



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

**COUNCIL AGENDA**  
*Regular Meeting*  
**Thursday, April 5, 2018**  
**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***

***Discussion:***

2. 201 W. Kay Street - Tiny Home Informational Discussion

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

3. Lansing Board of Zoning Appeals Appointments
4. Lansing Planning Commission Appointment
5. Fence Request – 884 Clearview Drive
6. Approval of Bid – Parks & Recreation Tuck Point
7. Request to Purchase – Parks & Recreation Wood Chipper
8. Request to Approve Engineering Contract – Wastewater Master Plan Project #4

***Reports:***

Department Heads: City Attorney; City Engineer; City Administrator; Councilmembers

***Proclamations:***

9. National Library Week

***Other Items of Interest***

***Adjournment***

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## AGENDA ITEM

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TO: Tim Vandall, City Administrator  
FROM: Sarah Bodensteiner, City Clerk  
DATE: March 29, 2018  
SUBJECT: Approval of Minutes

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The regular meeting minutes for March 15, 2018, are enclosed for your review.

Action: Staff recommends a motion to approve the regular meeting minutes for March 15, 2018, as presented.

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**AGENDA ITEM #**

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**Call To Order:**

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

**Roll Call:**

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

**Councilmembers Present:**

**Ward 1:** Dave Trinkle

**Ward 2:** Andi Pawlowski and Don Studnicka

**Ward 3:** Jesse Garvey and Kerry Brungardt

**Ward 4:** Tony McNeill

**Councilmembers Absent:** Gene Kirby and Gregg Buehler

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**OLD BUSINESS:**

**Approval of Minutes:** Councilmember Trinkle moved to approve the regular meeting minutes of March 1, 2018, as presented. Councilmember Garvey seconded the motion. The motion was unanimously approved.

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

**Presentation: Arbor Day Proclamation:** Councilmember Pawlowski read and presented Parks & Recreation Director Jason Crum with a proclamation declaring April 5, 2018, as Arbor Day in Lansing.

- Parks & Recreation Director Jason Crum thanked the Governing Body and stated that on April 5, 2018 at 10:00am a ceremonial tree planting will occur at City Hall.

**COUNCIL CONSIDERATION OF AGENDA ITEMS:**

**Charter Ordinance 1-2018 – Lansing Community Library:** Mayor Smith stated upon review of library documentation for accreditation purposes, it was determined that the library was not properly chartered out of the state statutes to operate as a city department with an advisory board. This charter ordinance fulfills the requirement to properly charter out of the state statutes.

Councilmember Trinkle moved to adopt Charter Ordinance 1-2018 as presented. Councilmember Brungardt seconded the motion. The motion was unanimously approved by all Councilmembers in attendance and Mayor Smith voting in favor of the motion.

**Ordinance No. 996 – Rezone Request 15915 Eisenhower Road:** Councilmember Trinkle moved to accept the Planning Commission's recommendation to approve the re-zone request and adopt Ordinance No. 996.

Councilmember Studnicka seconded the motion.

- Councilmember Pawlowski stated there was a go-cart track or something on that property, that can no longer; none of that can be run, right.
  - City Administrator Tim Vandall replied I would say that is correct, yes.
- Councilmember McNeill asked so there was a house that was built along with the go-cart stuff, that's why it was business or commercial, I'm confused.
  - City Inspector Rebecca Savidge replied the house was on there and the go-carts were on there when it was in the County, and when we annexed it, it was brought in as B-3.
    - Councilmember Pawlowski asked but why was that, do you know.
      - Councilmember Studnicka stated because of the go-cart track.
        - City Inspector Rebecca Savidge replied yeah.
          - City Attorney Gregory Robinson stated because of the business. If you remember, if I recall correctly, that was a voluntary annexation. So to get that voluntary and get all the parcels together, there were some concessions that were made or people had asked for, and again that's my recollection and the owners are here and they can speak differently, that's fine, but to actually be in and be conforming it had to be B-3 for those activities.
            - Mayor Smith stated that's correct Greg, that's exactly what occurred.
  - Councilmember McNeill asked didn't it say also that that area in the plan is commercial. The recommendation from the Planning Commission who knows what the future use is, is recommending to change that.
    - City Administrator Tim Vandall stated we've had this discussion before that the Comprehensive Plan isn't hard-fast concrete, it's kind of a guide, and the property owner wants to build a house there. I think they'd be content keeping their existing house but they can't because of the County's Eisenhower Road project, and you can't rebuild a home in a business district.

- Councilmember Garvey asked what are the other three corners of that intersection.
  - City Administrator Tim Vandall responded it think it's surrounded by Ag.
    - City Inspector Rebecca Savidge replied it's agriculture across the street, the industrial is back east.
      - City Attorney Gregory Robinson stated and probably with the Comprehensive Plan, the reason it's designated as commercial is because of the possibility, if I'm not mistaken, on New Lawrence a by-pass. They talked about it at some point in the future having a by-pass, so it may be a little premature right now, but at some point if we do get that by-pass that comes out at McIntyre, Gilman, or wherever, it's supposed to go around and come out around New Lawrence Avenue. So the idea is that for the Planning Commission to back off of calling it a commercial, it doesn't fit right now, and again it was brought in as commercial because of the voluntary annexation.
        - City Administrator Tim Vandall stated if anything, you could look at it as being spot zoned when it was brought in fifteen years ago because it's surrounded by agriculture.
          - City Attorney Gregory Robinson stated and when the committee's would have looked at it they would have seen that that was commercial, so it would appear to be the intent to be commercial. I think we'd all agree probably fifty years, or whenever that would develop, that those corners are probably going to commercial at some point, there's probably no question about that.
            - Councilmember Pawlowski stated the highest and best use for that whole corridor is commercial.
  - Councilmember Garvey asked are there any complaints from the neighbors surrounding it.
    - City Inspector Rebecca Savidge replied nope, I've heard nothing.
  - Councilmember Trinkle stated build a house.
    - City Attorney Gregory Robinson stated it's my understanding that they are moving it, correct? They are picking it up and moving it.
      - City Administrator Tim Vandall stated no they can't move it, that's why they have to do this.

The motion was approved with Councilmember Pawlowski voting against the motion.

## **REPORTS:**

**Department Heads:** Department Heads had nothing to report.

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

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

**City Administrator:** City Administrator Tim Vandall stated that the new Community & Economic Development Director Matthew Schmitz started last week, and he is a K-State Wildcat and we are excited to have him aboard. He also mentioned that the improvements to Highland Park are moving forward and staff is at a place to put out a bid packet, but will bring forward a request to do so before the Body. Staff is also planning on having a community meeting for that neighborhood to review the proposal of what the improvements will look like and address any questions they may have. Pricing is unknown at this time and will remain that way until a bid opening occurs. Tim stated that he met with the Historical Society recently and they are reviewing and evaluating options for the running of the Museum. Tim also asked if anyone on the Governing Body was interested in acting a liaison between the City and Historical Society to let him know. Tim reminded them that the Historical Society is a different type of board because the members are not appointment by the City as like the other volunteer boards the City has. Tim finished his report by stating that the School District had reached out the City to seek assistance in communicating with KDOT about improvements to the area around K-7 Highway and Gilman. While the City cannot make any improvements to a State Highway without KDOT approval, the City will help facilitate communication between the City, School District, and KDOT for ways to make that intersection safer for all travelers.

- Councilmember Pawlowski asked about having turn lanes painted to help drivers be in the correct lanes.
  - Public Works Director Jeff Rupp replied that he's asked KDOT about that and they have said that they won't do that. He can reach out again to see if they are willing to do something now.

It was suggested to reach out to the school and see if a joint work session would be helpful so that we can all understand the needs of each entity and possibly figure out a solution together.

**Governing Body:** Councilmember Pawlowski expressed her opinion on tiny homes, and in particular the one located in Lansing. She stated that since the owner did not check with the City of Lansing on our rules for tiny homes, she feels the City should give the owner ten days to move the house, as it doesn't conform to our codes.

- City Administrator Tim Vandall stated that the City is currently looking into offering the owner of the house a thirty to forty-five day window to move the house, and if they want to apply for a lot split or review of alternative options, there is time to do so.
  - Councilmember Garvey stated that he doesn't want the City to bend over backwards to change our standards to make this work just because the media has been involved.
    - Councilmember McNeill feels that this issue can be dealt with and resolved by City Staff.

Councilmember Garvey welcomed Community & Economic Development Director Matthew Schmitz to the City. Councilmembers Studnicka and Trinkle echoed Councilmember Garvey's welcome.

**ADJOURNMENT:** Councilmember Trinkle moved to adjourn. Councilmember Pawlowski seconded the motion. The motion was unanimously approved. The meeting was adjourned at 7:35 p.m.

**ATTEST:**


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Michael W. Smith, Mayor

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Sarah Bodensteiner, City Clerk

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## AGENDA ITEM

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TO: Tim Vandall, City Administrator   
FROM: Matthew R. Schmitz, Community and Economic Development Director  
DATE: April 2, 2018  
SUBJECT: 201 W. Kay St. (Tiny Home)

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The City was contacted on March 28, 2017 by Misti Beer, regarding the city standards for single family dwellings. Ms. Beer identified that she was looking to locate a "Park Model" home (499 sq.ft. of living space and 200 sq. ft. loft) within the City of Lansing. She was inquiring to determine what she needed to qualify for an address and utility services as she was looking at property to purchase.

On November 29, 2017, staff drove by the property at 201 W. Kay St. and found a fence like structure had been erected in the front yard, and a Tiny Home (The "Park Model" home) on the property at this address. Staff contacted the property owner and indicated that she would need to remove the fence like structure as it had not been approved and did not meet requirements for setbacks. Staff also directed the property owner to stop work on installing the home until it could be determined if it was allowed at this location or not.

On March 16, 2018, after discussing this internally, the City sent Ms. Beer an e-mail correspondence outlining the reasons why the home could not remain at this location. They are outlined below:

- The property is zoned A-1. While Staff had discussed the potential to re-zone the property to allow for a "mobile home" at this location, the re-zoning could not occur without a lot split, and Staff would not recommend a re-zoning in this area as it would be considered spot zoning, which is generally unacceptable due to the long-term planning of the community.
- The property cannot be split. Ms. Beer had stated in an earlier e-mail that the bank which holds the mortgage on this property is not willing to allow for a lot split. During the face-to-face meeting on March 16, 2018, Ms. Beer stated that her real estate agent had advised against a lot split because it would de-value the property.
- There is no sewer service at this property, and the existing home is on a septic system. The County regulations for septic systems require an area of 2.5 acres for each septic system. The existing lot is 1.276 acres per the County's GIS system. While the existing septic system is grandfathered and allowed to remain, a lot split resulting in a lot smaller than 2.5 acres (which would not be possible given the size of the existing lot) would be required for a septic system to be installed. Cross connection of sewer service from one lot to another in order to utilize the existing septic system would not meet requirements for sewer service either.

