



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

**COUNCIL AGENDA**  
**Regular Meeting**  
**Thursday, July 16, 2015**  
**7:00 P.M.**

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**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.

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***Call To Order***

***Pledge of Allegiance***

**AMENDED**

***Roll Call***

**OLD BUSINESS:**

1. Approval of Minutes

**NEW BUSINESS:**

***Audience Participation***

***Presentations***

***Council Consideration of Agenda Items:***

2. Lansing Community Library Volunteer Policy
3. Ordinance No. 946 – An Ordinance Levying Special Assessments of Unified School District 469
4. Ordinance No. 947 – An Ordinance for Project Authorization for 7 Mile Creek
5. Resolution No. B-2-15 for Sale of General Obligation Bonds
6. Treasurer's Report for Quarter Ending June 30, 2015

***Reports:***

City Attorney; City Administrator; Councilmembers

***Proclamations***

***Other Items of Interest:***

7. Department Monthly Reports
8. Certified Inspection and Testing Training Program Completion – Dennis Thompson

***Adjournment***

TO: Tim Vandall, City Administrator

FROM: Sarah Bodensteiner, City Clerk 

DATE: July 10, 2015

SUBJECT: Agenda Summary

**Call To Order**

**Pledge of Allegiance**

**Roll Call**

**OLD BUSINESS:**

1. **Approval of Minutes**

The regular meeting minutes of July 2, 2015, are attached.

- **ACTION:** A motion to approve the regular meeting minutes for July 2, 2015, as presented.

**NEW BUSINESS:**

**Audience Participation**

**Presentation**

**Items for Council Consideration:**

2. **Lansing Community Library Volunteer Policy**

- In order to effectively manage the volunteer program, it became necessary to develop a policy that describes the application and training process, and lays out other expectations.
- The Governing Body was briefed on the Community Library Volunteer Policy at the July 9, 2015 Work Session and the consensus was to bring the policy forward for approval.

- **MOTION:** To approve the Lansing Community Library Volunteer Policy.

3. **Ordinance No. 946 – An Ordinance Levying Special Assessments of Unified School District 469**

- Ordinance No. 946 authorizes the city to assess U.S.D 469 for 50% for the general obligation bond payments for the DeSoto Rd/147<sup>th</sup> Street Improvements.

- **MOTION:** To adopt Ordinance No. 946 – An Ordinance Levying Special Assessments on Certain Property to Pay the Costs of Internal Improvements in the City of Lansing, Kansas, as Previously Authorized by Resolution No. B-4-14 of the City; and Providing for the Collection of Such Special Assessments.

4. **Ordinance No. 947 – An Ordinance for Project Authorization for 7 Mile Creek**

- Ordinance No. 947 authorizes the construction of 7 Mile Creek Sanitary Sewer Interceptor Improvements.

- **MOTION:** To adopt Ordinance No. 947 – An Ordinance of the City of Lansing, Kansas, Authorizing and Providing for the Alteration, Repair or Reconstruction of Certain Existing Sanitary Sewers in the City; Authorizing and Providing for the Construction of Interceptor Sewer Improvements in the City; and Providing for the Payment of the Costs Thereof.

5. **Resolution No. B-2-15 for Sale of General Obligation Bonds**

- Bond Counsel, Gilmore & Bell, has prepared Resolution No. B-2-15 requesting that the City Council Authorize the offering for sale of General Obligation Bonds Series 2015-A and General Obligation Temporary Notes, Series 2015-1.
- Proceeds from the bonds will be used to permanently finance the DeSoto Road/147<sup>th</sup> Street improvements and retire the 2014-1 general obligation temporary notes.
- Proceeds from the notes will be used to temporarily finance the 7 Mile Creek project.
- **MOTION:** To adopt Resolution No. B-2-15, authorizing the offering for sale of General Obligation Bonds, Series 2015-A and General Obligation Temporary Notes, Series 2015-1, of the City of Lansing, Kansas.

6. **Treasurer's Report for Quarter Ending June 30, 2015**

- The Treasurer's Report for Quarter Ending June 30, 2015 is included for your review.
- **MOTION:** To approve the Treasurer's Report for the quarter ending June 30, 2015 as presented.



**Reports:** City Attorney; City Administrator; Councilmembers

**Proclamations**

**Other Items of Interest**

7. Department Monthly Reports
8. Certified Inspection and Testing Training Program Completion – Dennis Thompson

**Adjournment**

**TO:** Tim Vandall, City Administrator   
**FROM:** Sarah Bodensteiner, City Clerk   
**DATE:** July 10, 2015  
**SUBJECT:** Approval of Minutes

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The regular meeting minutes for July 2, 2015, are enclosed for your review.

**Action:**

Staff recommends a motion to approve the regular meeting minutes for July 2, 2015, as presented.

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**CITY OF LANSING**  
**CITY COUNCIL MEETING**

**REGULAR MEETING MINUTES**  
**July 2, 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:** Jesse Garvey and Kerry Brungardt  
**Ward 4:** Gregg Buehler

**Councilmembers Absent:** Tony McNeill

**OLD BUSINESS:**

**Consent Calendar:** Councilmember Buehler moved to approve the regular meeting minutes of June 18, 2015. Councilmember Garvey seconded the motion. The motion was approved with Councilmember Brungardt abstaining from the vote.

**NEW BUSINESS:**

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

**COUNCIL CONSIDERATION OF AGENDA ITEMS:**

**Request for Special Use Permit (717 Holiday Drive):** Councilmember Buehler moved to approve the special use permit for 717 Holiday Drive. Councilmember Gardner seconded the motion. The motion was unanimously approved.

**Award of Bid – Construction of 7 Mile Creek Sanitary Sewer Action Plan:** Councilmember Buehler moved to approve the bid from Linaweaver Construction for the construction of the 7 Mile Creek Sanitary Sewer Action Plan (City Project 13-07) in the amount of \$4,185,646.00. (Four Millions, One-Hundred Eight-Five Thousand, Six Hundred and Forty Six Dollars). Councilmember Pawlowski seconded the motion. The motion was unanimously approved.

**Change Order Request from Linaweaver Construction:** Councilmember Buehler moved to approve the change order request from Linaweaver Construction of Lansing Kansas for construction of the 9B/9D Sanitary Sewer Interceptor Project (City Project 13-06), in the amount of \$116,096.48. (One hundred sixteen-thousand, ninety-six dollars and forty-eight cents). Councilmember Garvey seconded the motion. The motion was unanimously approved.

**ADJOURNMENT:** Councilmember Gardner moved to adjourn. Councilmember Pawlowski seconded the motion. The motion was unanimously approved. The meeting was adjourned at 7:10 p.m.

