



CITY OF LANSING
Council Chambers
800 1st Terrace
Lansing, KS 66043

COUNCIL AGENDA
Regular Meeting
Thursday, October 1, 2015
7:00 P.M.

WELCOME TO YOUR CITY COUNCIL MEETING

Regular meetings are held on the first and third Thursday of each month at 7 pm and are televised on Cable Television Channel 2 on Monday 7 pm, Tuesday 10 am & 7 pm, Friday 5 pm, Saturday 1 pm and Sunday 7 pm.

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.

Call To Order

Pledge of Allegiance

Roll Call

OLD BUSINESS:

1. Approval of Minutes

NEW BUSINESS:

Audience Participation

Presentations

Council Consideration of Agenda Items:

2. Request for Special Use Permit (921 S. Main Lot # 31)
3. Fence Request – 800 Hithergreen Court
4. Request for Approval of Appraisal Services for 9 Mile Creek Action Plan
5. Request for Approval of Easement Acquisition Services for 9 Mile Creek Action Plan

Reports:

City Attorney; City Engineer; City Administrator; Councilmembers

Proclamations

Other Items of Interest

Adjournment

TO: Tim Vandall, City Administrator 
 FROM: Sarah Bodensteiner, City Clerk 
 DATE: September 25, 2015
 SUBJECT: Agenda Summary

Call To Order
 Pledge of Allegiance
 Roll Call

OLD BUSINESS:

1. Approval of Minutes

The regular meeting minutes of September 17, 2015, are attached.

- **ACTION:** A motion to approve the regular meeting minutes for September 17, 2015, as presented.

NEW BUSINESS:

Audience Participation

Presentation:

Items for Council Consideration:

2. Request for Special Use Permit (921 S. Main Street Lot #31)

- A request has been received to house more than 4 animals: 9 cats, 2 dogs, and 3 snakes.
- **ACTION:** A motion to approve or deny the special use permit for 921 S. Main Street Lot #31.

3. Fence Request – 800 Hithergreen Court

- The property owner wishes to extend their fence into the platted setback, which would be outside the right-of-way line and installed 21' from the curb, parallel with the street.
- This is a corner lot, which typically has two 30' front yard setbacks.
- Staff has reviewed and finds no apparent conflicts with adjoining site triangles, easements, etc.
- **ACTION:** A motion to approve the fence request for Nickalas Gray at 800 Hithergreen Court.

4. Request for Approval of Appraisal Services for 9 Mile Creek Action Plan

- In 2014, staff conducted a QBS for two sewer projects to select an appraisal firm for the needed parcels. Valbridge Property Advisors was selected by the committee as the most qualified firm.
- The 9 Mile sewer interceptor has an identical scope of work as the two prior projects.
- Valbridge has honored their 2014 pricing for this current project.
- The City's purchasing policy allows the city to use qualified firms from previous projects if their progress has been satisfactory.
- **ACTION:** A motion to approve the contract with Valbridge Property Advisors for appraisal services in support of the 9 Mile Creek Action Plan (City Project 15-01).

5. Request for Approval of Easement Acquisition Services for 9 Mile Creek Action Plan



- In 2014, staff conducted a QBS for two sewer projects to select an easement acquisition consultant for the needed parcels. Skeens Consulting, Inc., was selected by the committee as the most qualified firm.
- The 9 Mile sewer interceptor has an identical scope of work as the two prior projects.
- Skeens has honored their 2014 pricing for this current project.
- The City's purchasing policy allows the city to use qualified firms from previous projects if their progress has been satisfactory.
- **ACTION:** A motion to approve the contract with Skeens Consulting for easement acquisition services in support of the 9 Mile Creek Action Plan (City Project 15-01).

Reports: City Attorney; City Engineer; City Administrator; Councilmembers

Proclamations

Other Items of Interest

Adjournment

TO: Tim Vandall, City Administrator 
FROM: Sarah Bodensteiner, City Clerk 
DATE: September 23, 2015
SUBJECT: Approval of Minutes

The regular meeting minutes for September 17, 2015, are enclosed for your review.

Action:

Staff recommends a motion to approve the regular meeting minutes for September 17, 2015, as presented.

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CITY OF LANSING
CITY COUNCIL MEETING

REGULAR MEETING MINUTES
September 17, 2015

Call To Order:

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

Roll Call:

Mayor Gene Kirby called the roll and indicated which councilmembers were in attendance.

Councilmembers Present:

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

Councilmembers Absent:

OLD BUSINESS:

Consent Calendar: Councilmember Buehler moved to approve the regular meeting minutes of September 3, 2015. Councilmember Pawlowski seconded the motion. The motion was unanimously approved.

NEW BUSINESS:

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

Presentation: Fall Sports Briefing: Parks & Recreation Director Jason Crum and Football Commissioner Mike Smith presented an update to fall sports. Next year, the football program will join, free of charge, the USAA Heads Up program that focuses on education and proper technique to avoid concussions and other head injuries associated with football. There is always a need for more volunteers for coaching, and these programs would not be available if not for the coaches, volunteers and parents, the Parks & Recreation department thanks and appreciates all those groups.

SOCCER

Total Youth Registered 2014: 223

Total Youth Registered 2015: 241

Division	2014 Participants	2015 Participants
Under 6	45	61
Under 8	67	59
Under 10	64	60
Under 12	28	42
Under 14	19	19

FOOTBALL

Total Youth Registered 2014: 86

Total Youth Registered 2015: 84

Division	2014 Participants	2015 Participants
6/7 Flag	29	34
8/9 Tackle	36	30
10/11 Tackle	21	20

CHEERLEADING

Total Youth Registered 2014: 41

Total Youth Registered 2015: 40

Division	2014 Participants	2015 Participants
5/6/7	22	23
8/9	9	9
10/11	10	8

Wastewater Rate Discussion: City Administrator Tim Vandall discussed 3 options for changes in the Wastewater Rates: a consistent transfer of \$200,000 from the General Fund to the Wastewater Fund, a declining transfer from the General Fund to the Wastewater Fund that would fall off in 2022, or a self-sufficient fund that requires no transfer, but would require a more substantial adjustment to Sewer Rates. A more formal report will be made at an October meeting.

- Councilmember Buehler asked is the one with the declining transfer from the General Fund coincide with the bond being paid off.
 - City Administrator Tim Vandall replied I don't believe so, that one is structured so that after 5 years it would drop off, so it would be self-sufficient I believe in 2022. But the first couple of years will be \$200,000.00, then it drops to \$125,000.00, then \$75,000.00, and then \$25,000.00.
 - Councilmember Buehler stated I don't remember off the top of my head when the bond will be paid off.
 - Councilmember Pawlowski stated wasn't it 2024?
 - City Administrator Tim Vandall replied yeah, we've still got 7 or 8 years left on the wastewater.

- Councilmember Pawlowski asked what are we transferring this year, do you remember, was it one hundred and a quarter. I don't remember, seems to me I think next year was supposed to \$50,000.00 or was that this year?
 - Mayor Kirby replied that's next year.
 - City Administrator Tim Vandall replied next year it's transfer from the General Fund is \$50,000.00 into Wastewater, I'm not sure what that figure is for this year.
- Councilmember Pawlowski stated when we started this in 2002 or 2003, when we started the plant, our goal was to have it self-sufficient about 5 years ago, and the numbers, and there were several things that happened, but when we did the wastewater treatment plant study the last time, which was in 2012, then we rescheduled everything, did the 5 year payment, or did our rates for 5 years in an ordinance so that we could get is self-sufficient by the end of that 5 year period. Well, we haven't had the growth that we thought we were going to have, we haven't had businesses come on board, but the problem with taking it out of the General Fund is that it's effecting people that don't have sewer, people that live in houses that aren't on the sewer. The general consensus and I think, like Tim said like the Committee, we need to pay what it's costing us. There was some discussion about some of our other people, businesses, and other government entities that pay into the sewer plant, we've had a huge discussion about that and chances are we aren't going to get much more money from them, so my personal feeling is whether you're paying it out of your sewer bill or out of your taxes, you're still paying it.
- Councilmember McNeill stated if you base it on, if it's coming out of the General Fund, that's in the mill levy. So if you increase the sewer rates and put it on the people what are using the sewer, and take the rest off the mill levy, that decreases what the other guys are having to pay to make it up. So I think if we're going to do that kind of way of doing it, I would do it, but lowering the mill in the same manner that we're increasing the sewer bill, to me that would be the only fair way to do it, we'd have to do the math on what that would actually be.
 - Councilmember Pawlowski stated but our sewer bills could go up \$5 or \$10 a month.
 - Councilmember McNeill stated but our property taxes would go down. I did have a question on the average unit of usage, I see a breakout out there that goes all the way up to 8 or whatever, but do we have an average residential usage.
 - Councilmember Pawlowski replied 6 units.
 - City Administrator Tim Vandall replied yeah, that is the number we use when new customers come into town.
 - Councilmember Garvey stated I wonder how many people inside the city do not use the sewer system.
 - Councilmember Pawlowski stated there are quite a few. Everybody in the annexed area, so everybody from McIntyre West, all the people in Rock Creek Ridge, where Kerry lives, people West of DeSoto Road, Rock Creek Ranch is on septic, Sherwood forest is on septic, everything on McIntyre, everything West of DeSoto Road, there's quite a bit.
 - Mayor Kirby stated do we have any more questions. The point tonight was to give you an idea of where we're at, what we're looking at and the numbers have been adjusted after some discussion, but we're not there yet.
 - City Administrator Tim Vandall stated we're not there yet, like I stated, I wanted to open it up for questions or comments, or suggestions to you all just so you can see where we're at right now, and we'll continue to look at it and see what we can do to make it more reasonable.
 - Mayor Kirby stated so the surprise is now not later.

