANSING COMMUNITY LIBRARY		FEES
Fax		\$1.00 per page
Black and White Copies/Prints		\$0.10 per page
Color Copies/Prints		\$0.25 per page
Processing Fee for broken cases, missing dust jacket, barcode, labels		\$3.00
Replacement fee for lost library card		\$1.00/ First time request is free
Lost or damaged item		Replacement value of item listed in system
Collections Processing Fee		\$25.00
Notary Stamp		\$15.00 per stamp
PARKS AND RECREATION		FEES
Aquatics Center Admission Fees	RESIDENT	NON-RESIDENT
Age 2 and under	Free with Paying Adult	Free with Paying Adult
Daily General Admission	\$5.00	\$7.00
Punch Pass (10)	\$45.00	\$65.00
Non-Swimmer	\$2.00	\$2.00
Season Pass (Individual)	\$65.00	\$100.00
Season Pass (Family up to 5)*	\$150.00	\$200.00
*Additional Household Member	\$30.00	\$40.00
Replacement Card	\$5.00	\$5.00
Senior rates (65 & Older)	➤ Daily pass - \$4	
	➤ Punch Pass(10) – \$40	
	➤ Individual season pass - \$55	
*Basketball	\$50.00/\$60.00 Non-Resident of USD 469	
*Soccer (Spring and Fall)	\$40.00/\$45.00 Non-Resident of USD 469	
*Baseball Softball T-Ball	\$45.00/\$50.00 Non-Resident of USD 469	
*Flag Football	\$50.00/\$60.00 Non-Resident of USD 469	
*Cheerleading	\$35.00/\$40.00 Non-Resident of USD 469	
**Field Rental Fee per Day		
Per Field/No Lights		\$75 per day
Per Field/With Lights		\$100 per day
Field Rental Deposit		\$75.00
*Non-Residents pay \$5.00 more for programs under \$50.00 and \$10.00 more for programs over \$50.00. Late registration fees are \$10.00 per child up to a total of \$20.00 per family per sport. ** Rentals subject to the requirements of the Special Event Application. Kenneth W. Bernard Park baseball/softball fields are not included at this fee.		
POLICE DEPARTMENT		FEES

Research & Inspection Fees	\$25.00 per hour
Arrest, Offense, Incident, and Accident Reports	\$3.00 Minimum
Body Cam Video	\$25 per CD/Flashdrive
Dash Cam Video	\$25 per CD/Flashdrive
Photographs	\$10.00 per CD/Flashdrive
Video Viewing	\$25.00 Minimum
Fingerprints (non-criminal applicant) per person	\$15.00
Animal Release Fee - Intake Fee	\$80.00
Animal Release Fee - Animal Impound Fee	\$30.00 per day
Animal Surrender Fee	\$100.00
Animal License - One Year (Altered)	\$7.50
Animal License - Three Year (Altered)	\$20.00
Animal License - One Year (Unaltered)	\$15.00
Animal License - Three Year (Unaltered)	\$45.00
Permit - More than 4 Animal Permit Fee	\$25.00
Permit - Dangerous Animal Permit Fee	\$25.00
PUBLIC WORKS	FEES
Driveway/Sidewalk in ROW	\$25.00
Floodplain Development Permit	\$100.00
Lawn Sprinkler System in ROW	\$25.00
Permit for Temporary Right-of-Way Use	\$100.00
Stormwater Discharge Application Filing Fee	\$100.00
Utility Permit Base Fee	\$50.00
Linear Utility Fee	\$25.00 per block
* No fee for work performed by Franchisee's own employees	

AGENDA ITEM

TO: Tim Vandall, City Administrator
 FROM: Joshua Gentzler
 DATE: May 15, 2025
 SUBJECT: Planning Commission Appointment – Brian Payne

Overview: Planning Commissioner Brian Payne’s term has expired. Mr. Payne submitted an application to apply for the Planning Commission (see attached document). If appointed, his term would end on May 14, 2028.

Policy Consideration: None

Financial Consideration: n/a

Action: A motion to appoint Brian Payne to the Planning Commission for a term ending on May 14, 2028.

AGENDA ITEM # 10



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

APPLICATION FOR LANSING PLANNING COMMISSION

Name: Brian Payne

Lansing Address: 2 [REDACTED] 155th Street, Leavenworth, KS 66036 (Mail)

Home Phone: (913) 6 [REDACTED]

Business Phone: (913) 6 [REDACTED]

E-mail: br [REDACTED] @icloud.com

Please attach a one-to-two-page written statement expressing your interest in being appointed to the Lansing Planning Commission. Your written statement should address the following four topics:

1. Qualifications for the position.
2. Personal philosophy of the Lansing Planning Commission and development in Lansing.
3. Desired accomplishments as a Lansing Planning Commission member.
4. Willingness to attend meetings.

