

**Call To Order:**

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

**Roll Call:**

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

**Councilmembers Present:**

**Ward 1:** Dave Trinkle and Gene Kirby  
**Ward 2:** Andi Pawlowski and Don Studnicka  
**Ward 3:** Jesse Garvey and Kerry Brungardt  
**Ward 4:** Tony McNeill and Gregg Buehler

**Councilmembers Absent:** None

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**OLD BUSINESS:**

**Approval of Minutes:** Councilmember Brungardt moved to approve the regular meeting minutes of March 15, 2018, as presented. Councilmember McNeill seconded the motion. The motion was approved, with Councilmember Buehler abstaining from the vote.

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

**Presentation**

**Discussion: 201 W. Kay Street Tiny Home Informational Discussion:** Tiny home owner Misti Beer asked the Council for an extension on the deadline she was given to move her tiny home from the property at 201 W. Kay, until further research into alternative options could be explored by her and/or the Planning Commission and City. She stated that she has contacted the City several times but has been told that the issue is being researched since the tiny home movement is a new concept in a lot of towns. She stated that her family has invested in Lansing, as her daughter purchased the property at 201 W. Kay Street, and all she is wanting to do is live on the property in her tiny home and be able to assist in raising her grandchildren. She asked if consideration could be given to adjusting the City's definition of a mobile home and instead classify her home as a modular home. She also asked if consideration could be given to allow her to hook into her daughter's septic tank, as they have consulted with Digger Jim and he has advised that the septic could accommodate both the single-family home and the tiny home. When asked why she moved the tiny home to Lansing without having received a firm answer from the City, Ms. Beer stated that she made the decision to move it because she was told by the company that build the tiny home that she either had to sell it or move it, so she chose to move it because she didn't want to lose her custom home. Ms. Beer did state that she would be willing to remove the chassis and connect to the sewer system if that was what is required from the City, as well as place the home was on a concrete foundation. It was asked if the tiny home were connected to the main residential structure through a breezeway, if that would be acceptable. The City Attorney stated that for the tiny home to not be qualified as an accessory dwelling, the tiny home would have to physically be connected to the main residential structure; like an addition to the home. Ms. Beer did state that in her request to move the tiny home, she was advised to move it to a mobile home park, but when she called a few parks, they advised that they didn't think they could accept her tiny home within their park. City Staff reviewed the basic measurements of the tiny home and they do meet requirements to reside within a mobile home park in Lansing. City Staff stated that the original inquiry from Ms. Beer was about what requirements did she need to meet to qualify for an address and utility services as she was looking a purchasing property within Lansing. The City Zoning Ordinance states that only one residential dwelling is allowed on each parcel. Staff did consider a re-zone of the property, which is currently zoned agriculture, to allow for a mobile home, but to do a re-zone a lot split is required. Staff discussed a lot split with Ms. Beer, but she was advised against this avenue from her realtor and the lender who holds the mortgage for the property. Staff continued that even if Ms. Beer could keep the tiny home on the property, the issue of sewer service cannot be ignored. The single-family structure on the property is on septic, and the City's adopted Construction Codes do not allow a cross connection or tying into the existing septic to occur. So, Ms. Beer would be required to connect to the City's sewer system, should it be determined that the tiny home could remain on the property. After further discussion, Councilmembers felt that further research and further exploration into any alternative options is needed.

Councilmember Buehler moved to extend the tiny home removal deadline to May 17, 2018, for further research on this topic by all parties. Councilmember McNeill seconded the motion. The motion was unanimously approved.

**COUNCIL CONSIDERATION OF AGENDA ITEMS:**

**Lansing Board of Zoning Appeals Appointments:** Councilmember Buehler moved to appoint Richard Hannon, Chad Neidig, and Frank Campana to the Lansing Board of Zoning Appeals for a three-year term that will expire on April 30, 2021. Councilmember McNeill seconded the motion.

- Councilmember Kirby asked are any of them here.
  - Councilmember Pawlowski replied no.

The motion was approved, with Councilmember Kirby voting against the motion.

**Lansing Planning Commission Appointments:** Councilmember Brungardt moved to appoint Ronald Barry and Jerry Gies to the Lansing Planning Commission for a three-year term that will expire on April 30, 2021. Councilmember Buehler seconded the motion. The motion was approved, with Councilmember Kirby voting against the motion.

**Fence Request – 884 Clearview Drive:** Councilmember Brungardt moved to approve the fence request at 884 Clearview Drive. Councilmember Kirby seconded the motion.

