



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

COUNCIL AGENDA
Regular Meeting
Thursday, May 7, 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:

2. Citizen's Academy Graduation

Council Consideration of Agenda Items:

3. Election of Council President
4. Planning Commission Appointments
5. Condemnation Resolution No. B-1-15 (enabling action) for City Project 13-07 (7 Mile Creek Action Plan Project)
6. Purchasing Manual

Reports:

City Engineer; City Attorney; City Administrator; Councilmembers

Proclamations

7. Municipal Clerks Week
8. Lansing Police Week
9. National Public Works Week

Other Items of Interest

Adjournment

TO: Mayor and Governing Body
FROM: Sarah Bodensteiner, City Clerk
DATE: May 1, 2015
SUBJECT: Agenda Summary

Call To Order
Pledge of Allegiance
Roll Call

OLD BUSINESS:

1. Approval of Minutes

The regular meeting minutes of April 16, 2015 and the special meeting minutes of April 23, 2015, April 24, 2015, April 27, 2015, and April 30, 2015, are attached.

- **ACTION:** A motion to approve the regular meeting minutes for April 16, 2015 and special meeting minutes for April 23, 2015, April 24, 2015, April 27, 2015, and April 30, 2015, as presented.

NEW BUSINESS:

Audience Participation
Presentation

2. Citizens' Academy Graduation

- Five individuals will graduate from the fifth annual Lansing Citizens' Academy.

Items for Council Consideration:

3. Election of Council President

- Section 1-204 of the City Code states the Governing Body shall elect one of its own bodies as President of the Council at the first meeting in May.

- **MOTION:** To nominate a member of the Council as President of the Council.

4. Planning Commission Appointments

- Loye Gau, George (Chuck) Holland, and Ronald Barry have expressed their desire to serve on the Lansing Planning Commission.

- There are two vacancies on the Planning Commission for three year terms ending April 30, 2018.

- **MOTION:** To make appointments to fill the two open positions on the Lansing Planning Commission for three year terms expiring April 30, 2018.

5. Condemnation Resolution No. B-1-15 (enabling action) for City Project 13-07 (7 Mile Creek Action Plan Project)

- This enabling resolution for easement acquisition gives the City Council the authority to acquire property for the project.
- This includes both temporary and permanent easements for the construction of the sanitary sewer.
- This is the first step needed for condemnation of each easement, if necessary.
- Every effort will be made by staff and the consultant to reach agreements and purchase the property.
- Condemnation is the last resort, but this resolution is required to proceed with that course of action.

- **MOTION:** To enact Resolution No. B-1-15, a resolution of condemnation for permanent and temporary construction easements for Project No. 13-07, 7 Mile Creek Action Plan Project.

6. Purchasing Manual

- Changes have been made to the Purchasing Manual based upon the requests made at the March 26, 2015 Work Session and the April 16, 2015 City Council meeting.

- **MOTION:** To approve the Purchasing Manual as presented

Reports: City Attorney; City Administrator; Councilmembers

Proclamations

7. Municipal Clerk's Week

8. Lansing Police Week

9. National Public Works Week

Other Items of Interest

Adjournment

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 and Tony McNeill

Councilmembers Absent:

OLD BUSINESS:

Consent Calendar: Councilmember Buehler moved to approve the regular meeting minutes of April 2, 2015, and the special meeting minutes of April 9, 2015. Councilmember Studnicka seconded the motion. The motion was unanimously approved.

NEW BUSINESS:

Oath of Office: City Clerk Sarah Bodensteiner administered the Oath of Office for Councilmembers Gardner, Pawlowski, Garvey, and Buehler.

Audience Participation: Mayor Kirby called for audience participation and Jim Pittman at 123 Willow Drive came forward.

- Jim Pittman stated that I am here under my capacity as chairman of your Planning Commission. I would like to take a minute to update you on the work session the Planning Commission had last night, with five members of the Planning Commission present with Mr. Jacobson. We discussed Zoning Ordinance and Unified Development Ordinance, and put together some thoughts on what we think the direction ahead for the City should be on this, and I wanted to share those with you briefly tonight. Your Zoning Ordinance is dated 2003 and it was out of date before we updated the Comprehensive Plan. It is even more out of date now, it must be updated, and it must be done soon. It's based on the old Comprehensive Plan, it is not in any way, shape, or form consistent with our current Comprehensive Plan. We're in a risky situation for future development with any questions regarding zoning, because there is great potential for conflict between the existing Zoning Ordinance and Comprehensive Plan. The Comprehensive Plan suggests we consider moving to a Unified Development Ordinance, that kind of a document would consolidate the Zoning Ordinance, subdivision regulations, Main Street overlay district; all of those separate ordinances as well as development codes and specs into a single document. You can imagine that document would be very complex. The example we looked at was 378 pages, but it has a lot of detail in it. Our guess is that it would take a couple of years, at least, to put that kind of a document together. Mr. Jacobson indicated that it would cost, if we went the contract route, about \$150,000.00 to do that. Our consensus last night was that we couldn't wait that long to update the Zoning Ordinance, we think that that could be done probably this year. What is going to the Planning Commission at its meeting in May is a proposal to do 4 things. One is to start work on updating the existing Zoning Ordinance, with a goal of completing that in early 2016 for your approval. Two is to simultaneously lay out a concept for conversion to the Unified Development Ordinance, with a generic schedule and approximate cost. I think that this body needs to make a decision on that in the next 6 to 8 months, whether we're going to stay with our current system of separate ordinances and regulations, or go to a Unified Development Ordinance to facilitate getting on with the update of the current documents, or starting to work on the Unified Development Ordinance. Third item, we need to start the annual review of the Comprehensive Plan, and since we're proposing to update the Zoning Ordinance, we think it would be wise to start that review with focus on the land use section. There are some things in the land use section that I know some of you have concerns about, in terms of the definitions, districts, and what districts we want to include in our Zoning Ordinance. The fourth thing we felt there was a strong need for the Council and Planning Commission to be in a full synchronized effort on this, so that when we get to the final solution, we're all in agreement as to what that solution would be, so we don't have any last minute surprises. We would propose that we schedule quarterly meetings between the Council and the Planning Commission, for 1 hour with a fixed agenda, to ensure progress, and ensure we have a synchronized effort. The subdivision regulations are going to have to be updated too, if we go to UDO [Unified Development Ordinance] route that can be done in part, if we don't go the UDO route, then once the Zoning Ordinance is updated we can shift over to the subdivision regulations. I wanted to make you aware of where the Planning Commission is on this and alert you to the fact that we think you've got a decision to make sometime in the next 6 to 8 months, and I think the Planning Commission is committed to putting together a packet that will help you make that decision on a Unified Development Ordinance.
 - Councilmember Trinkle asked do you think any of this can be done in-house.

- Jim Pittman responded I think the Zoning regulations can be done in-house, if we go with the Unified Development Ordinance I think staff's going to need some help with that because there is just a tremendous amount of detail.
- Councilmember Trinkle replied in your opinion what do you think you're looking at total cost wise. You said \$150,000.00 for the Zoning part, I'm thinking total amount.
 - Jim Pittman responded for the Unified Development Ordinance, that \$150,000.00 was for that 300 and some page document, but I think ours would be less than that. There are things in the document that I don't think we need being a small community like we are.
 - Councilmember Trinkle stated you could be in the neighborhood of \$200,000.00 then.
 - Jim Pittman replied maybe.
- Mayor Kirby stated I already asked Jim to give us this report in writing so we'll have it.
- Councilmember Gardner asked so those 1 hour meetings before so we could get synchronized, would it be before that.
 - Jim Pittman replied there is going to be a new chairman of the Planning Commission in May, but I think that individual and the Mayor should get together to figure out that schedule and proposed hour.
- Mayor Kirby stated this is probably a good time to recognize that Jim has been on the Planning Commission for 17 years and the chairman for 17 years. Thank you Jim.

Presentation: Finance Department Update – Finance Director Beth Sanford presented an update to the Council on the Finance Department.

- Mayor Kirby stated if there's anything that you'd like to see or want to do differently, this would be a good time to let Beth know. We had some discussions with department heads about in years past when they all have made their own wish list, and then the department heads would all get together and go through that list and try to decide who ought to get what. The majority of the department heads that I've talked to in the last week would like to make their own case for their own department. They don't feel they are qualified to speak to what different department needs are. Unless there is an objection from anybody, that's a change we'd like to make.
 - Councilmember Garvey stated I like it.
 - Councilmember Pawlowski stated I like it too. We'll do that at a study session right?
 - Mayor Kirby stated yes.

Certificate of Appreciation from Boy Scouts Troop 165 – Councilmember Studnicka presented Parks & Recreation Director Jason Crum with a Certificate of Appreciation from Boy Scout Troop 165.

- Councilmember Studnicka stated I was supposed to make this presentation a month ago to Jason and his team over at Parks & Rec. As a member and adult leader of Troop 165 of the Boy Scouts of America here in Lansing, also as a Deputy District Commissioner, this is a certificate of appreciation presented to the City and especially to the Parks & Rec. Department from Troop 165, I would to thank the City and the Parks & Rec. Department for all their effort and all the help they gave the Troop in 2014. Jason has worked very close with some of our senior scouts trying to make Eagle, they have to do a community project, and we find a lot of those projects through the Parks & Rec. Department. This is a big "atta boy" to you and your people, so thank you very very much.

COUNCIL CONSIDERATION OF AGENDA ITEMS:

Treasurer's Report for Quarter Ending March 31, 2015: Councilmember Studnicka moved to approve the Treasurer's Report for the Quarter ending March 31, 2015. Councilmember McNeill seconded the motion. The motion was unanimously approved.

Purchasing Manual: Councilmember Buehler moved to approve the Purchasing Manual as presented. Councilmember Gardner seconded the motion.

- Councilmember Pawlowski stated that there are several things in here that I think we need to tweak just a little bit. On page 4 under section 2.2, there's a line that is talking about disciplinary action, if somebody buys something they are not supposed to, or for more than they're supposed to and it says "suspension, termination, or any other form deemed appropriate by the City Administrator" I think we need to add "or Governing Body". And there are a couple places in here where it refers to the City Administrator and that the City Administrator should do certain things, and I think we need to add "or Mayor". It's in here in a couple of places, but then it's not in others.
 - Mayor Kirby stated let's do this one. So where it says "Disciplinary action may be in the form of restricted purchasing privileges, restitution, suspension, termination, or any other form deemed appropriate by the City Administrator".
 - Councilmember Pawlowski stated I think we need to add "and/or Governing Body".