Proclamation – United Way Months: A Proclamation was presented to Janette Labbee-Holdeman, Campaign Chairperson of the United Way, proclaiming the months of September and October 2015 as United Way Months.

- United Way Representative Janette Labbee-Holdeman stated thank you very much, we really appreciate the support of the Council and the residents of Lansing. We're trying really hard this year to meet our tentative goal, so that we can improve the lives of residents, and some of our neighbors in the area.

COUNCIL CONSIDERATION OF AGENDA ITEMS:

Executive Session – Non-Elected Personnel: Councilmember Pawlowski moved to go into Executive Session for Personnel Matter of Non-Elected Personnel for an employee review for 30 minutes, beginning at 7:18 p.m. and returning at 7:48 p.m. Councilmember Buehler seconded the motion. The motion was unanimously approved.

Councilmember Garvey moved to return to open session at 7:48 p.m. Councilmember McNeill seconded the motion. The motion was unanimously approved.

REPORTS:

City Attorney: City Attorney had nothing to report.

City Engineer: City Engineer had nothing to report.

City Administrator: Did anyone have any questions on the financial report from last week we put out or my general report or anything? Let me know if you ever have any questions or anything, I try to be responsive to you guys.

Governing Body: Councilmember Brungardt stated I wanted to thank Tim, Sarah, and Gene for participating in Challenge Day at the Middle School, it's a huge event for our school and we're always looking for facilitators, it's a long long day, it's a very taxing day, and I know what you guys gave up and I really really appreciate it very much.

- Councilmember Trinkle interjected did Gene get a diploma?
 - Councilmember Brungardt replied he did not but he did very very well.

Mayor Kirby stated I want to mention the 5K run from Sunday. Numbers were kind of down, but there were a lot of things going on that weekend, so I want to thank Jennifer for the great job she did and again it was a great event that only happened because of all the volunteers.

Councilmember Gardner stated Jason, the floor looks great, and I'm getting anxious to get back on it. If anybody hasn't been over to take a look at it, it looks good, you just can't walk on it yet.

- Councilmember Pawlowski interjected I heard there wasn't any major problem underneath, we had no surprises or very few.
 - Parks & Recreation Director Jason Crum replied it was less than expected, it could have been a lot worse. We had about 20 boards that had to patch in some pieces on it, about \$2,000.00 for the extra work and since then, they are all down to just nuts and bolts. They put the trim down, the last coat of sealer is down, so now all we've got is some cure time.
 - Councilmember Trinkle interjected do we have a big drop cloth to put down for Spooky Center?
 - Parks & Recreation Director Jason Crum replied no, the best we can hope for is no major gauges or very little paint loss, but expect any surface scratches over time, it's gonna happen. The first snow storm we get people coming in with sand on their shoes, so we'll have to try and keep ahead of that as best we can.

Councilmember Pawlowski stated today I was behind Sarah at SONIC®, and she got ice cream, I had a diet ice tea; anyway I turned and went down Center Drive and one of our lights has got orange stuff wrapped around it, why is that?

- Parks & Recreation Director Jason Crum replied those bases, we've had several of them that have received damage on them from vehicles, that's one of them, but there are no parts to be had for them. That may not be the most up to date, but last time I talked to Jeff Focht about it he indicated there were no parts for it. He's had several electricians looking for parts for it but so far we haven't found any.
 - Councilmember Pawlowski stated so I noticed that a lot of the paint is coming off of them and there are no plants over there that we planted, that might be a problem we might want to look at, but I just wondered.

Councilmember Garvey stated me and my wife walked in the On the Run 5K, it was a good time, I challenge more people to come, especially the Governing Body.

- Mayor Kirby replied I was there, I was there stuffing bags 2 nights before.
 - Councilmember Pawlowski interjected I know they had quite doing that every year because of the amount work that it takes.
 - Councilmember Garvey stated it seems like a lot of work was put into that, and it would be great to see more people participate in that. I know there was a big run down in Kansas City that day that I know a lot of local people went to participate in that one, so we should look at the dates when we schedule that to make sure it doesn't overlap some big runs in Kansas City; I've got a website that you can look at that and it will tell you the best date to select that will give you more participation.

Councilmember Buehler stated just for everyone's information, on this day in 1789 our Constitution was ratified and today is Constitution Day.

ADJOURNMENT: Councilmember Buehler moved to adjourn. Councilmember Pawlowski seconded the motion. The motion was unanimously approved. The meeting was adjourned at 7:56 p.m.

ATTEST:

Louis E. Kirby, Mayor

Sarah Bodensteiner, City Clerk

A hand-drawn diagram of a cell. It is an oval shape with a thick purple outline. Inside, there is a smaller, irregularly shaped nucleus with a thick purple outline and a small dot in the center. To the left of the nucleus, there is a small, circular vacuole with a thick purple outline.

Action:

A motion to approve or deny the special use permit for 921 S. Main # 31.

AGENDAGENDAGENDA ITEM



Lansing Police Department
800 1st Terrace
Lansing, KS 66043

Animal Permit
Review & Supplemental
Narrative

Type of Permit:	<input checked="" type="checkbox"/> More Than 4 Animals	<input type="checkbox"/> Dangerous Animal(s)
	<input type="checkbox"/> Kennel	<input type="checkbox"/> Other _____

Applicant's Name (LAST, First MI.) MCKEAN, Christina	Report Date (MM/DD/YYYY): 09/23/2015
Applicant's Address (Street, City, Zip): 921 S. Main St. #31, Lansing, KS 66043	

Permit Application Initiated By:	<input checked="" type="checkbox"/> Voluntary Compliance	<input type="checkbox"/> Observed Violation	<input type="checkbox"/> Citizen Complaint
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Adjoining Residential Contact Interview:	Interview Date (MM/DD/YYYY):	Interview Time (HHMM):	Acquainted w/Applicant:	Years Acquainted:
Contact #: 1	09/22/2015	1405	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	3

Contact's Comments/Concerns:

- Believes #31 has a couple of dogs and 4-5 cats. The dogs bark all day long until the kids get home from school and lets them out.
- Believes the dogs are kept in crates because they have seen occupants at #31 cleaning large amounts of dog feces out of the crates.
- The odor from animal waste at #31 is so strong it can be smelled by adjoining properties.
- Have lived there for about 16 years and did not have a bug/roach problem until occupants at #31 moved in.
- Was told #31 had been reported to the health department last year, but did not know what the outcome was.
- **Stated the permit should not be approved.**

Adjoining Residential Contact Interview:	Interview Date (MM/DD/YYYY):	Interview Time (HHMM):	Acquainted w/Applicant:	Years Acquainted:
Contact #: 2	09/23/2015	0900	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Contact's Comments/Concerns:

- Contact #2 said they just moved in about two months ago and don't really know the applicant.
- Stated occupants at #31 are not real clean. When asked to elaborate, said they don't keep their yard very clean (in reference to animal waste).
- Stated dogs at #31 use their yard as a bathroom.
- Has seen a young girl, assumed to be the daughter, walking the dogs on a leash.
- Did not wish to comment on whether or not the permit should be approved.

Adjoining Residential Contact Interview:	Interview Date (MM/DD/YYYY):	Interview Time (HHMM):	Acquainted w/Applicant:	Years Acquainted:
Contact #: N/A			<input type="checkbox"/> Yes <input type="checkbox"/> No	

Contact's Comments/Concerns:

Adjoining Residential Contact Interview:	Interview Date (MM/DD/YYYY):	Interview Time (HHMM):	Acquainted w/Applicant:	Years Acquainted:
Contact #: N/A			<input type="checkbox"/> Yes <input type="checkbox"/> No	

Contact's Comments/Concerns:

Submitted By:	Date:	Reviewed By:	Date:
B. Ontiveros <i>BO</i>	09/23/15	<i>SW</i>	09/23/2015



Lansing Police Department
800 1st Terrace
Lansing, KS 66043

Animal Permit
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Narrative

In Current Ordinance Compliance:	Areas Of Non-Compliance:	Additional Comments:
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Animal Tags	Only have four animals registered. Will register all other animals once permit is approved.
Photos Taken & Retained:	<input type="checkbox"/> Insurance	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Vaccinations	
	<input type="checkbox"/> Signage	
	<input type="checkbox"/> Fencing	
	<input checked="" type="checkbox"/> Permit	
	<input type="checkbox"/> Other: _____	
	<input type="checkbox"/> Other: _____	

Results of Applicant Interview & Property Inspection / Officer's Narrative:

On 09/16/2015 I made contact with Christina McKean by phone. I informed her of who I was and why I was calling. I then asked about making an appointment to come by and do the inspection. McKean said I could not come by today. I told her I did not ask to come by today. McKean then said they were having their house fumigated and it probably would not be good to come by. I asked when would be a good time. She asked if I could come by the 24th. I told her I had to turn my paperwork in on the 24th and the latest I could come by would be the 23rd. She then agreed to the 23rd at 11:00am. The call was then ended.

On 9/23/2015 at about 11:00am, I met with McKean at 921 S. Main St., #31, to inspect the property.