Due to the above-mentioned items, there are no options for the Tiny Home to remain on the property. In the e-mail that was sent, Staff advised Ms. Beer that there are multiple trailer parks in town with vacancies. Staff also stated in the e-mail that Ms. Beer had thirty (30) days to remove the home and relocate it to an existing mobile home park within Lansing if she wished to remain in Lansing.



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## AGENDA ITEM

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TO: Tim Vandall, City Administrator  
FROM: Matthew R. Schmitz, Community and Economic Development Director  
DATE: April 2, 2018  
SUBJECT: 201 W. Kay St. (Tiny Home)

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Ms. Beer then came to the Community and Economic Development Department, along with her daughter and mother, to meet with Staff to discuss. Tim Vandall and Rebecca Savidge met with her, as Matthew Schmitz was unavailable at the time she came to the department. Staff discussed with Ms. Beer and her daughter the elements of the e-mail sent, and outlined why the Tiny Home could not remain on the property at 201 W. Kay St. Staff also advised Ms. Beer of mobile home parks in the City which had vacancies available.

After the above meeting, Ms. Beer replied to the e-mail that was sent, and surmised that the sewer was the biggest issue. Staff replied with a second e-mail again outlining all of the issues that needed to be addressed, and the fact that there simply was no way to keep the Tiny Home at this location. At that point, Ms. Beer sent a letter back to Staff, as well as the ward members from this area and the Mayor, again outlining her point of view that the home should be allowed to remain based on two items, that it met requirements for a County Statute, and that it met the minimum square-footage requirements for habitability. She also requested an extension of time to relocate the Tiny Home until June 15<sup>th</sup>, 2018. Staff then responded via e-mail and offered for her to attend the April 5<sup>th</sup> Council Meeting.

**Policy Consideration:** The City Code states that nuisances such as this must be removed within a ten (10) day period. This mobile home is considered a nuisance under Sec. 9-118 – Definitions of the Lansing City Code. That definition, under item K, states, “Any structure, roof or associated construction for which a building permit is required and is not obtained prior to commencement of construction.” This Tiny Home was brought into Lansing without a building permit, which is required for any building over 120 sq. ft.

**Financial Consideration:** N/A

**Action:** Staff recommends a motion to give Ms. Beer 10 days from the date of today’s meeting (April 15<sup>th</sup>, 2018) to relocate the mobile home to an appropriately zoned mobile home park, as was originally stated.

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AGENDA ITEM #

2  
Continued

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## AGENDA ITEM

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TO: Tim Vandall, City Administrator   
FROM: Sarah Bodensteiner, City Clerk   
DATE: March 29, 2018  
SUBJECT: Lansing Board of Zoning Appeals Appointments

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The Lansing Board of Zoning Appeals currently has three positions that expire on April 30, 2018, one position has been vacant for some time. These positions were advertised and three (3) applications were received.

Action: A motion to appoint Richard Hannon, Chad Neidig, and Frank Campana to the Lansing Board of Zoning Appeals for a three-year term that will expire on April 30, 2021.





RECEIVED

MAR 7 2018

CITY OF LANSING

800 First Terrace, Lansing, Kansas 66043 - Telephone: 913-727-3036  
Fax: 913-828-4579 - [www.lansing.ks.us](http://www.lansing.ks.us)

### APPLICATION FOR LANSING BOARD OF ZONING APPEALS

Name: Richard J. Hannon

Lansing Address: 614 Pine Ridge Ct. Lansing, KS 66043

Home Phone: (913) 306-6968

Secondary Phone: (913) 727-6967

E-mail: [hannon@pobox.com](mailto:hannon@pobox.com)

Please attach a written statement expressing your interest in being appointed to the Lansing Board of Zoning Appeals. Your written statement should address the following four topics:

**1. Qualifications for the position.** I have been a Lansing resident since 1996 when we purchased a home in the Hickory Ridge Subdivision. In 1996, I retired from the US Army and began a civilian career on Fort Leavenworth. My wife Ellen and I raised our three children in Lansing, two of which graduated from Lansing High School. Many activities and changes have occurred in our Lansing Community since 1996. A few of the changes are the new elementary school, Town Center, new housing areas, Kenneth Bernard Park, the opening of the new High School and the new Angel Falls Trail. I have followed these events with keen interest and curiosity for the betterment of our community. I have served in numerous leadership and managerial positions while on active duty with the US Army. Currently, I am a Department of the Army Civilian at the National Simulation Center, Fort Leavenworth, Kansas as a Technical Program Manager (Simulation Specialist). I grew up on a farm in Northern Missouri. During these formative years, I did not experience an atmosphere of volunteerism and organizational participation. This experience helped shape my genuine belief of giving-back and helping others. I also learned there are many ways to give-back without sacrificing other critical responsibilities such as raising a family and being a responsible American.

**2. Personal philosophy of the Lansing Board of Zoning Appeals.** The City of Lansing, with a population of around 11,000 people should have representatives and volunteers that are actively responsive and open to the citizens of the city. As a member of the BZA, I can represent the citizens of Lansing and be part of a team focusing on appeals. It is

important to bring a concerned human dimension to the process. One method to accomplish this is to visit each site/location before the board meets to ensure the variance is accurately portrayed.

**3. Desired accomplishments as a Board of Zoning Appeals Member.** The City of Lansing, with a population of around 11,000 people should have representatives and volunteers that are actively responsive and open to the citizens of the city. As a member of the BZA, I can represent the citizens of Lansing and be part of a team focusing on appeals. It is important to bring a concerned human dimension to the process. One method to accomplish this is to visit each site/location before the board meets to ensure the variance is accurately portrayed.

4. Willingness to attend meetings on an as needed basis. I will attend the meetings as long as I am in the area and not TDY for work. Additionally, I will spend additional time reading and preparing for the meetings as appropriate.

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

- Ralph Taylor, 622 Pine Ridge Ct., Lansing, KS 66043, 913-250-0386(Home)
- Frank Hannon, 2600 Valhalla Place, Leavenworth, KS 66048, 913-682-3677(Home)
- Charles(Mike) M. Black, 3217 Meadow Road, Leavenworth, KS 66048, 913-682-5833(Home)

This volunteer position is for the Lansing Board of Zoning Appeals for a three (3) term ending April 30, 2021. Applicants must be a resident of Lansing, 18 years of age, and a U.S. Citizen.

All applications should be returned to Lansing City Hall, marked to the "Attention of the City Clerk" no later than March 29, 2018.



800 First Terrace, Lansing, Kansas 66043 - Telephone: 913-727-3036  
Fax: 913-828-4579 - [www.lansing.ks.us](http://www.lansing.ks.us)

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**APPLICATION FOR LANSING BOARD OF ZONING APPEALS**

**Name:** Chad Neidig

**Lansing Address:** 926 Oakmont Dr

**Home Phone:** 505-217-9192

**Secondary Phone:** 913-240-8052 (mobile)

**E-mail:** chadneidig@yahoo.com

Please attach a written statement expressing your interest in being appointed to the Lansing Board of Zoning Appeals. Your written statement should address the following four topics:

1. Qualifications for the position.
2. Personal philosophy of the Lansing Board of Zoning Appeals.
3. Desired accomplishments as a Board of Zoning Appeals Member.
3. Willingness to attend meetings on an as needed basis.

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

This volunteer position is for the Lansing Board of Zoning Appeals for a three (3) term ending April 30, 2021. Applicants must be a resident of Lansing, 18 years of age, and a U.S. Citizen.

All applications should be returned to Lansing City Hall, marked to the "Attention of the City Clerk" no later than March 29, 2018.

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**MAR 9 2018**

**CITY OF LANSING**

Chad Neidig, P.E., PMP

9 March, 2018

926 Oakmont Dr.

Lansing, KS 66043

913-240-8052

chadneidig@yahoo.com

I would very much like to volunteer for the available position on the Lansing Board of Zoning Appeals (BZA). I have spent the last two years on both the Planning Commission and the BZA. It has been a great experience and I would like to continue in my service to the City.

I have been a civil engineer primarily focused on infrastructure for the last 22 years. I have seen the importance of planning and development, and how it directly impacts municipalities. I want to serve my community by utilizing the skills I have learned as an engineer and program/project manager. I readily look forward to attending and participating in meetings, study sessions, or other BZA events.

Over the last 22 years, I have had the unique opportunity to serve the nation as a civil engineer and program/project manager for the US Army, the US Army Corps of Engineers, and in the private sector. I am particularly fond of my time working on infrastructure projects ranging from local drainage solutions to large hydropower facilities to solar power generation. An applicable example is the time I spent working with the US Army Corps of Engineers in New Mexico and Washington. I was directly engaged in works for the Section 595 program that helped rural municipalities address water-related environmental infrastructure and resource protection and development projects. These projects ranged from fresh water supply to storm water runoff to waste water management. Throughout my career, I have worked with partners at all levels of government to include National, State, Local, and Tribal Sovereign governments as well as other non-governmental agencies both in the US and abroad.

I have a passion for local municipal infrastructure. This is as a direct result of my time with the Section 595 program as well as my time as the Deputy Commander of the Recovery Field Office for the US Army Corps of Engineers, Joplin, MO as part of the recovery efforts from the 22 May, 2011 tornado. Following my Army career, my family and I have decided to make Lansing our permanent home. In doing this, I have a vested interest in the deliberate and organized development of our community. I believe that the role of the BZA is to do just that in accordance with the Lansing Zoning Ordinance as it applies to all current and future development for the city.

I specifically want to see transportation improvements in the form of access to Kansas City and throughput and development of the Main Street Corridor as well as ensure the safety of our students attending our schools. Travel to and from school is especially near and dear to me as the father of a teenager attending Lansing High. It is my desire to participate in the planning and zoning process to achieve these goals by evaluating proposals on their merits in accordance with the Lansing Comprehensive Plan and Zoning Ordinance.

I am willing to attend and participate in meetings, training sessions, or other BZA events. If for any reason I am unable to personally attend a event, I will do my best to use technology to attend.

I greatly look forward to the opportunity to serve our community putting 22 years of experience to work for the betterment of Lansing. Thank you very much for your consideration and I hope to hear from you in the near future.

Respectfully,

A handwritten signature in dark ink, appearing to read 'Chad Neidig', written over a horizontal line.

Chad Neidig, P.E., PMP

913-240-8052

References for Chad Neidig, P.E., PMP

I am attaching three personal references for you use in evaluating my application.

