



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

COUNCIL AGENDA
Regular Meeting
Thursday, January 18, 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:

Oath of Office:

Councilmember Trinkle

Audience Participation

Presentations

Council Consideration of Agenda Items:

2. Treasurer's Report for Quarter Ending December 31, 2017
3. Resolution No B-1-2018 ICMA Retirement Corporation
4. Request for Special Use Permit (1017 Pebble Beach Drive)
5. 2018 Fireworks Displays

Reports:

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

Proclamations

Other Items of Interest:

6. Department Vehicle and Equipment Mileage Reports
7. Strategic Planning Session Report

Adjournment

AGENDA ITEM

TO: Tim Vandall, City Administrator

FROM: Sarah Bodensteiner, City Clerk

DATE: January 5, 2018

SUBJECT: Approval of Minutes

The special meeting minutes and regular meeting minutes for January 4, 2018, are enclosed for your review. As well as the special meeting minutes from January 8, 2018.

Action: Staff recommends a motion to approve the special meeting minutes and regular meeting minutes for January 4, 2018, and the special meeting minutes for January 8, 2018, as presented.

AGENDA ITEM #

CITY OF LANSING
CITY COUNCIL SPECIAL MEETING

SPECIAL MEETING MINUTES
January 4, 2018

Call To Order:

The special meeting of the Lansing City Council was called to order by Mayor Mike Smith at 6:45 p.m.

Roll Call:

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

Councilmembers Present:

Ward 1: Dave Trinkle and Gene Kirby

Ward 2: Don Studnicka and Andi Pawlowski

Ward 3: Jesse Garvey and Kerry Brungardt

Ward 4: Gregg Buehler and Tony McNeill

Councilmembers Absent:

NEW BUSINESS:

COUNCIL CONSIDERATION OF AGENDA ITEMS:

Leavenworth County Fire District No. 1 Board Applicant Interview: The City Council interviewed an applicant for the Leavenworth County Fire District No. 1 Board of Trustees position.

ADJOURNMENT: Councilmember Buehler moved to adjourn. Councilmember Pawlowski seconded the motion. The motion was unanimously approved.

The meeting was adjourned at 6:54 p.m.

ATTEST:

Michael W. Smith, Mayor

Sarah Bodensteiner, City Clerk

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 and Gene Kirby
Ward 2: Andi Pawlowski and Don Studnicka
Ward 3: Jesse Garvey and Kerry Brungardt
Ward 4: Tony McNeill and Gregg Buehler

Councilmembers Absent:

OLD BUSINESS:

Approval of Minutes: Councilmember Brungardt moved to approve the special meeting minutes and regular meeting minutes of December 21, 2017, as presented. Councilmember McNeill seconded the motion. The motion was unanimously approved.

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

Presentations: Promotion within the Lansing Police Department: Police Chief Steve Wayman promoted Sergeant Mike Dickason to the position of Lieutenant within the Lansing Police Department and presented him with his Lieutenant's Badge.

COUNCIL CONSIDERATION OF AGENDA ITEMS:

Leavenworth County Fire District No. 1 Joint Board: Mayor Smith stated the City needs to appoint two Councilmembers along with the Mayor to represent the City of Lansing on the Leavenworth County Fire District No. 1 Joint Board. The Joint Board will meet on January 8, 2018 to accept appointments to the Board of Trustees. I need two people to go with me, who'd like to do that?

- Councilmember Garvey stated I'll be out of town.
 - Councilmember Pawlowski stated I could do it, I haven't done it before.
 - Mayor Smith stated Andi said she'd like to do it.
 - Councilmember Kirby stated I'll do it if nobody else wants to.
 - Mayor Smith asked anybody else. Andi and Gene.

Councilmember Studnicka moved to appoint Mayor Smith, Councilmember Pawlowski and Councilmember Kirby to the Leavenworth County Fire District No. 1 Joint Board. Councilmember Trinkle seconded the motion. The motion was unanimously approved.

Leavenworth County Fire District No. 1 Board Appointment: Councilmember Pawlowski moved to appoint Jeff Klemp to represent the City of Lansing on the Leavenworth County Fire District No. 1 Board of Trustees for a term ending December 31, 2021. Councilmember Brungardt seconded the motion. The motion was unanimously approved.

Request to Purchase – Police Department Vehicles: Councilmember Buehler moved to approve the purchase of three police package vehicles from Shawnee Mission Ford in Shawnee Kansas in an amount not to exceed \$92,961.00. Councilmember Pawlowski seconded the motion.

- Councilmember Trinkle asked does it have electric windows.
 - Police Chief Steve Wayman replied yes.
- Councilmember Pawlowski asked is this off the State, do we buy these off the State contract.
 - Police Chief Steve Wayman replied yes, Shawnee Mission Ford they have the State contract for the Interceptor Utility, so that's going to be your best price out. When I sent bids out in the past we had good luck with Danny Zeck submitting bids and for the last couple of years they haven't, and then Olathe Ford was another in the past but it's kind of went back and forth. But Shawnee Mission Ford they have the State contract for the Utility Interceptor.
- Councilmember Pawlowski asked and Tim are we paying cash for these?
 - City Administrator Tim Vandall replied yeah, if you guys have your budget books it's on page three. So anyways we budgeted eighty-three thousand dollars for two vehicles and then this is replacing one of the other ones what was totaled out, so I would image we'll get at least twenty thousand dollars for that hopefully. So there's more than enough money for these.

The motion was unanimously approved.

Solid Waste Services Contract Approval: Councilmember Kirby moved to approve the 3-year contract for solid waste collection services with Waste Management of Kansas, Inc., with an effective date of March 1, 2018, as presented. Councilmember Buehler seconded the motion.

- Councilmember Pawlowski asked should we talk about why we decided to go back with Waste Management even though we've had issues.
 - Finance Director Elizabeth Sanford stated I think we addressed it the last time when we authorized to negotiate the contract, but basically they provided the services we wanted and at the rate that we wanted. If we wanted to go up about five dollars a month in trash service we could have gone with a different company that was basically the same kind of company as Waste Management. It wasn't a local company, it was nationwide, and the service has improved, we have a supervisor who's in the City now who we can contact directly, and he seems to be handling most issues. We have had very few calls, we have had a repeat call but I think we resolved that and that was due to they had an address but their driveway was off of another street, so we think it was probably a new driver, so we haven't had too many issues lately and we're hoping that that stays that way. Having the supervisor does really help, he checks in with us and has been very responsive.
 - Councilmember Brungardt asked he answers the phone and actually calls you back, those kind of things?
 - Finance Director Elizabeth Sanford replied yeah, he'll text us, we can text him. So we text him and he'll respond back most times pretty quickly.
 - Councilmember Brungardt asked so customer service is way better.
 - Finance Director Elizabeth Sanford responded its way better. We're trying to get residents to remember to call us rather than Deffenbaugh Waste Management, they are the same company, because they are going to get a service center when they call and we can contact the supervisor who's in our City directly, so we can get it resolved quicker if they call us and let us know.
- Councilmember Trinkle asked the sheets for the extra bags will they still be available.
 - Finance Director Elizabeth Sanford replied they will still be available.
 - Councilmember Trinkle asked what does a sheet run cost wise.
 - Finance Director Elizabeth Sanford responded there are ten stickers on one sheet and its twelve dollars and fifty cents.
 - Councilmember Trinkle stated I was asked by a neighbor is there a limit, say you are over and put a bag out, what if they put the whole twelve, is there a limit.
 - Finance Director Elizabeth Sanford replied we try to tell people if they are going to go over ten to let us know because then we can let them know, because obviously their trucks have limited capacity, so if they have a heads up like "hey these people are going to have twenty extra bags" they can kind of plan ahead to make space and not slow down the other trucks.
 - Councilmember Trinkle stated I asked because I was asked and I couldn't answer the question. I knew you'd get it though.
 - Councilmember Garvey stated not to defend Deffenbaugh, but I think in this type of industry you're going to have problems regardless of what direction you go. I know a company down south recently changed January 1 and they are all still trying to get their cans from the new company, so they are already having issues with their new service.
 - Finance Director Elizabeth Sanford replied and that was something we factored in as well, if you're going to transition to a new company you're going to be switching out carts and that just causes a huge upheaval as well.
 - Councilmember Garvey stated I know that my neighbor had bunch of compost out, probably fifteen bags, because he came back from vacation and had leaves everywhere and they actually picked those up last week and I thought they were done with that.
 - Finance Director Elizabeth Sanford stated they have been good at that, I know the limit is supposed to be ten for yard waste bags, but it seems to me that with the yard waste thing they're a little more lenient.
 - Councilmember Garvey stated he cheated he put half in his yard and half in his neighbor's yard.
 - Finance Director Elizabeth Sanford stated and that's one of the things that is changing with this contract, they will provide yard waste service year round; however in the off months it will just be once a month versus every week, just because it is more cost