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

This volunteer position is for the Lansing Planning Commission for a three (3) year term ending April 30, 2028. Applicants must be at least 18 years of age and a U.S. Citizen. Applicants must also be a resident of the City of Lansing or live within the Urban Growth Management Area outside of city limits.

All applications should be returned to Lansing City Hall, marked to the "Attention of the City Clerk" no later than 5pm on April 30, 2025.

1. Qualifications for the position.

Served as Lansing Planning Commission for the last two years. Member in good standing and recently voted as Vice-Chair for the Commission in unanimous vote.

2. Personal philosophy of the Lansing Planning Commission and development in Lansing.

Lansing will be the recipient of significant growth as Kansas City continues to grow. Our city needs to be ready to capitalize on how, where and when that growth occurs to generate a sustainable tax/revenue base, provide for our citizens and keep Lansing great community for all. This requires both a growth mindset but also critical reasoning to ensure decisions made create versus narrow future options for our community.

3. Desired accomplishments as a Lansing Planning Commission member.

Serve our citizens well. Ensure I am prepared and knowledgeable on all aspects of the commissions business. Set the conditions for growth, business development and infrastructure and utility enhancement by assisting the city planners with the development plan and outreach activities.

4. Willingness to attend meetings.

Regularly attend and participate in meetings. My job requires very little travel and I anticipate no conflicts with participation. I have consistently attended and supported the advancement of the City's business.

AGENDA ITEM

TO: Tim Vandall, City Administrator
 FROM: Anthony J. Zell, Jr., Wastewater Utility Director TZ
 DATE: May 9, 2025
 SUBJECT: Change Order #1 – Town Centre Sewer Project (City Project 2021-03)

During the construction of the project, an existing sewer main was excavated in preparation for connection to the new improvements. Once it was exposed, it was determined to be unsuitable for future service. The existing sewer is constructed of ductile iron, as it was originally underneath the old railroad spur. This section of sewer main runs east to west and is a combination of clay pipe and ductile iron. Photos are included in this packet for review.

After consultation with the general contractor, GBA, and City Engineer, staff feel that it is appropriate to replace the ductile iron and clay pipe with new PVC pipe. The proposal under consideration is to replace an additional 72 feet of 8-inch pipe, at a cost of \$36,135. This change order will raise the allowable contractual amount to:

Base bid	\$1,030,365.00
5% Contingency	\$51,518.00
Total Approved Amount	\$1,081,884.00
Change Order #1 –	\$36,135.00
Revised Approved Total –	\$1,118,019.00 \$

An exhibit showing the layout is included in this packet for review.

Policy Consideration: This request is more than staff's approval authority and requires formal city council action.

Financial Consideration: There is a contingency of 5% included in the original contract price. Funds are available from the project account.

Recommended Action: A motion to approve Change Order #1, for the Town Centre Sewer Project, in the amount of \$36,135.00, and raise the allowable contractual amount to \$1,118,019.00

AGENDA ITEM # 11

**Linaweaver Construction, Inc.**

719 E Gilman Rd
 Lansing, KS 66043
 913-351-3474
 marcus@linaweaver.com
 www.linaweaver.com

Change Order

ESTIMATE REVISION

DATE

1**5/9/2025**

Project				Plans Dated	
Town Center					
CONTACT PERSON		CONTACT NUMBER		EMAIL ADDRESS	
Work Description		Quantity	Unit	Unit Price	Total
Replace Ductile with PVC 25' from MH E-07-140					
8" PVC Sanitary Sewer		45	LF	\$ 145.00	\$ 6,525.00
Trench and Backfill 10-12'		45	LF	\$ 50.00	\$ 2,250.00
Flowfill		40	CY	\$ 135.00	\$ 5,400.00
AB3		60	CY	\$ 75.00	\$ 4,500.00
Pavement Repair		50	SY	\$ 100.00	\$ 5,000.00
Total for to replace 45' of ductile to SDR 26					\$ 23,675.00
REplace Ductile/Clay with SDR 26 to MH E-07-140					
8" PVC Sanitary Sewer		70	LF	\$ 145.00	\$ 10,150.00
Trench and Backfill 10-12'		70	LF	\$ 50.00	\$ 3,500.00
Flowfill		56	CY	135.00	\$ 7,560.00
AB3		95	CY	75.00	\$ 7,125.00
Pavement Repair		78	SY	100	\$ 7,800.00
Replace ductile/clay to MH E-07-140					36,135.00
Tax Exempt - Yes					
Prevailing Wage - No					