Frank Reyes

107 Brookwood Ct

Lansing, KS 66043

913-240-3307

Tim Kurgan

US Army Corps of Engineers

601 E 12th St. Ste. 700

Kansas City, MO 64106

816-389-2336

Pete Doles

2505 Campeche Rd NE

Rio Rancho, NM 87114

505-710-6543





800 First Terrace, Lansing, Kansas 66043 - Telephone: 913-727-3036

Fax: 913-828-4579 - [www.lansing.ks.us](http://www.lansing.ks.us)

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**APPLICATION FOR LANSING BOARD OF ZONING APPEALS**

**Name:** \_\_\_\_\_ Frank M. Campana \_\_\_\_\_

**Lansing Address:** \_\_\_\_\_ 900 Allyssa Court \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ 563-209-0336 \_\_\_\_\_

**Secondary Phone:** \_\_\_\_\_ 913-705-9893 \_\_\_\_\_

**E-mail:** \_\_\_\_\_ [frank.m.campana@gmail.com](mailto:frank.m.campana@gmail.com) \_\_\_\_\_

Please attach a written statement expressing your interest in being appointed to the Lansing Board of Zoning Appeals. Your written statement should address the following four topics:

1. Qualifications for the position.
2. Personal philosophy of the Lansing Board of Zoning Appeals.
3. Desired accomplishments as a Board of Zoning Appeals Member.
3. Willingness to attend meetings on an as needed basis.

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

This volunteer position is for the Lansing Board of Zoning Appeals for a three (3) term ending April 30, 2021. Applicants must be a resident of Lansing, 18 years of age, and a U.S. Citizen.

All applications should be returned to Lansing City Hall, marked to the "Attention of the City Clerk" no later than March 29, 2018.

RECEIVED

MAR 29 2018

CITY OF LANSING

I believe service to a local government is the most effective way to have a positive influence in the community. It will be an honor and a privilege to serve my community as a member of the Zoning Board of Appeals.

As a member of the Zoning Board of Appeals I will always put the communities need as the top priority in my decision-making process. Every decision we make has an unknown amount of 2<sup>nd</sup> and 3<sup>rd</sup> effects that can positively or negatively impact the community, therefore careful thought and critical analysis must be put into every decision.

I am qualified for this position based upon my extensive military service as a logistics officer. During my service I assisted in the planning of base camps for US and coalition forces. This experience is unique and provided me with the knowledge to understand building codes and consequences of each action on the people who live in and around base camps. Additionally, I have participated or led numerous projects ranging from simple to complex. This experience has taught me that each problem is unique, how to utilize the strength of my team members, and how to use every possible resource available.

As a member of the Zoning board of appeals my goal is to attend every meeting, and improve the quality of life for the people of Lansing. If I can make Lansing a coveted place to reside than I have accomplished my ultimate goals.

Personal references:

COL Grant L. Morris  
C:563-484-6352  
[Grant.l.morris.mil@mail.mil](mailto:Grant.l.morris.mil@mail.mil)



LTC Michael Thiesfeld  
C:931-896-3397  
[Michael.j.thiesfeld.mil@mail.mil](mailto:Michael.j.thiesfeld.mil@mail.mil)

Randy Perry  
Deputy Director Department of Veterans Affairs  
C: 248-408-0293  
[Randy.perry2@va.gov](mailto:Randy.perry2@va.gov)

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## AGENDA ITEM

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TO: Tim Vandall, City Administrator   
FROM: Sarah Bodensteiner, City Clerk   
DATE: March 29, 2018  
SUBJECT: Lansing Planning Commission Appointments

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There are two positions on the Planning Commission whose terms will expire on April 30, 2018. These positions were advertised and two (2) applications were received. The two applicants are seeking re-appointment to the Planning Commission.

Action: A motion to appoint Ronald Barry and Jerry Gies to the Lansing Planning Commission for a three-year term that will expire on April 30, 2021.

# CITY OF LANSING KANSAS

800 First Terrace, Lansing, Kansas 66043 - Telephone: 913-727-3036  
Fax: 913-828-4579 - [www.lansing.ks.us](http://www.lansing.ks.us)

## APPLICATION FOR LANSING PLANNING COMMISSION

Name: RONALD BARRY

Lansing Address: 805 COTTONWOOD DRIVE

CELL  
Home Phone: 913-240-5001

Business Phone: \_\_\_\_\_

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.

This volunteer position is for the Lansing Planning Commission for a three (3) year term ending on April 30, 2021. Applicants must be 18 years of age and a U.S. Citizen. Applicants must also be a resident of the City of Lansing or live within the Urban Growth Management Area outside of city limits.

\*\*If necessary, applicants will be interviewed on Thursday, April 5, 2017, at a Special Meeting by the Governing Body. \*\*

All applications should be returned to Lansing City Hall, 800 First Terrace, marked "Attention of the City Clerk", no later than 5:00 p.m. on Thursday, March 29, 2018.

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MAR 21 2018

CITY OF LANSING

## Application for Lansing Planning Commission

### Ronald Barry's Personal Statement

Over the last three years I have been an active member of the Planning Commission. I have served as an individual member and vice-president. I believe I have made a positive impact on both the commission and the City of Lansing. As a result of that I want to continue my involvement and serve another term as 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 plan to draw on all of these experiences and my first term on the commission 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 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

Andi Pawlowski

186 Canyon View Drive, Lansing, KS 66043

913-727-3105

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 4<sup>th</sup> Street Trafficway, Leavenworth, KS 66048

913-683-1212



RECEIVED

MAR 6 2018

CITY OF LANSING



800 First Terrace, Lansing, Kansas 66043 - Telephone: 913-727-3036

Fax: 913-828-4579 - [www.lansing.ks.us](http://www.lansing.ks.us)

APPLICATION FOR LANSING PLANNING COMMISSION

Name: Jerry Gies

Lansing Address: 804 Pinehurst Dr.

Home Phone: 913 772 - 4217

Business Phone: N/A

E-mail: jerrygies@yahoo.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 volunteer position is for the Lansing Planning Commission for a three (3) year term ending on April 30, 2021. Applicants must be 18 years of age and a U.S. Citizen. Applicants must also be a resident of the City of Lansing or live within the Urban Growth Management Area outside of city limits.

\*\*If necessary, applicants will be interviewed on **Thursday, April 5, 2017**, at a Special Meeting by the Governing Body. \*\*

All applications should be returned to Lansing City Hall, 800 First Terrace, marked "Attention of the City Clerk", no later than 5:00 p.m. on Thursday, March 29, 2018.

request to be reappointed, Filling an unexpired term.  
Essay for last year on file.

December 13, 2016

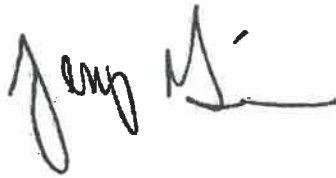
Lansing City Clerk  
800 First Terrace  
Lansing, Kansas 66043

I wish to submit my name as a candidate for a position on the Lansing Planning Commission. I am a retired City Planner with decades of experience working on the staff level and in retirement would like to serve my community as a volunteer. I retired from the City of Leavenworth in 2008.

I bring with me no specific personal philosophy except the standards expected in the profession. I understand that the role of a Planning Commissioner is to use professional standards. I believe it is the responsibility of the elected officials to establish goals and direction for the community with advise from citizen boards.

It is my desire to make meaningful contributions to the decision making process and strive for compromise when needed to further the proper development of Lansing. I understand the time commitment and will be able to attend evening meetings.

Sincerely,  
Jerry Gies  
804 Pinehurst Drive  
Lansing, Kansas 66043  
913 772-4217  
[jerrygies@ymail.com](mailto:jerrygies@ymail.com)



references:  
Mayor Gene Kirby




Martha Crow  
1200 South Broadway  
Leavenworth, Kansas 66048  
913 682-1544

Richard Gervasini  
220 Arch Street  
Leavenworth,  
Kansas 66048  
913 240-4863

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## AGENDA ITEM

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TO: Tim Vandall, City Administrator   
THRU: Matthew R. Schmitz, Community and Economic Development Director   
FROM: Rebecca L. Savidge, City Inspector   
DATE: March 29, 2018  
SUBJECT: Fence Request – 884 Clearview Drive

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Wayne Schintgen, property owner at 884 Clearview Drive, wishes to extend his fence into the platted setback of 20 feet. The planned placement of the fence will be outside of the right of way line, which is 16 feet from the back of the curb. The fence would be installed 23 feet from the curb, parallel with the street, on the east side of the property. The variance request is for a 12 foot expansion into the building setback, toward the street, and adjoining the side of the structure.

The fence is proposed as a 6 foot privacy fence (matching existing) to be installed by the property owner. Pictures are attached to provide visuals in determining the approval or denial.

The City Code allows residents to bring before the City Council consideration of variances on fence requests. In reviewing the application to construct the fence with a reduced setback as shown in the attached drawing, staff finds no apparent conflicts with adjoining site triangles, easements, or road right of ways. Attached is the plat for Rock Creek Ridge, second plat.

Staff will issue or deny the building permit based on the City Council's subsequent decision.

Action: Staff recommends the Council approve the fence request from Wayne Schintgen for 884 Clearview Drive.

## Rebecca Savidge

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**From:** Wayne Schintgen <wschintgen@att.net>  
**Sent:** Wednesday, March 21, 2018 5:06 PM  
**To:** Rebecca Savidge  
**Subject:** Waiver Request for 884 Clearview Drive

Ms Savidge,

Good afternoon.

Request a waiver to move my existing fence 12 feet into the set-back area on my property in order to expand the usable space in my back yard.

The expansion will not interfere with traffic site lines. I have marked the area with white flags to show where I would like to move the fence.

I have already provided a diagram. If you require additional information, please let me know.

Your consideration to this request is greatly appreciated.