**ATTEST:**

\_\_\_\_\_  
Louis E. Kirby, Mayor

\_\_\_\_\_  
Sarah Bodensteiner, City Clerk

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**Staff recommends a motion to approve the Lansing Community Library Volunteer Policy.**

# AGENDAGENDAGENDA

## ITEM # 2

# Lansing Community Library Volunteer Policy

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## Statement of Purpose

The Lansing Community Library (the “Library”) strives to provide quality public service. Volunteers offer a special set of skills and commitment which enable the Library to best serve the community.

## Definition of a Volunteer

A volunteer is any individual who contributes time, energy, and talents in support of the Library and is not compensated for this service. Different age ranges for volunteers exist and volunteers must be at least 8 years old. All prospective volunteers must complete an application form and an informal interview conducted by the Library Director or their designee prior to participation.

## Volunteer Categories

- **Junior Partner (8-12 years old)** – These volunteers partner with a parent/guardian volunteer to complete age appropriate tasks, which may include:
  - Shelving books, DVDs and other Library items.
  - Maintaining the order of items on shelves.
  - Dusting shelves.
  - Assisting with the preparation of materials for craft projects.
- **Teen Volunteer (13-17 years old)**
  - Shelving books, DVDs and other Library items.
  - Maintaining the order of items on shelves.
  - Assisting with the preparation of materials for craft projects.
  - Assisting with children’s programming before, during and/or after programming.
  - Assisting with the Summer Reading Program.
  - Preparing library materials for circulation.
  - Homework Helper / Tutor
  - Other duties as needed.
  - Teen volunteers may also apply for participation with the *Teen’s Advisory Board*.
- **Adult Volunteer (18+ years old)**
  - Shelving books, DVDs and other Library items.
  - Maintaining the order of items on shelves.
  - Assisting with the preparation of materials for craft projects.
  - Assisting with children’s programming before, during and/or after programming.
  - Book repair, which includes spine repair, rebinding and taping.
  - Preparing library materials for circulation.
  - Homework Helper / Tutor
  - Assisting with the Summer Reading Program.
  - Partnering with a library staff member to provide outreach services.
  - Gathering, sorting, and preparing library materials for distribution to other NExpress libraries.
  - Special Projects and other duties as needed.

All volunteers must be accepted into the Library's volunteer program by the Library Director or their designee prior to performance of assigned tasks.

### **How to Become a Volunteer**

Individuals interested in volunteering must complete an application. Applications may be picked up at the circulation desk at the Library; a PDF version may be found at the Library's website. Upon receipt of a complete application, Library staff will contact you to discuss volunteer opportunities and schedule an interview appointment.

The Lansing Community Library has absolute authority to deny a volunteer application; however, the Library shall not approve or deny the application of a volunteer on the basis of sex, national origin, religion, race, color or disability pursuant to State or Federal statute.

***Volunteers over the age of 18 may be subject to a criminal records search and background check (at the expense of the Library).***

If the Library does not have activities/projects that match a volunteer's interests at the time of application, the applicant will be notified and the application will be kept on file for one (1) year.

## **- Volunteer Guidelines -**

The Library's guidelines for volunteering are as follows:

### **Attendance**

- Once a volunteer has chosen a work schedule, it is expected that he/she will be available at the agreed-upon time. If you must miss a volunteer session, please notify a staff member as soon as possible.
- If three (3) absences occur without notification, the benefit of a written reference letter may be revoked. *[revision note: some volunteers, especially students seeking their first paying job or admission to college, might request a letter of reference.]*
- Please be prompt and consistent. We rely on you to do the tasks assigned to you, and if you cannot be here, we may need to make other arrangements.

### **Confidential Information**

- Patron records are confidential in nature. Only select volunteers may have access to patron records in the course of completing their duties, as determined by the Library Director. No one is permitted to remove or make copies of any records, reports or documents from the Library.

### **Customer Service**

- Volunteers come into contact with Library patrons and may be the first official contact a patron has with the Library. It is important, therefore, that volunteers maintain a professional, friendly demeanor at all times.
- All patron questions other than directional are to be referred to a staff member who is trained to provide informational services to patrons.

### **Disciplinary Procedures**

- Volunteers, in their capacity as unpaid staff, are expected to meet the same standards of professionalism required of Library staff. Volunteers who display poor attendance and/or work effort, violate Library policies, or violate city, local, state or federal law while working at the Library are subject to dismissal.

Furthermore, volunteers serve at will and agree that the Library may at any time, for whatever reason, decide to terminate the volunteer's relationship with the Library, or to make changes in the nature of their volunteer assignment.

### **Dress Code**

- Volunteers should wear casual, comfortable clothing. We ask that your attire be neat and conservative. Teen and Junior Partner volunteers should follow the public school dress code.

### **Drug Free Workplace**

- The use of alcohol or illegal drugs at the Library is prohibited. Reporting to work under the influence of drugs or alcohol is prohibited. The Library is a smoke-free building.

### **Emergency Procedures**

- Volunteers are to immediately report every job-related injury, regardless of severity, to the Library Director.
- In case of a fire alarm, all persons should proceed to the nearest exit. In case of a tornado alarm, all persons should proceed to the nearest tornado shelter.

### **Facilities**

- Volunteers will be issued name tags which should be worn at all times when representing Lansing Community Library.



## Harassment

- All volunteers, employees, and supervisors – both male and female – are strictly prohibited from sexually harassing or making improper advances towards other volunteers, patrons, employees, or supervisors. Sexual harassment includes unwelcome or unsolicited verbal, physical, or sexual conduct that is made a term of condition of service or employment, is used as the basis of employment or advancement decision, or has the purpose or effect of unreasonably interfering with work or creating an intimidating, hostile, or offensive environment. Any such behavior must be reported to the Library Director or the City Administrator. For more details, please refer to the City of Lansing's sexual harassment policy.
- Teen and adult volunteers must watch a short video on sexual harassment and sign an acknowledgement of receipt of the City of Lansing's sexual harassment policy.

## Inclement Weather

- City Hall determines "open" vs. "closed" status during inclement weather and the Library will follow City policies accordingly. As long as electricity and an internet connection are available, closures will be posted on the City website and the Library's Facebook page.
- Children's programming is cancelled when Lansing Public Schools are closed due to inclement weather.

## Recording Hours

- It is important for volunteers to sign in and out each time they report for work. Accurate and up-to-date records provide useful information for volunteer recognition, budget purposes and program promotion. Volunteer hours accumulated in training will be included in your service hours. Volunteers working in the Library should sign in and out at the volunteer station.
- ***Please note, the Library does not accept court-ordered community service applicants.***

## Telephone Calls

- Please avoid personal telephone calls, visits or other interruptions while volunteering. No volunteer shall make a long distance personal call that would be billed to the Library.

## Use of Equipment

- Library-owned equipment, including copy machines, computers, supplies, and other materials are for Library-use only and may not be used for personal business.
- No equipment or material is to be removed from the Library.