effective, they don't have as much yard waste out. So it does give residents an option so that in December if they are still raking leaves they can still put out and it's now going to be twelve bags year round.

- Councilmember Studnicka asked what election of the month will they do that.
 - Finance Director Elizabeth Sanford stated I believe the first week of the month, but I'm going to clarify that to make sure and we'll publicize all of this, we just want to make sure whether it's the first full week, whether it's the first pick up day of the month, so we'll clarify that when we put out the publicity for it.
- Councilmember Pawlowski stated I was on the committee with Beth and the price became a big part of why we decided to stay with them because they were a lot cheaper than anybody else from what I remember, and the disruption of trying to have them pick up the cans and a new company bring the cans in, we just decided with that and the money it did not make sense, since we were having fewer problems now than we've had in the past. I mean it's never going to be perfect, but they seem to at least be working with us where previously we didn't seem to have that, and they brought bar-b-que for the staff.
- Councilmember McNeill stated I mean they are not so much a monopoly anymore, there are other companies that have moved in so it will be getting more and more competitive over time. I think Deffenbaugh has kind of come back on it.
 - Councilmember Garvey stated that's why the price points have dropped I think, because they are trying to stop the bleeding.
- Councilmember Trinkle asked will they help us on trash deals for the events we have around here, will they still continue.
 - Finance Director Elizabeth Sanford replied yes and it is at a reduced rate.
 - Councilmember Trinkle asked and at our clean-up date, the clean-up month that we have.
 - Finance Director Elizabeth Sanford responded we actually do the clean-up with the Transfer Station now, so we partner with them for that.
- Councilmember Kirby stated it's basically the same contract we had before, with just some tweaks.
 - Finance Director Elizabeth Sanford stated yes with just a few little tweaks.
 - Councilmember Kirby stated and service had gotten better and we've held the price down.
 - Finance Director Elizabeth Sanford replied right.
- Councilmember Pawlowski stated I just wanted everybody to know that. Not everybody here but everybody who have nothing better to do than to watch Channel 2, but I just think it's important that they know what decision was made.

The motion was unanimously approved.

REPORTS:

Department Heads: City Clerk Sarah Bodensteiner advised that per the changes the State brought down on elections that the re-elected Councilmembers will need to be sworn in at a special meeting on Monday, January 8th. She confirmed that there would need to be a quorum and that the special meeting will begin at 5:30 p.m. and only last a few minutes.

City Attorney: City Attorney had nothing to report.

City Engineer: City Engineer Matt Harding had nothing to report

City Administrator: City Administrator Tim Vandall mentioned that Local Government Day at the State Capital is January 24th, and if anyone is interested in attending to let Tim know so can get you registered. The County has requested that any future road project done in Lansing, where the County and CRWD are involved, that CRWD go out for bids and has asked for support from the City on this. CRWD did not go out for bids for the McIntyre Road Project and the County feels that CRWD should in all future projects. The City is still being asked to weigh in on the roundabout discussion at Eisenhower Road and 20th Street. While the MOU has been executed, the County recently voted to construct the roundabout. After further discussion, the governing body agreed that they support every city's ability to have a voice in what goes on in their city.

Governing Body: Councilmember Studnicka asked if there was anything the City could do in regards to a safety concern he has with the Twin Oaks facility as it only has one elevator and it recently broke down and residents could not return to their rooms unless they used the stairs, and there are those in wheelchairs, walkers, and scooters. He feels that this is a very unsafe situation should an emergency situation happen at the facility. He wondered if adding chair lifts in the stair wells or having the building blistered to add another elevator would be a solution.

- Fire Chief Rick Huhn stated that in most emergency situations, for example a fire, the elevator would be shut down anyway, so the only exit opportunity is via the stair well, and the reason the stair wells are as wide as they are is to accommodate gurney's being carried down the stairs.

Councilmember Trinkle congratulated newly promoted Lieutenant Mike Dickason and thinks he'll do a wonderful job. Mayor Smith echoed Councilmember Trinkle's sentiments.

Councilmember Garvey also congratulated Lieutenant Mike Dickason on his accomplishment and promotion.

Councilmember Buehler thanked the Fire Board appointee and stated the City can't do it without them. He also provided a fun fact, on this day in 2007 Nancy Pelosi was elected the first female Speaker of the House of Representatives.

Councilmember McNeill congratulated Mike Dickason on his promotion and thanked Fire Board appointee Jeff Klemp for continuing to serve as a volunteer for the City.

ADJOURNMENT: Councilmember McNeill moved to adjourn. Councilmember Pawlowski seconded the motion. The motion was unanimously approved. The meeting was adjourned at 7:37 p.m.

ATTEST:

Michael W. Smith, Mayor

Sarah Bodensteiner, City Clerk

CITY OF LANSING
CITY COUNCIL MEETING

SPECIAL MEETING MINUTES
January 8, 2018

Call To Order:

The special meeting of the Lansing City Council was called to order by Mayor Mike Smith at 5:30 p.m.

Roll Call:

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

Councilmembers Present:

Ward 1: Gene Kirby

Ward 2: Don Studnicka and Andi Pawlowski

Ward 3: Kerry Brungardt

Ward 4: Tony McNeill and Gregg Buehler

Councilmembers Absent: Dave Trinkle and Jesse Garvey

NEW BUSINESS:

COUNCIL CONSIDERATION OF AGENDA ITEMS:

Oaths of Office: City Clerk Sarah Bodensteiner issued the Oath of Office to Councilmember Brungardt, Councilmember McNeill, and Councilmember Studnicka.



ADJOURNMENT: Councilmember Pawlowski moved to adjourn. Councilmember Buehler seconded the motion. The motion was unanimously approved. The meeting was adjourned at 5:32 p.m.

ATTEST:

Michael W. Smith, Mayor

Sarah Bodensteiner, City Clerk

AGENDA ITEM

TO: Tim Vandall, City Administrator 
FROM: Elizabeth Sanford, Director of Finance 
DATE: January 12, 2018
SUBJECT: Treasurer's Report for Quarter Ending December 31, 2017

Please find the Treasurer's Report for the fourth quarter (October through December 31, 2017) attached for your review. This report is published quarterly in accordance with KSA 12-1608, 12-1609.

Action:

Staff recommends a motion to approve the Treasurer's Report for the quarter ending December 31, 2017 as presented.