Regards,

Wayne Schintgen  
884 Clearview Lane  
210-232-3295 cell phone

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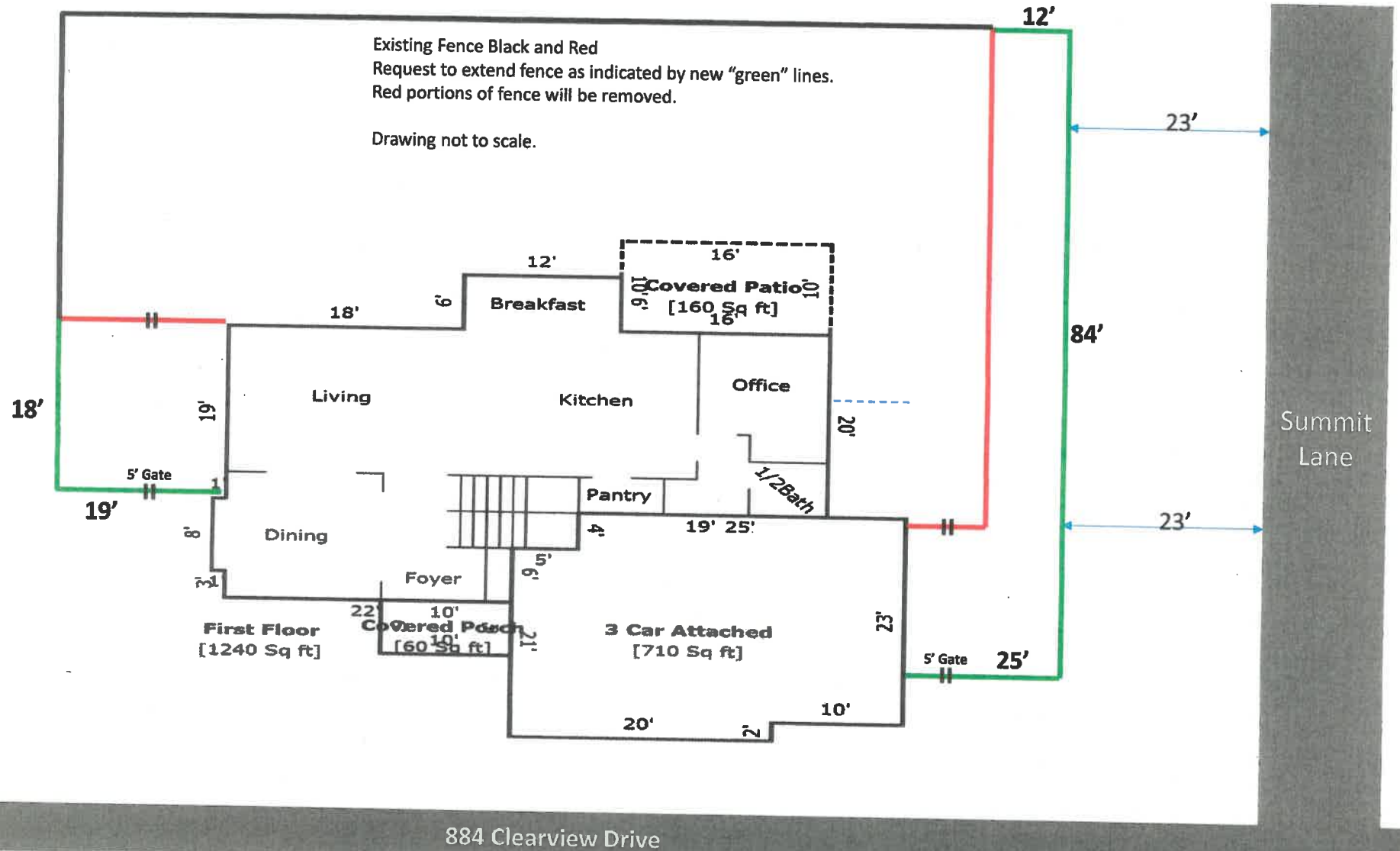
**From:** Rebecca Savidge <savidge@lansing.ks.us>  
**To:** "wschintgen@att.net" <wschintgen@att.net>  
**Sent:** Wednesday, March 21, 2018 4:36 PM  
**Subject:** Email for Rebecca

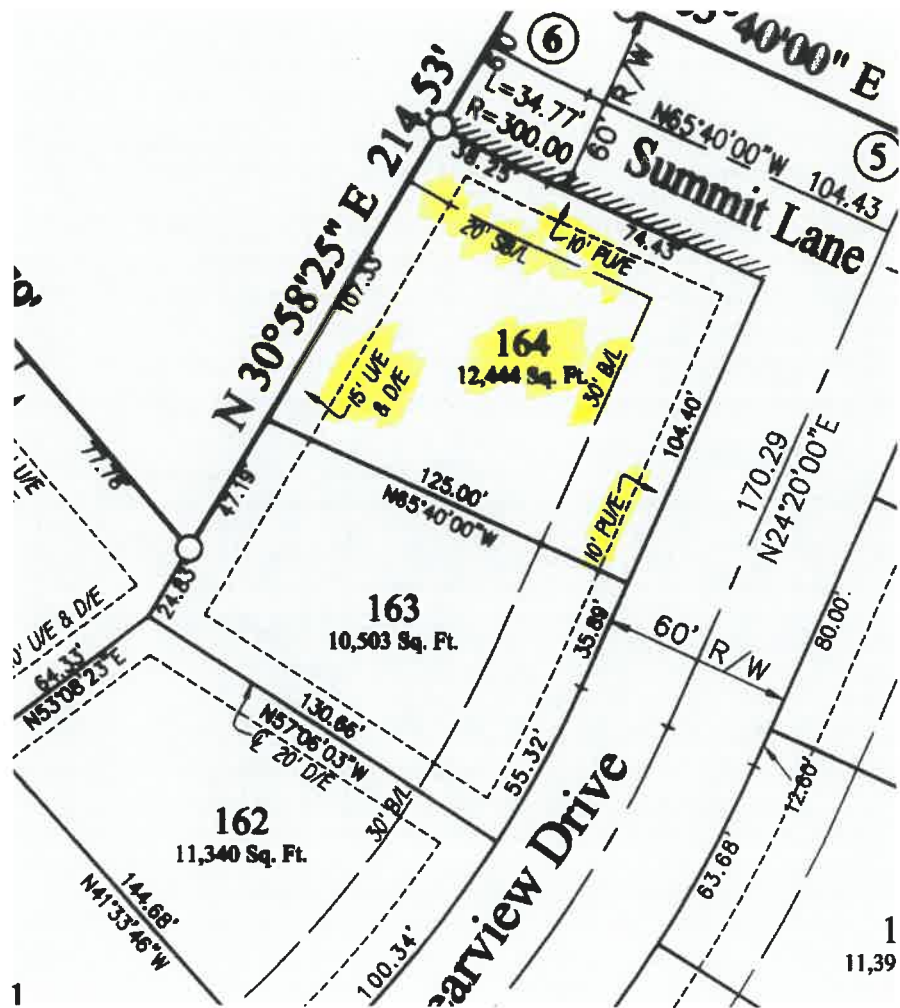
Here is my email

Rebecca Savidge  
City Inspector  
City of Lansing  
913-727-2482  
913-351-3618 Fax  
[savidge@lansing.ks.us](mailto:savidge@lansing.ks.us)

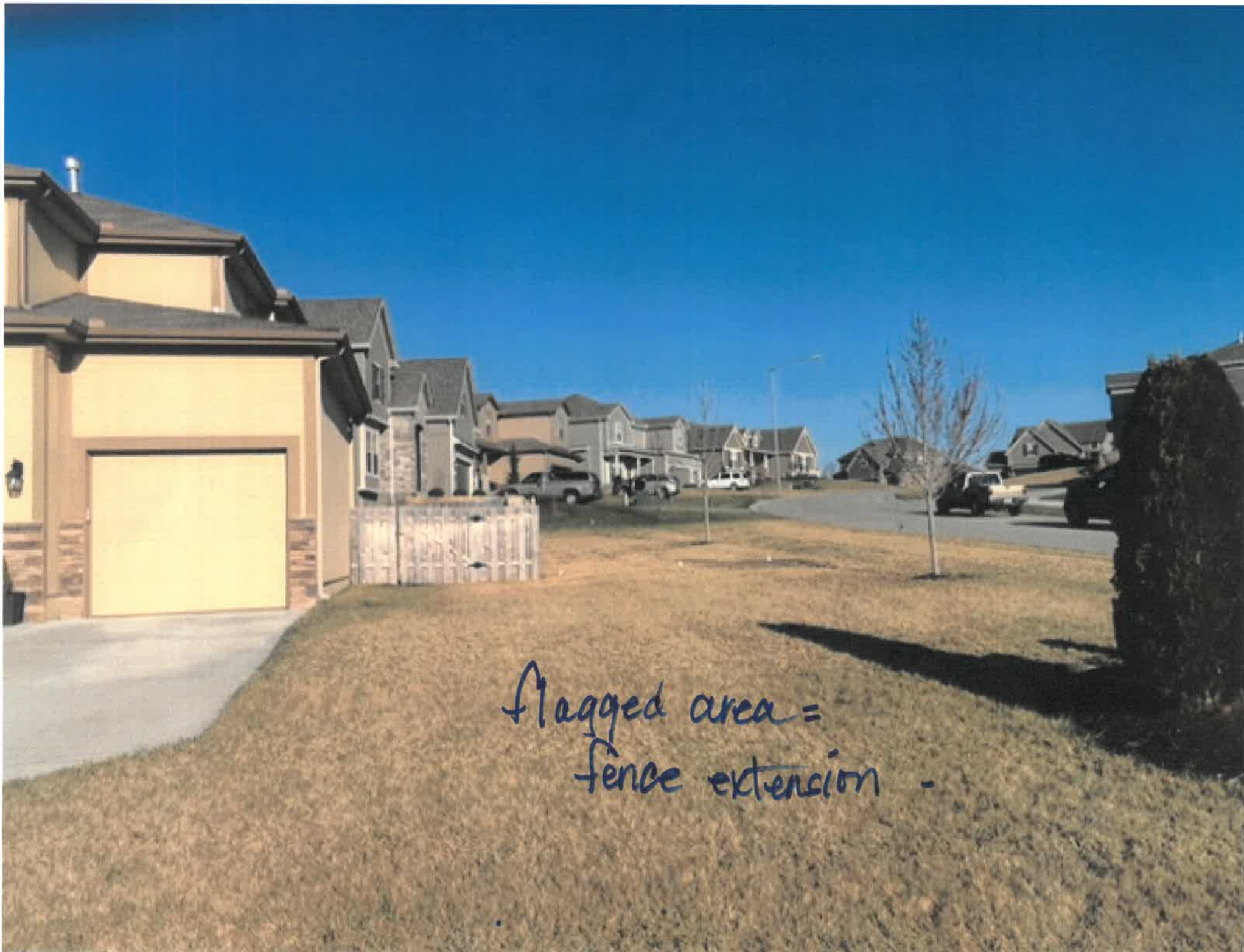
[www.lansing.ks.us](http://www.lansing.ks.us)

**Drawing not to scale.**









Flagged area =  
fence extension -





behind front  
building line

12





# Leavenworth County, KS



## Legend

- Address Point
- Parcel
- Parcel Number
- Subdivisions
- Lot Line
- Plat Block Number
- Parcel Lot Dimension
- ⋮ City Limit Line
- Major Road
- <all other values>
- 70
- Road
- + Railroad
- Section
- Section Boundaries
- County Boundary



53.2 0 26.60 53.2 Feet

This Cadastral Map is for informational purposes only. It does not purport to represent a property boundary survey of the parcels shown and shall not be used for conveyances or the establishment of property boundaries.



THIS MAP IS NOT TO BE USED FOR NAVIGATION

## Notes

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## AGENDA ITEM

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TO: Tim Vandall, City Administrator   
FROM: Jason Crum, Parks and Recreation Director   
DATE: March 27, 2018  
SUBJECT: Request to approve tuck pointing of the Lansing Activity Center

---

The Parks and Recreation Department advertised for bids in the Leavenworth Times for tuck pointing the original building at the Lansing Activity Center. The following bid was received:

**Renz Restoration**

**\$54,170.00**

Financial Consideration:

This item is a City Council approved capital and supplemental item for 2018. City Council approved \$55,000.00 for tuck pointing the building in the 2018 budget process.