Exclusions:*Prices are good for 30 days.*

Marcus Linaweaver

PREPARED BY

SIGNATURE

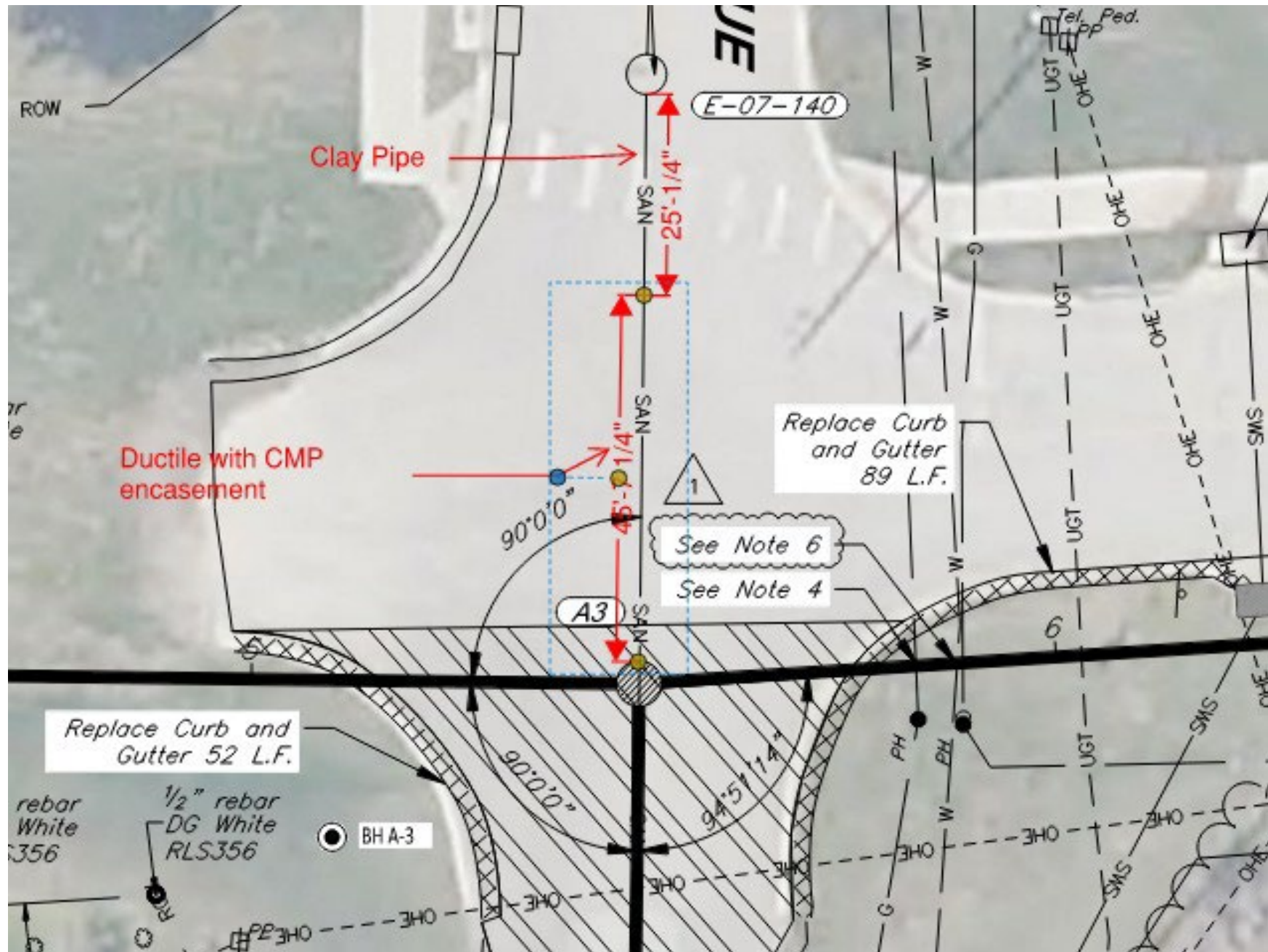
5/9/2025

DATE

ACCEPTED BY

SIGNATURE

DATE

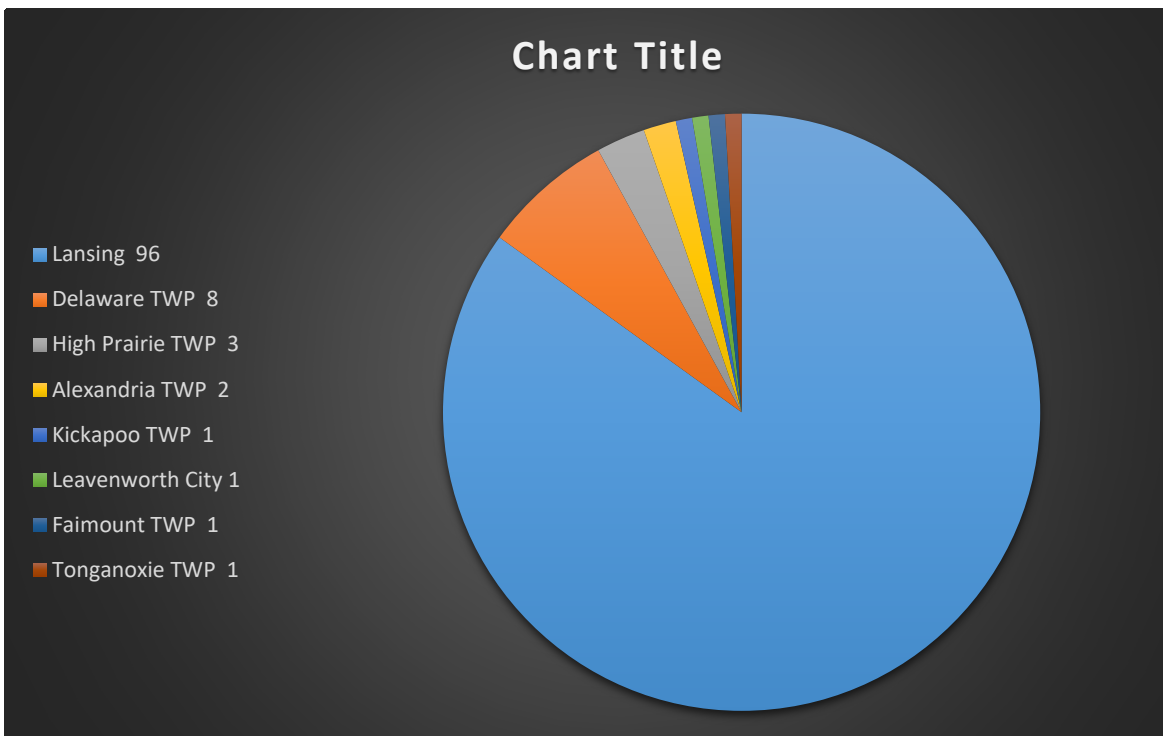


DUCTILE IRON AND CARRIER CASING

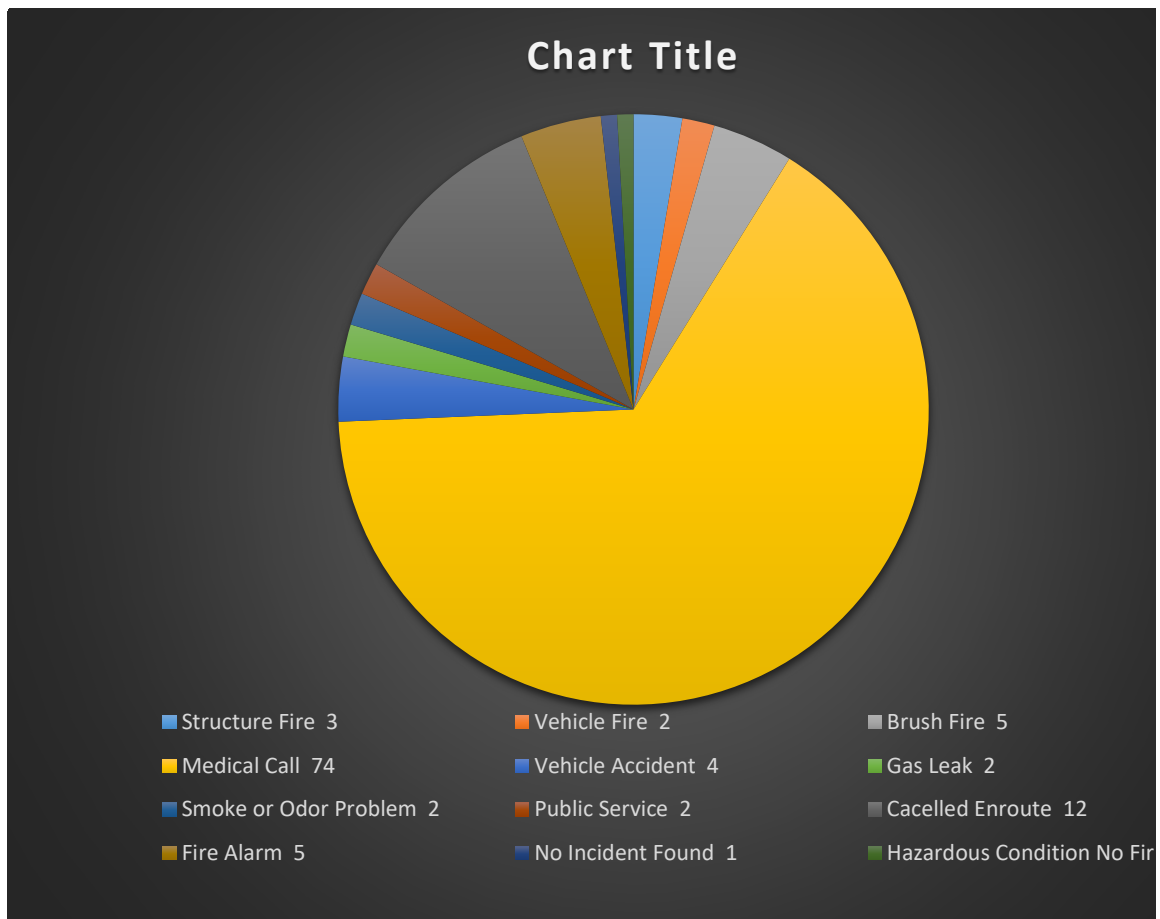


Call Volume by District

Total Calls 113



Call Volume By Type



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

Vehicles

Year	Make	Model	Description	Mileage Start	Mileage Ending	Miles Driven	Comments
2023	Ram	1500	SSV Pickup	4,961	5,280	319	Oil Changed @ 3025 miles
						0	
						0	
						0	
						0	
Total						319	

Equipment

Year	Make	Model	Description	Hours Start	Hours End	Hours Used	Comments
2018	Advance	SC1500	AutoScrubber Floor Machine	78.48	79.03	0.55	Received Annual Service
2018	Kubota	ZG227-A	Mower	411.2	419.2	8	In Service
2021	Kaivac	1750	Cleaning Machine	13.4	13.6	0.2	
						0	
						0	
						0	
Total						8.75	

Lansing Community and Economic Development Department

Monthly Fleet Report

Month April Year 2025

Vehicles

Year	Make	Model	License Plate #	Description	Mileage Starting	Mileage Ending	Miles Driven	Comments
