



CITY COUNCIL REGULAR MEETING
Council Chambers, 800 1st Terrace, Lansing, KS 66043
Thursday, January 02, 2025 at 7:00 PM

AMENDED AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

OLD BUSINESS

1. Approval of Minutes

AUDIENCE PARTICIPATION

PRESENTATIONS

NEW BUSINESS

2. Resolution B-1-2025 approval and Oath of office
3. Discussion of request for special Transient Vendor Licensing for utility companies
4. Police Vehicle Purchase

REPORTS - City Attorney, City Administrator, Department Heads, Council members

5. Library Report
6. City Administrator Report

PROCLAMATIONS

7. Religious Freedom Day Proclamation

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: December 20, 2024
SUBJECT: Approval of Minutes

The Regular Meeting Minutes of December 19, 2024 are enclosed for your review.

Action: Staff recommends a motion to approve the Regular Meeting Minutes of December 19, 2024, as presented.

AGENDA ITEM # 1

CITY OF LANSING
CITY COUNCIL MEETING

REGULAR MEETING MINUTES
December 19, 2024

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: Kevin Gardner and Gene Kirby
Ward 2: Donald Studnicka and Jake Kowalewski
Ward 3: Kerry Brungardt and Jesse Garvey
Ward 4: Dan Clemons

Councilmembers Absent: Pete Robinson

OLD BUSINESS:

The Regular Meeting minutes of December 5, 2024, were provided for review.

Councilmember Brungardt made a motion to approve the Regular Meeting Minutes of December 5, 2024, as presented. Councilmember Clemons seconded the motion.

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

Audience Participation:

Marcus Majure, 16920 Jamison Rd, Leavenworth, KS 66048, addressed the Council regarding the decision of the Board of County Commissioners to contract with the City of Lansing for fire protection. Mr. Majure expressed his thanks to Councilmembers Clemons, Kirby and City Administrator Tim Vandall for their hard work, patience and professionalism over the past 12 months'. Mr. Majure thanked the City and is looking forward to the success of the continued fire protection service.

Presentations:

Police Department Promotions

Officers Willie Banks and Jason Tebeest have been promoted to Sergeant with the police department. Their Sergeant badges were pinned on them.

Update from Waste Management

Waste Management's John Blessing gave the City Council an update on our service. Our current contract expires February 28, 2025. The contract does allow for a one-year renewal, but Waste Management would prefer a three-year extension.

Due to rising costs, Waste Management is proposing a rate of \$21.65 (more with administrative costs), for the same service as provided now to our residents. The current rate is \$18.27/month, with administrative costs, totals an even \$19/month for our residents. Mr. Blessing discussed options for possible price reduction proposals.

Mr. Blessing talked about the upgrades that they have made and will be making for staff retention and betterment of their service and communications. They have upgraded their trucks and are running on compressed natural gas.

Discussion occurred with Council, staff and Mr. Blessing regarding different ideas of reducing costs. Waste Management is suggesting reducing recycling pick up to once every two weeks instead of every week. Possibly reducing or eliminating picking up yard waste. Council suggested that we might have a survey sent out and that we would revisit the suggestions at the February work session.

COUNCIL CONSIDERATION OF AGENDA ITEMS:

Executive Session – Consultation with Attorney

Councilmember Studnicka made a motion to go into Executive Session for a consultation with the attorney for the City, which would be deemed privileged in an attorney-client relationship, K.S.A. 75-4319(b)(2) for 15 minutes, beginning at 7:44 PM and returning to the Council Chambers at 7:59 PM and to include the Governing Body, City Administrator, and City Attorney. Councilmember Kirby seconded the motion.

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

Councilmember Studnicka made a motion to return to Open Session at 8:00 PM. Councilmember Clemons seconded the motion. No binding action was taken.