(Published in the *LEAVENWORTH TIMES*, on July \_\_\_, 2015)

**ORDINANCE NO. 946**

**AN ORDINANCE LEVYING SPECIAL ASSESSMENTS ON CERTAIN PROPERTY TO PAY THE COSTS OF INTERNAL IMPROVEMENTS IN THE CITY OF LANSING, KANSAS, AS PREVIOUSLY AUTHORIZED BY RESOLUTION NO. B-4-14 OF THE CITY; AND PROVIDING FOR THE COLLECTION OF SUCH SPECIAL ASSESSMENTS.**

**WHEREAS**, the governing body of the City of Lansing, Kansas (the "City") has previously authorized certain internal improvements (the "Improvements") to be constructed pursuant to K.S.A. 12-6a01 *et seq.* (the "Act"); and

**WHEREAS**, the City Council has previously received a waiver (the "Waiver") of public hearing and right to protest the levy of special assessment from the owners of 100% of the property liable for assessment for the cost of the Improvements; and

**WHEREAS**, the governing body desires to levy assessments on certain property benefited by the construction of the Improvements.

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

**Section 1. Levy of Assessments.** For the purpose of paying the costs of the following described Improvements:

**DE SOTO ROAD/147<sup>TH</sup> STREET IMPROVEMENT DISTRICT  
RESOLUTION NO. B-4-14**

The construction and installation of traffic signals, turn lanes and modification of the high school entrance, and all appurtenances thereto at the De Soto Road/147<sup>th</sup> Street and Ridge Drive intersection; the construction and installation of a four-way stop and related signage and all appurtenances thereto at the intersection of De Soto Road/147<sup>th</sup> Street and 4-H Road; and the installation of 7,900 linear feet of 24-inch PVC sewer main as well as the installation of manholes along the main, and all other appurtenances thereto.

there are hereby levied and assessed the amounts (with such clerical or administrative amendments thereto as may be approved by the City Attorney) against the property described on *Exhibit A* attached hereto.

**Section 2. Payment of Assessments.** The amounts so levied and assessed in *Section 1* of this Ordinance shall be due and payable from and after the date of publication of this Ordinance.

**Section 3. Notification.** The City Clerk shall notify the owners of the properties described in *Exhibit A* attached hereto insofar as known to said City Clerk, of the amounts of their respective

assessments; and, said notice shall further state that pursuant to the Waiver, bonds will be issued therefor, and the amount of such assessment will be collected in installments with interest.

**Section 4. Certification.** The special assessments shall be certified by the City Clerk to the County Clerk in the same manner and at the same time as other taxes are certified and will be collected in fifteen (15) annual installments, together with interest on such amounts at a rate not exceeding the maximum rate therefor as prescribed by the Act. Interest on the assessed amount remaining unpaid between the effective date of this Ordinance and the date the first installment is payable, but not less than the amount of interest due during the coming year on any outstanding bonds issued to finance the Improvements, shall be added to the first installment. The interest for one year on all unpaid installments shall be added to each subsequent installment until paid.

**Section 5. Effective Date.** This Ordinance shall take effect and be in force from and after its passage, approval and publication once in the official City newspaper.

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**PASSED** by the governing body of the City on July 16, 2015 and signed and **APPROVED** by the Mayor.

(SEAL)

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Mayor

ATTEST:

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City Clerk

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**ORDINANCE NO. 947**

**AN ORDINANCE OF THE CITY OF LANSING, KANSAS, AUTHORIZING AND PROVIDING FOR THE ALTERATION, REPAIR OR RECONSTRUCTION OF CERTAIN EXISTING SANITARY SEWERS IN THE CITY; AUTHORIZING AND PROVIDING FOR THE CONSTRUCTION OF INTERCEPTOR SEWER IMPROVEMENTS IN THE CITY; AND PROVIDING FOR THE PAYMENT OF THE COSTS THEREOF.**

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**WHEREAS**, K.S.A. 12-631a, as amended (the "Act"), provides, in part, that whenever, in the opinion of the governing body of any city in the state of Kansas it shall become necessary to alter, repair or reconstruct any existing sewer which serves two or more sewer districts, where sewer districts may have been created, or which serves a substantial portion of the city, the governing body of such city may provide for the alteration, repair or reconstruction of any such sewer; or if any such sewer, after having been constructed for twenty years or more, is found to be inadequate, and in the opinion of the governing body the inadequacy of such sewer can be corrected at a lesser cost by the construction of another sewer in the same watershed, the governing body of such city may provide for the construction of a supplemental sewer; and

**WHEREAS**, in order to pay for the construction of sewers pursuant to the Act, the governing body of such city may, if in the opinion of the governing body the cost of such alteration, repair, construction or reconstruction should be borne by the city at large, pay the cost thereof out of the general fund of said city, and if the general fund is insufficient to pay such cost, or if the governing body deems it necessary, such governing body may issue general improvement bonds in the manner provided by law to pay such cost; and

**WHEREAS**, the governing body of the City of Lansing, Kansas (the "City") hereby finds and determines it to be necessary to authorize and provide for the alteration, repair or reconstruction of certain sewers as part of the 7-Mile Action Plan (the "Project"); and

**WHEREAS**, the Project reconstructs a sewer that was originally constructed 20 or more years ago that serves a substantial portion of the City and is inadequate at the present time; and

**WHEREAS**, there is not sufficient monies in the general fund of the City to pay the costs of the Project and the governing body deems it necessary and advisable to issue general obligation bonds of the City pursuant to the Act in order to pay the costs of the Project; and

**WHEREAS**, K.S.A. 12-618 provides, in part, that the governing body of any city having a population of less than 80,000 shall have power to provide for one or more systems of sewerage, or drainage, or both, for such city, or for any part thereof, with one or more main sewers or drains and sewer or drains outlets, and to build, construct or purchase pumping stations, sewers, sewer service lines and drains by districts or otherwise, as the governing body may determine; and

**WHEREAS**, K.S.A. 12-619 provides, in part, that if the estimated cost of the main sewer or drain of said system now or hereafter constructed shall be relatively large as compared with the estimated cost of the lateral sewers or drains tributary thereto, or if the said main sewer or drain shall be so located that it will or may receive the sewage or drainage from two or more districts, the governing body shall have power to pass an ordinance providing that the cost of such main sewer or drain below a certain designated point shall be borne by the city and paid in the manner provided in K.S.A. 12-624 for the payment of the cost of main sewers and drains now or hereafter constructed beyond the corporate limits of the city;

provided, that the said ordinance shall state the point in the line of the main sewer or drain below which the provisions of this section shall apply, shall describe the proposed location of the said main sewer or drain from the said point to the outlet of the same or to the city limits, and shall state the manner of payment of the cost of the said main sewer or drain; and