921 S. Main St, #31, is a three (3) bedroom, single wide manufactured home, occupied by three (3) adults (ages 66, 40, & 39) and two (2) children (ages 16 & 11). It is located of a cul-de-sac with two other single wide manufactured homes (one to the north and one to the south) in close proximity (see attached photo). The yard or curtilage or the property is not enclosed.

Also occupying the residence are 9 (nine) cats, two (2) dogs, and three (3) ball python snakes. I asked McKean about the discrepancy regarding the number of cats currently in the residence and what she had reported on the permit application. McKean said she only listed on the application the cats she had registered. I then told McKean I checked registration records for all of 2014 and 2015, and the only animals registered were the four (4) she had registered the previous week. McKean said she would go to the station later to take care of the rest.

I first checked the area where the snakes were housed. The snakes, which were juveniles and less than six (6) feet in length, were housed in a large glass aquarium, with a small wire mesh lid. The mesh lid is held in place by at least eight (8) metal clips (see photo). The aquarium is located in a bedroom utilized by two adults. Access to the bedroom is gained by passing through two doorways. McKean said the outer most door has a lock on it and is secured when the room is not occupied by her or her husband.

I then inquired about the housing, feeding, and waste management of the cats. I was told the cats primarily sleep in the kids' bedroom. There was one litter box in the kitchen area and two litter boxes in the girls' bedroom. McKean said the litter boxes are scooped daily and the waste is secured in plastic bags and then placed in the trash. The cats appeared to be fed by two separate containers and watered by two separate containers.

Submitted By:	Date:	Reviewed By:	Date:
B. Ontiveros <i>B</i>	09/23/15	Steve Wayman	09/23/2015



Lansing Police Department
800 1st Terrace
Lansing, KS 66043

Animal Permit
Review & Supplemental
Narrative

I then inquired about the housing, feeding, and waste management of the dogs. I was told the dogs primarily sleep/are housed in the crate located in the living/family room area. The crate is a large commercial plastic transport crate with a metal wire door. McKean said the dogs are walked in the morning and evening by the kids at which time the waste is secured in plastic bags which then get placed in the trash. The dogs appeared to be watered and fed with potentially the same containers as the cats, with exception of one larger container that appeared to have water in it.

I additionally inquired about the exercise/activity the dogs receive. McKean said the girls walk the dogs for about 45 minutes, in the morning and evening. I asked where they are walked. McKean said they are walked within their yard, on the sides or to the rear of the trailer. McKean said neighbors had complained to the property owner (Bruce Wylie) about their dogs defecating in the neighbors' yards. McKean said it was not them, but another person living in the trailer court.

During my inspection and interaction with McKean I made the following observations:

1. Both dogs barked constantly while I was in the trailer.
2. The small white dog bit at my lower right leg, seizing and holding a bite to my pants leg while trying to pull away. I jerked my leg back effectively pulling the pant leg out of the dog's mouth.
3. The same dog then bit at my boot top and toe. McKean said the dog has never done that before, and then restrained the dog by placing it in the crate, located in the living/family room area.
4. Roaches were observed on the walls and floors throughout the residence, and on the bed in the bedroom housing the snakes.
5. A strong odor of ammonia (animal urine) was smelled throughout the residence.
6. A pile of dog feces in the middle of the floor, in the hallway leading to kids' bedroom.

I asked McKean what she does to mitigate or control the odor. McKean showed me odor control powder for the cat litter boxes and a spray for the carpets. I also observed McKean was burning an incense stick on the kitchen counter.

McKean also commented that they were trying to do something about the roaches, without me asking about them.

McKean was advised of the date and time of the council meeting and eventually asked if she had any questions. She said no. I obtained photos of the interior and exterior of the trailer and left. My contact/interaction with McKean was audio/video taped via police body cam and may be referred to for specific comments/details.

While photographing the exterior of the trailer, I noted between the property line of #31 and the

Submitted By:	B. Ontiveros <i>BO</i>	Date:	09/24/2015	Reviewed By:	<i>Steve Wayman</i>	Date:	09/28/2015
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Lansing Police Department
800 1st Terrace
Lansing, KS 66043

Animal Permit
Review & Supplemental
Narrative

trailer next door (to the north) there was quite a bit of animal waste that appeared to be dog feces. It ran along the property line, from about mid-trailer length, toward the rear of the property.

A short time after I left the property, McKean dropped off the rest of the rabies vaccinations at police headquarters. All rabies vaccinations show current/up-to-date.

Council Presentation (MM/DD/YYYY & HHMM):

10/01/2015 @ 7:00pm

Applicant Notified (of Council Presentation) On (MM/DD/YYYY & HHMM):

09/23/2015 @ 11:10am

Submitted By:

B. Ontiveros

Date:

09/23/15

Reviewed By:

Steve Wayman

Date:

09/23/2015

Last Name: <u>MCKEAN</u>		Lansing		Report Date: <u>09/23/2015</u>
First: <u>Christina</u>		Police Department		Case Number: <u>N/A</u>
Middle: <u>(n/a)</u>		Incident Narrative Report		Type of Report: <u>Animal Control</u>
D.O.B. <u>(n/a)</u>				
Age: <u>(n/a)</u>				
Date of Occurrence	Time	Location	County Abbrev. And Name	
			LV Leavenworth	
Case Disposition: N/A				
Narrative Report				
<p>09/23/2015</p> <p>At about 1512 hours I spoke with Bruce Wiley on the phone regarding the residents at 921 S. Main St., #31.</p> <p>Wiley confirmed the residents were not the cleanest and he had received complaints from neighbors. Wiley said he had spoken with the residents regarding potential eviction if the place was not cleaned up. Wiley said an agreement was reached regarding an exterminator to go in and the exterminator reporting back to him (Wiley) on a monthly basis. Wiley said his lease with them is month to month, and he evaluates them on a monthly basis.</p> <p>Wiley said the permit should probably not be approved.</p> <p>The call was then ended.</p>				

Reporting Officer B. Ontiveros	Radio# 1504	Troop	Zone	Reporting Officer Signature
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CITY OF LANSING

ANIMAL PERMIT APPLICATION

Applicant Name: Christina McKean
Address: 921 S. Main Lot #31 Lansing KS 66043
Proposed Location (if different): _____
Mailing Address (if different): _____
Telephone (Day): (913) 240-7871 Telephone (Evening): _____ Email: _____
Property Owner Name: Wild woods Mobile Home (Bruce Wiley) Property Owner Telephone: (913) 772-4299
Property Owner Address: _____
Number of Each Type of Animal: 5 cats, 2 dogs, 3 snakes (not required to register)
General Description of Each Animal: cats - 3 DSH tabbys; 1 DSH calico; 1 DSH gray
Dogs - 1 mini pin mix white; 1 mini pin black Snakes - 3 ball pythons
Noises or Odors Anticipated: none

Housing Arrangements for All Such Animals including Safety or Structure, Locks, Fencing, etc.: dogs have a kennel for when we eat, go out of house at night; snakes are in habitat that is secured at all times
Interest in Such Animal(s): _____

Any Information Regarding Vicious or Dangerous Propensities of All Such Animals: none

Safety Precautions to be Taken: none

Prior Incidents Involving Public Health or Safety: none

LICENSE INFORMATION
Type of License: ☐ One Dangerous Animal (\$20.00) ☐ More than One Dangerous Animal (\$25.00) ☒ More than Four Animals (\$25.00) **Renewal:** ☐ Yes ☒ No

I declare under penalty of false statement that, to the best of my knowledge and belief, the statements made herein are true and correct.

Signature: Christina McKean

Date: 10 Sept 2015

No license shall be issued until the applicant or premise complies with all codes and ordinances of the City of Lansing. The Police Department may also review this application and schedule an inspection prior to license approval.

Application Received By: [Signature] 9-11-15
Signature Date

Additional Information Required: ☐ Copy of Insurance
☐ Indemnity Statement ☐ Vaccination Information
☐ Spay/Neuter Information ☐ Identification Photographs

Cost: 25.00 License Period: _____
Amount Received: _____ ☒ Cash ☐ Check ☐ Credit

Inspection Scheduled: _____
Permit Approved: _____
Police Signature: _____

CERTIFICATE OF VACCINATION

Date of Rabies Vaccination: 09-09-15
Next Rabies Vaccination On: 09-08-16

Certificate No: 0
Previous Rabies Vaccination:

VETERINARY CLINIC
Dog & Cat Clinic PA
1101 N. 5th St.
Leavenworth, KS 66048
913-682-7424

OWNER OF ANIMAL
Bonnie McKean
921 S Main Lot #31
Lansing, KS 66043
Phone 240-5464

This is to certify...

THAT I HAVE VACCINATED AGAINST RABIES THE ANIMAL DESCRIBED BELOW.

Patient information...

PATIENT: Seven
SPECIES: Canine
SEX: F
COLOR: White

TAG NO: 151540
BREED: Miniature Pincher Mix
AGE: 2 years
MICROCHIP:

Signed



Melanie Ray, DVM

License: KS 8196

Vaccinations done...

09-09-15 DMR 1yr. Rabies Vaccination, #151540
09-08-16

Rabies Vaccine Information...