CITY OF LANSING
TREASURER'S REPORT - QUARTER ENDING DECEMBER 31, 2017

| Fund Name | Fund Number | Unencumbered Cash Balance 9/30/17 DR / (CR) | Receipts | Disbursements | Unencumbered Fund Balance 12/31/17 DR / (CR) | Add Reserves, Account Payable, and Encumbrances | Subtract Receivables, Other Assets, and Net Fixed Assets | Treasurer's Cash Balance 12/31/17 |
|-------------------------------|-------------|---|---------------------|---------------------|--|---|--|-----------------------------------|
| General: | 10 | 2,201,931.56 | 964,516.33 | 1,406,919.37 | 1,759,528.52 | 2,410,131.03 | 2,260,289.75 | 1,909,369.81 |
| Special Revenue: | | | | | | | | |
| Library | 20 | 125,159.30 | 11,960.18 | 66,978.09 | 70,141.39 | 255,414.90 | 246,132.00 | 79,424.29 |
| Consolidated Street & Highway | 22 | 439,364.55 | 125,424.15 | 112,881.09 | 451,907.61 | 11,033.83 | 0.00 | 462,941.45 |
| Special Parks & Recreation | 23 | 295,640.26 | 22,652.28 | 51,623.19 | 266,669.35 | 0.00 | 0.00 | 266,669.35 |
| Special Alcoholic Liquor | 24 | 33,016.89 | 3,052.91 | 0.00 | 36,069.80 | 0.00 | 0.00 | 36,069.80 |
| Sales Tax (\$.45) Fund | 26 | 0.00 | 36,281.50 | 0.00 | 36,281.50 | 0.00 | 0.00 | 36,281.50 |
| KS Regional Prisons Museum | 62 | 137,530.17 | 251.00 | 0.00 | 137,781.17 | 0.00 | 0.00 | 137,781.17 |
| Hillbrook Subdivision Escrow | 66 | 0.00 | 0.00 | 725.00 | (725.00) | 20,833.58 | 0.00 | 20,108.58 |
| Agency: | | | | | | | | |
| Bonds Posted | 41 | 0.00 | 0.00 | 0.00 | 0.00 | 7,477.36 | 0.00 | 7,477.36 |
| Park Land Trust | 59 | 35,200.00 | 0.00 | 13,620.00 | 21,580.00 | 0.00 | 0.00 | 21,580.00 |
| Mayor's Christmas | 61 | 10,829.13 | 2,274.65 | 2,166.27 | 10,937.51 | 0.00 | 0.00 | 10,937.51 |
| Transient Guest Tax | 63 | 62,005.70 | 30,316.79 | 12,586.80 | 79,735.69 | 0.00 | 0.00 | 79,735.69 |
| Facilities Renovation | 73 | 0.00 | 0.00 | 0.00 | 0.00 | 97,334.48 | 0.00 | 97,334.48 |
| Debt Service: | | | | | | | | |
| Bond & Interest | 40 | 481,731.42 | 52,379.31 | 0.00 | 534,110.73 | 859,693.00 | 859,693.00 | 534,110.73 |
| Enterprise: | | | | | | | | |
| Wastewater Utility | 50 | 15,088,128.85 | 697,437.06 | 1,296,556.74 | 14,489,009.17 | 358,056.09 | 12,714,082.81 | 2,132,982.44 |
| Solid Waste Utility | 51 | 622,896.90 | 146,995.15 | 198,450.49 | 571,441.56 | 44,097.26 | 319,006.59 | 296,532.23 |
| Investment Fixed Assets | 90 | 3,992,316.82 | 0.00 | 0.00 | 3,992,316.82 | 0.00 | 3,992,316.82 | 0.00 |
| Capital Projects: | | | | | | | | |
| Capital Projects Fund | 70 | 510,880.28 | 193,914.67 | 633,200.48 | 71,594.47 | 0.00 | 0.00 | 71,594.47 |
| Equipment Reserve Fund | 80 | 203,741.17 | 25,105.48 | 29,194.86 | 199,651.79 | 0.00 | 0.00 | 199,651.79 |
| Police Equipment Reserve Fund | 45 | 39,684.06 | 2,711.00 | 0.00 | 42,395.06 | 0.00 | 0.00 | 42,395.06 |
| 147th St./9B Interceptor Fund | 79 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 7 Mile Creek Project Fund | 82 | (0.00) | 0.00 | 0.00 | (0.00) | 0.00 | 0.00 | (0.00) |
| 9 Mile Creek Project Fund | 83 | 534,028.82 | 564.11 | 280,383.69 | 254,209.24 | 0.00 | 0.00 | 254,209.24 |
| Total All Funds | | 24,814,085.88 | 2,315,836.57 | 4,105,286.07 | 23,024,636.38 | 4,064,071.53 | 20,391,520.97 | 6,697,186.95 |

| STATEMENT OF BOND INDEBTEDNESS | | | | |
|--------------------------------|--------------------|-----------------|---------------------|---------------|
| Bonds | General Obligation | | Waste Water Revenue | Total |
| | Improvement | Revolving Loans | | |
| Outstanding as of 10/01/2017 | \$ 22,980,000 | \$ - | \$ - | \$ 22,980,000 |
| Retired | - | - | - | - |
| Issued | - | - | - | - |
| Refunded | - | - | - | - |
| Outstanding as of 12/31/2017 | \$ 22,980,000 | \$ - | \$ - | \$ 22,980,000 |
| Temporary Notes | \$ - | - | - | - |
| Total Outstanding 12/31/2017 | | | | \$ 22,980,000 |

AGENDA ITEM

TO: Governing Body Members
FROM: Tim Vandall, City Administrator 
DATE: January 12, 2018
SUBJECT: Resolution No. B-1-2018 ICMA Retirement Corporation

This resolution authorizes the Finance Director to act on behalf of the City for all business regarding ICMA Retirement Corporation. The authorization was previously under the HR Director and in order to switch authorized users, a resolution is required.

Policy Consideration: N/A

Financial Consideration: N/A

Action: Staff recommends a motion to adopt Resolution No. B-1-2018, as presented.

AGENDA ITEM #

3

RESOLUTION NO. B-1-2018

A RESOLUTION AUTHORIZING THE FINANCE DIRECTOR TO ACT ON BEHALF OF THE CITY OF LANSING, KANSAS FOR ALL BUSINESS REGARDING ICMA RETIREMENT CORPORATION AND ANY AFFILIATED ENTITIES.

WHEREAS, the City of Lansing designates the Finance Director to oversee and act on the City's behalf for any and all business regarding ICMA Retirement Corporation and any affiliated entities;

BE IT FURTHER RESOLVED, that the Finance Director shall be the coordinator of the Plan; shall receive reports, notices, etc., from ICMA Retirement Corporation or Vantage Trust; shall cast, on behalf of the Employer, any required votes under Vantage Trust; may delegate any administrative duties relating to the plan to the appropriate departments.

BE IT FURTHER RESOLVED, that the Employer hereby authorizes the Finance Director to execute all necessary agreements with ICMA Retirement Corporation incidental to the administration of the plan.

ADOPTED AND APPROVED by the Governing Body of the City of Lansing, Kansas, this 18th day of January, 2018.

(SEAL)

ATTEST:

SARAH BODENSTEINER,
City Clerk

MICHAEL W. SMITH,
Mayor



PLAN COORDINATOR CHANGE FORM

This form is used to request a change in the Plan Coordinator information on record at ICMA-RC.

Instructions:

1. Include all plan numbers these changes apply to on page 2.
2. The signature of the current Plan Coordinator or the Primary Contact is required on page 2.
3. Enter the change needed in the appropriate section on page 2.
4. Mail or fax the completed form to:

ICMA-RC
New Business Services
777 North Capitol Street, NE
Washington, DC 20002-4240

Or fax to
Attn: New Business Services
202-962-4601

Your changes should appear in EZLink five business days from receipt of the properly completed and signed form. If you have any questions or need assistance, please email New Business Services at:

NBS-PlanAdoptionServices@icmarc.org

Plan Coordinator – Change in the TITLE of the Plan Coordinator

The title of the person authorized to fill this role may be designated in a municipal resolution, an affirmative statement, ordinance or other official government action empowered to designate an individual to act on behalf of the retirement plan. Some Plan Sponsors make such changes through their Council or Board and some HR Directors are authorized to make such changes. In order to change the title of the position authorized to function as the Plan Coordinator, you may need to have your legislative body pass a new resolution to update the title of the position designated. A copy of the authorizing documentation must accompany this form.