- Councilmember Buehler asked Becky what does that do for the corner sight.
  - City Inspector Rebecca Savidge replied it still clears the one hundred fifty-two feet for the tech. specs. Basically, this is a rule that's been on our books that if it's a corner, it has two front yard set-backs. I do go out and check to make sure there are no sight triangle issues or anything and it still clears all of our sight triangles.
- Councilmember Buehler asked none of the neighbors are opposed.
  - City Inspector Rebecca Savidge replied I have heard nothing from any of the neighbors or anything like that. In fact, there is another one that we granted, in relative to this one in proximity.
    - Councilmember Kirby asked the neighbors are notified.
      - City Inspector Rebecca Savidge replied no, when a fence request comes before you all, it's not something that gets sent out.
- Councilmember Garvey asked does the HOA have to approve that to.
  - City Inspector Rebecca Savidge replied they approve the type of fence.
    - Property Owner Wayne Schintgen stated I did notify the HOA, they informed me that I would have to come before this committee to get it approved for a waiver. I did also notify the neighbors next door and they were fine with that.

The motion was unanimously approved.

**Approval of Bid – Parks & Recreation Tuck Point:** Councilmember Buehler moved to approve the bid for tuck pointing of the Lansing Activity Center by Renz Restoration in an amount not to exceed \$54,170.00. Councilmember McNeill seconded the motion.

- Councilmember Studnicka stated somebody explain to me what a tuck point is.
  - Councilmember Garvey stated mason work.
    - Parks & Recreation Director Jason Crum replied they are going to take all the mortar out from between the bricks because it's coming out on its own, it's deteriorating, and they are going to put all new back.
      - Councilmember Studnicka stated that's what I thought, thank you.
- Councilmember Kirby stated I know they are the only bidder, but did you get any recommendations from anybody about them, I mean any references.
  - Parks & Recreation Director Jason Crum stated we've actually used them for two small repairs over there.
    - Mayor Smith stated we've done a little bit of this before haven't we Jason.
      - Parks & Recreation Director Jason Crum stated yes, but it was by somebody else, but they have done tuck pointing on our building and they actually did that structural repair last year in the gym as well.
- Councilmember Pawlowski asked you don't tell them how much we have in our line item before you give it to them.
  - Parks & Recreation Director Jason Crum stated honestly, I found out this year that there are some changes before I started bidding this, that there were some changes with OSHA, and the way they have to contain the dust and things like that, I really intended that we could have done more of the alternatives when we were doing this, but that bumped the price up.

The motion was unanimously approved.

**Request to Purchase – Parks & Recreation Wood Chipper:** Councilmember Brungardt moved to approve the purchase of a Vermeer BC1000XL wood chipper in an amount not to exceed \$38,127.00. Councilmember Studnicka seconded the motion.

- Councilmember Pawlowski asked where will you keep this, I mean inside, because you know. We have room to keep it inside?
  - Streets Superintendent Jeff Focht responded we keep everything inside.

- Councilmember Garvey asked do we have a wood chipper now.
  - Streets Superintendent Jeff Focht responded no, I've rented them from years, they are probably about twelve hundred a week.
- Councilmember Pawlowski asked how often do we use it.
  - Streets Superintendent Jeff Focht responded probably a couple times a year, maybe a month total. If I have an inmate crew then probably two months a year.
- Councilmember Garvey asked is this one of those ones that you hook up to a truck and blows in the back of it.
  - Streets Superintendent Jeff Focht responded yes sir.

The motion was unanimously approved.

**Request to Approve Engineering Contract – Wastewater Master Plan Project #4:** Councilmember Trinkle moved to approve the scope and fee from George Butler Associates for design engineering services in support of the Northwest Lansing Relief Sewer Project (City Project 18-02) in an amount not to exceed \$294,531.00. Councilmember Pawlowski seconded the motion.