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

Agreement Between City of Lansing & Leavenworth County BOCC

Although Leavenworth County Fire District #1 levied no taxes for 2025 and has no assets, it is still technically a valid entity in 2025. The City terminated the Interlocal Agreement, which means the existing board format will cease at midnight on 12-31-2024. This also means on 1-1-2025 the BOCC is technically the Board of LCFD#1.

The City and other agencies plan to submit the petition per K.S.A. 19-3604 to redraw the boundaries and exclude us from LCFD#1’s boundaries in 2026. Since LCFD#1 is valid for 2025, the City needs an agreement with Leavenworth County to agree to service our own boundaries with fire protection in 2025, as well as the boundaries of other agencies

Councilmember Clemons made a motion to approve the agreement between the Board of County Commissioners of Leavenworth County and the City of Lansing to provide fire protection services within the corporate boundaries of Leavenworth County Fire District #1. Councilmember Kirby seconded the motion.

- No discussion occurred.

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

Remaining ARPA Funds

ARPA funds must be spent or allocated by 12/31/24. This year, the city council approved using \$374,465.55 of the ARPA funds for the 2024 mill and overlay contract and \$110,590.92 of the ARPA funds for city hall repairs and renovations. The amount remaining in the ARPA Fund is \$19,357.76. The city hall renovation did incur additional costs.

Councilmember Brungardt made a motion to spend the remaining ARPA funds to cover the additional costs of the city hall renovation. Councilmember Kirby seconded the motion.

- Finance Director Beth Sanford and City Administrator Tim Vandall discussed the fact that this will expend all remaining ARPA Funds. Discussion occurred.

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

Ordinance No. 1124 – UDO Amendment - Section 4.03

This Short-Term Rental (STR) regulation is proposed to establish requirements for the operation of a Short-Term Rental, including building inspections for safety, maintaining residential appearance and ensuring the presence of local contacts for accountability. The inclusion of these requirements aim to mitigate potential negative impacts of STRs and foster a safe, harmonious environment for both permanent residents and short-term visitors.

Councilmember Garvey made a motion to adopt Ordinance No. 1124 to amend the City of Lansing Unified Development Ordinance. Councilmember Kirby seconded the motion.

- CED Director Joshua Gentzler was available for questions. Councilmember Clemons, Kirby and Garvey discussed the definition of short-term rental and the interest in current and future.

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

REPORTS:

Department Heads:

CED Director Joshua Gentzler informed the Council that LCDC is having their annual meeting on January 17, 2025 and was directed to obtain tickets for the four Council members that want to attend.

Director Gentzler also explained that on February 25, 2025 the Young Entrepreneur Challenge, hosted by Grow Leavenworth County. This event will be from 9:00am – 1:00pm in our Community

Center. Mr. Gentzler invited the Council to come in, support Lansing highschoolers and see what their businesses are.

Finance Director Beth Sanford explained that there has previously been a Solid Waste Assessment Group. Previously there have been residents that have served as well, so contact Beth with names of people who might be interested in serving. Discussion occurred.

City Attorney:

Nothing to report.

City Administrator:

Nothing to report.

Governing Body:

Councilmember Clemons:

- Thanked Marcus Majure.
- Expressed congratulations to the police officers.

Councilmember Brungardt:

- Merry Christmas to all.

Councilmember Studnicka:

- Congratulated the two new Sergeants.
- Wished all a Merry Christmas.

Councilmember Gardner:

- Gave congratulations to the two promoted police officers.
- Stated that is was good to see Mr. Majure.
- Wished safe holidays for everyone.

Councilmember Kirby:

- Thanked Marcus Majure for his comments.
- Expressed congratulations to the new Sergeants.

Councilmember Kowalewski:

- Ditto to everything previously stated.
- Have a Merry Christmas.

Councilmember Garvey:

- Congratulations to the two new Sergeants, and thanked them for their service.
- Have a very Merry Christmas and a Happy New Year.

Proclamations

ADJOURNMENT:

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

Mayor McNeill wished everyone a Merry Christmas.