- Mayor Kirby asked have we had a problem with this before. Has this been an issue with people abusing their credit card privileges?
 - Councilmember Buehler stated I think the issue is that we currently don't have a City Administrator and if we ever run into that situation again and you need to do something, it needs to be addressed and we need to be able to address it.
 - Councilmember Gardner stated couldn't we put that in there in the event of no City Administrator.
 - Councilmember Buehler stated I'd even say "or Mayor". Throughout the document it says the City Administrator or Mayor.
- Councilmember Pawlowski stated it stated "or in his absence the Mayor". I think we just need to be consistent throughout.
- Councilmember Trinkle stated you can't put the City Council because the City Council is the last body. If they appeal it, we're the last body they come to. Isn't that right Greg?
 - City Attorney Greg Robinson stated yes sir, you are the final arbiter.
- Councilmember Buehler stated so I would say "City Administrator or Mayor".
 - Councilmember Pawlowski stated we have it in part of here, but it's not in other parts.
- Mayor Kirby asked is everybody ok with that.
- Councilmember Pawlowski asked do we need to table it.
 - Mayor Kirby stated no, I think we can make the changes tonight.
 - Councilmember Pawlowski stated it's not just in that one area.
- Mayor Kirby stated if there is more, let's get them done. What's your next one?
 - Councilmember Pawlowski stated I didn't circle all of them, I just brought it up as a general comment. Then back on page 8 which is professional services part of the document, it's on page 2. It says in here "including one elected official, representing the City and/or any other entity with direct interest in the work". I think we need to have "1 elected City official". I don't care which one it is, but I think there needs to be 1 elected City official on that committee.
 - Councilmember Brungardt asked where is this at.
 - Councilmember Garvey stated it's on page 8 number 2.
 - Councilmember Trinkle stated it already says one city official.
 - Councilmember Pawlowski stated no it says one elected official representing the city or any other entity. You can have any other elected official, but I think there needs to be a City elected official.
 - Councilmember Studnicka stated I'm sorry, I'm lost here. An elected City official is us.
 - Councilmember Pawlowski stated no and that's not what this says.
 - Councilmember Buehler stated is says or any other entity with direct interest in the work being performed. So a department head could take the place of an elected official the way it's currently worded. Am I reading that correct?
 - City Attorney Greg Robinson stated I'm trying to read it as you're trying to interpret it. A committee of at least 3 individuals, including one elected official.
 - Councilmember Pawlowski stated and/or any other entity.
 - Councilmember Trinkle stated that's what it says isn't it.
 - Councilmember Studnicka stated the way it reads to me is that you can have the 3 people with the elected official, so with any other entity you can have a fourth person sitting on a review board.
 - Councilmember Pawlowski stated that's not how it reads.
 - City Attorney Greg Robinson stated I interpret it the way Don [Studnicka] just did. It's a selection committee of at least 3 individuals, then you can take out the including 1 elected official, just for clarity, representing the City and/or any other entity with direct interest in the work shall be formed.
 - Councilmember Pawlowski stated the way I read it is you can have an elected official from Leavenworth in there if they have an interest, but not an elected official from Lansing.
 - City Attorney Greg Robinson stated you can clarify that if you wanted. So you could say 1 local elected official.
 - Councilmember Pawlowski stated I wrote City in there.
 - Councilmember Garvey stated Leavenworth is a city.
 - City Attorney Greg Robinson that makes it more clear in a sense.
 - Councilmember Brungardt stated how would you ever think that, that it would be Leavenworth.
 - Councilmember Trinkle stated how did Leavenworth ever come into the picture.
 - Councilmember Pawlowski stated read that the way it is.
 - Public Works Director John Young stated we often do have contracts, and we may have one come up soon, where we'll have money in it and the County has money in it. Usually what happens is that we extend to more people, and I don't care how it's worded, but we typically have one City Councilmember on every committee or

we always invite one, for our selection process. We don't want to exclude the possibility of having another city official attend those.

- Councilmember Pawlowski stated I don't have a problem inviting them, I just think that if we're going to have a committee with elected officials, one needs to be from this city. I don't know how you want to word it.
 - Councilmember Studnicka stated put Lansing elected official.
 - Councilmember Gardner stated 1 Lansing elected official or 1 elected official from Lansing, is that ok.
- Mayor Kirby asked are we alright with that.
- Councilmember Studnicka stated I don't care if you put the word Lansing in it.
- Councilmember Brungardt asked are we saying the same thing.
- Councilmember Garvey stated we're just sticking the word Lansing in there. What they're saying is if County dollars are involved in a project, a County Commissioner can be involved in the project. That's what he's saying.
 - Councilmember Pawlowski stated that's fine, but that's not the point I was making.
- Councilmember Garvey stated and by putting Lansing in there, you are excluding the County.
 - City Attorney Greg Robinson stated her point the way I take her point to mean is she's clarifying that at least 1 elected official will be from Lansing, it doesn't preclude additional elected officials from other entities. It's just clarifying that we're not going to have the city of Leavenworth, the County, and no Lansing elected officials, that's how I would interpret that with that included.
- Councilmember Pawlowski stated I mean when you read that do you see how that can be interpreted that way.
 - City Attorney Greg Robinson stated when it's brought up that way, yes. Now in practice would it do that, I don't know, but certainly in language, it's language so I don't think it hurts to put it in, so it clarifies; it does what it's supposed to.
- Mayor Kirby stated ok, anything else.
- Councilmember Pawlowski stated just adding the other Mayor where City Administrator is in parts where it already isn't there, just so we're covered in case.
 - Mayor Kirby stated so anywhere where it says City Administrator.
 - Councilmember Pawlowski stated it should say or Mayor.
- Mayor Kirby asked Beth are you ok with that, is it clear? Is that it. There's one of two things here, we can either withdraw the motion and wait till she corrects it, or we can go ahead and approve it with the corrections we made.
 - Councilmember Buehler stated either way I'll need to withdraw my initial one, and then we can remake a motion with the changes.
- Councilmember Gardner withdrew his second.
- Councilmember Buehler withdrew his motion.

Councilmember Buehler moved to approve the Purchasing Manual with the changes that are Page 4 section 2.2 in the Disciplinary Action adding or Mayor there and to sections where City Administrator is mentioned throughout the document, along with page 8 subsection 2 under Professional Services adding 1 elected Lansing City Official to the paragraph. Councilmember Gardner seconded the motion.

- Councilmember McNeill stated I just want to make a comment on it, because that's like if you read through this document there are duties in here that the City Administrator makes the decision on and there's no Mayor in there, like it's managing his staff. You can't just randomly throw Mayor after all the City Administrator words in here. We either make the correction that has to be made or are relevant to that piece or we push it off until the corrections are made.
 - Mayor Kirby stated we'll withdraw the motion until the corrections are made, then we'll bring it back at a later meeting.
- Councilmember Gardner withdrew his second
- Councilmember Buehler withdrew his motion.

Councilmember Pawlowski moved to table the Purchasing Manual until changes are made. Councilmember Gardner seconded the motion. The motion was unanimously approved.

Library Board Appointment: Councilmember Brungardt moved to appoint Ellen Hannon to the Lansing Community Library Board for a four year term ending April 30, 2019. Councilmember Studnicka seconded the motion.

- Councilmember Brungardt stated she'll be excellent. Awesome teacher, just awesome.
 - Mayor Kirby stated I was at the meeting where she interviewed and we'd be fools to tell her anything but please. You're not bad either Rich.

The motion was unanimously approved.

Board of Zoning Appeals Appointment: Councilmember Garvey moved to reappoint Richard Hannon to fill one of the three open positions on the Board of Zoning Appeals for a three-year term expiring April 30, 2018. Councilmember Pawlowski seconded the motion. The motion was unanimously approved.

Award of Bid – Activity Center Gym Floor: Councilmember Studnicka moved to contract with Acme Floor Company for the replacement of the Activity Center gym floor and to repaint the seal for the base amount of \$53,256.00. Councilmember Buehler seconded the motion.

- Councilmember Pawlowski asked Jason, was this the only bid you got.
- Parks & Recreation Director Jason Crum responded yes, it was the only bid received. One point I'd like to make, I hope it's not too late, I just hope everybody understands with the way I wrote the agenda item, there will be some additional costs here with repair to the subfloor that is not included in that. We just don't know what we don't know at this time. It's even possible that we'd have to scrap that subfloor and start over from scratch, that's why we included the alternate bid in there.
- Councilmember Garvey stated it's like we discussed in the work session, we just don't know what is under the old floor there.
- Parks & Recreation Director Jason Crum stated correct, that's why we went that way and we think it's the best case scenario, I just want to make sure you're all aware.
- Councilmember Trinkle stated it's like remodeling an old house, you don't know what you get until you tear it apart.

The motion was unanimously approved.

Authorization to Advertise the 2015 CIP Paving, Curb Replacement, and Sidewalk Replacement Project (Project No. 15-02) for Bids: Councilmember Studnicka moved to authorize advertising Project No. 15-02 for bids. Councilmember Garvey seconded the motion. The motion was unanimously approved.

Project No. 14-03 (Phase 2): Storm Sewer Inlet Replacement Project; Third Street/Connie Street – Award of Bid: Councilmember Buehler moved to accept the low bid of Linaweaver Construction in the amount of \$28,500.00 for inlet replacements and associated work at Third Street/Connie Street, as bid under Project No. 14-03: Storm Sewer Inlet Replacement Project. Councilmember Studnicka seconded the motion.

- Councilmember Trinkle stated we're getting this done before they overlay Connie, correct.
 - Public Works Director John Young stated yes, that's the whole reason we brought this forward, so we'd have the opportunity do that before rather than tear it up.

The motion was unanimously approved.

Executive Session: Councilmember Pawlowski moved to go into Executive Session for 15 minutes to discuss Personnel Matters of Non-Elected Personnel beginning at 7:42 P.M. and returning at 7:57 P.M. Councilmember Gardner seconded the motion. The motion was unanimously approved.

Councilmember Pawlowski moved to return to Open Session at 7:57 P.M. Councilmember Buehler seconded the motion. The motion was unanimously approved.

REPORTS:

City Attorney: City Attorney had nothing to report.

City Administrator: Chief Wayman stated I have 3 things for the Council. The Governing Body Institute is May 15 and 16th in Topeka, if you'd like to attend please get with Sarah and she'll get you signed up. The Lansing Education Foundation Breakfast is May 8th at 7:00 A.M. at Lansing Elementary School. RSVP to Sarah no later than April 29 to coordinate for seating and possibly a City table. The third and final thing I have is on the table up here is a Proclamation from Governor Brownback, a Lansing DAZE Proclamation. The City of Lansing has received a proclamation from the Governor's office that is recognizing the Brew, Blues and BBQ Cook off as an official Championship of the State of Kansas, and by doing so this allows the Grand Champion of the event to enter the American Royale Barbeque Contest in Kansas City.