Policy Consideration: N/A

Action: Staff recommends a motion to approve tuck pointing of the Lansing Activity Center by Renz Restoration for \$54,170.00 from account number 23-030-43301 Special Parks and Recreation Acquisition.

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**AGENDA ITEM #**

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6



P.O. BOX 681430  
RIVERSIDE MO 64168  
renzrestoration.com

Kevin Renz 816-878-3435

kevin@renzrestoration.com

Client	Project
Lansing, KS Parks and Recreation	Lansing Activity Center Tuck Point

Description	Total
<b>Includes</b> All labor, materials, and equipment to perform the following scopes:  Base Bid Tuckpointing and Masonry Water Repellant 5,760 SF Brick Replacement as Needed Architectural Stone Caulk Point Mortar Cap at All Window Sills with Masonry Coating \$54,170.00  Alternate 1: Window Perimeter Joint Sealant Removal and Replacement 977 LF \$5,920.00  Alternate 2: Architectural Stone Repairs and Coating \$1,810.00  Alternate 3: Window Lintels Paint \$2,545.00  Alternate 4: Power Wash and Masonry Water Repellant at Adjoining Buildings 4,300 SF \$3,060.00	



# RENZ RESTORATION

Excludes:

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Total

\$67,505.00

All labor and materials carry a one (1) year warranty. All material is guaranteed to be specific. All work to be completed in a workmanlike manner per standard practices. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. In the event of lien, proceedings and all fees associated including attorney, court cost, documents and the maximum interest will be charged to the Owner.

Note: This proposal may be withdrawn by Renz Restoration, if not accepted within 30 days.

Acceptance Signature\_\_\_\_\_

Date:\_\_\_\_\_

# ***City of Lansing, Kansas***

## ***Request for Bid***

### **Tuck Pointing / Masonry Repair / Sealing at the Lansing Activity Center**

Contact: Jason Crum  
108 S 2<sup>nd</sup> Street  
Lansing, KS 66043  
Phone: (913)727-2960  
Email: [jcrum@lansing.ks.us](mailto:jcrum@lansing.ks.us)

The work described below will apply to the exposed surfaces of the original school building only and none of the subsequent additions to the building. This area can be shown to potential bidders by appointment during regular business hours. Contact 913-727-2960 or [parks@lansing.ks.us](mailto:parks@lansing.ks.us).

The services to be provided shall include the following:

#### **Base Bid**

- All mortar joints (100%) shall be cut back to a depth of two times the joint width, but in no case deeper than 1-inch. The entire building shall then be cleaned of all loose and foreign debris, dirt and stains by pressure washing.
- Mortar joints that have been cut and cleaned shall then be pointed (filled and tightly packed) with a non-staining, non-shrinking, Type "N" masonry pointing mortar and appropriately tooled and brushed to remove excess mortar.
- Inspect all brick faces. Those bricks found to be spalled or broken shall be cut out and replaced with new brick matching the original in size, color and texture as closely as possible. Bricks shall be set in a fresh bed of mortar and tooled to match the adjacent joints in appearance as closely as possible.
- Architectural stone joints shall be cut back and cleaned according to the directions above and pointed with Master Seal NP1 or a similar approved product colored to match the new masonry as closely as possible. These joints should then be tooled to match adjacent

joints. Any stone in jeopardy of falling or breaking off should be removed and replaced in the same method as the bricks mentioned above.

- All window sill mortar caps will be recapped with an appropriate slurry coat of mortar.
- Any other type of joint not specifically mentioned above that would allow for moisture penetration shall be appropriately repaired.
- Upon completion of the previously outlined work, 30 days of cure time shall be allowed. After cure, all exterior masonry surfaces shall be washed down. The whole area will then be treated with an application of a transparent, penetrating, siloxane water repellent solution (prosoco PD) or similar approved product. Window sill mortar caps will be treated with Master Protect HB 400 or similar approved product colored to match the surrounding mortar as closely as possible.

#### **Alternate Bids**

- Alternate 1:  
Existing caulking around the window perimeters will be removed. After the 30 days of cure time mentioned above for the mortar the window perimeters will then be resealed with backer (if needed) and silicone sealant.
- Alternate 2:  
Any damaged architectural stone not in jeopardy of falling will be repaired in place. Loose paint should be removed where applicable. The stone should then be repaired with the appropriate vertical and overhead surface patching mortar and allowed to cure per the product specifications. The stone will then be painted to match the surrounding stones as closely as possible where applicable.
- Alternate 3:  
All window lintels will have the loose paint removed and be repainted to match the window frames as closely as possible.
- Alternate 4  
Pressure wash and clean all other brick surfaces on the remaining additions to the building and seal them with an application of a transparent, penetrating, siloxane water repellent solution (prosoco PD) or similar approved product.

#### **General Information**

The contractor will be responsible for maintaining a safe (per current OSHA standards) and clean work site for the work crew, staff and visitors to the building. This building is open to the

public 6 days a week including evenings. The entire work site shall remain free of any hazardous debris throughout the project. Precautions should be taken to protect the flat roof on the west side of the building and any other roofs that may be accessed while work occurs in that area. New flat roof membranes were installed in 2017, any damage that occurs during this project will be the responsibility of the contractor. Any other damage to the building, windows or exterior features shall be the responsibility of the contractor. Contractors will be responsible for contacting any utilities and arranging for the protection of their work crew and the utility.

A one year workmanship guarantee must be included with the bid.

The successful bidder will be required provide a contract within fourteen (14) days after notice of the proposal's acceptance. The City of Lansing reserves the right to reject any or all proposals and to waive any informalities or irregularities therein.

**\*\*Bids are due to the address below before 1:00 p.m. on March 23, 2018. \*\***

Submittal Address:  
City of Lansing, Office of the City Clerk  
800 1<sup>st</sup> Terrace  
Lansing, KS 66043

The name and address of the bidder should be clearly indicated on the outside of the envelope and marked: **"Lansing Activity Center Tuck Point"**.

The City of Lansing assures that no person shall on the grounds of race, color, national origin, sex, disability, age or low income status as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The City of Lansing further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

# Activity Center

## Legend

🌲 Lansing Parks & Recreation

Google Earth

100 ft



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## AGENDA ITEM

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TO: Tim Vandall, City Administrator *P*  
FROM: Jeff Focht, Street Superintendent *DF*  
Jason Crum, Parks and Recreation Director *JC*  
DATE: March 27, 2018  
SUBJECT: Request to purchase wood chipper

---

The Street Department and the Parks and Recreation Department solicited quotes for wood chippers from the prominent manufacturers represented in the area. The following quotes were received:

<b>Vermeer</b>	<b>Vermeer BC1000XL</b>	<b>\$38,127.00</b>
<b>KC Bobcat</b>	<b>Brush Bandit Intimidator 12XL</b>	<b>\$41,214.00</b>

The quotes presented reflect NJPA pricing, which reduces the price of the unit by approximately 12%.

Financial Consideration:

This item is a City Council approved Capital and Supplemental purchases for 2018. City Council approved \$45,000.00 for the purchase of this item in the 2018 budget process.

Policy Consideration: N/A

Action: Staff recommends a motion to approve the purchase of a Vermeer BC1000XL for \$38,127.00, half being funded from account number 10-014-43301 and half from 23-030-43301.



2018 Vermeer Corporate Account Pricing  
NJPA Grounds Maintenance Contract # 062117-VRM

☒ QUOTE  
☐ ORDER



**BC1000XL 74 - 12" Brush Chipper with 74 hp Tier 4F Engine**

**Basic Unit** (Use this pricing if specifications beyond those shown below are desired)

BC1000XL Brush Chipper (12" capacity drum style) w/ 74 hp Deutz TD2.9L diesel Tier 4 Final engine, isolated engine and cutter housing, 12"x17" feed opening, high coolant temperature and low oil pressure automatic shutdown, LED trailer lighting, live hydraulics, horizontal feed roller, SmartFeed, ECO Idle, 25 gallon fuel tank, lockable steel engine shields, jack and infeed table w/ lower feed stop bar (421); 5200 lbs. Torflex axle w/ electric brakes, telescoping tongue, pintle hitch, break-away switch, 6-bolt ST235/80R16 LRE tires (027); basic discharge deflector (019); basic sound reduction (single-layer infeed curtain and standard discharge chute) (086); Deutz instrumentation panel (includes multifunction electronic display and fuel gauge) (428)

For additional options, see "Optional Features" section below.



Basic Unit Price: **\$36,602.00**

**Value Package (31VP)** (Receive additional savings by ordering unit with most commonly requested specifications)

To receive addl savings, order unit as specified above, "As Is" with NO change to options shown above.



Value Package Price:



Replace pintle hitch w/ 2" ball hitch - p/n 120015001

To receive "Optional Features" below, add to "Basic Unit" price above to arrive at final pricing.  
DO NOT add to "Value Package" pricing.

**Optional Features:**

**Add to Basic Unit Price:**

<input type="checkbox"/> 7000 lbs. Torflex axle w/ electric brakes, telescoping tongue, pintle hitch, break-away switch, 8-bolt ST235/80R16 LRE tires (028)	
<input type="checkbox"/> 5200 lbs. Torflex axle w/ hydraulic brakes, fixed tongue, pintle hitch, break-away switch, 6-bolt ST235/80R16 LRE tires (029)	
<input checked="" type="checkbox"/> 2" Ball Hitch (part # 120015001 - must be ordered thru Parts Dept)	\$96.00
<input checked="" type="checkbox"/> Deluxe Discharge Deflector (quick ground adjustment) (020)	\$316.00
<input checked="" type="checkbox"/> Deluxe Sound Reduction (triple-layer infeed curtain and coating on discharge chute) (087)	\$281.00
<input checked="" type="checkbox"/> Instrument Panel Cover (lockable) (112)	\$140.00
<input type="checkbox"/> Belt and Knife Service Kit (992)	
<input type="checkbox"/> Flag Mounts (993)	
<input type="checkbox"/> Cone Storage Mount (994)	
<input type="checkbox"/> Miscellaneous Features: sales code _ _ _	\$ _ _ _

**Subtotal:** **\$37,435.00**

**Dealer Freight & Prep:** **\$692.00**

**Quantity:** **1**

**Total:** **\$38,127.00**

Enter Sales Tax %:

~~0.000000~~

**Sales Tax:**

**Grand Total:** **\$38,127.00**

Pricing effective 02/25/18

NOTE: All pricing in USD \$

Quotes valid for 30 days

ACCEPTED:

Vermeer

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

Customer

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

Any applicable sales tax is not included. Prices subject to change without notice. These prices are exclusive of any and all duties, import fees, taxes, or other similar charges. These prices may not be available in any transaction involving a trade or rental transaction. This sheet may not include all possible specifications available for this model. For complete product specifications, please contact your local authorized Vermeer dealer. Unless otherwise noted, dealer freight & prep to be determined.