2015	Dodge	Journey	A6545	SUV	88,225	88,257	32	
2019	Ford	Ecosport	A4358	SUV	15,421	15,560	139	
2022	Dodge	Ram	D100764	1500 Pick up Truck	10,860	11,033	173	

Lansing Fire Department

Vehicles

Year	Make	Model	Description	Mileage Start	Mileage Ending	Miles Driven	Hours Start	Hours End	Hours Used	Comments
2018- 562	Pierce	PUC	1000 Gallon Pumper	22,491	23,000	509	2099	2,189	90	
2007-563	E-One	Typhoon	1000 Gallon Pumper	43,125	43,196	71	3910	3,917	7	
2017-568	Chevy	3500	Utility Truck	77,823	78,094	271	3404	3,421	17	
2011-565	Dodge	5500	Brush Truck	52,074	52,133	59	3674	3,683	9	
2024-569	Ford	Expedition	Command Vehicle-Chief	759	1,408	649	15	73	58	
Total						1,559			181	

Equipment

Year	Make	Model	Description	Hours Start	Hours End	Hours Used	Comments
2005	Bauer		SCBA Compressor	466	469	3	Air Compresso
						0	
						0	
						0	
						0	
						0	
Total						3	

Parks and Recreation Fleet Report April 2025

Vehicles:

Year	Make	Model	Description	Mileage Start	Mileage Ending	Miles Driven	Current Use	Comments
2006	Dodge	Caravan	Minivan	57,389	57,623	234	AC/Parks use	
2014	Ford	F-350	Dump Truck	27,689	27,786	96.7	Parks maintenance	