MFG BY: ZOETI
LOT EXP: 04/12/16

SER.NO: S411411
ADM: IM

CERTIFICATE OF VACCINATION

Date of Rabies Vaccination: 09-09-15
Next Rabies Vaccination On: 09-08-16

Certificate No: 0
Previous Rabies Vaccination:

VETERINARY CLINIC
Dog & Cat Clinic PA
1101 N. 5th St.
Leavenworth, KS 66048
913-682-7424

OWNER OF ANIMAL
Bonnie McKean
921 S Main Lot #31
Lansing, KS 66043
Phone 240-5464

This is to certify...

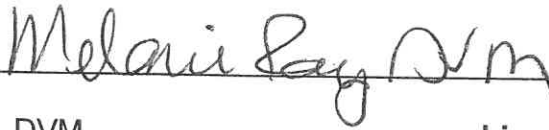
THAT I HAVE VACCINATED AGAINST RABIES THE ANIMAL DESCRIBED BELOW.

Patient information...

PATIENT: Aura
SPECIES: Canine
SEX: F
COLOR: Black

TAG NO: 151537
BREED: Miniature Pincher
AGE: 4 years
MICROCHIP:

Signed



Melanie Ray, DVM

License: KS 8196

Vaccinations done...

09-09-15 DMR 1yr. Rabies Vaccination, #151537
09-08-16

Rabies Vaccine Information...

MFG BY: ZOETI
LOT EXP: 04/12/16

SER.NO: S411411
ADM: IM

CERTIFICATE OF VACCINATION

Date of Rabies Vaccination: 09-04-15
Next Rabies Vaccination On: 09-03-16

Certificate No: 0
Previous Rabies Vaccination:

VETERINARY CLINIC
Dog & Cat Clinic PA
1101 N. 5th St.
Leavenworth, KS 66048
913-682-7424

OWNER OF ANIMAL
Bonnie McKean
921 S Main Lot #31
Lansing, KS 66043
Phone 240-5464

This is to certify...

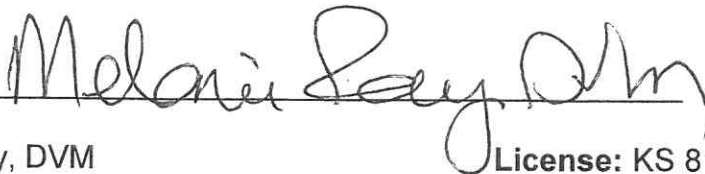
THAT I HAVE VACCINATED AGAINST RABIES THE ANIMAL DESCRIBED BELOW.

Patient information...

PATIENT: Grendel
SPECIES: Feline
SEX: N
COLOR: Tabby

TAG NO: 151518
BREED: Domestic Shorthair
AGE: 12 years
MICROCHIP:

Signed



Melanie Ray, DVM

License: KS 8196

Vaccinations done...

09-04-15 DMR 1yr. Rabies Vaccination, #151518
09-03-16

Rabies Vaccine Information...

MFG BY: ZOETI
LOT EXP: 04/12/16

SER.NO: S411411
ADM: IM

CERTIFICATE OF VACCINATION

Date of Rabies Vaccination: 09-05-15
Next Rabies Vaccination On: 09-04-16

Certificate No: 0
Previous Rabies Vaccination:

VETERINARY CLINIC
Dog & Cat Clinic PA
1101 N. 5th St.
Leavenworth, KS 66048
913-682-7424

OWNER OF ANIMAL
Bonnie McKean
921 S Main Lot #31
Lansing, KS 66043
Phone 240-5464

This is to certify...


THAT I HAVE VACCINATED AGAINST RABIES THE ANIMAL DESCRIBED BELOW.

Patient information...

PATIENT: Myra
SPECIES: Feline
SEX: S
COLOR: Gray

TAG NO: 151523
BREED: Domestic Shorthair
AGE: 24 months
MICROCHIP:

Signed



John Miller, DVM

License: KS 7710

Vaccinations done...

09-05-15 DRJ 1yr. Rabies Vaccination, #151523
09-04-16

Rabies Vaccine Information...

MFG BY: ZOETI
LOT EXP: 04/12/16

SER.NO: S411411
ADM: IM

CERTIFICATE OF VACCINATION

Date of Rabies Vaccination: 09-04-15
Next Rabies Vaccination On: 09-03-16

Certificate No: 0
Previous Rabies Vaccination:

VETERINARY CLINIC
Dog & Cat Clinic PA
1101 N. 5th St.
Leavenworth, KS 66048
913-682-7424

OWNER OF ANIMAL
Bonnie McKean
921 S Main Lot #31
Lansing, KS 66043
Phone 240-5464

This is to certify...

THAT I HAVE VACCINATED AGAINST RABIES THE ANIMAL DESCRIBED BELOW.

Patient information...

PATIENT: Baby
SPECIES: Feline
SEX: S
COLOR: Calico

TAG NO: 151517
BREED: Domestic Shorthair
AGE: 8 years
MICROCHIP:

Signed



Melanie Ray, DVM

License: KS 8196

Vaccinations done...

09-04-15 DMR 1yr. Rabies Vaccination, #151517
09-03-16

Rabies Vaccine Information...

MFG BY: ZOETI
LOT EXP: 04/12/16

SER.NO: S411411
ADM: IM

CERTIFICATE OF VACCINATION

Date of Rabies Vaccination: 09-09-15
Next Rabies Vaccination On: 09-08-16

Certificate No: 0
Previous Rabies Vaccination:

VETERINARY CLINIC
Dog & Cat Clinic PA
1101 N. 5th St.
Leavenworth, KS 66048
913-682-7424

OWNER OF ANIMAL
Bonnie McKean
921 S Main Lot #31
Lansing, KS 66043
Phone 240-5464

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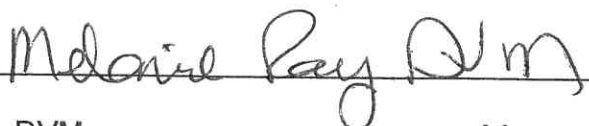
THAT I HAVE VACCINATED AGAINST RABIES THE ANIMAL DESCRIBED BELOW.

Patient information...

PATIENT: Dumbledore
SPECIES: Feline
SEX: N
COLOR: Tabby

TAG NO: 151538
BREED: Domestic Shorthair
AGE: 12 months
MICROCHIP:

Signed



Melanie Ray, DVM

License: KS 8196

Vaccinations done...

09-09-15 DMR 1yr. Rabies Vaccination, #151538
09-08-16

Rabies Vaccine Information...

MFG BY: ZOETI
LOT EXP: 04/12/16

SER.NO: S411411
ADM: IM

CERTIFICATE OF VACCINATION

Date of Rabies Vaccination: 09-09-15
Next Rabies Vaccination On: 09-08-16

Certificate No: 0
Previous Rabies Vaccination:

VETERINARY CLINIC
Dog & Cat Clinic PA
1101 N. 5th St.
Leavenworth, KS 66048
913-682-7424

OWNER OF ANIMAL
Bonnie McKean
921 S Main Lot #31
Lansing, KS 66043
Phone 240-5464

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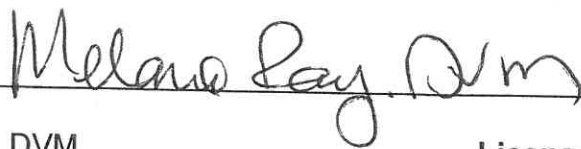
THAT I HAVE VACCINATED AGAINST RABIES THE ANIMAL DESCRIBED BELOW.

Patient information...

PATIENT: Gandalf
SPECIES: Feline
SEX: N
COLOR: Tabby

TAG NO: 151539
BREED: Domestic Shorthair
AGE: 12 months
MICROCHIP:

Signed



Melanie Ray, DVM

License: KS 8196

Vaccinations done...

09-09-15 DMR 1yr. Rabies Vaccination, #151539
09-08-16

Rabies Vaccine Information...

MFG BY: ZOETI
LOT EXP: 04/12/16

SER.NO: S411411
ADM: IM

CERTIFICATE OF VACCINATION

Date of Rabies Vaccination: 09-08-15
Next Rabies Vaccination On: 09-07-16

Certificate No: 0
Previous Rabies Vaccination:

VETERINARY CLINIC
Dog & Cat Clinic PA
1101 N. 5th St.
Leavenworth, KS 66048
913-682-7424

OWNER OF ANIMAL
Bonnie McKean
921 S Main Lot #31
Lansing, KS 66043
Phone 240-5464

This is to certify...

THAT I HAVE VACCINATED AGAINST RABIES THE ANIMAL DESCRIBED BELOW.

Patient information...

PATIENT: Chloe
SPECIES: Feline
SEX: S
COLOR: Calico

TAG NO: 151531
BREED: Domestic Shorthair
AGE: 3 years
MICROCHIP:

Signed

John Miller DVM

John Miller, DVM

License: KS 7710

Vaccinations done...

09-08-15 DRJ 1yr. Rabies Vaccination, #151531
09-07-16

Rabies Vaccine Information...

MFG BY: ZOETI
LOT EXP: 04/12/16

SER.NO: S411411
ADM: IM

CERTIFICATE OF VACCINATION

Date of Rabies Vaccination: 09-05-15
Next Rabies Vaccination On: 09-04-16

Certificate No: 0
Previous Rabies Vaccination:

VETERINARY CLINIC
Dog & Cat Clinic PA
1101 N. 5th St.
Leavenworth, KS 66048
913-682-7424

OWNER OF ANIMAL
Bonnie McKean
921 S Main Lot #31
Lansing, KS 66043
Phone 240-5464

This is to certify...