**WHEREAS**, K.S.A. 12-624 provides, in part, that all costs and expenses occasioned by the acquisition of a right-of-way and by the construction of sewers and drains and disposal works beyond the corporate limits of said city shall be borne by the city as a whole and shall be paid out of the general revenue fund or by the issuance of improvement bonds of the city as the governing body may determine, that bonds to pay said costs may be issued in addition to the \$100,000 authorized by K.S.A. 12-621 for the construction of disposal works and that such additional bonds may be issued in addition to the limit of bonded indebtedness of such cities as defined by statutes; and

**WHEREAS**, the City has a population of approximately 11,642; and

**WHEREAS**, the governing body of the City hereby finds and determines it to be necessary to construct interceptor sewer improvements for the City under authority of K.S.A. 12-619; and

**WHEREAS**, said governing body hereby further finds and determines that the costs of constructing said interceptor sewer improvements will be relatively large as compared to the estimated cost of possible future sewer lateral lines or drains tributary thereto, and that said interceptor sewer improvements may receive in the future sewage or drainage from two or more districts, and that the costs of constructing said interceptor sewer improvements should be chargeable to the city at large and paid by the issuance of general obligation bonds of the City in the manner provided by K.S.A. 12-624 for the costs of main sewer improvements and drains now or hereafter constructed beyond the corporate limits of the City; and

**WHEREAS**, said governing body hereby further finds and determines it to be necessary to authorize and provide for the construction of interceptor sewer improvements in the City; and to make provision for the payment of the costs thereof by the issuance of general obligation bonds of the City.

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

**Section 1. Authorization of Sewer Reconstruction Project.** It is hereby authorized, ordered and directed that the Project shall be constructed as a part of the sewer system of the City as provided by the Act in accordance with the plans and specifications therefor, which have been prepared or approved by the City Engineer, and placed on file in the office of the Clerk. The Project consists of the following:

(City Project 13-07) consists of the installation of approximately 35 l.f. of 8-inch dia. Pipe, 337 l.f. of 12-inch dia. Pipe, 2,207 l.f. of 15-inch dia. Pipe, 1,543 l.f. of 18-inch dia. Pipe, 26 l.f. of 21-inch dia. Pipe, 6482 l.f. of 36" dia. Pipe, 57 l.f. of 54-inch dia. Pipe, 150 l.f. of 24-inch dia. Bored steel casing pipe, and 220 l.f. of 54-inch dia. Bored steel casing pipe and associated items of work; all within in the City limits.

The location of the Project is shown on the maps attached hereto as **"Phase I Improvements"** and **"Phase III Improvements"**.



**Section 2. Authorization of Interceptor Improvements.** It is hereby authorized, ordered and directed that interceptor sewer improvements in the City (the "Interceptor Improvements") be constructed as a part of the sewer system of the City, as provided by K.S.A. 12-618 *et seq.*, in accordance with the plans and specifications therefor, which have been prepared or approved by the City Engineer and placed on file in the office of the Clerk. The costs of the Interceptor Improvements shall be borne by the City at large.

The Interceptor Improvements consist of the following:

Installation of approximately 2,175 linear feet of 36" PVC sewer pipe, 10 manholes, and associated items of work; all within in the City limits.

The Interceptor Improvements shall begin at the existing wastewater treatment plant (located on Wolcott Road) and travel westward approximately 2,175 feet to a point approximately 500 feet south of the existing eastern terminus of Emile Street. The Interceptor Improvements are shown on the map attached hereto as "**Phase II Improvements**".

**Section 3. Bond Authorization.** The estimated costs of the Project and the Interceptor Improvements, including construction, engineering fees, acquisition of right-of-way and easements, contingencies and administrative expenses is \$4,395,000. The costs of the Project and the Interceptor Improvements, interest on interim financing and associated financing costs shall be payable from the proceeds of general obligation bonds of the City issued under authority of K.S.A. 12-619, K.S.A. 12-624 and K.S.A. 12-631a (the "Bonds").

**Section 4. Reimbursement.** The City expects to make expenditures on and after the date of this Ordinance, and intends to use the proceeds of any Bonds issued under the authority of this Ordinance to reimburse expenditures made on or after the date that is 60 days before the date of passage of this Ordinance pursuant to U.S. Treasury Regulation §1.150-2.

**Section 5. Effective Date.** This Ordinance shall be in force and take effect from and after its passage, approval and publication once in the official City newspaper.

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**PASSED** by the governing body of the City on July 16, 2015 and **APPROVED AND SIGNED** by the Mayor.

(SEAL)

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Mayor

ATTEST:

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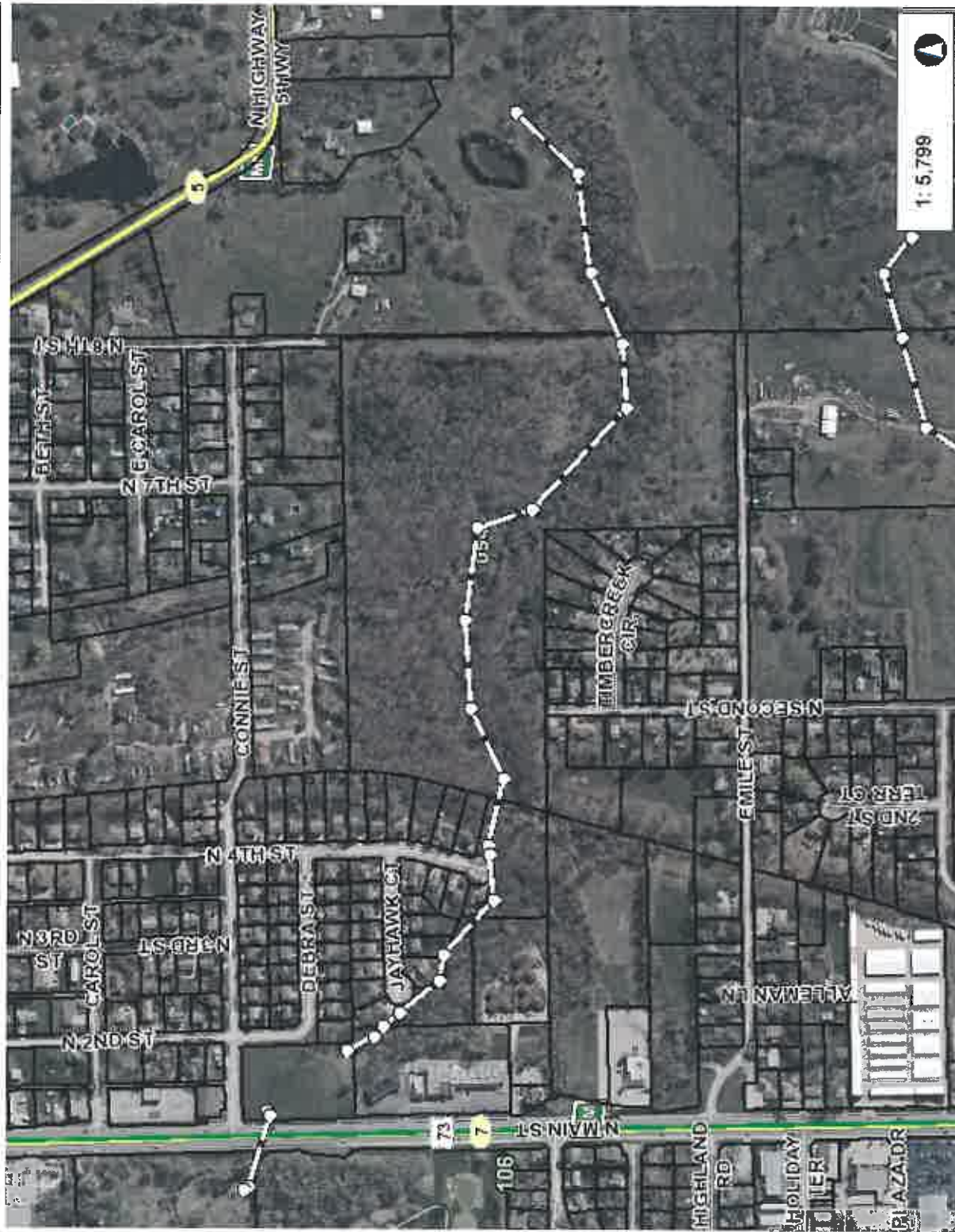
Clerk