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

The meeting was adjourned at 8:13 PM.

ATTEST:

City Clerk Tish Sims, CMC

AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Tish Sims, City Clerk
DATE: January 2, 2025
SUBJECT: Resolution B-1-2025, Authorizing the administration of the Oath of Office to be held on the first regular meeting in January.

The administration of the Oath of Office for Mayor Anthony McNeill will be administered following approval of Resolution B-1-2025.

Action: Administer of the Oath of Office for Mayor Anthony McNeill.

Resolution No: B-1-2025

A RESOLUTION APPROVING ADMINISTRATION OF OATH OF OFFICE ON THE FIRST MEETING IN JANUARY FOLLOWING THE GENERAL ELECTION.

NOW, THEREFORE BE IT RESOLVED BY ANTHONY R. MCNEILL, MAYOR OF LANSING KANSAS, TO AUTHORIZE THE ADMINISTRATION OF THE OATH OF OFFICE FOR MEMBERS OF THE GOVERNING BODY OF LANSING KANSAS TO BE HELD AT THE FIRST REGULAR MEETING OCCURING IN JANUARY OF THE YEAR FOLLOWING THE GENERAL ELECTION.

1. **Pursuant to K.S.A 25-2120. Certification of election results; commencement of terms; oath of office**, the City Council deems it necessary to establish the first meeting of the year following the general election as the day to administer the Oath of Office to the newly elected members of the Governing Body of Lansing, Kansas.

ADOPTED AND APPROVED by the Governing Body of the City of Lansing, Kansas on this 2nd day of January, 2025.

Anthony R. McNeill, Mayor

[SEAL]

Tish Sims, CMC, City Clerk



The City of
Lansing

OATH OF OFFICE

STATE OF KANSAS
LEAVENWORTH COUNTY
CITY OF LANSING

I, Anthony R. McNeill, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Kansas and faithfully discharge the duties of Mayor for the City of Lansing, State of Kansas. So help me God.

Signature

Subscribed and sworn before me this 2nd day of January, 2025.

Tish Sims, City Clerk

{Seal}

AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Tish Sims, City Clerk and Leslie Welch, Assistant City Clerk
DATE: December 20, 2024
SUBJECT: Discussion of Request for special Transient Vendor License for Utility Companies

The City enacted tougher regulations and higher fees associated with the licensing of transient vendors in Lansing. The changes were as follows:

Section 1. Chapter 5, Article 2, Section 204(I) of the code of the City of Lansing is hereby added to reflect additional license requirements pertaining to Transient Vendors.

Sec. 5-204(I) The applicant must submit a KBI report processed in the last three (3) months at the time of application.

Sec. 5-204(J) The applicant may only apply for two (2) Transient Vendor licenses per calendar year. No annual license will be issued.

Section 2. Chapter 5, Article 2, Section 207(A) of the code of the City of Lansing is hereby amended to reflect the updated schedule of fees associated with Transient Vendors.

Sec. 5-207(A) Transient Vendor. A fee of \$30 shall be charged for each licensee and shall be valid for a period of not more than one day: or \$200 for a period of one week.

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

The City is not opposed to extending utility companies, possibly for quarterly or a six month period at a higher fee.

Action: No action required, but guidance, feedback, and direction is needed. If approval is granted, an ordinance with the changes will be brought to a future meeting.

AGENDA ITEM # 3

AGENDA ITEM

TO: Tim Vandall, City Administrator
FROM: Steve Wayman, Chief of Police
DATE: December 23, 2024
SUBJECT: Purchase of Police Vehicle

VEHICLE

The Lansing Police Department requested bids for police package patrol vehicles from 3 vendors. Listed below are the results that were received.