THAT I HAVE VACCINATED AGAINST RABIES THE ANIMAL DESCRIBED BELOW.

Patient information...

PATIENT: Blackie
SPECIES: Feline
SEX: N
COLOR: Black

TAG NO: 151522
BREED: Domestic Shorthair
AGE: 3 years
MICROCHIP:

Signed



John Miller, DVM

License: KS 7710

Vaccinations done...

09-05-15 DRJ 1yr. Rabies Vaccination, #151522
09-04-16

Rabies Vaccine Information...

MFG BY: ZOETI
LOT EXP: 04/12/16

SER.NO: S411411
ADM: IM

CERTIFICATE OF VACCINATION

Date of Rabies Vaccination: 09-05-15
Next Rabies Vaccination On: 09-04-16

Certificate No: 0
Previous Rabies Vaccination:

VETERINARY CLINIC
Dog & Cat Clinic PA
1101 N. 5th St.
Leavenworth, KS 66048
913-682-7424

OWNER OF ANIMAL
Bonnie McKean
921 S Main Lot #31
Lansing, KS 66043
Phone 240-5464

This is to certify...

THAT I HAVE VACCINATED AGAINST RABIES THE ANIMAL DESCRIBED BELOW.

Patient information...

PATIENT: Yimmy
SPECIES: Feline
SEX: N
COLOR: Yellow

TAG NO: 151521
BREED: Domestic Shorthair
AGE: 9 years
MICROCHIP:

Signed



John Miller, DVM

License: KS 7710

Vaccinations done...

09-05-15 DRJ 1yr. Rabies Vaccination, #151521
09-04-16

Rabies Vaccine Information...

MFG BY: ZOETI
LOT EXP: 04/12/16

SER.NO: S411411
ADM: IM

CERTIFICATE OF VACCINATION

Date of Rabies Vaccination: 09-05-15
Next Rabies Vaccination On: 09-04-16

Certificate No: 0
Previous Rabies Vaccination:

VETERINARY CLINIC
Dog & Cat Clinic PA
1101 N. 5th St.
Leavenworth, KS 66048
913-682-7424

OWNER OF ANIMAL
Bonnie McKean
921 S Main Lot #31
Lansing, KS 66043
Phone 240-5464

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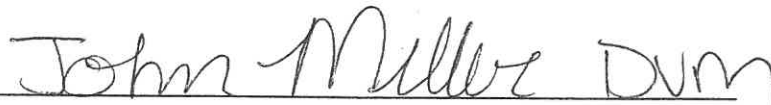
THAT I HAVE VACCINATED AGAINST RABIES THE ANIMAL DESCRIBED BELOW.

Patient information...

PATIENT: Possum
SPECIES: Feline
SEX: S
COLOR: Calico

TAG NO: 151524
BREED: Domestic Shorthair
AGE: 8 years
MICROCHIP:

Signed



John Miller, DVM

License: KS 7710

Vaccinations done...

09-05-15 DRJ 1yr. Rabies Vaccination, #151524
09-04-16

Rabies Vaccine Information...

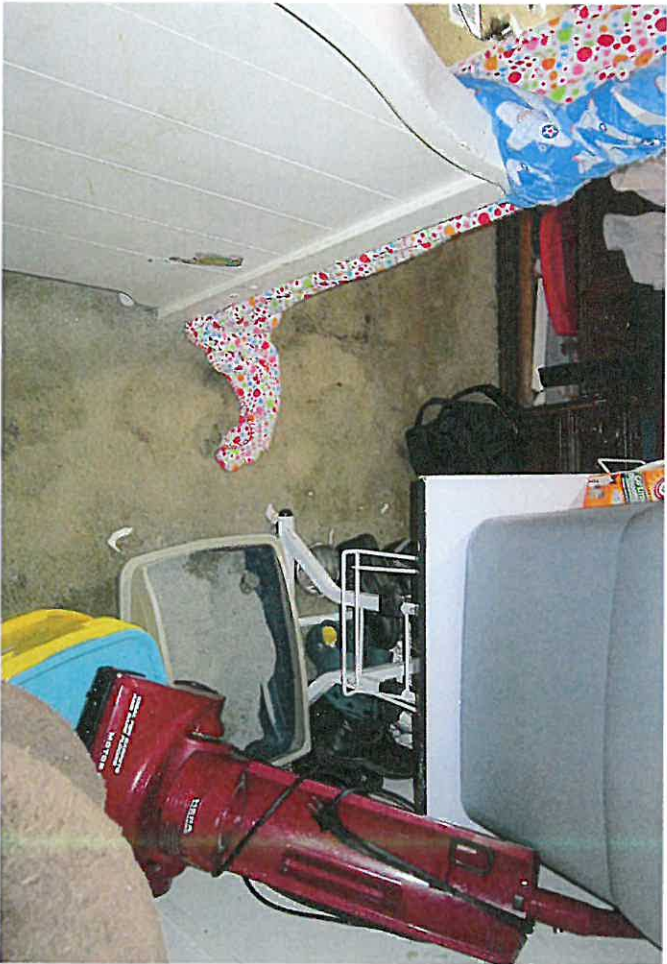
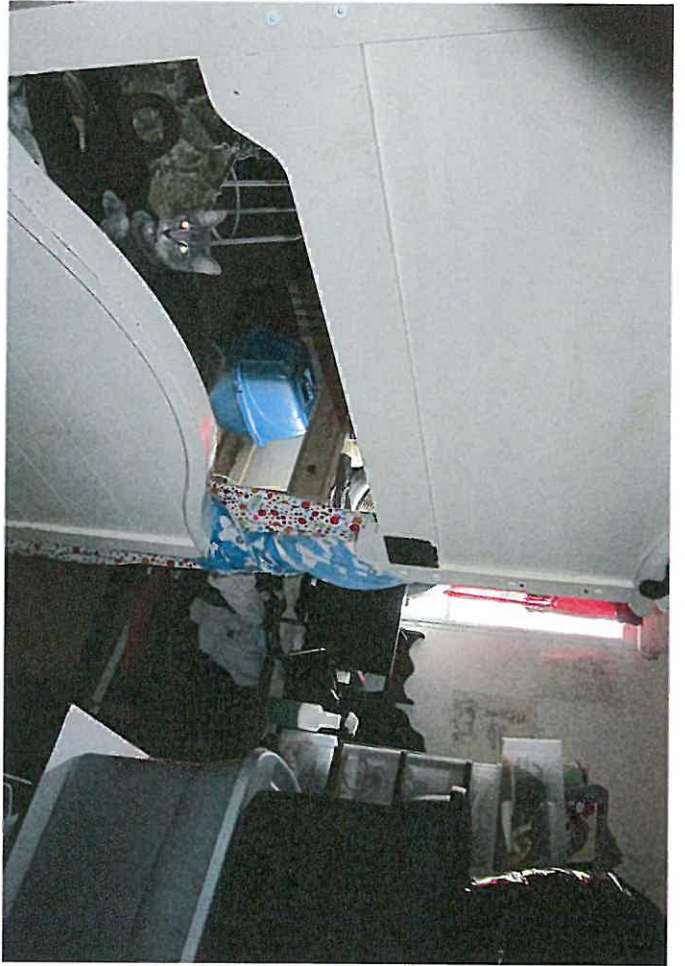
MFG BY: ZOETI
LOT EXP: 04/12/16