2016	Jeep	Patriot	SUV	68,411	68,435	24	Activity Center use	
2017	Chevrolet	Silverado	Truck	32,905	33,395	490	Parks maintenance	
2018	Ford	F-350	4-DR Crew	50,963	51,849	886	Parks maintenance	
Total						1730.70		

Equipment:

Year	Make	Model	Description	Hours Start	Hours End	Hours used	Current Use	Comments
1992	Massey Ferguson	1020	Tractor	1993.8	1993.8	0	Parks maintenance	
2005	Kubota	F3060	Mower	461.2	466.7	5.5	Parks maintenance	
2007	Turbo Tool Cat	5600	Utility Vehicle	1392	1395.4	3.4	Parks maintenance	
2012	Wright	ZK	Stander Mower	1264.4	1272.4	8	Parks maintenance	
2016	ABI	Force	Infield Groomer	421.8	422.3	0.5	Parks maintenance	
2017	Kubota	ZD1211	Mower	1187.4	1214.5	27.1	Parks maintenance	
2018	Polaris	Ranger	Utility Vehicle	593	600.5	7.5	Parks maintenance	
2019	Exmark	LZ 72	Mower	941.2	941.2	0	Parks maintenance	<i>Out for Repair</i>
2019	Emark	LZ 96	Mower	377.1	390.7	13.6	Parks maintenance	
2020	Kubota	ZD1211	Mower	709.4	735.8	26.4	Parks maintenance	
2022	Wright	ZK	Stander Mower	85.4	86.3	0.9	Parks maintenance	
2024	Cushman	Hauler Pro Elite	Golf Cart	8.2	8.3	0.10	Parks maintenance	
Total						93		