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## AGENDA ITEM

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TO: Tim Vandall, City Administrator  
FROM: Anthony J. Zell, Jr., Wastewater Utility Director TZ  
DATE: April 2, 2018  
SUBJECT: Request to Approve Engineering Contract for Master Plan Project #4

---

Staff presented information and conceptual alignments for a future sewer project in northwest Lansing at the February 1, 2018 regular council meeting. Staff began a selection process to evaluate and determine the most qualified firm to perform design services for this complex project. The requests for proposals were sent to eight engineering firms, and four responses were received.

The selection committee was comprised of the Mayor, Councilwoman Pawlowski, City Administrator, City Engineer, Library Director, and Wastewater Director. The committee met on March 21<sup>st</sup> and reviewed four proposals, and determined that George Butler Associates was the most qualified. Staff began negotiating a scope and fee with GBA for design of their proposed sewer option #4, which was also presented at the February 1, 2018 meeting.

This proposed project has several benefits, to include; ability to allow the growth of both commercial and residential properties, alleviate hydraulic stresses on existing neighborhoods with surcharged pipes which lead to bypasses and backup into homes, eliminate the need to disturb 85 homes in a mature neighborhood, and also reduce the overall length of construction of the golf course sewer project currently under design by PEC.

To accomplish the work, GBA has provided a not to exceed fee of \$291,551.00. Their scope and fee was reviewed by staff and the City Engineer, are currently under review by the City Attorney. An exhibit showing the location of the work and the proposed timeline are attached for your review.

Policy Consideration: N/A

Financial Consideration: Fees will be paid from the utility's base budget – 41120 (Engineering Studies).

Action: A motion to approve the scope and fee from George Butler Associates for design engineering services in support of the Northwest Lansing Relief Sewer Project (City Project 18-02) in an amount not to exceed two hundred, ninety one thousand, five hundred eleven dollars, pending approval of legal review.

**ATTACHMENT A**  
**SCOPE OF SERVICES FOR**  
**NORTHWEST LANSING RELIEF SEWER**

**1. Project Management and Coordination**

- a. Project Coordination, monitoring and administration
- b. Kickoff meeting and review meetings. Attend one (1) kickoff meeting with the City. Discussions shall be held to review and confirm the project goals and objectives, to evaluate basic concerns on objectives and implementation of the project, and to confirm the scope of work. Discuss City's future growth plans and any effects that growth may have on the sewer network. Provide agenda and prepare minutes for meeting.

Review meetings. Attend design review meetings as outlined below. Provide agenda and prepare minutes for meeting.

Technical Memorandum: Meet with City staff to review the proposed alignments and costs and to finalize the preferred alignment.

Preliminary Design (30%) Submittal: Meet with City staff to review the comments for the 30% design submittal.

90% Design Submittal: Meet with City staff to review the comments for the 90% design submittal.

- c. Quality assurance and quality control. Engineer shall implement a Quality Assurance / Quality Control program on all phases of the project to provide an independent review of the work. Quality control reviews will include checks for conformance with regulatory agency requirements, completeness and correctness of evaluations, design accuracy, feasibility of implementing recommendations, and adherence to contract requirements.

**2. Site Investigation, Data Collection, Records Research,**

- a. Review existing records, data, and other documents
  - i. Obtain from City and review current or past studies conducted that may affect the project work. Obtain any design documents that may affect the project work.
  - ii. Obtain from City any GIS Information to incorporate with the project. (i.e. Sewer Network, Land Uses, etc.)
  - iii. Review any available City data on rainfall, smoke testing, dye-water testing, manhole inspections, building inspections, private I&I removal records, flow monitoring, and CCTV files as appropriate.
- b. Coordinate with utilities including relocations. Contact utility companies to obtain atlas maps of utility locations in the project area. The Engineer will attempt to hold one utility

coordination meeting with representatives of these agencies to discuss potential conflicts and considerations that affect the proposed alignment. The Engineer will invite the City to the meeting and provide to the City documentation of interactions with these agencies.

### 3. **Project Development**

This task will conclude with the preparation and submission of six (6) bound copies of a Basis of Design Memorandum. The Basis of Design Memorandum will include the following:

- Alignment alternatives
- Permit requirements
- Design criteria
- Pipeline alignment analysis
- Summary of utilities investigation
- Engineer's opinion of probable construction cost

The following paragraphs outline the steps to be taken to gather information for the Basis of Design Memorandum.

- a. Prepare Conceptual Sewer Alignment of Two Alternatives. Develop conceptual plan view layouts of two (2) alignments using the County and City GIS digital information. Various construction methods will be considered in the development of the conceptual alignments. Coordinate the proposed design with the designs of any proposed developments being concurrently undertaken by property owners.
- b. The conceptual alignments will be reviewed and refined in the field by the Engineer. The Engineer will evaluate alignments with respect to local, state, and federal requirements including stream setbacks, stream crossings, and wetlands. The Engineer will also evaluate temporary easements and potential access easements based on conditions observed in the field. The Engineer will note any grade-dependent facilities and stream flow lines. The Engineer shall use GPS equipment to obtain horizontal coordinates for each of the points of deflection for the proposed alignment. Alignments will be evaluated for constructability, trenchless construction applicability, and utility clearance in the field.
  - i. Prior to beginning field activities, the Engineer will notify all property owners along the proposed sewer alignments, in writing, of the survey activities and the anticipated schedule. The Engineer will attempt to obtain from the property owners, the approximate elevations and orientation of all existing sewer service lines from existing structures to on-site sewage disposal systems and the approximate location of on-site sewage disposal system tanks, laterals, and mound systems.
- c. Review all available City television inspection video tapes of specific line segments, as well as cleaning history. Review will determine locations of existing service connections for the design of reconnections.

- d. Develop plan view of proposed alignment alternatives. Using GPS-obtained coordinates of the proposed alignment and County and City GIS data, prepare preliminary plan and profile sheets with County and City GIS data as a background. The Engineer will develop a preliminary vertical design of the sewer using a ground surface profile developed from the County's contour mapping. To the greatest extent possible, the Engineer will show existing facilities (utilities and on-site sewage disposal systems) on the drawings. The Engineer will show the proposed permanent and temporary easements and property owner information on the plan and profile sheets. The Engineer will submit to the City, two (2) copies of the preliminary plan and profile sheets for review. Upon receipt of comments from the City, the Engineer will revise the plan and profile sheets to address the comments and resubmit.
- e. Establish sewer design criteria. Design criteria will be based on City and KDHE standards. Provide a computer spreadsheet which indicates the factors and calculations used to arrive at the pipe design slopes and sizes.
- f. The Engineer will develop opinions of probable construction cost (OPCC) for each conceptual alignment, including costs for trenchless construction methods, for rock excavation and for surface restoration as applicable.
- g. Identify required permits and associated permit requirements. Regulatory agencies with permitting needs include KDHE (sewer extension and construction stormwater), KDOT, Kansas DWR, US Army Corps of Engineers. Permits anticipated include USACE 404, Clean Water Action Section 401, Land Disturbance Permit, Notice of Intent.

#### 4. **Preliminary Design (30% Submittal)**

This task will conclude with the preparation and submission of six (6) sets of the Preliminary Design Documents to include the following:

- Conceptual design with plan view showing the pipeline alignment and existing utilities
- Engineer's option of probable construction cost
- List of technical specifications
- Updated design spreadsheets for sewer alignments

The following paragraphs outline the steps to be taken to gather information for the Preliminary Design Documents.

- a. Survey. Perform Control Surveys and Topographical Surveys.
  - i. Perform horizontal and vertical control survey to establish the base for layout of property and lot lines. Field surveying will be accomplished using modern electronic distance measuring and field data collection equipment. Horizontal control will be based on the North Zone Kansas State Plane Coordinate System – NAD 83. Vertical control will be based on FEMA LIDAR flight NAVD 88. Horizontal and vertical (x, y, and z) accuracy tolerances will be +/- 2 cm or less. All field survey data will be collected using survey grade RTK methods. Reference reports

shall be filed with the county and state for all section corners, quarter corners and center corners located for a project as required by state law. The Engineer will survey the locations of grade dependent facilities.

- ii. Obtain an Ownership Certification (an Ownership and Encumbrance report) from a title company for each property. Using the title report information, the Engineer will position the existing property and lot lines on the horizontal control network. The Engineer will notify the City of any discrepancies encountered in the layout of the properties. The Engineer will provide copies of the ownership certifications to the City.
- iii. Aerial Photography. Obtain aerial photogrammetry of the pipeline corridor using and unmanned aerial vehicle (UAV). Process the photogrammetric data for the purpose of developing photogrammetric base map drawings.
- iv. Obtain limited topographical surveys as necessary to calibrate and corroborate the aerial photography data information and prepare construction drawings. The purpose of the base maps is to show survey control, property lines and corners, easements, and as a base for preliminary design evaluations and design plan and profile drawings. The information shown on the photogrammetric base maps will be features that could impact pipeline alignment and design taken from two sources:
  - High resolution aerial photography will be used to show the location of topographic features that are visible on the aerial photographs, including: existing buildings, structures, road pavements, private driveways, curbs, sidewalks, dense wooded area outlines, and any other important features.
  - Boundary and property survey will provide the location of rights-of-way, property boundaries, and easement boundaries.
- v. The aerial photography corridor will be a maximum of 200 feet wide and the ground survey corridor will be a maximum of 50 feet wide, both along and approximately centered on the anticipated pipeline alignment.
- vi. These maps will serve as the base for the plan view of the pipeline plan and profile drawings, and as the basis for preparing new easement descriptions and exhibits for the pipeline. Ground targets or photo identifiable points will be used to confirm and calibrate surface elevations obtained by aerial method. Project site control will be with iron bars and wood lath. Site control will be physically referenced using three ties to markers on physical objects and state plane coordinates, and the ties and coordinates will be shown on the plan sheets. Bench marks for construction will be set along the project at intervals not exceeding one quarter of a mile.
- vii. Upon approval of the proposed route, collect available existing topographic information and perform a detailed topographic survey along the proposed pipeline alignment as follows:
  - a. Ground survey will be used to locate topographic features that are not visible on the aerial photographs, including; existing overhead and underground utilities and storm conveyance facilities, signs, fences,



landscaping improvements, mailboxes, drainage structures, top of stream/swale banks, flow line of streams/swales, trees larger than 12-inches in diameter with no species identified, and spot elevations at key features and for developing ground elevation contours.