Governing Body: Councilmember Studnicka stated I'd like to congratulate our four councilmembers on re-election, we expect big things out of you now.

Mayor Kirby stated I'd like to take this opportunity to thank all the employees, department heads, I know you run into trouble doing this, but I specifically want to mention Chief Wayman, Tony Zell, Sunshine Petrone, and Sarah

Bodensteiner who have been especially helpful to me this week, and keeping things running smooth. So to all the employees and to those four individuals, thanks from me to you.

Councilmember Garvey stated congratulations on the plaque that you got from the Scouts. And I want to thank everyone who voted for me, I really appreciate you going out to the polls.

Councilmember Buehler stated thank you to our volunteers on the Library Board and Zoning Appeals Board. We can't do it without the volunteers that we get, so thank you in advance for your time, I know it will be a lot.

Councilmember Brungardt stated Ellen and Rich, thank you very much, really appreciate it. Sarah, what the Mayor said, Sarah Steve, Tony, and Sunshine, thank you very much.

ADJOURNMENT: Councilmember Brungardt moved to adjourn. Councilmember Pawlowski seconded the motion. The motion was unanimously approved. The meeting was adjourned at 8:00 p.m.

ATTEST:

Louis E. Kirby, Mayor

Sarah Bodensteiner, City Clerk

CITY OF LANSING
CITY COUNCIL MEETING

SPECIAL MEETING MINUTES
April 23, 2015

Call To Order:

The special meeting of the Lansing City Council was called to order by Mayor Gene Kirby at 5:00 p.m.

Councilmembers Present:

Ward 1: Kevin Gardner

Ward 2: Andi Pawlowski and Don Studnicka

Ward 3: Jesse Garvey and Kerry Brungardt

Ward 4: Gregg Buehler and Tony McNeill

Roll Call:

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

Councilmembers Absent: Dave Trinkle

NEW BUSINESS:

COUNCIL CONSIDERATION OF AGENDA ITEMS:

Executive Session – Personnel Matters of Non-Elected Personnel: Councilmember Pawlowski moved to go into Executive Session to discuss personnel matters of non-elected personnel for 3 hours beginning at 5:02 p.m. and ending at 8:02 p.m. Councilmember Garvey seconded the motion. The motion was unanimously approved.

Councilmember Pawlowski moved to return to open session at 8:02 p.m. Councilmember Buehler seconded the motion. The motion was unanimously approved.

ADJOURNMENT: Councilmember Pawlowski moved to adjourn. Councilmember Garvey seconded the motion. The motion was approved with Councilmember Garvey voting against the motion. The meeting was adjourned at 8:03 p.m.

ATTEST:

Louis E. Kirby, Mayor

Sarah Bodensteiner, City Clerk

CITY OF LANSING
CITY COUNCIL MEETING

SPECIAL MEETING MINUTES
April 24, 2015

Call To Order:

The special meeting of the Lansing City Council was called to order by Mayor Gene Kirby at 5:00 p.m.

Councilmembers Present:

Ward 1: Kevin Gardner

Ward 2: Andi Pawlowski and Don Studnicka

Ward 3: Jesse Garvey and Kerry Brungardt

Ward 4: Gregg Buehler and Tony McNeill

Roll Call:

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

Councilmembers Absent: Dave Trinkle

NEW BUSINESS:

COUNCIL CONSIDERATION OF AGENDA ITEMS:

Executive Session – Personnel Matters of Non-Elected Personnel: Councilmember Pawlowski moved to go into Executive Session to discuss personnel matters of non-elected personnel for 5 hours 30 minutes beginning at 5:00 p.m. and ending at 10:30 p.m.

Councilmember Pawlowski withdrew her motion.

Councilmember Pawlowski moved to go into Executive Session to discuss personnel matters of non-elected personnel for 5 hours beginning at 5:03 p.m. and ending at 10:03 p.m. Councilmember Buehler seconded the motion. The motion was unanimously approved.

Councilmember Pawlowski moved to return to open session at 10:03 p.m. Councilmember Garvey seconded the motion. The motion was unanimously approved.

Councilmember Pawlowski moved to go into Executive Session to discuss personnel matters of non-elected personnel for 20 minutes beginning at 10:04 p.m. and ending at 10:24 p.m. Councilmember Studnicka seconded the motion. The motion was unanimously approved.

Councilmember Pawlowski moved to return to open session at 10:24 p.m. Councilmember Studnicka seconded the motion. The motion was unanimously approved.

Governing body came to a consensus that an additional meeting was needed and scheduled a Special Meeting for Monday, April 27, 2015 at 6:00 p.m.

ADJOURNMENT: Councilmember Buehler moved to adjourn. Councilmember Pawlowski seconded the motion. The motion was unanimously approved. The meeting was adjourned at 10:28 p.m.

ATTEST:

Louis E. Kirby, Mayor

Sarah Bodensteiner, City Clerk

CITY OF LANSING
CITY COUNCIL MEETING

SPECIAL MEETING MINUTES
April 27, 2015

Call To Order:

The special meeting of the Lansing City Council was called to order by Mayor Gene Kirby at 6:00 p.m.

Councilmembers Present:

Ward 1: Kevin Gardner

Ward 2: Andi Pawlowski and Don Studnicka

Ward 3: Jesse Garvey and Kerry Brungardt

Ward 4: Gregg Buehler and Tony McNeill

Roll Call:

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

Councilmembers Absent: Dave Trinkle

NEW BUSINESS:

COUNCIL CONSIDERATION OF AGENDA ITEMS:

Executive Session – Personnel Matters of Non-Elected Personnel: Councilmember Studnicka moved to go into Executive Session to discuss personnel matters of non-elected personnel for 1 hour beginning at 6:00 p.m. and ending at 7:00 p.m. Councilmember Pawlowski seconded the motion. The motion was unanimously approved.

Councilmember Pawlowski moved to return to open session at 7:00 p.m. Councilmember Buehler seconded the motion. The motion was unanimously approved.

Councilmember Pawlowski moved to go into Executive Session to discuss personnel matters of non-elected personnel for 15 minutes beginning at 7:02 p.m. and ending at 7:17 p.m. Councilmember Brungardt seconded the motion. The motion was unanimously approved.

Councilmember Pawlowski moved to return to open session at 7:17 p.m. Councilmember Studnicka seconded the motion. The motion was unanimously approved.

Councilmember Studnicka moved for the Mayor to enter into contract negotiations with non-elected personnel. Councilmember Pawlowski seconded the motion. The motion was unanimously approved.

ADJOURNMENT: Councilmember Studnicka moved to adjourn. Councilmember Pawlowski seconded the motion. The motion was unanimously approved. The meeting was adjourned at 7:18 p.m.

ATTEST:

Louis E. Kirby, Mayor

Sarah Bodensteiner, City Clerk

CITY OF LANSING
CITY COUNCIL MEETING

SPECIAL MEETING MINUTES
April 30, 2015

Call To Order:

The special meeting of the Lansing City Council was called to order by Mayor Gene Kirby at 6:30 p.m.

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 and Tony McNeill

Roll Call:

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

Councilmembers Absent:

NEW BUSINESS:

COUNCIL CONSIDERATION OF AGENDA ITEMS:

Executive Session – Personnel Matters of Non-Elected Personnel: Councilmember Buehler moved to go into Executive Session to discuss personnel matters of non-elected personnel for 25 minutes beginning at 6:30 p.m. and ending at 6:55 p.m. Councilmember Pawlowski seconded the motion. The motion was unanimously approved.

Councilmember Studnicka moved to return to open session at 6:55 p.m. Councilmember Pawlowski seconded the motion. The motion was unanimously approved.



Councilmember Studnicka moved for the Mayor to continue contract negotiations with non-elected personnel. Councilmember McNeill seconded the motion. The motion was unanimously approved.

ADJOURNMENT: Councilmember Studnicka moved to adjourn. Councilmember Pawlowski seconded the motion. The motion was unanimously approved. The meeting was adjourned at 6:57 p.m.

ATTEST:

Louis E. Kirby, Mayor

Sarah Bodensteiner, City Clerk

TO: Mayor Gene Kirby 
FROM: Stefanie Leif, Economic Development/CVB Director 
DATE: April 27, 2015
SUBJECT: 2014-15 Citizens' Academy Graduation

On May 7, 2015, five Lansing citizens will graduate from the fifth annual Lansing Citizens' Academy. The Citizens' Academy provides an interactive experience for participants to learn about the functions and responsibilities of each city department. Further, participants meet city staff members and learn about ways to volunteer on boards and commissions.

Sessions were held monthly from September 2014 through April 2015, and sessions were led by staff and often held in the department's facilities. Each session lasted approximately two hours with an opportunity for participants to evaluate each session at the end. Participants have stated that they enjoy the opportunity to learn about the operations of the departments, meeting staff, and building a greater understanding of the intricacies of city government.

Due to the success of the program, staff recommends that the city again offer the program in 2015-16.

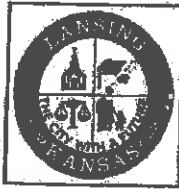
The following graduates of the 2014-15 Citizens' Academy will be recognized and receive graduation plaques at the May 7 City Council meeting:

James Fricke
Janet Labbee
Michelle Avery
Ronald Barry
Teena Barber

Action: Recognize graduates and award plaques

AGENDAGENDAGENDA - ITEM

2



CITY OF LANSING

800 First Terrace

Lansing, Kansas 66043

Telephone: 913-727-3036 * Fax: 913-828-4579

www.lansing.ks.us

APPLICATION FOR LANSING PLANNING COMMISSION

Name: Loye Gau

Lansing Address: 24650 147th St. , Leavenworth, KS 66048 (inside Lansing annexed area)

Home Phone: 913-727-1918

Business Phone: 913-684-2796

E-mail: loye_n_jill@yahoo.com (alternate loye.w.gau.civ@mail.mil)

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

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

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

This appointment is to fulfill a Lansing Planning Commission position for a term of three years. Applicants must be a resident of Lansing in the USD 469 school district, 18 years of age or older, a U.S. citizen, and registered to vote.

All applications should be returned to Lansing City Hall by 5:00 p.m. on March 31, 2015, marked "Attention: City Clerk."