Lansing Police Department
Vehicle Fleet End of Month Report

Apr-2025

Unit	VIN Last 4	Year	Make/Model	Mileage as of 4/1	Mileage as of 5/1	Miles Driven	Assigned/ Current Use	Future Use	Comments
1	9291	2023	Dodge Durango	14510	15340	830	Chief	Chief	Limited use Chief
2	4459	2021	Dodge Durango	17246	17571	325	Captain	Captain	Limited use Captain
3	0	0	Dodge Durango	0		0	Lieutenant	Lieutenant	Limited use Lieutenant / Not in use
4	Reserved								
5	Reserved								
6	9963	2023	Dodge Durango	25014	26594	1580	Patrol	Sergeant	
7	Reserved								
8	Reserved								
9	Reserved								
10	4004	2018	Ford Explorer	46281	46594	313	Patrol	Patrol	Patrol
11	4219	2024	Dodge Durango	11923	14346	2423	New	Patrol	
12	5335	2019	Dodge Durango	70836	72195	1359	Patrol	Patrol	
13	????	2024	Dodge Durango	0	15	15	Patrol	Patrol	being upfitted
14	2907	2024	Dodge Durango	0	16	16	Patrol	Patrol	being upfitted
15	4580	2021	Dodge Durango	65786	68300	2514	Patrol	Patrol	
16	4003	2018	Ford Explorer	53649	54458	809	Patrol	Patrol	
17	5063	2022	Dodge Ram	28573	30194	1621	Patrol	Patrol	
18	4458	2021	Dodge Durango	60936	62655	1719	Patrol	Patrol	
19	9829	2024	Dodge Durango	3841	5377	1536	Patrol	Patrol	
	2908			Mileage Total:		13524			

**Lansing Public Works Department
Monthly Fleet Report**

Month April Year 2025

Vehicles

Year	Make	Model	License Plate #	Description	Mileage Starting	Mileage Ending	Miles Driven	Comments
2022	Dodge	Ram 2500	B3859	Pick-up	5,622	5,799	177	
1998	Ford	1/2 ton	48091	Pick-up	75,362	75,362	0	
2005	Sterling	LT 8500	64614	Dump Truck	65,773	65,963	190	
2007	Elgin	Crosswind J+	70295	Street Sweeper	7,895	8,027	132	
2017	Chevrolet	3500	88437	Pick-up Truck	42,995	43,471	476	
2011	International	7400	75269	Dump Truck	26,544	26,608	64	
2016	Ford	F350 4x4	88468	One-ton Dump Truck	24,114	24,230	116	
2013	Ford	Explorer	80551	SUV	88,791	89,681	890	
2020	Chevrolet	3500	A8914	One-ton Dump Truck	12,475	12,556	81	
2005	Mack	Granite	B0282	Dump Truck	66,522	66,522	0	
2005	Ford	Ranger	57932	LT- Pick-up Ext	54,189	54,285	96	
2003	Ford	F150		Pickup	8,432	8,432	0	

Equipment

Year	Make	Model		Description	Hours Starting	Hours Ending	Hours Used	Comments
1997	JD	770BH		Grader	5,198	5,198	0	
2004	IR	DD-24		Asphalt Roller	342	343	1	
2006	IR	185		Air Compressor	248	248	0	
1997	Bobcat	763		Skid Steer	2,391	2,391	0	
2014	Case	580 SNWT		Backhoe	2,393	2,400	7	
2002	Crafco	110		Crack Sealer	909	909	0	
2009	Case	465		Skid Steer	932	934	2	
2018	John Deere	5065E		Tractor	306	306	0	
2018	Vermeer	BC1000		Chipper	22	22	0	
2022	Case	SV280B		Skidsteer	201	209	8	
2023	Bobcat	CT5558		Tractor	53	53	0	

April
City Influent 26.62 MG City Avg Daily .887 MGD
LCF Influent 3.59 MG LCF Daily Avg .120 MG
Total Biosolids .713 MG Precip