Sample Resolution:

BE IT FURTHER RESOLVED that the _____ (use title of official, not name) shall be the coordinator for the Plan; shall receive reports, notices, etc., from ICMA Retirement Corporation or VantageTrust; shall cast, on behalf of the Employer, any required votes under VantageTrust; may delegate any administrative duties relating to the Plan to appropriate departments; and,

BE IT FURTHER RESOLVED that the Employer hereby authorizes (use title not name) to execute all necessary agreements with ICMA Retirement Corporation incidental to the administration of the Plan.

Plan Coordinator – Change of the NAME of the Plan Coordinator

If the name (but not the title) of the person designated as the Plan Coordinator is changing, please complete this form. No additional documentation is required.




PLAN COORDINATOR CHANGE FORM

Plan Name: City of Lansing Date: 12/8/2017
Plan Number(s): 30610 / 705889 State: Kansas
Authorized Contact Name: Elizabeth Sanford
Authorized Contact Title: Finance Director
Authorized Contact Signature: _____
Authorized Contact Email Address: bsanford@lansing.ks.us

| | |
|--|--|
| Change in TITLE of Plan Coordinator (Additional documentation required. See page 1) | Contact Name: _____ Contact Title: _____ Phone Number: _____ Fax Number: _____ Email Address: _____ |
| Change in NAME of Plan Coordinator | Contact Name: _____ Contact Title: _____ Phone Number: _____ Fax Number: _____ Email Address: _____ |
| Comments (Special Instructions) | |

AGENDA ITEM

TO: Governing Body and City Administrator 
THRU: Steven Wayman, Police Chief
FROM: Wendy Burr, Animal Control Officer
DATE: January 10, 2018
SUBJECT: Request for Special Use Permit (1017 Pebblebeach Drive)

Crystal Bourne have submitted a request for a special use permit to house more than the allowed 4 animals at 1017 Pebblebeach Drive. This is a new request for this address for 5 cats. Attached is Animal Control Officer Wendy Burr's finding in this request.

Action: A motion to approve or deny the Special Use Permit for 1017 Pebblebeach Drive.

AGENDA ITEM #

4



CITY OF LANSING

ANIMAL PERMIT APPLICATION

Applicant Name: Crystal Bourne

Address: 1017 Pebble Beach Dr., Lansing, KS 66043
Street City State Zip Code

Proposed Location (if different): _____
Street City State Zip Code

Mailing Address (if different): _____
Street City State Zip Code

Telephone (Day): 571-225-7425 Telephone (Evening): same Email: dailycd@yahoo.com

Property Owner Name: Hansen Property Owner Telephone: _____

Property Owner Address: P.O. Box 1002, Leavenworth, KS 66048
Street City State Zip Code

Number of Each Type of Animal: 5 cats

General Description of Each Animal: 3 shorthair black, 2 longhair black (white tufts) — 2 male, 3 female

Noises or Odors Anticipated: _____

Housing Arrangements for All Such Animals including Safety or Structure, Locks, Fencing, etc.: outdoor with garage access and fenced in yard with upper level deck

Interest in Such Animal(s): adopted stray who had babies before being fixed. Family cares for all the cats now — attached to them

Any Information Regarding Vicious or Dangerous Propensities of All Such Animals: N/A

Safety Precautions to be Taken: rabies vaccinated & all fixed

Prior Incidents Involving Public Health or Safety: N/A

LICENSE INFORMATION

Type of License: ☒ More than 4 Animals
(\$25.00)

☐ Other: _____
(\$25.00)

Renewal: ☐ Yes ☒ No

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

Signature: Crystal Bourne Date: 12/29/17

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

FOR OFFICIAL USE ONLY:

Application Received By: [Signature] 12/29/17
Signature Date

Cost: 25.00 License Period: Annual

Amount Received: 25.00 ☒ Cash ☐ Check ☐ Credit

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

Inspection Scheduled: 1/31/18

Police Signature: [Signature]

Council Meeting Date: 1/18/18 ☐ Approved ☐ Denied



Lansing Police Department
800 1st Terrace
Lansing, KS 66043

Animal Permit
Review & Supplemental
Narrative

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

| | |
|---|--|
| Applicant's Name (LAST, First MI.) Bourne, Crystal | Report Date (MM/DD/YYYY): 01/10/2018 |
| Applicant's Address (Street, City, Zip): 1017 Pebblebeach Dr, Lansing, KS 66043 | |

| |
|---|
| Permit Application Initiated By: |
| <input type="checkbox"/> Voluntary Compliance <input checked="" type="checkbox"/> Observed Violation <input type="checkbox"/> Citizen Complaint |

| | | | | |
|--|------------------------------|------------------------|--|-------------------|
| Adjoining Residential Contact Interview: | Interview Date (MM/DD/YYYY): | Interview Time (HHMM): | Acquainted w/Applicant: | Years Acquainted: |
| Contact #: 1 - NC | 1/10/18 | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |

Contact's Comments/Concerns:
Letter mailed to 1019 Pebblebeach Dr - rental property

| | | | | |
|--|------------------------------|------------------------|--|-------------------|
| Adjoining Residential Contact Interview: | Interview Date (MM/DD/YYYY): | Interview Time (HHMM): | Acquainted w/Applicant: | Years Acquainted: |
| Contact #: 2 - NC | 1/10/18 | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |

Contact's Comments/Concerns:
1015 Pebblebeach Dr - Vacant/For Sale

| | | | | |
|--|------------------------------|------------------------|--|-------------------|
| Adjoining Residential Contact Interview: | Interview Date (MM/DD/YYYY): | Interview Time (HHMM): | Acquainted w/Applicant: | Years Acquainted: |
| Contact #: 3 - NC | 1/10/18 | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |

Contact's Comments/Concerns:
Letter mailed to 720 Merion

| | | | | |
|--|------------------------------|------------------------|---|-------------------|
| Adjoining Residential Contact Interview: | Interview Date (MM/DD/YYYY): | Interview Time (HHMM): | Acquainted w/Applicant: | Years Acquainted: |
| Contact #: 4 | 1/10/18 | 1100 | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | >1 |

Contact's Comments/Concerns:
Abed Wahdeh @ 800 Merion ~ No concerns, likes the cats.

| | | |
|---|--|----------------------|
| In Current Ordinance Compliance: | Areas Of Non-Compliance: | Additional Comments: |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <input checked="" type="checkbox"/> Animal Tags <input type="checkbox"/> Fencing | |
| Photos Taken & Retained: | <input type="checkbox"/> Insurance <input type="checkbox"/> Permit | |
| <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Vaccinations <input type="checkbox"/> Other: _____ | |
| | <input type="checkbox"/> Signage <input type="checkbox"/> Other: _____ | |

Results of Applicant Interview & Property Inspection / Officer's Narrative:
Ms. Bourne had gone to great lengths to provide for the cats. All are current on vaccinations and spayed or neutered. Mother cat was a stray that Ms. Bourne was providing for. Plenty of room in the garage of the residence. No animal complaints found for the duration of time that Ms. Bourne has lived at the residence. Letter sent to neighbors unable to make contact with and advising of permit application and City counsel meeting.

| | |
|--|---|
| Council Presentation (MM/DD/YYYY & HHMM): 01/18/2018 | Applicant Notified (of Council Presentation) On (MM/DD/YYYY & HHMM): 01/03/2018 |
|--|---|

| | | | |
|---------------|----------------------|--------------|-------|
| Submitted By: | Date: 1/10/18 | Reviewed By: | Date: |
|---------------|----------------------|--------------|-------|



City of Lansing
Police Department
Steven L. Wayman, Chief



January 10, 2018

Dear Current Resident,

This letter is to inform you that your neighbor, Crystal Bourne at 1017 Pebblebeach Drive, has applied for a permit to own more than 4 animals in the City of Lansing. They are in possession of five cats. Ms. Bourne is in compliance with City ordinance 973.2-501 and the inspection of the residence has been completed.