Loye Gau
24650 147th St.
Leavenworth, KS 66048
March 27th, 2015

Lansing Community Development Division
800 First Terrace
Lansing, KS 66043

Dear Sir/Madam:

My first year on the planning commission has been extremely personally rewarding, and just as challenging as I envisioned. I have had the opportunity to contribute to the update of the city's Comprehensive Plan, and I believe my familiarity with this document will continue to pay dividends as the commission works to enable the city council to bring city ordinances and other key documents in line with the vision established by the new Comprehensive Plan.

I am thoroughly knowledgeable of the city zoning ordinance as well as current development rules. If I am selected for continued service on the planning commission, in the next year I intend to spend more time with city planning officials to discuss the strengths and weaknesses of these and other key documents, with an eye toward revisions that make sense for the people of Lansing. I am looking forward to expanding my knowledge, and I have begun exploring training opportunities through the American Planning Association.

I continue to believe that Lansing has enormous potential for growth. Over the last year, I have found that the planning commission always strives to strike a balance among the competing needs of various sectors of the community, focusing on the greater good over the long term. The public hearings on the Comprehensive Plan update allowed me to see first-hand how the commission can foster public trust and maintain transparency of process. I personally endeavor to assist in connecting ongoing, planned, and future projects into a comprehensive, long-term development strategy for the city.

My lifetime of planning experience has provided me skills and insight that I believe will ultimately benefit the community through my continued service on the planning commission. Therefore, I humbly ask for the council's favorable consideration in that regard.

My current job does not require extensive travel, so I would be able to attend most meetings as they are currently scheduled. I look forward to this opportunity to assist the community.

Sincerely,

Loye Gau

Encl: References

Lansing Community Development Division
March 27, 2015
Page 2

References:

Current teaching supervisor:

Dr. Bill McCollum
Team Leader, Section 2
Department of Command and Leadership
U.S. Army Command and General Staff College
100 Stimson Ave.
Ft. Leavenworth, KS 66048
Work phone: (913) 684-4152

Current departmental supervisor:

Mr. Charles Zaruba, Jr.
Deputy Director, Department of Joint, Interagency, and Multinational Operations
U.S. Army Command and General Staff College
100 Stimson Ave.
Ft. Leavenworth, KS 66048
Work phone: (913) 684-3992

Former departmental supervisor:

Mr. Willis Jackson
Deputy Director, Department of Logistics and Resource Operations
U.S. Army Command and General Staff College
100 Stimson Ave.
Ft. Leavenworth, KS 66048
(913) 684-2929



CITY OF LANSING

800 First Terrace

Lansing, Kansas 66043

Telephone: 913-727-3036 * Fax: 913-828-4579

www.lansing.ks.us

APPLICATION FOR LANSING PLANNING COMMISSION

Name: George "Chuck" Holland
Lansing Address: 883 Clearview Dr.
Home Phone: 913-250-0544
Business Phone: 913-705-0941
E-mail: Hollandgj@hotmail.com

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

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

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

This appointment is to fulfill a Lansing Planning Commission position for a term of three years. Applicants must be a resident of Lansing in the USD 469 school district, 18 years of age or older, a U.S. citizen, and registered to vote.

All applications should be returned to Lansing City Hall by 5:00 p.m. on March 31, 2015, marked "Attention: City Clerk."

George "Chuck" Holland
883 Clearview Dr.
Lansing, Kansas, 66043

Mar 30, 2015

City of Lansing
City Clerk
800 First Terrace
Lansing, Kansas 66043

Dear Sir/Maam,

I request to be considered for appointment to the Lansing Planning Commission. I understand that the position is for a duration of three years. I certify that I am a resident of Lansing in the USD 469 School District, am 61 years of age, a U.S. citizen, and registered to vote. I further certify that I am willing to attend Planning Commission Meetings to the best of my ability.

My qualifications for this position are only that I am an energetic citizen that is interested in working for the common good of this, my adopted city, and the people who similarly call Lansing "home". As a military retiree and a spouse of a more recently retired military member, I have always tried to be a good citizen of the various locations we called home. Now that my family and I have settled in Lansing, I very much look forward to being an active, positive citizen, working to make Lansing the best it can be.

I retired from the U.S. Air Force in 1995 as a Major. I hold a B.S. in Physical Education from Norwich University, Northfield, VT (1975), and a M.A. in Aviation Management from Embry Riddle Aeronautical University, Daytona, FL (1986). My wife, Anne Ehram-Holland retired from the U.S. Army in Oct/2014 as a COLONEL. We have two wonderful children (Andrew- age 17 and Annelise- age 13) who are very active in their schools (Lansing High & Lansing Middle Schools). Since my retirement, I have been a stay-at-home dad, school teacher and football coach in New York and Virginia and teacher in Italy, President of the Fort Leavenworth, Friends of the Frontier Army Museum, and most recently, a Job Coach/Paraprofessional with the Special Education Department, USD 469 School District, Lansing High School.

My personal philosophy for the Lansing Planning Commission and development in general for Lansing would be the same. I would fully support the smart, reasoned development of Lansing as it fosters a healthy living and working environment for all its' citizens. I firmly believe in a "fairness" doctrine where no person or group of persons should be afforded privileges or rights to the detriment of others. I also believe in being open and transparent in the conduct of business as we navigate the city of Lansing towards a bright economic future. My hope for Lansing, as a member of the Planning Commission, would be to help bring this city from a wonderful city with great potential, to an even more wonderful city with realized potential; a city with a supportable economic tax base and industry that is sustainable and beneficial for all our citizens.

Thank you for your consideration.

Sincerely,



George "Chuck" Holland

1 Atch
References

References:

**Mr. Wes Cackler
102 Ralphs Drive
Lansing, KS 66043
913-351-0626**

**Mrs. Mona Hauver
180 Canyon View Drive
Lansing, KS 66043
913-704-9991**

**Mrs. Corinne Royal
7613 NW 74th Terrace
Kansas City, MO 64152
816-741-8209**



CITY OF LANSING

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Lansing, Kansas 66043

Telephone: 913-727-3036 * Fax: 913-828-4579

www.lansing.ks.us

APPLICATION FOR LANSING PLANNING COMMISSION

Name: Ronald Barry

Lansing Address: 805 Cottonwood Drive, Lansing, KS

Home Phone: 9132405001

Business Phone: 9132405001

E-mail: ron.f.barry@sprint.com

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

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

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

All applications should be returned to Lansing City Hall by 5:00 p.m. on March 31, 2015, marked "Attention: City Clerk."

Application for Lansing Planning Commission

Ronald Barry's Personal Statement

Over the last year I have strived to become more involved in my city government and help Lansing continue to grow as a great place to live and play. I worked with the consultants on the updated comprehensive plan in shaping a vision for the next 20 years. As a result of that I want to continue my involvement and become a member of the Lansing Planning Commission.

I am a retired Army officer of 21 years of service. I have a bachelor's degree from the United States Military Academy and a Masters degree from the University of South Carolina. In the military I held a variety of positions involving planning and leading with my final assignment as the Director of Plans, Training and Mobilization at Ft Leavenworth. In that position I was actively involved in the planning and coordination of several major infrastructure projects. I was often called upon to serve as the Acting Garrison Commander in his absence and had the good fortune to work with local and state government officials on a variety of issues/plans. Since my retirement I have worked at Sprint in Product, Marketing, Network and IT. I am also the President of the Veterans Employee Resource Group at Sprint. I plan to draw on all of these experiences while working on the commission.

I believe the Lansing Planning Commission is responsible for working with the community to draft a comprehensive plan and for implementing that plan. The commission has a basic decision to make when carrying out its responsibilities – it can choose to operate in either a proactive or reactive mode. In the reactive mode, the planning commission addresses items as needed and legally mandated. Working proactively, the commission recognizes and seizes opportunities to affect growth and development consistent with the comprehensive plan. I believe the commission must operate in both modes but it would be my personal goal to help with opportunities that enable Lansing to continue to build on the identity and reputation that has been established in the last 10 years. Most of those opportunities will be achieved by using the comprehensive plan as a guide and being proactive and looking for opportunities to best meet the vision outlined in the comprehensive plan.

My personal goals would be to first become more knowledgeable with the local and state laws to better serve the commission and the residents of Lansing. Secondly, to be an active and helpful member that not only assists with the internal work of the commission but also communicating with my fellow citizens the progress and vision of the commission. I have spoken to my senior leadership here at Sprint to ensure I have their support and that there is no conflict between volunteering for the position and my work at Sprint. I have the full support of my leadership; in fact my Vice President offered to be one of my references because she believed in my ability to help on the commission and to show her/Sprint's support for my involvement.

I understand the time commitment and I am ready to serve. I look forward to working with the rest of the commission and serving the residents of Lansing.

REFERENCES

Jo Blagovich, Vice President Portfolio Management, Sprint
6300 Sprint parkway, Overland Park, KS 66251
913-315-1010

Jack Walker, Deputy Garrison Commander, Fort Leavenworth
881 McClellan Ave, Fort Leavenworth, KS 66027
913-684-3732

Teana Hundley, Vice President, Citizens Savings & Loan
5151 S 4th Street Trafficway, Leavenworth, KS 66048
913-683-1212

AGENDAGENDAGENDA ITEM

1. A motion to enact Resolution No. B-1-15, a resolution of condemnation for permanent and temporary construction easements for Project No. 13-07, 7 Mile Creek Action Plan Project.

5

RESOLUTION NO. B-1-15

RESOLUTION FINDING AND DECLARING THE NECESSITY OF APPROPRIATION OF PRIVATE PROPERTY BY ACQUIRING PERMANENT EASEMENTS AND TEMPORARY CONSTRUCTION EASEMENTS FOR THE USE OF THE CITY FOR THE CONSTRUCTION OF A PUBLIC SANITARY SEWER IMPROVEMENT, PROJECT NUMBER (13-07).

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

1. Pursuant to K.S.A. 26-201, the City Council deems it necessary and hereby finds and declares the necessity to appropriate private property by acquiring by condemnation for permanent easements and temporary construction easements for the use of the City for construction of City Project 13-07, a public sanitary sewer improvement located in the city limits of the City of Lansing.
2. A survey has been conducted by Roger B. Dill, Kansas Registered Land Surveyor #1408, with a description of the land or interest to be condemned, and has been filed with the City Clerk.

This resolution shall be published once in the official city newspaper, *The Leavenworth Times*.

ADOPTED AND APPROVED by the governing body of the City of Lansing, Kansas, on this ____ day of May, 2015.