<u>Dealer</u>	<u>Make</u>	<u>Cost per vehicle</u>	<u>Total Cost</u>
Landmark Dodge	Dodge Durango Police	No Bid Received	
Davis Moore, Inc.	Dodge Durango Police	\$43,897.00	\$43,897.00
Main Street Chrysler	Dodge Durango Police	\$43,771.00	\$43,771.00

This is for the cost of the vehicles only and does not include the additional cost of Upfitting the vehicles with emergency equipment.

Delivery time of the police vehicles from order date is approximately 120 days.

Policy Consideration: None for this Item

Financial Consideration: Budget approved for 2025 budget

Action:

The Lansing Police Department is requesting to purchase one police vehicle from Main of Lansing Chrysler Dodge. The purchase price for the One replacement vehicle is \$43,771.00. This does not include the cost of emergency equipment to be added to the vehicles.

AGENDA ITEM # 4

CITY OF LANSING LIBRARY

730 1ST TERRACE | (913) 727-2929

SUNDAY: CLOSED

MONDAY-FRIDAY: 9 AM - 6 PM

SATURDAY: 11 AM - 3 PM



SANTA JOINED US FOR A SNOWBALL FIGHT IN DECEMBER!

LIBRARY NEWS

COMING UP AT THE LIBRARY

Closed MLK Day

The library will be closed on Monday, January 20th in observance of Martin Luther King, Jr. Day.

Yarn Club

Yarn Club, formerly known as Crochet Club, will meet at 6 PM on Wednesday, Jan. 8th.

Storytime Returns

Winter break is almost over! Storytimes will resume the week of January 14th.

Board Meeting

The Advisory Board meets on the fourth Tuesday of each month at 6:00 PM. All are welcome to attend.

Happy New Year! We are so excited to be ringing in the new year with you and can't wait to bring you more programs, speakers, and reading programs in 2025. As one last hurrah for 2024, here are some fun stats about library services last year:

There were **23,931** visits to the library!

43,381 physical and digital checkouts!

The Friends sponsored **2,290** Craft Packs!

TOP CIRCULATING BOOKS OF 2024



We're also kicking Winter Reading Program - with a twist! We are partnering with Tonganoxie Public Library and Basehor Community Library to turn this year's Winter Reading Program into a fundraiser for the Leavenworth County Humane Society. Set a reading goal and ask friends or family to "pledge" a dollar amount to donate for every book you finish. Any age can participate! Visit our Facebook page or website to register.



City of Lansing
800 First Terrace
Lansing, Kansas 66043

City Administrator's Report
January 2, 2025

Agenda Items:

The City Council budgeted for the purchase of one police vehicle in the 2025 budget. Bids were solicited and are included in the packet. The low bid to acquire a Dodge Durango Police Package comes from Mainstreet Chrysler Dodge Jeep Ram of Lansing for \$43,771. This does not include the cost of emergency equipment to be added to the vehicles.

The City has attempted to be stricter with transient vendors, with our policy recently being updated last year to increase fees and restrict the amount of time a person can be in town. No applicant may apply for more than two licenses per year; this has created an issue, and a request for clarification from Clearwave Fiber. Clearwave would prefer a vendor license being allowed for a year, as fiber internet is considered a utility and they made a substantial investment in the City. Clearwave has stated it would be the same person applying for the transient vendor permit so the residents would see the same person and not different people regularly (which would also help from an enforcement standpoint). While Clearwave has been up-front about getting their vendor license, other internet utilities have not. Staff would like guidance from the governing body regarding whether to allow utilities to have a longer license for transient vendors.

A request for a special meeting is required to administer the Oath of Office for Mayor McNeill on Monday, January 13th at 7:00pm in the City Council Chambers.

Wastewater:

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

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

The final report for the Inflow/Infiltration Mitigation Project will be presented at the January 2025 work session. The project has identified defects and repairs in the collection system that contribute to the excessive flows during major rain events. Several buried manholes have also been located within the project area, which have now been located, and a small project will be bid in 2025 to raise those manholes to grade so inspections can be performed.