You are welcome to attend the Lansing City Council Meeting being held on January 18, 2018 at 7:00pm. At that time, the Lansing City Council will be addressing any concerns or complaints regarding this permit application.

Respectfully,

W. Burr #1548
Animal Control Officer

COPY

Hope Inc.

728 Cherokee
Leavenworth, KS 66048
913-651-6761

INVOICE

Help Over-Population of Pets Economically

FOR: Crystal Bourne
1017 Pebble Beach Dr
Lansing, KS 66043
(571) 225-7425

Printed: 08-22-17 at 3:33p
Date: 08-22-17
Account: 4781
Invoice: 18726

| Date | For | Qty | Description | Price | Discount | Price |
|----------------------------------|----------|-----|----------------------------|-------|----------|-----------|
| Services by Randy Hamilton D.V.M | | | | | | |
| 08-22-17 | Lucky | 1 | Pre-Surgical Exam | | | 0.00 |
| 08-22-17 | | 1 | Ovariohysterectomy, Feline | 65.00 | 32.50 | 32.50 ** |
| 08-22-17 | | 1 | LAWS COUPON | 0.00 | 32.50 | -32.50 ** |
| 08-22-17 | | 1 | Rabies Vaccination - 1yr. | | | 10.00 |
| 08-22-17 | | 1 | Pyrantel pamoate 50 mg/mL | | | 9.00 |
| 08-22-17 | Luna | 1 | Pre-Surgical Exam | | | 0.00 |
| 08-22-17 | | 1 | Ovariohysterectomy, Feline | 65.00 | 32.50 | 32.50 ** |
| 08-22-17 | | 1 | LAWS COUPON | 0.00 | 32.50 | -32.50 ** |
| 08-22-17 | | 1 | Rabies Vaccination - 1yr. | | | 10.00 |
| 08-22-17 | | 1 | Pyrantel pamoate 50 mg/mL | | | 9.00 |
| 08-22-17 | Midnight | 1 | Pre-Surgical Exam | | | 0.00 |
| 08-22-17 | | 1 | Castration, Feline | 55.00 | 30.00 | 25.00 ** |
| 08-22-17 | | 1 | LAWS COUPON | 0.00 | 25.00 | -25.00 ** |
| 08-22-17 | | 1 | Rabies Vaccination - 1yr. | | | 10.00 |
| 08-22-17 | | 1 | Pyrantel pamoate 50 mg/mL | | | 9.00 |
| 08-22-17 | Nemo | 1 | Pre-Surgical Exam | | | 0.00 |
| 08-22-17 | | 1 | Ovariohysterectomy, Feline | 65.00 | 32.50 | 32.50 ** |
| 08-22-17 | | 1 | LAWS COUPON | 0.00 | 32.50 | -32.50 ** |
| 08-22-17 | | 1 | Rabies Vaccination - 1yr. | | | 10.00 |
| 08-22-17 | | 1 | Pyrantel pamoate 50 mg/mL | | | 9.00 |
| 08-22-17 | Shadow | 1 | Pre-Surgical Exam | | | 0.00 |
| 08-22-17 | | 1 | Castration, Feline | 55.00 | 30.00 | 25.00 ** |
| 08-22-17 | | 1 | LAWS COUPON | 0.00 | 25.00 | -25.00 ** |
| 08-22-17 | | 1 | Rabies Vaccination - 1yr. | | | 10.00 |
| 08-22-17 | | 1 | Pyrantel pamoate 50 mg/mL | | | 9.00 |

Total charges, this invoice... 95.00

**Total discount included: 305.00

Your old balance... 0.00

Total payment(s) received... 95.00

08-22-17 HOPE, Inc 95.00

Your new balance...

0.00

Your invoice total reflects our **Good Clients** discount.

| Reminders for: Shadow | | Last done |
|--------------------------------|---------------------------|-----------|
| 08-22-18 | Feline Rabies Vaccination | 08-22-17 |
| Reminders for: Nemo | | Last done |
| 08-22-18 | Feline Rabies Vaccination | 08-22-17 |
| Reminders for: Midnight | | Last done |
| 08-22-18 | Feline Rabies Vaccination | 08-22-17 |
| Reminders for: Luna | | Last done |
| 08-22-18 | Feline Rabies Vaccination | 08-22-17 |
| Reminders for: Lucky | | Last done |
| 08-22-18 | Feline Rabies Vaccination | 08-22-17 |

CERTIFICATE OF VACCINATION

Date of Rabies Vaccination: 08-22-17
Next Rabies Vaccination On: 08-22-18

Certificate No: 0
Previous Rabies Vaccination:

VETERINARY CLINIC
Hope Inc.
728 Cherokee
Leavenworth, KS 66048
913-651-6761

OWNER OF ANIMAL
Crystal Bourne
1017 Pebble Beach Dr
Lansing, KS 66043
County:

This is to certify...

THAT I HAVE VACCINATED AGAINST RABIES THE ANIMAL DESCRIBED BELOW.

Patient information...

PATIENT: Shadow
SPECIES: Feline
SEX: N

TAG NO: -
WEIGHT: 0.00
AGE: 16 weeks

Color and markings... Black and White

Signed _____

G. Randy Hamilton DVM

Randy Hamilton D.V.M

License:

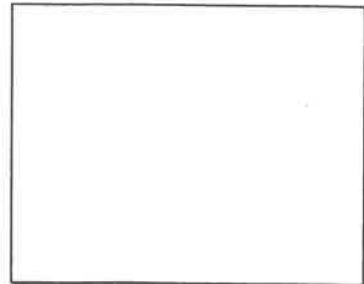
Vaccinations done...

08-22-17 RH Rabies Vaccination - 1yr., #- 08-22-18

Rabies Vaccine Information...

MFG BY: ZOE
LOT EXP: 3-27-18

SER.NO: 182854A
ADM: Sq



CERTIFICATE OF VACCINATION

Date of Rabies Vaccination: 08-22-17
Next Rabies Vaccination On: 08-22-18

Certificate No: 0
Previous Rabies Vaccination:

VETERINARY CLINIC
Hope Inc.
728 Cherokee
Leavenworth, KS 66048
913-651-6761

OWNER OF ANIMAL
Crystal Bourne
1017 Pebble Beach Dr
Lansing, KS 66043
County:

This is to certify...

THAT I HAVE VACCINATED AGAINST RABIES THE ANIMAL DESCRIBED BELOW.

Patient information...

PATIENT: Nemo
SPECIES: Feline
SEX: S

TAG NO: -
WEIGHT: 0.00
AGE: 16 weeks

Color and markings... Black and White

Signed _____

G. Randy Hamilton DVM

Randy Hamilton D.V.M

License:

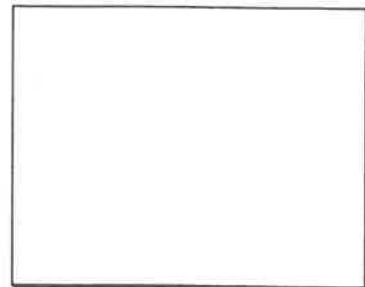
Vaccinations done...

08-22-17 RH Rabies Vaccination - 1yr., #- 08-22-18

Rabies Vaccine Information...