- b. Prepare topographic survey base map information for the proposed pipeline route. The topographic survey information will be added to the photogrammetric base maps, which when combined will show all features that could impact pipeline alignment and design taken.
      - c. Bench marks for construction will be set along the project at intervals not exceeding one quarter of a mile.
    - viii. Walnut tree identification. Locate and determine size of walnut trees on Kansas Scholarship Fund property.
  - b. Develop design Base Map. Produce project Base Map to include utilities, right-of-way, easement, and rights-of-way.
  - c. Develop project plan & profile sheets. All drawings shall conform to the City drafting standards and minimum plan requirements where applicable. All drawings shall be produced using AutoCAD Version 2018 or later. Drawings shall be at a 1" = 20' scale. Drawings which shall include, but not be limited to:
    - i. Title Sheet
    - ii. General Layout Sheet
    - iii. Plan and Profile and Plan Sheets. Profile based on GIS.
  - d. Prepare legal descriptions. Following City approval of the alignment and easement layout, prepare legal descriptions of easements and easement exhibits. The easement descriptions will be provided to the City in a word processing file format. The easement exhibit will show an easement number, owner's name(s), scale, north arrow, square footage of sanitary sewer easements and the location of all temporary and permanent easements. Provide an overall easement layout map showing ownership names, easement and tract (PID) numbers, street names and property lines.
  - e. Identify underground utilities to pothole and discuss the need with the City.
  - f. Prepare list of technical specifications and engineer's opinion of probable construction cost (EOPCC). The EOPCC for this 30% design submittal will be generalized with an appropriate contingency to address unknowns and less detailed design documents.
5. **Design Submittal (90% Design)**
- a. Coordinate potholing and subsurface geotechnical borings.
    - i. The Engineer shall procure the services of a sub-consultant to perform potholing to get the actual elevation of the top of the utilities. The Engineer shall coordinate the potholing with the utility companies.



ii. Outline a plan for obtaining geotechnical subsurface information for the project as follows:

- At every manhole location.
- The depth of soil borings will be to one (1) foot below proposed sewer invert elevation or to auger refusal, whichever is deepest.
- At every third manhole and at the end of every tunnel or horizontal bore, if auger refusal is encountered above sewer invert elevation, rock corings will be made to a depth of one (1) foot below the sewer invert elevation. Obtain two rock cores to one foot below sewer invert on every horizontal bore.

Obtain subsurface information including any clearing necessary to access the alignment via truck-mounted or all-terrain drill rigs.

Soil boring and coring logs will be made available by the Engineer for the prospective bidders.

The Engineer will re-stake or re-establish the boring locations in the field.

- b. Prepare pavement restoration plans with striping for streets as necessary.
- c. Prepare final construction plans, technical specifications, and engineer's opinion of probable construction cost.
- d. Prepare City's front-end documents. Front-end documents will include instructions to bidders, bid forms, bond forms, general conditions (a version from the National Society of Professional Engineers, unmodified) and an Exhibit A that lists the duties, responsibilities and limitations of the authority of the resident project representative, supplemental conditions, and special provisions to the technical specifications.
- e. Assist the City in obtaining approvals and permits. Assist City in obtaining approvals from government authorities having jurisdiction over the project including KDOT by attending a maximum of three (3) meetings. Assist the City in obtaining regulatory approvals, including KDHE applications, DWR applications, KDOT applications. Ensure that any applicable local codes or other requirements are satisfied by the design. The Engineer shall prepare a Soil and Erosion Control Plan, apply for the US Army Corps of Engineers Section 404 permit which may require a stream wetland inventory report, apply for Kansas Clean Water Act Section 401 permit, submit Kansas Notice of Intent, and apply for applicable City soil and erosion control and land disturbance permits.
- f. Perform field staking of the proposed easement limits, within sub-meter accuracy, for the properties selected by the City, for a maximum of 20% of the total project horizontal alignment.
- g. Submit six (6) sets of the 90% Design Submittal. Submittal will include half-size drawings, technical specifications, front-end documents, Engineer's opinion of probable construction cost.

**6. Final (100%) Design Submittal**

- a. Incorporate City comments from 90% submittal.
- b. Submit one set of full size stamped and signed final drawings along with specifications and contract documents.
- c. Submit one copy of a final quantity calculations and engineer's construction cost estimate.
- d. Submit all digital files (AutoCAD, MS Word, MS Excel, etc) for the project.

**7. Bid and Construction Support**

- a. Coordinate with Drexel Technologies, Inc. (913.341.2333) to provide and distribute project drawings and contract specifications in accordance with City's Purchasing Procedures to all interested parties. Consider inquiries prior to the bid opening from contractors, subcontractors, and suppliers, and draft addenda to the project contract documents as required.
- b. Conduct a pre-bid conference and job walk.
- c. Attend Bid Opening and provide an engineer opinion of construction costs. Review the bids for completeness and accuracy. Develop a bid tabulation spreadsheet and submit it to the City in a PDF format. Submit a written recommendation of contract award to the City.

Prior to recommending award, consult with, advise and submit a written report to the City on the responsibility and responsiveness of the proposed contractor, the acceptability of proposed subcontractors, substitute materials and equipment proposed by the contractor. The Engineer shall review the following criteria in determination of contractor and sub-contractor acceptability:

- i. Contractor's Audited Financial Statement.
- ii. The contractor's and sub-contractors' personnel and their relative experience, and the quality and availability of the equipment and machinery. The contractor and sub-contractor must also establish that the supervisor directly in charge of the work has been actively engaged in construction and coordination for the type of work required by the bid documents for a continuous period of at least two (2) years within the five (5) years preceding the bid opening.
- iii. The contractor's and sub-contractors' performance record in performance of other similar contracts for public and private improvements.
- iv. Obtain references from the proposed contractor and contact a minimum of three of the references and, if requested by the City, a minimum of three of the sub-contractors' references.
- v. The nature and extent of other contract commitments involving the use of the contractor's and sub-contractors' personnel, machinery and equipment.

- vi. Whether or not the contractor or sub-contractors have been denied contract award by other public entities, and if so, the reasons thereof, including entity name, type of work, and date of denial.
- vii. Any other fact that, in the Engineer's opinion, would materially affect the ability of the contractor or sub-contractors to properly, adequately, expeditiously and satisfactorily prosecute the work.
- viii. Provide the successful bidder with eight (8) sets of the contract specifications ready for contract execution.
- d. Assist the City in conducting a pre-construction conference with the contractor and all interested parties. Provide a written summary of the conference. The Engineer will notify all affected utility companies in writing, prior to the pre-construction conference.
- e. Engineer shall provide CAD files to contractor to perform detailed construction staking.
- f. Consult with the City and act as the City' professional engineering representative in dealing with the contractor. Attend and provide up to four (4) site visits during construction at appropriate stages.
- g. Review contractor's submittals. Provide submittal list, review shop drawings, test results and other submittals which the contractor submits, to show conformance to the contract documents. Review any change order requests and provide written recommendations to the City.
- h. Review requests for information. Review and respond to any requests for information and clarification from contractor and provide written recommendations to the City.
- i. Final completion inspection and identify punch list deficiencies.
- j. Prepare and submit record drawings.
  - i. The Engineer will determine the as-constructed distance between manholes, changes in horizontal alignments, pipe invert elevations and manhole rim elevations using electronic surveying equipment. A list of coordinate values for each manhole will also be provided.
  - ii. Provide the City with two (2) sets of paper prints of as-constructed drawings. The AutoCAD files will be given to the City upon completion of the project with an ESRI shape file of the alignment and manholes completed for the project. The shape file will be populated with manhole and pipe data.

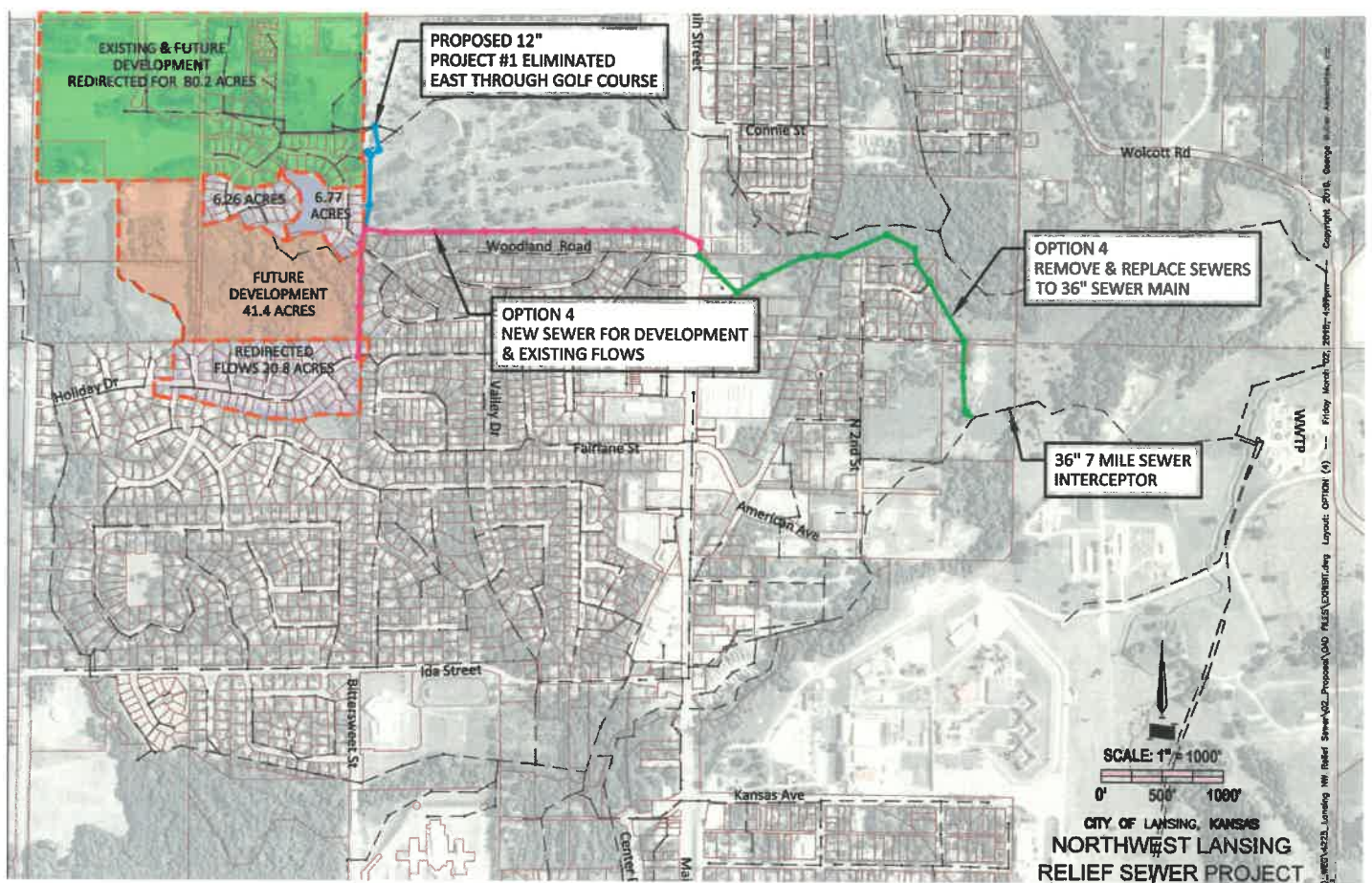
#### 8. Contingency Items

- a. Archeological Investigation Coordination and Review. If required by the Kansas State Historic Preservation Office, Engineer will procure the services of a sub-consultant to perform archeological investigation and review the investigation documents.