City of Lansing
800 First Terrace
Lansing, Kansas 66043

Public Works:

Staff is working to receive bids to repair/replace a rusting stormwater pipe. The pipe is located near the gas station along 4H Road. Staff is considering utilizing a pipe liner to avoid road closures.

Staff recently worked with an engineer to develop plans to make improvements to the bridge at Bernard Park. Staff will work to bid the project out in early 2025 and ensure the work takes place during non-peak months.

YTD Sales Tax Update:

The year to date sales tax updates (as of November) are below.

	2023 YTD	2024 YTD	Difference
Local Sales & Use Tax (1.9%)	\$2,200,531	\$2,599,005	*\$398,474
County Sales Tax	\$891,039	\$830,916	-\$60,123, -6.74%
County Use Tax	\$344,119	\$342,271	-\$1,848, -.54%
Guest Tax	\$104,902	\$70,992	-\$33,910, -32.32%

*The 2024 year-to-date figure includes the new sales taxes all eleven months, while at this point last year the new sales tax rate had only been collected for four month. When excluding the new sales tax for the pool, our local sales tax figures have decreased from 2023.

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

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

The special sales tax to pay for the Aquatic Center has generated \$623,761 through the first eleven months of the year. The special sales tax to pay for DeSoto Road and Bernard Park Improvements also generated \$623,761 (both special sales taxes are for the same amount, .45%). Both of these special sales taxes are on pace to generate \$680,467 this year, which pays off the debt for both projects.



City of Lansing
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Meetings & Announcements:

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

The Volunteer Dinner is scheduled for Tuesday, January 7th in the Community Center.

- Wednesday, January 1 New Year’s Day Holiday, City Offices Closed
- Thursday, January 2 City Council Meeting, 7:00pm, City Hall
- Tuesday, January 7 Annual Volunteer Dinner, Community Center
- Monday, January 13 Special Meeting, Swearing In Mayor, 7:00pm, City Hall
- Wednesday, January 15 Planning Commission Meeting, 7:00pm, City Hall
- Thursday, January 16 City Council Meeting, 7:00pm, City Hall
- Monday, January 20 Martin Luther King Jr Day, City Offices Closed
- Thursday, January 23 City Council Work Session, 7:00pm, City Hall
 - Public Works CIP Discussion
 - Wastewater Update

Sincerely,

Tim Vandall



National Religious Freedom Day Proclamation

WHEREAS, January 16, 2025, is National Religious Freedom Day, a significant date that emphasizes the right of every individual to practice their religion freely. This day serves as a reminder of the importance of religious freedom in our society;

WHEREAS, Religion is not just about major events; it is woven into the daily lives of people in our neighborhoods. Individuals from various faiths often come together to support one another, building strong connections and a sense of community;

WHEREAS, Faith enhances our community by providing guidance, promoting love, and helping us navigate difficult times. For many years, religious organizations and compassionate individuals have played a crucial role in our city. They assist those in need, offer comfort to the grieving, and motivate us to strive for our best selves;

WHEREAS, Living in a diverse society means that people with different beliefs can come together for the common good. It is essential to respect and understand one another's ideas and values;

WHEREAS, In Lansing, people from all backgrounds are welcomed, allowing them to live according to their beliefs as protected by law. The community encourages everyone to strive for understanding and to appreciate the experiences of others. Religion plays a vital role in upholding human dignity, fostering a strong society, and promoting peace and tolerance among all individuals;

Now, Therefore, I, Anthony R. McNeill, Mayor of the City of Lansing, State of Kansas, do hereby proclaim January 16, 2025, as:

Religious Freedom Day

In witness thereof, I have hereunto set my hand and caused the great seal of the City of Lansing to be affixed this 2 day of January, in the Year of Two Thousand and Twenty-five.

City of Lansing

Anthony R. McNeill, Mayor

Tish Sims, CMC, City Clerk