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(Signature page to Ordinance)

**EXHIBITS TO ORDINANCE**

[INSERT MAPS FROM PHASES I-III OF 7 MILE CREEK PROJECT]



966.4	0	483.21	966.4 Feet
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This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be

**THIS MAP IS NOT TO BE USED FOR NAVIGATION**  
accurate, current, or otherwise reliable.

# Phase II Improvements



1: 3,382



## Legend

- Treatment Plant
- Alignment RR Manhole
- Alignment RR Sewers
- Parcel
- City Limit
- Major Road
- == <all other values>
- == 70
- Road

## Notes

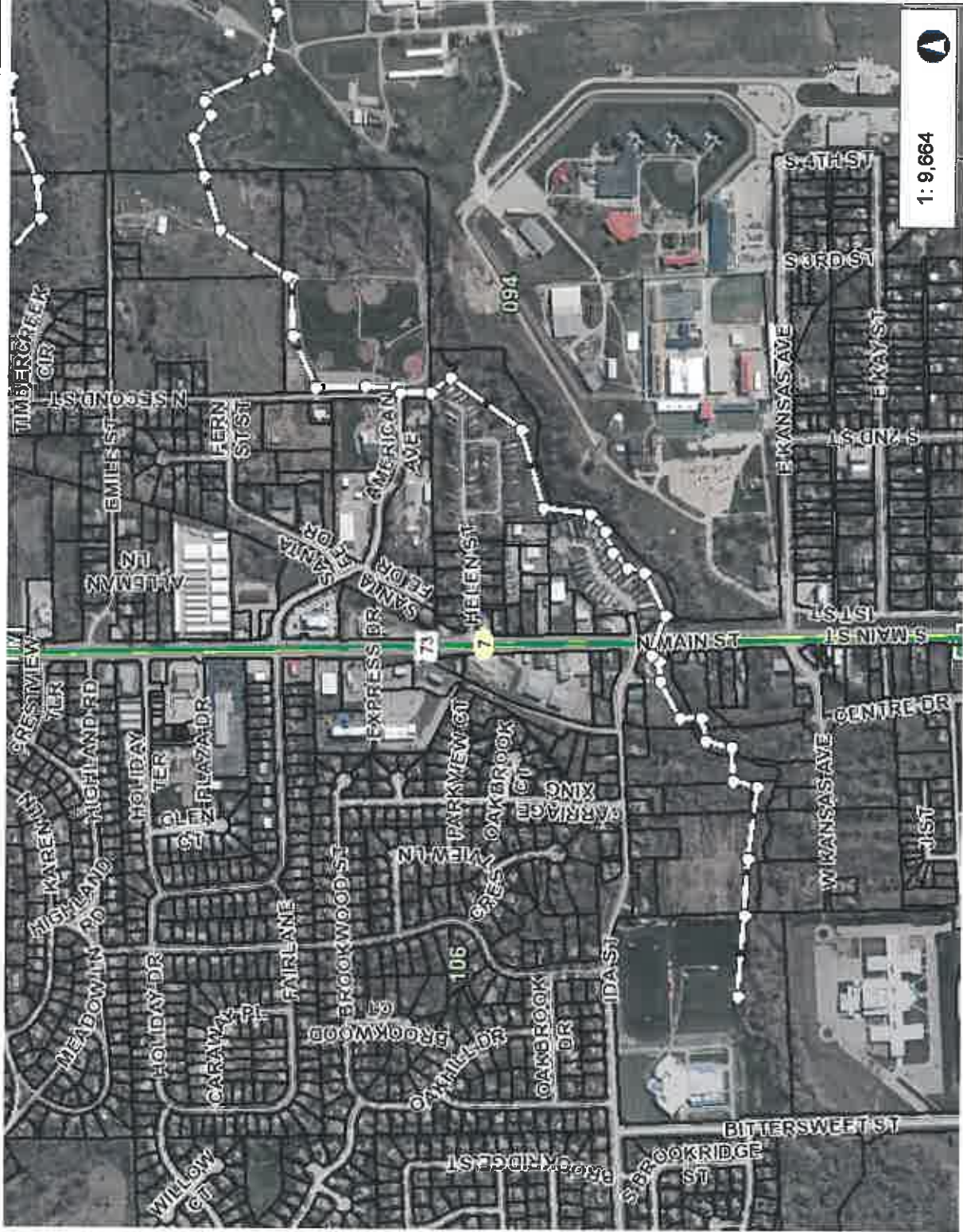
563.7 281.87 563.7 Feet

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION



# Phase III Improvements



1: 9,664

1,610.7 805.35 1,610.7 Feet

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.  
THIS MAP IS NOT TO BE USED FOR NAVIGATION

## Legend

- Treatment Plant
- Alignment RR Manhole
- Alignment RR Sewers
- Parcel
- City Limit
- Major Road
- <all other values>
- 70
- Road

## Notes

**TO:** Tim Vandall, City Administrator

**FROM:** Elizabeth Sanford, Finance Director

**DATE:** July 10, 2015

**SUBJECT:** Resolution No. B-2-15 - Authorizing the Offering for Sale of General Obligation Bonds, Series 2015-A and General Obligation Temporary Notes, Series 2015-1, of the City of Lansing, Kansas.

Bond Counsel, Gilmore & Bell, has prepared Resolution B-2-15 requesting that the City Council authorize the offering for sale of General Obligation Bonds Series 2015-A and General Obligation Temporary Notes, Series 2015-1.