Vehicles

Year	Make	Model	Description	Mileage Start	Mileage Ending	Miles Driven	Current Use	Comments
1999	Sterling	Vactor	Jet Truck	9046	9050	4	Collection System	
2012	Chevrolet	Tahoe	SUV	119535	119809	274	Ops/Maint.	
2019	Ford	F250	Pick Up Truck	14313	14364	51	Ops/Maint.	
2019	Ford	F250	Flatbed Truck	7021	7232	211	Ops/Maint.	
2023	Polaris	Ranger	Ops Utility	859	893	34	Operations	
2023	Polaris	Ranger	Maint Utility	379	390	11	Maintenance	
2005	Freightliner	M2106	Dump Truck	28579	28659	80	Biosolids Disposal	
Total						665		

Equipment

Year	Make	Model	Description	Hours Start	Hours Ending	Hours Used	Current Use	Comments
1991	Case	1825	Uni-Loader	999	999	0	Plant Activities	
1999	Sterling	Vactor	Jet Truck	2584	2585	1	Collection System	
2004	John Deere	7920	Tractor	1932	1932	0	Biosolids Disposal	
2004	Case	621D	Loader	2655	2658	3	Operations	
2023	Polaris	Ranger	Ops Utility	266	277	11	Operations	
2023	Polaris	Ranger	Maint Utility	134	137	3	Maintenance	
2006	JCB	531-70	Telehandler	748	751	3	Plant Activities	



City of Lansing
800 First Terrace
Lansing, Kansas 66043

City Administrator's Report
May 15, 2025

Agenda Items:

Lansing Historical Society Vice President Tom Young will be in attendance to give the City Council an update on the tours of the old Lansing Correctional Facility.

Pinning for new and promoted firefighters on Thursday evening.

A proclamation for Public Works Week is on the agenda. Public Works Director Michael Warren Spickelmier, PE, will be present to receive the proclamation.

A representative from the City's auditor, Adams-Brown, will be present Thursday evening to present the results of our 2024 audit. Acceptance and approval of the audit is on the agenda.

Marsha Jaskowiec and Wendy Vodarick have both applied to be reappointed to the Lansing Community Library Advisory Board.

Ordinance No. 1131 introduces new uses to Article 4.03 Permitted Uses, and amends Article 4.05 Specific Use Standards to support new uses and clarifies Accessory Building regulations in Article 4.02. The Planning Commission voted 4-0 to recommend approval of the text amendment. The proposed changes are highlighted on pages 92-95 of the agenda.

The Lansing Towne Centre 2nd Replat is on the agenda. The plat was unanimously approved at the April Planning Commission meeting. The driver behind this replat is KCKCC's desire to acquire three additional acres for the future Lansing campus, creating a total of 15 acres for their future site. The City also has a firm prospect for the four-acre parcel, as well. This action also creates a 2.6-acre parcel further north and maintains the existing 3.7-acre parcel at the corner of West Mary & Centre Drive.

Ordinance No. 1132 adopts the updated fee schedule for services charges and fees for various departments. Updates to the fee schedule include updates to business licenses, the increase from Waste Management's fees, and adding senior rates (65 & older) for the Aquatic Center. Staff recommends approval of Ordinance No. 1132.

Brian Payne's reappointment to the Planning Commission is on the City Council agenda.

A change order for the Town Centre Sewer Project in the amount of \$36,135 is on the agenda. A portion of sewer line composed of ductile iron was deemed unsuitable for future service. Photos of a portion of the line are included in the Council packet. Wastewater Director Tony Zell will be present to answer any questions.

Parks & Recreation:

Due to weather conditions in January and February, the grand opening of our pool has been pushed back approximately two weeks. We are tentatively planning an open house and ribbon cutting on Wednesday, June 11th. This date will be refined as we get closer to completion. We are hopeful for a public grand opening on June 14th or 15th!

A summary of the Parks & Recreation T-ball, baseball, and softball registrations are below.

Division	2024	2025
T-ball	80	92
8U Boys	66	81
8U Girls	27	25
10U Boys	60	52
10U Girls	26	27
12U Boys	35	33
12U Girls	18	31
15U Boys	38	28
15U Girls	30	32
TOTAL	380 Participants	401 Participants

Public Works:

J.M. Fahey, the contractor for this summer's Capital Improvement Plan, plans to begin work on curb replacement the week of May 27th. They anticipate asphalt work to begin in mid to late June. The contractor should put out notifications in neighborhoods where they are working prior to the improvements. This year's budget for capital improvements totals \$822,000. This work was approved at the April 17th City Council meeting.

Public Works staff have briefed KDOT staff about proposals along the K7/McIntyre corridor. Staff will also bring up development proposals at the next K7 Corridor Meeting. Traffic Impact Studies are required for developments in this area, with a TIS already completed for the storage unit request.