SER.NO: S411411
ADM: IM



9/23/15 1/4



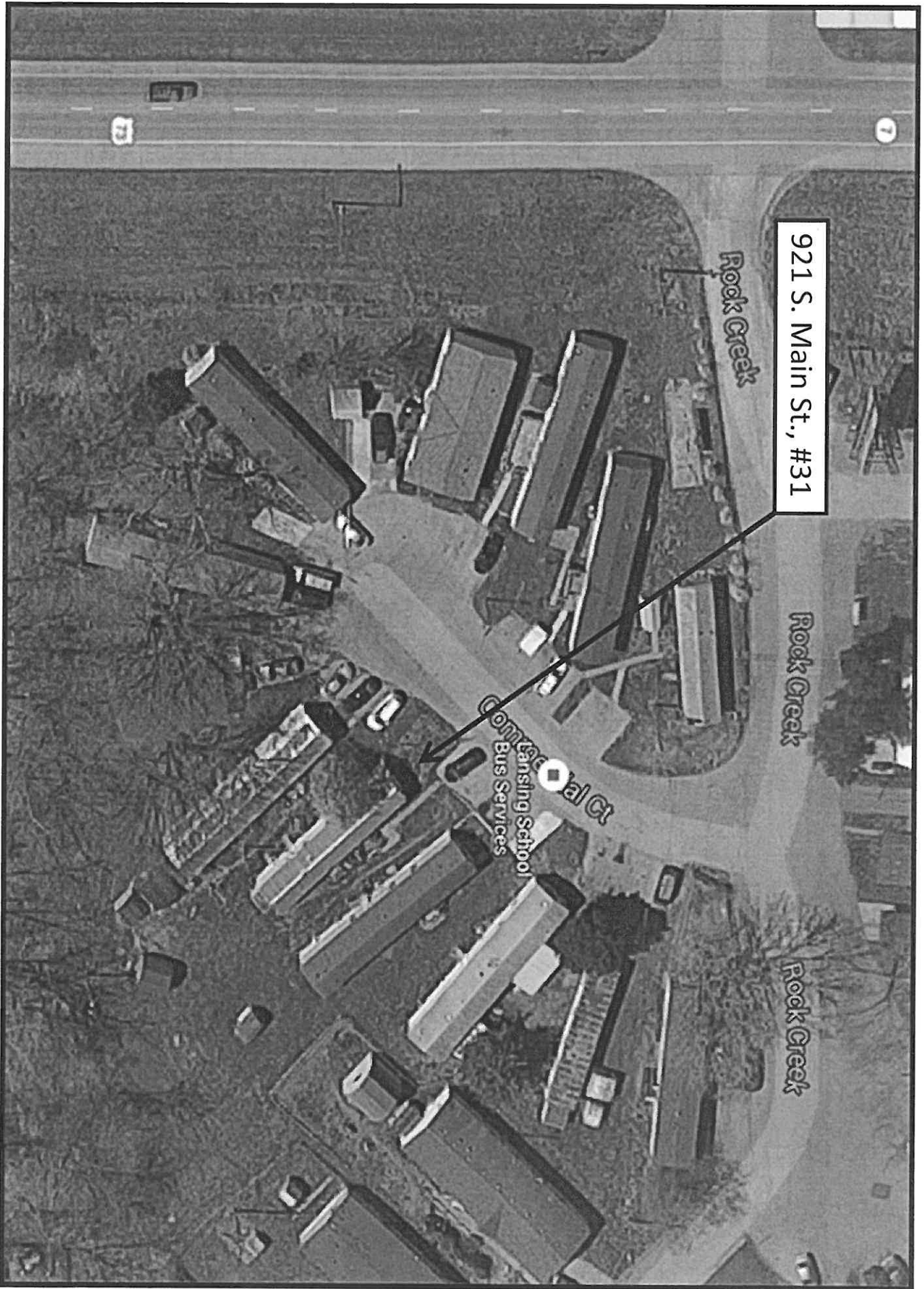


2/23/15 - 2/4

B 01/23/15







921 S. Main St., #31

Rock Creek

Rock Creek

Rock Creek

Commercial Ct
Canning School
Bus Services

①

S

Rig

SUBJECT: Fence Request – 800 Hithergreen Court

Action: Staff recommends the Council approve the fence request for Nickalas Gray at 800 Hithergreen Court.

**A G E N D A
A G E N D A
I T E M #**

Rebecca Savidge

From: Nickalas Gray <nick.gray@usd469.net>
Sent: Friday, September 11, 2015 2:16 PM
To: Rebecca Savidge
Subject: 800 Hithergreen Court
Attachments: doc10449620150911095034.pdf

Rebecca,

I am requesting a variance to city building codes so that I may have a fence built on the property at 800 Hithergreen court. We are planning to build a four foot tall fence in the back yard. As I understand it, we would need a variance as we want to come out from the west side of the house 20 feet towards the street and that is closer than city ordinance allows. I have dropped off a copy off the builders plans at your office and attached a copy. Please get me on the city council agenda as soon as possible. Thank you.



Home Improvement Agreement: Proposal for Fencing Installation

Jim Posty - K. Brown

Customer's Last Name, First Name: Gray Nick Store No. _____ Order No. _____

Service Address: 800 Hiltgreen Ct Date: 9/10/15

City: Lansing State: KS Zip: 66043 PRICE IS VALID FOR 30 DAYS FROM DATE OF PROPOSAL

Customer's Daytime Phone No.: 785-633-5625 Customer's Evening Phone No. _____ Customer's E-mail Address _____

Nearest Cross Street: Hiltgreen Dr

PERMIT/INSPECTION INFORMATION

Permit required? ☒ Yes ☐ No ☒ Homeowner to obtain permit (Installation Professional requires copy of permit before installation) ☐ Installation professional to obtain permit Plot plan or survey available? ☐ Yes ☐ No

Selection	\$	APPROXIMATE LAYOUT	
ADDITIONAL COST OPTIONS ADD THE PRICES IN THIS COLUMN TO THE SELECTION		FENCE FOOTAGE CONTAINED IN THIS PROPOSAL IS APPROXIMATE BASED ON FIELD MEASUREMENT. FINAL PRICE WILL BE ADJUSTED BASED ON ACTUAL FENCE FOOTAGE USED, AS SET FORTH IN TERMS AND CONDITIONS, I)	
TAKE DOWN AND HAUL AWAY OLD FENCE	\$		
Option A	3,750. ⁰⁰		
(City Allowance)			
Option B	4,250. ⁰⁰		
(Variance price)			
SUB TOTAL	\$		
DEPOSIT	\$ 50%		
BALANCE DUE (UPON COMPLETION)	\$		

FENCE INSTALLATION RELATED TO GRADE: PLEASE INITIAL ONE

<input type="checkbox"/> PLEASING TO THE EYE <p>FENCE TO BE LEVEL WITH HIGHEST GRADE (CUSTOMER TO FILL IN GAPS)</p>	<input checked="" type="checkbox"/> FOLLOWING FLOW <p>SLIGHTLY UNEVEN GRADE WITH FENCE FOLLOWING FLOW OF GROUND - FENCE WILL BE UNEVEN AT TOP</p>	<input type="checkbox"/> STEPPED INSTALLATION <p>STEEP SLOPE WHERE FENCE CANNOT "RACK" ENOUGH TO FOLLOW GRADE AND MUST BE STEPPED, RESULTING IN LARGE GAPS UNDER FENCE (CUSTOMER TO FILL IN GAPS)</p>
------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Product: Western Red Cedar

Style: Privacy Height: 6'

Footage: 190 If Gates: 2 1-100

Post Cap: Flat Top Color: NA

Rail Type: 2 Post Type: 4x4 ALG

Picket Type: 6" Dog Ear \$ 3,750.⁰⁰

Product: Western Red Cedar

Style: Privacy Height: 4'