Proceeds from the bonds will be used to permanently finance the DeSoto Road/147<sup>th</sup> Street improvements and retire the 2014-1 general obligation temporary notes.

Proceeds from the notes will be used to temporarily finance the 7 Mile Creek project.

The resolution includes an option for the city to refund a portion of the 2006-A and 2008-A general obligation bonds. The refunding is an optional piece that is included should the council choose to do so. The city's bond counsel, Ms. Gina Riekhof and the city's financial advisor, Mr. Dave Arteberry (a representative from George K. Baum & Company) will present information regarding the refunding options.

**Action:**

Staff recommends a motion to adopt Resolution No. B-2-15, authorizing the offering for sale of General Obligation Bonds, Series 2015-A and General Obligation Temporary Notes, Series 2015-1, of the City of Lansing, Kansas.

## RESOLUTION NO. B-2-15

### RESOLUTION AUTHORIZING THE OFFERING FOR SALE OF GENERAL OBLIGATION BONDS, SERIES 2015-A AND GENERAL OBLIGATION TEMPORARY NOTES, SERIES 2015-1 OF THE CITY OF LANSING, KANSAS.

WHEREAS, the City of Lansing, Kansas (the "Issuer"), has previously authorized certain internal improvements described as follows (the "Note Improvements"):

<u>Project Description</u>	<u>Ordinance No.</u>	<u>Authority</u>	<u>Estimated Improvement Fund Deposit*</u>
7 Mile Creek Sewer Project	947	K.S.A. 12-618, 619	\$4,395,000

; and

WHEREAS, the governing body of the Issuer is authorized by law to issue general obligation bonds to pay a portion of the costs of the Note Improvements; and

WHEREAS, it is necessary for the Issuer to provide cash funds (from time to time) to meet its obligations incurred in constructing the Note Improvements prior to the completion thereof and the issuance of the Issuer's general obligation bonds, and it is desirable and in the interest of the Issuer that such funds be raised by the issuance of temporary notes of the Issuer; and

WHEREAS, the Issuer has previously authorized certain internal improvements described as follows (the "Bond Improvements," and together with the Note Improvements, the "Improvements"):

<u>Project Description</u>	<u>Ord./Res. No.</u>	<u>Authority</u>	<u>Estimated Improvement Fund Deposit*</u>
DeSoto Road/147 <sup>th</sup> Street	B-2-13 and B-4-14	K.S.A. 12-6a01 <i>et seq.</i>	\$2,265,000

; and

WHEREAS, the Issuer desires to issue its general obligation bonds in order to permanently finance the costs of such Bond Improvements and to retire the following temporary notes of the Issuer, which were issued to temporarily finance a portion of the costs of the Bond Improvements (the "Refunded Notes"):

<u>Series</u>	<u>Dated Date</u>	<u>Maturity Date</u>	<u>Original Amount</u>
2014-1	September 23, 2014	October 1, 2015	\$2,170,000

; and

WHEREAS, the Issuer has previously issued and has outstanding general obligation bonds; and

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\* Represents estimated amount of Note and Bond proceeds to be deposited into the Improvement Fund; excludes costs of issuance and interest on any temporary financing.



**WHEREAS**, due to the current interest rate environment, the Issuer may have the opportunity to issue its general obligation refunding bonds in order to achieve an interest cost savings on all or a portion of the debt represented by general obligation bonds described as follows (collectively, the “Refunded Bonds”):

<u>Description</u>	<u>Series</u>	<u>Dated Date</u>	<u>Years</u>	<u>Amount</u>
General Obligation Refunding and Improvement	2006-A	March 15, 2006	2017 to 2026	\$1,740,000
General Obligation Bonds	2008-A	October 15, 2008	2018 to 2028	\$4,165,000

**WHEREAS**, the Issuer has selected the firm of George K. Baum & Co., Kansas City, Missouri (“Financial Advisor”), as financial advisor for one or more series of general obligation bonds of the Issuer to be issued in order to provide funds to permanently finance the Bond Improvements, retire the Refunded Notes and refund the Refunded Bonds, and a series of general obligation temporary notes of the Issuer to be issued in order to provide funds to temporarily finance the Note Improvements; and

**WHEREAS**, the Issuer desires to authorize the Financial Advisor to proceed with the offering for sale of said general obligation bonds and general obligation temporary notes and related activities; and

**WHEREAS**, one of the duties and responsibilities of the Issuer is to prepare and distribute a preliminary official statement relating to said general obligation bonds and general obligation temporary notes; and

**WHEREAS**, the Issuer desires to authorize the Financial Advisor and Gilmore & Bell, P.C., Kansas City, Missouri (“Bond Counsel”), in conjunction with the Clerk, to proceed with the preparation and distribution of a preliminary official statement and notice of sale and to authorize the distribution thereof and all other preliminary action necessary to sell said general obligation bonds and general obligation temporary notes.

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF LANSING, KANSAS, AS FOLLOWS:**

**Section 1.** The Issuer is hereby authorized to offer for sale the Issuer’s General Obligation Bonds, Series 2015-A (the “Bonds”) and General Obligation Temporary Notes, Series 2015-1 (the “Notes,” and together with the Bonds, the “Obligations”) described in the Notice of Sale, which is to be prepared by Bond Counsel in conjunction with Issuer staff, for the purpose of funding the Improvements.

If the City Manager and Finance Director, in consultation with the Financial Advisor, determine that it is likely that refunding all or a portion of the Refunded Bonds will achieve a net present value savings that meets or exceeds 5.0% of the principal amount of the Refunded Bonds, then the Issuer is authorized to proceed with the offer for sale of general obligation refunding bonds in a principal amount sufficient to refund all or a portion of the Refunded Bonds, pursuant to K.S.A. 10-427 *et seq.*

**Section 2.** The Mayor and Clerk, in conjunction with the Financial Advisor and Bond Counsel, are hereby authorized to cause to be prepared a Preliminary Official Statement, and such officials and other representatives of the Issuer are hereby authorized to use such document in connection with the sale of the Obligations.

**Section 3.** The Clerk, in conjunction with the Financial Advisor and Bond Counsel, is hereby authorized and directed to give notice of sale of the Bonds by publishing a summary of the Notice of Bond Sale not less than 6 days before the date of the bond sale in a newspaper of general circulation in

Leavenworth County, Kansas, and the *Kansas Register* and by distributing copies of the Notice of Sale and Preliminary Official Statement to prospective purchasers of the Obligations. Proposals for the purchase of the Obligations shall be submitted upon the terms and conditions set forth in said Notice of Sale, and shall be delivered to the governing body at its meeting to be held on such date, at which meeting the governing body shall review such bids and shall award the sale of the Obligations or reject all proposals.

