



City of Lansing
800 First Terrace
Lansing, Kansas 66043

City Administrator's Report

January 6, 2022

Agenda Items:

An ordinance codifying changes and modifications made to the City Code over the last year is on the agenda. A summary of changes has been included with the ordinance.

The construction documents for Bernard Park are near completion. With Council's approval, staff would like to begin the process of putting construction of Bernard Park out to bid. This supplemental agreement would allow Vireo to begin the process for bidding services and construction administration and observation services. To confirm, this is only for Bernard Park and does not include City Park. The supplemental agreement totals \$18,895 for bidding services and \$62,020 for construction observation and administration. Funds are available for this expense in the \$.45 sales tax fund and in the Special Parks & Recreation Fund.

During the 2022 budget process, the Council approved up to \$55,000 for repainting and recarpeting the Library Building. This request to bid was sent to eight companies and posted on the City website. One bid was received. The only bid came in at \$63,718, or \$8,718 over the budgeted amount. Staff is hopeful for the project to begin on January 17. Council action is required to move forward with this project. Library Director Terri Wojtalewicz will be on hand to answer any questions.

The Lansing Police Department requested bids for police package vehicles from four vendors. The police package Durangos are already unavailable for 2022, so the Police Department bid package was based on a Ram 1500. The low bid came from Mainstreet Chrysler Dodge Jeep Ram in Lansing at \$36,950 per vehicle. These police vehicles would replace a 2015 Ford Explorer and a totaled 2021 Dodge Charger. This cost does not include upfitting the vehicles with emergency equipment. Funds were allocated for this expense in the 2022 budget process last summer.

Bids for the replacement of two older Ford Ranger pickups for the Public Works and Community & Economic Development Departments was authorized by the City Council on November 4th. Of the bids received, Martens Chevrolet could not guarantee the availability or pricing of trucks (notice attached in agenda materials). Based on this, we believe the only qualified bid is from Main Street Chrysler Dodge Jeep Ram of Lansing. The ½ Ton truck for Community & Economic Development came in at \$39,425 and the ¾ Ton for Public Works came in at \$56,450. The original total budget discussed in November was \$101,000, while the qualified bids came in at \$95,875. Funds are available in the Equipment Replacement Fund for this expense.

An informational item regarding Family Eye Care is on the agenda.



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American Rescue Plan Projects:

The City of Lansing has \$1,012,742 remaining in American Rescue Plan Funds. These funds can be used to help fund water and sewer projects.

The City Administrator, Community & Economic Development Director, and Mayor McNeill have been working on a policy to outline what types of sewer projects the City will pursue with American Rescue Plan Funds. The tentative policy currently prioritizes projects that promote public/private partnerships and promote growth. Tentatively, we have capped the City's partnership on sewer projects at \$375,000. We hope to have a policy outlining these objectives at the January 20th meeting.

Public Works:

All parcels for the K7/Eisenhower project within Lansing have been resolved; however, one parcel in Leavenworth has not yet come to an agreement, which has delayed putting the project out to bid. KDOT guidelines require all properties to be acquired or in the process of condemnation before a project can be put out to bid. Once we have a contractor in place, there are some items that can begin during the winter months. We are currently coordinating with Leavenworth on an RFP for construction inspection. As the 2022 construction season begins, we encourage all citizens to utilize detours or alternate routes when practicable. The lights, poles, and controllers that were previously bid have been delivered. Our KDOT grant will cover 80% of the construction, with Lansing covering the remaining 2/3 and Leavenworth covering the final 1/3.

Temporary repair work to the sinkhole and rusted out pipe on Valley Drive has been completed. The more permanent repair is being engineered by SMH Consultants. The City and our engineers are working to ensure the new design fully meets our standards since the existing pipe goes under 4H Road.

Paving along Kane Drive and the City's portion of New Lawrence Road is now complete. This completes the City's CIP for 2021. With anticipated labor and material shortages slated for next year, staff is discussing bidding out our 2022 CIP earlier than we have in past years.