Louis Kirby, Mayor

(SEAL)

ATTEST:

Sarah Bodensteiner, City Clerk

Published: *The Leavenworth Times*

Date Published: _____

CITY OF LANSING PURCHASING MANUAL

INTRODUCTION

Purpose of Manual
Scope

SECTION 1 – GENERAL GUIDELINES

SECTION 1-1: Local Buying
SECTION 1-2: Planning
SECTION 1-3: Taxes
SECTION 1-4: Gratuities

SECTION 2 - PURCHASING AUTHORITY

SECTION 2-1: Emergency Situations
SECTION 2-2: City Administrator
SECTION 2-3: Department Heads
SECTION 2-4: Supervisors
SECTION 2-5: Employees

SECTION 3: PURCHASE REQUISITIONS

SECTION 3-1: Purchase Requisitions

SECTION 4 - QUOTATIONS, BIDS & PROPOSALS

SECTION 4-1: Quotations
SECTION 4-2: Sealed Bids
 A. Conditions for Use
 B. Public Notice
 C. Bid Opening
 D. Award
 E. Bid and Performance Bonds
 F. Alternate Bids
 G. Correction or Withdrawal of bids
 H. Bid Conference
 I. Fax Usage
SECTION 4-3: Competitive Sealed Proposals
 A. Conditions for Use
 B. Evaluation factor
 C. Discussion after proposal opening
 D. Fax proposals
SECTION 4-4: Purchases over \$5,000.00
SECTION 4-5: Professional Services
 A. Selection Process for Professional Services in Excess of \$20,000
 B. Selection Process for Professional Services \$20,000 or less
SECTION 4-6: Professional Trade Work
SECTION 4-7: Irresponsible Vendor
SECTION 4-8: Local Vendors

SECTION 5: REPAIR OF EQUIPMENT

SECTION 5-1: Repair Parts
SECTION 5-2: Contractual Repairs

SECTION 6: COMMODITIES

SECTION 6-1: Office Supply Stock
SECTION 6-2: Contractual Printing 9.1

SECTION 7: CREDIT CARD PURCHASING

SECTION 7-1: Policy Statement

SECTION 7-2: Accountability and Termination

SECTION 7-3: Procedures

SECTION 8: COOPERATIVE PURCHASING

SECTION 8-1: Cooperative Purchasing Authorized

SECTION 8-2: Restrictions on Cooperative Activities

SECTION 9: ETHICS IN PURCHASING

SECTION 9-1: General Statement

SECTION 9-2: Gratuities

SECTION 9-3: Confidential Information

SECTION 10: SOCIO-ECONOMIC POLICIES

SECTION 10-1: Affirmative Action

SECTION 10-2: Contracts greater than \$5,000

SECTION 10-3: Failure to Comply

SECTION 11: CLASSIFICATION OF EXPENDITURES

SECTION 11-1: Accounts

SECTION 12: DISPOSAL OF EQUIPMENT

SECTION 12-1: Transfer

SECTION 12-2: Disposal

SECTION 12-3: Proceeds from Sale of Equipment

APPENDIX A: PURCHASING POLICY

ATTACHMENT A: PURCHASE REQUISITION

ATTACHMENT B: CREDIT CARD PURCHASE LOG OF TRANSACTIONS

Purpose of Manual

The Purchasing manual shall be a complete source of purchasing information and detailed procedures for purchasing of all commodities, contractual services, and equipment. All City of Lansing employees should familiarize themselves with the regulations set forth and shall adhere to the procedures and practices established herein.

This manual has been prepared to serve as an informative guide for all employees purchasing in the name of the City of Lansing. Detailed explanations of department responsibilities in the procurement function are offered with this manual, as well as an overall summary of the entire purchasing process.

The Finance Department is prepared to offer assistance to any department whenever needs arise. Proper planning by departments, with assistance from the Finance Department, will eliminate duplication of effort and increase city purchasing power by consolidating purchases and encouraging competition among vendors.

Scope

The scope of this manual applies to every disposition for value or expenditure of public funds by the City, irrespective of the source of the funds. When the procurement or disposition involves federal/state assistance or contract funds and is also subject to federal/state regulations, the procurement or disposition shall be conducted in accordance with any applicable mandatory federal/state laws or regulation that is not reflected in this article. Nothing in this policy manual shall prevent the City of Lansing from complying with the terms and conditions of any grant, gift, or bequest that is otherwise consistent with law.

Nothing in this manual shall prevent the City of Lansing from using discretion in determining the lowest responsive and responsible bidder. Whereas a responsible bidder is a bidder whose reputation, past performance, and business and financial capabilities are such that they would be judged by the City to be capable of best satisfying the City's needs for a specific contract or purchase and a responsive bidder does not vary from the specifications and terms set out by the City.

GENERAL GUIDELINES

The general guidelines below should be considered administrative rules and are to be followed as closely as possible by all departments.

SECTION 1-1 Local Buying

Whenever practical, purchases will be made from local vendors from Lansing. This can be accomplished by ensuring that local vendors who have goods or services, which the City is in need of, are included in the competitive bidding process, which will precede most purchases. The City has a responsibility to its residents, however, to obtain the maximum value for each public dollar spent.

SECTION 1-2 Planning

Planning for purchases should be conducted on both a long-term and short-term basis. Small orders and last minute purchases should be minimized, thereby increasing the capability of each department to purchase its goods and services in large quantities in order to obtain the maximum discounts available. Planning will also assist in the reduction of clerical and supervisory time spent in documenting and receipt of purchases. Remember – the purchasing process begins with the annual budget.

SECTION 1-3 Taxes

The City is exempt from local and state sales taxes or federal excise taxes. The Finance Department will provide the necessary exemption documents to any vendor, upon request.

SECTION 1-4 Gratuities

It is a breach of ethical standards for any person to offer, give or agree to give any employee or public official a gratuity or an offer of employment in connection with any decision or recommendation concerning a possible or actual purchase on behalf of the City of Lansing. Gratuities shall not mean pens, pencils, calendars, or other novelty items used as advertising means or other meeting circumstances for the purpose of conducting or discussing official business, and totals less than fifteen dollars (\$15.00) in value.

PURCHASING AUTHORITY

SECTION 2-1 Emergency Situations

It is recognized that emergency situations occasionally arise in City operations. The City Administrator, or in his absence the Mayor, has approving authority for emergency purchases that are necessary for continued city operations when the cost exceeds the Department Head's purchasing authority. Department heads have authority for emergency purchases within their spending authority, and must report such instances to the City Administrator at their earliest opportunity.

No competitive bidding is required for emergency purchases. Emergencies are situations which require parts and labor necessary for repairs to equipment which must be kept operating, if a delay in obtaining required goods or services would create an economic hardship or personal, environmental, or health hazard. Any purchases made outside of normal purchasing procedures must be reported to the City Administrator as soon as is reasonably possible.

SECTION 2-2 City Administrator

The ultimate responsibility for all purchases for the City of Lansing is held by the City Administrator. The City Administrator shall establish the rules and regulations for the purchase and procurement of all goods and services which shall be followed by all City employees. **The City Administrator, or in his absence the Mayor, possesses the authority for any deviation from the purchasing policy and/or manual.** If improper purchasing practices or discretion may happen to appear, the City Administrator may invoke disciplinary actions upon the individual, division, and/or department. Disciplinary action may be in the form of restricted purchasing privileges, restitution, suspension, termination, or any other form deemed appropriate by the City Administrator. All capital outlay or improvement projects that total more than fifteen thousand dollars (\$15,000) must be approved by the City Council.

The City Administrator shall inform the City Council of any such exceptions as soon as is reasonably possible. The City Administrator shall also make the City Council aware of all purchases of non-routine items with an aggregate total exceeding fifteen thousand dollars (\$15,000).

SECTION 2-3 Department Heads

Department Heads are given the responsibility of ensuring that all personnel in their department are knowledgeable of and fully understand the purchasing procedures. By following the requirements established within this manual, department heads may be able to make better use of budgeted funds for their department. Through proper planning of purchases, departments will be able to realize savings through competition between vendors and will not be faced with shortages of commodities and materials.

The following goods and services must be approved by the City Administrator's office:

1. All non-routine purchases.
2. All capital outlay or improvement projects.
3. Contracts that will represent the City of Lansing.
4. Insurance.
5. Other items consistent with policy and/or practice of the City Administrator.

The requesting department shares the responsibility of not overspending annual budget limitations with the Finance Department. It is for this reason that annual budget requests should be carefully formulated and reviewed.

SECTION 2-4 Superintendent

Purchases which are routine in nature and total less than the authority limit outlined in Section 4 of the Purchasing Policy may be obtained by Superintendent if the goods and services fall within the regulations established by the Purchasing Manual. Invoices must be submitted to the Department Head who will return the invoice with completed purchase requisitions to the Finance Department on a weekly basis. Through prompt attention of invoices, the City may take advantage of discounts and bills can be paid to avoid late charges. Any damages or shortages on received shipments should be noted on freight receipt. All deliveries should be carefully accounted for by employees.

SECTION 2-5 Employees

Employees in each department or division must obtain permission from his/her supervisor or department head before making any purchase. When making purchases, the employee is to put his/her signature and department on the invoice. Invoices are also to be signed by the superintendent and/or department head and coded to the appropriate expense account. Invoices should be turned in to the employee's supervisor and/or department head, who will forward the invoice and a completed purchase requisition to the Finance Department.

PURCHASE REQUISITIONS

SECTION 3-1 Purchase Requisitions

A purchase requisition shall be used as the payment voucher for all individual purchases, except where 30 day purchase requisitions or charge cards are in effect. When items are purchased, a purchase requisition shall be forwarded with the original invoice to the Finance Department. The requesting department shall maintain a file copy of the purchase requisition. Purchase requisitions shall have affixed the required signatures as outlined in Section 4 of the Purchasing Policy.

Any department or division needing to pay an invoice shall properly prepare a purchase requisition request form in complete detail. This request, should reflect as much information that is known by the department, including the following:

1. Date of request.
2. Department making the request.
3. Authorized person requesting payment.
4. Vendor name and address.
5. Account number.
6. Quantity of requested items.
7. Brief description of items.
8. Price.
9. Brief explanation of goods or services.
10. Signature of appropriate Department Head and City Administrator if required.

QUOTATIONS, BIDS, & SEALED PROPOSALS

SECTION 4-1 Quotations

All Department Heads must plan in advance their regular budgeted purchases. Purchases in excess of the amounts outlined in Section 8 of the Purchasing Policy require that price quotes, proposals, or bids may be obtained. Award of bids, proposals or quotations will be given to the most responsible and qualified vendor, with the best price.

Quotations may be obtained by Department Heads in the following manner:

1. In person.
2. Over the phone.
3. Written quotation as per "Request for Quotation".

SECTION 4-2 Sealed Bids

A. Conditions for Use.

Contracts or purchases for capital outlay or improvement projects shall be awarded by the City Council through a competitive sealed bid process, unless the City Administrator determines that the method may not be in the best interest of the City.