- b. Phase 1 Bat Habitat Assessment. If desired by the City, Engineer will perform a Phase 1 Bat Habitat Assessment to help determine potential nesting locations within the project corridor.
- c. Landscape Design. If desired by the City, Engineer will procure the services of a sub-consultant to perform landscape architecture design.
- d. Property Owner Meetings. Assist the City with meeting with property owners as necessary for the project. Revise easement documents as needed. Assist City with requests for realignments by property owners, developers, etc.
- e. Contractor Meeting. Review alignments and preliminary plans with Contractor to discuss construction methods, feasibility and any alternate construction methods.
- f. Owner/ Contractor Meetings. Attend meetings as necessary with property owner and Contractor.

# Work Plan and Approach

Exhibit 4 - Proposed Option 4

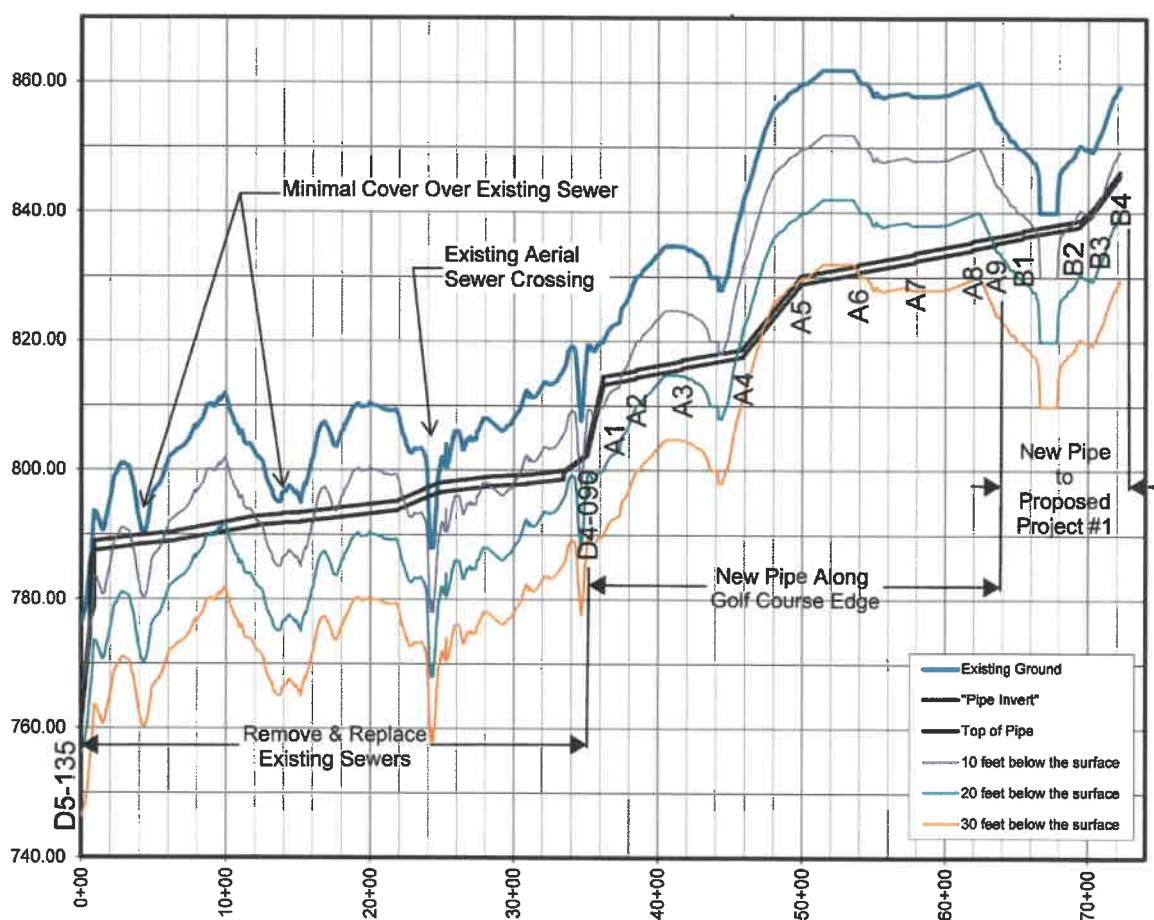


NORTHWEST LANSING RELIEF SEWER PROJECT - CITY OF LANSING



# Work Plan and Approach

Exhibit 4a - Proposed Option 4 Conceptual Profile



## Project Schedule

City of Lansing, Kansas NW Lansing Relief Sewer Project																																							
Task	Task Name	Duration (Calendar Days)	Start Date	End Date	4/2/18	4/9/18	4/16/18	4/23/18	4/30/18	5/7/18	5/14/18	5/21/18	5/28/18	6/4/18	6/11/18	6/18/18	6/25/18	7/2/18	7/9/18	7/16/18	7/23/18	7/30/18	8/6/18	8/13/18	8/20/18	8/27/18	9/3/18	9/10/18	9/17/18	9/24/18	10/1/18	10/8/18	10/15/18	10/22/18	10/29/18	11/5/18	11/12/18	11/19/18	11/26/18
0	<b>NW Lansing Relief Sewer Project</b>	<b>467</b>	4/2/18	7/12/19																																			
100	<b>Project Management and Coordination (1a, 1b, 1c)</b>	<b>467</b>	4/2/18	7/12/19																																			
200	<b>Pre-Design</b>	<b>187</b>	4/9/18	10/12/18																																			
201	Review existing records, data, and other documents (2a)	3	4/9/18	4/11/18																																			
202	Coordinate with utilities including relocations (2b)	177	4/19/18	10/12/18																																			
300	<b>Project Development</b>	<b>16</b>	4/12/18	4/27/18																																			
301	Prepare conceptual sewer alignment of 2 design alternatives (3a)	7	4/12/18	4/18/18																																			
302	Establish alignment in field and present alternatives to City (3b)	2	4/19/18	4/20/18																																			
303	Review CCTV to determine lateral locations (3c)	2	4/12/18	4/13/18																																			
304	Develop conceptual plan and profile sheets using GIS and aerial (3d)	4	4/23/18	4/26/18																																			
305	Establish design criteria (3e)	1	4/19/18	4/19/18																																			
306	Prepare Opinion of Probable Construction Cost for alternatives (3f)	3	4/25/18	4/27/18																																			
307	Identify permit requirements (3g)	9	4/19/18	4/27/18																																			
400	<b>Preliminary Design (30% Design Submittal)</b>	<b>82</b>	5/7/18	7/27/18																																			
401	Perform control surveys and topographical surveys (4a)	33	5/7/18	6/8/18																																			
402	Develop base map including utilities and property and easement lines (4b)	47	5/21/18	7/6/18																																			
403	Develop project plan and profile sheets (4c)	82	5/7/18	7/27/18																																			
404	Prepare legal description from City approval of alignments (4d)	33	6/11/18	7/13/18																																			
405	Identify utilities to pothole (15 potholes) (4e)	12	5/7/18	5/18/18																																			
406	Prepare list of technical specs and engineer's opinion of constr. cost (4f)	75	5/14/18	7/27/18																																			
500	<b>Design Submittal (90% Design Submittal)</b>	<b>159</b>	5/7/18	10/12/18																																			
501	Coordinate potholing and geotechnical investigations (5a)	89	6/4/18	8/31/18																																			
502	Prepare pavement restoration plans (5b)	25	8/7/18	8/31/18																																			
503	Prepare detailed constr. plans, technical specs, and opinion of constr. cost (5c)	25	8/7/18	8/31/18																																			
504	Prepare City front-end documents (5d)	25	8/7/18	8/31/18																																			
505	Assist City with obtaining approvals and permits (5e)	159	5/7/18	10/12/18																																			
506	Submit 90% design submittal (5f)	1	8/31/18	8/31/18																																			
600	<b>Final Design Submittal (100% Design Submittal)</b>	<b>12</b>	9/10/18	9/21/18																																			
601	Incorporate City comments from 90% submittal (6a)	12	9/10/18	9/21/18																																			
602	Submit final documents (6b, 6c, 6d)	1	9/21/18	9/21/18																																			
700	<b>Bid and Construction Support</b>	<b>264</b>	10/22/18	7/12/19																																			
701	Coord. w/ Drexel Tech to distribute bidding docs. (7a)	30	10/22/18	11/20/18																																			
702	Conduct a pre-bid conference (7b)	1	11/1/18	11/1/18																																			
703	Attend bid-opening and recommend award (7c)	1	11/20/18	11/20/18																																			
704	Conduct four (4) site visits (7d)	180	12/31/18	6/28/19																																			
705	Review Contractor's submittals (7e)	54	12/31/18	2/22/19																																			
706	Act as City professional engineer representative (7f)	180	12/31/18	6/28/19																																			
707	Conduct final completion inspection (7g)	1	6/28/19	6/28/19																																			
708	Prepare and submit record drawings (7h)	33	6/10/19	7/12/19																																			
Project Schedule 3/9/2018																																							





# National Library Week 2018 Proclamation

**WHEREAS**, libraries are not just about what they have for people, but what they do for and with people;

**WHEREAS**, libraries have long served as trusted and treasured institutions, and library workers and librarians fuel efforts to better their communities, campuses and schools;

**WHEREAS**, librarians are leaders in their institutions and organizations, in their communities, in the nation and in the world;

**WHEREAS**, librarians continue to lead the way in leveling the playing field for all who seek information and access to technologies;

**WHEREAS**, libraries and librarians look beyond their traditional roles and provide transformative opportunities for education, employment, entrepreneurship, empowerment and engagement, as well new services that connect closely with patrons' needs;

**WHEREAS**, libraries and librarians lead their communities in innovation, providing STEAM programming, Makerspaces and access and training for new technologies;

**WHEREAS**, libraries are pioneers supporting democracy and effecting social change, with a commitment to providing equitable access to information for all library users regardless of race, ethnicity, creed, ability, sexual orientation, gender identity or socio-economic status;

**WHEREAS**, libraries lead in working with diverse communities, including people of color, immigrants and people with disabilities, offering services and educational resources that transform communities, open minds and promote inclusion and diversity;

**WHEREAS**, libraries, librarians, library workers and supporters across America are celebrating  
*National Library Week*

**NOW, THEREFORE**, be it resolved that I, Michael W. Smith, Mayor of the City of Lansing, State of Kansas, proclaim National Library Week, April 8-14, 2018. I encourage all residents to visit the library this week and explore what's new at your library, and engage with your librarian. Because of you and our library leaders, Libraries Transform.

City of Lansing

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Michael W. Smith, Mayor

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Sarah Bodensteiner, City Clerk