MFG BY: ZOE
LOT EXP: 3-27-18

SER.NO: 182854A
ADM: Sq



CERTIFICATE OF VACCINATION

Date of Rabies Vaccination: 08-22-17
Next Rabies Vaccination On: 08-22-18

Certificate No: 0
Previous Rabies Vaccination:

VETERINARY CLINIC
Hope Inc.
728 Cherokee
Leavenworth, KS 66048
913-651-6761

OWNER OF ANIMAL
Crystal Bourne
1017 Pebble Beach Dr
Lansing, KS 66043
County:

This is to certify...

THAT I HAVE VACCINATED AGAINST RABIES THE ANIMAL DESCRIBED BELOW.

Patient information...

PATIENT: Midnight
SPECIES: Feline
SEX: N

TAG NO: -
WEIGHT: 0.00
AGE: 16 weeks

Color and markings... Black and White

Signed _____

G. Randy Hamilton DVM

Randy Hamilton D.V.M

License:

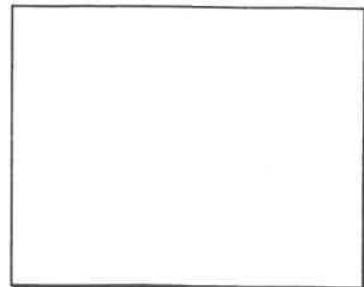
Vaccinations done...

08-22-17 RH Rabies Vaccination - 1yr., #- 08-22-18

Rabies Vaccine Information...

MFG BY: ZOE
LOT EXP: 3-27-18

SER.NO: 182854A
ADM: Sq



CERTIFICATE OF VACCINATION

Date of Rabies Vaccination: 08-22-17
Next Rabies Vaccination On: 08-22-18

Certificate No: 0
Previous Rabies Vaccination:

VETERINARY CLINIC
Hope Inc.
728 Cherokee
Leavenworth, KS 66048
913-651-6761

OWNER OF ANIMAL
Crystal Bourne
1017 Pebble Beach Dr
Lansing, KS 66043
County:

This is to certify...

THAT I HAVE VACCINATED AGAINST RABIES THE ANIMAL DESCRIBED BELOW.

Patient information...

PATIENT: Luna
SPECIES: Feline
SEX: S

TAG NO: -
WEIGHT: 0.00
AGE: 12 months

Color and markings... Black

Signed

G. Randy Hamilton DVM

Randy Hamilton D.V.M

License:

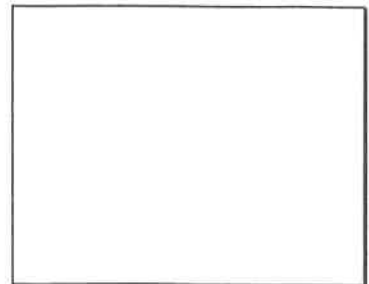
Vaccinations done...

08-22-17 RH Rabies Vaccination - 1yr., # 08-22-18

Rabies Vaccine Information...

MFG BY: ZOE
LOT EXP: 3-27-18

SER.NO: 182854A
ADM: Sq



CERTIFICATE OF VACCINATION

Date of Rabies Vaccination: 08-22-17
Next Rabies Vaccination On: 08-22-18

Certificate No: 0
Previous Rabies Vaccination:

VETERINARY CLINIC
Hope Inc.
728 Cherokee
Leavenworth, KS 66048
913-651-6761

OWNER OF ANIMAL
Crystal Bourne
1017 Pebble Beach Dr
Lansing, KS 66043
County:

This is to certify...

THAT I HAVE VACCINATED AGAINST RABIES THE ANIMAL DESCRIBED BELOW.

Patient information...

PATIENT: Lucky
SPECIES: Feline
SEX: S

TAG NO: -
WEIGHT: 0.00
AGE: 16 weeks

Color and markings... Black and White

Signed _____

G. Randy Hamilton DVM

Randy Hamilton D.V.M

License:

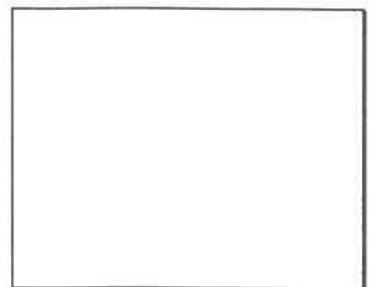
Vaccinations done...

08-22-17 RH Rabies Vaccination - 1yr., #- 08-22-18

Rabies Vaccine Information...

MFG BY: ZOE
LOT EXP: 3-27-18

SER.NO: 182854A
ADM: Sq










AGENDA ITEM

TO: Tim Vandall, City Administrator 
FROM: Tim Dossey, Event & Marketing Coordinator, Community & Economic Development Dept.
DATE: January 11, 2018
SUBJECT: 2018 Fireworks Displays

The Community & Economic Development Department prepared and issued a Request for Proposals (RFP) for the 2018 fireworks displays at the Lansing DAZE Festival (Friday, May 4, 2018) and the Independence Day Celebration (either Friday, June 29 or Wednesday, July 4, 2018) at Kenneth W. Bernard Park. The RFP was emailed to four (4) reputable companies on November 7, 2017. The RFP was also posted on the City of Lansing website and the Classifieds of the Leavenworth Times. One proposal was received by the deadline of January 4, 2018.

Kapow Fireworks, Inman, Kansas, submitted a bid for both shows. Details of the bid are as follows:

Lansing DAZE (May 4): \$5,000

- Multi shot cakes sizing from 1" – 2" breaks for a total of 525 breaks
- Shells: 160 ea. 2.5" shells, 384 ea. 3" shells, 72 ea. 4" shells, 24 ea. 5" shells for a total of 640 shells
- 1165 total breaks for electric fired fireworks display choreographed to music

Independence Day Celebration (June 29 or July 4): \$17,000

- Minimum 40 multi shot cakes from 1" – 3" breaks for a total of 3500 breaks
- Shells: 240 ea. 2" shells, 200 ea. 2.5" shells, 480 ea. 3" shells, 108 ea. 4" shells, 72 ea. 5" shells, 40 ea. 6" shells, 16 ea. 8" shells for a total of 1160 shells
- 4600+ total breaks for electric fired fireworks display choreographed to music

Kapow's proposed displays are very comparable to those they performed last year at Lansing's major community events. Lansing has scheduled its Independence Day Celebration on the Friday before Independence Day for a number of years. Last year, due to moisture in the fields of Kenneth W. Bernard Park, the event had to be postponed until the following day (Saturday). Staff would like the City Council to determine if the show should be scheduled for June 29 or July 4.

Policy Consideration: Staff advertised the RFP in accordance with the city's purchasing policy.

Financial Consideration: In 2018, \$36,000 is budgeted for the Lansing DAZE Festival (63-060-43501) and \$21,000 is budgeted for the Independence Day Celebration (63-060-43502). The proposal indicated \$5,000 is available for the Lansing DAZE show, and \$17,000 is available for the Independence Day show. If the Independence Day show is held on June 29, event staff will receive overtime pay but not holiday pay, which will be a cost savings for the city.

Action: Authorize staff to enter into a contract with Kapow Fireworks for shows on May 4 and June 29, 2018.



KAPOW FIREWORKS

KAPOW LLC
208 PLUM AVE
INMAN, KS 67546

Ryan Erickson 620-242-4700: ryan@ericksoncustombldg.com

Jeff Stephens 620-960-0278: hdm.1914@gmail.com

PROPSAL TO: Timothy Dossey
Economic Development
City of Lansing
730 1st Terrace, Suite 2
Lansing, KS 66043

EVENT: Lansing Independence day
DATE: June 29th or July 4 2018
RAIN DATE: Following day

LOCATION: Kenneth W. Bernard Community Park 15650 Gillman Road Lansing, KS 66043

DISPLAY TYPE: Electric fired with music fireworks display

PRODUCT TYPE: MIN 40 multi shot cakes sizing from 1" – 3" breaks for a total of 3500+ breaks
SHELLS: 240- 2", 200 – 2.5" 480- 3", 108- 4", 72- 5", 40- 6", 16- 8", for a total of 1160 shells
4600+ total breaks for show.