Footage: 230 If Gates: 2 1-100

Post Cap: Flat Top Color: NA

Rail Type: 2 Post Type: 4x4 ALG

Picket Type: 6" Dog Ear \$ 4,250.⁰⁰

Product: _____

Style: _____ Height: _____

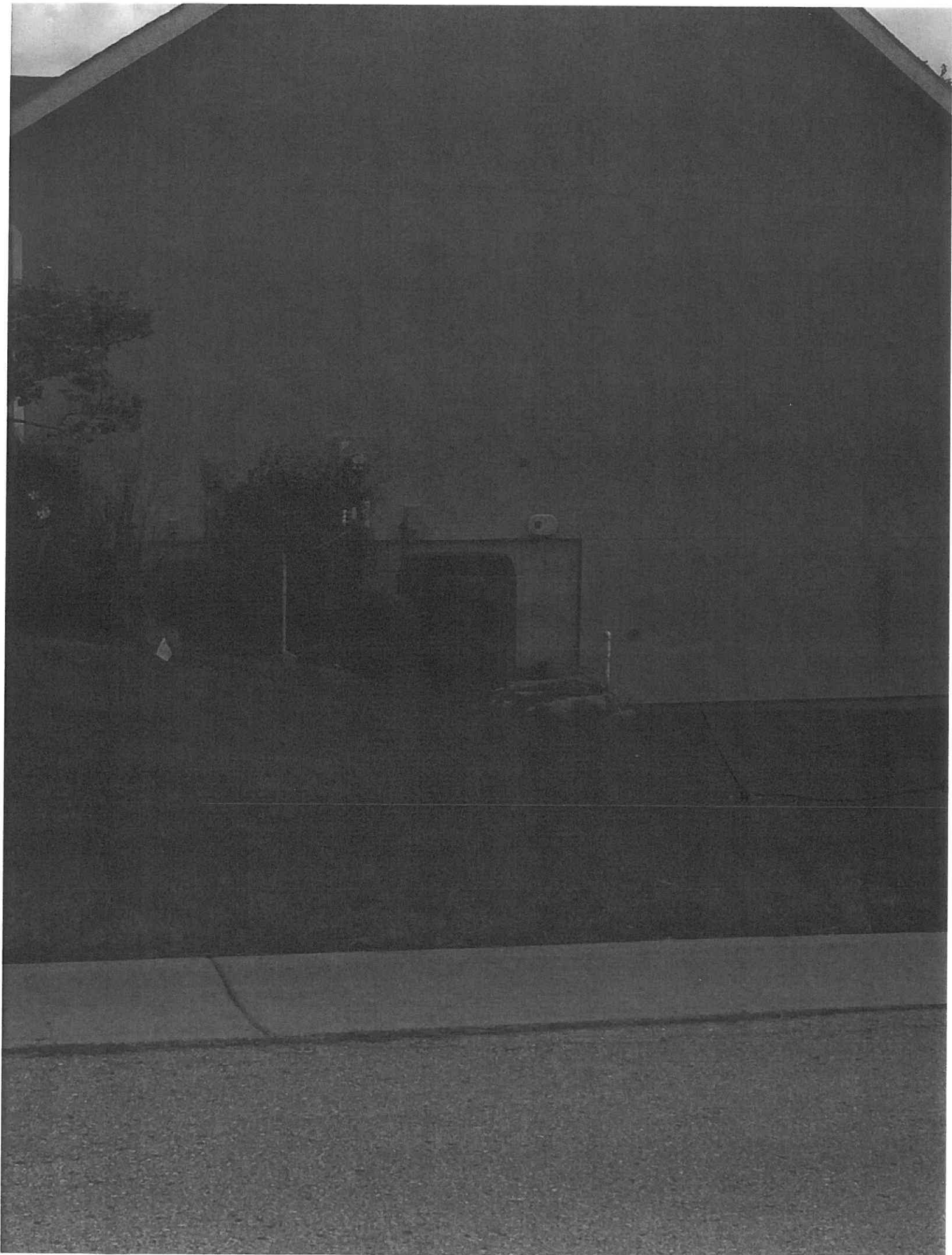
Footage: _____ If Gates: _____

Post Cap: _____ Color: _____

Rail Type: _____ Post Type: _____

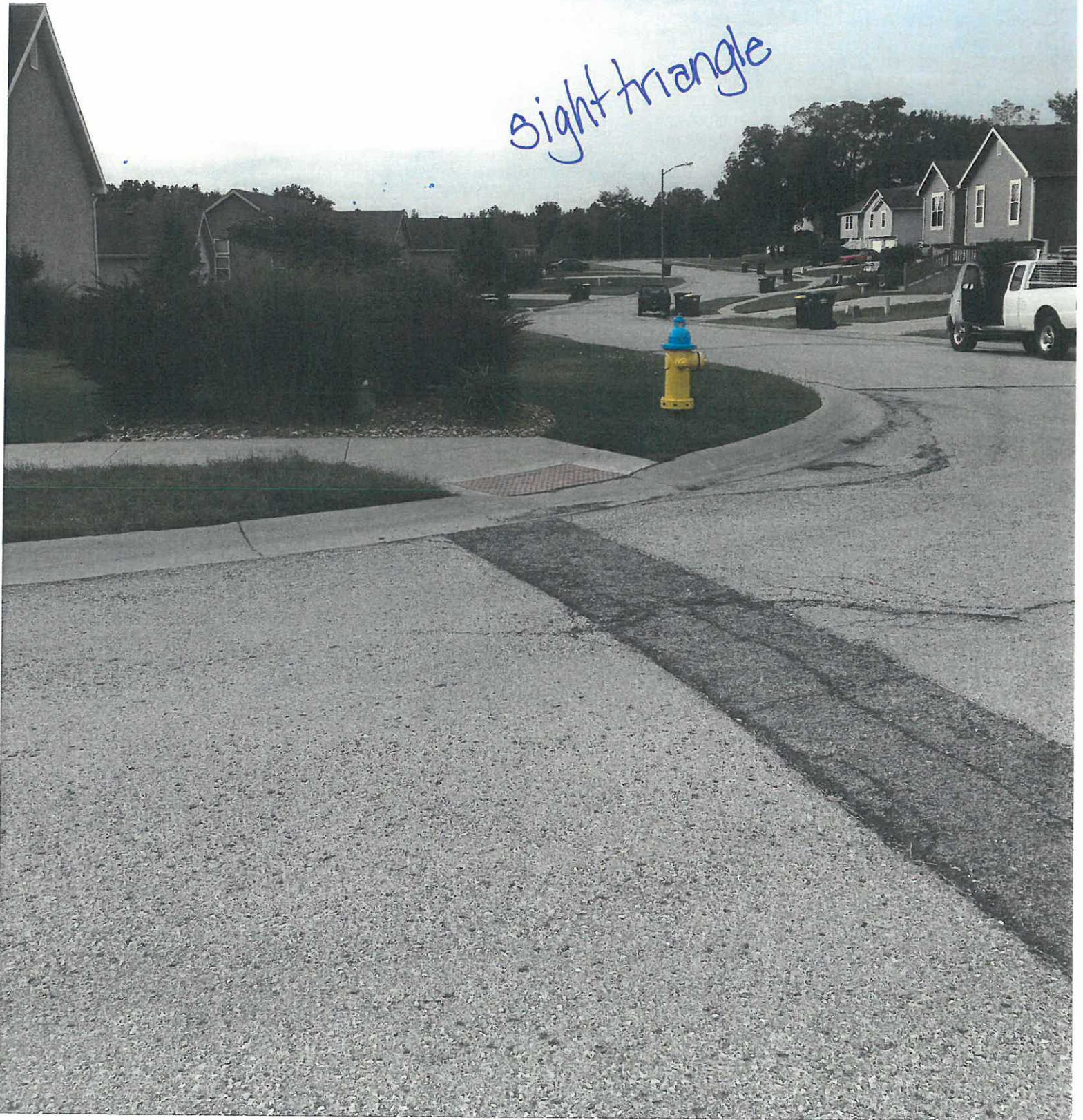
Picket Type: _____ \$ _____

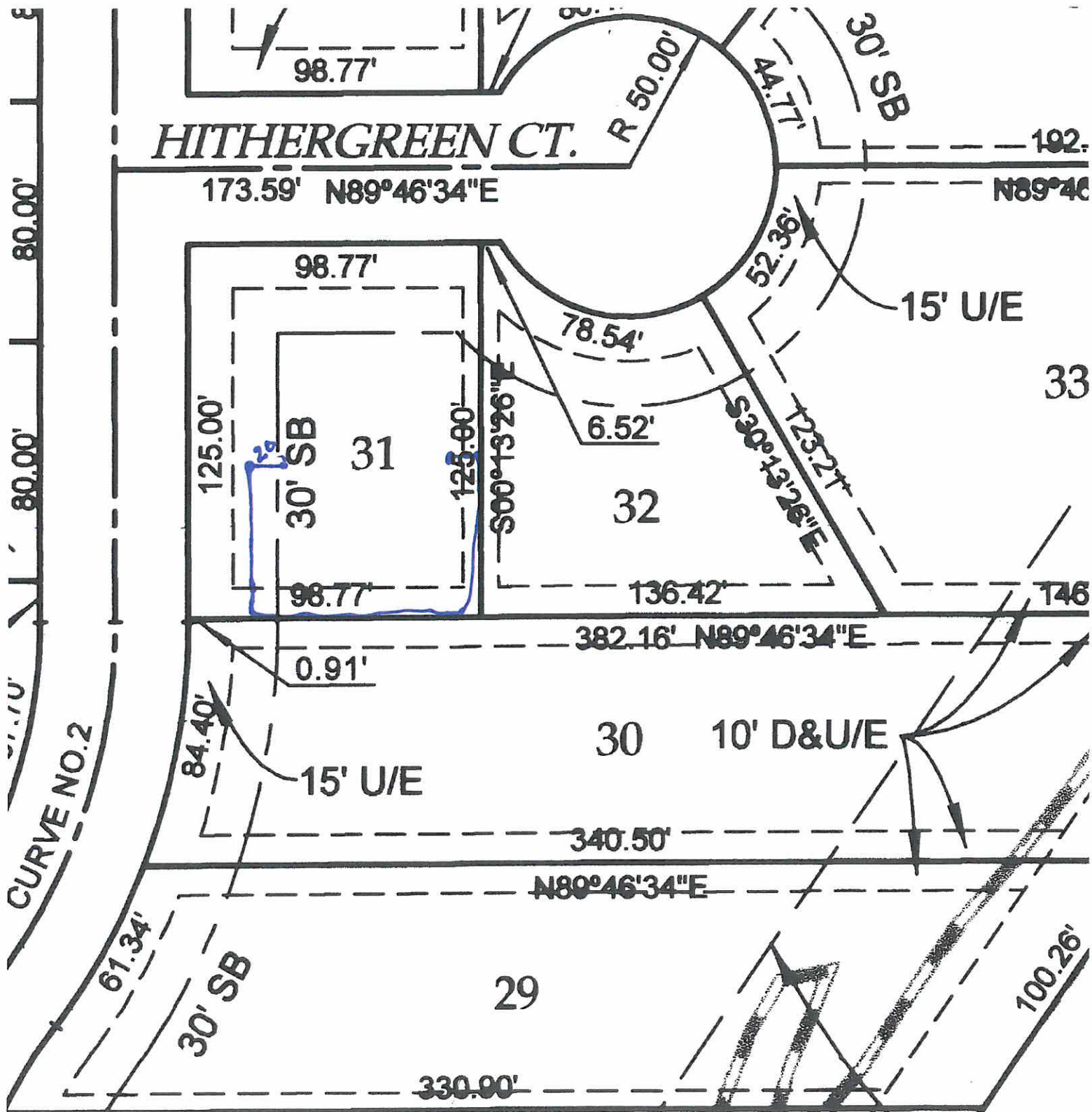






sight triangle





$\frac{r}{12}$

ACTION: A motion to approve the contract with Valbridge Property Advisors for appraisal services in support of the 9 Mile Creek Action Plan (City project 15-01).

AGENDAGENDAGENDA ITEM



Shaner Appraisals, Inc.

September 24, 2015

Mr. Anthony J. Zell Jr.
Wastewater Utility Director
The City of Lansing
800 First Terrace
Lansing, Kansas 66043

RE: Engagement Proposal for Appraisal Services

Dear Mr. Zell:

Thank you for the opportunity to present this proposal for appraisal services for the Lansing sewer project (9 Mile Creek Interceptor 15-01). Per your request I have modelled this proposal on prior proposals we have submitted, as those were fairly consistent with industry practices and the scope of work outlined was comprehensive.