**Section 4.** For the purpose of enabling the purchaser(s) of the Obligations (the "Purchaser(s)") to comply with the requirements of Rule 15c2-12 of the Securities and Exchange Commission (the "Rule"), the Mayor and Clerk or other appropriate officers of the Issuer are hereby authorized: (a) to approve the form of said Preliminary Official Statement and to execute the "Certificate Deeming Preliminary Official Statement Final" in substantially the form attached hereto as *Exhibit A* as approval of the Preliminary Official Statement, such official's signature thereon being conclusive evidence of such official's and the Issuer's approval thereof; (b) covenant to provide continuous secondary market disclosure by annually transmitting certain financial information and operating data and other information necessary to comply with the Rule to the Municipal Securities Rulemaking Board; and (c) take such other actions or execute such other documents as such officers in their reasonable judgment deem necessary to enable the Purchaser(s) to comply with the requirement of the Rule.

**Section 5.** The Issuer agrees to provide to the Purchaser(s) within seven business days of the date of the sale of the Obligations or within sufficient time to accompany any confirmation that requests payment from any customer of the Purchaser(s), whichever is earlier, sufficient copies of the final Official Statement to enable the Purchaser(s) to comply with the requirements of the Rule and with the requirements of Rule G-32 of the Municipal Securities Rulemaking Board.

**Section 6.** The Mayor, Clerk and the other officers and representatives of the Issuer, the Financial Advisor and Bond Counsel are hereby authorized and directed to take such other action as may be necessary to carry out the sale of the Obligations. Such officials are also directed and authorized to make provision for payment and/or redemption of the Refunded Notes from proceeds of the Bonds and other available funds.

**Section 7.** If the Issuer proceeds with the offer for sale of general obligation refunding bonds pursuant to **Section 1** hereof, then the officers and representatives of the Issuer are hereby authorized and directed to take such action as may be necessary, after consultation with the Financial Advisor and Bond Counsel, to subscribe for the securities to be purchased and deposited in the escrow for the Refunded Bonds and to provide for notice of redemption of the Refunded Bonds.

**Section 8.** The Mayor, Clerk, and the other officers and representatives of the Issuer are hereby authorized and directed to execute the engagement letter related to services to be provided by the Financial Advisor, in substantially the form attached hereto as *Exhibit B*.

**Section 9.** This Resolution shall be in full force and effect from and after its adoption.

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**ADOPTED** by the governing body on July 16, 2015.

(SEAL)

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**Mayor**

ATTEST:

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Clerk



CITY OF LANISING  
TREASURER'S REPORT - QUARTER ENDING JUNE 30, 2015

Fund Name	Fund Number	Unencumbered Cash Balance 3/31/15 DR / (CR)	Receipts	Disbursements	Audit Adj. & Net Encumb. Liquidated 6/30/15	Unencumbered Fund Balance 6/30/15 DR / (CR)	Add Reserves, Account Payable, and Encumbrances	Subtract Receivables, Other Assets, and Net Fixed Assets	Treasurer's Cash Balance 6/30/15
<b>General:</b>	10	1,566,502.01	1,567,342.04	1,527,200.39	0.00	1,546,501.00	105,701.35	1,110.09	1,652,390.00
<b>Special Revenue:</b>									
Library	20	135,131.27	70,564.05	59,366.44	0.00	146,318.88	3,885.94	0.00	150,204.81
Consolidated Street & Highway	22	250,038.71	113,425.41	104,206.10	0.00	259,258.02	5,427.52	0.00	264,685.56
Special Parks & Recreation	23	292,054.74	22,144.63	17,458.93	0.00	296,740.44	0.00	0.00	296,740.44
Special Alcoholic Liquor	24	79,783.67	2,502.97	72,669.00	0.00	9,627.64	0.00	0.00	9,627.64
KS Regional Prisons Museum	62	142,225.17	11,680.13	15,750.52	0.00	138,154.78	0.00	0.00	138,154.78
Hillbrook Subdivision Escrow	66	20,000.00	0.00	0.00	0.00	20,000.00	0.00	0.00	20,000.00
<b>Agency:</b>									
Bonds Posted	41	0.00	0.00	0.00	0.00	0.00	4,564.55	0.00	4,564.55
Park Land Trust	59	11,600.00	0.00	0.00	0.00	11,600.00	0.00	0.00	11,600.00
Mayor's Christmas	61	5,223.38	101.00	0.00	0.00	5,324.38	0.00	0.00	5,324.38
Transient Guest Tax	63	102,728.28	20,072.50	26,134.35	0.00	96,666.43	0.00	0.00	96,666.43
Facilities Renovation	73	0.00	0.00	0.00	0.00	0.00	46,353.03	0.00	46,353.03
<b>Dept. Service:</b>									
Bond & Interest	40	1,244,130.33	852,332.93	13,293.98	0.00	2,083,169.28	0.00	0.00	2,083,169.28
<b>Enterprise:</b>									
Wastewater Utility	50	15,694,091.46	601,682.91	612,993.13	0.00	15,682,781.24	12,132.10	14,572,698.43	1,122,374.91
Solid Waste Utility	51	446,175.43	143,543.32	141,944.84	8,562.38	438,191.53	0.00	176,917.31	261,274.22
Investment Fixed Assets	90	3,992,316.82	0.00	0.00	0.00	3,992,316.82	0.00	3,992,316.82	0.00
<b>Capital Projects:</b>									
Capital Projects Fund	70	256,392.56	306,302.68	153,349.11	0.00	409,346.13	0.00	0.00	409,346.13
Equipment Reserve Fund	80	143,261.22	18,752.29	0.00	0.00	162,013.51	0.00	0.00	162,013.51
Police Equipment Reserve Fund	45	27,690.56	7,668.00	0.00	0.00	35,348.56	0.00	0.00	35,348.56
147th St/9th Interceptor Fund	79	737,471.08	0.00	494,980.18	0.00	242,490.90	0.00	0.00	242,490.90
<b>Total All Funds</b>		<b>2,907,215.15</b>	<b>3,297,684.04</b>	<b>2,907,200.39</b>	<b>0.00</b>	<b>2,907,215.15</b>	<b>46,947.93</b>	<b>1,110.09</b>	<b>2,906,505.00</b>

STATEMENT OF BOND INDEBTEDNESS

Bonds	General Obligation		Waste Water		Total
	Improvement	Renewing, Lease	Revenue		
Outstanding as of 4/1/15	\$ 19,520,000	\$ -	\$ -	\$ -	\$ 19,520,000
Retired	-	-	-	-	-
Issued	-	-	-	-	-
Refunded	-	-	-	-	-
Outstanding as of 6/30/15	\$ 19,520,000	\$ -	\$ -	\$ -	\$ 19,520,000
Temporary Notes					
Total Outstanding 6/30/15					\$ -