- Councilmember Pawlowski asked when we were looking at this, was it GBA that came up with the idea to hook the two sewers together.
- Councilmember Brungardt asked Andi were you on the committee.
  - Councilmember Pawlowski responded yes, I'm asking a question.
- Wastewater Utility Director Tony Zell stated just to be clear you're talking about project #1 that's currently under design by PEC as well as this project, yes, they did look at that.
  - Councilmember Pawlowski asked and you think we're going to do that, I asked Tim the other day, I said should we like stop the other design until we figure out if this is going to work.
    - Wastewater Utility Director Tony Zell replied we actually just took delivery of 60% plans of this project this week, and in talking with Tim about it I actually think that there's benefit continuing design on that project, only because we'll need almost 60% of that on the West side of the golf course to complete what's needed for the development to the South. The section actually runs through the golf course it would be beneficial should they ever decide to change hands or if we need to make any specific upgrades or things like that. I'd prefer to have those plans on the shelf and just finish that contract with PEC.
      - Councilmember Pawlowski stated so here's my question, if whatever their option was that looks good, we can use part of the PEC.
        - Wastewater Utility Director Tony Zell replied yes and we'll shelf the other piece. We'll split that project into say Phase A and Phase B, we'll use Phase B to complete the project we're talking about tonight and then we'll keep the other phase on the shelf as a separate project should it be needed in the future.
          - Councilmember Pawlowski stated so if the Country Club were to sell and develop then we'd need that other part.
            - Wastewater Utility Director Tony Zell stated correct.
  - Councilmember McNeill stated just out of curiosity because I wasn't on the selection committee, how close were the bids.
    - Wastewater Utility Director Tony Zell responded we didn't actually select bids, we asked for fees based on their interpretation of our scope. So we saw everything from one hundred and fifty thousand all the way to three hundred-fifteen thousand, and that was based on what the engineering firm proposed to us, so I would say median was probably about two-fifty, two fifty-five, we had a two-nineteen, a three hundred two, a one forty-three, and a two seventy-nine, and again it was based on their interpretation of the project.
      - Councilmember Pawlowski stated this one they said they had this plan where you could morph the two of them together.
        - Councilmember McNeill stated I know but I mean the overall plans are done by who, the two master plans.
          - Wastewater Utility Director Tony Zell replied GBA.
            - Councilmember McNeill stated okay, so we're good.

The motion was unanimously approved.

- Wastewater Utility Director Tony Zell stated they'll be starting survey on Monday with unmanned drones on this project so they are ready to get started right away and we'll get a press release going.

**REPORTS:**

**Department Heads:** Parks & Recreation Director Jason Crum asked the Council if they were okay if staff level decisions could be made on events they've already approved. The Boy Scouts Camporee is upcoming and there was talk about moving the date back a week because of the forecasted snow, Jason wanted to ensure the Council was okay with Staff giving the okay for that date change even though the Council approved a specific date when the request was made.

- The Council agreed that as long as no other conflicts were present, they would be okay with staff handling that type of situation.

City Clerk Sarah Bodensteiner reminded the Council that the Countywide Clean Up begins on April 14<sup>th</sup> and runs until April 28<sup>th</sup>. She also advised that the new web hosted City Code is up and running and has been launched on the website. The web hosted version is very user friendly and makes searching within the code very easy. She invited the Council to check it out and provide any feedback.

**City Attorney:** City Attorney had nothing to report.

**City Engineer:** City Engineer had nothing to report

**City Administrator:** City Administrator Tim Vandall stated that the City received a preliminary plat for eighty new homes in Lansing, and if everything goes well, they hope to be moving dirt by fall of this year and pouring foundations in the spring of 2019. He also mentioned that two proposals were received in regard to the intersection at DeSoto Road and 4-H Road and the Box Culvert on 147<sup>th</sup>, and the intersection proposals include a roundabout, as a signal is not warranted per the engineer's review. He wanted to ensure no one had strong objections to a roundabout before we move forward with design. Tim also stated that land acquisition is complete and utility relocation is nearly complete for the DeSoto Road Project, so bids are still going to be due by May 23<sup>rd</sup>. Tim did ask that if bids come in under estimated costs, would the Council be okay moving on a shovel ready storm water project, or would the Council prefer to lower the amount of debt for the project.

- Councilmember Pawlowski asked if it was possible to design the other phases of the project with any extra monies.
  - City Administrator Tim Vandall replied that that could be an option but stated that the next phase of the project wouldn't take place for seven or eight more years at the earliest.
    - Councilmember Studnicka stated that if it can't be used for design that we should put in the CIP budget and do extra streets or curbs.

Tim finished his report by stating that the City has been contacted by a retail recruitment firm, as Lansing is more suited to commercial business. He wanted to see if the Council was interested in the City looking into this further as it could be beneficial to the City in getting our foot in the door.

**Governing Body:** Mayor Smith mentioned that he really enjoyed the track dedication to Mr. Logue and was glad the school did something special for him.

Councilmember Kirby hoped everyone garage selling on Saturday has a good time.

Councilmember Buehler provided a fun fact, on this day in 1933, President Franklin D. Roosevelt signed an executive order establishing the Civilian Conservation Corps.

**ADJOURNMENT:** Councilmember Buehler moved to adjourn. Councilmember Pawlowski seconded the motion. The motion was unanimously approved. The meeting was adjourned at 8:10 p.m.

**ATTEST:**

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Michael W. Smith, Mayor

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Sarah Bodensteiner, City Clerk