All appraisal services will conform to the Uniform Standards of Professional Appraisal Practice and the Professional Ethics of the Appraisal Institute. The proposed scope of work follows:

- For each parcel, identification of the economic unit, or larger parcel to be appraised, based upon the unities of use, contiguity and ownership.
- Identify available utility and development infrastructure.
- Review the existing zoning, and master planned zoning, from the appropriate governmental authority. Estimate the Highest and Best use of the property.
- Research county records and other available sources for comparable sales data.
- Estimate land values based upon comparable data.
- Analyze and estimate value impacts due to takings and site improvement losses (structures and other improvements).
- Analyze any damages to the remainder property due to the acquisitions.
- Preparation of valuations which delineate monetary impacts.

Any additional appraisals for properties beyond the estimated number of properties (16), or services beyond the specified scope, is an additional service.

Appraisal Report Updates

Any appraisal report that requires an update due a change in market conditions attributed to delays in the project beyond the control of Valbridge Property Advisors | Shaner Appraisals, Inc. is considered an additional service.

Condemnation Services

Valbridge Property Advisors | Shaner Appraisals, Inc. can provide evidence and testimony showing good faith offers have been made. If needed, we can prepare condemnation exhibits and provide expert testimony as to valuation conclusions, with fees charged per the hourly schedule outlined later in this proposal.

10990 Quivira, Suite 100, Overland Park, KS 66210 (913) 451-1451 FAX (913) 529-4121
Valbridge Property Advisors | Shaner Appraisals, Inc. Independently Owned and Operated

Project Schedule

The appraisal services for the properties will take up 45 days to complete after receipt of items necessary to complete the assignment.

Insurance

Valbridge Property Advisors | Shaner Appraisals, Inc. carries \$2,000,000 in professional liability insurance, as well as the required amount prescribed by law for Workers' Compensation. The Declarations page from our E & O policy is attached hereto.

Cost of Services

The base not to exceed cost for the appraisal services is \$1,100 per tract (16 total tracts), or \$17,600 total. Any additional charges for expert witness work will be made at the hourly rate and fee schedule described in this section.

Fee Schedule

Hourly fees (associated with depositions, testimony, and consultation outside the defined scope of work) will be in accordance with the following rate schedule.

Personnel Hourly Rates

Principal Appraiser: \$250
Associate Appraiser: \$125

Mileage: \$0.565 per mile

Out of Pocket Expenses

Reimbursement of out of pocket expenses at cost (maps, ownership documents, etc.).

Considerations

This proposal is predicated on the following items:

- Completed legal descriptions, the legal forms to be used for the documents to be prepared by us, and construction drawings will be provided at the start of the individual appraisals.
- Field staking marking the acquisition boundaries will be provided before the assignment is commenced.

Title 6 Compliance

1. **Compliance With Regulations** – The contractor shall comply with the Regulations relative to nondiscrimination in federally-assisted programs of United States Department of Transportation (USDOT), Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination** – The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of sub-contractors, including procurement of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
3. **Solicitations for Subcontracts, Including Procurement of Materials and Equipment** – In all solicitations either by competitive bidding or negotiations made by the contractor for work to be performed under a sub-contract, including procurement of materials or leases of equipment, each potential sub-contractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, sex, or national origin.
4. **Information and Reports** – The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the contracting agency or the appropriate federal agency to

be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of the contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to KDOT or the USDOT as appropriate, and shall set forth what efforts it has made to obtain the information.

5. **Sanctions for Noncompliance** – In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the contracting agency shall impose such contract sanctions as it or the USDOT may determine to be appropriate, including, but not limited to:
 - a. Withholding of payments to the contractor under the contract until the contractor complies, and/or;
 - b. Cancellation, termination, or suspension of the contract, in whole or in part.
6. **Incorporation of Provisions** – The contractor shall include the provisions of paragraphs (1) through (5) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontractor or procurement as the contracting agency or USDOT may direct as a means of enforcing such provisions including sanctions for noncompliance.

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request KDOT enter into such litigation to protect the interests of the state and, in addition, the contractor may request the USDOT enter into such litigation to protect the interests of the United States.

Thank you very much for the opportunity. If you need any additional information please let me know.

I look forward to working with you.



Laird Goldsborough MAI MRE
Certified General Real Property Appraiser Kansas #G-834
Senior Managing Director
Valbridge Property Advisors | Shaner Appraisals, Inc.

Approved by: _____

City of Lansing, Kansas

Date: _____

or $\frac{1}{2}$

ACTION: A motion to approve the contract with Skeens Consulting for easement acquisition services in support of the 9 Mile Creek Action Plan (City project 15-01).

**AGENDA AGENDA AGENDA
ITEM #**

SKEENS CONSULTING SERVICES, INC.

13931 West 76th Circle

Lenexa, Kansas 66216

(913) 484-5342

LANSING SANITARY SEWER IMPROVEMENT PROJECTS NINE MILE CREEK ACTION PLAN

Scope of Acquisition Services

1. Perform all work necessary to acquire the real property rights necessary by the City of Lansing, Kansas for construction of the Nine Mile Creek Action Plan sanitary sewer improvement project.
2. Review the title and ownership information furnished by the City of Lansing.
3. Review the construction plans provided by the City of Lansing.
4. Compare the legal descriptions provided for the transactional documents against the plans.
5. Review the appraisals provided by Shaner Appraisals and be prepared to answer the owner's questions regarding the offer of just compensation.
6. Initiate negotiations by contacting, if possible, all owners of assigned tracts by a means convenient to the owner. There shall be a sufficient number of contacts with each owner made to either settle the tract or clearly indicate that an impasse has been reached and further contacts would be unproductive. Owners that cannot be found will be contacted by certified mail, return receipt requested, at the address shown on the county records tax roll for the property.
7. Prepare, discuss and provide the offer letter to the owner. All offer letters will be provided in a timely manner and in no case later than two weeks from receipt of the approved appraisal and the authorization from the City of Lansing to proceed. The financial terms of the initial offer letter will be based on the information provided in the approved appraisal report.

8. Discuss the scope of the project with the owner, review the plans if requested and describe to the owner the impact of the plans and the construction project as it relates to the specific tract affecting the owner. Refer any technical construction questions to the appropriate department within the City of Lansing and/or the Project Engineer. Answer any questions the owner may have regarding the appraisal and acquisition process. Meet with the property owners on site, as needed.

9. Obtain appropriate signatures and necessary information on the transactional purchase documents which are to be provided and prepared by the City of Lansing.

10. Transmit any counteroffer made by the owner directly to the City of Lansing. No unauthorized agreements or settlements in amounts greater than the approved just compensation (based on the approved final appraisal) shall be offered without discussion with and prior approval of the City of Lansing. If a counter offer is approved by the City of Lansing, prepare a revised offer letter and provide it to the owner for their consideration.

Title VI Compliance

During the performance of this contract, the contractor/consultant, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. Compliance With Regulations – The contractor shall comply with the Regulations relative to nondiscrimination in federally-assisted programs of United States Department of Transportation (USDOT), Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

2. Nondiscrimination – The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of sub-contractors, including procurement of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

3. Solicitations for Subcontracts, Including Procurement of Materials and Equipment – In all solicitations either by competitive bidding or negotiations made by the contractor for work to be performed under a sub-contract, including procurement of materials or leases of equipment, each potential sub-contractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, sex, or national origin.

4. Information and Reports – The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the contracting agency or the appropriate federal agency to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of the contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to KDOT or the USDOT as appropriate, and shall set forth what efforts it has made to obtain the information.

5. Sanctions for Noncompliance – In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the contracting agency shall impose such contract sanctions as it or the USDOT may determine to be appropriate, including, but not limited to:

- a. Withholding of payments to the contractor under the contract until the contractor complies, and/or;
- b. Cancellation, termination, or suspension of the contract, in whole or in part.

6. Incorporation of Provisions – The contractor shall include the provisions of paragraphs (1) through (5) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontractor or procurement as the contracting agency or USDOT may direct as a means of enforcing such provisions including sanctions for noncompliance.

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the contractor may request KDOT enter into such litigation to protect the interests of the state and, in addition, the contractor may request the USDOT enter into such litigation to protect the interests of the United States.

Additional Services

Any services beyond the specified scope, including but not limited to preparation time and testimony for a condemnation case, are an additional service and shall be billed at the hourly rate set forth in the Fee Schedule section of this document.

Project Schedule

The acquisition services for the project will take up to 60 days to complete after receipt of all items necessary for completion of the assignment.

Fee Schedule

The fee for acquisition services for these projects is \$850 per tract as long as there are a minimum of 15 tracts. Any fewer than 15 tracts will require discussion and agreement with the City of Lansing on the price per tract fee.

Compensation for any additional services will be made at the rate of \$150 per hour.

Initial billing will be submitted at the conclusion of the 60 day acquisition period and will be in the amount of the unit cost of \$850 times the finalized number of tracts to be acquired, along with fees for any additional services that have taken place up to that time. Additional billing will be done on a monthly basis for any additional services that might be required.

City of Lansing Requirements

The Scope of Services set forth in this proposal is predicated on the following terms:

1. City of Lansing will provide the acquisition agent with completed legal descriptions, title reports, prepared and finalized legal transactional forms, construction plans and a copy of the final appraisal.
2. Field staking marking the acquisition boundaries will be provided before the assignment is commenced.

Submitted by:

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Skeens Consulting Services, Inc.
13931 West 76th Circle
Lenexa, Kansas 66216
{913} 484-5342

Date: September 23, 2015

Approved by:
City of Lansing, Kansas

By: _____

Name: _____

Title: _____

Date: _____