Staff is working with the property owner to repair a lingering drainage issue near Nine Mile Creek on Robin Road. We are hopeful to bid the repairs this August and have the contractor make the repairs this fall.

Staff is still working to determine the timing of the 147th Street culvert repair. Due to delays in locating utilities, it will be challenging to get this repair done this summer. Staff is also concerned with scheduling this repair in 2026 as it could interfere with the 250th anniversary of



City of Lansing
800 First Terrace
Lansing, Kansas 66043

Independence Day. Staff plans to bid this work in late 2026, with the work to take place in summer of 2027.

Subcontractors for AT&T are in town working to expand fiber optic utility capabilities throughout northeastern Lansing. The work they are performing should be within utility easements. As a reminder, utilities are allowed to conduct work in established utility easements.

Staff is hoping to bid repairs for the bridge at Bernard Park. We have engineered plans for repairs and are hopeful we can bid the work later this summer, with repairs to occur in fall/winter to minimize the impact. We have a gravel secondary entrance to Bernard Park that was created during the park improvements of 2022-2023.

Wastewater:

Construction on the Town Centre Trunk Sewer Replacement Project began on February 2nd. Approximately 500' of sewer has been installed, and the project is gradually proceeding as they grind rock. This project is scheduled for 120 days.

Library:

The Library and the Friends of the Library are working together on a new patio project that will provide a great outdoor space for programs, patrons, and staff. If all goes smoothly, the work could be complete by mid-summer. The estimated \$10,000 project is being funded through a combination of the Development Grant—made possible by the Library's recent regional accreditation—and support from the Friends of the Library 501c3, who are covering half the cost. The patio will give the Library more flexibility for things like story times, book clubs, and other library events.

Year End Sales Tax Update:

The year-to-date sales tax updates are below.

	2024 YTD	2025 YTD	Difference
Local Sales & Use Tax (1.9%)	\$882,977	\$992,018	\$109,041, 12.35%
County Sales Tax	\$290,983	\$307,549	\$16,567, 5.69%
County Use Tax	\$126,315	\$138,945	\$12,630, 9.99%
Guest Tax	\$41,301	\$29,921	-\$11,381, -27.56%

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

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

The special sales tax to pay for the Aquatic Center generated \$238,084 this year. The special sales tax to pay for DeSoto Road and Bernard Park Improvements also generated \$238,084 (both special sales taxes are for the same amount, .45%). At this rate, both special sales taxes would generate \$714,252 by the end of the year.

Meetings & Announcements:

The City is receiving opioid settlement money through the Kansas Attorney General's Office to treat and fight opioid addiction. Government agencies throughout Kansas will receive over \$340 million over the next 18 years to treat and fight opioid addiction. Lansing is on pace to receive over \$166,000 over the life of the opioid settlement. Thus far, the City is considering utilizing these funds to fund AEDs and mobile radios to assist our first responders in responding to overdoses. The City can also utilize funds to partner with agencies that fight the opioid crisis at its root cause, mental health/homelessness, etc.

There are multiple openings for Police Officer I/II. Starting pay for police officers is competitive, with abundant opportunities for overtime. Officers with experience, education, or certification can be started higher on the pay scale. Additionally, the City offers a \$3,000 sign-on bonus for new, uncertified police officers! The City also has seasonal Parks & Recreation Laborer positions available. Interested candidates can apply by clicking on the "How Do I?" tab under the website and selecting Job Opportunities.

There are volunteer opportunities for the Library Board, as well as Board of Zoning Appeals. There are multiple openings for the Trade Board of Appeals.

- | | |
|----------------------|--|
| • Thursday, May 15 | City Council Meeting, 7:00pm, City Hall |
| • Wednesday, May 21 | Planning Commission Meeting, 7:00pm, City Hall |
| • Monday, May 26 | Memorial Day |
| • Thursday, May 29 | City Council Work Session, 7:00pm, City Hall <ul style="list-style-type: none"> ▪ Finance Director Prelim Budget Discussion |
| • Thursday, June 5 | City Council Meeting, 7:00pm, City Hall |
| • Wednesday, June 11 | Tentative-Ribbon Cutting/Open House, Time TBD, Pool |



City of Lansing
800 First Terrace
Lansing, Kansas 66043

- June 14-15
- Tuesday, June 17
- Wednesday, June 18
- Thursday, June 19
- Thursday, June 26
- Thursday, June 26
- Saturday, June 28

Tentative-Pool Grand Opening!

City Council Meeting, 7:00pm, City Hall

Planning Commission Meeting, 7:00pm, City Hall

Juneteenth Federal Holiday

Joint Session with Leavenworth Co. 6:00pm, City Hall

City Council Budget Work Session, 7:00pm, City Hall

Independence Day Fireworks Celebration

Sincerely,

Tim Vandall