DISPLAY SITE: To be roped and flagged by sponsor, access by truck and trailer required.

SETUP: State licensed pyro technician and support team provided.

CLEAN UP: Clean up provide per owners guidelines

INSURANCE: 5,000,000 liability insurance policy provided

PERMITS: Kapow LLC will secure all necessary permits

TAX: No sales tax included

RAIN DATE: If rain date is not scheduled 24 HR in advance there will be a \$500 charge for over extra overnight stay

COST FOR DISPLAY FIREWORKS SHOW: \$17,000

TERMS: 25% due with signed contract on or before 2-10-17 balance due within 10 days of display

KAPOW REPRESENTATIVE: _____

SPONSOR REPRESENTATIVE: _____



KAPOW FIREWORKS

KAPOW LLC
208 PLUM AVE
INMAN, KS 67546

Ryan Erickson 620-242-4700: ryan@ericksoncustombldg.com

Jeff Stephens 620-960-0278: hdm.1914@gmail.com

PROPSAL TO: Timothy Dossey
Event and Marketing Coordinator
City of Lansing
730 1st Terrace
Lansing, KS 66043

EVENT: Lansing DAZE
DATE: May 4th 2018
RAIN DATE: NONE

LOCATION: Kenneth W. Bernard Community Park 15650 Gillman Road Lansing, KS 66043

DISPLAY TYPE: Electric fired with music fireworks display

PRODUCT TYPE:

Multi shot cakes sizing from 1" – 2" breaks for a total of 525 breaks
SHELLS: 160 2.5", 384 3", 72 4", 24 5" for a total of 640 shells
1165 total breaks for show

DISPLAY SITE: To be roped and flagged by sponsor, access by truck and trailer required.

SETUP: State licensed pyro technician and support team provided.

CLEAN UP: Clean up provide per owners guidelines

INSURANCE: 5,000,000 liability insurance policy provided

PERMITS: Kapow LLC will secure all necessary permits

TAX: No sales tax included

COST FOR DISPLAY FIREWORKS SHOW: \$5,000

TERMS: 25% due with signed contract on or before 2-10-18 balance due within 10 days of display

KAPOW REPRESENTATIVE: _____

SPONSOR REPRESENTATIVE: _____

Other Items of Interest: Department Vehicle and Equipment Mileage Reports

Lansing Police Department
Vehicle Fleet End of Month Report

Dec-2017

| Unit | Year | Make/Model | Mileage as of 12/01 | Mileage as of 01/02 | Miles Driven | Current Use | Future Use | Comments |
|------|------|------------------|------------------------|------------------------|-----------------|----------------|----------------|-------------------------------|
| 1 | 2013 | Ford Explorer | 68683 | 69876 | 1193 | Patrol | Patrol | Fit for patrol duty |
| 2 | 2012 | Dodge Charger | 40648 | 42152 | 1504 | Sergeants | Patrol | Fit for patrol duty |
| 3 | 2015 | Ford Explorer | 33197 | 33835 | 638 | Patrol | Patrol | Fit for patrol duty |
| 4 | 2015 | Ford Explorer | 19524 | 19897 | 373 | Patrol | Patrol | Fit for patrol duty |
| 5 | 2012 | Dodge Charger | 24952 | 25522 | 570 | Captain | Captain | Fit for patrol duty |
| 6 | 2013 | Ford Explorer | 48227 | 48782 | 555 | Patrol | Patrol | Fit for patrol duty |
| 7 | 2011 | Dodge Charger | 99968 | 100086 | 118 | Detective | Detective | Limited Use - Detective |
| 8a | 2017 | Dodge Charger | 2406 | 3854 | 1448 | Patrol | Patrol | Fit for patrol duty |
| 9 | 2012 | Chevy Tahoe | 89403 | 89814 | 411 | Patrol | Patrol | Fit for patrol duty |
| 10 | 2011 | Dodge Charger | 40171 | 40650 | 479 | Chief | Chief | Limited Use - Chief |
| 11 | 2003 | Ford F150 | 77662 | 77981 | 319 | Animal Control | Animal Control | Fit for Animal Control duties |
| 13a | 2017 | Dodge Charger | 4619 | 6044 | 1425 | Patrol | Patrol | Fit for patrol duty |
| 14 | 1995 | Ford EOC Vehicle | 162184 | 162184 | 0 | EOC | EOC | Limited Use - EOC |
| 15 | 2016 | Dodge Charger | 19043 | 19043 | 0 | Patrol | Patrol | WRECKED |
| 17 | 2016 | Dodge Charger | 15810 | 16346 | 536 | Patrol | Patrol | Fit for patrol duty |
| | | | | | | | | |
| | | | | Mileage Total: | 9569 | | | |

6

Lansing Public Works Department**Monthly Fleet Report**Month December Year 2017**Vehicles**

| Year | Make | Model | Description | Mileage Starting | Mileage Ending | Miles Driven | Comments |
|------|---------------|--------------|--------------------|------------------|----------------|--------------|----------|
| 2008 | Ford | LT | LT. Pick-up Ext | 54,151 | 54,226 | 75 | |
| 2007 | Ford | LT | LT. Pick-up Ext | 38,663 | 38,949 | 286 | |
| 1998 | Ford | 1/2 ton | Pick-up | 61,545 | 61,712 | 167 | |
| 2001 | Ford | Ranger | LT. Pick-up Ext | 116,164 | 116,192 | 28 | |
| 2005 | Ford | Ranger | LT. Pick-up Ext | 40,235 | 40,345 | 110 | |
| 2000 | Ford | Explorer | SUV | 186,081 | 186,148 | 67 | |
| 2005 | Sterling | LT 8500 | Dump Truck | 48,082 | 48,243 | 161 | |
| 2007 | Elgin | Crosswind J+ | Street Sweeper | 5,560 | 5,560 | 0 | |
| 1992 | Ford | 700 | Dump Truck | 62,914 | 63,028 | 114 | |
| 2017 | Chevrolet | 3500 | Pick-up Truck | 3,236 | 3,391 | 155 | |
| 2002 | Ford | F350 4x4 | Dump Truck | 71,914 | 72,008 | 94 | |
| 2011 | International | 7400 | Dump Truck | 12,805 | 12,840 | 35 | |
| 2016 | Ford | F350 4x4 | One-ton Dump Truck | 3,794 | 3,951 | 157 | |
| 2006 | Dodge | Charger | Sedan | 122,699 | 122,732 | 33 | |

Equipment

| Year | Make | Model | Description | Hours Starting | Hours Ending | Hours Used | Comments |
|-------------|-------------|--------------|--------------------|-----------------------|---------------------|-------------------|--------------------|
| 1997 | JD | 770BH | Grader | 5,019 | 5,019 | 0 | |
| 2004 | IR | DD-24 | Asphalt Roller | 256 | 257 | 1 | |
| 2006 | IR | 185 | Air Compressor | 183 | 183 | 0 | |
| 1993 | Ford | 5030 | Tractor | 476 | 476 | 0 | |
| 1997 | Bobcat | 763 | Skid Steer | 2,053 | 2,053 | 0 | |
| 2014 | Case | 580 SNWT | Backhoe | 658 | 686 | 28 | |
| 2002 | Crafco | 110 | Crack Sealer | 778 | 790 | 12 | |
| 2003 | Kubota | L3710 | Tractor | 1,528 | 1,528 | 0 | |
| 2009 | Case | 465 | Skid Steer | 547 | 550 | 3 | |
| 2004 | Case | 621D | Front Loader | 2,186 | 2,186 | 0 | at treatment plant |