Lansing Police Department  
Vehicle Fleet End of Month Report

Jun-2015

Unit	Year	Make/Model	Mileage as of 06/01	Mileage as of 07/03	Miles Driven	Current Use	Future Use	Comments
1	2013	Ford Explorer	34211	35528	1317	Patrol	Patrol	Fit for patrol duty
2	2012	Dodge Charger	12936	13103	167	Lieutenant	Lieutenant	Limited Use - Lieutenant
3	2015	Ford Explorer	0	0	0			Awaiting Upfit
4	2015	Ford Explorer	0	0	0	Limited	Limited	Awaiting Upfit
5	2012	Dodge Charger	13965	14418	453	Captain	Captain	Limited Use - Captain
6	2013	Ford Explorer	23756	24497	741	Patrol	Patrol	Fit for patrol duty
7	2002	Ford Explorer	111702	113905	2203	Detective	Detective	Special Use - Investigations
8	2011	Dodge Charger	43012	44004	992	Patrol	Patrol	Fit for patrol duty
9	2012	Chevy Tahoe	53372	55421	2049	Patrol	Patrol	Fit for patrol duty
10	2011	Dodge Charger	21446	22143	697	Chief	Chief	Limited Use - Chief
11	2003	Ford F150	71407	71753	346	Animal Control	Animal Control	Fit for Animal Control duties
13	2010	Dodge Charger	71752	73033	1281	Patrol	Patrol	Fit for patrol duty
14	1995	Ford EOC Vehicle	162630	162630	0	EOC	EOC	Limited Use - EOC
15	2006	Dodge Charger	108266	109643	1377	Sergeants	Sergeants	Fit for patrol duty
16	2007	Ford Van	12821	12971	150	Transport	Transport	Limited Use - Transport
17	2010	Dodge Charger	78178	78937	759	Patrol	Patrol	Fit for patrol duty
					0			
				<b>Mileage Total:</b>	<b>12532</b>			

**Lansing Public Works Department  
Monthly Fleet Report**

Month June Year 2015

**Vehicles**

Year	Make	Model	Description	Mileage Starting	Mileage Ending	Miles Driven	Comments
2008	Ford	LT	L.T. Pick-up Ext	38,300	39,846	1,546	
2007	Ford	LT	L.T. Pick-up Ext	28,309	28,601	292	
1998	Ford	1/2 ton	Pick-up	54,977	55,350	373	
2001	Ford	LT	L.T. Pick-up Ext	111,662	111,826	164	
2005	Ford	LT	L.T. Pick-up Ext	36,145	36,413	268	
2000	Ford	Explorer	SUV	175,070	175,647	577	
2005	Sterling	LT 8500	Dump Truck	43,122	43,552	430	
2007	Elgin	Crosswind J+	Street Sweeper	4,263	4,266	3	
1992	Ford	700	Dump Truck	62,236	62,236	0	
1999	Ford	F350 4x4	Dump Truck	82,410	82,471	61	
2000	Ford	F350 4x4	Pick-up Utility	90,107	90,194	87	
2002	Ford	F350 4x4	Dump Truck	65,893	66,241	348	
2011	International	7400	Dump Truck	7,905	8,234	329	

**Equipment**

<b>Year</b>	<b>Make</b>	<b>Model</b>	<b>Description</b>	<b>Hours Starting</b>	<b>Hours Ending</b>	<b>Hours Used</b>	<b>Comments</b>
1997	JD	770BH	Grader	4,895	4,896	1	
2004	IR	DD-24	Asphalt Roller	231	233	2	
2006	IR	185	Air Compressor	159	159	0	
1993	Ford	5030	Tractor	305	327	22	
1997	Bobcat	763	Skid Steer	1,906	1,916	10	
2014	Case	580 SNWT	Backhoe	151	162	11	
2002	Craftco	110	Crack Sealer	731	731	0	
2003	Kubota	L3710	Tractor	1,328	1,335	7	
2009	Case	465	Skid Steer	435	439	4	
2004	Case	621D	Front Loader	2,013	2,013	0	at wastewater plant



Lansing Wastewater Utility Department  
June 2015 Lab Data and Fleet Report

Jun-15

City Influent	42.89 MG	City Avg Daily	1.43
LCF Influent	14.47 MG	LCF Daily Avg	.483 MG
Total Biosolids	1.194	Precip	5.44"

Vehicles

Year	Make	Model	Description	Mileage Start	Mileage Ending	Miles Driven	Current Use	Comments
1995	Dodge	3500	Flatbed Truck	86626	86630	4	Collection System	
1999	Sterling	Vactor	Jet Truck	7776	7786	10	Collection System	
2002	Ford	350	Pick Up Truck	83318	83776	458	Ops/Maint.	
2006	Ford	Cr Vic	Sedan	140511	141157	646	Ops/Maint.	
2005	Ford	550	Flatbed Truck	40017	40058	41	Ops/Maint.	
2005	Freightliner	M2106	Dump Truck	16383	16457	74	Biosolids Disposal	
Total						1233		

Year	Make	Model	Description			Hours Used	Current Use	Comments
1990	Ag Chem	2004	Solids Tanker	6506	6506	0		
1991	Case	1825	Uni-Loader	929.3	930	0.7	Plant Activities	
1999	Sterling	Vactor	Jet Truck	2168	2169	1	Collection System	
1999	Aries	Saturn III	Camera Trailer	327.8	327.8	0	Collection System	
2004	John Deere	7920	Tractor	989.6	995	5.4	Biosolids Disposal	
2005	Polaris	Ranger #1	Utility Vehicle	819	825	6	Operations	
2004	Case	621D	Loader	2052	2054	2	Operations	
2005	Polaris	Ranger #2	Utility Vehicle	891	897	6	Maintenance	
2006	JCB	531-70	Telehandler	438	467	29	Plant Activities	

Dwight D. Eisenhower State Office Building  
700 S.W. Harrison Street  
Topeka, KS 66603-3745

Mike King, Secretary  
Sandra L. Tommer, P.E., Chief



Phone: 785-296-3576  
Fax: 785-296-6944  
Hearing Impaired - 711  
publicinfo@ksdot.org  
<http://www.ksdot.org>

Sam Brownback, Governor

June 16, 2015

Dennis Thompson  
800 First Terrace  
Lansing, KS 66043

Dear Dennis,

Congratulations on your successful completion of the Environmental Inspection Training Course in regards to the Certified Inspection and Testing Training Program

Enclosed is your Certified Construction Inspection Card.

It will be your responsibility to renew your certification before your expiration date.

The time and effort you have spent in this training and your interest in the Certified Inspection and Testing Training Program is appreciated.

If you have any questions, please contact me at 785-291-3836 or [lora.kowach@ksdot.org](mailto:lora.kowach@ksdot.org).

Sincerely,



Lora J. Kowach  
CIT Program Administrator

c: KDOT District Office

Activity Code and End Date: CIT0000048\_06152015 2015-06-16 17:00:00.0