Parks & Recreation:

Design work on the Parks & Recreation Master Plan is near complete. The first portion of Phase One would build upgraded ballfields at Bernard Park, with lighting, utilities, a concession stand, permanent restrooms, etc. We are hopeful to have this put out to bid in early 2022. As the total Phase One design progresses, it is appearing possible that the Bernard Park portion of the work will be around \$5Million. Staff is anticipating a bond issuance for Bernard Park in early 2022, to be paid for by the proceeds from the \$.45 sales tax passed by the voters in 2017.



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Waters Edge (the company also designing our splash pad) is conducting a feasibility study to evaluate the potential size needed for a pool in Lansing. The study is also evaluating four locations in Lansing, including the property south of City Hall, Town Center, Willow Park, and one privately owned parcel. Locations are evaluated on size, cost, utilities, pedestrian friendliness, proximity to neighborhoods, etc. Depending on size and features, we may need between 2-4 acres for the site. We believe that a minimum cost estimate would be approximately \$5Million, with costs going up as we add cubic feet and aquatic features to the facility. Based on Council feedback, we anticipate putting options on the ballot for citizens to decide later in 2022.

Wastewater:

Wastewater staff has reviewed the latest plan submittal for the Town Center Truck Sewer Replacement Project. A review meeting will be scheduled for early January, at which time a reviewed cost estimate will be submitted. Easement documents are under development, which can then be sent to the appraiser. Design completion is now scheduled for February 1, 2022. Construction of this project will follow, as directed by the City Council.

Design work continues on the McIntyre Sewer Interceptor project. Alternative alignments have been proposed based on staff and homeowner feedback. This project would extend sewers to McIntyre Road, and include installation of nearly 9,500 feet of pipe. There is no date for construction at this time, and installation could be based on potential development.

Library:

Staff at the Library will begin a new series called Storytime on the Road in 2022. The Library will be teaming up with local civic leaders, non-profit organizations, and businesses in the community to record online Storytimes. These will be designed to supplement the current story time held in the library. The goal is to build better connections with our community partners.

Year End Sales Tax Update:

	2020 YTD	2021 YTD	Difference
Local Sales & Use Tax (1.45%)	\$1,630,792	\$1,855,391	\$224,599 (13.77%)
County Sales Tax	\$932,111	\$1,007,216	\$75,105 (8.06%)
County Use Tax	\$247,357	\$314,071	\$66,714 (26.97%)
Guest Tax	\$135,739	\$200,109	\$64,370 (47.42%)

Through the final disbursement, the .45% sales tax has generated \$575,171 in 2021. DeSoto Road debt this year is slated for \$386,275. The remaining funds are being used to fund the Parks & Recreation Phase One design this year.



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Community & Economic Development:

Harbor Freight has experienced slight delays due to supply chain issues out of their control. We anticipate an opening in mid-late January.

Family Eyecare has proposed some changes to their building and layout, which means the site plan will go back toward the Planning Commission for approval.

Meetings & Announcements:

The City is currently accepting applications for Part Time Animal Control Officer, and Police Officer I/II.

Staff will distribute updated ward maps to the Council for discussion and potential action at the January 20th meeting.

The City has volunteer openings for Tree Board, Parks and Recreation Advisory Board, and Library Advisory Board.

- Thursday, January 6th City Council Meeting, 7:00pm, City Hall
- Monday, January 10th City Council Special Meeting, 6:00pm, City Hall
 - Swearing In Councilmembers
- Monday, January 17th Martin Luther King Jr Day, City Offices Closed
- Wednesday, January 19th Planning Commission Meeting, 7:00pm, City Hall
- Thursday, January 20th City Council Meeting, 7:00pm, City Hall
- Thursday, January 27th City Council Work Session, 7:00pm, City Hall
- Thursday, February 3rd City Council Meeting, 7:00pm, City Hall

Sincerely,

Tim Vandall