Dec-17

| | | | |
|-----------------|----------|----------------|------------|
| City Influent | 27.31 MG | City Avg Daily | .881 MGD |
| LCF Influent | 11.19 MG | LCF Daily Avg | .361 MGD |
| Total Biosolids | 1.05 MG | Precip | .12 inches |

Vehicles

| Year | Make | Model | Description | Mileage Start | Mileage Ending | Miles Driven | Current Use | Comments |
|-------|--------------|--------|---------------|------------------|-------------------|-----------------|--------------------|----------|
| 1999 | Sterling | Vactor | Jet Truck | 8141 | 8141 | 0 | Collection System | |
| 2002 | Ford | 350 | Pick Up Truck | 92736 | 93052 | 316 | Ops/Maint. | |
| 2006 | Ford | Cr Vic | Sedan | 150717 | 150768 | 51 | Ops/Maint. | |
| 2005 | Ford | 550 | Flatbed Truck | 42253 | 42253 | 0 | Ops/Maint. | |
| 2005 | Freightliner | M2106 | Dump Truck | 19134 | 19224 | 90 | Biosolids Disposal | |
| Total | | | | | | 457 | | |

Equipment

| Year | Make | Model | Description | | | Hours Used | Current Use | Comments |
|------|------------|------------|-----------------|------|------|---------------|--------------------|----------|
| 1991 | Case | 1825 | Uni-Loader | 938 | 938 | 0 | Plant Activities | |
| 1999 | Sterling | Vactor | Jet Truck | 2230 | 2230 | 0 | Collection System | |
| 1999 | Aries | Saturn III | Camera Trailer | 344 | 344 | 0 | Collection System | |
| 2004 | John Deere | 7920 | Tractor | 1170 | 1170 | 0 | Biosolids Disposal | |
| 2005 | Polaris | Ranger #1 | Utility Vehicle | 1178 | 1179 | 1 | Operations | |
| 2004 | Case | 621D | Loader | 2225 | 2227 | 2 | | |
| 2005 | Polaris | Ranger #2 | Utility Vehicle | 1129 | 1149 | 20 | Maintenance | |
| 2006 | JCB | 531-70 | Telehandler | 532 | 533 | 1 | Plant Activities | |

City of Lansing Strategic Planning Retreat

Purpose of the Retreat

*An opportunity to spend some focused time with council members and staff
to create an 8-10 year strategic plan for the Lansing City Government*

City Hall Council Chambers, 800 First Terrace, Lansing, KS
September 9, 2017
8 am - 1 pm

RETREAT NOTES

Strategic Framework:

Vision

Lansing is a progressive city providing a safe and economically viable community for all.

Mission

Lansing is dedicated to providing a great place to live, work and play by offering quality services through cost effective governance.

Key Organizational Values & Beliefs

To realize our vision and mission, we believe each citizen deserves:

- Stewardship
 - Efficiency
 - Financial, environmental and physical resource responsibility
- Integrity
 - Transparency
 - Honesty
 - Professional, educated governing body and staff
- Teamwork
 - Effective communication between city staff, elected officials, and community
 - Effective partnerships
 - Citizen participation
 - Community involvement
 - Approachable governing body and staff
- Innovation
 - Creative solutions
 - Forward thinking
- Ethical Decision Making
 - Fairness
 - Respect
 - Consistency

Strategic Priorities

- Quality Infrastructure (i.e. water, roads, sewer, building/facilities, etc.)
- Quality of Life (i.e. safety, parks, library, museum, trails, schools, etc.)
- Economic Development (i.e. business, city center, etc.)
- Community Development (i.e. buildings, planning, code enforcement, etc.)
- Government Sustainability (i.e. Organizational, or City, Development including professional talent recruitment and retention, high functioning governing body/staff relationships, effective governing body, etc.)

Goals & Strategies for Each Strategic Priority:

- Quality Infrastructure
 - Goal 1: Master Facilities Plan
 - Goal 2: Complete 147th Street/DeSoto Road
 - Goal 3: Storm Water Plan
 - Goal 4: New City Hall
 - Goal 5: Sewers Positioned for Growth
 - Goal 6: Street Division/Police Garage
 - Goal 7: Activity Center
- Quality of Life
 - Goal 1: KWB Park
 - Strategy 1: Complete Utilities (water, toilets, and electricity)
 - Strategy 2: Build an Aquatic Center
 - Goal 2: More Room for the Library
 - Goal 3: Finish/Design a Trails Plan
 - Goal 4: Fire Department
- Economic Development
 - Goal 1: Lansing Town Center
 - Goal 2: Hotel Tax/Transient Guest Tax
 - Goal 3: Attract & Retain Businesses
 - Strategy 1: Develop Incentives for Business Recruitment
 - Goal 4: Completion & Expansion of Industrial Area
- Community Development
 - Goal 1: Unified Development Ordinance
 - Goal 2: Library
 - Goal 3: Updated Technical Specifications
 - Goal 4: Reduce Code Violations
 - Goal 5: Increase & Improve Partnerships
 - Goal 6: Increase Tourism
 - Goal 7: More Community Oriented
- Government Sustainability
 - Goal 1: Social Media Strategy
 - Goal 2: Improved Technology
 - Goal 3: Training & Development of the Governing Body
 - Goal 4: Servant Leadership
 - Goal 5: Succession Planning
 - Goal 6: Update Policy & Procedures

- Goal 7: Performance Evaluation System

Ways to Improve Effectiveness of the Governing Body at Work Sessions and Council Meetings:

1. Agendas for both work sessions and council meetings need to include more detailed information about what will be discussed
2. Members need to come prepared by reading materials ahead of meetings
3. If governing body members have questions related to what will be discussed, send them to staff ahead of meetings
4. Governing body members should stop in and visit city services (i.e. the library) to experience them first-hand
5. Work sessions should not be a place where governing body members hear about an issue for the first time
6. Issues should be completely worked out at work sessions and should not be re-opened at council meetings, unless new information is presented
7. The atmosphere at both work sessions and council meetings should be civil and professional, i.e. agree to disagree, do not engage in side conversations

Next Steps:

| What | Who | By When |
|---|-------------------------------------|----------------|
| Fill in strategic framework and goal sheets, finish notes and send to Tim | Teresa Schwab, Planning Facilitator | 9/22/17 |
| Flesh out goals, strategies | Department Heads | 2/1/17 |
| Prioritize goals, strategies | Governing Body | Early 2018 |
| Develop action steps | Department Heads | Early 2018 |
| Plan Finalized | Governing Body & Department Heads | Early 2018 |
| Review Plan | Governing Body & Department Heads | Annually |

**City of Lansing
DRAFT Strategic Framework
September 2017**

Vision

Lansing is a progressive city providing a safe and economically viable community for all.

Mission

Lansing is dedicated to providing a great place to live, work and play by offering quality services through cost effective governance.

Key Organizational Values & Beliefs

To realize our vision and mission, we believe each citizen deserves:

- Stewardship
 - Efficiency
 - Financial, environmental and physical resource responsibility
- Integrity
 - Transparency
 - Honesty
 - Professional, educated governing body and staff
- Teamwork
 - Effective communication between city staff, elected officials, and community
 - Effective partnerships
 - Citizen participation
 - Community involvement
 - Approachable governing body and staff
- Innovation
 - Creative solutions
 - Forward thinking
- Ethical Decision Making
 - Fairness
 - Respect
 - Consistency

Strategic Priorities

- Quality Infrastructure (i.e. water, roads, sewer, building/facilities, etc.)
- Quality of Life (i.e. safety, parks, library, museum, trails, schools, etc.)
- Economic Development (i.e. business, city center, etc.)
- Community Development (i.e. buildings, planning, code enforcement, etc.)
- Government Sustainability (i.e. Organizational, or City, Development including professional talent recruitment and retention, high functioning governing body/staff relationships, effective governing body, etc.)