B. Public Notice.

A "Notice to Contractors" or Invitation for Bids that will be awarded by the City Council shall be published in the official City newspaper, allowing a reasonable amount of time to prepare and return bids. A "Notice to Contractors" or Invitation for Bids that will be awarded by the City Council may also be emailed or mailed to prospective bidders by the requesting department. Written notice shall be sent by email to all qualified prospective bidders for the type of work being bid.

C. Bid Opening.

All sealed bids shall be delivered at the time and day designated in bid information.

Bids shall be publicly opened by the Department Head at the time and date designated. The City representative shall announce the bidders and bid amounts and state the date and provisions for awarding of contract.

D. Award.

All bids shall all be tabulated by the Department Head for review by the City Administrator, and the City Council. The responsible Department Head shall recommend to the City Administrator the most responsible bid at the best price. The City Council may accept and/or reject any or all bids and shall award the bid that shall be most advantageous to the City, taking in to consideration price and other evaluation factors as presented by the Department Head.

E. Bid Performance Bonds.

Specifications may stipulate that each bidder must submit with the bid a cashier's check, certified check, or bid bond by a cooperate company licensed to do business in the State of Kansas in an amount not less than five percent (5%) of the total bid. This requirement will be surety that the bidder, if successful, will enter into the contract.

Successful bidders may be required to furnish a performance bond equal to twenty five percent (25%) of the amount for the contract. The performance bond is surety that the successful bidder will satisfactorily comply with the terms of the contract.

F. Additional Alternate Bids.

Additional alternate bids may be required whenever it is deemed desirable or necessary by the Department Head or City Administrator.

G. Correction or Withdrawal of bids.

Correction or withdrawal of bids after opening may be allowed to the extent permitted by the City Administrator.

H. Pre-Bid Conference.

The responsible Department Head may notify prospective bidders that a conference has been scheduled in an attempt to clarify for vendors the intention of bid specifications and expectations. Conferences may be scheduled before or after invitations to bid have been issued. The pre-bid conference is an attempt to facilitate that accuracy and comprehensiveness of the bid process, but is not required.

I. Fax Usage.

Faxed sealed bids are not recommended but are acceptable at the option of the Department Head under the following conditions: Faxes are to be sent to the City Clerk's Office at (913) 828-4579; faxes are to be clearly marked "bid for Purchasing", and the product being bid on. The City Clerk will immediately secure the bid in a sealed envelope. The envelope will be clearly marked what the bid is for and be delivered to the responsible Department Head. Remember, use of the fax in these instances

could compromise the secrecy of the pricing, and compromise the integrity of the "bid" process, so act accordingly.

SECTION 4-3 Competitive Sealed Proposals

A. Conditions for Use.

Competitive sealed proposals may be issued when it is necessary to provide an opportunity for reasonable price analysis, based on technical or qualitative evaluation factors. Generally, competitive sealed proposals shall be used when the purchase is for technical equipment or specialty items, complex, professional or trade services, or the purchase of nonstandard items.

B. Evaluation Factors.

Proposal evaluation criteria should measure how well each vendor meets the desired performance requirements established before proposals are received. Final consideration for awarding of contract shall not be based solely on price. A combination of price, quantity and/or quality offered, and capacity to fulfill all requirements of the contract.

C. Discussion after Proposal Opening.

Post-opening discussions of proposals with vendors shall be allowed. Final agreement or terms may be negotiated under a proposed contract.

D. Fax Usage.

Faxed sealed proposals are not recommended but are acceptable at the option of the Department Head under the following conditions: Faxes are to be sent to the City Clerk's Office at (913) 828-4579; faxes are to be clearly marked "bid for Purchasing", and the product being bid on. The City Clerk will immediately secure the bid in a sealed envelope. The envelope will be clearly marked what the bid is for and delivered to the responsible Department Head. Remember, use of the fax in these instances could compromise the secrecy of the pricing, and compromise the integrity of the "bid" process, so act accordingly.

SECTION 4-4 Professional Services

Normal competitive procedures cannot be reasonably utilized in securing professional services such as engineers, appraisers, planners, computer-related counseling, and other professional people whose services are often based on hourly rates or a percentage of a contract amount and are not likely to enter into a competitive bidding process. In securing professional services, it is the primary goal of the city to obtain these services from a provider who has a proven record of offering such services in a professional way and is the best suited provider for the particular project. The cost of services will not be the sole criteria.

It will be the duty of the City Administrator and the requesting department to determine if a Qualification Based Selection Process shall be used. This determination will be made on an individual project basis. The selection process the city will use for acquiring Professional Services is outlined in the following sections.

- 1) Quality of work and applicability of work products to specific circumstances are the most important considerations in acquiring services performed by or under the direction of licensed professionals such as engineers, architects, geologists, appraisers, easement negotiators, and surveyors, as well as information technology professionals. Quality and effectiveness of professional design, analysis, reviews, and inspections are directly reflected in lower life cycle costs of the end products, and high quality project plans minimize project cost overruns. As such, the following qualification based selection process shall be used to select individuals or firms for services provided by or performed under the direction of licensed professionals, and for information technology, as opposed to selection by bid or price quote. If a qualified firm has been chosen utilizing the QBS process within the last 18 months for a project of a similar nature, or there is an extension of an existing project, and satisfactory services were received, the City Administrator may direct staff to solicit that same firm for additional work on other projects, and not require an additional qualifications based selection process. If the City Administrator determines that a reasonable fee for services has not been reached, city staff shall notify

the firm that negotiations are terminated, and shall follow the selection processes set forth in A or B, et seq.

A. Selection Process for Professional Services in Excess of \$20,000

- 1) Notification shall be sent describing the proposed work to be performed to three to five, or more, firms or individuals who, by prequalification or by reputation, are well qualified to perform the proposed work, inviting them, if interested, to submit a letter of interest, along with information on their firm's qualifications, experience, and resources directly related to the type of work proposed, and résumés of the specific individuals they anticipate would work on the project. The firms or individuals shall also be asked to return a completed "Certification by Prospective Participants as to Current History Regarding Debarment, Eligibility, Indictments, Convictions, or Civil Judgments" form. In the event there are not three firms well qualified for the particular work in the area or that could reasonably and competitively provide the service, fewer than three is allowable.
- 2) A Selection Committee of at least three individuals, including one **Lansing** elected official, representing the City and/or any other entity with direct interest in the work shall be formed. Individuals from outside the City who are well suited to assess the qualifications of the submittals may be included on the Committee.
- 3) A reasonable set of criteria shall be established by City staff and the Committee upon which to assess submittals. Evaluation criteria shall include, but not be limited to, price, ability to perform, experience, technical expertise, and availability.
- 4) The Selection Committee members shall individually assess and rank submittals from all interested firms according to the criteria established.
- 5) The Selection Committee assessments shall be combined to determine the three firms that appear best qualified and best suited to the specific work, and pass those three firms without rank to the Negotiating Committee, which will invite those firms to submit a proposed detailed scope of services, schedule, and breakdown of anticipated hours by task and position (without hourly rates or price information), and shall be invited to make a presentation on their approach to the work and stand for interview questions. The Negotiating Committee shall be similar in makeup to the Selection Committee, and may be the same members as the Selection Committee.
- 6) The Negotiating Committee, with recommendations from City staff, shall establish a rating criteria for the additional submittals, presentations, and interview answers upon which to provide a final ranking of the firms in order of best qualified and best suited to the specific proposed work.
- 7) Following the presentations and questions, the Negotiating Committee will individually rank the firms, develop a composite ranking, and deliberate on the basis of their rankings, if necessary, to concur on a final rank for the firms.
- 8) The first ranked firm will be asked to submit a proposal with all the elements noted in item 5, along with hourly rates and total price for the work.
- 9) The Negotiating Committee will review the proposal, determine if the price is reasonable, and propose reductions in fee or scope if warranted.
- 10) If the Negotiating Committee determines that a reasonable fee has not been reached, they shall notify the 1st ranked firm that negotiations are terminated, and shall open negotiations with the 2nd ranked firm as set forth in 8, et seq.
- 11) As soon as the Negotiating Committee makes a determination that a reasonable fee has been proposed, said proposal will be placed on the City Council agenda with a recommendation for approval.

B. Selection Process for Professional Services \$20,000 or less:

- 2) Notification shall be sent describing the proposed work to be performed to three to five, or more, firms or individuals who, by prequalification or by reputation, are well qualified to perform the proposed work, inviting them, if interested, to submit a letter of interest, along with information on their firm's qualifications, experience, and resources directly related to the type of work proposed, and résumés of the specific individuals they anticipate would work on the project. The firms or individuals shall also be asked to return a completed "Certification by Prospective Participants as to Current History Regarding Debarment, Eligibility, Indictments, Convictions, or Civil Judgments" form. In the event there are not

three firms well qualified for the particular work in the area or that could reasonably and competitively provide the service, fewer than three is allowable.

- 3) Form a Selection/Negotiation Committee of at least three individuals, including one Lansing elected official, representing the City and/or any other entity with direct interest in the work. Individuals from outside the City, but well suited to assess the qualifications of the submittals, may be included on the Committee.
- 4) A reasonable set of criteria shall be established by City staff and the Committee upon which to assess submittals.
- 5) The Selection/Negotiation Committee members shall individually assess and rank submittals from all interested firms according to the criteria established.
- 6) The Selection/Negotiation Committee will develop a composite ranking and deliberate on the basis of their rankings, if necessary, to concur on a final rank for the firms.
- 7) The first ranked firm will be asked to submit a proposal with all the elements noted in item A5, along with hourly rates and total price for the work.
- 8) The Selection/Negotiation Committee will review the proposal, determine if the price is reasonable, and propose reductions in fee or scope if warranted.
- 9) If the Selection/Negotiation Committee determines that a reasonable fee has not been reached, they shall notify the 1st ranked firm that negotiations are terminated, and shall open negotiations with the 2nd ranked firm as set forth in 8, et seq.
- 10) As soon as the Selection/Negotiation Committee makes a determination that a reasonable fee has been proposed, said proposal will be placed on the City Council agenda with a recommendation for approval.

In the case of professional services for federal or state funded projects, the Kansas Department of Transportation's selection process shall supersede this policy process.

SECTION 4-5 Professional Trade Work

Professional trade work may include but not be limited to building, mechanical, electrical, and plumbing. Guidelines for obtaining these services are outlined in Section 8 of the Purchasing Policy.

Maintenance Contracts may be used for acquiring ongoing maintenance on specific groups of items that can be easily identified and competitively bid. Maintenance contracts could include such items as:

1. Electrical maintenance on traffic control signals
2. Repair of the public safety radio system
3. Emergency jetter/CCTV work
4. Root control services
5. SCADA and GIS system updates and maintenance
6. Hydraulic modeling maintenance

Maintenance Contracts will be issued, if possible, on a two year contract with a one year extension through mutual consent of both the City and the contractor.

SECTION 4-6 Irresponsible Vendor

Any vendor who fails to comply with the terms of an awarded bid, quotation, or the required specifications contained within the bid, may be declared an irresponsible vendor upon the recommendation of the Department Head and approval of the City Administrator. An irresponsible vendor may be purged from future bid notifications. Vendors will be notified by the responsible Department Head if they are removed. Any vendor wishing to appeal this decision may request that the City Council consider the matter at a formal meeting.

SECTION 4-7 Local Vendors

The City Council is conscious of the economic impact created by purchasing goods and services locally; therefore, the City reserves the right to award bids to local vendors if it is deemed to be in the best economic interest of the City.

SECTION 4-8 Standard Specifications

Standard specifications should be established so maximum competition can be secured. Specifications for each item should be definite and precise to eliminate the possibility of misunderstanding on the part of the vendor or the purchaser. Specifications which call for only one "brand or trade name" item to be furnished shall not be issued unless prior approval is granted by the City Administrator. Such brand names may be used to establish acceptable or minimum standards that all vendors must meet or exceed, and shall include the language "- or equal".

SECTION 4-9 Preparation of Specifications

It is the responsibility of the Department Head to ensure that technical knowledge is obtained so specifications truly reflect the needs of the department. During preparation of specifications the Department Head may also work closely with and use the expertise of appropriate vendors. All specifications shall be approved by the City Administrator prior to issuance.

SECTION 4-10 Sole Source Purchases

Order requests for any material or service which can only be supplied by a sole source should be accompanied with a written explanation fully justifying why conditions exist which require the item(s) to be purchased from only one vendor.

REPAIR OF EQUIPMENT

SECTION 5-1 Repair parts

Parts required to repair equipment may be purchased if total parts cost shall not exceed the purchasing authority limitations outlined in Section 4 of the Purchasing Policy. Parts required for items whose replacement cost would currently be less than five thousand dollars (\$5,000.00) shall be limited to twenty-five percent (25%) of their replacement cost unless approved by the City Administrator.

SECTION 5-2 Contractual Repairs

If City vehicles or equipment require maintenance or repair, the Supervisor should provide the Department Head with an estimate of the cost for the repair. Upon delivery of equipment to be repaired, the Supervisor shall establish cost limitations for contracted repairs with the vendor. If required repairs exceed the approved estimate, the Supervisor shall receive approval for proceeding with repair services from the responsible Department Head and/or City Administrator.

COMMODITIES

SECTION 6-1 Office Supply Stock

Each department shall maintain and adequately stock an office supply inventory. If a department employee is in need of office supplies, the responsible Department Head should be notified of the items required. The Department Head shall be responsible for approval and purchase of the required materials.

SECTION 6-2 Contractual Printing

All contractual printing shall be managed by each department and should adhere to Section 8 of the Purchasing Policy.

CREDIT CARD PURCHASING

SECTION 7-1 Commercial Card

Use of a commercial credit cards in the name of the City of Lansing will be used only for the purchase of goods and services in support of City business. Employees must adhere to the guidelines in the Commercial Card Policies and Procedures.

Employees will be responsible for retaining all receipts. At the end of each billing cycle, the Accountant will distribute individual statements to employees. Each employee shall submit to the Finance Department a Purchase Log of Transactions (PLOT) with all receipts and the credit card statement

attached. The PLOT must be signed by the supervisor and/or department head. Employees shall submit these promptly so that the City will never be responsible for paying any interest on charges. Department heads are responsible for ensuring that departmental funds are available when credit card charges are incurred and for monitoring expenditures within available budgets.

COOPERATIVE PURCHASING

SECTION 8-1 Cooperative Purchasing Authorized

The City, acting through the City Administrator, may participate in, sponsor, conduct, or administer a cooperative purchasing agreement for the purchase of any supplies, services, or construction with one or more units of government in accordance with an agreement entered into between the participants. Such cooperative purchasing may include, but is not limited to, joint or multi-party contracts between units of government and open-ended State contracts which are made available to cities.

SECTION 8-2 Restrictions on Cooperative Activities

All the participants in cooperative purchasing must agree to abide by all contractual requirements, including prompt payment of invoices.

ETHICS IN PURCHASING

SECTION 9-1 General Statement

Any attempt to realize personal gain through public employment is a breach of public trust.

SECTION 9-2 Gratuities

It is a breach of ethical standards for any person to offer, give or agree to give any employee or public official a gratuity or an offer of employment in connection with any decision or recommendation concerning a possible or actual purchase on behalf of the City of Lansing. Gratuities shall not mean pens, pencils, calendars, or other novelty items used as advertising meals or other meeting circumstances for the purpose of conducting or discussing official business, and totals less than fifteen dollars (\$15.00) in value.

SECTION 9-3 Confidential Information

It shall be a breach of ethical standards for any employee or public official to knowingly use confidential information for personal gain, or the personal gain of others.

SOCIO-ECONOMIC POLICIES

SECTION 10-1 Affirmative Action

The City of Lansing sets forth a policy to eliminate and prevent discrimination, segregation or separation because of race, sex, religion, physical handicap, color, national origin or ancestry, and to assure equal opportunities and encouragement of every person, regardless of race, sex, religion, physical handicap, color, national origin or ancestry, in securing and holding without discrimination, employment in any field of work or labor for which the person is properly qualified.

SECTION 10-2 Contracts Greater than \$5,000.00

Federal and State of Kansas laws prohibit discrimination, segregation and separation, and provide for equal opportunities and encouragement for every person regardless of race, sex, religion, physical handicap, color, age, national origin or ancestry. Kansas Statute 44-1030 requires that all contractors or vendors whose contract with the City of Lansing is an amount greater than five thousand dollars (\$5,000.00), or any contract with a contractor or vendor who does aggregate annual business with the City in excess of five thousand dollars (\$5,000.00) shall observe the provisions of the Kansas Act Against Discrimination.

As part of the City of Lansing's on-going commitment to goals of equal opportunity for all persons, the City shall require all vendors or contractors doing business with the City of Lansing in an amount in excess of five thousand dollars (\$5,000.00) to complete a "Questionnaire of Equal Opportunity

Compliance". The questionnaire shall be submitted to the Human Resource Director annually for the calendar year and/or concurrently with or prior to any contract bid or proposal. The Human Resource Director shall receive and review the Questionnaire and notify the City Administrator of its acceptability or, if the responses to the Questionnaire do not meet established standards, the Director shall specify the necessary modifications to be acceptable. The Human Resource Director shall periodically review the City's contract compliance program and shall be available to assist any vendor or contractor in complying with state and federal equal employment opportunity laws.

SECTION 10-3 Failure to Comply

Any person or business failing or refusing to comply with the City's Equal Employment opportunity requirements shall be declared ineligible to enter into any contracts with the City until the vendor has complied with standards established by the City of Lansing and approved by the City Administrator. The City Council shall be notified of any vendor ineligible for City contracts.

CLASSIFICATION OF EXPENDITURES

SECTION 11-1 Accounts

The establishment of new accounts shall be the responsibility of the Finance Department. It is the responsibility of each Department Head and/or Superintendent to properly code each purchase to the proper accounts.

DISPOSAL OF EQUIPMENT

SECTION 12-1 Transfer

Whenever a Department Head determines that equipment assigned to his or her Department is of no further benefit to the Department's operation, he/she shall notify the Finance Department so the appropriate changes may be made to the Capital Assets Inventory. If the equipment is not to be traded in, the Department Head shall notify other city departments of the availability of the equipment which may be useful to their operation.

SECTION 12-2 Disposal

Any equipment no longer useful to City of Lansing operations shall be disposed of by sealed bid, public auction, or ebay. Items to be disposed of by bid or auction shall have been approved by the City Administrator. The Finance Department should be notified of all items being disposed of so that they may make appropriate changes to Capital Assets Inventory. No City employee may purchase equipment or materials from the City except through a formal sealed bid procedure or at the public auction. No department shall loan, destroy or remove equipment or materials from the City's custody without prior approval from the City Administrator.

SECTION 12-3 Proceeds from Sale of Equipment

Any proceeds received from the sale of equipment shall be receipted into the appropriate Equipment Reserve Fund.

APPROVED by the governing body of the City of Lansing, County of Leavenworth, State of Kansas this 16th day of April, 2015.

Louis E Kirby, Mayor

Attest:

Sarah Bodensteiner, City Clerk

APPENDIX A

CITY OF LANSING

PURCHASING POLICY

I. PURPOSE:

To establish purchasing authority levels for City of Lansing expenditures.

II. THE PROGRAM:

1. Departmental accounts shall be established in each fund. These accounts shall be divided into four (4) broad areas:
 - a. Personnel Services, Contractual Services, Commodities, and Capital Outlay. Operating accounts shall be created under each fund type as follows:
 - i. **GENERAL FUND:** Administration Department; Police Department; Municipal Court Division; Emergency Operations/Preparedness Division; Street Division; Building Maintenance Division; Street Lighting Division; Parks and Recreation Department; Community Development Division; Finance Department; Public Works Department, Community Center Division, Economic Development Department, Lansing Activity Center, Human Resources Department, Non-departmental Division, and Office of the City Administrator.
 - ii. **SPECIAL REVENUE FUNDS:** Library; Consolidated Street and Highway; Special Parks and Recreation; Special Alcoholic Liquor Fund; Mayor's Christmas Tree Fund; KS Regional Prison Museum Fund; Transient Guest Tax Fund; and Economic Development Fund.
 - iii. **DEBT SERVICE FUND:** Bond and Interest Fund.
 - iv. **ENTERPRISE FUNDS:** Wastewater Utility and Solid Waste Utility Funds.
 - v. **RESERVE FUNDS:** Capital Improvements and Equipment Reserve Funds.
 - b. During budget preparation each department/division shall establish (but are not limited to) the following accounts: Personnel Services - i.e., Regular Payroll, Part-time Payroll, Overtime and Benefits; Contractual Services - i.e., Insurance, Legal, and Utilities; Commodities - i.e., Office Supplies and Maintenance; and Capital Outlay - i.e., Acquisition and Replacement Accounts.
 - c. If other funds or accounts are necessary for efficient and effective service delivery they may be developed.
2. Upon determining the budgeted amount for operating accounts, each department is committed to expending NO MORE THAN THE BUDGETED AMOUNT FOR THAT OPERATION ACCOUNT. It is understood that certain contingencies are unforeseen in the course of operation; therefore budget authority is transferable within individual department, division, or fund (in addition to the budget amendments as authorized by statute). Each department director may petition the Finance Director for a transfer of budget authority within an individual department or division. The Finance Director, based on his/her overall supervisory authority of purchases, may deny the transfer if it is judged in the best interests of the city. The Finance

Director, in consultation with the City Administrator, may also transfer budget authority within funds (i.e., General Fund - Administration to General Fund - Streets) when it is in the best interests of the city. Budgeted transfers of money between funds (i.e., General Fund to Capital Improvements Fund) require city council authorization. The Finance Director, based on his/her overall supervisory authority of purchases, may deny any requested transfer if it is judged in the best interests of the city.

3. If a department director believes the "request for a budget authority transfer" is denied for some reason other than the best interest of the city, he/she may appeal the request to the City Administrator. If it is found that the transfer was denied for any reason other than the best interest of the city, the City Administrator may approve or disapprove the department director's request for transfer.
4. Purchasing authority limitations shall be set as follows:

<u>AUTHORITY LEVEL</u>	<u>AMOUNT</u>
a. Superintendent.....	\$ 3,000
i. Public Information Officer	
ii. Street Superintendent	
iii. Parks & Recreation Superintendent	
iv. Community Development Superintendent	
v. Wastewater Utility Superintendent	
vi. Police Captain	
b. Department Head.....	\$ 7,500
i. Finance Director	
ii. Public Works Director	
iii. Police Chief	
iv. Human Resources Director/City Clerk	
v. Parks & Recreation Director	
vi. WWT Director	
vii. Economic/CVB Director	
viii. Library Director	
c. City Administrator.....	\$ 15,000
d. Mayor.....	\$15,000
e. Where a purchase amount exceeds an authority level's limit, approval from the next purchasing level must be granted. For example, a \$3,100 purchase requested by a superintendent must also be approved by his/her department head prior to obtaining a purchase order. City council's approval is required for any purchase greater than \$15,000, except for routine monthly obligations (i.e. utility bills), and contractual obligations (i.e. bond payments, worker's compensation premiums, progress payments on contracts).	

5. The City Administrator, or in his absence the Mayor, has approving authority for emergency purchases that are necessary for continued city operations, provided the emergency is documented. Department heads have authority for emergency purchases within their spending authority, and must report such instances to the City Administrator at their earliest opportunity. No competitive bidding is required for emergency purchases.
6. Combining purchasing authority to circumvent levels of purchasing authorization is prohibited.

7. For convenience and to reduce costs, 30 day accounts with approved vendors shall be used for all routine supplies and services. Whenever possible, department heads shall establish monthly purchase requisitions with the approved vendors, and the purchases indicated shall be authorized up to the amount of the monthly purchase order.
8. Individual purchases or purchases of repair parts of an amount less than \$1,500 do not require competition. However, every effort shall be made to insure that all purchases are made in the most economic manner. For purchases of an \$1,500 or more, the following documentation is required:

<u>AMOUNT</u>	<u>DOCUMENTATION</u>
a. \$1,500 - \$2,999	Two Quotes
b. \$3,000 - \$7,499	Three Quotes
c. \$7,500 - \$19,999	Three Written Quotes
d. \$20,000 or greater	Sealed bids received in accordance with an <u>advertised</u> request for proposal.

9. When the City of Lansing solicits quotations or bids for the purchase of goods or services, it is common to receive responses from vendors domiciled both within and outside the Lansing city limits. In such circumstances, if the low quotation or bid is submitted by a vendor domiciled outside the Lansing city limits, then the vendor domiciled within the Lansing city or Leavenworth County limits may be deemed the preferred vendor and awarded the contract, provided that:
 - a. the goods or services quoted or bid by the vendor domiciled within the Lansing city or Leavenworth County limits meets the specifications of the procurement; and
 - b. the amount of the quotation or bid of the vendor domiciled within the Lansing city limits is no more than 2% greater than the amount of the low quotation or bid.
 - c. if there is no vendor domiciled within the Lansing city limits, then the amount of the quotation or bid of the vendor domiciled within the Leavenworth County limits that is no more than 1% greater than the amount of the low quotation or bid will be considered.
 - d. This section shall not apply to the procurement of goods or services that relate to public improvements governed by K.S.A. 14-440.
 - e. For the purpose of this policy, "a vendor domiciled within the Lansing city limits " is defined as a vendor who:
 - i. maintains a permanent place of business within the Lansing city limits, and
 - ii. has a valid State sales tax registration certificate.
 - f. For the purpose of this policy, "a vendor domiciled within the Leavenworth County limits " is defined as a vendor who:
 - i. maintains a permanent place of business outside the Lansing City limits but within the Leavenworth County limits, and
 - ii. has a valid State sales tax registration certificate.

- g. For the purposes of this policy, “an advertised request for proposal” is defined as:
 - i. advertisement in the local newspaper, and
 - ii. advertisement on the city’s website and Channel 2.
- 10. For specialized services, or where alternate suppliers do not exist (i.e., training, seminars, utility bills, insurance, and other contractual obligations), or to utilize a previously bid State or other governmental contract; or because the services required are of a professional nature the City Administrator may waive the requirement for competitive quotes or bids.

ATTACHMENT A

CITY OF LANSING

PURCHASE REQUISITION

Send Original Requisition & Invoice to:

ACCOUNTANT

800 1st Terrace, Lansing, KS 66043

MUST COMPLETE THE FOLLOWING:

Requisition No. _____

Date: _____

Department Code: _____

Requested by: _____

VENDOR:

Insert Vendor Name _____

Insert Vendor Address _____

Insert Vendor City _____

Insert State/Zip _____

ADMINISTRATION DEPT.

Telephone: (913) 727-3233

Fax: (913) 727-1538

Kansas Tax Exempt No.

KSHSJT208T

SHIP TO:

City of Lansing _____

Attn: Finance Department _____

800 1st Terrace _____

Lansing, Kansas 66043 _____

Terms:		F.O.B.:		Quote:		Inventory Code:	
Account No.	Quantity	Description			Unit Cost	Total Cost	
					TOTAL		

When requesting equipment, state the reason for the request in the description field above as specifically as possible. By signing below, the Department Head or designee certifies that this purchase is not unnecessary.

Purchasing Authority Limitations:

\$3,000 - Street Supt., Parks & Rec Supt., Police Captain, WW Utility Supt., Public Info. Officer, & Comm. Dev. Supt.

\$7,500 - Finance Dir., Library Dir., HR Dir., City Clerk, Economic Dev/CVB Dir., Parks & Rec Dir., Police Chief, Public Works Dir. & WW Utility Dir.

\$15,000 - City Administrator

\$15,000 - Mayor

Where an emergency purchase is necessary to continue city operations, the Mayor or City Administrator has approving authority for purchases.

Date _____

Approved: _____
Department Head or Designee

Date _____

Approved: _____
City Administrator

Date _____

Approved: _____
Mayor

Check No. Issued: _____

CREDIT CARD PURCHASE LOG OF TRANSACTIONS

Transaction Period:

[illegible]**Cardholder's Certification:**

I certify that the above purchases are proper and approved for payment.

Department Director's Certification:

I have reviewed and agree with the cardholder's certification.

Cardholder's Signature

Date _____

City Administrator/Department Head's Signature

Date _____



Proclamation Municipal Clerks Week

Whereas, The Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

Whereas, The Office of the Municipal Clerk is the oldest among public servants, and

Whereas, The Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

Whereas, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all

Whereas, The Municipal Clerk serves as the information center on functions of local government and community.

Whereas, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, province, county and international professional organizations.

Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

Now, Therefore, be it resolved that I, Louis E. Kirby, Mayor of the City of Lansing, in the State of Kansas proclaim the week of May 3-9, 2015 as

Municipal Clerks Week

And further extend appreciation to our Municipal Clerk, Sarah Bodensteiner, and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

In Witness Whereof, I have hereunto set my hand this 7th day of May, in the year Two Thousand fifteen.

City of Lansing

Louis E. Kirby, Mayor

Sarah Bodensteiner, City Clerk



Proclamation

Whereas, the Congress and President of the United States have designated May 15th as 'Peace Officers' Memorial Day, and the week in which May 15th falls as National Police Week; and

Whereas, the members of the law enforcement agency of Lansing play an essential role in safeguarding the rights and freedoms of Lansing; and

Whereas, it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency, and that members of our law enforcement agency recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

Whereas, the men and women of the law enforcement agency of Lansing unceasingly provide vital public service;

Now Therefore I, Louis E. Kirby, Mayor of Lansing, call upon all citizens of Lansing and upon all patriotic, civic and educational organizations to observe the week of May 10-16, 2015, as

Lansing Police Week

with appropriate ceremonies and observances in which all of our people may join in commemorating enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to their communities and, in so doing, have established for them an enviable and enduring reputation for preserving the rights and security of all citizens.

I further call upon all citizens of Lansing to observe Friday, May 15th, as 'Peace Officers' Memorial Day in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes.

In Witness Whereof, I have hereunto set my hand this 7th day of May, in the Year of Two Thousand Fifteen and cause the Seal of the City of Lansing to be affixed.

City of Lansing

Louis E. Kirby, Mayor

Sarah Bodensteiner, City Clerk

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PROCLAMATION - NATIONAL PUBLIC WORKS WEEK

TO THE PEOPLE OF LANSING, KANSAS, GREETINGS:

WHEREAS, public works infrastructure, facilities, and services are of vital importance to sustainable communities and to the health, safety, and well-being of the people of Kansas; and

WHEREAS, such facilities and services could not be provided without the dedicated efforts of public works professionals, engineers, managers, and employees from state and local units of government and the private sector, who are responsible for and must plan, design, build, operate, and maintain the transportation, water supply, sewage and refuse disposal systems, public buildings, and other structures and facilities essential to serve our citizens; and

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

WHEREAS, the year 2015 marks the 55th annual National Public Works Week sponsored by the American Public Works Association:

NOW, THEREFORE, I, Gene Kirby, Mayor of the city of Lansing, Kansas, do hereby proclaim May 17-23, 2015, as

National Public Works Week

in Lansing, Kansas, and I urge all our citizens to join with representatives of the American Public Works Association and government agencies in activities and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees, and to recognize the substantial contributions they have made to our national and local health, safety, welfare, and economy.

In Witness Whereof, I have hereunto set my hand this 7th day of May, in the year Two Thousand Fifteen.

Louis E. Kirby, Mayor

Sarah Bodensteiner, City Clerk



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